



## Mi Wallet Credit – User Manual

Welcome to Mi Wallet Credit. This manual will guide you through all features of the app, from getting started to managing customers, credits, payments, backups, and data recovery.

### 1. Getting Started

Download and install Mi Wallet Credit on your device. After opening the app, create an account or log in using your registered details. Once logged in, your account is linked to your device and securely connected to our cloud system for backup and recovery.

### 2. Adding Customers

From the dashboard, select the Customers option and tap Add Customer. Enter the customer's name, phone number and any additional notes. Each customer is uniquely stored under your account and can have multiple credits and payments recorded over time.

### 3. Customer Ledger

Each customer has an individual ledger that shows all credits, payments and balances in chronological order. The ledger allows you to clearly track who owes you, how much they owe and when transactions were made.

### 4. Multiple Credits Per Customer

Mi Wallet Credit allows you to record multiple credit transactions for the same customer. Each credit entry is stored separately while still contributing to the customer's total outstanding balance.

### 5. Payments and Partial Payments

You can record payments for any customer at any time. The app supports partial payments. If a customer pays only part of the amount owed, Mi Wallet Credit automatically recalculates and updates the remaining balance.

### 6. Automatic Calculations

All balances, totals and remaining amounts are calculated automatically by the system. You do not need to use a calculator or manual bookkeeping.

### 7. Offline Use

Mi Wallet Credit works even without an internet connection. You can continue adding customers, recording credits and capturing payments while offline. Your data will be securely synchronized once the device reconnects to the internet.

### 8. Automatic Backup and Sync

Your data is automatically backed up to secure servers whenever your device is online. This ensures your business records remain safe and protected against device loss or damage.

## **9. Data Recovery and Device Change**

If you lose your phone, change your device or reinstall the app, simply log in again using your account. All your customers, credits, payments and balances will be restored automatically.

## **10. Data Security**

Each account is isolated and protected. Your data is only accessible to you and authorized users under your account.

## **11. Key Features Summary**

- 1 Customer management
- 2 Individual customer ledgers
- 3 Multiple credits per customer
- 4 Partial and full payments
- 5 Automatic balance calculations
- 6 Offline usage
- 7 Automatic backup and cloud synchronization
- 8 Easy data recovery on new devices

## **12. Free Trial and Subscription**

Mi Wallet Credit comes with a free trial for two weeks. After the trial period, a subscription of MWK 11,000 per month applies.

## **13. Support and Contact**

For help, support or enquiries, please contact us at: Email: [support@miwalletmw.com](mailto:support@miwalletmw.com)