

Azina

English

Azina User Manual

How to run your business with Azina — step by step

Point of sale and accounting that works offline

Visual Business Advert · Kampala, Uganda

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1. Get started

- Open Azina and tap **Get started**.
- Enter your **business name**, choose the **nature of business**: **Goods** (you buy and resell items), **Services provider** (you sell your time or skill) or **Others / Hybrid** (you buy raw material and make something new to sell).
- Enter your address, **country**, **phone number** and **email**. Azina shows all amounts in your country's currency. Trade in another currency (for example USD)? Tap **Change it** under the country field.
- Tap **Submit**. Azina emails you a verification code. Type it and tap **Verify**. Your 45-day free trial starts now.
- Next time, sign in with the same email and a new code.

2. Your tabs

- The tabs at the bottom depend on your business type.
- **Goods**: POS, Stock, Expenses, Reports, More.
- **Hybrid**: POS, Stock, Production, Expenses, Reports, More.
- **Services**: POS, Menu, Expenses, Reports, More.

3. Sell on the POS tab

- Tap items to add them to the cart, or use the search box. Use the category chips to filter. If you set a barcode on a product, scan it to find it fast.
- Check the cart total. To start again, tap **Cancel sale**.
- Choose the **payment method**: Cash, Mobile Money or Card.
- Tap **Charge**. When you see **Sale complete**, you can tap **Print receipt**.
- Azina warns you when a product is running low or out of stock. Once payment is confirmed, a sale is locked and cannot be edited or deleted, so your records stay accurate.

4. Stock (goods) and Menu (services)

- **Stock**: tap **Create product**. Enter the name, the **cost price** (what you pay), the **sale price** (what you charge) and the quantity you have. Azina shows your margin per unit. A barcode is optional.
- The Stock screen shows your products, your total stock value and a warning for items running low. Tap a product to edit it.
- **Menu**: tap **Add to menu**. A name and a price are all you need. These items appear on the POS tab.
- Deleting a product also deletes its purchase history.

5. Production (hybrid businesses)

- Use this tab when you turn raw materials into a product you sell, for example flour into bread.
- Tap **Record production**. Choose what you produced (or type a new product and its sale price).
- Add the **raw materials used** and the **other costs** such as electricity, water, machinery, transport, taxes or packaging.
- Enter the **quantity produced**. Azina works out the cost per unit, takes the materials out of Stock and adds the finished product with its real cost.
- Tap **Save production run**.

6. Expenses

- **Stock purchases:** tap **Record purchase**, pick the product and quantity. The cost fills in automatically; change it if this batch cost differently. Stock goes up by the quantity.
- **Other expenses:** tap **Log expense** for rent, transport, electricity, packaging and anything else that keeps the business running.
- Both feed into your Reports. Deleting a purchase takes the quantity back out of stock.

7. Clients and credit

- Open **More** then **Clients**. Tap **Add client** to track credit sales and payments for a customer.
- Each client shows **owes**, **in credit** or **settled**. The top of the screen shows the total outstanding credit.
- Use the search box to find a client quickly.

8. Reports and Sales

- **Reports:** choose Today, Yesterday or This week. You see cash balance, daily sales, daily expenses, stock situation, net profit and margin, payment methods, top sellers and low-stock items.
- **Sales** (under More): see every sale with quantities, unit prices and totals, by day, week, month or all time.

9. More: currency, printer, weekly tip

- **Tip of the week:** a short business tip at the top of the More tab, new every Monday. On your phone, switch on the reminder to get it as a notification on Monday at 09:00.
- **Currency:** tap the green Currency card, search and choose a currency. Azina asks you to confirm. **Amounts already recorded are not converted**, so change currency only when it makes sense.
- **Printer:** connect a Bluetooth printer from the Printer screen (power it on, tap **Scan for printers**, choose yours). Bluetooth printing needs the installed Azina app. Without a printer, receipts print through your phone's normal print dialog.
- **Language:** Azina speaks English, French, Spanish, Portuguese, Swahili and Arabic.

10. Free trial, subscription and offline use

- You get **45 days free**. After that the subscription is **\$10 per month per device**; each branch or phone pays its own. Open **Subscription** under More and choose a payment method.
- If the trial ends, selling, purchases and expenses pause until you subscribe. **Your data is kept.**
- Azina works **offline**. Keep selling without internet; your records sync when you are back online.

11. Help

- Forgot which tab to use? Re-read section 2.
- To delete your account and data, email us with the subject **Delete my Azina account**.
- Questions or problems? We are glad to help.

Need help? Email riftvba@gmail.com