

JewelBooks

Dashboard Menu Step Guide

A simple printable guide for sales, purchases, URD, stock, books, customer and karigar management, reports, backups, user settings, and admin controls.

How to use this guide

Keep this PDF with the shop computer or share it with staff.

Follow the menu name on the left side of the dashboard.

For money, stock, GST, or customer dues, save carefully and print or export records when needed.

Take a backup before imports, bulk QR generation, restore, or large corrections.

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Daily Work Flow

Recommended daily routine

Morning: open Dashboard, check reminders, pending dues, and stock alerts.

During sales: create Sales Voucher, check payment mode, save, print, and share.

During purchases: enter Purchase or URD immediately so stock and reports stay correct.

Evening: check Dashboard totals, Credit Sales, Customer Follow-up, Cash/Bank/UPI ledgers, and take backup.

Important print checks

Sales invoice: item details, HUID if available, payment mode, final total, customer sign, and authorised sign.

Scheme receipt: amount received, month paid, next due date, and maturity details.

URD voucher: customer name, item, gross wt, net wt, pure wt, rate, amount, and signature.

QR tag: product code, product name, net wt, HUID when required, and QR code clarity.

Menu Steps

Dashboard

Use it for: checking the shop summary, reminders, backup alerts, totals, and quick health of the business.

1. Open Dashboard after login.
2. Check today's sales, purchase, stock, dues, and voucher count cards.
3. Use the date filter when you want Today, This Month, or a custom date range.
4. Read backup reminders and complete regular backup or print copy when shown.

Before saving or printing:

- Confirm totals after big imports or voucher edits.
- Take a backup before making bulk changes.

Sales Voucher

Use it for: creating tax invoices for ornaments, silver articles, fixed-price items, and QR or code based stock sales.

1. Open Sales Voucher and click Add Sales Voucher.
2. Enter customer name, mobile number, address, invoice date, and payment mode.
3. Scan QR or type product code if selling from saved stock; otherwise choose Not from stock and add item manually.
4. Add product name, HSN, purity, gross wt, stone less, net wt or quantity, rate, VA or labour, and amount.
5. Add payment details. For split payments, add Cash, Bank, UPI, Card, Online, or Credit rows as needed.
6. Save voucher, then use Print/PDF or WhatsApp as required.

Before saving or printing:

- Payment total should not be more than final total.
- Use Credit only when balance is pending.
- Check HUID, net wt, and final total before print.

Estimation Voucher

Use it for: giving customers a quotation before making a final tax invoice.

1. Open Estimation Voucher and click Add.
2. Enter customer details if available.
3. Add product lines with weight, rate, VA or labour, tax if required, and total.
4. Save and print or share the estimate.
5. When customer confirms, create the actual Sales Voucher separately.

Before saving or printing:

- Do not treat estimate as a completed sale unless it is converted or entered as a sales voucher.

Credit Sales

Use it for: tracking invoices where customer payment is pending or partly pending.

1. Open Credit Sales to review unpaid or partly paid bills.
2. Search by customer name, mobile, or invoice number.
3. Open the voucher and update payment when customer pays by Cash, Bank, UPI, Card, or Online.
4. Save after payment update so Customer Follow-up becomes correct.

Before saving or printing:

- After full payment, outstanding should become zero.
- Keep payment mode correct for ledger and reports.

Purchase

Use it for: recording stock or goods purchased from suppliers.

1. Open Purchase and click Add Purchase.
2. Enter supplier details, bill number, date, and payment mode.
3. Add gold, silver, article, bullion, diamond, or other stock lines.
4. Enter weight or quantity, rate, making or other charges if applicable.
5. Save the purchase and verify stock display cards update.

Before saving or printing:

- Use the correct category so stock cards stay clean.
- Confirm purchase rate before saving.

Purchase Return

Use it for: recording goods returned to supplier after purchase.

1. Open Purchase Return and click Add.
2. Select or enter supplier details and return date.
3. Add returned item details with weight, quantity, rate, and amount.
4. Save the return and check stock reduction.

Before saving or printing:

- Return should reduce stock only for the returned quantity or weight.
- Print or save PDF for supplier record.

Gold URD

Use it for: recording old gold received from customers, exchange entries, and pure weight calculation.

1. Open Gold URD and click Add Gold URD.
2. Enter customer name, mobile, date, item description, purity, gross wt, deductions, net wt, rate, and amount.
3. Check pure wt and average rate display cards.
4. Save and print the URD voucher with customer signature when needed.

Before saving or printing:

- Use Gold URD only for old gold exchange or purchase from customer.
- Imported sales vouchers should remain in Sales, not Gold URD.

Silver URD

Use it for: recording old silver, silver article exchange, and pure silver calculation.

1. Open Silver URD and click Add Silver URD.
2. Enter customer details, description, gross wt, net wt, purity, rate, and amount.
3. Save the voucher and check Silver URD display cards.
4. Print or export if required.

Before saving or printing:

- Choose the correct silver category and purity.
- Check average rate when multiple URD entries exist.

Inventory / Stock

Use it for: maintaining stock items, product QR, categories, purity cards, rate, weight, and stock value.

1. Open Inventory / Stock and click Add Stock Item.
2. Enter item name, code or QR, metal, display card category, purity, unit, gross wt, net wt, quantity, and purchase rate.
3. Use QR generator for jewellery tags when you want printable tag and scannable product code.
4. Click display cards to view the items inside that card.
5. Use Print Selected QR or Print All Filtered QR for bulk tag printing.

Before saving or printing:

- Gold ornament stock should group by carat such as 22K or General.
- Silver ornament and article stock should group by purity or General.
- Avoid duplicate product codes.

Accounting Master

Use it for: creating and maintaining ledgers such as Cash, Bank, UPI, suppliers, customers, and expense heads.

1. Open Accounting Master.
2. Add ledger name, type, opening balance if needed, and contact details.
3. Use the correct ledger while entering payments in vouchers.
4. Review ledger balances after imports, sales, purchases, and payments.

Before saving or printing:

- Do not create duplicate Cash, Bank, or UPI ledgers.
- Use clear ledger names for easy reports.

Expense Voucher

Use it for: entering rent, salary, repair, packing, electricity, courier, and daily expenses.

1. Open Expense Voucher and click Add.
2. Select expense ledger, date, payment mode, and amount.
3. Add note or reference if needed.
4. Save and print if a hard copy is required.

Before saving or printing:

- Use the right expense ledger so reports are meaningful.
- Attach reference number where available.

Customer Inquiry

Use it for: saving customer questions, product interest, budget, and follow-up requirement.

1. Open Customer Inquiry and click Add.
2. Enter name, mobile, inquiry item, budget, and note.
3. Set status or follow-up date if needed.
4. Use search to find earlier inquiries.

Before saving or printing:

- Capture mobile number correctly for future follow-up.

Customer Follow-up

Use it for: checking dues, pending credit payments, inquiries, scheme follow-ups, and customer reminders.

1. Open Customer Follow-up.
2. Filter by due, upcoming, overdue, or search customer.
3. Call or WhatsApp customer using the available action buttons.
4. If payment is received, update the original voucher payment details.

Before saving or printing:

- If customer paid online, make sure the voucher payment mode is updated from Credit to UPI, Bank, Online, Card, or Cash.

Repair Voucher

Use it for: recording jewellery repairs, polishing, resizing, stone setting, and customer repair delivery.

1. Open Repair Voucher and click Add.
2. Enter customer details, received date, item condition, repair work, estimate amount, and due date.
3. Update status when work is completed or delivered.
4. Print receipt for customer.

Before saving or printing:

- Describe customer item clearly before accepting it.
- Use signature if customer acknowledgement is needed.

Order Voucher

Use it for: recording custom jewellery orders and advance payments.

1. Open Order Voucher and click Add.
2. Enter customer details, order description, expected weight, design note, advance amount, and due date.
3. Update status as pending, in progress, ready, or delivered.
4. Convert or create sales voucher when final bill is made.

Before saving or printing:

- Record advance payment mode clearly.
- Mention delivery promise date carefully.

Customer Schemes

Use it for: creating and tracking monthly savings schemes such as 11 + 1 or custom schemes.

1. Open Customer Schemes and click Add Customer Scheme.
2. Choose 11 + 1 scheme or a custom scheme if enabled.
3. Enter customer details, monthly amount, start date, months, bonus rules, and payment received.
4. Check next due date and maturity date.
5. Print or share scheme receipt after payment.

Before saving or printing:

- After first payment on 23-07-2026, next due should be 23-08-2026.
- Keep each monthly receipt saved.

Karigar Management

Use it for: tracking items issued to karigar and received back after work.

1. Open Karigar Management.
2. Add karigar name and item issue details.
3. Enter gross wt, expected work, issue date, and due date.
4. Update returned weight, wastage, labour, and balance when received.

Before saving or printing:

- Check karigar balance before new issue.
- Print issue or receive slip when needed.

GST Reports

Use it for: checking taxable sales, purchase, CGST, SGST, IGST, and GST summary.

1. Open GST Reports.
2. Select date range such as Today, This Month, or financial year.
3. Review sales tax, purchase tax, and net GST payable or receivable.
4. Export CSV or print report for accountant.

Before saving or printing:

- Verify GST settings before filing.
- Imported Tally data should be checked after upload.

Financial Reports

Use it for: viewing sales, purchases, expenses, profit view, balances, and period summaries.

1. Open Financial Reports.
2. Select report type and date range.
3. Review totals, customer dues, payment modes, and ledger movement.
4. Export or print report for record keeping.

Before saving or printing:

- Use the same date range when matching with accountant records.

Ledgers

Use it for: checking detailed movement of Cash, Bank, UPI, customers, suppliers, and expense ledgers.

1. Open Ledgers.
2. Choose ledger name and date range.
3. Review debit, credit, balance, and linked voucher details.
4. Print or export when required.

Before saving or printing:

- Ledger balance depends on correct payment mode in each voucher.

AI Assistant

Use it for: asking quick questions about customers, dues, stock, reports, and follow-up suggestions.

1. Open AI Assistant.
2. Ask a clear question such as 'show customers with due balance' or 'today sales summary'.
3. Use the answer as a helper, then verify important numbers in reports.

Before saving or printing:

- Use normal reports for final accounting checks.

JewelBooks Work Agent

Use it for: starting voucher, stock, and day-to-day management work from the floating AI button available on every dashboard page.

1. Tap the round AI button at the lower-left of the screen. You can drag it to any comfortable position; JewelBooks remembers where you place it.
2. Use it to prepare Sales, Purchase, Purchase Return, Estimation, Credit Sales, Gold URD, Silver URD, and Inventory drafts.
3. For sales, give the voucher number, customer, mobile, item, gross/net weight, rate, discount, payment mode, and old-gold or old-silver exchange details when needed. Example: Create sales invoice SV-102 for Ramesh, gold ring 22K gross 5g rate 9000 UPI discount 500.
4. It can also prepare Repair, Order, Customer Inquiry, Customer Scheme, and Expense forms with the details you enter.
5. Tap Plan My Work. Read the plan and confirm Continue to open the correct draft or requested page. Review every field before pressing Save.
6. Use the quick Low Stock and Follow-ups buttons when you only need those lists.
7. Use Open full AI Assistant for pricing checks, GST helper, OCR bills, business reports, and other advanced helpers.

Before saving or printing:

- The Work Agent never saves, deletes, or sends messages by itself.
- Verify all voucher, stock, payment, GST, and customer details before saving.

Payment Settings

Use it for: admin setup for plans, subscriptions, trial extension, activation, and admin GST voucher.

1. Open Payment Settings as admin.
2. Review registered users, subscription status, trial status, and activation.
3. Use trial extension only when you want to give extra days.
4. Generate admin GST voucher after user payment when required.

Before saving or printing:

- Keep self-payment activation unchanged unless intentionally using admin activation.

User Access, Devices and WhatsApp Cloud API

Use it for: admin controls for staff access, registered devices, subscriptions, and direct invoice sharing through a business WhatsApp account.

1. Open the relevant admin settings page only after logging in as admin.
2. Give staff access only to the menu areas needed for their role, such as billing, inventory, or reports.
3. Review approved devices and remove old devices no longer used by the business.
4. For direct WhatsApp invoice PDF sending, each business must enter its own Meta Phone Number ID, permanent access token, and API version.
5. Test WhatsApp sending with an approved test number before using it for customers.

Before saving or printing:

- Never share the Meta permanent token with staff who do not manage WhatsApp.
- Use the normal Share PDF option when WhatsApp Cloud API is not configured.

Backup & Restore

Use it for: downloading backups, restoring data, importing XML, and keeping records safe.

1. Open Backup & Restore.
2. Download a backup before uploads, imports, or large edits.
3. Use restore only when you are sure the backup is correct.
4. Use XML import options for supported Tally or JewelBooks data.
5. Print important reports regularly for physical records.

Before saving or printing:

- Keep backup files outside the same laptop also, such as Google Drive or pen drive.
- Test imported data before continuing daily work.

Financial Closure

Use it for: closing or locking a period after checking reports.

1. Open Financial Closure.
2. Confirm all vouchers, payments, stock, and reports are checked.
3. Create backup before closure.
4. Close the period only when final.

Before saving or printing:

- Do not close a period before accountant review if changes are still expected.

Business Profile

Use it for: setting shop name, address, GSTIN, mobile, email, invoice text, bank details, QR payment, and signatures.

1. Open Business Profile.
2. Update business name, address, GSTIN, contact details, and invoice details.
3. Add payment QR details and authorised signature if required.
4. Save and print a sample invoice to check layout.

Before saving or printing:

- Business profile affects print format, so test after changes.

Appearance

Use it for: changing visual style, theme, and dashboard look.

1. Open Appearance.
2. Choose the color theme and layout preference.
3. Save and reload Dashboard to check the look.

Before saving or printing:

- Use readable contrast for staff using mobile and desktop.

Integrations

Use it for: admin setup for connected services, import helpers, or app related configuration.

1. Open Integrations as admin.
2. Review available integration settings.
3. Save only the fields you are sure about.
4. Test one sample voucher or import after changing integration settings.

Before saving or printing:

- Keep old settings noted before changing integration values.

System Settings

Use it for: admin controls for print options, QR or label setup, user controls, and system behavior.

1. Open System Settings.
2. Change only one setting at a time.
3. Save and test the related page, such as print, QR tag, scanner, or invoice format.
4. Take backup before major setting changes.

Before saving or printing:

- If a page does not open after upload, restore latest backup files and check script errors.

Fast Reference

Task	Where to go
Need to create bill	Sales Voucher > Add Sales Voucher > Add items > Payment details > Save > Print/PDF
Customer has not paid fully	Use Credit payment mode or split payment, then track in Credit Sales and Customer Follow-up
Customer pays old due	Open original voucher or Credit Sales, change payment to Cash/Bank/UPI/Card/Online, then save
Bought goods from supplier	Purchase > Add Purchase > supplier details > item lines > Save
Returned goods to supplier	Purchase Return > Add > returned item details > Save
Bought old gold/silver from customer	Gold URD or Silver URD > Add > weight, purity, rate > Save > Print
Need QR jewellery tag	Inventory / Stock or System Settings QR generator > enter product details > Save to Inventory > Print
Need help doing a task	Tap the floating AI button > type instruction > Plan My Work > review > continue
Need monthly scheme receipt	Customer Schemes > open scheme > receive payment > print receipt
Need GST totals	GST Reports > choose date range > print/export
Before upload/import/restore	Backup & Restore > Download Backup

Note: This guide explains the normal user flow. If your shop has custom fields enabled, follow the same steps and fill the additional fields shown on your screen.

Wholesale Sales & Purchase Invoice Add-on

Add-on access, activation, invoicing, metal settlement, shared inventory and reports.

What the add-on includes

The wholesale add-on provides separate **Wholesaler Sales Invoice** and **Wholesaler Purchase Invoice** pages. It connects to shared inventory and business reports. It is separate from regular retailer accounting access.

1. Admin: set the offer or invite a trial

- 1 As admin, open the user subscription/access controls and choose **Wholesale Invoice Add-on** for the relevant account.
- 2 Enter the add-on base price and offer expiry. GST is fixed at **18%**; the platform fee follows the rate in Payment Settings. Review the displayed total before saving.
- 3 To offer a trial, select **Invite to 7-Day Trial**. An invitation does not activate access and does not start the seven days; the user must activate it from their dashboard.
- 4 To grant no-charge access instead, deliberately select the free-access option. Otherwise leave it off so paid checkout is required after the trial or offer flow.

2. User: activate the add-on

- 1 Sign in and open the dashboard. Retailer accounts can keep regular accounting and activate wholesale separately; dismiss the prompt if not needed and use **Message Admin on WhatsApp** later if access is wanted.
- 2 Choose **Activate Wholesale Add-on Trial** to start the seven-day trial. The trial countdown begins on that click. When it expires, follow the dashboard payment prompt to continue paid access.
- 3 Wholesaler-only registration is intended for wholesale access; users who selected both can use both workspaces, subject to the activation shown on their account.

Registration choices at a glance

Retailer	Wholesaler	Both
Regular accounting; wholesale add-on can be activated separately.	Wholesale workspace; regular retailer vouchers are not included by default.	Retail and wholesale workspaces, subject to the account's activation.

The price shown to the user comes from the admin's saved offer: base amount + 18% GST + platform fee. For wholesale-only registration, the base activation price is the same as retailer activation pricing.

Create wholesale invoices and check the results

Use the separate wholesale pages for wholesale transactions; do not substitute them for a retailer voucher unless that is the intended transaction type.

3. Wholesaler Sales Invoice

- 1 Open **Wholesaler Sales Invoice** and choose **Add Wholesaler Sales Invoice**.
- 2 Enter buyer/customer details, invoice date and number, then add each item with metal, purity, weight or quantity, rate, wastage/charges, and applicable GST details.
- 3 For a **Gold + Diamond** item, choose that metal option; the diamond carat and rate fields appear. Diamond value is included with the ornament before tax. Gold and diamond remain together as the finished item in shared inventory.
- 4 Review the calculation preview, taxable value, GST, final payable, and payment details. Save, then use the row actions to view, edit, print, or export as available.

Wholesale fine-gold example

Example only: a 5.000 g ornament at 92% purity with 6% wastage gives $5.000 \times (92\% + 6\%) = 4.900$ g payable fine-gold equivalent. If settled in cash or bank, the metal amount is valued at $4.900 \text{ g} \times$ the entered/current rate. Enter the actual purity, wastage, and rate for each bill; the 6% is not a fixed rule.

4. Settle by gold or silver

- 1 For metal settlement on the invoice, choose the gold or silver payment option, then enter the metal weight and rate. Confirm the amount and bullion deduction in the preview.
- 2 If the bill is only partly paid, retain the unpaid balance. Later open Customer Receipts and create a receipt for that customer, linked to the original invoice.
- 3 Choose **Receive by Gold** or **Receive by Silver**, select the metal, and enter grams and rate. The amount is calculated from weight x rate; save the receipt to add the received metal to the matching bullion stock.

Purchase, shared stock and reporting

Complete the stock and ledger checks after every wholesale transaction.

5. Wholesaler Purchase Invoice

- 1 Open **Wholesaler Purchase Invoice** and click **Add**.
- 2 Enter supplier name and available contact/address details, supplier GSTIN, bill number, date, and payment details.
- 3 Add the goods and confirm metal, purity, weight/quantity, rate, charges, taxable value, GST and invoice total. For Gold + Diamond, enter diamond carat and rate; for a loose diamond purchase, use the loose-diamond option and its carat/rate details.
- 4 Choose the payment mode. When gold or silver is used as payment, enter the metal details and verify the matching bullion deduction in the preview.
- 5 Save and confirm the received items are in shared inventory. Finished Gold + Diamond ornaments should be represented as the combined product, not as duplicate gold and diamond finished-stock cards; loose diamonds remain separate stock.

6. Verify shared records

- 1 Open Inventory / Stock and click the relevant display card to review the transaction details, quantity/weight, value, and average rate.
- 2 Check GST Reports and Financial Reports for the same date range. Review sales/purchase totals, taxable value, GST, payment mode and ledger movement.
- 3 For metal payments or receipts, check Gold Bullion or Silver Bullion and the customer's outstanding balance. A fully settled invoice should show no remaining customer balance.
- 4 If a total or stock movement looks wrong, stop and review the saved voucher before making another adjustment. Take a backup before bulk corrections.

Use the wholesale invoices only when the account has the wholesale add-on activated or is in its active trial. Standard sales/purchase access remains governed by the account's selected product access. Always compare the saved voucher, inventory card, and report before relying on a figure.