Binvoicing

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Menu Introduction For Software Operation

Software Options :

Client

Add New Client	To add a new customer (to whom the product will be sold), the customer details need to be added.
Client List	To view the customer list (with details) and to edit customer details. From here, you can also add new customers, search for specific customers, print and download the customer list.
Client Group	Different groups of customers can be added, and customer groups can be viewed.
Client Statement	To view transactions by date for all or a specific customer.

Software Options:

Account

Receive

Add New Receive	The option is used to collect dues or advance payments from customers by category.
Receive List	From here, you can view all deposits and customer specific deposit details, and print deposit receipts.

Expense

Add New	Any expenses incurred in running the organization must be entered.
Expense List	From here, you can view all expense details and print expense receipts.
Client Payment	If for some reason it is necessary to refund the customer (such as an advance refund), the money can be refunded from this option.

Account

Account Creat	New accounts are created, such as bank accounts, bKash, Rocket, Nagad, Cash, etc.
Account List	The list of accounts can be viewed, edited, downloaded, and printed.
Acc. Balance	You can see, download, and print the balance of any account.
Acc. Statement	All business transactions can be viewed and printed in detail, according to customer and account statements.

Transfer

Transfer Creat	It is used to transfer money from one account to another. For example: withdrawing cash from the bank, depositing cash in the bank, transferring from cash to bKash, etc.
Transfer List	A list of transfers can be viewed by date.

Profit	Business income, expenses, deposits, and current balance can be viewed.

Software Options:

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Bill Invoice

Add New	A new bill invoice is created for the sale of goods.
Invoice List	You can view a list of invoices, search for specific invoices, download and print the invoice list, print specific invoices and challans, and edit and delete invoices.

Draft Invoice

Add Draft	Draft invoices can be created for providing quotations or for later sale.
Draft Invoice	A list of draft invoices can be viewed and edited to complete the sales process.

Items / Services

Add New	To enter the names and prices of business items and services for quick billing.
List	The option can be used to view the list and details of the entered items/services.
Group	To create groups of items/services and view the list of groups.
Unit	Unit of item/service (the unit in which the sale or service will be provided)To create and view the list

Software Options:

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Staff

Staff Creat		New staff are entered into the organization.
Staff List		A list of all the staff of the organization can be viewed and edited. Salary determination, payments, attendance, leave etc. can be entered.
Staff Payment	Payment Creat	To pay salaries or other dues to staff.
	Staff Pay. Report	To view staff payment reports.
Staff Salary	Add Salary	To add salary based on attendance or as per schedule.
	Salary Report	To view staff salary and payroll reports (downloadable and printable)
Staff Attendance	Atten. Creat	To add salary based on attendance or as per schedule.
	Atten. Report	To view staff salary and payroll reports (downloadable and printable)
	Monthly Atten. Report	To view staff salary and payroll reports (downloadable and printable)
Staff Dept.		For various department entries in the organization, so that staff can be entered into specific departments
Staff Desig.		Entering different posts or titles to determine which position the staff is working in.

Software Options:

Due Report

Due List	A list of how much money is Due with a customer (for all customers together) can be viewed, downloaded and printed. The remaining Due of a specific customer can also be viewed.
Client Wise	Only a specific customer's balance list can be viewed, downloaded, and printed.
Group Wise	The Due details of a customer group can be viewed.

Bill Invoice Report

All	You can view, download and print the total sales/services, bills, payments, balances, income, etc. of all customers or a specific customer by date.
Daily	You can view, download and print a list of all bills, payments and balances for the current date or for a specific customer.
Customer Wise	A list of all bills, payments and balances for a specific customer on a specific date can be viewed, downloaded and printed.
Client Group Wise	A list of all bills, payments and balances for a specific customer group on a specific date can be viewed, downloaded and printed.
Item / Service Wise	A list of all bills, payments and balances for a specific Item / Service on a specific date (subject to being saved previously) can be viewed, downloaded and printed.

Deposit Report

All Deposit	All Deposit details can be viewed, download and print.
Category Wise	Category wise Deposit List can be viewed, download and print.
Customer Wise	Specific Customer's deposit list can be viewed, download, and print.

Software Options:

Expense Report

All Expense	All business expense details can be viewed, download and print.
Category Wise	Category expense details can be viewed, download and print.
Sub Category Wise	Sub Category expense details can be viewed, download and print.

Settings

Income Category	To create and view a list of all business Income categories and subcategories.
Expense Category	To create and view a list of all business Expense categories and subcategories.
Shortcut Menu	Shortcuts to various software options can be created and removed.
Company Information	To enter Company information, logo, login banner, and invoice header.
Bank	To enter Bank information, viewed and removed.
Settings	To customize various settings to manage the software.

Sign Out

To sign out of the software.