

# USER MANUAL

**ZKPOS RETAIL / WHOLESALE / SUPERMARKET BACK OFFICE**

Version: 4.0.0

Date: 15-01-2021

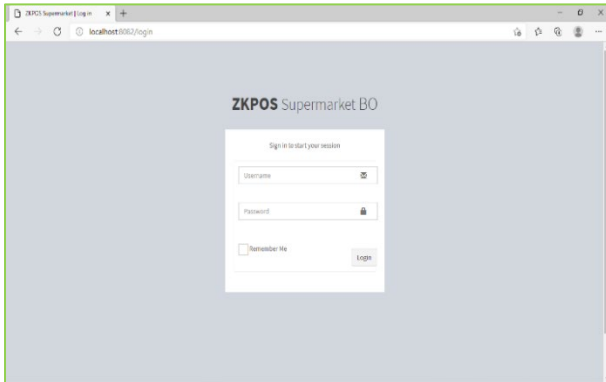
Software Version: 4.0.0

## 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.

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

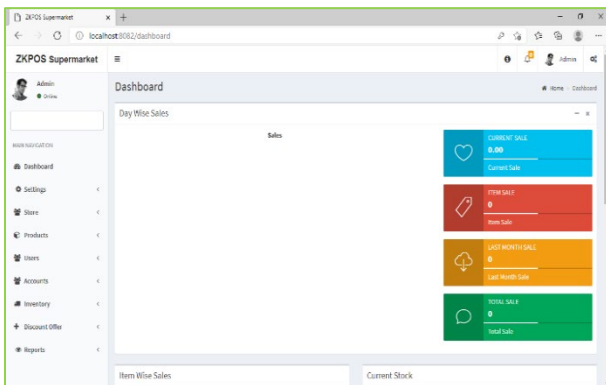
### STEP 1 - LOGIN TO ZKPOS



- Open ZKPOS SUPERMARKET.
- Enter USERNAME and PASSWORD.
- Default username and password is 1.
- Click ENTER button.

### STEP 2 - DASHBOARD

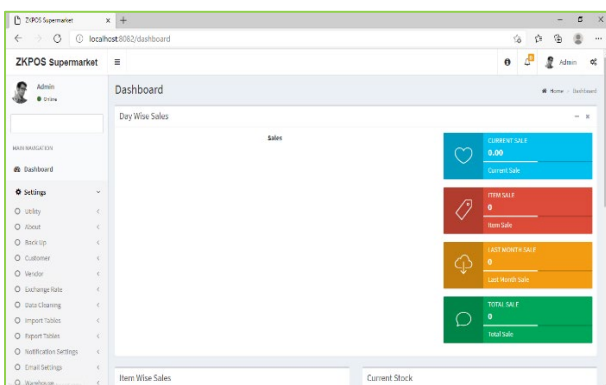
Now you will be redirected to the MAIN MENU.



- You can see the dashboard and graphical representation of sale details.

### STEP 3 - SETTINGS

Now we can analyse each menu shown in the left side of the dashboard.

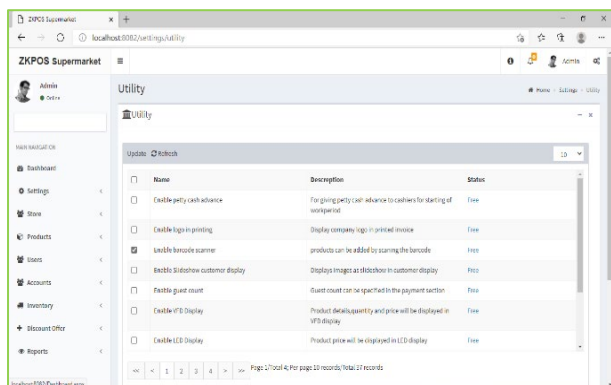


- Go to the Settings option.

## 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.



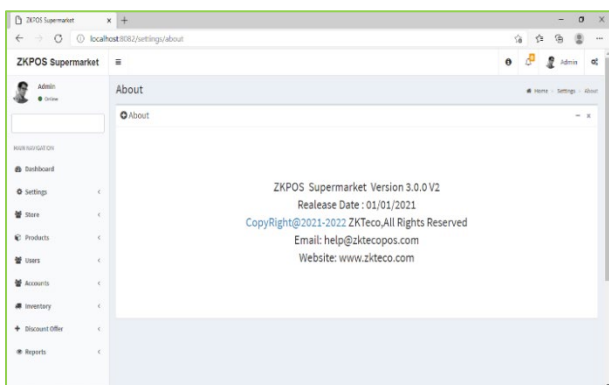
- Go to SETTINGS.
- Click on UTILITY from the setting options.

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 GUEST COUNT:** Customers are considered as your guests and you could save their count for reference purpose or to print with the invoice.
6. **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.
7. **ENABLE LED DISPLAY:** To display the PRODUCT PRICE and TOTAL BILL AMOUNT in the LED DISPLAY you have to enable this feature.
8. **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.
9. **ENABLE COMBO/SUB PRODUCTS:** You have to enable this utility if you want to display COMBO PRODUCTS and SUB PRODUCTS in the POS section.
10. **ENABLE FINGERPRINT LOGIN:** If this feature is enabled users can **LOGIN/REGISTER** using their FINGERPRINT.
11. **ENABLE KITCHEN PRINT:** This feature allows kitchen manager to print orders.
12. **ENABLE ORDER PRINT:** By enabling this feature you can take printout of the orders.
13. **ENABLE GIFT AND POINTS:** If you want to set GIFTS against invoice count/amount you have to enable it here.
14. **ENABLE EDIT PRODUCT:** By enabling this feature you could edit already added product details.
15. **ENABLE MINUS STOCK:** If this feature is enabled you can sale products without stock. For instance, suppose, 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.
16. **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.
17. **ENABLE AUTO ROUND OFF:** This feature will round off the amount in decimals AUTOMATICALLY.
18. **ENABLE USERS TO ADD NEW PRODUCT:** This section allows users to add new product in POS while find invalid barcodes.
19. **ENABLE DISCOUNT OFFERS:** You can apply discount offers in Invoice Bill.
20. **SHOW SHORTCUTS:** This feature enables keyboard short cut.
21. **ENABLE PRICE EDIT:** This feature enables to edit a price.
22. **ENABLE OPTION TO ADD CARD NUMBER ON CARD PAYMENT:** It enables to add card number on card payment.
23. **ADD CUSTOMER DETAILS ON PAYMENT TIME:** It enables to add customer details on payment time.

24. **ENABLE DISCOUNT AND ROUND FOR CASHIERS:** Cashier can add discount for customers and also round invoice amount for convenience.
25. **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.
26. **INCLUSIVE TAX CALCULATION:** Enable inclusive tax calculation.
27. **ENABLE EMAIL SCHEDULER:** Enable email scheduler.
28. **ENABLE NOTIFICATION:** Enable notification.
29. **EASY RETURN:** Enable return. Return products without entering the invoice number.
30. **ENABLE EMAIL FOR WORK PERIOD CLOSING:** This feature is adding to get work period close email.
31. **ENABLE AUTO BACK UP:** To enable this feature activate it.
32. **ENABLE SAME BARCODE TO MUTIPLE PRODUCTS:** To add multiple products with same barcode you have to enable this feature.
33. **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.
34. **ENABLE ROUNDING TAX CALCULATION:** This feature enables the rounding while calculating the tax amount.
35. **ENABLE INCLUSIVE ROUNDING TAX CALCULATION:** To enable rounding in inclusive tax calculation, activate this feature.
36. **DISABLE COST UPDATE ON STOCK RECEIVE:** To disable the cost update on stock receiving, activate this feature.
37. **ENABLE INVOICE PRINT OPTION:** This feature enables the invoice print option.

## ABOUT ZKPOS

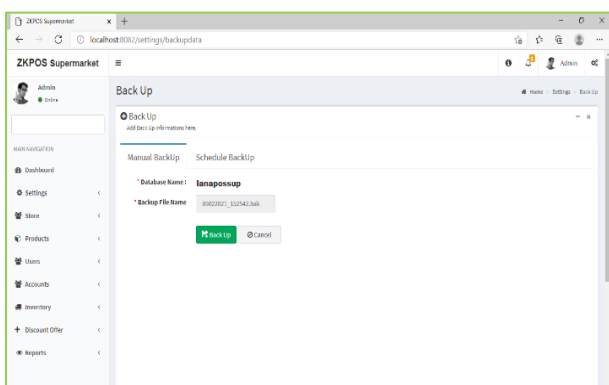
ZKPOS version, Copyright, Website address, Release date, support mail ID etc. are provided in this section. This is just for your reference purpose. You can contact or send your queries to the provided mail id.



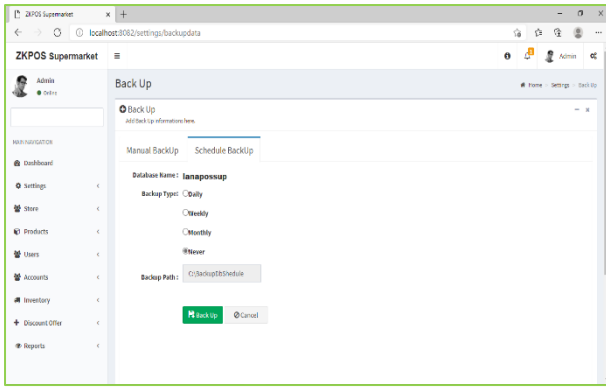
- Go to SETTINGS.
- Click on ABOUT button.

## 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.



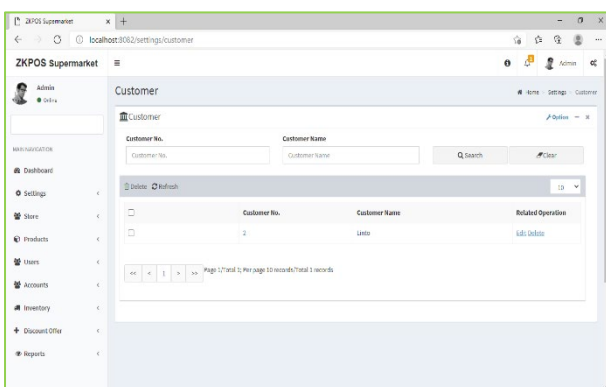
- Go to SETTINGS.
- From the MENU OPTIONS, click BACKUP.
- DATABASE NAME will be there by default.
- You can browse and select the location to store your backup file.



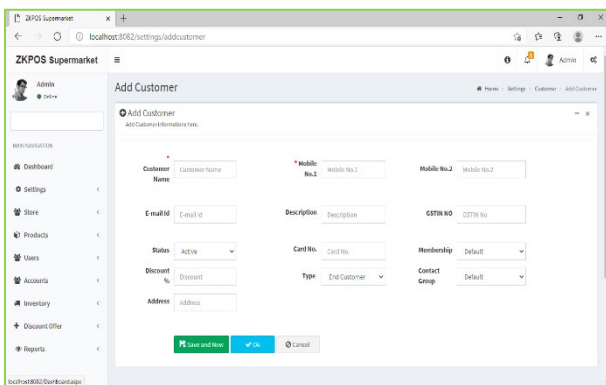
- Enter the backup file name.
- Click BACKUP button to backup or CANCEL to cancel the operation.
- There are two options - manual back up and scheduled back up
- In scheduled back up you can choose a particular time for back up and back up path.

## CUSTOMER

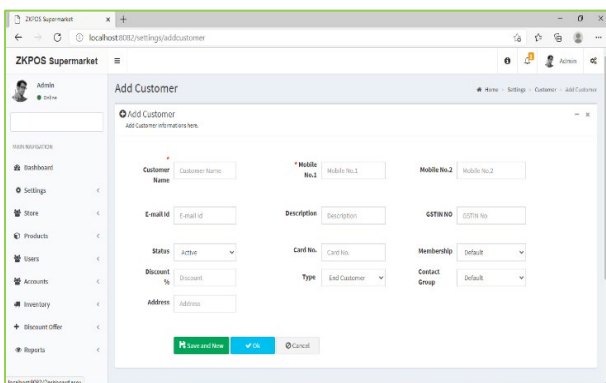
If you have regular CUSTOMERS, you can save their details. Later that will help you during payment and promote their visits by giving gifts or points.



- Go to SETTINGS.
- Click on CUSTOMER
- To add a new customer, click on the ADD button in options.



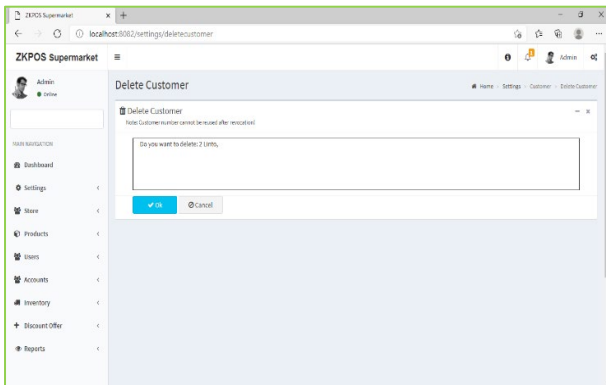
- Enter basic customer details in the appropriate fields including customer name, phone numbers, email id, status, your comments and finally the address of the customer.
- Select the Customer Type from the dropdown. (End Customer/ Retail Customer/ Wholesale Customer).



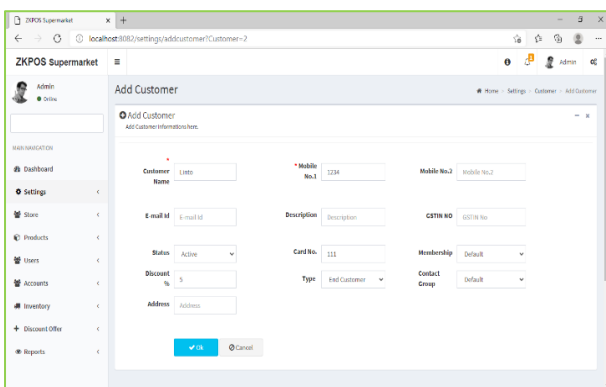
- Enter card number, discount if the customer is a special case and fill rest of the fields.
- Click on the Ok button to save customer details or click on the Save and New option to add new customer details.

## EDIT / DELETE A CUSTOMER

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



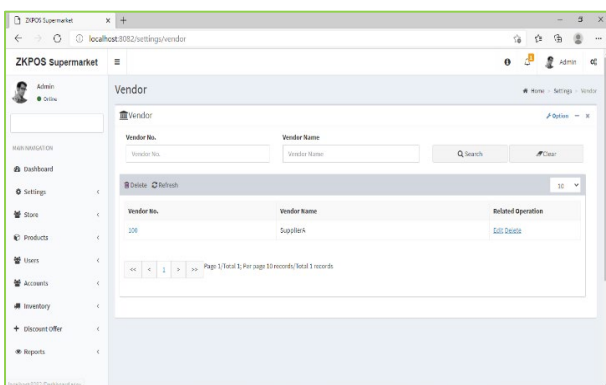
- Go to **SETTINGS** and then click **CUSTOMER**.
- You can see the saved customers as shown above. Click on the Customer that you want to delete and click delete button against each customer.
- You can delete the customers in bulk, by selecting the customers and click delete button under the search area.



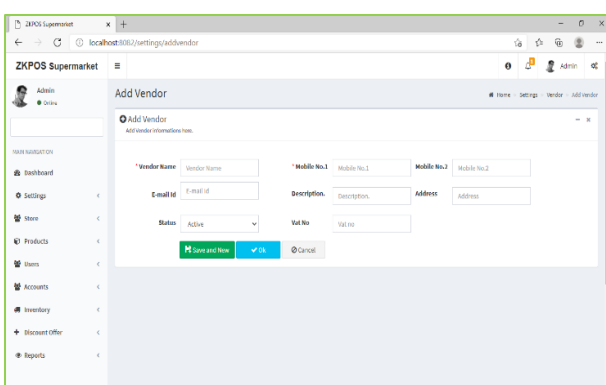
- If you want to edit the customer details, click on edit button against each customer.
- Then make necessary changes and click **OK** button.

## VENDOR

A Vendor is a person whom provides the products, so to add vendor 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 in options.

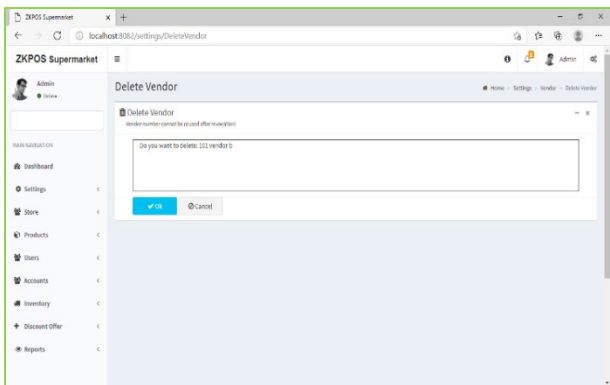


- Enter the **VENDOR DETAILS** in the appropriate fields like Name, Phone Number, Email ID, Status, Vat Register Number and Address.
- After entering necessary details click **OK** button or Click on the **Save and New** button to add new vendor details.
- Click **SEARCH** button to search the vendor.

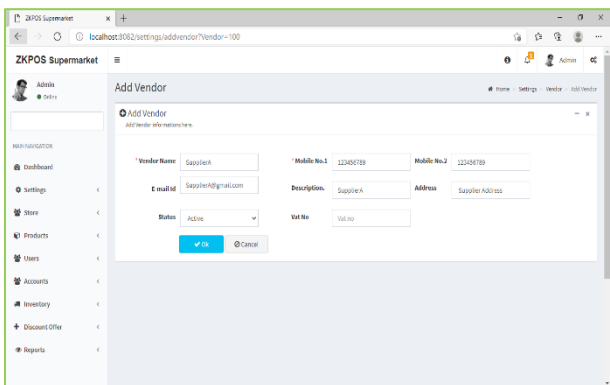
## EDIT / DELETE A VENDOR

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

- Every saved vendor name will be displayed; you have to choose the vendor that you want to edit/ delete.
- click delete button against each customer.
- You can delete the customers in bulk, by selecting the customers and click delete button under the search area.



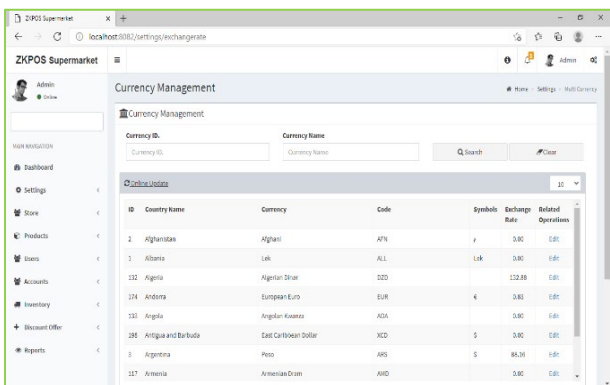
- If you want to edit the vendor details, click on edit button against each vendor.
- Then make necessary changes and click OK button.



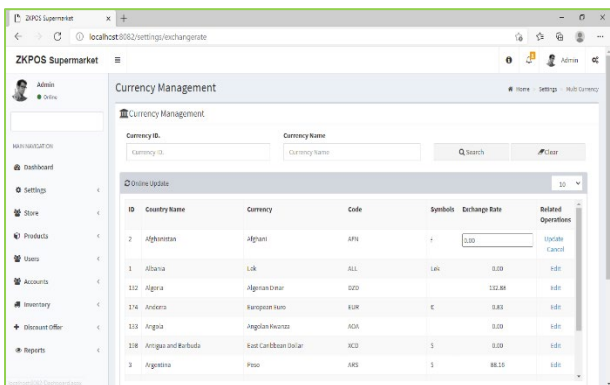
## EXCHANGE RATE

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 RATE.
- Click on online update button to update the exchange rates.

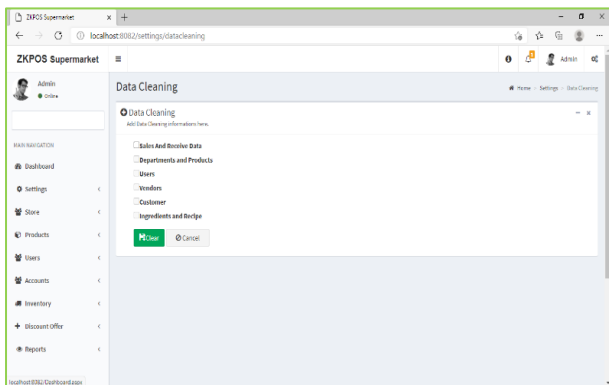


- Click on the EDIT option to the currency that you want to edit. Then exchange rate field will become editable and you can edit it. After making the necessary changes, click on the UPDATE or Cancel option for necessary changes.
- Now all your changes will be saved.



## DATA CLEANING

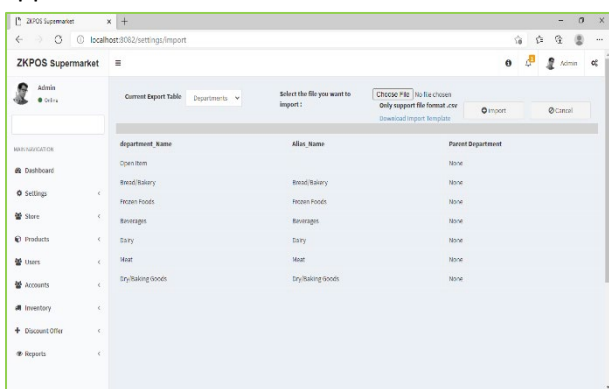
When you want to delete the data stored in ZKPOS, erase everything from it using this functionality. But it needs the ADMIN privilege to do this task.



- Go to SETTINGS.
- Click on DATA CLEANING.
- Select appropriate checkboxes based on your requirements.
- Now click CLEAR button.

## IMPORT TABLES TO ZKPOS

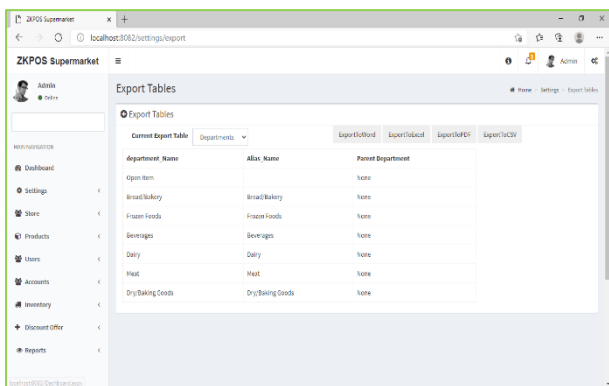
In some scenarios you may need some data outside ZKPOS, in such cases you can import that data to your ZKPOS application.



- Go to SETTINGS and click IMPORT TABLES.
- Select the table to which you want to import the data.
- Select the file that you want to import to ZKPOS.
- Click IMPORT button.
- You can download the template by clicking on 'download import template' button.

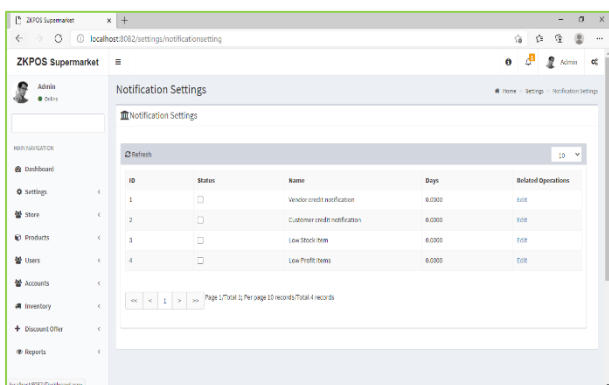
## EXPORT TABLES

You can export data from ZKPOS to your computer.



- Go to SETTINGS.
- Click on EXPORT TABLES.
- Select the table that you want to export from the Current Export Table.
- Select from Export to Word /Export to Excel / Export to PDF / Export to CSV.

## NOTIFICATION SETTINGS

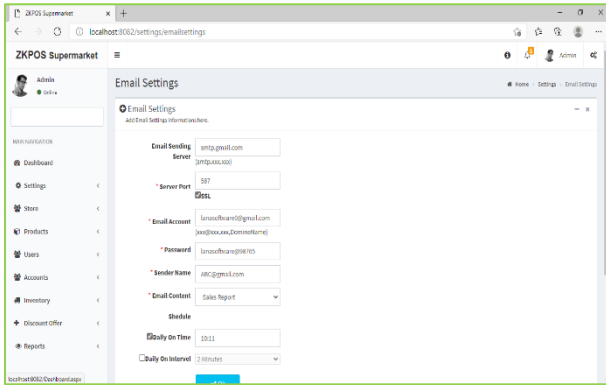


- Open ZKPOS.
- Click on SETTINGS menu.
- From the menu options click on the Notification Settings.
- From the related operations select edit option.
- Set the limits and click UPDATE button.



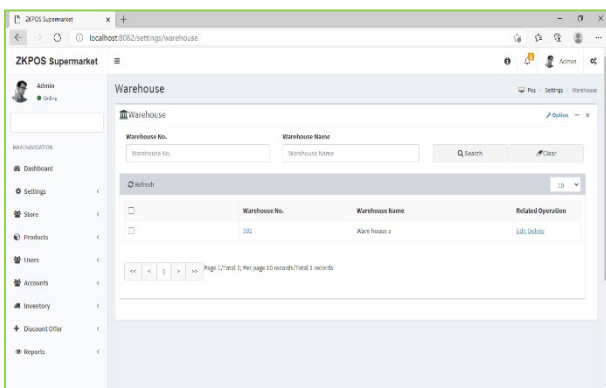
## EMAIL SETTINGS

ZKPOS provides email settings options.

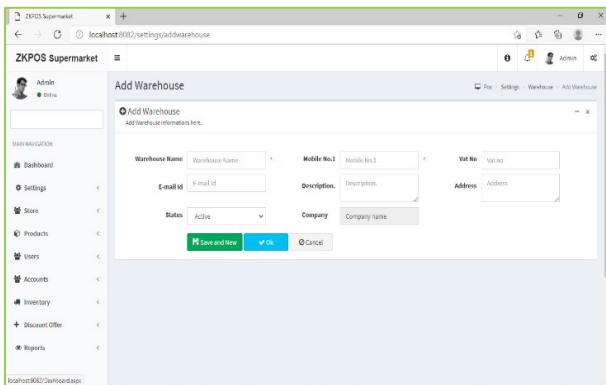


- Go to **SETTINGS**.
- In the options select **Email Notifications**.
- Now enter the details like **Email Sending Server**, **Server Port**, **Email Account**, **Password**, **Sender Name**, **Email Content**, **Schedule** basis type like **Daily on Time**, **Daily on Interval** and click on the **OK** button to save the details.

## WAREHOUSE

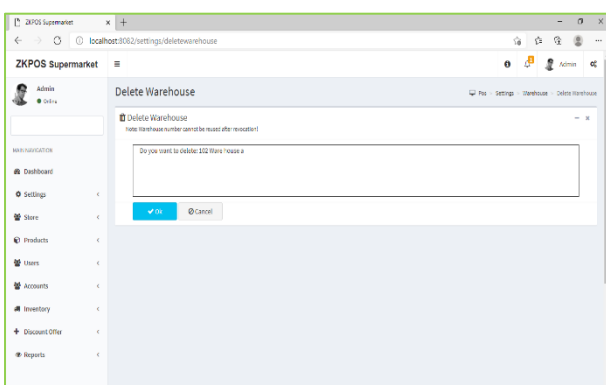


- Go to **SETTINGS**.
- Click on **WAREHOUSE**.
- To add a new warehouse, click on the **ADD** button in options.

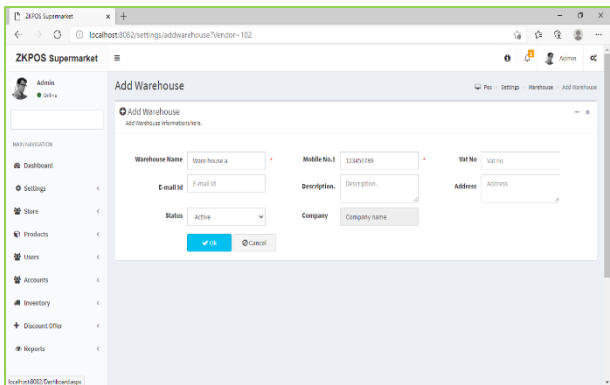


- Enter basic warehouse details in the appropriate fields.
- Click **OK** or **SAVE & NEW** button.

## EDIT / DELETE A WAREHOUSE

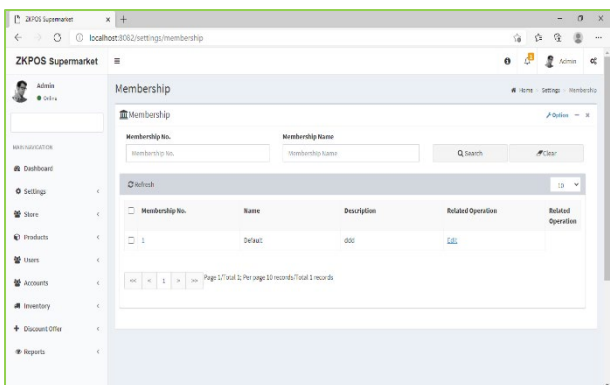


- Every saved warehouse name will be displayed; you have to choose the warehouse that you want to edit / delete.
- click **delete** button against each warehouse
- You can delete the warehouse in bulk, by selecting the warehouses and click **delete** button under the search area.

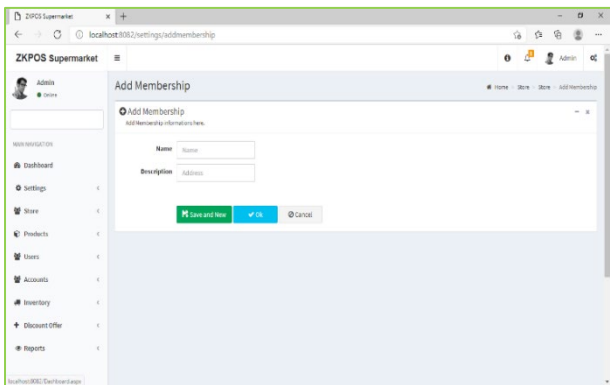


- If you want to edit the warehouse details, click on edit button against each warehouse.
- Then make necessary changes and click OK button.

**MEMBERSHIP**

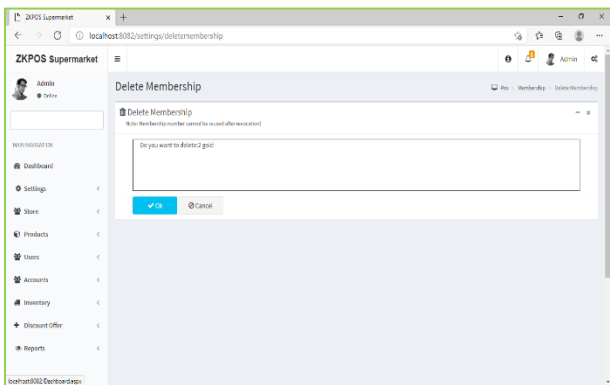


- Go to SETTINGS.
- Click on MEMBERSHIP.
- To add.

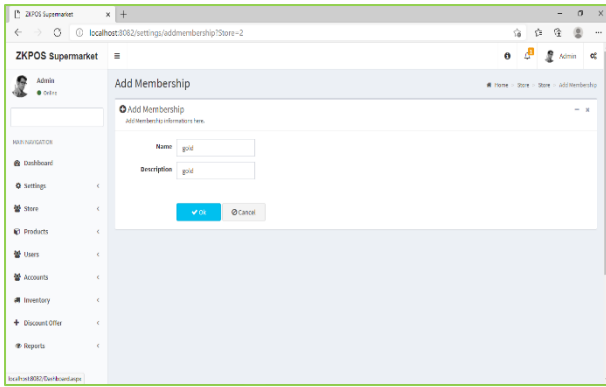


- Enter the details in the appropriate fields.
- Click OK or SAVE & NEW button.

**EDIT / DELETE A MEMBERSHIP**

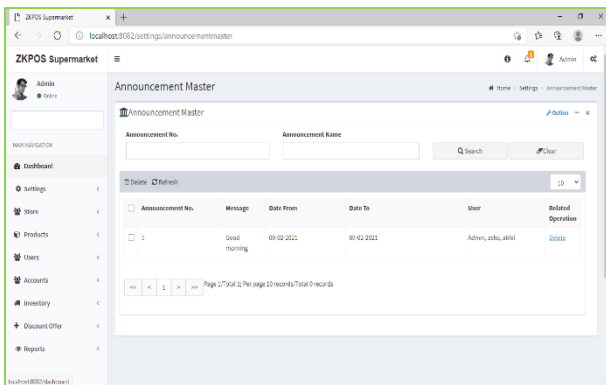


- Every saved membership name will be displayed; you have to choose the membership that you want to edit/ delete.
- Click delete button against each membership name. cannot delete the default membership
- You can delete the membership in bulk, by selecting the memberships and click delete button under the search area.

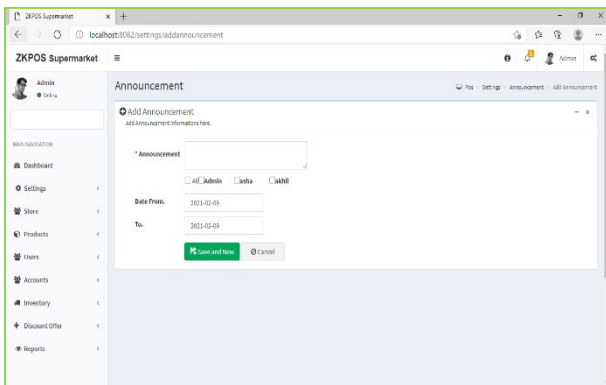


- If you want to edit the membership details, click on edit button against each membership.
- Then make necessary changes and click OK button.

## ANNOUNCEMENT

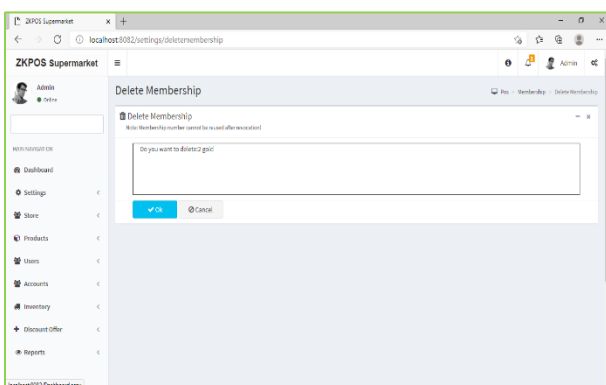


- Go to SETTINGS.
- Click on ANNOUNCEMENT
- To add a new announcement, click on the ADD button in options.



- Enter the announcement, date range and select the users those who need to show the announcement.
- Click SAVE & NEW button.

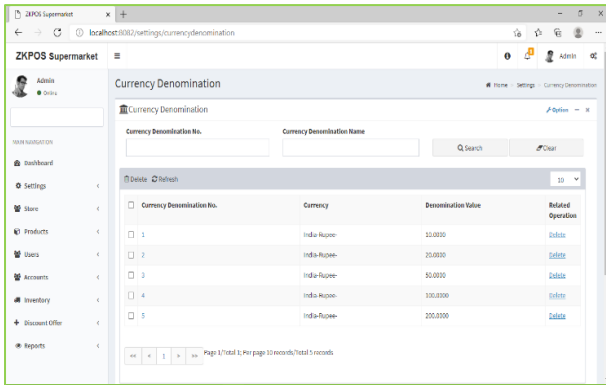
## DELETE AN ANNOUNCEMENT



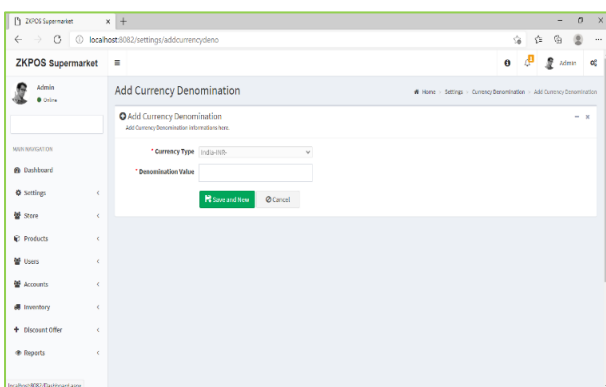
- Every saved announcement will be displayed; you have to choose the announcement that you want to delete.
- Click delete button against each announcement.
- You can delete the announcement in bulk, by selecting the announcement and click delete button under the search area.

## CURRENCY DENOMINATION

Denomination is a proper description of a currency amount, usually for coins or banknotes.

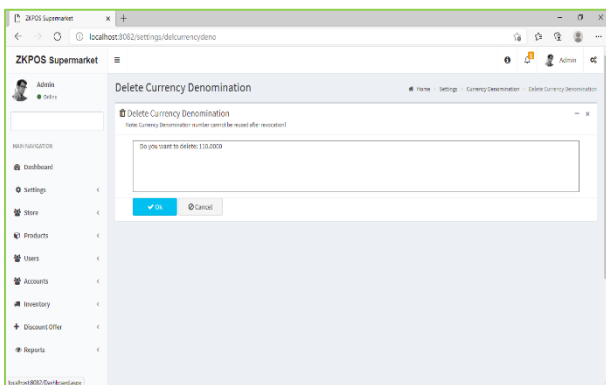


- Go to SETTINGS.
- Click on CURRENCY DENOMINATION.
- Click on the ADD button in options.



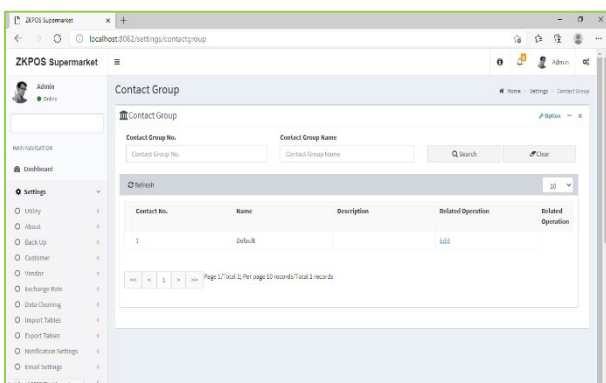
- Enter the denomination value.
- Click on Save & New.

## DELETE A CURRENCY DENOMINATION

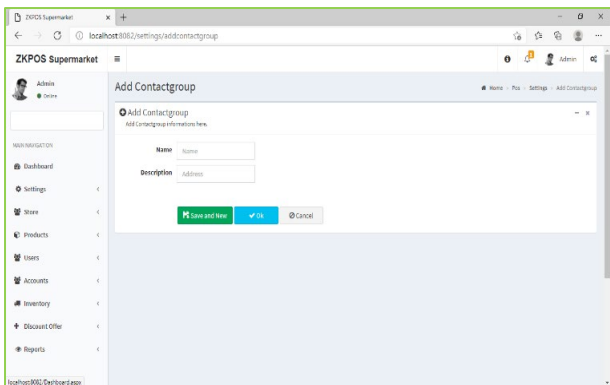


- Every saved denomination will be displayed; you have to choose one that you want to delete.
- Click delete button against it.
- You can delete the announcement in bulk, by selecting the denominations and click delete button under the search area.

## CONTACT GROUP

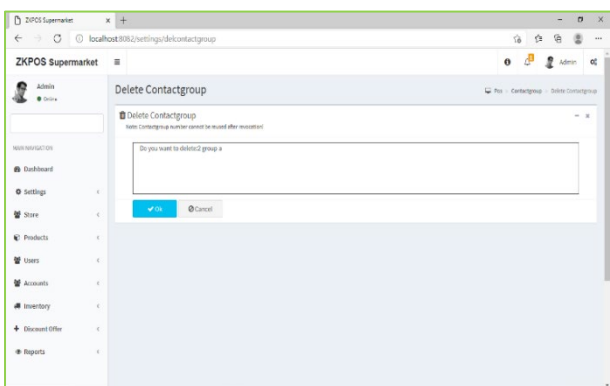


- Go to SETTINGS.
- Click on CONTACT GROUP.
- To add a new contact group, click on the ADD button in options.

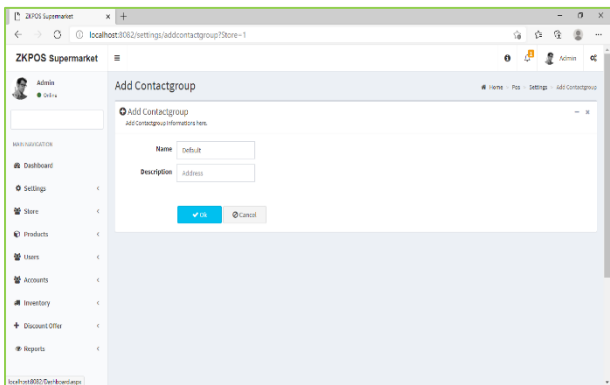


- Enter the details in the appropriate fields.
- Click OK or SAVE & NEW button.

**EDIT / DELETE A CONTACT GROUP**

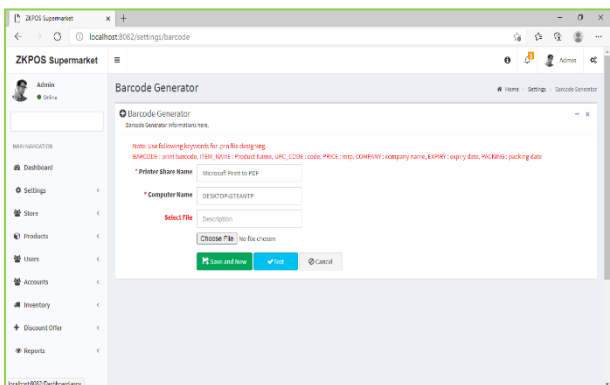


- Every saved contact group name will be displayed; you have to choose the contact group that you want to edit/ delete.
- Click delete button against each contact group name. cannot delete the default membership
- You can delete the contact group in bulk, by selecting the contact groups and click delete button under the search area.



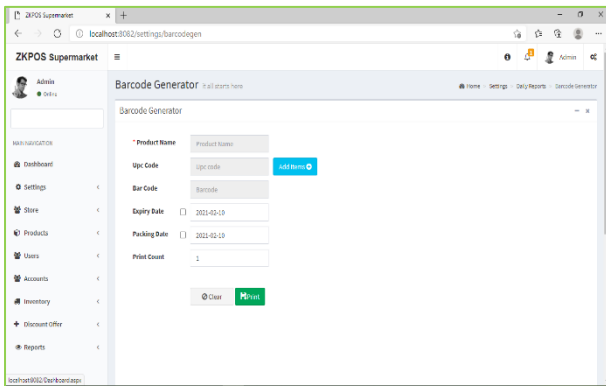
- If you want to edit the contact group details, click on edit button against each contact group.
- Then make necessary changes and click OK button.

**BARCODE**

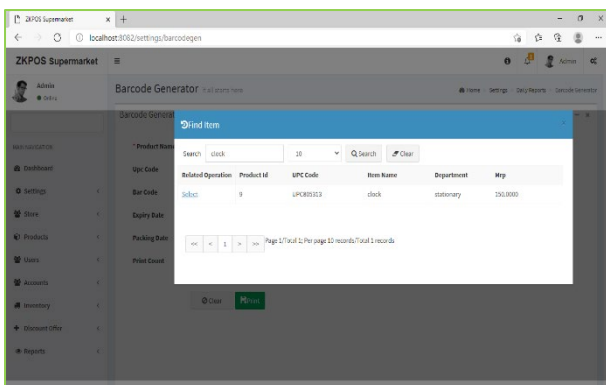


- Go to SETTINGS.
- Click on BARCODE.
- Select printer share name.
- Select the .prn file through browse option.
- Click save.
- You can test the barcode.

## BARCODE GENERATOR



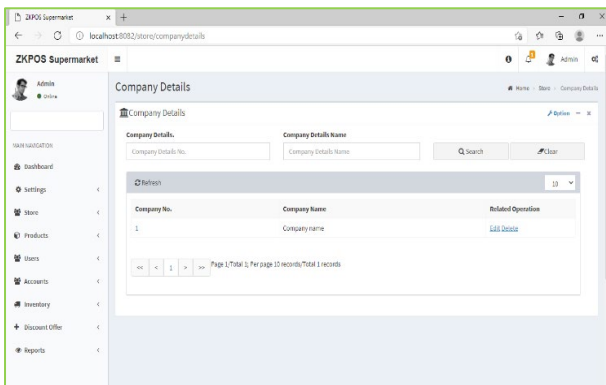
- Go to SETTINGS.
- Click on BARCODE GENERATOR.



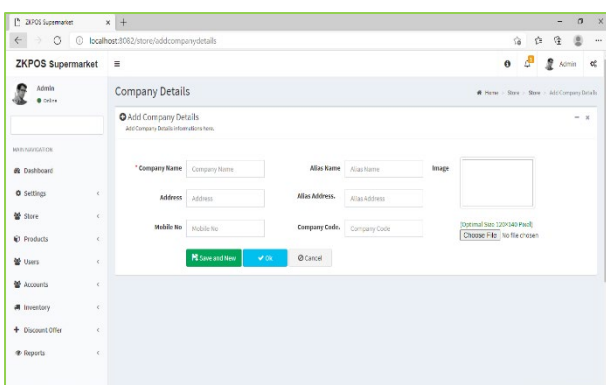
- Click on Add items button.
- Select the item.
- Tick on the check box if you want to print expiry date and packing date with barcode.
- Select the print count.
- Click on PRINT button.

## STEP 4 - STORE COMPANY DETAILS

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

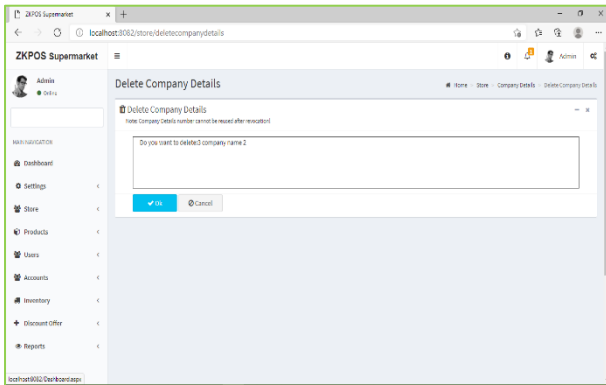


- Login as ADMIN.
- Click on STORE MENU.
- Click on COMPANY DETAILS.
- Click ADD button from options.

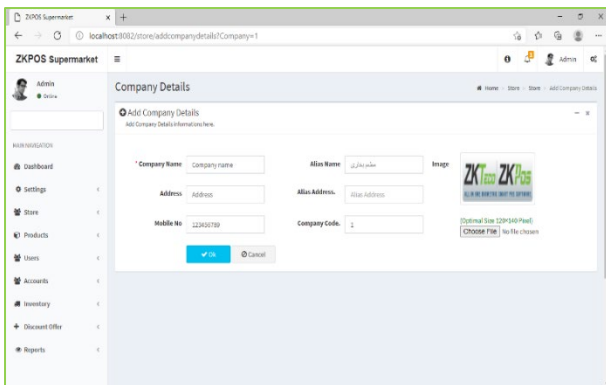


- Enter all necessary details in the appropriate fields.
- Finally browse the company logo and then click OK or Save & New button.

## EDIT / DELETE COMPANY DETAILS

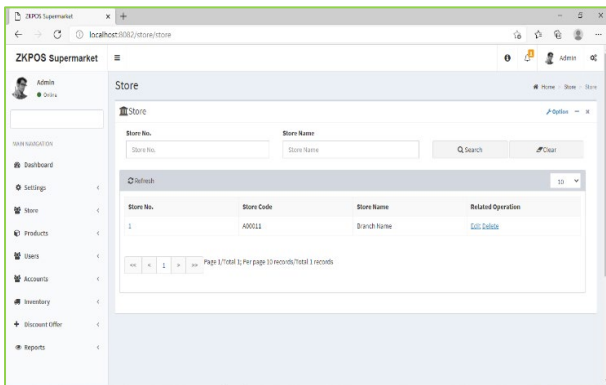


- Every saved company detail will be displayed, you have to choose the one that you want to edit/ delete.
- Click delete button against each membership name. Cannot delete a company detail if create store under it.
- You can delete the company details in bulk, by selecting the details and click delete button under the search area.

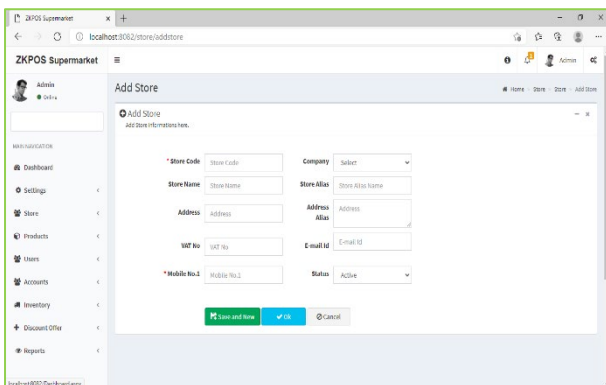


- If you want to edit the company detail details, click on edit button against each membership.
- Then make necessary changes and click OK button.

## STORE

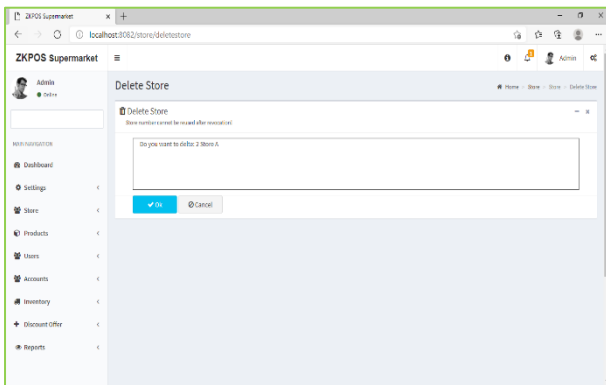


- Login as ADMIN.
- Click on STORE MENU.
- Click on STORE.
- Click ADD button from options.

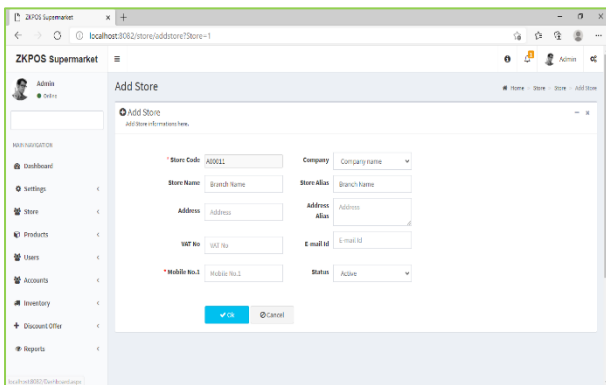


- Enter all necessary details in the appropriate fields.
- Finally browse the company logo and then click OK or Save & New button.

## EDIT / DELETE STORE

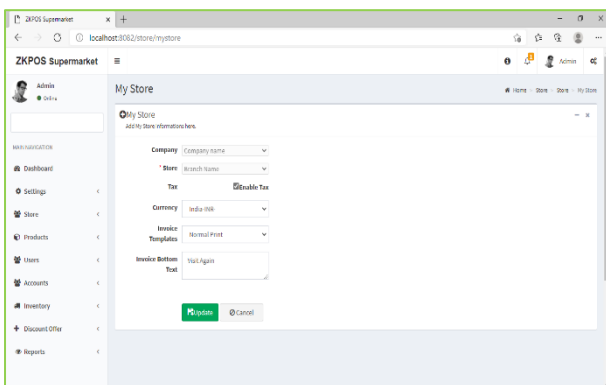


- Every saved store detail will be displayed, you have to choose the one that you want to edit/ delete.
- Click delete button against each store name. Cannot delete a store detail if you use it in my store.
- You can delete the store details in bulk, by selecting the details and click delete button under the search area.



- If you want to edit the store detail details, click on edit button against each membership.
- Then make necessary changes and click OK button.

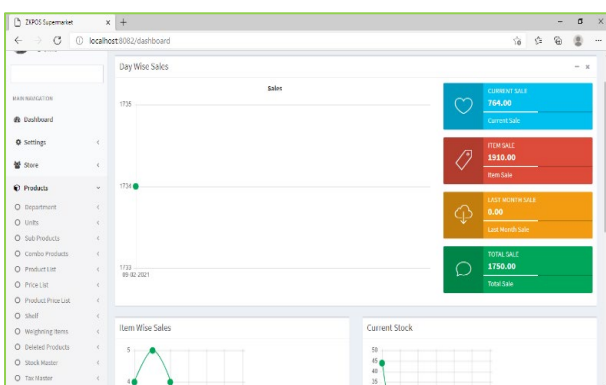
## MY STORE



- Select company name and store.
- Enable tax.
- Select currency and invoice template.
- Enter invoice bottom text.
- Click UPDATE.

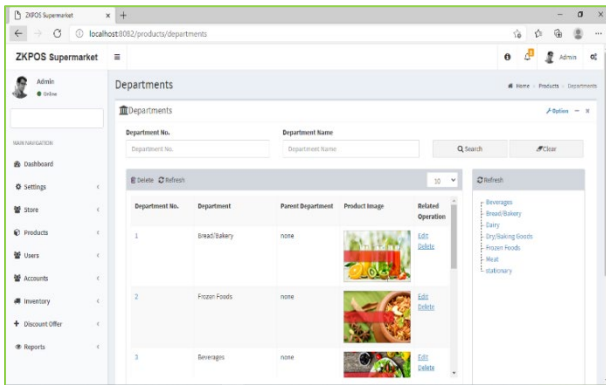
## STEP 5 - PRODUCTS DEPARTMENTS

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.

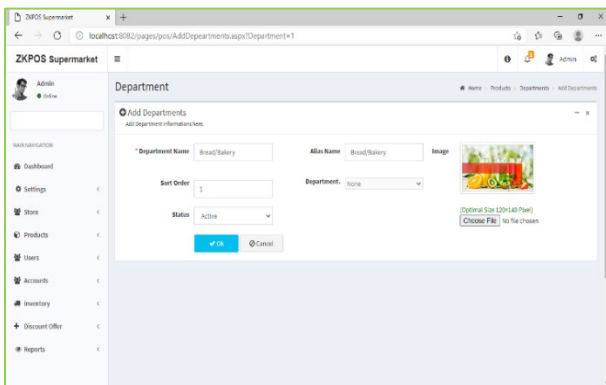


- Click on PRODUCTS.
- From the menu options, click DEPARTMENT.

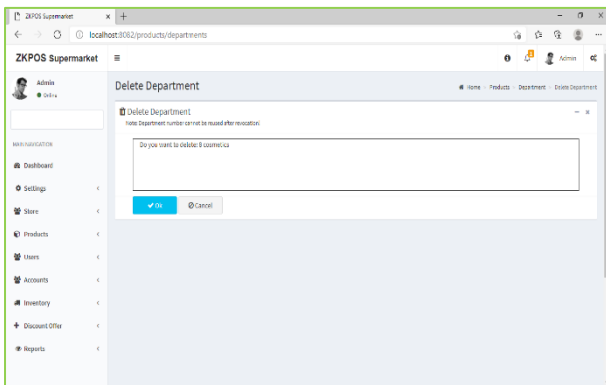




- Some default departments will be there.
- You can edit/delete an existing department.

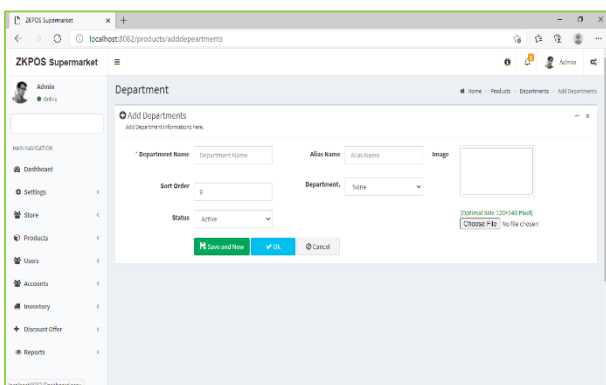


- Click on the department that you want to edit and click on Ok button.
- You can change the department name, sort order, image of the department etc. as you wish.
- Click OK button.



- If you want to delete a department click on DELETE button against it.
- You cannot delete if a department has sub departments or products.

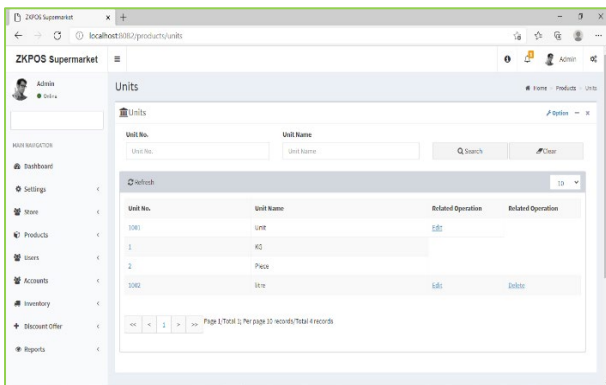
Now to add a new department, click on the ADD button from options.



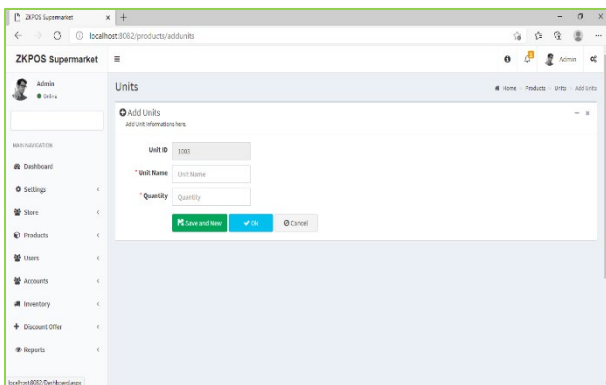
- Enter Department Name, Sort Order, Status, Department Button Style, Product Button Style and Image.
- Save the details by clicking on OK button.

## UNITS

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

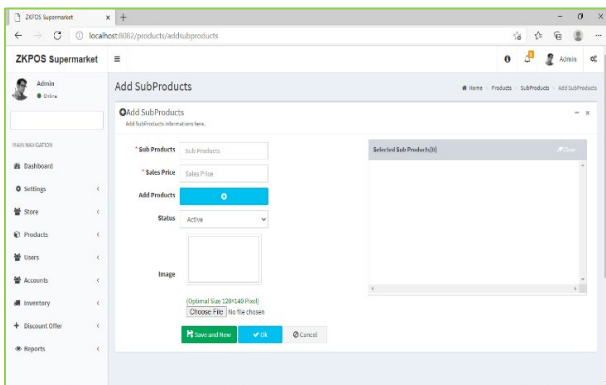


- Go to SETTINGS.
- Click PRODUCTS.
- From the menu options, choose UNITS.

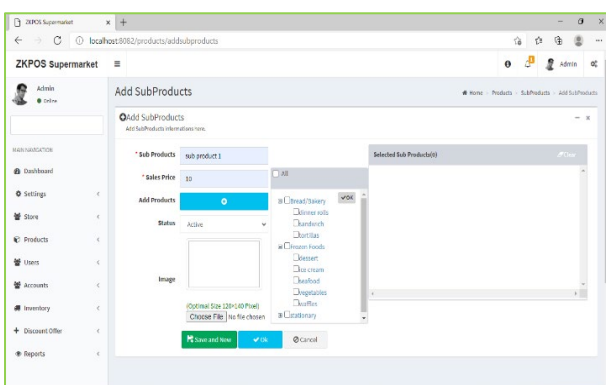


- To add new unit click ADD button in options.
- Enter the UNIT NAME and UNIT ID.
- Enter the QUANTITY.
- Save the details by clicking on OK or Save & New button.

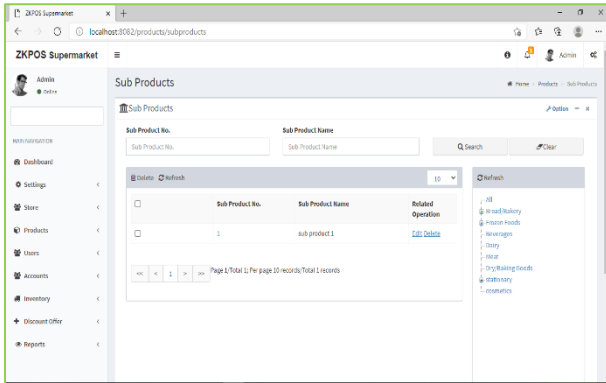
## SUB PRODUCTS



- To add a sub product, you should enable Sub products in the utility.
- Click on ADD button in options and enter the details like Sub Products, Sales Price.



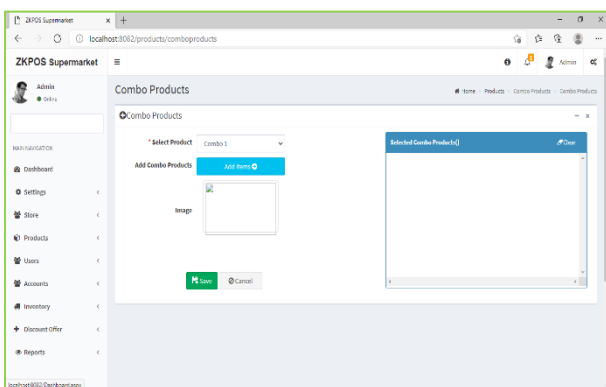
- To add product, click on Add Products,
- Select the products from the list.
- Click OK button enable status option and browse image for the sub product.
- Click on OK or Save & New button.



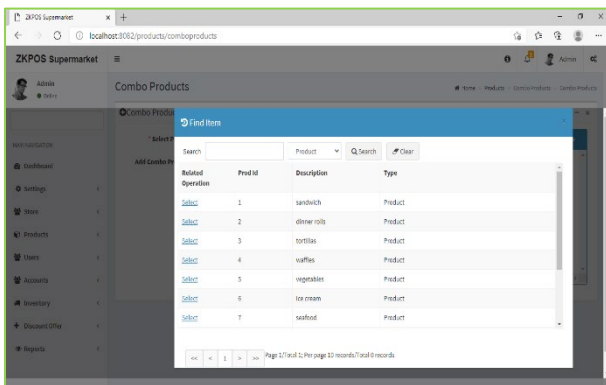
- To edit/delete the sub product, click on the respective item.
- Choose the action from related operation.
- Follow the steps as we discussed above.

## COMBO PRODUCTS

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



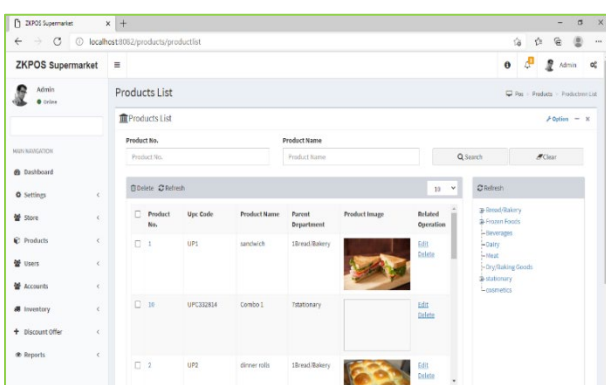
- Go to utility and enable combo product.
- To add a combo product, click COMBO PRODUCTS from PRODUCTS option.
- Select the combo products as you saved through product list.



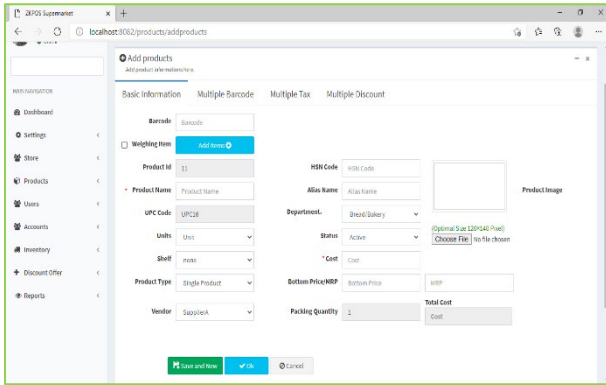
- Click on Add combo products.
- Select the products.
- Browse the image.
- Click SAVE button.

## PRODUCT LIST

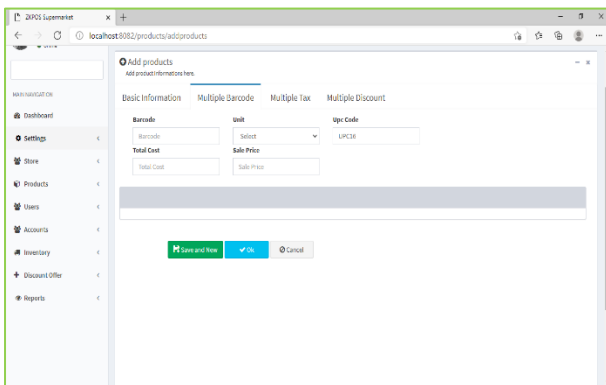
Add all product's details to ZKPOS.



- To add a new product, Click PRODUCTS.
- From the menu options, select PRODUCT LIST.
- To add a new product, click ADD button from options.

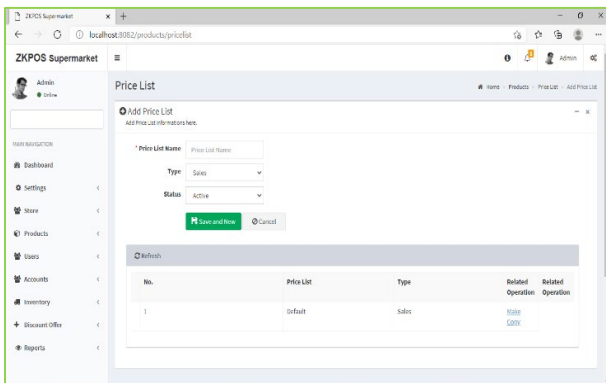


- If the product is a weighing item then, tick the checkbox corresponds to weighing items.
- If not enter the barcode if exists.
- Enter the details accordingly.
- Set the cost and sale price.

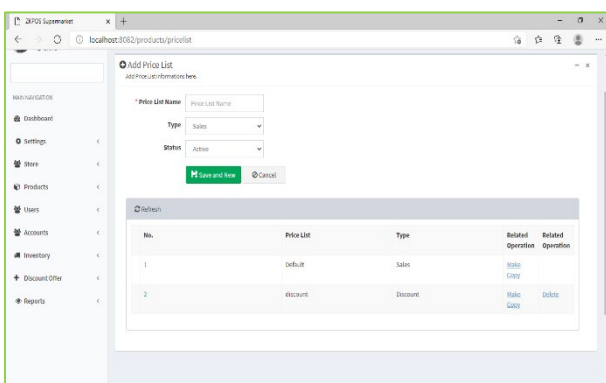


- You can use multiple barcodes for a single product.
- For that select multiple barcode tab.
- Enter barcode, unit and price details.
- Set tax and discount.
- Click OK or Save & New button.

## PRICE LIST



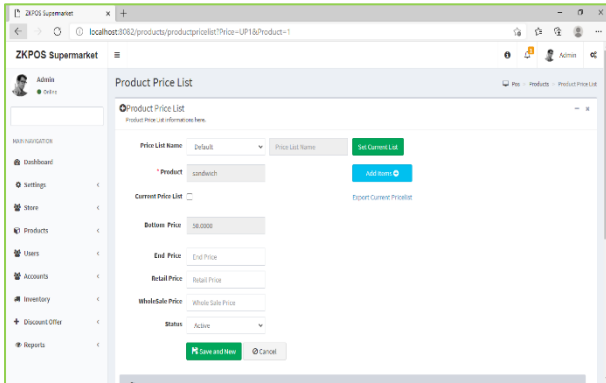
- Go to MAIN MENU.
- Click on PRODUCTS.
- Select PRICE LIST from the menu options.
- Enter the PRICE LIST NAME.
- By default, there will be two types of price list, SALES and DISCOUNT. The products with discount offer should be added to the discount price list. Select the PRICE TYPE and STATUS.
- Click SAVE & NEW button.



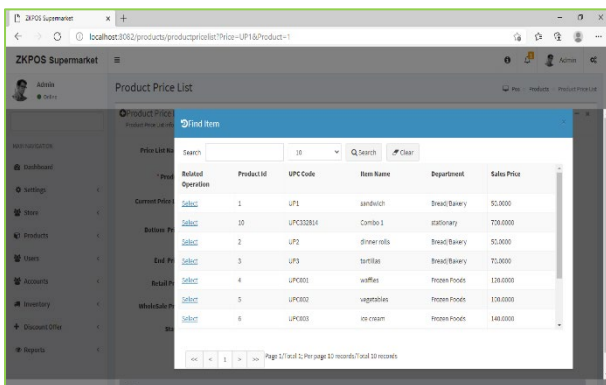
- Sometimes you may need to make changes to the price of particular products. So, in such cases make a copy of the original price list by clicking on the make a copy next to the price list name. A copy will be created. To delete a price list, click on the delete option and click OK button.

## PRODUCT PRICE LIST

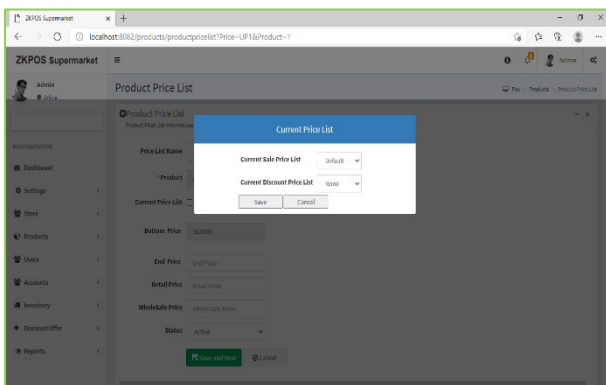
You can see all saved product price list here. You can see all saved product price list here. You can create more price list here. Suppose you want to change the price of the whole product. You can create a new price list and enter the new price for the products. Update the price list whenever you want 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.
- 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.



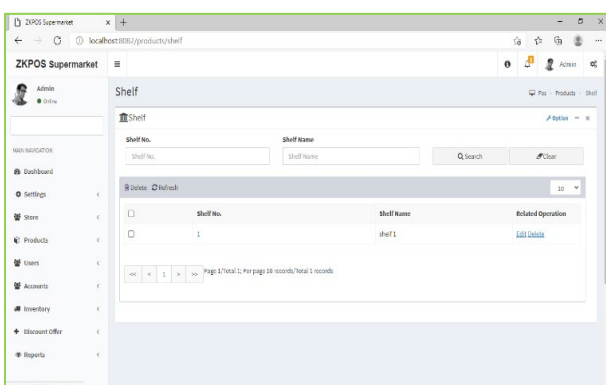
- Click on the ADD ITEM button to add a product.
- Select the Product.
- Add or edit BOTTOM PRICE, END PRICE, Retail price, wholesale price and STATUS.
- Click Save & New button.
- Changes will be saved.



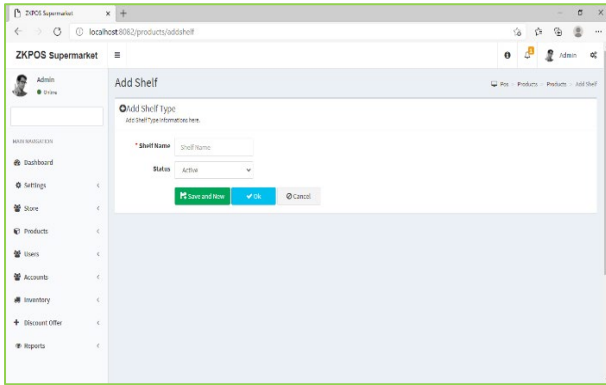
- The default price list will be set as the current price list. You can change it after creating another list. For that click on the SET CURRENT LIST button.

## SHELF

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

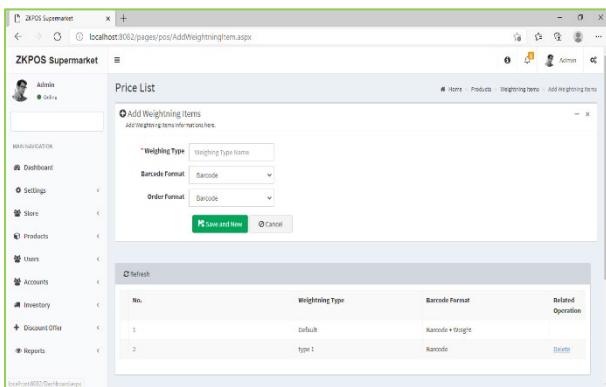


- Click on SHELF from PRODUCTS.



- Click ADD button from OPTIONS.
- Enter the SHELF NAME.
- Enter the Status.
- Click OK or Save & New button.

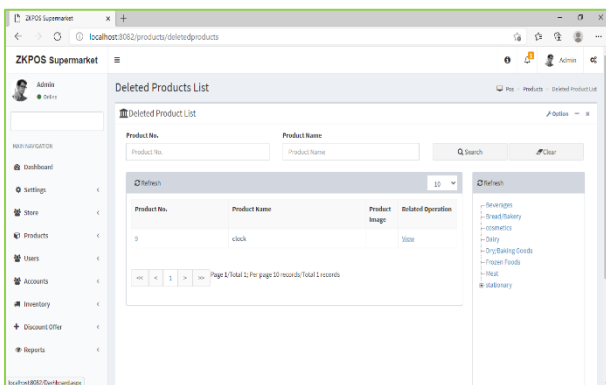
## WEIGHING ITEMS



- 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.

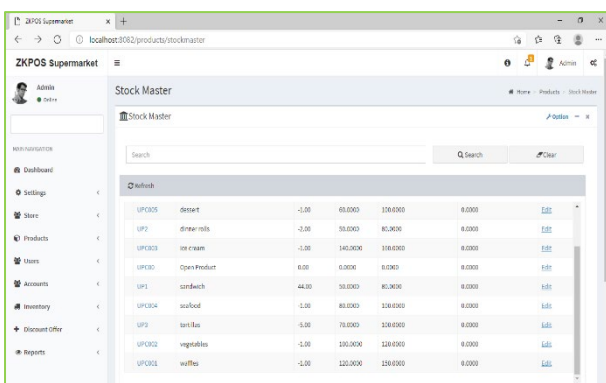
## DELETED PRODUCTS

You can view the deleted products here.

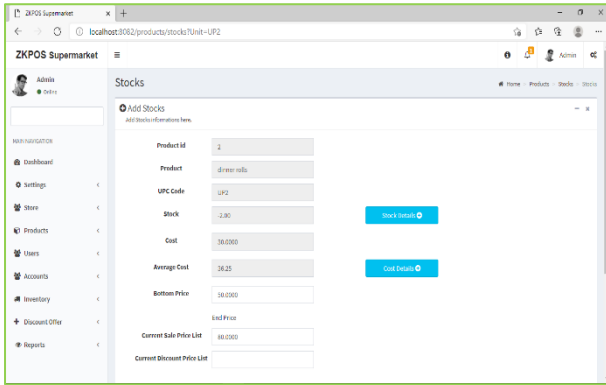


- Go to PRODUCTS.
- SELECT deleted products.
- Click view to see the details of that product.

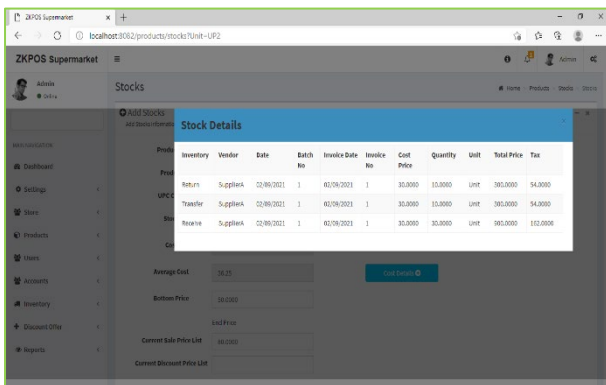
## STOCK MASTER



- Click on STOCK MASTER from PRODUCTS.
- All products are displayed in Grid Section.
- After all products are displayed, the Search field is there.
- To search particular item, the item is displayed.

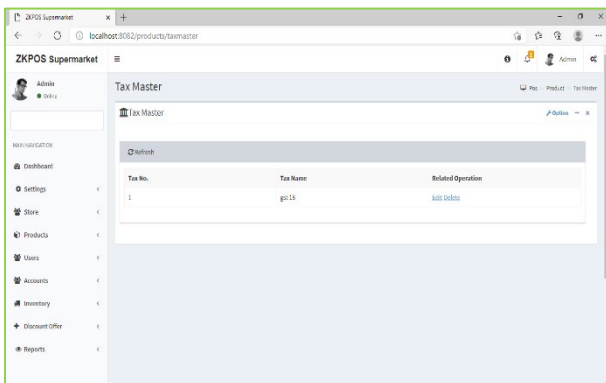


- If to edit the stock click on the edit option and it automatically displays the product id, product, UPC code, stock, cost, average cost. Where you can make a change in bottom price, current sale price list and current discount price list.

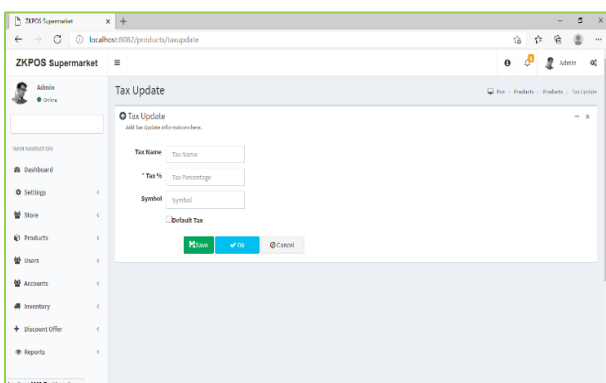


- You can view the stock details by clicking on stock details button.
- Cost details can be shown by clicking on cost details button.
- Click OK button to save the details.

## TAX MASTER

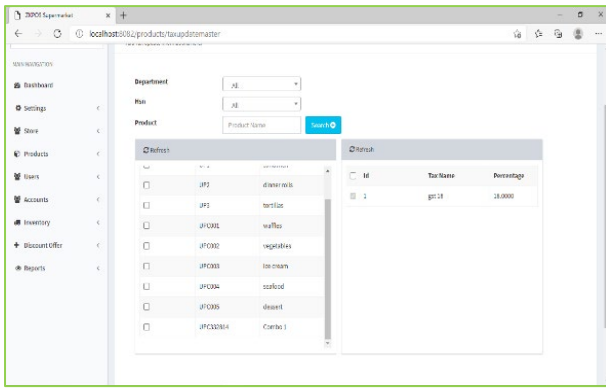


- You can add tax details in TAX MASTER.
- Go to PRODUCTS.
- Select TAX MASTER.
- Click ADD button from options.



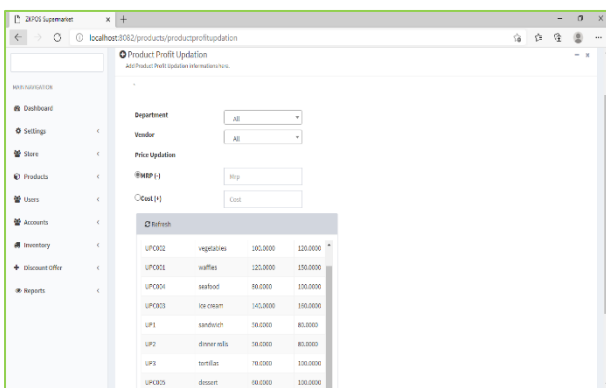
- Enter Tax name, tax percentage and symbol.
- Select whether the tax is default or not.
- Click SAVE button.

### TAX UPDATE



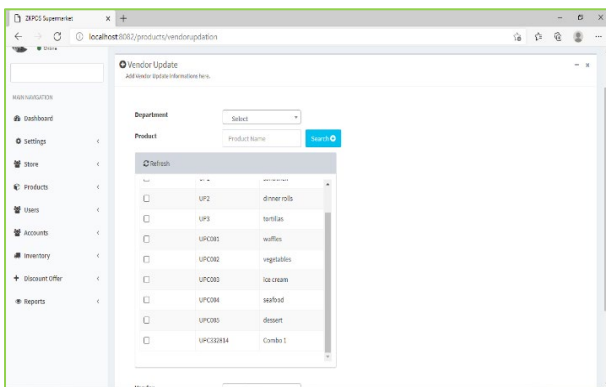
- Click TAX UPDATE.
- Choose the department.
- Enter Tax Percentage.
- Then Click Update button.

### 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 is two option 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.
- Click UPDATE button.

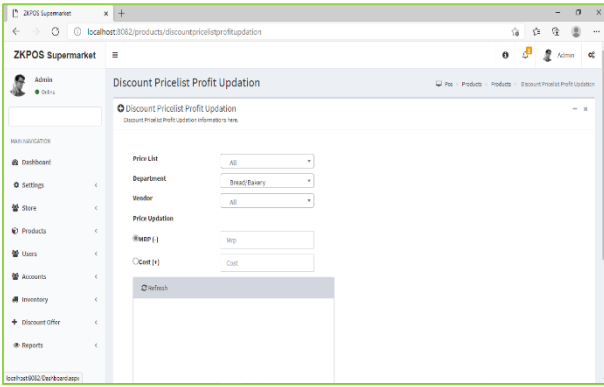
### VENDOR UPDATION



- 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.

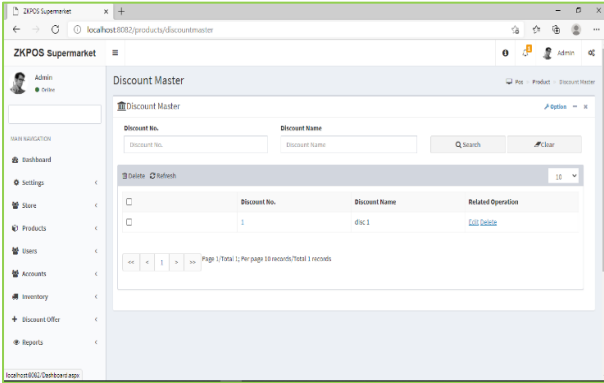
### DISCOUNT PRICE LIST PROFIT UPDATION



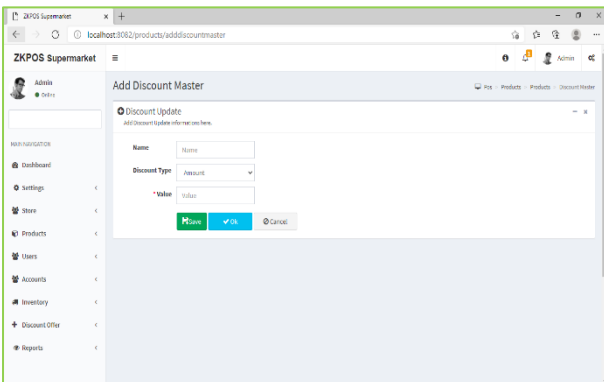


- Select product profit update option from product menu.
- Select the products by department as well as vendor.
- There is two option for price updating, MRP (-) and cost (+).
- Enter the value in percentage. For MRP (-), sales price updated by an amount according to the percentage given of MRP deducted 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.

**DISCOUNT MASTER**



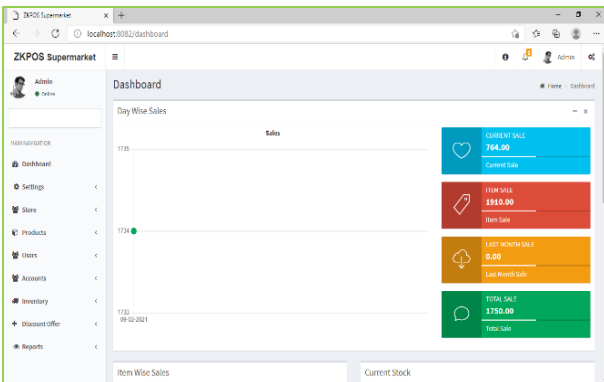
- You can enter the discounts here.
- Go to PRODUCTS.
- Select discount master.
- Click ADD button from options.



- Enter name, discount type and value.
- Click SAVE button.

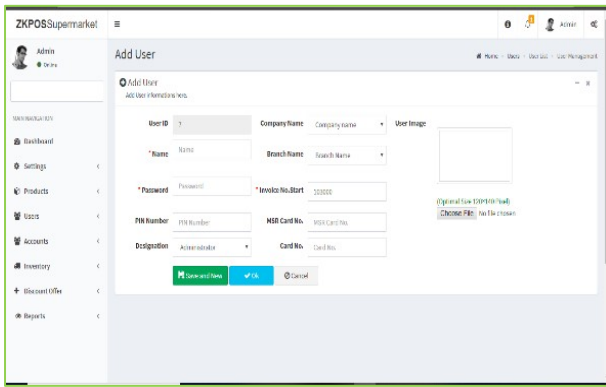
**STEP 6 - USERS**

**USER LIST**



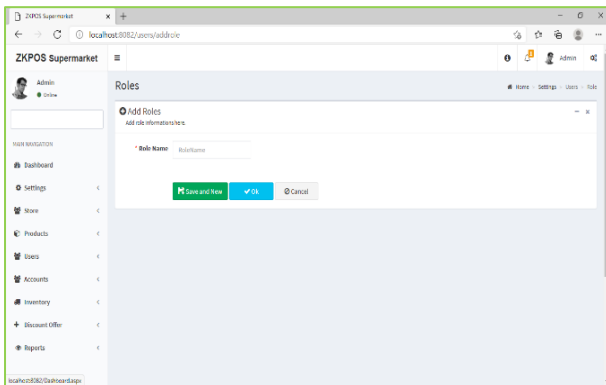
- Login as Admin.
- Go to the USERS in main menu.

**USER LIST**



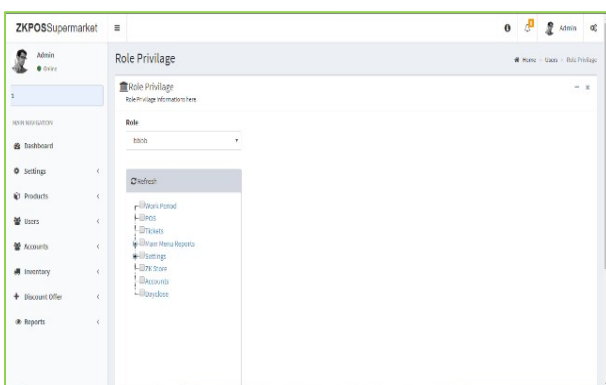
- Select user list
- Add user by clicking on the ADD button in options.
- Enter the User ID, PIN Number, Designation, Card No, Name, Invoice No. Start, Company Name, Password, and MSR Card No, Branch Name, Card No.
- Click on the Ok button to save the User.
- Click on the edit option to edit the user list, and enter the details and click OK.
- You can edit/delete the users by clicking EDIT or DELETE button.

## ROLE



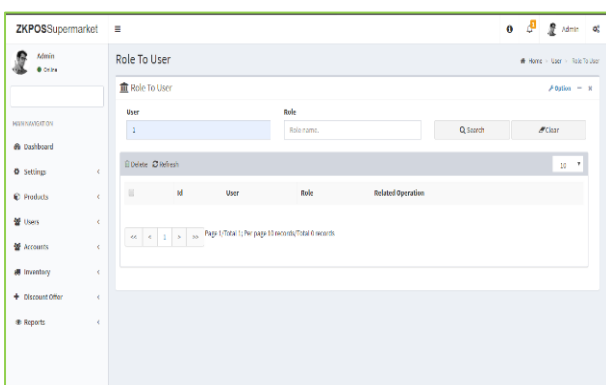
- Add Role Name by clicking on the ADD button in options.
- Click OK button to save it.
- Click on the edit option to edit the ROLE And enter the details and click OK.

## ROLE PRIVILEGE



- Search the Role from the grid.
- Put tick mark to the items like work period, POS, tickets, main menu reports, settings, ZK store, accounts, day close which you want to be.
- Click on the Save button to save the above said details.

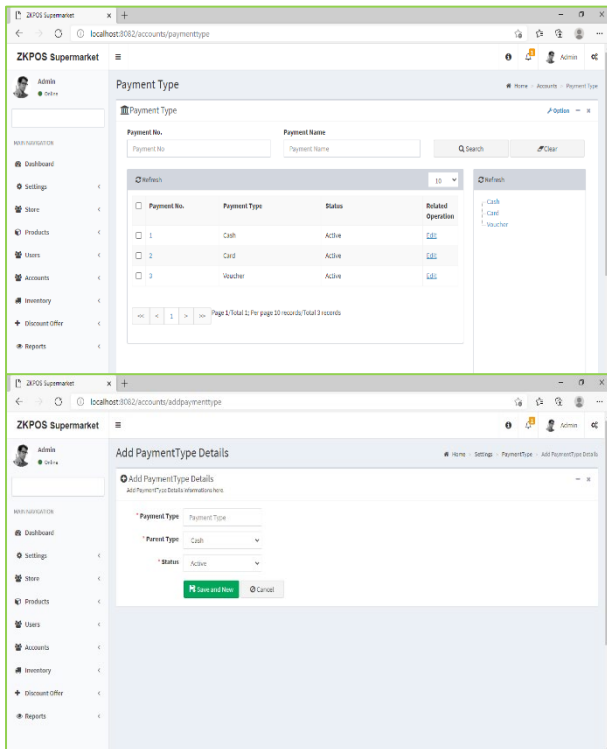
## ROLE TO USER



- Search the user and role from the search Option.
- Add User Role by clicking on the ADD Button.
- Enter the User and Role name.
- Click on the OK button to save it.

## STEP 7 - ACCOUNTS PAYMENT TYPES

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

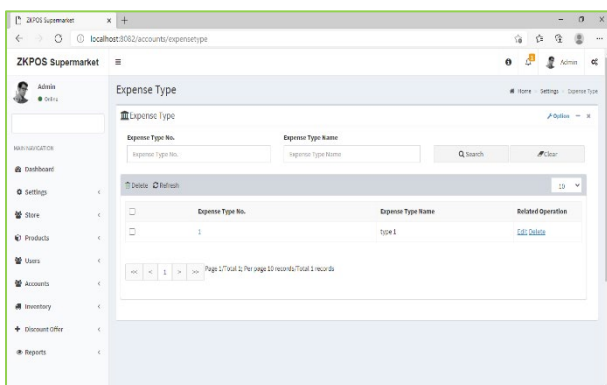


- Click on ACCOUNTS menu.
- From the menu options select PAYMENT TYPE.
- Cash, Card, Voucher will be there by default.

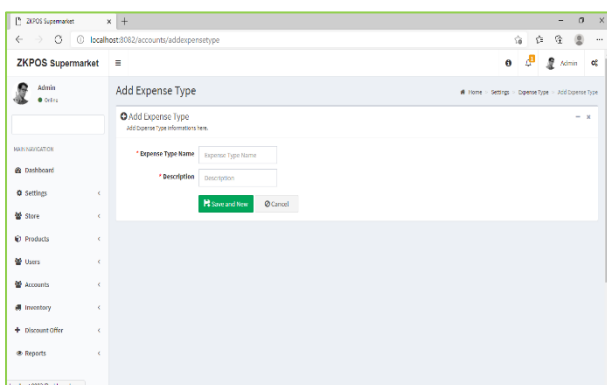
- You can add another by clicking on ADD button from options.
- Enter the details.
- Click Save & New button.

## EXPENSE TYPES

You can add expense types here

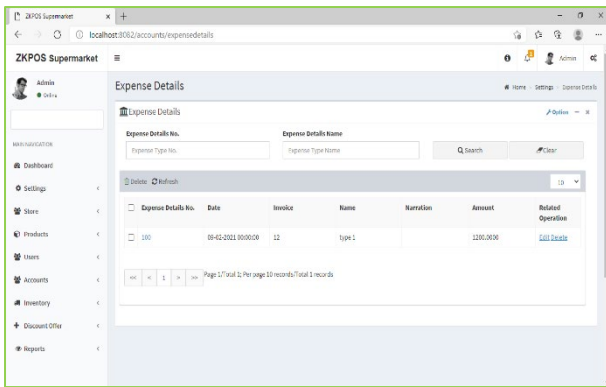


- Go to ACCOUNTS.
- Select expense type.

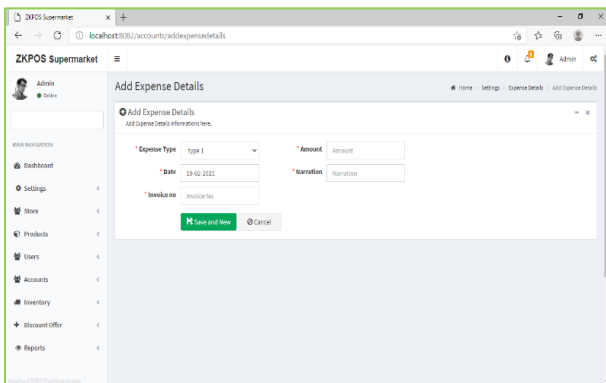


- Click on ADD button from options.
- Enter the details and click Save & New button.

## EXPENSE DETAILS



- Click on Accounts
- Select expense details
- Click ADD button from options.



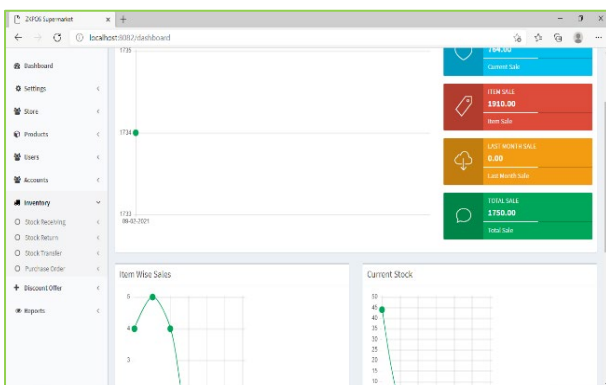
- Select expense type from drop down.
- Enter the details as shown in the figure.
- Click Save & New button.

## STEP 7 - INVENTORY MANAGEMENT

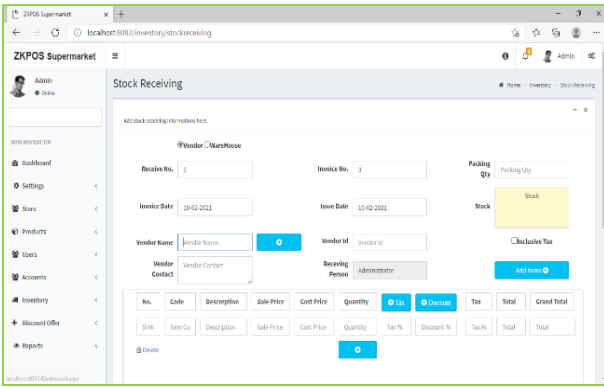
This is the stock management section. There are four options STOCK RECEIVING and STOCK TRANSFER, PURCHASE ORDER, STOCK INVENTORY. While receiving stock from suppliers you can save the details about the purchase and stock in ZKPOS Software.

### STOCK RECEIVING

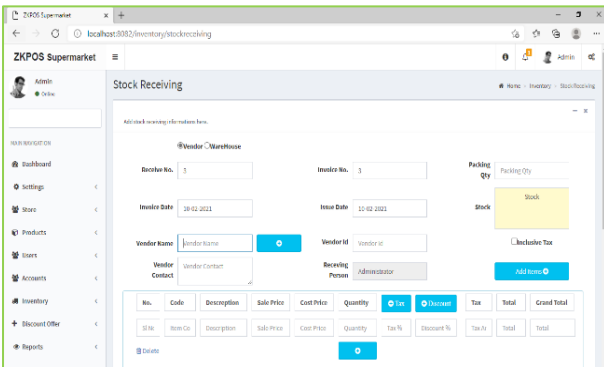
Save the stock receiving details in ZKPOS.



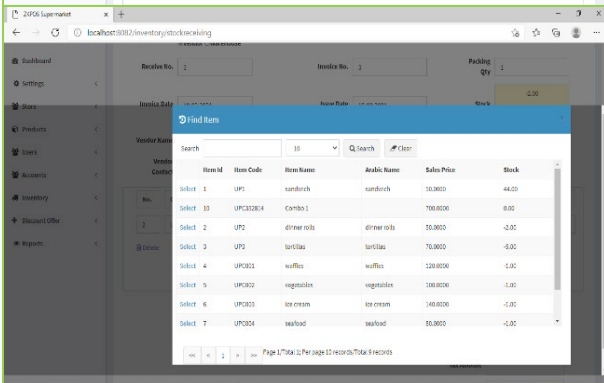
- From the menu options select INVENTORY.
- First let's learn how to do STOCK RECEIVING. Click on STOCK RECEIVING.



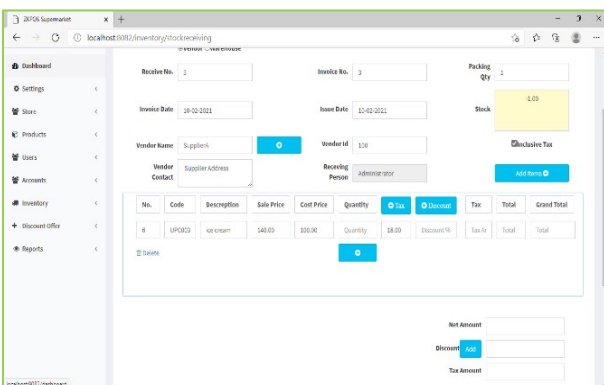
- You need to specify the details about the purchase in appropriate field, like INVOICE DATE, RECEIVING DATE, VENDOR NAME, VENDOR ID, VENDOR'S contact details, ITEMS that purchased, PACKING QUANTITY, TOTAL AMOUNT, NET QUANTITY, tax and discount details etc.
- Select whether you receive this stock from a vendor or from a warehouse.



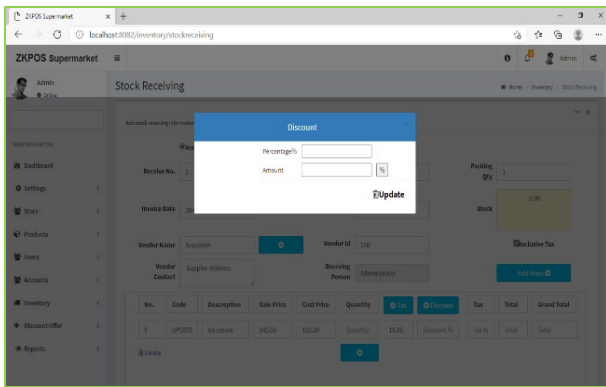
- Click inclusive tax option if you want to calculate the tax inclusively. You have to calculate the tax for the whole invoice inclusively.
- You can restrict the updating of cost price in product list by enabling 'disable cost update on stock receive' from utility.



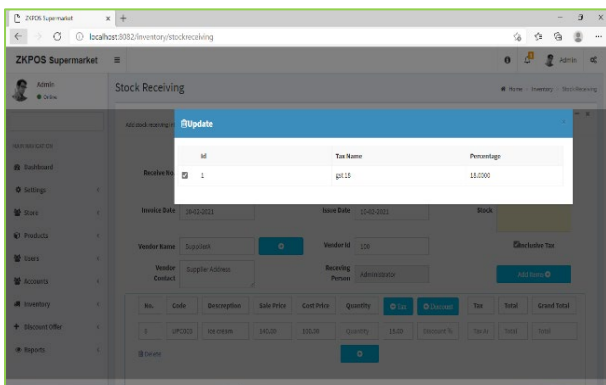
- Click add item to select the products.
- Enter the barcode or search by product name.
- click on the product after searching.



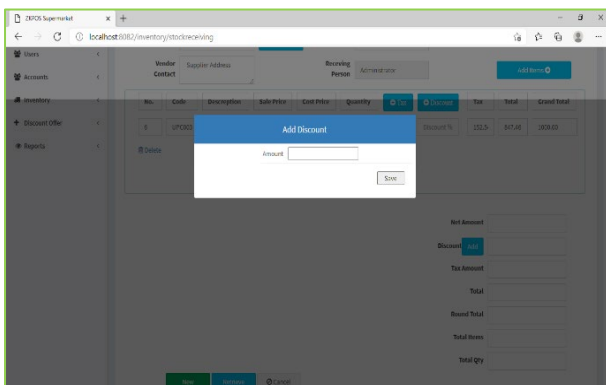
- Now the product will be shown in the purchase receiving grid.
- Change the cost price if you want to.
- Enter the quantity.



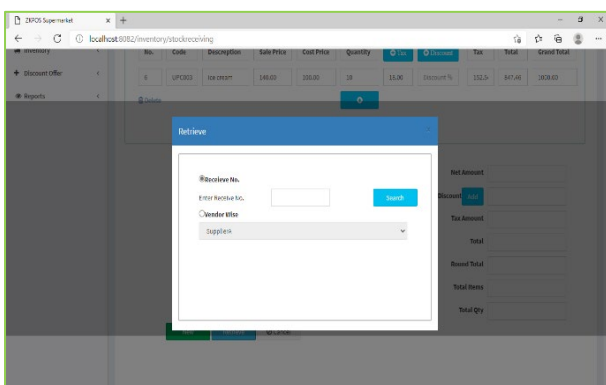
- After entering the quantity, you can add discount and tax product wise.
- Click on discount button against the product.
- You will get a pop up to enter discount as amount and as percentage.
- By entering the percentage value, you can view the amount in the respective field.
- If you enter the amount,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



- 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.
- After entering the quantity, click ENTER button.



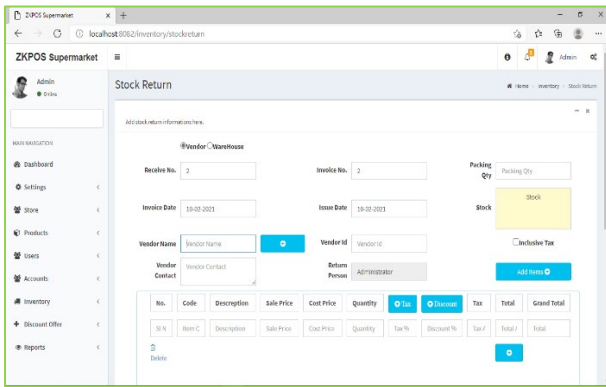
- You can add discount to the whole invoice by clicking the add button near the discount amongst the amount details.
- Enter the discount amount and click OK.
- You cannot add both product wise and invoice wise discount to a single invoice.



- 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.

**STOCK RETURN**

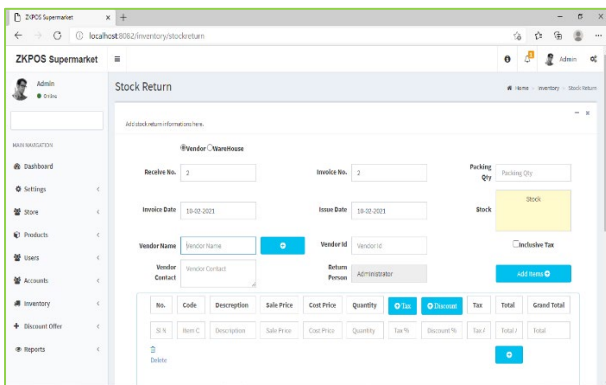
Save the stock return details in ZKPOS.



- From the menu options select INVENTORY.
- Click on STOCK RETURN.
- Enter the details.
- You can retrieve the details as before.

## STOCK TRANSFER

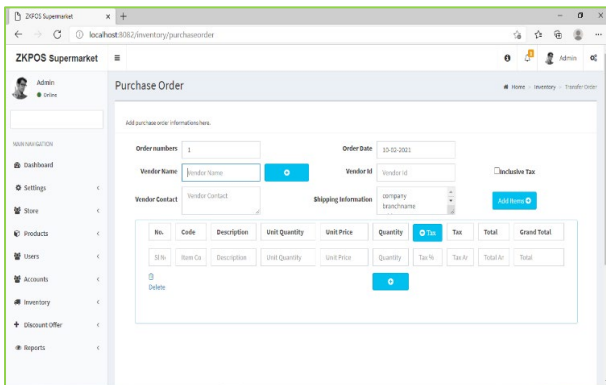
Save the stock transfer details in ZKPOS.



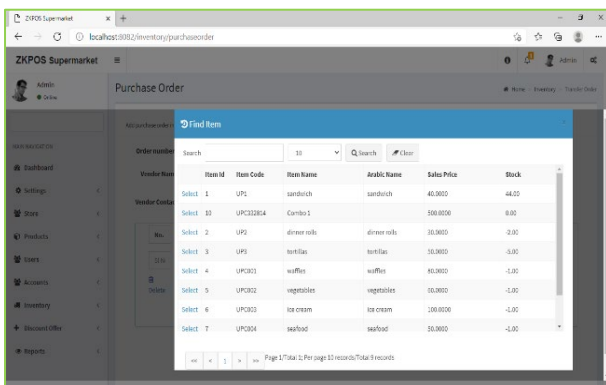
- From the menu options select INVENTORY.
- Click on STOCK TRANSFER.
- Enter the details.
- You can retrieve the details as before.

## PURCHASE ORDER

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



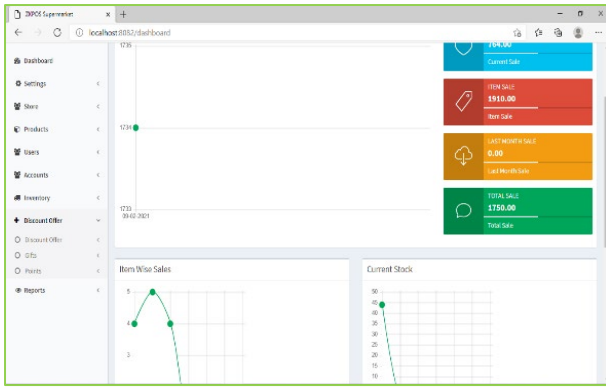
- Click on PURCHASE ORDER.
- Select the vendor's name.
- When you select the vendor, other details will be updated automatically.
- Now click on ADD ITEM button.



- Select any item 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 MASTER Button and DELETE as described earlier.
- After you done with it, click CLOSE button.

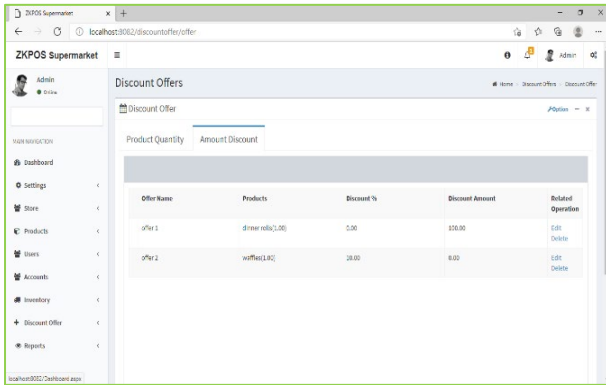
## STEP 8 - DISCOUNT OFFER

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.



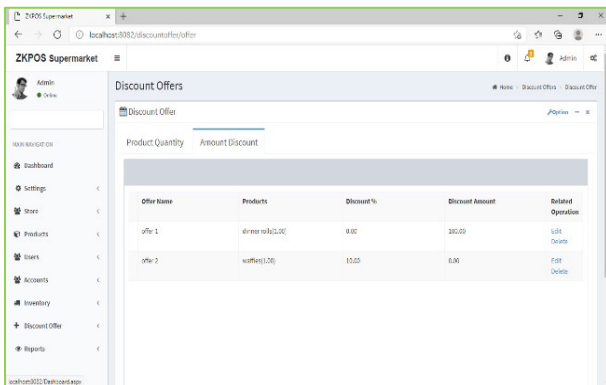
- Login as ADMIN.
- Click DISCOUNT OFFERS.

**DISCOUNT OFFER**

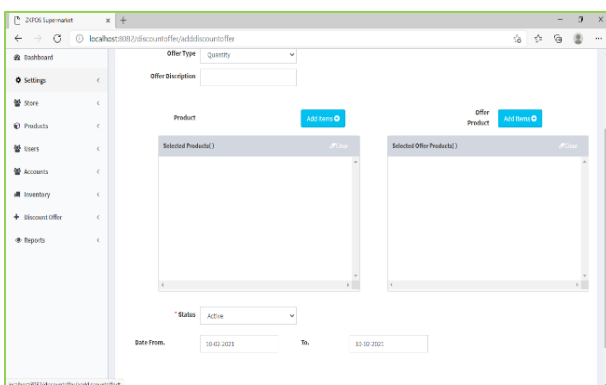


- Click on DISCOUNT OFFER.
- You can set discount offers by product quantity or by amount. For instance, suppose a person buys 5 pens at a time, you can provide one additionally as a discount product. The person needs to pay the price of 5 pens. This offer is based on quantity.
- To add a discount offer 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.

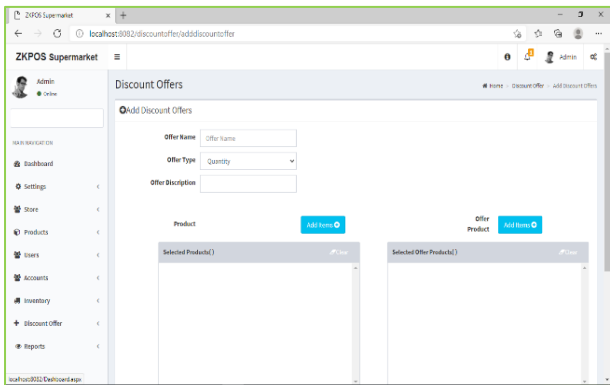


- Recently added discount offers will be listed in a grid.
- To view or modify, just click on it.
- Make necessary changes if required.



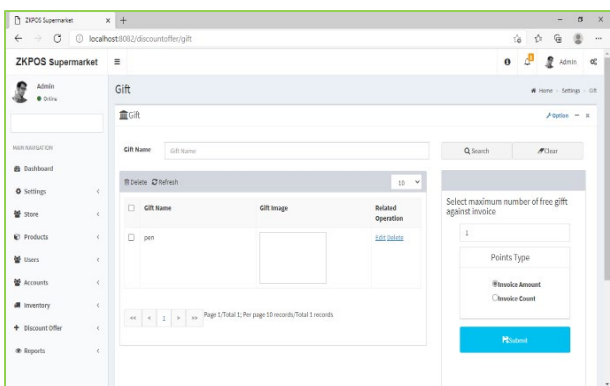
- You have two options to set a discount offer, either by amount or by quantity. You can set a discount for product price by percentage or you can set a discount for the product quantity.
- Enter the offer name, offer description and offer type - amount wise or quantity wise.
- For quantity wise, select 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.



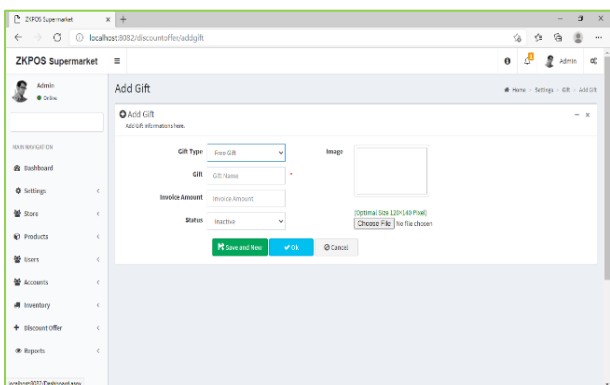


- At the time of sale, you can purchase the product with offer product by paying the product price.
- To delete the current selected product or offer product, click on the delete button.
- Click YES in the popup window.
- You can change the Date assigned for the offer.
- To add more product, click on 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.

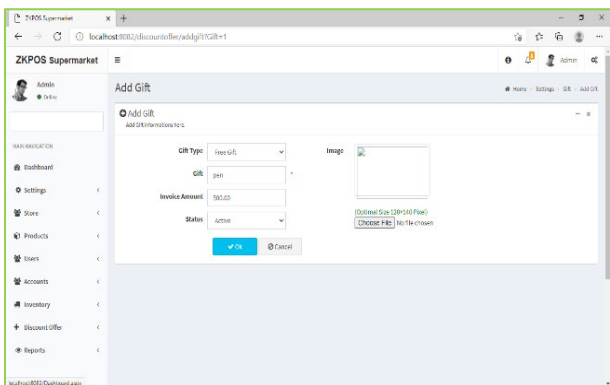
**GIFT**



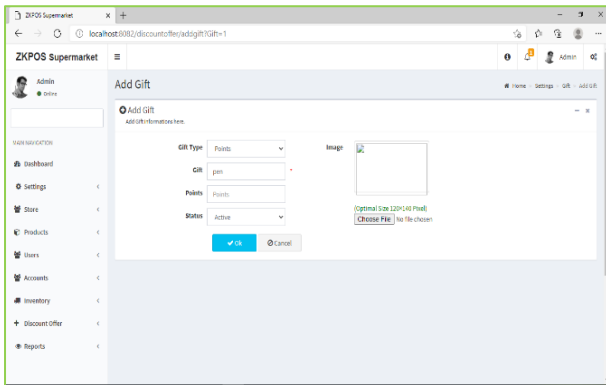
- You can announce gift for some special customers, regular visitors or for a particular invoice. To Set this gift functionality you should follow the below steps.
- At first enter the maximum number of gifts against invoice count/invoice amount.
- To set a gift for a particular invoice amount select the Option button corresponds to Invoice Amount and click SUBMIT button.
- Click OK in the confirmation message.



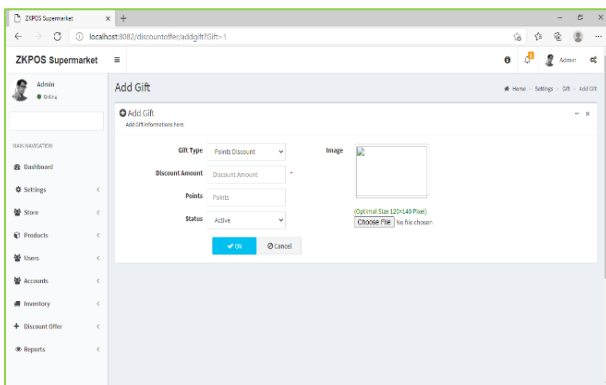
- Now click ADD button from options.
- Choose free gift from dropdown
- Enter the GIFT.
- Browse the IMAGE of the gift.
- Enter the INVOICE AMOUNT and select the STATUS of the gift.
- Save the details by clicking on SAVE button. Click OK.



- 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.



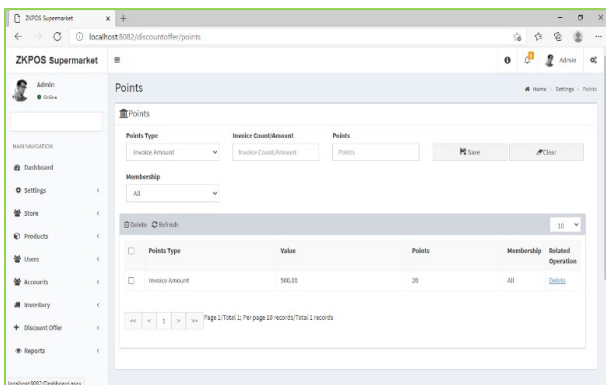
- Then you can see options like points and points discount.
- Set the details in Points options in discount offer first.
- Enter point and gift in appropriate fields.
- Browse the image and click OK.



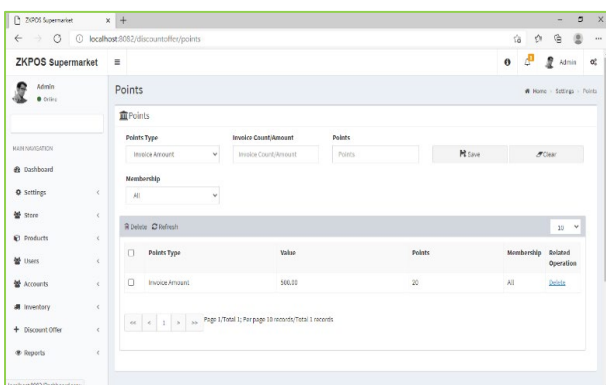
- Now set a discount amount as per the points acquired by the customer.
- Select points discount from dropdown.
- Enter discount amount according to the point.
- Browse image and click OK.

## POINTS

You can add POINTS instead of setting GIFTS, thereby giving gifts or any such favours 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.



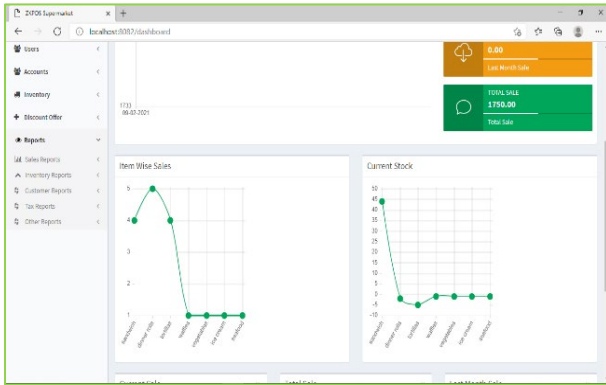
- Login as ADMIN.
- Go to SETTINGS.
- Select DISCOUNT OFFERS and then click on
- Points from the menu options.
- You can see two options in the dropdown menu, INVOICE AMOUNT and INVOICE COUNT. From the two, select any.



- 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.
- Select membership.
- Now click SAVE.

## STEP 9 - 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.

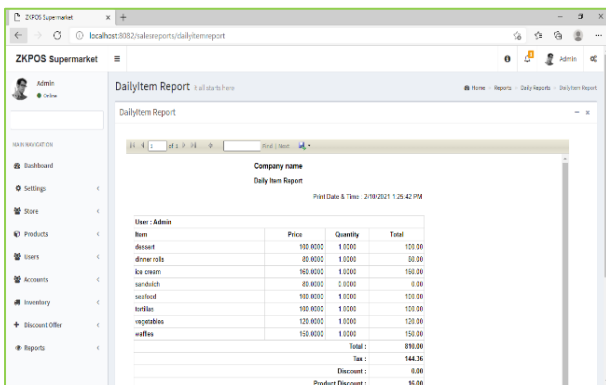


- To view reports in MAIN MENU, you have to login as admin. Click on reports. Let's learn them one by one.

## SALES REPORTS

### DAILY ITEM REPORT

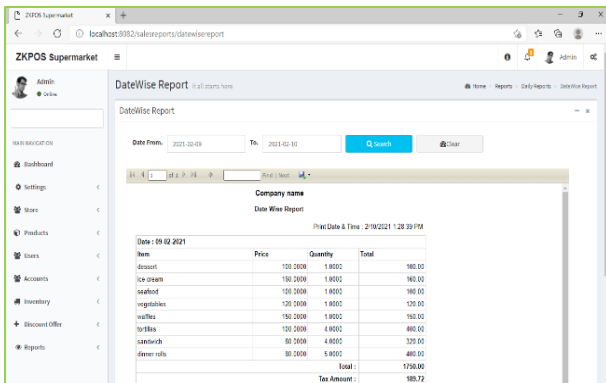
This report shows the item report for current day. You get the report after day close



- Click on DAILY ITEM REPORT.
- You can export the report to excel or any other format using the export option.

### DATE WISE REPORT

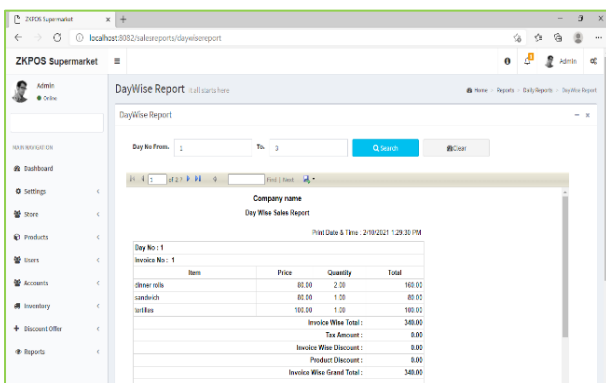
This report will provide the date wise sales report. To view the report, follow the below steps.



- 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 SEARCH button.
- You can view the report.

### DAY WISE REPORT

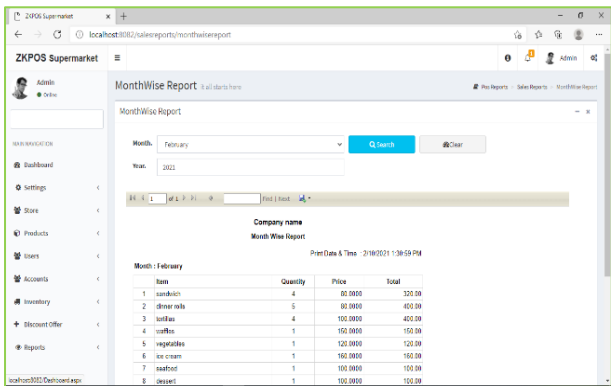
You can view the day wise sales report using DAY WISE REPORT.



- Click on DAY WISE REPORT.
- Enter the FROM and TO day number.
- Click SEARCH button to view the report.

## MONTH WISE REPORT

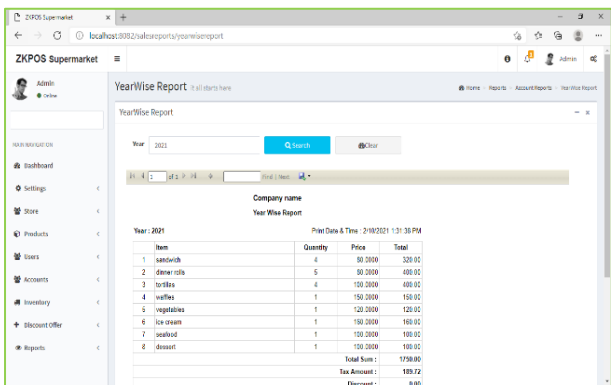
This report will display the report for a selected month. You can choose the month that you want to view the report.



- Click on MONTH WISE REPORT.
- Select the month from the dropdown.
- Click SEARCH button.

## YEAR WISE REPORT

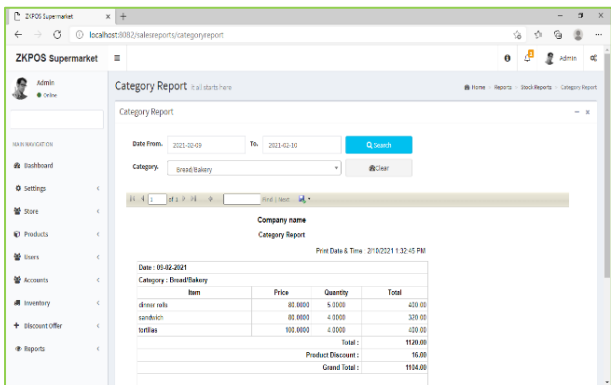
Provides the year wise sales report.



- Click on YEAR WISE REPORT.
- Select the year.
- Click SEARCH button.

## CATEGORY WISE REPORT

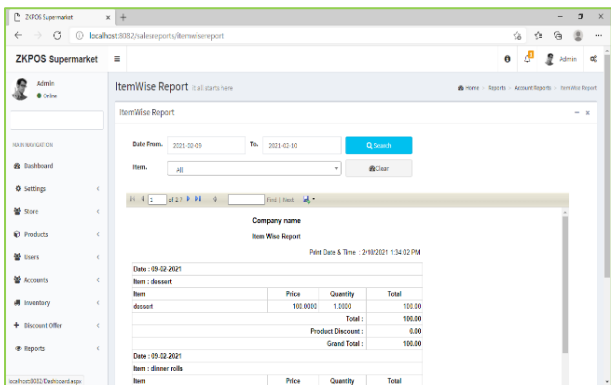
In this report you can view the report of selected category.



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

## ITEM WISE REPORT

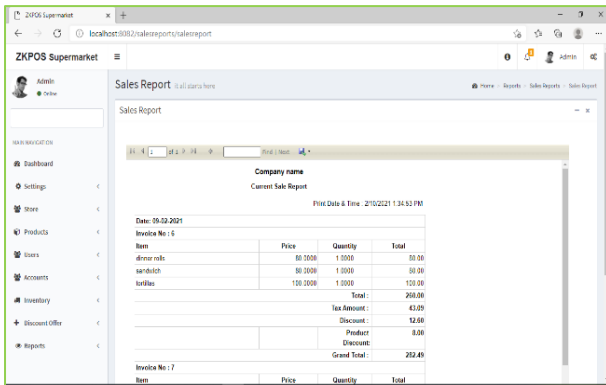
This report is similar to CATEGORY WISE REPORT. Instead of category you will be choosing item from the dropdown.



- Click ITEM WISE REPORT
- Select FROM date and TO date.
- Choose the ITEM from the list.
- Click SEARCH button.

## CURRENT SALE REPORT

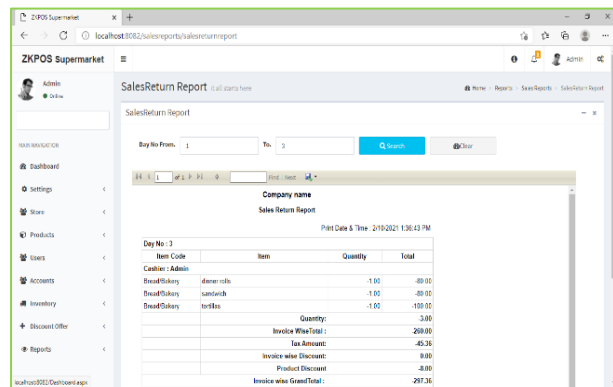
It shows the report of last sale report. Current sale report will be shown the details after day close.



- Click CURRENT SALE REPORT.
- Click SEARCH button.

### SALES RETURN REPORT

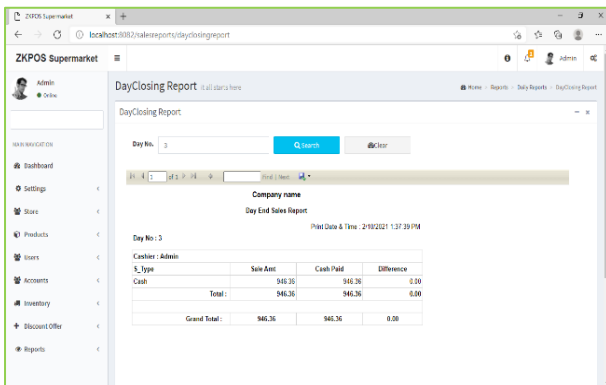
This report shows the sales return report.



- Click SALES RETURN REPORT.
- Enter Day No-From.
- Enter Day To.
- Click SEARCH button.

### DAY CLOSING REPORT

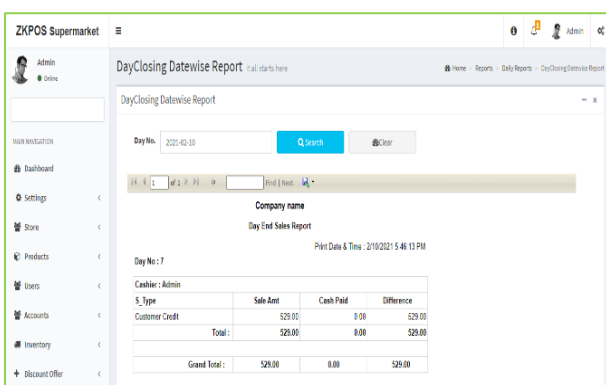
This report shows the total sales done in a day.



- Click on DAY CLOSING REPORT.
- Enter the day number.
- Click SEARCH button.

### DAY CLOSING REPORT DATE WISE

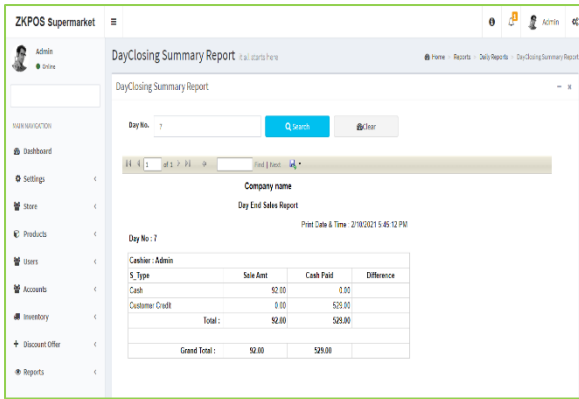
This report shows the date wise day closing details.



- Click DAY CLOSING DATE WISE REPORT.
- Enter the date.
- Click SEARCH button.

### DAY CLOSING SUMMARY REPORT

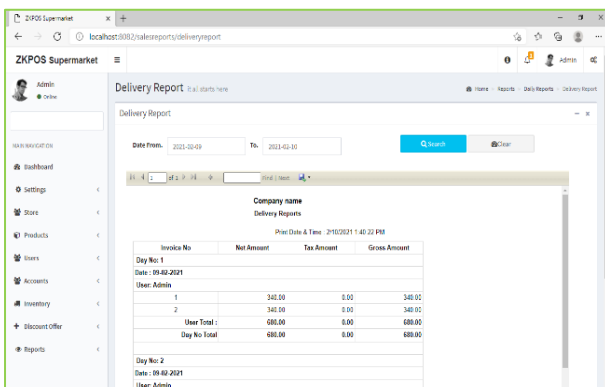
This report shows the summary of day closing.



- Click on DAY CLOSING SUMMARY REPORT.
- Enter the day number.
- Click SEARCH button.

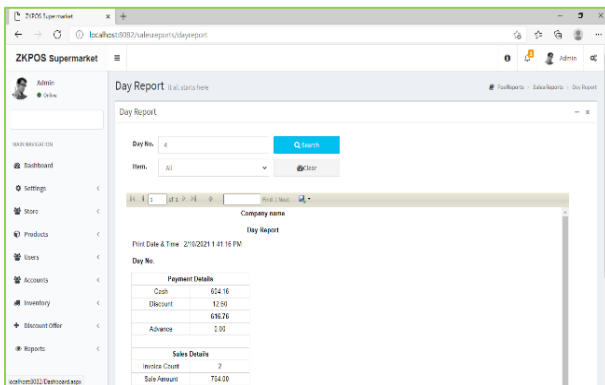
## DELIVERY REPORT

This report shows total delivery.



- Click DELIVERY REPORT.
- Choose FROM DATE and TO DATE.
- Click SEARCH button.

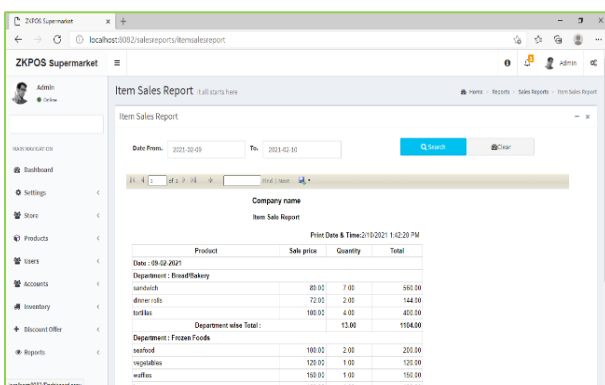
## DAY REPORTS



- Click day reports to view day wise sales details.
- Select day number and user.
- Click search button.

## ITEM SALES REPORT

This report shows item sales report.



- Click ITEM SALES REPORT.
- Choose FROM DATE and TO DATE.
- Click search button.

## TOTAL SALES REPORT

This report shows total sales report details.

Company name		Total Sales Report	
Print Date & Time : 2/10/2021 1:43:15 PM			
<b>Sales Report</b>			
Party Cash Advance			0.00
Sale Amount			0.00
Customer Credit			0.00
Customer Payment Total			0.00
Customer Credit			0.00
Party Cash Balance			0.00
<b>Inventory Reports</b>			
Stock Receiving Amount			0.00
Stock Return Amount			0.00
Stock Transfer Amount			0.00
Vendor Advance			0.00
Vendor Payment Total			0.00

- Click TOTAL SALES REPORT.
- Choose FROM DATE and TO DATE.
- Click search button.

## INVOICE WISE TOTAL REPORT

This report shows invoice wise total report.

Company name		Invoice Wise Total Sales			
Print Date & Time : 2/10/2021 1:44:50 PM					
Invoice No	User	Sale	Tax Amount	Discount	Total
<b>Day No 1</b>					
1	Admin	340.00	0.00	0.00	340.00
2	Admin	340.00	0.00	0.00	340.00
<b>Day No 2</b>					
3	Admin	200.00	45.36	0.00	245.36
<b>Day No 3</b>					
4	Admin	103.00	103.72	10.00	216.72
5	Admin	250.00	45.36	0.00	295.36
<b>Day No 4</b>					
6	Admin	200.00	43.99	20.00	253.99
7	Admin	500.00	92.16	40.00	632.16
<b>Grand Total</b>					

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

## INVENTORY REPORT

## STOCK REPORT

You can view the stock report of each item here.

Company name		Stock Report	
Print Date & Time : 2/10/2021 1:47:15 PM			
Item Code	Item	Stock	
1	sandwich	44.00	
10	CCombo 1	0.00	
4	waffle	-1.00	
5	vegetables	-1.00	
6	ice cream	-1.00	
7	sandwich	-1.00	
8	dessert	-1.00	
2	dinner rolls	-2.00	
3	tortilla	-5.00	

- Click STOCK REPORT

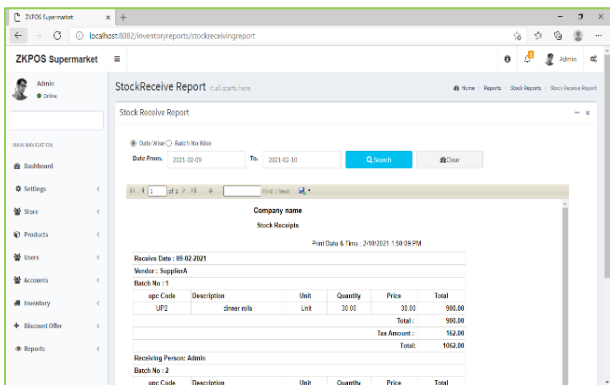
## PHYSICAL STOCK REPORT

Company name		Physical Stock Report				
Print Date & Time : 2/10/2021 1:48:27 PM						
Item Code	Item	Receiving	Return	Spoilage	Sales	Balance
1	sandwich	0.00	0.00	0.00	0.00	44.00
10	CCombo 1	0.00	0.00	0.00	0.00	0.00
2	dinner rolls	20.00	10.00	10.00	12.00	2.00
3	tortilla	0.00	0.00	0.00	0.00	0.00
4	waffle	0.00	0.00	0.00	1.00	-1.00
5	vegetables	0.00	0.00	0.00	1.00	-1.00
6	ice cream	0.00	0.00	0.00	1.00	-1.00
7	sandwich	0.00	0.00	0.00	1.00	-1.00
8	dessert	0.00	0.00	0.00	1.00	-1.00

- It gives a detailed report of received stock, spoilage sales and balance of each items.
- Click on the PHYSICAL STOCK REPORT. Select whether you want to see products with zero stock or not
- Click search button.

## STOCK RECEIVING REPORT

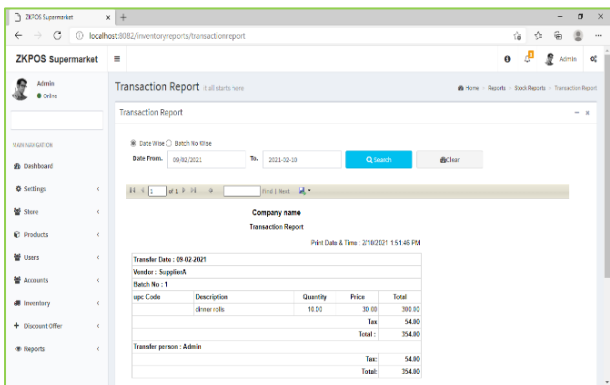
This report shows the stock receiving details. You can view date wise report and batch number wise report.



- Click on STOCK RECEIVING REPORT.
- Select date wise/batch wise.
- Select the date range.
- Click search button.

### STOCK TRANSFER

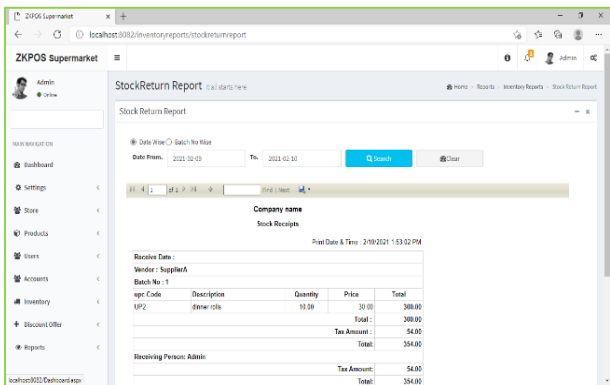
If you have returned any stock to the vendor, those details will appear in this report.



- 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 search button.

### STOCK RETURN

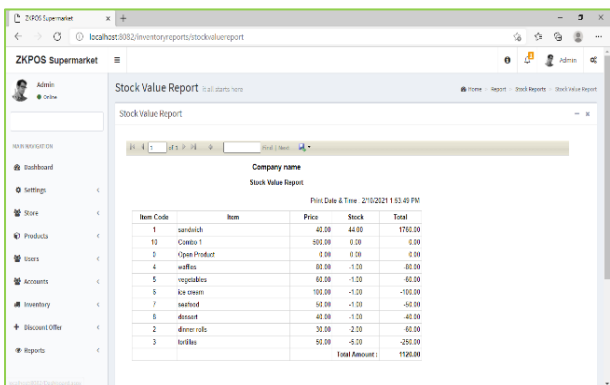
This report shows the stock return report.



- Click STOCK RETURN REPORT.
- Click search button.

### STOCK VALUE REPORT

This report shows the stock value details.

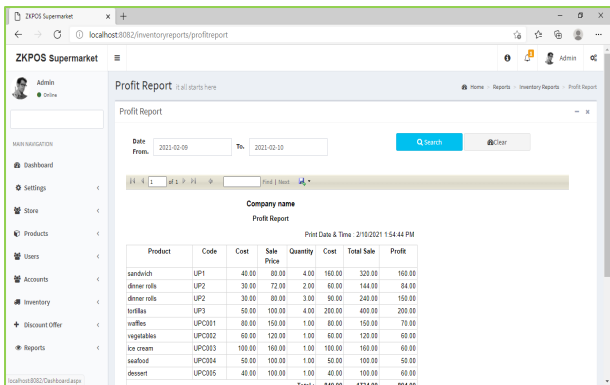


- Click STOCK VALUE REPORT.

### PROFIT REPORT



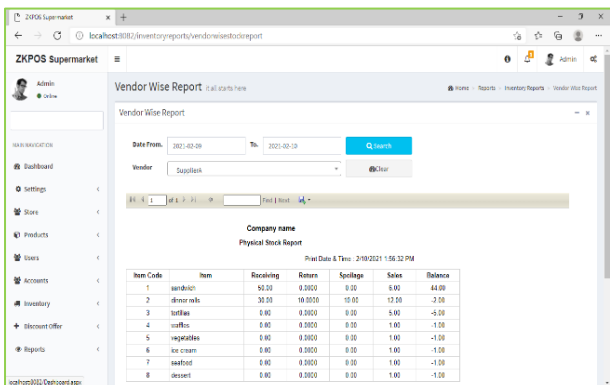
This report shows the profit details.



- Click PROFIT REPORT.
- Select FROM DATE and TO DATE.
- Click search button.

### VENDOR WISE STOCK REPORT

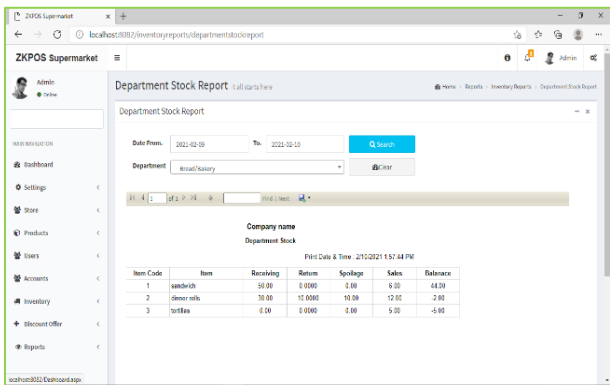
This report shows the vendor wise stock report.



- Click VENDOR WISE STOCK REPORT.
- Choose DATE FROM and DATE TO.
- Select VENDOR.
- Click search button.

### DEPARTMENT STOCK REPORT

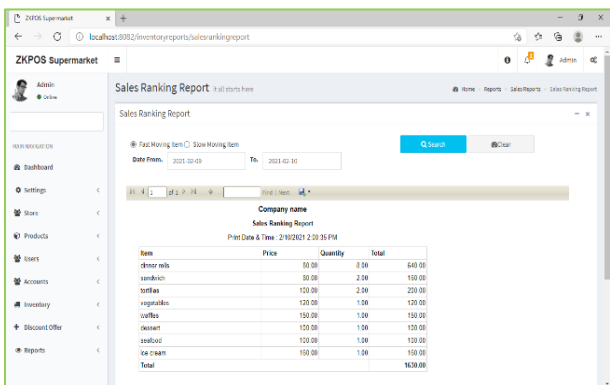
This report shows the department stock report.



- Click DEPARTMENT STOCK REPORT.
- Choose DATE FROM and DATE TO.
- Select DEPARTMENT.
- Click search button.

### VENDOR ACCOUNTS REPORT

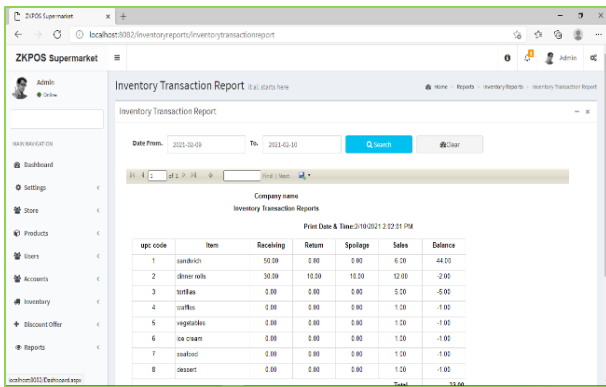
This report shows the vendor account details.



- Click VENDOR ACCOUNT DETAILS.
- Choose DATE FROM and DATE TO.
- Select vendor.
- Click search button.

### INVENTORY TRANSACTION REPORT

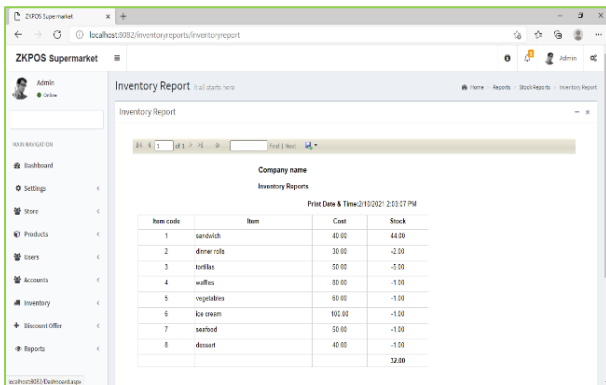
This shows the inventory transaction details.



- Click on INVENTORY TRANSACTION.
- Choose DATE FROM and DATE TO.
- Click search button.

## INVENTORY REPORT

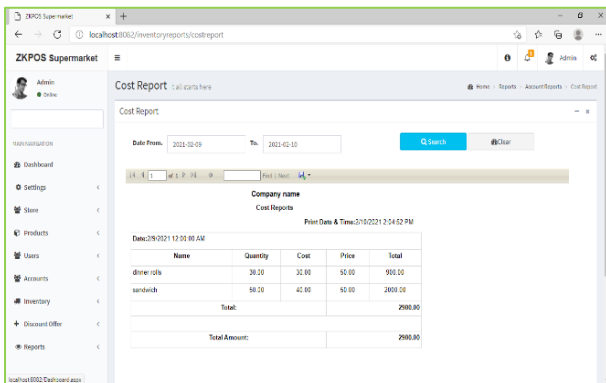
This report shows the inventory details.



- Click on INVENTORY REPORT.
- Click search button.

## COST REPORT

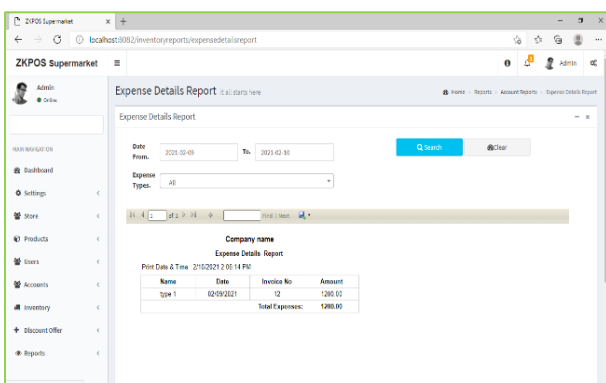
This report shows the cost details.



- Click on COST REPORT.
- Choose DATE FROM and DATE TO.
- Click Search button.

## EXPENSE REPORT

This report shows the expense details.

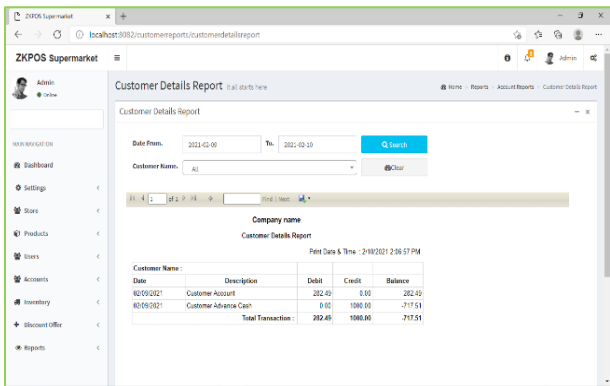


- Click on EXPENSE REPORT.
- Choose DATE FROM and DATE TO.
- Select EXPENSE TYPE.
- Click search button.

## CUSTOMER REPORT

### CUSTOMER CREDIT

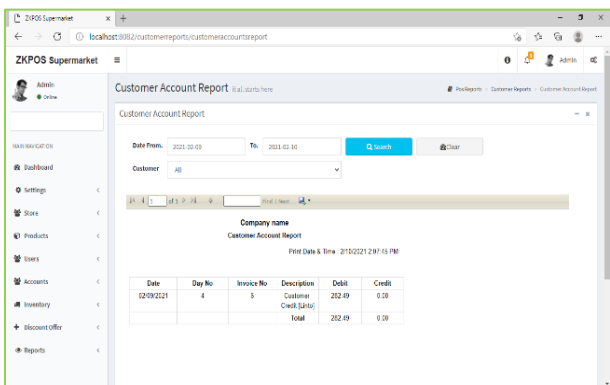
This report shows the customer credit details.



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

### CUSTOMER ACCOUNTS REPORT

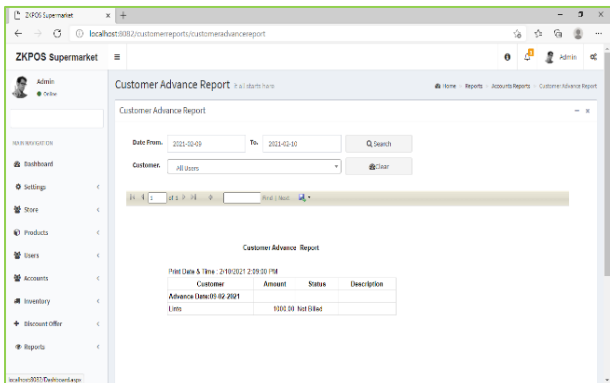
This report shows the customer account details.



- Click on CUSTOMER ACCOUNT.
- Choose DATE FROM and DATE TO.
- Select CUSTOMER.
- Click search button.

### CUSTOMER ADVANCE REPORT

This report shows the customer advance reports.

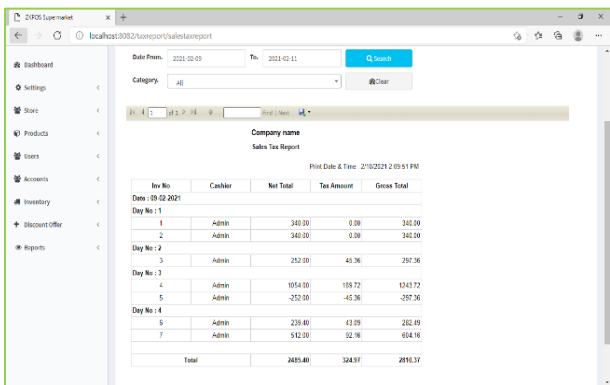


- Click on CUSTOMER ADVANCE REPORT.
- Choose DATE FROM and DATE TO.
- Select CUSTOMER.
- Click search button.

### TAX REPORT

### SALES TAX REPORT

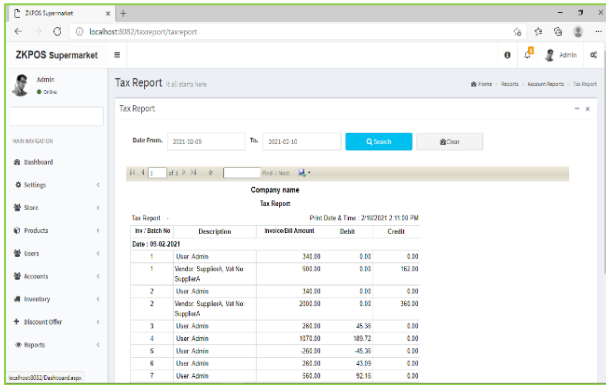
This report shows the sales tax details.



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

## TAX REPORT

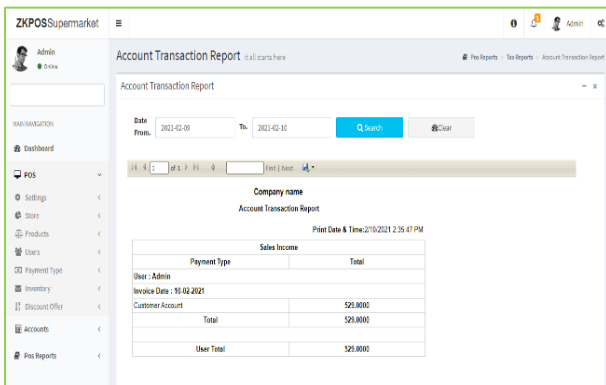
This report shows the tax details.



- Click on TAX REPORT.
- Choose DATE FROM and DATE TO.
- Click search button.

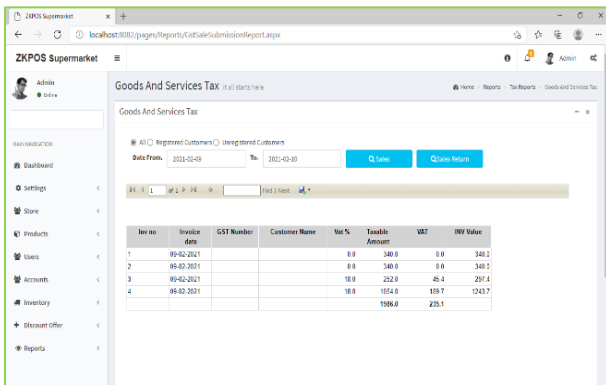
## ACCOUNT TRANSACTION REPORT

This report shows the account transaction details.



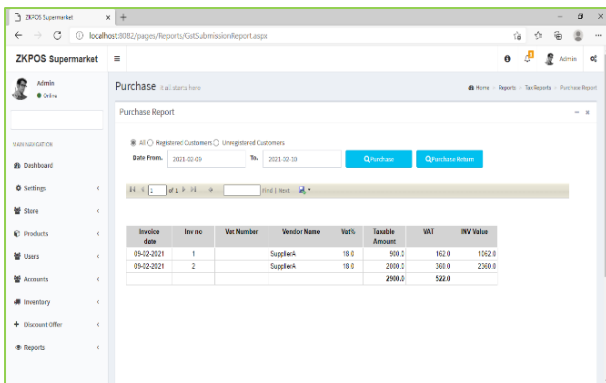
- Click on ACCOUNT TRANSACTION.
- Choose DATE FROM and DATE TO.
- Click search button.

## SALES GST REPORT



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

## PURCHASE GST REPORT

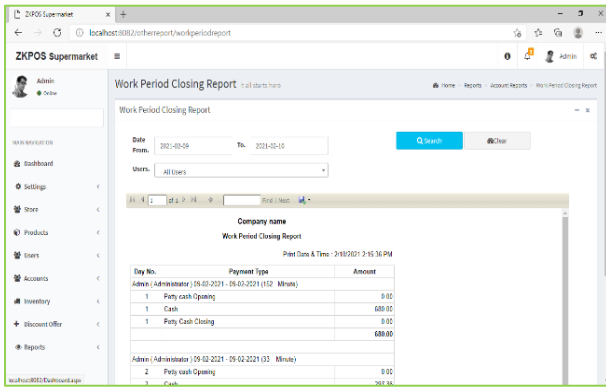


- Select the date range
- You can see both sales and sales return report.

## OTHER REPORT

### WORK PERIOD REPORT

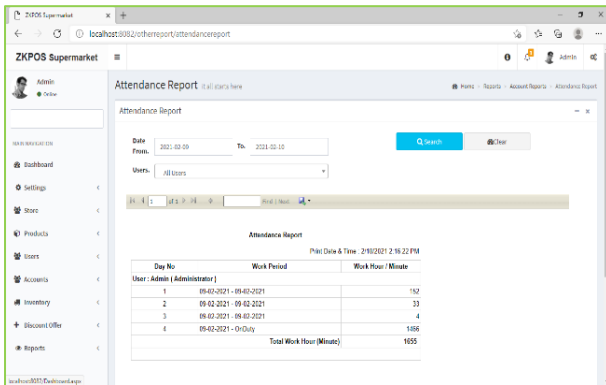
This report shows the work period details.



- Click on WORK PERIOD REPORT.
- Choose DATE FROM and DATE TO.
- Select USERS.
- Click search button.

### ATTENDANCE REPORT

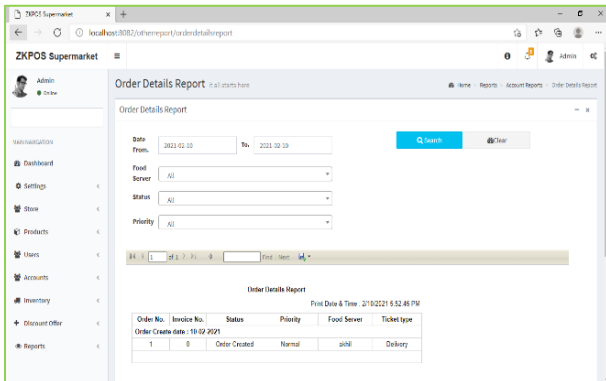
This report shows the work period details.



- Click on ATTENDANCE REPORT.
- Choose DATE FROM and DATE TO.
- Select USERS.
- Click search button.

### ORDER DETAILS REPORT

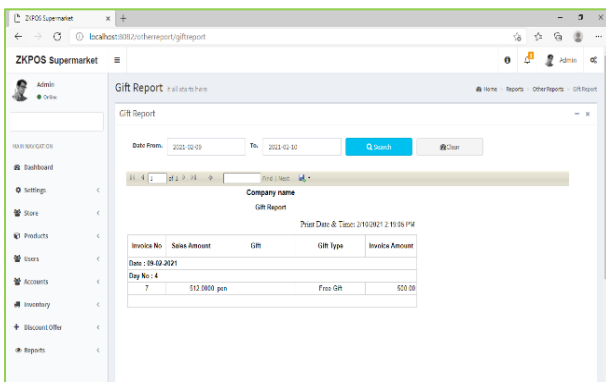
This report shows the order details.



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

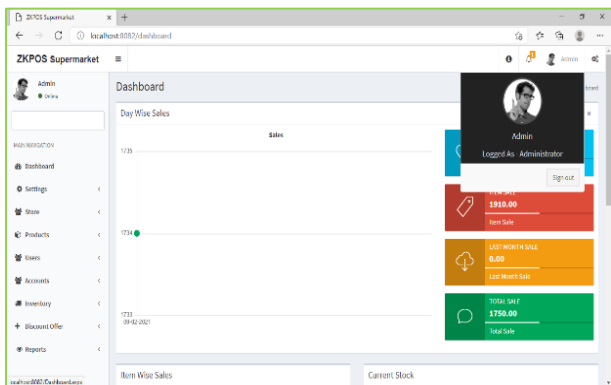
### GIFT REPORT

This report shows the guest details.



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

### STEP 10 - SIGN OUT



- Go to the DASHBOARD.
- Click on the top right corner of the Dashboard and click on the Admin.
- Click on the SIGN OUT option to log out.

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