



QS Prime Inventory Manager

User Manual — Mac

Version 1.5.0 · September 2026

Your product catalogue, stock, sales and customers: products with sizes and colours, sales with GRA taxes, receipts and returns, a customer list with purchase history, reorder suggestions and purchase orders received straight into stock, a training store for practice, a dashboard with charts and alerts, reports with PDF and CSV export, an optional AI assistant that explains sales trends and checks reorders, every stock change recorded with who, when and why, deliveries and adjustments, suppliers, import and export with Excel, users and roles, backups.

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What this version does

Version 1.1 looks after your catalogue, your stock and your sales: record counter sales, phone orders and wholesale, and stock goes down as each sale is saved (chapter 8). Version 1.1.1 adds a customer list with each customer's purchase history (chapter 9). Version 1.2 adds reorder suggestions worked out from your sales, purchase orders that are received straight into stock (chapter 10), and a training store where staff can practise without touching your real data (chapter 11). Version 1.3 adds the dashboard — what your stock is worth, what's low or gone, what's selling, and alerts for late deliveries and unusual stock changes (chapter 4) — and five reports you can filter, print, and save as PDF or for Excel (chapter 13). Version 1.4 adds an optional **AI assistant**: it explains a sales trend in plain English and checks the reorder quantities against a year of sales, with the figures it used shown underneath (chapter 14). It is off until an admin enters an API key, and it changes nothing until someone accepts a suggestion.

1. Getting started

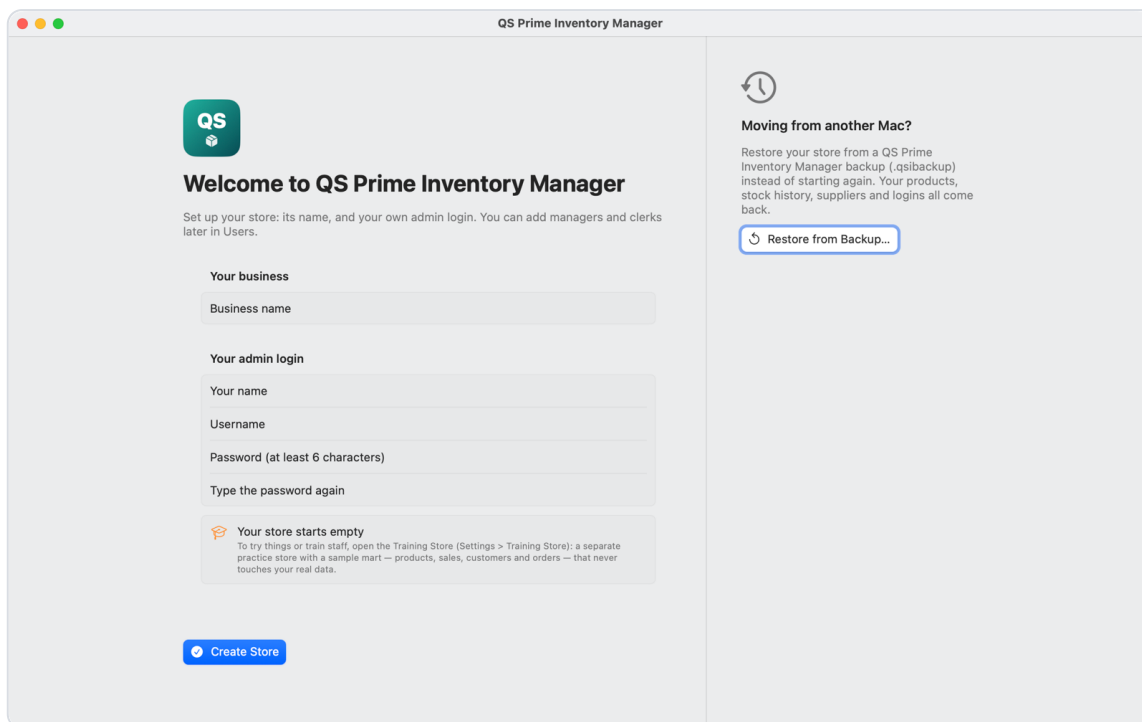
Installing

1. Open **QS Prime Inventory Manager 1.5.0.dmg**. A window opens with the app and an Applications folder.
2. Drag **QS Prime Inventory Manager** onto **Applications**.
3. Open it from Applications or Launchpad. The first time, macOS may say it's from an unidentified developer: **right-click** (or Control-click) the app, choose **Open**, then **Open** again. You only do this once.

The app works entirely on your Mac. It doesn't need the internet (only the optional AI assistant uses it), and it doesn't need QS Prime POS — it's a separate product with its own data.

Setting up your store

The first time the app opens, it asks for your business name and your own admin login (your name, a username and a password of at least 6 characters). This is the only account the app creates; add managers and clerks afterwards in **Users**.

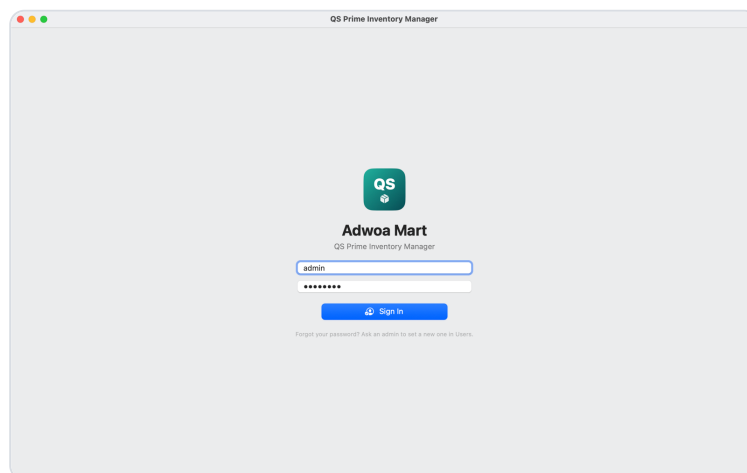


First run: set up the store, or restore it from a backup. The store starts empty; practise in the training store.

Your store starts empty. To try the app first, or to train staff, open the **training store** (chapter 11): a separate practice store with a small Ghanaian shop already in it — about 20 products, customers, two weeks of sales and some purchase orders — that never touches your real data.

Moving from another Mac? Choose **Restore from Backup...** instead and pick your **.qsibackup** file. See chapter 21.

2. Signing in and roles



The sign-in screen shows your business name.

Everyone signs in with their own username and password, so the app can record who did what. Usernames aren't case-sensitive; passwords are. Forgotten passwords are reset by an admin in **Users**. To sign out, use the button at the bottom of the sidebar or .

Role	Can do
Admin	Everything, including Users and Settings (business, taxes, reordering, alerts, AI assistant, training store, backups, licence).
Manager	Add and edit products, receive and adjust stock, record sales (and change a price on a sale), process returns, approve a sale beyond stock with their PIN, edit customers, approve reorder lines and manage purchase orders, mark unusual stock changes as reviewed, ask the AI assistant, open the training store, import and export, suppliers, categories and locations, and see the Activity log. Not Users or Settings.
Clerk	See products, stock, customers and suppliers, Record Sale at the product's price (adding a new customer if needed), Receive Stock when a delivery arrives, and receive a delivery against a purchase order. Can't edit products, ask the AI assistant, approve reorders, create purchase orders, adjust stock, change prices or process returns; selling more than is in stock needs an admin's or manager's PIN.

Buttons a role can't use are hidden or greyed out. The app never lets the store be locked out: you can't switch off or demote your own account, and the last admin can't be demoted.

3. Finding your way around

The screenshot shows the 'Products' screen in the Adwoa Mart application. The sidebar on the left contains navigation links: Dashboard (10 alerts), Products, Sales, Customers, Stock Movements, Reorder & Purchase Orders, Reports, Suppliers, Categories & Locations, Activity, Users, and Settings. The main content area displays a table of products with columns: Name, SKU, On Hand, Retail, Status, Category, and Location. The table lists 20 products, each with a 'Sample' button. At the top right, there are buttons for 'Record Sale', 'Receive Stock', and 'Adjust Stock'. Below the table, there is a status bar showing '20 of 20 products - stock value €9,663.00 at cost' and a link to 'Select a product to see and edit it.'

Name	SKU	On Hand	Retail	Status	Category	Location
Coca-Cola 500ml	BEV-001	96	€8.00	In Stock	Beverages	Shelf A1
FanYogo Strawberry 120ml	BEV-006	48	€5.00	In Stock	Beverages	Cold Room
Frytol Vegetable Oil 1L	GRO-002	30	€38.00	In Stock	Groceries	Shelf B1
Gari 1kg	GRO-005	40	€14.00	In Stock	Groceries	Shelf B2
Gino Tomato Paste 70g	GRO-003	140	€3.50	In Stock	Groceries	Shelf B2
Indomie Instant Noodles (40 pa...	GRO-004	4	€125.00	Low Stock	Groceries	Back Room
Key Soap Bar	HOU-002	80	€8.00	In Stock	Household	Shelf C1
Ladies Slippers	4 variants	19	€30.00	Low Stock	Clothing	Back Room
Lipton Yellow Label Tea (100 ba...	BEV-005	0	€45.00	Out of Stock	Beverages	Shelf A2
Malta Guinness 330ml	BEV-003	20	€10.00	Low Stock	Beverages	Shelf A2
Milo 400g Tin	BEV-004	14	€52.00	In Stock	Beverages	Shelf A2
Mosquito Coil (box of 10)	HOU-003	3	€18.00	Low Stock	Household	Shelf C1
Nido Milk Powder 400g	GRO-006	12	€62.00	In Stock	Groceries	Shelf B1
Omo Detergent 900g	HOU-001	26	€33.00	In Stock	Household	Shelf C1
Pepsodent Toothpaste 140g	PER-001	35	€16.00	In Stock	Personal Care	Shelf C2
Plain Cotton T-Shirt	8 variants	40	€45.00	Out of Stock	Clothing	Back Room
Royal Aroma Jasmine Rice 5kg	GRO-001	22	€150.00	In Stock	Groceries	Shelf B1
Toilet Roll (10 pack)	HOU-004	0	€39.00	Out of Stock	Household	Back Room
Vaseline Petroleum Jelly 250ml	PER-002	20	€26.00	In Stock	Personal Care	Shelf C2
Voltic Mineral Water 1.5L	BEV-002	60	€5.00	In Stock	Beverages	Shelf A1

The main window: sidebar on the left, the screen you chose on the right, and Record Sale, Receive Stock and Adjust Stock at the top.

The app opens on the **Dashboard** after you sign in (chapter 4). The **sidebar** lists the screens: Dashboard, Products, Sales, Customers, Stock Movements, Reorder & Purchase Orders, Reports, Suppliers, Categories & Locations, Activity, Users and Settings (you only see the ones your role can use). The number beside Dashboard is how many alerts are waiting. The bottom of the sidebar shows who's signed in, and says when sample data is loaded.

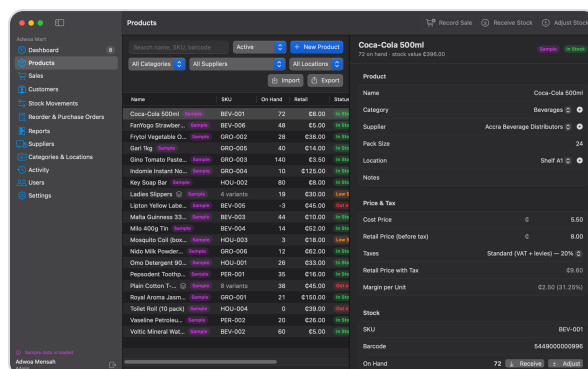
Record Sale, **Receive Stock** and **Adjust Stock** are at the top right on every screen. The main button on each screen is blue (New Product, Save, Record Sale, Record Delivery...); secondary buttons are grey; anything that removes something is red and always asks first, with Cancel as the default.

Keyboard shortcuts

Every shortcut has a button on screen too.

Shortcut	Does	On screen
⌘N	New Product	Products › New Product
⌘S	Save the product, supplier or user you're editing	Save
⇧⌘S	Record Sale	Record Sale (top right, and Sales)
⌘↵	Record the sale you're entering	Record Sale (in the sale window)
⌘R	Receive Stock	Receive Stock (top right)
⌘J	Adjust Stock	Adjust Stock (top right)
⇧⌘I / ⇧⌘E	Import / Export products	Products › Import / Export
⇧⌘R	Reorder List	Reorder & Purchase Orders › Reorder List
⇧⌘P	New Purchase Order	Purchase Orders › New Purchase Order
⇧⌘B	Back Up Now (admins)	Settings › Backup & Restore
⌘1 ... ⌘9 , ⌘0	Go to a screen, in sidebar order (Go menu): Dashboard ⌘1 , Products ⌘2 , Sales ⌘3 , Customers ⌘4 , Stock Movements ⌘5 , Reorder & Purchase Orders ⌘6 , Reports ⌘7 , Suppliers ⌘8 , Categories & Locations ⌘9 , Activity ⌘0	The sidebar
⌘,	Settings (admins)	The sidebar
⇧⌘L	Sign Out	Sidebar, bottom

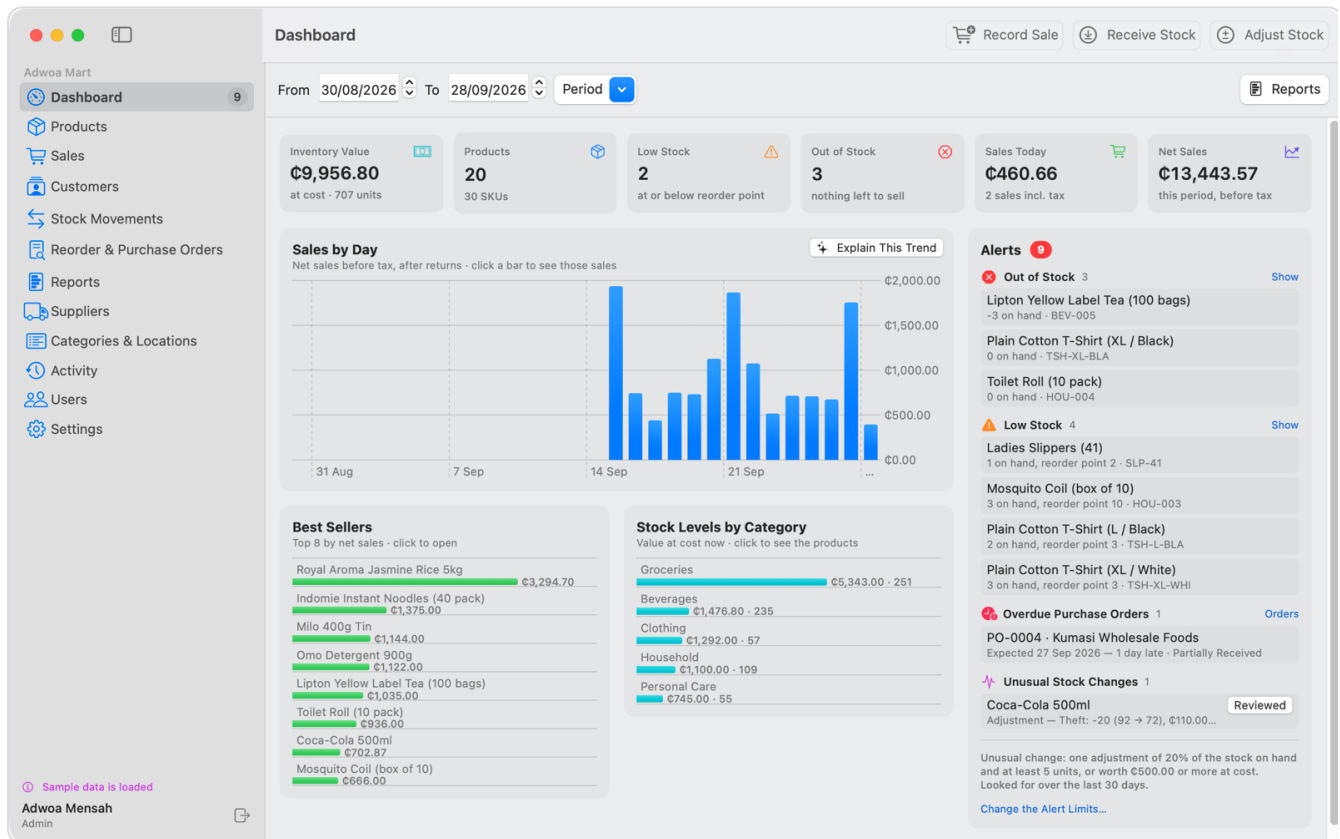
The app follows your Mac's Light or Dark appearance (System Settings › Appearance).



Dark appearance.

4. The dashboard and alerts

The **Dashboard** () is the first screen after signing in. It shows the state of the shop at a glance, and everything on it opens the records behind it. It keeps itself up to date: record a sale or a delivery and the figures change straight away.



The dashboard: tiles along the top, charts, and the alerts on the right.

The tiles

Tile	Shows	Click it to see
Inventory Value	What the stock on hand is worth at cost, and how many units	The Inventory Valuation report
Products	Active products, and how many SKUs (sizes and colours count separately)	Products
Low Stock	Products at or Below their reorder point	Products › Low Stock
Out of Stock	Products with nothing left	Products › Out of Stock
Sales Today	Today's sales including tax, and how many	Today's sales in Sales History
Net Sales	Sales in the chosen period, before tax, after returns	Those sales in Sales History

From, **To** and **Period** (Today, Last 7 / 30 / 90 Days, This Month, This Year) choose the dates for the charts and the Net Sales tile — the last 30 days to start. The other tiles and the alerts are always as of now.

The charts

- **Sales by Day** — net sales before tax for each day (by week when the period is longer than about two months). Click a bar to see that day's (or week's) sales. **Explain This Trend** in its corner asks the AI assistant what moved and why (admins and managers; chapter 14).
- **Best Sellers** — the top eight products by net sales in the period. Click one to open the product.
- **Stock Levels by Category** — what each category's stock is worth at cost now, and how many units. Click one to see its products.

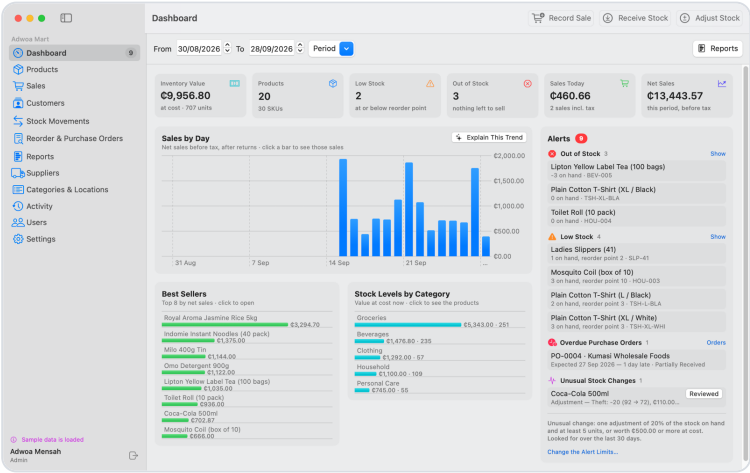
Alerts

The panel on the right lists what needs attention, and the same number appears beside **Dashboard** in the sidebar. Click an alert to open what it's about.

Alert	When	Goes away when
Out of Stock	An item (or one size or colour) has nothing left	Stock arrives
Low Stock	An item is at or below its reorder point	Stock is back above it
Overdue Purchase Orders	An ordered delivery is past its expected date and hasn't all arrived	It's received in full, closed short or cancelled — or you change the expected date
Unusual Stock Changes	One stock adjustment in the last 30 days was big (below)	An admin or manager presses Reviewed

What counts as an unusual change

One adjustment — damaged, expired, theft, a count correction or other — that is **20% or more of the stock on hand and at least 5 units**, or that is **worth ₪500 or more at cost**. Example: 20 Coca-Cola written off as theft when there were 96 on the shelf (21 %, 20 units) is flagged; 2 bottles of oil marked damaged is not. Sales, returns and deliveries are never flagged. Admins can change the three limits in **Settings › Alerts** (chapter 20).



All the alerts shown (Show all), with an unusual change waiting to be reviewed.

An unusual change stays on the list until someone has looked at it. Click it to see that item's stock movements, check what happened, then press **Reviewed**. Who reviewed it is recorded in the Activity log.

Clerks see the alerts but can't mark them reviewed.

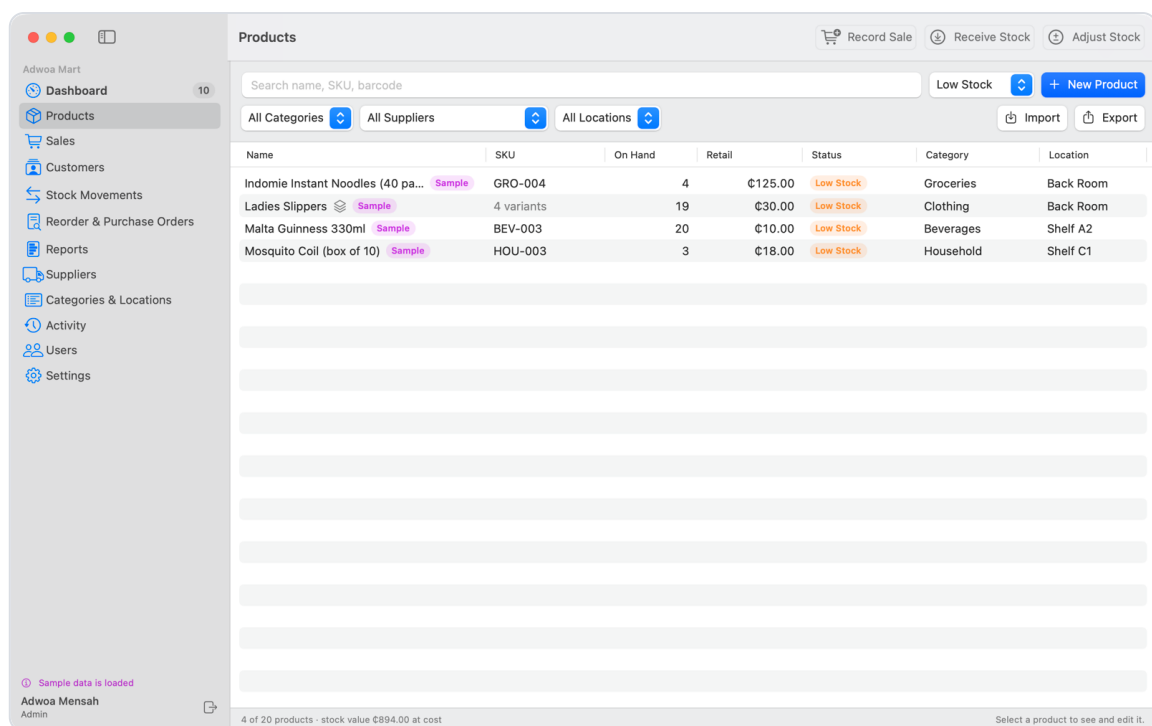
5. Products

The Products list shows each product's SKU, stock on hand, retail price, stock status, category and location. A product with sizes or colours shows how many variants it has instead of one SKU. The line at the bottom totals the stock value at cost for the products shown.

Finding products

- **Search** finds a name, SKU, barcode (scan it into the search box) or option such as "XL".
- **Show:** Active (the usual list), Low Stock, Out of Stock, Archived, or All.
- **All Categories / All Suppliers / All Locations** narrow the list to one of each.

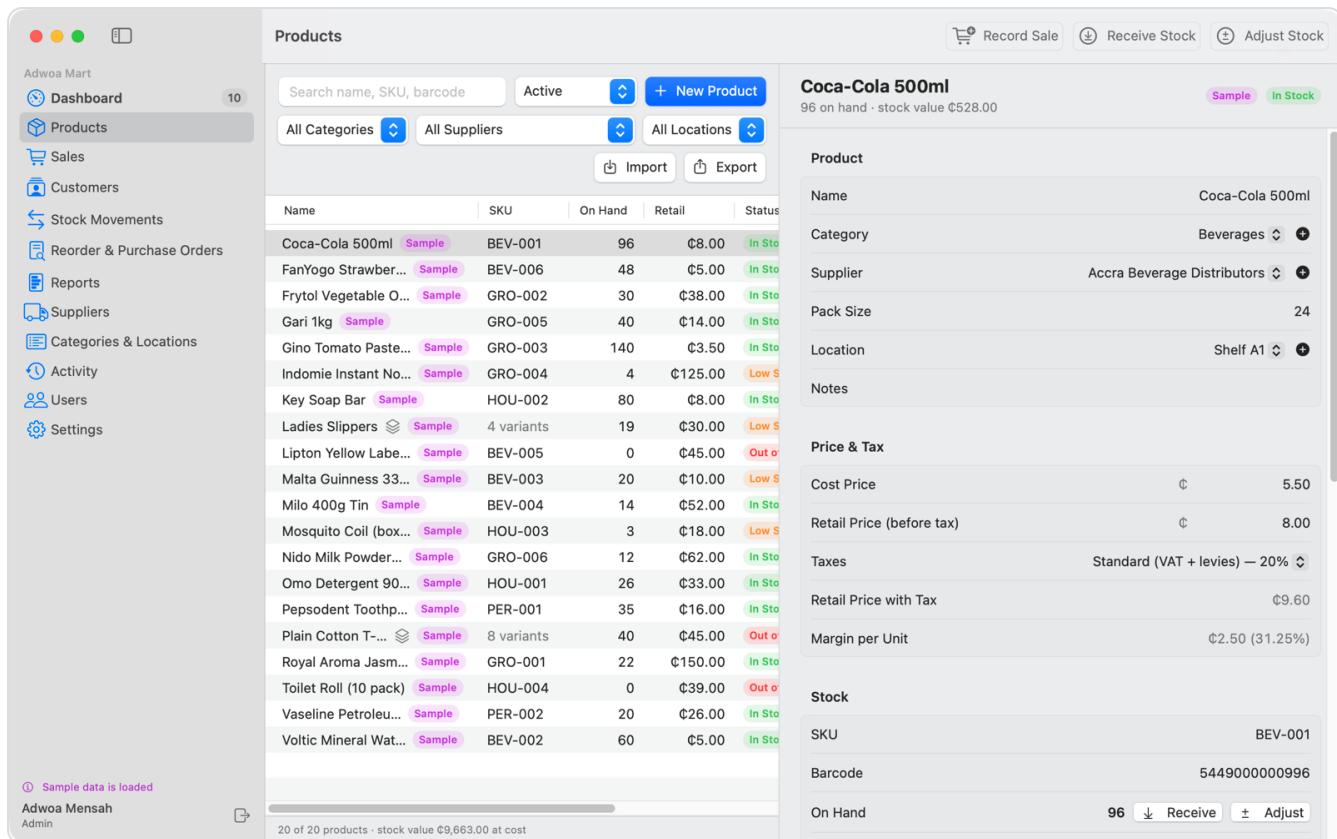
Status	Means
In Stock	Above its reorder point.
Low Stock	At or below its reorder point (for a product with variants: any variant).
Out of Stock	Nothing on hand (for a product with variants: any variant has none).



Show: Low Stock lists what needs ordering.

A product's details

Click a product to open its details beside the list.



Product details: category, supplier, location, prices and taxes, stock, and recent stock movements.

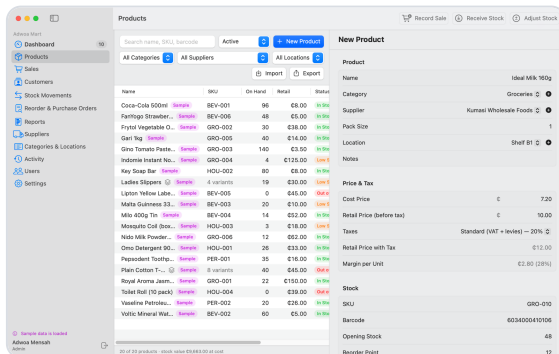
- **Category, Supplier, Location:** choose from the list, or press + to add a new one on the spot (it then appears on its own screen too).
- **Cost Price** and **Retail Price (before tax).** The app shows the price with tax and the margin.
- **Taxes:** the tax group, for example *Standard (VAT + levies) — 20%* or *Exempt*. See chapter 20.
- **SKU** (your own item code) and **Barcode.** Both must be unique: the app refuses a SKU or barcode another product already uses and tells you which product has it.
- **On Hand** with **Receive** and **Adjust** buttons. Stock only changes through these, so every change is recorded.
- **Reorder Point** (at or below it, the product is Low Stock) and **Target Stock** (a safety stock: how many you want left over on top of the sales expected before the next delivery — used by reorder suggestions, chapter 10).
- **Pack Size:** the supplier sells in packs of this many (a carton of 24). Reorder suggestions round up to whole packs; 1 means single units.
- **Recent Stock Movements:** the last few changes, with who made them.

Press **Save** (⌘S) to save and close the details. If you click another product without saving, your changes are saved for you when they're valid; if they aren't (a duplicate SKU, say) the app tells you they weren't saved. **Close Without Saving** throws the changes away.

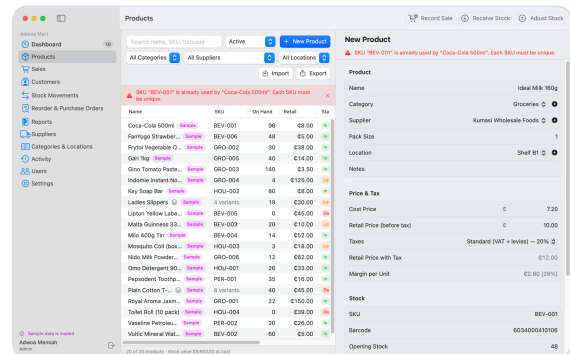
Adding a product

1. Press **New Product** (⌘N).
2. Enter the name, choose the category, supplier and location, and enter the cost and retail price.

3. Enter the SKU and barcode, the **Opening Stock** (how many are on the shelf today), the reorder point and target stock.
4. Press **Add Product**. The opening stock is recorded as an **Opening Stock** movement in your name.



A new product.



A SKU that's already used is refused, naming the product that has it.

Archiving and deleting

Anything with stock history is never deleted, so your records always add up. Instead, **Archive Product** hides it from the lists and from Receive and Adjust Stock; its history stays. Find it again under **Show: Archived** and press **Restore Product**. **Delete Product** only appears for a product that has never had any stock (for example one added by mistake).

6. Sizes, colours and other options

A product can come in up to three options — for example Size, Colour and Material. Every combination is a **variant** with its own SKU, barcode, price (if different) and stock.

1. In the product's details, press **Add Options**. An option called Size appears; rename it if you need to.
2. Type its values separated by commas: *S, M, L, XL*. Press **Add Option** for a second one (Colour: *White, Black*).
3. Press **Update Variants**. The app makes every combination (here 8) with a SKU for each, such as *TSH-M-WHI*. Change any SKU, add barcodes, and enter opening stock for each.
4. Leave **Price** blank to use the product's retail price, or enter a different price for that variant (XL costs more, say).
5. Press **Save**.

The screenshot shows the Adwoa Mart app interface. On the left is a sidebar with navigation options: Dashboard, Products, Sales, Customers, Stock Movements, Reorder & Purchase Orders, Reports, Suppliers, Categories & Locations, Activity, Users, and Settings. The main area is divided into two panels. The left panel, titled 'Products', shows a list of 20 products with columns for Name, SKU, On Hand, Retail, and Status. The right panel, titled 'Plain Cotton T-Shirt', shows the product details for a specific item. It includes fields for Name, Category, Supplier, Pack Size, Location, and Notes. Below these are 'Price & Tax' details, including Cost Price, Retail Price (before tax), Taxes, Retail Price with Tax, and Margin per Unit. At the bottom of the right panel is a table for 'Variants (8)', showing combinations of Size and Colour with their respective SKUs, barcodes, prices, and stock levels.

Variant	SKU	Barcode	Price	On Hand	Reorder	Target
S / White	TSH-S-WHI	—	45.00	6	3	12
S / Black	TSH-S-BLA	—	45.00	4	3	12
M / White	TSH-M-WHI	—	45.00	10	3	12
M / Black	TSH-M-BLA	—	45.00	8	3	12

A T-shirt in 4 sizes and 2 colours: 8 variants, each with its own SKU and stock.

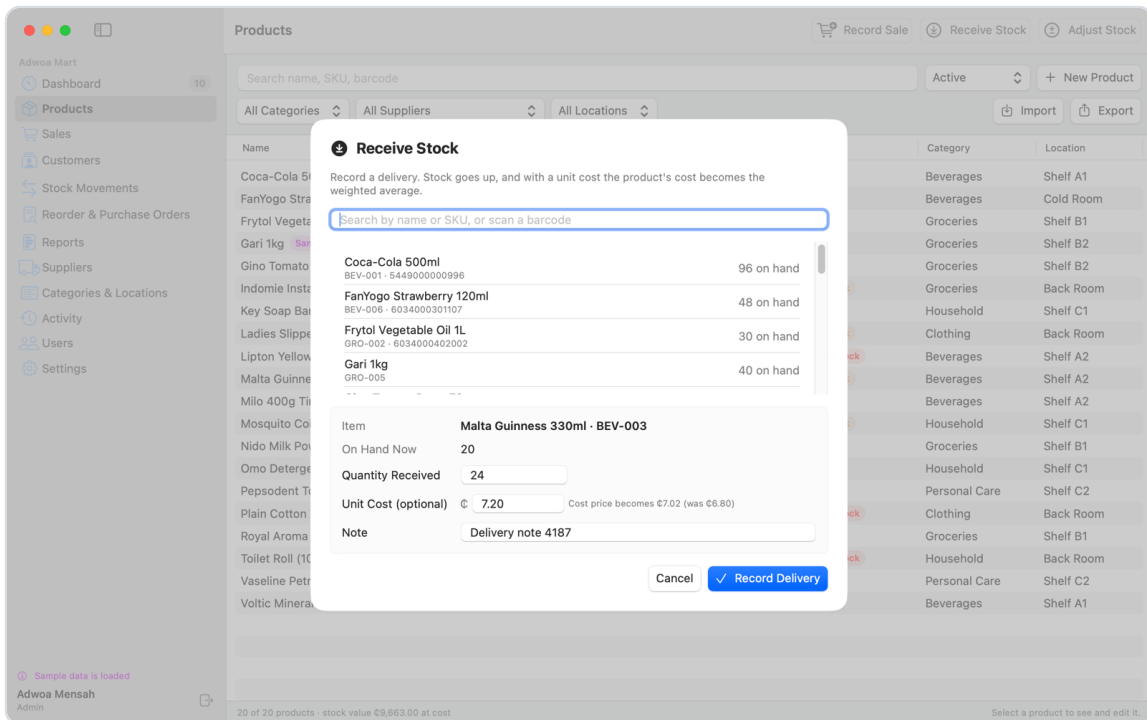
To add a size later, add it to the values and press **Update Variants** again: existing variants keep their SKUs and stock. A variant you take out of the values is removed if it never had stock; if it did, it's **archived** so its history stays. The ... button next to a variant's stock receives or adjusts that variant.

If you turn an existing product into one with options, its current stock and SKU go to the first combination.

7. Receiving and adjusting stock

Receive Stock — a delivery

1. Press **Receive Stock** (⌘R) at the top right, or **Receive** in a product's details.
2. Search by name or SKU, or scan the barcode, and pick the item.
3. Enter the **Quantity Received** and, if you know it, the **Unit Cost** on the invoice. Add the delivery note number in **Note**.
4. Press **Record Delivery**. The window stays open for the next item on the same delivery; press **Done** when finished.



Receiving 24 bottles at ₦7.20: the app shows the new cost price before you record.

How the cost price changes

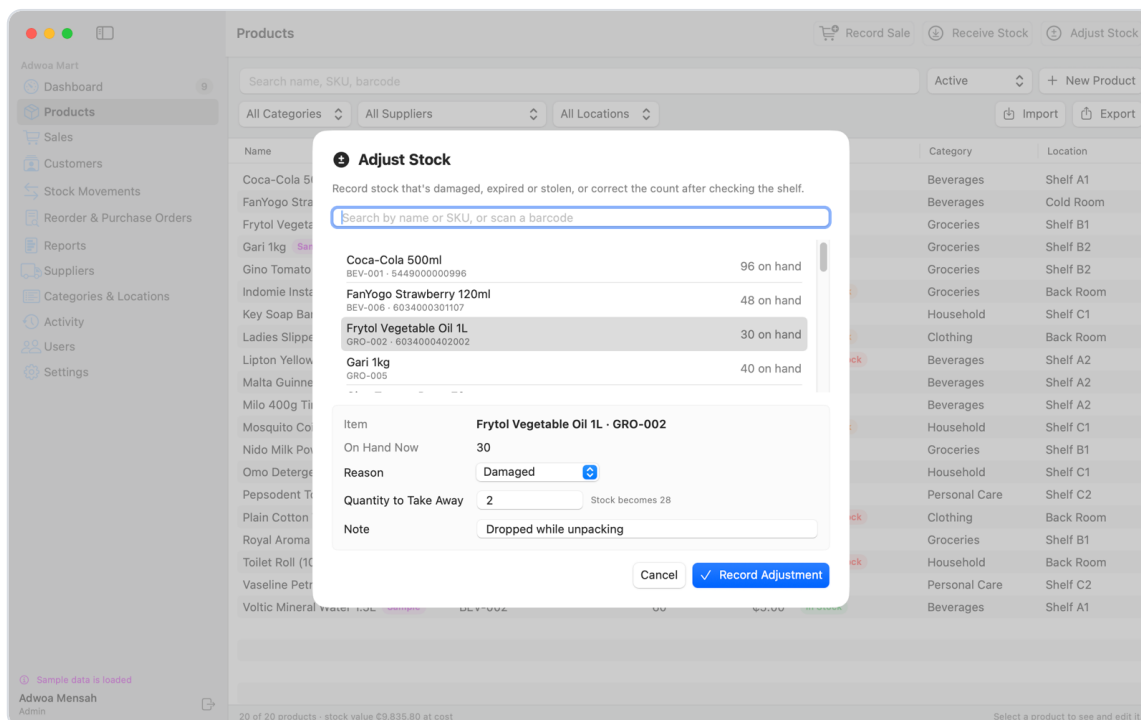
With a unit cost, the product's cost price becomes the **weighted average** of what you already had and the delivery. Example: 20 on hand at ₦6.80 plus 24 received at ₦7.20 → $(20 \times 6.80 + 24 \times 7.20) \div 44 = ₦7.02$. Leave the unit cost blank to keep the cost price as it is.

Adjust Stock — damaged, expired, theft, counts

1. Press **Adjust Stock** (⌘J) and pick the item.
2. Choose the **Reason**:

Reason	Use it for
Damaged, Expired, Theft	Stock that's gone. Enter how many to take away.
Count Correction	You counted the shelf. Enter the number you counted; the app records the difference.
Other	Anything else, adding (5) or taking away (-5). Say what happened in the note.

3. The app shows what the stock becomes. Press **Record Adjustment**.



Two bottles of oil damaged while unpacking.

An adjustment can't take stock below zero: the app refuses it and suggests counting the shelf. (Only a sale approved beyond stock can — see chapter 8.) Archived products can't be changed until they're restored.

8. Sales and returns

Record what you sell — counter sales entered in a batch at the end of the day, phone orders, wholesale — and stock goes down as each sale is saved. Every sale gets a receipt number (S-20260927-0001: the day it was entered and the next number that day), a receipt you can print or save as a PDF, and a place in Sales History for returns.

Sales > Sales History: every sale, with its type, customer, total, payment and whether anything came back.

Recording a sale

1. Press **Record Sale** () at the top right, or in Sales.
2. Check the **Date** (today to start — choose an earlier day for a sale you're entering late), the **Type** (Counter, Phone Order or Wholesale) and the **Payment** (Cash, Mobile Money, Card, Bank Transfer, Cheque, Other). A **Customer** is optional: type part of their name or phone number and pick them from the list, press + (or *Add ... as a new customer*) to save someone new, or just leave a name typed on this sale only.
3. Add items: type a name or SKU in the search box and click the item, or scan its barcode and press Return. Adding the same item again adds one more.
4. Change the **Qty** of any line. Enter a **Discount** on a line (an amount off that line) or a **Sale Discount** off the whole sale. Admins and managers can also change the **Unit Price** for this sale only — a wholesale price, say.
5. Check the totals and press **Record Sale** ().

Record Sale Prices are before tax

Date: 28/09/2026 Type: Phone Order Payment: Mobile Money Mrs Owusu - 024 555 0192

Add an item: search by name or SKU, or scan a barcode

Item	On Hand	Qty	Unit Price	Discount	Amount
Coca-Cola 500ml BEV-001	96	6	8.00	0	¢48.00
Royal Aroma Jasmine Rice 5kg GRO-001	22	1	150.00	0	¢150.00
Plain Cotton T-Shirt (M / Black) TSH-M-BLA	8	2	45.00	5	¢85.00

Note (optional) — order number, delivery address...

Sale Discount ¢ 10 off the whole sale, before tax

Subtotal	¢288.00
Line Discounts	-¢5.00
Sale Discount	-¢10.00
NHIL (2.5%)	¢3.21
GETFund (2.5%)	¢3.21
VAT (15%)	¢19.24
Total	¢298.66

Cancel Record Sale

A phone order: three items, a line discount on the T-shirts and ¢10 off the sale. The rice is tax-exempt, so only the other lines are taxed.

The window stays open for the next sale and keeps the date, type and payment, so a day's sales go in one after another. Each recorded sale is listed with a **Receipt** link. Press **Done** when you've finished.

How the totals are worked out

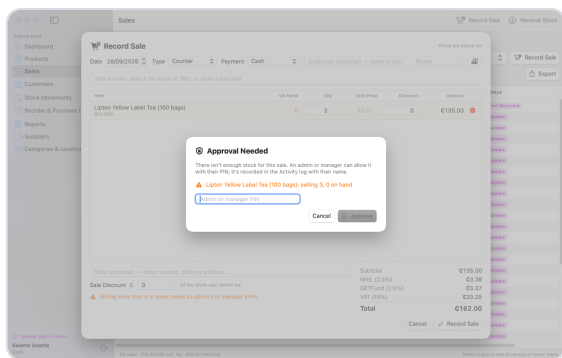
Prices are before tax. Line discounts come off their line; the sale discount is shared across the lines in proportion to their value; then each line is taxed by its product's tax group — for the Standard group NHIL 2.5%, GETFund 2.5% and VAT 15%, each on the price before tax (20% together). Example: ¢100 of standard-rated goods = ¢2.50 NHIL + ¢2.50 GETFund + ¢15.00 VAT = ¢120.00. The receipt lists each tax; the parts always add up to the total tax to the pesewa.

Back-dated sales keep the day you chose as the sale date and also record when they were entered; they're marked with a clock in Sales History and "Entered" on the receipt. A sale can't be dated in the future.

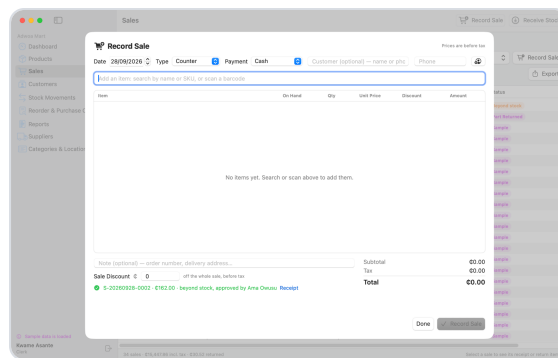
Selling more than is in stock

If a sale takes more of an item than is on hand, the line is highlighted and the app stops before saving:

- **An admin or manager** recording the sale is asked to confirm (**Sell Anyway**; Cancel is the default).
- **A clerk** needs an admin or manager to type their **approval PIN** on the clerk's screen. The clerk stays signed in.



A clerk sells tea that's out of stock: a manager approves with their PIN.

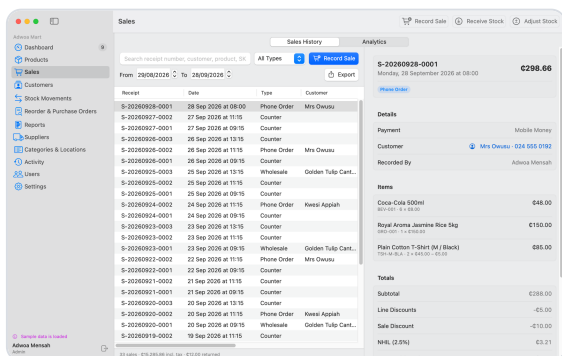


The sale is saved, showing who approved it.

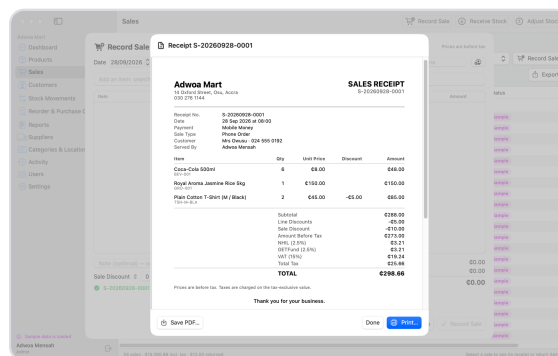
The sale is marked **Beyond stock** with the approver's name, and the Activity log records what was sold and how much was on hand. Stock then shows below zero (Out of Stock) until you receive the goods or count the shelf. PINs are set in **Users** (chapter 19).

Receipts

Select a sale in Sales History to see its details beside the list, then press **Receipt...** The receipt shows your business name, address and phone, the receipt number and date, payment, type, customer, who served, each item, discounts, each tax, the total, any returns, and your receipt footer (Settings › Business). **Print...** sends it to a printer; **Save PDF...** saves it to email or WhatsApp to the customer.



A sale's details.

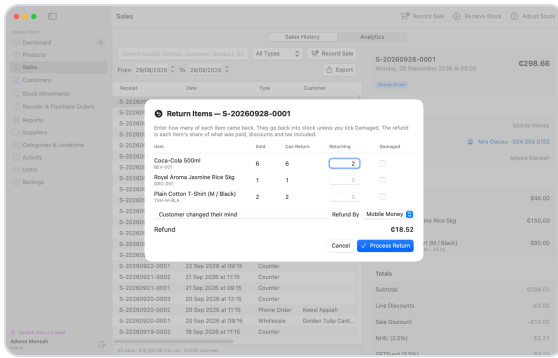


The receipt (A4), ready to print or save as a PDF.

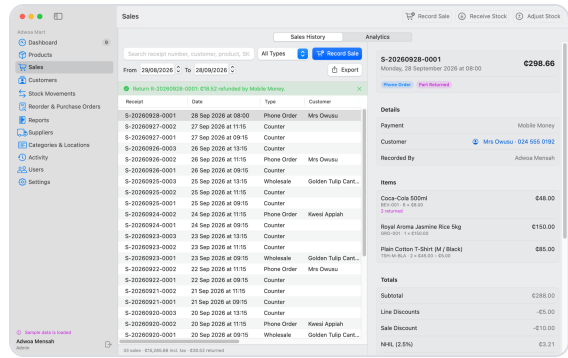
Returns

When a customer brings goods back, find the sale in Sales History (search by receipt number, customer or product), select it and press **Return Items...** (admins and managers).

1. Enter how many of each item came back. You can't return more than was sold, less anything already returned.
2. Tick **Damaged** for goods that can't be sold again — they don't go back into stock. Everything else does, as a **Return** stock movement.
3. Enter the **Reason** and how the money was given back (**Refund By**).
4. Press **Process Return**. The refund is each item's share of what the customer actually paid — its discount and tax included — so returning everything gives back exactly the sale total.



Two bottles back from a phone order.



The sale shows Part Returned, and the return has its own receipt.

A sale is never changed or deleted: the return is a separate record (*R-20260927-0001*) with its own receipt, listed under the sale.

Sales analytics

Sales > Analytics shows what sold in a period, **By Product**, **By Category**, **By Customer** (walk-in sales together as one line) or **By Day**: quantity sold and returned, net sales before tax (after returns), tax, cost, profit and margin, with totals at the top. Choose the dates or a **Period** (Today, Last 7 Days, Last 30 Days, This Month). Sales count on their sale date; returns count on the day they came back. Cost is the product's cost price when it was sold.

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Sales

Record Sale

Receive Stock

Adjust Stock

Sales History

Analytics

By Product

By Category

By Customer

By Day

From

30/08/2026

To

28/09/2026

Period

Export

Sales

33

Net Sales (ex tax)

€13,308.57

Tax

€1,946.77

Profit

€3,682.97

27.67% margin

Returns

€25.43

3 items

Product	Qty Sold	Returned	Net Sales	Tax	Cost	Profit	Margin
Royal Aroma Jasmine Rice 5kg GRO-001	22		€3,294.70	€0.00	€2,530.00	€764.70	23.21%
Indomie Instant Noodles (40 pack) GRO-004	11		€1,375.00	€275.00	€1,045.00	€330.00	24%
Milo 400g Tin BEV-004	22		€1,144.00	€228.80	€836.00	€308.00	26.92%
Omo Detergent 900g HOU-001	34		€1,122.00	€224.40	€816.00	€306.00	27.27%
Toilet Roll (10 pack) HOU-004	24		€936.00	€187.20	€672.00	€264.00	28.21%
Lipton Yellow Label Tea (100 bags) BEV-005	20		€900.00	€180.00	€640.00	€260.00	28.89%
Coca-Cola 500ml BEV-001	90	2	€702.87	€140.57	€484.00	€218.87	31.14%
Mosquito Coil (box of 10) HOU-003	37		€666.00	€133.20	€444.00	€222.00	33.33%
Nido Milk Powder 400g GRO-006	10		€620.00	€124.00	€450.00	€170.00	27.42%
Malta Guinness 330ml BEV-003	52	1	€510.00	€102.00	€346.80	€163.20	32%
Frytol Vegetable Oil 1L GRO-002	10		€380.00	€76.00	€280.00	€100.00	26.32%
Key Soap Bar HOU-002	40		€320.00	€64.00	€220.00	€100.00	31.25%
Gari 1kg GRO-005	20		€280.00	€0.00	€180.00	€100.00	35.71%
Vaseline Petroleum Jelly 250ml GRO-002	10		€260.00	€52.00	€180.00	€80.00	30.77%

19 products - sales count on the sale date, returns on the day they came back - amounts before tax except Tax

Analytics by product for the last 30 days.

Export on either tab saves a CSV file for Excel, headed with your business name, the report, the period and when it was made.

9. Customers

Customers keeps the people you sell to — phone orders, wholesale buyers, regulars — with their phone, email, address and notes, and shows everything each one has bought. It's optional: a counter sale with no customer is fine.

The screenshot shows the 'Customers' management screen. On the left is a sidebar with navigation options: Dashboard, Products, Sales, Customers (selected), Stock Movements, Reorder & Purchase Orders, Reports, Suppliers, Categories & Locations, Activity, Users, and Settings. The main area has a search bar, 'Show Archived', and 'New Customer' buttons. A list of customers is shown, with 'Mrs Owusu' selected. Her details are displayed on the right, including sales count (4), total spent (€2,362.54), last purchase date (28 Sep 2026), and a list of purchase history items. A 'Save' button is at the bottom of the details section.

Customer	Phone	Sales	Total Spent	Last Purchase
Golden Tulip Canteen	030 221 7005	4 sales	€915.60	
Kwesi Appiah	020 813 4476	3 sales	€1,353.40	
Mrs Owusu	024 555 0192	4 sales	€2,362.54	28 Sep 2026

Mrs Owusu
Customer since 29 Aug 2026

Sales: 4, Total Spent: €2,362.54, Last Purchase: 28 Sep 2026

Details

Name: Mrs Owusu
Phone: 024 555 0192
Email:
Address: Labone, Accra
Notes:

Purchase History

- S-20260928-0001 · 28 Sep 2026 (Part Returned) €298.66
6 x Coca-Cola 500ml, 1 x Royal Aroma Jasmine Rice 5kg,...
- S-20260926-0002 · 26 Sep 2026 €456.40
4 x Milo 400g Tin, 3 x Frytol Vegetable Oil 1L, 5 x Gari 1kg
- S-20260922-0002 · 22 Sep 2026 €1,087.20
3 x Indomie Instant Noodles (40 pack), 9 x Omo Detergent 900g, 6 x Toilet...
- S-20260918-0002 · 18 Sep 2026 €538.80
5 x Lipton Yellow Label Tea (100 bags), 1 x Frytol Vegetable Oil 1L, 3 x Nido...

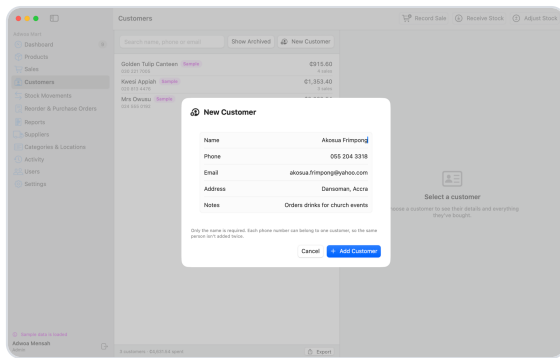
3 customers · €4,631.54 spent

A customer's details, what they've spent, and their purchase history.

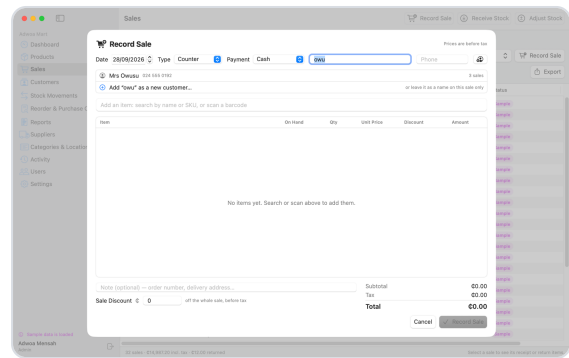
- The list shows each customer's phone, how many sales they've had and what they've spent (after refunds). **Search** finds a name, email or phone number, however it's written (024 555 0192, 0245550192 and +233 24 555 0192 all match).
- Click a customer to see **Sales**, **Total Spent** and **Last Purchase**, their details, and their **Purchase History**. Click a sale there to open it in Sales History, with its receipt and returns.
- Save** (⌘S) saves the changes and closes the details.

Adding a customer

Press **New Customer** here, or add them while recording a sale (chapter 8). Only the name is required. A phone number can belong to one customer only, so the app stops you adding the same person twice and tells you who already has that number.



A new customer.



Choosing a customer in Record Sale: type part of the name or number.

Archiving and deleting

Archive Customer hides someone you no longer sell to; their sales keep their name, and **Show Archived** finds them again (**Restore Customer** brings them back). An archived customer can't be chosen on a new sale. **Delete Customer** is offered only for a customer with no sales.

Anyone who records sales can add a customer; only admins and managers can edit, archive or delete them. A sale keeps a copy of the customer's name and phone as they were, so an old receipt doesn't change when you edit the customer. **Export** (below the list) saves the customers to a CSV file for Excel.

10. Reordering and purchase orders

Reorder & Purchase Orders (⌘6) works out what to buy from what you've actually sold, lets you check and approve it, turns it into one purchase order per supplier, and receives each delivery straight into stock. Admins and managers use the **Reorder List**; everyone can see **Purchase Orders** and receive a delivery against one.

The Reorder List

Accra Beverage Distributors		1 line(s) - €168.44				
	On Hand	On Order	A Day	Suggested	Order	
Malta Guinness 330ml Sample In Stock	44	0	2.2	24	24	Automatic Approve
BEV-003 - packs of 24 Sold 51 in 28 days, 26 of them in the last 7 → 2.2 a day. 2.2 x 17 days (3 lead time + 14 cover) = 37.4, + 24 target - 44 on hand - 0 on order = 17.4 → order 24 (packs of 24).						
Kantamanto Textiles		12 line(s) - €1,759.00				
Ladies Slippers (38) Sample In Stock	5	0	0	3	3	Automatic Approve
SLP-38 Sold 0 in 28 days, 0 of them in the last 7 → 0 a day. 0 x 24 days (10 lead time + 14 cover) = 0, + 8 target - 5 on hand - 0 on order = 3 → order 3.						
Ladies Slippers (39) Sample In Stock	7	0	0	1	1	Automatic Approve
SLP-39 Sold 0 in 28 days, 0 of them in the last 7 → 0 a day. 0 x 24 days (10 lead time + 14 cover) = 0, + 8 target - 7 on hand - 0 on order = 1 → order 1.						
Ladies Slippers (40) Sample In Stock	6	0	0	2	2	Automatic Approve
SLP-40 Sold 0 in 28 days, 0 of them in the last 7 → 0 a day. 0 x 24 days (10 lead time + 14 cover) = 0, + 8 target - 6 on hand - 0 on order = 2 → order 2.						
Ladies Slippers (41) Sample Low Stock	1	0	0	7	7	Automatic Approve
SLP-41 Sold 0 in 28 days, 0 of them in the last 7 → 0 a day. 0 x 24 days (10 lead time + 14 cover) = 0, + 8 target - 1 on hand - 0 on order = 7 → order 7.						
Plain Cotton T-Shirt (L / Black) Sample Low Stock	2	0	0	10	10	Automatic Approve
TSH-L-BLA Sold 0 in 28 days, 0 of them in the last 7 → 0 a day. 0 x 24 days (10 lead time + 14 cover) = 0, + 12 target - 2 on hand - 0 on order = 10 → order 10.						
Plain Cotton T-Shirt (L / White) Sample In Stock	7	0	0	5	5	Automatic Approve
TSH-L-WHT 19 line(s) - 0 approved - €0.00 approved to order						

The Reorder List, grouped by supplier. Each line shows how its suggestion was worked out.

An item appears here when its stock, plus what's already on order, won't last until a new delivery arrives and then for the **Days of Cover**. Each line shows the stock on hand, what's on order, the sales per day, the suggestion, the quantity to order, and the working in words underneath.

How a suggestion is worked out

Sales a day = (sold in the last 28 days + sold in the last 7 days) ÷ 35 — the last week counts twice, so a recent change shows up quickly. Returns are taken off.

Needed = sales a day × (supplier's lead time + days of cover) + target stock – on hand – on order.

The suggestion is *needed* rounded **up to whole packs**. Example: Malta Guinness sells 2.2 a day; 2.2 × (3 days' lead time + 14 days' cover) = 37.4, + 24 target – 20 on hand = 41.4 → **48** (two packs of 24).

- **Lead time** comes from the supplier (chapter 16); an item with no supplier is treated as 7 days. **Target Stock** and **Pack Size** come from the product (chapter 5).
- **Days of Cover** (14 to start) is at the top of the list and in Settings. Change it and every suggestion updates.

- Lines start as **Automatic** and follow your stock and sales as they change. **Approve** a line to accept it, or type a different quantity in **Order** and press Return or **Approve**; it becomes **Approved by** your name. Approving 0 means "don't order this one". **Reset** puts a line back to Automatic. **Approve All** approves every Automatic line as suggested.
- Only approved lines are ordered. The line at the bottom shows how many are approved and their value at cost.

Asking the AI for advice

If the AI assistant is set up (chapter 14), **Ask AI for Advice** sends the lines on the list — with 13 months of each item's sales — and asks whether each quantity is right. Its answers appear under the lines, marked **AI suggestion**: a quantity (always whole packs) and a reason. Nothing changes until you press **Accept**, which approves that line at the AI's quantity like any other approval; **Dismiss** ignores it, and **Figures Used** shows exactly what was sent for that item. An accepted line says so, and the purchase order line it becomes records the AI's reason and who accepted it.

Reorder & Purchase Orders

Record Sale | Receive Stock | Adjust Stock

Reorder List | Purchase Orders

Search item, SKU or supplier | Days of Cover: 14 | Ask AI for Advice | Approve All | Create Purchase Orders (0)

Suggested from the last 28 days of sales (the last 7 days count twice), each supplier's lead time, 14 days of cover and each item's target stock, less what's on hand and on order, rounded up to whole packs. Lines are Automatic until you approve or change them; only approved lines become orders.

✓ The AI looked at 19 line(s): 1 proposal(s) differ from the app's suggestion. Nothing changes until you accept one.

Accra Beverage Distributors 1 line(s) · €168.44

Item	On Hand	On Order	A Day	Suggested	Order	Status
Malta Guinness 330ml Sample In Stock BEV-003 · packs of 24 Sold 51 in 28 days, 26 of them in the last 7 → 2.2 a day. 2.2 × 17 days (3 lead time + 14 cover) = 37.4, + 24 target = 44 on hand - 0 on order = 17.4 → order 24 (packs of 24).	44	0	2.2	24	24	Automatic Approve
✚ AI suggestion Order 48 instead of 24 Sales of this line rose in the same months last year and the last 7 days are above... Accept Dismiss Figures Used						
Kantamanto Textiles 12 line(s) · €1,759.00						
Ladies Slippers (38) Sample In Stock SLP-38 Sold 0 in 28 days, 0 of them in the last 7 → 0 a day. 0 × 24 days (10 lead time + 14 cover) = 0, + 8 target = 8 on hand - 0 on order = 8 → order 3.	5	0	0	3	3	Automatic Approve
✚ AI suggestion Order 3 — same as the app Sales are steady month to month; the app's figure looks right. Accept Dismiss Figures Used						
Ladies Slippers (39) Sample In Stock SLP-39 Sold 0 in 28 days, 0 of them in the last 7 → 0 a day. 0 × 24 days (10 lead time + 14 cover) = 0, + 8 target = 8 on hand - 0 on order = 8 → order 1.	7	0	0	1	1	Automatic Approve
✚ AI suggestion Order 1 — same as the app Sales are steady month to month; the app's figure looks right. Accept Dismiss Figures Used						

19 line(s) · 0 approved · €0.00 approved to order

AI suggestions on the Reorder List: one proposes more Malta Guinness for the season; the others agree with the app.

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Reorder & Purchase Orders

Record Sale

Receive Stock

Adjust Stock

Reorder List

Purchase Orders

Search item, SKU or supplier

Days of Cover: 14

Ask AI for Advice

Approve All

Create Purchase Orders (19)

Suggested from the last 28 days of sales (the last 7 days count twice), each supplier's lead time, 14 days of cover and each item's target stock, less what's on hand and on order, rounded up to whole packs. Lines are Automatic until you approve or change them; only approved lines become orders.

Approved 18 line(s) as suggested.

X

Accra Beverage Distributors

1 line(s) · €505.31

Malta Guinness 330ml

Sample

In Stock

BEV-003 · packs of 24

Sold 51 in 28 days, 26 of them in the last 7 → 2.2 a day. 2.2 × 17 days (3 lead time + 14 cover) = 37.4, + 24 target – 44 on hand – 0 on order = 17.4 → order 24 (packs of 24).

On Hand

On Order

A Day

Suggested

Order

Approved by Adwoa Mensah

Reset

Update

44

0

2.2

24

72

Kantamanto Textiles

12 line(s) · €1,759.00

Ladies Slippers (38)

Sample

In Stock

SLP-38

Sold 0 in 28 days, 0 of them in the last 7 → 0 a day. 0 × 24 days (10 lead time + 14 cover) = 0, + 8 target – 5 on hand – 0 on order = 3 → order 3.

On Hand

On Order

A Day

Suggested

Order

Approved by Adwoa Mensah

Reset

Update

5

0

0

3

3

AI suggestion

Order 3 — same as the app

Sales are steady month to month; the app's figure looks right.

Accept

Dismiss

Figures Used

Ladies Slippers (39)

Sample

In Stock

SLP-39

Sold 0 in 28 days, 0 of them in the last 7 → 0 a day. 0 × 24 days (10 lead time + 14 cover) = 0, + 8 target – 7 on hand – 0 on order = 1 → order 1.

On Hand

On Order

A Day

Suggested

Order

Approved by Adwoa Mensah

Reset

Update

7

0

0

1

1

AI suggestion

Order 1 — same as the app

Sales are steady month to month; the app's figure looks right.

Accept

Dismiss

Figures Used

Ladies Slippers (40)

Sample

In Stock

SLP-40

Sold 0 in 28 days, 0 of them in the last 7 → 0 a day. 0 × 24 days (10 lead time + 14 cover) = 0, + 8 target – 6 on hand – 0 on order = 2 → order 2.

On Hand

On Order

A Day

Suggested

Order

Approved by Adwoa Mensah

Reset

Update

6

0

0

2

2

19 line(s) · 19 approved · €4,599.31 approved to order

Lines approved — the Malta Guinness at 72 from the accepted AI suggestion — ready for Create Purchase Orders.

Creating the orders

Press **Create Purchase Orders**. The approved lines become **Draft** orders, one per supplier, each line at the product's cost price, and the app opens the first one. The approvals are then used up, so the list starts fresh (the items now count as *on order*).

You can also start an order by hand: **Purchase Orders** › **New Purchase Order** () , choose the supplier, and add items.

A purchase order

A draft order made from the Reorder List. The line notes what was suggested and who approved it.

Click an order to open it beside the list. While it's a Draft (or Ordered with nothing received yet) you can change the supplier, the quantities and unit costs, add items (search, or scan a barcode) and remove them. **Needed By** sets the expected delivery date; **Notes** are printed on the order. **Save** saves and closes it.

Status	Means
Draft	Being prepared. Not sent yet; can be deleted.
Ordered	Sent to the supplier. The expected date is set (today plus the supplier's lead time, unless you chose one).
Partially Received	Some of it has arrived.
Received	Everything has arrived.
Closed Short	Part arrived and the rest isn't coming.
Cancelled	Called off before anything arrived. Kept for the record.

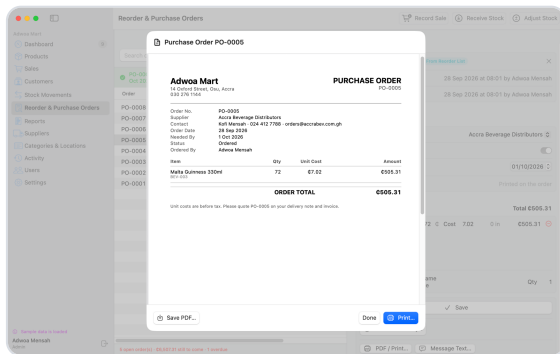
An order past its expected date that isn't fully received is **Overdue**: its date shows in red in the list, and the line at the bottom counts overdue orders.

Sending it to the supplier

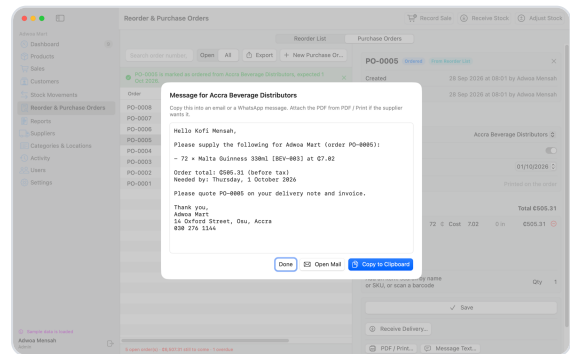
1. Press **PDF / Print...** to print the order or save it as a PDF, or **Message Text...** for the order as text to paste into WhatsApp or an email (**Open Mail** starts an email to the supplier's address; you send it

yourself).

2. Press **Mark as Ordered**. The order needs a supplier and at least one item.



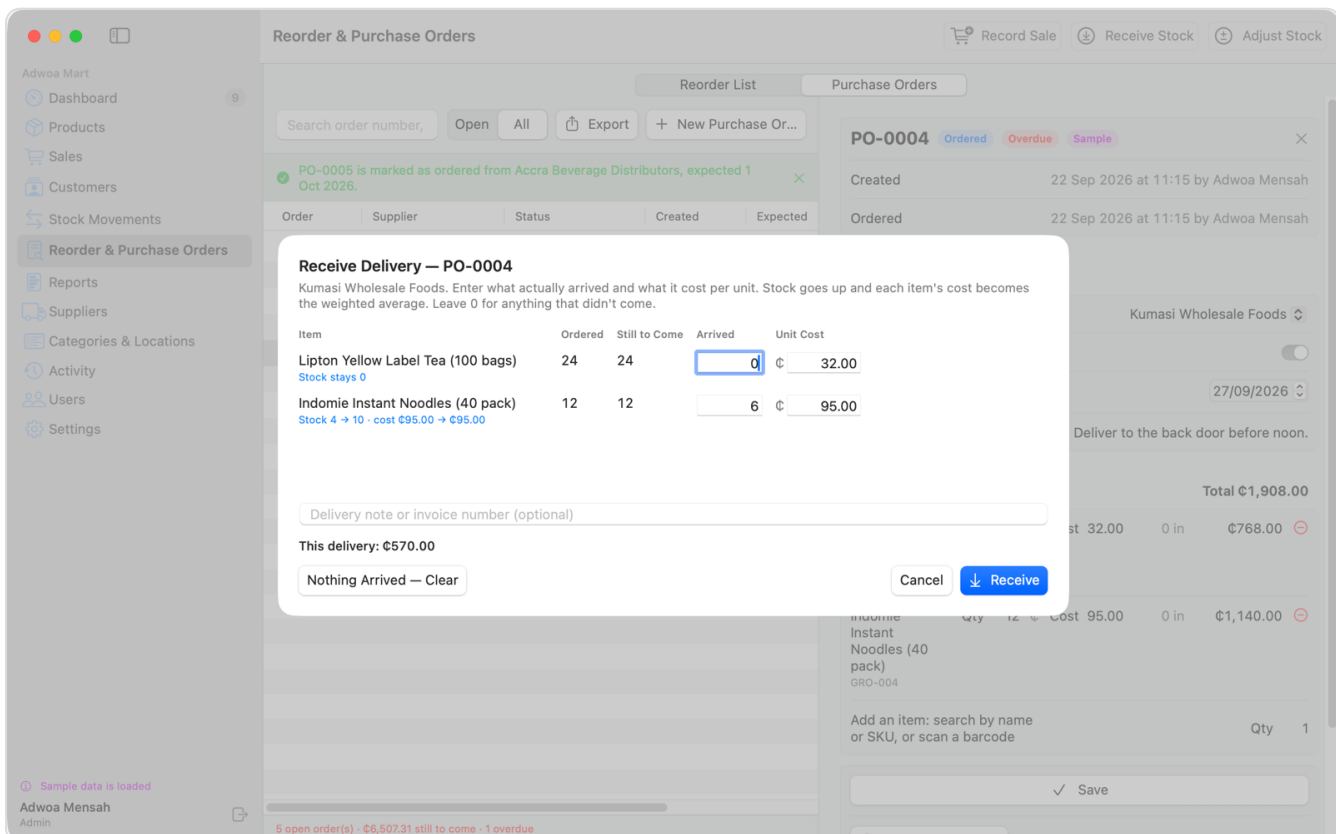
The purchase order, ready to print or save as a PDF.



The same order as a message.

Receiving a delivery

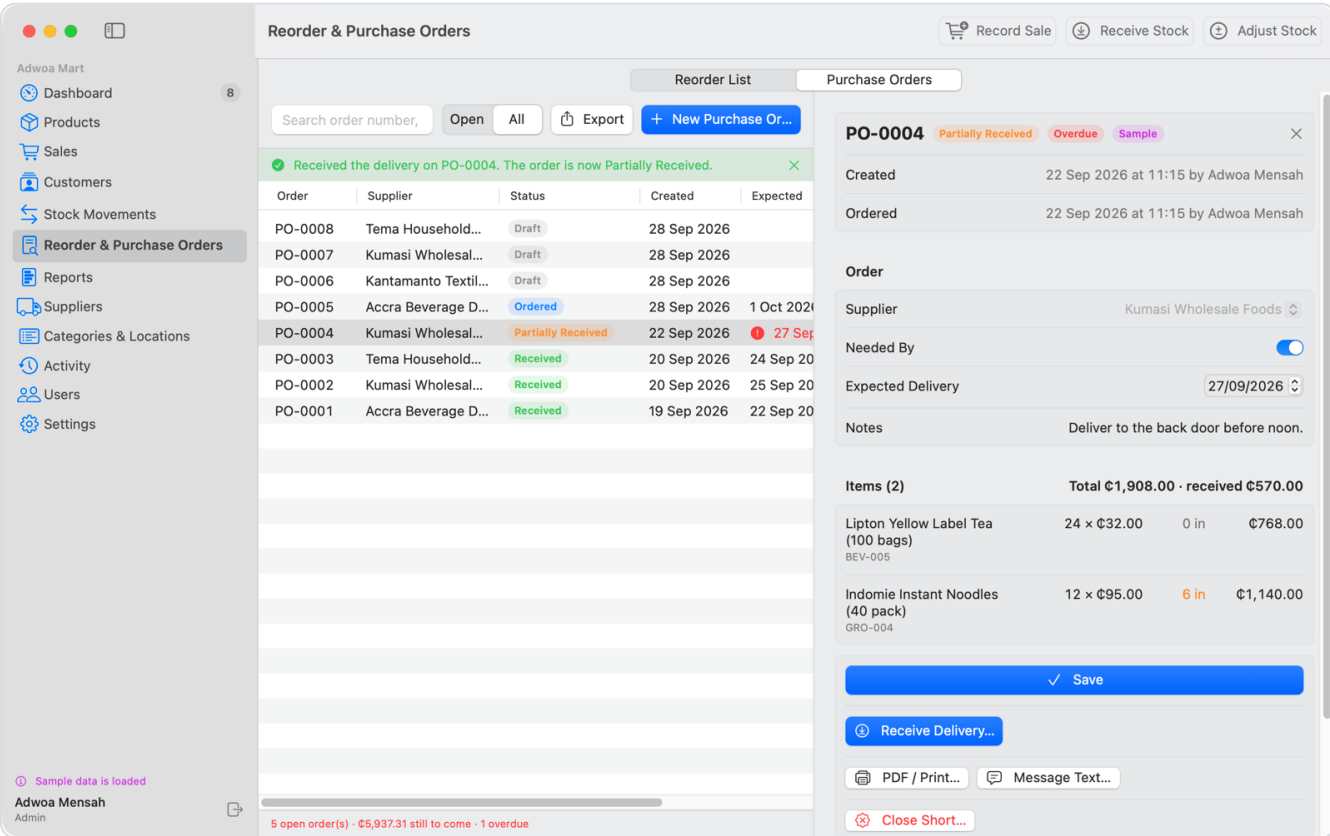
1. Open the order and press **Receive Delivery**....
2. For each item, enter how many **Arrived** and the **Unit Cost** on the invoice (the order's cost is filled in). Leave 0 for anything that didn't come. Add the delivery note or invoice number.
3. Press **Receive**. Stock goes up, and each item's cost price becomes the weighted average, as with Receive Stock (chapter 7). The movements carry the order number.



Only the noodles came: 6 of 12. The tea is left at 0.

A delivery is saved all together or not at all. If only part arrives, the order becomes **Partially Received**; receive the rest when it comes. More than was ordered is allowed and marked in orange. If the rest is never

coming, press **Close Short...**: what arrived stays in stock and the rest stops counting as on order. **Cancel Order...** calls off an order with nothing received. Orders that have had a delivery are never deleted.



Partially Received: the order shows what came in, and the delivery is listed under it.

Export (Purchase Orders) saves the orders shown to a CSV file for Excel: one row per order with its status, dates, value ordered and received, and whether it is overdue. **Show: Open** lists orders still to come; **All** includes received, closed and cancelled ones.

11. The training store

The training store is a separate practice store — a small shop called *<your business> (Training)* with about 20 products, customers, two weeks of sales, suppliers and purchase orders — for trying things out and training staff. Nothing done there reaches your real stock, sales or backups.

Reorder & Purchase Orders

Record Sale | Receive Stock | Adjust Stock | [Return to Main Store](#)

TRAINING STORE
Practice freely. Nothing here changes your real stock, sales or backups.

Adwoa Mart (Training) 10

Dashboard | Products | Sales | Customers | Stock Movements | **Reorder & Purchase Orders** | Reports | Suppliers | Categories & Locations | Activity

Reorder List | Purchase Orders

Search Item, SKU or supplier | Days of Cover: 14 | Ask AI for Advice | Approve All | Create Purchase Orders (0)

Suggested from the last 28 days of sales (the last 7 days count twice), each supplier's lead time, 14 days of cover and each item's target stock, less what's on hand and on order, rounded up to whole packs. Lines are Automatic until you approve or change them; only approved lines become orders.

Accra Beverage Distributors 1 line(s) · €326.40

Item	On Hand	On Order	A Day	Suggested	Order	Automatic
Malta Guinness 330ml BEV-003 · packs of 24 Sold 0 in 28 days, 26 of them in the last 7 → 2.2 a day. 2.2 x 17 days (3 lead time + 14 cover) = 37.4, + 24 target - 20 on hand - 0 on order = 41.4 → order 48 (packs of 24).	20	0	2.2	48	48	Automatic Approve

Kantamanto Textiles 12 line(s) · €1,634.00

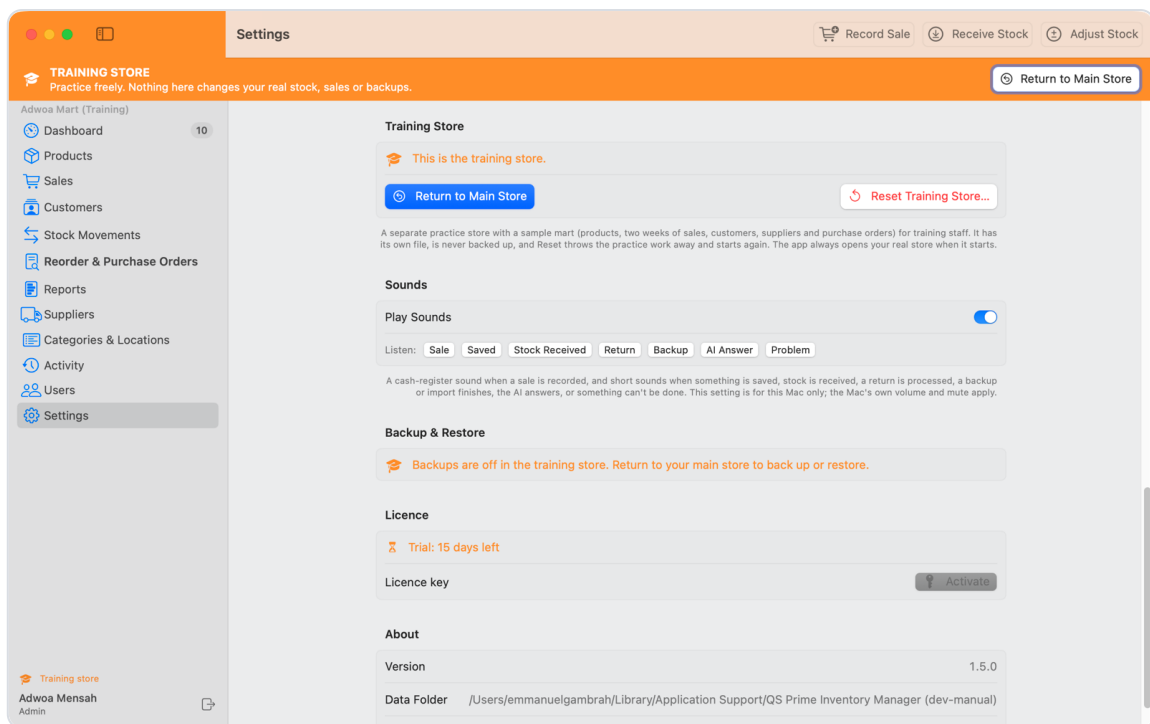
Item	On Hand	On Order	A Day	Suggested	Order	Automatic
Ladies Slippers (38) SLP-38 Sold 0 in 28 days, 0 of them in the last 7 → 0 a day. 0 x 24 days (10 lead time + 14 cover) = 0, + 8 target - 5 on hand - 0 on order = 3 → order 3.	5	0	0	3	3	Automatic Approve
Ladies Slippers (39) SLP-39 Sold 0 in 28 days, 0 of them in the last 7 → 0 a day. 0 x 24 days (10 lead time + 14 cover) = 0, + 8 target - 7 on hand - 0 on order = 1 → order 1.	7	0	0	1	1	Automatic Approve
Ladies Slippers (40) SLP-40 Sold 0 in 28 days, 0 of them in the last 7 → 0 a day. 0 x 24 days (10 lead time + 14 cover) = 0, + 8 target - 6 on hand - 0 on order = 2 → order 2.	6	0	0	2	2	Automatic Approve
Ladies Slippers (41) SLP-41 Sold 0 in 28 days, 0 of them in the last 7 → 0 a day. 0 x 24 days (10 lead time + 14 cover) = 0, + 8 target - 1 on hand - 0 on order = 7 → order 7.	1	0	0	7	7	Automatic Approve
Plain Cotton T-Shirt (L / Black) TSH-L-BLA Sold 0 in 28 days, 0 of them in the last 7 → 0 a day. 0 x 24 days (10 lead time + 14 cover) = 0, + 12 target - 2 on hand - 0 on order = 10 → order 10.	2	0	0	10	10	Automatic Approve

19 line(s) · 0 approved · €0.00 approved to order

Training store
Ama Owusu
Manager

In the training store an orange bar is always at the top, with Return to Main Store.

1. An admin or manager chooses **File > Open Training Store...** (or **Settings > Training Store > Open Training Store...**). The app backs up your real store if anything changed, then restarts into the training store.
2. Staff sign in with their **usual username and password**. Logins are copied from your real store each time the training store opens; a password changed there doesn't flow back, and someone switched off in the real store can't sign in.
3. Practise anything: record sales, returns, receive stock, reorder, create and receive purchase orders.
4. Press **Return to Main Store** in the orange bar, or **File > Return to Main Store**. Or just quit: the app **always opens your real store** when it starts.



Settings in the training store: Return to Main Store or Reset. Backups are off.

The practice work is kept for next time. **Reset Training Store...** (admins) throws it away and builds a fresh sample shop; Cancel is the default. The training store is never backed up, and nothing can be restored into it.

12. Stock movements

Stock Movements lists every change to stock, newest first: when, which product and SKU, the reason (a sale or return shows its receipt number), the change, the stock afterwards, the unit cost of a delivery, who did it, and the note. Nothing here can be edited or deleted — it's your record.

When	Product	SKU	Reason	Change	Stock After	Unit Cost	User
28 Sep 2026 at 08:02	Coca-Cola 500ml	BEV-001	Adjustment — Theft	-20	72		Adwoa Mensah
28 Sep 2026 at 08:02	Lipton Yellow Label Tea (100 bags)	BEV-005	Sale S-20260928-0002	-3	-3		Kwar
28 Sep 2026 at 08:02	Indomie Instant Noodles (40 pack)	GRO-004	Received PO-0004	+6	10	€95.00	Adwoa Mensah
28 Sep 2026 at 08:01	Coca-Cola 500ml	BEV-001	Return R-20260928-0001	+2	92		Adwoa Mensah
28 Sep 2026 at 08:00	Royal Aroma Jasmine Rice 5kg	GRO-001	Sale S-20260928-0001	-1	21		Adwoa Mensah
28 Sep 2026 at 08:00	Coca-Cola 500ml	BEV-001	Sale S-20260928-0001	-6	90		Adwoa Mensah
28 Sep 2026 at 08:00	Plain Cotton T-Shirt (M / Black)	TSH-M-BLA	Sale S-20260928-0001	-2	6		Adwoa Mensah
28 Sep 2026 at 08:00	Frytol Vegetable Oil 1L	GRO-002	Adjustment — Damaged	-2	28		Adwoa Mensah
28 Sep 2026 at 08:00	Malta Guinness 330ml	BEV-003	Received	+24	44	€7.20	Adwoa Mensah
27 Sep 2026 at 17:15	Malta Guinness 330ml	BEV-003	Adjustment — Count Correction	-1	20		Adwoa Mensah
27 Sep 2026 at 11:15	Key Soap Bar	HOU-002	Sale S-20260927-0002	-10	80		Adwoa Mensah
27 Sep 2026 at 11:15	Indomie Instant Noodles (40 pack)	GRO-004	Sale S-20260927-0002	-2	4		Adwoa Mensah
27 Sep 2026 at 11:15	Pepsodent Toothpaste 140g	PER-001	Sale S-20260927-0002	-3	35		Adwoa Mensah
27 Sep 2026 at 09:15	Royal Aroma Jasmine Rice 5kg	GRO-001	Sale S-20260927-0001	-6	22		Adwoa Mensah
27 Sep 2026 at 09:15	Coca-Cola 500ml	BEV-001	Sale S-20260927-0001	-21	96		Adwoa Mensah
27 Sep 2026 at 09:15	Milo 400g Tin	BEV-004	Sale S-20260927-0001	-6	14		Adwoa Mensah
26 Sep 2026 at 16:15	Royal Aroma Jasmine Rice 5kg	GRO-001	Adjustment — Expired	-2	43		Adwoa Mensah
26 Sep 2026 at 16:15	Voltic Mineral Water 1.5L	BEV-002	Adjustment — Damaged	-2	94		Adwoa Mensah
26 Sep 2026 at 16:15	Pepsodent Toothpaste 140g	PER-001	Adjustment — Expired	-2	46		Adwoa Mensah
26 Sep 2026 at 16:15	Nido Milk Powder 400g	GRO-006	Adjustment — Damaged	-2	22		Adwoa Mensah
26 Sep 2026 at 13:15	Pepsodent Toothpaste 140g	PER-001	Sale S-20260926-0003	-2	38		Adwoa Mensah
26 Sep 2026 at 13:15	Key Soap Bar	HOU-002	Sale S-20260926-0003	-10	90		Adwoa Mensah
26 Sep 2026 at 11:15	Milo 400g Tin	BEV-004	Sale S-20260926-0002	-4	20		Adwoa Mensah
26 Sep 2026 at 11:15	Gari 1kg	GRO-005	Sale S-20260926-0002	-5	40		Adwoa Mensah

129 movements - +1314 in, -607 out

Every stock change with its reason, time and user.

- Filter by **type** (Opening Stock, Received, Adjustment, Sale, Return; a delivery on a purchase order shows the order number), **reason** (Damaged, Expired...), dates (**From** / **To**, the last 30 days to start) and search for a product, SKU, user or note.
- The line at the bottom totals what came in and went out in the list shown.
- **Export** saves the list as a CSV file for Excel.

13. Reports

Reports (**⌘7**) has five reports. Pick one on the left, narrow it down with the filters at the top, and click a row to open the product, order or day behind it. Everyone can see the reports.

Adwoa Mart

Dashboard

Products

Sales

Customers

Stock Movements

Reorder & Purchase Orders

Reports

Suppliers

Categories & Locations

Activity

Users

Settings

Adwoa Mensah
Admin

Reports

Inventory Valuation

Stock Movement

Sales

Reorder

Purchase Orders

Inventory Valuation

What your stock is worth now, at cost and at retail, item by item.

Export CSV

Export PDF

Print

Search item or SKU

All Categories

All Suppliers

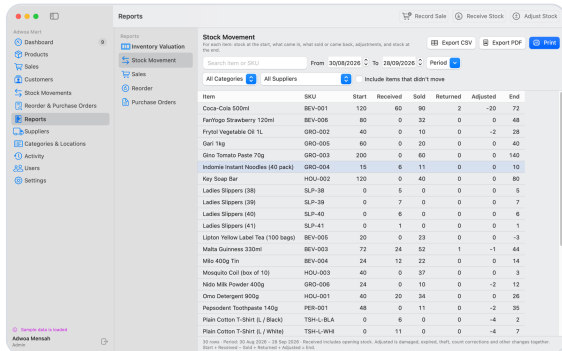
☐ Include items with no stock

Item	SKU	Category	Supplier	On Hand	Unit Cost	V
Coca-Cola 500ml	BEV-001	Beverages	Accra Beverage Distributors	72	€5.50	
FanYogo Strawberry 120ml	BEV-006	Beverages	Accra Beverage Distributors	48	€3.00	
Frytol Vegetable Oil 1L	GRO-002	Groceries	Kumasi Wholesale Foods	28	€28.00	
Gari 1kg	GRO-005	Groceries	Kumasi Wholesale Foods	40	€9.00	
Gino Tomato Paste 70g	GRO-003	Groceries	Kumasi Wholesale Foods	140	€2.10	
Indomie Instant Noodles (40 pack)	GRO-004	Groceries	Kumasi Wholesale Foods	10	€95.00	
Key Soap Bar	HOU-002	Household	Tema Household Supplies	80	€5.50	
Ladies Slippers (38)	SLP-38	Clothing	Kantamanto Textiles	5	€18.00	
Ladies Slippers (39)	SLP-39	Clothing	Kantamanto Textiles	7	€18.00	
Ladies Slippers (40)	SLP-40	Clothing	Kantamanto Textiles	6	€18.00	
Ladies Slippers (41)	SLP-41	Clothing	Kantamanto Textiles	1	€18.00	
Lipton Yellow Label Tea (100 bags)	BEV-005	Beverages	Kumasi Wholesale Foods	-3	€32.00	
Malta Guinness 330ml	BEV-003	Beverages	Accra Beverage Distributors	44	€7.02	
Milo 400g Tin	BEV-004	Beverages	Kumasi Wholesale Foods	14	€38.00	
Mosquito Coil (box of 10)	HOU-003	Household	Tema Household Supplies	3	€12.00	
Nido Milk Powder 400g	GRO-006	Groceries	Kumasi Wholesale Foods	12	€45.00	
Omo Detergent 900g	HOU-001	Household	Tema Household Supplies	26	€24.00	
Pepsodent Toothpaste 140g	PER-001	Personal Care	Tema Household Supplies	35	€11.00	
Plain Cotton T-Shirt (L / Black)	TSH-L-BLA	Clothing	Kantamanto Textiles	2	€25.00	
Plain Cotton T-Shirt (L / White)	TSH-L-WHI	Clothing	Kantamanto Textiles	7	€25.00	
Plain Cotton T-Shirt (M / Black)	TSH-M-BLA	Clothing	Kantamanto Textiles	6	€25.00	
Plain Cotton T-Shirt (M / White)	TSH-M-WHI	Clothing	Kantamanto Textiles	10	€25.00	

28 rows - As of 28 Sep 2026 at 08:02 - Cost is each product's current cost price (the weighted average of deliveries). Retail is before tax.

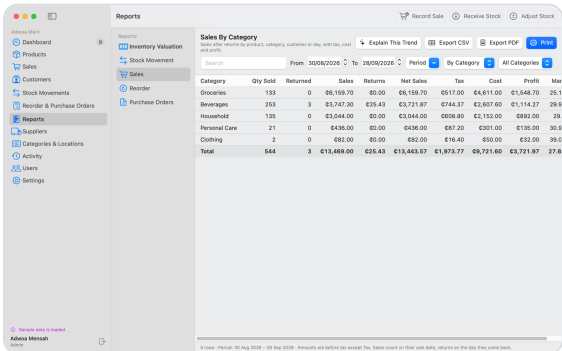
Inventory Valuation: every item's stock and what it's worth.

Report	Shows	Filters
Inventory Valuation	Each item's stock on hand, unit cost, value at cost, retail price and value at retail, and its status — as of now	Category, supplier, search; Include items with no stock
Stock Movement	For each item in the period: stock at the Start , Received (deliveries and opening stock), Sold , Returned , Adjusted (damaged, expired, theft, counts and other together) and stock at the End . $\text{Start} + \text{Received} - \text{Sold} + \text{Returned} + \text{Adjusted} = \text{End}$.	Dates, category, supplier, search; Include items that didn't move
Sales	Sales after returns by product, category, customer or day: quantities, sales, returns, net sales, tax, cost, profit and margin — the same figures as Sales > Analytics	Dates, grouping, category, search
Reorder	What the Reorder List suggests ordering now, by supplier: on hand, on order, daily sales, suggested, to order (the approved quantity if a line was approved), value and status. Hover over a line to see its working; the PDF and CSV include it.	Category, supplier, search
Purchase Orders	Orders created in the period: supplier, status (and whether overdue), created and expected dates, value ordered, received and still to come	Dates, supplier, status (Open, Overdue, Received / Closed / Cancelled), search



Item	SKU	Start	Received	Sold	Returned	Adjusted	End
Coca-Cola 500ml	BEV-001	120	60	90	2	-20	72
Fawcett Strawberry 120ml	BEV-005	80	0	32	0	0	48
Fynio Vegetables 100g	GRD-002	40	0	10	0	-2	28
Garl 1kg	GRD-005	60	0	20	0	0	40
Grsc Tomato Paste 75g	GRD-003	200	0	60	0	0	140
Indomie Instant Noodles 40 pack	GRD-004	16	6	11	0	0	10
Key Soap Bar	HOU-002	120	0	40	0	0	80
Ladles Slippers (38)	SLP-38	0	5	0	0	0	5
Ladles Slippers (39)	SLP-39	0	7	0	0	0	7
Ladles Slippers (40)	SLP-40	0	6	0	0	0	6
Ladles Slippers (41)	SLP-41	0	1	0	0	0	1
Lipton Yellow Label Tea (100 bags)	BEV-005	20	0	23	0	0	-3
Milk Guinness 330ml	BEV-003	72	24	52	1	-1	44
Milo 400g Tin	BEV-004	24	12	22	0	0	14
Mosquito Coil (box of 10)	HOU-003	40	0	37	0	0	3
Nido Milk Powder 400g	GRD-006	24	0	10	0	-2	12
Onix Detergent 800g	HOU-001	40	20	34	0	0	26
Reposited Toilet Paper 14kg	HOU-001	48	0	11	0	-2	35
Plain Cotton T-Shirt (S / Black)	TSH-L-BLA	0	6	0	0	-4	2
Plain Cotton T-Shirt (S / White)	TSH-L-WHT	0	11	0	0	-4	7

Stock Movement for the last 30 days.



Category	Qty Sold	Returned	Sales	Returns	Net Sales	Tax	Cost	Profit	Mar
Groceries	133	0	65,159.70	60.00	65,159.70	6517.00	64,611.00	61,548.70	25.1
Beverages	253	0	63,747.30	625.43	63,721.87	6744.37	62,607.80	61,114.27	29.6
Household	126	0	63,044.00	60.00	63,044.00	6908.80	62,152.00	6060.00	26
Personal Care	21	0	6436.00	60.00	6436.00	687.20	6301.00	6136.00	30.6
Clothing	2	0	682.00	60.00	682.00	616.40	650.00	632.00	39.0
Total	544	0	619,469.00	626.43	619,443.57	61,872.77	60,721.80	63,721.87	27.6

Sales by category, with Explain This Trend at the top.

On the **Sales** report, **Explain This Trend** asks the AI assistant about the dates and category you've chosen (chapter 14).

Printing and saving

Print prints the report as shown; **Export PDF** saves it as a PDF; **Export CSV** saves it for Excel. Each carries a heading — your business name, address and phone, the report's name, its period (or "As of" the time for Inventory Valuation and Reorder), and when it was made — and the totals. A PDF turns sideways when the columns need the room, long names wrap rather than being cut off, and every page has the report name and "Page x of y" at the bottom. A report made in the training store says so.

Adwoa Mart
16 Oxford Street, Oyo, Lagos 020 276 1144

Purchase Orders
Period: 30 Aug 2026 - 28 Sep 2026
Generated 28 Sep 2026 at 08:03

Order	Supplier	Status	Created	Expected	Lines	Ordered	Received	Still to Come
PO-0001	Accra Beverage Distributors	Received	19 Sep 2026	22 Sep 2026	1	€320.00	€320.00	€0.00
PO-0002	Kumasi Wholesale Foods	Received	20 Sep 2026	25 Sep 2026	2	€2,181.00	€2,181.00	€0.00
PO-0003	Tema Household Supplies	Received	20 Sep 2026	24 Sep 2026	1	€480.00	€480.00	€0.00
PO-0004	Kumasi Wholesale Foods	Partially Received — Overdue	22 Sep 2026	27 Sep 2026 (1 day late)	2	€1,908.00	€270.00	€1,638.00
PO-0005	Accra Beverage Distributors	Ordered	28 Sep 2026	1 Oct 2026	1	€500.00	€0.00	€500.00
PO-0006	Kantamanto Textiles	Draft	28 Sep 2026		12	€1,750.00	€0.00	€0.00
PO-0007	Kumasi Wholesale Foods	Draft	28 Sep 2026		3	€891.00	€0.00	€0.00
PO-0008	Tema Household Supplies	Draft	28 Sep 2026		3	€1,644.00	€0.00	€0.00
Total (8 orders)						€9,496.31	€3,561.00	€5,935.31

Orders are listed by the day they were created. Ordered is at the order's cost; Received is what the deliveries cost; Still to Come is the undelivered part of Ordered and Partially Received orders.
Overdue = past the expected date and not fully received.

Adwoa Mart - Purchase Orders - Generated 28 Sep 2026 at 08:03

Page 1 of 1

The Purchase Orders report as a PDF.

14. The AI assistant

An optional helper that reads your figures and answers in plain English. It does two things:

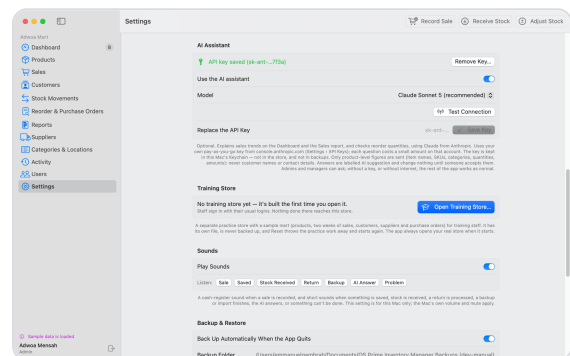
- **Explain This Trend** — on the Dashboard's sales chart and on the Sales report: what went up or down compared with the period before, which products, categories or days drove it, and the likely reasons, with the figures it used shown underneath.
- **Ask AI for Advice** — on the Reorder List: checks each suggested quantity against 13 months of sales (the same season last year, the festive season, a recent rise or fall) and proposes a different quantity only when the figures give a reason (chapter 10).

Everything it writes is labelled **AI suggestion**. It never changes anything by itself: a reorder quantity only counts once someone presses **Accept**, and an explanation is just text to read. Admins and managers can use it; clerks don't see the buttons. The rest of the app works exactly the same without it.

Setting it up

1. Create an account at **console.anthropic.com** (Anthropic makes the Claude AI), add some credit, and in **Settings** › **API Keys** create a key. It starts with *sk-ant-*.
2. In the app, **Settings** › **AI Assistant** (admins), paste the key and press **Save Key**.
3. Press **Test Connection**. "Connected" means it's ready.

Model is Claude Sonnet 5 to start — good answers at a modest price. Opus 5 is more thorough and costs more; Haiku 4.5 is the fastest and cheapest. **Use the AI assistant** pauses it without removing the key; **Remove Key...** switches it off completely.

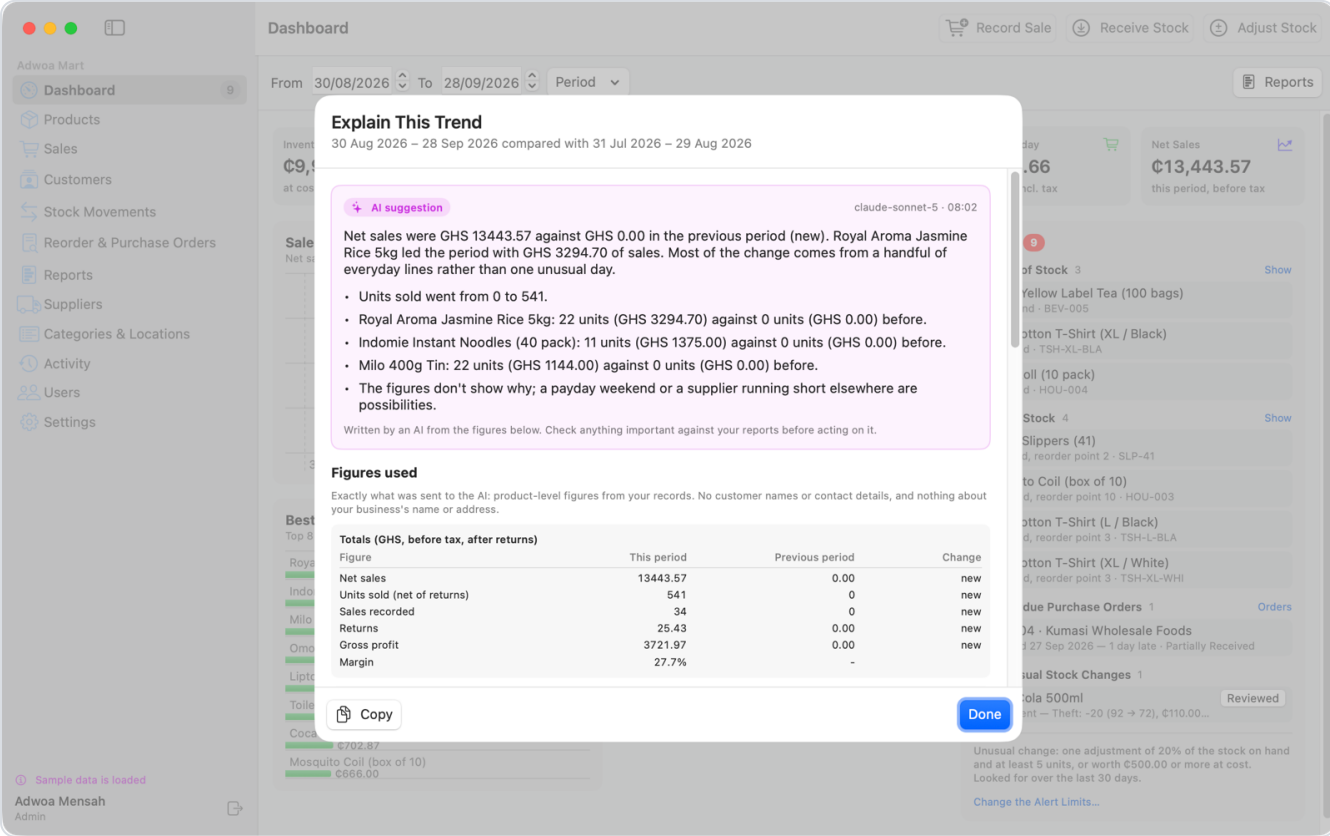


Settings › AI Assistant with a key saved.

What it costs

Anthropic charges the account behind the key for each question, pay-as-you-go. With Sonnet 5 an explanation or a reorder check usually costs a few US cents; the app itself charges nothing extra. Every question is recorded in the Activity log (who asked, when, which model), so you can see how much it's used. You can set a monthly spending limit in the Anthropic console.

Explain This Trend



An explanation of the last 30 days, with the figures it was given underneath.

Choose the dates first (on the Dashboard, or on the Sales report, where you can also pick a category), then press **Explain This Trend**. After a few seconds you get a short summary and a few points, each naming the figures it relies on. Under **Figures used** are the exact tables that were sent: totals for this period and the one before it, sales by day (or week), the best sellers and biggest changes, and sales by category. **Copy** copies the explanation and the figures to paste into a message or document.

The AI only knows these figures. When it suggests an outside reason — a holiday, payday, the school term — it says it's a possibility. Check anything important against your reports before acting on it.

Reorder advice

After Accept: the line is approved at the AI's quantity, and says it came from an AI suggestion.

See chapter 10. The AI is asked about the lines on the list (the first 25 at a time — search or approve some, then ask again for the rest). It is given, for each item: the stock on hand and on order, target stock, pack size, the supplier's lead time, the days of cover, sales in the last 28 and 7 days, the app's own suggestion, and units sold in each of the last 13 months.

What is sent, and what isn't

Sent (only when someone presses an AI button)	Never sent
Product names, SKUs and categories; quantities sold, on hand and on order; sales, returns, cost and profit amounts; dates; pack sizes, lead times and target stock	Customer names, phone numbers, emails or notes; your business name, address or phone; users and passwords; supplier details; your API key to anyone but Anthropic

The request goes over an encrypted connection to Anthropic's Claude service, which answers and doesn't keep your data to train its models (see Anthropic's terms for your account). The key is kept in this Mac's **Keychain**, not in the store — so it isn't in your backups, and after restoring onto a new Mac you enter it again.

When it can't answer

The button still works and the window says why, in plain words: no key has been entered, the assistant is switched off, the Mac isn't online, Anthropic refused the key, the account has no credit, too many questions in a short time, or the service is down or busy. Nothing else in the app is affected; try again later or fix the setting it names.

15. Import and export with Excel

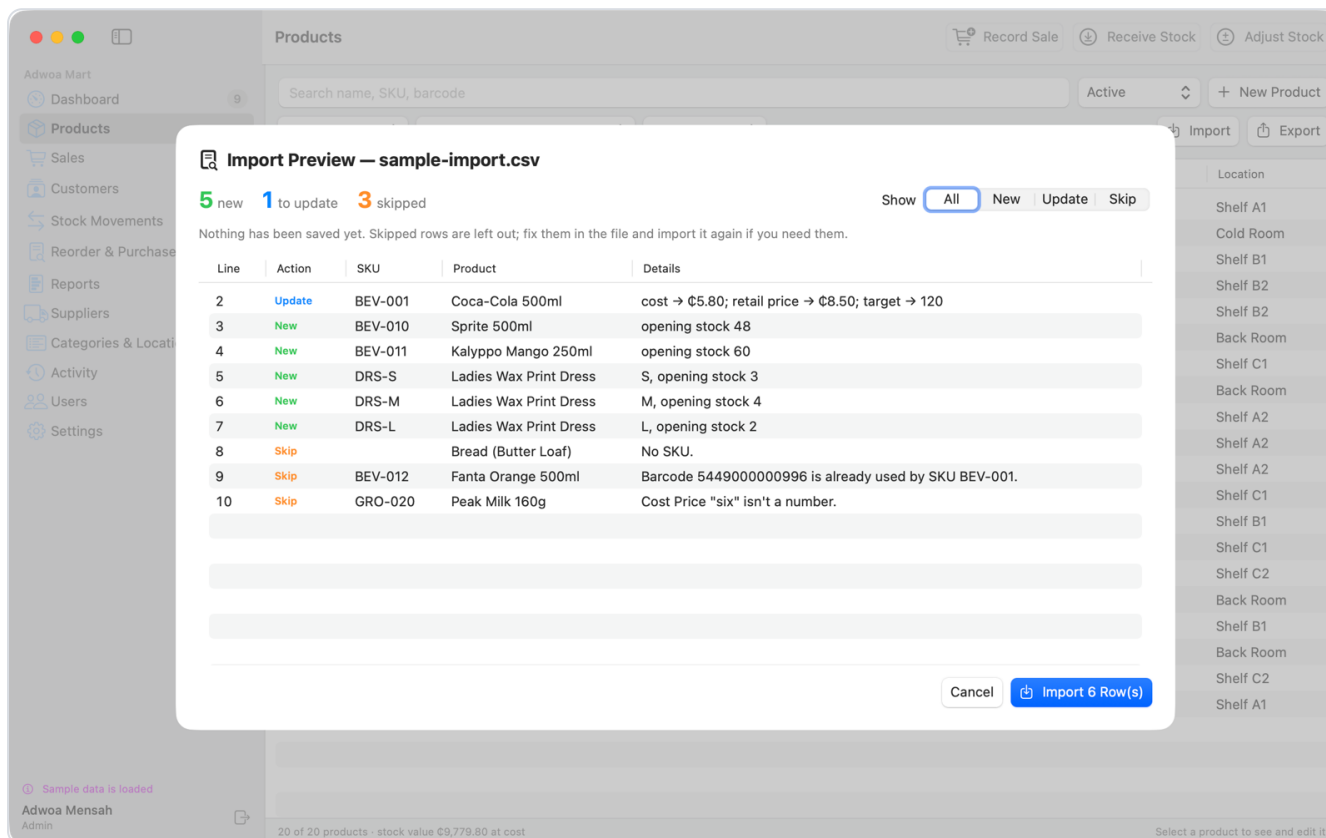
The app reads and writes **CSV** files, which Excel opens and saves directly. Export your products, edit them in Excel, and import the file back; or build a list in Excel and import it to set up the shop quickly.

Export

Products › **Export** (⌘⌘E) saves every product, one row per SKU. Open it in Excel by double-clicking it.

Import

1. In Excel, save your sheet as **CSV UTF-8** (File › Save As).
2. **Products** › **Import** (⌘⌘I) and choose the file.
3. The **Import Preview** shows what would happen to every row — **New**, **Update** (with what changes) or **Skip** (with the reason). **Nothing is saved yet**.
4. Press **Import** to save the New and Update rows — all of them together, or none if anything goes wrong — or **Cancel**.



The preview: 5 new SKUs (including a dress in three sizes), 1 update, and 3 rows skipped with the reason for each.

Column	What goes in it
Product Name	Required for a new SKU.
SKU	Required. A SKU that exists updates that product; a new one adds it.
Barcode	Optional; must not belong to another SKU.
Options	For variants: <i>Size: M; Colour: Red</i> . Rows with the same product name and option names become one product.
Category, Supplier, Location	Names. New ones are created for you.
Cost Price, Retail Price	Numbers (¢ and commas are fine).
Variant Price	Optional, for a variant that costs more or less than the product. Blank means the product's retail price.
Quantity On Hand	New SKU: its Opening Stock. Existing SKU: a different number is recorded as a Count Correction noted "CSV import".
Reorder Point, Target Stock	Numbers.
Tax Group	The name of a group in Settings › Taxes. Blank: new products get the default group.
Status	Active or Archived.
Pack Size	How many come in the supplier's pack (last column). Blank or 1: single units.

Only SKU is required as a column. Common headings from other spreadsheets are understood too (Name, Item Code, Price, Qty, Stock...). A blank cell leaves that field as it is (except Variant Price, where blank means the product's price). Rows are skipped, with the reason, for a missing SKU, a SKU that appears twice in the file, a barcode another SKU has, a number that isn't a number or is negative, an unknown tax group, or options that don't match the product's.

16. Suppliers

The screenshot displays the 'Suppliers' section of the Adwoa Mart application. On the left is a sidebar with navigation links: Dashboard, Products, Sales, Customers, Stock Movements, Reorder & Purchase Orders, Reports, Suppliers (selected), Categories & Locations, Activity, Users, and Settings. The main area is titled 'Suppliers' and includes a search bar, 'Show Archived' button, and '+ New Supplier' button. Below this is a list of suppliers:

Supplier Name	Contact Info	Products
Accra Beverage Distributors	Kofi Mensah - 024 412 7788	4 products
Kantamanto Textiles	Efua Addo - 055 781 0023	2 products
Kumasi Wholesale Foods	Abena Sarpong - 032 202 4410	8 products
Tema Household Supplies	Yaw Boateng - 030 330 9921	6 products

The right panel shows the details for 'Kumasi Wholesale Foods':

- Name:** Kumasi Wholesale Foods
- Contact Person:** Abena Sarpong
- Phone:** 032 202 4410
- Email:** sales@kumasiwholesale.com.gh
- Address:**
- Lead Time:** 5 days
- Notes:**
- Products (8):**
 - Frytol Vegetable Oil 1L: 28 on hand
 - Gari 1kg: 40 on hand
 - Gino Tomato Paste 70g: 140 on hand
 - Indomie Instant Noodles (40 pack): 10 on hand
 - Lipton Yellow Label Tea (100 bags): -3 on hand
 - Milo 400g Tin: 14 on hand
 - Nido Milk Powder 400g: 12 on hand
 - Royal Aroma Jasmine Rice 5kg: 21 on hand

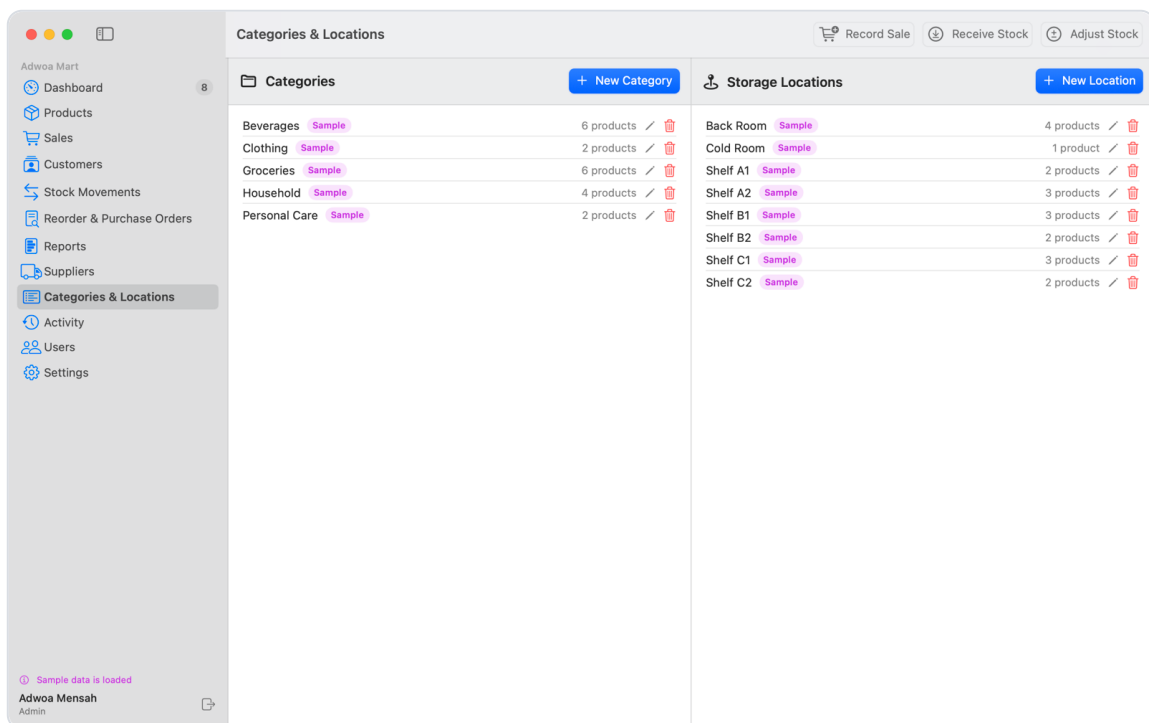
At the bottom of the details panel are buttons for 'Save' (with a checkmark icon) and 'Archive Supplier' (with a trash icon).

A supplier's details and the products that name it.

Keep each supplier's contact person, phone, email, address and notes. **Lead Time** is how many days an order takes to arrive; reorder suggestions use it (chapter 10), and it sets a purchase order's expected delivery date. Items with no supplier are treated as taking 7 days. The details list the products that name this supplier.

New Supplier adds one (or use + next to Supplier on a product). **Save** saves and closes. **Archive Supplier** hides it from the product picker but its products keep it; **Delete Supplier** is offered only when no product names it.

17. Categories and locations



Categories group products; locations say where they're kept.

Categories (Beverages, Groceries...) group products for filtering. **Storage Locations** (Shelf A3, Back Room, Cold Room) say where things are kept in the shop. Add, rename (pencil) or delete (bin) them here. Deleting one never deletes products: they just have no category or location until you choose another.

18. The Activity log

Adwoa Mart

Dashboard

Products

Sales

Customers

Stock Movements

Reorder & Purchase Orders

Reports

Suppliers

Categories & Locations

Activity

Users

Settings

Activity

Record Sale

Receive Stock

Adjust Stock

Search activity

Everything

Export

When	Who	Area	What	Details
28 Sep 2026 at 08:03	Adwoa Mensah	Alerts	Reviewed an unusual stock change: Coca-C...	Adjustment — Theft by Adwoa Mensah on 28 Se...
28 Sep 2026 at 08:02	Adwoa Mensah	AI Assistant	Asked the AI to explain sales for 30 Aug 202...	Model: claude-sonnet-5
28 Sep 2026 at 08:02	Adwoa Mensah	Stock	Adjustment — Theft: -20 Coca-Cola 500ml	Stock 92 → 72. Dropped while unpacking
28 Sep 2026 at 08:02	Kwame Asante	Sales & Retur...	Sold beyond stock on S-20260928-0002, a...	Lipton Yellow Label Tea (100 bags): selling 3, 0...
28 Sep 2026 at 08:02	Kwame Asante	Sales & Retur...	Recorded sale S-20260928-0002 — €162.00	1 line, 3 item(s), Cash, Counter
28 Sep 2026 at 08:02	Adwoa Mensah	Reordering &...	Received 6 unit(s) on PO-0004	1 line(s), €570.00. Order now Partially Received
28 Sep 2026 at 08:01	Adwoa Mensah	Reordering &...	Ordered PO-0005 from Accra Beverage Dist...	1 line(s), €505.31, expected 1 Oct 2026
28 Sep 2026 at 08:01	Adwoa Mensah	Reordering &...	Created PO-0008 from the reorder list	Tema Household Supplies: 3 line(s), €1,444.00
28 Sep 2026 at 08:01	Adwoa Mensah	Reordering &...	Created PO-0007 from the reorder list	Kumasi Wholesale Foods: 3 line(s), €891.00
28 Sep 2026 at 08:01	Adwoa Mensah	Reordering &...	Created PO-0006 from the reorder list	Kantamanto Textiles: 12 line(s), €1,759.00
28 Sep 2026 at 08:01	Adwoa Mensah	Reordering &...	Created PO-0005 from the reorder list	Accra Beverage Distributors: 1 line(s), €505.31
28 Sep 2026 at 08:01	Adwoa Mensah	Reordering &...	Approved 18 reorder line(s) as suggested	
28 Sep 2026 at 08:01	Adwoa Mensah	Reordering &...	Approved reorder of 72 Malta Guinness 330ml	Suggested 24; changed to 72
28 Sep 2026 at 08:01	Adwoa Mensah	Reordering &...	Accepted the AI suggestion to order 48 Malt...	App suggested 24. AI: Sales of this line rose in t...
28 Sep 2026 at 08:01	Adwoa Mensah	AI Assistant	Asked the AI for reorder advice on 19 line(s)	1 proposed a different quantity - Model: claude-...
28 Sep 2026 at 08:01	Adwoa Mensah	Sales & Retur...	Return R-20260928-0001 on sale S-202609...	2 item(s), 2 back in stock. Mobile Money. Cust...
28 Sep 2026 at 08:00	Adwoa Mensah	Sales & Retur...	Recorded sale S-20260928-0001 — €298.66	3 lines, 9 item(s), Mobile Money, Phone Order, c...
28 Sep 2026 at 08:00	Adwoa Mensah	Stock	Adjustment — Damaged: -2 Frytol Vegetable...	Stock 30 → 28. Dropped while unpacking
28 Sep 2026 at 08:00	Adwoa Mensah	Stock	Received: +24 Malta Guinness 330ml at €7.20	Stock 20 → 44. Delivery note 4187
28 Sep 2026 at 07:59	Adwoa Mensah	Users	Set the approval PIN for Ama Owusu	
28 Sep 2026 at 07:59	Adwoa Mensah	Users	Set the approval PIN for Adwoa Mensah	
28 Sep 2026 at 07:59	Adwoa Mensah	Sample Data	Added sample data	20 products, 32 sales, 4 purchase orders, 5 cat...
28 Sep 2026 at 07:59	Adwoa Mensah	Settings	Set up Adwoa Mart	Admin login admin created

Sample data is loaded

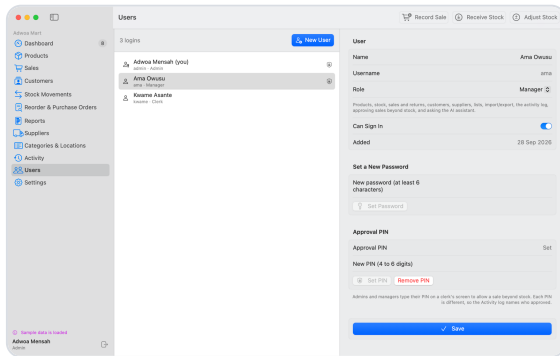
Adwoa Mensah

Admin

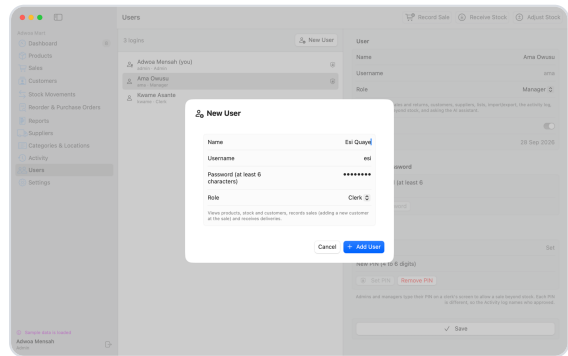
Who did what, and when.

Admins and managers see every change here: products added, edited, archived and deleted (with what changed), stock received and adjusted, sales and returns (including sales approved beyond stock, and by whom), customers added and changed, reorder approvals and purchase orders, imports and exports, suppliers and lists, users, settings, backups and sign-ins. Filter by area, search, and **Export** to CSV. The log can't be edited.

19. Users



Users: role, sign-in on or off, new password, approval PIN.



Adding a clerk.

- **New User:** name, username (letters and numbers, no spaces), a password of at least 6 characters, and the role.
- Select a user to change their name or role, or switch off **Can Sign In** for someone who has left — their name stays on everything they did. Press **Save**.
- **Set a New Password** for someone who has forgotten theirs, then tell them in person.
- **Approval PIN** (admins and managers): 4 to 6 digits, typed on a clerk's screen to allow a sale beyond stock. Enter it and press **Set PIN**; **Remove PIN** takes it away. Each person's PIN must be different, so the app always knows who approved. A lock beside a name in the list means that person has a PIN.

Passwords and PINs are stored scrambled (PBKDF2), never as plain text — nobody can read them, including admins.

20. Settings

The screenshot shows the 'Settings' window for 'Adwoa Mart'. The sidebar on the left lists various management options, with 'Settings' highlighted. The main content area is divided into three sections:

- Business:** Fields for Business Name (Adwoa Mart), Address (14 Oxford Street, Osu, Accra), Phone (030 276 1144), and Receipt Footer (Thank you for your business.). A 'Save' button is at the bottom right.
- Taxes:** A table showing current tax rates: NHIL (2.5%), GETFund (2.5%), and VAT (15%). Below the table are buttons for '+ Add Tax' and '+ Add Tax Group'. Two tax groups are listed: 'Standard (VAT + levies)' at 20% (which includes NHIL, GETFund, and VAT) and 'Exempt' at 0%. The 'Standard' group is marked as the 'Default for new products'. A 'Make Default' button is next to the 'Exempt' group. A note at the bottom states: 'GRA rates: NHIL 2.5%, GETFund 2.5% and VAT 15%, each on the price before tax (20% together). Each product picks a tax group; prices are kept before tax.'
- Reordering:** A 'Days of Cover' field set to 14. A note below explains: 'Reorder suggestions cover each supplier's lead time plus these days of sales, on top of each item's target stock. Set lead times on Suppliers and pack sizes on Products.'

At the bottom left of the sidebar, a status message says 'Sample data is loaded' and the user is identified as 'Adwoa Mensah Admin'.

Settings (admins only).

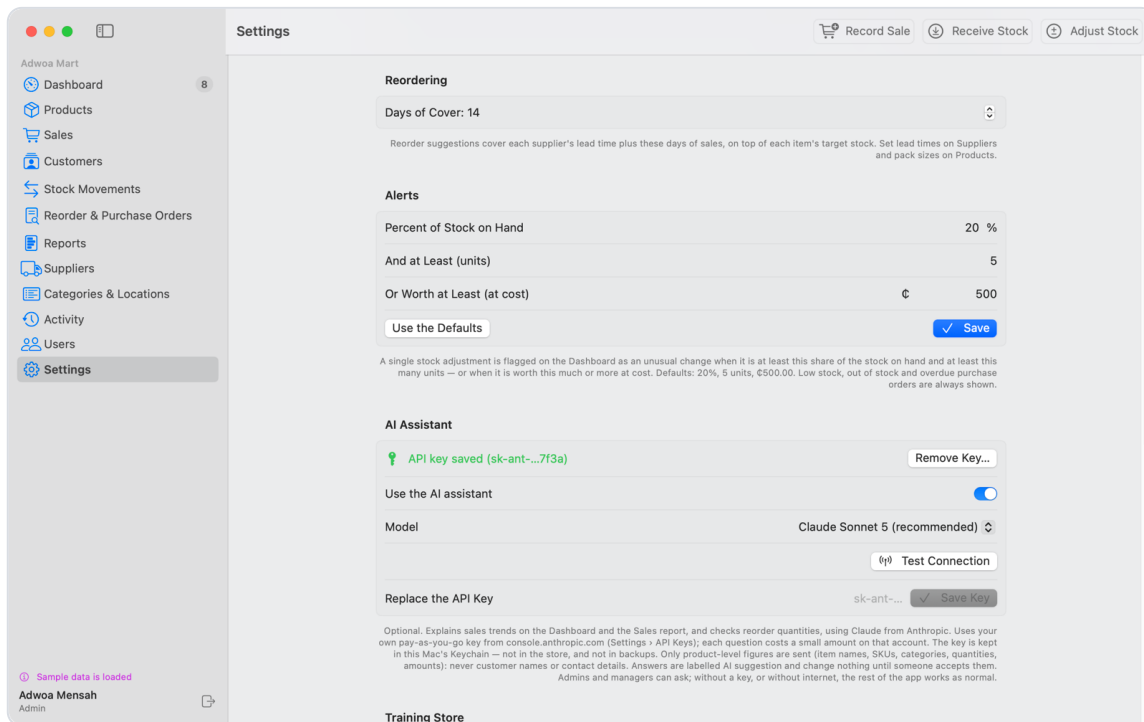
Business

The business name (shown at sign-in, on receipts and on backups), address and phone (on receipts), and the **Receipt Footer** — a line at the bottom of every receipt, "Thank you for your business." to start. Press **Save**.

Taxes

Prices are kept **before tax**. A new store has the GRA taxes — **NHIL 2.5%**, **GETFund 2.5%** and **VAT 15%**, each charged on the price before tax, 20% together — and two groups: **Standard (VAT + levies)** with all three, and **Exempt** with none. Each product picks a group. You can change the rates, **Add Tax**, **Add Tax Group**, tick which taxes a group includes, and choose which group new products get (**Make Default**). Deleting a group leaves its products with no tax until you choose another.

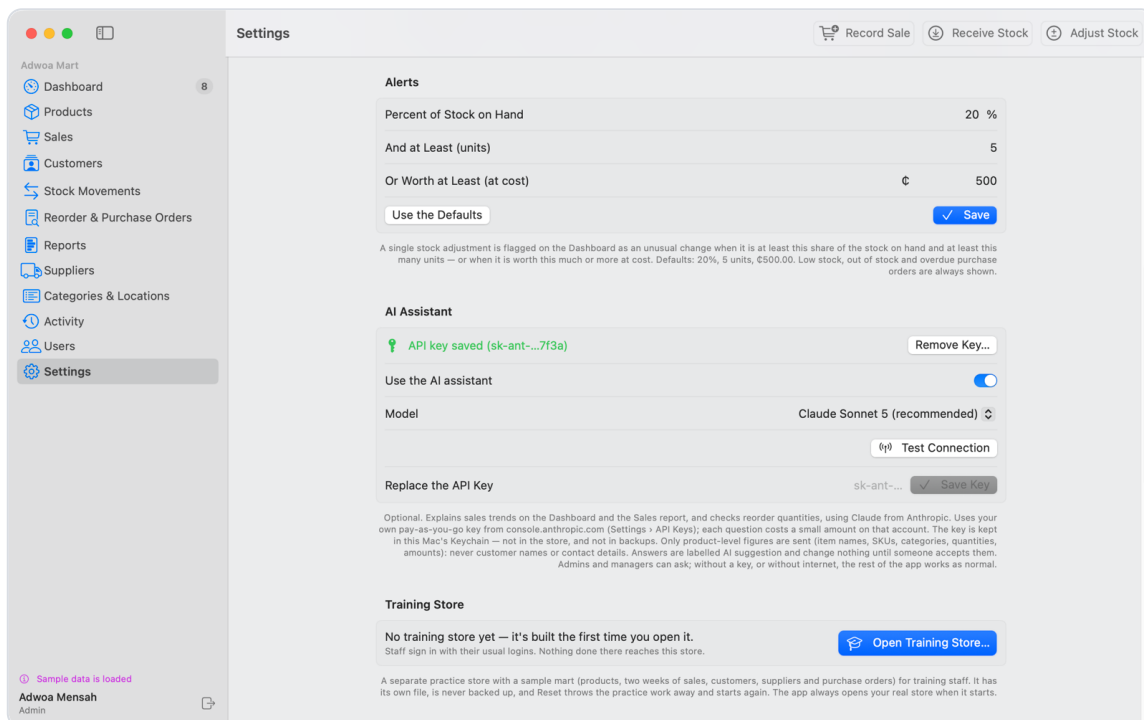
Reordering



Reordering and the training store in Settings.

Days of Cover: how many days of sales a reorder should last after the delivery arrives, on top of the supplier's lead time — 14 to start. The same setting is on the Reorder List (chapter 10).

Alerts



The limits for the unusual stock change alert.

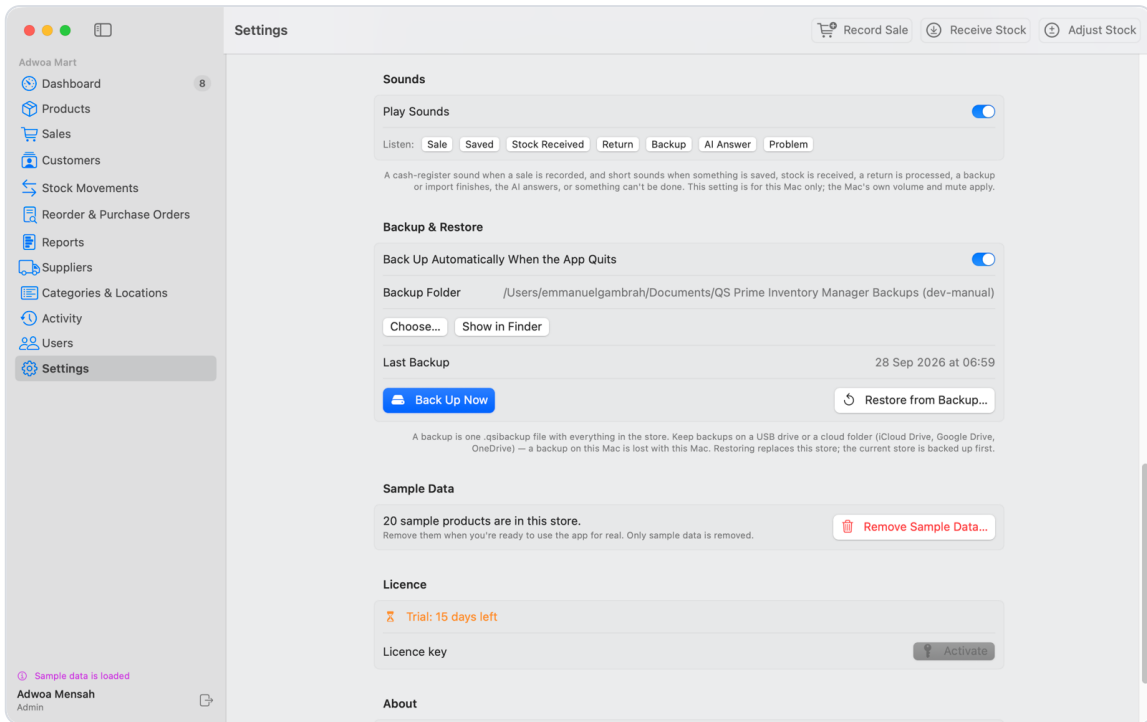
When a single stock adjustment is flagged on the Dashboard as unusual (chapter 4): at least this **Percent of Stock on Hand** and at least this many **units**, or **worth at least** this much at cost. Defaults: 20%, 5 units,

£500. Change them and press **Save**; **Use the Defaults** puts them back. Set the value to 0 to switch the value check off. Low stock, out of stock and overdue orders are always shown.

AI Assistant

The Anthropic API key, the switch, the model and **Test Connection** — see chapter 14. Off until a key is entered.

Sounds



Settings · Sounds.

Play Sounds is on to start with. The app then plays:

- a **cash-register sound** when a sale is recorded;
- a short sound when something is **saved** (a product, customer, supplier, user or setting), when **stock is received** (Receive Stock or a purchase order delivery), when a **return** is processed, when a **backup** or an **import** finishes, and when the **AI assistant** answers;
- a warning sound when something **can't be done** (a wrong password, a missing field, not enough stock).

Use the **Listen** buttons to hear each one. Turn **Play Sounds** off for silence. The setting belongs to this Mac (it isn't in backups), and the Mac's own volume and mute still apply.

Training Store

Open Training Store... and **Reset Training Store...** — see chapter 11.

Sample Data

Only shown in a store that was set up with sample data by an earlier version. **Remove Sample Data...** removes the sample products, their stock history, the sample sales, returns and purchase orders, the sample customers, and the sample categories, suppliers and locations. Your own products and sales are never touched (a sale of yours that included a sample product keeps its lines and receipt), and a sample category,

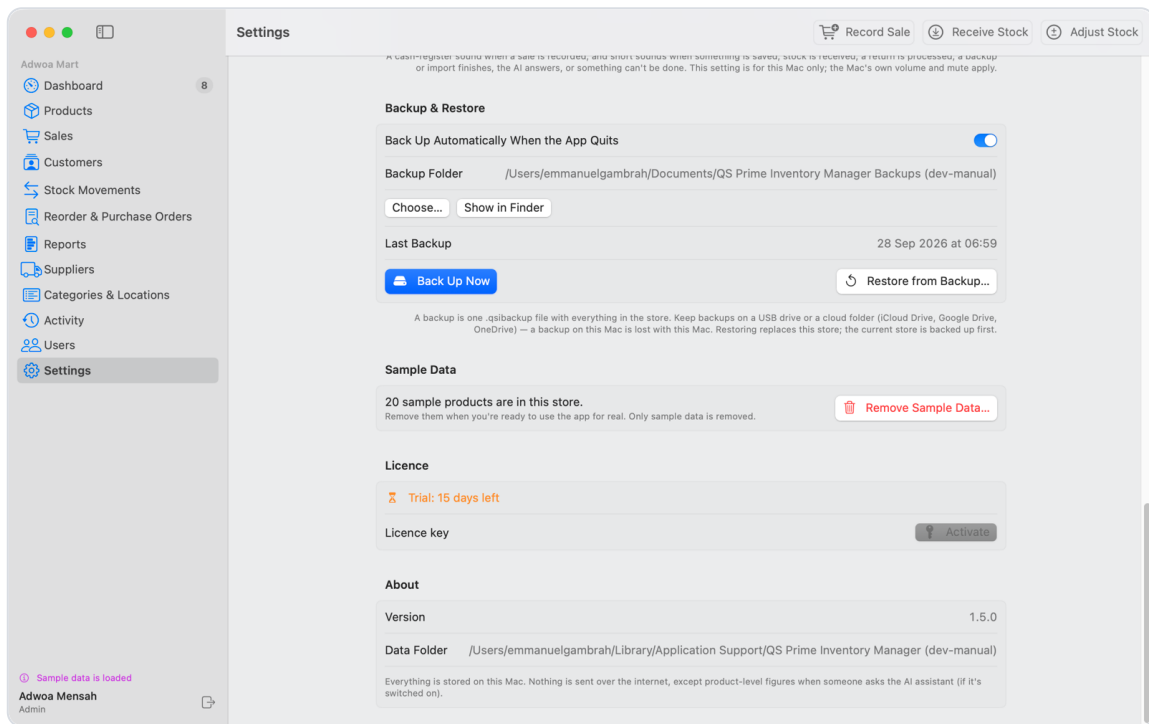
supplier or location that one of your products uses is kept (it becomes yours). New stores start empty; practise in the training store instead.

About

The version and the folder on this Mac where the store is kept.

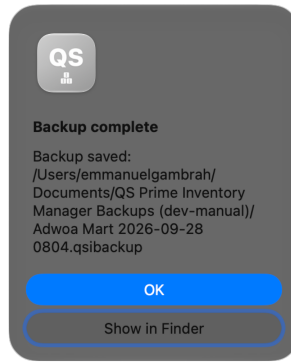
21. Backup and restore

A backup is one **.qsibackup** file holding everything: products and variants, stock history, sales and returns, customers, reorder approvals and purchase orders, suppliers, categories and locations, users and their (scrambled) passwords, settings and the Activity log. The licence key isn't included, and neither is the training store.



Settings > Backup & Restore.

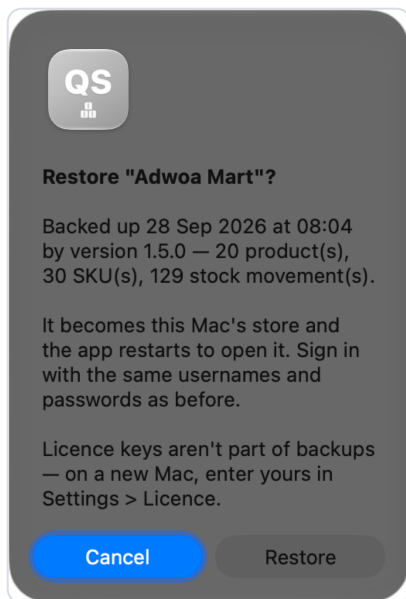
- **Automatic backup when the app quits** — on to start with. The app backs up as you quit whenever something changed since the last backup. If it can't (the backup drive is unplugged, say) it asks whether to quit without a backup.
- **Quitting:** **⌘Q**, or the red button at the top left of the window. If a window such as Record Sale is still open on top, the app asks first — **Keep Working** is the default; **Quit** closes it (anything not yet recorded in it is lost) and quits, with the automatic backup.
- **Back Up Now** (**⇧⌘B**) at any time.
- **Backup Folder:** *Documents > QS Prime Inventory Manager Backups* to start. Use **Choose...** to pick a USB drive or a cloud folder (iCloud Drive, Google Drive, OneDrive) — a backup on this Mac is lost if the Mac is. If the chosen folder can't be reached, backups go to the default folder and the app says so.
- Files are named with the business and time, for example *Adwoa Mart 2026-09-27 1805.qsibackup*. Old backups are kept; delete ones you don't need in Finder.



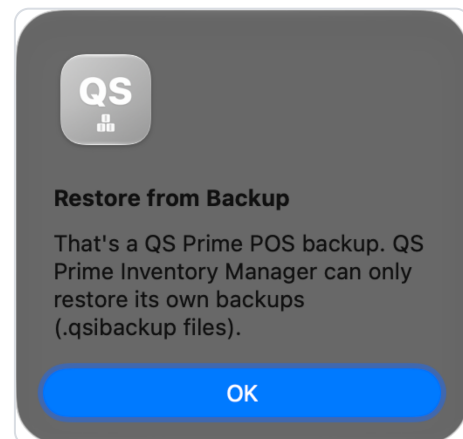
Back Up Now.

Restoring, or moving to a new Mac

1. On the new Mac, install the app (chapter 1).
2. On the first-run screen, press **Restore from Backup...** (on a Mac that's already set up: **Settings › Backup & Restore › Restore from Backup...**, admins only).
3. Choose the **.qsibackup** file. The app shows what's in it — business, date, and how many products, SKUs and stock movements — and asks. **Cancel** is the default.
4. Press **Restore**. The app restarts with the restored store. Sign in with the usernames and passwords from the backup.
5. Enter your licence key in **Settings › Licence**.



What's in the backup, before anything changes.



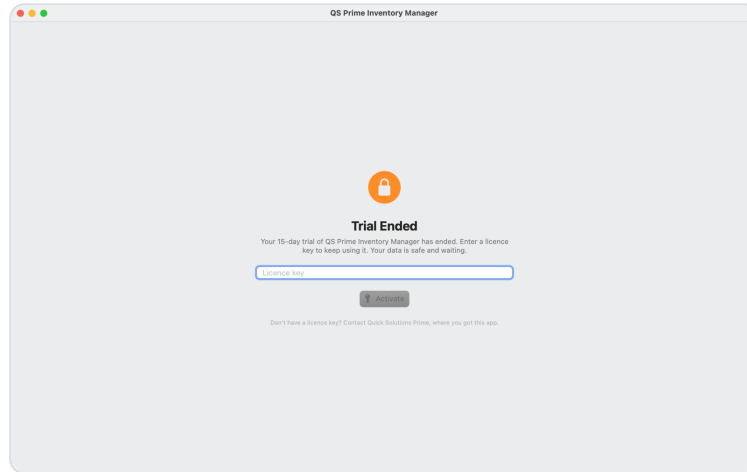
A QS Prime POS backup is refused: the two apps keep separate data.

Restoring replaces the store that's open

This app keeps one store per Mac. When you restore over a store that has data, the app first backs that store up (a file ending *(before restore)* in your backup folder) and keeps its files, so nothing is lost. The app refuses a backup made by a newer version (update the app first), a backup from the Windows version, a QS Prime POS backup, or a damaged file — and then nothing changes.

22. Licensing

The app runs as a full **15-day trial**. **Settings › Licence** shows the days left. To keep using it, enter the licence key you receive from Quick Solutions Prime and press **Activate**. Once the trial has ended the app shows this screen until a key is entered; your data stays safe and is all there once it's activated.



After the trial.

A licence key belongs to this app only: a QS Prime POS key doesn't unlock the Inventory Manager, or the reverse. The key is for your Mac, not your store — after restoring on a new Mac, enter it again.

23. Troubleshooting and questions

Problem	What to do
"unidentified developer" when opening the app	Right-click the app › Open › Open. Once only.
"SKU ... is already used by ..."	Each SKU and barcode belongs to one product. Change it, or find that product with the search box.
Can't change stock in the product details	That's on purpose: use Receive or Adjust so the change is recorded.
"stock can't go below zero"	Count the shelf and record a Count Correction.
A product disappeared	It may be archived: Products › Show: Archived.
Rows skipped in an import	The preview gives the reason for each. Fix those rows in Excel and import again; rows already imported just show "No changes."
Excel shows odd characters instead of ¢	Open the CSV by double-clicking it, or in Excel use Data › From Text/CSV and choose UTF-8.
Backup failed	Plug in the backup drive, or choose another folder in Settings, then Back Up Now.
"There isn't enough stock for this sale"	An admin or manager approves with their PIN (set in Users). Or receive the delivery first.
"No admin or manager has an approval PIN yet"	An admin sets one in Users › Approval PIN.
A clerk can't change a price or process a return	Only managers and admins can. Ask one, or change the clerk's role in Users.
A sale was entered with a mistake	Sales can't be edited. Return the items on it (Return Items...) and record it again correctly.
"That phone number already belongs to ..."	That person is already a customer: search Customers for the number, or check it.
A customer can't be chosen on a sale	They're archived: Customers › Show Archived › Restore Customer.
An item isn't on the Reorder List	Its stock and what's on order already cover the lead time, the days of cover and its target stock. Check its sales, Target Stock and the supplier's Lead Time.
"Choose the supplier before marking the order as ordered"	Pick the supplier in the order's details, then Mark as Ordered.
Receive Delivery isn't there	The order must be marked as ordered first. Draft orders can't be received.
The rest of an order is never coming	Close Short (admins and managers). What arrived stays in stock; the rest stops counting as on order.

Did I change the real store while training?	No. The orange bar means you're in the training store. Press Return to Main Store, or quit — the app always opens your real store.
The Dashboard shows too many unusual stock changes	Review them (Reviewed), or raise the limits in Settings › Alerts.
A purchase order shows as overdue but the goods came	Receive the delivery against the order (Receive Delivery). If the rest isn't coming, Close Short.
Report totals differ from Sales History	Reports show amounts before tax, after returns; Sales History shows receipts including tax. Returns count on the day they came back.
A clerk can't adjust stock	Only managers and admins can. Change their role in Users if they should.
No Explain This Trend or Ask AI for Advice button	Only admins and managers see them. If you are one, the buttons are there but an admin must first enter an API key in Settings › AI Assistant.
"Anthropic refused the API key"	The key was mistyped, or deleted in the Anthropic console. Create a new one there and save it in Settings › AI Assistant.
"The Anthropic account behind this key has no credit left"	Add credit at console.anthropic.com (Billing), then try again.
The Mac asks to let the app use "confidential information stored in your keychain"	After installing a new version the Mac may ask once. Type your Mac password and choose Always Allow, so the app can read the AI key.
The AI's answer looks wrong	It only sees the figures listed under it; open the report behind them to check. An AI suggestion never changes anything unless you accept it.
Forgot the admin password	Another admin can set a new one in Users. If there's no other admin, restore a backup whose password you know, or contact Quick Solutions Prime.

Where is my data?

In *Library › Application Support › QS Prime Inventory Manager* in your home folder (shown in Settings › About), and your backups wherever you chose. Don't move or edit these files by hand; use Back Up and Restore.

Is my data sent anywhere?

Not unless you use the AI assistant. Everything stays on your Mac (Message Text... and Open Mail only prepare a message; you send it yourself). The only thing that ever goes over the internet is the optional AI assistant: when an admin has entered your own Anthropic key and someone presses an AI button, product-level figures — never customer details — are sent to Anthropic's Claude service for that answer (chapter 14).

What's next

Version	Adds
Windows	QS Prime Inventory Manager for Windows, with the same features, one version at a time.