USER MANUAL

**ZKPOS RETAIL / WHOLESALE / SUPERMARKET**

Version: 4.5.5

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Software Version: 4.5.5

GETS STARTED

Every retailer has to constantly face the complexities of handling wide range of product mix. Out of stock products and spoilage items are the main cause for lost sales in the grocery business. So, every retailer needs a complete and efficient interface to manage the day-to-day business activities in the shop. **ZKPOS SUPERMARKET SOFTWARE** is a complete solution for your business needs.

Now let's start exploring **ZKPOS SUPERMARKET SOFTWARE.** After installation you need to open ZKPOS SUPERMARKET SOFTWARE. The first step you have to follow is **LOGIN** process.
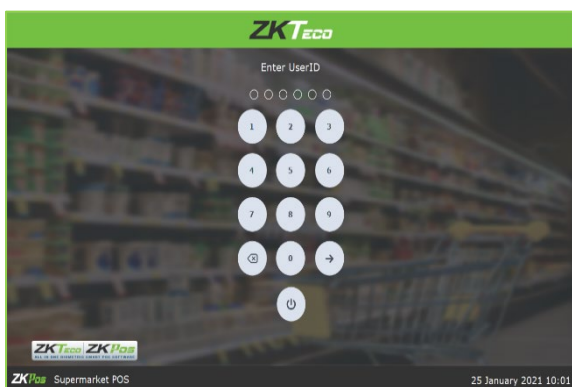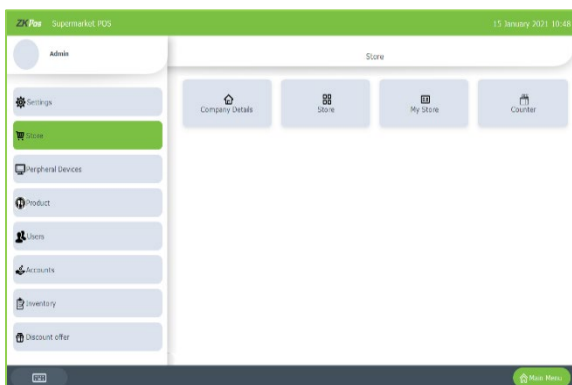

STEP 1 - LOGIN TO ZKPOS

- Open **ZKPOS SUPERMARKET**.
- You will have a default **ADMIN LOGIN** with **PASSWORD**. Login **ID** is **1** and **PASSWORD** is **1**.
- Type **login ID** and **PASSWORD**.
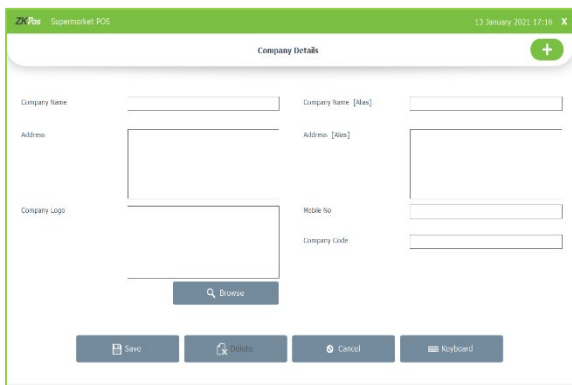- Click **ENTER** button.
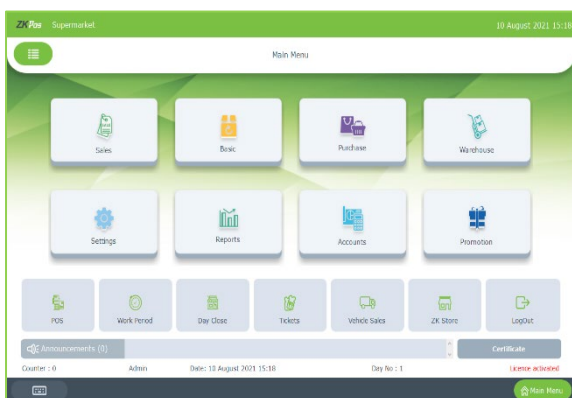
- Now you will be redirected to the **MAIN MENU**.

STEP 2 - ENTERING COMPANY DETAILS

Company details like **NAME**, **BRANCH**, **ADDRESS**, **COMPANY LOGO**, **TAX**, **CURRENCY** etc. can be saved.

- Login as **ADMIN**.
- Click on **SETTINGS MENU**.
- From that Go to the **Store**, click on Company Details.

- Click Company or search to get details.
- To add **COMPANY DETAILS**, you need to click the **ADD** menu on the top right corner of the window.
- Enter all necessary details in the appropriate fields. Finally browse the company logo and then update the data by clicking on **save** button.
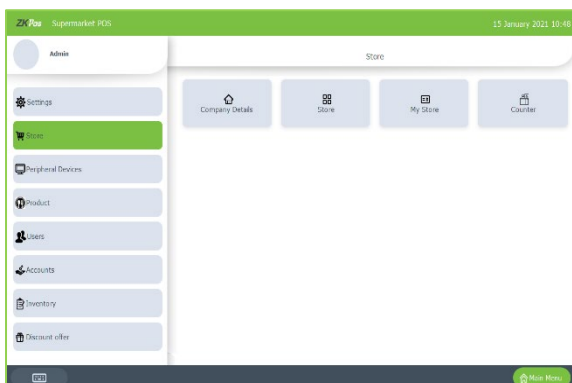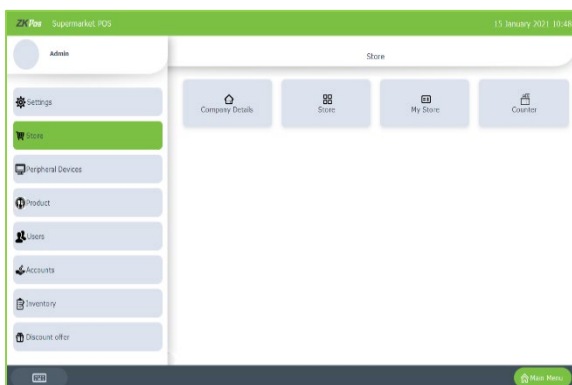

STEP 3 - STORE

- Click on the **Store.**
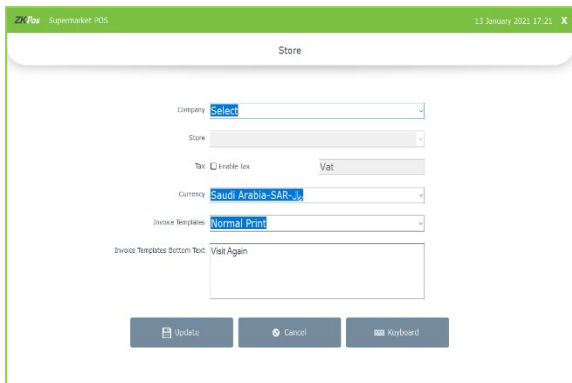- There will be a search option to search the store.
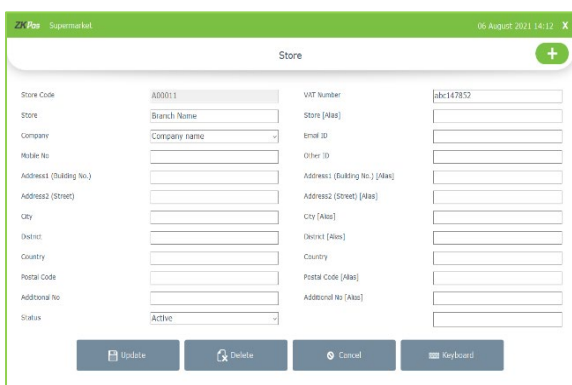
- Click on the **ADD (+)** option and enter the Details.
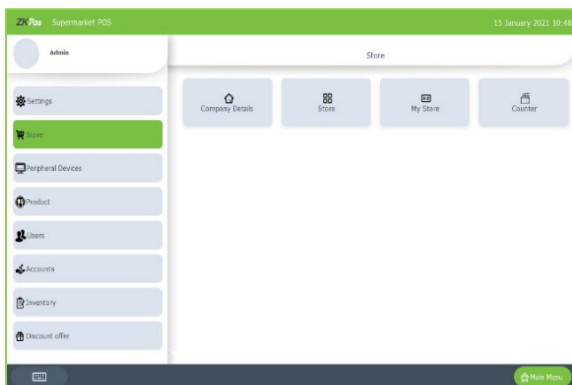- Click on the **Save** option.

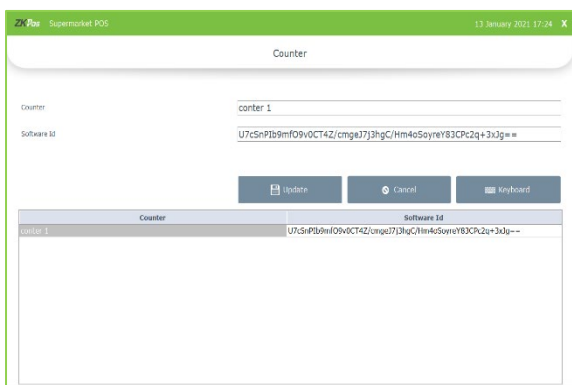## STEP 4 - MY STORE

- Click on **MY STORE**.

- Enter **MY STORE** details in it.
- Enable tax by ticking the check box

**STEP 5 - COUNTER**

- Click on **counter**

- Enter the counter name and click save

STEP 6 - 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**. After entering the store details, you can access settings menu and others.
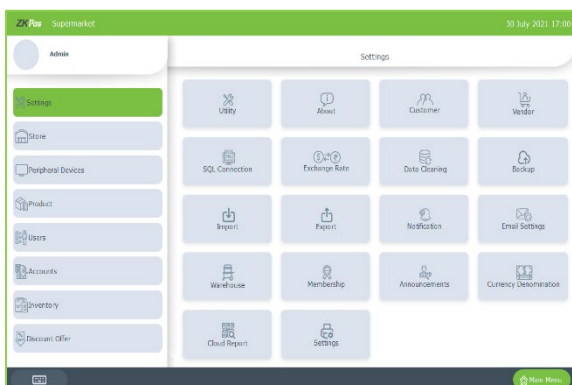

- Go to **SETTINGS**.
- Click on **UTILITY** from the setting options.

Now let's learn each utility one by one.
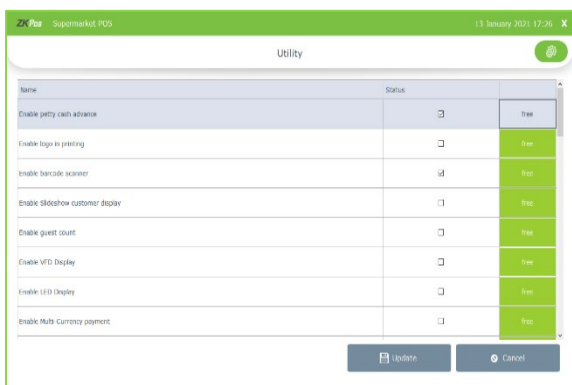
1. *ENABLE PETTY CASH ADVANCE*: Petty cash is the advance amount given to cashier before starting billing operation. To enable petty cash, tick on the checkbox corresponds **"ENABLE PETTY CASH ADVANCE"** and then click **UPDATE** button.

2. *ENABLE LOGO IN PRINTING*: This feature enables the logo printing in invoices.

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 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.

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

7. *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.

8. *ENABLE COMBO/SUB PRODUCTS*: You have to enable this utility if you want to display **COMBO PRODUCTS** and **SUB PRODUCTS** in the **POS** section.

9. *ENABLE FINGERPRINT LOGIN*: If this feature is enabled users can **LOGIN**/**REGISTER** using their FINGERPRINT.

10. *ENABLE KITCHEN PRINT*: This feature allows kitchen manager to print orders.

11. *ENABLE ORDER PRINT*: By enabling this feature you can take printout of the orders.

12. *ENABLE GIFT AND POINTS*: If you want to set **GIFTS** against invoice count/amount you have to enable it here.

13. *ENABLE EDIT PRODUCT*: By enabling this feature you could edit already added product details.

14. *ENABLE MINUS STOCK*: If this feature is enabled you can sale products without stock. For instance, you didn't update the stock receiving details to your **ZKPOS**, but you want to sale the products. You can do it by enabling this utility.

15. *ENABLE CUSTOMER ACCOUNT AUTHENTICATION*: If you have a regular customer, create one account for him. Then customers can add their invoice amount to their customer account.

16. *ENABLE AUTO ROUNDOFF*: This feature will round off the amount in decimals **AUTOMATICALLY**.

![ZKPos logo]

17. **ENABLE USERS TO ADD NEW PRODUCT**: This section allows users to add new product in POS while find invalid barcodes. If you enable barcode scanner in the UTILITY you will be redirected to the below window on clicking the POS from MAIN MENU.
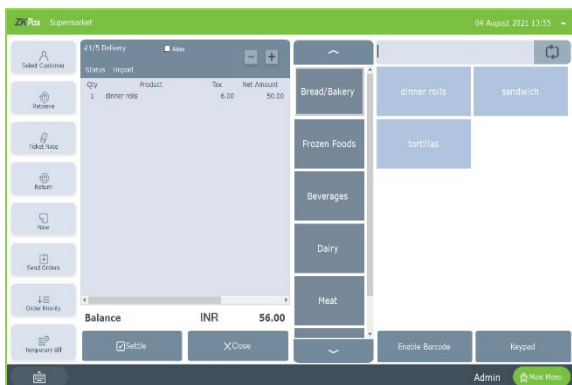

- You can search for a product by typing the barcode of the product in the search field provided and press **ENTER** button.
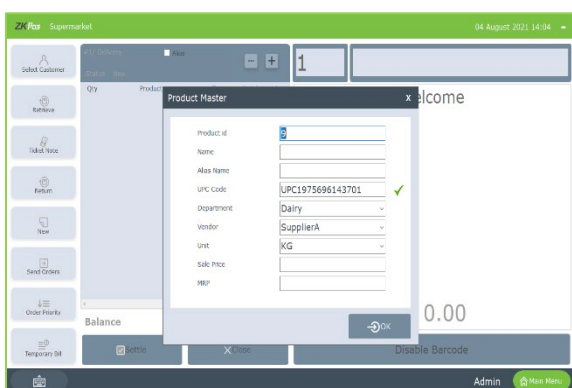
- If the barcode doesn't match any product in the inventory, a popup window will appear says product not found. Click **OK** button. Now another popup will appear named product master. You can add a new product there.
- Add product name and tax percentage.
- You can change the UPC code by clicking the tick button (green) against it.
- Then click **OK** button.

18. **ENABLE DISCOUNT OFFERS**: You can apply discount offers in **Invoice Bill**.

19. **SHOW SHORTCUTS**: This feature enables keyboard short cut.
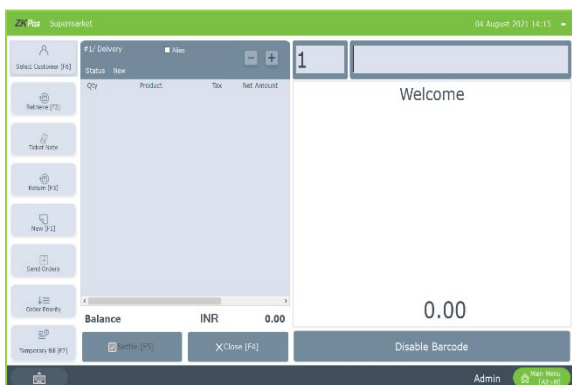
- After enabling the short cut option in utility, you can see the keyboard short cuts in brackets.

20. **ENABLE PRICE EDIT:** This feature enables to edit a price.

21. **ENABLE OPTION TO ADD CARD NUMBER ON CARD PAYMENT:** It enables to add card number on card payment.

22. **ADD CUSTOMER DETAILS ON PAYMENT TIME:** It enables to add customer details on payment time.

23. **ENABLE DISCOUNT AND ROUND FOR CASHIERS**: Cashier can add discount for customers and also round invoice amount for convenience.

24. *ENABLE DISCOUNT AND ROUND FOR CASHIERS (ADMIN PASSWORD)*: Cashier can add discount for customers and also round invoice amount for convenience after entering the admin password.

25. *INCLUSIVE TAX CALCULATION:* Enable inclusive tax calculation.

26. *ENABLE EMAIL SCHEDULER: Enable email scheduler.*

27. *ENABLE NOTIFICATION*: Enable notification.

28. *EASY RETURN*: Enable return. Return products without entering the invoice number.

29. *ENABLE EMAIL FOR WORK PERIOD CLOSING*: This feature is added to get work period close email.

30. *ENABLE AUTO BACK UP*: To enable this feature activate it.

31. *ENABLE SAME BARCODE TO MUTIPLE PRODUCTS:* To add multiple products with same barcode you have to enable this feature.

32. *ENABLE REPORT APP*: To enable this feature activate it.

33. *ENABLE PRICE CHECKER*: To enable the price checker activate it.

34. *ENABLE INVENTORY APP*: To enable inventory app activate it.

35. *ENABLE BACK OFFICE*: To enable this feature activate it.

36. *CHECK BOTTOM PRICE:* This feature enables the checking of bottom price while entering a product at the time of sale. In case the sale price after discount and rounding may go beneath the bottom price, a notification will be shown.

37. *ENABLE ROUNDING TAX CALCULATION*: This feature enables the rounding while calculating the tax amount.

38. *ENABLE INCLUSIVE ROUNDING TAX CALCULATION:* To enable rounding in inclusive tax calculation, activate this feature.

39. *DISABLE COST UPDATE ON STOCK RECEIVE*: To disable the cost update on stock receiving, activate this feature.

40. *ENABLE INVOICE PRINT OPTION*: This feature enables the invoice print option

41. *CLOUD REPORT APP*: This feature enables the cloud report feature. The reports can be viewed from anywhere at any time.

42. *VEHICLE SALES*: Van Sales application enables here. Sales person can deliver products directly to the retailers or end customers.

43. *SEND INVOICE EMAIL*: By enabling this application you can send email invoices to customers, if the email ID saved in software.

44. *ENABLE DIGITAL INVOICE*: By enabling this feature you can take Saudi VAT print both B2B and B2C

45. *ENABLE INVOICE DISPLAY IN CAMERA*: You can view the invoice details on CCTV monitor if you enable this feature.

46. *GENERAL SETTINGS*: You can see one button for general settings in the top of the screen. Here you can set the invoice print count, maximum number of return days, number of decimal points allowed in this software. The date format set as default in software and once you select the software type in supermarket utility software. To edit the values, click on the **GENERAL SETTINGS** button.
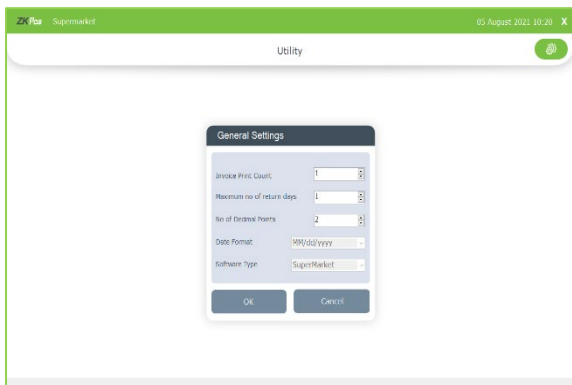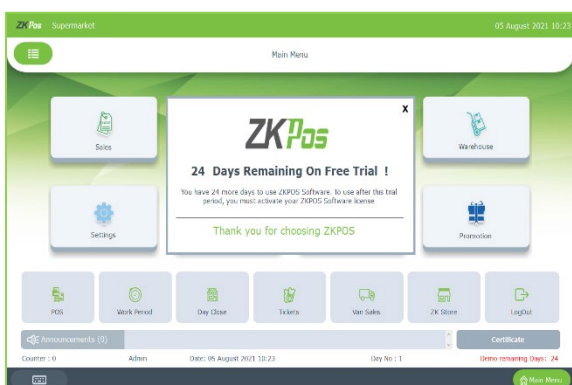
- After making necessary changes, click on **OK** button and then click **UPDATE.**
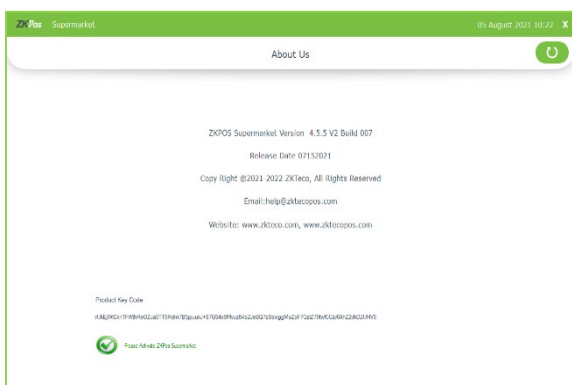
STEP 7 - ABOUT ZKPOS

- **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.

- You can also see a **certificate** button in main menu. It shows the license details. Whether you activated the license or number of days remaining in your demo version
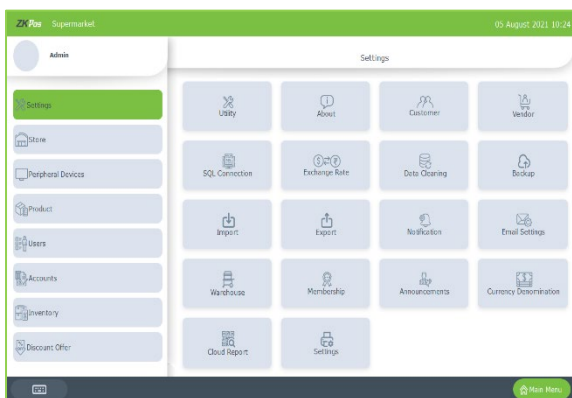
STEP 8 - NEW CUSTOMER

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.

- Go to **SETTINGS**.
- Click on **CUSTOMER.**
- To add a new customer, click on the **ADD (+) button**.

- Enter basic customer details in the appropriate fields including customer name, customer name (alias) phone numbers, email id, status, your comments and finally the address of the customer.
- Select the Customer Type from the dropdown. (End Customer/ Retail Customer/ Wholesale Customer).

- Enter card number, discount if the customer is a special case and fill rest of the fields with relevant values.
- You can send the invoice through email or SMS by selecting the check box near them. Need to activate the feature in utility.

- Click on other properties
- You can add customer address here and click save button

- If the customer has multiple address, you can add it
- Click on the Add button
- Enter the details as shown in the figure and click update button.
- If you want to create an account for the customer, click on the **CREATE ACCOUNT** button.
- Save the details by clicking on the **SAVE** button.
- You can set one address as default one by selecting the check box
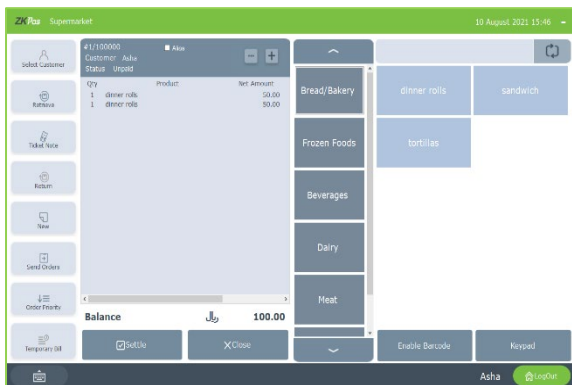
- After creating an account for the customer, login settings will be shown at the right top side of the window. Click on it.
- Enter the **user ID** and **Password** and finally click **UPDATE** button. Now that user can login to this software using the provided user ID and Password.
- Login interface is same for all users. When a customer login to **ZKPOS SUPERMARKET** he/she will redirect directly to the **POS** section.
- The customer can select all the product he/she want to purchase from your shop. After selecting they can send their order.
- To settle the bill, click on the **SETTLE** button.

A customer can settle the amount to his/her customer account. Other options like card, cash and voucher were disabled for customer login.

Later Admin/Cashier can view customer account transactions and pending invoices. To view the customer account details, Login as admin or cashier.
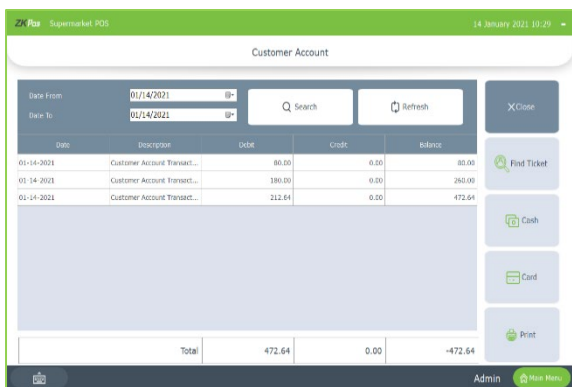
- Go to **POS** section and click on the **SELECT CUSTOMER** button.
- Or go to Sales and then to customer sales.
- Select the customer and click on the **ACCOUNT DETAILS** button.
- Now you can see the pending invoices for that customer.
- Select the invoice, click find ticket to go to ticket.
- Settle the bill by clicking cash/ card.
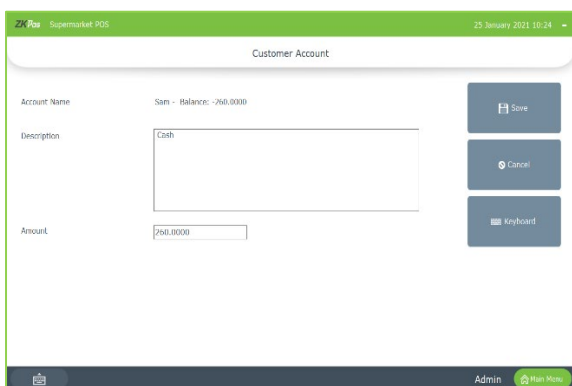
- You can settle the amount directly from the above screen
- Select any customer account transaction.
- Choose cash or card.
- Enter the amount at the respective field and click save button.
- You can take customer account details print out by clicking print button.
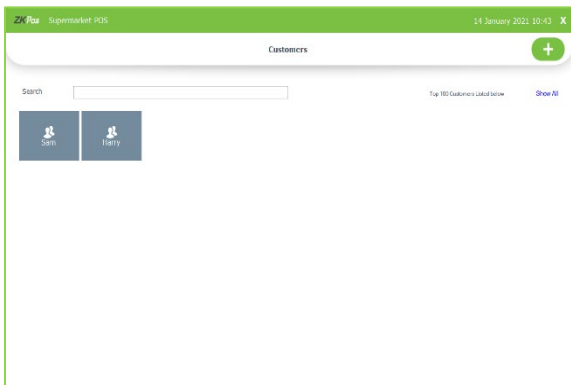
EDIT / DELETE A CUSTOMER

If you want to delete a saved customer, you may follow the steps below.

- Go to **SETTINGS**.
- Click **CUSTOMER** from the menu options.
- You can see the saved customers as shown above. Click on the Customer that you want to delete.
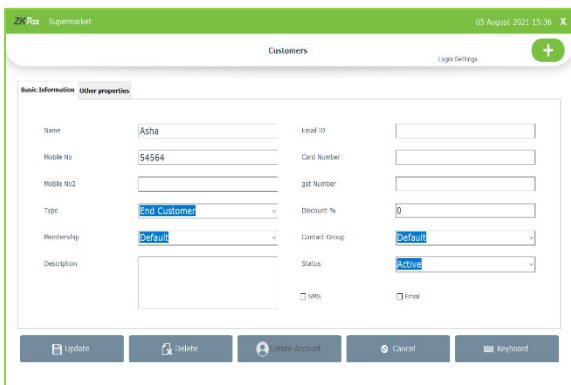
- If you want to edit the customer details, then make necessary changes and click **UPDATE** button.
- Otherwise click **DELETE** button and **YES** in the confirmation pop up.
- Click **OK** in the confirmation dialog box.
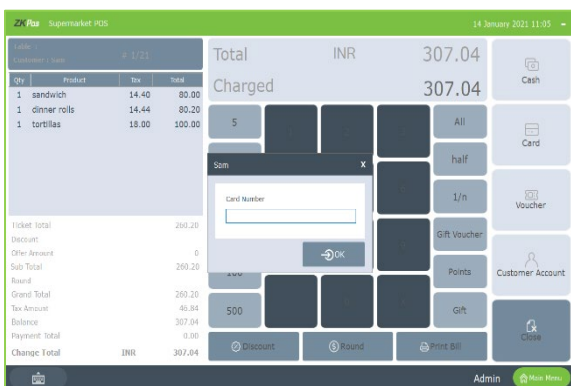
CUSTOMER ACCOUNT AUTHENTICATION

- Enable the customer account authentication utility.
- While saving a customer, enter the card number in other properties.
- Go to POS section in main menu.
- Click select customer and choose the products from product list.
- Click settle button and choose customer account as payment type.
- You get a pop up to enter the card number if the customer has one otherwise the ticket gets settled.
- Enter the card number in the pop up and click ok.
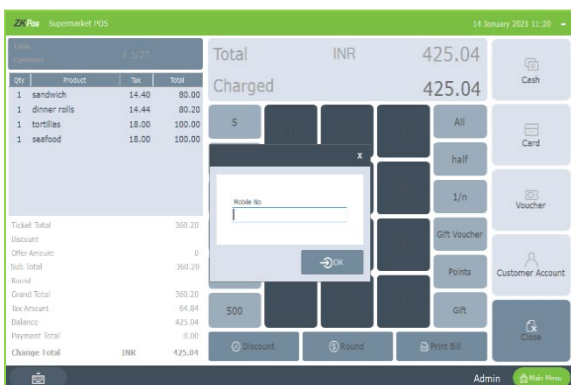
ADD CUSTOMER DETAILS ON PAYMENT TIME

- Enable 'Add customer details on payment time' option from utility.
- Go to POS section in main menu.
- Choose the products.
- Click settle button.
- Enter the amount and click on the payment mode.
- You get a pop up to enter the mobile number of that customer.
- Enter the mobile number you want to save it and click OK.
- Otherwise click close button.
- You can edit the details in future by go to customer option.

CUSTOMER ADVANCE OPTION
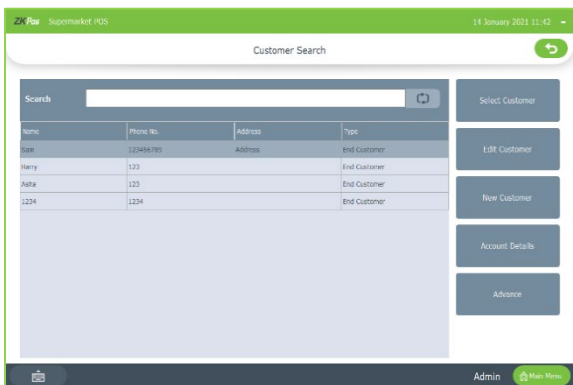
- Go to POS section.
- Click select customer and select a customer from the list.
- Click advance option as shown in the figure.
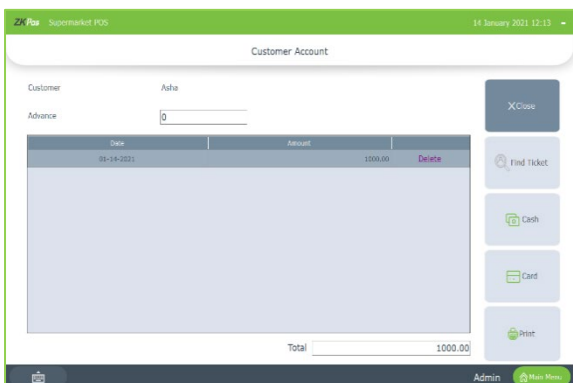
- Enter the advance amount in respective field.
- Click cash or card.
- Delete the entry by clicking delete button against each detail.
- You can take print out of the advance details by clicking print button.
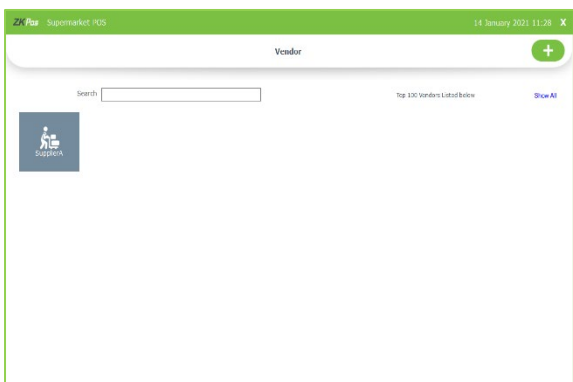
STEP 9 - ADDING NEW VENDOR

A Vendor is a person who 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**.

- Login as **ADMIN**.
- Go to **SETTINGS**.
- Choose **VENDOR** and then click **ADD (+)** button.
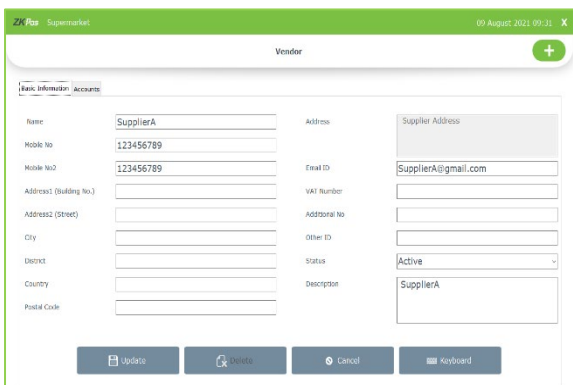
- Enter the **VENDOR DETAILS** in the appropriate fields like Name, Phone Number, Email ID, Status, Vat Register Number and Address.
- The detailed address with postal code can be viewed in text box as in the figure
- After entering necessary details click **SAVE** button.
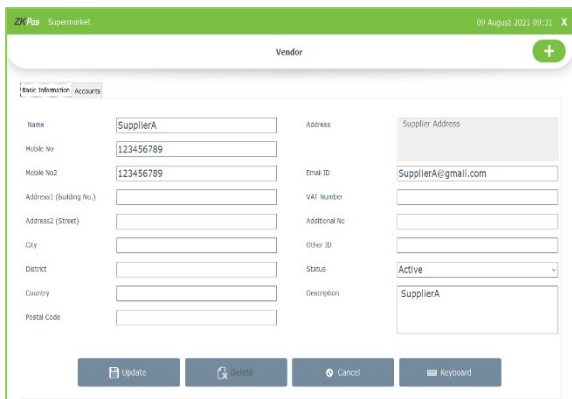
- If you want to see the Vendor's account transactions, then click on the vendor.
- Click on the **ACCOUNT** button as you see in the figure.
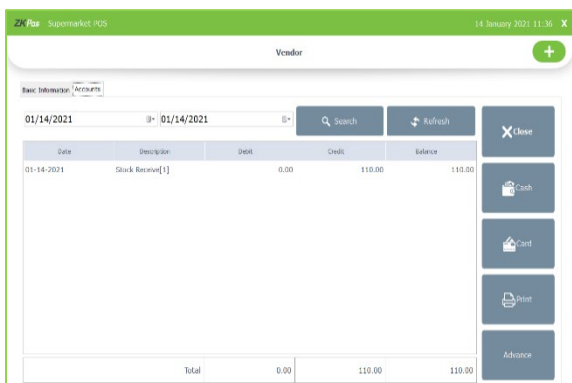
- Choose the date range to view the transaction details.
- Click **SEARCH** button. It will display the transactions happened during the selected time.
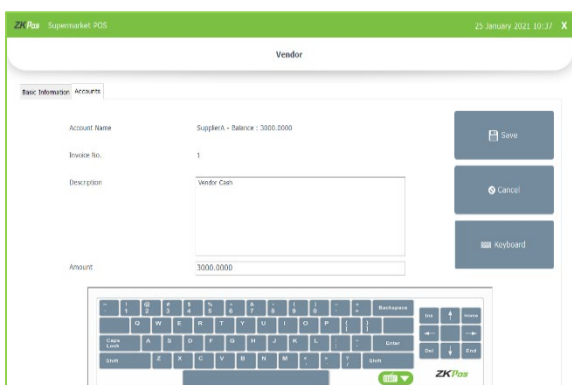
- To settle the amount, enter the amount and description. Select the required transaction and then click on any payment mode (Cash/Card).
- Click **SAVE** button.
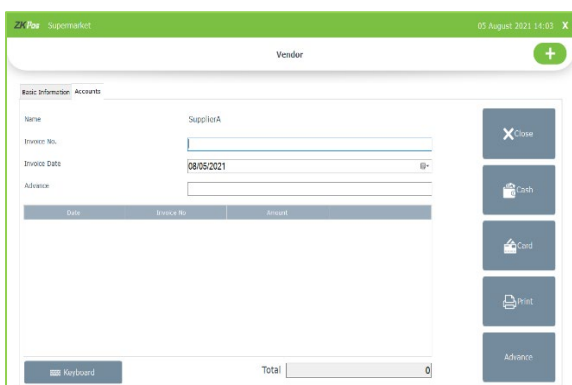
- To give an advance amount to vendor, click on Advance button
- Enter the invoice number and advance amount
- Click on the payment mode
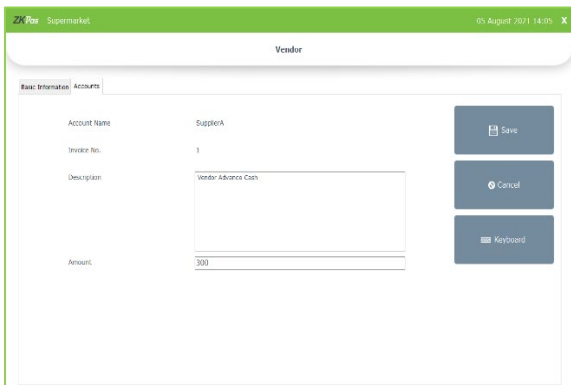
- Click on save button.
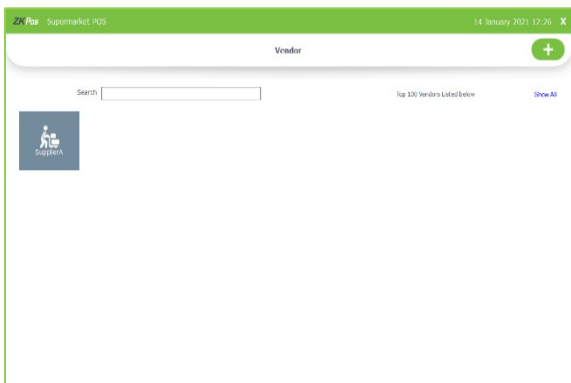
EDIT / DELETE A VENDOR

You can delete a vendor as you deleted a customer before.

- Go to **SETTINGS**.
- Click on **VENDOR**.
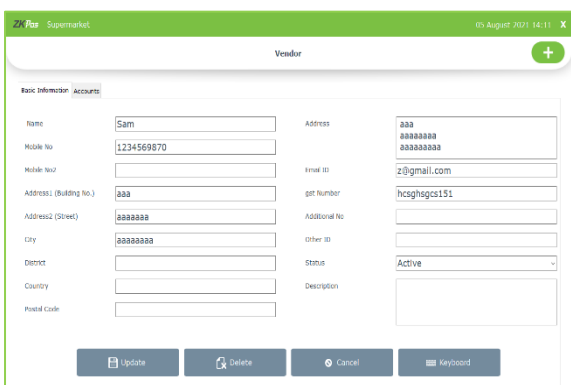
- Every saved vendor name will be displayed, you must choose the vendor that you want to edit/ delete.
- If you want to edit, then make necessary changes and click **UPDATE** button.
- Now click on the delete button and **YES** in the confirmation pop up.
- Click **OK** in the confirmation dialog box.
- You cannot delete the default supplier.
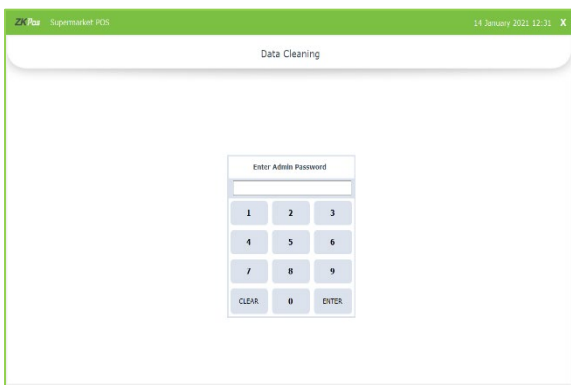
STEP 10 - DATA CLEANING

When you want to delete the data stored in **ZKPOS**, erase everything from it using this functionality. But it needs the **ADMIN** privilege to do this task.

- Go to **SETTINGS**.
- Click on **DATA CLEANING**.
- Enter admin Password.
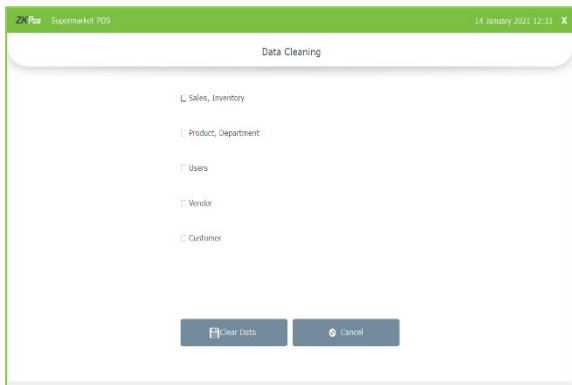
- Select appropriate checkboxes based on your requirements.
- Now click **CLEAR** button.
- Click **YES** on the warning popup, and then click **OK** in the confirmation dialog box.
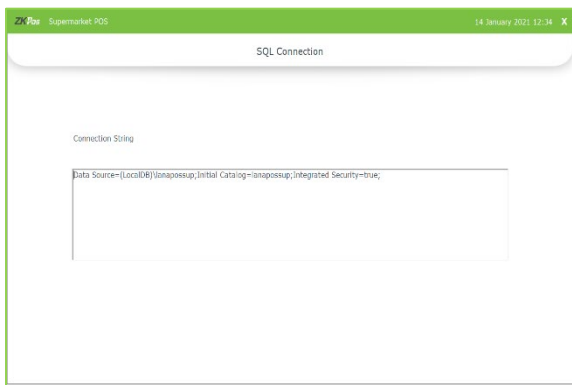
STEP 11 - SQL CONNECTION

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

- Go to **SETTINGS**.
- Click on **SQL CONNECTION**.

STEP 12 - 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 can know the exchange rates easily with this functionality. It is possible by updating the **EXCHANGE RATE**.
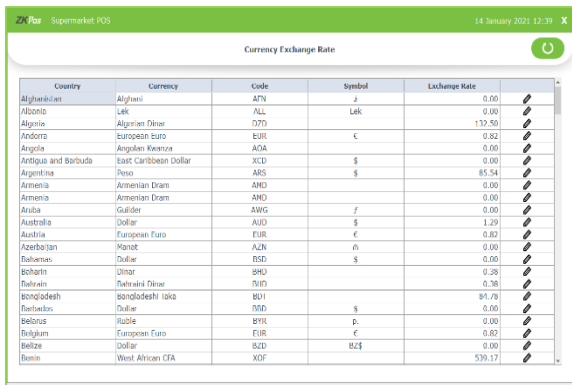
- First you need to enable multi – currency payment in the **UTILITY**.
- Now, go to **SETTINGS**.
- From the menu options, click **EXCHANGE RAT**E.
- Click **ONLINE UPDATE** button (round arrow) to update current day's currency values.
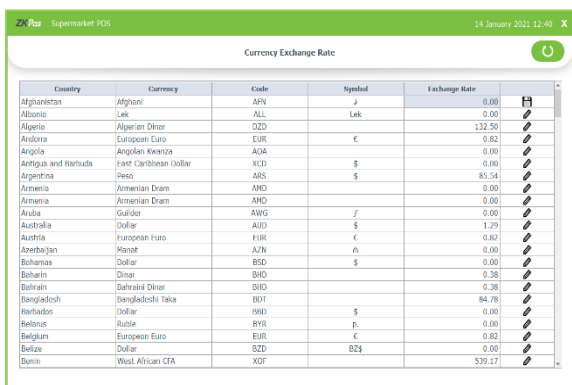
- Sometimes **online update** may not be available for some currencies. So, there is an option for manual update.
- Click on the pencil symbol corresponds to the currency that you want to edit. Then exchange rate field will become editable and you can edit it. After making the necessary changes, click on the save symbol corresponds to that field.
- Now all your changes will be saved.

STEP 13 - BACKUP YOUR 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. You can do backup in two ways. Manual or Schedule.
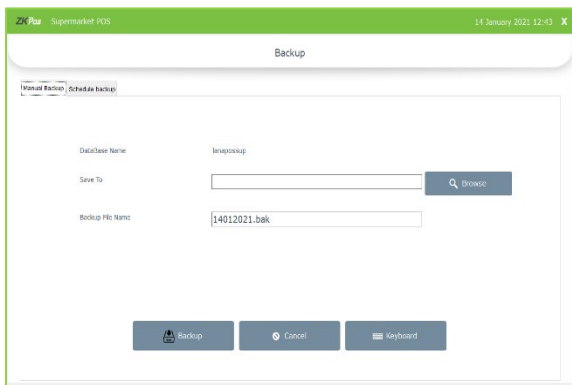
Manual Backup

- Go to the SETTINGS from the **MENU OPTIONS**, click **BACKUP.**
- **DATABASE NAME** will be there by default.
- You can browse and select the location to store your backup file. Enter the backup file name.
- Click **BACKUP** button to backup or **CANCEL** to cancel the operation.
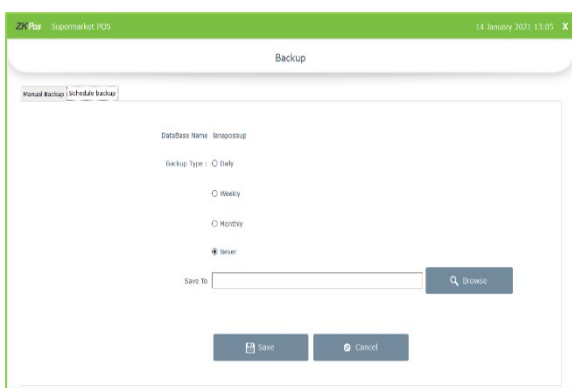
Schedule Backup

- Select the backup type as Daily/Weekly/ Monthly/Never.
- Saved it to anywhere by clicking the browse Button.
- Click Save option.

STEP 14 - 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.
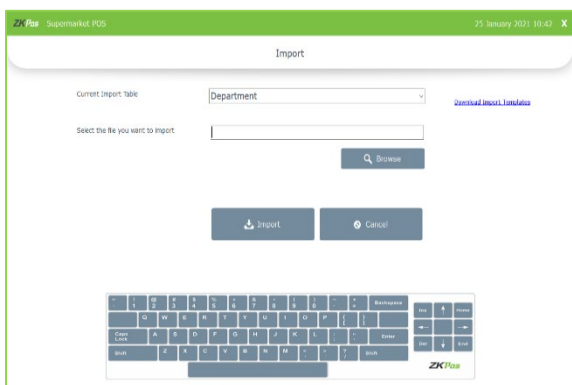
- Go to **SETTINGS**.
- Click on **IMPORT TABLES**.
- Select the table to which you want to import data.
- Select the file that you want to import to **ZKPOS**.
- Click **IMPORT** button.

There is an option to download import template. This is for your easiness while trying to import a table to **ZKPOS**. When you want to import a table to ZKPOS you should download a template first. Click on the download import template button. The downloaded path will be displayed in a confirmation popup. You can then edit it and then import it using the **IMPORT TABLES** interface.
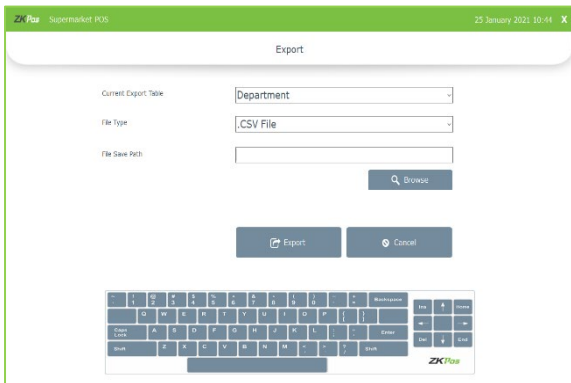
STEP 15 - EXPORT TABLES

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

- Go to **SETTINGS**.
- Click on **EXPORT TABLES**.
- Select the table that you want to export.
- Select the **FILE TYPE**.
- Select the path to save the table.
- Then click **EXPORT** button to export the table.
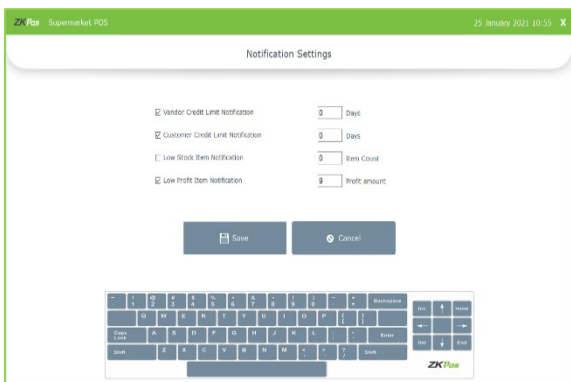
STEP 16 - NOTIFICATION

Enable Notification in the utility settings.

- Go to **Settings**.
- Click on the **Notification** and enable the items to get notifications.
- Click **Save.**
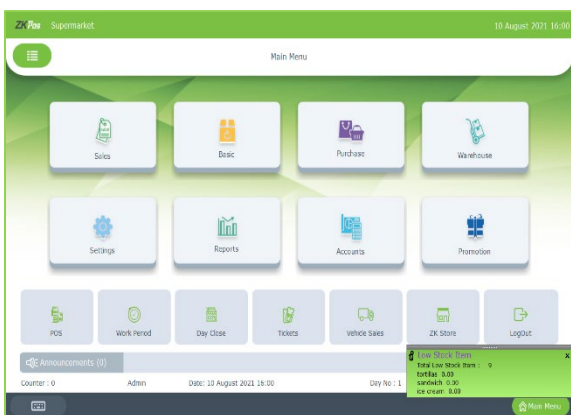
- You can see the notification while log in to the software as a pop up.
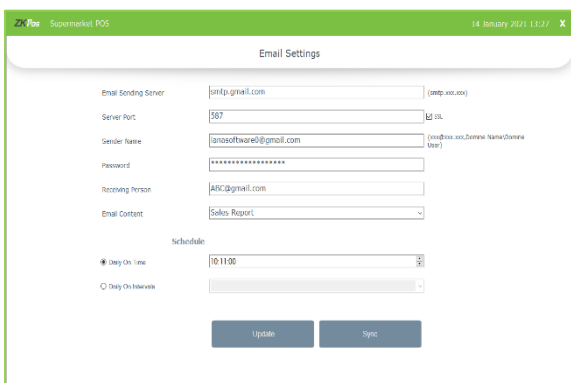
STEP 17 – EMAIL SETTINGS

- Go to **Settings.**
- Click on the **Email Settings** and edit the details.
- Schedule the email.
- Click Sync and **Update.**

STEP 18 – WAREHOUSE
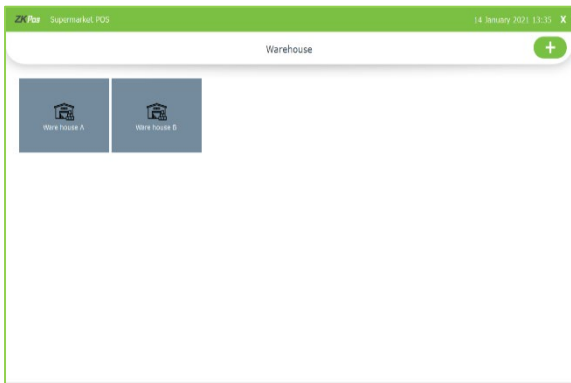
- Go to **Settings.**
- Click on the **Warehouse.**
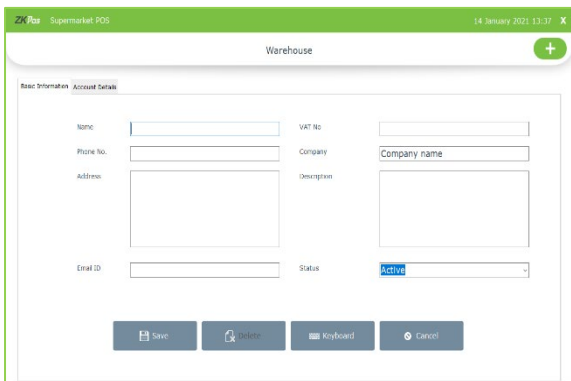
- To add a new Warehouse, click on the **ADD** Button.
- Enter the details and click **save** option.
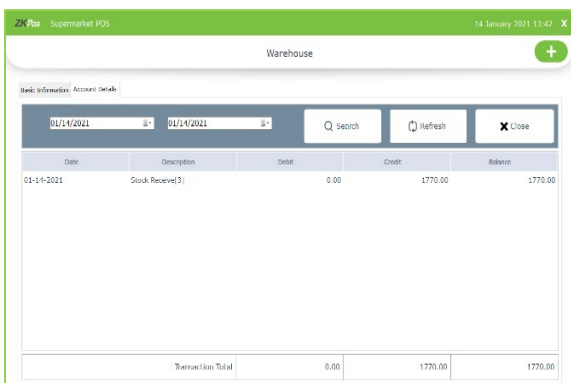
- The account details of the ware house will be shown as in the figure.
- Enter the date range and click search button.
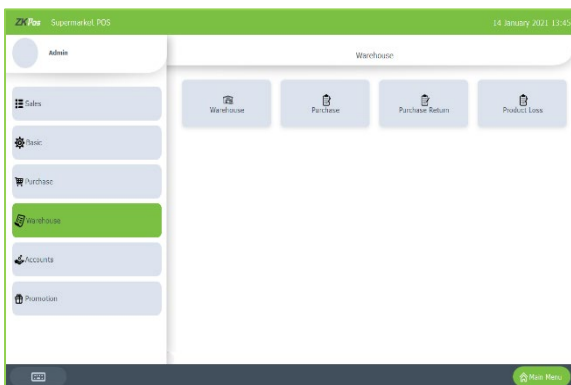
PURCHASE

- Go to main menu.
- Click on ware house and then click PURCHASE.
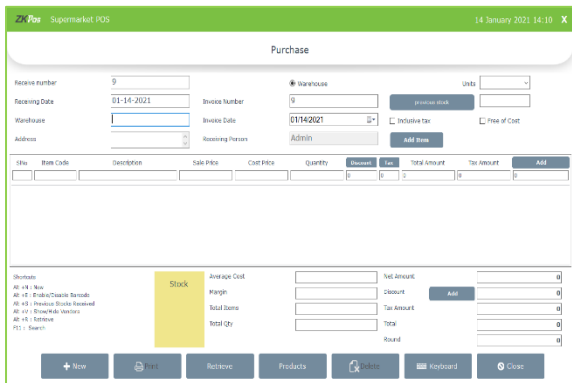
- Enter the ware house name, vendor contact and invoice number.
- Click inclusive tax option if you want to calculate the tax inclusively. You have to calculate the tax for the whole invoice inclusively.
- By clicking free of cost option, the cost price of a product did not update in product list if you change it.
- You can also restrict the updating of cost price in product list by enabling 'disable cost update on stock receive' from utility.
- After selecting the ware house, click on previous stock button.

- On clicking the previous stock (Alt + S) you can see the previous stock received from the selected ware house

- Click add item to select the products.
- Enter the barcode or search by product name.
- click on the product after searching.

- Now the product will be shown in the purchase receiving grid.
- Change the cost price if you want to.
- Enter the quantity.

- After entering the quantity, you can add discount and tax product wise.
- Click on discount button against the product.
- You will get a pop up to enter discount as amount and as percentage.
- By entering the percentage value, you can view the amount in the respective field.
- If you enter the amount, click the % button you can see the equivalent percentage value in the respective filed.
- Click OK.

- Click tax button same as discount.
- You can get a pop up shows the saved taxes in the software.
- Select/deselect the taxes.
- Click OK.

- Click ADD button inside the product list grid to save the receiving details.
- When you select an item, the average cost will be calculated by considering the reception of same item previously and view in the respective field.
- You can add discount to the whole invoice by clicking the add button near the discount amongst the amount details.
- Enter the discount amount and click OK.
- You cannot add both product wise and invoice wise discount to a single invoice.

- Click new button to start a fresh invoice.
- By clicking print you can take a print out of the details.
- You can create products from the purchase receiving interface by clicking Products button.
- Delete the invoice by clicking delete button.
- Keyboard will help you to enter letters and numbers.

- You can retrieve the invoice by clicking the retrieve option.
- You can retrieve the invoices by receive number as well as warehouse.
- Enter the receive number or select the warehouse from drop down.
- Then select receive number under the selected ware house.
- You can see the receiving details of the selected receive number.
- Click CLOSE button to go back to purchase menu.
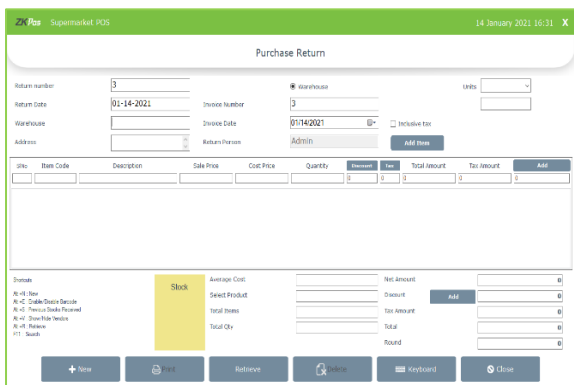
PURCHASE RETURN

- After that click on PURCHASE RETURN in WAREHOUSE. Enter the ware house name and invoice number.
- Click on inclusive tax if you want to calculate the tax inclusively
- Click add item and enter the quantity.
- Click ADD button.
- Discount, tax, retrieve, product new and print options are same as the purchase receive option.
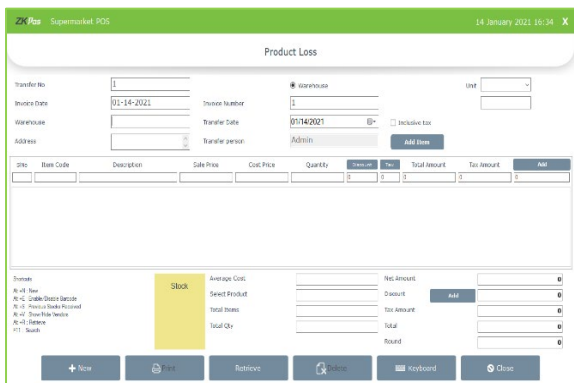
PRODUCT LOSS

- The product which is damaged or due to non-sale and transfer such product to others and it becomes a product loss. Such products come under this category.
- Click on **PRODUCT LOSS** in WAREHOUSE. Enter the warehouse name and invoice number.
- Click on inclusive tax if you want to calculate the tax inclusively
- Click add item and enter the quantity.
- Click ADD button.
- Discount, tax, retrieve, product new and print options are same as the purchase receive option.
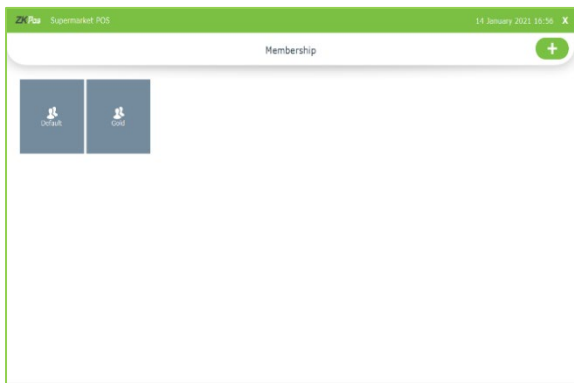
STEP 19 - MEMBERSHIP

- Go to **Settings.**
- Click on the **Membership** option.
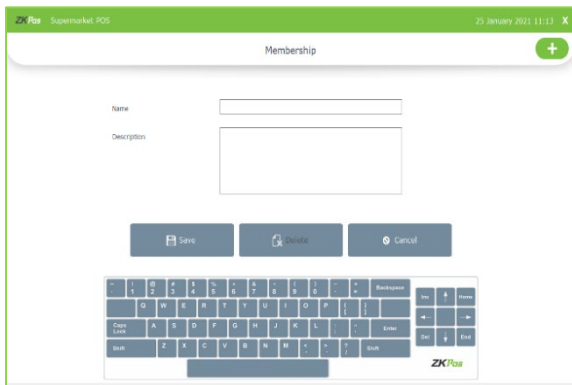
- To add new Membership, click on the **ADD** Button.
- Enter the **Name** and **Description**.
- Click **Save** option.
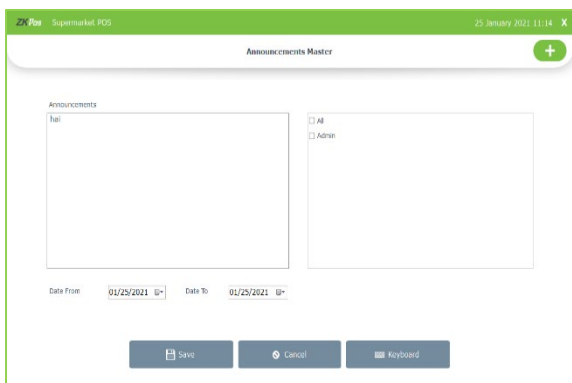
STEP 20 - ANNOUNCEMENTS

- Go to **Settings.**
- Click on **Announcements.**
- **Click Add (+) button.**
- Enter the announcement, select to whom it shows and enter the date range.
- The announcement will be shown in the main menu at the respective field.
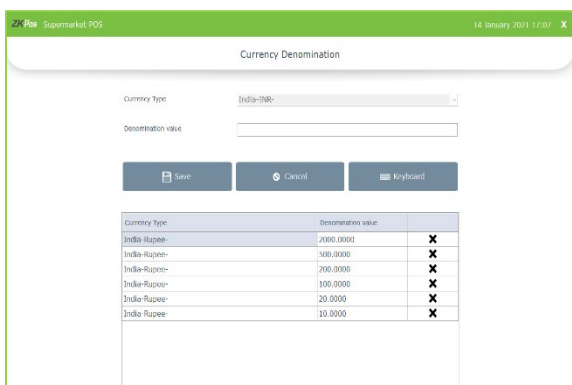
STEP 21 - CURRENCY DENOMINATION

- Click currency denomination option.
- Currency type is already selected by default.
- Enter denomination value.
- Click save.
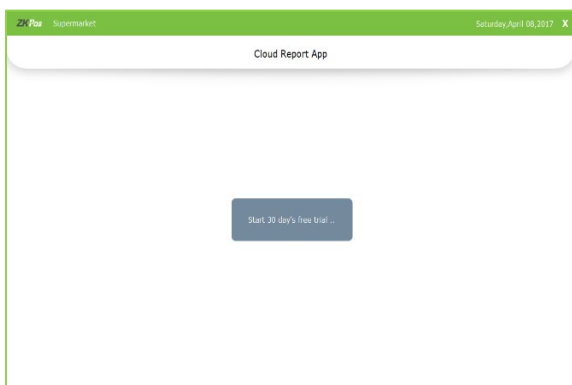
STEP 22 - CLOUD REPORT

- We can scan the barcode to view the reports of your supermarket or restaurant.
- You can use the cloud report app for 30 days trial.
- After that you need to activate the license to use this feature.
- Click on that button.
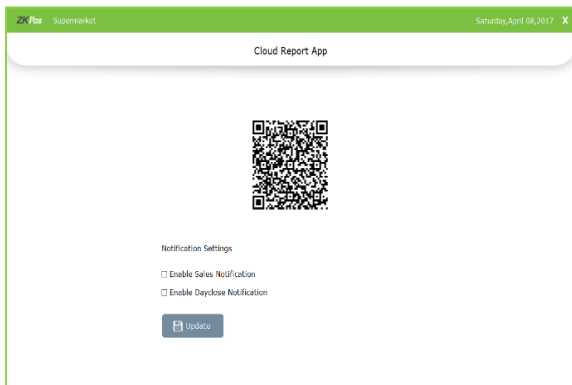
- You can see the barcode that need to scan to get reports of this software in ZKPOS Cloud Report App.
- There is an option to get notifications in our ZKPOS Cloud Report App.
- You will get notification on each sale or day close.
- Select the check box against the option and click update button.

STEP 23 – SETTINGS
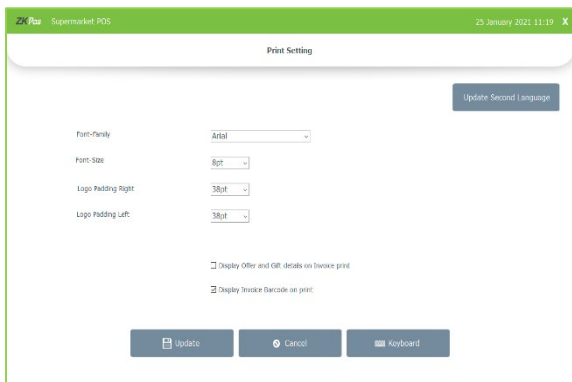
Print Settings

- Enter the font family and font size**.**
- Select the logo padding details.
- Update the second language**.**
- Select if you want to display offer and gift details and invoice barcode on print.
- If you need to see the logo in print select it.
- Click update button**.**
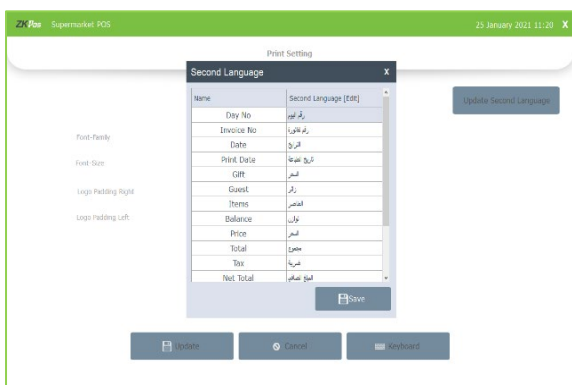
- You can update the second language from print settings window by clicking on the 'UPDATE SECOND LANGUAGE' button
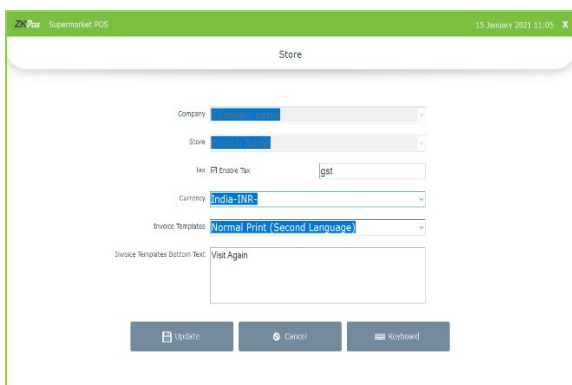
- To print the second language on invoice, update the second language in print settings.
- You must select the second language option from my store as shown in the figure- normal print (second language).
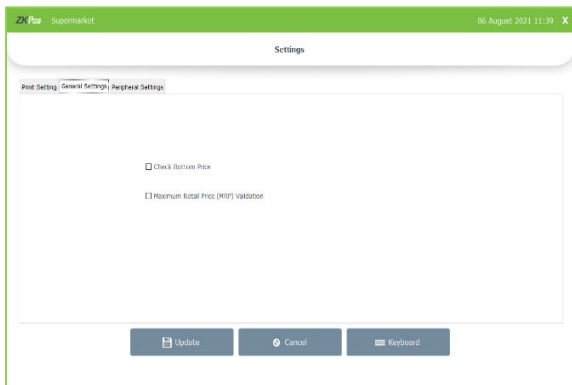
General Settings

- This feature enables the checking of bottom price while entering a product at the time of sale. In case the sale price after discount and rounding may go beneath the bottom price, a notification will be shown.

- If you select Maximum Retail Price (MRP) Validation, the software will check if the price of goods goes beyond MRP. If you deselect the option, you can sale a product with price beyond MRP.
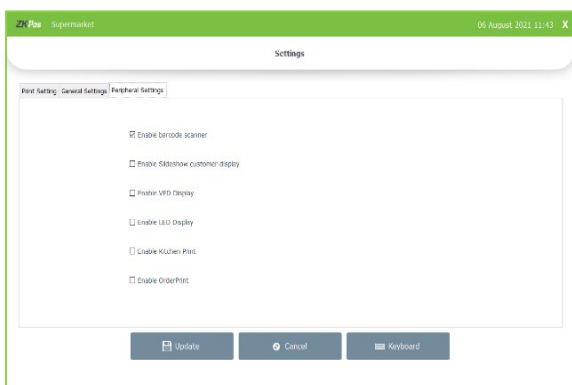
Peripheral Settings

- 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.

- 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.

- 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.

- ENABLE LED DISPLAY: To display the PRODUCT PRICE and TOTAL BILL AMOUNT in the LED DISPLAY you must enable this feature.

- ENABLE KITCHEN PRINT: This feature allows kitchen manager to print orders.
- ENABLE ORDER PRINT: By enabling this feature you can take printout of the orders.

STEP 24 - PERIPHERAL DEVICES
You can use other peripheral devices with **ZKPOS** machine. But you need to know how they are accessible in **ZKPOS**.
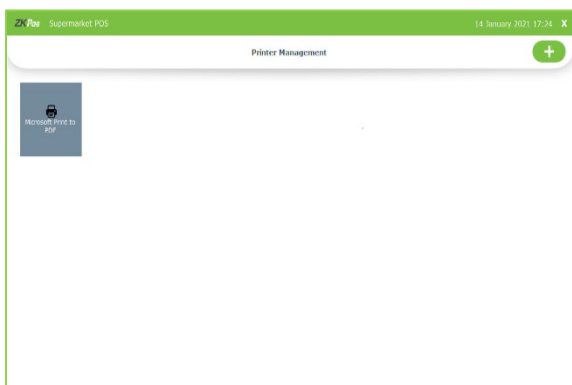
PRINTER MANAGEMENT

- Go to **SETTINGS**.
- Click on **PERIPHERAL DEVICES**.
- From the menu options click on **PRINTER MANAGEMENT**.
- There is an **ADD** button on the left of the Window and click on it.
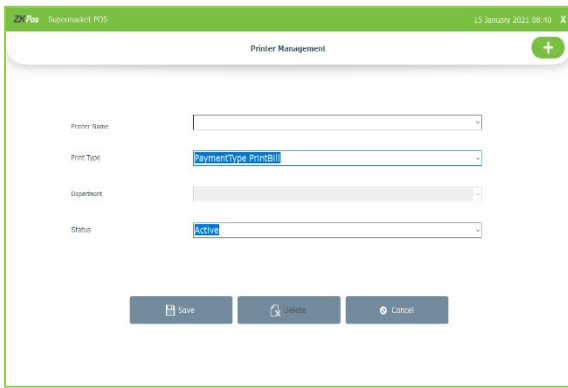
- Select the **PRINTER** from the dropdown corresponds to **PRINTER NAME**.
- Select the **PRINT TYPE**, you can select Ticket Type Print bill, Payment Type Print bill, Normal Type Print Bill and payment type print bill A4
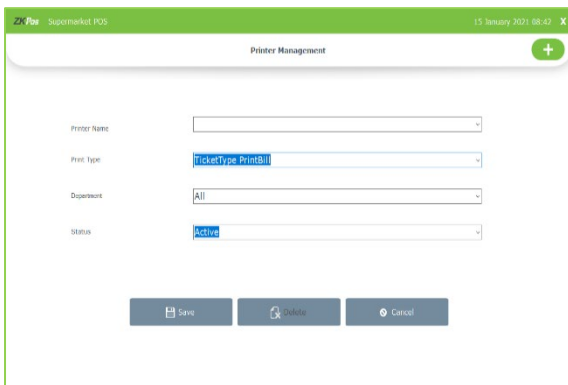
- If you select **TICKET TYPE PRINTBILL**, then you should select the department.
- Set the **STATUS** of the printer.
- Now click **SAVE** button to save the details.
- Click **OK** in the confirmation dialog box.
- Now your printer details are saved.

- If you select PAYMENT TYPE PRINT BILL A4, you can take the print out of invoices in A4 size.
- You have to activate the 'Enable invoice print option' in utility.
- Then set the payment type print bill A4 in printer management.
- Go to POS section from main menu.
- Select the product and settle the amount.
- Now print bill button will be active.
- Click on that button and a pop-up window will be shown as in the figure contains both small print and big print.
- In small print you will get small size invoices. If you select big print, you will get the invoice in A4 size.
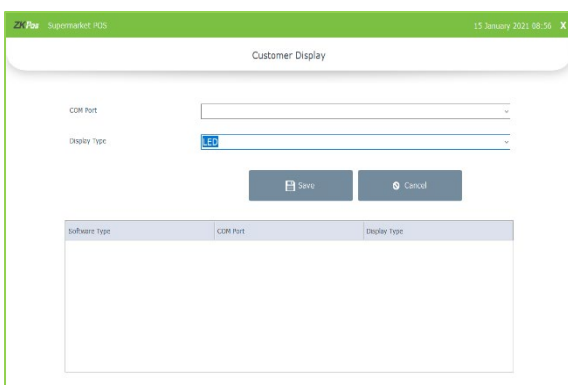
CUSTOMER DISPLAY

You can display invoice amount or item list in customer display.

- Go to **SETTINGS**.
- Enable **CUSTOMER DISPLAY** in the **UTILITY**.
- Now click on **PERIPHERAL DEVICES**. From the menu options**.**
- Choose **CUSTOMER DISPLAY.**
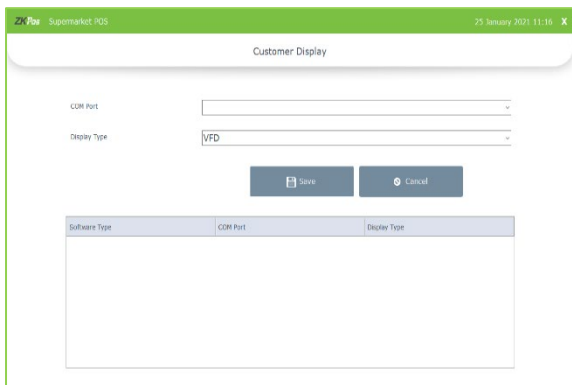
- Choose **COM PORT**.
- Choose the **DISPLAY TYPE**. You have to enable **VFD** display or **LED** display in the utility.
- Now click **SAVE** button to save the details.
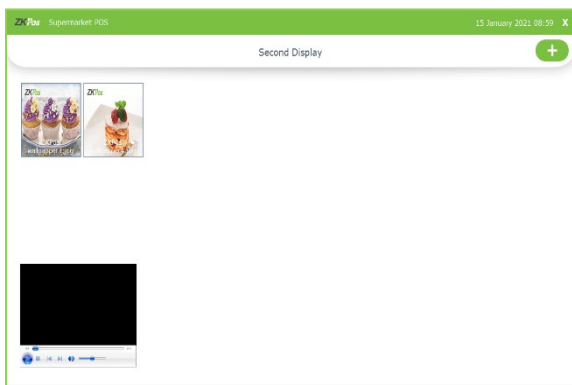
SECOND DISPLAY

An optional **SECOND DISPLAY** can be used along with **ZKPOS**.

- Go to **SETTINGS**.
- Click on **PERIPHERAL DEVICES**.
- Select **SECOND DISPLAY**.
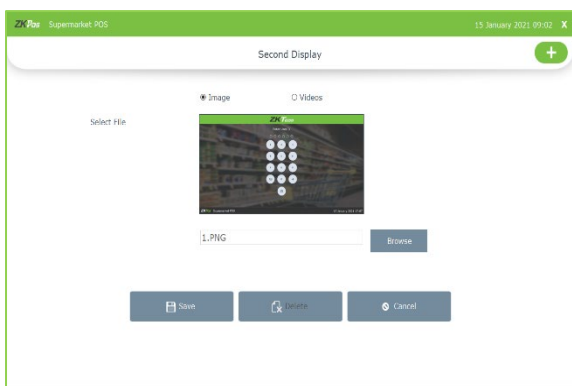
- To add a new image/video click on **ADD** button.
- Choose **IMAGE**/**VIDEO** and then **BROWSE** the item that you want to upload.
- Save the details by clicking on the **SAVE** button.
- If you want to delete an item, then click on it.
- Click **DELETE** button. Item will be removed from the screen.

BARCODE GENERATOR

You can generate barcode for those products saved in ZKPOS supermarket software. We can create two types products in this software – weighing type and non-weighing type. (See product list)
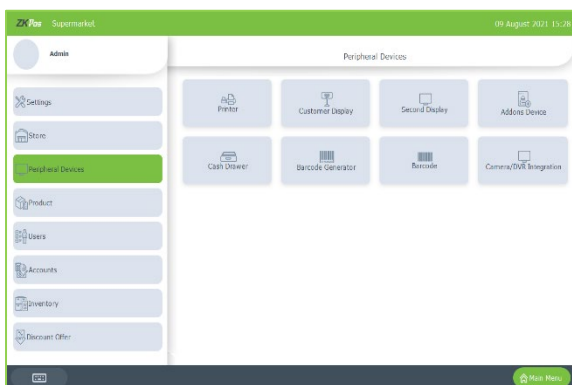
- Go to **SETTINGS**.
- Click on **PERIPHERAL DEVICES**.
- Click on **BARCODE GENERATOR**.
- Select product or weighing item.
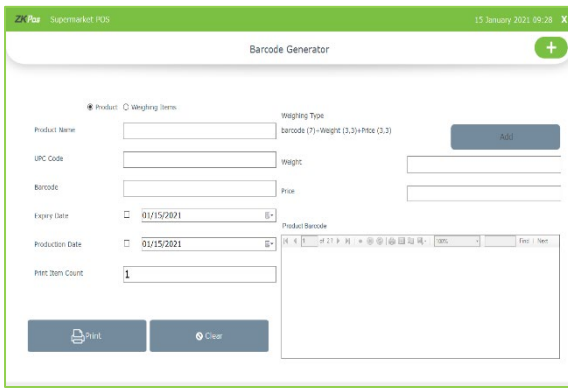
- Create products by entering their barcodes in the software.
- Choose products in barcode generator.
- Click ADD button (+).
- You will get a pop up to enter the barcode of products. Enter the barcode or search product by clicking the search button (products saved by entering barcodes are shown here).
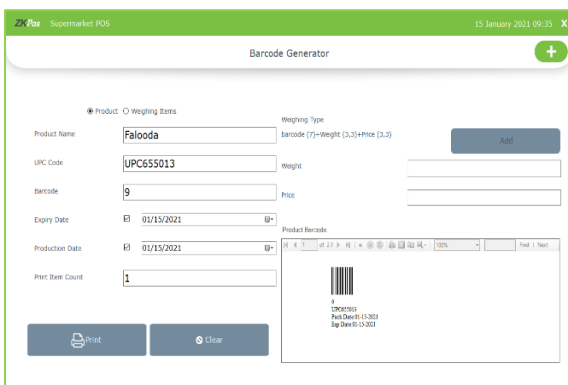
- After entering the barcode, the details and barcode of that particular product is shown as in the figure.
- You can see the barcode and UPC code.
- If you want to show expiry date and production date, click on the check box. Enter the print item count.
- After that click print (barcode generator/printer should be connected to the software).
- Click on clear button to clear the details.
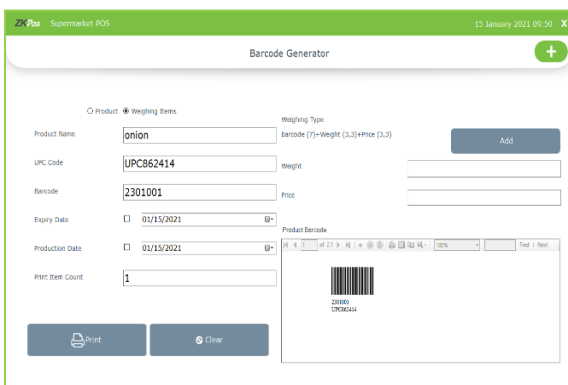
- Choose weighing items.
- Click add item (+) button.
- Enter the barcode or search products as you saved as weighing type.
- Barcodes other than the weighing item's is not shown here.
- Barcode and product details are shown.
- Choose expiry and production date. Enter print count.
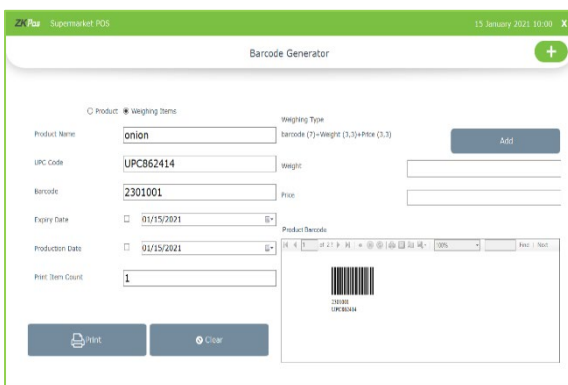
- Now you have to add the weighing type.
- You can see the default weighing type as shown in the figure. You can change the weighing type (see weighing items).
- You can see different barcode formats – only barcode, barcode + weight, barcode + price, barcode + weight + price.
- Here we choose barcode + weight + price.
- The number of digits in the barcode is also shown with the weighing type/ barcode format.
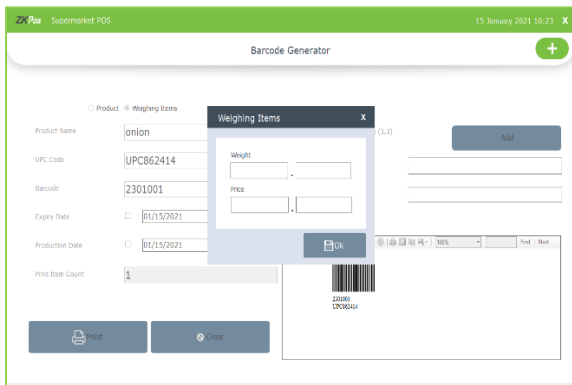
- Click on ADD button near the weighing type.
- A pop up will be shown as in the figure.
- Enter the weight and price in the pop up.
- Click OK button.
- A barcode will be generated according to the content length of barcode, price and weight.
- You can take print out by clicking print button.
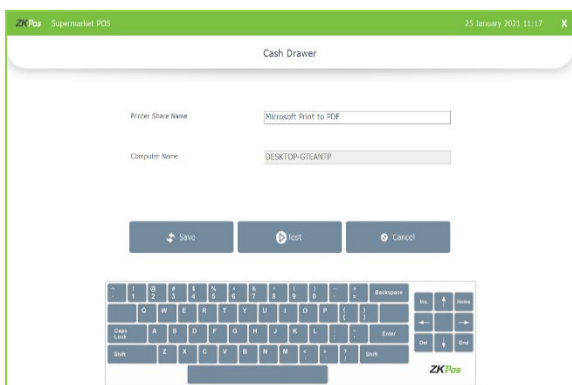
CASH DRAWER

- To configure cash drawer with software, click cash drawer option from peripheral devices.
- Select the printer share name.
- Click save button.
- You can test the cash drawer connection by clicking test button.
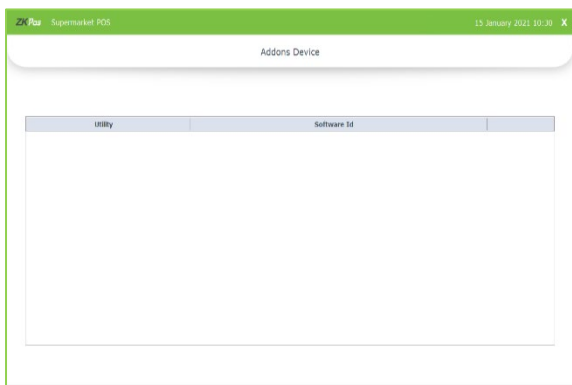
ADDON DEVICES

- Here shows the add on software connected with the software.
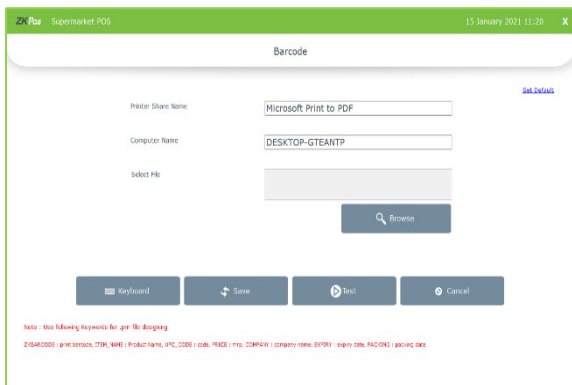
BARCODE

- Select barcode from peripheral device option.
- Select printer share name.
- Select the .prn file through browse option.
- Click save.

CAMERA / DVR INTEGRATION
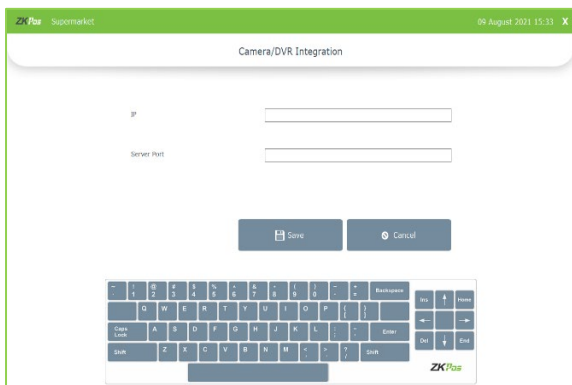
- You can integrate our ZKPOS Software with camera/DVR.
- Enter the DVR IP and Port number.
- You can view the invoice details in your CCTV monitor.

STEP 25 - PRODUCT MANAGEMENT
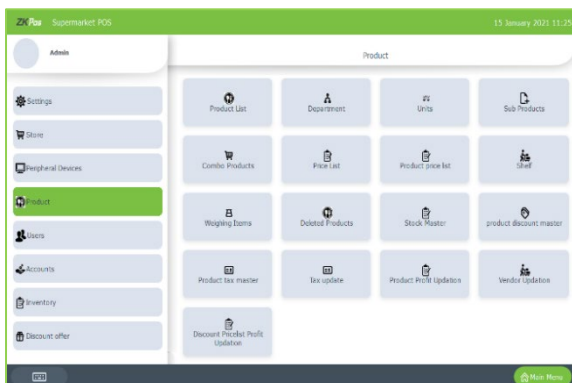
Add all product's details to **ZKPOS**.
- To add a new product, go to **SETTINGS**.
- Click **PRODUCTS**.
- From the menu options, select **PRODUCT LIST**.

PRODUCT LIST

Add all product's details to **ZKPOS**.
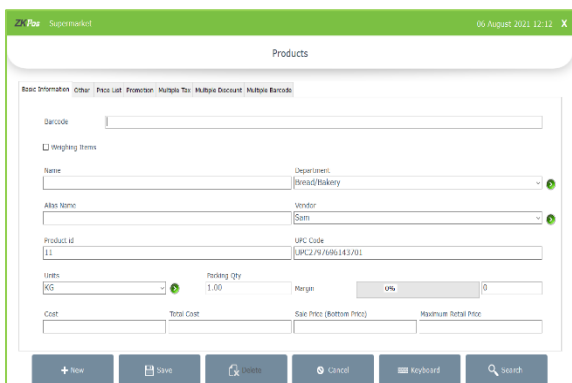
- To add a new product, go to **SETTINGS**.
- Click **PRODUCTS**.
- From the menu options, select **PRODUCT LIST**.
- Enter the barcode of the product in the field provided.
- If the product is a weighing item then, **tick** the checkbox corresponds to weighing items.
- Then the barcode field is automatically disabled and barcode will be updated by the software itself.

- Enter the **PRODUCT NAME** in product name Field.
- Choose the **DEPARTMENT** from dropdown.
- **ALIAS NAME** is another name for the same Product.
- Select **VENDOR**.

- Product **ID** and **UPC CODE** will be displayed automatically, but you can change it if you want.
- Select the **UNIT** in which the product has been measured. Now the packing quantity (as you saved in UNITS) will be displayed.
- Select the **STATUS** of the product, **COST, BOTTOM PRICE** and **MRP**. When you add bottom price, the margin will show the percentage. When you add cost price, total cost will be displayed.
- Now save the details by clicking on **SAVE.**
- To add a new item, you can use the **NEW** button.
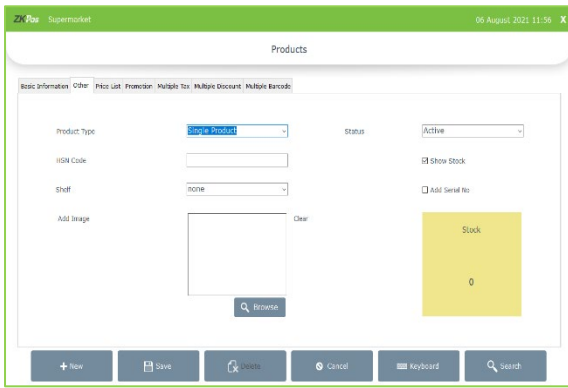
- In **OTHER** tab choose the **PRODUCT TYPE** (**SINGLE PRODUCT /**
  COMBO PRODUCT) and can browse image of the product. Click
  clear button if you want to remove the image.
- Select the shelf (see shelf).
- You can add HSN code here.
- Product **STOCK** will be displayed in a label, if there is no stock it
  will be **0**.
- If you don't need to check the stock of a product while selling
  you can select the option 'show stock'.
- You can select if a product has serial number or not.
- Click Save.
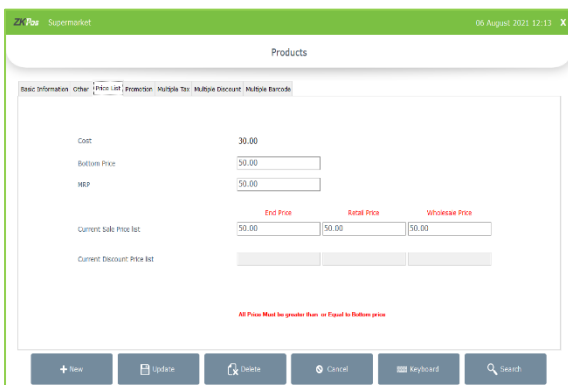
- **Price List** tab shows the cost price, bottom price and MRP.
- Current sale price list and current discount price list are shown
  below
- Change the values if you want to. Please note that price list value
  must be less than MRP
- If you enable the 'check bottom price utility' you cannot enter
  the price less than bottom price. Else the price list value does
  not compare with the bottom price
- We can add three types of customer in the software – retail,
  wholesale and end customer. The retail price, wholesale price
  and end price are for these three customers respectively.
- Click Save.
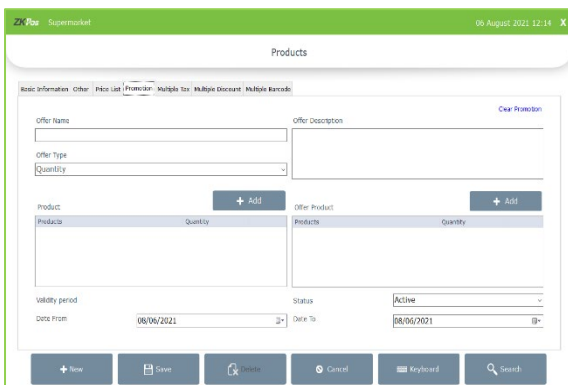
- In promotion area, you can set the **Offer Name** and its
  description.
- Choose the **offer type** and **add** products to which the offer
  provides and select the **validity** of the Offer and click **save**
  option. (See discount offers).
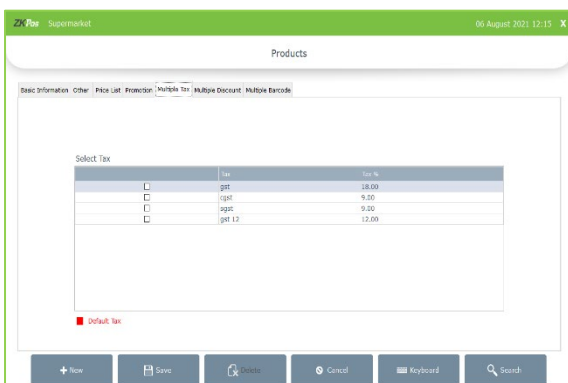
- You can see the already created taxes in the list (see product
  tax master)
- Default tax will be in red color.
- Select the taxes applicable to this product.
- Click **Save.**
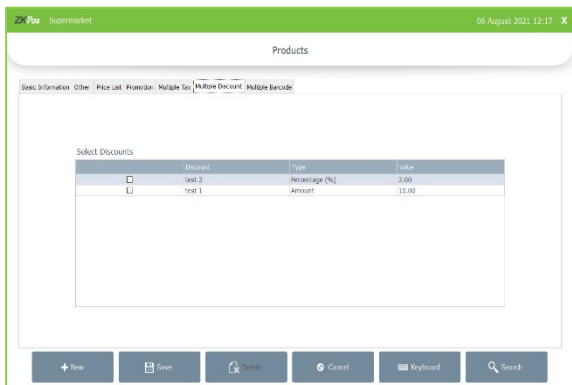
- In Multiple Discount tab select the discounts. (see product discount master)
- Please note that the sale price after deducting discount should not be less than the cost price.
- Click Save.
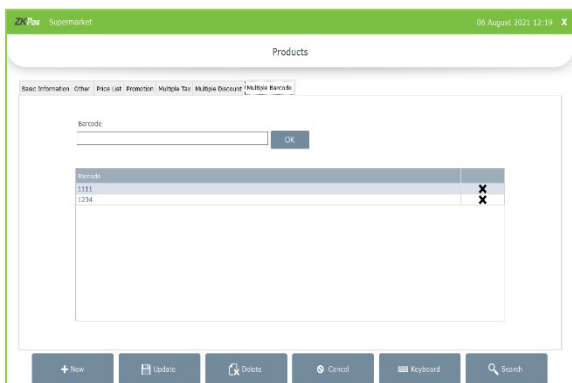
- You can add multiple barcodes to same products under this tab
- Enter the barcode at the respective place
- Click **OK.**
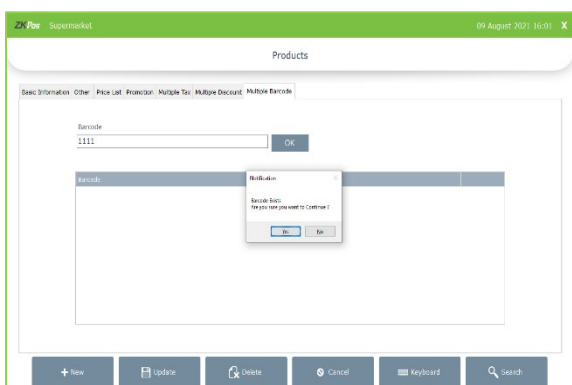
- You can also save **same barcode for multiple products**
- Activate 'Enable same barcode to multiple products' in utility
- Select a product from product list
- Click on multiple barcodes, enter a barcode that already exists
- While saving the second product with existing barcode a pop up will be shown
- If you want to continue, click yes
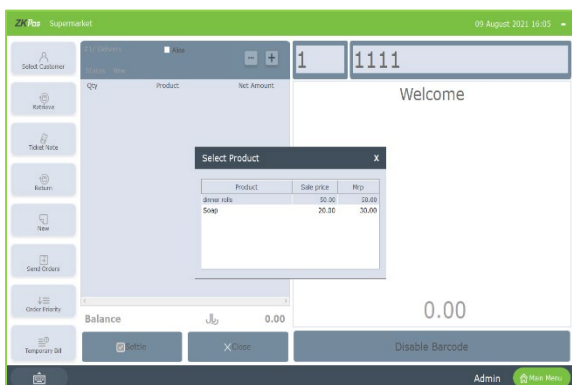
- Go to POS section in main menu.
- Enter the barcode.
- A pop up will be shown for selecting the product with same barcodes.
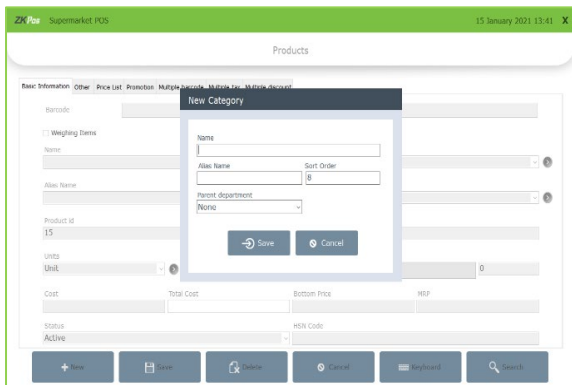
- You can create department, vendor and unit from the product list itself.
- Click on the green arrow button against the department to create a new department.
- Enter name, alias name, sort order and parent department.
- Click save button.
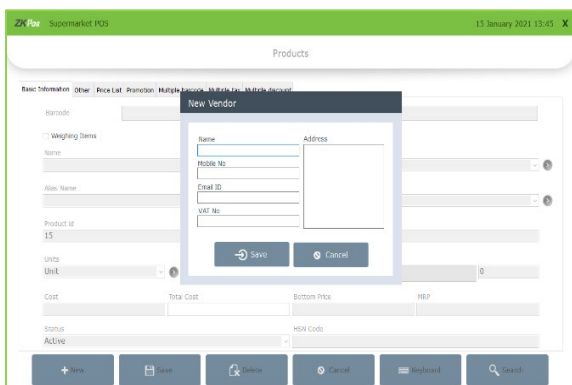
- For creating new vendor, click on the green arrow button.
- Enter mobile number, email ID, tax number and address of the vendor.
- Click save button.
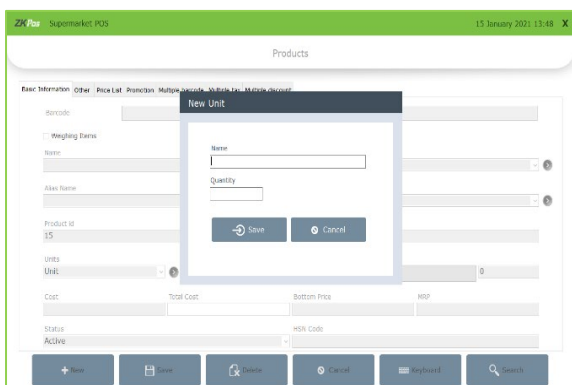
- Click on the green arrow button near unit to add new units to the software.
- Enter name and quantity.
- Click save button.
- You can search the products using search button in the product list page.

DEPARTMENTS

A grocery retailer 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.
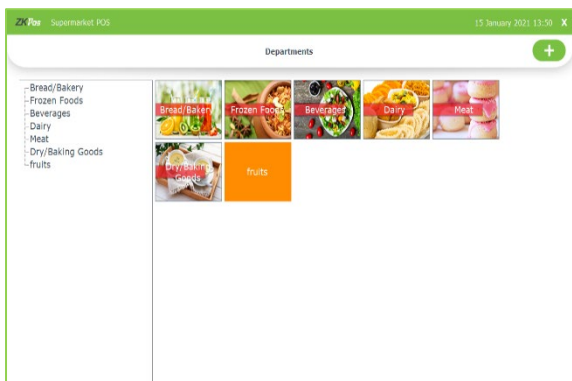
- Go to **SETTINGS**.
- Click on **PRODUCTS**.
- From the menu options, click **DEPARTMENT**.
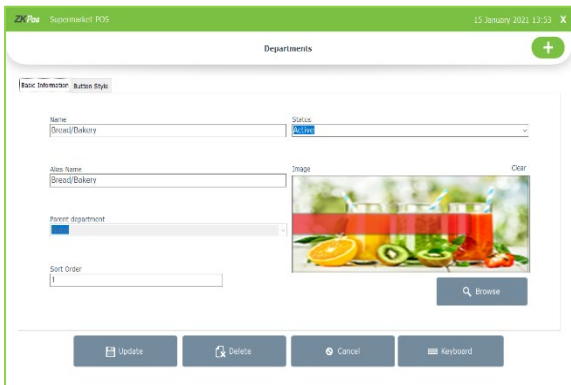
- Some default departments will be there. You can edit/delete an existing department.
- Click on the department that you want to edit/delete.
- You can change the department name, sort order, image of the department etc. as you wish. Button style can be modified and that changes will be reflected in 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.
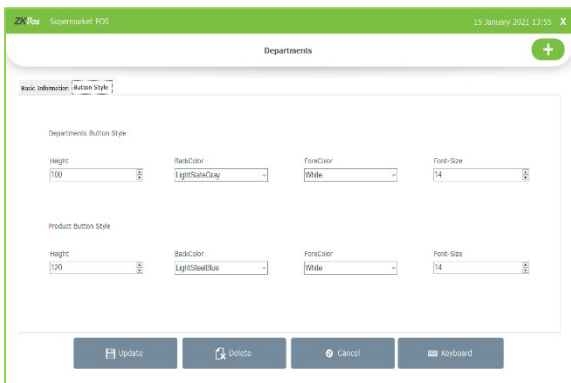
- Similarly, the button style of products that comes under this department can be modified.
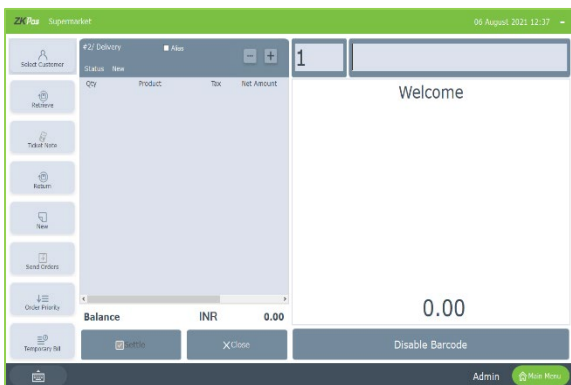
- To view the changes, go to **MAIN MENU** and Click on **sales**. The departments are displayed in the right side of the window. If you change the button style it will be reflected here.
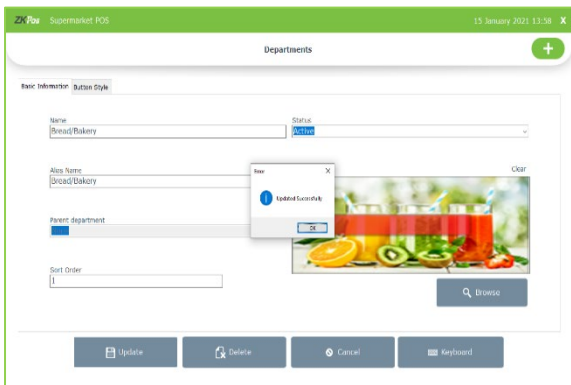
- If the department have any parent department, then select its parent department.
- After making necessary changes click **UPDATE** button. If you want to delete the department, then click **DELETE** button. Note that if you delete a department, all products under that department will be deleted automatically.
- Click **YES** in the warning popup.
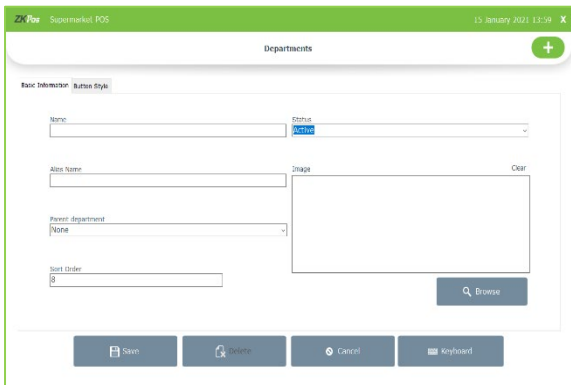
- To add a new department, click on ADD (+) button.
- Enter **Department Name**, **Sort Order**, **Status**, **Department Button Style**, **Product Button Style** and **Image**.
- Save the details by clicking on **SAVE** button.
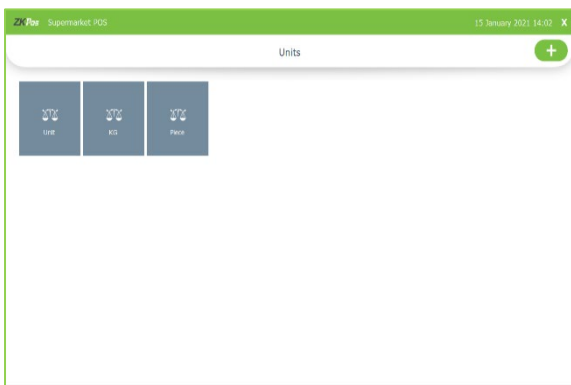
UNITS

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

- Go to **SETTINGS**.
- Click **PRODUCTS**.
- From the menu options, choose **UNITS**.
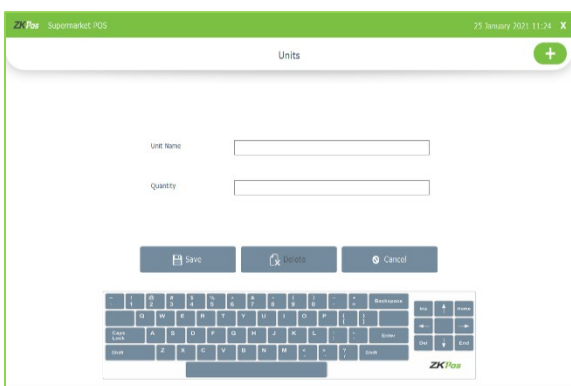
- To add new unit click **ADD** button.
- Enter the **UNIT NAME**.
- Enter the **QUANTITY**.
- This quantity will be shown as packing quantity in product list and total cost will get updated based on cost and packing quantity.
- Save the details by clicking on **SAVE** button.
- To delete a unit, click on the unit name.
- Click the unit you want to delete, once you assign the unit to any products you cannot delete the unit.
- Otherwise click delete button and yes to the confirmation message.

SUB PRODUCTS

Enable sub products from utility Click sub products from products menu.
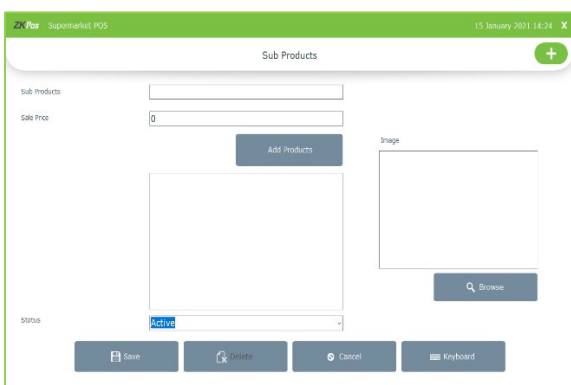
- Click add button.
- Enter sub product name and price.
- Now click on **ADD PRODUCT** button.
- Select the Department from the list. When you select the department, all product in that department will be displayed.
- Select the product from the list and click **OK** button.
- Browse the Image for the sub product.
- Save the details by clicking on **SAVE** button.
- If you want to remove a product, unclick the product from add product.
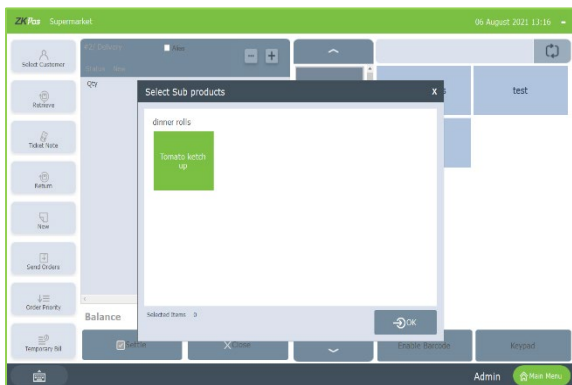
- Go to POS section from main menu
- Select an item which you set sub products
- A pop up will be shown contains the saved sub products
- Click on the sub products to select it
- Click OK button. The sub product will be shown under the product
- If you click ok button without selecting any sub products, product alone shown in the interface.
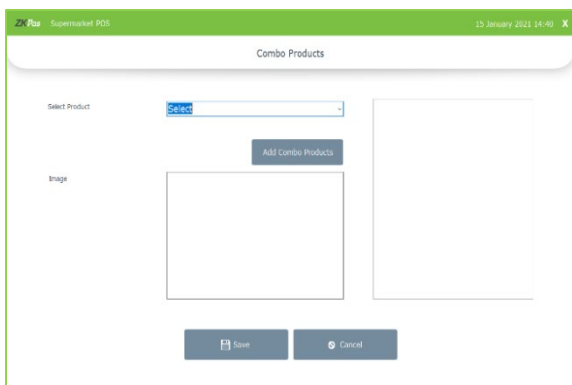
COMBO PRODUCTS

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

- Go to utility and enable combo product. Now update the changes.
- To add a combo product, you need to add combo products in product list. For instance, **create a new product called Combo1**. While adding the new product change the **product type** as **combo product** instead of single product.
- Now go to **PRODUCTS** and Click on **Combo Product** button.
- From the dropdown select the product.
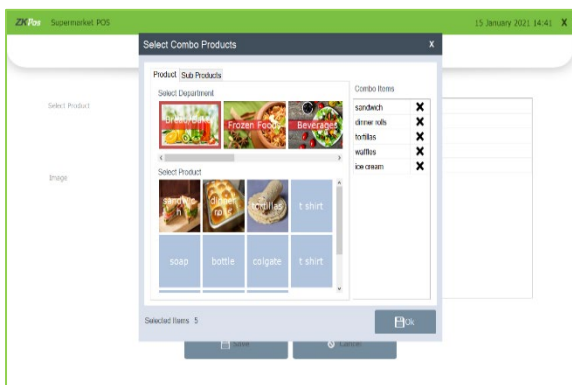
- Now click on the **ADD COMBO PRODUCTS** button.
- From the Department list, select the department.
- Now all products in that department will appear. Click on the required item.
- All selected items will be listed in the left side of the window.
- If you want to remove a product, click on '**x**' button against the product
- Click ok and then save.
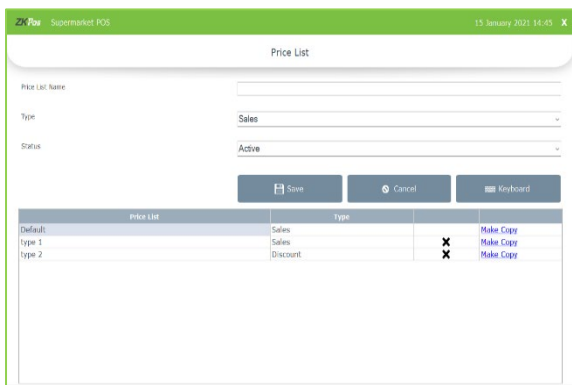
PRICE LIST

- Go to SETTINGS.
- Click on PRODUCTS.
- Select PRICE LIST from the menu options.
- Enter the **PRICE LIST NAME.**
- By default, there will be two types of price list, SALES and DISCOUNT. Those products with discount offers should be added to the discount price list. Select the Price **TYPE** and **STATUS**.
- Click **SAVE** button.
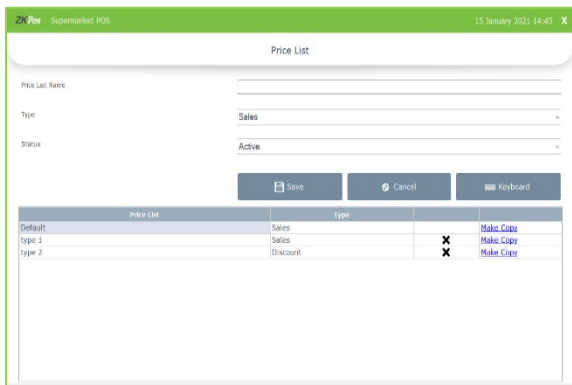
- Saved details will be displayed in the grid.
- Sometimes you may need to make changes to the price of particular products. So, in such cases make a copy of the original price list by clicking on the make a copy next to the price list name, a copy will be created.

PRODUCT PRICE LIST

You can see all saved product price list here. You can create more price list here. Suppose you want to change the price of the whole product. You can create a new price list and enter the new price for the products. Update the price list whenever you want to change the price without affecting the working of the POS software. You don't need to change the product individually, which creates more confusions.
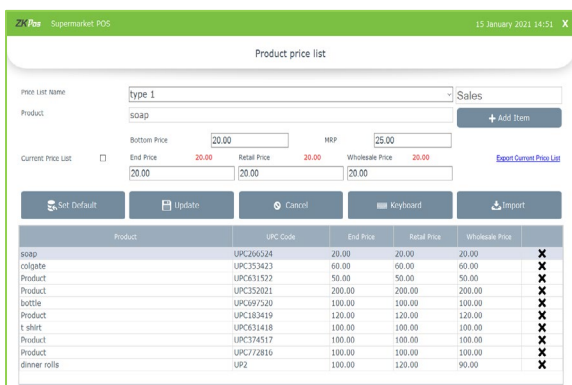
- Click on **PRODUCT PRICE LIST.**
- All Prices that you have added in the **PRICE LIST** will be displayed in the dropdown.
- To add new, select the price list name from the dropdown.
- There will be a default price list, if you want to add new select the price list name from the dropdown.
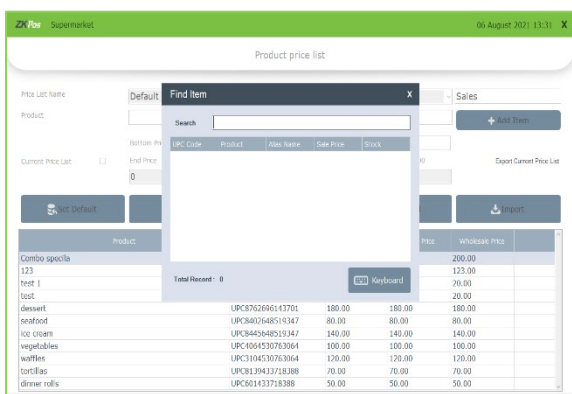
- Click on the **ADD ITEM** button to add a product.
- Where you are asked to scan the barcode if you previously enabled the barcode option in Utility.
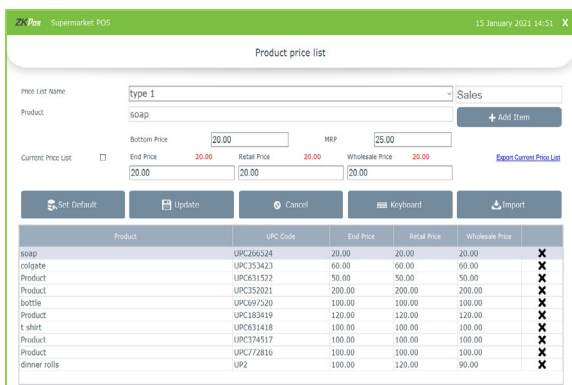
- After adding an item bottom price, MRP and current price list details will be shown as shown in the figure.
- Change the price list values – end price, retail price and wholesale price.
- Price list value should not be greater than MRP. Bottom price checking is based on the activation of 'check bottom price' option.
- Click update button.
- You can create discount price list also.
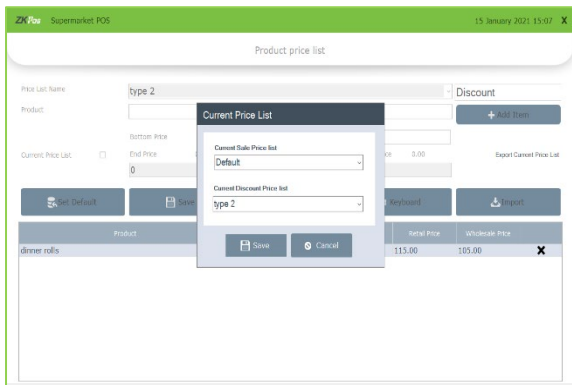
- Click set default button to set current sale price list and current discount price list.
- Current discount price list has the highest priority. If you select a product includes in both current sale price list and current discount price list, the software selects the price from current discount price list.
- If the barcode option in utility is disabled, you will be asked to select the product.
- You can Import or export price list using the **IMPORT** button and **EXPORT CURRENT PRICE LIST** link.
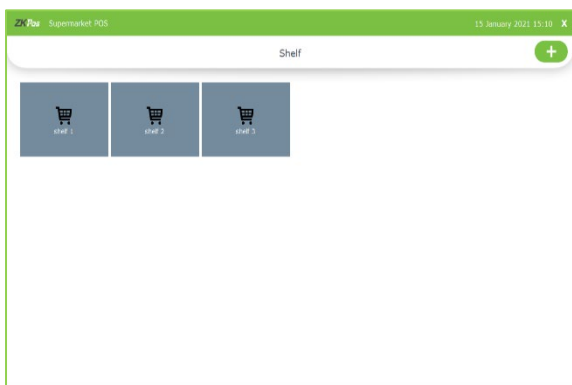
SHELF

There will be specific shelf for each item. You can add **SHELF** using this interface.

- Click on **SHELF**.
- Click **ADD** button.
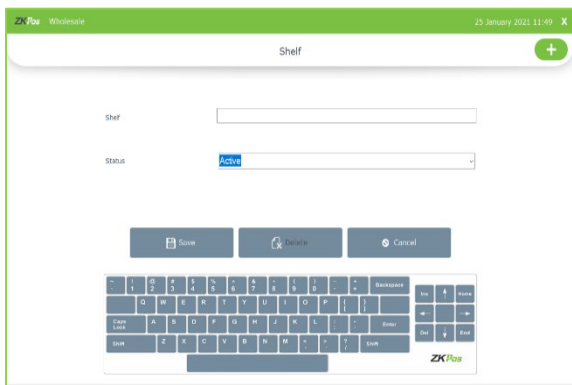
- Enter the **SHELF** number.
- Enter the Status.
- Click **SAVE** button.
- You can delete the shelf by clicking delete button.
- You can update the shelf by selecting the particular shelf.
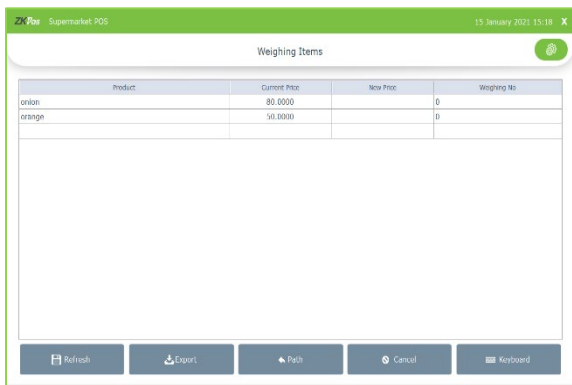
WEIGHING ITEMS

- Click on **WEIGHING ITEMS. Product, Current Price, New Price, Weighing Number** will be displayed.
- You can update the price in new price.
- Enter the new price and click enter.
- Click refresh button to change the new price to current price.
- Weighing number is the identifying number given to weighing machine to identify the product.
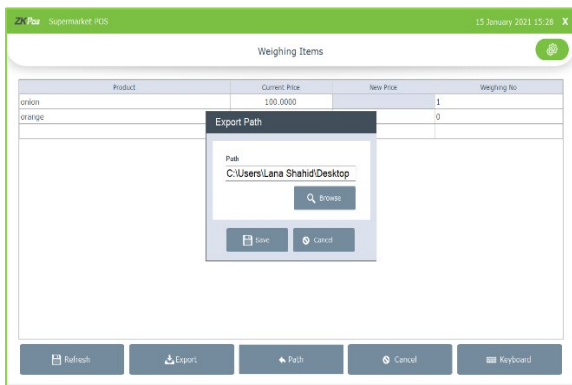
- Export the weighing items by clicking the export option.
- If you want to change the export file path, click path button
- Select the location by browsing and click save
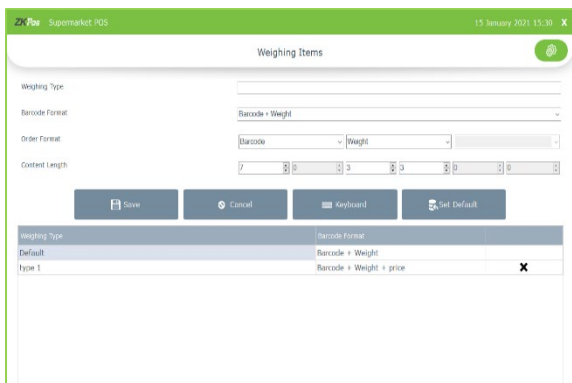
- Click on settings button at the right top end of the screen.
- You are redirected to a screen as shown in figure.
- We can set barcode format here.
- Enter the weighing type name.
- Select the barcode format.
- Select the order format and order length.
- As per the barcode format, order format and order length barcode generator generate the barcode.
- Click save button.
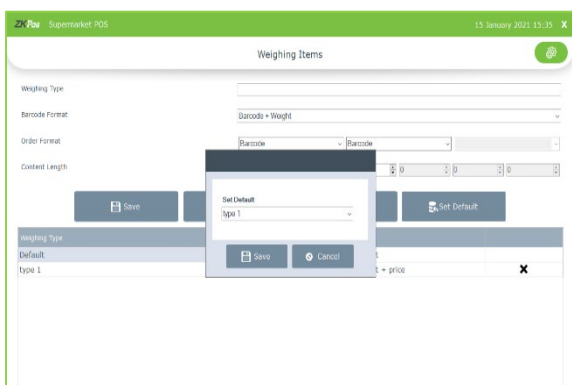
- To set the default weighing type click set default button.
- Select the weighing type from drop down.
- This weighing type will be shown as default in barcode generator as shown before.
- Now click **SAVE** button.

DELETED PRODUCTS

In deleted products list you can see the products that you've been deleted.
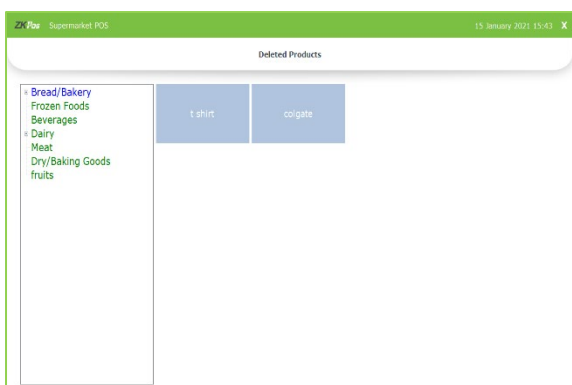
- Go to **Settings**
- Click on **Deleted Products** in the Product option.
- You can see the deleted products from software

STOCK MASTER

- Click on **STOCK MASTER.**
- It displays details like **product, UPC Code, Stock, bottom price, current sale price list, and Current discount price list.**
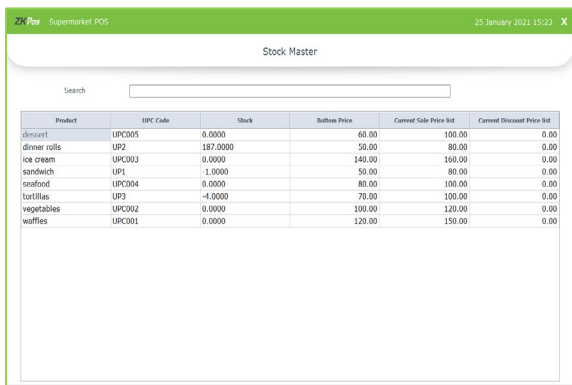
- Click on a particular item to show the details
- You can edit bottom price, MRP, current sale price and current discount price
- To save the changes click save button
- Cost and average cost are shown as in the figure
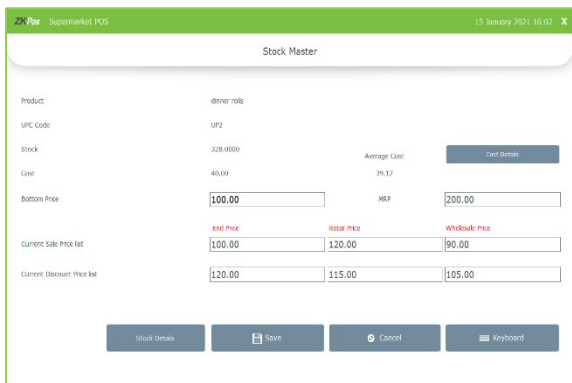
- Click Cost details button.
- You can see the previous cost details of the product while receiving.
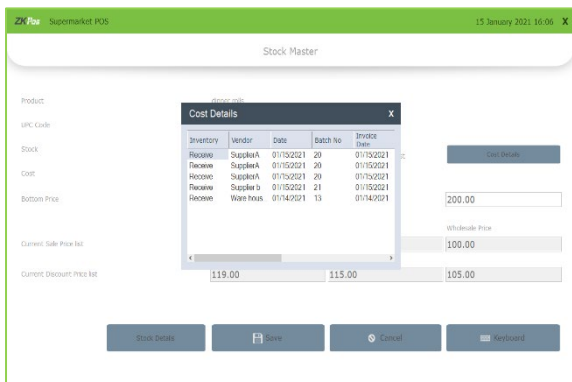
- You can see the previous receiving details of the selected products by clicking the stock details button.
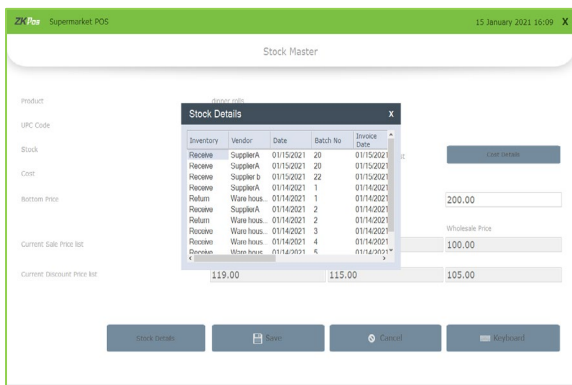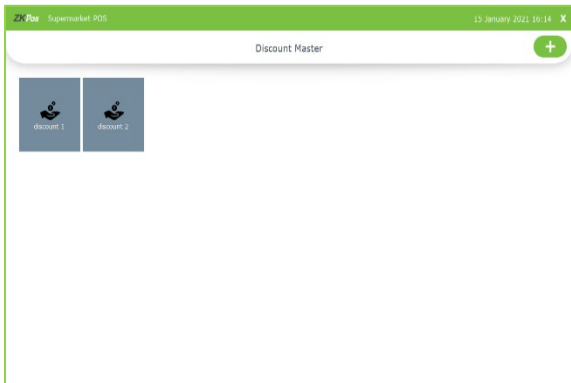
PRODUCT DISCOUNT MASTER

- Go to **Product Discount Master.**
- Click on the ADD button if you want to add a Product discount.
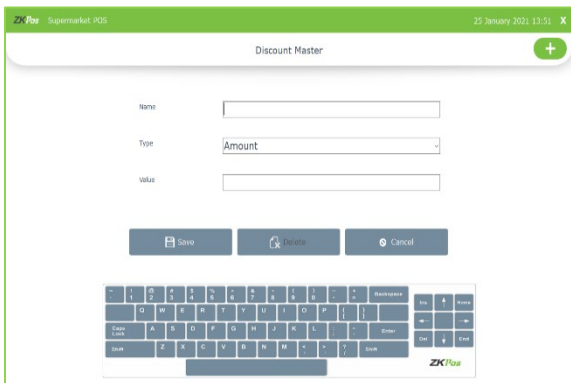
- Enter the Name, type and value.
- Click Save.
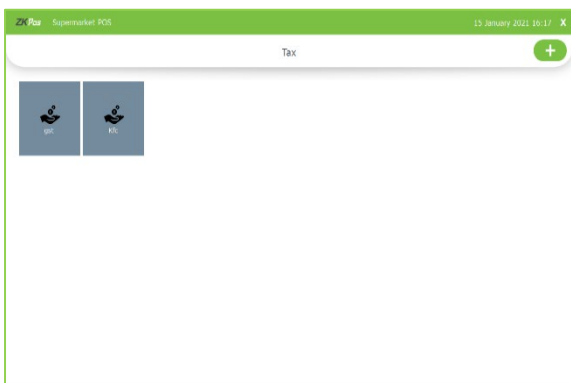
PRODUCT TAX MASTER

- Go to Product Tax Master.
- Click ADD button to add.
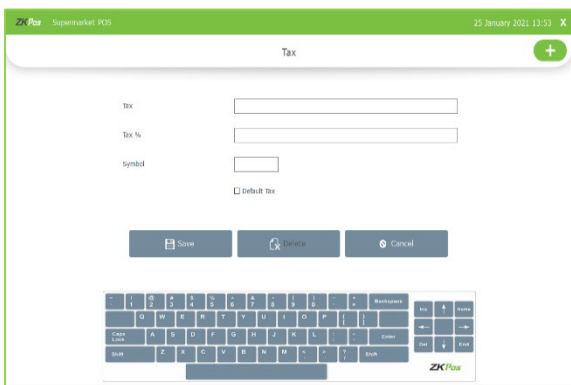
- Enter the **Tax name** and **Tax %.**
- Enter the symbol and select if the tax is default or not.
- Click **Save.**
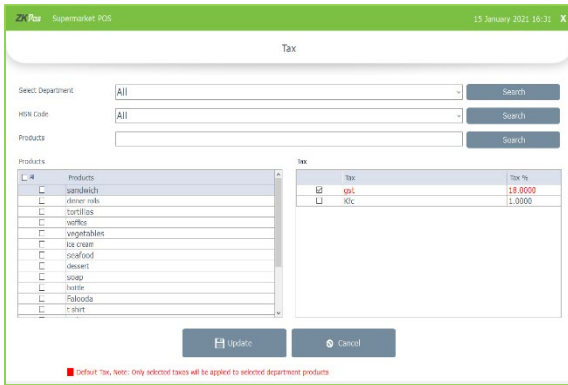
TAX UPDATE

- You can assign tax department wise and product wise.
- Select tax update from products menu.
- Select the department, then the products under that department shown below.
- Select the products and choose the tax.
- Default tax will be applied for every product.
- Click update button.
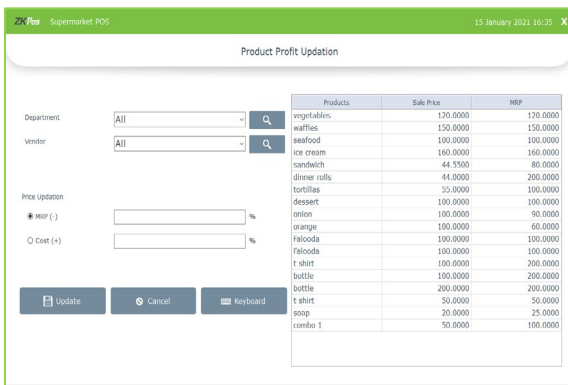
PRODUCT PROFIT UPDATION

- You can update the sale price of products here.
- Select product profit update option from product menu.
- Select the products by department as well as vendor.
- There are two options for price updating, MRP (-) and cost (+).
- Enter the value in percentage. For MRP (-), sales price updated by an amount according to the percentage given of MRP deducted from the MRP itself. In cost (+) sale price updated by an amount according to the percentage given of cost price added to the cost price itself.
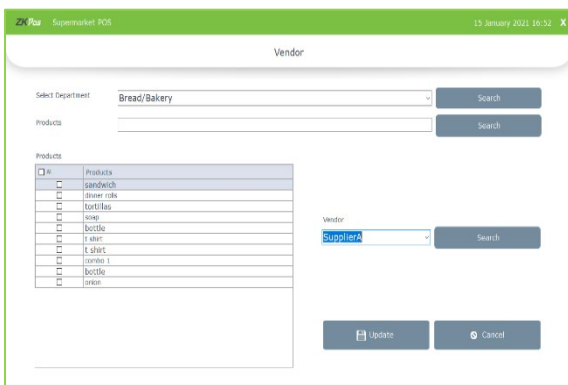
VENDOR UPDATION

- If you want to update the vendor for products click on vendor updating option from products menu.
- Select the product by department wise searching and product wise searching.
- Select the new vendor and click update.
- You can change the vendor of products in large volume
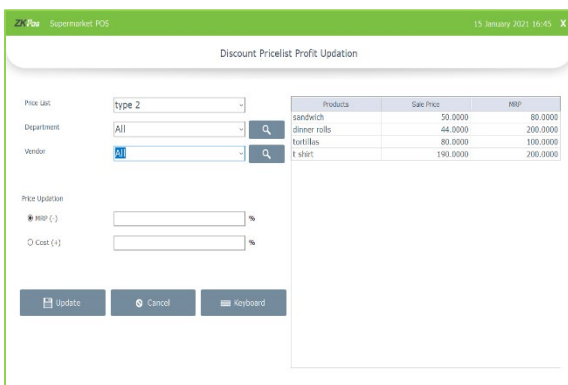
DISCOUNT PRICE LIST PROFIT UPDATION

- Select the price list from drop down.
- You can update the sale price of products here.
- Select product profit update option from product menu.
- Select the products by department as well as vendor.
- There are two options for price updating, MRP (-) and cost (+).
- Enter the value in percentage. For MRP (-), sales price updated by an amount according to the percentage given of MRP deducted from the MRP itself. In cost (+) sale price updated by an amount according to the percentage given of cost price added to the cost price itself.

STEP 26 - CREATING NEW USER

Other than admin you can add other users to **ZKPOS**. This will let other users to access **ZKPOS**. But only **ADMIN** can access every feature in **ZKPOS SUPERMARKET SOFTWARE**. Other users can access only limited features that assigned to them. We can add 5 types of user privileges. Admin, Cashier, Food Server, Kitchen Manager and finally the customer. We already discussed about customer login. Follow the below steps to learn about other user privileges.
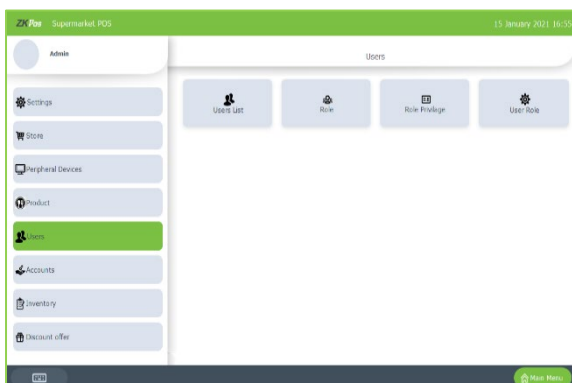
To create a **NEW USER**, follow the steps below.

- Open **ZKPOS**.
- Click on **SETTINGS** menu.
- From the menu options click on **USERS**.
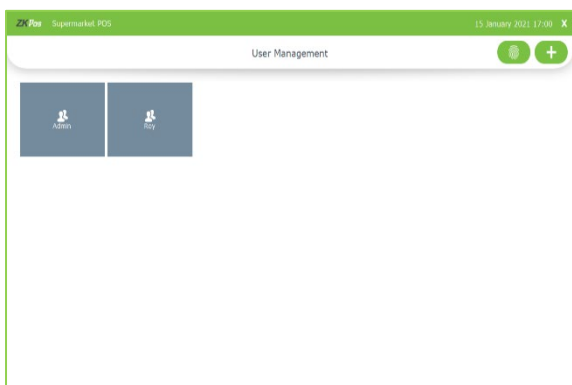
USERS LIST

- Click on **USER LIST** menu.
- **ADMIN USER** will be there by default. To view/edit Admin details click on **ADMIN** button.
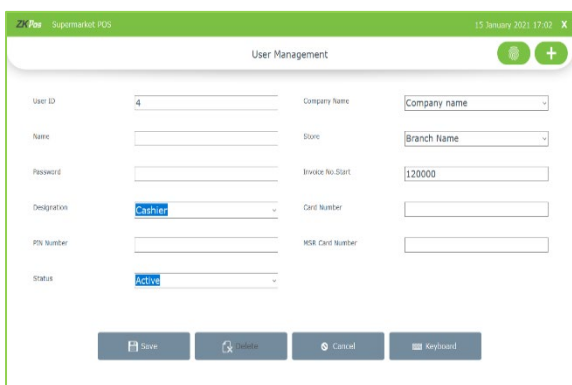
- **ADMIN ID**, **NAME**, **PASSWORD**, **COMPANY NAME**, **BRANCH NAME**, **INVOICE START NUMBER**, **CARD NUMBER**, **MSR CARD NUMBER** etc. everything will be displayed. You can't edit the designation of admin. Also you have an option to login using a **PIN number**, for that enter the pin number.
- After making necessary alterations click on **UPDATE** button. Click **OK** to the confirmation message. You cannot **DELETE** admin. To add a new **USER**, click **ADD** button.
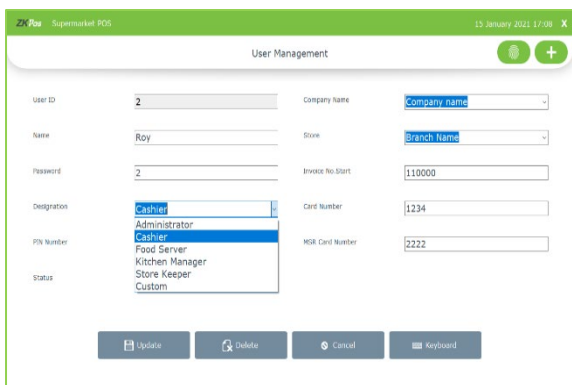
- In the new window you have to specify the **User ID**, **Password** and **Designation** of the user. Default User ID can change as you wish. Select the user type from the dropdown. **Pin** is optional that lets you to login using your pin number.
- Company details and invoice start number will display automatically. Add **CARD NUMBER** and **MSR CARD NUMBER** if necessary. After adding all necessary details click **SAVE** button. Click **Ok** in the confirmation dialog.
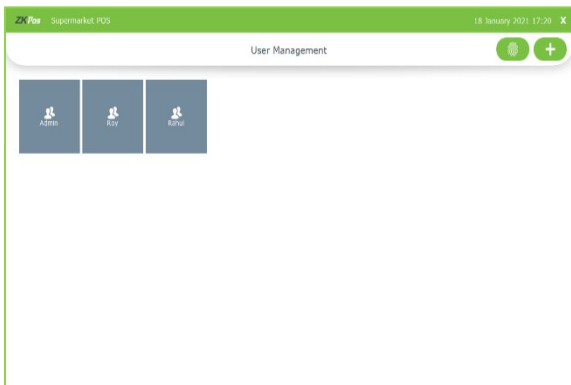
USER REGISTRATION USING FINGERPRINT

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

- Go to **SETTINGS**.
- In the **UTILITY**, enable fingerprint login and update it.
- Now Click **USERS** in the **SETTINGS**.
- Again, click **USER LIST**.
- There is a **FINGERPRINT REGISTRATION** button on the right of **ADD** button. Click on it.
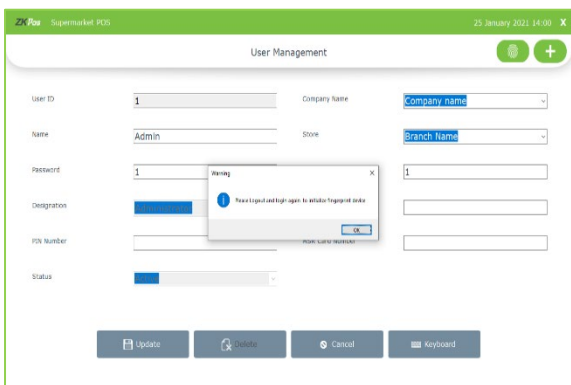
- You may ask to **LOGOUT** and **LOGIN** again. If so, please logout and login again.
- Open **USER LIST** from **SETTINGS**.
- Click on **FINGERPRINT REGISTRATION** button.
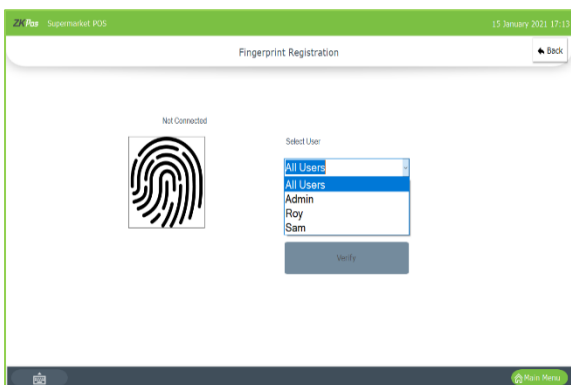
- Select the **USER** from the dropdown.
- Click on the **REGISTER** button and keep any finger 3 times for registering fingerprint.
- Click on **VARIFY** button to verify the fingerprint.
- Now go to **MAIN MENU**, **LOGOUT** and try **LOGIN** by keeping finger on the fingerprint device.
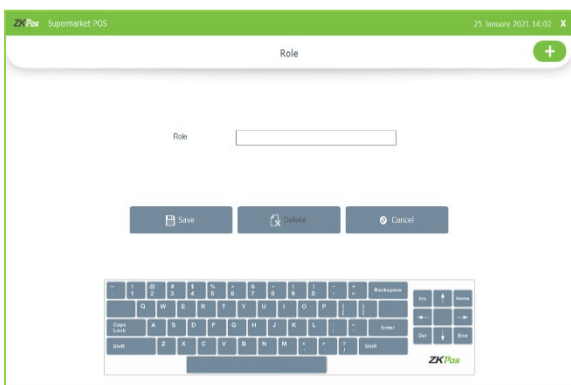
ROLE

- To add role to the software, click Role option.
- Enter the role name and click save.
- You can edit/ delete the role by selecting the particular role.
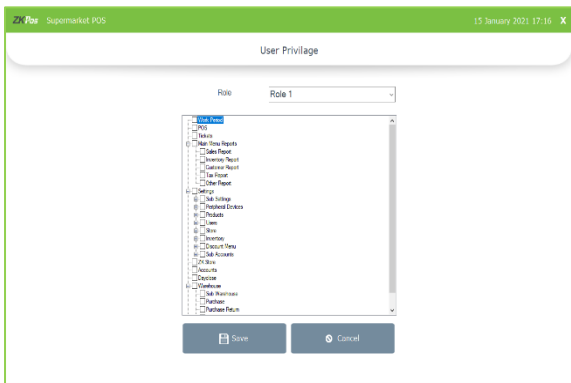
ROLE PRIVILEGE

- Click user privilege option.
- Select the role name from the drop down.
- Select the features that the user with this role can access.
- Click save.
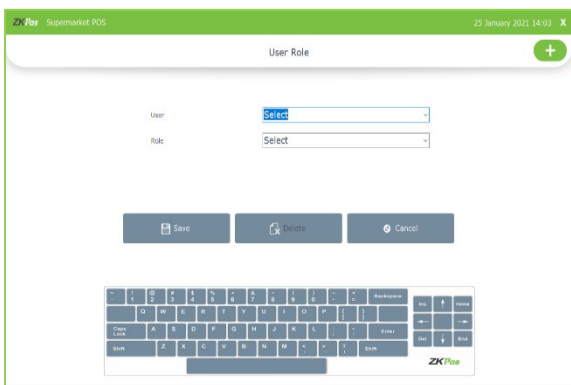
ROLE PRIVILEGE

- Assign the role to the users.
- Select the user and role from the drop-down box.
- You can assign roles only to custom users. So, you have to create a user with designation custom.

STEP 27 - ACCOUNTS

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.
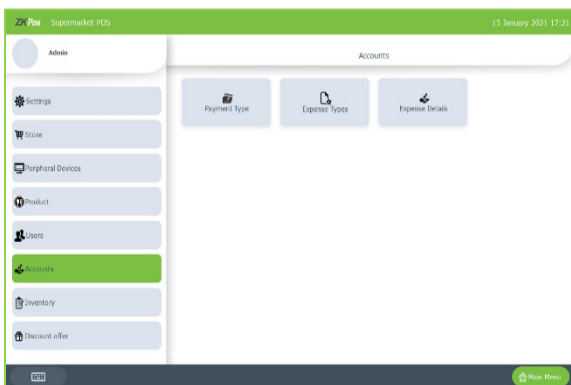
- Go to **SETTINGS**.
- Click on **ACCOUNTS** tab.
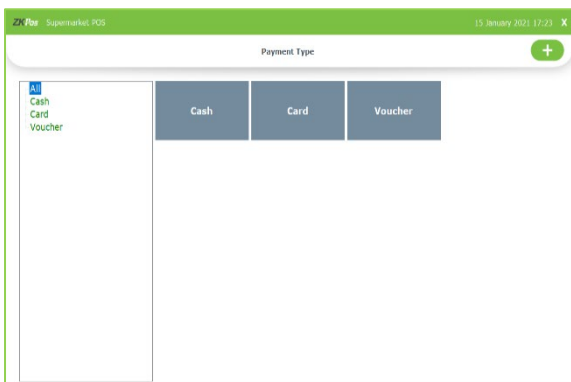
PAYMENT TYPE

- Click on **PAYMENT TYPE**.
- Click **Cash/Card/Voucher** to view.
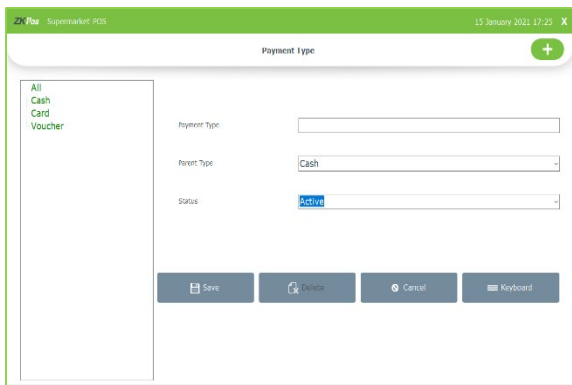
- Click **Add** button to add payment type. Enter **the payment type, parent Type and status.**
- Click **Save** button.
- To edit a payment type, select the payment type, make necessary changes and click update button.
- Click delete button to delete the payment type
- You cannot edit or delete the default payment type
- You can change the status by active or inactive
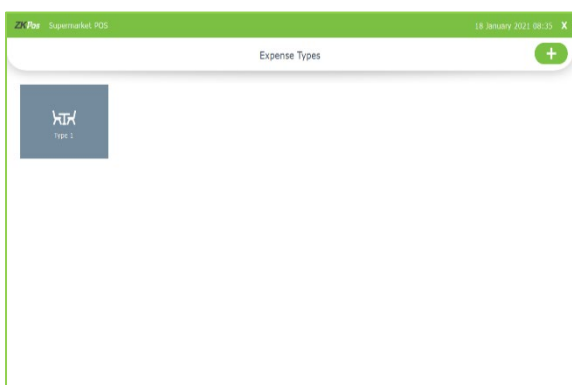
EXPENSE TYPE

- Click on **EXPENSE TYPE.**
- You can see already added list of Expense type.
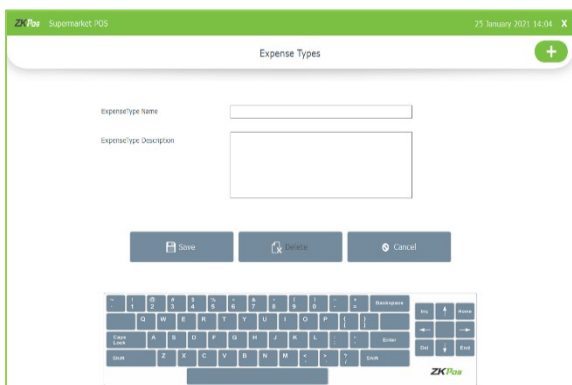
- Click on **ADD** button to add new expense type.
- Enter the **Expense type name, Expense Description details.**
- Click **Save.**
- You can delete the expense type by clicking delete button after selecting the expense type that you want to delete
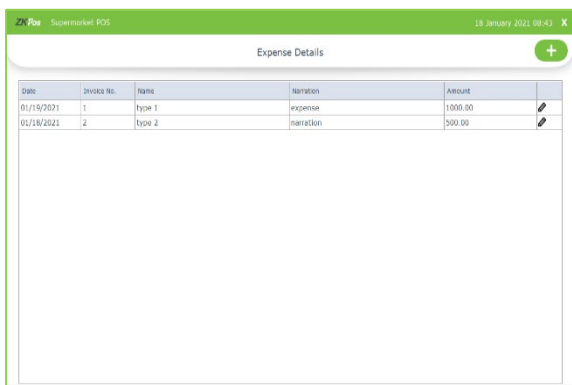
EXPENSE DETAILS

- Click on **EXPENSE DETAILS.**
- Already added expense details will appears in a grid format.
- To edit it click on the **Edit** option (pen like button) and **Update.**
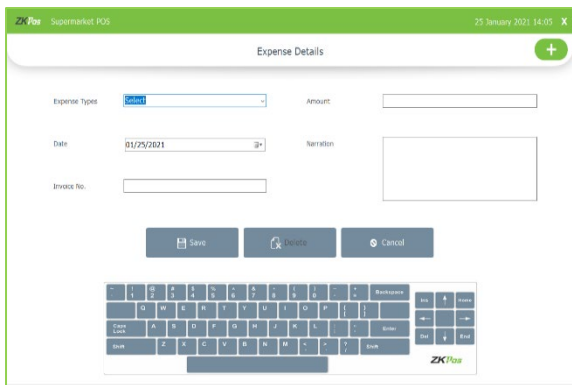
- Click on the **ADD** button to add expense details.
- Select the **expense type**
- Enter **date, amount, invoice Number and narration.**
- Click **Save.**
- If you want to delete an expense detail, click on that detail and click delete button

STEP 28 - INVENTORY MANAGEMENT

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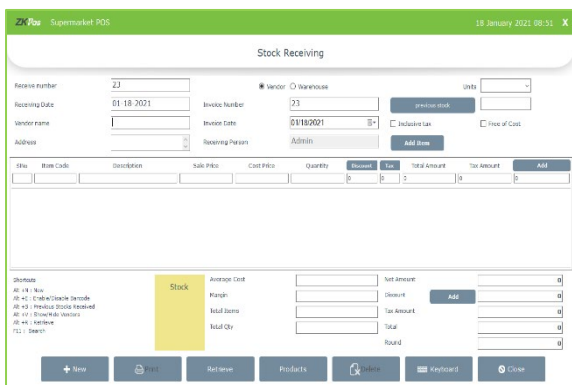
STOCK RECEIVING

Save the stock receiving details in **ZKPOS**.

- Click **SETTINGS**, from the menu options select **INVENTORY**.
- First let's learn how to do **STOCK RECEIVING**. Click on **STOCK RECEIVING**.
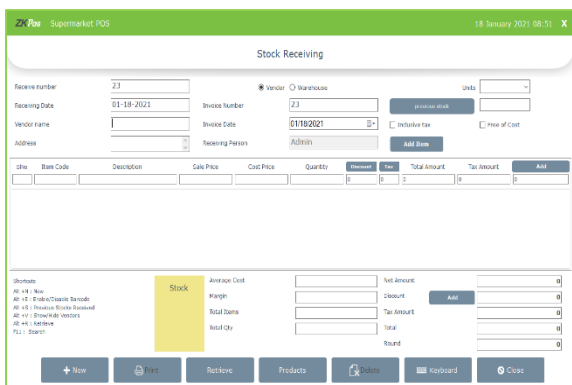
- You need to specify the details about the purchase in appropriate field, like **INVOICE DATE**, **RECEIVING DATE**, **VENDOR NAME**, **VENDOR ID**, **VENDOR'S** contact details, **ITEMS** that purchased, **PACKING QUANTITY**, **TOTAL AMOUNT**, **NET QUANTITY, tax and discount details** etc.
- Select whether you receive this stock from a vendor or from a warehouse
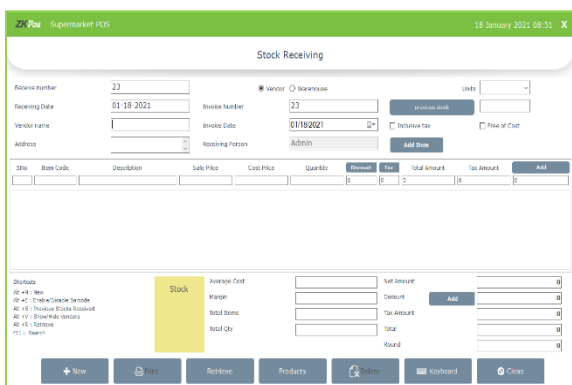
- Click inclusive tax option if you want to calculate the tax inclusively. You have to calculate the tax for the whole invoice inclusively.
- By clicking free of cost option, the cost price of a product did not update in product list if you change it.
- You can also restrict the updating of cost price in product list by enabling 'disable cost update on stock receive' from utility.
- After selecting the ware house/vendor, click on previous stock button.

- On clicking the previous stock (Alt + S) you can see the previous stock received from the selected ware house.

- Click add item to select the products
- Enter the barcode or search by product name
- click on the product after searching

- Now the product will be shown in the purchase receiving grid.
- Change the cost price if you want to
- Enter the quantity.

- After entering the quantity, you can add discount and tax product wise.
- Click on discount button against the product.
- You will get a pop up to enter discount as amount and as percentage.
- By entering the percentage value, you can view the amount in the respective field.
- If you enter the amount, click the % button you can see the equivalent percentage value in the respective filed.
- Click OK.

- Click tax button same as discount.
- You can get a pop up shows the saved taxes in the software.
- Select/deselect the taxes.
- Click OK.

- Click ADD button inside the product list grid to save the receiving details.
- When you select an item, the average cost will be calculated by considering the reception of same item previously and view in the respective field.
- You can add discount to the whole invoice by clicking the add button near the discount amongst the amount details.
- Enter the discount amount and click OK.
- You cannot add both product wise and invoice wise discount to a single invoice.

- Click add item for adding more products to the same invoice.
- Click new button to start a fresh invoice.
- By clicking print you can take a print out of the details.
- You can create products from the purchase receiving interface by clicking Products button.
- Delete the invoice by clicking delete button.
- Keyboard will help you to enter letters and numbers.
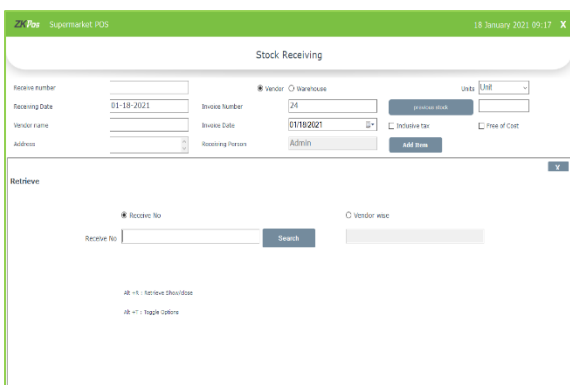
- To view previous stock entries, click **RETRIEVE** button. In the new window enter the **INVOICE NUMBER** and click search button.
- Choose vendor wise option to view vendor wise results. Now select the vendor from the list. You will get the results.
- You can take the **PRINTOUT** of the stock by clicking **PRINT** button.
- Note the shortcut keys provided in the bottom left side of the stock entry window.

You can receive products with serial numbers also.
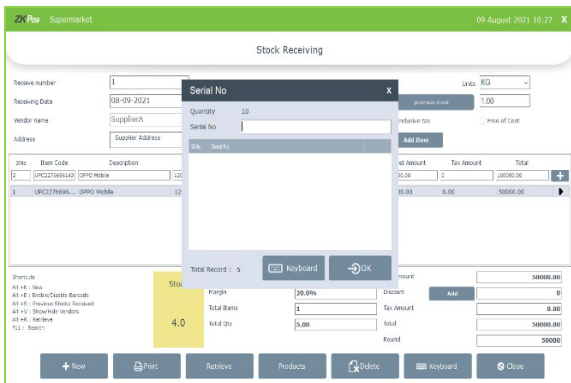
- While clicking on '+' button a pop up for entering serial number appears.
- Enter the serial numbers here.
- Click ok button.
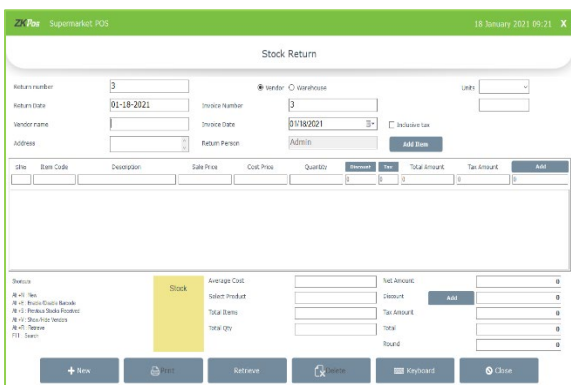
STOCK RETURN

Save the stock return details in **ZKPOS**.

- Click **SETTINGS**, from the menu options select **INVENTORY**.
- Click on **STOCK RETURN.**
- Enter the details.
- You can retrieve the details as before.

STOCK TRANSFER

Some items in the inventory may damage or get expired, so you need a space to categorize them from inventory. Then you can return the spoilage items or expired items to the vendor or you can separate it easily from other products. The screen for stock receiving and stock return is similar.
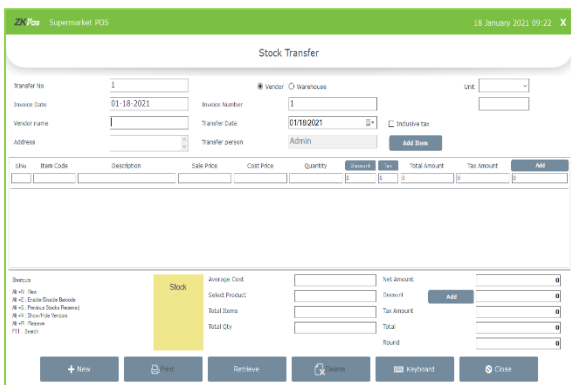
- Go to **SETTINGS**.
- Click **INVENTORY**.
- Choose **STOCK TRANSFER** from the two options.
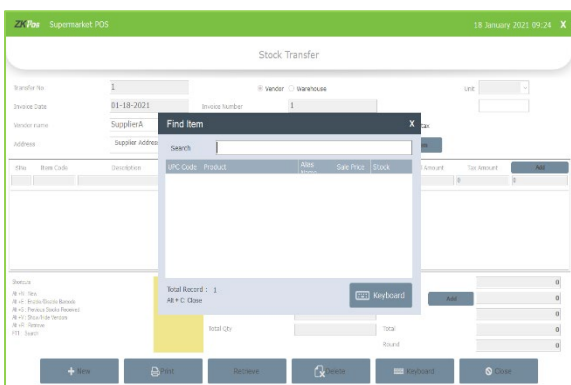
- Enter **TRANSFER NUMBER**, **VENDOR DETAILS** and **INVOICE NUMBER**.
- Click **ADD ITEM** button to add items that need to return to the vendor.
- Enter the quantity that you want to return.
- Click **ENTER KEY**.
- To add another button, click **NEW** button.
- You can use **RETRIEVE** button as you have seen earlier, **PRINT** button, **PRODUCT** Button and **DELETE** button as described earlier.
- After you done with it, click **CLOSE** button.
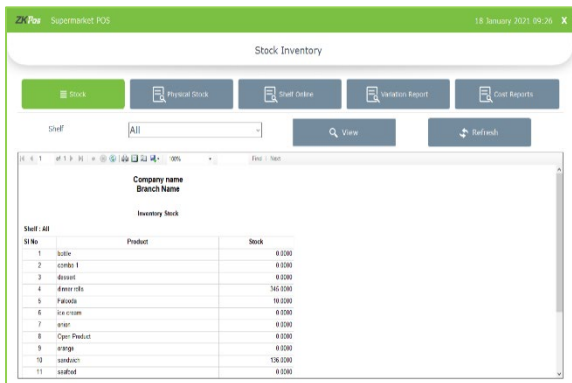
STOCK INVENTORY

You can manage your stock details like physical stock balance, stock variation report etc. using this interface.

- Click on **STOCK INVENTORY**.
- Click on **STOCK** button and then **VIEW** button.
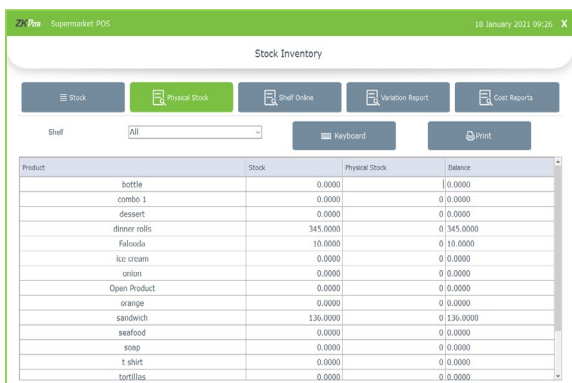
- If the Stock value is zero that means the items were out of stock.
- If you want to view physical stock, then click on **PHYSICAL STOCK** button.
- You can update physical stock by entering a stock value for the appropriate product.
- To view Shelf Online Report, click on Shelf Online and then click **VIEW** button.
- To view variation report, click on variation report and then click **VIEW** button.
- Similarly, you can view cost report.
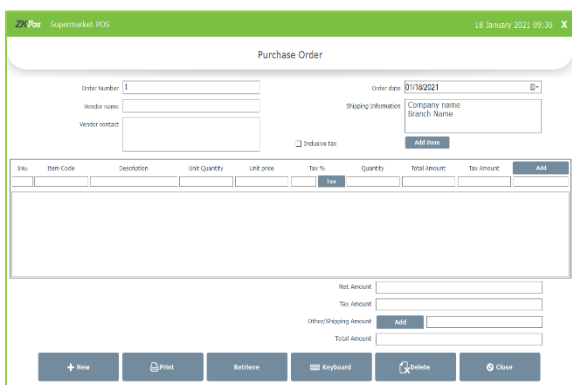
PURCHASE ORDER

If you have received a purchase order from a vendor or customer, then add the details to ZKPOS.

- Click on **PURCHASE ORDER**.
- Select the vendor's name.
- When you select the vendor, other details will be updated automatically.
- Now click on **ADD ITEM** button.
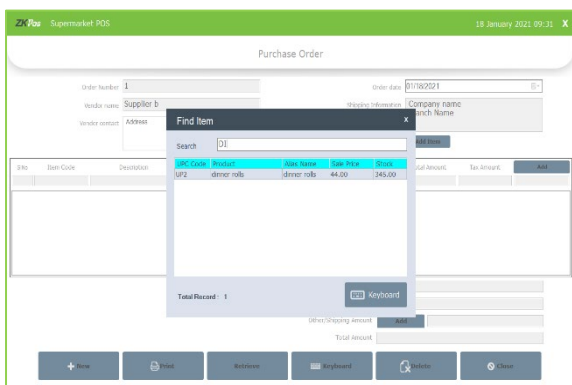
- Select any from the list.
- Enter the quantity that you want to purchase.
- Select tax
- Press enter key.
- Your entry will be updated successfully.
- Enter the shipping amount by clicking add button near to it.
- You can use **RETRIEVE** button, **PRINT** button, **PRODUCT MASTER** Button and **DELETE** button as described earlier.
- After you done with it, click **CLOSE** button.
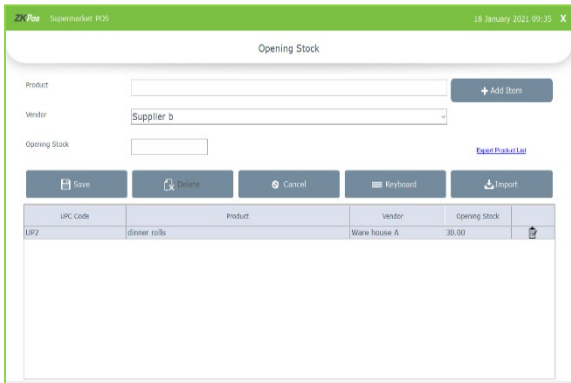
OPENING STOCK

- We can add the opening stock and vendor details by selecting the opening stock button.
- Select the product by clicking add item, select the vendor and enter the opening stock.
- Click save button.
- For deleting the stock click on the particular details and click delete button.
- To update opening stock, click on edit button in line with the detail.
- Make necessary changes and click update.
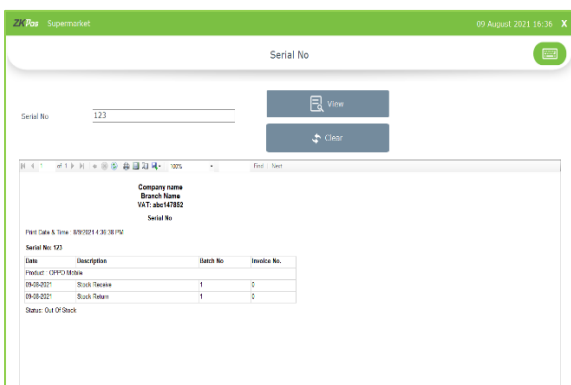
SERIAL NUMBER SUMMARY

You can view the serial number summary of products here.

- Enter the serial number you want to know the details.
- Click View button.
- You can see the stock detail of that serial number.
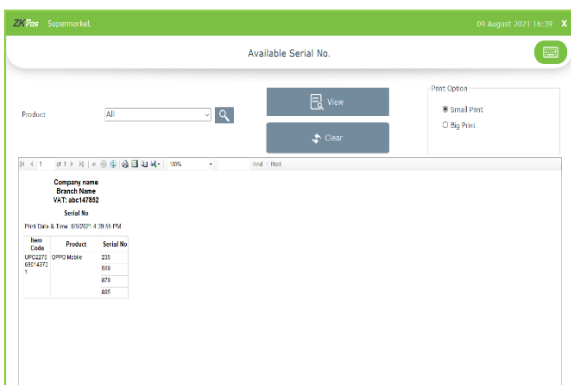
AVAILABLE SERIAL NUMBER

You can see the available serial numbers in ZKPOS Retail Software here.

- Select the product from drop down.
- Click view button.

STEP 29 - DISCOUNT OFFER / PROMOTIONS

There may be gift or discount offer for some special customers, regular visitors or for a particular invoice. To Set this gift functionality you should follow the below steps.
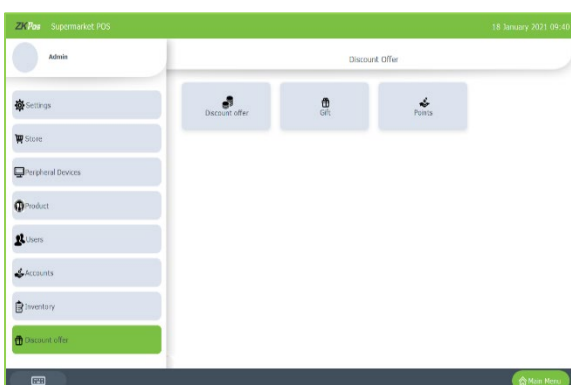

- Login as **ADMIN**.
- Click **SETTINGS** menu.
- Click **DISCOUNT OFFERS**.

DISCOUNT OFFERS

When you want to promote your sales or clear the stock, you will announce discount offers for some products. You can add those discount offers here. But you need to **enable discount offers in the utility**.
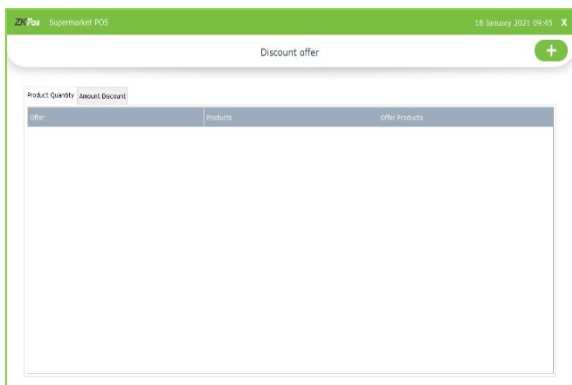
- Click on **DISCOUNT OFFER**.
- You can set discount offers by product quantity or by amount. For instance, suppose a person buys 5 pens at a time, you can provide one additionally as a discount product. The person needs to pay the price of 5 pens. This offer is based on quantity.
- To add a discount offer based on amount, click on the **AMOUNT DISCOUNT** tab next to **PRODUCT QUANTITY** tab. Here you can provide discount for a particular product based on amount. You can set either Offer percentage or discount amount.
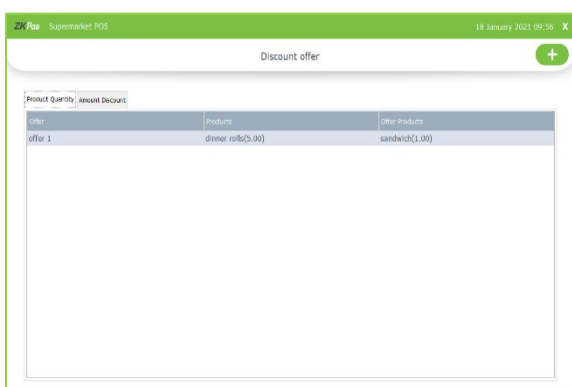
Follow the steps below to learn about discount offers.

- Recently added discount offers will be listed in a grid.
- To view or modify, just click on it.
- Make necessary changes if required.
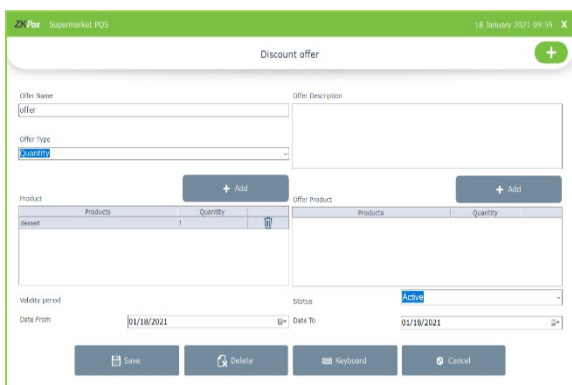
- You have two options to set a discount offer, either by amount or by quantity. You can set a discount for product price by percentage or you can set a discount for the product quantity.
- Enter the offer name, offer description and offer type - amount wise or quantity wise.
- For quantity wise, select the product and quantity by clicking add button.
- Select the offer product next by clicking add button.
- Enter validity period and status.
- Click save button.
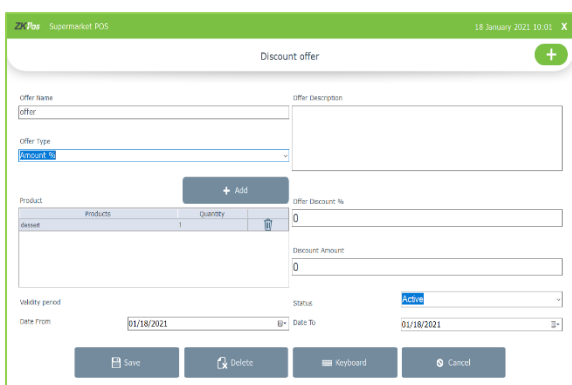
- At the time of sale, you can purchase the product with offer product by paying the product price.
- To delete the current selected product or offer product, click on the delete button.
- Click **YES** in the popup window.
- You can change the Date assigned for the offer.
- To add more product, click on **ADD** button.
- To add discount by amount wise, enter the details as before.
- Instead of entering the offer product you have two options, enter the discount as percentage wise or amount wise.
- Enter the details and click save.

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.
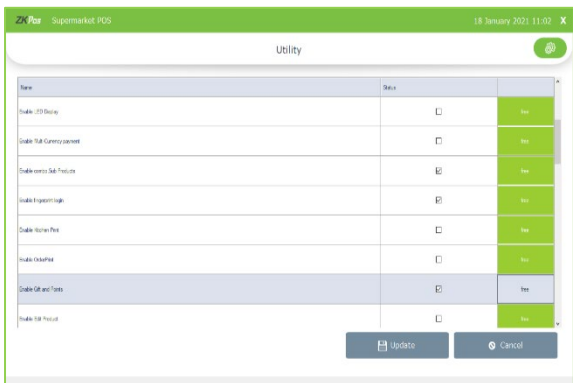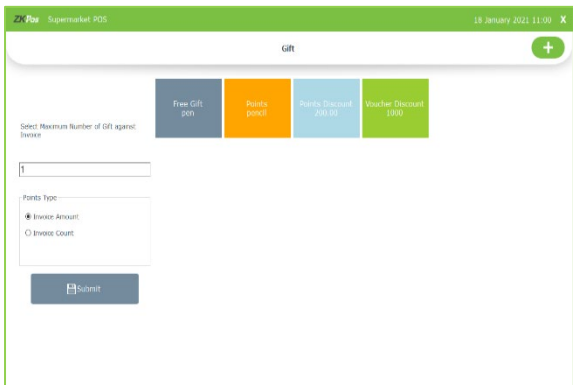
- Login as **ADMIN.**
- Go to **SETTINGS**.
- Click on **UTILITY**. From the list **enable Gift and Points** by ticking on the checkbox that corresponds to it.
- Update the changes by clicking on **UPDATE** button.
- Now go to **DISCOUNT OFFERS** and click on **GIFTS.**
- Note that you can set the gift in two ways, either by **INVOICE AMOUNT** or by **INVOICE COUNT.**
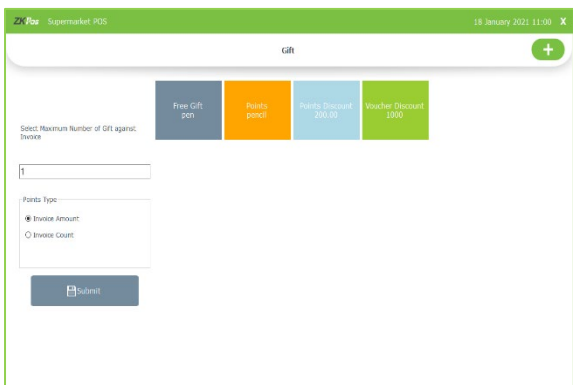
- At first enter the maximum number of gifts against invoice count/invoice amount.
- To set a gift for a particular invoice amount select the Option button corresponds to **Invoice Amount** and click **SUBMIT** button.
- Click **OK** in the confirmation message.
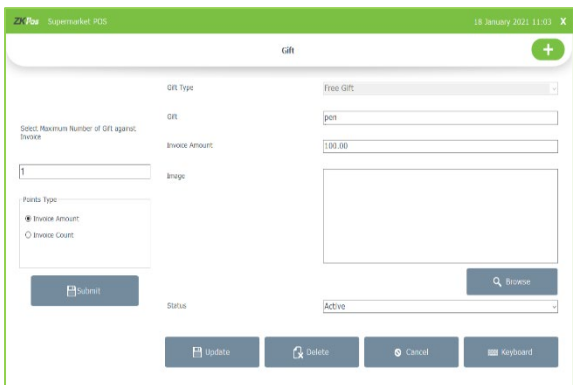
- Now click **ADD** button to add the Gift.
- Choose free gift from dropdown
- Enter the **GIFT**.
- Browse the **IMAGE** of the gift.
- Enter the **INVOICE AMOUNT** and select the **STATUS** of the gift.
- Save the details by clicking on **SAVE** button. Click **OK.**
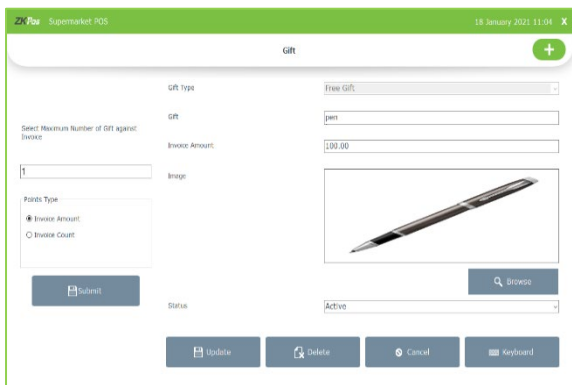
- To edit/delete a saved gift, click on the gift.
- Make necessary changes and click on **UPDATE** button.
- If you want to delete then click on **DELETE** button.
- Click **YES** in the confirmation box.
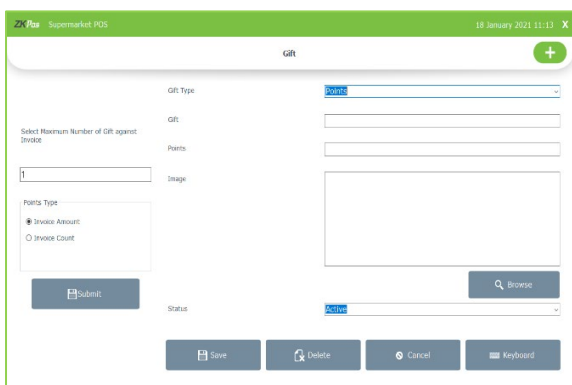
- Then you can see options like points and points discount.
- Set the details in Points options in discount offer first ([see points](#)).
- Enter point and gift in appropriate fields.
- Browse the image and click save.
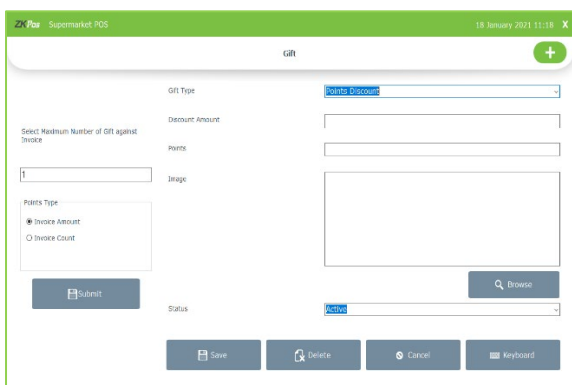
- Now set a discount amount as per the points acquired by the customer
- Select points discount from dropdown
- Enter discount amount according to the point
- Browse image and click save
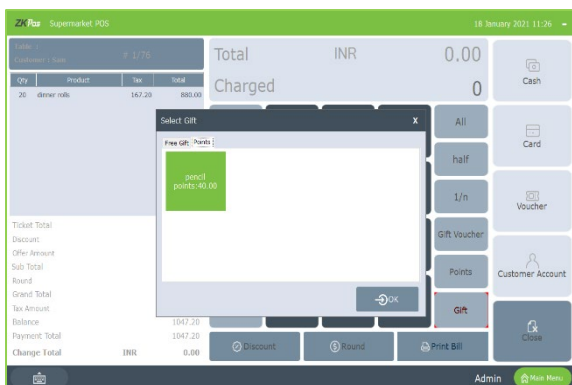
- Go to POS section in main menu
- Select the customer
- Purchase items with an amount sufficient to get gift or amount discount as per the point earned
- Click settle button
- After settlement the gift option in settlement page will blink
- Click on the button and a pop up will be shown
- You can select the gift if you want it.
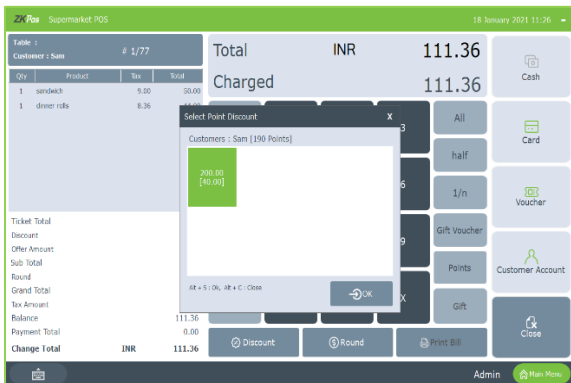
- If customer select the gift, he is not eligible for the amount discount as per the same point.
- If customer do not select the gift, an amount discount pop will be shown when you click points for the future purchase of the same customer.
- Select the amount, the amount will be deducted from your total amount.
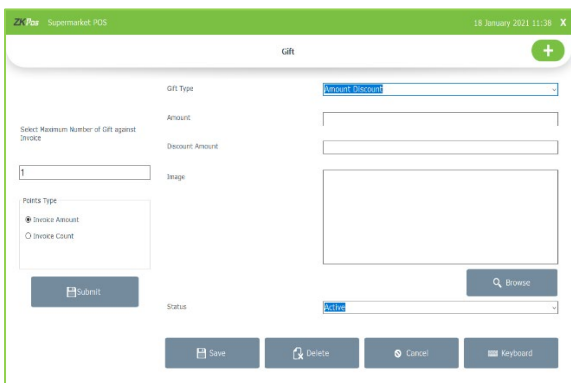
- To enter amount discount, select that option from dropdown.
- Enter amount and discount amount.
- Click save button.
- The amount will be deducted from the invoice.
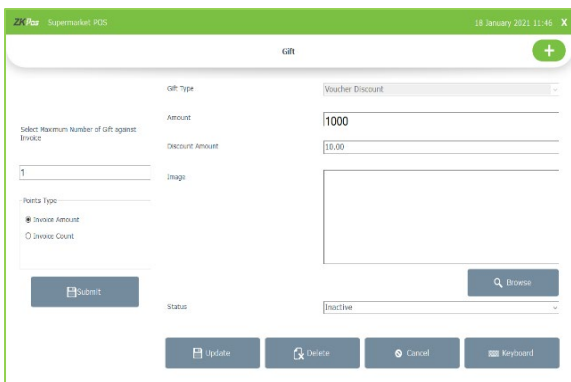
- Select voucher discount from dropdown.
- Enter amount and discount amount.
- Click save button.
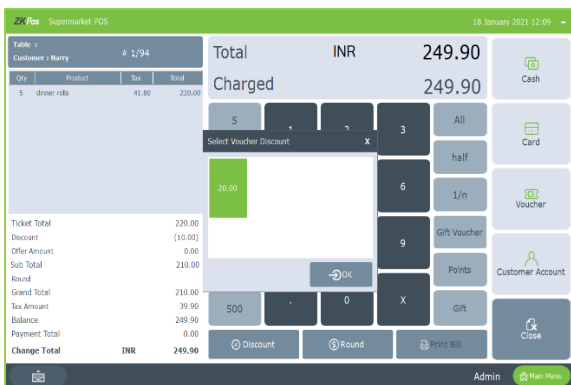
- While purchasing an item which meets the requirement of voucher discount, click on gift voucher.
- A pop up will be shown as in the figure.
- Select the gift voucher and click OK.

POINTS

You can add **POINTS** instead of setting **GIFTS**, thereby giving gifts 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.
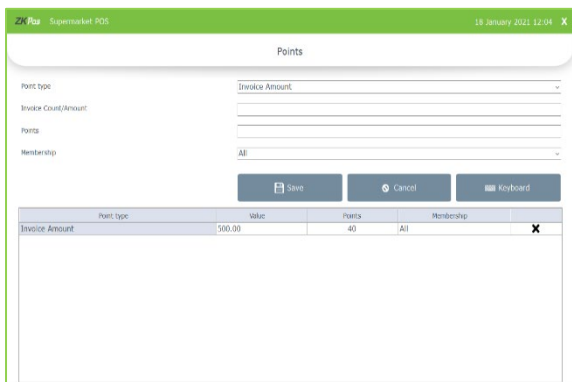
- Login as **ADMIN**.
- Go to **SETTINGS**.
- Select **DISCOUNT OFFERS** and then click on **Points** from the menu options.
- You can see two options in the dropdown menu, **INVOICE AMOUNT** and **INVOICE COUNT**.
- From the two, select any.
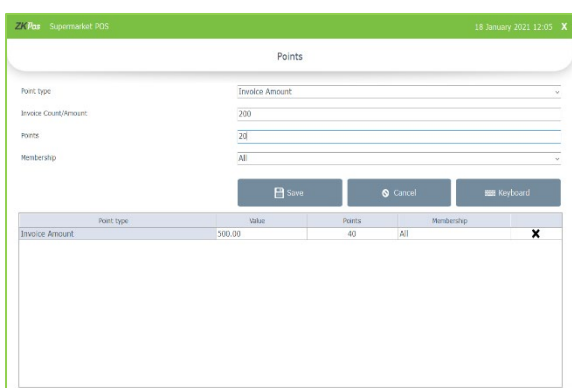
- If you selected **INVOICE AMOUNT**, enter the **AMOUNT** and corresponding **POINTS** in the next textboxes.
- If you selected **INVOICE COUNT**, enter the count of **INVOICES** and corresponding **POINTS** to the subsequent textboxes.
- In the above picture **Points** are set based on **Invoice Count**.
- Now click **SAVE** button.
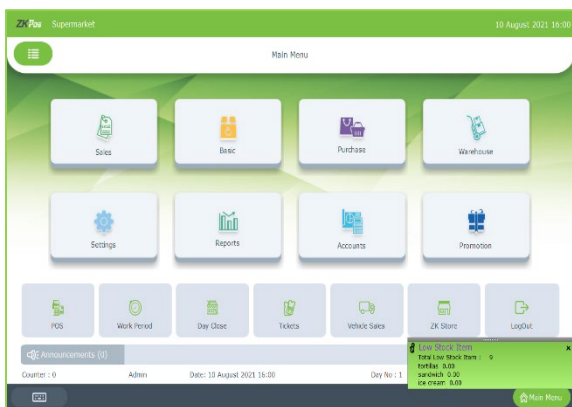
STEP 30 – BASIC

- Other important menu in Zkpos supermarket software is basic option.
- This option contains the provision to add all basic details to the software.
- Select BASIC from main menu.
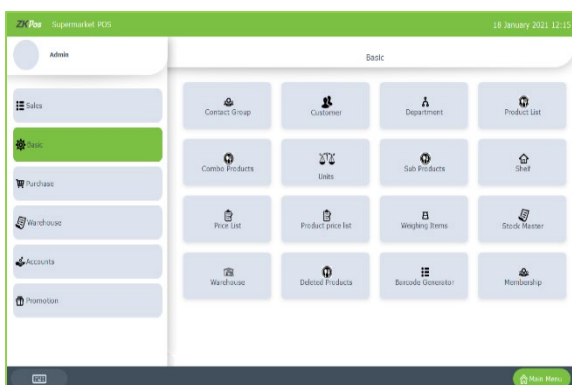
- Basic menu contains the details as shown in the figure.
- Most of the features are introduced earlier to you.
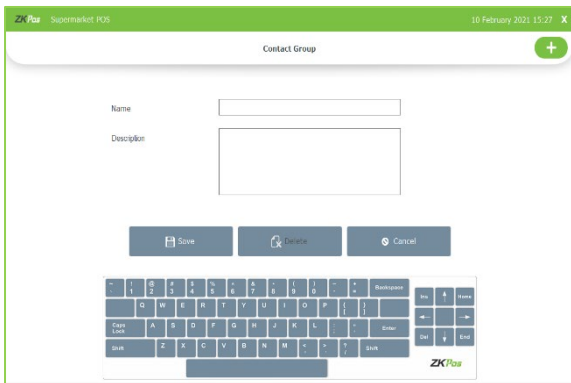
CONTACT GROUP

- Click on contact group from basic menu.
- You can see the saved contact groups at the interface as shown in the figure.
- To add new contact group click add button.
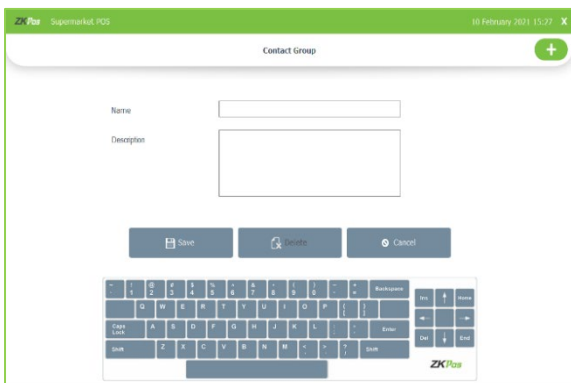
- Enter contact group name and description.
- Click save button.
- If you want to delete a contact group, select the particular one.
- Click delete button.
- To edit a contact group, select it, make necessary changes and click update.
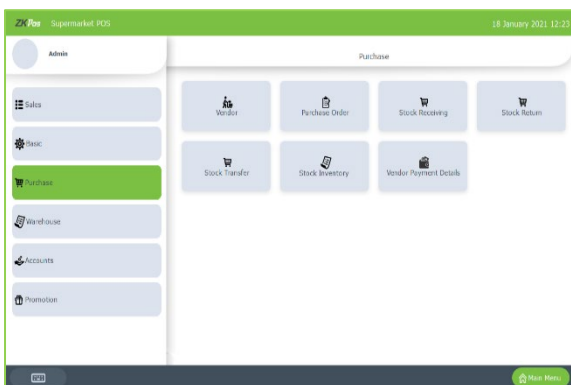
STEP 31 – PURCHASE

- Select purchase option from dashboard.
- It contains the details as shown in the figure.
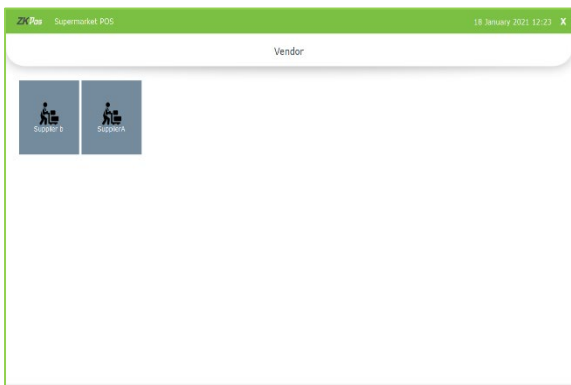
VENDOR PAYMENT DETAILS

- Select vendor payment details from purchase option.
- Already saved vendors are shown as in the figure.
- Select the vendor you want to add payment details.
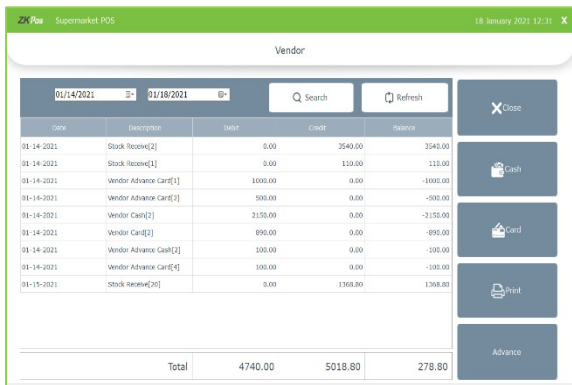
- Figure shows the payment details of the particular vendor.
- You have the search option by entering from date and to date.
- You can pay the amount from here through card or cash.
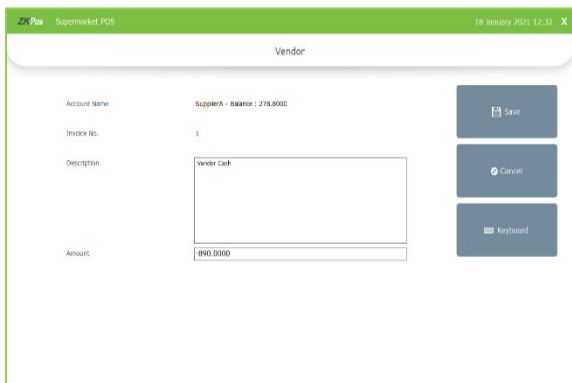
- Select the detail you want to settle.
- Click cash or card.
- Change the description and amount if you want to select save button.
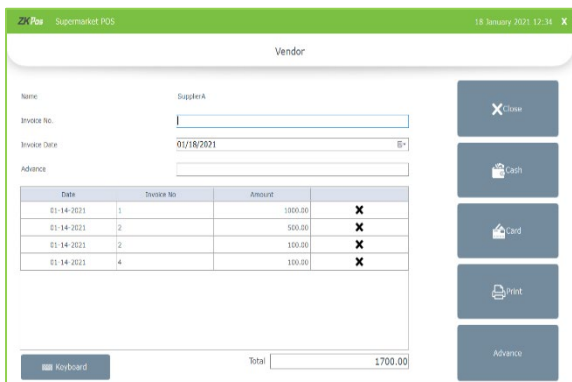
- You can add advance to the vendor through vendor payment details window.
- Select the advance option.
- Enter the details as shown in figure.
- Click cash or card.
- Then click save button.
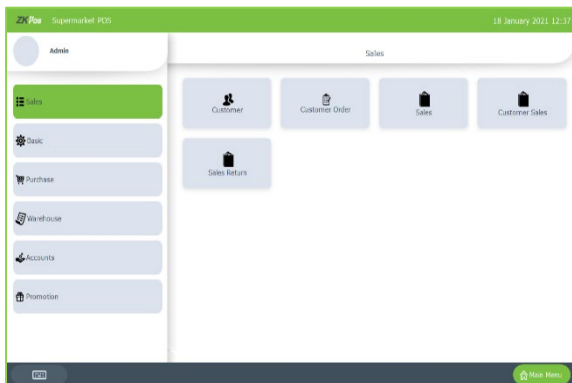
STEP 32 - SALES

- Sales option contains customer, customer order, sales, customer sales and sales return.
- Click on sales button from dashboard.

CUSTOMER ORDER
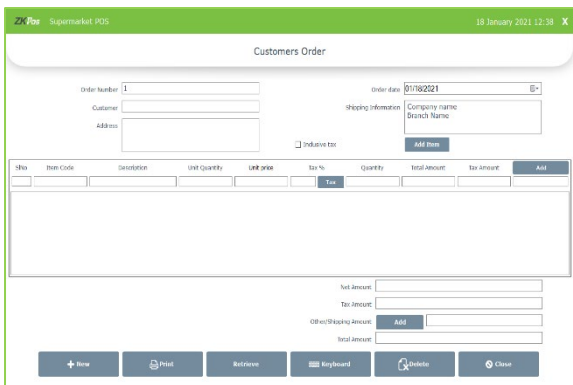
- To create customer order, click on that menu.
- Enter customer name.
- Add products by clicking add item.
- Enter other details as shown in the figure.
- Click add button.
- Add shipping amount if any.

SALES
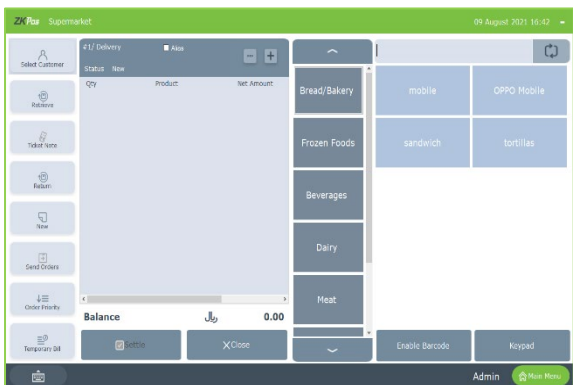
- Figure shows the sale window for the ZKPOS supermarket software.
- Departments and products are shown in the right side.
- If you enable the barcode, you can select the item by entering the barcode also.

SELECT CUSTOMER
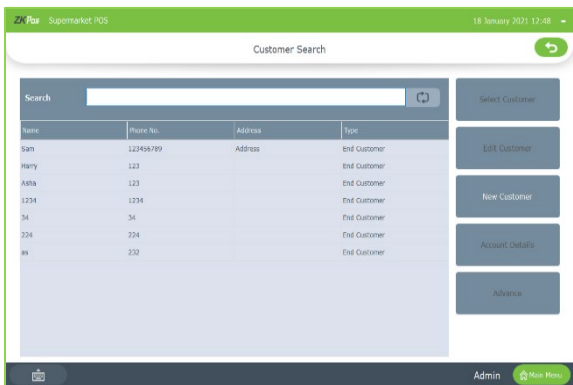
- Click select customer option from sales window.
- Saved customer details are shown as in figure.
- Click the customer's name and click select customer button.
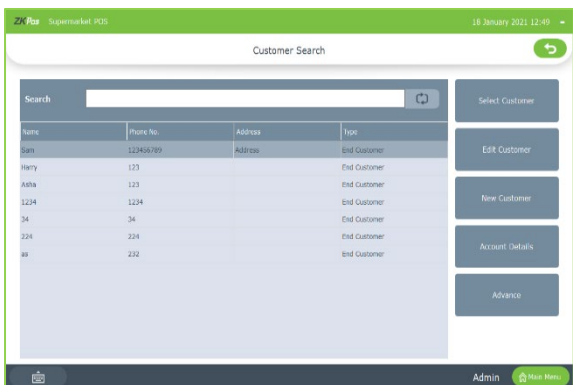
- If you want to edit the customer, click edit customer option and make necessary changes.
- You can create new customer by clicking new customer button.
- View the account details through account details option.
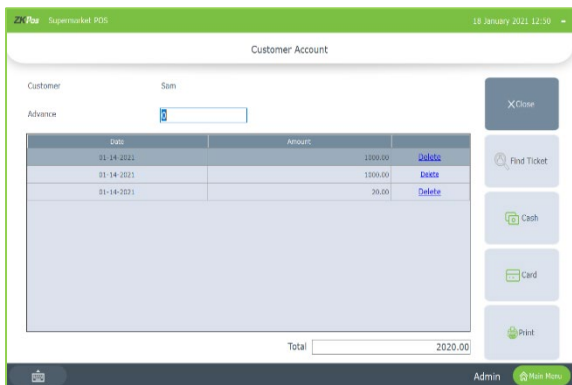
- We can add advance amount for customers from this window**.**
- Click on advance option**.**
- Enter the advance amount, pay it by cash or card.

RETREIVE

- To retrieve open tickets, click retrieve button from the sales window**.**
- Select the ticket and continue the payment.
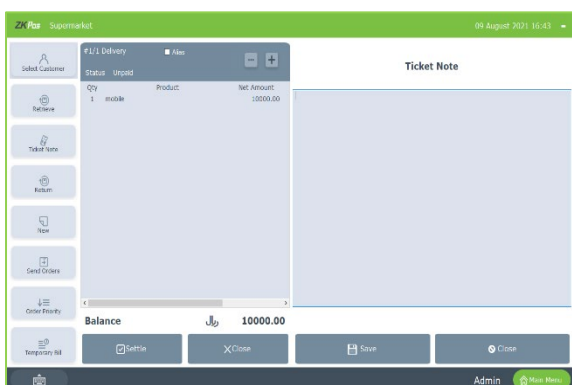
TICKET NOTE

- Enter the ticket note by clicking ticket note button**.**
- Type the note.
- Click save.
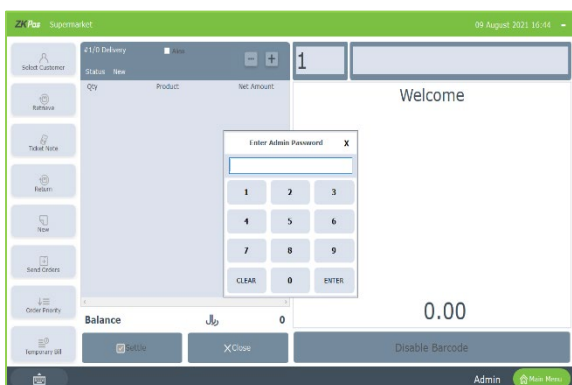
RETURN

- To return a product, click return button**.**
- Enter admin password**.**
- Enter invoice number you want to return.
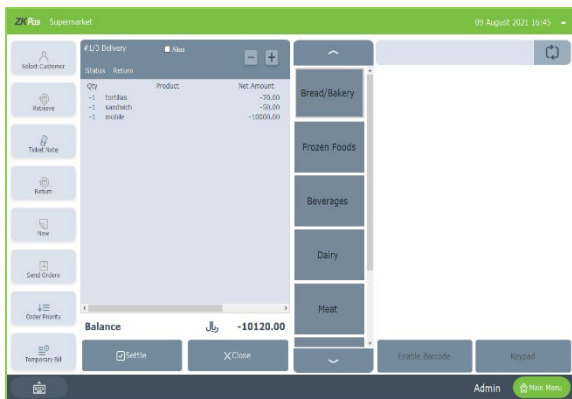
- Click yes to the confirmation message if you want to return all item otherwise click no.
- If you want to return all items continue for the settlement.
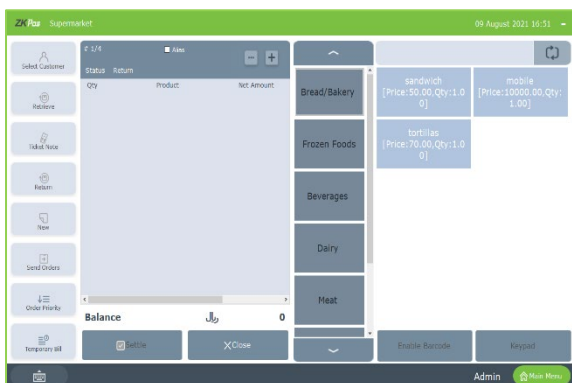
- If you click no for the confirmation message, select items from the right-side menu.
- While selecting items, select from the pop up shown either product only or sub products
- Click settle button for settlement.
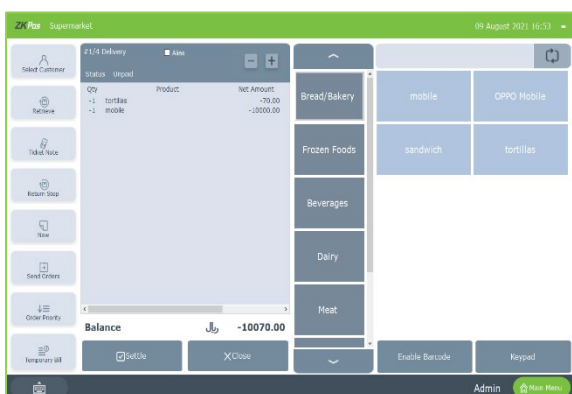
- Activate the option easy return from utility.
- You can return products without entering the invoice number after admin password.
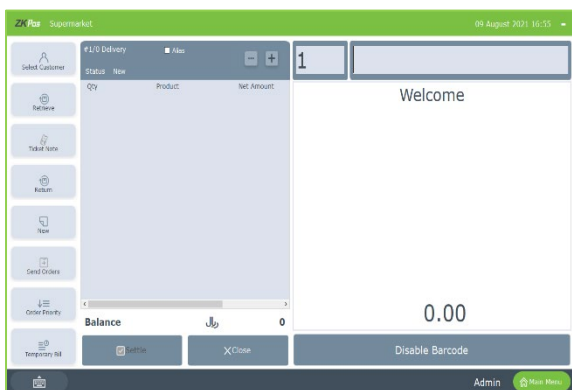
- Click send order option if you want to send the orders to kitchen.
- Select order priority by clicking order priority button.
- If you need a temporary bill, click temporary bill button.
- Click new button for a fresh invoice.
- You have an option to enable and disable the barcode
- If you disable the barcode, barcode products will not be shown in the grid.
- You can enter the quantity of products by using keyboard.
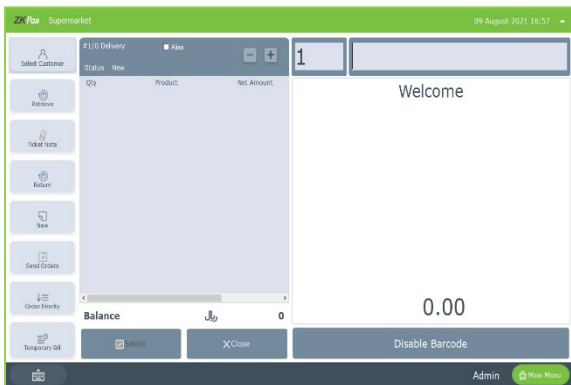
- If you enable the barcode, you have a field to enter the barcode at the top side of the screen.
- Enter quantity in a box left to it.
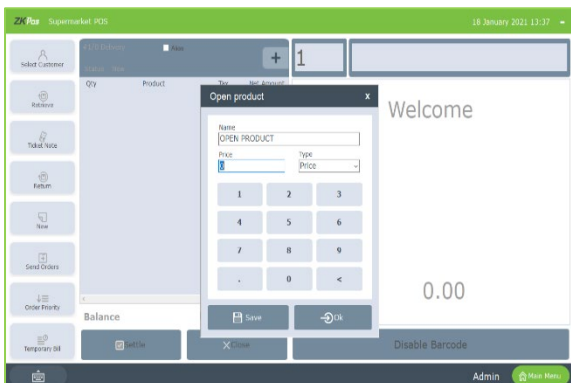
OPEN ITEM

- You can add open products which are not saved in this software**.**
- Click '+' button in sales window**.**
- Enter price and price type (whether price includes tax or not).
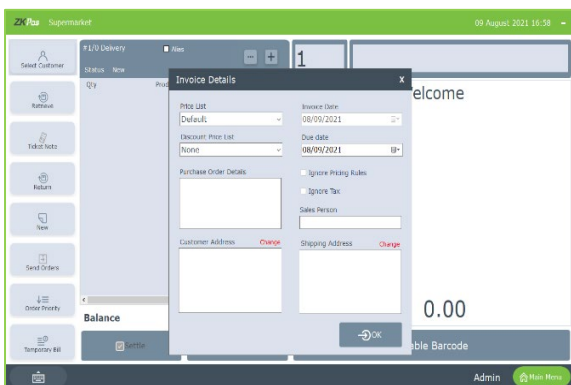
- click on invoice details button.
- You can select the price list and discount price list
- Edit invoice due date.
- You can select if you want to ignore pricing rules or tax
- Enter purchase order details.
- You can change customer address and shipping address.
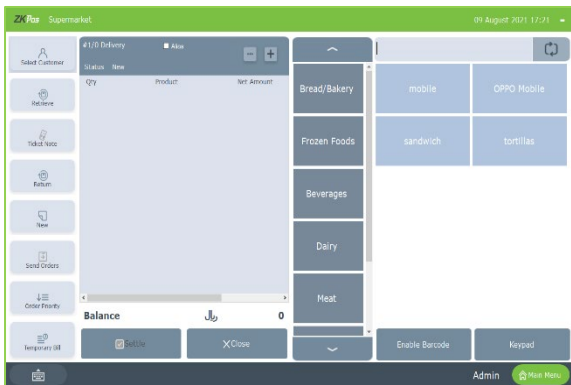
SETTLE

- To continue with the payment, click settle button after selecting the products**.**
- Otherwise click close, the ticket will go to open tickets.
- You can retrieve it and settle whenever you want.

- Settlement window shows the tax and amount details.
- You can give discount and round by selecting the amount using the keypad.
- Enter the amount for payment (half/full).
- Select the payment mode.
- Click print bill.
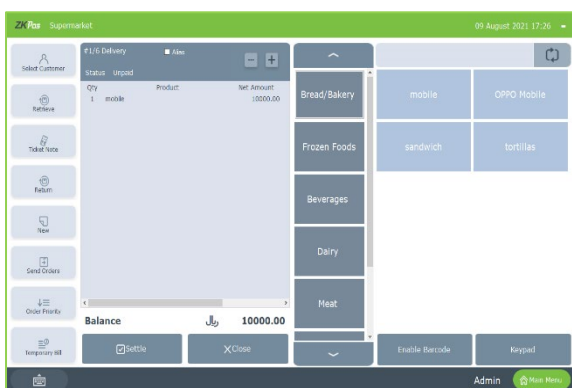
- To change the quantity or to cancel the selected product, click on the particular product
- The options will be shown in the left side
- You can change the quantity by clicking '+' or '- '.
- To cancel the product click cancel button.
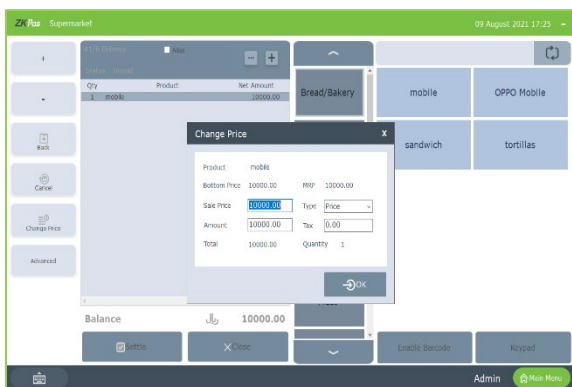
- If you enable the price edit option in utility, change price option is also shown there.
- Click on the button, change the price.
- Select the type, price or price + tax.
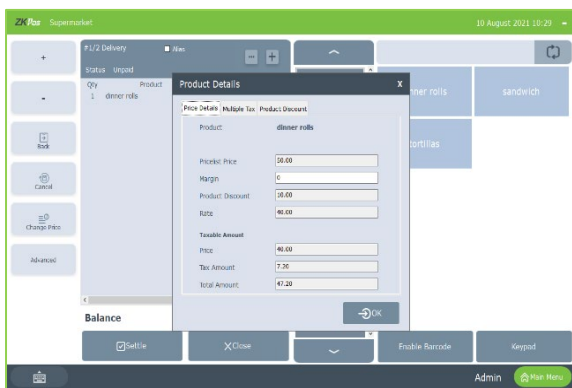
- In advanced option you can change the price details, tax and discount of the selected products.
- Click OK button.

- To enable the multicurrency payment, activate the feature in utility.
- Go to POS section, select the products and click settle.
- At the settlement page change the currency from the drop down against charged option.
- The values are according to the exchange rate saved in the software.
- Currency equivalent to INR will be shown there, while settling the invoice.
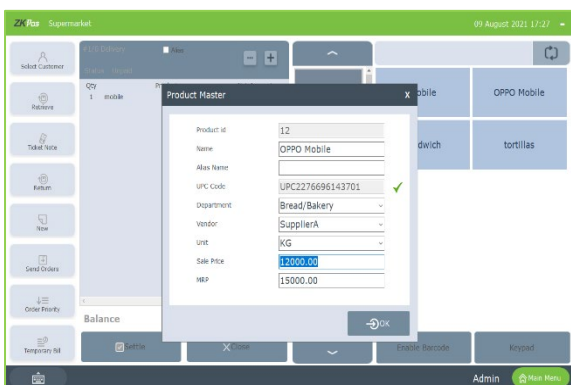
- If you enable edit product option in utility, you can edit the product details while selecting the product for sale.
- A pop up will be shown as in the figure.
- Change the details and click ok.
- You can edit the product only one time through this utility.

STEP 33 - ACCOUNTS

This Section Contains Summary of all the accounts managed in **ZKPOS SUPERMARKET** which is only visible to Admin. Total Debit and Total Credit for each account are displayed.
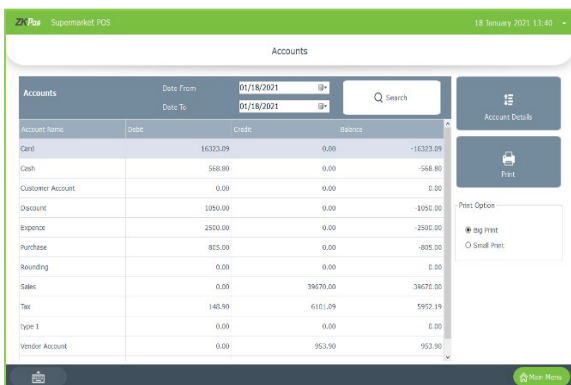
- Login as **ADMIN**.
- Click on **ACCOUNTS** menu.
- Select **FROM DATE** and **TO DATE** to view the accounts details between the selected dates.
- Click **SEARCH** button to get the results.
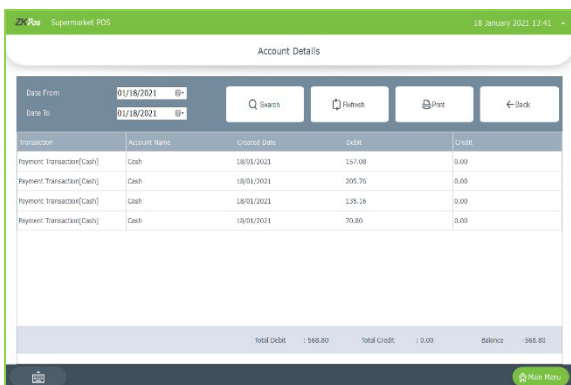
- To get the detailed report, click on **ACCOUNT DETAILS** button. You will get the expanded results. Here also you can select the date range to view the results.
- Print the result by clicking on **PRINT** button. Before printing choose big print/small print.
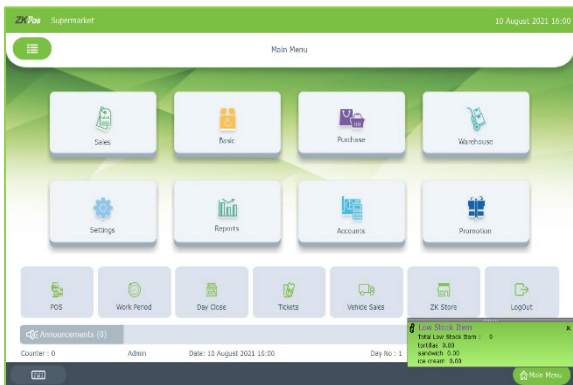
STEP 34 - REPORTS

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 MAIN MENU, you have to login as admin. Go to settings and click on reports. Let's learn them one by one.

SALES REPORTS

DAILY ITEM REPORT

This report shows the item report for current day. You get the report after day close
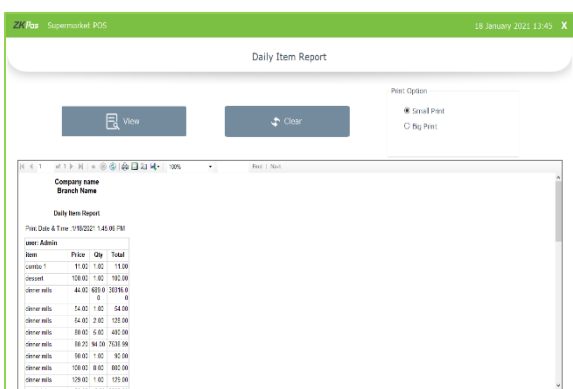
- Click on **DAILY ITEM REPORT.**
- To view the report, click **VIEW** button.
- Take the printout by the selecting the print type option to big print/small print. Then click **PRINT** button.
- You can export the report to excel or any other format using the export option.
- Clear the report by clicking **CLEAR** button.

DATE WISE REPORT

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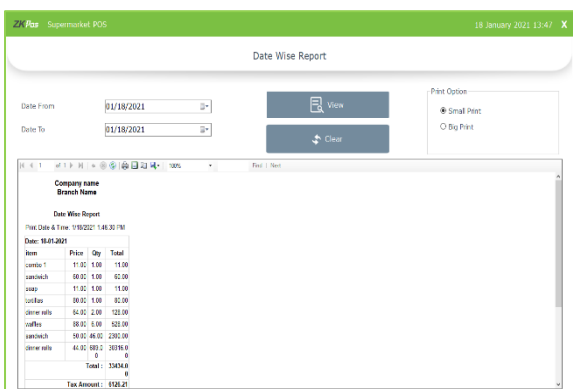
- Click on **DATE WISE REPORT**.
- Here you have an option to set the **FROM DATE** and **TO DATE**. Set a "from date" and "to date".
- Click **VIEW** button.
- You can view the report.
- Other features like print and export were also available. These features are common for all reports.
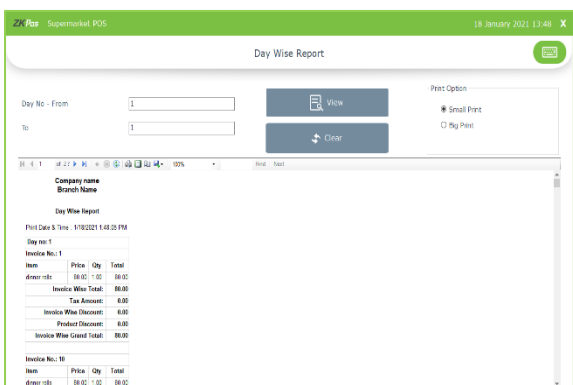
DAY WISE REPORT

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.
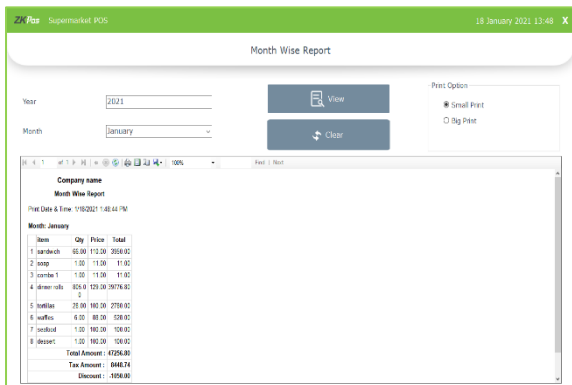
MONTH WISE REPORT

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.
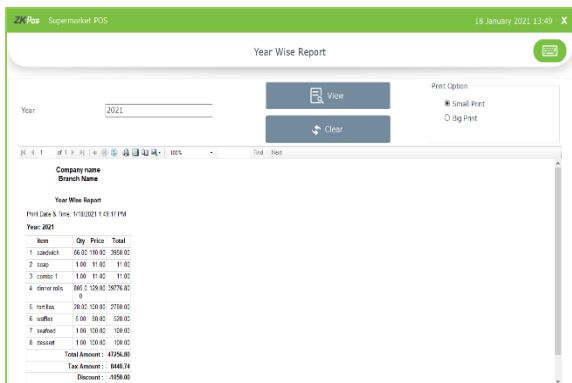
YEAR WISE REPORT

Provides the year wise sales report.

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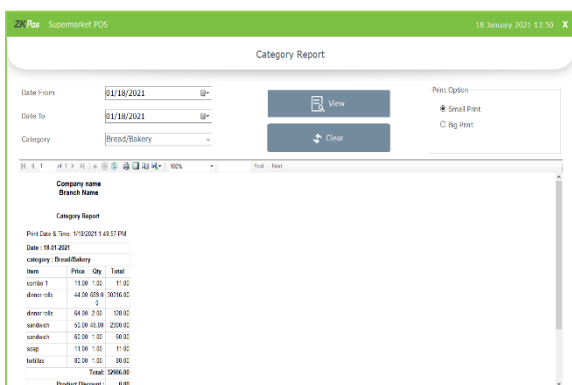
CATEGORY WISE REPORT

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.
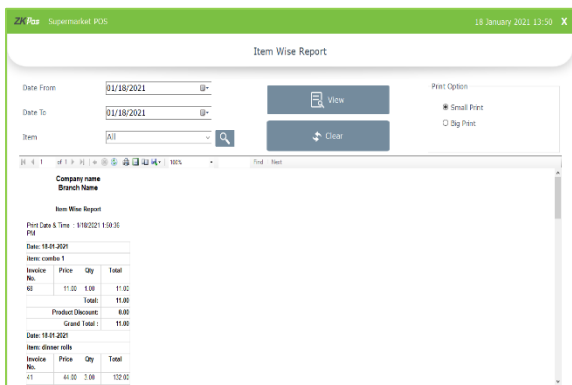
ITEM WISE REPORT

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.
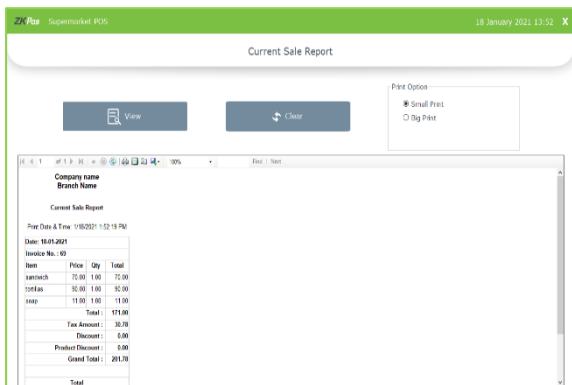
CURRENT SALE REPORT

It shows the report of last sale report. Current sale report will be shown the details after day close.

- Click **CURRENT SALE REPORT.**
- Click **VIEW** button.
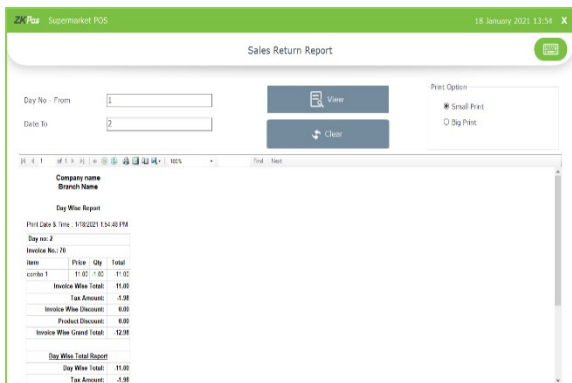
SALES RETURN REPORT

This report shows the sales return report.

- Click **SALES RETURN REPORT.**
- Enter Day No-From.
- Enter Day To.
- Click **VIEW** button.
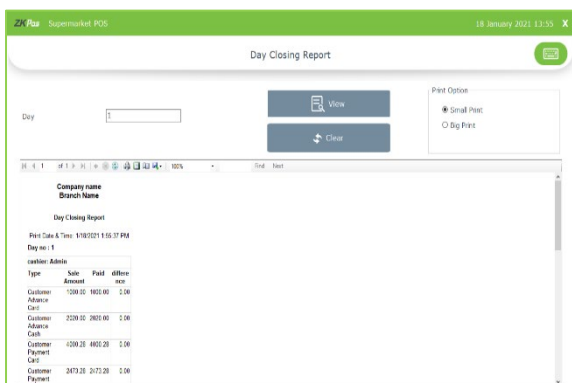
DAY CLOSING REPORT

This report shows the total sales done in a day.

- Click on **DAY CLOSING REPORT**.
- Enter the day number.
- Click **VIEW** button.
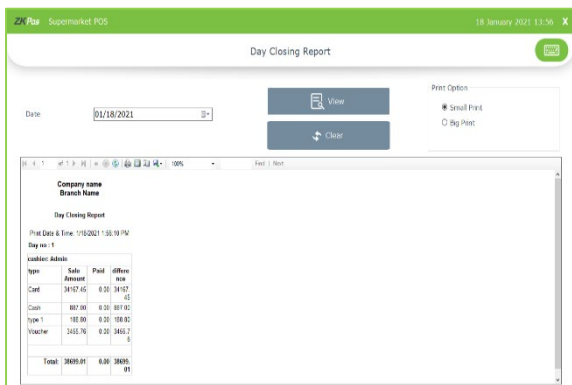
DAY CLOSING REPORT (DATE WISE)

- You get the date wise day closing report here.
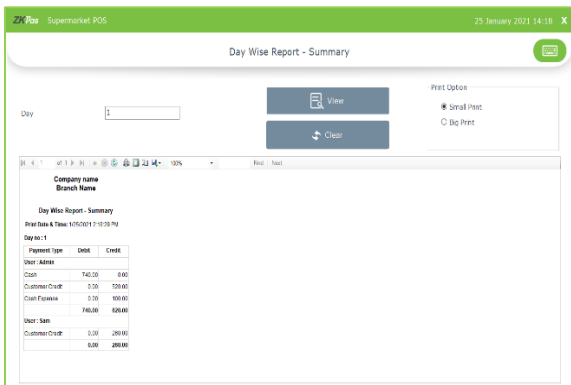
DAYWISE REPORT SUMMARY

- Day wise report you can see the whole summary of sale, receive, advance, expense and other related details.
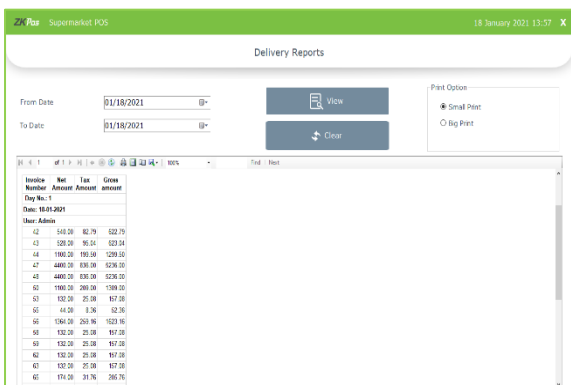
DELIVERY REPORT

This report shows total delivery.

- Click **DELIVERY REPORT.**
- Choose **FROM DATE** and **TO DATE**.
- Click **VIEW** button.
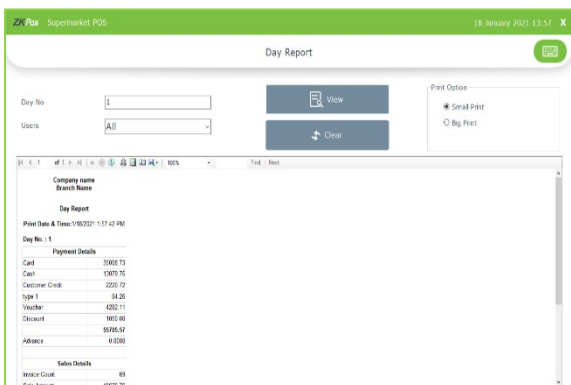
DAY REPORTS

- Click day reports to view day wise sales details.
- Select day number and user**.**
- Click view button.
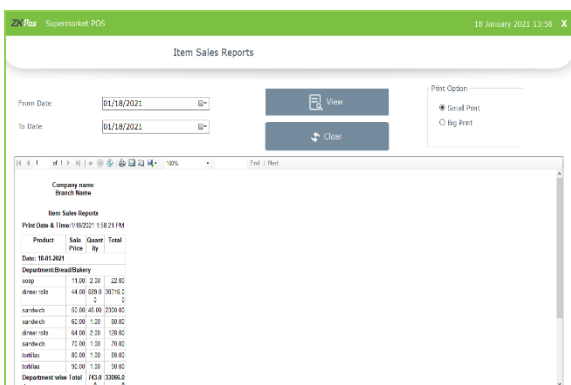
ITEM SALES REPORT

This report shows item sales report.

- Click **ITEM SALES REPORT.**
- Choose **FROM DATE** and **TO DATE.**
- Click **View** button.
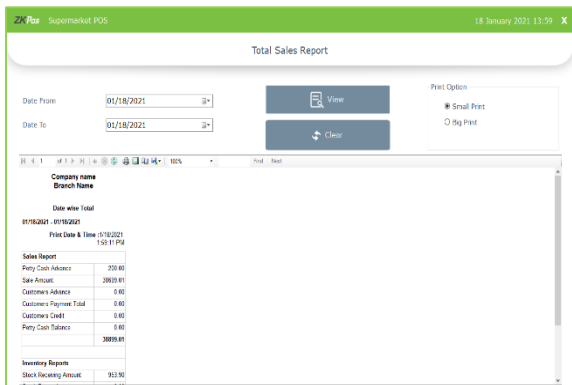
TOTAL SALES REPORT

This report shows total sales report details.

- Click **TOTAL SALES REPORT.**
- Choose **FROM DATE** and **TO DATE.**
- Click **View** button.
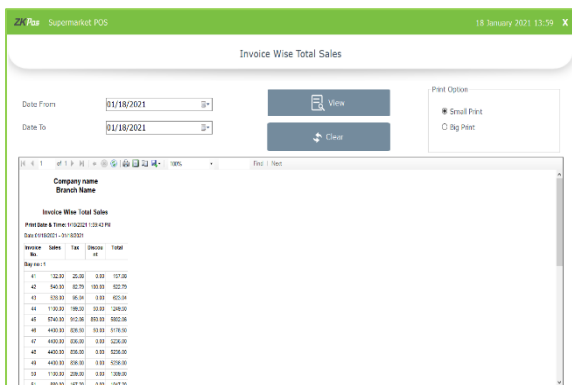
INVOICE WISE TOTAL REPORT

This report shows invoice wise total report.

- Click **INVOICE WISE TOTAL REPORT.**
- Choose **FROM DATE** and **TO DATE.**
- Click **VIEW** button.

INVENTORY REPORT
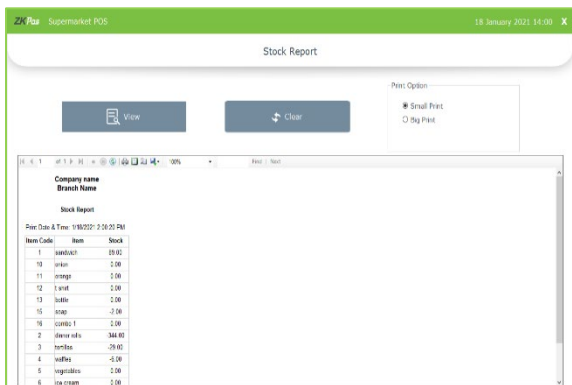
STOCK REPORT

You can view the stock report of each item here.

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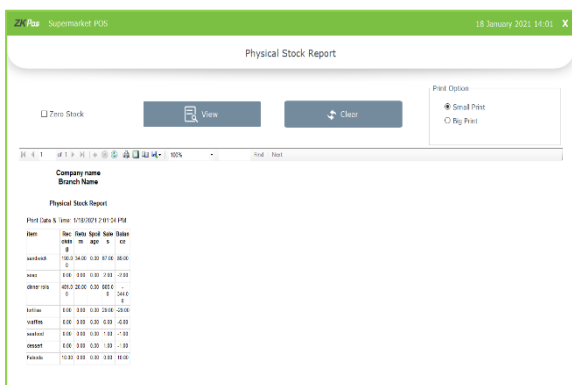
PHYSICAL STOCK REPORT

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

- Click on the **PHYSICAL STOCK REPORT** Select whether you want to see products with zero stock or not
- Click **VIEW** button.
- To clear the data, click **CLEAR** button.
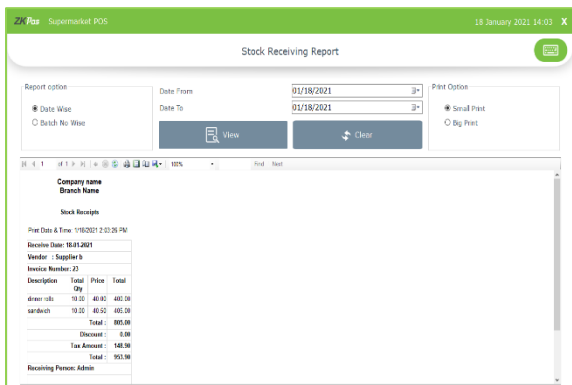
STOCK RECEIVING REPORT

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.
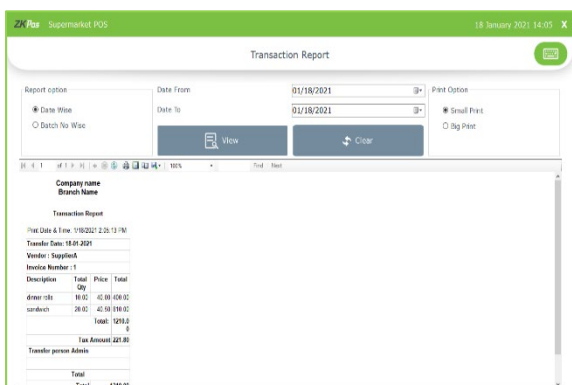
STOCK TRANSFER

If you have returned any stock to the vendor, those details will appear in this report.

- Click on the **STOCK TRANSFER REPORT**.
- 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.
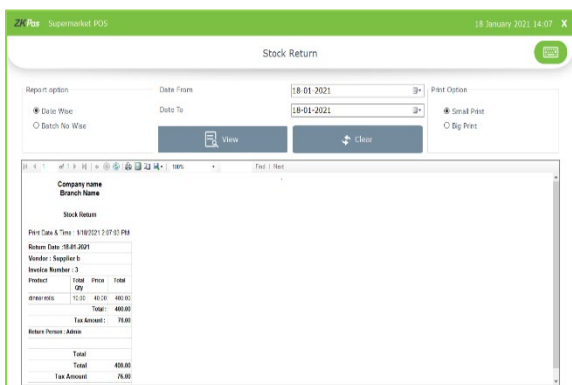
STOCK RETURN

This report shows the stock return report.

- Click **STOCK RETURN REPORT.**
- Click **VIEW** button.
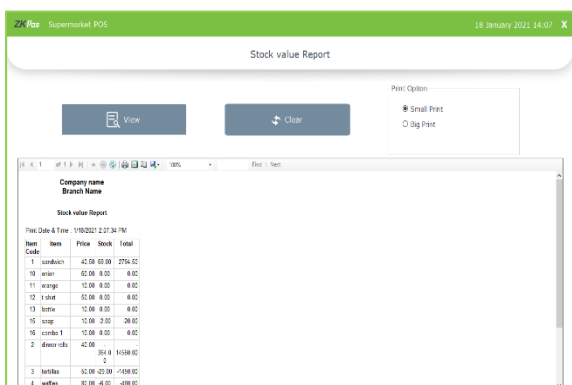
STOCK VALUE REPORT

This report shows the stock value details.

- Click **STOCK VALUE REPORT.**
- Click **VIEW** button.
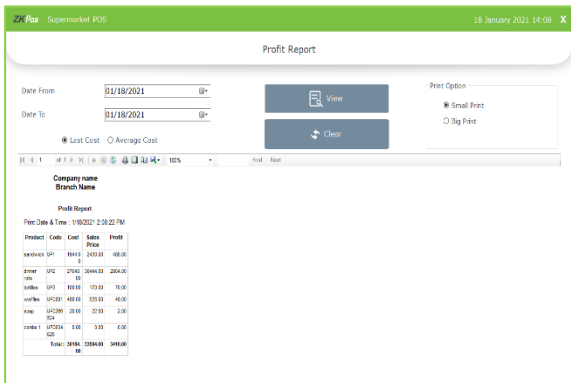
PROFIT REPORT

This report shows the profit details.

- Click **PROFIT REPORT.**
- Select **FROM DATE** and **TO DATE.**
- Select if you want the report based on last cost or average cost
- Click **VIEW** button.
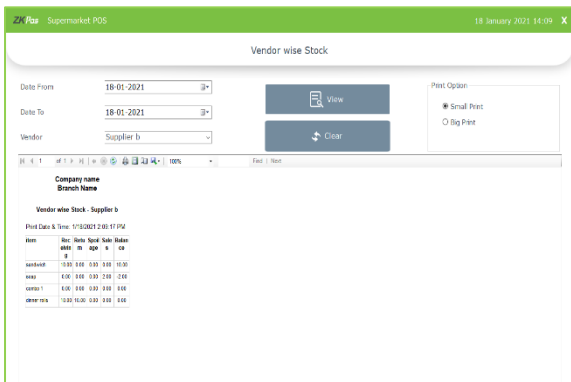
VENDOR WISE STOCK REPORT

This report shows the vender wise stock report.

- Click **VENDOR WISE STOCK REPORT.**
- Choose **DATE FROM** and **DATE TO**.
- Select **VENDOR**.
- Click **VIEW** button.
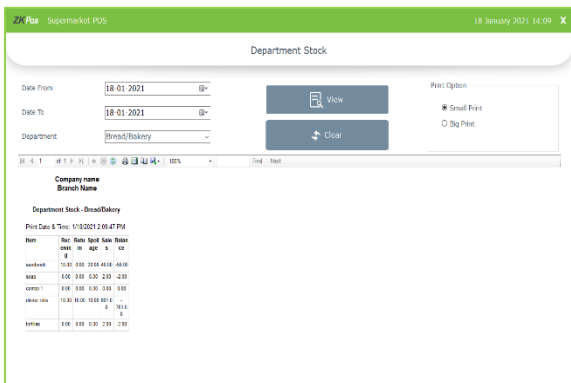
DEPARTMENT STOCK REPORT

This report shows the department stock report.

- Click **DEPARTMENT STOCK REPORT.**
- Choose **DATE FROM** and **DATE TO**.
- Select **DEPARTMENT**.
- Click **VIEW** button.
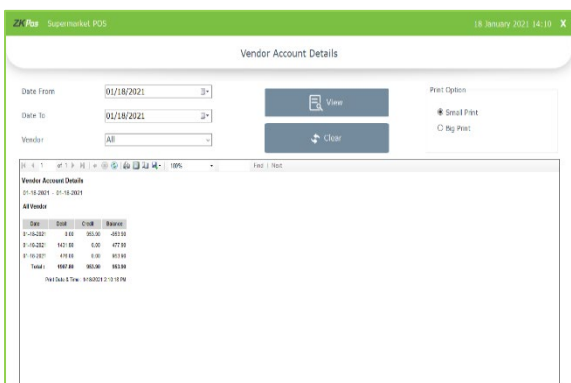
VENDOR ACCOUNTS REPORT

This report shows the vendor account details.

- Click **VENDOR ACCOUNT DETAILS.**
- Choose **DATE FROM** and **DATE TO**.
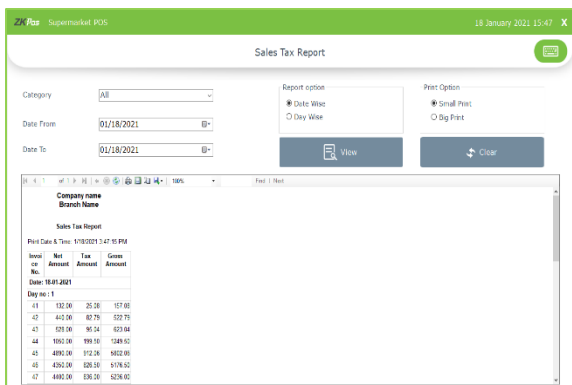- Select **CATEGORY**.
- Click **VIEW** button.
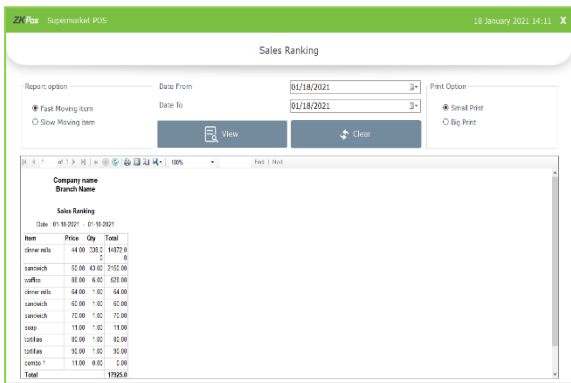
SALES RANKING REPORT

This shows the sales report on the basis of its ranking.

- Click on **SALES RANKING.**
- Choose **DATE FROM** and **DATE TO**.
- Click **VIEW** button.
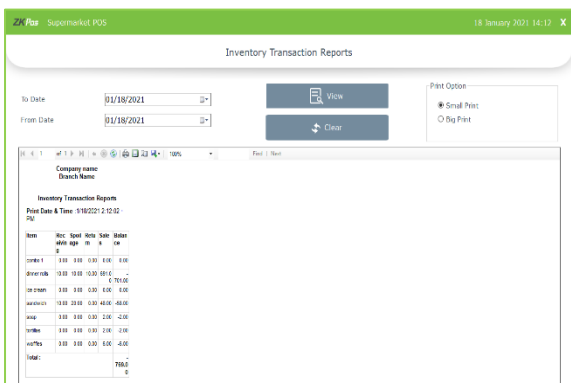
INVENTORY TRANSACTION REPORT

This shows the inventory transaction details.

- Click on **INVENTORY TRANSACTION.**
- Choose **DATE FROM** and **DATE TO**.
- Click **VIEW** button.
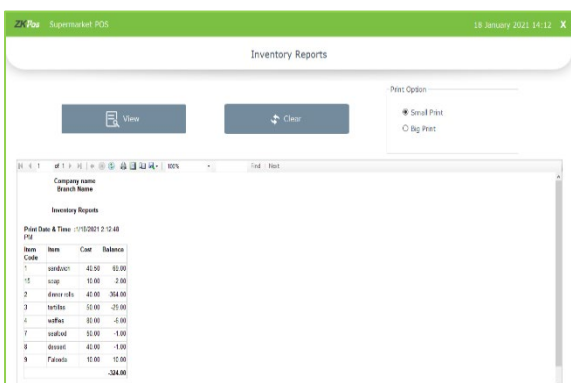
INVENTORY REPORT

This report shows the inventory details.

- Click on **INVENTORY REPORT.**
- Click **VIEW** button.
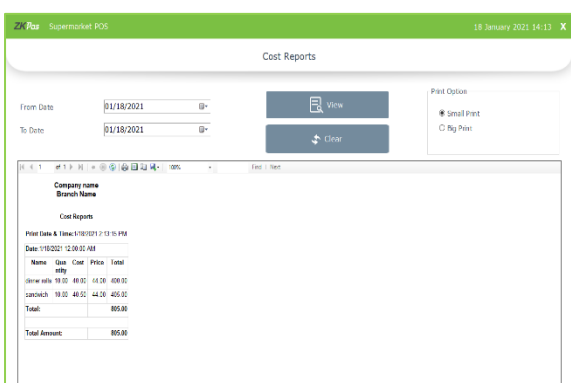
COST REPORT

This report shows the cost details.

- Click on **COST REPORT.**
- Choose **DATE FROM** and **DATE TO.** 3. Click **VIEW** button.
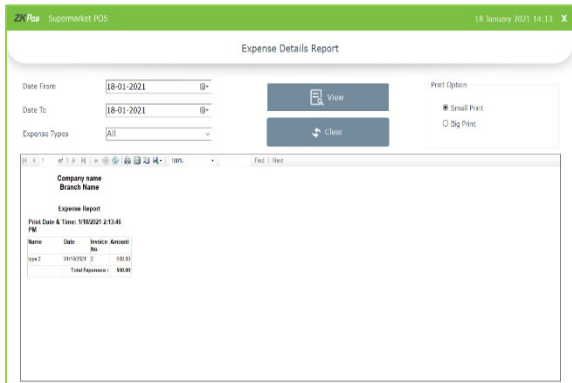
EXPENSE REPORT

This report shows the expense details.

- Click on **EXPENSE REPORT.**
- Choose **DATE FROM** and **DATE TO.**
- Select **EXPENSE TYPE.**
- Click **VIEW** button.

CUSTOMER REPORT
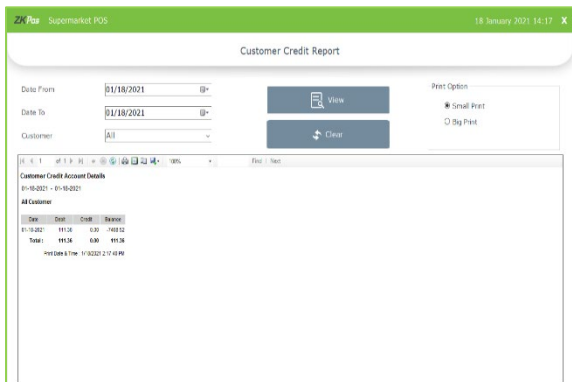
CUSTOMER CREDIT

This report shows the customer credit details.

- Click on **CUSTOMER CREDIT REPORT.**
- Choose **DATE FROM** and **DATE TO.**
- Select **CUSTOMER.**
- Click **VIEW** button.
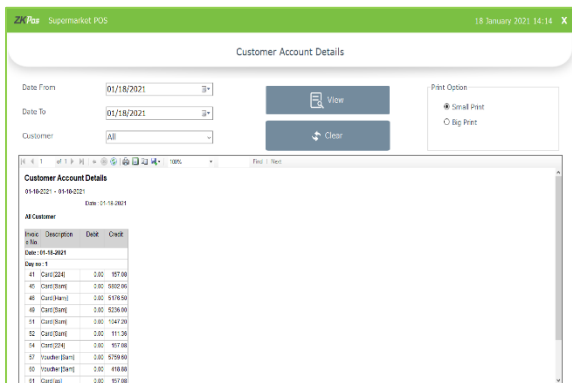
CUSTOMER ACCOUNTS REPORT

This report shows the customer account details.

- Click on **CUSTOMER ACCOUNT.**
- Choose **DATE FROM** and **DATE TO.**
- Select **CUSTOMER.**
- Click **VIEW** button.
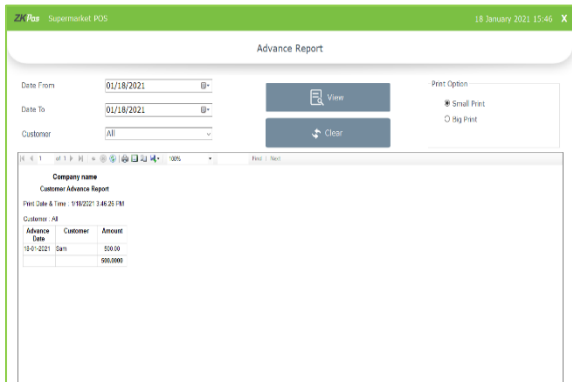
CUSTOMER ADVANCE REPORT

This report shows the customer advance reports.

- Click on **CUSTOMER ADVANCE REPORT.**
- Choose **DATE FROM** and **DATE TO.**
- Select **CUSTOMER.**
- Click **VIEW** button.

TAX REPORT

SALES TAX REPORT

This report shows the sales tax details.

- Click on **SALES TAX REPORT.**
- Choose **DATE FROM** and **DATE TO.**
- Select **CATEGORY.**
- Click **VIEW** button.
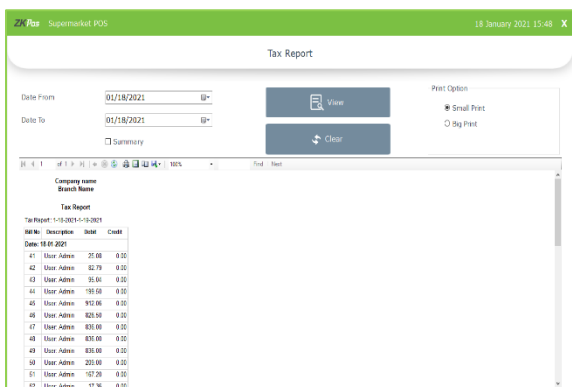
TAX REPORT

This report shows the tax details.
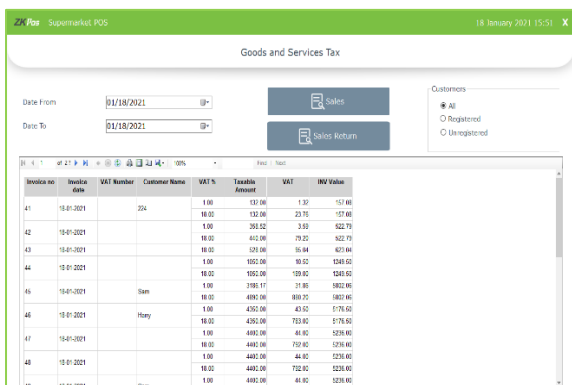
- Click on **TAX REPORT.**
- Choose **DATE FROM** and **DATE TO.**
- Click summary if you want to summarize the tax details
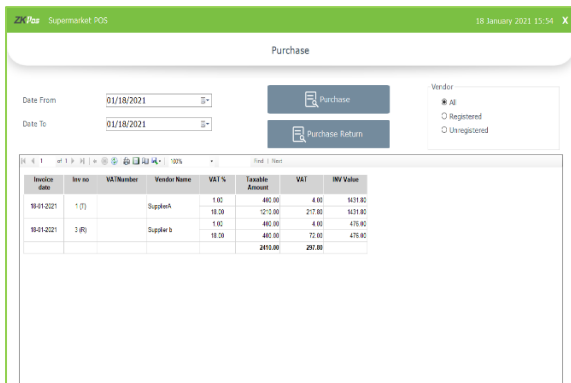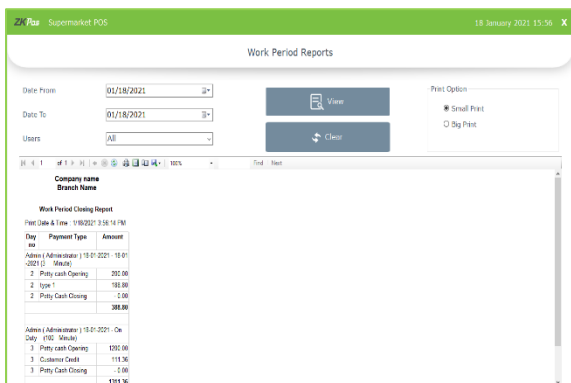- Click **VIEW** button.
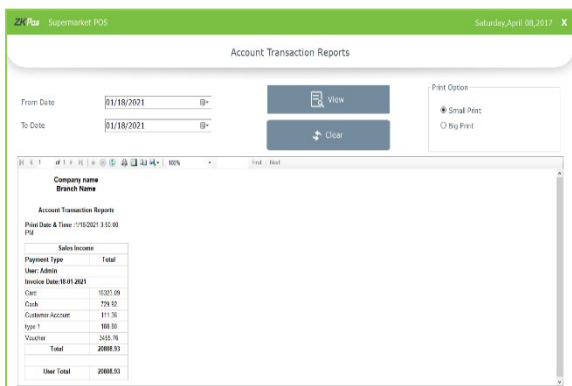
ACCOUNT TRANSACTION REPORT

This report shows the account transaction details.

- Click on **ACCOUNT TRANSACTION.**
- Choose **DATE FROM** and **DATE TO.**
- Click **VIEW** button.

SALES GST REPORT

- Select the date range.
- You can see both sales and sales return report.

PURCHASE GST REPORT

- Select the date range.
- You can see both sales and sales return report.

OTHER REPORT

WORK PERIOD REPORT
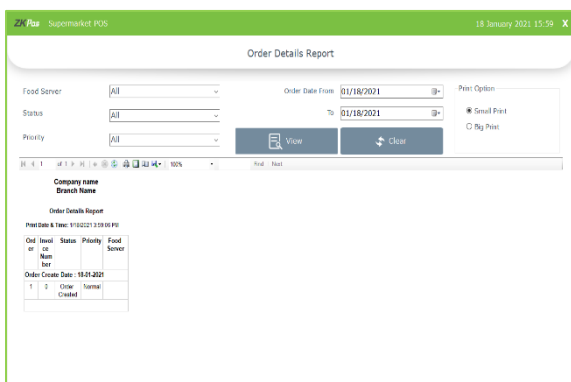
This report shows the work period details.

- Click on **WORK PERIOD REPORT.**
- Choose **DATE FROM** and **DATE TO.**
- Select **USERS.**
- Click **VIEW** button**.**
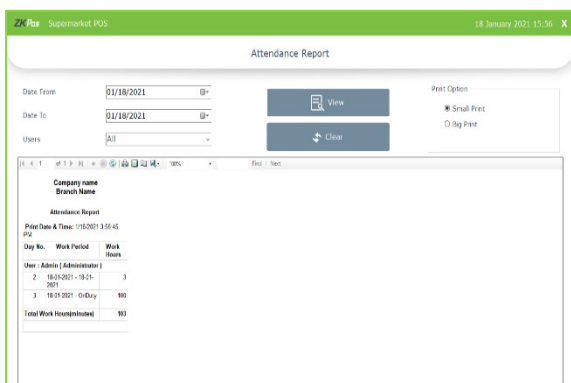
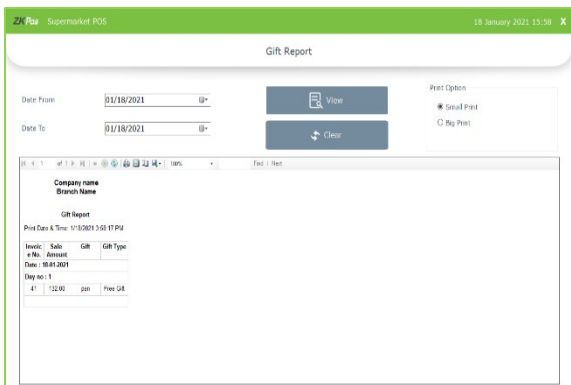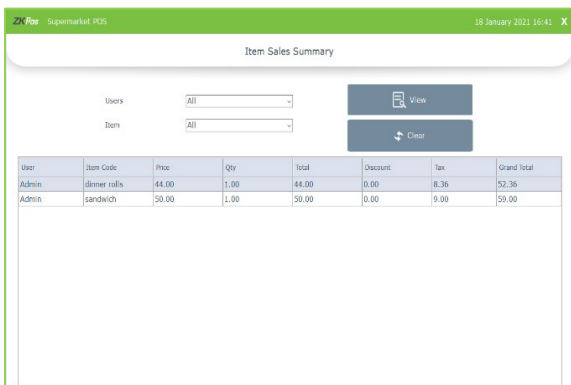### ATTENDENCE REPORT

This report shows the work period details.

- Click on **ATTENDENCE REPORT.**
- Choose **DATE FROM** and **DATE TO.**
- Select **USERS.**
- Click **VIEW** button**.**

ORDER DETAILS REPORT

This report shows the order details.

- Click on **ORDER DETAILS REPORT.**
- Choose **Food Server, Status, Priority, Order date From and To.**
- Click **VIEW** button.

GIFT REPORT
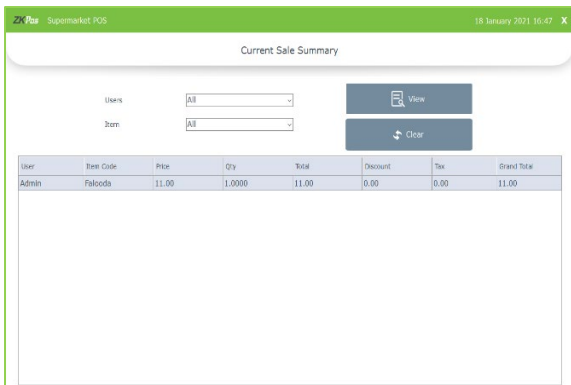
This report shows the guest details.

- Click on **GIFT REPORT.**
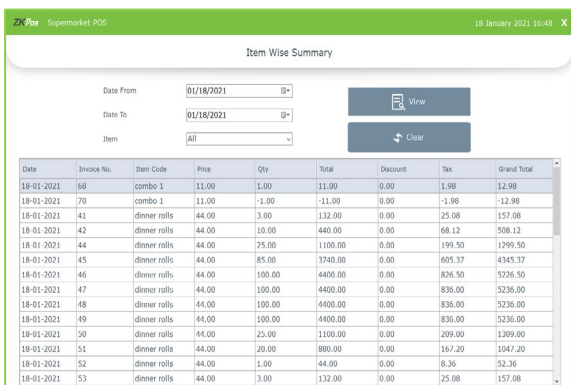- Choose **DATE FROM** and **DATE TO.**
- Click **VIEW** button**.**

SUMMARY

ITEM SALES SUMMARY

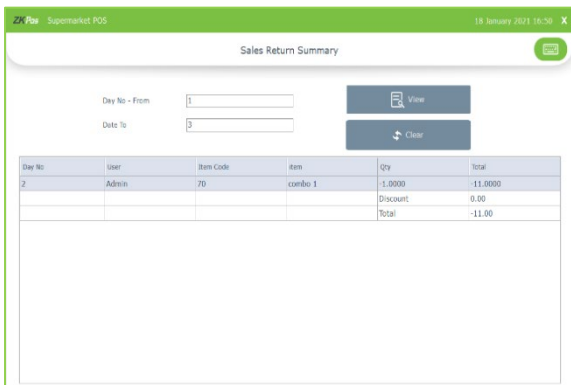- Select users and items.
- Click view button.

User	Item Code	Price	Qty	Total	Discount	Tax	Grand Total
Admin	dinner rolls	44.00	1.00	44.00	0.00	8.36	52.36
Admin	sandwich	50.00	1.00	50.00	0.00	9.00	59.00

CURRENT SALE SUMMARY

- Select users and items.
- Click view button.

User	Item Code	Price	Qty	Total	Discount	Tax	Grand Total
Admin	Falooda	11.00	1.0000	11.00	0.00	0.00	11.00

ITEM SALE SUMMARY

- Select date range and items
- Click view button

Date	Invoice No.	Item Code	Price	Qty	Total	Discount	Tax	Grand Total
18-01-2021	68	combo 1	11.00	1.00	11.00	0.00	1.98	12.98
18-01-2021	70	combo 1	11.00	-1.00	-11.00	0.00	-1.98	-12.98
18-01-2021	41	dinner rolls	44.00	3.00	132.00	0.00	25.08	157.08
18-01-2021	42	dinner rolls	44.00	10.00	440.00	0.00	68.12	508.12
18-01-2021	44	dinner rolls	44.00	25.00	1100.00	0.00	199.50	1299.50
18-01-2021	45	dinner rolls	44.00	85.00	3740.00	0.00	605.37	4345.37
18-01-2021	46	dinner rolls	44.00	100.00	4400.00	0.00	826.50	5226.50
18-01-2021	47	dinner rolls	44.00	100.00	4400.00	0.00	836.00	5236.00
18-01-2021	48	dinner rolls	44.00	100.00	4400.00	0.00	836.00	5236.00
18-01-2021	49	dinner rolls	44.00	100.00	4400.00	0.00	836.00	5236.00
18-01-2021	50	dinner rolls	44.00	25.00	1100.00	0.00	209.00	1309.00
18-01-2021	51	dinner rolls	44.00	20.00	880.00	0.00	167.20	1047.20
18-01-2021	52	dinner rolls	44.00	1.00	44.00	0.00	8.36	52.36
18-01-2021	53	dinner rolls	44.00	3.00	132.00	0.00	25.08	157.08

SALES RETURN SUMMARY

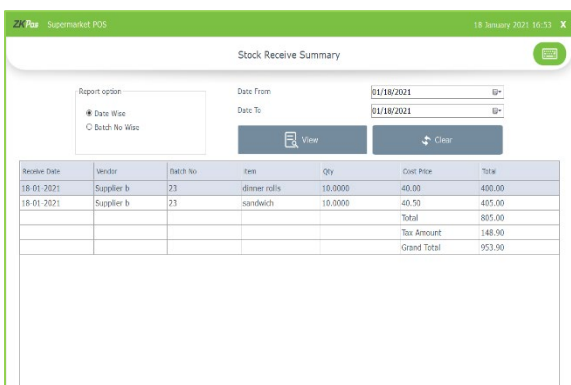- Select day number.
- Click view button.
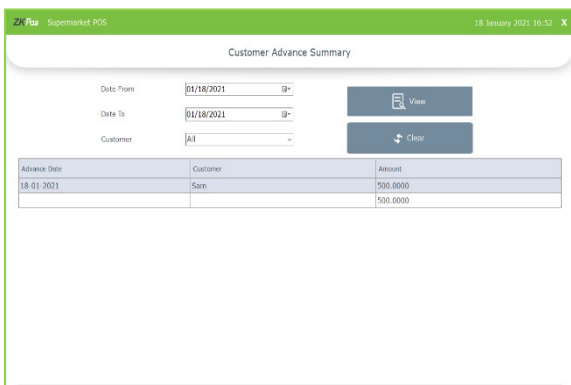
CUSTOMER ADVANCE SUMMARY

- In customer advance summary, you can see the advance details by a customer.
- Select the date range and customer.
- Click on view button.
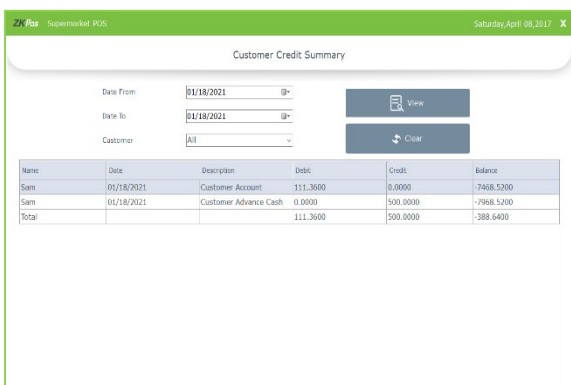
CUSTOMER CREDIT SUMMARY

- Customer credit summary shows the details of credit of that customer, advance details and balance amount.

STOCK RECEIVE SUMMARY

- Stock receive summary contains the details of received stock.
- You can search the details by date wise and batch number wise.
- Enter the date range and click view.

TRANSACTION SUMMARY

- Transfer details of products are shown in this window

STOCK RETURN SUMMARY

- Stock return details are shown here.

ITEM STOCK SUMMARY

- The item stock details- receiving, transfer, return and sales shown in this summary report.
- Select from and to date.
- Enter the item.
- Click view button.

DEPARTMENT STOCK SUMMARY

- The entire stock details- receiving, transfer, return and sales shown in this summary report.
- Select from and to date.
- Select department.
- Click view button.

STEP 35 - 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. 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. Admin starts his work period automatically on logging in other users should start their work period manually. Below picture shows the **MAIN MENU** in **ZKPOS SUPERMARKET**, logged in by **ADMIN**.
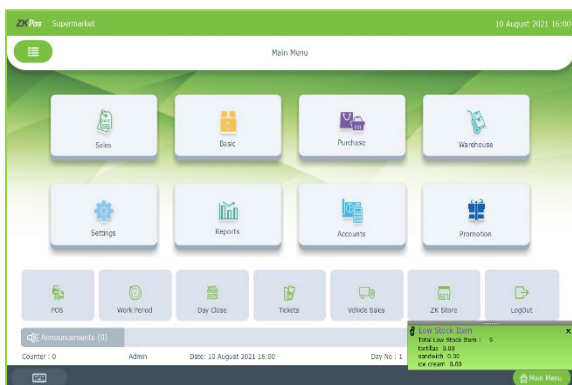
- This is the **MAIN MENU.**
- **LOGIN** using your **User ID** and **Password**.

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**.
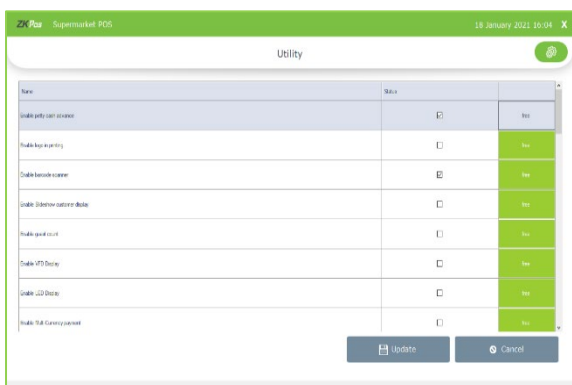
- For that, login as **ADMIN**.
- Go to **SETTINGS**.
- Enable **PETTY CASH ADVANCE** in the **UTILITY** Update it.
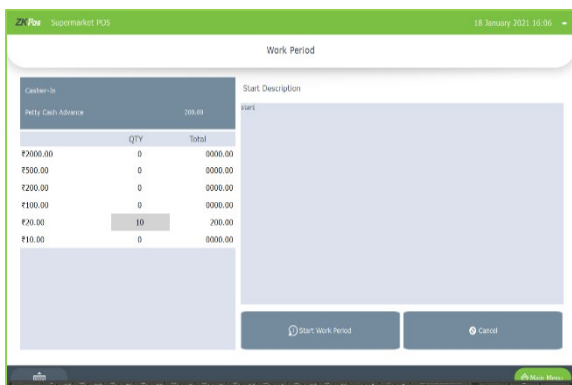
- Now logout and login as **CASHIER**.
- Click on **WORK PERIOD** button.
- To start working click on **START WORK PERIOD**.
- This time you have to provide the petty cash advance before start working. The petty cash details are based on the currency denomination you enter before. Then start **WORK PERIOD**.
- Actually, work period automatically starts when you login to the software as admin for the first time and until you enable the petty cash. Once you activate petty cash advance, you have to start the work period manually.
- Now he can process bill or view reports and so on.
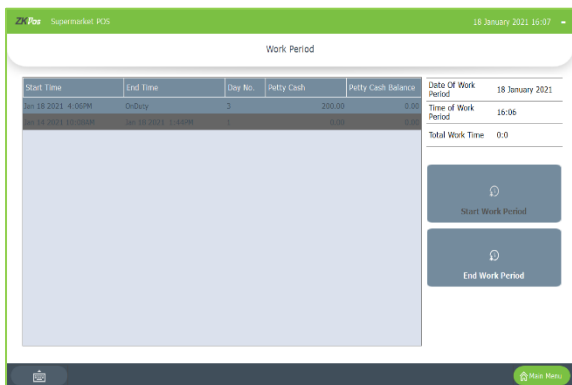
- Now to End work period, Go to **MAIN MENU**.
- Click on **WORK PERIOD**, in the right side of the window you can see an **END WORK PERIOD** button. Click on it.
- Specify the **BALANCE PETTY CASH** in the field provided.
- Specify the reason to end work period and then click **END WORK PERIOD** button.
- Click **OK.**
- You can view this report from **WORK PERIOD REPORT**.

STEP 36 - POS MODULE

You can do billing, receive orders, handle deliveries etc. using this section. In **ZKPOS SUPERMARKET** you have choice to enable wholesale and retail **UI** or **MODULE** in the utility. This for your convenience.
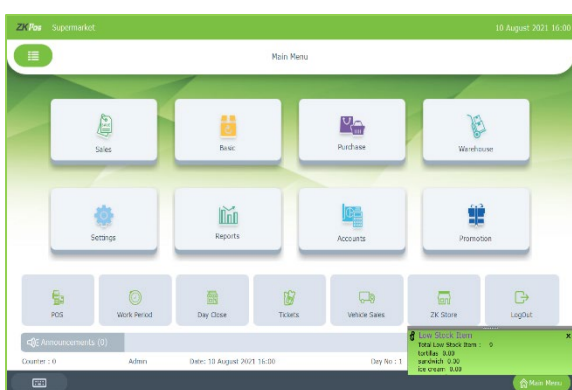
- Now let's learn more about **POS** section.
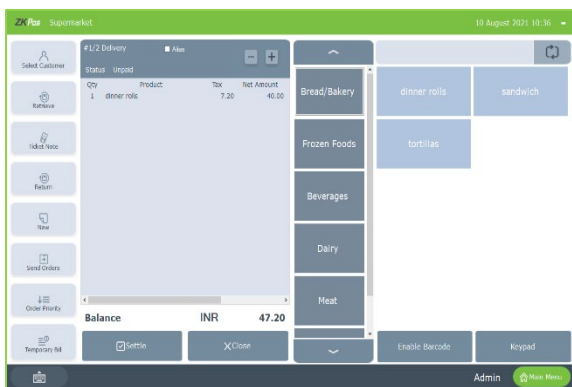
- Login as **ADMIN/CASHIER**.
- From the **MAIN MENU**, click on **POS**. If you enabled wholesale or retail module in the utility application then you will get the interface.

- To enable the retail or wholesale type, run the supermarket utility (icon from desktop) with admin privilege.
- Click on language option.
- Select the software type.
- Click update.
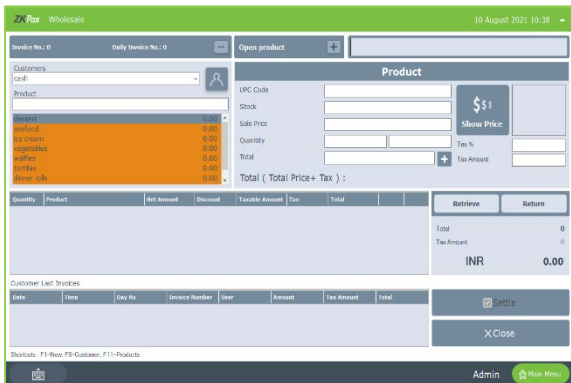
- Retail pos sales window is same as the supermarket itself.
- Figure shows the wholesale POS sales window.
- Select the product and click enter.
- Select the quantity and again click enter and continue with settle button.

STEP 37 - 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. You can see **DAY CLOSE** button in **MAIN MENU**. But this is available only for admin. Other users cannot use this.
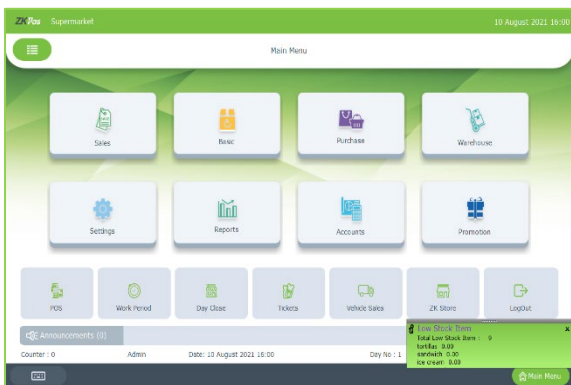
- From the main menu click on **DAY CLOSE**.
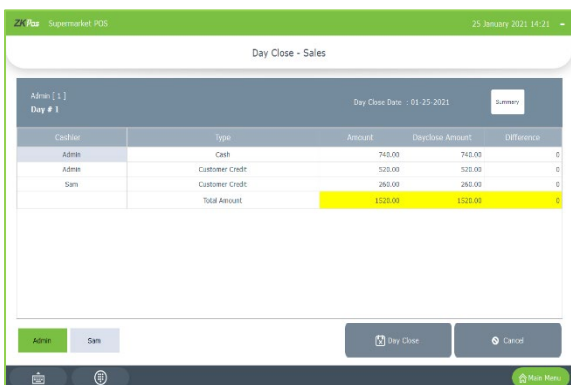
- As you see, there are transactions and are done by admin.
- The whole sales details will be shown here.
- You can take day wise summary from day close interface.
- For that click summary button.
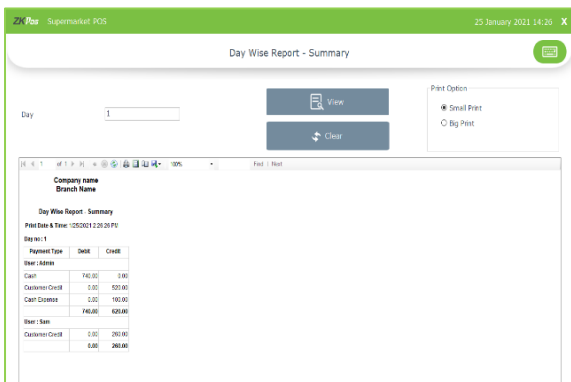
- You can see the whole transactions of that particular day here.
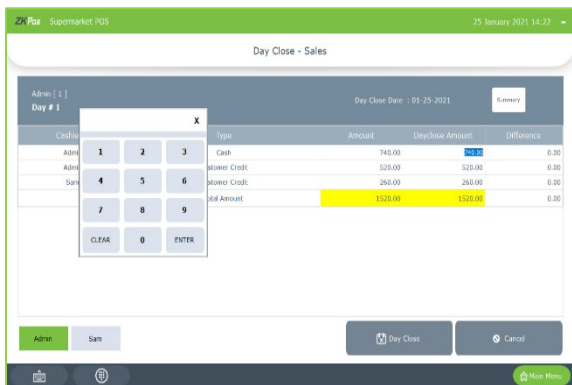
- Enter the amount by clicking received amount field**.**
- Click day close**.**
- Click yes to the confirmation message.
- To close the day, click on DAY CLOSE button
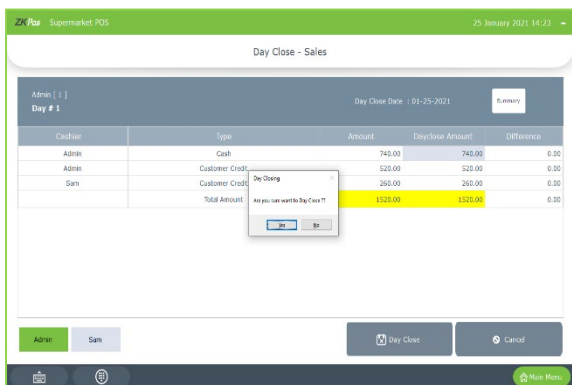
- Click **YES** in the dialog box that appears.
- If you do not close the work period, close it by enter yes to the pop up
- If there is any unprocessed bill another popup will show up and you need to confirm it too by clicking **CONTINUE.**
- To complete the process, you need to enter the **ADMIN PASSWORD**.

Now day close is updated successfully. You can take print by selecting big or small print. If you want see the day close report, go to **MAIN MENU**, from the report options choose **DAY CLOSE REPORT.**

STEP 38 - TICKETS

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**.
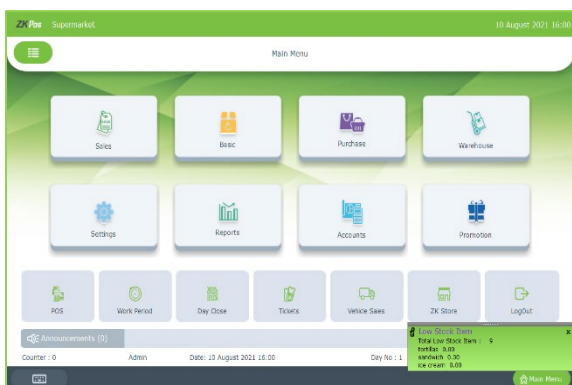
- Go to **MAIN MENU**.
- Click on **TICKETS** from the dropdown.
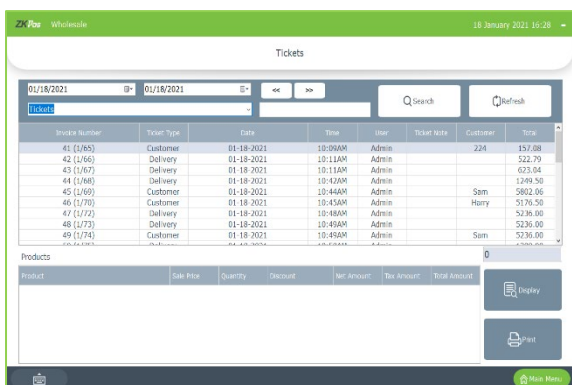
- Select the **FROM** date and **TO** date.
- You can select the **TICKET** TYPE from the dropdown.
- Now all invoices between the selected dates will be displayed.
- You can see the **INVOICE NUMBER**, **TICKET TYPE**, **DATE**, **TIME**, **USER**, **TOTAL AMOUNT** etc.
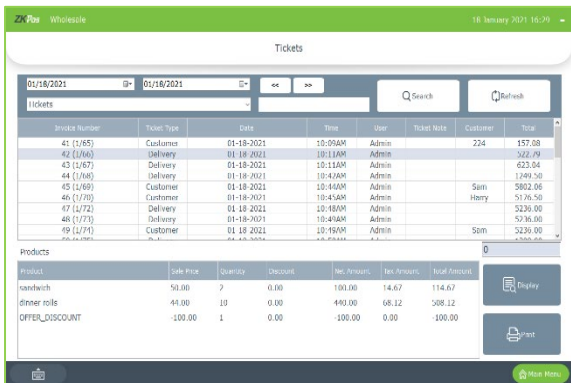
- If you click on any of the ticket available in the list, you can see the products associated with that invoice.
- There is an option to **PRINT** the ticket details.
- If you know the invoice number, you can search it by using the **SEARCH** button.
- On clicking the **DISPLAY** button, you will be redirected to the Product Page where you can settle the bill if not settled yet.
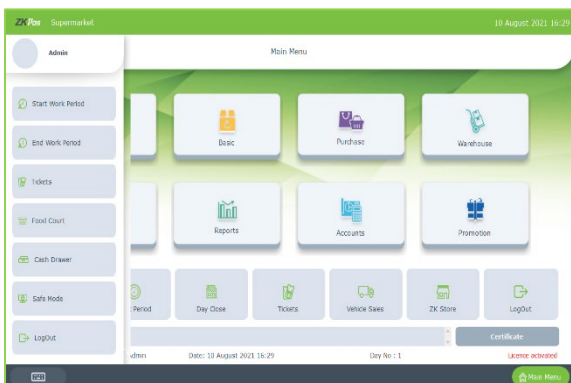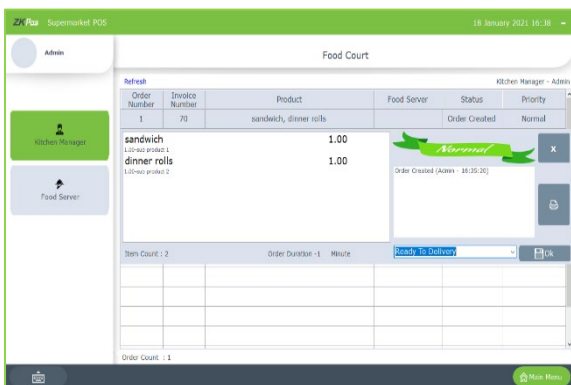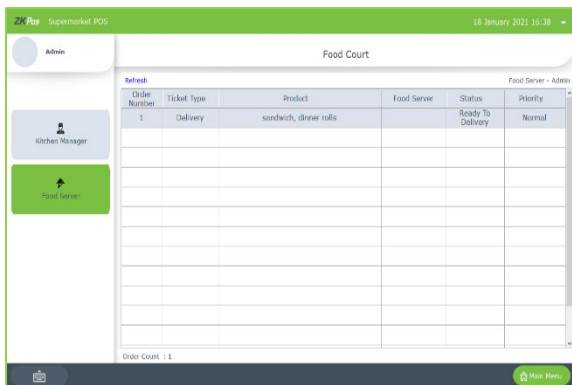
STEP 39 - FOOD COURT

- Go to **MAIN MENU**.
- Click on **FOOD COURT** from the dropdown.
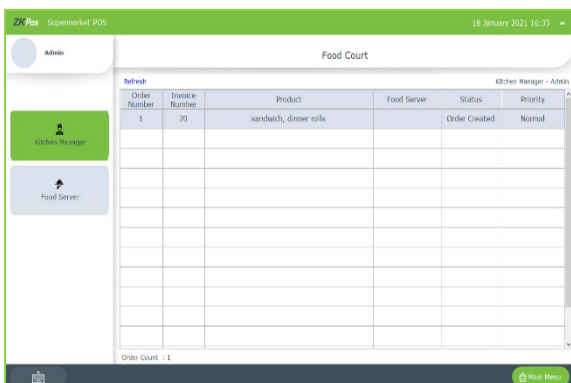
- Select the type as **Kitchen Manager/Food Server.**
- Select kitchen manager**.**
- The send orders through the pos window can see in this window
- Select the order you want to serve.

- Select the status of order from drop down**.**
- Select ready for delivery**.**
- Click food server option**.**

- Click on the delivery details.
- Select delivered from drop down.
- Click ok.

STEP 40 - VEHICLE SALES

For the proper working of ZKPOS Android Van sales application, you have to create van device and transfer the assigned products. Let us see how we can do this.
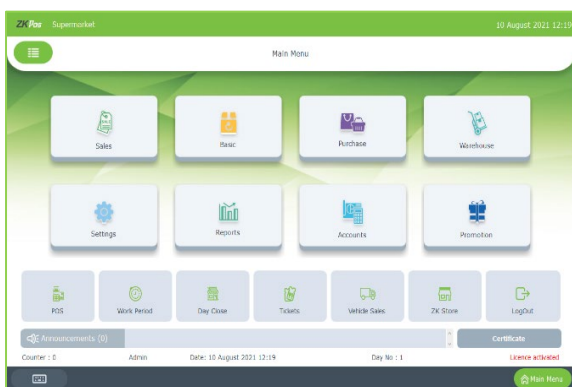
- Login to the ZKPOS Retail Software
- Click on Van sales option from Main menu
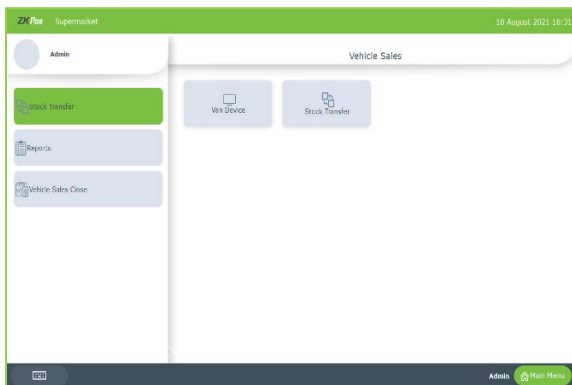
STOCK TRANSFER

In stock transfer tab we have two options Van device and stock transfer

- Click van device option to add van devices to this software.
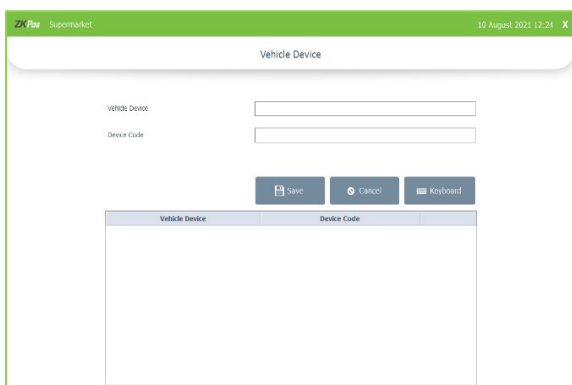
Van Device

- Enter van device name and device code
- Click Save button
- You can select the saved devices while configuring ZKPOS Van sales Android Application
- For deleting a particular Van device click on delete icon against each device.
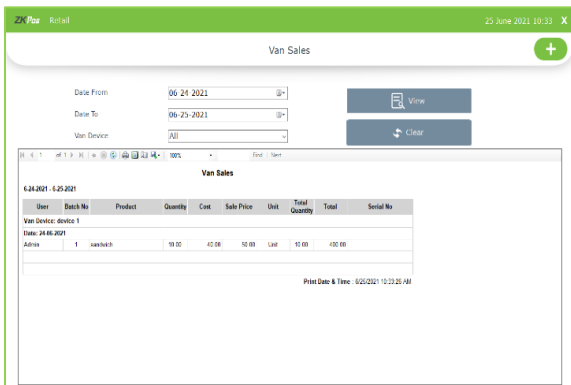
Stock Transfer

You can transfer the products from ZKPOS Retail software to van sales application.

- Click on Stock Transfer button.
- Select from date and to date.
- Select Van device from drop down.
- Click view button.
- You can see the transfer details here.
- To add a new transfer, click on + button.
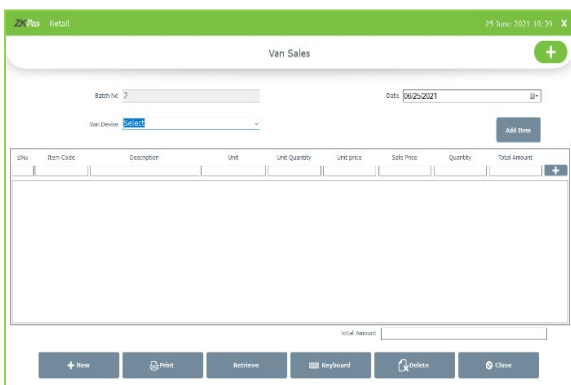
- Select the van device from the drop down and the date.
- To add an item, click on Add item button.
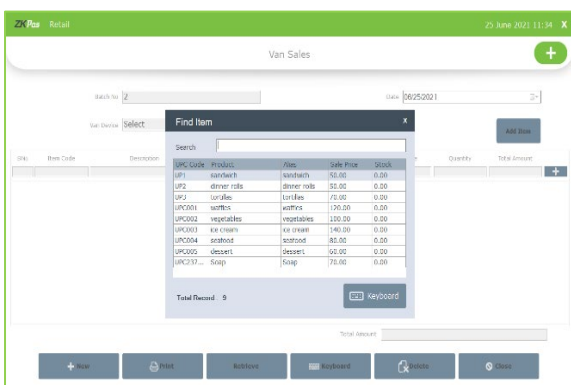
- Select the product from the box.
- Enter the quantity.
- Click + button.
- Now to download the details to van sale app click on download products from Sync option.
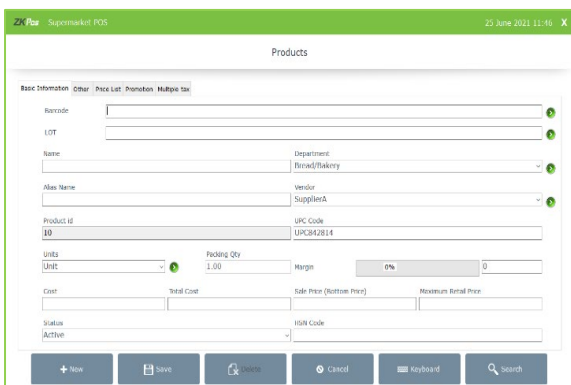
Stock Transfer of Products with Serial number

- To create products with serial number, go to Settings > Products > Product list.
- Enter the barcode and LOT number if any.
- Fill all other details accordingly.
- To add serial number option, click on another tab.
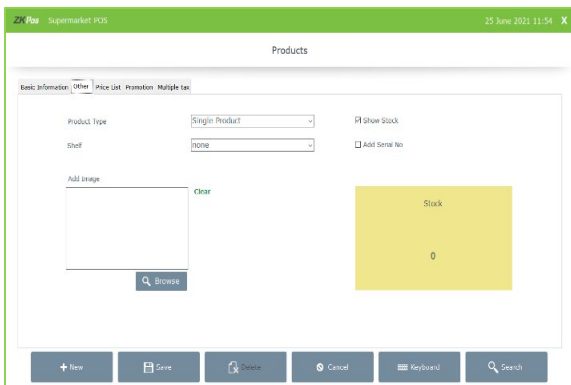
- If the product has serial number, click on the check box near Add serial number option.
- Save the product after adding other details.
- Before transferring products with serial number, you have to receive the products to the software.
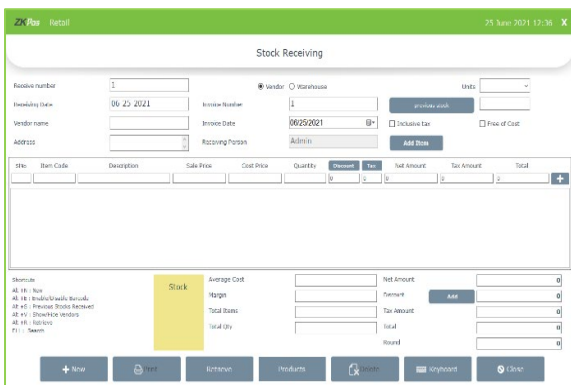
- Go to Settings > Inventory > Stock Receiving.
- Enter the details according.
- After adding the quantity, click + button.
- You can see a pop up to add the serial numbers.
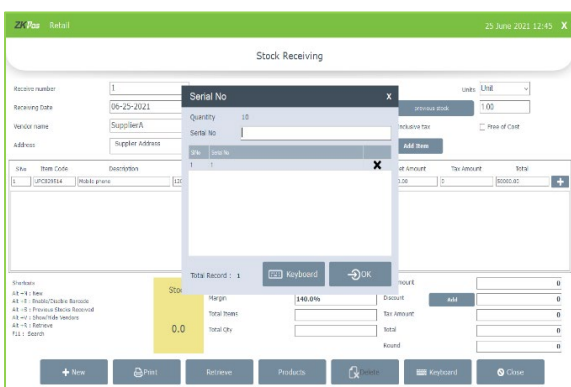
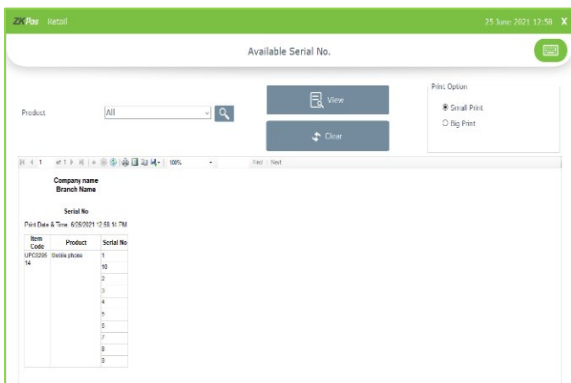- Enter the serial number
- After adding serial numbers click on OK button
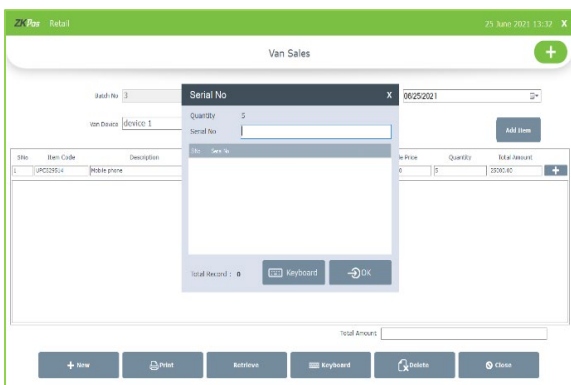
- Select the product with serial number to transfer it to van sale app.
- Enter the serial number you want to transfer.
- Click OK button.
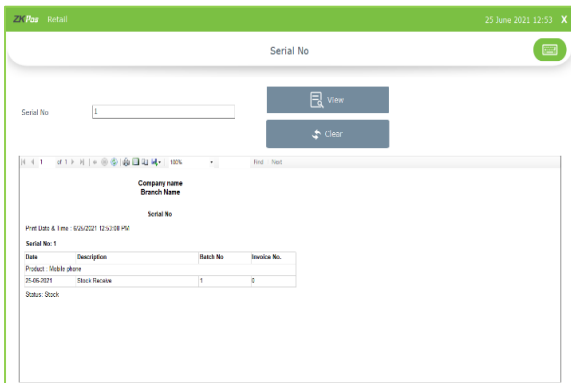
Serial Number Summary

You can view the serial number summary of products here.

- Enter the serial number you want to know the details.
- Click View button.
- You can see the stock detail of that serial number.

Available Serial Number

You can see the available serial numbers in ZKPOS Retail Software here.

- Select the product from drop down.
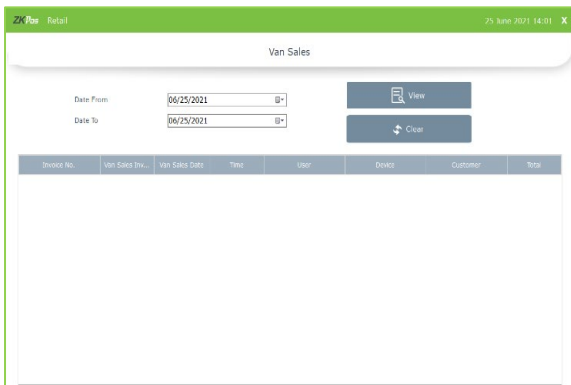- Click view button.

REPORTS
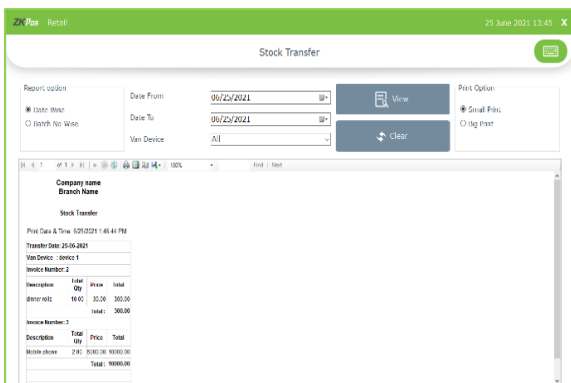
Stock Transfer

- Go to Van sales > Report > Stock transfer.
- Enter the date range.
- Click View button.
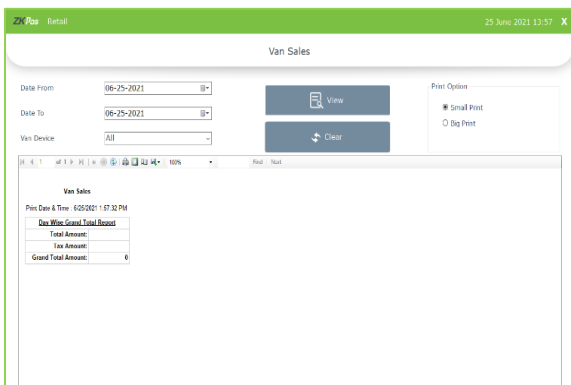
Sales Report

- After the van sale day close you can see the sales reports here.
- Select the date range and van device.
- Click view button.

Invoice Details

- To view the invoice details from van sales device.
- After van sale app day close, click on invoice details.
- Select the date.
- Click View button.
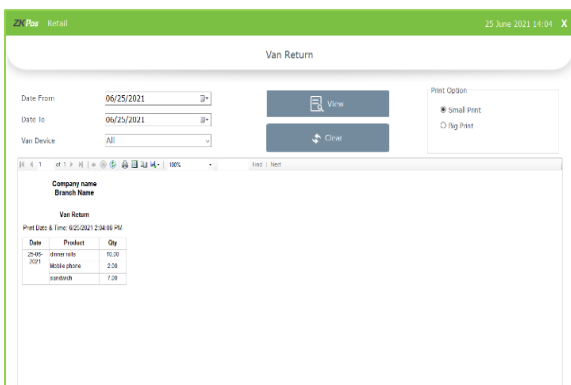
Van Return

- After clicking stock return from van sales app, go to van return option.
- Select from and to date and Van device.
- Click view button.
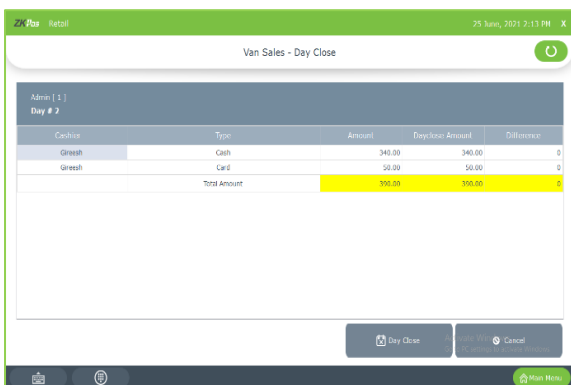- You can see the product details returned from van sale app.
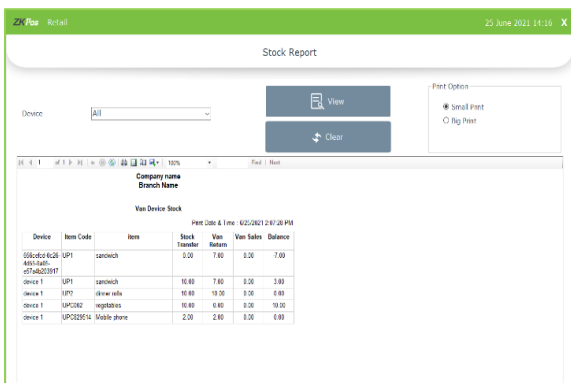
Stock Report

- To view the stock report, click on Stock report button.

VEHICLE SALE CLOSE

You can close the van sales details using van close option. By doing van close the sales details will be transferred to ZKPOS Retail Software.

- Click on Van Close option.
- You can view the details here.
- Click on day close button.
- Select yes to the confirmation.

STEP 42 - ZK STORE

- Go to **MAIN MENU**.
- Click on the **ZK Store** from the dashboard.
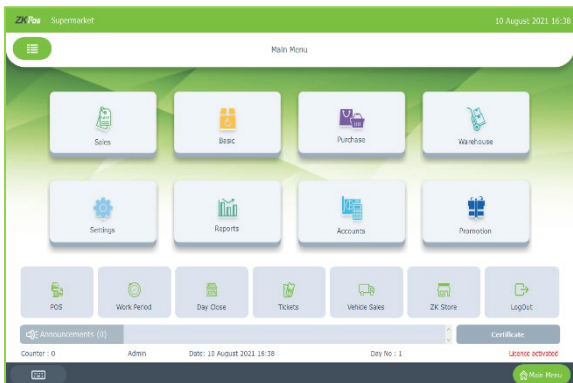
- You will get a message as 'Please run the software as administrator'.
- Exit from the software.
- Right click on the software icon.
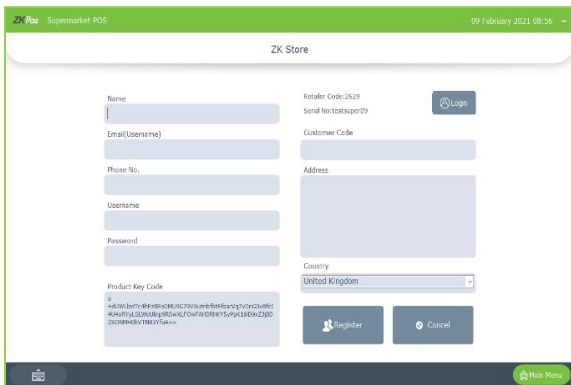- Click on 'Run as administrator'.
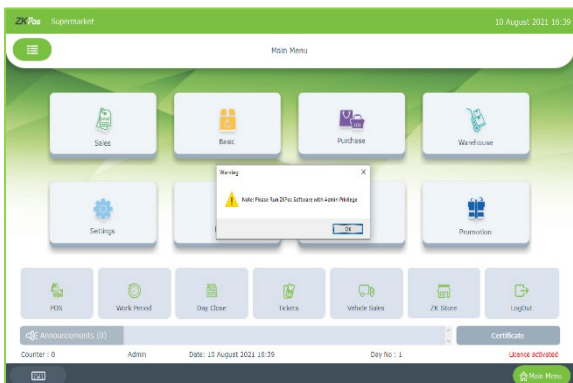
- Open ZKSTORE.
- Enter the retailer code and serial number.
- Click VERIFY button.
- Click OK to the confirmation message.
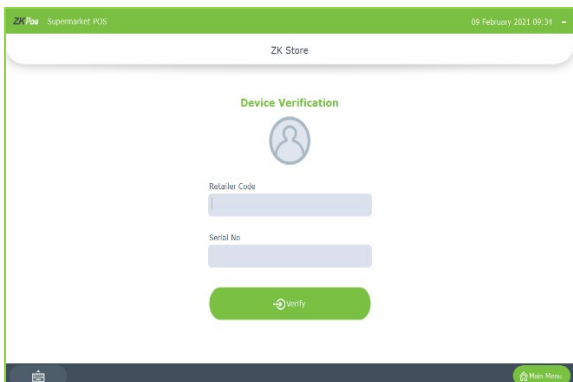
- After verifying the serial number.
- You will get login page to ZK store.
- If you already register in ZKSTORE, enter the credentials and click LOGIN.
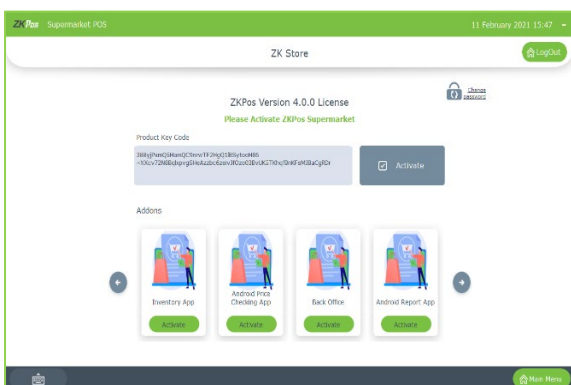- If not create an account first.
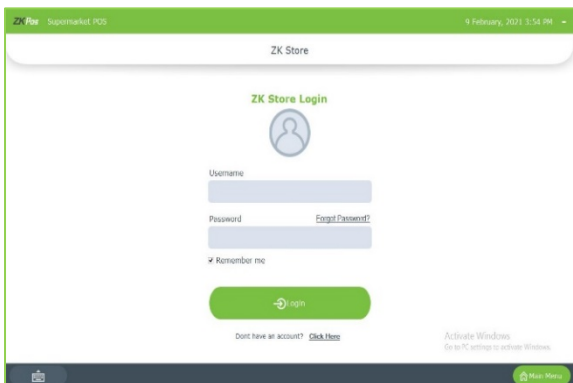
- Enter the details.
- Product key code, retailer code and serial number are already shown in respective fields.
- Click register after entering the details.
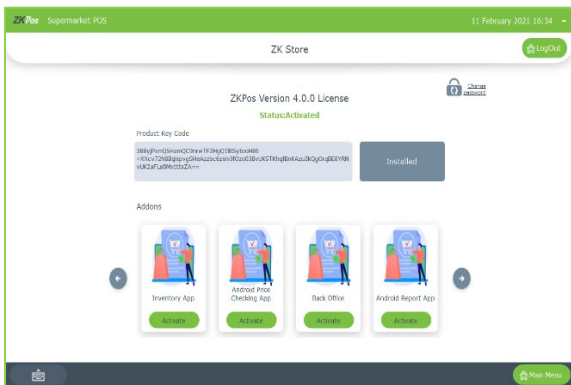- Click OK to the success message.
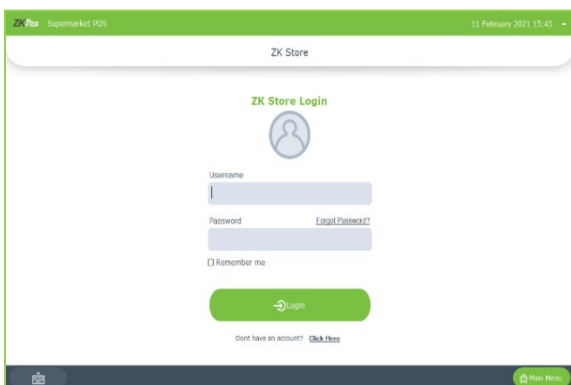
- Login to ZKSTORE using the registered details

- Click on activate button for license activation (please note that you have to open the software with admin privilege).
- The license will get activated after the confirmation from your retailer.
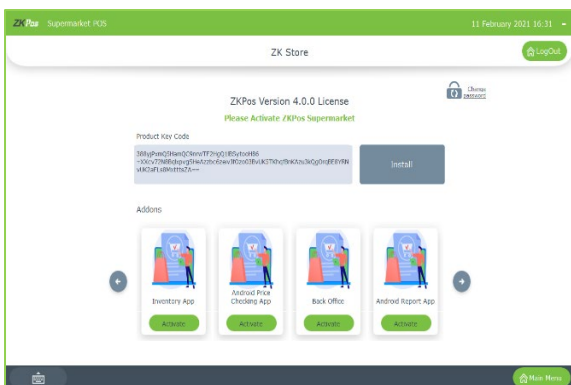

- After confirmation from the retailer side, login to the ZKSTORE again.
- Now the activate button will be changed to INSTALL button
- Click install button.
- Click OK to the success massage.
- Now your software license gets activated. Please restart the software to make changes.

- After restarting the ZKPOS supermarket software, your status will be changed to ACTIVATED.
- Now you are successfully activated the software license.
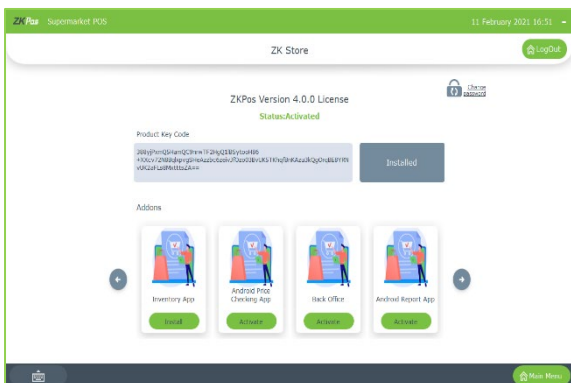
- If you want to activate any add-ons, please click activate button.
- Click OK to the alert message.
- The add on will be activated after the confirmation.
- Please log out from ZKSTORE and log in again.
- If the retailer confirmed you r request, activate button will be changed to INSATLL button.
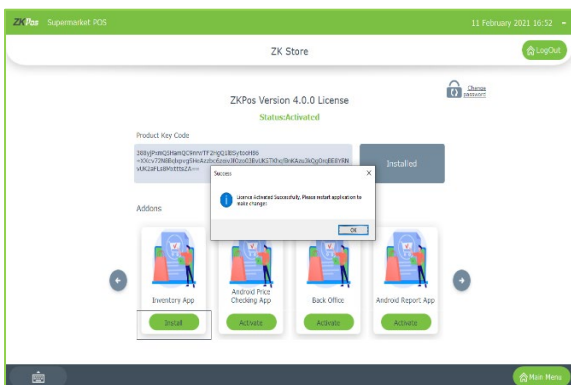

- Click on install button.
- Now restart the application to make changes.
- Now you are activated the feature license.
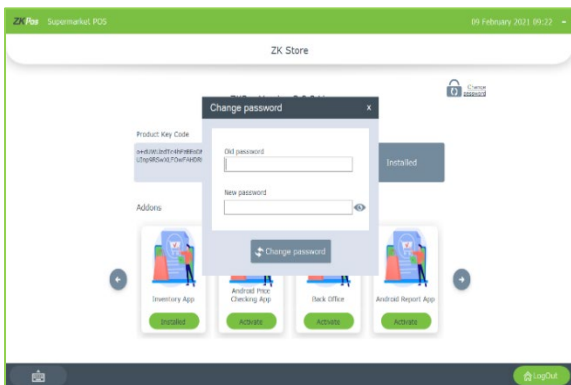
- You can change the password using change password option.
- Enter old password and new password.
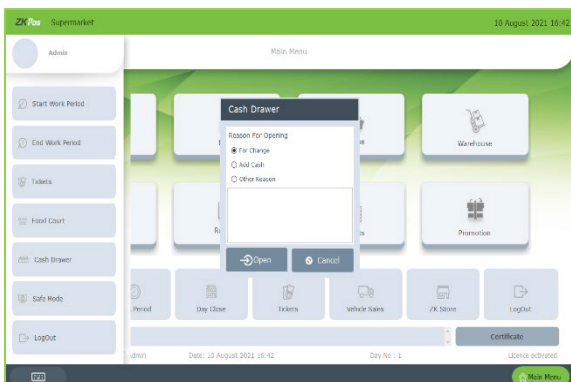- Please note that you need internet connection to activate the license through ZK store.
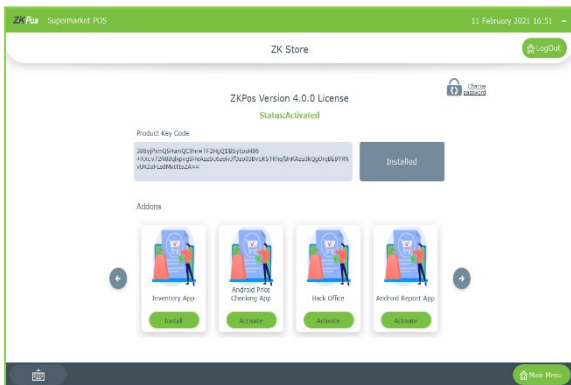
- You can go to MAIN MENU from store itself.
- For that click on main menu option in right bottom side of the software.
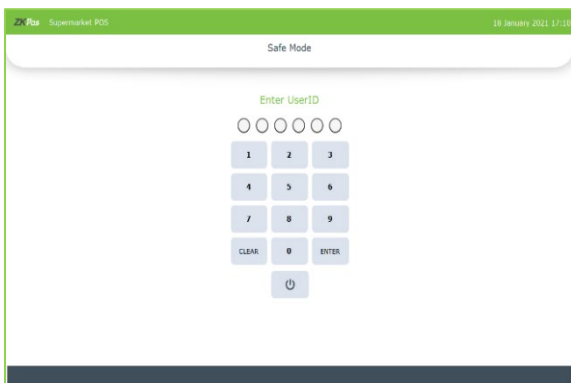- If you want to logout, click on LOG OUT button.
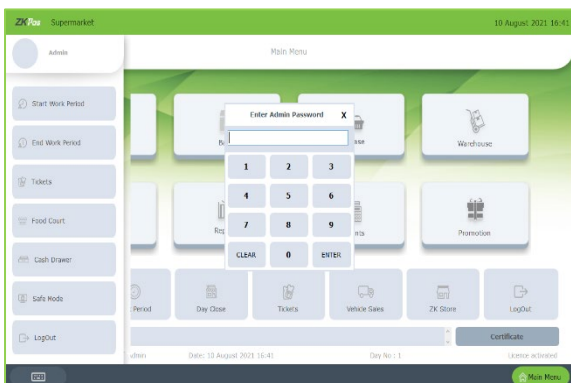
STEP 43 - CASH DRAWER

- Select the menu icon from top left side of the main menu.
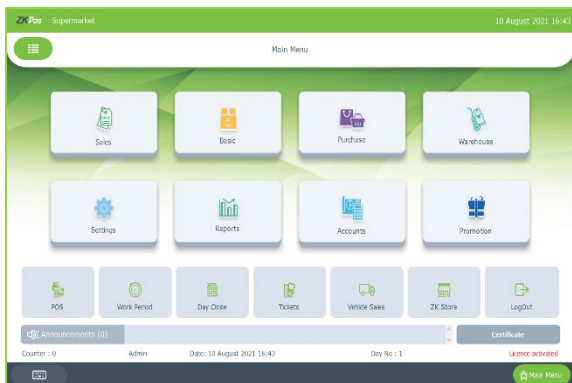- Click cash drawer.
- Enter the admin password.

- A pop up will be shown asking you the reason to open the cash drawer.
- Select the reason.
- Write it in the text box if you have any other reason.

STEP 44 - SAFE MODE

You can move to anywhere without actually closing the software. The data you saved are secure and you can remove the safe mode using.

STEP 45 - LOG OUT

- You can **LOGOUT** from **ZKPOS** by clicking on the log out button