G-SOFT

G-SOFT Textile Manager

User Manual

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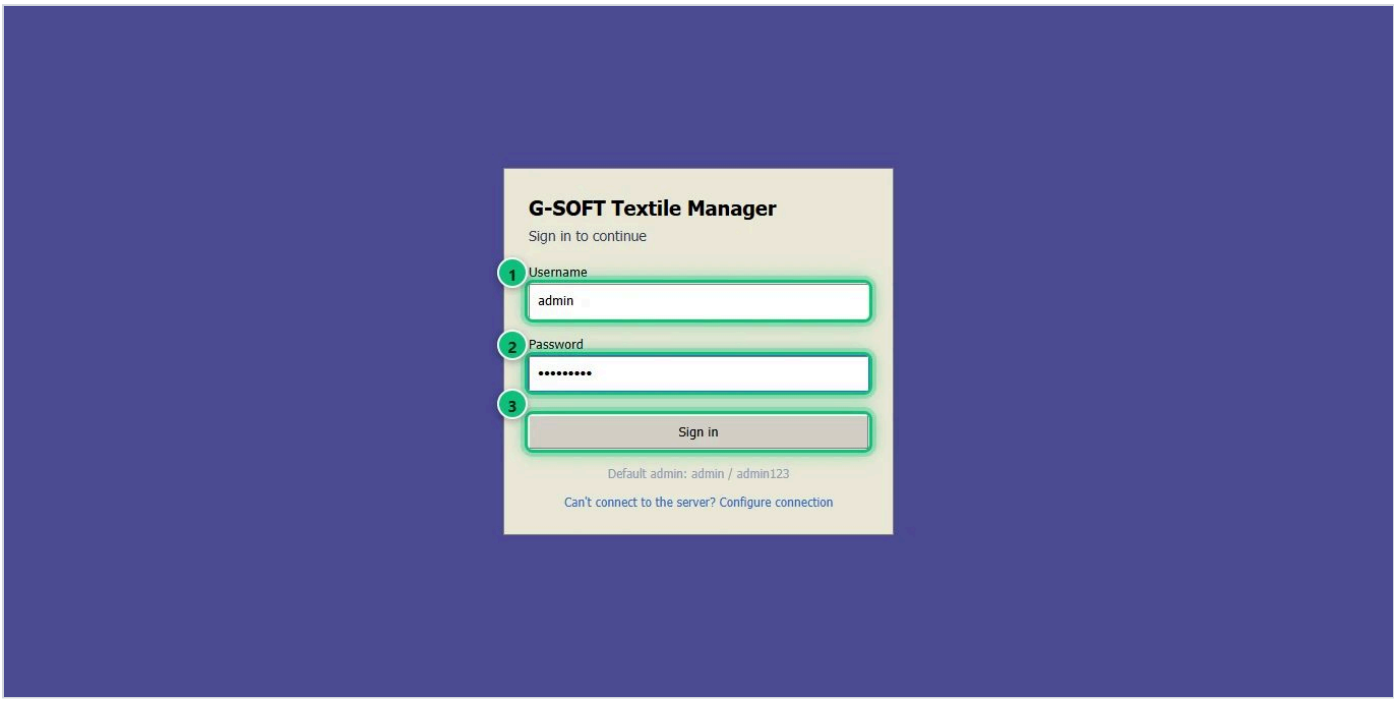
16. Back up your data

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

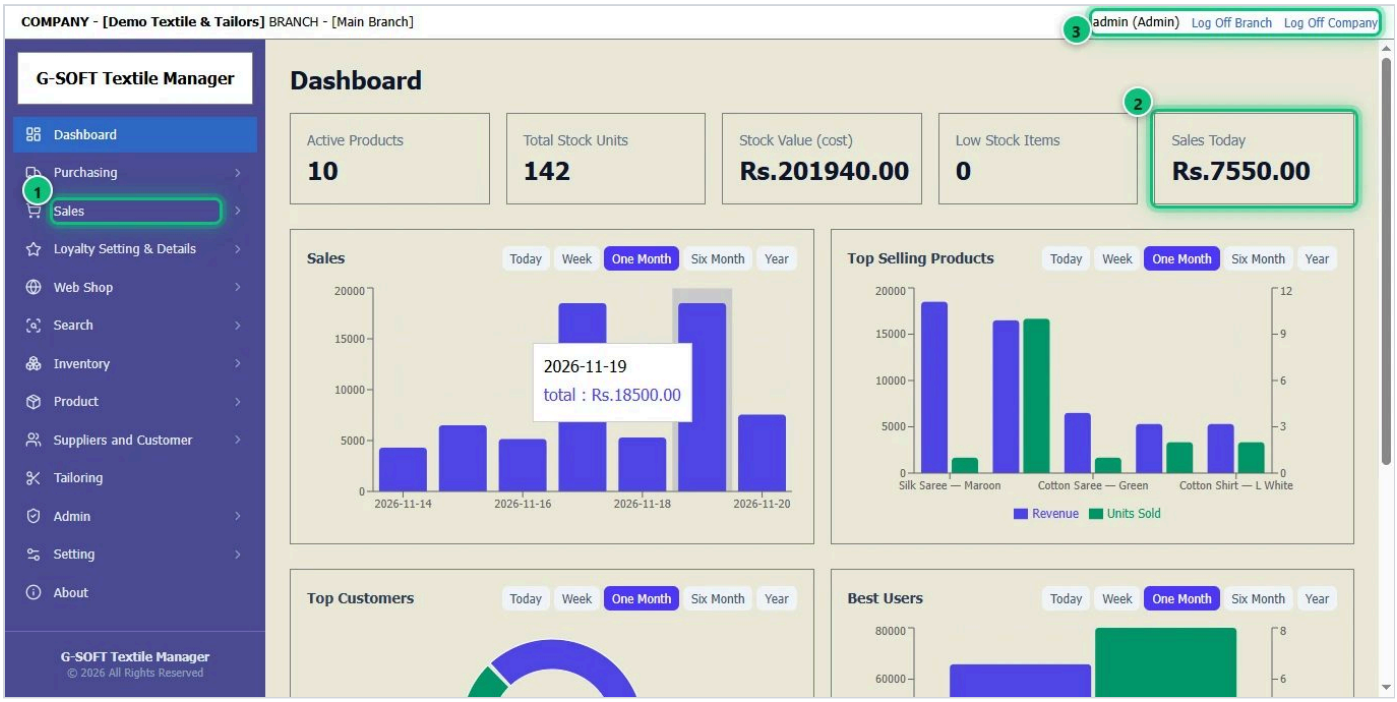


1. Type your **username** 1 and **password** 2.
2. Click **Sign in** 3, or press **Enter**.

2 The main screen

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

STEP 1 OF 1

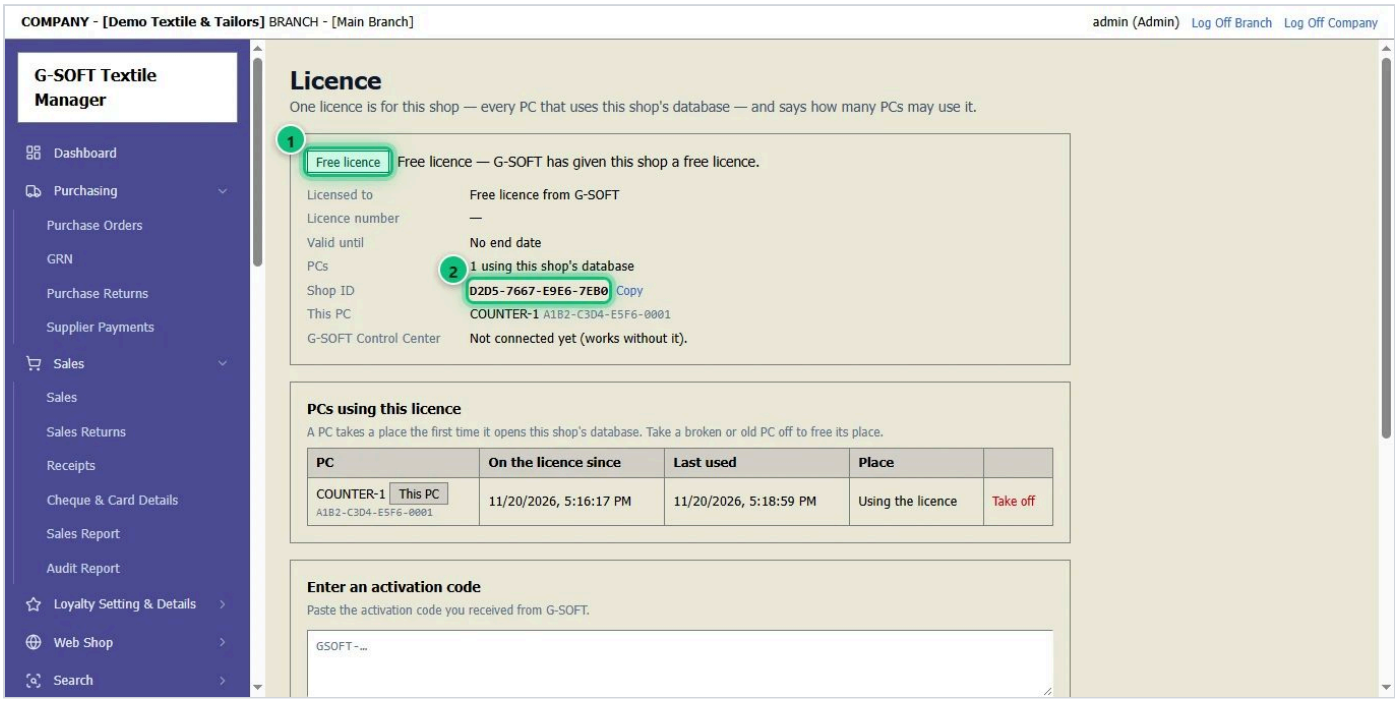


1. The **menu** on the left opens every part of the program. Click a heading — for example **Sales** 1 — to see its pages.
2. The **Dashboard** shows today's sales 2, stock value, low-stock items and charts.
3. The top bar shows your company, branch and **who is signed in** 3. **Log Off Branch** / **Log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

3 Enter your licence key

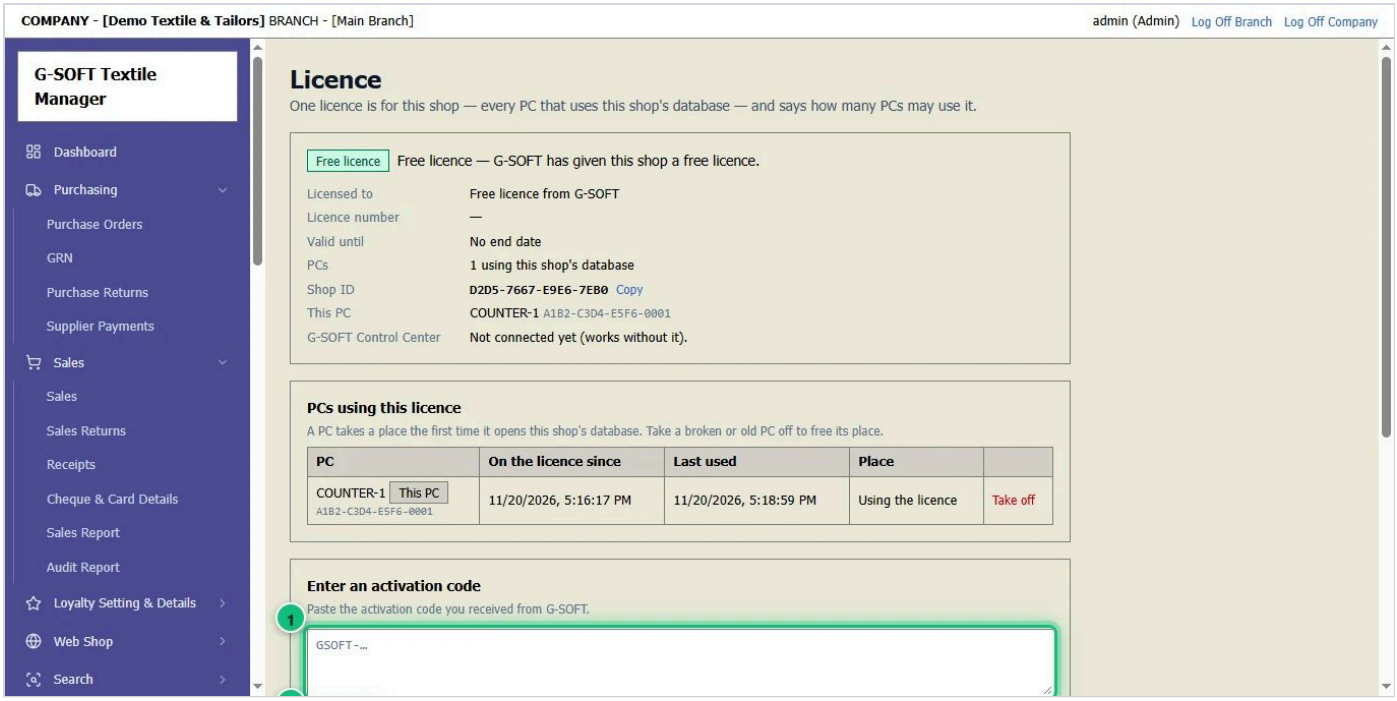
The program works free for the trial period. Enter the licence key from G-SOFT to keep using it — nothing else changes and no data is lost.

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

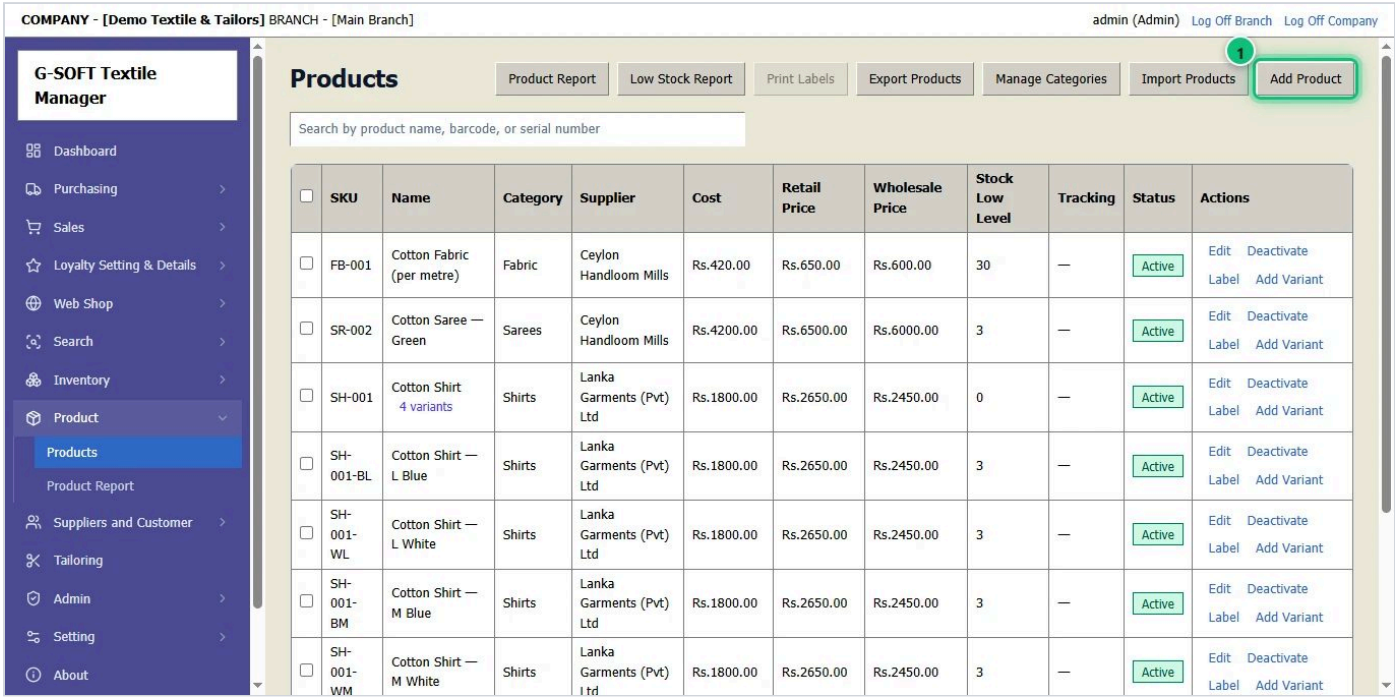


1. Paste the key G-SOFT sends you (it starts with **GSOFT-**) into the box 1.
2. Click **Activate** 2. It works on every PC of your shop.
3. No key yet? Fill in **Buy a licence from G-SOFT** below and click **Request licence** — or call 074 152 0055.

4 Add a product

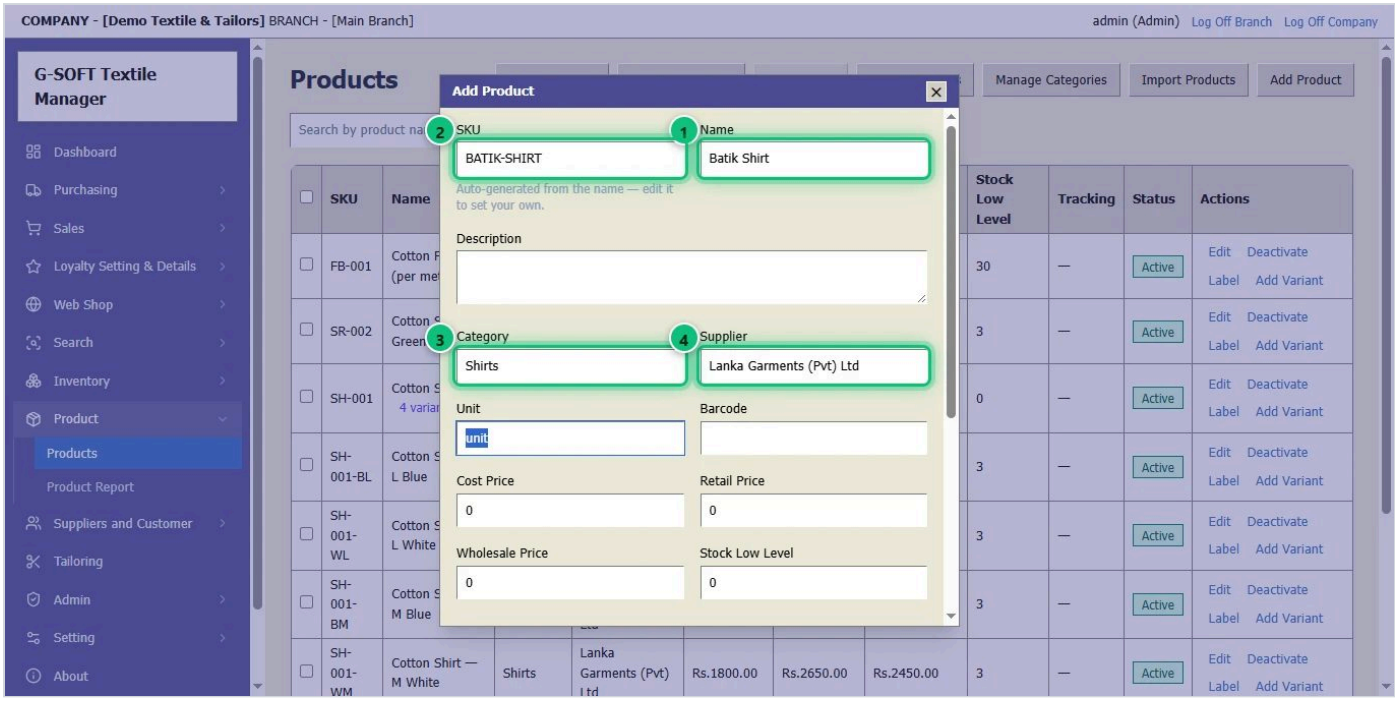
Add each item you sell once. After that it can be received in a GRN and sold on invoices.

STEP 1 OF 5



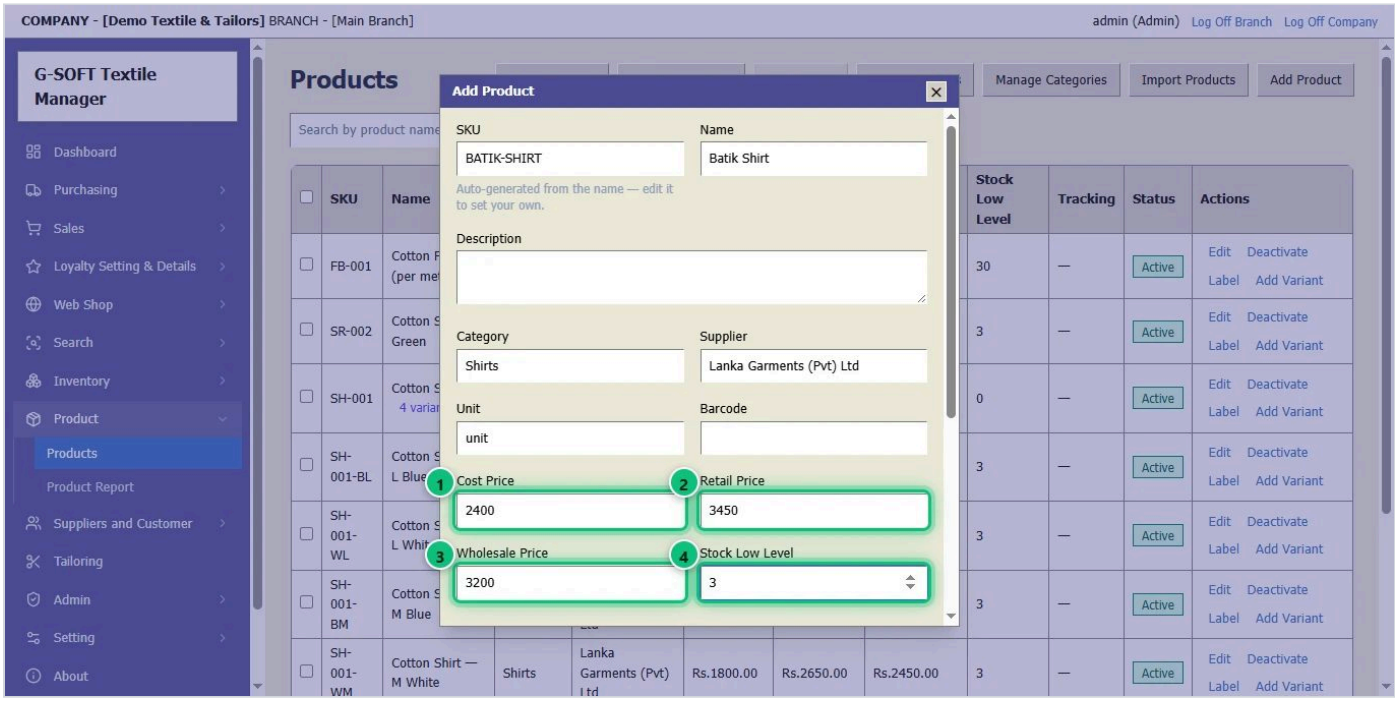
1. Open **Product** → **Products** in the menu.
2. Click **Add Product** 1.

STEP 2 OF 5



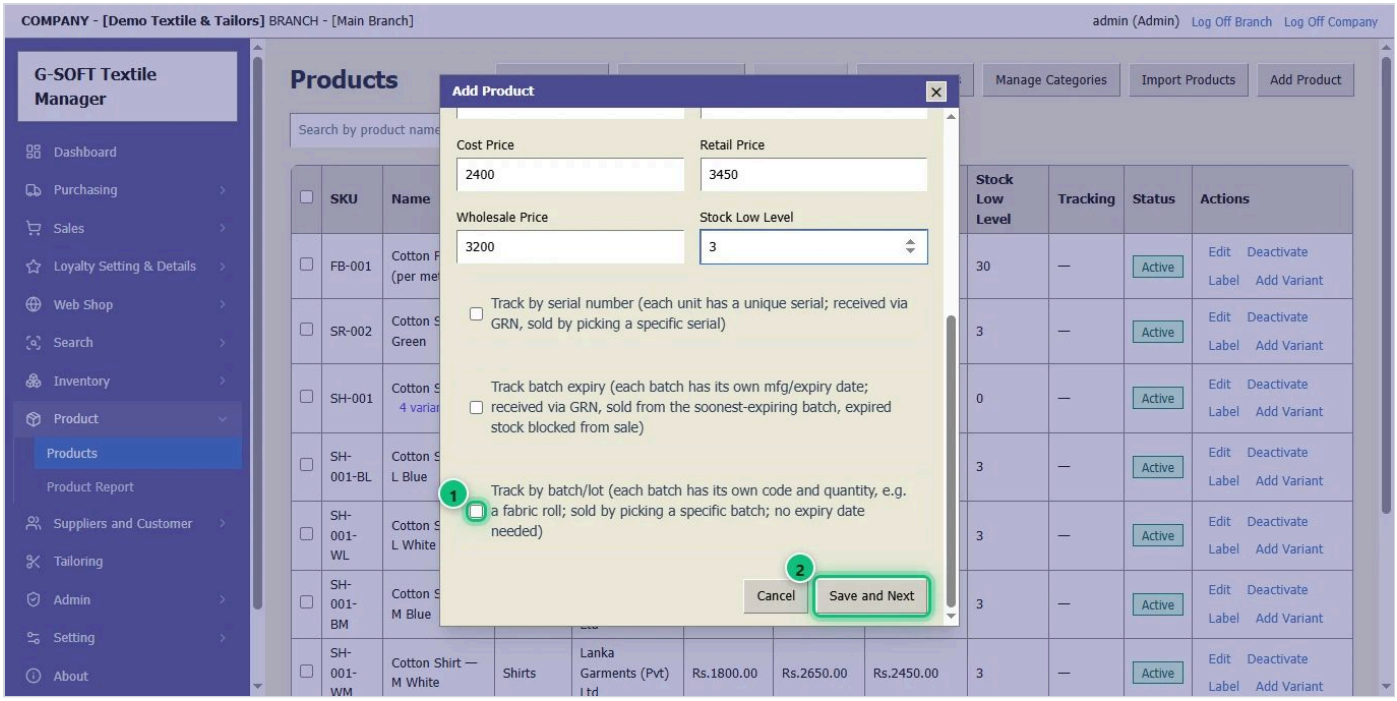
1. Type the **Name** 1.
2. The **SKU** 2 is made from the name for you — you can change it.
3. Choose the **Category** 3 and the **Supplier** 4: start typing and pick from the list.

STEP 3 OF 5



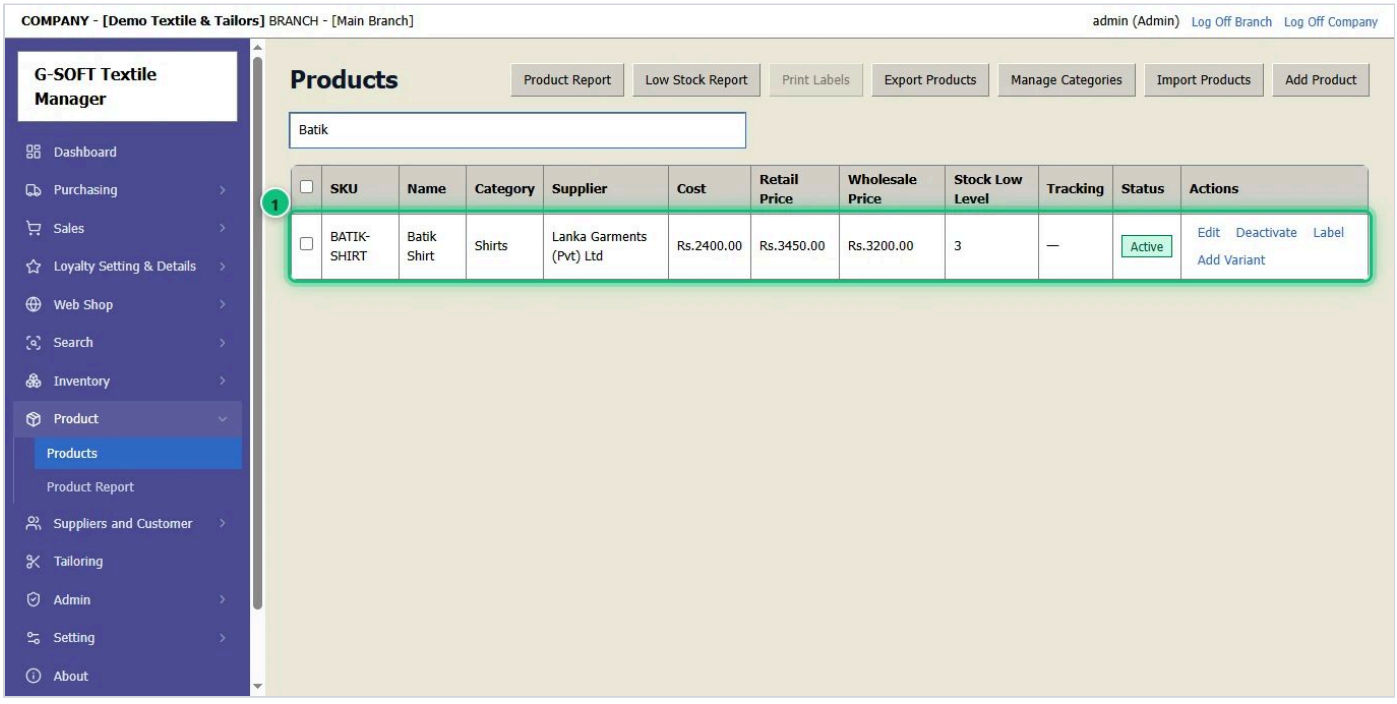
1. Type the **Cost Price** 1 — what you pay for one.
2. Type the **Retail Price** 2 and the **Wholesale Price** 3 you sell for.
3. **Stock Low Level** 4: when stock falls to this number, the product shows in the low-stock list.

STEP 4 OF 5



1. Scan the product's **Barcode** into the Barcode box (above) if it has one.
2. For fabric sold off a roll, tick **Track by batch/lot** 1: each roll is kept as its own batch with its own code and length, and you pick the roll when you sell.
3. Click **Save and Next** 2. The form stays open, empty, for the next product.
4. Sold in colours and sizes? Save it once, then add each colour/size with **Add Variant** — see "Colours and sizes (variants)".

STEP 5 OF 5

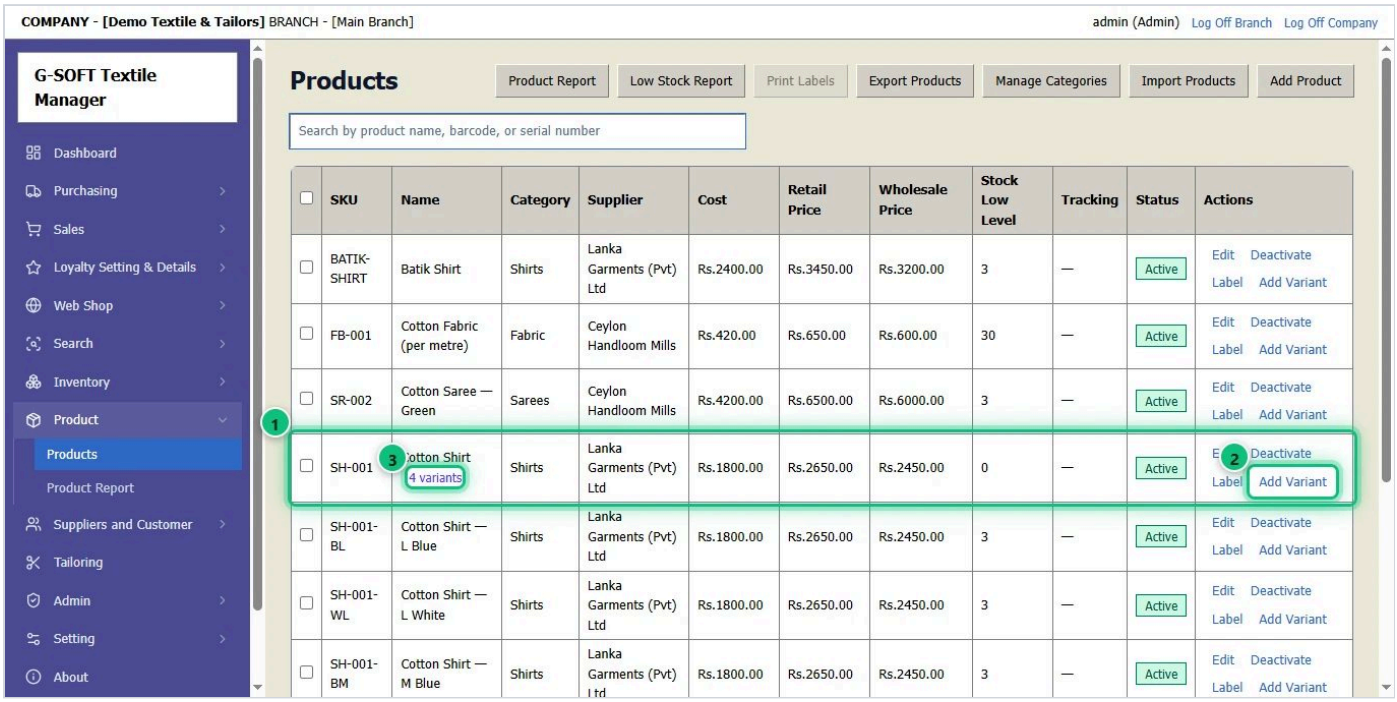


1. The new product is in the list 1. Its stock is 0 until you receive it in a **GRN** — see "Receive stock (GRN)".

5 Colours and sizes (variants)

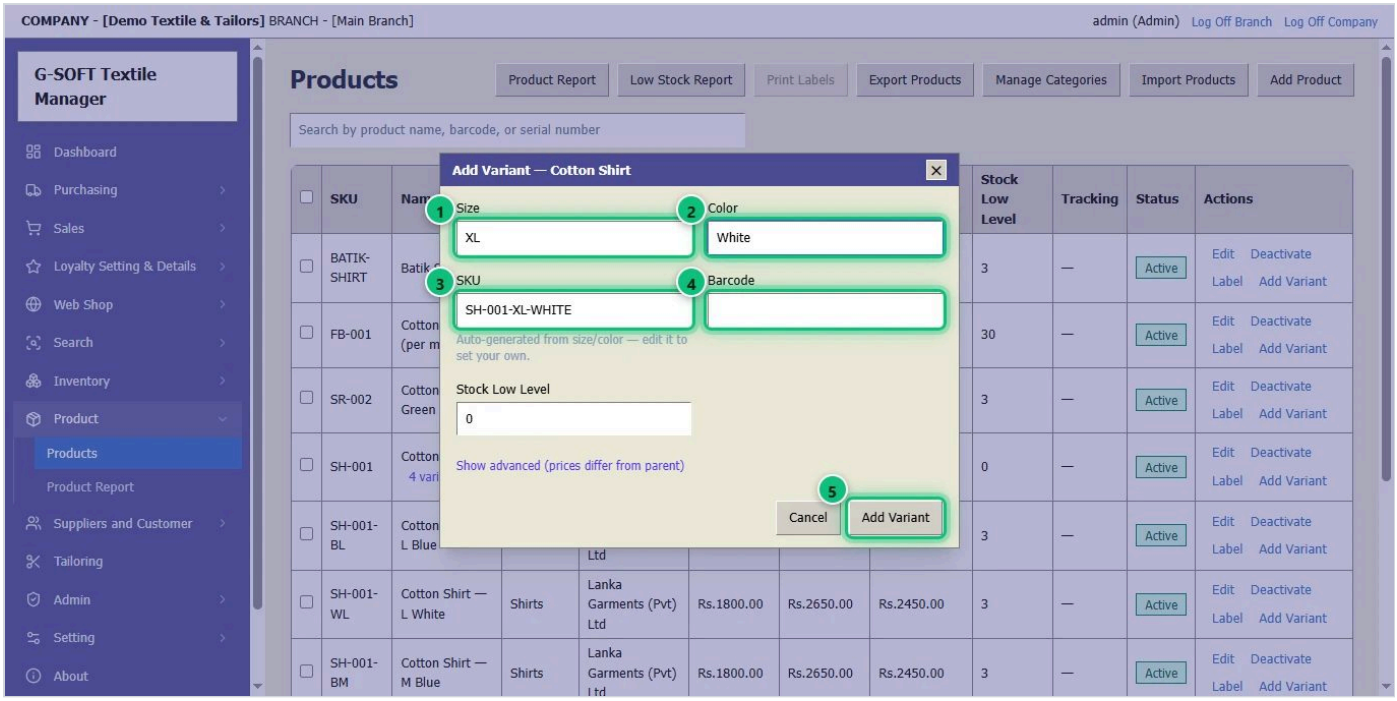
A shirt that comes in colours and sizes is one product with a variant for each colour/size. Every variant has its own stock and barcode, and is sold on its own.

STEP 1 OF 3



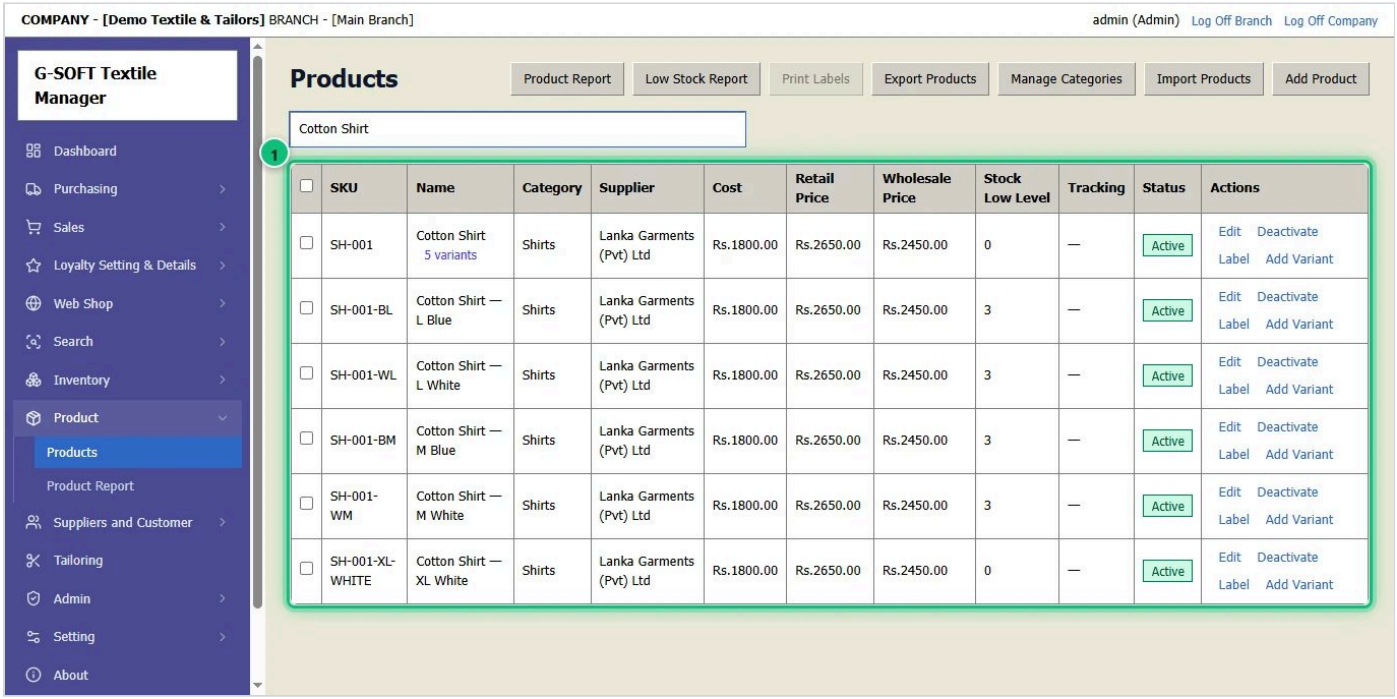
1. Open **Product** → **Products** and find the main product 1 — for example **Cotton Shirt**.
2. Click **Add Variant** 2 to add a colour/size.
3. **4 variants** 3 shows the ones it already has.

STEP 2 OF 3



1. Type the **Size** 1 and **Color** 2.
2. The **SKU** 3 is made for you. Scan the variant's own **Barcode** 4 if it has one.
3. It takes the main product's prices — **Show advanced** lets you give it different prices.
4. Click **Add Variant** 5. It is saved as **Cotton Shirt — XL White**, with stock 0 until you receive it in a GRN.

STEP 3 OF 3

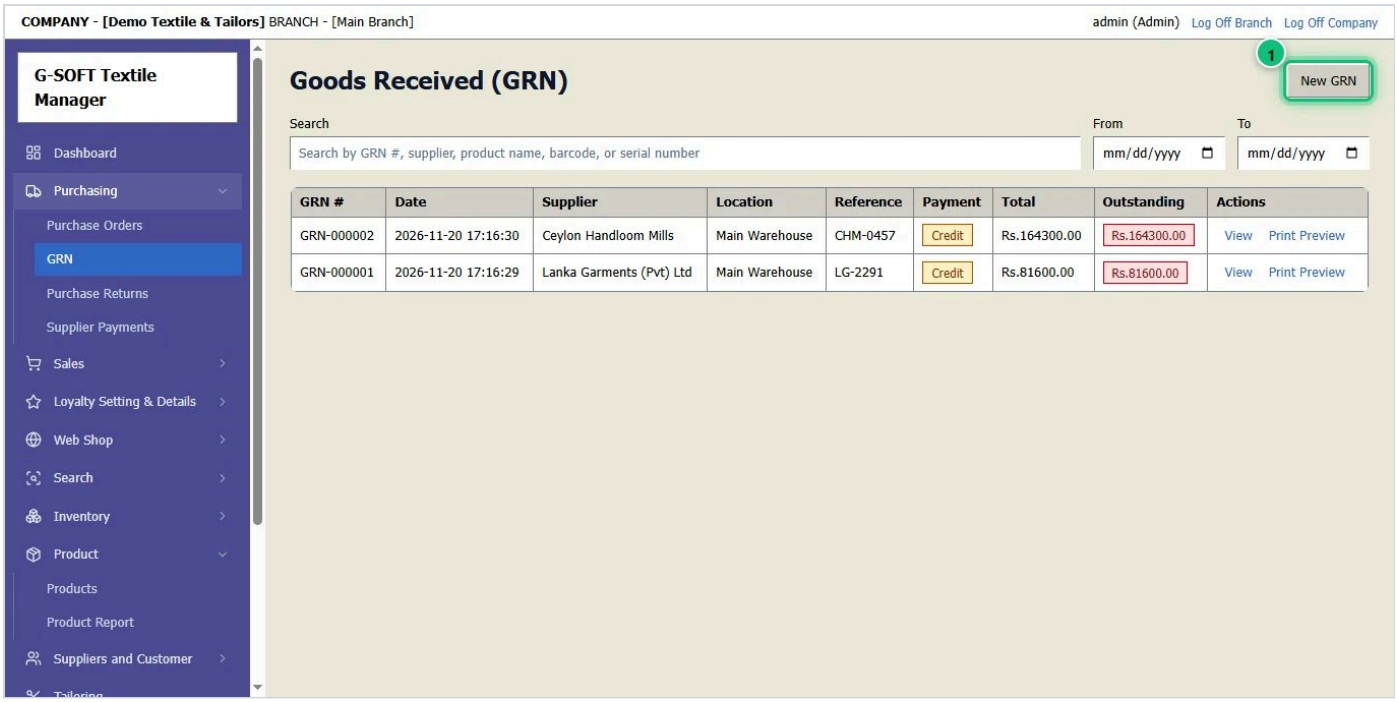


1. Every colour/size is its own line 1, with its own stock. On an invoice, scan the variant's barcode or pick the colour and size from the list.

6 Receive stock (GRN)

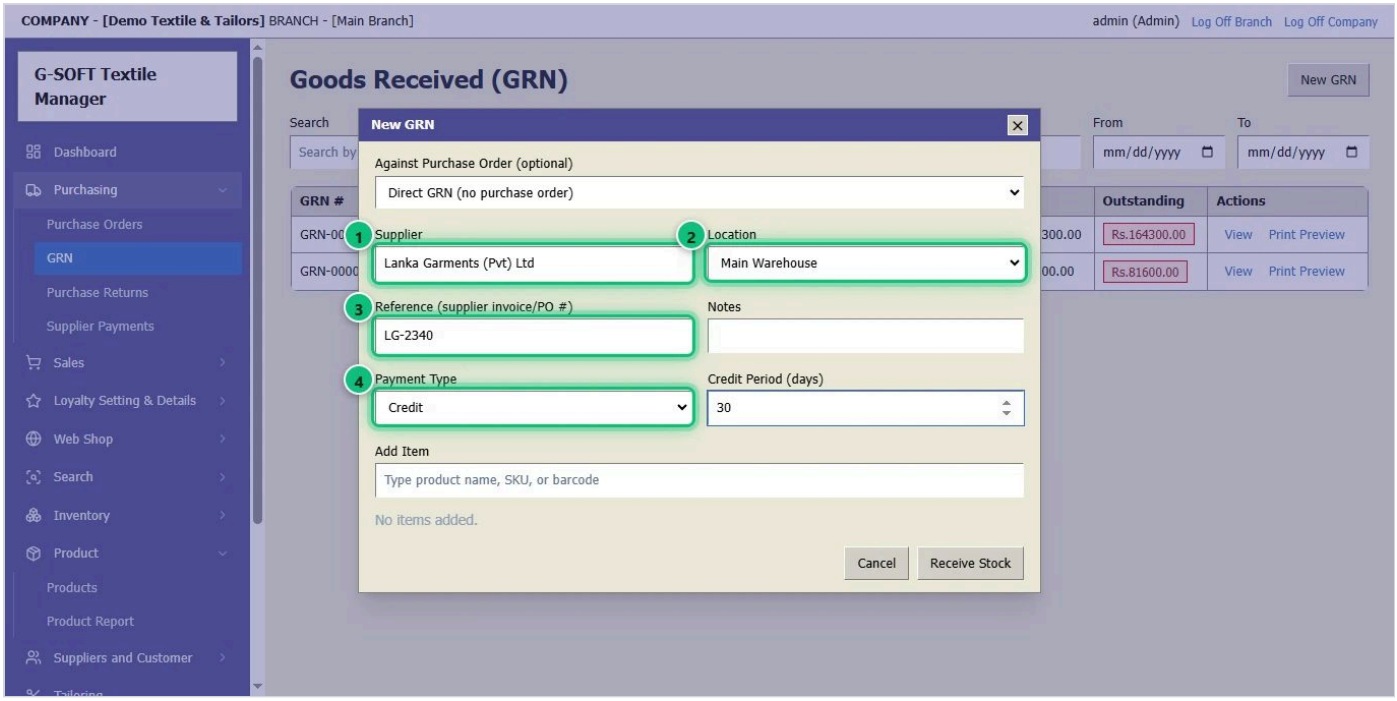
When goods arrive from a supplier, enter them in a GRN (Goods Received Note). The stock goes up and the supplier's bill is recorded.

STEP 1 OF 6



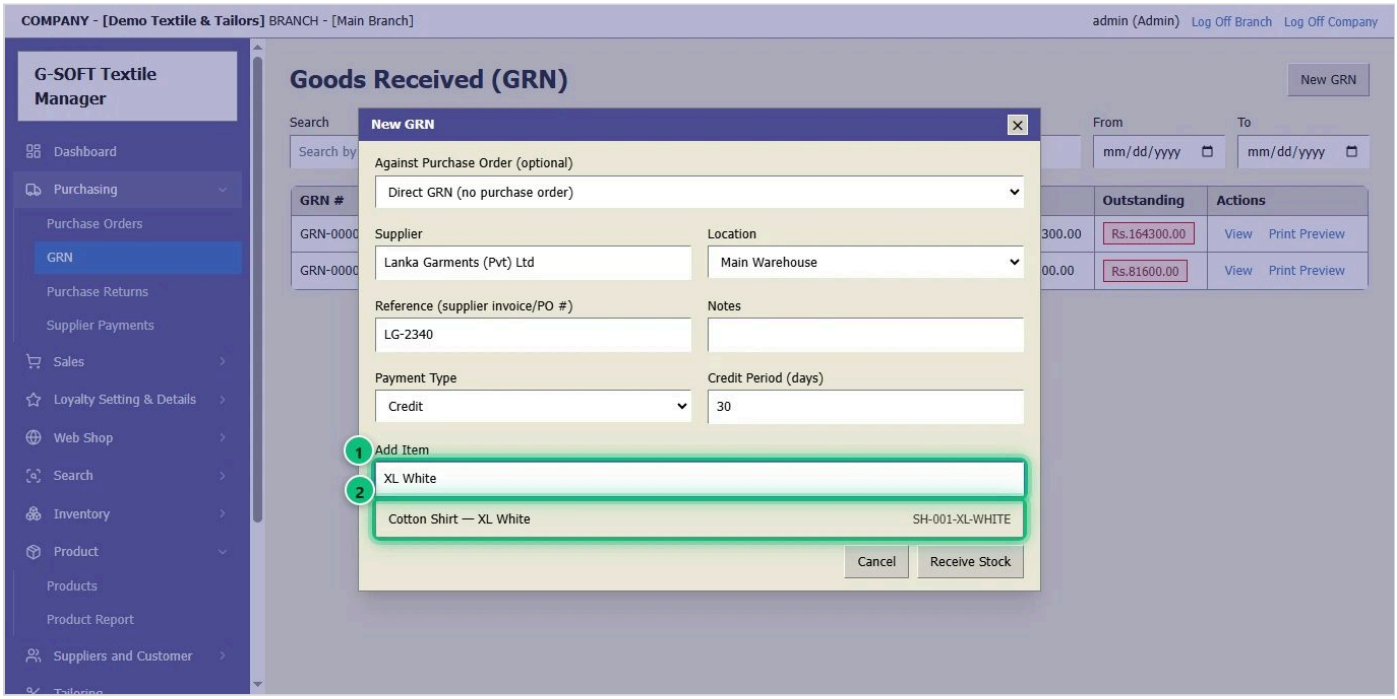
1. Open **Purchasing** → **GRN** — or press **F3** from any screen.
2. Click **New GRN** 1.

STEP 2 OF 6



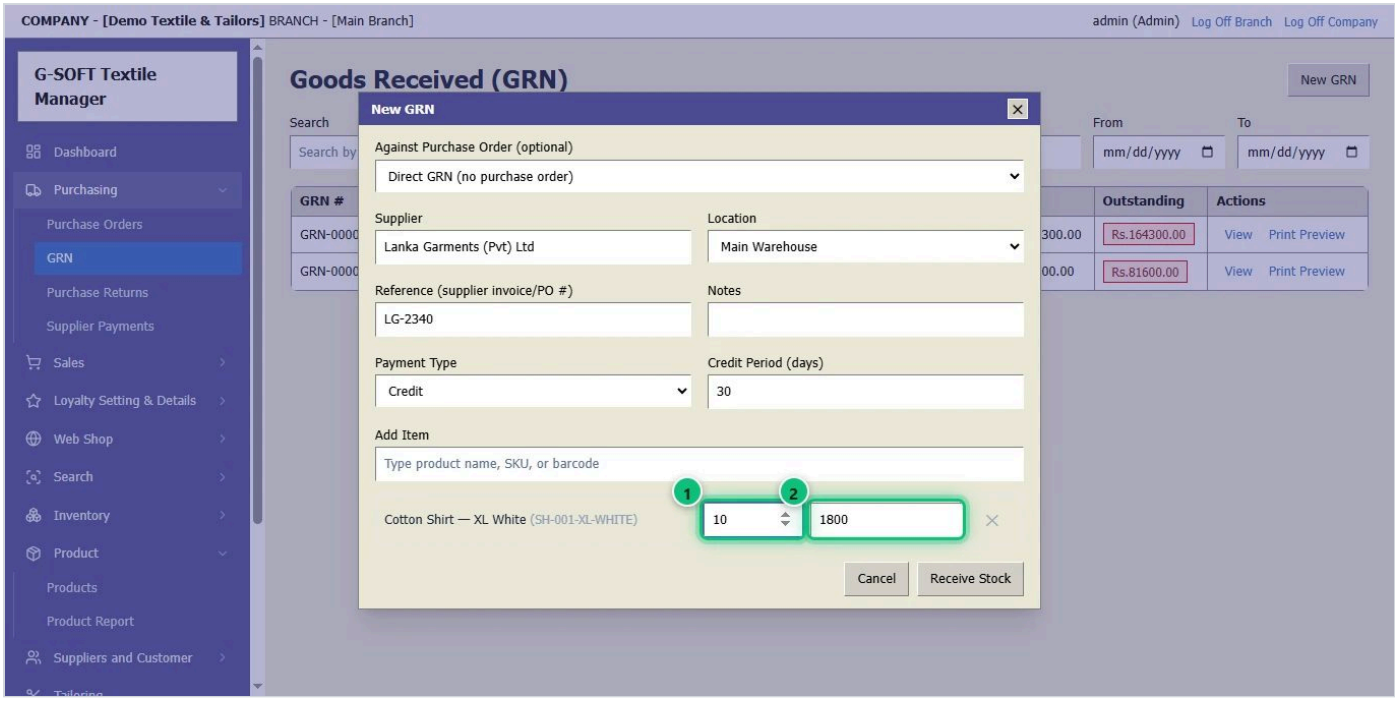
1. Choose the **Supplier** 1: start typing and pick from the list.
2. Check the **Location** 2 the goods go into.
3. Type the supplier's bill number as the **Reference** 3.
4. Choose the **Payment Type** 4: **Cash** if you paid now, **Credit** if you pay later (then set the credit period in days).

STEP 3 OF 6



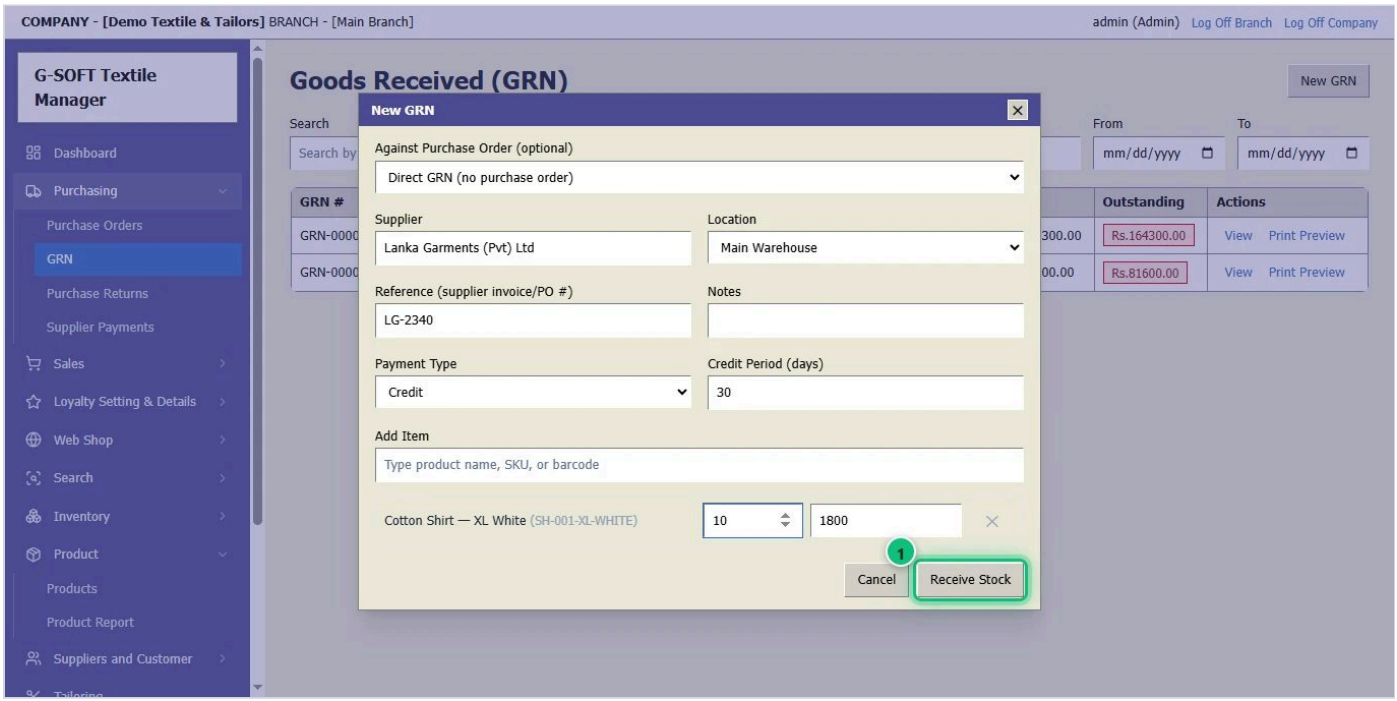
1. In **Add Item** 1, type the product name or SKU, or scan its barcode.
2. Click the product in the list 2.

STEP 4 OF 6



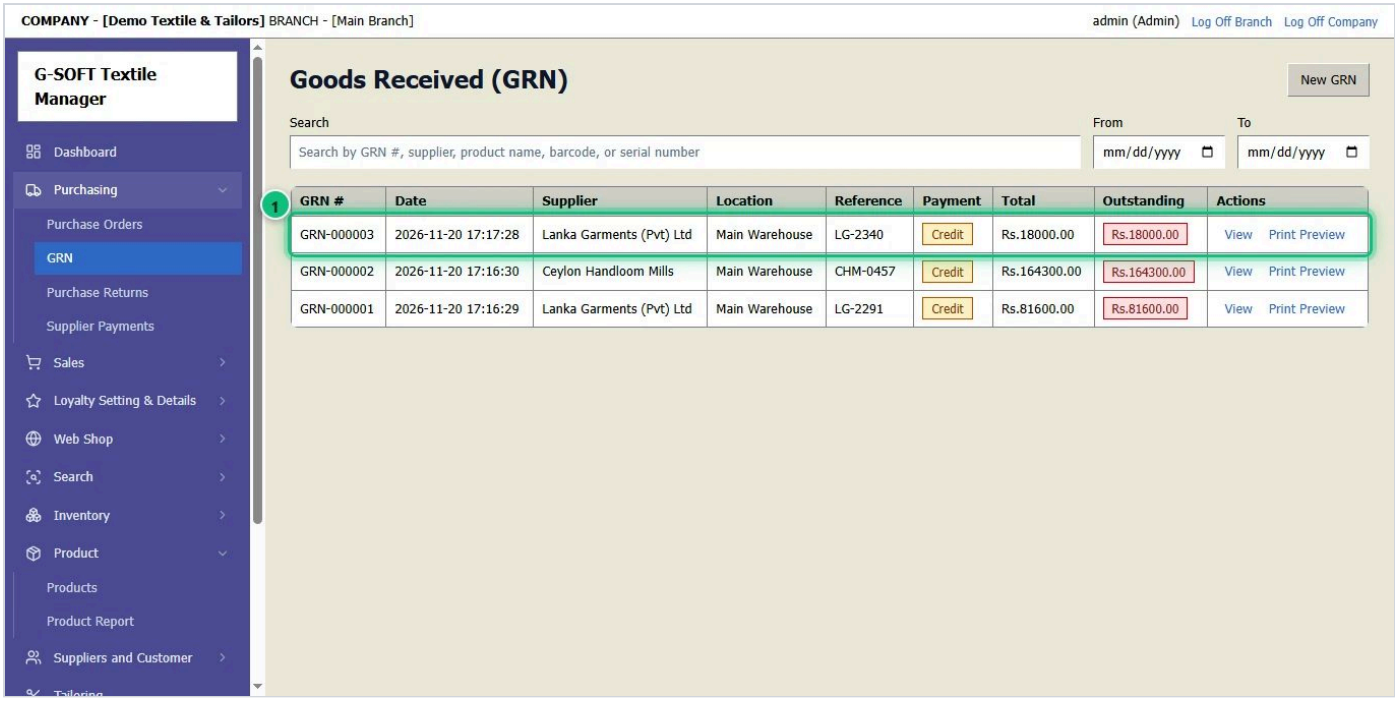
1. Type the **quantity** 1 and check the **unit cost** 2 on the supplier's bill.
2. Each colour/size is its own line — add every variant that arrived.
3. For fabric kept by **batch/lot**, a batch row opens: type the roll's lot number and its length in metres. Two rolls? Click **+ Add batch**.

STEP 5 OF 6



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

STEP 6 OF 6

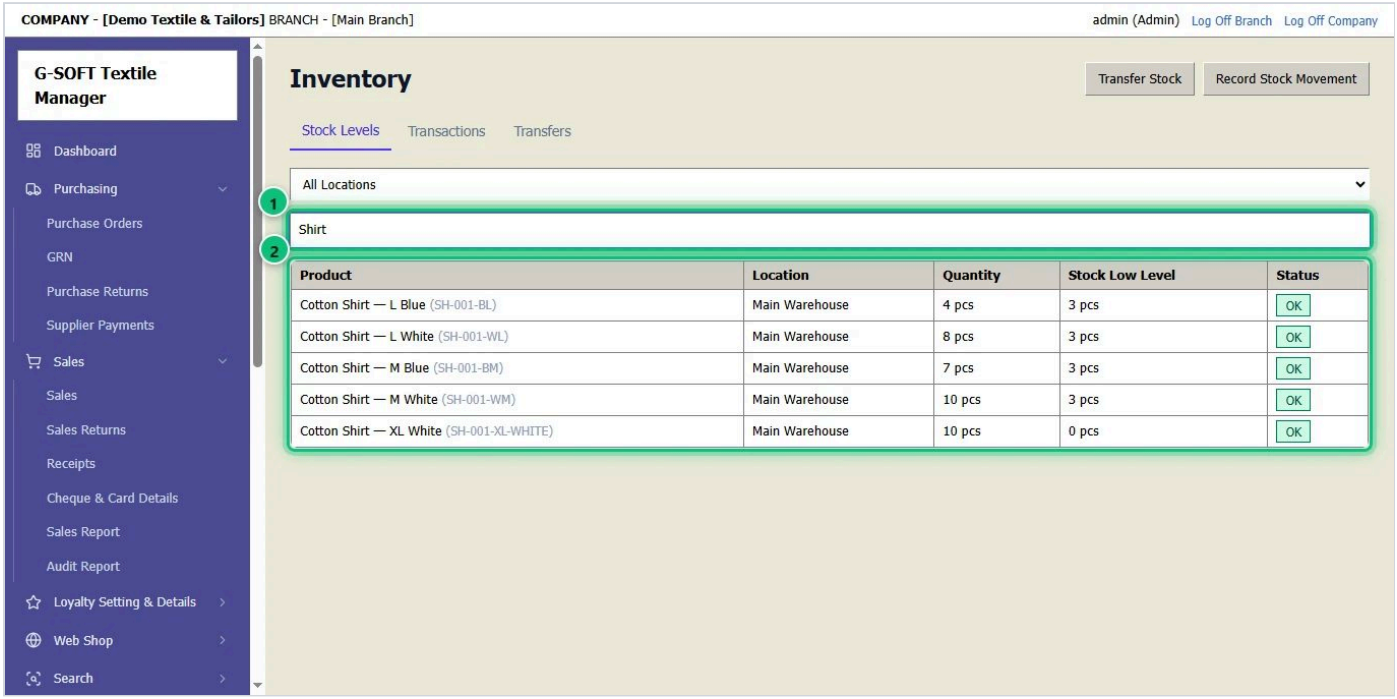


1. The GRN is saved (1) and the stock has gone up. **View** shows it again; **Print Preview** prints it.
2. On credit, it also appears in **Purchasing** → **Supplier Payments** until you pay it.

7 Check stock

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

STEP 1 OF 1

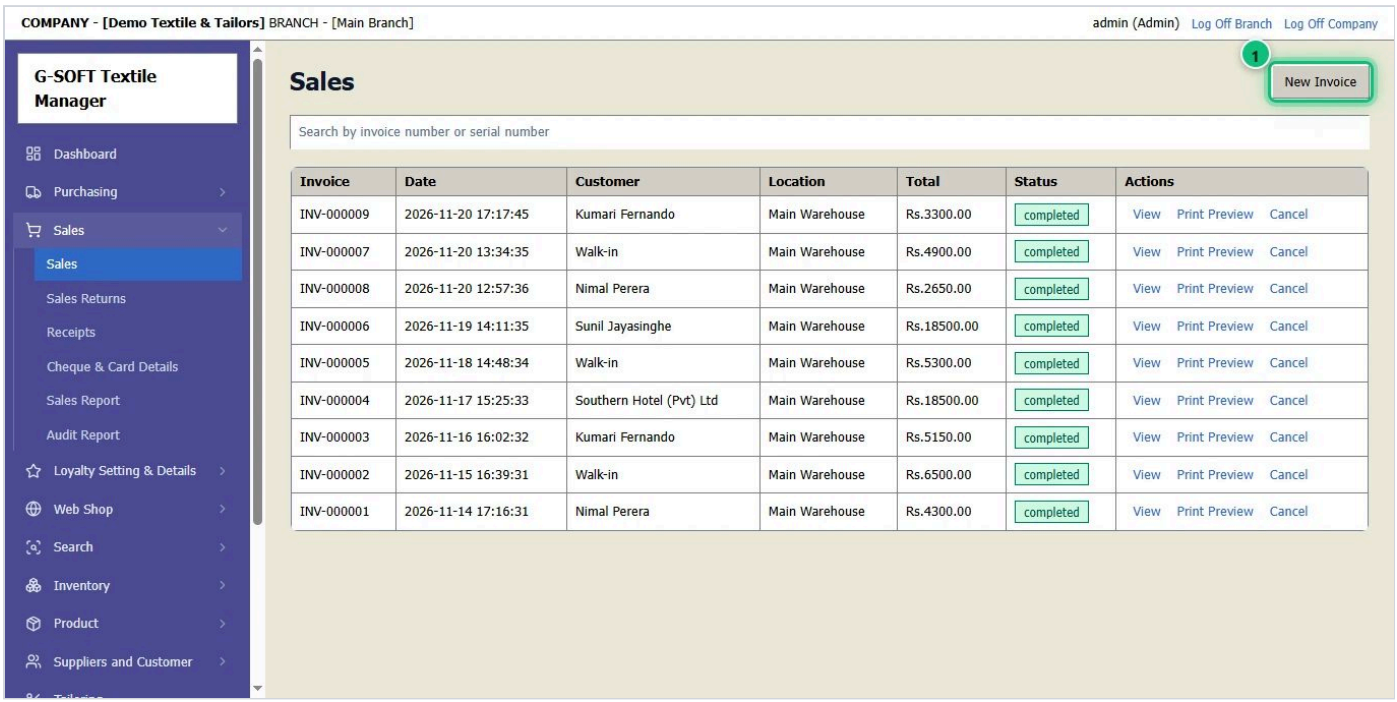


1. Open **Inventory** → **Inventory**.
2. Type a product name, SKU or barcode in the search box 1.
3. The list 2 shows the quantity in each location. Products below their **Stock Low Level** also show on the Dashboard.

8 Make an invoice

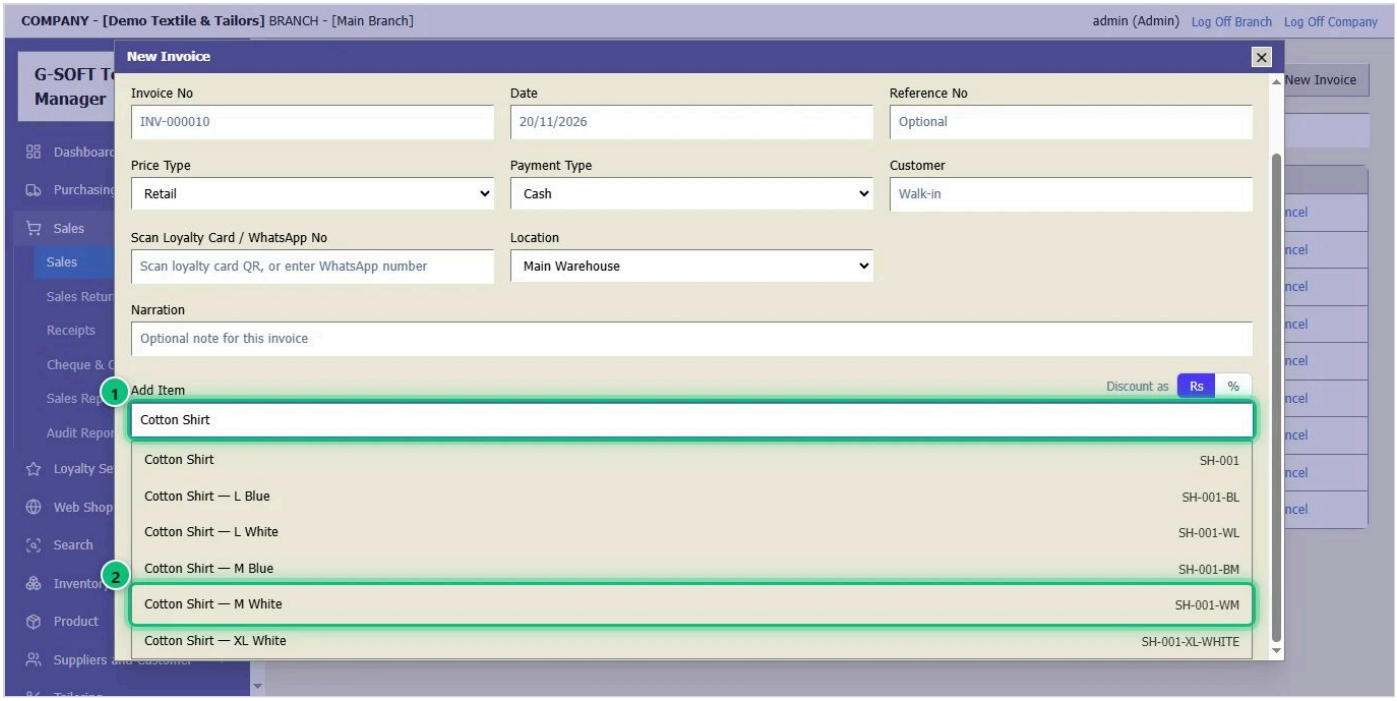
Sell to a customer: add the items, choose how they pay, and print the invoice.

STEP 1 OF 10



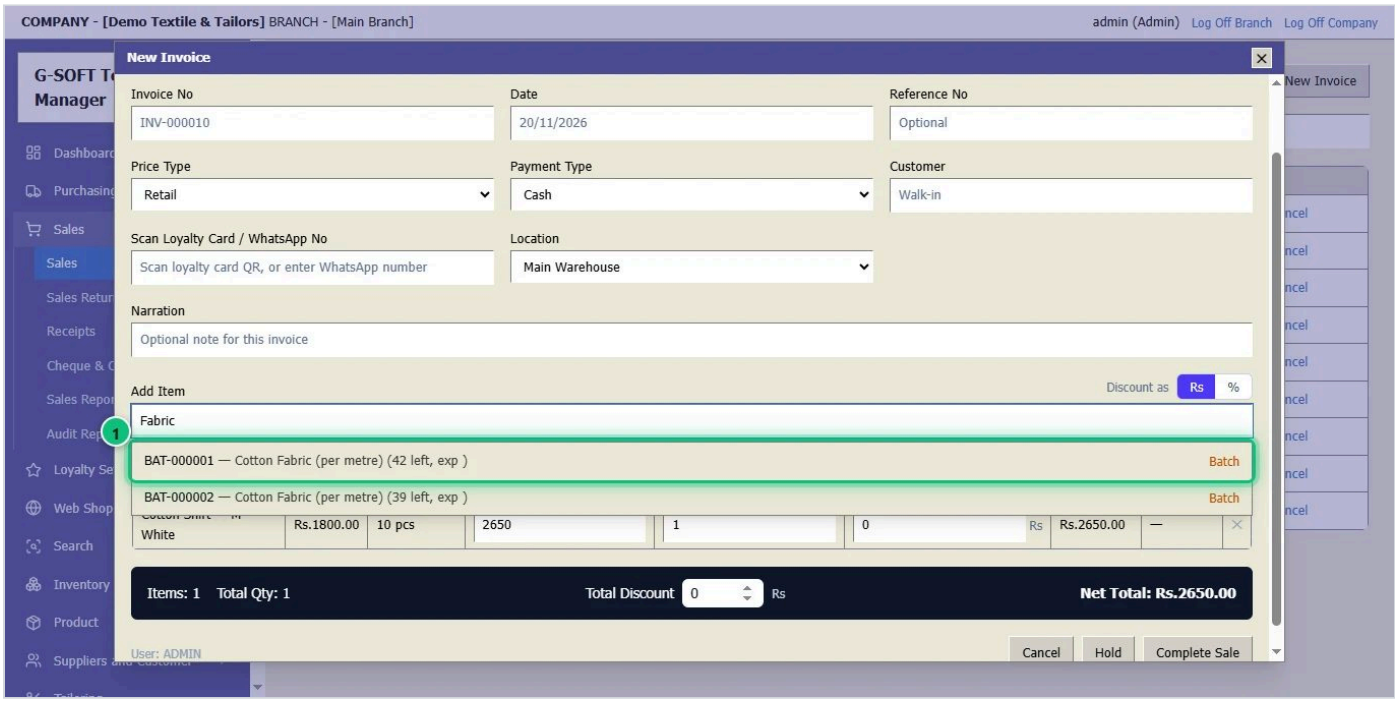
1. Open **Sales** → **Sales** — or press **F2** from any screen.
2. Click **New Invoice** 1.

STEP 2 OF 10



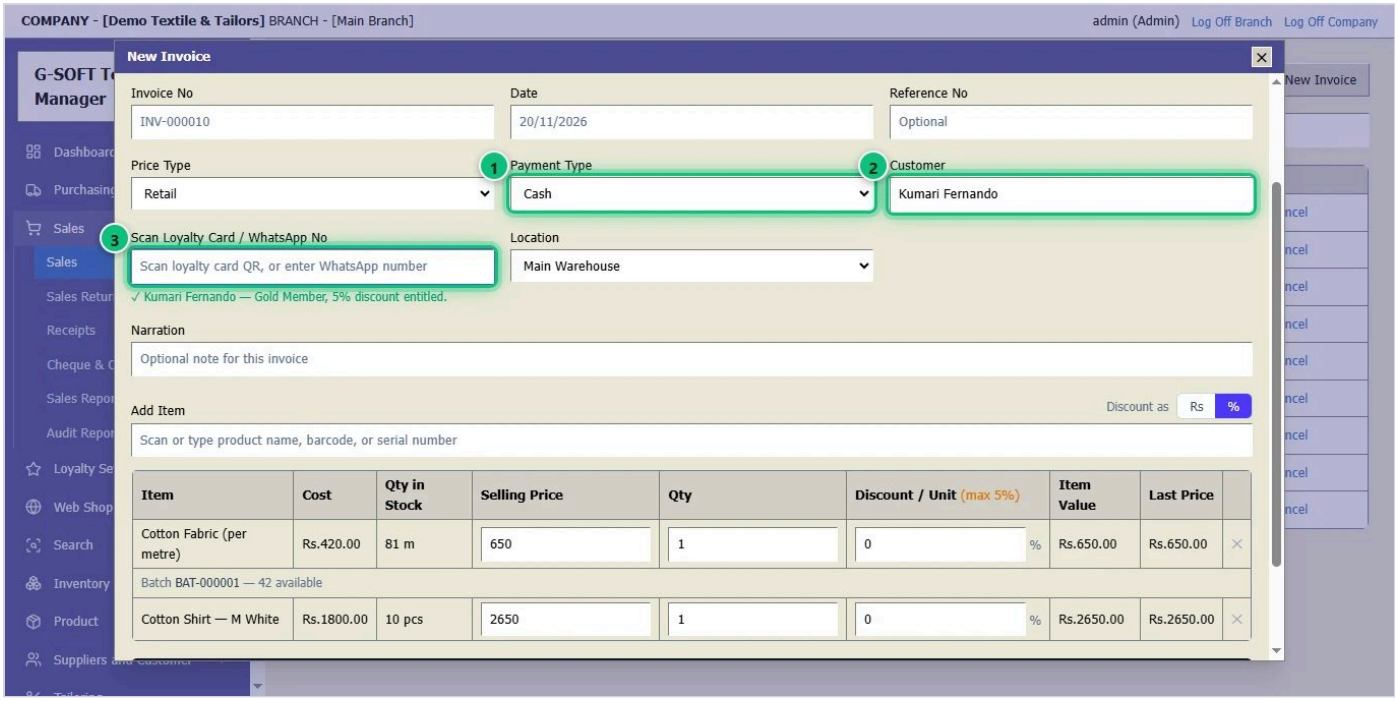
1. **Scan the barcode** into **Add Item** 1 — or type the product name.
2. A product with colours and sizes lists **each variant** — pick the one you are selling 2. It is added with quantity 1.

STEP 3 OF 10



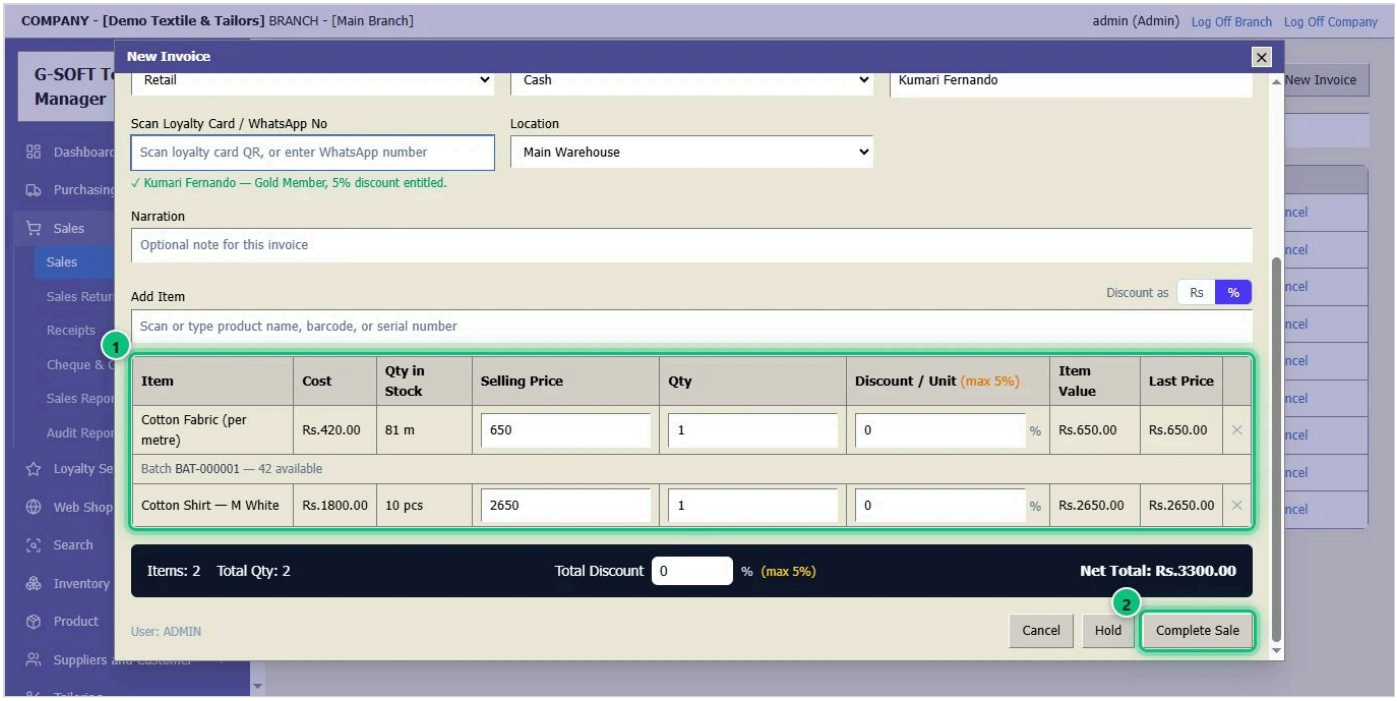
1. Fabric kept by roll lists **each roll** (batch) with how many metres are left. Pick the roll you are cutting from 1, then type the **metres** in **Qty**.

STEP 4 OF 10



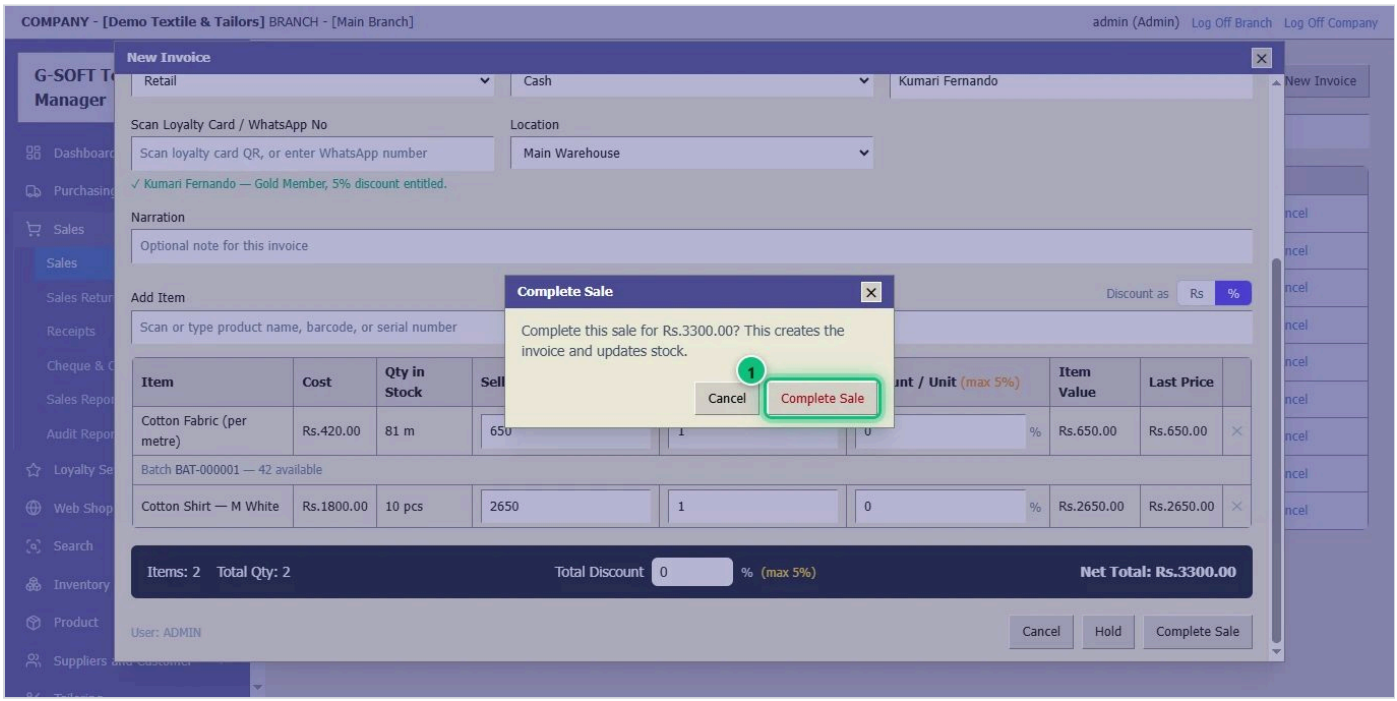
1. Choose the **Payment Type** 1: Cash, Card, Bank Transfer, Cheque, Credit or Gift Voucher.
2. For a known customer, type their name in **Customer** 2 and pick them. Leave it empty for a walk-in customer.
3. Loyalty customer? **Scan their loyalty card** 3 — or type their WhatsApp number and press Enter. 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 5 OF 10



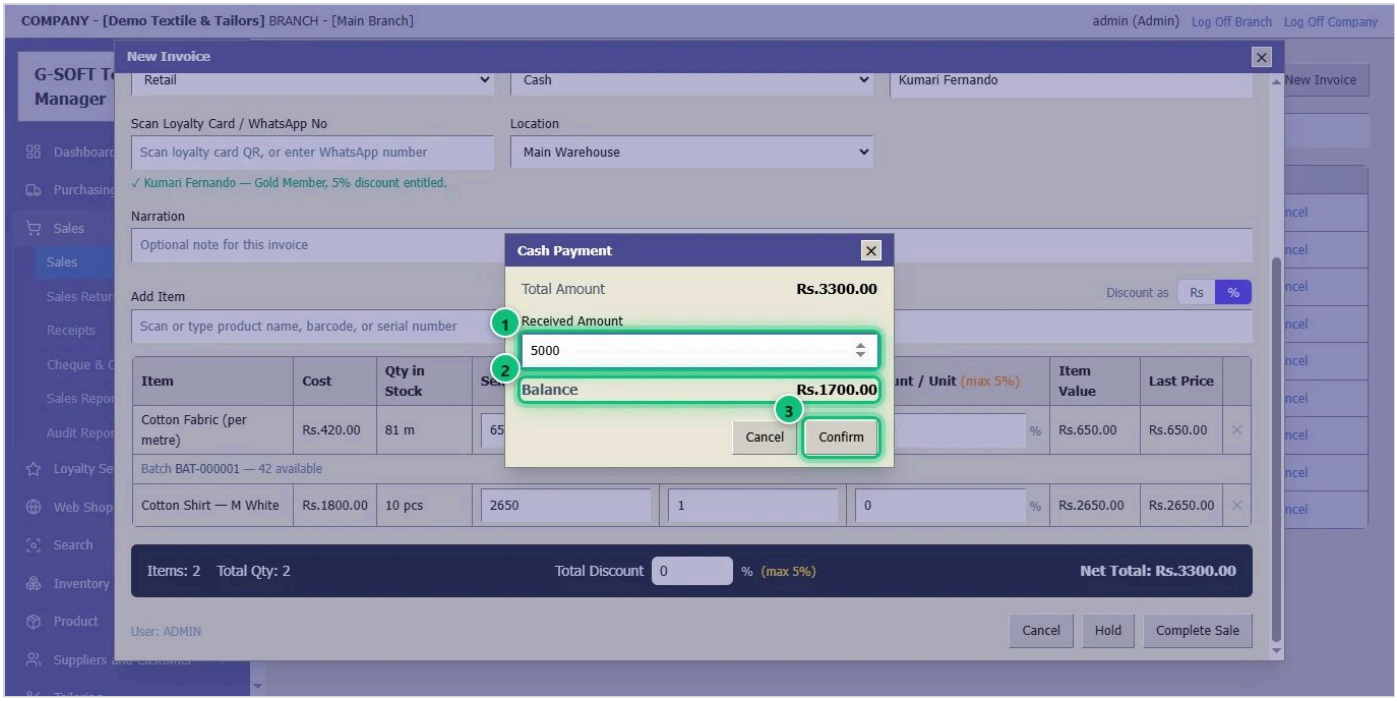
1. Check the items 1: change the **Qty**, **Selling Price** or **Discount** if needed. The **Net Total** is at the bottom.
2. Click **Complete Sale** 2.

STEP 6 OF 10



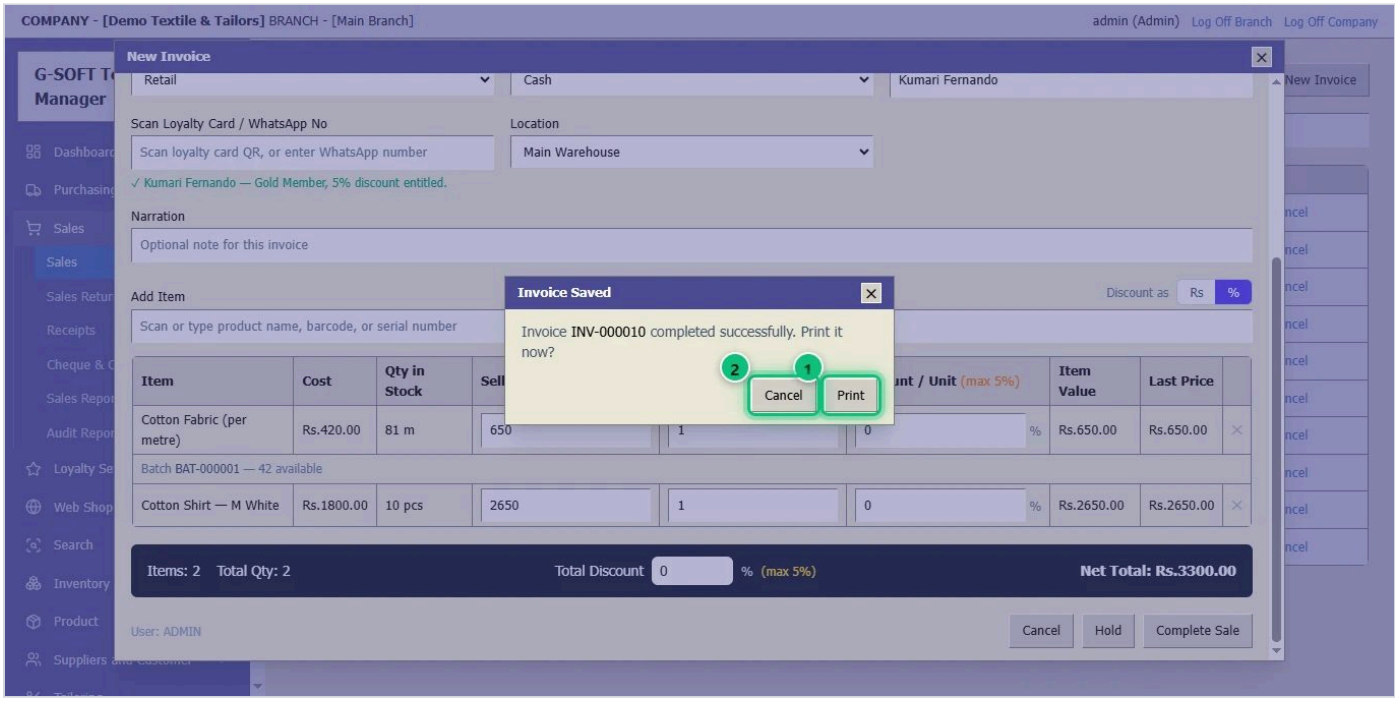
1. Check the amount and click **Complete Sale** 1 again. The invoice is saved and the stock goes down.

STEP 7 OF 10



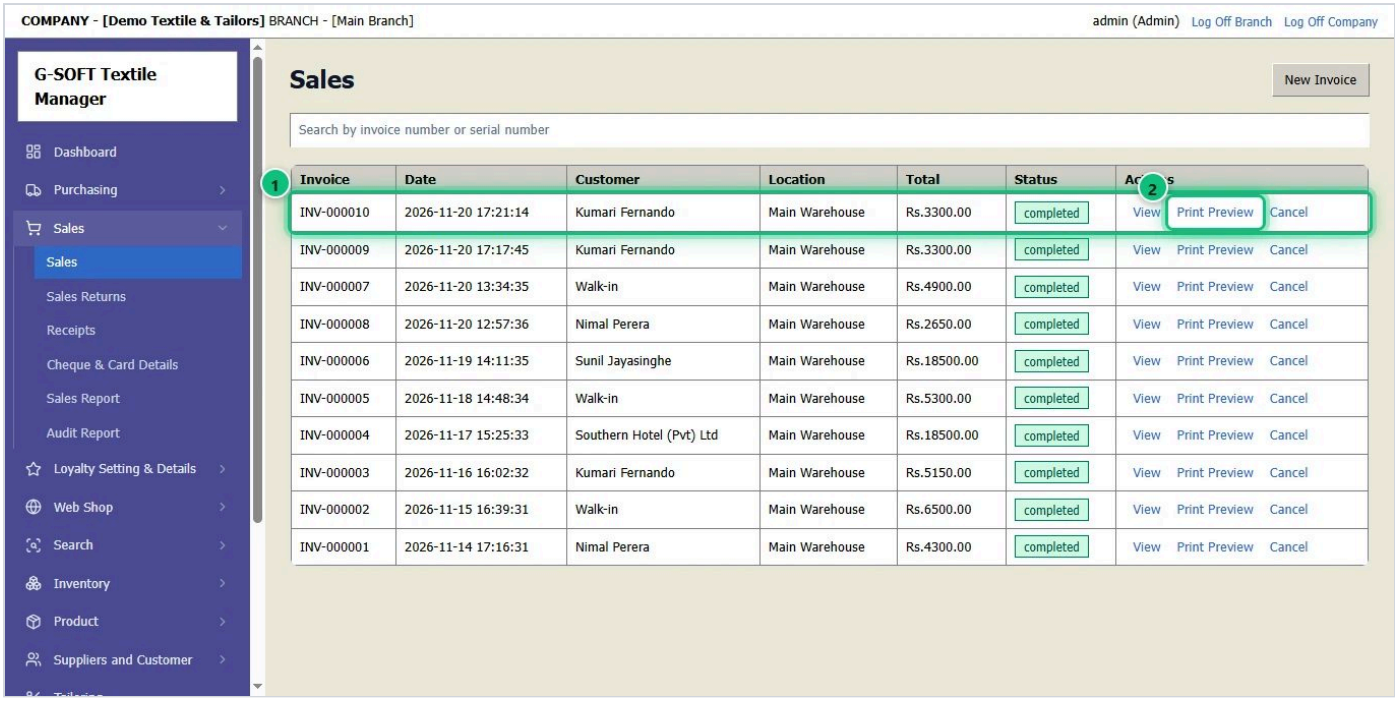
1. For a cash sale, type the **Received Amount** 1 — the money the customer gave you.
2. The **Balance** 2 is the change to give back.
3. Click **Confirm** 3.

STEP 8 OF 10



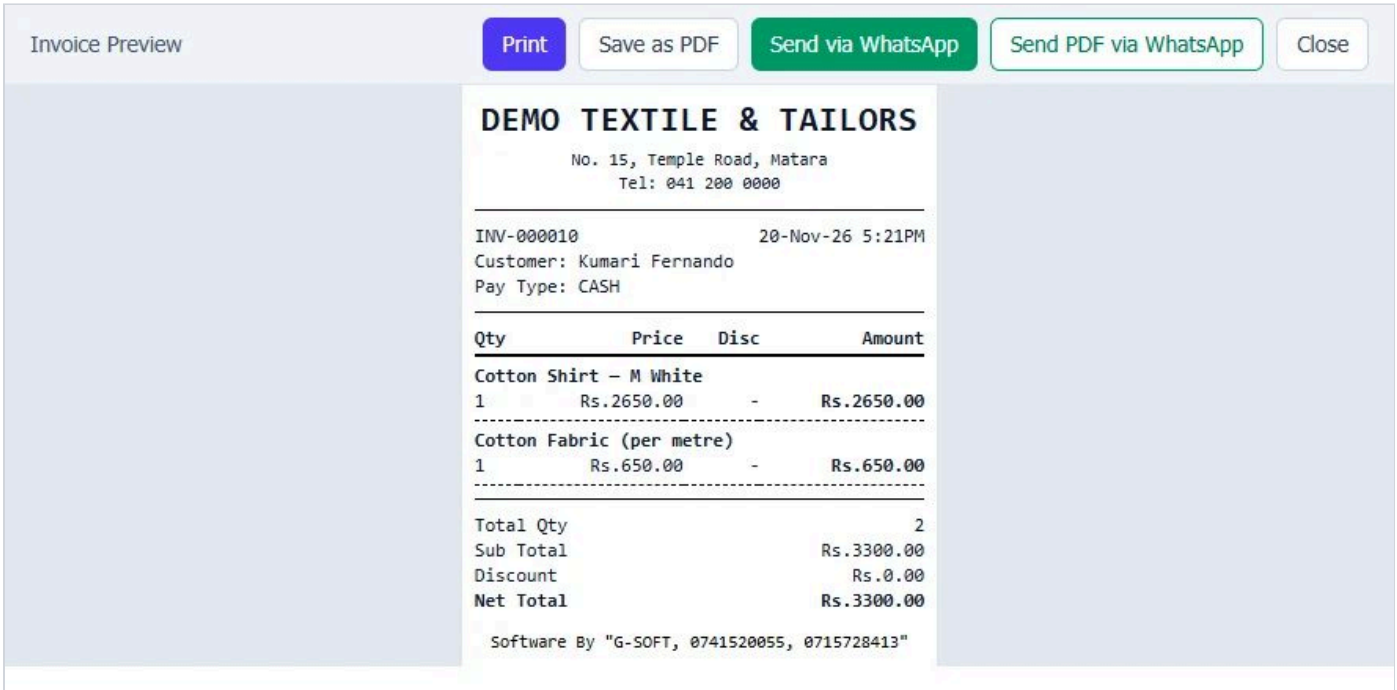
1. The invoice is saved. Click **Print** 1 to print it on your invoice printer, or **Cancel** 2 to skip printing — you can print it later.
2. Either way, a new empty invoice opens, ready for the next customer.

STEP 9 OF 10



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

STEP 10 OF 10

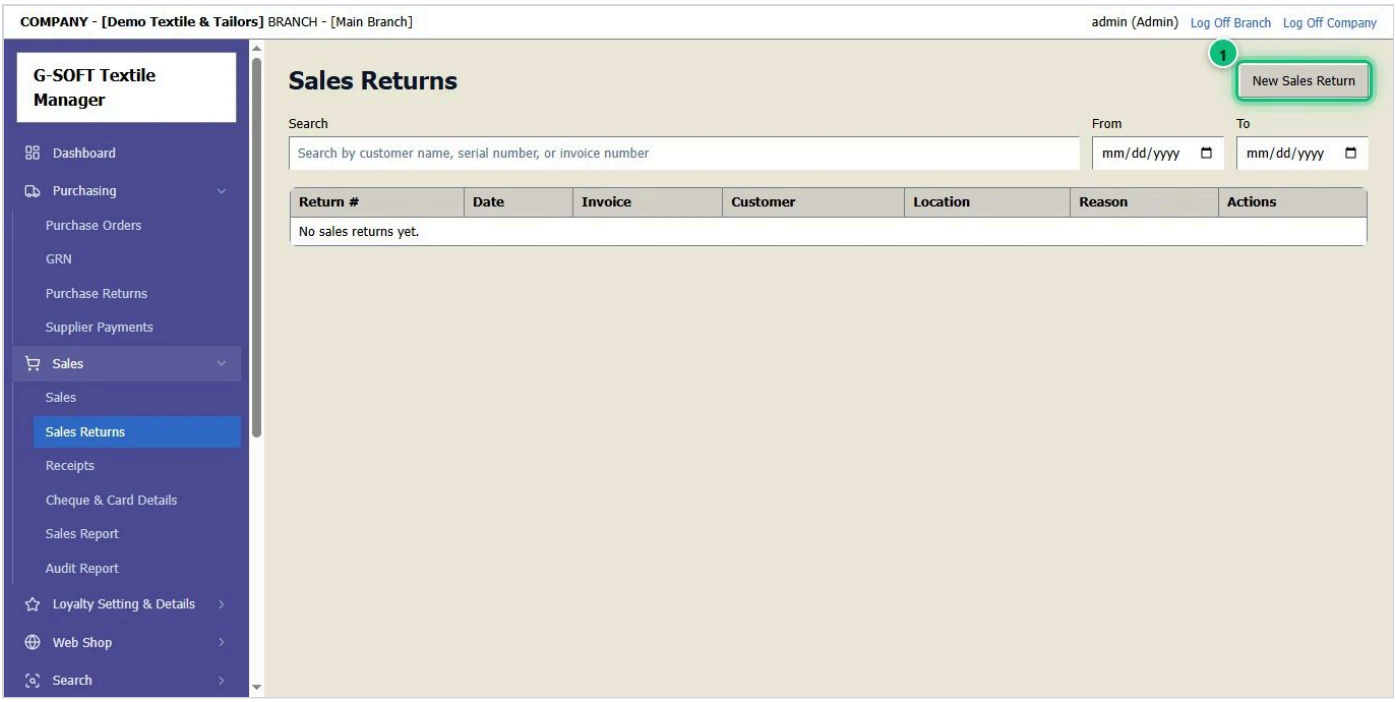


1. This is the printed invoice, with your company details and each item — the colour and size of each shirt.

9 Take back a sold item (sales return)

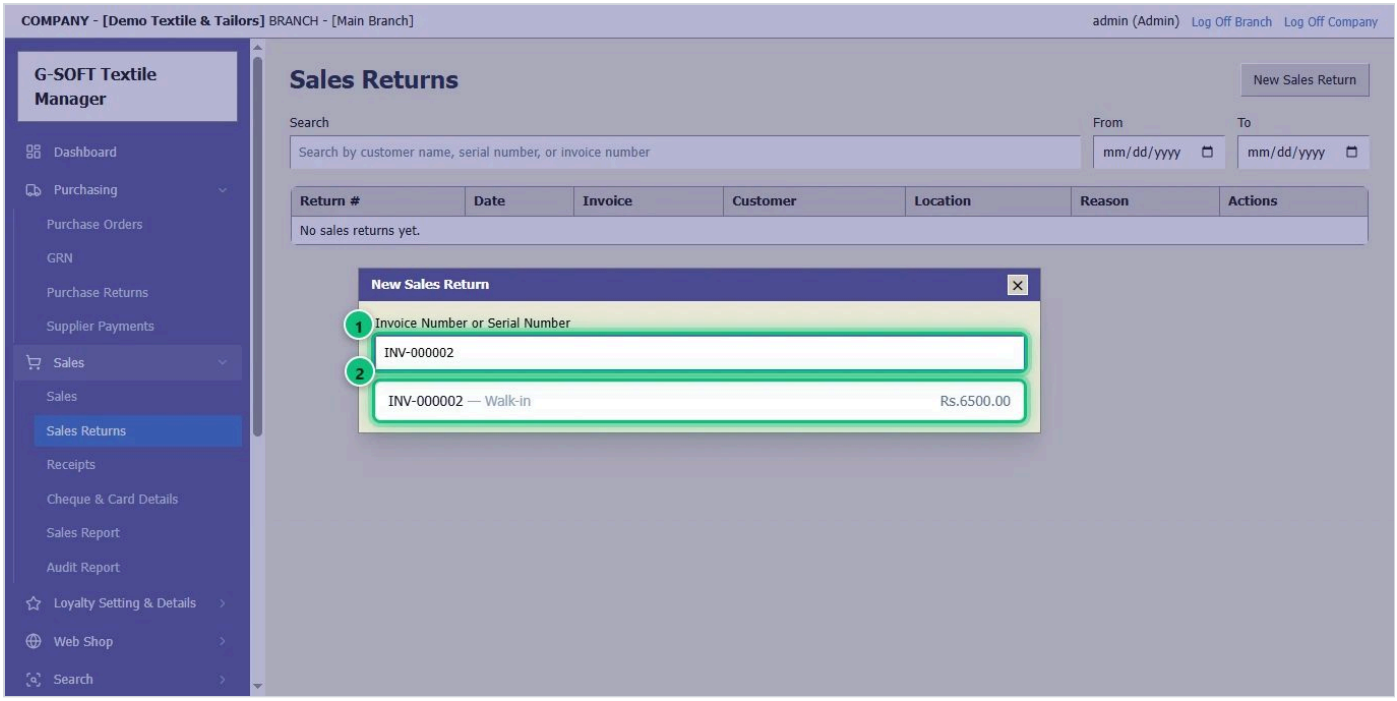
When a customer brings an item back, record a sales return. The item goes back into stock and the customer gets their money or credit back.

STEP 1 OF 3



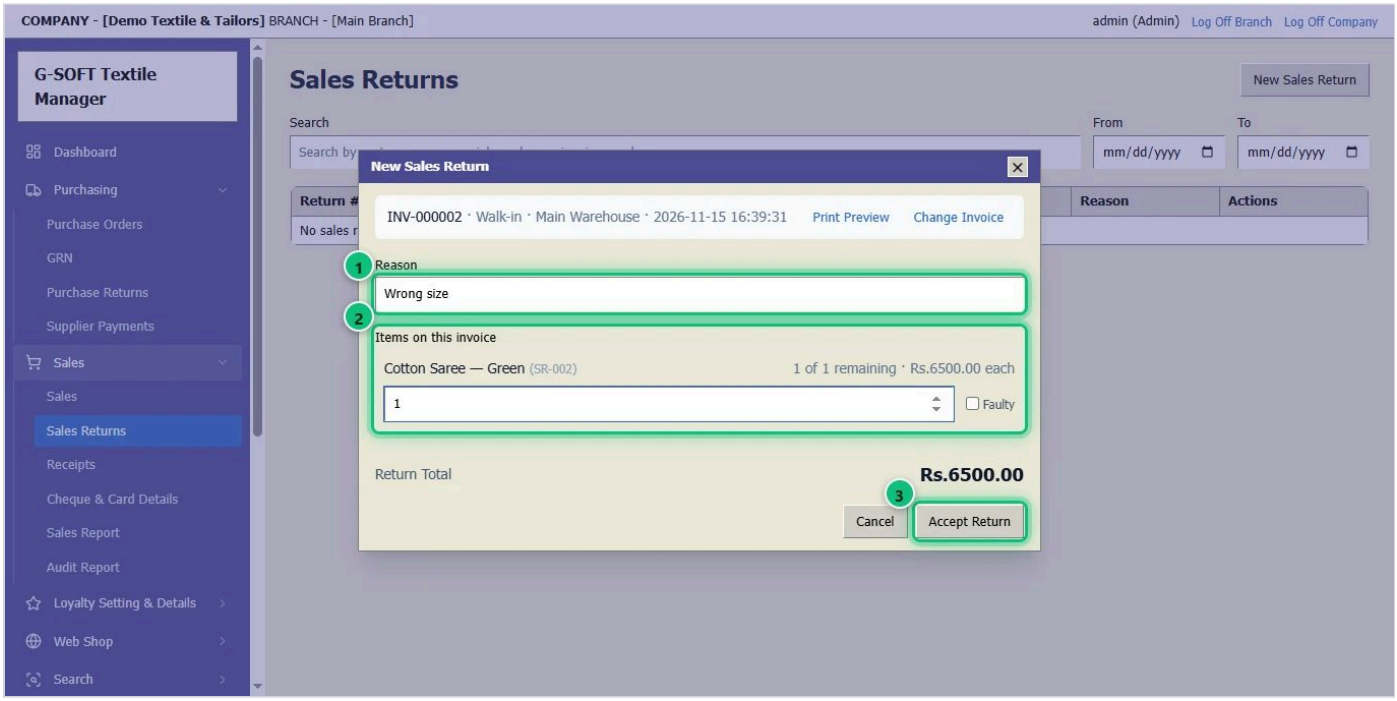
1. Open **Sales → Sales Returns**.
2. Click **New Sales Return** 1.

STEP 2 OF 3



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

STEP 3 OF 3

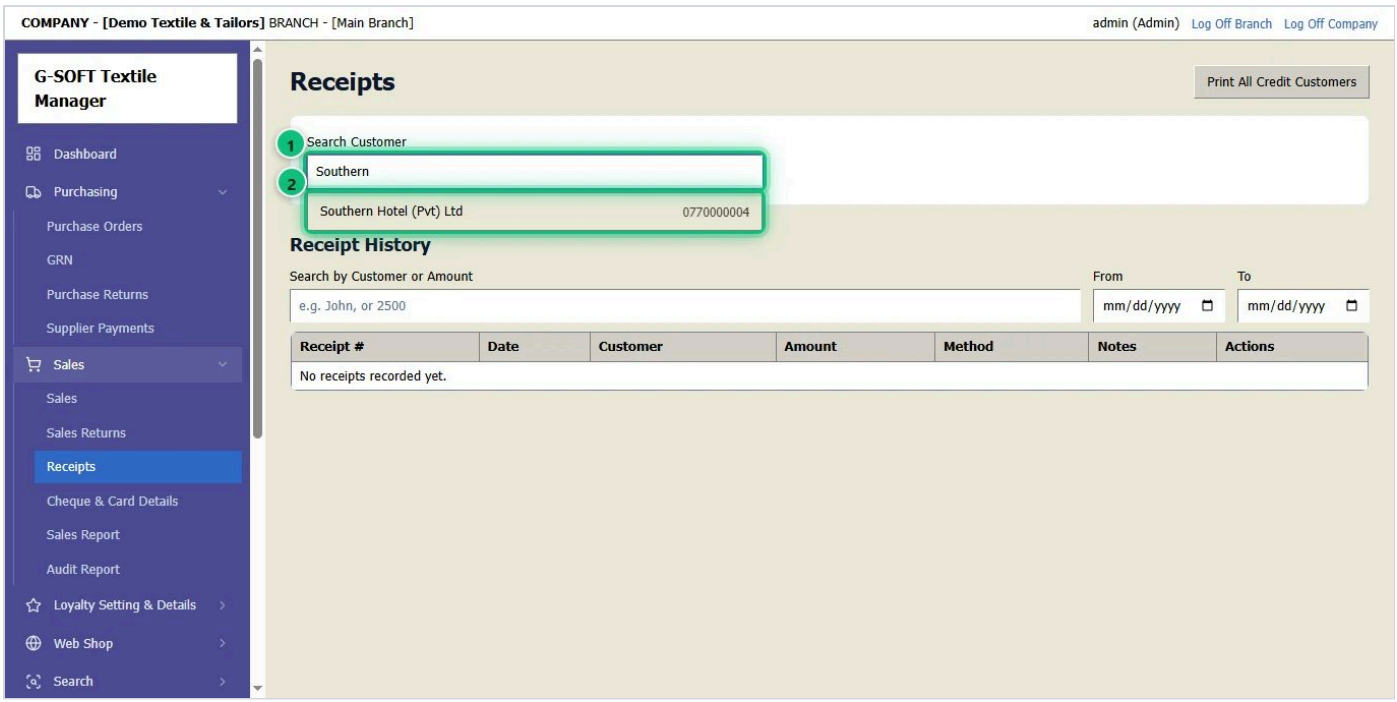


1. Write the **Reason** 1.
2. For each item coming back 2, type the **quantity**. Tick **Faulty** only if the item is damaged: it is then kept out of the stock you can sell.
3. Click **Accept Return** 3. The item goes back into stock; on a credit invoice the amount comes off what the customer owes.

10 Take a credit payment (receipt)

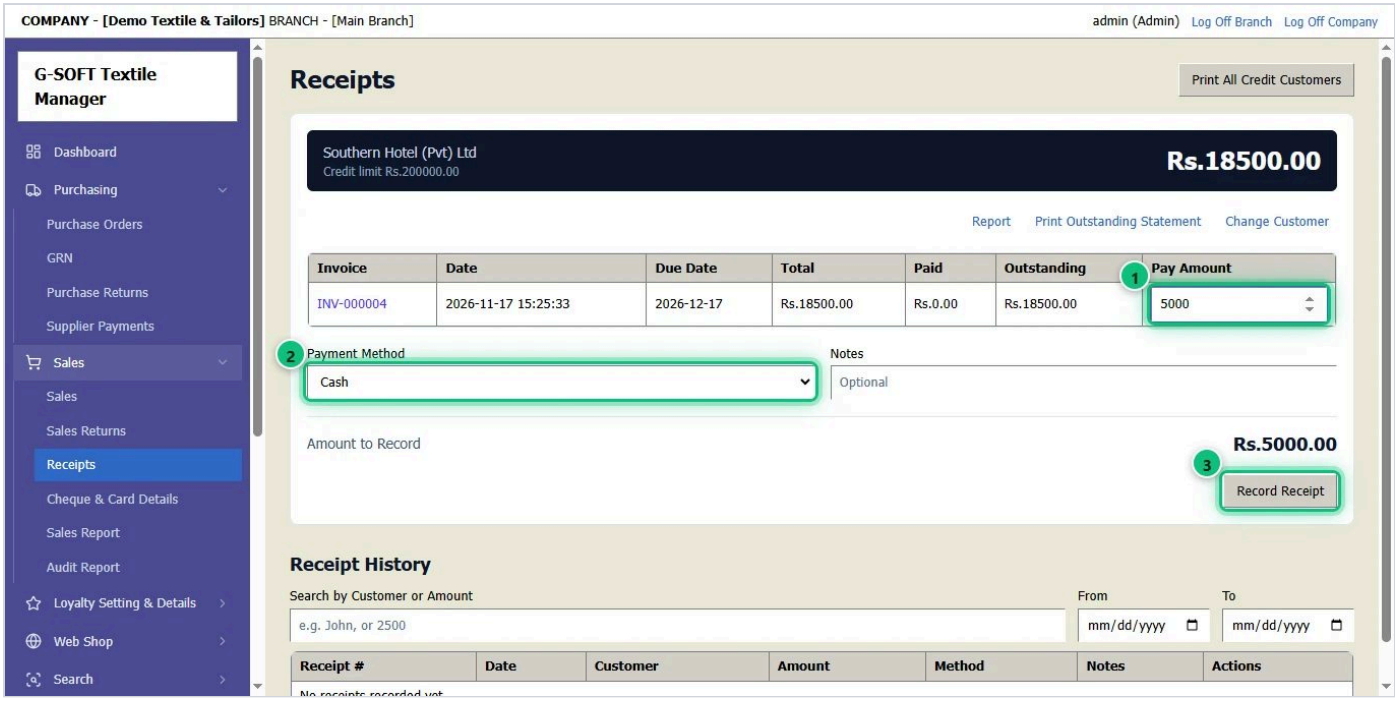
When a credit customer pays, record it as a receipt. The payment is set against their unpaid invoices.

STEP 1 OF 3



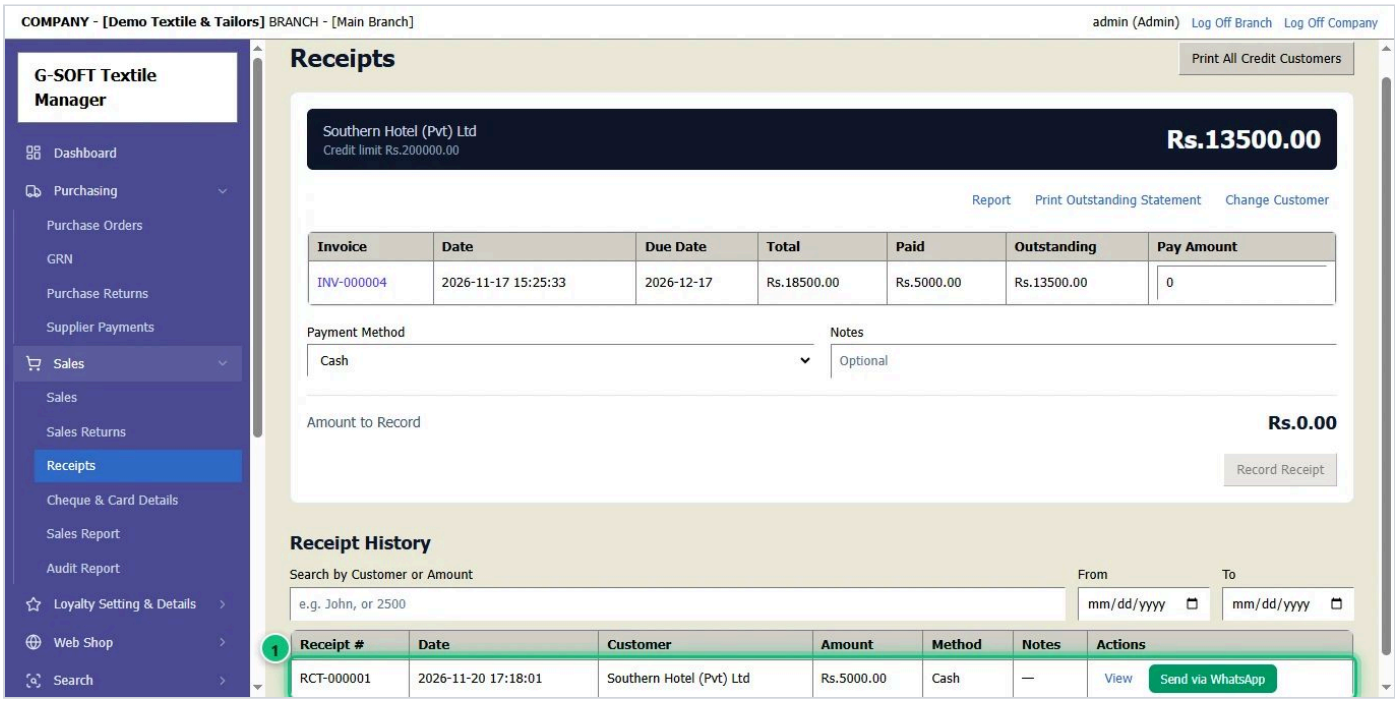
1. Open **Sales → Receipts**.
2. Type the customer's name in **Search Customer** 1 and pick them 2.

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

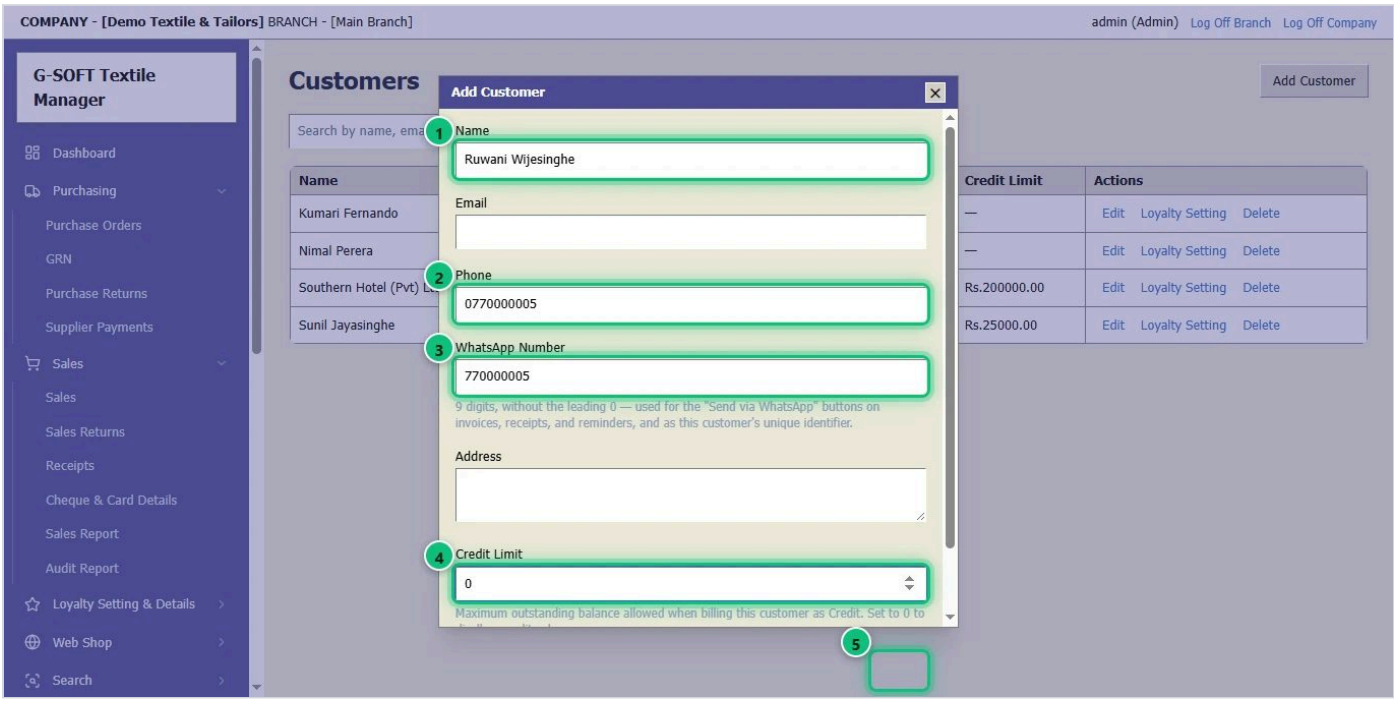


1. The receipt is saved and the customer now owes less. It is listed in **Receipt History** 1, where you can print it or send it by WhatsApp / SMS.
2. **Print Outstanding Statement** (at the top) prints everything the customer still owes.

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

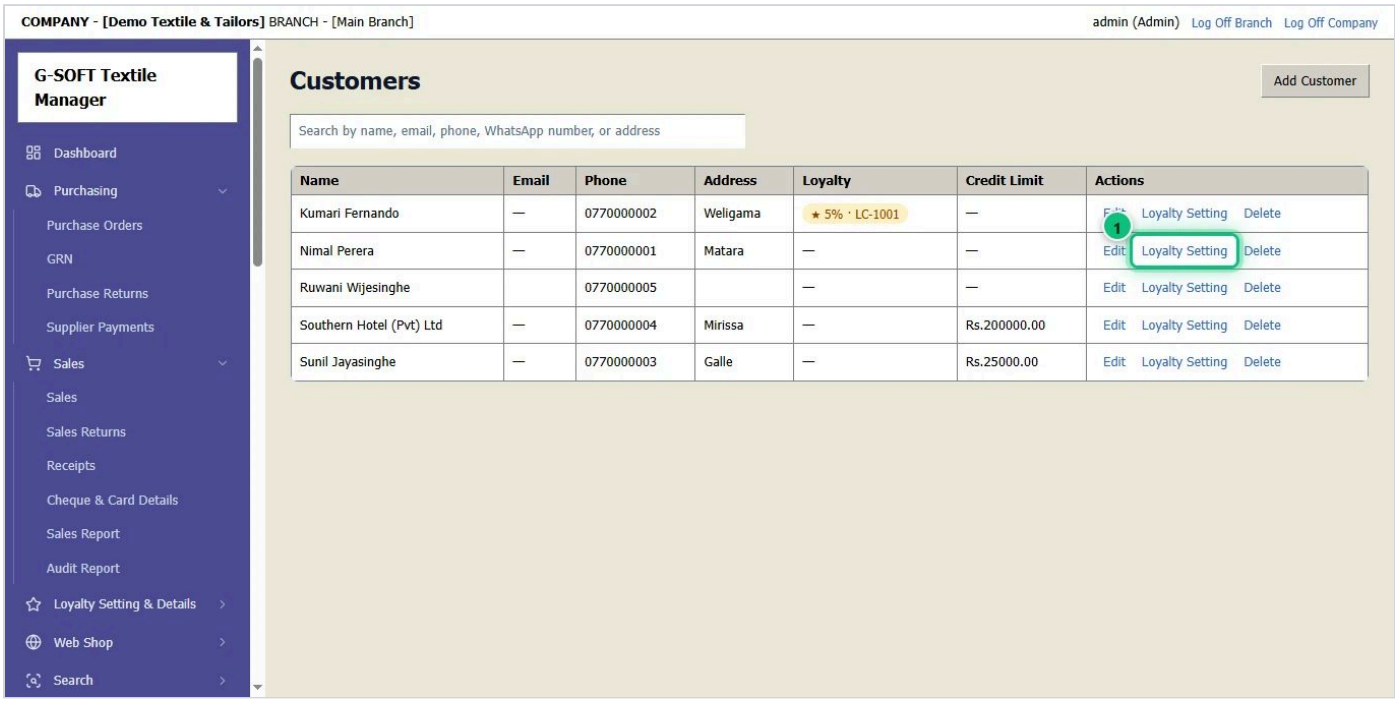


1. Open **Suppliers and Customer** → **Customers** and click **Add Customer**.
2. Type the **Name** 1 and **Phone** 2. Add a **WhatsApp** number 3 — it is also how a loyalty customer is found at the till.
3. For a credit customer, set the **Credit Limit** 4. Birthday (for birthday SMS) and address are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

12 Give a customer a loyalty card

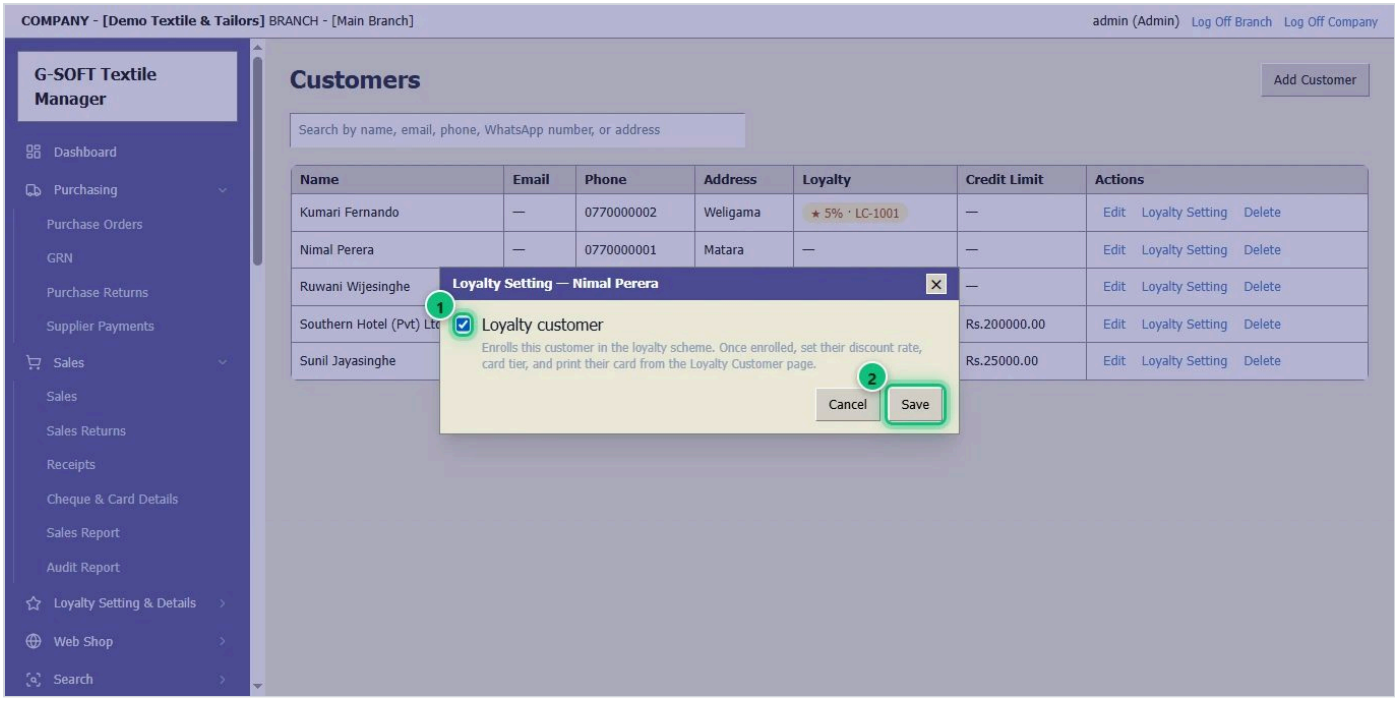
Loyal customers get a printed card with a QR code. Scanned at the till, it fills in the customer and shows their card discount.

STEP 1 OF 5



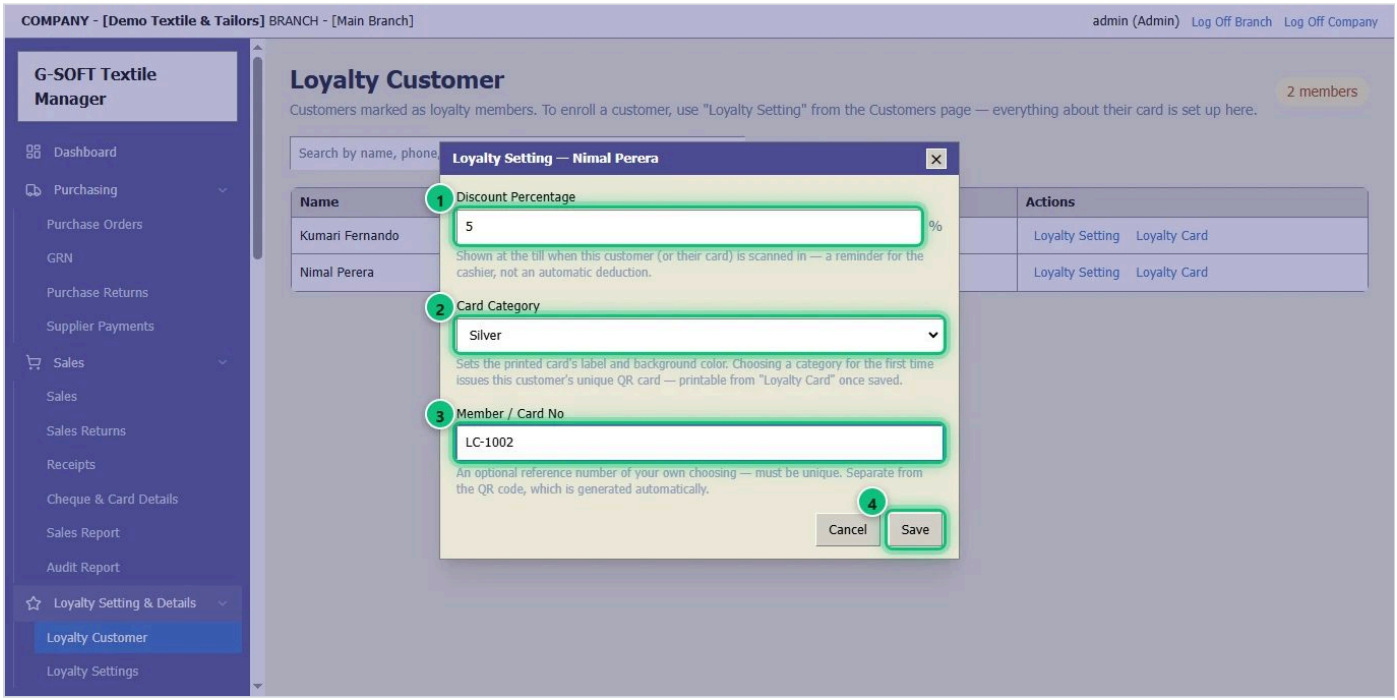
1. Open **Suppliers and Customer** → **Customers**. (Add the customer first if they are new — see "Add a customer".)
2. On the customer's row, click **Loyalty Setting** 1.

STEP 2 OF 5



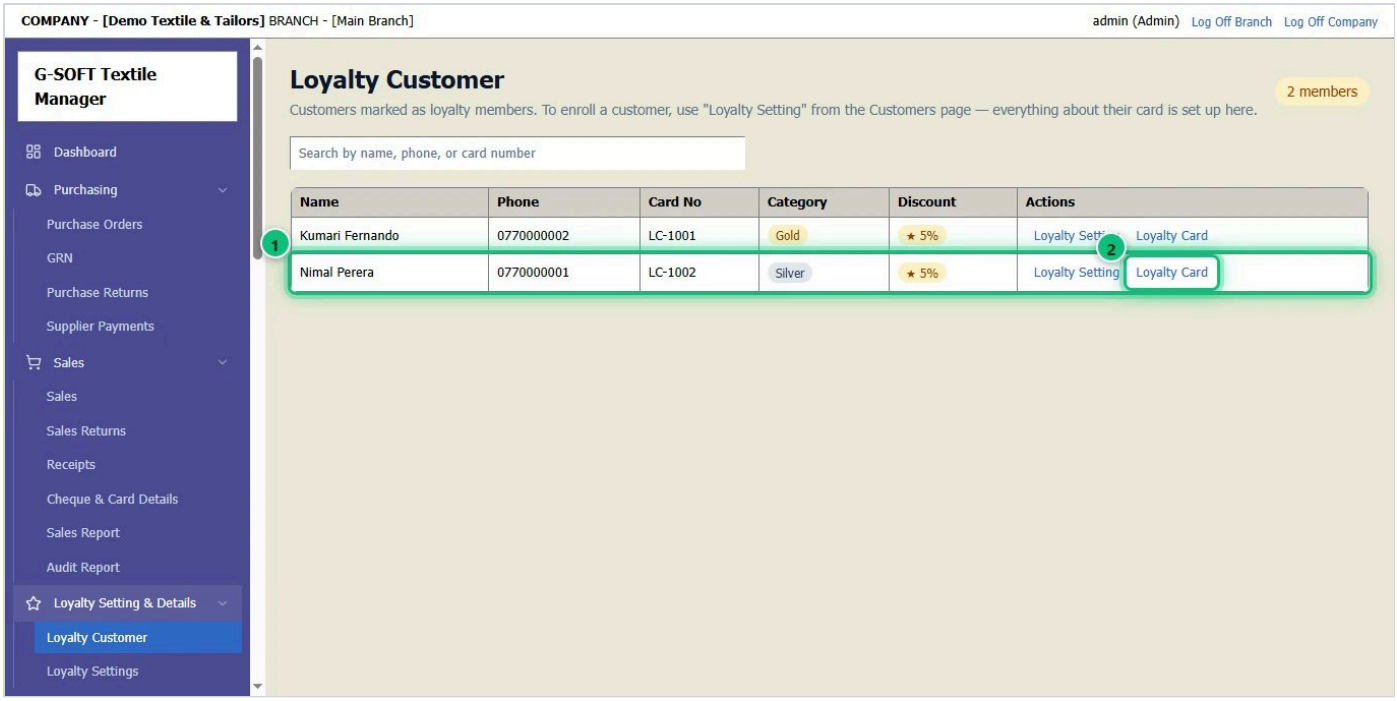
1. Tick **Loyalty customer** 1 and click **Save** 2. The customer is now a loyalty member.

STEP 3 OF 5



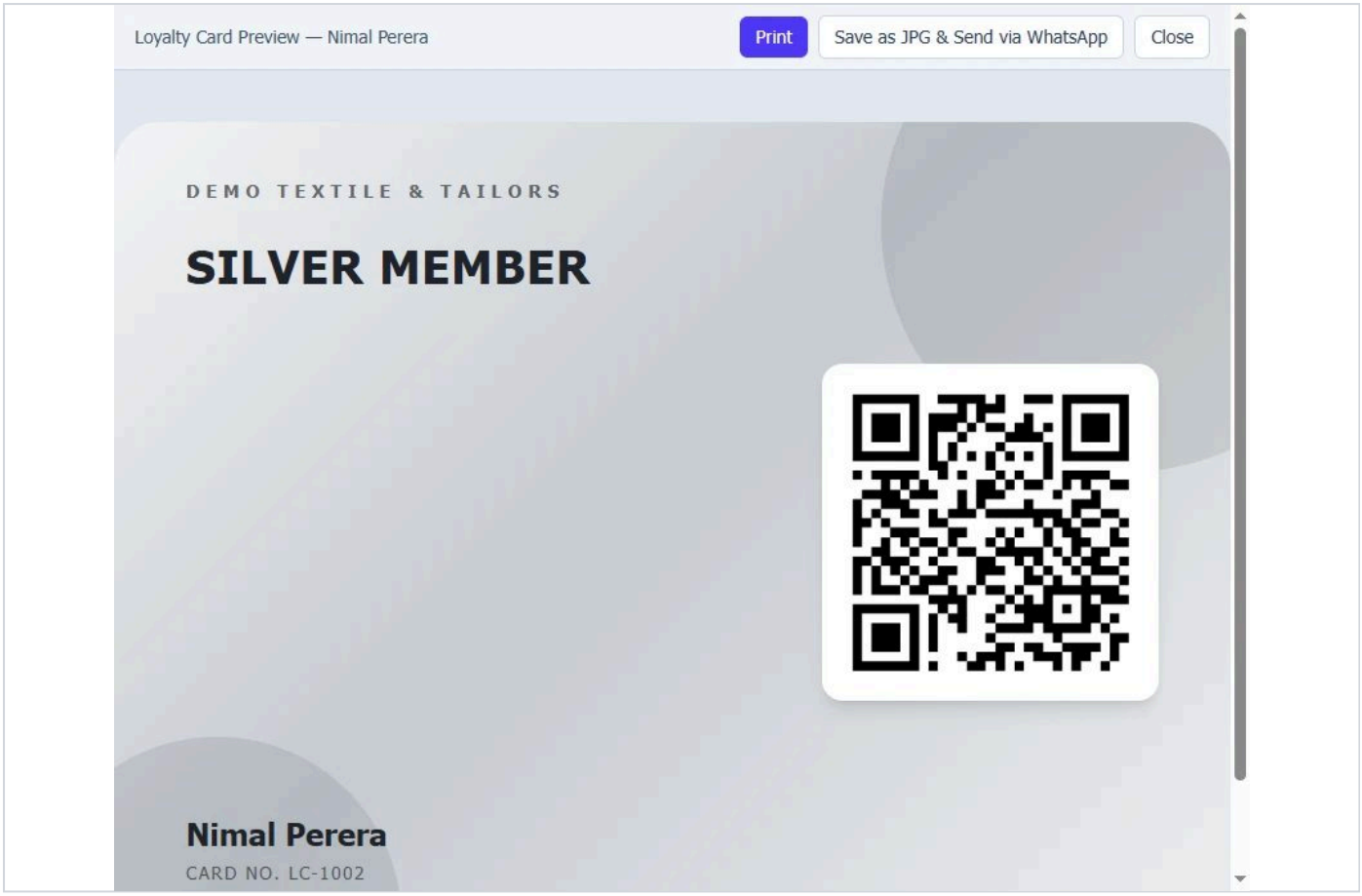
1. Open **Loyalty Setting & Details** → **Loyalty Customer** and click **Loyalty Setting** on the customer's row.
2. Set the **Discount Percentage** 1 they get on every invoice.
3. Choose the **Card Category** 2 — Silver, Gold or Platinum. It sets the card's colour and label.
4. A **Member / Card No**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

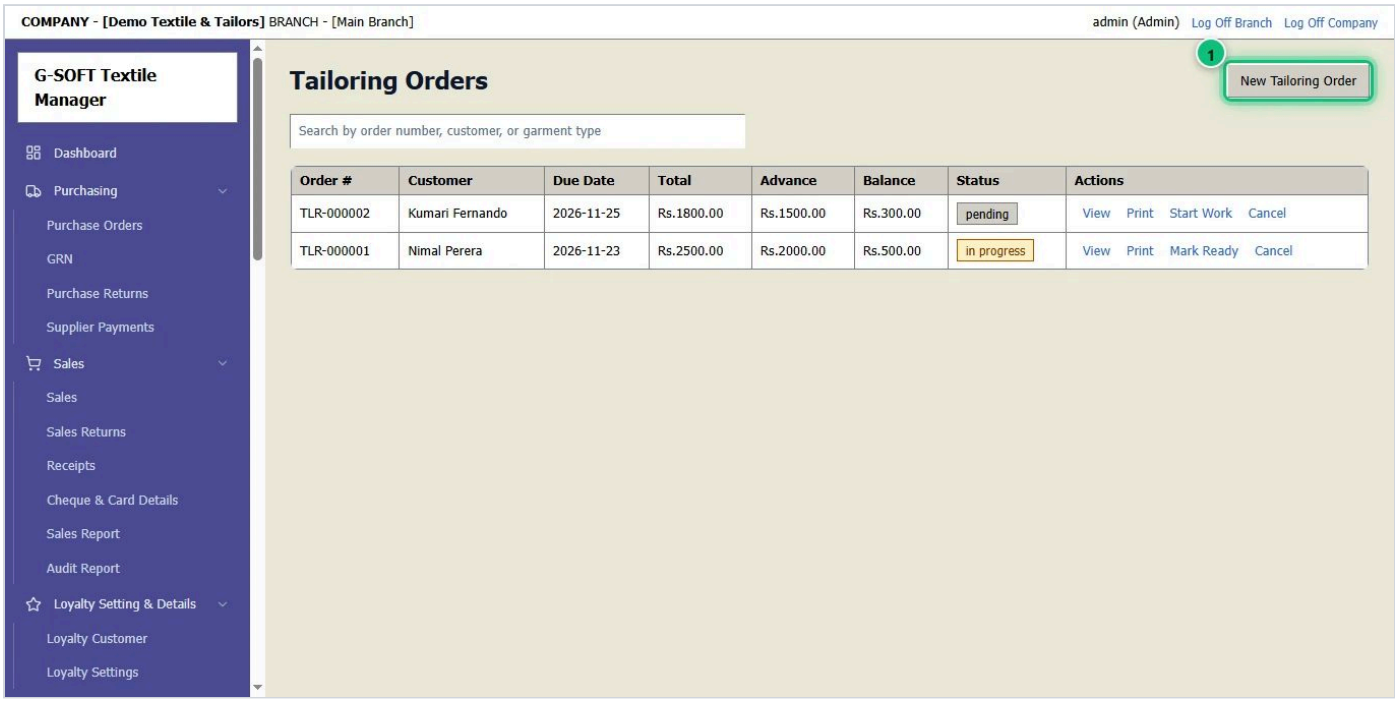


1. The card is ready to print, with the customer's name and QR code. Click **Print** to print it on card paper, or **Save as JPG & Send via WhatsApp** to send it to the customer's phone.
2. At the till, **scan the card** in **Scan Loyalty Card** on the invoice — see "Make an invoice".

13 Take a tailoring order

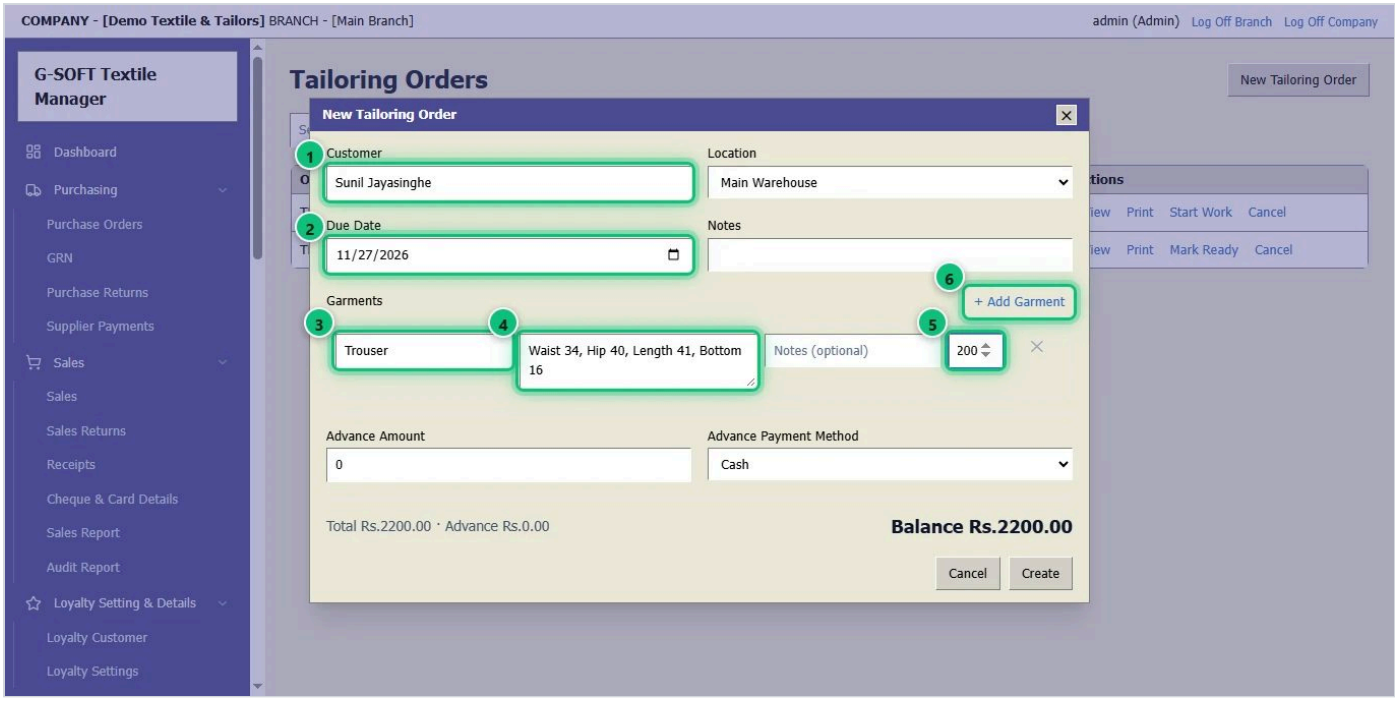
Write down a customer's garments and measurements, take an advance, follow the work, and hand it over when it is ready.

STEP 1 OF 4



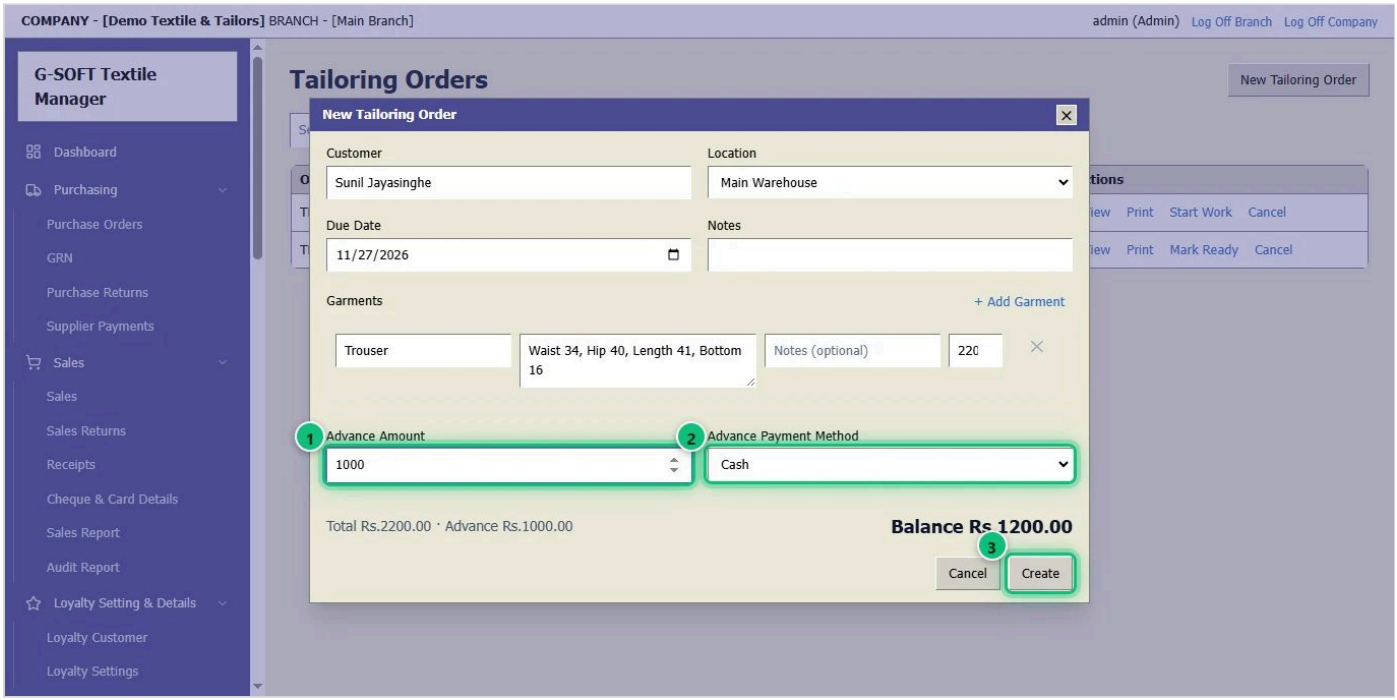
1. Open **Tailoring → Tailoring Orders**.
2. Click **New Tailoring Order** 1.

STEP 2 OF 4



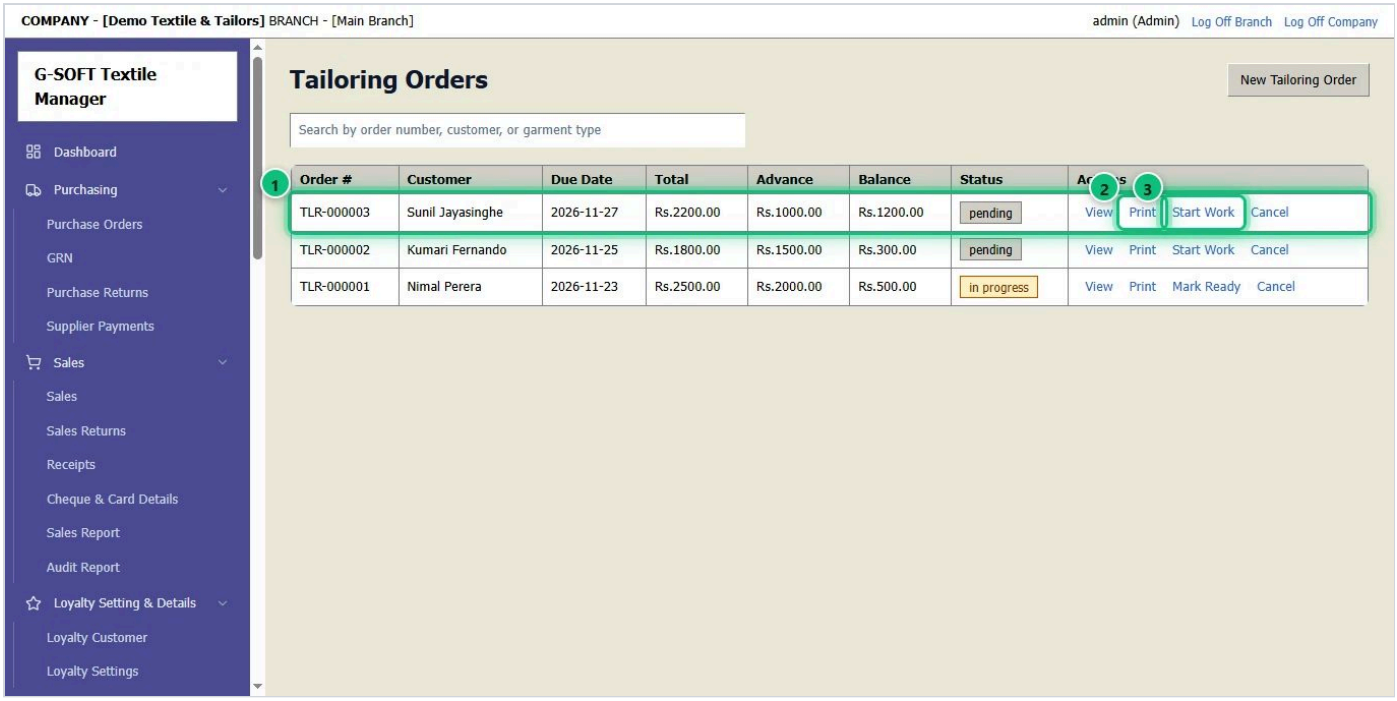
1. Choose the **Customer** 1 and the **Due Date** 2 — the day it will be ready.
2. For each garment, type the **garment type** 3, the **measurements** 4 and the **price** 5.
3. More than one garment? Click **+ Add Garment** 6.

STEP 3 OF 4



1. Type the **Advance Amount** 1 the customer pays now, and how they paid 2.
2. Click **Create** 3.

STEP 4 OF 4

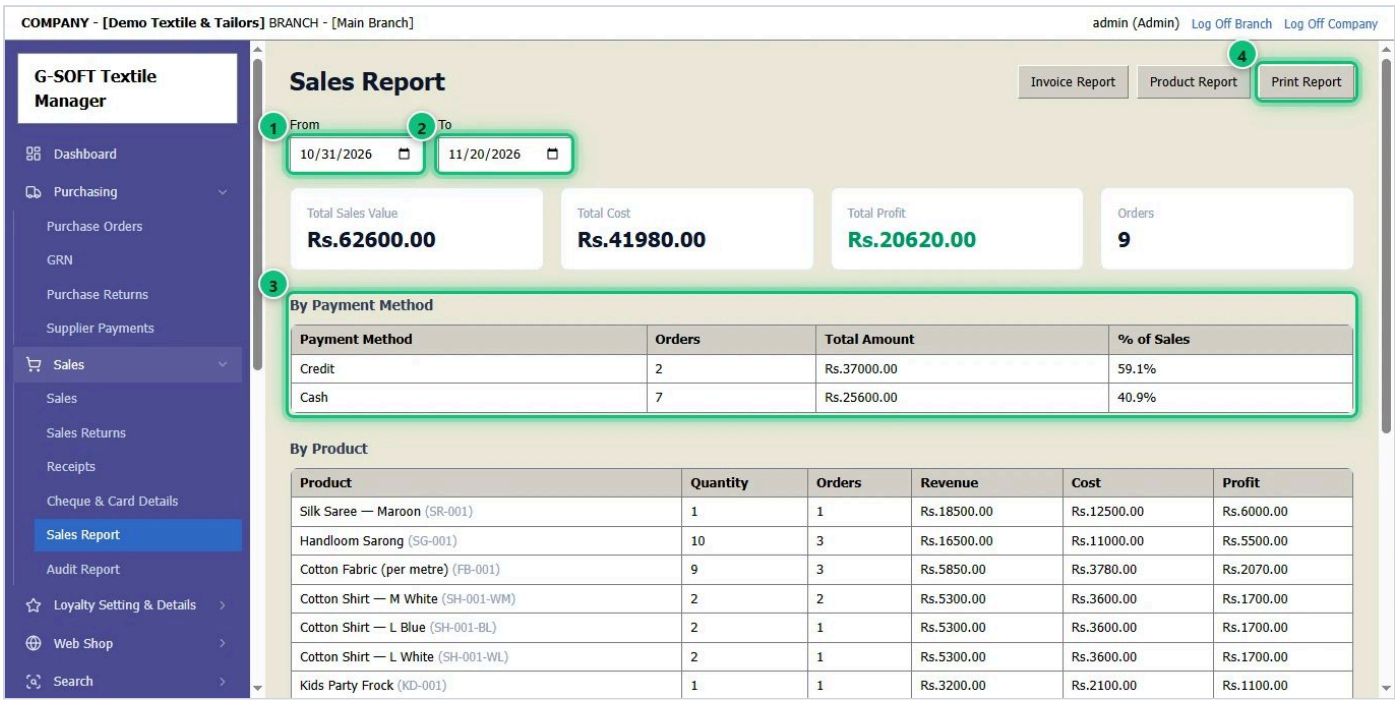


1. The order is listed 1 with its total, advance and **balance**.
2. **Print** 2 prints the order slip for the customer and the tailor, with the measurements.
3. Move it along as the work goes: **Start Work** 3 → **Mark Ready** → **Deliver**. When you deliver, the balance is collected.

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

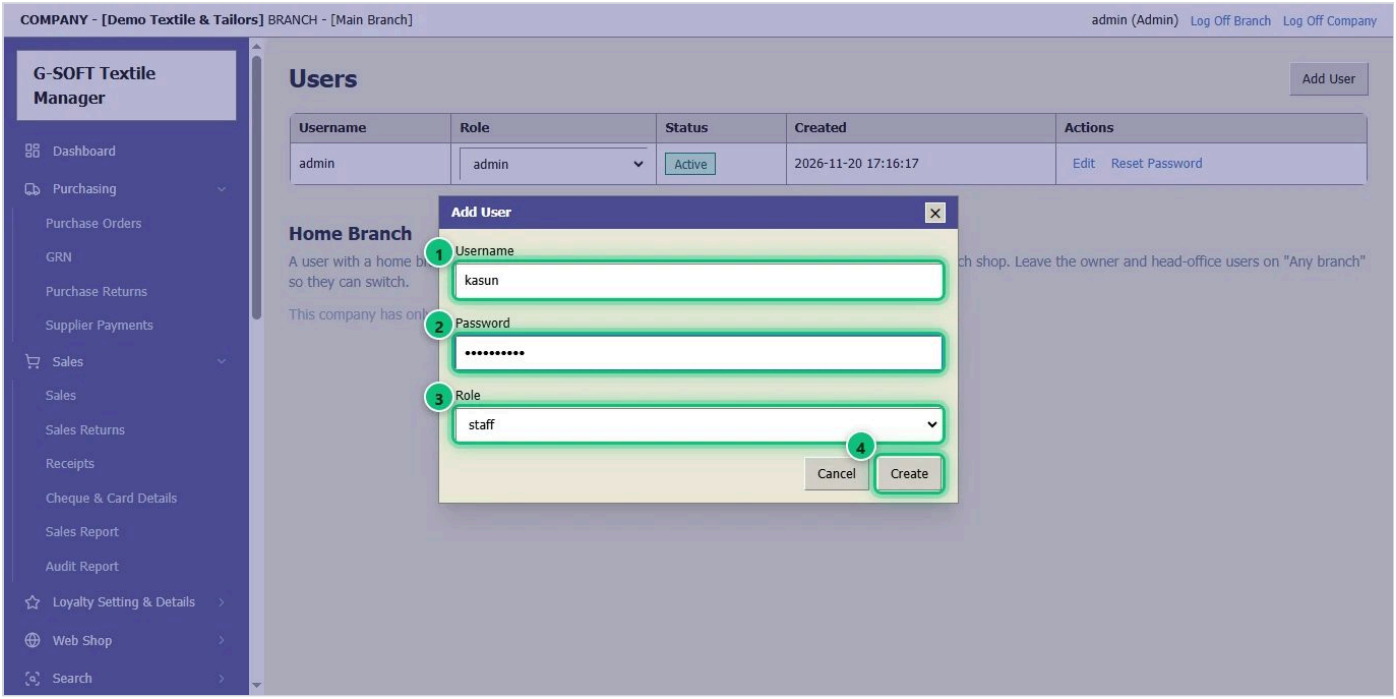


1. Open **Sales** → **Sales Report**.
2. Choose the dates **From** 1 and **To** 2 — the same day for a daily report.
3. The report 3 shows totals by payment method, by product, and each invoice.
4. **Print Report** 4 prints it or saves it as a PDF.

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

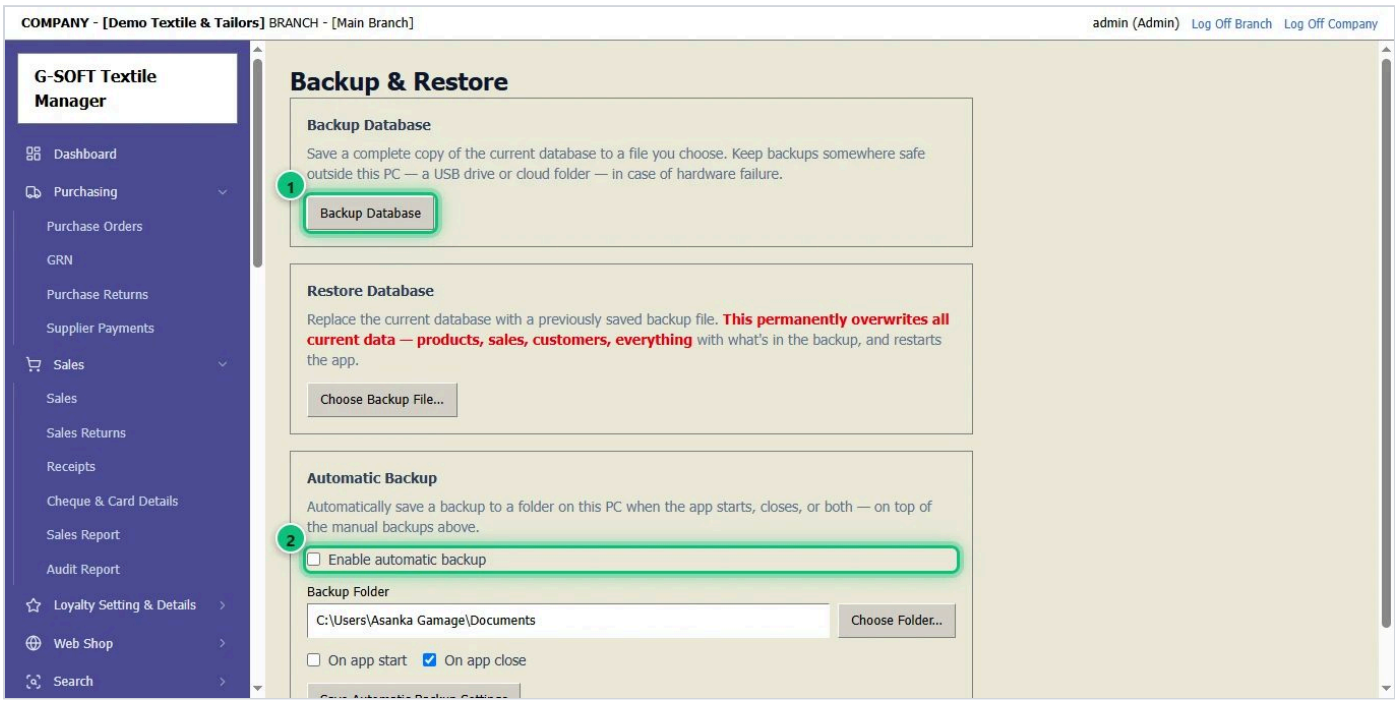


1. Open **Admin** → **Users** and click **Add User**.
2. Type the **username** 1 and a **password** 2 for the staff member.
3. Choose the **role** 3: **Admin** sees everything, **Manager** and **Staff** see less.
4. Click **Create** 4. Change what each role may do in **Admin** → **Permissions**.

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.