

Kinxso POS (Desktop)

Offline-first Windows point of sale. Bought once, yours to keep.

User manual · 2026-10-21

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1. Installing and activating

What you need

- A Windows 10 or 11 PC, 64-bit
- The installer, about 85 MB, from kinxso.com/download
- Your **activation code**, emailed when you bought your licence

There is no free trial

The app asks for an activation code the first time it starts. There is no trial period - a licence is a **one-time purchase**, with no monthly fee and nothing to renew. Download and install freely, but you will need a key before you can trade.

If you do not have one, buy a licence at kinxso.com/download/buy and the code arrives by email.

Installing

1. Run the installer **as Administrator**.
2. Follow the prompts. It takes under two minutes.
3. Start Kinxso POS.

Activating

Enter your activation code on the activation screen.

The app checks the code with our server, so **the PC needs internet access for this one step**. Once activated it works offline; the connection is only needed again for updates and for optional online features.

Your licence covers a set number of terminals, decided by the edition you bought. Activating on more PCs than it covers will be refused.

Lost your code?

Ask us to resend it - we can send the key to the email on your account again. Do not buy a second licence to get a working code.

Moving to a different PC

A licence binds to the machine it is activated on. If you are replacing a PC, contact us before wiping the old one so the licence can be released - this is much easier before the old machine is gone.

Updates

The app checks for updates when it starts, downloads them in the background, and installs on the next restart. You will never need to download a new installer to get a newer version, and updates are included in your licence at no extra cost.

2. First-time setup

The setup wizard

The first run walks you through the essentials: your shop name and address, your tax details, your receipt wording, and the first user account.

Take the time to get the tax settings right here. Changing them later does not correct receipts already issued.

Users

Create an account for each person who will use the till, each with their own login. Shared logins mean sales reports cannot tell you who sold what, and a till difference has no owner.

Roles control what people can reach - a cashier does not need the reports or the settings.

Products

Add what you sell: name, selling price, tax rate, and a category. Add barcodes if you scan, and cost prices if you want to see margins.

Categories matter more than they look. A shop with hundreds of products and no categories has reports that cannot tell it anything useful.

Opening stock

Enter what is on your shelves today before you start selling. Stock moves on its own from then on - down as you sell, up as you record purchases - so getting the starting figure right is what makes every later figure meaningful.

Hardware

Receipt printer. Most thermal printers are supported. Connect it, select it in settings, and print a test receipt before your first customer rather than during.

Barcode scanner. Scanners type what they read, so most work without configuration. Test by scanning into the product search - if the code appears, you are ready.

Cash drawer. Usually connects through the receipt printer and opens when a sale completes.

Backups

The app backs up its database daily to your Documents folder, and you can set a different path in settings.

Put the backup somewhere that is not this PC. A backup on the same machine protects you against mistakes but not against the machine dying, being stolen, or being encrypted by ransomware. A USB drive or a synced cloud folder costs nothing and is the difference between an afternoon and a catastrophe.

3. Selling and daily use

A sale

Scan or search for items, confirm quantities, take payment, print the receipt. Stock reduces and the sale is recorded.

Payment

Record what was actually tendered, including splits between cash and card. A split recorded as a single method is the commonest reason a drawer will not reconcile at close.

Discounts

Apply discounts within whatever limit the user's role allows. Discounts are recorded against the sale, so they appear in reports as a decision rather than as money that vanished.

Returns

Process returns against the original sale wherever you can. That restores stock correctly, refunds the right amount, and leaves a trail linking the two. A refund entered standalone cannot be traced back a week later.

Customers

Record regular customers. Their history is useful, and it is required if you sell on credit.

Working offline

The app runs entirely on your PC with a local database. **You can trade with no internet at all.** The connection is only needed for activation, updates, and optional online features such as tax submission.

This is the main reason to choose the desktop app: a dropped connection does not stop you selling.

Closing up

Count the drawer at the end of the day and compare it with what the system expects. Investigate differences the same day - a small difference found immediately is usually a miscount, and the same difference found a month later is unsolvable.

Take a backup before you shut down, or confirm the automatic one has run.

4. Modules - what you bought and how to add more

How modules work

The Desktop POS has a core till, plus optional modules you buy with your licence. Your activation code carries exactly the modules you paid for, and the app unlocks those and no others.

Modules unlock automatically on activation. There is nothing to install separately - the feature simply appears.

The modules

Module	What it adds
Advanced Analytics	Profit analysis, trends, KPI dashboard, interactive charts
Shift Management	Open and close cash shifts, float reconciliation, per-shift reports
Accounting Suite	Chart of accounts, journal vouchers, P&L, balance sheet
Customer Loyalty	Reward points, membership levels, coupons, gift cards
Khata (Credit Sales)	Sell on credit, customer ledger, statements, receivables
Employee Management	Attendance, leave, payroll and salary reports
FBR Integration	Digital invoicing, invoice verification, tax sync
Multi-Terminal LAN	Several tills on one local network
Barcode Designer	Label templates, shelf labels, barcode sheets
Custom Invoice Designer	Drag-and-drop invoice builder, logo, templates
Mobile Owner App	Live sales, stock alerts and daily reports on your phone
API Access	REST API, third-party integrations, webhooks
E-commerce Integration	Product, inventory and order sync with online stores
Advanced Inventory	Batch and serial numbers, expiry and lot tracking

Module	What it adds
Purchase Approval	Approval levels, purchase requests, notifications
Service & Repair	Job cards, repair tracking, warranty, technicians
Wholesale	Customer-wise pricing, bulk discounts, price levels
Delivery Management	Delivery orders, rider assignment, proof of delivery
Cloud Backup & Sync	Automatic cloud backup, remote sync, multi-device

The **Pro** edition includes all of them. **Standard** covers the core till, and you add the modules you need.

Adding a module later

Contact us to add modules to an existing licence. Your activation code is updated, and the feature appears in the app the next time it checks in with our server - you do not reinstall anything.

A module you paid for is not showing

Three things to check, in order:

1. **Has the app connected since the module was added?** It picks up licence changes when it checks

in, so a PC that has been offline will not have them yet.

1. **Is it on the right PC?** Modules follow the licence, so every terminal on that licence gets them.
2. **Restart the app.** Feature changes apply cleanly on a restart.

If it is still missing after all three, contact us with your activation code and we will look at what the licence actually carries.

FBR digital invoicing

The FBR module submits invoices to the Federal Board of Revenue. You supply your own NTN and STRN in settings - we do not provide them.

Test the connection in settings before relying on it. A configured-looking screen is not the same as a working submission, and the test sends a real request and shows you FBR's own response.

5. Troubleshooting

"My activation code will not work." Check it is typed exactly as emailed, and that the PC has internet for this step. If it says the licence is already registered to another machine, it has been used on a different PC - contact us to release it.

"It worked yesterday and now asks for activation." The app re-checks the licence periodically. If the licence was revoked, or the check failed in a way that invalidated it, it will ask again. Contact us with your code rather than re-buying.

"I never received my code." Check spam. If it is genuinely missing, we can resend it to the email on your account - do not buy a second licence.

"A feature I paid for is missing." See the modules chapter. Most often the app has not connected since the module was added, or it needs a restart.

"The receipt printer does nothing." Confirm it prints a Windows test page first. If Windows cannot print, the POS cannot either. Then re-select it in settings and print a test receipt.

"Receipts print cut off or garbled." The paper width is set wrong, or the wrong driver is selected. Check the printer width setting matches your paper, usually 58mm or 80mm.

"The barcode scanner types into the wrong box." Click into the product search before scanning. Scanners simply type, so whatever is focused receives it.

"The cash drawer will not open." Most drawers open through the receipt printer, so check the cable between them and that the printer is working.

"Stock is wrong." Compare the shelf with the system and adjust with a reason recorded. Then look at whether purchases are being entered when goods arrive - stock that is always low usually means deliveries are recorded late or not at all.

"The app is slow." The database grows with every sale. Make sure backups are running and consider archiving very old data. A failing hard disk also shows up as slowness first.

"I need my data on a new PC." Take a backup from the old machine and restore it on the new one, and contact us about moving the licence. Do this before the old PC is gone.

"Can I use it on more than one till?" Yes, with the Multi-Terminal LAN module and enough terminals on your licence. The tills sync over your local network - no internet needed.

Before contacting support

Have ready: your activation code, the exact wording of any message, what you were doing, and the version number from the app's About screen. It turns a long conversation into a short one.