USER MANUAL AND COMPLETE PRODUCT GUIDE

LankaNova POS SYSTEMS

One POS for every business. One system for retail, food, services, health, education and wholesale. Made in Sri Lanka.

Version 1.9.6 LankaNova Digital Solutions · Kandy, Sri Lanka www.lankanova.online

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Who this guide is for

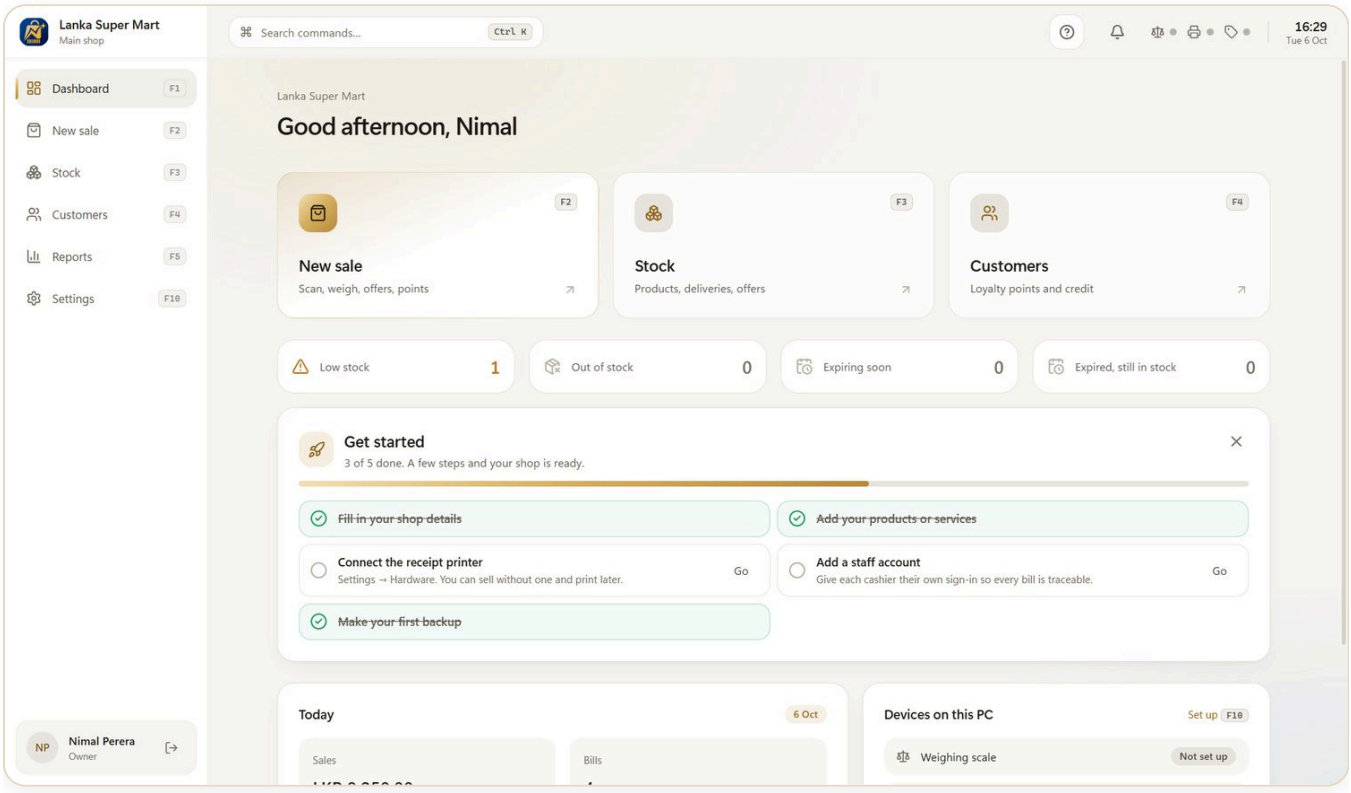
Shop owners and managers who want to know what LankaNova POS SYSTEMS does and how to start; staff who use it every day; and anyone comparing it with other systems. Chapter 4 explains how your data and your licence are protected. Chapter 9 lists the everyday tasks step by step, and chapter 10 has a separate guide for each of the 24 business types: read your own, and skip the rest.

1. About LankaNova POS SYSTEMS

LankaNova POS SYSTEMS is a complete point-of-sale and shop-management system for Windows PCs, made in Sri Lanka by LankaNova Digital Solutions. It is not one program for one kind of shop. It is one installer that turns itself into the right system for your business: a jeweller gets gold rates and tagged pieces, a restaurant gets tables and a kitchen screen, a clinic gets doctor sessions and tokens, a wholesaler gets reps, routes and cheques.

Every shop gets the same fast, keyboard-friendly till, accurate stock, customers with credit and loyalty, day-end cash control, printed receipts and tags, staff accounts, automatic backups and a clear set of reports. On top of that comes the part that is specific to your trade, chosen when LankaNova sets up your App ID, so your screens show only what you actually use.

It keeps working when the internet does not. Your sales are saved on your own PC first, and sync to your private cloud when you are online. Updates arrive by themselves, and every one is digitally signed before your PC accepts it. Your data is protected in layers, from sign-in to backups: chapter 4 explains them all.



The Dashboard: your day at a glance, with a checklist that helps a new shop get started.

For owners

Know what sold, what is owed, what is running low and what the cash drawer should hold, from anywhere.

For staff

Big buttons, short keys and a Help (?) button that explains each screen in a few steps.

For your business

Only the tools your trade needs, and a team in Kandy to set them up and keep them working.

2. The 5 categories and 24 business types

Your business type is set by LankaNova when your App ID is created. It decides which screens, reports and starting categories you get.

A. Retail (10 business types)

Shops that sell products from shelves and stock rooms.

Business type	What it is for
Jewellery	Gold and silver shops that sell unique pieces by weight. Gold rates by purity (24K, 22K, 18K...) · Every piece has its own tag and barcode · Job cards for repairs and special orders
Supermarket / Grocery	Self-service shops and groceries with fast billing. Sold by weight (kg, g) with label-scale barcodes · Batch numbers and expiry alerts · Offers, bundles, multi-buy deals and loyalty points
Pharmacy	Pharmacies with batches, expiry and prescription rules. Batch numbers and expiry alerts · Generic names, substitutes, prescription and controlled-drug registers · Customer records
Hardware	Hardware, building and plumbing supplies. Sold by kg, metre, bundle or piece · Quotations that become invoices · Contractor (wholesale) prices per product
Clothing / Textile	Fashion, sarees, fabric and footwear. Size and colour variants under one style · Offers and loyalty points · Job cards for alterations and tailoring
Mobile & Electronics	Phones, computers, appliances and repairs. IMEI and serial numbers with warranty cards · Repair job cards · Monthly installment plans
Bookshop & Stationery	Books, school supplies, printing and photocopy. Offers and loyalty points · Fast barcode billing for thousands of small items
Auto Parts	Spare parts, oils, tyres and batteries. Serial numbers and warranty for batteries and big parts · Quotations for garages and fleet customers
Furniture	Furniture and mattress showrooms. Quotations with advance payments · Monthly installment plans · Serial numbers and warranty
Liquor Store	Wine stores and bars that sell bottles. Sold by bottle, case or measure · Batch tracking

B. Food & Hospitality (4 business types)

Places where food, drink and rooms are served.

Business type	What it is for
Restaurant	Dine-in restaurants with tables, waiters and a kitchen. Floor plan with tables, waiter phones over WiFi · Kitchen screen and kitchen order tickets by station · Staff commission
Café / Bakery	Cafés, bakeries and short-eat shops with counter tokens. Table service and counter tokens · Kitchen screen · Cake orders with advance payment · Weighed items
Hotel / Guest House	Hotels and guest houses with rooms and a restaurant. Rooms, reservations, check-in and guest folio · Housekeeping board · Restaurant, bar and room service
Fast Food / Takeaway	Quick-service takeaways with a fast token queue. Kitchen screen and token display for the customer TV · Delivery apps (PickMe, UberEats) in one inbox

C. Services (5 business types)

Businesses that sell time, skill and bookings.

Business type	What it is for
Salon & Spa	Hair, skin, nails and bridal services. Appointment calendar by staff member · Memberships and packages · Staff commission and payouts
Vehicle Service Center	Garages and service centers. Job cards with parts, labour and customer approval · Vehicle history and service-due reminders · Mechanic commission
Laundry / Dry Cleaning	Laundries with drop-off, tags and collection. Drop-off with tagged pieces and a rack number · Part collection and advance payments · Unclaimed-clothes alerts
Gym / Fitness	Gyms and fitness studios. Membership plans, check-in and freezes · Renewal and expiry alerts · Personal-training bookings
Rentals	Equipment, event items and vehicle hire. Availability, deposits and late fees · Check-out, return and damage · Utilisation report

D. Health & Education (3 business types)

Clinics, opticals and institutes that keep records on people.

Business type	What it is for
Clinic / Channelling	Doctor channelling centres and family clinics. Doctor sessions and numbered tokens · Consultation notes and prescriptions, kept private · Appointments and doctor commission

Business type	What it is for
Optical Shop	Opticians with eye tests and spectacle orders. Customer eye-test records · Frame and lens orders with advance and lab status
Tuition Class / Institute	Tuition classes, institutes and music or language schools. Classes, monthly fees and attendance · Student records and cards

E. Wholesale (2 business types)

Distributors who sell in bulk to other shops, on credit.

Business type	What it is for
Wholesale / Distributor	Distributors who sell to retailers with credit. Sales reps, routes and customer credit limits · Cheque tracking · Rep commission
Agro / Fertilizer	Agro shops selling fertilizer, seeds and feed. Batch and expiry tracking · Sold by kg, bag or litre · Reps, routes and cheques for credit customers

3. Core features every business gets

These work the same in all 24 business types.

Fast billing

Scan a barcode or type part of a name and press Enter. Type 3* before a scan to sell three. Line discounts, bill discounts, cash, card and bank transfer, split payments, and a receipt in seconds. Everything works from the keyboard (F1 to F10, Ctrl K to find anything) and from the touch screen.

Stock you can trust

Products with barcodes and units, low-stock alerts, deliveries from suppliers that update cost and quantity, stock adjustments with a reason, and a history of every movement. Batches, expiry, serial numbers and variants switch on for the businesses that need them.

Customers, credit and loyalty

A customer file with bills, loyalty points and what they owe. Sell on credit, receive part payments, send WhatsApp reminders with one click. Offers, bundles and multi-buy deals.

Day-end control

Close the day with a cash count. See sales by payment method, discounts, voids and credit given, so the drawer always matches the books. Every void needs a reason and is logged.

Reports that answer questions

One Reports screen, grouped by what you want to do: day end, sales, items sold, stock position, profit and customers who owe. Every report opens on screen, saves as a PDF with your shop name and letterhead, and exports to Excel (CSV). Each business type adds its own reports: hotel occupancy, doctor income, rep performance, customer aging and more.

VAT, SSCL and NBT tax invoices

Switch VAT on and every bill, in every business type, becomes a proper tax invoice: your TIN, a running IRD invoice number (YYMMM_CODE_00001), the value of supply, VAT by tax class (standard, zero rated, exempt) and the buyer's TIN. Cancel a bill and it gets a credit note number. An A4 tax invoice PDF can be saved or printed for any bill.

IRD-style VAT report as a PDF

Output tax, credit notes, input tax from supplier invoices and the VAT payable, with the Schedule 01, 02 and 04 listings attached, plus SSCL and NBT worked out per quarter. It is a designed PDF carrying your shop's name, ready to give to your accountant. Check it against the IRD's current forms before filing.

Accounting export: Tally and QuickBooks

One place for everything your accountant asks for: a Tally XML file, a QuickBooks journal CSV, and sales and purchases registers. Ledger names are set once in Settings so they match your books.

People and permissions

One sign-in for every person, so every bill has a name. Owner, manager, cashier, waiter and kitchen roles decide who may see profit, change prices or void a bill. Five wrong passwords lock an account for a while. Waiters and kitchen staff sign in with a PIN on their own phone or screen.

Printers, scales and drawers

58 mm and 80 mm thermal receipt printers (USB, Wi-Fi, Bluetooth, network or COM port), barcode label printers (Zebra ZPL and TSC TSPL), serial weighing scales and cash drawers. A Save-as-PDF mode shows exactly how a receipt or tag will look at its real size, without a printer.

Backups and data tools

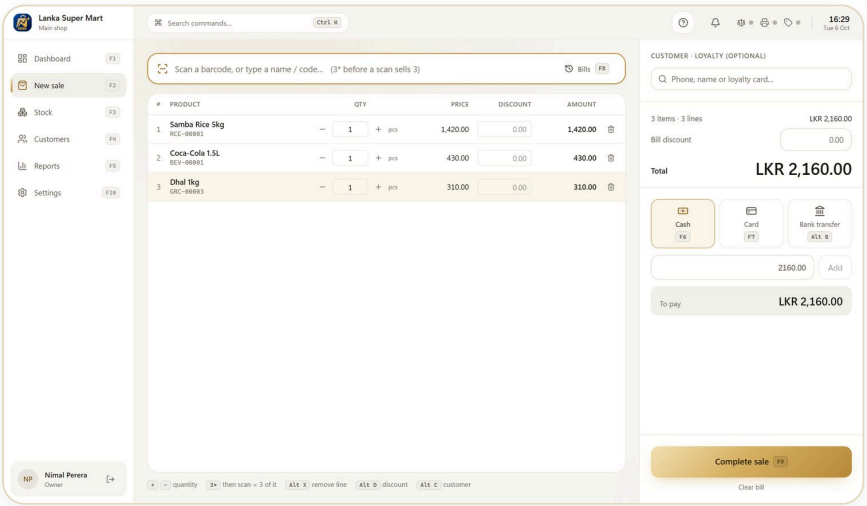
An automatic backup every day, one before every update, manual backups and one-click restore. Copies you take away on a USB stick are password protected. Import products and customers from Excel with a preview, export any list, check the database and verify a backup. Nothing is applied until you confirm.

Your cloud, your branches

Sales sync to a private cloud database that belongs to your business alone, so the owner can see every branch from anywhere. Branches and extra PCs are added with a one-time key.

Always up to date

New versions download quietly in the background and install at the next sign-in, after a backup. The Help button (?) explains each screen in plain steps, and a Get-started checklist guides a new shop.



The till: scan or type, adjust quantities, pick payment and press Complete sale (F9).

4. Security and your data

Built to protect a shop, not just to run a till. Your sales, your customers and your staff records are the most valuable things in your business. LankaNova POS SYSTEMS protects them in layers, so that no single mistake or trick opens everything. This chapter explains each layer in plain words, what it stops, and the few things that you should do yourself.

1. Sign-in: every person has their own key

Nobody shares an account. Every bill, void and price change carries the name of the person who did it.

- Passwords are never stored. The POS keeps only a salted, one-way scrypt fingerprint of each one, so even a copy of the data file does not reveal a single password.
- A password needs at least 8 characters, may not be a common password and may not be the username. Owner and manager PINs have 6 digits.
- Guessing does not work. Every fifth wrong try locks that account, for 5, then 10, 20, 40, 80 and finally 160 minutes, and the count keeps growing.
- Waiters and kitchen staff cannot sign in at the till at all. They use a PIN on their own paired phone or screen, and that PIN opens only their job.

2. Permissions: people can do only their job

Owner, manager, cashier, waiter and kitchen roles decide what each person sees and does.

- Profit, margins, the activity log, backups, restore and tax settings are owner-only. A cashier sees none of them.
- Voiding a bill, giving a discount or changing a price needs the right role, and a void always needs a written reason.
- A paid bill can never be edited. It can only be cancelled, and the cancellation is kept on record (for a VAT bill it gets its own credit note number).

3. A log that shows when someone tampers with it

The activity log records who signed in, sold, discounted, voided, changed a price or changed a setting, and when.

- Each entry carries a fingerprint of the entry before it, like links in a chain. If anyone edits an entry, or removes one from the middle, the chain breaks.
- Settings, Database & cloud, Check tells you at once if the chain is broken and where.
- Only the owner can read the activity log.

4. Your data stays yours

Your shop's data is saved on your own PC first, in one file, so selling never depends on the internet or on anyone else's server.

- Your cloud copy lives in a database that belongs to your business alone. Another business's data is never in it and never reachable from it.
- Clinical records (consultation notes and prescriptions) never leave the shop PC at all, and only clinicians can read them.
- Phones and tablets on your shop WiFi talk to your PC, not to a public server.
- Windows keeps your Documents folder private from other Windows accounts. For stronger protection against a stolen PC, turn on BitLocker (see the checklist below).

5. Backups that are safe when they leave the shop

A backup that anyone can open is a leak waiting to happen, so copies that leave your PC are locked.

- An automatic backup is made every day and before every update, and kept on the PC for quick recovery.
- Save a copy (USB) asks you for a password and writes an AES-256 encrypted file. Without the password it cannot be read. A wrong password, or a file that was changed even by one byte, is refused and nothing is touched.
- Restoring is owner-only, and the POS keeps a safety copy of your current data first, so a mistaken restore can be undone.

6. The program protects itself

A shop program must not be easy to open up and rewire, so the installed program is locked down.

- The program checks its own code when it starts and refuses to run if it was changed.
- It cannot be started as a plain script or with debugging switches, and developer tools are switched off.
- The window can show only the POS's own pages. Links open in your browser, and the app asks for no camera, location, USB or other permission.
- Test and developer features do not exist in the version you install.

7. A licence that cannot be copied or faked

Your licence is digitally signed, so it cannot be edited, and it is tied to your PC and your shop, so it cannot be moved.

- Copying the POS and its data to another PC does not work: the licence names the PC it was issued to and the other PC refuses it. Moving to a new PC needs a new activation key.
- Changing the Windows clock does not help. The POS remembers the latest time it has seen in three separate places and counts its own running time.
- The POS checks its licence every hour and keeps working for up to 7 days with no internet, so a power cut or a broken router never stops your till.

8. Updates you can trust

An update is code that runs on your shop PC, so it must come from LankaNova and nobody else.

- Every release is digitally signed before it is published, with a key that is kept off the servers that deliver it.
- Your POS downloads the update, checks the signature and installs it only if it is genuine. An unsigned or altered file is deleted and never run.
- A backup is made before every install.

9. Phones, tablets and kitchen screens

Mobile access is switched on only when you want it, and each device can do only the job it was paired for.

- Pairing needs a 6-digit code that works once and expires in five minutes.
- Every device has its own long secret token, stored only as a one-way fingerprint on the PC. Remove a device in Settings, Mobile access and it is cut off immediately.
- The live-update link uses a one-time ticket that lasts 30 seconds, so secrets never sit in a web address.
- Every request is checked against the kind of device, the person's role and your licence.

What you should do too

- ✓ Turn on BitLocker (Windows Pro) on every PC that holds customer or clinical data. It is the one protection the POS cannot add for you.
- ✓ Give every person their own account. Never share the owner password; use a different PIN for each waiter.
- ✓ Remove or deactivate a person's account on the day they leave.
- ✓ Save a password-protected copy to a USB stick every week, and keep the stick somewhere other than the shop.
- ✓ Choose a USB-copy password you will not forget. Without it the copy cannot be opened by anyone, including LankaNova.
- ✓ Keep staff WiFi separate from guest WiFi, and give the POS PC a fixed address.
- ✓ Keep Windows updated and use up-to-date antivirus.
- ✓ Run Settings, Database & cloud, Check once a month and read the result.

Honest limits

No program can fully stop the owner of a PC who is determined and technical. The aim is to make cheating expensive, visible and short-lived, and to keep the real control on LankaNova's servers (updates, cloud sync and licence renewal).

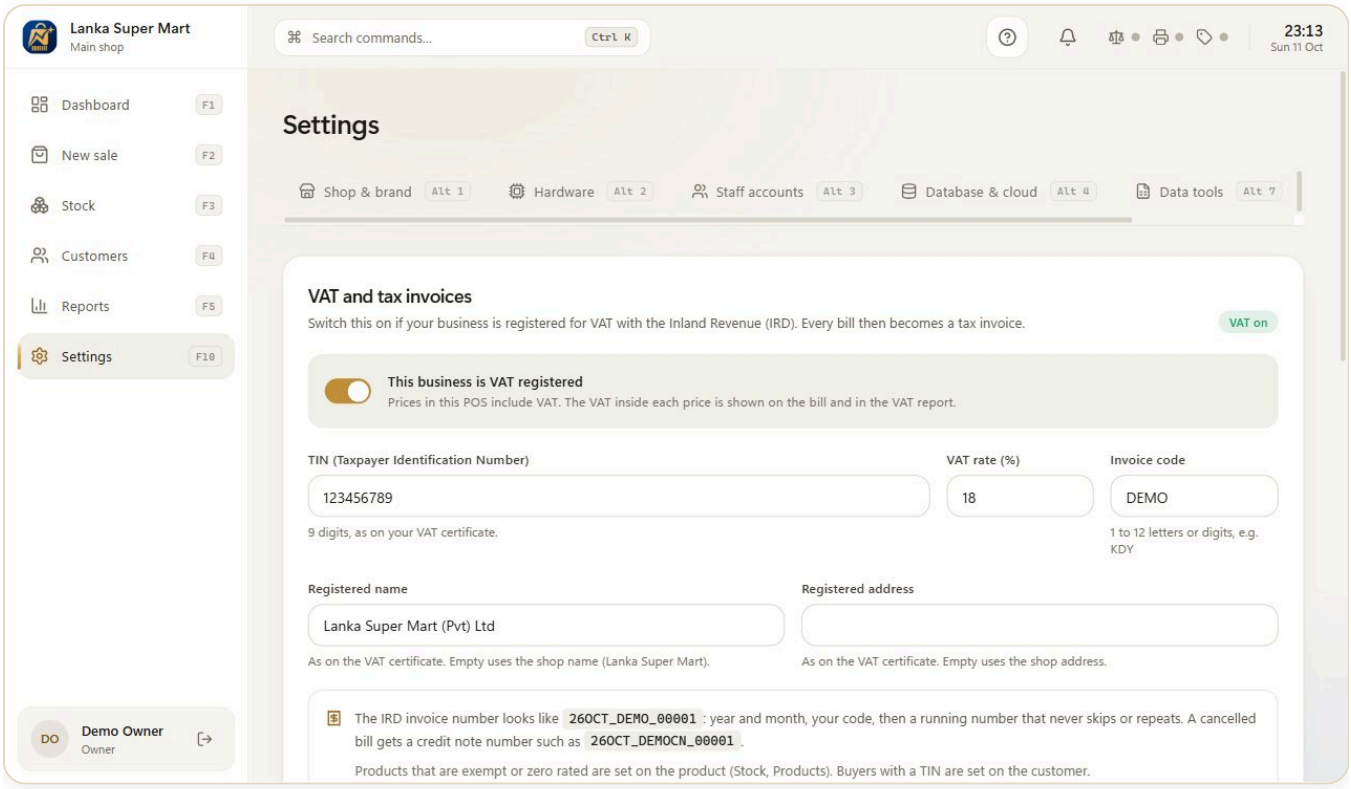
The shop data file on the PC is not encrypted by the POS itself. Anyone who can sign in to Windows as you can read it. BitLocker closes that door when the PC is switched off or stolen.

Mobile access runs over your shop WiFi without HTTPS. Keep that WiFi private.

Found something that looks wrong? Tell us privately at lankanova08@gmail.com and we will act on it.

5. Tax invoices, reports and accounting

From version 1.9.6 every business type can issue VAT tax invoices and produce the reports an accountant or the Inland Revenue (IRD) asks for. Nothing changes for a shop that is not VAT registered: bills stay plain receipts until you switch VAT on.



Settings, Tax & VAT: your TIN, the VAT rate, the invoice code, SSCL and NBT, and the ledger names the accountant's files use.

Tax invoices on every bill

Settings, Tax & VAT. Enter your TIN (9 digits), the VAT rate (18%) and an invoice code. Every bill, in every business type, then carries your TIN, a running IRD number such as 26OCT_KDY_00001 that never skips or repeats, the value of supply, the VAT inside the price and the buyer's TIN when you know it.

Standard, zero rated and exempt

Each product has a VAT class. Prices include VAT; the VAT inside each price is worked out line by line, and bill discounts reduce the VAT fairly. Restaurants use the same rate as the rest of the shop.

Credit notes

Cancel a tax invoice and it gets its own credit note number (for example 26OCT_KDYCN_00001). The original figures stay on record, so the VAT report shows both.

A4 tax invoice PDF

Open any bill in F8 Bills and press Tax invoice PDF (Credit note PDF for a cancelled bill). The 80 mm receipt also switches to a tax-invoice layout.

Customer and supplier TINs

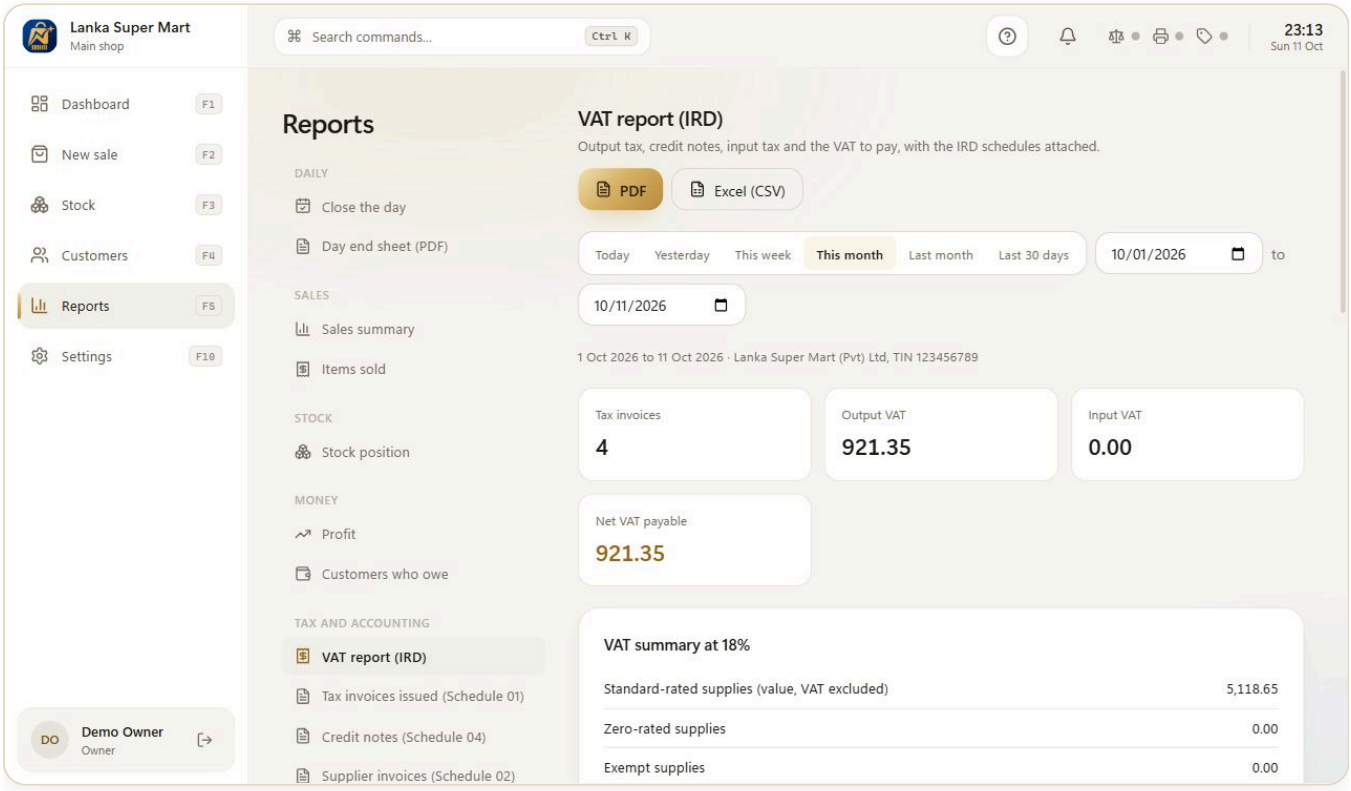
Add a TIN to a customer once and it is printed on every invoice to them. When you receive goods, enter the supplier's TIN, invoice date and the VAT on their invoice so the VAT report can show your input tax.

SSCL and NBT

Switch on the levies that apply to you. They are not added to bills; the VAT report works out SSCL on the quarter's turnover above your threshold and NBT per quarter, so you can set the money aside.

Ledger names

Settings, Tax & VAT also holds the account names (Sales, VAT output, Cash and so on) that the accountant's files use, so they match your books.



Reports, VAT report (IRD): output tax, credit notes, input tax and the VAT payable, with a PDF button.

The Reports screen

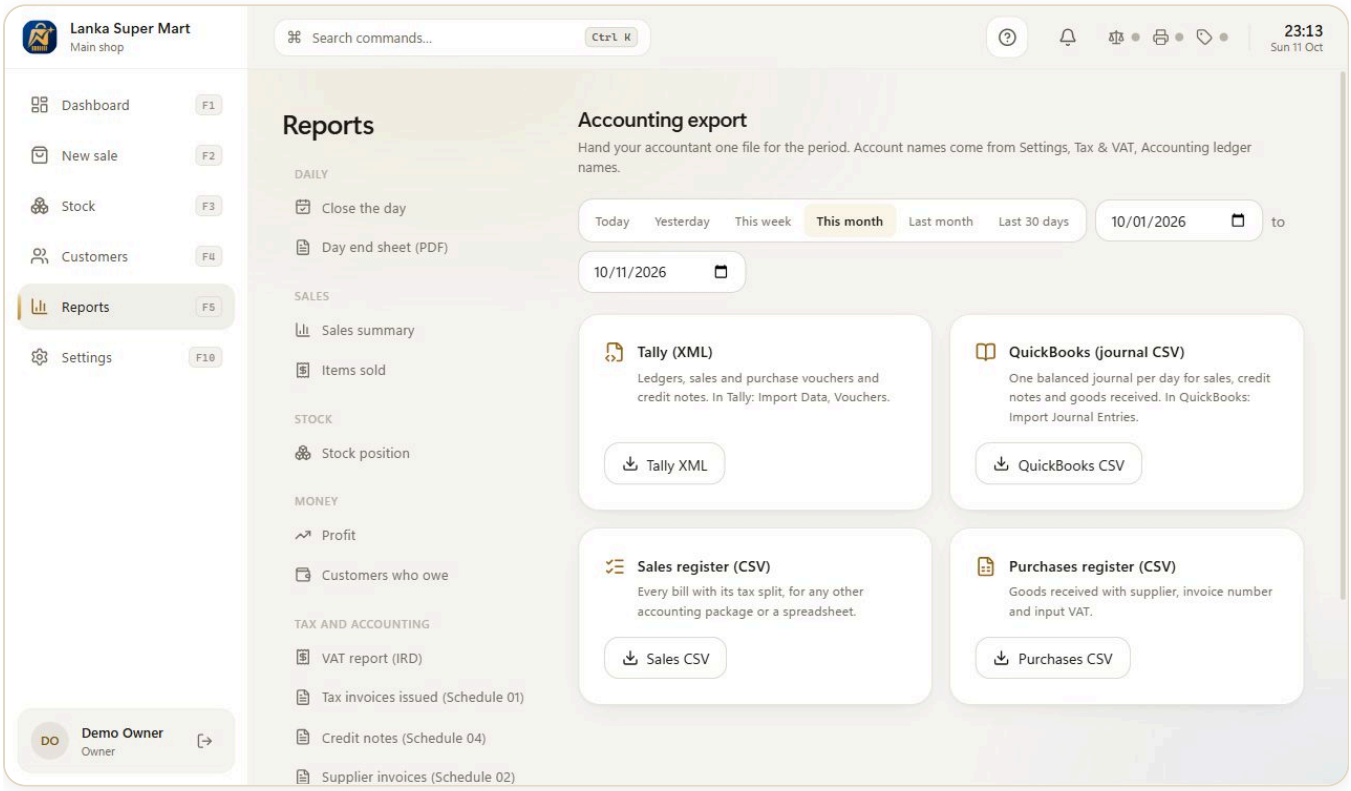
One list, grouped by what you want to do. Every report on it works the same way.

Group	What is in it
Daily	Close the day (cash count) and the printable Day end sheet.
Sales	Sales summary by day, payment method and cashier; Items sold.

Group	What is in it
Stock	Stock position: what is on the shelf, its value, what to reorder and what is expiring.
Money	Profit (owner only) and Customers who owe.
Tax and accounting	VAT report (IRD) with Schedule 01, 02 and 04, SSCL and NBT, and the Accounting export.
Your business	The extra reports of your business type: restaurant, hotel, clinic, rep performance and more.
Control	Activity log and All branches (owner only).

Four ways to take a report

- On screen: figures, charts and tables for any date range.
- PDF: a designed A4 report with your shop's name, address and TIN, ready to print or send.
- Excel (CSV): the same tables for a spreadsheet.
- Accounting export: Tally XML, QuickBooks journal CSV, sales register and purchases register for the period.



Reports, Accounting export: Tally XML, QuickBooks journal CSV, and sales and purchases registers for any period.

Before you file. The VAT report is prepared from your own bills and goods-received records. Please check it against your records and the IRD's current forms before you file, and ask your accountant to look at the first Tally or QuickBooks file you import.

6. What makes it different

Many POS programs are built for one kind of shop and priced per feature. LankaNova POS SYSTEMS was designed around how Sri Lankan businesses actually work.

One installer, 24 business types

There is a single download for every client. Your App ID decides which business you are and which tools appear, so a restaurant never sees job cards and a garage never sees tables. Add a feature later and it is switched on from LankaNova's side, with no re-install.

Built to work offline

Sales are saved on your own PC first. The licence is checked every hour and stays valid for seven days with no internet, so a power cut or a broken router never stops the till.

Mobile access, ready when you are

Phones and tablets join your shop WiFi with a 6-digit code: sales reps take orders, housekeeping marks rooms clean, doctors call the next patient, front desk checks guests in, and you see today's numbers. Each device kind can do only what its job needs. Switched on per client.

Waiter phones, kitchen screens and token TVs

Restaurants and cafés connect waiter phones, kitchen displays and a customer token board over the shop WiFi. No cloud needed, no monthly app.

Signed updates

New versions download quietly in the background, are checked against a digital signature, and install at your next sign-in after a backup. A file that was changed on the way is thrown away, never installed.

A licence that cannot be copied

Your licence is digitally signed and tied to your PC and your shop, so it cannot be copied to another PC, edited, or stretched by changing the Windows clock.

Security in layers

Strong sign-in with growing lock times, role-based permissions, a tamper-evident activity log, password-protected backup copies, a hardened program, signed updates and a private cloud per business. Chapter 4 explains each layer in plain words.

Made for Sri Lankan shops

Rupees, 22K and 18K gold with hallmark and wastage, channelling tokens, cheques with deposit dates, sales routes and reps, WhatsApp reminders, channelling-style queues and local delivery apps (PickMe, UberEats). Local support in Kandy.

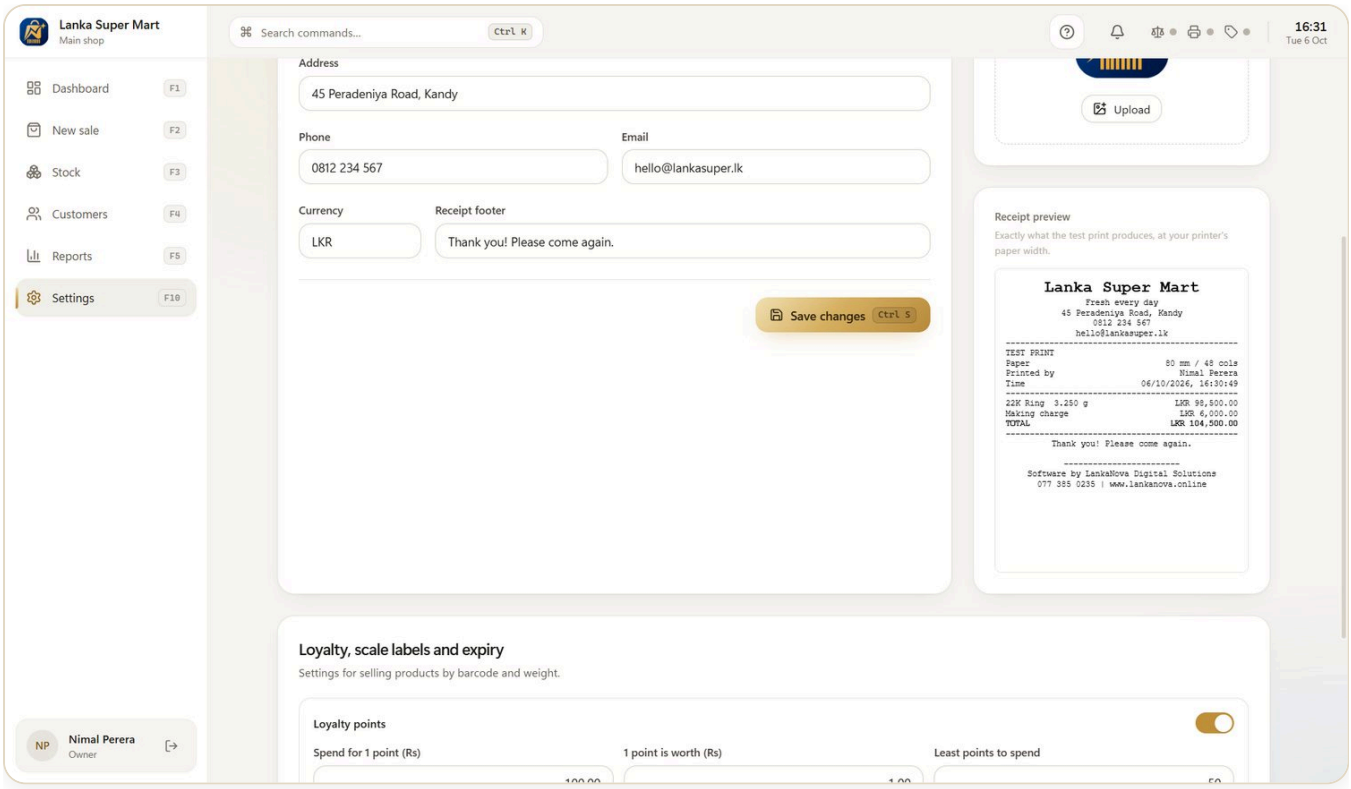
7. Download, install and set up

Where to download

Download the latest installer from **https://pos.lankanova.online/download** (or from the Download page at www.lankanova.online). It is a normal Windows installer for Windows 10 and 11 (64-bit). You need a PC with 4 GB of RAM and about 1 GB of free disk space. Printers, scales and drawers are optional.

Step by step

1. Download. Open the download page and press Download. The file is called LankaNova-POS-Setup-1.x.x.exe (about 110 MB).
2. Install. Double-click the file. If Windows shows 'Windows protected your PC', press More info, then Run anyway. Choose the folder (the default is fine) and press Install. A desktop shortcut is created.
3. Activate. Open LankaNova POS SYSTEMS. On first start it asks for the App ID (like LNP-7K2MQX) and the activation key (like ABCD-EFGH-JKMN) printed on your LankaNova activation sheet. Connect to the internet for this step only. Each key works once, for one PC.
4. Create the owner account. Type the shop name, address, phone and, if you like, upload your logo. Then create the owner's username and a strong password. The owner can add managers and cashiers later.
5. Add your products or services. Add items one by one, or import a list from Excel in Settings, Data tools. Your starting categories are already there for your business type.
6. Connect your hardware. Settings, Hardware: choose the receipt printer, label printer, scale and cash drawer. Press Print test receipt to check. No printer yet? Choose Save as PDF (test) to see the layout.
7. Add your team. Settings, Staff accounts: one account per person. Set a PIN for anyone who will use a phone, kitchen screen or mobile device.
8. Switch on VAT (if you are VAT registered). Settings, Tax & VAT: enter your TIN, the rate and an invoice code, then switch VAT on. From then on every bill is a tax invoice. Skip this step if you are not registered.
9. Start selling. The Get-started checklist on the Dashboard ticks itself as you finish each step. Your first backup is made automatically.



Settings, Shop & brand: your name and logo, with a preview of the receipt exactly as it prints.

Your licence

Your App ID carries your business type and your modules. The POS checks its licence every hour and keeps working for up to seven days without internet. If your account is suspended the POS shows a lock screen; your data stays safe, and when the account is restored you press Check again and it opens at once.

Updates

New versions download quietly in the background and are checked against a digital signature. The next time you sign in, the POS shows a short countdown, makes a backup and installs. You can also press Install now.

A new PC or a second PC

Ask LankaNova for another activation key (one key per PC). Install, activate, then restore your latest backup or connect to your cloud.

8. Daily use

Every day

1. Sign in with your own account.
2. Sell. Receipts print by themselves.
3. At closing, open Reports, Day end: count the drawer, type the cash counted and press Close the day.
4. Check the Dashboard badges: low stock, expiring items, overdue credit.
5. Backups happen automatically; make a manual one before big changes.

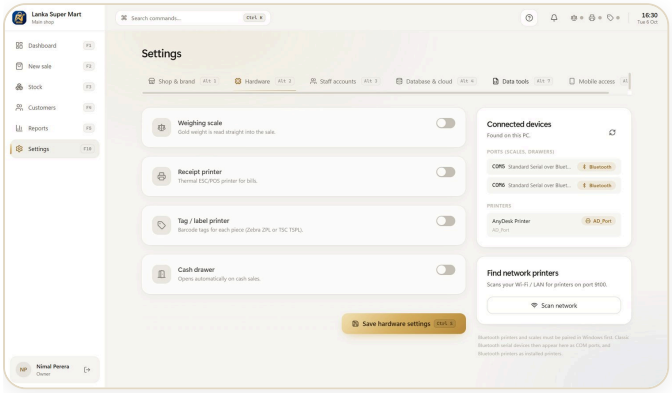
Who can do what

Role	Can do
Owner	Everything: profit, settings, staff, backups, restore, licence.
Manager	Day-to-day control: stock, offers, voids, approvals, reports (profit and the activity log stay owner-only). Cannot restore a backup or change the licence.
Cashier	Sells, takes payments, looks up stock and customers. No profit or settings.
Waiter	Takes orders on a paired phone with a PIN. Cannot see money reports.
Kitchen	Sees and bumps tickets on the kitchen screen with a PIN.

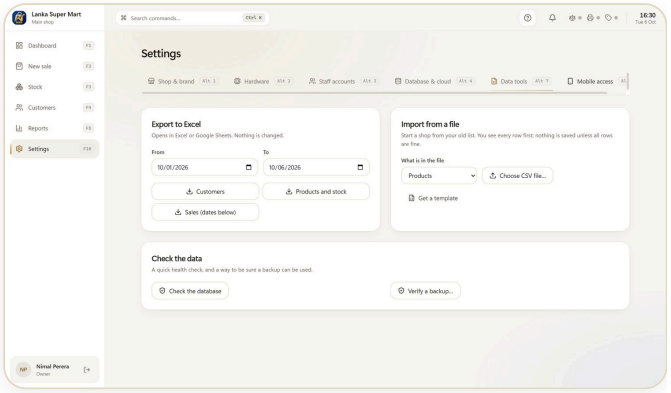
Keyboard shortcuts

Key	What it does
`F1`	Dashboard
`F2`	New sale (or Tables)
`F3`	Stock
`F4`	Customers
`F5`	Reports
`F8`	Bills (find or reprint)
`F9`	Complete sale
`F10`	Settings
`Ctrl K`	Search everything
`3* then scan`	Sell three of the next item
`Alt X`	Remove the selected line
`Alt D`	Line discount

Key	What it does
`Alt C`	Choose customer
`Ctrl S`	Save the open form



Settings, Hardware: receipt printer, label printer, scale and cash drawer.



Settings, Data tools: import and export with a preview, database check and backup check.

Printers, scales and drawers

- Receipt printer: 58 mm or 80 mm thermal ESC/POS, connected by USB, Wi-Fi, Bluetooth, network (IP) or COM port.
- Label printer: Zebra (ZPL) or TSC (TSPL), with the label size and dpi you set.
- Scale: any serial scale that prints weight lines (A&D, Sartorius, Shimadzu, Citizen and similar).
- Cash drawer: opens from the receipt printer or a COM port, on cash sales.
- No printer yet? Choose **Save as PDF (test)** to see a receipt or label at its real size.

Backups and data

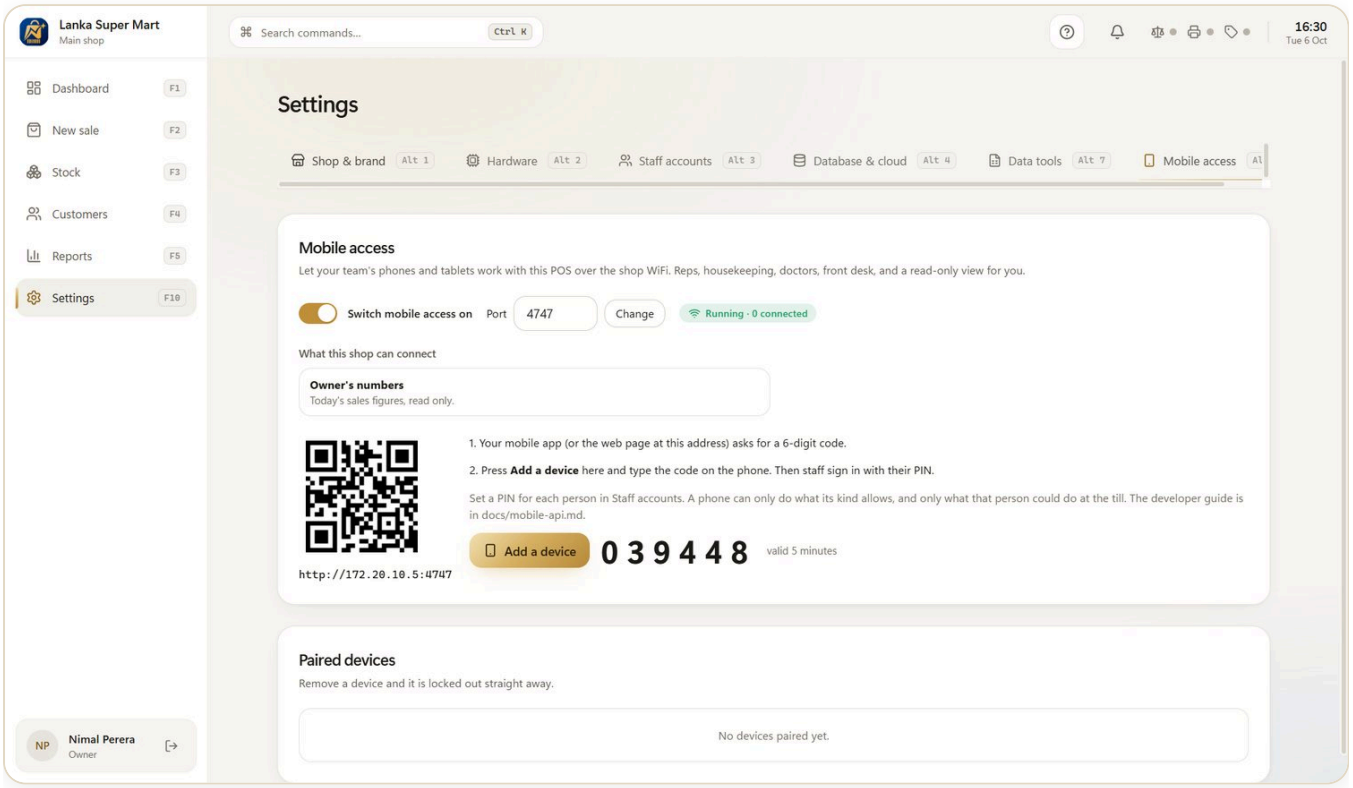
An automatic backup is made every day and before every update. Settings, Database & cloud lists them; Restore puts one back (owner only, with a safety copy first). Your data file is named **LankaNova-POS-Systems-[your shop name].db** and lives in Documents, pos_system.

Mobile access

Switch on Mobile access (Settings) and phones or tablets on your shop WiFi can pair with a 6-digit code. Staff sign in with their PIN. Each kind of device does only its job, and only what that person could do at the till.

Device	What it can do
Sales rep	See customers and what they owe, browse the wholesale price list, take orders.
Housekeeping	See the room board, mark rooms clean or dirty.
Front desk (hotel)	Arrivals, in-house guests, check-in, folio charges and advances.
Doctor	Today's sessions, call the next patient, consultation notes and prescription.
Clinic reception	Sessions, tokens and the waiting list.

Device	What it can do
Teacher	Class lists and attendance.
Bookings	Today's appointments and booking new ones.
Owner's numbers	Today's sales figures, read only.



Settings, Mobile access: switch on, scan the code, pair a device, remove it any time.

9. How do I...? Step-by-step tasks

The jobs you will do most, in the order you press things.

Make a sale

1. Press F2 (New sale).
2. Scan a barcode, or type part of a name and press Enter. Type 3* before a scan to sell three.
3. Add a line discount with Alt D if needed, and pick a customer with Alt C for credit, points or a buyer TIN.
4. Choose how they pay (cash, card, bank transfer, or split) and press F9, Complete sale.
5. The receipt prints by itself.

Sell on credit and receive a payment later

1. Choose the customer, then switch on Put the rest on credit when you complete the sale.
2. Later, open Customers (F4), pick the customer and press Receive payment.
3. Reports, Money, Customers who owe lists everyone with a balance.

Receive stock from a supplier

1. Stock (F3), Receive stock.
2. Pick or type the supplier, their invoice number, and add each product with the quantity and cost.
3. If you are VAT registered, enter the supplier's TIN, the invoice date and the VAT on their invoice (enter costs without VAT).
4. Save. Quantities and costs update at once.

Close the day

1. Reports, Close the day.
2. Read what came in by cash, card and bank.
3. Count the drawer and type the cash counted.
4. If there is a difference, write a short note, then press Close the day.

Switch on VAT and tax invoices

1. Settings, Tax & VAT.
2. Switch on VAT registered and enter your TIN (9 digits).
3. Set the rate (18%) and an invoice code of up to 12 letters or digits.
4. Enter your registered name and address if they differ from the shop details.
5. Save. The next bill is a tax invoice.

Give a product a VAT class

1. Stock, Products, open the product.
2. Choose Standard, Zero rated or Exempt in the VAT class box (visible when VAT is on).
3. Save.

Cancel a bill (void)

1. F8, Bills, open the bill.
2. Press Void and type the reason.
3. For a tax invoice the POS prints and keeps a credit note number.

Print or save a tax invoice

1. F8, Bills, open the bill.
2. Press Tax invoice PDF.
3. Choose where to save it. It opens, ready to print or send by WhatsApp or email.

Get the VAT report for the IRD

1. Reports, Tax and accounting, VAT report (IRD).
2. Pick the period (for example Last month).
3. Check the figures on screen, then press PDF.
4. Give the PDF to your accountant, or use it with your VAT return.

Send files to your accountant

1. Reports, Tax and accounting, Accounting export.
2. Pick the period.
3. Press Tally XML, QuickBooks CSV, Sales CSV or Purchases CSV.
4. Choose where to save and send the file.

Save any report as PDF or Excel

1. Open the report in the Reports list.
2. Pick the dates.
3. Press PDF for a printable A4 report, or Excel (CSV) for a spreadsheet.

Add a staff member

1. Settings, Staff accounts, Add staff.
2. Type their name, username, role and a password (8 characters or more).
3. For a waiter or kitchen staff, set a PIN instead; they sign in on their paired phone.

Back up and restore

1. Backups run by themselves every day and before every update.
2. For a copy to keep elsewhere: Settings, Database & cloud, Save a copy (USB), type a password and choose the USB stick.
3. To restore: Settings, Database & cloud, pick a backup and press Restore (owner only; enter the password for a USB copy). Your current data is kept as a safety copy first.

Pair a phone or tablet

1. Settings, Mobile access: switch mobile access on.
2. Press Add a device. A 6-digit code appears, valid for five minutes.
3. On the phone, open the address shown, type the code, then sign in with your PIN.
4. To cut a device off, press Remove next to it.

Move to a new PC

1. Ask LankaNova for a new activation key.
2. Install the POS on the new PC and activate it.
3. Restore your latest backup or USB copy, or sign in to your cloud.
4. Sign in with your own account.

10. Business type guides

Find your business below. Each guide lists what you get, how a normal day works, which screens you will use and the categories you start with.

A. Retail

- Jewellery
- Supermarket / Grocery
- Pharmacy
- Hardware
- Clothing / Textile
- Mobile & Electronics
- Bookshop & Stationery
- Auto Parts
- Furniture
- Liquor Store

B. Food & Hospitality

- Restaurant
- Café / Bakery
- Hotel / Guest House
- Fast Food / Takeaway

C. Services

- Salon & Spa
- Vehicle Service Center
- Laundry / Dry Cleaning
- Gym / Fitness
- Rentals

D. Health & Education

- Clinic / Channelling
- Optical Shop
- Tuition Class / Institute

E. Wholesale

- Wholesale / Distributor
- Agro / Fertilizer

A Jewellery

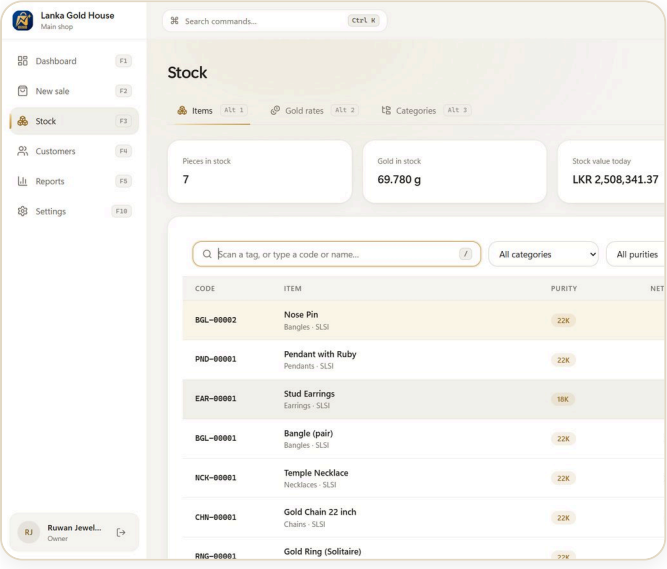
Gold and jewellery shops where every piece is different and the price follows the day's gold rate.

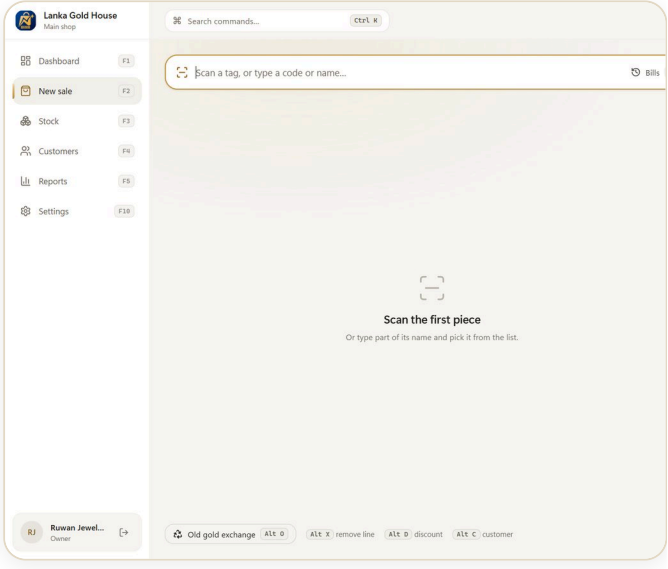
What you get

- Pieces, not quantities: each item has its own code, weight and history
- Gold rates by purity with rate history
- Wastage (as %) and making charge (fixed or per gram)
- Stone weight and stone value
- Hallmark number and supplier on every piece
- Weighing scale straight into the item form and the till
- Tag printing (Zebra or TSC) with barcode
- Old-gold exchange
- Job cards: repairs and custom orders with advances
- Customer credit and WhatsApp reminders

How a day works

1. Set today's gold rate for 24K, 22K and 18K once in the morning (Stock, Gold rates).
2. Add each piece with its weight, stone weight, purity, wastage and making charge. A tag with a barcode prints for it. The tag shows the piece, not the price.
3. At the till, scan the tag. The price is worked out from today's rate: net weight x rate + wastage + making charge + stones.
4. Taking old gold in exchange? Use the Old gold exchange button, weigh it and the value comes off the bill.
5. Repairs and special orders go on a job card with a ready date and an advance. Collecting the job bills it and deducts the advance.
6. Close the day: the day-end shows gold sold in grams, old gold taken in, and the cash to count.





Screens you will use

- Dashboard
- New sale
- Stock (Items, Gold rates, Categories)
- Customers
- Job cards
- Reports

Your starting categories

Rings, Chains, Necklaces, Bangles, Bracelets, Earrings, Pendants, Other

You can rename, add or remove categories at any time.

Tip. Because the tag carries no price, you never have to re-tag stock when the gold rate moves.

A Supermarket / Grocery

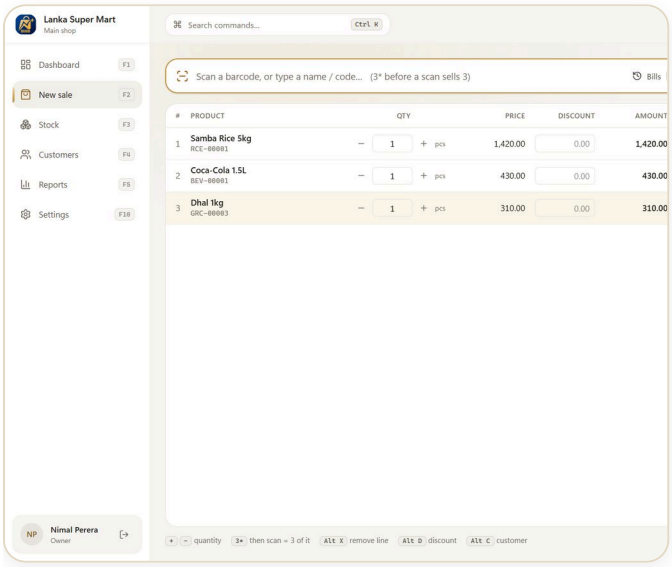
Supermarkets and groceries where speed, weighed goods and expiry dates matter.

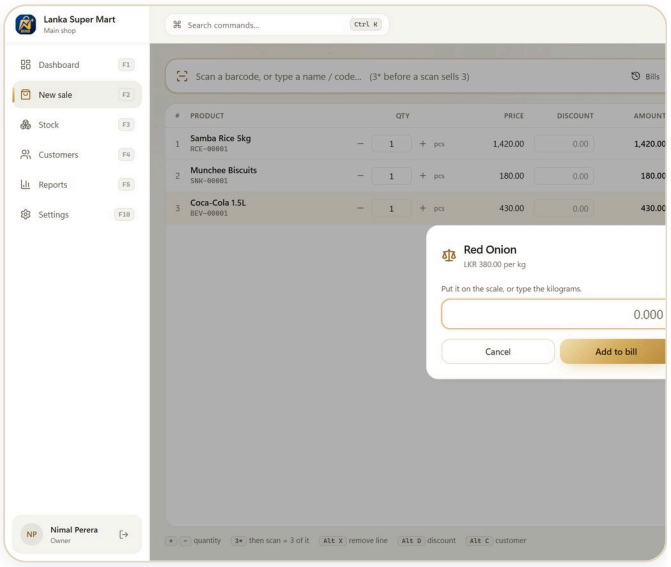
What you get

- Weighed items and scale barcodes (PLU)
- Batch numbers with expiry alerts
- Promotions, bundles, multi-buy and loyalty points
- Several barcodes per product
- Supplier deliveries (GRN) with cost
- Low-stock and expiry dashboard
- Excel import and export of the product list
- Credit customers

How a day works

1. Add products with barcodes (several per product: single, pack, carton) and the unit: piece, kg, g, litre, pack.
2. Receive deliveries under Stock, Deliveries: choose the supplier, enter quantity, cost and batch/expiry. Stock and cost update.
3. At the till, scan or search. Weighed items (rice, onions) ask for the scale reading, or read the price from a label-scale barcode.
4. Offers apply by themselves: percentage, amount off, multi-buy (3 for 2) and bundles. Loyalty points are earned and redeemed from the customer box.
5. Low stock, expiring soon and expired items show as badges on the Dashboard.
6. Close the day with the cash count.





Screens you will use

- Dashboard
- New sale
- Stock (Products, Deliveries, Offers)
- Customers
- Reports

Your starting categories

Groceries, Rice & Grains, Beverages, Dairy & Eggs, Bakery, Fruits & Vegetables, Meat & Fish, Frozen, Snacks & Sweets, Household, Personal Care, Baby

You can rename, add or remove categories at any time.

Tip. Import your whole product list from Excel in Settings, Data tools. You get a preview and nothing changes until you confirm.

A Pharmacy

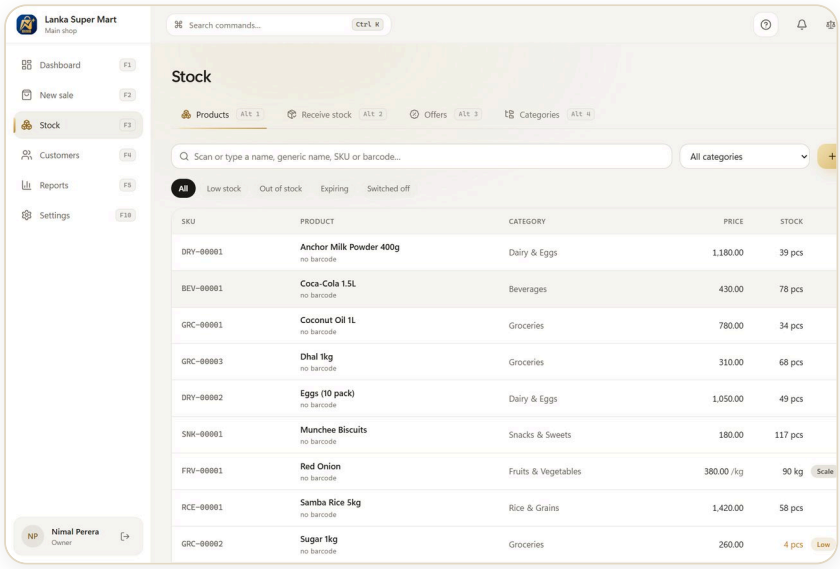
Pharmacies that must track batches, expiry and prescription-only or controlled medicines.

What you get

- Batch and expiry tracking with alerts
- Generic names and substitutes
- Prescription capture for Rx and controlled medicines
- Controlled-drug register
- Customer records and credit
- Barcode billing

How a day works

1. Add each medicine with its generic name and class: over the counter, prescription only or controlled.
2. Receive stock with batch and expiry. The oldest batch is sold first and expiry alerts appear on the Dashboard.
3. Search by brand or generic name at the till; Substitutes shows other brands of the same ingredient.
4. Prescription-only and controlled medicines ask for the prescription details (patient, doctor, number) before the bill can be completed.
5. The controlled-drug register lists every sale for inspection.
6. Close the day as usual.



Screens you will use

- Dashboard
- New sale
- Stock
- Customers
- Reports

Your starting categories

Prescription Medicines, OTC Medicines, Vitamins & Supplements, Ayurvedic & Herbal, Baby & Mother, Personal Care, Medical Devices, First Aid

You can rename, add or remove categories at any time.

Tip. Keep the generic name filled in. It is what makes the substitute search work.

A Hardware

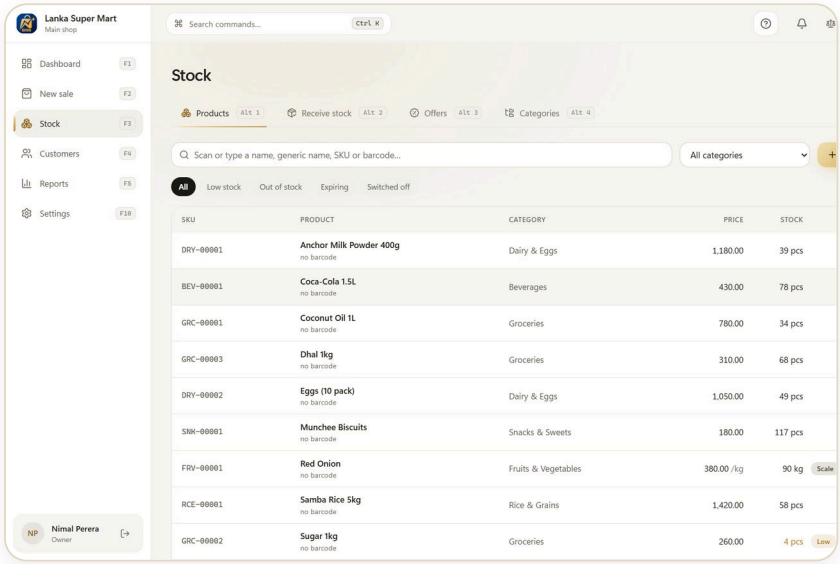
Hardware, building-material and plumbing shops that sell by weight and length and quote to contractors.

What you get

- Units and decimal quantities
- Quotations that become invoices
- Contractor (wholesale) price level
- Advance payments
- Credit customers
- Supplier deliveries

How a day works

1. Add products with a unit (piece, kg, metre, bundle) and, for contractors, a wholesale price.
2. Make a quotation for a customer: add items, send or print it. It can be turned into an invoice later.
3. Take an advance on an order if needed. The balance is collected when goods are delivered.
4. At the till, set the customer's price level so contractors get contractor prices automatically.
5. Receive deliveries from suppliers to keep cost and stock accurate.



Screens you will use

- Dashboard
- New sale
- Stock
- Quotations
- Customers
- Reports

Your starting categories

Cement & Sand, Steel & Iron, Plumbing, Electrical, Paint, Tools, Timber & Boards, Roofing, Fasteners, Tiles & Sanitary

You can rename, add or remove categories at any time.

Tip. A quotation does not touch stock. Stock only moves when the invoice is made.

A Clothing / Textile

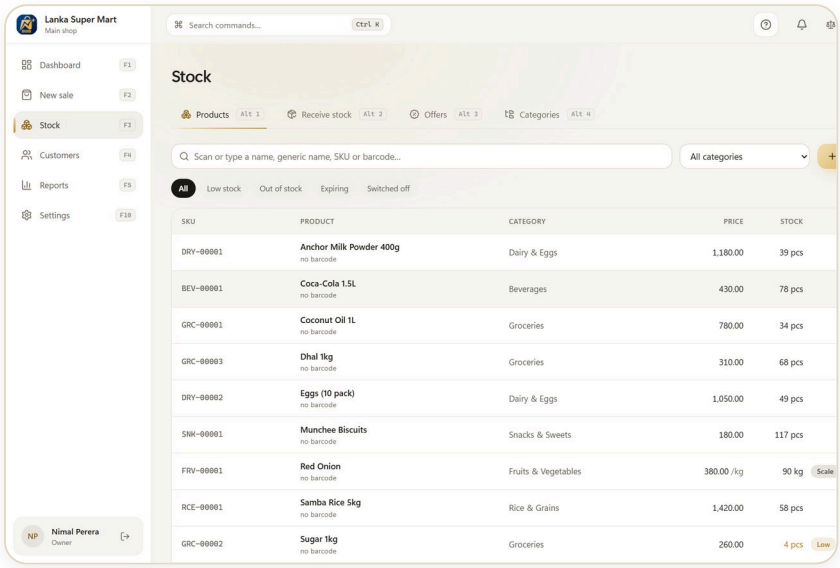
Fashion, saree, fabric and footwear shops.

What you get

- Size x colour variants under one style
- Promotions and loyalty points
- Job cards for alterations and tailoring
- Barcode per variant
- Customer credit

How a day works

1. Create a style (for example 'Linen Shirt') and add its sizes and colours as a grid. Each cell has its own barcode and stock.
2. At the till, scan the exact size and colour.
3. Run an offer on a whole category or a bundle of two items.
4. Alterations or tailoring go on a job card with a ready date and an advance.



Screens you will use

- Dashboard
- New sale
- Stock (Styles)
- Job cards
- Customers
- Reports

Your starting categories

Men, Women, Kids, Sarees, Fabric, Footwear, Accessories

You can rename, add or remove categories at any time.

Tip. Print one barcode label per variant, so the counter never has to ask for a size.

A Mobile & Electronics

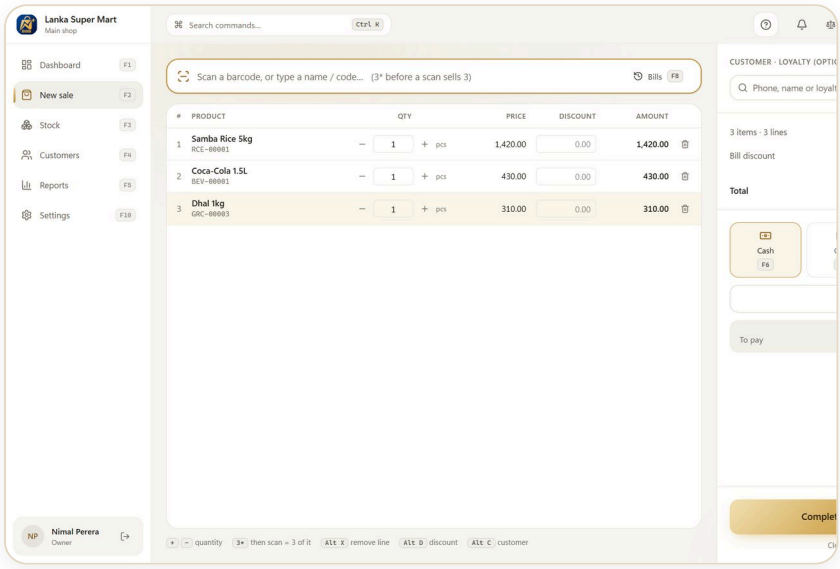
Mobile phone and electronics shops that sell on instalments and repair what they sell.

What you get

- Serial and IMEI tracking
- Warranty months and warranty cards
- Installment plans with due-date alerts
- Repair job cards
- Accessories with barcodes
- Customer credit

How a day works

1. Receive phones with their IMEI or serial numbers. Each unit is tracked on its own.
2. At the till, scan or pick the exact unit. A warranty card with the end date prints on the bill.
3. Offer a monthly installment plan to a customer: down payment, number of months, due dates. Collect each instalment as it falls due.
4. Take a phone in for repair on a job card and bill it when ready.
5. Search any IMEI later to see who bought it and the warranty left.



Screens you will use

- Dashboard
- New sale
- Stock (Serials)
- Installments
- Job cards
- Customers
- Reports

Your starting categories

Mobile Phones, Accessories, Chargers & Cables, Audio, Computers, Home Appliances, Spare Parts, Reloads & Services

You can rename, add or remove categories at any time.

Tip. Due and overdue instalments appear on the Dashboard so none is forgotten.

A Bookshop & Stationery

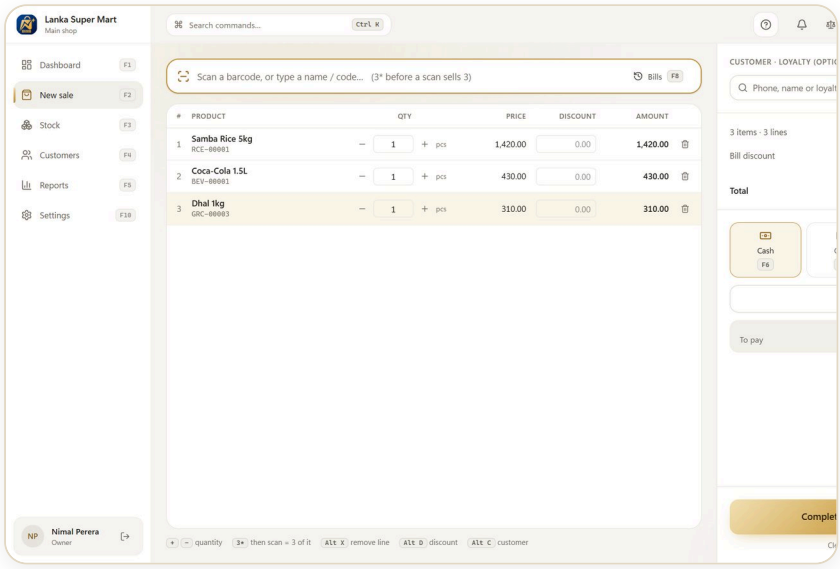
Bookshops, school-supply shops and print-and-copy counters.

What you get

- Fast barcode billing
- Promotions, bundles and loyalty points
- Service items (print, photocopy) with no stock
- Excel import of the catalogue
- Customer credit for schools and offices

How a day works

1. Add books and stationery with barcodes. Use categories for school books, art and craft, office supplies.
2. Scan at the till. Seasonal offers (back-to-school bundles, 10% on a category) apply automatically.
3. Print and photocopy services are sold as items without stock.
4. Loyalty points reward regular students and offices.



Screens you will use

- Dashboard
- New sale
- Stock
- Customers
- Reports

Your starting categories

Books, School Books, Stationery, Art & Craft, Office Supplies, Bags, Print & Photocopy

You can rename, add or remove categories at any time.

Tip. Import your catalogue from Excel once. It is the quickest way to start.

A Auto Parts

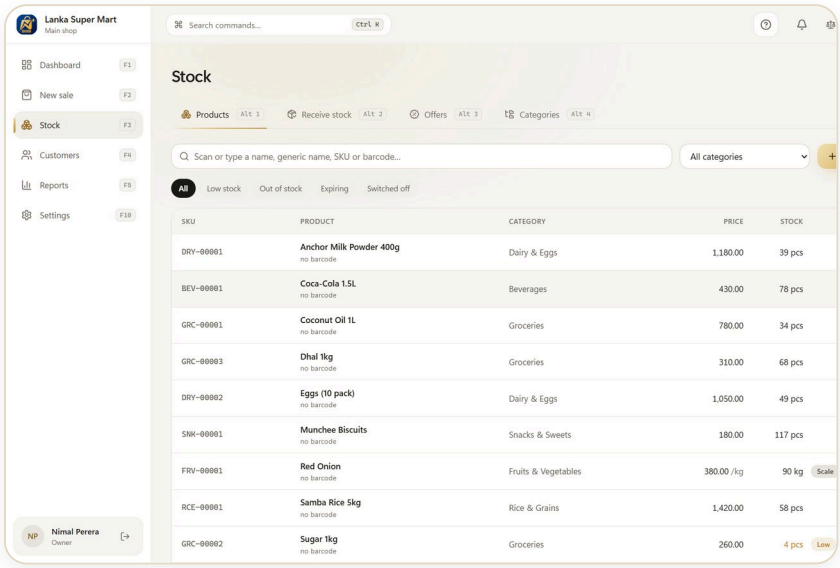
Auto-spare-part shops, tyre and battery dealers.

What you get

- Serial numbers and warranty for batteries and big parts
- Quotations
- Credit customers
- Supplier deliveries and cost
- Barcode billing

How a day works

1. Add parts with part numbers as barcodes and the vehicle fit in the description.
2. Batteries and big parts are received with serial numbers for warranty claims.
3. Quote garages and fleet customers. Convert the quotation to an invoice when they confirm.
4. Credit customers pay later; you can see what each garage owes.



Screens you will use

- Dashboard
- New sale
- Stock
- Quotations
- Customers
- Reports

Your starting categories

Engine Parts, Brakes, Filters, Oils & Lubricants, Electrical, Body Parts, Tyres & Batteries, Accessories

You can rename, add or remove categories at any time.

Tip. Search by part number or a piece of the name; the till finds both.

A Furniture

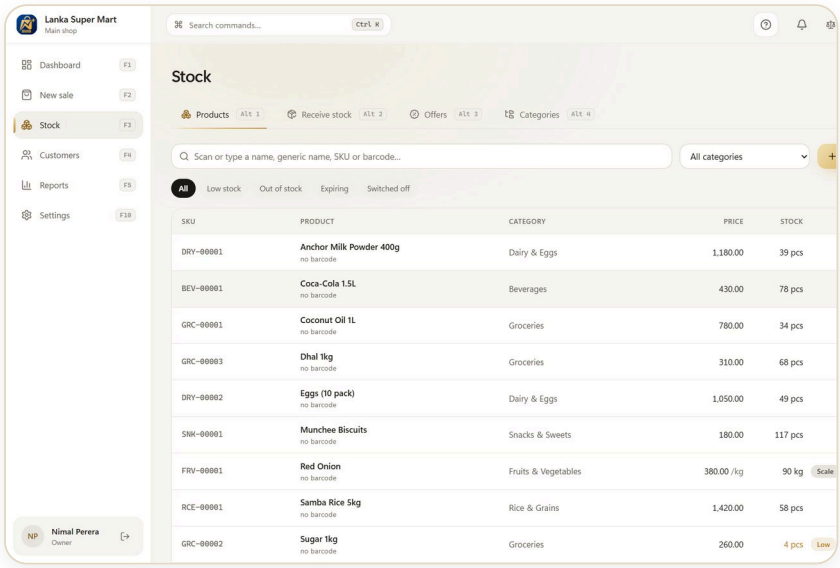
Furniture and mattress showrooms with big-ticket sales.

What you get

- Quotations with advance payments
- Installment plans
- Serial numbers and warranty
- Credit customers
- Barcode billing

How a day works

1. Add products with their price, photo-friendly names and warranty months.
2. Give the customer a quotation. When they decide, take an advance.
3. For payment over time, create a monthly installment plan.
4. Delivery is billed when the order is complete and the advance is deducted.



Screens you will use

- Dashboard
- New sale
- Stock
- Quotations
- Installments
- Customers
- Reports

Your starting categories

Living Room, Bedroom, Dining, Office, Mattresses, Outdoor, Decor

You can rename, add or remove categories at any time.

Tip. Use the quotation as a sales tool: print it with your logo and validity date.

A Liquor Store

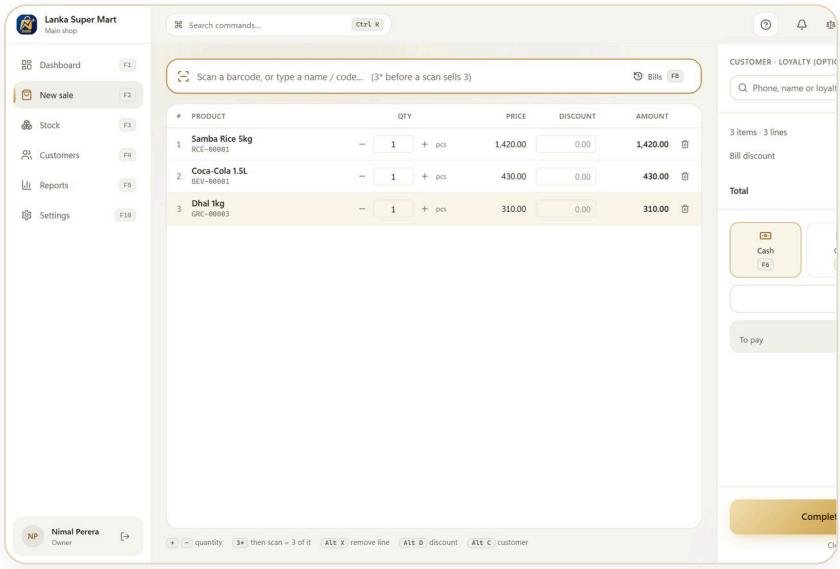
Wine stores and liquor shops.

What you get

- Case and bottle units
- Batch tracking
- Barcode billing
- Cash, card and bank payments
- Day-end with void log

How a day works

1. Add bottles with barcodes and the right unit (bottle, case).
2. Receive stock with batch numbers and dates.
3. Scan at the till; mixers and snacks sit in their own categories.
4. Close the day with cash and card totals; voids need a reason.



Screens you will use

- Dashboard
- New sale
- Stock
- Customers
- Reports

Your starting categories

Arrack, Beer, Wine, Whisky & Spirits, Soft Drinks & Mixers, Snacks, Cigarettes

You can rename, add or remove categories at any time.

Tip. Use the activity log (owner only) to review every void and discount.

B Restaurant

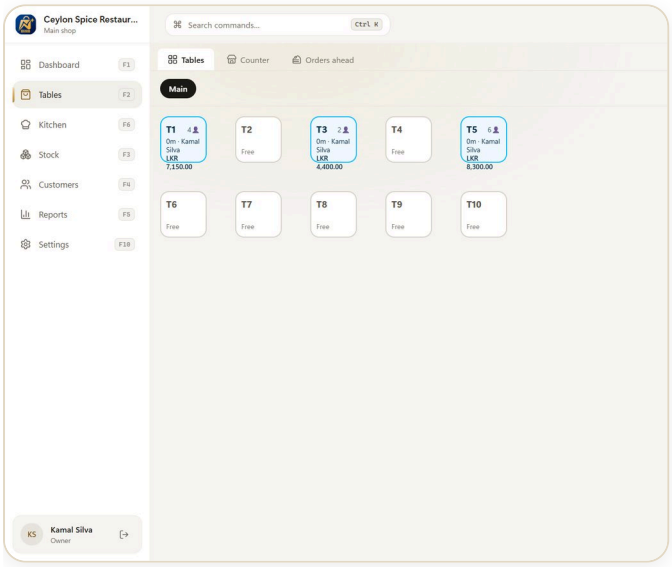
Dine-in restaurants with waiters, a kitchen and sometimes a bar.

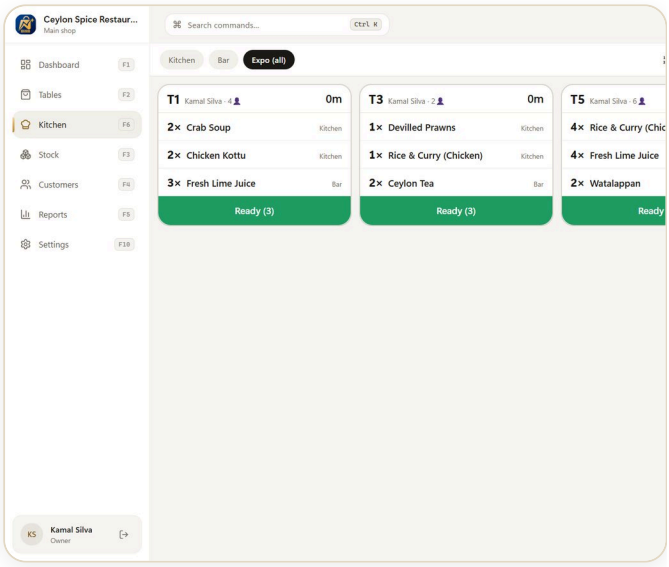
What you get

- Table map with live status and timers
- Waiter phones over the shop WiFi, no internet needed
- Kitchen display and kitchen order tickets by station and course
- Modifiers, notes and allergy warnings
- Transfer, merge, split and move items
- Manager approval by PIN for discounts and voids
- Table reservations
- Counter sales with tokens
- Delivery-app inbox (PickMe, UberEats)
- Recipes, ingredient stock and food-cost report
- Sold-out switch, waste and stock count on the kitchen screen
- Restaurant reports and menu engineering

How a day works

1. Draw your floor plan under Settings, Restaurant: floors, tables and seats. Add stations (Kitchen, Bar) and the menu with courses and modifiers (cooking style, extras).
2. Staff pair their phones with a 6-digit code and sign in with a PIN.
3. The waiter opens a table on the phone, adds items and presses Send. Kitchen tickets print or appear on the kitchen screen by station, by course.
4. The kitchen taps items as they cook, then Ready. The waiter's phone shows it at once.
5. Need to change something? Move a table, merge two bills, move items, discount with a manager PIN, or void with a reason (and mark it as waste).
6. The cashier prints the bill (service charge and VAT worked out), takes payment and the table turns free.





Screens you will use

- Tables (floor, counter, orders ahead)
- Kitchen
- Stock (menu, recipes, ingredients)
- Reports (Restaurant, Food cost)
- Settings (Restaurant)

Your starting categories

Starters, Rice & Kottu, Curries, Noodles & Pasta, Grill, Seafood, Desserts, Beverages, Bar

You can rename, add or remove categories at any time.

Tip. Give each waiter their own PIN. Every order, discount and void carries their name.

B Café / Bakery

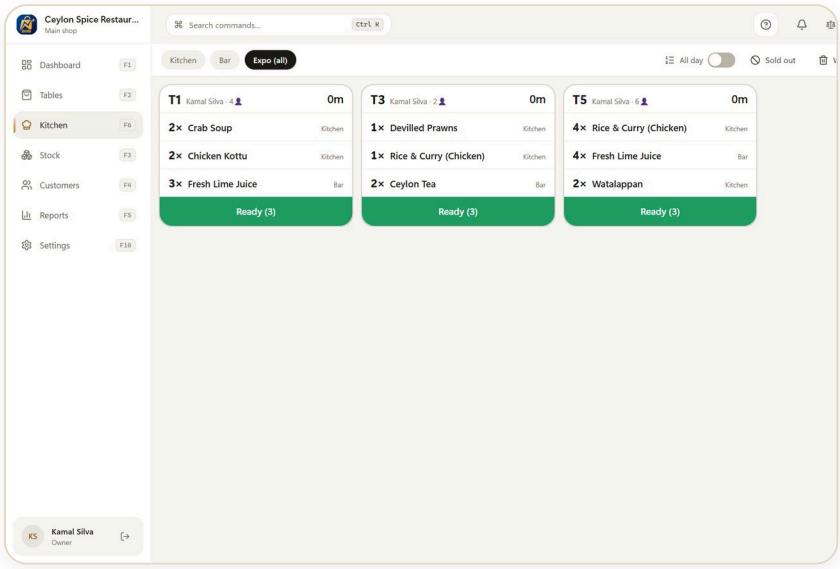
Cafés, bakeries and short-eat shops that mix counter sales with a few tables.

What you get

- Counter tokens and a customer token TV
- Table service and kitchen screen
- Cake and party orders with advance
- Weighed items
- Recipes and food cost
- Delivery-app inbox

How a day works

1. Set up the menu and recipes: coffee, cakes, pastries, short eats.
2. Counter orders get a token number. The customer waits for the number to appear on the token screen.
3. Tables work like a restaurant for the customers who sit.
4. Cake and party orders are taken as quotations with an advance. The balance is collected on pickup.
5. Weighed items (bread by the kilo) use the scale.



Screens you will use

- Tables (Counter, Tables, Orders ahead)
- Kitchen
- Stock
- Quotations
- Reports

Your starting categories

Coffee, Tea, Juices & Shakes, Cakes, Pastries & Short eats, Breads, Sandwiches

You can rename, add or remove categories at any time.

Tip. Put a TV on the shop WiFi as a token board. It shows Preparing and Ready.

B Hotel / Guest House

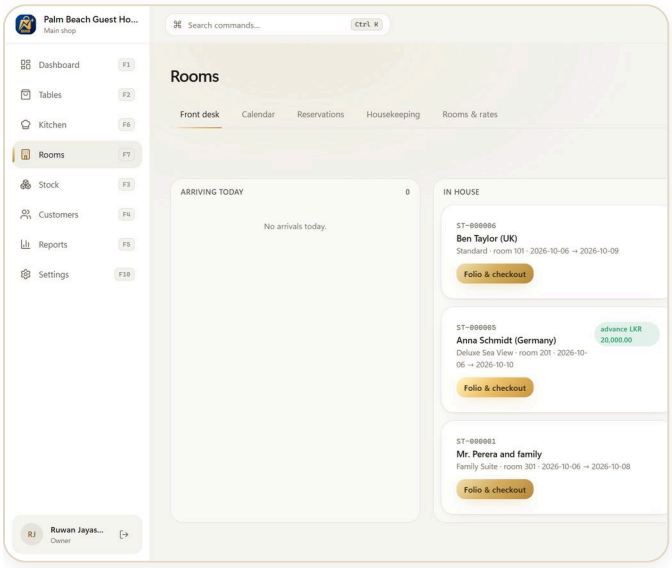
Hotels and guest houses with rooms, plus a restaurant, bar and room service.

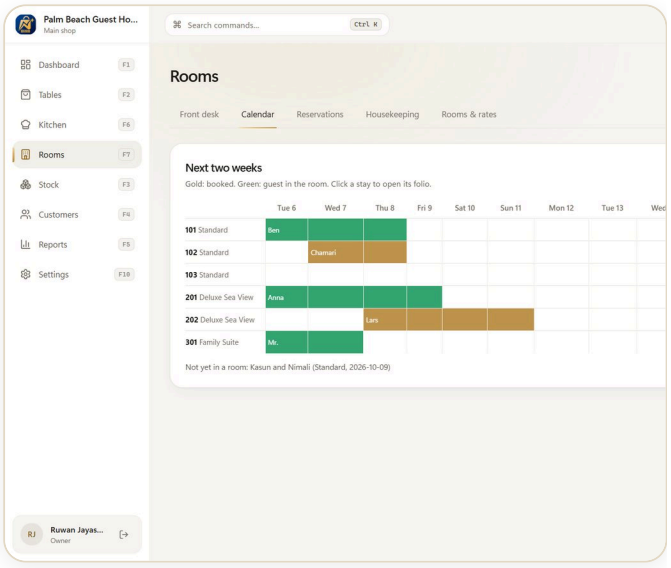
What you get

- Room types, rooms and nightly rates
- Reservation calendar for the next two weeks
- Front desk: arriving, in-house and leaving today
- Guest folio with charges and advances
- Housekeeping board (clean, dirty)
- Restaurant, bar and room-service sales
- Hotel report: occupancy, ADR and revenue per available room
- Mobile access for housekeeping and front desk

How a day works

1. Set up room types and rates, then rooms, under Rooms, Rooms & rates.
2. Take a reservation: guest, room type, dates. The calendar shows availability. An unassigned reservation is given a room at check-in.
3. On arrival, Check in picks a clean room. Take an advance if you like.
4. During the stay, add charges to the guest's folio (minibar, laundry, restaurant). The housekeeping board shows which rooms are dirty and which are clean.
5. At checkout, Folio & checkout bills the nights and all charges, deducts the advance and takes the balance. The room becomes dirty until housekeeping marks it clean.





Screens you will use

- Rooms (Front desk, Calendar, Reservations, Housekeeping, Rooms & rates)
- Tables and Kitchen
- Reports (Hotel)

Your starting categories

Restaurant, Bar, Room service, Minibar, Laundry

You can rename, add or remove categories at any time.

Tip. Give housekeeping a phone: they mark rooms clean as they finish, and the front desk sees it at once.

B Fast Food / Takeaway

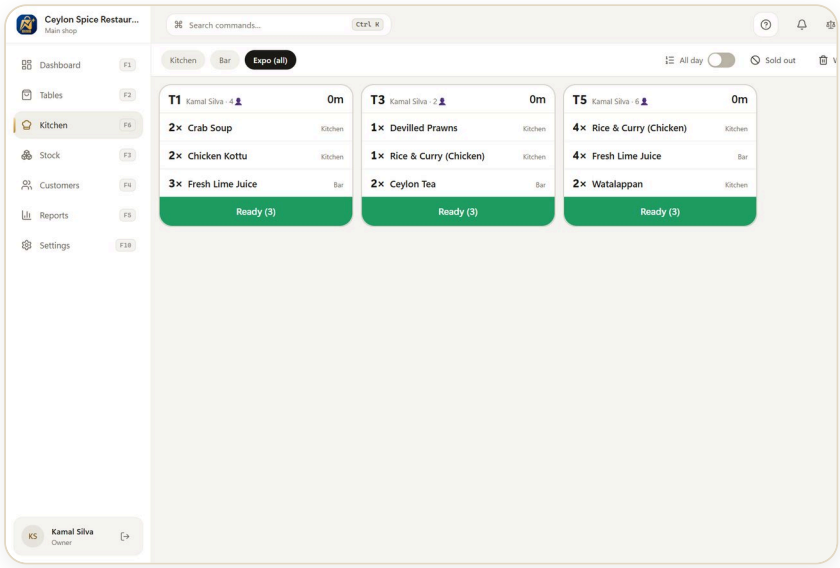
Fast-food outlets and takeaways where speed and a clean queue matter.

What you get

- Counter sales with tokens
- Kitchen screen
- Customer token display
- Delivery-app inbox
- Combo deals
- Fast keyboard billing

How a day works

1. Add the menu with prep times. The cashier takes the order and payment at the counter.
2. A token number is given and the order goes to the kitchen screen.
3. The customer TV shows tokens as Preparing, then Ready.
4. Delivery-app orders (PickMe, UberEats) arrive in one inbox and go to the same kitchen screen.



Screens you will use

- Tables (Counter)
- Kitchen
- Stock
- Reports

Your starting categories

Burgers, Fried chicken, Kottu & Rice, Sides, Drinks, Desserts

You can rename, add or remove categories at any time.

Tip. Use combos so a burger, fries and a drink is one tap.

C Salon & Spa

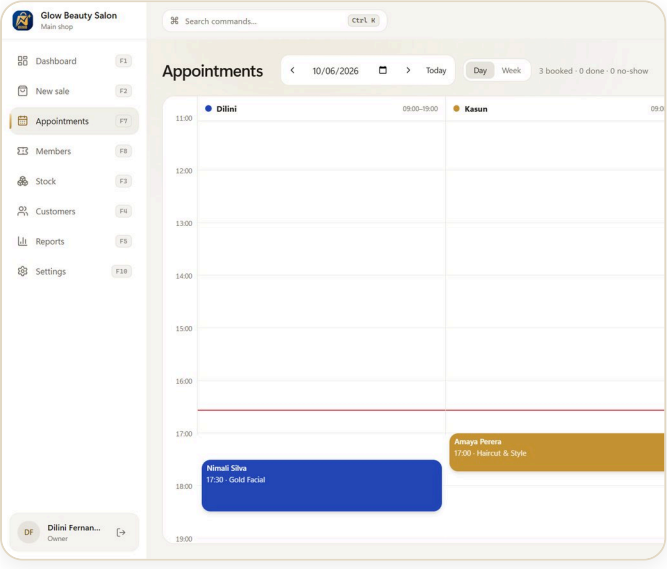
Hair, beauty, spa and bridal businesses that run on appointments and packages.

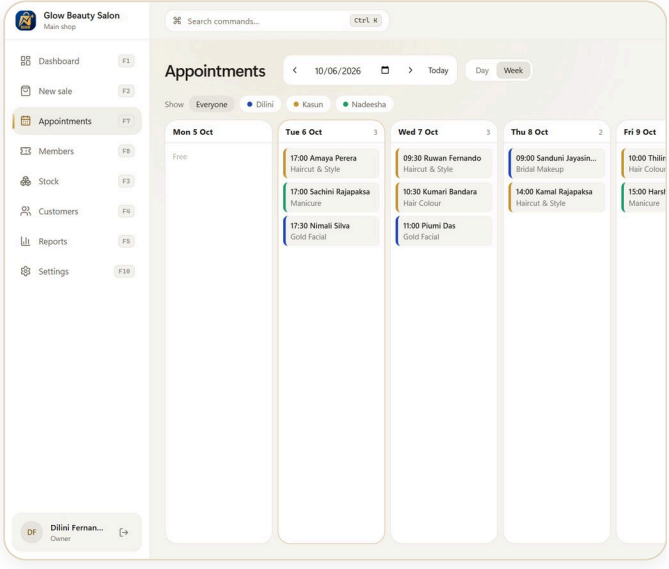
What you get

- Appointment calendar by staff member, day and week
- Drag-to-move, walk-ins and next-free-time
- Services with duration and buffer
- Packages and memberships with renewals
- Staff commission rules and payouts
- WhatsApp reminders
- No-show history
- Mobile access for bookings

How a day works

1. Add your team with their working hours and colours. Add services with a duration (for example Haircut 45 minutes).
2. Book in the calendar: pick the customer, the services and the staff member. Services run back to back; Find next free time suggests a gap.
3. Drag a booking to move it to another time or person. Use the Week view to see the whole week for everyone or one person.
4. When the customer arrives press Arrived, Start, then Checkout. Checkout opens the till with the services and the stylist credited for commission.
5. Sell packages (5 facials) and memberships. A package visit is free at the till.
6. Reminders lists tomorrow's bookings with a WhatsApp link for each.





Screens you will use

- Appointments
- Members (Check-in, Members, Plans)
- New sale
- Stock (services)
- Settings (Team & commission)
- Reports

Your starting categories

Hair, Skin & Facials, Nails, Bridal, Packages, Retail products

You can rename, add or remove categories at any time.

Tip. Checkout from the appointment, not from a blank bill. The commission then goes to the right stylist automatically.

C Vehicle Service Center

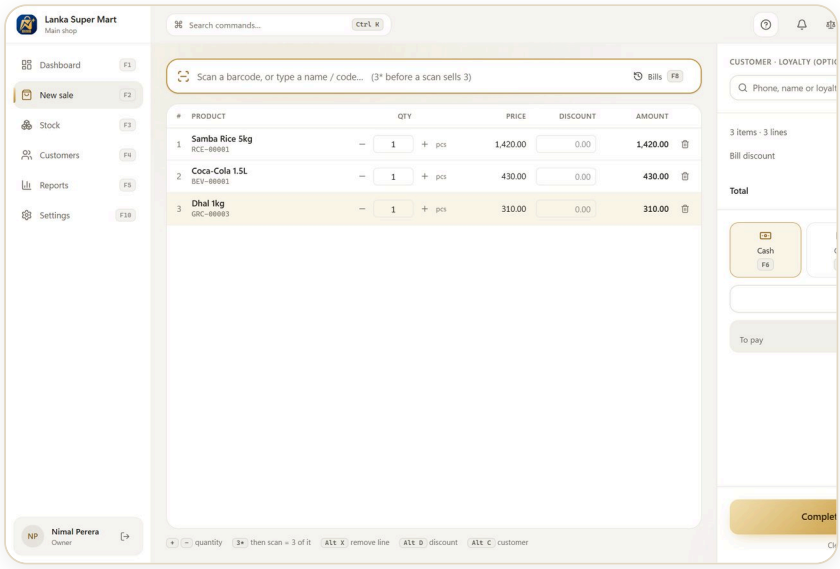
Vehicle service centers and garages.

What you get

- Job cards by vehicle registration
- Parts and labour with customer approval
- Vehicle history and service-due reminders
- Mechanic commission
- Advance payments
- Parts stock

How a day works

1. Open a job card with the vehicle registration number. The vehicle's history appears.
2. Add parts and labour lines. Send them for the customer's approval.
3. Move the job through its stages until it is Ready.
4. Billing the job opens the till with all the lines; any advance is deducted.
5. Service-due reminders list customers whose next service is coming up.



Screens you will use

- Job cards
- New sale
- Stock
- Customers
- Reports

Your starting categories

Labour, Engine oils, Filters, Parts, Tyres & Batteries, Washing

You can rename, add or remove categories at any time.

Tip. Always get approval before adding big extra parts; the approval is stored on the job.

C Laundry / Dry Cleaning

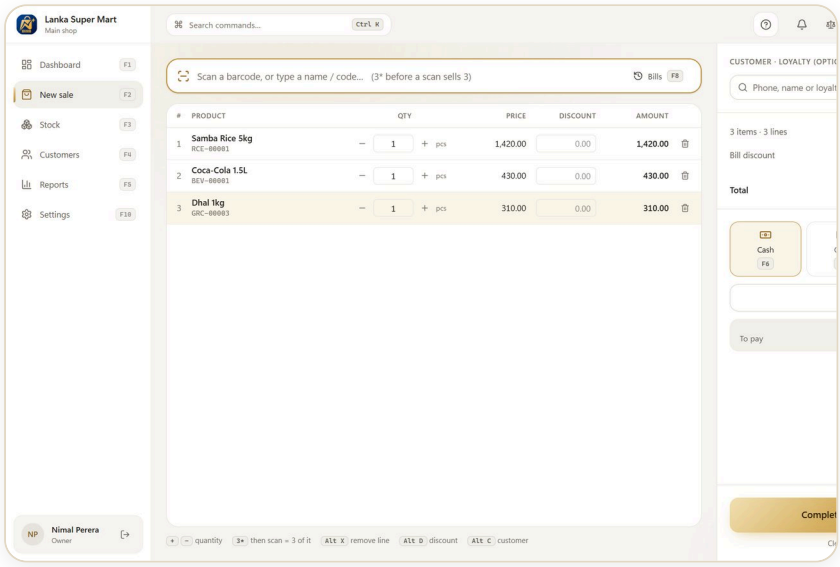
Laundries and dry cleaners.

What you get

- Drop-off with tagged pieces
- Rack numbers
- Part collection
- Advance payments
- Unclaimed alerts
- Express service pricing

How a day works

1. Drop-off: pick the customer and add pieces (shirt, saree, bedsheet) with the service. Tags print for each piece.
2. Take an advance if you want. Give the customer the ready date.
3. Mark pieces done as they come out of the machine; put them on a rack number.
4. Collection: hand over some or all of the pieces. The bill uses the advance first.
5. Unclaimed clothes are listed after 30 days, with a reminder.



Screens you will use

- Job cards (Laundry)
- New sale
- Customers
- Reports

Your starting categories

Wash & Iron, Dry cleaning, Iron only, Household, Express

You can rename, add or remove categories at any time.

Tip. Find any order by customer name, phone or tag number, even without the ticket.

C Gym / Fitness

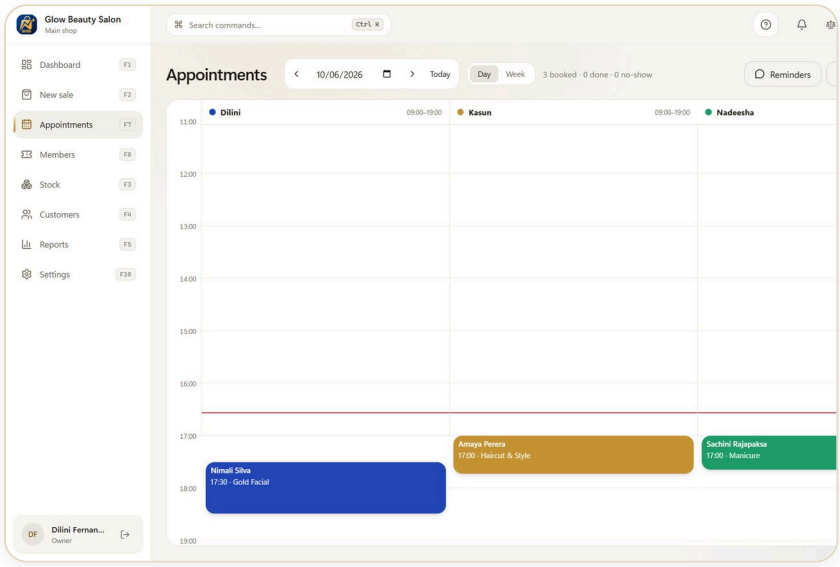
Gyms and fitness studios that sell memberships and personal training.

What you get

- Membership plans and renewals
- Check-in by name, phone or number
- Freeze and unfreeze
- Expiry alerts
- Personal-training bookings
- Supplement and drink sales

How a day works

1. Create plans: monthly, quarterly, 12 visits. Sell a plan at the till; the membership starts by itself.
2. Check members in at the door by name, phone or number.
3. Freeze a membership for travel and unfreeze it later; the end date moves.
4. The Dashboard lists memberships ending this week so you can send renewal reminders.
5. Personal-training sessions are booked in the appointment calendar.



Screens you will use

- Members (Check-in, Members, Plans)
- Appointments
- New sale
- Reports

Your starting categories

Memberships, Personal training, Supplements, Drinks, Gear

You can rename, add or remove categories at any time.

Tip. Renew from the member's file the day after expiry; the new period starts then, so no days are lost.

C Rentals

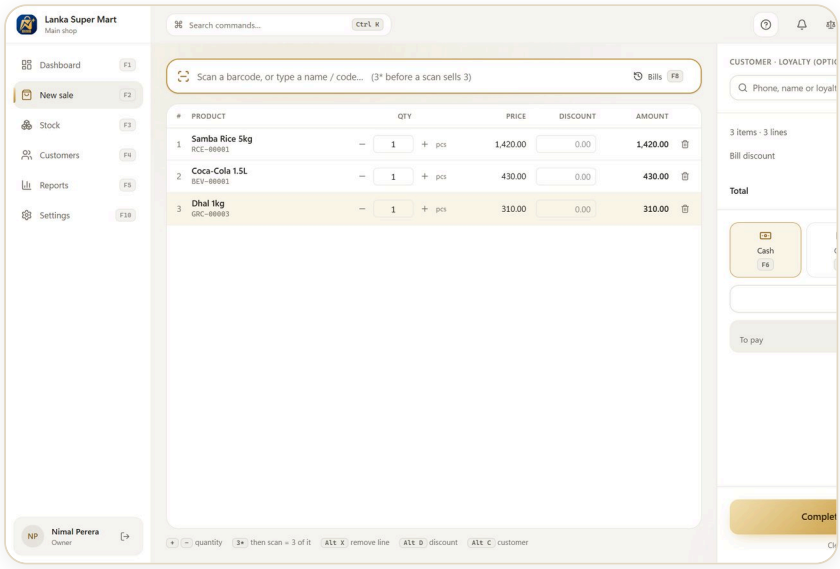
Businesses that hire out equipment, event items, tools or vehicles.

What you get

- Rates by hour, day and week
- Deposits and refunds
- Availability and double-booking protection
- Late fees and damage charges
- Overdue alerts
- Utilisation report

How a day works

1. Add each item with hourly, daily and weekly rates and its deposit.
2. New rental: pick the customer, the items and the dates. Availability is checked for you.
3. Check out takes the deposit. Return records late time and any damage.
4. The bill uses the deposit first and refunds the rest.
5. Overdue rentals are listed every day.



Screens you will use

- Rentals
- New sale
- Customers
- Reports

Your starting categories

Equipment, Event items, Vehicles, Tools, Fees & charges

You can rename, add or remove categories at any time.

Tip. The utilisation report shows which items earn and which sit idle.

D Clinic / Channelling

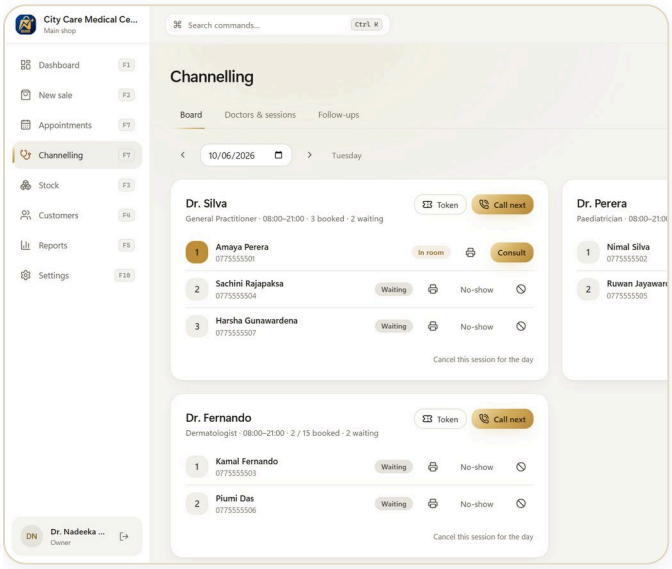
Doctor channelling centres and family clinics.

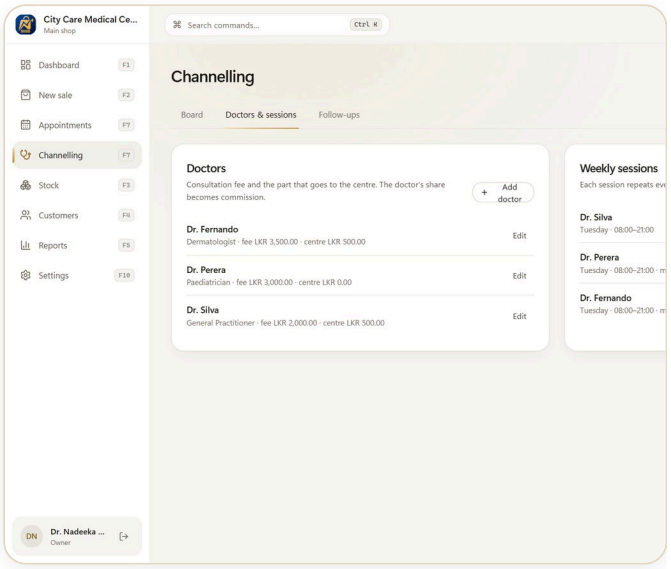
What you get

- Doctors, sessions and numbered tokens
- Waiting list and Call next
- Consultation notes, vitals and prescriptions
- Medicine dispensing from stock
- Doctor and centre fee split
- Follow-up reminders
- Mobile access for doctors and reception
- Clinical records stay on the shop PC

How a day works

1. Add doctors with their speciality, consultation fee and the centre's share. Set weekly sessions (for example Tuesday 5 pm to 8 pm).
2. Reception gives each patient a numbered token. A slip prints with the number.
3. Call next brings the next waiting patient in. The doctor opens Consult, writes notes, vitals and a prescription.
4. Bill at till adds the consultation fee and any medicines dispensed. Stock goes down.
5. Follow-ups lists patients to remind, with a WhatsApp link.
6. The Clinic report shows each doctor's income and the centre's share.





Screens you will use

- Channelling (Board, Doctors & sessions, Follow-ups)
- Appointments
- New sale
- Reports (Clinic)

Your starting categories

Consultations, Medicines, Procedures, Lab, Consumables

You can rename, add or remove categories at any time.

Tip. Only the owner, manager and doctors you mark as clinicians can open medical notes. Everyone else sees tokens and bills only.

D Optical Shop

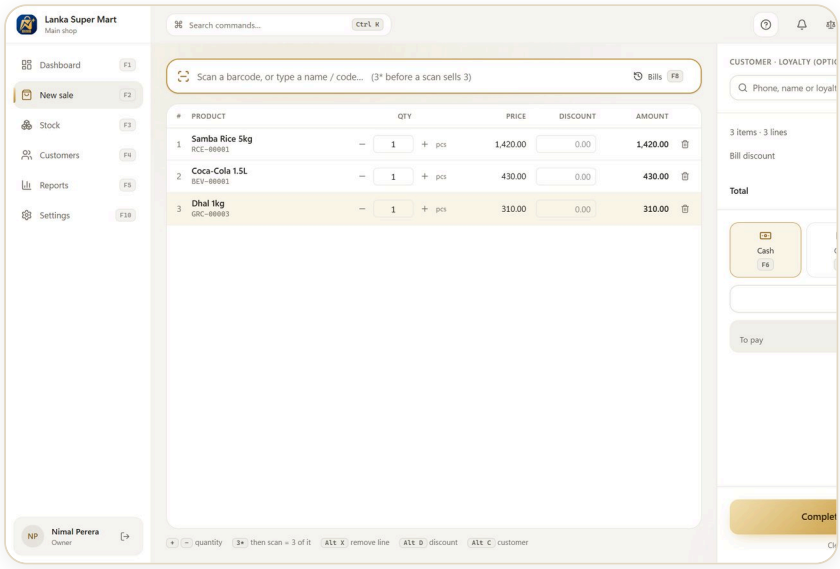
Optical shops that test eyes and sell spectacles and lenses.

What you get

- Eye-test records
- Frame and lens orders with advance
- Lab status tracking
- Check-up reminders
- Contact lens and accessory sales
- Spectacle orders report

How a day works

1. Record the customer's eye test: right and left eye prescription.
2. Start an order: pick the frame and lenses. Take an advance.
3. Move the order: Sent to lab, then Ready.
4. When the customer collects, Collect & bill finishes it and deducts the advance.
5. Check-up reminders lists people due for a new test.



Screens you will use

- Optical
- New sale
- Customers
- Reports (Optical)

Your starting categories

Frames, Lenses, Contact lenses, Accessories, Eye tests

You can rename, add or remove categories at any time.

Tip. A customer's past prescriptions are in their file, so repeat orders take seconds.

D Tuition Class / Institute

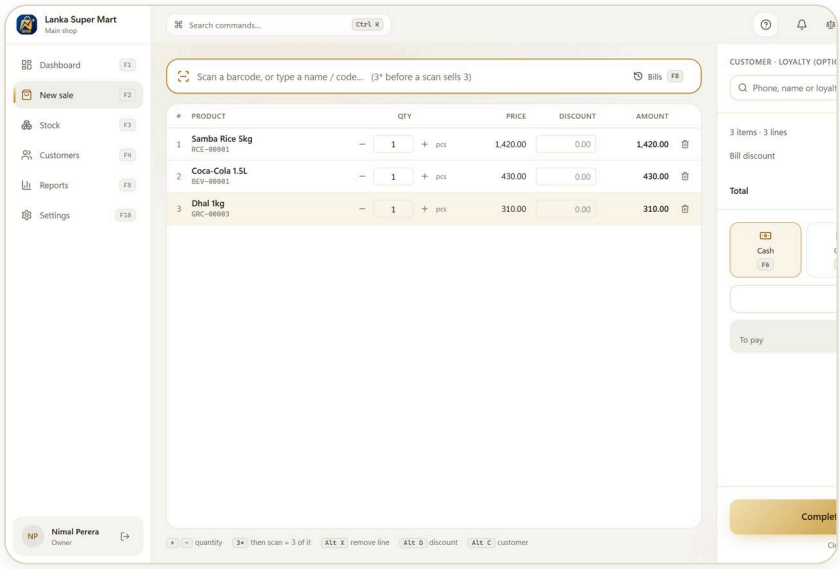
Tuition classes, institutes, and music and language schools.

What you get

- Classes and enrolments
- Monthly fee tracking and unpaid list
- Attendance sheets
- Student records and cards
- Registration and book fees
- Fees and attendance report

How a day works

1. Add classes with their monthly fee and schedule. Enrol students.
2. Each day, open Today: tap a student to mark present, absent or late.
3. Fees shows who has not paid this month. Collect opens the till with the amount.
4. Students shows one student's classes, fees and attendance.
5. A student card with an ID can be printed.



Screens you will use

- Classes (Today, Fees, Students)
- New sale
- Reports (Tuition)

Your starting categories

Class fees, Registration, Books, Other

You can rename, add or remove categories at any time.

Tip. Mark attendance on a tablet or phone through Mobile access, so teachers do not need the front desk PC.

E Wholesale / Distributor

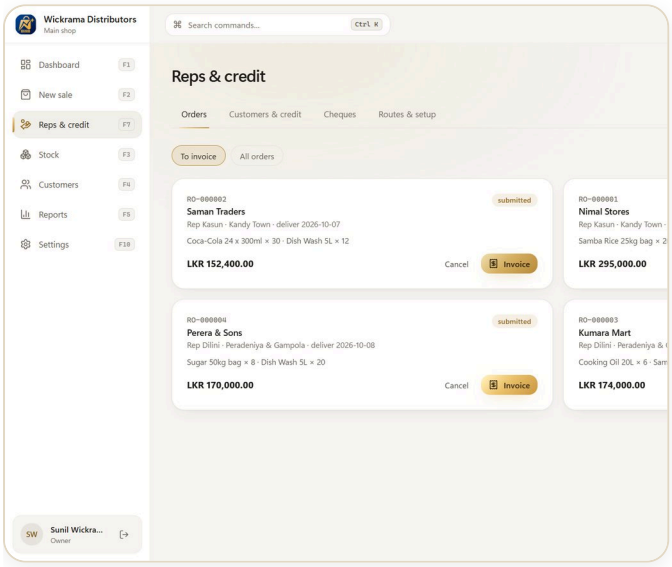
Distributors and wholesalers who deliver to many small shops, on credit.

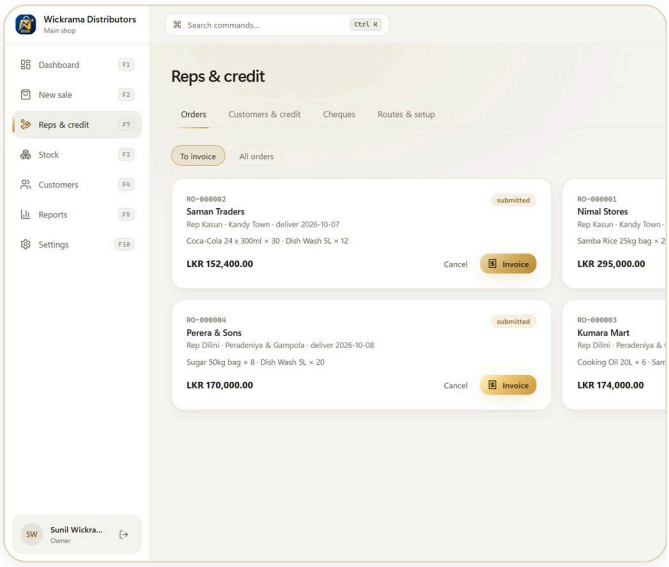
What you get

- Routes, reps and customer accounts
- Credit limits and credit days enforced at the till
- Rep orders at wholesale prices
- Cheque tracking with due-to-deposit alerts
- Overdue list with WhatsApp reminders
- Aging, route and rep reports
- Rep commission
- Mobile access for reps

How a day works

1. Set up routes (for example Kandy Town on Tuesdays) and your reps.
2. For each customer set the route, the rep, the credit limit and credit days.
3. A rep takes an order for a shop at wholesale prices (on the PC or a phone). Orders are listed To invoice.
4. Invoice at the till when the order is packed. A bill that would pass the credit limit is refused. The rep earns commission.
5. Record every cheque you receive with its date. Mark it Deposited, then Cleared, or Returned. Clearing pays the customer's balance.
6. Reports show customer aging, outstanding by route, rep performance and cheques.





Screens you will use

- Reps & credit (Orders, Customers & credit, Cheques, Routes & setup)
- New sale
- Stock
- Reports (Wholesale)

Your starting categories

Groceries, Beverages, Household, Packaging, Stationery, Other

You can rename, add or remove categories at any time.

Tip. Check the Customers & credit tab each morning: it lists who is overdue and who has a cheque ready to deposit.

E Agro / Fertilizer

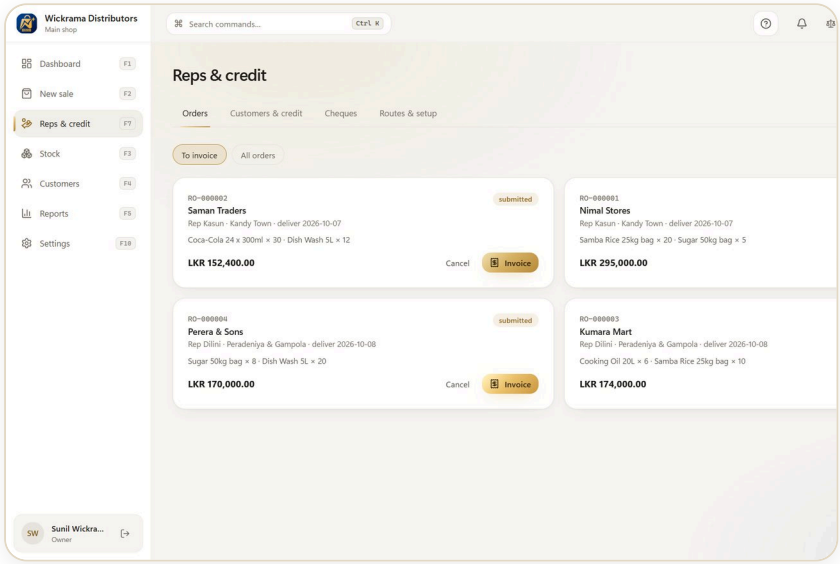
Agro-chemical, fertilizer, seed and animal-feed shops that sell to farmers and to other shops on credit.

What you get

- Batch and expiry tracking
- Kg, bag and litre units
- Credit accounts, limits and aging
- Reps, routes and orders
- Cheque tracking
- Overdue reminders

How a day works

1. Add products by kg, bag or litre. Receive fertilizer and seeds with batch numbers and expiry dates.
2. Farmers on credit have an account with a limit and a due period.
3. Reps visit farming areas and take orders (same as Wholesale).
4. Invoice at the till. Batches sell oldest first; expired items are flagged.
5. Cheques are tracked until they are cleared.



Screens you will use

- Reps & credit
- New sale
- Stock
- Reports

Your starting categories

Fertilizer, Seeds, Pesticides, Animal feed, Tools & equipment, Other

You can rename, add or remove categories at any time.

Tip. Expiring seeds and chemicals show on the Dashboard, so they can be sold first or returned.

11. Questions and answers

Does it need the internet?

Only to activate, to sync to your cloud, and to renew the licence at least once every seven days. Selling, printing and reports work offline.

What if my PC breaks?

Install on a new PC, ask LankaNova for a new activation key, and restore your latest backup (or sign in to your cloud). Nothing is lost if you keep backups.

Can I run it on two PCs?

Yes. Each PC gets its own key from the dashboard. Branches sync to the owner's cloud view.

What does 'locked' mean?

If a payment is more than the grace days late, or LankaNova suspends the account, the POS shows a lock screen. Your data is safe. Pay, then press Check again and it opens immediately.

Where is my data?

In one file on your PC (LankaNova-POS-Systems-[your shop name].db in Documents, pos_system). Backups are in the backups folder next to it.

Can I change my business type?

A client's type is fixed by the App ID. If you open a different kind of business, LankaNova issues a new App ID.

The receipt is cut off or wrong size.

Settings, Hardware: set paper width (58 or 80 mm), and check the preview in Settings, Shop & brand. It shows exactly what prints.

Does it support VAT and tax invoices?

Yes. In Settings, Tax & VAT, enter your TIN and switch VAT on. Every bill then prints as a tax invoice with an IRD-style running number, in every business type, and cancelled bills get credit note numbers. Prices include VAT; products can be standard, zero rated or exempt.

Can it produce the VAT report for the IRD?

Yes. Reports, Tax and accounting, VAT report gives output tax, credit notes, input tax and VAT payable with the schedules, as a PDF with your shop name. SSCL and NBT are worked out per quarter. Please confirm the final figures with your accountant before filing.

Can I give my accountant Tally or QuickBooks files?

Yes. Reports, Tax and accounting, Accounting export makes a Tally XML file, a QuickBooks journal CSV and sales and purchases registers for any period.

Can a cashier change or delete sales to hide money?

No. A bill cannot be edited after it is paid. It can only be cancelled (voided) with a reason, by someone allowed to, and every void, discount and price change is written to the activity log with the person's name and the time. The log is chained, so a removed or edited entry is detected.

What if my PC is stolen?

Turn on Windows BitLocker (free in Windows Pro) so the disk cannot be read without your sign-in. Copies you keep on a USB stick are password protected. Install on a new PC, activate with a new key and restore your latest copy.

Can someone copy my POS to another PC?

No. The licence is tied to your PC and your shop, and a copy will not accept it. Moving to a new PC needs a new activation key.

A virtual 'Print to PDF' printer gives a broken page.

Receipt and label printers need real thermal printers. To preview, choose Save as PDF (test) as the connection type.

12. Help and support

We are here when you need us

Press the Help (?) button on any screen for the steps of that screen. For anything else, call or message us. Please have your App ID ready (Settings, Database & cloud shows it).

Contact

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Version 1.9.6. Screens shown use sample data. Features depend on your business type and modules.