

Solumed Business Manager

User Manual

The complete offline till for your business

Android - Windows - Mac

Version 3.0 - July 2026

Solumed Plus Limited - WhatsApp 0775 377 245

Contents

Welcome to Solumed Business Manager

1. Installing the app
2. First run - the setup wizard
3. The demo shop
4. Business types - the app shapes itself
5. Selling - the Point of Sale
6. Stock - products and inventory
7. The Debtors book - who owes you
8. Customers and invoices
9. Money out - expenses and payroll
10. Reports - know your business
11. Staff - users, roles and PINs
12. Taxes - set for your country, editable by you
13. Mobile Money / Agent Banking (the float module)
14. Printing on a Bluetooth thermal printer (phone)
15. Several tills in one shop (multi-till)
16. Keeping your data safe - backups
17. Settings reference
18. Troubleshooting
19. Getting help

Welcome to Solumed Business Manager

Solumed Business Manager is a complete point-of-sale and business manager built for real African businesses - shops, supermarkets, pharmacies, restaurants, salons, hotels and mobile-money agents. It runs on Android phones and tablets, Windows computers and Mac computers.

The most important thing to know: Solumed works completely OFFLINE. No internet is ever needed to sell, manage stock, or see your reports. Your business data lives on your own device, in one file you can back up.

- Sell fast, with receipts - cash, mobile money, card, or on credit
- Track stock, expiry dates and low-stock alerts
- Know exactly who owes you money (the Debtors book)
- Daily, weekly and monthly business reports you can send on WhatsApp
- Taxes set up for your country - and fully editable
- Staff accounts with roles, PINs and a full audit trail
- For mobile-money agents: a complete float and commission manager

First-time sign-in on every platform: username admin password admin123 (change it immediately under Users).

1. Installing the app

1.1 Android (phone or tablet)

1. Copy the APK file to the phone using a USB cable, Google Drive or SHAREit. Avoid WhatsApp - it can damage the file.
2. If an older Solumed is already installed, uninstall it first (long-press the icon, then Uninstall).
3. Tap the APK file to install. If the phone says 'Install unknown apps', allow it for your file manager: Settings, Apps, Special app access, Install unknown apps, then allow your file manager.
4. If Play Protect shows a warning, tap 'More details' then 'Install anyway'. The app is safe - the warning only appears because it is not from the Play Store.
5. Open Solumed from your app list and sign in.

1.2 Windows computer

You receive two files. Use the right one:

- Solumed-Setup.exe - THE INSTALLER. Use this one. It installs the app properly, creates a Desktop icon and a Start-Menu entry, and can be uninstalled from Settings > Apps.
 - Solumed Business Manager.exe - the portable version. It simply runs when double-clicked (nothing is installed, no icon is created). Use it only for a quick run from a flash disk; delete the file to remove it.
1. Double-click Solumed-Setup.exe.
 2. If a blue 'Windows protected your PC' box appears, click 'More info' then 'Run anyway'.
 3. Click Next / Install. A Desktop icon appears when it finishes.

TIP: To uninstall later: Start Menu > 'Uninstall Solumed Business Manager', or Settings > Apps. Your business data is NOT deleted by an uninstall.

1.3 Mac computer

1. Open Solumed-Business-Manager-Mac.dmg.
2. Drag 'Solumed Business Manager' onto the Applications shortcut.
3. First time only: right-click the app in Applications and choose Open (macOS asks once because the app is unsigned).

2. First run - the setup wizard

The first time you sign in on a new till, a short setup wizard appears. It must be completed before trading - it takes under a minute and makes sure your money, taxes and receipts are correct.

1. Business name - appears on every receipt and report.
2. Type of business - you must choose one. The app reshapes itself around it (see chapter 4). You can change it later in Settings.
3. Country - this loads your currency, your tax authority's name, and a starter tax list for your country (see chapter 12). Uganda, Kenya, Tanzania, Rwanda, Nigeria, South Africa, United States, United Kingdom and Other/Custom are built in.
4. Business phone and location - optional, shown on receipts.

After the wizard: add your products (chapter 6), then start selling (chapter 5). Everything the wizard set can be changed later in Settings.

2.1 The licence and free trial

Every new install runs free for 30 days. After that the app asks for a licence key. Send the Device ID shown on the activation screen to your supplier; they send back a key for that device. Enter it once - the licence never needs the internet.

If an agent sold you the app, enter their agent code on the activation screen so your supplier knows who served you.

3. The demo shop

Solumed includes a realistic sample shop (products, sales, a customer debt) so you can explore safely before entering real data.

- On a brand-new install: tap 'Try a demo shop (sample data)' on the sign-in screen. When you are ready to go live, use Settings > Erase data to start fresh - your settings and licence are kept.
- On a computer that already has real business data: the sign-in screen shows 'Open demo shop (sandbox)' instead. This opens the demo in a completely separate file - your real records cannot be touched. An orange DEMO SHOP banner reminds you where you are; choose 'Leave demo' to return to your business.

4. Business types - the app shapes itself

Choosing a business type shows the tools your trade needs and hides the rest. Change it any time in Settings - the app reshapes, nothing is deleted.

Business type	What it adds
General Retail	The standard shop: barcode selling, invoices
Supermarket / Grocery	Adds expiry-date and batch tracking for perishables
Pharmacy / Clinic	Prescription capture, drug register, batch and expiry tracking
Restaurant / Bar	Table management and open tabs, menu quick-tap
Salon / Barbershop	Service menu, staff commission tracking
Hotel / Guesthouse	Rooms, check-in / check-out, room-night billing
Mobile Money / Agent Banking	The full float module (chapter 13)
Other	Behaves like General Retail

5. Selling - the Point of Sale

5.1 Ringing up a sale

1. Open Sell (phone) or Point of Sale (computer).
2. Find the product: type part of its name, scan its barcode with a USB barcode scanner, or tap it in the list. With the search box empty, your best sellers appear first (marked with a star) so the items you sell all day are one tap away.

-
3. The item drops into the basket. Adjust the quantity with the + and - buttons, or tap the quantity number itself to type an exact amount (for example 0.5 kg). On the computer you can also double-click a basket line to type a quantity.
 4. Choose the payment method: Cash, Mobile Money (with provider and reference), Card / Bank, Split, or Credit / Account (see 5.3).
 5. Enter the amount received - the change is calculated for you - and complete the sale. A receipt appears, ready to print or share.

5.2 Receipts

- Print - to the system printer (computer) or a Bluetooth thermal printer (phone, see chapter 14).
- Share - on the phone, send the receipt by WhatsApp or SMS from the share sheet.
- Reprint - open Dashboard, find the sale under Recent sales, and tap it to review, reprint or share. Reprints are clearly marked REPRINT.

Receipts automatically carry your business name, address, phone, TIN, the cashier's name, VAT, mobile-money references, and your footer message - all set in Settings.

5.3 Selling on credit

For a trusted customer who will pay later, choose the payment method 'Credit / Account', enter the customer's name and any deposit they pay now. The receipt shows the BALANCE OWED, and the debt appears in the Debtors book (chapter 7) until it is cleared.

5.4 Park and resume, discounts, voids

- Park sale - set a sale aside while you serve someone else, then resume it.
- Discount - enter an amount off at checkout; every discount is recorded in the audit trail with who gave it.
- Void - cancelling a completed sale needs a Manager or Admin approval and a reason, and is logged. Stock returns to the shelf automatically.

6. Stock - products and inventory

6.1 Adding products

1. Open Stock (phone) or Inventory (computer) and choose Add.
2. Enter the name, category, unit (pc, kg, litre...), cost price, selling price, opening quantity and a reorder level.
3. Pharmacies and groceries can also record batch numbers and expiry dates.

6.2 Importing many products at once (CSV)

1. Tap 'Template' to save a ready-made CSV file. On the phone it is saved to Downloads/Solumed, easy to find in any file manager.
2. Fill it on a computer - one product per row - then copy it back and tap Import.

6.3 Keeping stock right

- Stock-take - count the shelves, enter actual quantities, and the app adjusts the records and logs every variance.

-
- Low-stock alerts - anything at or below its reorder level appears on the Dashboard and under Stock alerts.
 - Expiring soon - groceries and pharmacies see everything expiring within 30 days, before it becomes a loss.
 - Suppliers - keep supplier contacts and link them to products.

7. The Debtors book - who owes you

Every shop has customers who take goods and pay later. Solumed replaces the exercise book:

- Phone: More > Debtors. Computer: Point of Sale > Debtors tab.
 - The top bar shows the total: '3 customers owe you UGX 150,000'.
 - Each debt shows the customer, the receipt, the date, and what is still owed.
1. When a debtor pays (all or part), tap Pay / Record payment on that debt.
 2. Enter the amount received and how it was paid (cash or mobile money).
 3. The balance updates instantly; when it reaches zero the debt is cleared automatically. Every payment is logged and shown in the payment history.

TIP: You cannot record more than a customer owes - the app blocks overpayments.

8. Customers and invoices

8.1 Customers

Keep a customer register (name, phone, TIN, type) under More > Customers (phone) or Point of Sale > Customers (computer). Named customers appear on receipts and in the Debtors book.

8.2 Invoices (for business and corporate customers)

1. Open Invoices, choose the customer, enter the amount and a description of what is being billed, and create the invoice.
2. Tap the invoice (phone) or select it and choose Print invoice (computer) to produce a full printed invoice with your company letterhead - name, address, TIN, the bill-to details, the description, VAT, the total, what has been paid, and the BALANCE DUE.
3. Record payments against the invoice as they come in; the status moves from Unpaid to Part-paid to Paid.

Invoices can be printed, shared on WhatsApp, or printed to a Bluetooth printer, just like receipts.

9. Money out - expenses and payroll

9.1 Expenses

Record every business cost - rent, transport, airtime, stock purchases - under Expenses with a category, vendor and amount. Expenses feed directly into your profit reports, so your net profit is real.

9.2 Staff pay (payroll)

1. Register each staff member with their monthly pay under Users > Staff & Payroll (computer) or More > Staff & Payroll (phone).

2. Run the payroll for the month: the app works out each person's income tax withholding and social-security contributions from the rates set for your country, and shows the net wages to pay out.
3. Every run is kept in the payroll history, and the totals flow into your tax page and profit reports automatically.

10. Reports - know your business

10.1 The Dashboard

The Dashboard greets you with today's sales, this month's total, and the numbers that matter for YOUR trade (clients today for a salon, room-nights for a hotel, float and commission for an agent, expiring and low stock for a pharmacy). Below it: top sellers and recent sales - tap any recent sale to review or reprint it.

10.2 The Business Report (daily / weekly / monthly)

1. Open Reports (phone: bottom bar; computer: Dashboard > Reports > Business Report).
2. Pick a period: Today, Yesterday, Week, Month, or any date range with the calendar buttons.
3. You get the full picture: sales and transaction count, how money came in (cash / mobile money / card), discounts and voids, cost of goods, expenses, gross and net profit, top sellers, staff performance and mobile-money breakdown.
4. Tap 'Preview report' to see it exactly as it will print, then Share to send it on WhatsApp (for example, to the owner every evening), Save it as a file, or Copy it (computer).

10.3 Day close / Cash-up

At the end of each day, count the drawer and run the Day / Cash-up: the app shows expected cash against counted cash and records the variance. In the evening, if sales were made but no cash-up done, the app gently reminds you once. A daily cash-up is the best theft protection there is.

10.4 Other reports

- Profit & Loss - revenue, cost of goods, expenses, payroll, net profit.
- Inventory valuation - what your stock is worth at cost and at selling price.
- Balance Sheet - assets (cash, stock, debtors, float, equipment), liabilities (loans), and owner's equity, with a built-in balance check.
- Staff performance - sales and commission per staff member.
- Audit log (Admin) - every sensitive action: voids, discounts, price changes, erases, debt payments, with who and when.

11. Staff - users, roles and PINs

11.1 Roles

Role	Can do

Admin	Everything, including Settings, Users and the Audit log
Manager	Day-to-day running: selling, stock, reports, cash-up
Cashier	Selling only

1. Create staff accounts under Users: username, password (minimum 6 characters), role - and optionally a 4-6 digit PIN.

11.2 Fast user switching with PINs

On a shared till, staff should not share one login - otherwise reports cannot tell you who sold what. With PINs, switching takes two seconds:

- Phone: on the sign-in screen, enter the username, type the PIN in the password box and tap the PIN button.
- Computer: click 'Switch user (PIN)' at the bottom of the sidebar, pick the user and enter the PIN.

Set or change a PIN under Users (computer: select the user, Set PIN; phone: enter it when creating the user).

12. Taxes - set for your country, editable by you

Solumed's tax page estimates what you owe from your real sales, payroll and profit figures - so tax time is never a surprise. Nothing is filed automatically; it is a planning tool. Always verify current rates with your revenue authority.

12.1 Country presets

Your country choice in the setup wizard loads everything: the currency, the authority's name (URA, KRA, TRA, RRA, FIRS, SARS, IRS, HMRC...), the VAT or sales-tax rate, payroll contribution rates, and a starter list of the taxes that trade usually meets in your country.

To change country later: open Taxes, pick the country and press Apply (computer: 'Load country defaults'). The app asks before replacing the tax list.

12.2 Editing taxes

- Every tax is just a name, a rate (or fixed amount) and a period - and every one is editable. Tap the pencil next to a tax (phone) or select it and choose Edit (computer).
- Add your own taxes - a county levy, a market fee, anything - with 'Add tax'.
- Set your business profile (entity type and VAT registration) so the right taxes are flagged as applying to you.

If your country is not in the presets, choose Other / Custom and build your own list in minutes.

13. Mobile Money / Agent Banking (the float module)

For agents, Solumed is a complete float manager. Choose the business type 'Mobile Money / Agent Banking' and the app opens on the Float page.

13.1 Float accounts

Create an account per float you hold - MTN float, Airtel float, bank float - plus the cash drawer. Every

transaction moves value between the drawer and a float in opposite directions, exactly like real agency.

13.2 Transactions

1. Customer deposit (cash in): cash goes up, e-float goes down.
2. Customer withdrawal (cash out): cash goes down, e-float goes up.
3. Commission is filled in automatically from the built-in MTN and Airtel tariff tables - or type your own amount or a percentage. The tariff tables are editable under Commission rates.
4. Transfers move float between any two accounts (bank to MTN, Airtel to bank...), with an optional fee recorded.

TIP: The app blocks any transaction that would push a float or the drawer below zero - a typing mistake cannot corrupt your books.

13.3 Day close and the agency report

- Day close - count the drawer and confirm each float from the provider app; the app records variances and resets the books to reality.
- Agency report - deposits, withdrawals, commission earned and fees paid for any day, week or month, per account, ready to send to the boss on WhatsApp.
- Balance sheet - includes all floats, so you always know your true position.

14. Printing on a Bluetooth thermal printer (phone)

1. Pair the printer with the phone first: phone Settings > Bluetooth.
2. In Solumed, open Setup and find 'Bluetooth receipt printer'. Pick your printer from the list and tap Save printer.
3. Tap 'Test print' - if a test slip comes out, you are done.
4. From now on, receipts and invoices show a Print button that goes straight to the printer.

Works with the common, affordable ESC/POS thermal printers. On the computer, printing uses the normal system printer chosen in Settings.

15. Several tills in one shop (multi-till)

Run more than one till off your shop's Wi-Fi - no internet needed. One device is the Main till and holds the data; the others connect to it and share live stock and one combined report.

1. On the main device: Settings > Multi-till > 'Main till (server)' and save. Note the address it shows.
2. On each extra till: Settings > Multi-till > 'Connect to the Main till', enter that address, test, and save.
3. Sell on any till - stock and reports stay in one place.

TIP: Only back up and restore on the MAIN till: that is where the data lives.

16. Keeping your data safe - backups

Your whole business is one file. Protect it:

- Automatic safety copy - once a day, the app quietly saves a backup (the last seven are kept). If no backup has happened for a week, the Dashboard shows a warning.
- Manual backup - Settings > 'Back up now' (phone: saved to Downloads/Solumed; computer: choose where). Copy it to a flash disk or Google Drive regularly - that one file is all you need to restore.
- Restore - Settings > 'Restore from backup' and pick the file. The app checks it is a valid Solumed backup before touching anything.
- Erase data / start fresh - clears demo or test activity so you can go live. It keeps your settings, users, taxes and licence, and makes a safety backup first automatically.

17. Settings reference

- Business details - name, type, TIN, registration number, P.O. Box, phone, email, address. These print on receipts and invoices.
- Currency and VAT rate - usually set by your country choice; editable.
- Receipt printer and receipt footer message.
- Display size - make all text bigger or smaller (computer).
- Backup & restore, Erase data (chapter 16).
- Multi-till (chapter 15).
- Bluetooth receipt printer (phone, chapter 14).
- Solumed Online - an optional add-on: when internet happens to be available, the till can send a small daily summary to a private web dashboard so the owner can watch the shop from anywhere. The shop keeps working fully offline; if the internet or the subscription stops, nothing at the till changes. Ask your supplier to set it up.
- Change password - change any user's password (Admin).

18. Troubleshooting

Problem	Fix
Android: 'App not installed'	Uninstall the old Solumed first; allow 'Install unknown apps' for your file manager; transfer the APK by USB/Drive, not WhatsApp.
Windows: blue 'protected your PC' box	Click 'More info', then 'Run anyway'.
Windows: no icon / can't uninstall	You ran the portable exe. Run Solumed-Setup.exe instead - it creates the icon and the uninstall entry.
Mac: 'app can't be opened'	Right-click the app and choose Open (needed once only).
Forgot admin password	Another Admin can reset it under Users. Keep at least two Admin accounts.

Printer prints nothing (phone)	Re-pair the printer in phone Bluetooth settings, re-select it in Setup, and Test print. Charge the printer.
Sale won't complete - 'not enough stock'	The shelf quantity is lower than the basket. Correct stock with a stock-take, or reduce the quantity.
Numbers look wrong after testing	Settings > Erase data clears test activity but keeps products, settings and licence.
Extra till can't connect	Both devices must be on the same Wi-Fi; re-check the main till's address; test with the Test button.

19. Getting help

Your supplier is your first line of support.

Solumed Plus Limited - Call / WhatsApp 0775 377 245 - kaysfrancis@gmail.com

When reporting a problem, say which device (phone / Windows / Mac), what you tapped, and what the screen said. A photo of the screen helps.