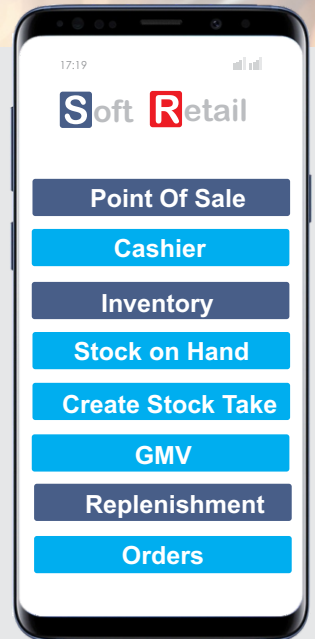
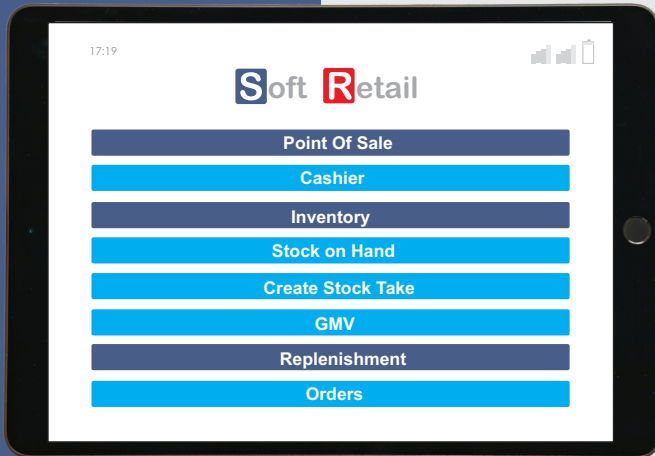


User Guide



too Soft



Preface

Soft Retail is an Android Retail Application crafted by dynamic retailers with rich retail experience. Soft Retail aims to assist small and medium retailers with a seamless stock management tool.

This Application is a reliable tool, developed to help retailers and their staff work smart and easily, reduce manual work that can make their retail job very difficult and inaccurate.

Soft Retail is designed to record stock movements and provide reports for your Retail business at your fingertips.

By using this Application, you will know how much **Sales** and **Purchases** you are recording daily, or weekly, or monthly, or yearly, **Gross profit, Variances in Surplus and Shrinkage** just from one click.

This Application helps you to measure and analyze your business' performance in order to make informed decisions that can help your business grow and make good profits.

This Application is a complete Retail integrated data logic and can be downloaded on Playstore to any Android device.

Commitment

Soft Retail is committed beyond providing the Android Application, we also provide more retail development and retail monitoring tools in **retail coaching** which is customer service, inventory management and retail leadership skills and we also assist in **retail administration** which is retail documentation and stock taking.

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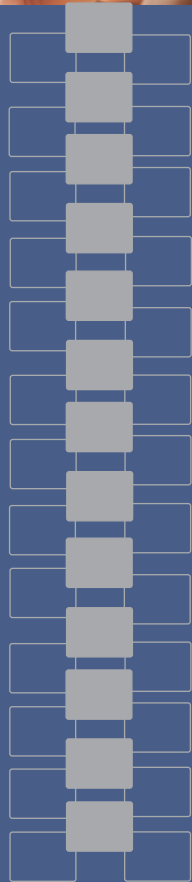
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Listing Stock

After this Exercise

You will be able to list stock by yourself independently add quantity, cost and selling on the Application.

Adding Manually

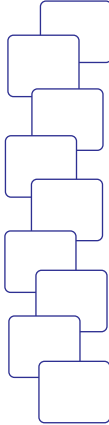
Adding your stock manually is optional. If the bar-code doesn't scan or no bar-code on the item, you can use this option, by pressing **Add New Item**, to list.

Very Important

Make sure you include the item's correct description, size and bar-code, for accurate stock movements and inventory purposes.

Listing stock

How to list Stock on the Application?
Please follow the below 8 easy steps.



Step 1 Under Inventory

Step 2 Press Create Count

Step 3 Enter Access Code

Step 4 Press this Add Icon

Step 5 A Small text box will appear Press **Add New Item** or **Scan Bar-code** to start listing.

Add New Item
Scan Bar-code

Step 6

Scanning:
Take one Product with a bar-code as shown on the box (diagram1) and scan the bar-code.

Diagram 1



Product: Coca-Cola
Flavor: Original
Size: 440ml
Cost Price: 7.57
Selling Price: 9.99



Bar-code to scan.



Step 7

A Text Box will appear, already recorded the item's bar-code (**5449000664686**) you have scanned on the product ready for you to fill product's information

ADD NEW ITEM

Barcode

Item Name

Size

Cost Price

Selling Price

Quantity

SAVE ITEM

When Listing Manually you will be required to type the item's bar-code (**5449000664686**)

Step 8

Now Enter the item's information (as per example on the text box on your right
Item Name (Coca-Cola)
Size (440ml)
Cost Price (7.57)
Selling Price (9.99)
Quantity (10)
and
Press **SAVE ITEM**

Once you have entered all the product's information press **UPDATE** your listing is done and item has been added successfully

ADD NEW ITEM

5449000664686

Coca-Cola

440ml

7.57

9.99

10

SAVE ITEM

The Buttons on the Screen shot

- a** **ABORT**
to cancel the whole intended transaction press ABORT button.
- b** **CASH**
Icon button to execute cash tendered by the customer or money received from the customer.
- c** **SCAN**
Icon for reading bar-code on a product when intending to sell, press it to start scanning bar-codes on the products.
- d** **ENTER**
Icon button to finalize transaction.
- e** **Enter Bar-Code**
You can enter the bar-codes manually or by the use of a hand held scanner.
- f** **Search Items**
Search engine for all listed products on the Application.
- g** **Total**
Total Money received from the customer.
- h** **Total**
Total value of stock customer is intending to buy.
- i** **Change**
Total money to be given as a change back to the customer after paying.

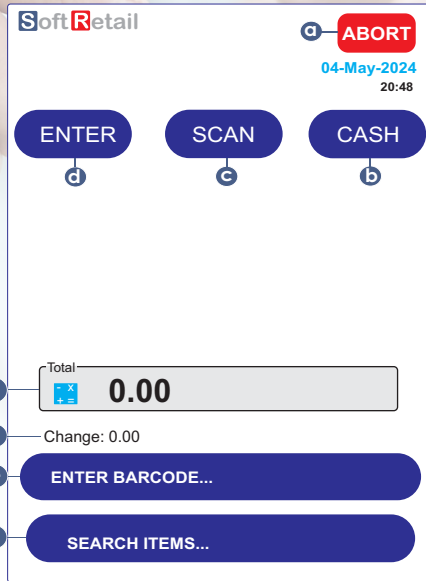
Cashier Operations

Now we have listed our first item let's make our first transaction by selling it.

STEP 1 Under **Point of Sale**.

STEP 2 Press **Cashier** to start transacting.

STEP 3 The below screen will appear.



STEP 4 To start selling, press the **SCAN** button on the App, and scan the bar-code on the product as it's shown below, or type product on search items shown (f).



Product: Coca-Cola
Flavor: Original
Size: 440ml
Selling Price: 9.99



Bar-code to scan.



Cashier Operations (Vending)

After scanning the bar-code on the product, the **product's description, size, selling price and quantity** you are selling will be displayed on your screen as per the screen shot below.

Illustration.

For an example customer is buying one coke selling at 9.99, the selling price will be displayed on the screen (see screen shot 1).

Important.

Coca-cola Soft Drink 440ml
Total: 9.99

Use \otimes to multiply or subtract same identical products like the coke, you can edit to 10 if customer is buying the same coke original, same bar-code, same size and same price.

You can add more different items by scanning depending on how many items the customer is intending to buy.

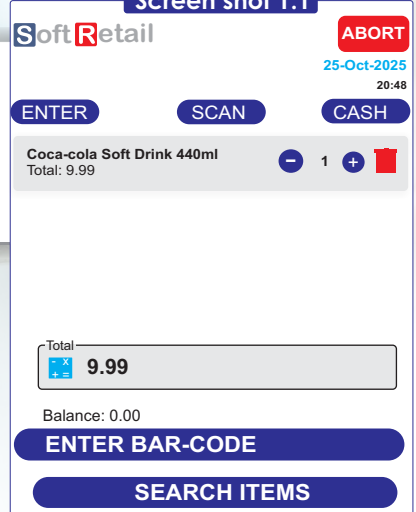
Enter Bar-Code

You can enter product's bar-code manually using this button (Enter Bar-Code) or use hand held scanner.

Search Items

Your search engine, alternative when the scanners are not able to interpret or read a listed product's bar-code.

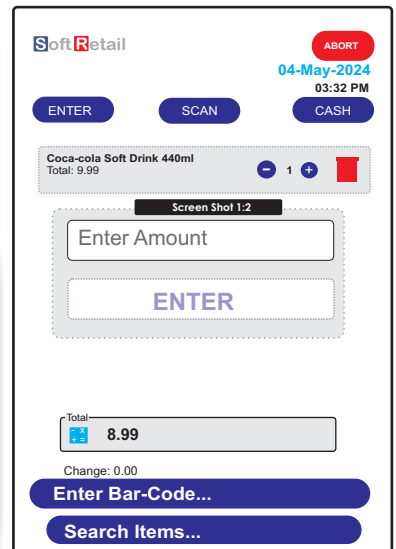
Screen shot 1:1



STEP 5 Now Press Cash to proceed.

A small White Text box (screen Shot 1:2) will appear enter the Amount the customer is paying with for example if he/she is paying with 20.00 enter the 20.00 on the Text box and press **ENTER** to continue.

STEP 6



STEP 7

After adding the amount, **Cash Tendered:** will record 20.00, **Total:** will remain 9.99, **Change:** will record 10.01.

Meaning you received 20.00 from your customer, who is buying an item selling for 9.99 and the change will be 10.01.

Important Notes

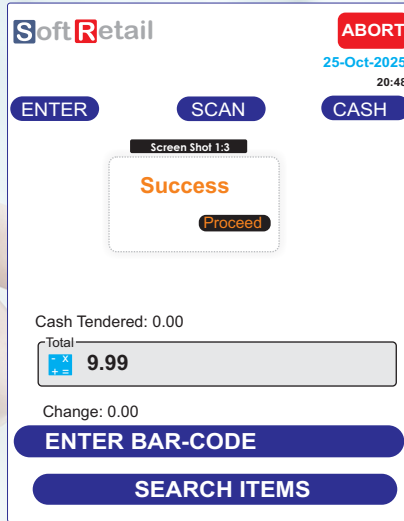
Make sure everything is correct before you press ENTER, because once Transaction is completed you can not reverse it.



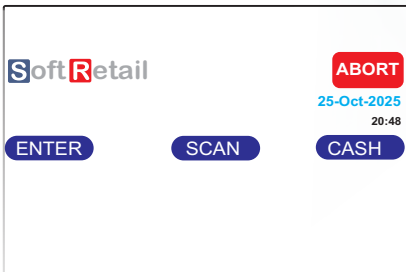
Finalizing transaction

STEP 6

To complete transaction Press **ENTER** a White Text box will appear (see screen shot 1:3), to complete transaction, press Proceed.



POS is Listing Enabled



By scanning the item's bar-code for unlisted product the white text box on your right hand will appear, to allow you to add the new item on the Application.

ADD NEW ITEM

Barcode


Adding Supplier

How to add Suppliers to your Data base?

In this chapter you will learn how to register suppliers on your own, by simply following the below easy steps on your Application to list your first new Supplier.

On your App

Entry Screen

On your Application Entry screen as shown (See screen shot 2:1) go to the floating icon 

on the bottom of your right hand side.

Illustration

Press the icon and follow the 3 easy steps shown on **Screen shot 2:2**.

Screen shot 2:1

Soft Retail

Point Of Sale

Cashier

Inventory

Stock on Hand

Create Stock Take

GMV

Variances 

Screen shot 2:2

Illustrations

After pressing the below icon you will proceed to the next screen.



Enter your Access Code.

Press this icon to add your first new supplier.



On your App

Complete Supplier Information

A text box (see **Screen shot 2:3**) will appear as explained on screen shot 2:4, enter all supplier information correctly.

Important

Make sure the supplier's information is entered correctly so, information entered reflect on your **AOD** and Purchase Orders.

Screen shot 2:3

Soft Retail

ADD NEW SUPPLIER

 SAVE SUPPLIER

Screen shot 2:4

Enter Supplier's information

Now fill up all the supplier details, if you don't have a supplier code you can use T001 for the first supplier and T002, T003 and so forth as you continue adding the suppliers.

Press the button **SAVE SUPPLIER** and your new supplier is added successfully on your data base.

You can now order and receive stock from the listed supplier.

Glossary

Purchase Order

This is your ordering department for replenishing your stock .

UPDATE

Update Button

This is the proceed button used to start ordering stock.

Buttons

ABORT

to cancel the whole transaction.

SCAN

for opening gadget scanner to read and interpret bar-code on the product.

GENERATE

for finalizing the transaction after all data has been captured.

Search Items

search engine for all your listed lines on the Application.

Ordering

How to generate a Purchase Order using Soft Retail.

STEP 1

Press Orders Button

Orders

The below **White** Text box (Screen Shot 3:1) will appear, capture your data as per examples on the left **Grey** Text box.

Screen Shot 3:1

Enter Supplier Details

Supplier Code

Supplier Name

CANCEL

SAVE

e.g. Enter T001

Auto Generated per Supplier code

Press the **SAVE** button to continue.

STEP 2

After pressing the **SAVE** button the below screen will appear.

The screenshot displays the 'Soft Retail' application interface. At the top left, the logo 'SoftRetail' is visible. On the top right, there is a red 'ABORT' button. The main content area shows 'Bevarages Cape Town: +28878787:' and the date '04-May-2024' with the time '03:32 PM'. Below this, there are three buttons: 'GENERATE', 'SCAN', and 'P-CODE'. A list of items is shown, with 'Coca-cola Soft Drink 440ml' and a 'Total: 9.99'. At the bottom, there is a 'Total' field showing '8.99' and a 'Balance: 0.00'. Two large blue buttons are at the bottom: 'Enter Bar-Code...' and 'Search Items...'.

Glossary

Purchase Order

This is your ordering department for replenishing your stock .

GENERATE

Generate Button

This is the proceed button used to start ordering stock.

Finalizing Orders

STEP 3 Press Scan Button on the screen to read item's bar-code or Search Item to start ordering.

SCAN



Bar-code to scan.



scan code

STEP 2

After scanning the product's bar-code the below screen on **Diagram 1:1** will appear, showing the item's description, cost price and quantify.

Diagram1:1

SoftRetail

Bevarages
+088888888
Cape Town:

ABORT
25-Oct-2025

20:48

GENERATE

SCAN

P-CODE

Coca-cola Soft Drink 440ml
Total: 9.99

- 1 +

Total

Balance: 7.90

ENTER

ENTER BAR-CODE

SEARCH ITEMS...

STEP 3

After entering all quantities you are ordering, press GENERATE to post order.

- 1 +

Master these Buttons

- Subtraction - for reducing quantities.

+ Addition - for adding quantities.

+ Addition - for adding quantities.

G.M.V.

Goods Movement Voucher - this is your backdoor system designed to record data or stock from suppliers. All transactions are recorded once finalized.

Glossary

- a **ABORT**
Button used to cancel the whole transaction.
- b **SCAN**
for opening gadget scanner to read and interpret bar-code on the product.
- c **GENERATE**
for finalizing the transaction after all data has been captured.
- d **Enter Bar-code**
Optional: this is for entering the bar-codes manually or entering the bar-codes using hand held scanner.
- e **Search Items**
search engine for all your listed lines on the Application.

Receiving Stock

Now you have learnt how to add suppliers, list items and sell items on the Application, now you will learn on how to receive stock and capture invoices' data using Soft Retail Application.

STEP 1 To start under Inventory and Press **G.M.V.**

The Text box below will appear, capture your data as per sampled on **your right** Text box, enter supplier detail and SAVE to continue.

Enter Supplier Details

Supplier Code

Supplier Name

GMV Number

Invoice Number

CANCEL

Enter Supplier Details

Supplier Code

Supplier Name

GMV Number

Invoice Number

Invoice Total

CANCEL

STEP 2 Make sure you entered all the information on the right Text Box as an example correctly PRESS SAVE and all the Supplier Information entered above will appear as below.

T001
Supplier Name
Contact
& address
Invoice #:001
Invoice Total: 7.57
GMV:00001

25-Oct-2025
20:48

Total

Balance: 0.00

Receiving Stock

STEP 3

Press Scan and scan the product' bar-code to receive your first line and the below Grey Text Box will appear if the item is not listed on the Application,Enter the product's details as below.

On the Text Box

Stock on Hand:

Live update of your current stock on hand.

The stock on hand will always show to assist you if you are overstocking or not.

Cost Price: (7.57)

Your cost price of the stock being received from the supplier taken from the invoice you are receiving.

Selling Price: (9.99)

Your selling price after your percentage mark up or gross profit.

QTY: (10)

This the number of the products you are receiving in quantity.

SCAN BAR-CODE



ADD DATA

Stock on Hand: 9

Coca-Cola Original

440ml

7.57

9.99

QTY: 10

UPDATE

STEP 4

Press UPDATE to proceed to the below (Screen shot) 2:1 and Press GENERATE to finalize.

Screen shot 2:1

From the screen shot 2:1



This button is for deleting or erasing product already added.



This button is for subtracting or decreasing quantity.



This button is for adding quantities when receiving stock.

Invoice Total

The total amount value of the stock received from the invoice.

Balance

This the stock value amount expected to be received, once everything is received correctly, it will balance to 0.00.

Soft Retail

Bevarages
Cape Town
+088787878:
Invoice#:IN020202
Invoice Total: 250.00
GMV: 00005

25-Oct-2025
20:48

GENERATE
SCAN
P-CODE

Coca-cola Soft Drink 440ml
Total: 9.99

- 1 + ■

Total

x
÷
←
→
8.99

Balance: 0.00

Enter Bar-Code...

Search Items...

ABORT

How check stock on hand.

With this Application you can, on a daily basis or weekly basis or monthly basis, check the value and quantity of your stock on hand for stock take purposes or ordering purposes.

Checking Stock on Hand by following the below 4 easy steps.

1 Under **Inventory**.



2 Press **Stock on Hand**

The Screen Shot below on **diagram 1a** will appear.

3 To Print, Press this Printer Icon 

If you want to print and to have a copy for physical counting.


4 Choose Application, preferably Google Drive to save your PDF file.


Diagram 1a

TOTAL VALUE: 204.39

🔍 Search by name...

C	Coca-cola 440ml Price: 7.57 Qty:9	68.13
F	Fanta Orange 440ml Price: 7.57 Qty:9	68.13
F	Fanta Grape 440ml Price: 7.57 Qty:9	68.13



STOCK ON HAND SUMMARY 

DESCRIPTION	AMOUNT	QTY	TOTAL
Coca-cola Original 440ml	7.57	1	68.13

Stock Adjustments and Price Update

This option allows you to make stock adjustments after physical counts, and allows you to update the cost and selling price. On your Android device, please follow the below 5 easy steps.

1 Under **Inventory**

2 Press **Create Count**

3 Enter Access Code

4 (See diagram 2a below) press item name.

5

The below Text Box will appear. Now you can **UPDATE**, Quantity, Cost Price

Diagram 2a

TOTAL VALUE: 68.13

🔍 Search by name...

C Coca-cola 440ml **68.13**
UNITS: 9

+

Enter Quantity

Cost Price

Selling Price

UPDATE

End of Day Reports.

In every of every day, you want to know how you traded for that particular day; how much of sales you made, stock you have ordered, gross profit and some variances.

In this chapter, we teach you how it is done with Soft Retail Android Application.

Checking Reports on Soft Retail.



Press **Sales Summary** **Choose your date range** Daily | Weekly | Monthly
This is where you check how much you have made and how many customers have been recorded daily, weekly, monthly e.t.c.

Press **Purchases** **Choose your date range** Daily | Weekly | Monthly
This is where you check how much you stock you have received from your suppliers, every invoice captured through G.M.V will recorded on the on the purchases.

Press **Gross Profit** **Choose your date range** Daily | Weekly | Monthly
This your gross profit or loss made on Sales vs Purchases, this depends on your accuracy in capturing all invoices received transacting all your sales through (POS) cashier on the Application.

Press **Sales Rate** **Sales Rate** Daily | Weekly | Monthly
This option shows rate of sale per item, if you want to view a live update on how much sales you have made so far during the course of the day.

Press **Variences** **Stock adjustments** Daily | Weekly | Monthly
This is the stock variances negative or positive which is recorded after stock take and adjustments on the stock counts have been made. Once the adjustments have been posted and there is a variance it will appear on this report.

Now you are up to date on how your business is doing and you can analyze the performance of your business.

Stock Taking

Doing stock take weekly for your business is healthy, we provide coaching and support on how you can monitor your profits through stock take, by understanding the below Weekly template. Our clients can request a digital Template for free.

Weekly Stock Take Template

Date	Purchases	Sales	Returns	Wastage	Gross Pr
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total					

}	Opening Stock	
	+ Purchases	
	+ Wastage	
	- Returns to supplier	
	= Total	
	= Closing Stock	
	= Cost of Sales	
	Total Sales (Monday to Sunday)	
Total Sales less Cost of Sales	Gross Profit value	
Gross Profit/ Sales x 100	Gross Profit %	

Notes

Opening Stock: This refers to the stock on hand value of the previous stock take.

Closing Stock: This refers to the stock on hand value of the current stock take which will be your opening stock at your next stock take counts.

Gross Profit: This refers to profit made on trade sales and purchases excluding other expenses like salaries and rent.

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