BILLIQO POS

Getting Started Guide

Brand settings · Making a GST invoice · Importing your inventory from Excel

For shop owners and staff using Billiqo POS on Windows.

Billiqo POS version 1.3.0 · November 2026

Help: support@billiqo.in · https://billiqo.in

What you need

A Windows 10 or 11 PC with Billiqo POS installed (download from **billiqo.in**).

Your shop details: name, address, phone, GSTIN, bank account and UPI ID.

Your product list in Excel. Billiqo gives you a ready template: **Inventory & Barcode › More › Excel template**.

Optional: a barcode scanner and a receipt printer.

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1. First sign-in

When Billiqo POS is opened for the first time, the login screen shows the starting account.

1. Open **Billiqo POS** from the desktop or the Start menu.
2. Sign in with username **admin** and password **admin123** (shown in the blue “First time here?” box).
3. Billiqo asks you to choose **your own password** straight away. Pick one you will remember; the default password stops working.
4. Choose **Start 15-day free trial**, or **I have an activation code** if you have bought a plan.

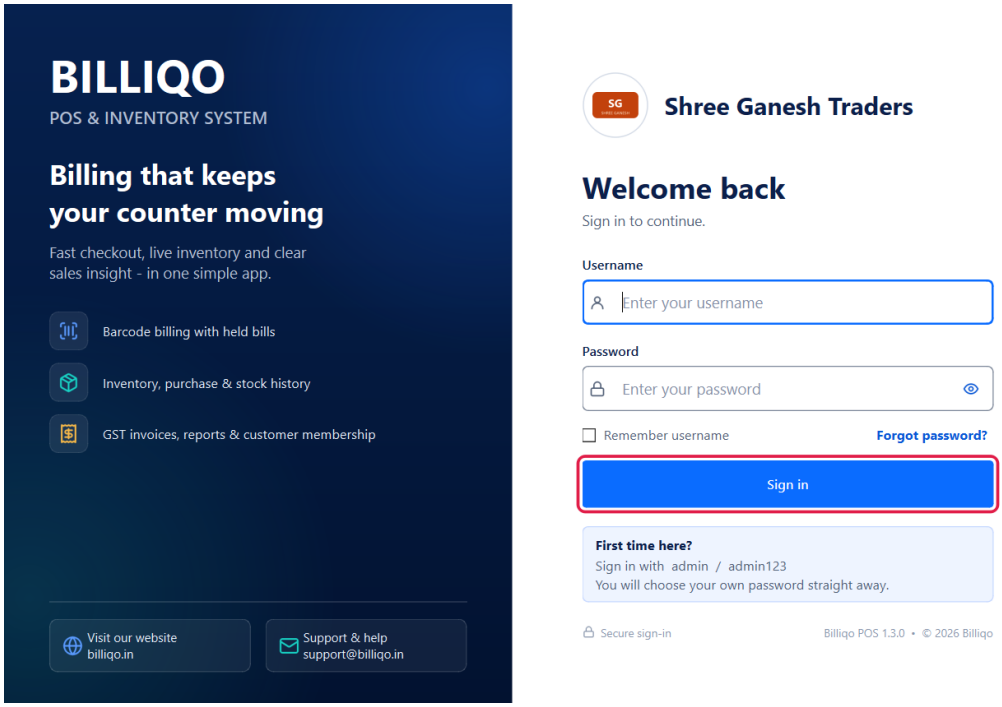


Figure 1 – The login screen on a new installation

Staff accounts

Give every cashier their own login: **Administration › User Management**. A second starting account, **cashier / cashier123**, also has to choose a new password the first time it is used.

2. Brand settings: your shop on every bill

Everything printed on invoices and receipts comes from **Administration › Settings**. The settings are grouped in categories in the list on the left (Store Profile, GST & Tax, Invoices & Receipts …). **Find a setting** (top right) jumps to any setting by name. You can move between categories freely; when you are done, press **Save Settings** once (bottom right) to save every category together.

2.1 Store Profile: name, address and contact

1. In the left menu open **Administration › Settings**. **Store Profile** opens first.
2. Fill in **Store Name**, **Business Address**, **City**, **PIN**, **Business Phone** and **Business Email**. These appear at the top of every invoice and receipt.
3. Optional legal details further down: **PAN** (filled from your GSTIN), **CIN / LLPIN** (companies and LLPs must print it) and **Udyam** number. They print in the invoice header.
4. Press **Save Settings**.

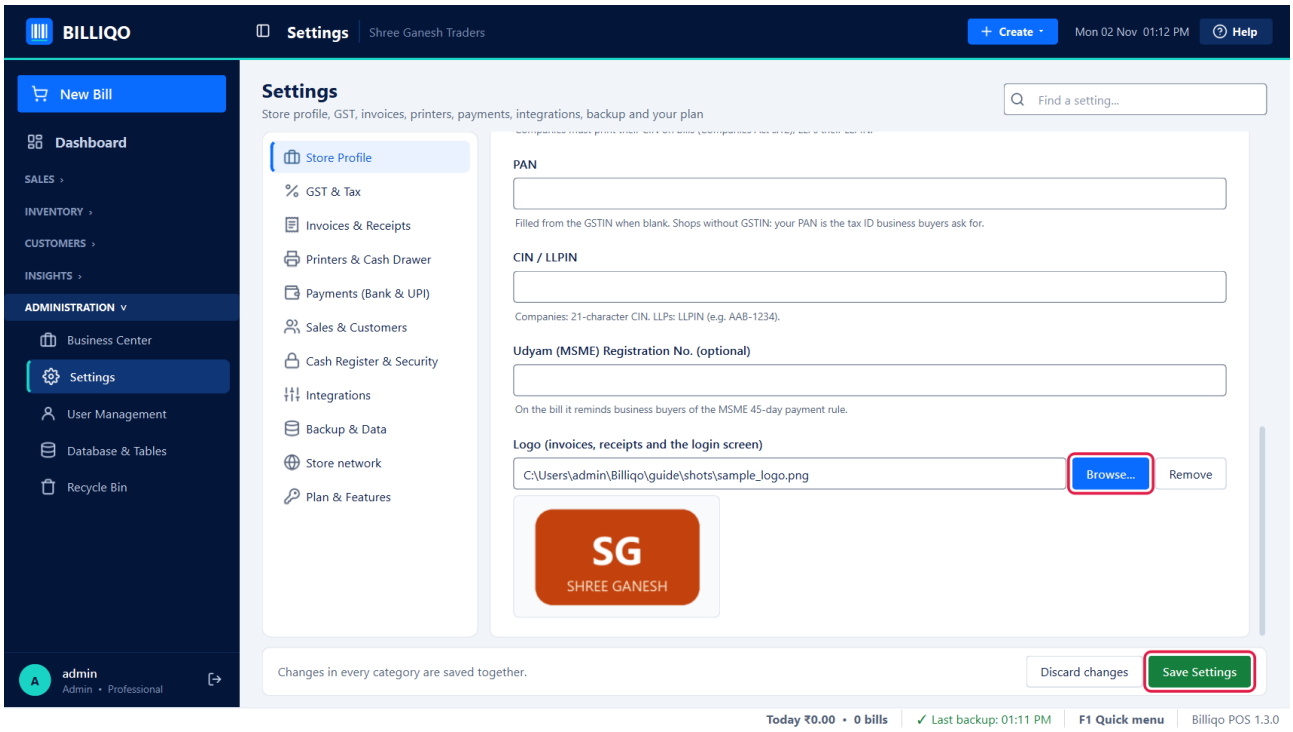


Figure 2 – Settings › Store Profile, with the logo

2.2 Logo

1. Still in **Store Profile**, find **Logo (invoices, receipts and the login screen)** below the email.
2. Click **Browse…** and choose your logo picture (PNG or JPG). A preview appears below.
3. Press **Save Settings**. The logo now prints on A4 invoices and shows in a round badge on the login screen.

Logo tips

Use a clear picture with a plain or transparent background (PNG works best). Billiqo trims plain borders around it automatically.

To remove the logo, click **Remove** and save.

2.3 GST & Tax

These settings decide how tax is calculated and what the invoice is called.

Setting	What to choose
GST Registration Type	**regular** = Tax Invoice with CGST/SGST/IGST. **composition** = Bill of Supply. **unregistered** = plain invoice.
Business GSTIN	Your 15-character GSTIN. Billiqo checks it and shows **Valid GSTIN** and your State.
Business State	Filled from the GSTIN. Same State as the customer = CGST + SGST; other State = IGST.
Turnover of the previous year	Up to ₹5 crore: 4-digit HSN on B2B invoices. Above ₹5 crore: 6-digit HSN.
GST Price Mode	**include** = the prices you enter already contain GST (usual for shops). **exclude** = GST is added on top.
GST rate for new products (%)	Filled in when you add a product, or import one with the GST left blank (0, 0.25, 3, 5, 18 or 40). It does **not** change existing products: each keeps its own rate.

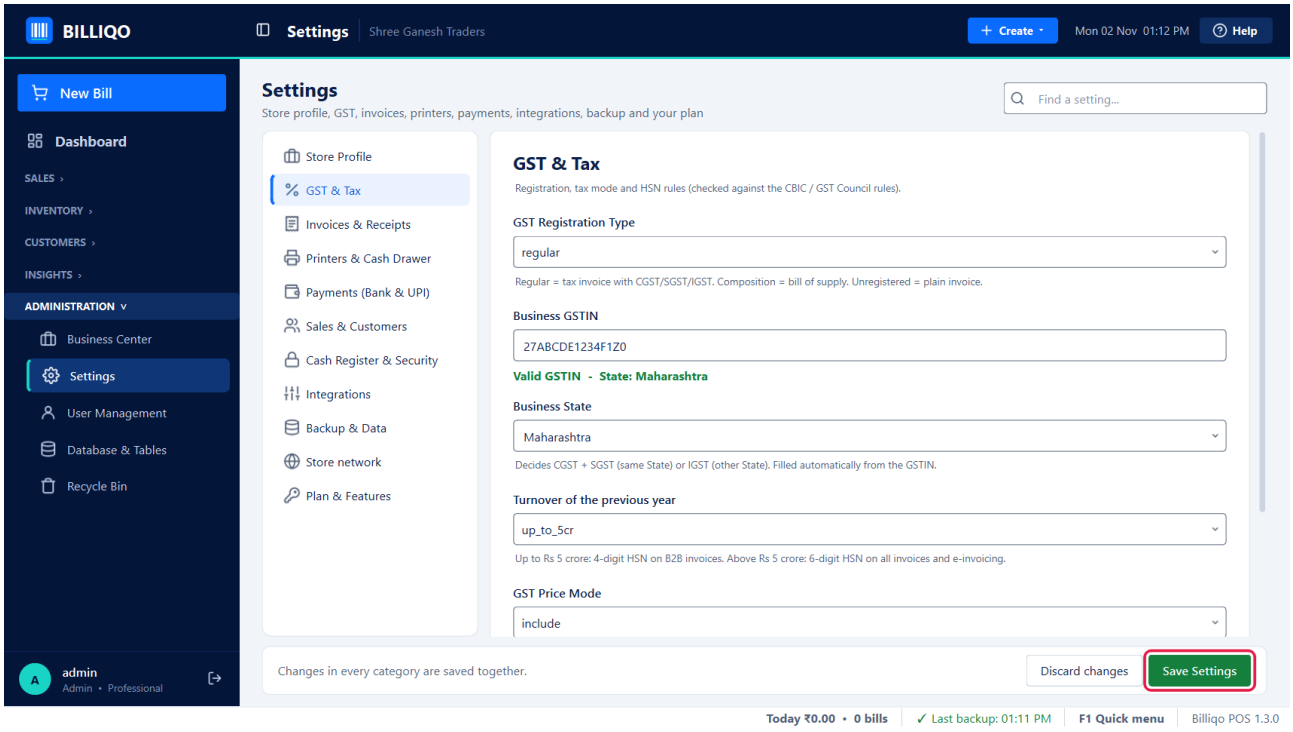


Figure 3 – Settings › GST & Tax

Billiqo follows the GST rules for you

Place of supply is the customer's State (or your State for walk-in customers); **Reverse Charge** is always **No** for a shop's sales; the **HSN** comes from each product.

A product with **0% GST** is billed with no GST – use it only for exempt or nil-rated goods (fresh milk, vegetables, printed books …). Clothing and footwear: **5%** up to ₹2,500 a piece, **18%** above.

When you change **Unregistered** to **Regular**, Billiqo lists every product still at 0% so you can give each its GST rate in one screen (**Set selected rows** sets many at once).

With turnover **above ₹5 crore**, every product needs a 6-digit HSN code.

2.4 Invoices & Receipts

Setting	Example
Invoice Copy Label	Original for Recipient
Due Days	0 (paid the same day)
Default Item Unit	Pcs.
Round bills to the nearest rupee	yes – a 'Round off' line is printed
Signature Label	For Shree Ganesh Traders
Signature image (A4 invoices)	Optional: a scan of your signature (PNG or JPG, up to 1 MB), printed above the signature line
Terms & Conditions	One per line, e.g. "Goods once sold can be exchanged within 7 days with the bill."
Receipt Footer	Thank you! Visit again.

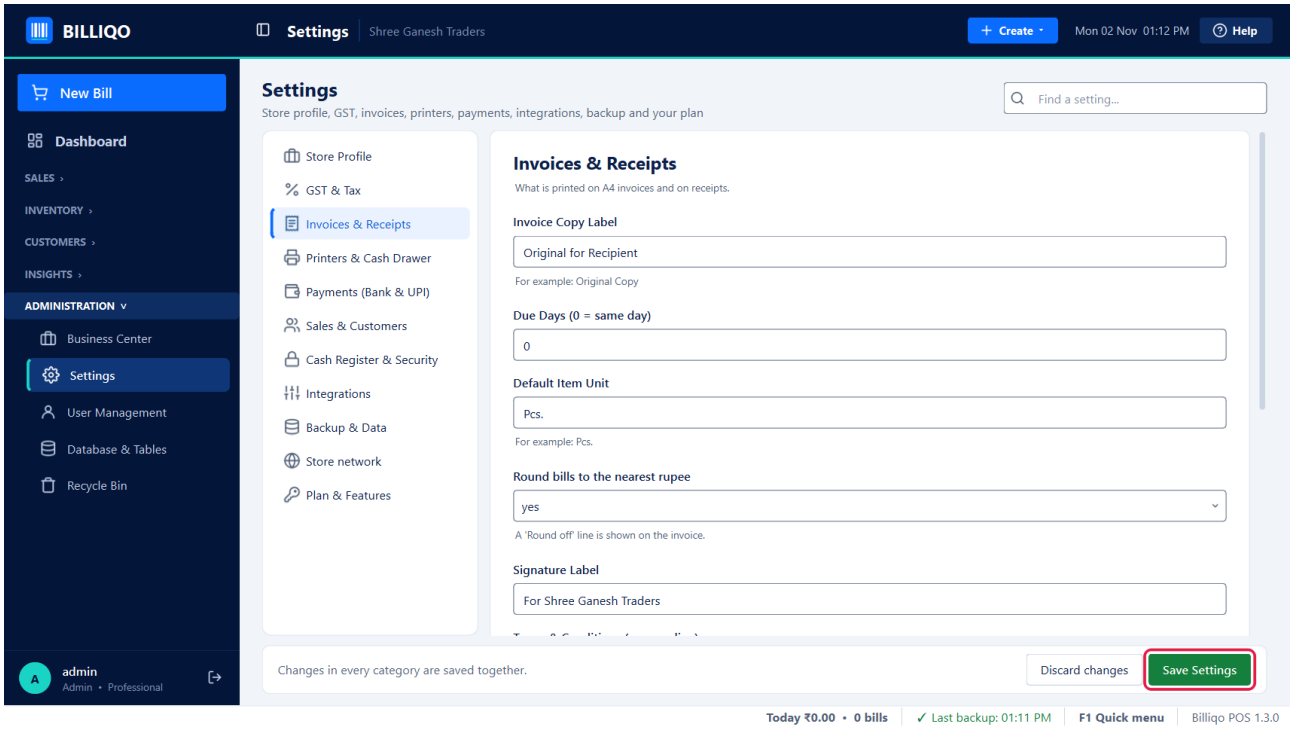


Figure 4 – Settings › Invoices & Receipts

Invoice numbers

Invoice numbers follow the financial year, for example **INV-26-27-0001** for 2026-27, and start again at 0001 each April, as GST allows.

2.5 Payments (Bank & UPI)

Your bank details are printed on the A4 invoice. When you enter a **UPI ID**, every invoice also gets a **Scan to pay** QR code with the bill amount. More than one bank account? Add them under **Other bank accounts**; when you make an A4 invoice, Billiqo asks which account to print.

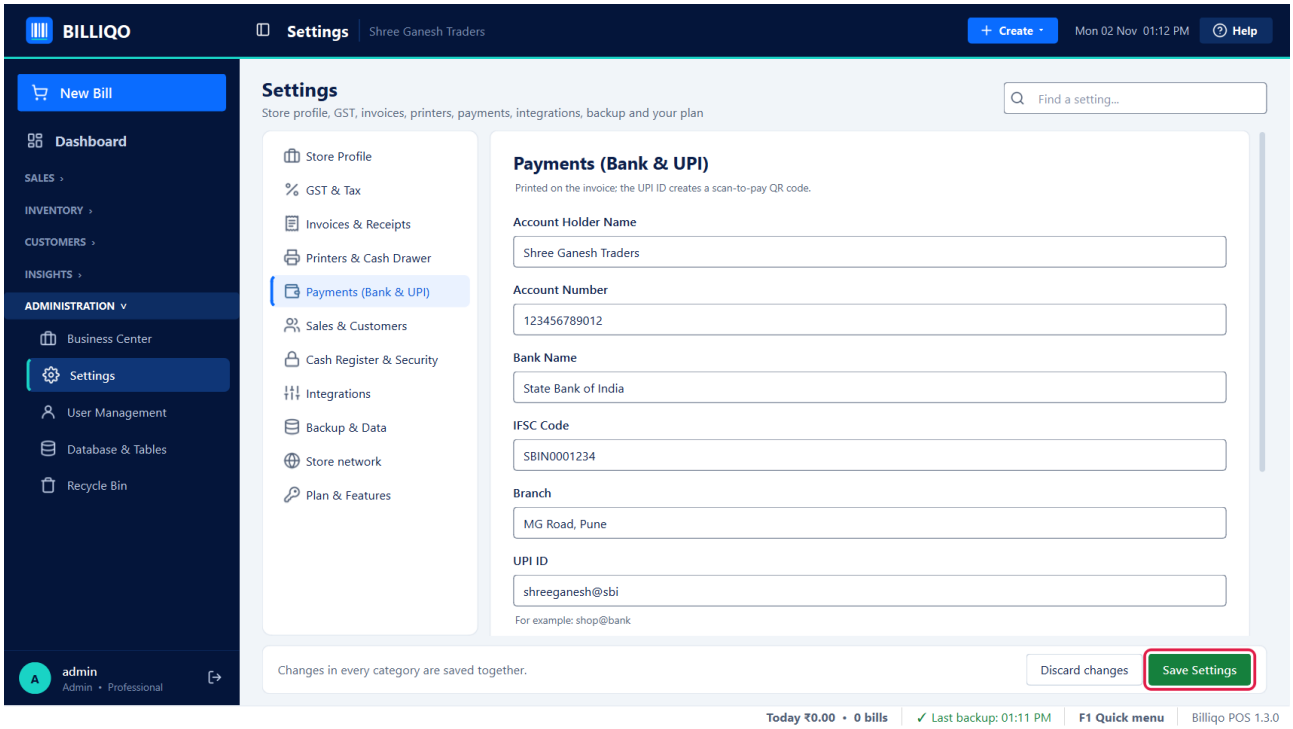


Figure 5 – Settings › Payments (Bank & UPI)

2.6 Printers & Cash Drawer

Setting	What it does
Receipt printing	**thermal** = straight to an ESC/POS receipt printer (fast, cutter and cash drawer work). **notepad** = through the normal Windows printer.
Receipt printer name	Exactly as shown in Windows › Printers. Blank = the default printer.
Receipt Width	**42** for a 3-inch (80 mm) roll, **32** for a 2-inch (58 mm) roll.
Cut the paper / Open the cash drawer	Thermal mode only.

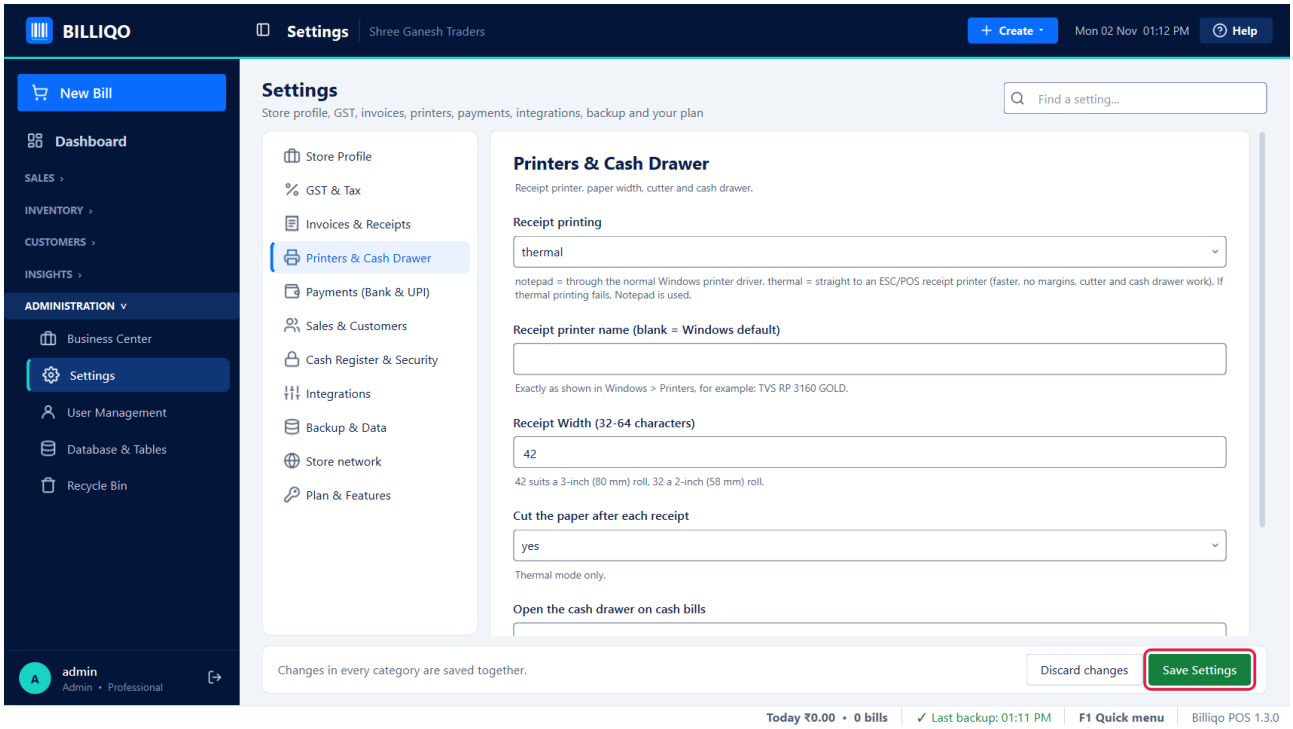


Figure 6 – Settings › Printers & Cash Drawer

Don’t forget

Press **Save Settings** after changing any category. While something is not saved yet, the bar at the bottom shows ● **Unsaved changes**. **Discard changes** undoes everything since the last save.

3. Import your inventory from Excel

Instead of typing products one by one, fill an Excel sheet and import it in one go. Get the ready-made template from Billiqo itself (**Inventory & Barcode › More › Excel template**) or from **billiqo.in/help**, or use your own sheet with the same column names in row 1.

3.1 The Excel columns

Column (row 1)	Required	What to enter
Barcode	**Yes**	Barcode or your own code (e.g. KIDS-TEE-YEL). Must be unique. Format the column as **Text** so leading zeros stay.
Item Name	**Yes**	Name printed on the bill.
Unit Price	**Yes**	Selling price in ₹ (with GST if GST Price Mode is 'include').
Stock Qty	**Yes**	Opening stock for a new product.
Cost Price	No	Purchase price before GST, used in profit reports.
Tax Rate	No	GST %: 0, 0.25, 3, 5, 18 or 40.
Min Stock	No	Low-stock alert level (5 if blank).
HSN Code	No	4 to 8 digits; needed on GST invoices.
Category	No	Any group, e.g. Shirts, Grocery, Mobiles.

Billiqo also accepts common alternative headings, for example **Price** or **Selling Price** for Unit Price, **Qty** or **Stock** for Stock Qty, **GST** for Tax Rate and **HSN/SAC** for HSN Code.

3.2 Import step by step

1. In Billiqo open **Inventory › Inventory & Barcode**, click **More** (top right) and choose **Excel template**. Save it (Documents is suggested); it opens in Excel.
2. Fill the **Inventory** sheet (one product per row, keep row 1), delete the 3 example rows and save the file.
3. Click **More › Import Excel** and choose your file. Rows with a GST rate that is not a current GST slab are listed and skipped.
4. Billiqo imports every row and shows a summary, for example: **Total Rows: 12 · New Products: 12 · Updated Products: 0 · Failed Rows: 0**.
5. Your products appear in the list straight away, ready to scan at the counter.

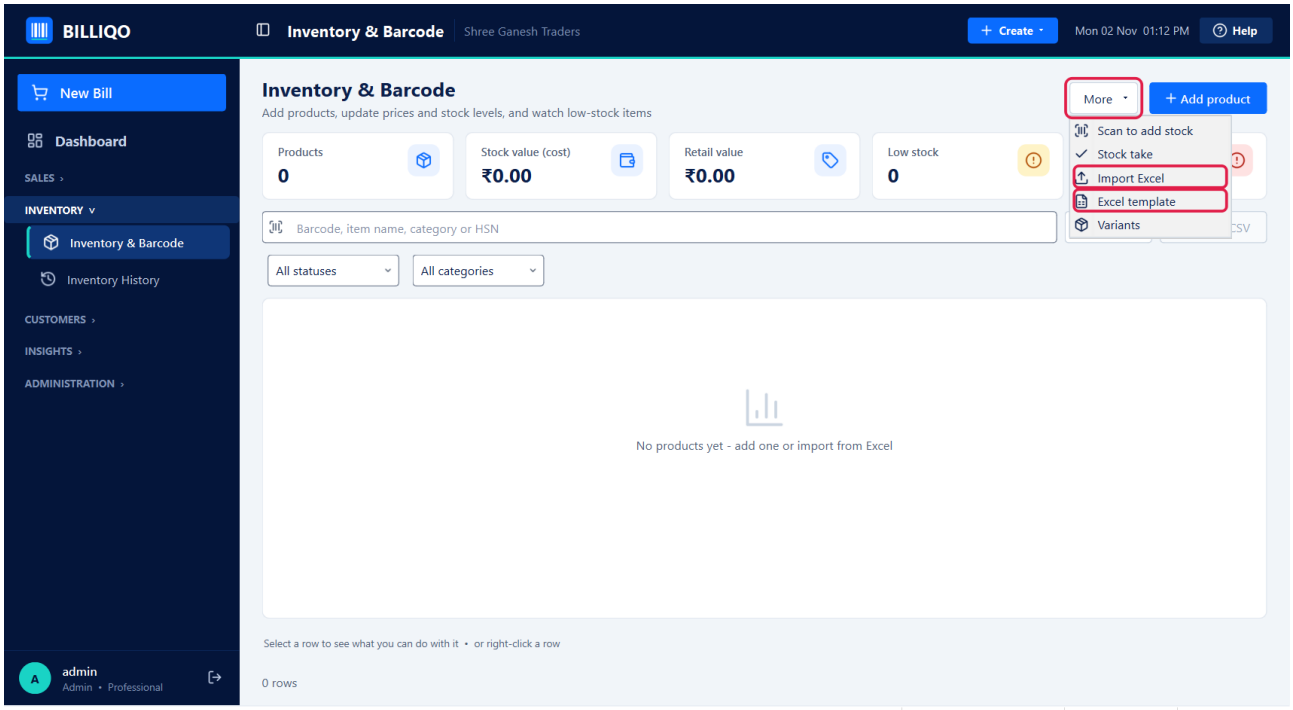


Figure 7 – Inventory & Barcode › More: Import Excel and Excel template

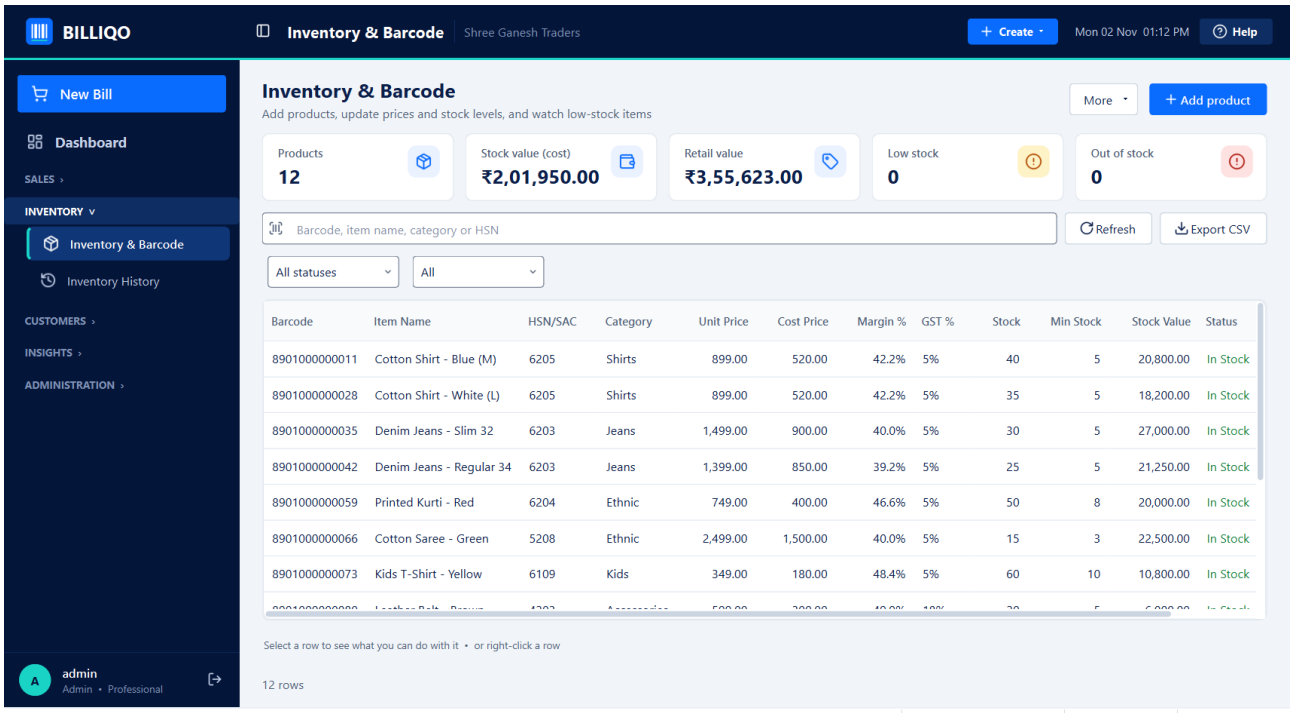


Figure 8 – After importing: products with price, cost, margin, GST % and stock

3.3 Updating products and adding stock

- A row whose **Barcode already exists** updates that product (name, price, GST, HSN, category).
- For an existing product, **Stock Qty is ADDED** to the current stock: it is treated as new stock received. So you can import a delivery list to add stock.
- Leave **Cost Price** or **Tax Rate** blank to keep the values already saved.
- Every stock change from an import is recorded in **Inventory History**.

Importing the same file twice adds the stock twice

To set an exact stock figure (for example after counting the shelf), use **Stock Take** on the Inventory screen instead.

3.4 If some rows fail

Rows with a problem are skipped and listed after the import; all other rows are still imported. Fix the listed rows in Excel and import again.

Message	How to fix
Missing required Excel column(s)	Row 1 must contain Barcode, Item Name, Unit Price and Stock Qty.
Barcode is blank / Item Name is blank	Fill in the empty cell.
HSN/SAC must be 4 to 8 digits	Correct the HSN code, or leave it empty.
… is not one of the current GST rates	Use 0, 0.25, 3, 5, 18 or 40 in the Tax Rate column.
… cannot be negative	Prices, GST and stock must be 0 or more.

4. Making a bill (GST invoice)

4.1 Add items

1. Click the blue **New Bill** button (top left).
2. Scan the barcode with the scanner, or type it in **Scan barcode or type item name** and press **Enter**. Scanning the same item again adds 1 to its quantity. Typing two or more letters of a name shows matching products below the box; **Find product** searches by name; set **Qty** first to add several.
3. Optional: click **Find customer (F9)** or **New customer** to put the customer's name, phone and GSTIN on the bill. Walk-in customers can be billed without registering.
4. Use the **–** and **+** buttons in a cart row to change its quantity, or **Remove** under the cart. **Discount** (F6) gives a bill discount; **Offers** (F7) applies offers, coupons and loyalty points.
5. Check the **Total** in the Bill summary (with the CGST and SGST split), then click **Pay & checkout** (F4).

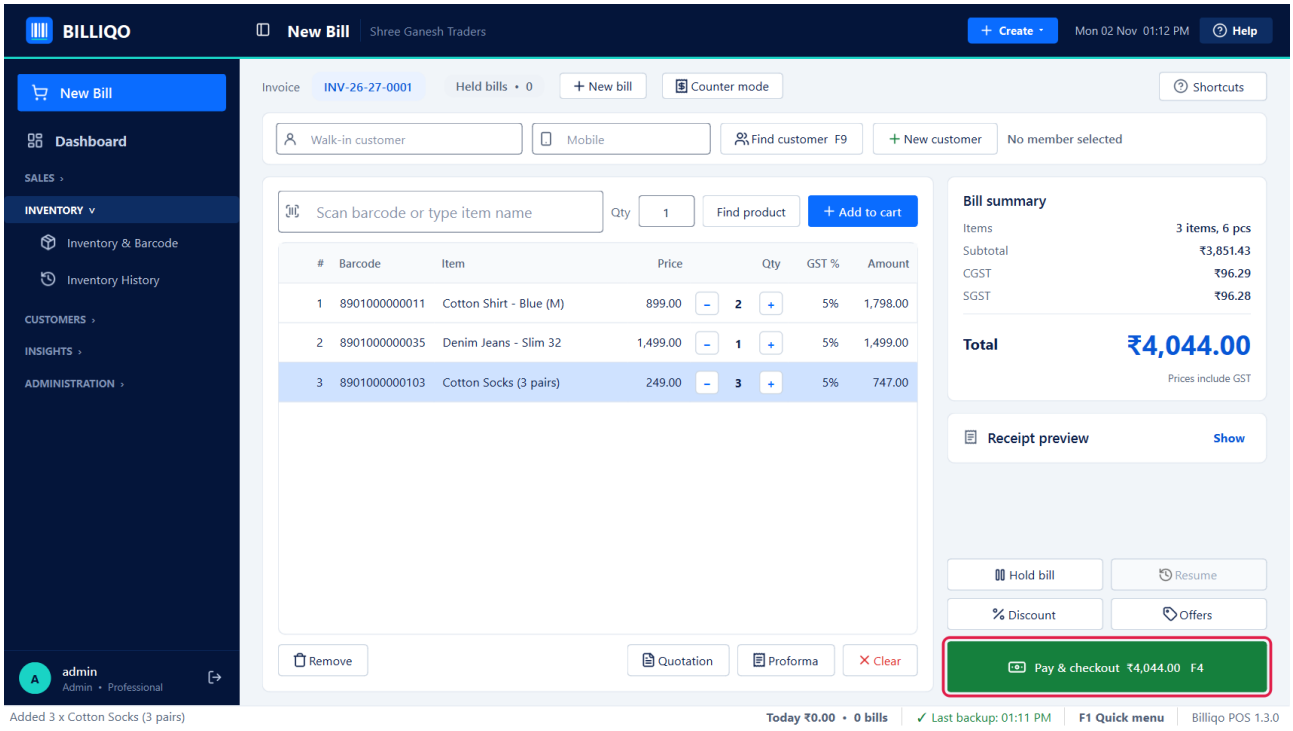


Figure 9 – New Bill with three items; CGST and SGST are calculated automatically

4.2 Take payment and print

1. If Billiqo asks **"No cash register is open … Open it now?"**, click **Yes**. This happens once at the start of the day (Cash Register keeps track of the cash in the drawer).
2. The payment window shows the **Amount to collect**, and the amount is already filled in. Click the method: **Cash** (F1), **UPI** (F2), **Debit Card** (F3) or **Credit Card** (F4). Gift Voucher, Gift Card, Exchange Credit and **Credit (Due)** are below them. Pressing **Enter** adds the amount as Cash.
3. For a split payment, type the first amount and choose its method; the rest is filled in again for the second method (for example part Cash, part UPI). The **Status** must show **Fully paid**.

4. For cash, type what the customer handed over in **Cash received** (or click a quick amount such as ₹4,100): Billiqo shows **Return to customer ₹…** in large figures.
5. Press **Enter** or click **Save bill**. The bill is saved and the receipt prints. A cash sale is just **F4, Enter, Enter** – or **Exact cash** (F12) on the New Bill screen saves it without the payment window.

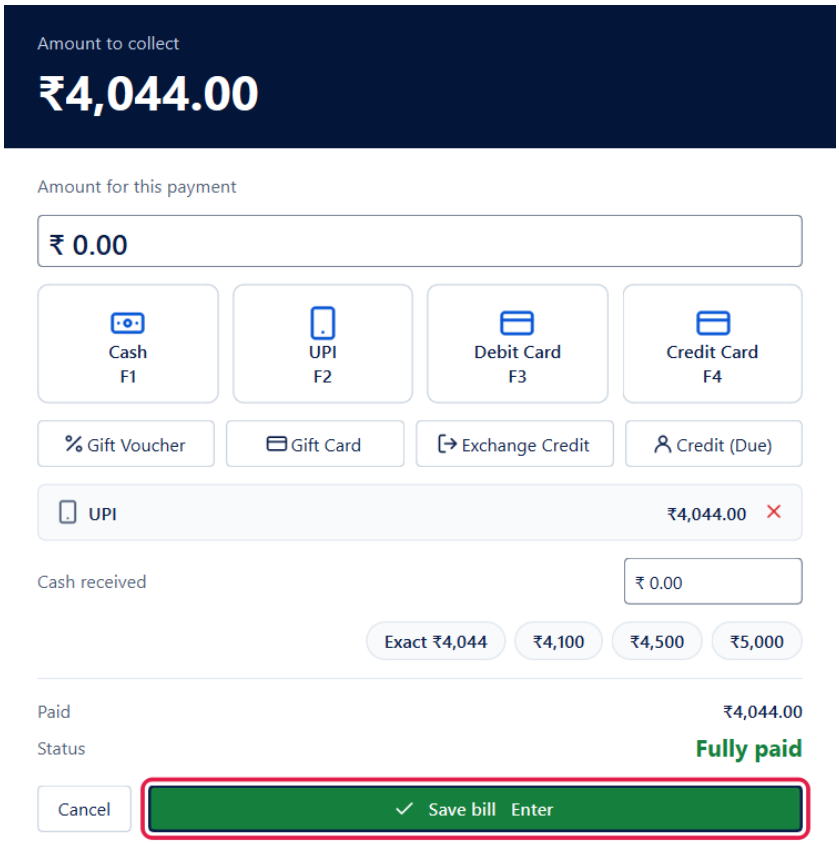


Figure 10 – The payment window

4.3 A4 invoice (PDF), reprint and WhatsApp

1. Open **Sales › Past Bills & Reprint** and click the bill in the list (search by invoice number, customer or phone). The bill appears on the right.
2. **A4 PDF** creates an A4 tax invoice with your logo, GST summary, bank details and UPI QR code.
3. **Print bill** reprints the receipt (marked DUPLICATE REPRINT); **WhatsApp** and **Email** send the bill to the customer. **Return items**, **Edit details** and **Cancel bill** are below.

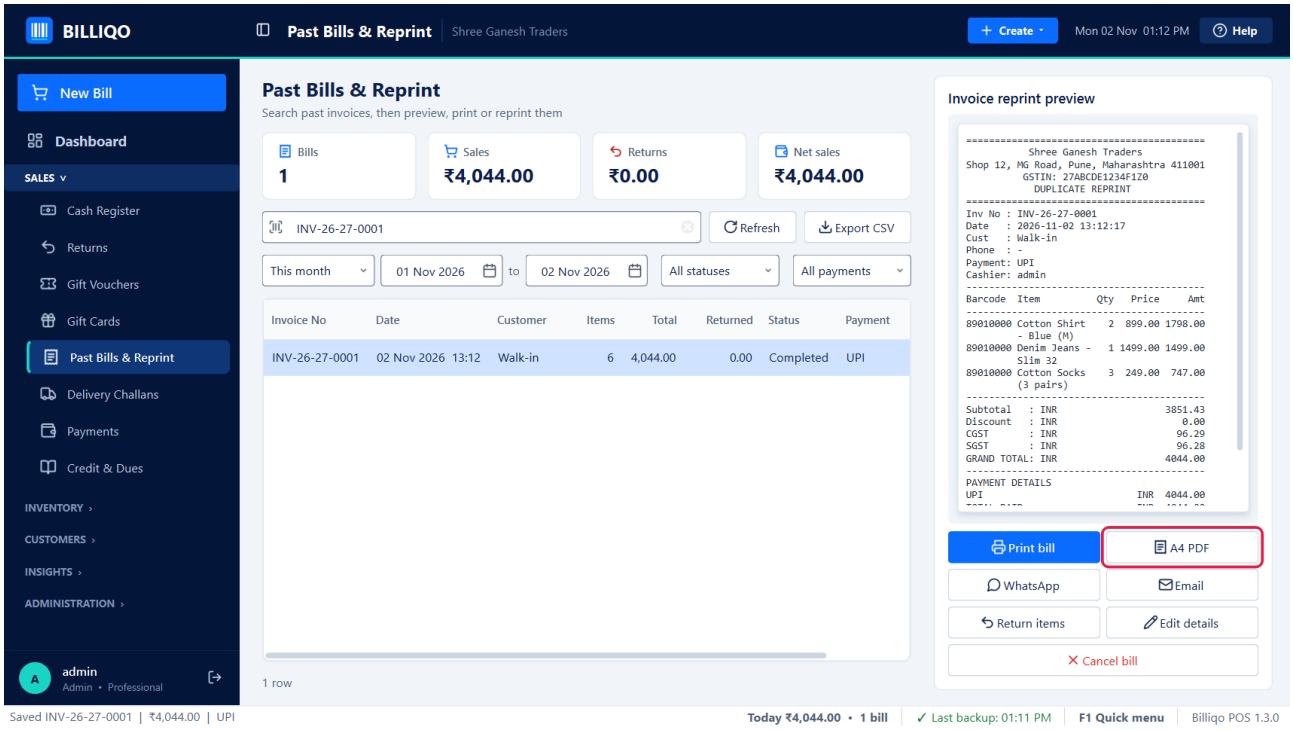
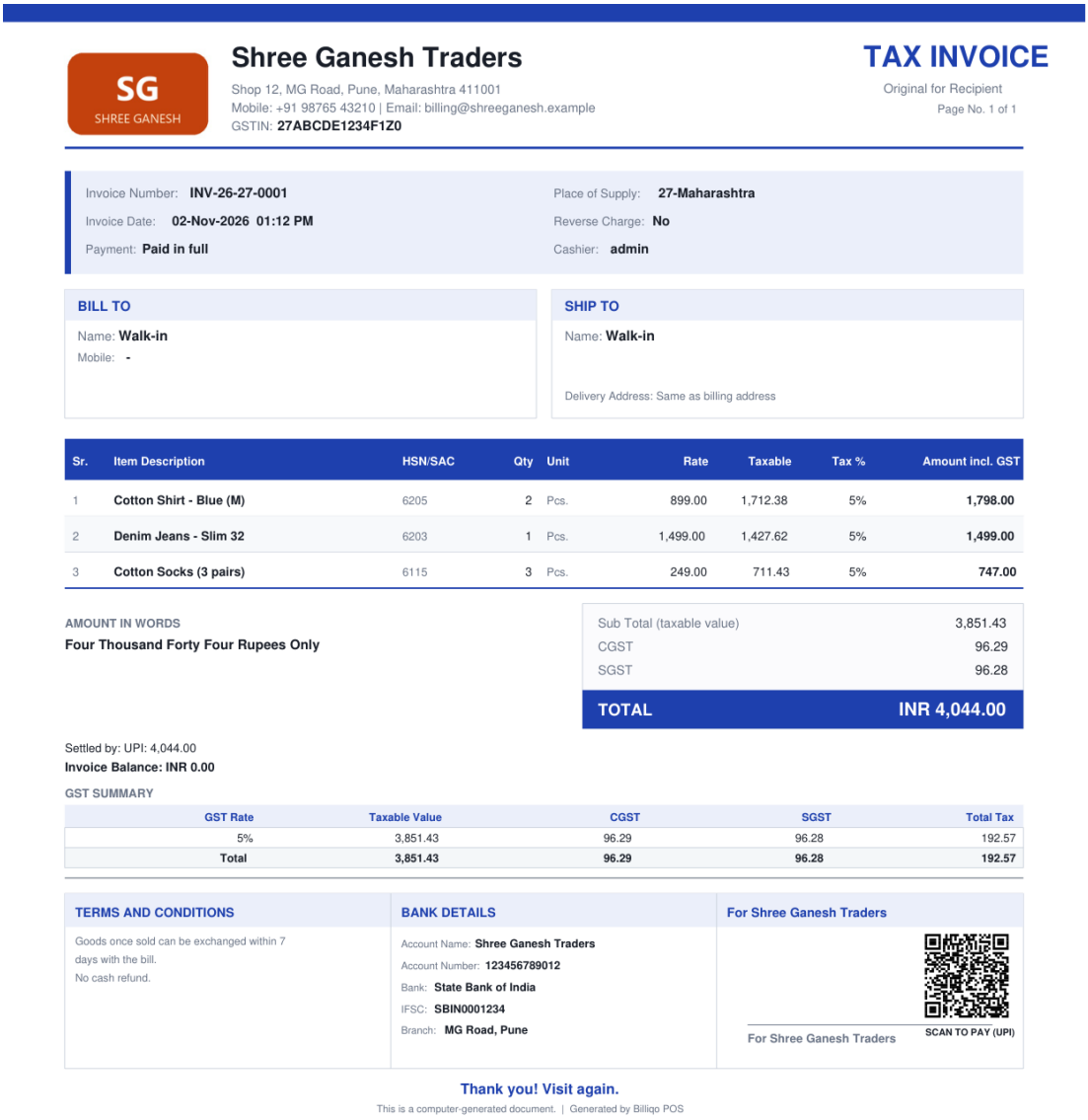


Figure 11 – Past Bills & Reprint



SG
SHREE GANESH

Shree Ganesh Traders
Shop 12, MG Road, Pune, Maharashtra 411001
Mobile: +91 98765 43210 | Email: billing@shreeganesh.example
GSTIN: **27ABCDE1234F1Z0**

TAX INVOICE
Original for Recipient
Page No. 1 of 1

Invoice Number: **INV-26-27-0001**
Invoice Date: **02-Nov-2026 01:12 PM**
Payment: **Paid in full**
Place of Supply: **27-Maharashtra**
Reverse Charge: **No**
Cashier: **admin**

BILL TO
Name: **Walk-in**
Mobile: **-**

SHIP TO
Name: **Walk-in**
Delivery Address: Same as billing address

Sr.	Item Description	HSN/SAC	Qty	Unit	Rate	Taxable	Tax %	Amount incl. GST
1	**Cotton Shirt - Blue (M)**	6205	2	Pcs.	899.00	1,712.38	5%	**1,798.00**
2	**Denim Jeans - Slim 32**	6203	1	Pcs.	1,499.00	1,427.62	5%	**1,499.00**
3	**Cotton Socks (3 pairs)**	6115	3	Pcs.	249.00	711.43	5%	**747.00**

AMOUNT IN WORDS
Four Thousand Forty Four Rupees Only

Sub Total (taxable value)	3,851.43
CGST	96.29
SGST	96.28
TOTAL	**INR 4,044.00**

Settled by: UPI: 4,044.00
Invoice Balance: INR 0.00

GST SUMMARY

GST Rate	Taxable Value	CGST	SGST	Total Tax
5%	3,851.43	96.29	96.28	192.57
Total	**3,851.43**	**96.29**	**96.28**	**192.57**

TERMS AND CONDITIONS
Goods once sold can be exchanged within 7 days with the bill.
No cash refund.

BANK DETAILS
Account Name: **Shree Ganesh Traders**
Account Number: **123456789012**
Bank: **State Bank of India**
IFSC: **SBIN0001234**
Branch: **MG Road, Pune**

For Shree Ganesh Traders
For Shree Ganesh Traders
SCAN TO PAY (UPI)

Thank you! Visit again.
This is a computer-generated document. | Generated by Billiqo POS

Figure 12 – The A4 tax invoice created from the sample bill

Email bills: one-time setup (Plus and Professional)

Gmail needs an **App Password**, not your normal Gmail password. Turn on **2-Step Verification** in your Google Account, then create one at **myaccount.google.com/apppasswords** (name it Billiqo).

In Billiqo open **Settings › Integrations**: SMTP server **smtp.gmail.com**, port **587**, your Gmail address as **Email account**, and paste the 16-letter App Password. Click **Save Settings**.

Outlook / Microsoft 365: server **smtp.office365.com**, port **587**, with an App Password the same way.

If Billiqo says the server **did not accept** the password, create a new App Password and paste it again.

4.4 The receipt

On a receipt printer the same bill prints like this:

```
========================================
          Shree Ganesh Traders
Shop 12, MG Road, Pune, Maharashtra 411001
         GSTIN: 27ABCDE1234F1Z0
            TAX INVOICE BILL
========================================
Inv No : INV-26-27-0001
Date   : 2026-11-02 13:12:17
Cust   : Walk-in
Phone  : -
Payment: UPI
Cashier: admin
----------------------------------------
Barcode  Item          Qty   Price     Amt
----------------------------------------
89010000 Cotton Shirt    2  899.00 1798.00
         - Blue (M)
89010000 Denim Jeans -   1 1499.00 1499.00
         Slim 32
89010000 Cotton Socks    3  249.00  747.00
         (3 pairs)
----------------------------------------
Subtotal   : INR                  3851.43
Discount   : INR                     0.00
CGST       : INR                    96.29
SGST       : INR                    96.28
GRAND TOTAL: INR                  4044.00
----------------------------------------
PAYMENT DETAILS
UPI                           INR  4044.00
TOTAL PAID                    INR  4044.00
========================================
         Thank you! Visit again.
========================================
```

4.5 Keyboard shortcuts at the counter

Key	Action
F2	Jump to the scan box
Enter	Add the scanned barcode
F3	Resume a held bill
F4	Pay & checkout
F6	Bill discount
F7	Offers
F9	Find customer
F12	Exact cash: save the bill as paid in cash, no payment window
F11	Counter mode: full-screen fast billing (F11 again to leave)
F1	Quick menu: open any screen or action by typing its name
F1 – F4 (payment window)	Cash, UPI, Debit Card, Credit Card
Enter (payment window)	Add the amount as Cash; when fully paid, save the bill
Tab	Next field or button (a blue outline shows where you are)

The **Shortcuts** button (top right of New Bill) shows these keys at any time.

Good to know

Hold bill parks the current bill so you can serve the next customer; bring it back with **Resume** (F3).

Billing works **without internet**. Billiqo only needs the internet from time to time to check your licence.

Backups are made automatically. You can also copy them to Google Drive or a pen drive: **Settings › Backup & Data**.

5. Several counters in one shop

Two or more billing PCs can share the same stock, bills, customers and staff logins. One PC is the **store server** (it keeps the data); the others are **counters**. Every PC needs its own activation (extra PC). Several counters is part of the **Professional** plan (and the free trial).

5.1 On the store server (main PC)

1. Open **Administration › Settings › Store network** and choose **Store server**.
2. Note **This PC's address** (for example 192.168.1.10) and the **Pairing key** (for example ABCD-EFGH-JKLM).
3. Click **Save network settings** and let Billiqo restart. If Windows asks whether Billiqo may use the network, choose **Allow** for private networks.

5.2 On each counter

1. Connect the counter to the same Wi-Fi or network as the store server.
2. Open **Settings › Store network**, choose **Counter** and type the server's address and pairing key (the port stays 47820).
3. Click **Test connection**. When it shows the connection works, click **Save network settings** and let Billiqo restart.
4. Sign in with a login made on the server. The status bar at the bottom shows **Connected to store server**.

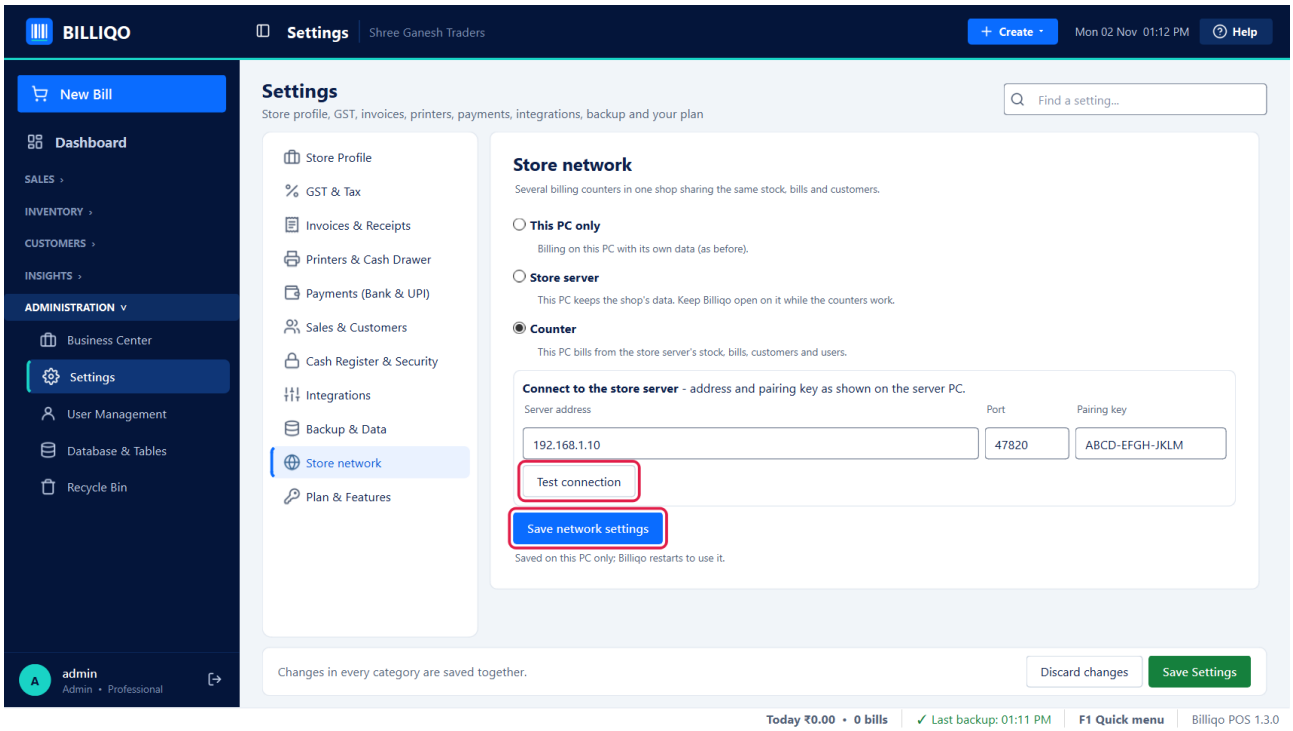


Figure 13 – Settings › Store network on a counter

Good to know

Keep Billiqo open on the store server while the counters bill. Backups are made on the server.

If the server is switched off, counters show **Store server not reachable**. Nothing is lost: bill again when it is back.

Two counters never get the same invoice number: the number is fixed when the bill is saved.

6. More features

+ Create at the top of every screen starts a new bill, quotation, delivery challan, product, customer or expense in one click. It lists only what your plan and your user rights allow.

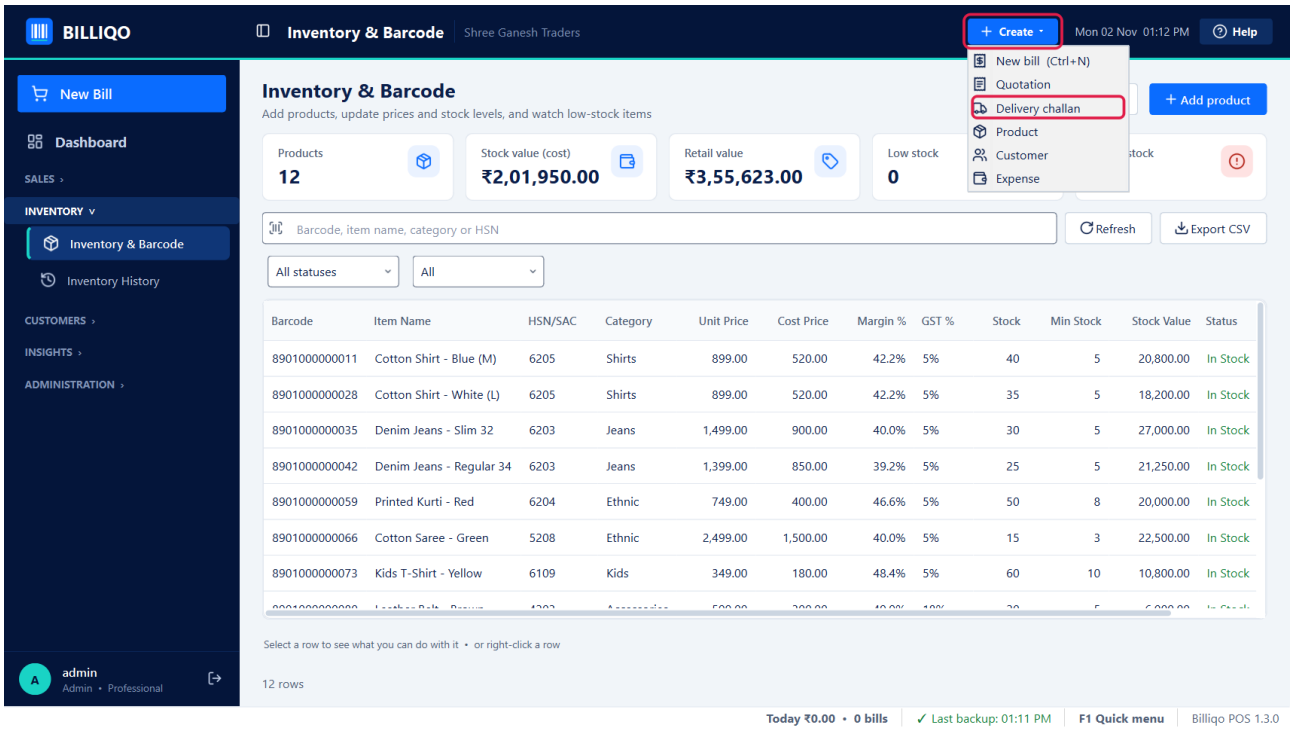


Figure 14 – The + Create menu

Feature	Where to find it
Delivery challans (**Professional**)	**Sales › Delivery Challans** or **+ Create › Delivery challan**. Send goods without a tax invoice and turn the challan into an invoice later (**Convert to Invoice**).
Batch & expiry (**Professional**)	**Inventory ›** select a product **› Batches** (it can be switched off in **Settings › Plan & Features**). Bills take the batch that expires first and print "Batch … Exp MM/YY".
Quotation and Proforma	**Quotation** and **Proforma** buttons under the New Bill cart.
Day Book	**Insights › Day Book**: every sale, return, due collected, purchase and expense of a day, with money in and out by Cash, UPI and Card.
Who owes how long	**Sales › Credit & Dues** shows dues by age (0-30, 31-60, 61-90 and over 90 days).
Recycle Bin	**Administration › Recycle Bin**: bring back a deleted product.
Barcode labels	**Inventory ›** select a product **› Print label**.

Rights for staff

In **Administration › User Management** the administrator ticks what each user may do – for example who may create, convert or cancel delivery challans.

Need help?

Click **Help** at the top right of Billiqo POS to open the online guide (**billiqo.in/help**). Email **support@billiqo.in** (we reply within one working day) or visit **https://billiqo.in**. Instagram: **@billiqo_pos**.

Screenshots in this guide use a sample shop (Shree Ganesh Traders) and sample products.