Shop Ledger — User Guide

POS & Inventory Management — Quick start after login

Who this guide is for
Shop owners and staff using Shop Ledger after your account is active.

Suggested order
Set up master data (brands, categories, products, sellers), record purchases, then sell from POS. Track money daily with Expenses and Day Close.

1. Sign in
Open your Shop Ledger URL, enter your email and password. You land on the **Dashboard** with shortcuts and a summary of your shop.

2. Master data — Brands & Categories

Before products, define how you group inventory:

1. Open **Brands** from the sidebar. Add each brand name you sell (e.g. Samsung, Local).
2. Open **Categories**. Add product types (e.g. Mobile Phones, Accessories).

Tip: Keep names short and consistent — they appear on bills and reports.

3. Products

1. Go to **Products** → add a product.
2. Enter **name**, optional **model**, select **Brand** and **Category**, **purchase price** (cost), **selling price**, and opening **quantity**. Optional: IMEI, description, minimum stock alert level.
3. A **barcode** can be generated automatically when you save (you can scan it at POS).
4. Save. Repeat for each item you keep in stock.

Stock from purchases: Recording a **Purchase Bill** increases stock for each line. You can also create a **brand-new product** on a purchase line (see section 5) if you prefer to enter stock straight from the supplier bill.

4. Sellers (suppliers / vendors)

1. Open **Sellers** in the sidebar.
2. Add each supplier you buy from (name, phone, address as needed).
3. When you create a **Purchase Bill**, you will pick the seller so your buying history stays organized.

5. Purchase Bills (stock inward)

1. Open **Purchase Bills**.
2. Create a new bill: choose the **seller**, **purchase date**, and optional tax/discount/notes.
3. **Each line:** either pick an **existing product** (quantity + purchase rate per unit), or enter a **new product name** on the line with category/brand (or defaults), purchase rate, and selling price — the app creates the product and adds the purchased quantity to stock when you save.
4. Enter **paid amount** if you pay cash/part now; unpaid balance is tracked against the seller.
5. Save the bill. **Inventory increases** for every line; the product's latest purchase cost is updated from the line rate.

This is the main way to reflect **investment in inventory**: money spent buying goods that become stock. Use **Expenses** separately for rent, bills, and other costs that are not stock purchases.

6. POS (Point of Sale)

1. Open **POS** from the sidebar.
2. Search or scan products, add to cart, set quantities.
3. Apply discounts if needed, choose customer (or walk-in), and payment method (cash, card, JazzCash, Easypaisa, etc.).
4. Complete the sale — stock reduces automatically for sold items.
5. You can print or share a receipt / invoice from the sale screen.

> **Related: Sales List** shows past sales with filters. **Customer Khata** tracks credit sales and balances for named customers.

7. Daily shop money & investments

Expenses

Use **Expenses** to record daily spending (rent, utilities, salaries, transport, etc.) by category. This keeps operating costs separate from purchase stock costs.

Day Close (cash register)

Day Close helps you reconcile cash at end of day: opening cash + cash sales + cash received − cash expenses − refunds = expected cash. Enter the cash you counted and note any difference.

Reports

Reports summarises sales, purchases, and includes profit-oriented views (including cost of goods and expenses where configured). Use the date range to review a week or month.

8. Other useful modules

- **Stock Check** — physical count vs system quantity.
- **Loans (by bill)** — track money lent or borrowed against bills where you use this feature.
- **Users / Roles** — (owner) invite staff and control who can access POS, products, purchases, etc.
- **Subscription** — (owner) view plan limits and upgrade.
- **Profile** — change your account email/password; shop owner can update shop address and phone shown on receipts.
