

# USER MANUAL ZKPOS RESTAURANT POS

Version: 4.0.0

Date: 15-01-2021

Software Version: 4.0.0



# **GETS STARTED**

#### **STEP 1 - ADMIN LOGIN**



- Open **ZKPOS** software Application.
- You will have a default admin login with password.
- Type admin ID and Password and click ENTER button.



• Now you are taken to the MAIN MENU.

#### **STEP 2 - ADDING COMPANY DETAILS**

Pos Restaurant PO	S		19 January 2021
	Co	mpany Details	
Company Name	Company name	Allas Name	مقم بغارك
Sranch Name	Branch Name	Branch Name	Branch Name
Address	Address	Address	
hone No	123456789	Branch Code	A00011
Company Logo		-	Enable Tax 🗆
	ZKPos ZKTa	Currency	India INR v
	(MaxSize=15048)	Tax Identification No	
	Bupdate	XCancel [	Keyboard

• Company details like Name, Branch, Address, Company Logo, Tax, Currency etc., can be saved. From the main menu, go to SETTINGS. Choose COMPANY DETAILS.



- Enter all necessary details in the appropriate fields. If you want to enable tax, tick the checkbox for "ENABLE TAX" then you can enter the Tax Name in the text box below. At last browse the companylogo (max150kb) and then update the data by clicking UPDATE button.
- Click OK.



#### **STEP 3 - UTILITY**

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**.

KPos Restaurant POS			19 Ja	nuary 2021	
	Utility				
			¢	General Settings	
Name		Status			
				Free	
Enable logo in Duplicate printing				Free	I
Enable barcode scanner				free	
Enable Slideshow customer display				Free	
Enable Multiple Language Print				Free	
Enable guest count				Free	Ī
Frahle VFD Disalay			п	Eree	
	() Update				

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

Now let's learn each utility one by one.

- PETTY CASH ADVANCE: Petty cash is the advance amount given to cashier before start billing operation. To enable
  petty cash, tick the checkbox corresponds to "ENABLE PETTY CASH ADVANCE" and then click UPDATE button.
- ENABLE LOGO IN DUPLICATE PRINTING: If you want to display your company logo while printing invoices, you have to enable it here. Tick the checkbox that corresponds to "ENABLE LOGO IN PRINTING" and then click UPDATE button.
- **ENABLE BARCODE SCANNER**: When we enable this feature, we can add products using BARCODE SCANNER. To enable tick the checkbox corresponding to "ENABLE BARCODE SCANNER" and then click UPDATE button.
- ENABLE SLIDESHOW CUSTOMER DISPLAY: You can display company promotional videos, images, combo offers, and discounts in customer display screen by enabling this utility. To enable follow the steps that you have done earlier.
- ENABLE MULTIPLE LANGUAGE PRINT: This feature enables multiple language feature while printing invoices.
- **ENABLE GUEST COUNT**: Customers are considered as your guests and you could save their count for reference purpose or to print with the invoice.
- ENABLE VFD DISPLAY: When we enable this feature, PRODUCT, PRICE and QUANTITY will be displayed in the VFD DISPLAY during product selection in the POS menu.
- **ENABLE LED DISPLAY**: To display the PRODUCT PRICE and TOTAL BILL AMOUNT in the LED DISPLAY you have to enable this feature.
- 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.
- **ENABLE SIMPLE PRINT**: If you want a simple print layout, then you need to enable this feature.
- **ENABLE BIG PRINT**: You can take big printout by enabling this feature.
- ENABLE COMBO/SIDE DISH: You have to enable this utility if you want to display combo products and side dish in the POS section.
- ENABLEFINGERPRINTLOGIN: If this feature is enabled users can login/register using their fingerprint.
- **ENABLE INGRDIENTS**: We could add ingredients only if we enable this feature.



- **ENABLE KITCHENPRINT**: This feature allows kitchen manager to print orders.
- ENABLE OR DERPRINT: By enabling this feature you can take printout of the orders.
- ENABLE GIFTS AND POINTS: If you want to set gifts/points against invoice count/amount you have to enable it here.
- **ENABLE MENU FILTER**: By enabling menu filter, you can show the products according to the time like breakfast, lunch, snack and dinner.
- **ENABLE MINUS STOCK**: If this feature is enabled you can sale products without stock. For instance suppose, you didn't updated the stock receiving details to your ZKPOS, but you want to sale the products. You can do it by enabling this utility.
- ENABLE CUSTOMER ACCOUNT AUTHENTICATION: This feature is used for authenticating customer card on each ACCOUNT PAYMENT.
- **ENABLE ROUNDING TAX**: If this feature is enabled, tax will be calculated after rounding the amount.
- ENABLE AUTO ROUNDOFF: This feature will round off the amount indecimals automatically.
- SPECIAL CHARGES: You can additional special charges to the invoice amount.
- ENABLE TABLE SEATS: This will display table seats when you click on a table in POS.
- ENABLETEMPORARYBILL: You can create a temporary bill for the customers.
- EDIT PRODUCT: You can edit product details by enabling this feature.
- ENABLE SERVER DATA SYNC: This feature needs to be activated manually.
- **ENABLE ANDROID**: This feature needs to be activated manually.
- **ENABLE 58MM PRINT**: This feature used to take print from thermal print.
- ENABLESCHEDULEDEMAIL: This feature used to enable scheduled email.
- ENABLEEND WORK PERIODEMAIL: This feature enables end work period email.
- **ENABLE NOTIFICATION**: This feature used to get notification.
- ENABLE AUTO PRINT: This feature used to take print automatically.
- ENABLEINBUILTFINGERPRINTLOGIN: This feature enables fingerprint login.
- ENABLEON-SCREEN KEYBOARD: This feature enables On-Screen Key Board.
- **ENABLE AUTO BACKUP**: This feature enables Auto Backup.
- ENABLEINCLUSIVETAXCALCULATION: This feature enables inclusive tax calculation.
- **ENABLE BEVERAGE**: This feature is to enable the Bar.
- **ENABLE GARTUITY**: By enabling this feature you can save the details of tip/gratuity given to each food server.
- **ENABLE ANDROID REPORT**: You can see the reports in your android device.
- ENABLE BACK OFFICE: If you want to enable the zkpos restaurant back office, you have to enable this option.



#### **GENERAL SETTINGS**



- You can see one button for general settings in the top of the screen. Here you can set the number of decimal points.
- Select if you need slide show and order view in second display. Enter screen width for the order view for better view.

#### **STEP 4 - ABOUT SOFTWARE**

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

ZK			
		About	Ø
		ZKPos	
		ZKPOS Version 4.0.0 Build 001	
		Release Date 01152021	
		CopyRight @2021-2022 ZKTeco ,All Rights Reserved	
		Email:help@zktecopos.com	
		Website: www.zkteco.com,www.zktecopos.com	
	Pr	oduct Key Code	
	Fft Jko	:GPNNdNCSO+iZ5ebC7xE6z7cstkWGzdf7VMGgYBMMkISoVhHv vy1Xenha1T6pj4uxU2Kd+RCKLhJiIBbLA==	
	(	Presse bolivate ZXPOS Restawant	

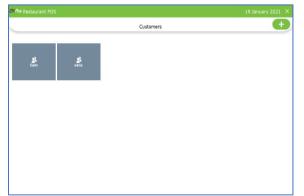
- Go to settings menu.
- Expand Settings menu.
- Now click ABOUT.

#### **STEP 5 - EMAIL SETTINGS**

To send email to the Administrator or owner.

🏧 Restaurant POS			1	19 January 2021	
	E	mail Settings			
Email Sending Server	smtp.gmail.com	CC	sample1@gmail.com	sample2@gmail.com	1
Server Port	(emtp.xxx.xxx) 587	Email Content	Sales Report		
	El sor				
Sender Name	sample@gmail.com (xxx@xxx.xx, Dansis Nerre).Comain User)	Schedule	O Daily On Time	13:38:26	A y
Password			Baily On Intervals	30 Minutes	v
Receiving Person	Show Pessions				
Netenning Person	sound rode de maniconni				
	Box	EEE Keyboard	() Sync		
			φ-,		

- Click on Email Settings menu from SETTINGS.
- Enter the details like Email Sending Server, receiving email id, and cc email ids, Server Port, Email Account, Password and Sender Name.
- Select Email Content.
- Choose Schedule, two options are there; one is Daily on Time and Daily on Intervals.
- According to the schedule email will send to given email ids



#### **STEP 6 - ADDING NEW CUSTOMER**

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

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



Name	Roy	GSTIN No	145	
Mobile No1	1234	Description	description	
Mobile No2	2345	Address	address	
Email ID	roy@gmail.com			
Status	Activo	<ul> <li>Card No</li> </ul>	521	
	Keyboard	Bave	Delete	XCancel

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



Now a new customer details has been saved.

Restaurant POS				19 January 2021	
		Customers			
Name	Roy	GSTIN No	145		
Mobile No1	1234	Description	description		
Mobile No2	2345	Address	address		
Email ID	roy@gmail.com				
Status	Active	<ul> <li>Card No</li> </ul>	521		
	FFF Keyboard	₿Update		XCancel	

- To delete/edit a customer, click on the saved customer.
- If you want to delete, click on the customer, then click DELETE button. Click YES in the confirmation dialog box.
- To edit you have to click on UPDATE button instead of DELETE button. But before that make necessary changes to the data in the provided fields.

Name	harry	GSTIN No	
Mobile No1	123	Description	
Mobile No2		Address	
Email 1D			
Status	Active	<ul> <li>Card No</li> </ul>	
GAdd Password	📰 Keyboard	₿Update	X Cancel

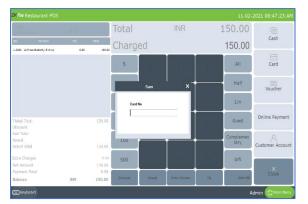
- Now we can create a login for customers
- Please note that customer should possess a customer account (see customer account)
- If we create a customer account, then ADD PASSWORD button will be shown in customer's interface
- Click on that button



Restaurant POS				01 February 2021
		Customers		
Name	harryPassword	GSTIN No		
Mobile No1	123	Descriptio	n	
Mabile No2	User 6 Design	Address		
Email ID				
Status	Activ Ok	Cancel Card No		
다. Add Password	📰 Keyboard	₽Update		XCancel

- You will get a pop up to enter username and password for the customer.
- Enter the credentials there, and click OK.
- You can login to ZKPOS Restaurant now.
- You are directly going to the POS sales window and while settlement you can only use customer account payment type.
- Product sale and settlement of invoices will be described soon.

*CUSTOMER ACCOUNT AUTHENTICATION* is a feature of ZKPOS Restaurant software. You can verify the card number we save for each customer while settling the bill through customer account option.



- Enable customer account authentication from UTILITY.
- While settling a bill through customer account, a pop up will be shown asking to enter the card number.
- Enter the card number and click enter button.

# **STEP 7 - CUSTOMER GIFT CARD**

We can generate GIFT CARD from ZKPOS Restaurant. Give a gift card to a customer when they make a large purchase or purchase a unique item.

ZK/los Restaurent POS		19 January 2021 $ imes$
	Customer Gift Card	e
الله الله الله الله الله الله الله الله		

- Click on SETTINGS.
- Click Customer Gift Card.
- Already created gift cards are shown in this interface.
- Click ADD (+) button to generate a new gift card.

			Customer Gift C	ard			
Gift Card Number				ustomor			
Gitt Card Number	(Nin length 5)			Istoria			
Expiry Date	29-01-2021		B* Pt	one No.			
INonth	3Honth	GNosth	12Honth Do	scription			
Payment Informatio	•						
issue Amount			в	il Amount			
Extra Charges			Payr	nert /mount			
Total Issue Amount			Us	ed Amount			
Total Extra charges			Fierra	ining Balance			
	Save		ete	EEE Keyboard	XCar	icel	

- Enter gift card number, gift card number should contain minimum five numbers.
- Select the customer by clicking the button against customer field.
- Phone number will be shown as you saved earlier.
- You can manually enter the expiry date in the field or you can select it in the calendar.
- Or set the expiry by clicking the button below it.
- Enter description if any.



			Custome	r Gift Card		
Gift Card Number				Castomer		
	(Nin length 5)					
Expiry Date	29-01-2021		3*	Phone No.		
1Nonth	JHonth	6Noath	12Month	Description		
Payment Information						
Issue Amount				Bil Amount		
Extra Charges				Payment Amount		
Total Issue Amount				Used Amount		
Total Extra charges				Remaining Balance		
	Bave	G	Delete	💷 Keyboard	XCancel	

- In payment information enter the issue amount and discount amount. Discount amount means a small charge that we assigned to customer gift card. The gift card worth an amount reduced by discount amount from issue amount.
- Bill amount and payment amount will be shown there
- Click save button.

Change Table	#0Table T5		None -	~	0	
	Status New		Ð		. State	and a
-> i← Merge				Breakfast	12 Pasce Turnelly Gharap	2 Pass Giller Del Cales
() Ticket Note				(and)	A.C.	CH 2
(C) Return				Levile	Reh. String (Cab Shell	Fred Green Tomation
New				Beverages	a dise.	SACK-
Send Crolers					Frut Meple Datwood	Garlind Crab Calves
↓ Order Priority				Burgers	(Add)	
2					HOMESTYLE ORTHER.	Hatoakee and Saxwage
Delivery Boy	Balance	INR	0	Soups		245

- Now go to main menu, select dine in or any order type in which you can sale product by selecting customer.
- Select table and table seat.
- Now you will be directed to the POS sale window.
- Click select customer.
- Select a customer with gift card.
- Select the products.
- Click settle button.

Table T7 CustomerSam	# 2		Total		INR	4	420.00	6
Qty Product	Tex	Total	Charge	d			0	Cash
2.0000 12 Piece Butterfly Shrimp	0.00	200.00	Charge	a			U	
1.0000 Feb, Shrimp & Creb Shell	0.00	128.00	5		2		All	Card
			10				Half	Voucher
			20		5		1/n	voucner
Ticket Total Discount		420.00	50	7	8	9	Guest	Online Payment
Sub Total					-		Complemen	
Round Grand Total		420.00	100				tary	Customer Account
Extra Charges Net Amount		0.00	500		0		Gift	-
Payment Total		0.00						× Close
Balance	INR	420.00	Discount			Tip	Print Bill	ciose

- In settlement window you can see voucher option, click on it
- Select customer card

KRos Restaurant POS							11-02-	2021 08:50:44:A
			Total		INR	4	420.00	
Qty Product	Tex	Total	Chard	ied			420.00	Cash
2.0000 12 Piece Butterfly Shrimp	0.00	300.00	onarg	JC4			120.00	
1.0010 Feb, Shring & Creb Shell	8.08	Card T	iype C	ustomer			All	Card
		Sec	arch Card No	123456		3	All	Card
		Cu	tomer Name	Sam				
		ot	Card Amount	190.0000			Half	Voucher
		91.	Amount	420.00		Al		Voucrier
		Rec	crived				1/n	
		C-p	iry Date	11-02-202	L .			
licket Total		4 Rer	naining Balance				Guest	Online Paymer
Discount						9		
Sub Total Round					Ck (	Carrent	Complemen	
Round Grand Total		420.00	100				tary	Customer Accou
					0			
xtra Charges		0.00	500		, in the second s		Gift	
Net Amount Payment Total		420.00						×
Balance	INR	420.00	Discount	Round	Extra Charges	Tip	Print Bill	Close
					_			
💷 Keyboard								dmin 🕜 Nain Ne

- A pop up will be shown.
- Enter the gift card number in the respective field.
- Customer gift card details will be shown there.
- Enter the received amount and that amount will be deducted from the gift card.
- You can select all if the invoice amount is greater than gift card amount.
- Remaining balance is shown in respective field.
- Click ok.
- Settle the balance amount using cash or card.



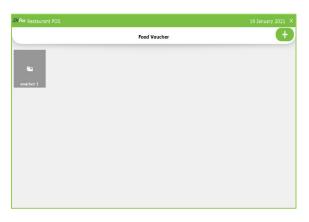
		Cust	omer Gift Card			
Gift Card Number	78965 (Min Jenath 5)		Customer	Roy		
Expiry Date	19-02-2021	5-	Phone No.	1234		
1Month	3Honth	6Nonth 12Month	Description			
Payment Information	n		-			
issue Amount	0		Bil Amount	990.00		
Discount Amount	0		Paymont Amount	990.00		
Total Issue Amount			Used Amount	500.00		
Total Discount			Romaining Balance	490.00		
	Update		💷 Keyboard		× Cancel	

#### • Again, go to customer gift card through settings.

- You can see the used amount and remaining balance in the gift card as shown in the figure.
- You can delete the gift card by clicking delete button.
- Click a gift card you want to edit.
- Make necessary changes and click update button.

#### **STEP 8 - FOOD VOUCHER**

We can generate FOOD VOUCHER from ZKPOS Restaurant. Food voucher is a small printed piece of paper that entitles the holder to a discount.



- Click on SETTINGS.
- Click Food Voucher.

			Food Vou	cher		<b>C</b> +
xpiry Date	20-01-2021			()+		
	INorth	Plath	(Hoath	LitterB	Food voucher total count: food voucher user count:	0
oucher Name					Available food voucher count:	0
oucher Count						
oucher Amount						
BSILVE	(Carbon Defense		XCancel		C Keyboard	Mint Voucher

- Click ADD (+) button.
- You can manually enter the expiry date in the field or you can select it in the calendar.
- Or set the expiry by clicking the button below it.
- Enter the voucher name, voucher count and voucher amount.
- Click save button.

Pos Restaurant POS							19 January 3	2021
			Food Vouc	her				
Expiry Date	19-04-2021			Ū*				
Voucher Name	streeth voucher 2	3Postb	Plotth	12Hoath	Food voucher b food voucher u Available food vouc	ser count: 0		
Voucher Count	20				Available food voue	ner count: 2	,	
Woucher Amount	20.0000							
Save	() Polete		X Cancel		EEE Keyboard	Print	Voucher	
					ate	Price	Status	^
Voucher Name		Voucher Code		Expiry Da				
		Voucher Code 8247357		Expiry Da	2021-04-19	20.0000	Available	
voucher 2				Expiry Di		20.0000	Available Available	
voucher 2 voucher 2		8247357		Expiry Di	2021-04-19			
voucher 2 voucher 2 voucher 2		8247357 2389437		Expiry Di	2021-04-19 2021-04-19	20.0000	Available	
Voucher Name voucher 2 voucher 2 voucher 2 voucher 2 voucher 2		8247357 2389437 7485914		Expiry Di	2021-04-19 2021-04-19 2021-04-19	20.0000	Available Available	

- Now click the voucher from the screen.
- You can see total count, used count and available count of the voucher.
- Voucher code for created vouchers are listed there.
- Click print voucher button to take print outs of the voucher.



(Pos Restaurant POS						20 January 2021	
		1	Printer Mana	gement			nda
	Print Type		TicketType	PrintBill			
	Printer Name		Microsoft F	rint to PDF	v		
	Department		Cession Coffe Coffee Coffee Coffee Ruges	ages			
	Status		Active				
		Bave		Delete	× Cancel		

- This voucher contains the voucher code.
- Set the normal type print bill in printer management.
- Click settings button from main menu.
- Click printer.
- Select printer option from expanded menu.
- Select normal type print bill as printer type.
- Select the connected printer from drop down as printer name.
- Select status and click save.
- Now you can take print outs of voucher by clicking print voucher button.
- You can give this voucher printouts to customers who are eligible for discount.
- Now go to main menu, select dine in.
- Select table and table seat.
- Now you will be directed to the POS sale window.
- Select the products and click settle button.

Delivery Day Bala	ance	INR	270.00	Soups	HONESTYLE GATNE		Hotokies and Sausage
Temporary Bill	Settle	Xao	50			BBB Krypa	d
🖽 Keyboard						A	dmin 🕜 Nain Me
Pos Restaurant POS						11.02	-2021 08:54:28:/
Toble T15		Tota	al	INR	27	70.00	-2021 08:54:28:
		Total Class	un a a		0	70.00	Cash
ty Freduct	Tax 0.00	Cha	rged		2	70.00	
.0000 12 Piece Butterfly Shrimp		198.00 Cha		Ĵ	2	70.00 All	Cash Card
.0000 12 Piece Butterfly Shrimp	0.00	Cha		×	2	All	Card
	0.00	220.00 S	Aucher 83382	Ĭ ×	2		
.0000 12 Piece Butterfly Shrimp	0.00	2000 5 Food Valder Food Valder Volder And	Aucher <u>essed</u> voucher 1 art 50.0000	Ì Ì ×	2	All Half	Card
.0000 12 Piece Butterfly Shrimp	0.00	230.00 Cha 230.00 S Fond Vouche Search Food Food Vouche	Routher <u>R0380</u> voucher 1 arc 50.0000	×	2	All	Card
.0000 12 Piece Butterfly Shrimp	0.00	2000 5 Food Valder Food Valder Volder And	Aucher <u>essed</u> voucher 1 art 50.0000	X Ok Cancel	2	All Half	Card

Merge

(C)

- Select All to settle the whole amount.
- Click on voucher button.
- Select food voucher.
- A pop up will be shown to search the voucher.
- Enter the voucher code.
- Voucher code and expiry date will be shown in the pop up.
- Click ok button.
- Click ok to the confirmation message.

							20 January	
			Food Voud	her				
Expiry Date	19-02-2021							
	lNorth	Worth	Westh	12Month	Food voucher to	otal count: 10	)	
Voucher Name	voucher 1				food voucher u Available food vouc			
Voucher Count	10							
Voucher Amount	50.0000							
a Save	CxDolete		XCascel		TEE Keyboard	(a) Print	Voucher	
Voucher Name		Voucher Code		Expliny D	ate	Price	Status	
voucher 1		9488579			2021-02-19	50.0000	Used	
voucher 1		2607985			2021-02-19	50.0000	Available	
		5834006			2021-02-19	50.0000	Available	
voucher 1					2021-02-19	50.0000	Available	
voucher 1 voucher 1		8121803			5051-05-13	30.0000	Phillippine	
		8121803 1751483			2021-02-19	50.0000	Available	

- The food voucher is successfully accepted now and the voucher amount will be deducted from the total
- The status of the food voucher is changed to 'used' from 'Available'
- Used count and available count also changed accordingly.



# **STEP 9 - RESERVATION**

The term reservation is defined as 'blocking a particular space/table, for a definite period of time, for a particular guest.

WPos Restaurant POS				20 January 2021	
	Reservati	on Master			
Pre-notification time	30		Minute		
* Min reservation time	30		Minute	v	
EEB Keyboard	₽Update	()Clear	XCancel		
				_	

- Click on RESERVATION menu from SETTINGS.
- 30 minutes is the default pre notification time and 1 hour is the default time for minimum reservation time.
- Enter pre notification time and minimum reservation time if you want to change it.
- You can click the clear button to empty the text box. Without updating the details will not be changed.



- If you enter a pre notification time, your selected tables will be blocked prior according to the reservation time. The status of the table will be changed to reserved.
- After minimum reservation time for a particular reservation, the reserved status option of the reserved table will be vanished.

		-	Main	Menu			
	<b>Dire In</b>		Quick Serve	Drive Thr		Delvery	
	Conine Delivery		Take Away	Castome		Beverages	
	Reservation		Return	Bancode		Unsetted	
Day Close	Accounts	(i) Settings	Kitchen Display	Food Server	<b>T</b> cket	ZK Store	C) Logout
-) Annsuncemen	t					1	Certificate

- To add new reservation details, go to main menu.
- Select RESERVATION from main menu.

Restaurant POS						20-01-	2021 01:16:09
All Tables		er Search	Unsettled		Delivery		teservation
Reservation	20-01-2021	3- 20-01-2021	B* R	eservation	Check In	Cancel	Search
	Status	Date	Time	Customer	Phone No	Party Size	Reservation fo
	Reserved	20-01-2021 00	13:00:20	roy	111	2	roy
Edit	Reserved	20-01-2021 00	12:45:04	roy	111	1	roy
	Reserved	20-01-2021 00	13:00:01	sam	123	1	sam
Check In							
Cancel							
Take Order							
(eyboard						۵	dmin 🕜 Naln M

- You can see the date selecting field, reservation, check in, cancel and search button
- The reservation details, check ins and cancelled reservations will be shown as per the selecting dates
- Enter the from date and to date manually or by selecting the date from calendar
- Click on reservation button. The details of live recreations can be shown there
- Like this you can view the reservations already checked In or cancelled.



All Tables		er Search	Unsettled	Delivery		T teservation
eservation						
New	20-01-2021	3+ 20-01-2021		Check In	Cancel	Search
	Status	Date	ustome	r Phone No	Party Size	Reservation fo
Edit			Search by phone			
			Search by name Reservation			
Check In			Reservation			
Cancel						
Take Order						

- You can search the reservation by clicking the search button.
- A pop up will be shown contains three ways to search the reservation details – search by phone number, name and reservation number.
- Click on search by phone number.



- Enter the phone number of the customer using the keypad.
- Click right arrow to search the entered phone number.
- The whole reservation details saved with this mobile number will be listed including the completed ones.

Restaurant POS				20-01-2021 01:41:3
All Tables	Customer Search	Unsettled	Delivery	Reservation
eservation				
New	Search			x
new	Scarca			
Edit	Name	Phone	Address	Select Customer
				_
Check In				Se New Customer
Cancel				S Cancel
Cancel				Cancel
Take Order				
				Admin CMain P

- Click search by name option.
- You will be redirected to an interface as shown in figure.
- Enter the customer name inside the search box.
- The customer will be shown there.
- Select the customer.
- The details will be listed.

All Tables		er Search	Unsettle	d	Delivery		Reservation
Reservation							
New	20-01-2021	U* 20-01-2021	<b>0-</b> 1	Reservation	Check In	Cancel	Search
	Status	Date	Time	Customer	Phone No	Party Size	Reservation for
	Reserved	21-01-2021 00	10:17:48	sam	123	4	sam
Edit	Reserved	20-01-2021 00	10:31:35	sam	123	3	sam
	Completed	20-01-2021 00	10:55:40	sam	123	1	sam
Check In	Completed	20-01-2021 00	10:55:40	sam	123	2	sam
	Canceled	20-01-2021 00	10:55:40	sam	123	3	sam
	Reserved	20-01-2021 00	11:58:00	sam	123	1	sam
Cancel	Checkin	20-01-2021 00	12:10:40	sam	123	2	sam
	Reserved	20-01-2021 00	13:00:01	sam	123	1	sam
Take Order							
lake Urder							

• The details will be listed as shown in the figure when you search the details by entering phone number and customer name.



All Tables	Custo	(A) mer Seard	h	Unsettle	ed .	Delivery		ू teservation
Reservation								
New	Enter reservab	ion number	X	5-	Reservation	Check In	Cancel	Search
				Time	Customer	Phone No	Party Size	Reservation for
Edit	1	2	3	0:31:35				
COR			6	1:58:00	sam	123	1	sam
	4	5	6	3:00:20	roy	111	2	roy
Check In	7	8	9	2:45:04	roy	111	1	roy
	/	•	9	3:00:01	sam	123	1	sam
	8	0	$\rightarrow$	3:58:00	roy	111	2	roy
Cancel		0	7	0:31:35	roy	111	1	roy
	Keserved	20-0	1-2021 00	13:51:50	roy	111	1	roy
Take Order								

- Click search button and select search by reservation number.
- You can enter the reservation number from the print out of particular reservation. You can take print out of reservation details whole saving it in the software.
- Enter the reservation number (ticket number in print out).
- Click right arrow button.
- The details will be shown as earlier.

Now let us see how to add a reservation to the software

All Tables	Customer Search	Unsettled Defin	Reservation
servation			
New	Reservation for     Customer Name		Select
Edit	Phone No Party Size Reservation Date	20-01-2021	()*
Check In	Reservation Time     Up to	14:26:23 14:56:23	
Cancel	Select Table     Deposit		Select table
Take Order	Description	Bove XC	ancel

All Tables	Customer S	iearch	Unsettled	Deliver	y C	Reservation
servation						
New	ਮਾਮ	<del>لہ '</del>	171	<sub>×</sub> }ਮਾਮ		ਮਾਮ
Edit	п	<b>0</b> 100	e not available for selected time pe	501		TG
Check In	ਮਾਮ "		ਸ਼ਸ ਾ	ਵਾ ਸੂਸ਼⊀		ᄺ
Cancel						
Take Order	\ਜਾਂ	∖नान/	<b>∖तात</b> ⊟Confirm	\ਜਾਜ ਿkcm	ᆒ	∖ਜਾਜ/

ZK Pos Restaurant POS				
All Tables	Q Customer Search	Unsettled	Delivery	Reservation
Reservation				
New	Reservation for     Customer Name	sam sam		Select
Edit	Phone No Party Size	3		
Check In	Reservation Date     Reservation Time	20-01-2021 10:55:40		E-
Cancel	Up to     Select Table	11:25:40 T1,		Select table
Cancel	Deposit Description	200.0000		Cash ~
Take Order		₿Update	XCancel	<b>⊖</b> Print
EEE Keyboard				Admin 🖆 Main Menu

- Click NEW button in the left side of the reservation window.
- You are redirected to a window as shown in the figure.
- Enter the purpose of the reservation in the field 'reservation for'.
- Select the customer by clicking select button against the customer field.
- Phone number will be automatically fetched.
- Enter the party size to know about the number of tables and table seats.
- Enter or select the reservation date and time interval as in the figure.
- Now click select table.
- You directed to a window in which you can select the table as per your requirement.
- Select the table from the screen.
- If the table is already reserved, you will get a message 'table not available for selected time period'.
- If the table is not enough for the party size, a message will be shown to the user.
- Select the table according to the party size.
- Enter the deposit amount (advance) for reservation.
- Enter the description and click save button to save the details.
- After saving the details print option will be appeared.
- Click print button to take print out for the reference.
- Click cancel button to go to previous page.
- You can see the details of reservations listed here.
- If you want to edit details select the particular reservation and click edit button.
- You can change the necessary details.
- If you want to change the date or time, you should change the table also. Because there may be a chance of change in availability for tables as you change the date and time.
- Click update button after necessary changes.



Reservation							
New	20-01-2021	3- 20-01-2021	0.	Reservation	Check In	Cancel	Search
	Status	Date	Time	Owtomer	Phone No	Party Size	Reservation fo
	Reserved	20-01-2021 00			123	3	sam
Edit	Reserved	20-01-2021 00	Contine to check in		123	1	sam
	Reserved	20-01-2021 00	2	<u>80</u>	111	2	roy
	Reserved	20-01-2021 00	12:45:04	roy	111	1	roy
	Reserved	20-01-2021 00	13:00:01	sam	123	1	sam
	Reserved	20-01-2021 00	13:58:00	roy	111	2	roy
Cancel	Reserved	20-01-2021 00	10:31:35	roy	111	1	roy
	Reserved						

- Now we can see how can a customer check in to the reserved table and take orders.
- Select the reservation you want to check in, and click check in button as shown in the figure.
- You will get a confirmation message, click yes to the message
- Now you are check in to the table.
- When we add a reservation the status of selected table will be changed to 'Reserved'.
- When we check in to the reserved table the status changed to check in.

All Tables	Custon	ner Search	Unsettled		Delivery		teservation
Reservation							
New	20-01-2021	3+ 20-01-2021	0• R	eservation	Check In	Cancel	Search
	Status	Date	Time	Customer	Phone No	Party Size	Reservation fo
	CheckIn	20-01-2021 00	10:31:35	sam	123	3	sam
Edit	CheckIn	20-01-2021 00	13:51:50	roy	111	1	roy
	CheckIn	20-01-2021 00	14:56:09	sam	123	4	sam
Check In	CheckIn						
Cancel							
Take Order							

- Select the details by clicking check in tab.
- Click take order button.
- You are directed to POS sale window.

Table T15 Customer	# 3		Total		INR	2	220.00	6
QI/ Product	lai.	tusal	Charg	od			0	Cash
1.0000 12 Piece Butterly Shrimp	0.00	190.00	Chary	eu			0	
1.000 Ten, Shino & Cab Shell	0.08	125.00	5	1	2	3	All	Card
			10				Half	Voucher
			20		5		1/n	voucher
Ticket Total Discount		270.00	50	,	8	9	Guest	Online Payment
Sub Total Round			100				Complemen tary	
Grand Total		270.00						Customer Accoun
Extra Charges Net Amount		0.00 270.00	500	•	0	×	Gift	
Payment Total Balance	INR	50.00 220.00	Discount	Round	Extra Charges	Тр	Print Bill	X Close

- You can select the items and click settle button to continue for payment.
- The advance amount will be deducted from the total amount.
- Select the payment mode and complete the settlement.

Now let us see how the reservation effect the table selection window



- Click dine in option from main menu.
- When you add a reservation, the table status will be changed to 'Reserved' as shown in the figure.
- You can 'check in' to the reserved table from table selection window also.





- Click on the reserved table.
- A confirmation message will be shown 'table reserved. Would you like to check in?'.
- Click yes to the confirmation message.
- You are directed to POS sale window.
- You can select the item and continue for payment.



- When you 'check in' to the table (from table selection window as well as from reservation), the table status will be changed to 'check in'.
- You are directed to POS window while clicking the particular table whose status is 'check in'.
- Please note that you are 'check in' to the reserved table from the table selection window, you are directly going to POS sales window.

# **STEP 10 - ADD/DELETE A VENDOR**

A Vendor is a person who provides the products, so to add vender details while adding product, first you need to add Vendor details. Here you can see how to add a VENDOR.

ZK Pos Restaurant POS		20 January 2021 🗙
	Vendor	(+
対量 SupplierA Supplier II		

- Login as ADMIN.
- Go to SETTINGS.
- Expand Settings menu.
- Choose VENDOR.

estaurant POS				20 January 2021
		Vendor		
Name	SupplierA	Status	Active	
Mobile No1	123456789	Tax Identi	ification No SupplierA	
Mobile No2	123456789	Address	Supplier Add	ress
Email ID	SupplierA@gmail.com			
VendorAccount	Details 🕮 Keyboard	Dpdate	C Delete	XCancel

• A vendor named Supplier A will be there by default. To view the details of that vendor, click on it.



		Vendor		
Name	SupplierA	Status	Active	v
Mobile No1	123456789	Tax Identification No	Supplie:A	
Mobile No2	123456789	Address	Supplier Address	
Email ID	SupplierA@gmail.com	arcens ×		
VendorAccount	Details 🖽 Keyboard	<b>a</b> 6	Delete	(Cancel

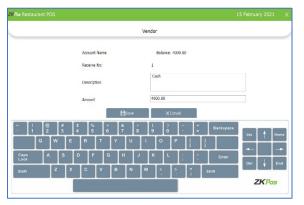
- If you want to edit the vendor details, make necessary changes and then click **UPDATE** button.
- A confirmation dialog box will appear, click **OK**.

estaurant POS			20 January 2021
		Vendor	
Name	Supplier B	Status Status	ų
Mobile No1	123	Tax Identification No 111	
Mobile No2	123	Address Address	
Email ID	s@gmail.com Confirm fields All products with this is	pp ker will be deleted, dick lies to continue	
VendorAccount D	etails 🖽 Keyboard	No Delete	XCancel

• If you want to delete the vendor then click DELETE button instead of UPDATE button. A warning box will appear, you should click OK to delete it. You cannot delete the default vendor

Pos Restaurant	POS					20 Ja	nuary 2021
				Vendor			e
0-01-2021	3.	20-01-2021 B-	SupplierA	~	Q Search	()Refresh	
Date		Description	Debit		Credit	Balance	XClose
		Balance Brought Forward		0.00	12000.00	12000.00	<b>^</b>
01/20/2021		Vendor Account Tra		0.00	12000.00	-12000.00	Cash
							Card
		Transaction Total		0.00	12000.00	12000.00	

- If you want to see vendor account details, then click **VENDOR ACCOUNT DETAILS** button.
- To view the account details set the date range and click on SEARCH button.
- You can see the debit credit and balance amount.
- Balance brought forward is shown there. It is the balance that has been brought forward to the current period from the previous period.
- You can see the amount details of purchase (stock receiving) from this vendor and his advance details if any.



- If you want to enter the payment details click on the transaction detail
- Select payment mode cash or card
- In the opened window you can see the balance amount details
- Enter the amount in the amount field
- Click save button



		+			
0-01-2021	⊎- 20-01-2021 U-	SupplierA -	Q Search	()Refresh	
Date	Description	Debit	Credit	Balance	XClose
	Balance Brought Forward	10000.00	12000.00	2000.00	~
01/20/2021	Vendor Account Tra	10000.00	0.00	10000.00	Cash
01/20/2021	Vendor Account Transac	0.00	12000.00	-12000.00	6
					Card
	Transaction Total	10000.00	12000.00	2000.00	

- Now you are directed to the vendor account details page
- The amount will get updated in the account and you can see the new details and balance amount now

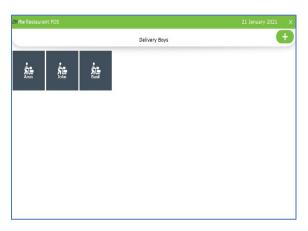
# Now we can see how to add a new vendor

ZK Pour Restaurant POS					
		Vendor			+
Name		Status	Anne	v	
Mobile No1		Tax Identifi	cation No		
Mobile No2		Address			
Email ID					
1	EEE Keyboard	Bave	Delete	XCancel	
· · · · ·					

- Click on the ADD (+) button.
- Provide Vendor Name, Mobile Numbers, Email ID, Status as Active/Inactive, Description about the Vendor, Tax Identification Number and Address.
- Click on SAVE button and OK to confirmation Dialog.

#### **STEP 11 - DELIVERY BOYS**

A person who delivered your food parcel is known as delivery boy. Add delivery boys to **ZKPOS**.



٠	Go to SETTINGS.

- Expand Settings.
- Click on DELIVERY BOYS button.
- Click ADD button to a new delivery boy.

~
_

- Add delivery boy's Name, Mobile number, Email ID, Status and Address.
- Click SAVE button.
- Click OK.



		Delivery Boys		(+
lame	Jose	Status	Allive	v
abile No	1234	Address	address	
mail ID	jose@gmail.com			
	C Keyboard	Startbandy Black	Y Concel	

- To delete a delivery boy, click on the saved name.
- Click DELETE button. Note that if there is only one delivery boy, you cannot delete his details. Because he is saved as the default delivery boy. Otherwise, you can delete the details.
- Click OK in the confirmation dialog box.

		Delive	ery Boys		
lame	Basil		Status 5	ttive	v
Aobile No	7758434856		Address		
imail ID	basil@gmail.com				
	💷 Keyboard	💾 Update		XCancel	

- To edit the details of a delivery boy, click on that delivery boy.
- Make necessary changes.
- Click UPDATE button.
- Click OK to the confirmation message.

Now we can see how to do a home delivery in the software



• To add a new delivery order, click on ADD DELIVERY button.

Customer Search			x	Select Customer
Vame	Phone	Address		Select Customer
am	123			
γ	111			Edit Customer
sha	123			
aby	123			New Customer
khil	234			
ovind	345			Account Details
				Advance

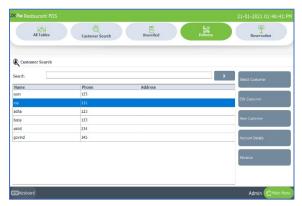
- You directed to the customer selection page. You can see NEW CUSTOMER BUTTON is enabled and all other buttons are in inactive state. If you click on a customer from the customer list all buttons are changed to active state.
- Select the customer from the list.
- Click SELECT CUSTOMER button.
- You can create customer from this interface.



Customer Search				
ame 📃	Address		Bsave	
one 1	Description		Select D	ustomer
	Description		L Create A	iccount
one 2	Status	Active	↓ X Cancel	
iai	Card No			8

- Click NEW CUSTOMER button to create a new customer.
- Fill the details of the customer.
- Status will be selected as active by default.
- Click SAVE button if you want to add the customer.
- After clicking add you will be directed to the customer selection page.
- Select the created customer and click on SELECT CUSTOMER button.
- If you click SELECT CUSTOMER button from customer creation page, you will directly go to POS sales window for selecting the products.

When you create a customer in ZKPOS Restaurant software by clicking SAVE button, you just save the details of the customer in to the software. If you want to see the payment details, advance details and account details of a customer you have to create an account for a customer. Now we can see how to create a customer account.



- In case of delivery, select the delivery option from main menu
- Click ADD DELIVERY button.
- From list select a customer you want to create an account.
- Click EDIT CUSTOMER button.
- Click CREATE ACCOUNT button.
- Select OK to the confirmation message.



- You can create account while adding a new customer through the add delivery interface.
- For that click NEW CUSTOMER.
- Enter the details and click CREATE ACCOUNT button.
- Click OK to the confirmation message.
- The details will be saved by default while clicking the create account button.

All Tables	Customer Sec	arch Unsettled Delivery	Reservation
	Customer Se	area onsectors	Reservation
Customer Search			
arch			x
			Select Customer
lame	Phone	Warring X	
am	123		Edit Customer
γy	111	The selected automer does not have outforer assumt	
sha	123	_	
aby	123	GK	New Customer
khil	234		
ovind	345		Account Details
ahul	123		
	E-stress -		Advance
			Advance

- Now you can see the account details of customers who has customer account.
- To view the account details, click ACCOUNT DETAILS button after selecting the customer.
- If the customer does not have an account, then a message 'the selected customer does not have customer account' shows.



21-01-2021	B- 21-01-2021	B.	Q Search	🖨 Refresh	
Date	Description Balance Brought Forward	Debit	Credit	Balance	X Close
01/21/2021	Customer Account Years	175.0000	0.0000	175.0000	Q Find Tacket
	Transaction Total	175.00	0.00	-175.00	

- If the customer has an account the details will be shown as in the figure.
- The payment details through customer account while settling a bill will be shown here.
- After clicking ACCOUNT DETAILS button, enter from date and to date.
- Click SERACH button. Now the details will be listed below.
- To view the details of a particular transaction by clicking on it and go for FIND TICKET option.



- You can settle the amount from account details interface.
- Select the transaction you want to settle.
- Click cash or card as payment option.
- Now you will get an interface shows the account name, description and amount.
- Enter the description and amount.
- Click SAVE button.

All Tables	Customer Search	Unsettled	Delivery	Reservation
Customer Search				
earch			×	Select Customer
Name	Phone	Address		
iam	123			
oy	111			Edit Customer
isha	123			
aby	123			New Customer
khil	234			
ovind	345			Account Details
tahul	123			
				Advance

- Now you can enter an advance amount in customer account.
- As usual select the customer by clicking on it.
- Click ADVANCE button.

	akhii			
Customer	aktili			Xaos
Advance	0.00			
	Date	Amount		Q Find Tick
21-01-2	021 13:32:54		1000.00	
21-01-2	021 13:30:02		500.00	
21-01-20	021 13:27:12		1000.00	Cash
				1.000
				Card

- You can see customer name, a text box to enter the advance amount and previous advance details of that particular customer.
- To add an advance amount, enter the amount in advance amount field.
- Click the payment mode cash or card.
- Now the advance details will get updated in the list view.
- You can take a print out of the details by clicking PRINT OUT button.



# Now let us see how to add a delivery order to the software



- As you know click DELIVERY from main menu.
- Then click on ADD DELIVERY BUTTON.
- Click on the customer and then SELECT CUSTOMER.
- You are directed to the POS sales window as shown in the figure.
- Select products from the product grid.
- You can see that the settle button is not in active state.

Select Table	<b>E</b> .40			Norse 👻	~	Φ			
hange Customer	Status	er elchit Ungeid New Order		÷		1	Ref .	6.30	í
ale	1	rish, Shrimp & Creb Sk	el	120.00	Breakfast		Face Batterh Streep	2 Sec Selet Set Set	4
->)( Herps	1	Select Del	ivery boy 🗙	150.20	JAC BER		Leon Britery State	2 Prese Ended Greb Geler	
U Ticket Note		Arun John Basil			- Siles		100	C.I.C.	
Betam					Lauita	9	er, Sterp "Cab Shel	Filed Green Torratos	
New New		Delivery	6.00		Baverages		alar.	STACE	
Send Orders		1	Ok Cantel				Food Rights Det mod	Geled Duc Cakes	
↓≡ Order ≥ionity					Burgers	6	10.	-	
2					See 2		OVESTILE GATMERE	Hatoakes and Sausage	
Delivery Boy	Balan	се	INR	270.00	solips	-		140	
EO Temporary Dil		Settle	× ×	Closer		•		Keypad	

- You have to select a delivery boy, to deliver the parcel to the customer.
- So, you must assign a delivery boy.
- For that click on DELIVERY BOY option from left side buttons.
- You can see the saved delivery boys in the pop up.
- Select the delivery boy from the list.
- Enter the delivery amount in appropriate fields.
- Click OK button.

Table T15 Customer	# 3		Total		INR	2	220.00	G
Q8y Product	Так	lotal	Charge	ed			0	Cash
1.0000 12 Pece Butterfly Shrimp	0.00	110.02	chiarg				, v	
1.0000 Fish, Shrimp & Crab Shell	0.00	120.00	5		2		All	Card
			10				Half	
								Voucher
			20		5		1/n	
Ticket Total Discount		270.00	50	7	8	9	Guest	Online Payment
Sub Total							Complemen	
Round Grand Total		270.00	100				tary	Customer Account
Extra Charges		0.00	500		0		Gift	
Net Amount Payment Total		270.00						X Close
Payment local Balance	INR	220.00	Discount			Tip	Print bill	Close

- Now the settle button is in active state.
- Click settle button to continue with payment.

#### **STEP 12 - NOTIFICATION**

Notification feature means you will get a notification when customer credit and vendor credit value go beyond the limit entered in software.

Pos Restaurant POS			21 January 2021
	Utility		
			General Settings
Name		Status	
Enable Server Data Sync			Activate
Enable Android			Activate
Enable 58mm print		0	Free
Enable scheduled Email			Free
Enable End work period email		0	Free
Enable Notifications			Free
Fnahla Automint		п	Free
	()Update		

• To activate this feature tick the check box against 'Enable notifications' from SETTINGS >> UTILITY.



ZK Par Restaurant POS				21 January 2021	X
		Notification Settings			
	Vendor Credit Limit Notification	0	Days		
	Customer Credit Limit Notification	0	Days		
	EE Keyboard	Save	() Refresh		
				_	

- Now select NOTIFICATION SETTINGS option from settings
- You can enter customer and vendor credit limit notification days in text box
- Tick the check box to activate the notification
- Click SAVE button



- Close the application to see the changes.
- Again, open ZKPOS Restaurant software and log in.
- You can see the notification in the right bottom side as shown in the figure.

# **STEP 13 - COUNTER**

Counter feature is available in ZKPOS Restaurant to set billing counter.

Counter Counte	Pos Restaurant POS				21 January 2021
Software ID Billways/y74ps(2)#ks11esh1mMweS1)MOsepog IE Context Software D X0006 Counter Software D			Counter		
Conter Software D		Counter	counter 1		
Courter Software ID		Software ID	Bljebqrxby7ApnQbFgNgQz3Ha1	LedrImNwe5BjMDspcgil	F
		EEE Keyboard	<b>₽</b> Save	XClose	
counter 1 Bijdegnby7ApnQbFgNgQzIHa11edrImNwe5		Counter	Software ID		
		counter 1	Bijebqrxby7ApnQbFgN	gQzJHa11edrImMwe5	

- Click COUNTER in the SETTINGS section.
- New window is opened, you have to enter name.
- Software ID is automatically displayed.
- Once you set the software to a counter you cannot changed it.

#### **STEP 14 - TABLE AREA MANAGEMENT**

As you have seen earlier, each table is placed in particular area. There will be 3 tables by default. But you can Add, Edit or Delete table area based on your requirements. Let's see how it is maintained.

Admin	<u> </u>	Set	tings	
Settings	Company Details	) Utility	About	Email Settings
Printer CProducts	Castomers	Customer Gift Card	[1] 소리 Food Voucher	Reservation
Dien	H Ventor	Delvery Boy	Notification Settings	۲ Counter
Accounts	Ø	l <del>a</del> li	Henv Timetable	Addons
Binventory	Table Area	Table Management	(S)	Addons
Database	Online Order Type	POS Web	Currency Exchange Rate	Currency Denomination

- Go to SETTINGS.
- Expand Settings menu.
- Scroll down and click on TABLE AREA.



ZKPor Restaurant POS				L ×
		Table	e Area	Ð
XIX Area1	ЖЖ Areaz	ХІХ Area3		

- Default Table Areas will display in the new window.
- You can add new area by clicking on ADD (+) button.



- You can see a single field to enter the Area Name. Enter the name in the provided field.
- Choose Background Image by clicking BROWSE
- If the image size is larger, we have to option to crop the image

Restaurant POS			21 January 2021
	Table Area		
Table Area Crop Image	Area 4		
		u na l	7-
	ase Crop	<b>R</b> pelete	× Cancel
Ok Can	ed .		

- After clicking the crop button, a pop up will be opened for cropping the image.
- Select the part of the picture you want to save as background
- Click crop button.
- Now you will get the cropped image.
- Click UNDO to retrieve the original picture.
- After cropping click OK button.



- Click SAVE button to save the area
- A new Table **Area 4** has been created.



Table Area Table Area Dadiground Inage	7
Biologrand image	7/-
	7
Confirm didite	
III Keytoard 🗎 Update 🔍 Roj Arrya surga was to dene 👘 😥 Delete 🗙 Col	Cancel

- If you want to update any area details, select the area name
- Make necessary changes and click update button
- You can delete the area name by clicking the delete button
- When you delete an area the whole tables in that area will also be get deleted
- Click YES to the confirmation

# **STEP 15 - TABLE MANAGEMENT**

Add all the tables in your restaurant into ZKPOS so that you can keep track of orders in different tables. For instance suppose your restaurant contain 34 tables. If you name each table like TABLE1, TABLE2 etc. and save other details like table area and number of seats then you can handle the orders more efficiently.

ZKPos Restaurar	nt POS						21 January 2021	L X
			Tab	e Management				Đ
ਸ਼ਸ਼	ਮਾਮ 12	ਸ਼ੑੑੑੑੑੑੑੑਸ਼	ਮਾਮ ™	ਸ਼ਸ਼	৸ঢ়৻	ਸ਼ੑੑੑੑੑ	≻∓⊀ ™	Î
ਮਾਮ "	ਸ਼ੑੑ	ਸ਼ਸ਼	ᢣᠴᡕ	ਸ਼ਸ਼	৸৸	ᢣᠴᡕ	ਮੁਜ਼ ""	
ਮ੍ਹਾਮ ""	ਸ਼ੑੑੑੑੑ	ਸ਼ਸ਼	ᢣᠴᢣ	ਸ਼ੑੑ	ਮਾਮ ""	\ਜ਼⊀ ™	┝┰┰┥ ॻ2ŧ	
\त्ता <del>त्र</del> ™25	\ਹ ™	ਮਾਮ ""	<b>∖</b> त्तर ™	\तार ™	ਮਾਮ ™	ᢣᠴᡕ	<b>کتلا</b> <sup>132</sup>	÷

- Click on TABLE MANAGEMENT menu from SETTINGS.
- You can see some default tables there.
- To add another table, click on the ADD (+) button.

estaurant POS				03 February	2021	
	Table Management					
Table Name						
Total Capacity						
Table Area	Select		v			
Dasign		💾 Save	Relete	× Cancel		

- Type the Table Name, Table Capacity (Number of Seats), Table Area.
  - Click SAVE button.
- Click OK to the confirmation dialog. Now a new table has been created.
- Click on DESIGN button



- New window will be displayed.
- Area name and Background image will be displayed.
- The new table will have a red out line, you can change the position of that table by clicking on the table and moving it.
- Set a position for the table
- You can change the background image by clicking browse button
- Select the picture from location





- Click crop button as shown in the figure.
- Select the part of the picture you want to crop.
- Click CROP button and then OK.
- Click save to sustain the changes.

Table Management	e
·         ·	
HIN 126	

- If you want to change the design of table, click TABLE MANAGEMENT from SETTINGS.
- Select the table you want to change the design.
- Click design button.

# **STEP 16 - MENU TIMETABLE**

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

ZK Pos Restaurant POS			
	Utility		
			General Settings
Namo		Status	
Enable Kitchen Print			Free
Enable OrderPrint			Free
Enable Gift and Points			Free
Enable Menu Filter		8	Free
Enable minus stock			Free
Enable Customer Account Authentication			Free
RoundingTay		n	Free
	()Update		XCancel

# • Go to SETTINGS.

- Expand Settings.
- You have to enable menu filter feature from Utility

ZK Restaurant POS		22 January 2021 🛛 🗙
	Menu Timetable	+
्रात्म breadfast		

- Go to **SETTINGS**.
- Click on **MENU TIMETABLE**.
- To add a new timetable, click **ADD (+)** button.



K Restaurant i	os		22 January 2021
	Menu	Timetable	•
Menu Timetable	lunch		
Validity From	22:01-2021	то	29-01-2021 E*
From Time	09:15:26	то	10:14:26
AddDepartments	© Snoks nd Desserts - Tacas - Bunn tog - Kids Meals - Reakfords - Bungers - Combo Products	▲ ✓ Add	Burritos Kids Meats
Products	Chefette Kids Meal Chefette Menu Special Dog Hus Kids Meal Jarsey Miko's Kid's Meal KFC Kids Meal MCDonald's Boosting Happy	Remove	Burrito Classic String Burrito Grilled Shring and Bacon Cholette Kids Mosi
	E Køytosed	<b>Delete</b>	XCancel

Restaur	ant POS				22 January 2021	
Menu Timetable						+
Nenu Timet	able	lunch				
Validity Fro	n	22-01-2021	B*	то	29-01-2021 3+	
From Time		09:15:26	1	то	10:14:26	
AddDepartm	ionts	# Snaks nd Desserts - Basse - Burn tog Kids Keals - Presidast - Burgers - Combo Products	•	Add	Burritos Kids Meats	
Products		Burrito Ancho Citrus Shrimp Burrito Beer Battered Fish Burrito Classic Shrimp Burrito Silidi Shrimp and Bacon Burrito Wild Grouper Burrito Wild Grouper Burrito Wild Mahi Mahi	v	Remore	Burrito Crilled Shrimp and Bacon Burrito Classic Shrimp Chefette Kids Meal	
		Keyboard 💾 Update			× Cancel	

22-Mar Resources POS 22-01-2021 09-42-34-AM

- Enter the Name of the time table, Starting and Ending date, starting and Ending time.
- Now we have to select the products includes in this time table.
- You can see the saved departments in a box.
- Select a department from the list and click ADD button.
- The selected departments are shown in a box in the right side.
- The products under the selected departments are shown beneath Add Department box.
- Select a product from the list and click ADD button.
- To remove a product or department, click on it.
- Click Remove button.
- If you remove a selected department, the selected products under that department also get deleted
- Click SAVE button.
- A new menu time table will be added to the software.
- If you want to edit the menu time table, select the time table
- Make necessary changes and click UPDATE.
- For deleting a menu time table click DELETE button and then click yes to the confirmation message.
- Suppose you create a menu time table named breakfast from 8am to 9 am.
- Select departments and products as above.
- Enable the menu filter function from utility.
- Now let us see how this effect the billing interface of the ZKPOS restaurant software.
- For that click dine in (any order type)
- Select table.
- In POS sales window you can see the selected products in that time range.

# **STEP 17 - ADDONS**

You can connect **Android order app, Back office** and **android report app** into your POS machine by enabling the license for them.

zĸ			
		Addons	
	Utility	Software ID	

- Click ADD ONS in the SETTINGS section.
- The window shows the connected applications and its software ID if you connected that application to the software.



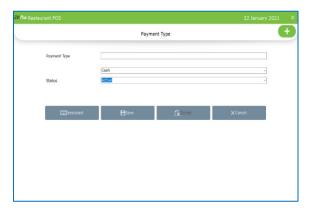
#### **STEP 18 - ONLINE ORDER TYPE**

You can give online order details like Zomato, Swiggy, uber eats Etc.

You have to save the payment types in your software first. The account details of each online ordering platform are distinguished according to the payment type you given to each online ordering g platform.



- To create payment type, click SETTINGS from main menu.
- Choose ACCOUNTS from the left side menu list.
- Click on payment type.
- You can view the created payment types in the interface.
- To create a new payment type for online ordering, click on ADD (+) button.



- Enter payment type name- say swiggy.
- Select payment type as online from drop down (for online ordering invoices are settled only through online).
- Select status.
- Click SAVE button.

Let us see how to create an online ordering type and sale product through online ordering



- Select online order type from SETTINGS.
- You can see the online order types already created.

Pos Restaurant POS					22 January 2021	×
		Online Ord	er Type			
	Name	swiggy			]	
	Payment Type	swiggy			]	
	EEE Keyboard	<b>⊟</b> Save	<b>Delete</b>	× Cancel		

- Click ADD (+) button to create a new one.
- Enter name and select online payment type from drop down we saved earlier.
- Click SAVE button.
- A new ordering type will be seen in the interface.
- If you want to edit the details click on that particular online order type.
- Make necessary changes and click UPDATE.





- Go to main menu and select ONLINE DELIVERY.
- You can see the open tickets (unsettled tickets) in the online delivery interface.
- Click ADD ONLINE DELIVERY button.



- You will get a pop up to select the online delivery application
- After selecting the application, you will be directed to POS sales window.

Select Table	#54Online Order		None 👻	~	¢	
Select Destroyer	Status Unpaid		۲		9340	6.20
	Rev Order 1 Faib, Strong & Call Bro New		120.00	Breakfast	12 Peace Subsetly Streep	2Per Mal Cal Cau
Ticket Note	1 12 Pess Sutorfy Shr m Nov	p	158.00	/ Aug		Car a
e) Return				- Levil -	Talk Dana (sab Dell	Fred Green Torratos
New Steel				Beverages	a dise	-
Send Orders				Burgers	Nut Vasle Salarad	Sifter Onli Cales
↓≡ Cerder Priority					(address)	
Delvery Soy				Soups	HENESTYLEOATHEAL	Perceives and Seconge
	Balance	INR	270.00	2 23E	1	(
Temporary Bil	Settle	l x	Close		K Erable Barcode	100 Keypod

- Select the products and click settle button.
- Only online payment is active amongst the payment type.

Table Customer	# 5		Total		INR	4	400.00	
Qtr Product	Tax	Total	Charg	od			0	Cash
1.000 12 Peos Batterfly Shrimp	0.00	150.00	Chary	eu			U	
1.0000 Fruit Naple Oatmeal	0.00	130.00	5				All	Card
1.0000 Fish, Shrimp & Crab Shel	0.00	128.00	2		2	3	All	Card
			10				Half	Voucher
					5	6		
			20				1/n	
								Online Payment
Ticket Total		400.00	50		8	9	Guest	Online Payment
Discount Sub Total					ľ	3		
Round			100				Complemen tary	
Grand Total		400.00						Customer Account
Extra Charges		0.00	500		0	x	Gift	
Net Amount		400.00	500					~
Payment Total		0.00						× Close
Balance	INR	400.00		Round	Extre Charges	Tip	Print Bill	

- Click on it and select the payment type from sub payment box.
- You can see the details by application wise in our software.





• Select CUSTOMER SEARCH button from online delivery interface.

All Tables	Q Q	Unsettled	Delivery Reservation
As laures	Customer Search	Unsetten	Reservation
Customer Search			
Search			x
Name	Phone	Address	Select Customer
sam	123	Address	
τογ	111		Edit Customer
asha	123		
baby	123		New Castomer
skhil	234		
povind	345		Account Details
Rahul	123		
uber -			Advance

- Select the online order payment type (application) from customer list.
- Here select uber.

22-01-2021	<b>□</b> - 22-01-2021	0-	Q Search	🗢 Refresh	
Date	Description	Debit	Credit	Balance	XClose
	Balance Brought Forward	270.0000	0.0000	270.0000	
01/22/2021	uber Transaction	565.0000	0.0000	835.0000	Q Find Ticket
01/22/2021	uber Transaction	1280.0000	0.0000	2115.0000	
					Cash
					Card
	Transaction Total	2115.00	0.00	-2115.00	

- Select the date range and click search button.
- You can see the transaction details as shown in the figure.
- You can click a particular transaction and see the details by clicking FIND TICKET.



- You can settle the amount by clicking cash or card payment type.
- Enter the description and amount.
- Click SAVE.
- The details will be saved as transaction details.





- In case you want to settle an open ticket, select the ticket from the online delivery interface.
- The ticket will be opened with the product details.
- Click SETTLE button to continue the payment.

# **STEP 19 - POS WEB**

You can leverage ZK Pos web to know your Total Sale, Total Stock Receive, Day wise Sale and Day wise stock receive. You can access the real-time sales details from different branches at anywhere in this world as long as you have a network connection. In ZKPOS Restaurant software POS web contains a summary of sales and receive.

POS web feature is not free like normal features. You have to activate the feature. You can activate the feature through ZK store as well as <u>http://cp.zktecopos.com/</u>.

KPos Restaurant POS			22 January 2021
	Utility		
			@General Settings
Name		Status	
Enable Temporary Bill		Ø	Free
Edit Product Hash Code	×	Ø	Free
Enable Server Data Sync Enable Server Data Sync 22			Activate
Enable Android			Activate
Enable S8mm print			Free
Enable scheduled Email Activate Cancel			Free
Fnable Fnd work neriod email		п	Free
	🗘 Update		

- Go to SETTINGS and then click UTILITY.
- Click activate against the 'Enable data Sync' feature.
- Paste the hash code.
- Click ok to the confirmation message.
- Now POS web is activated.
- Tick the check box.

Pos Restaurant POS				US Feb	bruary 2	021 X
		POS Web				
	<ul> <li>Daily on time</li> </ul>	16:38:52	ł	Status		
	O Daily on intervals				n Status	
				Last Sync	: Date	
		8×	ave	Expiry Da	ite	
mount			Т	Tax 1	Туре	Value

- Go to SETTINGS.
- Select POS web
- Two options are there. Daily on Time and Daily on Intervals.
- Choose your option then, click SAVE button.
- After activation; Sync Status, Activation Status, Last Sync Date, Expiry Date will be displayed.
- As per the schedule the data get updated. You can see the details below.

# **STEP 20 - LEARN ABOUT EXCHANGE RATE**

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



	Utility		
			General Setting
Name		Status	
Enable Slideshow customer display			Free
Enable Multiple Language Print			Free
Enable guest count		5	Free
Enable VFD Display			Free
inable LED Display			Free
Frahla Simala mint			Free
	()Update		

٠	First you should enable MULTY-CURRENCY PAYMENT in the
	UTILITY.

		Currency Exchar	ge Rate		
Country	Currency	Code	Symbols	Exchange Rate	
	Afghani	AFN	ذ	0.00	0
Albania	Lek	ALL	Lek	0.00	0
Algeria	Algerian Dinar	DZD		132.81	0
Andorra	European Euro	EUR	¢	0.82	0
Angola	Angolan Kwanza	AOA		0.00	0
Antigua and Barbuda	East Caribbean Dollar	XCD	\$	0.00	0
Argentina	Peso	ARS	\$	86.43	0
Armenia	Armenian Dram	AMD		0.00	0
Armenia	Armenian Dram	AMD		0.00	0
Aruba	Guilder	AWG	f	0.00	0
Australia	Dollar	AUD	\$	1.29	0
Austria	European Euro	EUR	e	0.82	0
Azerbaijan	Manat	AZN	٨	0.00	0
Bahamas	Dollar	BSD	\$	0.00	0
Baharin	Dinar	BHD		0.38	0
Bahrain	Bahraini Dinar	BHD		0.38	0
Bangladesh	Bangladeshi Taka	BDT		84.59	0
Barbados	Dollar	BBD	\$	0.00	0
Belarus	Ruble	BYR	p.	0.00	0
Belgium	European Euro	EUR	e	0.82	0
Belize	Dollar	BZD	BZ\$	0.00	0

- Now, Go to SETTINGS.
- Expand Settings.
- From the menu options, click EXCHANGE RATE.
- Exchange rates may vary each day, so you can update it. Update it by clicking on ONLINE UPDATE button.

		Currency Exchan	ne Pate		
		Corrency Exchan	ye nate		
Country	Currency	Code	Symbols	Exchange Rate	
Afghanistan	Afghani	AFN	ف	0.00	8
Albania	Lek	ALL	Lek	0.00	0
Algeria	Algerian Dinar	DZD		132.81	0
Andorra	European Euro	EUR	¢	0.82	0
Angola	Angolan Kwanza	AOA		0.00	0
Antigua and Barbuda	East Caribbean Dollar	XCD	\$	0.00	0
Argentina	Peso	ARS	\$	86.43	0
Armenia	Armenian Dram	AMD		0.00	0
Armenia	Armenian Dram	AMD		0.00	0
Aruba	Guilder	AWG	f	0.00	0
Australia	Dollar	AUD	\$	1.29	0
Austria	European Euro	EUR	e	0.82	0
Azerbaijan	Manat	AZN	٨	0.00	0
Bahamas	Dollar	BSD	s	0.00	0
Baharin	Dinar	BHD		0.38	0
Bahrain	Bahraini Dinar	BHD		0.38	0
Bangladesh	Bangladeshi Taka	BDT		84.59	0
Barbados	Dollar	BBD	\$	0.00	0
Belarus	Ruble	BYR	p.	0.00	0
Belgium	European Euro	EUR	e	0.82	0
Belize	Dollar	BZD	BZ\$	0.00	0

- You can change the exchange rate manually by clicking the edit (pencil like) button.
- Enter the rate.
- Edit button automatically changed to save button, so click on it to save.

Now let us see how this effect in ZKPOS Restaurant software

Table Customer	# 7		Total		INR	2	270.00	G
Qty Product	Tax	Total	Charg	od	MVR -		0	Cash
1.0000 12 Piece Sutterfly Shrimp	0.00	159.09	Chary	eu			U	
1.0000 Hiel, Shring & Creb Shell	0.00	128.00	5	1	2	3	All	Card
			10				Half	Ø
			20		5	6	1/n	Voucher
Ticket Total Discount		270.00	50	7	8	9	Guest	Online Payment
Sub Total Round			100				Complemen	
Grand Total		270.00	100				tary	Customer Account
Extra Charges Net Amount		0.00 270.00	500		0	×	Gift	
Payment Total Balance	INR	0.00 270.00	Discount	Round	Extra Charges	Tip	Print Dill	X Close

- Select QUICK SERVE (any order type).
- Select the products and click settle.
- In settlement window we can see total amount and charged amount at the top side.
- The drop down for the charged amount will be active when we enable multi-currency option in utility.
- Select the currency.
- You can see the equivalent amount in selected currency.



# **STEP 21 - CURRENCY DENOMINATION**

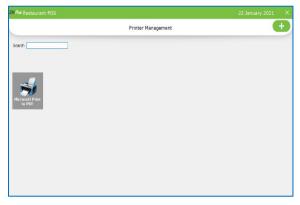
It is a proper description of a currency amount, usually for coins or banknotes.

- X Restaurant POS
   Curreny Type
   India 180 Deconnation value
   Curreny Type
   India 180 Deconnation value
   Curreny Type
   Deconnation value
   Deconnation value
   Curreny Type
   Deconnation value
   Curreny Type
   Deconnation value
   Curreny Type
   Deconnation value
   Curreny Type
   Deconnation value
   Deconnatin
   Decon
- Click on CURRENCY DENOMINATION menu from SETTINGS.
- Add currency denomination value

# **STEP 22 - PRINTER**

#### **ADD PRINTER**

You can give details of printer that you want to use.



- Click SETTINGS from main menu
- Go to PRINTER section below settings.
- Click PRINTER.
- To add Printer details then click ADD button.

Pi t Type ter Name	Inter Management	•
ter Name	Microsoft Print to PDF	
artment	Species         A           O local Channy         C           O local Channy         C	
	Active	_
₽Update	e 🛱 Delete X Cancel	
		B The set of the set o

EDIT/DELETE PRINTER
---------------------

ZKPos Restaurant POS		
	Printer Management	+
Print Type	TicketType PrintBill	v
Printer Name	Microsoft Print to PDF	~
Department	Bearting     Wards (Classes)     Social     Social	
Status	Active	XCancel

- You can enter Printer Name, Print type.
- Select the print bill as ticket type, payment type, normal type, label print and android order print
- For ticket type and android order print, you have an option to select departments
- You can set different printer in different department and thus reduce the chaos while clicking the send order
- In android order print you have to manually enter the printer name as same as in the android order app
- Choose Status.
- Click SAVE button
- You can edit details
- Select the printer from the printer interface
- Make necessary changes and click UPDATE button
- You can delete details by clicking delete button



#### STEP 23- POLE DISPLAY

# You can give details of pole display.

January 2021	22 Ja			bs Restaurant POS
		Customer Display		
	v		COM Port	
	v	VFD	Display Type	
	XCancel	₿Sane		
	tisplay Type	COM Port	: 1D	Software

- Go to **PRINTER**section.
- Click POLE DISPLAY.
- Select COM port
- Select display type LED or VFD
- Click SAVE button

# **STEP 24 - LED DISPLAY**

You can give details of LED display for promotions and offers.



- Go to PRINTER section.
- Click LED DISPLAY.
- To add LED display details then click add (+) button.



- You can add both image and video as promotion.
- Browse the file.
- Click SAVE.

#### **EDIT/DELETE LED DISPLAY**



- You can edit details, edit field is there.
- You can delete details, delete field is there.



#### **STEP 25 - INVOICE TEMPLATE**

In Invoice Template when you place a bill the details will automatically displays on the screen.

	Inv
KTece Brosse	Company Logo
name	Name Mark San-1500
iss	Address
5789	Contact No
	Number of copies (Duplicate Print)
	Duplicate Print Bottom Text
v	Involce Templates Normal Pr
EEE Keyboard	Bave
v EEE Keyboard	

- Go to PRINTER section.
- Click INVOICE TEMPLATE.

Go to PRINTER section.Click CASH DRAWER.

• Configure and test the cash drawer

- Enter the details in respective fields
- Select the invoice template print type
- Click SAVE.

# STEP 26 - CASH DRAWER

This feature enables cashier to maintain cash.

	Cash Drawer		
Printer share name	Microsoft Print to PDF		
Computer name	DESKTOP-GTEANTP		
Configure	<b>⊘</b> Test	XClean	

# **STEP 27 - PRINT OPTION**

This feature enables print option.

ZKPos Resta									
	Printing Option								
		Receipt	Temporary Bill	Kit	chen Order Print	Logo			
	Font-Family Number of copies Nessage to Print	Times New Roman 1 Thank you	~		Fant-Stre Lago Right Padding Lago Left Padding	8pt → 0pt → 0pt →			
	Print Logo		r	1 Print H	ulti - Menu Name (Second	lary Name)			
	Print Invoice Nur	The	(	) Print C	ard Number				
	Print Sum of Qu	antity	L.	J Print B	arcode				
	Keyb	sard	Save						

- Go to PRINTER section.
- Click PRINT OPTION.
- Four print options are there; Receipt, Customer Order Print, Kitchen Order Print, Logo.

• Printer Share Name and Computer Name will be displayed.

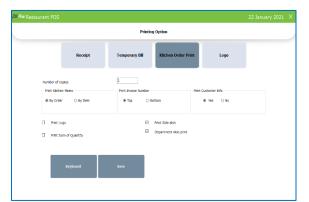


- In receipt option, you can select font family, font size, number of copies, message to print, padding width etc.
- You can select the options by tick the check boxes as shown in the figure.
- Click SAVE button.



KPor Restaurant	t POS				22 January 2021	×
	Receipt	Temporary Bill	Kitchen Order Print	Logo		
Nut	nber of copies	1				
Nes	sage to Print	Thank you				
	Print Logo		Print Hulti - Menu Name (Secon	dary Name)		
	Print Sum of Quantity					
	Print Barcode					
	Keyboard	Save				

- Click temporary bill.
- Enter number of copies, message to print and browse print log for temporary bill.
- Select the contents like print logo, print sum of quantity, barcode and secondary name.



- Click kitchen order print.
- Enter number of copies, kitchen memo by order or item, invoice number location, customer info.
- Select the contents from details as shown in the figure.

	Printi	ng Option		
Receipt	Temporary Bill	Kitchen Order Print	Logo	
	eMape	e and		
	Settie	<b>1</b> 0		
 Browse		Sare	Сгор	

Browse the logo and save

•

- You can crop the image by clicking CROP button
- After cropping the image click OK

# **STEP 28 - BARCODE**

ZKPos Restaurant POS						
	E	e Master				
Printer share na	ame	Microso	ft Print to PDF			
Computer name			OP-GTEANTP			
File Name					Q Browse	
Configure	D lest		XClean	Fill K	eybord	
Note: The following Reproducts for printle designing						
BNRCIDE: Fir phil bacole: ITEN_WITE: Product Name, IPC_DDDE: code	. PRCE into COMPANY i company to	ne, EMR7 : :	giy titz - FICHINE pasking date			

- Click BARCODE from peripheral devices
- Printer share name and computer name already shown there
- Select the .prn file through browse option.
- Click save.



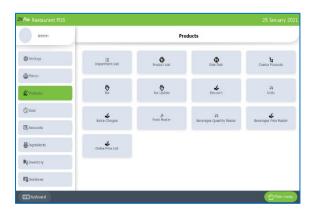
#### **STEP 29 - BARCODE GENERATOR**

Product Name	fruit salad		Foturt Records
UPC Code	UPC10342		- Concern and Concern
Bercoda	1234		N 4 1 of 1 ≻ H   + ⊛ 🕼 M - 100% Fn3 iNet
Print count	1		12391 0001094 1yao bar 2011 155004
Production Date	₽ 25-01-2021	(j) v	Dia Omi 25-91-3021 (1550)4
Expiry Date	E 25-01-2021	(J*	
			Pint Barcodo

- Select barcode generator from PRINTER section.
- Click add (+) button and select one item that you want to print the barcode by entering barcode or search.
- Enter the print count.
- Enable production and expiry date if you want to show them with barcode, and enter the date.
- Product barcode will be shown in the right side of the window.
- To print the barcode, click Print barcode button.

#### **STEP 31 - DEPARTMENT**

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.



- To add a new department, go to SETTINGS.
- Click PRODUCTS.
- Click DEPARTMENT LIST.



Then click ADD (+) button in option menu.

zк											
				Depart	tments					e	Ð
	Name										]
	Alias Name								Type 🔲	BAR	
	Sort Order	37				Status	Acti	ve		v	]
	Button Style	Height	100	E DarkOra	9		v	Font-Size	14	1	
	Product Button Style	Height	100	E YelowG	reen		÷	Font-Size	14		
	Parent Department	None			v		Dept Font	Color	Black	v	]
	Image						Product Fo	nt-Color	Black	v	
	Сгор							Browse			
	Delete						(Max Star-15040				
	EEE Keybos	ard	Bave		ć	Delete		X Cancel			

- Enter Department Name, Alias Name, Sort Order, Department, and Status.
- Choose Button style and Product button style.
- Choose Parent Department.
- Choose Department font color and Product font color.
- Choose Image.
- Tick on the check box if the department belongs to BAR section
- The departments in BAR section will not be appeared in other order types
- Then Click SAVE AND OK button.



Pos Restaurant POS							27 January 2021	>
			Departmen	ts				Ŧ
	arch	-						
-All Snaks nd Desserts Dessert Snacks	Breakfast	and Sides	Beverages	Burgers	Soups	Pizzas and Pastas	Starters	Î
Tacos Burritos Kids Meals Breakfast Burgers	Sindiviere)	Silanciate Desserts	Tacos	Burritos	A kids Meals	Salads	Sides	
-Combo Products -combo 1 -Sandwiches -Salads and Sides Salads Sides	Smoothie S	Energy Bowis	Shots	Juices	Shakes	Hot Beverages	Latte	
Soups Pizzas and Pastas Pastas	Cappuccin	Coffee	Cold Beverages	Non-Alcoh olic	Alcoholic	Pastas	Pizza	
Pizza								

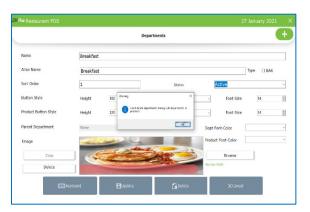
- Go to PRODUCTS menu.
- Click DEPARTMENT LIST.
- To search a Department a search field is there.

## EDIT / DELETE A DEPARTMENT LIST

You can delete a Department as you deleted a Department before.

🚥 Restaurant POS			Depa	tments			7 January 2021	+
Name	Breakfast							
Alias Name	Breakfast						Type BAR	
Sort Order	1			Status	A	ctive		~
Button Style	Height	100	E DarkOra	anga	÷	Font-Size	14	
Product Button Style	Height	120	E Yelow	iren	v	Font-Size	14	
Parent Department	Sum				Dept Fo	nt-Color		~
Image	-	-	4	and the second	Product	Font-Color		v
Crop			and a	RE		Browse		
Delete					Per las-la	0.0		
Elisa k	cyboard	Bu	pdate	Delete		XCancel		

- Go to SETTINGS.
- Click on PRODUCTS.
- Click on DEPARTMENT.
- Every saved Department will be displayed, you have to choose the Department that you want to edit/ delete.
- If you want to edit, then make necessary changes and click OK button.



- Now click on the delete button and **YES** in the confirmation pop up if you want to delete the department
- You cannot delete departments having sub departments or products

## **STEP 30 - PRODUCT LIST**

ZKPos Restaurant POS		×
	Products	Ð
Searc	h	_
- Snaks nd Desserts + Tacos + Tacos + Tacos + Kids Meals - Sides - Sides - Sides - Sides - Sinoto - Energy Bovis - Energy Bovi		

- Product details are entered and displayed there.
- Click on PRODUCTS LIST from products.
- Add all product's details to ZKPOS Restaurant.



KPos Restaurant PO	s			27 January 2021	×
		Pr	oducts		+
Basic Information Tax Se	etting Discount Settings				
* Name			Status	Attive	v
Alias Name			* Cost		
<ul> <li>UPC Code</li> </ul>	UPC10347		Total Cost:		
Department			* Sales Price		
Units	Unit	,	Vendor	SupplierA	v
HSN Code			Product Type	Single Product	v
			Profit		9
Image		Browse	Product Details		
		Crop	j		
27 January 2021		Delete		Scan Barcode	
	🖽 Keyboard		Delete	X Cancel	

- To add a new product, go to SETTINGS.
- Click PRODUCT.
- From the menu options, select PRODUCT LIST.
- Then click ADD (+) button in option menu.
- UPC code is automatically displayed.
- Enter Product Name, Alias Name, Cost, And Sales Price.
- Choose Units, Status, Vendor, and Product Type.

			Prod	ucts		- +
ala lafamatika ja	Sotting Discount Sottings					
1	Barcode	×		Status		
Sandwitch				Cost	50.00	
Scan Barcode				Total Cost:	50.00	
d	Barcode		v *	Sales Price	100.00	
1	1222			Vendor	SupplierA	
+				Product Type	Single Product	
				Profit	100	
1		Close		Product Details	details	

- You can scan barcode if the product has a barcode.
- Click on scan barcode button.
- You will get a pop up to show the barcode details.
- Scan the barcode on the product using a barcode scanner.
- You will get the barcode details at the interface.
- Click CLOSE button.

Kest	aurant POS		27 Janua	
		Products		+
Basic Inform	ation Tax Setting) Discount Settings			
	Select Tax			_
	Tax 2 OST		Percentage 18.00	
	30 0001		1.00	-

- In Tax settings select the tax for product from the saved details (see tax).
- Active taxes are shown in this interface
- Default tax already in selection mode and in red color
- Select the taxes for this particular product.

			Products	
		1	riouucis	
on Tax Setting	Discount Setting	5		
Select Discour				
SCICCI DISCOUL		Discount	Turne	Type Value
	-	Discount discount 1	Type Amount	Type Value 10.00
	0	discount 1 discount 2	Percentage	10.00
	L.	discourie 2	rencentage	10.00
1				
	ubard	Disease	Alara	Vouel
	eyboard	Save	Relete	XCancel

- In discount settings you can select the discount already saved in software (see discount).
- Tick the check box and click SAVE button.



## EDIT / DELETE A PRODUCT LIST

You can delete a Product List as you deleted a Product List before.

ZK Pos Restaurant POS						27 January 2021	×
		F	rod	lucts			+
Basic Information Tax Settin	ng Discount Settings						
* Name	Sandwitch			Status	Active		÷
Alias Name	sandwitch		1	Cost	50.00		
* UPC Code	UPC10347			Total Cost:	50.00		
* Department	Breakfast		v	Sales Price	100.00		
Units	Unit		v	Vendor	SupplierA		v
HSN Code	123			Product Type	Single Product		v
				Profit	100		%
Image		Browse	Ľ.	Product Details	details		
		Crop					
27 January 2021		Delete			_		
	] Keyboard	PUpdate		Delete		ancel	

- Go to PRODUCTS.
- Click on PRODUCT LIST.
- Every saved Products will be displayed, you have to choose the Product that you want to edit/ delete by clicking the department on left side.
- If you want to edit, then make necessary changes and click UPDATE button.

Restaurant PC	IS			27 January 2021
		Products		•
sasic Information Tax 5	etting Discount Settings			
• Name	Sandwitch	Status	Active	
Allas Name	sandwitch	* Cost	50.00	
UPC Code	UPC10347	Total Cost:	50.00	
Department	Breakfast	Sales Price	100.00	
Units	Unit	Arcyce sere you want to delide?	SupplierA	v
HSN Code	123	<u>91</u> 81	Single Product	v
		Profit	100	
Image		Browse Product Details	details	
		Сгор		
27 January 2021		Delete		Scan Barcode
	E Keyboard	🗄 Update 🔂 🖓 D	elete XC	ancel

• Now click on the delete button and YES in the confirmation pop up.

# **STEP 31 - SIDE DISH**

Each side dishes are displayed there. You can add, edit and delete side dish in this section.

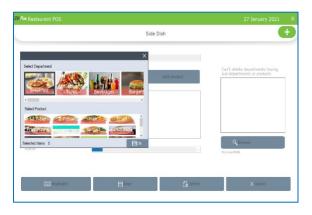


- To add a new Side dish, go to PRODUCTS.
- Click SIDE DISH.



- Then click ADD button in option menu.
- Enter Sub product name and price.
- Click ADD PRODUCT button.





- Select the products by selecting the departments.
- Click on a department and you can see the products under that department as in the figure.
- Select the products by clicking on it.
- Click OK.
- Browse an image for the sub product.
- Select the status and click SAVE button.

Restaurant POS				27 January 2021
		Side Dish		e
	Search		]	
All Snaks nd Desserts Tacos Burritos	A Construction	lectrup	Tonatto Relish	Green Chile Mayonnaise
Kids Meals Salads Sides Smoothies Energy Bowls	Sweet Chill M	ayonnaise	Ise Gilled com with chill	Red Chill Mayonnaise
Shots Breakfast Juices	Green Pep			
Shakes Hot Beverages Latte	Mayonn	alse		
Cappuccino Coffee Cold Beverages				
Non-Alcoholic Burgers				

- Go to PRODUCTS menu.
- Click SIDE DISH.
- To search a Side dish a search field is there.

## EDIT / DELETE A SIDE DISH

You can delete a Side dish as you deleted a Side dish before.

nos Restaurant POS	• •		11 February 2021
	Side	Dish	•
Side Dish	Tomatto Ketchup		
Price	0.00	Add product	nage
	2 Piece Cities Cost: Calves The Original Fish Taco	-	<b>A</b>
	The Fish Taon Espacial The Cosstal Tric		
	Saise Verde Shimp Taco Laco Grounel Shimp		
	Casted Mahi Taza		
	Taco Mungo Manifitahi Taco Coho Saimon		Party and a second state of the second state of the
	LISEB CONSTRAINED		Q Browse
	Active	v	wither 1974
🖅 Keyboard	Bupdate	G. Delete	XCancel

- Go to PRODUCTS.
- Click on SIDE DISH.
- Every saved Side dish will be displayed, you have to choose the Side dish that you want to edit/ delete.
- If you want to edit, then make necessary changes and click OK button.
- Now click on the delete button and YES in the confirmation pop up.

Now let us see how to sell products with SIDE DISH

KPas Restaurant POS			11 February 2021
	Utility		
			General Settings
Name		Status	
Enable VFD Display			Free
Enable LED Display			Free
Enable Multi Currency payment		2	Free
Enable Simple print			Free
Enable Big print			Free
Enable combo,Side Dish			
Enable fignermint login		п	Free
	() Update		

- Activate 'enable combo and sub products' from utility.
- Click UPDATE button.
- Now select any order type from main menu (say quick serve).



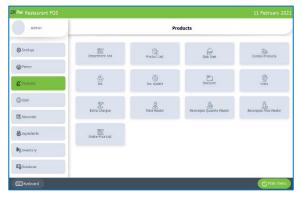


- Select an item with side dish as you already saved in the software.
- Click on the item from the area where the selected item is listed.
- On the left side you can see a few buttons.
- Click on side dish button.

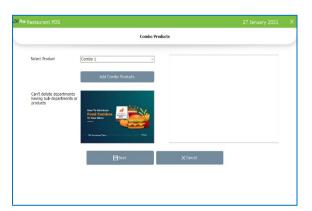


- You can see the side dishes you saved for this particular product.
- Select the side dishes amongst them.
- Click OK button.
- You can see the side dish under the product and price will be added.

#### **STEP 32 - COMBO PRODUCT**



- Go to SETTINGS.
- Click PRODUCTS.
- Click COMBO PRODUCT.
- Before adding combo items, you have to create a product named combo in product list as selecting the product as a combo product (see product list)
- Now you can see the new created product in the drop-down list of combo product



- Select the combo product from the drop down.
- The image you saved in product list automatically appears there.
- Click Add combo products button.



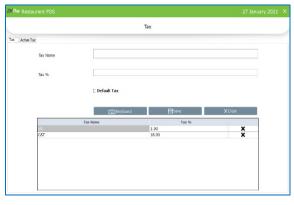


## • Select products by selecting the departments from the pop up.

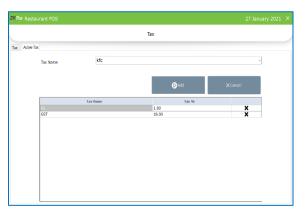
- Select side dish by clicking on it.
- The selected products can be view as list as shown in the figure.
- If you want to remove an item, click on 'x' button.
- Click OK button after necessary changes and click SAVE.
- You can sale the product as usual.

## **STEP 33 - TAX**

You can give Tax Details.



- Go to SETTINGS.
- Click on PRODUCTS.
- Click on TAX.
- Two options are there. You have to click Tax.
- Enter Tax Name, Tax %.
- Select whether it is default tax or not
- Click SAVE button



- In active Tax section, you can decide the status of a tax.
- By default, all taxes are active once you saved the details.
- If you want to change it into inactive state click on 'x' button against it.
- Inactive taxes are not reflected anywhere in our software.
- You can add the taxes to active state by selecting the tax from drop down and click ADD button.

KPos Restaurant POS			29 January 2021
	Utility		
			General Settings
Name		Status	
Enable Notifications			Free
Enable Autoprint			Free
Enable Inbuilt Fingerprint Login			Free
Enable On-screenKeyBoard			Free
Enable Auto Backup			Free
			Free
Fnahle Davrince email		m	Free
	Update		

- You can also sell products with inclusive tax facility.
- For that enable 'inclusive tax' from utility.



### **STEP 34 - TAX UPDATE**

KPas Restau	urant POS				27 January 2021	×
			Tax Update			
	Select Department	All			v	
	Tex		Tax	Tax %		
			kfc GST	1.0000 18.0000		
			051	10.0000		
			Bupdate	XCancel		
		I	Deposite	× canca		
		Note: Only selected ta	xes will be applied to selected de	partment products		

- Select tax update from products menu.
- We can assign tax to particular departments here.
- Only selected taxes will be applied to the selected departments.
- Default tax is applicable to whole products unless it is inactive

### **STEP 35 - DISCOUNT**



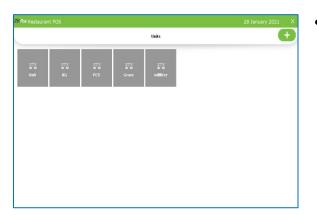
- To add discount details, click on discount from products menu.
- Click add button.
- Enter discount name, discount type (amount or percentage).
- Enter the value of discount.
- Click save.

### **STEP 36 - UNIT**

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



- To add a new Unit, go to PRODUCTS.
- Click PRODUCTS.
- Click UNIT.



• Then click ADD (+) button in option menu.



	U	nits		+
Unit ID	1006			
Unit Name				
Quantity				
FEE Kryboar	d Bave		XCancel	

- Enter Unit Name and Quantity.
- Unit ID is automatically appearing.
- Then Click SAVE AND OK button.

## EDIT / DELETE A UNIT

ZKRos Restaurant POS					28 January 2021	×
		Unit	is			+
	Unit ID	1004				
	Unit Name	Grarm				
	Quantiky	1.00				
	C Keyboard	BUpdate		XCancel		
L						

Units

1002

yboard 💾 Update 🔒 beiete 🗙 Cancel

- Go to SETTINGS.
- Go to PRODUCT.
- Click on UNITS.

Œ

- Every saved Units will be displayed, you have to choose the Units that you want to edit/ delete.
- If you want to edit, then make necessary changes and click OK button.
- Click on the delete button if you want to delete a unit.
- Note that you cannot delete a unit if you already add products with that unit.
- Delete button is disable for such units.

## **STEP 37 - EXTRA CHARGES**

Unit ID

Init Name

You can give Extra Charges Details.

				28 January 2021
	Extra Charges			
Extra Charge Type	Percentage		×	
Extra charge name				
Charge %				
Status	Active		v	
	Bave	XClear	EEE Keyboard	
Mode	Charge %/Am			
AC Cabin	100.00	Amount	××	
Delivery	100.00	Amount		

- Go to SETTINGS.
- Click on PRODUCTS.
- Click on EXTRA CHARGES.
- Choose Extra Charge Type, percentage or amount
- Enter charge % or amount.
- Choose Status.
- Click SAVE button.
- Enable 'Special charges' from UTILITY.



Table T15 Customer	# 3		Total		INR	2	220.00	ē
Qty Product	Tar	Total	Charg	ed			0	Cash
1.0000 12 Fees Datterfy Shimp	0.08	110.00	Chiary	cu			0	
1.000 Fair, String & Cole Shell	0.00	120.00	5	1	2		All	Card
			10				Half	Voucher
			20	4	5		1/n	Voucher
Ticket Total Discount		270.00	50	7	8	9	Guest	Online Payment
Sub Total Round			100				Complemen	
Grand Total		270.00	100				tary	Customer Accoun
Extra Charges Net Amount		0.00 270.00	500	•	0		GIft	
Payment Total Balance	INR	50.00 220.00	Discount	Round	Dictra Charges	То	Print Bill	× Close

- Now click DINE IN option from main menu.
- Select the table and table seats.
- Enter the products you want to sale.
- Click settle button.

			Total		INR	4	270.00	
Qty Product	Tak	Total	Charge	ed	INR -		0	Cash
1.0020 12 Pace Batterly Shimp 1.0020 Fish, Shimp & Creb Shell	5.00 5.00	150.03	5				All	Card
				Extra Charge	5	×	Half	Voucher
							1/n	
Ticket Total Discount							Guest	Online Payment
Sub Total Round Grand Total						Ck	Complemen tary	Customer Accour
Extra Charges Net Amount		0.00 270.00	500	-	.07		Gift	×
Payment Total Balance	INB	0.00	Discount	Round		Tip	Print Bill	Close

- You can view Extra Charges button as in the figure
- Click on that button
- You will get a pop up shows the extra charges you already added in the software

Table T8 Customer	# 8		Total		INR	3	370.00	G
Qty Product	Tex 0.00	Total 150.00	Charg	ed	INR -		0	Cash
1.0000 Teles Sutterly & Cash Shall	0.00	130.00	5	1	2	3	All	Card
			10				Half	Voucher
			20				1/n	
Ticket Total Discount		270.00	50	7	8	9	Guest	Online Payment
Sub Total Round			100				Complemen tary	Customer Accoun
Grand Total Extra Charges Not Amount		270.00 102.00 370.00	500		0	×	Gift	
Payment Total Balance	INR	0.00 370.00	Discount	Round	Extra Charges	Tip	Print Bill	× Close

- Select the extra charge
- Click OK button
- The extra charge will be get added with the total amount
- Continue for payment by selecting payment type

## **STEP 38 - POINT MASTER**

### You can give Point Details



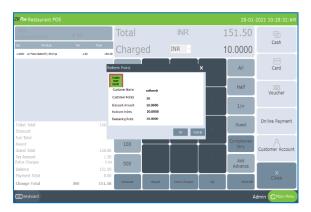
- Go to SETTINGS.
- Click on PRODUCTS.
- Click on POINT MASTER.
- Choose Points Type- amount wise or count wise.
- Enter Invoice count/Amount, Points, Min points for reward, Reward Amount.

Now let us see how the point system works



Customer Search			
earch			X Select Castomer
Name	Phone	Address	
52	112		Edit Customer
Swiggy			
atheesh	123		
amal	4545		New Customer
			Account Details
			Advance

- Click CUSTOMER button from main menu.
- Select a customer from the list by clicking SELECT CUSTOMER.
- Select the products from the list.
- Click settle button.
- If the customer satisfies the criteria for point system as we entered in point master, he can get a reduction from total amount.
- Click VOUCHER payment type.



- Select REDEEM POINT from sub payment type.
- You will get a pop up which shows the redeem point details of that particular customer.
- Select the customer card and the details will be shown below.
- Click OK and the reward amount will be reduced from the total invoice amount.

## **STEP 39 - BEVERAGES QUANTITY MASTER**

There is a separate quantity master and price master for beverage section. Please note that you have to create a department by activating the bar facility and create products by selecting the unit milliliter.

K <b>Pos</b> Restaurant PC	05			28 January 2021 $ imes$
		Quan	(†	
చ్చ 10	272 100	<u>کاک</u> 500	3°5 1000	

- Click on QUANTITY MASTER Menu from PRODUCTS.
- Click ADD button.

	]		
<b>⊟</b> Save	Rusiete	XCancel	
	<b>⊟</b> Sare	Elsone & Caloriere	Bione Quinter XConcel

- Enter quantity.
- Click **SAVE** button.



K <i>Pos</i> Restaurant	POS			28 .	January 2021 🗙
		Quantity	Master		Đ
	Quantity	500	]		
	(19) Keyboard	₿Update	C Delete	XCancel	

#### **STEP 40 - BEVERAGES PRICE MASTER**

estaurant POS		Price M	aster	20.	January 20	
		Price M	aster			
	aduct	Select	~			
Qu	iontity	Select				
Sa	le Price					
Co	st Price					
_	_					
	EEE Keyboard	ESave	C Delete	× Cancel		

• To change details the, click **Update** button. To delete details the, click **Delete** button.

- Click on PRICE MASTER menu from Products.
- Click ADD button.
- Choose product (must be included in department bar).
- Enter the cost price.
- Sale price already shown according to the product price.
- Click Save.

### BEVERAGES

		28 January 2021	
Utility			
		General Setting	15
	Status		
		Free	
		Actival	
() Update			
		Saba	Utility

- Enable beverages from UTILITY.
- Click UPDATE button.

		Main	Menu		
	Dire In	Quick Serve	Drive Thru	Delvery	
	Online Delivery	Take Away	Customer	Beverages	
	Reservation	Return	Barcode	Unsettied	
Day Close	Accounts	Settings Kitchen Deplay	Food Server Ticket	ZX Store	Logout
Announcemer	nt			*	Certificate

• Click Beverages in main menu.



Select Table and Table seat.



HTH Change Table	#0Table T10	Change Type	None 🗸	^	¢	
Select Customer	Status New		۲	Tacos		
→/← Merge				Burritos	HGH	
Ticket Nate				ent -		
(D) Fetum				Kids Meals		
New				Combo Products		
Send Orders						
↓ Order Priority				alcohol		
Delivery Boy	Balance	INR	0			
Temporary Bil	Settie	×	Ciose	BAR		EEE Keyped

• Select Items from the list.



- You will get a pop up to select the product quantity as we saved in beverages masters.
- Select the quantity from pop up.
- Click settle button to continue.

## **STEP 41 - ONLINE PRICE LIST**

You can create more than one price list especially for online delivery applications like Swiggy, Zomato etc. The price for them may be changed from the restaurant price.

Admin		Products							
€ Settings	IE Department List	Product List	<b>O</b> Side Dish	<b>G</b> Combo Products					
giProter CProducts	<b>O</b> Tex	Tex Update	Discount	ार Units					
DUser BAccounts	Ditra Charges	,# Point Naster	تن المحمد المحم المحمد المحمد ال المحمد المحمد ا	Deverages Price Naster					
angredents	Online Price List								
liventory									
Database									

• You can create more than one price list for products with different price.



nt POS					28 Jan	
		Online Price List				
Online Price List	Swiggy			v		
Product					Add Item	
	Cost Price	Sale Price	Retail Price			
		0	0			
	Products	X Cancel	Cost Price	oard Sale Price	Retail Price	^
2 Piece Grilled		UPC10	120.00	175.00	175.00	0
Creamy Potato		UPC100	100.00	300.00	300.00	11
Turkey Wild Ric		UPC101	100.00	300.00	300.00	11
Citrus Kick	e boop	UPC10161	40.00	100.00	100.00	11
Great Greens		UPC10162	40.00	100.00	100.00	
Purely Orange		UPC10163	40.00	100.00	100.00	
Purely Carrot		UPC10164	40.00	100.00	100.00	
Orange Carrot 1	Twist	UPC10165	30.00	100.00	100.00	
Orange Berry Ar		UPC10166	40.00	100.00	100.00	
Kale Orange Po		UPC10167	40.00	100.00	100.00	11
Triple Revitalize		UPC10168	30.00	100.00	100.00	-11

- Select online price list from products page
- Select the online delivery application from drop down

staurant POS				X	28 January	2021 11:
	Find Item Search 12			_		
Online		nName AlterName Pece Butterly Skinp 12 Pece Butt	SaleProe efly Shring 150.00	Stock		
Produ	α				Add Item	
					Add Item	
	Total Record	1	Ke	rboard		
	Total Record Products	1 UPC Code	Ker Cost Price	rboard Sale Price	Retail Price	
2 Piet					Retail Price	
	Products	UPC Code	Cost Price	Sale Price		
Crean	Products ce Grilled Crab Cakes	UPC Code UPC10	Cost Price	Sale Price 175.00	175.00	
Crean Turke	Products ce Grilled Crab Cakes my Potato Leek Soup	UPC Code UPC10 UPC100	Cost Price 120.00 100.00	Sale Price 175.00 300.00	175.00 300.00	
Crean Turke Citrus	Products ce Grilled Crab Cakes my Potato Leek Soup ny Wild Rice Soup	UPC Code UPC10 UPC100 UPC101	Cost Price 120.00 100.00 100.00	Sale Price 175.00 300.00 300.00	175.00 300.00 300.00	
Crean Turke Citrus Great	Products ce Grilled Creb Cakes my Potato Leek Soup y Wild Rice Soup s Kick	UPC Code UPC10 UPC100 UPC101 UPC10161	Cost Price 120.00 100.00 100.00 40.00	Sale Price 175.00 300.00 300.00 100.00	175.00 300.00 300.00 100.00	
Crean Turke Citrus Great Purel	Products ce Grilled Crab Cakes my Potato Leek Soup y Wild Rice Soup s Kick t Greens	UPC100 UPC100 UPC101 UPC1011 UPC10161 UPC10162	Cost Price 120.00 100.00 100.00 40.00 40.00	Sale Price 175.00 300.00 300.00 100.00 100.00	175.00 300.00 300.00 100.00 100.00	
Crean Turke Citrus Great Pureh Pureh	Products cc Griffed Crab Cakes my Potato Leek Soup y Wild Rice Soup s Kick t Greens y Orange	UPC Code UPC10 UPC100 UPC101 UPC10161 UPC10162 UPC10163	Cost Price 120.00 100.00 100.00 40.00 40.00 40.00	Sale Price 175.00 300.00 300.00 100.00 100.00 100.00	175.00 300.00 300.00 100.00 100.00 100.00	
Crean Turke Citrus Great Pureh Pureh Orang	Products cc Gniled Crab Cakes my Potato Leek Soup ny Wild Rice Soup & Kick £ Greens y Orange y Carrot	UPC Code UPC10 UPC101 UPC10161 UPC10161 UPC10162 UPC10163 UPC10164	Cost Price 120.00 100.00 100.00 40.0	Sale Price 175.00 300.00 300.00 100.00 100.00 100.00 100.00	175.00 300.00 300.00 100.00 100.00 100.00 100.00	
Crean Turke Citrus Great Pureh Pureh Orang Orang	Products ce Grilled Crab Cakes my Potato Leek Soup y Wild Rice Soup s Kick t Greens y Oranope y Carnot y Carnot y Carnot	UPC Code UPC100 UPC100 UPC101 UPC10161 UPC10162 UPC10163 UPC10164 UPC10165	Cost Price           120.00           100.00           100.00           40.00           40.00           40.00           30.00	Sale Price 175.00 300.00 300.00 100.00 100.00 100.00 100.00 100.00	175.00 300.00 300.00 100.00 100.00 100.00 100.00 100.00	

- Click ADD ITEM button.
- Search the item you want to change the price.

t POS					28 Janu	uary 2021 11
		Online Price List				
Online Price List	Swiggy			v		
Product	12 Piece Butte	rfly Shrimp			Add Item	
	Cost Price	Sale Price	Retail Price	_		
	120.00	150.00	160.00			
	Products	X Cancel	Cost Price	Sale Price	Retail Price	~
2 Piece Grilled Cra		URCIO	120.00	175.00	175.00	
Creamy Potato Le		UPC100	100.00	300.00	300.00	1
Turkey Wild Rice S		UPC101	100.00	300.00	300.00	1
Citrus Kick		UPC10161	40.00	100.00	100.00	1
Great Greens		UPC10162	40.00	100.00	100.00	1
Purely Orange		UPC10163	40.00	100.00	100.00	
Purely Carrot		UPC10164	40.00	100.00	100.00	1
Orange Carrot Twi	st	UPC10165	30.00	100.00	100.00	
Orange Berry Anti-	oxidant	UPC10166	40.00	100.00	100.00	
Kale Orange Powe	ſ	UPC10167	40.00	100.00	100.00	
Triple Revitalizer		UPC10168	30.00	100.00	100.00	~

- Cost price and sale price of that product will be displayed there.
- You can change the retail price (say price for Swiggy)
- Click SAVE button.
- Now while taking online delivery order type, the new price will be displayed and for other order types old price will be displayed.

Jufful Select Table	#70Online Order	Change Type	None 🗸 🗸	~	φı	
And Dastomer	Status Unpaid		Ð		The second	and a
->∰← Merge	1 12 Pece Sutorly S New	he mp	168.40	Breakfast	12 Pece Subarly Steep	2Pece Gilled Cale Ciriles
Ticket Note					All Co	CH S
eturn					Reh. Shrinp (Sab Shall	Fielien lonto
Nem				Burgers	· 1134	Sale -
Send Orders					Fruit Masle Datiment	Online Onto Callies
↓≡ Order Priority				Soups	(add to be	Contraction of the second
Delivery itey	Balance	INR	161.60	Pastas	HOMESTILEORTHEAL	Hookes and Storage
Emporary Dil	Settie	Xa	50			(K <del>a</del> yped

- Select online delivery as discussed earlier (see online delivery).
- Select Swiggy as online application.
- Select products.
- The new price is displayed there as per the online price list.

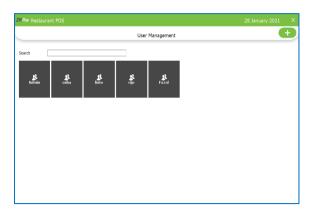


### **STEP 42 - USER LIST**

You can add user details.

Admin		Us	er	
Settings	Q Users List	<u>e</u> Role	<b>Q</b> Role Privleges	Role to User
Printer				
Products	e To	TIP Adjustment	Arrouncement	
@User				
國,Accounts				
10 Ingredients				
Reinventory				
E Database				

Other than admin you can add other users to ZKPOS. This will let other users to access ZKPOS. Other users can access only limited features that assigned to them. We can add 5 types of user privileges. Admin, Cashier, Food Server, Kitchen Manager and finally the custom role. Follow the below steps to learn about other user privileges. To create a NEW USER, follow the steps below.



- Click SETTINGS.
- Click USERS.
- Click on USER LIST menu on the top left of USER window.
- ADMIN USER will be there by default. To view/edit Admin details click on ADMIN button.
- You can add new users by clicking on ADD (+) button.

		User M	anagement			
			-			
User ID	1	Comp	any Name	Company name	v	
Name	Admin	Branc	h Name	Branch Name	v	
Password	1	Invoi Setup	e Number	1		
Designation		Card	No [	1111		Growse
PIN Number		MSR	Card Number			ti, Crop
		<b>FDu</b> 1 1	0			Fingerprint
Fingerprint	EEE Keyboard	Update	RDelet	° /	Cancel	Registration

•	USER ID, NAME, PASSWORD, COMPANY NAME, BRANCH NAME,
	INVOICE START NUMBER, CARD NUMBER, MSR CARD NUMBER
	etc. everything will be displayed. You can't edit the designation
	of admin. Also you have an option to login using a PIN number,
	for that enter the pin number.

- After making necessary alterations click on OK button. You cannot delete admin.
- To add a new USER, click ADD button.

		User	Management				+
User 10	1	Co	mpany Name	Company name	۲.		_
Name	Admin	Bra	inch Name	Branch Name	v		
Password	1	Im Set	oice Number tup	1			
Designation		⇒ Ca	rd No	1111		Crops	
PIN Number		МЗ	R Card Number				
Fingerprint	EEE Keyboard	Dpdate	(x <sup>pok</sup>	ete	XCancel	Fingerprint Registration	

- In the new window you have to specify the User ID, Password and Designation of the user. Default User ID can change as you wish. Pin is optional that lets you to login using your pin number.
- Company details and invoice start number will display automatically. Add CARD NUMBER and MSR CARD NUMBER if necessary.



User ID	1	Company Name	Company name	v	
Name	Admin	Branch Name	Branch Name	~	
Password	1	Succes	× 1		
Designation	Administrator	Updated Secresful	y 1111		Q Browse
PIN Number		MSR Card Numbe			th Crop
Fingerprint	EEE Keyboard	BUpdate	Delete XC	ancel Fing Regi	perprint

## **STEP 43 - ROLES**

You can give details of roles.



• Click finger print button.

• You can add finger print login also.

• Connect the device and registre your finger print

• You have to activate ' Enable finger print log in' in utility.

- There is two types of finger print registartion one is registered by connecting an external device like SLK 20R and other is register the finger print by inbuilt device in POS machine.
- To registre by using inbuilt finger print you have to enable 'enable inbulit finger print registration'.
- After adding all necessary details click UPDATE button.
- Open ZKPOS.
- Click SETTINGS.
- From the menu options click on USERS.
- Click Role.

- 20 Anu Restaurant POS 28 January 2021 X Roles + Role Name Role Na
- To add Role , click ROLES from USERS.
- Click ADD (+) button.
- Enter Role name.
- Click SAVE AND NEW.

## EDIT / DELETE ROLES

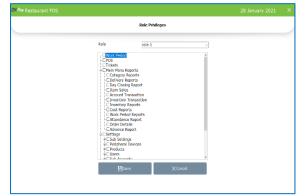
You can delete a Roles as you deleted a Roles before.

🗠 Restaurant POS			28 Janua	iry 2021
	F	toles		Œ
	Role Name	role 1		
E Keyboard	₽Update	CaDelote	XCancol	

- Go to USERS.
- Click on **ROLES**.
- Every saved Roles will be displayed, you have to choose the Roles that you want to edit/ delete.
- If you want to edit, then make necessary changes and click OK button.
- Now click on the delete button and YES in the confirmation pop up.



#### **STEP 44 - ROLE PRIVILAGE**



### **STEP 45 - ROLE TO USER**



- Open ZKPOS RESTAURANT.
- From the menu options click on USERS.
- Click Role Privilege.
- Tick the privileges from the list for Role 1
- Click SAVE button

- Open ZKPOS RESTAURANT.
- From the menu options click on USERS. Note that you have to create a user with custom role to assign privileges through the software. All other designations have inbuilt privileges and restrictions.
- Click Role to User.
- Click ADD (+) button to add Role to User.

	Dela a	o User		+
	Role	o User		
User	satheesh		~	
Role	role 1		v	
Keyboard	<b>⊟</b> Save		XCancel	

- Enter the User and Role Name.
- Click SAVE AND NEW button.

#### **STEP 46 - GRATUITY/ TIP**

A gratuity (normally called a tip) is a sum of money customarily given by a client or customer to certain service sector workers for the service they have performed, in addition to the basic price of the service.

Admin		Us	ier	
<b>}</b> Settings	g Users Lat	<u>Q</u> Role	g Role Prologes	Role to User
Proter				
[ Products	en al construction de la constru	Tip Adjustment	Amouncement	
)User				
§ Accounts				
Ingredents				
Inventory				
Database				

- Open ZKPOS RESTAURANT.
- From the menu options click on USERS.
- Click TIP.



- Tick the check box to select the features refund including tip and check tip adjustment before cashier out.
- You can choose the mandatory gratuity by amount or not used the tip at all.
- Choose mandatory gratuity by amount from drop down.
- Enter least amount and mandatory tip percentage.
- You can give suggestions as percentage or as amount.

Table Customer	# 12		Total		INR		0.00	
Qty Product	Tax	Total	Charg	od	INR ~		0	Cash
1.0000 12 Piece Batterfly Shrimp	0.08	150.00	Chary	eu			0	
1.000 Set, Shirp & Oub Shel	0.00	110.01	5	1	2	3	All	Card
			10				Half	Voucher
			20	4	5		1/n	
Ticket Total Discount		270.00	50	7	8	9	Guest	Online Payment
Sub Total Round Grand Total		270.00	100				Complemen tary	Customer Account
Extra Charges Net Amount		0.00 270.00	500	•	0	x	Gift	
Payment Total Balance	INR	270.00 0.00	Discount	Round	Extra Chargas	1iu	Print Bill	× Close

- You need to activate 'Enable gratuity' option in UTILITY
- Go to QUICK SERVE and select the products from the list.
- Make sure that the invoice amount is greater than the least amount
- After settling the amount, the TIP option under the key pad will be active click on the button
- You will get a pop up to select the food server and tip amount

Table Customer	# 85		Total		INR		0.00	
Qty Product	Так	Total Tip	Charge	od		×	0	Cash
3.000 Fish Neple Oxtreal	:	Choose Foot	l Server	Tip Amou	n(%)	Tip Amount	All	Card
		Bill Amo	unt 660.00	Tip(10.00%)			Half	Voucher
		Тір	66	Tip(12.00%)			1/n	
Ticket Total Discount		Submit C	arcel				Guest	Online Payment
Sub Total Round Grand Total		Please input the amount					Complemen tary	Customer Accour
Tax Amount Extra Charges		6.60 0.00	500	•	0	х	Add Advance	_
Balance Payment Total Change Total	INR	666.60 666.60 0.00	Discount	Round	Extra Charges	Тυ	Print Bill	× Close

- Select the food server and tip.
- Click OK button.

# **STEP 47 - TIP ADJUSTMENTS**

bø Restaurent PC	)S				28	January 2021
		1	ip Adjustment			
From Date 01-01	-2021 U* To	Date 28-01-2021	U* Food	Server All	v	I Unadjusted only
Invoice Number	Date	Vendor	Bill Amount	Tip Amount	Status	Change Tip
9	28-01-2021 13:57:43	asha	600.0000	60.0	0 Un-Adjust	Change hp

- Open ZKPOS RESTAURANT.
- From the menu options click on USERS.
- Click TIP ADJUSTMENTS.
- You can change food server and tip amount here.



					uary 2021 🛛 🗙
		Tip Adjustr	nent		
	hange Tip	5-1- be at 2021 5-	Food Server All		2 Unadjusted only
involce N	Тір	0.0 3III Amou		Status	Change tip
9		ose Food Server 601	0.0000	60.00 Un-Adjust	
	asha All				Adjust All
	TotalBill Amount	500.0000			
	Date and Time	28-01-2021 13:57:4			
	Previous Tip	60.00			
	Status	Un-Adjust			
	Keyboard Adjust D	slete Cancel			
		Total Tip Amount	60.00		

- Click on the detail and click change tip.
- Enter the details and click adjust button.
- You can delete the gratuity details by clicking DELETE button.

## **STEP 48 - ANNOUNCEMENT**

Give any Announcement to admin or other users this feature is used.



- Click on ANNOUNCEMENT menu from SETTINGS.
- All announcement is entered here.
- Announcements are displayed in main menu.
- Click SAVE button.

		Announcement	Master		
Announcement	From Date	To Date	User		
hdfb	22-01-2021	22-01-2021	Admin, asha, linto, rijo, Fazal, satheesh	0	X
rsgdg	29-01-2021 29-01-2021	29-01-2021	Admin, asha, linto, rijo, Fazal, satheesh	0	X
rifgi ni asha	29-01-2021	29-01-2021	Admin, asha, linto, rijo, Fazal, satheesh Admin, asha, linto, rijo, Fazal, satheesh	0	x

• The saved details are shown as in the figure.

# STEP 49 –PAYMENT TYPE

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



- Click on ACCOUNTS.
- From the menu options, select PAYMENT TYPE.



•	To add	Payment	Type then	Click ADD (+	) button.
---	--------	---------	-----------	--------------	-----------

Pos Restaurant POS				28 January 2021
		Payment Type		
All Cash Card Voucher online	Cash	Card	Voucher	Customer Card
	Food Voucher	Redeem Point	Complementary	Swiggy
	cashhh			

rant POS			28 January 2021
	Payme	int Type	
Payment Type			
Parent Type	Cash		-
Status	Antive		v
	_		
💷 keyboard	🗎 Save	CaDelete	× Cancel

- Specify the payment type, parent type (cash/card/voucher) and status.
- Now save the details by clicking on SAVE button.

Paymer	it Type	
		v
BUpdate	CaDelete	× Cancel

- can add another by clicking on ADD button or you can edit the details by clicking on the particular payment type
- For that, make necessary changes and click on UPDATE button.
- Default payment types cannot be deleted

#### **STEP 50 - EXPENSE DETAILS**

Payment Type and Status will be there. You have an option to edit the details and then UPDATE it. If that Payment Type is not convenient you can delete it by clicking on the DELETE button.

Pos Restaurant POS				28 January 202
Admin	Accounts			
Settings	Payment Type	Expense Details	Expense Types	
(C) Printer				
C Products				
@User				
🖪 Accounts				
10 Ingredients				
201				
Re Inventory				

- Go to SETTINGS.
- Click on EXPENSE DETAILS.



### • Click ADD (+) button

Por Restau	rant POS			28 January	_
			Expense Details		Ŧ
Date	Invoice no	Name	Narration	Amount	Edi
1/28/2021	1	type 1	expense	500.00	0

		Expens	se Details		
Expense Type	Select	v	Amount		
Date	28-01-2021		Narration		
Invoice no					
	EEE Keyboard	Bave	C. Delete	X Cancel	

- Enter the EXPENSE DETAILS in the appropriate fields like Expense Type, Date, Invoice Number, Amount, and Narration.
- You can choose Expense Type, first fill the expense type in the ACCOUNTS section.
- After entering necessary details click SAVE button.

### **EDIT AN EXPENSE DETAILS**

	Expense Details					+
Expense Type	type 1	v	Amount	500.00		
Date	28-01-2021		Narration	expense		
Invoice no	1					
	FEE Keyboard	Update	C Delete	XCancel		
	List, Kryboard	Dobrate	Lxbeete	A calicer		

- Go to SETTINGS.
- Click on EXPENSE DETAILS.
- Every saved expense detail will be displayed, you have to choose the expense that you want to edit.
- If you want to edit, click EDIT option in the table field, then make necessary changes and click OK button.
- You can delete an Expense Details by clicking the delete button after selecting the expense detail.

#### **STEP 51 - EXPENSE TYPES**



- Go to SETTINGS.
- Click on ACCOUNTS.
- Click EXPENSE TYPE.



## • Click ADD (+) button in option menu.





- Enter the EXPENSE TYPES DETAILS in the appropriate fields like Expense Type Name, Description.
- After entering necessary details click SAVE button.

## EDIT AN EXPENSE TYPE

ZKPos Restaurent POS					28 January 2021	×
		Expense	Types			+
	Expense Type Name	type 1			1	
	Expense Type	descripti	lon		1	
	EEB Keyboard	<b>₿</b> Update	Cx <sup>Delete</sup>	× Cancel		

- Go to SETTINGS.
- Click on EXPENSE TYPE.
- Every saved expense type will be displayed, you have to choose the expense that you want to edit.
- Make necessary changes and click **OK** button.

## **STEP 52 ADD INGREDIENTS**

A product means the combination of some INGREDIENTS. You can add the details of all ingredients using to make food items in restaurant and its effective inventory.

Pos Restaurant POS				28 January 2021
Admin	Ingredients			
🗑 Settings	O Add Irgredents	Recipe	Receive	
Printer				
<b>C</b> Products				
(()User				
E Accounts				
44 ingredents				
BPg Inventory				
E Databese				
EEE Keyboard				C Main menu

- Go to SETTINGS.
- Select INGREDIENTS.



KPos Restaura						
			Add In	gredients		+
Sear	irch					
Sugar	Chili Powder	Turmeric Powder	Tea powder			

- From the menu options, choose ADD INGREDIENTS.
- To add a new INGREDIENT, click on ADD (+) button.



- Fill the fields with INGREDIENT NAME, UNIT TYPE, UNIT, STATUS and BARCODE.
- Enter cost price.
- Now click SAVE button.

		Add In	ngredients		
Search					
Sugar	Chilli Powder	Turmeric Powder	Tea powder	onion	
					l,

- Now a new ingredient has been created.
- You can search the ingredients by using search field

## **EDIT/DELETE INGREDIENTS**

// Pos Restaurant POS		
	Add Ingredients	•
Ingredient Name	onion	
Units	solid - kilogram	∽ kg
Status	Active	×
Barcode	111	
Cost Price	50.00	
* Tax %	10.00	
C Keyboard	Update 🔂 Delete	XCancel

- Go to INGREDIENTS.
- Click on ADD INGREDIENTS.
- Every saved Ingredients will be displayed, you have to choose the Ingredients that you want to edit/ delete.
- If you want to edit, then make necessary changes and click UPDATE button.



🖙 Restaurant POS						28 Janu	ary 2021	×	
		Add I	ngredients			•			
	Ingredient Name	Tea	owder						
	Units	solid	v	kilogram	~ kg				
	Status	Activ				v			
	Barcode	Confirm delete	encelled at lock test	×					
	Cost Price	All records associated with the want to pelide	35	to					
	Tax %	10.0							
	📰 Keyboard	Update	[]xDele	ete	XCancel				

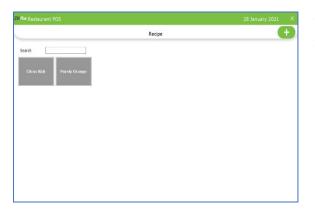
- While deleting an ingredient you have to make sure that the ingredient is used in any recipe.
- If yes you will get a notification seeks that whether you want to delete it or not.
- Click yes to continue.

## **STEP 53 - RECIPE**

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



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

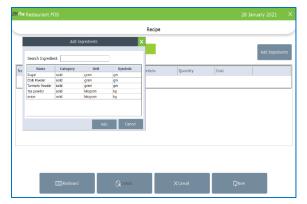


- To add a new recipe, click on the **ADD (+)** button.
- Again, click ADD button to add products.

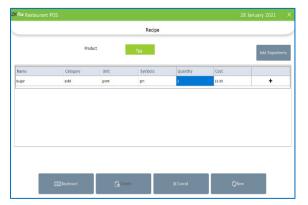


- All departments that you have created earlier will display here.
- From the list, click on any department that you want to choose. For instance, click on breakfast.
- Select tea from it.





- Now to add recipe for tea, click on ADD INGREDIENTS button.
- Now all ingredients that you have added earlier will display in a new window.



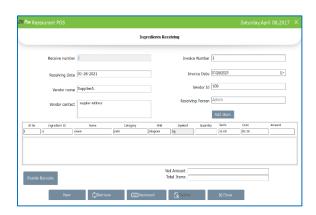
- You can select the necessary ingredients from the list.
- Then click ADD button.
- Enter the quantity required to make one product and press ENTER Key.
- And then click on + button against it.
- A new ingredient will be added to the recipe.
- Make sure that the sale price and cost price scenario satisfies if you add a recipe to the particular product.

### **STEP 54 - RECEIVING**

We can receive the ingredients from the ingredients receiving window. The main advantage of this is that, when a customer order for a product appropriate amount of ingredients required to make that product will be deducted automatically from the stock. This makes stock management easier and efficient.



- Go to SETTINGS.
- Among the INGREDIENT menu options you can see one menu option for RECEIVE.
- Click on it.



- Enter the vendor name, invoice number and invoice date.
- Click on add item button to add the ingredients you are receiving.
- Enter barcode details, if not disable the barcode option and search the product.
- Enter the quantity and click enter button.
- The details will be saved into the software.



- You can retrieve the details by clicking on retrieve button
- Search via receive number or vendor wise

Restaurant POS				Saturday,April 08,2	017 >
		Ingredients Receiving	1		
Receive num	ber 2		Invoice Number		
Receiving E	ate 01-28-2021		Invoice Date 01/28/202		•
Vendor na	me		Vendor Id		
Vendor con	act		Receiving Person Admin	_	
			Add Ite	m	X
etrieve	O Receive No		Vendor wise		~
Receive nur	iber	Search			
			2450-WA		
ROCCIVE NO		Search	Sagawak		

## INVENTORY

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

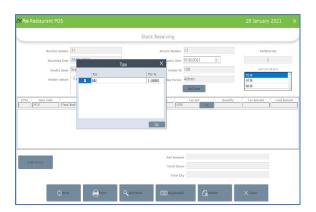
### **STEP 55 - STOCK RECEIVING**

ZKPos Restaurant POS				28 January 2021
Admin		Inve	ntory	
Settings	THE Stock Receiving	D Stock Transfer	Purchase Order	
@Printer				
& Products				
(D <sup>User</sup>				
医 Accounts				
A Ingredients				
By Inventory				
<b>E</b> Database				
EEE Keyboard				C Main menu

- Login as ADMIN.
- Click INVENTORY.
- You can see three options, STOCK RECEIVING, STOCK TRANSFER and PURCHASE ORDER.
- First let's learn how to do STOCK RECEIVING. Click on STOCK RECEIVING.

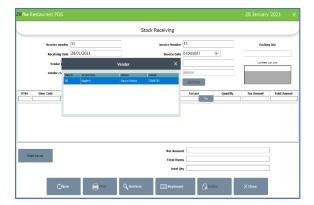
				s	tock Receiving					
	Receive	number 11			Invoice Numbe	e 11		Packin	a Qity	
	Receive	ng Date 28/0	1/2021		Invoice Dat	e 01/28/2021	U+			
	Vend	or name			Vendor I	d		Last three :	cost price	
	Vendor	contect			Receiving Perso	Admin				
						Add Item				
No	Item Code		Description	Sale Price	Cost Price	Tax per	Quantity	Tax Amount	Total Ame	
				][		te.				
				][						
Enable	e Bartode			][	Net Amo	int			]	
Enable	e Bartode			][	Net Amo Total He Total 1	Int			]	

- Enter vendor name, invoice number and invoice date
- Click on ADD ITEM button
- You can enable/disable barcode as per your convenience
- Select the product by scanning the barcode or searching the products
- Last three cost prices of that particular item and packing quantity will be shown in the respective field.

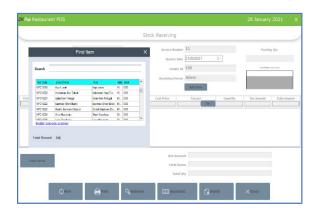


- If you want to change the tax click on Tax button
- Select or deselect the taxes, click OK





- To add Vendor details, click on the text field Corresponds to Vendor Name.Nowagridshowingallvendorsthatyouhavesaved inthevendor section will appear.
- Now select the appropriate vendor from the list. Click Close button.



- To add a new item, click on the **ADD ITEM** button.
- From the list, click on the item that you want to add.

				s	itock Receiving					
	Receive a	unber 11			Invoice Numbe	r 11		Pack	ing Qity	
	Receivin	ng Date 28/01/	2021		Invoice Date	01/28/2021	3+			
	Vendo	r name Supplie	зкА		Vendor In	100		Lost they	cost price	-
	Vendor (	contect Supple	r Address		Receiving Person	Admin				Í.
						Add Item				
SiNo	Hem Code	D	escription	Sale Price	Cost Price	Tex per	Quantity	Tax Amount	Total Amor	nt
						14				
	UFC10219	Kopi Luwak		1,600.00	1,000.00	1.00	0.00	104.00	10,003.00	
	UPC10219	Kopi Luwak		1,600.00	1,600.00	1.00	0.00	108.00	10,000.00	
	UPC10219	Kapi Luwak		1,600.00	1,000.00	1.0) :	0.00	108.09	0),00140	
	UPC10239	Kapi Luwak		1,601.00			0.00	101.00	00,000,40	
En	UPC10239	Kapi Luwak		1,603.00	Net Amor	int 10100.00	0.00	108.03	0,001/0	
En	_	Kapi Luwak		1,600.00	Net Amo Tetal Ite	int 10100.00 ms 1	0.00	108.03	10,000.40	
EN	_	Kapi Luwak		1,602.00	Net Amo Tetal Ite	int 10100.00	0.00	108.00		
ân	alie Barcole	Kapi Luwak	Print	Q, Retrieve	Net Amo Tetal Ite	nnt 10100.00 ns 1 Ey 10		(0)),(0) X Close		

• Enter the receiving quar	ntity.
----------------------------	--------

- Press Enter button to save the entry.
- Now Net Amount, Total items and Total quantity will get displayed automatically.
- To add another Item, you have to follow the same steps as above.

Restaurant POS							28 Januar	y 2021	
			Stock	Receiving					
Receive num	er 11			Invoice Number	11		Pack	ine Qfy	
Receiving Da	ne 28/01/202	1		Invoice Date	01/28/2021	3.			
Vendor na	SupplierA			Vendor 1d	100		Last the	e cost price	_
Vendor cont	et Suppler Ad	dress		Receiving Person	Admin				ť.
					Add Item				
Item Code	Descri	ption	Sale Price	Cest Price	Tax per	Quantity	r Tax Amount	Total Am	nun
					Ta				
18010345	á taonath		1.603.03			10.00	105.00	10 200 20	-
UFC10219 Ko	i Luwak		1,600.00 1,0	00.00 1	.00	10.00	104.00	10,000.00	
UFC10219 Ko	i Luwak		1,600.00 1,0	00.00 1	.0)	10.00	108.00	10,500.40	
UFC10219 Ko	i Luwak		1,600.00 1,0	00.00 3	.0)	10.00	100.00	10,000.00	
UPC10219 Ka	i Luwak		1,600.00 1,0	00.00 3	.00	10.00	100.00	10,000.40	
	i Lunak		1,600.00 1,0		.00 t 10100.00	30.00	100.00	10,000.00	
UEC10239 Ro	i Luwek		1,600,00 3,0		e 10100.00	10.00	104.00	10,000,00	
	i Luwak		1,600.00 3.0	Net Amoun	e 10100.00 s 1	10.00	108.09	10,700,00	
		Print	Q. iterifieve	Net Amoun Total Demo	t 10100.00 5 1 1 10	10.00 Defete	109.00 X tlove	10,000.00	

- To add a new stock receiving entry, click on the NEW button.
- You can take the printout of the entry by clicking on PRINT button.



(Pos Restaurar	it POS				28 January 2021	×
			Stock Receiving			
Res	ceive number [		] Invoice Number	12	Packing Qty	
R	eceiving Date	28-01-2021	Invoice Date	01/28/2021 -		
	Vendor name		Vendor Id		Last three cost price	-
v	endor contact		Receiving Person	Admin		Ľ.
				Add Ren		
		Receive No		@ Vendor wise		
Ent	ler Receive No		Search			
				SupplierA		

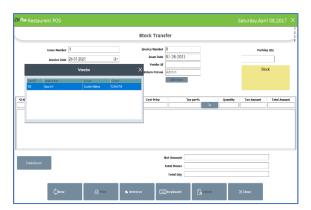
- If you want to review previous entry, just click on the RETRIEVE button.
- If you know the receive number in advance, then select the option button corresponds to Receive No and enter the Invoice Number in the respective field. Now click on SEARCH button. You will get the report.
- If you know the vendor details, then select the option button corresponds to Vendor Wise and then click on the text field below.

## **STEP 56 - STOCK TRANSFER**

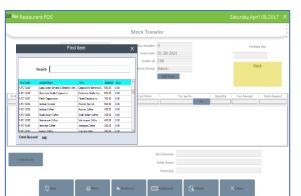
Some items in the inventory may damage or get expired, so you need a space to categorize them from inventory. This is the main advantage of STOCK TRANSFER/RETURN.

ZK Pos Restaurant POS				11 February 2021
Admin		Inve	ntory	
Setangs	Stock Receiving	Stock Transfer	Purchase Order	
@Printer		JULK HINDU	Farthan Const.	
€ Products				
(Dues				
Recounts				
A Ingredents				
Rejeventory				
E Database				
🕮 Keyboard				C Main menu

- Go to SETTINGS.
- Click INVENTORY and choose STOCK TRANSFER.



- Enter Invoice Number and Invoice date.
- Click on the Vendor Name text field to add the vendor details. From the list select the vendor. Now all fields related to Vendor will get filled.



- Logged in person name will automatically displayed in return person field.
- Click ADD button to add an item to return.
- Select the item that you want to return.
- Currently available stock will display in a yellow box.



Issue Number	29-01-2021	Invoice Number 	01-29-2021	1	king Qty
Vendor name		Return Person	Admin Aŭliten		Stock 117.0
lo Item Code	Description	Sale Price Cost Price	Tax per%	Quantity Tax Amount	Total Amount
UP0005 0400	KEN BROAST SPICY	15.00 10.00	15,00 10	15.00	102.00
			set Amount 115.00		

- You have to enter the quantity that you want to return to the vendor. After entering the quantity press **ENTER Key**.
- That quantity will be reduced from the item stock. You can manage spoiled items in this way.
- Here also you can check with previous spoiled items using **RETRIEVE** button. To do so click on **RETRIEVE** button.

	Utility			
			General Settings	
Name		Status		ľ
Enable Kitchen Print			Free	
Enable OrderPrint			Free	
Enable Gift and Points			Free	
Enable Menu Filter			Free	
			Free	
Enable Customer Account Authentication			Free	
RoundinoTay		~	Free	
	() Update			

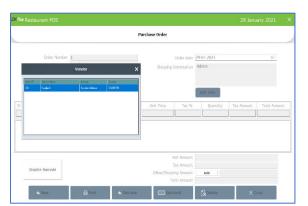
- You can see he stock detail as a negative value.
- You can sell and transfer the product even if you did not enter the receiving details in software. For this purpose, activate the minus stock facility in utility.
- Once you enter the receiving details the stock gets compensated.

## **STEP 57 - PURCHASE ORDER**

If you have created a purchase order for a vendor, then save them using this interface.

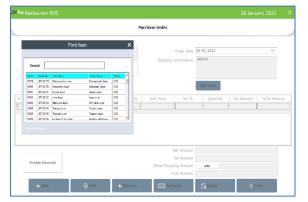
estaurant POS				11 February 20
Admin		Inve	ntory	
🕽 Setangs	Stock Recoving		Parchase Order	
Proter				
C Products				
)User				
&Accounts				
A Ingredients				
laventory				
3 Database				
II Keyboard				C Main men

- Go to SETTINGS.
- Click on **INVENTORY**.
- From the menu options, click on **PURCHASE ORDER**.



- Click on Vendor Name text box.
- Select the vendor from the grid.
- Change order date if you want
- Enter the shipping information





- Select the Item by clicking on Add item.
- You can add item by scanning the barcode also.
- Enter the Tax and quantity and press Enter key.



- You can add the shipping or any other amount by clicking the ADD button.
- Enter the amount in the pop up.
- Click SAVE.
- You can retrieve the purchase order as in stock receiving or transfer.

# DATABASE

## **STEP 58 - SQL CONNECTION**



- Go to settings menu.
- Click on Database.
- Select SQL connection.

Restaurant POS	29 January 2021	
	SQL Connection	
Connection String	Data Source=(LocalD8)Vanapos;Initial Catalog=lanapos;Intopratod Socurity=True	

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



## **STEP 59 - HOW TO DO DATA CLEANING**

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

- Go to SETTINGS and click database.
  - Click on DATA CLEANING.
  - Enter the admin password.

ZKPos Restaurant POS			29 January 2021	×
	Data Cleaning			
	☐ Sales and Receive Data			
	Departments and Products			
	Users			
	□ Wendor			
	Customer			
	Ingredients and Recipe			
	Clear	O Cancel		

- From the list mark those checkboxes relevant to the data that you want to clear.
- Clear it by clicking CLEAR button.
- A confirmation dialog will appear.
- Click YES, and OK to the confirmation message.

### **STEP 60 - BACKUP DATA**

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

ZK Pos Restaurant POS					
		Backup			
	Database Name	lanapos			
	Save To			Q Browse	
	File Name	29012021.bak		1	
	Keyboard	🕄 Backup	XCancel		

- Go to SETTINGS and to database.
- Now click BACKUP.
- DATABASE NAME will be LANAPOS 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.

#### **STEP 61 - AUTO BACKUP**

Backup data will be automatically saved to current file.

ZKPos Restaurant POS				29 January 2021	×
		Auto Backup			
	Database Name	lanapos			
	Backup Type	O Daily			
		C Weekly			
		C Monthly			
	Save To			Browse	
	EEE Keyboard	🛃 Update	XCancel		
	2				

- Click on **AUTO BACKUP** menu from **database**.
- Database name appeared there by default
- Select Daily, monthly or weekly
- Browse the location where you want to save the back up



### **STEP 62 - 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.

KPos Restaurant POS				29 January 2021	
		Import			
	Current Import Table	Department		Download Import Templat	105
	Select the file you want to Import		Q Browse		
		🛃 Import			

- Go to SETTINGS.
- Click on database.
- Click on IMPORT TABLES.
- Select the Database Table to which the data to be added.
- Now browse the folder for the required data.
- Click on IMPORT button.
- Click OK.
- You can download the import template by clicking on 'Download import template' button.

### **STEP 63 - EXPORT TABLES**

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

ZK Pos Restaurant P	05		29 January 2021	Х
		Export		
	Current Export Table	Department	J	
	File Type	.CSV File	v	
	Save File Path	Browse		
		🚰 Export		

- Go to SETTINGS.
- Click on database.
- Click on **EXPORTTABLES**.
- Select database table and path.
- Click EXPORT button.
- Click OK.

### **DINE IN MODULE**

This module has four main sections.

ALL TABLES. 2. CUSTOMER SEARCH. 3. UNSETTLED. 4. DELIVERY. 5. RESERVATION.
 You can do billing, receive orders, handle deliveries etc. using this section. To learn about this section,



## • Go to MAINMENU.

- Click on **DINEIN**.
- Now you will get a window like this.

If a table has invoices related to it, then that table will be visible in GREEN color. Below picture shows T1 or TABLE 1 has a customer. That is why its color is distinguishable.

First let's learn about TABLES.



### **1. TABLE MANAGEMENT**



- By default, the restaurant area is divided in to three. You can customize the area in settings. Each area will have a specific number of tables and each table will have specific number of seats. All these things are customizable.
- For instance, if you have selected table T1, then all seats allotted to T1 will be displayed.



- Seats are named as 1, 2, and 3 and so on.
- Click on the seat number that you want to choose.
- The seat number shows when you activate the utility 'Table seats'
- Now you will be redirected to the main part of POS module.



- Here is where you could see all the departments and products that you have created in the beginning part of the tutorial.
- Select the **ITEMS** from the menu list.



- There is an option Edit product in utility. You can edit the price details while selecting an item if you enable the utility.
- For that click on the selected item, you want to edit





- There is a button edit product.
- Click on it.
- Before editing the product, you have to cancel the discounts you applied to the products.
- Click yes to the confirmation message.
- Change the price and click OK.

Life- Change Table	Ø1Table T1		ac Cabin 👻	~	Φ	
A	Status Unpaid		Ð			
Select Custemer	New Order				196000	Carlor
→i← Merpe	1 HONESTYLE OKTHEA, New		200.00	Breakfast	12/9xxx 5utarly Shirep	2 Feor Silled Gall Gales
Merge	I Fout Vaple Optimes)		130.00	1 ACAR	STATES	
Ticket Note	1 Fish, Shring & Cab Sh Row	el.	120.00	Sales And Sides	2 C	CHA S
(D) Fetam				I mil -	No. Svina Svik Stall	Fiel Gren Tonaba
Fetum				111		-
New				Beverages	a crime	and CP
Send Orders					Rut Made Ostreal	Carlied Colo Calves
Send Orders				Burgers	- Cara -	-
↓≡ Order Frierity						Cert
2				Service 1	HOMESTYLE ONTHERE	Hotoakes and Sausage
Delvery Doy	Balance	INR	450.00	avaps		2200
Temporary Sil	Settle		Close		100	II Keypad

- If there is any extra charge, you need to select it from a dropdownatthetopleftportionofthescreen.
- By default, none will be selected.
- The drop-down list shows the extra charges you added to this software as percentage value (see extra charges).
- In this way you can add extra charge by percentage. After selecting the extra charge click on the item that you want to add.

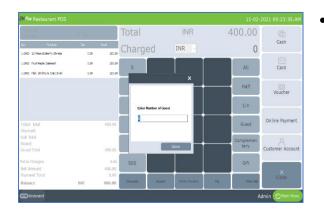
Change Table	#1Table T1		ac Cabin 🔍 👻	~	¢	
Select Castomer	Status Unpaid Rew Order		•	Î (Seconda)	-	60
→ik- Merge	1 BONESTILE OKTHEA, Rew		200.00	Breakfast	12 Place & Jacky Shirep	3 Perce Select Data Calena
Ticket Nate	1 Fruit Papie Gebreel New 1 Fish, Shrimp & Csib Shol		130.00	- ALA	A.	CY A
() Return				Levile	Rein, Drimp, Crab Dreil	Fred Green Torways
New				Beverages		
Send Orders				Burgers	Fut Made Ostreal	Galled Cab Calves
↓ Ender Priority				Constant of the second	fundar to b	
8				Soups	HOMESTYLE OATHERL	Hotoeles and Sacrage
Delivery Eay	Balance	INR	450.00	COVA_	27	
Temporary Bil	Settle	×	Dose			

- You can also add extra charge by amount, but you need to add it while settling the bill.
- Now let's learn to settle the bill. Click on SETTLE button.
- Your order details with total amount will be displayed. You have added any extra charge amount, then click on EXTRA CHARGE button.

Table T15 Customer	# 3		Total		INR	2	220.00	G
Q1/ Product	Tax.	Total	Charg	od			0	Cash
1.0000 12 Here Butterly Shrimp	0.00	150.00	Chary	eu			0	
1.0000 Fish, Shrimo & Creo Shell	0.00	120.00	5	1	2		All	Card
			10				Half	Voucher
			20	4	5		1/n	Voucher
Ticket Total		270.00	50		8	9	Guest	Online Payment
Sub Total Round			100				Complemen	
Grand Total		270.00					tary	Customer Account
Extra Charges Net Amount		0.00 270.00	500	•	0		Gift	
Payment Total Balance	INR	50.00 220.00	Discount	Round	Fatza Charges	Tip	Print Bill	× Close

- You can see a button named ALL, HALF and 1/n. The customer has choice to pay the bill half by any of the payment options. Click HALF button to view the half of the total invoice amount.
- To divide your total invoice amount with a number, click on a number and then 1/n. for example click on 5 and then click 1/n.





Some customers will visit as a group. But bill settlement may do by one of them. So, at the end of a month or week you cannot view the increment in customer visit. That's why we have placed an extra button GUEST to add the customer number in each invoice. Click on GUEST button and enter the guest count in the field that appears. Then click SAVE. You have to activate the guest count feature in utility.

Table T5 Customer	# 16		Total		INR	2	100.00	l
Qty Product	Tax	10121	Charge	od	INR -		0.00	Cash
1.0000 12 Nece Batterfly Shrimp	0.00	150.00	Charge	eu			0.00	
1.0000 Fruit Heple Catmoal	0.00	130.00	5				All	
1.0000 Fish, Shrimp & Crob Shell	0.00	120.00			2		All	Card
			10				Half	Ø
			_				nan	Voucher
			Confirm		×			
			Are you sure	to settle this invoice as or	onplementary		1/n	
				34				Online Payment
Ticket Total Discount		400.00	L	7	8	9	Guest	
Sub Total								
Round			100				Complemen tary	8
Grand Total		400.00						Customer Account
Extra Charges		0.00	500		0		Gift	
Net Amount		400.00	550					
Payment Total		0.00						× Close
Balance	INR	400.00	Discount	Round	Extra Charges	Τip	Print Bill	

- You can see a complementary button beneath the guest option
- By clicking complementary option, you can settle the invoice as complementary (free).
- While clicking the complementary button, a pop up will be shown as in the figure.
- Click YES and the invoice will be settled as complementary.

Now let us see the use of ADD ADVANCE button. You already know that we can save advance amount to a customer account. So, save an advance amount to a customer



- Open the POS sale window.
- After settlement PRINT BILL button will be in active state.
- Click on it to print the invoice.
- If you want to print the invoice automatically, Enable the AUTO PRINT option in utility.

				Ticket				
29-01-202:~	29-01-202	~ ~~	>> Table 1	lickets	v		Q Search	Refresh
Invoice Number	Ticket Type	Date	Time	User	Ticket Note	Customer	Table	Total
10	Table	01/29/2021	11:34AM	Admin			T1	0.00
37	Table	01/29/2021	3:01PM	Admin			T15	967.60
38	Table	01/29/2021	3:01PM	Admin			T15	979.40
49	Table	01/29/2021	4:35PM	Admin			T1	283.20
51	Table	01/29/2021	4:46PM	Admin			T8	885.00
					Ticket Total		7072.20	
Products			Sale Price	Quantity	Discount	Net Amount	Tax Amount	Total Amount
Fish, Shrimp & Cra	ab Shell		120.00	1	0.00	120.00	0.00	120.00
IOMESTYLE OATM	IEAL		200.00	1	0.00	200.00	0.00	200.00
ruit Maple Oatm	al		130.00	1	0.00	130.00	0.00	130.00
							D	

- If you need to print the invoice from the ticket section, go to tickets.
- Select the ticket from drop down.
- Click PRINT button.
- If you need to print the company logo in invoice, activate 'enable logo in duplicate printing' button.





- Sometimes you may like to print a temporary bill for the customer. To do so just click on the TEMPORARY BILL button.
- Enable temporary bill prior to it.



- The next step is to send the orders to the kitchen manager, for that click on the ORDER PRIORTY button.
- Enter the priority as low, normal or urgent.
- The orders will be shown in kitchen manger login as per the priority.
- By default, normal priority will be selected if you do not select the priority.

H1H Change Table	# 3Tebic T2 Ch		ac Cabin 🚽	~	Φ.	
selica Cunterner	Status Unpaid New Order		•		Ster.	
->	Invit Maple Cetmeel     Select food serve assistant	×	140.00	Breakfast	12 Page Subarty Sharap	2 Pecer Select Carls Galaxy
() Ticket Note	Asha 1 Akhil 1 Amal 1	1524	165.00	Sittes	Ser.	
() Return			172.00	- lefel -	Reth, Shriney, Shab Shell	Fired Green Torratos
New	Pronty C Low O Normal O Uno	er 1021	145.00	Beverages		a salar
Send Croers	Ok Close		132.00	and the second	But Micle Orived	Galled Cub Colore
↓ Gader Priority	1 Fiels, Shring & Colo Shell Solmilled		132.40	Burgers	(Linds -	
Delivery Dor	Submitted Order: Number : 2 - Admin 3ar 104249		v	Soups	HOMESTYLE ONTHERE	Hatosies and Sausage
ED	Balance	INR	1617.00	5 23 E.		
Temporary Dil	🛙 Settle		Close			Keyped

- Then click on send order button.
- Already saved food server details and their current assigned deliveries are shown in the pop up.
- Select a food server according to their availability.
- Now click on the OK button.
- A Kitchen order print will be generated if you activate the order and kitchen print.

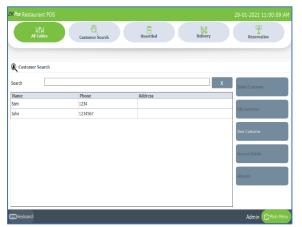
Change Table	#4Table T5		None 🗸 🗸	~	0	
elect Customer	Status Unpaid		•			GARA .
	Row Order 1 Fiels, Shrimp & Crab Sh Baw	d.	128.00	Breakfast	127fexie Sutrefte Delange	2 Page Dille ( De) Dates
->ik- Merge	1 2 Pece Griles Creb Ca	kes	175.00	ARA S	Concessions and	2 PROFUME CART
Ticket Note	1 12 Piece Butterfly Shire New	ry.	158.00	Selection of Sides	Sec.	
10 Return				Levila	Seb. Swirp (Cold Stell	Fred Siver Torveine
New				Beverages		Son Com
(i) Send Orders					Fist Micle Datried	Gilled Cub Crives
↓				Burgers	(Linds - )	-
8					HOMESTILE ORTHOUL	Hatoliker and Sacrage
Delivery Day	Balance	INR	445.00	Southe		Caller.
Imporary Sil	☑Settle X Gose			BBB Keypad		

- Now your orders have been submitted. The status of your order remains unpaid until the customer settles the bill.
- If the customer wants to change the table, then click on the CHANGE TABLE button.





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



- If the order is made by a regular customer and you have the customer's details in your ZKPos, then you have an option to choose the customer. To do so, click on the SELECT CUSTOMER button.
- Now list of saved customers will be displayed. Select required customer from the list.
- Now click on the SELECT CUSTOMER button.
- The selected customer's name will be displayed with invoice. You can change the customer by clicking on CHANGE CUSTOMER button.

Change Table	89Teble T7		None -	~	ф		
isket Castoner	Status Unpa d Rev Order		÷		974		and a
->ik- Merce	1 Fish, Shrima 3 New	Creb Shell	120.00	Breakfast	127wor 8.0	arh Seep	2 Pece Grilled Only Galaxe
iner pre	1 12 Piece		Орі	en Tickets		×	Contra Co
Ticket Nace		wentory No 2	Inventory No 3	Inventory No 6 John	Inventory No 7	-	
t) Return	4	T1 - 1 mount - 451.00	Amount - 1617.00	Amount - 2250.00	Sam Amount - 300.00	-	Fred Green Tomaton
New		wentory No 8 Sam mount - 400.00					and Com
(i) Send Orders	L [						Galled Cab Calles
↓≡ Geder Friarity						T	- Service
8					Ok	14	Hotoakes and Sausage
Delivery Boy	Balance	INF	270.00	Solips			-465
Temporary Bill	Settie		X Cose	and a s			eypad

- There is an option to merge another invoice with current invoice thereby settling both at the same time. You can use MERGE button for that purpose.
- Select the INVOICE (open tickets) that you want to merge with current invoice and click OK.
- Total will be updated based on the merged invoice amount.

HTH Change Table	ø9Table T7	Change Type	None -	hal	
A	Status Unpaid		۲		
ielect Customer	New Order				
->∥≪- Morpe	1 Feb, thring & Cab the Rev		120.00		
	1 12 Piece Sutterly Shim New	2	150.00		
Taket Note	1 12 Nece Butterfly Strim Rev		150.00		
10 Return	1 12 Piece Butterfly Shim Kew		150.00		
New					
Send Orders					
↓ Order Priority					
Delivery Boy					
Delivery Eoy	Balance	INR	570.00		
EO Temposary Bil	✓Settle	×	Cose	Save	Close

- Next button is **TICKET NOTE**. If you want to add any comments to your invoice, then click on the **TICKET NOTE** button.
- Type your comment using the keypad displayed.
- Click SAVE button.



change Table	#9Table T7		None	~	^	¢	
	Status New			÷ 🦷		- ALA	
····································			L.	riter Admin Passe	and X	12 Teace Butterfly Sterage	2 Pece Griled Greb Galeer
G Ticket Nace			1	2	3	A Co	Carl Carl
10 Return			4	5	_	Petri Streta (Snie Stell	Fred Green Torration
New			4	5	6		South Pres
a Siend Crokers			~	0	→	But Made Canveal	Galled Cab Calles
↓≡ Order Priority				10	-	( Add	
Delivery Boy	Balance	INR		0	Sellips	HOMESTYLEONTHEAL	Hatalies and Sausage
ED Temporary Bil	Settie		Close	- <b>2</b>	¢Ø€		Keypod

- In some cases, your customer may request you to return the order. You can use RETURN button to do the action. Click on RETURN BUTTON. You need admin privilege to do the action.
- Enter Admin Password.
- Enter the Invoice Number and click ENTER button.



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

Select Table	#10Table		None -	~	Φ
8	Status Return		۲		A CONTRACT
Red Dustomer	+1 HONESTYLE CATVERL		-208.00	Breakfart	Feb. Sterup. Gold Steel
-əlik- Merge	•1 Truit Haple Datmeni		-138.00	100 10 3	
1) Ticket Note					
10 Netan				Louis	
S.				Beverages	
				and the second second	
Send Orders				Burgers	
↓ = Order Pricety					
Delvery Soy					
Delivery Boy	Balance	INR	-330.00	EVEN S	
EP BE	Settle		(Close		Kopad

- If you want to return any specific items, click NO button. All products in that invoice will get displayed in the left of the screen.
- Choose the items that you want to return by clicking on it. The items will be removed from the list.

Table Customer	# 17		Total		INR	-2	70.00	G
Qiy Produt	ba	Intal	Charg	od	INR -		0	Cash
1.000 12 Nece Betterly Shring	0.00	-250.00	Chary	eu			U	_
1.000 Kinh, Shrima & Chab Shell	0.00	-120.00	5		2	3	All	Card
			10				Half	Voucher
			20		5	6	1/n	Vuunu
Ticket Total		-270.00	50	7	8	9	Guest	Online Payment
Sub Total Round			100				Complemen tary	
Grand Total		270.00					car y	Customer Accourt
Extra Charges Net Amount		0.00 -270.00	500		0	×	Gift	
Payment Total Balance	INR	0.00 - <b>270.00</b>	Discount	Round	Extra Charges	Tip	Print BII	Close

- After removing necessary items, click SETTLE button. The Amount will be a negative value since you have to return the amount to the customer.
- Click ALL to enter amount.
- Then select the PAYMENT OPTION card/cash.
- The amount will be settled. You can take a print if necessary.
- Click CLOSE button to go to main.





 If you want to take a new invoice without closing the current order, click on NEW button.

Another feature to ZKPOS Restaurant software is open product. We can sale a product as open product by simply entering its price and tax details.



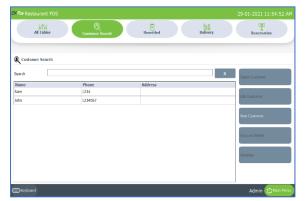
- You can see a '+' button.
- Click on that button.
- You will get a pop up to add an open product.

hifted Change Table	#OTable TB	None None		~	0	
elect Customer	Status New				A de la	
-≫∥≪- Merge		 Open Product		x	12 Price Sutherly Streep	2 Page Grilled Gritt Galaxy
Ticket Note		Name OPEN PRODUC			Stores	Car A
(C) Return		Price 0	Typ		Selo, Storp (Sub Stall	Fred Green Torreiter
New		1	2	3	- 11 M	
Send Orders		4	5	б	Fact Rick Detried	Gilled Call Crives
J≡ Order Priority		7	8	9	Gran The	
		•	0	<	HOWESTYLE OATMERL	Hatolike and Samage
Delivery Day	0			- <b>Э</b> ок		CART.
emporary Bil	E Settie	XCose				Keyped

- Enter the price and price type (whether price includes tax or not).
  - Click OK button.

# 2. CUSTOMER SEARCH

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



- Go to MAIN MENU.
- Click on DINE IN menu.
- Select CUSTOMER SEARCH button.
- You can see every customer in a grid as shown.
- To EDIT the customer details, select the customer.
- Now click on the EDIT CUSTOMER button.



- To ADD a new customer, Click NEW CUSTOMER button.
- Enter all details and then **SAVE** it.





- Suppose if a customer wants to pay ADVANCE AMOUNT, you can do it by selecting the customer from the list and then click on the ADVANCE button in CUSTOMER SEARCH window.
- Customer name will be there by default.



- Enterthe **ADVANCEAMOUNT** that customer want to pay.
- Then choose whether he want to pay through **CASH** or **CARD**. Now the **ADVANCE AMOUNT** is saved.
- To delete the entry, click on the DELETE button. Click YES and close the window by clicking on the CLOSE button.



- If the customer has any previous pending invoices, you can view them from customer account details. (The customer should possess an account, if not click on create account while editing the details).
- To view that select any customer.
- Now click on the ACCOUNT DETAILS button.



29-01-2021	□- 29-01-2021	0*	<b>Q</b> Search	🛟 Refresh	
Date	Description	Debit	Credit	Balance	Close
01/29/2021	Balance Brought Forward Customer Account Trans	2250.0000	0.0000	2250.0000	Q Find Ticket

- All debits from this account will be displayed now. To view the invoices associated with any of them, click on it and then click **FIND TICKET**.
- Now you will be redirected to the **POS** section.



- If the customer wants to close that invoice, you can settle it from the above window by clicking on the CASH or CARD button.
- Click Save button

All Table	S Customer Search	Unsettle	a Da	ivery	Reservation
29-01-2021	₽ 29-01-2021	0×	Q <sub>search</sub>	🚓 Refresh	
Date	Description Balance Brought Forward	Debit	Credit	Balance	XClose
01/29/2021	Customer Account Trans	2250.0000	0.6900	2250.0000	Q Find Ticket
	Transaction Total	2250.00	0.00	-2250.00	

• If you want to see the ticket click on find ticket option after selecting the transaction

# 3. UNSETTLED

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



- Go to MAINMENU.
- Click on **DINEIN**.
- You can see an UNSETTLED menu, click on it.



You can see unsettled invoices by different order types.



## 4. DELIVERY

Some customers may request for delivery services, here you can manage everything related to delivery services.



- Go to MAIN MENU.
- Click on DINE IN.
- You can see a button named DELIVERY on the top left corner, click on it.
- You can see three options take away, delivery and online delivery.

# **TAKE AWAY**



- Click Dine in in main menu.
- Click DELIVERY.
- Click ADD TAKE AWAY.



- Choose Items from the list.
- Click SETTLE.



## DELIVERY



- Now to add a delivery, click on ADD DELIVERY button.
- Select a customer.
- Select products and delivery boy by clicking delivery boy button.

## **ONLINE DELIVERY**



•	Click	Dine	in	main	menu.
---	-------	------	----	------	-------

- Click DELIVERY.
- Click ONLINE DELIVERY.
- Choose ONLINE TYPE.
- Click Ok button.

Table Customer	# 17		Total		INR	1	150.00	lo
Qty Product	lax.	Intal	Charg	ed	INR -		0	Cash
1.0000 12 Noce Butterfly Shrimp	0.00	150.00	churg	cu				
			5	1		3	All	Card
			10		┝───		Half	Voucher
			20	4		6	1/n	voucher
Ticket Total Discount		150.00	50	7		9	Guest	Online Payment
Sub Total							Complemen	
Round Grand Total		150.00	100				tary	Customer Accoun
		0.00			0	x		
Extra Charges Net Amount		150.00	500				Gift	
Payment Total		0.00			+			× Close
Balance	INR	150.00		Round		Tip	Print Bill	Cluse

- Redirected to POS window.
- Choose ITEMS from the list.
- Click ONLINE PAYMENT.

# **QUICK SERVE**



- Click QUICK SERVE in main menu.
- QUICKS SERVE directly opens the item page without go to the table section.
- You can choose the products more quickly.



Table T15 Customer		# 3		Total		INR	-	220.00	
01/	Product ce Bullerly Shrimp	Tax.	Total 152.00	Charg	ed			0	Cash
	himo & Crail Stel	0.00	125.50	5	1	2	3	All	Card
				10				Half	Voucher
				20	4	5		1/n	
Ticket Tota Discount	1		270.00	50	7	8	9	Guest	Online Payment
Sub Total Round				100				Complemen	
Grand Tota	1		270.00					to y	Customer Account
Extra Charg			0.00 270.00	500	•	0		Gift	
Payment Ti Balance	otal	INR	50.00 220.00	Discount	Round	Extra Charges	tip	Price Kill	X Close

# • Select Items from the list and click settle button.

# **DRIVE THROUGH**

Denoting a restaurant or other facility in which one can be served without leaving one's car.



- Click DRIVE THROUGH in main menu.
- Redirected to new window.

Table T15 Customer	# 3		Total		INR	2	220.00	6
Qty Product	Tax	Tetal	Charg	ed			0	Cash
1.0000 12 Noce Butterfly Shrimp	0.00	150.00	Charg	cu			0	
1.0000 Tish, Shrino & Crab Shell	0.00	120.00	5	1			All	Card
			10	<u> </u>		—	Half	Voucher
			20	4			1/n	
Ticket Total		270.00	50		+		Guest	Online Payment
Discount		210.00	50	7				
Sub Total Round			100				Complemen	
Grand Total		270.00	100				tary	Customer Accoun
Extra Charges		0.00	500				Gift	
Net Amount		270.00	500					~
Payment Total Balance	INR	50.00 220.00	Discount	Round	Extra Charges	Tie	Print Bill	X Close

- Select Items from the list.
- You can choose priority option, click **PRIORITY** button and click settle.

## **CUSTOMER**

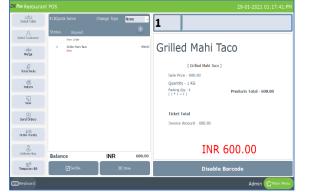


- By clicking CUSTOMER button, you will directly go to customer selection window.
- Select a customer and continue the sale.



## BARCODE

Barcode scanning is an important feature in ZKPOS Restaurant software. At the time of product creation, you have an option to scan the barcode. You have to activate 'Enable barcode scanner' feature from utility



- Click on BARCODE button.
- In sale window you can see afield to enter the barcode.
- Scan the barcode in the product.
- And the product will be shown there.

# **REPORTS**

Everything that you enter in ZKPOS is saved and you can check with the data whenever you want it. Different data are stored as different reports. To view reports in settings, you have to login as admin. Go to settings and click on reports. Let's learn them one by one.



- Click on the menu button in left side of the main menu.
- Select REPORT from it.

# **MAIN REPORTS**

Pos Resta	urant	POS						29 Janu	ary 2021	
					Cur	rrent Sale Report				
				R View		Clear	Print Option ® Small Print	O Big Print		
( < 1 − al	1	+ (	0	■ RI H.• 10/5 •	a Invoice	Item	Price	Quantity	Total	
	mpany r				1	Fish, Shring & Crab Shell	129.00	1.00	120.00	
Current Sale F	Rebout M	ith Tax	Invoice		1	Fruit Natile Datmeal	130.00	1.00	130.00	
Print Date & Tir	ne. 1/293	121 1.2	0.44 FM		1	HOMESTALE ONTHEAL	200.00	1.00	200.00	
Date: 29-01-202	1				10	Fruit Naple Datmeal	6.00	-1.00	0.00	
Invoice no : 17	Tex Inv	vice No	1		10	HOMESTPILE ONTHER	6.80	-1.00	0.00	
ltem	Price		Total		4	12 Piece Butterly Shime	6.00	100	6.00	-
Fish, Shrinp & Cab Shell	120.00	1.02	120.00		-					_
Enuit Maple	120.00	1.02	130.00		4	2 Piece Grilled Crab Cakes	0.00	1.00	0.00	_
Calmeal HOMESTYLE	200.00	1.05	200.00		4	Fish, Shring & Crab Shell	0.00	1.00	0.00	
OATMEAL					5	12 Piece Butterfly Shrinp	150.00	2.00	150.00	
		Totel :			5	Fish, Shrimp & Crab Shell	120.00	1.00	120.00	
		count :	0.00		5	12 Piece Butterfly Shrimp	150.00	15.00	2250.00	
Pre	duct Dis Tax Ar		8.00			Total			2970.00	
-	Extra Ch		0.00			Discount			0.00	
			458.00			Product Discount			0.00	
Invoice no : 10						Tax Amount			0.00	-
ltam	Prka		Total							
Fruit Maple	0.00	-1.00	0.00		w.	Extra Charges			0.00	

las Restau	irant	POS								29 Jan	uary 2021
						Curren	ıt Item Wis	e Report			
203	21-1-2	•	G	2021-1-29	Ē	Item	All	✓ (‡Clear	E	ew O	int Option Big Print Small Print
( { 1 o	(1)-)		0 <b>3</b>   <b>3</b> [	1 Al A. 100%	•	Day no	Date	Item	Price	Quantity	Total
Co	er pany i	ame			î	1	29-01-2021	12 Piece Butterfly Shrimp	0.00	1.00	0.00
Current	item W	se Repi	ort			1	29-01-2021	12 Piece Butterfly Shrimp	150.00	16.00	2400.00
Print Date & T PM	ime: 1/25	2021 1	23:51			1	29-01-2021	2 Piece Grilled Crab Cakes	0.00	1.00	0.00
item	Price	Qty	Total			1	29-01-2021	Fish, Shrimp & Crab Shell	0.00	1.00	0.00
12 Piece Butterfy	0.00	1.00	0.00			1	29-01-2021	Fish, Shrimp & Crab Shell	120.00	2.00	240.00
Shrimp						1	29-01-2021	Fruit Maple Oatmeal	0.00	-1.00	0.00
12 Piece Butterfly	150.00	16.00	2400.00			1	29-01-2021	Fruit Maple Oatmeal	130.00	1.00	130.00
Shrimp 2 Piece Colled	0.00	1.00	0.00			1	29-01-2021	HOMESTYLE GATMEAL	0.00	-1.00	0.00
Crab Cakes		1.00	0.00			1	29-01-2021	HOMESTYLE GATHEAL	200.00	1.00	200.00
Fish, Shimp & Crab Shell	0.00	1.00	0.00					Total Quantity			21.00
Fish, Shimp & Crab Shell	120.00	2.00	240.00					Total			2970.00
Fruit Maple	0.00	-1.00	0.00		- 1			Product Discount			0.00
Oatmeal Fruit Maple	130.00	1.00	130.00					Tax Amount			0.00
Ostmeal								Grand Total Amount			2970.00
OATIVEAL	0.00	-1.00	0.00								
HOMESTYLE	200.00	1.00	200.00		~						

### **CURRENT SALE REPORT**

It shows the report of last sale report.

- Click CURRENT SALE REPORT.
- Click VIEW button.
- Other features like print also available. These features are common for all reports.

### **CURRENT ITEM WISE REPORT**

- Click current item wise report from main reports.
- Select the date range and select the item from the drop down.



						Current Dat	e Wise Report			
	2021	-1-3	29	Ē		2021-1-29	Ξ <u>ο</u> α	sar	Print Option ® Small Print O Big	) Print
4 1 d	1 ⊨ ∋i	+ 6	0	🖬 🕮 🖳 +   1005	• 8	Date	Item	Price	Quantity	Total
					î	29.01.2021	12 Piece Butterfly Shrimp	151.5	0 2.00	303.00
	Date Wis					29-01-2021	2 Piece Grilled Crab Cakes	176.7	5 2.00	353.50
Print Date & Tr Date: 29,01,200		214:0	8:46 PN			29-01-2021	Fish, Shrino & Crab Shell	121.2	0 1.00	121.20
tan: 2541-20.	Price	ON	Total			29-01-2021	Fried Green Tomatos	121.2	0 2.00	242.40
12 Piece	151.50		363.00			29 01-2921	Fruit Maple Oatmeal	131.3	0 1.00	131.30
Batterfy Starmp						29-01-2021	HOMESTILE GATHERL	202.0	0 1.00	202.00
2 Piece Odlad Crob Cakes	176.73	2.00	363.50				Total			1340.00
Fish, Shimp & Crab Shell	121.20	1.00	121.20				Discount			0.00
Frict Green	121.23	2.00	242.40				Product Discount			0.00
Fruit Maple	131.30	1.00	131.50				Tax Amount			13.40
Catheol HOMESTYLE	202.00	100	762.00				Extra Charges			0.00
OATNER.							Grand Total Amount			1353.40
	Total									
Total	Amount		1340.00							

### **CURRENT DATE WISE REPORT**

- Click current date wise report from main reports.
- Select the date range.

						Current	Online Order F	teport				
	2021	-1-2	9	ii.	2021	-1-29	Ē	All	Туре		Print Option - ® Small Print O Big Print	
( ∈ 1	of1 ⊧ ⊧	. + (	0010	à 🗐 🔍 🗐 - 🛛 1005	• ,	Invoice no	Item			Price	Quantity	Total
						swiggy	Fish, Shring & Cra	b shell		120.00	1.00	120.00
	Online O						Total					120.00
Print Date & PM	Time: 1/25	2021 1:3	2:27				Discount					0.00
hern	Price	City	Total				Product Disco	unt				0.00
Fish, Strimp Oab Stel	\$ 120.00	1.00	120.00				Tax Amount					0.00
Car Car	Total						Extra Charge	5				0.00
Teta	Quantity		1.00				Grand Total					120.00
	Total		121.00									
	Discount Amount		0.00									
Grand Tot			120.00									

# **CURRENT ONLINE ORDER REPORT**

- Click current online order report from main reports.
- Select the date range and type

bs Restau	irant l	POS								29 Jar	uary 2021	×
						Ite	em Wise Re	eport				
20	21-1-2	9	0	2021-1-29	Ē	Iter	n All	✓ 🖉 🗸 🗸 🗸	• Print •	Option all Print O Big	Print	
( ( 1 ) e	f1)-)		0 😧 🛔	🗐 🕼 🔍 - 🗌 100%	• •	Day no	Date	Item	Price	Quantity	Total	^
Cd	mpany r	ame			Î	1	29-01-2021	12 Piece Butterfly Shrimp	0.00	1.00	0.00	
Ite	n Wise R	troqu				1	29-01-2021	12 Piece Butterfly Shrimp	150.00	16.00	2400.00	
Print Date & 1 PM	ime: 1/29	/2021 1	48.36			1	29-01-2021	2 Piece Grilled Crab Cakes	0.00	1.00	0.00	
item	Price	Qty	Total			1	29-01-2021	Fish, Shrimp & Crab Shell	0.00	1.00	0.00	
12 Piece Butterfy	0.00	1.00	0.00			1	29-01-2021	Fish, Shrimp & Crab Shell	120.00	3.00	350.00	
Shrimp						1	29-01-2021	Fruit Maple Oatmeal	0.00	-1.00	0.00	
12 Piece Butterfly Shrimp	150.00	16.00	2400.00			1	29-01-2021	Fruit Maple Gatmeal	130.00	1.00	130.00	
2 Piece Gilled Orah Colors	0.00	1.00	0.00			<u> </u>	29-01-2021	Grilled Crab Cakes	350.00	-1.00	350.00	-1
Fish, Shrimp & Crab Shell	0.00	1.00	0.00			<u> </u>	29-01-2021	HOMESTILE OATMEAL	200.00	1.00	200.00	-1
Fish, Shrimp & Crab Shell	120.00	3.00	360.00			1	29-01-2021	Hotcakes and Sausage	200.00	2.00	400.00	
Fruit Maple Oatmeal	0.00	-1.00	0.00			1	29-01-2021	Key Lime Pie	100.00	1.00	100.00	-1
Fruit Maple	130.00	1.00	130.00			L		Total Quantity	-	_	26.00	-1
Ostmeal Gelleri Osh	350.00	1.00	350.00			L		Total		_	3940.00	-8
Cakes								Product Discount			0.00	
HOMESTYLE	0.00	-1.00	0.00		v			Tax Amount			0.00	v

### **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.
- Use PRINT option to take a print.

Restaur	ant Pu	55							29 Jan	uary 2021
						Date We	se Report			
	2021	-1-2	9	Ē		2021-1-29	фо	Print O	btion IPrint ⊖ Big	Print
$\leftarrow 1$ of	F H.	+ (8)	6	🖬 🖓 🖓 +   100%	• 8	Date	Item	Price	Quantity	Total
					î		12 Piece Butterfly Shrimp	150.00	2.00	300.00
	Wise Re					29-01-2021	Balsamic Roast Veg Salad	300.00	1.00	300.00
Print Date & Tin		221 1 51	24 PM			29-01-2021	Caesar Salad	300.00	1.00	300.00
Date: 29-01-202 Item	1 Price	014	Total			29-01-2021	Chipoble Orange Salad	350.00	1.00	350.00
12 Piece	150.00		300.00			29-01-2021	Fruit Maple Gatmeal	130.00	1.00	130.00
Butterfly Shrimp						29-01-2021	Grilled Crab Cakes	350.00	1.00	350.00
Balsamic Roast Veo Salad	300.00	1.00	300.00			29-01-2021	HOMESTYLE GATMERL	200.00	3.00	600.00
veg salad Caesar Salad	300.00	1.00	300.00			29-01-2021	Key Lime Pie	100.00	1.00	100.00
Chipotie Orange Salad	350.00	1.00	350.00		- 1	29-01-2021	Sausage Burrito	100.00	1.00	100.00
Fruit Maple	130.00	1.00	130.00				Total			2530.00
Oatmeal Gelled Creb	350.00	1.00	350.00				Discount			0.00
Cakes							Product Discount			0.00
HOMESTYLE OATMEAL	200.00	3.00	600.00				Tax Amount			0.00
Key Lime Pie	100.00		100.00				Extra Charges			0.00
Sausage Bunko	100.00	1.00	100.00				Grand Total Amount			2530.00
punko							orana rotarranount			

### **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".
- Other features like print also available. These features are common for all reports.



					Oni	ine Order Repo	ert				
	2021-	1.79	Ē	202	1-1-29	Ē	Ту	je 🛛	Clear	Print Option Small Print	
			шC			щQ	Al	v	View	O Big Print	
( < 1	af 1 🕨 🕅	• 0 🖗 🕯	à⊡ Al ¶• ws	۰,	Invoice no	Item			Price	Quantity	Total
					swipgy	Fish, Shrimp & Cra	b Shel		120.00	1.00	120.00
	line Order Re					Total					120.00
Print Date 4 PM	8 Time: 1/26/28	121 1:53:36				Discount					0.00
hern	Price (	ity Total				Product Disc	ount				0.00
Fish, Shrimp Cob Shell	8 120,000 1	000 120 0000				Tax Amount					0.00
Crob Shell	Total	0				Extra Charge	5				0.00
Tet	al Quantity	1.0000				Grand Total					120.00
	Total	120.0000									
	et Discount										
	ax Amount tal Amount	0.0000									
Ciana 10	arancen	121.0000									

### **ONLINE ORDER REPORT**

View all Online Order Details using this report.

- Click on ONLINE ORDER.
- Choose FROM DATE and TO DATE.
- Choose Online App.
- Use PRINT option to take a print.

				Current Cancel II	em Wise Re	port	
	2021-:	1-29	Ē	2021-1-29	Ē	Cicar Small Print O big f	hint
1	af 1 (= )   = o	8 🚯 🖨	i⊒ Rik∥+ ≫s •	# Date	Invoice no	Item	Quantity
	Company name			29-01-2621	10	Fish, Shring & Crab Shell	1.90
	Cancel Item Report			29-01-2021	20	Hish, Shrimp & Crab Shell	1.90
Pret	Calle & Time 103/2021 1:30	Quantity		29-01-2021	20	ECHESTYLE DATNESI.	1.00
10				29-01-2021		HOMESTYLE GATMEN.	2.00
19	Fish, Shrimp & Crab Shall	1.00					
20	Fish, Shimp & Cab Shall	1.00					
20	HOMESTYLE GAINEAL	1.00					
21	HOMESTYLE GATWEAL	2.03					

## **CURRENT CANCEL ITEM WISE REPORT**

- You can see the cancelled items from your invoice settling the bill.
- Select the date range from the window.

Pas Resta	urant	POS								29 Janu	ary 2021	
						Invoice Wis	e Report with	Hour				
20	21-1-2	9 0	0:00	Type : All	20	2 <b>1-1-29</b> 23	1:59	Clear	Pri	nt Option		
(( ( ) ef	1 ⊨ H	+ (	000	Q 2 4. 100%	۰,	Ticket	Invoice no	Item	Oty	Price	Total	
Con	npany na	me			^	Table	1	Fish, Shrimp & Crab Shell	1.00	120.00	120.00	
Invoice Wi	se Report	With I	lour			Table	1	Fruit Maple Gatmeal	1.00	130.00	130.00	
Print Date & Tin	N 1292	121 1.3	9-10 PM			Table	1	HOMESTILE ORTINEAL	1.00	200.00	200.00	
Date: 23.01.202							4	12 Piece Rutterfly Shrimo	1.00	0.00	0.00	
Invoice no : 1 /	Cash / Ta	ble				Customer						
Item	Price	Oty	Total			Customer	4	2 Piece Grilled Crab Cakes	1.00	0.00	0.00	
Fish, Shrimp & Crab Shell	120.00	1.00	120.00			Customer	4	Fish, Shrimp & Crab Shell	1.00	0.00	0.00	
Fruit Maple	130.00	1.00	130.00			Customer	5	12 Piece Butterfly Shrimp	1.00	150.00	150.00	
Oatmeal HOMESTYLE			200.00			Customer	5	Fish, Shrimp & Crab Shell	1.00	120.00	120.00	
OATMEAL	200.00	1.00	500.00			Customer	6	12 Piece Butterfly Shrimp	15.00	150.00	2250.00	
		fotal :				Table	10	Fruit Naple Gatmeal	-1.00	0.00	0.00	
		cent:	0.00			Table	10	HOMESTYLE GATMERL	-1.00	0.00	0.00	
Pro	duct Disc Tax Am		0.00			Online order	15	Fish, Shrimp & Crab Shell	1.00	120.00	120.00	
	Extra Cha		0.00			Ouick Serve	20	Key Lime Pie	1.00	100.00	100.00	
	Grand	fotal :	450.00			Quick Serve	20	Hotcakes and Sausage	2.00	200.00	400.00	
Invoice no : 10 Table	/ Comple	menta	y I			Quick Serve	20	Grilled Crab Cakes	1.00	350.00	350.00	

## **INVOICE WISE REPORT WITH HOUR**

- Select the particular report.
- Select the date and time as shown in the figure.
- Select the invoice type.

🚥 Restau	rant	POS							29 J	anuary 2021	$\rightarrow$
						Item Wise F	Report With Hour				
	2021	1-29	00:00	0 <b>1</b>		2021-1	1-29 23:59	\$	Clear	Print Option ® Small Print	
						Item	All		v	O Big Print	
( ( ) _ w	112	1.1.4	8 🕹 🎄	🗋 20 💐 -   1005		Date	Item	Price	Quantity	Total	^
Co	mpany r	ame			Û		12 Piece Butterfly Shrinp	6.90	1.00	0.00	
Item Wis	e Report	With I	lour		- 16	29-01-2021	12 Piece Butterfly Shring	150.00	15.00	2400.00	
Print Date & T	ine: 1/29	2021 1	43:20			29-01-2021	2 Piece Grilled Crab Calves	6.90	1.00	0.00	1
tem	Price	QŊ	Total			29-01-2021	Fish, Shrimp & Crab Shell	6.60	1.00	0.00	
12 Piece Butterfy	0.00	1.00	0.00			29-01-2021	Fish, Shrimp & Crab Shell	123.00	3.00	369.00	
Shrimp						29-01-2021	Fruit Maple Catmeal	6.00	-1.00	0.00	
12 Piece Butterly	160.00	16.00	2400.00			29-01-2021	Fruit Maple Gatmeal	133-00	1.00	139-00	
Shinp						29-01-2021	Grilled Crab Cakes	353.00	1.00	359.00	
2 Piece Grilled Drab Cakes	0.02	1.00	0.00			29-01-2021	HOMESTYLE DATMEAL	6.00	-1.00	0.00	-11
Fish, Shrimp & Dah Shrill	0.00	1.00	0.00			29-01-2021	HOMESTYLE DATMEAL	203.00	1.00	209.00	-11
Fish, Shrimp & Drab Shrif	120.00	3.00	360.00			29 01 2021	Hotcakes and Sausage	203.00	2.00	409.00	1
Fruit Maple	0.05	-1.00	0.00			29 01-2921	Key Lime Pie	103.00	1.00	109.00	
Ostmaal Feit Moole	100.00		130.00				Total Quantity			26.00	
Catmool							Total			3940.00	
Address Adds	178.86	1.05	N1.00		v						v

### **ITEM WISE REPORT WITH HOUR**

- Select the particular report.
- Select the date and time as shown in the figure.
- Select the item from the drop down.



				Payment Summ	ary Report				
2021-1-29	C	2021-1-29	User Typ	• All	<ul> <li>Select</li> <li>Date</li> </ul>	All	× \$	Print Option O Big Print ® Small Print	
(-1) = a(1) + [0]	+ 🛞 🍪 🖨	🗐 20 Re   1005	·	ate	User	Invoice	Payment Type	Amount	
Company na	me		î a	01-2021	Admin	110	Cash	1404.00	
Payment Summar	y Report								-
Print Date & Time: 129212	1:5658 PM			-01-2021	Admin	1	Cash	450.00	_
Date: 29.01.2021			25	-01-2021	Sam	4	Complementary	0.00	
User Admin			21	01-2021	Sam	5	Cash	1006.00	1
Invoice no:			21	01-2021	John	6	CustomerCredit	2250.00	
Pay Type	Paid Amount			+01-2021	Admin	10	Complementary	0.00	-
Cash	1464.00								-
Total :	1404.00		21	-01-2021	Admin	15	swiggy	120.00	_
Invoice no: 1			25	-01-2021	Admin	20	Cash	850,00	
Pay Type	Paid Amount		21	01-2021	Admin	23	Cash	2530.00	
Cash	458.00			+01-2021	admin	24	Cash	270.09	-
Total :	451.01		-	+01-2021	Acrin	14	-		-
Invoice no: 10							Grand Total	8874.00	
Pay Type	Paid Amount								
Conglementary	0.00								
Total :	0.00								
lavoice no: 15									
Pay Type	Paid Amount								
\$11.92/	120.00								

### **PAYMENT SUMMERY REPORT**

View all payment summery details using this report.

- Click on PAYMENT SUMMERY REPORT.
- Select USER TYPE.
- Select USERS.
- Choose the Date Range.
- Click VIEW button.
- Use PRINT option to take a print.



## **QUANTITY WISE SALES REPORT**

View all Quantity wise sales details using this report.

- Click on **QUANTITY WISE SALES REPORT**.
- Choose FROM DATE and TO DATE.
- Use **PRINT** option to take a print.

						Day	Closing Report				
	202	1-1-	29	Ē		2021-:	1-29	<b>\$</b> Clea	Print Opt	on hint OBgPrin	ı
4.1	of 1 k k	1   + (	00	🗎 23 🗐 -   100%	• •	Day no	Cashier	Payment Type	Sale Amount	Paid	Difference
	Company	name				4	Admin	Cash	1025.00	1025.00	0.00
	Day Clasing	Report				4	Admin	Card	1025.00	1024,00	1.00
Plet Data	& Time: 1/2	120211	57 52 PM				Total		2050.00	2049.00	1.00
Day no : 4											
Cashler: A	dmin										
Payment Type	Sale Amount	Paid	Olferenc e								
Cash	1025.00		0.00								
	1025.00		1.00								
Carl	2150.00	2019.00	1.00								

### DAY CLOSE REPORT

This report shows the day close report.

- Click on DAY CLOSEREPORT.
- Choose DATE FROM and DATE TO.
- Other features like print also available. These features are common for all reports.

Pos Resta	urant	POS					29 Ja	nuary 2021	
					Unsettled Item Reports				
	I			R View	<b>\$</b> Clear	Print Option Small Print	O Big Prir	ıt	
(1 ef	1 F. H		0 6 6	🗋 RU 🔍 - 1005	E Item	Price	Quantity	Total	^
Cor	npany n	ane			A Big Mac	200.00	1.00	200.00	
Unsett	ed Item	Reports			Cheeseburger	200.00	1.00	200.00	
Print Date & Tin	ne: 1/29/3	121 1:5	9:46 PM		Cowboy Triple Neat Burger	600.00	2.00	600.00	
www.20.01.202									
nvoice no : 26	/ Quick !	Serve			Fish, Shrimp & Crab Shell	120.00	1.00	120.00	
ltern	Price	Qty	Total		Fried Green Tomatos	120.00	1.00	120.00	
Fruit Maple Datmeal	130.00	1.00	130.00		Fruit Maple Gatmeal	130.00	1.00	130.00	
Fish, Shrimp &	120.00	1.00	120.00		Gniled Crab Caloes	350.00	1.00	350.00	
Crab Shell					HOMESTYLE GATMEAL	200.00	1.00	200.00	
Fried Green Tematos	120.00	1.00	120.00		Hotcakes and Sausage	200.00	1.00	200.00	
Grilled Crab Cakes	350.00	1.00	350.00		Orange Ginger Cayenne Shot	400.00	1.00	400.00	
totcakes and	200.00	1.00	200.00		Three Ginger Power Shot	400.00	1.00	400.00	
Sanaada					Turmeric Ginger	800.00	2.00	800.00	
HOMESTYLE OATMEAL	200.00		200.00		Total			3720.00	
Turmeric Ginger			400.00		Product Discount			0.00	
Turmeric Ginger			400.00		Tax Amount			0.00	-1
Orange Ginger Cavenne Shot	400.00	1.00	400.00		Extra Charges			0.00	
Dane Cierco	100.00	4.00	100.00		CXU Charges			0.00	¥

### **UNSETTLED ITEM REPORT**

• To view the unsettled items, click view button.



						Delivery	Boy Sales R	eport					
		202	1-1-29	Ē	202	1-1-29	ii.	Select Delive		<b>▲</b> Refresh	0	Option Big Print Small Print	
4.1		5 58 T		승 🗐 23 H.+   100%				<u> </u>					
				e Brank, inst	• •	Туре	Date	Invoice no	Select Delivery boy	Amount	Extra Charges	Total	
		ngany na					29-01-2021	27	Anun	2530.00	10.00	2540.00	٦
		Boy Sale				Paid	29-01-2021	28	East	1700.00	20.00	\$720.00	1
Print Date	& Te	ne:1/29/2	212.01.40 P	a					Total	4230.00	30.00	4260.00	1
Type Inv Nor	oice nber	Amount	ixtra Tota Charg										1
29-01 202	1	Deliv	ary Boy : An										
Paid 3			10.00 2540.0										
29-01-202			ny Boy : Bar										
Paid 3	28	1700.00	20.00 1720.0	•									
		Tetok	430	0									
E	xtra (	harges:	30.										
	To	ol Sale:	4268.0	10									

#### **DELIVERY BOY SALES REPORT**

This report will show you the details of deliveries done by each delivery boy.

- Click on DELIVERY BOY SALES REPORT.
- Select from Date and To Date.
- Choose the Delivery Boy from the dropdown.
- Use PRINT option to take a print.

### **SALES REPORTS**

ay No Fron	. [	L		To 4			E.	īcw 🗘 Clear			ig Print	
(-{1 d	1 F. H.	+ (6)	@ @	🗐 R3 🔍 -   100%	E Day	no	Date	Item	Price	Quantity	Total	
	ompany n				î ı		29-01-2021 1	Fish, Shrimp & Crab Shell	120.00	1.00	120.00	
D	ry Wise Re	port					20.01.2021 1	Fruit Maple Oatmeal	130.00	1.00	130.00	
Print Date & T	ime : 1/29/2	021 2:0	3.06 PM		÷			HOMESTILE OATMEN	200.00	1.00	200.00	
Day no: 1												
Invoice no: 1					1			12 Piece Butterfly Shrimp	0.00	1.00	0.00	
ltern	Price	Qty	Total		1		29-01-2021 1	2 Piece Grilled Crab Cakes	0.00	1.00	0.00	
Fish, Shimp I Cob Shell	L 120.00	1.00	120.00		1			Fish, Shrimp & Crab Shell	0.00	1.00	0.00	_
Fruit Maple Optimical	130.00	1.00	130.00		1			12 Piece Butterfly Shrimp Fish, Shrimp & Crab Shell	150.00	1.00	150.00	
HOMESTYLE	200.00	1.00	200.00		1			Fish, Shimp & Crab Shell 12 Piece Butterfly Shrimp	150.00	15.00	2250.00	
Inv	oice Wise	Total :	450.00		1		20.01.2021.1	Fruit Maple Gatmeal	0.00	-1.00	0.00	
Invoio	e Wise Dis	ount :	0.00									
F	roduct Dis	ount :	0.00		1			HOMESTYLE GAJMEAL	0.00	-1.00	0.00	
	Tax An		0.00		1		29-01-2021 1	Fish, Shrimp & Crab Shell	120.00	1.00	120.00	
	Extra Ch		0.00		1		29-01-2021 1	Grilled Crab Cakes	350.00	1.00	350.00	
	Total An	ount :	450.00		1		29-01-2021 1	Hotcakes and Sausage	200.00	2.00	400.00	
Invoice no: 1					1		29-01-2021 1	No. 1 Sec. We	100.00	1.00	100.00	

### **DAY WISE REPORT**

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

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

												January 2	
							,	4onth Wise R	eport				
					Month	January		E	View Clear		Dption all Print ⊖ Big	Print	
	1 of 1	ЬH	+ 6	86	🗟 21 🔍 -	100%	a Day n	Date	Item	Price	Quantity	Total	
	Com	pany	name				î	29-01-2021	2 Piece Crilled Orab Cakes	0.00	1.00	0.09	
	Month	Wise	Report				1	29-01-2021	Key Lime Pie	100.00	1.00	100.00	
Pt	et Date & Time	125	2021 2:0	ING PM			2	29-01-2021	Key Line Pie	100.00	1.00	160.00	
M	onth: January						1	29-01-2021	12 Piece Butterfly Shrimp	0.00	1.00	0.00	
	Item		Price				1	29-01-2021	12 Piece Butterfly Shrimp	150.00	1.00	110.00	
1	2 Piece Gilled Crab Cakes	1.00	02.0	0.00			3	29-91-2021	12 Piece Butterfly Shrimp	150.00	1.00	110.00	
2	Key Lime Pie	1.00	100 00	100.00			4	29-01-2021	12 Piece Butterfly Shrimp	150.00	1.00	110.00	
3	Key Lime Fie	1.00	100.00	100.00			2	29-01-2021	12 Piece Butterfly Shrimp	150.00	2.00	300.00	
4	12 Piece Batterty	1.00	0.00	0.03			1	29-01-2021	12 Piece Butterfly Shrimp	150.00	15.00	2250.00	
	Shimp						1	29-01-2021	Fruit Maple Oatmeal	0.00	-1.00	0.00	
5	12 Piece Dutterly	1.00	150.00	150.00			1	29-01-2021	Fruit Maple Oatmeal	130.00	1.00	130.00	
	Shrimp 12 Piece		150.00	150.00			2	29-01-2021	Fruit Maple Oatmeal	130.00	1.00	130.00	
ľ	12 Piece Butterly Shrime	1.00	194.50	150.00			4	29-01-2021	Fruit Maple Gatmeal	130.00	1.00	130.00	
7	12 Piece	1.00	150 00	150.00			1	29-01-2021	Hotzakes and Sausage	200.00	2.00	450.00	
	Butterty Shing						4	29-01-2071	Hotcaket and Sautage	200.00	2.00	400.00	

## **MONTH WISE REPORT**

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

- Click on MONTH WISE REPORT.
- Select the month from the dropdown.
- Click VIEW button.
- Use **PRINT** option to take a print.

								v.	ear Wise Re	mont					
									cal wise R	port					
	Keyb	Company name							堂 View	<b>\$</b> Clear		Option all Print O Big	Print		
1	1 of 1	⊧ H	+ 8	6 8	ા શાળાન	100%	•	* Day no	Date	Item		Price	Quantity	Total	^
								1	29-01-2021	2 Piece Galled Co	ab Cakes	0.00	1.00	0.00	
	Tear							1	29-01-2021	Key Lime Pie		100.00	1.00	100.00	
	nt Date & Time.	1/280	2021 2.0	20 PM				2	29-01-2021	Key Line Pie		100.00	1.00	100.00	
Ye	ar: 2021		1.000					1	29-01-2021	12 Piece Butterf	v Shrimp	0.00	1.00	0.00	
	Item 2 Piece	0hy 1.00	Price 0.00	Total 0.00				1	29-01-2021	12 Piece Butterf	v Shrimo	150.00	1.00	150.00	
ľ	Grilled Crab Cakes		0.00	1.00				3	29-01-2021	12 Piece Butterf		150.00	1.00	150.00	-1
2	Key Line Pie	1.00	100.00	100.00				4	29-01-2021	12 Piece Butterf	y Shrimp	150.00	1.00	150.00	
	Key Line Pie			100.00				2	29-01-2021	12 Piece Butterf	v Shrimp	150.00	2.00	300.00	
4	12 Piece Buttorfly	1.00	0.00	0.00				1	29-01-2021	12 Piece Butterf	y Strimp	150.00	15.00	2250.00	
	Shimp 12 Piece	1.00	150.00	150.00				1	29-01-2021	Fruit Maple Oatn	real	0.00	-1.00	0.00	
ľ	Butterly Shimp			100.00				1	29-01-2021	Fruit Maple Oatn	real	130.00	1.00	130.00	
6	12 Piece	1.00	150.00	150.00				2	29-01-2021	Fruit Maple Oatn	eal	130.00	1.00	130.00	
	Butterly Shimp							4	29-01-2021	Fruit Maple Gate	ieal	130.00	1.00	130.00	
7	12 Piece Butterfly	1.00	150.00	150.00				1	29-01-2021	Hotcakes and Sa		200.00	2.00	400.00	
	Shemp 12 Piece		150.00					4	29-01-2021	Hotcakes and Sa	usage	200.00	2.00	400.00	

### **YEAR WISE REPORT**

Provides the year wise sales report.

- Click on YEAR WISE REPORT.
- Select the year.
- Click VIEW button.
- Use **PRINT** option to take a print.



b# Restau								29.50	nuary 2021
					D	aily Item Report			
	l			<i>롙</i> View		🖨 Clear	t Option mail Print (	) Big Print	
			60	a 🛯 🔍 - 1075	. B Day no	Item	Price	Quantity	Total
	ipany na				4	12 Piece Butterfly Shrimp	150.00	1.00	150.00
	Item Re				4	Fish, Shrimp & Crab Shell	120.00	1.00	120.00
hint Date & Tim	129/20	21 2.04	53 PM		4	Fruit Haple Gatmeal	130.00	1.00	130.00
Iser: Admin			_		4	Grilled Crab Cakes	350.00	3.00	1050.00
tem 12 Piece	Price		Total 150.00		4	HOMESTILE ONTMENL	200.00	1.00	200.00
Europhy Shrimp						Hotcakes and Sausage	203.00	2.00	400.00
Fish, Shimp & Crab Shell	120.00	1,00	120,00			Total			2050.00
Fruit Maple Datmeal	130.00	1.00	130.00			Discount			0.00
Grilled Crab Calles	350.00	3.00	1050.00			Product Discount			0.00
OVESTYLE	200.00	1.00	200.00			Tax Amount			0.00
Hotcakes and	200.00	2.00	400.00			Extra Charges			0.00
Seusege			2050.00			Grand Total			2050.00
		Total: count:	2050.00						
Pro	duct Dis		0.00						
	Tax An	ount	0.00						
	Extra Ch	and a	0.00						

### **DAILY ITEM REPORT**

Provides the daily item report.

- Click DAILY ITEMREPORT
- Click VIEW button.
- Use **PRINT** option to take a print.

bs Restaur	ant P	os								29 Jar	nuary 2021	
						De	pertment Ro	port				
202	1-1-29	Ċ	Ċ	2021-1-29		5	Select Deput	trment Diear	•Print C	option all Print ○ Big	g Print	
i(ii) af t	ЪH	4.0	0 🚱 🖨	🗐 🕄 🔍 - 🗌 100%	•	Day no	Date	Item	Price	Quantity	Total	1
Corr	ipany n	me			í	1	29-01-2021	12 Piece Butterfly Shrimp	0.00	1.00	0.00	
Deper	tment R	port				1	29-01-2021	12 Piece Butterfly Shrimp	150.00	16.00	2400.00	
Print Date & Time	1/29/20	21 2.0	5.52 PM			2	29-01-2021	12 Piece Butterfly Shrimp	150.00	2.00	300.00	
Date : 29-01-202						3	29-01-2021	12 Piece Butterfly Shrimp	150.00	1.00	150.00	
Category : Brea						4	29-01-2021	12 Piece Butterfly Shrimp	150.00	1.00	150.00	
Item	Price		Total		- 1	1	29-01-2021	2 Piece Grilled Crab Cakes	0.00	1.00	0.00	
12 Piece Butterfly Shrimp	0.00	1.00	0.00			-	29-01-2021	Fish, Shrimp & Crab Shell	0.00	1.00	0.00	
12 Piece Butterfly Shrimp	150.00	16.00	2400.00			÷	29-01-2021	Fish, Shring & Crab Shell	120.00	3.00	360.00	
12 Piece	150.00	2.00	300.00			-	29-01-2021	Fish, Shrimp & Crab Shell	120.00	1.00	120.00	
Butterfly Strimp 12 Piece	150.00	1.00	150.00			4	29-01-2021	Fish, Shring & Crab Shell	120.00	1.00	120.00	
Butterfly Strimp						-	29-01-2021	Fruit Maple Gatmeal	0.00	-1.00	0.00	
12 Piece Butterfly Shrimp	150.00	1.00	150.00			-	29-01-2021	Fruit Maple Gatmeal	130.00	1.00	130.00	
2 Piece Grilled Crab Cakes	0.00	1.00	0.00			2	29-01-2021	Fruit Maple Gatmeal	130.00	1.00	130.00	
Fish, Shrimp & Crab Shell	0.00	1.00	0.00			4	29-01-2021	Fruit Maple Oatmeal	130.00	1.00	130.00	
Fish. Shrime &	120.00	3.00	360.00			1	29-01-2021	Grilled Crab Cakes	350.00	1.00	350.00	

## **DEPARTMENT REPORT**

- To view the department report, select the date range and department.
- Click select department button.
- Select the departments you want to see.

≈ Restaura	ant Po	os						29 Ja	nuary 2021
					Time Wise Sa	les Report			
202	1-1-2	9 0	9:12	•	2021-1-29 14:12	i 💼 🗘	é	View	Print Option Small Print Big Print
						O Restaurant Iten	ns O Ben	rerages Item	s
< 1 of 1	$\models \exists i$	+ (8	۵ ا	🖬 RJ 🔍 - 100%	* Date	Item	Quantity	Price	Total
					29-01-2021	12 Piece Butterfly Shrimp	1.00	0.00	0.00
Time W					29-01-2021	12 Piece Butterfly Shrimp	18.00	150.00	2700.00
Print Date & Tim		212:1	2.56 PM		29-01-2021	12 Piece Butterfly Shrimp	2.00	150.00	300.00
Date: 29-01-2021 Item	Price	Qty	Total		29-01-2021	2 Piece Grilled Crab Cakes	1.00	0.00	0.00
nem 12 Piece	0.00		0.00		29-01-2021	Balsamic Roast Veg Salad	1.00	300.00	300.00
Butterby Shrimp					29-01-2021	Caesar Salad	1.00	300.00	300.00
12 Piece Butterfy	150.00	18.00	2700.00		29-01-2021	Chipotle Orange Salad	1.00	350.00	350.00
Shimp					29-01-2021	Fish, Shrimp & Crab Shell	1.00	0.00	0.00
12 Piece Butterfy	150.00	2.00	300.00		29-01-2021	Fish, Shrimp & Crab Shell	5.00	120.00	600.00
Shrimp					29-01-2021	Fruit Maple Oatmeal	-1.00	0.00	0.00
2 Piece Grilled Crab Cakes	0.00	1.00	0.00		29-01-2021	Fruit Maple Oatmeal	2.00	130.00	260.00
Balsamic Roast Veo Salad	300.00	1.00	300.00		29-01-2021	Fruit Maple Oatmeal	1.00	130.00	130.00
Caesar Salad	300.00	1.00	300.00		29-01-2021	Grilled Crab Cakes	4.00	350.00	1400.00
Chipotle Orange Salad	350.00	1.00	350.00		29-01-2021	Grilled Crab Cakes	1.00	350.00	350.00
Fish, Shirro &		1.00	0.00		× 29-01-2021	HOMESTYLE OATMEAL	-1.00	0.00	0.00

#### TIME WISE SALES REPORT

View all Time Wise Sales details using this report.

- Click on **TIME WISE SALES REPORT**.
- Enter DATE FROM and DATE TO.
- Use **PRINT** option to take a print.

= Resta	urer	it PC	15									29 Jan	uary 2021
							Category	Wise Prof	it Report				
20	021-1	1-29	Ċ,	<b>*</b>	2021-1-29	÷	Category	Breal	k <mark>fast →</mark> (‡)c		Print Option 9 Small Print	O Big Print	t
< 1	of 1.)	H	+ (8)	6 6 6	1 All 1944   100%	• 8	Date	Category	Item	Quantity	Cost	Price	Profit
	Comp	any na	me			î	29-01-2021	Breakfast	12 Piece Butterfly Shrimp	1.00	120.00	0.00	-120.00
Categ	ory Wi	se Pro	ît Repo	et			29-01-2021	Breakfast	12 Piece Butterfly Shrimp	20.00	2400.00	3000.00	600.00
Print Date 8	Time	: 1/290	2021 2:1	4:30			29-01-2021	Breakfast	2 Piece Grilled Crab Cakes	1.00	120.00	0.00	-120.00
PM Date : 29.01	2024						29-01-2021	Breakfast	Fish, Shrimp & Crab Shell	1.00	100.00	0.00	-100.00
Category : I		ten					29-01-2021	Breakfast	Fish, Shrimp & Crab Shell	5.00	\$00.00	600.00	100.00
ltem			Price	Profit			29-01-2021	Breakfast	Fruit Maple Oatmeal	-1.00	-90.00	0.00	90.00
12 Piece Butterfly Shrimo	1.00	120.00	0.00	120.00			29-01-2021	Breakfast	Fruit Maple Datmeal	3.00	270.00	390.00	120.00
12 Piece			3000.0	600.00		- 1	29-01-2021	Breakfast	Grilled Crab Cakes	5.00	1500.00	1750.00	250.00
Butterfly Shrimp	0	0						Breakfast	HOMESTYLE GATMEAL	-1.00	-150.00	0.00	150.00
2 Piece Grilled Crab Cakes	1.00	120.00	0.00	120.00			29-01-2021 29-01-2021	Breakfast Breakfast	HOMESTYLE OATMEAL Hotcakes and Sausage	5.00	750.00	1000.00	250.00
Fish,	1.00	100.00	0.00				29-01-2021	Breakfast	Key Lime Pie	2.00	130.00	200.00	70.00
Shrimp & Crab Shell				100.00			29-01-2021	Breakfast	Sausage Burrito	1.00	65.00	100.00	35.00
Fish, Shrimp & Crab Shell	5.00	500.00	600.00	100.00					Total Profit				1525.00
Fruit Maple	-1.00	-90.00	0.00	90.00									

#### **CATEGORY WISE PROFIT REPORT**

This report shows the category wise profit details.

- Click on CATEGORY WISE PROFIT REPORT.
- Select the daterange.
- Choose CATEGORY.
- Use **PRINT** option to take a print.



						Date Wise Pr	ofit Report				
						Date wise Pri	ла кероп				
2	021	1-29	12:	:00	202	1-1-29 12:00	: 🛱 🗘	llear	Print Option Small Print	⊖ Big Prin	t
4 1 -	of 1.)	н	+ (8)	6	□ Q Q • 100% • 8	Date	Item	Quantity	Cost	Price	Profit
		any na			î		12 Piece Butterfly Shrimp	4.00	480.00	600.00	120.00
			fit Repo			29-01-2021	Balsamic Roast Veg Salad	1.00	100.00	300.00	200.00
Print Date A PM	Time	: 1/29	2021 2:1	15:23		29-01-2021	Caesar Salad	1.00	100.00	300.00	200.00
Date : 29-01	2021					29-01-2021	Chipotle Orange Salad	1.00	100.00	350.00	250.00
ltern			Price			29-01-2021	Fish, Shrimp & Crab Shell	3.00	300.00	350.00	60.00
12 Piece Butterfly Shrimo	4.00	480.00	600.00	120.00			Fruit Maple Gatmeal	2.00	180.00	260.00	80.00
Balsamic	1.00	100.00	300.00	200.00			Grilled Crab Cakes	5.00	1500.00	1750.00	250.00
Roast Veg Salad						29-01-2021	HOMESTYLE OATMEAL	4.00	600.00	800.00	200.00
Caesar Salad	1.00	100.00	300.00	200.00		29-01-2021	Hotcakes and Sausage	4.00	600.00	800.00	200.00
Chipotle	1.00	100.00	350.00	250.00		29-01-2021	Key Lime Pie	2.00	130.00	200.00	70.00
Drange Salad						29-01-2021	Sausage Burrito	1.00	65.00	100.00	35.00
lish, Shrimp & Dab Shell	3.00	300.00	360.00	60.00			Profit		-		1665.00
Fruit Maple Datmeal	2.00	180.00	260.00	80.00							
Sniled Crab	5.00	1500.0	1750.0	250.00							

### DATE WISE PROFIT REPORT

View all date wise profit details using this report.

- Click on DATE WISE PROFIT REPORT.
- Choose the **DateRange**.
- Use **PRINT** option to take a print.

						Product Wis	e Profit Report					
	202	1-1-2	9 05	:00	1 🛱 1	<b>021-1-29</b> 12:0		Clear	Print Optio Small Pr	n nt OBig Pr	int	
1	of 1	⊢ H I	+ (6)	(a)	1 21 <b>H</b> 1005 -	E Date	Item	Quantity	Cost	Price	Profit	
	Com	pany ni	me			01-29-2021	12 Piece Butterfly Shrimp	15.00	1800.00	2250.00	450.00	
Pro	duct W	lse Prof	it Repor	t		01-29-2021	Chipotle Orange Salad	1.00	100.00	350.00	250.00	
Print Date	a Tin	e : 1/29/	2021 2:1	6:03		01-29-2021	Balsamic Roast Veg Salad	1.00	100.00	300.00	200.00	
PM	QN	Cost	Price	Que da		01-29-2021	Caesar Salad	1.00	100.00	300.00	200.00	
		1800.00				01-29-2021	HOMESTYLE OATMEAL	-1.00	-150.00	0.00	150.00	
Butterfly Shrimp			0			01-29-2021	HOMESTYLE DATMEAL	3.00	450.00	600.00	150.00	
Chipotle	1.00	100.00	350.00	250.00		01-29-2021	Gnilled Crab Cakes	3.00	903.00	1050.00	150.00	
Orange Salad						01-29-2021	Hotrakes and Sausage	2.00	300.00	400.00	100.00	
Balsamic Roast	1.00	100.00	300.00	200.00		01-29-2021	Hotcakes and Sausage	2.00	300.00	400.00	100.00	
Veg						01-29-2021	Fruit Maple Datmeal	-1.00	-90.00	0.00	90.00	
Caesar	1.00	100.00	300.00	200.00		01-29-2021	12 Piece Butterfly Shrimp	2.00	240.00	300.00	60.00	
Salad HOMEST	.1.01	.150.00	0.00	150.00		01-29-2021	HOMESTYLE GATMEAL	1.00	150.00	200.00	50.00	
YLE						01-29-2021	HOMESTYLE ONTMEAL	1.00	150.00	200.00	50.00	
L						01-29-2021	Grilled Crab Cakes	1.00	300.00	350.00	50.00	
HOMEST	3.00	450.00	600.00	150.00		01-29-2021	Orilled Crab Cakes	1.00	300.00	350.00	50.00	
OATMEA						01-29-2021	Fruit Maple Datmeal	1.00	90.00	130.00	40.00	

# **PRODUCT WISE PROFIT REPORT**

View all product wise profit details using this report.

- Click on PRODUCT WISE PROFIT REPORT.
- Choose the Date Range and Time Range.
- Click VIEW button.
- Use PRINT option to take a print.

<sup>n</sup> as R	estaura		OS						29 Jar	nuary 2021	
						Produ	ct cost in sales price				
					R view		[]Clear	<ul> <li>Print Option</li> <li>Small Print</li> </ul>	t Ö Big Print		
1	ef 1.)	Н.	• @ (	9 6	■ RI RI+ 100% +	a Id	Product Name	Sale Price	Cost Price	Difference	
	Comp	iny nar	ne			13	12 Piece Butterfly Shrimp	150.00	120.00	30.00	
Pro	fuct cost in	sales p	rice rep	ort		10	2 Piece Grilled Crab Cakes	175.00	120.00	\$5.00	
Print D PM	ate & Time	1/29/20	21 2:16	50		155	Açal Primo Bowl	150.00	100.00	50.00	
Produ	Product		Sale			129	Aloha Pineapple Smoothie	150.00	100.00	50.00	
ct id 13	Name 12 Piece	Price				139	Amazing Greens	200.00	100.00	100.00	
10	Butterfly Shimp	120.00	150.00	30.00		10324	Appetizer Spotlight	300.00	100.00	200.00	
10	2 Piece	120.00	175.00	55.00		147	Apple 'n Greens Smoothie	200.00	100.00	100.00	
	Grilled					10198	Apple Shake	400.00	300.00	100.00	
	Cakes					10320	Apple Snack	150.00	100.00	50.00	
155	Açal Prime Bowl	100.00	150.00	50.00		138	Apples 'N Charge	300.00	100.00	200.00	
129	Aloha Pineappie	100.00	150.00	50.00		10213	Arabian Coffee	400.00	300.00	100.00	
	Smoothie					10212	Arabian Special	900.00	300.00	600.00	
139	Amazing Greens	100.00	200.00	100.0		10266	Armadillo Punch	400.00	100.00	300.00	
10324	Appetizer Spotlight	100.00	300.00	200.0		10249	Arwa	60.00	35.00	25.00	
147	Apple 'n	100.00	200.00	100.0		10177	Avocado Blast	100.00	40.00	60.00	
	Greens Smoothie			0		30	Barron Cheddar	150.00	100.00	50.00	

## **PRODUCT COST N SALES PROFIT REPORT**

View all product cost n sales details using this report.

- Click on PRODUCT COST N SALES PROFIT REPORT.
- Click VIEW button.
- Use PRINT option to take a print.

bø Res	staurant P	os							29 Janu	ary 2021	
					Sales	Return Rej	port				
Day No	From	1		To Date 4		] vi	911	Clear 🔍 Sri	Option nall Print O Big Pr <b>sboard</b>	int	
6.4.1	of 1 ⊨ H	+ 6	🕹 lig 🖬 X	R- 100% ·	Date Date	Cashier	Invoice no	Item	Quantity	Total	
	Company	ame			29-01-2921	Admin	1	HOMESTILE OKTINERS	1.00	0.00	
	Sales Roturn	Report			29-01-2021	Acmin	1	Fruit Maple Catmeal	1.00	0.00	
Print Da	de & Time: 1/290	021 2:1	131 PM					Total		0.00	
Day no	:1							Discount		0	
UPC Code	bern	Qty	Total					Product Discount		0.00	
	r. Admin							Tax Amount		0.00	
UPC7	HOMESTYLE CATNEAL	1.00	0.00					Grand Total		0.00	
UPC4	Fruit Maple Ostmosi	1.00	0.00								
		Total:	0.00								
		count:	0.00								
	Product Di		0.00								
		Tex:	0.00								
	Total:	2.40	0.00								
	Grand To	Col I									
		Total:	0.00								
		iceunt:	0.00								
	Product Di	count:	0.00		¥						

#### **SALES RETURN REPORT**

You can view the details of sales return.

- Click SALES RETURN REPORT.
- Enter **Day No from** and **Day No To**.
- Click **VIEW** button.
- Clear the report by clicking on **CLEAR** button.
- Use **PRINT** option to take a print.



Restaurant POS					29 January 2021	
			Sales Rankin	g Report		
2021-1	-29	Ē	2021-1-29	Print C	Dption all Print O Big Print	
$\in 1  \text{ of } 1 \models  i  \mid +$	0 3 8	🖬 🔍 🔍 - 🗌 100%	P Date	Item	Quantity	î
Company name			01-29-2021	12 Piece Butterfly Shrimp	15.00	
Sales Ranking Rep	port		01-29-2021	HOMESTYLE DATMEAL	3.00	
Date :29-01-2021 To 29-	01-2021		01-29-2021	Grilled Crab Cakes	3.00	
Item	Quantity		01-29-2021	12 Piece Butterfly Shrimp	2.00	
12 Piece Butterfly Shrimp	15.00		01-29-2021	Hotcakes and Sausage	2.00	
HOMESTYLE OATMEAL	3.00		01-29-2021	Hotcakes and Sausage	2.00	
Grilled Crab Cakes	3.00		01-29-2021	Chipotle Orange Salad	1.00	
12 Piece Butterly Shimp	2.00		01-29-2021	Balsamic Roast Veo Salad	1.00	1
Hotcakes and Sausage	2.00		01-29-2021	Caesar Salad	1.00	
Hotcakes and Sausage	2.00		01-29-2021	Sausage Burrito	1.00	
Chipotle Drange Salad	1.00		01-29-2021	HOMESTILE ONTHERL	1.00	
Balsamic Roast Veg Salad	1.00		01-29-2021	12 Piece Butterfly Shrimp	1.00	
Caesar Salad	1.00		01-29-2021		1.00	
Sausage Burrito	1.00			12 Piece Butterfly Shrimp		
HOMESTYLE OATMEAL	1.00		01-29-2021	Fruit Maple Oatmeal	1.00	
12 Piece Butterby Shimp	1.00		01-29-2021	2 Piece Grilled Crab Cakes	1.00	

### SALES RANKING REPORT

View all sales ranking details using this report.

- Click on **SALES RANKING REPORT**.
- Choose FROM DATE and TO DATE.
- Use **PRINT** option to take a print.

Restaurant	POS								29 Jan	uary 2021	
					Cast	iier Sales Rep	ort				
Day no From	1		To 4			Vie	:NV	Clear 8 Sm	Dption all Print ⊖ Big phowed	Print	
( { 1   of 1 }	н (+ ()	<ul> <li>Image: A mail</li> <li>Image: A</li></ul>	<b>A</b> +   1005	8	Day no	Cashier	Petty cash amount	Petty cash amount balance	Paid	Total	
Compa	iy name			î,		Admin	0.00	0.00	1024.00	1025.00	
Cashler	Report					Admin	0.00	0.00	0.00	29/4.00	
				5		Admin	0.00	0.00	0.00	7530.00	1
						Admin	9.00	0.00	9.00	270.00	
Day No:1							Grand Total			6799.00	
User (Admin				. 16							
Opening Total Sale 0.00 1025.00		0.00									
	ference:	1.00									
		1.00									
Day No.2											
User states in											
Opening Total Sale											
0.00 2974.00		0.00									
D	terence:	29/4.00									
Day No.3											
User (Admin											
Opening Total Sala	Pair C	sing									
	0.00	0.00									

# **CASHIER SALES REPORT**

View all cashier sales details using this report.

- Click on CASHIER SALES REPORT.
- Enter DAY NO FROM and DAY NO TO.
- Use PRINT option to take a print.

🕫 Restaurant	POS					29 January 2021						
	User Wike Sales Report											
2021-1-29	Ē	2021-1-29	User Type	All	User All	✓ C Print Option → Big Print						
( ( <mark>1   af 1 )</mark> -	H   + 🛞 🍪 🕼	🗐 20 R   1005	• ® Date	User	Item	Amount						
Company	name		Â	Admin	Cash	2974.00						
User Wise Sa	les Report			Admin	Complementary	0.00						
Print Date & Time: 1/240	2021 2:19:22 PM			Admin	CustomerCredit	2250.00						
Date: 1			1									
Usez Afriin			1	Admin	swiggy	120.00						
Inventory No.:			2	Admin	Cash	2530.00						
Pay Type	Paid Amount		3	Admin	Cash	270.60						
Cost Conglementary	2074.00		4	Admin	Card	1925.00						
Collected	2256.00			Admin	Cash	1925.00						
51/02/	120.00		•	Admin								
Total	5344.00				Grand Total	10194.00						
Date: 2												
User Afmin												
Inventory No.:												
Pay Type	Paid Amount											
Cash	2538.00											
Total	2530.00											
Date: 3												
User Admin												

### **USER WISE SALES REPORT**

• Enter date range and select user type and user

bø Restaurant P					January 2021	
			Cash Drawer Balance Report			
202	1-1-29	Ē	2021-1-29	Print Option Small Print	: O Big Print	
( 4 1 of 1 ≻ )	+ @ 😵   🖨	🗐 23 🔍 -   110%	Description		Amount	
Company n			Total cash		20225.00	
Cash Drower Balar	ice Report		Advance		3730.00	-
Print Date & Time 1920/202	122024 PV		Advance Payment		270.00	-
Description	Amount		Advance Return Payment		-730.00	-
Total cash	28225.03		Customer Account		0.00	-
Advance	3730.02					_
Advance Payment	270.02		Expense		0.00	
Advance Return Payment	-730.02		Vondor payment		0.00	
Customer Account	0.02		Balance		31495.00	
Expense	0.02					
Vendor payment	0.03					
Balance	31495.00					

### **CASHIER DRAWER BALANCE REPORT**

View all Cashier Drawer details using this report.

- Click on CASHIER DRAWERREPORT.
- Enter DATE FROM and DATE TO.
- Use **PRINT** option to take a print.



					Extra Char	ge Report			
		2021-1-2	29	Ē	2021-1-29	Ē		Clear ® Smal Print O	Big Print
4.1	đ	F H   + ∅	۵ ۵	🗐 20 Mj+   1005	B Date	Day no	Invoice no	Extra Charges	Amount
	Cor	npany name			29-01-2021	3	2	Default Delivery	10.0000
		Charges Report			29-01-2021	3		Default Delivery	20.0900
Print Date		129/2021 2:22:3	8 PM		29-01-2021	3	5	AC Cabin	100.0000
Duter	29.01	2621							
Castion					29-01-2021	5	6	Delivery	100.0000
bay no	BVOICE BD	Extra Charges	Amount					Grand Total	230.00
8	2	Dated Delivery	10.00						
5	3	Debut Delvery	20.00						
5	5	ADCen	108.00						
5	6	Delvery Il Extra charges:-							
	TOS	in course charges.	20101						

### **EXTRA CHARGES REPORT**

In this report you can view the report of extra charges.

- Click on EXTRA CHARGES REPORT.
- Select the **FROM** date and **TO** date.

# **PURCHASE REPORTS**

nos Res	taurant POS				29 January 2021	1
				Stock Report		
			E View	st Clear	Print Option     Small Print O Big Print	
( < 1	af t 🕨 🖂 🔅	66	al da 🖣 - 1075 - 🔹 Item C	ode Item	Qty	
	Company name		10	2 Piece Grile	f Crab Cakes -1.00	
	Stock Report		11	Pried Green 1	0.1.0 aotama	
Print Cate 4	Time: 109/2021 2:3	0.53 PM	110	Chipetia Chip	ken and Kice Soup -1.00	
Item Code		Qty	12	Key Line Ne	-2.00	
	2 Piece Grilled Crob Cakes	1.00	13	12 Fiece But	erly Shrino -22.00	
	Fried Green Tomatos	-1.00	14	Utimate Sea	bod Platter -1.00	
110	Chipote Chicken and Rice Soup	-1.00	4	Fruit Maple G		
	Key Lime Pie	-2.00	5	Hetcakes an		
13	12 Piece Butterfly Shimp	-22.00	51	Chopped Sal	ed -2.00	
14	Ultimate Sealcod	-1.00	52	Chipetie Ora	rge Salad -2.00	
	Plater Foul Made	-5 00	53	Balsamic Roa	st Weg Salad -1.00	
	Ostneal		56	Caetar Salat	-1.00	
	Hotcakes and Saussign	-5.00	٥	Sausage Bur	its -1.00	
	Chopped Salad	-2.00	00	Crispy Chick	n Club Salad -3.00	
62	Chipette Orange Salari	-2.00	7	HOMESTYLE	XATNEAL -7.00	
63	Balsamic Reast	-1.00	, 8	Fish, Shrimp	k Crab Shell -9:00	

### **STOCK REPORT**

View all Stock details using this report.

- Click on **STOCKREPORT**.
- Click **VIEW** button.
- Use **PRINT** option to take a print.

Restar	uran	t PC	s					6	29 Janua	ry 2021	2
						Physical Stock Report					
	I				Rview	<b>\$</b> Clear	• Print 0 • Sm	Option all Print OB	ig Print		
i 4 1 − el	1 🖂	11+		9 6	■ AU M(+   100% +	P Item	Receiving	Spolage	Sales	Balance	^
Co	neqm	nam	•			Open Product	0	0.00	0.00	0.00	
Physi	cal Sto	ck Re	port			2 Piece Grilled Crab Cakes	0	0.00	1.00	-1.00	
Print Date & Tin	ne: 1/2	8/2021	2:24:2	8 PM		Creamy Potato Leek Soup	0	0.00	0.00	0.00	
ltern	Rece	Spoll	Sales			Turkey Wild Rice Soup	0	0.00	0.00	0.00	
Open Product	lving 0.00		0.00	8C0		Chos Kirk	0	0.00	0.00	0.00	
2 Piece Grilled Crab Cakes						Great Greens	0	0.00	0.00	0.00	
Creamy Potato	0.00	0.00	0.00	0.00		Purely Orange	0	0.00	0.00	0.00	
Turkey Wild Rice Soup	0.00	0.00	0.00	0.00		Purely Carrot Orange Carrot Twist	0	0.00	0.00	0.00	
Citrus Kick	0.00	0.00	0.00	0.00		Orange Berry Antiesidant	0	0.00	0.00	0.00	
Great Greens	0.00	0.00	0.00	0.00							
Purely Orange	0.00	0.00	0.00	0.00		Kale Orange Power	0	0.00	0.00	0.00	
Purely Canot						Triple Revitalizer	0	0.00	0.00	0.00	
Orange Carrot Twist						Tropical Kido-Start	٥	0.00	0.00	0.00	
Orange Berry Antioxidant	0.00	0.00	0.00	0.00		Purely Apple	0	0.00	0.00	0.00	
Kale Oxange Power	0.00	0.00	0.00	0.00		Grape Juice	0	0.00	0.00	0.00	
W			0.00	0.00		<ul> <li>Cranberry Juice</li> </ul>	0	0.00	0.00	0.00	¥

## **PHYSICAL STOCK REPORT**

View all Physical Stock details using this report.

- Click on PHYSICAL STOCK REPORT.
- Click VIEW button.
- Use **PRINT** option to take a print.

						Stock R	teceiving F	Report					
:	202	1-1-:	29	Ē		2021-1-	29	Ē	<b>\$</b> Clo		eport option Small Print	○ Big Print	
4 1 d 1	⊧ H	4.6	6 6	🗐 🔍 🔍 •   100%	۰,	Receiving Date	Vendor	Batch No	Invoice no	Item	Quantity	Price	Total
Com						29 01 2021	SupplierA	1	1	Otrus Kick	50	40.00	2000.00
Stoc	k Rec	eipts				29 01 2021	SupplierA	1	1	Creamy Pot	100	100.00	10000.00
Print Date & Time	1/25	2021 2-2	6-47 PM			29-01-2021	SupplierA	1	1	Mango Chia	100	100.00	10000.00
Receive Date: 29	.01.20	21											
Vendor : Suppli	erA.												
Batch No: 1 Inv i													
Description		Price											
Citrus Kick			2000.00										
Creamy Potato Leek Soup	100	100.00	10000.00										
Mango Chia Omega Smoothie with Yogut	100	100.00	10000.00										
		Total:	22000.00										
	lax A	nount :											
		Total:	Z2000.00										
Receiving Person	n: Adı	nin											
		nount :	0.00										

### **STOCK RECEIVING REPORT**

View all Stock Receiving details using this report.

- Click on STOCK RECEIVING REPORT.
- Choose DATE RANGE.
- Use **PRINT** option to take a print.



					Tra	insaction F	Report						
	2021	-1-2	9	Ē	2021-:	1-29	Ē	\$ Ge	ər		ort option nall Print (	) Big Print	
	) ⊢ H Ipany n		6	23 4 - 1000 +	Date	Werson No	tdh	ltem	Qu	AUC6	Sale Price	Total Cost:	Total Sale
	ipany n action R				29-01-20	Supp 1		2 Piece Onlied Orab Cakes	10	0.00	129.00	0.0000	1200.00
					29-01-20	Supp 1		Creany Potato Leek Soup	50	0.00	100.00	0.0000	5000.00
Print Date & Tim			37 PM										
Transfer Date: 2 Vonder : Suppli		1											
Vonder : Suppli Batch No : 1	CCAL												
Description	Qtr	Price	Total										
2 Piece Gnilled Crab Cakes	10	120.00	1210.0										
Creamy Potato Leek Soup	50	100.00	5000.0 0										
			0,00										
		Total:	6200.0										
Transfer person	Admin												
		Tax	0.00										
			6210.0										

### STOCK TRANSACTION REPORT

View all Stock Transaction details using this report.

- STOCK TRANSACTION REPORT.
- DATE RANGE.
- Click **VIEW** button.
- Use **PRINT** option to take a print.

						Ingredients Stock Report				
1	Ingred	fients	s	elect	v	View	🗘 Clear	Print O ® Sma	ption IPrint ⊖ Big I	mint
< 1	of	1 F. H	+ (	8 6	🖬 🖬 🖬 - 1007s	Ingredients	Units	Total Quantity	Sale Qty	Current
		ients Stoc				Suzgr	gran	6.60	0.00	0.00
Print Di	ete & Tir	ne: 1/25/3	02122	MA AN		Cili Pewder	gram	110.00	0.00	110.00
	Unit.	Targi City 0.00				Turmeric Powder	gran	200.00	0.00	200.00
CII Rowder Turnetic Powder	(781 (781	110.00								

# **INGREDIENTS STOCK REPORT**

View all Ingredients Stock details using this report.

- Click on INGREDIENTS STOCK REPORT.
- Choose Ingredients from the list.
- Click VIEW button.
- Use **PRINT** option to take a print.

						Ingredient	s Receivin	ng Report				
		1-1-2	~		20	021-1-29	~		View	Print Option		
	Ing	redien	ts Select	t v		Vendor	Select		<ul> <li>Clear</li> </ul>	Small Print	O big Print	
4 1				a 🗋 21 M,+   1005 →		Date	Receiving	Vendor	Ingredients	Unit	Quantity	Amount
		ny name				29-01-2021	1	SupplierA	Gill Powder	gram	10.00	103.00
Ingred	ients Re	cehing i	Roport			29-01-2021	1	SupplierA	Cill Powder	gram	100.00	1030.00
Print Date 8	Time: 1	23/2021 2	28.46 PM			29-01-2021	1	SuppletA	Tarmeric Powder	gram	200.00	1000.00
Name	Unit	City	Amount									
29 01 2021												
SupplierA												
Receiving I												
Cilli Pozder		10.00	100.00									
Cill Pouder Turmenc	gan	100.00	1002.00									
Powler	In	tal Tax:	\$15.00									
		Tetal:	2205.00									
	Ta	tal Tax:	935.00									
		Totat	2205.00									

# **INGREDIENTS RECEIVING REPORT**

View all Ingredients Receiving details using this report.

- Click on INGREDIENTS RECEIVING REPORT.
- Enter the date range.
- Select ingredients and vendor.
- Use **PRINT** option to take a print.

* Restaur	ant P	os					29	January 2021
					Ingredients Profit Repo	rt		
	2021	-1-2	9	ii.	2021-1-29	<b>\$</b> a	Print Option Small Print	) Big Print
+1 of	1 F H	+ (6)	ê 6	🗐 💭 🔍 - 🗌 100%	R Product Details	Cost Price	Sale Price	Profit
					HOMESTYLE CATMERL	-150.00	0.00	150.00
Ingredier	ts Wise F	rofit Rep	ort		Fruit Maple Oatmeal	-90.00	0.00	90.00
Print Date: 10	9/2021 2:	9:28 PM			Fish, Shrimp & Crab Shell	100.00	120.00	20.00
prd desc	Cost	sale p			Fish, Shrimp & Crab Shell	100.00	120.00	20.00
HOMESTYLE OATMEAL	-150.00	0.00	150.00		HOMESTILE GATMEAL	150.00	200.00	50.00
Fruit Maple Catmeni	-90.00	0.00	90.00		Fruit Maple Oatmeal	90.00	130.00	40.00
Fish, Shimp &	100.00	120.00	20.00		Grilled Crab Cakes	300.00	350.00	50.00
Crab Shell Fish, Shimp &	100.00	120.00	20.00		Hotcakes and Sausage	300.00	400.00	100.00
Crab Shell					Key Line Pie	65.00	100.00	35.00
HOMESTYLE OATMEAL	150.00	200.00	50.00		2 Piece Grilled Crab Cakes	120.00	0.00	-120.00
Fruit Maple Oatmeal	90.00	130.00	40.00		Fish, Shrimp & Crab Shell	100.00	0.00	-100.00
Grilled Crab	300.00	350.00	50.00		12 Piece Butterfly Shrimp	120.00	0.00	-120.00
Cakes Hotcakes and	300.00	400.00	100.00		12 Piece Butterfly Shrimp	120.00	150.00	30.00
Sausage					Fish, Shrimp & Crab Shell	100.00	120.00	20.00
Key Line Pie 2 Piece Golled		100.00	35.00		12 Piece Butterfly Shimp	1800.00	2250.00	450.00
2 Piece Grilled Crab Cakes	120.00	0.00	120.00		<ul> <li>Grilled Crab Cakes</li> </ul>	300.00	350.00	50.00 ~

# **INGREDIENTS PROFIT REPORT**

View all Ingredients Profit details using this report.

- Choose DATE FROM and DATE TO.
- Use PRINT option to take a print.



las	Restaura	ant PC	S						29 J	anuary 2021	
						Stock	/alue Report				
				E	iew		Sclear	Print Option Small Print	O Big Prin	e	
4	1 ef 1 )	- H   +		000	• 100% •	Product ID	Item	Price	Stock	Total Amount	
		apany na				10	2 Piece Grilled Crab Cakes	120.00	-11.00	-1320.00	
	Stock	Value Re	peet			100	Creamy Potato Leek Soup	100.00	50.00	5000.00	
Print I	Date & Time :	1/29/202	2.30.3	6 PM		10161	Citrus Kick	40.00	50.00	2000.00	
ltern Code		Price	Stock	Total		11	Fried Green Tomatos	100.00	-1.00	-100.00	
	2 Piece Gdiled	120.00	-11 00	-1320.00		110	Chipotle Chicken and Rice Soup	100.00	-1.00	-100.00	
	Crab					12	Key Line Pie	65.00	-2.00	-130.00	
100	Caskes	100.00	50.00	5000.00		127	Mango Chia Omega Smoothie with Yogurt	100.00	100.00	10000.00	
	Potato Leek Soup					13	12 Piece Butterly Shrimp	120.00	-22.00	-2640.00	
	Citrus Kick	40.00	50.00	2000.00		14	Ultimate Seafood Platter	100.00	-1.00	-100.00	
1	Fried	100.00	-1.00	-100.00		4	Fruit Maple Oatmeal	90.00	-6.00	-540.00	
	Green Tomatos					5	Hotcakes and Sausage	150.00	-5.00	-750.00	
110	Chipotle	100.00	-1.00	-100.00		51	Chopped Salad	100.00	-2.00	-200.00	
	Chicken and Rice					52	Chipotle Orange Salad	100.00	-2.00	-200.00	
12	Soup Key Lime	65.00	-2.00	-130.00		53	Balsamic Roast Veg Salad	100.00	-1.00	-100.00	
	Pie					55	Caesar Salad	100.00	-1.00	-100.00	
127	Mange	100.00	100.0	10000.00		. 6	Sausage Bumito	65.00	-1.00	-65.00	

### **STOCK VALUE REPORT**

View all Stock Value details using this report.

- Click on STOCK VALUEREPORT.
- Click VIEW button.
- Use **PRINT** option to take a print.

las Resi	taurant POS						29 Janu	ary 2021	$\rightarrow$
				Low S	tock Report				
			E View		<b>C</b> lear	Print Option Small Print	O Big Print		
1	of1 ⊨ ≥ i i e (	8 🚯 🖨	🖬 🖳 🖣 - 1075	Product ID	Item		Cost	Quantity	1
	Company name			10	2 Piece Grilled Crab Cakes		129.00	-11.00	
	Low Stock Report			11	Reied Green Tomatos		100.00	-1.00	
Print Date PM	8 Time : 1/29/2021	2:31:67		110	Chipotia Chicken and Rice Soup		100.00	-1.00	
item Code	hen	Stock		12	Key Line Pie		65.00	2.00	
10	2 Flace Grilled	-11.00		13	12 Fiece Butterfly Shrimp		120.00	-22.00	
	Crah Cakes Fried Green	.1.00		14	Ultimate Seafood Platter		100.00	-1.00	
	Temates			4	Fruit Maple Catmeal		90.00	-6.00	
110	Chipelle Chicken and Rice Soup	-1.00		5	Fotrakes and Sausage		150.00	-5.00	
12	Key Lime Pie	-2.00		51	Choosed Salad		100.00	-2.00	
13	12 Piece Butterfly Shrimo	22.00		52	Chipotle Grance Salad		100.00	-2.00	
14	Ultimate Scalcod	-1.00		5	Balsanic Roast Veg Salad		100.00	1.00	
	Platter Frat Maple	-6.00			Caetar Salad		100.00	-1.00	
	Ostreal			0	Sausace Burrits		65.00	-1.00	
5	Hotcakes and Sausage	-6.00		-	Dristy Chicken Club Salad		100.00	-1.00	
	Chopped Salad	2.00							
62	Chipetle Orange Selari	-2.00		7	HOMESTYLE OATNEAL		150.00	-7.00	
	SHIEL D	4.00		. 8	Fish, Shrimp & Crab Shell		100.00	-9.00	

## LOW STOCK REPORT

View all Low Stock details using this report.

- Click on LOW STOCKREPORT.
- Click VIEW button.
- Use **PRINT** option to take a print.

						Expense De	tails Report			
Exp	2021-1 iense Typ		:00 [	•	202	11-1-29 12:00	:	🚓 Clear	Option ⊨al Print ⊖ Big	Print
4.1	of 1 > >	1   + 6	<ul> <li>6</li> <li>8</li> </ul>	23 4. 1005	۰. 8	Date	Name		Invoice no	Amount
	Company	name				28/01/21	type 1		1	500.00
994 T	Total	liptnets	500.00							

### **EXPENSE DETAILS REPORT**

View all Expense details using this report.

- Click EXPENSE DETAILS REPORT.
- Choose DATE RANGE.
- Choose Expense type.
- Use PRINT option to take a print.

🚥 Rest	aurant	POS										29 Januar	γ 2021
							Ven	dor Rep	ort				
	01/01/2	1	Ċ	)	01/29/2021	Ē	Vendor	Sup	plier/	v Cicor	Print Optio ® Small Pri	n int OBig Prin	t
( ( )	at 1 (+ )	11+	06	6	20 <b>A</b> - 1896	• •	Date	Vendor	Тура	Batch No	Invoice no	Debit	Credit
	Compan	nam	e			î	01/21/21 00	Supple	Stoc	1	1	0.00	600.00
	Vendori	lepor					01/21/21 00				2	0.00	1200.00
£0/01/2021	to 28/65/200	1					01/21/21 00	Supple	910C	3	3	0.00	2400.00
Vendor :5	iusplicsA						01/21/21 00	Supple	511C	4	4	0.00	1206.00
	Carry Forwa	ed :					01/27/21 00				6	0.00	500.60
Type	Batch No In N		lebit	credit			01/28/21 00				1	0.00	220.60
Stock Receiving	1	1	0.03	600.0 0			01/28/21 00				123	0.00	252.50
Stock Receiving	2	2	0.00	1200.			01/22/21 00	Supple	Stoc	5	3	0.00	400.00
Stock	2	3	0.00	2400			01/28/21 00	Supple	Stoc	7	7	0.00	1200.00
Receiving Stock			0.03	00 1200.			01/28/21 00	Supple	Stoc	8	8	0.00	17772.00
Receiving				66			01/28/21 00	Supple	9tec	9	9	0.00	3333.00
Stock Receiving	6	6		Ð			01/28/21 00	Supple	9tec	10	10	0.00	1111.00
Ingredient Receiving	1	1	0.00	220.0			01/28/21 00	Supple	91ec	11	11	0.00	10100.00
Ingredient Roceiving	2	123	0.00	282.5									
Stock Receiving	5	5	0,00	400.0 D									
Charles .		2	0.05	1350		~							

#### **VENDOR REPORT**

View all Vendor details using this report.

- Click on VENDORREPORT.
- Choose FROM DATE and TO DATE.
- Choose Vendorname.
- Use **PRINT** option to take a print.



### COST REPORT

• Select the date range and click view button.

				Cos	t Reports				
-1-29	Ċ	C	2021-1-29	Ē	E View		🗘 Clear	Print Option ® Small Print O Big	Print
÷н	+ (6)	۵ ا	23 R- 100% ·	8 Date	Item	Quantity	Cost	Price	Total Cost:
				01-29-2021	Citrus Kick	50	40.00	100	2000.00
ost Repo	rta			01-29-2021	Creamy Pot	000	100.00	300	10000.00
ne:1/28/	2021.2:3	7.02 PM		01-29-2021	Nango Chia	900	100.00	150	10000.00
12.00.00	AM								
Cost	Price	Total							
0 40.00	100.00	2900.00							
0 100.00	100.00	10000 0 0							
0 100.00	150.00	19000.0							
	-	2900.00							
		2900.00							
	<ul> <li>H</li> <li>npaty n</li> <li>ne:1/250</li> <li>12:00:00</li> <li>Cost</li> <li>40:00</li> <li>100:00</li> </ul>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>		Cost Processor     Series 10 (100 (100 (100 (100 (100 (100 (100	N H         • • • • • • • • • • • • • • • • • • •	P         P	N         0	N         I	

405 R	estauran	t POS						29 Janu	ary 2021	- 2
					Invent	ory Reports				
				E, View		Clear 🕈	Print Option     Small Print	O Big Print		
∈ 1			66	🖬 🔍 - 1075	* Product ID	Item		Cost	Quantity	1
					10	2 Piace Grilled Crob Cakes		170.00	-11.00	
	Investory	4 1 ) k = 0 (2) (2) (2) (4) (3) (4) (5) (5) manyon yama manana hapata (3) (2) (2) (2) (2) (4) (2) (4) (3) (2) (2) (2) (4) (2) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4	300	Creamy Potato Look Scup		100.00	50.00			
Print D. FM	ote & Time :1	29/2021 :	2,37,42		20161	Citrus Kick		40.00	50.00	
ltem	Item	Cost	Balance		31	Hied Green Tomatos		100.00	2.00	
Code 10	2 Pinte	100.00	11.70		110	Chipotle Chicken and Rice Soup		100.00	-1.00	
	Gilled Crab Cakes	120.00	-11.50		12	Key Line Pie		65.00	-2.00	
100	Ceany Patato Lask	100 00	50.00		127	Mango Chia Omega Smoothie with Yo 12 Piece Butterfly Strings	gurt	100.00	-23.00	
10161	Saup Cirus Kick	40.00	60.00		14	Ultimate Seafood Platter		100.00	-1.00	
11	Fried Green Tematos	100.00	-2.00		4	Fruit Maple Oatmeal		90.00	-7.00	
110	Chipstle		-1.00		5	Hotcakes and Sausage		150.00	-6.00	
	Chicken and Rice Soup				51	Chepped Salad		100.00	-2.00	
12	Key Line Pia	65.00	-2.00		52	Chipotia Grange Salad		100.00	-2.00	
127	Mango Chia	100.00	100.00		53	Balsamic Roast Veg Salad		100.00	-1.00	
	Omega Smoothie with Yogurt				50	Caesar Salad		100.00	-1.00	
	Allbert	433.50	10.10		v 0	Sausage Burrito		65.00	-1.00	¥

## **INVENTORY REPORT**

View all Inventory details using this report.

- Click on INVENTORYREPORT.
- Click **VIEW** button.
- Use **PRINT** option to take a print.

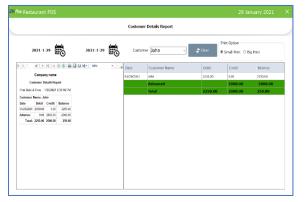
Pas Resta	aurar	t PC	s						29 Janua	ry 2021
					Inventory	Transaction Reports				
	I				View	🖨 Clear	Print C	lption Il Print O B	ig Print	
				9 6	Al M. 100% # Item	1	Receiving	Spolage	Sales	Balance
	ompany				Open Produc	t 0		0.00	0.00	0.00
Invento Print Date &					2 Piece Grille	d Crab Cakes 0		10.00	1.00	-11.00
Print Date & PM	Time .1	25/200	12.38	40	Creamy Pota	to Leek Soup	00	50.00	0.00	50.00
Item	Recei				Turkey Wild I	ice Soup 0		0.00	0.00	0.00
	ving	-		nce	Citrus Kick	5	0	0.00	0.00	50.00
12 Piece Butterfy Streng	0.00	0.00	23.00	23.00	Great Green			0.00	0.00	0.00
2 Piece	0.00	10.00	1.00		Purely Orang			0.00	0.00	0.00
Grilled Crab Cakes				11.00	Purely Carrol			0.00	0.00	0.00
Açal Primo Boxt	0.00	0.00	0.00	0.00	Orange Cam			0.00	0.00	0.00
Aloha	0.00	0.00	0.00	0.00	Orange Berry	Antioxidant 0		0.00	0.00	0.00
Pincapple Smoothie					Kale Orange	Power 0		0.00	0.00	0.00
Amazing	0.00	0.00	0.00	0.00	Triple Revital	zor 0		0.00	0.00	0.00
Greens Accentizer	0.00	0.00	0.00	0.00	Trepical Kido	Rart 0		0.00	0.00	0.00
Spotlight					Purely Apple	a		0.00	0.00	0.00
Apple in Greens	0.00	0.00	0.00	0.00	Grape Juice	a		0.00	0.00	0.00
Smoothie	0.03				Cranberry au	os 0		0.00	0.00	0.00

### **INVENTORYTRANSACTIONREPORT**

View all Inventory Transaction details using this report.

- Click **VIEW** button.
- Use **PRINT** option to take a print.

# **CUSTOMER REPORTS**



### **CUSTOMER DETAILS**

View all Customer details using this report.

- Click on CUSTOMER DETAILS REPORT.
- Choose FROM DATE and TO DATE.
- Choose CUSTOMER.
- Use PRINT option to take a print.

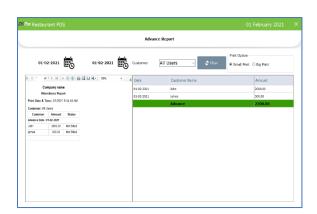


					Custom	er Points Report			
	2021-1-1	Ē	)	2021-1-29	Customer	All	→ 🗘 Refresh	Print Option Small Print	O Big Print
1 4 1	of 1 (+ )-)	+ 🛞 💰	( ( 🗐 🗍	ia 44.+   100% - •	B Customer I	Name	Date	Invoice no	Points
	Company r	eme			satheesh		2321-01-78	42	10
Custom	er Point Cred	h&Dobit Re	sport		satheesth		2921-01-28	43	40
	fint Gate & Tim	e 1 05 0021 0	alcess PM		sathered		2321-01-28	44	-20
CusName	sathorsh				steet		2321-01-28	43	10
Nobile no Date	123 invoice	Der No 1			sathoesh		2321-01-28	44	20
2021-03-28	42		101109		anal		2021-01-28	48	-20
2021-01-28	()		0)						
2025-05-28	-44	2	-20		anal		2921-01-28	50	20
2025-05-28	43		10		satheesh		2021-01-28	44	50
2021-01-28	44		-20		anal		2321-01-28	45	50
85404515	64		10		amal		2323-03-28	47	30
2025-05-28	51		-20		sathersh		2321-01-28	51	-20
	Total Crea		20		Total Point	te			30
		n Paintsy ing Point	-60		Julie				
CusName	anal	ng Pan							
	4545								

### **CUSTOMER POINTS**

View all Customer Points details using this report.

- Click on CUSTOMER POINTS REPORT.
- Choose FROM DATE and TO DATE.
- Choose CUSTOMER.
- Use **PRINT** option to take print.



# **CUSTOMER ADVANCE**

View all Customer Advance details using this report.

- Click on CUSTOMER ADVANCE REPORT.
- Choose FROM DATE and TO DATE.
- Use **PRINT** option to take a print.

		Customer Gift G	ard Report				
Lustomer All	~ Expiry Cards	E	Vew	🗢 Refresh	Print Option	n int. OBig Print	
4 1 of 1 > H   + 0 😵 😂 🗃	20 M - 1806 - a	Customer Name	Card No	Expiry Date	Issue Amount	Used Amount E	lemaining talance
Company name Customer GillCard Report Print Date & Trave 126/001 428/29 PM		San	12345	2323-04-20	990.00	141.00 8	48.4010
Name Som							
CardNo Ex-Date Issue Amt Used Amt 12345 2021-04-29 990.00 141.60							
12345 2121-04-28 99110 14160 Remaining Balnce Amount: 648.40							
Generated fig27pos							

### **CUSTOMER GIFT CARD**

View all Customer Gift Card details using this report.

- Click on CUSTOMER GIFT CARD REPORT.
- Choose **FROM DATE** and **TO DATE**.
- Use **PRINT** option to take a print.

# **TAX REPORTS**

	staurar										anuary 2021	
						S	ales Tax Report					
	2021-1	-29	0	2021-1-29	Ē	c	ategory All		<b>\$</b> Cear	Print Option Small Print O	Big Print	
1 4 3	af 1.)	H  +	8 <b>8</b> 8	🗐 21 H   10%	۰,	Date	Day no	Invoice	Net Amount	Tax Amount	Gross Amount	
		ny name				7	29-01-2021	30	570.00	6.00	579.00	
		ax Report				8	29-01-2021	34	710.00	127.80	837.80	
Print Dat	te & Time: 1	29/2021 2	46:55 PM			F	Total		1280.00	127.80	1407.80	
Invol	Net	Tax Amount	Gross Amount				Total		1200.00	127.00	1407.00	
	Amount 9-01-2021	Ameunt	Amount									
Day no												
33	570.00	0.00	578.00									
Day no												
34	710.00	127 50	837.83									
Treed	4100 10	497.44										
Total	1290.00	127.80	1407.80									
						1						

### **SALES TAX REPORT**

View all Sales Tax details using this report.

- Click on SALES TAXREPORT.
- Choose FROM DATE and TO DATE.
- Choose CATEGORY.
- Use **PRINT** option to take a print.



m K	estaurant	POS						29	January 2021	
					Tax Re	ort				
	20	21-1-	29	Ē	2021-1-29	Ē	🗢 Clear	Print Option Small Print	O Big Print	
1	1 of 1 }	H   + 6	6 6	2 2 <b>2</b> - 10%	• Date	Invoice	User	Debit	Credit	1
	Company				29-01-2021	1	User: Admin	0.00	0.00	
	Tax Re				29-01-2021	1	Ingredients Receiving JV	0.00	50.09	
	Description	Debit	Centr		29-01-2021	1	Ingredients Receiving Ju.	0.00	55.09	
	29 01 2021				29-01-2021	1	Stock Receiving Wendor	0.00	0.00	
1	User: Admin	0.00	0.00		29-01-2021	4	User: Admin	0.00	0.00	
1	Ingredients Receiving	0.00	52.00		29-01-2021	5	User: Admin	0.00	0.00	
	Vendor SupplerA				29-01-2021	6	User: Admin	0.00	0.60	
	Val No: SupplierA				29-01-2921	10	User: Admin	0.00	0.00	
1	Ingredients	0.00	55.00		29 01 2921	15	User: Admin	0.00	0.60	
	Receiving				29-01-2023	20	Uper: Admin	9.00	0.00	
	SupplierA, Val. No.				29-01-2021	23	User: Admin	0.00	0.00	
	SupplerA				29-01-2921	24	User: Admin	0.00	0.60	
1	Stock Receiving	0.00	0.00		29-01-2021	25	User: Admin	0.00	0.00	
	Vender SupplierA				29-01-2021	27	User: Admin	0.00	0.00	
	Vat No: SupplierA				29-01-2021	28	User: Admin	0.00	0.00	
4	User: Admin	0.00	0.00		* 29-01-2021	29	User: Admin	0.00	0.00	Ξ.

### **TAX REPORT**

View all Tax Details using this report.

- Click on TAXREPORT.
- Choose FROM DATE and TO DATE.
- Use **PRINT** option to take a print.

# **OTHER REPORTS**

bs Res	taurar	nt POS							29 Ja	nuary 2021	
						Ore	ler Summa	ry Repor	τ		
	2	021-1	-29	Ē		2021	-1-29	Ē	Clear @ Small Print O B	ig Print	
( ∈ 1	of 1.)	H  +	8 🚱 🔒	🗐 🕄 🔍 -   1025	• *	Order	Date	Time	Item	Status	-
		iny name				1	29-01-2021	10:42:01	Fruit Maple Oatmeal - 1,Fruit Maple Oatmeal - 1,12 Piece	Order Created	
		inary Repo				2	29-01-2021	10:51:53	Fish, Shrimp & Crab Shell - 1,12 Piece Butterfly Shrim.	Order Created	
Print Date	& Time: 10	29/2021 2:48	10 PM			3	29-01-2021	10:52:28	Fish, Shrimp & Crab Shell - 1,12 Piece Butterfly Shrim.	. Order Created	
Time			Status		- 5	4	29-01-2021	10:52:59	Fish, Shrimp & Crab Shell - 1.Fruit Maple Datmeal - 1	Order Created	
	:1 Dele:2	9-01-2021			- 1	5	29-01-2021	12:20:12	HOMESTYLE OATHEAL - 1,12 Piece Butterfly Shrimp - 1,Fis	Order Created	
Invoice r 10.42.01		End?	Order		- 1	5	29-01-2021	12:22:18	HOMESTICE OATMEAL - 1.12 Piece Butterfly Shrimp - 1.Fis		
10.42.01			Created		- 1	5		12:22:48	HOMESTYLE CAUMEAL - 1.12 Piece Butterfly Shrimp - 1.Fis		
		1,Fruit			- 1	6		12:24:22	12 Piece Butterfly Shrimo - 1 Fish. Shrimo &amo: Crab Sh.,		
		Maple Oatmeal			- 1	7	29-01-2021		12 Piece Butterfly Shring - 1/Sh. Shring Barro: Crab Sh.,		
		1,12 Piece Batterfly				·	29-01-2021	12:24:30	12 Here Botteniy Simmy - 1/Han, Simmy Gamp) Crab Situ	order creates	
		Shrimp - 1									
	2 Date: 2	1585 10-9									
Invoice r											
10:51:53			Order Created								

### **ORDER SUMMARY REPORT**

View all Order Summary Details using this report.

- Click on ORDER SUMMARY REPORT.
- Choose FROM DATE and TO DATE.
- Use PRINT option to take a print.

as Re	sta	urant PC	)S							29 Jai	nuary 2021
						A	ction Log I	Report			
Form			All	Ÿ	Status	All		×	User	All Users 🗸	nt Option Big Print
	Ľ,	9	2021-1-29		E.	207	1-1-29			🗢 Clear 🖉	Small Print
( ( )		af1 ⊨ H I	* 🖲 🚱 🛔	🗐 🕮 💐 +   1005		E Log	User	Form	Description		Status
		ompany na	ne			29-01-2	. Admin	Login	Work period sta	arted for UserID:1 on dayno:1	Add
	h	tion Log Rep	reet			29-01-2	Admin	Admintality	Utility options n	nodified	Fdt
Print Dat	te & T	ime : 1/23/2021	2:48:52 PM			29-01-2		Admintitiiky	Utility options a		fig.
User	Statu	Form	Description			29-01-2		AdminUtility	Utility options n		E-de
Lon Da	5 80 1	29-01-2021				29-01-2		WorkPerced		arted for User:Admin on dayno:2	244
Admin		Login	Work period			29-01-2		WorkPerroid		arted for User:Admin on dayno:3	144
			stated for UserID.1 on deute:1			29-01-2.		WorkPeroid		arted for User:Admin on dayno:4	Add
Admin I	Edit	AdminUtility	Usiky			29-01-2.	. Admin	WorkPeroid	Work period sta	arted for User:Admin on dayno:5	Add
			options modified			29-01-2.	. Admin	WorkPeroid	Work period sta	arted for User:Admin on dayne:6	Add
Admin I	Edit	AdminUtility	Utility options modified			29-01-2.		WorkPeroid		arted for User:Admin on dayno:7	Add
Admin I	Edit	AdminUtility	Utility options modified			29-01-2.		WorkPeroid WorkPeroid		arted for User:Admin on dayne:8 arted for User:Admin on dayne:9	Add Add
Admin .	Add	WorkPeroid	Work period started for User.Admin on dayno:2								

### **ACTION LOG REPORT**

View all Action Log Details using this report.

- Click on **ACTIONLOG**.
- Choose FOOD SERVER, STATUS, and USER.
- Choose FROM DATE and TO DATE.
- Use **PRINT** option to take a print.

4 1 of 1 > Compar Food Voice Print Date & Time 10 Assucher JoucherCode Used	rry name chor Roport 29/2021 4:35.6 chor 1	9 <b>43 11 1</b> 4 3 FM	C Expired	^	Food Vouch O Used Voucher Series voucher 1 voucher 1	Voucher Code 2192955	Expiry Date 2021-02-28		nt Option Small Print O B Javoice mo	Amour Status
4 1 of 1 > Compar Food Voice Print Date & Time 10 Voiceher Voiceher VoiceherCode Used	H + + 1 Iny name cher Report 29/2021 4 35 6 cher 1				Voucher Series	Voucher Code 2192955	Expiry Date	Used Date	Small Print O B	Amour Status
Compar Food Vouc Print Date & Time 1/2 Voucher Sorties : VoucherCode Used	rry name chor Roport 29/2021 4:35.6 chor 1		<b>↓</b> - 103		voucher 1	Code 2192955				
Food Voue Print Date & Time 10 Voucher Sarles : VoucherCode Used	cher Roport 29/2021 4:35.6 ther 1	3 PM				2192955	2021-02-28	2021-01-29	42	
Print Date & Time 10 Voucher Serfes : VoucherCode Used	29/2021 4 35.6 ther 1	3 PM			voucher 1	-				20.00 Used
Vauchar vouch Sarlas : VoucherCode Used	ther 1	3 PM				2776514	2021-02-28			20.00 Avai
Series : VoucherCode Used					voucher 1	4505394	2021-02-28			20.00 Avail
VoucherCode Used					voucher 1	12175	2021-02-28			20.00 Avai
2192965 2021-		Status			voucher 1	4088035	2021-02-28			20.00 Avai
	-01- 20.00	Used			voucher 1		2021-02-28			
2778514	20.00	<i>Ini</i>				3312030				
2505354	20.02	Arei			voucher 1	6104377	2021-02-28			20.00 Avai
12175	20.00	And			voucher 1	1883054	2021-02-28			20.00 Avail
4588515	20.00	Acei			voucher 1	4003000	2021-02-28			20.00 Avail
3312516	20.00	Acal			voucher 1	6758741	2021-02-28			20.00 Avail
6104377	20.00	Ani								
1883084	20.00	Atal								
4983556	20.00	Ani								
6758741	20.00	Acai								
Total no of Food V	Asucher Gen:	93		- 1						
Total no of Fo	ood Voucher:	1								

#### **FOOD VOUCHER REPORT**

View all Food Voucher Details using this report.

- Click on FOOD VOUCHER REPORT.
- Choose VOUCHER SERIES.
- Use **PRINT** option to take a print.



# Restau	rant i	POS								29 Janu	ary 2021	
						Gratuity / Tip Report						
2	021-1	-1	0	2021-1-29	Ē	Food Server	<u></u>	v out	Clear 🛞 Sm	Dption all Print O Big P	int	
i 1 of	1 ) )	+ (6)	8 A I U I	4 - 100%	۰.	Date	Invoice no	Bill Amount	Vendor	Tip	Status	
	Company	name			î	01/28/21 00:00	70	600.0000	asha	79.0000	Adjusted	
Gt	ataity / T	ip Report				01/28/21 00:00	70	600.0000	linto	5,0000	Adjusted	
Pris	nt Cote & 1	ime129203	11 S:41:29 PM			01/28/21 00:00	1	600.0000	asha	60.0000	Adjusted	
Vendor		Bilant	2			01/28/21 00:00		600.0000	linto	0.0000	Adjusted	
Date \$/28/2021	invoce 7/	600 0000	Gratuity 79.0000			01/28/21 00:00	1	-600.0000	linto	-60.0000	Adjusted	
12:00:00 AM						01/28/21 00:00		650.0000	linto	5,0000	Adjusted	
1/20/2021 12:00:00 AM		600.0000	60,0000			01/28/21 00:00		600.0000	asha	30.0000	Adjusted	
1/28/2021 12:00:00 AM		600.0000	30.0000			01/28/21 00:00		-600.0000	linto	-40.0000	Adjusted	
1/28/2021 12:00:00 AM		660.0000	5.0000			01/28/21 00:00		-600.0000	linto	0.0000	Adjusted	
1/28/2021	1	500,0000	50,0000			01/28/21 00:00		650.0000	asha	5,0000	Adjusted	
12:00:00 AM			50.0000			01/28/21 00:00		600.0000	linto	30.0000	Adjusted	
12:00:00 AM		600,000				01/28/21 00:00		600.0000	asha	60.0000	Adjusted	
Vander	Б	otal Graduity	294.0000									
Date	imper	Bilant	Gratuity			01/28/21 00:00	/	-600.0000	asha	60.0000	Adjusted	
1/28/2021 12:00:00 AM	71	600.0000							Total Tip Amou	nt 214.00		
12:00:00 PM		600.0000	0.0000									

## **GRATUITY/TIP REPORT**

View all Gratuity Details using this report.

- Click on GRATUITY REPORT.
- Choose FROM DATE and TO DATE.
- Choose FOOD SERVER.
- Use PRINT option to take a print.

								Order	Details R	enort				
								Order	Decails R	cport				
Food !	Sarwa	A	.11		v	Status	All			~ Priority	All	v	Print Op O Big P	
	6	2	021-	1-1		Ē	202	1-1-2	9		\$0	lear	® Smal	
4.4				0 3 4	<b>⊇</b> 20 <b>4</b> +   1	v. •	B Da	:e	Order	Invoice no	Tickets	Priority	Food Server	Order Status
		Company					214	1-2021	1	6	Cancelled T1	Normal		Order Creat.
		rder Detai					214	1-2021	2	7	Cancelled	Urgent	asha	Delvered
		line: 1200					21-	1-2021	3		Cancelled	Normal	into	Order Creat.
Ord.	Inv. 100	Status	Priority	Food Server			254	1-2021	1	19	Cancelled	Normal	asha	Order Creat.
Creat	te Dete	: 21-01-2	21				21.4	1-2021	4	9	Cancelled	Normal	asha	Order Creat.
1	6	Order Created	Normal				254	1-2021	2	20	Cancelled	Normal	asha	Order Creat
2	7	Delvered	Urgent	26 <b>1</b> /3			214	1-2021	5	10	Cancelled	Urgent	atha	Order Creat.
3	8	Order Created	Normal	lista			254	1-2021	3	21	Cuick Serve	Normal	asha	Order Creat.
4	9	Order	Normal	85 <b>%</b> 3			29-4	1-2021	1	101	Quick Serve	Normal	asha	Order Creat.
5	10	Order	Urgent	85.33			284	1-2021	4	65	Table T10	Normal	asha	Order Creat.
		Created					284	1-2021	5	75	Ouick Serve	Normal	linto	Order Creat
Creat	e Date	: 25-01-2	21											
1	19	Order	Normal	8533										
2	20	Order	Normal	86 <b>1</b> 38										

# ORDER DETAILS REPORT

View all Order Details using this report.

- Click on ORDER DETAILS REPORT.
- Choose Food Server.
- Choose STATUS.
- Choose PRIORITY.
- Choose FROM DATE and TO DATE.
- Use PRINT option to take a print.

		Can	el Order Rep	ort			
2021-1-29	Ē	2021-1	1-29	0	🖨 Clear	Print Option Small Print: O Big Print	
i 4 1 - #1⊁ H  + ⊕ ⊗  &	2 2 9. 1805. · "	Day no	Date	Invoice no	Item		Quantity
Company name		1	29-01-2021	2	12 Piece Butterfly Shrimp		1.0900
Year Wire Report Print Date & Time 1(29(2)2) 4 45 51 Pil							
No. env Re Day so 1 2 12 Picce Dutwdy (12002 Shrimp							

### **CANCEL ORDER REPORT**

View all Cancel Order Details using this report.

- Click on CANCEL ORDER REPORT.
- Choose FROM DATE and TO DATE.
- Click SEARCH button.
- Use PRINT option to take a print.

as R	estaurant PC	s						29 Januar	y 2021
					Work Per	iod Reports			
	2021-1-29	Ē	2021-1-29	Ē	User	All Users	Print Opt     Olear     Small	ion Print ⊖ Big Prin	t
( 4		• 🛞 🍪 🖨 🗖	Q . 100%	•	Date	Day no	Payment Type	Total	Total
	Company nar			Í	29-01-2021 09:	1	Admin ( Administrator ) 29-01-2021 - 29-0	Cash	1570.0000
	Work Period Closing				29-01-2021 09:	1	Admin ( Administrator ) 29-01-2021 - 29-0	Complementary	0.0000
Print	Date & Time : 1/29/200	1 2:55:01 PM			29-01-2021 09:		Admin ( Administrator ) 29-01-2021 - 29-0		2250.0000
Day	Payment Type	Amount			29-01-2021 09:		Admin ( Administrator ) 29-01-2021 - 29-0		120.0000
	in ( Administrator ) 29-1 1 (0 Minute)	1-2021 - 29-01			29-01-2021 09:	-	Admin ( Administrator ) 29-01-2021 - 29-0 Admin ( Administrator ) 29-01-2021 - 29-0		2530.0000
	Petty cash Opening	0.00			29-01-2021 13:	3	Admin ( Administrator ) 29-01-2021 - 29-0	Cash	270.0000
	Cash	270.00			29-01-2021 13:	4	Admin ( Administrator ) 29-01-2021 - 29-0	Card	1025,0000
	Card	1025.00		- 1	29-01-2021 13:				
	Cash	1025.00					Admin ( Administrator ) 29-01-2021 - 29-0		1025.0000
	Cash	150.00			29-01-2021 13:	5	Admin ( Administrator ) 29-01-2021 - 29-0	Cash	5917,0000
	Petty Cash Closing	-0.00			29-01-2021 14:	6	Admin ( Administrator ) 29-01-2021 - 29-0	Cash	150.0000
1	, in the second	3397.60			29-01-2021 14:	7	Admin ( Administrator ) 29-01-2021 - 29-0	Cash	570.0000
					29-01-2 29-01-2021	144205	Admin ( Administrator ) 29-01-2021 - 29-0	Cash	837.8000
	in ( Administrator ) 29-0 1 (1 Minute)	1-2021 - 29-01					Grand Total		16264.80
	Petty cash Opening	0.00							
	Cash	570.00							
1	Petty Cash Closing	- 0.00							

#### WORK PERIOD CLOSINGREPORT

View all Work Period Closing using this report.

- Click on WORK PERIOD CLOSING REPORT.
- Choose FROM DATE and TO DATE.
- Choose AREA.
- Use **PRINT** option to take a print.



					Attendance Report			
2	021-1-29		2021-1-29	Ē	Users All Users	~ <b>*</b> °	Print Option Small Print O Big	Print
14.1	<b>d</b> 1 ⊨ H  +	0 😵 🕼	🗐 20 🔍 -   100%	۰,	Work Period	Date	User name	Total Work Time
	Company name	,			15:39 to 15:30	2023-01-29	Admin	00:00
N	tendance Repor	1			16:37 to 16:43	2821-01-29	Admin	00.05
Print Date 4 PM	Time: 1/23/202	4.43.47			16:37 to 16:43	2021-01-29	Asha	00.05
Day No.	Work Period	Working Hours						
User : Admi								
	15:39 to 15:39	02:00						
2021-01-29	10:37 to 10:43	02:06						
Usor : Asha								
2021-01-29	16:37 to 15:43	02:06						

### **ATTENDENCE REPORT**

View all Attendance using this report.

- Click on ATTENDENCEREPORT.
- Choose FROM DATE and TO DATE.
- Choose USERS.
- Use **PRINT** option to take a print.

## DASHBOARD

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

### **DAY CLOSING**

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

		Da	y Close		
No10			Login As: Admin	D	ate29-01-2021
Cashler Id	Cashier	Type	Amount	Received Amount	Difference
1	Admin	Cash	1354.05		
1	Admin	Card	489.70		
1	Admin	Voucher	244.85		
1	Admin	Complementary	0.00		
		Total Sum	2088.60	0	
Admin	Asha	Akter	Amal		
				Day Close	× Cancel

- You can see a DAY CLOSE button in the MAIN MENU. This option is only available to ADMIN.
- Click on DAY CLOSE.
- You can see the INVOICE AMOUNT in the AMOUNT column. You need to enter the amount that you received from the customer in RECEIVED AMOUNT column.

			Dar	y Close		-		
r No10				Login As	: Admin		De	t#29-01-2021
Cashier Id	Cashier	Тур			Amount		Received Amount	Difference
1	Admin	Cas	h		1354	.05		
1	Admin	Can	ł		489	.70		
1	Admin	Vour	1	2	3	.85		
1	Admin	Compler		2		.00		
		Total	4	5	6	.60	0	(
			7	8	9			
			8	0	<i>&gt;</i>			
Admin	Astu	Akhi		Amal				
							Day Close	XCancel

- Now click on **DAY CLOSE** button.
- Confirm the day close by choosing **YES**. If there is any unprocessed bill another popup will show up and you need to confirm it too by clicking **CONTINUE**.
- To complete the process, you need to enter the **ADMIN PASSWORD**.



### ACCOUNT

			Account Detai	ls		
		From Date To Dote	29-01-2021 29-01-2021	6* 6*	Q Search	Recount Details
Account Name	Debit		Credit	Balance		^
Cand	1514.70		0.00	-1514.70		Deci
Cash	19981.85		18005.00	-1976.85		Print
Complementary	0.00		0.00	0.00		Print Option
Customer Account	2250.00		0.00	-2250.00		
Customer Card	0.00		0.00	0.00		Big Print C Small Print
Discount	0.00		0.00	0.00		
Extra Charges	0.00		230.00	Z30.00		
Food Voucher	0.00		0.00	0.00		
Online	0.00		0.00	0.00		
Purchase	24205.00		6200.00	-18005.00		
Redeem Point	0.00		0.00	0.00		

- Select account option from main menu.
- You can see the account transactions done through the software here.

Column         29 of 12/01         gr         Q. Saurch         Cliffends         Big Plet           transaction         Account Name         Created Date         Debit         Created         Created           transaction(Card)         Card         29 of 12/01         10/25/00         0.00         0.00           typenent Transaction(Card)         Card         29 of 12/021         4/89.20         0.20         0.20	
Option         Option<	
wyment Yamsactan(Card)         Card         29 01:2821         1025:00         6.00           wyment Yamsactan(Card)         Card         29 01:2821         489.70         6.30	← Back
Reprisent Transaction(Card) Card 29-01-2021 489.70 0.30	
Total Debit : 1514.70 Balance -1514.70	
Total Credit : 0.00 Balance -1514.70	

- If you want to see the details, click on an individual detail
- Click on ACCOUNT DETAILS option
- You can also take the print out

# TICKET

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

			_		Ticke	t				
29-01-202	29-01-202	~ ~~	**	All Ticke	ets	Ý		٩	sarch 🕻 🛠 Refre	sh
involce Number	Ticket Type	Date		Time	User	Ticket Not	e Customer	Tab	ole Total	_
2	Cancelled	01/29/2021		10:35AM	Admin				45	1.00
3	Cancelled	01/29/2021		10:42AM	Admin				161	7.00
4	Customer	01/29/2021		10:55AM	Admin		Sam			0.00
5	Customer	01/29/2021		11:10AM	Admin		Sam		27	0.00
6	Customer	01/29/2021		11:15AM	Admin		John		225	0.00
						Ticket Tota	I	289	91.40	
Products			Sale P	rice	Quantity	Discount	Net Amount	Tax Amou	nt Total Am	nount
ish, Shrimp & Cr	ab Shell		120.00		1	0.00	120.00	0.00	120.00	
IOMESTYLE OATM	1EAL		200.00		1	0.00	200.00	0.00	200.00	
ruit Maple Oatm	eal		130.00		1	0.00	130.00	0.00	130.00	
					Print		Status		Display	

- Go to MAINMENU.
- Click on **TICKETS** button on the top left corner.
- Select the **FROM** date and **TO** date.
- You can select the **TICKETTYPE** from the dropdown.

Now all invoices between the selected dates will be displayed.

					Ticket				
2 <b>9-01-202</b> .	29-01-202	~ ~~	» All	Ticket	5	~		Q Search	Refresh
involce Number	Ticket Type	Date	Tim	e	User	Ticket Note	Customer	Table	Total
2	Cancelled	01/29/2021	10:3	5AM	Admin				451.00
3	Cancelled	01/29/2021	10:4	2AM	Admin				1617.00
4	Customer	01/29/2021	10:5	5AM	Admin		Sam		0.00
5	Customer	01/29/2021	11:1	0AM	Admin		Sam		270.00
6	Customer	01/29/2021	11:1	5AM	Admin		John		2250.00
						Ticket Total		28991.40	
roducts			Sale Price	Q	uantity	Discount	Net Amount	Tax Amount	Total Amount
ish, Shrimp & Cra	ab Shell		120.00	1		0.00	120.00	0.00	120.00
OMESTYLE OATM	IEAL		200.00	1		0.00	200.00	0.00	200.00
ruit Maple Oatme	al		130.00	1		0.00	130.00	0.00	130.00
				Pr	int		Status	Dis	play .

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



					Ticket					
			Status	×						
29-01-202:~	29-01-202					~			Q Search	Refresh
			Settled						•	<u> </u>
Invoice Number	Ticket Type	Biled User :	Admin		Jser	Ticket	Note	Customer	Table	Total
15	Online order	Billed Amount	: 850.00		Admin					120.00
16	Cancelled	Payment Type Coxh		Anount 50:00	Admin					270.00
17	Cancelled	Cash		8010	Admin					120.00
					Admin					600.00
19	Cancelled	VALENEVES			Admin					400.00
20	Quick Serve	01/29/2021	1:37PM		Admin					850.00
						Ticket	Total		28991.40	
Products			Sale Price	Qua	ntity	Discount	N	et Amount	Tax Amount	Total Amount
Grilled Mahi Taco			600.00	1		0.00	6	10.00	0.00	600.00
				Print				ilatus		Jisplay

## **KITCHEN DISPLAY**

afresh				Kitch	en Manager - Admin
rder Number	Invoice Number	Products	Food Server	Status	Priority
2	42	2 Piece Grilled Crab Cakes, 12 Piece Butterfly Shrimp, Fried Green Tomatos	Asha	Order Created	Normal
3	8	Fish, Shrimp & Crab Shell, 12 Piece Butterfly Shrimp, 2 Piece Grilled Crab Cakes, Fried Green Tomatos	Amal	Order Created	Normal
ler Count : 3					

• Go to MAIN MENU.

• Click on STATUS button.

- Click on KITCHEN DISPLAY. (Also, login as kitchen manager using user id and password).
- Now, all the active orders will display based on priority. URGENT orders will display first and then NORMAL and finally orders with LOW priority.
- Expand each order by clicking on it.

You can see the status of each invoice here.Select an invoice from invoice listing grid.

efresh					Kitch	en Manager - Admin
Order Number	Invoice Number	Products		Food Server	Status	Priority
Fish, Shrim	p & Crab She	ll 1.0000	Cooking		Vormal	×
12 Piece Bu	tterfly Shrim	p 1.0000	Cooking	Order Created (Ar		
Item Count : 2		Order Duratic	n-1 Minute	Asha Ready to Delivery		Food Server     Food Server
terri courre e a						

- When the items are ready to deliver kitchen manager can change the status of the order to **READYTO DELIVERY**.
- There are also options for **ORDER CANCELLING**, **ORDER MODIFICATIONS**, **PENDING**...etc.

# **FOOD SERVER**

lefresh				Fr	ood Server - Admin	n
Order Number	Ticket Type	Products	Food Server	Status	Priority	
2	Drive Thru	Fish, Shrimp & Samp; Crab Shell, 12 Piece Butterfly Shrimp, Fruit Maple Ostmeal, 2 Piece Grilled Crab Cakes, 12 Piece	Asha	Ready to Delivery	Normal	

- If the status of the order changed to READY TO DELIVERY, food server can serve it for the customer and change the status to DELIVERED.
- Then click OK, details will be updated.
- Those orders with status as "READY TO DELIVERY" can be viewed by clicking on FOOD SERVER button.



Refresh					F	ood Server - Admin
Order Ticket Ty	20	Products		Food Server	Status	Priority
Fish, Shrimp & Crab		1.0000			Vormal	X
12 Piece Butterfly Sh	rimp	1.0000	Ready			
				Order Created (Ar	imin - 15:13:24) (Admin - 15:16:03)	
				_		
Item Count : 2		Order Duratio	n-3 Minute	Delivered		• 🗄 Ok
Item Count : 2		Order Duratio	m-3 Minute	Delivered		<u>∼</u> ⊟ok
Item Count : 2		Order Duratio	m-3 Minute	Delivered		<u>×</u> ₿ok
Item Count : 2		Order Duratio	m-3 Minute	Dalivered		Bok
Item Count : 2		Order Duratio	n-3 Minute	Delivered		
Item Count : 2		Order Duratio	n-3 Minute	balivered		<u> </u>
Item Count : 2		Order Duratio	n-3 Minute	balivered		<u> </u>
Item Count : 2		Order Duratio	in-3 Minute	Delivered		<u> </u>
Item Count : 2		Order Duratio	n-3 Minute			<u> </u>

 He too can expand the order details by clicking on it, if the order has delivered, he can update the status to "DELIVERED".

## ZKSTORE

ZK Pos Restaurant POS		11 February 2021 09:30 🗕
	ZK Store	
	Retailer Code	
	Serial Number	
	Werty	
EEE Keyboard		C Nait Menu

- Open ZKPOS Restaurant Software as administrator
- Now you can see a page to verify the retailer code and serial number
- Enter the retailer code and serial number
- Click verify button
- Now you are successfully verified your device.

	714 61			
	ZK Store			
	ZK Store Logi	n		
	8			
	Username			
	Password Eo	rgot Password		
	Remember me			
	Login			
	Dont have an account? Oiki	k here		
II Keyboard			🟫 Main Mer	-

- After verifying the device, you will get a login page
- If you are not registered in ZKSTORE yet, create an account



- If you want to access ZKSTORE you need to login to registered account. If you don't have one, then create one using REGISTER link.
- Your product key code, retailer code and serial number already seen in registration form
- Fill other details and click REGISTER button
- After registration you will get one username and password, you can use it for login to ZK STORE.





- To activate the license, click on ACTIVATE button.
- You can activate the license after confirm the request by retailer.
- After confirmation activate button will be changes to INSTALL.
- Log out from the ZKSTORE and again login to see the changes.



- Click on Install button.
- You will get a pop up for restarting the application.
- Restart the application.



- Now the status will be changes to installed.
- You are successfully activating the license.



- If you want to activate Zkpos Android Order app, please click activate button.
- Click OK to the alert message.
- The add on will be activated after the confirmation from retailer.
- Please log out from ZKSTORE and log in again.
- If the retailer confirmed your request, activate button will be changed to INSATLL button.



ZK Pos Restaurant POS					12 February 2021 11:56 -
		ZK Sto	re		Logout
		ZKPos Version 4			Change gessmord
	Product Key Code HTmark2.2perced-68zaMtANic 3sDuhesiNtHINDis2MuthCest Sa	Status: Act MFd5bD/vs54=80/26FL0p2/bb/ Executivity/22007bu2p0/belo- access		× Dinstalled	
	Addons	wate charge		_	
G	POS Web App	Android Order App	Back Office	Android Report App Activate	0
EEE Keyboard					C Main Menu

- Click on install button.
- Now restart the application to make changes.
- Now you are activated the feature license.



- Now the status of android order App will be changed to 'Installed'.
- You need internet connection to activate license through ZKSTORE.

K Pos Restaurant POS			12 Fe	bruary 2021
	Utility			
			¢	General Settings
Name		Statu	5	
Enable Temporary BIII			Ø	Free
Edit Product			Ø	Free
Enable Server Data Sync			$\square$	Active
Enable Android			2	Active
Enable 58mm print			۵	Free
Enable scheduled Email			٥	Free
Fnable Fnd work nerind email			n	Free
	() Up	late	×c	

• In utility you can see the feature status as activated.



- You can change the login password by clicking change password button.
- Enter the old password and new password.
- Click change password.



# **SAFE MODE**



• Safe mode feature makes your POS protective from other users.

## **DELIVERY TICKET**

	nt POS							2021 15:20
				Ticket				
29-01-202	29-01-202	~ ~~	>> Delivery	/ Tickets	¥		Q Search	Refresh
Involce Number	Ticket Type	Date	Time	User	Ticket No	te Customer	Table	Total
39	Delivery	01/29/2021	3:02PM	Admin		Sam		141.
27	Delivery	01/29/2021	2:00PM	Admin		Sam		2530.
28	Delivery	01/29/2021	2:01PM	Admin		John		1700.
					Ticket Total		4491.60	
Products			Sale Price	Quantity	Ticket Total Discount	Net Amount	4491.60 Tax Amount	Total Amoun
Products Fish, Shrimp & Cri	ab Shell		Sale Price	Quantity				Total Amoun 120.00
	ab Shell				Discount	Net Amount	Tax Amount	
	ab Shell				Discount	Net Amount	Tax Amount	

- Click DELIVERY TICKET.
- It shows online order and delivery tickets
- Choose DATE RANGE.
- Choose Ticket Option.

## **START AND END WORKPERIOD**

Work period section is for viewing the working duration of currently logged in user. Before starting **POS** operations, work period must be started. All the previous work periods of logged in user will be displayed in the main screen of work period. In our shop if a cashier is available from 9 - 5 and another cashier continuous to work, let's see how the first cashier closes his work period. If you logged in as admin you can have access to everything in the **ZKPOS**. If you are a cashier or any other user you will have only limited accessibility. Admin starts his work period automatically on logging in other users should start their work period manually. Below picture shows the **MAIN MENU** in **ZKPOS SUPERMARKET**, logged in by **ADMIN**.



### • This is the MAIN MENU.

• LOGIN using your User ID and Password.

If you are logged in as Cashier, you need petty cash to give to the customers, so before start working Admin should grant the petty cash for the cashier. Let's look at how an **ADMIN** can provide petty cash to the **CASHIER**.



	29 Jar	nuary 2021
Utility		
	0	General Settings
	Status	
		Free
	Z	Free
	2	Free
		Free
	Z	Free
	-	Free
()Update	×Car	
		Ublity Status

- For that, login as **ADMIN**.
- Go to SETTINGS.
- Enable **PETTY CASH ADVANCE** in the **UTILITY** Update it.



- Now logout and login as **CASHIER**.
- Click on START WORK PERIOD button from side menu
- To start working click on **START WORK PERIOD**.
- This time you have to provide the petty cash advance before start working. The petty cash details are based on the currency denomination you enter before. Then start **WORK PERIOD**.
- Actually, work period automatically starts when you login to the software as admin for the first time and until you enable the petty cash. Once you activate petty cash advance, you have to start the work period manually.
- Now he can process bill or view reports and so on.



# CASH DRAWER



- Now to End work period, Go to MAIN MENU.
- Click on END WORK PERIOD, in the right side of the window you can see an END WORK PERIOD button. Click on it.
- Specify the **BALANCE PETTY CASH** in the field provided.
- Specify the reason to end work period and then click END WORK **PERIOD** button.
- Click OK.

•

- You can view this report from WORK PERIOD REPORT.
- Select the menu icon from top left side of the main menu.
- Click cash drawer.
- Enter the admin password.



Admin			Main	Menu			
🖓 Start Work Period		1					
End Work Period			* FOR	CHANGE		Delivery	
🔓 Toke:	_			CASH			=
🗿 Safe Mode			O OTHER	RINEASON		1	
🔓 Dalvery Ticket	Υ		Ta			Beverages	
Gratuity Adjustment						-	
Report	,					Unsettled	
Cash Drawer		_	Cpun	Canol		·	
-Lopout		Gettings	Kitchen Display	Food Server	Taket	2X Store	C+ Locat
A XTERCANCE							
							Certificate

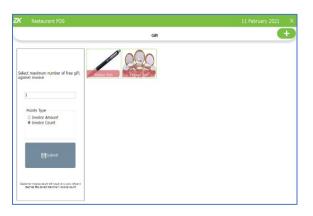
- A pop up will be shown asking you the reason to open the cash drawer.
- Select the reason.
- Write it in the text box if you have any other reason.

# GIFT

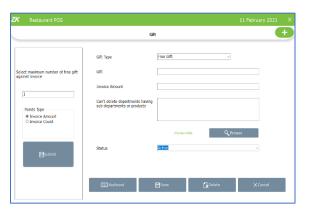
You can give gifts to customers according to their purchase amount or number of purchases.



• Open gift option from the left side menu.



- Select whether you give gift and points according to invoice amount or invoice type.
- Click SUBMIT button.
- To add a new gift, click on ADD (+) button.



Now enable the gifts and points feature in utility.

- Select the gift type free gift or points.
- Enter gift name, invoice amount and browse image.
- Select status and click SAVE button.
- If you select points, enter the gift name and point acquired to get that gift.
- Click SAVE button.



	# 1B		Total		INR		0.00	
Qty Product	Tax		Charge	he	INR		0	Cash
1.0080 Fried Green Terrates	6.00	120.00	churge	Ju			0	
1.0080 12 Piece Butterfly Shrimp	0.00	150.00					All	Card
1.0000 Fruit Maple Catmen	0.00						7.0	Card
1.0000 HOMESTYLE GATMERL	0.00	Free Gift   Points	1				Half	201 Voucher
1.0000 Fish, Shrimp & Creb Shell	0.00	A	000				nall	
1.0000 Grilled Creb Cekes	6.00						1/n	
		Parker Pen	Dinner Set				1/11	
Ticket Total Discount							Guest	Online Payment
Sub Total							-	
Round					_		Complemen tary	Customer Account
Grand Total						Ok _		Customer Account
Extra Charges		0.00	500			100	Gift	_
Not Amount		1070.00						× Close
Payment Total Balance	INR	0.00	Discout			The	Print SH	Close

- Go to Dine in option.
- Select products and click SETTLE button.
- If the amount satisfies the amount given in the gift option, GIFT button will be active in settlement window.
- Click on it.
- Select the gift.
- Click OK.

# ATTENDANCE

You can enter attendance manually by selecting the punch type is check or check out.

- 20 Alterestaurant PDS Saturday, April 08.2017 X
  Attendance
  Dense Inf Connected
  Parch Type
  Check In
  Select
  .
  Verify.
- Click on the left side menu.
- Select ATTENDANCE.
- Enter the punch type and user.

# LOGOUT



- You can **LOGOUT** from ZKPOS by clicking on the **LOGOUT** button.
- You will be redirected to LOGIN section.

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