BillBook Business

Introduction, the Home Screen and your first setup

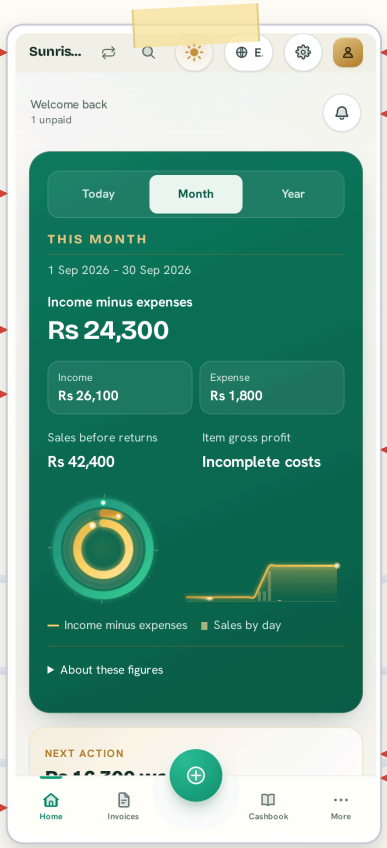
1. What is BillBook Business?

- A **billing and shop-management app** for small businesses.
- Make a bill in seconds and send it on **WhatsApp**, PDF or print.
- Keeps **customers, khata, stock, cash** and **reports** together.
- Works **offline** on the phone — your data stays on your device.
- The same shop opens on a laptop at **app.billbookbusiness.com**.
- On Android from the **Play Store**. Free to start; Premium optional.

BillBook Business

" Your business book, made simple "

2. The Home Screen



Your shop name (tap to switch shop)

Search · Appearance · Language · Settings · Sign in

Alerts — overdue bills, low stock, reminders

Period tabs — Today / Month / Year

Income minus expenses for that period

Income and Expense side by side

Sales before returns, and item gross profit

Next action — what to chase today

Bottom menu: Home · Invoices · Cashbook · More

The + button = Quick actions (new bill)

3. First 5 minutes (set up)

1. Open Settings → Business and type your shop name, phone and address.
2. Add your **logo** — it prints on every bill.
3. Check the **currency** and **language** are right for your country.
4. Tap **Sign in** to switch on cloud backup, so nothing is lost with the phone.

4. What lives under "More"

- **Money owed** · **Customers** · **Suppliers**
- **Stock control** · Purchase invoices
- **Orders** · **Estimates** · Recurring
- **Reports** · Items sold & profit · **Daily Close**
- Reminders · Cheques · Business Assistant
- Settings · Data & privacy

Tip: Everything starts from the green **+** button. One tap → **New bill**, and you are billing.

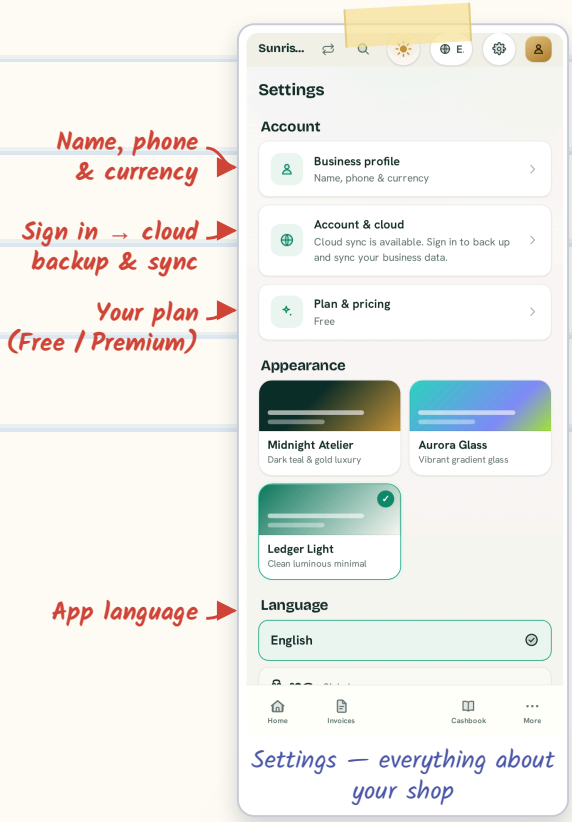
" **A bill made in 30 seconds is a customer served in 30 seconds** "

Set Up Your Shop

Business profile, the look of your bills, language and printing

1. Your business profile

- Open **Settings → Business profile**.
- Type your **shop name, phone, address** and e-mail.
- Add your **logo** — it prints on every bill and statement.
- The **currency** follows the country you chose at setup.
- This is exactly what your customer reads on the bill.



Settings — everything about your shop

2. Choose how your bills look

Atelier	Luxury minimal — ivory paper, fine serif, gold lines
Royal	Classic & formal — crest, framed border, green header
Aurora	Modern fintech — teal gradient, bold balance

- It applies to invoices, receipts and quotations — change it anytime.
- **Appearance** changes the app's own colours: Midnight Atelier, Aurora Glass or Ledger Light.

3. Language

- **Settings → Language**, or the globe at the top.
- Sri Lanka: **English** · සිංහල · **தமிழ்**.
- Other countries get their own languages.
- It changes the app **and** the printed bill.

4. Printing & billing options

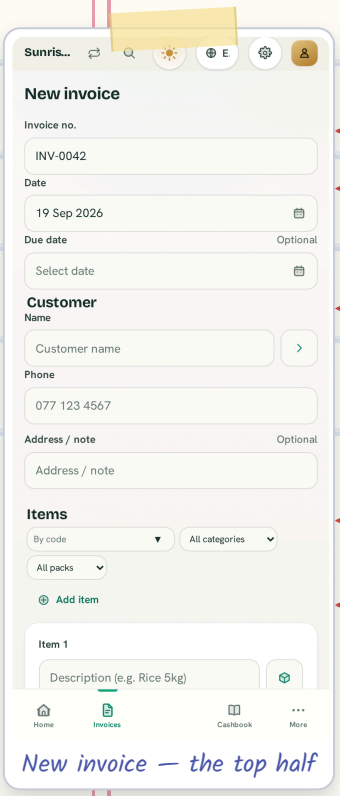
- **Settings → Printing**: receipt paper **58 mm** or **80 mm**.
- **Show purchase price while billing** — see your margin before you give a discount.
- **Suggest products from the catalogue** — turn off to be offered only your own items.

Tip: Sign in once. Cloud backup means a lost phone is not a lost business — open the same shop on a laptop and carry on.

"**Set it up once — then bill for years**"

Make Your First Bill

New invoice — customer, items, discount, total, save



New invoice — the top half

1. Five steps to a finished bill

1. Tap the green **+** → **New bill**, or Invoices → New invoice.
2. The **invoice number** and **date** are filled in. Change them if you want.
3. Type the **customer name**. Past customers appear as you type — tap one and the phone fills in too.
4. Tap **Add item** and start typing a product. Your own stock is offered first, with its price and the stock left.
5. Check the total and tap **Save**. The bill is stored, stock goes down and the khata updates.

2. What each line holds

Description	The product. Scan a barcode, or pick from stock.
Qty & Unit	How many — Pcs, Kg, Bag, Tin... your own units.
Rate	Selling price. Purchase price can show under it.
Discount	Per line, as an amount or a %.
Amount	Qty × Rate, less that line's discount.

3. The money at the bottom

- **Subtotal** → all the line amounts added up.
- **Bill discount** → taken off the whole bill.
- **Extra charges** → labour, transport, delivery.
- **Tax** → only where your country needs it.
- **Paid** → what the customer gave you now.
- **Balance** → what is still owed. It reaches the khata on its own.

4. Billing faster

- **Enter** walks you field to field, all the way to Save.
- Scan a **barcode** with the camera or a scanner gun.
- Filter items **by code, category or pack** before you type.
- On a laptop the bill opens **full screen**, in columns.
- An unfinished bill is kept as a **draft** — nothing is lost.
- A regular customer? Make it a **recurring bill**.

Tip: Always give a customer their mobile number. It keeps two people with the same name apart, and it stays their ID on every device.

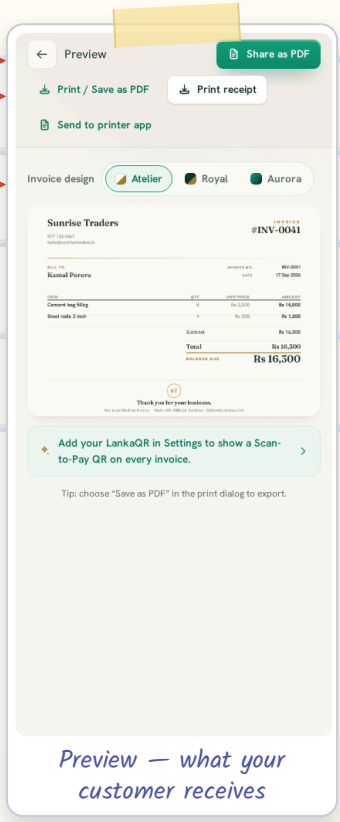
"Type the name, add the items, tap Save — done"

Send It and Get Paid

WhatsApp, PDF, thermal receipt — and recording the payment

1. The moment you tap Save

- A sheet asks what to do next — **Print**, **WhatsApp**, **PDF** or **Preview**.
- Pick one and the bill goes straight out. No extra screens.
- Any bill can be opened again later: **Invoices** → **tap the bill**.



Preview — what your customer receives

2. Four ways to send it

WhatsApp	Sends the bill as a picture, with a short message.
Share as PDF	A proper PDF file — e-mail it, or keep it.
Print receipt	Thermal printer, 58 mm or 80 mm paper.
Print / Save as PDF	A4 printer — or "Save as PDF" in the print box.

3. Change the look, right here

- The preview carries an **Invoice design** switch: Atelier · Royal · Aurora.
- Tap one and the document redraws at once — what you see is what is sent.

4. Recording the payment

- Paid in full at the counter? Put the amount in **Paid** while billing.
- Paid later? Open the bill → **Record a payment**.
- Part payments are fine — the balance follows.
- Every payment lands in the **Cashbook** and in that customer's khata.
- **Invoices** shows **Unpaid** and **Collected** at the top.

5. Chasing what is owed

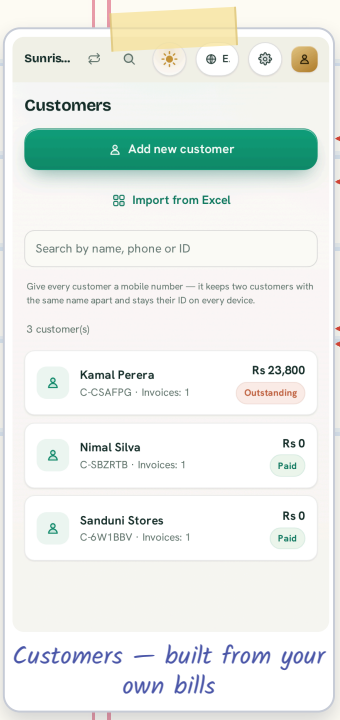
- **More** → **Money owed** lists every unpaid bill.
- **Send reminders** writes the WhatsApp message for you.
- The Home screen shows the amount waiting to be collected.
- Nothing is sent without you tapping send.

Tip: On **58 mm** paper choose 58 mm in Settings. On 80 mm paper the printer shrinks a 58 mm slip by a third — and the print looks thin.

"A bill on WhatsApp is paid sooner than a bill in a drawer"

Customers & Khata

The credit book, the account statement, and getting paid



Customers — built from your own bills

1. The customer list makes itself

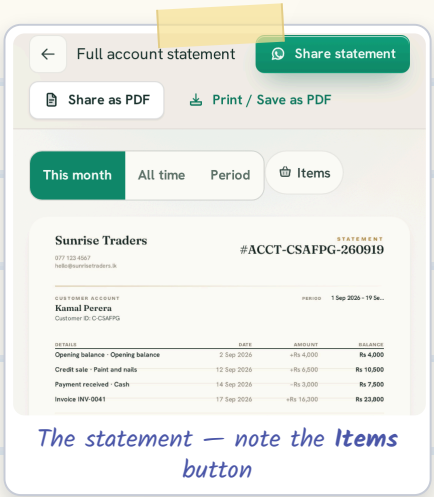
- Every bill, order and khata entry adds the customer — there is **no second list to keep**.
- Each one gets a **customer code** (e.g. C-CSAFPG) and shows how many bills they have.
- A green **Paid** or a red **Outstanding** tells you where you stand at a glance.
- You can still **Add new customer** by hand, or **Import from Excel**.

2. The khata (credit book)

- An unpaid balance on a bill becomes khata on its own.
- Add an **opening balance** for what was owed before the app.
- Record a **payment received** when they pay — cash or bank.
- The running balance is always the truth: bills, payments and returns, in date order.

3. The full account statement

- Open a customer → **Full account statement**.
- Choose **This month**, **All time** or your own **Period**.
- Tap **Items** to name the products on every bill, not just the invoice number.
- Send it with **Share statement** (WhatsApp), **Share as PDF**, or **Print / Save as PDF**.
- **Export ledger (CSV)** hands the same rows to Excel.



*The statement — note the **Items** button*

4. Getting it collected

- **More → Money owed** — everything outstanding, oldest first.
- **Send reminders** writes the WhatsApp message; you tap send.
- Home shows the amount waiting to be collected, every day.

Tip: The **Items** button is off until you tap it — the plain statement is shorter to send. Turn it on when the question is "what did they take?"

> "A khata everyone can read is a khata nobody argues about"

Stock Control

Products, quantities, low stock, stock check and the inventory PDF

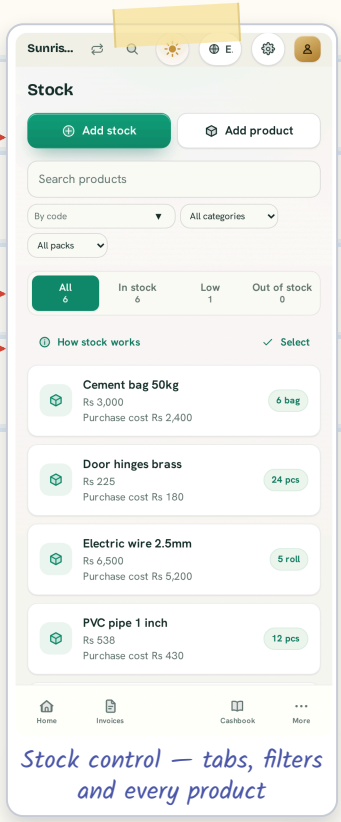
1. Put your products in

- **More → Stock control → Add product.**
- Give it a **name**, a **unit** (Pcs, Kg, Bag, Tin…), the **selling price** and the **purchase cost**.
- Add a **category** and a **barcode** if you have one.
- Set a **low-stock level** — the app warns you before you run out.
- Hundreds of products? **Import from Excel** in one pass.

Add stock · Add product

All · In stock · Low · Out of stock

How stock works · Select (bulk)



Stock control — tabs, filters and every product

2. Reading the stock screen

All	Every product you keep.
In stock	Quantity above zero.
Low	At or under your low-stock level — reorder these.
Out of stock	Nothing left on the shelf.

- Filter by **category** or **pack**; the same paint in Tin, Gallon and Drum sits under one name.

3. Stock in and stock out

- **Stock goes down by itself** every time you bill an item.
- Goods arrived? **Add stock** — from the Stock screen or the Home chip. It stays open for the next line of the delivery.
- Counted the shelf? Open the product → **Count stock** → **Save count**.
- Buying on credit? Record a **purchase invoice** against the supplier.

4. Stock check — the repair kit

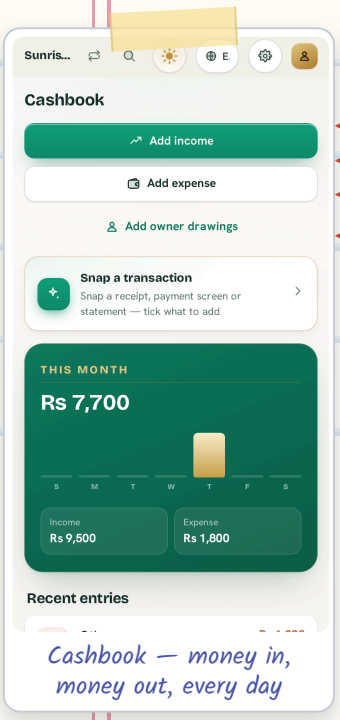
- A yellow **Stock check** bar appears when something looks wrong.
- It can fix a **wrong unit**, **combine the same product entered twice**, and reconcile against the stock book.
- **Nothing changes until you tap a fix** — and it tells you what it will do first.
- When it says *All clear*, your book and your shelf agree.

Tip: Stock control → **Share as PDF** prints your whole stock book, grouped by shelf, with the value of each one. Take it to the shop and tick as you count.

> "Know what is on the shelf before the customer asks"

Cash, Day-End & Reports

Cashbook, Daily Close, and the numbers your accountant asks for



Cashbook — money in, money out, every day

1. The Cashbook

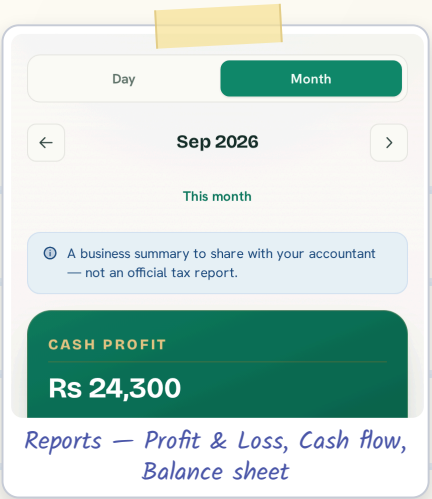
- Every payment you record on a bill arrives here by itself.
- Add what happens outside a bill: **Add income**, **Add expense**, **Add owner drawings**.
- **Snap a transaction** reads a receipt or a payment screen — you tick what to keep.
- The month strip shows income and expense day by day.

2. Daily Close — two minutes at night

- **More → Daily Close**.
- Today's sales, today's expenses, **net for the day**.
- **Count your cash**: it shows what should be in the drawer, you type what is really there.
- **Share day summary** sends the day to your own phone or your partner.
- **Read my day aloud** speaks the totals — for when reading numbers is hard.

3. Reports

- **More → Reports**, by **Day** or by **Month**.
- **Cash profit**, money in, money out — and how your invoices are being paid.
- Financial statements: **Profit & Loss**, **Cash flow**, **Balance sheet**.
- **Items sold & profit** shows which products actually make you money.
- A business summary to share with your accountant — not an official tax return.



Reports — Profit & Loss, Cash flow, Balance sheet

4. The Control Center

- **More → Control Center** — today in one screen.
- What is waiting to be collected, and today's priorities.
- Profit, outstanding, cash in and cash out for the month.
- **Business health**: how much of what you billed you have actually collected.

Tip: Do the **Daily Close** before you shut the shop. A drawer counted today is a mistake found today — not next month.

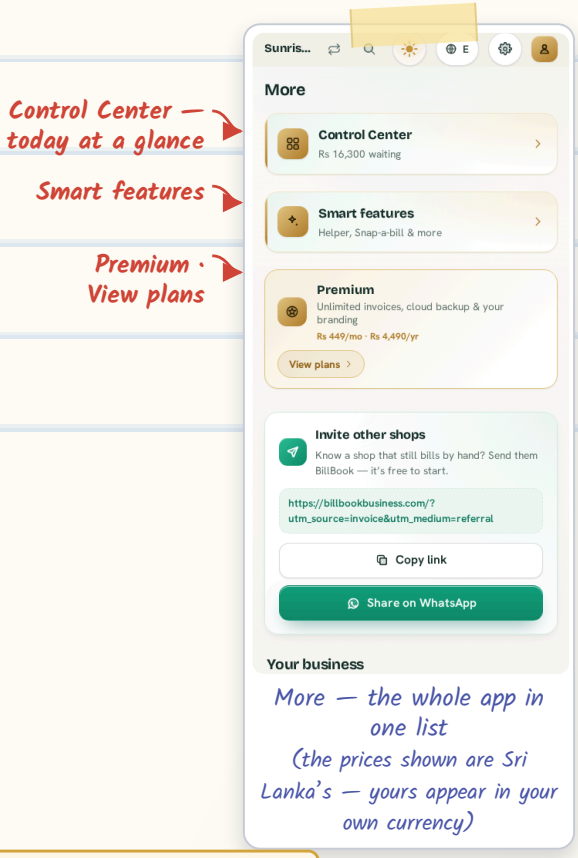
"Count the cash every night, and the year counts itself"

Backup, Team & Premium

Keeping the shop safe, sharing it, and what Premium adds

1. Cloud backup — do this first

- Tap **Sign in** (top right, or in Settings) and use your e-mail or phone.
- Your shop is then **backed up** and **synced** — same books on phone and laptop.
- Lose the phone, buy a new one, sign in — everything is there.
- Without signing in the app still works; the data simply lives only on that one device.



More — the whole app in one list

(the prices shown are Sri Lanka's — yours appear in your own currency)

2. Working with your people

- **Staff lock** puts a PIN on the parts only the owner should open.
- Add your **workers**; the name of whoever made a bill is stamped on it.
- **Reports → By worker** shows who sold what.
- Invite a teammate by **e-mail or WhatsApp** — they open the same shop.

3. Free and Premium

- **Free** runs a whole shop on one device.
- **Premium** adds unlimited invoices, cloud backup and your own branding on documents.
- Higher tiers add more of the **Smart Assistant**.
- See what applies in your country: **More → View plans**.
- Buy through Google Play on the phone, or by card on the web.

4. Your data is yours

- **Settings → Data & privacy**.
- **Export** customers, items and bills to Excel/CSV whenever you like.
- **Back up** and **restore** by hand as well as to the cloud.
- **Delete my data** clears BillBook from this device, whenever you want.

5. Ten habits of a shop that never loses money

- Bill **every** sale, even the small one.
- Always take the customer's **mobile number**.
- Put the money into **Paid** the moment it is handed over.
- Send the bill on **WhatsApp** — receipt and reminder in one.
- Check **Money owed** once a week and send reminders.
- **Add stock** the day the delivery arrives.
- Watch the **Low** tab before the shelf is empty.
- Do the **Daily Close** and count the drawer.
- Read **Items sold & profit** once a month.
- Stay **signed in**, so the shop survives the phone.

Help: Stuck? Settings → Send feedback, or write to **support@billbookbusiness.com**. A real person answers.

"Bill it, send it, collect it — every single day"