



Sales Documents Platform — User Guide

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Glamified Systems Limited

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GlamifiedSales — User Guide

Sales Documents Platform Glamified Systems Limited · glamifiedsystems.com

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1. What this program is for

GlamifiedSales replaces the quotation book, the invoice pad, the carbon-copy receipt book and the delivery note book with one program on one computer.

You raise a quotation, turn it into an invoice when the customer agrees, record the money when they pay, and print a delivery note when the goods go out — and every one of those documents knows about the others.

It works without internet. Nothing is lost when the line goes down.

It does not do stock control, payroll or bookkeeping.

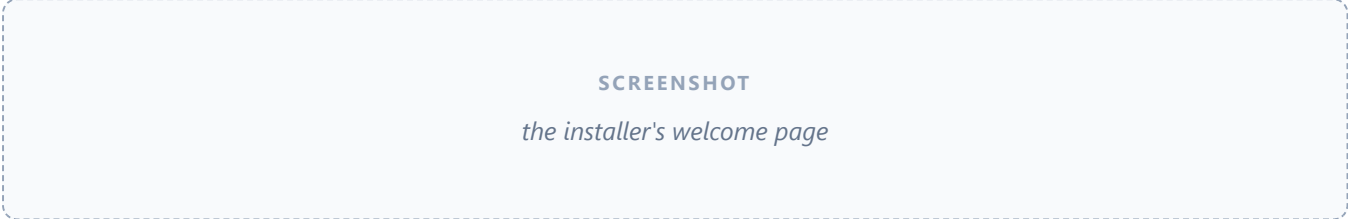
2. Installing it

1. Double-click **GlamifiedSales-Setup-1.3.0.exe**.

2. Windows may show a blue box saying "*Windows protected your PC*". This is normal for software that is not yet code-signed. Click **More info**, then **Run anyway**.

1. Follow the installer. It installs for the current user and needs no administrator password.

There is also **GlamifiedSales-Portable-1.3.0.exe**, which runs without installing — useful on a computer you cannot install software on.



SCREENSHOT

the installer's welcome page

3. First-time setup

The first time you open it, GlamifiedSales asks for your business details. Everything here is printed on your documents, so take a minute over it.

Your business

- Business name, address, phone and email
- **TPIN** — printed on every document
- **VAT registration number** — *leave this blank if you are not VAT

registered.* If you fill it in, invoices print as **TAX INVOICE**. If you do not, they print as **INVOICE**. Getting this wrong misstates your status to ZRA, so check your certificate.

- **Logo** — a PNG. A flat white or grey background is removed automatically

so it does not print as a grey box.

- **Bank details** — printed on invoices so customers can pay.

Your own account

- A username, your full name, and a password. This first account is the

Administrator.

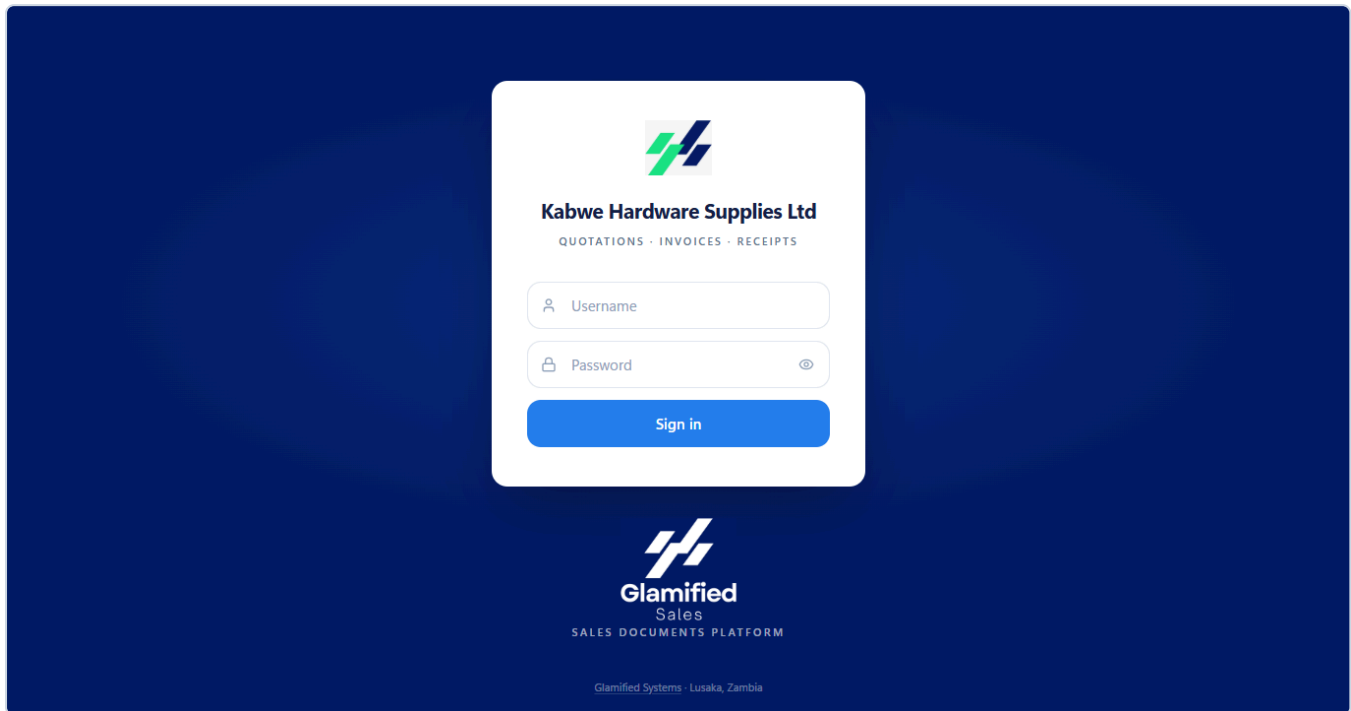
Setup happens once. Everything here can be changed later in **Settings** → **Company**.

The screenshot shows the 'Welcome' screen of the Glamified Sales setup wizard. At the top, the logo and 'SALES DOCUMENTS PLATFORM' are displayed. Below the 'Welcome' heading, a message states: 'A few details and you can start issuing quotations, invoices, delivery notes and receipts. You can change all of this later in Settings.' There are three tabs: 'Your business' (selected), 'Logo & footer', and 'Administrator'. The 'Your business' tab contains the following fields: 'Company name *' (with example 'e.g. Kabwe Hardware Supplies Ltd'), 'Address line 1' (with example 'Plot 123, Freedom Way'), 'Address line 2' (with example 'Lusaka'), 'Phone' (with example '0977 123 456'), 'Email' (with example 'sales@company.co.zm'), 'TPIN' (with example '1234567890'), and 'VAT registration number' (with instruction 'Leave blank if not VAT registered'). A note at the bottom of the form says 'Printed on invoices for your customers' records'. At the bottom of the form are 'Back' and 'Continue' buttons. A link 'Need a hand? glamifiedsystems.com' is at the very bottom.

the setup wizard, business details step

4. Signing in

Enter your username and password.



the sign-in screen

Your business name and logo appear above the sign-in box — if you see someone else's, you are on the wrong computer.

5. The dashboard

The first screen after signing in answers the questions you have every morning.

Panel	What it tells you
Today	How many quotations, invoices, receipts and delivery notes have been raised today
This month	What you have invoiced
Outstanding	Money owed to you across all unpaid invoices
Overdue	The part of that which is past its due date
Who owes you most	Your biggest debtors. Click a name to open their statement
Recent documents	The last few documents, whoever raised them. Click one to open it

If a backup has not been taken for a while, an amber bar appears at the top. Do not ignore it — see Backing up.

the dashboard with a few days of real activity

6. Customers

Customers in the sidebar lists everyone you have saved, searchable by name, phone, contact person or TPIN.

Saving a customer

Click **New customer**. Only the name is required. The TPIN matters if they need to claim VAT.

Walk-in customers

You do **not** have to save someone before invoicing them. On any document you can simply type the name, and add their phone, TPIN and address there and then.

- A green tick means the customer is on file.
- An amber note means **Walk-in — not on file**.
- Tick **Add to my customer list** if you expect them back.

Glamified Sales
Kabwe Hardware Supplies Ltd

OVERVIEW

- Dashboard

SELLING

- Documents
- Customers**
- Products

BUSINESS

- Chasing
- Reports
- Settings

3 invoices waiting for ZRA

MC Mwansa Chileshe
Administrator

Collapse menu

Version 1.4.1

Customers

Saved once, then found by name or phone whenever you raise a document.

Search name, phone, contact or TPIN... ☐ Show archived 5 customers

Customer	Phone	Email	TPIN	
Chanda Mwamba Construction Chanda Mwamba	0977 401 288	chanda@mwambacon.co.zm	2003004005	
Ndola Roofing Supplies Mutale Banda	0966 118 220	—	3004005006	
Bwalya Chileshe Hardware Bwalya Chileshe	0955 772 190	—	—	
Thandiwe Zulu	0971 336 004	—	—	
Natasha Phiri	0978 220 145	—	—	

the customer picker showing the walk-in state

Archiving

Archive a customer you no longer deal with — they disappear from the list but their documents stay. Customers who have never been used can be deleted outright.

7. Products and categories

Saving the things you sell means you can add them to a document by typing two or three letters instead of the whole description and price.

Each product has a code (optional), a description, a unit (each, bag, box, metre), and a price. Categories are just for grouping and filtering.

Changing a product's price **never** changes a document already raised. Every document keeps the description and price as they were on the day.

 **Glamified Sales**
Kabwe Hardware Supplies Ltd

OVERVIEW

Dashboard

SELLING

Documents 3

Customers

Products

BUSINESS

Chasing

Reports

Settings

3 invoices waiting for ZRA

 **Mwansa Chileshe**
Administrator

 Collapse menu

Version 1.4.1

Products

Enter an item once. Typing a few letters on a document brings back the description, unit and price.

All categories Show archived 5 products

Code	Description	Category	Unit	Unit price		
C001	Cement 42.5N 50kg	Building Materials	bag	K 185.00		
B001	Concrete block 6 inch	Building Materials	each	K 14.50		
R001	River sand	Building Materials	load	K 7,500.00		
RBR12	Rebar Y12 6m length	Building Materials	length	K 142.00		
E010	Electric cable 2.5mm No VAT	Electrical	metre	K 22.00		

the products list, filtered by category

8. Making a document

Every document is made the same way, so learning one teaches you the rest.

1. **Documents** in the sidebar, then **New document**.
2. Choose the type — Quotation or Invoice. Delivery notes and receipts are

raised from the invoice they belong to.

1. Choose or type the customer.
2. Add the lines: start typing a product, or type a description and price

yourself. Set quantity, and a line discount if you are giving one.

1. Add notes or terms if you want them printed.
2. **Save as draft**, or **Issue**.

Draft and issued — the important difference

- A **draft** has no number, prints with a DRAFT watermark, and can be changed or deleted freely.

- **Issuing** gives it its number (INV-2026-000001) and **locks it forever**.

An issued document cannot be edited, by anyone, including the administrator.

That is deliberate. It is what makes your numbering trustworthy to a customer and to ZRA. To correct an issued document, see [Correcting a mistake](#).

Numbers have no gaps. They are handed out in order at the moment of issuing.

The screenshot shows the 'Glamified Sales' document editor. The left sidebar contains navigation links: OVERVIEW, Dashboard, SELLING (Documents, Customers, Products), BUSINESS (Chasing, Reports, Settings), and a notification for '3 invoices waiting for ZRA'. The main area displays document details: Date (08/06/2026), Due date (09/05/2026), and Payment terms (30 days from invoice date). Below this is the 'Items' table with columns for Code, Description, Qty, Unit, Unit price, Disc %, VAT, and Amount. Three items are listed: Cement 42.5N 50kg, Rebar Y12 6m length, and Concrete block 6 inch. A summary section shows Subtotal (K 10,762.50), Discount (None), VAT 16% (K 1,722.00), and Total (K 12,484.50). At the bottom, there are fields for 'Notes and terms' and 'Notes'.

Code	Description	Qty	Unit	Unit price	Disc %	VAT	Amount
C001	Cement 42.5N 50kg	40	bag	185.00	0	☒	7,400.00
RBR12	Rebar Y12 6m length	15	length	142.00	0	☒	2,130.00
B001	Concrete block 6 inch	85	each	14.50	0	☒	1,232.50

Subtotal: K 10,762.50
Discount: None
VAT 16%: K 1,722.00
Total: K 12,484.50

the document editor with several lines and the totals

VAT

Set your rate and whether prices include or exclude VAT in **Settings** → **Documents**. Each document remembers the rate used on the day, so changing the rate later does not rewrite history.

9. Quotations

A quotation is a price offered, valid until a date you set.

Once issued you can mark it **Accepted** or **Expired**, and — the useful part — **Convert to invoice**. The invoice starts as a draft copy of the quotation, which you can adjust before issuing. The quotation is then marked **Converted** and the two stay linked.

Proforma invoices. Older versions could raise these. They are no longer offered — a quotation says what it will cost and an invoice says what is owed, and the proforma sat between them doing neither job. Any proforma already on file still opens, prints and converts to an invoice as before.

10. Invoices

An invoice is a demand for payment. It carries the due date, your payment terms and your bank details.

An invoice's status follows the money on its own:

Status	Meaning
Issued	Nothing paid yet
Partially paid	Some money received
Paid	Settled in full
Cancelled	Voided by an administrator

You never set these by hand — recording a receipt moves them.

Kabwe Hardware Supplies Ltd

Plot 123, Freedom Way, Lusaka
Tel: 0977 123 456 · sales@kabwehardware.co.zm
TPIN: 1002003004 · VAT Reg: 24352

TAX INVOICE

No. INV-2026-000041

BILL TO

Kabwe Builders Ltd
Plot 5, Industrial Area, Kabwe
0966 111 222

DETAILS

Due date05 Sep 2026
Terms30 days from invoice date
Payment methodOn account
Customer TPIN2003004005

PREPARED BY

NameMary Banda

DATE

Invoiced06 Aug 2026

S/No	Code	Description	Qty	Unit	Unit Price	Amount
1	C001	Building material item 1 with a reasonably long description	10	bag	185.00	1,850.00
2	C002	Building material item 2 with a reasonably long description	10	bag	185.00	1,850.00
3	C003	Building material item 3 with a reasonably long description	10	bag	185.00	1,850.00
4	C004	Building material item 4 with a reasonably long description	10	bag	185.00	1,850.00
5	C005	Building material item 5 with a reasonably long description	10	bag	185.00	1,850.00
6	C006	Building material item 6 with a reasonably long description	10	bag	185.00	1,850.00

AMOUNT IN WORDS

Twelve thousand eight hundred and seventy-six kwacha only

Subtotal	K 11,100.00
VAT 16%	K 1,776.00
TOTAL	K 12,876.00

NOTES

Delivery to site by arrangement.

TERMS & CONDITIONS

Payment due within 30 days. Interest may be charged on overdue amounts.

BANKING DETAILS

BankZanaco — Cairo Road
Account nameKabwe Hardware Supplies Ltd
Account no.0123456789

Prepared by — Mary Banda

Accepted by

Thank you for your business. Goods sold are not returnable.

Kabwe Hardware Supplies Ltd | Plot 123, Freedom Way, Lusaka | 0977 123 456

a printed A4 invoice

11. Receipts and part-payments

Open the invoice and click **Record payment**.

Enter the amount, how they paid (Cash, Airtel Money, MTN Money, Zamtel Kwacha, Bank Transfer, Cheque) and any reference — the mobile-money transaction ID, or the cheque number.

- You cannot record more than is outstanding.
- Part-payments are normal. Take three payments and you get three receipts,

and the invoice moves to **Paid** on the last one.

- Every receipt is its own numbered document you can print for the customer.

Voiding a receipt (administrator only) puts the money back on the invoice and reopens it.

Record a payment

Chanda Mwamba Construction · 3 open invoices, K 18,440.00 outstanding

Amount received

K 7,480.00

☐ This invoice in full ☐ Whole account (K 18,440.00) ☐ Half

What this payment settles Fully allocated

Invoice	Due	Outstanding	Paying
INV-2026-000128 (this one)	05 Sep 2026	K 7,480.00	K 7,480.00
INV-2026-000128	05 Sep 2026	K 7,480.00	K 0.00
INV-2026-000119	01 Aug 2026	K 3,480.00	K 0.00

Oldest first by default. Change any line and the rest stay as they are.

Payment method

Cash

Cancel Record payment and issue receipt

Summary

Subtotal K 10,762.50

VAT 16% K 1,722.00

Total K 12,480.00

Paid - K 5,000.00

Balance K 7,480.00

ZRA Smart Invoice

Declared to ZRA.

Receipt no. 411

Signature GZGGIZLYTJSSD7YL

SDC ID SDC0020010512

The printed invoice carries these details and a QR code for verification.

Related documents

recording a part-payment against an invoice

12. Delivery notes

Raise one from an invoice, or on its own.

Delivery notes **never show prices** — the driver should not be carrying your price list to site. There is room for the vehicle registration, the driver's name, and a signature from whoever receives the goods.

The grid is ruled further down the page than on other documents, so extra items can be written in by hand at the depot.

Mark it **Delivered** when it comes back signed. You can raise more than one delivery note against an invoice for a part-delivery.

Kabwe Hardware Supplies Ltd

Plot 123, Freedom Way, Lusaka
Tel: 0977 123 456 · sales@kabwehardware.co.zm
TPIN: 1002003004 · VAT Reg: 24352

DELIVERY NOTE

No. DN-2026-000061

DELIVERED

DELIVER TO Kabwe Builders Ltd Plot 5, Industrial Area, Kabwe 0966 111 222	DETAILS Vehicle BAD 4471 Driver Joseph Tembo Customer TPIN 2003004005
PREPARED BY Name Mary Banda Received by —	DATE Dispatched 06 Aug 2026

S/No	Code	Description	Qty	Unit
1	C001	Building material item 1 with a reasonably long description	10	bag
2	C002	Building material item 2 with a reasonably long description	10	bag
3	C003	Building material item 3 with a reasonably long description	10	bag
4	C004	Building material item 4 with a reasonably long description	10	bag
5	C005	Building material item 5 with a reasonably long description	10	bag

NOTES
Delivery to site by arrangement.

TERMS & CONDITIONS
Payment due within 30 days. Interest may be charged on overdue amounts.

Delivered by — Joseph Tembo	Received by
-----------------------------	-------------



Thank you for your business. Goods sold are not returnable.

Kabwe Hardware Supplies Ltd | Plot 123, Freedom Way, Lusaka | 0977 123 456

a printed delivery note showing the signature area

13. Correcting a mistake

Issued documents cannot be edited. What you do depends on the document.

Before it has gone to ZRA — an administrator can **Void** it with a reason. It stays in the list, marked Cancelled, and is excluded from all figures. Then use **Duplicate** to make a corrected copy.

After ZRA has accepted it — you cannot void it. Raise a **Credit note** instead, which is the lawful way to reverse an accepted invoice. Credit the whole invoice or only certain lines and quantities. The invoice's outstanding balance drops by the credited amount.

A wrong draft — just delete it. Drafts have no number and nothing depends on them.

Raise a credit note
Against INV-2026-000128 · K 12,480.00

This invoice has been declared to ZRA, so it cannot be voided. A credit note is the correct way to reverse it, and it will be sent to ZRA too.

Reason *
e.g. Goods returned damaged

Date returned
09/14/2026

Credit the whole invoice Credit selected items

Item	Left to credit	Credit qty	Amount
Cement 42.5N 50kg	40	40	K 7,400.00
Rebar Y12 6m length	15	15	K 2,130.00
Concrete block 6 inch	85	85	K 1,232.50

K 7,400.00 of this invoice is still creditable — the rest has already been credited.

Cancel Credit K 10,762.50

the credit note dialog with lines selected

14. Printing, PDFs and WhatsApp

Open any document. The preview you see **is exactly what prints** — same layout, same page breaks.

- **Print** — sends it to your printer.
- **Save PDF** — asks where to save it.
- **WhatsApp** — saves the PDF, opens the folder with it selected, and opens

the chat with a message ready. WhatsApp does not allow a program to attach a file for you, so attach it from the folder that has just opened.

Documents are laid out to fit the page, with the ruled grid running to the bottom. Long documents continue onto further pages with the column headings repeated.

Three colour themes — blue, green and black — in **Settings** → **Documents**. Black is best if you print on a mono laser.

The screenshot displays the 'Glamified Sales' web application interface. On the left is a dark blue sidebar with a menu including 'OVERVIEW', 'Dashboard', 'SELLING', 'Documents' (highlighted with a yellow badge), 'Customers', 'Products', 'BUSINESS', 'Chasing', 'Reports', and 'Settings'. At the bottom of the sidebar, it shows '3 invoices waiting for ZRA' and the user 'Mwansa Chileshe Administrator'. The main content area shows an invoice titled 'INV-2026-000128' with a 'Part paid' status. Below the title are action buttons: 'Print', 'Save PDF', 'WhatsApp', 'Create delivery note', 'Record payment', 'Duplicate', and 'Credit note'. A 'Theme' dropdown is set to 'Default'. The central part of the screen is a large preview of the invoice document. On the right side of the preview, there is a 'Summary' table and a 'ZRA Smart Invoice' section.

Subtotal	K 10,762.50
VAT 16%	K 1,722.00
Total	K 12,480.00
Paid	- K 5,000.00
Balance	K 7,480.00

ZRA Smart Invoice
Declared to ZRA.
Receipt no. 411
Signature GZGGIZLYTJSSD7YL
SDC ID SDC0020010512
The printed invoice carries these details and a QR code for verification.

the preview panel beside a document

15. Chasing money

The screen that turns what you are owed into what you have collected. It has three tabs: **Call list**, **Reminders** and **Debtors**.

The call list

Everyone who owes you, in the order worth ringing this morning:

- **Broke their promise** — they named a day, the day has gone, and no money

came. These lead the list: the most urgent conversation, and the easiest one to forget.

- **Promised today** — today is the day they named.
- **Never chased** — owing money, and nobody has spoken to them yet.
- **Due a follow-up** — spoken to more than a week ago, with no promise made.
- **Waiting** and **Kept their promise** stay hidden unless you tick the box.

Someone who promised to pay on Friday is deliberately left alone until Friday; ringing them early annoys a customer who was going to pay anyway.

Log a call records what was said — how you reached them, what came of it, and, if they promised to pay, which day and how much. If the call happened yesterday, change the date: the follow-up clock runs from the day you spoke, not the day you typed it in.

Nobody ever marks a promise kept. GlamifiedSales checks it against the receipts that actually arrived after the promise was made, so a promise cannot be ticked off by hand, and a bounced cheque puts the broken promise straight back. Break more than one and the list says so — a customer on their third broken promise is a different conversation from one on their first.

Leave the amount blank if they did not name one. Any payment that arrives then counts as the promise kept.

Statements for everyone owing produces a statement for every customer with a balance, saves them into one dated folder and opens it. That is month end in one click instead of forty.

Reminders

The call list is who you decide to ring. The **Reminders** tab is who GlamifiedSales says is owed a message today, worked out from the invoices themselves:

| When | What it is | | --- | --- | | 3 days before due | A courtesy note | | On the due date | It falls due today | | 7 days over | First reminder | | 14 days over | Second reminder | | 30 days over | A month overdue |

Three rules keep it from turning into nagging, which is how a shop's number gets blocked. One message per customer, never one per invoice — someone with five overdue invoices gets one message about their account. Each stage goes out once, so opening the app three mornings running does not send three messages. And anyone who has promised to pay on a day still to come is left out entirely.

Each reminder comes with the message already written — the customer's name, the figure and how late it is. Edit it if you want to; the box is yours. **Open chat & log** opens WhatsApp with the message ready and

records the reminder here.

You still press send in WhatsApp. No program is allowed to send WhatsApp messages on your behalf without a paid Meta business account, and anything claiming otherwise will get your number banned. What this saves you is the looking-up: who is due, what they owe, and what to say.

The count on the tab tells you how many are waiting without going in.

Debtors

Every other figure in GlamifiedSales is a snapshot. This tab is the one that shows movement:

- **Owed to you** and **overdue**, with overdue as a share of the whole book.
- **Days to be paid** — on average, how long money takes to come in, measured

against the last ninety days of trading. Watch the direction of this more than the number itself.

- **Collected this month**, against last month.
- **How the debt is ageing** — six months of the ageing bands, each month as

it stood on the last day of that month. Payments and credit notes are counted only up to that date, so it is what you would have seen at the time, not today's position painted backwards.

- **Slipping away** — customers with more money past sixty days than they had

a month ago. This is the list to act on before it becomes a bad debt.

The screenshot shows the 'Chasing' tab in the Glamified Sales application. The sidebar on the left contains navigation links: Overview, Dashboard, Selling (Documents, Customers, Products), and Business (Chasing, Reports, Settings). The main content area is titled 'Chasing' and includes a sub-header 'Who to ring today, worst first. Broken promises lead.' Below this are three summary cards: 'TO CALL TODAY' (0, K 0.00 between them), 'BROKEN PROMISES' (0, said they would pay, and did not), and 'LEAVE ALONE' (0, promise still to come, or just called). A checkbox 'Show the ones not worth ringing yet' is present. The list of customers includes Chanda Mwamba Construction (2 invoices, oldest 91 days overdue, K 7,480.00), Ndola Roofing Supplies (1 invoice, oldest 53 days overdue, K 5,124.00), and Thandiwe Zulu (1 invoice, oldest 28 days overdue, K 1,860.00). Each entry has a 'Log a call' button and icons for WhatsApp and document sharing. The bottom of the sidebar shows the user 'Mwansa Chileshe Administrator' and the version '1.4.1'.

the chase list with a broken promise at the top

16. Statements of account

The tool for chasing money.

There are three ways in, and they all reach the same screen:

- **Documents** → **Statements**, which lists every customer with what they owe,

the oldest invoice still unpaid and when you last traded with them. Worst debt sits at the top. Customers who owe nothing are listed too — a statement reading nil is often exactly what a customer asks for.

- **Customers**, then the statement icon on a customer's row.
- A name in **Who owes you most** on the dashboard.

Choose a period. The statement shows the balance brought forward, then every invoice, receipt and credit note in date order with a running balance, the total due, and how old the debt is:

Current · 1–30 days · 31–60 days · 61–90 days · Over 90 days

Under that, **What makes up the balance** lists the invoices still unpaid — which ones they are, how late each is, and what each still owes. With **Itemised detail** ticked, and it is ticked to start with, each of those invoices is also broken down into the goods it was for, with the payments and credit notes that have come off it. That is what answers "what is this money for?" without the customer having to dig out the invoice.

Untick it for a shorter statement: the invoices are still listed, just without their items. The count beside the tick tells you how much you are adding before you send it.

One thing the statement will not tell you is which *items* an instalment paid for. A payment is recorded against the invoice as a whole, not against the things on it, so nothing in the system knows — and a statement that guessed would be a statement that argues with the customer's own records.

Print it, save it as a PDF, or send it on WhatsApp — the same three buttons as any document.

If the statement ever shows a red warning that it does not balance, do not send it. Something needs checking first.

Kabwe Hardware Supplies Ltd

Plot 123, Freedom Way, Lusaka
Tel: 0977 123 456 · sales@kabwehardware.co.zm
TPIN: 1002003004 · VAT Reg: 24352

STATEMENT

As at 03 Sep 2026

STATEMENT TO	ACCOUNT SUMMARY
Kabwe Builders Ltd Plot 5, Industrial Area, Kabwe 0966 111 222	Attention Mr. Chanda Period 01 Jan 2026 – 03 Sep 2026 Opening balance K 0.00 Closing balance K 41,197.00 TPIN 2003004005

Date	Type	Document	Debit	Credit	Balance
01 Jan 2026	Balance brought forward				K 0.00
10 Jun 2026	Invoice	INV-2026-000120	K 12,702.00		K 12,702.00
02 Aug 2026	Receipt	RCT-2026-000091		K 5,000.00	K 7,702.00
11 Jul 2026	Invoice	INV-2026-000121	K 16,066.00		K 16,066.00
11 Aug 2026	Credit note	CN-2026-000007		K 1,073.00	K 14,993.00
12 Aug 2026	Invoice	INV-2026-000122	K 18,502.00		K 18,502.00

TOTAL DUE AS AT 03 SEP 2026	K 41,197.00
-----------------------------	--------------------

Current	1 – 30 days	31 – 60 days	61 – 90 days	Over 90 days	Total due
K 0.00	K 0.00	K 0.00	K 41,197.00	K 0.00	K 41,197.00

What makes up the balance

3 invoices still unpaid as at 03 Sep 2026, with the goods each one covers. Invoices raised before this statement period are included.

INV-2026-000120 Issued 10 Jun 2026 · due 10 Jul 2026 · 55 days overdue						K 7,702.00
S/No	Code	Description	Qty	Unit	Unit Price	Amount
1	CEM42	Cement 42.5N 50kg	40	bag	185.00	7,400.00
2	RBR12	Rebar Y12 6m length less 5% discount	25	len	142.00	3,550.00
Subtotal						K 10,950.00
VAT 16%						K 1,752.00
Invoice total						K 12,702.00
Paid RCT-2026-000091 · 02 Aug 2026						– K 5,000.00
Balance due						K 7,702.00
INV-2026-000121 Issued 11 Jul 2026 · due 11 Aug 2026 · 23 days overdue						K 14,993.00

a printed statement of account with an aged debt

17. Reports

Reports in the sidebar:

- **Sales by period** — by day or month
- **Outstanding aging** — who owes what, and for how long
- **Top customers** — who is worth the most to you
- **Top products** — what actually sells

Any report exports to **CSV** for Excel, or prints as a PDF.

Glamified Sales
Kabwe Hardware Supplies Ltd

OVERVIEW

Dashboard

SELLING

Documents 3

Customers

Products

BUSINESS

Chasing

Reports

Settings

3 invoices waiting for ZRA

MC Mwansa Chileshe Administrator

Collapse menu

Version 1.4.1

Reports

Based on issued invoices. Drafts and cancelled documents are excluded.

Export CSV

Sales Money received VAT **Outstanding & ageing** Top customers Top products

Total outstanding K 16,024.00

Customer	Current	1–30 days	31–60 days	61–90 days	90+ days	Total
Chanda Mwamba Construction	K 0.00	K 0.00	K 3,480.00	K 4,000.00	K 0.00	K 7,480.00
Ndola Roofing Supplies	K 0.00	K 0.00	K 5,124.00	K 0.00	K 0.00	K 5,124.00
Thandiwe Zulu	K 0.00	K 1,860.00	K 0.00	K 0.00	K 0.00	K 1,860.00
Natasha Phiri	K 1,560.00	K 0.00	K 0.00	K 0.00	K 0.00	K 1,560.00

the outstanding aging report

18. Staff accounts

Settings → **Users** (administrators only).

There are two roles:

	Administrator	Staff
Raise and issue documents	Yes	Yes
Record payments	Yes	Yes
View reports and statements	Yes	Yes
Void documents or receipts	Yes	No
Change prices and products	Yes	No
Settings, users, backup, licence	Yes	No

Give counter staff a **Staff** account. It lets them do the day's work without being able to void an invoice or change a price.

Deactivating an account takes effect immediately, even if that person is signed in at another till.

The last administrator cannot be deactivated or demoted — that would lock everyone out.

19. Backing up

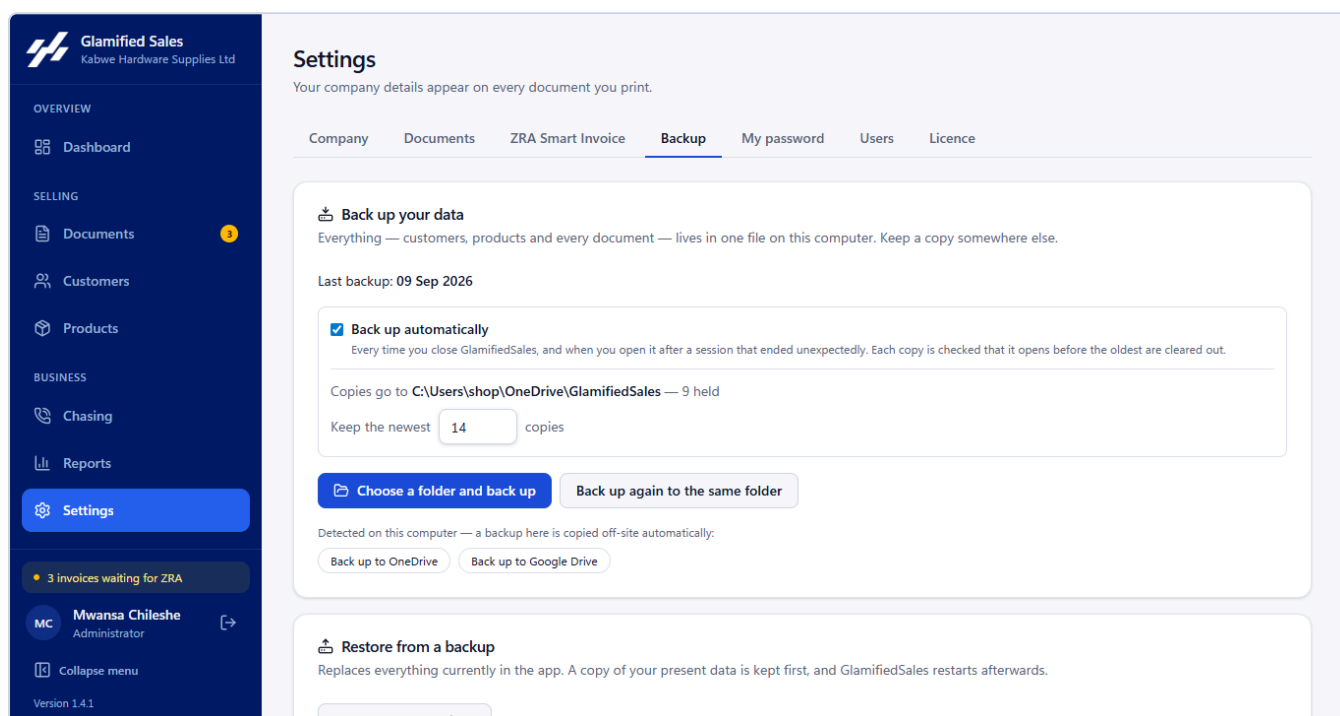
Settings → **Backup**. This is the most important page in the program.

Click **Back up now** and choose a folder. If you have OneDrive, Google Drive or Dropbox, GlamifiedSales offers those folders first — a backup on the same computer does not survive that computer being stolen.

A backup is one file. Keep several; they are dated.

Restoring replaces everything currently in the program with the contents of the backup. It checks the file first, takes a safety copy of what is there now, and restarts. Only do this on a new computer or after a real loss.

Back up at the end of every trading day. It takes seconds.



the backup page with a cloud folder detected

20. ZRA Smart Invoice

For VAT-registered businesses using ZRA's Smart Invoice.

Settings → ZRA Smart Invoice. Enter your TPIN, branch ID and device serial number, and the address of the VSDC running on your computer. Initialise the device once.

After that it is automatic. Issued invoices are sent to ZRA in the background, and once accepted they print with the fiscal details and the QR code the law requires.

If the connection is down, you can still invoice. Documents queue and are sent when it comes back. Trading never stops because ZRA is unreachable.

Not yet tested against live ZRA hardware. Check the first few invoices against the ZRA portal before relying on it.

Kabwe Hardware Supplies Ltd

Plot 123, Freedom Way, Lusaka
Tel: 0977 123 456 · sales@kabwehardware.co.zm
TPIN: 1002003004 · VAT Reg: 24352

TAX INVOICE

No. INV-2026-000129

BILL TO

Kabwe Builders Ltd
Plot 5, Industrial Area, Kabwe
0966 111 222

DETAILS

Due date05 Sep 2026
Terms30 days from invoice date
Payment methodOn account
Customer TPIN2003004005

PREPARED BY

NameMary Banda

DATE

Invoiced06 Aug 2026

S/No	Code	Description	Qty	Unit	Unit Price	Amount
1	C001	Building material item 1 with a reasonably long description	10	bag	185.00	1,850.00
2	C002	Building material item 2 with a reasonably long description	10	bag	185.00	1,850.00
3	C003	Building material item 3 with a reasonably long description	10	bag	185.00	1,850.00
4	C004	Building material item 4 with a reasonably long description	10	bag	185.00	1,850.00
5	C005	Building material item 5 with a reasonably long description	10	bag	185.00	1,850.00

AMOUNT IN WORDS

Ten thousand seven hundred and thirty kwacha only

Subtotal	K 9,250.00
VAT 16%	K 1,480.00
TOTAL	K 10,730.00

NOTES
Delivery to site by arrangement.

TERMS & CONDITIONS
Payment due within 30 days. Interest may be charged on overdue amounts.

BANKING DETAILS

BankZanaco — Cairo Road
Account nameKabwe Hardware Supplies Ltd
Account no.0123456789

ZRA SMART INVOICE

Receipt no. 412 Internal data TQZMKL57AGBMSTPO Signature GZGGIZLYTJSSD7YL
Date 06 Sep 2026 14:30 SDC ID SDC0020010512 MRC no. WIS01006230


Scan to verify

Prepared by — Mary Banda

Accepted by

Thank you for your business. Goods sold are not returnable.

Kabwe Hardware Supplies Ltd | Plot 123, Freedom Way, Lusaka | 0977 123 456

an invoice with the ZRA fiscal block and QR code

21. Your licence

GlamifiedSales runs free for **30 days**. The remaining days show in **Settings** → **Licence**.

When the trial ends, the program opens on the activation screen. Enter the key your supplier gave you and click **Activate** — you do not need to sign in first.

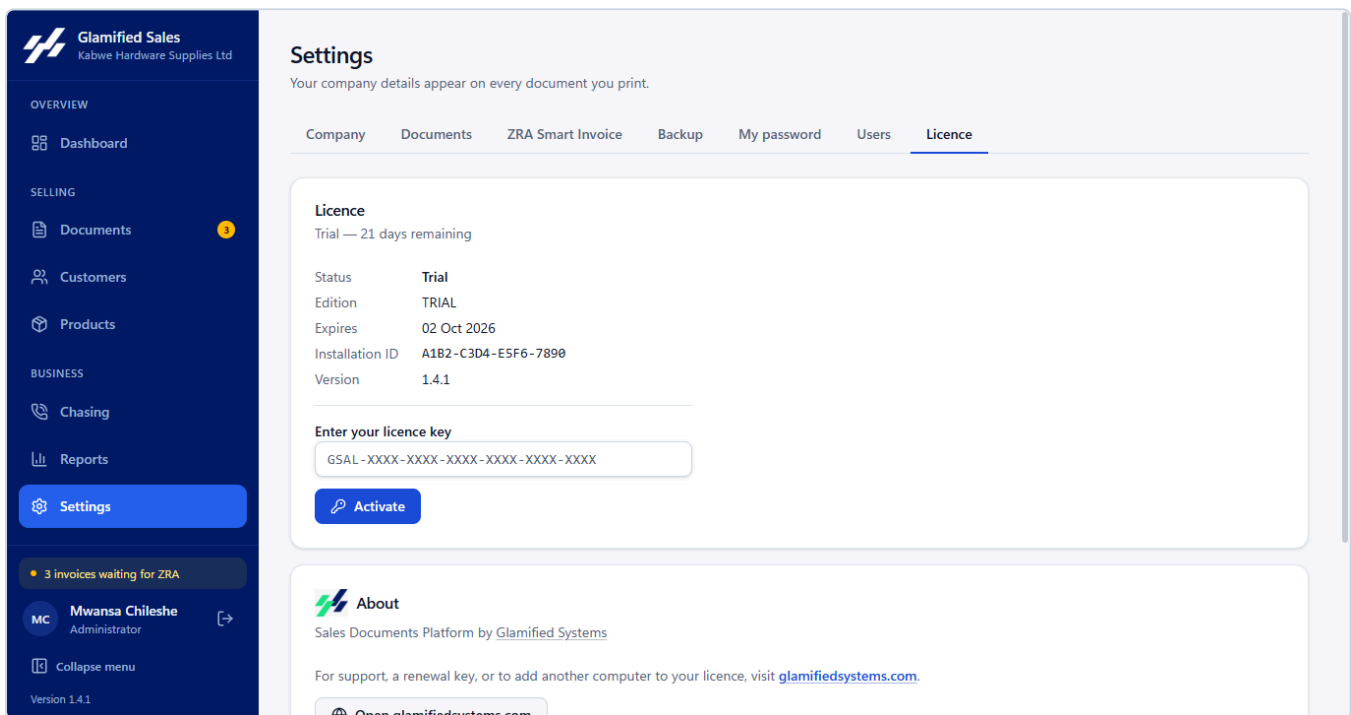
- Keys look like `GSAL-XXXX-XXXX-XXXX-XXXX-XXXX`.
- A key is tied to the computer it is activated on. Copying files to another

computer will not carry the licence across.

- When a paid licence expires you get a further 30 days with a warning before it stops, so a late renewal never halts trading on the day.

- The activation screen shows a **Machine ID**. Quote it when you contact your supplier.

Reinstalling Windows or deleting the program does not give you a new trial.



the activation screen showing the machine ID

22. Settings

Page	What it holds
Company	Your details, logo, bank details, footer message
Documents	VAT rate, whether prices include VAT, colour theme, numbering prefixes
Users	Staff accounts
Password	Change your own
Backup	Back up and restore
Licence	Activation and updates
ZRA Smart Invoice	Fiscal device settings

You can change document prefixes (INV, QT, RCT) and the starting number. The number can be raised, never lowered — that would create duplicates.

23. If something goes wrong

"That is more than the outstanding balance" — you are recording more than the invoice still owes. Check the amount, or whether it was already paid.

"Issue the invoice before recording a payment" — the invoice is still a draft. Issue it first.

I cannot edit an invoice — correct. Issued documents are permanent. See [Correcting a mistake](#).

My logo prints as a grey box — upload it again in Settings → Company. The current version removes flat backgrounds automatically.

Windows warns when I open the program — expected until the software is code-signed. Click **More info** → **Run anyway**.

The program will not start and mentions the database — do not reinstall. Your data is still there. Contact your supplier with the message shown.

I have forgotten the administrator password — it cannot be recovered. Another administrator can reset it in Settings → Users. If there is no other administrator, contact your supplier.

Getting help

Glamified Systems — glamifiedsystems.com

Have ready: what you were doing, the exact message on screen, and the **Machine ID** from Settings → Licence.

GlamifiedSales 1.3.0 — © Glamified Systems. This guide is a draft; screenshots are still to be added.