G-SOFT

G-SOFT Supermarket Manager

User Manual

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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

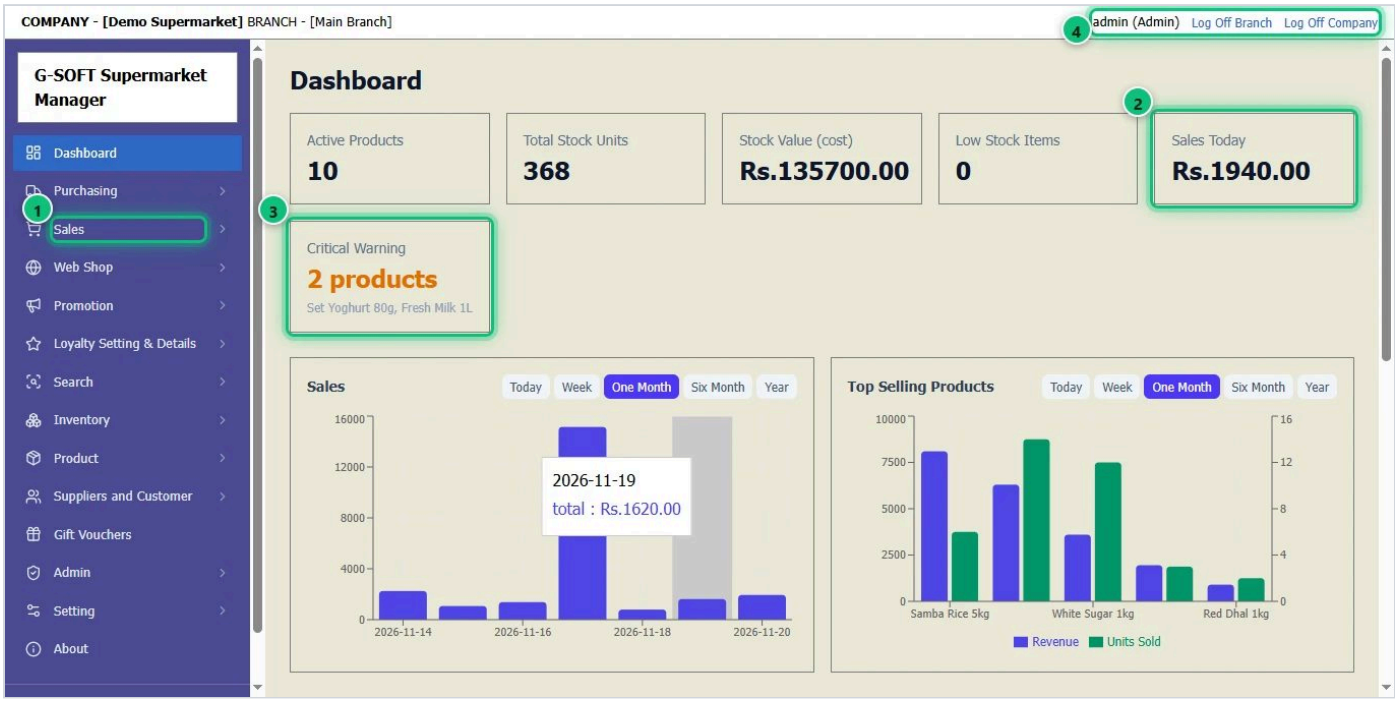


1. Type your **username** 1 and **password** 2.
2. Click **Sign in** 3, or press **Enter**.

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

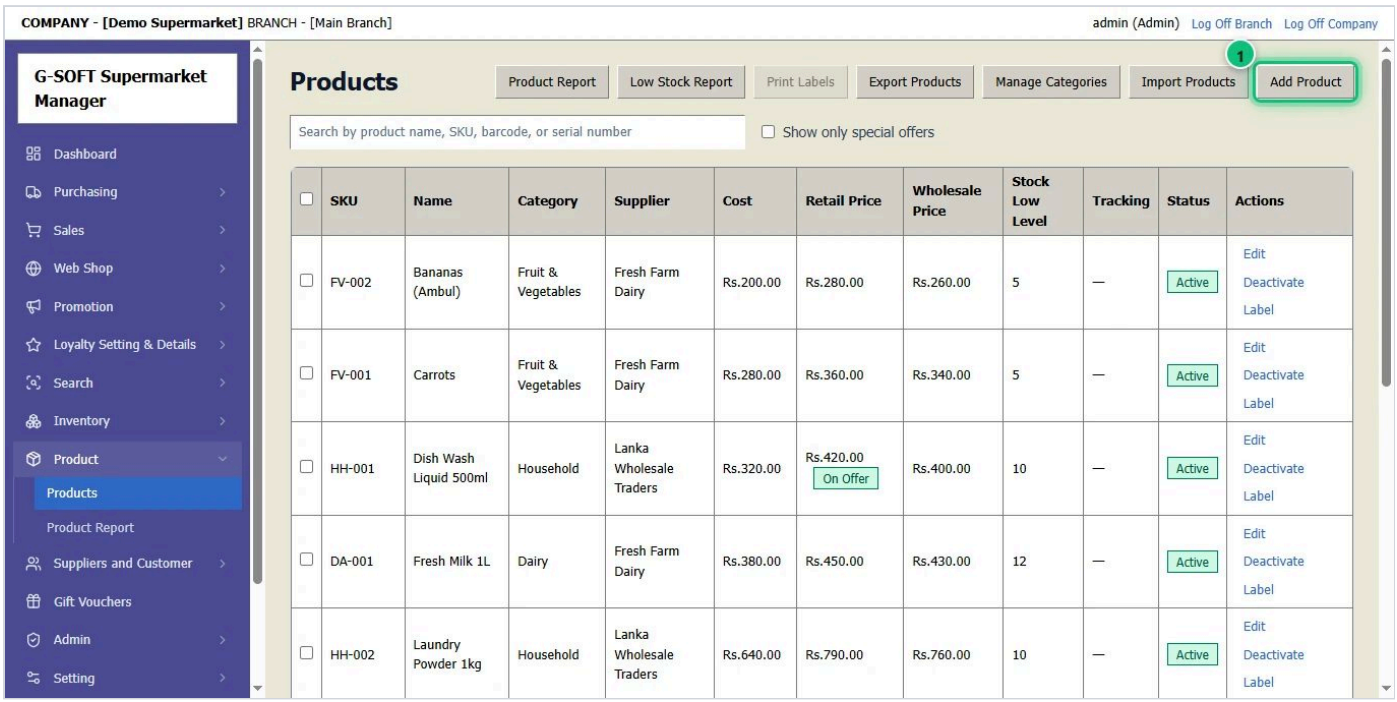


1. The **menu** on the left opens every part of the program. Click a heading — for example **Sales** 1 — to see its pages.
2. The **Dashboard** shows today's sales 2, stock value, low-stock items and charts.
3. **Critical Warning** 3 lists products with a batch about to expire — such as milk and yoghurt. 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 Add a product

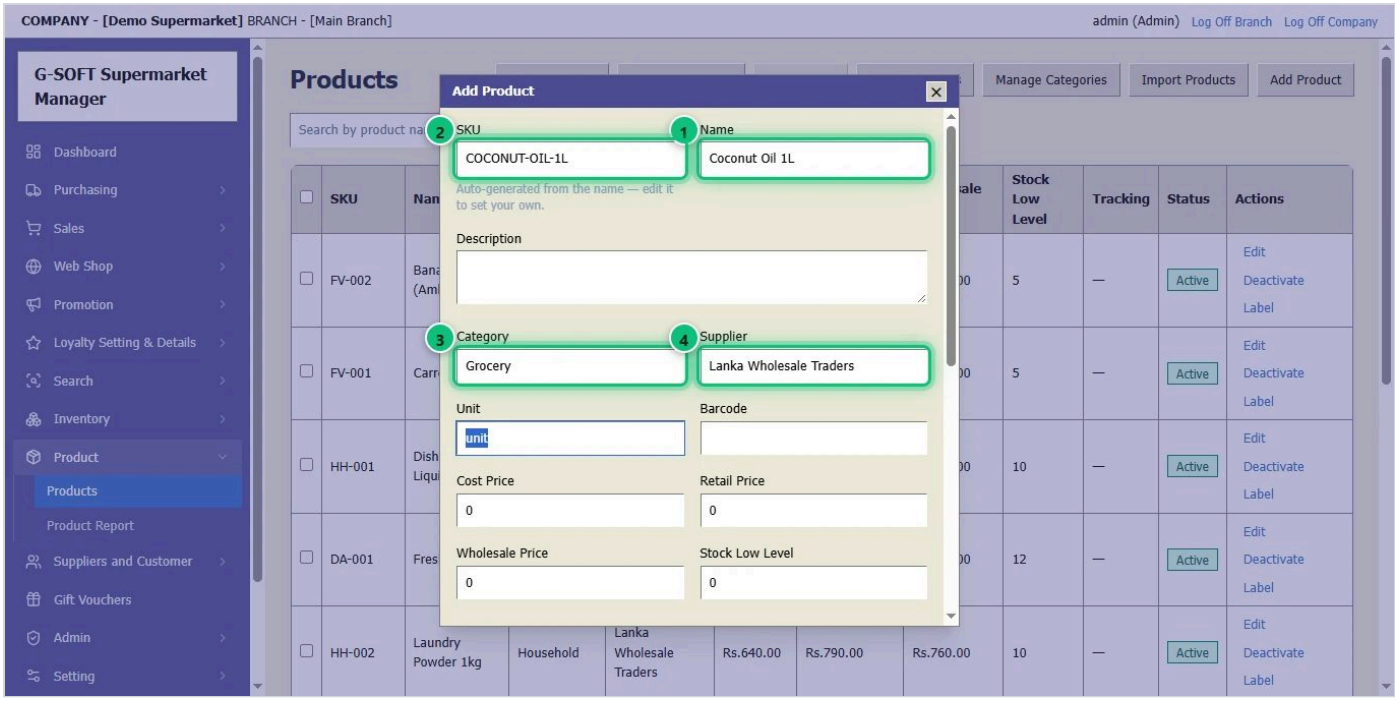
Add each item you sell once. After that it can be received in a GRN and sold on invoices.

STEP 1 OF 5



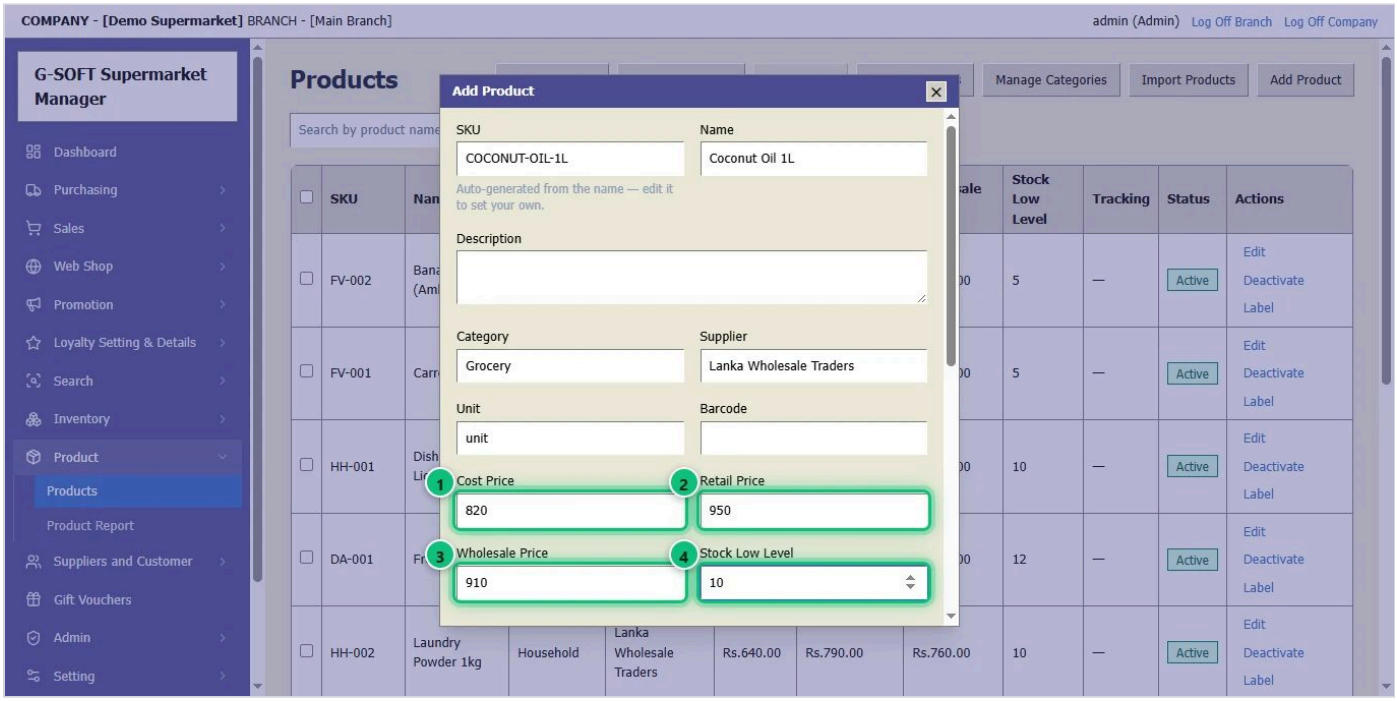
1. Open **Product** → **Products** in the menu.
2. Click **Add Product** 1.

STEP 2 OF 5



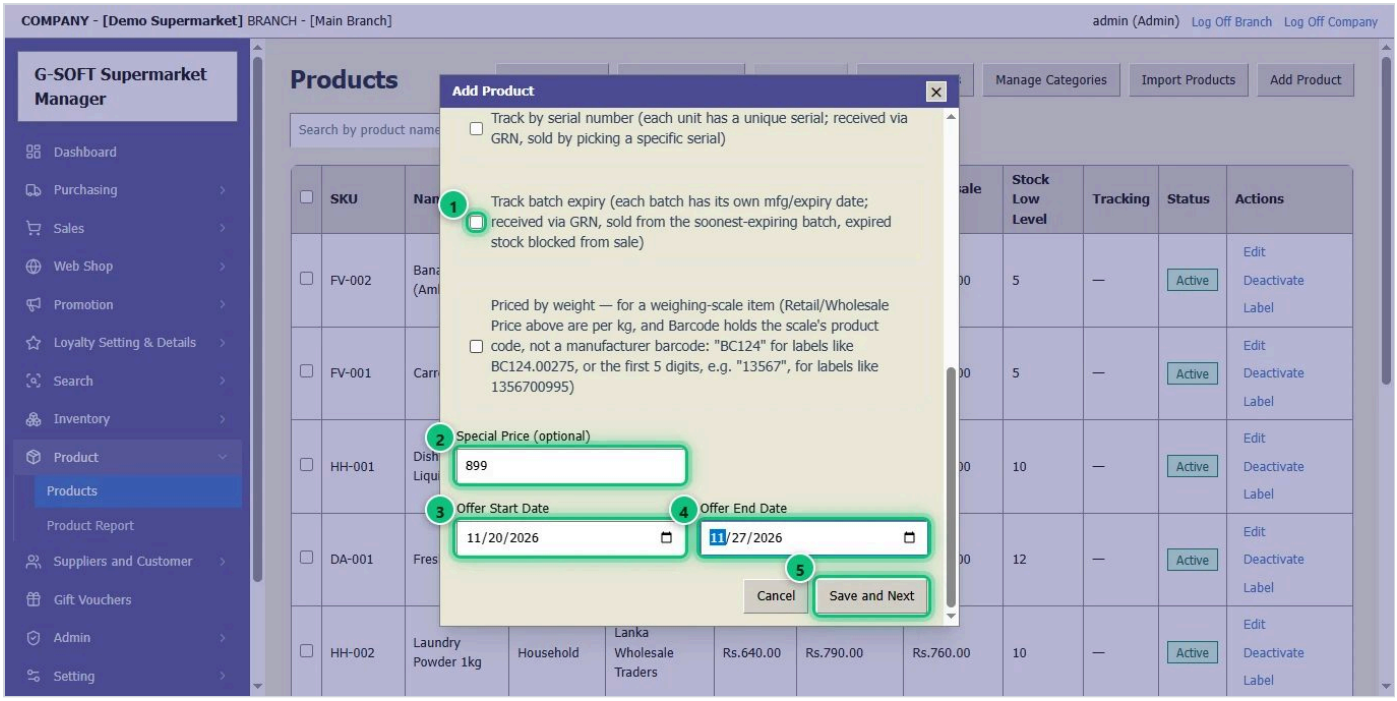
1. Type the **Name** 1.
2. The **SKU** 2 is made from the name for you — you can change it.
3. Choose the **Category** 3 and the **Supplier** 4: start typing and pick from the list.

STEP 3 OF 5



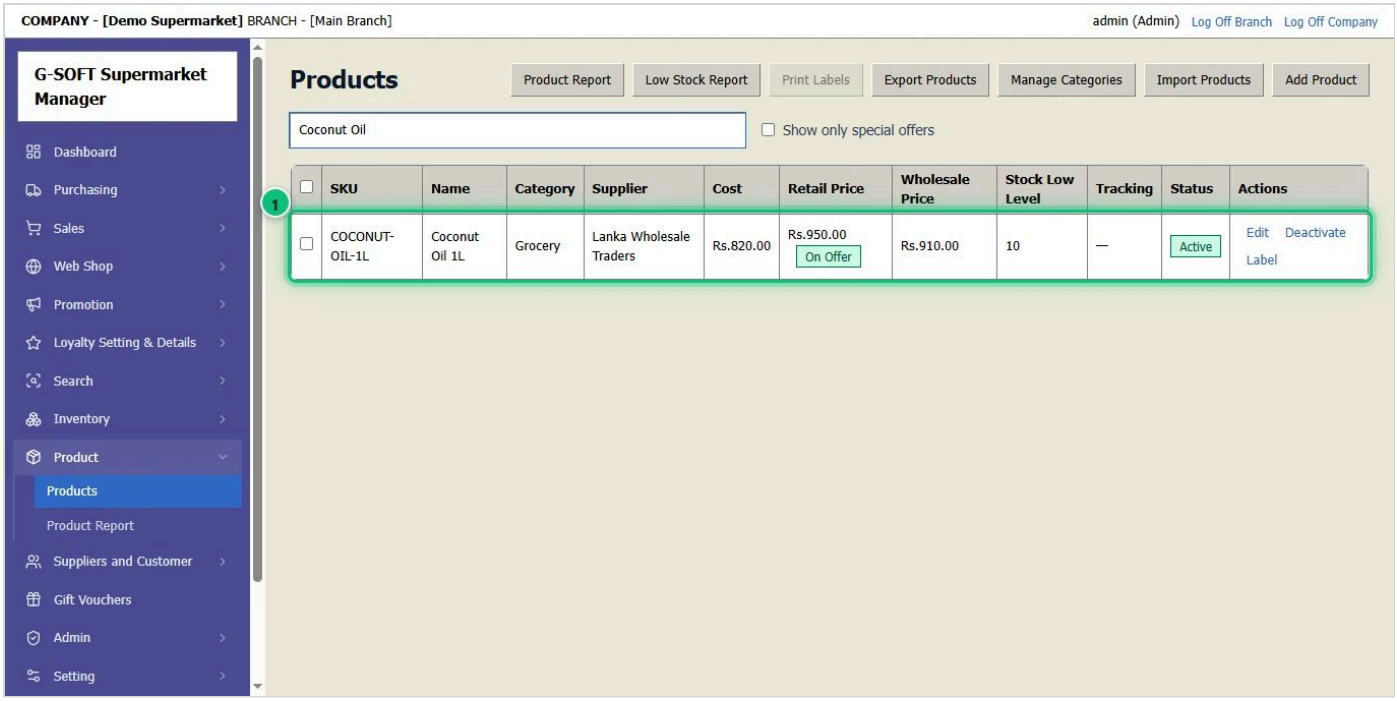
1. Type the **Cost Price** 1 — what you pay for one.
2. Type the **Retail Price** 2 and the **Wholesale Price** 3 you sell for.
3. **Stock Low Level** 4: when stock falls to this number, the product shows in the low-stock list.

STEP 4 OF 5



1. Scan the product's **Barcode** into the Barcode box (above) so the till can scan it.
2. For milk, yoghurt and anything with an expiry date, tick **Track batch expiry** 1: each delivery is kept as its own batch with its expiry date, the till sells the batch that expires first, and expired stock cannot be sold.
3. **Special Price** 2: an offer price for a few days. Set the **Offer Start Date** 3 and **Offer End Date** 4 — the till uses the offer price only between those dates, and the product shows **On Offer**.
4. Click **Save and Next** 5. The form stays open, empty, for the next product.

STEP 5 OF 5

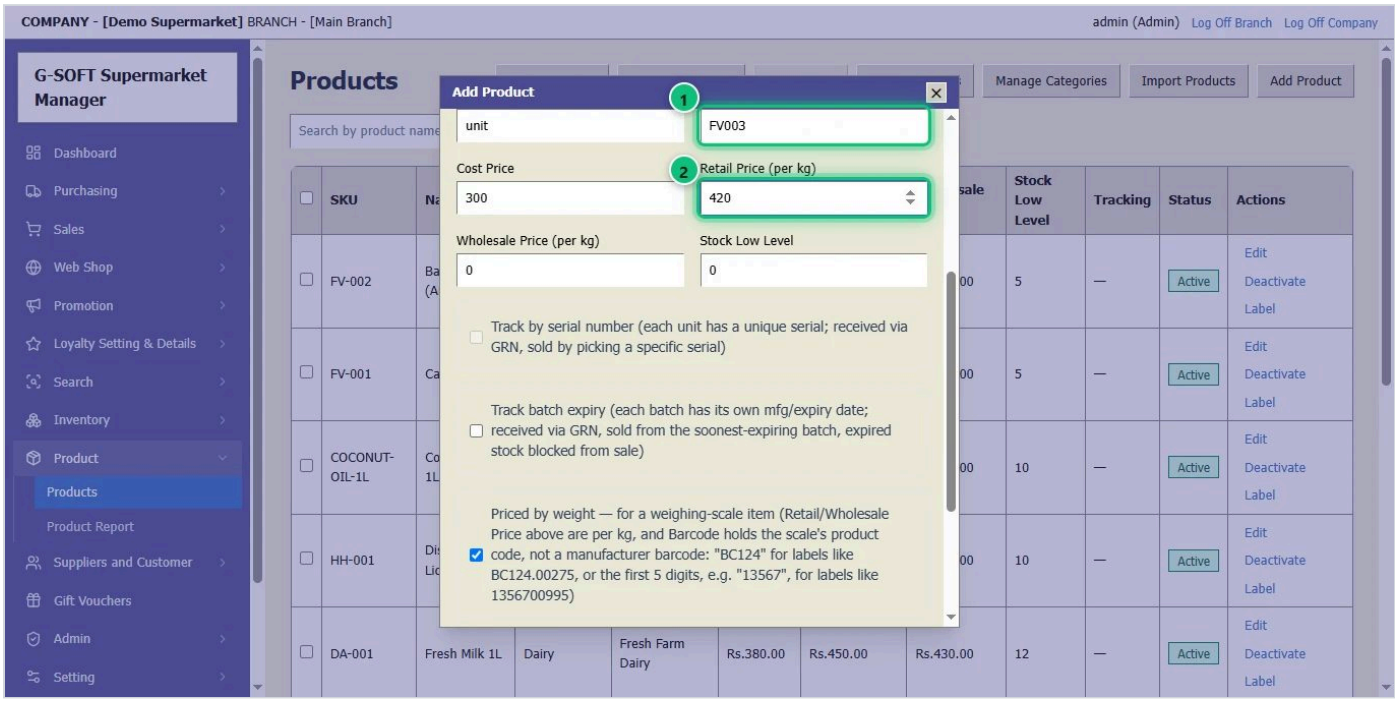


1. The new product is in the list **1**. Its stock is 0 until you receive it in a **GRN** — see "Receive stock (GRN)".

4 Sell by weight (weighing scale)

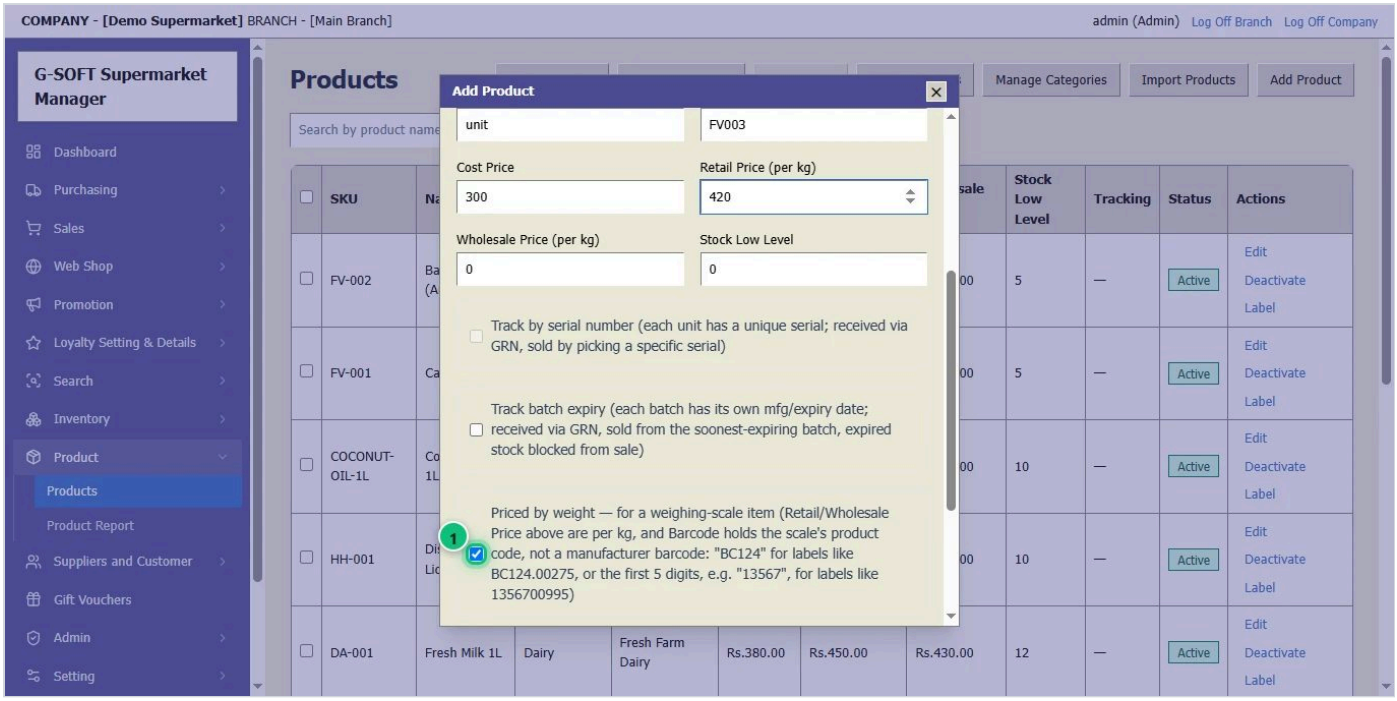
Vegetables, fruit, rice and meat are weighed on a label-printing scale. Its label barcode tells the till the product and the weight.

STEP 1 OF 2



1. Add the product as usual (see "Add a product").
2. Type the **product code** you set on the weighing scale for this item as its **Barcode** 1 — for example **FV003**.
3. Type the **price per kg** 2. Cost and wholesale prices are per kg too.

STEP 2 OF 2

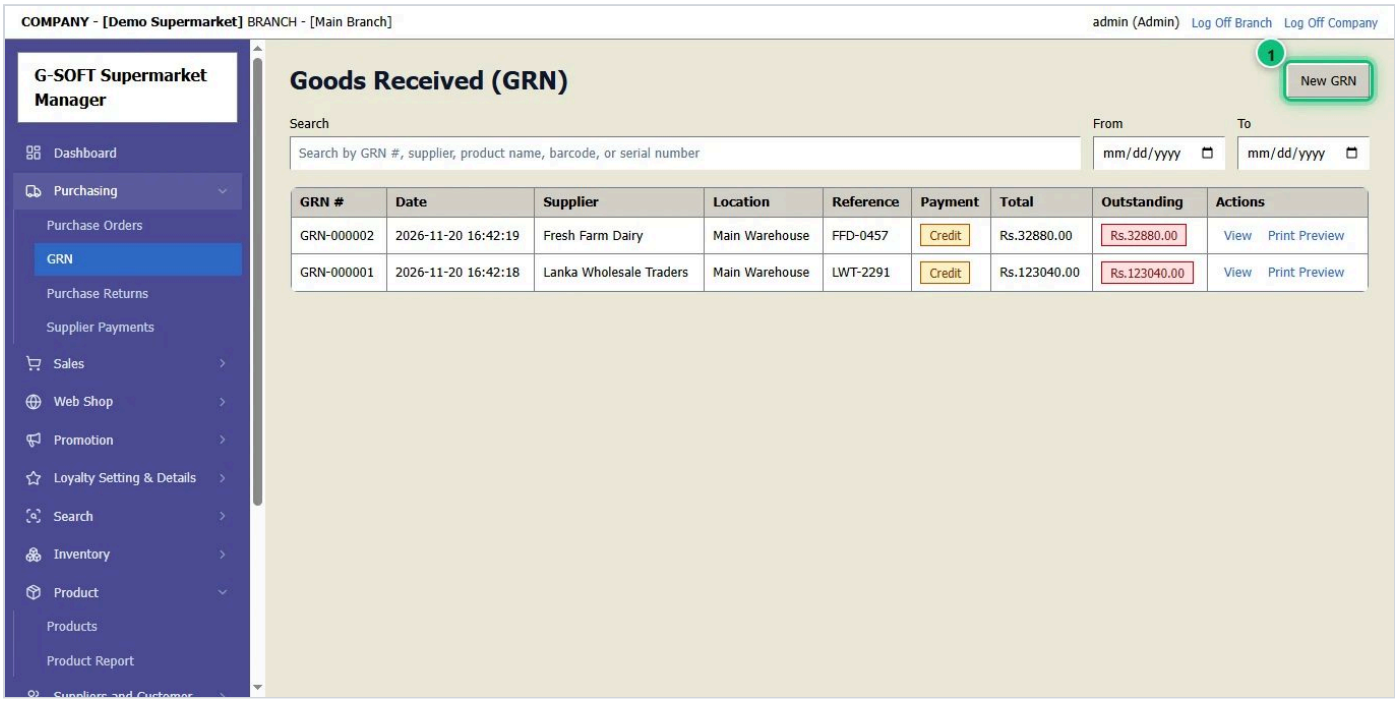


1. Tick **Priced by weight** 1. The product is then sold in kg.
2. Click **Save and Next** 2.
3. At the till, scan the scale's label (for example **FV003.00750**): the program reads the product code and the weight — 0.750 kg — and works out the price. See "Make an invoice".

5 Receive stock (GRN)

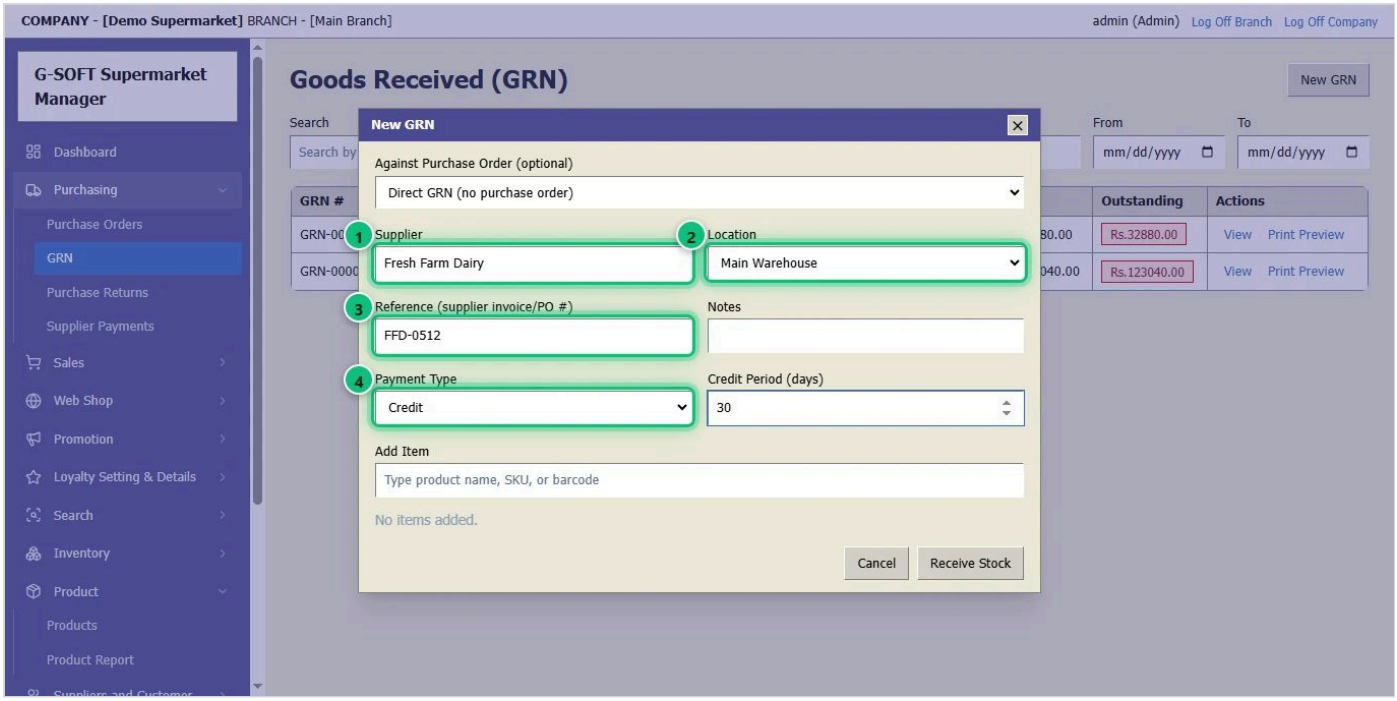
When goods arrive from a supplier, enter them in a GRN (Goods Received Note). The stock goes up, each batch is kept with its expiry date, and the supplier's bill is recorded.

STEP 1 OF 6



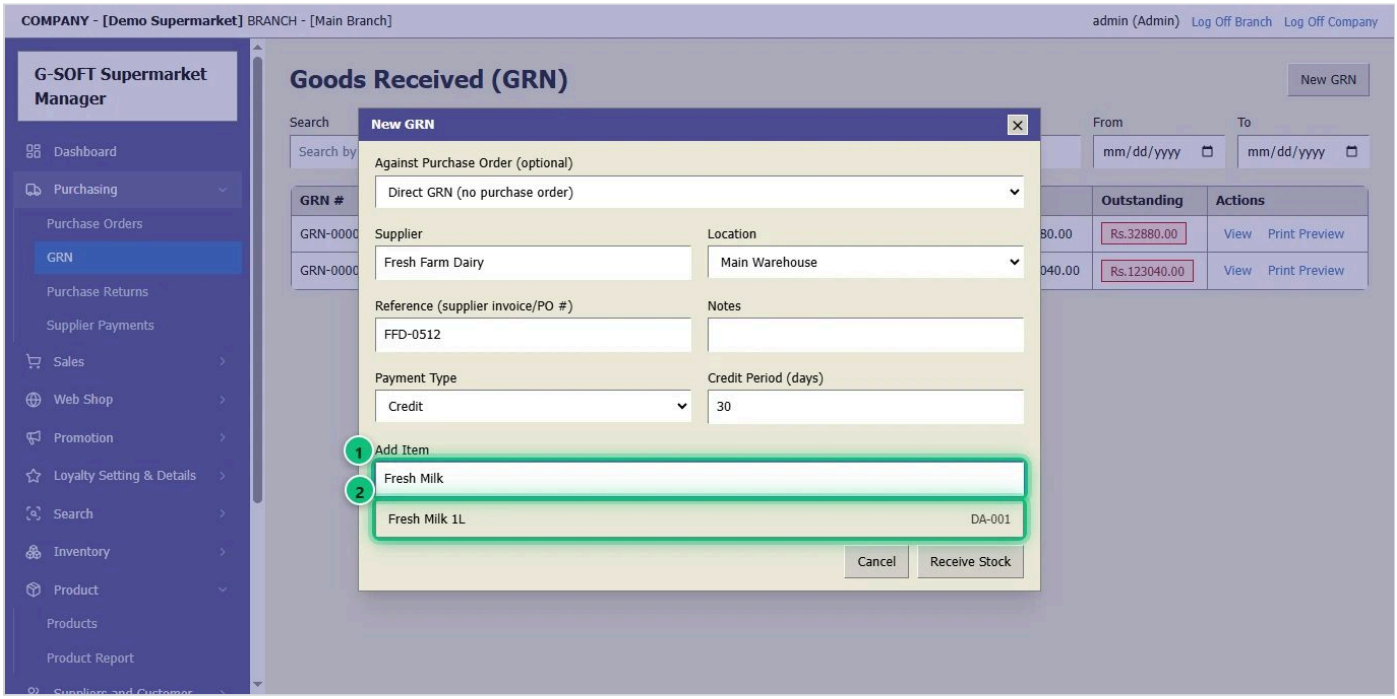
1. Open **Purchasing** → **GRN** — or press **F3** from any screen.
2. Click **New GRN** 1.

STEP 2 OF 6



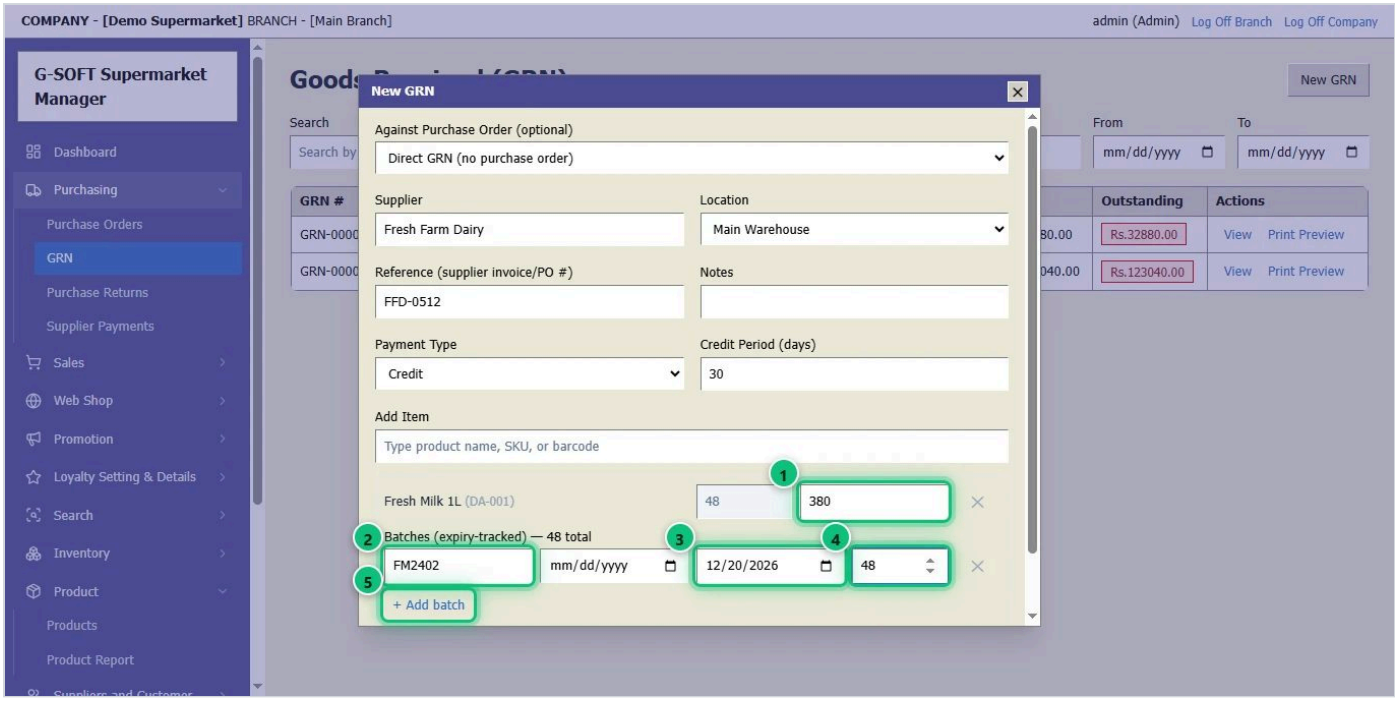
1. Choose the **Supplier** 1: start typing and pick from the list.
2. Check the **Location** 2 the goods go into.
3. Type the supplier's bill number as the **Reference** 3.
4. Choose the **Payment Type** 4: **Cash** if you paid now, **Credit** if you pay later (then set the credit period in days).

STEP 3 OF 6



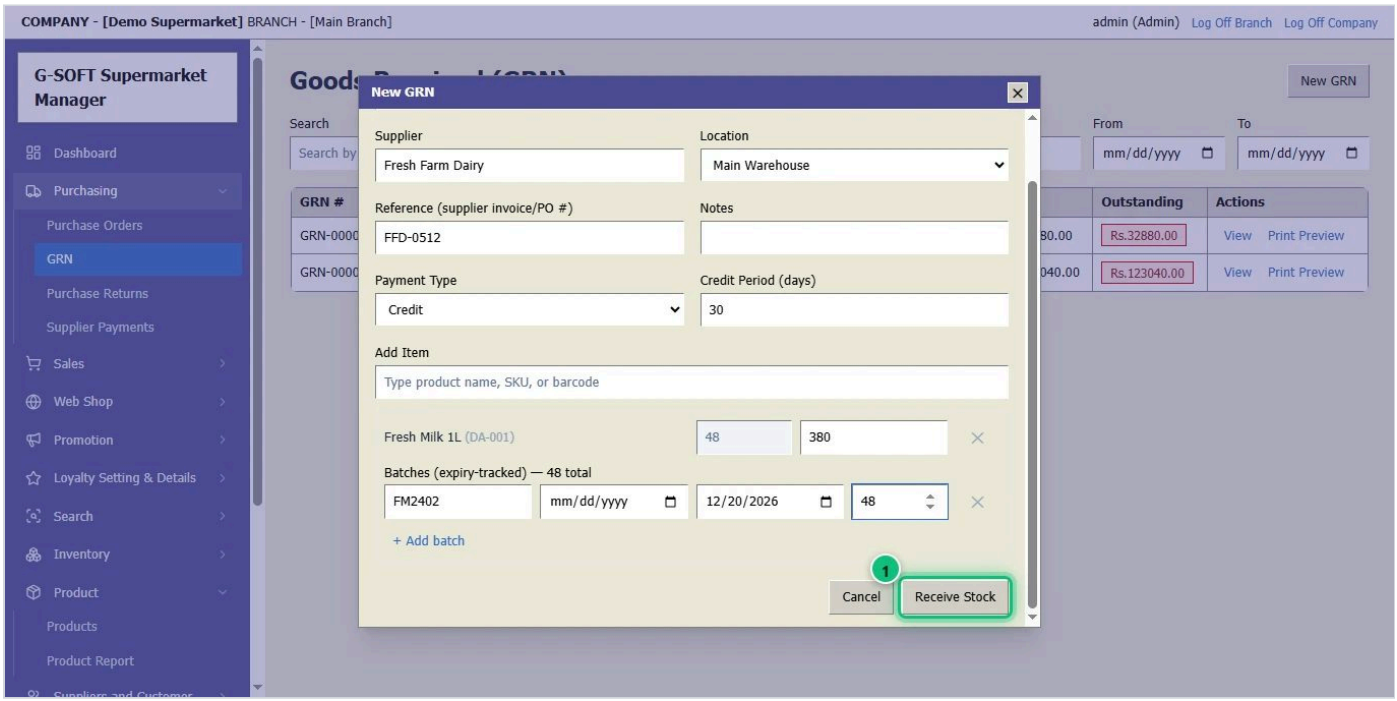
1. In **Add Item** 1, type the product name or SKU, or scan its barcode.
2. Click the product in the list 2.

STEP 4 OF 6



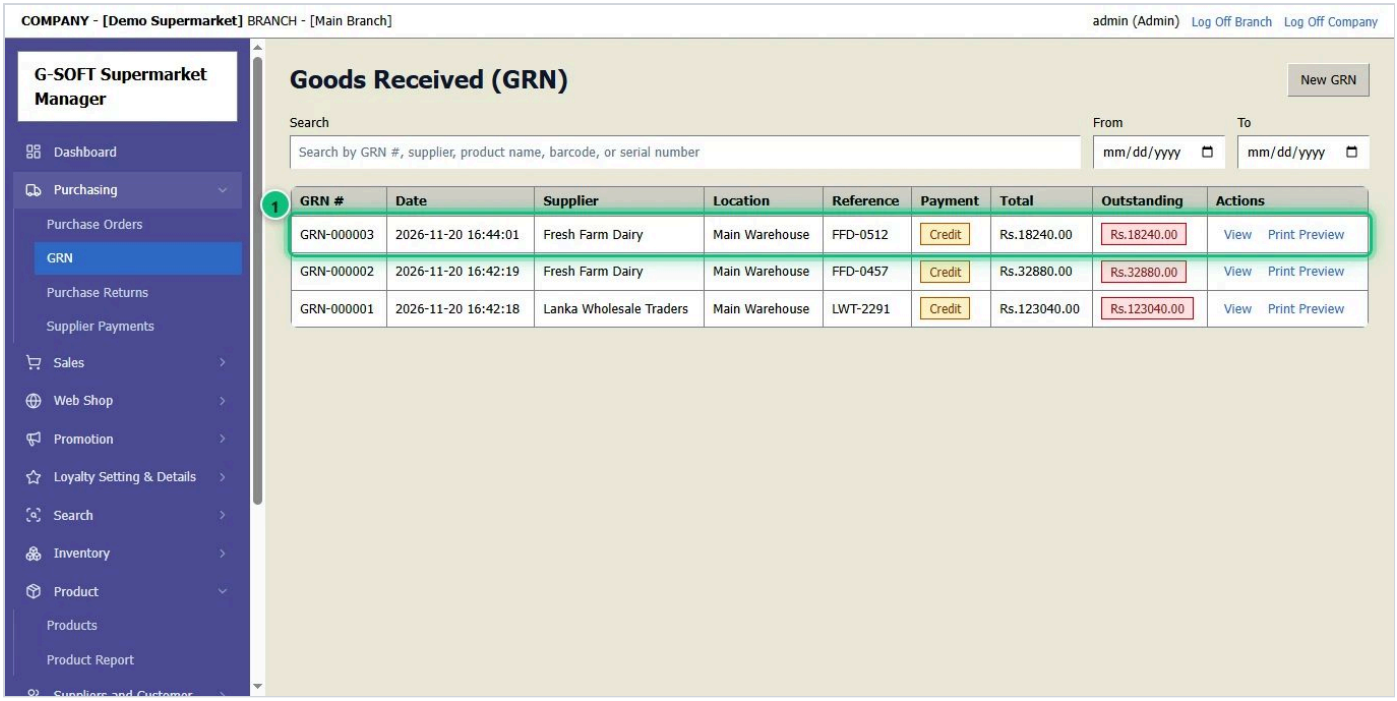
1. Check the **unit cost** 1 on the supplier's bill.
2. For a product with **Track batch expiry**, fill in its batch: the maker's **batch / lot number** 2 from the box (optional), the **expiry date** 3 and the **quantity** 4. The product's quantity is the total of its batches.
3. Two expiry dates in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

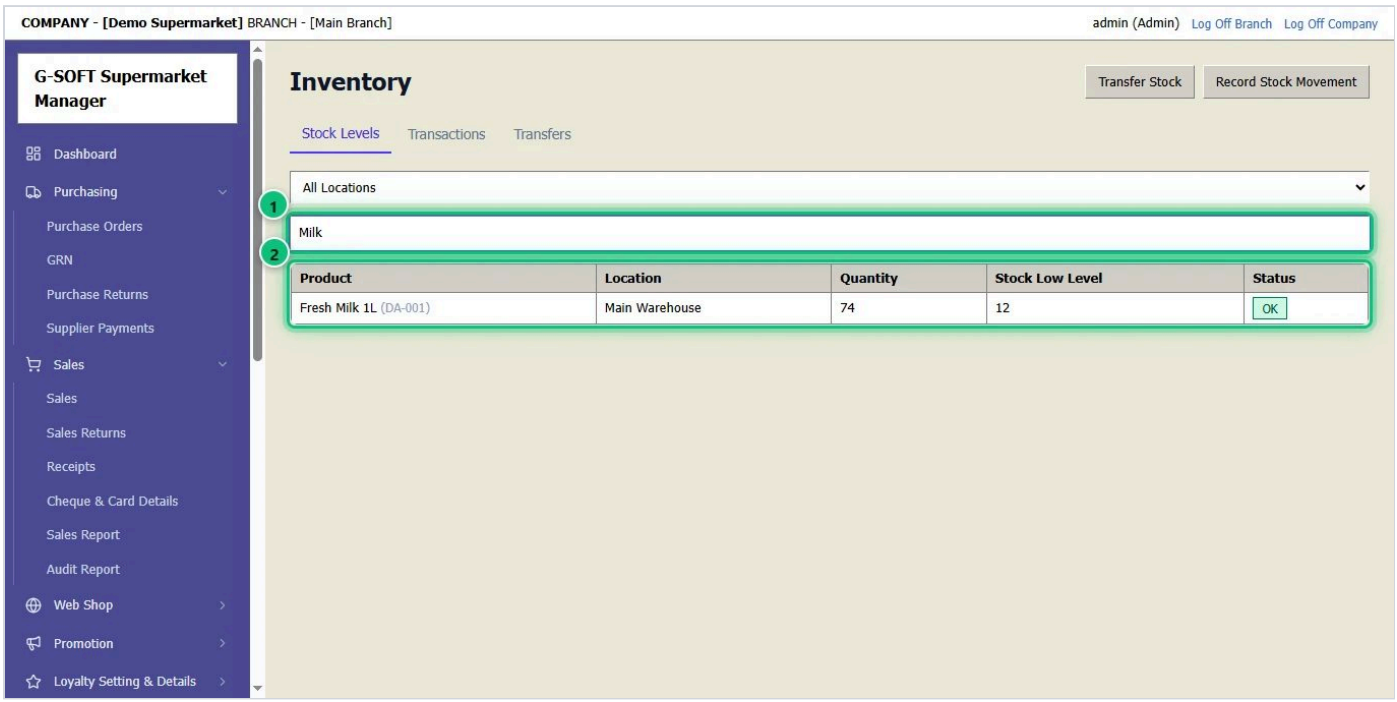


1. The GRN is saved (1) and the stock has gone up. **View** shows it again; **Print Preview** prints it.
2. On credit, it also appears in **Purchasing** → **Supplier Payments** until you pay it.

6 Check stock

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

STEP 1 OF 1

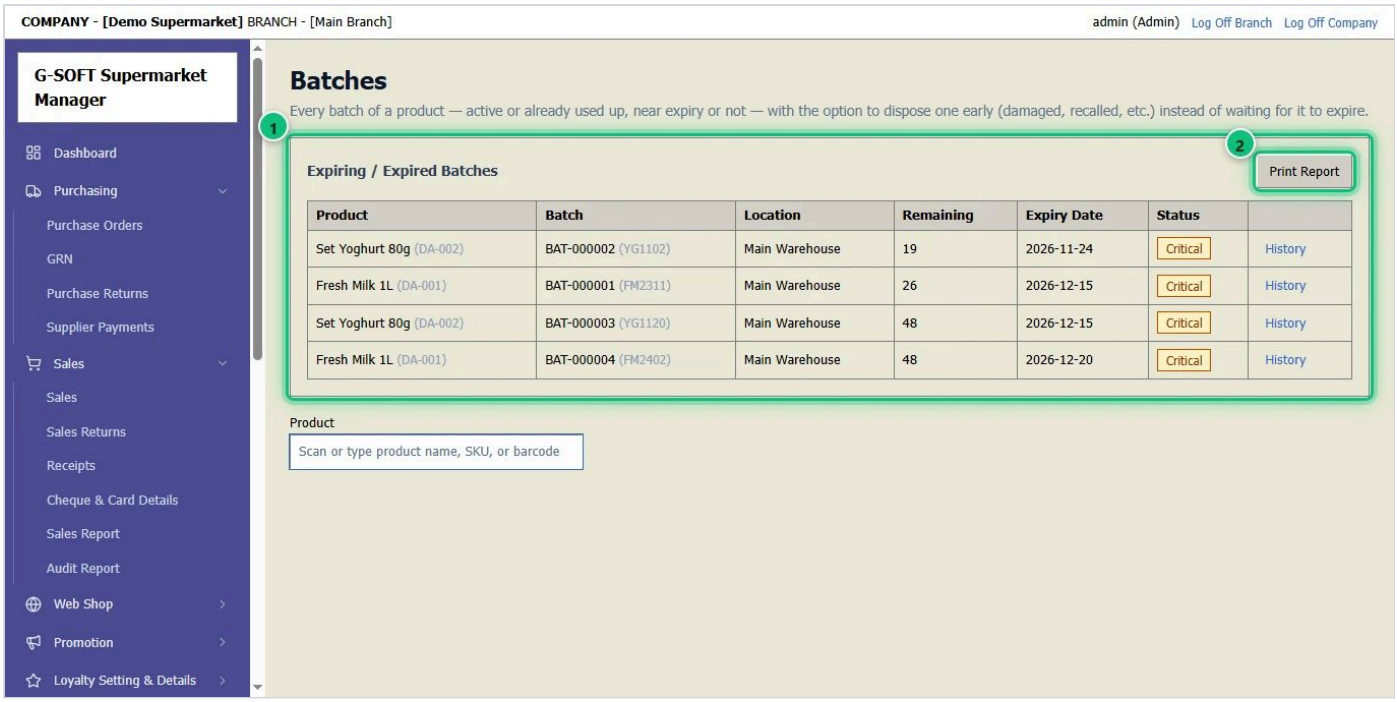


1. Open **Inventory** → **Inventory**.
2. Type a product name, SKU or barcode in the search box 1.
3. The list 2 shows the quantity in each location. Products below their **Stock Low Level** also show on the Dashboard.

7 Expiry dates and batches

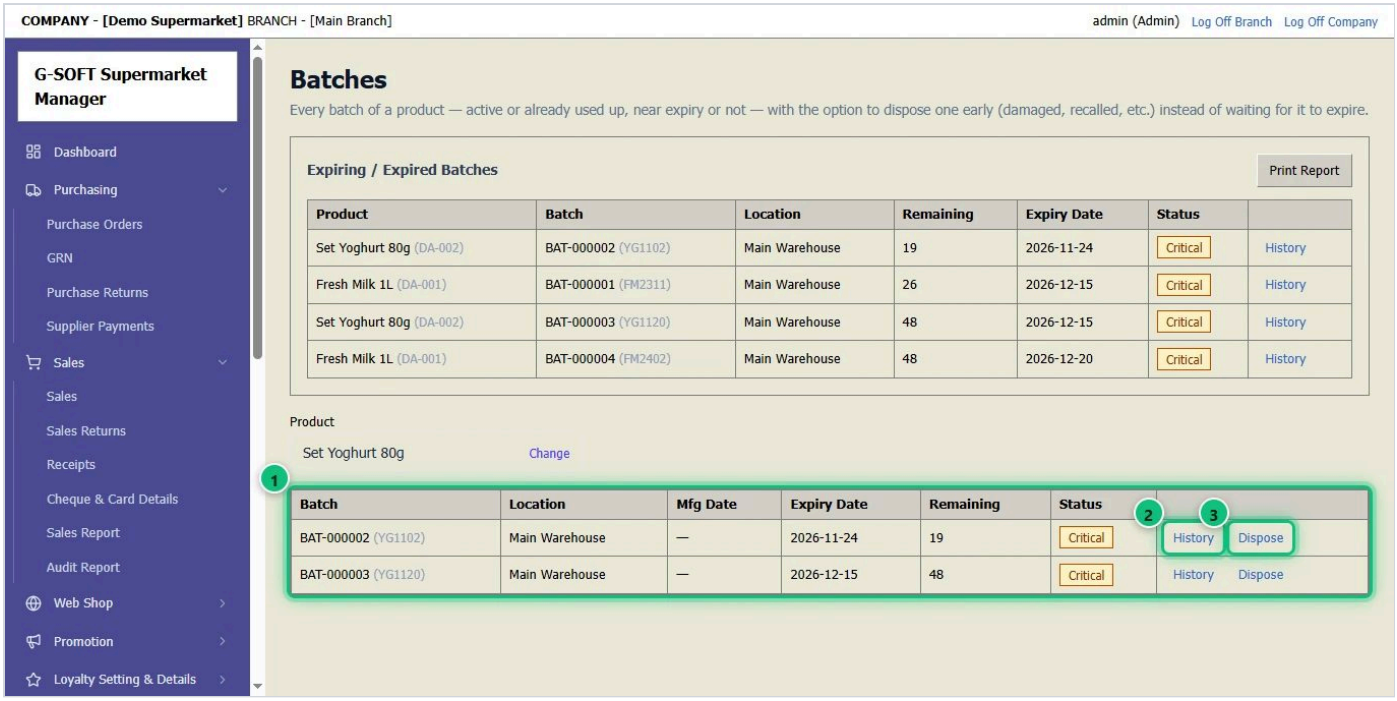
See which batches are about to expire, check every batch of a product, and take an expired or damaged batch out of stock.

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

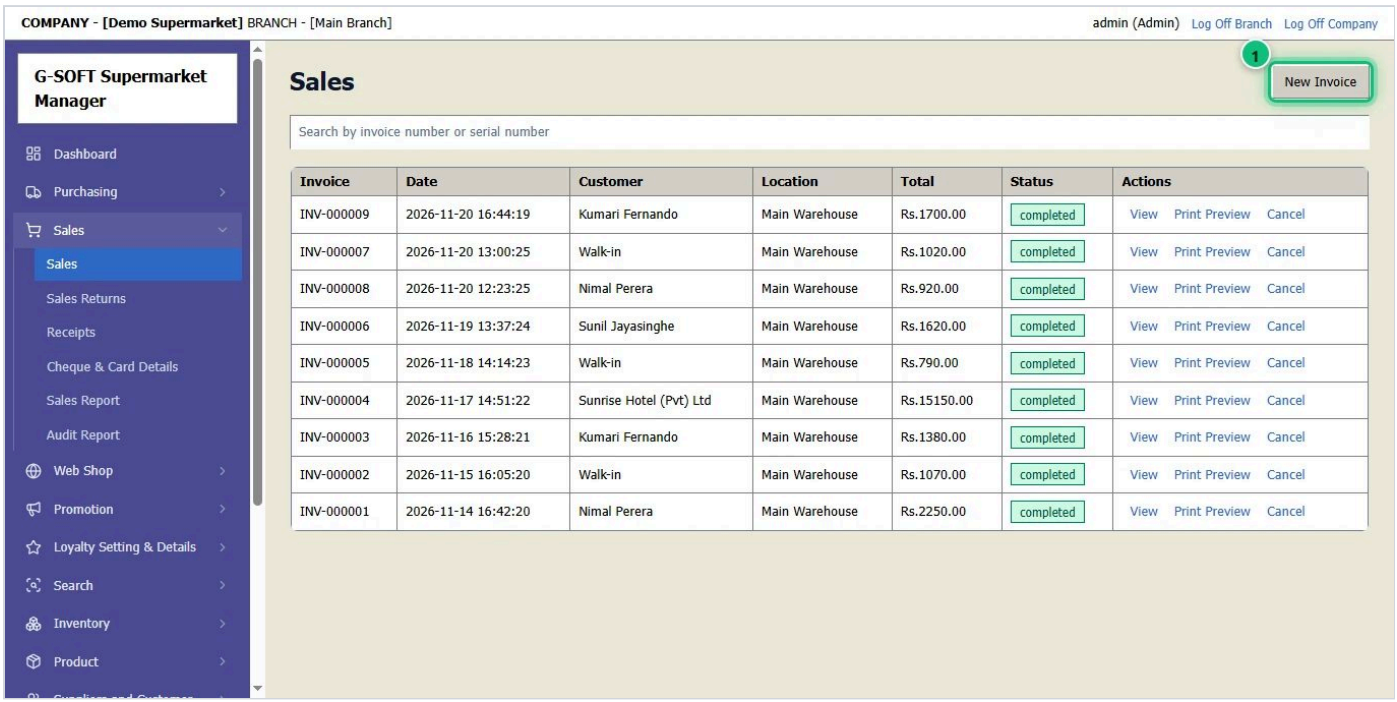


1. Type a product name in **Product** to see **every batch** of it 1: its expiry date, how many are left and its status.
2. **History** 2 shows where a batch went — received, sold, returned.
3. **Dispose** 3 takes a batch out of stock (expired, damaged or recalled). Type the reason and confirm. Disposed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

8 Make an invoice

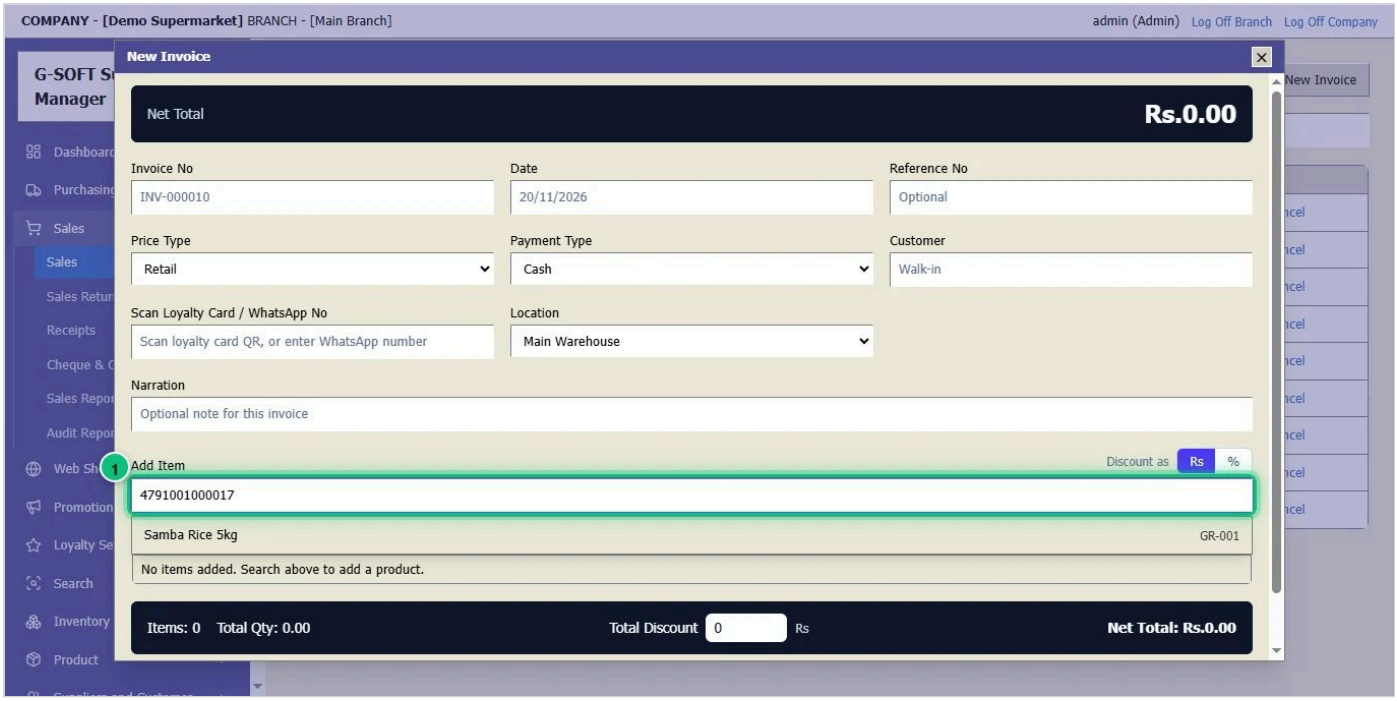
Sell to a customer: add the items, choose how they pay, and print the invoice.

STEP 1 OF 11



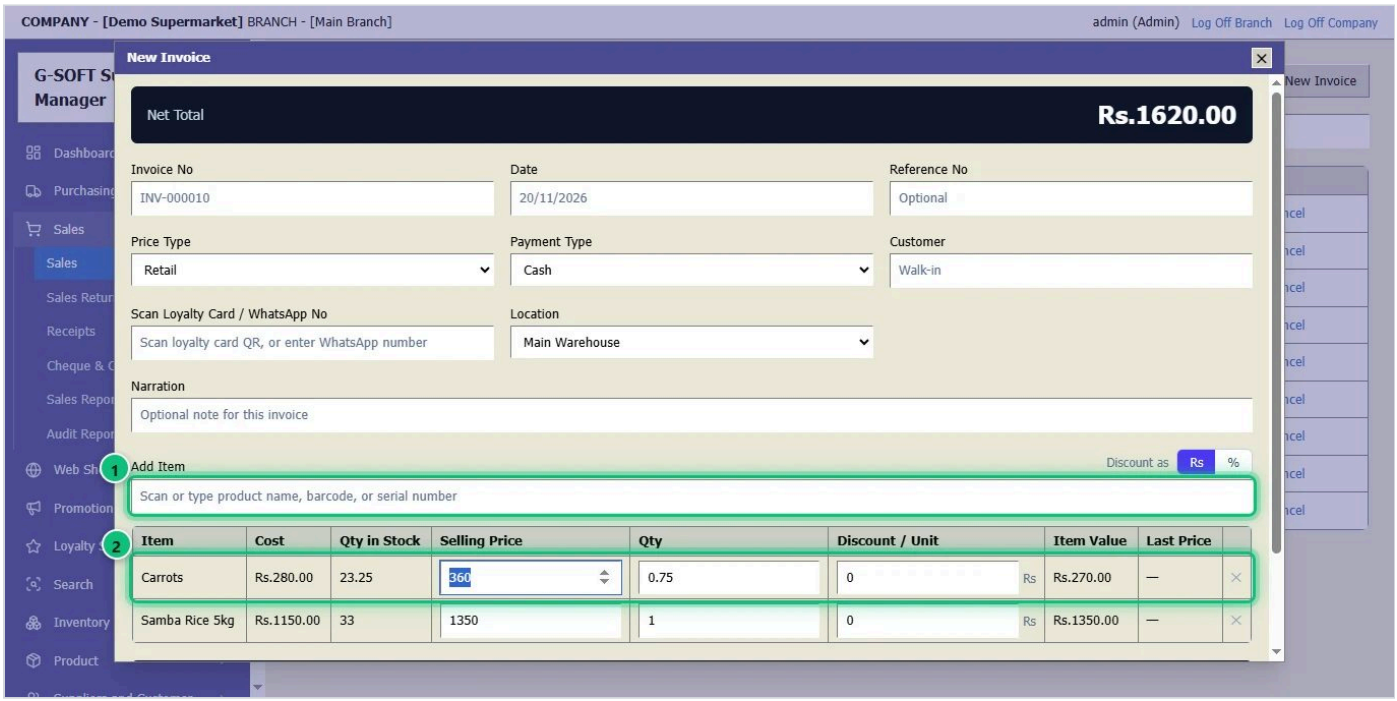
1. Open **Sales** → **Sales** — or press **F2** from any screen.
2. Click **New Invoice** 1.

STEP 2 OF 11



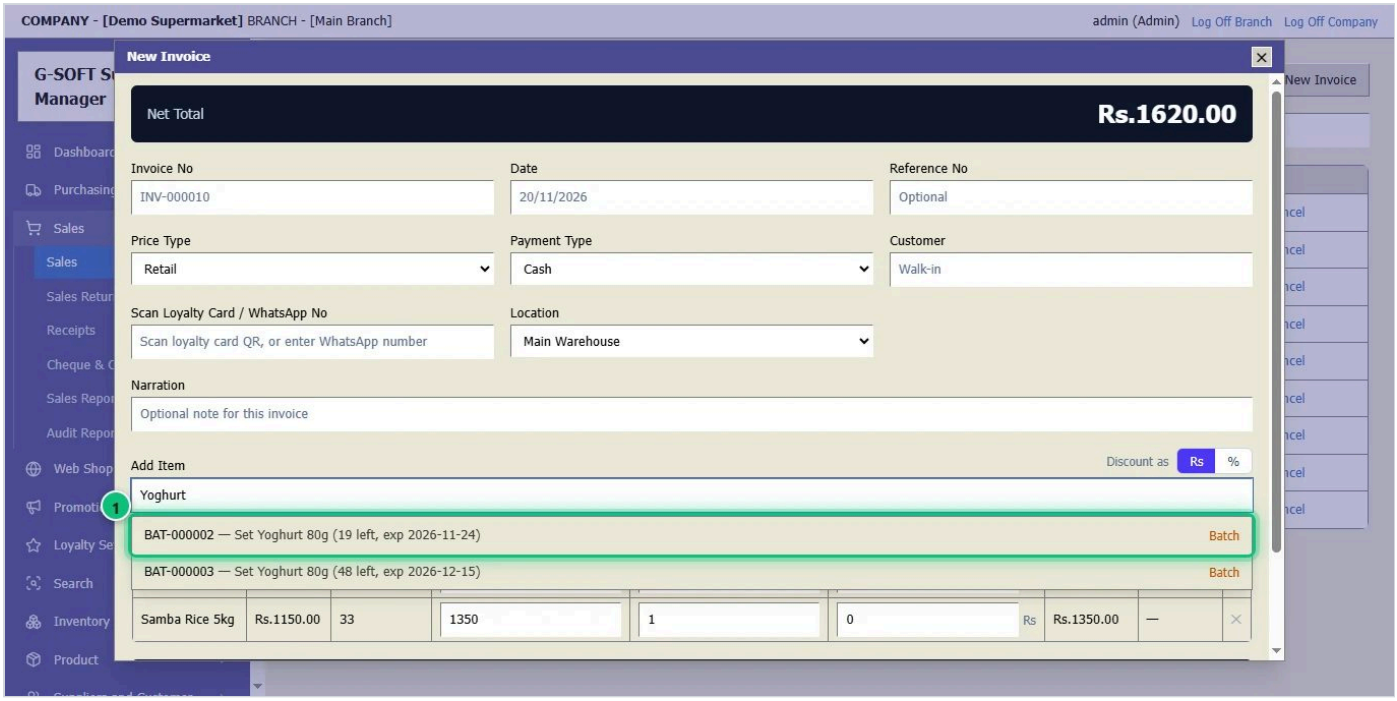
1. **Scan the barcode** of each item into **Add Item** 1. The scanner presses Enter and the item is added with quantity 1. Scan it again to add one more.
2. No barcode? Type part of the name and pick it from the list.

STEP 3 OF 11



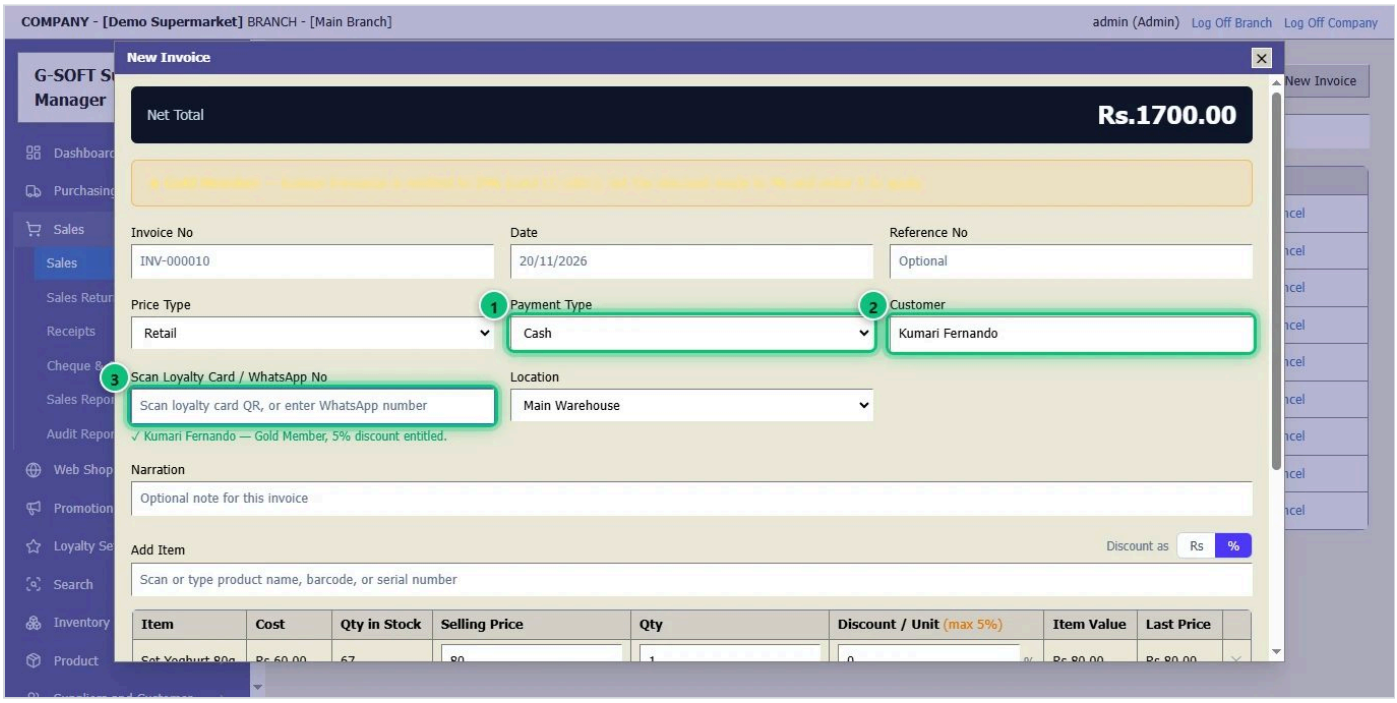
1. For vegetables and fruit, **scan the weighing scale's label** 1 — for example **FV001.00750**. The program finds the product and adds it 2: Carrots, **0.75 kg** at the price per kg.

STEP 4 OF 11



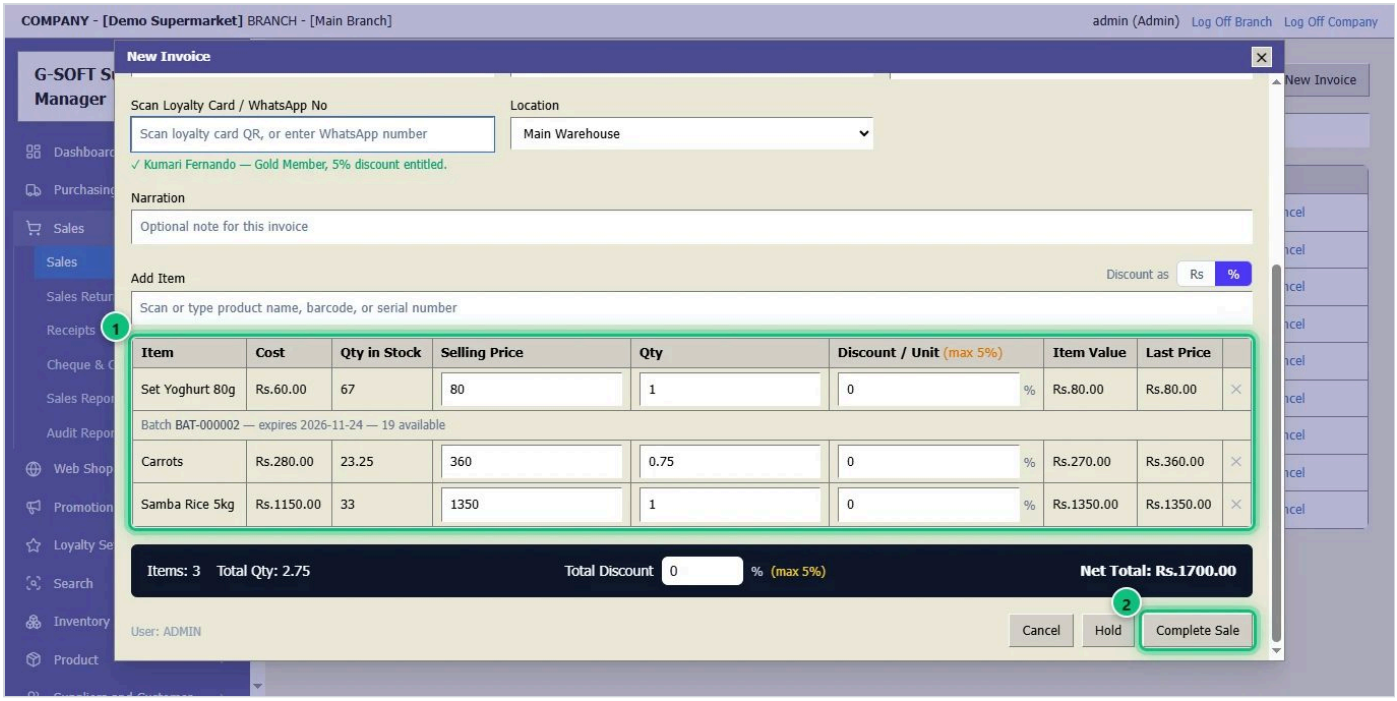
1. A product kept by batch shows **each batch** with how many are left and its expiry date. The batch that expires first is at the top 1 — sell that one first. Expired batches are never offered.

STEP 5 OF 11



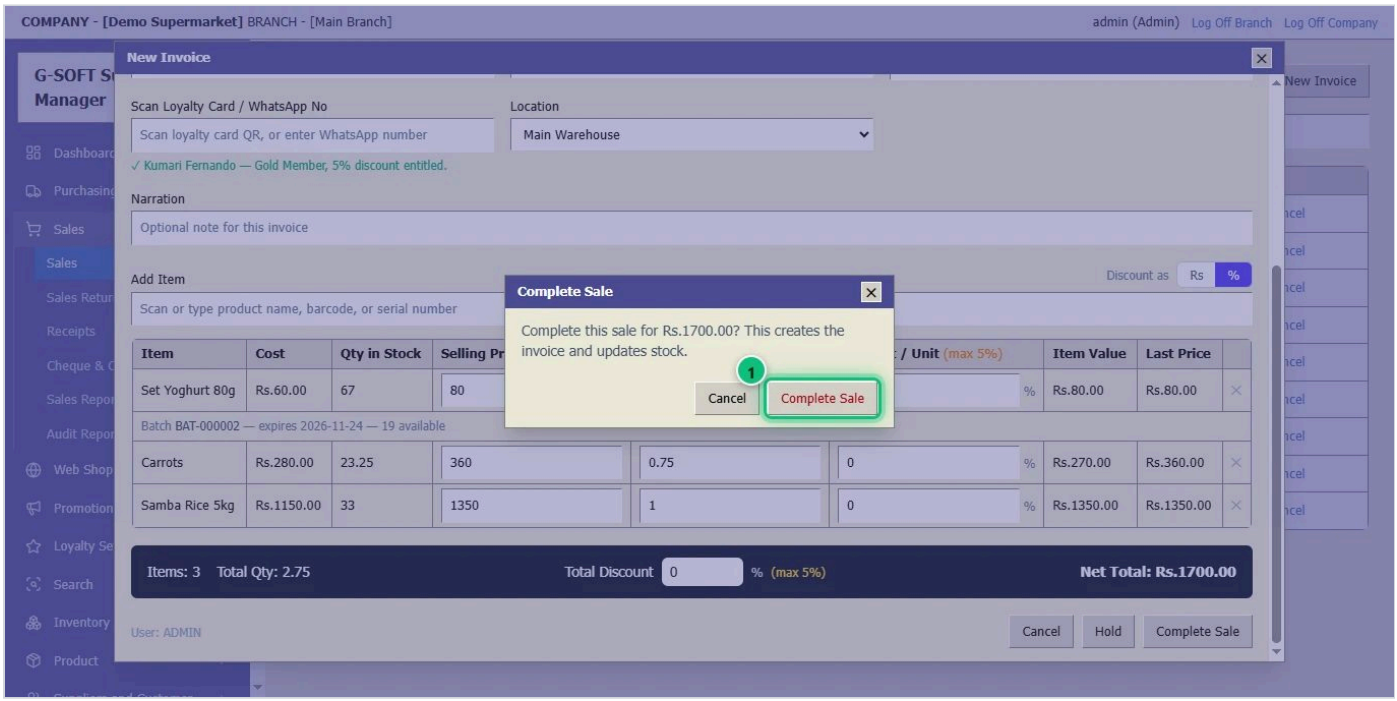
1. Choose the **Payment Type** 1: Cash, Card, Bank Transfer, Cheque, Credit or Gift Voucher.
2. For a known customer, type their name in **Customer** 2 and pick them. Leave it empty for a walk-in customer.
3. Loyalty customer? **Scan their loyalty card** 3 — or type their WhatsApp number and press Enter. 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).

STEP 6 OF 11



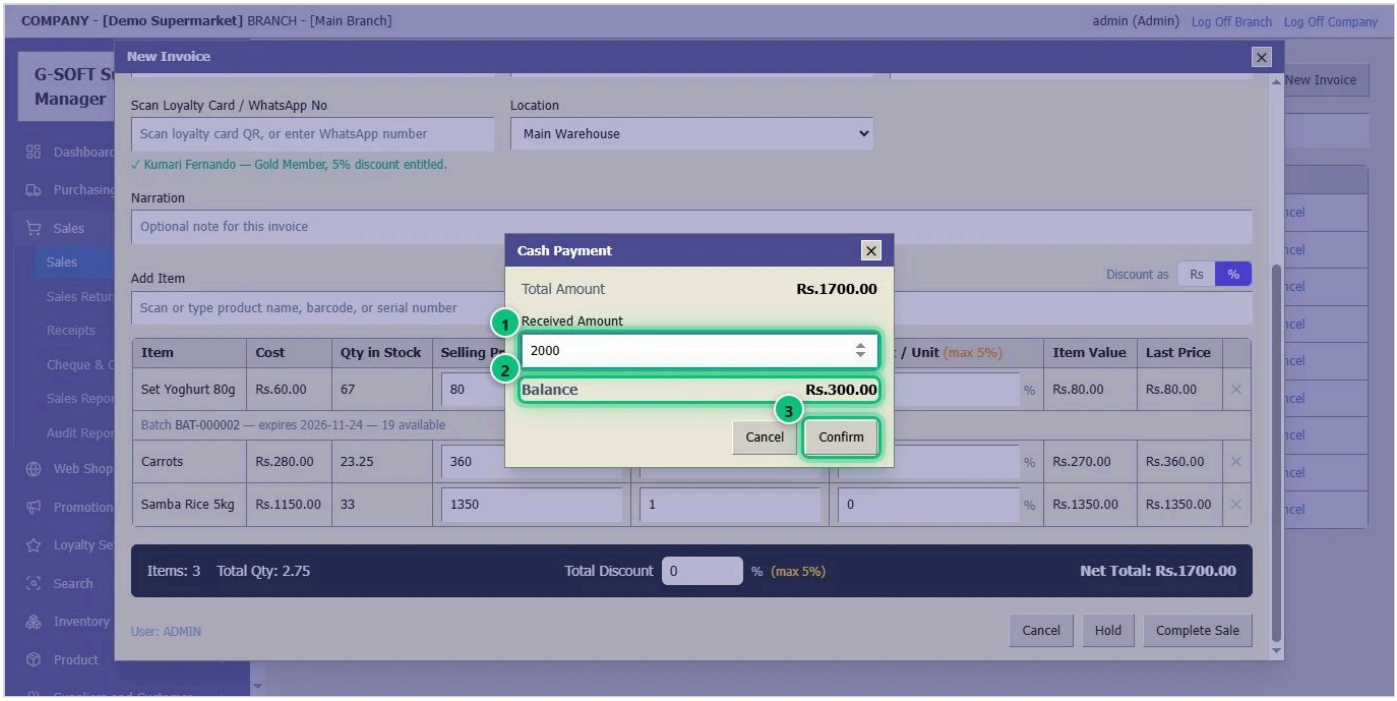
1. Check the items **1**: change the **Qty**, **Selling Price** or **Discount** if needed. The **Net Total** is at the bottom.
2. Click **Complete Sale** **2**.

STEP 7 OF 11



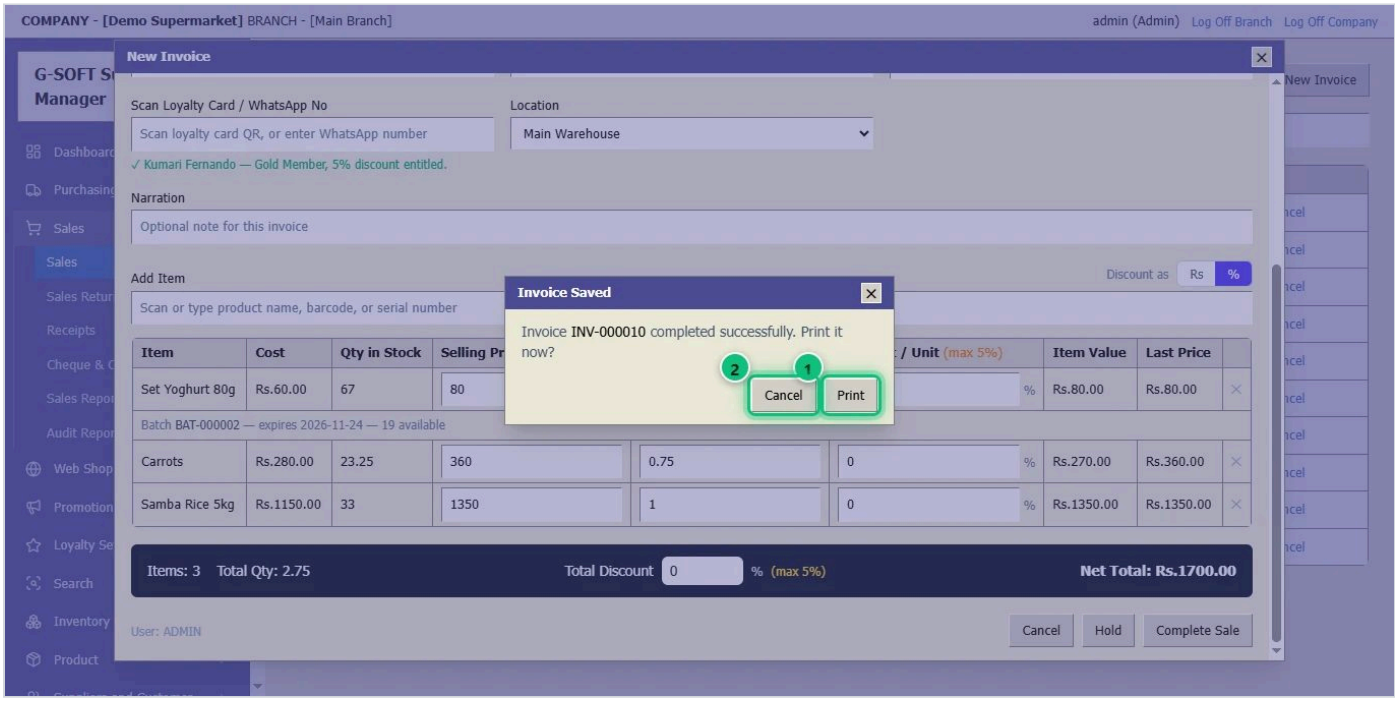
1. Check the amount and click **Complete Sale** **1** again. The invoice is saved and the stock goes down.

STEP 8 OF 11



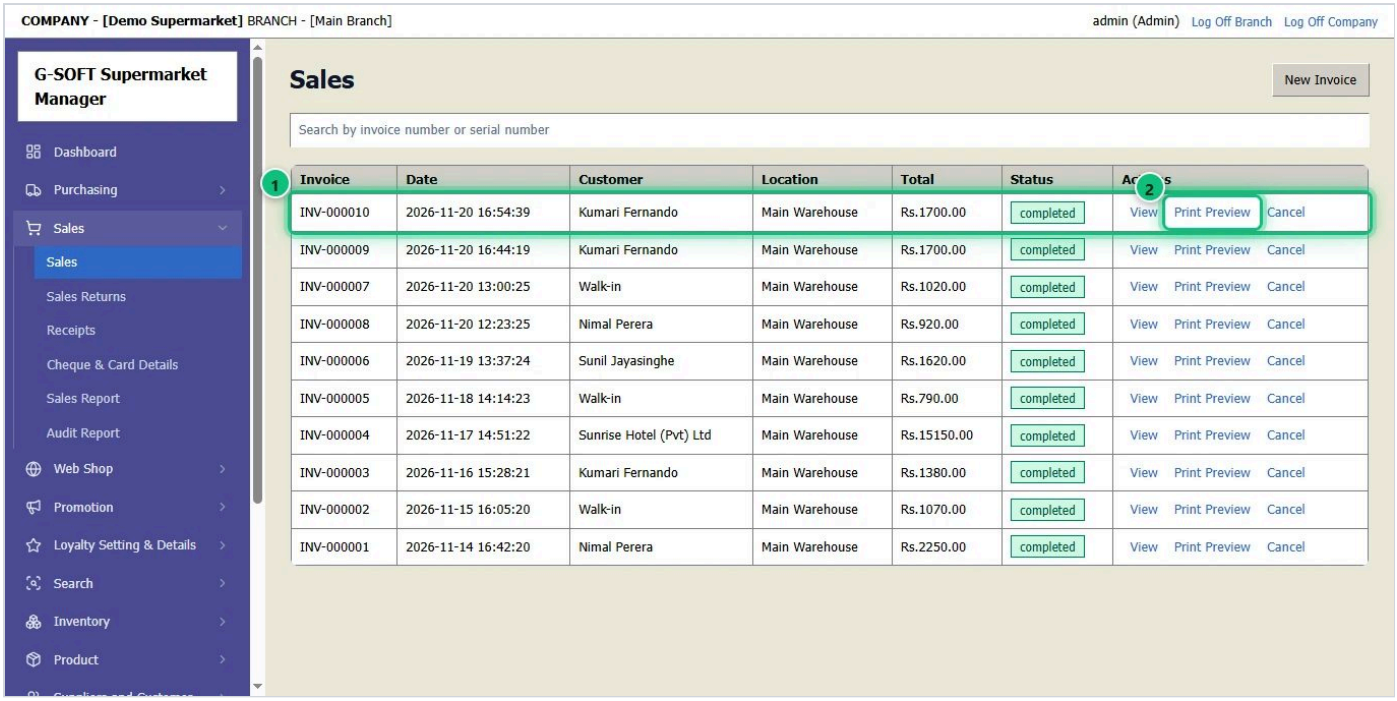
1. For a cash sale, type the **Received Amount** 1 — the money the customer gave you.
2. The **Balance** 2 is the change to give back.
3. Click **Confirm** 3.

STEP 9 OF 11



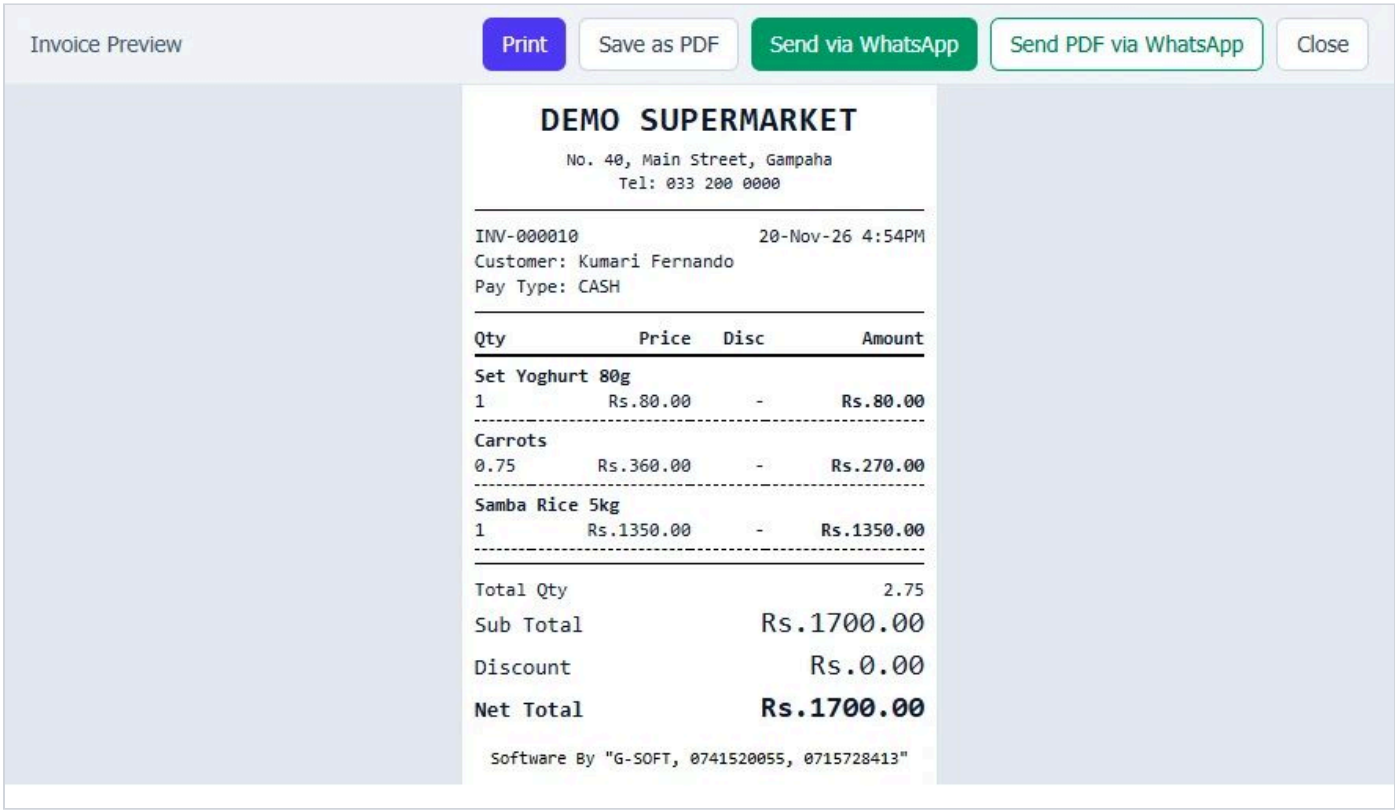
1. The invoice is saved. Click **Print** 1 to print it on your invoice printer, or **Cancel** 2 to skip printing — you can print it later.
2. Either way, a new empty invoice opens, ready for the next customer.

STEP 10 OF 11



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 11 OF 11

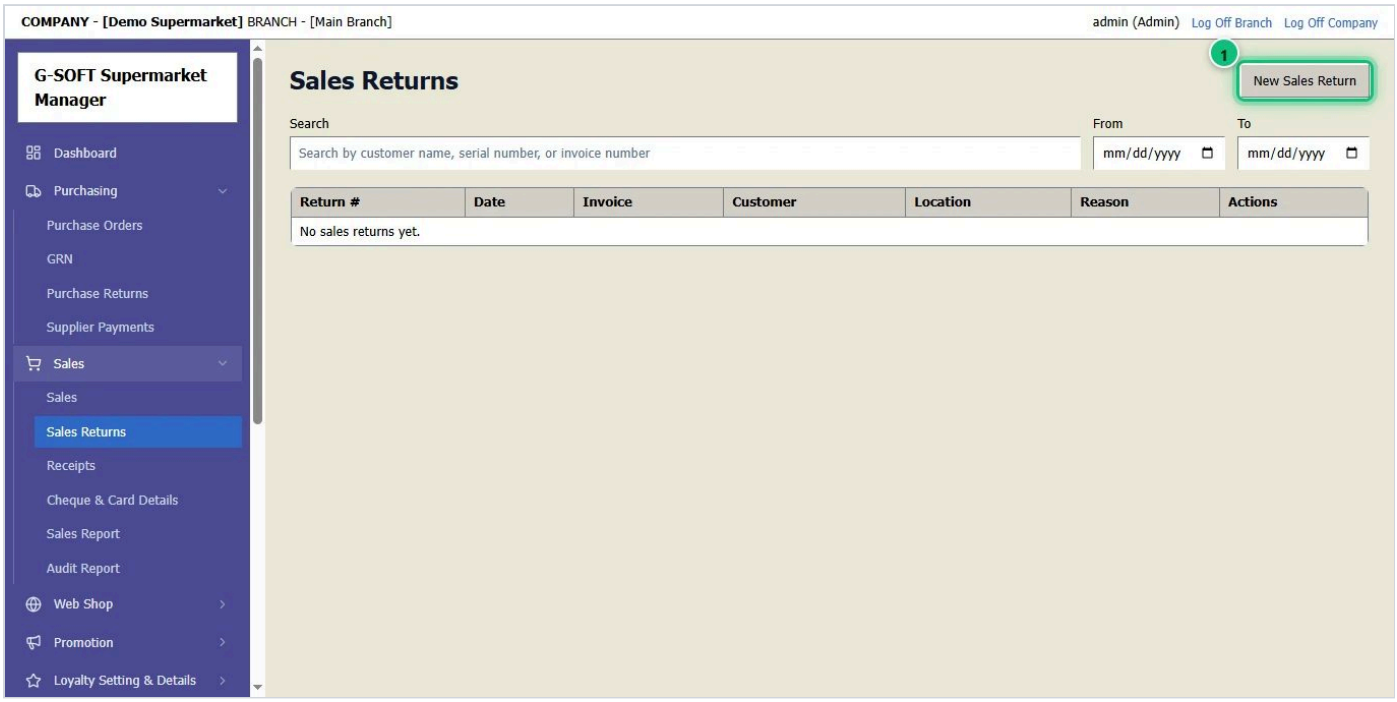


1. This is the printed invoice, with your company details and each item — loose items with their weight.

9 Take back a sold item (sales return)

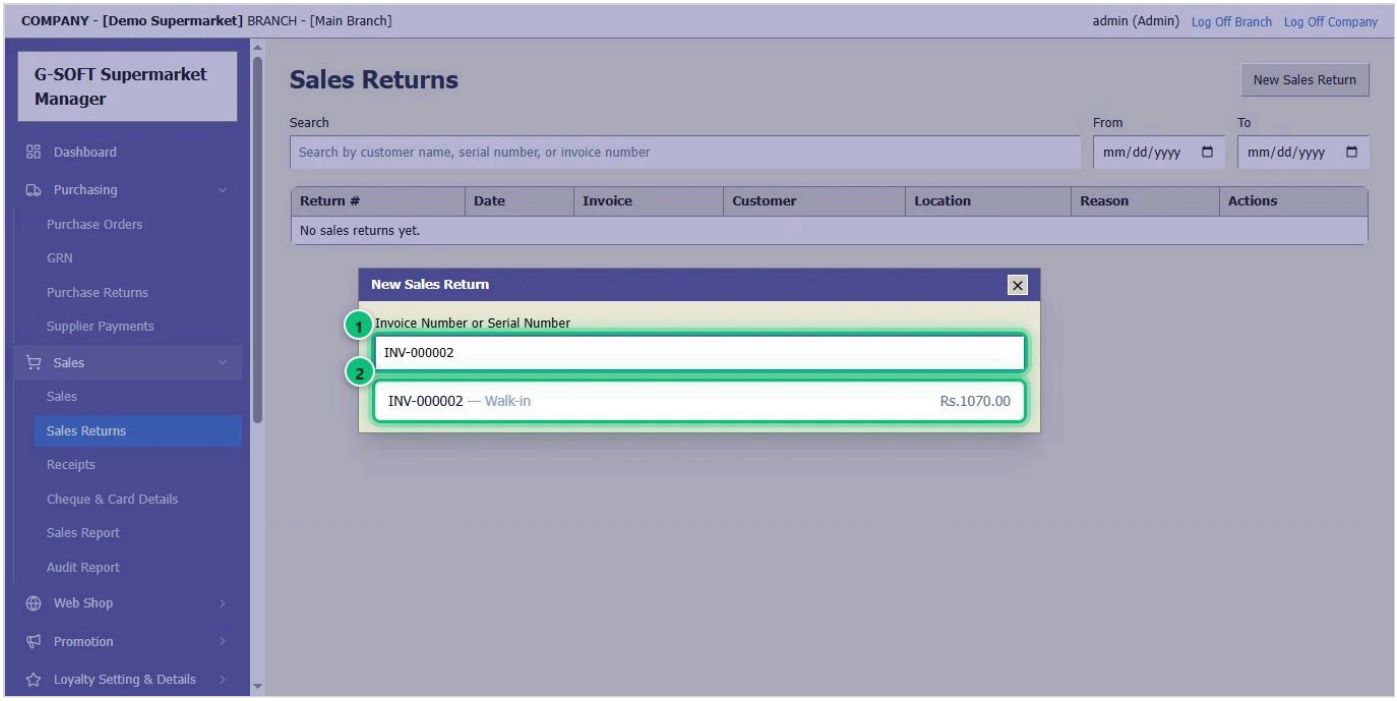
When a customer brings an item back, record a sales return. The item goes back into stock (into its own batch) and the customer gets their money or credit back.

STEP 1 OF 3



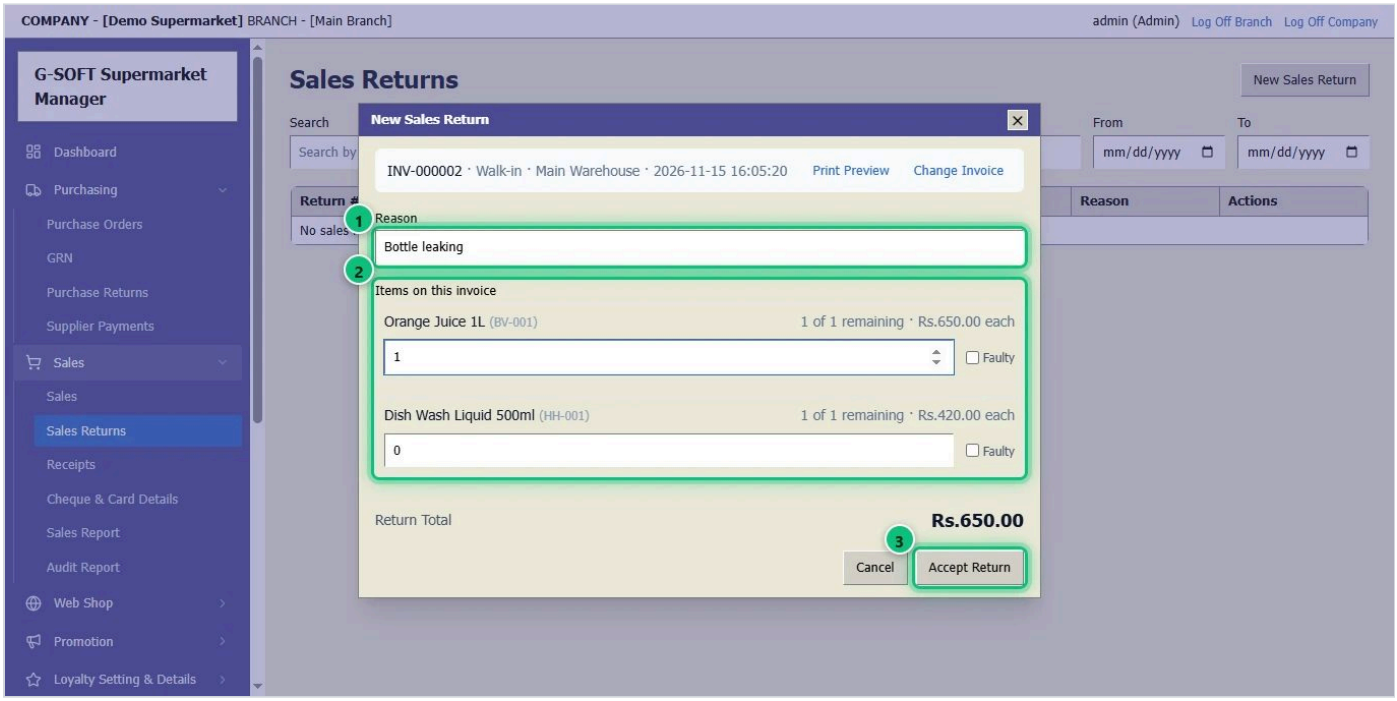
1. Open **Sales → Sales Returns**.
2. Click **New Sales Return** 1.

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

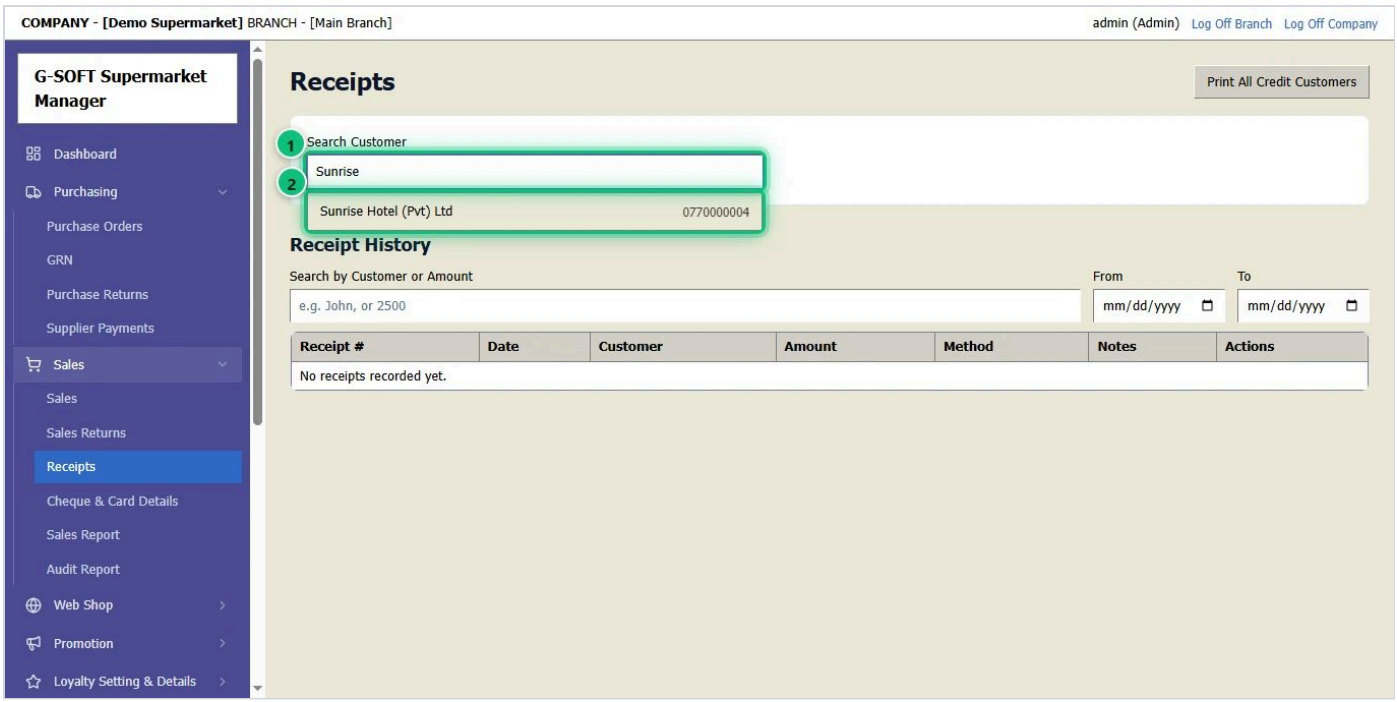


1. Write the **Reason** 1.
2. For each item coming back 2, type the **quantity**. Tick **Faulty** only if the item is damaged: it is then kept out of the stock you can sell.
3. Click **Accept Return** 3. The item goes back into stock; on a credit invoice the amount comes off what the customer owes.

10 Take a credit payment (receipt)

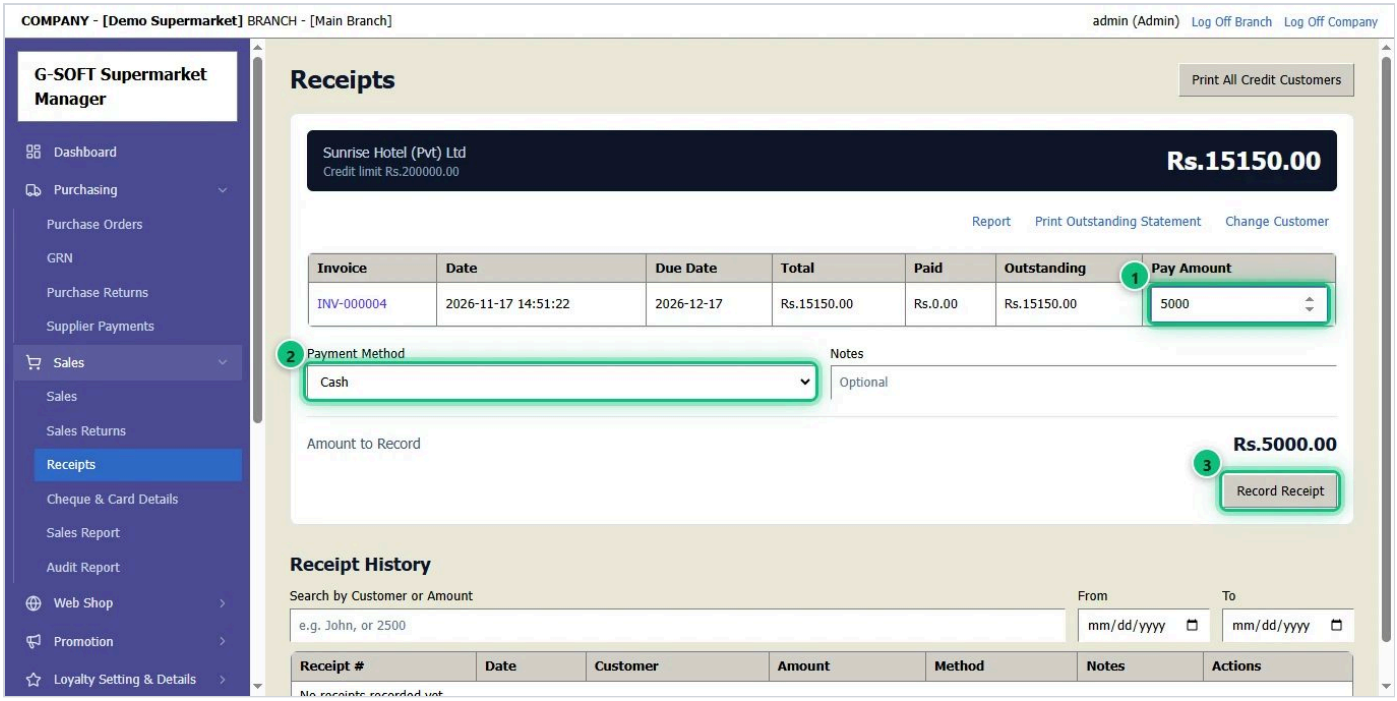
When a credit customer pays, record it as a receipt. The payment is set against their unpaid invoices.

STEP 1 OF 3



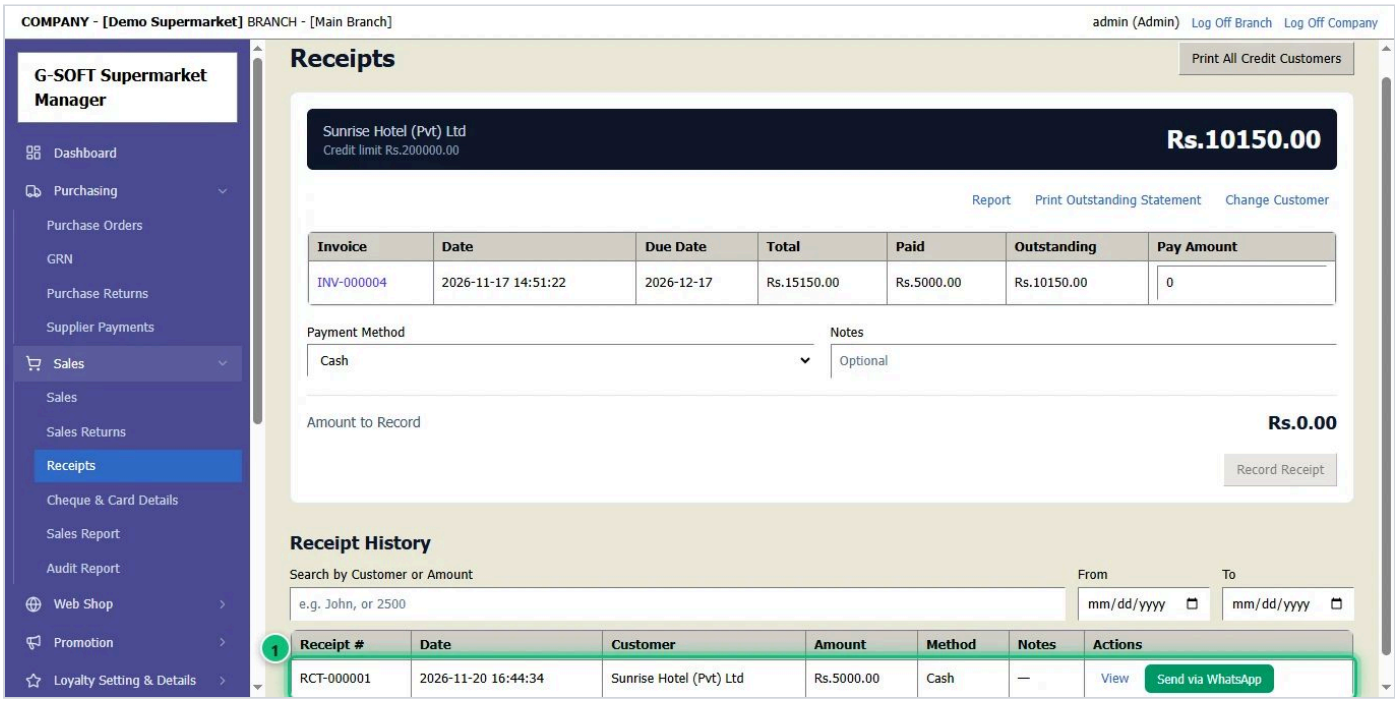
1. Open **Sales → Receipts**.
2. Type the customer's name in **Search Customer** 1 and pick them 2.

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

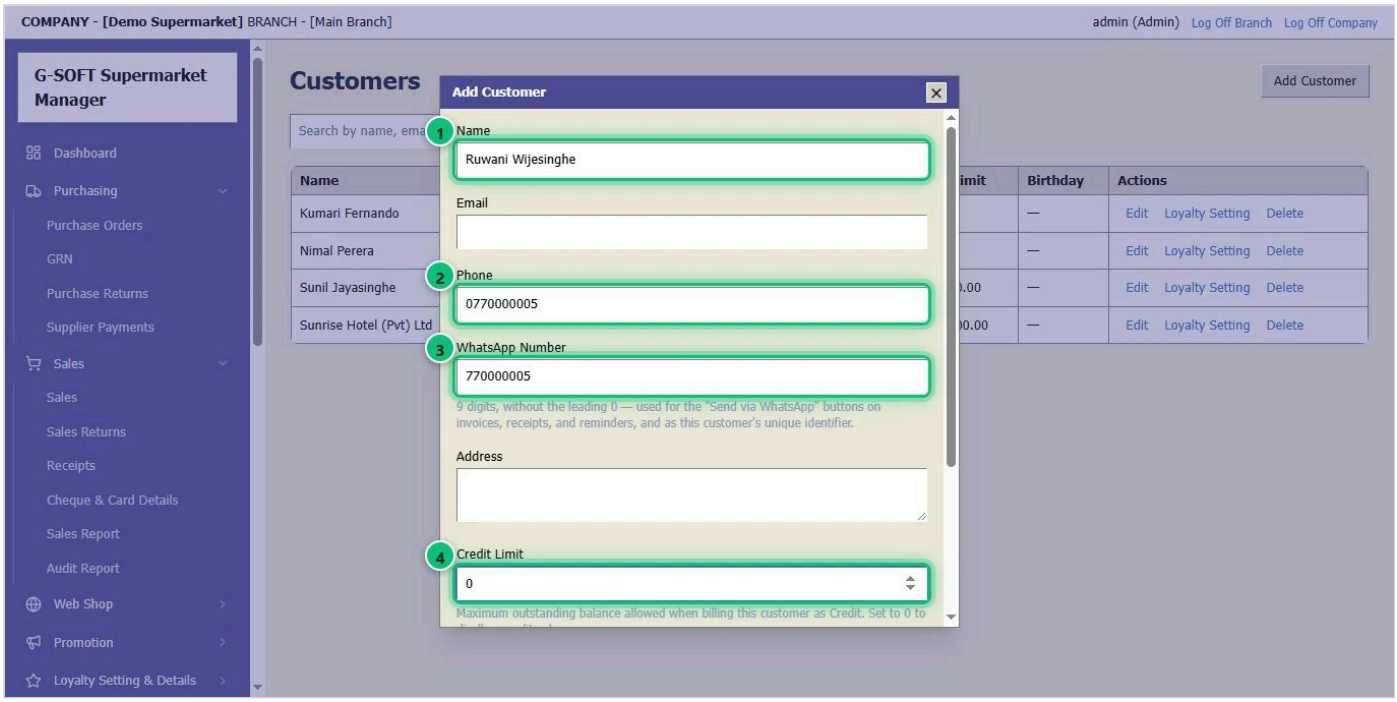


1. The receipt is saved and the customer now owes less. It is listed in **Receipt History** 1, where you can print it or send it by WhatsApp / SMS.
2. **Print Outstanding Statement** (at the top) prints everything the customer still owes.

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

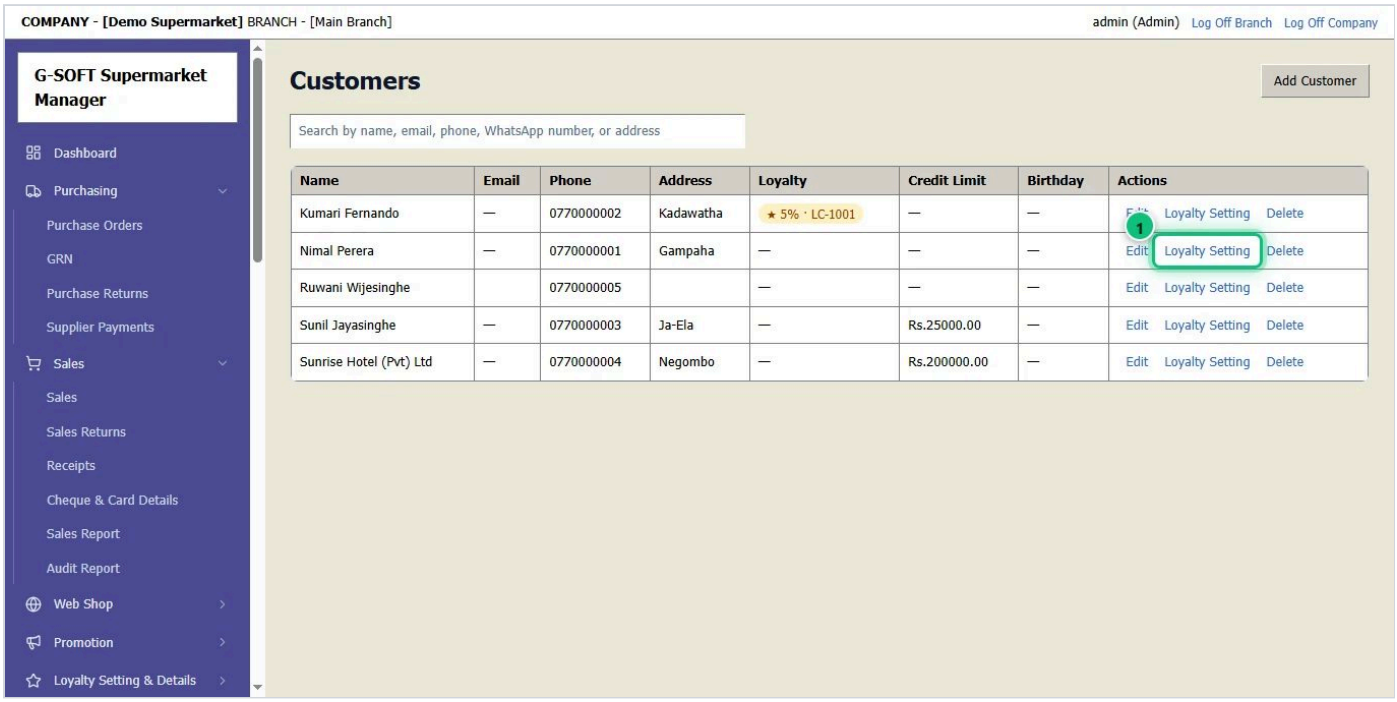


1. Open **Suppliers and Customer** → **Customers** and click **Add Customer**.
2. Type the **Name** 1 and **Phone** 2. Add a **WhatsApp** number 3 — it is also how a loyalty customer is found at the till.
3. For a credit customer, set the **Credit Limit** 4. Birthday (for birthday SMS) and address are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

12 Give a customer a loyalty card

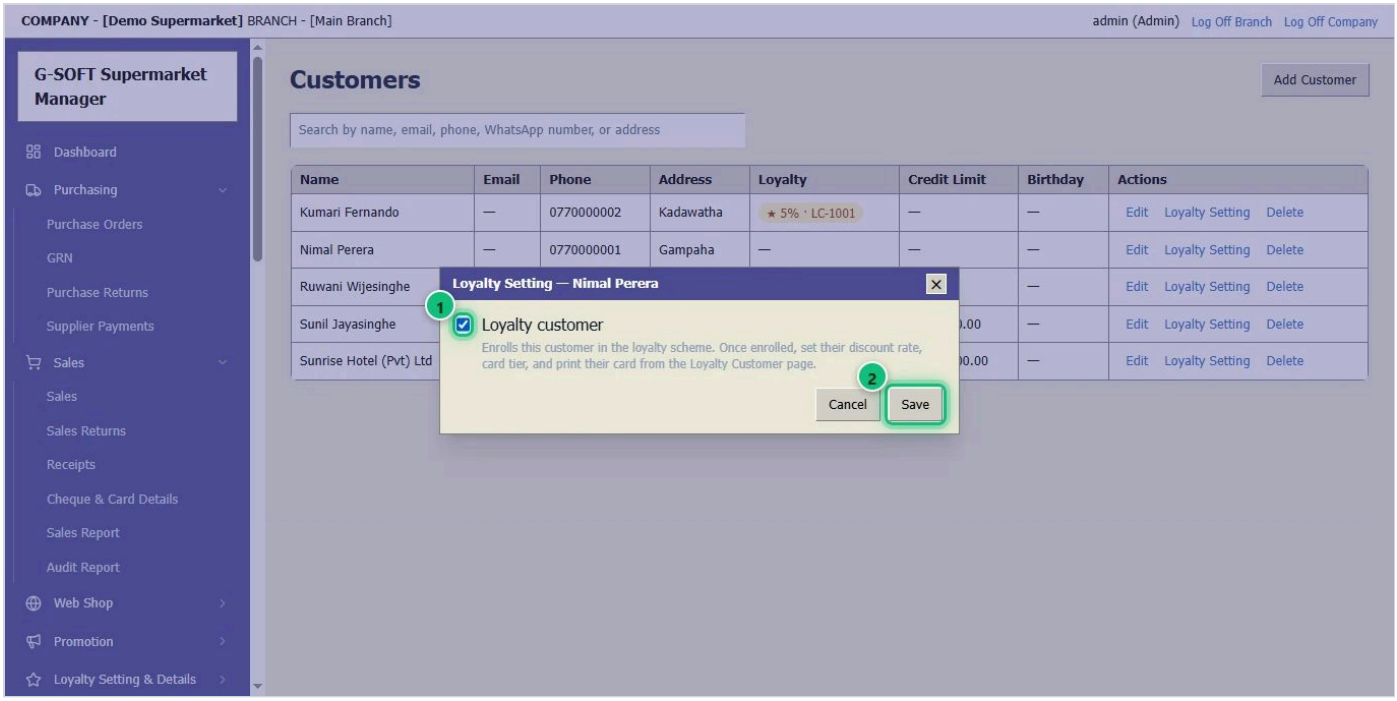
Loyal customers get a printed card with a QR code. Scanned at the till, it fills in the customer and shows their card discount.

STEP 1 OF 5



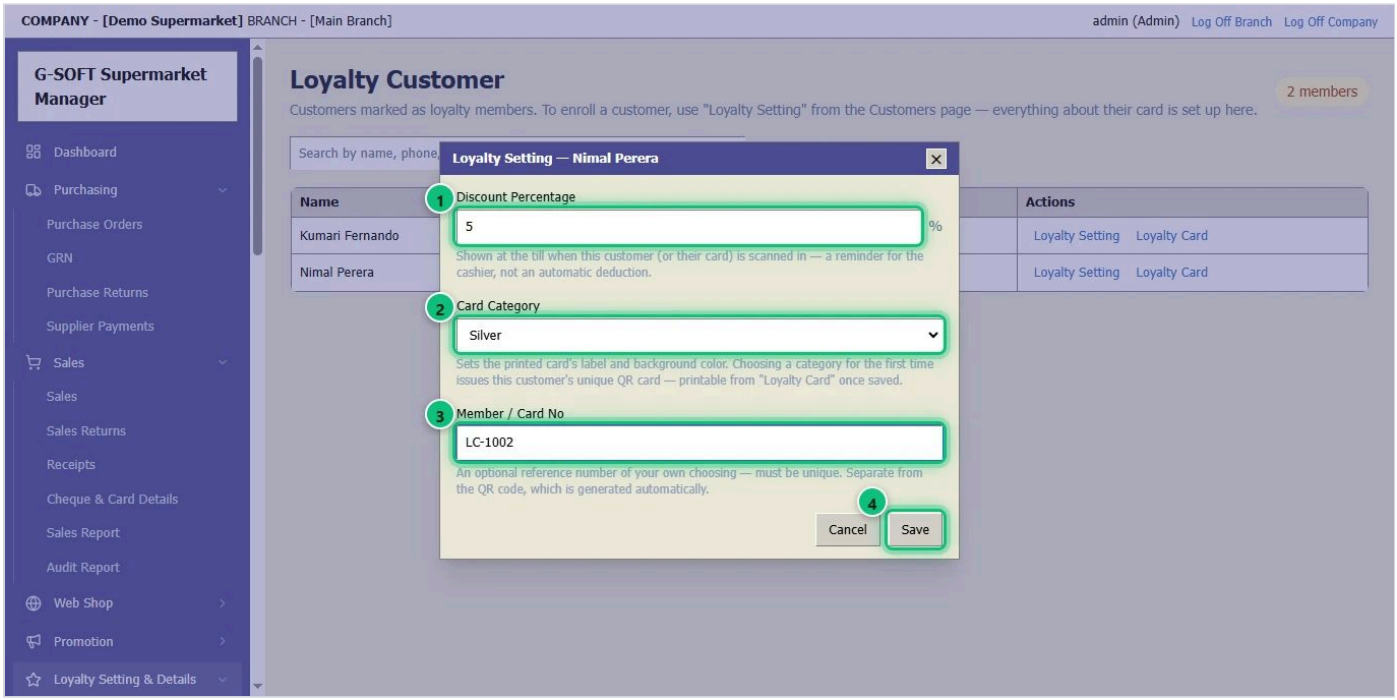
1. Open **Suppliers and Customer** → **Customers**. (Add the customer first if they are new — see "Add a customer".)
2. On the customer's row, click **Loyalty Setting** 1.

STEP 2 OF 5



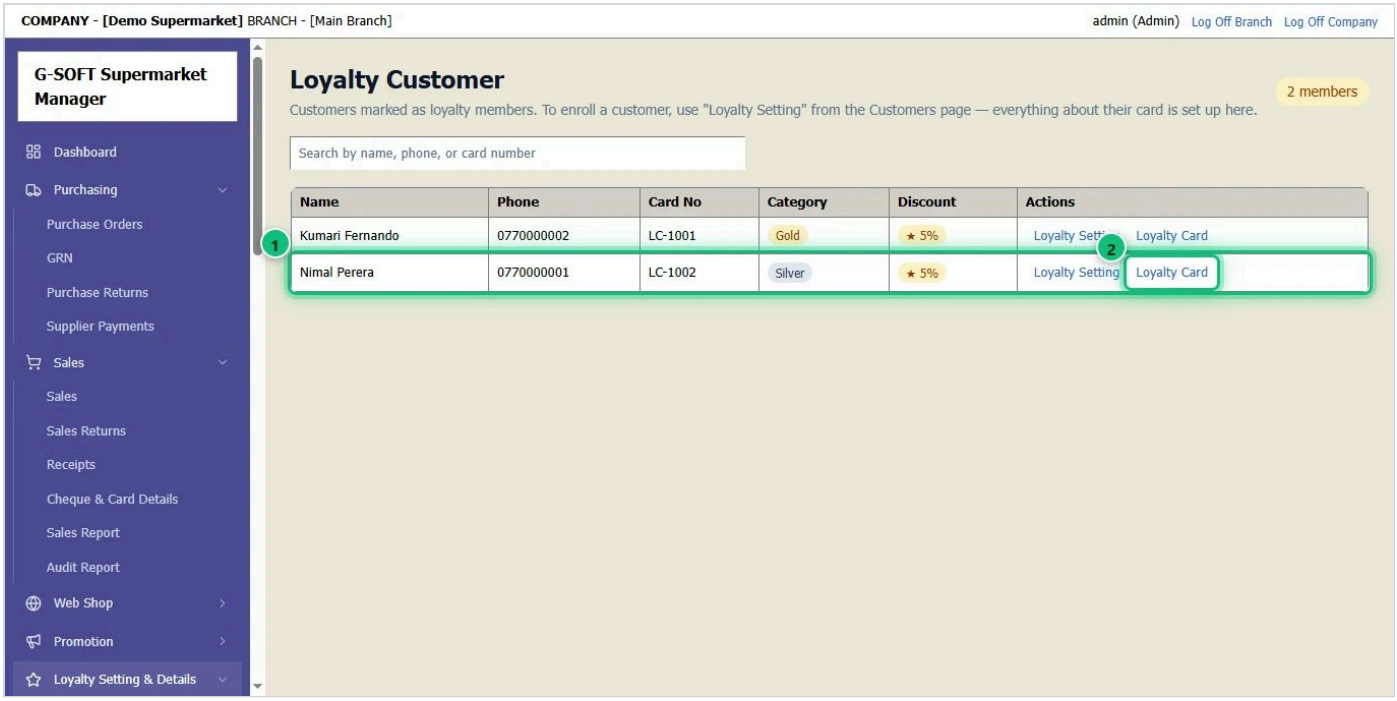
1. Tick **Loyalty customer** 1 and click **Save** 2. The customer is now a loyalty member.

STEP 3 OF 5



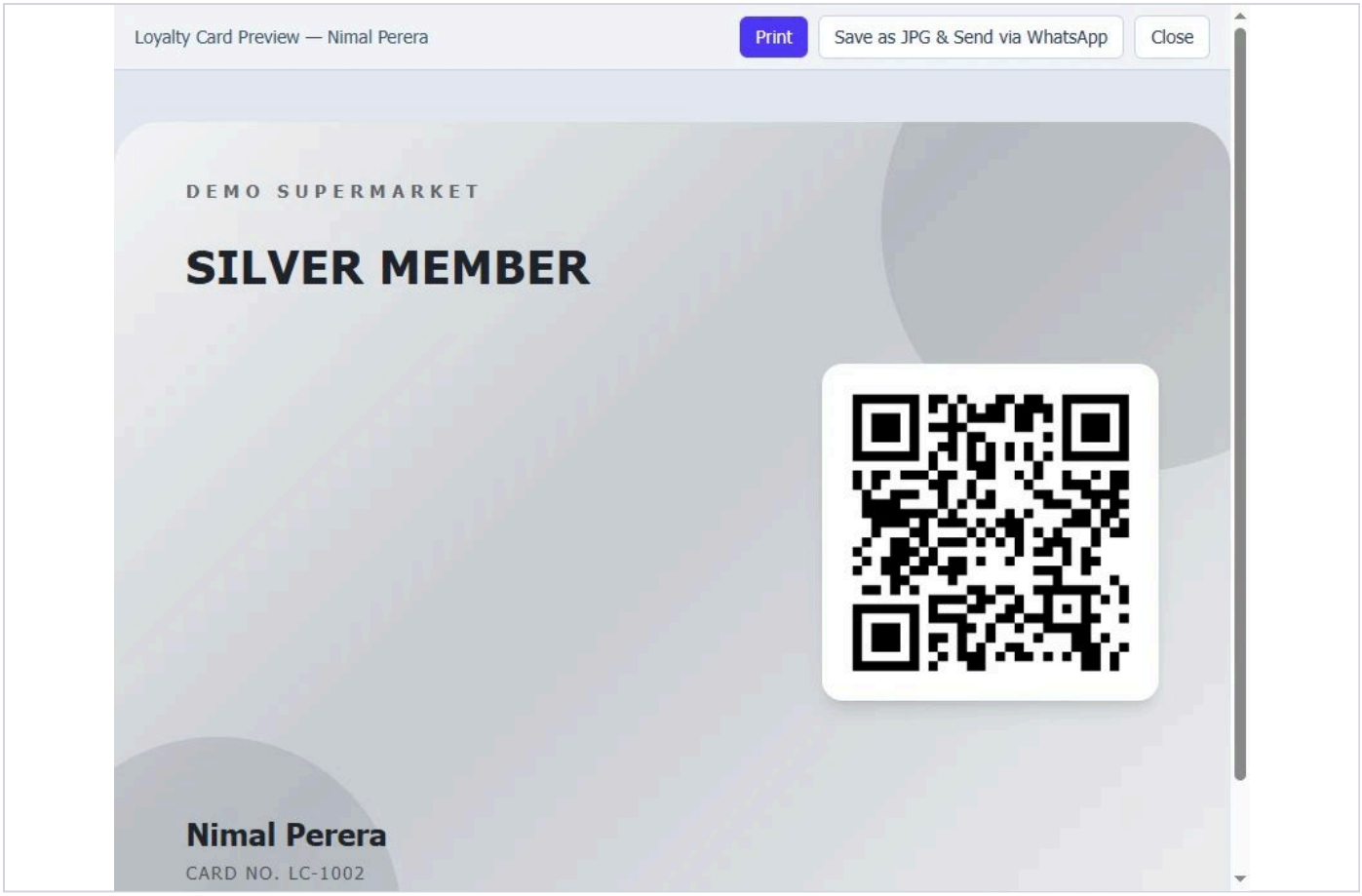
1. Open **Loyalty Setting & Details** → **Loyalty Customer** and click **Loyalty Setting** on the customer's row.
2. Set the **Discount Percentage** 1 they get on every invoice.
3. Choose the **Card Category** 2 — Silver, Gold or Platinum. It sets the card's colour and label.
4. A **Member / Card No**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

STEP 4 OF 5



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

STEP 5 OF 5

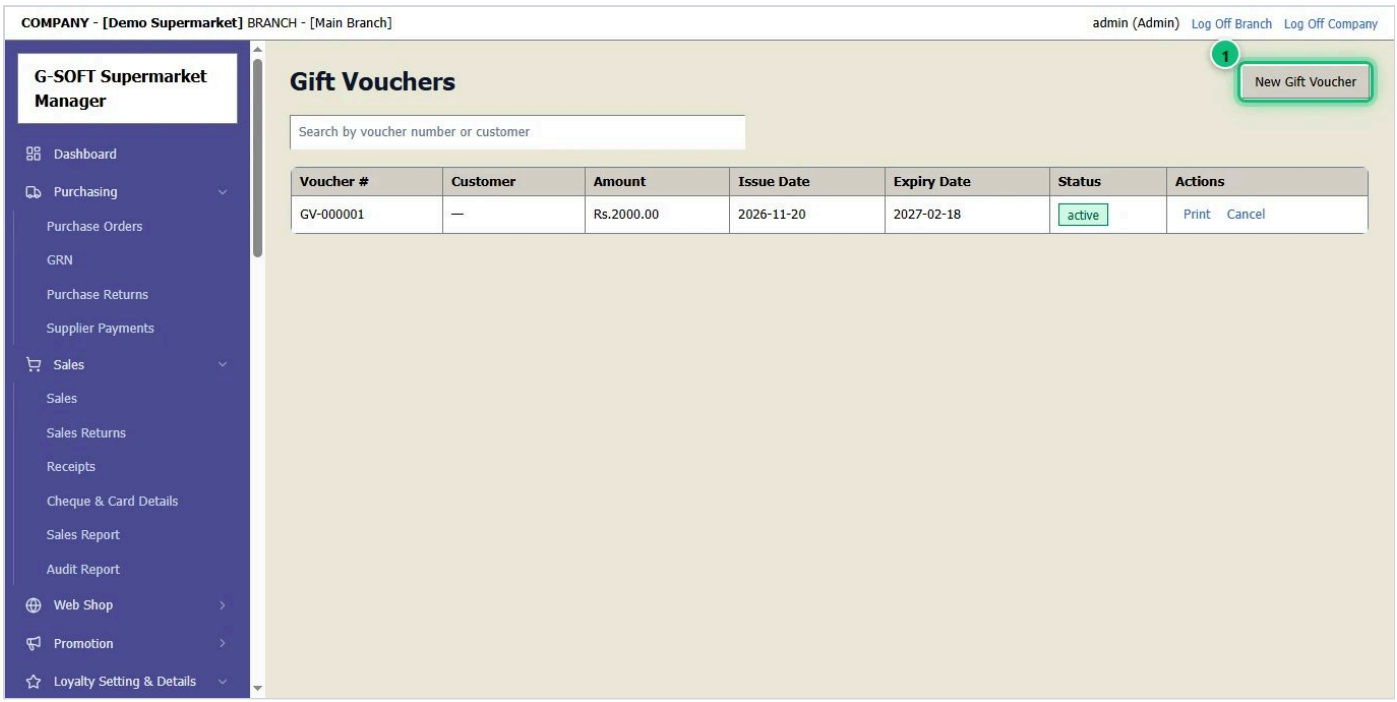


1. The card is ready to print, with the customer’s name and QR code. Click **Print** to print it on card paper, or **Save as JPG & Send via WhatsApp** to send it to the customer’s phone.
2. At the till, **scan the card** in **Scan Loyalty Card** on the invoice — see "Make an invoice".

13 Sell and accept a gift voucher

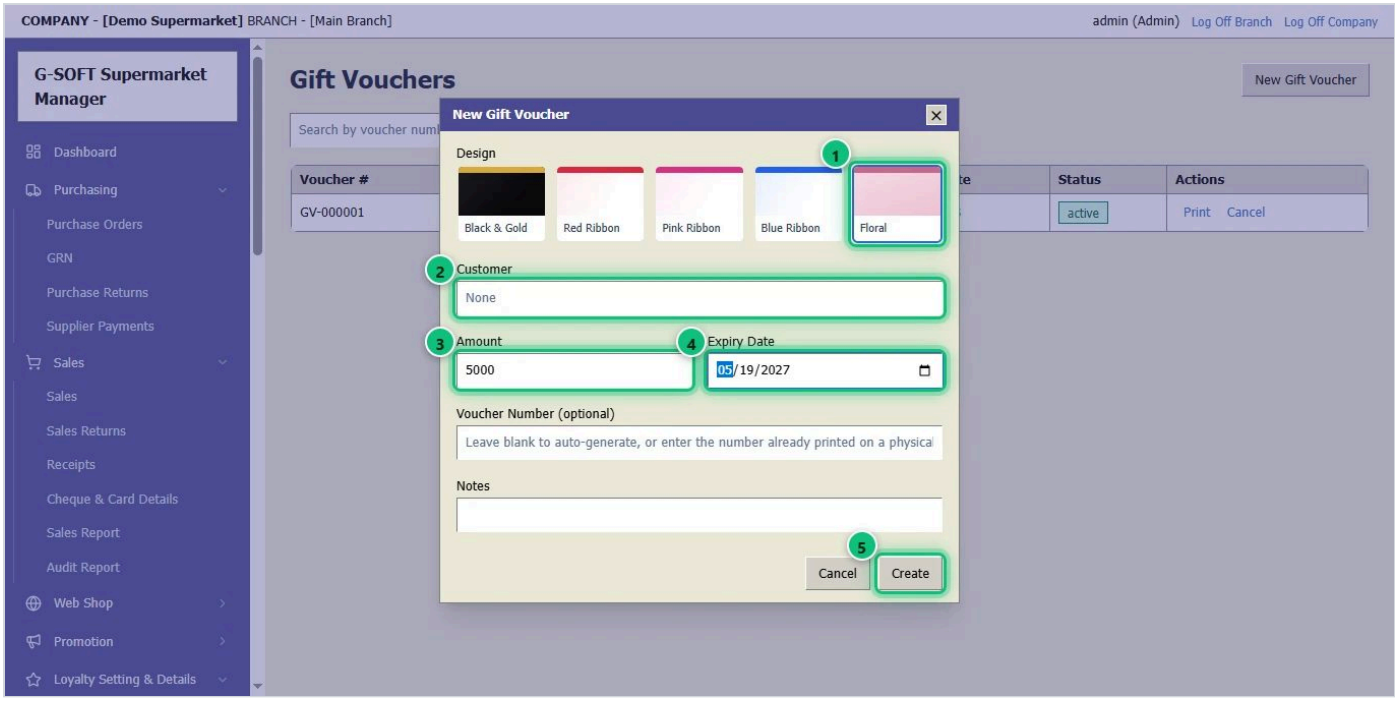
Issue a printed gift voucher for an amount, then accept it as payment on an invoice when it comes back.

STEP 1 OF 4



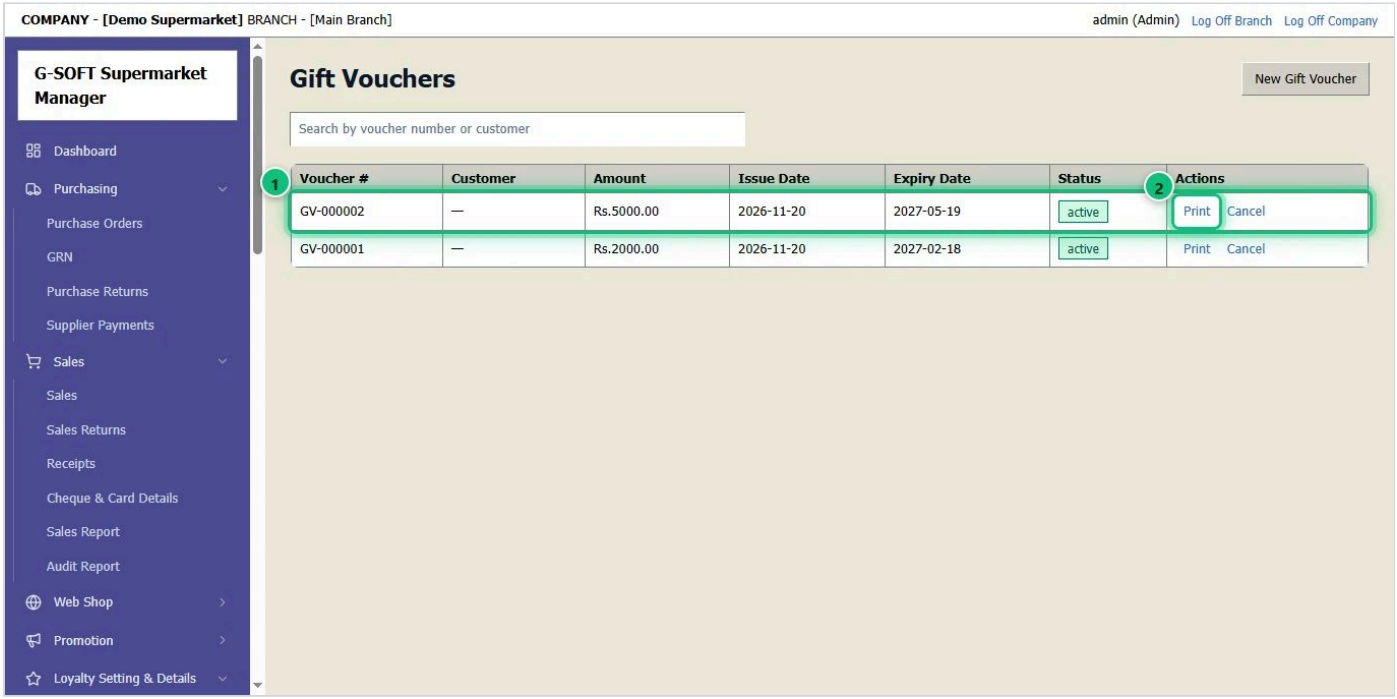
1. Open **Gift Vouchers** in the menu.
2. Click **New Gift Voucher** 1.

STEP 2 OF 4



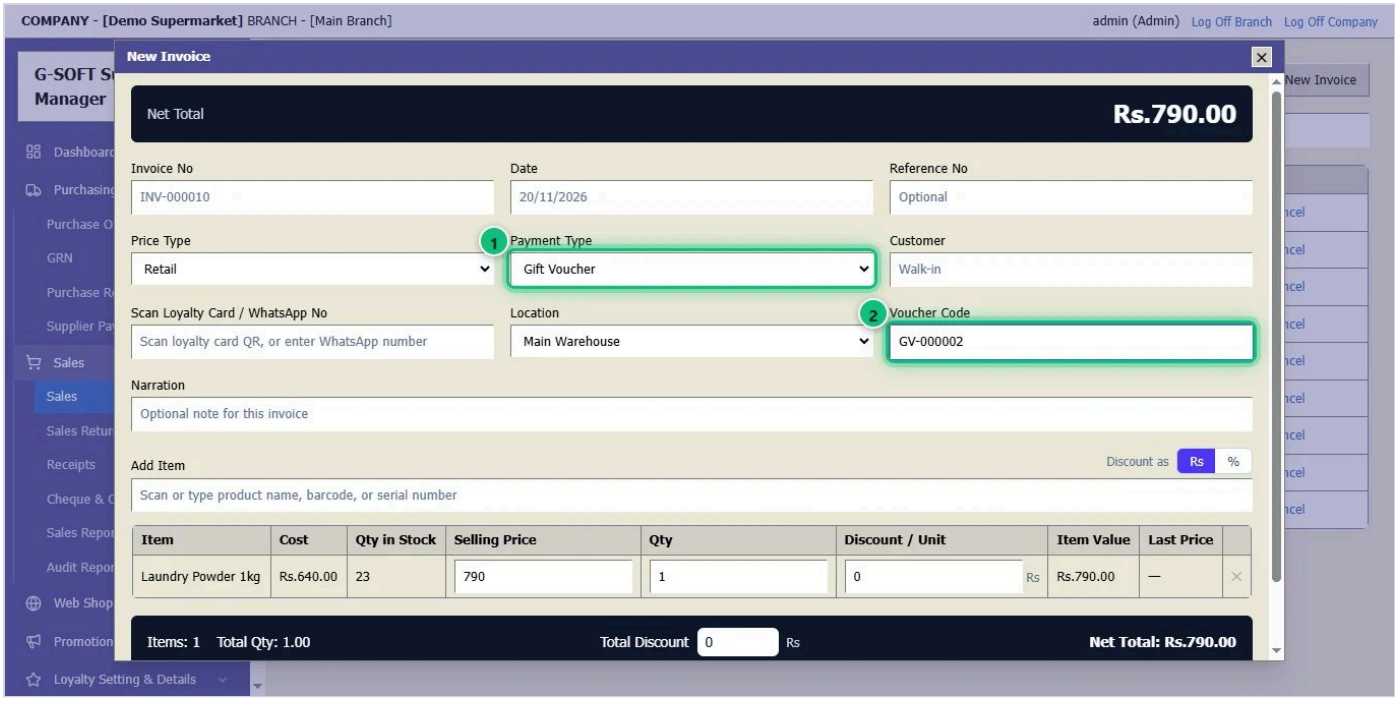
1. Choose a **Design** 1 for the printed voucher.
2. Choose the **Customer** 2 who buys it — optional.
3. Type the **Amount** 3 and an **Expiry Date** 4.
4. Click **Create** 5.

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

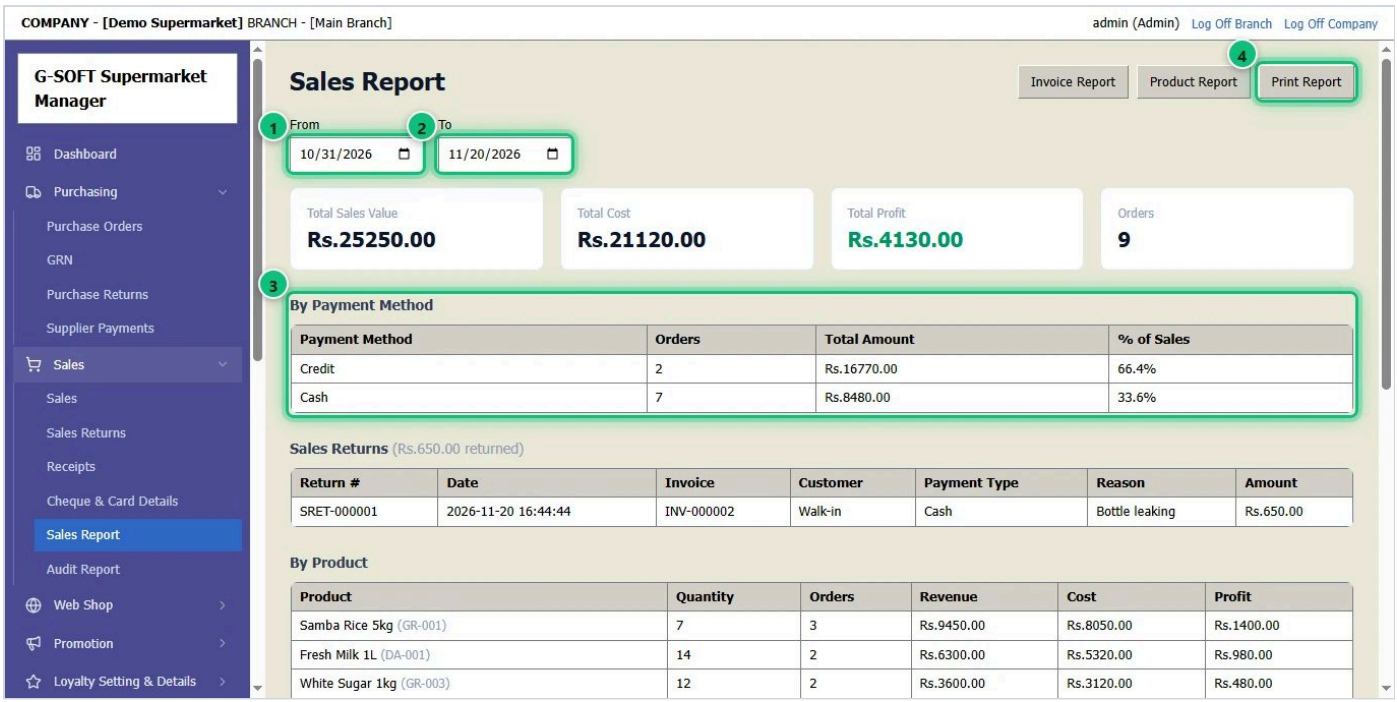


1. To accept a voucher: make the invoice as usual (see "Make an invoice") and choose **Payment Type** → **Gift Voucher** 1.
2. **Scan the voucher's QR code** or type its number in **Voucher Code** 2, then complete the sale. The voucher's amount is taken off, and a used voucher cannot be used again.

14 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

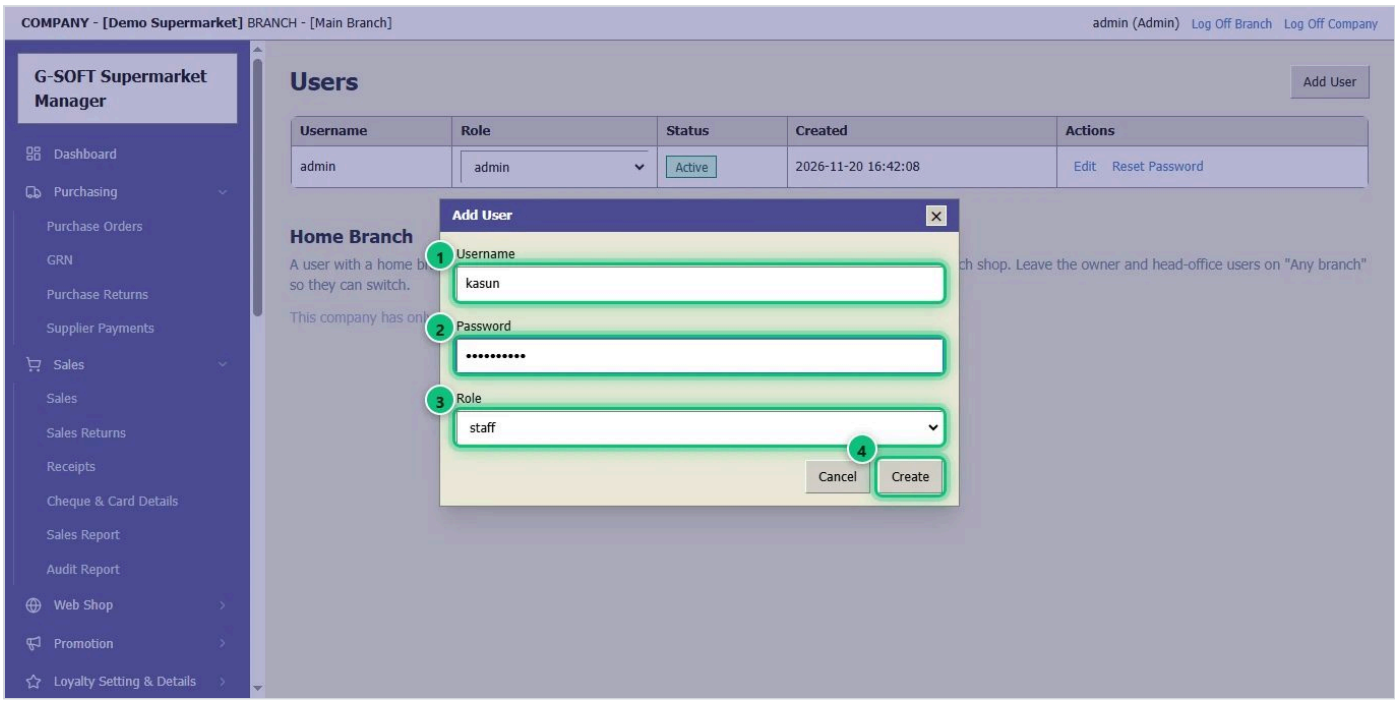


1. Open **Sales** → **Sales Report**.
2. Choose the dates **From** 1 and **To** 2 — the same day for a daily report.
3. The report 3 shows totals by payment method, by product, and each invoice.
4. **Print Report** 4 prints it or saves it as a PDF.

15 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

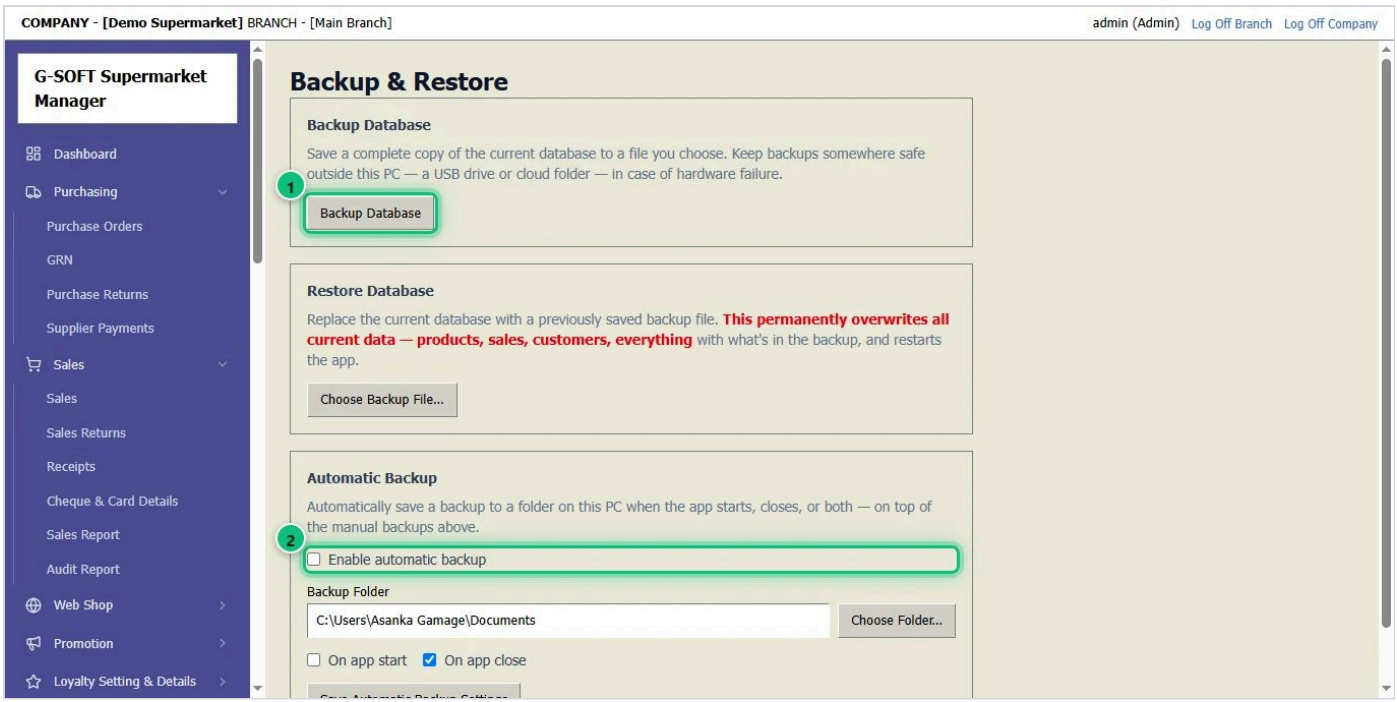


1. Open **Admin** → **Users** and click **Add User**.
2. Type the **username** 1 and a **password** 2 for the staff member.
3. Choose the **role** 3: **Admin** sees everything, **Manager** and **Staff** see less.
4. Click **Create** 4. Change what each role may do in **Admin** → **Permissions**.

16 Back up your data

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

STEP 1 OF 1



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.
4. To bring data back, use **Restore Database** on the same page. A backup is also made by itself before every software update.