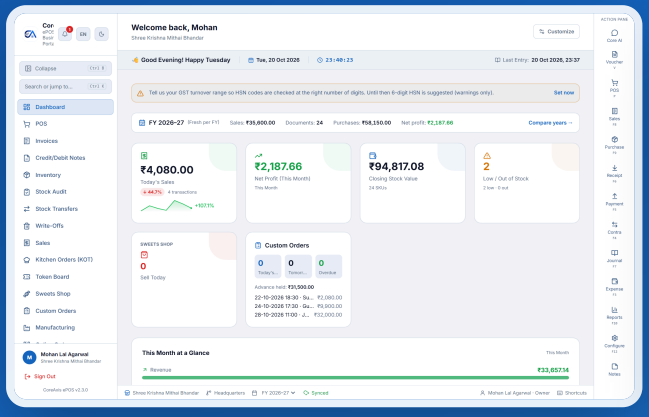
CoreAxis ePOS

GST-ready billing, offline-first POS and complete business management

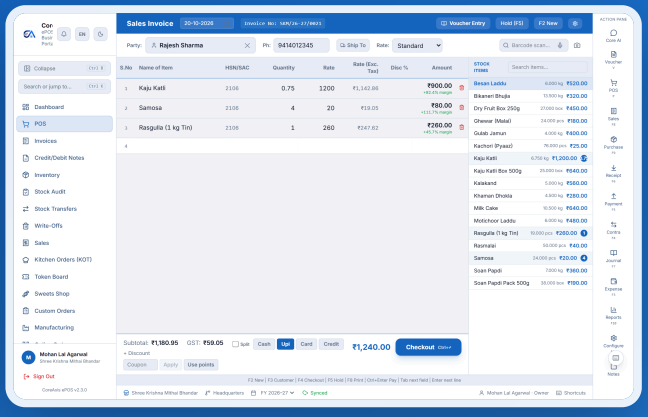
USER GUIDE · SWEETS & NAMKEEN SHOPS

Sweets Shop Complete Workflow Guide

Every step of running a sweets shop on CoreAxis ePOS — products and recipes, fresh production, weight-based counter billing, festival and wedding orders, returns, expenses, end-of-day cash and GST reports. Each step is shown on the real application.



Dashboard — the whole shop at a glance



Weight-based billing at the counter

Example shop
Shree Krishna Mithai Bhandar, Johari Bazaar, Jaipur

Inside
17 chapters · 150+ steps · 40+ real screens

Works on
Web, Windows desktop and Android — online or offline

coreaxis.cloud

info@coreaxis.cloud

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Contents

01 Getting Started
02 The Dashboard at a Glance
03 Business Profile, GST and Invoice Setup
04 Categories and Products
05 Suppliers and Raw-Material Purchases
06 Recipes and Fresh Production
07 Customers
08 Gift Boxes, Weight Billing and Festival Rates
09 Counter Billing (POS)
10 Festival, Bulk and Wedding Orders
11 Sales History, Invoices and Returns
12 Damage and Wastage
13 Expenses, Customer Receipts and Supplier Payments
14 End of Day
15 Reports: Sales, Stock, Profit and GST
16 CoreAxis on Your Phone
17 Troubleshooting and FAQ
✓ Daily Checklist
@ Support and Contact

How the workflow fits together

Setup → Products & raw material → Purchase → Recipe & fresh batch → POS billing → Custom orders → Returns & damage → Expenses & payments → Close register → Reports & GST

Who this guide is for

1. Owners of sweets, mithai, namkeen and bakery-style shops
2. Counter and kitchen staff who bill and log production
3. Anyone setting up CoreAxis ePOS for the first time
4. Sales and onboarding teams giving a step-by-step demo

Example data used in the screens

1. 24 products — sweets, namkeen, gift packs, raw material
2. 4 suppliers, 5 customers, 4 purchase bills
3. 3 recipes, fresh batches, 2 gift boxes, a Diwali rate list
4. 25+ bills, 4 custom orders, a return, damage and expenses

HOW TO READ Each chapter starts with what it is for, followed by numbered steps. Bold words are the exact buttons and menu names on screen. The figure under the steps shows the same screen filled in with the example data.

01

CHAPTER 1

Getting Started

Set up your CoreAxis ePOS account and sign in for the first time. You can use it in a web browser, the Windows desktop app or the Android app — it is the same account everywhere.

Create your account

1. Open **coreaxis.cloud/app/register** in Chrome or Edge.
2. Enter your business name, your name, mobile number and email address.
3. Choose **Sweets Shop** as the business type. This switches on the sweets modules: custom orders, fresh stock, recipes, gift boxes, weight billing, seasonal rates and the damage log.
4. Set a strong password and verify the OTP sent to your email.
5. You land on the Dashboard. The setup wizard walks you through the business profile — you can also do it later from Settings.

Sign in every day

1. Open **coreaxis.cloud/app/login** (or the CoreAxis desktop / mobile app).
2. Enter your registered email and password.
3. Click **Sign In**. If OTP verification is on for your account, enter the code sent to you.
4. Staff members sign in with their own login. The owner decides what each role can see in **Settings → Team & Billing**.

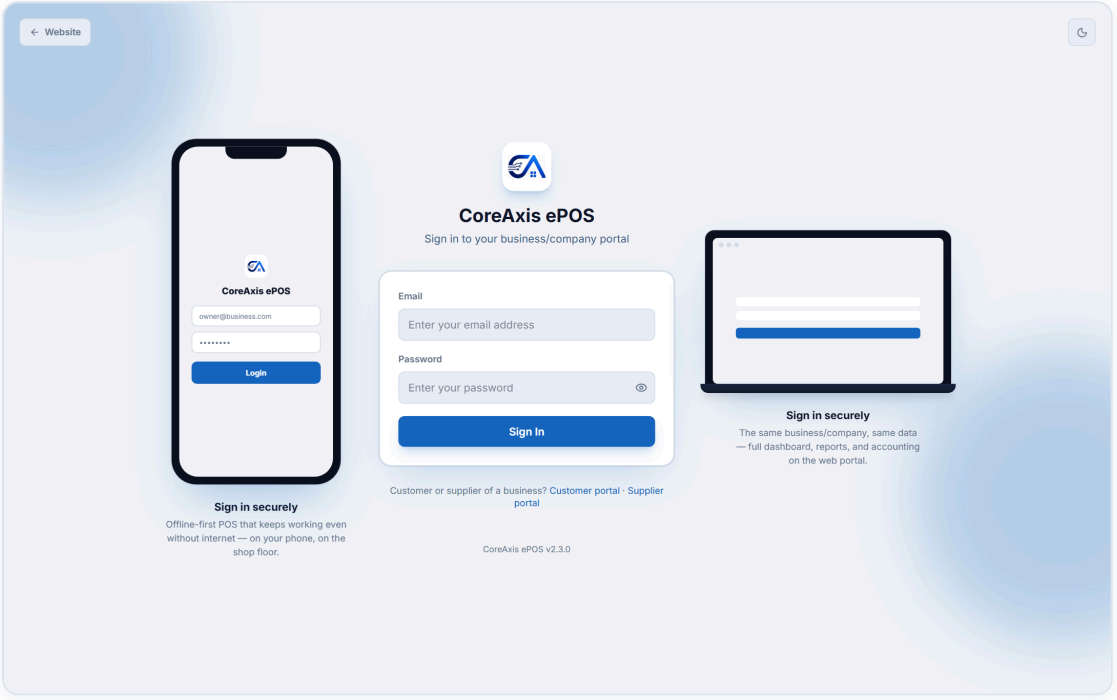


Figure — Sign-in screen

TIP Press **Ctrl+K** on any screen to jump to a page by name, and **Ctrl+B** to collapse or expand the sidebar.

CHAPTER 2

02 The Dashboard at a Glance

Everything that matters today on one screen: sales, profit, stock value, low stock, and the custom orders due today, tomorrow or overdue.

1. **Top strip** — today's date, a live clock and the time of the last entry, so you know the books are up to date.
2. **Financial-year bar** — sales, purchases, number of documents and net profit for the current year. Click **Compare years** to see last year side by side.
3. **KPI cards** — Today's Sales with trend, Net Profit this month, Closing Stock Value and Low / Out of Stock items.
4. **Sweets Shop card** — how many fresh batches must be sold today before they pass their sell-by time.
5. **Custom Orders card** — orders due today, tomorrow and overdue, plus the total advance you are holding.
6. **Sales Trend and Day Book** — daily, weekly, monthly or yearly sales, and every voucher entered today.
7. Click **Customize** to show, hide or reorder the cards.

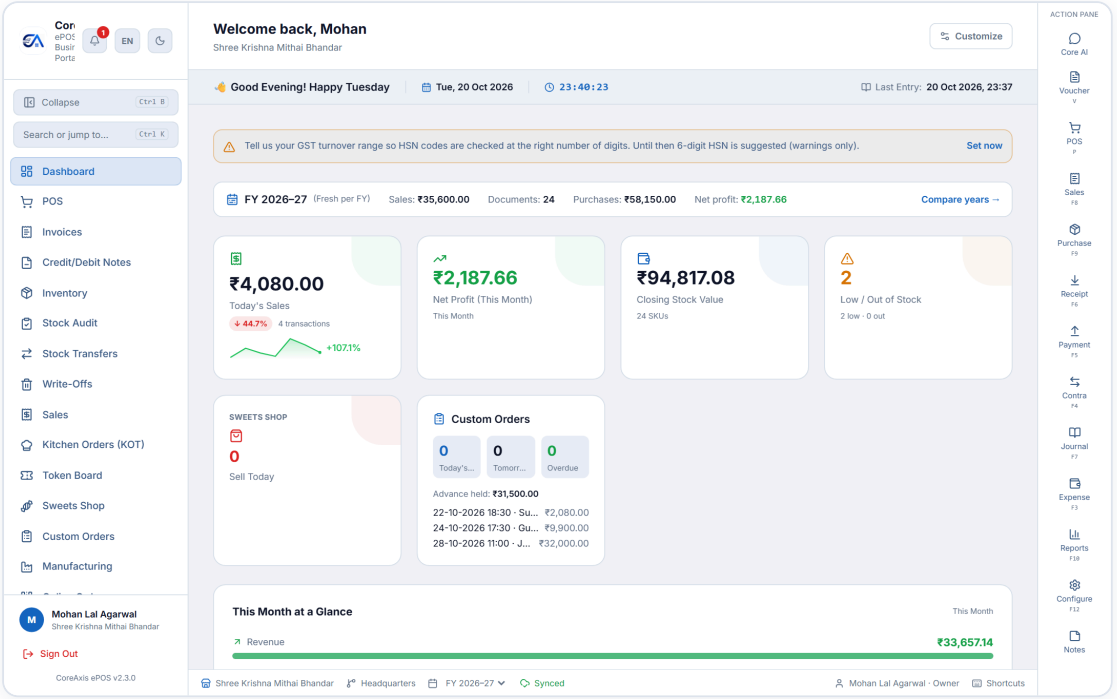


Figure — Dashboard of Shree Krishna Mithai Bhandar — today's sales ₹4,080, Sweets Shop and Custom Orders cards

GOOD TO KNOW The **Action Pane** on the right opens every voucher in one click: Voucher, POS (P), Sales (F8), Purchase (F9), Receipt (F6), Payment (F5), Contra (F4), Journal (F7), Expense (F3), Reports (F10) and Configure (F12).

CHAPTER 3

03 Business Profile, GST and Invoice Setup

Your shop name, address, GSTIN and FSSAI number must print correctly on every bill. This is a one-time setup.

Fill in the business profile

1. Click **Settings** in the sidebar, then **Business / Company**.
2. Enter the shop name, full address, phone and email.
3. Enter your **GSTIN**. The first two digits set your state, which decides CGST + SGST (same state) or IGST (other state).
4. Enter your **FSSAI licence number** — it prints on the invoice, as required for food businesses.
5. Add your **UPI ID** so a UPI QR code prints on the bill, and your bank details for B2B invoices.
6. Upload your shop logo for bills and the customer portal.
7. Click **Save**.

Set up invoice numbering

1. Open **Settings** → **Configuration** → **Invoice numbering**.
2. Set a short prefix — for example **SKM** — and the financial-year format (26-27).
3. Keep **Reset every financial year** on. Bills are numbered SKM/26-27/0001, SKM/26-27/0002 … and restart on 1 April.

Tell the system your GST turnover range

1. On the Dashboard, the yellow banner asks for your GST turnover range. Click **Set now**.
2. Choose your annual turnover band. Up to ₹5 crore needs 4-digit HSN codes on B2B invoices; above ₹5 crore needs 6 digits.
3. Save. HSN codes are now checked at the right length when you create products.

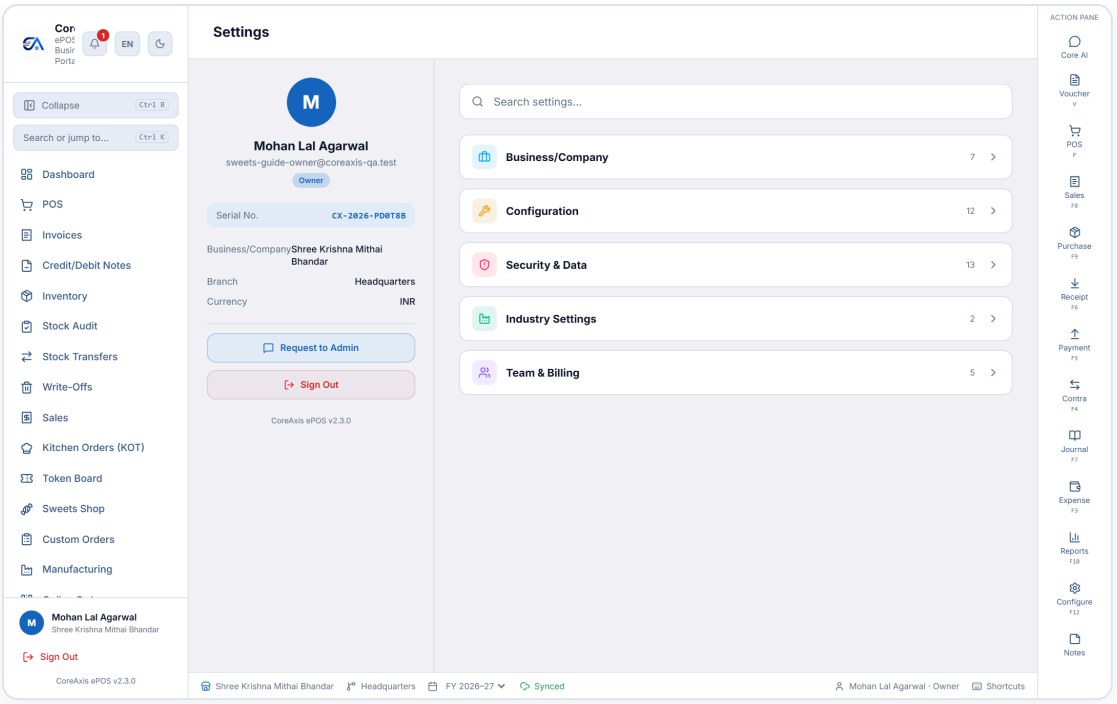


Figure — Settings — Business / Company, Configuration, Security & Data, Industry Settings, Team & Billing

Field	Example: Shree Krishna Mithai Bhandar
Address	12, Johari Bazaar, Near Hawa Mahal, Jaipur 302003
GSTIN	08ABCPA1234K1Z6 (Rajasthan, state code 08)
FSSAI licence	12224999000456
Invoice prefix	SKM / financial year / 4-digit number
UPI ID	shreekrishnamithai@okhdfc
Sell-by window	24 hours from production (Settings → Industry Settings)

CHAPTER 4

04 Categories and Products

Most sweets sell by the kilogram, some by the piece (samosa, ghewar, rasmalai) and gift packs by the box. Keep raw materials (milk, sugar, ghee, khoya, cashew) in their own category — they never show on the billing screen, but recipes and purchases use them.

Create categories

1. Go to **Inventory** → **Categories**.
2. Type a category name and click **Add**. Under the default **Product** category create *Mithai*, *Bengali Sweets*, *Namkeen & Snacks* and *Gift Packs*.
3. Create **Raw Material** at the top level (Parent: Top Level). Items in it are hidden from the POS and used only in recipes and purchases.

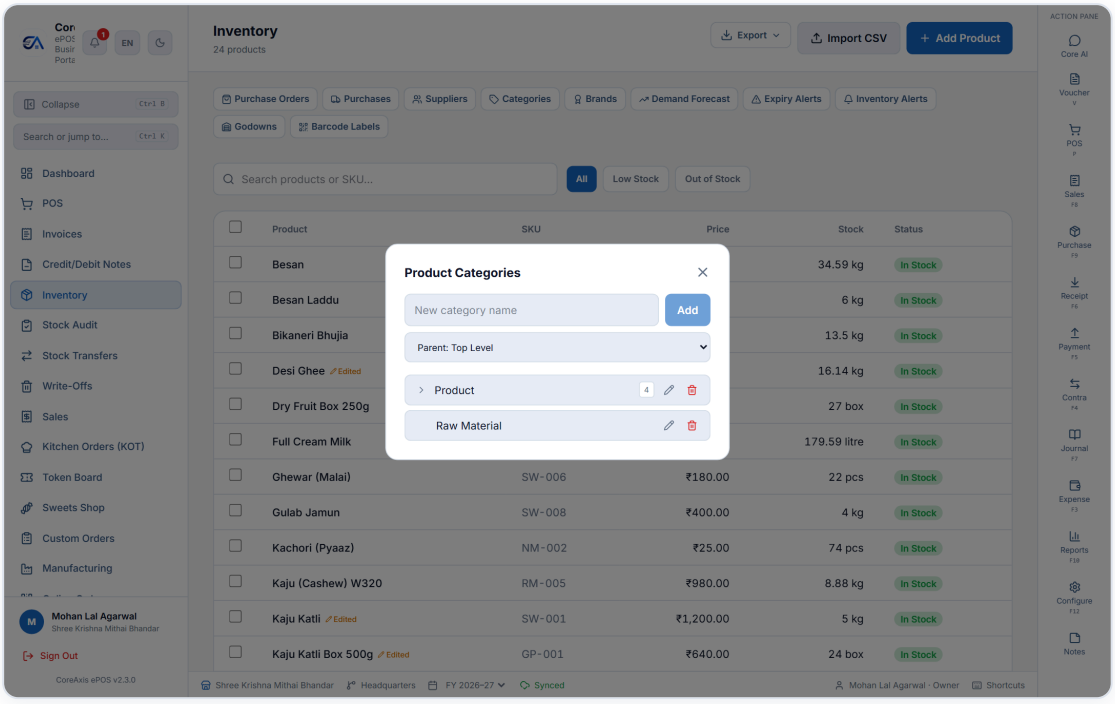


Figure — Product Categories — sellable categories sit under "Product"; raw material is separate

Add a product (example: Kalakand, sold per kg)

1. Go to **Inventory** → **Add Product**.
2. **Product Name**: Kalakand. **SKU**: SW-010 (any short unique code). Scan a barcode if the item has one.
3. **Selling Price**: 560 (per kg, including GST). **Cost Price**: 360. MRP is optional for loose sweets.
4. Leave **Price includes GST** ticked — the price you type is what the customer pays.
5. **HSN / SAC**: 2106. **GST rate**: 5%. Use the HSN search box if you are not sure of a code.
6. Open the **Stock** section. **Opening Stock**: 5. **Reorder Level**: 5. **Unit (Selling)**: kg.

7. Open **Category & Supplier** and choose **Mithai**.
8. Under **Perishable / Return Policy**, tick **No return once weighed/packed**.
9. If you count pieces but price by weight, enter **Weight per Piece (grams)** in the Sweets Shop — Weight Billing section.
10. Click **Save Product**.

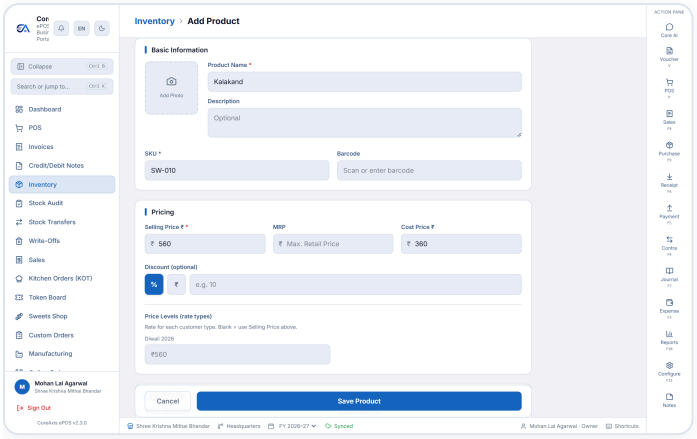


Figure — Basic information and pricing — Kalakand ₹560/kg, cost ₹360

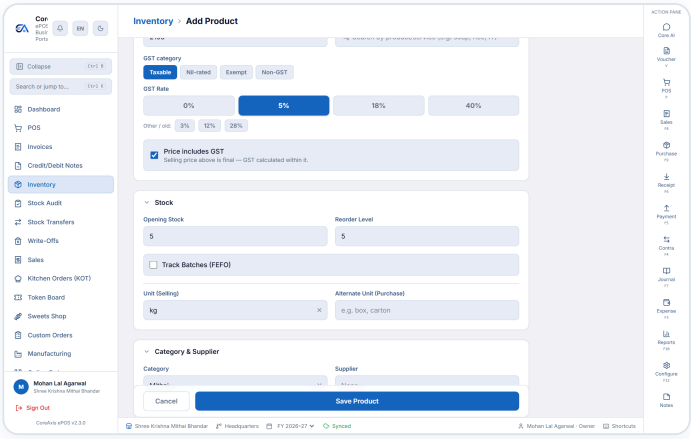


Figure — Stock 5 kg, unit kg, category Mithai, no-return ticked

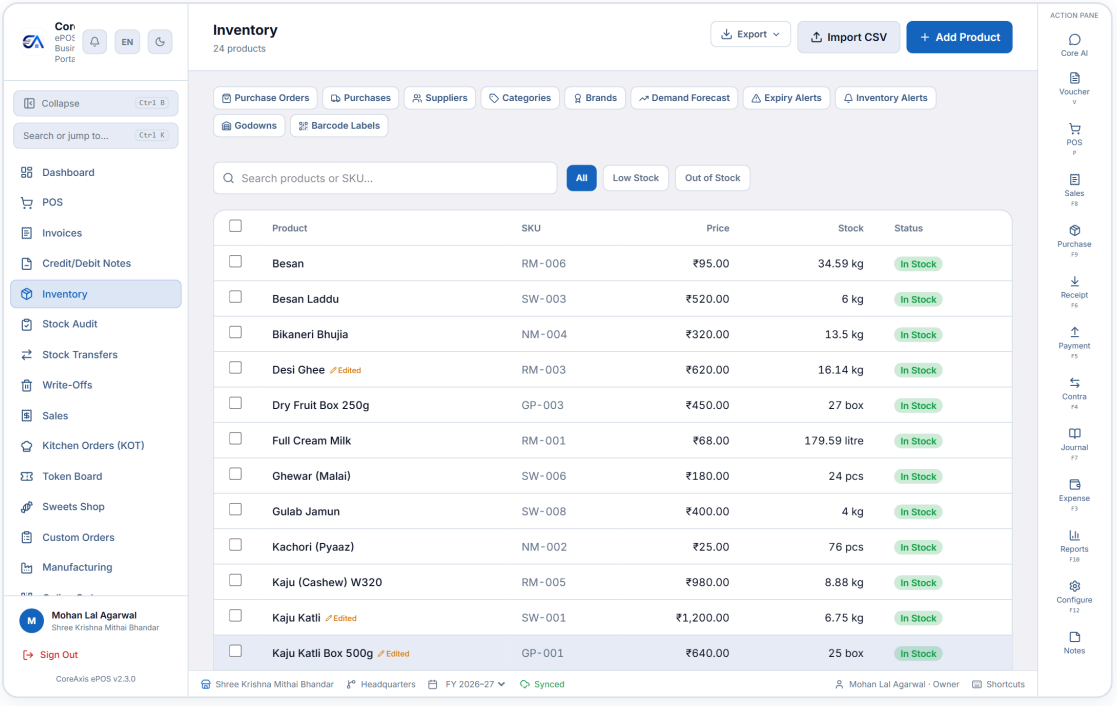


Figure — Inventory — price and live stock for every item, in kg, pcs or box

Example product list

Item	Unit	Rate (₹, incl. GST)	HSN	GST
Kaju Katli	kg	1,200	2106	5%
Motichoor Laddu	kg	480	2106	5%
Besan Laddu	kg	520	2106	5%

Item	Unit	Rate (₹, incl. GST)	HSN	GST
Milk Cake	kg	640	2106	5%
Soan Papdi	kg	360	2106	5%
Gulab Jamun	kg	400	2106	5%
Kalakand	kg	560	2106	5%
Rasgulla (1 kg tin)	pcs	260	2106	5%
Rasmalai	pcs	40	2106	5%
Ghewar (Malai)	pcs	180	2106	5%
Samosa / Kachori	pcs	20 / 25	2106	5%
Khaman Dhokla / Bikaneri Bhujia	kg	280 / 320	2106	5%
Kaju Katli Box 500 g / Soan Papdi Pack 500 g	box	640 / 190	2106	5%
Dry Fruit Box 250 g	box	450	0813	5%
Full Cream Milk (raw)	litre	62 (cost)	0401	0%
Sugar / Besan (raw)	kg	42 / 85 (cost)	1701 / 1106	5% / 0%
Desi Ghee / Khoya / Cashew W320 (raw)	kg	560 / 300 / 900 (cost)	0405 / 0406 / 0801	5%
Printed sweet box 500 g (packing)	pcs	7 (cost)	4819	18%

TIP To add many items at once, click **Import CSV** on the Inventory page, download the sample sheet, fill it in Excel and upload it.

IMPORTANT The GST rates and HSN codes above are examples. Confirm the correct rate for each item with your tax adviser.

CHAPTER 5

05 Suppliers and Raw-Material Purchases

Milk and khoya come from the dairy; sugar, besan and cashew from the wholesaler; ghee from another supplier. Each supplier gets its own ledger, so you always know how much you owe.

Add a supplier

1. Go to **Inventory** → **Suppliers** and click **Add Supplier**.
2. Enter the name, phone and address.
3. Enter the supplier's **GSTIN** if they are registered — you need it to claim input tax credit (ITC).
4. Enter an **opening balance** if you already owe them money, then click **Save**.

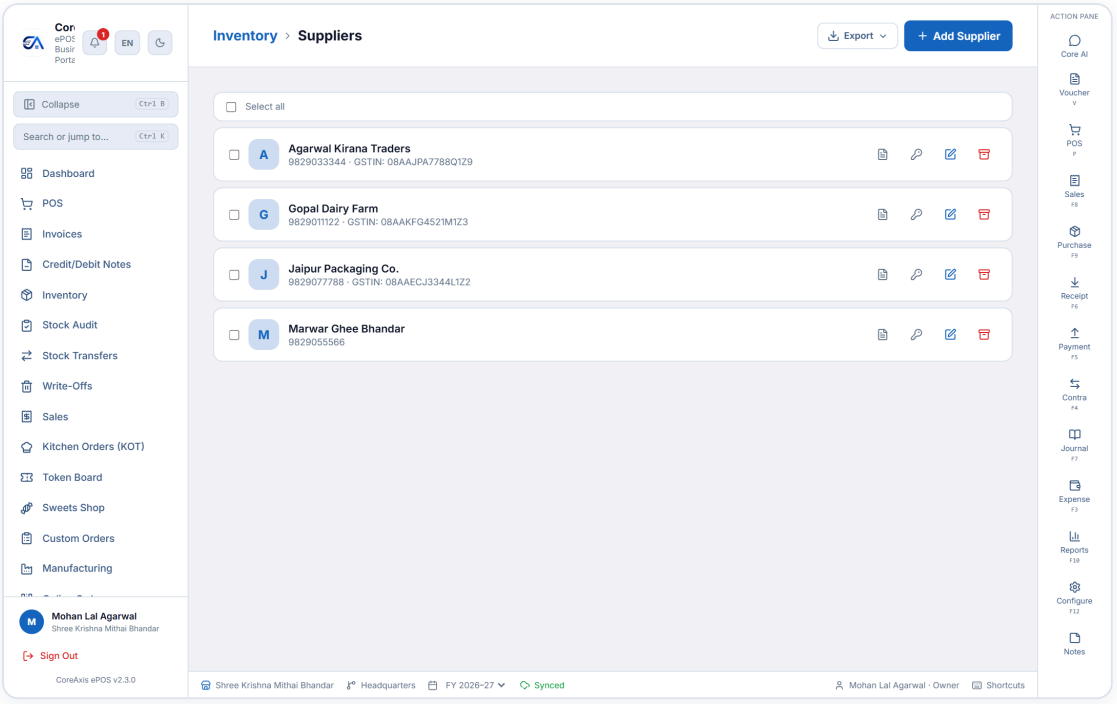


Figure — Suppliers — Gopal Dairy Farm, Agarwal Kirana Traders, Marwar Ghee Bhandar, Jaipur Packaging Co.

Record a purchase

1. Press **F9** (Purchase) or go to **Inventory** → **Purchase Orders** → **New PO**.
2. Choose the supplier.
3. Enter the supplier's **bill number** and **bill date** exactly as printed on their invoice.
4. Add each item with quantity, rate and GST rate (for example Full Cream Milk, 200 litres at ₹62, 0% GST).
5. Choose the payment mode: **Credit** (pay later), **Cash** or **Bank**.
6. Click **Receive**. Stock goes up immediately and the input GST is recorded for your GST return.
7. To send goods back, open the purchase and click **Return to Supplier**.

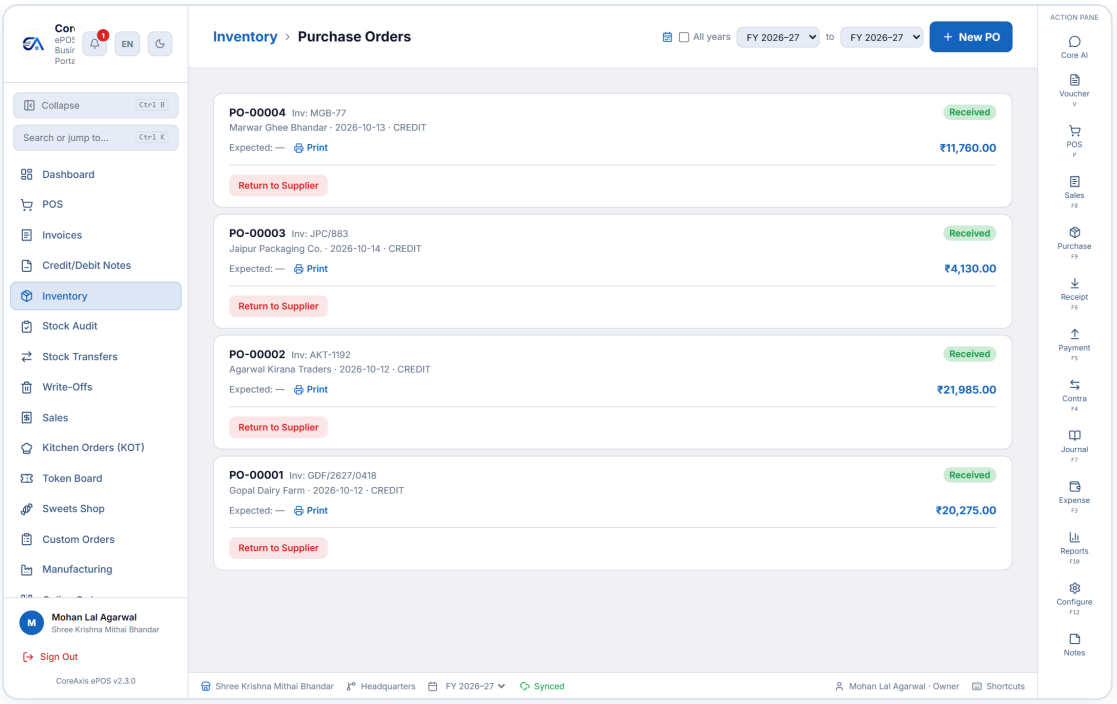


Figure — Purchase Orders — all four received, with supplier bill numbers

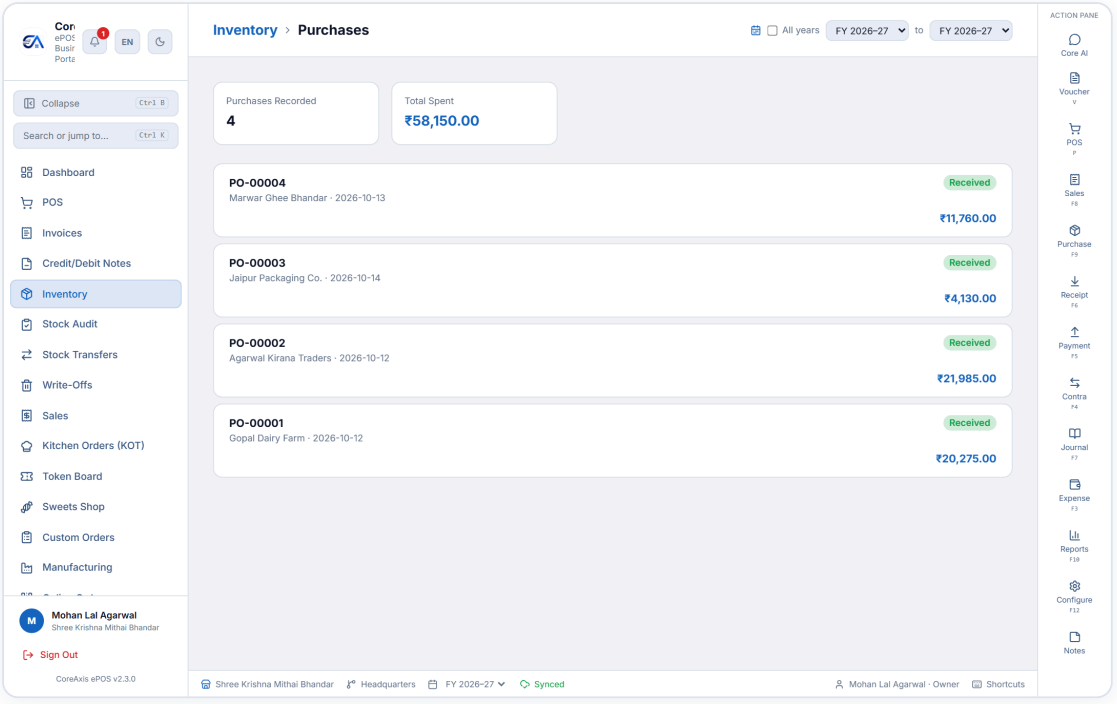


Figure — Purchases register — 4 purchases, total ₹58,150

Supplier	Bill no.	Items	Mode
Gopal Dairy Farm	GDF/2627/0418	Full Cream Milk 200 L @ ₹62, Khoya 25 kg @ ₹300	Credit
Agarwal Kirana Traders	AKT-1192	Sugar 100 kg, Cashew W320 15 kg, Besan 40 kg	Credit
Marwar Ghee Bhandar	MGB-77	Desi Ghee 20 kg @ ₹560	Credit
Jaipur Packaging Co.	JPC/883	Printed sweet box 500 pcs @ ₹7 (18% GST)	Credit

CHAPTER 6

06 Recipes and Fresh Production

The heart of a sweets shop: turning raw material into mithai. Define a recipe once. After that, every batch you log takes the raw material out of stock, adds the finished sweet to stock and works out its real cost per kg.

Create a recipe (example: Kaju Katli)

1. Go to **Sweets Shop → Recipes**.
2. Click **Add recipe** next to the finished item (Kaju Katli).
3. Enter the **batch yield**: 10 kg.
4. Add each raw material with its quantity per batch: Cashew 6 kg, Sugar 4 kg, Desi Ghee 0.5 kg.
5. Enter the **expected wastage %** (for example 2%).
6. Add an **extra cost per batch** for gas and labour (₹150).
7. Save. The list now shows “3 raw materials → 10 kg” and the cost per kg.

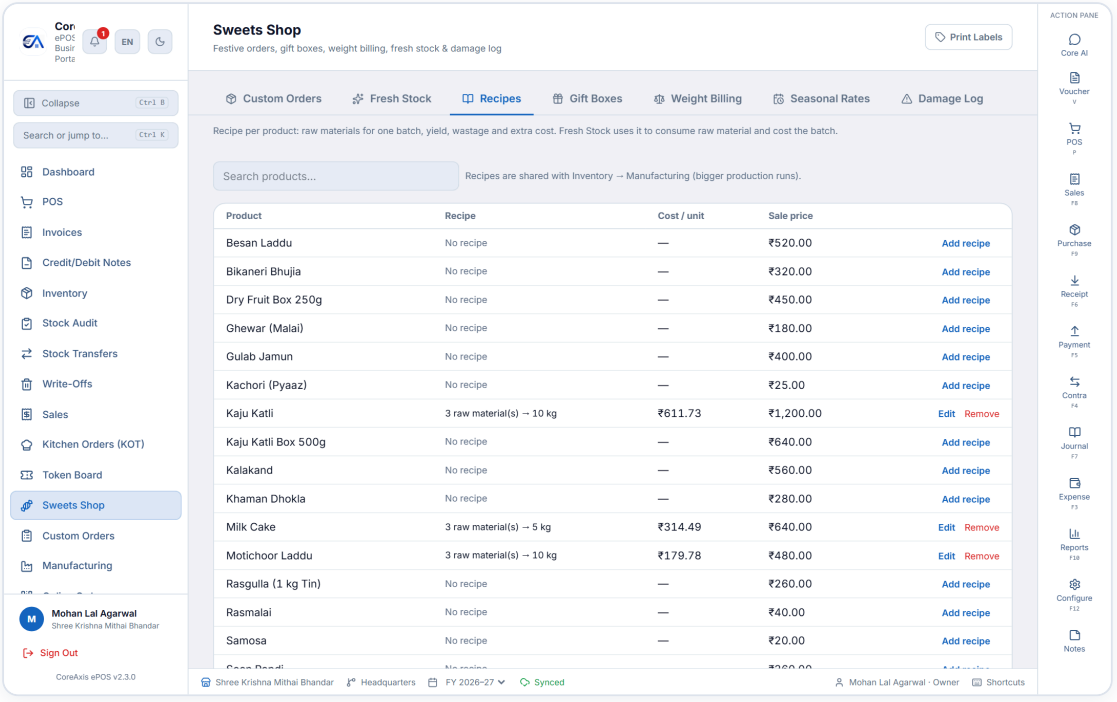


Figure — Recipes — Kaju Katli, Motichoor Laddu and Milk Cake, with cost per unit

Log today’s fresh batch

1. Go to **Sweets Shop → Fresh Stock** and click **Log Fresh Batch**.
2. Choose the product (Motichoor Laddu) and the quantity made (10 kg).
3. The production date defaults to today. Enter the **Sell-By Date**.
4. Enter any extra charges for this batch (gas / labour ₹150).

5. Check the live preview: raw material used, total batch cost and **cost per kg**.
6. Click **Save Batch**. Finished stock goes up, raw material goes down and a batch number (FRESH-...) is created.

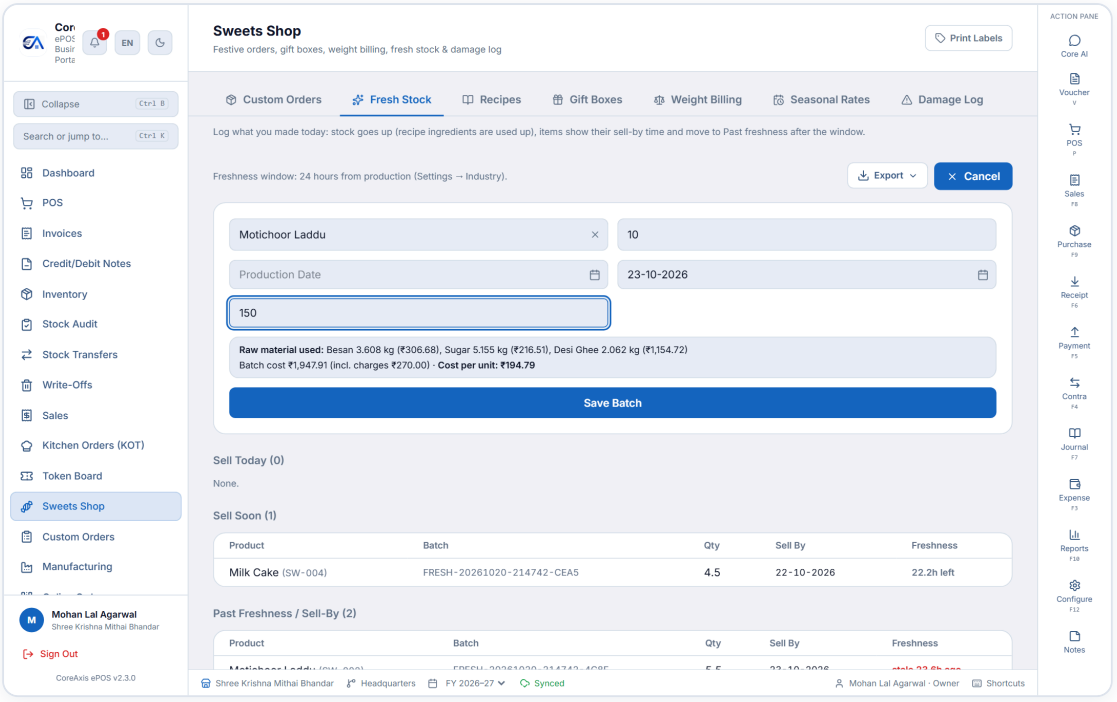


Figure — Log Fresh Batch — Motichoor Laddu 10 kg uses Besan 3.6 kg, Sugar 5.2 kg and Ghee 2.1 kg; batch cost ₹1,948, ₹194.79 per kg

Read the freshness list

1. **Sell Today** — batches that must be sold today.
2. **Sell Soon** — batches still fresh, with the hours left.
3. **Past Freshness / Sell-By** — batches past the freshness window, shown in red. Sell them at a discount or record them in the Damage Log.

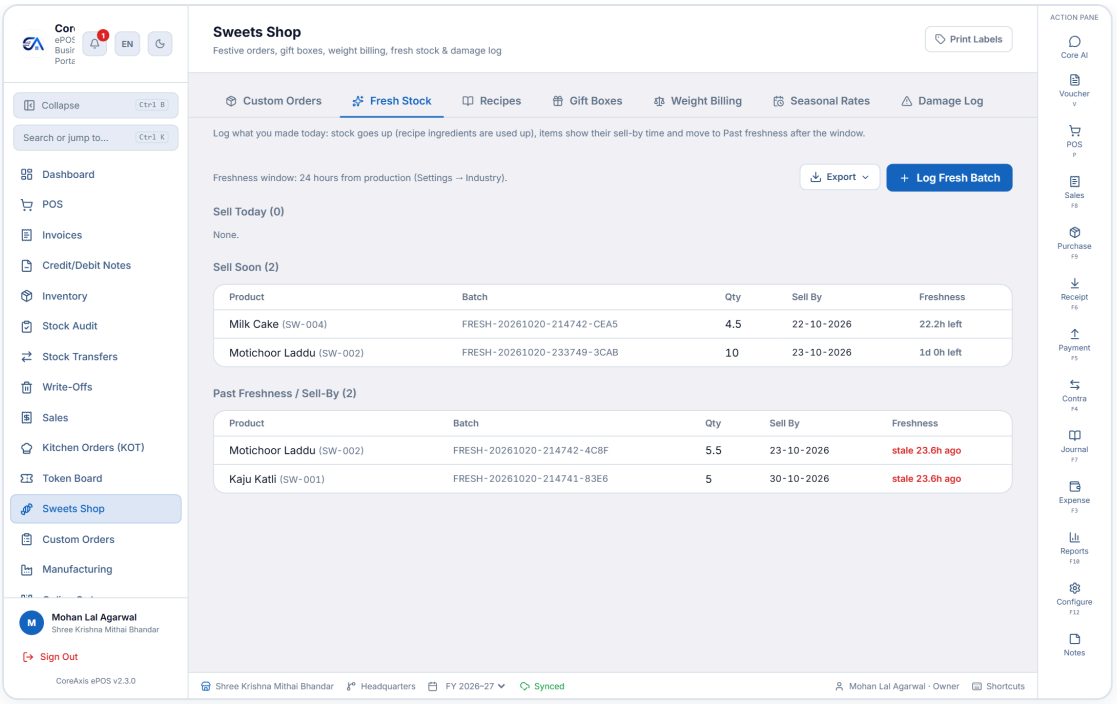


Figure — Fresh Stock — batches grouped by freshness, with batch number, quantity, sell-by date and hours left

TIP The freshness window (here 24 hours) is set in **Settings → Industry Settings**. The Dashboard's Sweets Shop card reads from this list.

IMPORTANT If a raw material is short, the batch is refused with "Not enough raw material". Record the purchase first.

07

CHAPTER 7

Customers

Walk-in customers need nothing. Save regular customers, caterers and companies so you can give credit, take advances and send statements.

1. Go to **CRM** and click **Add Customer**.
2. Enter the name and mobile number. The mobile number is how you find them at the counter.
3. For a business customer (caterer, company), enter the **GSTIN** — their bills become B2B invoices and appear in GSTR-1 under B2B.
4. Set a **credit limit** for customers you allow to buy on credit.
5. Save. Loyalty points and the membership tier build up automatically from their purchases.
6. At the POS you can also create a customer on the spot: type the name in the Party box and press **Alt+C**.

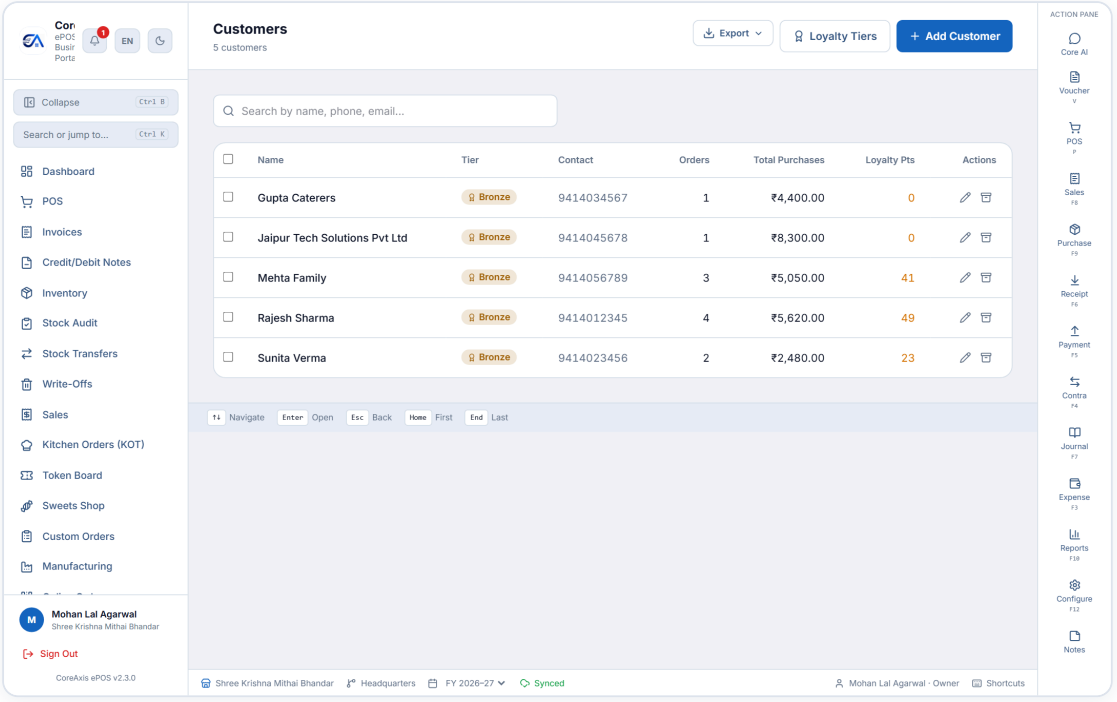


Figure — Customers — Rajesh Sharma, Sunita Verma, Gupta Caterers (GSTIN), Jaipur Tech Solutions Pvt Ltd (GSTIN), Mehta Family, with orders, purchases and loyalty points

CHAPTER 8

08 Gift Boxes, Weight Billing and Festival Rates

Festival and wedding seasons need ready gift boxes and a separate rate list. Set them up before the season starts.

Create a gift box

1. Go to **Sweets Shop** → **Gift Boxes** and click **New Gift Box**.
2. Enter the name (Diwali Shubh Labh Box) and the **fixed price** (₹1,199).
3. Add the items inside and their quantities: Kaju Katli Box 500 g ×1, Soan Papdi Pack 500 g ×1, Dry Fruit Box 250 g ×1.
4. Save. When these items are billed together at the POS, the box price applies automatically.

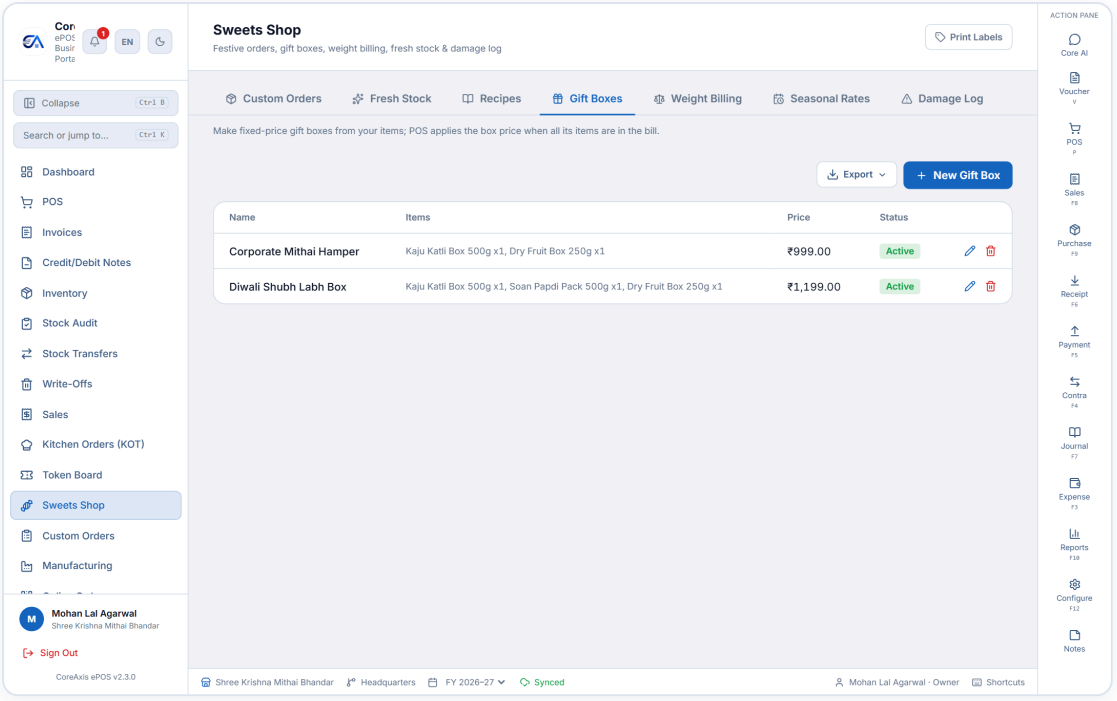


Figure — Gift Boxes — Diwali Shubh Labh Box ₹1,199 and Corporate Mithai Hamper ₹999

Check weight billing

1. Open **Sweets Shop** → **Weight Billing**. It lists every item sold by weight, with its price per kg and stock.
2. With a label-printing weighing scale, the barcode carries the weight; scanning it at the POS adds the item with the exact weight.
3. Without a scale barcode, type the weight in the quantity box at the POS (0.75 = 750 g).

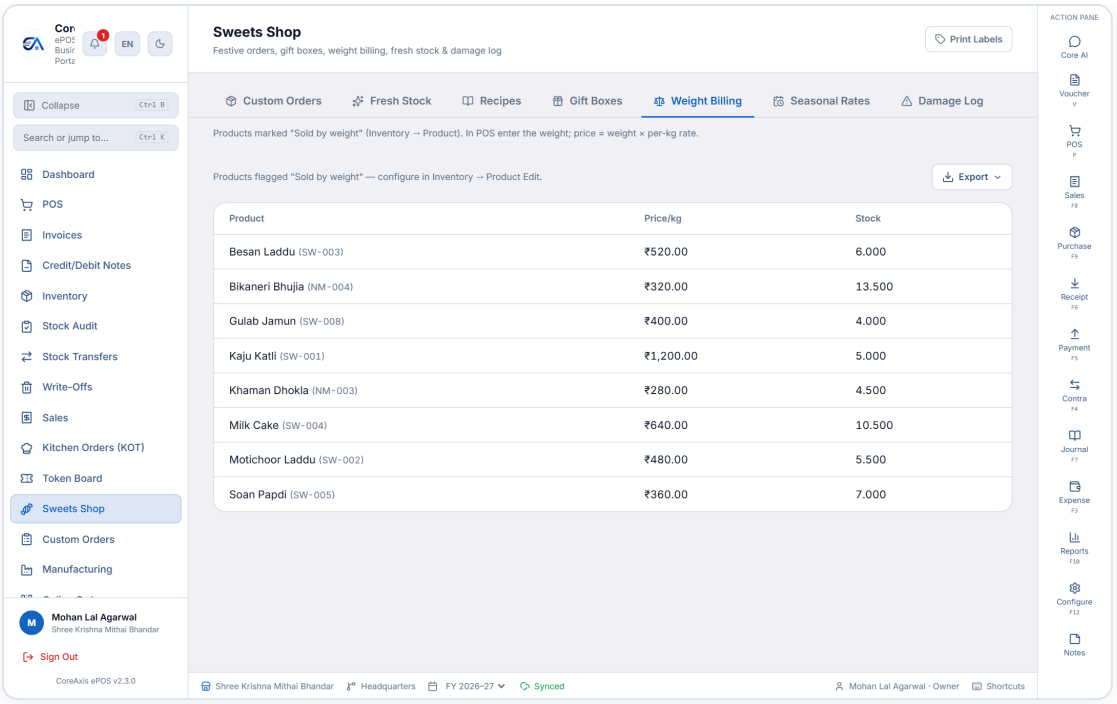


Figure — Weight Billing — items sold by kg, with price per kg and stock

Create a festival rate list

1. Open **Sweets Shop** → **Seasonal Rates** and click **Add Seasonal Rate**.
2. Name it (Diwali 2026) and set the dates (25 Oct – 10 Nov 2026).
3. Click **Edit prices** and enter the festival price for each item (Kaju Katli ₹1,300/kg, Motichoor Laddu ₹520/kg, Soan Papdi ₹380/kg).
4. Save. During those dates the POS uses the festival rates automatically; after the end date, normal prices return.

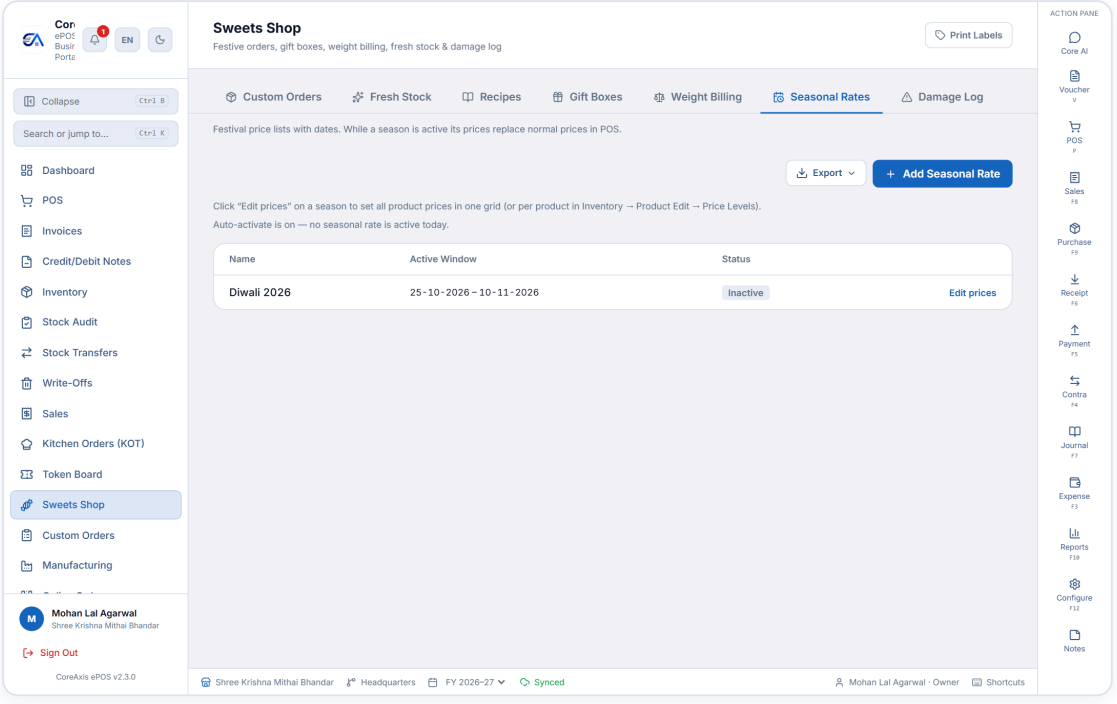


Figure — Seasonal Rates — Diwali 2026, active from 25-10-2026 to 10-11-2026

09

CHAPTER 9

Counter Billing (POS)

The screen you will use most. Weighed sweets (0.750 kg), items sold by the piece, and tins or boxes all go on one bill.

Open the register (start of day)

1. Open **POS** (press **P**). If shift management is on, you see **Register Closed**.
2. Click **Open Register**.
3. Count the cash in the drawer and enter it as the **Opening Cash Amount** (₹2,000).
4. Click **Open Register**. Billing is now enabled for your shift.

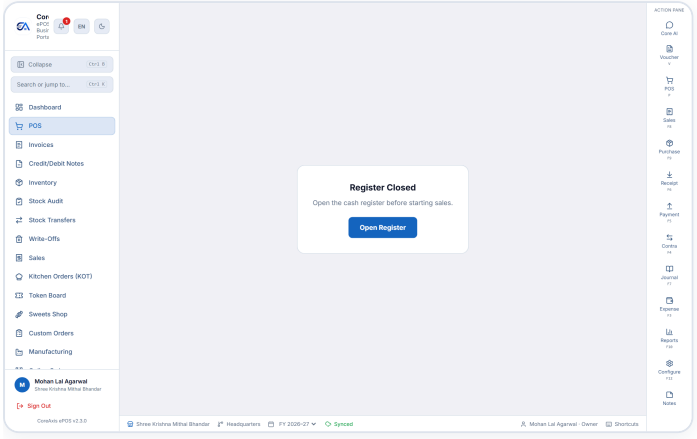


Figure — Register closed — open it before billing

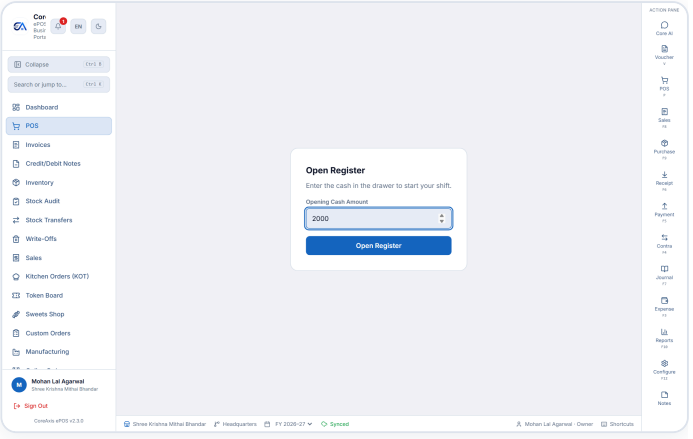


Figure — Opening cash ₹2,000

Make a bill

1. Choose the customer in **Party** — type a name or mobile number (Rajesh Sharma). Leave it as Walk-in Customer for counter sales.
2. Add items: click an item under **Stock Items** on the right, type the name in the item row and press Enter, or scan a barcode.
3. Enter the quantity. For weighed items type kilograms: **0.75** = 750 g of Kaju Katli = ₹900.
4. Add the rest: Samosa ×4, Rasgulla 1 kg tin ×1. Rate, GST and amount fill in automatically, with the margin under each line.
5. Add a discount or coupon if needed (**+ Discount**, **Coupon**). Registered customers can redeem loyalty points (**Use points**).
6. Choose the payment mode: **Cash**, **UPI**, **Card** or **Credit**. Tick **Split** to take part cash and part UPI.
7. For cash, type the amount received; the change to return is shown.
8. Click **Checkout** (**Ctrl+Enter**).

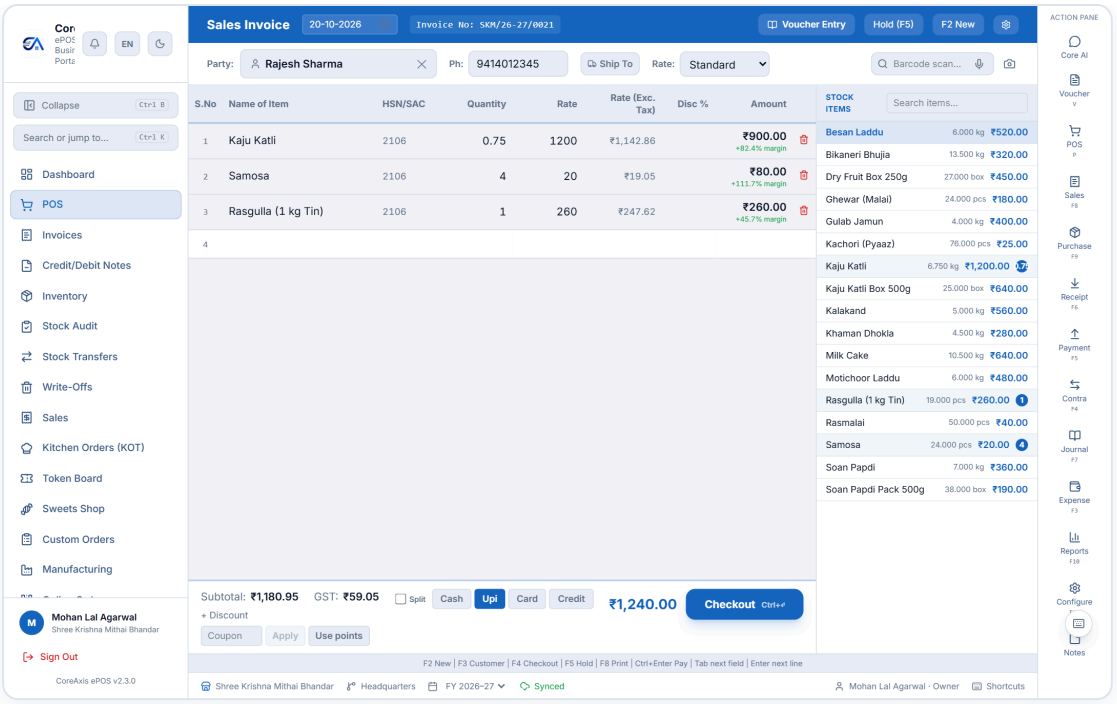


Figure — Bill: Kaju Katli 0.75 kg ₹900 + Samosa ×4 ₹80 + Rasgulla tin ₹260 = ₹1,240 for Rajesh Sharma, paid by UPI

After checkout

1. The **Sale Complete** window shows the invoice number (SKM/26-27/0021) and the customer's **token number** (21).
2. Press **1** for a thermal POS receipt, **2** for an A4 GST invoice, **3** to send it on WhatsApp, or **4** for an ESC/POS printer.
3. Press **Esc** to skip printing and start the next bill.

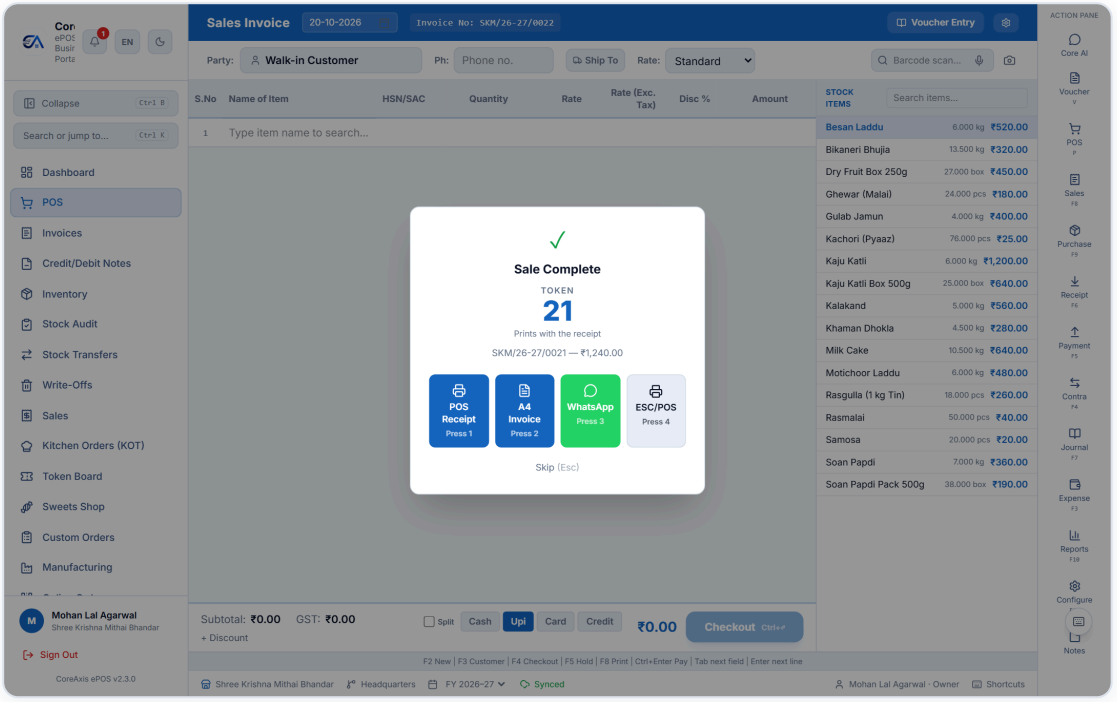


Figure — Sale complete — token 21, invoice SKM/26-27/0021, with print and share options

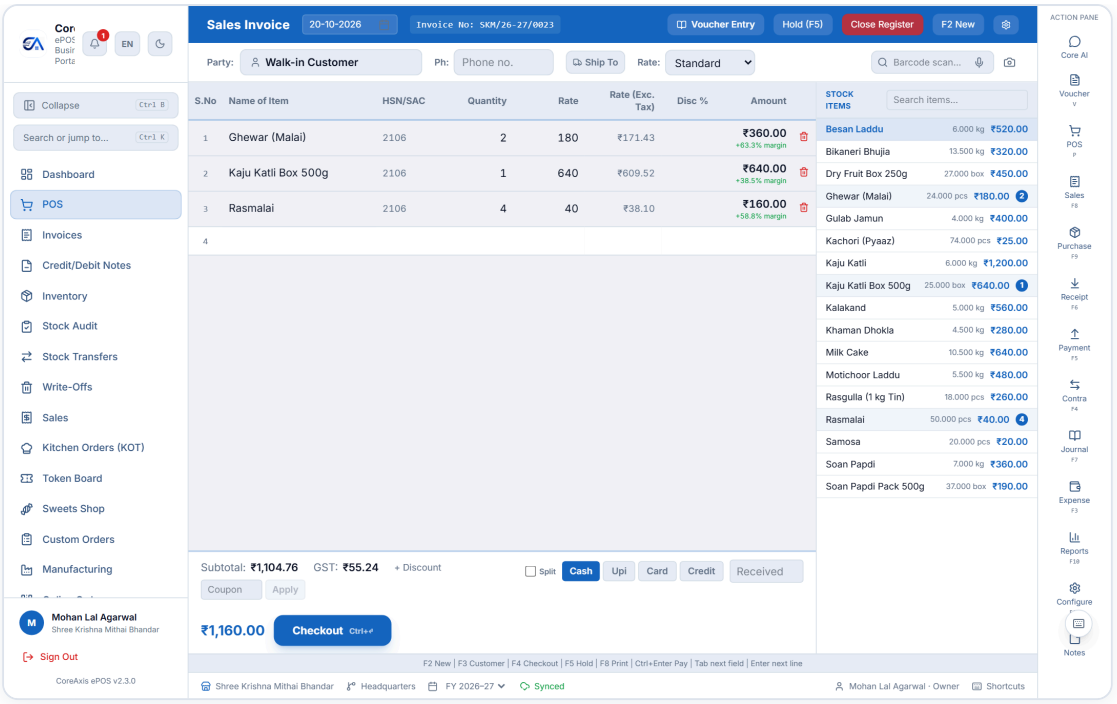


Figure — A walk-in cash bill — Ghewar ×2, Kaju Katli Box 500 g, Rasmalai ×4 = ₹1,160

Use the token board at the counter

1. Open **Token Board**. Every bill appears with its token number under **Preparing**.
2. When the order is packed, click **Ready**. It moves to **Ready to Collect**.
3. Click **Open TV display** to show the board on a screen facing customers. Tokens restart from 1 every day.

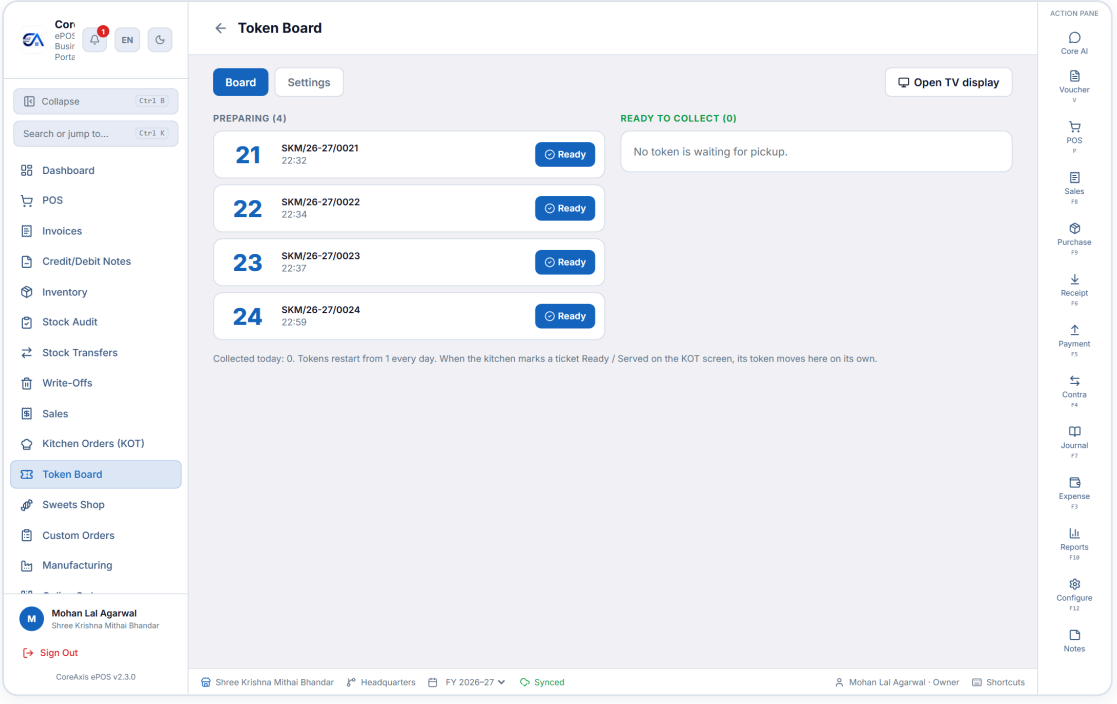


Figure — Token Board — tokens 21 to 24 being prepared

POS keyboard shortcuts

Key	Action	Key	Action
F2	New bill	F5	Hold bill
F3	Choose customer	F8	Print
F4	Checkout	Ctrl+Enter	Pay
Tab	Next field	Enter	Next line

TIP In a rush, press **F5** to hold a bill, serve the next customer, then pick the held bill back up.

CHAPTER 10

10 Festival, Bulk and Wedding Orders

Book an order with an advance, record the pickup date and time, deliver in parts if needed, and bill it with one click on the day — the advance is adjusted automatically.

Book a new order

1. Go to **Sweets Shop** → **Custom Orders** (or **Custom Orders** in the sidebar) and click **New Order**.
2. Choose the customer (Sunita Verma). A customer is required if you take an advance.
3. Enter an order title (Navratri bhog — mithai order).
4. Add each item: pick a product and enter the quantity, unit and rate (Kalakand 2 kg at ₹560; Besan Laddu 3 kg at ₹520).
5. For something not in your product list, type it in **...or type a special item** (Mewa bhog thali ×2 at ₹450).
6. Enter a discount if any. The total updates as you type (₹3,580).
7. Enter the **Advance Paid** (₹1,500) and how it was paid (UPI).
8. Set the **Pickup Date** and time (22-10-2026, 18:30).
9. Write special instructions in **Notes** (pickup on Ashtami evening; pure ghee; less sugar).
10. Click **Save Order**. The advance is recorded in the books straight away.

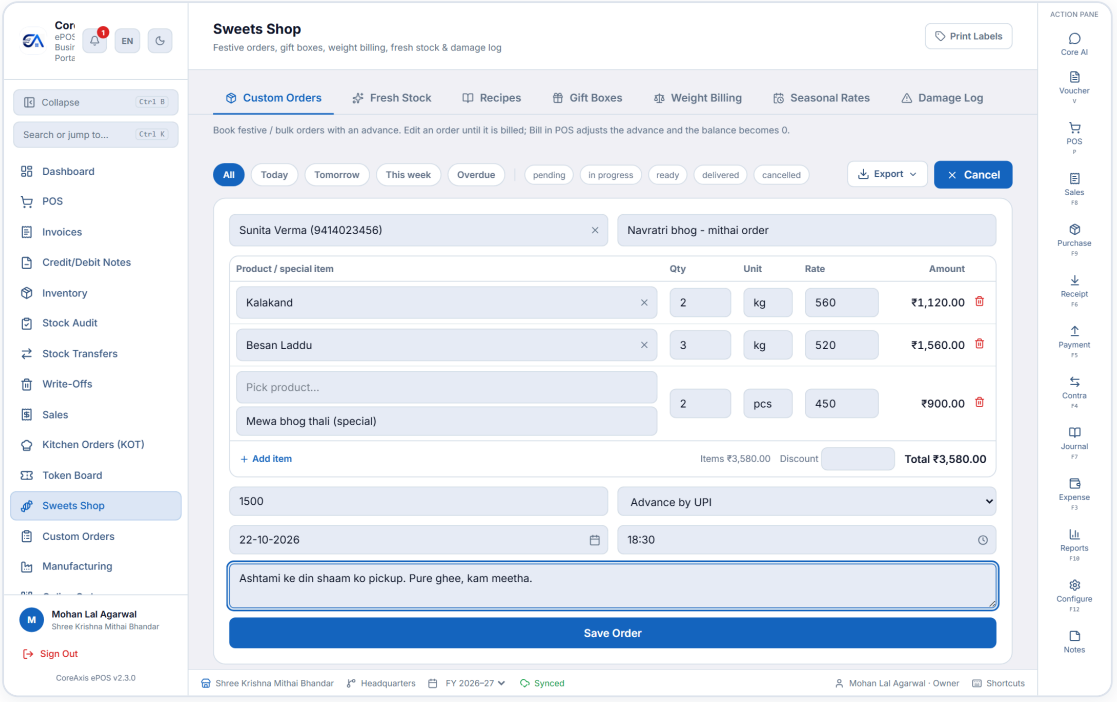


Figure — New order — Sunita Verma: Kalakand 2 kg, Besan Laddu 3 kg, Mewa bhog thali ×2; advance ₹1,500 by UPI; pickup 22-10-2026 18:30

Track orders

1. Use the filters — **Today**, **Tomorrow**, **This week**, **Overdue** — and the status chips.
2. Change the status as work progresses: pending → in progress → ready → delivered.
3. Use the row icons to edit, bill in POS, print an order slip, or send a WhatsApp update to the customer.

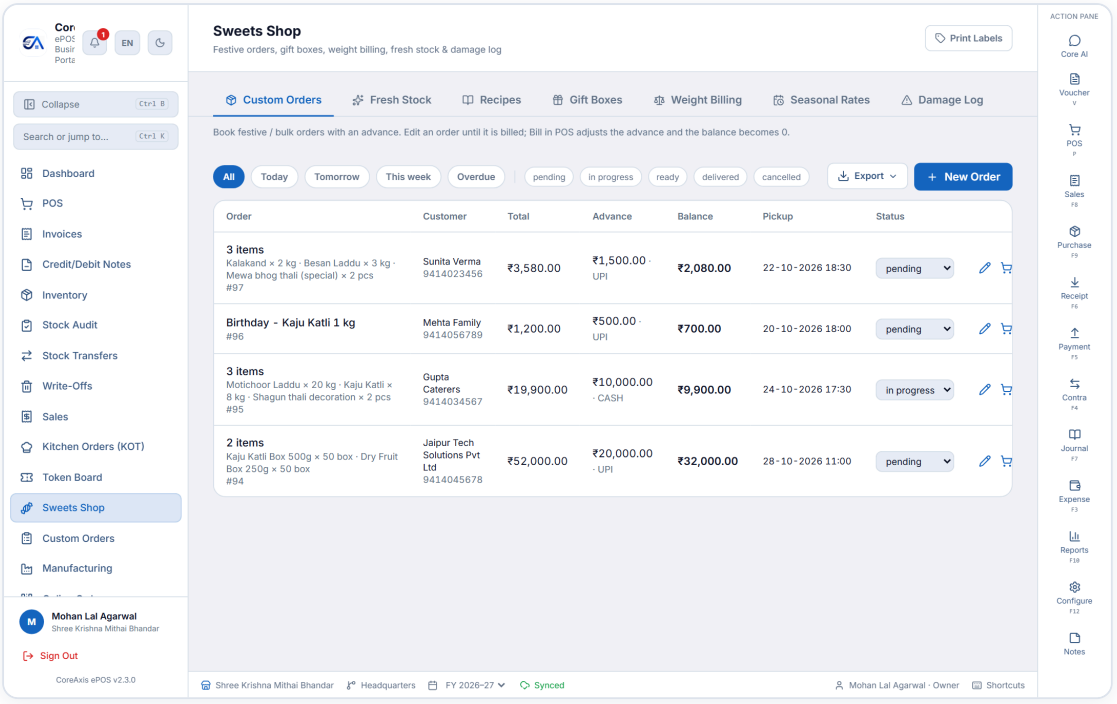


Figure — Orders — Jaipur Tech Solutions ₹52,000 (advance ₹20,000), Gupta Caterers wedding ₹19,900 (in progress), Mehta Family birthday, Sunita Verma

Deliver a large order in parts

1. Click **Deliveries** on the order row.
2. Enter the delivery date, quantity, time slot (Morning / Afternoon / Evening) and notes.
3. Click **Add Delivery**. Repeat for each lot (27 Oct morning: 25 boxes; 28 Oct afternoon: 25 boxes).
4. Mark each lot **Delivered** when it leaves the shop.

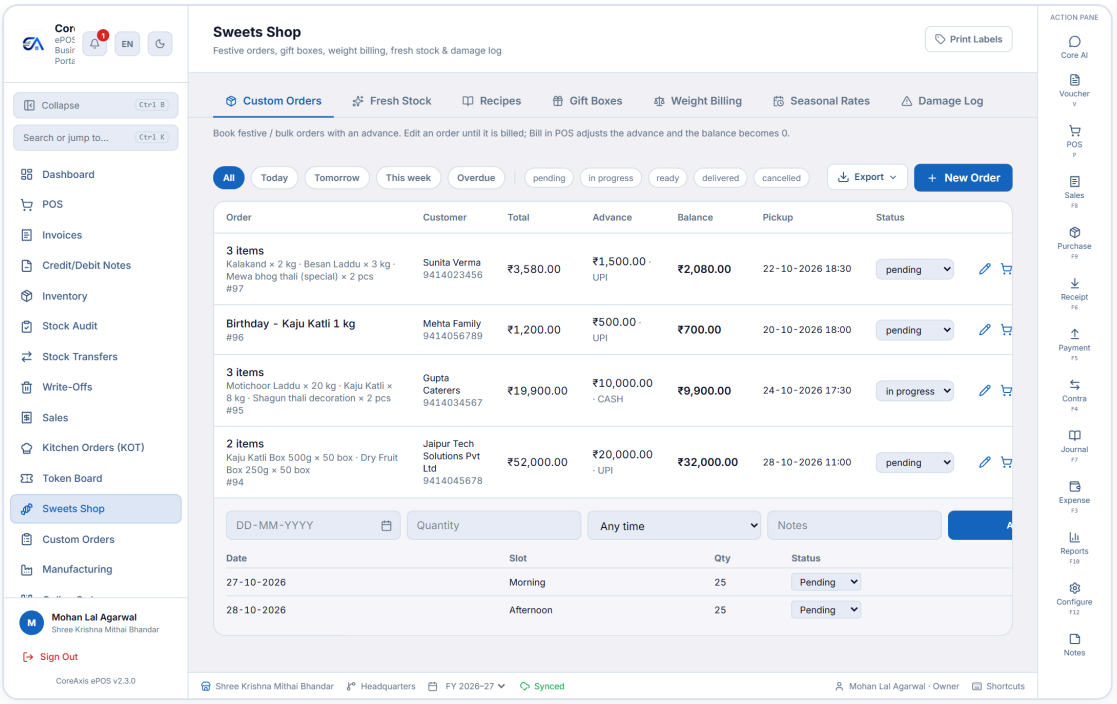


Figure — Staged deliveries for the corporate order — 25 boxes on 27 Oct and 25 on 28 Oct

Bill the order at pickup

1. Click the **cart icon (Bill in POS)** on the order row.
2. The POS opens with the items filled in and the advance shown as a credit (₹500 of ₹1,200 for Mehta Family).
3. Collect the balance (₹700) and click **Checkout**.
4. The advance is settled, the order moves to **delivered** and the customer's balance becomes zero.

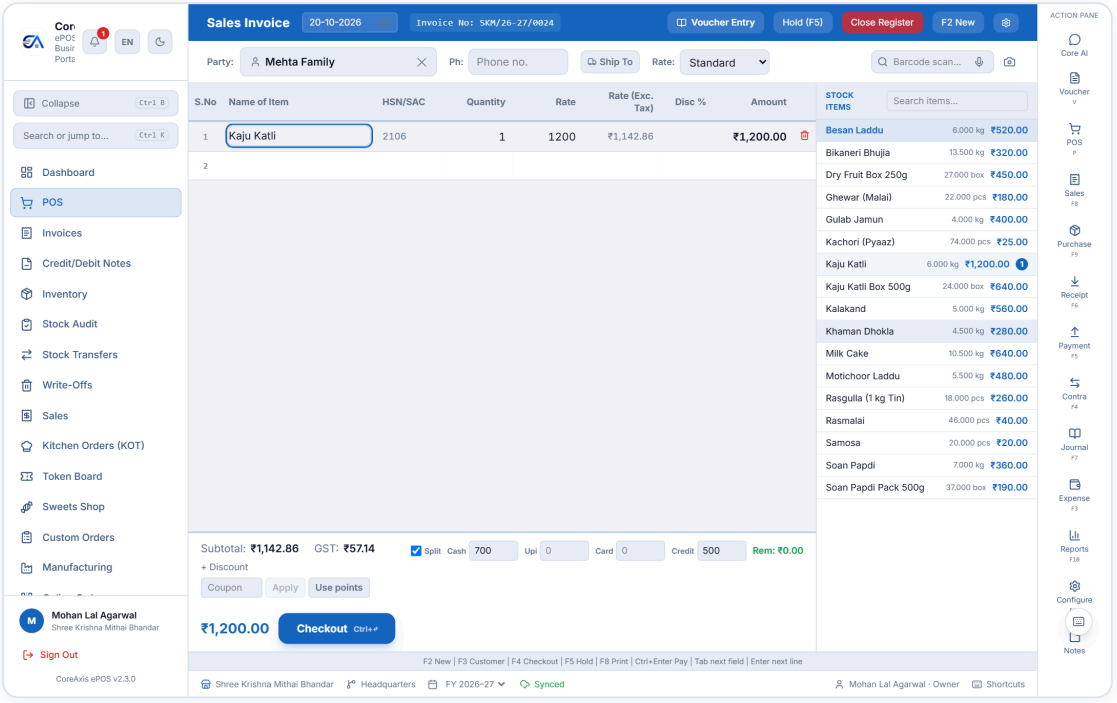


Figure — Bill in POS — Mehta Family order: ₹1,200 total, ₹500 advance adjusted, ₹700 to collect

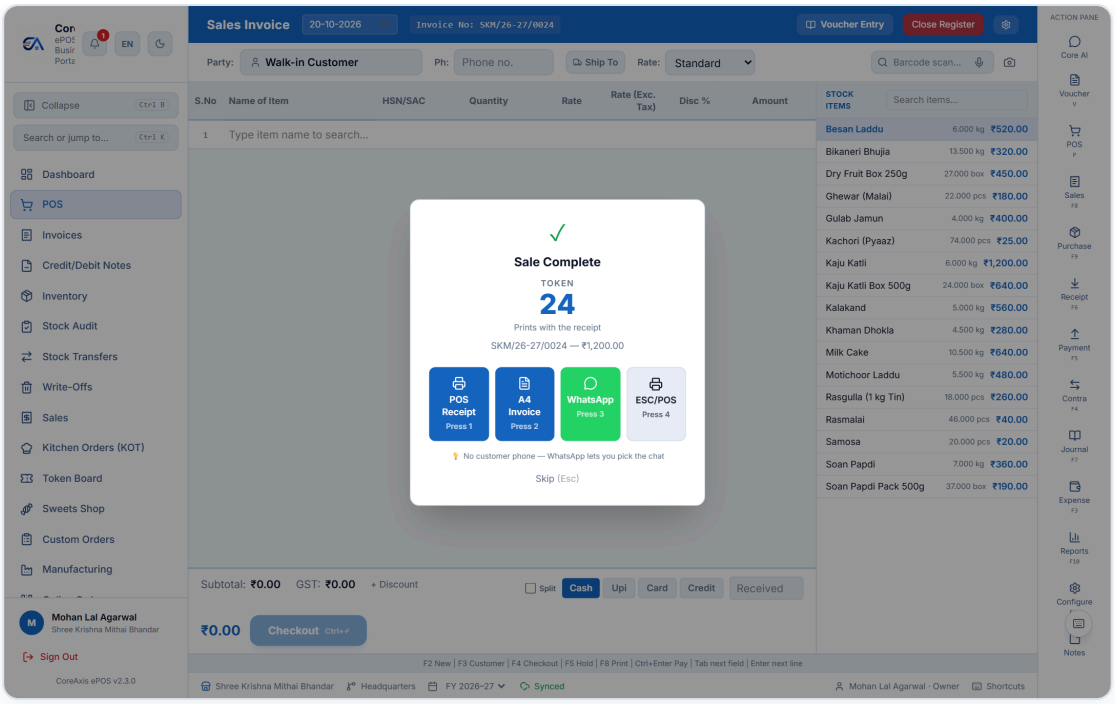


Figure — Order billed — token 24

CHAPTER 11

11 Sales History, Invoices and Returns

Every bill is saved. Reprint it, share it, or take items back and issue a credit note.

Find a bill

1. Open **Sales** (press **F8**).
2. Choose a period — **Today**, **Week**, **Month** or a financial-year range — or search by invoice number or customer name.
3. Click a bill to open it. You see the customer, each item with HSN and CGST / SGST, the taxable amount and the grand total.
4. Use **Print A4**, **Print Receipt**, **WhatsApp**, **SMS** or **Share** at the top.

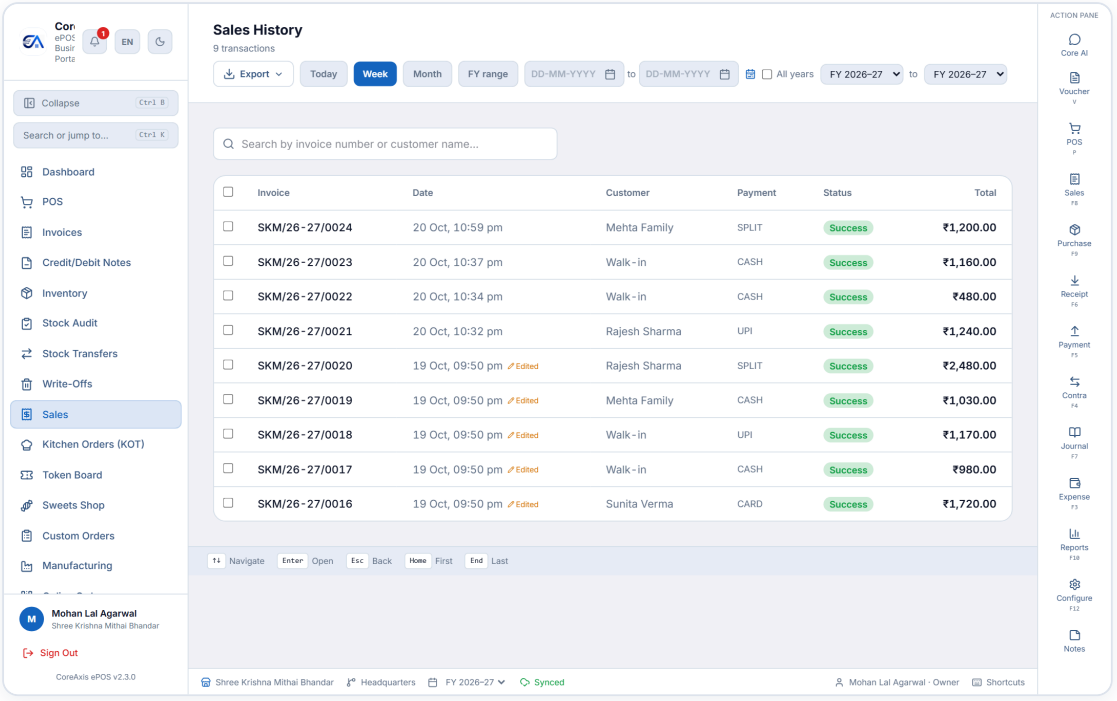


Figure — Sales History — this week's bills with payment mode and total

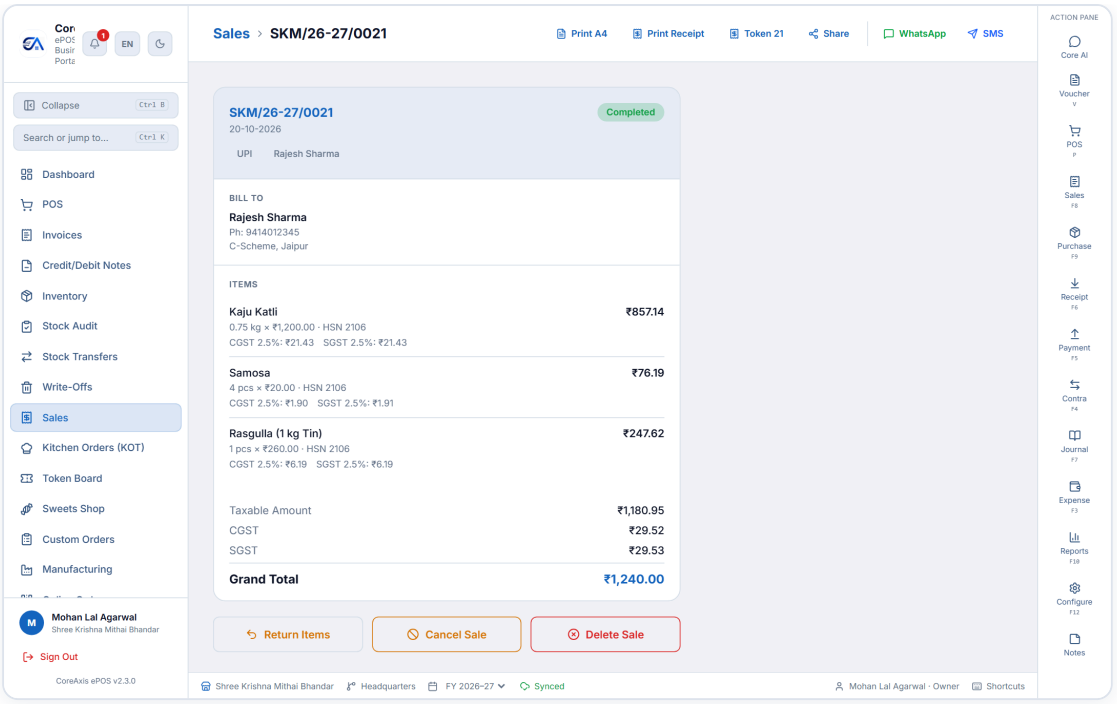


Figure — Bill SKM/26-27/0021 — items, HSN, CGST 2.5% + SGST 2.5%, grand total ₹1,240

Take a return

1. On the bill, click **Return Items**.
2. Enter the quantity coming back against the right item (Rasgulla tin ×1).
3. Keep **Item is unopened/sealed** ticked only if the pack really is unopened.
4. Write the reason (tin dented — returned unopened).
5. Click **Confirm Return**. A credit note (CN-00001, ₹260) is created, stock goes back up and the refund is recorded.

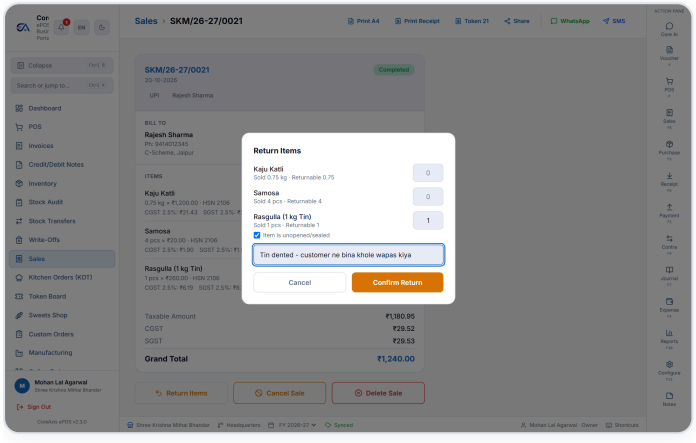


Figure — Return: Rasgulla tin ×1 with reason

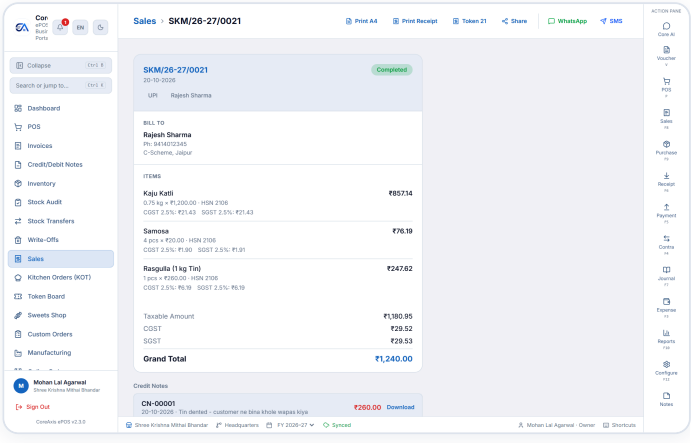


Figure — Credit note CN-00001 ₹260 on the bill

IMPORTANT Items marked **No return once weighed/packed** cannot be returned once opened — the system blocks it. Sealed tins and boxes can be returned with the “unopened” tick.

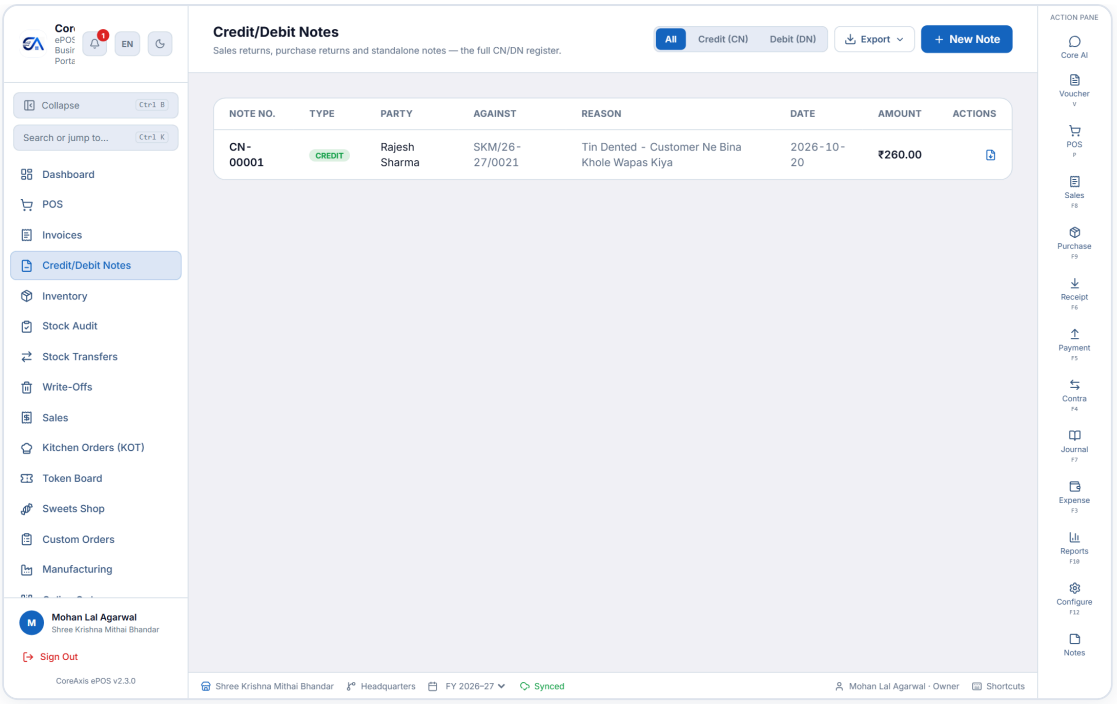


Figure — Credit / Debit Notes register

CHAPTER 12

12 Damage and Wastage

Sweets spoil quickly. Record every loss so stock stays correct and the loss shows in your profit and loss statement.

1. Go to **Sweets Shop** → **Damage Log** and click **Log Damage**.
2. Choose the item and enter the quantity damaged (Gulab Jamun 0.5 kg).
3. Choose the stage: spoiled, expired, display, storage, transport, unloading or returned.
4. Leave the loss amount blank to value it at cost price automatically, or type an amount.
5. Add a note (syrup turned sour — discarded) and save. Stock goes down and the loss is booked.

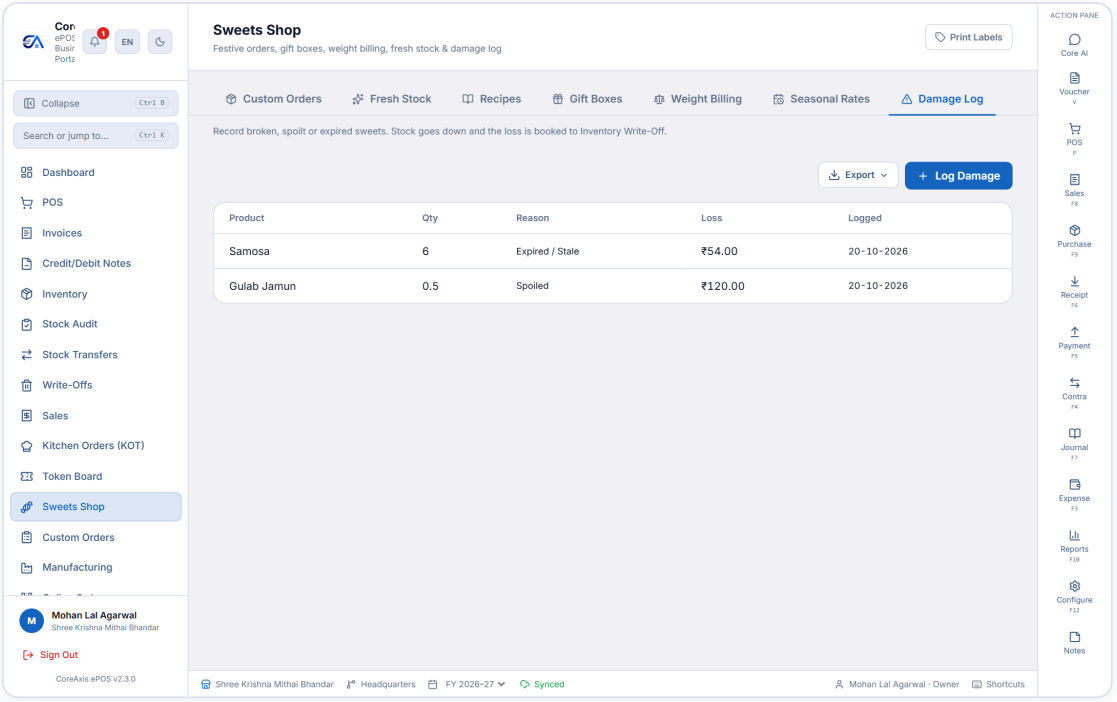


Figure — Damage Log — Samosa ×6 expired (₹54), Gulab Jamun 0.5 kg spoiled (₹120)

TIP Review the Damage Log every week. A high loss on one item usually means the batch size is too large for daily demand.

CHAPTER 13

13 Expenses, Customer Receipts and Supplier Payments

Record every rupee that goes out or comes in outside a bill — the gas cylinder, staff wages, the electricity bill, money collected from credit customers and payments to suppliers.

Record an expense

1. Press **F3** (Expense) or go to **Finance → Expenses → Add Expense**.
2. Enter the title (Commercial LPG cylinder ×2), choose the category (Gas Cylinder — Kitchen) and enter the amount (₹3,640).
3. Choose the date and how it was paid (Cash / UPI / Card / Bank). Add a reference such as the bill number.
4. If the bill has GST and the expense is for the business, enter the GST details to claim input tax credit.
5. Save. Set **Recurrence** for fixed monthly costs such as rent.

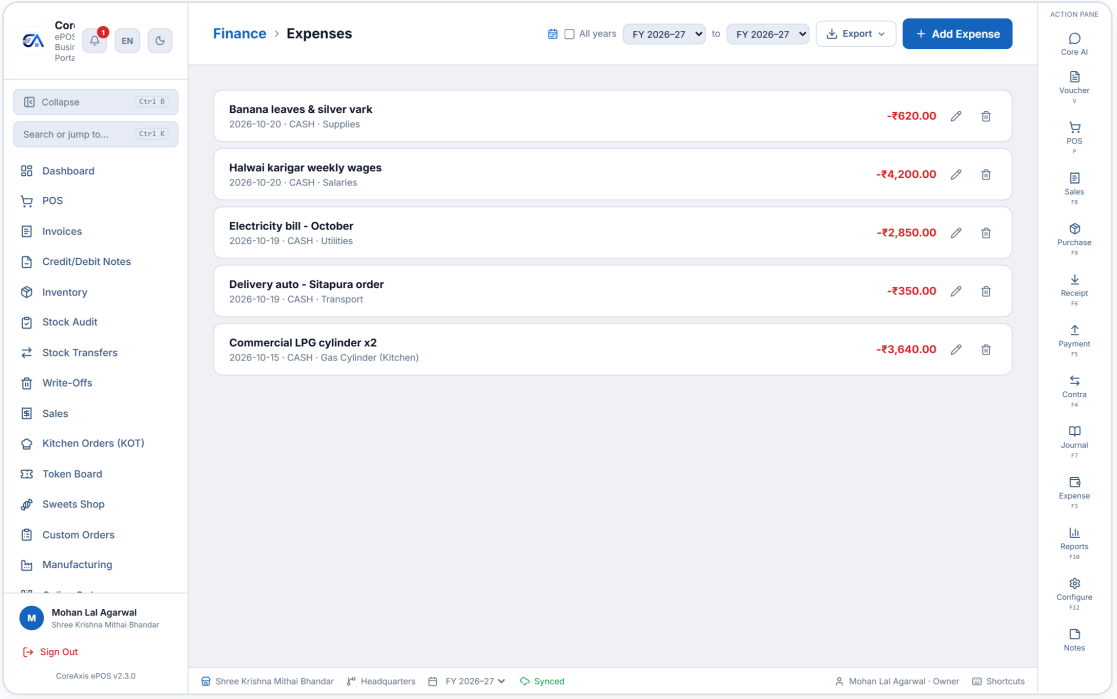


Figure — Expenses — LPG cylinders ₹3,640, karigar weekly wages ₹4,200, electricity ₹2,850, delivery auto ₹350, banana leaves and silver vark ₹620

Receive money from a customer

1. Press **F6** (Receipt) or go to **Finance → Customer Receipts → Add Receipt**.
2. Choose the customer (Gupta Caterers) and enter the amount (₹3,000).
3. Choose the mode (UPI) and enter the UPI reference number.

4. Allocate it against their open bills if asked, then save. Their outstanding balance goes down.

Pay a supplier

1. Press **F5** (Payment) or go to **Finance → Supplier Payments → Add Payment**.
2. Choose the supplier (Gopal Dairy Farm), the amount (₹10,000) and the mode (UPI / Cash / Bank).
3. Link it to their purchase bill if you want bill-wise tracking, then save.

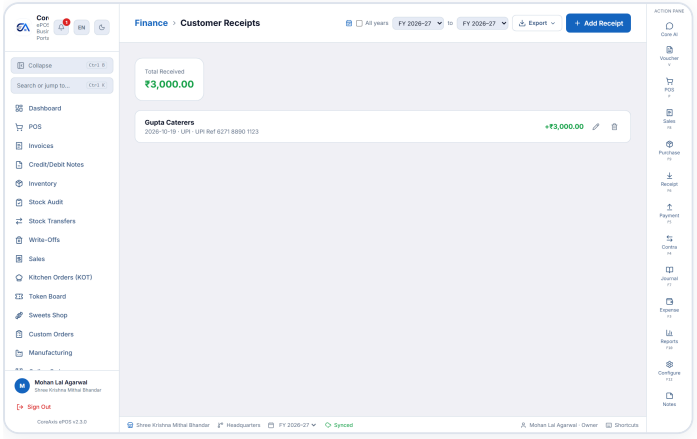


Figure — Customer receipt — Gupta Caterers ₹3,000 by UPI

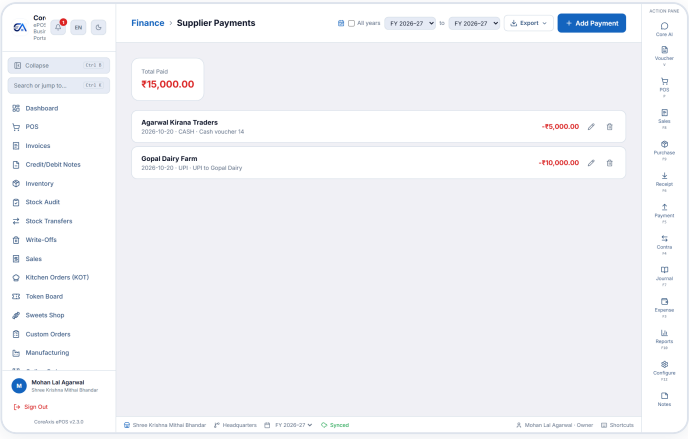


Figure — Supplier payments — Gopal Dairy ₹10,000, Agarwal Kirana ₹5,000

GOOD TO KNOW Cash payments are checked against the cash balance. If the system says “Insufficient balance in Cash”, record the day’s cash sales or a contra entry first, or pay from the bank.

CHAPTER 14

14 End of Day

Before closing the shop, count the cash drawer and close the register. The system compares what should be in the drawer with what you counted.

Close the register

1. On the POS, click **Close Register** (the red button, top right).
2. Count the cash in the drawer and enter it in **Cash in Drawer** (₹3,850).
3. Add a note if needed (evening shift — Ramu at the counter).
4. Click **Close Register**, then confirm.
5. The shift closes with the expected cash, the counted cash and the difference recorded for the owner to review.

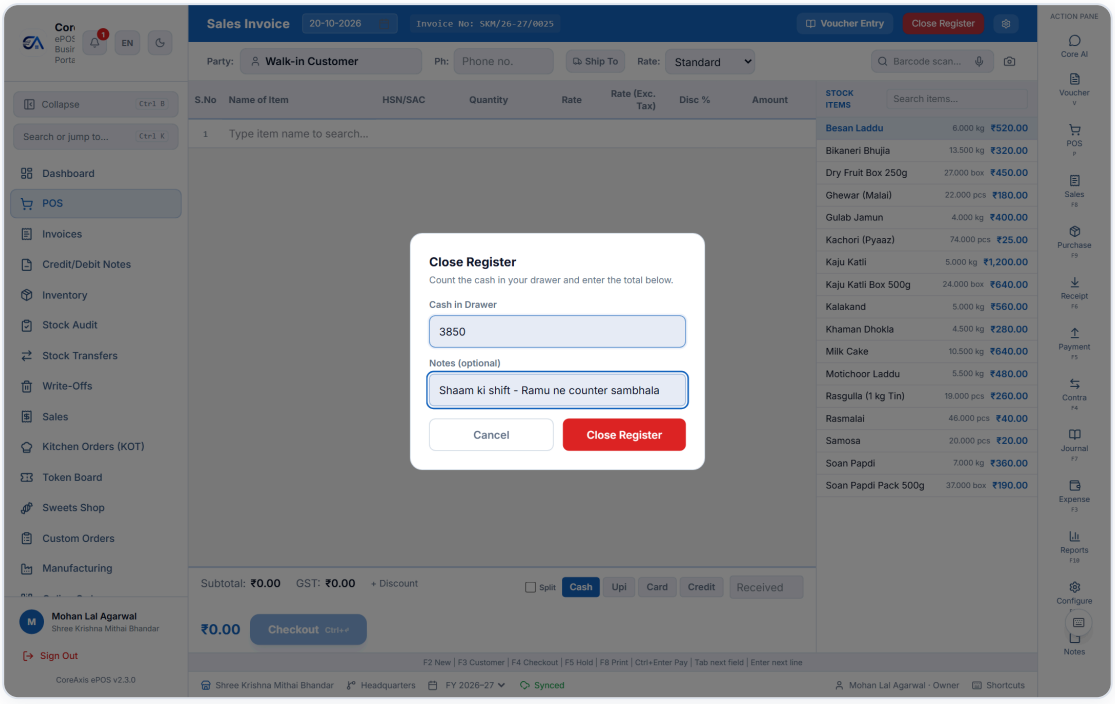


Figure — Close Register — cash counted ₹3,850

Check the day’s books

1. Open **Finance → Books & Statements → Cash Book**.
2. Choose the date range. Every cash sale, expense and payment is listed with a running balance.
3. Switch to **Bank Book** for UPI and card money, or **Customer Statement** / **Supplier Statement** for one party.

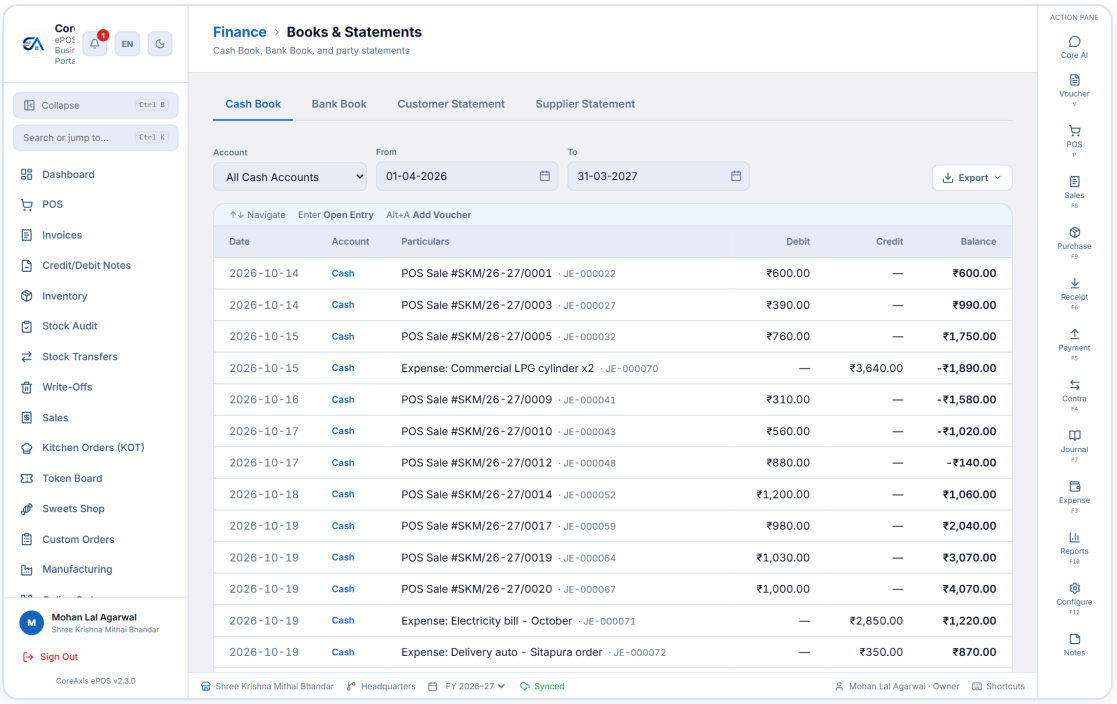


Figure — Cash Book — POS sales, expenses and payments with running balance

CHAPTER 15

15 Reports: Sales, Stock, Profit and GST

All reports are in one place, for your month-end review and for your accountant.

Open a report

1. Press **F10** or click **Reports**.
2. Pick a category: Overview, Sales, Stock & Purchase, Accounts, or GST & Tax.
3. Choose the period (Today, This week, This month, This FY or Custom) and, optionally, a comparison period.
4. Use **Export** for Excel / PDF, **Print**, or **Email schedule** to receive it automatically. Click ★ to pin a report.

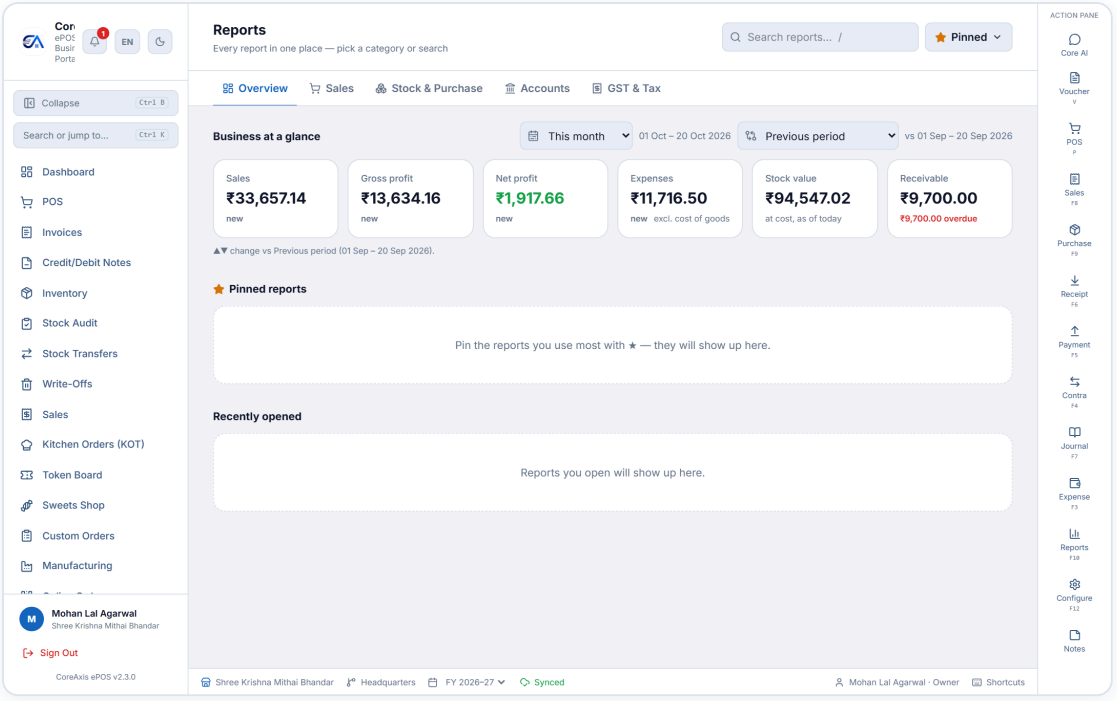


Figure — Reports — business at a glance: sales, gross profit, net profit, expenses, stock value and receivables

Sales Report

1. Shows revenue, number of bills, average bill value and GST collected.
2. The daily revenue chart shows your busy days.
3. **By Payment Mode** splits sales into cash, UPI, card, split and credit — match it with your cash and bank.

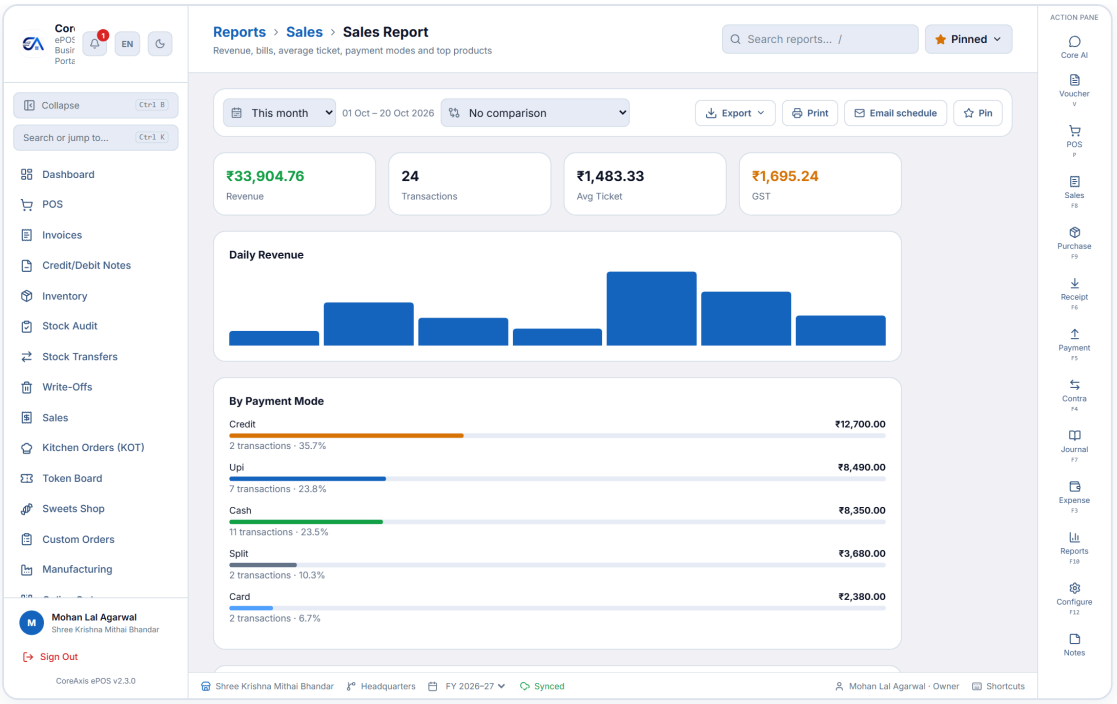


Figure — Sales Report — revenue, bills, average bill and payment modes

Stock Valuation

1. Shows opening stock, inward (purchases and production), outward (sales and usage) and closing stock for each item.
2. The closing value is at cost — this is the stock figure for your balance sheet.
3. Watch the low-stock count and reorder before the festival rush.

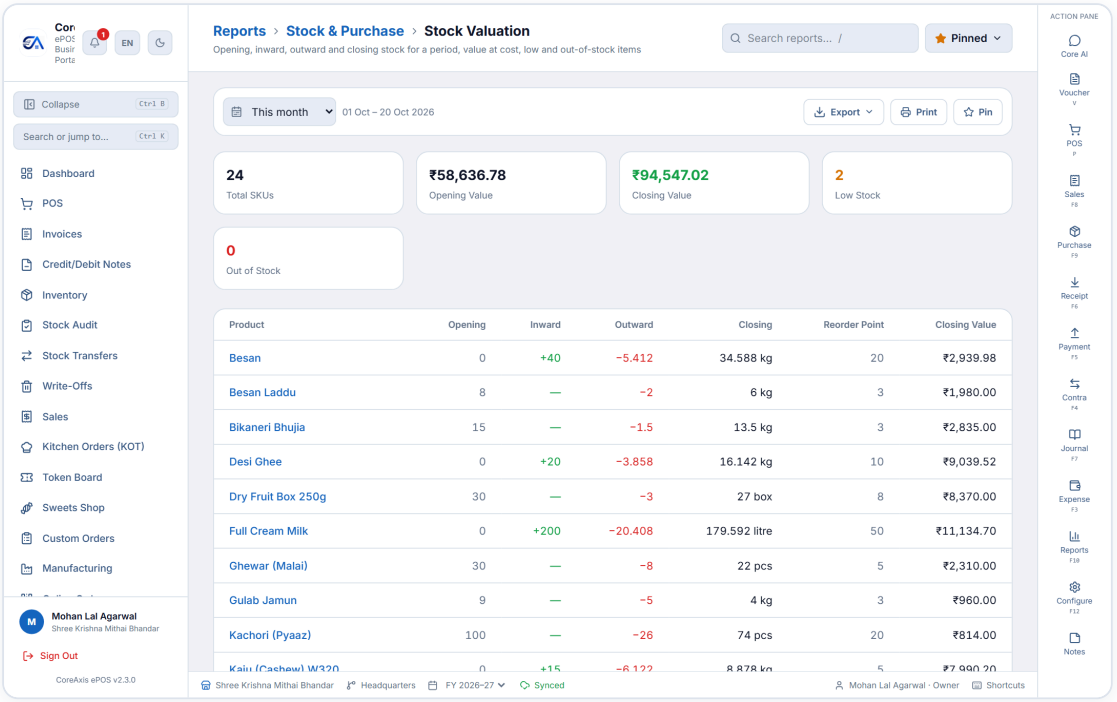


Figure — Stock Valuation — opening, inward, outward and closing stock with value

Profit & Loss

1. Sales revenue minus the cost of goods sold gives **gross profit**.

2. Gross profit minus operating expenses (gas, wages, electricity, damage) gives **net profit**.

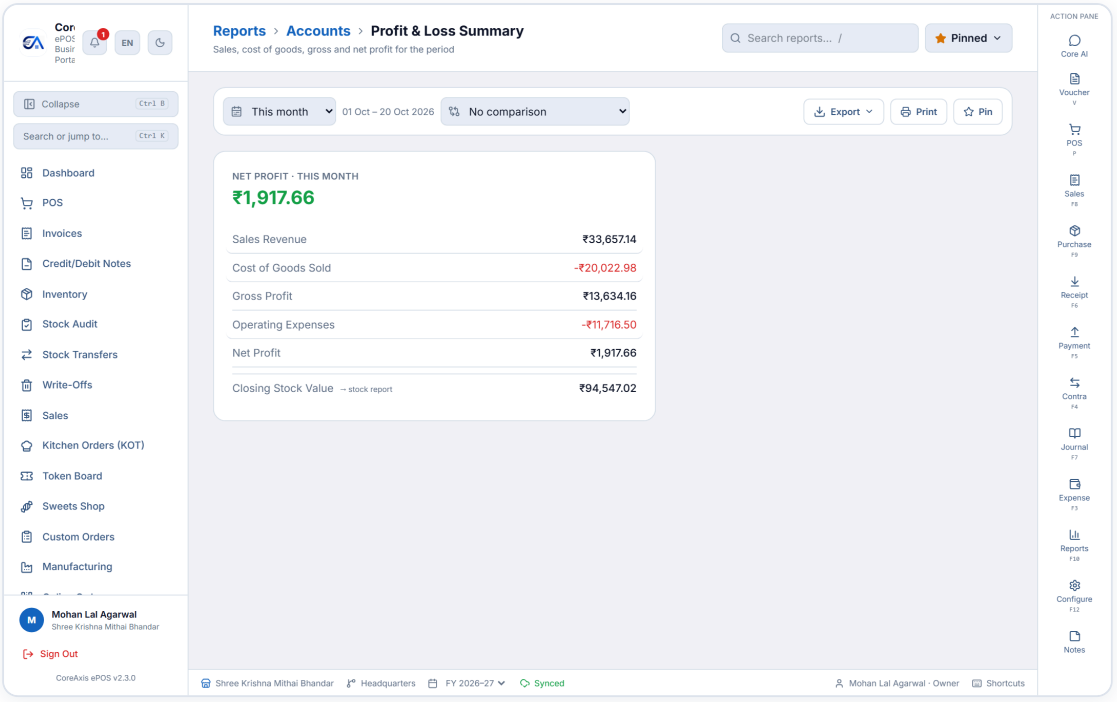


Figure — Profit & Loss — sales, cost of goods sold, gross profit, expenses and net profit

GST returns

1. Go to **Finance → GST**.
2. The dashboard shows output tax, input tax credit available, net tax payable and the filing calendar with due dates.
3. Click **Prepare GSTR-1** for outward supplies (B2B and B2C) and the HSN summary.
4. Click **Prepare GSTR-3B** for the monthly summary return.
5. Export the JSON / Excel and upload it to the GST portal, or send it to your accountant.

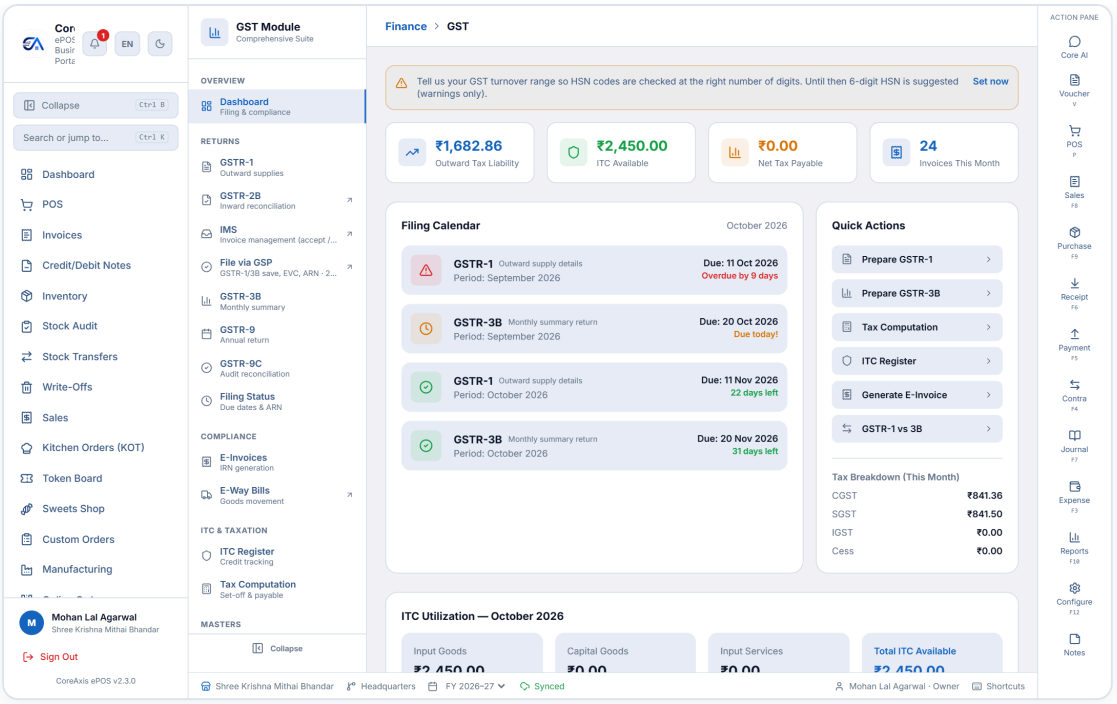


Figure — GST — tax liability, ITC available and the filing calendar for GSTR-1 and GSTR-3B

CHAPTER 16

16 CoreAxis on Your Phone

The same account works on your phone — check sales, stock and orders when you are away from the shop.

1. Install the CoreAxis app from the download page on **coreaxis.cloud**, or open **coreaxis.cloud/app/login** in the phone browser.
2. Sign in with the same email and password.
3. Tap the menu icon (☰) to reach any module. Billing keeps working offline and syncs when the internet is back.

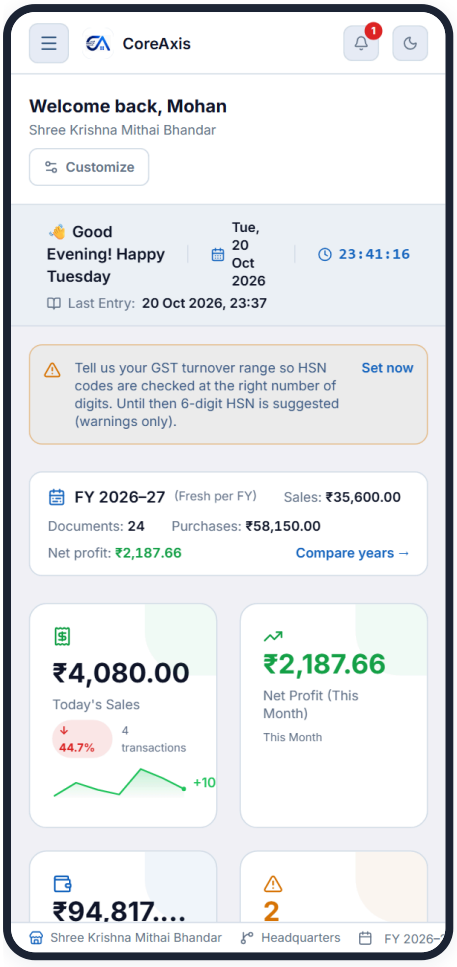


Figure — Dashboard

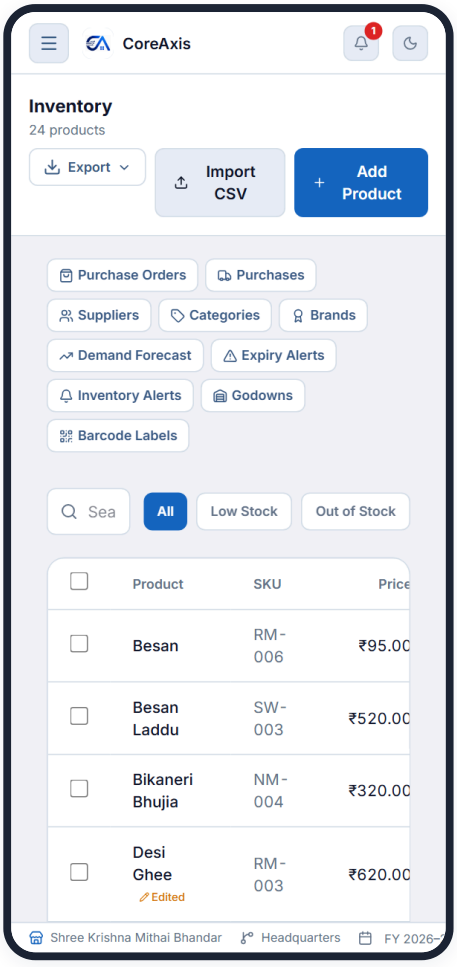


Figure — Stock / Inventory

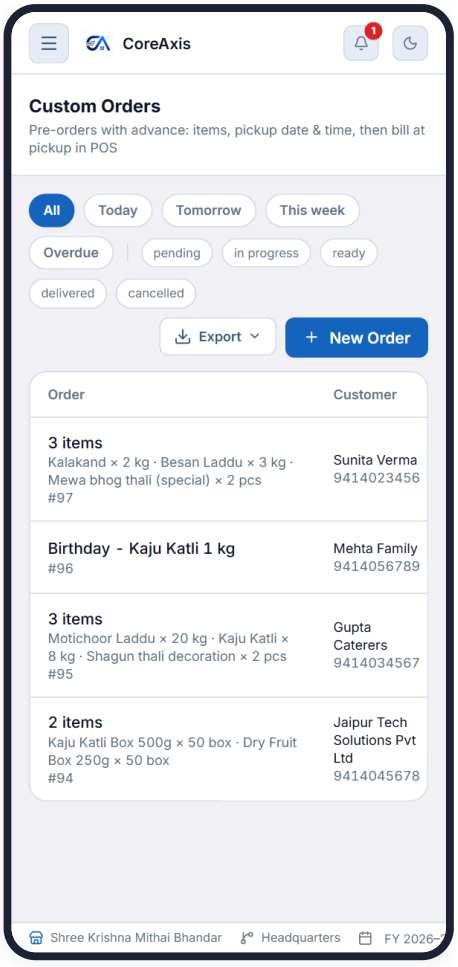


Figure — Custom Orders

CHAPTER 17

17 Troubleshooting and FAQ

Quick answers to the questions sweets-shop owners ask most.

Problem	What to do
An item does not appear at the POS	Check that its category is under “Product”, not “Raw Material”, and that it has stock (or allow negative stock in Settings → Inventory).
“Not enough raw material” when logging a batch	Record the purchase of the missing raw material first, or correct its stock in Inventory.
A return is blocked for a sweet	The item is marked “No return once weighed/packed”. Only sealed packs can be returned, with the “unopened” tick.
“Insufficient balance in Cash” on an expense	The cash ledger cannot go below zero. Record the day’s cash sales or a contra entry, or pay from the bank.
The festival price is not applied	Check the Seasonal Rate dates and that a price is set for that item.
The POS shows “Register Closed”	Shift management is on. Click Open Register and enter the opening cash.
Wrong GST on a bill	Correct the product’s GST rate and HSN, then cancel and re-issue the bill if it was already given.
The internet is down	Keep billing — sales are saved on the device and sync automatically when the connection returns.

QUICK REFERENCE

Daily Checklist

Print this page and keep it at the counter.

Morning

1. Open the register with the opening cash
2. Log today’s fresh batches with sell-by dates
3. Check today’s and tomorrow’s custom orders and pickups

During the day

1. Bill at the POS — weight and piece items
2. Book new orders with an advance
3. Record expenses and supplier payments

Evening

1. Record spoiled stock in the Damage Log
2. Count the cash and close the register
3. Review the Dashboard and Cash Book

Every month

1. Run the Sales, Stock and Profit & Loss reports
2. Send GSTR-1 and GSTR-3B to your accountant
3. Follow up credit customers and pay suppliers

WE ARE HERE TO HELP

Support and Contact

Questions about plans, a demo, or help with your account — reach us any way that suits you.

CoreAxis ePOS

GST-ready billing, offline-first POS and complete business management

WEBSITE
coreaxis.cloud

SIGN IN
coreaxis.cloud/app/login

CALL / WHATSAPP
+91 91131 07586

EMAIL
info@coreaxis.cloud

HELP CENTRE
coreaxis.cloud/help

SUPPORT HOURS
Mon – Sat, 9:00 AM – 5:00 PM IST

FREE TRIAL
coreaxis.cloud/app/register

OFFICE
Samastipur, Bihar, India

All screenshots were taken from the CoreAxis ePOS web application using a test business, “Shree Krishna Mithai Bhandar”, created for this guide. Names, phone numbers and GSTINs are examples only. Screens may look slightly different depending on your version and settings. GST rates and HSN codes are examples — confirm them with your tax adviser.