ZKtecoPos

USER MANUAL

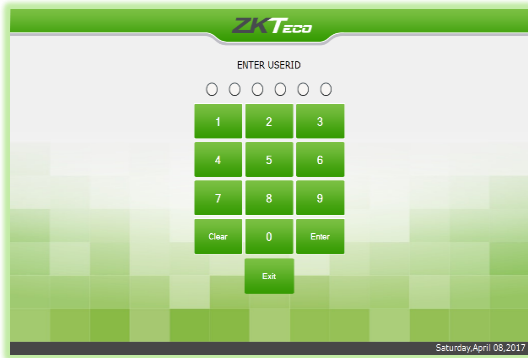## ZKPOS WHOLE SALE SOFTWARE

KEY BENEFITS

- ✓ Provides Finger Print Security
- ✓ Truly User Oriented
- ✓ Accuracy in barcode systems
- ✓ Deliver superior Customer service and support
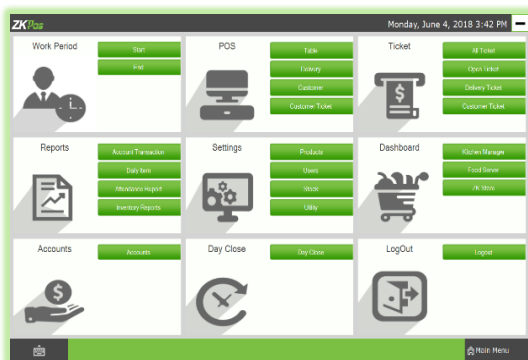- ✓ Immediate access to sales and inventory

CONTENTS

GETS STARTED

STEP 1 - ADMIN LOGIN

1. Open **ZKPOS** software Application
2. You will have a default admin login with password, Default **login ID** is **1** and Default **login Password** is **1**.
3. Type admin ID and Password and click **ENTER** button.

4. Now you are taken to the **MAIN MENU.**
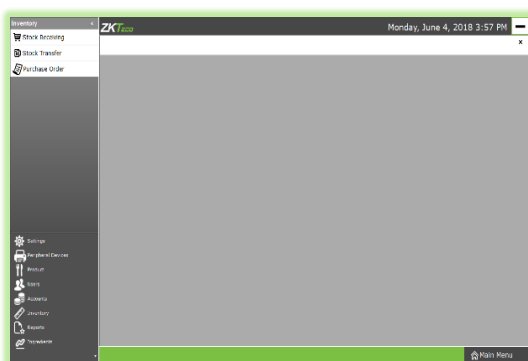
STEP 2 - ADDING COMPANY DETAILS

Company details like **Name**, **Branch**, **Address**, **Company Logo**, **Tax**, **Currency** etc, can be saved.

1. From the main menu, go to **SETTINGS**.
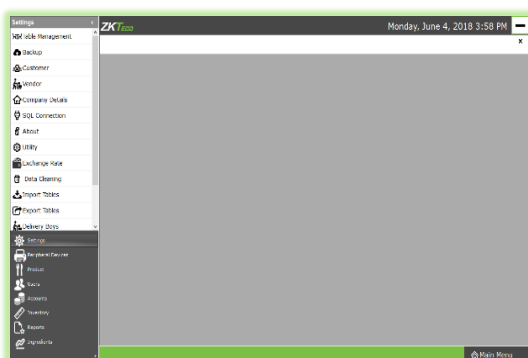
2. Inventory will be selected by default. You have to click on **SETTINGS** menu.
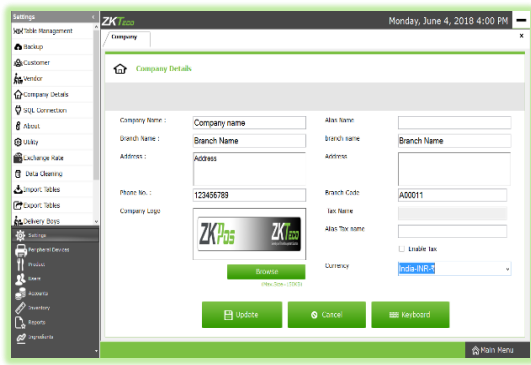
3. Choose **COMPANY DETAILS**.

5. Enter all necessary details in the appropriate fields. If you want to enable tax, tick the checkbox for "**ENABLE TAX**" then you can enter the **Tax Name** in the text box below. At last browse the company logo (max 150 kb) and then update the data by clicking on **UPDATE** button.

6. Click **OK**.

STEP 3 – UTILITIES

In some situations you may need to grant permissions to access some features. That is done in the **UTILITIES**. For example if you want to use Gifts and Points functionality, you need to enable it in the utilities.

You need to login as **ADMIN** to view/access **UTILITIES**.
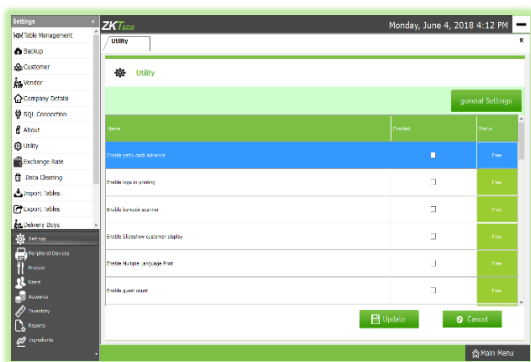
1. Go to **SETTINGS**.

2. Click on **UTILITY** from the setting options.
There is a column specifying the status of each feature. Some were Free and some others need to activate manually.
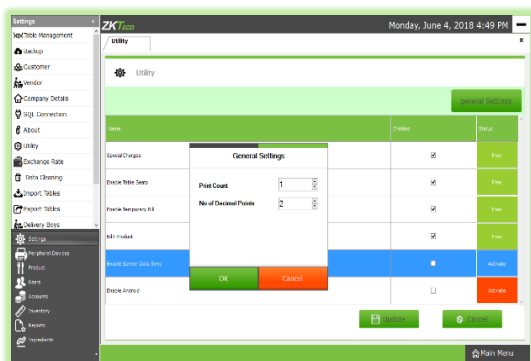
3. To decide number of decimal points and number of print count click on the general settings button on the top left portion of the screen.

Now let's learn each utilities one by one.

1. **_PETTY CASH ADVANCE_**: Petty cash is the advance amount given to cashier before start billing operation. To enable petty cash, tick the checkbox corresponds to "**ENABLE PETTY CASH ADVANCE**" and then click **UPDATE** button.

2. **_ENABLE LOGO IN PRINTING_**: If you want to display your company logo while printing invoices, you have to enable it here. **Tick** the checkbox that corresponds to "**ENABLE LOGO IN PRINTING**" and then click **UPDATE** button.

3. **_ENABLE BARCODE SCANNER_**: When we enable this feature we can add products using **BARCODE SCANNER**. To enable tick the checkbox corresponding to "**ENABLE BARCODE SCANNER**" and then click **UPDATE** button.

4. **_ENABLE SLIDESHOW CUSTOMER DISPLAY_**: You can display company promotional videos, images, combo offers, and discounts in customer display screen by enabling this utility. To enable follow the steps that you have done earlier.

5. **_ENABLE MULTIPLE LANGUAGE PRINT_**: This feature enables multiple language feature while printing invoices.

6. **_ENABLE GUEST COUNT_**: Customers are considered as your guests and you could save their count for reference purpose or to print with the invoice.

7. **_ENABLE VFD DISPLAY_**: When we enable this feature, **PRODUCT**, **PRICE** and **QUANTITY** will be displayed in the **VFD DISPLAY** during product selection in the **POS** menu.

8. **_ENABLE LED DISPLAY_**: To display the **PRODUCT PRICE** and **TOTAL BILL AMOUNT** in the **LED DISPLAY** you have to enable this feature.

9. **_ENABLE MULTI CURRENCY PAYMENT_**: Customers will be happy if you could produce the invoice in their desired currency. To display total invoice amount in desired currency, enable this feature by ticking on the checkbox that corresponds to "**enable multi-currency payment**". Then **UPDATE** it.

10. **_ENABLE SIMPLE PRINT_**: If you want a simple print layout, then you need to enable this feature.

11. **_ENABLE BIG PRINT_**: You can take big printout by enabling this feature.

12. **_ENABLE COMBO/SUB PRODUCTS_** - You have to enable this utility if you want to display **combo products** and **sub products** in the **POS** section.

13. **_ENABLE FINGERPRINT LOGIN_**: If this feature is enabled users can **login/register** using their **fingerprint**.

14. **_ENABLE INGRDIENTS_**: We could add ingredients only if we enable this feature.

15. **_ENABLE KITCHEN PRINT_**: This feature allows kitchen manager to print orders.

16. **_ENABLE ORDERPRINT_**: By enabling this feature you can take printout of the orders.

17. **_ENABLE GIFT AND POINTS_**: If you want to set **gifts/points** against invoice **count/amount** you have to enable it here.

18. **_ENABLE MINUS STOCK_**: If this feature is enabled you can sale products without stock. For instance suppose, you didn't updated the stock receiving details to your **ZKPOS**, but you want to sale the products. You can do it by enabling this utility.

19. **_ENABLE INDIAN GST PRINT_**: If we enable this feature tax will be calculated for each invoice.

20. **_ENABLE CUSTOMER ACCOUNT AUTHENTICATION_**: This feature is used for authenticating customer card on each ACCOUNT PAYMENT.

21. **_ENABLE CALCULATE TAX ON ROUNDING_**: If this feature is enabled, tax will be calculated after rounding the amount.

22. *ENABLE AUTO ROUNDOFF*: This feature will round off the amount in decimals automatically.

23. *SPECIAL CHARGES*: You can additional special charges to the invoice amount.

24. *ENABLE TABLE SEATS*: This will display table seats when you click on a table in POS.

25. *ENABLE TEMPORARY BILL*: You can create a temporary bill for the customers.

26. *EDIT PRODUCT*: You can edit product details by enabling this feature.

27. *ENABLE SERVER DATA SINC*: This feature need to be activated manually.

28. *ENABLE ANDROID*: This feature need to be activated manually.

STEP 4 - TABLE MANAGEMENT

Add all the tables in your restaurant into ZKPOS so that you can keep track of orders in different tables. For instance suppose your restaurant contain 30 tables. If you name each table like TABLE1, TABLE2 etc. and save other details like table area and number of seats then you can handle the orders more efficiently.
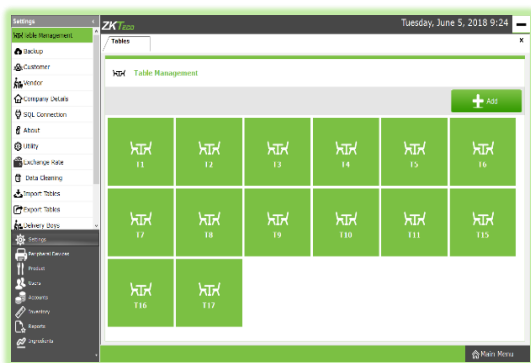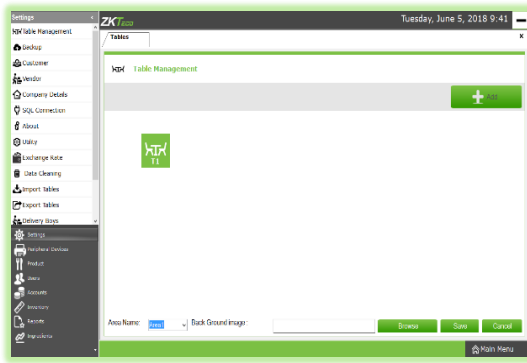


1. Click on **TABLE MANAGEMENT** menu from **SETTING**S.
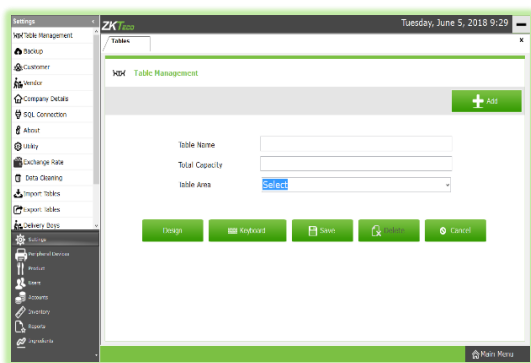
2. You can see some default tables there.
3. To add another table, click on the **ADD** button.
4. Type the **Table Name**, **Table Capacity (Number of Seats), Table Area.**
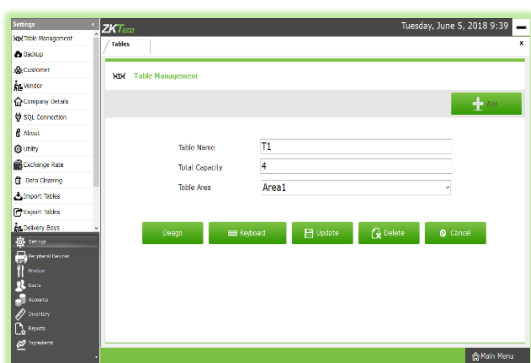
5. Click **SAVE** button.
6. Click **OK** to the confirmation dialog. Now a new table has been created.

7. By default there will be 3 areas. You can set background image for each area. To do so, click on any saved tables from the list (fig in step 1).
8. Click on the **DESIGN** button.
9. Selected table's area will display in the **Area Name** dropdown. You can change the area as you wish.
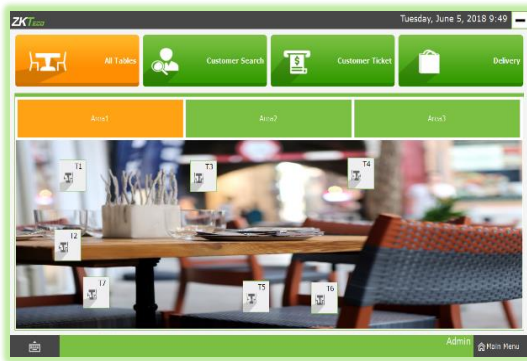

10. To add the image click on **BROWSE** button. Choose the image and click **SAVE** button.
11. To view the image, go to **Main Menu**.
12. Click on **POS** button.

The image that you selected is the background image for Area1.

STEP 5 – TABLE AREA MANAGEMENT

As you have seen earlier, each table is placed in particular area. There will be 3 tables by default. But you can Add, Edit or Delete table area based on your requirements. Let's see how it is maintained.
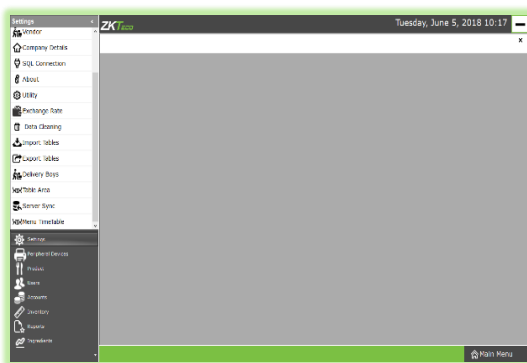
1. Go to **SETTINGS**.
2. Expand Settings menu.
3. Scroll down and click on **TABLE AREA**.
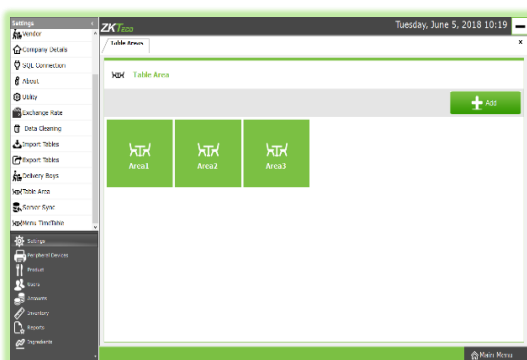
4. Default Table Area will display in the new window.
5. You can add new area by clicking on **ADD** button.

6. You can see a single field to enter the **Area Name**. Enter the name in the provided field.
7. Click **SAVE** button.
8. Click **OK** button.

9. A new Table Area has been created.
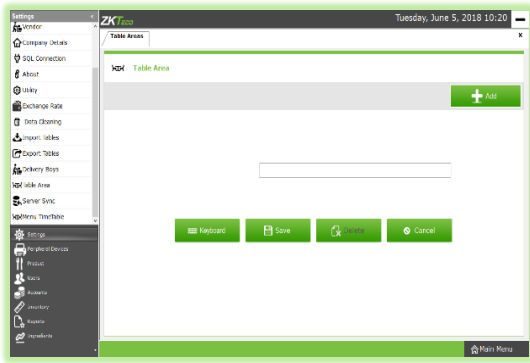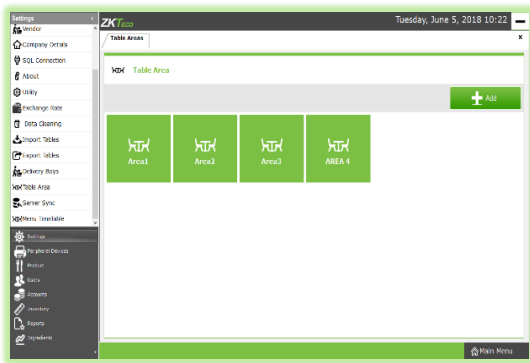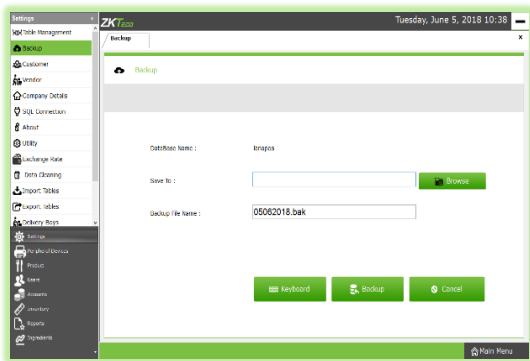
STEP 6 - BACKUP DATA

It is better to keep a backup copy of the important data somewhere else in the system. So you have an option to do the same.

1. Go to **SETTINGS**.
2. Expand Settings menu.
3. Now click **BACKUP**.
4. **DATABASE NAME** will be **LANAPOS** by default.
5. You can browse and select the location to store your backup file.
6. Enter the **backup file name**.
7. Click **BACKUP** button to backup or **CANCEL** to cancel the operation.

STEP 7 - ADDING NEW CUSTOMER

If you have regular **CUSTOMERS**, you can save their details. Later that will help you during payment and promote their visits by giving gifts or points.
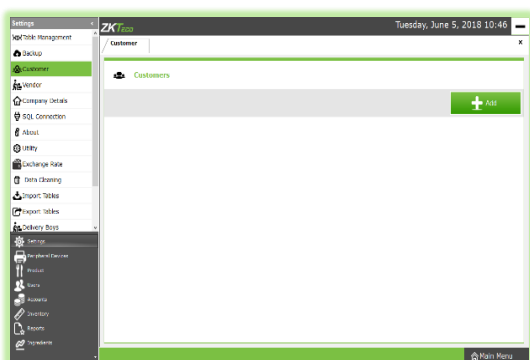
1. Go to **SETTINGS**.
2. Click on **CUSTOMER**
3. To add a new **CUSTOMER**, click on the **ADD** button.

4. Enter basic customer details in the appropriate fields including customer name, phone numbers, email id, status, your comments, address and finally the card number of the customer.
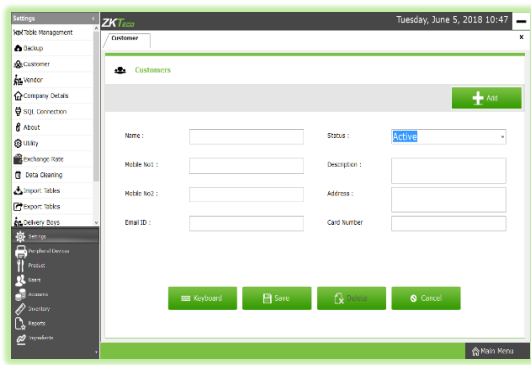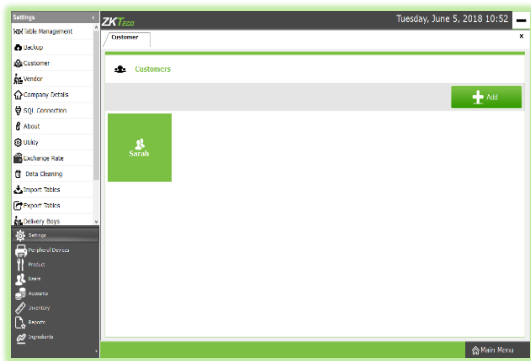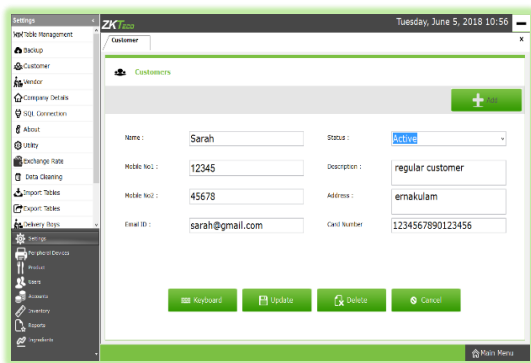5. Save the details by clicking on the **SAVE** button.
6. Click **OK** in the confirmation dialog box.
7. Now click **SAVE** button and **OK** to the confirmation dialog.

8. Now a new customer details has been saved.

9. To delete/edit a customer, click on the saved customer (fig in step 7).
10. If you want to delete the customer, then click **DELETE** button. Click **YES** in the confirmation dialog box.
11. To edit you have to click on **UPDATE** button instead of **DELETE** button. But before that make necessary changes to the data in the provided fields.

STEP 8 – ADD/DELETE A VENDOR

A Vendor is a person whom provides the products, so to add vender details while adding product, first you need to add Vendor details. Here you can see how to add a **VENDOR**.
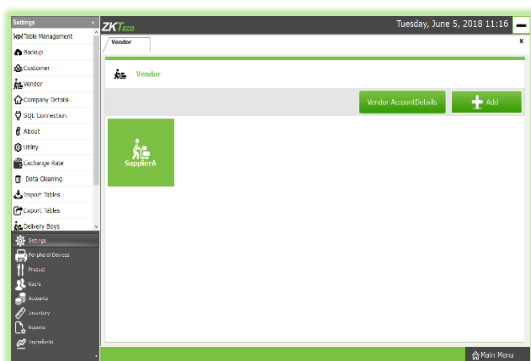
1. Login as **ADMIN**.
2. Go to **SETTINGS**.
3. Expand Settings menu.
4. Choose **VENDOR**.
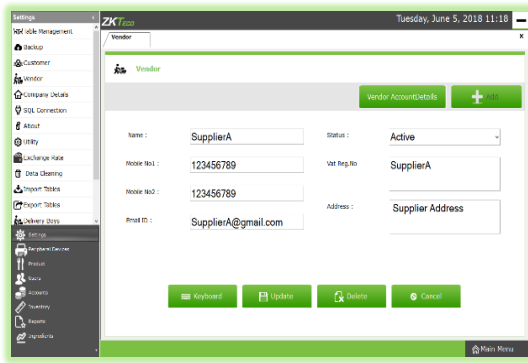
5. A vendor named Supplier A will be there by default. To view the details of that vendor, click on it.
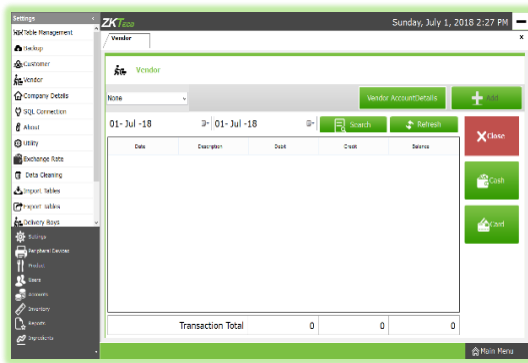
6. If you want to edit the vendor details, make necessary changes and then click **UPDATE** button.
7. A confirmation dialog box will appear, click **OK**.
8. If you want to delete the vendor then click **DELETE** button instead of **UPDATE** button. A warning box will appear, you should click **OK** to delete it.
9. If you want see vendor account details, then click **VENDOR ACCOUNT DETAILS** button.

To view the account details set the date range and click on **SEARCH** button.

Now let's add a new vendor.
1. Click on the **ADD** button (fig in step 4).
2. Provide **Vendor Name**, **Mobile Numbers**, **Email ID**, **Status** as **Active/Inactive**, **Description** about the Vendor, **Vat Reg Number** and **Address**.
3. Click on **SAVE** button and **OK** to confirmation Dialog.

Now a new Vendor has been created.

STEP 9 – SQL CONNECTION

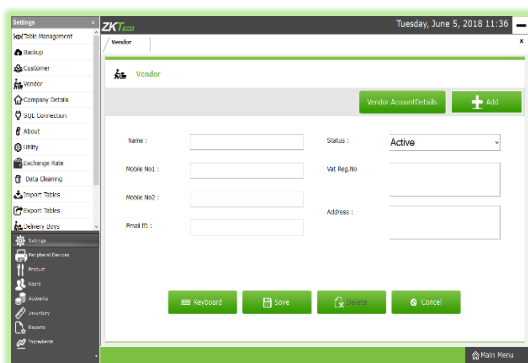This part displays the **SQL CONNECTION STRING**. You can access the database file using the details in the connection string.

STEP 10 – ABOUT SOFTWARE

ZKPOS version, Copyright, Website address, Release date, support mail ID etc. are provided in this section. This is just for your reference purpose. You can contact or send your queries to the provided mail id.

STEP 11 - LEARN ABOUT EXCHANGE RATE

Some customers may feel happy if you could produce the invoice in their native currency rate, or there may be situations where you need to deal with foreign customers. So you could know the exchange rates easily with this functionality. It is possible by updating the EXCHANGE RATE.

1. First you should enable **MULTY-CURRENCY PAYMENT** in the **UTILITY**.
2. Now, Go to **SETTINGS**.
3. Expand Settings.
4. From the menu options, click **EXCHANGE RATE**.
5. Exchange rates may vary each day, so you can update it.
6. Update it by clicking on **ONLINE UPDATE** button.

STEP 12 - HOW TO DO DATA CLEANING

When you want to clean up the data stored in **ZKPOS**, you can erase everything from it using this functionality.

1. Go to **SETTINGS**.
2. Click on **DATA CLEANING**.

3. From the list mark those checkboxes relevant to the data that you want to clear.
4. Clear it by clicking **CLEAR** button.
5. A confirmation dialog will appear.
6. Click **YES**, and **OK** to the confirmation message.
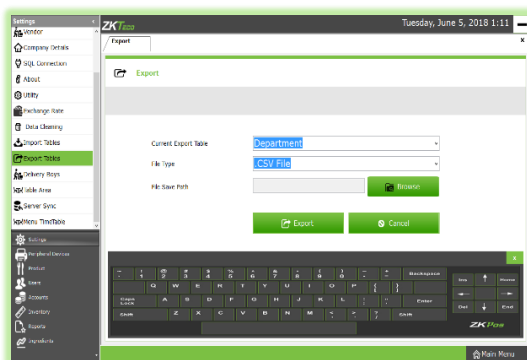
STEP 13 - IMPORT TABLES TO ZKPOS

In some scenarios you may need some data outside **ZKPOS**, in such cases you can import that data to your **ZKPOS** application.
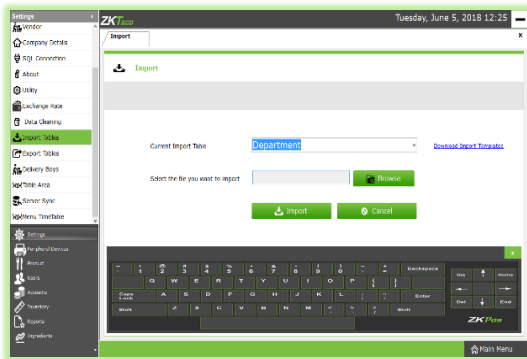
1. Go to **SETTINGS**.
2. Expand Settings.
3. Click on **IMPORT TABLES**.
4. Select the **Database Table** to which the data to be added.
5. Now browse the folder for the required data.
6. Click on **IMPORT** button.
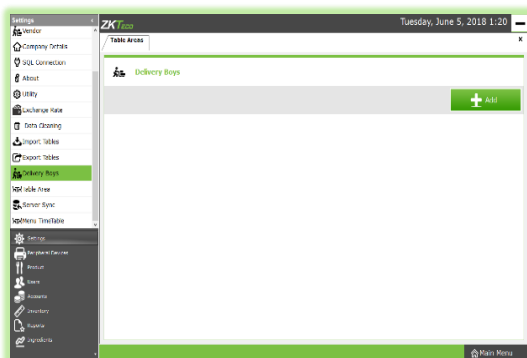7. Click **OK**.

STEP 14 - EXPORT TABLES

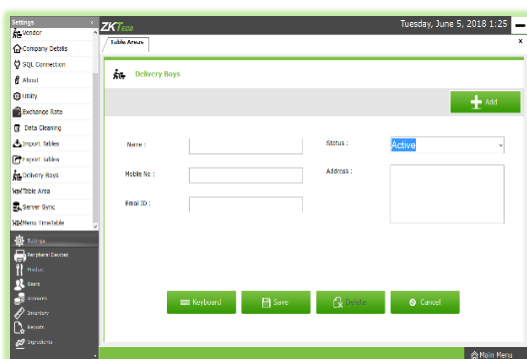You can export data from **ZKPOS** to your computer.

1. Go to **SETTINGS**.
2. Expand Settings.
3. Click on **EXPORT TABLES**.
4. Select **database table** and path.
5. Click **EXPORT** button
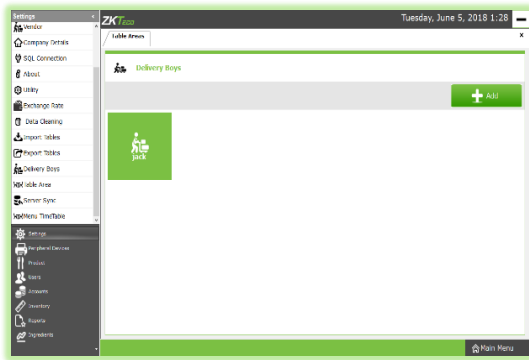6. Click **OK**

STEP 15 – DELIVERY BOYS

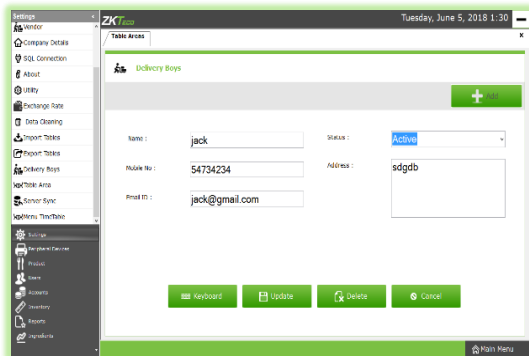Add delivery boys to **ZKPOS**.

1. Go to **SETTINGS**.
2. Expand Settings.
3. Click on **DELIVERY BOYS** button.
4. Click **ADD** button to a new delivery boy.

5. Add delivery boy's **Name**, **Mobile number**, **Email ID**, **Status** and **Address**.
6. Click **SAVE** button.
7. Click **OK**.

**8.** To delete a delivery boy, click on the saved name (fig left).

9. Click **DELETE** button. Note that if there is only one delivery boy, you cannot delete his details. Because he is saved as the default delivery boy. Otherwise you can delete the details.

10. Click **OK** in the confirmation dialog box.

STEP 16 – SERVER SYNC

Here you can change sync settings. To access this feature you need to activate sever sync in utility.
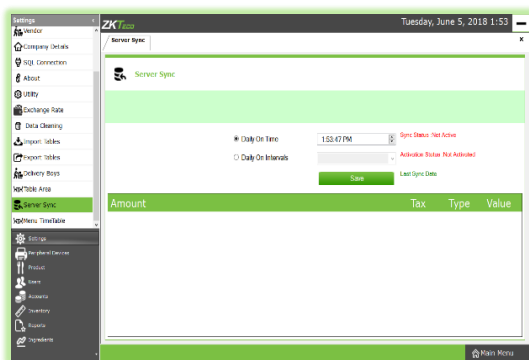
1. Got to **SETTINGS**.

2. Expand Settings.

3. Scroll down and click on **SERVER SYNC**.

4. If you want to perform sync operation every day in a particular time, then select daily on time and set the time appropriately.

**5.** If you want to sync data alternately, then select daily on intervals and set the interval time.

6. Status will be **Not Active** until you activate Server Sync in utility.

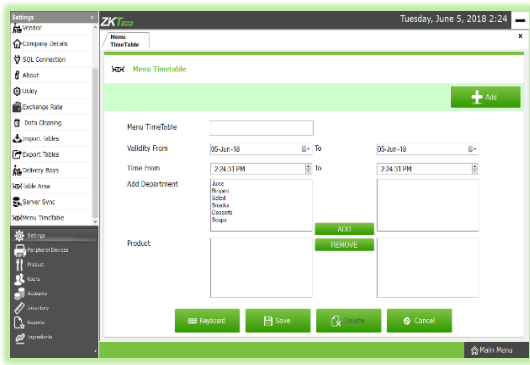**7.** After setting required fields, click **SAVE** button.

8. Click **OK**.
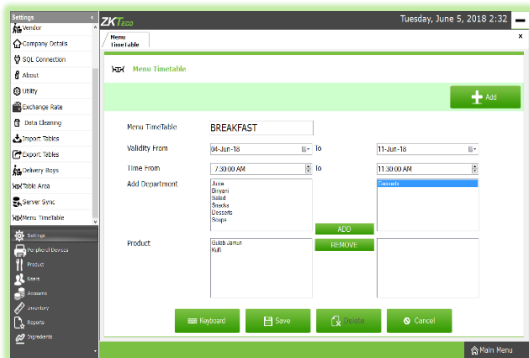
STEP 17 – MENU TIMETABLE

Every restaurant have their own menu. Breakfast, Lunch, Snacks and dinner may vary from day to day and time to time. In such cases you can keep the record for the menu efficiently using **menu timetable**.
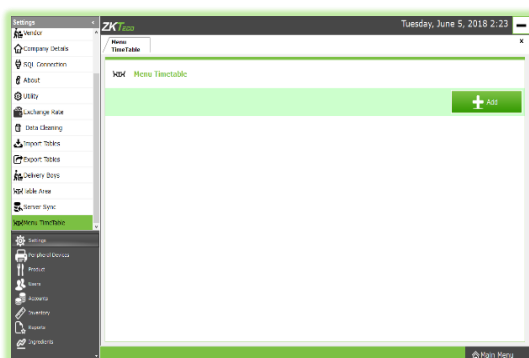
1. Go to **SETTINGS**.

2. Expand Settings.
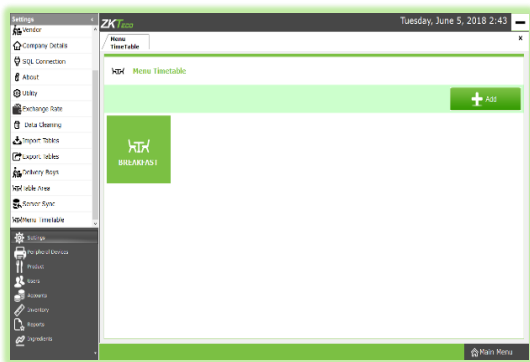
3. Scroll down and click on **MENU TIMETABLE**.

4. To add a new timetable, click **ADD** button.

5. Enter the Name, Starting and Ending date, starting and Ending time and Department.
6. After selecting the department from the list, click **ADD** button.

7. Selected departments will display in the next empty list box. Also products in the selected department will display in the below list box. You can select multiple departments.
8. From the product list select the products that you want to add to your timetable. Each time you select an item you have to click on the **ADD** button.
9. To remove a product, click on the product name in the bottom right list box and then click **REMOVE** button.

10. After adding products save the details by clicking on **SAVE** button.
11. In future if you want to edit or delete the details, click on the timetable name.
12. You can edit them and then click **UPDATE** button.
13. To delete click **DELETE** button. Click **YES** in the confirmation message.

STEP 18 - CREATING NEW USER

Other than admin you can add other users into **ZKPOS**. This will let others to access **ZKPOS**. But only **ADMIN** can access every features in **ZKPOS SOFTWARE**. Other users can access only limited features that assigned to them.
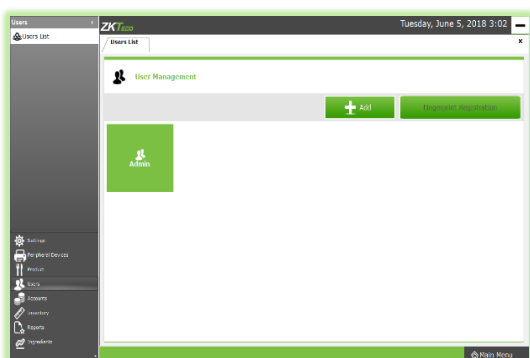

1. Go to **SETTINGS.**
2. Click **USERS.**
3. Now click on the **USER LIST**, you can see admin user there. To view admin details click on the **ADMIN** button. Admin can access everything while other users can't.
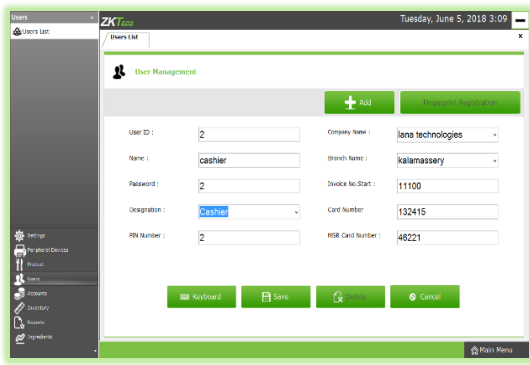
4. To add a new user (Cashier) select add button on the top left corner, in the new window you have to specify the **User ID**, **Name**, **Password** and **Designation** of the user. Default User ID is 2 that you can change as you wish. Select the user (**admin/cashier/food server/kitchen manager**) from the dropdown. **Pin** is optional that lets you to login using your pin number.

Company Name and details will be there as you set them already. There will be a default invoice start number that you can change as your wish. User can provide RF ID card number and MSR card number if required.
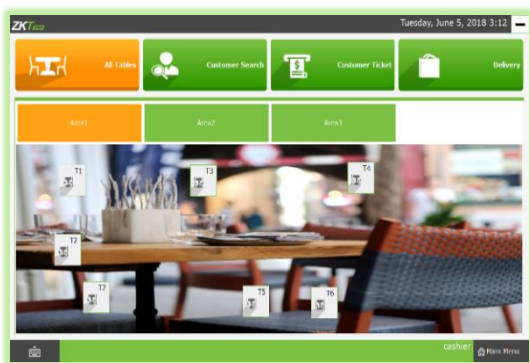
5. After entering all these details click **SAVE** button. Now a user with the specified role is created.
6. Now go back to the **Main Menu**.
7. Logout and Login Again using the User ID and Password you just created. In this case the user is directly taken to the relevant interface keeping the main menu. If it's a cashier he is taken to the left Interface.

A cashier is taken to the above interface. Here you can see that the cashier has limited access than Admin User.
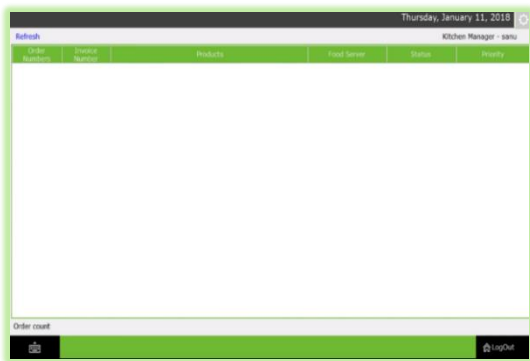
8. Now to Add a Food Server you have to **LOGIN** again as the **Admin**.
9. Add a new user as done above, Select the designation as **Food Server** from the dropdown menu. After providing all details click **SAVE** button. Click **OK** on the confirmation dialog.
10. Now **LOGOUT** and **LOGIN** again using the User ID and Password that you just created. This time the user goes to an interface that is relevant for a Food Server.
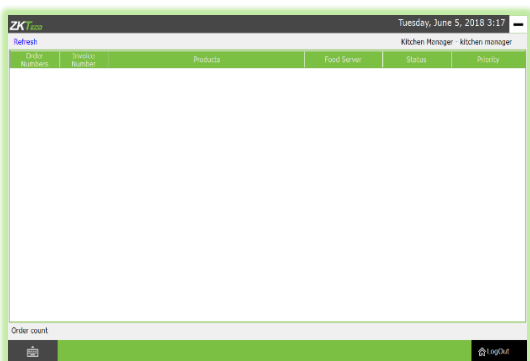
11. Now to Add **Kitchen Manager** Login Again as the **Admin**. Click on the **Settings** button, Select **USER** and then **USER LIST.**
12. Add a new user and select the designation as **Kitchen Manager**. Save the details by clicking on the **SAVE** button and click **OK** in the confirmation dialog.
13. Now Logout and login as Kitchen manager.

This is the interface for a **Kitchen Manager**. The admin can access all these interfaces while other users can access only the specified features and interface. The User Name of the **kitchen Manager** and **Food Server** is provided at the top Left corner.
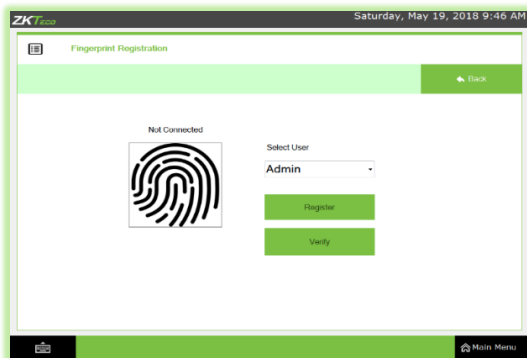
STEP 19 – USER REGISTRATION USING FINGERPRINT

ZKPOS provides an option to login using your fingerprint. To do so, follow the steps below.
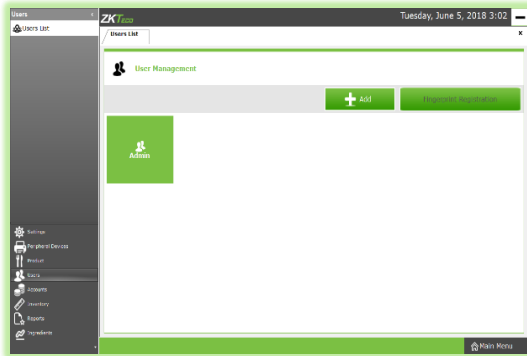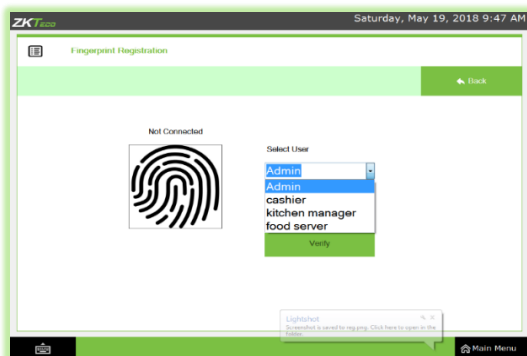

1. Go to **SETTINGS**.
2. In the **UTILITY**, enable fingerprint login and update it.
3. Now Click **USERS** in the **SETTINGS**.
4. Again click **USER LIST**.
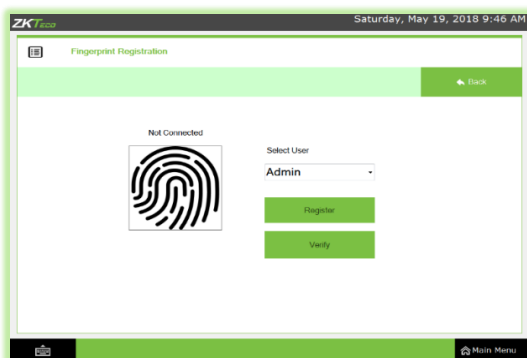
1. Click **FINGERPRINT REGISTRATION** button.

2. Select the user from the dropdown.
3. Click on **REGISTER** button and keep any finger 3 times for registering fingerprint.

4. Click on the **VARIFY** button to verify the fingerprint.
5. Now go to **MAIN MENU**, **LOGOUT** and try **LOGIN** by keeping finger on the fingerprint device.
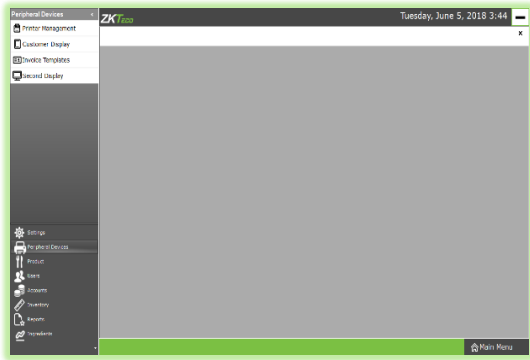
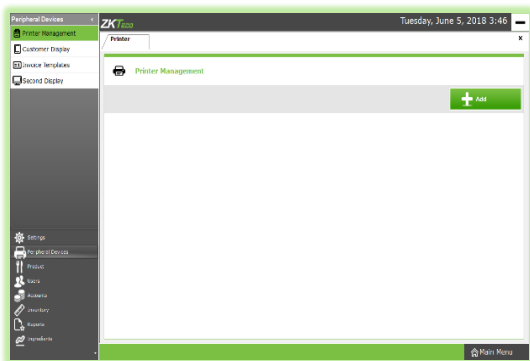You can select your designation from the dropdown menu.

STEP 20 – ADD PERIPHERAL DEVICES

You can use other peripheral devices with **ZKPOS** machine. But you need to know how they are accessible in **ZKPOS**.
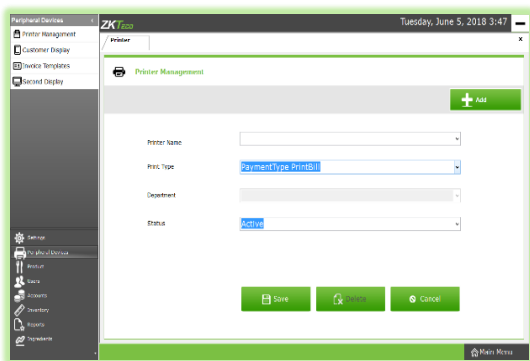
1. PRINTER MANAGEMENT

- ➢ Go to **SETTINGS**.
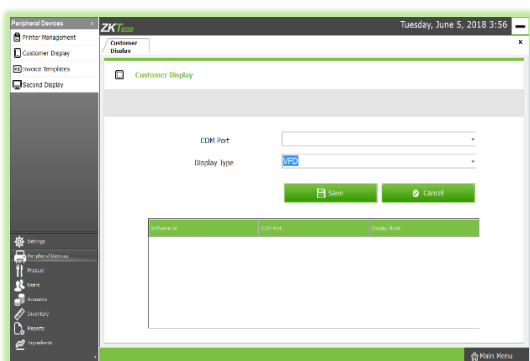- ➢ Click on **PERIPHERAL DEVICES**.

- ➢ Click on **Printer Management**.

- ➢ To add a new printer, click on **ADD** button.
- ➢ Select **Printer Name**.
- ➢ Select **Bill Type** from **Payment Type Bill**, **Ticket Type Bill** and **Normal Type Bill**.
- ➢ Select **department** and **Status** of the Printer.
- ➢ Save the data by clicking on the **SAVE** button.
- ➢ Click **OK**.

2. ENABLE CUSTOMER DISPLAY

You can display company promotional videos, images, combo offers, and discounts in customer display.

- ➢ Go to **SETTINGS**.
- ➢ Enable **CUSTOMER DISPLAY** in the **UTILITY**.
- ➢ Now click on the **PERIPHERAL DEVICES**.
- ➢ Among the menu options, click **CUSTOMER DISPLAY**.
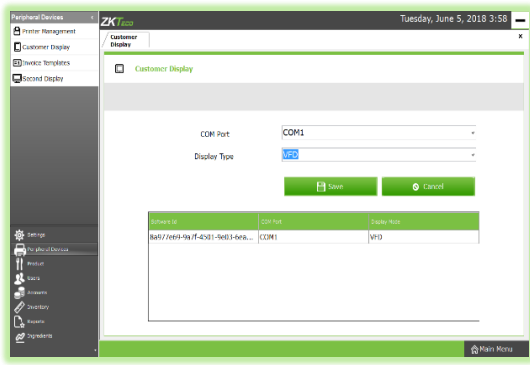
- ➢ Select **COM PORT** and **CUSTOMER DISPLAY TYPE**. But you need to enable **VFD/LED** display in the Utilities.
- ➢ Now save the details by clicking on **SAVE** button.

3. INVOICE TEMPLATES

Invoice templates decides the default details in an invoice. If you want to display the company logo in the invoice you should enable "**ENABLE LOGO IN PRINTING**" in the **UTILITY**.
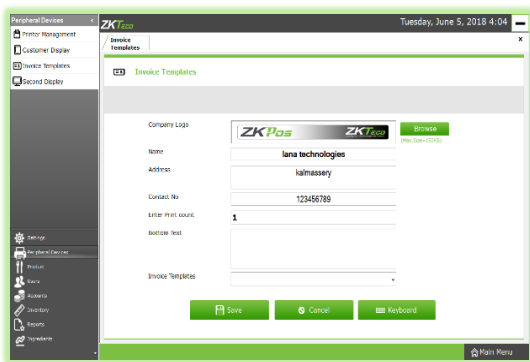

- ➢ If you want to print Company logo in the invoice, you need to enable "**Enable logo in printing**" in the **Utility**.
- ➢ Go to **Settings**.
- ➢ Select **PERIPHERAL DEVICES** and then **Invoice Templates**.
- ➢ Browse **Company logo**, specify **Company name**, **Address**, **Contact Number**, type **Print Count** from the list and finally **Bottom Text**.
- ➢ Save the details by clicking on **SAVE** button.
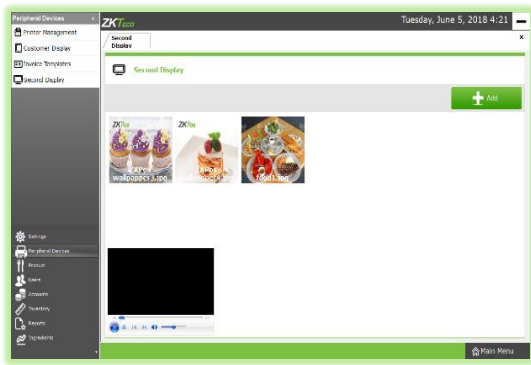- ➢ Click **OK**.

4. SECOND DISPLAY

An optional **SECOND DISPLAY** can be used along with **ZKPOS**.
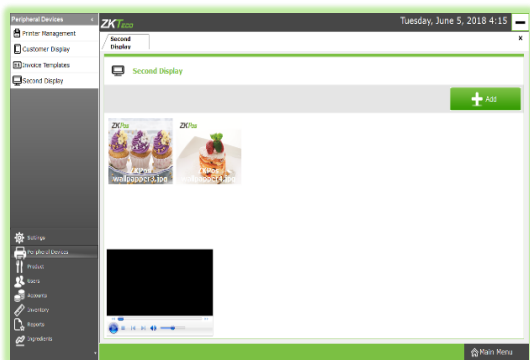
- ➢ Go to **SETTINGS**.
- ➢ Click on **PERIPHERAL DEVICES**.
- ➢ Select **SECOND** Display.
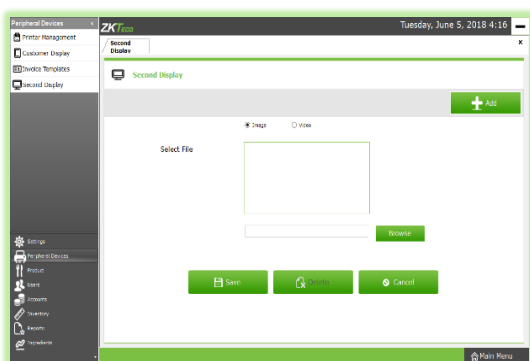
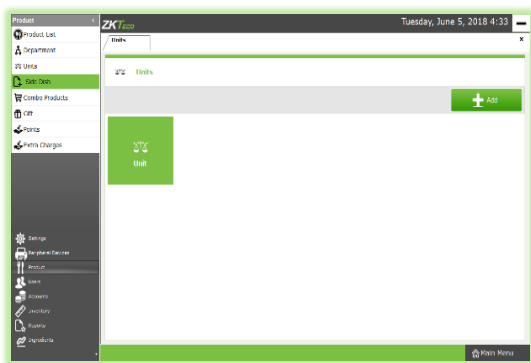- ➢ To add new Image or Video to the **Second Display**, click on **ADD** button.

- Choose **IMAGE/VIDEO** and then **BROWSE** the item that you want to upload.
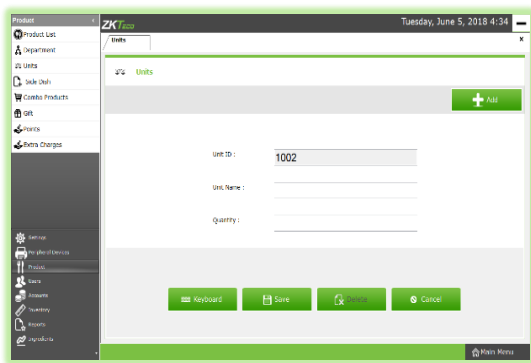- Click **SAVE** button.

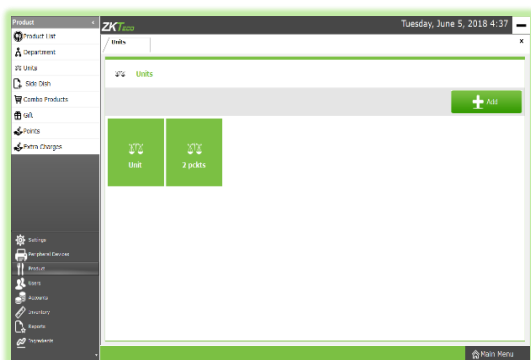## STEP 21 – PRODUCT MANAGEMENT

1. ADDING A UNIT

Each item is measured as a particular **UNIT**. You can add, edit and delete units in this section.

- Login as **ADMIN**.
- Go to **SETTINGS**.
- Click on **PRODUCTS**.
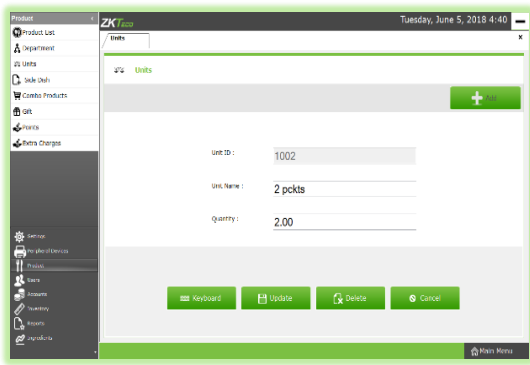- Select **UNITS** from the menu options.

- Now click on **ADD** button.

- Enter the **UNIT NAME**.
- Enter the **QUANTITY**.
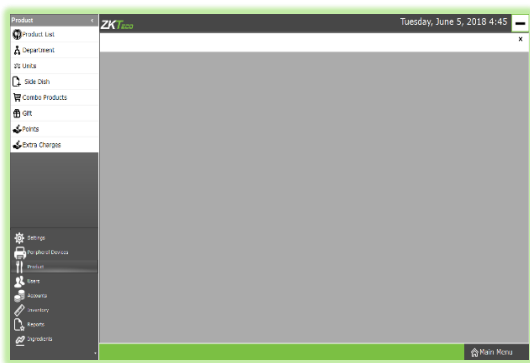- Save the details by clicking on **SAVE** button. Click **OK**

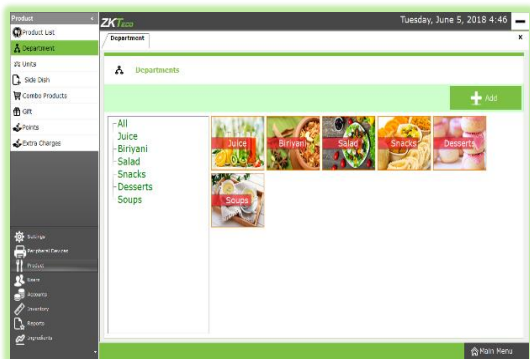To delete a unit, click on the unit name.

➤ Click **DELETE** button.
➤ Click on **YES** in the warning popup.
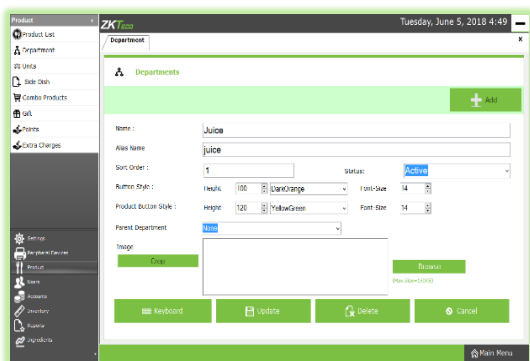➤ Now click **OK**.

2. DEPARTMENTS

You may feel difficulty in handling wide range of products. But you can manage them easily if you could categorize products into different departments. In order to do so, follow the steps below.

➤ Go to **SETTINGS**.
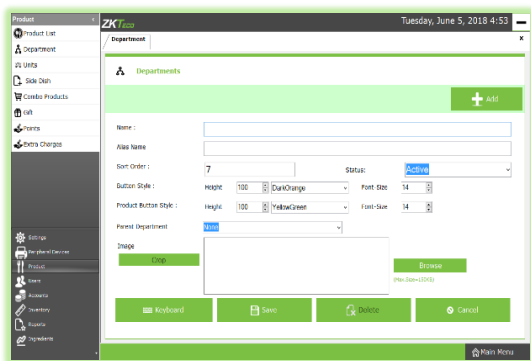➤ Click on **PRODUCTS**.


➤ From the menu options, click **DEPARTMENT**.

➤ Some default departments will be there. You can edit/delete an existing department.
➤ Click on the department that you want to edit/delete.

- You can change the department name, sort order, image of the department etc. as you wish. Button style can be modified and that changes will be reflected in the **POS** section. For instance if you modified the button height and color, then this department button will be displayed in the specified height and color in **POS** menu.

- Similarly the button style of products that comes under this department can be modified.
- To view the changes go to **MAIN MENU** and click on **POS**. The departments are displayed in the right of the window. If you change the button style it will be reflected here.
- After making necessary changes click **UPDATE** button. If you want to delete the department, then click **DELETE** button. Note that if you delete a department, all products under that department will be deleted automatically.
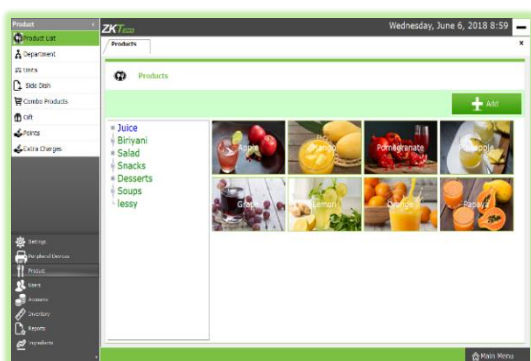- Click **YES** in the warning popup.

➢ Now to add a new department, click on the **ADD** button.
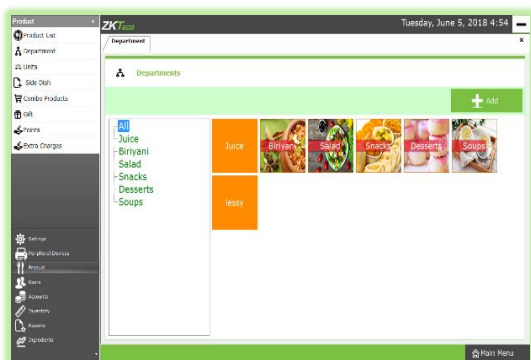
➢ Enter Department Name, Sort Order, Status, Department Button Style, Product Button Style and Image.
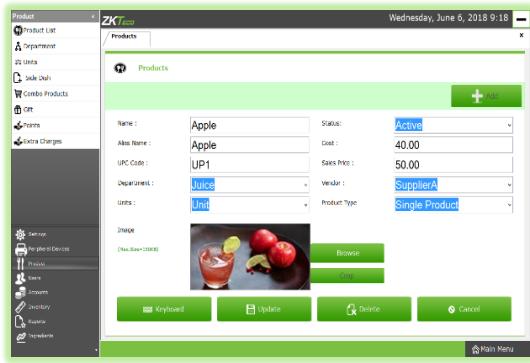➢ Save the details by clicking on **SAVE** button.

3. ADDING PRODUCTS
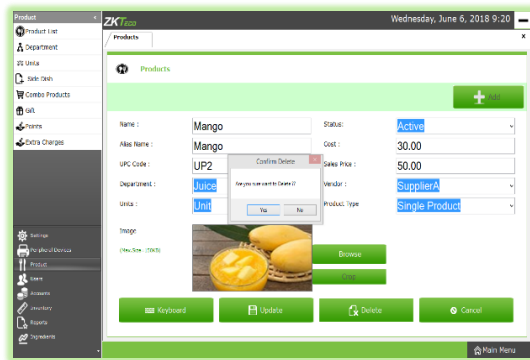
Add all product's details to **ZKPOS**.

➢ To add a new product, go to **SETTINGS**.
➢ Click **PRODUCTS**.
➢ From the menu options, select **PRODUCT LIST**.

Now you can see all the Departments listed downwards and the products of the selected Department in the right portion of the screen.

➤ To Edit/Delete a product, click on the **product image**.

➤ Make changes in the data entered and then click **UPDATE** button. Click **OK** in the message box.

➤ If you want to delete the item, then click on **DELETE** button instead of **UPDATE** button.

➤ A confirmation dialog box will appear, click **YES**.
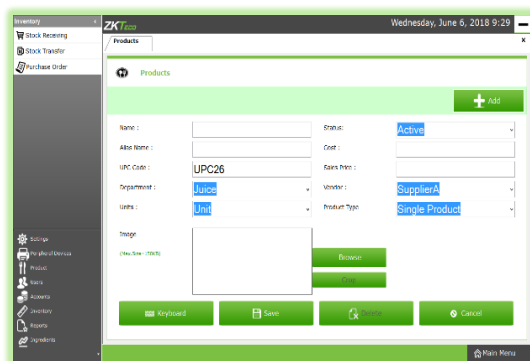
➤ In this way you can **edit/delete** an item.

➤ Click on **ADD** button in the top of the screen.

➤ **UPC Code** will be there by default, you can change it if you want.

➤ Enter the **Product Name** in product name field.

➤ **Alias Name** is another name for the same product.

➤ Choose the **Department** from the dropdown.

➤ Add the **Unit**.

➤ Browse and select the **Image** of the product.

➤ Set the **Status**.

➤ Add the **Cost** and **Sale Price** of the product.

➤ Select the **Vendor** from the list.

➤ Choose the **Product Type** from the list(**Single product/combo product/sub product**)

➤ Click **SAVE** button.

➤ Click **OK**.

4. ADDING SIDE DISH

Some dishes will be incomplete without some side dishes. For instance consider biryani. You have to serve salad and pickle along with it. Let's learn to add side dishes in ZKPOS.

➤ Login as **ADMIN**.

➤ Enable Sub Products and Combo Products in the Utilities, to enable that go to **SETTINGS** and then **UTILITY.**

➤ Click on **UPDATE** button to save the changes.
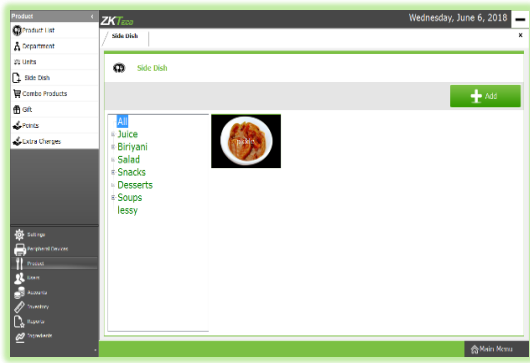
- Now to add a Sub Product Go to **SETTINGS.**
- Click on **PRODUCT** button.
- From the menu options, click **SIDE DISH**.
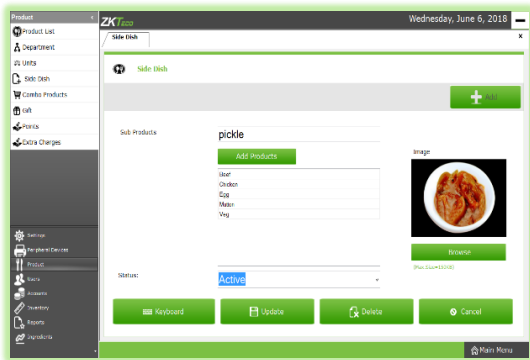
- To Edit/Delete a side dish, click on the item that you want to delete.
- Make necessary changes and click **UPDATE** button. Data will be updated.
- If you want to delete the item then click on **DELETE** button.
- Click **YES** in the confirm delete dialog box. The item will be deleted.
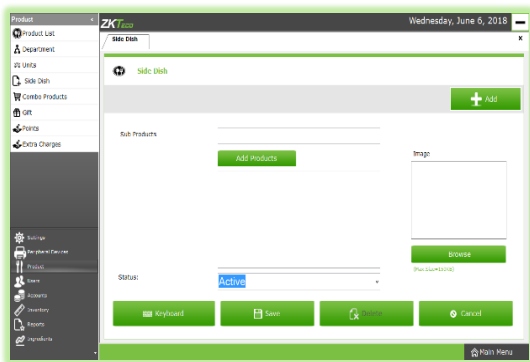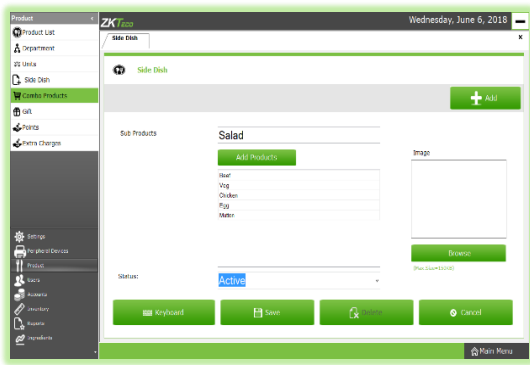

- To add a new side dish click on the **ADD** button in the side dish screen.
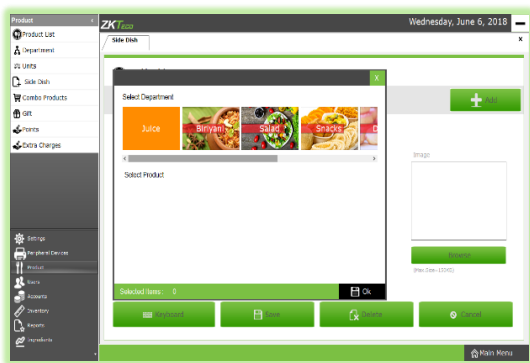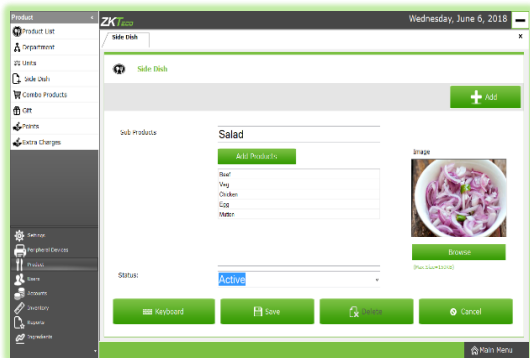

- Add the **Side Dish Name**.
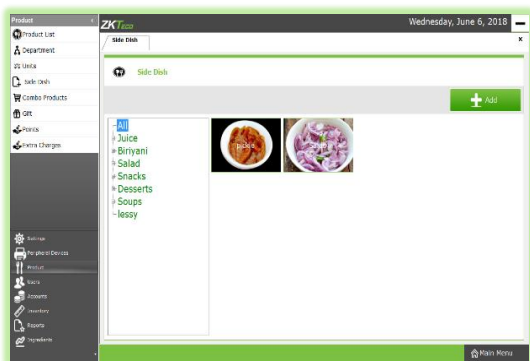- Now click on **ADD PRODUCTS** button.
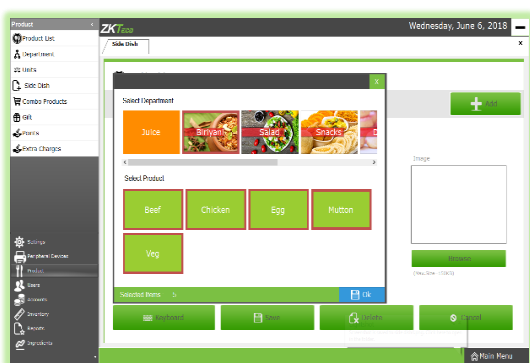
- Select the Department to expand the product list. For instance, click on Biryani.

➢ Products in Biryani department will be listed now. Choose the products to add the side dish.
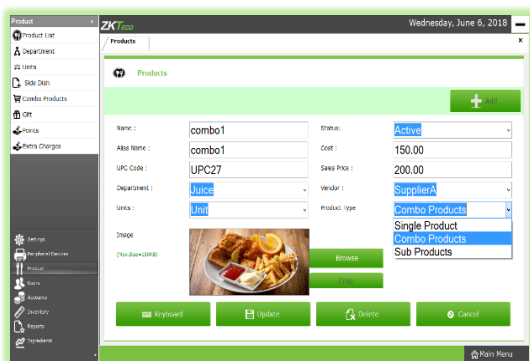➢ Click **OK**.

➢ Set the **Status** as Active.
➢ Browse and select the **Image** for the side dish.

➢ Now save the details by clicking on **SAVE** button. Click **OK**.

5. ADDING COMBO PRODUCT

Assume that you are announcing a Combo offer every week end. Let's look at how to add a Combo Product.

➢ Login as **ADMIN**.
➢ Go to **SETTINGS**.
➢ Click **PRODUCT**.

To add a combo product, you need to add combo products in product list. For instance create a new product called Combo1 (refer adding side dish). While adding the new product change the product type as combo product instead of single product.
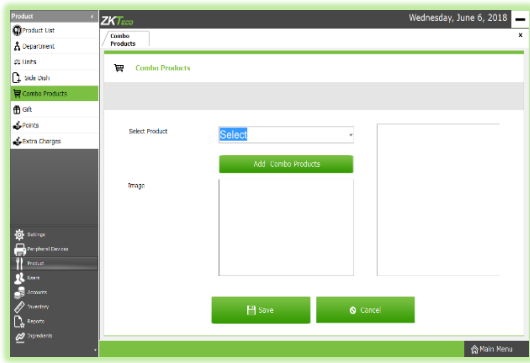
- To add a new combo product, click on the **COMBO PRODUCT** menu in the left menu bar.
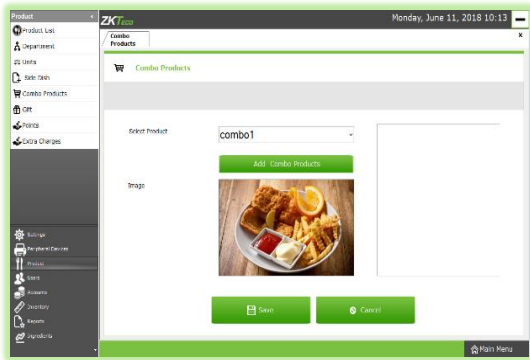
- From the Dropdown select the combo product that you want to add.
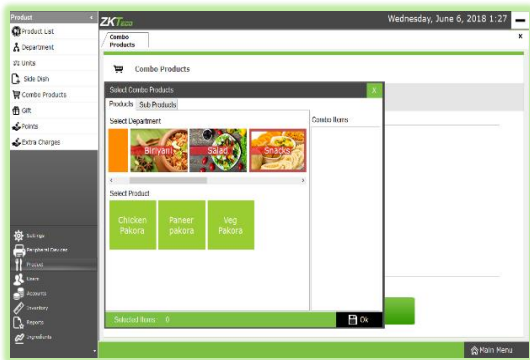
- Click on **ADD COMBO PRODUCTS** button.
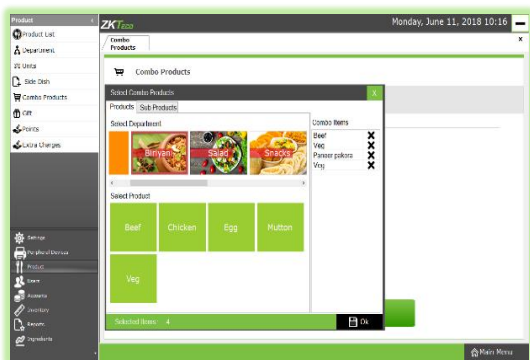
- Click on any department to expand the product list. Select the products from the list.
- Click **OK** button.

- Now all selected products will be displayed in a box. Click on **SAVE** button and **OK** to the confirmation dialog.
- Now a combo product having all selected items has been created.

6. ADDING GIFT

You can announce gift for some special customers, regular visitors or for a particular invoice. To Set this gift functionality you should follow the below steps.
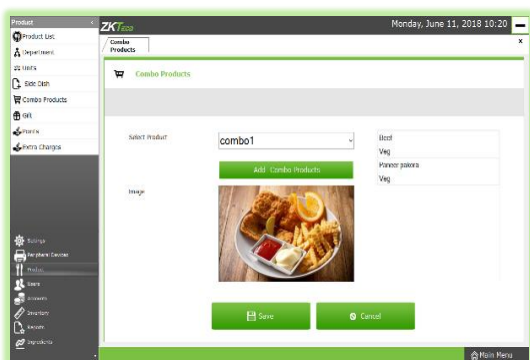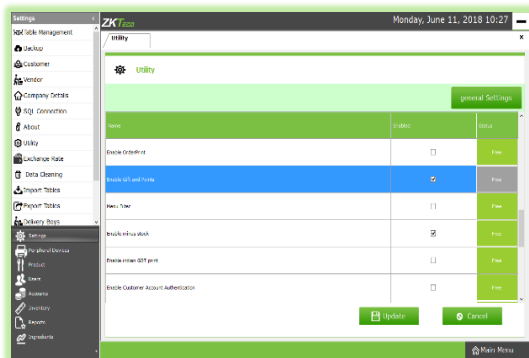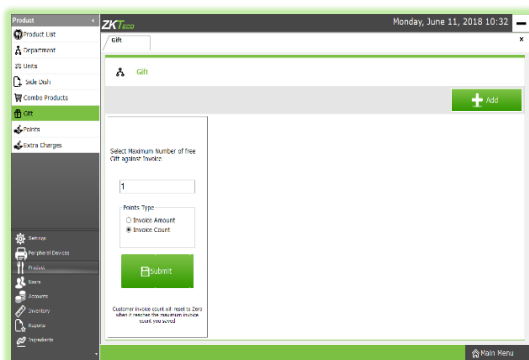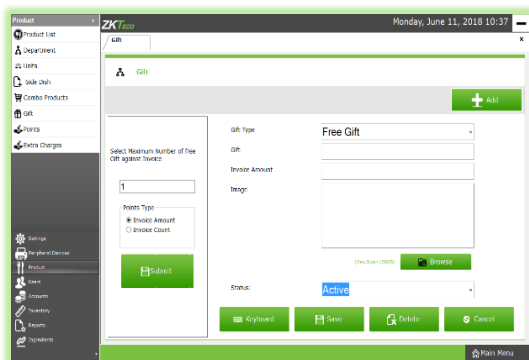

- ➢ Login as **ADMIN.**
- ➢ Go to **SETTINGS**.
- ➢ Click on **UTILITY**. From the list enable Gift and Points by ticking on the checkbox that corresponds to it.

- ➢ Update the changes by clicking on **UPDATE** button.
- ➢ Now select **PRODUCT** in **SETTINGS**
- ➢ From the menu options select **GIFT**.

- ➢ Note that you can set the gift in two ways, either by **INVOICE AMOUNT** or by **INVOICE COUNT.**
- ➢ At first enter the maximum number of gifts against invoice count/invoice amount. It will be 1 by default. You can change it.
- ➢ To set a gift for a particular invoice amount select the Option button corresponds to **Invoice Amount** and click **SUBMIT** button.
- ➢ Click **OK** in the confirmation message.
- ➢ Now click **ADD** button to add the Gift.
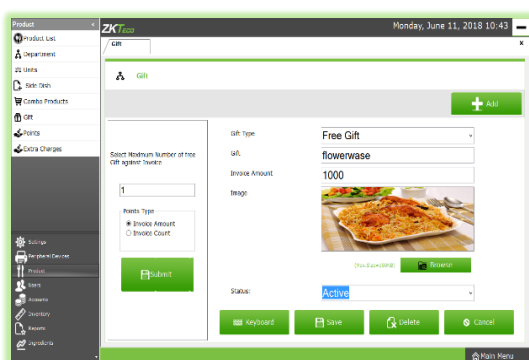
- ➢ Enter the **Gift Type**, **Gift**, **and Invoice Amount**.
- ➢ Browse the **Image** of the **gift** and set the **Status** of the image as **ACTIVE**.
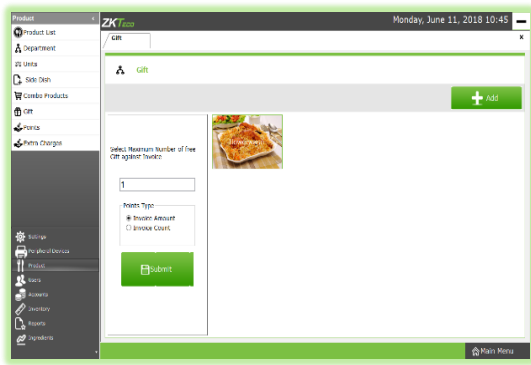
- Click **SAVE** button.
- Click **OK** to the Message box.

Now you have added one gift based on invoice amount.

- Similarly you can create gift based on **Invoice Count**.
- To add a gift based on invoice count, select the option button corresponds to **Invoice Count** other than **Invoice Amount**. Click on **SUBMIT** button to save the changes.
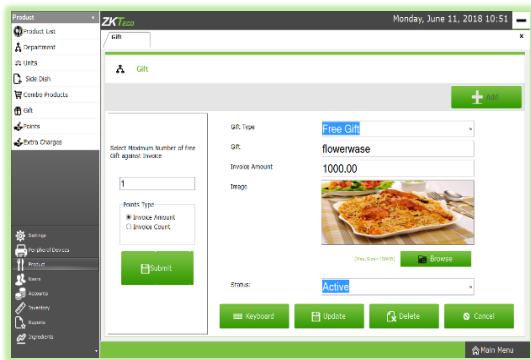- Then follow the steps above.

Then you can set a gift by **Invoice Count**

- If you want **Delete/Update** gift then follow the steps below.
- Go to **GIFT** in the **SETTINGS**.
- Click on the gift item that you want edit/delete.
- If you want to edit the details then make necessary changes in the data or image. Then click **UPDATE** button.
- If you want to delete the gift then click **DELETE** button.
- Click **YES** in the warning box.
- Click **OK**.

7. ADDING POINTS

You can add **POINTS** instead of setting **GIFTS**, thereby giving discounts or any such favors to those customers who won the specified point. Here also you can set **POINTS** either by **Invoice Amount** or by **Invoice Count** as you have seen earlier.
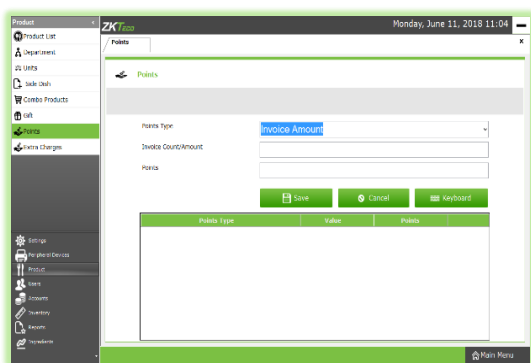
- Login as **ADMIN**.
- Go to **SETTINGS**.
- Select **PRODUCT** and then click on **Points** from the menu options.

- You can see two options in the dropdown menu, **INVOICE AMOUNT** and **INVOICE COUNT**. From the two, select any.

- If you selected **INVOICE AMOUNT**, enter the **AMOUNT** and corresponding **POINTS** in the next textboxes.
- If you selected **INVOICE COUNT**, enter the count of **INVOICES** and corresponding **POINTS** to the subsequent textboxes.
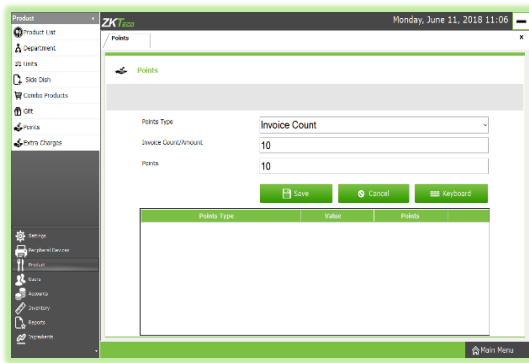
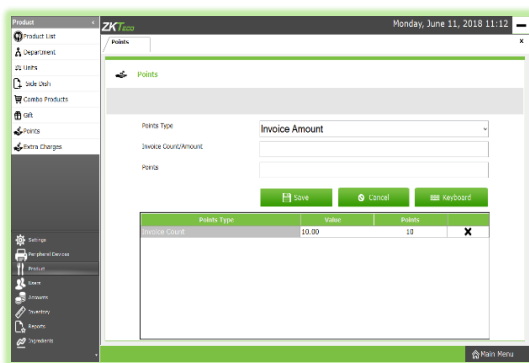- In the above picture **Points** are set based on **Invoice Count**. When a person gets 10 invoices, he can earn 10 points.
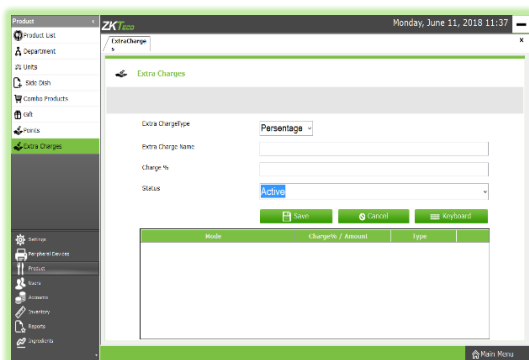- Now click **SAVE** button.

Now your data has been saved.

- Similarly if you want to add points based on invoice amount then select **Invoice Amount** from the dropdown and follow the steps above.
- If you want to **DELETE**, click on ✖ symbol and **YES** in the warning box.

8. EXTRA CHARGES

There may be extra charges for delivery, parcel service or any such services. You can add the details of extra charges in this section.

- Go to **SETTINGS** and enable **SPECIAL CHARGES** in the **UTILITIES**.
- Update the changes by clicking on **UPDATE** button.
- Now click on **EXTRA CHARGES** in **PRODUCTS**.
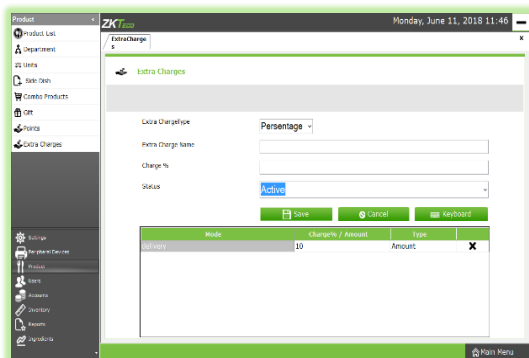
- From the dropdown select **extra charge type** (**Percentage/Amount**).
- Enter Extra Charge Name.
- If you have selected Extra Charge Type as Percentage then enter **Charge Percentage** in the specified field. Otherwise enter the **Extra Charge Amount**.
- Set **STATUS** as **Active**.
- Click **SAVE** button to save the details.

- If you want to delete it click on the ✖ button. Item will be deleted.

STEP 22 – ACCOUNTS SETTINGS

This section handles the management of accounts which issued in this POS Software. Admin have the authority to add, edit, and delete Accounts. Accounts are grouped under their corresponding account types and displayed. Users can sort accounts in ascending or descending order.

1. SETTING ACCOUNT TYPE

You can manage different account types in ZKPOS software. You can use account types to group different accounts. Admin can add, edit or delete account types.
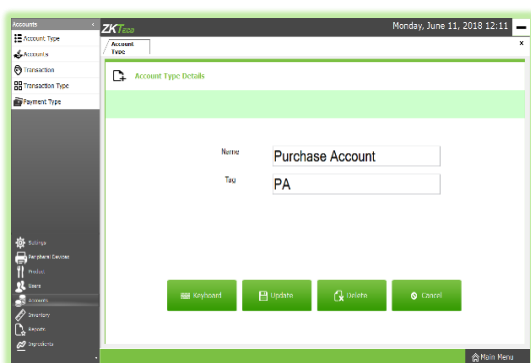
To add a new Account Type,

- ➢ Login as **ADMIN**.
- ➢ Go to **SETTINGS**.
- ➢ Click on **ACCOUNTS** tab.
- ➢ From the menu option click on **ACCOUNT TYPE.**
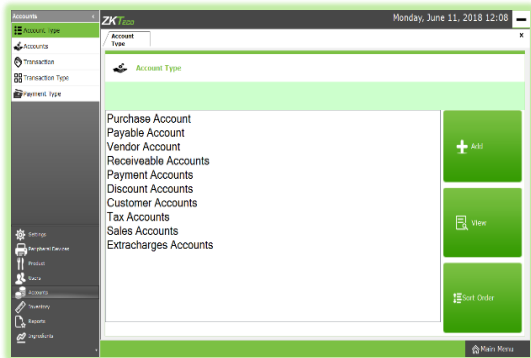
Some default Account Types will be there in the center portion, instead you have choice to add new account type. To view the details of an existing account type, select any **Account Type** and click **VIEW** button.
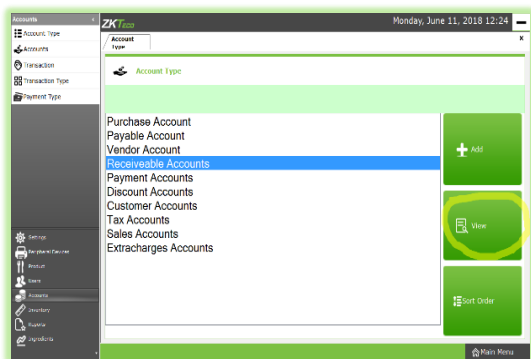
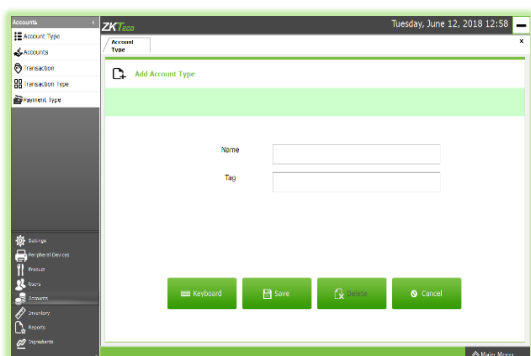Account Name and Tag will be there. You have an option to edit the details and then **UPDATE** it. If that Account Type is not convenient you can delete it by clicking on the **DELETE** button.
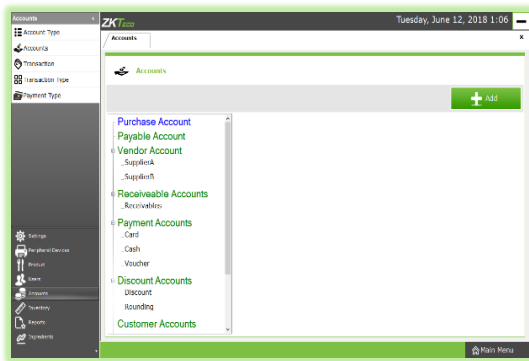

Now to add a new **ACCOUNT TYPE**

- ➢ Click on **CANCEL** button and click **ADD** button.
- ➢ Here enter the **ACCOUNT TYPE NAME** and **TAG** if any.
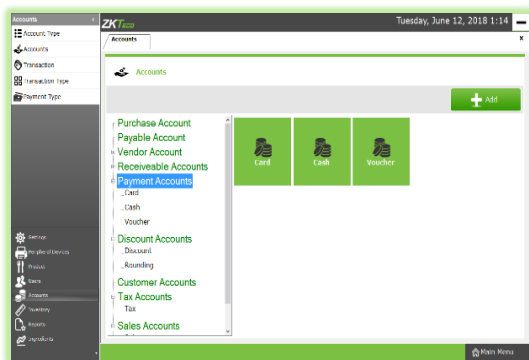- ➢ Save the data by clicking **SAVE** button, and **OK**.
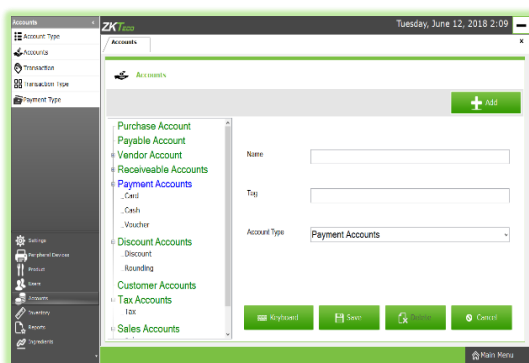
2. MANAGING ACCOUNTS

Here you can manage different **ACCOUNTS** that should come under each **ACCOUNT TYPE**. To add a new account,

- ➢ Go to **SETTINGS**.
- ➢ Click **ACCOUNTS**, from the menu options again click on **ACCOUNTS**.

- ➢ To add a new **ACCOUNT** click on the **ACCOUNT TYPE** from the list.

- ➢ Now click **ADD** button.
- ➢ You have to fill the fields for **ACCOUNT NAME**, **TAG**, **ACCOUNT TYPE**
- ➢ Save the details by clicking **SAVE** button.
- ➢ Click **OK**.

- ➢ To edit an **account** details, select **ACCOUNT** from the account list, edit it and **UPDATE**.
- ➢ If you want delete any, click on **DELETE** button instead of **UPDATE** button.

3. TRANSACTION

This section shows all the transactions done using **ZKPOS**. Admin can set source and target accounts so that the debit and credit of specified accounts will be updated after sale.
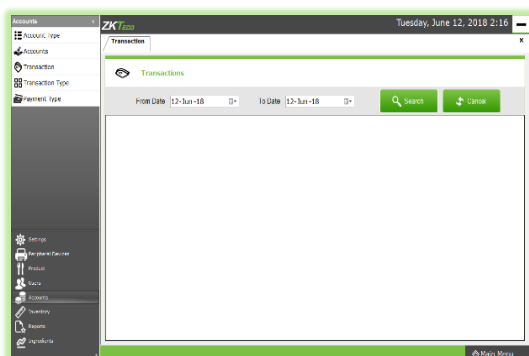
- ➢ Go to **SETTINGS**.
- ➢ Click on **ACCOUNTS**, from the menu options select **TRANSACTIONS**.
- ➢ To see Transaction list, choose **From Date** and **To Date** and click **SEARCH** button. Then you can see the transactions done during that time in the transaction interface.
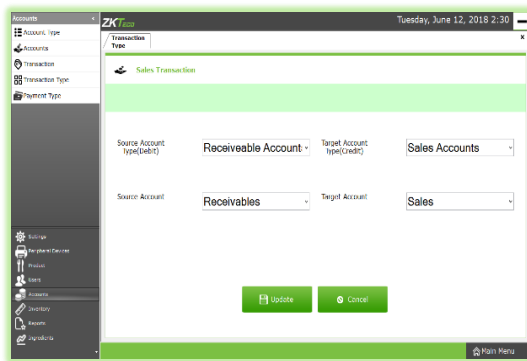
4. TRANSACTION TYPES

Admin can set source and target accounts so that the debit and credit of specified accounts will be updated after sale.
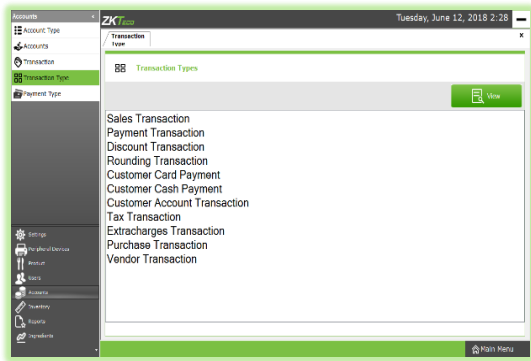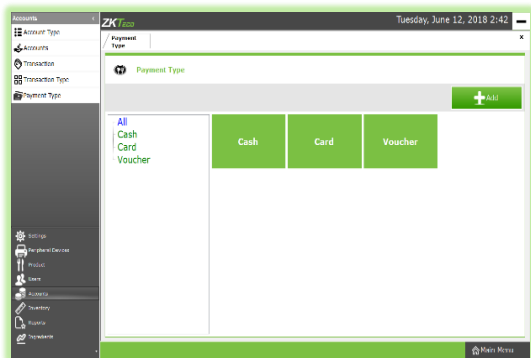
➢ Go to **SETTINGS**.
➢ Click on **ACCOUNTS**.
➢ Choose **TRANSACTION TYPES** from the menu options.

➢ Select **TRANSACTION TYPE** from the main screen.
➢ Click **VIEW** button.
➢ Set the **SOURCE** and **TARGET** accounts.
➢ Click on **UPDATE** button, and then **OK**.

5. PAYMENT TYPE

You can let the customers to pay the bill by cash, card or voucher based on their easiness. Here you can set different types of payments.

➢ Go to **MAIN** menu.
➢ Select **SETTINGS**.
➢ Click on **ACCOUNTS**.
➢ From the menu options, select **PAYMENT TYPE**.

There are **CASH**, **CARD** and **VOUCHER** by default. You can add another by clicking on **ADD** button or you can edit the details. For that, make necessary changes and click on **UPDATE** button.

After clicking on add button, you have to fill the fields to add a new **PAYMENT TYPE**.
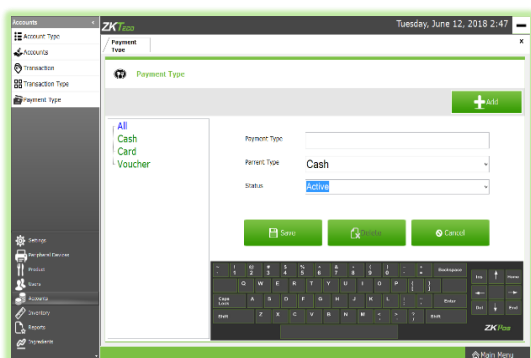
- Specify the **payment type**, **parent type** (cash/card/voucher) and **status**.
- Now save the details by clicking on **SAVE** button and click **OK** in the confirmation message.
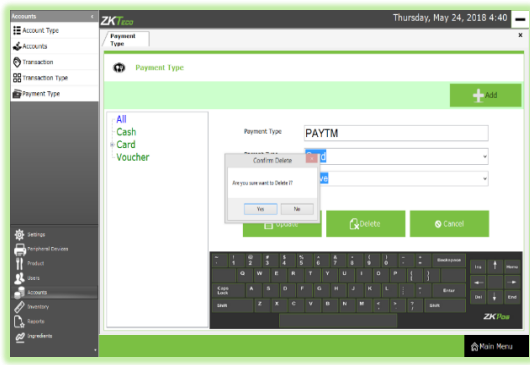- If you want to delete a **PAYMENT TYPE**, select it from the list and click **DELETE** button.
- Click **YES** in the popup appears. Now that particular payment type will be deleted.

STEP 23 – INVENTORY MANAGEMENT

This is the stock management section. There are three sections **STOCK RECEIVING**, **STOCK TRANSFER** and **PURCHASE ORDER**. While receiving stock from suppliers you can save the details about the purchase and stock in **ZKPOS**.

1. STOCK RECEIVING
Save the stock receiving details in **ZKPOS**.
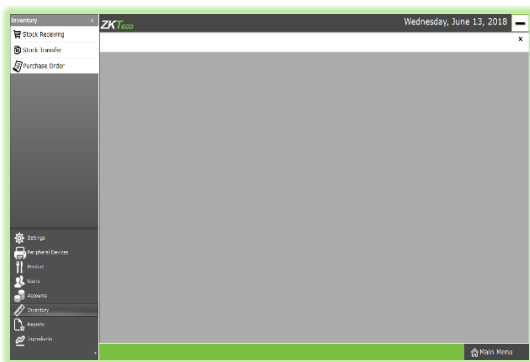
- Login as **ADMIN**.
- Click **SETTINGS**, from the menu options select **INVENTORY**.
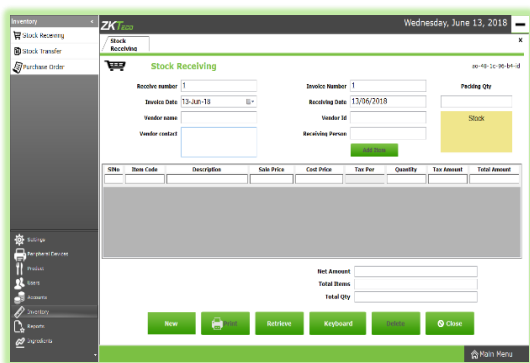
- You can see three options, **STOCK RECEIVING**, **STOCK TRANSFER** and **PURCHASE ORDER**.
- First let's learn how to do **STOCK RECEIVING**. Click on **STOCK RECEIVING**.
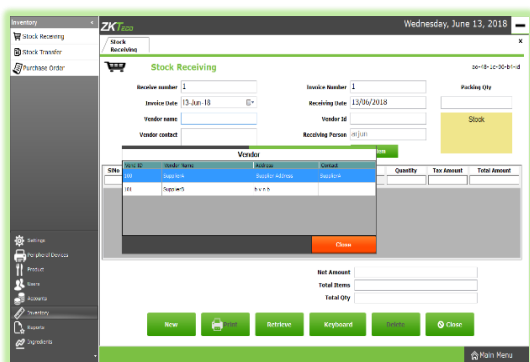
- Enter the Receive Number, Invoice Date, Invoice Number and Receiving Person's Number.
- To add Vendor details, click on the text field corresponds to Vendor Name. Now a grid showing all vendors that you have saved in the vendor section will appear.

➢ Now select the appropriate vendor from the list. Click Close button.

➢ To add a new item, click on the ADD ITEM button.

➢ From the list, click on the item that you want to add.
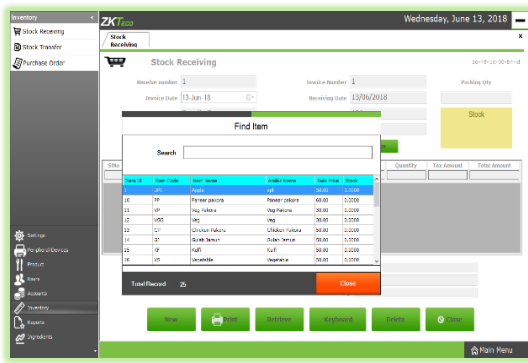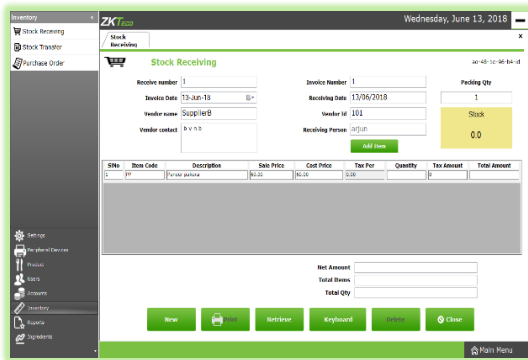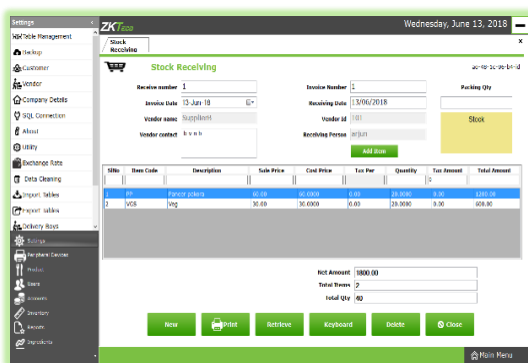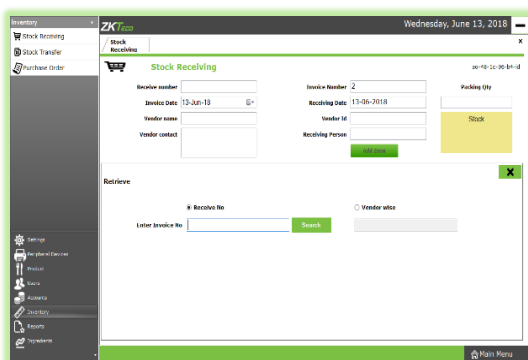

➢ Enter the receiving quantity and tax for the item if any. Then total tax amount and total amount will be calculated automatically. Packing quantity will be 1 by default. You can edit it.

➢ Press Enter button to save the entry.

➢ Now Net Amount, Total quantity will get displayed automatically.

➢ To add another Item you have to follow the same steps as above.

➢ To add a new stock receiving entry, click on the **NEW** button.

➢ You can take the printout of the entry by clicking on **PRINT** button.

➢ If you want to review previous entry, just click on the **RETRIEVE** button.

- If you know the receive number in advance, then select the option button corresponds to **Receive No** and enter the **Invoice Number** in the respective field. Now click on **SEARCH** button. You will get the report.
- If you know the vendor details, then select the option button corresponds to **Vendor Wise** and then click on the text field below that. Then a list of vendors will be displayed. You can select the vendor from the list. You will get the report.
- To delete an entry, click on it and then click on **DELETE** button.
- Click **YES** in the dialog box appears.

2. STOCK TRANSFER

Some items in the inventory may damage or get expired, so you need a space to categorize them from inventory. This is the main advantage of **STOCK TRANSFER**.
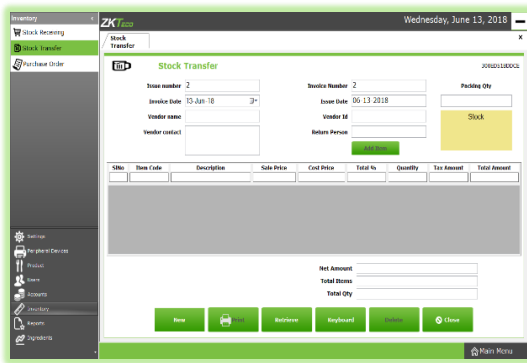
➢ Go to **SETTINGS**.
➢ Click **INVENTORY** and choose **STOCK TRANSFER**.
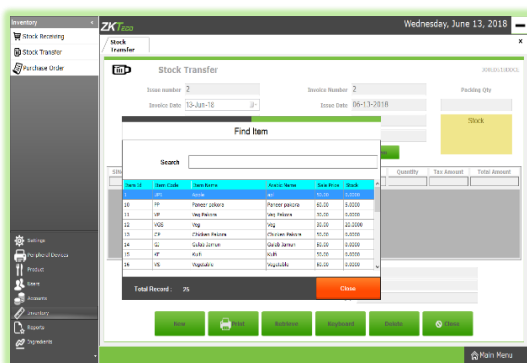
➢ Enter **Issue Number**, **Invoice Number**, **invoice date** and **Issue date.**
➢ Click on the Vendor Name text field to add the vendor details.
➢ From the list select the vendor. Now all fields related to Vendor will get filled.
➢ Enter **Return Person's** Name.
➢ Click **ADD** button to add an item to return.

➢ Select the item that you want to return.

➢ Currently available stock will display in a yellow box.
➢ You have to enter the quantity that you want to return to the vendor. After entering the quantity press **ENTER Key**.
➢ That quantity will be reduced from the item stock. You can manage spoiled items in this way.
➢ Here also you can check with previous spoiled items using **RETRIEVE** button. To do so click on **RETRIEVE** button.
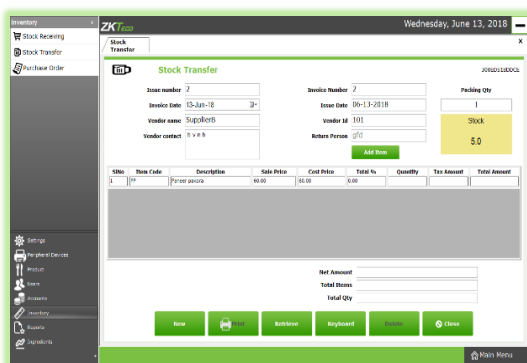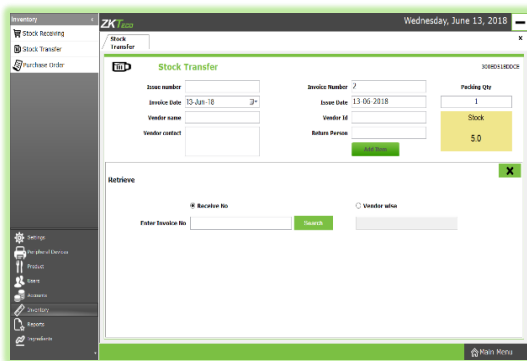
➢ If you know the receive number in advance, then select the option button corresponds to **Receive No** and enter the **Invoice Number** in the respective field. Now click on **SEARCH** button. You will get the report.
➢ If you know the vendor details, then select the option button corresponds to **Vendor Wise** and then click on the text field below that. Then a list of vendors will be displayed. You can select the vendor from the list. You will get the report.

- To delete an entry, click on it and then click on **DELETE** button.
- Click **YES** in the dialog box appears.

3. PURCHASE ORDER

　　If you have created a purchase order for a vendor, then save them using this interface.
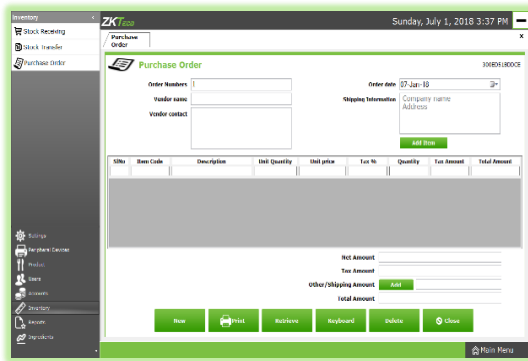
- Go to **SETTINGS.**
- Click on **INVENTORY**.
- From the menu options, click on **STOCK TRANSFER**.
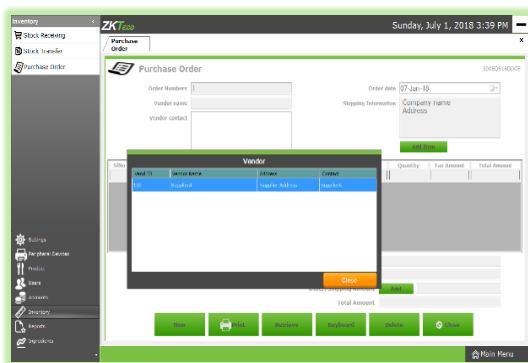
- Click on Vendor Name text box.

- Select the vendor from the grid.
- Fill Shipping information text area.
- Now click **Add Item** button.

- Select the Item by clicking on it.
- Enter the **quantity** and press **Enter** key.

➢ Similarly add all items that you want to add to your purchase order.
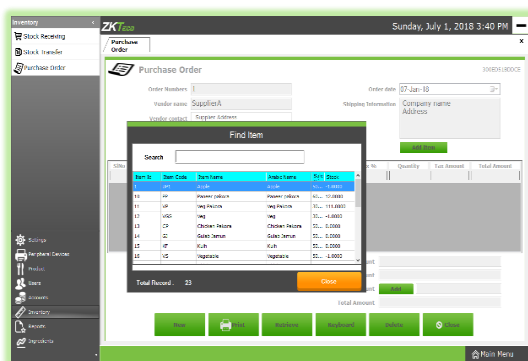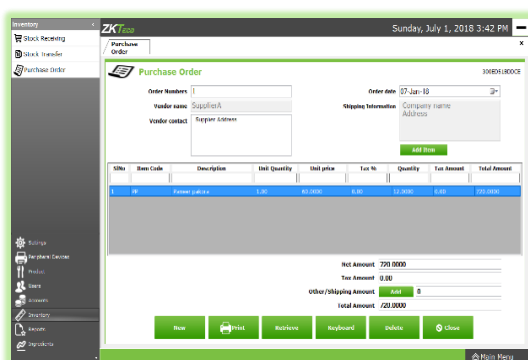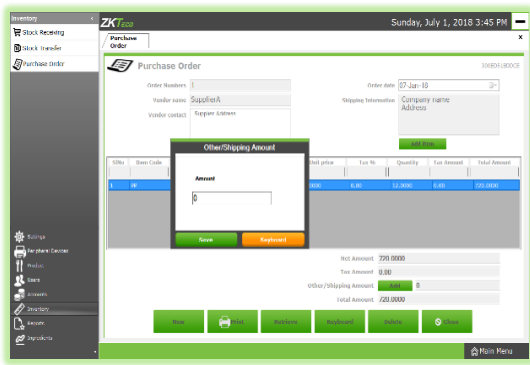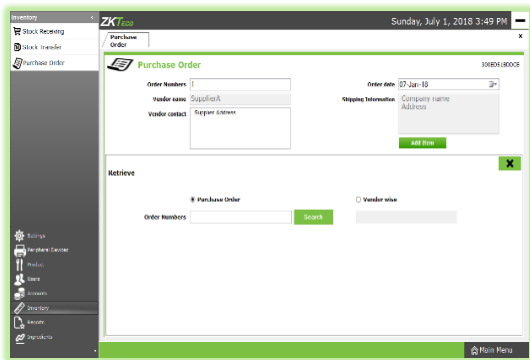
➢ If there is any extra shipment charge, then click on the **ADD** button corresponds to other/shipping amount.

➢ Enter the amount and click **SAVE** button.

➢ Now total amount will be updated based on the amount you entered.

➢ You can create another purchase order by clicking on the **NEW** button.

➢ Take printouts using **PRINT** button.

➢ To view previous entry details click on the **RETRIEVE** button.

- If you know the purchase order, then choose the option button for purchase order and enter the order number in the provided field.
- Click Search button.
- Similarly you can search vendor wise also.

STEP 24 – REPORTS

Everything that you enter in **ZKPOS** is saved and you can check with the data whenever you want it. Different data are stored as different reports.

To view reports in settings, you have to login as admin. Go to settings and click on reports. There were 32 reports. Let's learn them one by one.

1. DAILY ITEM REPORT
This report shows the item report for current day.
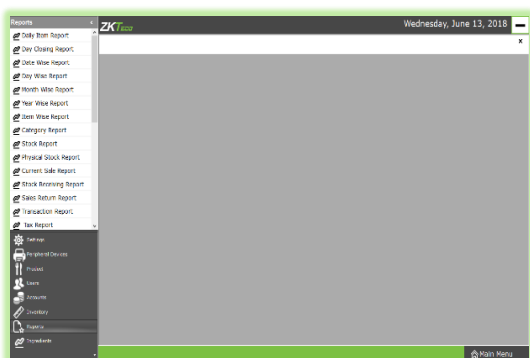
➢ Click on **DAILY ITEM REPORT**

➢ To view the report click **VIEW** button.

➢ Take the printout by the selecting the print type option to big print/small print. Then click **PRINT** button

➢ You can export the report to excel or any other format using the export option.

➢ Clear the report by clicking **CLEAR** button.

2. DATE WISE REPORT
This report will provide the date wise sales report. To view the report follow the below steps.
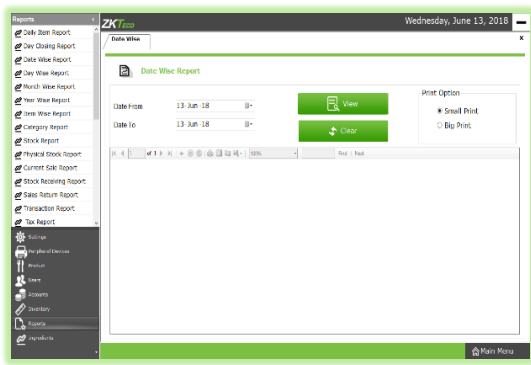
- ➢ Click on **DATE WISE REPORT**.
- ➢ Here you have an option to set the **FROM DATE** and **TO DATE**. Set a "from date" and "to date".
- ➢ Click **VIEW** button.
- ➢ You can view the report.
- ➢ Other features like print and export were also available. These features are common for all reports.

3. DAY WISE REPORT

You can view the day wise sales report using **DAY WISE REPORT**.

- ➢ Click on **DAY WISE REPORT**.
- ➢ Enter the **FROM** and **TO** day number.
- ➢ Click **VIEW** button to view the report.
- ➢ Use **print**, **layout** and **export** features as done in the other reports.

4. MONTH WISE REPORT

This report will display the report for a selected month. You can choose the month that you want to view the report.

- ➢ Click on **MONTH WISE REPORT**.
- ➢ Select the month from the dropdown.
- ➢ Click **VIEW** button.

5. YEAR WISE REPORT

Provides the year wise sales report.

- ➢ Click on YEAR WISE REPORT.
- ➢ Select the year.
- ➢ Click VIEW button.

6. DAY CLOSING REPORT

This report shows the total sales done in a day.

- ➢ Click on **DAY CLOSING REPORT**.
- ➢ Enter the day number.
- ➢ Click **VIEW** button.

7. CATEGORY WISE REPORT

In this report you can view the report of selected category.

- ➢ Click on **CATEGORY WISE REPORT**.
- ➢ Select the **FROM** date and **TO** date.
- ➢ Choose the **CATEGORY** from the dropdown.
- ➢ Click **VIEW** button.

8. ITEM WISE REPORT

This report is similar to **CATEGORY WISE REPORT**. Instead of category you will be choosing item from the dropdown.

➢ Click **ITEM WISE REPORT**
➢ Select **FROM** date and **TO** date.
➢ Choose the **ITEM** from the list.
➢ Click **VIEW** button.

9. STOCK REPORT

You can view the stock report of each item here.

➢ Click **STOCK REPORT**.
➢ Click **VIEW** button.
➢ Clear the report by clicking on **CLEAR** button.

10. PHYSICAL STOCK REPORT

It gives a detailed report of received stock, spoilage sales and balance of each items.

➢ Click on the **PHYSICAL STOCK REPORT**.
➢ Click **VIEW** button.
➢ To clear the data, click **CLEAR** button.

11. STOCK RECEIVING REPORT

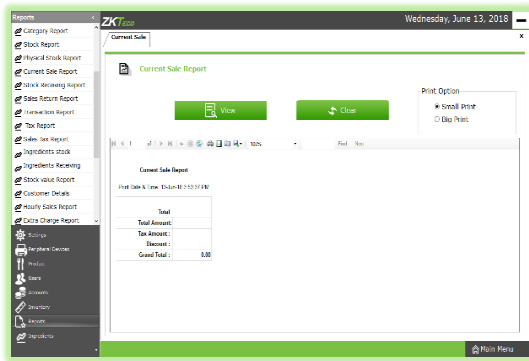This report shows the stock receiving details. You can view date wise report and batch number wise report.
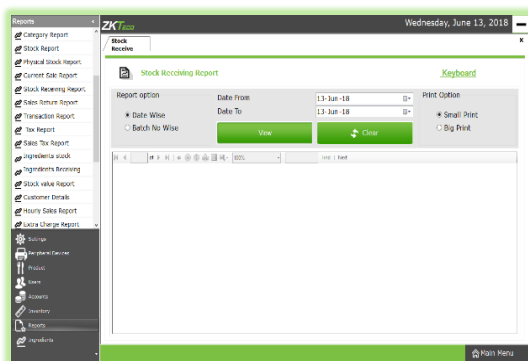
➢ Click on **STOCK RECEIVING REPORT**.
➢ Select date **wise/batch** wise.
➢ Select the date range.
➢ Click **VIEW** button
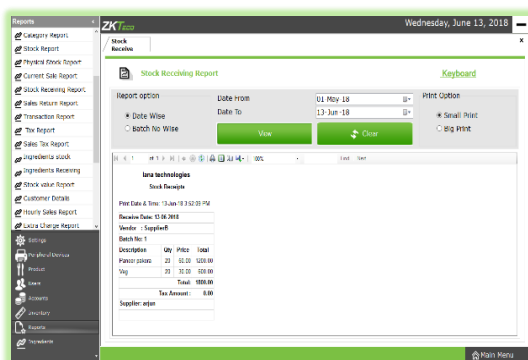
➢ If you choose batch number wise you should enter the batch number to view the report.

12. CURRENT SALE REPORT

It shows the report of last sale report.

- ➢ Click **CURRENT SALE REPORT**
- ➢ Click **VIEW** button.

13. SALES RETURN REPORT

You can view the sales return report between two date ranges.

- ➢ Click **SALES RETURN REPORT**
- ➢ Select the **DAY NUMBERS**.
- ➢ Click **VIEW** button.
- ➢ You can view the report only if there is sales return happened during the selected day range.
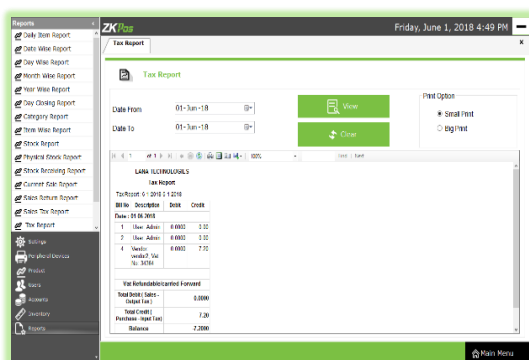
14. SALES TAX REPORT

This report will show the tax amount for each item sold during the selected date range.
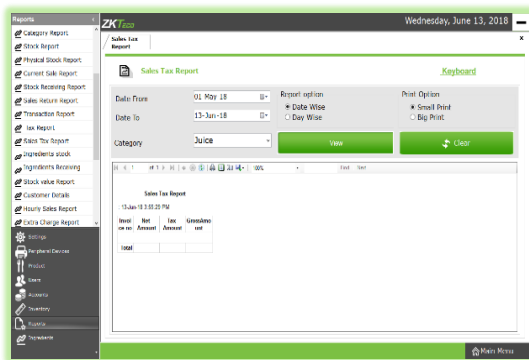
- ➢ Click on **SALE TAX REPORT**
- ➢ Select the date range.
- ➢ Select the category to view category wise report.
- ➢ Click **VIEW** button.
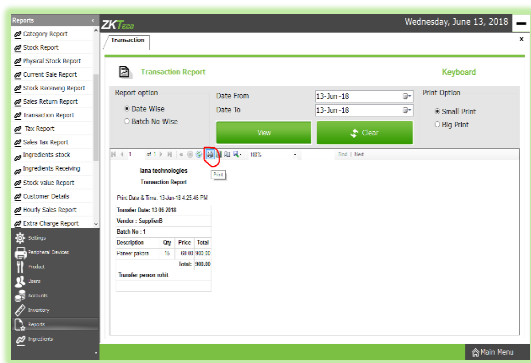- ➢ You can also choose date wise or day wise report.

15. TAX REPORT

This report shows the tax details of received items.

- ➢ Click **TAX REPORT**
- ➢ Select the date range.
- ➢ Click **View** button.

16. TRANSACTION REPORT

This report provides the transaction report for a date range.

- ➢ Click on **TRANSACTION REPORT**.
- ➢ You can choose to **Date Wise Report** or **Batch Wise Report**. But to choose batch wise report, you should know the batch number in advance.
- ➢ Select From Date and To Date.
- ➢ Click View button.
- ➢ You can access keyboard by clicking on Keyboard button.
- ➢ To take printout, choose the print option and then click on print button.

17. INGREDIENTS RECEIVING REPORT

You can view separate report for each ingredient received.
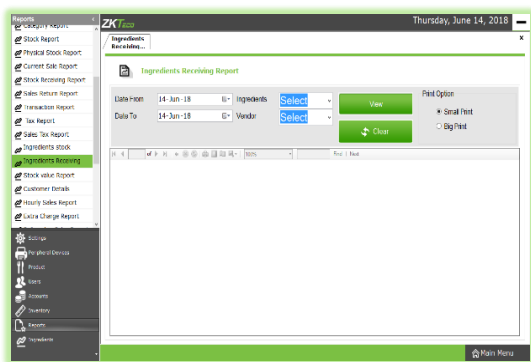

- ➢ Click on **INGREDIENTS RECEIVING**.
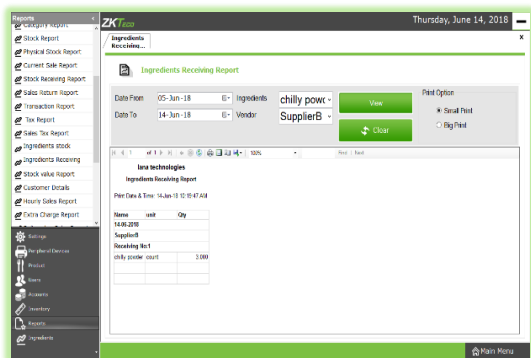
- ➢ Set the date range to view the report.
- ➢ Now from the ingredient dropdown, select the ingredient.
- ➢ Select vendor from the list.
- ➢ Click **VIEW** button.

- • You can select another ingredient and click on View button to view another report.
- • Take Printouts and Export facilities as you have seen in previous examples.

18. STOCK VALUE REPORT

This report shows the quantity of items in stock, their price and total amount.
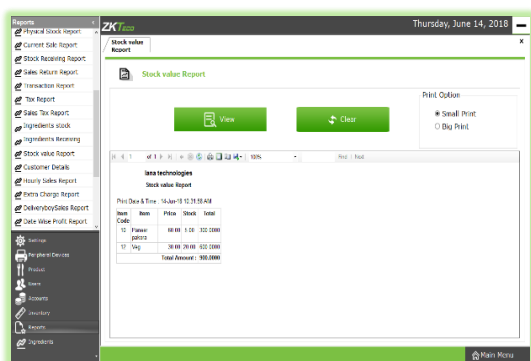
- ➢ Click on **STOCK VALUE REPORT**.
- ➢ To view the report, you just need to click on the **VIEW** button.

19. CUSTOMER DETAILS REPORT

You can view the customer details report for those customer with a customer account. We will see how to add a customer account in **POS** section.

➢ Click on **CUSTOMER DETAILS**.
➢ Select the **Date Range** to view the report.
➢ Choose required customer from the list.
➢ Click **VIEW** button.
➢ Now you will get the transaction report for that customer's account during the date range.

20. HOURLY SALES REPORT

You can view transaction report for a time range.

➢ Click on **HOURLY SALES REPORT**.
➢ Select the **From Date** and **To Date**.
➢ Choose the time range.
➢ Click **VIEW** button.
➢ Now you can see the transaction history for the specified time period.

21. EXTRA CHARGE REPORT

If there were extra charges applied for any invoice then that can be viewed in this report.

➢ Click on **EXTRA CHARGE REPORT**.
➢ Select **From Date** and **To Date**.
➢ Click **VIEW** button.
➢ A report showing the invoice number, extra charge and the extra amount applied will be displayed.

22. DELIVERY BOY SALES REPORT

This report will show you the details of deliveries done by each delivery boy.
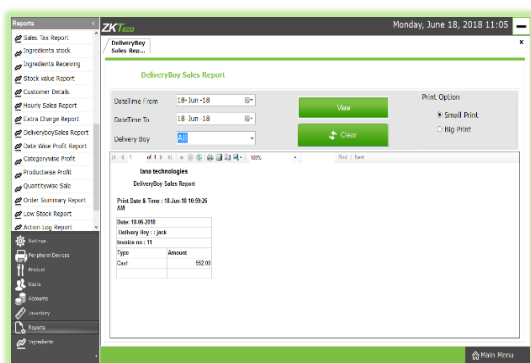
➢ Click on **DELIVERY BOY SALES REPORT**.
➢ Select **From Date** and **To Date**.
➢ Choose the **Delivery Boy** from the dropdown.
➢ Click on **VIEW** button.

23. DATE WISE PROFIT REPORT

You can view the profit for the selected date.

➢ Click on **DATE WISE PROFIT REPORT**.
➢ Select **From Date** and **To Date**.
➢ Click **VIEW** button.

24. CATEGORY WISE PROFIT

To view the profit obtained for each category then use this report.

➢ Click on **CATEGORY WISE REPORT**
➢ Choose the date range.
➢ Select the **CATEGORY**.
➢ Click **VIEW** button.

25. PRODUCT WISE PROFIT

You can view the Product Wise Profit Report.

➢ Click on **PRODUCT WISE PROFIT**.
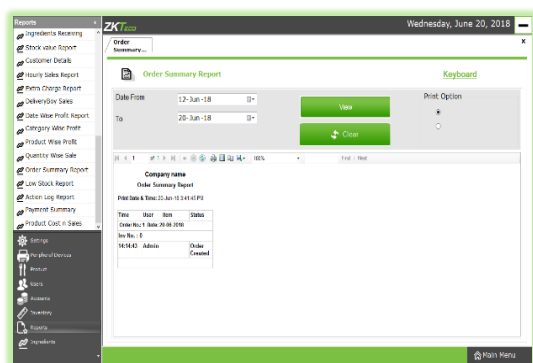➢ Select the **Date Range**.
➢ Click **VIEW** button.

26. QUANTITY WISE SALE

You can view the sale report for each item.

➢ Click on **QUANTITY WISE SALE REPORT**.
➢ Choose the **Date Range**.
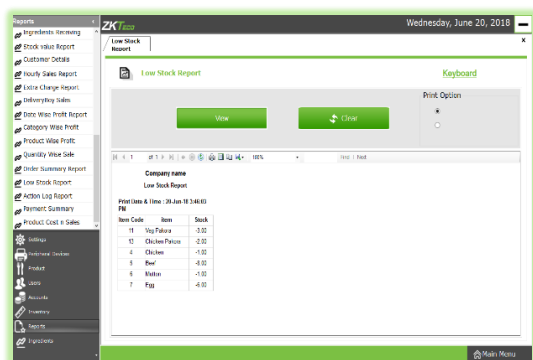➢ Click **VIEW** button.

27. ORDER SUMMARY REPORT

Use this report to view the order details during a date range.

➢ Select the **Date Range**.
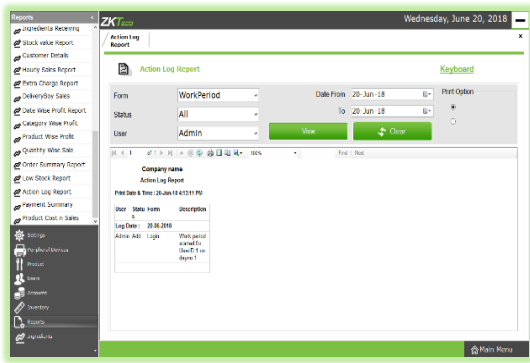➢ Click **VIEW** button.

28. LOW STOCK REPORT

You can view the details of those products that gone out of stock.

➢ Click on **LOW STOCK REPORT**.
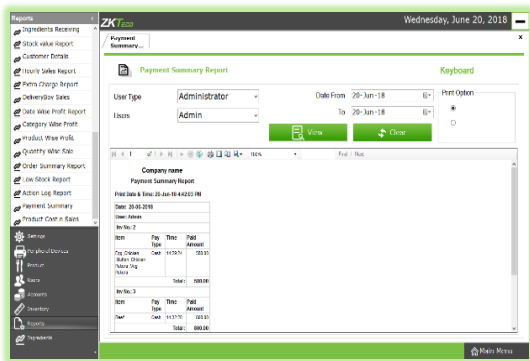➢ Click **VIEW** button.

29. ACTION LOG REPORT

You can view the complete log, Work period, Admin Utility details under this category.

- ➢ Click on **ACTION LOG REPORT**.
- ➢ Select the **Report Form** the dropdown.
- ➢ Select **STATUS**.
- ➢ Choose the **USER**.
- ➢ Select **From Date** and **To Date.**
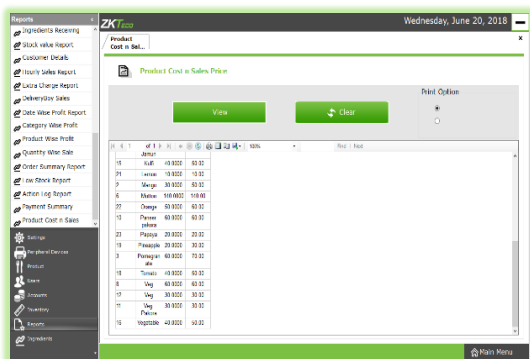- ➢ Click **VIEW** button.

30. PAYMENT SUMMERY

View all payment details using this report.

- ➢ Click on **PAYMENT SUMMERY REPORT**.
- ➢ Select **USER TYPE**.
- ➢ Select **USERS**.
- ➢ Choose the **Date Range**.
- ➢ Click **VIEW** button.

31. PRODUCT COST AND SALES REPORT

You can view the cost and sale price of each item using this report.

- ➢ Click on **PRODUCT COST AND SALES REPORT**.
- ➢ Click **VIEW** button.

STEP 25 - INGREDIENTS

A product is a combination of various ingredients, if you add your ingredients for a product you can manage the inventory more efficiently.
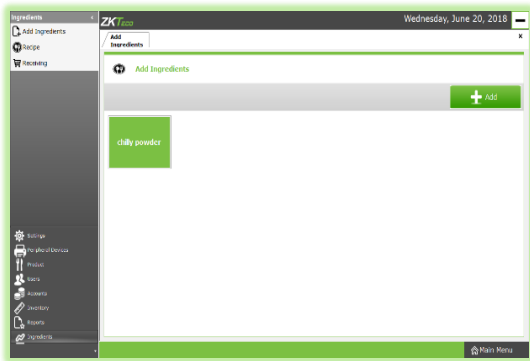
1. ADD INCREDIENTS

A product means the combination of some INGREDIENTS. You can add the details of all ingredients using this facility.
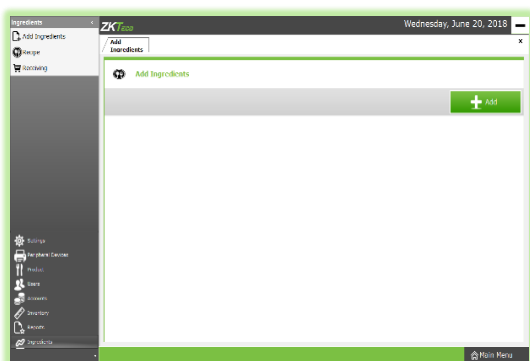
- ➢ Go to **SETTINGS**.
- ➢ Select **INGREDIENTS**.
- ➢ From the menu options, choose **ADD INGREDIENTS**.
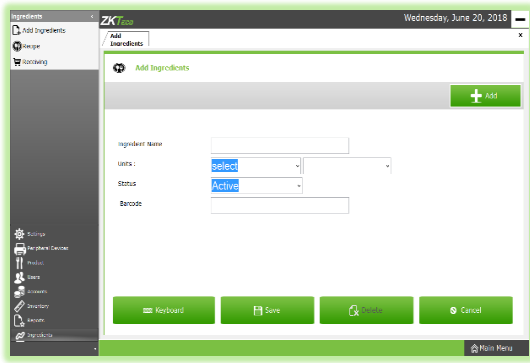
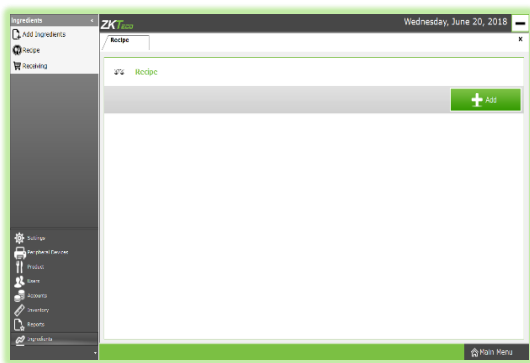➢ To add a new **INGREDIENT**, click on **ADD** button.

➢ Fill the fields with **INGREDIENT NAME**, **UNIT TYPE**, **UNIT**, **STATUS** and **BARCODE**.
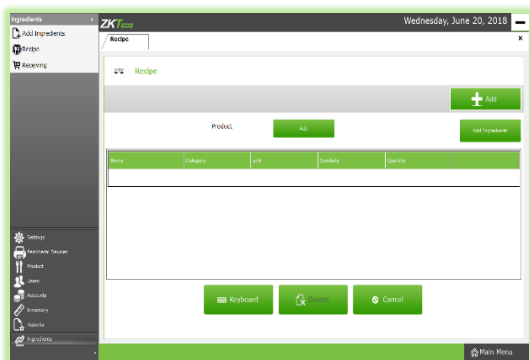➢ Now click **SAVE** button

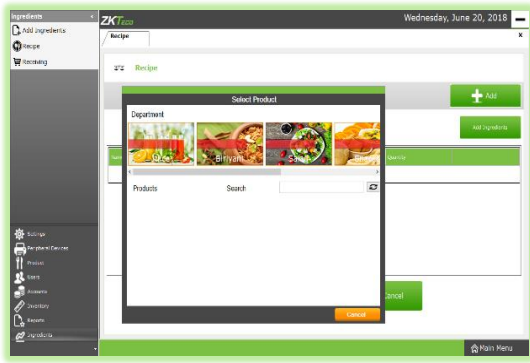Now a new ingredient has been created.

2. NEW RECIPE

You can save your recipe. When a product gets sold, particular amount of ingredients used in that product gets deducted from the inventory. That's why we use recipe. Follow the steps below.
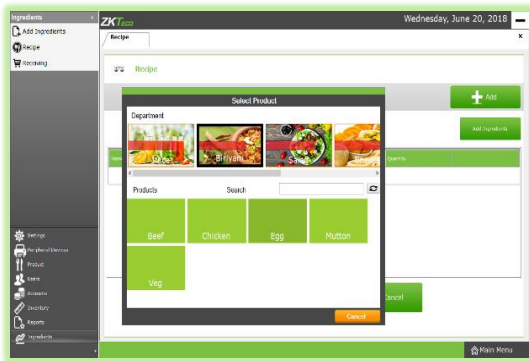

➢ Go to **SETTINGS**.
➢ Click on **INGREDIENTS**.
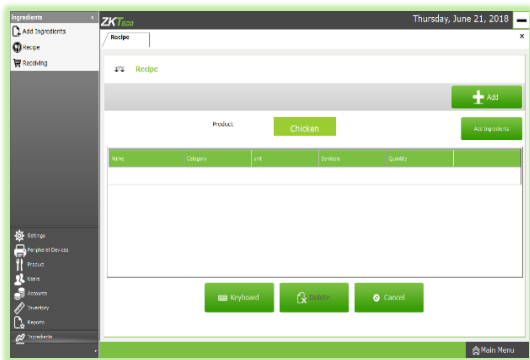➢ From the menu options, choose **RECIPE**.
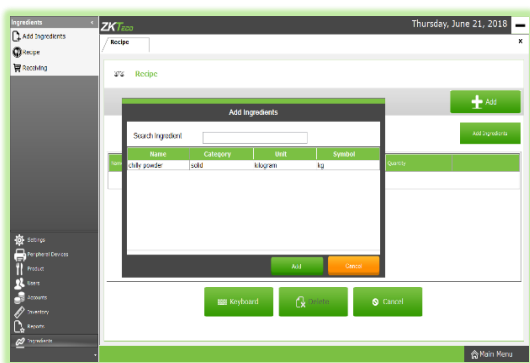

➢ To add a new recipe, click on the **ADD** button.

➢ Again to add the Product Name click on the **ADD** button.

➢ All departments that you have created earlier will display here.
➢ From the list, click on any department that you want to choose. For instance, click on Biriyani.
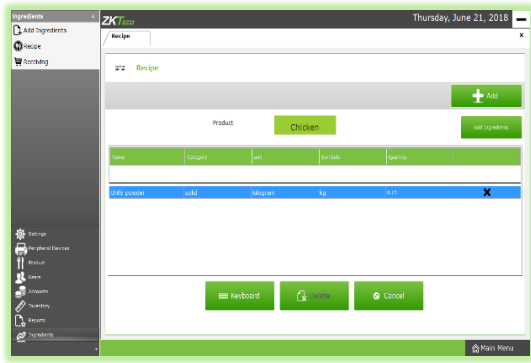

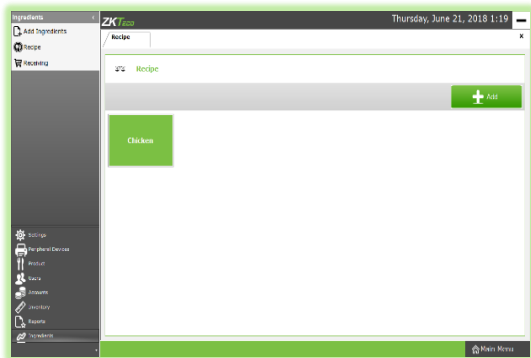➢ Here you can see the items saved in the department. Select any product.

➢ Now to add recipe for **Chicken Biriyani**, click on **ADD INGREDIENTS** button.
➢ Now all ingredients that you have added earlier will display in a new window.
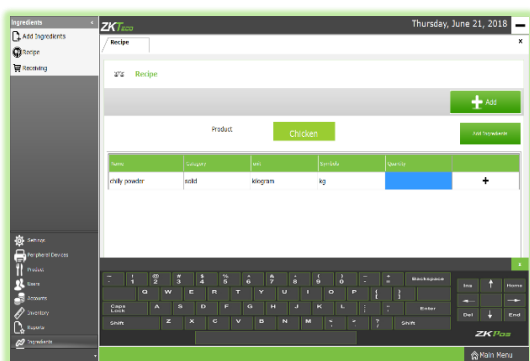
➢ You can select the necessary ingredients from the list.
➢ Then click **ADD** button.

> Enter the quantity required to make one product and press **ENTER Key**.

> A new ingredient will be added to the recipe.

- To add another ingredient click on the **PLUS** symbol.
- If you want to delete the saved ingredient, then click on the **X** symbol.
- Click **OK** in the warning popup.

3. RECEIVING

We can receive the ingredients from the ingredients receiving window. The main advantage of this is that, when a customer order for a product appropriate amount of ingredients required to make that product will be deducted automatically form the stock. This makes stock management easier and efficient.
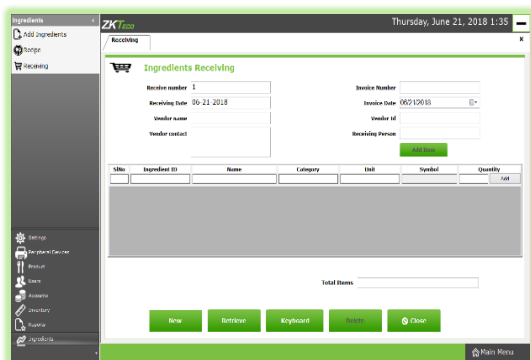
> Go to **SETTINGS**.
> Among the **INCREDIENT** menu options you can see one menu option for **RECEIVING**. Click on it.
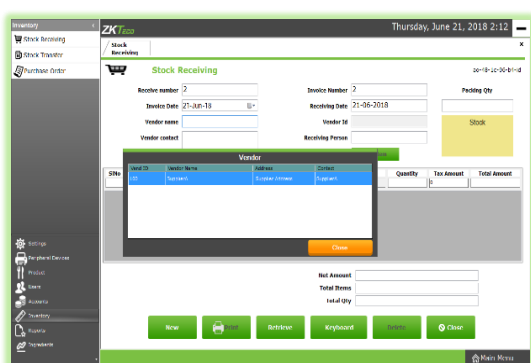
> Enter the Receive Number, Invoice Date, Invoice Number and Receiving Person's Number.
> To add Vendor details, click on the text field corresponds to Vendor Name. Now a grid showing all vendors that you have saved in the vendor section will appear.
> Now select the appropriate **vendor** from the list. Click **Close** button.
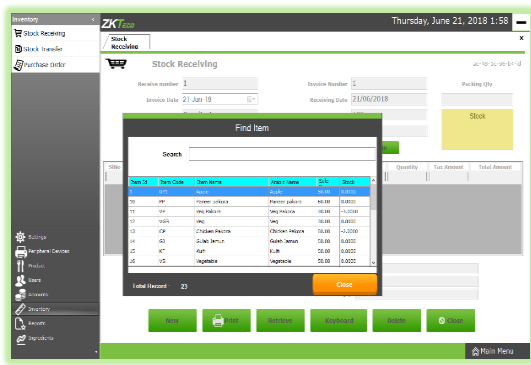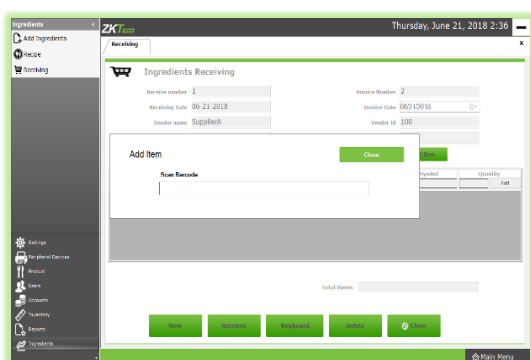
➢ Now click **ADD ITEM** button.
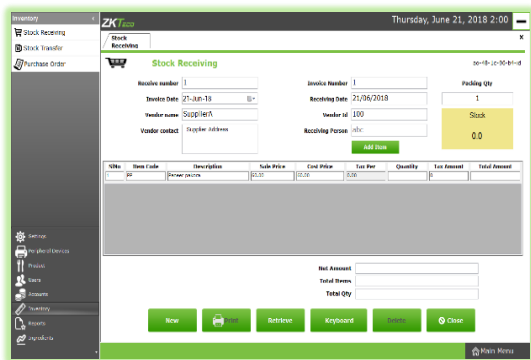
➢ Click on the Item that you want to add.
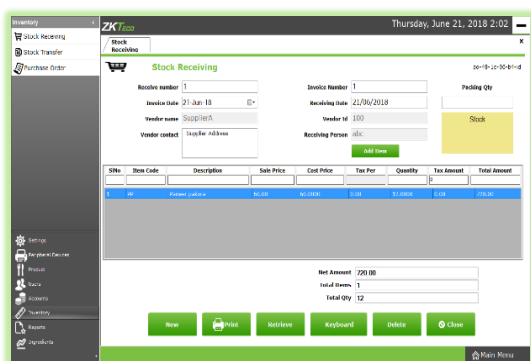
➢ You can enter the **QUANTITY** of the item and press **ENTER** key. To add another item use the **ADD** button.


➢ If you want to add a new entry, then click **NEW** button. This is the process of adding ingredients and recipe to our ZKPOS. You can add item using barcode scanner, but you need to **enable BARCODE SCANNER** in the **UTILITY**.

➢ If you are using barcode scanner to add item, you need to enter the barcode of products while clicking the **ADD ITEM** button.

STEP 26 – LEARN ABOUT WORK PERIOD

Work period section is for viewing the working duration of currently logged in user. Before starting POS operations, work period must be started. All the previous work periods of logged in user will be displayed in the main screen of work period. In our shop if a cashier is available from 9 – 5 and another cashier continuous to work, let's see how the first cashier closes his work period.

- **LOGIN** using your **User ID** and **Password**.
- If you logged in as **ADMIN** you can have access to everything in the **ZKPOS**. If you are a cashier or any other user you will have only limited accessibility.
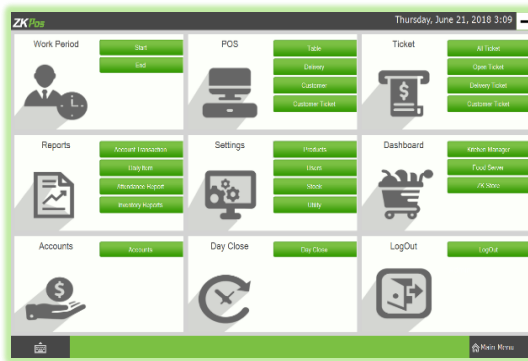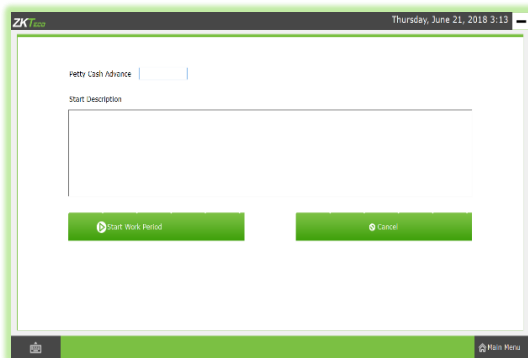

➢ This picture shows the **MAIN MENU** in **ZKPOS**, logged in by **ADMIN**.

- If you are logged in as Cashier, you need petty cash to give to the customers, so before start working Admin should grant the petty cash for the cashier. Let's look at how an **ADMIN** can provide petty cash to the **CASHIER**.
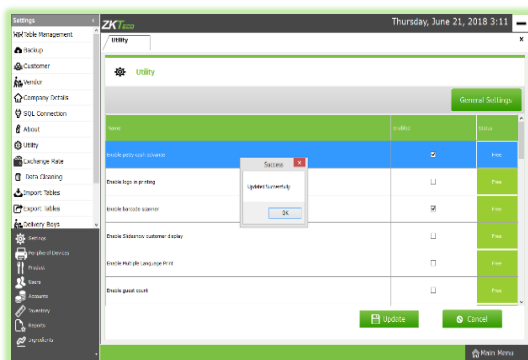
➢ For that, login as **ADMIN**.
➢ Go to **SETTINGS**.
➢ Enable **PETTY CASH ADVANCE** in the **UTILITY**. **Update** it.
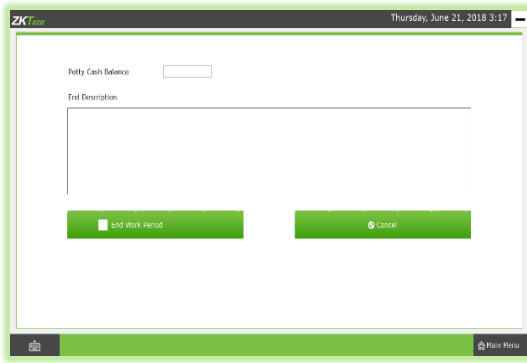

➢ Now logout and login as **CASHIER**.
➢ Click on **WORK PERIOD** button.
➢ To start working click on **START WORK PERIOD**.
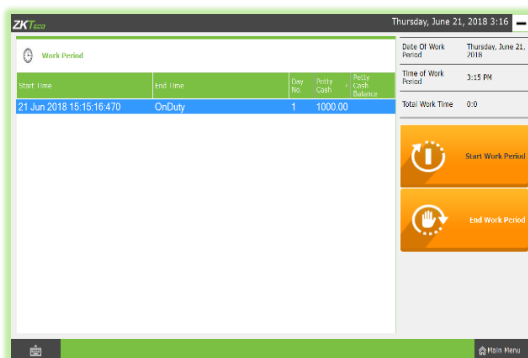
➢ This time you have to provide the petty cash advance before start working. Provide a description and then start **WORK PERIOD**.
➢ Now he can process bill or view reports and so on.
➢ Now to End work period, Go to **MAIN MENU**.
➢ Click on **WORK PERIOD**.

> In the left side you can see an **END WORK PERIOD** button. Click on it.

- Specify the **BALANCE PETTY CASH** in the field provided.
- Specify the reason to end work period and then click **END WORK PERIOD** button.
- Click **OK**.
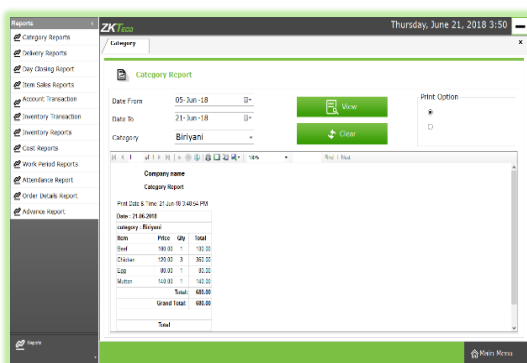- You can view this report from **WORK PERIOD REPORT**.

STEP 27 – GENERAL REPORTS

These general reports are accessible for both admin and the cashier. To view the reports, login as admin or cashier and open **REPORTS** section.
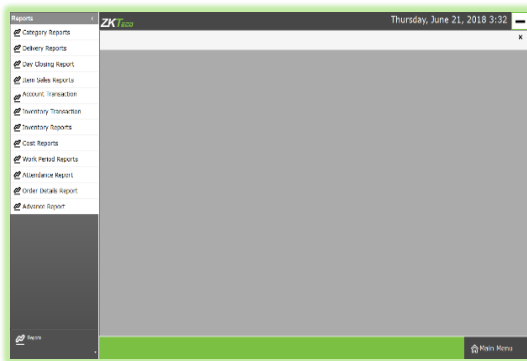
> Go to **MAIN MENU**.
> Click on **REPORTS**. You can see a list of **REPORTS**.

1. CATEGORY WISE REPORT

You can view the report after Day Close.

> Click on **category wise** report.
> Select the **date range**.
> Select the **category** from the dropdown.
> Click **VIEW** button
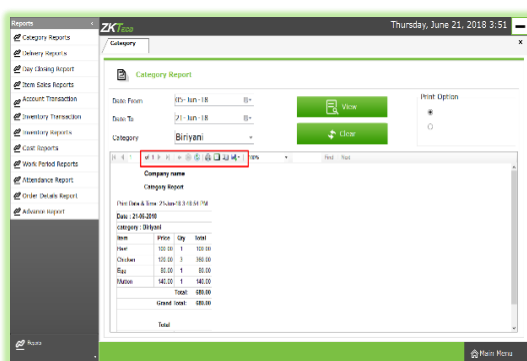
> You can **PRINT** the report by choosing **small print/big print**.
> Change the **page layout**, **page setup** or you can **export** the report to excel or any such formats using the icons in the below image.
> Clear the report by clicking **CLEAR** button.

2. DELIVERY REPORT
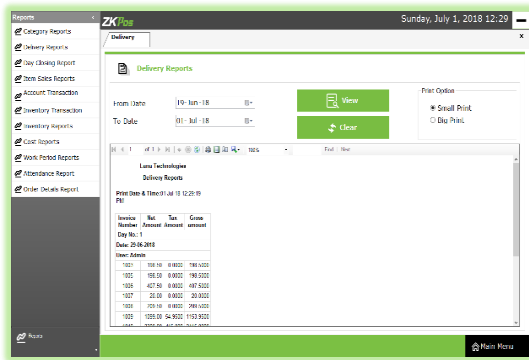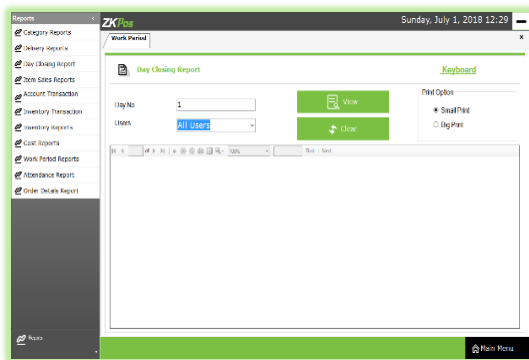
Shows delivery details for a selected time range.

- ➢ Click **Delivery Reports**.
- ➢ Set **from date** and **to date**.
- ➢ Click **VIEW** button.
- ➢ Use print options and other features as you did in category report.

3. DAY CLOSING REPORT

Day closing reports can be viewed. But you need to close the day activities to view this report.

- ➢ Enter the Day Number
- ➢ Choose the user from the list.
- ➢ Click on **VIEW** button.

4. ITEM SALES REPORT

This report shows the sales report between two selected dates.

- ➢ Select the **FROM** date and **TO** date.
- ➢ Click **VIEW** button.
- ➢ Now you can view the report of **PRODUCT** sold, **QUANTITY** sold, and **GRAND TOTAL** of the items sold during the time interval.

5. ACCOUNT TRANSACTION REPORT

You can view the transactions happened during selected time.
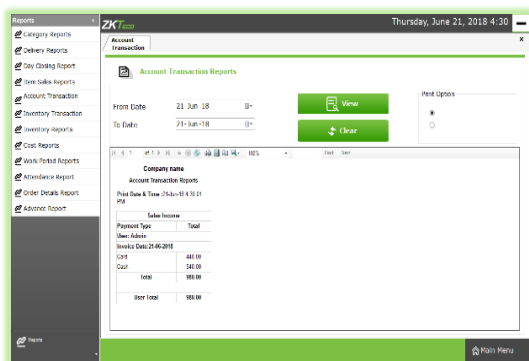
- ➢ Select **FROM** date and **TO** date.
- ➢ Now click **VIEW** button.

6. INVENTORY TRANSACTION REPORT.

In this report you can view the report about your inventory transactions. **ITEMS** that you purchased, **RECEIVING QUANTITY, SPOILAGE ENTRY** and **SALES** will be viewable here.

> You just need to click on the **VIEW** button, you will get the report.

7. INVENTORY REPORT

This report shows the **ITEMS**, its **CODE**, **STOCK** and it's **COST**.

> Click on the view button to view the report.

8. COST REPORT

This report shows cost details.

> Select **FROM** date and **TO** date.
> Click on the **VIEW** button.

9. WORK PERIOD REPORT

This report shows work period details.

> Select the **FROM** date and **TO** date.
> Select the **USER** from the dropdown.
> Click **VIEW** button.

10. ATTENDANCE REPORT

This report will help to view the employee attendance.

- ➢ Select the **FROM** date and **TO** date.
- ➢ Select the appropriate **USER** from the dropdown.
- ➢ Now click **View** button.

11. ORDER DETAILS REPORT

This report shows the **ORDERS** send to food server or the kitchen manager.
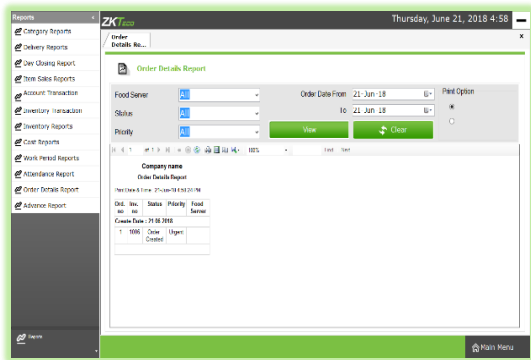
- ➢ Select the **FOOD SERVER**
- ➢ Select **STATUS** and **PRIORITY** from the dropdown.
- ➢ Select the **FROM** date and **TO** date.
- ➢ Now click **VIEW** button.

12. ADVANCE REPORT

If you want Customer Wise report between two selected dates, you can use this report.

- ➢ Select **From Date** and **To Date**.
- ➢ Select the **CUSTOMER**.
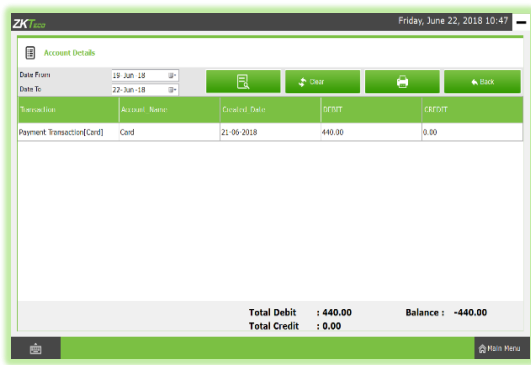- ➢ Now click **VIEW** to view the report.

STEP 28 – ACCOUNTS

This Section Contains Summary of all the accounts managed in this **POS** Software which is only visible to Admin. Total **Debit** and Total **Credit** for each accounts are displayed.

- ➢ Login as **ADMIN**.
- ➢ Click on the **ACCOUNTS** menu.

- ➢ You can select **FROM DATE** and **TO DATE** to view the account details. Click on the **SEARCH** button.

➢ There is also a print option.
➢ To get detailed view of the accounts click on the **ACCOUNT DETAILS**.
➢ Detailed List of Transactions associated with each accounts can also be displayed. There are options to search transactions in current week, current month, last week, last month etc. Accounts summary and transactions summary can be printed.

• Select the **FROM DATE** and **TO DATE**. You can view all the details about transactions happened during that interval.
• Now total **DEBIT**, **CREDIT** and **BALANCE** will be displayed.
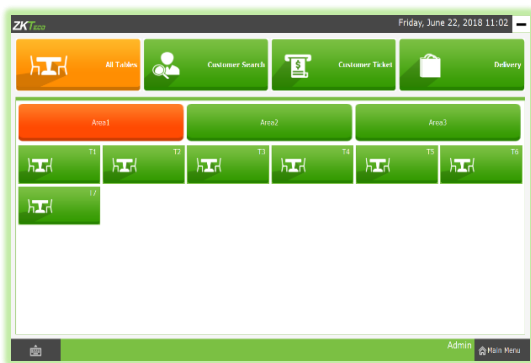• To come back to the Accounts window, Click **BACK** button.

STEP 29 – POS MODULE

This module has four main sections.

1. **TABLE SECTION**
2. **CUSTOMER SEARCH**
3. **CUSTOMER TICKET**
4. **DELIVERY**

You can do billing, receive orders, handle deliveries etc. using this section. To learn about this section,

• Go to **MAIN MENU**.
• Click on **POS**.

Now you will get a window like this.

If a table has invoices related to it, then that table will be visible in **ORANGE** color. Below picture shows T1 or TABLE 1 has a customer. That is why its color is distinguishable.
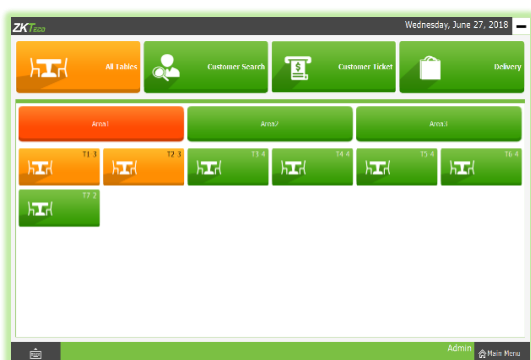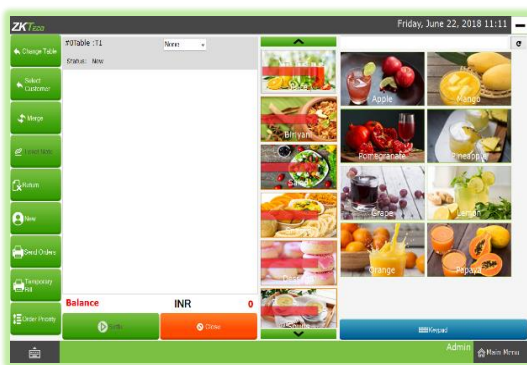
First let's learn about **TABLES**.

1. TABLE MANAGEMENT

By default the restaurant area is divided in to three. You can customize the area in settings. Each area will have a specific number of tables and each table will have specific number of seats. All these things are customizable.

- ➢ For instance if you have selected table T1, then all seats allotted to T1 will be displayed.

- ➢ Seats are named as 1, 2, and 3 and so on. Click on the seat number that you want to choose.
- ➢ Now you will be redirected to the main part of POS module.
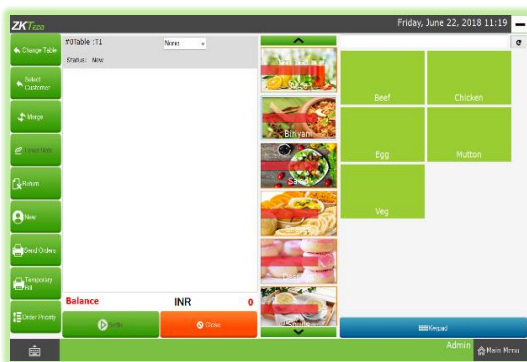
- ➢ Here is where you could see all the departments and products that you have created in the beginning part of the tutorial.
- ➢ If a customer approaches you to order 3 Chicken Biriyani and one Pineapple juice, let's see how you are going to process the bill using ZKPOS.
- ➢ In the picture above you can see all departments listed in a vertical format. All products in Juice Department were listed by default. You can expand other departments just by clicking on them. Click on Biriyani to expand the products in Biriyani.


- ➢ If you have enabled **BARCODE SCANNER** in **UTILITY**, then instead of the above window you will get a window as this, when you select a seat.
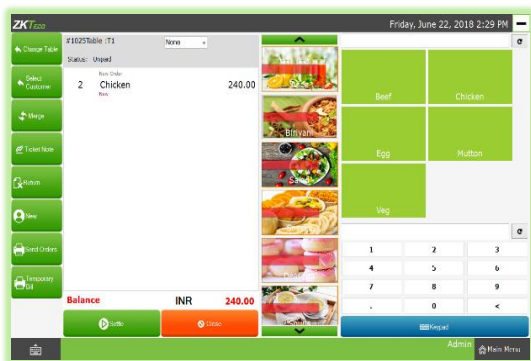
- If you know the barcode of items then you can search it in the search field provided. To do that enter the barcode of the item in the search field and press **ENTER** button.
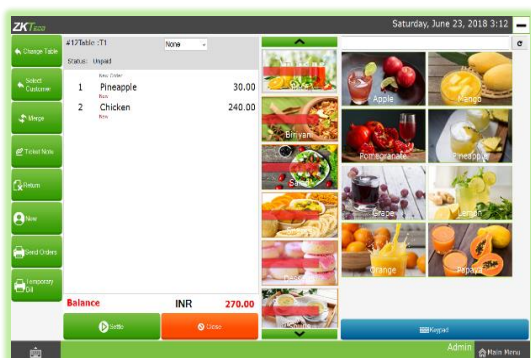- Otherwise you need to disable barcode by clicking on **DISABLE BARCODE**.
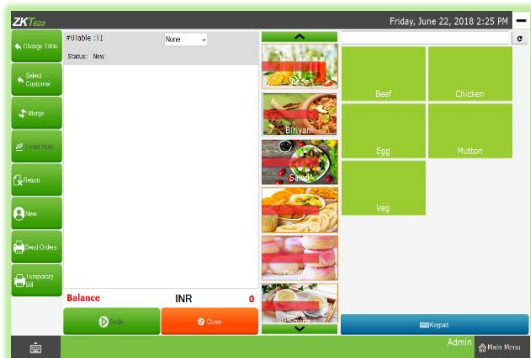
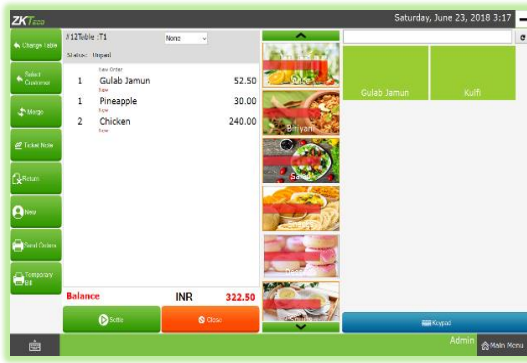- To select 3 chicken Biriyani, expand Biriyani department.
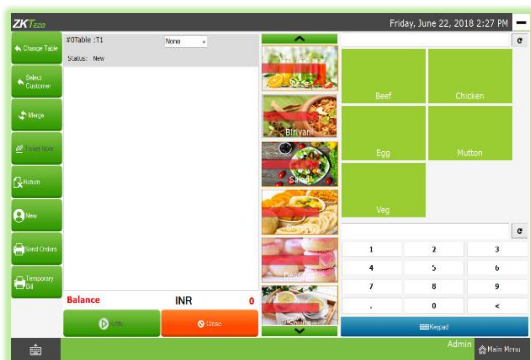
- Click on **KEYPAD** menu.

- To add 2 Biriyani, you need to click on 2 in the keypad.
- Now click on Chicken.
- Now 2 Chicken Biriyani has been added.

- Next you have to add a pineapple juice. For that expand juice department and click on pineapple.

➢ If there is any extra charge, you need to select it from a dropdown at the top left portion of the screen. By default none will be selected. In this way you can add extra charge by percentage. After selecting the extra charge click on the item that you want to add.
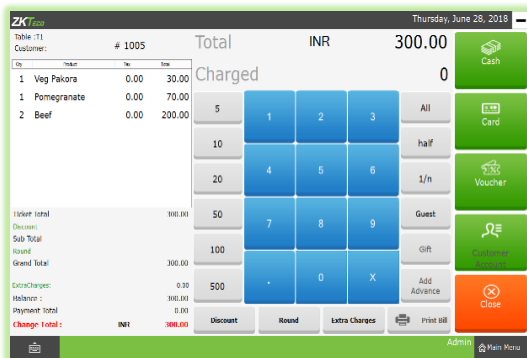

➢ You can also add extra charge by amount, but you need to add it while settling the bill.

➢ Now let's learn to settle the bill. Click on **SETTLE** button.

➢ Your order details with total amount will be displayed.

➢ You have add any extra charge amount, then click on **EXTRA CHARGE** button.
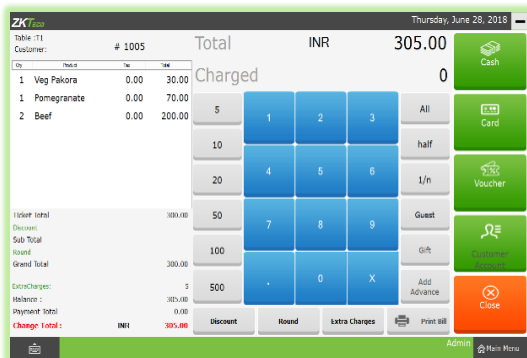
➢ All saved extra charges will be displayed on a new popup window. Select the relevant extra charge from the list and click **OK**.
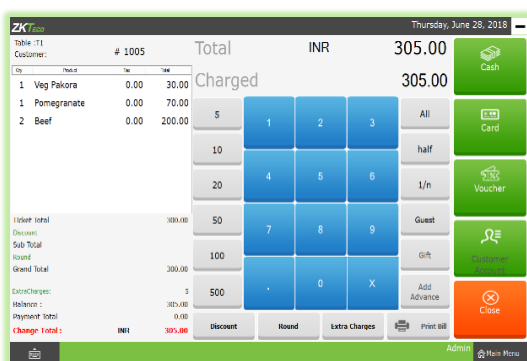
➢ The extra charge amount will be added to the total amount.

➢ If the customer is going to pay the exact amount in the bill, then click on the ALL button.

- Now select the payment option that customer prefers (cash/card/voucher). If the customer has created a customer account, then he/she can pay the bill using customer account.
- Just click on the preferred payment option to settle the amount. If user prefers customer account, click on customer account button and the amount will saved to customer's account. She/he can pay the bill some other time. To view the customer account details, go to customer search select the customer and click on **CUSTOMER ACCOUNT** button. Click here to view more details.
- You can see a buttons named **HALF** and **1/n**. The customer have choice to pay the bill half by any of the payment options. Click HALF button to view the half of the total invoice amount.
- To divide your total invoice amount with a number, click on a number and then **1/n**. for example click on 5 and then click **1/n**.
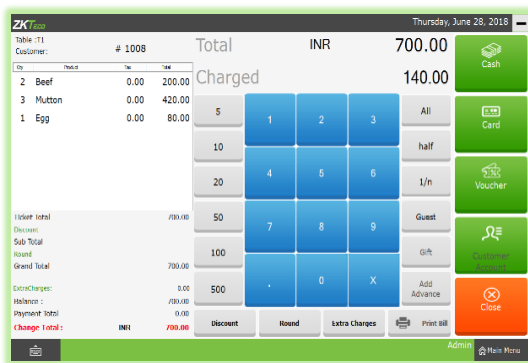
➢ Some customers will visit as a group. But bill settlement may done by one of them. So at the end of a month or week you cannot view the increment in customer visit. That's why we have placed an extra button **GUEST** to add the customer number in each invoice. Click on **GUEST** button and enter the guest count in the field that appears. Then click **OK**.
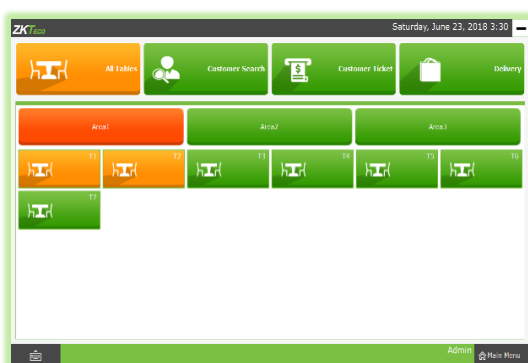
- Sometimes you may like to print a temporary bill for the customer. To do so just click on the **TEMPORARY BILL** button.

➢ The next step is to send the orders to the kitchen manager, for that click on the **SEND ORDERS** button.


➢ In the new window, select a food server and set the order priority whether urgent/normal/low.
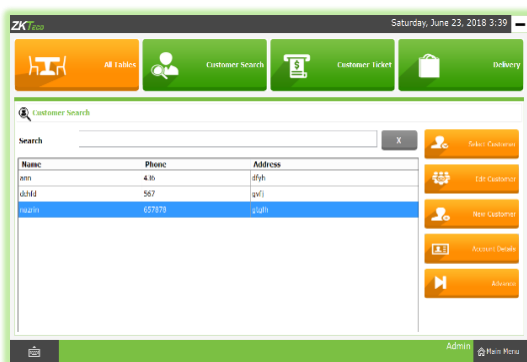➢ Now click on the **OK** button.

➢ Now your orders has been submitted. The status of your order remains unpaid until the customer settle the bill.
➢ If the customer want to change the table, then click on the **CHANGE TABLE** button.

➢ Now you can choose another table based on customer's interest.
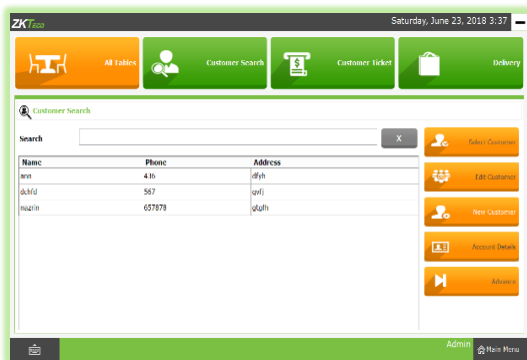
➢ Now table has been changed.

➢ If the order is made by a regular customer and you have the customer's details in your ZKPos, then you have an option to choose the customer. To do so, click on the **SELECT CUSTOMER** button.


➢ Now list of saved customer will be displayed. Select required customer from the list.

➢ Now click on the **SELECT CUSTOMER** button.

➢ The selected customer's name will be displayed with invoice. You can change the customer by clicking on **CHANGE CUSTOMER** button.

➢ There is an option to merge another invoice with current invoice thereby settling both at the same time. You can use **MERGE** button for that purpose.
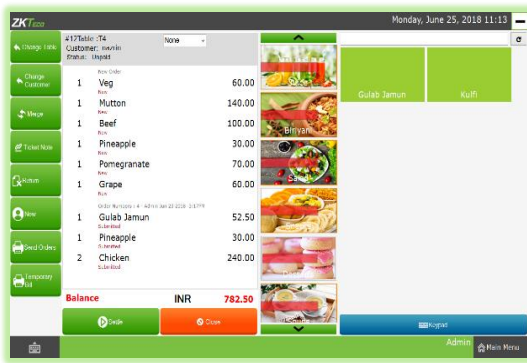
➢ Select the **INVOICE** that you want to merge with current invoice and click **OK**.
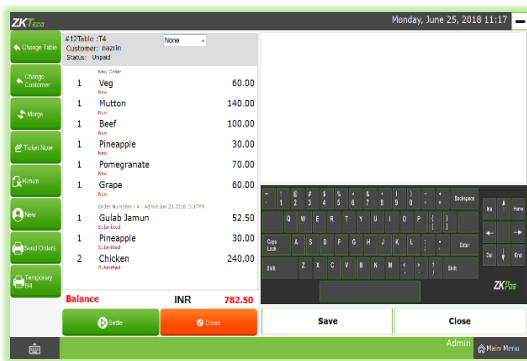
➢ Now the selected invoice will get merged with your current invoice. Total will be updated based on the merged invoice amount.

➢ Next button is **TICKET NOTE**. If you want to add any comments to your invoice, then click on the **TICKET NOTE** button.
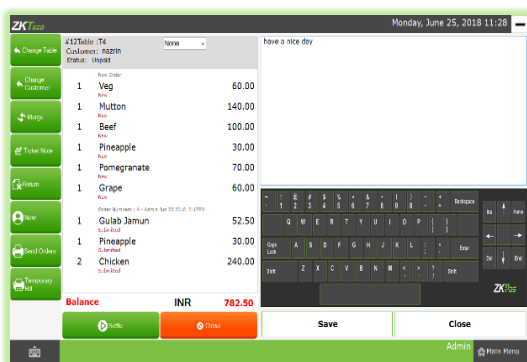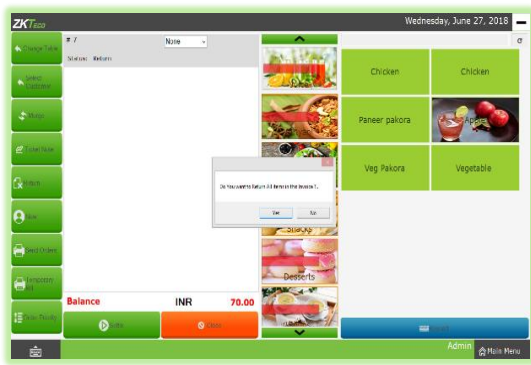

➢ Type your comment using the keypad displayed.

➢ Click **SAVE** button.
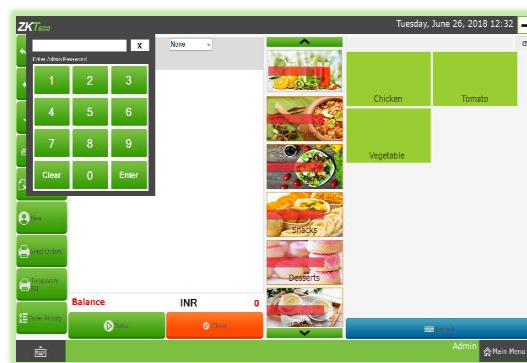
➢ In some cases your customer may request you to return the order. You can use **RETURN** button to do the action.

➢ Click on **RETURN BUTTON**. You need admin privilege to do the action.

➢ Enter Admin Password.
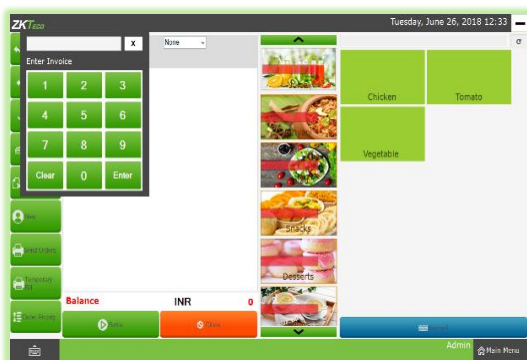
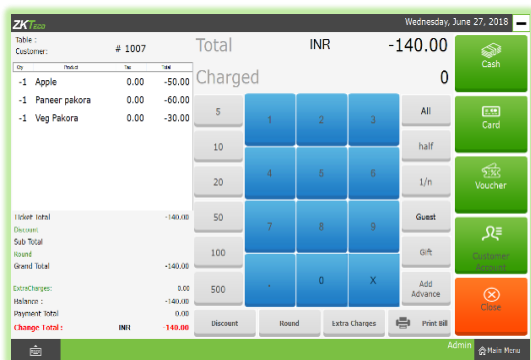

➢ Enter the Invoice Number and click **ENTER** button

➢ A new popup will appear. If you want to return all items, then click on **YES** otherwise click **NO**.
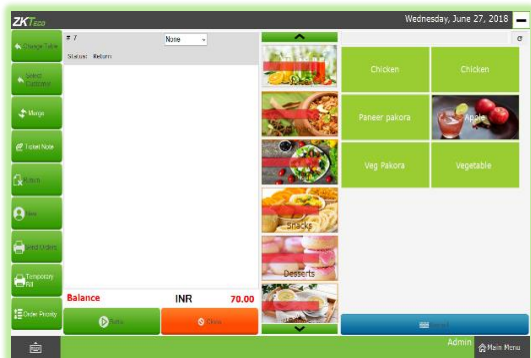

➢ If you want to return any specific items, click **NO** button. All products in that invoice will get displayed in the left of the screen.


➢ Choose the items that you want to return by clicking on it. The items will be removed from the list.

➢ After removing necessary items, click **SETTLE** button.
➢ The Amount will be a negative value since you have to return the amount to the customer.
➢ Click **ALL** to enter amount.
➢ Then select the **PAYMENT OPTION** card/cash/voucher.
➢ The amount will be settled. You can take a print if necessary.
➢ Click **CLOSE** button to go to main.
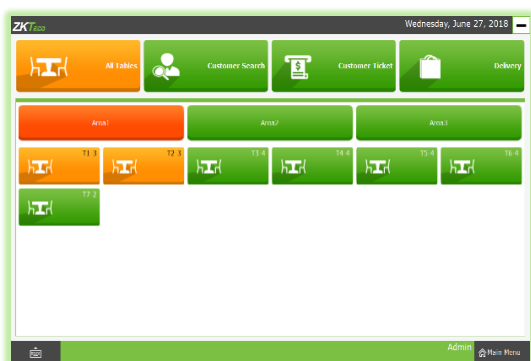
➢ Again select a table and seat.
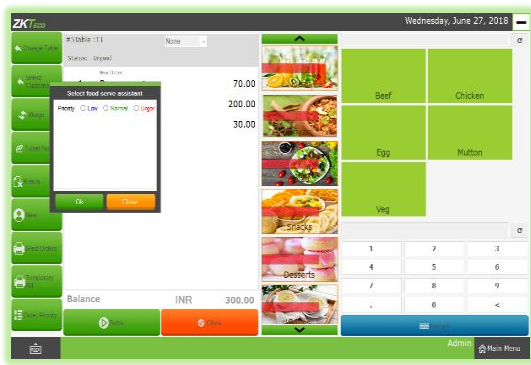
➢ Now select any products, let's learn how to set an order priority and send the order. The Kitchen manager and food server will not get the order details until you click on **SEND ORDER** button.

➢ For that select some products and click on **ORDER PRIORITY**.

➢ You can choose from **Low/ Medium/ Urgent**.

➢ Click **OK**.

➢ Now click on **SEND ORDER** button to submit your order.
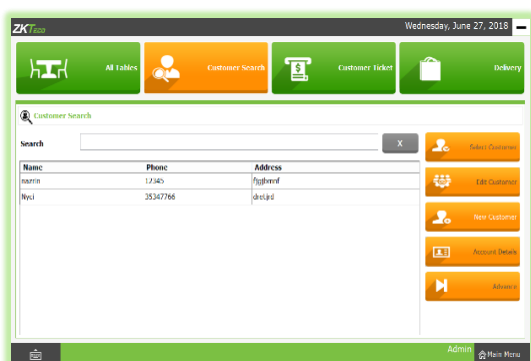
➢ Now your orders has been submitted.
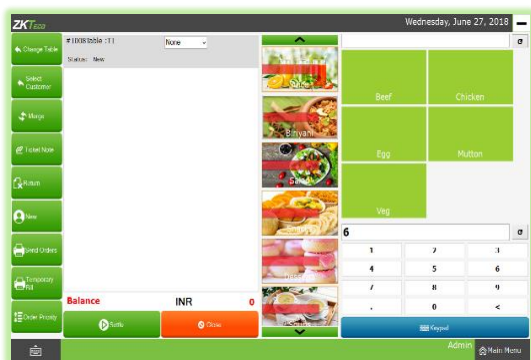
➢ To add a new order click on **NEW** button.
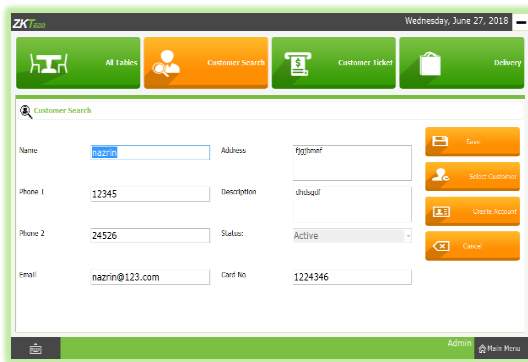
- In this way you can manage your orders.

2. CUSTOMER SEARCH

The customers whose details are stored already in ZKPOS is viewable in this section.

- Go to **MAIN MENU**.
- Click on **POS** menu.
- Select **CUSTOMER SEARCH** button.

➢ You can see every customers in a grid as shown.

➢ To **EDIT** the customer details, select the customer.

➢ Now click on the **EDIT CUSTOMER** button.

- If you want create a customer account then click **CREATE ACCOUNT** button. If you create an account for a customer then the customer can add the invoice to his/her account and then settle the invoice amount later.

- There is one more advantage for creating a customer account. That is, you can create a login id and password for the customer so that he/she can create order by himself.

- After creating customer account here, go to settings and click on customers. All saved customer details will the there. Choose the customer with a customer account and click on **ADD PASSWORD** button. You can view detailed information in STEP 7(ADD A NEW CUSTOMER).
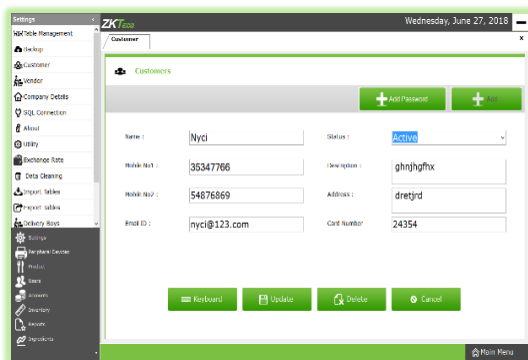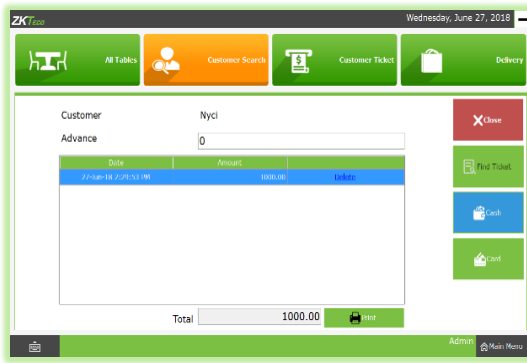

➢ Now continue editing and after making necessary changes, click **SAVE** button.
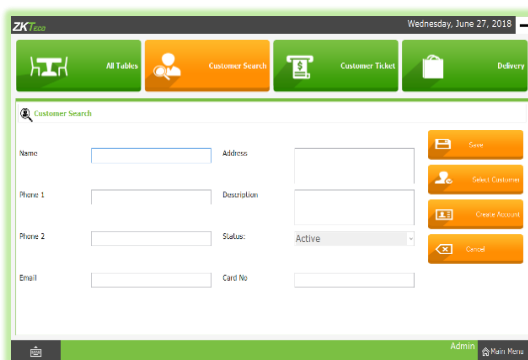
➢ To **ADD** a new customer Click **NEW CUSTOMER** button.
➢ Enter all details and then **SAVE** it.
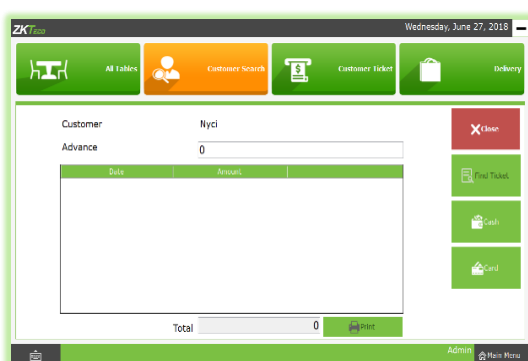
➢ Suppose if a customer want to pay **ADVANCE AMOUNT**, you can do it by selecting the customer from the list and then click on the **ADVANCE** button in **CUSTOMER SEARCH** window.

- ➢ Customer name will be there by default.
- ➢ Enter the **ADVANCE AMOUNT** that customer want to pay.
- ➢ Then choose whether he want to pay through **CASH** or **CARD**. Now the **ADVANCE AMOUNT** is saved.
- ➢ To delete the entry click on the **DELETE** button.
- ➢ Click **YES** and close the window by clicking on the **CLOSE** button.
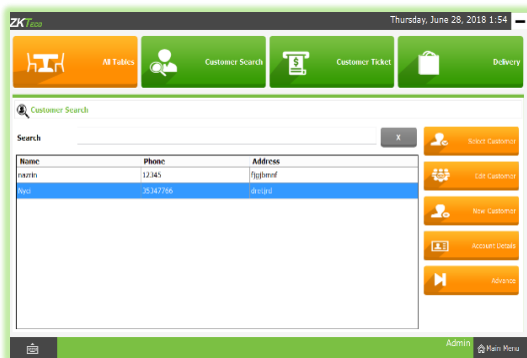
- ➢ If the customer have any previous pending invoices, you can view them from customer account details. To view that select any customer.
- ➢ Now click on the **ACCOUNT DETAILS** button.
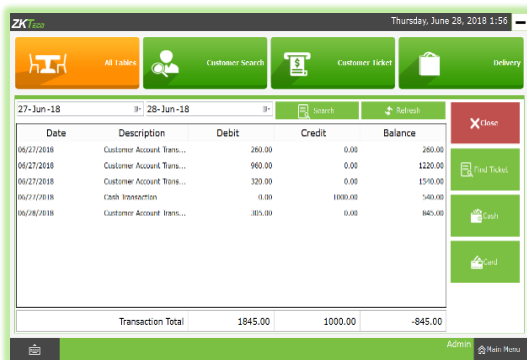
- ➢ All debits from this account will be displayed now.
- ➢ To view the invoices associated with any of them, click on it and then click **FIND TICKET**.
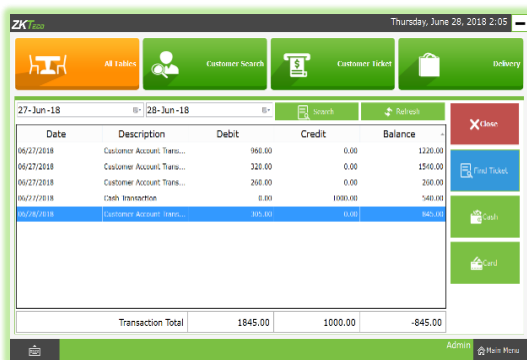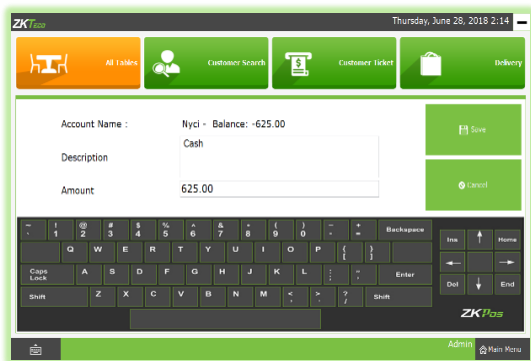

- ➢ Now you will be redirected to the **POS** section.

- ➢ If the customer want to close that invoice, you can settle it from the above window by clicking on the **SETTLE** button. Otherwise settle the amount from **customer account details** window. To do that, select any invoice from the customer account details.
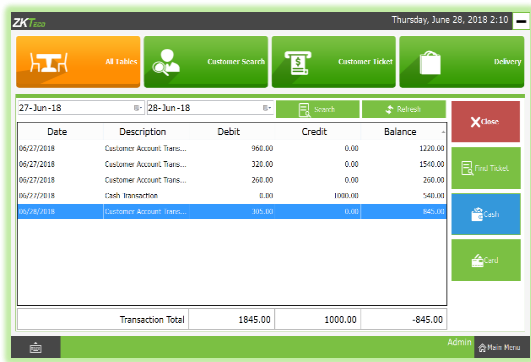
➢ Now choose he/she want to pay by cash or card. Click on it.

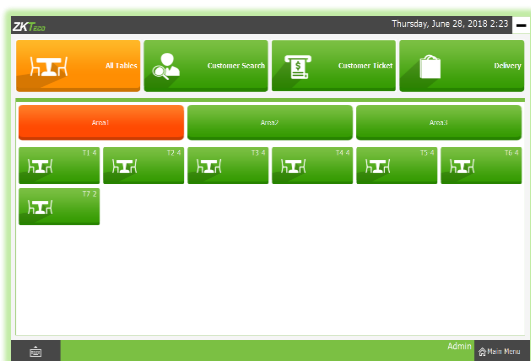➢ Enter the amount that customer wish to pay.
➢ Click **SAVE** button.
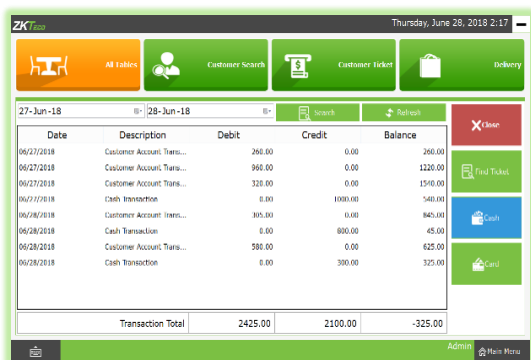
➢ Now the entered amount will be deducted from customer's total amount.
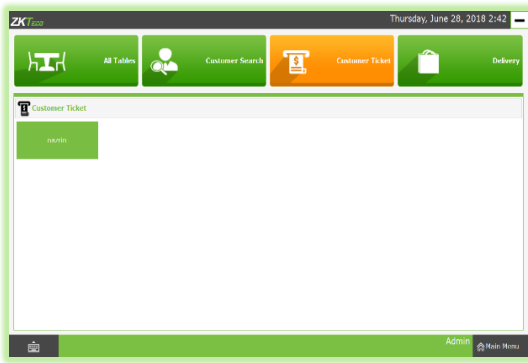
3. CUSTOMER TICKET

This is another special functionality of **ZKPOS**, a window where you can see those customers whose bill were not paid yet.

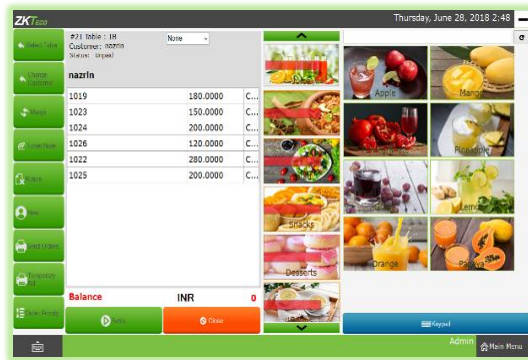- Go to **MAIN** menu.
- Click on **POS**.

➢ You can see a **CUSTOMER TICKET** menu, on the left of the window, click on it.
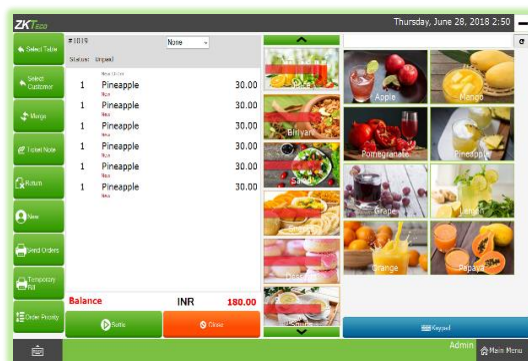
➢ You can see a customer whose status is unpaid in the picture. Click on it to view the invoices associated with that customer.

➢ If you click on any of the invoices you will be redirected to the **PRODUCT** window. Then you could see his/her orders and total pending amount.
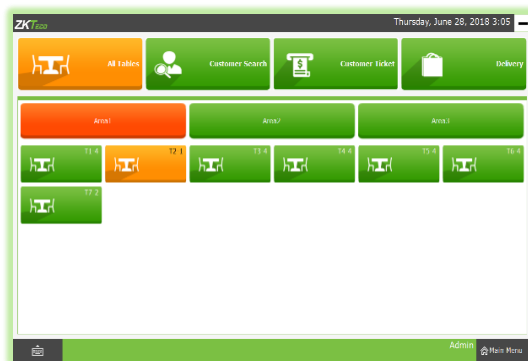

➢ You can settle the bill as you have done earlier.
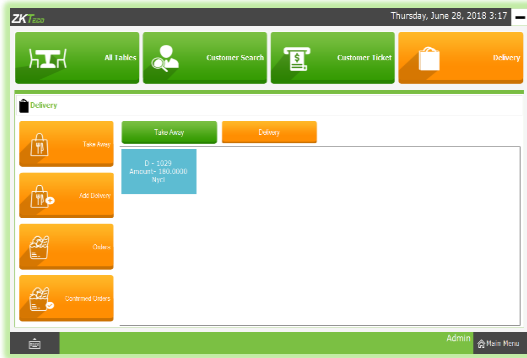
4. DELIVERY

Some customers may request for delivery services, here you can manage everything related to delivery services.
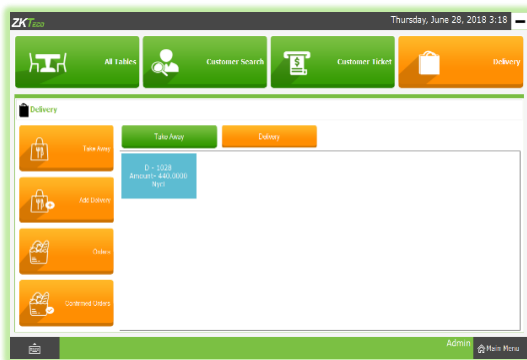
- Go to **MAIN MENU**
- Click on **POS**.

➢ You can see a button named **DELIVERY** on the top left corner, click on it.
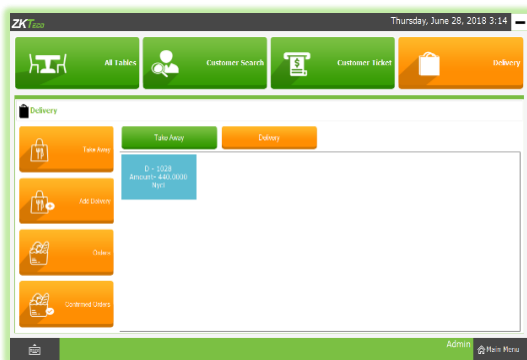
- To add a new delivery order, click on **ADD DELIVERY** button.

- Select the **delivery boy** and click **OK**.

- Choose the customer from the grid and click on SELECT CUSTOMER button.

- Now you will be redirected to the **PRODUCTS** window. Choose whatever customer want.
- Now set the order priority and then click **SEND ORDERS** button to send the order to the kitchen manager or food server.
- Now settle the bill by clicking on the **SETTLE** button.
- Now click on the **CLOSE button**, you will come back to **DELIVERY WINDOW**. To view the delivery details, click on the delivery button.
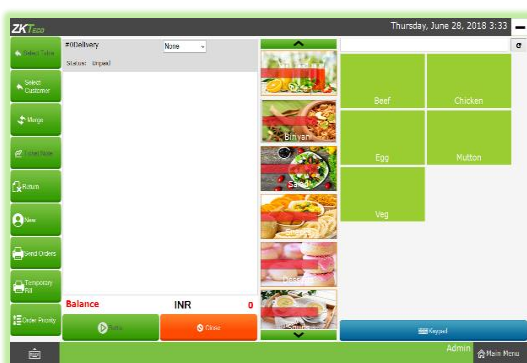

- Now you can see the delivery details.

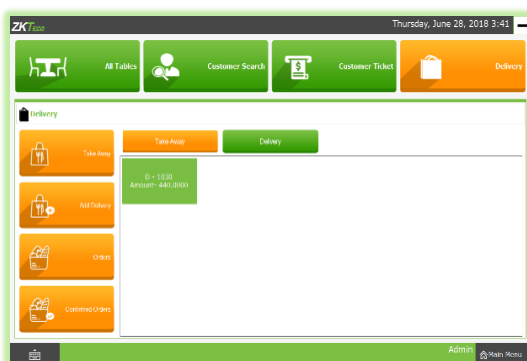- You can see the unpaid delivery orders in **ORDERS**.

- If you want to see paid orders, click **CONFIRMED ORDERS** button.

- Now to add a new take away order, click on TAKE AWAY button.

- Choose the product and click **SEND ORDERS** button.
- Click **SETTLE** button to settle the amount.
- Now click **CLOSE** button to return back to **DELIVERY** window.

- To view your order click on the **CONFIRMED ORDERS BUTTON** and then click on **TAKE AWAY** button.

STEP 31 - DAY CLOSING

In our business we can either close day-to-day activities or close two days activities together. Let's look how to do it. It helps to find the difference between billed and received amount of each user for the current closing day.

1. You can see a **DAY CLOSE** button in the **MAIN MENU**. This option is only available to **ADMIN**.
2. Click on **DAY CLOSE**.
3. You can see **ADMIN** is displayed and **CASHIER**.
4. As you see, there are three transactions and two is done by **ADMIN** and one by **CASHIER**.
5. You can see the **INVOICE AMOUNT** in the **AMOUNT** column. You need to enter the amount that you received from the customer in **RECEIVED AMOUNT** column.
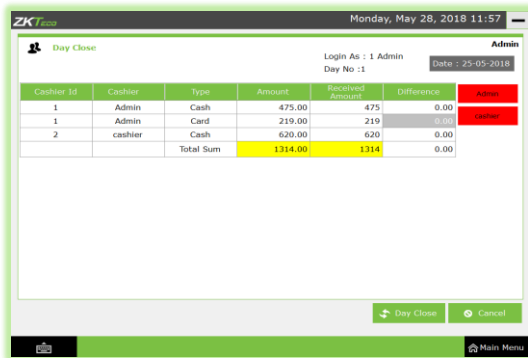
6. Now click on **DAY CLOSE** button.
7. Confirm the day close by choosing **YES**. If there is any unprocessed bill another popup will show up and you need to confirm it too by clicking **CONTINUE**
8. To complete the process you need to enter the **ADMIN PASSWORD**.
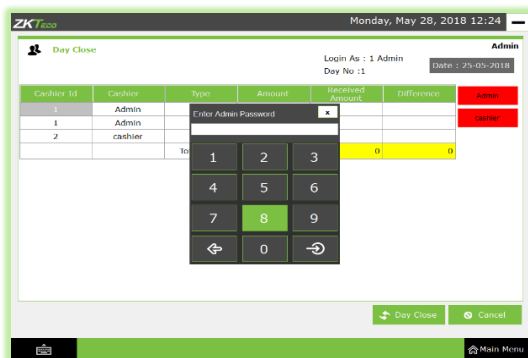
9. Now day close is updated successfully. If you want see the day close report go to **SETTINGS**, from the report options choose **DAY CLOSE REPORT**

STEP 32 - TICKET

Tickets indicate orders. It contains current day's paid or unpaid invoices and previous day's paid invoices. Tickets will be shown under the conditions selected by ADMIN/USER.

- Go to **MAIN MENU**.
- Click on **TICKETS** button on the top left corner.
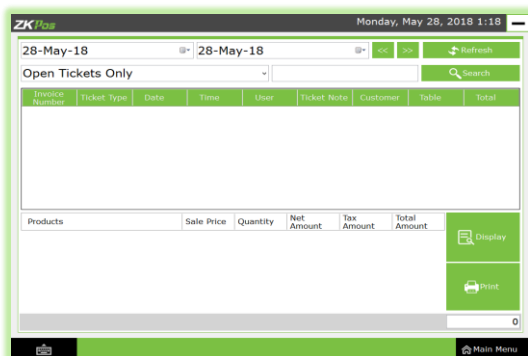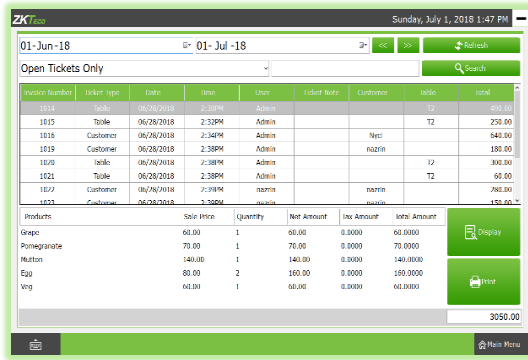
1. Select the **FROM** date and **TO** date.
2. You can select the **TICKET TYPE** from the dropdown.

Now all invoices between the selected dates will be displayed.

3. You can see the **INVOICE NUMBER**, **TICKET TYPE**, **DATE**, **TIME**, **USER**, **TOTAL AMOUNT** etc.
4. If you click on any of them, you can see the products associated with that invoice.
5. There is an option to **PRINT** the ticket details.
6. If you know the invoice number, you can search it by using the **SEARCH** button.

STEP 33 - DASHBOARD

Dashboard is available **ADMIN**. **ADMIN** can view the orders that have been sent to the kitchen and to food server and also the status of the order. He can view all the active tickets in this section. For instance, suppose an order has been send to the kitchen, then the kitchen manager and food server can know what the orders are and the order priorities.

- Go to **MAIN MENU**.
- Click on **DASHBOARD**.

Now, all the active orders will display based on priority. **URGENT** orders will display first and then **NORMAL** and finally orders with **LOW** priority.
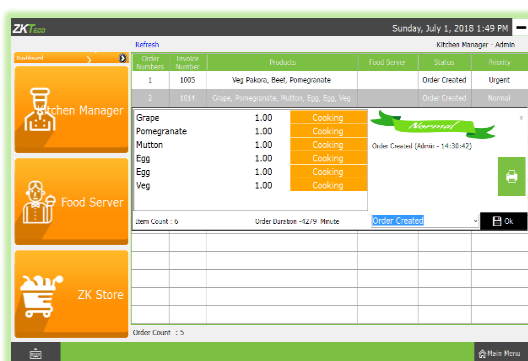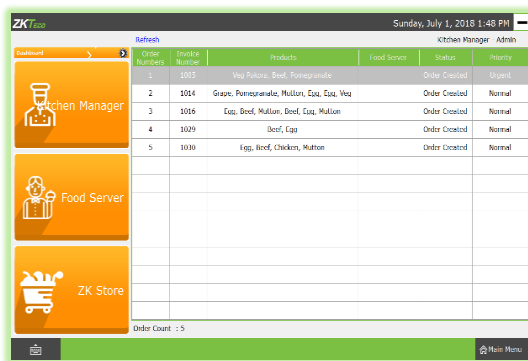

1. Expand each order by clicking on it.
2. When the items are ready to deliver kitchen manager can change the status of the order to **READY TO DELIVERY**.

There are also options for **ORDER CANCELLING**, **ORDER MODIFICATIONS**, **PENDING** or **DELIVERED**.

3. If the status of the order changed to **READY TO DELIVERY**, food server can serve it for the customer and change the status to **DELIVERED**.
4. Then click **OK**, details will be updated.
5. Those orders with status as "**READY TO DELIVERY**" can be viewed by clicking on **FOOD** SERVER button.
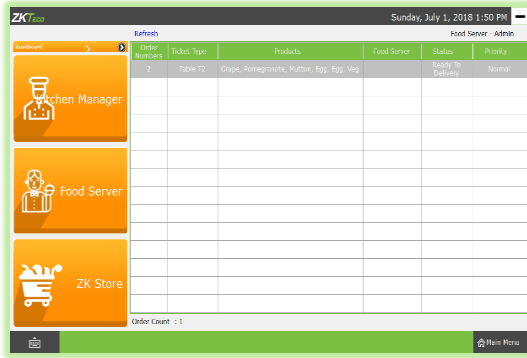
6. He too can expand the order details by clicking on it, if the order has delivered, he can update the status to "**DELIVERED**".
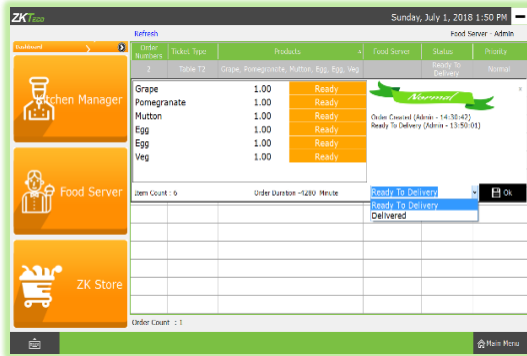
7. If you want to access **ZKSTORE** you need to login to registered account. If you don't have one, then create one using **REGISTER** link.
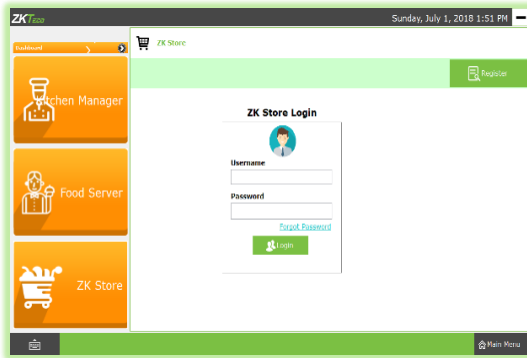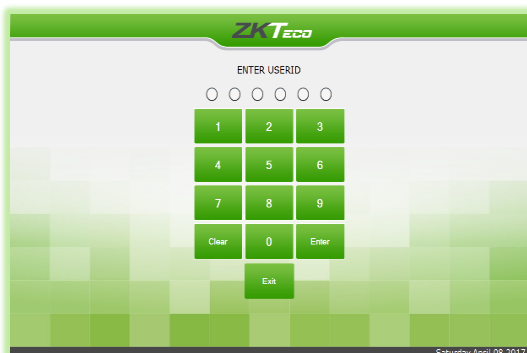

After registration you will get one **username** and **password**, you can use it for login to **ZK STORE**.

STEP 34 - LOGOUT

You can **LOGOUT** from ZKPOS by clicking on the **LOGOUT** button.

You will be redirected to **LOGIN** section.