G-SOFT

G-SOFT Inventory Manager

User Manual

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3. Enter your licence key
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5. Receive stock (GRN)
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13. Sell and accept a gift voucher
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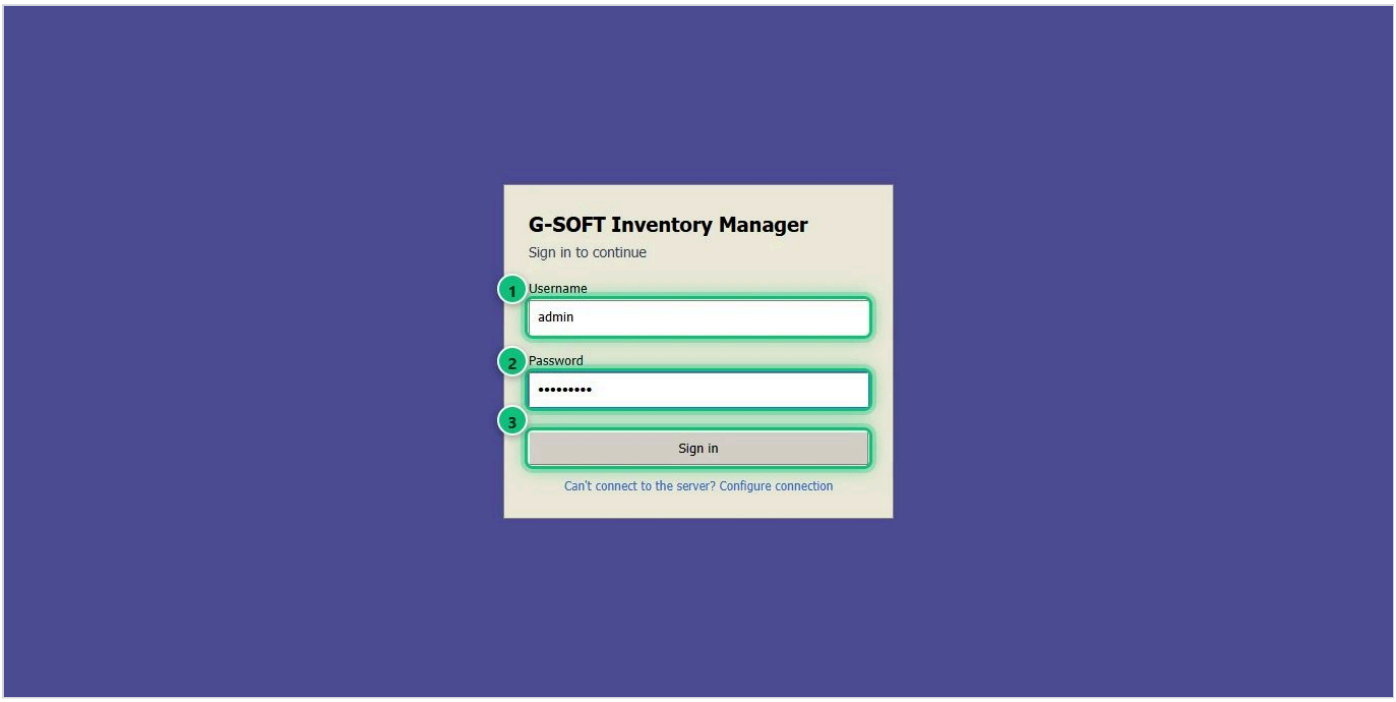
16. Add a user (staff member)
17. Back up your data

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

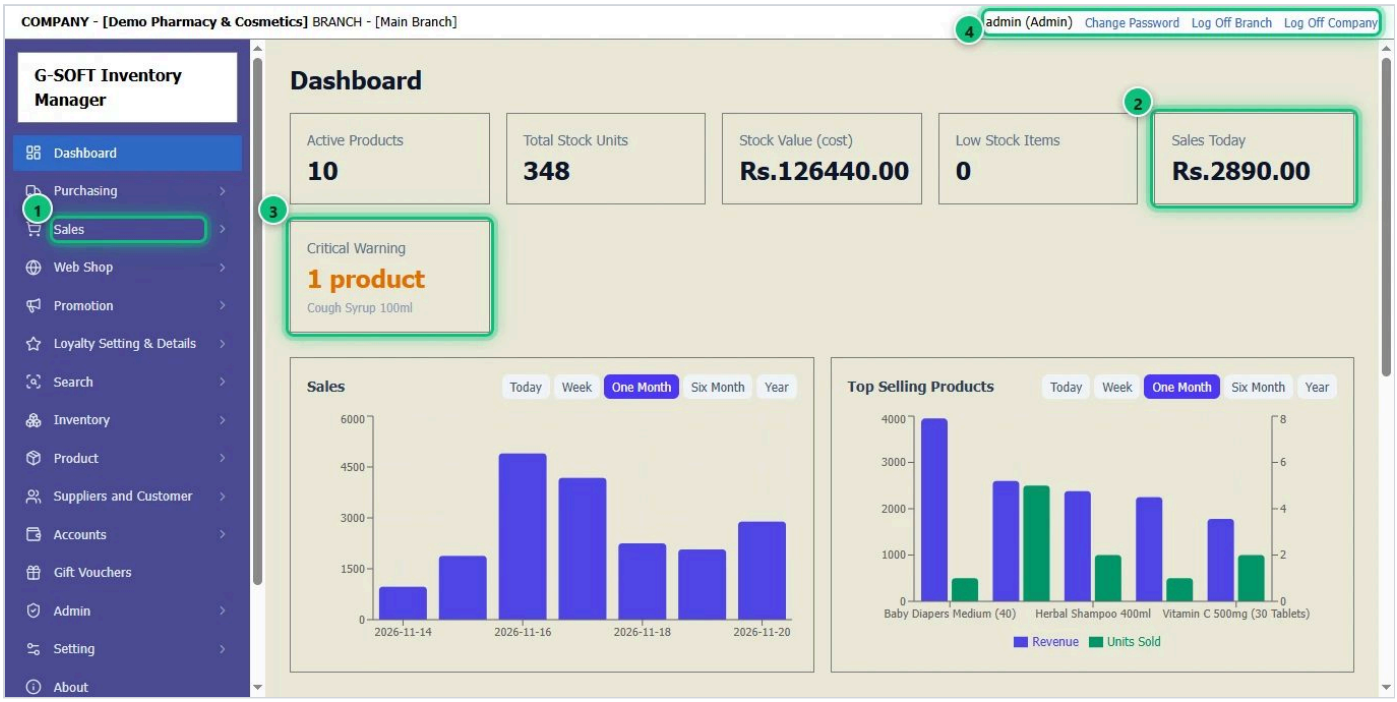


1. Type your **username** 1 and **password** 2.
2. Click **Sign in** 3, or press **Enter**.

2 The main screen

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

STEP 1 OF 1

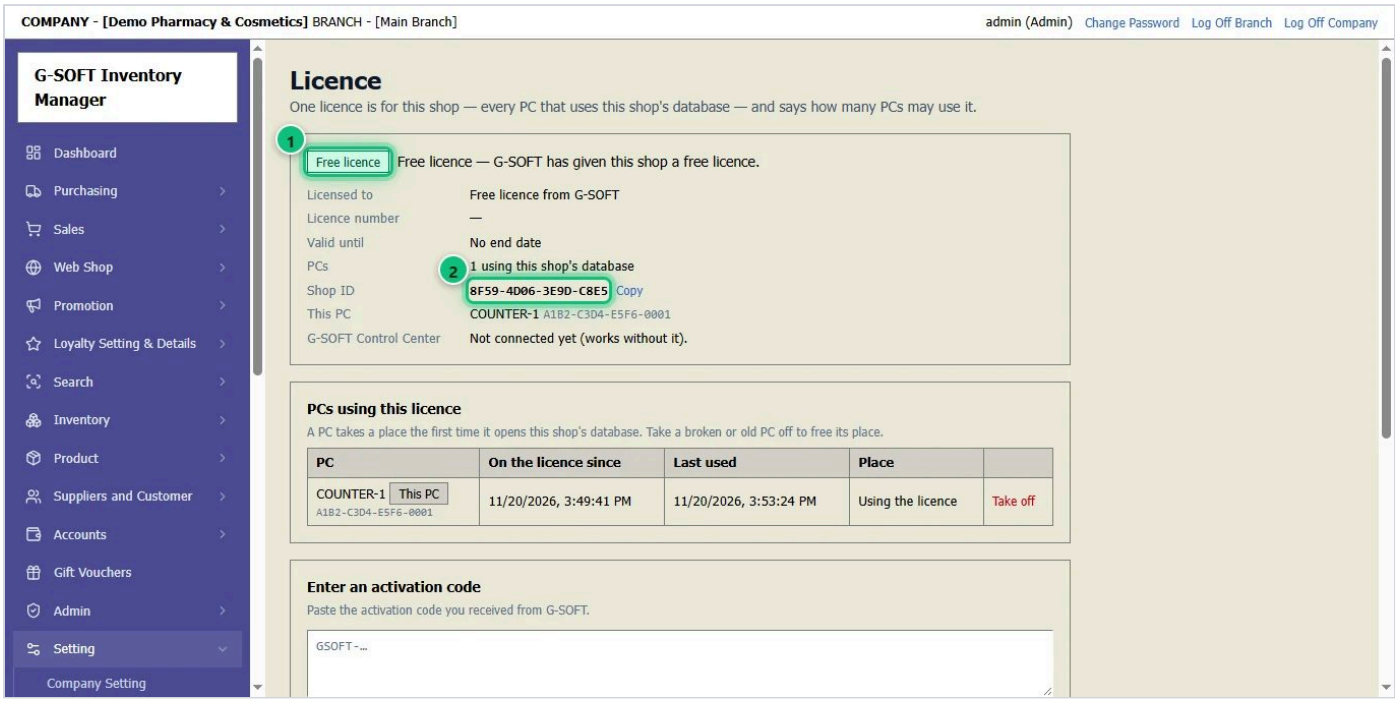


1. The **menu** on the left opens every part of the program. Click a heading — for example **Sales** 1 — to see its pages.
2. The **Dashboard** shows today's sales 2, stock value, low-stock items and charts.
3. **Critical Warning** 3 lists products with a batch about to expire — sell or return those first.
4. The top bar shows your company, branch and **who is signed in** 4. **Log Off Branch** / **Log Off Company** sign you out.
5. Shortcut keys work from any screen: **F2** opens a new invoice, **F3** a new GRN, **F4** opens the cash drawer.

3 Enter your licence key

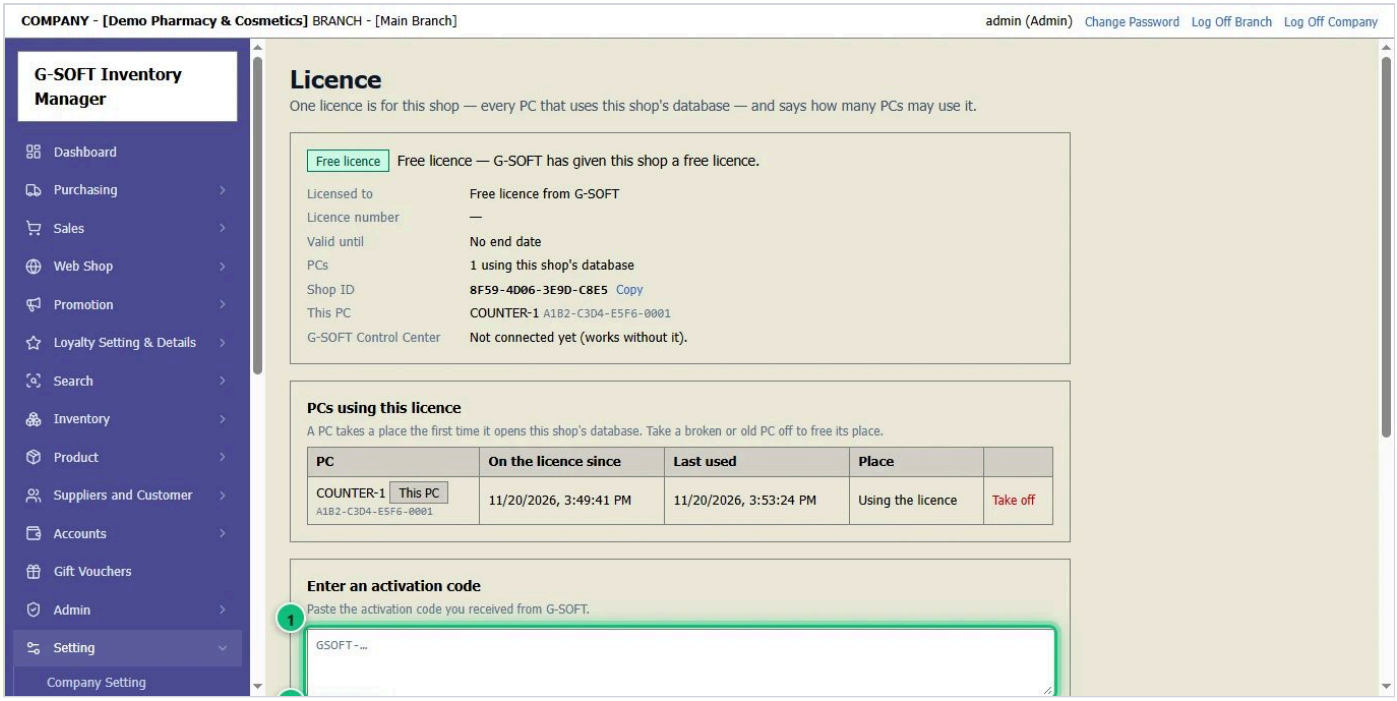
The program works free for the trial period. Enter the licence key from G-SOFT to keep using it — nothing else changes and no data is lost.

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

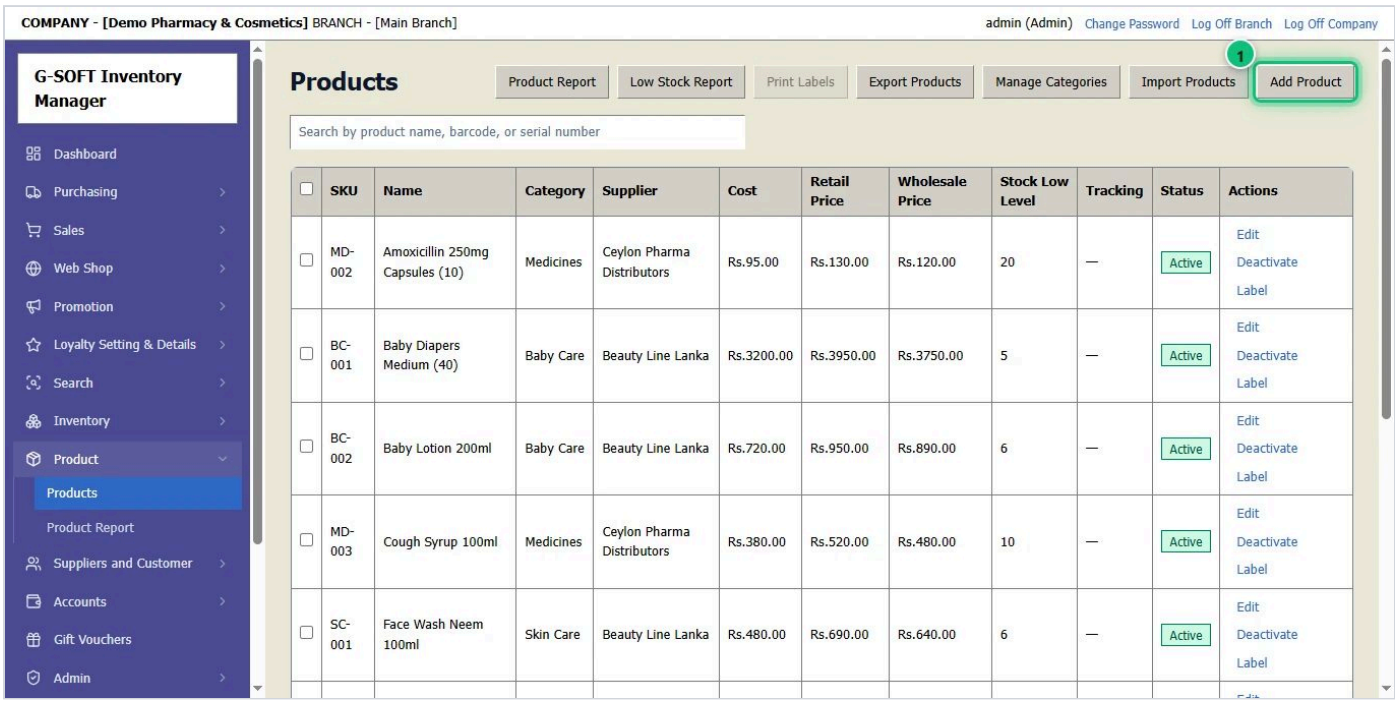


1. Paste the key G-SOFT sends you (it starts with **GSOFT-**) into the box 1.
2. Click **Activate** 2. It works on every PC of your shop.
3. No key yet? Fill in **Buy a licence from G-SOFT** below and click **Request licence** — or call 074 152 0055.

4 Add a product

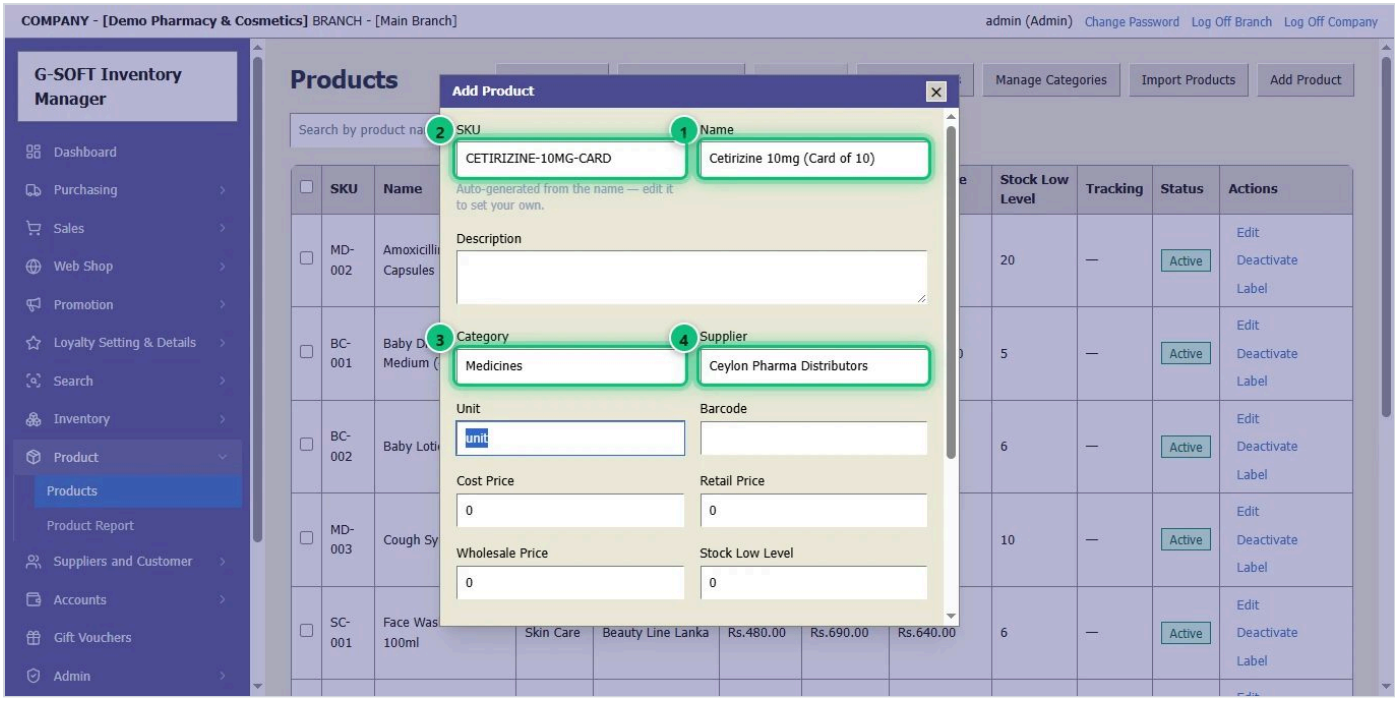
Add each item you sell once. After that it can be received in a GRN and sold on invoices.

STEP 1 OF 5



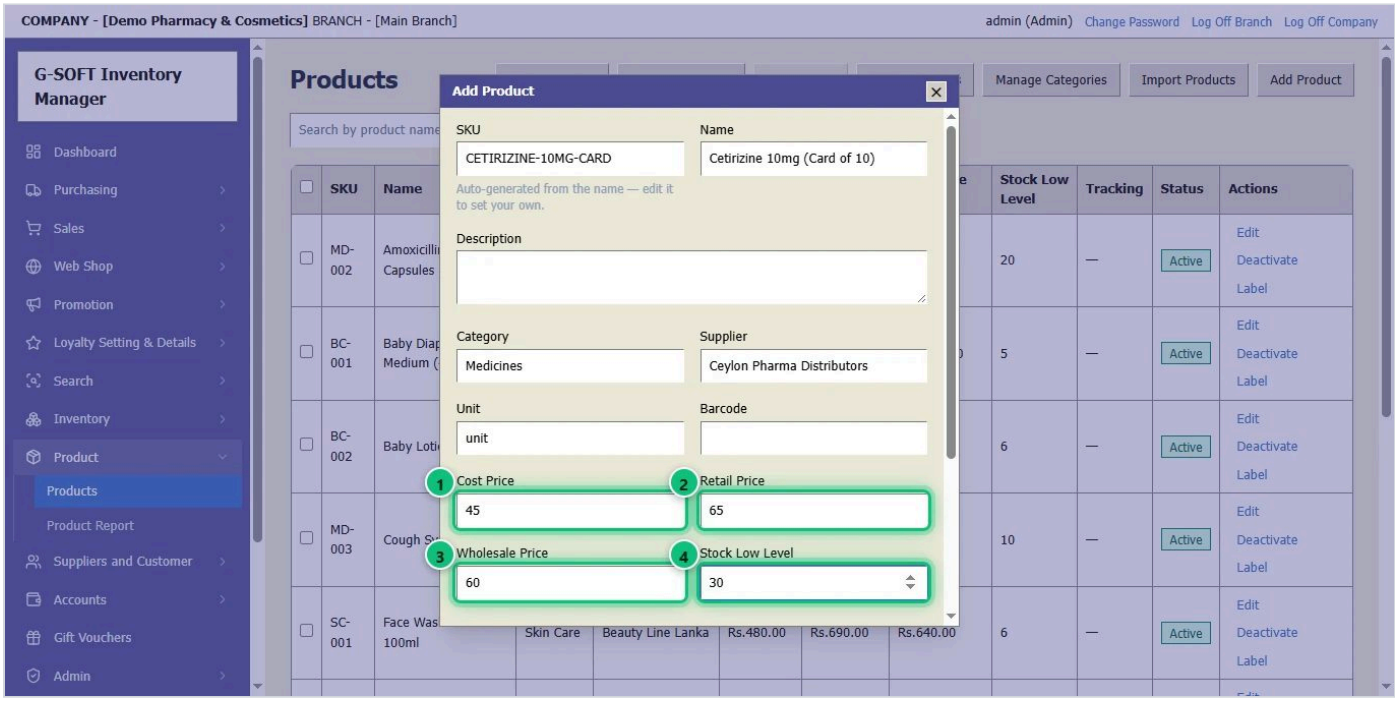
1. Open **Product** → **Products** in the menu.
2. Click **Add Product** 1.

STEP 2 OF 5



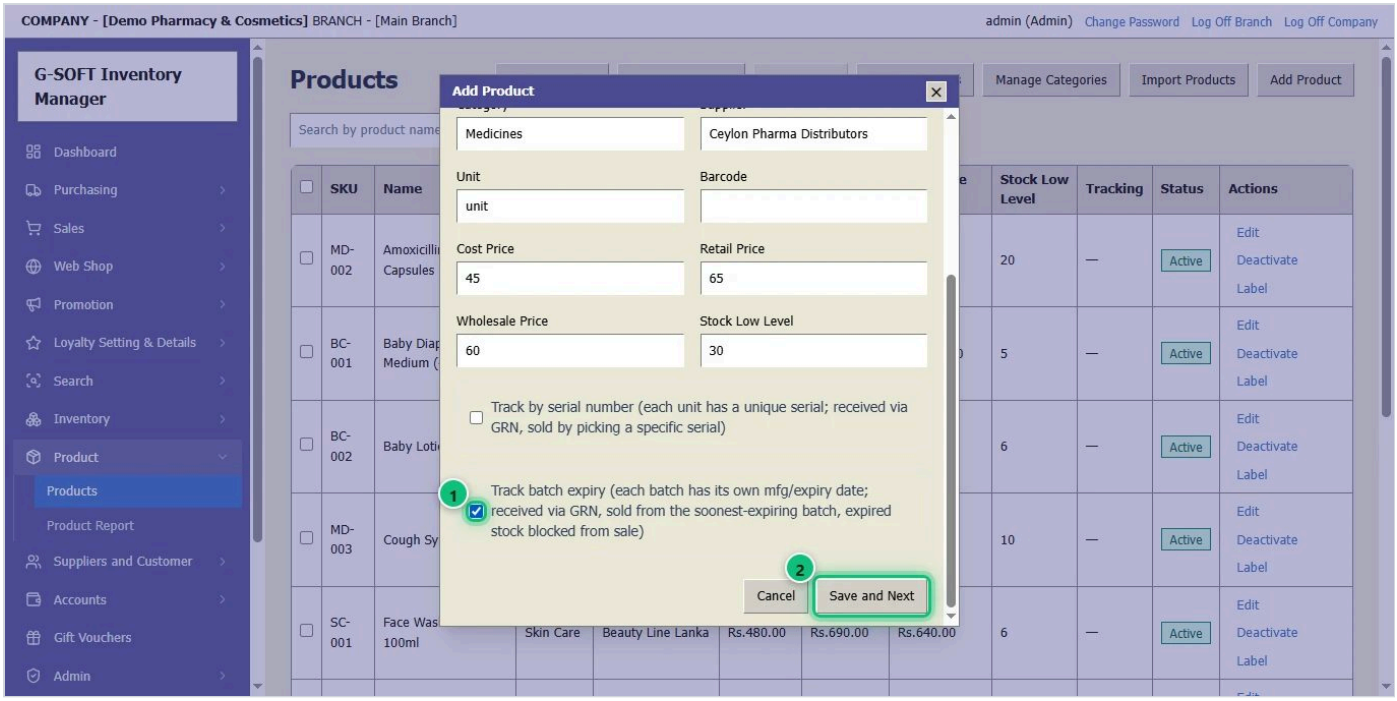
1. Type the **Name** 1.
2. The **SKU** 2 is made from the name for you — you can change it.
3. Choose the **Category** 3 and the **Supplier** 4: start typing and pick from the list.

STEP 3 OF 5



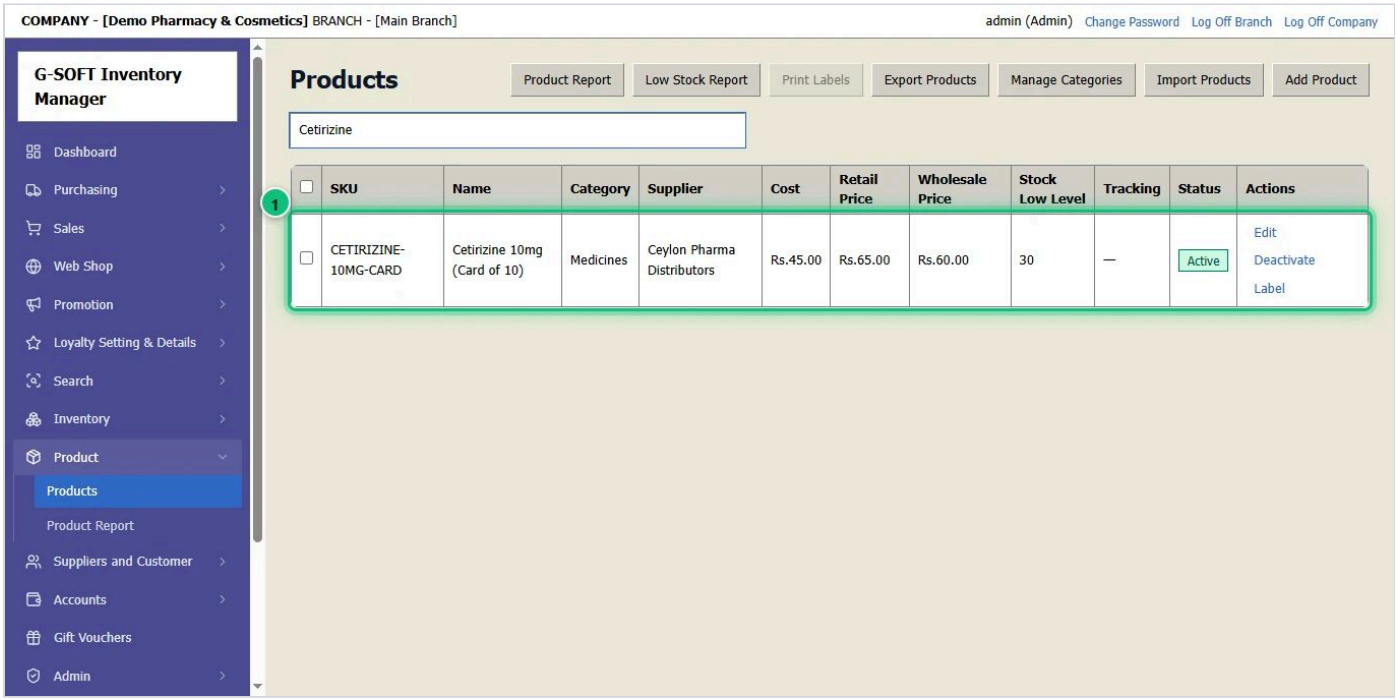
1. Type the **Cost Price** 1 — what you pay for one.
2. Type the **Retail Price** 2 and the **Wholesale Price** 3 you sell for.
3. **Stock Low Level** 4: when stock falls to this number, the product shows in the low-stock list.

STEP 4 OF 5



1. For medicines, cosmetics and anything with an expiry date, tick **Track batch expiry** 1. Each delivery is then kept as its own **batch** with its expiry date: you enter it in the GRN, the invoice sells the batch that expires first, and expired stock cannot be sold.
2. Click **Save and Next** 2. The form stays open, empty, for the next product.

STEP 5 OF 5

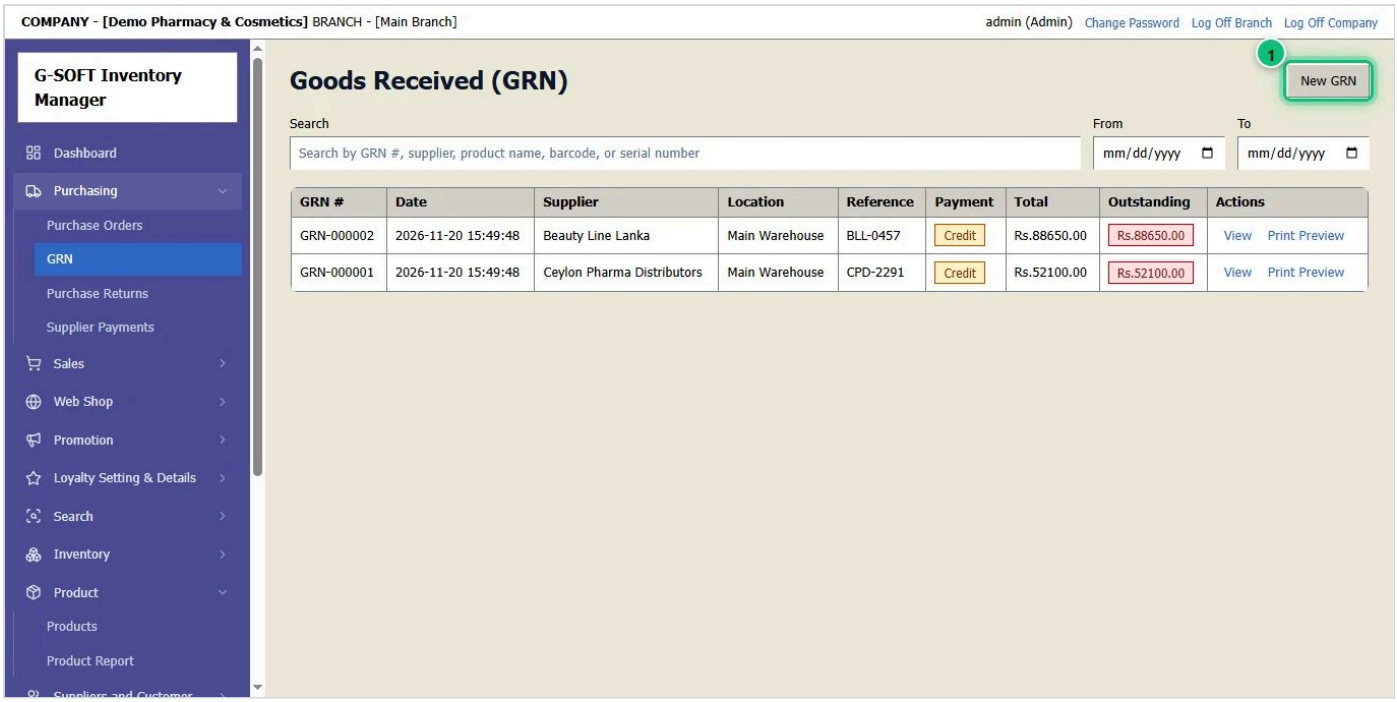


1. The new product is in the list 1. Its stock is 0 until you receive it in a **GRN** — see "Receive stock (GRN)".

5 Receive stock (GRN)

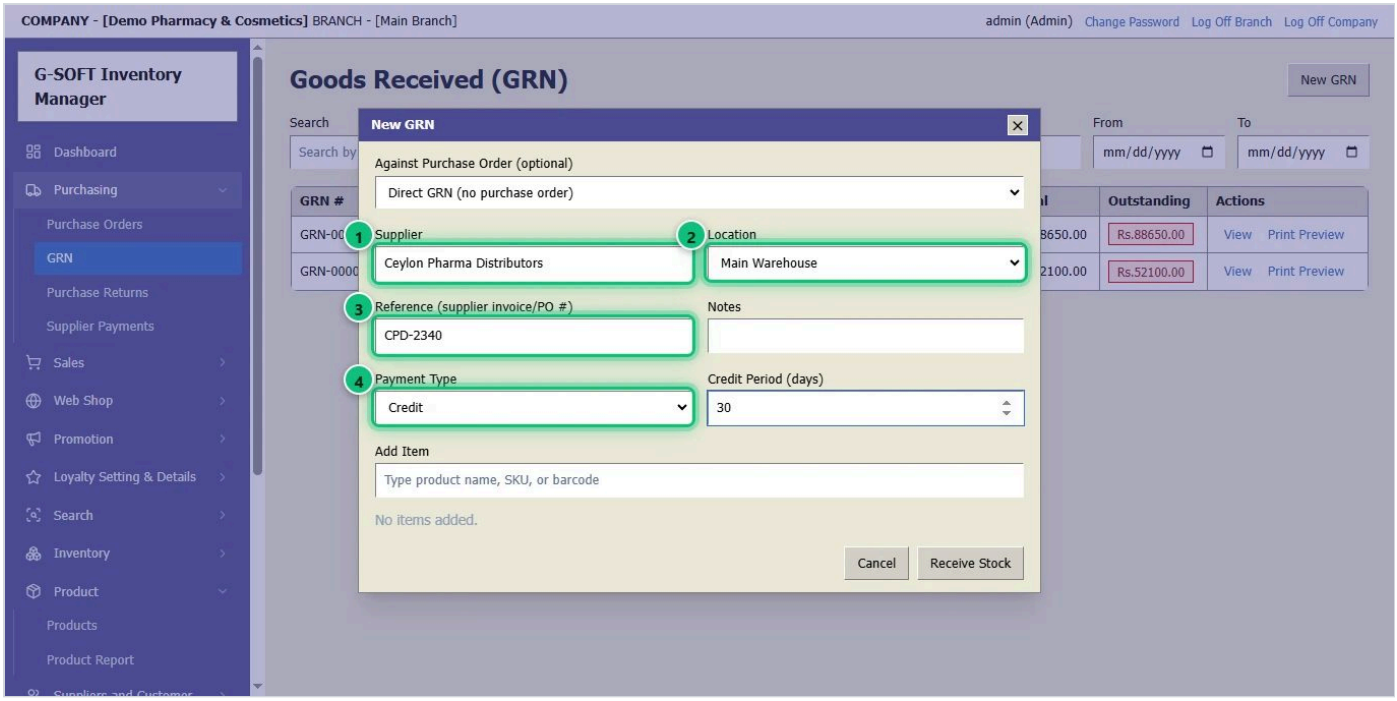
When goods arrive from a supplier, enter them in a GRN (Goods Received Note). The stock goes up, each batch is kept with its expiry date, and the supplier's bill is recorded.

STEP 1 OF 6



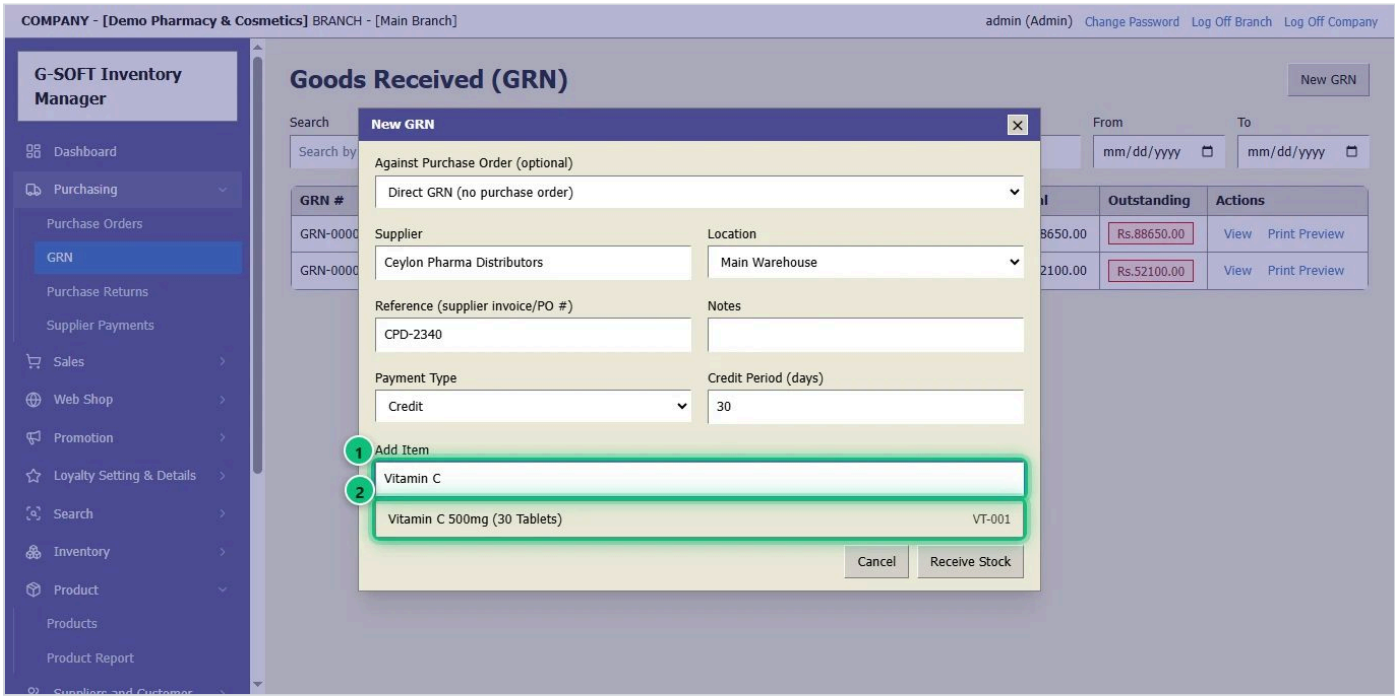
1. Open **Purchasing** → **GRN** — or press **F3** from any screen.
2. Click **New GRN** (1).

STEP 2 OF 6



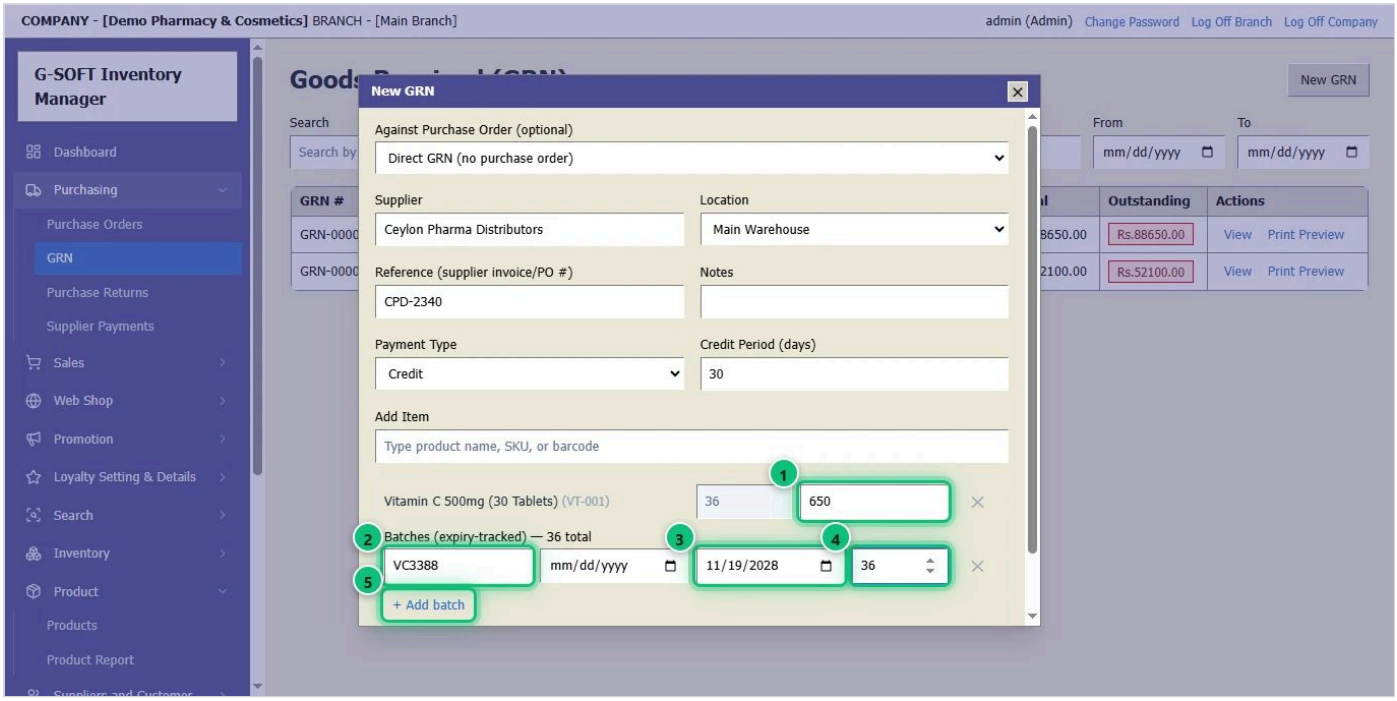
1. Choose the **Supplier** 1: start typing and pick from the list.
2. Check the **Location** 2 the goods go into.
3. Type the supplier's bill number as the **Reference** 3.
4. Choose the **Payment Type** 4: **Cash** if you paid now, **Credit** if you pay later (then set the credit period in days).

STEP 3 OF 6



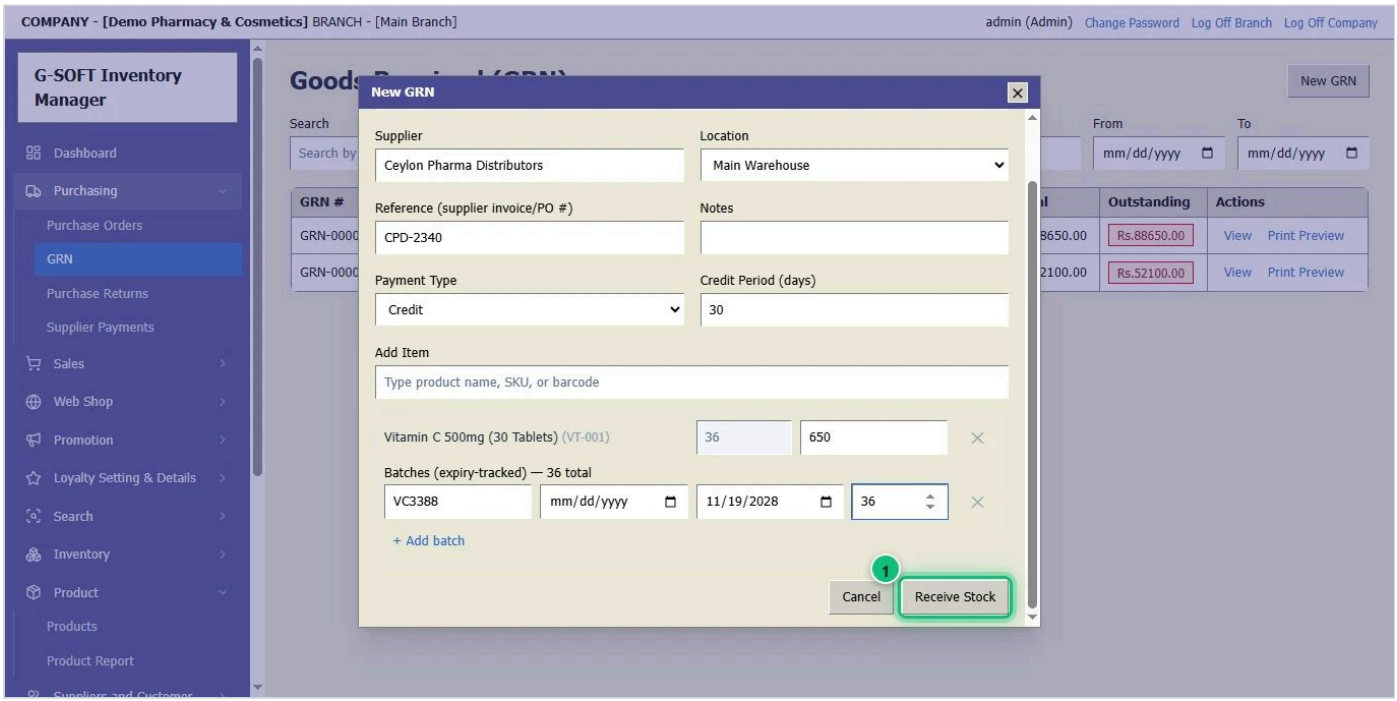
1. In **Add Item** 1, type the product name or SKU, or scan its barcode.
2. Click the product in the list 2.

STEP 4 OF 6



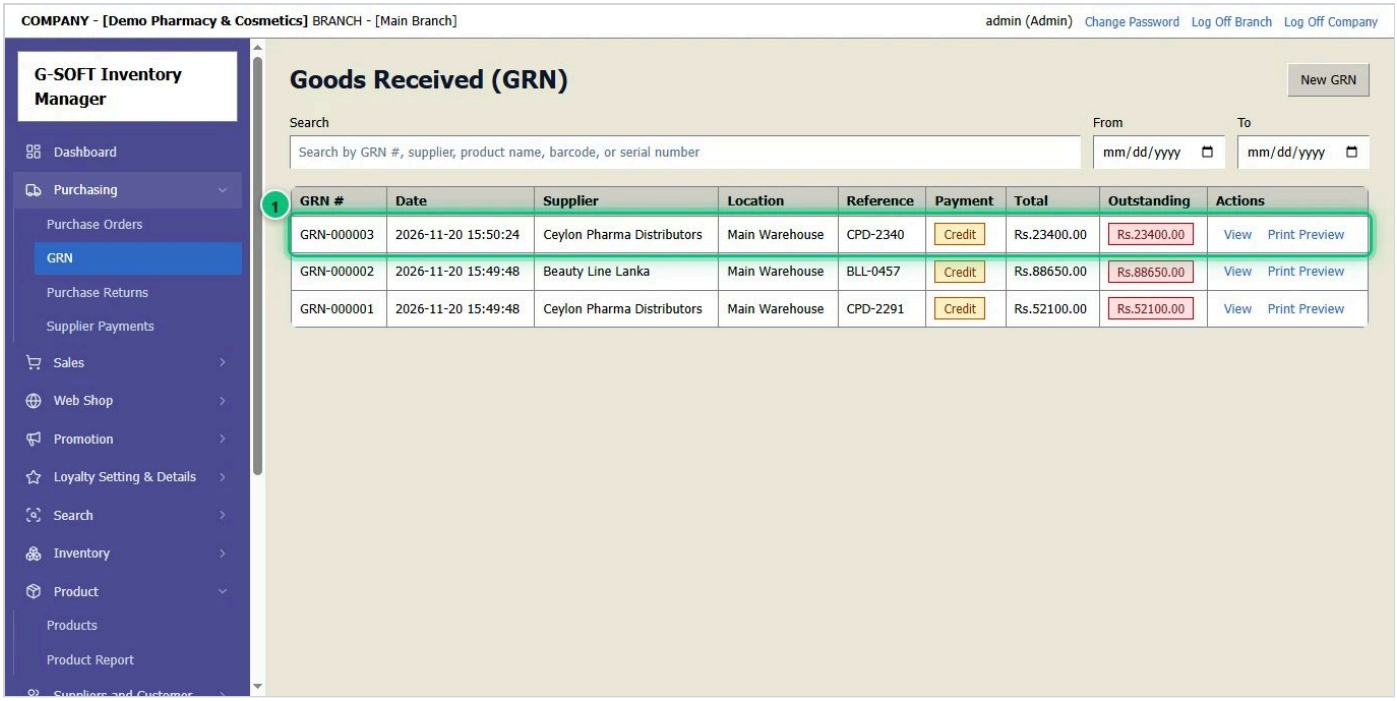
1. Check the **unit cost** 1 on the supplier's bill.
2. For a product with **Track batch expiry**, fill in its batch: the maker's **batch / lot number** 2 from the box (optional), the **expiry date** 3 and the **quantity** 4. The product's quantity is the total of its batches.
3. Two expiry dates in one delivery? Click **+ Add batch** 5 and fill in the second one.

STEP 5 OF 6



1. Add more products the same way, then click **Receive Stock** 1.

STEP 6 OF 6

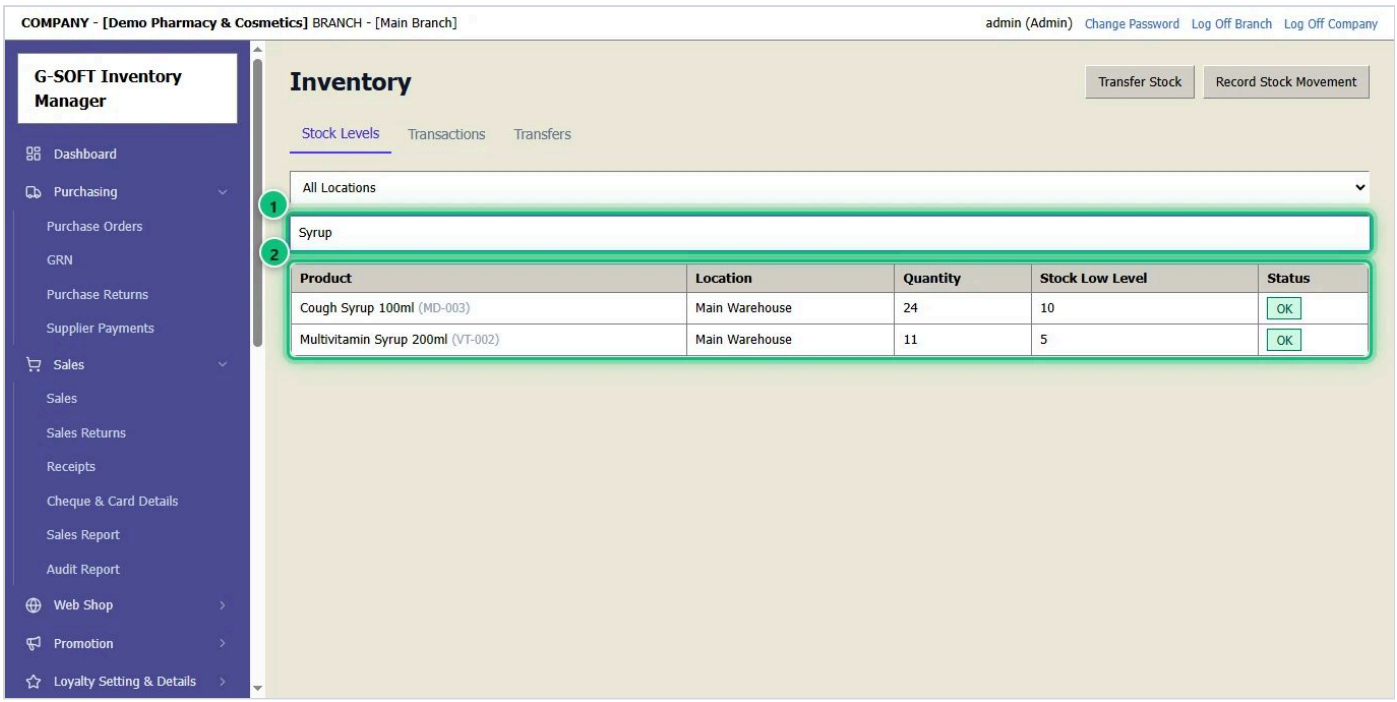


1. The GRN is saved (1) and the stock has gone up. **View** shows it again; **Print Preview** prints it.
2. On credit, it also appears in **Purchasing** → **Supplier Payments** until you pay it.

6 Check stock

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

STEP 1 OF 1

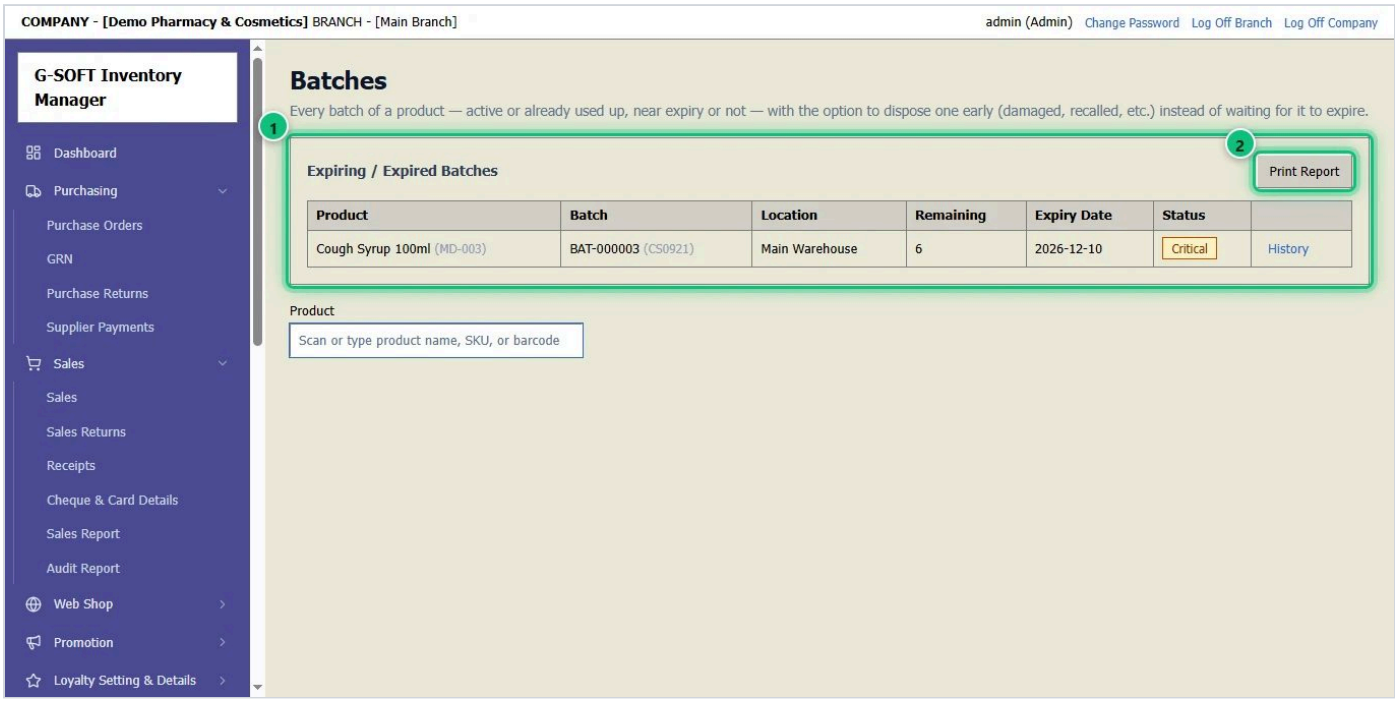


1. Open **Inventory** → **Inventory**.
2. Type a product name, SKU or barcode in the search box 1.
3. The list 2 shows the quantity in each location. Products below their **Stock Low Level** also show on the Dashboard.

7 Expiry dates and batches

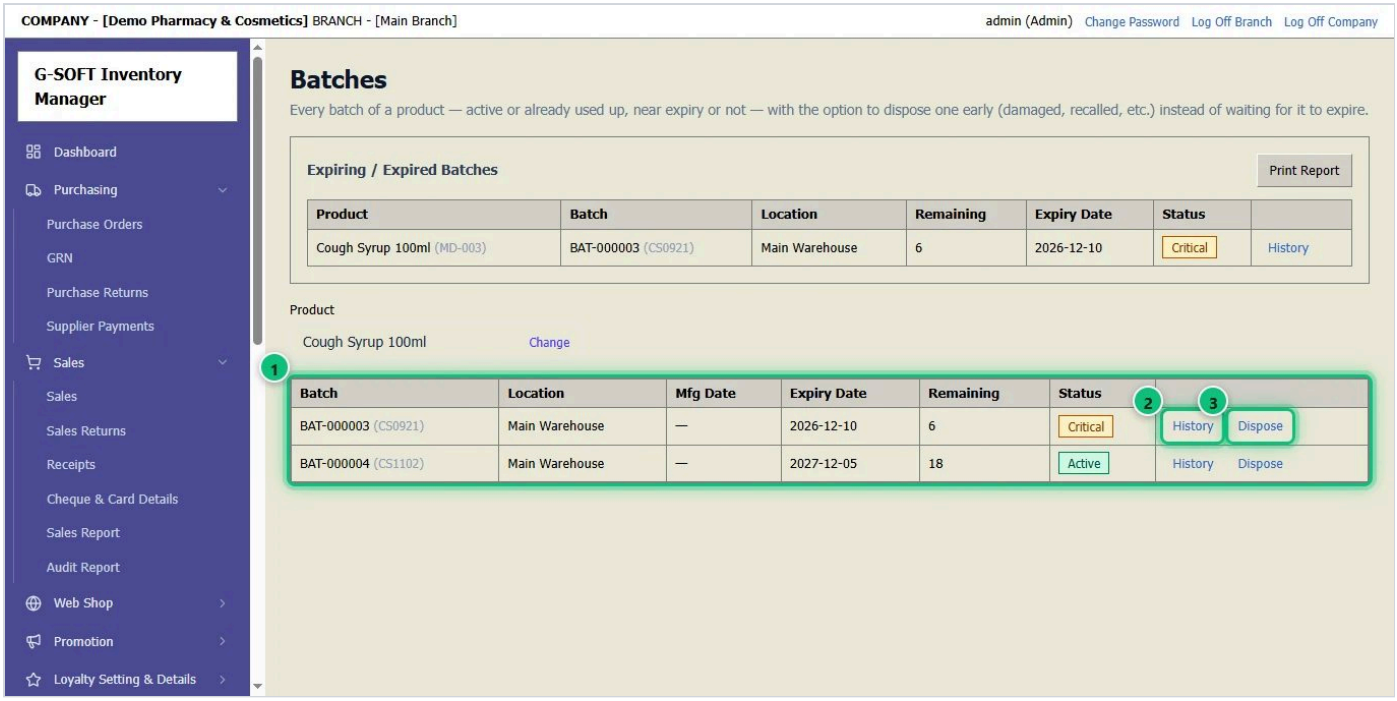
See which batches are about to expire, check every batch of a product, and take an expired or damaged batch out of stock.

STEP 1 OF 2



1. Open **Inventory** → **Batches**.
2. **Expiring / Expired Batches** 1 lists every batch near or past its expiry date, with how many are left. **Critical** means it expires very soon.
3. **Print Report** 2 prints the list — useful when returning stock to the supplier.

STEP 2 OF 2

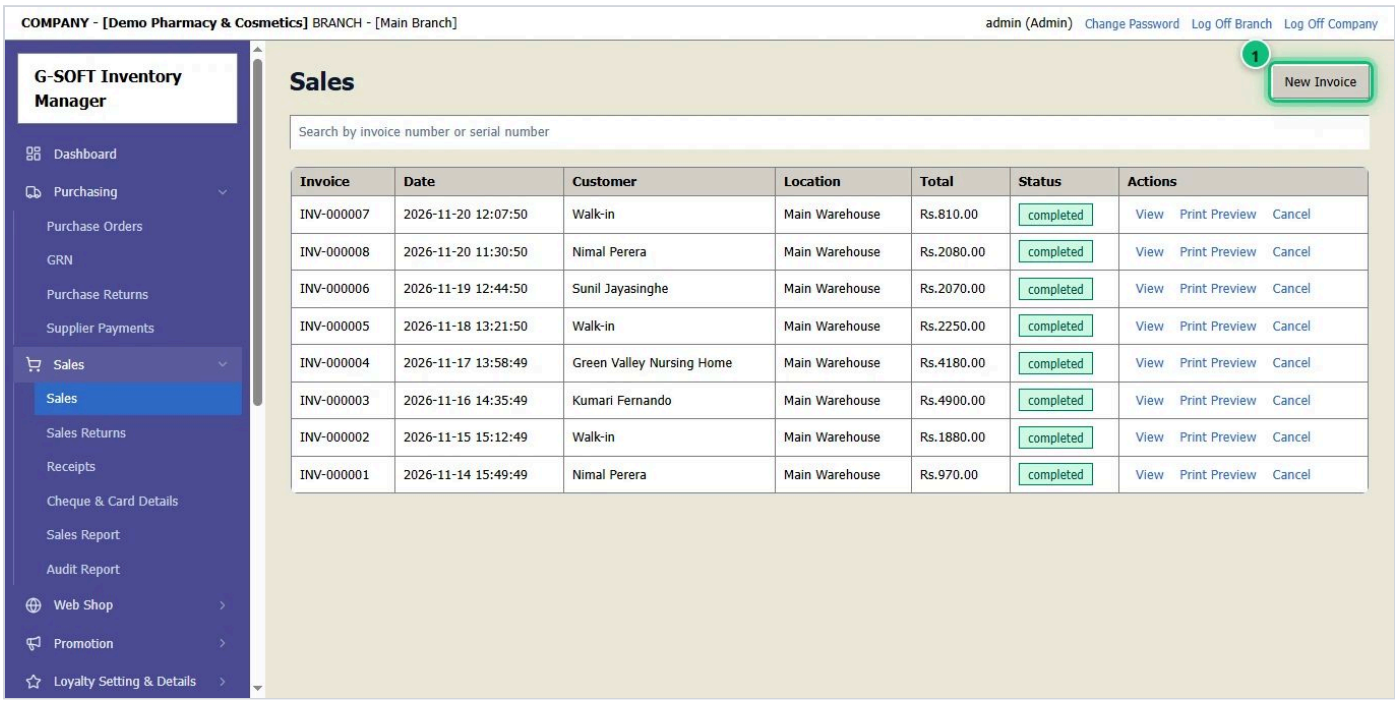


1. Type a product name in **Product** to see **every batch** of it 1: its expiry date, how many are left and its status.
2. **History** 2 shows where a batch went — received, sold, returned.
3. **Dispose** 3 takes a batch out of stock (expired, damaged or recalled). Type the reason and confirm. Disposed batches are listed in **Inventory** → **Disposed Batches**.

8 Make an invoice

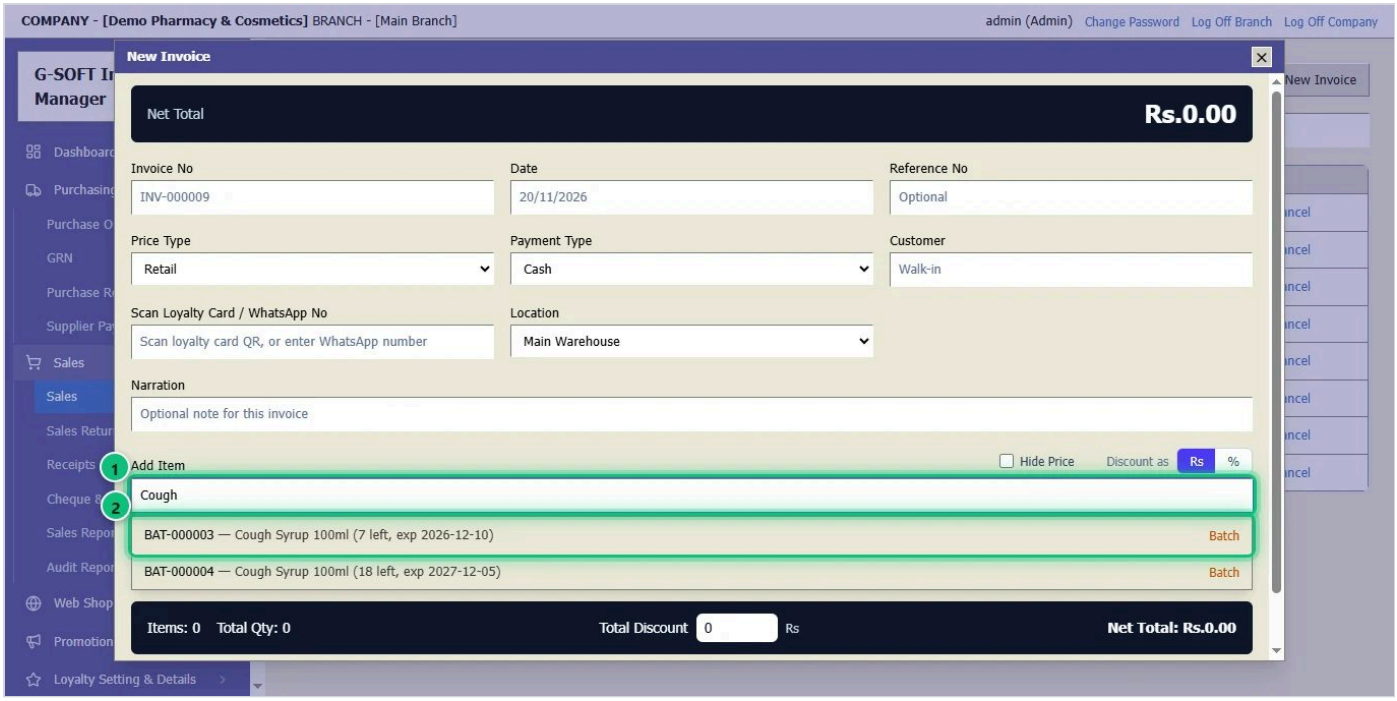
Sell to a customer: add the items, choose how they pay, and print the invoice.

STEP 1 OF 9



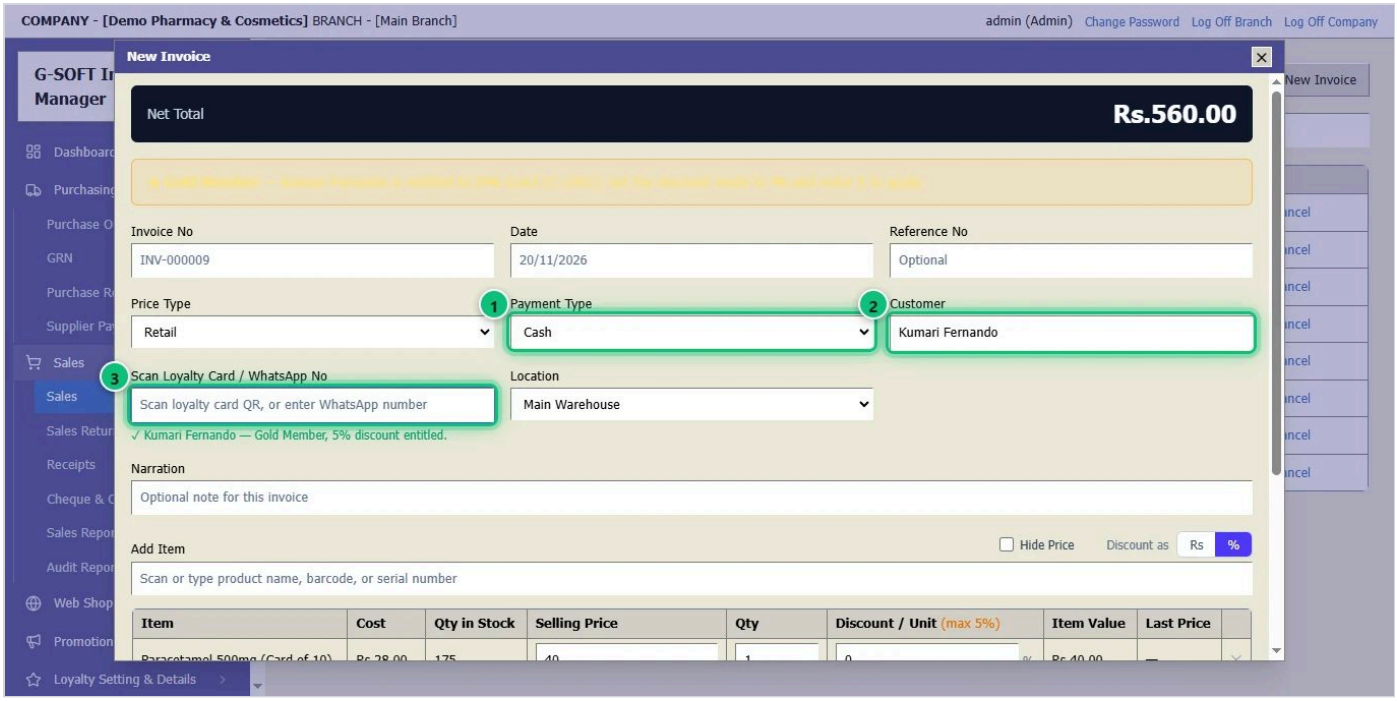
1. Open **Sales** → **Sales** — or press **F2** from any screen.
2. Click **New Invoice** 1.

STEP 2 OF 9



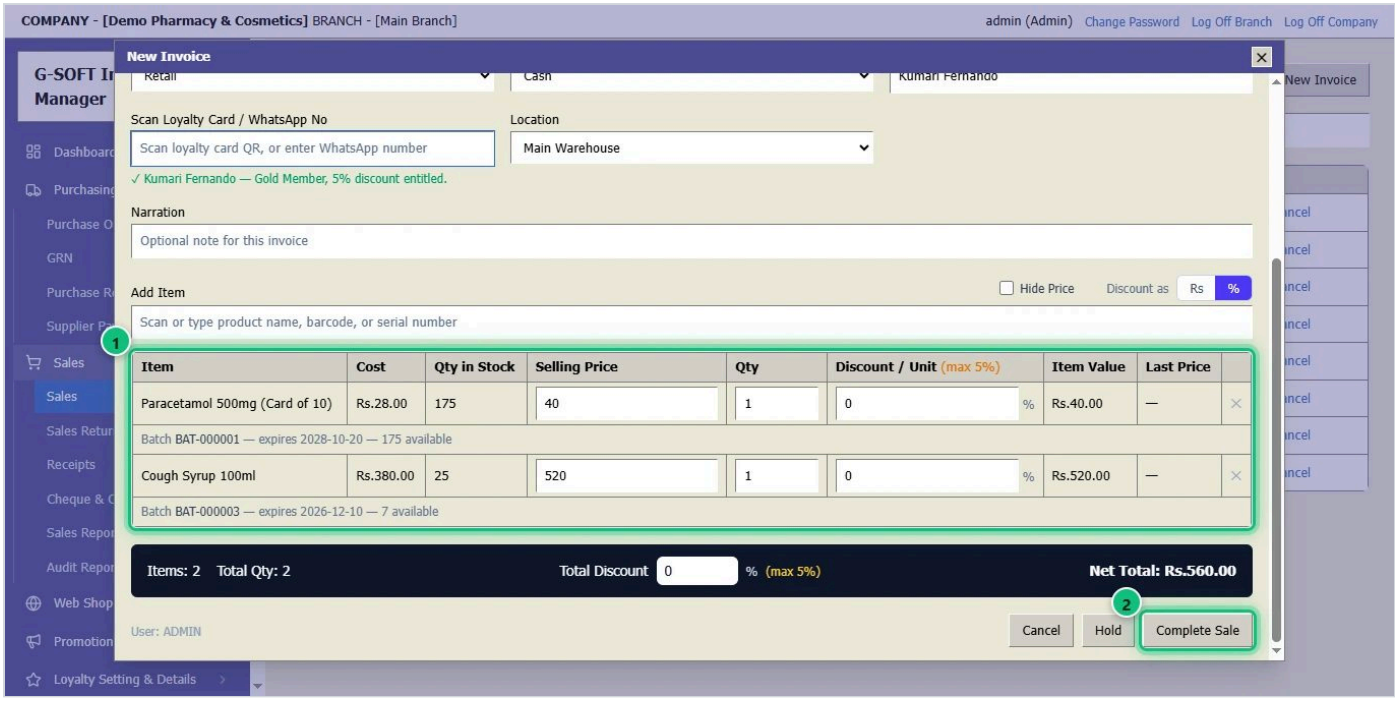
1. In **Add Item** 1, scan the barcode or type the product name.
2. A product kept by batch shows **each batch** with how many are left and its expiry date. The batch that expires first is at the top 2 — sell that one first. Expired batches are never offered.
3. Click the batch — it is added with quantity 1.

STEP 3 OF 9



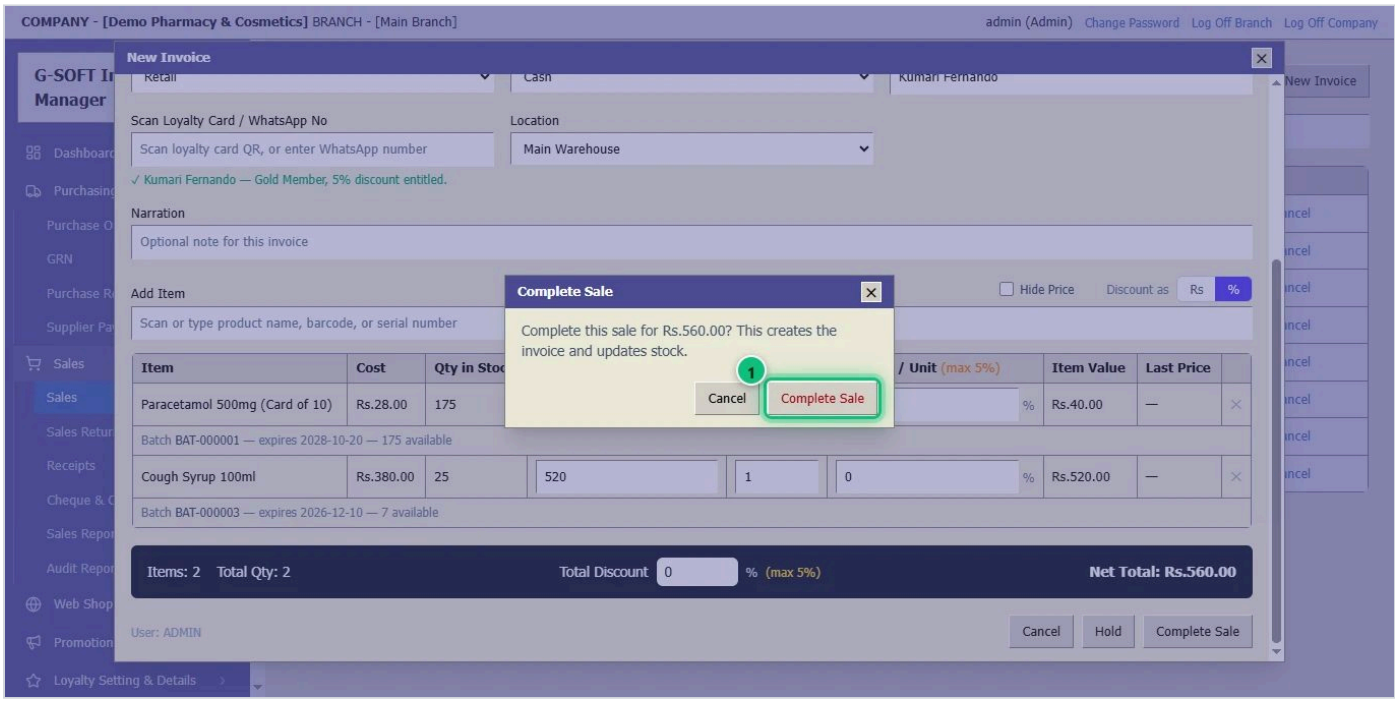
1. Choose the **Payment Type** 1: Cash, Card, Bank Transfer, Cheque, Credit or Gift Voucher.
2. For a known customer, type their name in **Customer** 2 and pick them. Leave it empty for a walk-in customer.
3. Loyalty customer? **Scan their loyalty card** 3 — or type their WhatsApp number and press Enter. Their name is filled in, and a note at the top shows the discount their card gives — type it in **Total Discount** (the program never takes a discount off by itself). They also earn loyalty points on the invoice.

STEP 4 OF 9



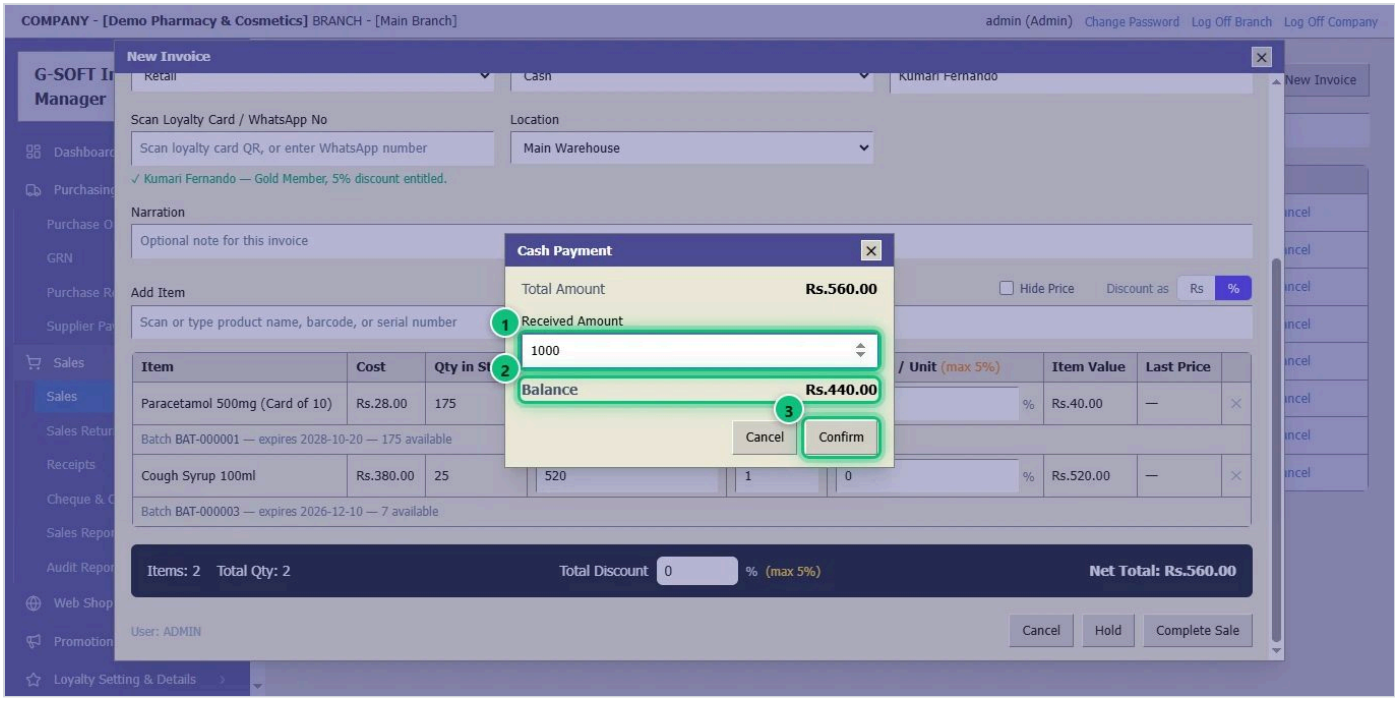
1. Check the items **1**: change the **Qty**, **Selling Price** or **Discount** if needed. The **Net Total** is at the bottom.
2. Click **Complete Sale** **2**.

STEP 5 OF 9



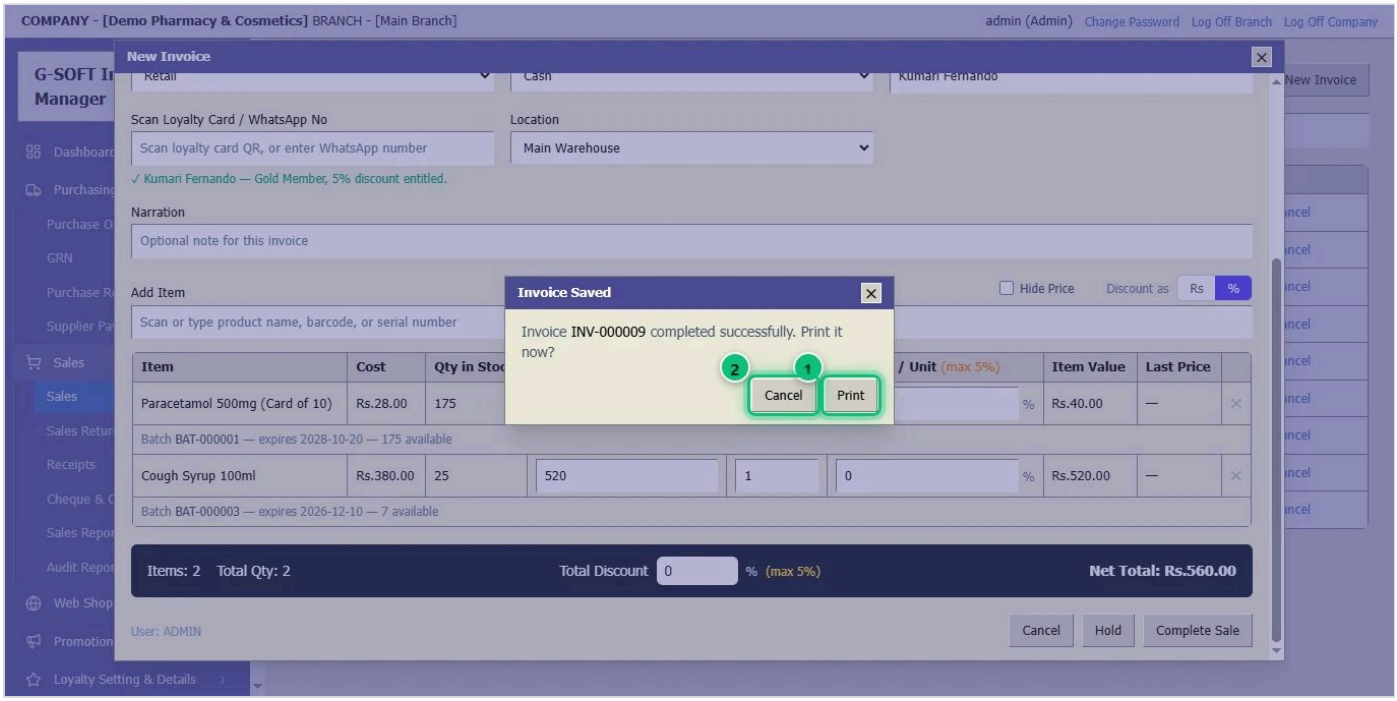
1. Check the amount and click **Complete Sale** **1** again. The invoice is saved and the stock goes down.

STEP 6 OF 9



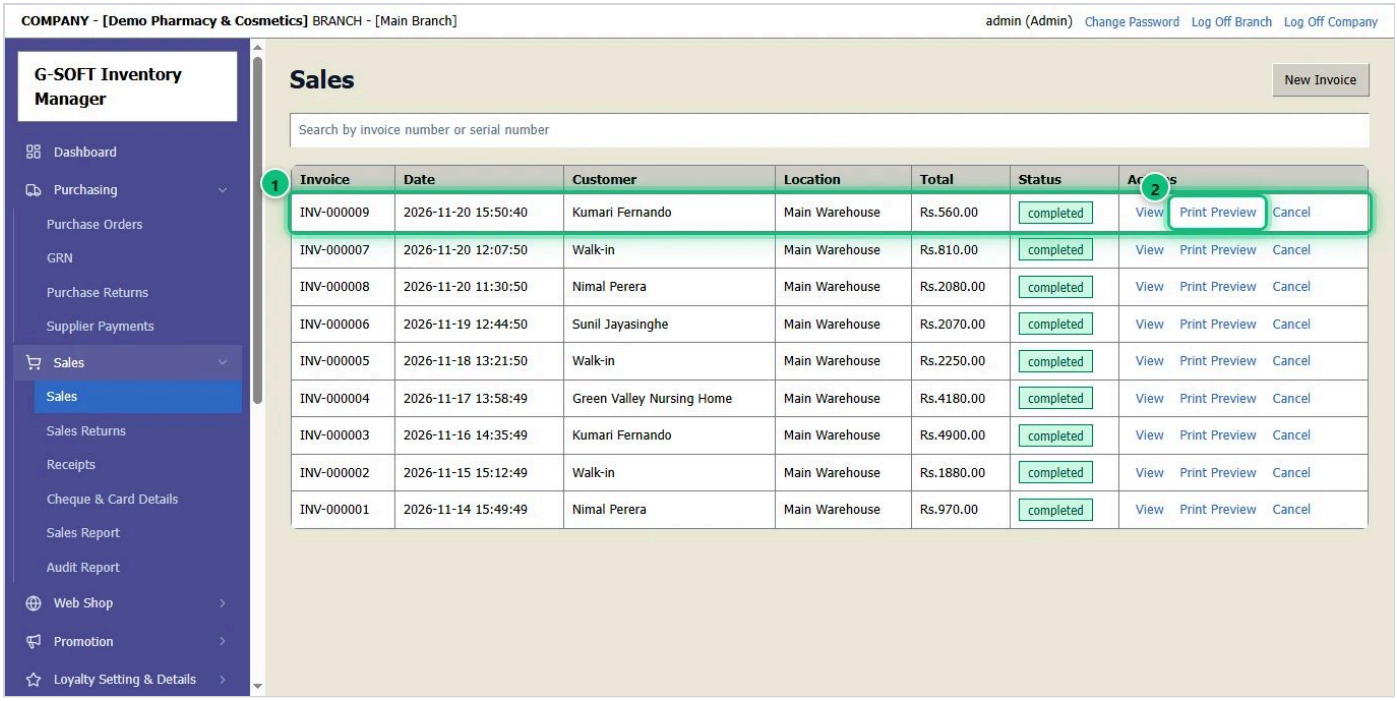
1. For a cash sale, type the **Received Amount** 1 — the money the customer gave you.
2. The **Balance** 2 is the change to give back.
3. Click **Confirm** 3.

STEP 7 OF 9



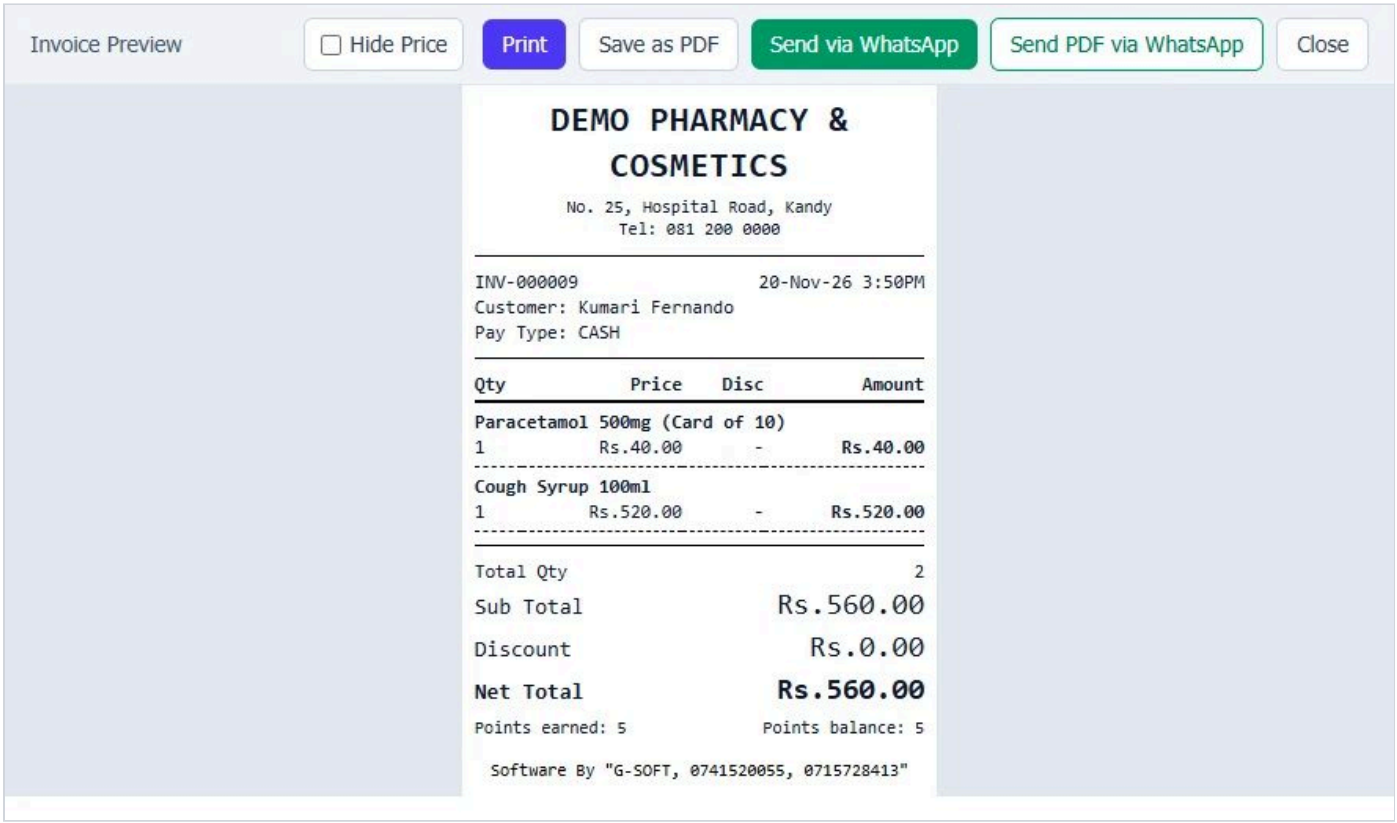
1. The invoice is saved. Click **Print** 1 to print it on your invoice printer, or **Cancel** 2 to skip printing — you can print it later.
2. Either way, a new empty invoice opens, ready for the next customer.

STEP 8 OF 9



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

STEP 9 OF 9

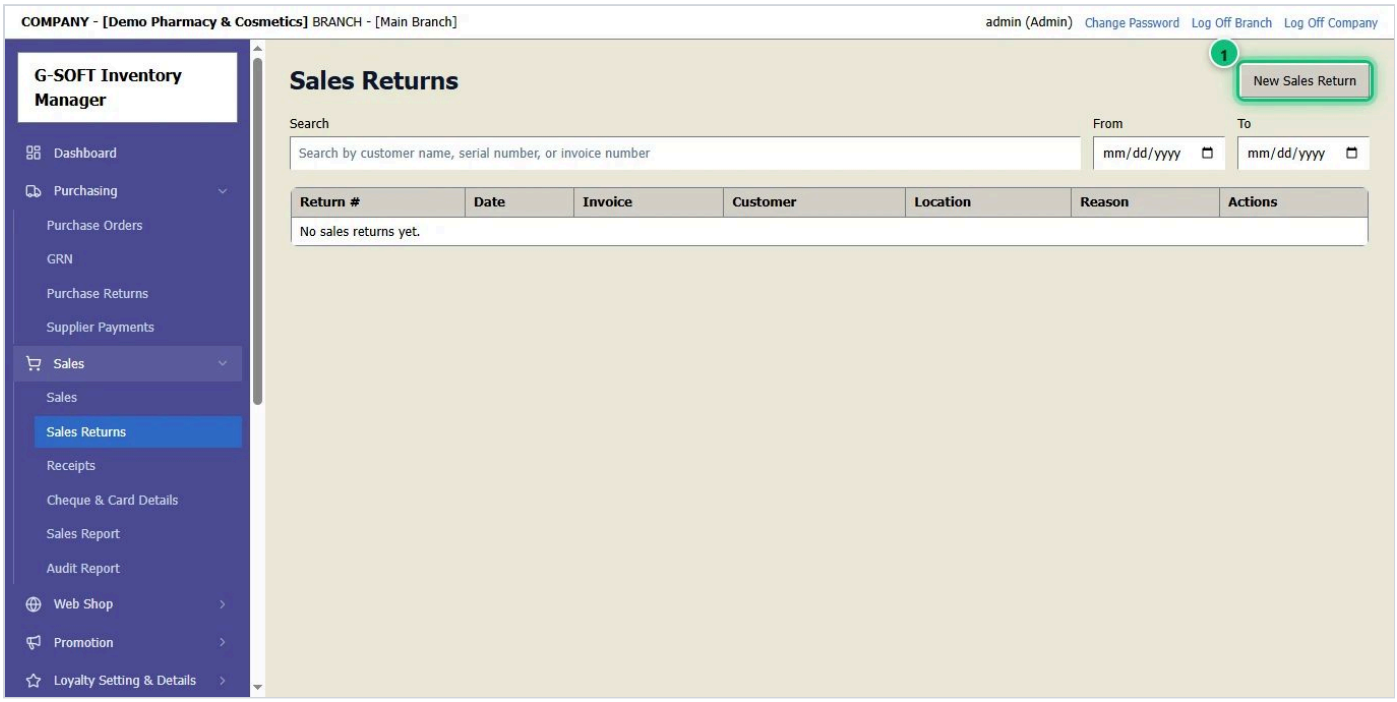


1. This is the printed invoice, with your company details, each item, and the loyalty points the customer earned.

9 Take back a sold item (sales return)

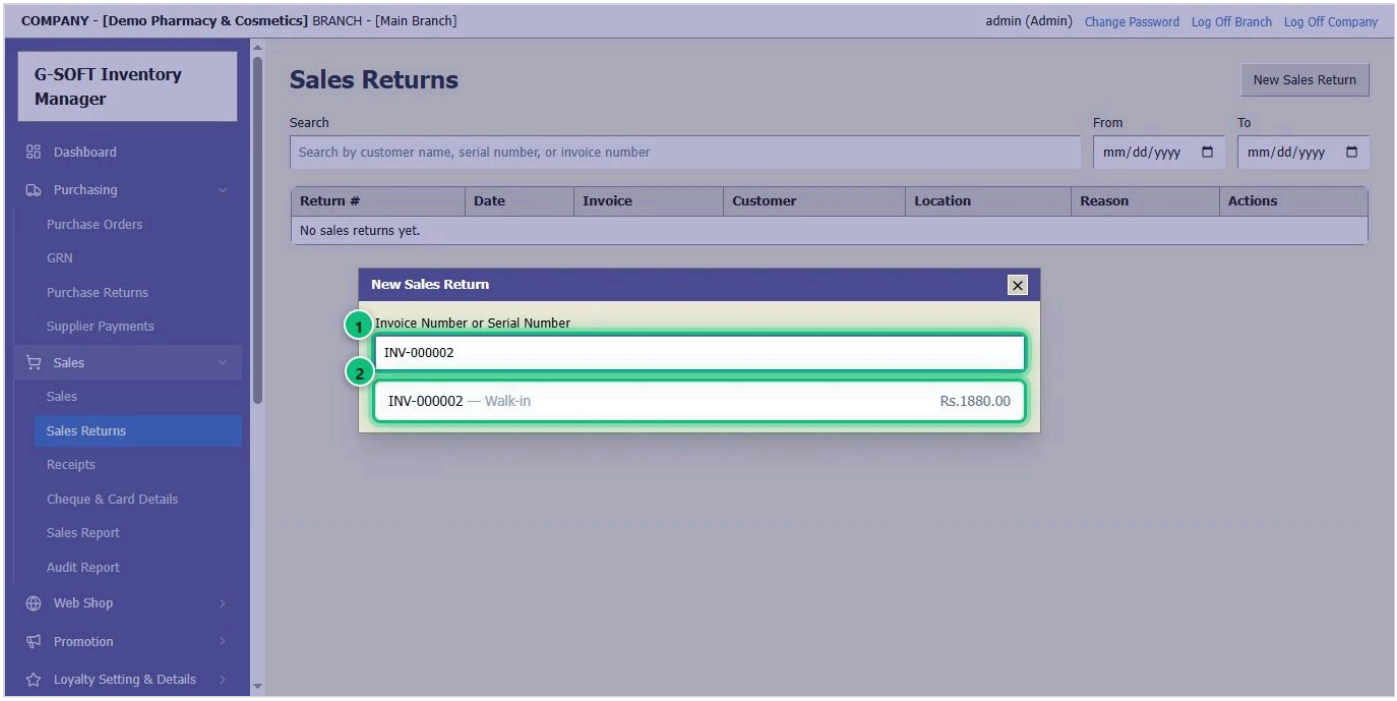
When a customer brings an item back, record a sales return. The item goes back into stock (into its own batch) and the customer gets their money or credit back.

STEP 1 OF 3



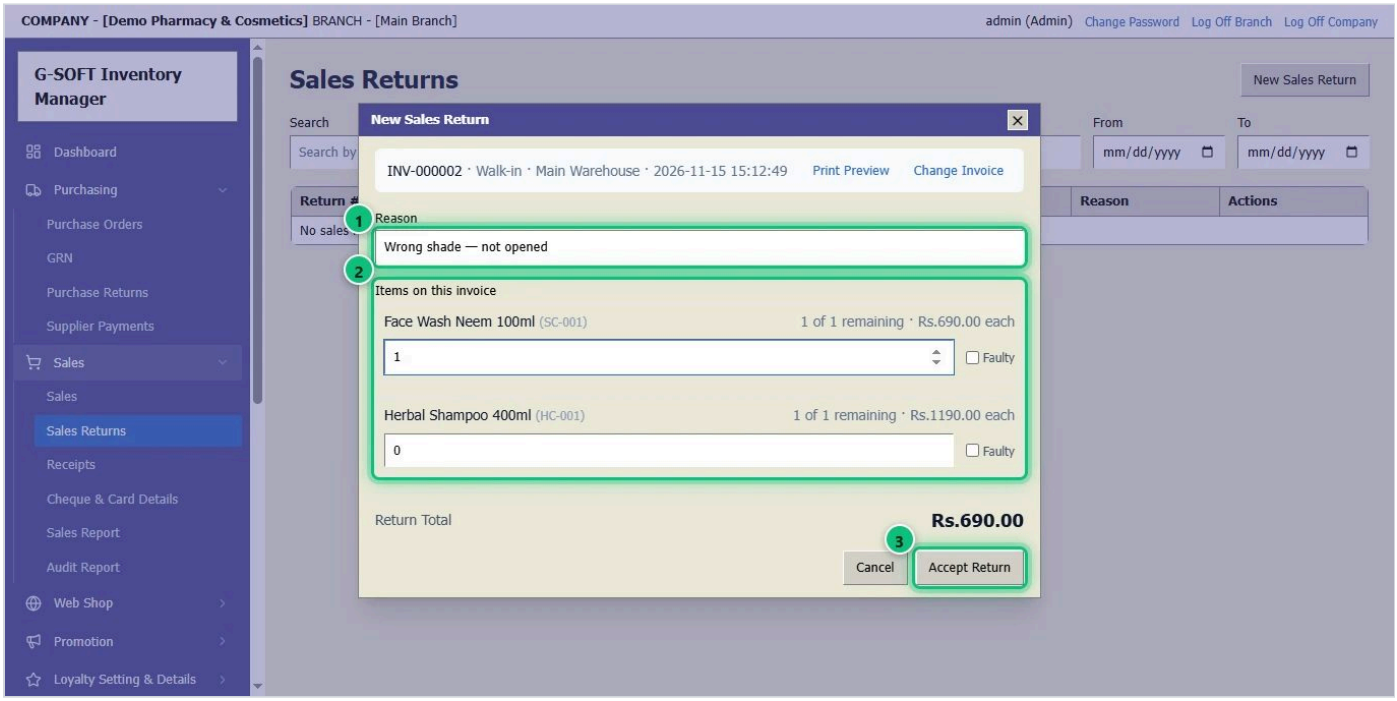
1. Open **Sales → Sales Returns**.
2. Click **New Sales Return** 1.

STEP 2 OF 3



1. Type the **invoice number** 1 printed on the customer's bill.
2. Click the invoice 2.

STEP 3 OF 3

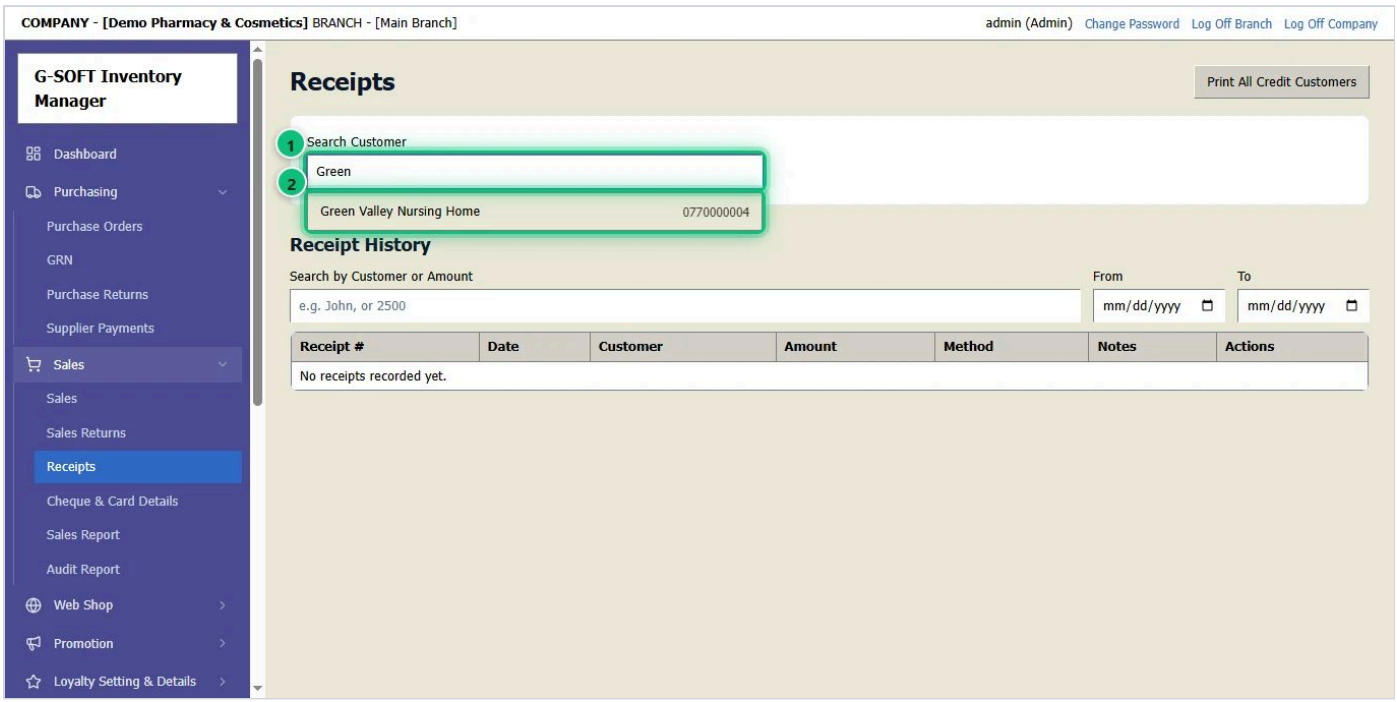


1. Write the **Reason** 1.
2. For each item coming back 2, type the **quantity**. Tick **Faulty** only if the item is damaged: it is then kept out of the stock you can sell.
3. Click **Accept Return** 3. The item goes back into stock; on a credit invoice the amount comes off what the customer owes.

10 Take a credit payment (receipt)

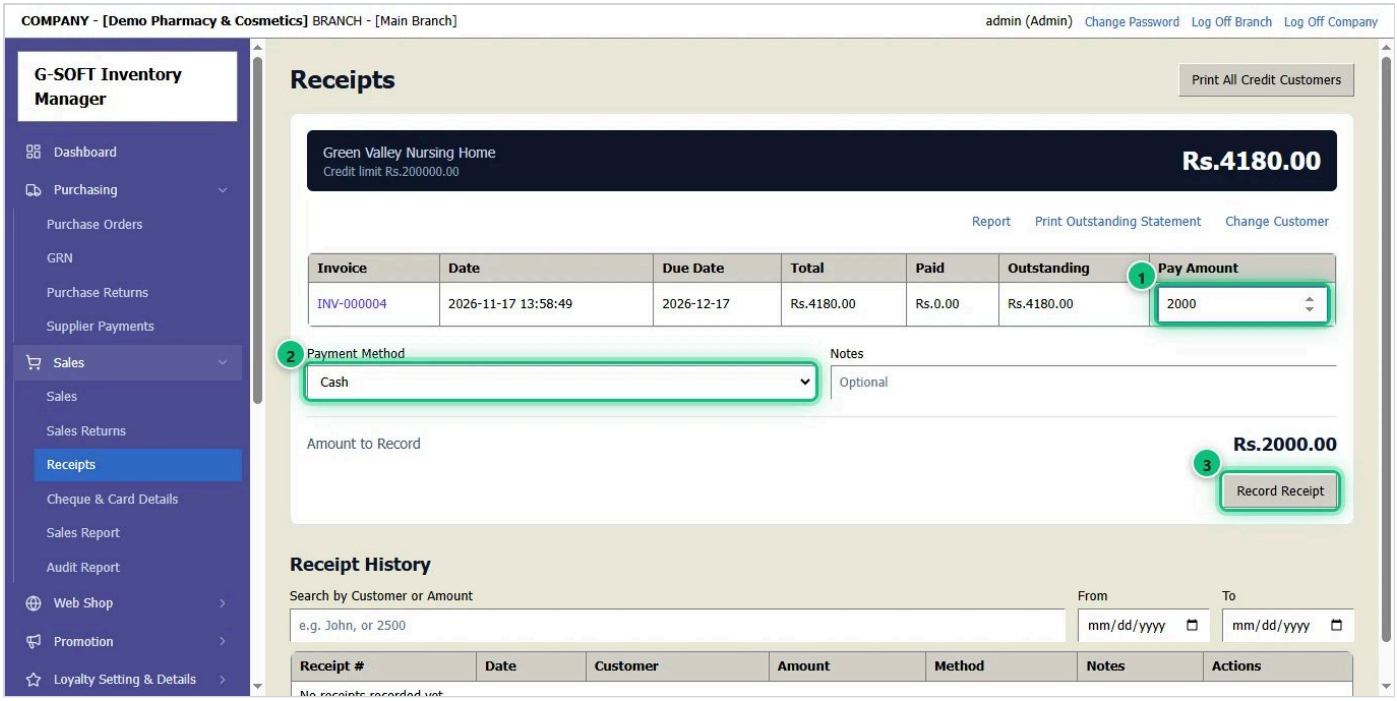
When a credit customer pays, record it as a receipt. The payment is set against their unpaid invoices.

STEP 1 OF 3



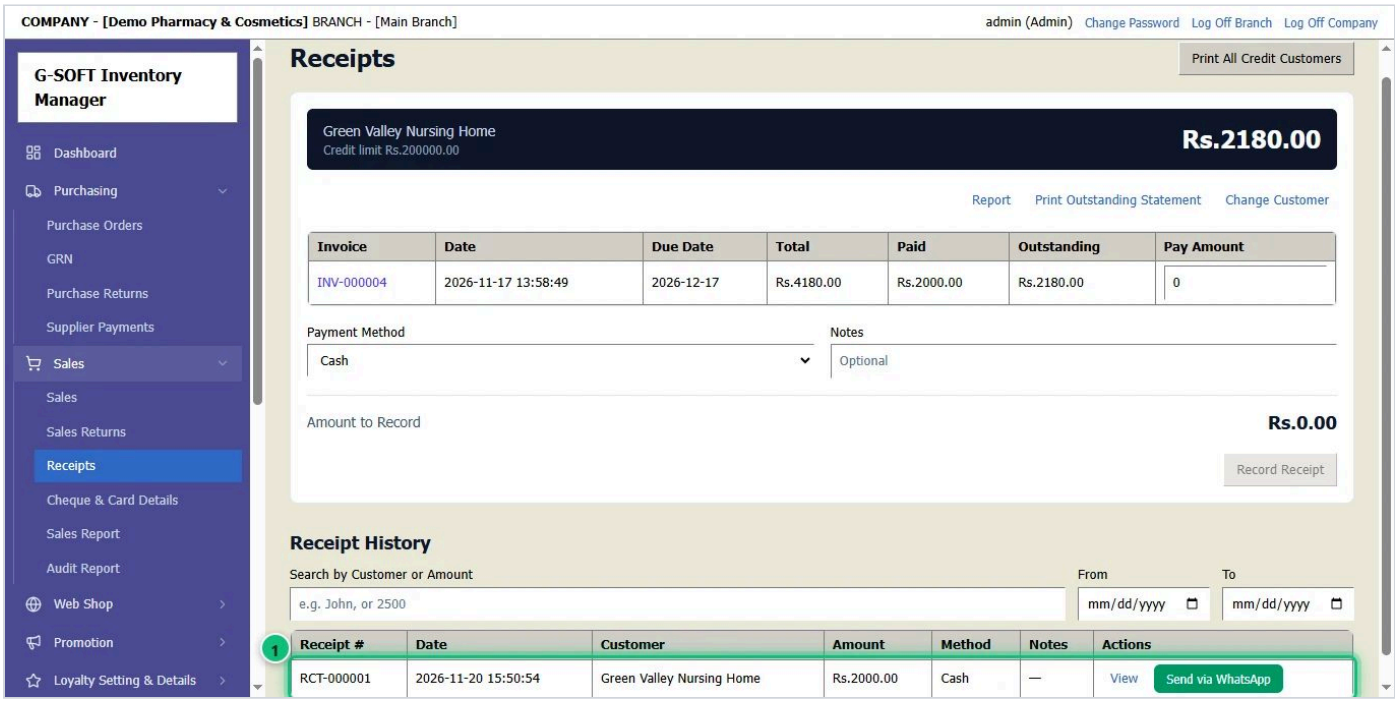
1. Open **Sales → Receipts**.
2. Type the customer's name in **Search Customer** 1 and pick them 2.

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

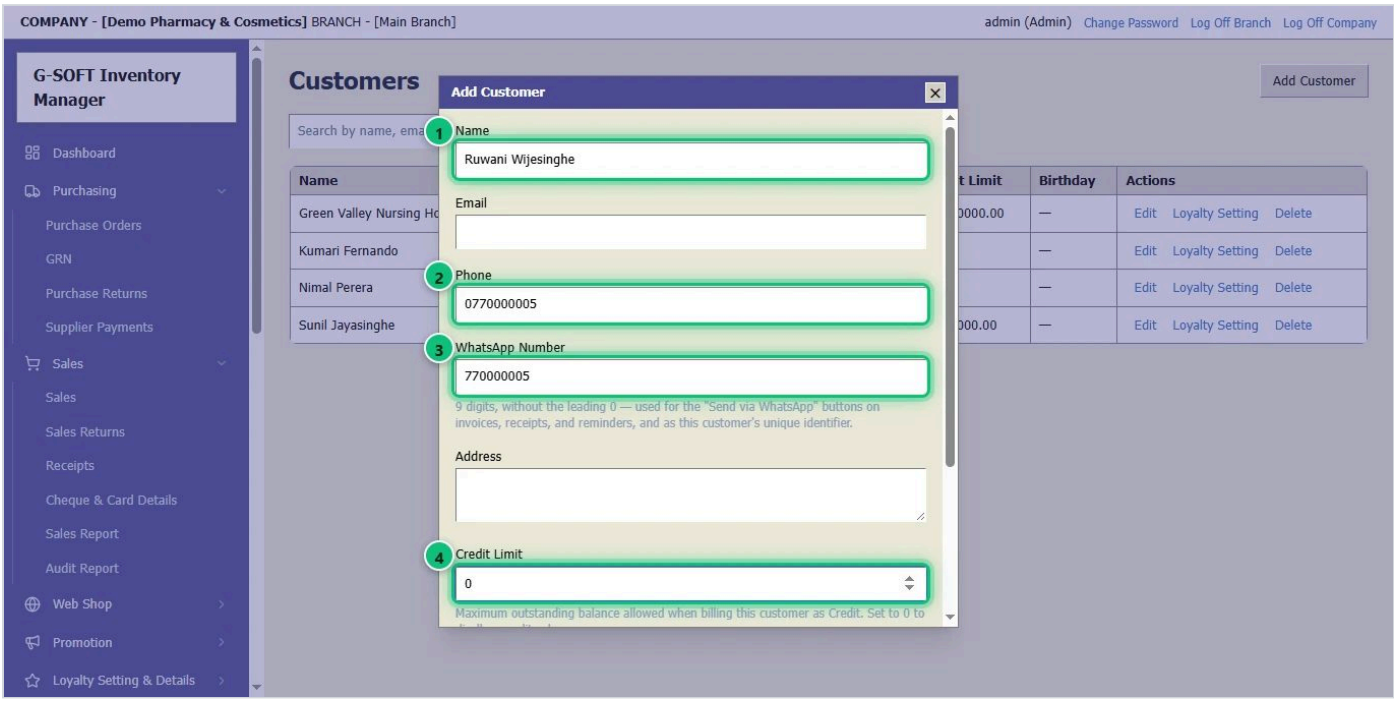


1. The receipt is saved and the customer now owes less. It is listed in **Receipt History** 1, where you can print it or send it by WhatsApp / SMS.
2. **Print Outstanding Statement** (at the top) prints everything the customer still owes.

11 Add a customer

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

STEP 1 OF 1

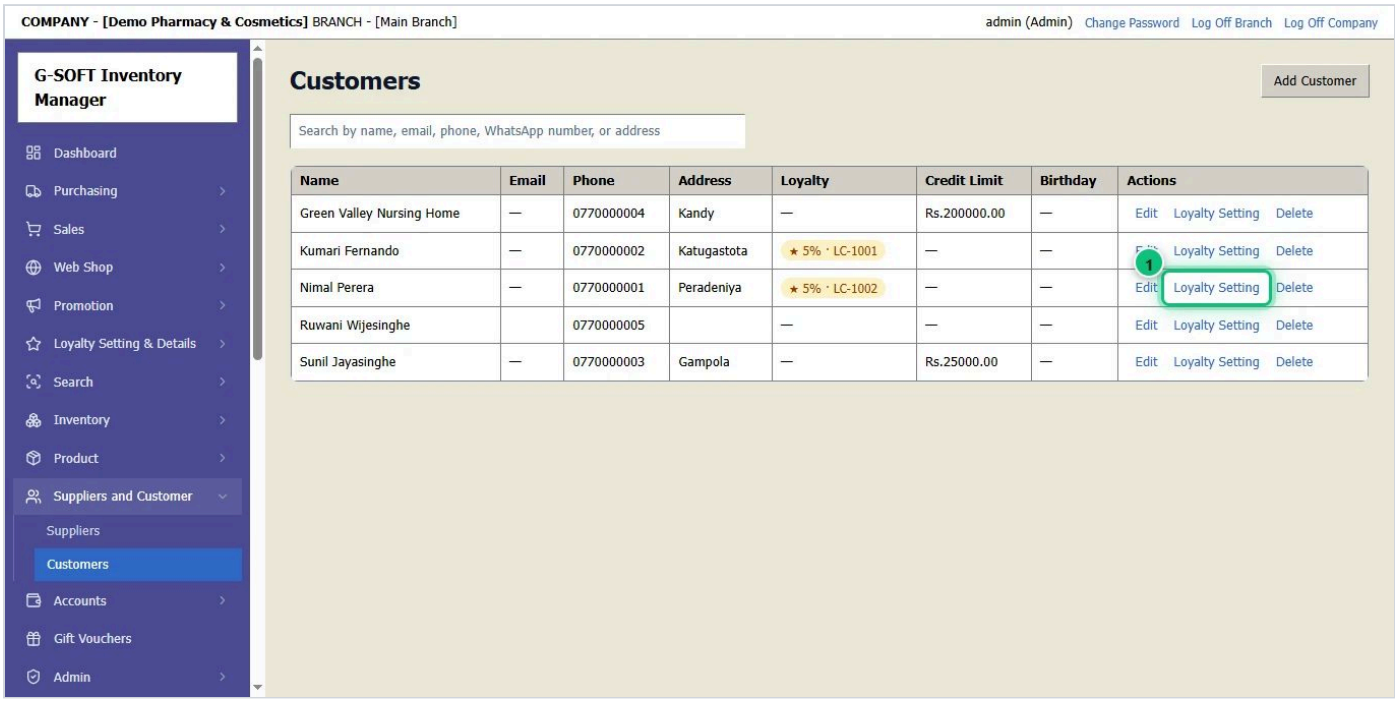


1. Open **Suppliers and Customer** → **Customers** and click **Add Customer**.
2. Type the **Name** 1 and **Phone** 2. Add a **WhatsApp** number 3 — it is also how a loyalty customer is found at the till.
3. For a credit customer, set the **Credit Limit** 4. Birthday (for birthday SMS) and address are optional.
4. Click **Save** 5.

12 Give a customer a loyalty card

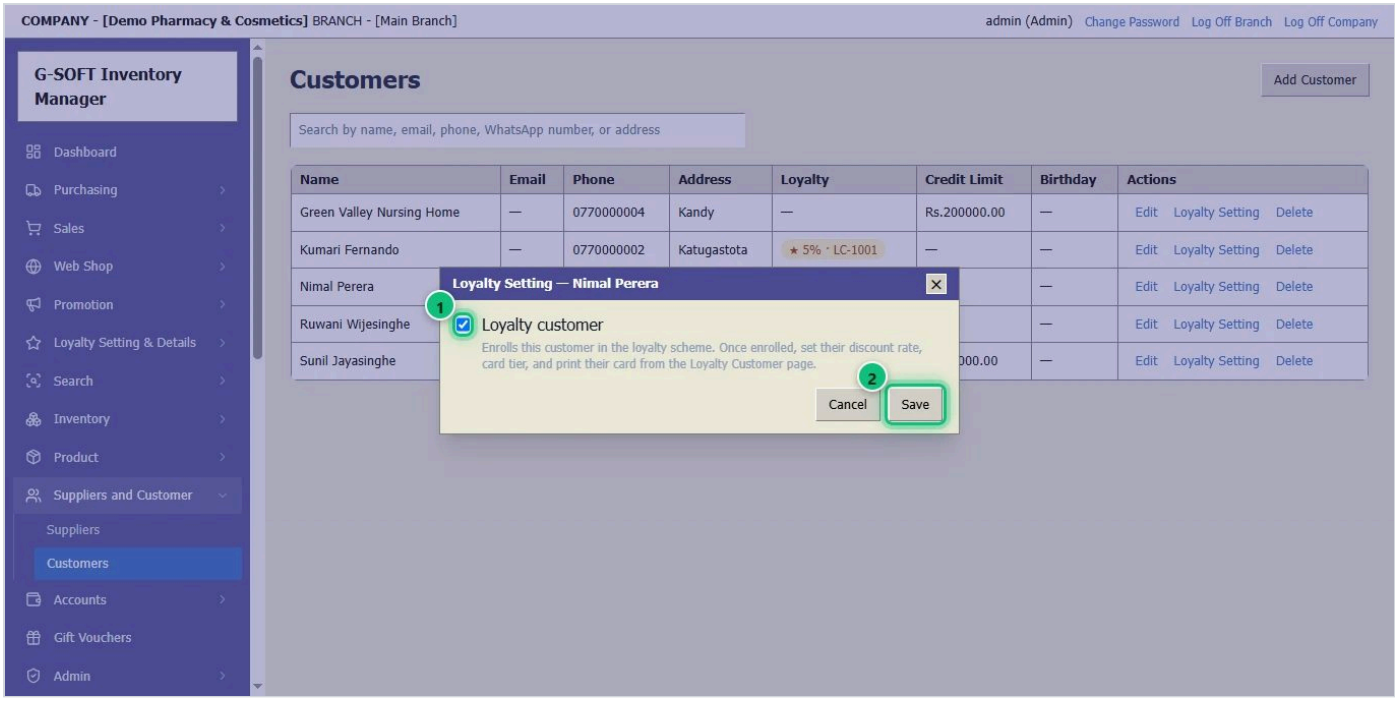
Loyal customers get a printed card with a QR code. Scanned at the till, it fills in the customer, gives their card discount and adds loyalty points.

STEP 1 OF 6



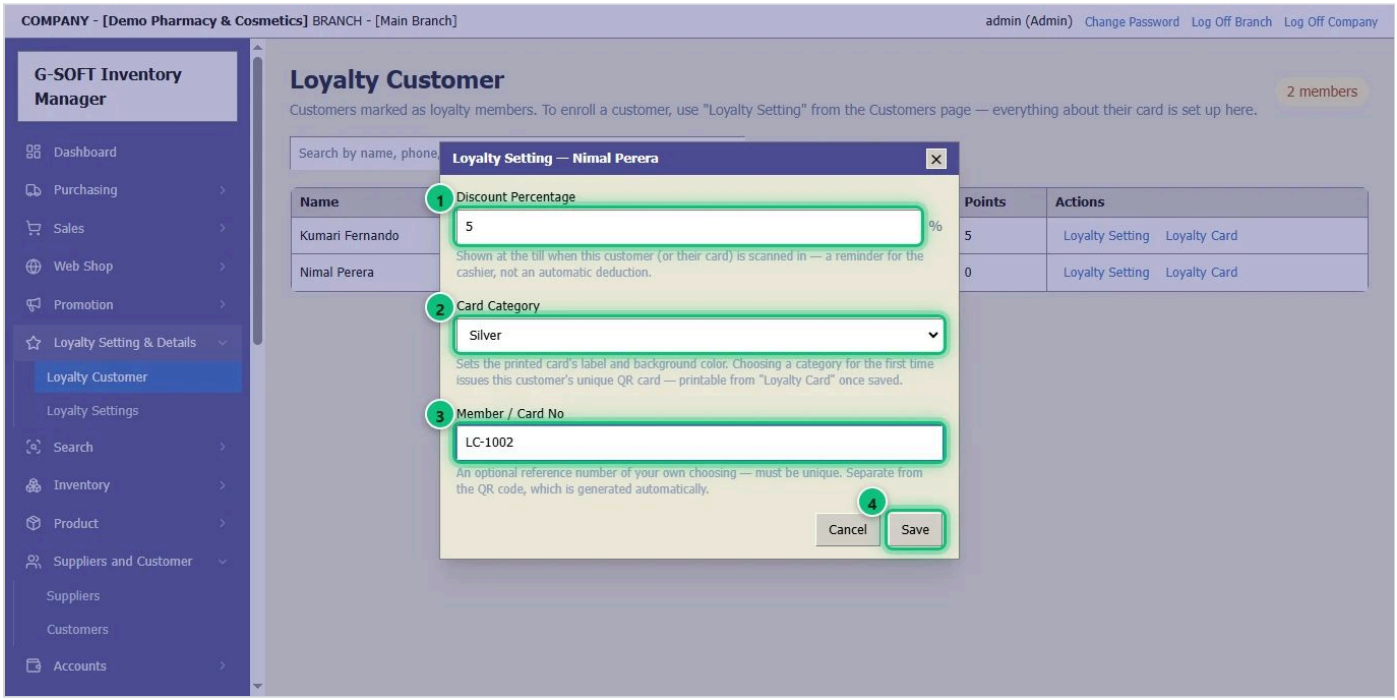
1. Open **Suppliers and Customer** → **Customers**. (Add the customer first if they are new — see "Add a customer".)
2. On the customer's row, click **Loyalty Setting** 1.

STEP 2 OF 6



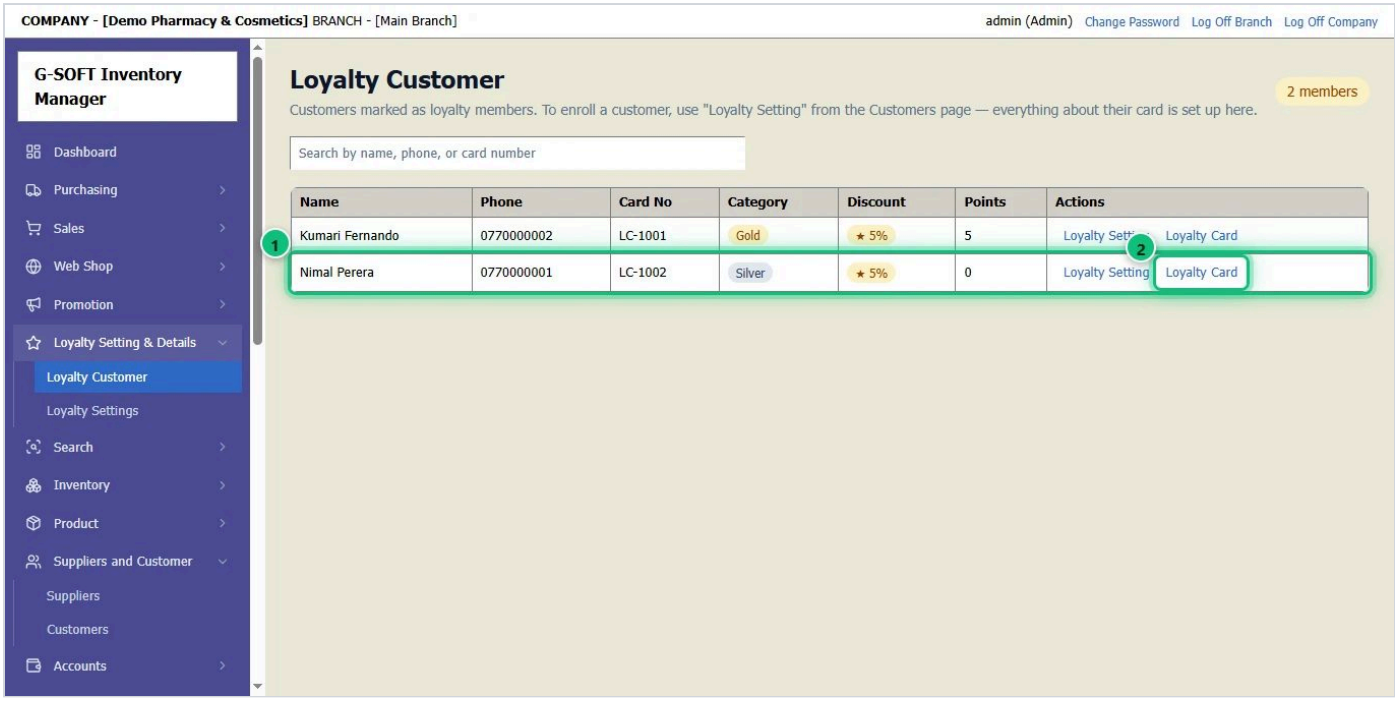
1. Tick **Loyalty customer** 1 and click **Save** 2. The customer is now a loyalty member.

STEP 3 OF 6



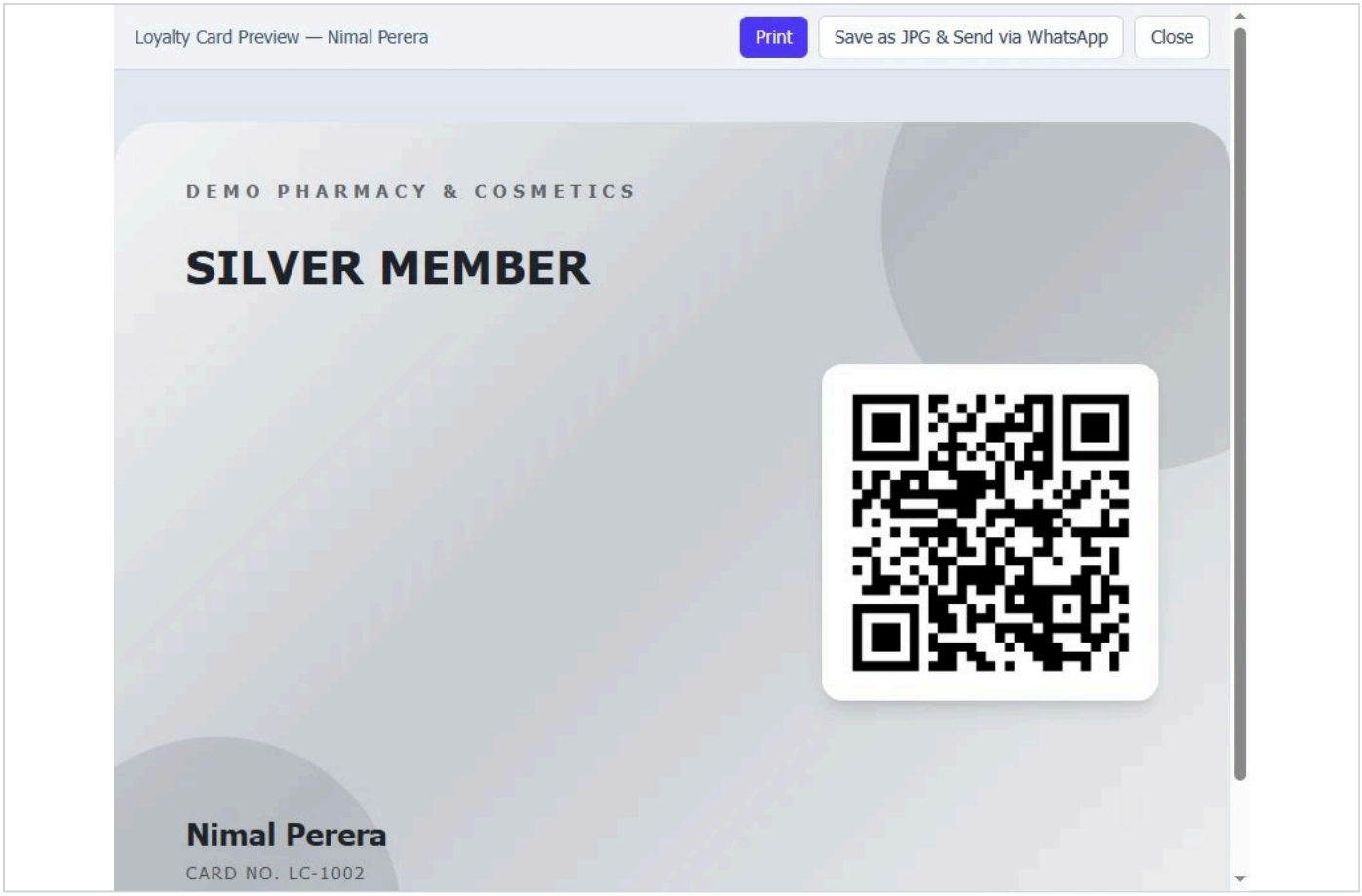
1. Open **Loyalty Setting & Details** → **Loyalty Customer** and click **Loyalty Setting** on the customer's row.
2. Set the **Discount Percentage** 1 they get on every invoice.
3. Choose the **Card Category** 2 — Silver, Gold or Platinum. It sets the card's colour and label.
4. A **Member / Card No** 3 of your own is optional. Click **Save** 4.

STEP 4 OF 6



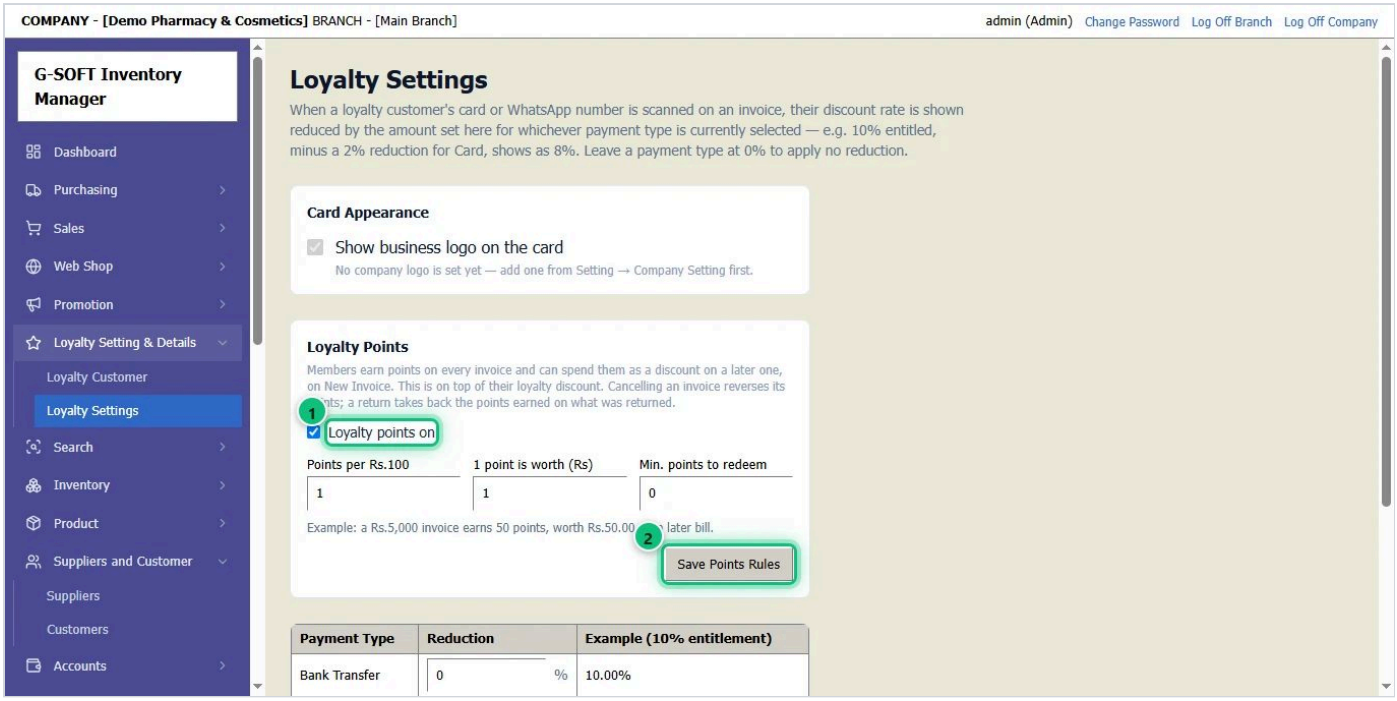
1. The customer is listed with their card category, discount and **Points** 1.
2. Click **Loyalty Card** 2 to print their card.

STEP 5 OF 6



1. The card is ready to print, with the customer's name and QR code. Click **Print** to print it on card paper, or **Save as JPG & Send via WhatsApp** to send it to the customer's phone.
2. At the till, **scan the card** in **Scan Loyalty Card** on the invoice — see "Make an invoice".

STEP 6 OF 6

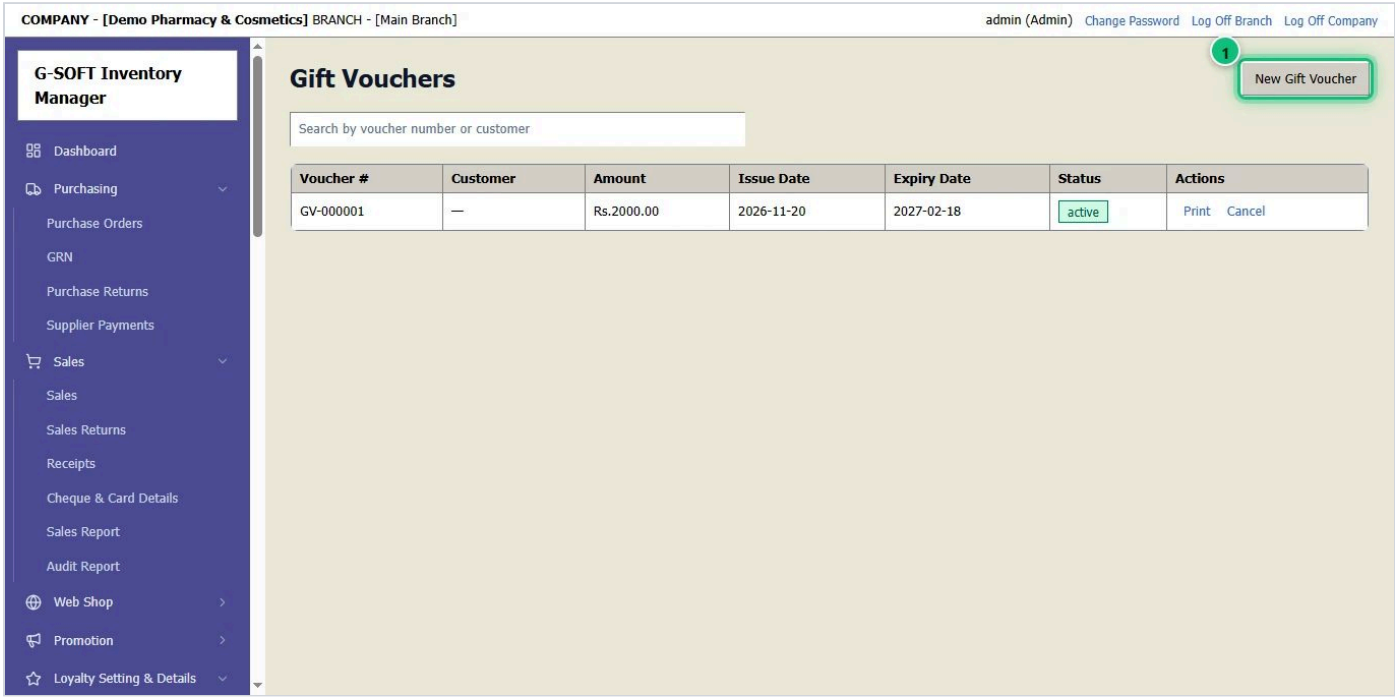


1. **Loyalty points**: open **Loyalty Setting & Details** → **Loyalty Settings**. Tick **Loyalty points on** 1, set how many points every Rs.100 earns and what one point is worth, then click **Save Points Rules** 2.
2. Customers then earn points on every invoice and can spend them on a later one.

13 Sell and accept a gift voucher

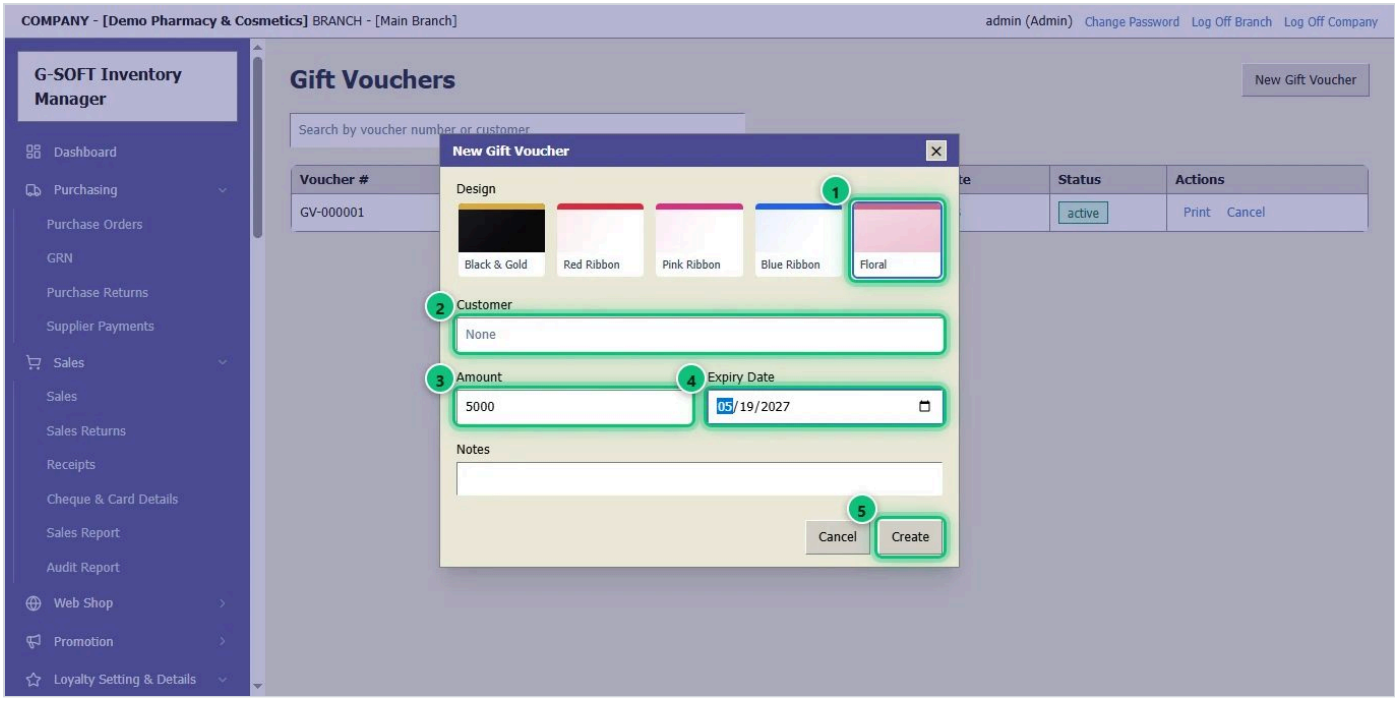
Issue a printed gift voucher for an amount, then accept it as payment on an invoice when it comes back.

STEP 1 OF 4



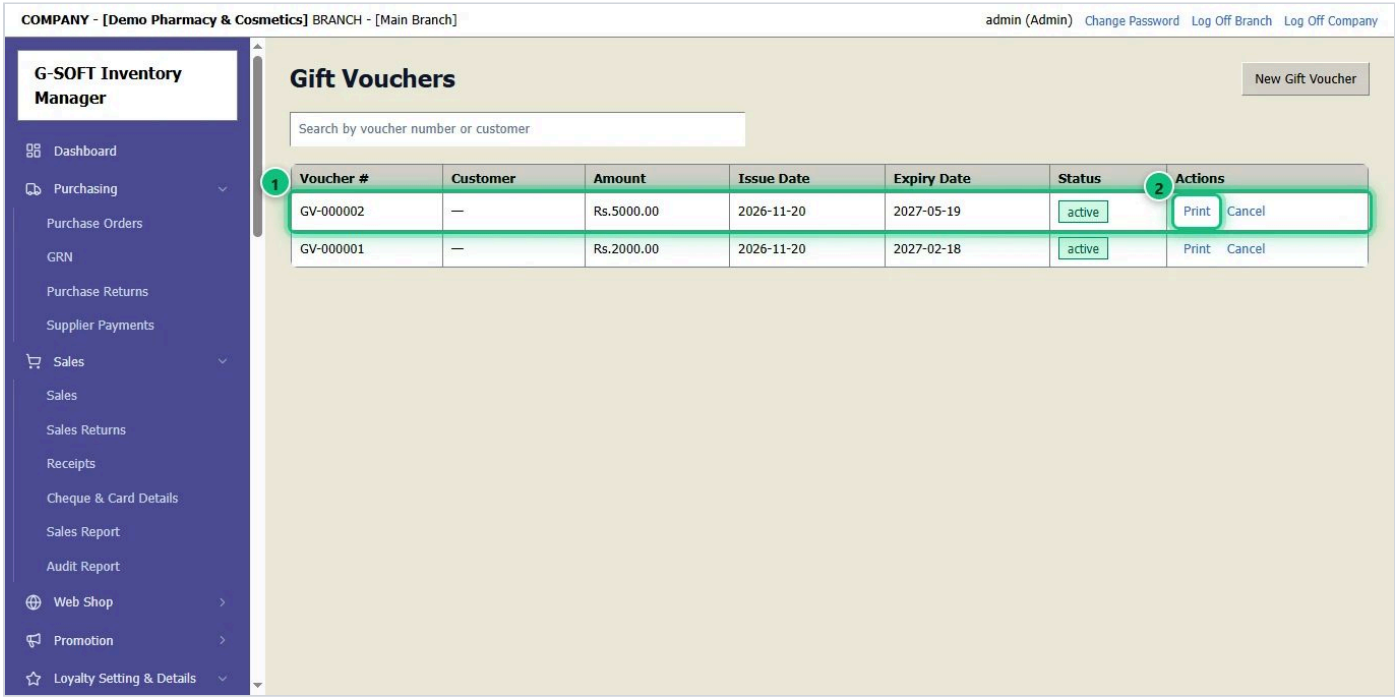
1. Open **Gift Vouchers** in the menu.
2. Click **New Gift Voucher** 1.

STEP 2 OF 4



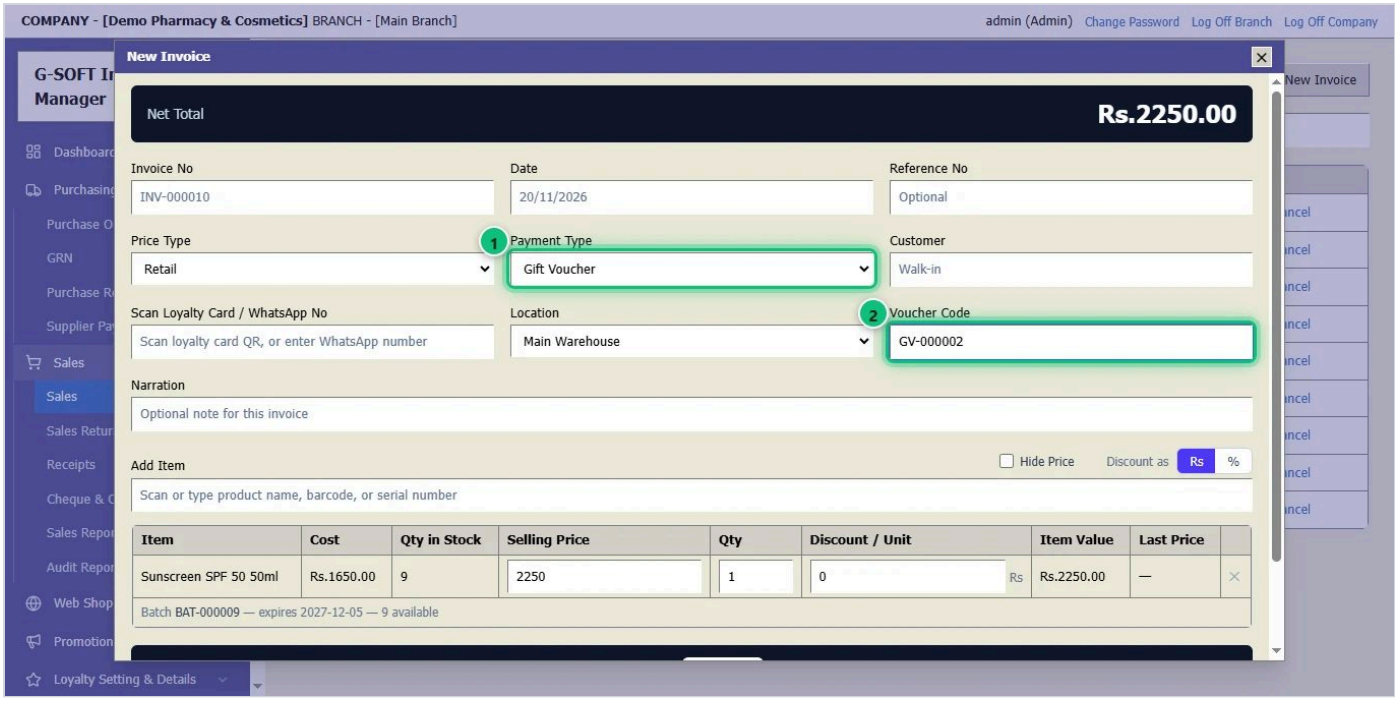
1. Choose a **Design** 1 for the printed voucher.
2. Choose the **Customer** 2 who buys it — optional.
3. Type the **Amount** 3 and an **Expiry Date** 4.
4. Click **Create** 5.

STEP 3 OF 4



1. The voucher is listed 1 with its number, amount and expiry date. The customer pays for it like any sale.
2. **Print** 2 prints the voucher with its QR code.

STEP 4 OF 4

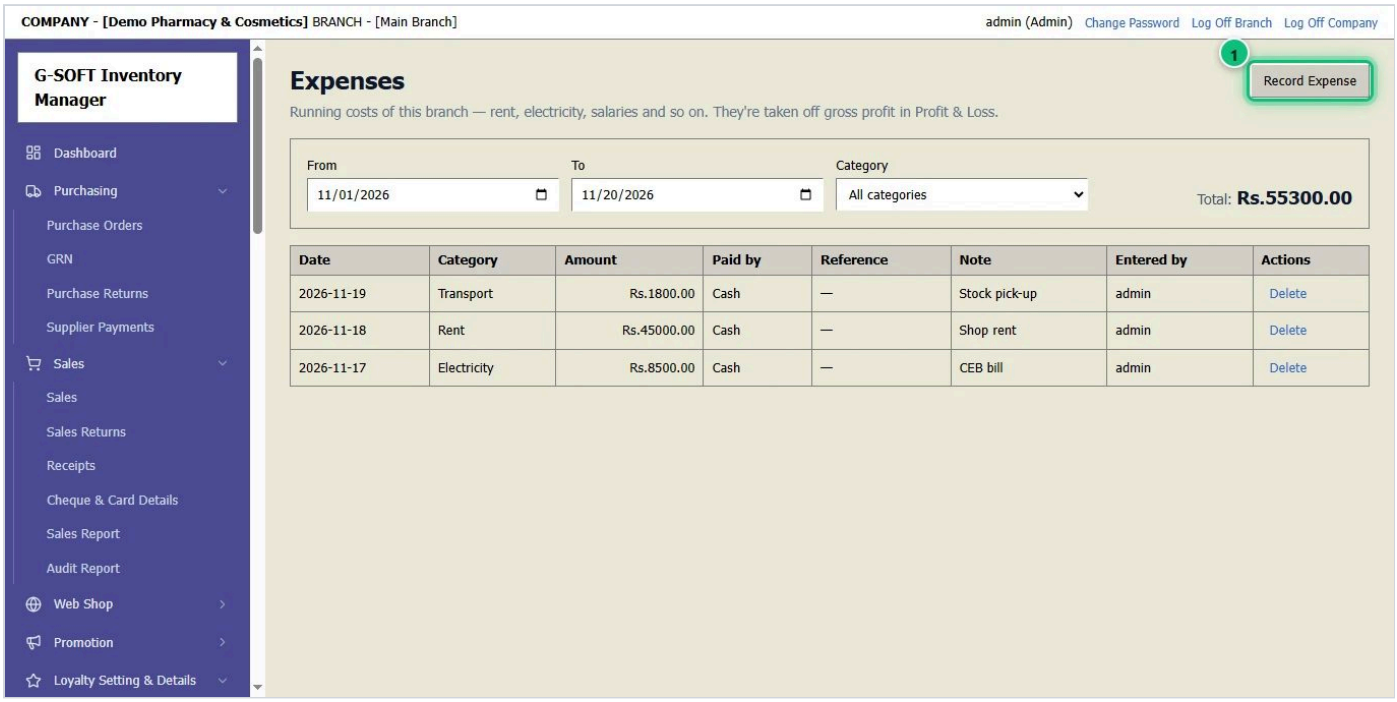


1. To accept a voucher: make the invoice as usual (see "Make an invoice") and choose **Payment Type** → **Gift Voucher** 1.
2. **Scan the voucher's QR code** or type its number in **Voucher Code** 2, then complete the sale. The voucher's amount is taken off, and a used voucher cannot be used again.

14 Record an expense

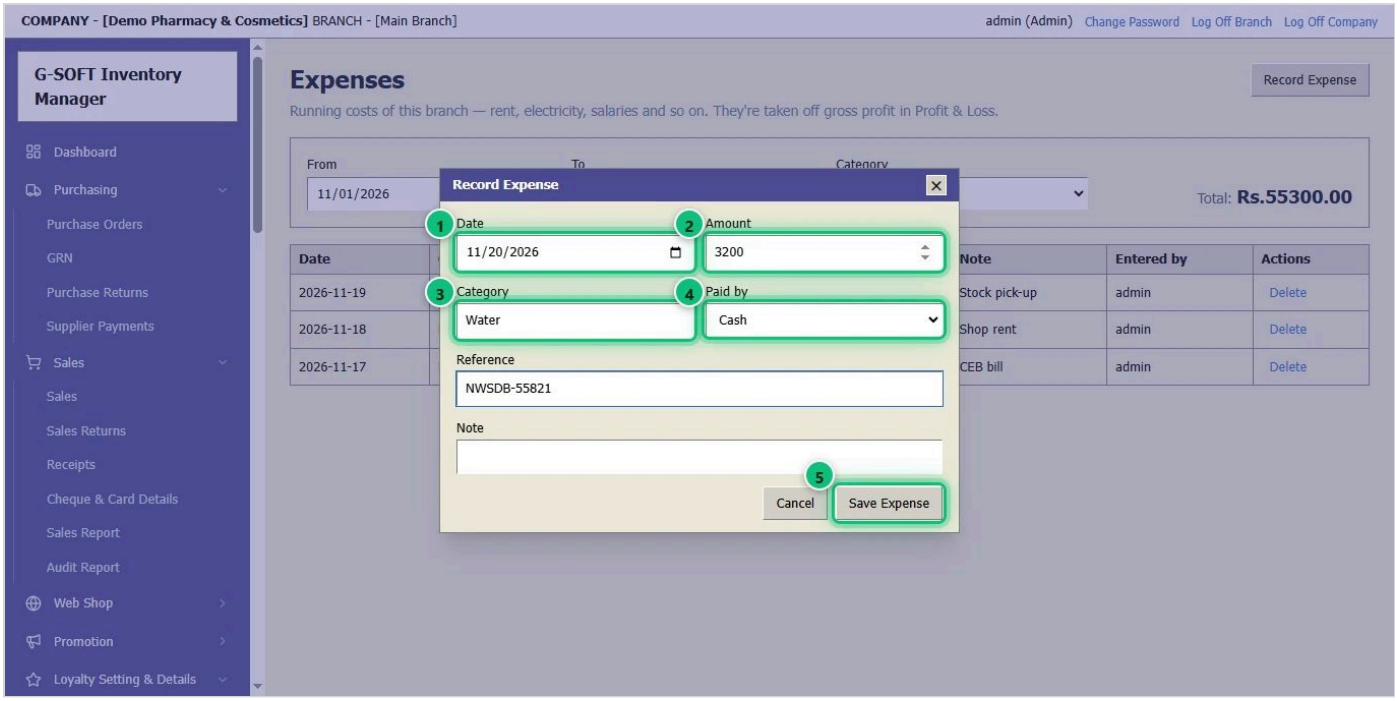
Write down what the shop spends — rent, electricity, transport — so the Profit & Loss report shows your real profit.

STEP 1 OF 3



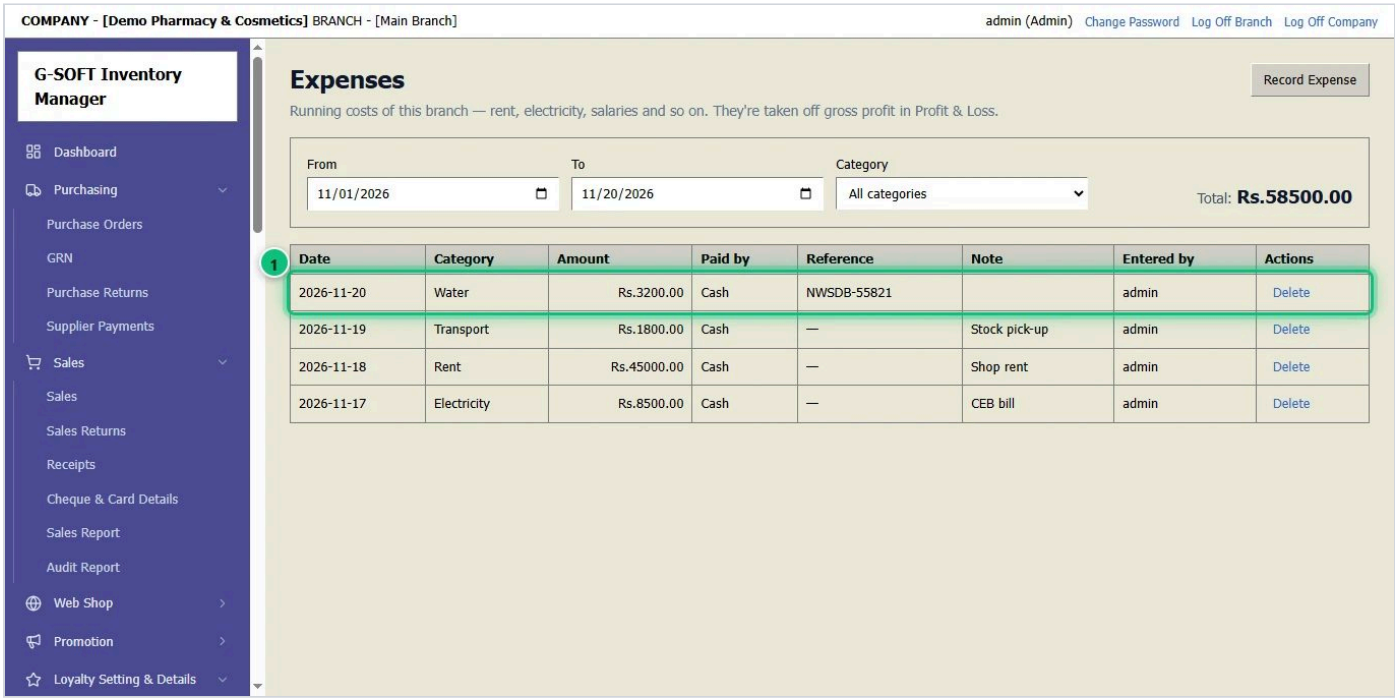
1. Open **Accounts** → **Expenses**.
2. Click **Record Expense** 1.

STEP 2 OF 3



1. Check the **Date** 1 and type the **Amount** 2.
2. Choose a **Category** 3 — pick one from the list or type a new one, such as Rent, Electricity or Water.
3. Choose how it was **Paid by** 4, add the bill number if you have one, and click **Save Expense** 5.

STEP 3 OF 3

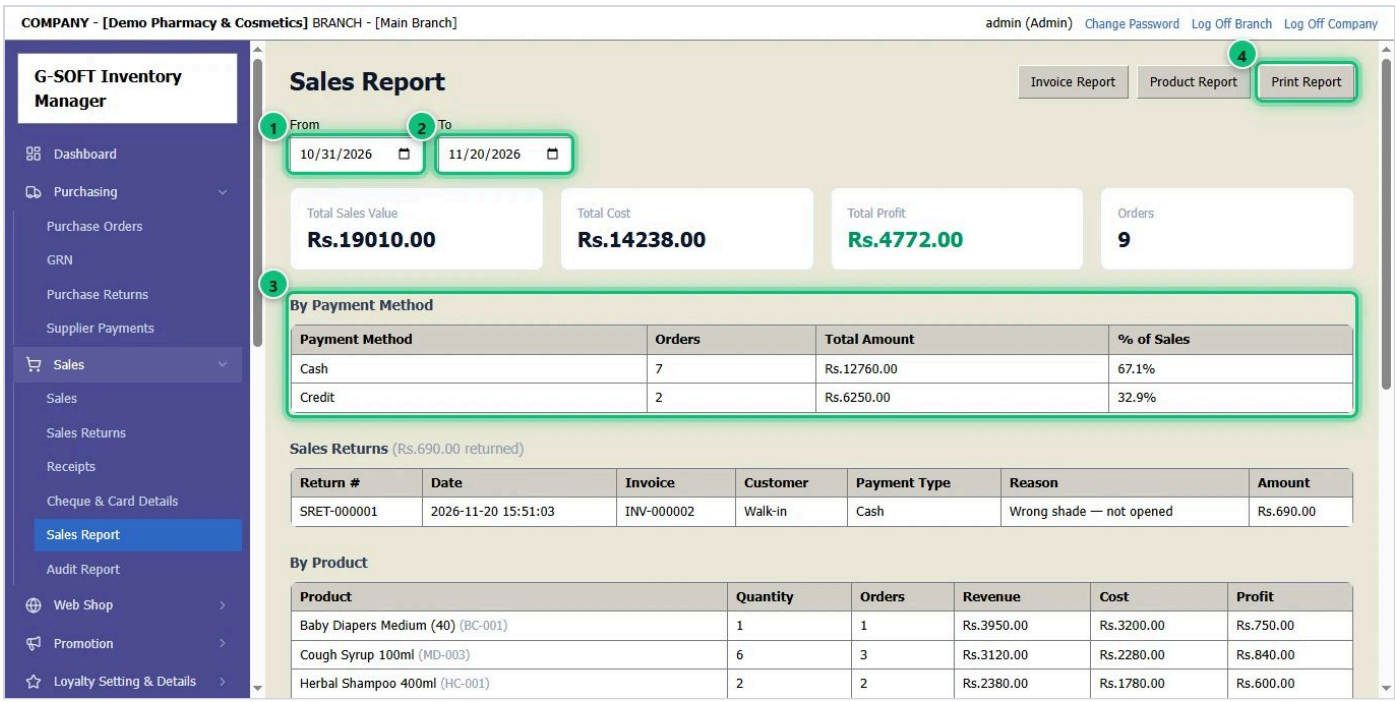


1. The expense is listed 1. Choose dates and a category at the top to see what you spent.
2. **Accounts** → **Profit & Loss** takes sales, cost of goods and these expenses together and shows your profit for any dates.

15 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

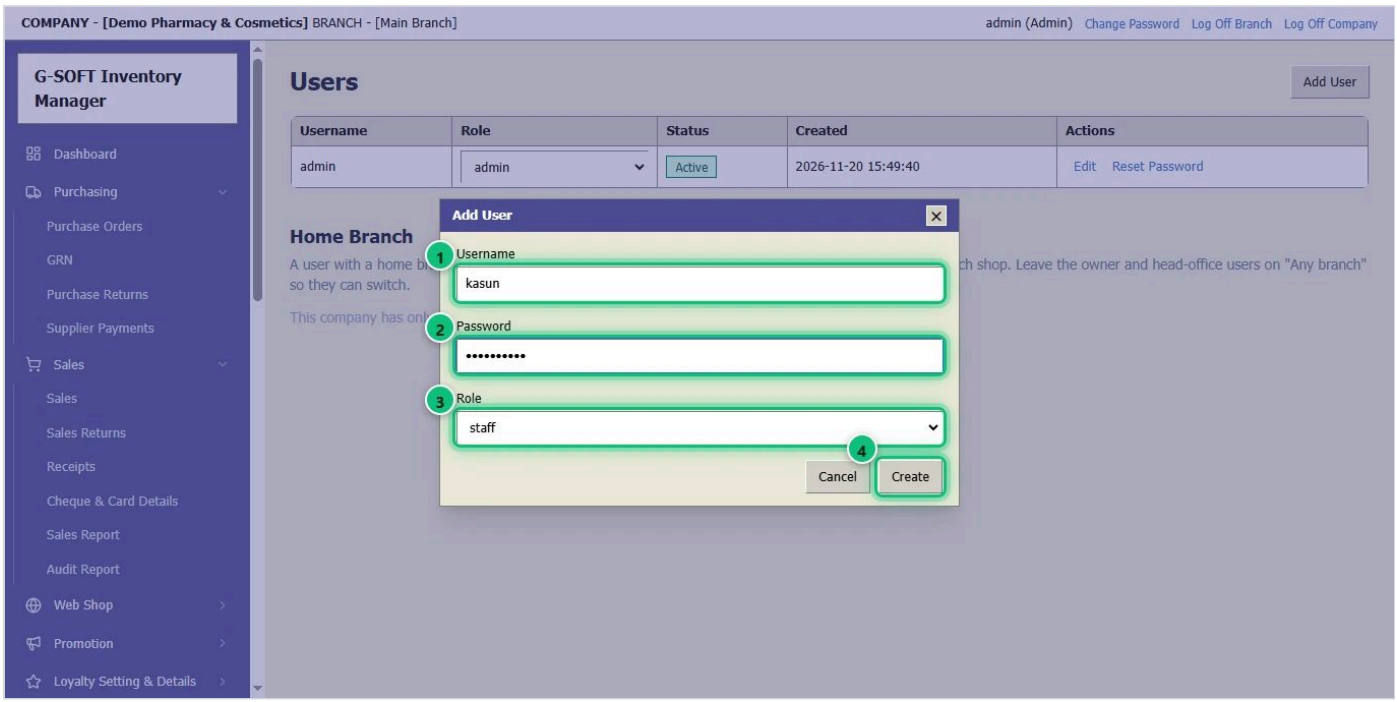


1. Open **Sales** → **Sales Report**.
2. Choose the dates **From** 1 and **To** 2 — the same day for a daily report.
3. The report 3 shows totals by payment method, by product, and each invoice.
4. **Print Report** 4 prints it or saves it as a PDF.

16 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

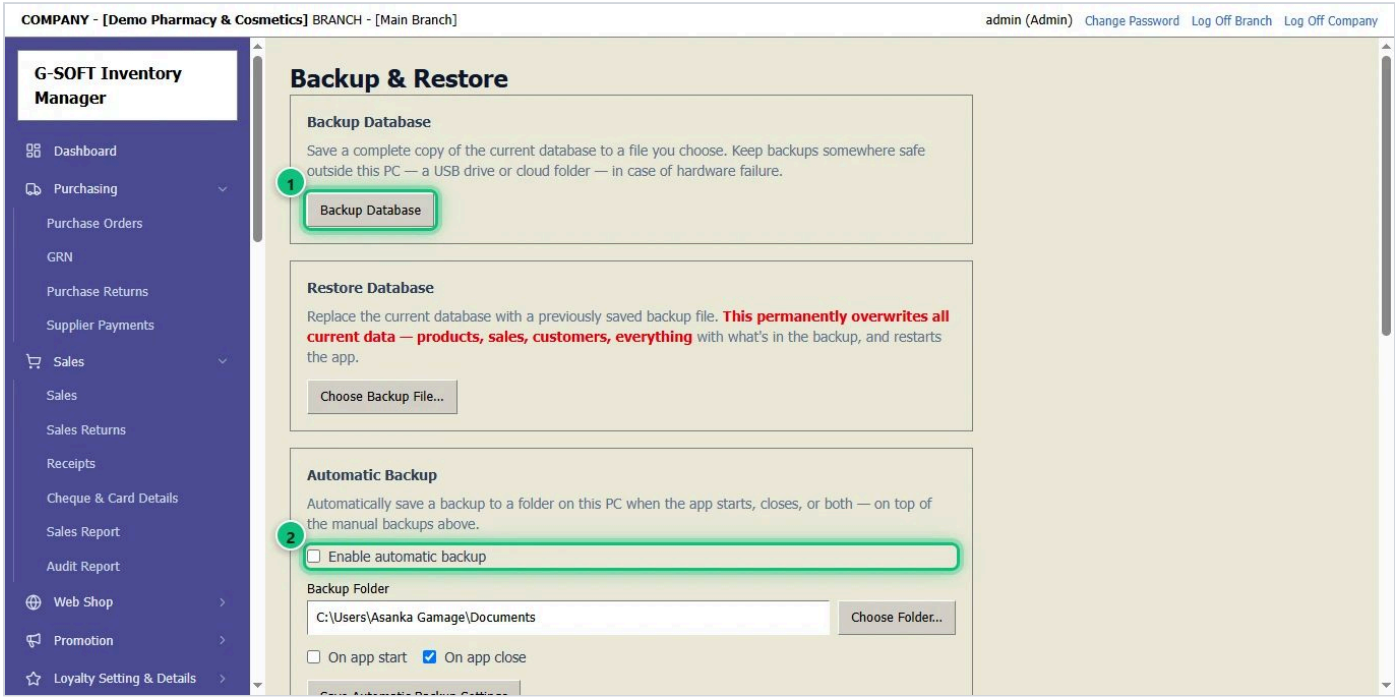


1. Open **Admin** → **Users** and click **Add User**.
2. Type the **username** 1 and a **password** 2 for the staff member.
3. Choose the **role** 3: **Admin** sees everything, **Manager** and **Staff** see less.
4. Click **Create** 4. Change what each role may do in **Admin** → **Permissions**.

17 Back up your data

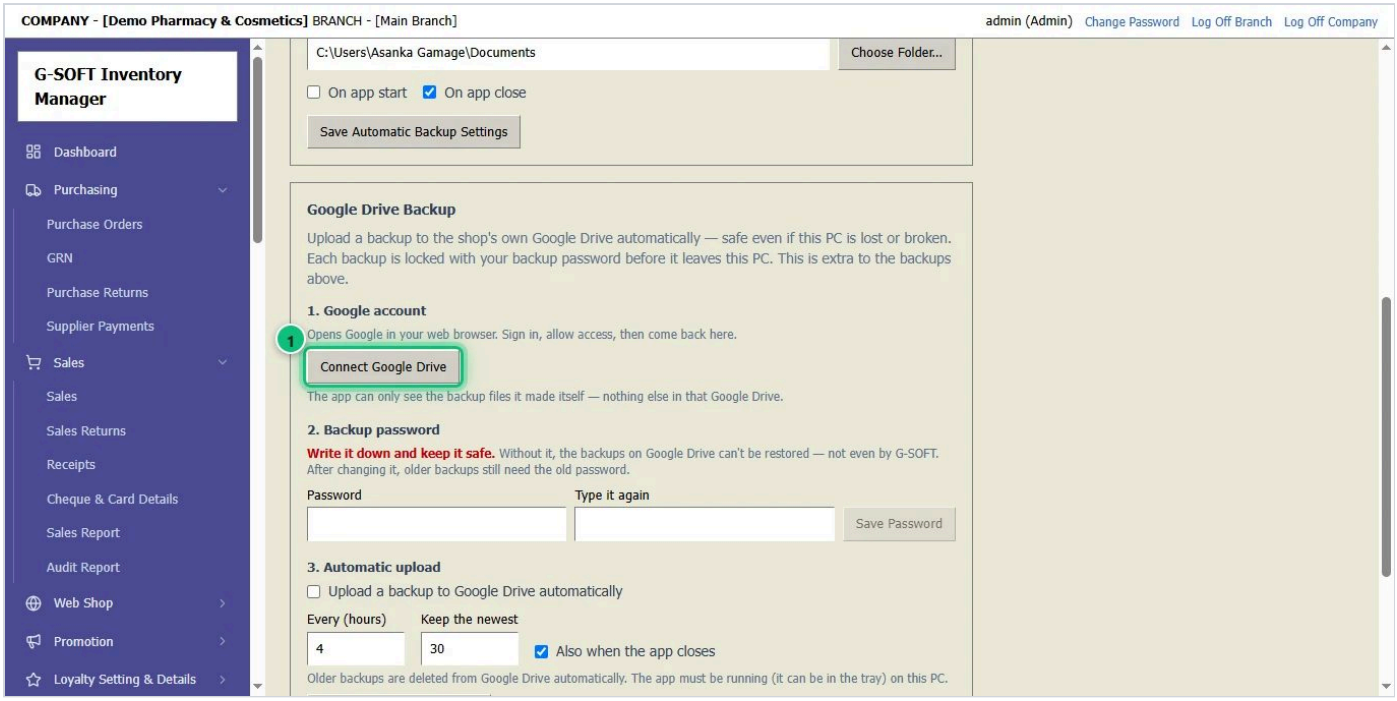
Keep copies of your data. If a PC breaks, a backup brings everything back.

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.