BillMitra24

BillMitra24 User Manual

GST Billing, Inventory & Accounting Software

Edition: November 2026 · English / हिंदी

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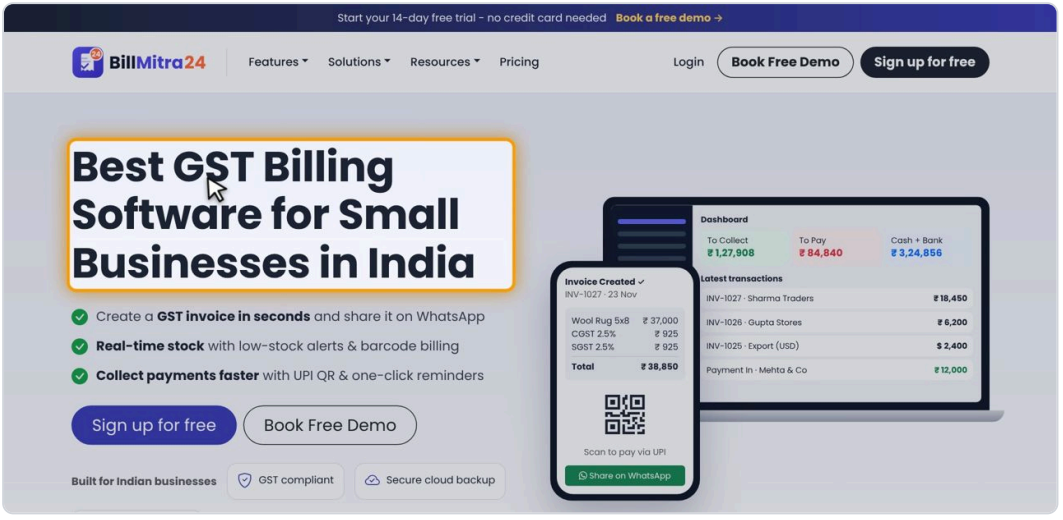
1. Getting started: sign up, login & dashboard

Watch the video for this lesson in the Help Center: /help/getting-started

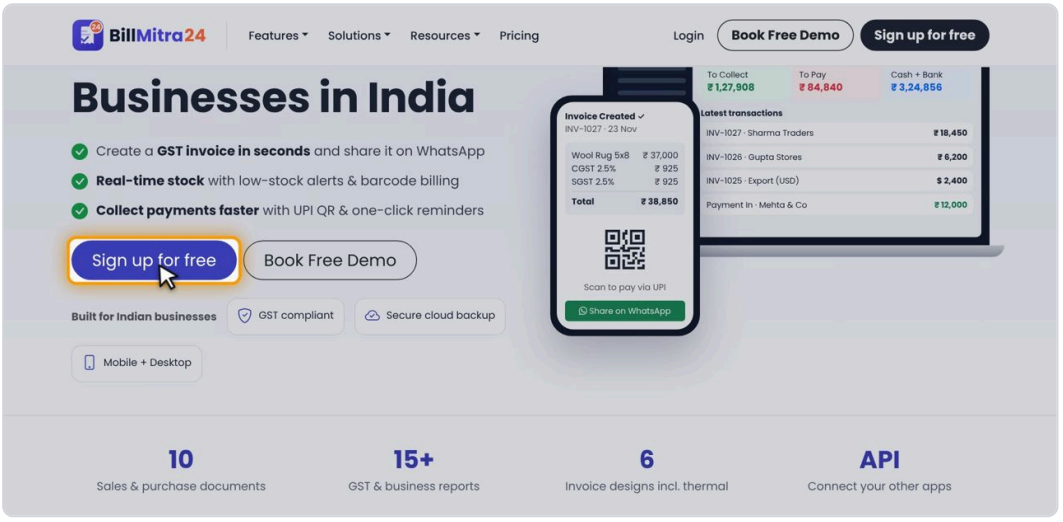
Create your account, log in and understand the dashboard and menu.

Step-by-step

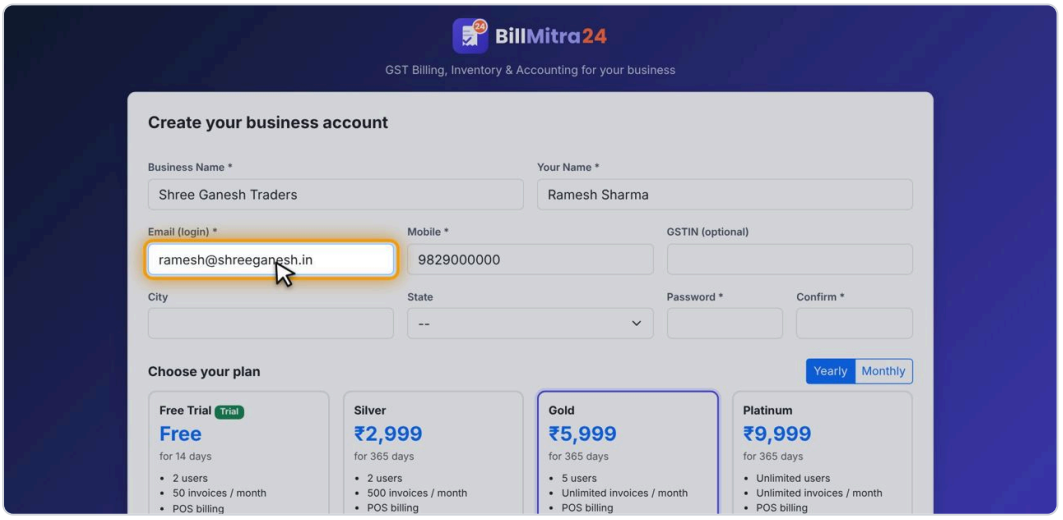
1. **Open the website**
   Welcome to BillMitra24, the simple GST billing, inventory and accounting software for your business. In this video we will create an account, log in and take a tour of the dashboard.



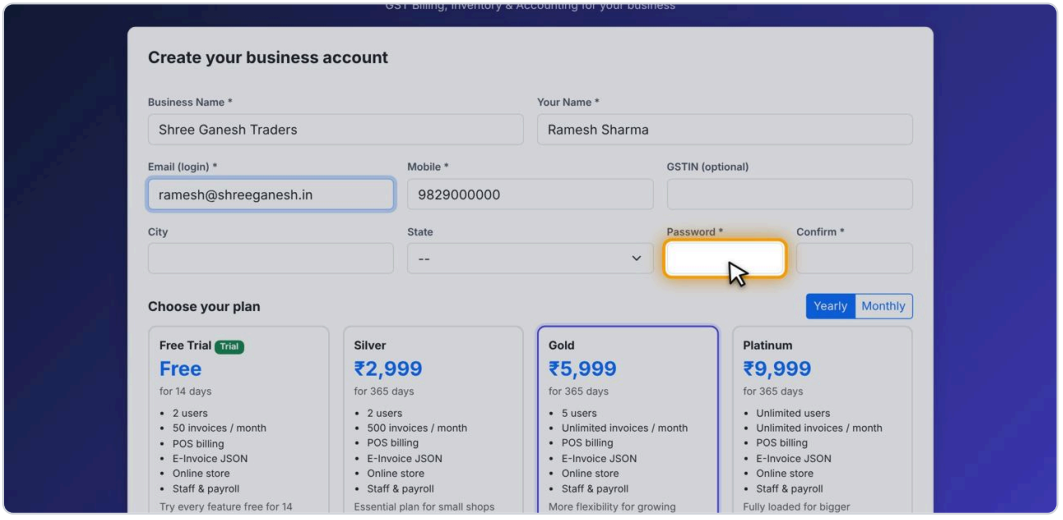
2. On the website, click Sign up for free. You can also book a free demo, and our team will help you set up.



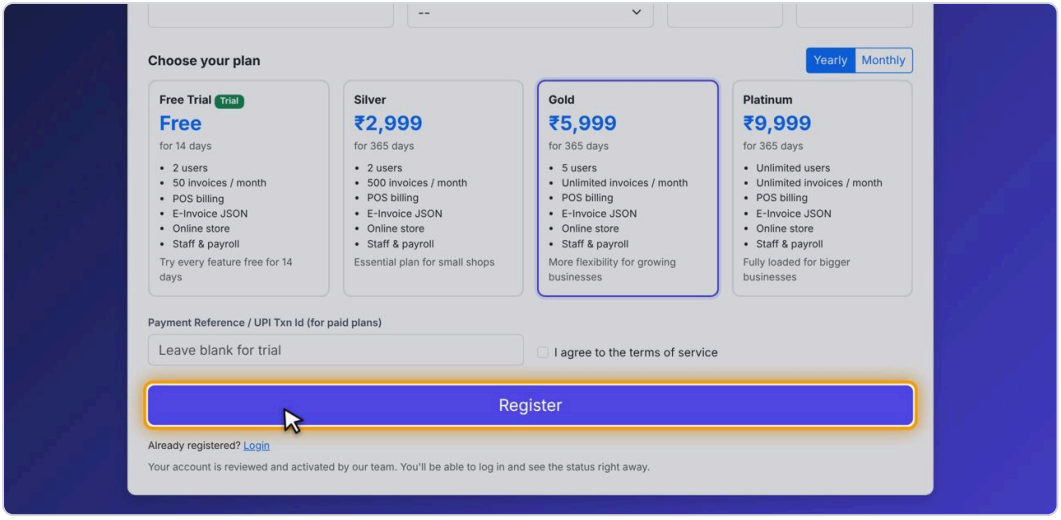
3. **Register your business**
   On the registration page, enter your business name, your name, mobile number and email.



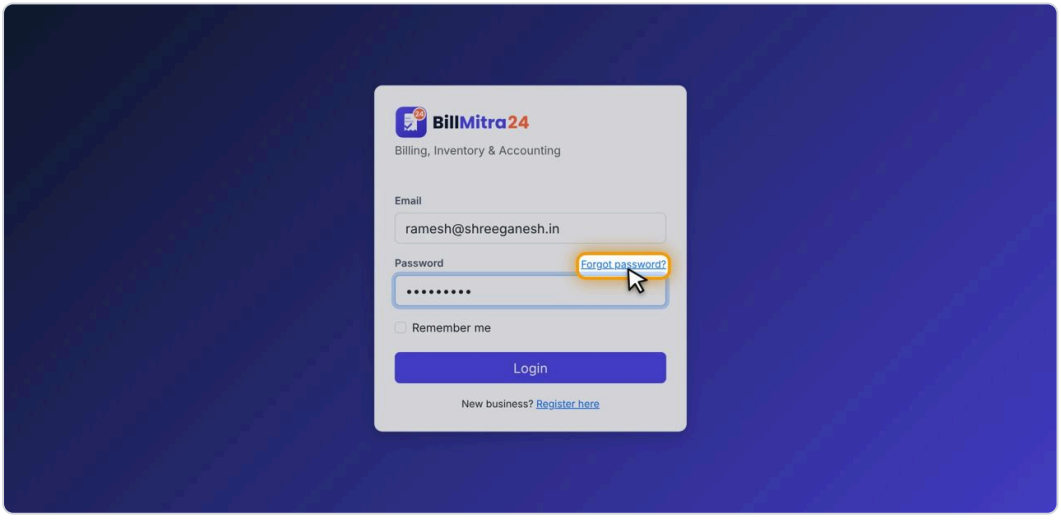
4. Add your GSTIN and state if you have them, set a password, choose a plan with monthly or yearly billing, accept the terms and click Create account.



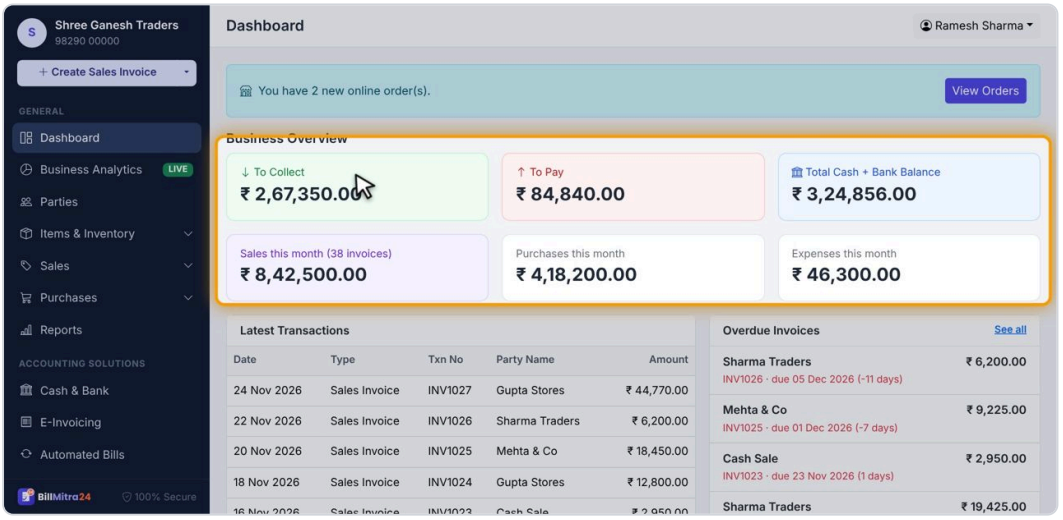
5. Your account is activated by the administrator. If online payment is enabled, pay for your plan and the account is activated instantly. You also receive a welcome email.



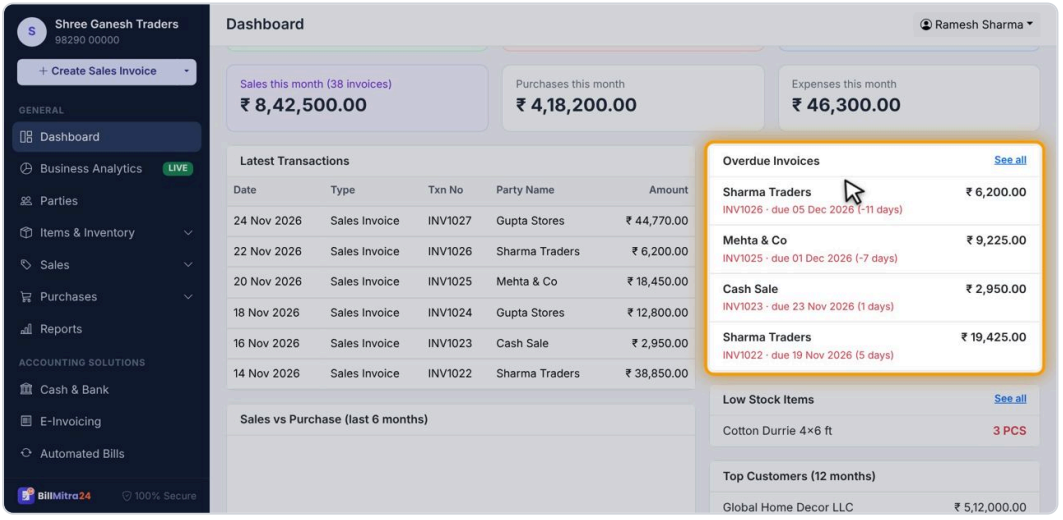
6. **Log in**
   Now log in with your email and password. If you forget the password, click Forgot password and a reset link is sent to your email.



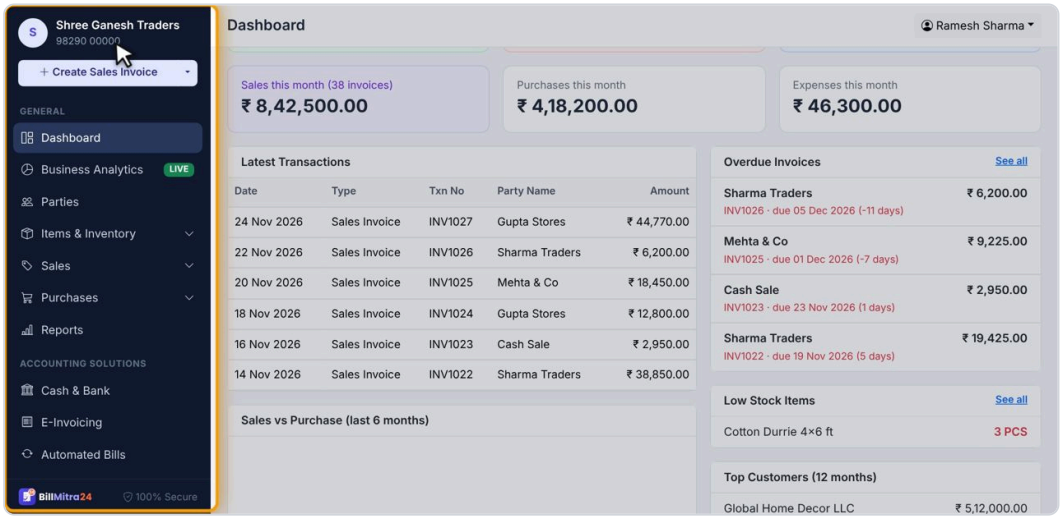
7. **Understand the dashboard**
   This is your dashboard. At the top you see how much money you have to collect, how much you have to pay, and your total cash plus bank balance.



8. Below are this month's sales, purchases and expenses, the latest transactions, and overdue invoices with the number of days they are late.



9. The left menu has every module: Parties, Items, Sales, Purchases, Reports, Cash and Bank, E-invoicing, Expenses, POS billing and Staff. The button at the top creates a sales invoice from anywhere.



Tips

- BillMitra24 works on mobile, tablet and desktop. On a phone use the bottom bar and the + button.
- Install it like an app: open the site in Chrome and choose Install / Add to Home Screen.
- Each staff member should have their own login (Settings → Users).

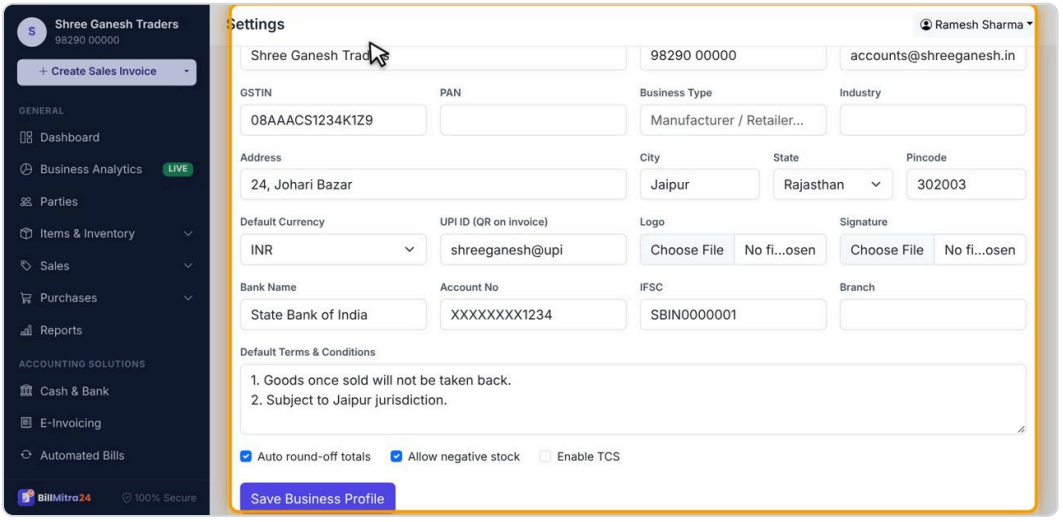
2. Business settings, invoice design & users

Watch the video for this lesson in the Help Center: /help/settings

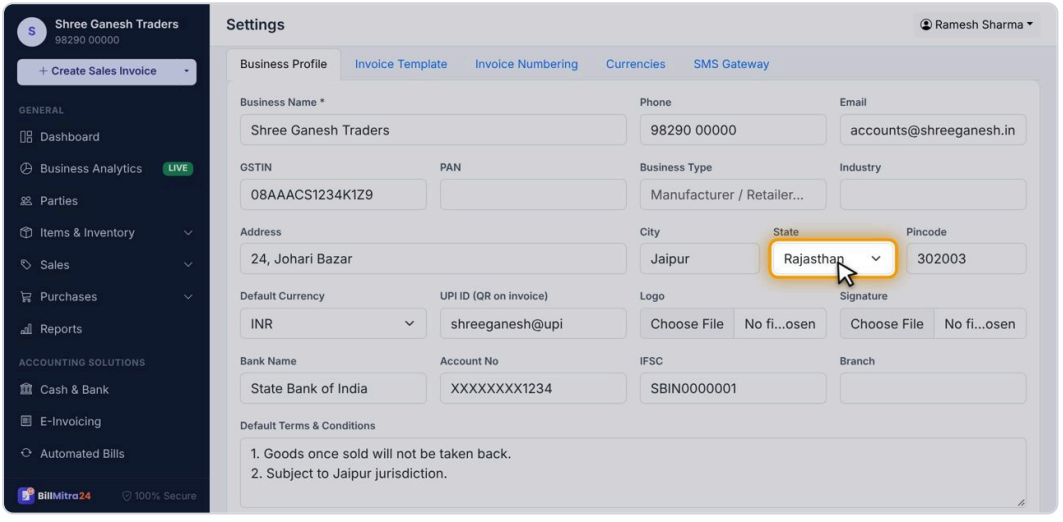
Fill your business profile, choose an invoice design, set numbering and add users.

Step-by-step

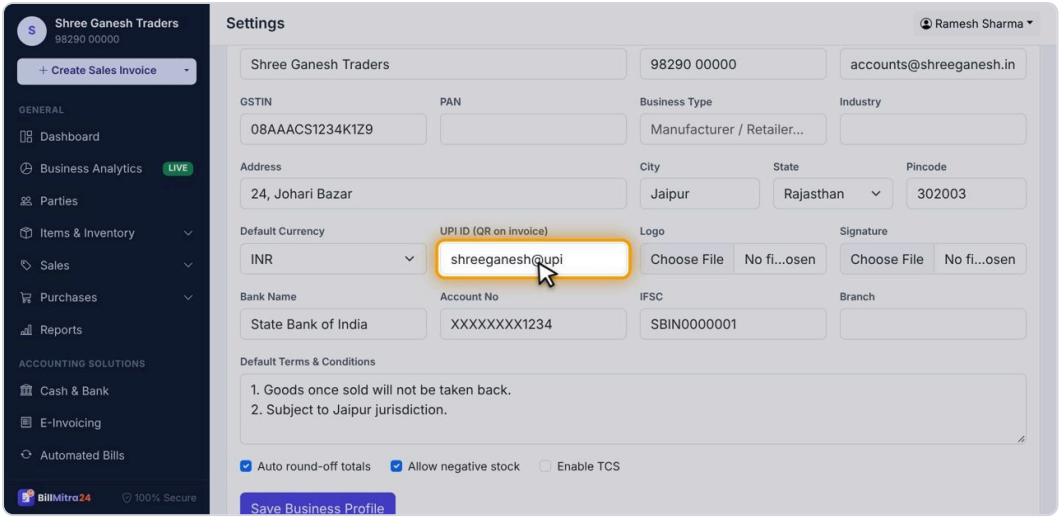
1. **Business profile**
   Before billing, complete your business profile. Open Settings from the menu. In Business Profile fill the business name, GSTIN, address, city, state and pincode.



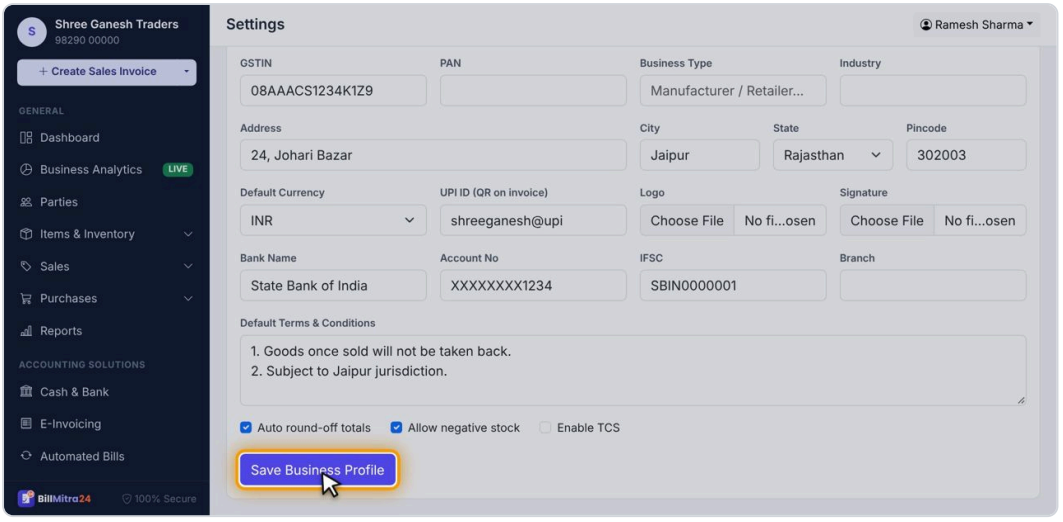
2. Your state decides whether CGST and SGST or IGST is charged, so select it correctly.



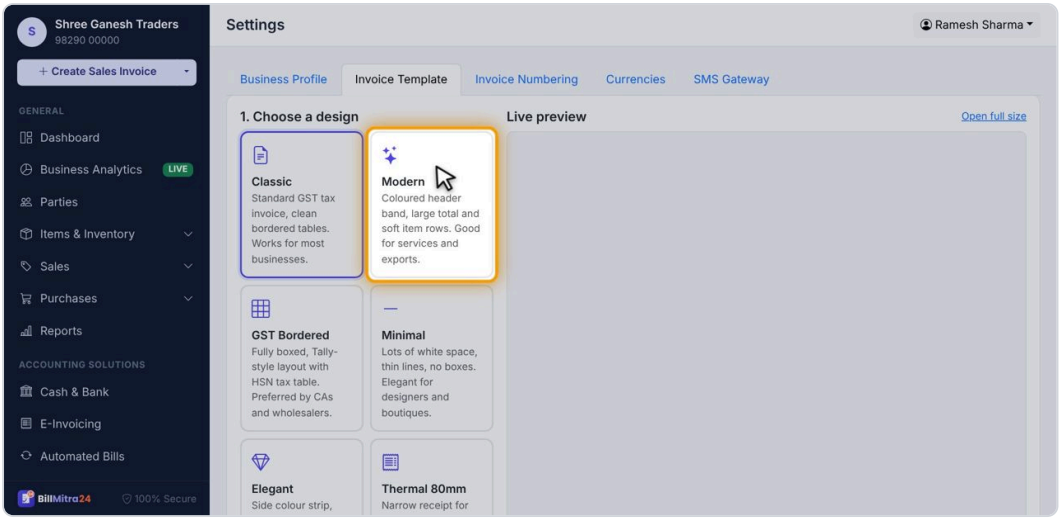
3. Add your UPI ID and bank details. They are printed on every invoice, with a UPI QR code for the exact amount, so customers can pay quickly.



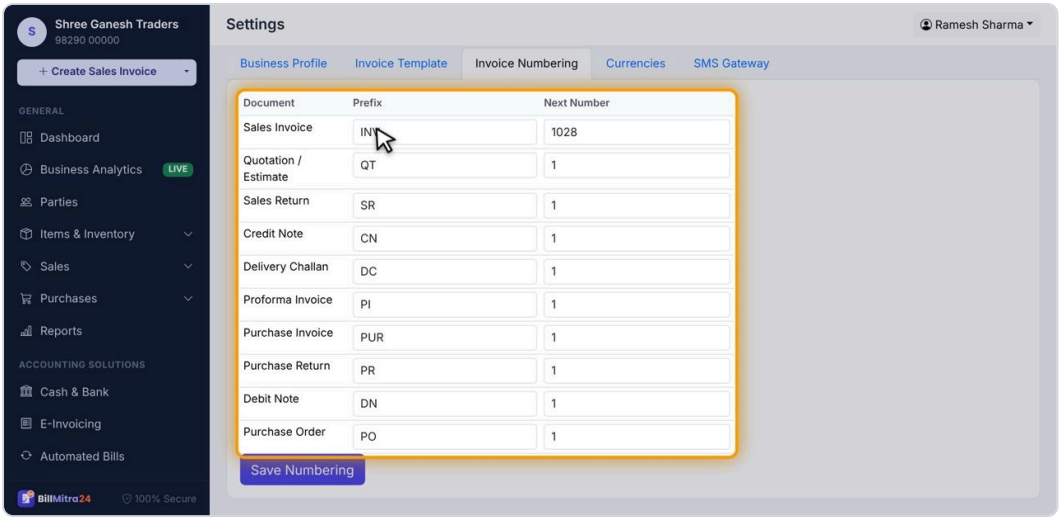
4. Upload your logo and signature, write default terms and conditions, and click Save Business Profile.



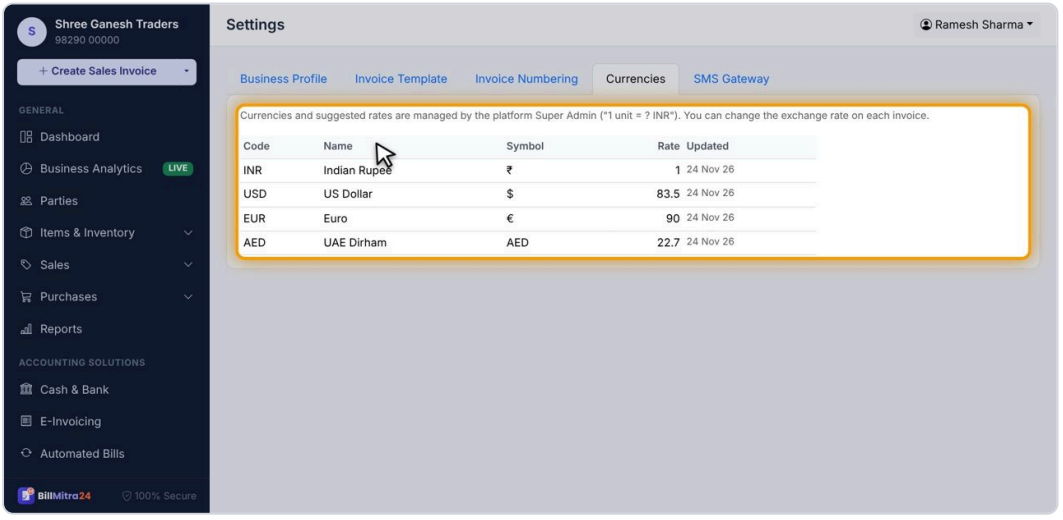
5. **Invoice design**
   Open the Invoice Template tab. Choose one of six designs: Classic, Modern, GST Bordered, Minimal, Elegant or Thermal 80 millimetre, pick your brand colour and check the live preview.



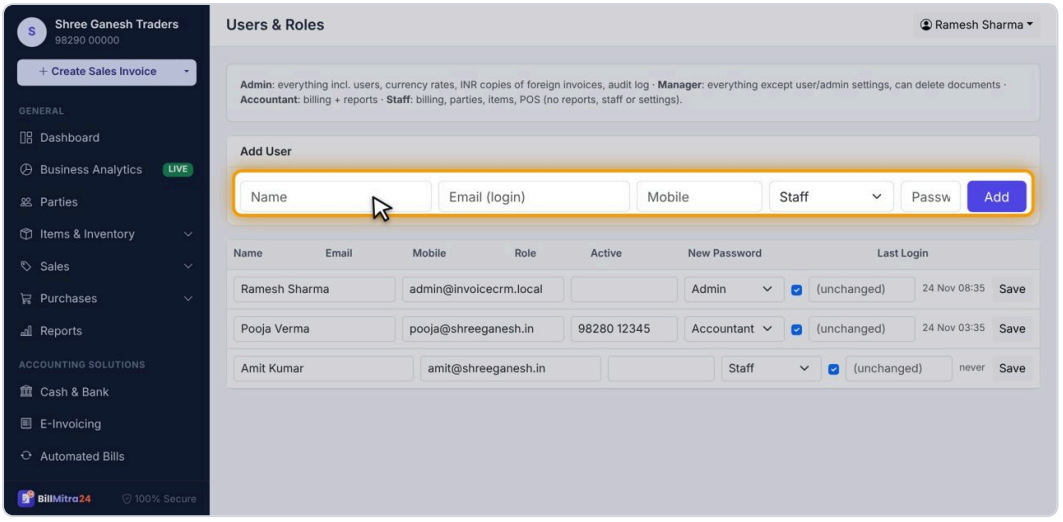
6. In Invoice Numbering set the prefix and next number for every document type, for example INV for invoices.



7. In Currencies set exchange rates for export billing in dollars, euros or dirhams.



8. **Add users**
   To give access to your staff, open Users. Add a name, email, role and password. Roles are Admin, Manager, Accountant and Staff. The new user receives a login email.



Tips

- Only Admin can change settings, users, plan and API keys.
- Any invoice can be printed in another design from its Print menu.

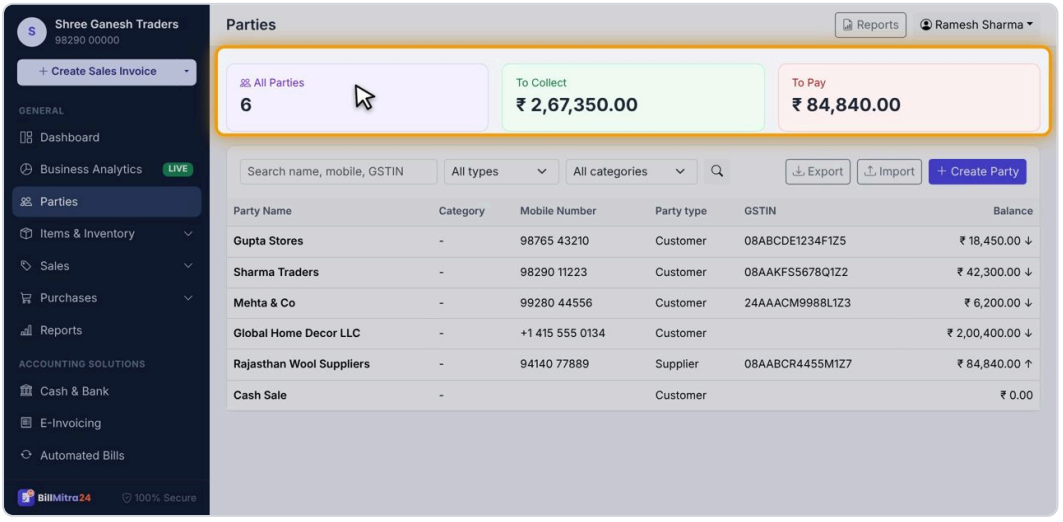
3. Parties: customers & suppliers

Watch the video for this lesson in the Help Center: /help/parties

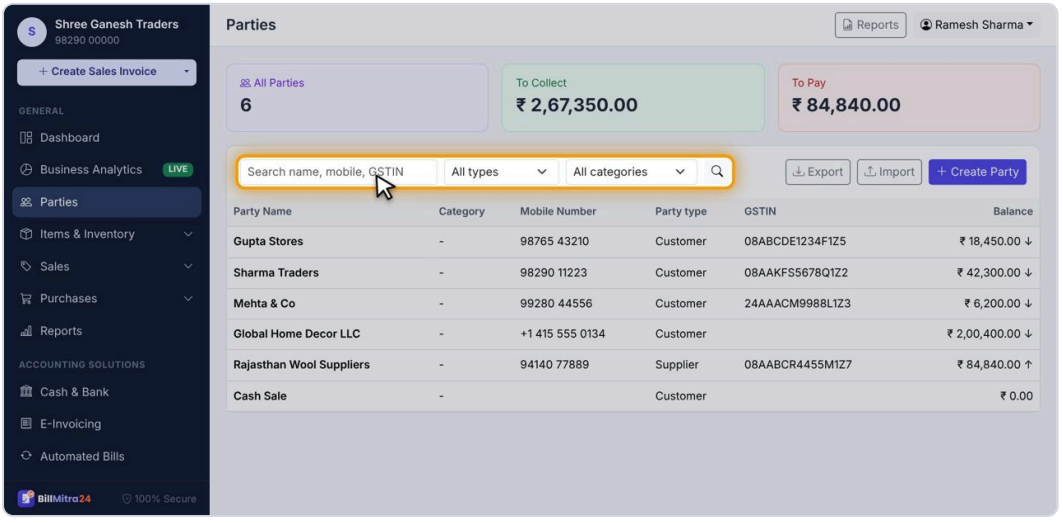
Add customers and suppliers, track balances and see the party ledger.

Step-by-step

1. **Parties list**
   Parties are your customers and suppliers. The Parties page shows the total you have to collect and to pay, and the balance of every party.

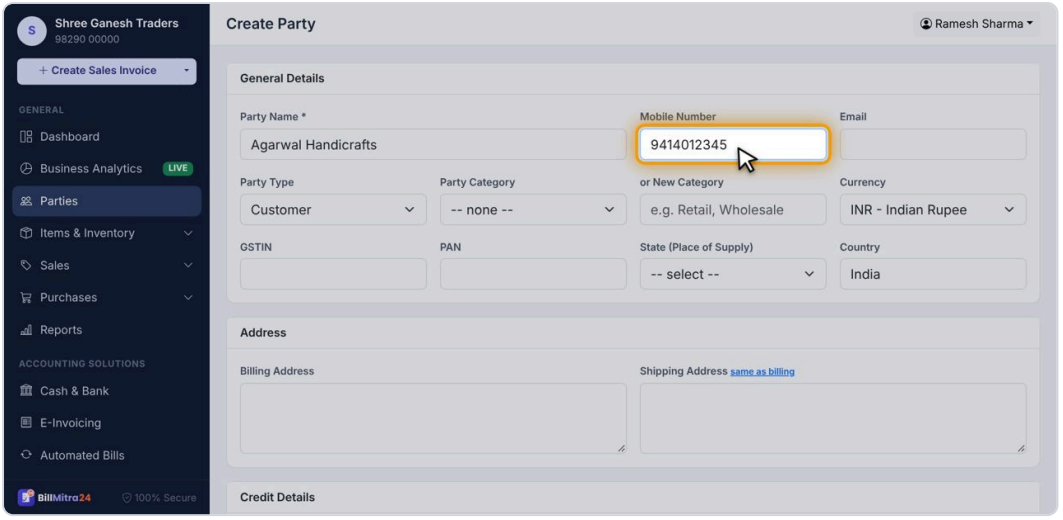


2. Search by name, mobile or GSTIN, filter by type or category, and export or import the list in Excel.

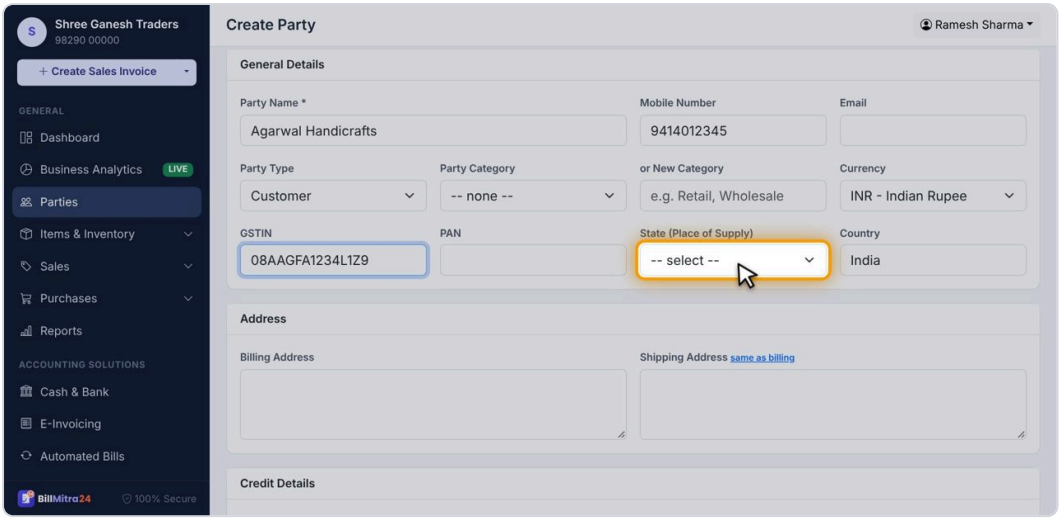


3. **Create a party**

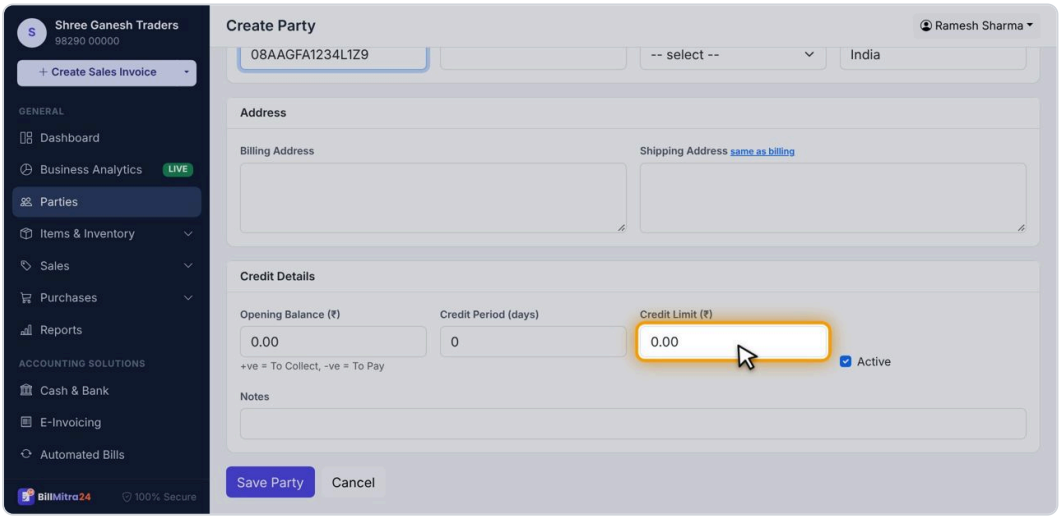
   To add a new party, click Create Party. Enter the party name and mobile number.



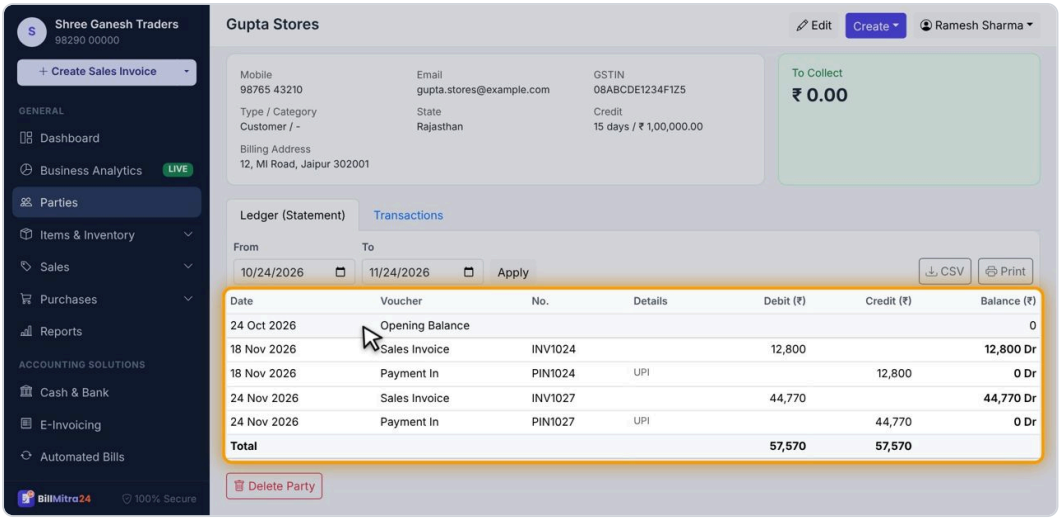
4. Select whether it is a customer or supplier, add the GSTIN, billing address and state. The state is used to decide CGST plus SGST or IGST on invoices.



5. Set the opening balance, credit limit and credit days. The due date of invoices is filled automatically from the credit days. For an export customer choose the currency, for example US dollar.



6. **Party ledger**
   Open any party to see its ledger: every invoice and payment with the running balance. From here send a WhatsApp payment reminder or create an invoice.



Tips

- You can also add a new party directly from the invoice screen with + New Party.
- Green arrow = to collect, red = to pay.

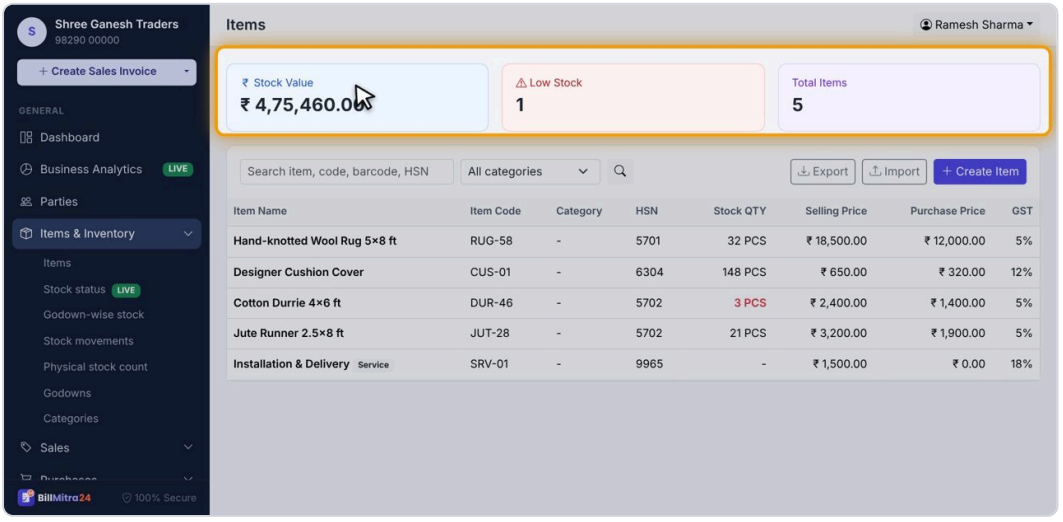
4. Items & inventory

Watch the video for this lesson in the Help Center: /help/items

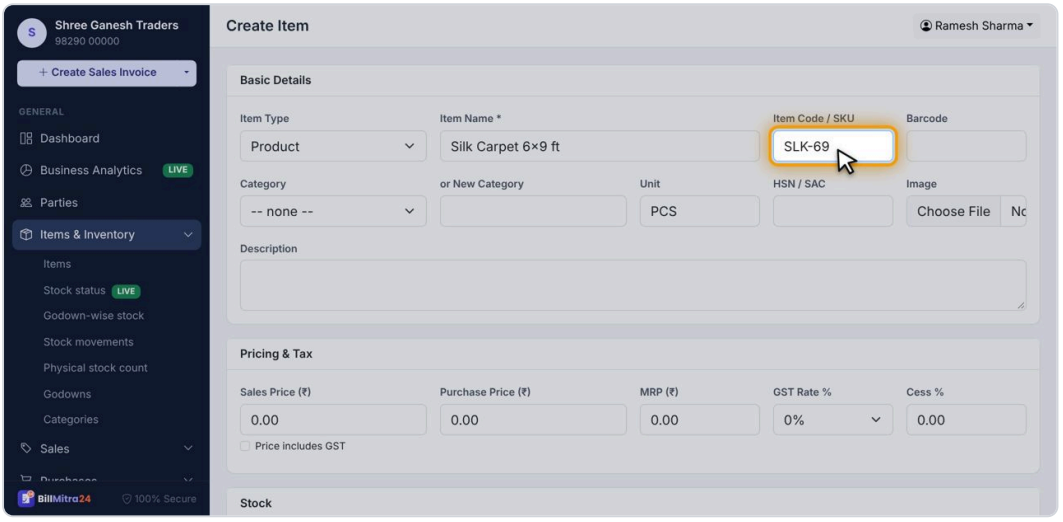
Add products and services, prices, GST, stock and barcodes.

Step-by-step

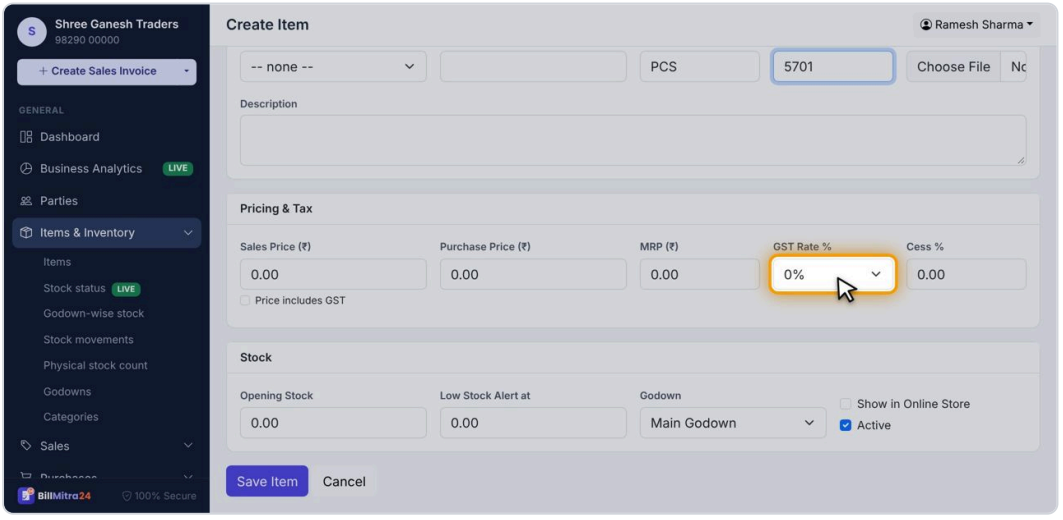
1. **Items list**
   Items are the products and services you sell or buy. The Items page shows current stock, low stock items and the total stock value.



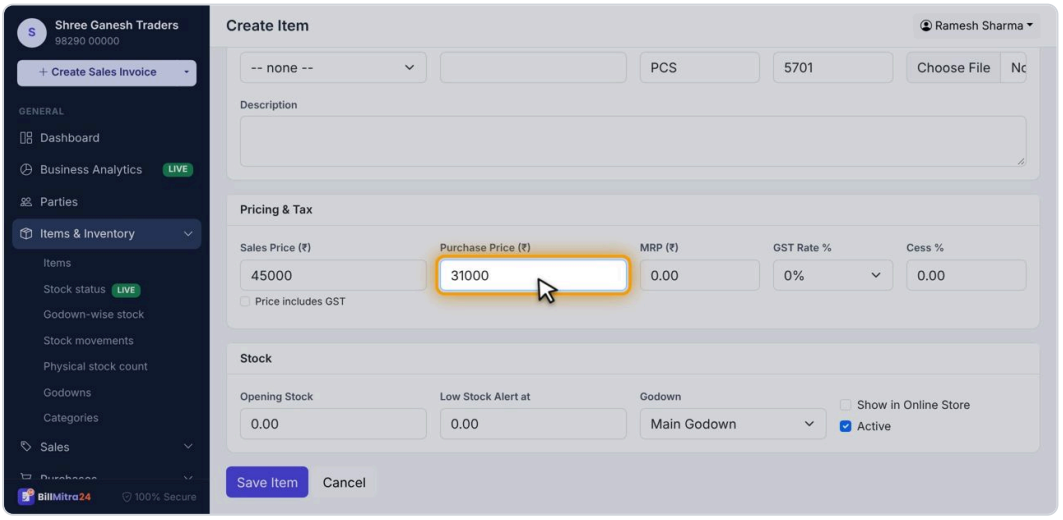
2. **Create an item**
   Click Create Item. Enter the item name, choose product or service, the unit and item code.



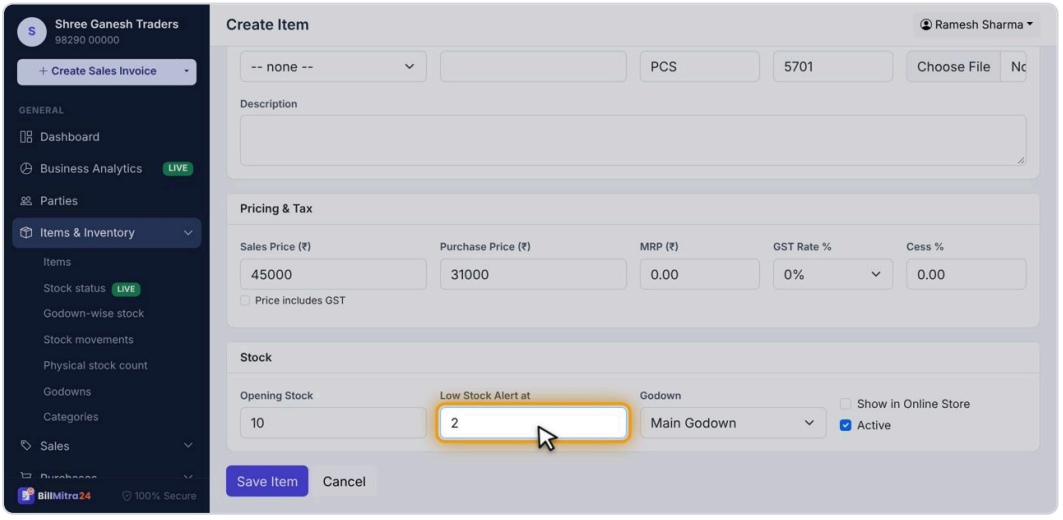
3. Enter the HSN code and GST rate. Tax is calculated automatically on every invoice.



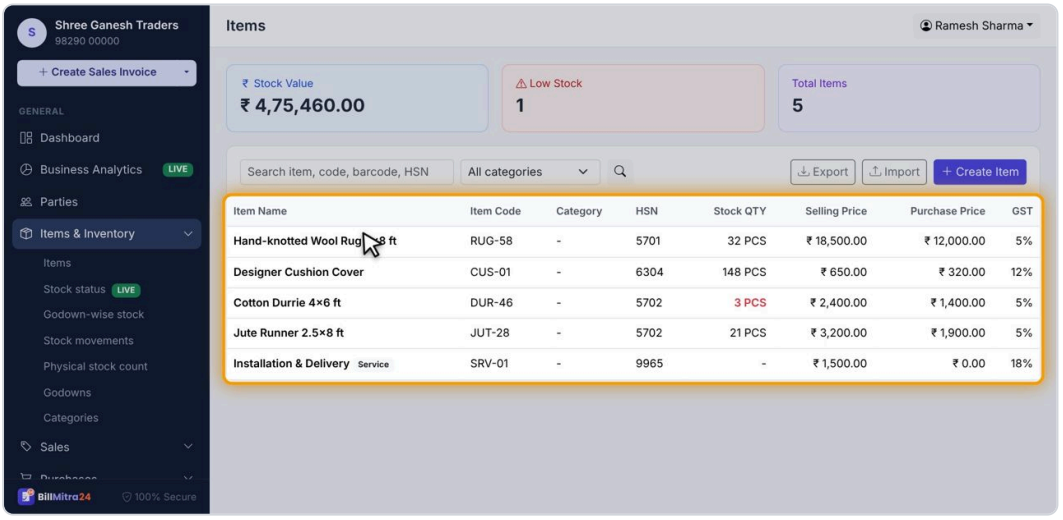
4. Enter the sales price, purchase price and MRP. Tick Inclusive of tax if your selling price already includes GST.



5. Set the opening stock, the low stock alert level and the godown. Add a barcode to scan the item at billing time. Then click Save.



6. Stock updates automatically with every sale, purchase and return. Use stock adjustment for damage or counting differences, and import many items at once from Excel.



Tips

- Services (like installation) have no stock.
- Low-stock items also appear on the dashboard.

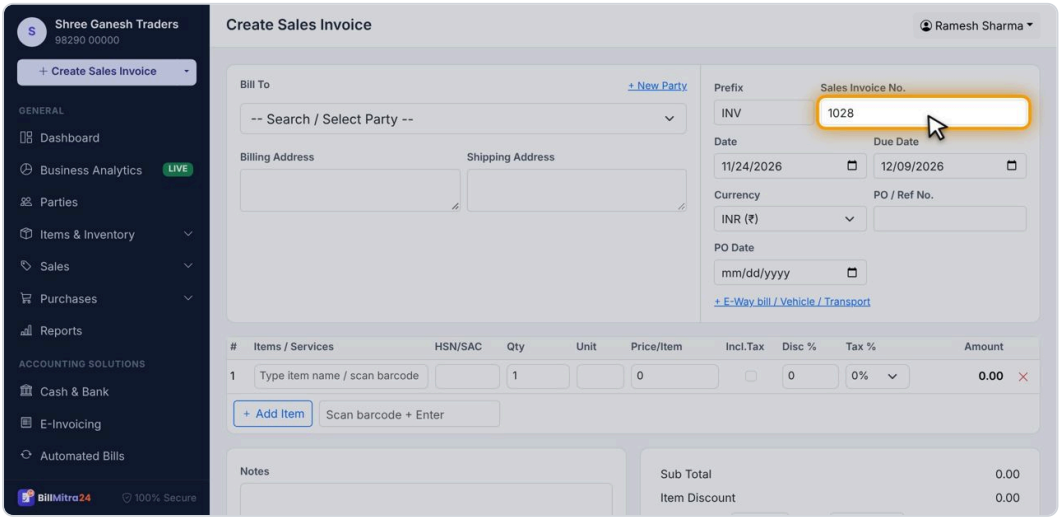
5. Create a GST sales invoice

Watch the video for this lesson in the Help Center: /help/sales-invoice

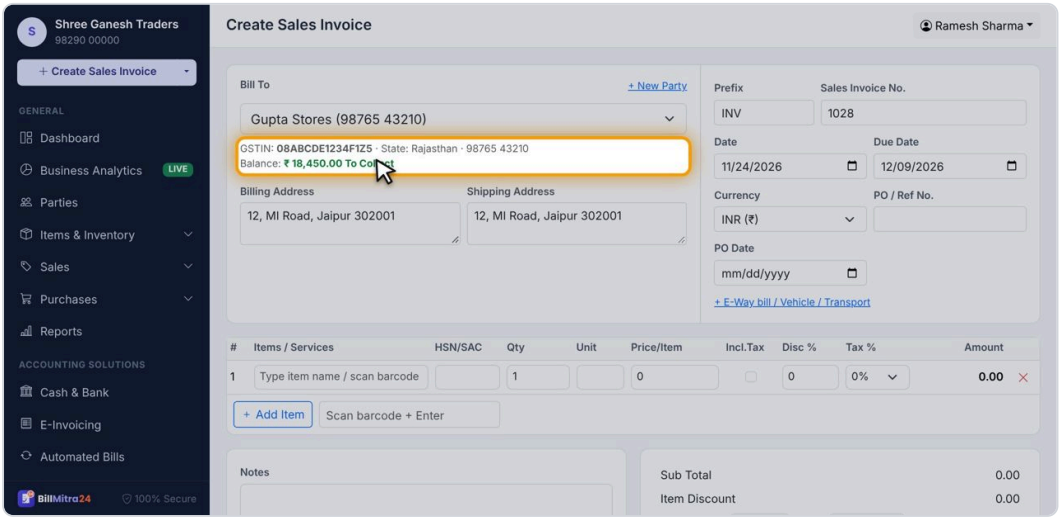
Make an invoice, record payment, print or share it on WhatsApp and email.

Step-by-step

1. **Start an invoice**
   Now let's create a sales invoice. Click Create Sales Invoice. The invoice number and date are filled automatically.

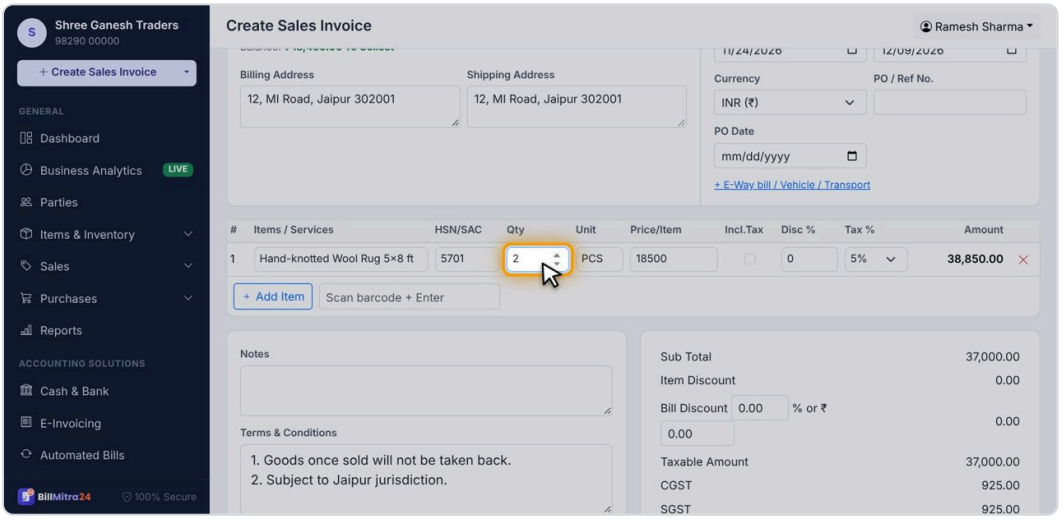


2. Select the party. Its GSTIN, state, balance and address appear, and the due date is set from the credit days.

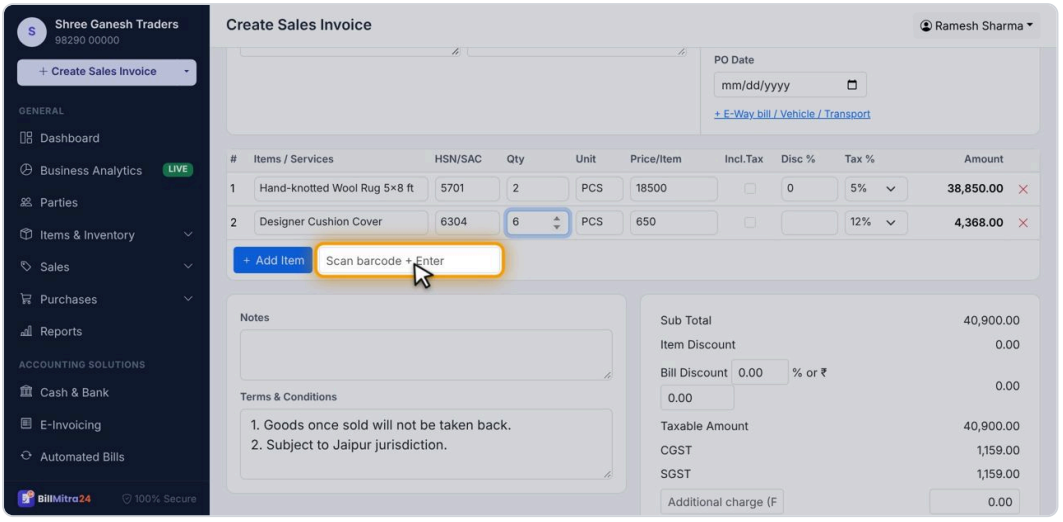


3. **Add items**

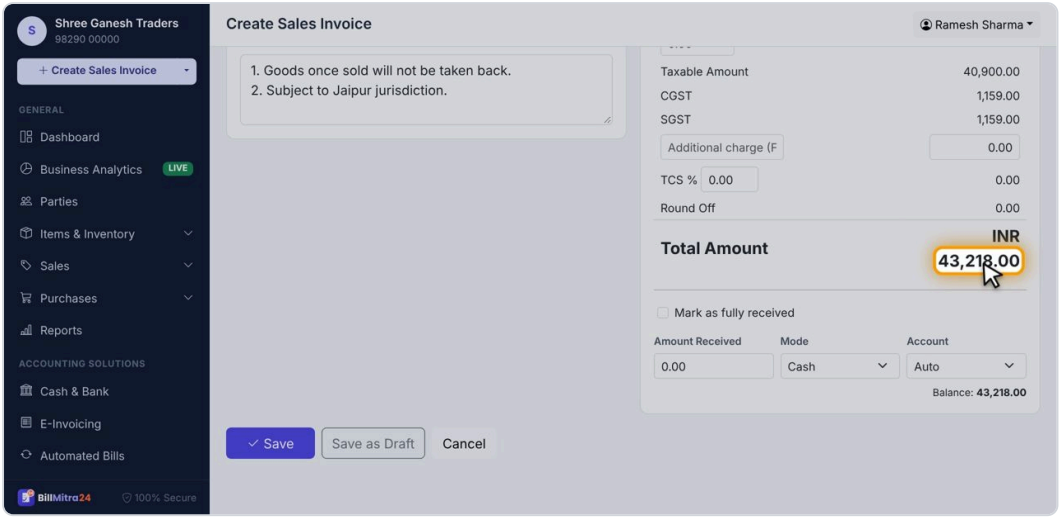
   In the items table type the item name and pick it. HSN, price and GST rate are filled from the item. Enter the quantity.



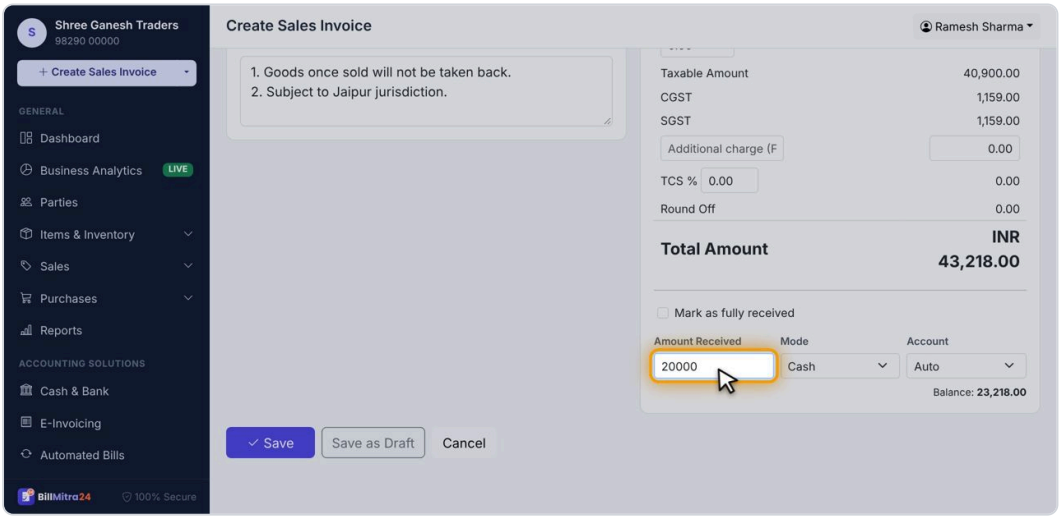
4. Click Add Item for more lines, or scan a barcode and press Enter to add it instantly.



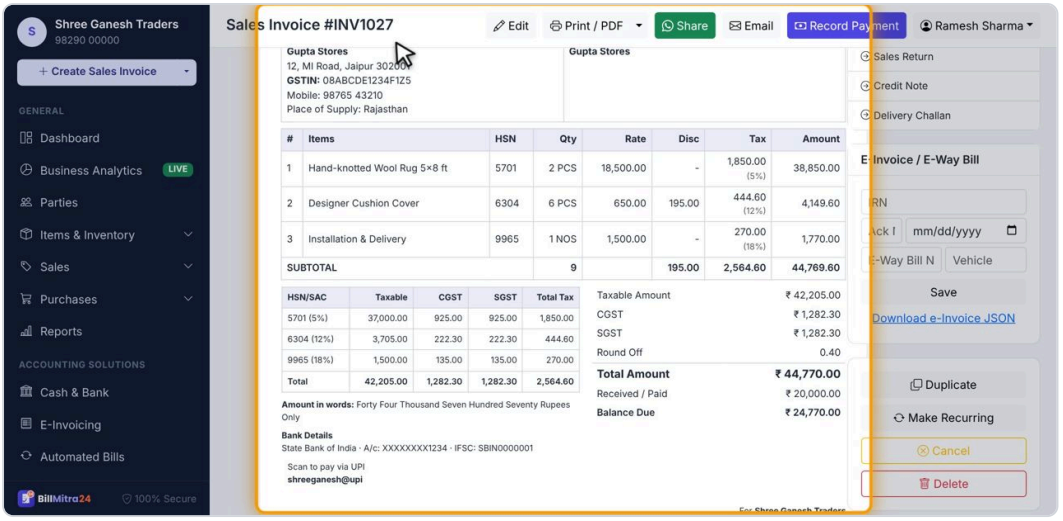
5. The totals are calculated automatically: discount, taxable amount, CGST and SGST for the same state, or IGST for another state, round off and the grand total.



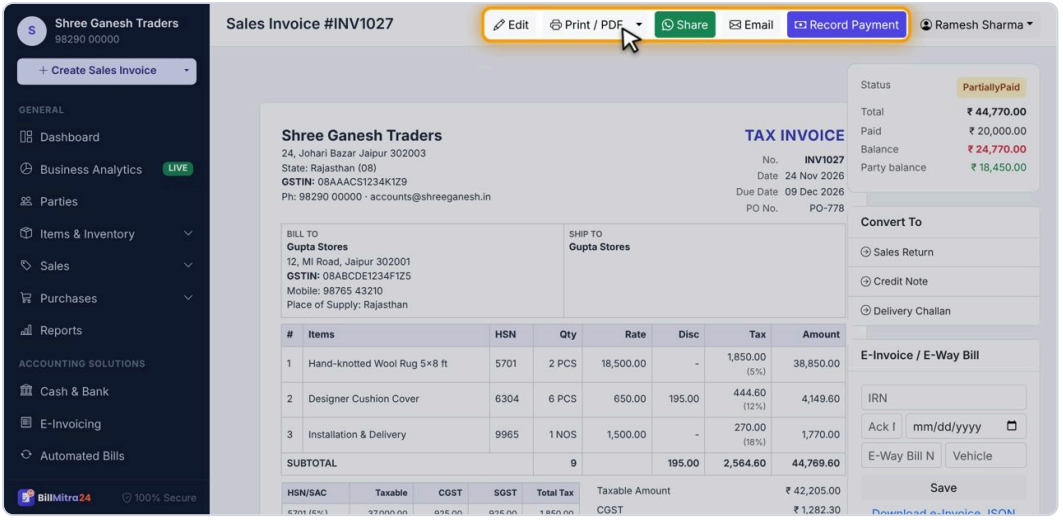
6. **Payment & save**
   If the customer paid now, enter the amount received and payment mode, or tick Fully paid. Then click Save.



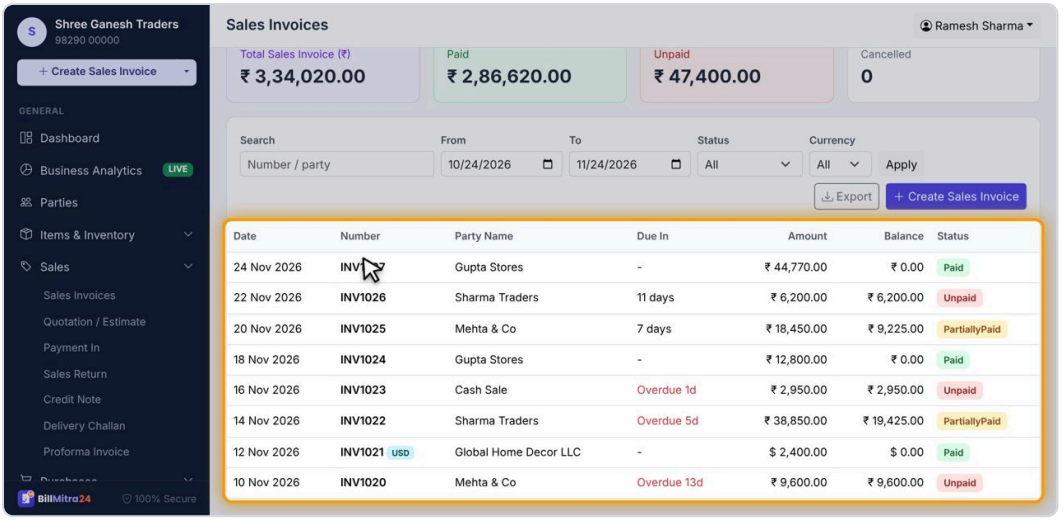
7. **Print & share**
   The saved invoice opens. Change the design from the Print menu and print it or save it as PDF.



8. Click Share to send it on WhatsApp with a secure link, or Email to send it to the customer's email. Record Payment adds a later payment against this invoice.



9. For export customers create the invoice in dollars or euros. An admin can also make a copy of the same invoice number in rupees.



Tips

- Convert a quotation or delivery challan to an invoice in one click.
- Drafts are not counted in stock or accounts until saved.

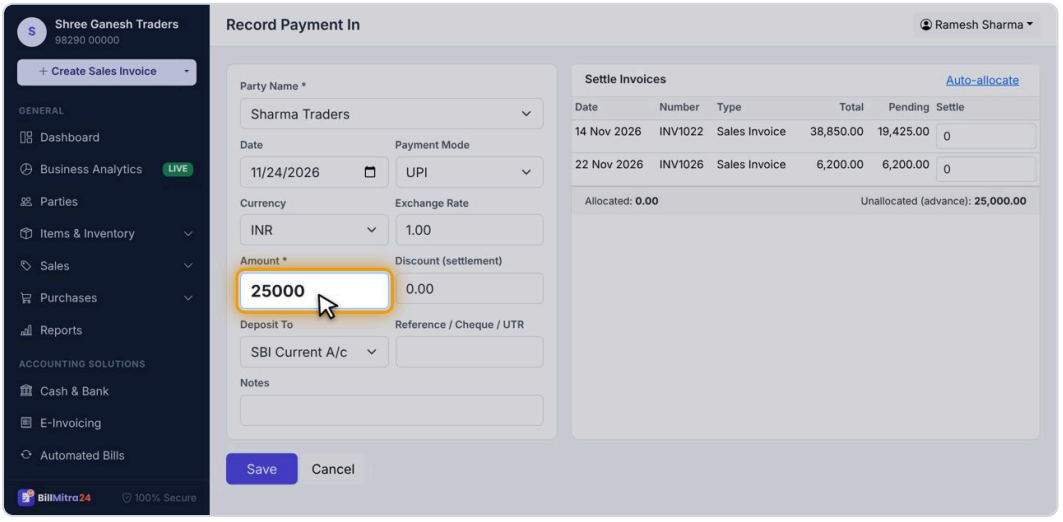
6. Payments, cash & bank and expenses

Watch the video for this lesson in the Help Center: /help/payments

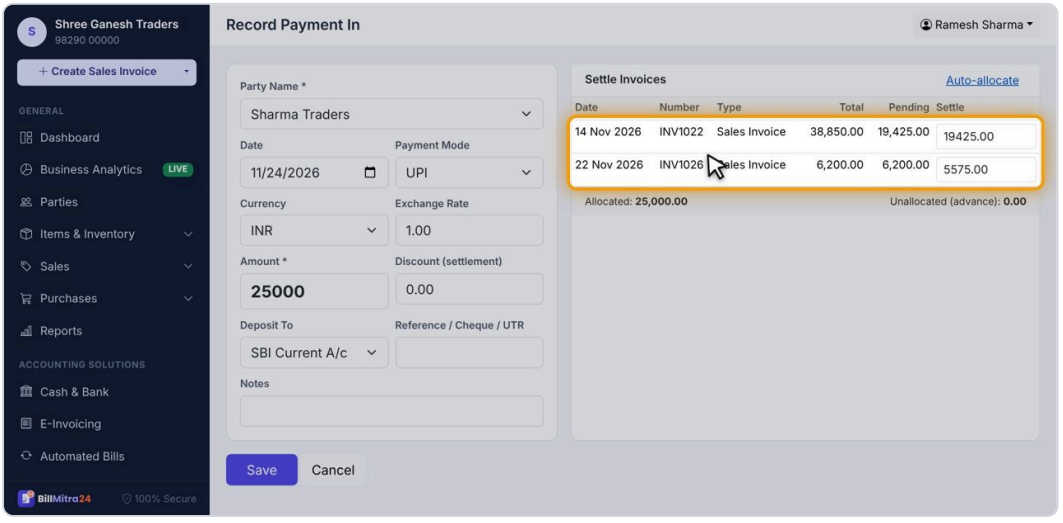
Record payments in and out, manage cash and bank accounts and add expenses.

Step-by-step

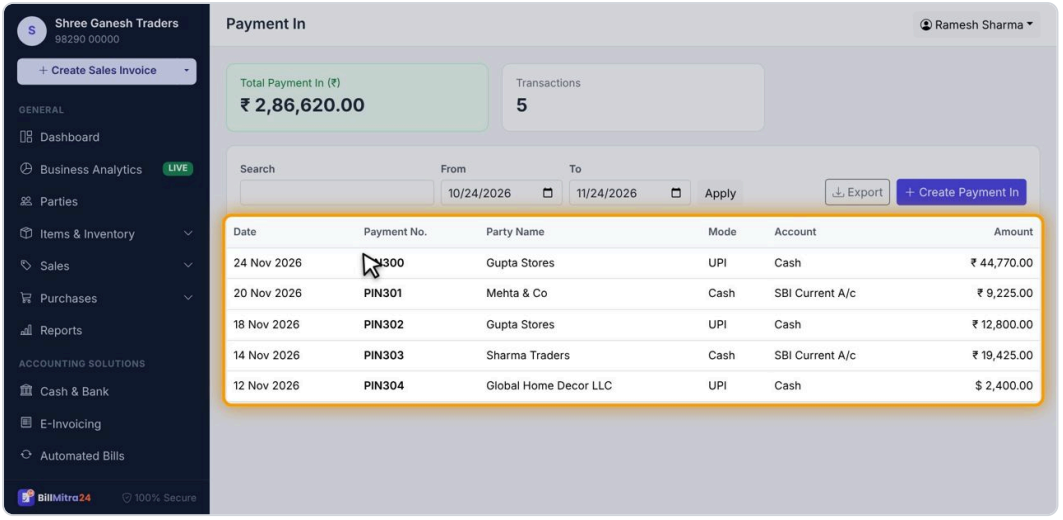
1. **Payment In**
   When a customer pays, open Payment In. Select the party, enter the amount, the payment mode like cash, UPI or bank, and the account where money was received.



2. The amount is settled against the oldest unpaid invoices automatically. You can change the settlement for each invoice before saving.

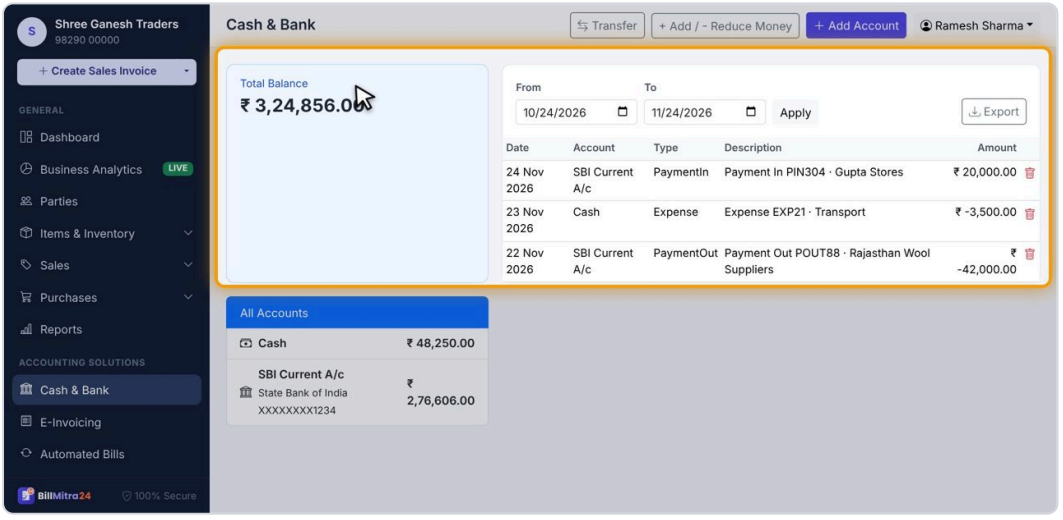


3. All payments are listed in the payments register. Payment Out works the same way for paying suppliers.

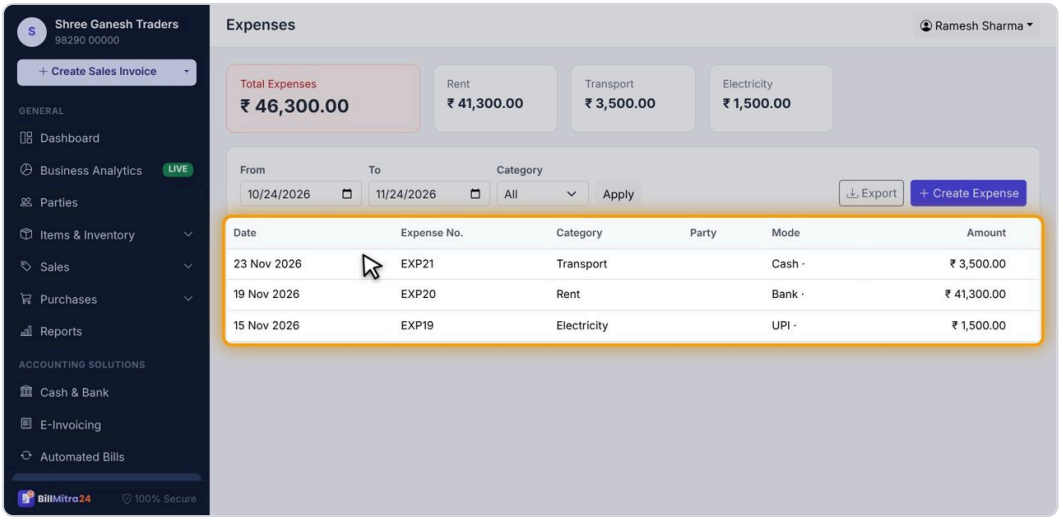


4. **Cash & bank**

   Cash and Bank shows the balance of each account and every transaction. Add bank accounts, transfer money between accounts, and add or reduce money.



5. **Expenses**
   Record business expenses like rent, salary or transport in Expenses. Choose the category, amount, GST if applicable and payment mode. Expenses appear in profit and loss.



Tips

- Every payment updates the party balance, the invoice status and the cash/bank account.

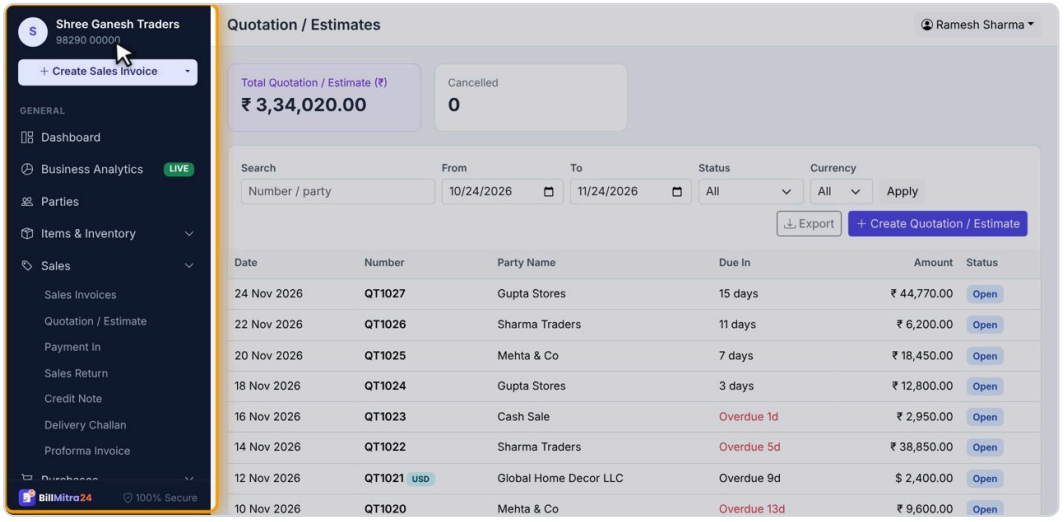
7. Quotations, purchases, other documents & POS

Watch the video for this lesson in the Help Center: /help/documents-pos

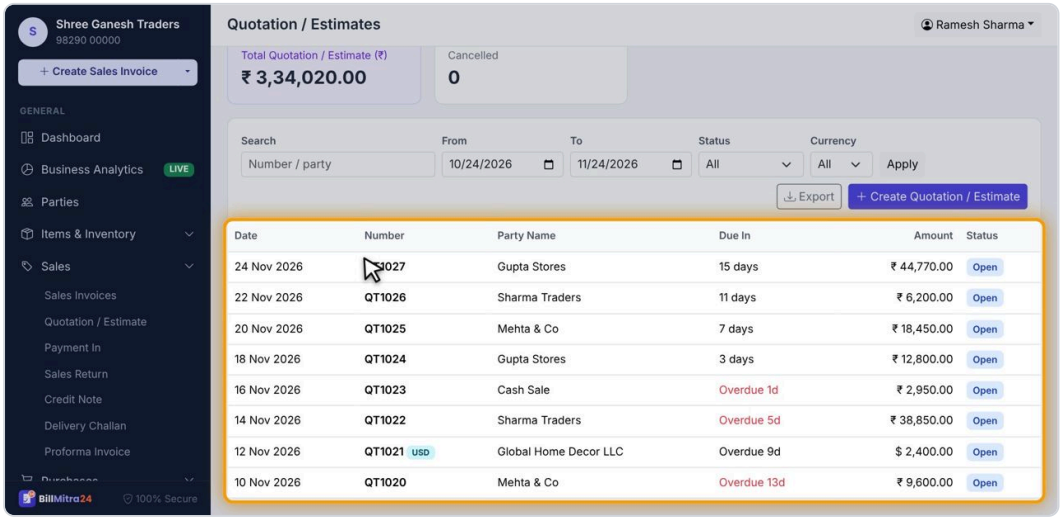
Use quotations, challans, returns, purchase bills and fast POS billing.

Step-by-step

1. **Sales documents**
   BillMitra24 has ten documents. In Sales: quotation, proforma invoice, delivery challan, sales return and credit note. They all work like the invoice screen.

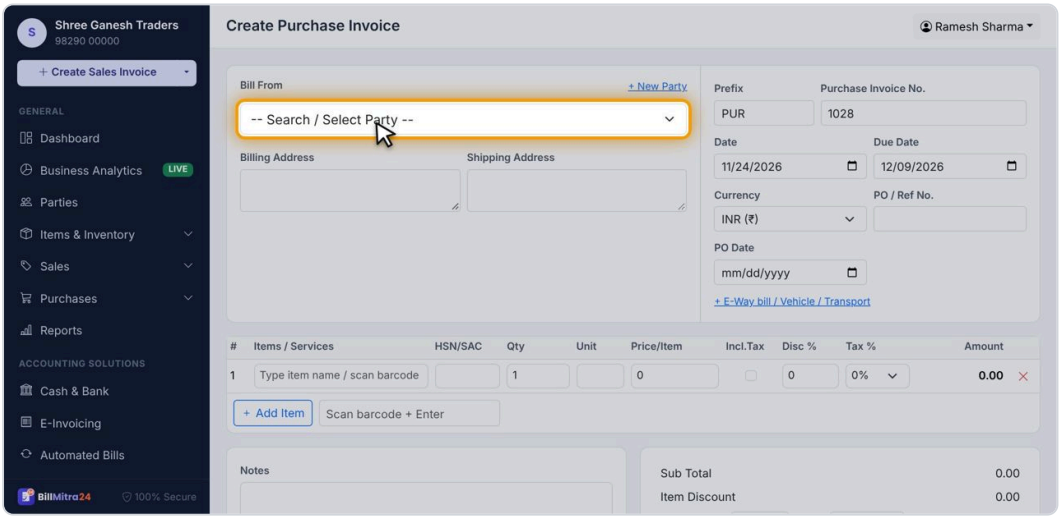


2. Send a quotation to the customer. When they confirm, open it and click Convert to Invoice. All items are copied and the quotation is marked converted.



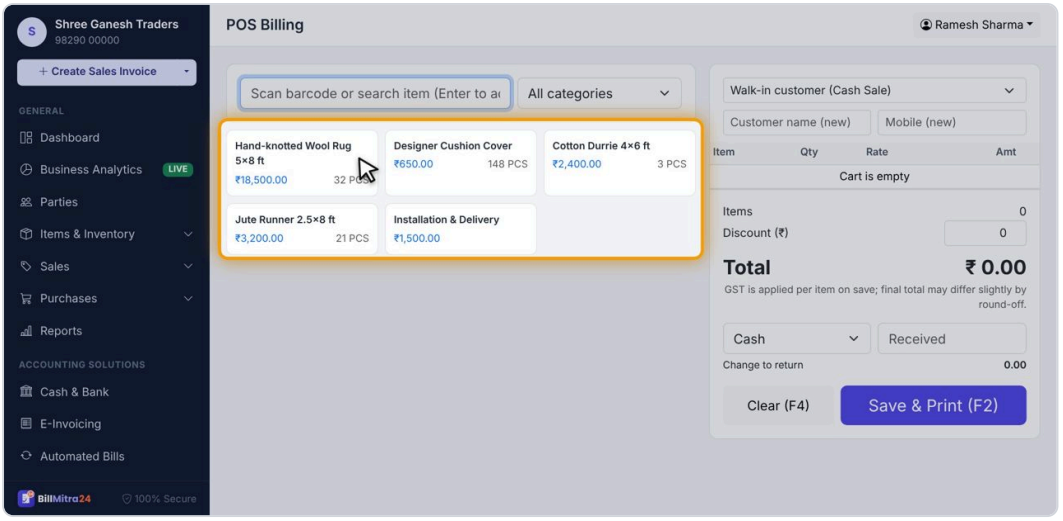
3. **Purchases**

   In Purchases record purchase invoices from suppliers, purchase returns, debit notes and purchase orders. Purchases increase stock and the amount you have to pay.



4. **POS billing**

   For a shop counter use POS Billing. Scan a barcode or tap an item to add it to the cart, enter the amount received and press F2 to save and print on a thermal printer.



Tips

- Automated Bills create repeat invoices weekly, monthly or yearly.
- Online Store gives you a link where customers can place orders.

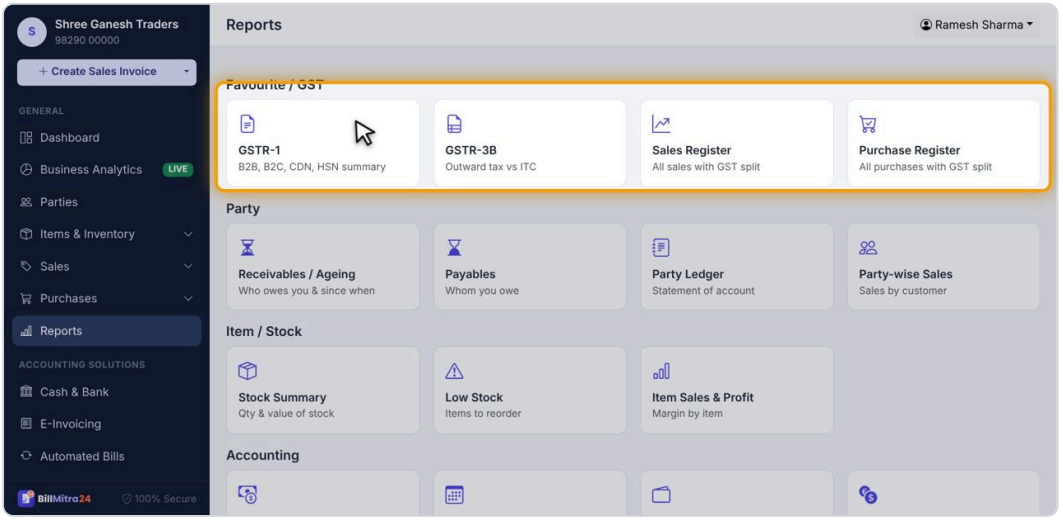
8. Reports & GST returns

Watch the video for this lesson in the Help Center: /help/reports

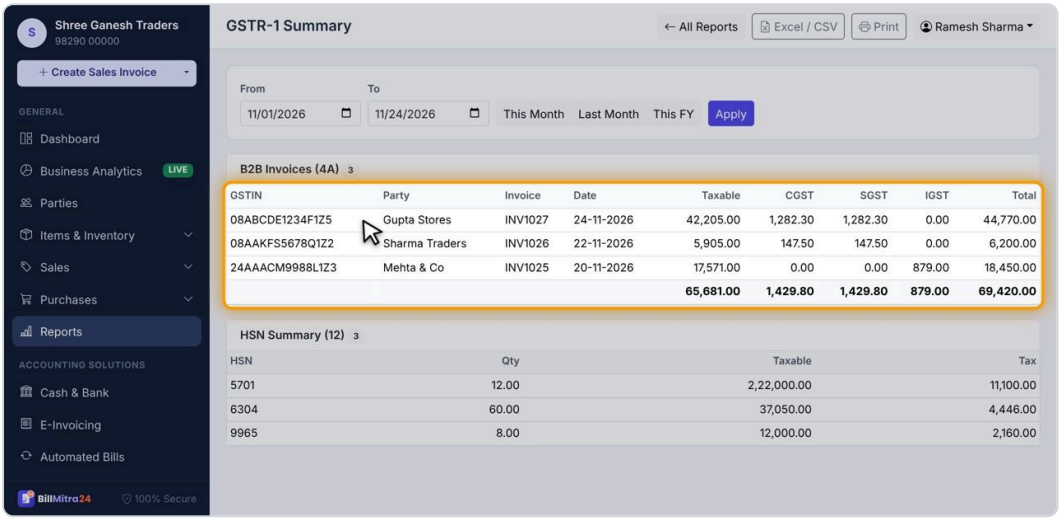
GSTR-1, GSTR-3B, profit & loss, outstanding and stock reports with Excel export.

Step-by-step

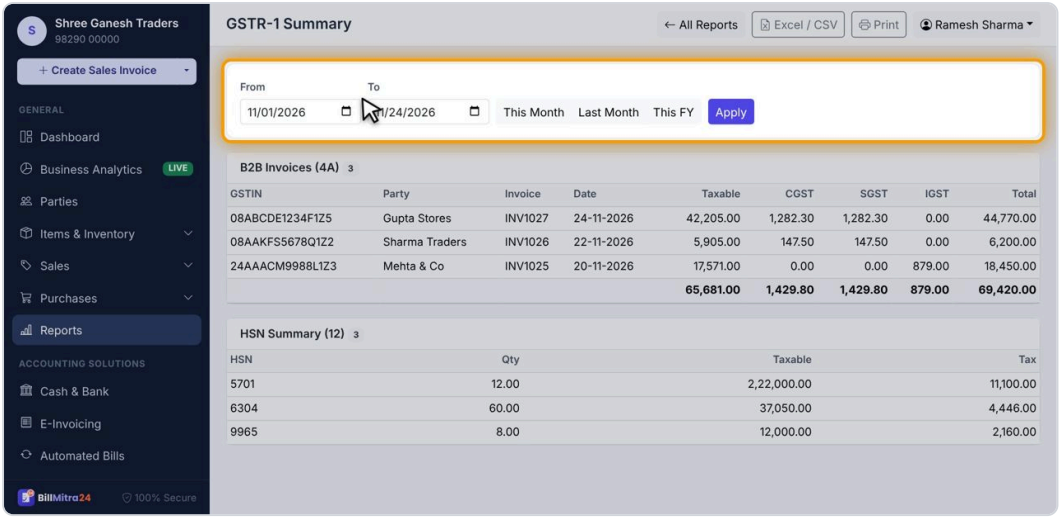
1. **All reports**
   Open Reports to see all business and GST reports in one place: sales and purchase registers, party ledger, profit and loss, stock summary and more.



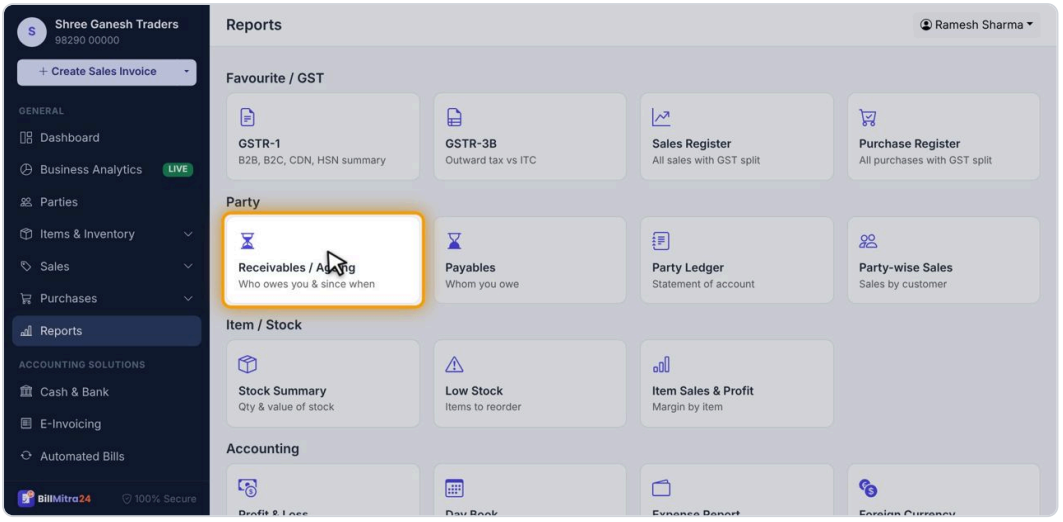
2. **GSTR-1**
   For GST filing open GSTR-1. It lists B2B invoices with GSTIN, B2C sales, credit notes and the HSN summary for the selected month.



3. Choose the date range at the top and click Export to download the report in Excel for your CA. GSTR-3B shows output tax, input tax credit and net tax payable.



4. The receivables ageing report shows who owes you money and for how many days, with a WhatsApp reminder button for each party.



Tips

- E-Invoicing: download the NIC JSON for B2B invoices and save IRN / Ack No.
- All reports can be exported to Excel (CSV).

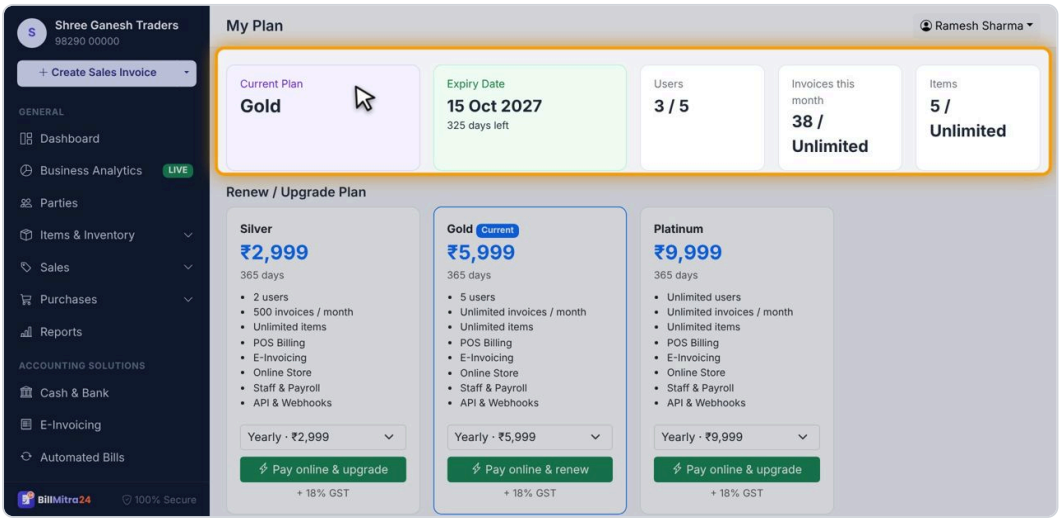
9. My plan, online payment & API integration

Watch the video for this lesson in the Help Center: /help/plan-api

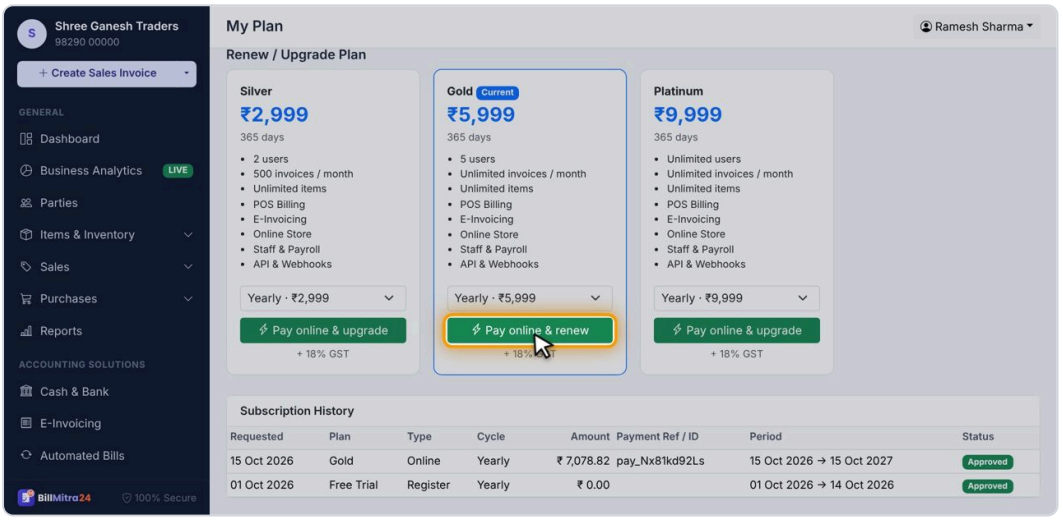
Renew or upgrade with Razorpay and connect other software with API keys and webhooks.

Step-by-step

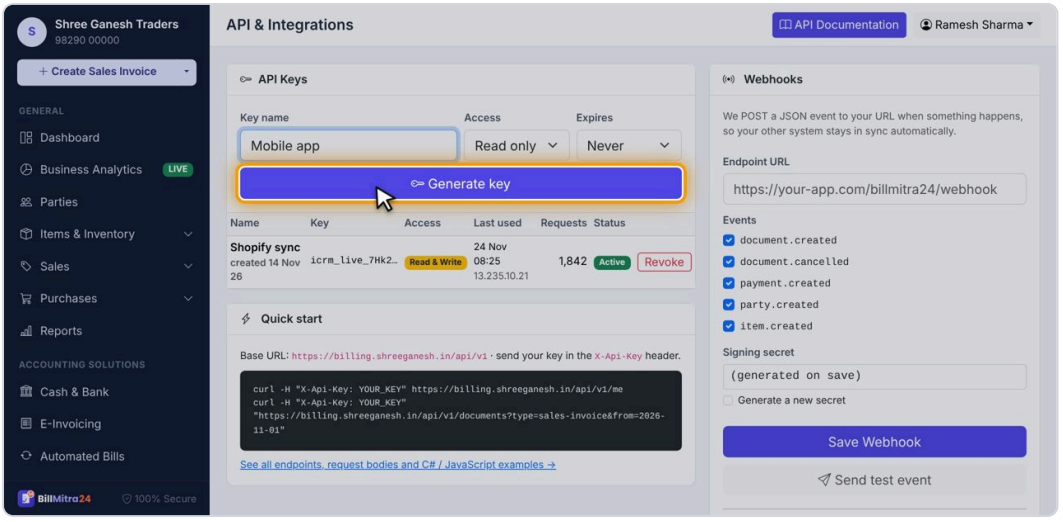
1. **My plan**
   My Plan shows your current plan, expiry date, days left and usage of users, invoices and items. You get reminder emails before the plan expires.



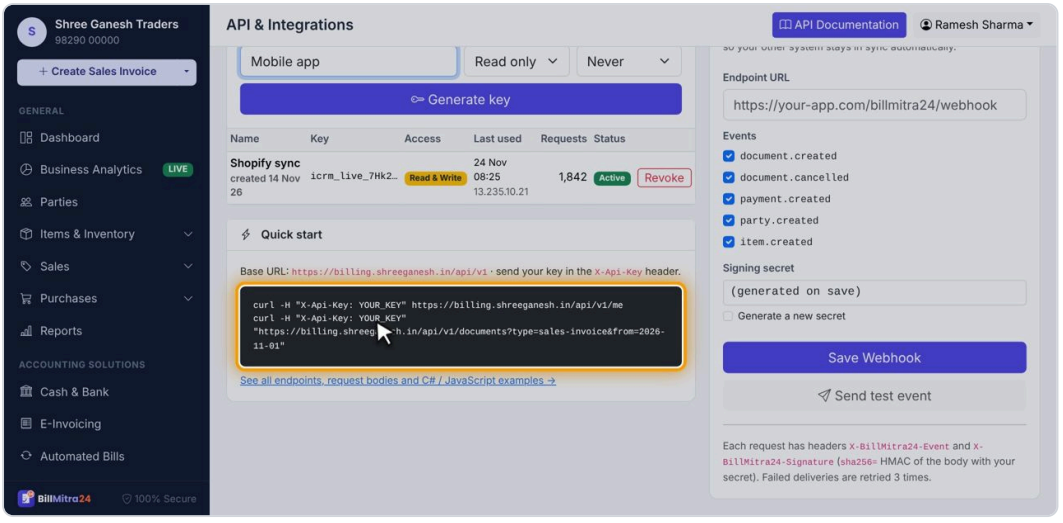
2. To renew or upgrade, choose monthly or yearly and click Pay online. Pay by UPI, card or net banking through Razorpay, and the plan is activated instantly with a receipt by email.



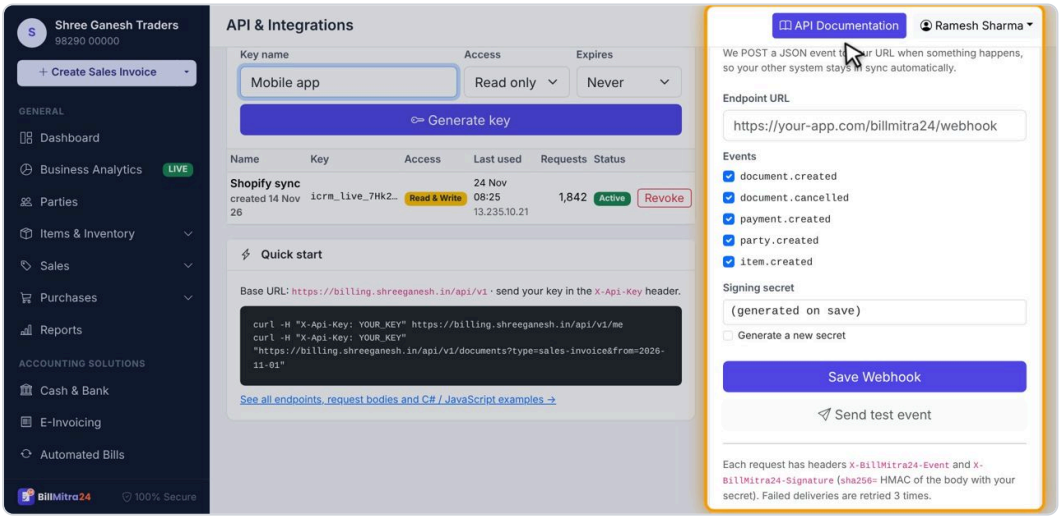
3. **API keys**
   To connect your other software like Shopify, Tally or a mobile app, open Settings, API and Integrations. Give the key a name, choose read only or read and write, and click Generate key.



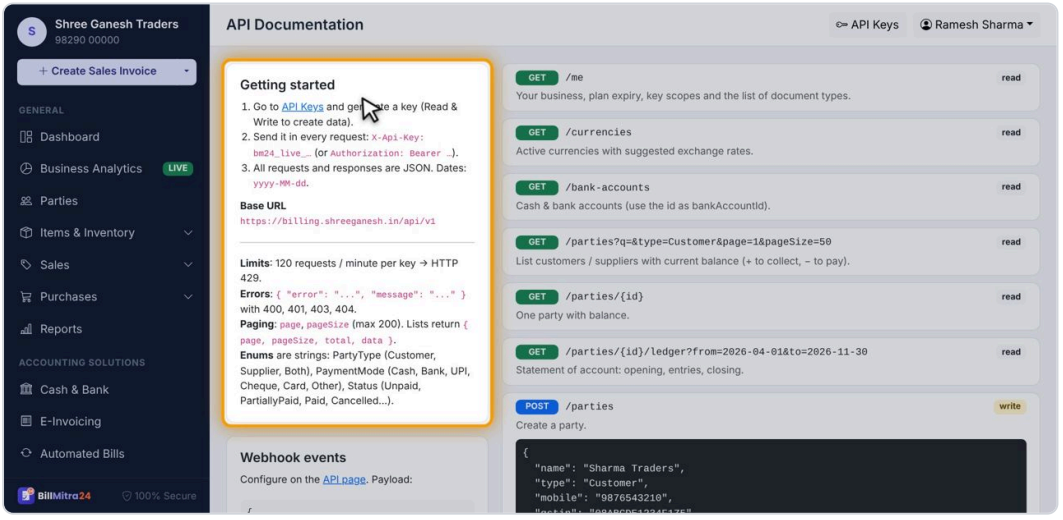
4. Copy the key. It is shown only once. Send it in the X-Api-Key header to read and create parties, items, invoices and payments.



5. **Webhooks**
   With webhooks, BillMitra24 sends an event to your URL whenever an invoice, payment, party or item is created, so your other system stays in sync.



6. Open API Documentation for every endpoint with request examples in curl, C sharp and JavaScript.



Tips

- API access depends on your plan.
- Revoke a key at any time; apps using it stop working immediately.

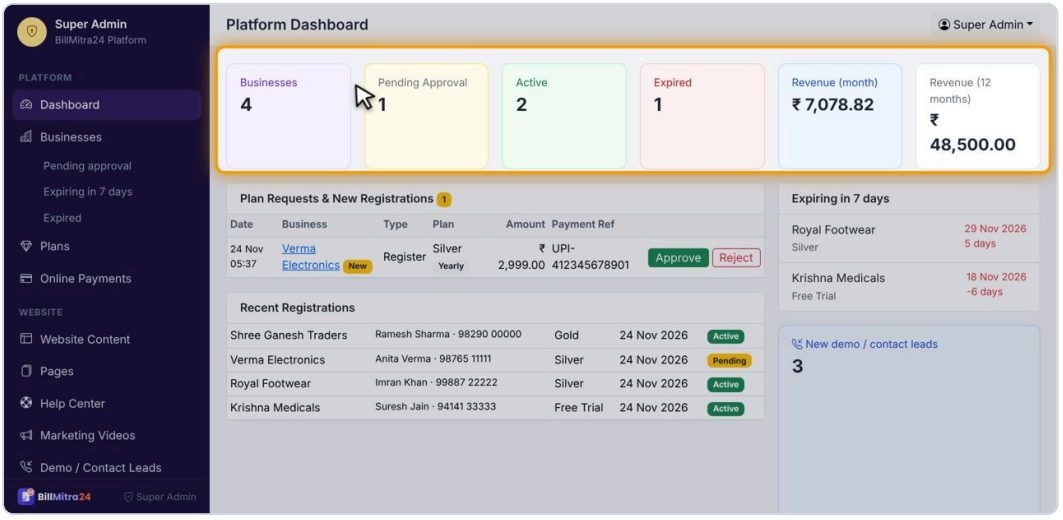
10. Super Admin: businesses, plans, website, payments & email

Watch the video for this lesson in the Help Center: /help/super-admin

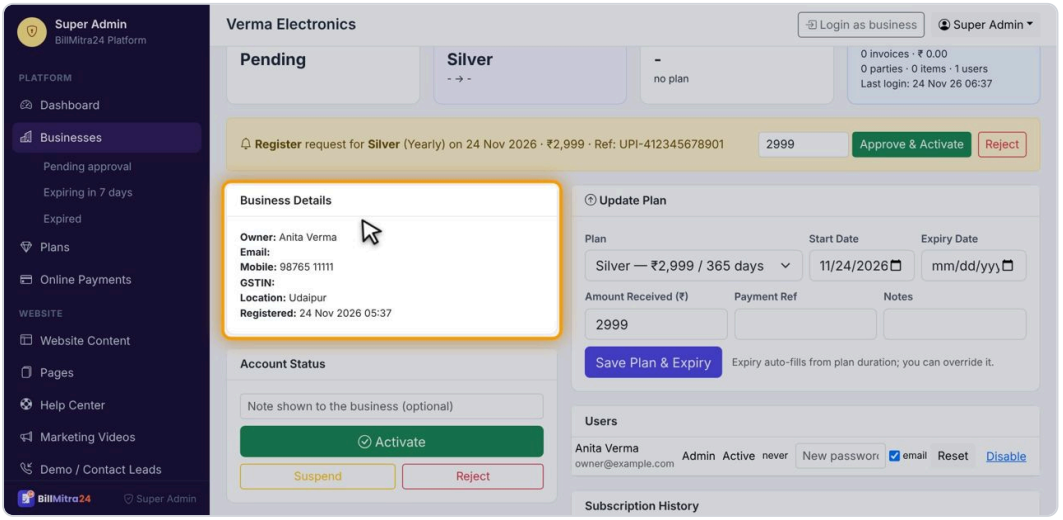
Approve businesses, manage plans, edit the website and set up Razorpay and SMTP.

Step-by-step

1. **Platform dashboard**
   The Super Admin runs the whole platform. The dashboard shows businesses, pending approvals, expired plans, revenue, new registrations and plan requests.

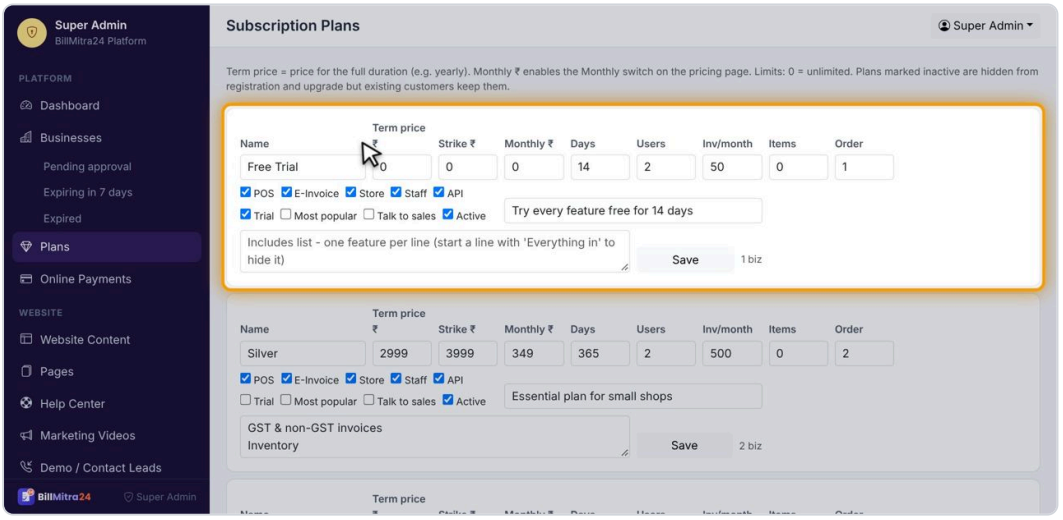


2. **Manage a business**
   Approve or reject a new registration in one click. Open a business to activate or suspend it, update its plan and expiry, extend days, reset a user's password or log in as the business for support.



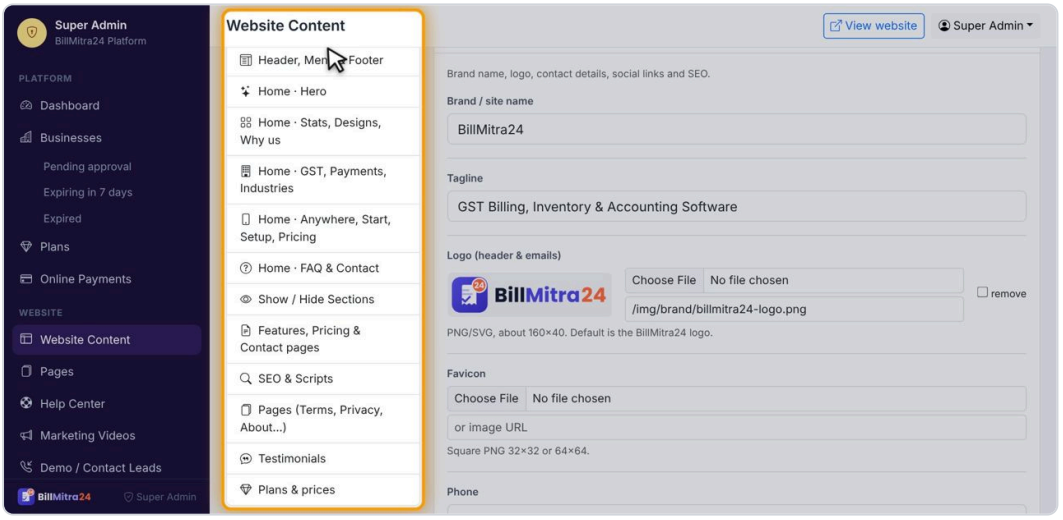
3. **Plans**

   In Plans set prices for monthly and yearly billing, limits for users, invoices and items, and which features each plan includes.

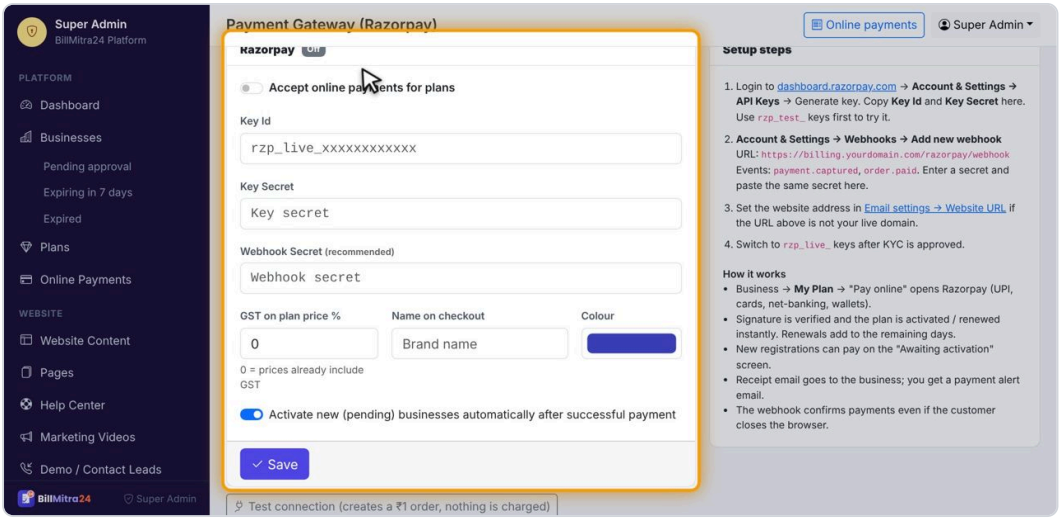


4. **Website content**

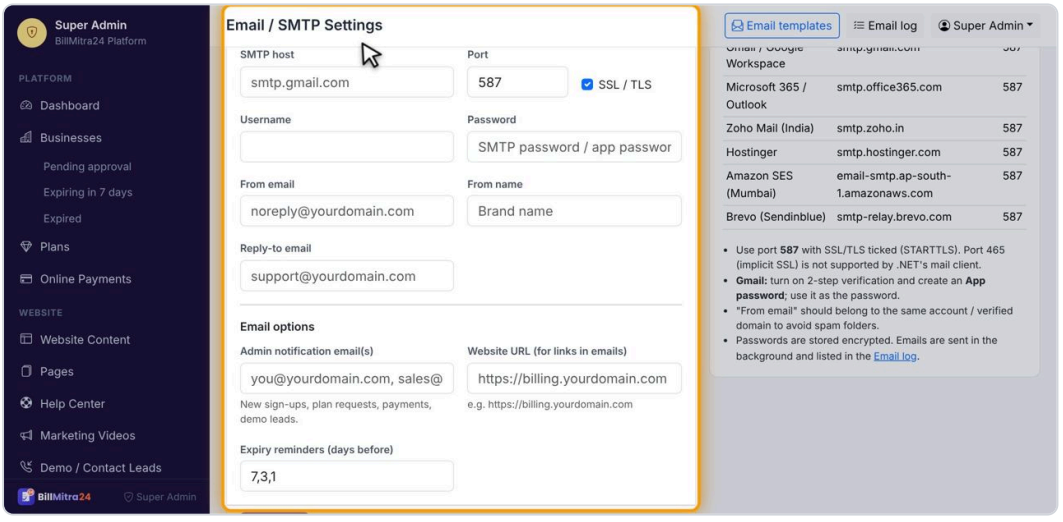
   Website Content lets you edit the public website without code: logo, phone, WhatsApp, address, every home page section, FAQs, pages and SEO. Changes are live immediately.



5. **Razorpay**
   In Payment Gateway enter your Razorpay key id and secret and the webhook secret, then test the connection. Businesses can now pay online and plans activate automatically.



6. **SMTP & email templates**
   In Email and SMTP enter your mail server details and send a test email. Email Templates let you edit every automatic email in your own words, with a live preview.



Tips

- Back up the App_Data/keys folder: it encrypts saved Razorpay and SMTP secrets.
- Use rzp_test_ keys first, then switch to rzp_live_.

11. FAQ & troubleshooting

I cannot log in.

Check the email and password, then use Forgot password on the login page. If your business is pending or suspended you will see the status screen — contact support or pay online to activate.

CGST/SGST is coming instead of IGST (or the opposite).

Tax type depends on your state (Settings → Business Profile) and the party's state / place of supply. Correct the state on the party or the invoice.

Stock is going negative.

Record purchases or opening stock first, or turn off Allow negative stock in Settings to block such sales.

How do I change the invoice design or add my logo?

Settings → Invoice Template for the design and colour; Settings → Business Profile to upload logo and signature.

A payment was entered against the wrong invoice.

Open the payment from Payments, delete it and record it again with the correct settlement.

My plan expired. Is my data lost?

No. Your data is safe. Renew from My Plan (pay online) and everything is available again immediately.

I am not receiving emails.

Check the spam folder. The platform owner must set up SMTP (Super Admin → Email / SMTP); the Email Log shows whether each email was sent.

Online payment succeeded but the plan is not active.

Wait a minute and refresh — the Razorpay webhook confirms it automatically. If it still shows pending, send the Razorpay payment ID to support.

Can my staff see profit and settings?

Use roles: Staff can bill; Accountant can see reports; Manager can delete documents; only Admin can change settings, users, plan and API.

Does it work offline / on mobile?

It works on every phone and computer browser and can be installed as an app. An internet connection is needed to save data.