G-SOFT

G-SOFT Inventory Management System

User Manual

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5. Receive stock (GRN)
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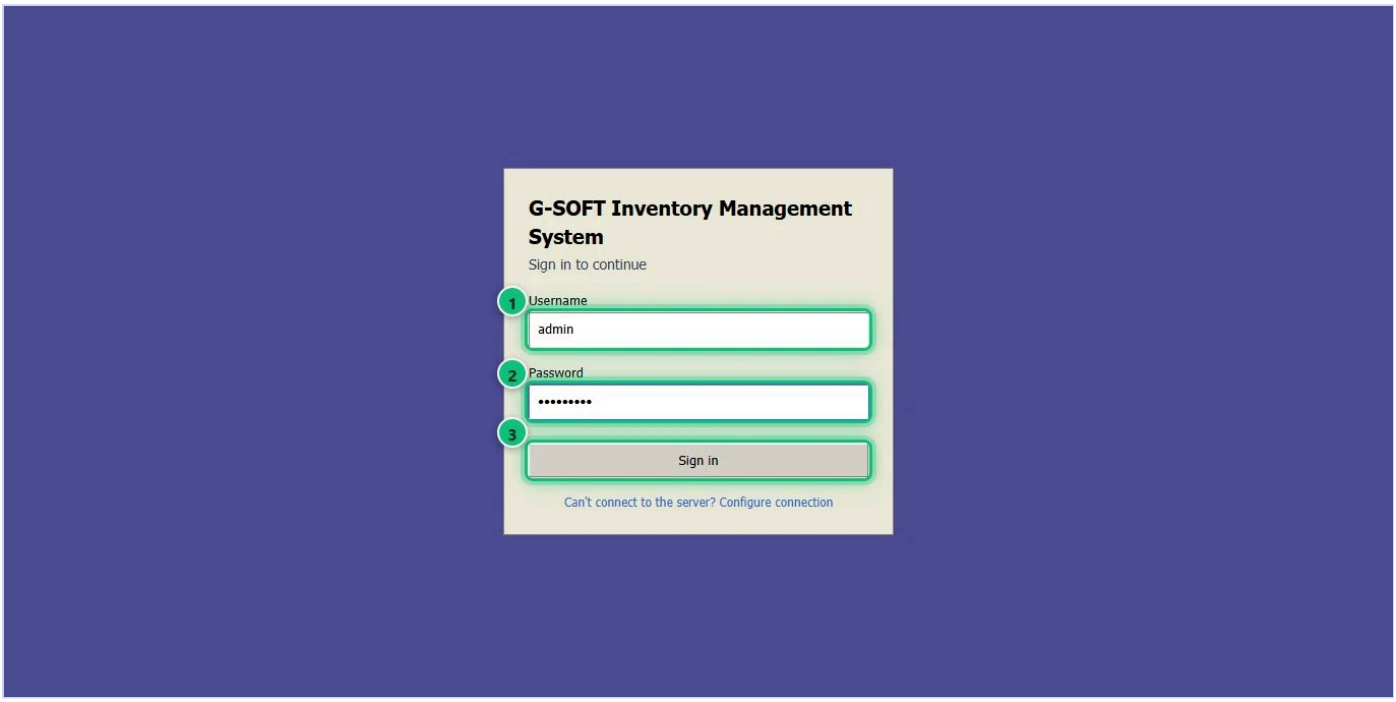
Help: 074 152 0055 · WhatsApp 071 572 8413 · www.gsoftit.lk

1 Sign in

Every person who uses the program has their own username and password, so the program knows who made each sale.

STEP 1 OF 1

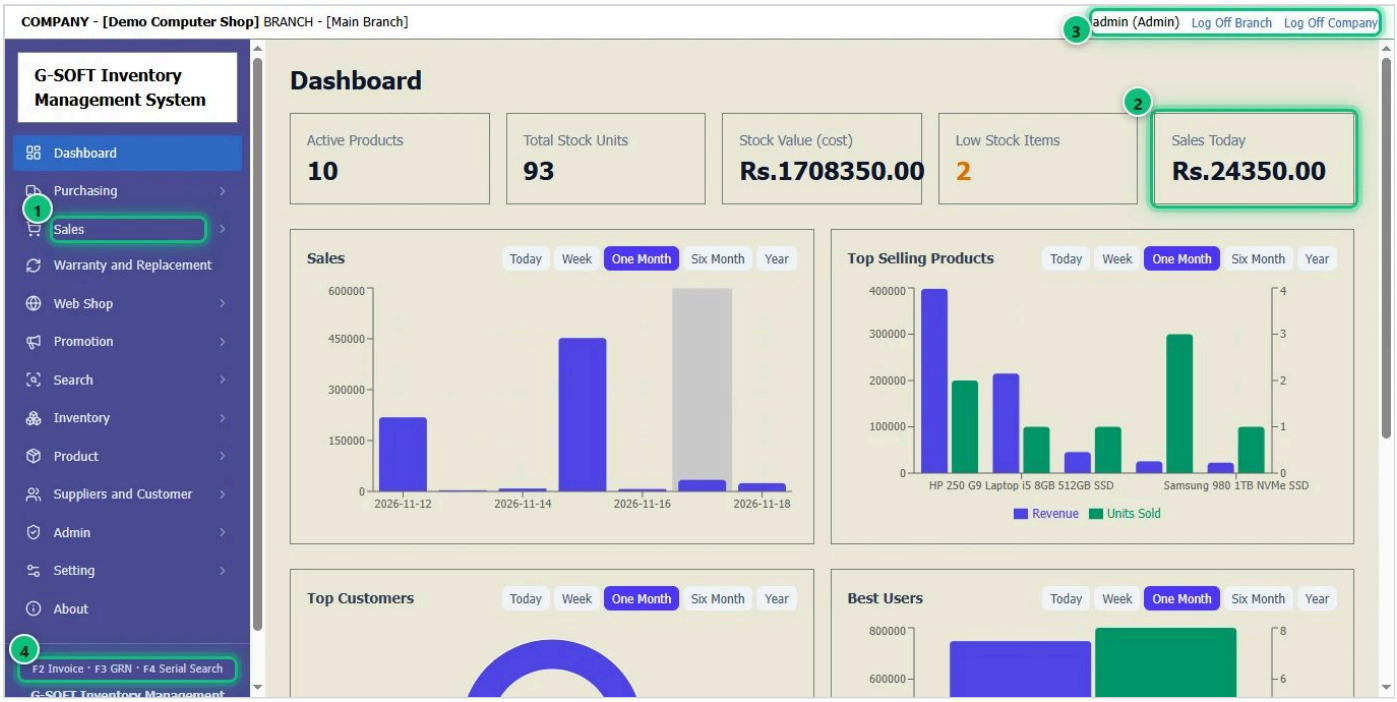


1. Type your **username** 1 and **password** 2.
2. Click **Sign in** 3, or press **Enter**.

2 The main screen

After signing in you see the Dashboard: today's sales, stock and the menu that opens every part of the program.

STEP 1 OF 1

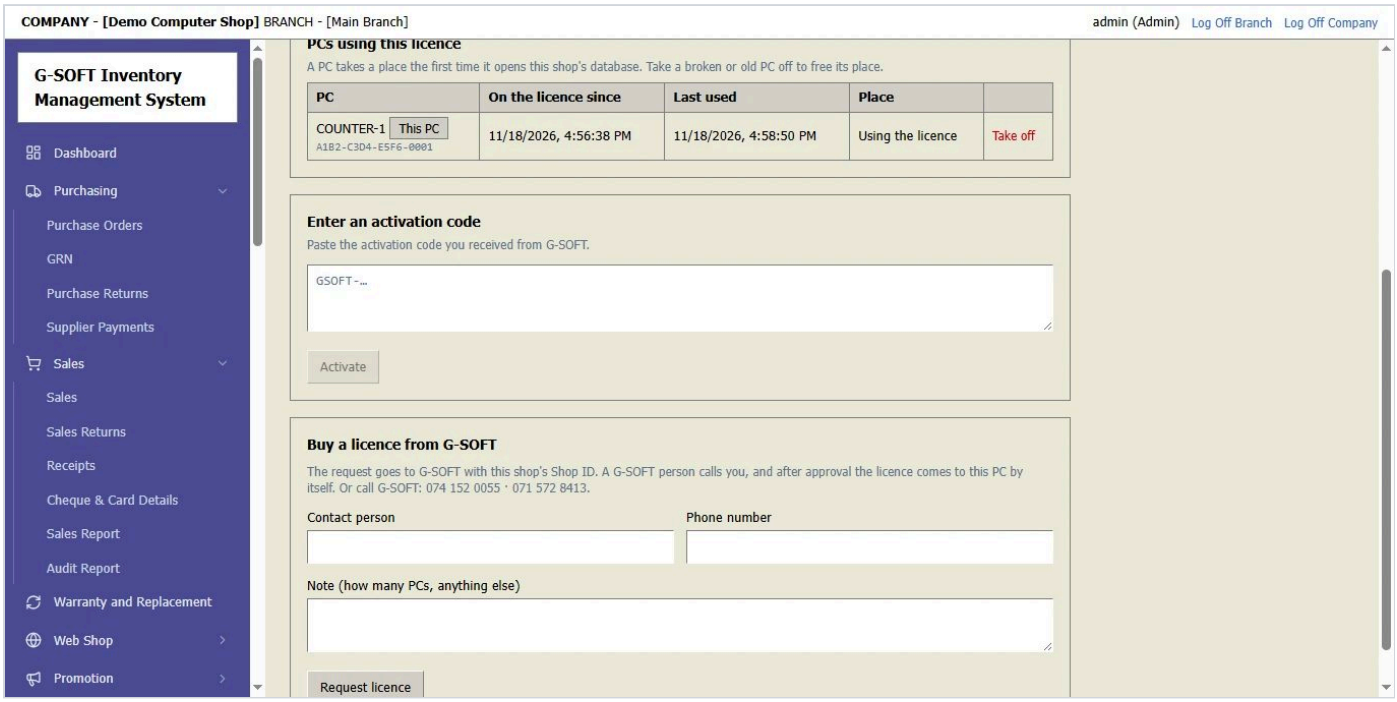


1. The **menu** on the left opens every part of the program. Click a heading — for example **Sales** 1 — to see its pages.
2. The **Dashboard** shows today's sales 2, stock value, low-stock items and charts.
3. The top bar shows your company, branch and **who is signed in** 3. **Log Off Branch** / **Log Off Company** sign you out.
4. Shortcut keys 4 work from any screen: **F2** opens a new invoice, **F3** a new GRN, **F4** the serial number search.

3 Enter your licence key

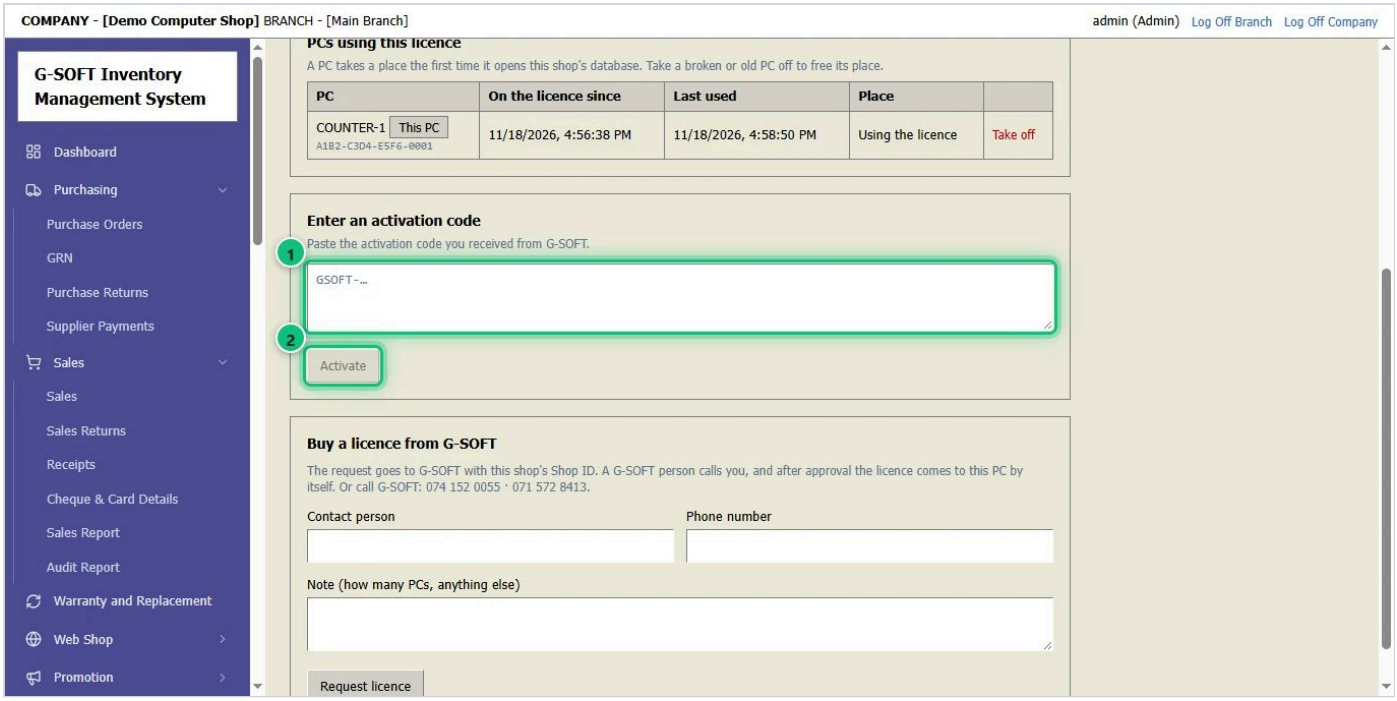
The program works free for 30 days. Enter the licence key from G-SOFT to keep using it — nothing else changes and no data is lost.

STEP 1 OF 2



1. Open **Setting** → **Licence**.
2. The **state** 1 shows whether you are on the trial, licensed, or view only, and for how long.
3. Your **Shop ID** 2 — G-SOFT may ask for it when you buy a licence.

STEP 2 OF 2

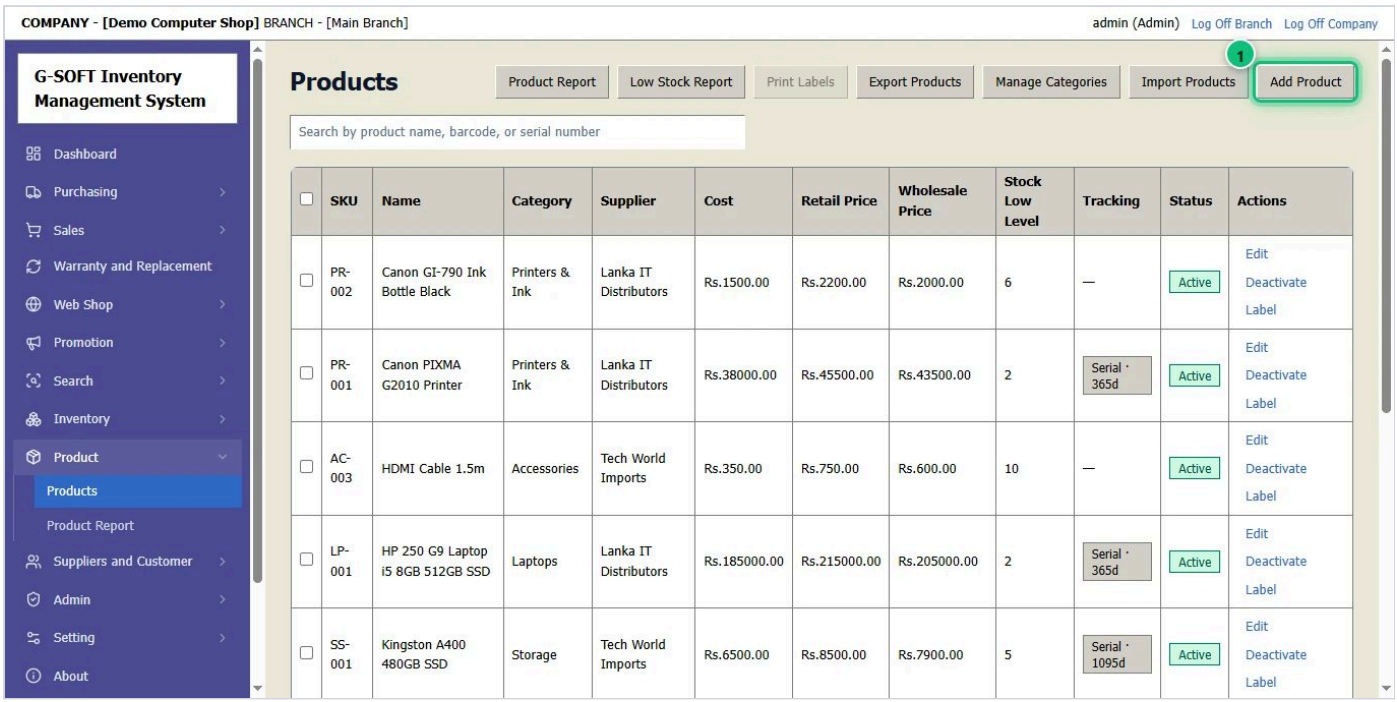


1. Paste the key G-SOFT sends you (it starts with **GSOFT-**) into the box 1.
2. Click **Activate** 2. It works on every PC of your shop.
3. No key yet? Fill in **Buy a licence from G-SOFT** below and click **Request licence** — or call 074 152 0055.

4 Add a product

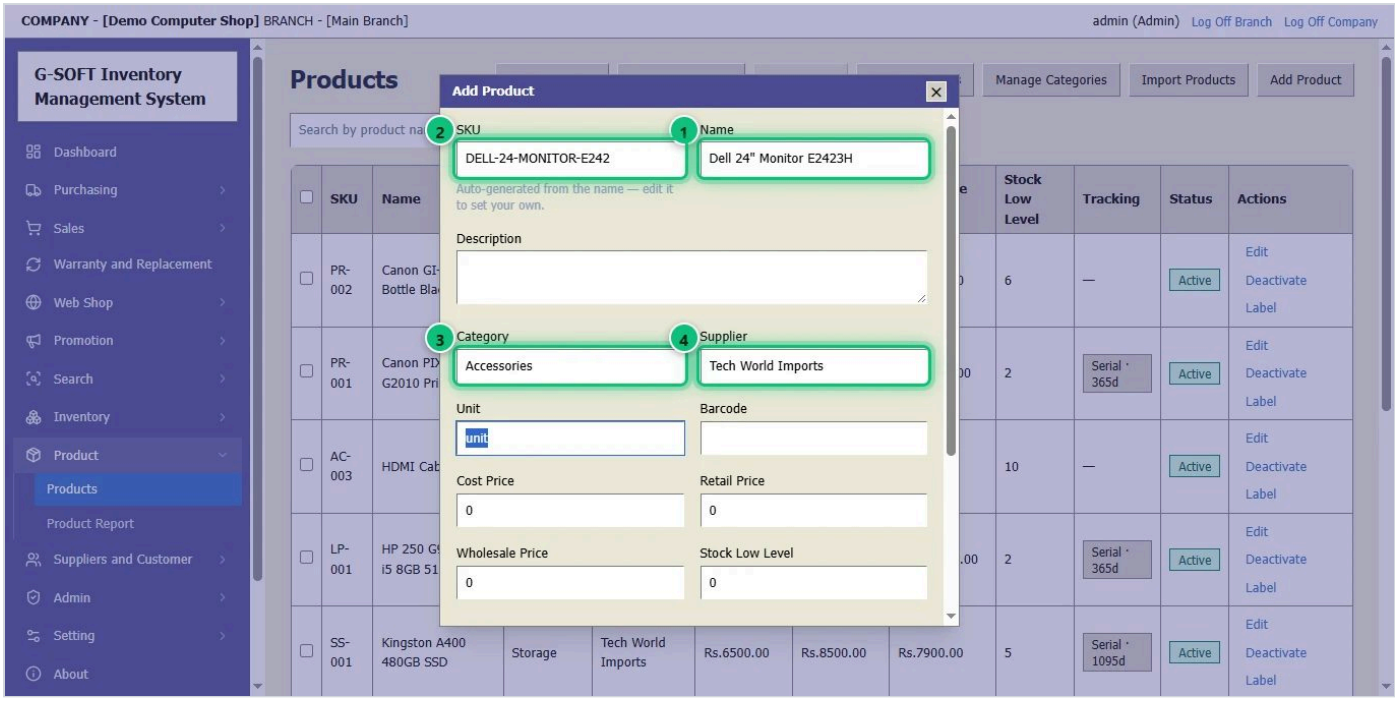
Add each item you sell once. After that it can be received in a GRN and sold on invoices.

STEP 1 OF 5



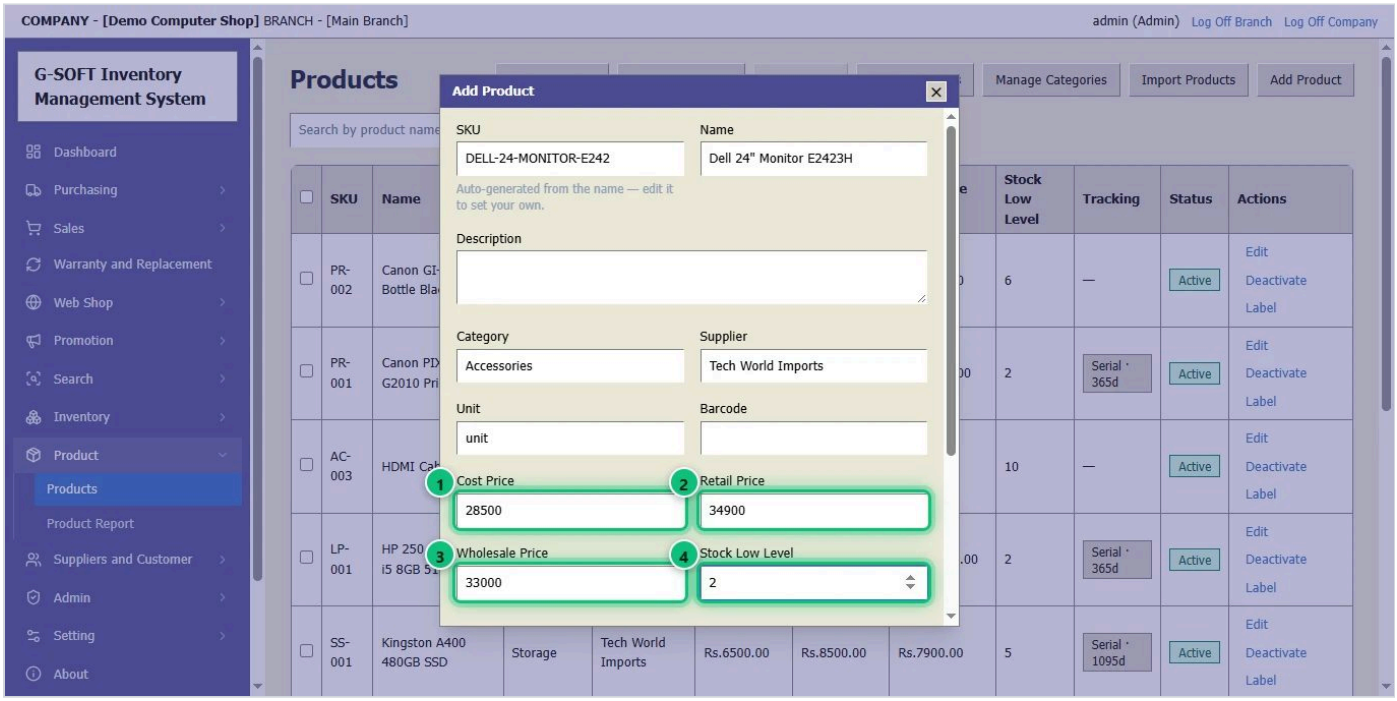
1. Open **Product** → **Products** in the menu.
2. Click **Add Product** 1.

STEP 2 OF 5



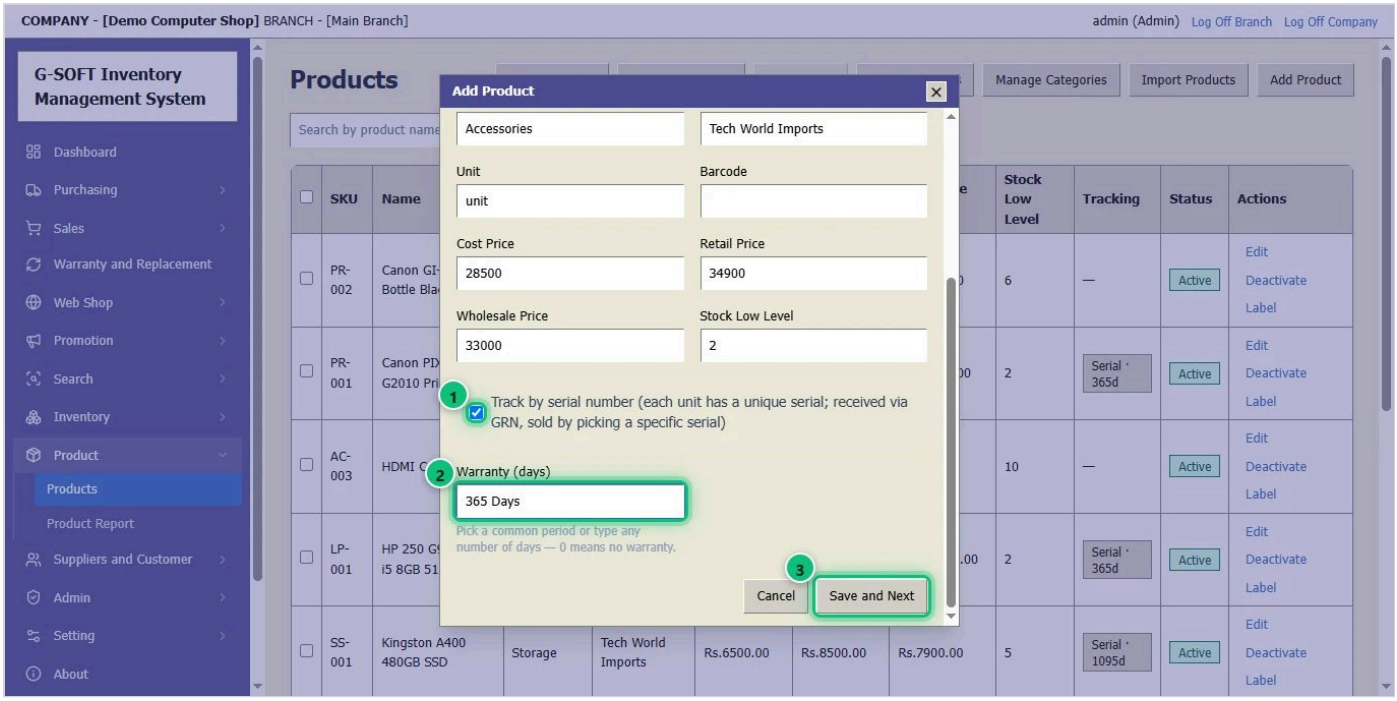
1. Type the **Name** 1.
2. The **SKU** 2 is made from the name for you — you can change it.
3. Choose the **Category** 3 and the **Supplier** 4: start typing and pick from the list.

STEP 3 OF 5



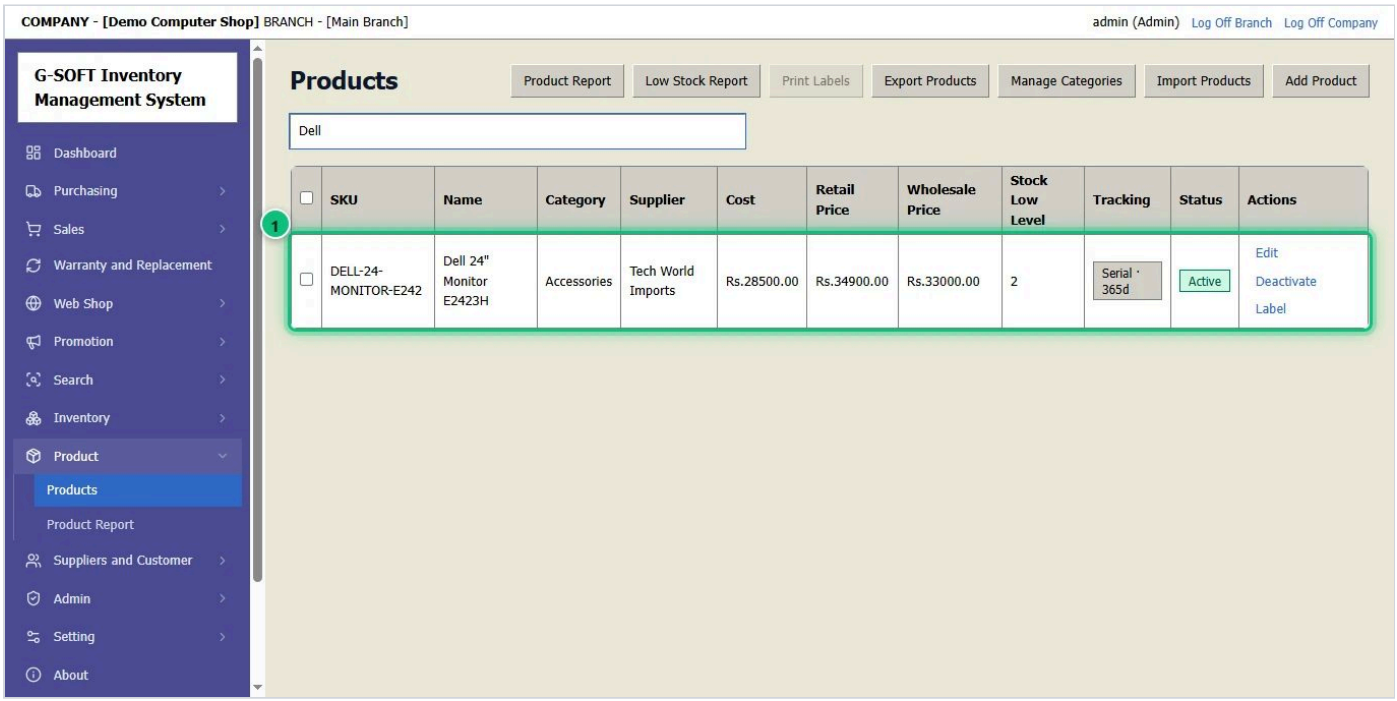
1. Type the **Cost Price** 1 — what you pay for one.
2. Type the **Retail Price** 2 and the **Wholesale Price** 3 you sell for.
3. **Stock Low Level** 4: when stock falls to this number, the product shows in the low-stock list.

STEP 4 OF 5



1. For items with a serial number (laptops, monitors…), tick **Track by serial number** 1. Each unit then gets its serial at the GRN and is picked on the invoice.
2. Set the **Warranty** 2 in days — it is printed on the invoice.
3. Click **Save and Next** 3. The form stays open, empty, for the next product.

STEP 5 OF 5

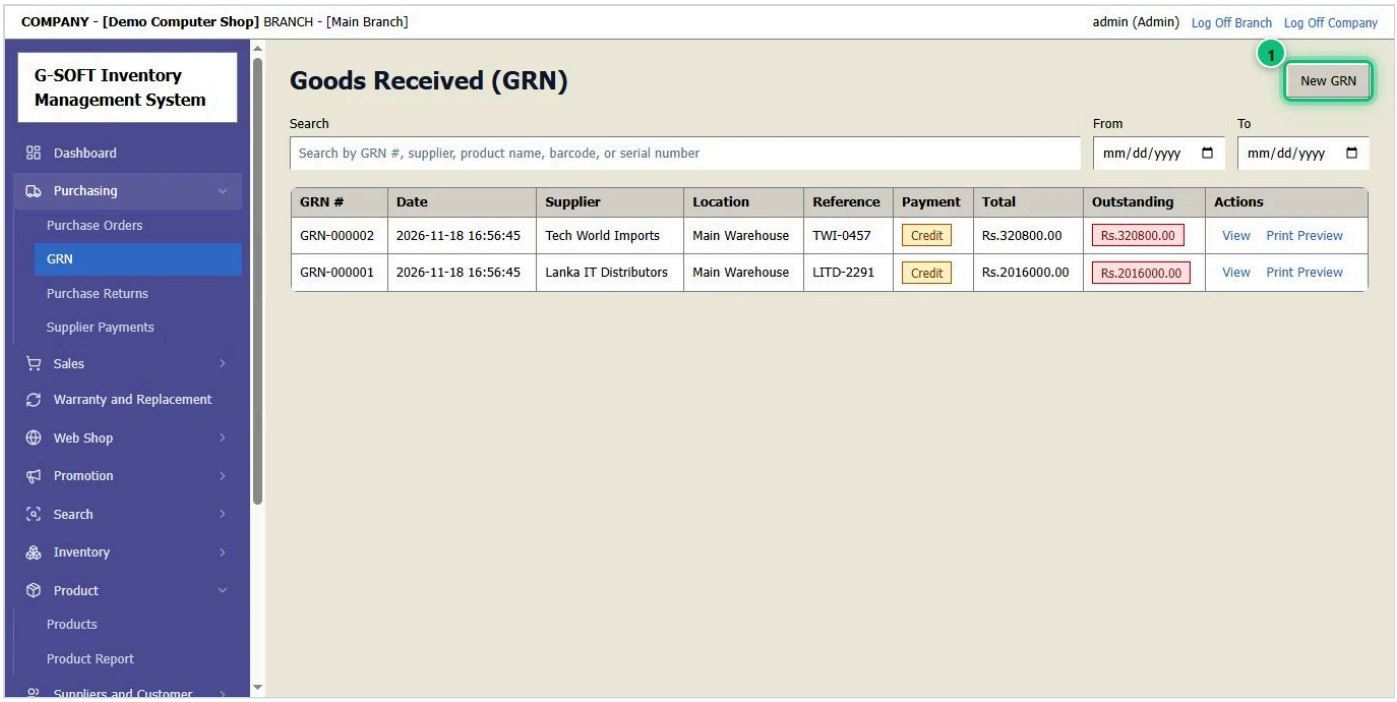


1. The new product is in the list 1. Its stock is 0 until you receive it in a **GRN** — see "Receive stock (GRN)".

5 Receive stock (GRN)

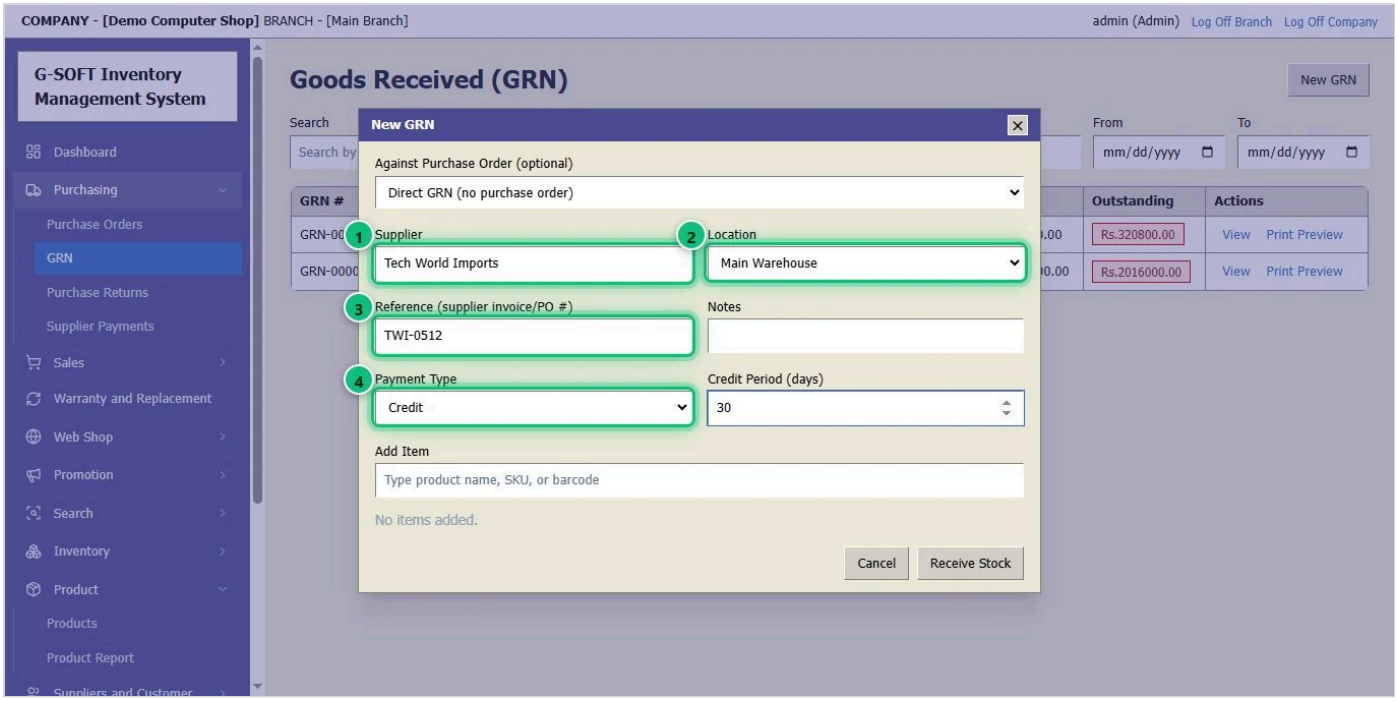
When goods arrive from a supplier, enter them in a GRN (Goods Received Note). The stock goes up, and the supplier's bill is recorded.

STEP 1 OF 5



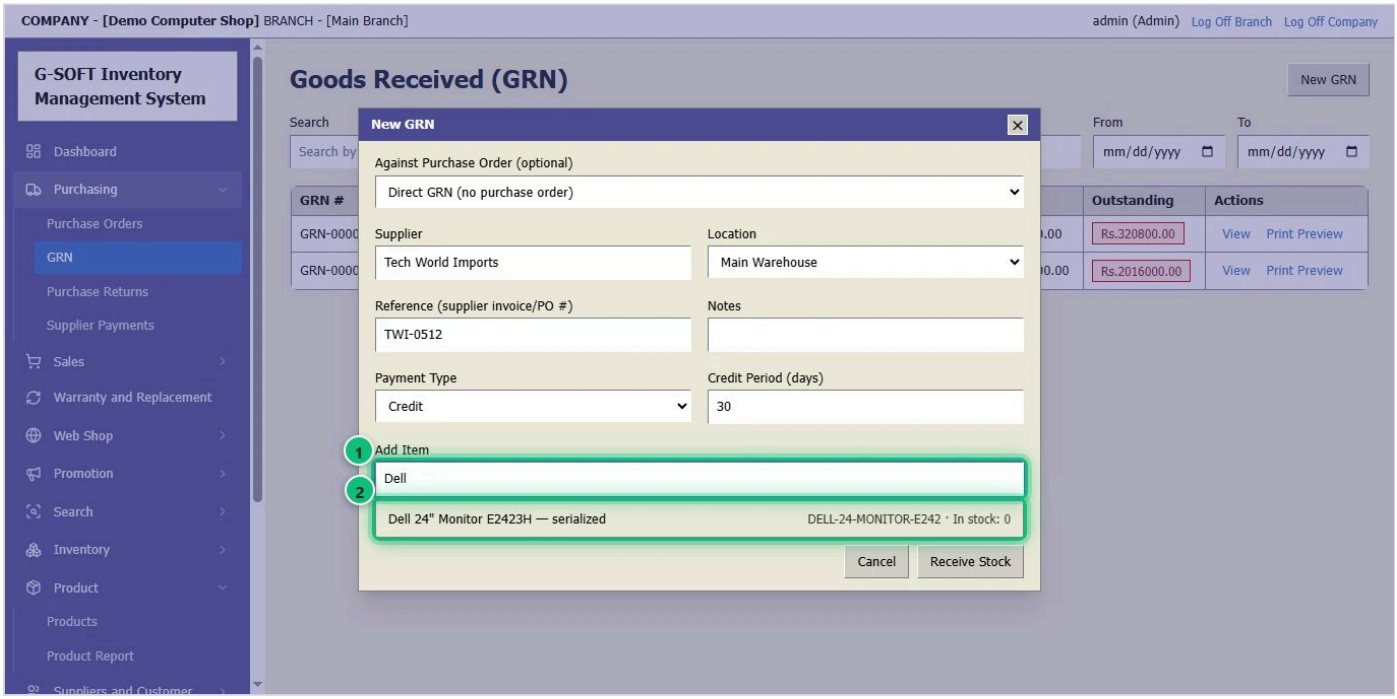
1. Open **Purchasing** → **GRN** — or press **F3** from any screen.
2. Click **New GRN** 1.

STEP 2 OF 5



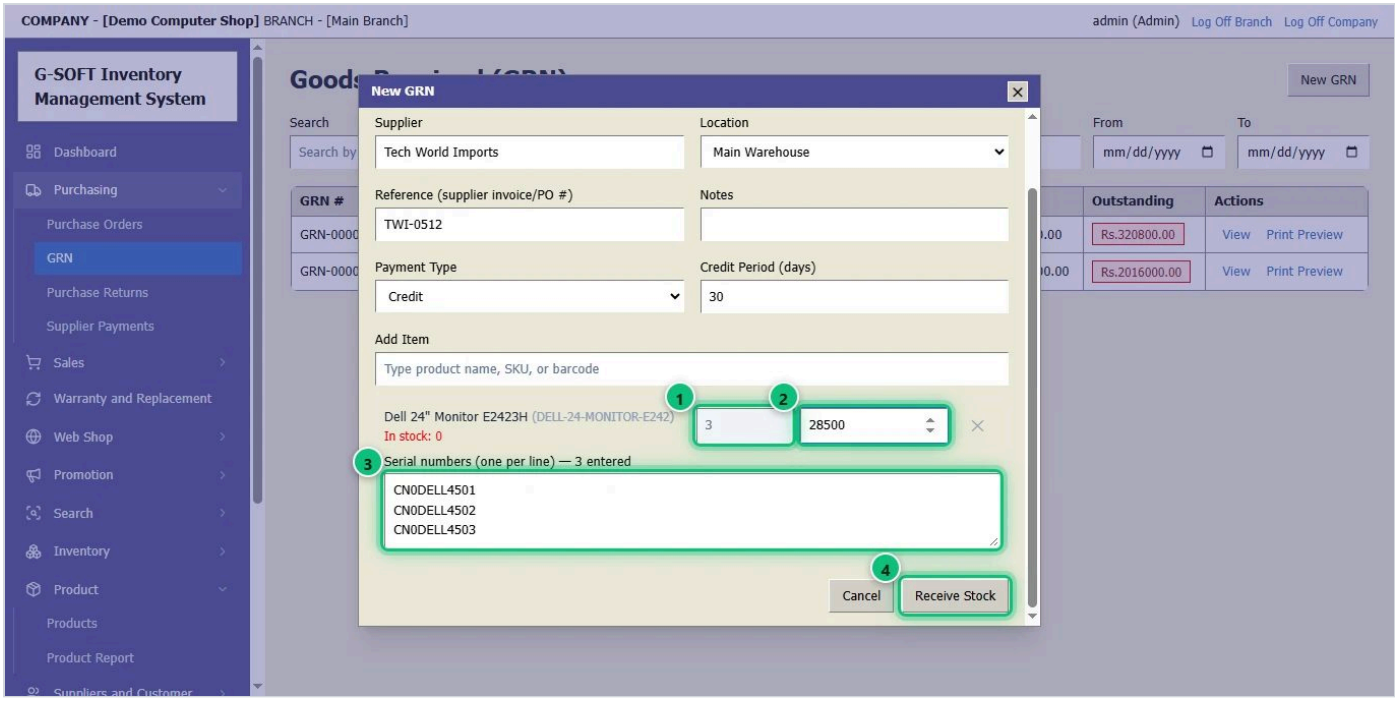
1. Choose the **Supplier** 1: start typing and pick from the list.
2. Check the **Location** 2 the goods go into.
3. Type the supplier's bill number as the **Reference** 3.
4. Choose the **Payment Type** 4: **Cash** if you paid now, **Credit** if you pay later (then set the credit period in days).

STEP 3 OF 5



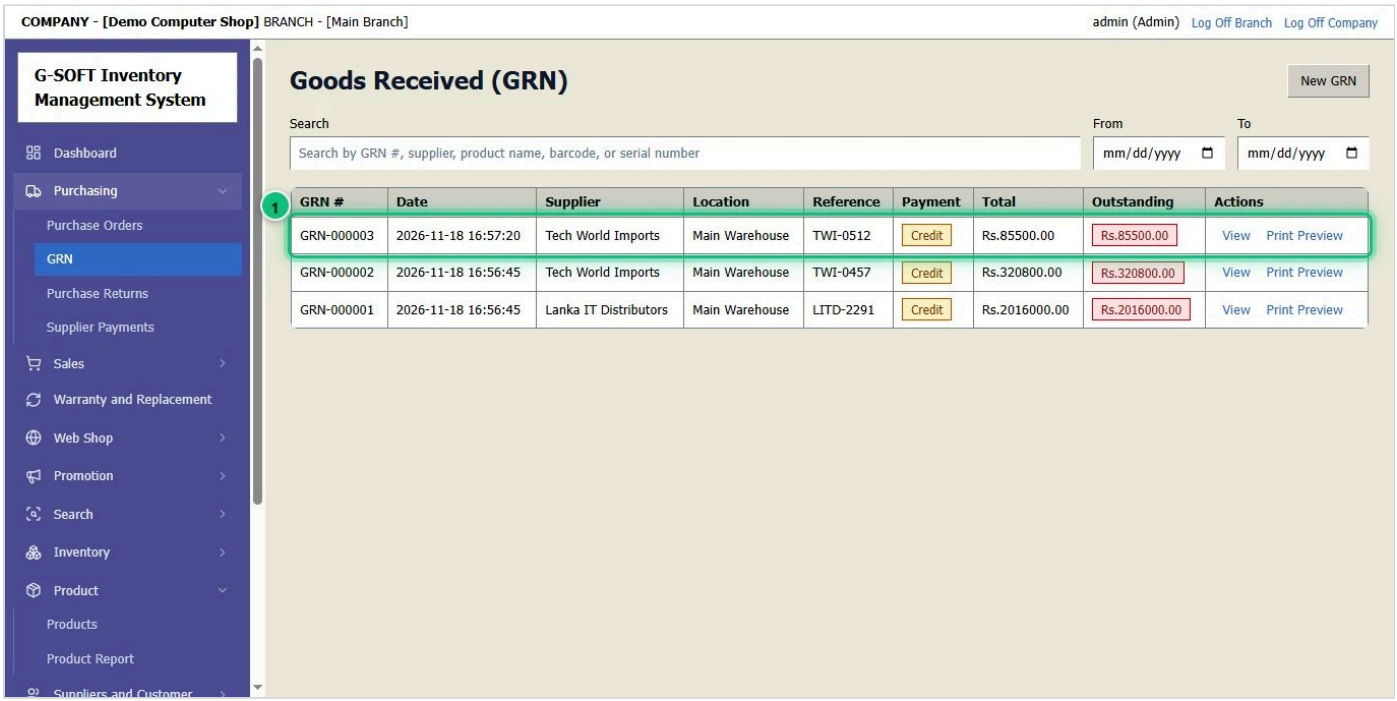
1. In **Add Item** 1, type the product name or SKU, or scan its barcode.
2. Click the product in the list 2.

STEP 4 OF 5



1. Check the **quantity** 1 and the **unit cost** 2 on the supplier's bill.
2. For a product tracked by serial number, scan or type **each serial number on its own line** 3 — the quantity follows the number of serials.
3. Add more products the same way, then click **Receive Stock** 4.

STEP 5 OF 5

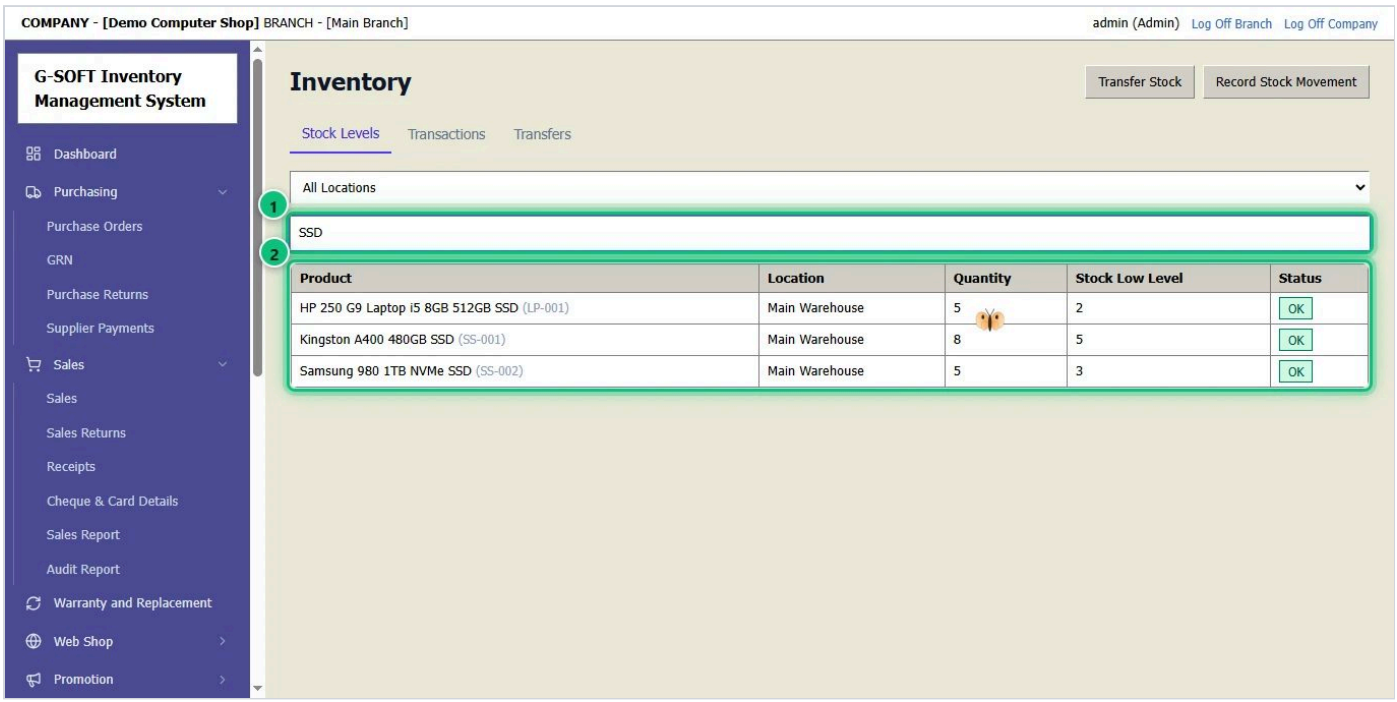


1. The GRN is saved 1 and the stock has gone up. **View** shows it again; **Print Preview** prints it.
2. On credit, it also appears in **Purchasing** → **Supplier Payments** until you pay it.

6 Check stock

See how many of each product you have, in every location.

STEP 1 OF 1

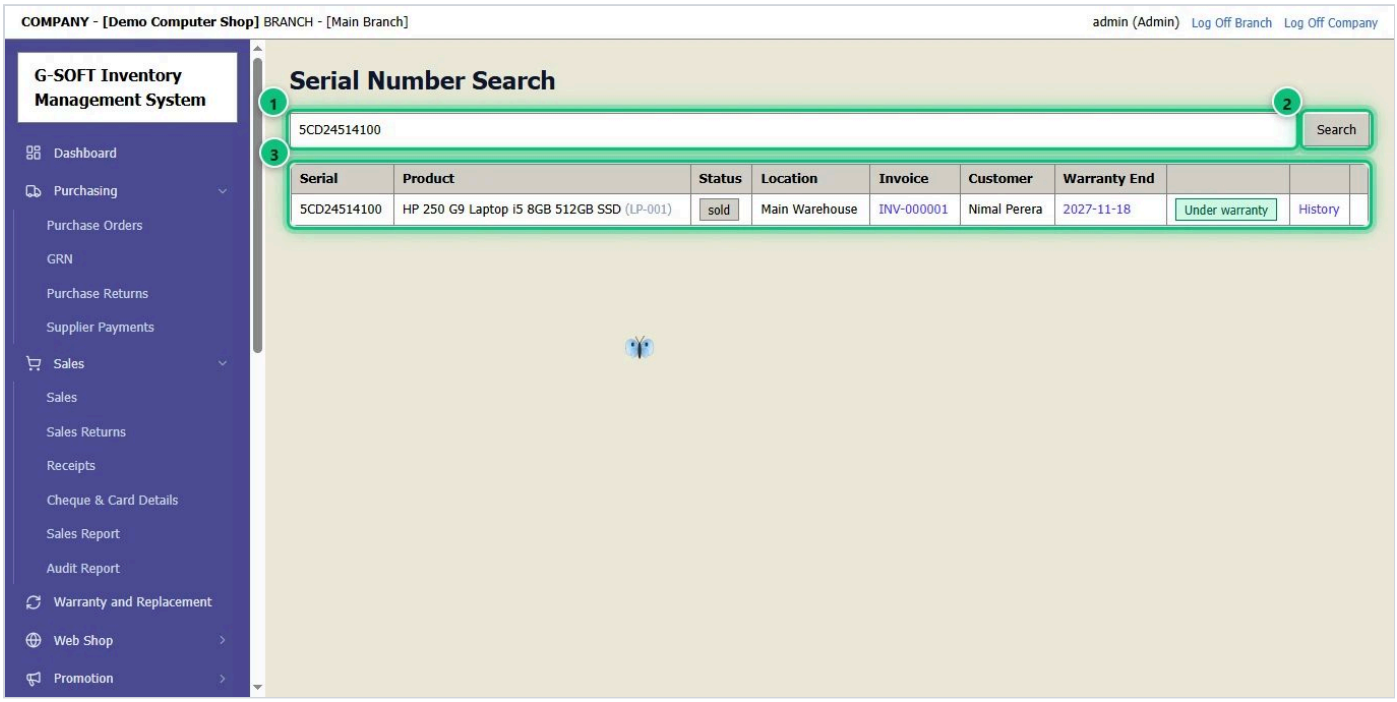


1. Open **Inventory** → **Inventory**.
2. Type a product name, SKU or barcode in the search box 1.
3. The list 2 shows the quantity in each location. Products below their **Stock Low Level** also show on the Dashboard.

7 Find a serial number (warranty check)

When a customer brings back an item for warranty, find its serial number: who bought it, on which invoice, and when.

STEP 1 OF 1

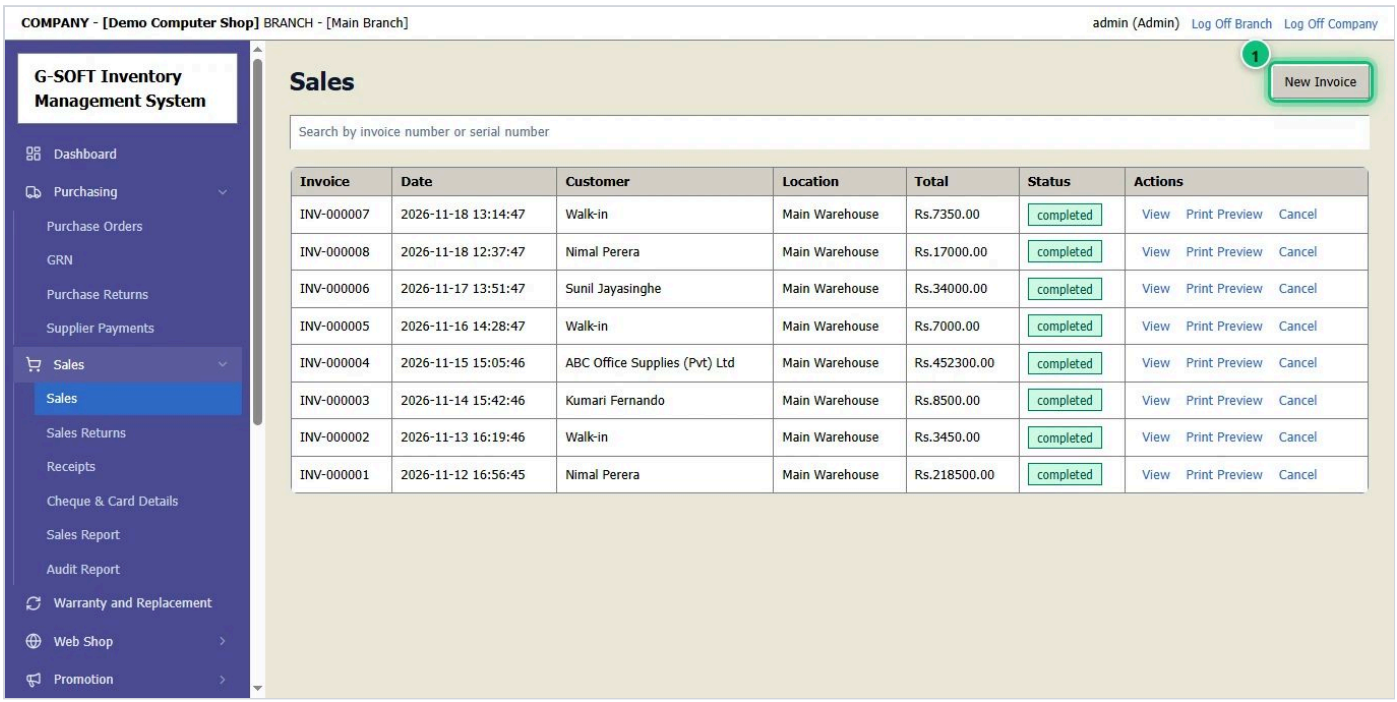


1. Open **Search** → **Serials** — or press **F4** from any screen.
2. Scan or type the **serial number** 1 and click **Search** 2.
3. The result 3 shows the product, its status (in stock / sold), the invoice and the customer, and the warranty.

8 Make an invoice

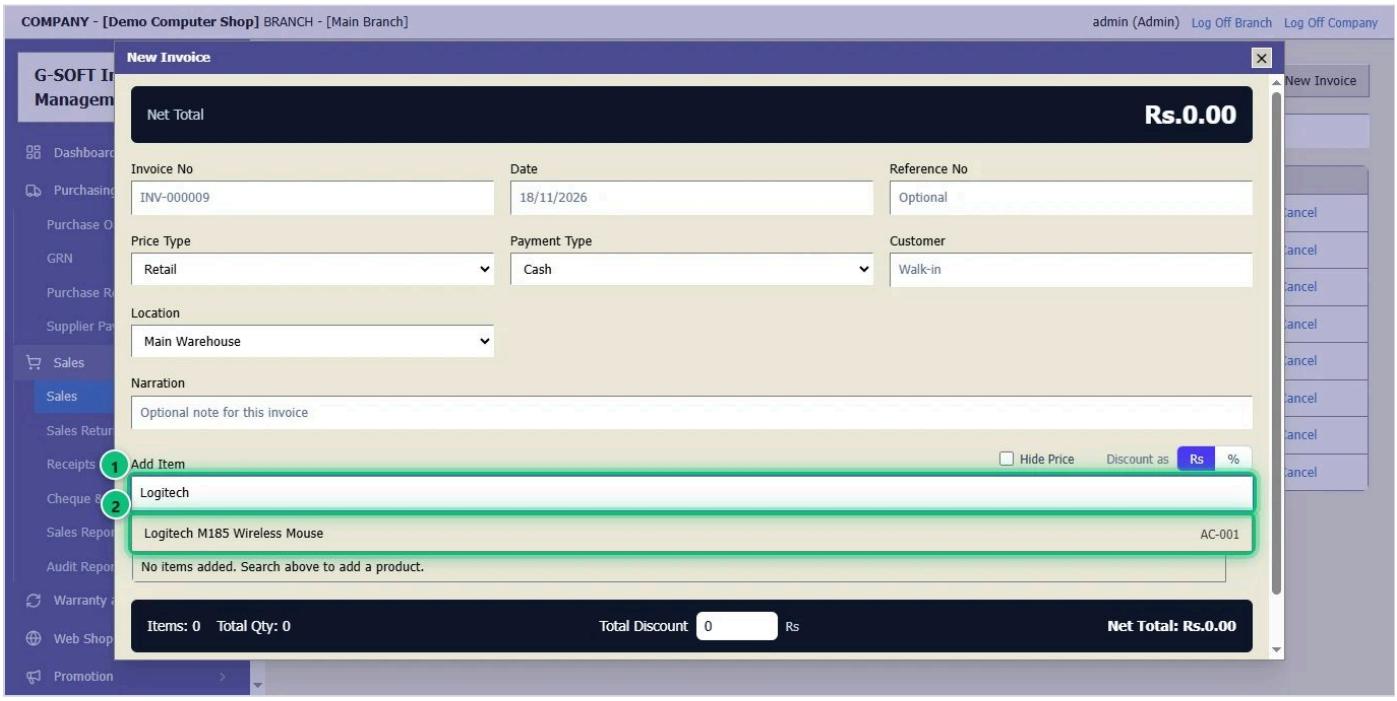
Sell to a customer: add the items, choose how they pay, and print the invoice.

STEP 1 OF 10



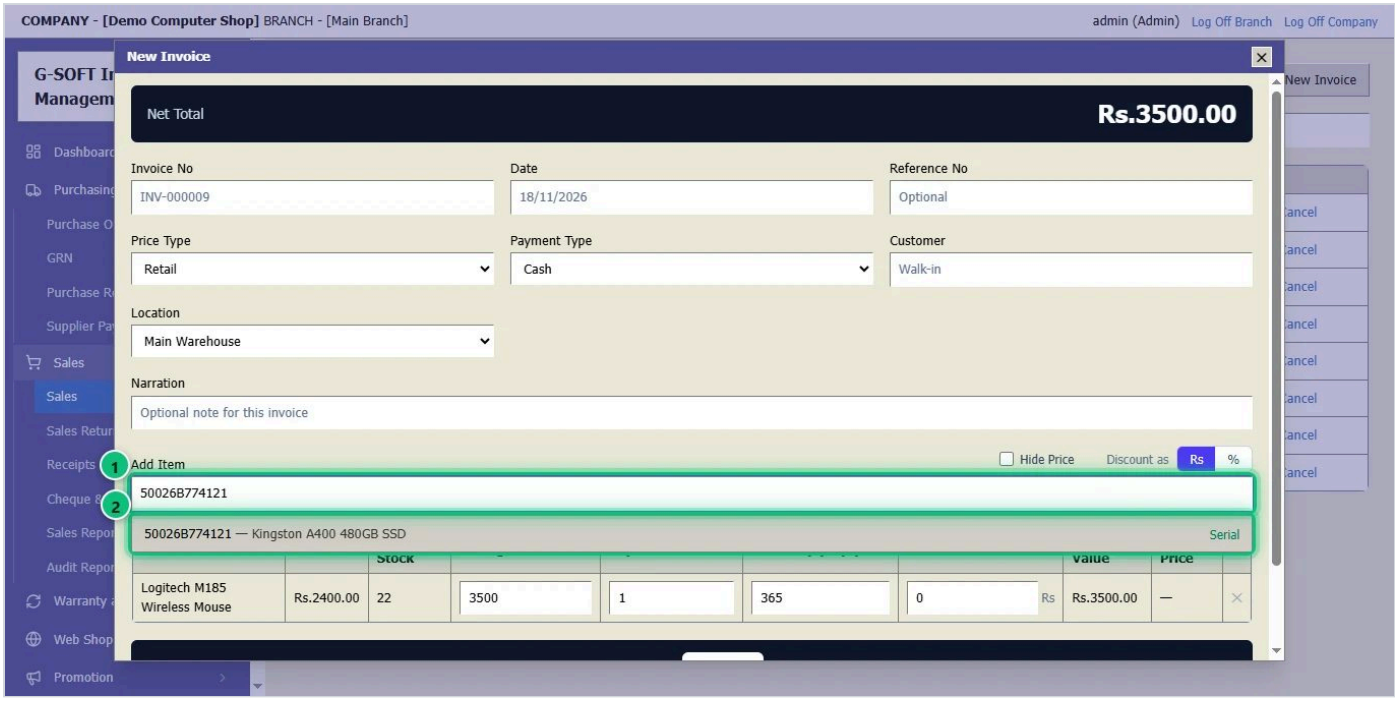
1. Open **Sales** → **Sales** — or press **F2** from any screen.
2. Click **New Invoice** 1.

STEP 2 OF 10



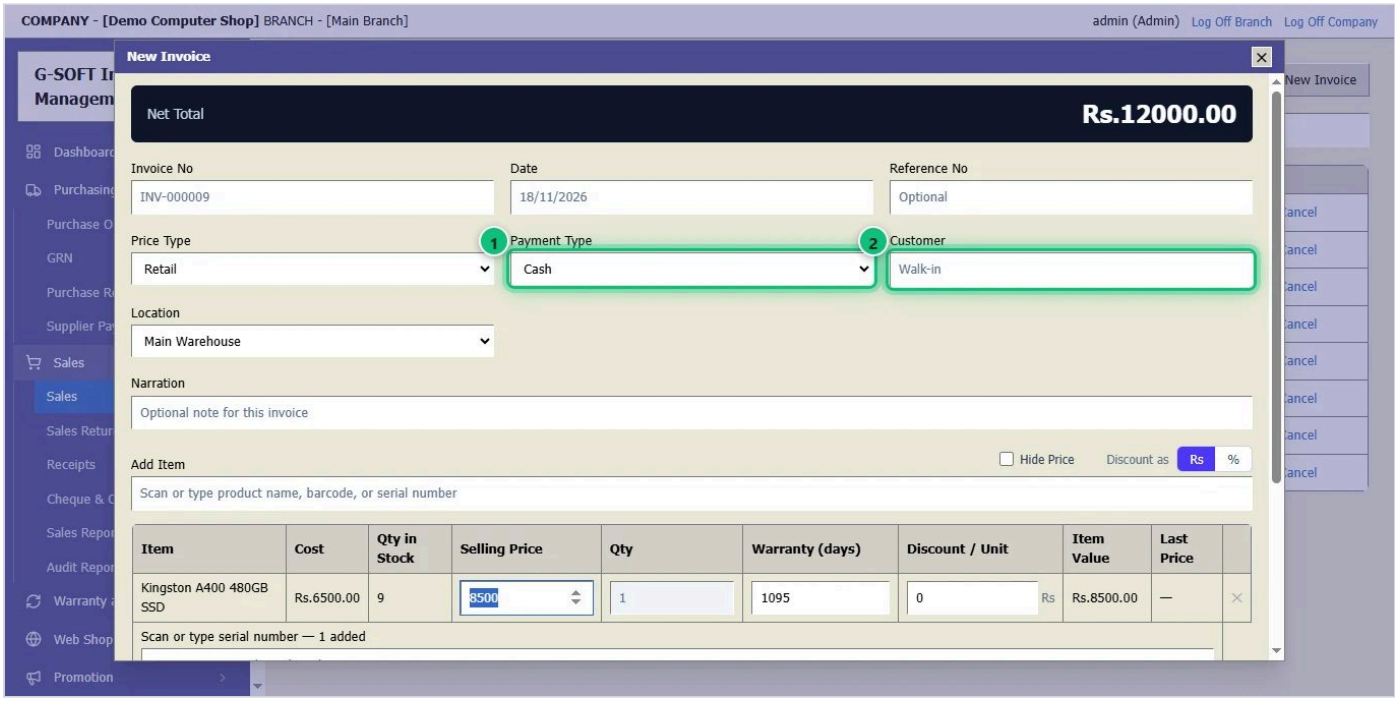
1. In **Add Item** 1, scan the barcode or type the product name.
2. Click the product 2 — it is added with quantity 1.

STEP 3 OF 10



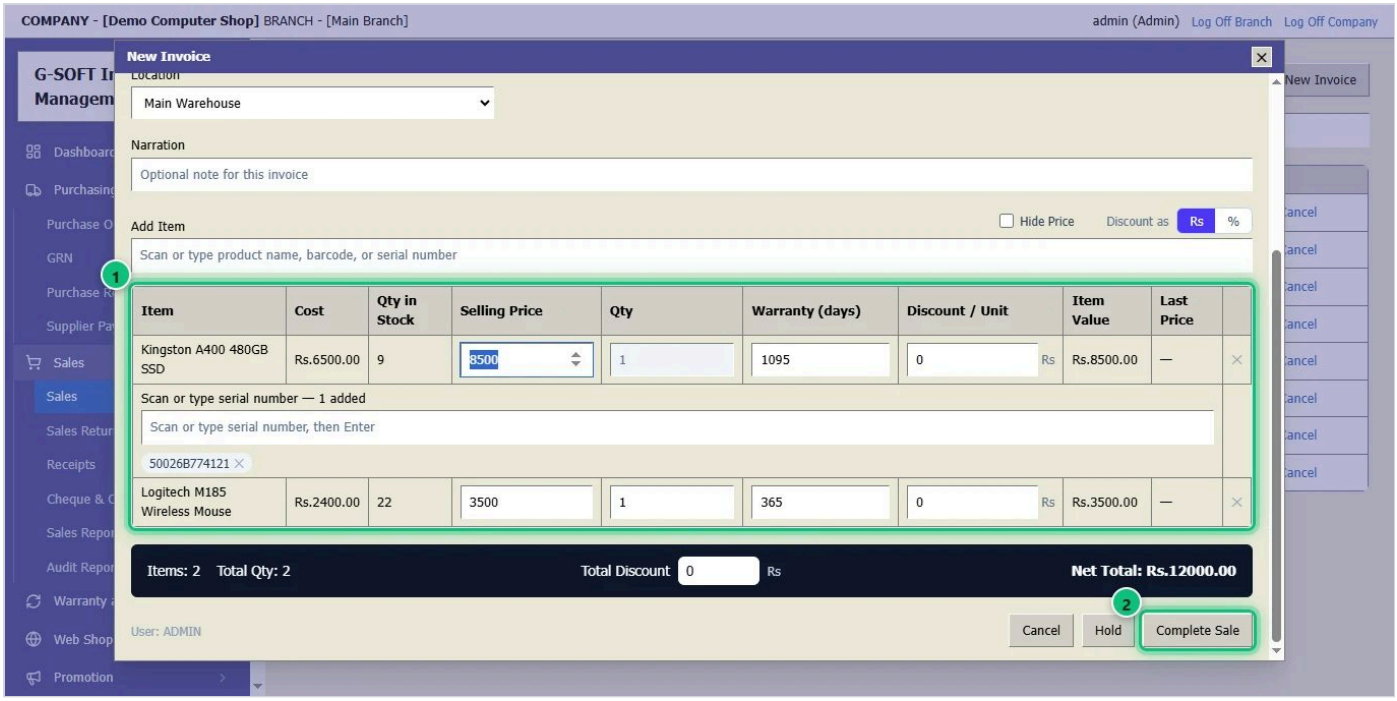
1. For a product with serial numbers, **scan the serial number** 1 of the unit you are selling.
2. Pick it 2 — the product is added with that serial, and its warranty is printed on the invoice.

STEP 4 OF 10



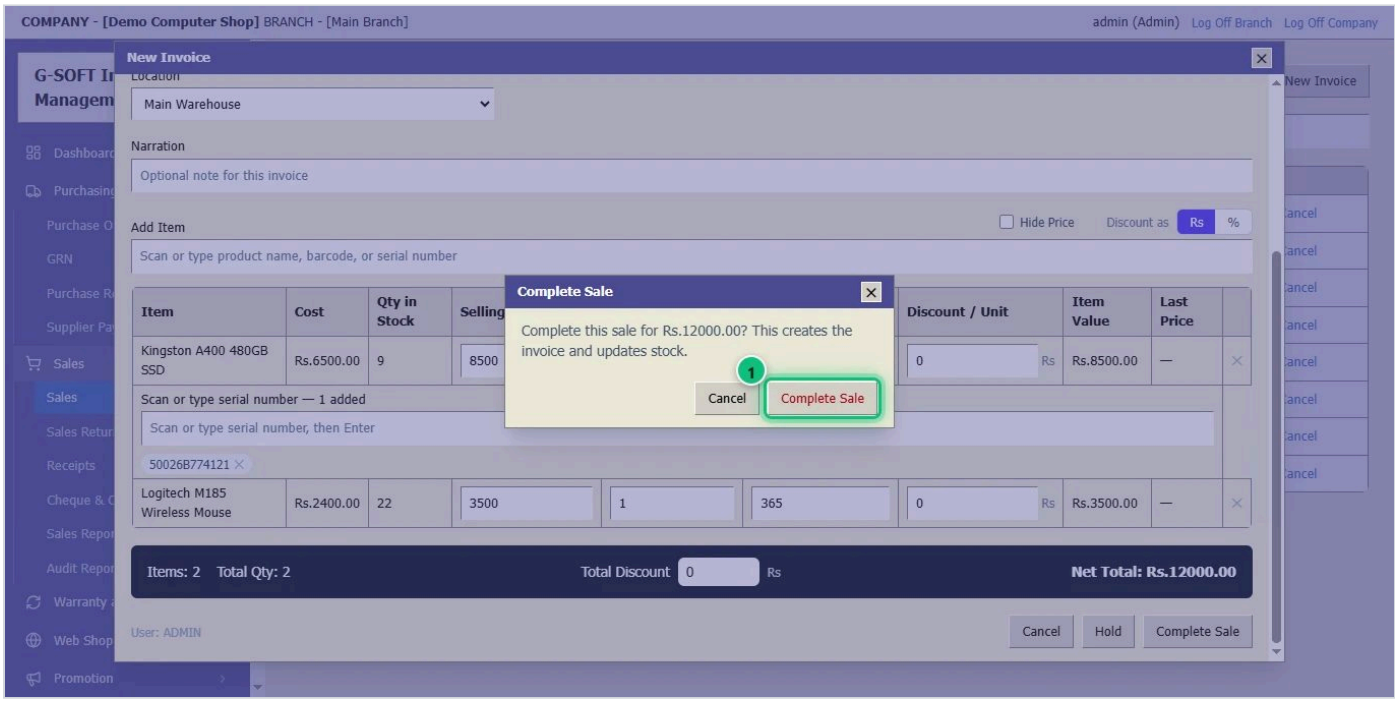
1. Choose the **Payment Type** 1: Cash, Card, Cheque or Credit.
2. For a known customer, type their name in **Customer** 2 and pick them. Leave it empty for a walk-in customer.

STEP 5 OF 10



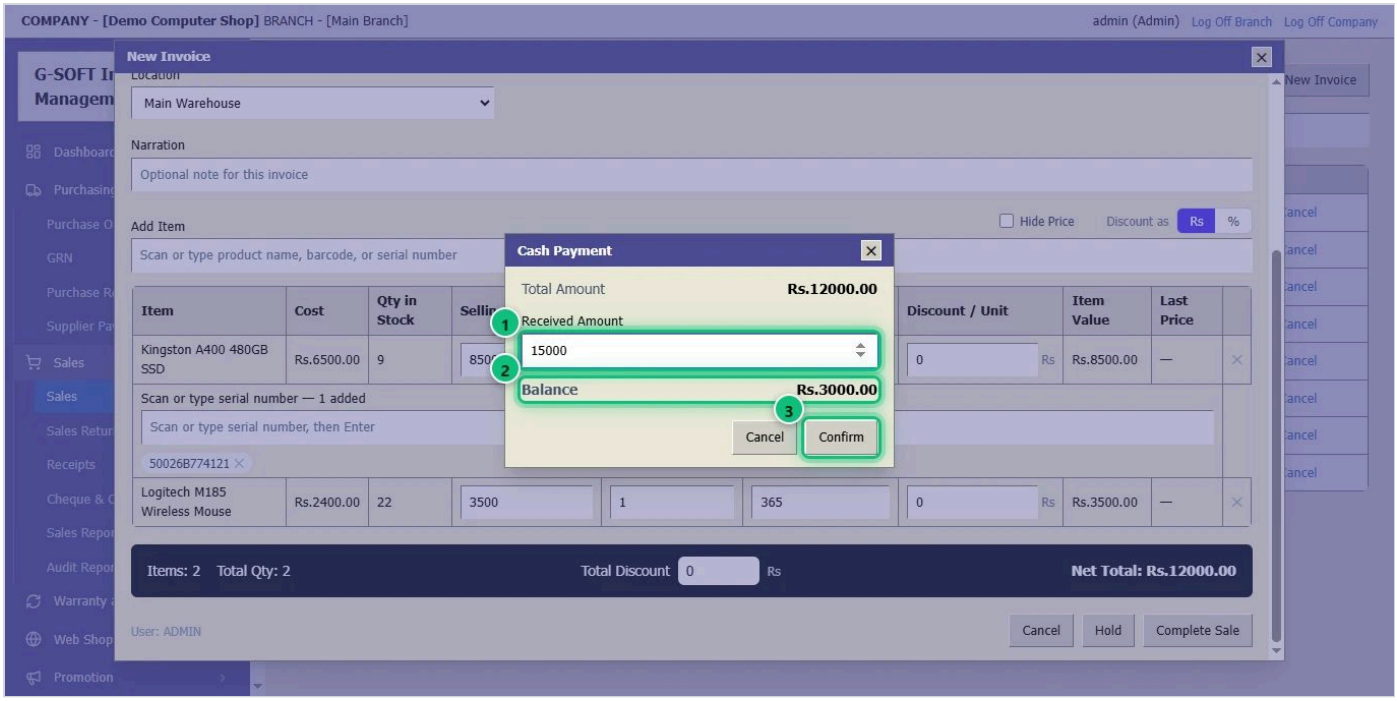
1. Check the items 1: change the **Qty**, **Selling Price** or **Discount** if needed. The **Net Total** is at the bottom.
2. Click **Complete Sale** 2.

STEP 6 OF 10



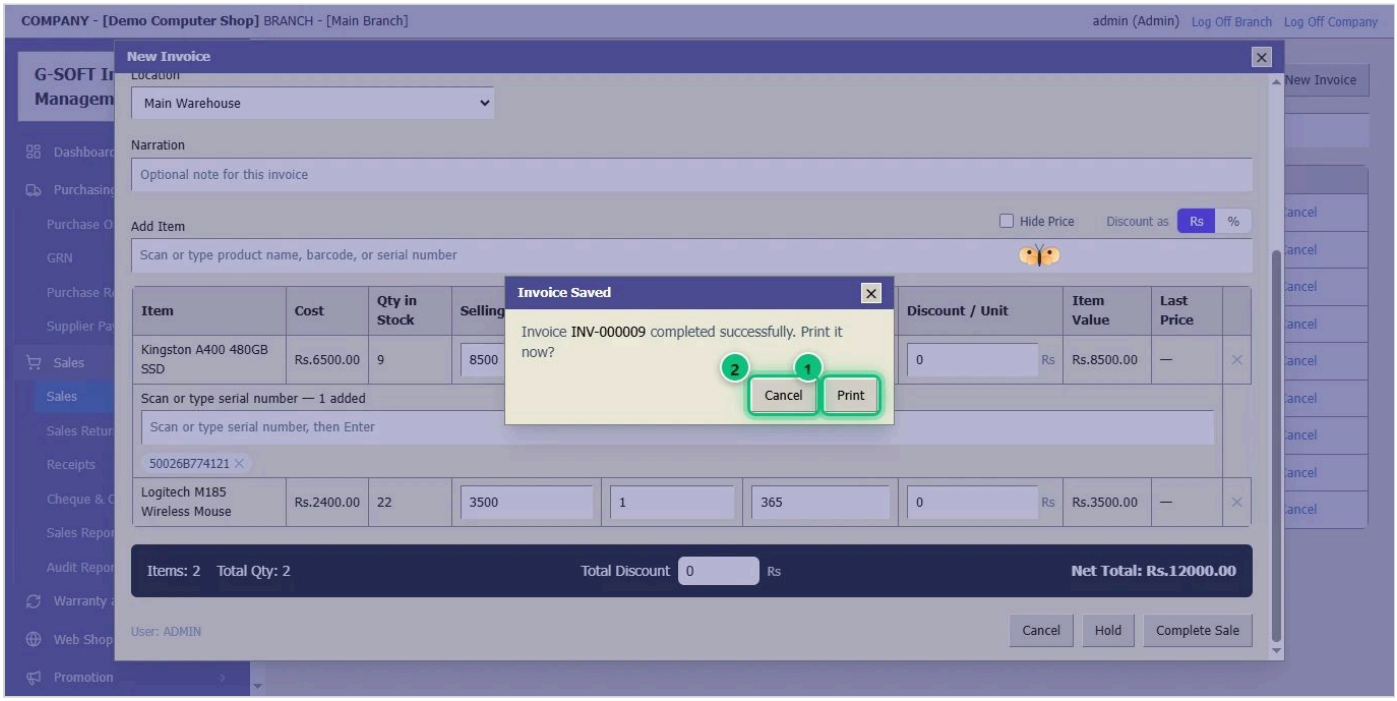
1. Check the amount and click **Complete Sale** 1 again. The invoice is saved and the stock goes down.

STEP 7 OF 10



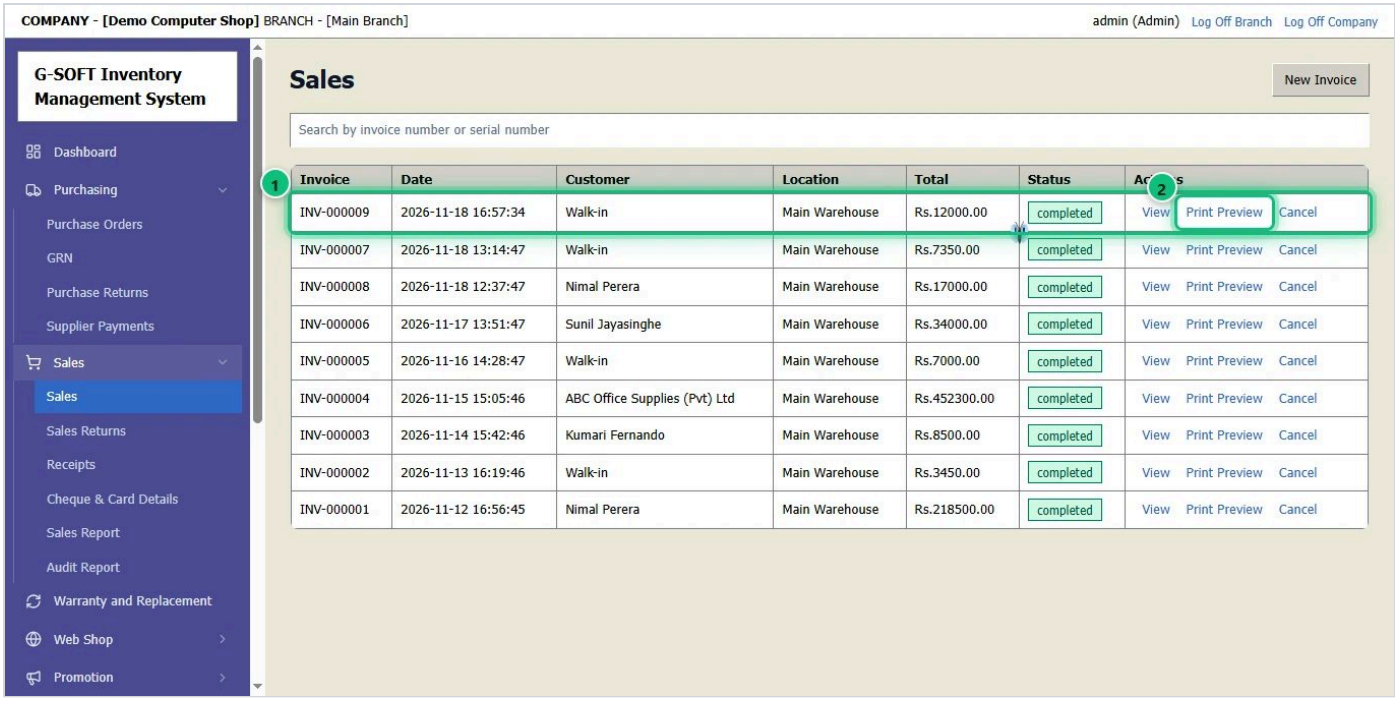
1. For a cash sale, type the **Received Amount** 1 — the money the customer gave you.
2. The **Balance** 2 is the change to give back.
3. Click **Confirm** 3.

STEP 8 OF 10



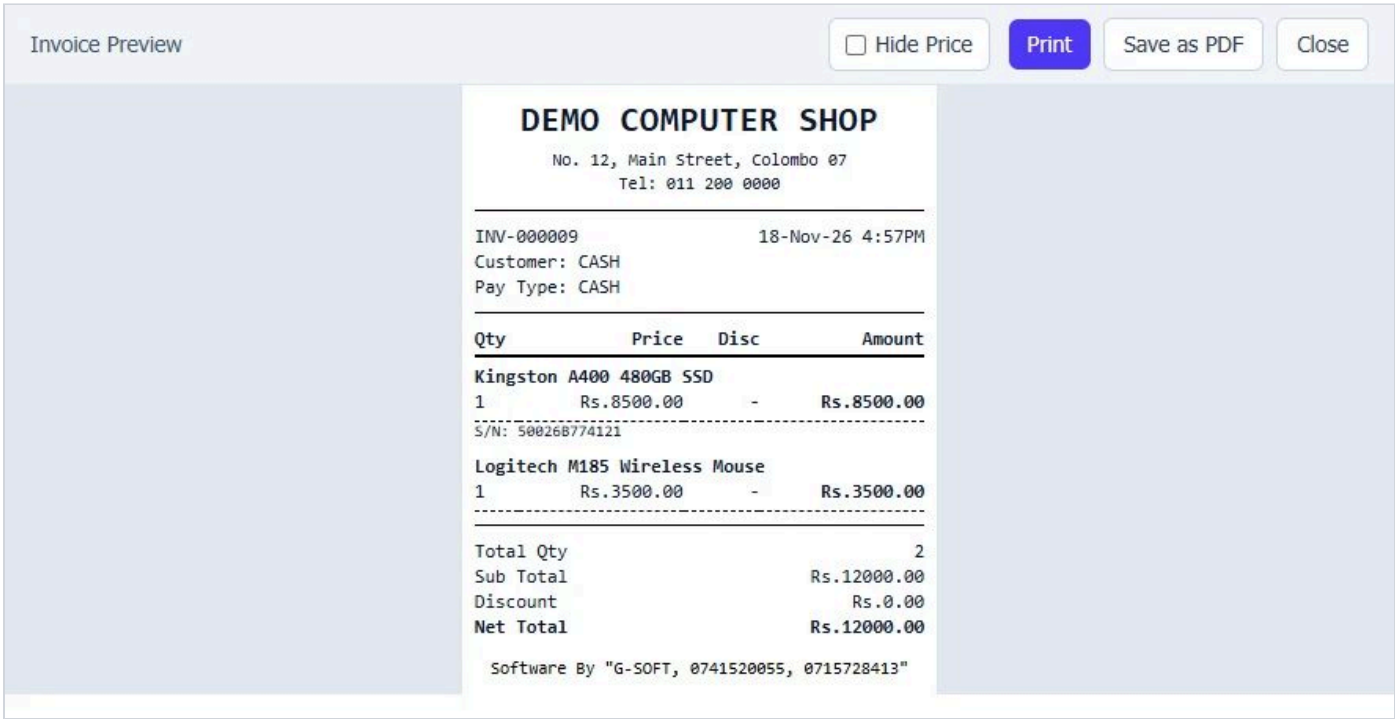
1. The invoice is saved. Click **Print** 1 to print it on your invoice printer, or **Cancel** 2 to skip printing — you can print it later.
2. Either way, a new empty invoice opens, ready for the next customer.

STEP 9 OF 10



1. Every invoice is in the **Sales** list (1). Search by invoice number or serial number at the top.
2. **Print Preview** (2) shows the invoice and prints it again; **View** shows its details.

STEP 10 OF 10

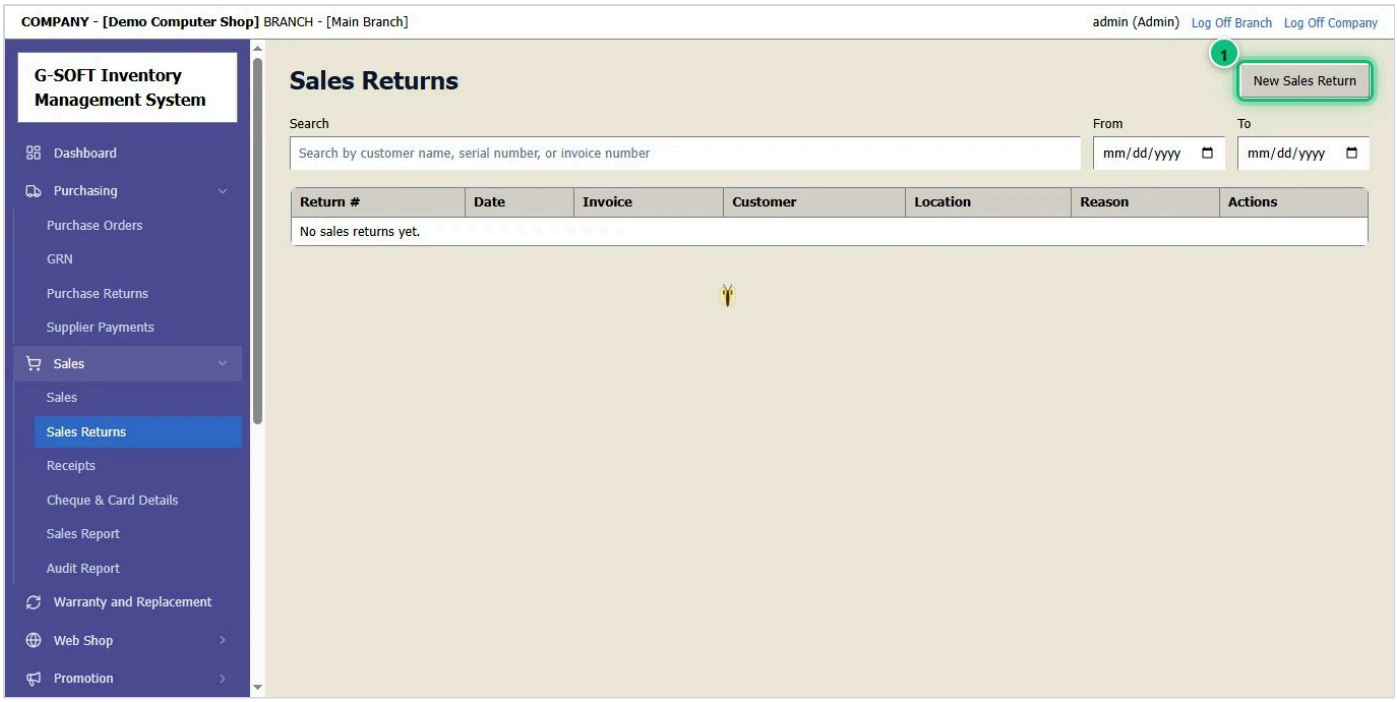


1. This is the printed invoice, with your company details, the serial number and the warranty.

9 Take back a sold item (sales return)

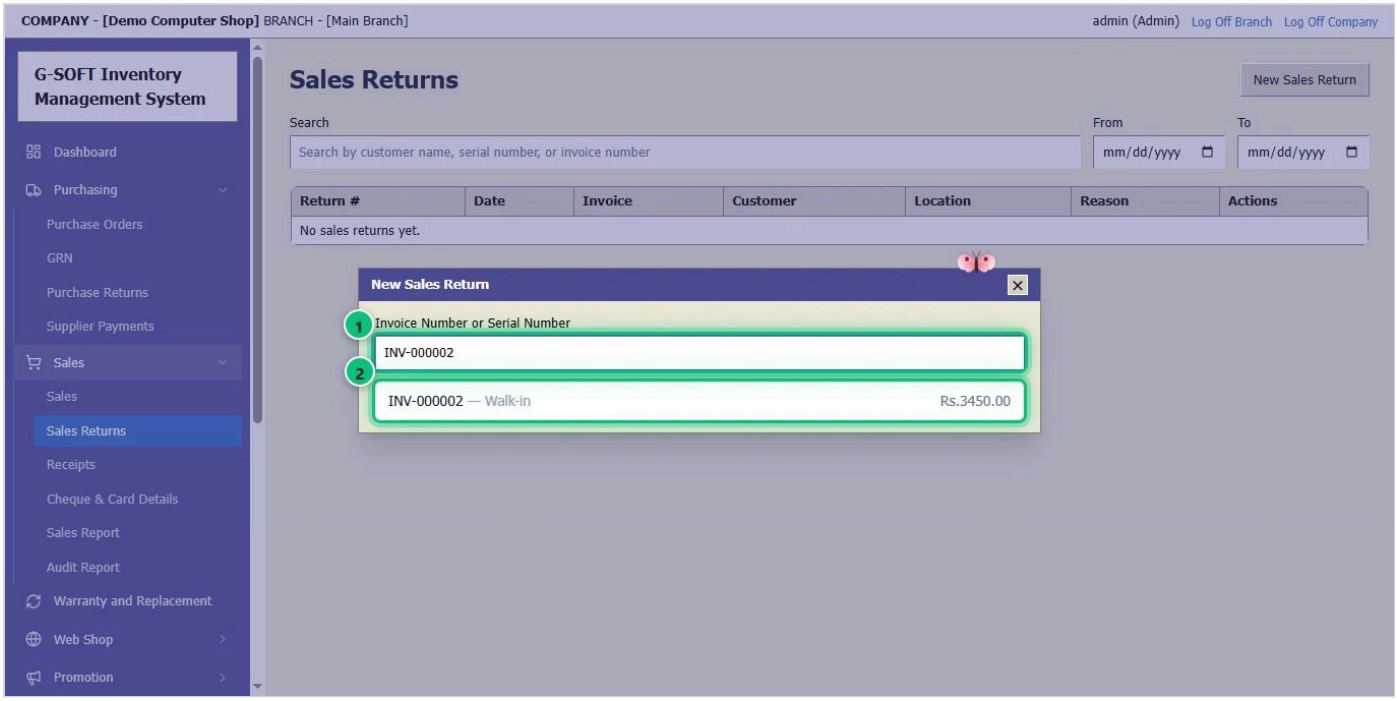
When a customer brings an item back, record a sales return. The item goes back into stock and the customer gets their money or credit back.

STEP 1 OF 3



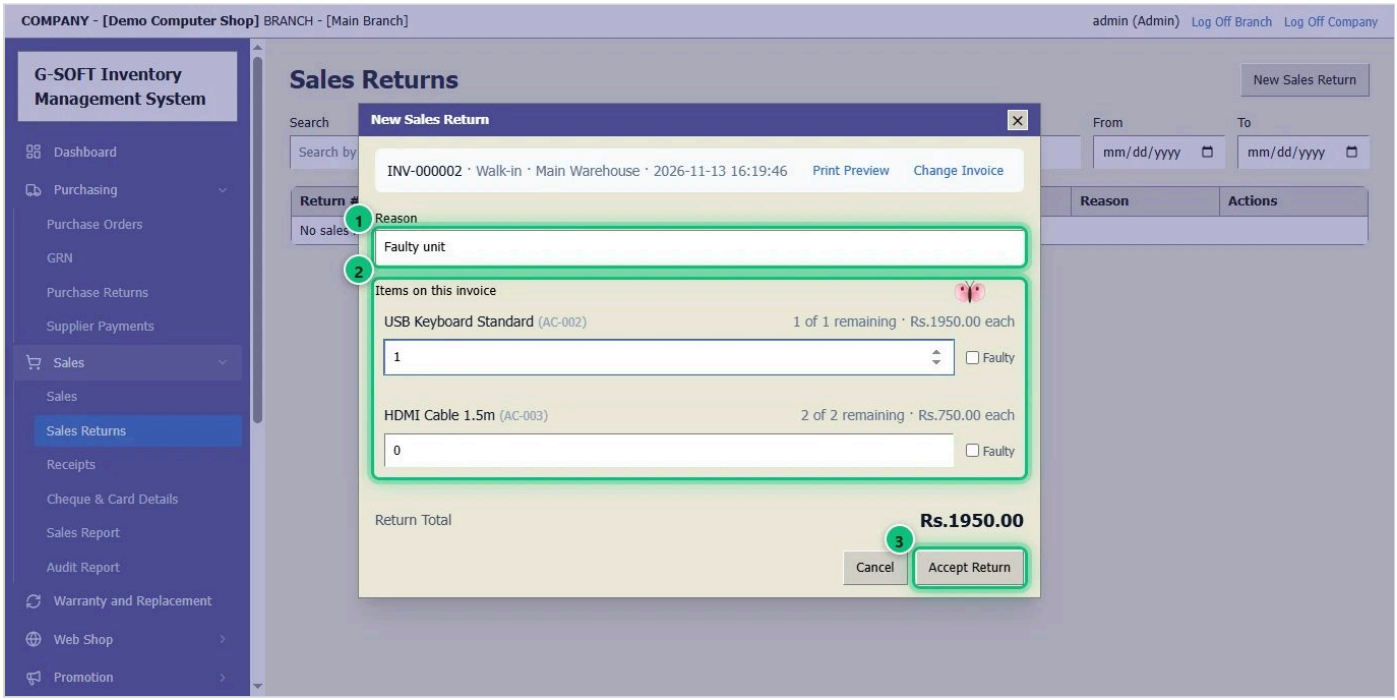
1. Open **Sales → Sales Returns**.
2. Click **New Sales Return** 1.

STEP 2 OF 3



1. Type the **invoice number**, or scan the item's **serial number** 1.
2. Click the invoice 2.

STEP 3 OF 3

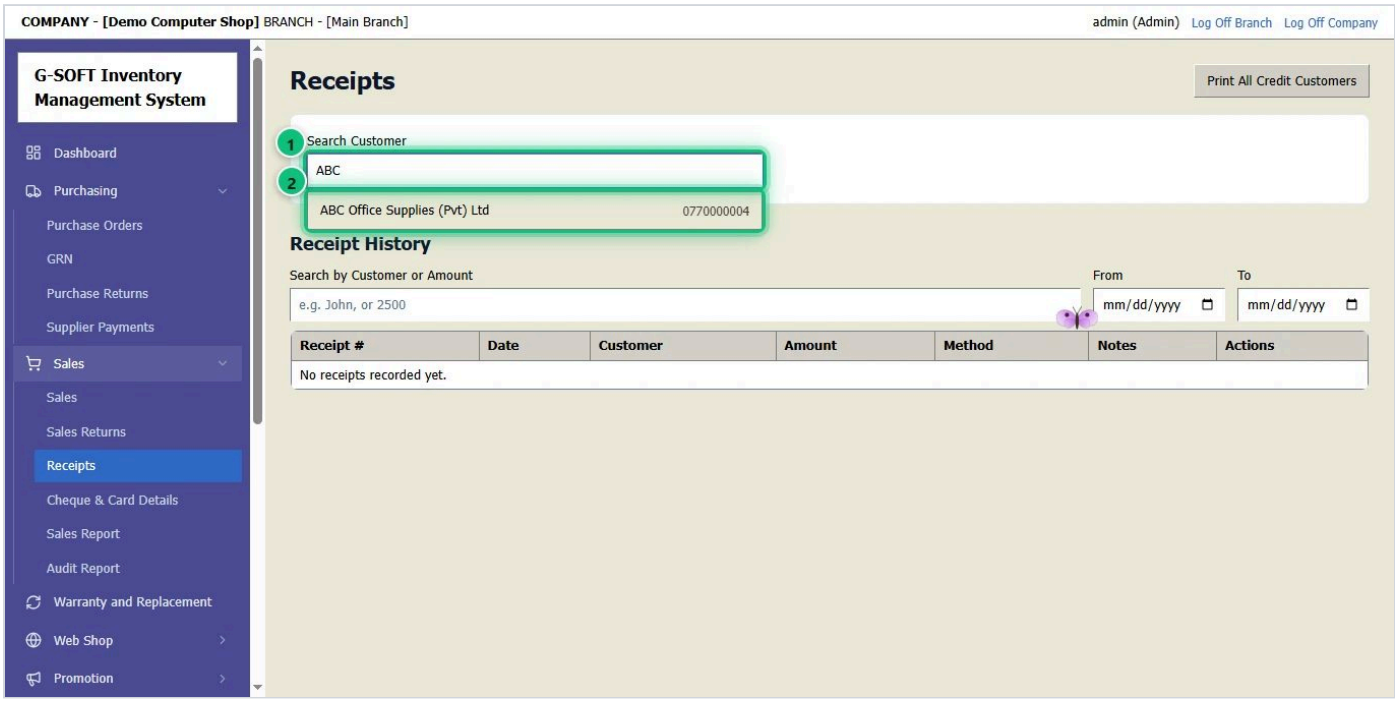


1. Write the **Reason** 1.
2. For each item coming back 2, type the **quantity** — or, for an item with serial numbers, click the serial being returned. Tick **Faulty** only if the unit is broken: it is then kept out of the stock you can sell.
3. Click **Accept Return** 3. The item goes back into stock; on a credit invoice the amount comes off what the customer owes.

10 Take a credit payment (receipt)

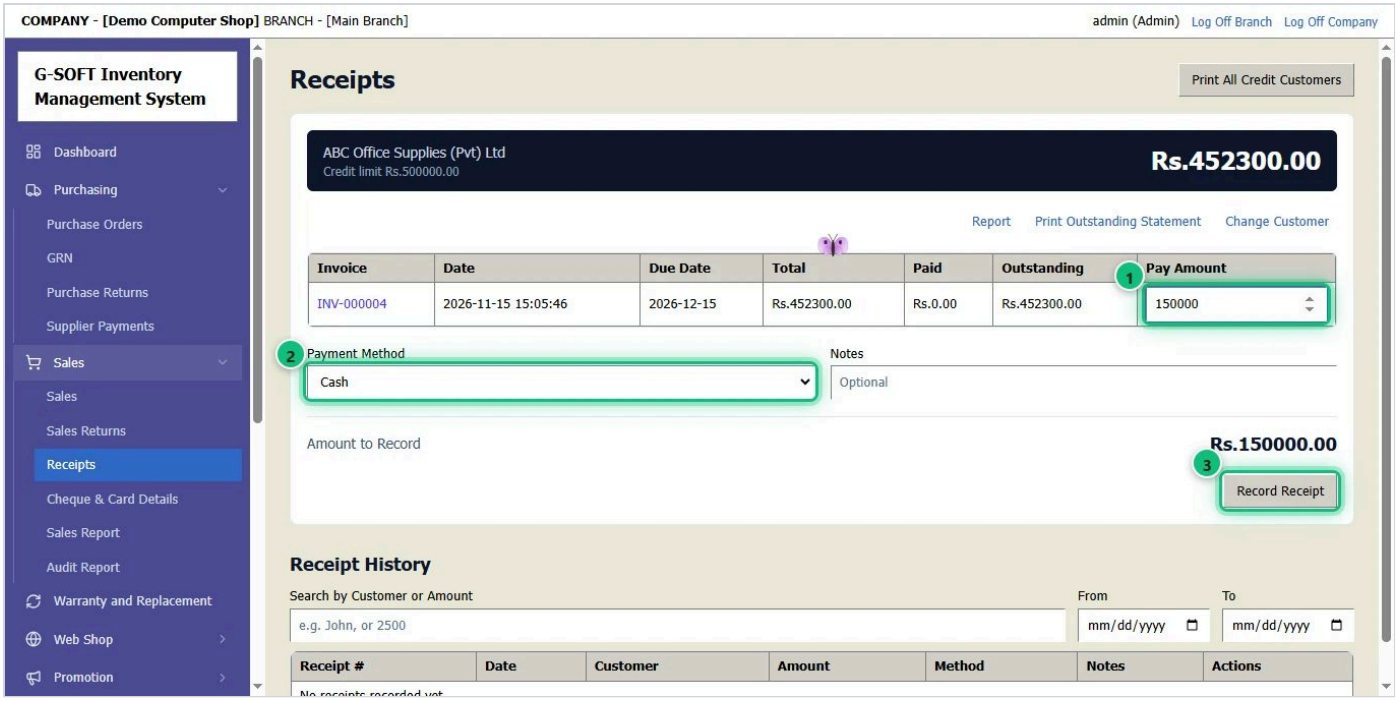
When a credit customer pays, record it as a receipt. The payment is set against their unpaid invoices, oldest first or as you choose.

STEP 1 OF 3



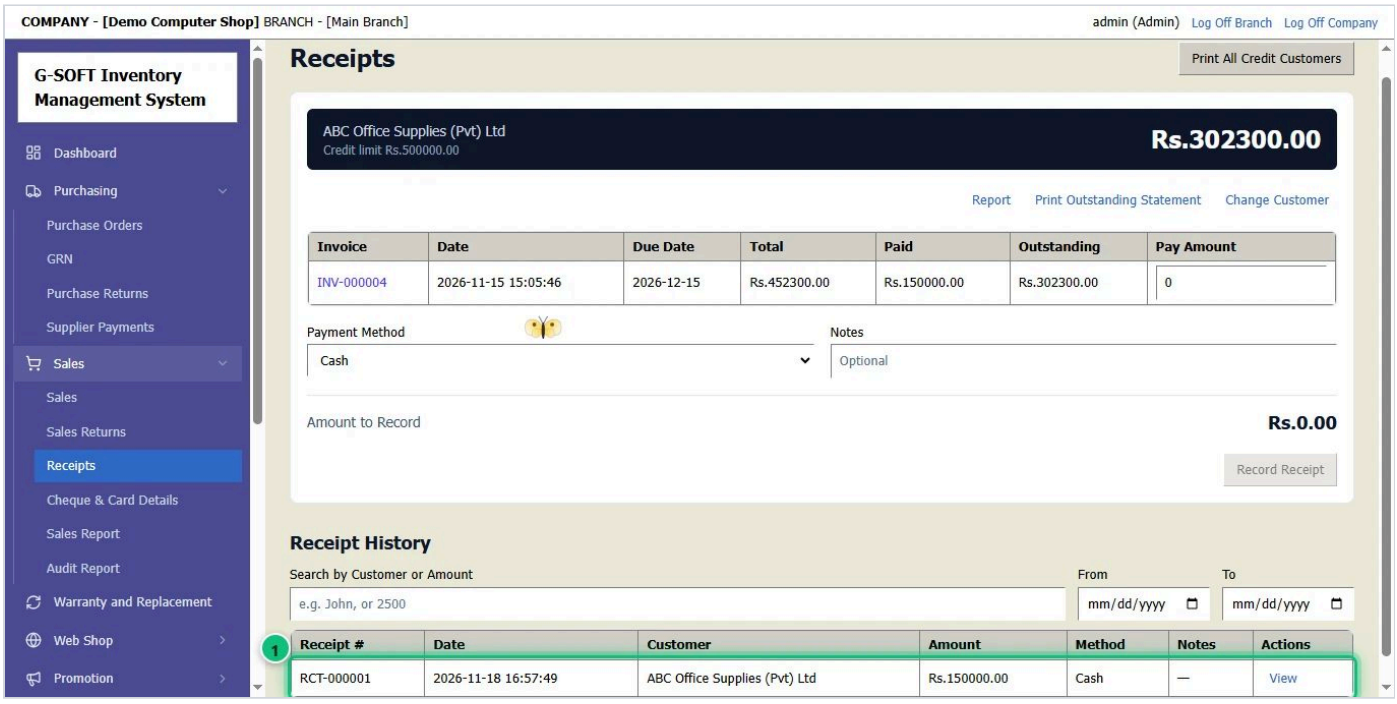
1. Open **Sales → Receipts**.
2. Type the customer's name in **Search Customer** 1 and pick them 2.

STEP 2 OF 3



1. Their unpaid invoices are listed. Type how much they pay against each invoice in **Pay Amount** 1.
2. Choose the **Payment Method** 2: Cash, Card, Cheque or Bank transfer (fill in the bank details it asks for).
3. Check the **Amount to Record** and click **Record Receipt** 3.

STEP 3 OF 3

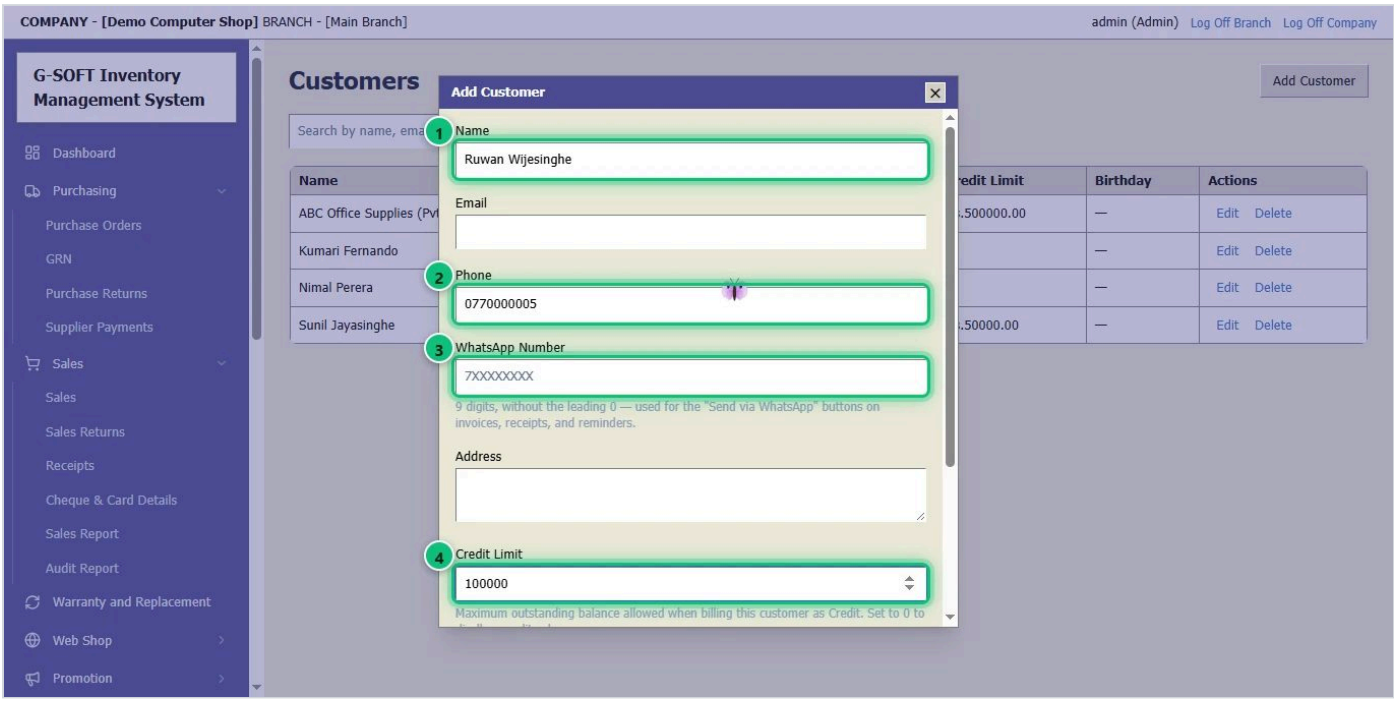


1. The receipt is saved and the customer now owes less. It is listed in **Receipt History** 1, where you can print it or send it by WhatsApp / SMS.
2. **Print Outstanding Statement** (at the top) prints everything the customer still owes.

11 Add a customer

Add regular and credit customers, so their invoices, payments and statements are kept together — and they can get SMS receipts and reminders.

STEP 1 OF 1

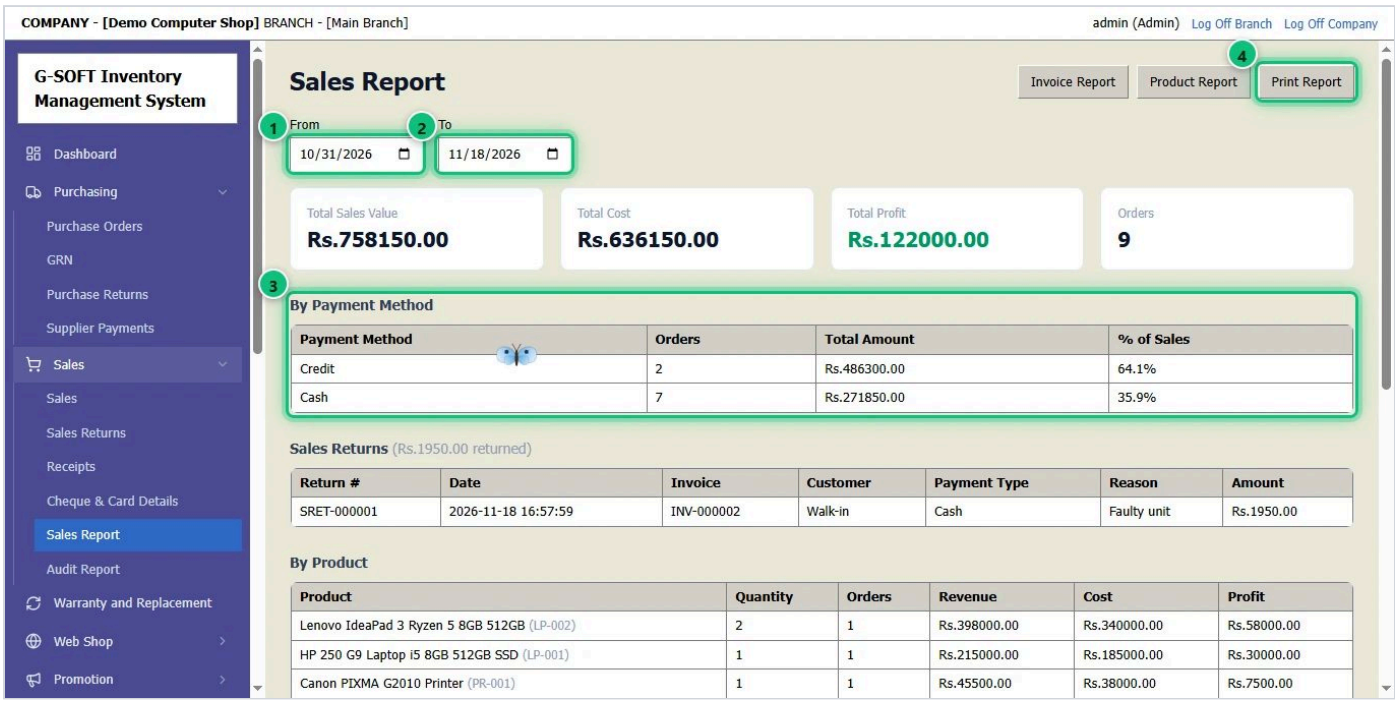


1. Open **Suppliers and Customer** → **Customers** and click **Add Customer**.
2. Type the **Name** 1 and **Phone** 2. Add a **WhatsApp** number 3 if it is different.
3. For a credit customer, set the **Credit Limit** 4. Birthday and address are optional.
4. Click **Save** 5.

12 Daily sales report

See what you sold today — or for any dates — by payment method, by product and invoice by invoice.

STEP 1 OF 1

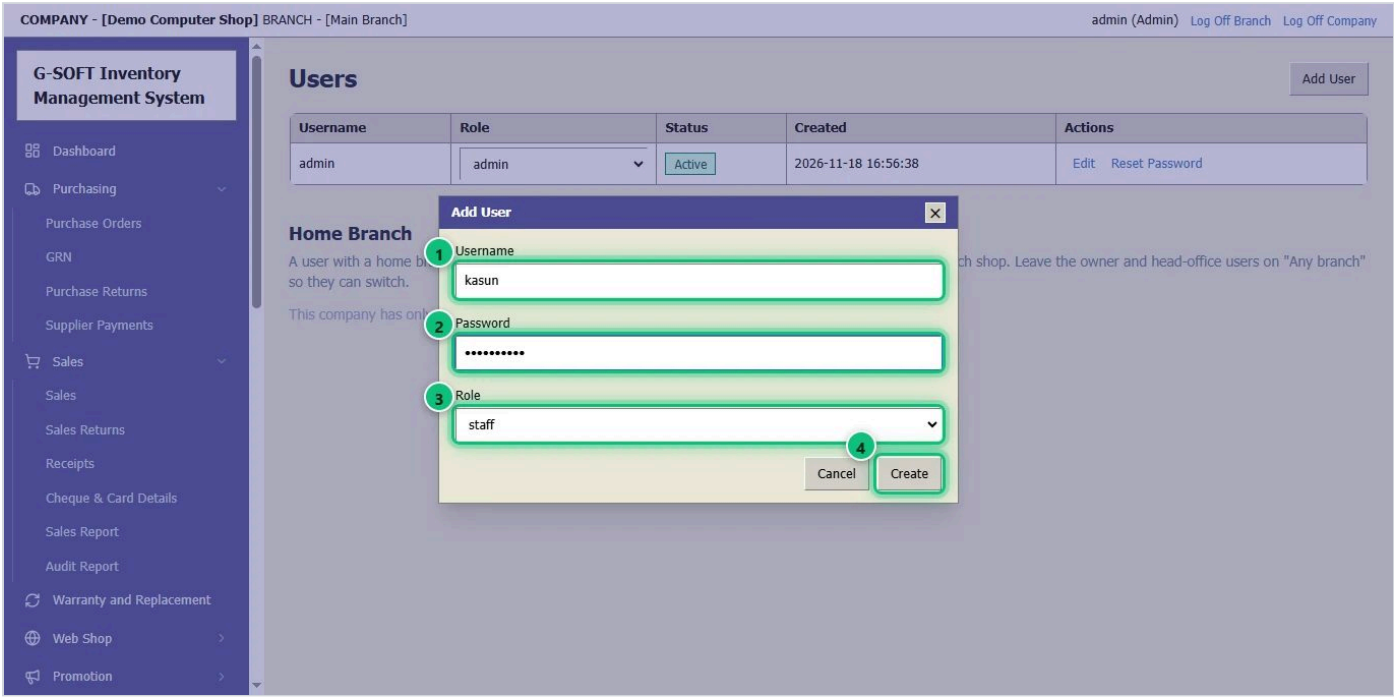


1. Open **Sales** → **Sales Report**.
2. Choose the dates **From** 1 and **To** 2 — the same day for a daily report.
3. The report 3 shows totals by payment method, by product, and each invoice.
4. **Print Report** 4 prints it or saves it as a PDF.

13 Add a user (staff member)

Give each staff member their own sign-in. Their role decides which screens and figures they can see.

STEP 1 OF 1

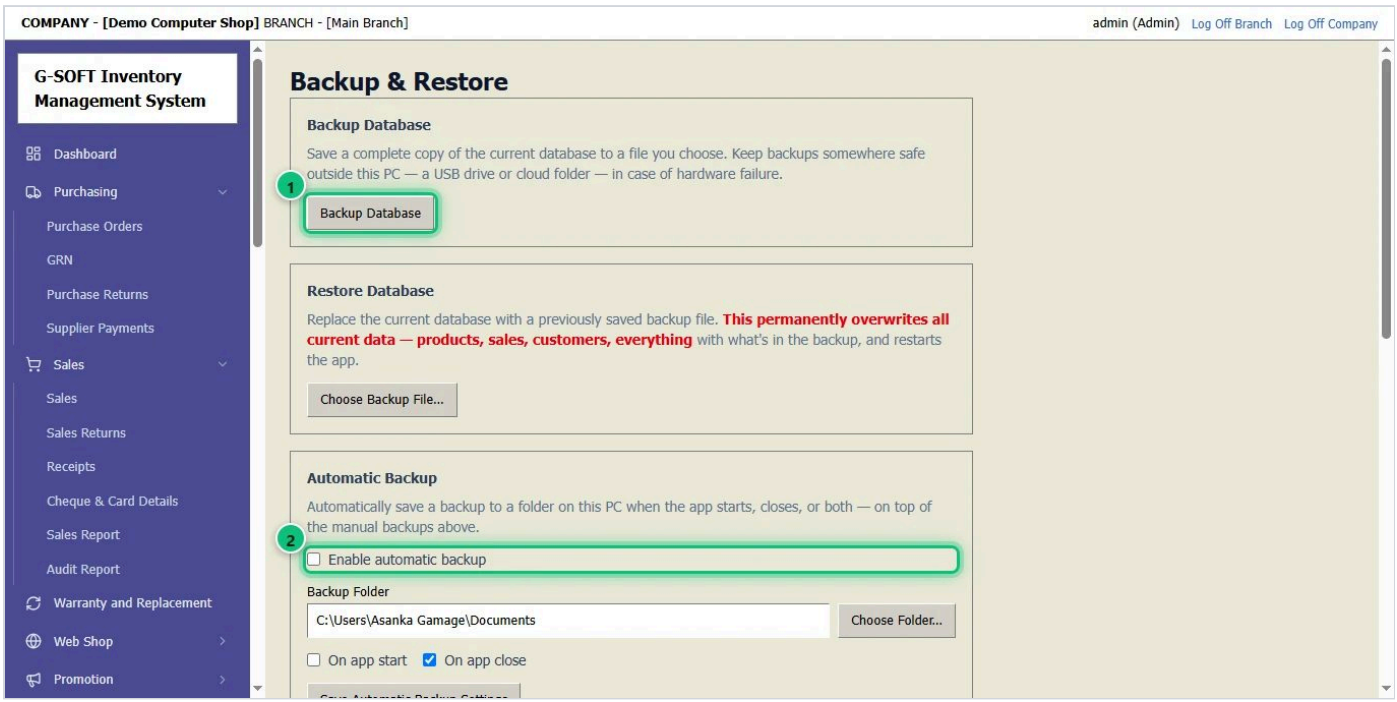


1. Open **Admin** → **Users** and click **Add User**.
2. Type the **username** 1 and a **password** 2 for the staff member.
3. Choose the **role** 3: **Admin** sees everything, **Manager** and **Staff** see less.
4. Click **Create** 4. Change what each role may do in **Admin** → **Permissions**.

14 Back up your data

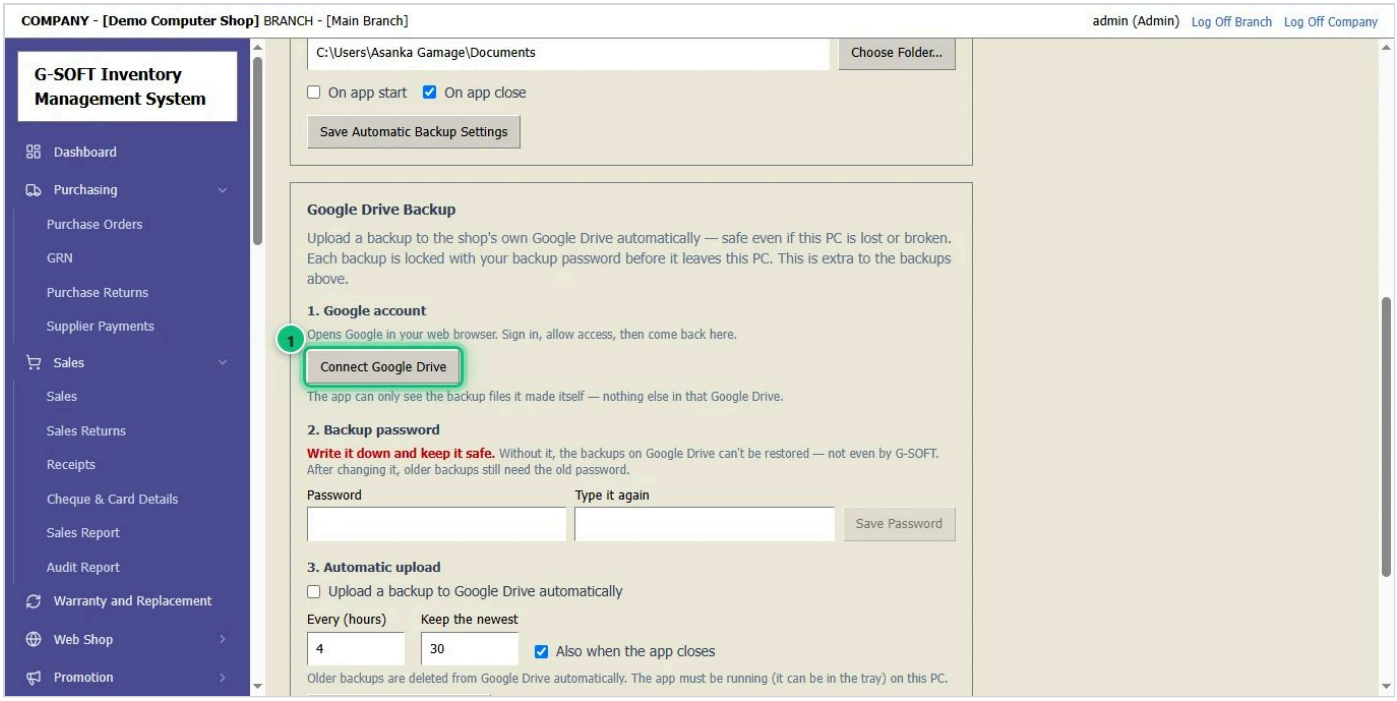
Keep copies of your data. If a PC breaks, a backup brings everything back.

STEP 1 OF 2



1. Open **Setting** → **Backup & Restore**.
2. **Backup Database** 1 saves a copy now — choose a USB drive or another folder.
3. **Automatic backup** 2: tick it, choose a folder, and the program backs up by itself when it opens or closes.

STEP 2 OF 2



1. **Google Drive Backup**: click **Connect Google Drive** 1, sign in to your Google account, and set a backup password. Encrypted copies then go to your own Google Drive.
2. To bring data back, use **Restore Database** on the same page. A backup is also made by itself before every software update.