

## *Shopbook Accounting Software*

is really free and arguably the best accounting freeware with inventory, point of sale billing and barcode generator. The software is complete and professionally designed for requirements of shops, small business, non profits, projects and personal finance end users

*-- The light weight and easy to use single file portable accounting freeware does not expire and is an asset of a lifetime...*

## TABLE OF CONTENTS

1. INSTALL INSTRUCTIONS -- [Page 3](#)
2. ADDING USERS AND BUSINESS SETUP -- [Page 3](#)
3. EXPLAINING THE KEYBOARD -- [Page 4](#)
4. REGISTERING A PURCHASE -- [Page 4](#)
5. REGISTERING A SALE -- [Page 7](#)
6. USE OF KEYBOARD SHORTCUTS -- [Page 8](#)
7. REGISTERING A PAYMENT -- [Page 10](#)
8. REGISTERING A RECEIPT -- [Page 11](#)
9. RECORDING INCOMES AND EXPENSES -- [Page 12](#)
10. GENERATING STATEMENTS AND REPORTS -- [Page 13](#)
11. DISABLE MICROSOFT ACCESS SECURITY NOTICE -- [Page 13](#)

## 1. INSTALL INSTRUCTIONS

Shopbook will work on all computers with Microsoft Access or Microsoft Access Runtime Installed, so just run setup.exe to install Shopbook along with Microsoft Access Runtime and start using.

Ignore the Microsoft Access Security Notice if you are using Shopbook without the Runtime Installation (*only seen if you are using Shopbook without the runtime installation and can be disabled – See Chapter 11*) and Click Open, You will be prompted for User Name and Password, Select User Name as Admin and type Password 12345

It is highly recommended that users change the default Admin Password for enhanced security and to avoid unauthorized access to the software as the default password is publicized through the Shopbook website, downloads and user guide. ...*view comments and video on this chapter online at [www.shopbook.co/1](http://www.shopbook.co/1)*

*See Video Tutorial Part 1 & Part 2*

## 2. ADDING USERS AND BUSINESS SETUP

On clicking the ADMIN button on the Keyboard, the ADMINISTRATION form opens, this is where new user accounts are created, click on ADD USER and fill in the required fields to add new user.

Existing users and their level of access can be edited by selecting the user in the box on the bottom right and clicking on the OPEN button.

For setting business details, open Shopbook and follow the path - KEYBOARD >> ADMIN >> ADD USER - Now Add or Edit the already existing credentials of Users with your Business Name, Tagline, Address and Contact Details.

The ADMIN form also provides links to open signature forms wherein sales invoice, purchase orders, receipt vouchers, payment vouchers and journal vouchers can be signed to restrict further editing by users other than with Admin Access. The Chart of Accounts and Account Books can be edited through the ADMIN Form. ...*view comments and video on this chapter online at [www.shopbook.co/2](http://www.shopbook.co/2)*

*See Video Tutorial Part 3*

### 3. EXPLAINING THE KEYBOARD

After login with the correct user name and password, the Keyboard opens with a variety of buttons and parameter fields, the buttons include Purchase, Sales, Payment, Receipt, Ledgers, Statement and Admin - on clicking which will open the respective forms for data entry.

In the middle of these buttons, you will find the SUPER button which will open the Super Sales Register suitable for Supermarkets and busy cash counters where invoices can be generated with great speed and enhanced security.

Selecting any particular Branch in the Branch Combo box will limit all reports to the Branch selected.

Another thing that users can find on the Keyboard is selector combo boxes where you can select any previous Sales Invoice or Purchase Order / Bill to view Logs as Quick Preview without getting into the Sales and Purchase Registers. ...*view comments and video on this chapter online at [www.shopbook.co/3](http://www.shopbook.co/3)*

*See Video Tutorial Part 4*

### 4. REGISTERING A PURCHASE

On the Keyboard clicking the PURCHASE button will open the PURCHASE REGISTER, This form serves as a purchase register, wherein purchase orders can be made or purchase invoice registered.

To register a purchase, a vendor / supplier account should be created and the purchasing materials should be added - To register a vendor / supplier click on the VENDORS button on the bottom of the form.

The CONTACTS form will open, click on the ADD button to add a new vendor / supplier or select a vendor / supplier name and click on the Edit button to edit an already registered vendor / supplier, The Contact form can also be used as a Contact Management Software by non accountants and others of your business, home and office.

*See Video Tutorial Part 6*

To register materials, click on the MATERIALS button on the bottom of the form, the MATERIALS form will open.

### MATERIAL REGISTRATION AND GENERATING BARCODES

In the Material Register form (*path – purchase register > materials > ADD*) you will find field in the name of Category -- When you determine a code for an item, it should be in such a way that it is identifiable with the category under which it is registered.

For e.g. let's register a Dell Laptop, This item will fall under category: Laptop

So the Coding for this item can be LAP001 (*With Category Code LAP and Serial No. 001*)

Another Acer Laptop can be registered as LAP002 and so on

For Category Mobile Phone it will be MOB001, MOB002...

And for Category Pen Drive it will be PDR001, PDR002... Etc. Etc...

So for each category in Shopbook, the Code will start with the same alphabetical combination and serial number will be added incrementally, and while making Purchase or Sale thru the Purchase or Sales Register just entering the category code in the code field will take us to the intended category... In this way filtering and entering the item can be simplified if barcodes are not used.

However, the best way is to use barcodes, most of the materials in the market now come with barcodes already affixed on them, so it is as simple as scanning the barcodes into the Code field in the Material Register.

For those items without barcodes on them, barcoding is available and very simple in Shopbook, with this feature users will be able to generate barcodes for the materials registered in the Material Register, these barcodes are printable on A4 size label sheets containing 24, 40 or 65 sticker labels.

If font not installed barcodes will not appear on the forms and reports, users will have to install the free barcode font provided with the Shopbook package.

In the MATERIAL REGISTER form, Combo fields like Category, Location etc, will require item to be added before the items can be selected in the combo fields. Just click on the button with the field names on the left of these fields to add a new item to the combo fields.

Now enter data in all required fields and complete the material registration

*[See Video Tutorial Part 5](#)*

Returning to the PURCHASE REGISTER, Select Vendor / Supplier in the Vendor ID field and continue with entering data in all the other fields such as

- Date – Date of Purchase
- No. – Purchase Order Number
- Vendor Ref. – Vendors / Suppliers Quotation ref. etc.
- Bill nO. – Purchase Bill Number, if Purchase bill is entered
- bD – Purchase Bill Date, if Purchase bill is entered.
- Note. – Notes if any

- Tr. – Type of Purchase Transaction, Cash, Credit etc.

After entering data in all the above fields, press tab or enter to come down to the subform, where the material details are to be entered. Select the material code from the combo field and all other details of the materials will be auto filled, enter the Purchase quantity and tab on to the next field to select the next material code. Select and enter all materials required with their respective ordering quantity.

The details in the Discount % (D%) and Cost field can be edited and changed to meet requirements directly without going into the Materials form.

After entering all the materials and their required quantities click on REFRESH button, and then click on the Branch or Local button in the Purchase Order section on the Ribbon (*A collection of button on the top portion of the Program*) to preview and print Branch or Local Purchase Order.

If you have entered a Purchase Bill and do not need a Purchase Order, click on the PURCHASE LOG button on the right side of the PURCHASE REGISTER form to preview and print a purchase log.

The PURCHASE REGISTER form and the Ribbon contains some other reports, the details of which are as below

Location – PURCHASE REGISTER form:

- DAY PURCHASE (report) – Returns the total daily purchase of the day

Location – RIBBON:

- SERACH (form) – Returns all purchased material details for search.
- PURCHASE (form) – Returns all the Purchase made todate for search.
- DELIVERY (form) – Returns the delivery status of the materials ordered.
- VENDOR (form) – Returns the monthly purchase from each vendor / supplier month wise for each year

All materials purchased through the PURCHASE REGISTER will be added to stock only when the materials are marked as delivered, by default all materials are marked as delivered, To make it undelivered click on Ribbon > Delivery > Change and uncheck the checkbox in the Delivered Column.

To edit an already entered purchase, select the purchase order in the black colored combo box on the top right of the PURCHASE REGISTER and click on Edit, this will open the selected purchase order or purchase bill for editing.

After a purchase order or purchase bill is finalized, the purchase can be signed and locked to block further editing by signing the purchase order, this can be done by following the path KEYBOARD > ADMIN > Sign Purchase Orders,

Posting a purchase order will also sign the purchase order and prevent users from further editing. ...*view comments and video on this chapter online at [www.shopbook.co/4](http://www.shopbook.co/4)*

*See Video Tutorial Part 7*

## 5. REGISTERING A SALE

Please go through Registering a Purchase (*Chapter 4*) before reading this post – since, if you have learned how to register a purchase you have also learned how to register sales as the layout and logic of both these modules are the same

On clicking the SALES button on the Keyboard, the SALES REGISTER opens, this form serves as a sales register, where sales invoices can be made.

To make a sale, a customer account should be created, To register a customer click on the CUSTOMERS button on the bottom of the form, The CONTACTS form will open, click on the ADD button to add a new customer or select a customer name and click on the Edit button to edit an already registered customer. The Contact form is the same form used to register vendor / supplier earlier and can also be used as contact management software.

*See Video Tutorial Part 6*

Returning to the SALES REGISTER, select customer in the CUSTOMER field and continue with entering data in all the other fields such as

- Date – Date of Sales
- No. – Invoice Number (Leave blank for Auto Numbering)
- Ref/Others. – Customer LPO ref. etc.
- Note. – Notes if any
- Sm. – Name of Salesman
- Tr. – Type of Purchase Transaction, Cash, Credit etc.

After entering data in all the above fields, press Tab or Enter to come down to the subform, where the material details are to be entered. Select the material code from the combo field and all other details of the materials will be auto filled, enter the sales quantity and tab on to the next field to select the next material code, select and enter all materials required with their respective ordering quantity.

Checking the Deduct column will change the invoice amount into minus amount transforming the invoice into a credit note. The details in the Discount % (D%) and Price field can be edited and changed to meet requirements directly without going into the Materials form.

After entering all the materials and their required quantities click on REFRESH button, and then click on any of the required invoice buttons on the Ribbon (*A collection of button on the top portion of the Program*) to preview and print the Sales Invoice required.

Users can also click on the PRINT button or use Keyboard Shortcuts to print sales invoice in various size and formats.

The SALES REGISTER form and the Ribbon contains some other reports, the details of which are as below

Location – SALES REGISTER form:

- DAY SALES (report) – Returns the total daily sales of the day

Location – RIBBON:

- SERACH (form) – Returns all sold material details for search.
- SALES (form) – Returns all the sales made todate for search
- DELIVERY (form) – Returns the delivery status of the materials sold

For all the other reports on the SALES REGISTER form and ribbon, the caption on the report is self explanatory. ...*view comments on this chapter online at [www.shopbook.co/5](http://www.shopbook.co/5)*

## 6 USE OF KEYBOARD SHORTCUTS

Shopbook users not familiar with system keyboard shortcuts would use the mouse to click on the arrow on the right side of the combo box to open the drop down list and select an item (*eg. customer id, vendor id or material code etc*). Using the mouse for this purpose will slow down your work

So here is an easy way out, when you want to select an item from a drop down list (*combo box*) just bring the cursor to the field and press Ctrl and then down navigation key, this will open the drop down list from where you can select the required item by further pressing the down or up navigation key.

Likewise the following keyboard shortcuts will perform the corresponding functions when the Purchase, Sales, Payment, Receipts and General Ledgers are open...

**Ctrl + K** – will bring the cursor to the Code section to select Code or to scan barcode (Purchase & Sales Registers)

**Ctrl + M** – will bring the cursor to the Title section to enter the Title of the material in Purchase and Sales Registers and to the Subform in the Payment, Receipts and General Ledgers.



**INS (Insert) or Ctrl + J** – will refresh and save the data entered and move the cursor to the Change field (Purchase, Sales, Payment, Receipts & General Ledgers).

**Ctrl + N** – will refresh and save the data entered and add New Item (Purchase, Sales, Payment, Receipts & General Ledgers).

**Ctrl + U** – will open the Master Search Form.

**Ctrl + I** – will close the Master Search Form.

**Ctrl + O** – will print the A6 Invoice (Sales Register only).

**Ctrl + L** – will print the A5 Invoice (Sales Register only).

**Ctrl + G** – will print the A4 Value Invoice (Sales Register only).

**Ctrl + H** – will print the A4 Discount Invoice (Sales Register only).

**Ctrl + Y** – will print the A5 Dot Matrix Invoice (Sales Register only).

**Ctrl + T** – will print the A4 Dot Matrix Invoice (Sales Register only).

**Ctrl + R** – will print the 80mm Thermal Receipt Invoice (Sales Register only).

**Ctrl + B** – will Open a light version of General Ledgers for users with ABCD+ Access.

**Ctrl + 1** – will Open the Contact Register form in Add mode (Purchase and Sales Registers)

**Ctrl + 2** – will Open the Materials form (Purchase Register Only)

**Ctrl + 8** – will Open Account Details Selector form in General Ledgers.

**Ctrl + 9** – will Open Book Details Selector form in General Ledgers.

**Ctrl + 0** – will Open Book Details Selector form in General Ledgers light version.

**Ctrl + + (plus)** – will add new record.

**Ctrl + - (minus)** – will delete current record.

**F1** – will Open Contacts Manager.

**F3** – will Open the Sales Register.

**F4** – will Open the Purchase Register.

**F5** – will Open the Receipts Register.

**F6** – will Open the Payment Register.

**F7** – will Open the General Ledgers.

**F8** – will Open the Super Sales Register (suitable for Supermarkets and busy cash counters).

**F9** – will Refresh and Print the A5 invoice in Super Sales Register and prepare the register for next invoice.

**F10** – will Refresh and Print the A6 invoice in Super Sales Register and prepare the register for next invoice.

**F11** – will Refresh and Print the 80mm wide thermal receipt invoice in Super Sales Register and prepare the register for next invoice.

**F12** – will prepare the Sales Register, Super Sales Register, Purchase Register, Receipts Register and Payment Register for creating next item.

**INS (Insert) & then Page Down** - will also prepare the Sales Register, Super Sales Register, Purchase Register, Receipts Register and Payment Register for creating next item.

**Ctrl + F4** – will Close all the above or any open forms or reports.

**Ctrl + F6** – will bring the underlying form (usually Keyboard) to the front.

Please make sure the REFRESH button is enabled and active before using the above Keyboard Shortcuts on Sales and Purchase Registers. ...*view latest update on this chapter online at [www.shopbook.co/6](http://www.shopbook.co/6)*

## 7. REGISTERING A PAYMENT

On clicking the PAYMENT button on the Keyboard, the PAYMENT REGISTER opens, Accounts Payable is dealt with in this form.

Select the name of the vendor / supplier to which money is paid in the Paid To combo field on the top left of the PAYMENT REGISTER and tab on to enter the Total Paid Amount, Remarks and proceed to the subform.

All the purchase orders / purchase bills made or entered through the PURCHASE REGISTER will be available in the subform, select the order / invoice against which the payment is made and fill in the Payments, Book and Job column with the amount paid, mode of payment and job respectively.

*See Image Tutorial Part 8*

The PAYMENT REGISTER form and the Ribbon contains reports, the details of which are as below

Location – PAYMENT REGISTER form:

- STATEMENT OF PAYABLES (report) – Returns the complete statement of payables for the selected vendor / supplier
- PAYABLES SUMMARY (report) – Returns the summary of payments to all vendors / suppliers

Location – RIBBON:

- LOGS List (report) – Returns the list of all payment vouchers.

For all the other reports on the ribbon of PAYMENT REGISTER, the caption on the report is self explanatory. ...*view comments on this chapter online at [www.shopbook.co/7](http://www.shopbook.co/7)*

## 8. REGISTERING A RECEIPT

Please go through Registering a Payment (*Chapter 7*) before reading this post – since, if you have learned how to register a payment you have also learned how to register receipts as the layout and logic of both these modules are the same.

On clicking the RECEIPTS button on the Keyboard, the RECEIPT REGISTER form opens, Accounts Receivable is dealt with in this form.

Select the name of the customer from which money is received in the Received From combo field on the top left of the RECEIPT REGISTER and tab on to enter the Total Receipt Amount, Remarks and proceed to the subform.

All the invoices made through the SALES REGISTER will be available in the subform, select the invoice against which money is received and fill in the Receipts, Book and Job column with the amount received, mode of receipt and job respectively.

The RECEIPT REGISTER form and the Ribbon contains reports, the details of which are as below

Location – RECEIPT REGISTER form:

- STATEMENT OF RECEIVABLES (report) – Returns the complete statement of receivables for the selected customer

- RECEIVABLES SUMMARY (report) – Returns the summary of receipts from all customers

Location – RIBBON:

- LOGS List (report) – Returns the list of all receipt vouchers.

For all the other reports on the ribbon of RECEIPT REGISTER, the caption on the report is self explanatory. ...view comments on this chapter online at [www.shopbook.co/8](http://www.shopbook.co/8)

## 9. RECORDING INCOMES AND EXPENSES

On clicking the LEDGER button on the Keyboard, the GENERAL LEDGERS form opens, expenses and other incomes related to the business are recorded and accounted through this form.

Enter the date of the transaction in the box on the extreme left and tab on to proceed to the subform where the details of expenses or incomes are entered

Select the respective account head from the Account Combo box and proceed to enter the particulars, nature of transaction, amount and job in their respective fields' viz. Particulars, Book, Income or Expense and Job.

*See Image Tutorial Part 9*

The GENERAL LEDGER form and the Ribbon contains reports, the details of which are as below

Location – GENERAL LEDGER form:

- ACCOUNT BALANCE (report) – Returns the summary of all Account Heads (Sales, Purchase, Salary, Rent, etc.)
- BOOK BALANCE (report) – Returns the summary of all Book Heads (Cash Book, Bank Book, etc.)
- PROFIT AND LOSS (report) – Returns transaction wise reports for Day Book, Real Balance, Trial Balance, Profit & Loss Account and Balance Sheet.

Location – RIBBON:

- VOUCHER Small, Big & Large (report) – Returns the journal voucher
- VOUCHER List (report) – Returns the list of journal vouchers.

New Account Heads and Book Heads can be registered by clicking on the Account Register and Book Register buttons on the bottom of the GENERAL LEDGERS form. ...*view comments on this chapter online at [www.shopbook.co/9](http://www.shopbook.co/9)*

## 10. GENERATING STATEMENTS AND REPORTS

On clicking the STATEMENT button on the Keyboard, the STATEMENTS & REPORTS form opens, this form contains a variety of financial and accounting reports which can be accessed by clicking on their respective buttons; the reports on the form are as below:

- ITEM LIST
- PRICE LIST
- STOCK UPDATE
- STRAY STOCK
- SALES STATEMENT
- PURCHASE STATEMENT
- COSTING & PRICING REPORTS.

...*view comments on this chapter online at [www.shopbook.co/10](http://www.shopbook.co/10)*

## 11. DISABLE MICROSOFT ACCESS SECURITY NOTICE

Access 2007 and later versions of Access use trusted locations as a security measure to help prevent users opening a database from an unknown source. Typically, if you open a database that is not in a trusted location, Access will display a security message asking if you want to open the file. With the full version of Access trusted locations can be added manually using the Trust Centre, for this follow the steps provided below:

*View Antivirus Report for Shopbook at -- [www.shopbook.co/avr](http://www.shopbook.co/avr)*

Open Microsoft Office Access

- Click the Microsoft Office Button and then click Access Options.
- In the left pane of the Access Options dialog box, click Trust Center.
- In the right pane, under Microsoft Office Access Trust Center, click Trust Center Settings.
- In the left pane of the Trust Center dialog box, click Trusted Locations. and then click Add New Location
- Browse to the folder in which the Shopbook Accounting Software is located and then click OK
- Once the Software is located in a Trusted Location, the Security Message at startup will be removed. ...*view comments on this chapter online at [www.shopbook.co/11](http://www.shopbook.co/11)*

