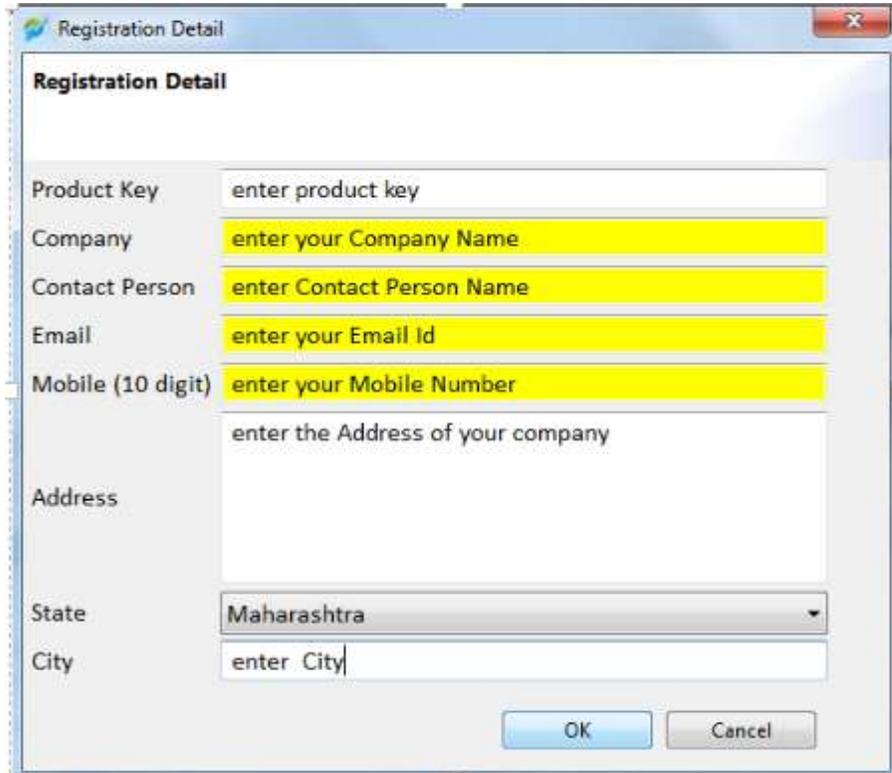


How can I activate license in ZippyFin?

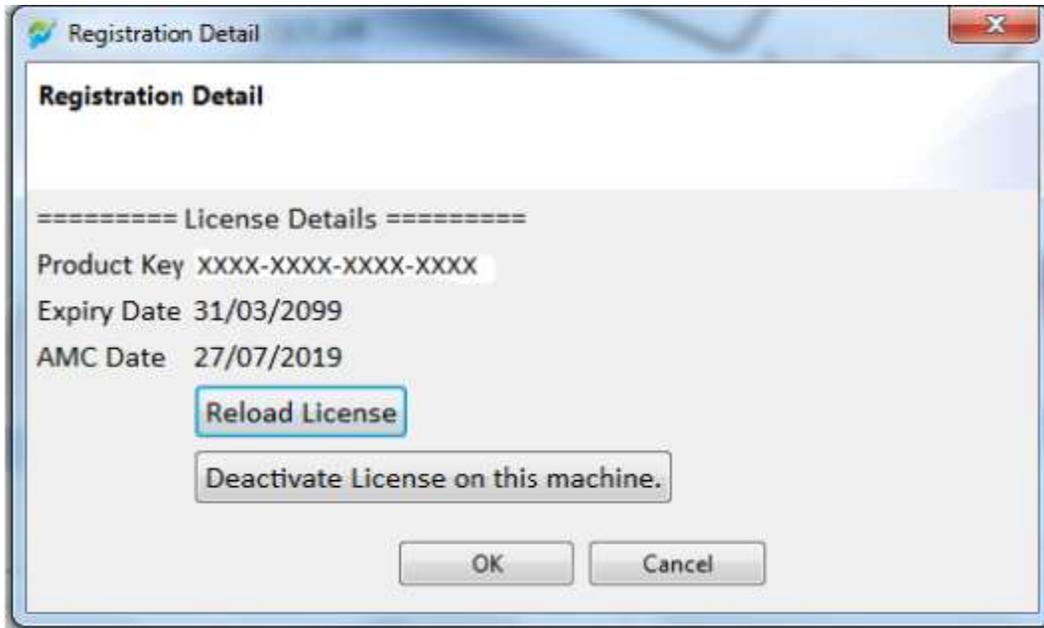
Check your email and then copy the product key sent by Zippy Fin's email address(support@zippyfin.io) eg. XXXX-XXXX-XXXX-XXXX.

Open the ZippyFin **Software** go to **Help > Product Registration** paste the product key and fill the remaining details of your business.



Press '**OK**'.

Again, go to **Help > Product Registration**, if the license registration is successful then you will get the window like this



If you didn't get the window as above or Product key box is empty after the license registration, then kindly contact to help desk.

02248025701 or you can send email on support@zippyfin.io

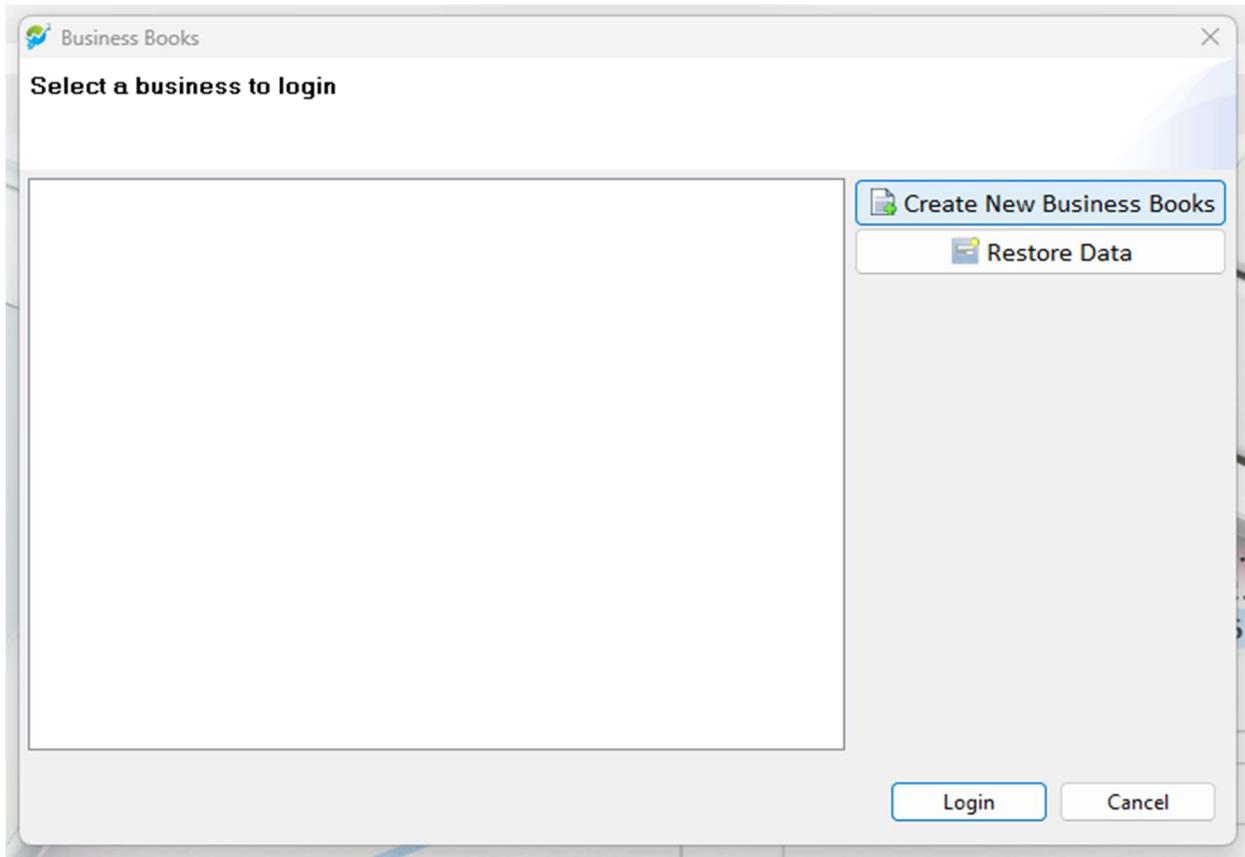
How to create new company/ business books?

To start using ZippyFin software for your business, you need to create a business book to record all your business transactions.

Launch ZippyFin Software.

You will see the following window.

Click on **Create New Business Books**



Enter all your business details and click on **Next** button

New Business Books

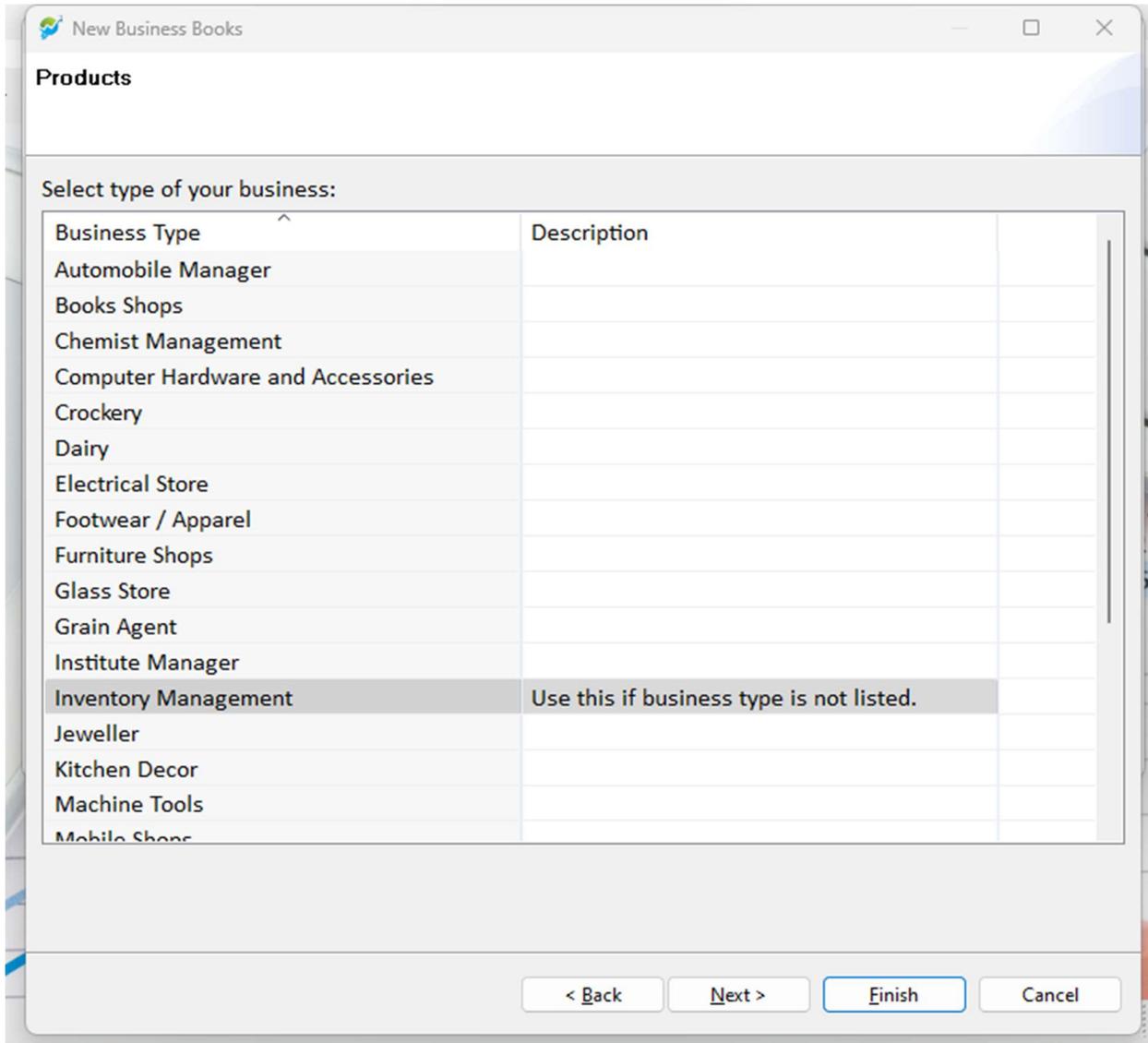
Business Books Details

Enter the details of business.

Business Name	<input type="text"/>		
Print Name	<input type="text"/>		
Books From	<input type="text" value="01-04-2023"/>		
Country	<input type="text" value="INDIA"/>		
State	<input type="text"/>		
Contact Person	<input type="text"/>		
Address 1	<input type="text"/>		
Address 2	<input type="text"/>		
City	<input type="text"/>		
Pin Code	<input type="text"/>	Phone	<input type="text"/>
Mobile	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>	Weblink	<input type="text"/>
GSTIN	<input type="text"/>	GST Type	<input type="text" value="Unregistered"/>
PAN	<input type="text"/>	License No.	<input type="text"/>
<input type="checkbox"/> License Expiry Date	<input type="text" value="26-10-2023"/>	Time Zone	<input type="text" value="Asia/Calcutta"/>

< Back Next > Finish Cancel

After clicking on **Next** button, you will see the following window. Select your business type. If your business type is not listed or you are not sure which business type to select, select Inventory Management which is selected by default.



Click on **Finish** button.

Once a business book is created your Business books Id, Username & Password will be displayed on your screen.

Please note the login credentials for future login.

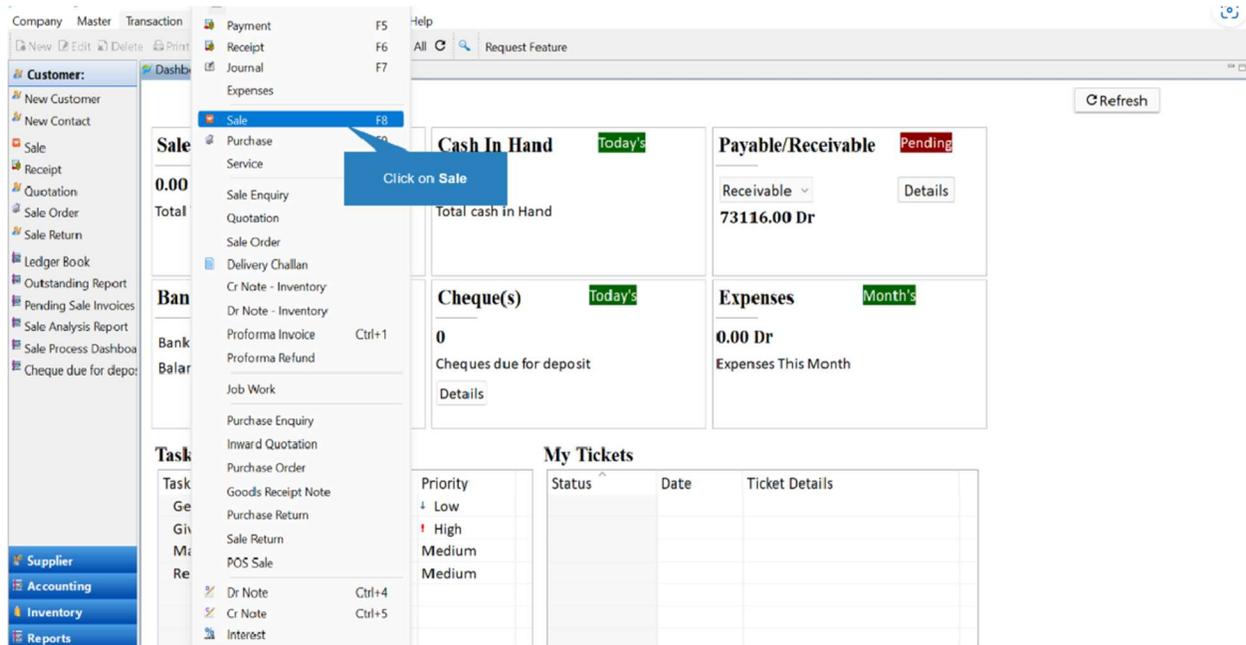
How to Deduct Taxes During Transactions?

There may be instances where the user wants to deduct taxes during transactions. For example, for a commodity sold in MRP, the GST is already included in the MRP, in this case the user will not require addition of a separate GST% to the final bill amount. The user in ZippyFin can perform tax inclusive transaction or a transaction where the amount should be displayed excluding taxes.

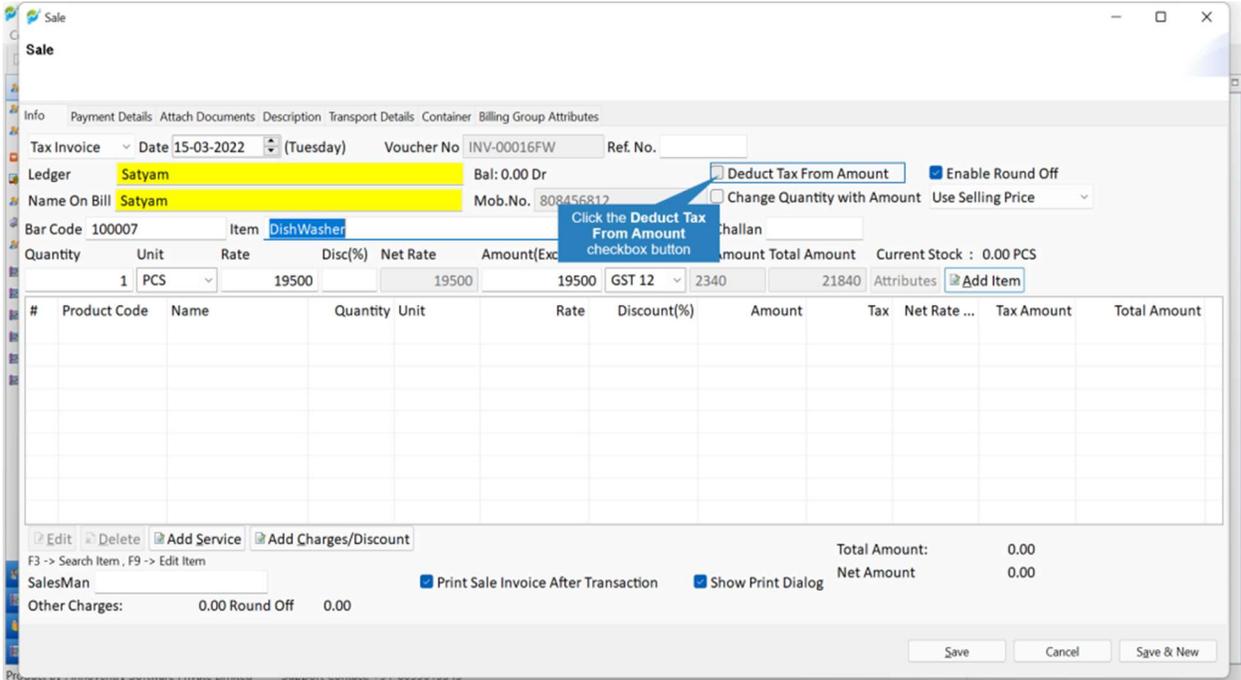
For instance, if in any sale transaction the billing amount is ₹1000, with GST 12% then total bill amount will be ₹1120. However, due to the commodity being sold at MRP or a price including tax already or any other reason, billing can be done as required. In case the user does not want an addition GST to be applied then they can use this feature of the software. In the example given, the total bill amount will be displayed as ₹1000 if “Deduct tax from Amount” option is used.

>>To enable Tax Deduction in Sales, follow the below steps:

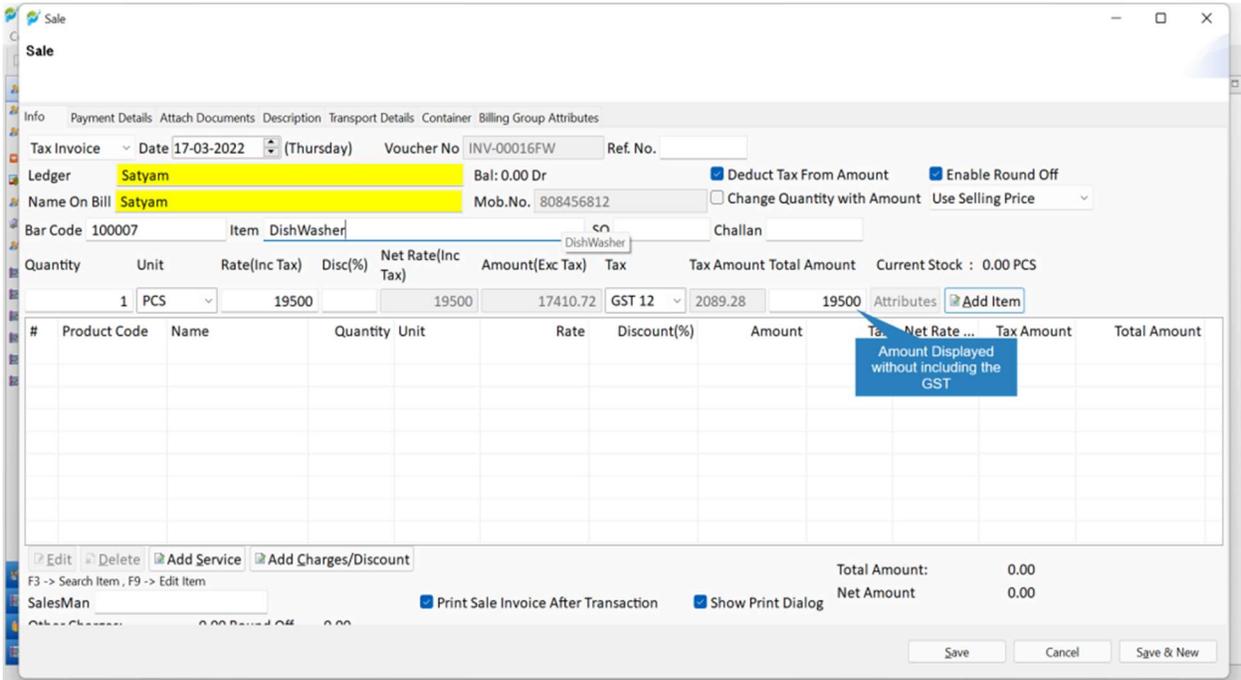
Step 1: Go to Transaction > Sale.



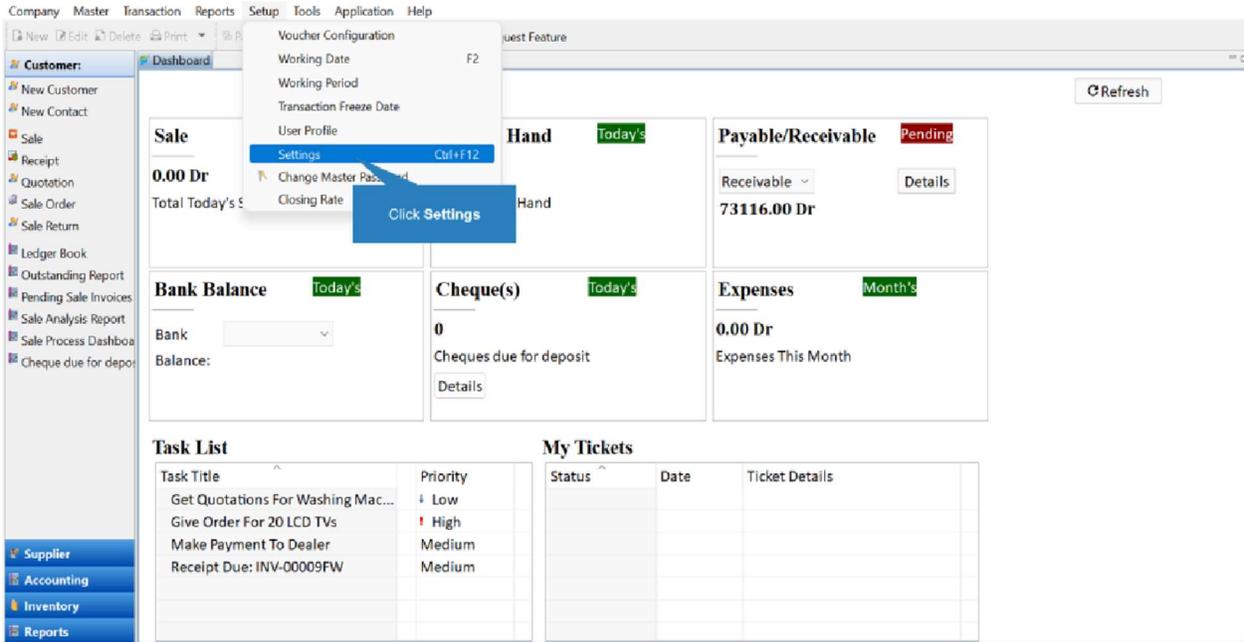
Step 2: In the sale frame you can tick checkbox of ‘Deduct tax from amount.’



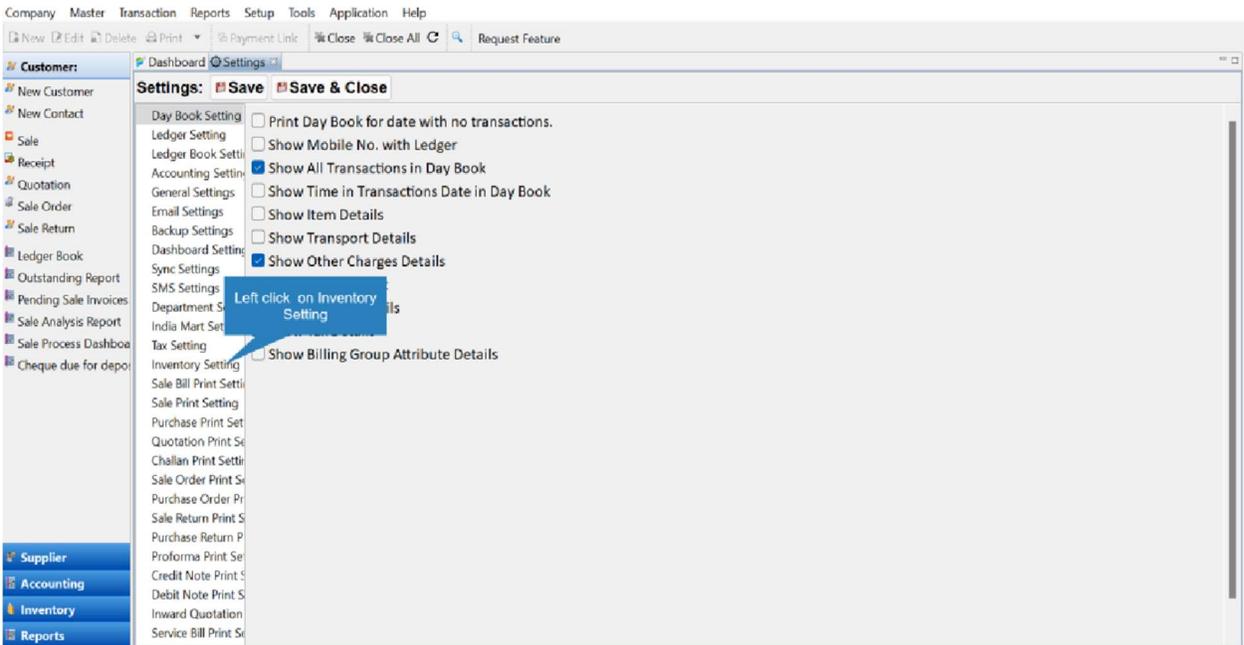
Snap 1: Amount displayed Including the Tax



>>If you want to Use Deduct Tax from Amount in all transaction then you need to enable settings for Deduct Tax from Amount. #



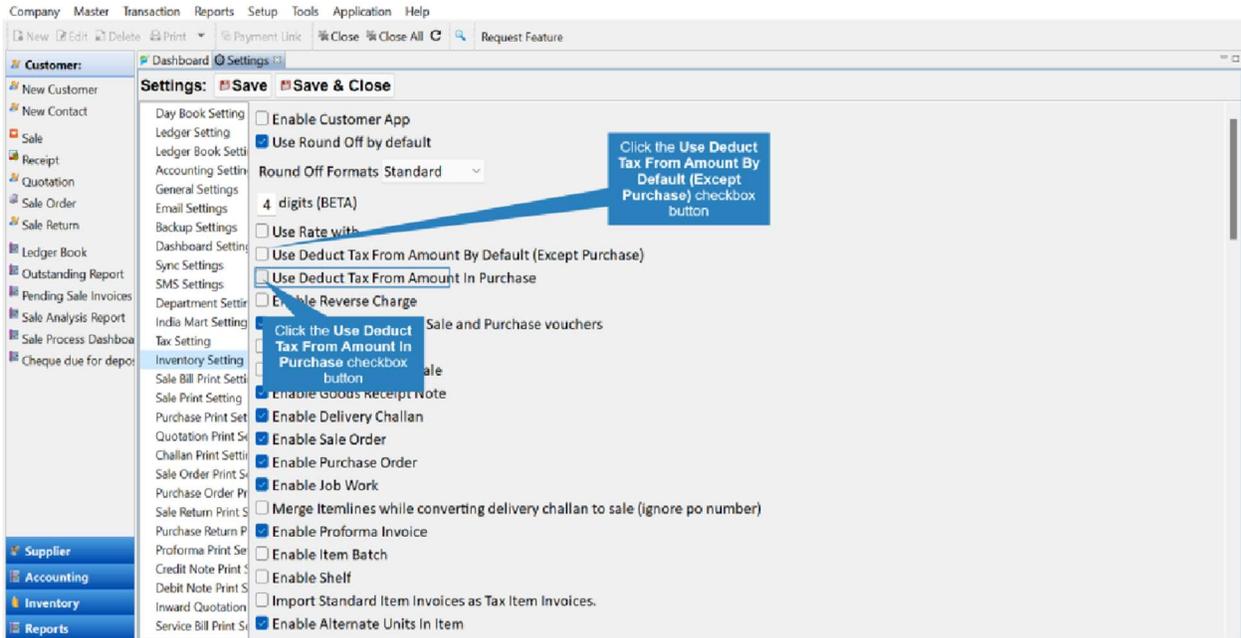
Step 2: Select Inventory Setting from the list of settings.



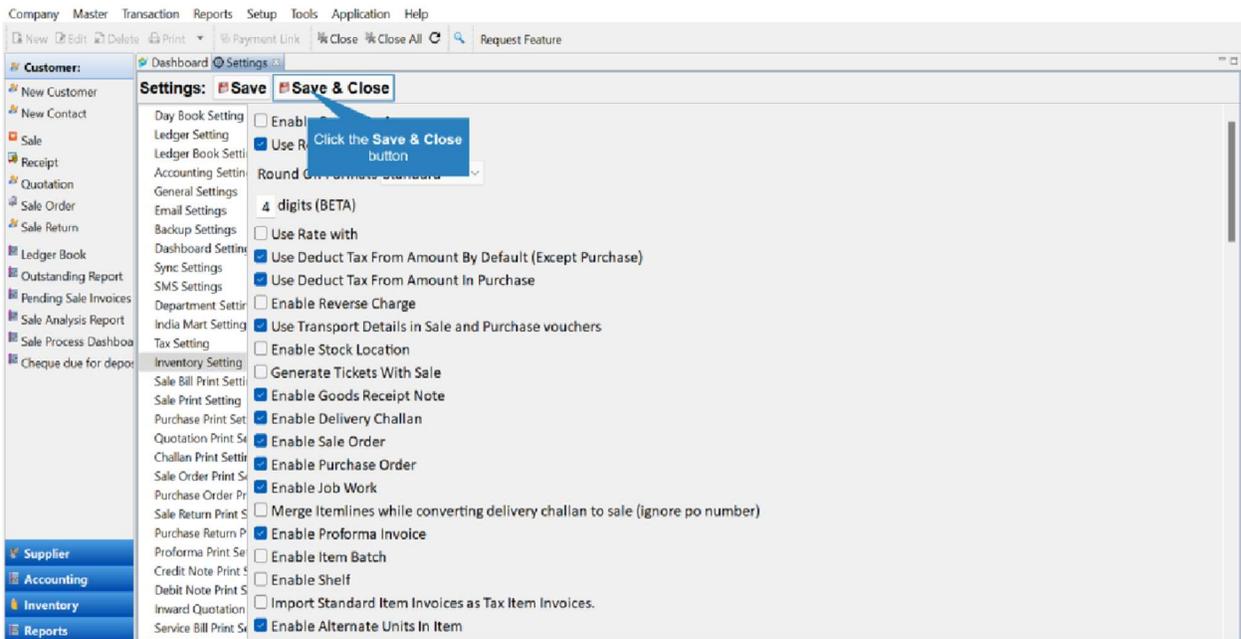
Step 3: Here the user gets two options relating to tax deduction by default.

Option 1: Check the **‘Deduct Tax From Amount By Default (except purchase)’** checkbox in case the user wants to make the tax deduction default in all transactions except purchase.

Option 2: Check the **‘Deduct Tax From Amount By Default in Purchase’** checkbox in case the user wants to make the tax deduction default in purchase transactions only.

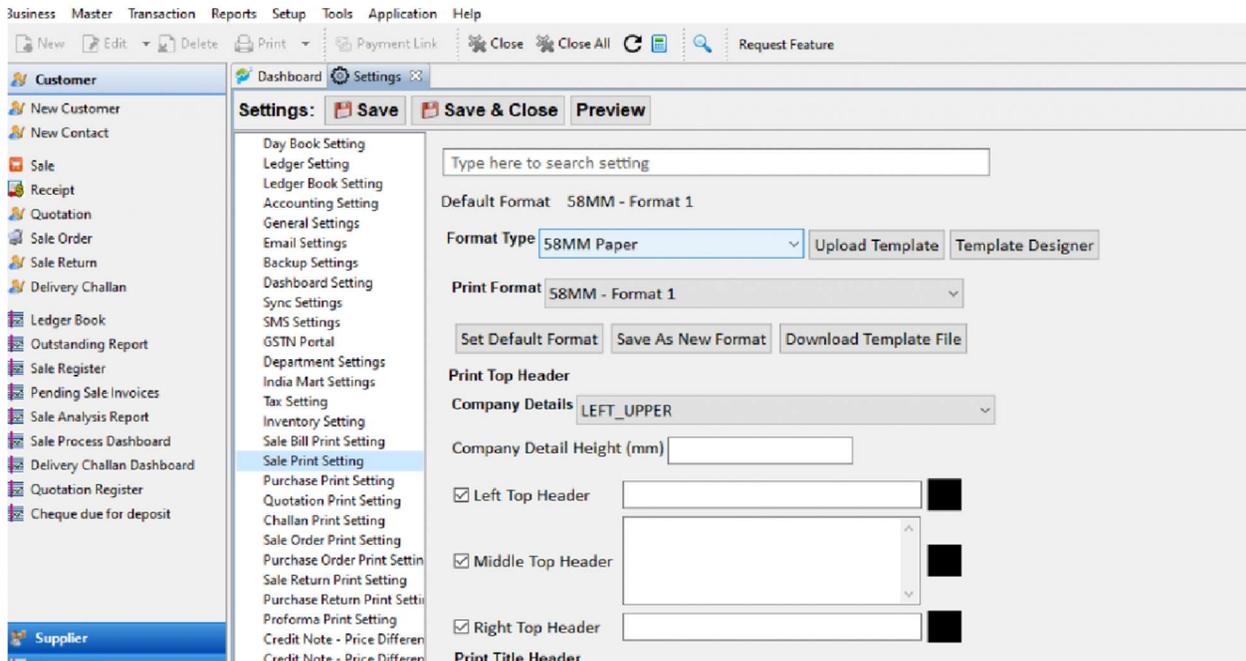
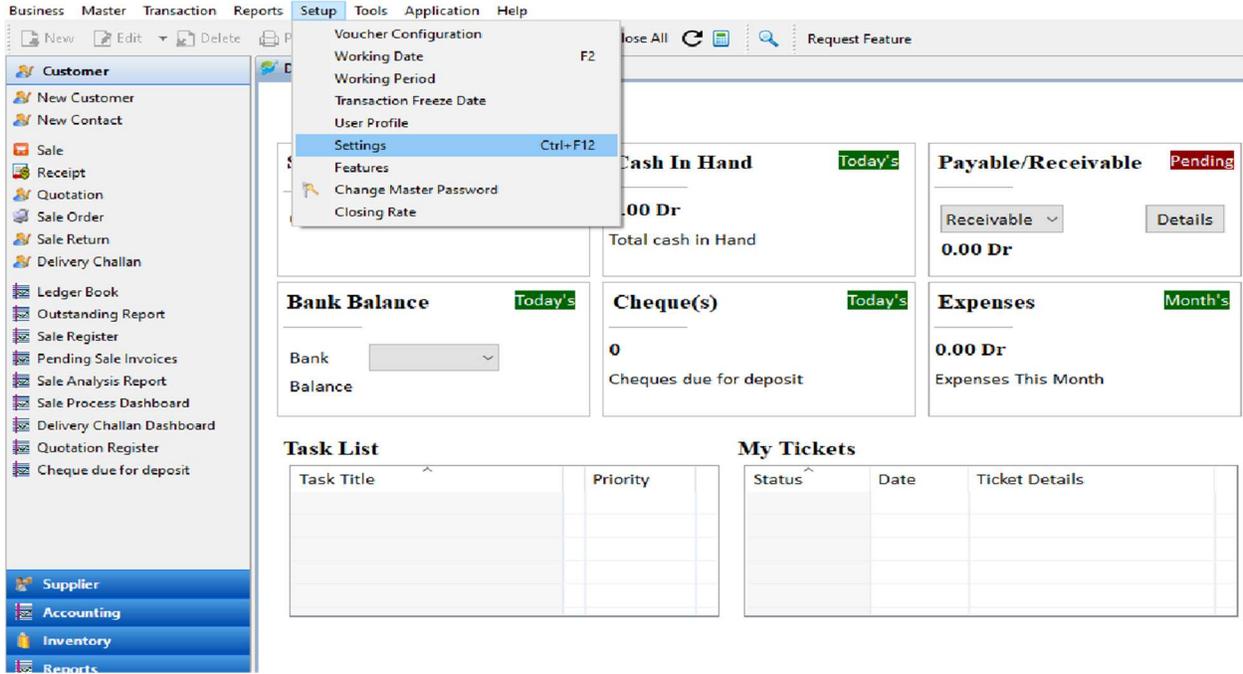


Step 4: Click on the “SAVE & CLOSE” button to save the changes and close the settings.

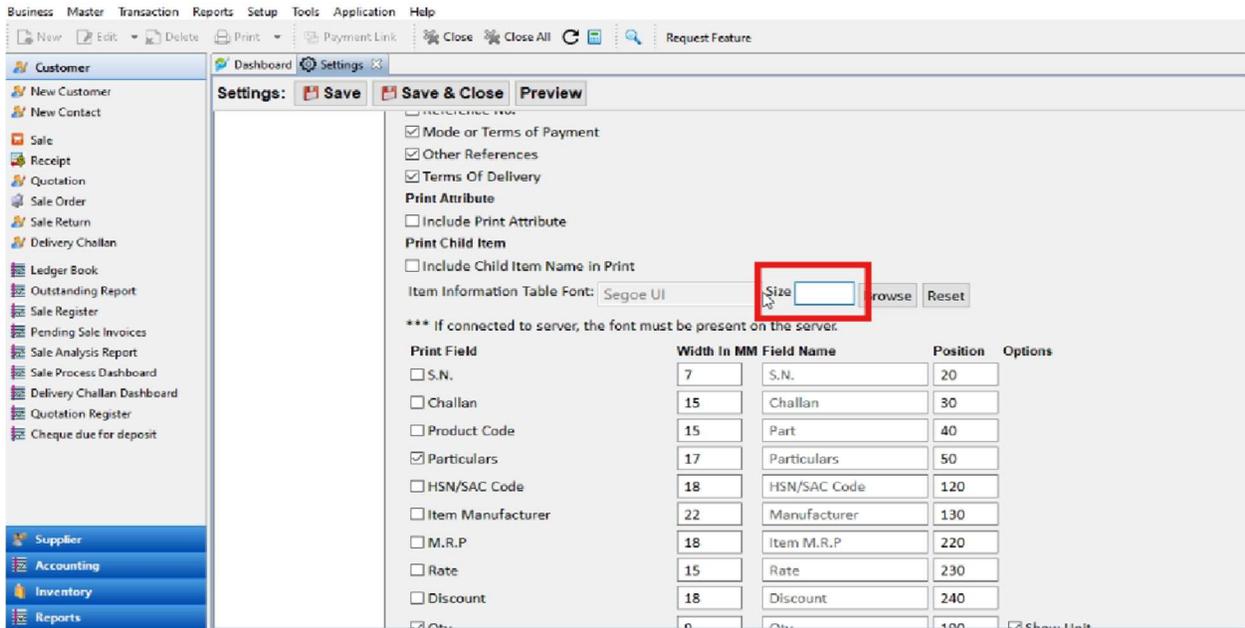


How to increase the font size for entire columns in Invoice?

“Launch the software, then navigate to **Setup > Settings > SALE Print Settings.**”



“In **SALE Print Settings**, scroll down and click on **Item Information Table Font**.”



Click on **Browse** to change the font size.

es

ery

tribute

em Name in Print

Table Font: Size

to server, the font must be present on the server.

	Width In MM	Field Name	Position	Options
	<input type="text" value="7"/>	<input type="text" value="S.N."/>	<input type="text" value="20"/>	
	<input type="text" value="15"/>	<input type="text" value="Challan"/>	<input type="text" value="30"/>	
	<input type="text" value="15"/>	<input type="text" value="Part"/>	<input type="text" value="40"/>	
	<input type="text" value="17"/>	<input type="text" value="Particulars"/>	<input type="text" value="50"/>	
	<input type="text" value="18"/>	<input type="text" value="HSN/SAC Code"/>	<input type="text" value="120"/>	
	<input type="text" value="22"/>	<input type="text" value="Manufacturer"/>	<input type="text" value="130"/>	
	<input type="text" value="18"/>	<input type="text" value="Item M.R.P"/>	<input type="text" value="220"/>	
	<input type="text" value="15"/>	<input type="text" value="Rate"/>	<input type="text" value="230"/>	
	<input type="text" value="18"/>	<input type="text" value="Discount"/>	<input type="text" value="240"/>	

“You can increase the font size by clicking on the Size option.”

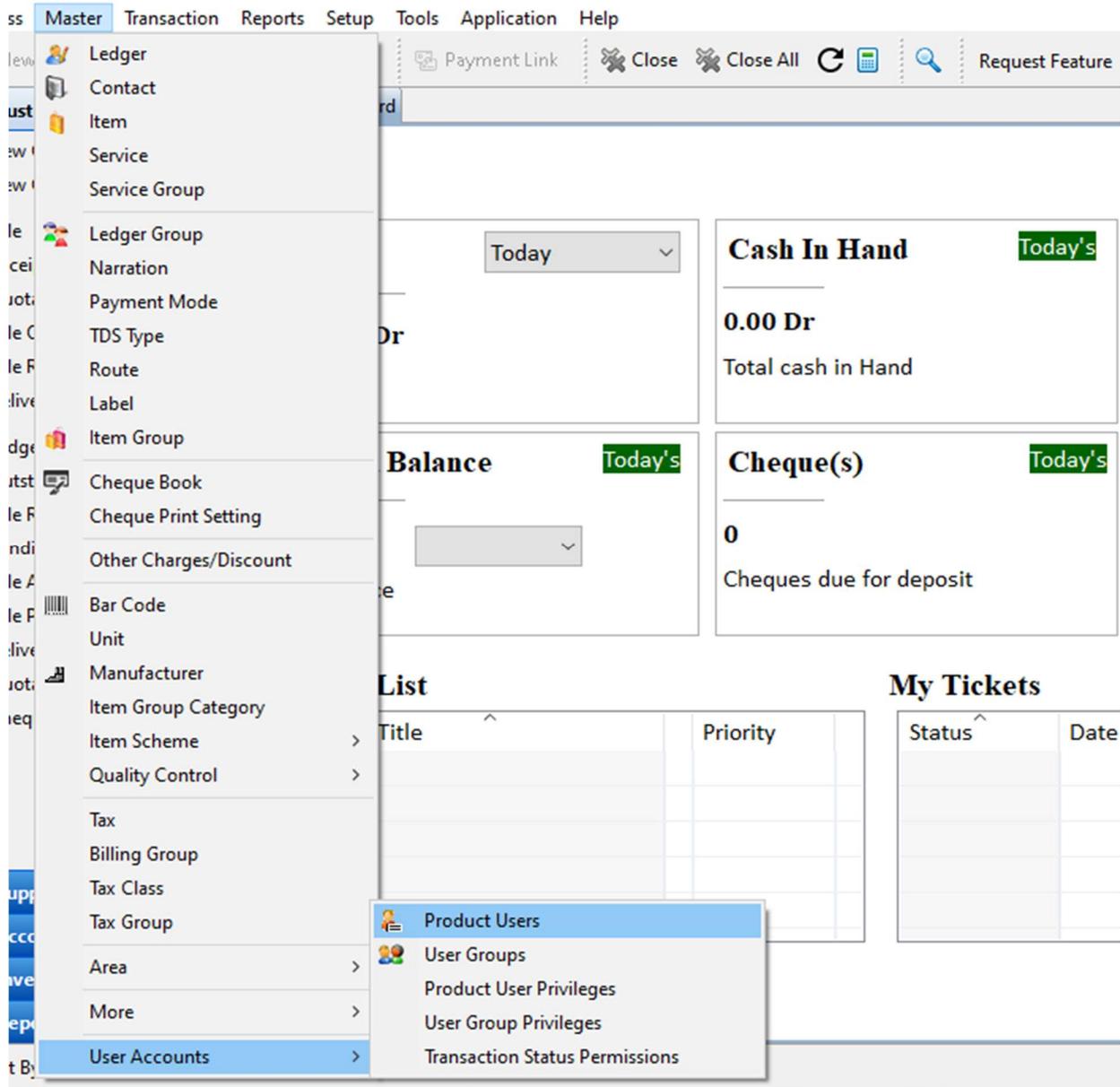
Width In MM	Field Name	Position
7	S.N.	20
15	Challan	30
15	Part	40
17	Particulars	50
18	HSN/SAC Code	120
22	Manufacturer	130
18	Item M.R.P	220

“Click on **OK**, then check the changes by clicking on **Preview**.”

S.N.	Particulars	HSN/SAC	Qty	Rate	GST	Amount
1	Fill Cover		1 PCS	10.00	18%	11.80

How to create multiple users?

“Launch the Software, click on ‘**Master**’, select ‘**User Accounts**’, and then choose ‘**Product User**’



“Complete all the required fields and assign a password. “Then click On **Save**.”

User Information

Info Store Users

User Name

Contact

First Name

Middle Name

Last Name

Password

Confirm Password

User Group

Address 1

Address 2

Address 3

Phone

Fax

Mobile

Email

Enabled

? Save Cancel Save & New

User Information

Info | Store Users

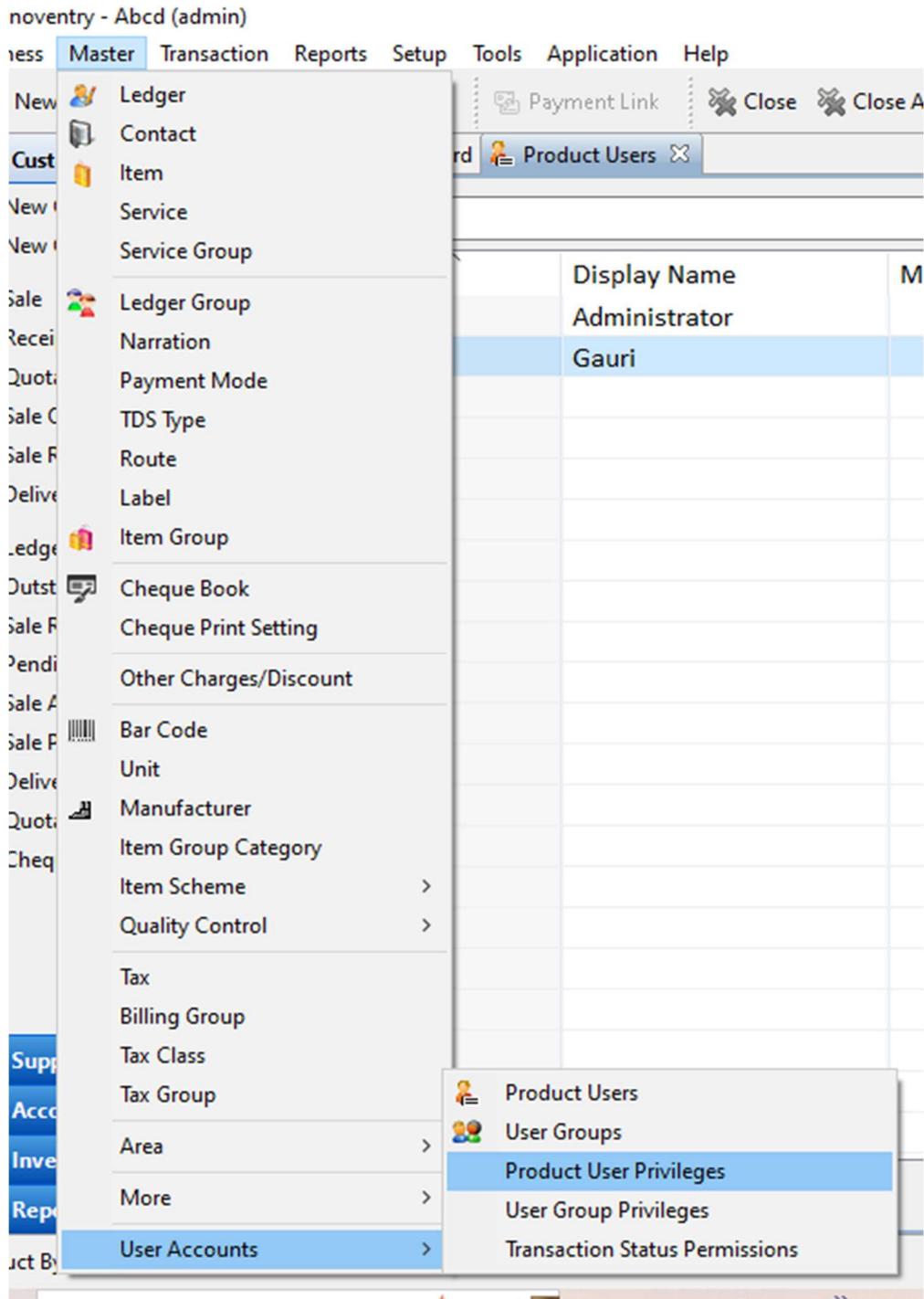
User Name	Ram user	Enabl true true
Contact		
First Name	Ram	
Middle Name	Kumar	
Last Name	Sharma	
Password	*****	
Confirm Password	*****	
User Group	Administrators 	
Address 1		
Address 2		
Address 3		
Phone		
Fax		
Mobile		
Email		

Enabled



“You can restrict access for your users by assigning specific rights.”

In **Master** Click on **Product User Privileges**



“Select the username and grant permission by clicking on the corresponding transaction.

Dashboard | Product Users | Product User Privileges

Product User: **Ram user** [Assign All] [Revoke All]

Filter:

Name	Open	Add	Edit	Delete
Address Type Operations		✓	✓	✓
Address Type View	✓			
Allow access to tickets from other users on tracker : Enquiry	✓			
Allow access to tickets from other users on tracker : Sale Lead	✓			
Allow access to tickets from other users on tracker : Service Call	✓			
API Balance	✓			
API Balance Report	✓			
API Consumption Detail	✓			
API Purchase Detail		✓	✗	✓
API Purchase Detail View	✓			
API Settings	✓			
API Type		✗	✓	✓
APIType View	✓			
Application Resource Operations		✓	✓	✓
Application User Operations		✓	✓	✓
Application User Privilege Operations		✓	✓	✓
Attribute Group Line Operations		✓	✓	✓
Attribute Group Operations		✓	✓	✓
Attribute Group View	✓			
Attribute Line Operations		✓	✓	✓

How to add item with batch?

“Go to the **Master** Menu, click on **Item** , and select **New** ‘to create a new item. After creating the item, please check the box for **Use Batch No** ‘.

Item

Create new Item

Info Feature Child Items Image BarCode Stock Details Description Alternate Unit

Name **Dolo 650**

Print Name

Product Code HSN Code F3 -> Search

Unit **TABLETS**

Item Group **ANTIBIOTIC** Manufacturer

M.R.P. Tax Class **GST12**

Purchase Price % Landing Price %

Sale Rate is Based on M.R.P. Purchase Price

Selling Price % 10 Whole Sale Price % Amount

Retailer Price % Amount Rate Code

Minimum Stock Maximum Stock

Opening Rate Sale Account **Sale Account**

Sale Rtn A/c **Sale Account** Purchase Account **Purchase Account**

Purchase Rtn A/c **Purchase Account**

Drug Composition

Stock Attribute Group Item Attribute Group

Service Use Batch No. Maintain Stock

Save Cancel Save & New

“Select **Transaction**, then click on **Purchase** to create a purchase. Select an item, click on **Batch**, and select **New Item Batch**. You can then create a new batch for the item.”



3. Inside the ZippyFin installation directory, find and open the data folder.
4. Locate the subfolder for the company you want to share.
5. Right-click on the company's folder and select Send to > Compressed (zipped) folder. A zip file will be created in the same directory.
6. Email the zip folder to us on **support@zippyfin.io**