

# USER MANUAL

## ZKPOS RESTAURANT REPORT APP

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Version: 2.5.0

Date: 01-08-2021

Software Version: 2.5.0

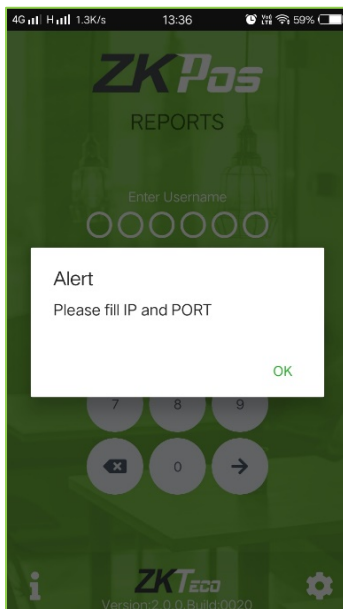
## GETS STARTED

ZKPOS 2.5.0 Android version Restaurant Report App is simple, yet extensive billing point of every sale software which automates business sales. ZKPOS Report App Software runs on smartphones and tablets, thereby making your business mobile and look smarter and tech-savvy. With this app data's can be analyzed and manage the business at fingertips anywhere to create changes.

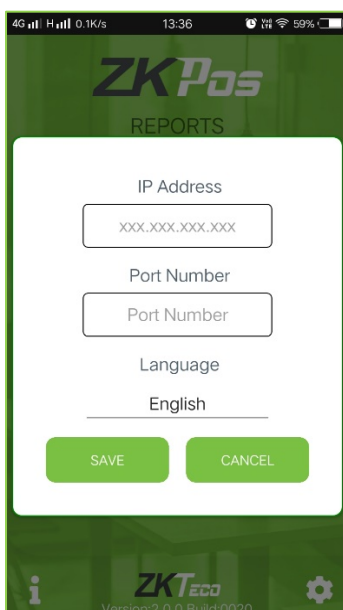
Now let's start exploring ZKPOS RESTAURANT REPORT APP. After installation you need to open ZKPOS RESTAURANT REPORT APP. The first step you have to follow is the LOGIN process.

### STEP 1 ENTERING CREDENTIALS

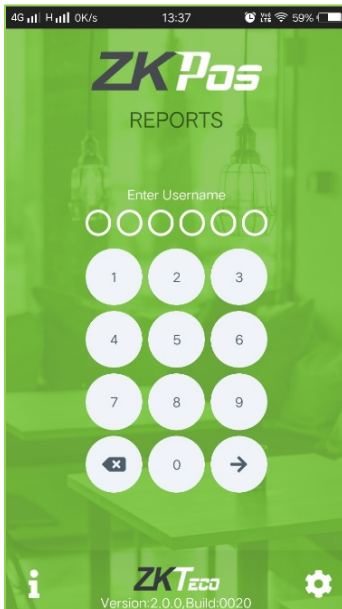
While opening the ZKPOS Restaurant Report App an alert message appears in the screen for entering the IP and PORT.



- Open the ZKPOS Restaurant Report App.
- Go to the Settings option button.



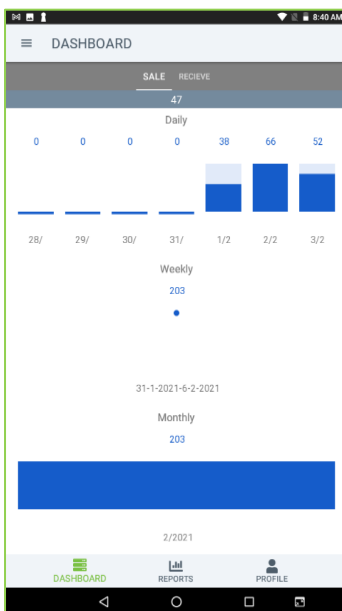
- Enter the IP Address and Port Number.
- Click on the SAVE option.



### STEP 2 LOGIN

Now let's start exploring ZKPOS RESTAURANT REPORT APP. After entering the credentials, you are taken to the login process.

- Enter the PIN/USER ID.
- Click arrow button.
- Enter password.
- Click arrow button.



### STEP 3 DASHBOARD

Now you are taken to the DASHBOARD.

- DASHBOARD shows the Sales and Receive details on daily-wise, weekly- wise and monthly wise in a graphical way.
- Click on RECEIVE tab to show the details in a graphical way.



### STEP 4 REPORTS

Everything that you enter in ZKPOS Restaurant Software is saved and you can check the data whenever you want. Different reports like Sales Report, Inventory Reports, Account Reports and Other Reports displays in the screen after clicking the Reports button. Different reports like sales report, purchase report, customer report, tax report and other report displays in the screen after click on REPORTS tab. You can see as many reports as you have in ZKPOS Restaurant Software.

### MAIN REPORTS

This category shows the Main Report in detail.



- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Main Reports in Reports.
- The whole reports are listed as in the figure.
- Let us see them one by one.

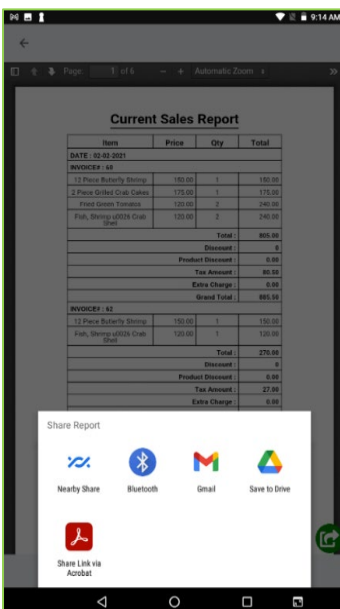
### CURRENT SALES REPORT

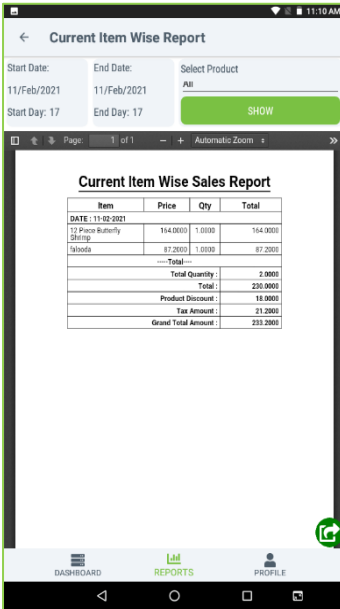
It shows the current sales details after day close in PDF format. No need to day close in ZKPOS Restaurant software to view the current reports.



- Go to REPORTS in home page.
- Select sales reports.
- Click on current sales reports.
- You can view the current sale details as in the figure invoice wise.
- Total sales details will be displayed at the last page of report.
- You can share the report by clicking the share button at the bottom right side of the tablet.

- Select the application through which you want to share the report.

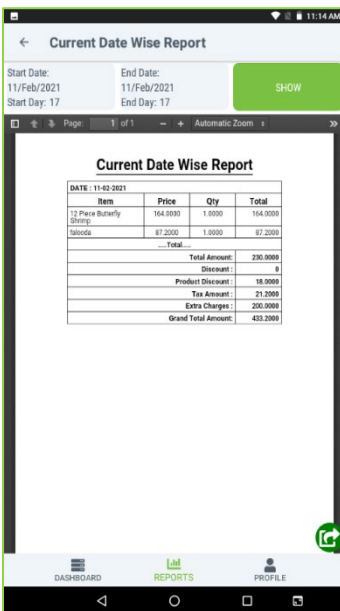




### Current Item Wise Report

It shows the current sales details based on products after day close in PDF format.

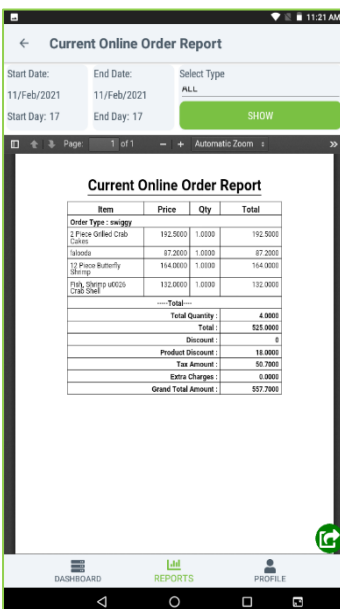
- Go to Reports.
- Select Main Reports and then current item wise report.
- Enter start date and end date.
- Select product.
- Click SHOW.



### Current Date Wise Report

It shows the current sale details date wise.

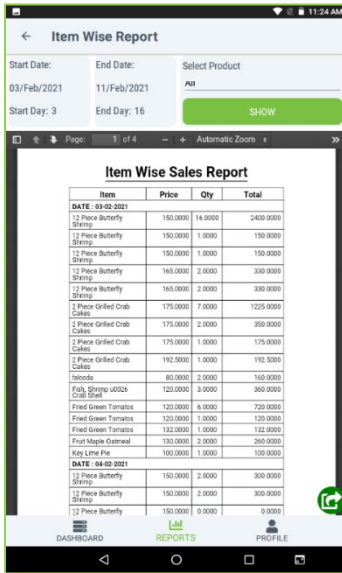
- Go to Reports.
- Select Main Reports and then current date wise report.
- Enter start date and End date.
- Click SHOW.



### Current Online Order Report

It shows the current online order details.

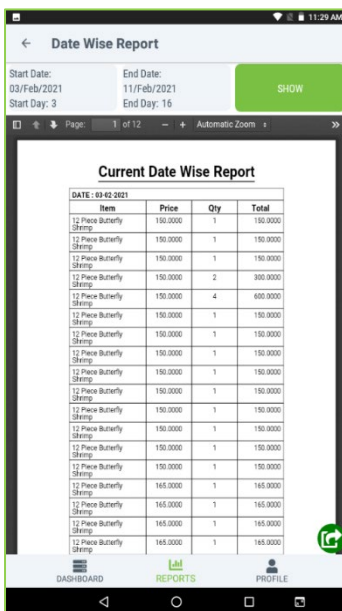
- Go to Reports.
- Select Main Reports and then current online order report.
- Enter start date and End date.
- Select online order type.
- Click SHOW.



### Item Wise Report

It shows the Item Wise Report in a detail PDF format. We can analyze the sale detail item wise.

- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Item Wise Reports in Main Report Option to view the details.
- Select the start date and day number, end date and day number.
- Select the item and click SHOW button.



### Date Wise Report

It shows the Date Wise Report in a detail PDF format.

- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Date Wise Reports in main Report Option to view the details.
- Select the start date and day number, end date and day number.
- Click SHOW button.
- You can see the software after day closing.



### Online Order Report

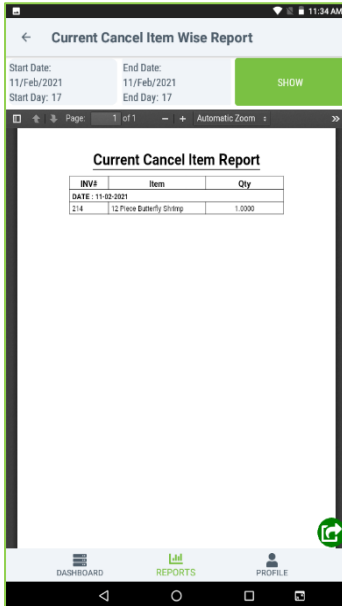
It shows the Online Order Report in a detail PDF format.

- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Online Order Reports in main Report Option to view the details.
- Enter date and day number.
- Select online order application from drop down.
- Click SHOW button.

### Current Cancel Item Wise Report

It shows the cancelled items report before send order to the kitchen in PDF format.

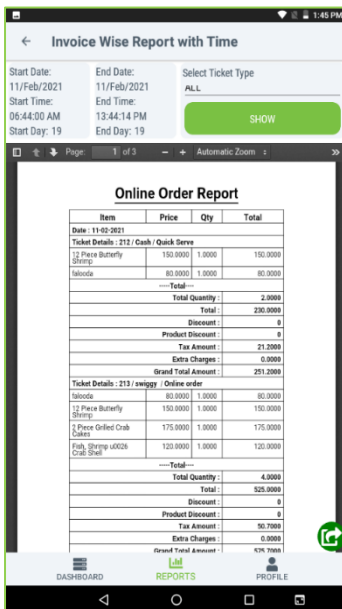
- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Current Cancel item wise Reports in main Report Option to view the details.
- Enter date and day number.
- Click SHOW button.



### Invoice Wise Report with Hour

It shows the invoice wise report with hour.

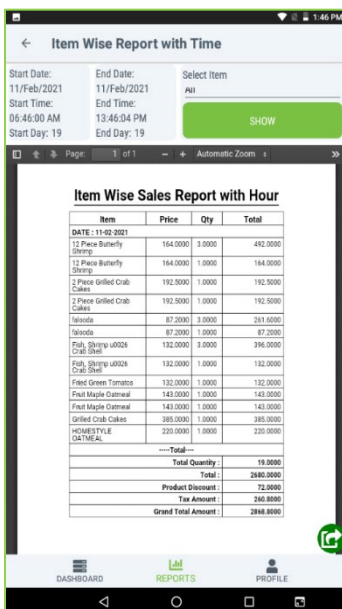
- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the invoice wise Reports with hour in main Report Option to view the details.
- Enter date, day number and time.
- Click SHOW button.

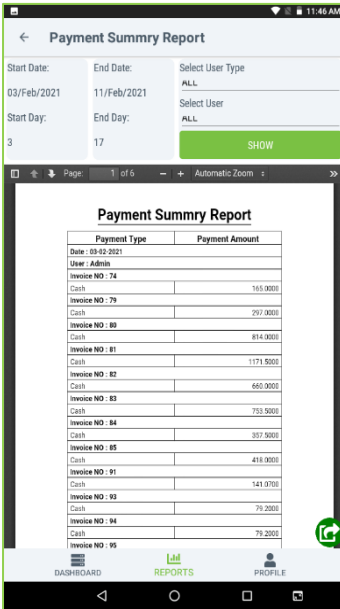


### Item Wise Report with Hour

It shows the item wise report with hour.

- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the item wise Reports with hour in main Report Option to view the details.
- Enter date, day number and time.
- Select item.
- Click SHOW button.





### Payment Summary Report

It shows the payment summary details.

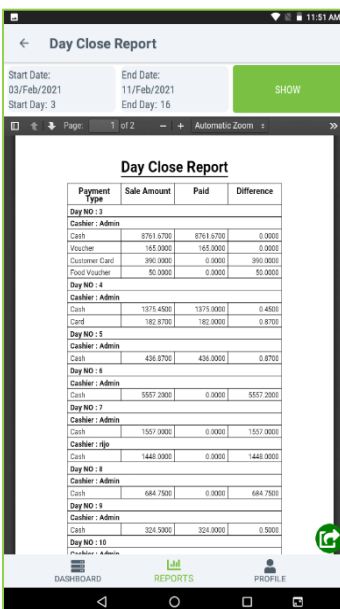
- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the payment summary report in main Report Option to view the details.
- Enter date and day number.
- Select user type and user.
- Click SHOW button.



### Quantity Wise Sales Report

It shows the Quantity Wise Sales Report in a detail PDF format.

- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Quantity Wise Sales Reports in main Report Option to view the details.
- Select the date and day number.
- Click SHOW button.

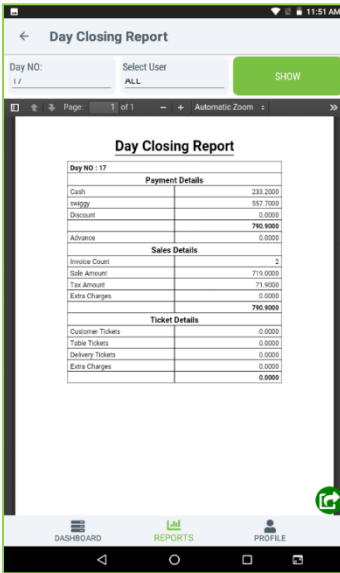


### Day Close Report

It shows the Day close details in PDF format.

- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Day close reports in main Report Option to view the details.
- Select the date and day number
- Click SHOW button.

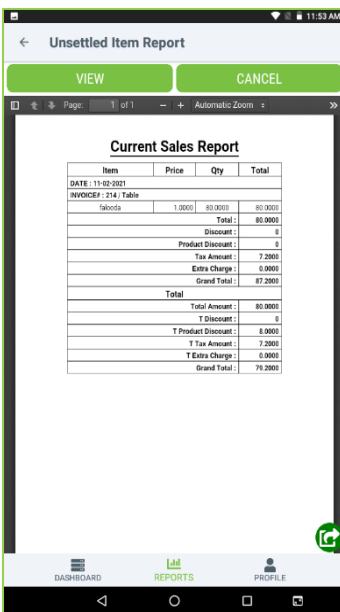




### Day Closing Report

It shows the Day Closing Report in a detail PDF format. You will get the day close details. Share the report by clicking the share button. This report will get the details once you day close the software.

- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Day Closing Reports in Sales Report Option to view the details.
- Select the day number and user.
- Click SHOW button.



### Unsettled Item Report

It shows the details of unsettled items.

- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Unsettled item reports in main Report Option to view the details.
- Click VIEW button.



### Delivery Boy sales Report

Delivery boy sales report helps us to know the details of each delivery boy precisely.

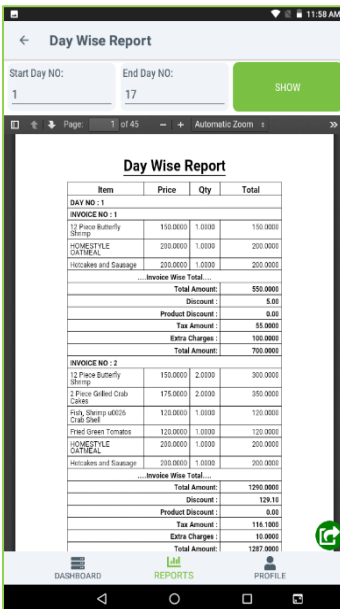
- Go to the Reports in the home page.
- Click on the Delivery Boy Sales Reports in main Report Option to view the details.
- Select date, day number and delivery boy name.
- Click SHOW button.



### Sales Reports

This category shows the Sales Report in detail.

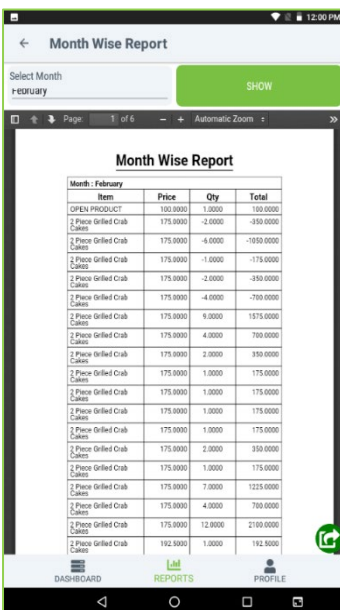
- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Main Reports in Reports.
- The whole reports are listed as in the figure.
- Let us see them one by one.



### Day Wise Report

It shows the day wise sales details in PDF format.

- Click on Day Wise Report from Sales Report option.
- Enter the day number (both from and to) you want to see the details.
- Click SHOW button.
- You can see the details as invoice wise.
- If you select more than one day, day wise total and grand total are shown in the report as in the figure.
- You can share the report by clicking Share button.



### Month Wise Report

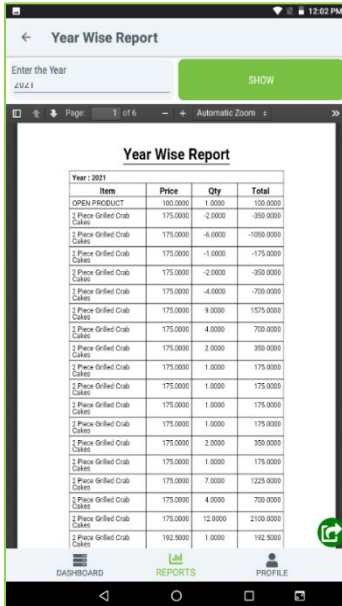
It shows the Month Wise Report in a detail PDF format. It displays the item, price, quantity, total price of the invoice list.

- Go to reports in home page.
- Click on the month wise sales report from sales report.
- Select the month.
- Click SHOW button.

### Year Wise Sales Report

It shows the Year Wise Sales Report in a detail PDF format.

- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Year Wise Sales Reports in Sales Report Option to view the details.
- Enter the year and click SHOW.



### Daily Item Report

It shows the Daily Item Report in a detail PDF format.

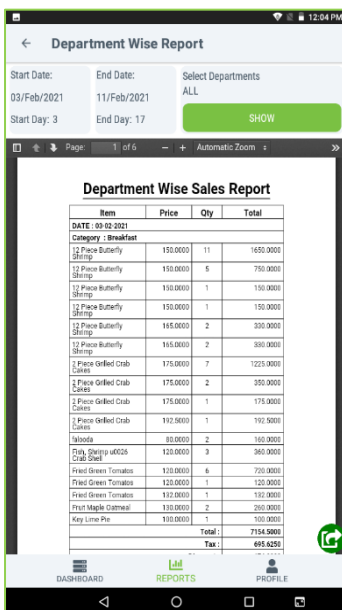
- Open the ZKPOS Restaurant Report App.
- Go to Reports in the home page.
- Click on the Daily Item Reports in Sales Report Option to view the details.
- Click VIEW button to see the details.
- You can share the report by clicking SHARE button.



### Department Report

Department report has the details of sales through ZKPOS Restaurant software and it categorize the details department wise.

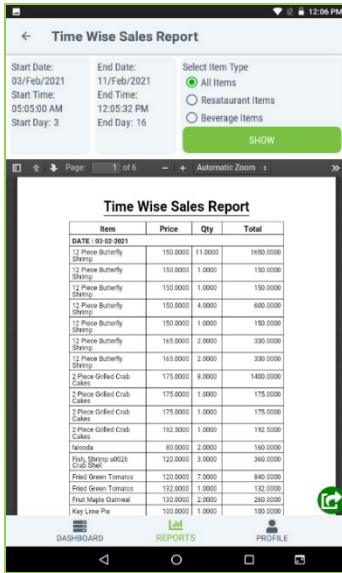
- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Department Reports in Sales Report Option to view the details.
- Enter from date and day number, to date and day number.
- Select the department from the drop down and click SHOW button.



### Time wise Sales Report

It shows the Time Wise Sale Report in a detail PDF format.

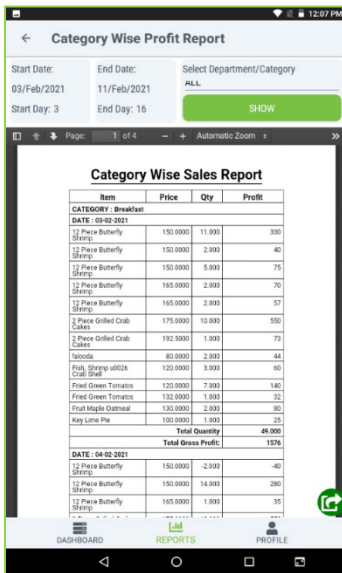
- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Time Wise Sales Reports in Sales Report Option to view the details.
- Select date, day number and time.
- Select item type.
- Click SHOW button.



### Category Wise Profit Report

Profit reports are helpful to know about the profit on each item. You can get category wise view through this report.

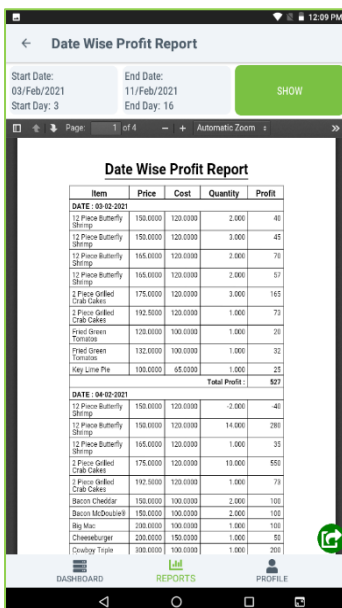
- Go to the Reports in the home page.
- Click on the Category Wise Profit Reports in Sales Report Option to view the details.
- Select the date and day number.
- Select the category / Department.
- Click SHOW button.

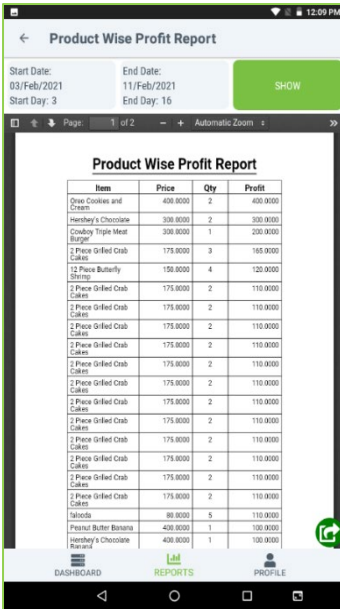


### Date Wise Profit Report

Date wise profit on each product can be analyzed using this report.

- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Date Wise Profit Reports in Sales Report Option to view the details.
- Select the date and day number.
- Select the time interval and click SHOW button.

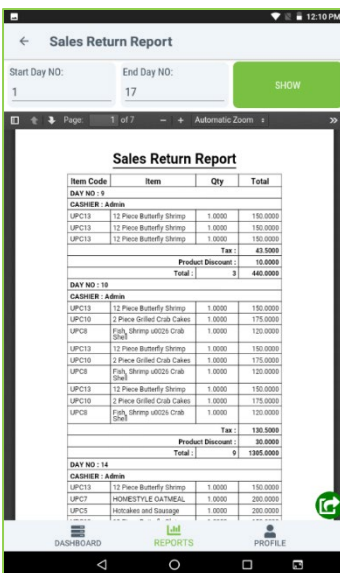




### Product Wise Profit Report

You can see the product wise profit in this report.

- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Product Wise Profit Reports in Sales Report Option to view the details.
- Select the date and day number.
- Click SHOW button.



### Sales Return Report

It shows the Sales Return Report in a detail PDF format. It displays the item, price, quantity, total price of the invoice list.

- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Sales Return Reports in Sales Report Option to view the details.
- Enter day number at the respective field in between you want to see the details.
- Click SHOW button.



### Sales Ranking Report

Sales ranking report shows the quantity of each product sold in descending order. It helps to understand the most sold products and least sold products.

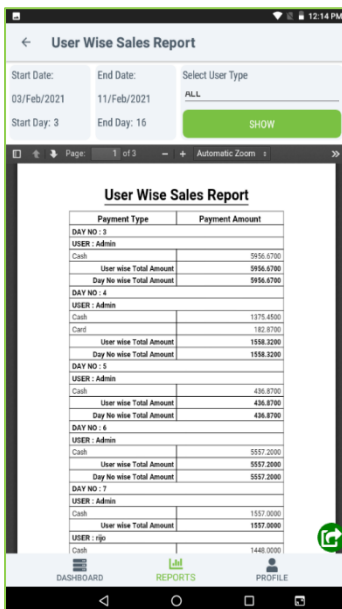
- Go to the Reports in the home page.
- Click on the Sales Ranking Reports in Sales Report Option to view the details.
- Select the date and day number.
- Click SHOW button.



### Cashier Sale Report

Cashier details report shows the sale details of cashiers. You can see total sale, paid and Opening amount (petty cash).

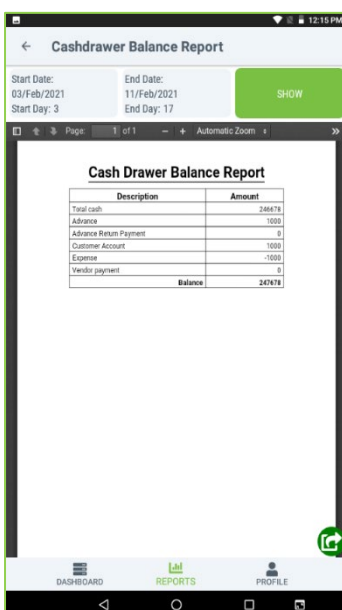
- Go to the Reports in the home page.
- Click on the Cashier Sales Reports in Sales Report Option to view the details.
- Select day number.
- Click SHOW button.



### User wise Sale Report

User Wise Sales report shows the sale details of users.

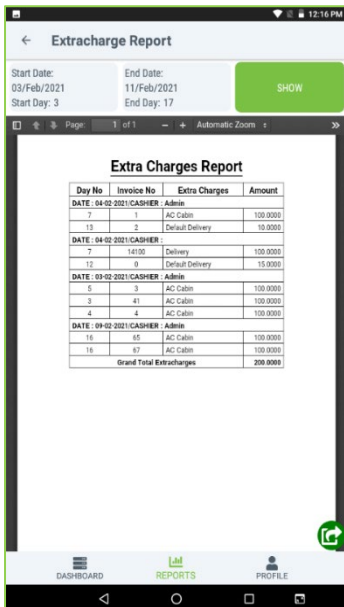
- Go to the Reports in the home page.
- Click on the Cashier Sales Reports in Sales Report Option to view the details.
- Select date and day number.
- Select user type.
- Click SHOW button.



### Cash Drawer Balance Report

It shows the Cash Drawer Balance Report in a detail PDF format. It displays the item, price, quantity, total price of the invoice list.

- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Cash Drawer Balance Reports in Sales Report Option to view the details.
- Enter date and day number.
- Click SHOW button.



### Extra Charges Report

Extra charges given to each invoice at the time of settlement will be shown here.

- Go to the Reports in the home page.
- Click on Extra charges report from sales report.
- Enter from date and day number, to date and day number.
- Click SHOW button.



### PURCHASE REPORTS

This report shows the stock details. Stock receiving, transfer, vendor details and low stock details are some of them. Let us see the purchase reports one by one.

- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Purchase Reports.



### Stock Reports

It shows the Stock Reports in a detail PDF format.

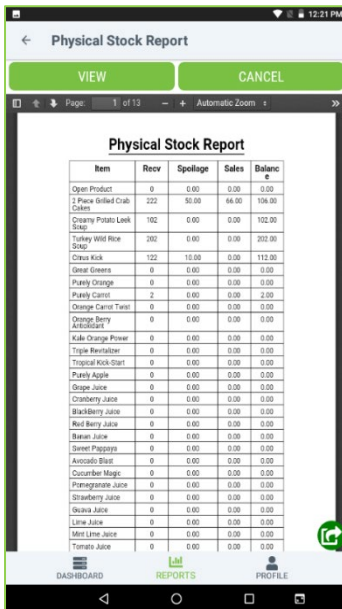
- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Physical Stock Reports in Purchase Report Option to view the details.
- Click VIEW button.



### Physical Stock Reports

It shows the Physical Stock Reports in a detail PDF format. Receiving, spoilage, sales and balance details will be listed as in the figure.

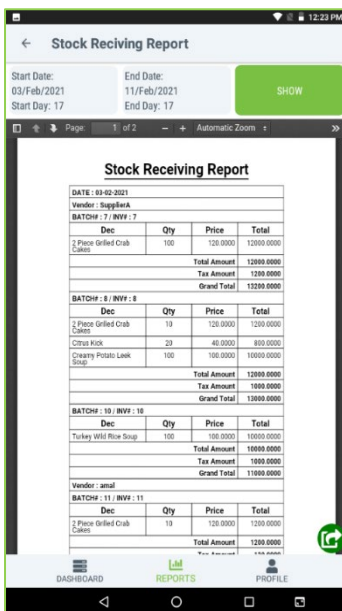
- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Physical Stock Reports in Purchase Report Option to view the details.
- Click VIEW button.
- Share the report by clicking on share icon.



### Stock Receiving Reports

It shows the Stock Receiving Report in a detail PDF format.

- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Stock Receiving Reports in Purchase Report Option to view the details.
- Enter date and day number.
- Click SHOW button.



### Stock Transaction Reports

It shows the Transaction Report in a detail PDF format.

- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Transaction Reports in Purchase Report Option to view the details.
- Enter date and day number.
- Click SHOW button.







### Stock Value Reports

It shows the Stock Value Report in a detail PDF format.

- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Stock Value Reports in Purchase Report Option to view the details.
- Click VIEW button.

Item Code	Item	Price	Stock	Total
10	2 Piece Grilled Crab Cakes	120.00	106.00	12720.00
100	Creamy Potato Leek Soup	100.00	102.00	10200.00
101	Turkey Wild Rice Soup	100.00	202.00	20200.00
10161	Citrus Kick	40.00	112.00	4480.00
10164	Purely Carrot	40.00	2.00	80.00
10186	Hershey's Chocolate	150.00	-2.00	-300.00
10189	Oreo Cookies and Cream	200.00	-2.00	-400.00
10192	Peanut Butter Banana	300.00	-1.00	-300.00
10194	Hershey's Chocolate Banana	300.00	-1.00	-300.00
10195	Hershey's Chocolate Strawberry Kiss	300.00	-1.00	-300.00
10287	Grilled Mahi Mahi	300.00	19.00	6700.00
10344	Salads	50.00	-25.00	-1250.00
11	Fried Green Tomatoes	100.00	-34.00	-3400.00
12	Key Lime Pie	65.00	-2.00	-130.00
13	12 Piece Butterfly Shrimp	120.00	-86.00	-10320.00
14	Ultimate Seafood Platter	100.00	-4.00	-400.00
18	Big Mac	100.00	-1.00	-100.00
22	Double Cheeseburger	100.00	-1.00	-100.00
24	Bacon McDouble	100.00	-2.00	-200.00
25	Cheeseburger	150.00	-1.00	-150.00
30	Bacon Cheddar	100.00	-2.00	-200.00
4	Fruit Maple Oatmeal	90.00	-17.00	-1530.00

### Low Stock Reports

It shows the Low Stock Report in a detail PDF format.

- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Low Stock Reports in Purchase Report Option to view the details.
- Click VIEW button.

Item Code	Item	Stock
10164	Purely Carrot	2.00
10186	Hershey's Chocolate	-2.00
10189	Oreo Cookies and Cream	-2.00
10192	Peanut Butter Banana	-1.00
10194	Hershey's Chocolate Banana	-1.00
10195	Hershey's Chocolate Strawberry Kiss	-1.00
10344	Salads	-27.00
11	Fried Green Tomatoes	-35.00
12	Key Lime Pie	-2.00
13	12 Piece Butterfly Shrimp	-88.00
14	Ultimate Seafood Platter	-4.00
18	Big Mac	-1.00
22	Double Cheeseburger	-1.00
24	Bacon McDouble	-2.00
25	Cheeseburger	-1.00
30	Bacon Cheddar	-2.00
4	Fruit Maple Oatmeal	-19.00
47	Cowboy Triple Meat Burger	-1.00
5	Hotcakes and Sausage	-3.00
7	HOMESTYLE CATHEDRAL	2.00
8	Fish, Shrimp, and Crab Shell	50.00
9	Grilled Crab Cakes	-8.00

### Expense Details Reports

It shows the expense details in a PDF format.

- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Expense Details Reports in Purchase Report Option to view the details.
- Enter date, day number and expense type.

Start Date: 03/Feb/2021    End Date: 11/Feb/2021    Select Expense Type: type 1

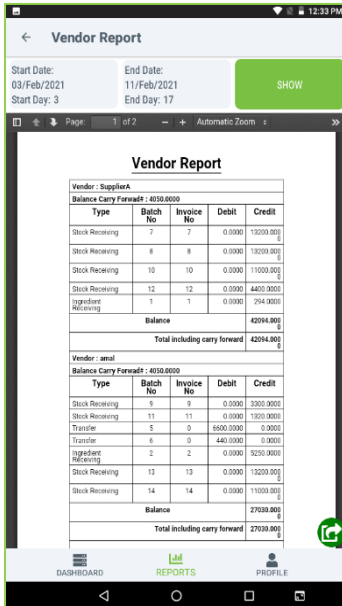
Start Day: 3    End Day: 16    SHOW

Name	Date	Invoice#	Amount
type 1	08/02/21	1	1000.0000
Total			1000.0000

### Vendor Reports

It shows the Stock Value Report in a detail PDF format.

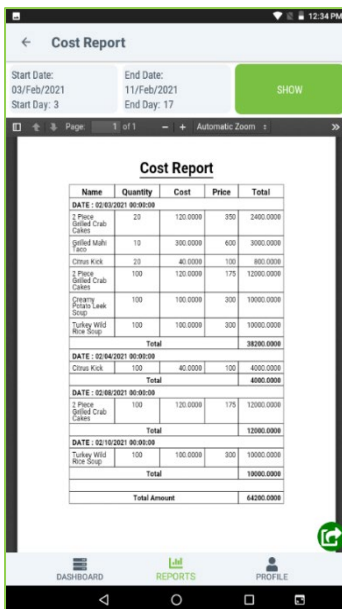
- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Stock Value Reports in Purchase Report Option to view the details.
- Select date and day number.
- Click SHOW button.



### Cost Reports

It shows the Low Stock Report in a detail PDF format.

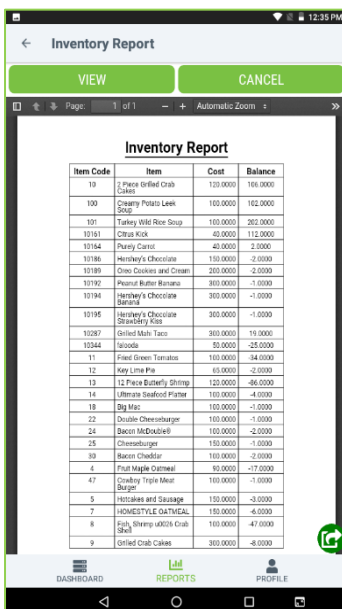
- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Low Stock Reports in Purchase Report Option to view the details.
- Select date and day number.
- Click SHOW button.

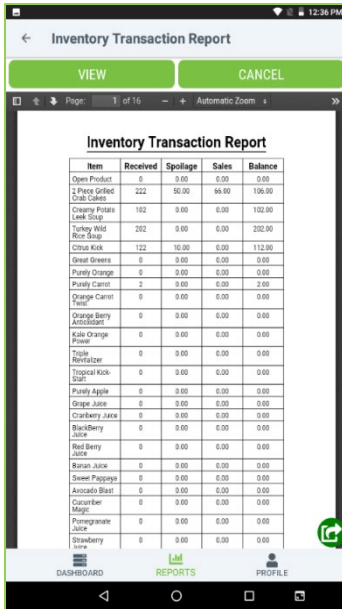


### Inventory Reports

It shows the Inventory Report in a detail PDF format.

- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Inventory Reports in Purchase Report Option to view the details.
- Click VIEW button.

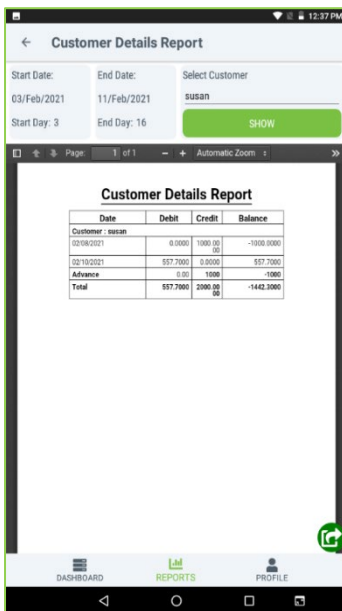




### Inventory transaction Reports

It shows the Inventory Transaction Report in a detail PDF format.

- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Inventory Transaction Reports in Purchase Report Option to view the details.
- Click VIEW button.

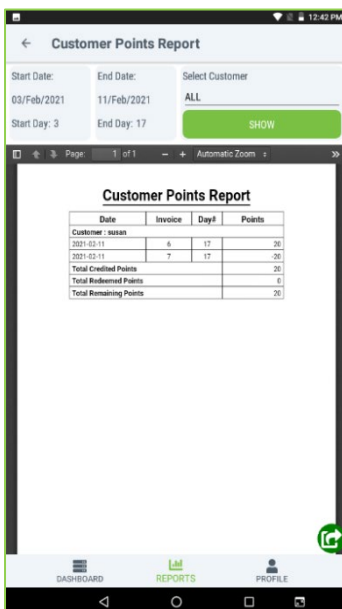


### CUSTOMER REPORTS

#### Customer Detail Report

It shows the Customer Detail Report in a detail PDF format.

- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Customer Detail Reports in Customer Report Option to view the details
- Select date, day number and customer
- Click SHOW button
- It shows the customer account details and advance details.



#### Customer Points Report

It shows the Customer points Report in a detail PDF format.

- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Customer points Reports in Customer Report Option to view the details.
- Select date, day number and customer.
- Click SHOW button.

### Customer Advance Report

It shows the Customer advance Report in a detail PDF format.

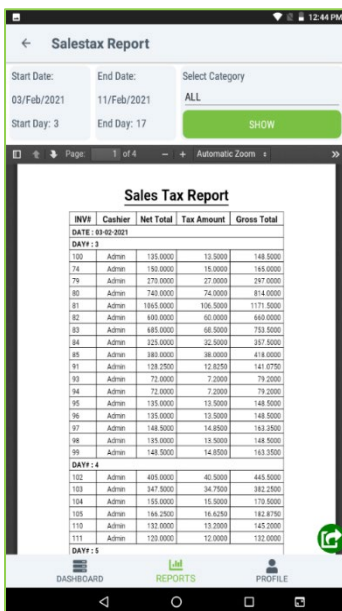
- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Customer Advance Reports in Customer Report Option to view the details
- Select date, day number and customer
- Click SHOW button.



### Sales Tax Reports

It shows the Sales Tax Report in a detail PDF format.

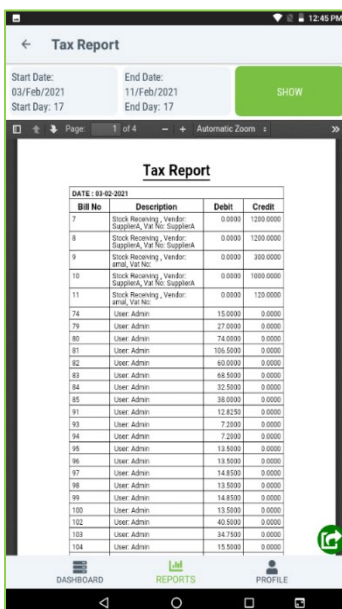
- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Sales Tax Reports in Tax Report Option to view the details.
- Enter date and day number
- Select the department.



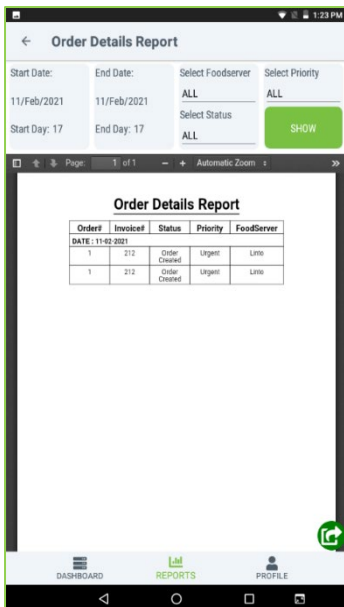
### Tax reports

It shows the Tax Report in a detail PDF format.

- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Tax Reports in Tax Report Option to view the details.
- Enter date and day number
- Click SHOW button.



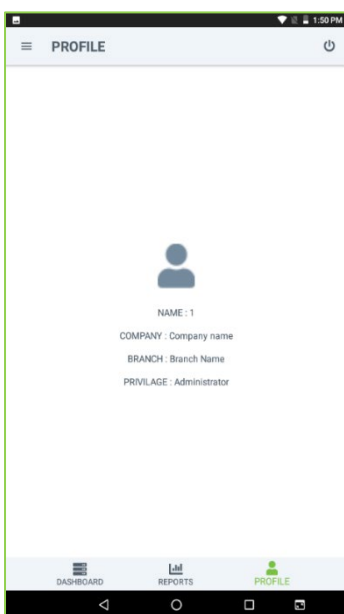




### Order Details Report

It shows the order details Report in a detail PDF format.

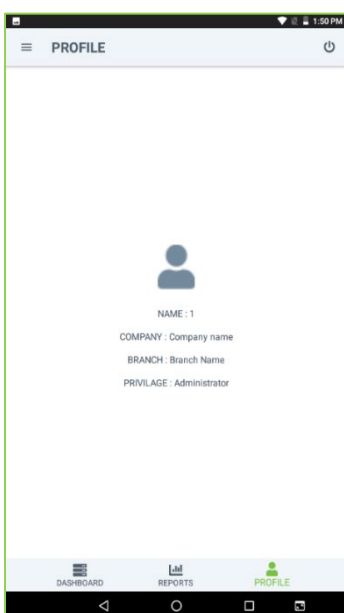
- Open the ZKPOS Restaurant Report App.
- Go to the Reports in the home page.
- Click on the Order details Reports in Other Report Option to view the details.
- Enter the date and day number
- Select food server, priority and status.
- Click SHOW button.



### STEP 5 - PROFILE

The Profile option displays with the Name, Company, Branch and Privilege details shows in the below figure.

- Open ZKPOS RESTAURANT REPORT APP.
- Click on the Profile option in the main Menu.
- Now a screen displays with the details Like Name, Company, Branch and Privilege.



### STEP 6 - LOG OUT

Next step is the Log Out process.

- Open the ZKPOS RESTAURANT REPORT APP.
- Click on the icon as shown in the top right Side of the corner.

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