

PRINTABLE EDITION

GST Billing Pro User Manual

Operational handbook for activation, business setup, customers, items, invoicing, payments, POS, GST compliance, continuity planning, and super admin operations.

Edition: March 15, 2026

Product: GST Billing Pro

Format: A4 PDF

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Getting Started

Start with the deployment decision first. Local Desktop is appropriate for one machine. LAN Hub is the authoritative topology for same-shop multi-PC counters. Cloud Workspace is the hosted form of the same authority model.

- Prepare legal name, GSTIN, state, bank details, and logo before the first launch.
- Verify the target Windows machine and target printer before entering real transactions.
- Do not treat continuity sync or folder copies as live multi-PC billing.



Use the main dashboard to confirm the product is initialized correctly before live billing.

The manual follows the same operator path: setup, master data, billing, stock, and reporting.

Continuity and deployment decisions should be finalized before multiple counters start writing business data.

Annotated view: the dashboard is the orientation point, not the place to guess deployment behavior after go-live.

Activation & First Setup

Activation should be completed before user creation. The current commercial flow supports a single key that activates the app and hydrates the linked plan entitlement.

Required steps

- Enter the activation key exactly as received.
- Create the first admin user with a strong password.
- Complete business identity and tax profile settings.

Before live use

- Save bank and UPI details.
- Set print defaults and test one sample invoice.
- Confirm Regular GST vs Composition Scheme.

Automated Reminder Center



Use first-launch setup to lock the business profile before other users begin work.

Tax profile, bank details, and print defaults should be finalized together, not in separate cleanup passes.

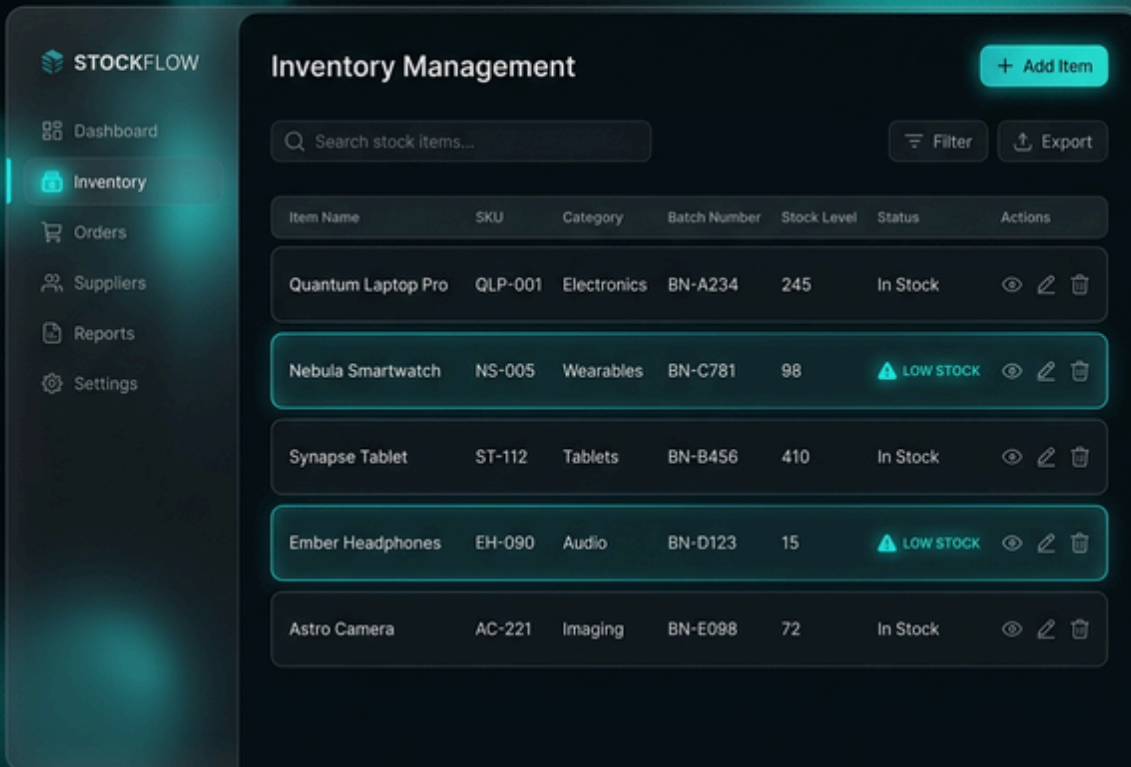
The first admin account should map to the real business owner or primary operator for easier support recovery.

Annotated view: activation is a production gate. Do not open live billing until setup is complete and tested.

Customers & Items

Clean master data is what keeps the billing screen fast. Load customers, shipping addresses, items, barcode values, and opening stock before the first busy day.

Area	Minimum ready state
Customers	Name, mobile, GSTIN if applicable, billing address, and optional ship-to addresses.
Items	Name, unit, tax behavior, selling rate, barcode if used, and stock details.
Migration	Use the import wizard for customers, items, opening stock, and opening balances.



Keep the item master searchable by name, code, and barcode so operators do not slow down during billing.

Opening stock should be loaded through an auditable import or stock-adjust path, not handwritten after billing starts.

Batch label printing should happen only after barcode and pricing values are verified.

Annotated view: master data quality is the real source of counter speed, not just UI polish.

Invoices, Receipts & Payments

Use the correct document type first, then complete payment capture and print/share actions from the same workflow. The product supports quotations, proformas, tax invoices, bill of supply, receipts, and advance adjustment flows.

Sales sequence

- Select customer and document type.
- Add items, transport/ship-to details, and payment terms.
- Save, print/share, and capture payment or receipt activity.

Payment sequence

- Record advance if payment comes before the invoice.
- Use receipt vouchers for standalone payment evidence.
- Apply advances to later invoices and keep statements aligned.

INVOICE PDF PREVIEW

AETHER SOLUTIONS INVOICE #AS-2023-1108
Date: NOV 15, 2023

BILL FROM:
Aether Solutions
123 Innovation Way
San Francisco, CA 94107
info@aethersolutions.io

BILL TO:
Quantum Dynamics Inc.
Attn: Sarah Chen
456 Tech Blvd, Seattle, WA 98109
sc@quantumdy.com

DUE DATE:
DEC 15, 2023

STATUS:
UNPAID

ITEM	DESCRIPTION	QUANTITY	PRICE (\$)	AMOUNT (\$)
[1]	Cloud Infrastructure Setup & Migration Full deployment, optimization	1	8,500.00	8,500.00
[2]	Secure API Development & Integration Authentication, core features	1	5,250.00	5,250.00
[3]	Database Design & Optimization Scalable solution, indexing	1	2,750.00	2,750.00
[4]	Premium Technical Support Annual subscription - Year 1	1	1,800.00	1,800.00
			Subtotal:	\$18,300.00
			Tax (7.5%):	\$1,372.50
			Total Due:	\$19,672.50

SCAN TO PAY

Scan QR Code
Leads QR Code leads to a secure payment portal.
Aether Solutions | Acct: 987654321

PAY INVOICE (\$19,672.50)

Start by selecting the correct sales document. That choice affects tax, numbering, and print behavior.

Payment capture, receipt voucher evidence, and print/share activity should stay attached to the same document workflow.

UPI, bank details, print templates, and reminders are useful only when the core invoice data is already correct.

Annotated view: the invoice workflow is not just a save button; it is the operational center for payment, print, and audit state.

POS & Barcode

Fast Billing is the scan-first counter surface. It is appropriate when operators need fast item entry, compact line review, quick payment selection, and thermal output without opening the full invoice editor.

- Use barcode-backed item masters and scanner timing settings to keep scan-to-add reliable.
- Use 58mm or 80mm preview in settings before the first production print.
- Configure cash drawer behavior and customer display only if the actual counter hardware supports it.

STOCKFLOW

Dashboard

Inventory

Orders

Suppliers

Reports

Settings

Inventory Management

+ Add Item

Search stock items...

Filter Export

Item Name	SKU	Category	Batch Number	Stock Level	Status	Actions
Quantum Laptop Pro	QLP-001	Electronics	BN-A234	245	In Stock	👁️ ✎️ 🗑️
Nebula Smartwatch	NS-005	Wearables	BN-C781	98	🚨 LOW STOCK	👁️ ✎️ 🗑️
Synapse Tablet	ST-112	Tablets	BN-B456	410	In Stock	👁️ ✎️ 🗑️
Ember Headphones	EH-090	Audio	BN-D123	15	🚨 LOW STOCK	👁️ ✎️ 🗑️
Astro Camera	AC-221	Imaging	BN-E098	72	In Stock	👁️ ✎️ 🗑️

Barcode operations begin in the item master. If the master data is weak, Fast Billing will also be weak.

Scanner duplicate guard and auto-submit timing are operational settings, not one-time development assumptions.

Batch label printing belongs in inventory prep, while thermal receipt printing belongs in the sale finalization path.

Annotated view: POS speed is a system property: item master, scanner tuning, cashier workflow, and printer configuration all matter together.

GST Compliance

Compliance operations start with correct document intent. Supply type, tax profile, transport details, and invoice metadata have to be right before e-Invoice, e-Way Bill, or TDS/TCS operations can be trusted.

Workflow

Operator expectation

e-Invoice / e-Way Bill

Validate required fields first, then submit, monitor status, and retry visible failures.

Composition Scheme

Use Bill of Supply behavior and avoid invalid tax-invoice expectations.

GST TDS/TCS

Track credits, deductions, challans, certificates, and GSTR-7 operations separately from normal payment capture.

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Aether Solutions
123 Innovation Way
San Francisco, CA 94107
info@aethersolutions.io

BILL TO:
Quantum Dynamics Inc.
Attn: Sarah Chen
456 Tech Blvd, Seattle, WA 98109
sc@quantumdy.com

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Supply type and tax mode drive the compliance path. Fixing them later is operationally expensive.

Transport, e-Invoice, e-Way Bill, and GST deductions all depend on complete and accurate invoice metadata.

Use retry and reconciliation tools for failed submissions instead of hiding failures in manual follow-up.

Annotated view: compliance reliability comes from disciplined data entry and visible operational states, not just API calls.

Backup, LAN Hub & Cloud Workspace

Continuity and multi-PC live billing are different problems. Backups and staged sync protect continuity. Authoritative hub/cloud topology protects concurrent writes.

Safe for continuity

- Local backup/export
- Cloud continuity snapshots
- Restore and conflict review

Safe for live concurrency

- LAN Hub for same-premise counters
- Cloud Workspace for hosted authority
- Central numbering and stock writes



Use continuity features for backup and recovery, not as a substitute for shared live writes.

If you have multiple live counter PCs, run them through an authoritative LAN Hub or Cloud Workspace.

Invoice numbering and stock integrity are the first things to break when teams misuse folder sync as concurrency.

Annotated view: continuity is about survival and recovery; authoritative topology is about operational correctness during live concurrent use.

Super Admin Operations

The super admin panel is the internal commercial and support console. It is used to manage pricing, customer issuance, renewal operations, inquiry conversion, webhook diagnostics, and activation support.

- Create a new customer record, issue an activation key, and email it from one internal surface.
- Manage expiring-soon customers, retry failed email delivery, and release device bindings.
- Track inquiries, conversion notes, enterprise pipeline stage, and pricing that also feeds the public website.

Automated Reminder Center



Treat super admin as an internal ops console. It is not a customer-facing workspace.

Sales, renewal, and support data should stay connected so teams do not retype customer state across systems.

License issuance, inquiry conversion, and device-binding recovery should remain auditable operations.

Annotated view: the super admin model exists to reduce manual support and commercial friction, not to replace the customer application.