



TechGoMaan

User Handbook

Step-by-step guide to every area

Invoices · Quotations · Purchases · Payments

Advanced CRM · ERP cockpit · Stock & barcode

Android companion · Planner · Files · Accounts

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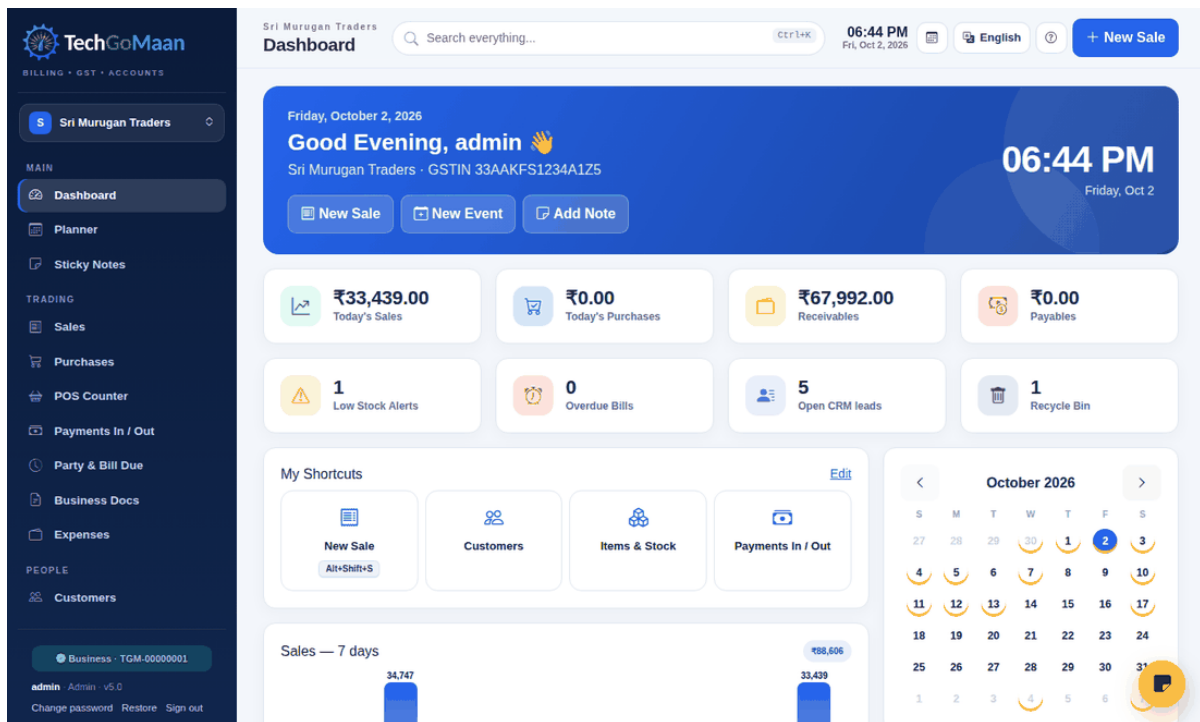
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How to use this book

Each chapter explains one area in numbered steps. Words in bold are buttons or menu names you will see on the screen. Press F1 inside the software any time to open the same guide.

1. Getting started

Install, open and sign in for the first time.



Steps

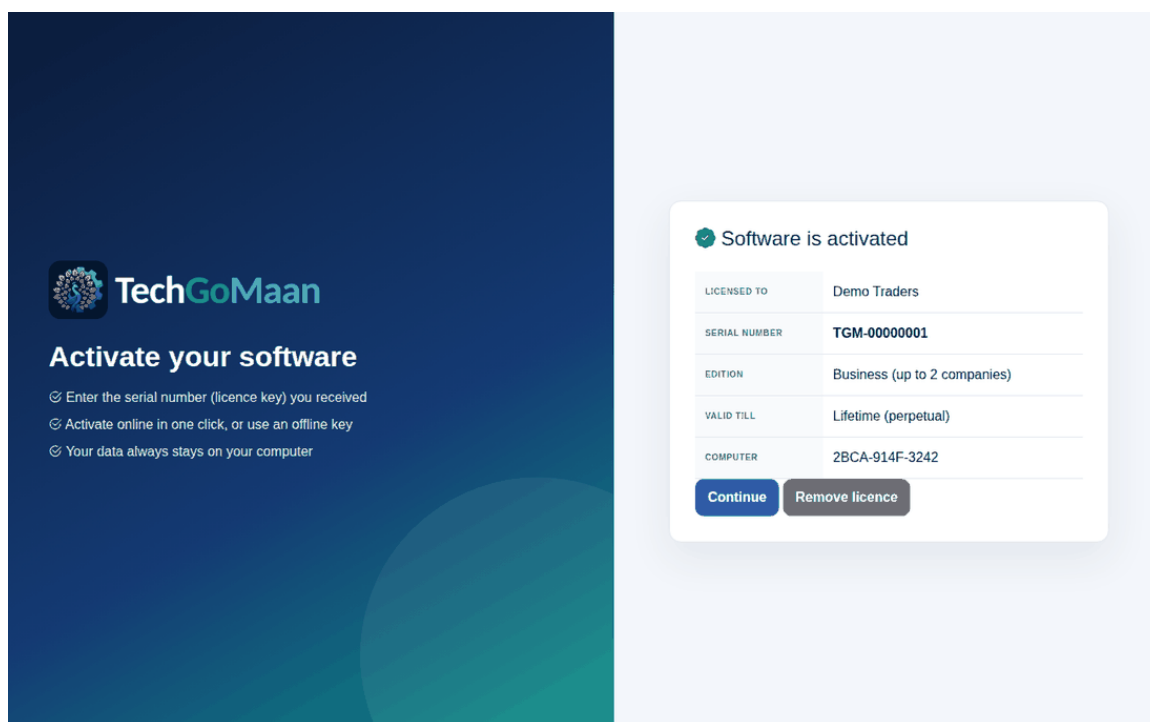
- 1 Extract TechGoMaanBilling-5.8-Windows-Portable.zip to a normal folder, open the TechGoMaanBilling folder and double-click TechGoMaanBilling.exe. Keep the complete app folder together.
- 2 Open TechGoMaanBilling.exe from the extracted app folder. Create a desktop shortcut from that file if you want one.
- 3 First time only: type a username and a password (8+ characters). This becomes the Administrator.
- 4 You will see the Dashboard. The menu on the left leads to every area. Press Ctrl+K any time to search.
- 5 Go to Company Setup (menu → System) and fill in your company name, GSTIN, address, bank details and logo.

Tips

- The software works offline. Your data is stored on your own computer.
- Press F1 on any screen to open Help.

2. Activate with a serial number (online)

Turn the 30-day free trial into your full licence.



Steps

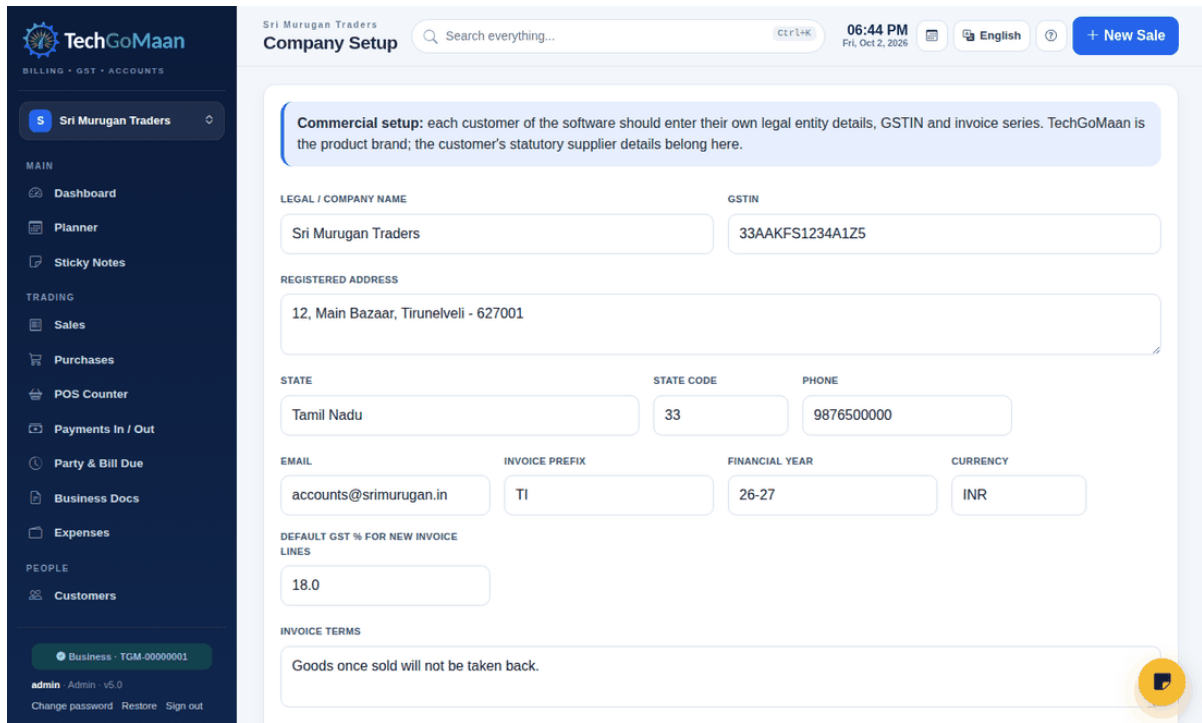
- 1 Click the yellow Trial ... Activate badge at the bottom of the left menu (or open Activate Software).
- 2 Stay on the Activate online tab. Type the serial number you received (like TGM-XXXXXX-XXXXXX-XXXXXX-XXXXXX) and your e-mail.
- 3 Press Activate. The software contacts the licence server, and the badge turns green with your name, serial number and edition.
- 4 No internet? Use the Offline key tab: type the name exactly as given and paste the licence key.
- 5 Changing computer? Open Activate Software on the old PC and press Release licence, then activate on the new PC.
- 6 When online, the software re-checks the serial every ~12 hours. It keeps working for 30 days with no internet.

Tips

- The free trial lasts 30 days and cannot be restarted by reinstalling.
- Standard = 1 company, Business = several companies, Unlimited = any number.

3. Company setup

Your legal details printed on every invoice.



The screenshot shows the 'Company Setup' page in the TechGoMaan interface. The left sidebar contains navigation links for MAIN (Dashboard, Planner, Sticky Notes), TRADING (Sales, Purchases, POS Counter, Payments In / Out, Party & Bill Due, Business Docs, Expenses), and PEOPLE (Customers). The main content area has a header with the user's name 'Sri Murugan Traders', a search bar, and a '+ New Sale' button. A blue box contains a note about commercial setup. The form fields are as follows:

LEGAL / COMPANY NAME		GSTIN	
Sri Murugan Traders		33AAKFS1234A1Z5	

REGISTERED ADDRESS

12, Main Bazaar, Tirunelveli - 627001

STATE	STATE CODE	PHONE
Tamil Nadu	33	9876500000

EMAIL	INVOICE PREFIX	FINANCIAL YEAR	CURRENCY
accounts@srirugan.in	TI	26-27	INR

DEFAULT GST % FOR NEW INVOICE LINES

18.0

INVOICE TERMS

Goods once sold will not be taken back.

Steps

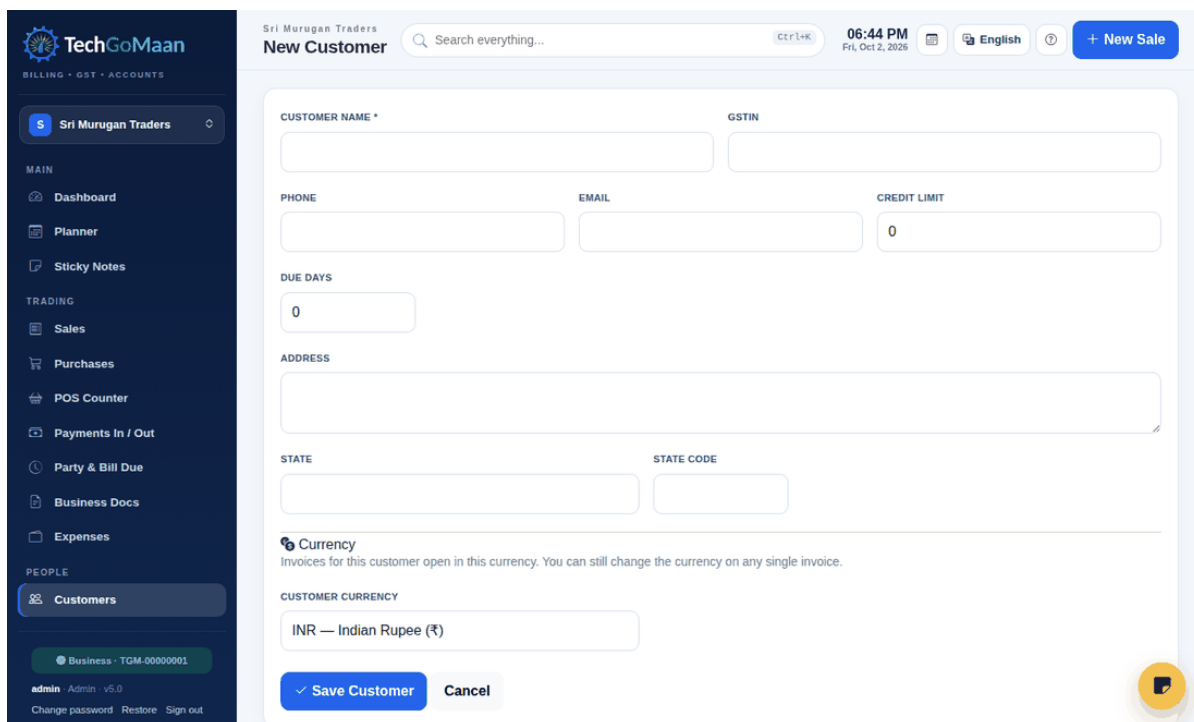
- 1 Open Company Setup.
- 2 Enter Legal name, GSTIN, address, State and State Code, phone and email.
- 3 Choose the invoice number style. Pick how invoices look in Invoice Models.
- 4 Enter Bank name, Branch, A/c number and IFSC - they print in the bank box.
- 5 Upload your logo (PNG/JPG).
- 6 Press Save Company Setup.

Tips

- Set State correctly - it decides CGST+SGST or IGST automatically.

4. Customers (with currency)

Add parties you sell to.



TechGoMaan
BILLING • GST • ACCOUNTS

Sri Murugan Traders

06:44 PM
Fri, Oct 2, 2026

English

+ New Sale

Search everything...

NEW CUSTOMER

CUSTOMER NAME *

GSTIN

PHONE

EMAIL

CREDIT LIMIT

DUE DAYS

ADDRESS

STATE

STATE CODE

Currency
Invoices for this customer open in this currency. You can still change the currency on any single invoice.

CUSTOMER CURRENCY

✓ Save Customer Cancel

Steps

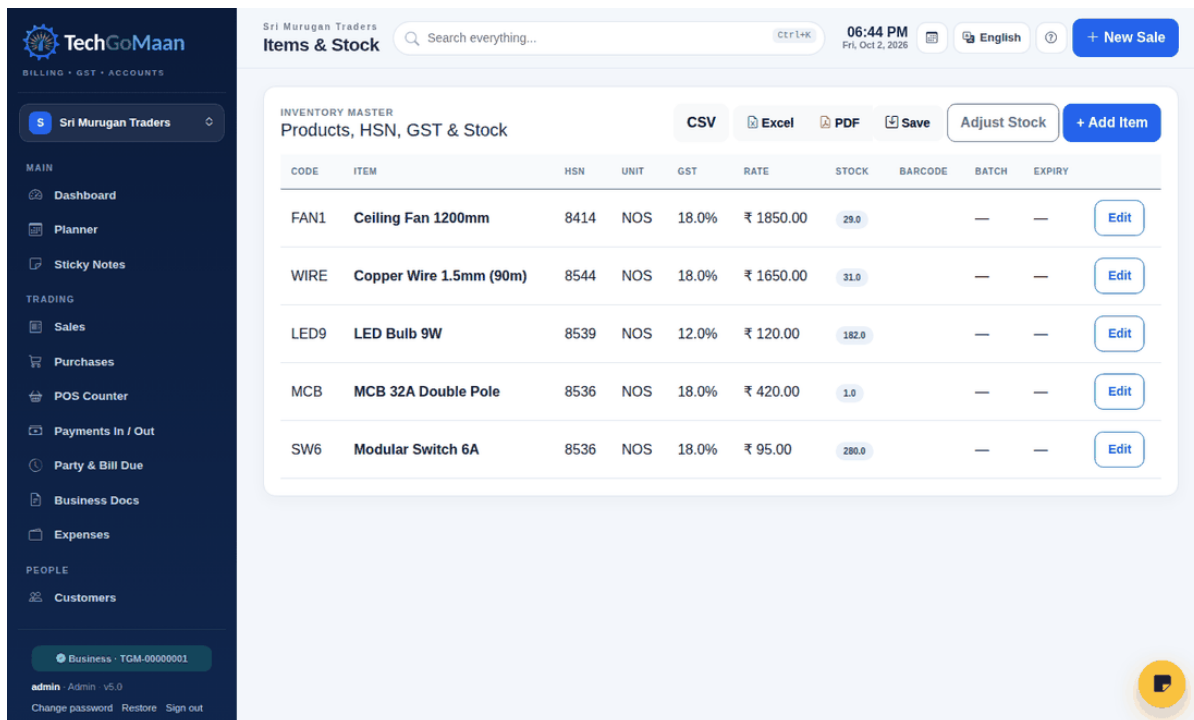
- 1 Open Customers → + Add Customer.
- 2 Type name, GSTIN, phone, address, state and credit limit.
- 3 To import phone contacts, choose a .vcf file beside Import VCF. Up to 1,000 contacts are checked; matching phone numbers or e-mail addresses are skipped, and existing records are never overwritten.
- 4 Under Currency choose the customer's currency (₹ INR, USD, EUR, AED ...). For a foreign currency also type the exchange rate.
- 5 Press Save Customer. New invoices for this customer open in that currency.
- 6 To remove a customer press the red bin button - it goes to the Recycle Bin.

Tips

- You can still change the currency on one single invoice.

5. Items & stock

Your products with HSN, GST % and stock.



INVENTORY MASTER
Products, HSN, GST & Stock

CSV Excel PDF Save Adjust Stock + Add Item

CODE	ITEM	HSN	UNIT	GST	RATE	STOCK	BARCODE	BATCH	EXPIRY	
FAN1	Ceiling Fan 1200mm	8414	NOS	18.0%	₹ 1850.00	29.0		—	—	Edit
WIRE	Copper Wire 1.5mm (90m)	8544	NOS	18.0%	₹ 1650.00	31.0		—	—	Edit
LED9	LED Bulb 9W	8539	NOS	12.0%	₹ 120.00	182.0		—	—	Edit
MCB	MCB 32A Double Pole	8536	NOS	18.0%	₹ 420.00	1.0		—	—	Edit
SW6	Modular Switch 6A	8536	NOS	18.0%	₹ 95.00	280.0		—	—	Edit

Steps

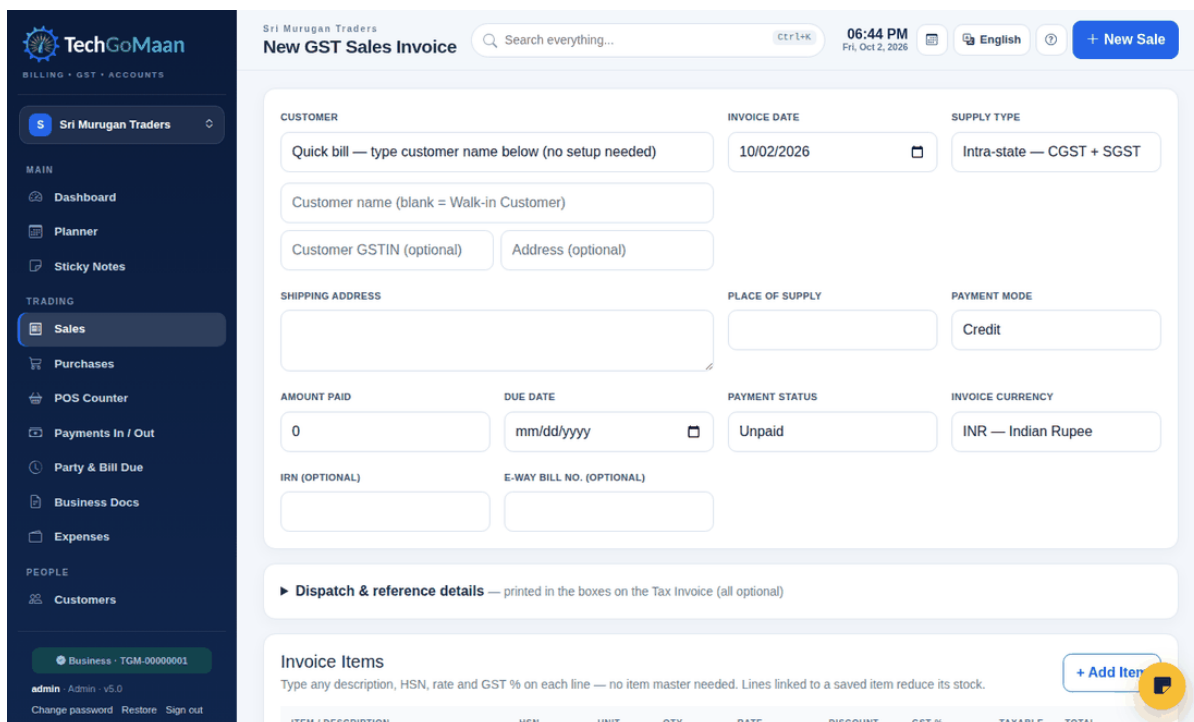
- 1 Open Items & Stock → + Add Item.
- 2 Enter code, name, HSN, unit, sale rate, purchase rate, GST % and opening stock.
- 3 Press save. Use Adjust Stock to correct quantities later.
- 4 Items below the reorder level appear in Low Stock Alerts on the Dashboard.

Tips

- You can also type any description directly on an invoice without creating an item.

6. Sales invoice - step by step

Create, print and save a GST tax invoice.



NEW GST Sales Invoice

Search everything...

06:44 PM
Fri, Oct 2, 2026

English

+ New Sale

CUSTOMER

Quick bill — type customer name below (no setup needed)

Customer name (blank = Walk-in Customer)

Customer GSTIN (optional)

Address (optional)

INVOICE DATE

10/02/2026

SUPPLY TYPE

Intra-state — CGST + SGST

SHIPPING ADDRESS

PLACE OF SUPPLY

PAYMENT MODE

Credit

AMOUNT PAID

0

DUE DATE

mm/dd/yyyy

PAYMENT STATUS

Unpaid

INVOICE CURRENCY

INR — Indian Rupee

IRN (OPTIONAL)

E-WAY BILL NO. (OPTIONAL)

► Dispatch & reference details — printed in the boxes on the Tax Invoice (all optional)

Invoice Items

Type any description, HSN, rate and GST % on each line — no item master needed. Lines linked to a saved item reduce its stock.

+ Add Item

ITEM / DESCRIPTION	HSN	UNIT	QTY	RATE	DISCOUNT	GST %	TAXABLE	TOTAL
--------------------	-----	------	-----	------	----------	-------	---------	-------

Steps

- 1 Press New Sale (top right) or Alt+Shift+S.
- 2 Pick the Customer (or leave blank for a quick walk-in bill and type the name).
- 3 Check Date, Supply type (CGST+SGST / IGST), Payment mode and the Invoice Currency.
- 4 Press + Add Item; type or pick the item, quantity, rate, discount and GST %. Totals update live.
- 5 Choose the Bill title (Tax Invoice, Cash Bill, Bill of Supply...) and fill any of your own custom fields. Optional: open Dispatch & reference details for delivery note, order number, etc.
- 6 Press Post Invoice (stock reduces) or Save as Draft.
- 7 On the invoice page use Print / PDF, choose Original / Duplicate / Triplicate, or press Save to store PDF + Excel in your folder.
- 8 To record money received press Record Payment on the invoice.

Tips

- Alt+N adds a new row; Ctrl+Enter posts the invoice.
- A copy is auto-saved to your invoice folder if Auto-save is on.

7. POS counter and barcode billing

Use a barcode scanner for fast counter sales.

Steps

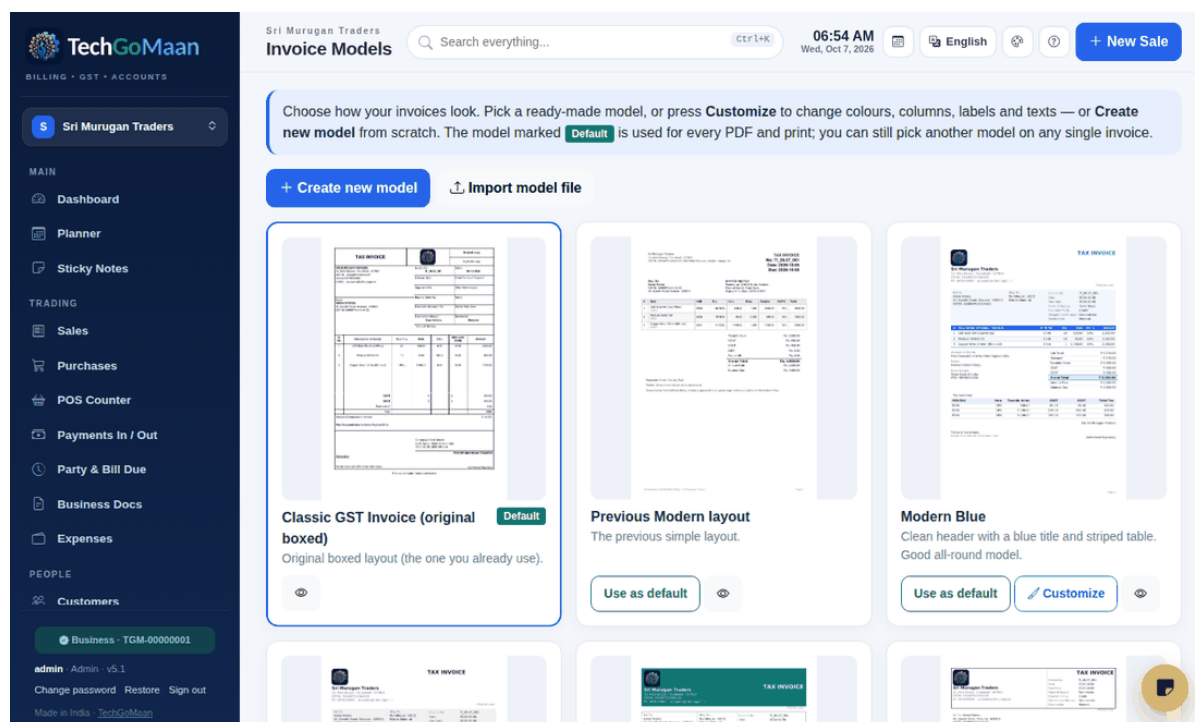
- 1 Open POS Counter and click the Scan barcode / search item box.
- 2 Scan an item barcode. A USB or Bluetooth scanner that types the code and sends Enter is read like a keyboard. You can also type a product code or part of its name.
- 3 Check the matched item, stock, rate and GST. Scan again to increase its quantity, or edit the quantity in the cart.
- 4 Choose the customer and payment mode. For credit sales, select a customer and set the amount paid to zero or the amount received.
- 5 Press Complete Sale after checking the total. Stock reduces when the sale is posted.
- 6 To scan in the Android offline invoice screen, focus the barcode field, scan, then press Enter if the scanner does not send Enter automatically. The item must exist in the saved offline product list.

Tips

- Add each product barcode in Items & Stock before scanning it.
- Test your scanner with a draft/test item before using it for customer sales.

8. Invoice models, custom fields & bill titles

Choose, change or design the look of your invoices.



Steps

- 1 Open Invoice Models (menu → System). You will see ready-made models with pictures: Classic GST, Modern Blue, Minimal, Bold Banner, Boxed, Elegant Serif, Compact A5, Detailed GST columns, Proforma, Bill of Supply and an 80 mm Receipt - plus online-seller models: Online Seller GST Invoice (marketplace sellers), Social Seller Bill (Instagram / WhatsApp), COD / Courier Parcel Bill, Reseller / Dropship, Boutique / Home Business and Wholesale / B2B.
- 2 Click a picture for a full-size preview; press the eye button to preview it with your own latest invoice.
- 3 Press Use as default on the model you like. Every PDF and print now uses it. On any single invoice you can pick a different model next to the PDF button.
- 4 Press Customize to change a model: paper size, font, colours, header layout, which columns to show (and their order and names), what to print (bank details, UPI QR, signature ...), labels, footer and watermark. The preview on the right updates as you type.
- 5 Type a name and press Save. Use Create new model to start fresh, or Import model file to load a model someone sent you (export one with the download button).
- 6 At the bottom of the page add Custom billing fields (for example Vehicle No, Salesman, Project) and your Bill titles (Tax Invoice, Bill of Supply, Cash Bill ...). They appear at the top of every new invoice and print on the models.
- 7 On the invoice form choose the Bill title for that bill and fill the custom fields.

8

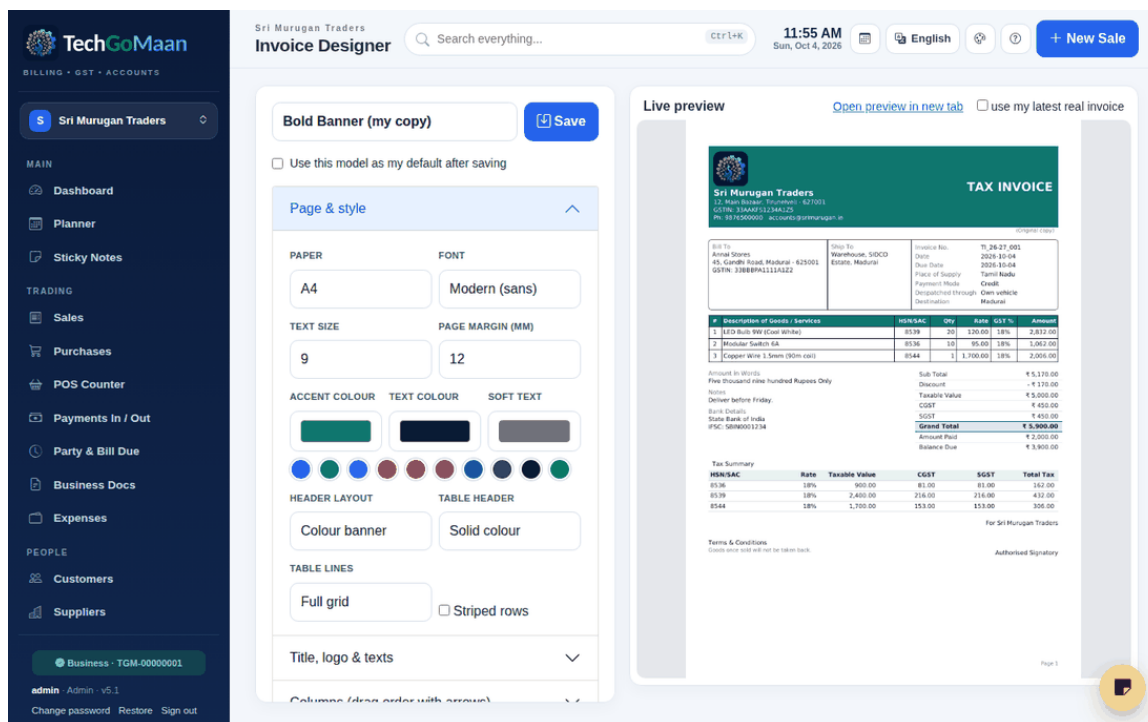
Selling online? Press Add online-seller fields to create Marketplace, Order ID, AWB / Tracking No., Courier and Instagram ID boxes in one click.

Tips

- To show a UPI QR code on the bill, type your UPI ID in the designer under “What to print”.
- Preview needs Edge or Chrome (included in Windows 10/11).

9. Design your own invoice model

Change colours, columns, labels and more - with a live preview.



Steps

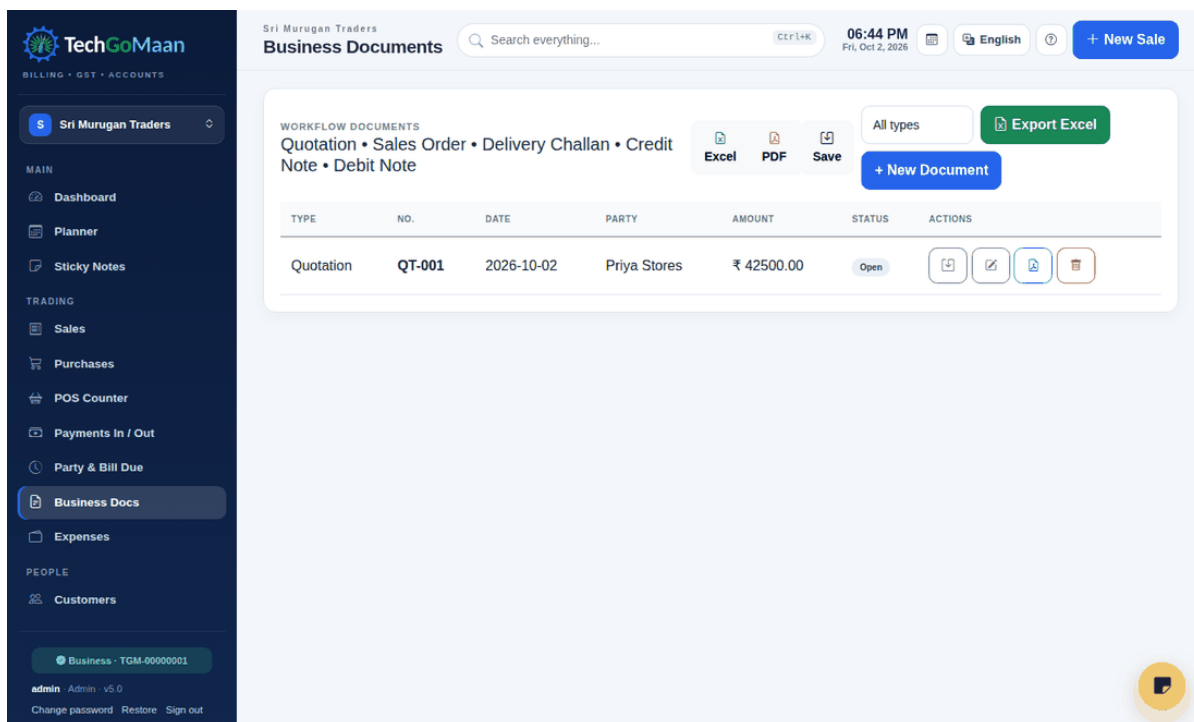
- 1 In Invoice Models press Customize on any model (or Create new model).
- 2 On the left choose paper, font, accent colour, header layout and table style. The page on the right updates as you type.
- 3 Open Columns to tick, rename and re-order columns (HSN, Unit, Discount, Taxable, CGST, SGST, IGST...).
- 4 Open What to print to switch bank details, UPI payment QR, terms, signature box and more on or off. Enter your UPI ID to print a QR for the unpaid balance.
- 5 Open Rename labels to change words such as "Bill To" or "Grand Total".
- 6 Type your own invoice title, footer line and watermark, then press Save.
- 7 Use the download button on a model card to export it as a file, and Import model file to add one from another computer.
- 8 Custom billing boxes: at the bottom of Invoice Models add Custom fields (Vehicle No, Salesman, Project...) and Bill titles (Tax Invoice, Cash Bill, Estimate...). They appear on every new invoice form.

Tips

- Your own models never change when the software is updated.

10. Quotation, challan & other documents

Make quotations, delivery challans, credit/debit notes.



Steps

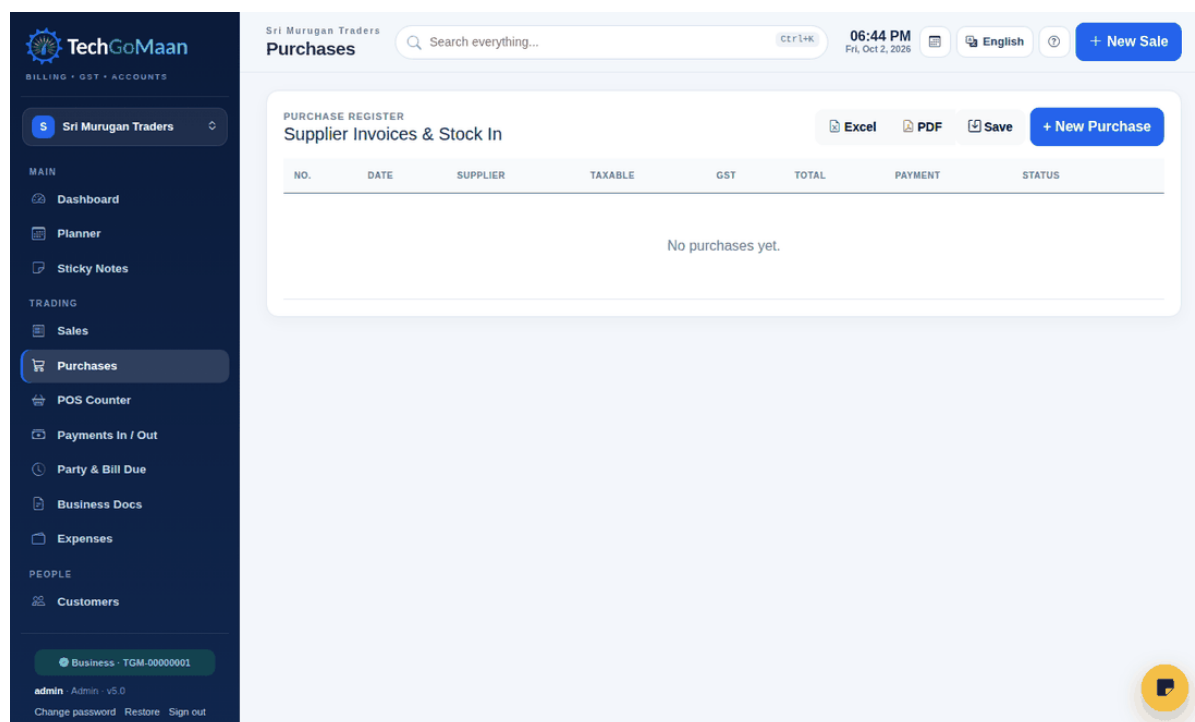
- 1 Open Business Docs → new document.
- 2 Choose the type (Quotation, Delivery Challan ...), party, date and amount.
- 3 For a quotation, choose a PDF template before saving.
- 4 To add a reusable named preset, open System → Company Setup, go to Saved quotation and purchase-order templates, enter a name, layout and accent colour, then choose Add and save company setup. It will be available on the next quotation.
- 5 Save the quotation, then use the PDF button to print or send.
- 6 Press Save to keep a PDF + Excel copy in the Quotations folder.

Tips

- Deleted documents go to the Recycle Bin.

11. Purchases

Record supplier bills and add stock.



Steps

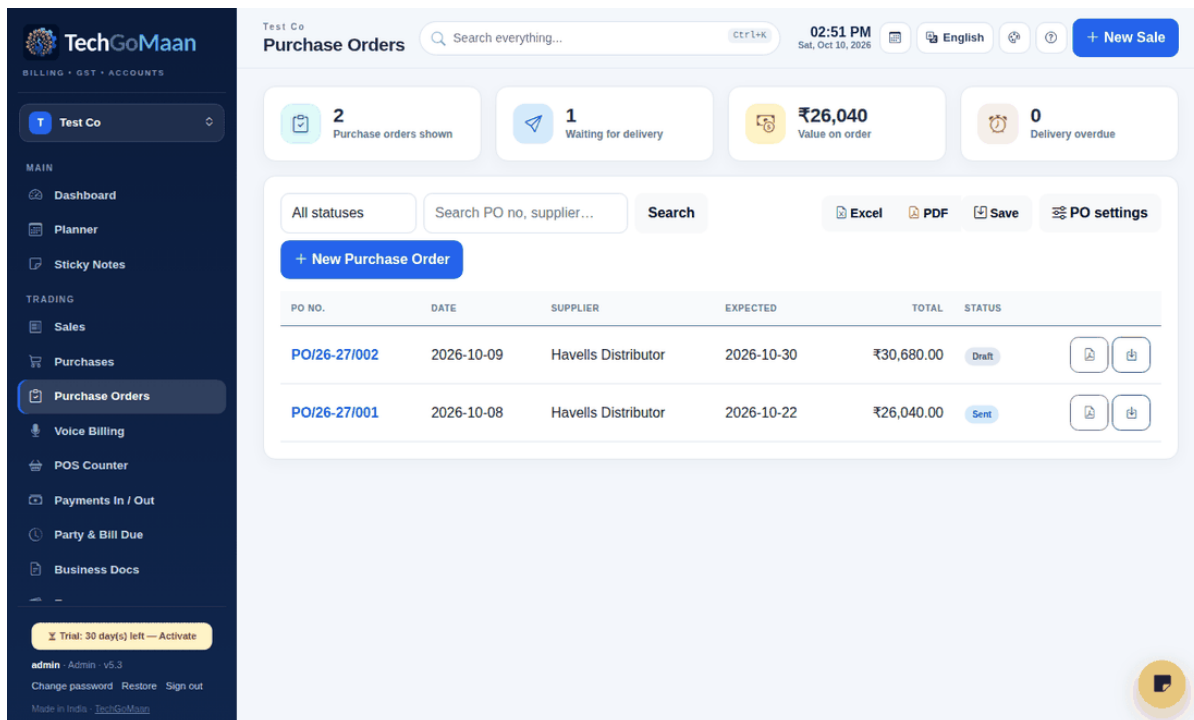
- 1 Add the supplier in Suppliers first. You can import phone contacts there with Import VCF using the same duplicate-safe steps as Customer import.
- 2 Open Purchases → + New Purchase.
- 3 Choose supplier and date, add items with quantity and rate.
- 4 Press Post Purchase - stock is added. Use Save as Draft to post later.
- 5 The purchase number follows your own prefix and format in System → Company Setup → Custom numbering and advances automatically.
- 6 Pay the supplier from Payments In / Out.

Tips

- Draft purchases do not add stock until finalized.

12. Purchase orders

Order goods from suppliers, track deliveries, and receive them into stock.



Steps

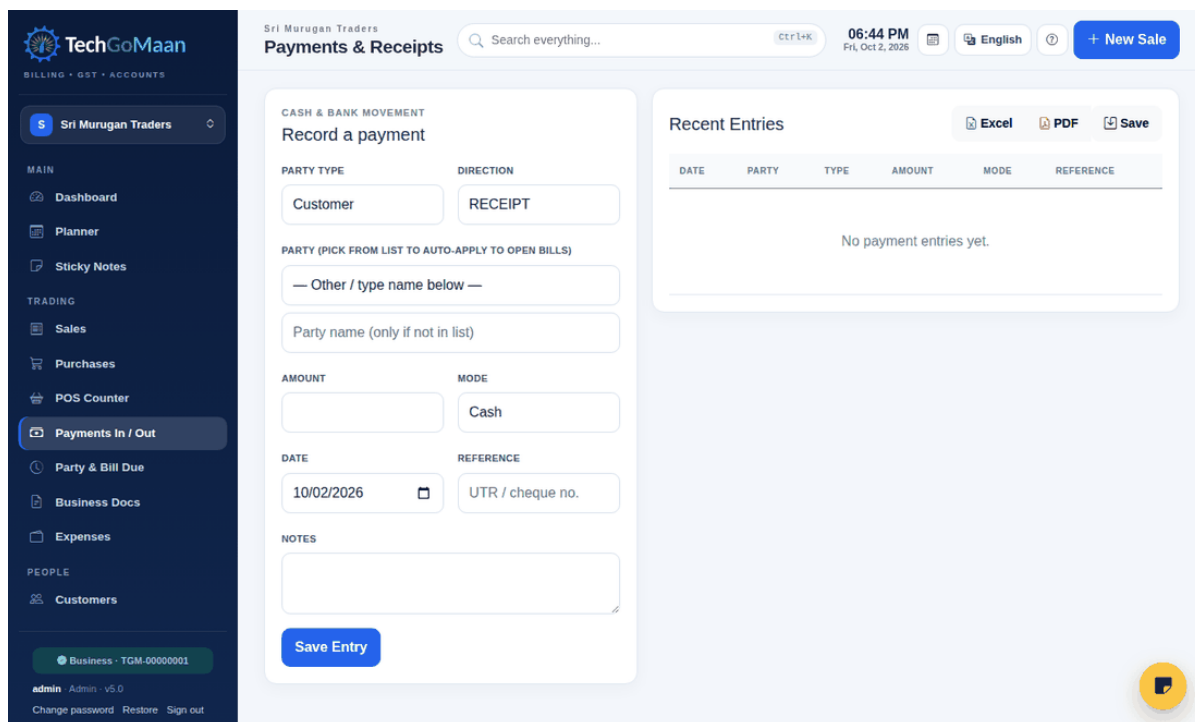
- 1 Open Purchase Orders (menu → Trading) and press New Purchase Order (or Alt+Shift+O).
- 2 Choose the supplier, the PO date, the expected delivery date, payment and delivery terms, and the delivery address. The PO No. is filled automatically - type your own if you wish.
- 3 Press Add item, pick the item, type the quantity. Rate and GST come from the item and can be changed. The total updates as you type.
- 4 Press Save as Draft, or Save & mark as Sent once you send it. Use PDF / Print, or WhatsApp / Email to send the order text to the supplier.
- 5 When goods arrive press Receive goods. Type the quantity received for each item - all of it, or only part. TechGoMaan creates a Purchase and adds the stock. The PO shows Partially Received until everything arrives, then Received.
- 6 Use Duplicate to repeat an order, Cancel PO to stop one, and the bin button to delete (it goes to the Recycle Bin). Expected delivery dates appear in the Planner.
- 7 To create an extra named PO PDF preset, open System → Company Setup, add it under Saved quotation and purchase-order templates, and save. Choose it on the next purchase order.

Tips

- Open PO settings on the list page to set your own prefix, number format, next number and standard terms. Tokens include {PREFIX}, {FY}, {YYYY}, {YY}, {MM}, {DD}, and {NO:5}.
- Every line must be an item from Items & Stock - add a missing item first (link on the form).

13. Payments in & out

Receive money from customers, pay suppliers.

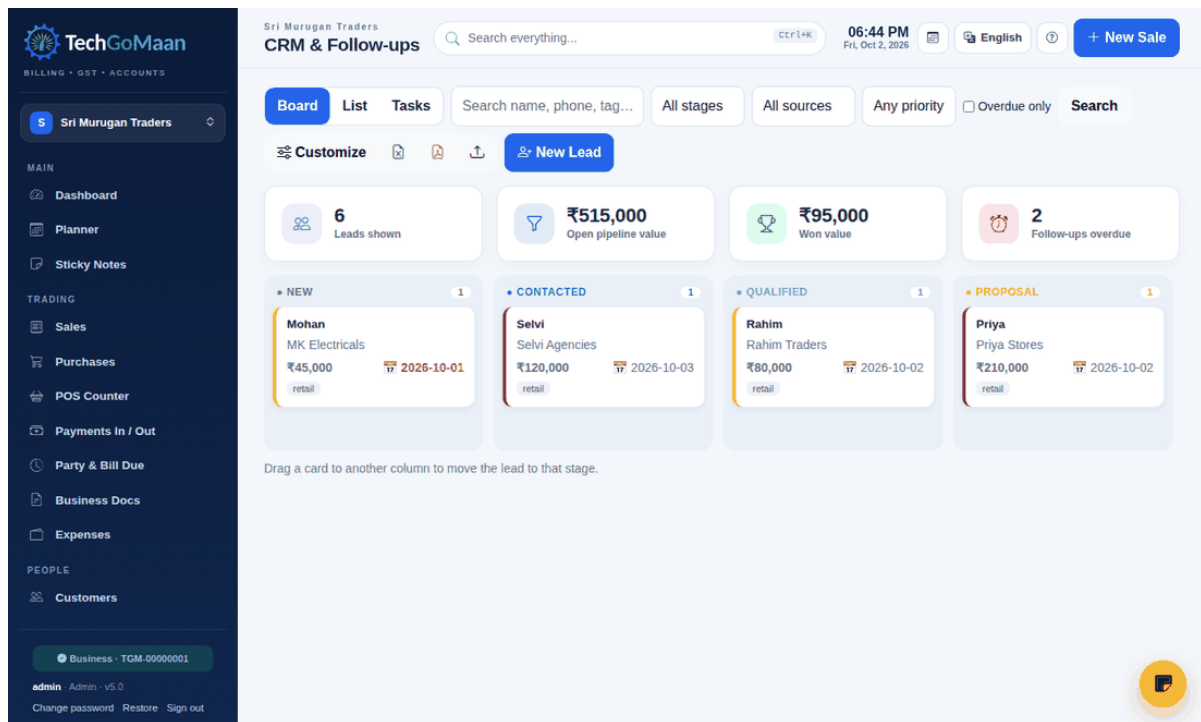


Steps

- 1 Open Payments In / Out.
- 2 Choose Receipt (money in) or Payment (money out), select the party, amount, date, mode and reference.
- 3 Each entry shows a unique payment number. Set the prefix, format and next number under System → Company Setup → Custom numbering. Invoice payments use the same series.
- 4 The amount is applied to the oldest unpaid bills automatically; any remainder stays as an unallocated advance.
- 5 See pending amounts in Party & Bill Due.

14. CRM & follow-ups

Track enquiries until they become customers.



Steps

- 1 Open CRM. The Board shows leads as cards in stages (New → Contacted → ... → Converted).
- 2 Press New Lead, fill name, phone, deal value, priority, tags and next follow-up date. Each new lead receives an ID from your CRM number series.
- 3 Drag a card to another column to change its stage.
- 4 Open a lead to record a follow-up (call, WhatsApp, visit), add tasks, or press a template to send a WhatsApp/Email with text ready.
- 5 Press Customize to rename stages, add sources/priorities, and edit message templates.
- 6 When the deal closes press Convert to Customer.
- 7 Use the Excel/PDF buttons to export, or Import CSV to bring leads from a sheet.

Tips

- Follow-up dates also appear in the Planner.

15. CRM stages, sources and message options

Adjust the sales pipeline and reusable customer messages.

Steps

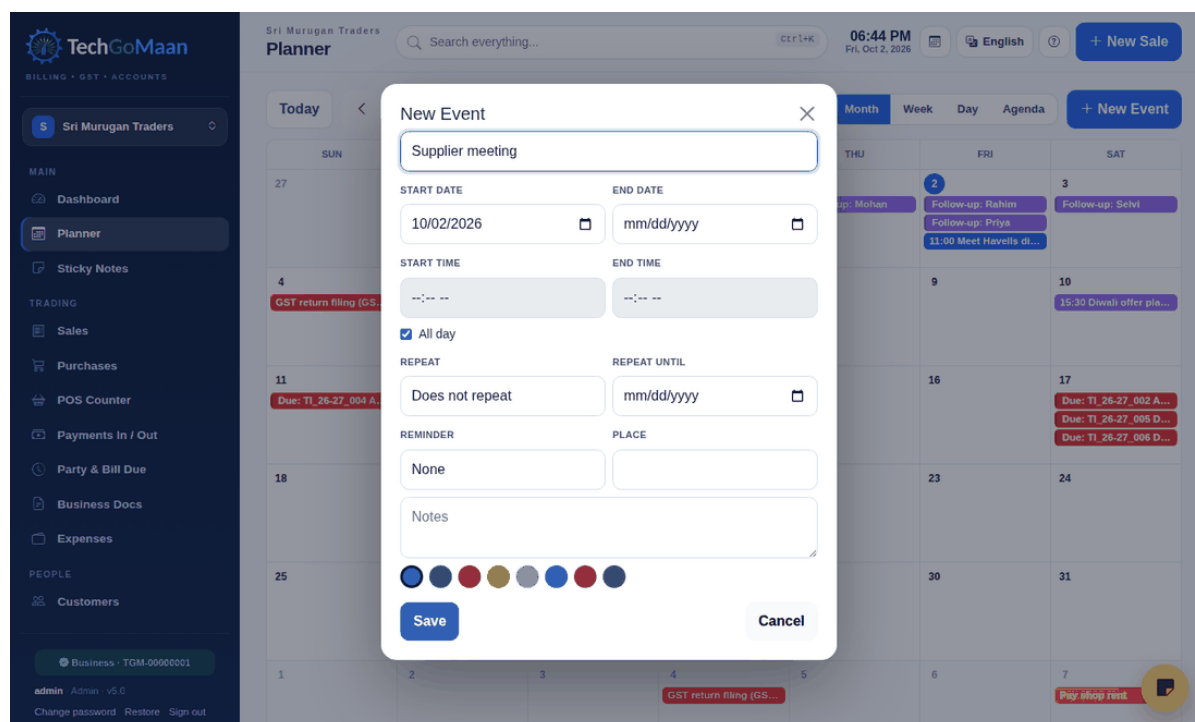
- 1 Open CRM → Customize (or System → CRM Options).
- 2 Review the pipeline stages. Add or rename stages to match your sales process, set their order and colour, and mark the stages that count as won or lost. Add and order your own sources and priorities.
- 3 Use lead sources to record where enquiries came from. Keep the list short so staff can choose the right source quickly.
- 4 Edit or add message models with your own title, channel label and message body. Use {name}, {company}, and {lead_no}. WhatsApp, Email and SMS can open prepared messages when contact details are available.
- 5 Set the CRM lead prefix, format and next number under System → Company Setup → Custom numbering. Example: LEAD/{FY}/{NO:4}. Tokens include {PREFIX}, {FY}, {YYYY}, {YY}, {MM}, {DD}, and {NO}.
- 6 Assign leads to staff, record follow-ups, and use the lead board and Planner to check upcoming work.
- 7 When a lead is ready, press Convert to Customer and verify the resulting customer record before creating an invoice.

Tips

- Changing a stage name affects the labels shown on the CRM board; agree on the pipeline with staff before changing it.

16. Planner (calendar)

A Google-Calendar-style planner for your work.



Steps

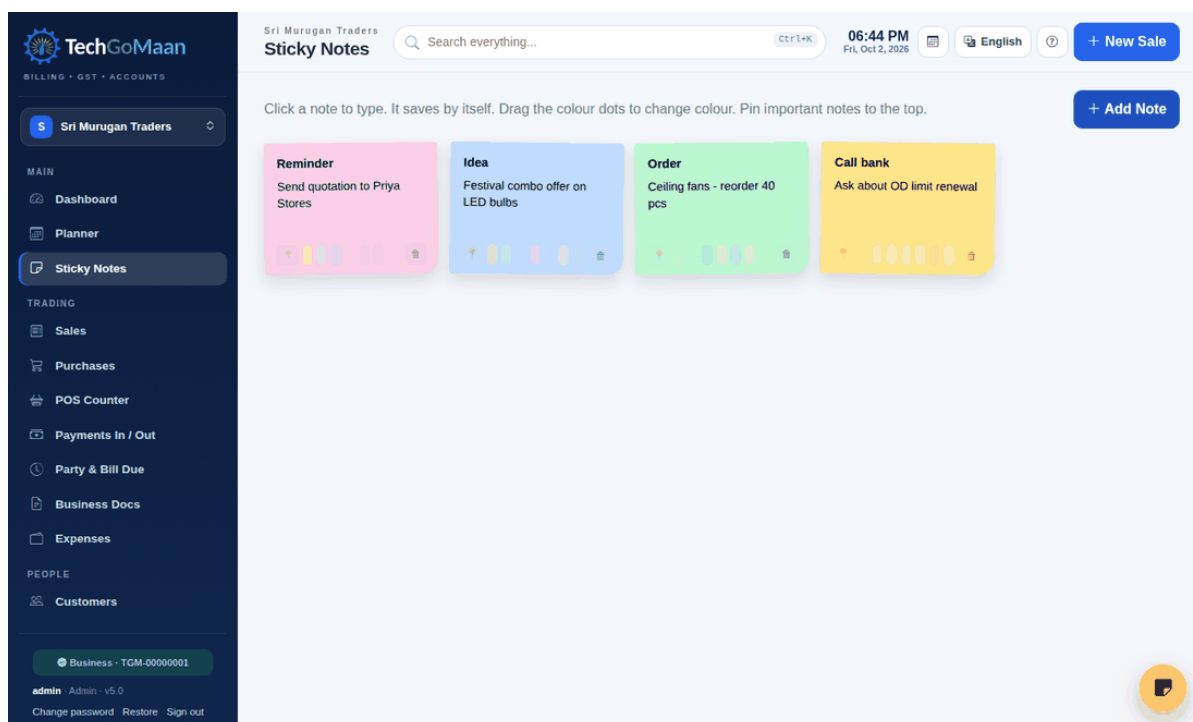
- 1 Open Planner. Switch between Month, Week, Day and Agenda.
- 2 Click any day or time slot (or New Event) to add an event.
- 3 Type the title, choose date and time (or All day), repeat (daily/weekly/monthly/yearly), a reminder and a colour. Press Save.
- 4 Click an event to edit or delete it.
- 5 Coloured bars with a dark edge are automatic: invoice due dates, purchase payments, CRM follow-ups and item expiry. Click them to open the record.

Tips

- Reminders pop up on screen while the software is open.
- Alt+Shift+E adds an event from any screen.

17. Sticky notes

Quick yellow notes on the home screen.



Steps

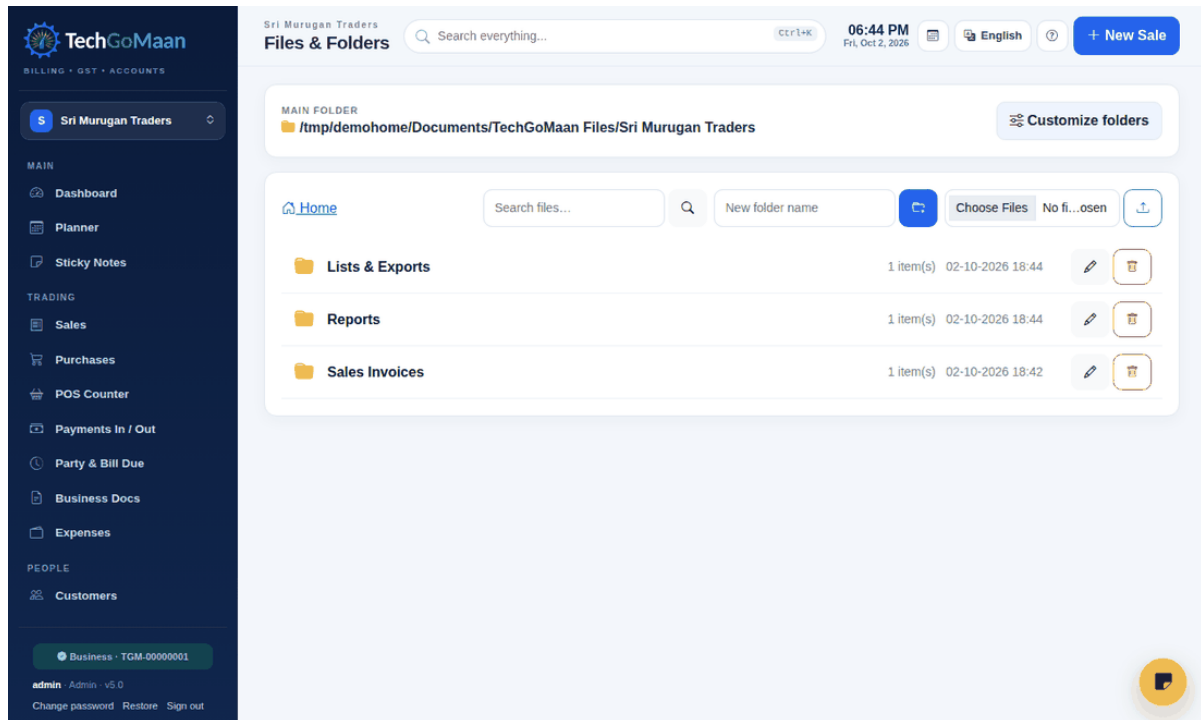
- 1 Press the round yellow note button (bottom right) or Alt+Shift+N.
- 2 Type and press Save. Open Sticky Notes to see them all.
- 3 Click a note to type in it - it saves by itself. Use the dots to change colour and the pin to keep it first.

Tips

- Deleted notes go to the Recycle Bin.

18. Files & folders (and customizing them)

Where your PDF and Excel copies are kept.



Steps

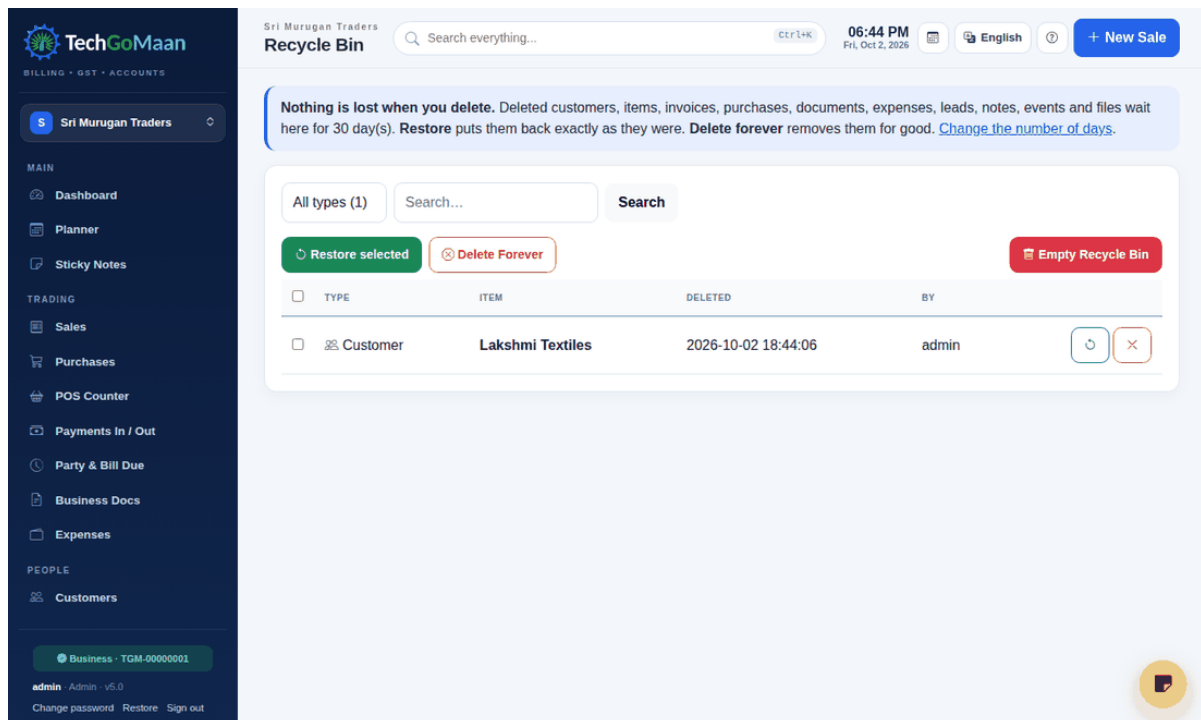
- 1 Open Files & Folders to browse everything TechGoMaan has saved for this company.
- 2 Press Customize folders to choose the main folder (for example D:\Accounts) and rename the sub-folders; choose grouping by financial year or month.
- 3 Press the Save button on an invoice, purchase, document or any list to store a PDF and an Excel file in the right folder.
- 4 Use the buttons to create folders, upload files, rename, download or delete. Deleted files go to the Recycle Bin.

Tips

- Point the main folder to OneDrive or a pen drive for an extra backup.

19. Recycle bin

Deleted something by mistake? Get it back.



Steps

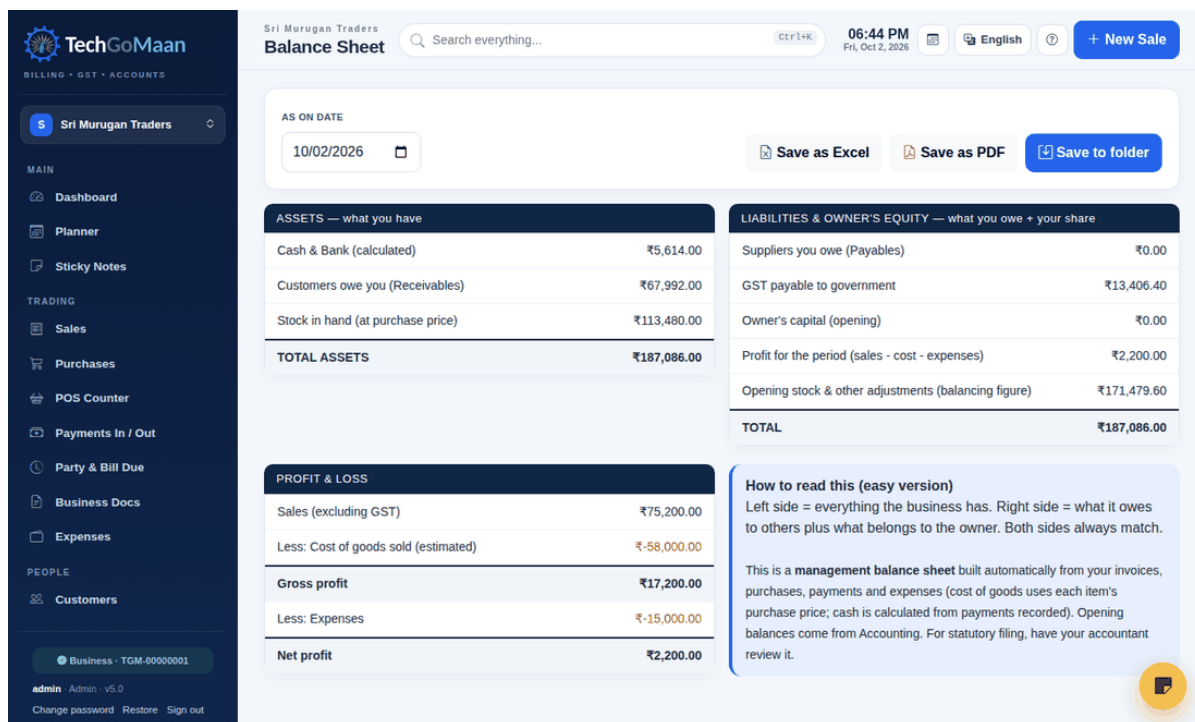
- 1 Every delete button moves the record to the Recycle Bin - nothing is lost.
- 2 Open Recycle Bin. Tick items and press Restore to bring them back exactly as they were.
- 3 Press Delete Forever to remove selected items permanently, or Empty Recycle Bin to clear everything.
- 4 Items are cleaned automatically after the number of days set in Customize folders (default 30).

Tips

- A deleted invoice puts its stock back; restoring it takes the stock out again.
- Only Admin and Manager can delete.

20. Balance sheet

Your business position in one easy page.



Sri Murugan Traders Balance Sheet

AS ON DATE: 10/02/2026

Save as Excel | Save as PDF | Save to folder

ASSETS — what you have		LIABILITIES & OWNER'S EQUITY — what you owe + your share	
Cash & Bank (calculated)	₹5,614.00	Suppliers you owe (Payables)	₹0.00
Customers owe you (Receivables)	₹67,992.00	GST payable to government	₹13,406.40
Stock in hand (at purchase price)	₹113,480.00	Owner's capital (opening)	₹0.00
TOTAL ASSETS	₹187,086.00	Profit for the period (sales - cost - expenses)	₹2,200.00
		Opening stock & other adjustments (balancing figure)	₹171,479.60
		TOTAL	₹187,086.00

PROFIT & LOSS	
Sales (excluding GST)	₹75,200.00
Less: Cost of goods sold (estimated)	₹-58,000.00
Gross profit	₹17,200.00
Less: Expenses	₹-15,000.00
Net profit	₹2,200.00

How to read this (easy version)
 Left side = everything the business has. Right side = what it owes to others plus what belongs to the owner. Both sides always match.

This is a **management balance sheet** built automatically from your invoices, purchases, payments and expenses (cost of goods uses each item's purchase price; cash is calculated from payments recorded). Opening balances come from Accounting. For statutory filing, have your accountant review it.

Steps

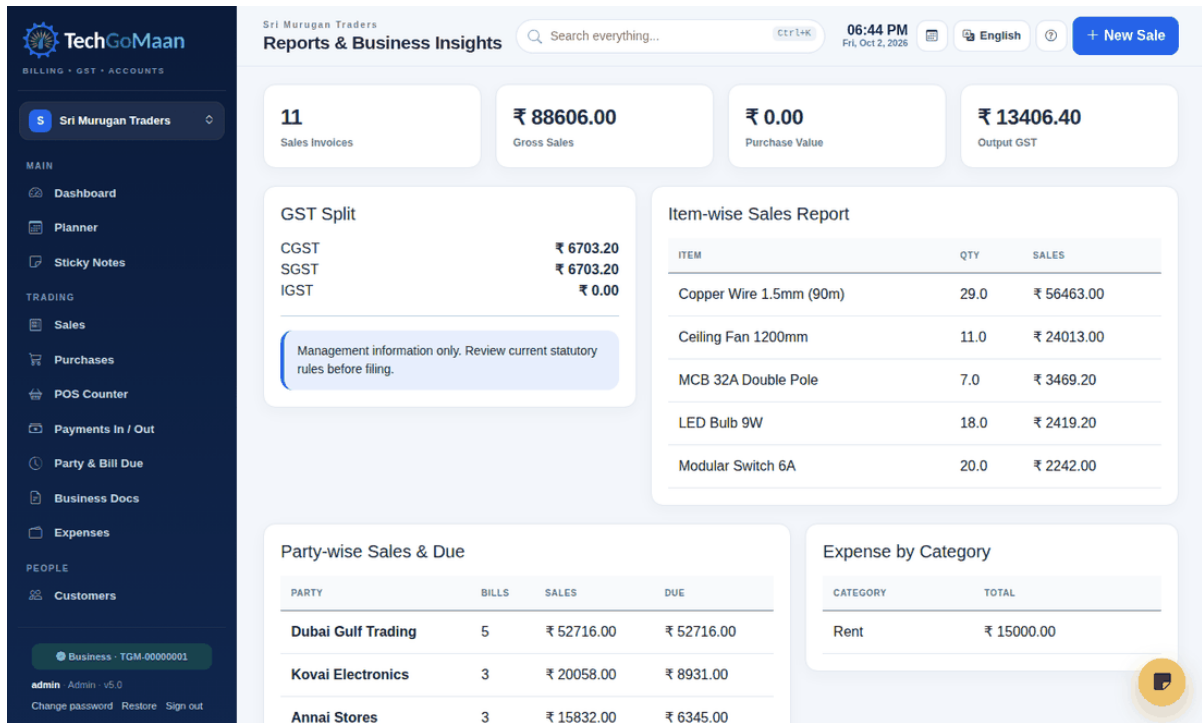
- 1 Open Balance Sheet and choose the As on date.
- 2 Left side: what you have (cash & bank, receivables, stock). Right side: what you owe (payables, GST) and the owner's equity.
- 3 Below it is a simple Profit & Loss.
- 4 Press Save as Excel, Save as PDF or Save to folder.

Tips

- Enter opening cash/bank/capital in Accounting for best results.
- This is a management view - your accountant should review it for filing.

21. Reports, Day Book & exports

Totals, GST summary and register downloads.



The screenshot shows the 'Reports & Business Insights' dashboard for 'Sri Murugan Traders'. The dashboard includes a sidebar with navigation options like Dashboard, Planner, Sticky Notes, Sales, Purchases, POS Counter, Payments In / Out, Party & Bill Due, Business Docs, Expenses, and Customers. The main content area displays various reports and summaries.

Summary Cards:

- 11** Sales Invoices
- ₹ 88606.00** Gross Sales
- ₹ 0.00** Purchase Value
- ₹ 13406.40** Output GST

GST Split:

GST Type	Amount
CGST	₹ 6703.20
SGST	₹ 6703.20
IGST	₹ 0.00

Management information only. Review current statutory rules before filing.

Item-wise Sales Report:

ITEM	QTY	SALES
Copper Wire 1.5mm (90m)	29.0	₹ 56463.00
Ceiling Fan 1200mm	11.0	₹ 24013.00
MCB 32A Double Pole	7.0	₹ 3469.20
LED Bulb 9W	18.0	₹ 2419.20
Modular Switch 6A	20.0	₹ 2242.00

Party-wise Sales & Due:

PARTY	BILLS	SALES	DUE
Dubai Gulf Trading	5	₹ 52716.00	₹ 52716.00
Kovai Electronics	3	₹ 20058.00	₹ 8931.00
Annai Stores	3	₹ 15832.00	₹ 6345.00

Expense by Category:

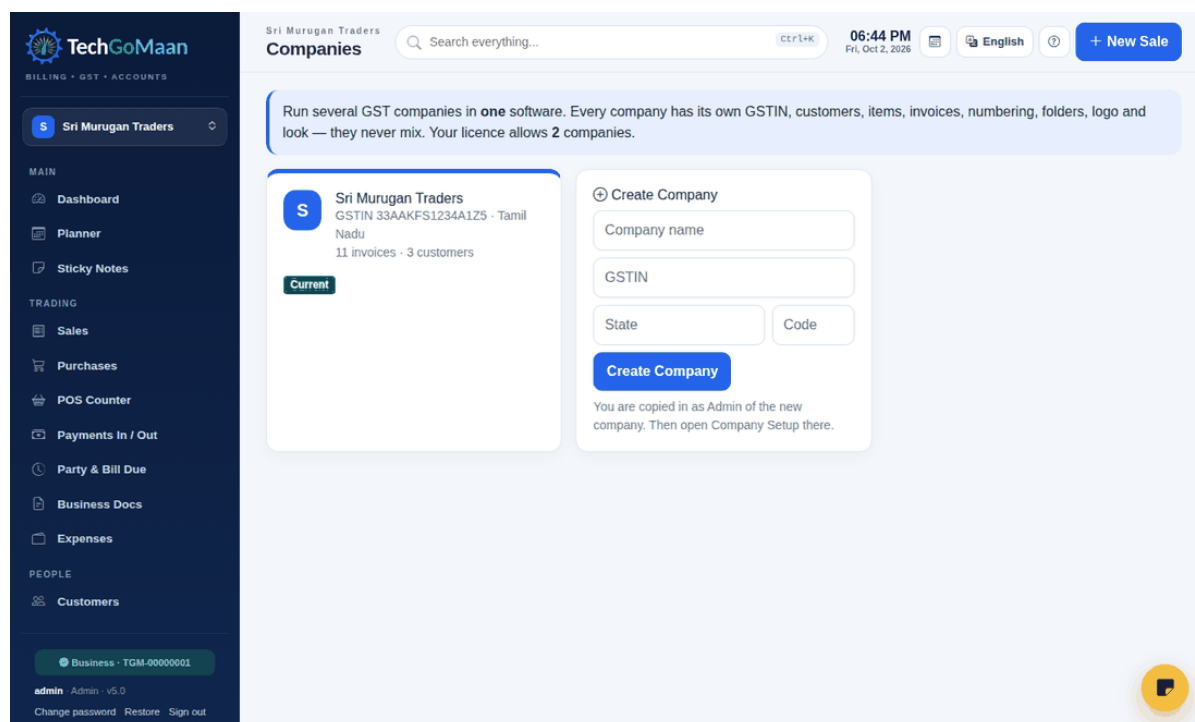
CATEGORY	TOTAL
Rent	₹ 15000.00

Steps

- 1 Open Reports for sales, purchase, GST and top items.
- 2 Open Day Book and choose a date to see everything that happened that day.
- 3 On every list screen use Excel, PDF or Save (to folder) to export the whole register.

22. Many GST companies in one software

Separate books for each GSTIN.



Steps

- 1 Open Companies. Type a name (and GSTIN) and press Create Company.
- 2 Click the company name at the top of the left menu (or Switch Company) to change company.
- 3 In the new company open Company Setup and fill its GSTIN, address, logo and invoice series.
- 4 Open Appearance to give each company its own colours and menu.

Tips

- Companies never share data. The number you can create depends on your licence.

23. ERP cockpit - sales, stock, purchasing and cash

Use one overview to find work that needs attention.

Steps

- 1 Open ERP Cockpit from the Business Overview menu.
- 2 Review the monthly sales and purchases, customer receivables, supplier payables, open purchase orders, reorder alerts, stock value and net payments.
- 3 Select a summary tile to open its detailed list. Use the open PO table to check expected dates and status.
- 4 Use the workflow row to move between CRM leads, quotations, purchase orders, warehouses, payments and accounting.
- 5 Review reorder queue items before creating a PO. Compare available stock, reorder level and warehouse balance first.
- 6 Use the latest stock movements section to trace quantity changes to a sale, purchase or other reference.

Tips

- Cockpit totals follow the current company and saved transactions. Check source registers before acting on an alert.
- This is an operational overview; have an accountant review statutory balances.

24. Android companion, phone contacts and VCF import

Make offline drafts on a phone and use the connected Windows software.

Steps

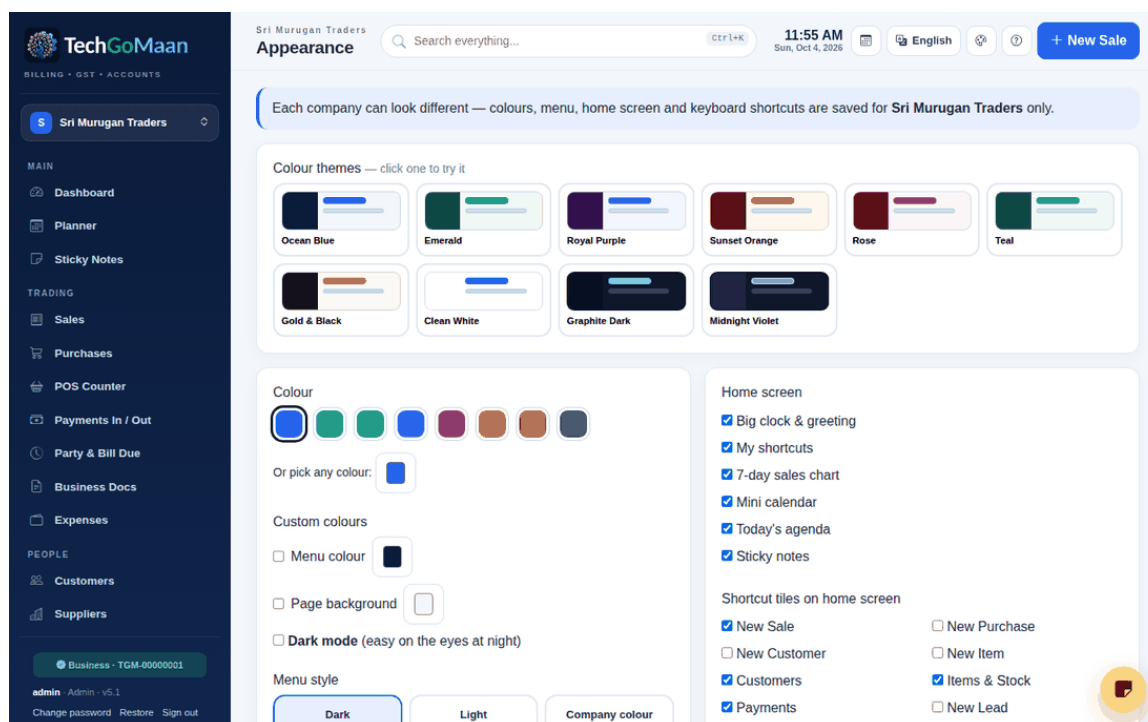
- 1 Install the TechGoMaan Android APK supplied for the same release as the Windows/server software. Open Connect / Sync and enter the trusted server URL and your TechGoMaan staff login.
- 2 Tap Refresh company data while connected to save the customer and item lists on this phone for offline entry.
- 3 In an invoice, quotation or purchase-order form choose Choose contact from phone book to fill a person's name and phone number.
- 4 For offline customer import, open Customers & items and choose Import contacts from .vcf file. Select a VCF file in the Android file picker. Matching phone numbers or e-mail addresses are skipped.
- 5 A VCF imported on the phone is stored in its local customer list. To add contacts to the shared company database, open the connected Customers or Suppliers screen and use Import VCF.
- 6 Save offline invoices, quotes and purchase orders as drafts. Reconnect and sync them, then review each draft in the Windows software before posting.

Tips

- Offline drafts do not post stock or finalize tax invoices.
- Only use a trusted server URL. For internet access use HTTPS; do not expose a Windows PC directly to the public internet.

25. Appearance, colours & shortcuts

Make the software look the way you like.



Steps

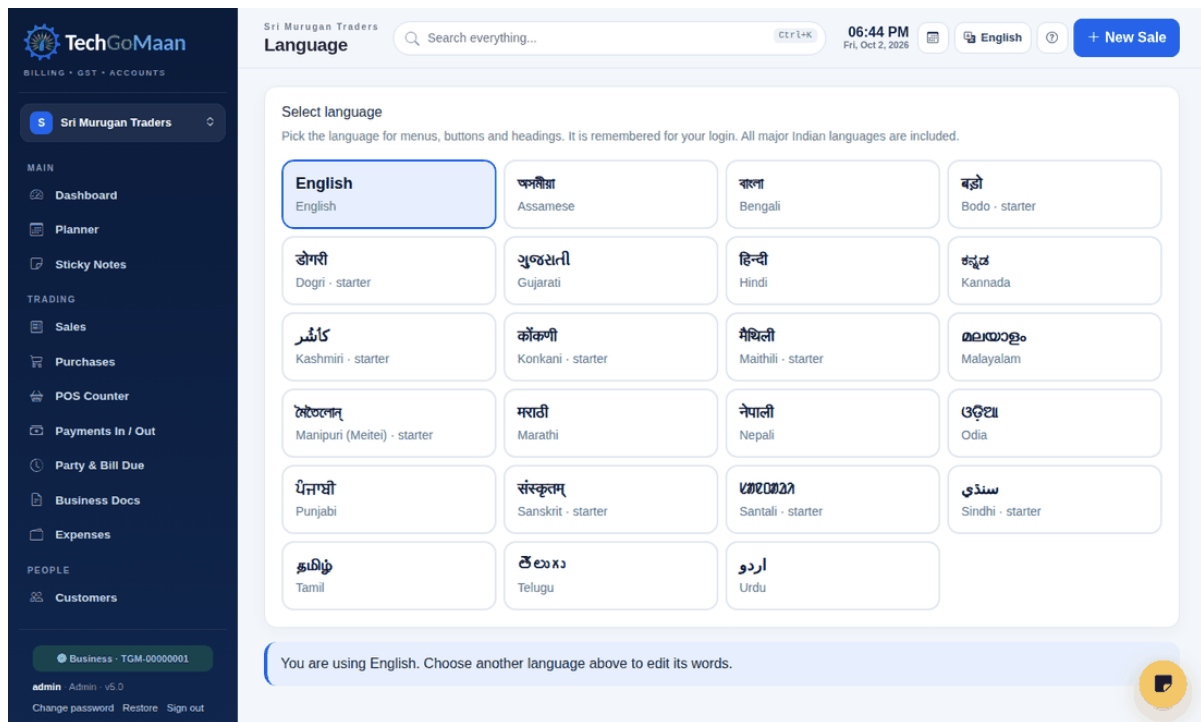
- 1 Open Appearance, or press the palette button at the top for a quick colour theme.
- 2 Click one of the ready themes (Ocean Blue, Emerald, Royal Purple, Sunset Orange, Rose, Teal, Gold & Black, Clean White, Graphite Dark, Midnight Violet).
- 3 Switch Dark mode on or off, pick any accent colour, and choose your own menu colour and page background.
- 4 Choose text size, spacing, rounded or square corners, and what shows on the home screen.
- 5 Under Brand upload your own logo for the left menu (for example your shop logo).
- 6 Untick menu items you never use, and type a letter to change a keyboard shortcut (Alt + letter). Press Save.

Tips

- Appearance is saved separately for each company, so every company can have its own colours.

26. Language

Use the software in your own language.



Steps

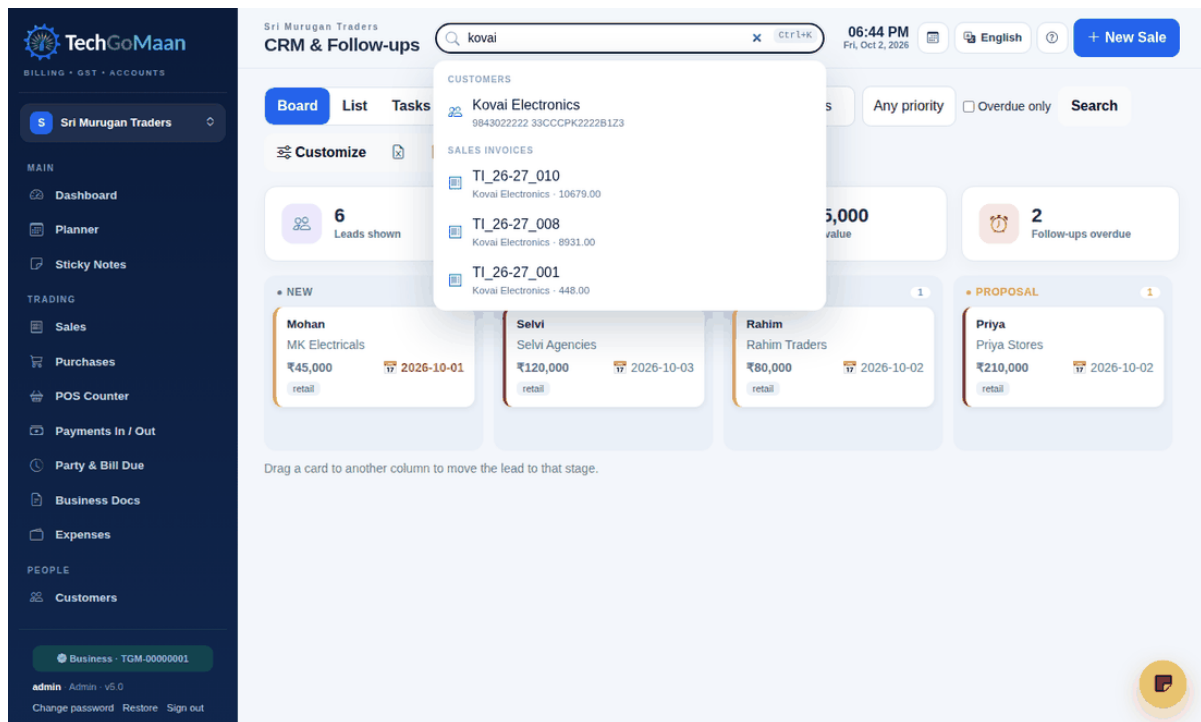
- 1 Click the language button at the top (or open Language).
- 2 Pick from English, Hindi, Tamil, Telugu, Kannada, Malayalam, Marathi, Bengali, Gujarati, Punjabi, Odia, Assamese, Urdu, Nepali and more.
- 3 To change a word press Edit translations, type your own word and Save. You can also add your own phrase.

Tips

- Your language choice is remembered for your login.
- Printed invoices stay in English unless your PC has an Indian-language font installed.

27. Search & shortcuts

Find anything fast.



Steps

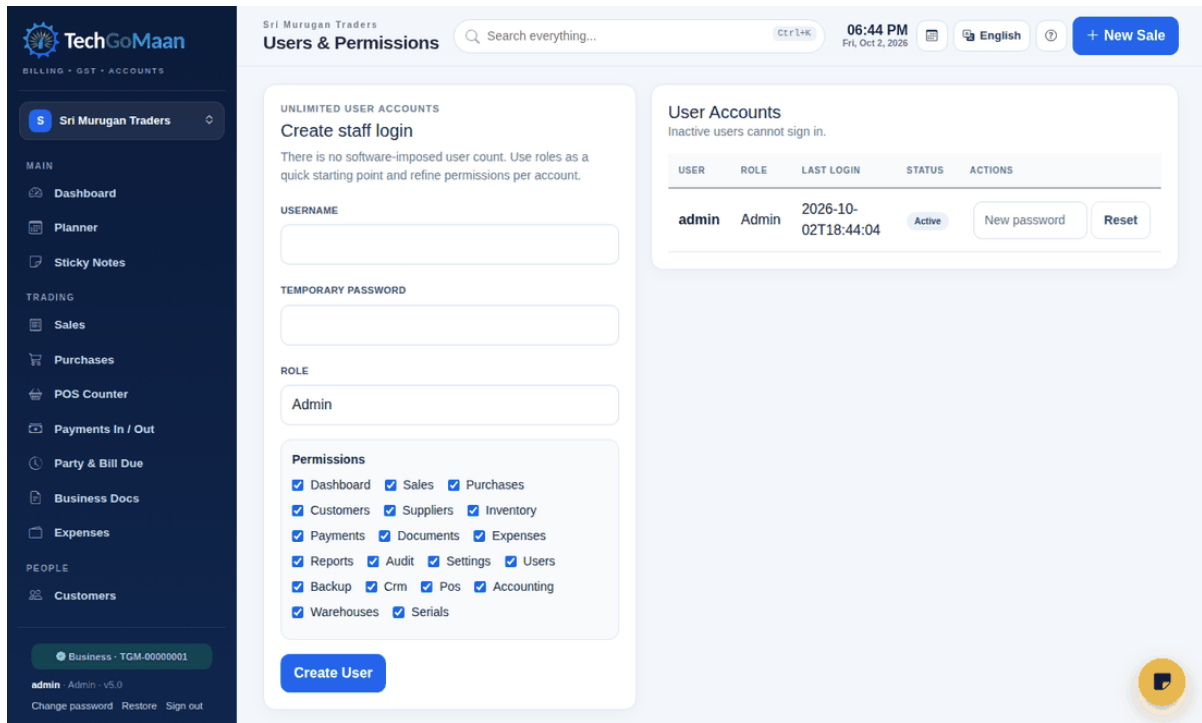
- 1 Press Ctrl+K (or /) and type a customer, item, invoice number, lead, note or even a menu name.
- 2 Use the arrow keys and Enter, or click a result.
- 3 Alt + letter jumps to a screen (shown when you hover the menu). Alt+Shift+S/P/C//L/D/E/N create a new sale, purchase, customer, item, lead, document, event or note.

Tips

- Press F1 for Help.

28. Users & permissions

Give staff their own logins.



Users & Permissions

Search everything...

06:44 PM
Fri, Oct 2, 2026

English

+ New Sale

UNLIMITED USER ACCOUNTS

Create staff login

There is no software-imposed user count. Use roles as a quick starting point and refine permissions per account.

USERNAME

TEMPORARY PASSWORD

ROLE

Admin

Permissions

- ☒ Dashboard
- ☒ Sales
- ☒ Purchases
- ☒ Customers
- ☒ Suppliers
- ☒ Inventory
- ☒ Payments
- ☒ Documents
- ☒ Expenses
- ☒ Reports
- ☒ Audit
- ☒ Settings
- ☒ Users
- ☒ Backup
- ☒ Crm
- ☒ Pos
- ☒ Accounting
- ☒ Warehouses
- ☒ Serials

Create User

User Accounts

Inactive users cannot sign in.

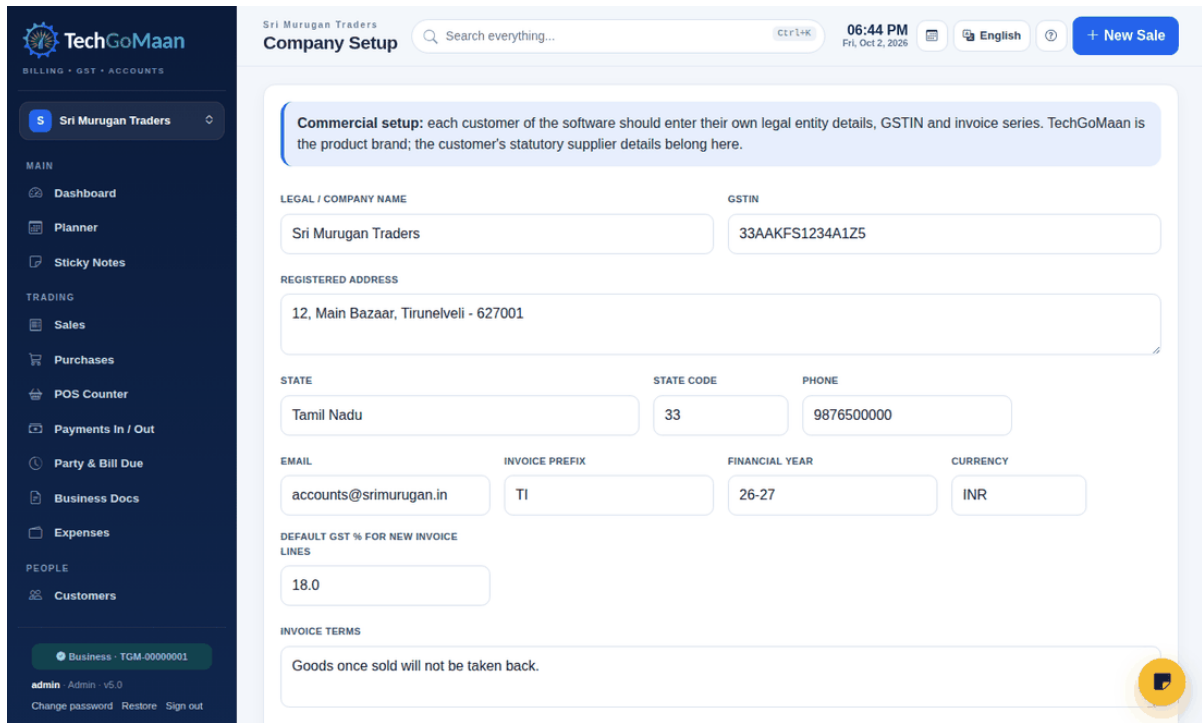
USER	ROLE	LAST LOGIN	STATUS	ACTIONS
admin	Admin	2026-10-02T18:44:04	Active	New password Reset

Steps

- 1 Open Users & Permissions.
- 2 Create a user with a role (Manager, Billing, Inventory, Viewer) and tick what they may open.
- 3 Staff sign in with their own username and password.

29. Backup & restore

Keep your data safe.



Steps

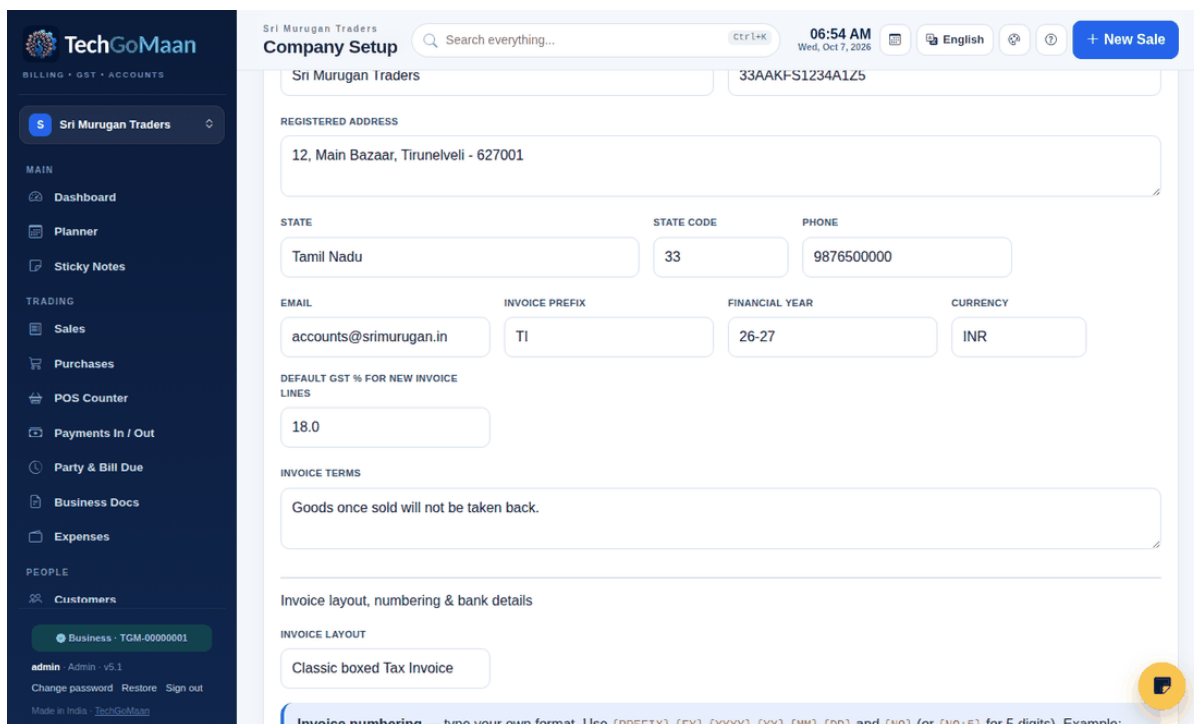
- 1 Press Backup (top of Company Setup) to download a copy of your data.
- 2 Keep the file on a pen drive or cloud drive.
- 3 To restore choose Restore in the left menu, pick the backup file and confirm. Your current data is saved first.

Tips

- Backup before upgrading or moving to a new computer.

30. Invoice numbers - your own format

Choose how invoice numbers look, or type a number by hand.



Company Setup

Sri Murugan Traders

33AAKF-S1234A1Z5

REGISTERED ADDRESS

12, Main Bazaar, Tirunelveli - 627001

STATE: Tamil Nadu STATE CODE: 33 PHONE: 9876500000

EMAIL: accounts@srimurugan.in INVOICE PREFIX: TI FINANCIAL YEAR: 26-27 CURRENCY: INR

DEFAULT GST % FOR NEW INVOICE LINES: 18.0

INVOICE TERMS: Goods once sold will not be taken back.

Invoice layout, numbering & bank details

INVOICE LAYOUT: Classic boxed Tax Invoice

Invoice numberina — type your own format. Use {PREFIX} {FY} {YYYY} {YY} {MM} {DD} and {NO} (or {NO:5} for 5 digits). Example:

Steps

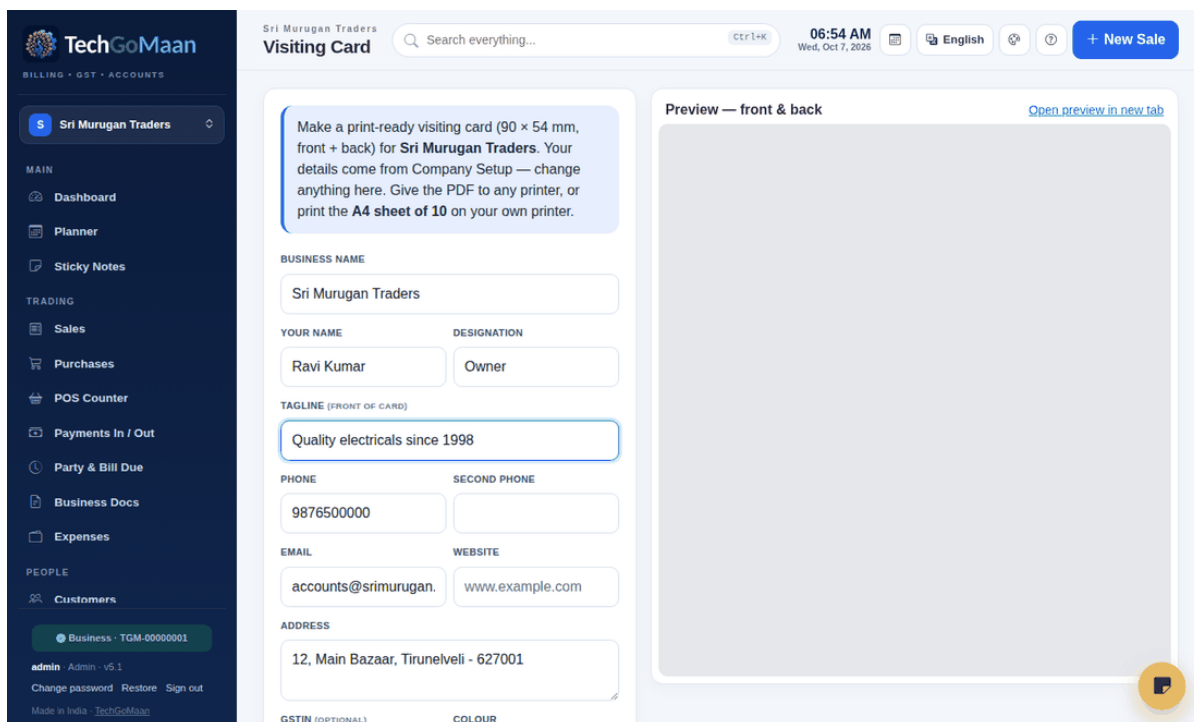
- 1 Open Company Setup and find Invoice number format.
- 2 Type a format using {PREFIX} {FY} {YYYY} {YY} {MM} {DD} and {NO} (or {NO:5} for 5 digits). Example: {PREFIX}/{FY}/{NO:4} gives SMT/26-27/0120. The line above the box shows a live example.
- 3 Or tap one of the ready examples under the box. Leave it empty to keep the older style.
- 4 Set Next invoice number if you want to start from, say, 501.
- 5 On New Sale the Invoice No. box already shows the next number. To use your own number just type it. A number already used is refused.
- 6 After you type a higher number (for example 5001) the series carries on from 5002 automatically.

Tips

- A number typed by hand never changes the counter when it is lower than the next number (useful for old bills).
- Press Save on Company Setup after changing the format.

31. Visiting card for your business

Make a print-ready visiting card from your company details.



Sri Murugan Traders Visiting Card

Make a print-ready visiting card (90 × 54 mm, front + back) for **Sri Murugan Traders**. Your details come from Company Setup — change anything here. Give the PDF to any printer, or print the **A4 sheet of 10** on your own printer.

BUSINESS NAME
Sri Murugan Traders

YOUR NAME **DESIGNATION**
Ravi Kumar Owner

TAGLINE (FRONT OF CARD)
Quality electricals since 1998

PHONE **SECOND PHONE**
9876500000

EMAIL **WEBSITE**
accounts@srirugan. www.example.com

ADDRESS
12, Main Bazaar, Tirunelveli - 627001

GSTIN (OPTIONAL) **COLOUR**

Preview — front & back

Steps

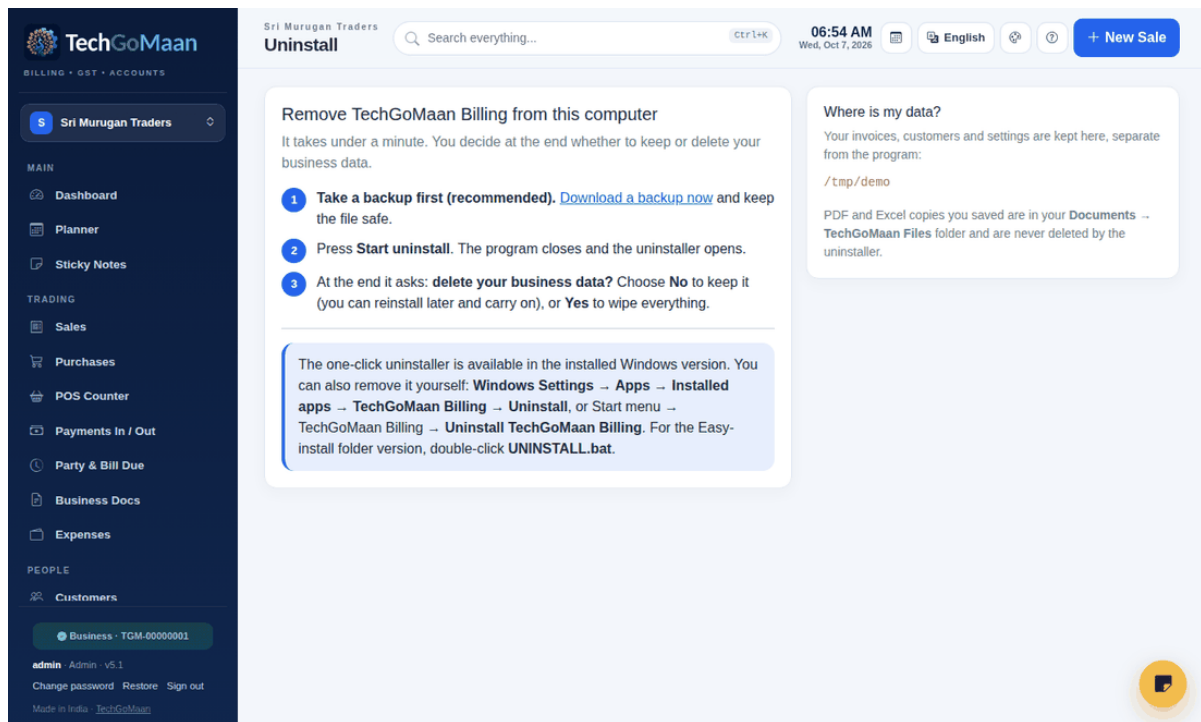
- 1 Open Visiting Card (menu → System). Your name, phone, email and address come from Company Setup.
- 2 Type your name and designation, a short tagline, and choose a style, colour and QR code (website link or save-contact).
- 3 The preview shows the front and back and updates as you type.
- 4 Press Download print file for your printer (90 × 54 mm, with 3 mm bleed), or A4 sheet of 10 to print on your own printer and cut along the marks.
- 5 Press Save to my folder to keep a copy in Files & Folders.

Tips

- Upload your own logo in Company Setup and it appears on the card.
- Ask your printer for 300 gsm matte or gloss art card.

32. Uninstall the software

Remove TechGoMaan Billing easily - your data stays safe unless you choose to delete it.



Steps

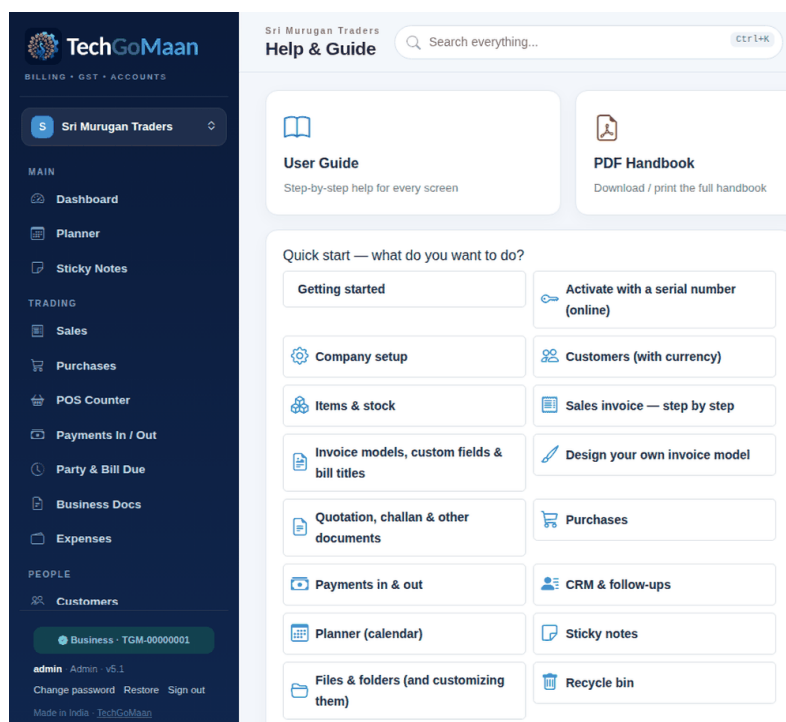
- 1 Take a Backup first (Company Setup → Backup) and keep the file safe.
- 2 Open Help and press Uninstall... (Administrator only), then tick the box and press Start uninstall. Or use Start menu → TechGoMaan Billing → Uninstall TechGoMaan Billing, or Windows Settings → Apps.
- 3 The program closes and the uninstaller opens. Press Next to remove it.
- 4 At the end you are asked whether to delete your business data. Choose No to keep it - if you reinstall later you continue where you stopped. Choose Yes only to wipe everything.
- 5 Using the Easy-install folder instead of Setup.exe? Double-click UNINSTALL.bat.

Tips

- PDF and Excel copies you saved in Documents → TechGoMaan Files are never deleted.

33. Help, contact & service

How to reach TechGoMaan for help.

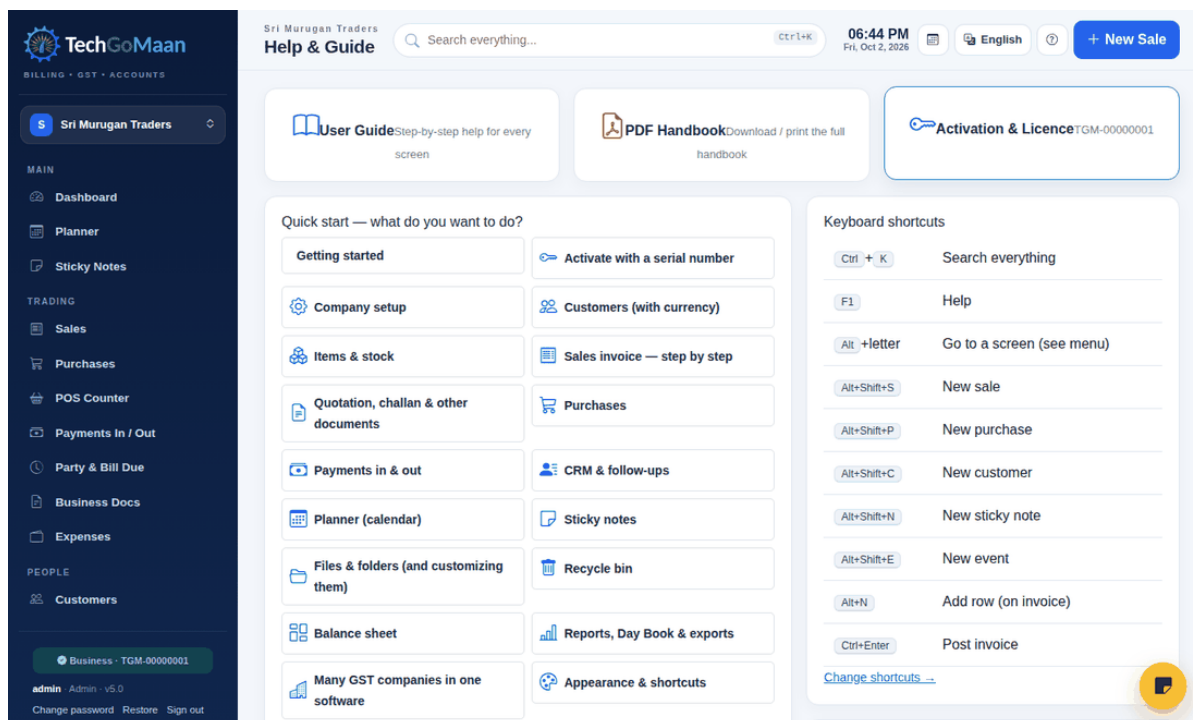


Steps

- 1 Press F1 or open Help & Guide from the menu.
- 2 The Contact & service box shows the service phone number, e-mail, website and address of TechGoMaan (owner: Thenappan K, Coimbatore, India).
- 3 When you call or write, tell us your serial number and Computer code - both are shown on the Help page.

34. Troubleshooting

Quick fixes.



Steps

- 1 Forgot password: an Admin can reset it in Users & Permissions.
- 2 Trial ended: enter your serial number in Activate (online or offline).
- 3 Excel button says a component is missing: run INSTALL_EASY.bat once with internet, or use the Setup.exe version.
- 4 Window did not open: run RUN_DEBUG.bat and send us error.log from the data folder.

Keyboard shortcuts

Key	Action
Ctrl + K or /	Search everything
F1	Open Help
Alt + Shift + S / P / C / I	New sale / purchase / customer / item
Alt + Shift + L / D	New lead / document
Alt + Shift + E	New calendar event
Alt + Shift + N	New sticky note
Alt + D	Dashboard
Alt + K	Planner
Alt + 1	Sticky Notes
Alt + S	Sales
Alt + P	Purchases
Alt + N	Purchase Orders
Alt + O	POS Counter
Alt + Y	Payments In / Out
Alt + U	Party & Bill Due
Alt + Q	Business Docs
Alt + E	Expenses
Alt + C	Customers
Alt + V	Suppliers
Alt + L	CRM & Follow-ups
Alt + I	Items & Stock
Alt + W	Warehouses
Alt + J	Serial / IMEI
Alt + A	Accounting
Alt + B	Balance Sheet
Alt + R	Reports
Alt + T	Day Book
Alt + X	Audit Trail
Alt + F	Files & Folders
Alt + Z	Recycle Bin
Alt + M	Users & Permissions
Alt + G	Company Setup
Alt + H	Companies

Common questions

[Where is my data stored?](#)



On this computer, in your user data folder. Use Backup regularly. Folders for PDF/Excel copies are shown in Files & Folders.

I deleted an invoice by mistake.

Open Recycle Bin, tick it and press Restore.

How do I change the invoice number?

Company Setup → Invoice number format and Next invoice number. You can also type any number directly on a new invoice.

How do I order stock from a supplier?

Open Purchase Orders, press New Purchase Order, choose the supplier and items. When the goods arrive press Receive goods - stock is added automatically.

Can I use marketplace-style invoices?

Yes - open Invoice Models and choose Online Seller GST Invoice, Social Seller Bill or COD / Courier Parcel Bill, then press Use as default.

Can I use another currency?

Yes. Set it per customer, or per invoice using Invoice Currency.

How do I add another GST company?

Companies → Create Company (your licence decides how many).

Help, contact & service

TechGoMaan - Owner: Thenappan K, Coimbatore, India (Made in India)

Service / support phone: +91-7339547535

E-mail: techgomaan@gmail.com

Website: techgomaan.com

Address: 84, 3rd Cross, T. Balan Nagar, Ganapathy, Coimbatore

Please keep your serial number and Computer code (Help page) ready when you call.

TECHGOMAAN BILLING

Trial, installation and licence activation

Handbook addendum - Commercial v1.0.11

This addendum supplements the existing user handbook with customer trial and activation instructions.

The current installer must be verified for online activation before accepting public orders. See the vendor launch checklist.

1. Start the free trial

1. Download **TechGoMaanBilling-Setup.exe** and run it on Windows. Follow setup and open the app.
2. Create a local administrator account if this is a new installation, then complete Company Setup.
3. The app includes a **30-day trial**. No payment is needed to begin. Back up business data regularly.

2. Activate an online purchase

The purchase email contains a serial number, 16-digit activation code and expiry. The website is configured to issue a one-company Standard licence for 365 days.

1. Connect to the internet and open **Activate / Serial number**. Enter the serial from the email and any requested email address.
2. If the activation page asks for a server address, enter
`https://tgm-activation-761258505690.asia-south1.run.app`.
3. If the app offers activation-code entry, enter the 16-digit code from the email. Keep it private.
4. If no server field is available or the app reports online activation is not configured, contact TechGoMaan. The current installer must be configured/rebuilt before serial activation can be promised.

The application must trust the public signing key paired with the activation service. Never send a vendor private signing key to a customer.

3. Offline activation (vendor issues the key)

The vendor creates a signed key on a trusted PC and sends only the exact licensee name and signed key to the customer.

1. Ask for the exact legal company/licensee name. If the key is machine-locked, also ask for the Machine Code shown in the app.
2. On the vendor PC, open PowerShell in **Vendor_Kit_PRIVATE\vendor_tools**.
3. Set an expiry one year from today: `$expiry = (Get-Date).AddYears(1).ToString('yyyy-MM-dd')`.
4. Generate a Standard one-company key using the command in **VENDOR_ONLINE_OFFLINE_ACTIVATION.txt**.
Add `--machine MACHINE-CODE` only for a machine-locked licence.
5. Check customer name, Standard edition, one company and expiry. Send only the exact name and signed key.
6. Customer: open **Activate > Offline key**, enter the exact name and key, and activate.

4. Renewals, moving computers and data safety

The paid website licence is for one year; automatic recurring renewal is not configured. Before moving a licence, release/deactivate it on the old PC while online if the app supports it. Contact the vendor if the old PC is unavailable. Create a backup before reinstalling, restoring or changing PCs. Do not delete the TechGoMaan data folder while troubleshooting.

Vendor help: techgomaan@gmail.com. Do not send passwords, payment secrets, private signing keys or full customer data exports.