



USER GUIDE

Arudra Books

Billing, stock and GST software for shops

**Arudra Books**
Main Branch

MAIN

Dashboard

OPERATIONS

Billing

POS Billing

Sales Return

Smart Cart Import

Inventory

Reports

ADMINISTRATION

Management

Enterprise

SYSTEM

Settings

Last Backup

Never

Version 1.0.0

Welcome back, Admin 🎉

Here's what's happening with your business today.

Cloud backup Off

Sat, 26 Sep 2026 11:29:35

admin (ADMIN)

Online

Logout

Departments (F12)

#	Product Name	MRP (₹)
1	Adhesive Fevicol 1... Crompton	₹ 4066.16
2	Adhesive Fevicol 1... Taparia	₹ 1875.01
3	Adhesive Fevicol 1... Supreme	₹ 2089.51
4	Adhesive Fevicol 1... Supreme	₹ 5395.60
5	Adhesive Fevicol 1... Taparia	₹ 1174.64
6	Adhesive Fevicol 1... Ashirvad	₹ 953.32
7	Bearings 6202 - V... Anchor	₹ 4518.65
8	Bearings 6202 - V... Crompton	₹ 1611.43
9	Bearings 6202 - V... Havells	₹ 737.12
10	Bearings 6202 - V... Ashirvad	₹ 1067.22
11	Bearings 6202 - V... Finolex	₹ 2904.28
12	Bearings 6202 - V... Karam	₹ 5789.83
13	Bearings 6202 - V... Stanley	₹ 4440.24
14	Bearings 6202 - V... Ashirvad	₹ 1505.28

W

Walk-in / Search Customer

+ New

Current ...

Bill #2026-...

6 It...

22...

Sav... ₹ 0...

#	Item Name	Qty	Price ...	Disc	GS...	Total (₹)
	Bearings 6204 - Va...	2.00	242...	0...	1...	₹ 5...
	Copper Wire 2.5 s...	1.00	919...	0...	1...	₹ 1...
	LED Bulb 12W - Va...	5.00	257...	0...	1...	₹ 1...
	Bearings 6204 - Va...	3.00	254...	0...	1...	₹ 8...
	MCB 16A - Variant...	1.00	555...	0...	1...	₹ 6...
	Teflon Tape - Varia...	10...	206...	0...	1...	₹ 2...

GRAND TOTAL

₹ 40372.41

6 items · 22.00 qty

Bill Summary

Subtotal

₹ 35898.75

Global Discount (F5):

0 %

- ₹ 0.00

Loyalty Discount:

- ₹ 0.00

Total Tax (GST)

₹ 4473.66

CGST Part: ₹ 2236.83

SGST Part: ₹ 2236.83

Net Payable:

₹ 40372.41

Tax Invoice

Estimate

Complete checkout (End)

Hold

Recall (0)

Find bill

Clear

Version 1.0.0 · September 2026

Arudra Commercial Services, Neyveli, Tamil Nadu

Support: +91 96291 29864 (call / WhatsApp) · arudracommercialservices@gmail.com · www.arudracs.com

Contents

- | | |
|---|---|
| 1. Before you start | 16. Purchase entry |
| 2. First start: activate your licence | 17. Supplier ledger |
| 3. Choose where your data is kept (database settings) | 18. Barcode labels |
| 4. Sign in | 19. Bundles (combo offers) |
| 5. Forgot password | 20. Customers |
| 6. The main screen and menus | 21. Rewards and loyalty |
| 7. Keyboard shortcuts | 22. Employees, roles and pay slips |
| 8. First-day setup checklist | 23. Dashboard |
| 9. Settings | 24. Profit analysis |
| 10. Departments | 25. Business reports |
| 11. Products | 26. GST compliance |
| 12. Billing (POS) | 27. Branches, stock transfer and Command Center |
| 13. Sales returns | 28. Backup and restore |
| 14. Smart Cart Import (customer self-billing) | 29. About System: licence, support and referral |
| 15. Stock | 30. Problems and solutions |

The pictures in this guide show demo data. Your screens will show your own shop's products and bills.

Plan labels. Some screens are part of a higher plan. Each section shows which plans include it: **Starter** **Standard** **Pro** **Premium**. If a menu item is locked on your computer, your plan does not include it. See [section 29](#) to add it.

1. Before you start

You need:

- A Windows 10 or Windows 11 computer
- The Arudra Books installer from Arudra Commercial Services
- A barcode scanner (optional, any USB scanner works)
- A printer: 58 mm or 80 mm thermal, or any A4 printer (optional)
- Internet only for activation messages, Google Drive backup, WhatsApp and online barcode lookup. **Billing works without internet.**

Install: double-click the installer, press **Next** on each step and **Finish**. Open **Arudra Books** from the desktop or Start menu.

2. First start: activate your licence

When the app opens, a splash screen shows while it prepares the database and checks your licence. If this computer has no licence yet, the **Activate Arudra Books** screen opens.

The screenshot shows the 'Activate Arudra Books' screen with two main sections. The left section, titled '1 Ask for a licence key', contains a 'Machine ID' field with a pre-filled value '3973E022E93220F9212C18D0D0C543AE' and a 'Copy' button. Below this are fields for 'Your name / shop' (with example 'e.g. MJDI Traders') and 'Phone' (with example 'Mobile number'). A note states 'Used only in the message below, so your provider knows who's asking.' At the bottom of this section are two buttons: 'Send on WhatsApp' and 'Copy request'. The right section, titled '2 Paste your licence key', contains a large text area with the placeholder 'Paste the whole key here'. At the bottom right of the screen are 'Exit' and 'Activate' buttons. A footer at the bottom left says 'Need help? Call +91 96291 29864'.

The Activate Arudra Books screen

Activation has two steps:

Step 1: Ask for a licence key

1. Your **Machine ID** is shown. It identifies this computer.
2. Type **Your name / shop** and **Phone**.
3. Press **Send on WhatsApp** (or **Copy request** and send it any way you like) to Arudra support.

Step 2: Paste your licence key

1. Support sends you a licence key.
2. Paste the whole key into **Paste the whole key here**. It is checked as you paste.
3. Press **Activate**.

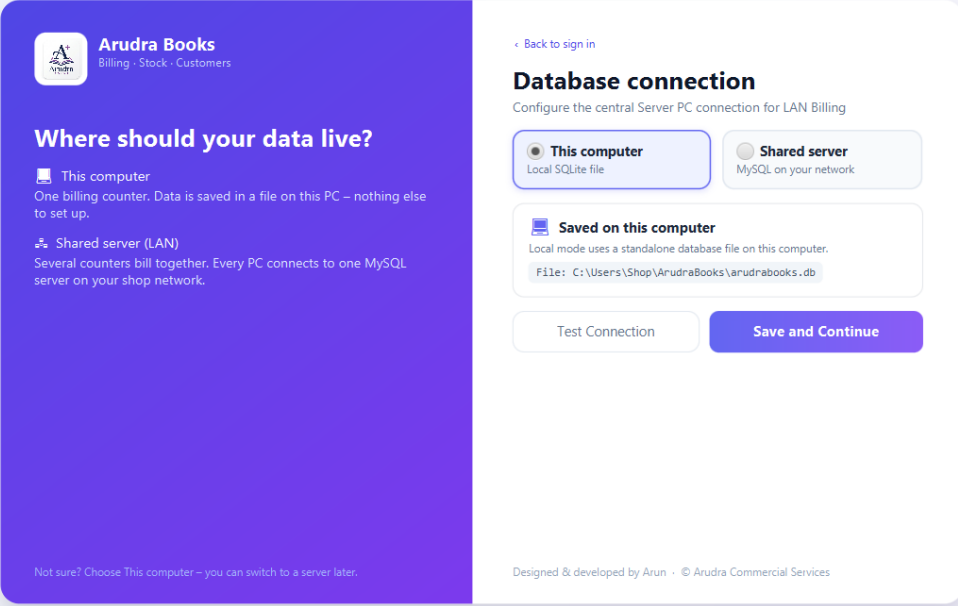
The licence works only on the computer whose Machine ID you sent. If you change computers, contact support.

Need help? Call **+91 96291 29864**.

3. Choose where your data is kept (database settings)

After activation, if no database is set up yet, the **Where should your data live?** screen opens. You can also open it later from the sign-in screen with **Database Settings**.

Choice	Use it when
 This computer (local SQLite file)	You have one billing counter. Data is saved on this PC. Nothing else to set up.
 Shared server (LAN) (MySQL on your network)	Several counters bill together. Every PC connects to one MySQL server in your shop.



The screenshot shows the 'Where should your data live?' screen for Arudra Books. The left panel is purple and contains the title 'Where should your data live?' and two options: 'This computer' (selected) and 'Shared server (LAN)'. The right panel is white and contains the title 'Database connection' and two options: 'This computer' (selected) and 'Shared server'. Below these are buttons for 'Test Connection' and 'Save and Continue'.

Choosing where your data is kept

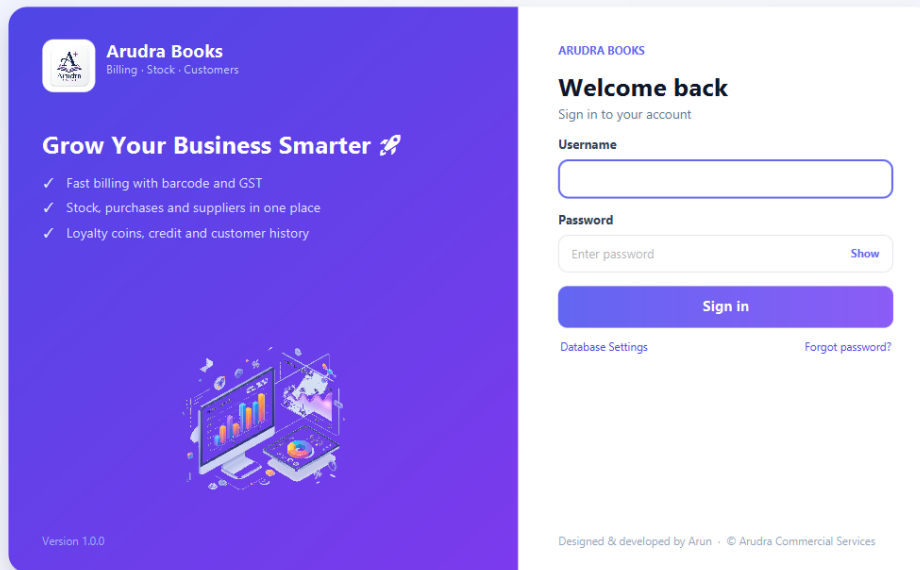
Not sure? Choose **This computer**. You can switch to a server later.

To use a shared server:

1. Choose **Shared server**.
2. Fill in the server details:
 - **Server IP / Hostname**, for example `192.168.1.10`
 - **Port**, usually `3306`
 - **Database Name**, for example `arudrabooks`
 - **Username** and **Password** of the MySQL user
3. Press **Test Connection**. Wait for the success message.
4. Press **Save and Continue**.

Do the same on every counter PC, using the same server details.

4. Sign in



The sign-in screen

1. Type your **Username** and **Password**.
2. Press **Sign in** (or Enter).

- **Show** displays the password as you type.
- **⌨ Caps Lock is on** warns you when Caps Lock is on.

First sign-in: the username is `admin` and the password is `admin`. **Change this password straight away** in **Settings** → **Change your password** (section 9).

Open without a password (optional). On a computer nobody else can reach, an admin can turn on **Settings** → **Sign-in** → **Open without a password** and choose which user is signed in automatically.

Log out: press **Logout** at the top right of the main screen.

5. Forgot password

If nobody can sign in:

Arudra Books
Billing · Stock · Customers

Locked out? We'll get you back in.

- 1 Send Arudra support the request code shown here – WhatsApp is quickest.
- 2 Support sends back a reset code made only for this request.
- 3 Paste it here – the login goes back to admin / admin. Change the password after you sign in.

A request code works for 24 hours, on this computer only.

[Back to sign in](#)

Forgot password?
Arudra support will give you a reset code.

1 Your request code [New code](#)

XX52-11XF [Copy](#)

Send it to Arudra Commercial Services on WhatsApp
+91 96291 29864. [S...](#)

2 Reset code from support [Paste](#)

Paste it exactly as sent – line breaks don't matter.

[Reset login](#)

Designed & developed by Arun · © Arudra Commercial Services

Forgot password: send the request code, paste the reset code

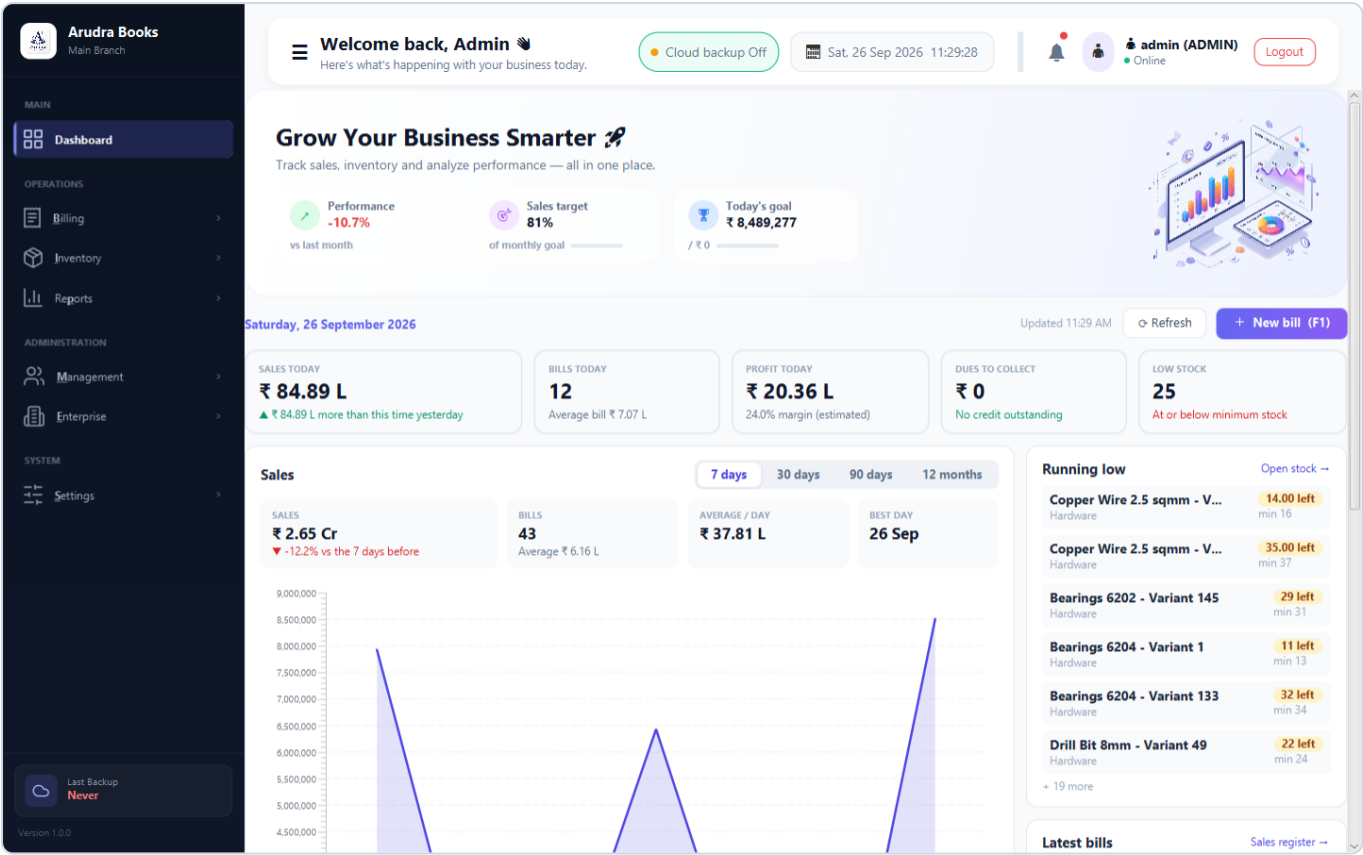
1. On the sign-in screen, press **Forgot password?**
2. A **request code** is shown. Press **Send on WhatsApp** (quickest), **Copy**, or **Call support** and read it out.
3. Arudra support sends back a **reset code** that starts with `ABR2-`.
4. Paste the whole code into **Reset code from support** (the **Paste** button helps) and press **Reset login**.
5. When you see ✓ **Login reset**, sign in with username `admin` and password `admin`.
6. Change the password straight away.

A request code works for **24 hours**, on **this computer only**. If it expires, press **New code** and send the new one.

Forgot an employee's password? An admin can open **Employees**, select the person and press  **Reset Password** (section 22).

6. The main screen and menus

After signing in you see the **Dashboard**. The left sidebar holds every screen:



The main screen with the sidebar on the left

Group	Menu	Items
MAIN	Dashboard	Today's business at a glance
OPERATIONS	Billing	POS Billing · Sales Return · Smart Cart Import
	Inventory	Stock Entry · Purchase Entry · Supplier Ledger · Product List · Barcode Generator · Bundle Management · Departments
	Reports	Profit Analysis · Business Reports · GST Compliance
ADMINISTRATION	Management	Customers · Reward Settings · Employees
	Enterprise	Command Center · Branch Network · Stock Transfer
SYSTEM	Settings	System Config · Cloud Backup · About System

The bottom of the sidebar shows your **Last Backup** time and the version. The top bar shows who is signed in and **Logout**.

7. Keyboard shortcuts

Anywhere in the app

Keys	Opens
F1	New bill (Billing)
F2	Stock
F3	Dashboard
F4	Purchase entry
F5	Customers
F6	Sales returns
Alt + D	Dashboard
Alt + B	Billing menu
Alt + I	Inventory menu
Alt + P	Reports (Profit)
Alt + M	Management (Customers)
Alt + E	Enterprise (Command Center)
Alt + S	Settings
Ctrl + S	Save (settings and forms)
Ctrl + Space	Switch typing between English and Tamil

On the billing screen

Keys	Does
F9	Take payment
End	Complete checkout
F12	Switch the left panel between Products and Departments
*	Change the quantity of the last item
+ / -	Add or remove one from the last item
Delete	Remove the last item
Ctrl + H	Hold the bill
Ctrl + R	Recall a held bill
Ctrl + F	Find a past bill
Esc	Close a pop-up

8. First-day setup checklist

Do these once, in this order, before your first real bill:

1. ☐ Change the `admin` password ([section 9](#))
2. ☐ Enter your shop name, phone, GSTIN, address and logo in **Settings** → **Your shop**
3. ☐ Choose whether prices include GST in **Settings** → **Tax**
4. ☐ Set your bill number prefix and printer in **Settings** → **Bills** and **Printer & paper**
5. ☐ Create your **Departments** ([section 10](#))
6. ☐ Add your **Products**, one by one or by bulk import ([sections 11](#) and [15](#))
7. ☐ Add **Employees** who will bill ([section 22](#))
8. ☐ Set up **Rewards** if you give loyalty coins ([section 21](#))
9. ☐ Turn on **automatic backups** and connect Google Drive ([section 28](#))
10. ☐ Make a test bill and print it

9. Settings

Menu: Settings → System Config · [All plans](#)

Only an admin can change settings. Use  **Find a setting...** at the top to jump to any option. Press **Ctrl + S** to save.

Section	What you set
Your shop	Shop name, phone, GSTIN, FSSAI licence (food shops), address, currency symbol and logo. Printed at the top of every invoice.
Tax	Prices include GST? <i>Exclusive:</i> GST is added on top of the price. <i>Inclusive:</i> the price already includes GST.
Bills	Bill number prefix (for example INV-), the most discount a cashier can give without an admin, bill types (tax invoice, estimate or both), and Order items by rack for quick picking.
Stock	Low stock warning level, what happens when stock runs out, default department for new products, and Look up unknown barcodes online .
Custom HTML templates	Print with a template from the Template gallery... instead of the options below.
Invoice layout	Choose what is printed: top of the invoice, invoice title, customer details, item columns, totals (GST breakdown, amount in words, balance due, reward coins) and bottom of the invoice (terms, thank-you note, signature and seal lines).
Printer & paper	Default printer, paper size, orientation and copies of each bill.
After a bill is saved	Show a preview, print straight away, or offer to share on WhatsApp.
Look	Font, text size, invoice language, table lines and page margins.
WhatsApp	How chats open, country code (91), copying the bill PDF when sharing, and message templates for bills, payment reminders and greetings.
AI (optional)	Provider, model and API key for Fill details from photo (AI) on the product page. Each photo costs a little and needs internet.
Display	App language (English / Tamil) and text size (13 is normal).
Change your password	Current password, new password twice, then Change password .
Sign-in	Open without a password and Sign in as .
Backup & restore	Open Backup & Restore → (section 28) .

Arudra Books
Main Branch

MAIN

Dashboard

OPERATIONS

Billing

Inventory

Reports

ADMINISTRATION

Management

Enterprise

SYSTEM

Settings

System Config

Cloud Backup

About System

Last Backup
Today, 11:29 AM

Version 1.0.0

Welcome back, Admin

Cloud backup Off

Sat, 26 Sep 2026 11:31:26

admin (ADMIN)
Online

Logout

Settings

How your shop, bills, invoices and this app work

Find a setting...

Shop details
Name, address, GSTIN, logo

Billing & tax
GST, discounts, bill numbers

Stock & products
Low stock, barcodes

Invoice design
What's printed on a bill

Printing
Printer, paper, after billing

WhatsApp
Share bills, message customers

AI assistant
Product details from a photo

This app
Language, text size

Security
Password, auto login

Advanced
Backups, MySQL tools

Your shop

Printed at the top of every invoice.

Shop name
Arudra Books

Phone
Primary phone number

GSTIN
e.g. 29AAAAA0000A1Z5

FSSAI licence (food shops)
e.g. 12345678901234

Address
Full address for invoice printing...

Currency symbol
₹

Logo

Upload... Remove

PNG or JPG, square works best

Discard changes Save (Ctrl+S)

Unsaved changes

Settings: Your shop

Arudra Books
Main Branch

MAIN

Dashboard

OPERATIONS

Billing

Inventory

Reports

ADMINISTRATION

Management

Enterprise

SYSTEM

Settings

System Config

Cloud Backup

About System

Last Backup
Today, 11:29 AM

Version 1.0.0

Welcome back, Admin

Cloud backup Off

Sat, 26 Sep 2026 11:31:27

admin (ADMIN)
Online

Logout

Settings

How your shop, bills, invoices and this app work

Find a setting...

Shop details
Name, address, GSTIN, logo

Billing & tax
GST, discounts, bill numbers

Stock & products
Low stock, barcodes

Invoice design
What's printed on a bill

Printing
Printer, paper, after billing

WhatsApp
Share bills, message customers

AI assistant
Product details from a photo

This app
Language, text size

Security
Password, auto login

Advanced
Backups, MySQL tools

Tax

Prices include GST?
Exclusive: GST is added on top of the price. Inclusive: the price already includes GST.

EXCLUSIVE

Bills

Bill number prefix
Used when a bill's department has no code of its own.

e.g. INV-

Most discount a cashier can give (%)
The largest discount allowed on a bill without an admin.

10.0

Bill types
Whether the billing screen offers tax invoices, estimates, or both.

Invoice and Estimate (Both)

Order items by rack
At checkout, list items in floor and rack order so they're quick to pick.

Discard changes Save (Ctrl+S)

Unsaved changes

Settings: Billing & tax

Arudra Books

Main Branch

MAIN

Dashboard

OPERATIONS

Billing

Inventory

Reports

ADMINISTRATION

Management

Enterprise

SYSTEM

Settings

System Config

Cloud Backup

About System

Last Backup

Today, 11:29 AM

Version 1.0.0

Welcome back, Admin

Here's what's happening with your business today.

Cloud backup Off

Sat, 26 Sep 2026 11:31:31

admin (ADMIN)

Online

Logout

Settings

How your shop, bills, invoices and this app work

Find a setting...

Shop details

Name, address, GSTIN, logo

Billing & tax

GST, discounts, bill numbers

Stock & products

Low stock, barcodes

Invoice design

What's printed on a bill

Printing

Printer, paper, after billing

WhatsApp

Share bills, message customers

AI assistant

Product details from a photo

This app

Language, text size

Security

Password, auto login

Advanced

Backups, MySQL tools

Custom HTML templates

Print with a template from the gallery instead of the options below.

Template gallery

Top of the invoice

All None

Shop name

Address

Email

FSSAI licence

Logo

Phone

GSTIN

Invoice title

Title text

Blank = TAX INVOICE / ESTIMATE

Customer

All None

Name

Address

Mobile

GSTIN

Item columns

All None

S. No.

Quantity & unit

Discount

Amount

Product name

Rate

GST

Preview

A sample bill with your choices

TAX INVOICE

Arudra Books

Ph:

Billed To:

John Doe

123 Business Road, Tech City

Ph: +91 9876543210

Invoice No: INV-001

Date: 26-Sep-2026

Time: 11:31

Sl No	Product Description	Qty	Rate	Amount
1	Sample Product A	2.00	500.00	1000.00
2	Sample Product B	1.00	250.75	250.75

Subtotal:

₹ 1250.75

Reward Coins Earned:

12 Coins

Reward Discount:

-₹ 100.00

Grand Total:

₹ 1250.75

Amount in Words: Rupees One Thousand Two Hundred Fifty and Seventy Five Paise Only

Terms & Conditions:

1. Goods once sold will not be taken back.

2. This is an estimate bill.

Thank you for your business!

Discard changes

Save (Ctrl+S)

Settings: Invoice design, with a live preview

Arudra Books

Main Branch

MAIN

Dashboard

OPERATIONS

Billing

Inventory

Reports

ADMINISTRATION

Management

Enterprise

SYSTEM

Settings

System Config

Cloud Backup

About System

Last Backup

Today, 11:29 AM

Version 1.0.0

Welcome back, Admin

Here's what's happening with your business today.

Cloud backup Off

Sat, 26 Sep 2026 11:31:33

admin (ADMIN)

Online

Logout

Settings

How your shop, bills, invoices and this app work

Find a setting...

Shop details

Name, address, GSTIN, logo

Billing & tax

GST, discounts, bill numbers

Stock & products

Low stock, barcodes

Invoice design

What's printed on a bill

Printing

Printer, paper, after billing

WhatsApp

Share bills, message customers

AI assistant

Product details from a photo

This app

Language, text size

Security

Password, auto login

Advanced

Backups, MySQL tools

Printer & paper

Printer

Default

Paper size

A5

Orientation

LANDSCAPE

Copies of each bill

1

After a bill is saved

Show a preview

Check the invoice on screen before printing.

Print straight away

Used when the preview is off.

Offer to share on WhatsApp

Asks whether to send the bill to the customer's WhatsApp.

Look

Font

Segoe UI

Text size

10

Invoice language

Match App Language

Table lines

Page margins (mm)

Top

10.0

Bottom

10.0

Left

10.0

Right

10.0

Preview

A sample bill with your choices

TAX INVOICE

Arudra Books

Ph:

Billed To:

John Doe

123 Business Road, Tech City

Ph: +91 9876543210

Invoice No: INV-001

Date: 26-Sep-2026

Time: 11:31

Sl No	Product Description	Qty	Rate	Amount
1	Sample Product A	2.00	500.00	1000.00
2	Sample Product B	1.00	250.75	250.75

Subtotal:

₹ 1250.75

Reward Coins Earned:

12 Coins

Reward Discount:

-₹ 100.00

Grand Total:

₹ 1250.75

Amount in Words: Rupees One Thousand Two Hundred Fifty and Seventy Five Paise Only

Terms & Conditions:

1. Goods once sold will not be taken back.

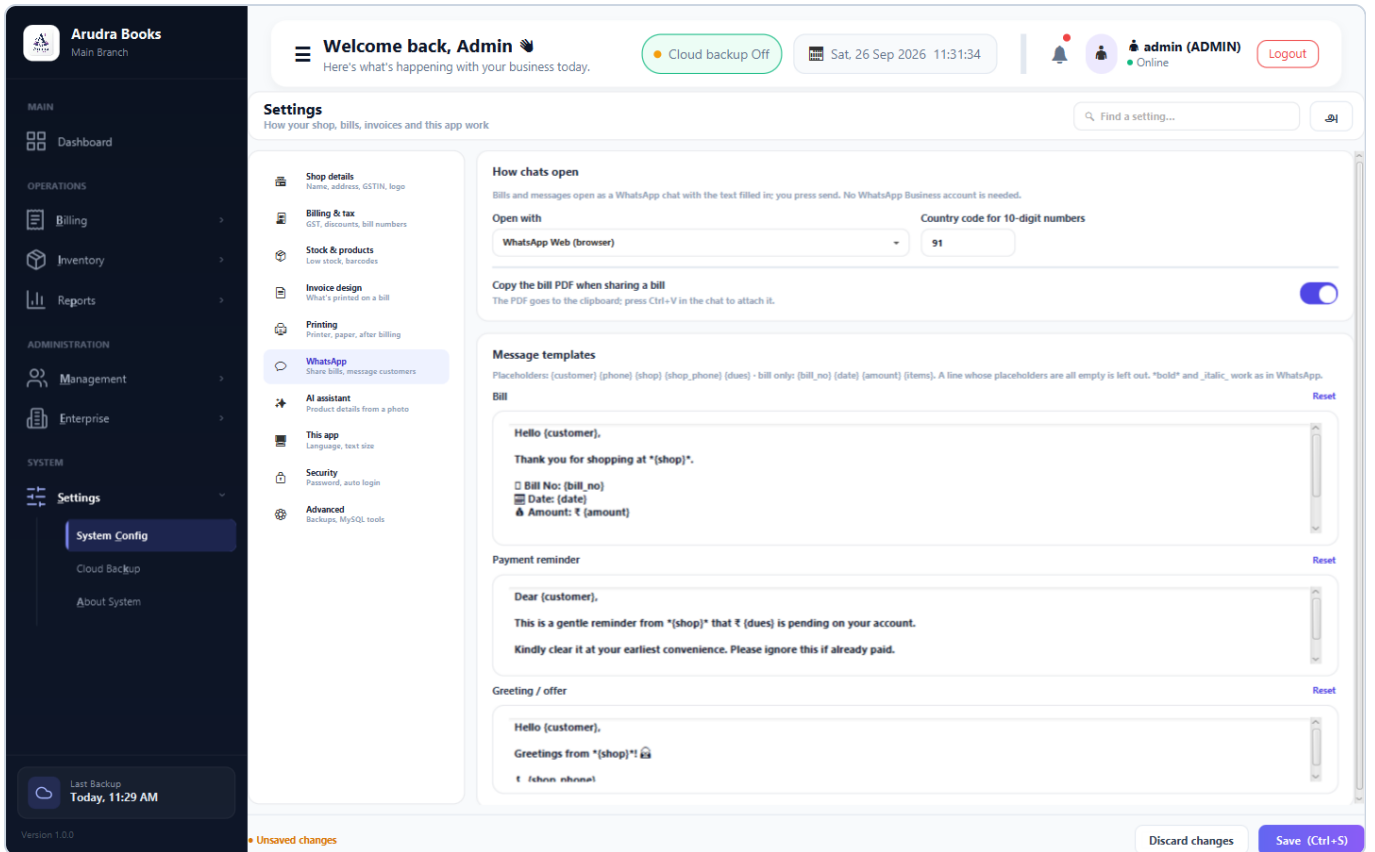
2. This is an estimate bill.

Thank you for your business!

Discard changes

Save (Ctrl+S)

Settings: Printing



Settings: WhatsApp message templates

Typing in Tamil: press **Ctrl + Space** anywhere to switch typing between English and Tamil. A small card shows which one is on.

WhatsApp message placeholders: {customer} {phone} {shop} {shop_phone} {dues} , and for bills also {bill_no} {date} {amount} {items} . Use ***bold*** and italic as in WhatsApp.

10. Departments

Menu: Inventory → Departments · Standard Pro Premium

Departments group your products, for example *Grocery, Stationery, Electricals*. **Each bill holds products from one department and is numbered by that department's code.**

Arudra Books

Main Branch

MAIN

OPERATIONS

ADMINISTRATION

SYSTEM

Dashboard

Billing

Inventory

Reports

Management

Enterprise

Settings

Last Backup

Today, 11:29 AM

Version 1.0.0

Welcome back, Admin

Cloud backup Off

Sat, 26 Sep 2026 11:30:38

admin (ADMIN)

Logout

Departments

Group products into departments. Each bill holds one department and is numbered by its code.

DEPARTMENTS 1

PRODUCTS 300

EMPTY 0

New Department

Search name, code or description

1 departments

Hardware

300 products

Hardware

Added 30 Apr 2026

Name *

Hardware

Code

e.g. ELEC

Description

Optional

No code: bills for this department use the normal bill prefix, and product codes start with GEN.

Last 30 days

PRODUCTS 300 active

SALES ₹ 127,305,855 180 bills

LAST SALE Today 26 Sep 2026

Best sellers

Product	Qty sold	Sales
Industrial Belt B-50 - Variant 85	405	₹ 2,796,542
Nut Bolt Set M8 - Variant 295	380	₹ 2,605,374
LED Bulb 9W - Variant 141	381	₹ 2,588,504
Copper Wire 1.5 sqmm - Variant 221	388	₹ 2,561,242
Switch Box 4-Way - Variant 294	500	₹ 2,526,290

Delete...

Move products...

Save changes

Departments

Add a department

- 1. Press + **New Department**.
- 2. Click the icon to choose one.
- 3. Type the **Name** (required), a short **Code** (for example **ELEC**) and an optional **Description**.
- 4. Press **Save**.

Select a department to see its sales and best sellers for the last 30 days. Use **Move products...** to shift its products to another department, or **Delete...** to remove it.

11. Products

Menu: Inventory → Product List · All plans

The screenshot displays the 'Product Master' interface for 'Arudra Books'. The left sidebar contains navigation links for Dashboard, Billing, Inventory (with sub-links for Stock Entry, Purchase Entry, Supplier Ledger, Product List, Barcode Generator, Bundle Management, and Departments), Reports, Management, Enterprise, and Settings. The main content area is titled 'Product Master' and includes a 'Welcome back, Admin' message, a 'Cloud backup Off' status, and a date/time stamp. Below this, there are buttons for '+ New Product', 'Adjust Stock', 'Print Barcode', and 'Save Product'. The 'New / Edit Product' form is divided into four main sections: 1. Product Identity (with fields for Product Code, Primary Barcode, Full Product Name, Print Name, and Description), 2. Classification & Stock (with fields for Department, Category, Brand, Unit, Opening Stock, Minimum Alert, Floor, and Rack), 3. Pricing & Commercials (with fields for Purchase Rate, Sales Rate, MRP, Discount, GST, and HSN Code), and 4. Product Options (with checkboxes for Active, Allow Sell, Editable Rate, and Track Inventory). A 'Product Images' section on the right allows adding images and includes an AI feature to fill details from a photo. A 'Quick Tip' at the bottom states that fields marked with an asterisk are required.

New / Edit Product

Add a product

1. Press **+ New Product**.
2. **Product Identity**
 - **Product Code *** – type or scan
 - **Primary Barcode** – scan it, or tick **Auto-generate unique numeric barcode**
 - **Additional barcodes** – separate with commas
 - **Full Product Name ***
 - **Print Name (Tamil Auto)** – short name printed on the bill
 - **Description** – optional
3. **Classification & Stock**
 - **Department ***, **Category**, **Brand**, **Unit**
 - **Opening Stock** – how many you have today
 - **Minimum Alert** – warn when stock falls to this level
 - **Floor** and **Rack** – optional, for finding items
4. **Pricing & Commercials**
 - **Purchase Rate (₹) *** and **Sales Rate (₹) ***
 - **MRP**, **Discount (%)**, **GST %**, **HSN Code**
5. **Product Options**
 - **Active** – show in sales

- **Allow Sell** – can be sold
- **Editable Rate** – cashier can change the rate while billing
- **Track Inventory** – count stock for this product

6. Press **Save Product**.

Fields marked * are required. You can change everything later.

Scanning a new barcode fills in details. When you scan a barcode the app doesn't know, it looks in its own list and then in free online product databases, and fills in the name and other details it finds. Turn this off in **Settings** → **Stock** to stay fully offline.

Product photos

- Press **+ Add Images** to add one or more photos.
- Click ★ to set the main photo and ✕ to remove one.
- ✨ **Fill details from photo (AI)** reads the main photo and fills the empty name, brand, unit and MRP fields. It needs an AI key in Settings. It never changes prices or stock.

Find, edit and delete

Open ≡ **Product List**. Search by name, code or barcode, or filter by department. Click a product to edit it. Use **Delete** to remove it.

Arudra Books
Main Branch

MAIN
Dashboard

OPERATIONS
Billing
Inventory
Stock Entry
Purchase Entry
Supplier Ledger
Product List
Barcode Generator
Bundle Management
Departments

REPORTS
Reports

ADMINISTRATION
Management
Enterprise

SYSTEM
Settings
Last Backup Today, 11:29 AM

Version 1.0.0

Welcome back, Admin
Here's what's happening with your business today.

Cloud backup Off

Sat, 26 Sep 2026 11:30:25

admin (ADMIN) Online Logout

Product Master
Manage your product catalog, inventory levels, and pricing

+ New Product Adjust Stock Print Barcode Save Product

+ New / Edit Product Product List

Product Catalog 300 products
Browse and filter your inventory items

Search by name, code or barcode...

All Departments

All 300 Low stock 25 Out of stock 0 Inactive 0

Click a product to edit it

Product	Department	Brand	Price	In Stock	GST	Status
Adhesive Fevicol 1kg - Variant 114 ITM0114	Hardware	Crompton	₹ 4,066.16 MRP ₹ 4,663.89	203 KG	18%	Active
Adhesive Fevicol 1kg - Variant 115 ITM0115	Hardware	Taparia	₹ 1,875.01 MRP ₹ 2,035.64	237 BOX	18%	Active
Adhesive Fevicol 1kg - Variant 149 ITM0149	Hardware	Supreme	₹ 2,089.51 MRP ₹ 2,095.34	105 BOX	12%	Active
Adhesive Fevicol 1kg - Variant 184 ITM0184	Hardware	Supreme	₹ 5,395.60 MRP ₹ 6,474.43	173 SET	18%	Active
Adhesive Fevicol 1kg - Variant 28 ITM0028	Hardware	Taparia	₹ 1,174.64 MRP ₹ 1,564.71	146 PCS	12%	Active
Adhesive Fevicol 1kg - Variant 92 ITM0092	Hardware	Ashirvad	₹ 953.32 MRP ₹ 991.29	115 PCS	12%	Active
Bearings 6202 - Variant 109 ITM0109	Hardware	Anchor	₹ 4,518.65 MRP ₹ 4,689.97	22.00 LITRE	18%	Active
Bearings 6202 - Variant 130 ITM0130	Hardware	Crompton	₹ 1,611.43 MRP ₹ 2,449.53	81 PCS	18%	Active
Bearings 6202 - Variant 145			₹ 727.12			

Showing 1-50 of 300

Prev Page 1 of 6 Next

Product List

Other buttons

- ⇌ **Adjust Stock** – correct the stock of the selected product with a quantity (for example **+10** or **-5**) and a reason. **Pro** **Premium**
- 🏷️ **Print Barcode** – print a sticker for this product.

12. Billing (POS)

Menu: Billing → POS Billing · **F1** · All plans

The billing screen

- **Left panel:** product browser. Search or scan (**Search product or scan barcode**), or press **F12** to switch to **Departments**.
- **Middle:** the **Current bill** with item name, price, discount, GST % and total.
- **Right:** customer, reward coins, credit due, **Bill Summary** and the buttons.

The screenshot displays the Arudra Books POS Billing interface. The left sidebar contains navigation menus for MAIN, OPERATIONS, INVENTORY, and ADMINISTRATION. The central area features a 'Departments (F12)' list with 14 items, each showing a product name and price. Below this is a 'Current ...' section with a table for items, prices, discounts, and totals. The right panel shows a 'GRAND TOTAL' of ₹ 0.00, a 'Bill Summary' with subtotals and discounts, and buttons for 'Tax Invoice', 'Estimate', 'Complete checkout (End)', 'Hold', 'Recall (0)', 'Find bill', and 'Clear'.

The billing screen

Make a bill

1. **Add items.** Scan the barcode, or search and click the product.
 - Press ***** to type the quantity of the last item.
 - Press **+** or **-** to change it by one.
 - Press **Delete** to remove the last item.
 - Double-click a cell in the bill to edit it.
2. **Choose the customer** (optional). Leave it as **Walk-in**, search by name or phone, or press **+ New** to add one (name, phone, GSTIN for business bills, address, then **Save & Select**). The customer card shows their type (REGULAR / VIP), reward coins and credit due.
3. **Discount** (optional). Type a percentage in **Global Discount**. Cashiers can't go above the limit an admin set in Settings.
4. **Reward coins** (optional). If the customer has coins, enter how many to redeem. They come off the bill as a discount.

5. **Bill type.** Choose **Tax invoice** or **Estimate** (if both are turned on in Settings).
6. **Check the Bill Summary:** subtotal, discount, loyalty discount, total GST split into CGST and SGST, and **Net Payable**.
7. **Take payment.** Press **F9** or **Complete checkout (End)**.

The screenshot displays the Arudra Books POS Billing interface. On the left is a dark sidebar with navigation options: MAIN (Dashboard), OPERATIONS (Billing, POS Billing, Sales Return, Smart Cart Import), Inventory, Reports, ADMINISTRATION (Management, Enterprise), and SYSTEM (Settings). The main area shows a 'Welcome back, Admin' message with a 'Cloud backup Off' status and a date/time stamp. Below this is a 'Departments (F12)' dropdown and a 'Walk-in / Search Customer' field. The central part of the screen is divided into two tables. The left table lists items with their MRP, and the right table shows the current bill details. On the right side, there's a 'GRAND TOTAL' section showing ₹ 40372.41 for 6 items and 22.00 qty. Below this is a 'Bill Summary' section with a subtotal of ₹ 35898.75, global discount of ₹ 0.00, loyalty discount of ₹ 0.00, and a total tax (GST) of ₹ 4473.66. The 'Net Payable' is ₹ 40372.41. At the bottom right, there are buttons for 'Tax Invoice', 'Estimate', 'Complete checkout (End)', 'Hold', 'Recall (0)', 'Find bill', and 'Clear'.

#	Product Name	MRP (₹)
1	Adhesive Fevicol 1... Crompton	₹ 4066.16
2	Adhesive Fevicol 1... Taparia	₹ 1875.01
3	Adhesive Fevicol 1... Supreme	₹ 2089.51
4	Adhesive Fevicol 1... Supreme	₹ 5395.60
5	Adhesive Fevicol 1... Taparia	₹ 1174.64
6	Adhesive Fevicol 1... Ashirvad	₹ 953.32
7	Bearings 6202 - V... Anchor	₹ 4518.65
8	Bearings 6202 - V... Crompton	₹ 1611.43
9	Bearings 6202 - V... Havells	₹ 737.12
10	Bearings 6202 - V... Ashirvad	₹ 1067.22
11	Bearings 6202 - V... Finolex	₹ 2904.28
12	Bearings 6202 - V... Karam	₹ 5789.83
13	Bearings 6202 - V... Stanley	₹ 4440.24
14	Bearings 6202 - V... Archirvad	₹ 1505.28

#	Item Name	Qty	Price	Disc	GS	Total (₹)
	Bearings 6204 - Va...	2.00	242...	0...	1...	₹ 5...
	Copper Wire 2.5 s...	1.00	919...	0...	1...	₹ 1...
	LED Bulb 12W - Va...	5.00	257...	0...	1...	₹ 1...
	Bearings 6204 - Va...	3.00	254...	0...	1...	₹ 8...
	MCB 16A - Variant...	1.00	555...	0...	1...	₹ 6...
	Teflon Tape - Varia...	10...	206...	0...	1...	₹ 2...

GRAND TOTAL
₹ 40372.41
6 items · 22.00 qty

Bill Summary

- Subtotal: ₹ 35898.75
- Global Discount (F5): 0 % - ₹ 0.00
- Loyalty Discount: - ₹ 0.00
- Total Tax (GST): ₹ 4473.66
 - CGST Part: ₹ 2236.83
 - SGST Part: ₹ 2236.83
- Net Payable: ₹ 40372.41**

Buttons: Tax Invoice, Estimate, Complete checkout (End), Hold, Recall (0), Find bill, Clear

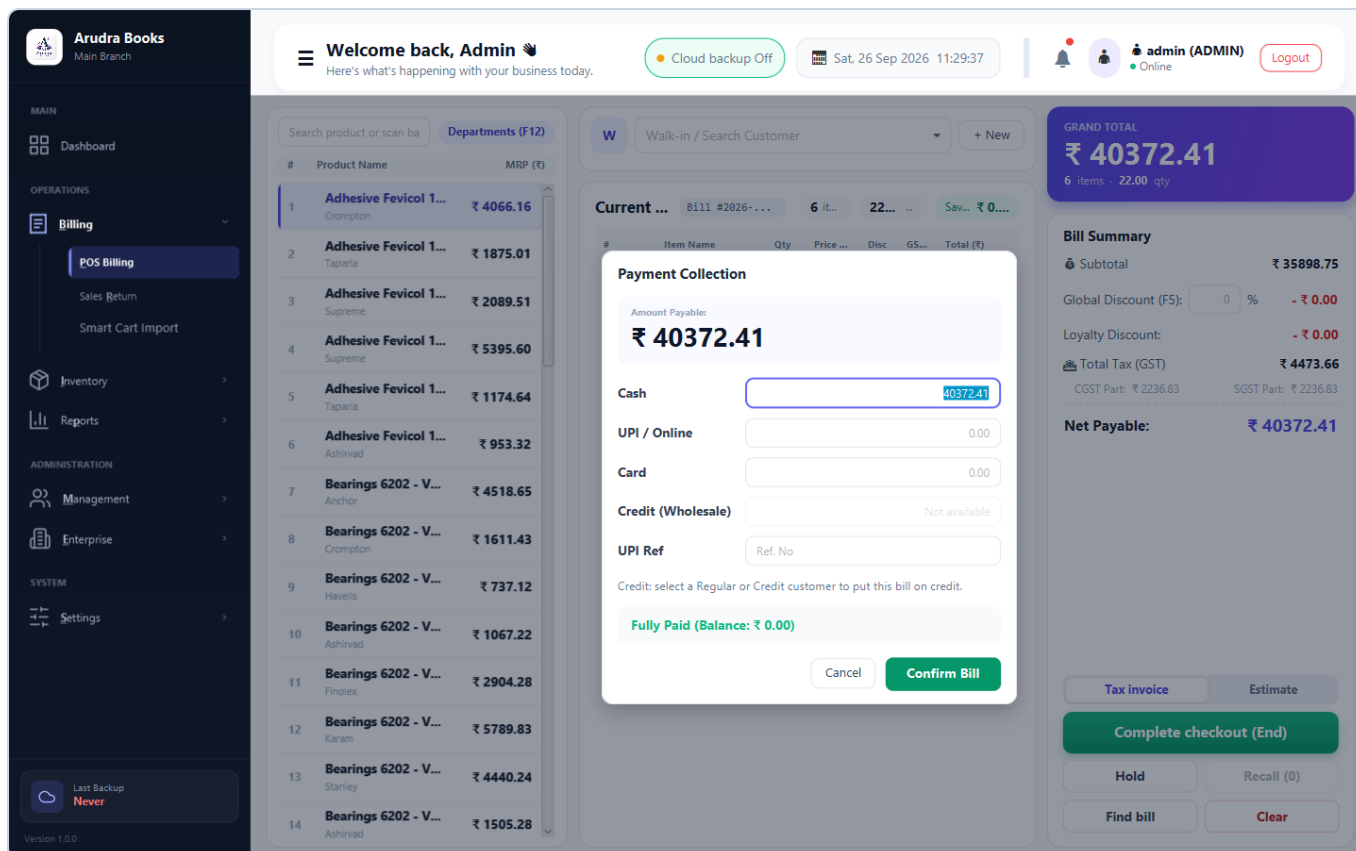
A bill with items, GST and Net Payable

Payment Collection

The **Amount Payable** is shown. Enter what the customer pays in one or more boxes:

- **Cash**
- **UPI / Online** (type the **UPI Ref** if you want)
- **Card** (type the **Ref. No** if you want)
- **Credit (Wholesale)** – the unpaid part goes to the customer's credit account. Choose a customer first.

Premium



Payment Collection

Balance shows what's left or the change to return. Press **Confirm Bill**.

After saving, the invoice preview opens (if turned on in Settings) with **Print**, **Save PDF**, **WhatsApp** and **Close**.

Hold and recall

- **Hold (Ctrl + H)** parks the current bill so you can serve the next customer.
- **Recall (Ctrl + R)** shows held bills. Pick one and press Enter or **Recall Selected**. The button shows how many bills are waiting, for example **Recall (2)**.

Find, reprint or edit a past bill

Press **Find bill (Ctrl + F)** and search for the bill.

Clear

Clear removes every item from the current bill.

Share a bill on WhatsApp

Press **WhatsApp** in the invoice preview. WhatsApp opens with the message filled in. The bill PDF is copied, so press **Ctrl + V** in the chat to attach it, then press send.

WhatsApp sharing may show as **Coming soon** on your licence.

13. Sales returns

Menu: Billing → Sales Return · F6 · Pro Premium

Arudra Books
Main Branch

MAIN

Dashboard

OPERATIONS

Billing

POS Billing

Sales Return

Smart Cart Import

Inventory

Reports

ADMINISTRATION

Management

Enterprise

SYSTEM

Settings

Last Backup
Never

Version 1.0.0

Welcome back, Admin
Here's what's happening with your business today.

Cloud backup Off

Sat, 26 Sep 2026 11:29:44

admin (ADMIN)
Online

Logout

Sales Returns
Take back items from a bill, refund or adjust against dues, and print the credit note

RETURNS TODAY
0 - ₹ 0.00

THIS MONTH
23 - ₹ 1,045,023.31

New Return

Return History

1 Find the bill

Scan or type bill number, press Enter

Customer name or phone

Last 30 days

Bill	Customer	Total
INV1338 26-09-2026 11:07	Vijay Pr...	₹ 14...
INV1391 26-09-2026 10:56	Prakash ...	₹ 64...
INV1448 26-09-2026 10:45	Ravi Ind...	₹ 36...
INV1480 26-09-2026 10:34	Manoj B...	₹ 80...
INV1162 26-09-2026 10:23	Manoj B...	₹ 5,8...
INV1445 26-09-2026 10:12	Suresh ...	₹ 77...
INV1112 26-09-2026 10:00	Suresh ...	₹ 30...
INV1006 26-09-2026 09:49	Balaji Sp...	₹ 74...
INV1337 26-09-2026 09:38	Arun Pr...	₹ 14...
INV1210 26-09-2026 09:27	Suresh ...	₹ 76...
INV1280 26-09-2026 09:16	Saravan...	₹ 84...

2 Bill INV1338
26-09-2026 11:07 · Vijay Prakash · 9021586206 · Total ₹ 143,486.61 · Paid by CASH

Product	Sold	Retur...	Can Ret...	Rate	Return Qty...	Reason	Restock	Refund %
PVC Pipe 2 inch - Variant 69	10	—	10	₹ 4,15...	0			
Welding Rod 3.15mm - Var...	6	—	6	₹ 5,38...	0			
LED Bulb 9W - Variant 257	10	—	10	₹ 5,02...	0			

Tip: type the quantity and press Enter. Damaged / defective / expired items are not put back into stock (untick Restock to change).

3 REFUND
₹ 0.00
No items selected

Ca... Card Bank Adjust in dues

Print credit note

Note (optional) – shown on the credit note

Confirm Return (F9)

Sales return: pick the bill, then the items to return

1. Press **New Return**.

2. **Find the bill**: scan or type the bill number and press Enter, or search by customer name or phone.

3. The bill's items appear with **Sold**, **Returned** and **Can Return** quantities.

4. Type the **Return Qty** for each item and press Enter, or press **Return all**.

5. Choose a **Reason**. Damaged, defective or expired items are **not** put back into stock. Untick **Restock** to change this for any item.

6. Check the **Refund** amount. Add an optional **Note** for the credit note.

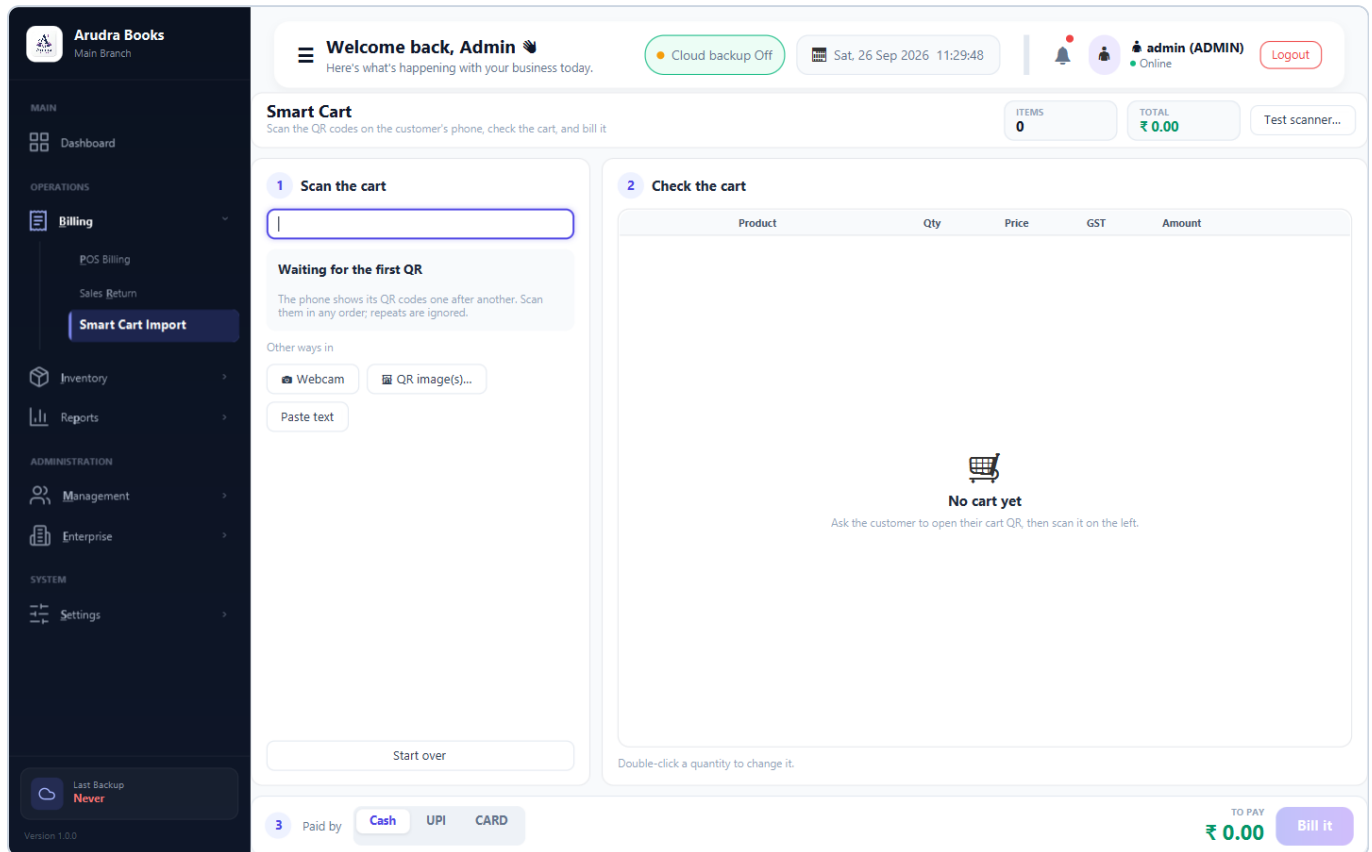
7. Press **Confirm Return (F9)**. Tick **Print credit note** to print it.
- Return History

lists past returns by date, with **Print List**.

14. Smart Cart Import (customer self-billing)

Menu: Billing → Smart Cart Import · Premium

Customers scan items with their phone, then show a set of QR codes at the counter. The phone never holds prices. Your shop's prices and GST are always used.



Smart Cart Import

1. Click the **Scan the cart** box.
2. Scan each QR code on the customer's phone with your barcode scanner. They can be scanned in any order, and repeats are ignored.
 - Other ways in: **Webcam**, **QR image(s)...** or **Paste text**.
 - **Test scanner...** checks that your scanner reads QR codes.
3. **Check the cart**. Double-click a quantity to change it.
4. Choose **Paid by** and press **Bill it**.

Start over clears the cart.

15. Stock

Menu: Inventory → Stock Entry · F2 · Standard Pro Premium

The top shows **Products**, **Stock value (cost)**, **Est. sales value**, **Low stock** and **Out of stock**. Click **Low stock** > or **Out of stock** > to see those items. With branches, pick one in **Select Branch/Store**.

Arudra Books
Main Branch

MAIN

Dashboard

OPERATIONS

Billing

Inventory

Stock Entry

Purchase Entry

Supplier Ledger

Product List

Barcode Generator

Bundle Management

Departments

Reports

ADMINISTRATION

Management

Enterprise

SYSTEM

Settings

Last Backup
Never

Version 1.0.0

Welcome back, Admin
Here's what's happening with your business today.

Cloud backup Off

Sat, 26 Sep 2026 11:29:53

admin (ADMIN)
Online

Logout

Stock & Inventory Management
Live stock, valuation, movements, bulk import and reports

Scan Import Adjust Stock

PRODUCTS 300

STOCK VALUE (COST) ₹ 107,516,094.00

EST. SALES VALUE ₹ 139,909,882.95

LOW STOCK 25

OUT OF STOCK 0

Stock Valuation Movements Bulk Import Scanner Reports

Search product name, SKU, or barcode...

All Departments

Low / out of stock only

Sound Alerts

Product Name	Product Code / SKU	Barcode	Current Stock	Min Stock	Status	
Adhesive Fevicol 1kg - Variant 114	ITM0114		203.00 KG	11	Healthy	± Adjust
Adhesive Fevicol 1kg - Variant 115	ITM0115		237.00 BOX	42	Healthy	± Adjust
Adhesive Fevicol 1kg - Variant 149	ITM0149		105.00 BOX	41	Healthy	± Adjust
Adhesive Fevicol 1kg - Variant 184	ITM0184		173.00 SET	34	Healthy	± Adjust
Adhesive Fevicol 1kg - Variant 28	ITM0028		146.00 PCS	28	Healthy	± Adjust
Adhesive Fevicol 1kg - Variant 92	ITM0092		115.00 PCS	49	Healthy	± Adjust
Bearings 6202 - Variant 109	ITM0109		22.00 LITRE	24	Low Stock	± Adjust
Bearings 6202 - Variant 130	ITM0130		81.00 PCS	38	Healthy	± Adjust
Bearings 6202 - Variant 145	ITM0145		29.00 METER	31	Low Stock	± Adjust
Bearings 6202 - Variant 151	ITM0151		124.00 METER	16	Healthy	± Adjust
Bearings 6202 - Variant 170	ITM0170		141.00 METER	12	Healthy	± Adjust
Bearings 6202 - Variant 177	ITM0177		193.00 PCS	36	Healthy	± Adjust
Bearings 6202 - Variant 213	ITM0213		170.00 BOX	30	Healthy	± Adjust

Double-click a product (or press ±) to add or remove stock

Page 1 of 6

Stock tab

Tab	What it does
Stock	Live stock of every product. Search, filter by department, or tick Low / out of stock only . Sound Alerts beeps for low stock. Double-click a product (or press ±) to add or remove stock.
Valuation	Stock value by product or department. Export to Print / PDF or CSV.
Movements	Every stock change with date, source, before, change, after and who did it.
Bulk Import	Import products and stock from Excel or CSV (see below).
Scanner	Scan a barcode or type a code and press Enter to open a quick adjustment.
Reports	12 stock reports (see below).

Arudra Books
Main Branch

MAIN

Dashboard

OPERATIONS

Billing

Inventory

Stock Entry

Purchase Entry

Supplier Ledger

Product List

Barcode Generator

Bin/lot Management

Departments

Reports

ADMINISTRATION

Management

Enterprise

SYSTEM

Settings

Last Backup
Never

Version 1.0.0

Welcome back, Admin

Cloud backup Off

Sat, 26 Sep 2026 11:29:56

admin (ADMIN)
Online

Logout

Stock & Inventory Management

Live stock, valuation, movements, bulk import and reports

Scan

Import

Adjust Stock

PRODUCTS
300

STOCK VALUE (COST)
₹ 107,516,094.00

EST. SALES VALUE
₹ 139,909,882.95

LOW STOCK
25

OUT OF STOCK
0

Stock

Valuation

Movements

Bulk Import

Scanner

Reports

By Product

By Department

Search product name, SKU...

All Departments

Search

Reset

Export

Product Name	Department	Current Stock	Purchase Price	Stock Value (₹)	Est. Sales Value (₹)
Adhesive Fevicol 1kg - Variant 114	Hardware	203.00 KG	₹ 3598.00	₹ 730394.00	₹ 825430.48
Adhesive Fevicol 1kg - Variant 115	Hardware	237.00 BOX	₹ 1579.00	₹ 374223.00	₹ 444377.37
Adhesive Fevicol 1kg - Variant 149	Hardware	105.00 BOX	₹ 1499.00	₹ 157395.00	₹ 219398.55
Adhesive Fevicol 1kg - Variant 184	Hardware	173.00 SET	₹ 4329.00	₹ 748917.00	₹ 933438.80
Adhesive Fevicol 1kg - Variant 28	Hardware	146.00 PCS	₹ 952.00	₹ 138992.00	₹ 171497.44
Adhesive Fevicol 1kg - Variant 92	Hardware	115.00 PCS	₹ 789.00	₹ 90735.00	₹ 109631.80
Bearings 6202 - Variant 109	Hardware	22.00 LITRE	₹ 3060.00	₹ 67320.00	₹ 99410.30
Bearings 6202 - Variant 130	Hardware	81.00 PCS	₹ 1365.00	₹ 110565.00	₹ 130525.83
Bearings 6202 - Variant 145	Hardware	29.00 METER	₹ 493.00	₹ 14297.00	₹ 21376.48
Bearings 6202 - Variant 151	Hardware	124.00 METER	₹ 653.00	₹ 80972.00	₹ 132335.28
Bearings 6202 - Variant 170	Hardware	141.00 METER	₹ 2628.00	₹ 370548.00	₹ 409503.48
Bearings 6202 - Variant 177	Hardware	193.00 PCS	₹ 3820.00	₹ 737260.00	₹ 1117437.19
Bearings 6202 - Variant 213	Hardware	170.00 BOX	₹ 3563.00	₹ 605710.00	₹ 754840.80

Page 1 of 6

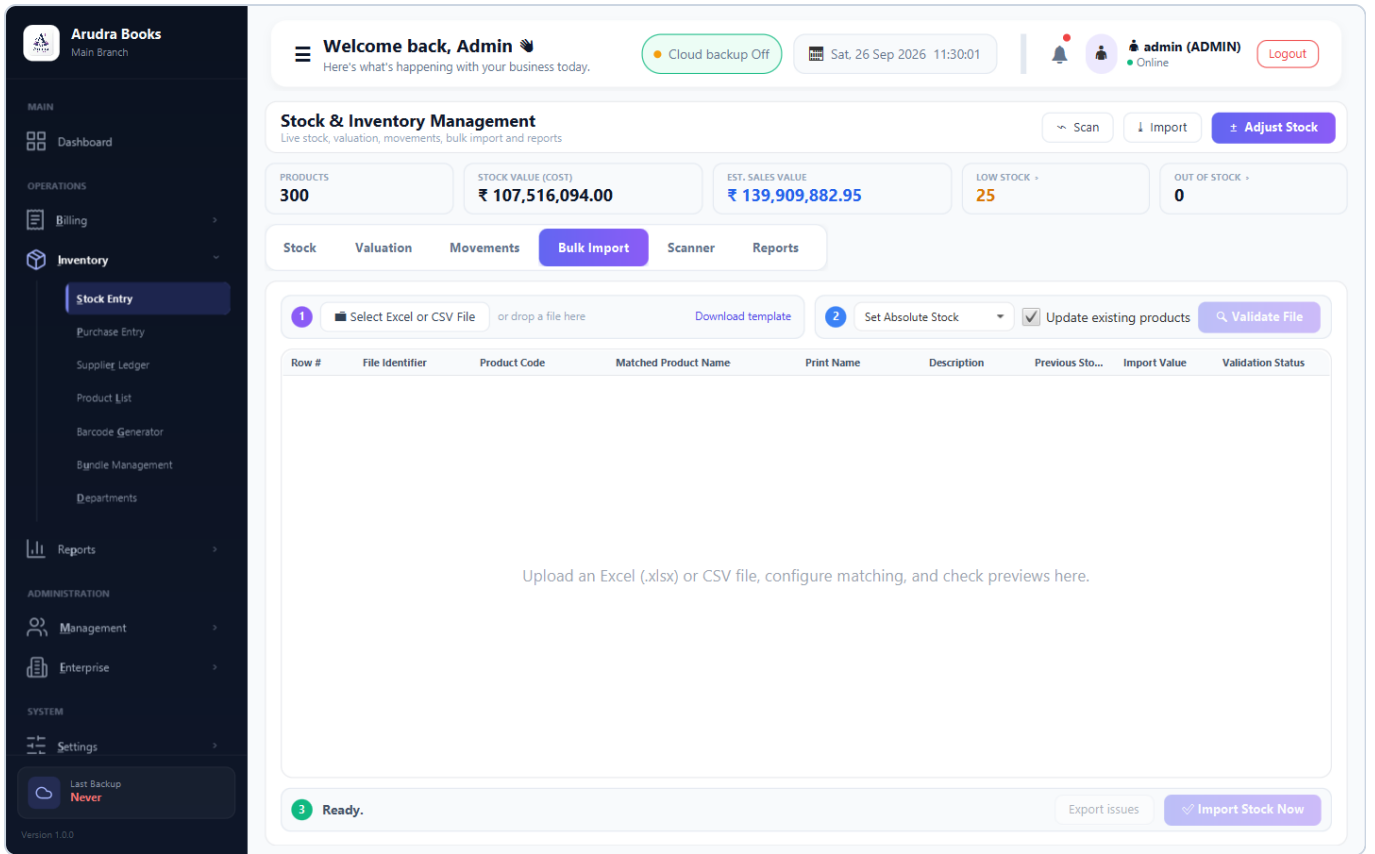
Valuation tab

Adjust stock Pro Premium

Press **± Adjust Stock**, pick the product, type the **Quantity** (5 to add, -2 to remove) and a **Reason** (for example *Damaged goods*), then **Apply Adjustment**.

Bulk import from Excel

1. Press **Download template** and fill it in Excel.
2. Press 📁 **Select Excel or CSV File** (or drop the file on the box).
3. Tick **Update existing products** if the file changes products you already have.
4. Press 🔍 **Validate File** and check each row's **Validation Status**. Use **Export issues** to see problem rows.
5. Press ✅ **Import Stock Now**.



Bulk Import tab

Stock reports

Group	Reports
Stock	Stock Summary · Item Ledger · Category / Brand Stock · Branch Stock & Transfers
Planning	Reorder Suggestion · Dead & Non-moving Stock · ABC Analysis · Stock Aging
Control	Data Health · Damaged / Returned to Supplier · Shrinkage & Adjustments · Physical Stock Count

Arudra Books
Main Branch

MAIN

Dashboard

OPERATIONS

Billing

Inventory

Stock Entry

Purchase Entry

Supplier Ledger

Product List

Barcode Generator

Barcode Management

Departments

Reports

ADMINISTRATION

Management

Enterprise

SYSTEM

Settings

Last Backup
Never

Version 1.0.0

Welcome back, Admin

Cloud backup Off

Sat, 26 Sep 2026 11:30:07

admin (ADMIN)
Online

Logout

Stock & Inventory Management

Live stock, valuation, movements, bulk import and reports

Scan

Import

Adjust Stock

PRODUCTS
300

STOCK VALUE (COST)
₹ 107,516,094.00

EST. SALES VALUE
₹ 139,909,882.95

LOW STOCK
25

OUT OF STOCK
0

Stock

Valuation

Movements

Bulk Import

Scanner

Reports

STOCK

Stock Summary

Item Ledger

Category / Brand Stock

Branch Stock & Transfers

PLANNING

Reorder Suggestion

Dead & Non-moving Stock

ABC Analysis

Stock Aging

CONTROL

Data Health

Damaged / Returned to Sup...

Shrinkage & Adjustments

Physical Stock Count

Export all (one Excel)

Quick exports

Stock Summary

Opening → purchased → sold → returned → adjusted → closing for a period.

Period
This month
9/1/2026 to 9/26/2026

Department
All departments

Product filter
Product name / code / barcode

Hide items with no stock or movement

Run Report 300 rows

Excel

Print / PDF

ITEMS
300

PURCHASED QTY
17,964

SOLD QTY
34,164

CLOSING VALUE
₹ 107,516,094.00

Product	Code	Unit	Opening	Purchased	Sales Ret.	Sold	Pur. Ret.	Adj./Other	Cl
Adhesive Fevicol 1kg - Variant 114	ITM0114	KG	220	0	0	17	0	0	
Adhesive Fevicol 1kg - Variant 115	ITM0115	BOX	295	0	0	58	0	0	
Adhesive Fevicol 1kg - Variant 149	ITM0149	BOX	105	0	0	0	0	0	
Adhesive Fevicol 1kg - Variant 184	ITM0184	SET	184	0	0	11	0	0	
Adhesive Fevicol 1kg - Variant 28	ITM0028	PCS	215	0	0	69	0	0	
Adhesive Fevicol 1kg - Variant 92	ITM0092	PCS	240	0	0	125	0	0	
Bearings 6202 - Variant 109	ITM0109	LIT...	-220	302	0	60	0	0	

01 Sep 2026 to 26 Sep 2026 · Branch MAIN...

Reports tab: Stock Summary

- **Reorder Suggestion** tells you what to buy, how much, and from which supplier, based on recent sales.
- **Data Health** finds negative stock, missing prices, MRP or HSN, and items sold below cost or above MRP.
- **Physical Stock Count** prints a count sheet. Enter what you counted to see the difference and post corrections.

16. Purchase entry

Menu: Inventory → Purchase Entry · **F4** · **Pro** **Premium**

Enter supplier bills. Saving a purchase adds the stock.

Arudra Books
Main Branch

Welcome back, Admin
Here's what's happening with your business today.

Cloud backup Off

Sat, 26 Sep 2026 11:30:11

admin (ADMIN) Online Logout

Purchase / Stock Entry
Supplier bills with multiple items, part payments and returns

Return to Supplier

PURCHASED (MONTH) ₹ 0.00

PAID ₹ 0.00

OUTSTANDING ₹ 0.00

+ New Purchase

Purchase Bills

1 Supplier & Bill New bill

Supplier * Phone Mobile Supplier GSTIN Optional Supplier Bill No. As printed on bill

Bill Date 9/26/2026 ☐ Inter-state supplier (IGST)

2 Items Scan barcode or search - Enter moves to next field - same product at same rate is merged

Product Qty Rate (₹) Disc % GST % MRP Sell Price + Add

#	Product	Qty	Rate	Disc	Disc %	Taxable	GST %	GST ₹	Total	MRP	Sell
No items yet. Search a product above and press Enter.											

Tip: double-click Qty, Rate, Disc, GST, MRP or Sell in the table to edit a line.

3 Bill Summary

Items / Qty 0 / 0

Discount ₹ 0.00

Taxable value ₹ 0.00

CGST + SGST ₹ 0.00

Round off ₹ 0.00

Grand Total ₹ 0.00

Paid now Pay full Credit

0.00

CASH Ref / UTR (optional)

Balance due ₹ 0.00

☒ Update product cost, MRP & sell price

Notes (optional)

Save Purchase (F9)

Purchase / Stock Entry

1. Press **+ New Purchase**.
2. **Supplier & Bill**
 - **Supplier *** – search, or type a new name (it is added automatically)
 - **Phone, Supplier GSTIN**
 - **Supplier Bill No.** (as printed) and **Bill Date**
 - Tick **Inter-state supplier (IGST)** if the supplier is in another state
3. **Items**. Scan or search a product, fill **Qty**, **Rate**, **Disc %**, **GST %**, **MRP** and **Sell Price**, then **+ Add** (Enter moves to the next box). The same product at the same rate is merged into one line. Double-click a cell in the table to edit it.
4. **Bill Summary** shows items, discount, taxable value, CGST + SGST, round off and **Grand Total**.
5. **Payment**. Type **Paid now**, press **Pay full**, or leave it on **Credit**. Add a **Ref / UTR** if you like. **Balance due** shows what you still owe.
6. Leave **Update product cost, MRP & sell price** ticked to update your product prices from this bill.
7. Press **Save Purchase (F9)** or **Save & Print (Shift + F9)**.

Purchase Bills lists past bills with paid, returned and due amounts. Double-click one to view it.

Return to supplier

Press ↩ **Return to Supplier** to send damaged, expired or defective stock back, without finding the bill. Each time, you are asked whether to adjust it against what you owe or take a cash refund. A debit note is made for the return.

17. Supplier ledger

Menu: Inventory → Supplier Ledger · [Pro](#) [Premium](#)

Shows what you owe each supplier. Suppliers are added automatically when you save a purchase bill, or with **+ New Supplier**.

Arudra Books
Main Branch

Welcome back, Admin
Here's what's happening with your business today.

Cloud backup Off

Sat, 26 Sep 2026 11:30:18

admin (ADMIN)
Online

Logout

Supplier Ledger
What you owe each supplier, statements, payments and returns

+ New Supplier

↔ Return to Supplier

SUPPLIERS
60

TOTAL PAYABLE
₹ 0.00

SUPPLIER CREDIT
₹ 0.00

☒ Only with balance
60 of 60

Aavinash Metals 11 Settled
8914064884 · 0 bills

Aavinash Metals 2 Settled
8333967663 · 0 bills

Aavinash Metals 54 Settled
6328407854 · 0 bills

Aavinash Metals 55 Settled
6377047669 · 0 bills

Kannan Hardware Distr... Settled
6339426731 · 0 bills

Kannan Hardware Distr... Settled
6300927464 · 0 bills

Kannan Hardware Distr... Settled
8923262037 · 0 bills

Kannan Hardware Distr... Settled
8377680842 · 0 bills

Kannan Hardware Distr... Settled
8326697815 · 0 bills

Meenakshi Enterprises 15 Settled
8192004378 · 0 bills

Meenakshi Enterprises 17 Settled
8779451841 · 0 bills

Meenakshi Enterprises 25 Settled
8043512230 · 0 bills

Meenakshi Enterprises 32 Settled

Aavinash Metals 11
📞 8914064884 · GSTIN 33BYDPG2247Z1Z8 · 48, Industrial Estate, Salem, Tamil ...

PURCHASES
₹ 0.00

PAID
₹ 0.00

RETURNED
₹ 0.00

REFUNDS RECEIVED
₹ 0.00

BALANCE
Settled

Return G...

State...

Pay Sup...

Statement

All time

to

Show

Date	Type	Ref No.	Particulars	Bill (Dr)	Paid / Returned...	Balance
No transactions in this period.						

Double-click a bill to open it, or a return to print its debit note

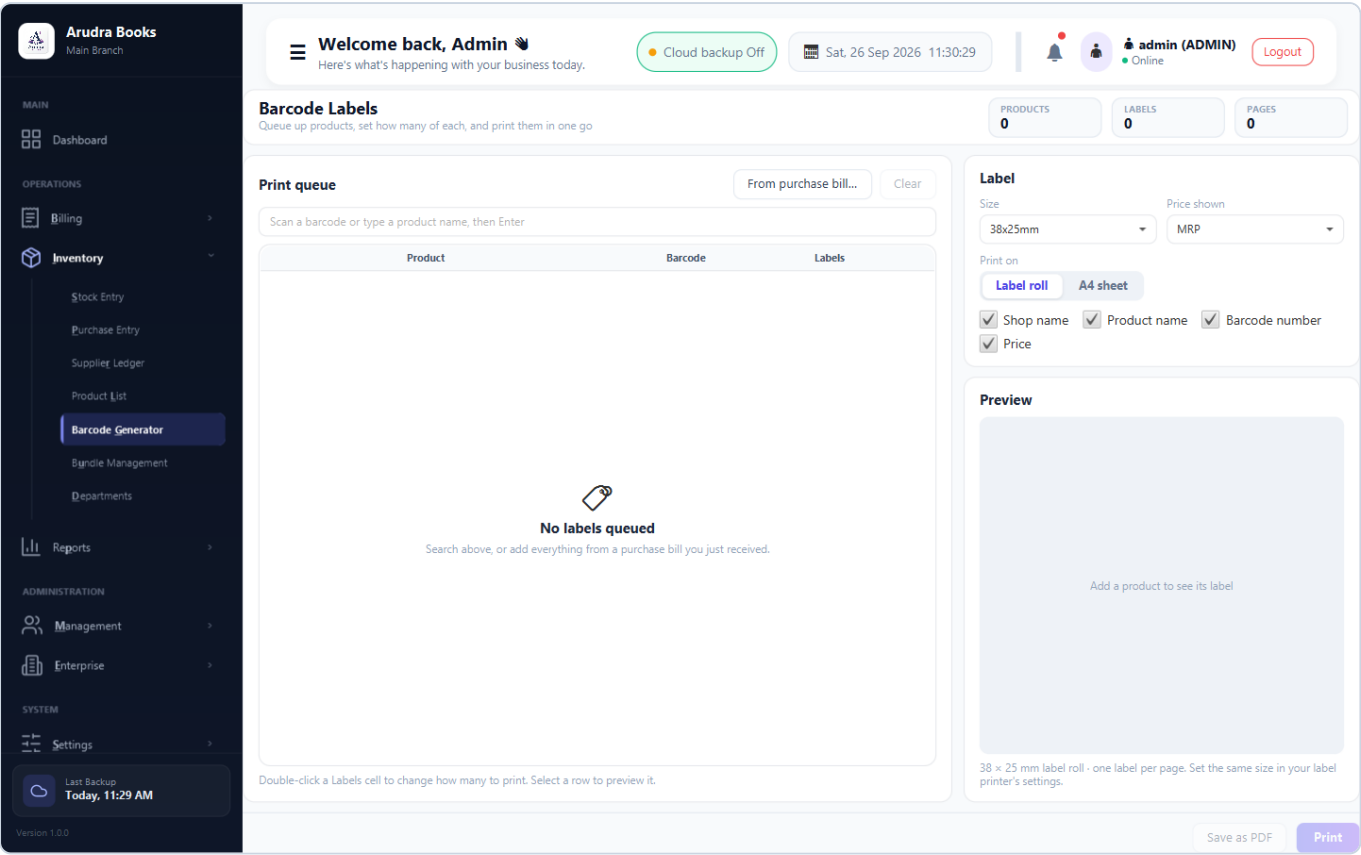
Closing 0.00

Supplier Ledger with a supplier selected

1. Search and select a supplier. Tick **Only with balance** to see only those you owe.
2. Their totals show: **Purchases, Paid, Returned, Refunds received** and **Balance**.
3. Buttons:
 - **₹ Pay Supplier** – record a payment
 - **Apply Credit** – use supplier credit against due bills
 - **↶ Return Goods** – return stock
 - **🖨 Statement** – print the account statement for a period
 - **✎ Edit** – change supplier details
4. Double-click a bill in the statement to open it, or a return to print its debit note.

18. Barcode labels

Menu: Inventory → Barcode Generator · Pro Premium



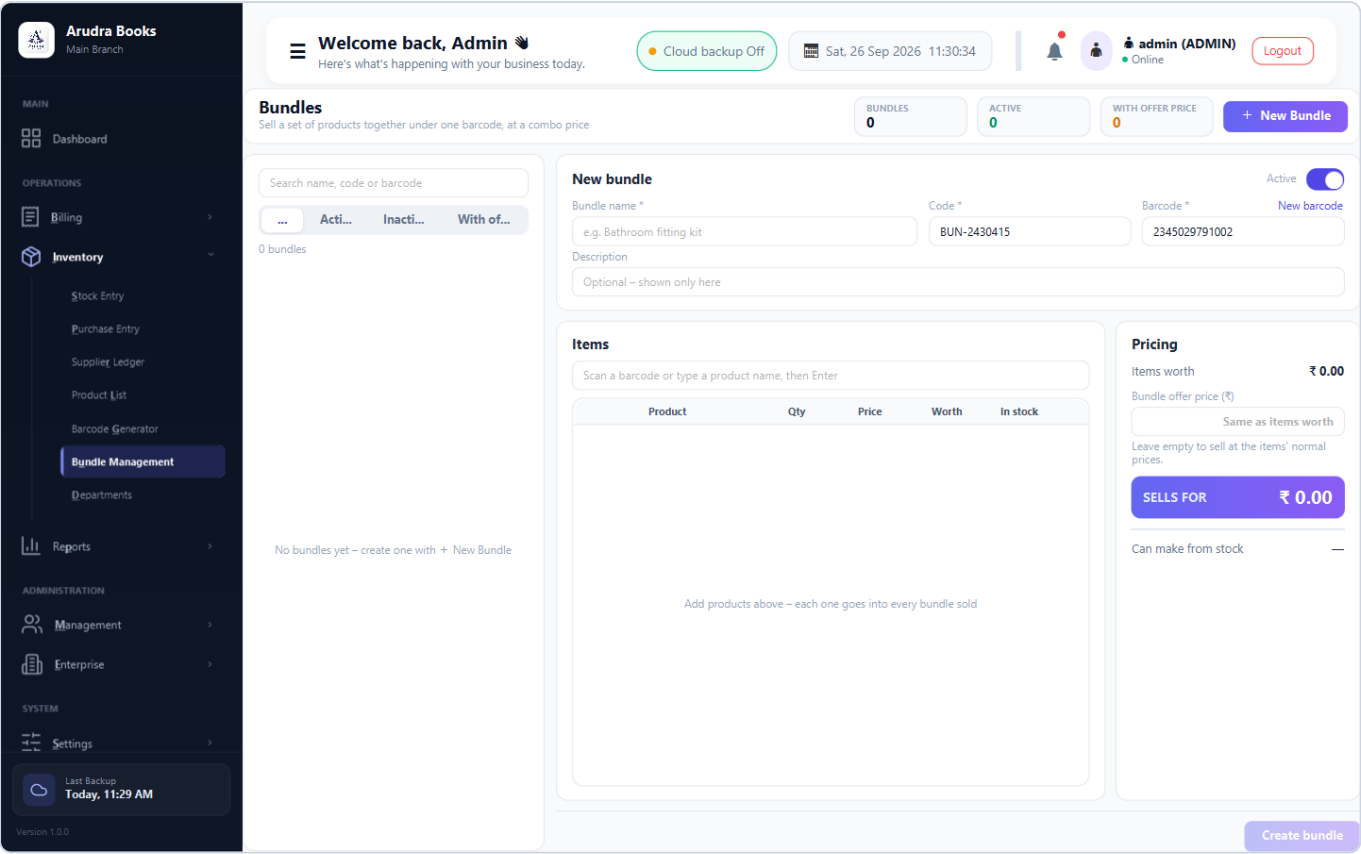
Barcode Labels

1. Scan a barcode or type a product name and press Enter to add it to the **Print queue**. Or press **From purchase bill...** to add everything from a bill you just received.
2. Double-click a **Labels** cell to change how many stickers to print.
3. On the right, choose the **Label size**, **Price shown**, **Print on** (paper type), and what to print: **Shop name**, **Product name**, **Barcode number**, **Price**. Check the **Preview**.
4. Products with no barcode? Press **Give them barcodes now**.
5. Press **Print** or **Save as PDF**.

19. Bundles (combo offers)

Menu: Inventory → Bundle Management · Pro Premium

Sell a set of products together under one barcode at a combo price.



Bundles

1. Press **+ New Bundle**.
2. Type the **Bundle name ***, **Code *** and **Barcode *** (or press **New barcode**).
3. Scan or search products to add them, and set each **Qty**.
4. **Bundle offer price (₹)** – leave it empty to sell at the items' normal prices. The screen shows **Customer saves**, **Sells for** and how many you **Can make from stock**.
5. Press **Save bundle**. Use **Print barcode** to print its sticker.

Scan the bundle's barcode at billing to add every item at once.

Downloaded from <https://www.cambridge.org/core>. University of Cambridge, on 01 Jun 2019 at 10:00:00, subject to the Cambridge Core terms of use, available at <https://www.cambridge.org/core/terms>. <https://doi.org/10.1017/S0022216X19000069>

21. Rewards and loyalty

Menu: Management → Reward Settings · Standard Pro Premium

Set how customers earn and spend reward coins. The switch at the top turns coins **ON** or off.

Arudra Books
Main Branch

MAIN

Dashboard

OPERATIONS

Billing

Inventory

Reports

ADMINISTRATION

Management

Customers

Reward Settings

Employees

Enterprise

SYSTEM

Settings

Last Backup
Today, 11:29 AM

Version 1.0.0

Welcome back, Admin
Here's what's happening with your business today.

Cloud backup Off

Sat, 26 Sep 2026 11:30:49

admin (ADMIN)
Online

Logout

Rewards & Loyalty
How customers earn and spend reward coins at the counter

MEMBERS WITH COINS
0

COINS OUTSTANDING
0

WORTH
₹ 0.00

Reward coins are ON

Customers earn coins on every bill and can redeem them for a discount.

1 Earning

Coins are worked out on the bill amount before tax.

Give 1 coin(s) for every ₹ 100 spent,

on bills of at least ₹ 100 .

2 Redeeming

Redeemed coins come off the bill as a discount.

1 coin is worth ₹ 1 off the bill.

Allow redeeming on bills of at least ₹ 500 .

up to 100 coins per bill, and never more than % of the bill.

Leave the % empty or 0 for no percentage cap.

3 Expiry

Unused coins lapse so old balances don't pile up. The oldest coins are used first.

Coins never expire.

4 Loyalty tiers

Customers move up by lifetime spend and earn coins faster.

Try it

Bill amount (₹)
1000

Coins they have
200

Coins earned
10

Worth ₹ 10.00 on a future bill

Can redeem now
100 coins

Discount
- ₹ 100.00

Limited by the 100-coin cap per bill.

EFFECTIVE REWARD
value given back per ₹100 spent
1.00%

In plain words

Customers get 1 coin for every ₹ 100 spent on bills of ₹ 100 or more. Each coin takes ₹ 1 off a later bill of ₹ 500 or more, up to 100 coins per bill. Coins never expire.

Reset to defaults

Save changes

Rewards & Loyalty

Section	What you set
Earning	Give X coins for every ₹Y spent, on bills of at least ₹Z. Coins are worked out before tax.
Redeeming	What 1 coin is worth in ₹, the smallest bill that can redeem, the most coins per bill, and the most % of a bill.
Expiry	Coins expire after a number of days. The oldest coins are used first.
Loyalty tiers	Regular, Silver and Gold. Customers move up by lifetime spend and earn coins faster.

Try it shows the effect on a sample bill, and In plain words explains your rules. Press Save changes, or Reset to defaults.

22. Employees, roles and pay slips

Menu: Management → Employees · Premium

Only an admin can add or change employees.

Add an employee

1. Press **+ New Employee**.
2. **Personal details:** full name, phone, email, emergency contact and address.
3. **Role & pay:** role, joining date, pay basis, monthly salary and branch.
4. **App login:** tick **Can sign in to the app**, then set a **Username** (for example `counter1`) and **Password** twice. Leave it unticked for staff who don't use the app.
5. **Bank & ID:** bank name, account number, IFSC, ID proof (Aadhaar / PAN) and notes.
6. Press **Create Employee**.

When someone leaves, tick **Has left the business**. Their history is kept and they can't sign in.

The screenshot displays the 'Arudra Books' management dashboard. The left sidebar contains navigation menus for MAIN, OPERATIONS, ADMINISTRATION, and SYSTEM. The 'Management' section is expanded, showing 'Employees' as the selected option. The main content area shows a 'Welcome back, Admin' message and a summary of employee statistics: 2 employees, ₹ 0.00 payroll, and 0 of 2 bills today. Below this, a list of employees is shown, with 'admin' selected. The 'admin' employee details are displayed, including their role (Admin), status (Active), and various fields for personal and financial information. The 'Details' tab is active, showing fields like Full Name, Username, Phone, Address, Role, and Bank details.

Full Name	Username / ID
admin	admin

Monthly Salary	Joined	Last Pay Slip	Sales This Month
Not set	—	None yet	₹ 0.00

An employee's details

Roles and permissions

Press **Roles & Permissions** or **Manage roles**. Built-in roles are **Admin**, **Manager** and **Staff**. **Cashier** and **Store Keeper** are ready to use, and you can add your own. Tick what each role may do. Only admins can manage employees.

Pay slips

1. Select the employee and open **Pay Slips**.
2. Press + **New Pay Slip** for the month.
3. Press ✓ **Mark Paid** when paid, and ↓ **Save PDF** to print or share it.

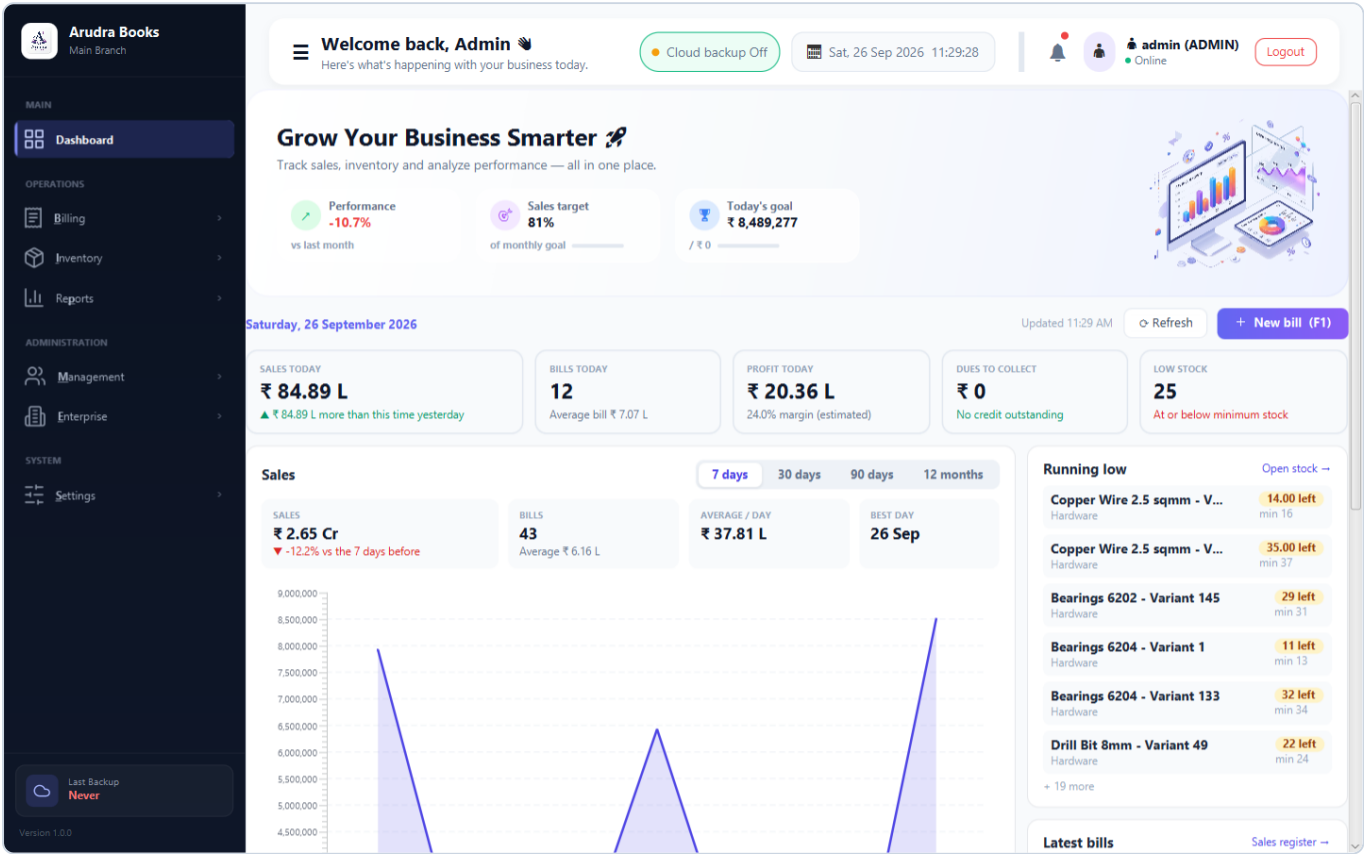
🔑 **Reset Password** sets a new password for the selected employee.

23. Dashboard

Menu: Dashboard · F3 · Pro Premium

Shows **Sales today**, **Bills today**, **Profit today**, **Dues to collect** and **Low stock**, plus:

- Sales chart for the period, with best day and average per day
- Performance against your monthly sales target
- **Running low** items (**Open stock** →)
- **Latest bills** (**Sales register** →)
- **Best sellers**, sales **By department** and **How customers paid**



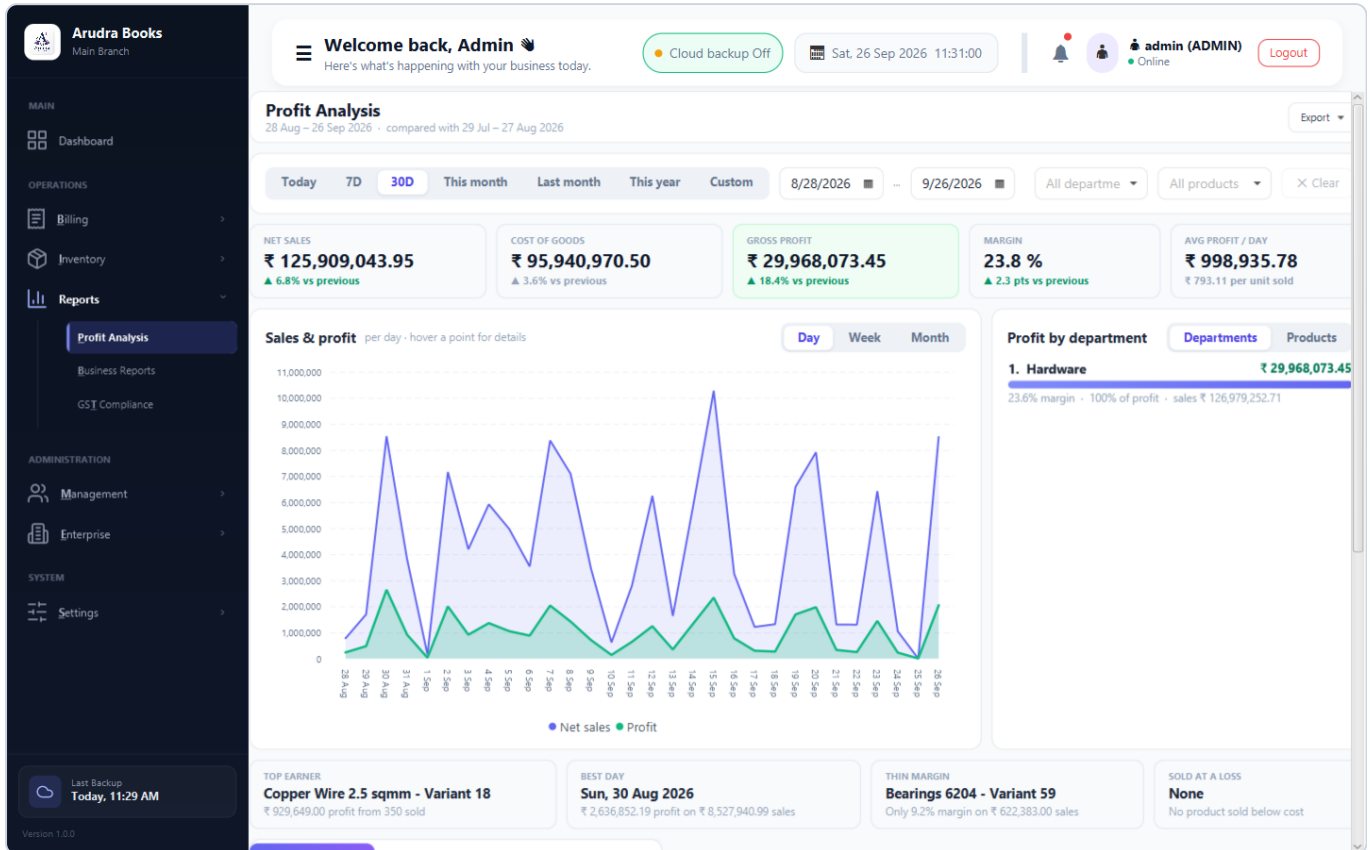
Dashboard

Press + **New bill (F1)** to start billing, or **Refresh** to update.

24. Profit analysis

Menu: Reports → Profit Analysis · [Pro](#) [Premium](#)

Choose the dates, department or product. You see **Net sales**, **Cost of goods**, **Gross profit**, **Margin** and **Avg profit / day**, compared with the previous period.



Profit Analysis

- **Products** tab: quantity sold, average cost and price, profit per unit, profit and margin
- **Departments** tab: double-click a department to see its products
- **Needs Attention:** products sold at a loss or below 10% margin. Check their cost or selling price.
- **Export:** Products (CSV), Departments (CSV) or **Print department report**

25. Business reports

Menu: Reports → Business Reports · Premium

View, print or download to Excel:

Arudra Books

Main Branch

MAIN

Dashboard

OPERATIONS

Billing

Inventory

Reports

Profit Analysis

Business Reports

GST Compliance

ADMINISTRATION

Management

Enterprise

SYSTEM

Settings

Last Backup

Today, 11:29 AM

Version 1.0.0

Welcome back, Admin

Here's what's happening with your business today.

Cloud backup Off

Sat, 26 Sep 2026 11:31:04

admin (ADMIN)

Online

Logout

Business Reports

Cash book, receivables & payables aging, sales, purchases and customers – view, print or download to Excel

ACCOUNTS

Day-end Cash Book

Receivables Aging

Payables Aging

SALES

Sales Register

Item-wise Sales & Profit

PURCHASES

Purchase Register

Returned to Supplier

CUSTOMERS

Customer Analysis

Reward Coins

STOCK

Stock Summary

Category / Brand Stock

Day-end Cash Book

Money in and out by cash / UPI / card: sales, credit collected, supplier payments and refunds.

Period

Today

9/26/2026

to

9/26/2026

Show

Summary

Run Report

6 rows

Excel

Print / PDF

MONEY IN

₹ 2,065,389.28

MONEY OUT

₹ 0.00

NET CASH (DRAWER)

₹ 293,202.71

UPI + CARD + BANK

₹ 1,772,186.57

Particulars	Cash	UPI	Card	Bank / Other	Total	Entries
RECEIPTS (money in)						
Sales	293,202.71	970,397.46	801,789.11		2,065,389.28	7
Total receipts	293,202.71	970,397.46	801,789.11	0.00	2,065,389.28	
PAYMENTS (money out)						
Total payments	0.00	0.00	0.00	0.00	0.00	
NET (in – out)	293,202.71	970,397.46	801,789.11	0.00	2,065,389.28	

26 Sep 2026 to 26 Sep 2026 - summary by payment mode

Net cash is the change in the cash drawer for the period (add your opening cash to get the closing balance).

Sales return refunds use the refund mode chosen on the return (older returns count as cash); refunds set against credit dues are not cash.

Export all (one Excel)

Business Reports: Day-end Cash Book

Group	Report	Shows
Accounts	Day-end Cash Book	Money in and out by cash, UPI and card: sales, credit collected, supplier payments and refunds
	Receivables Aging	What customers owe, by age: 0–30, 31–60, 61–90, 90+ days
	Payables Aging	What you owe suppliers, by bill age
Sales	Sales Register	Every bill, or totals by day, month or payment mode
	Item-wise Sales & Profit	Sales and profit of each product
Purchases	Purchase Register	Every purchase bill
	Returned to Supplier	Goods sent back
Customers	Customer Analysis	Who buys what and how often
	Reward Coins	Coins earned, used and outstanding

26. GST compliance

Menu: Reports → GST Compliance · Premium

1. Choose the period (from – to) and press **Refresh**.
2. Check the totals: **Output GST (sales)**, **Input tax credit (net)**, **Net GST payable** (output minus ITC), **Taxable sales / purchases** and **Invoices**.
3. Press **↓ GSTR-1** to save the GSTR-1 Excel workbook (B2B, B2CL, B2CS, CDNR, CDNUR, HSN, NIL and Docs sheets).
4. Press **↓ GSTR-3B** to save the GSTR-3B workbook (3.1, 3.2, ITC and liability).
5. Upload the files on the GST portal, or send them to your auditor.

Arudra Books
Main Branch

Welcome back, Admin
Cloud backup Off
Sat, 26 Sep 2026 11:31:08

admin (ADMIN) Online
Logout

GST Compliance

Shop GSTIN not set (Settings) · GSTR-1 & GSTR-3B preparation, validation and Excel e...

This month
9/1/2026
...
9/30/2026
GS...
GST...

Return period: Sep 2026

GSTR-1 due 11 Oct 2026
GSTR-3B due 20 Oct 2026

Ready to file

OUTPUT GST (SALES) ₹ 16,503,303.98 CGST ₹82.52 L · SGST ₹82.52 L · IGST ₹0	INPUT TAX CREDIT (NET) ₹ 0.00 CGST ₹0 · SGST ₹0 · IGST ₹0	NET GST PAYABLE ₹ 16,503,303.98 Output – ITC for the period	TAXABLE SALES / PURCHASES ₹ 95,621,468.33 Purchases ₹0	INVOICES 153 B2B 69 · B2C 84
---	--	--	---	---

RETURNS

GST Summary

GSTR-3B · 3.1 Supplies

GSTR-3B · 4 Eligible ITC

GSTR-1

Rate-wise Summary

HSN Summary

B2B Invoices

B2C Large

B2C Small

Credit Notes

Documents Issued

PURCHASES

Purchase GST Register

CHECKS

Pre-filing Validation

GST Summary

Output tax vs input credit per tax head, and what is payable for the period.

Run Report
3 rows

Excel
Print / PDF

OUTPUT GST	NET ITC	NET PAYABLE	TAXABLE SALES	TAXABLE PURCHASES
₹ 16,503,303.80	₹ 0.00	₹ 16,503,303.98	₹ 95,621,468.33	₹ 0.00

Tax Head	Output Tax (Sales)	ITC Available	ITC Reversed	Net ITC	Payable	Credit c/f
Central Tax (CGST)	8,251,651.90	0.00		0.00	8,251,651.90	
State Tax (SGST)	8,251,651.90	0.00		0.00	8,251,651.90	
Integrated Tax (IGST)	0.00	0.00		0.00	0.00	
TOTAL	16,503,303.80	0.00	0.00	0.00	16,503,303.80	0.00

GST Compliance

Before exporting, the app checks for problems such as missing HSN codes or wrong GSTINs. Serious problems are listed in an **Export Errors** sheet. Fix them in the product or customer and export again.

27. Branches, stock transfer and Command Center

Menu: Enterprise · [Premium](#) . Branches need the **Shared server (LAN)** database ([section 3](#)).

Branch Network

Press **+ Add branch**, fill in **Branch Name**, **Branch Code** (for example [MDR-01](#)), address, manager, phone and email, tick **Branch is Active** and **Save Branch**.

The screenshot shows the 'Branch Network' management interface for 'Arudra Books'. The left sidebar contains a navigation menu with sections: MAIN (Dashboard), OPERATIONS (Billing, Inventory, Reports), ADMINISTRATION (Management, Enterprise), and SYSTEM (Settings). The 'Enterprise' section is expanded, showing 'Command Center', 'Branch Network' (selected), and 'Stock Transfer'. The main content area has a top header with a welcome message, a 'Cloud backup Off' status, the date and time, and user information for 'admin (ADMIN)'. Below this, the 'Branch Network' section includes a summary of 1 active branch, sales for the month (₹ 111,079,749), and stock value (₹ 107,516,094). A search bar and filters (All, Active, Inactive) are present. A detailed view of the 'Main Branch' (HO) is shown, indicating it is active but has no address, manager, phone, or email. Summary statistics for the month of September 2026 are also displayed.

Branches	Sales This Month	Stock Value
1 1 active	₹ 111,079,749 Top: Main Branch	₹ 107,516,094 Across the network

Branch	Status	Address	Manager	Phone	Email
Main Branch (HO)	Active	No address	No manager assigned	No phone	No email

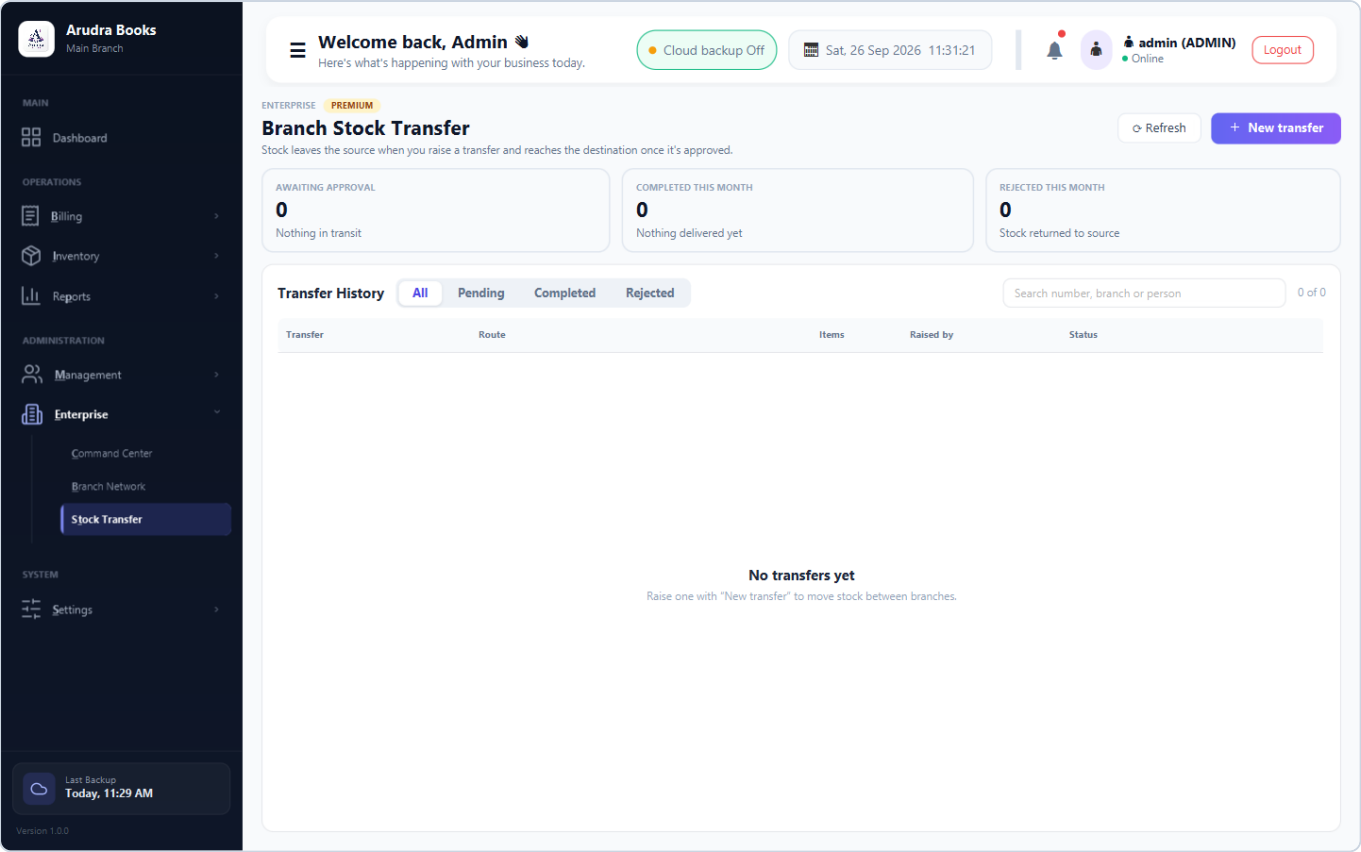
Sales - Month	Stock Value	Low Stock
₹ 111,079,749	₹ 107,516,094	25

Since Sep 2026

Branch Network

Stock Transfer

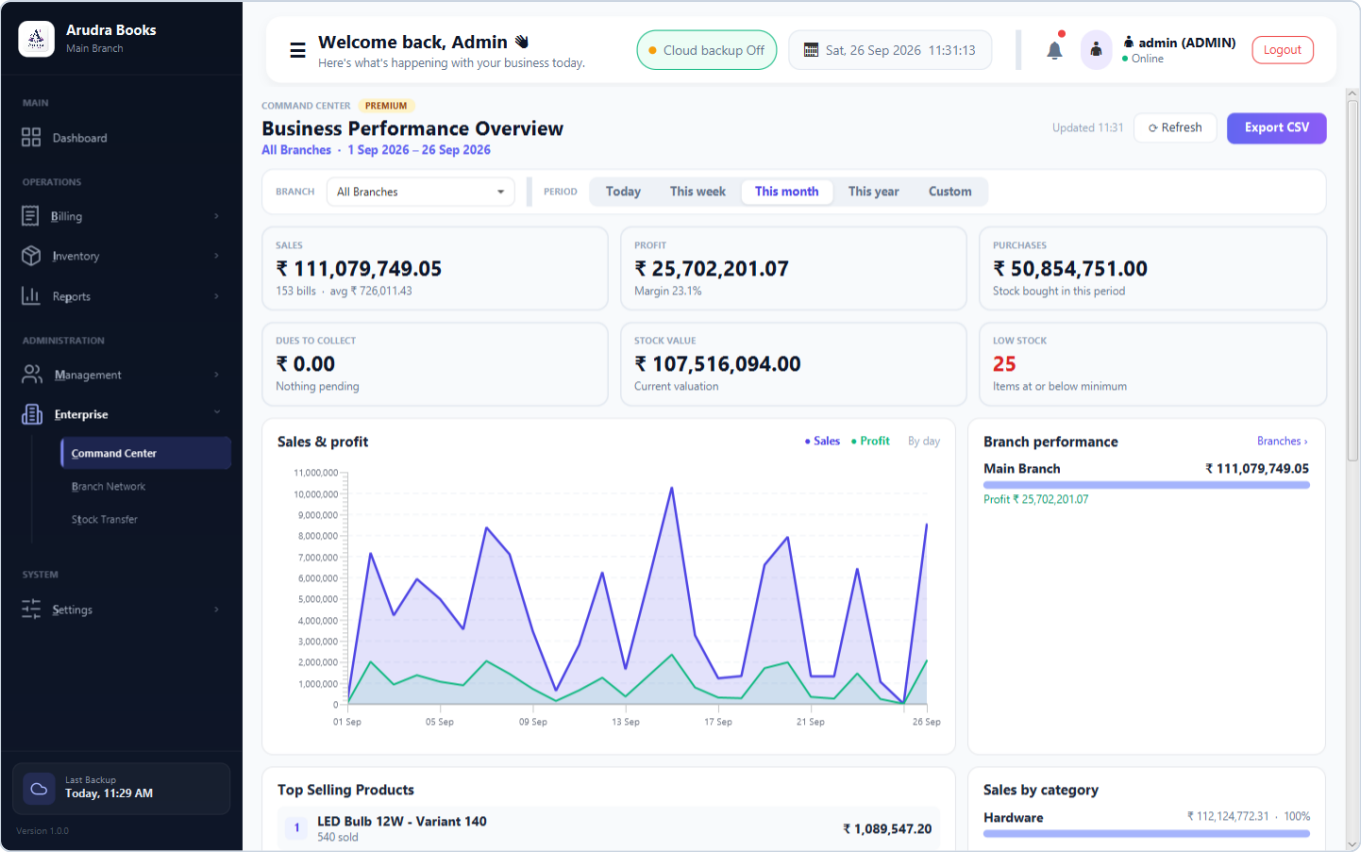
1. Press **+ New transfer**.
2. Choose **FROM** and **TO** branches (**Swap** switches them).
3. Add products and quantities, and an optional note.
4. Press **Raise transfer**. Stock leaves the source branch now.
5. The receiving side opens the transfer and presses **Approve** (stock arrives) or **Reject** (stock goes back to the source).



Branch Stock Transfer

Command Center

The owner's view of the whole business: sales, profit, purchases, dues, stock value and low stock for any branch and period, with branch performance, top products, recent bills, pending credits and pending transfers. **Export CSV** saves the figures.



Command Center

28. Backup and restore

Menu: Settings → Cloud Backup · [All plans](#) (Google Drive: [Pro](#) [Premium](#))

[illegible]

Backup & Restore

Back up now

Press **Back up now**. The backup appears in the list with its time, size and where it is stored.

Automatic backups

- **Copy to Google Drive** – keeps a copy safe if this computer is lost
- **Encrypt backups** – only this app can open them
- **Keep on this computer** – how many to keep; older ones are removed automatically

Connect Google Drive

Press **Connect Google account** and sign in to your Google account in the browser that opens. **Disconnect** stops it.

Restore

Restoring replaces the shop data on this computer with the backup. Make a fresh backup first if you are unsure.

- **From this computer:** in the backup list, press **Restore...** on the backup you want and confirm.

- **On a new or repaired computer:** install Arudra Books, connect the **same Google account**, press **Restore from Google Drive...** and pick a backup.

29. About System: licence, support and referral

Menu: Settings → About System

Arudra Books Main Branch

MAIN

- Dashboard

OPERATIONS

- Billing
- Inventory
- Reports

ADMINISTRATION

- Management
- Enterprise

SYSTEM

- Settings
 - System Config
 - Cloud Backup
 - About System

Version 1.0.0

Welcome back, Admin 🖱️
Here's what's happening with your business today.

Cloud backup Off

Sat, 26 Sep 2026 11:31:47

admin (ADMIN) Online Logout

Arudra Books v1.0.0
Billing, stock and customers for your shop

Licence **Active**
Genuine licence

Valid until **25 Sep 2027**
364 days left

Last backup **1 minute ago**
26 Sep, 11:29 AM

REFER & EARN
Know a shop that needs billing software?

Tell a friend about Arudra Books. When they buy it, you get a reward on your next renewal — our thank-you for spreading the word.

- Share your code**
Send it to a shop owner you know.
- They buy**
They tell us your code when they buy.
- You get rewarded**
You get a reward on your next renewal.

YOUR REFERRAL CODE
AB-3973E0

Share on WhatsApp

Copy code Copy message

Your licence
Your licence is active until 25 Sep 2027. Keep these details handy when you renew.

Update licence

Licensed to **Arun**

Plan & licence period
Premium · 25 Sep 2026, 11:55 AM → 25 Sep 2027, 11:59 PM

Registered phone
—

Need help? We're here
Questions, renewals or new features — talk to us directly.

WhatsApp / call
+91 96291 29864 Chat

Email
arudracommercialservices@gmail.com Email

Website
www.arudracs.com Visit

About System

- **Licence / Valid until / Last backup** at the top.
- **Your licence:** licensed to, plan and licence period, registered phone, and **Machine ID (Copy)**. Press **Update licence** to paste a renewal or upgrade key.
- **What your plan includes:** ticked features are ready to use; greyed ones can be added. Press **Ask to add a feature**.
- **Need help?** WhatsApp / call, email and website. **Copy my details** puts your licence details on the clipboard to paste into your message.
- **This computer:** database type, **Data folder (Open)** and backups (**Manage**).
- **Keyboard shortcuts** list.
- **Refer & earn:** share **Your referral code** with another shop owner (**Share on WhatsApp**, **Copy code** or **Copy message**). When they buy and tell us your code, you get rewarded.

30. Problems and solutions

Problem	What to do
The activation screen opens every time	The licence key wasn't accepted. Paste the whole key again. If you changed the computer or Windows, send the new Machine ID to support.
"Database" error, or the database screen opens at start	On a shared server, check the server PC is on and connected to the network, then Test Connection in Database Settings. On a single PC, contact support.
Forgot the admin password	Use Forgot password? on the sign-in screen (section 5).
A menu item is locked	Your plan doesn't include it. See About System → What your plan includes and ask support to add it.
The barcode scanner types nothing	Click in the search box first. Test in Notepad: if nothing appears there either, reconnect the scanner.
A scanned product is not found	Check the barcode in the product, or add it as an Additional barcode .
The bill doesn't print	Check Settings → Printer & paper for the right printer and paper size. Print a test page from Windows.
Tamil letters appear while typing English	Press Ctrl + Space to switch back to English.
Stock is wrong	Open Stock → Movements to see every change, then correct it with ± Adjust Stock and a reason.
Can't add stock for a new delivery	Use Purchase Entry (section 16).
GSTR-1 shows export errors	Open the Export Errors sheet, fix the HSN codes or GSTINs listed, and export again. Use the Data Health stock report to find products with missing HSN.
Computer lost or broken	Install on the new PC, activate (send the new Machine ID), connect the same Google account and Restore from Google Drive...

Still stuck? Call or WhatsApp **+91 96291 29864**. Open **About System** → **Copy my details** and paste them into your message so we can help faster.