

BillFlow Universal Billing & GST

User Manual / ■■■■■■ ■■■■■■ — Version 1.6

1. First Start / ■■■■ ■■■■■■

Install the software using the official license key supplied by Wings Lab. ■■■■ ■■■ login ■■ ■■■ default credentials: **admin / admin123**. Login ■■ ■■■ password ■■■■.

License key ■■ ■■■■■■■■■■ ■■■■■. Developer branding and licensing elements are protected.

2. Main Menu / ■■■■■■ ■■■■

Dashboard — quick overview. New Invoice — invoice creation. Invoice History — old invoice management. Customers — customer master. Products — product master. Payments — payment/outstanding. Reports & Export — reports/CSV. Company & Settings — company, bank, branding, welcome screen and theme. Users — admin user management. Backup & Restore — database backup/validation/restore.

3. Company & Settings / ■■■■■■ ■■■■■■

Enter company name, address, mobile, email, website, GSTIN, state/state code and bank details. Select logo, signature and stamp. Configure Welcome Screen Name, Tagline and Logo. Select and save a theme.

4. Customer Master / ■■■■■■

Add Customer → enter name, address, mobile, email, GSTIN, state, state code and pincode → Save. In New Invoice, selecting the customer should auto-fill these saved details.

5. Product Master / ■■■■■■

Add Product → name, HSN/SAC, description, unit, rate and GST. Available slabs: 0%, 5%, 12%, 18%, 28%, 40%.

6. New Invoice / ■■■■ ■■■■

Check invoice number/date/due date. Choose LOCAL or INTERSTATE. Select customer. Add Product and select a product from Product Master. Enter quantity/discount. Review Subtotal, CGST, SGST, IGST and Grand Total. Use PRINT PREVIEW, then SAVE PDF + EXCEL.

7. Invoice History / ■■■■■■

Open / Recreate, Print Preview, Edit, Duplicate / Reuse, Delete, Restore, Email Invoice and WhatsApp are available for selected invoices.

8. Email / WhatsApp

Email opens the default email application; attach the saved PDF. WhatsApp opens WhatsApp/web WhatsApp; attach the saved PDF. Internet and third-party services are required.

9. Payments & Reports / ■■■■■■ ■■■■■■■■

Payments shows Total, Paid and Due; Record Payment accepts amount, mode and reference. Reports shows invoice-wise sales and supports CSV export. Selected invoices can be viewed.

10. Backup / Restore

Create Backup regularly. Validate Backup before restore. Restore creates a safety backup first. Reopen the application after restore.

11. Important Responsibility / ■■■■■■■■■■ ■■■■■■■■■■

User is responsible for invoice accuracy, GST applicability, HSN/SAC, tax rate, place of supply, statutory compliance and backups. Verify all tax/statutory details before final issue or filing.

12. Developer Support / ■■■■■■

