One Plus Billing

THE EVERYDAY USER GUIDE

Less guessing. More confident billing.

Your English guide for Android and Windows. Nine business types, each explained separately.

Start small. Check the result.

Practise with a sample bill first.

9 business chapters · Clear steps · Real app screens

- Retail Shop
- Wholesale / Distributor
- Pharmacy / Medical Store
- Service / Freelancer
- Service & Garage
- Restaurant / Café
- Mobile / Electronics
- Salon / Spa
- General

Guide v1.0 · 26 October 2026
v1.0.23 workspace · Fictional sample records.

FIND YOUR WORKFLOW

Choose your chapter.

Read pages 3–4 first. Then use the chapter that matches your selected business type.

01 Retail Shop 5–7

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Each chapter: set up → daily steps → useful controls and checks. Menu names are shown in English; mobile tools may appear under More.

START HERE · 01

Your first few minutes.

1. **Install the official app**
   Use the official Android APK or Windows installer. On Windows, the installer creates a desktop shortcut.

2. **Start your free trial**
   Connect to the internet once to start the 7-day trial. No licence key or payment details are required for the trial.

3. **Choose your business type**
   On mobile: More → Settings → Features → Business type. On desktop: Settings → Features → Business type.

4. **Add business details**
   Set business name, address, phone, logo and relevant tax details. Use the bill preview before saving.

5. **Choose your look**
   Settings → Choose your look: Current, White or Business Suite. This changes the app screen; invoice design is configured separately.

If activation shows an error, connect once and retry. Keep automatic date and time enabled. If it persists, send support the exact error and app version; do not uninstall or clear storage.

START HERE · 02

Know what each record means.

Product or service

A product can have stock. A non-stock service records work. Choose the correct item type before creating history.

Invoice

The saved sale and amount charged. Saving a quotation or receiving an advance is not the same as a completed sale.

Payment

Money actually received or paid. UPI, Card and Bank entries are records; check the bank / payment service before marking payment received.

Balance

What remains to collect or refund after recorded receipts and linked credits. A paid invoice and a bank balance are different records.

Business preset

Changes visible tools; it does not create a separate company, delete past data or isolate earlier entries.

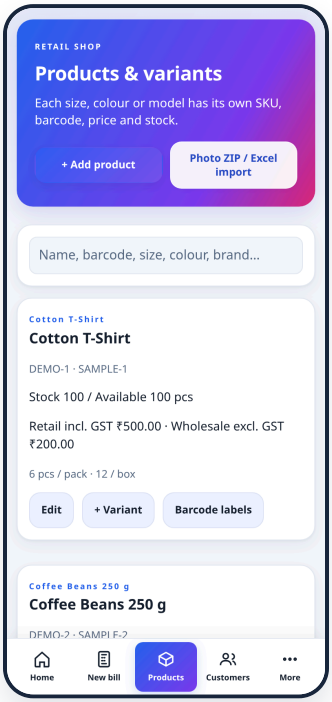
Phone and computer retain separate local records. Keep one chosen device as your primary record for a workflow, and save regular backups outside that device.

BUSINESS 01 · GET READY

Retail Shop

Sell quickly. Keep stock clear.

Best for: Grocery, clothing, gift, stationery and everyday retail shops.



Actual app interface in an isolated browser preview. Fictional sample records; native activation and hardware are not demonstrated.

1. **Choose the preset**
   Settings → Features → Business type → Retail Shop.
2. **Add your products**
   Enter a name, photo, barcode, category, brand, selling price, purchase cost and opening stock.
3. **Make variants separate**
   Give each size, colour or model its own SKU and barcode.

Your main tools
Products · New bill · Customers · Stock & warehouses · Collections & advances

BUSINESS 01 · DAILY WORKFLOW

Follow these steps.

1. **Start a bill**
   Open New bill. Choose a customer when you need history, credit or loyalty.
2. **Add products**
   Scan a barcode or search by name / code. Check the size, colour and quantity.
3. **Check the rate**
   Review item discounts, bill discount, GST and any agreed charges before saving.
4. **Record payment**
   Choose Cash, UPI, Card or split payment. Enter the amount actually received after change.
5. **Save, then print**
   Save the bill once. Open the saved invoice to print, share or reprint.
6. **Check stock and dues**
   Confirm that stock reduced correctly. A partial payment should leave the correct customer balance.

> **A simple retail sale**
> Sell two bottles at ₹350 each: bill ₹700. Receive ₹200 Cash + ₹500 UPI. Expected result: due ₹0 and stock lower by 2. Sample uses 0% tax for easy arithmetic.

BUSINESS 01 · STAY IN CONTROL

Useful tools. Clear checks.

Purchase stock

Use Purchase for replenishment and supplier dues. Do not enter the same receipt again as opening stock.

Exchange or refund

Open the original sale and create a linked return. Choose whether the returned goods can be sold again; record only the refund actually paid.

Optional loyalty

Enable loyalty only if needed. Review earning, redemption and linked-return adjustments in the customer history.

Close the day

Compare sales, refunds, receipts by payment mode, low stock and customer balances. Export a dated backup.

Before you finish

- ✓ Every variant has its own stock record.
- ✓ Retail selling prices and MRP are per base unit including tax.
- ✓ UPI entries are checked against the bank before marking paid.

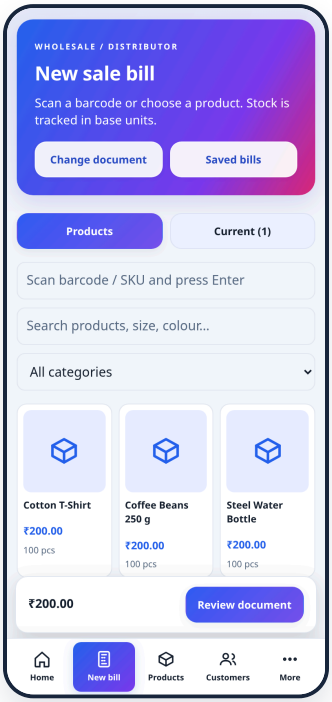
A damaged return must not become saleable stock. Keep the original bill and its linked credit in history.

BUSINESS 02 · GET READY

Wholesale / Distributor

From bulk order to collection.

Best for: Distributors, dealers, stockists and businesses selling in bulk.



Actual app interface in an isolated browser preview. Fictional sample records; native activation and hardware are not demonstrated.

1. **Choose the preset**
   Settings → Features → Business type → Wholesale / Distributor.
2. **Set units and packs**
   Use one base unit. Example: base = piece; box factor = 12. Opening stock is in base units.
3. **Set customer terms**
   Choose customer rates, quantity tiers, due days, credit limit and salesperson / route when needed.

Your main tools
Sales orders · Delivery challans · Purchase orders · Goods receipts · Collections & advances

BUSINESS 02 · DAILY WORKFLOW

Follow these steps.

1. **Create a sales order**
   Choose the customer, products, pack quantities, agreed rates and delivery details.
2. **Allocate stock**
   Allocate available quantities in base units. Part allocation is allowed.
3. **Dispatch a challan**
   Dispatch the allocated goods and record packages / transport details. Stock reduces at dispatch.
4. **Invoice the challan**
   Create its linked invoice once. This does not reduce stock again.
5. **Record collections**
   Allocate one receipt across the intended invoices. Unused money remains a customer advance.
6. **Review pending work**
   Check undelivered orders, unbilled challans, overdue invoices and customer ageing.

> **Boxes without stock confusion**
> Opening stock: 100 pieces. Dispatch 2 boxes × 12 = 24 pieces. Expected stock: 76 pieces. Creating the invoice from that challan keeps stock at 76.

BUSINESS 02 · STAY IN CONTROL

Useful tools. Clear checks.

Purchase order to receipt

Create a supplier order, receive paid and free base quantities, then match the receipt to a supplier bill once. The bill must not add stock again.

Rates and tax

Wholesale, tier and customer-specific rates are per base unit excluding GST. Review the preview after packs, schemes and discounts.

Credit and linked returns

Use recorded approval for credit-limit overrides. Return against the original invoice so quantities, batches, prices and taxes stay linked.

Reports

Review 0–30, 31–60, 61–90 and 90+ day dues, supplier balances, pending orders, stock and salesperson performance.

Before you finish

- ✓ Pack factors are correct before transactions begin.
- ✓ Free quantities are received as real stock.
- ✓ A challan is invoiced once; a goods receipt is matched once.

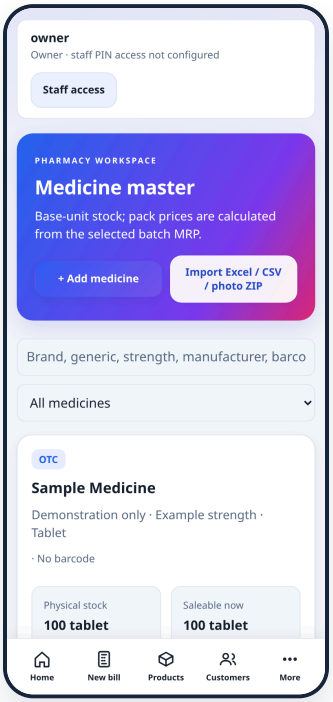
Dispatch and goods receipt move stock. Re-entering the same goods in a separate direct sale or purchase would count them twice.

BUSINESS 03 · GET READY

Pharmacy / Medical Store

Work by medicine, batch and expiry.

Best for: Pharmacies and medical stores that need medicine and prescription records.



Actual app interface in an isolated browser preview. Fictional sample records; native activation and hardware are not demonstrated.

1. **Choose the preset**
   Settings → Features → Business type → Pharmacy / Medical store.
2. **Create a medicine**
   Record brand, composition, strength, form, manufacturer, barcode, schedule and applicable tax details.
3. **Set packs and batches**
   Enter base unit, units per strip, strips per box, batch number, expiry, MRP and purchase cost.

Your main tools
Pharmacy · Medicine master · Pharmacy billing · Pharmacy reports · Pharmacy staff

BUSINESS 03 · DAILY WORKFLOW

Follow these steps.

1. **Open Pharmacy billing**
   Use the dedicated pharmacy sale flow to preserve batch, expiry, pack and prescription checks.
2. **Select medicine and pack**
   Search by medicine, composition, strength or barcode. Choose tablet, strip or box as configured.
3. **Review the batch**
   Review the suggested earliest-expiring valid batch. Confirm quantity, expiry and batch MRP.
4. **Complete required records**
   For prescription items, enter required patient, prescriber, reference and date information; attach a file if required.
5. **Record and save**
   Review discount and tax, enter actual payment, then save the pharmacy invoice.
6. **Check the invoice**
   Verify medicine, batch, expiry, selected pack, MRP, balance and pharmacy business details before printing.

> **Strip to tablet conversion**
> 1 strip = 10 tablets; 1 box = 10 strips = 100 tablets. Opening stock: 200 tablets. Selling 2 strips deducts 20 tablets, leaving 180.

BUSINESS 03 · STAY IN CONTROL

Useful tools. Clear checks.

Purchase and free stock

Record paid and free quantities with the correct batch and expiry. Free units increase stock; they must not create extra supplier credit on return.

Expiry and returns

Review 30 / 60 / 90-day expiry reports. Expired batches are blocked. Use linked patient / supplier returns; non-resaleable patient returns go to quarantine.

Staff and records

Configure local owner, manager, pharmacist and cashier access as needed. Add drug licence and pharmacist details in pharmacy settings.

Reporting

Review batch stock, reorder by supplier, medicine profit, expiry / damage loss, returns and prescription register. Protect exported patient records.

Before you finish

✓ Opening batch CSV quantities and rates use base units.

✓ Pack factors are verified before stock history exists.

✓ The responsible pharmacist checks schedules, records and retention requirements.

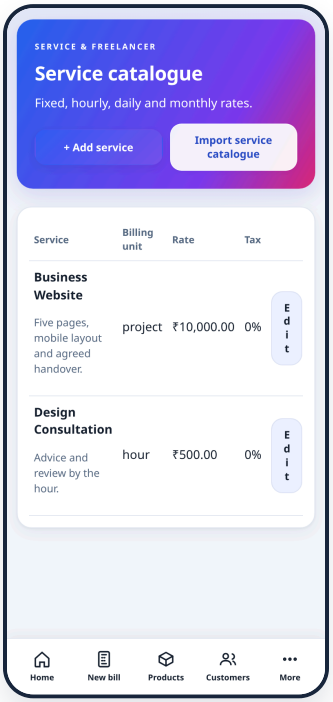
Software fields do not by themselves establish regulatory compliance. Use the required local pharmacy procedures and authorised pharmacist review.

BUSINESS 04 · GET READY

Service / Freelancer

Keep work, approvals and billing together.

Best for: Designers, developers, consultants, agencies and project-based freelancers.



Actual app interface in an isolated browser preview. Fictional sample records; native activation and hardware are not demonstrated.

1. **Choose the preset**
   Settings → Features → Business type → Service / Freelancer.
2. **Add services**
   Create fixed, hourly, daily, monthly or session rates in Service catalogue.
3. **Create the project**
   Choose client, contract value, deadline, scope, deliverables, revision allowance and payment terms.

Your main tools
Service catalogue · Projects · Renewals & support · Project reports

BUSINESS 04 · DAILY WORKFLOW

Follow these steps.

1. **Record requirements**
   Open Projects → New project. Save the scope, client inputs, checklist and delivery link.
2. **Issue a quotation**
   Create a quote version with validity. Record the client decision and reference; approval is entered by you.
3. **Record the advance**
   Enter money actually received in the project. Keep it linked so it can be applied without a second receipt.
4. **Invoice a milestone**
   Use Milestones & payments. Complete the configured approval requirement and create the milestone invoice once.
5. **Track changes and time**
   Record hours / days, included revisions and approved extra work. Bill eligible entries once.
6. **Handover and collect**
   Record final approval, complete the checklist, collect the balance and mark the project completed.

> **30% advance, 70% balance**
> For a ₹10,000 contract at 0% sample tax: receive ₹3,000 advance. Apply it to the first milestone invoice. After final approval, invoice and receive ₹7,000. Total received: ₹10,000, not ₹13,000.

BUSINESS 04 · STAY IN CONTROL

Useful tools. Clear checks.

Time and retainers

Set hourly / daily rates or monthly retainer fee, included hours and extra-hour rate. Review the billing month and entries before invoicing.

Revisions

Record included revisions. For chargeable extra work, record client approval before issuing the extra invoice.

Renewals and support

Record renewal dates, fees and tickets. Create renewal bills yourself and review reminders before opening WhatsApp.

Profit and due follow-up

Project reports compare invoiced revenue excluding tax with recorded expenses. Contract value and unbilled work are not received cash.

Before you finish

- ✓ Scope, deadlines and payment terms are agreed.
- ✓ Advances are applied once, not entered twice.
- ✓ Final approval and handover have a clear reference.

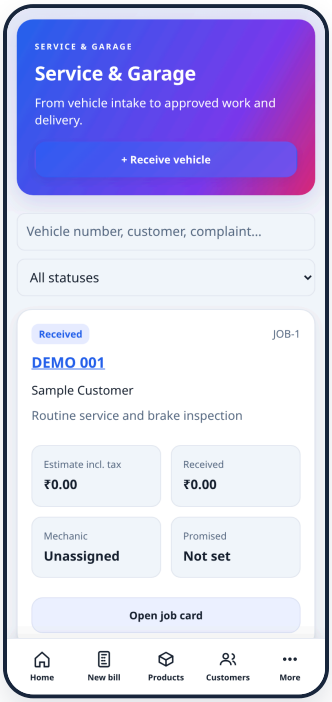
A recorded approval is a record you enter; it is not proof that an email or WhatsApp message was automatically sent or approved.

BUSINESS 05 · GET READY

Service & Garage

Receive. Approve. Repair. Deliver.

Best for: Vehicle workshops, garages and automotive service businesses.



Actual app interface in an isolated browser preview. Fictional sample records; native activation and hardware are not demonstrated.

1. **Choose the preset**
   Settings → Features → Business type → Service & Garage.
2. **Add customer and vehicle**
   Record registration, customer, make, model, fuel and VIN where required.
3. **Prepare your workshop**
   Add mechanics and spare parts with part number, compatible vehicles, prices and opening stock.

Your main tools
Service & Garage · Customers & vehicles · Spare parts · Mechanics · Garage reports

BUSINESS 05 · DAILY WORKFLOW

Follow these steps.

1. **Receive the vehicle**
   Select Receive vehicle. Enter odometer, complaint, inspection notes, mechanic and promised delivery.
2. **Build the job card**
   Add labour, parts, condition photos, warranty terms and next-service targets.
3. **Issue an estimate**
   Create the estimate and record customer approval before starting the agreed work.
4. **Update the job**
   Record progress, expenses and actual advances. If quoted work changes, issue a new estimate and approval.
5. **Create final invoice**
   Complete required checks and issue the final bill once. Spare parts reduce stock when invoiced.
6. **Complete handover**
   Record payment or agreed credit, finish delivery checks and mark Delivered. Check service history and warranty dates.

> **One job, one parts deduction**
> Opening oil-filter stock: 10. Add 1 filter to an open job: stock remains 10 because it is not reserved. Issue the final invoice: stock becomes 9.

BUSINESS 05 · STAY IN CONTROL

Useful tools. Clear checks.

Quality and delivery checks

Complete mechanic / functional checks and customer handover records. Keep received accessories and vehicle condition clear.

Spare-part stock

Use Purchase to replenish parts. Open jobs do not reserve stock; check availability before promising delivery.

Service reminders

Use Garage reports → Next service & warranty. Prepare and review the message yourself. Current vehicle mileage is not tracked automatically.

Rework and profit

Link warranty / rework to a delivered job and agree free versus paid work. Review invoiced revenue less captured parts cost and job expenses.

Before you finish

- ✓ Vehicle registration and odometer are correct.
- ✓ Customer approval matches the latest estimate.
- ✓ No duplicate final invoice or advance receipt exists.

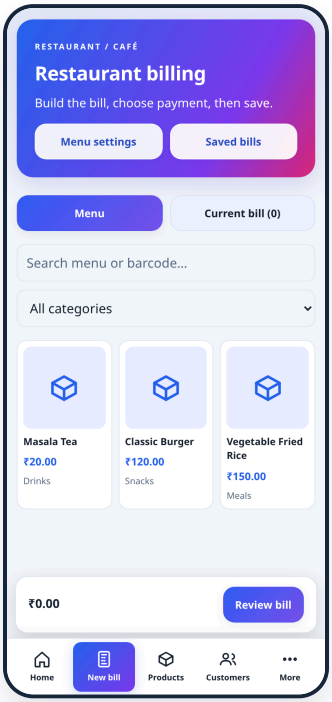
Assigning a mechanic creates a local job assignment, not an employee account or a second-device notification.

BUSINESS 06 · GET READY

Restaurant / Café

A clear bill for every order.

Best for: Restaurants, cafés, snack counters and takeaway businesses needing billing.



Actual app interface in an isolated browser preview. Fictional sample records; native activation and hardware are not demonstrated.

1. **Choose the preset**
   Settings → Features → Business type → Restaurant / Café.
2. **Build your menu**
   Add names, photos, category, selling price, tax, size variants and paid extras.
3. **Set billing preferences**
   Review FSSAI / food licence details and default packing, delivery and charge-tax settings.

Your main tools
New bill · Menu · Saved bills · Bills & refunds · Restaurant reports

BUSINESS 06 · DAILY WORKFLOW

Follow these steps.

1. **Open New bill**
   Use the Menu tab on a phone. Search by name / barcode or filter by category.
2. **Choose items**
   Select a size, extras, quantity and item note if available. Unavailable items cannot be added.
3. **Review Current bill**
   Choose Dine-in, Takeaway or Delivery. Add a customer if the bill will have an unpaid balance.
4. **Check all charges**
   Review menu discount, packing, delivery, tax and the final total.
5. **Record actual payment**
   Use one or more payment rows. A walk-in bill needs full payment; a selected customer can retain a balance.
6. **Save and print**
   Save once, then open the saved bill for receipt, PDF / print, balance collection or a linked refund.

A takeaway bill
2 teas × ₹20 + 1 burger × ₹120 = ₹160. Add ₹10 packing: total ₹170. Receive ₹100 Cash + ₹70 UPI. Expected due: ₹0. Sample uses 0% tax.

BUSINESS 06 · STAY IN CONTROL

Useful tools. Clear checks.

Menu availability

Mark sold-out items unavailable. Update availability before taking further bills.

Refunds

Open the original bill and use its linked credit / refund. Enter a reason and money actually refunded; food is not restocked.

Restaurant reports

Choose From and To dates, then Apply dates. Review item quantities, net sales, mode receipts, refunds and expenses.

Menu cost estimate

Set a realistic per-portion cost. Reported profit uses captured menu cost and tagged expenses; include add-on costs in your estimate.

Before you finish

- ✓ The correct size and paid extras appear on the bill.
- ✓ Packing / delivery charges and tax match the agreement.
- ✓ The saved bill total and payment split agree.

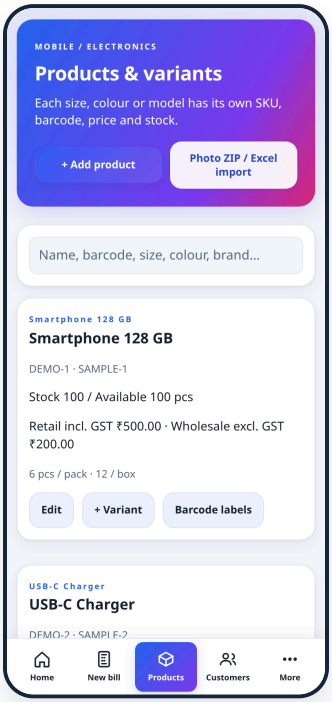
This preset covers billing. It does not send kitchen / waiter orders, maintain ingredient stock or provide kitchen-ready alerts.

BUSINESS 07 · GET READY

Mobile / Electronics

Track the device as well as the sale.

Best for: Phone shops, electronics retailers, accessory stores and device-repair counters.



Actual app interface in an isolated browser preview. Fictional sample records; native activation and hardware are not demonstrated.

1. **Choose the preset**
   Settings → Features → Business type → Mobile / Electronics.
2. **Create device products**
   Enter brand / model, RAM, storage, barcode, prices and applicable tax.
3. **Enable serial tracking**
   Record unique IMEI / serials for opening stock and purchases. Set agreed warranty months and terms.

Your main tools
Products · Device repairs · Warranty & buyback · Accessory bundles · New bill

BUSINESS 07 · DAILY WORKFLOW

Follow these steps.

1. **Choose customer and device**
   Open New bill. Select the exact model / SKU and customer.
2. **Select the serial**
   Choose the device IMEI / serial from available stock. Confirm it against the physical unit.
3. **Add accessories**
   Add individual products or an accessory bundle. Check quantities and discounts.
4. **Review warranty**
   Confirm the warranty terms and duration stored with the sale.
5. **Record and save**
   Enter actual payment, save once and verify the printed serial / warranty information.
6. **Handle later service**
   Open Device repairs for intake and estimates, or Warranty & buyback for the relevant original-sale record.

> **Two phones, two identities**
> Opening stock has serials SAMPLE-A and SAMPLE-B. Sell SAMPLE-A: one phone remains, SAMPLE-B. A warranty claim for SAMPLE-A must link to that sale, not another device.

BUSINESS 07 · STAY IN CONTROL

Useful tools. Clear checks.

Repair intake

Record device, IMEI / serial, complaint, condition photos, received accessories and technician. Never store customer unlock passwords in notes.

Estimate to delivery

Add labour and parts, issue estimate, record approval and advances, then final invoice once. Record settlement or agreed credit before delivery.

Warranty claims

Start from an eligible original sale line; update claim status and supplier reference. A claim record does not guarantee manufacturer acceptance.

Used-device buyback

Use a separate used-device product and document the serial, condition and amount actually paid. Review legal ownership and required local records.

Before you finish

- ✓ Each tracked physical device has a unique serial.
- ✓ Serials on stock, bill and device agree.
- ✓ Warranty terms are stated before the sale.

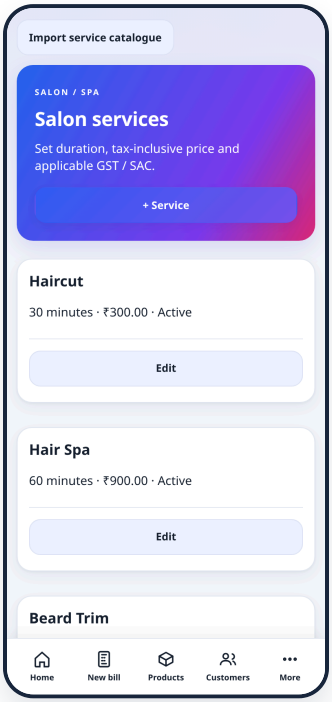
An accessory bundle expands to its component products. Review component stock and rates before saving the bill.

BUSINESS 08 · GET READY

Salon / Spa

Book a visit. Bill it once.

Best for: Salons, barbers, beauty studios and spas.



Actual app interface in an isolated browser preview. Fictional sample records; native activation and hardware are not demonstrated.

1. **Choose the preset**
   Settings → Features → Business type → Salon / Spa.
2. **Create services**
   Set service name, duration, price, applicable tax and active status.
3. **Add staff**
   Set staff details and commission settings. Review package terms and customer preferences when needed.

Your main tools
Salon services · Appointments / walk-ins · Packages & memberships · Salon staff & tips · Salon reports

BUSINESS 08 · DAILY WORKFLOW

Follow these steps.

1. **Book or receive a walk-in**
   Open Appointments / walk-ins. Choose customer, service, staff, date and time.
2. **Check the time slot**
   Duration is based on the selected services. The app checks overlapping appointments recorded on this device.
3. **Record an advance**
   Enter only money actually received for the appointment. Keep it linked to this visit.
4. **Complete the visit**
   Apply the eligible package session or membership benefit and review any balance.
5. **Record payment and tips**
   Enter remaining receipts. Record a tip separately so it is not confused with the service price.
6. **Review completion**
   Complete once to create the invoice. Check visit history, package balance, staff commission and payment totals.

> **Advance plus final payment**
> Haircut ₹300 at 0% sample tax. Receive ₹100 advance, then ₹200 after the visit. The service is billed once for ₹300; total receipts are ₹300.

BUSINESS 08 · STAY IN CONTROL

Useful tools. Clear checks.

Prepaid sessions

Sell a package to a named customer with sessions, expiry and terms. Review remaining sessions and unused value. Receipt of package money is separate from session billing.

Memberships

Set validity, fee and discount terms. Check the membership benefit during completion before collecting the final amount.

Cancellation and undo

Use the appointment's linked refund / undo flow. Refund an unbilled advance before cancellation when required; do not use an unrelated retail return.

Staff and preferences

Review commissions, tips and payouts separately. Store sensitive client notes only with consent and a clear business need.

Before you finish

- ✓ The chosen staff member has the correct time slot.
- ✓ The same visit is completed only once.
- ✓ Package use, advance, final payment and tip reconcile.

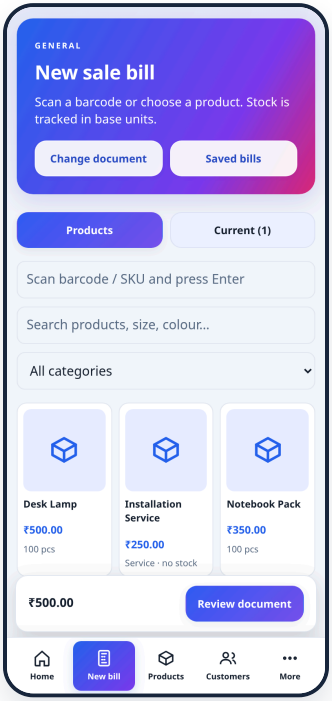
Appointment collision checks use records on this device. Separate phone and computer records are not shared automatically.

BUSINESS 09 · GET READY

General

Simple billing for mixed businesses.

Best for: Businesses selling a mixture of goods and services without a specialist workflow.



Actual app interface in an isolated browser preview. Fictional sample records; native activation and hardware are not demonstrated.

1. **Choose the preset**
   Settings → Features → Business type → General.

2. **Add goods and services**
   Use stock products for physical goods. Choose Service — no stock for work such as installation.

3. **Prepare customers and branding**
   Add customer details, business name, logo, address, tax settings and invoice format.

Your main tools
Products · New bill · Quotations · Collections · Reports

BUSINESS 09 · DAILY WORKFLOW

Follow these steps.

1. **Choose quote or direct bill**
   Use Quotations when a customer needs an agreed price first; use New bill for an immediate sale.
2. **Add goods and work**
   Choose products, service lines, quantities and agreed rates.
3. **Review the total**
   Check discounts, tax, customer details and payment terms.
4. **Record approval if quoted**
   Record the customer approval and reference, then convert the saved quotation once.
5. **Record payment**
   Enter actual cash / bank / UPI / card receipts and leave any agreed due balance.
6. **Save and check**
   Verify the invoice, product stock and customer balance; print or share the saved document.

Product plus installation
Desk lamp ₹800 + installation service ₹200 = ₹1,000 at 0% sample tax. Receive ₹600; customer due is ₹400. Lamp stock decreases by 1; the service has no stock movement.

BUSINESS 09 · STAY IN CONTROL

Useful tools. Clear checks.

Quotation history

A quotation does not move stock. Its approved conversion creates the invoice and moves goods stock once.

Purchases

Receive physical products through Purchase. Non-stock service SKUs belong on sales / quotations, not stock purchase receipts.

Returns and collections

Use the original invoice for linked returns. Allocate received money to the correct outstanding bills; unused receipts can remain advances.

Reports and backup

Review sales, stock, customer / supplier balances and expenses. Export a dated backup after the working day.

Before you finish

- ✓ Goods and non-stock services have the correct item type.
- ✓ The same quote is converted only once.
- ✓ Balances match actual receipts and linked credits.

Changing the business preset changes visible tools. It does not create a separate company or erase earlier records. Keep different businesses in properly separate data workspaces.

SHARED TOOLS · 01

Bring your catalogue in.

1. **Back up first**
   Export the current business backup before any large import.
2. **Choose the right catalogue**
   Use the demo or import file for your selected business type. Review the field names and sample rows before importing.
3. **Use the correct file**
   Open the relevant Items / Products / Medicine master import action. CSV / Excel carries fields; a compatible photo ZIP includes image files and matching references.
4. **Review the mapping**
   Match name, barcode / SKU, units, prices, tax and images. Pharmacy also needs batch, expiry, pack and MRP checks.
5. **Import a small sample**
   Try 2–3 rows first. Open the imported items and verify image, unit, price and opening quantity.
6. **Verify before the full import**
   Avoid duplicate barcodes or repeated opening stock. A normal catalogue update should not be used as an arbitrary stock reset.

For photos that remain available offline, use images embedded in the supported import ZIP / data. An external image URL alone is not an offline photo backup.

SHARED TOOLS · 02

Practise safely. Remove carefully.

1. **Choose the matching demo**
   Use the relevant business demo. Sample goods may have opening stock; service entries should not create physical stock.
2. **Keep sample work separate**
   A business-type switch does not isolate records. Avoid practising on a live business dataset.
3. **Open cleanup**
   In the current official app, use Settings → Remove demo data → Review demo items.
4. **Review eligibility**
   Only recognised, unused, unchanged demo entries are eligible. Edited entries or entries linked to bills / orders / bookings stay protected.
5. **Save the automatic backup**
   The native app saves and verifies a full backup before removal. If saving is cancelled or fails, nothing is removed.
6. **Confirm the result**
   Remove only the eligible selected entries. Keep the downloaded backup and review remaining products.

Cleanup is not a full reset and does not erase sample invoices already linked to history. Do not clear all app storage to remove a few demo products.

SHARED TOOLS · 03

Save first.
Print with confidence.

1. **Open a saved invoice**
   Confirm the invoice is saved before starting a print job.
2. **Choose the print route**
   Use Settings → Printing / native printer controls. For Canon G3010, G3770 or LBP2900, use the supported system driver / print service route.
3. **Review page settings**
   Choose A4 or receipt format, margins, copies and orientation. For Canon models, connection support depends on the model and operating system.
4. **Test the connection**
   Use Test Print. Compatible ESC/POS devices may support direct Bluetooth, private Wi-Fi/LAN, USB/OTG or a Windows RAW queue.
5. **Check actual paper output**
   Sent / queued / dialog opened is not proof that paper printed. Check the printer before sending another copy.
6. **If printing fails**
   Reopen the saved bill and reprint. Avoid creating a second sale just to obtain a receipt.

Canon printers should not be treated as generic ESC/POS printers. Bluetooth search and paper cutting apply only to compatible hardware; test your exact printer and driver.

SHARED TOOLS · 04

Protect your work.

Daily backup

Use Settings → Backup / Download backup, or the app Backup action. Confirm the file has saved outside the app. Keep a dated copy outside the original device.

Before updates

Back up, then install the official update over the existing app. Do not uninstall, clear app storage or delete security / profile files to fix an ordinary error.

Before restore

Export the current dataset first. Check that the selected backup belongs to the correct business. Restore can replace current records; it does not merge phone and computer histories.

Trial and renewal

The trial lasts 7 days after successful activation. Paid plans show their validity and device limits. Activate / renew online, then work offline through the signed entitlement expiry.

Expiry reminders

Review the app trial / plan banner and reminders. A reminder is not an automatic renewal or charge. Confirm current price and terms on View plan before payment.

Do not share backups casually: they may contain customer details, prescription attachments, business history and photos. A licence server is not a backup of your daily bills.

SHARED TOOLS · 05

A simple closing routine.

1. **Review today’s bills**
   Check saved invoices and linked returns for the right date range.
2. **Reconcile actual receipts**
   Compare Cash, UPI, Card and Bank receipts with money received. Include refunds and earlier-bill collections.
3. **Review work and stock**
   Check low stock, overdue customer dues and the business-specific pending-work list.
4. **Save a dated backup**
   Verify the backup file exists. Keep an external copy before major changes.
5. **Ask for help with context**
   Open Help & guide for the chosen business. If needed, provide app version, device model, screen name and exact error. Hide customer data and passwords.

Need a hand?

WhatsApp: +91 77368 82381
cornerthwiba@gmail.com
Support: 9 AM–6 PM, India time

Official product page →

Guide scope: source-checked instructions and app-interface previews. Printer behaviour, native installation, tax treatment and specialist legal requirements must be verified for your business and device. Screen labels can vary by app version.