# USER MANUAL

## ZKPOS SUPERMARKET POS

Version: 2.5.7

Date: 01-08-2020

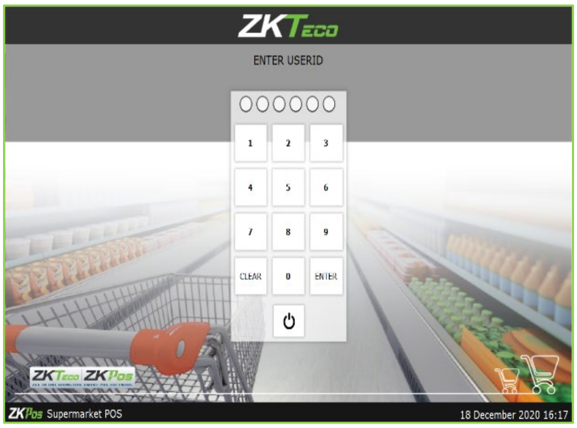
Software Version: 2.5.7

## GETS STARTED

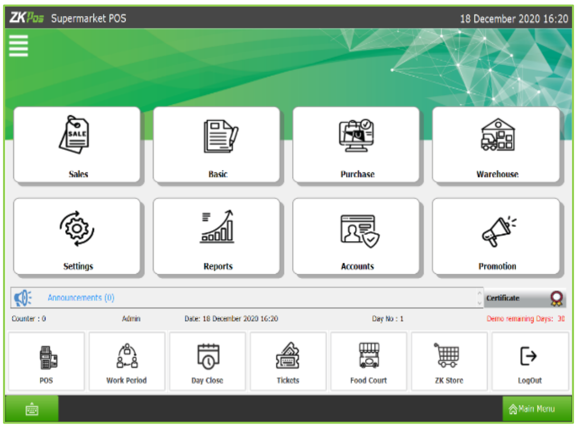
Every retailer has to constantly face the complexities of handling wide range of product mix. Out of stock products and spoilage items are the main cause for lost sales in the grocery business. So every retailer needs a complete and efficient interface to manage the day to day business activities in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

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

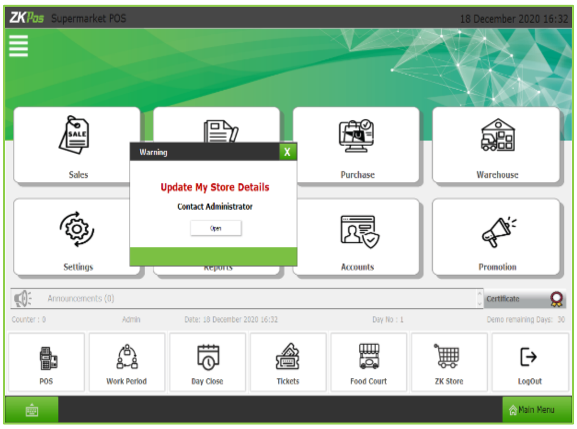
### STEP 1 - LOGIN TO ZKPOS




- Open **ZKPOS SUPERMARKET**.
- You will have a default **ADMIN LOGIN** with **PASSWORD**. Login **ID** is **1** and **PASSWORD** is **1**.
- Type **login ID** and **PASSWORD**.
- Click **ENTER** button.



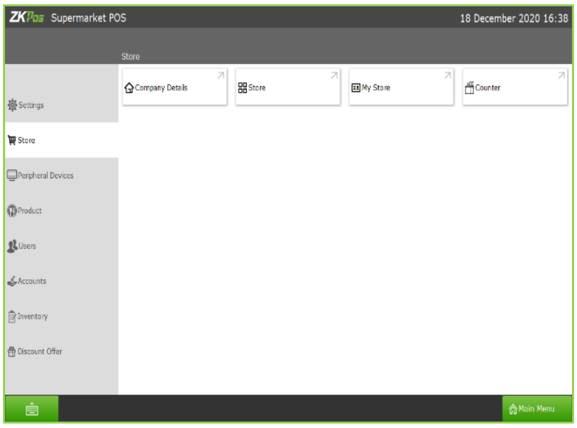

- Now you will be redirected to the **MAIN MENU**.



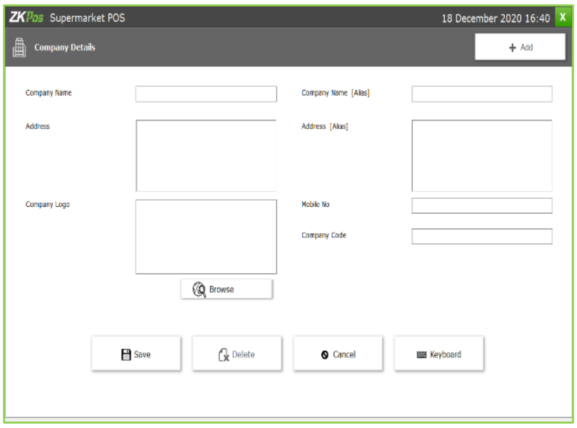

1. Before starting you have to update my store.
2. Click open to continue with zkpos supermarket software.

## STEP 2 - ENTERING COMPANY DETAILS

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

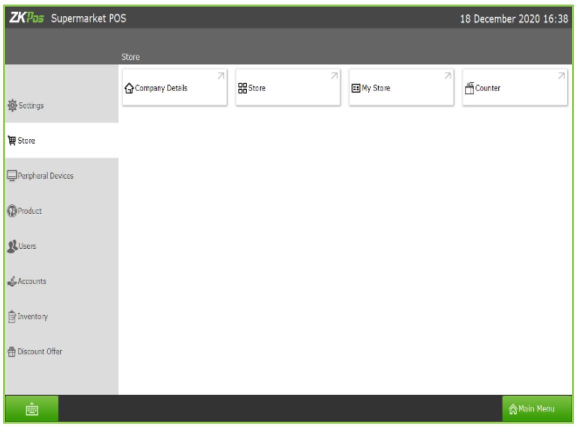



- Login as **ADMIN**.
- Click on **SETTINGS MENU**.
- From that Go to the **Store**, click on Company Details.

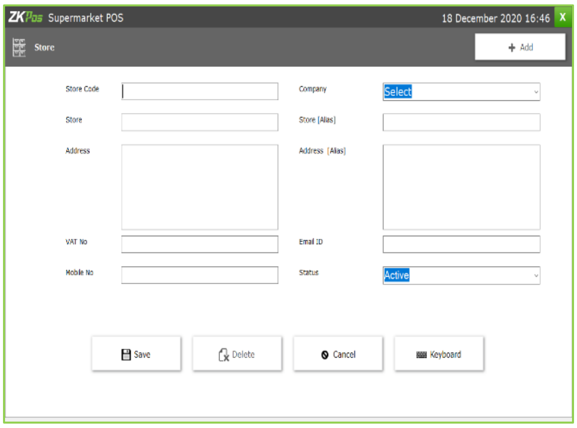



- Click Company or search to get details.
- To add **COMPANY DETAILS** you need to click the **ADD** menu on the top right corner of the window.
- Enter all necessary details in the appropriate fields. Finally browse the company logo and then update the data by clicking on **Save** button.

## STEP 3 - STORE

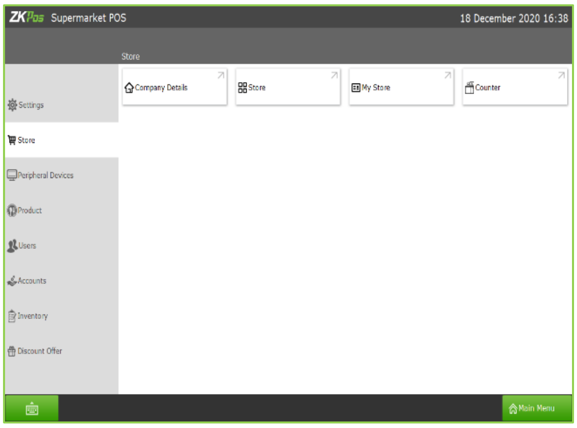



- Click on the **Store.**
- There will be a search option to search the store.

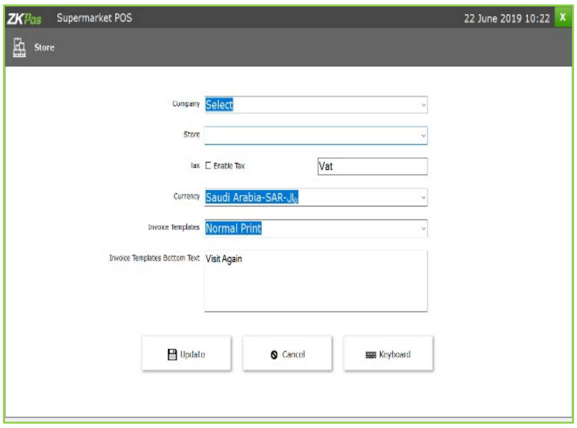



- Click on the **ADD** option and enter the Details.
- Click on the **Save** option.

## STEP 4 - MY STORE

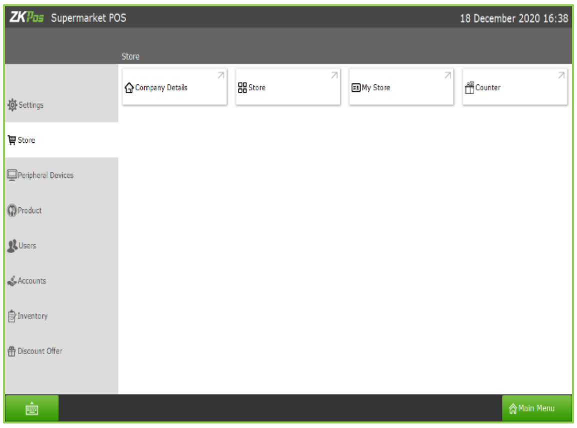



- Click on **MY STORE**.

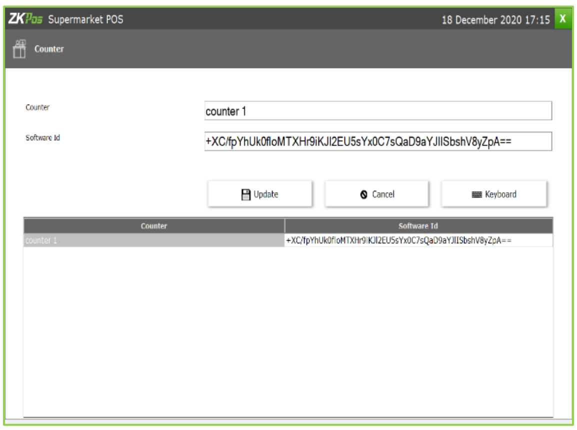



- Enter **MY STORE** details in it.
- Enable tax by ticking the check box

## STEP 5 – COUNTER




- Click on **counter**

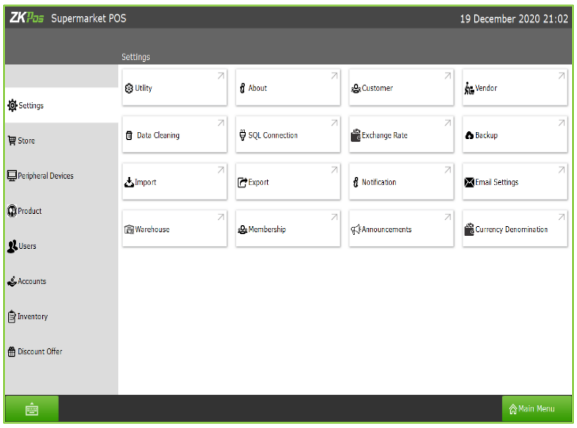



- Enter the counter name and click save

## STEP 6 - UTILITIES

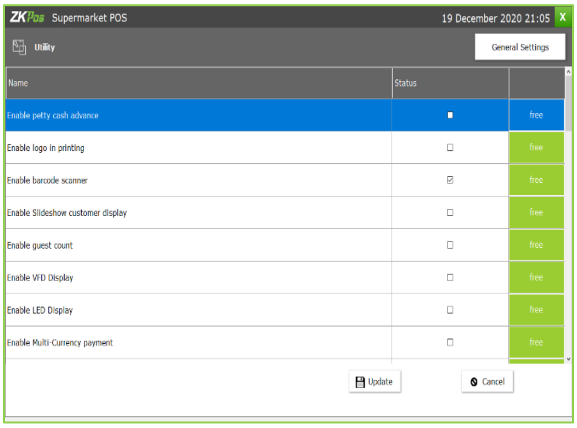
In some situations you may need to grant permissions to access some features. That is done in the **UTILITIES**. For example if you want to use Gifts and Points functionality, you need to enable it in the utilities.

You need to login as **ADMIN** to view/access **UTILITIES**. After entering the store details you can access settings menu and others .




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

*Now let's learn each utilities one by one*.




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

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

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

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

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

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

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

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

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

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

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

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

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

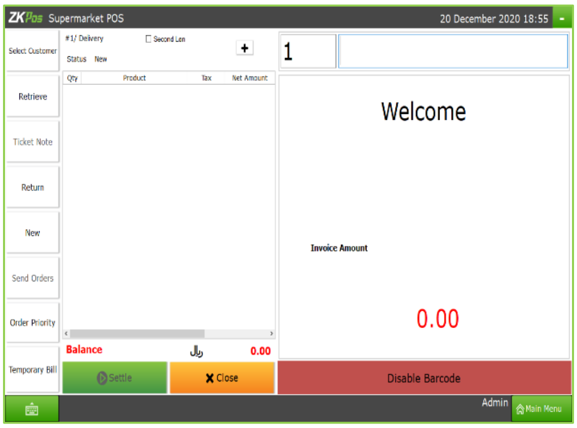
14. *ENABLE EDIT PRODUCT*: By enabling this feature you could edit already added product details.

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

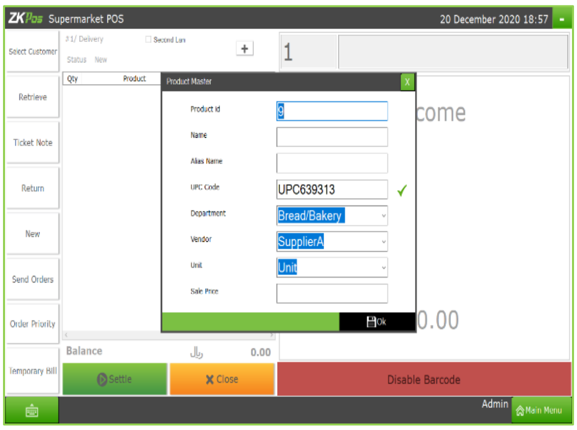
16. *ENABLE CUSTOMER ACCOUNT AUTHENTICATION*: If you have a regular customer, create one account for him. Then customers can add their invoice amount to their customer account.

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

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




- You can search for a product by typing the barcode of the product in the search field provided and press **ENTER** button.




- If the barcode doesn't match any product in the inventory, a popup window will appear. You can add a new product there.
- Add product name and tax percentage. Then click **OK** button.

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

20.*SHOW SHORTCUTS*: This feature enables keyboard short cut.

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

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

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

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

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

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

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

28.*ENABLE NOTIFICATION*: Enable notification.

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

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

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

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

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

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

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

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

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

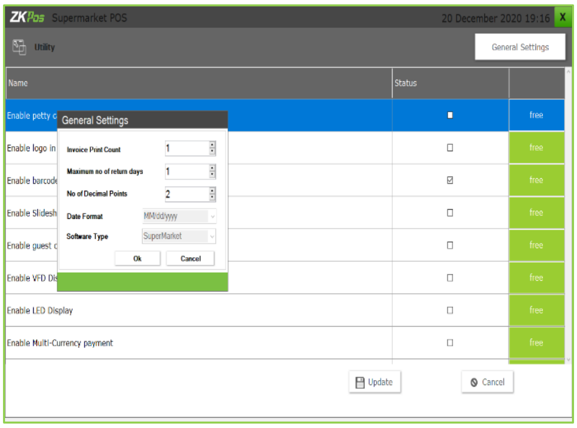
38.*ENABLE ROUNDING TAX CALCULATION*: This feature enables the rounding while calculating the tax amount.

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

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

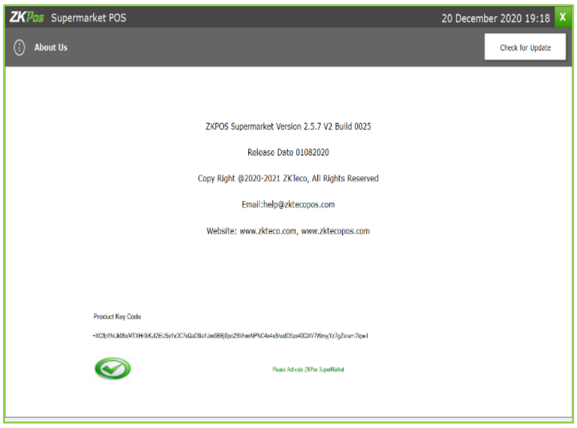
41.*ENABLE INVOICE PRINT OPTION* : This feature enables the invoice print option

42.*GENERAL SETTINGS*: You can see one button for general settings in the top of the screen. Here you can set the invoice print count, maximum number of return days, number of decimal points allowed in this software. To edit the default values, click on the **GENERAL SETTINGS** button.



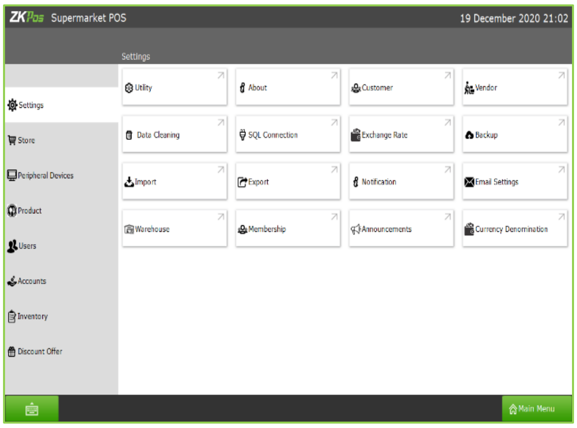

- After making necessary changes, click on **SAVE** button.

## STEP 7 - ABOUT ZKPOS



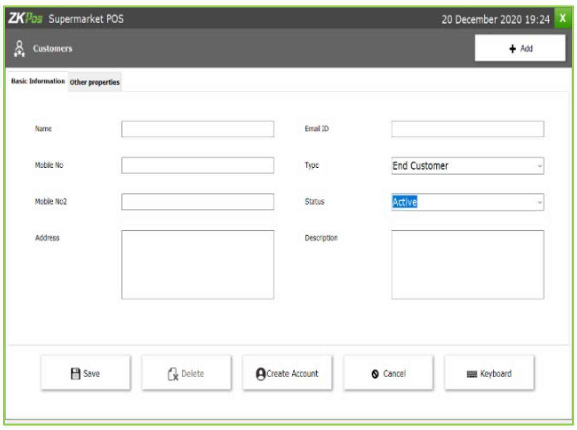

**ZKPOS** version, Copyright, Website address, Release date, support mail ID etc. are provided in this section. This is just for your reference purpose. You can contact or send your queries to the provided mail id.

## STEP 8 - NEW CUSTOMER

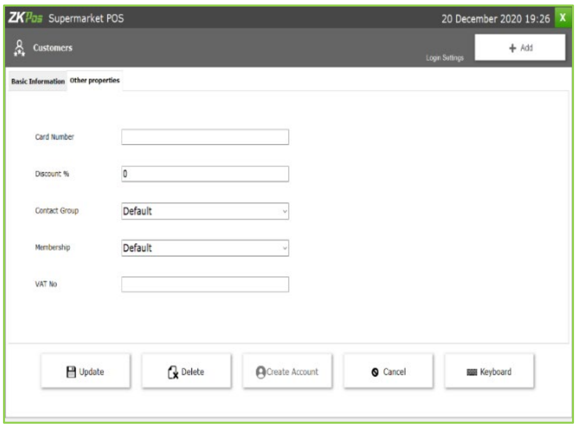



If you have regular **CUSTOMERS**, you can save their details. Later that will help you during payment and promote their visits by giving gifts or points.

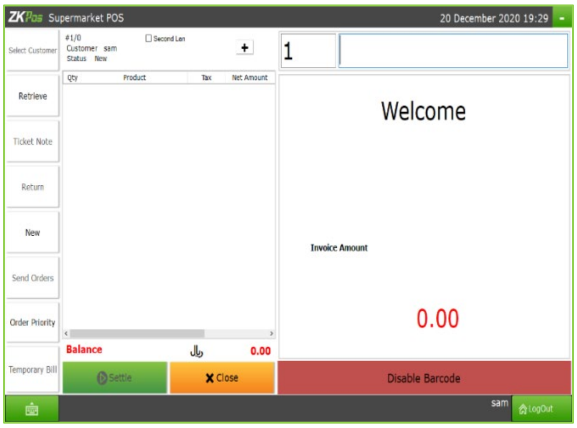
- Go to **SETTINGS**.
- Click on **CUSTOMER.**
- To add a new customer click on the **ADD** button.




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



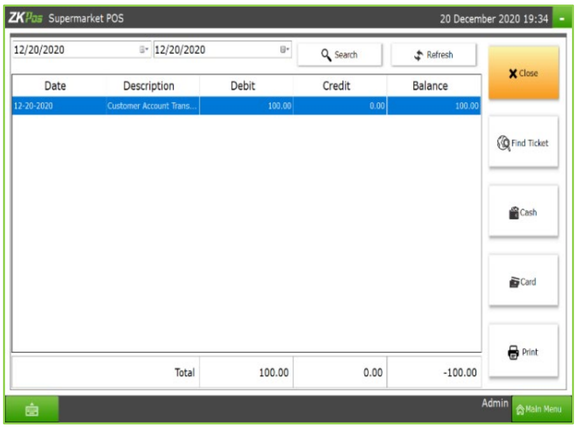

- Enter card number, discount if the customer is a special case and fill rest of the fields with relevant values.
- If you want to create an account for the customer, click on the **CREATE ACCOUNT** button.
- Save the details by clicking on the **SAVE** button.




- After creating an account for the customer, login settings will be shown at the right top side of the window. Click on it.
- Enter the **user ID** and **Password** and finally click **UPDATE** button. Now that user can login to this software using the provided user ID and Password.
- Login interface is same for all users. When a customer login to **ZKPOS SUPERMARKET** he/she will redirect directly to the **POS** section.
- The customer can select all the product he/she want to purchase from your shop. After selecting they can send their order.
- To settle the bill, click on the **SETTLE** button.

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

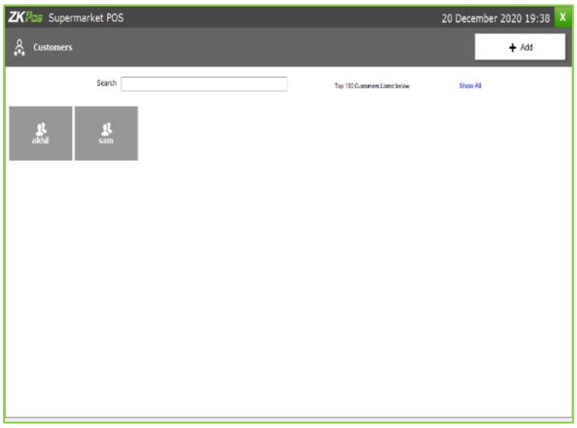
Later Admin/Cashier can view customer account transactions and pending invoices. To view the customer account details, Login as admin or cashier.



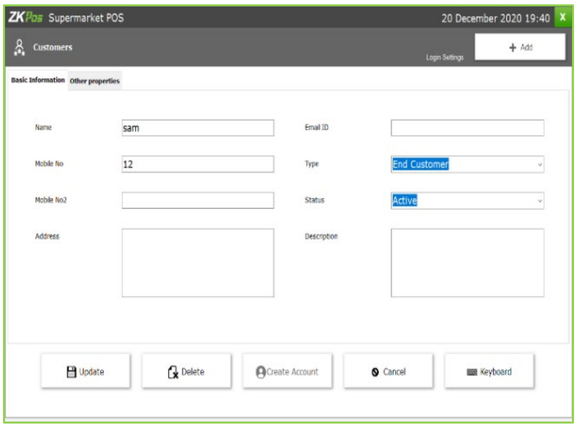

- Go to **POS** section and click on the **SELECT CUSTOMER** button.
- Select the customer and click on the **ACCOUNT DETAILS** button.
- Now you can see the pending invoices for that customer.
- Select the invoice, click find ticket to go to ticket.
- Settle the bill by clicking cash/ card.

## EDIT / DELETE A CUSTOMER

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



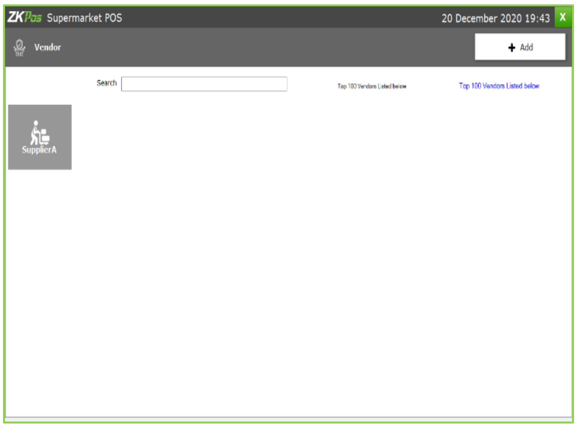
- Go to **SETTINGS**.
- Click **CUSTOMER** from the menu options.
- You can see the saved customers as shown above. Click on the Customer that you want to delete.



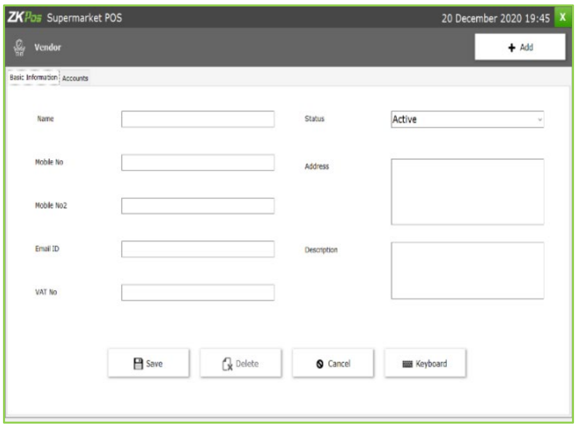
- If you want to edit the customer details, then make necessary changes and click **UPDATE** button.
- Otherwise click **DELETE** button and **YES** in the confirmation pop up.
- Click **OK** in the confirmation dialog box.

## STEP 9 - ADDING NEW VENDOR

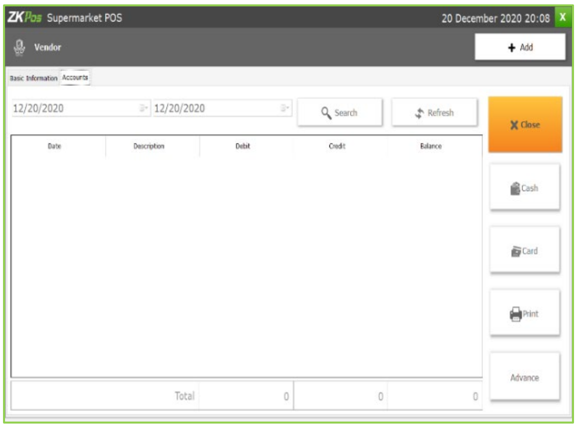
A Vendor is a person who provides the products, so to add vender details while adding product, first you need to add Vendor details. Here you can see how to add a **VENDOR**.



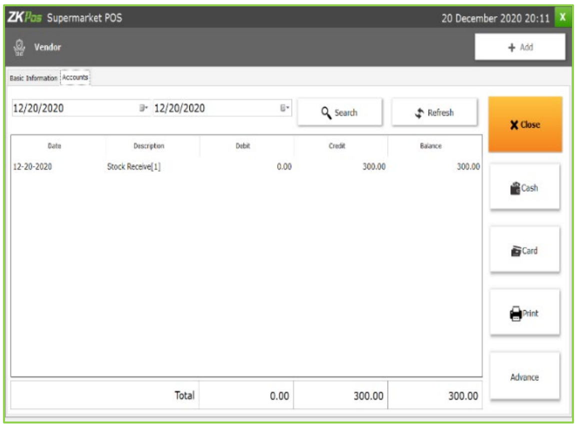
- Login as **ADMIN**.
- Go to **SETTINGS**.
- Choose **VENDOR** and then click **ADD** button.



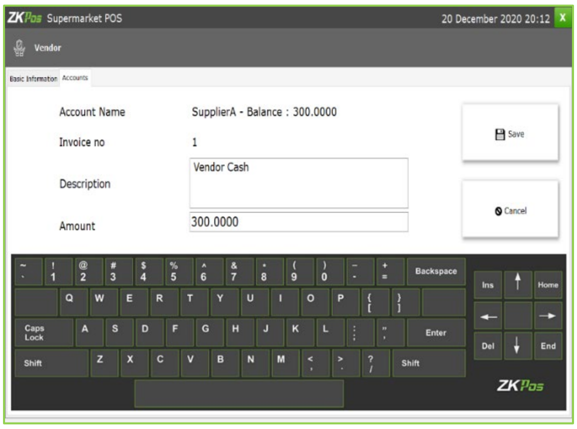
- Enter the **VENDOR DETAILS** in the appropriate fields like Name, Phone Number, Email ID, Status, Vat Register Number and Address.
- After entering necessary details click **SAVE** button.




- If you want to see the Vendor's account transactions, then click on the vendor.
- Click on the **ACCOUNT** button as you see in the figure.



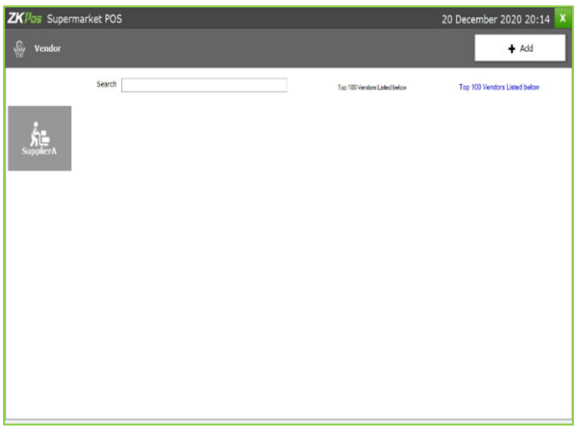

- Choose the date range to view the transaction details.
- Click **SEARCH** button. It will display the transactions happened during the selected time.



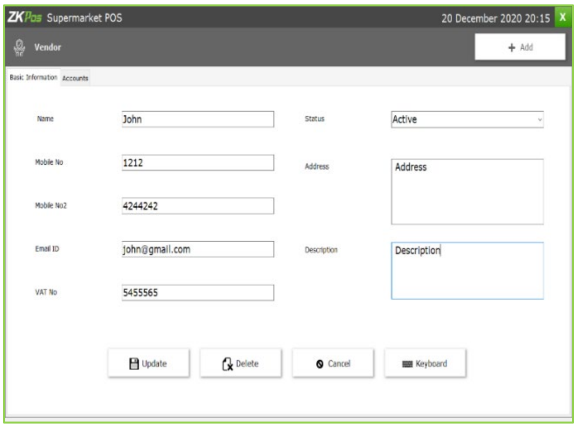

- To settle the amount, select the required transaction and then click on any payment mode (Cash/Card).
- Click **SAVE** button.

## EDIT / DELETE A VENDOR

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



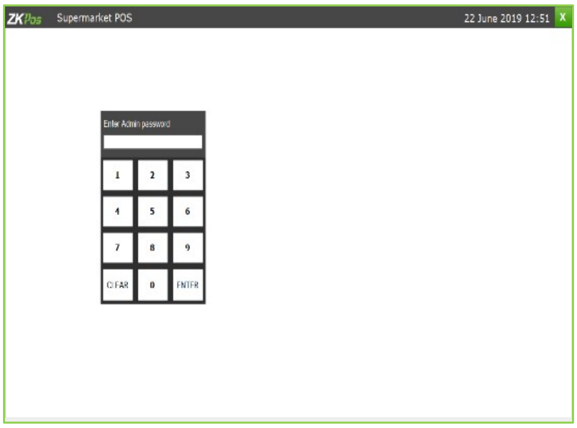

- Go to **SETTINGS**.
- Click on **VENDOR**.



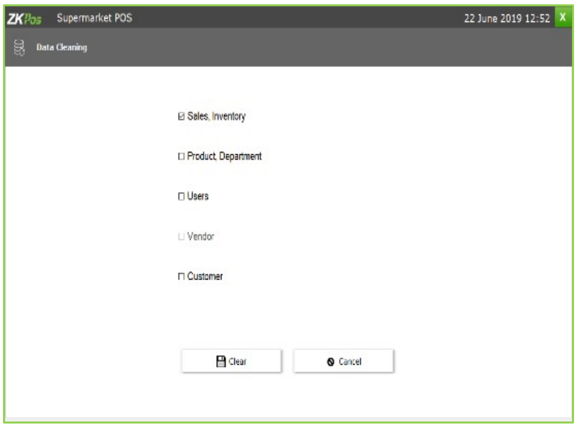

- Every saved vendor names will be displayed, you have to choose the vendor that you want to edit/ delete.
- If you want to edit, then make necessary changes and click **UPDATE** button.
- Now click on the delete button and **YES** in the confirmation pop up.
- Click **OK** in the confirmation dialog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

## STEP 10 - DATA CLEANING

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

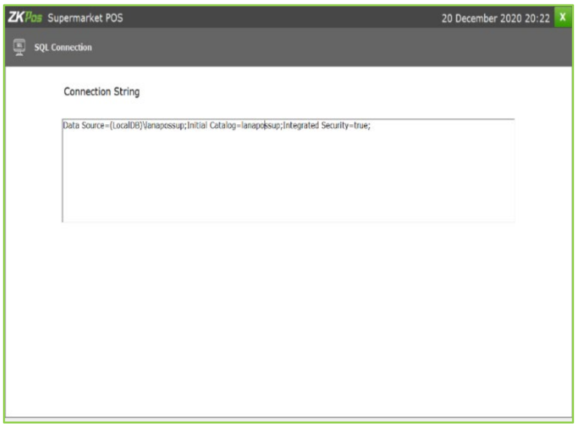



- Go to **SETTINGS**.
- Click on **DATA CLEANING**.
- Enter admin Password.




- Select appropriate checkboxes based on your requirements.
- Now click **CLEAR** button.
- Click **YES** on the warning popup, and then click **OK** in the confirmation dialog box.

## STEP 11 - SQL CONNECTION

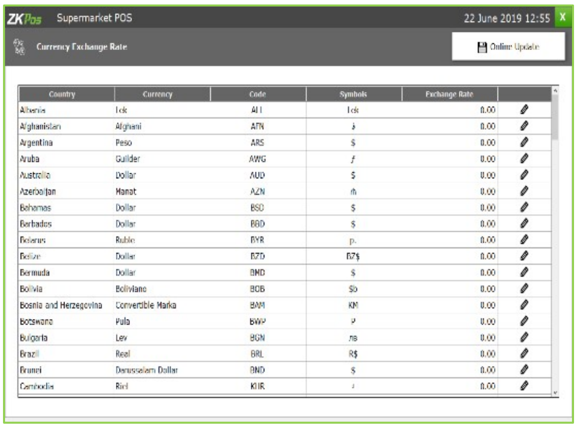



This part displays the **SQL CONNECTION STRING**. You can access the database file using the details in the connection string.

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

### STEP 12 - EXCHANGE RATE

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



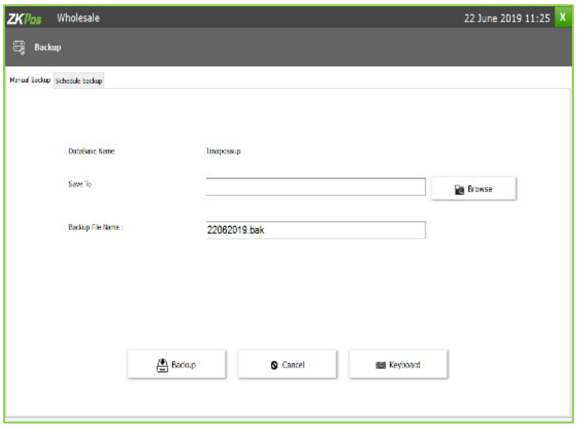

- First you need to enable multi – currency payment in the **UTILITY**.
- Now, go to **SETTINGS**.
- From the menu options, click **EXCHANGE RAT**E.
- Click **ONLINE UPDATE** button to update current day's currency values.


- Sometimes **online update** may not be available for some currencies. So there is an option for manual update.
- Click on the pencil symbol corresponds to the currency that you want to edit. Then exchange rate field will become editable and you can edit it. After making the necessary changes, click on the save symbol corresponds to that field.
- Now all your changes will be saved.

### STEP 13 - BACKUP YOUR DATA

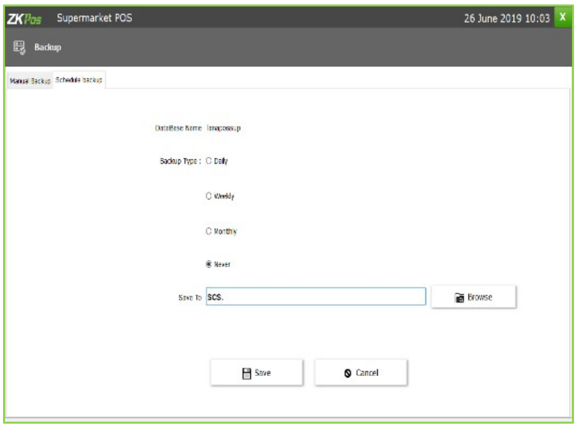
It is better to keep a backup copy of the important data somewhere else in the system. So you have an option to do the same. You can do backup in two ways. Manual or Schedule.

#### Manual Backup




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

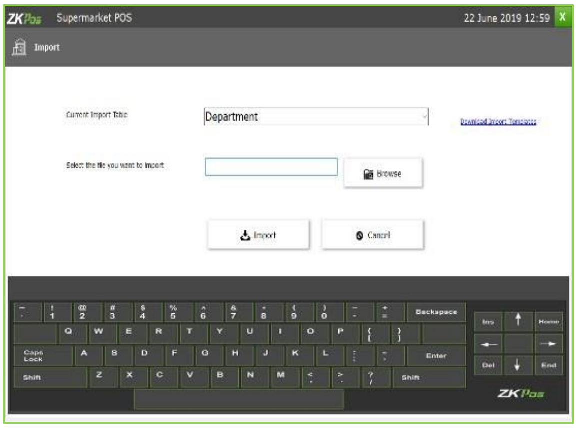
### Schedule Backup




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

### STEP 14 - IMPORT TABLES TO ZKPOS

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

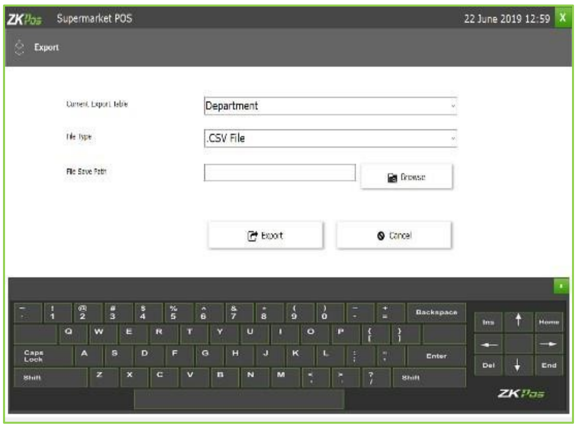



- Go to **SETTINGS**.
- Click on **IMPORT TABLES**.
- Select the table to which you want to import data.
- Select the file that you want to import to **ZKPOS**.
- Click **IMPORT** button.

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

### STEP 15 - EXPORT TABLES

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



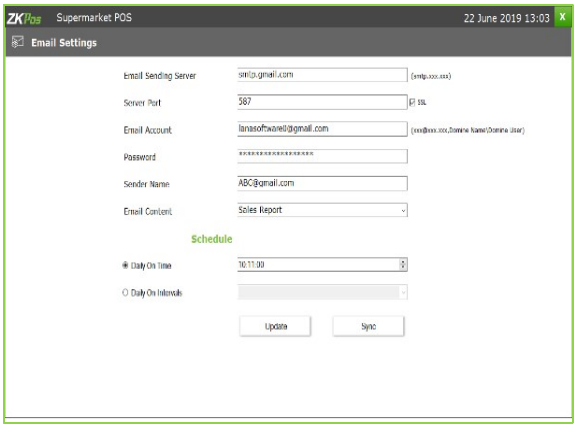

- Go to **SETTINGS**.
- Click on **EXPORT TABLES**.
- Select the table that you want to export.
- Select the **FILE TYPE**.
- Select the path to save the table.
- Then click **EXPORT** button to export the table.

## STEP 16 – NOTIFICATION

Enable Notification in the utility settings.

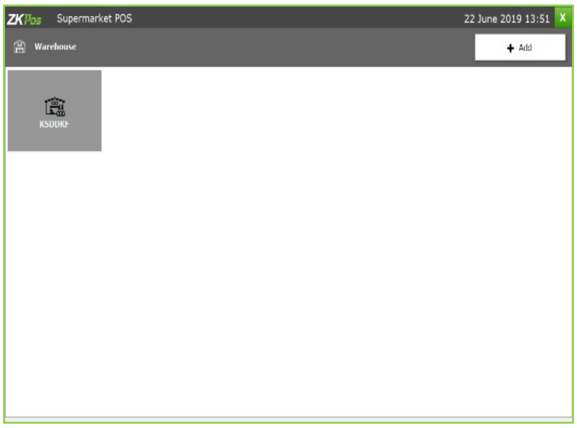

- Go to **Settings**.
- Click on the **Notification** and enable the items to get notifications.
- Click **Save.**

## STEP 17 – EMAIL SETTINGS

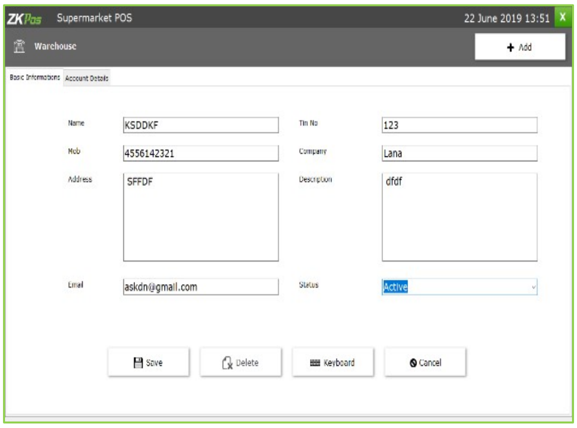



- Go to **Settings.**
- Click on the **Email Settings** and edit the details.
- Click **Save.**

## STEP 18 – WAREHOUSE

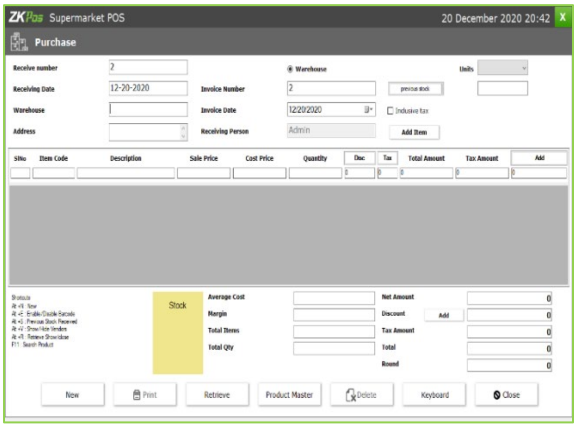



- Go to **Settings.**
- Click on the **Warehouse.**



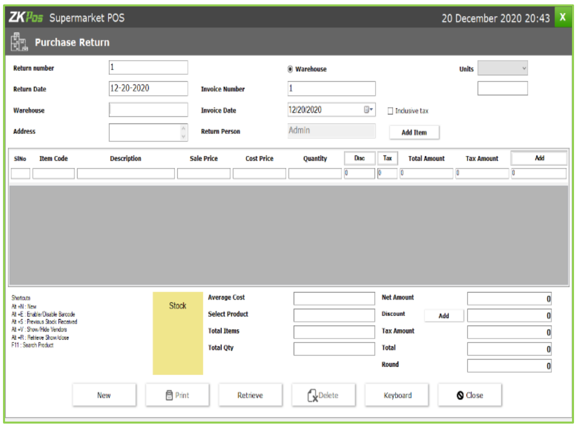

- To add a new Warehouse, click on the **ADD** Button.
- Enter the details and click **save** option.

## PURCHASE



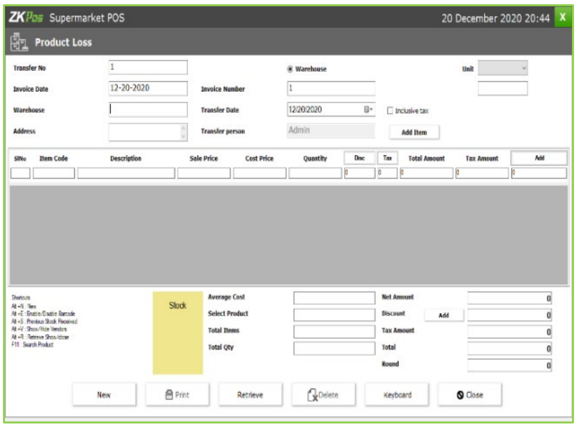

Go to the MAIN MENU and click on the WAREHOUSE and click on the **PURCHASE.** Enter the vendor name, vendor contact, receiving person and after that add item and enter the quantity. After that automatically data will be displayed.

## PURCHASE RETURN




After that click on PURCHASE RETURN in WAREHOUSE. Enter the vendor name, vendor contact, returned person and after that add item and enter the quantity. After that automatically data will be displayed.

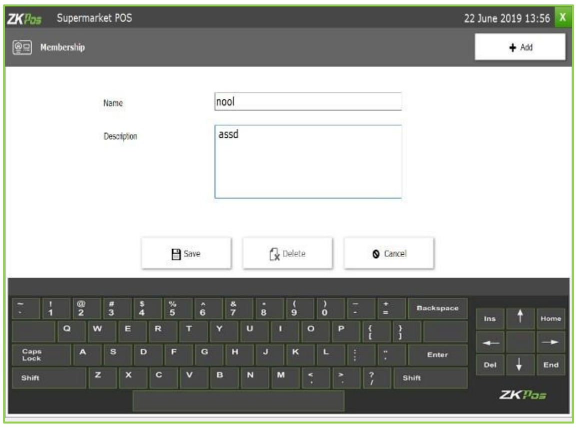
## PRODUCT LOSS




The product which is damaged or due to non-sale and transfer such product to others and it becomes a product loss. Such products come under this category. Click on **PRODUCT LOSS** in WAREHOUSE. Enter the vendor name, vendor contact, transfer person and after that add item and enter the quantity. After that automatically data will be displayed.

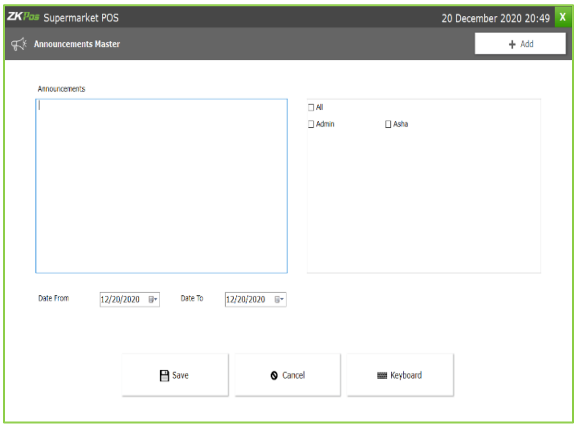
## STEP 19 – MEMBERSHIP


- Go to **Settings.**
- Click on the **Membership** option.



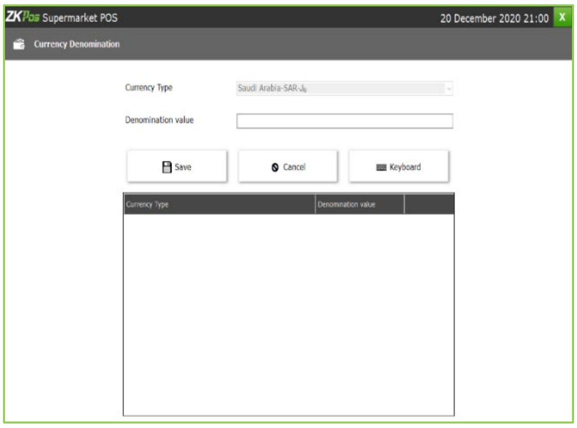

- To add new Membership click on the **ADD** Button.
- Enter the **Name** and **Description**.
- Click **Save** option.

## STEP 20 - ANNOUNCEMENTS




- Go to **Settings.**
- Click on **Announcements.**
- **Click Add button.**
- Enter the announcement, select to whom it shows and enter the date range.

## STEP 21 – CURRENCY DENOMINATION

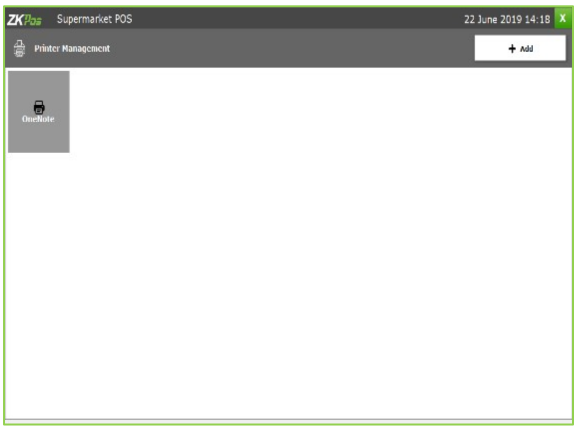



- Click currency denomination option.
- Currency type is already selected by default.
- Enter denomination value.
- Click save

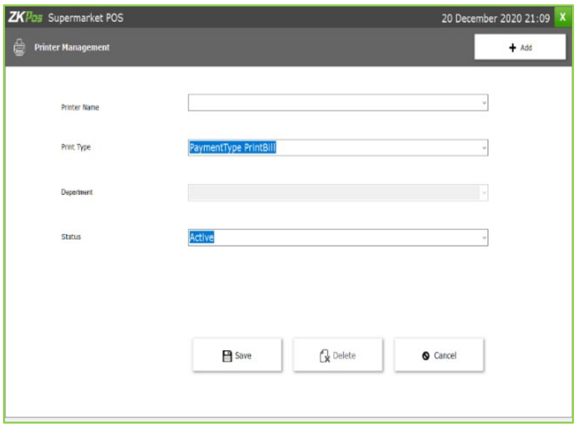
## STEP 22 - PERIPHERAL DEVICES

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

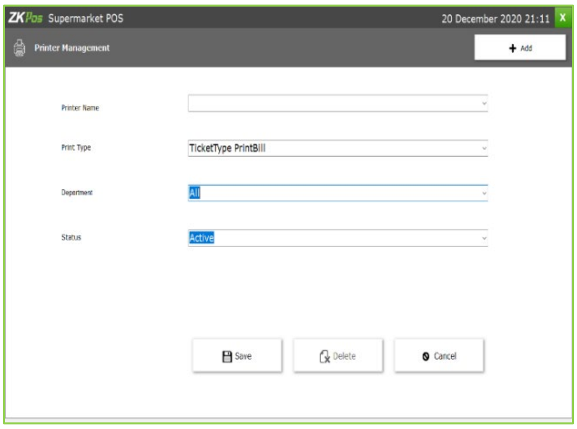
## PRINTER MANAGEMENT




- Go to **SETTINGS**.
- Click on **PERIPHERAL DEVICES**.
- From the menu options click on **PRINTER MANAGEMENT**.
- There is an **ADD** button on the left of the Window and click on it.



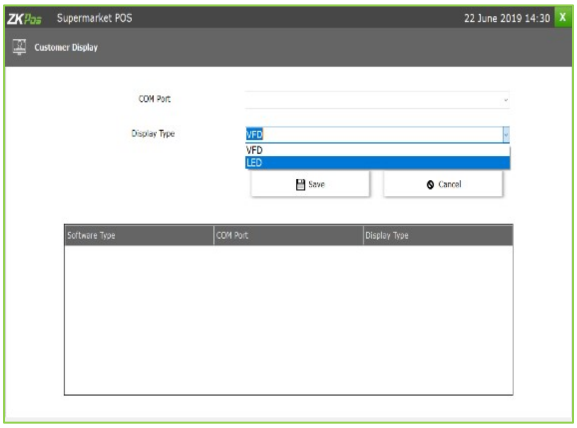

- Select the **PRINTER** from the dropdown corresponds to **PRINTER NAME**.
- Select the **PRINT TYPE**, you can select Ticket Type Print bill, Payment Type Print bill, Normal Type Print Bill.



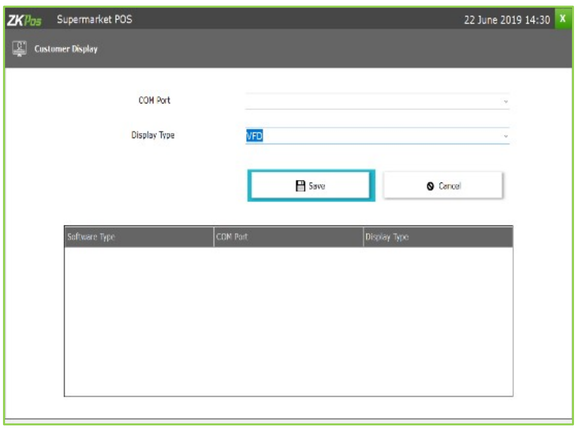

- If you select **TICKET TYPE PRINTBILL**, then you should select the department.
- Set the **STATUS** of the printer.
- Now click **SAVE** button to save the details.
- Click **OK** in the confirmation dialog box.
- Now your printer details are saved.

## CUSTOMER DISPLAY

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



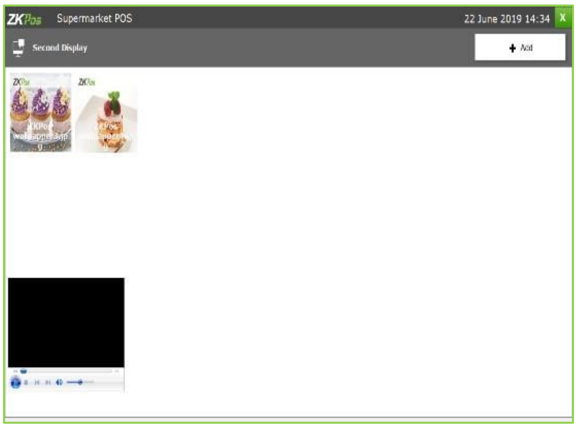

- Go to **SETTINGS**.
- Enable **CUSTOMER DISPLAY** in the **UTILITY**. 3. Now click on **PERIPHERAL DEVICES**. From the menu options.
- choose **CUSTOMER DISPLAY.**



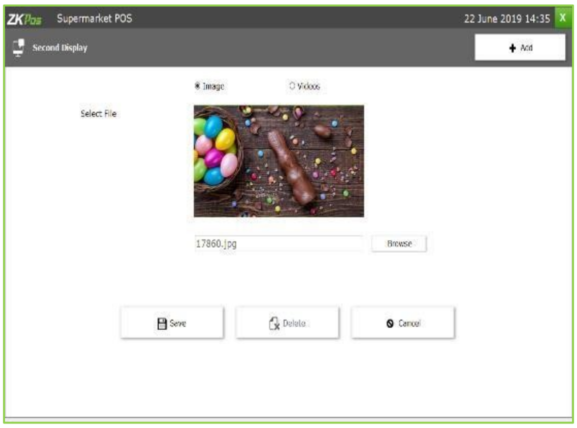

- Choose **COM PORT**.
- Choose the **DISPLAY TYPE**. You have to enable **VFD** display or **LED** display in the utility.
- Now click **SAVE** button to save the details.

## SECOND DISPLAY

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



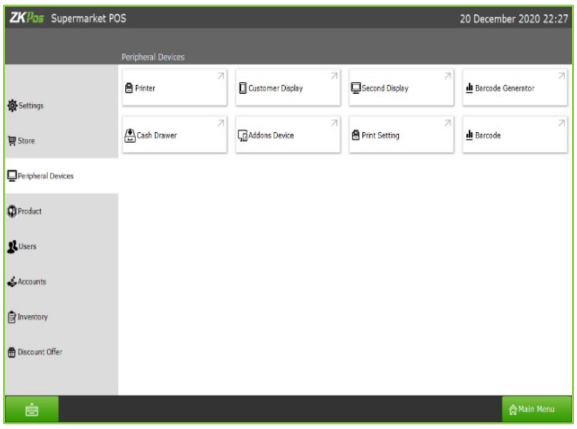

- Go to **SETTINGS**.
- Click on **PERIPHERAL DEVICES**.
- Select **SECOND DISPLAY**.



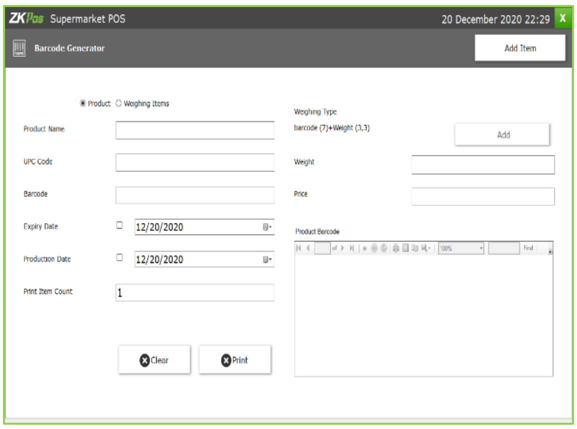

- To add a new image/video click on **ADD** button.
- Choose **IMAGE/VIDEO** and then **BROWSE** the item that you want to upload.
- Save the details by clicking on the **SAVE** button.
- If you want to delete an item, then click on it.
- Click **DELETE** button. Item will be removed from the screen.

## BARCODE GENERATOR

You can generate barcode for those products without a barcode.

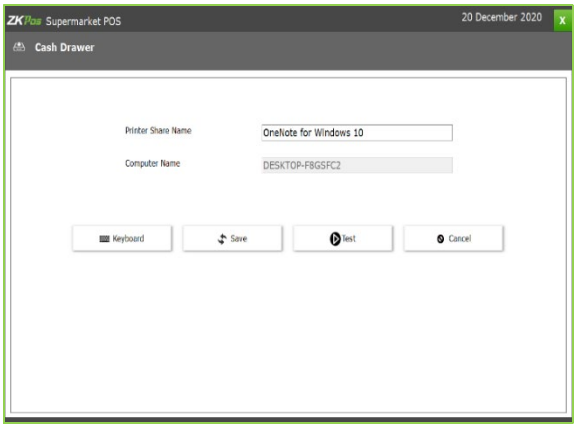



- Go to **SETTINGS**.
- Click on **PHERIPHERAL DEVICES**.
- Click on **BARCODE GENERATOR**.
- Select product or weighing item.
- Click on **ADD ITEM** button.



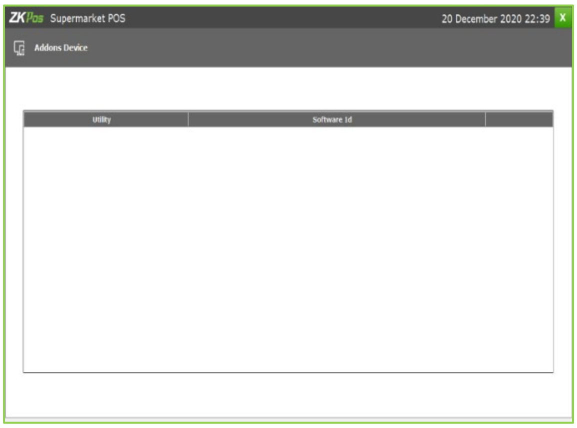

- Search for the item by typing in the search field.
- Select the item from the list.
- Add the **BARCODE CONTENT**. Select the **PRODUCTION DATE** and **EXPIRY DATE**.
- Enter weight, price and print item count.
- You have options to print, export, refresh etc.

## CASH DRAWER



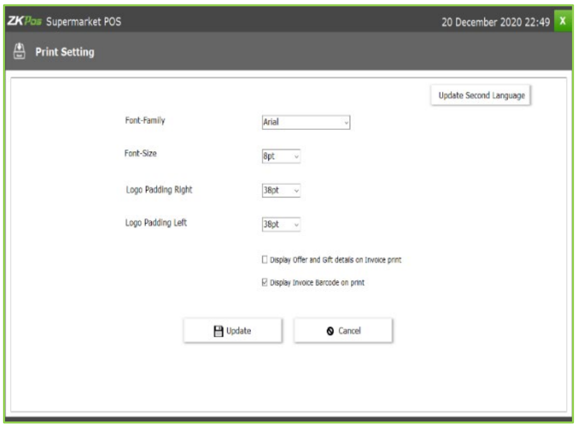

- To configure cash drawer with software, click cash drawer option from peripheral devices.
- Select the printer share name.
- Click save button.

## ADDON DEVICES



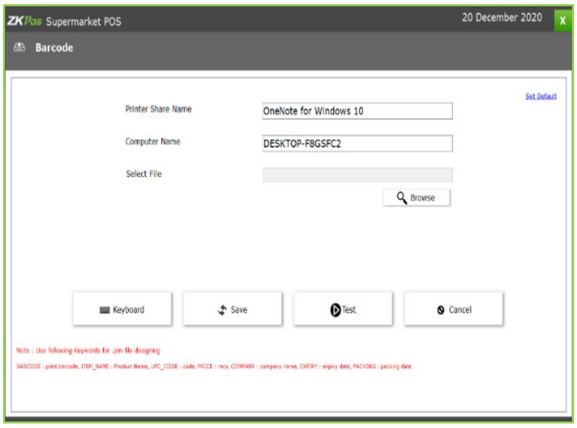

- Here shows the add on software connected with the software.

## PRINT SETTING




- Enter the font family and font size.
- Select the logo padding details.
- Update the second language.
- Click update button.

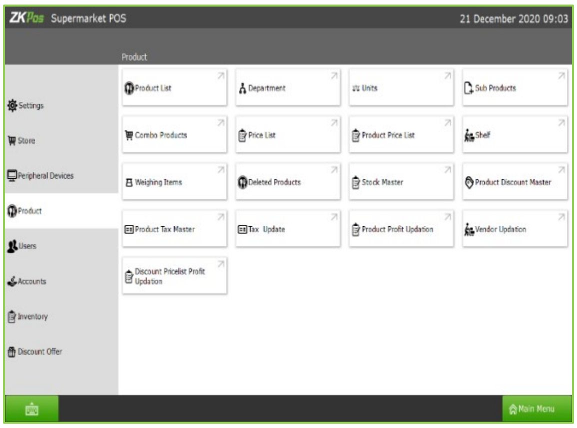
## BARCODE




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

## STEP 23 - PRODUCT MANAGEMENT

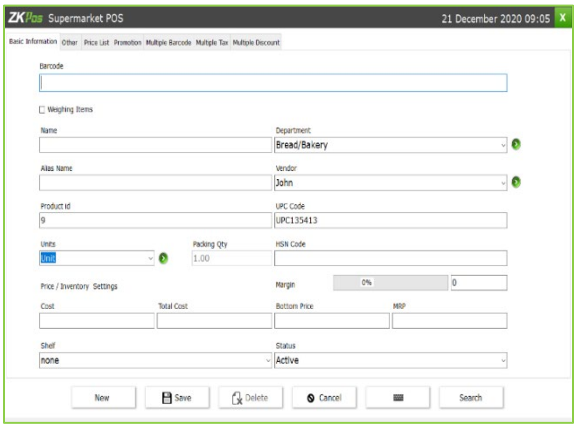
Add all product’s details to **ZKPOS**.




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

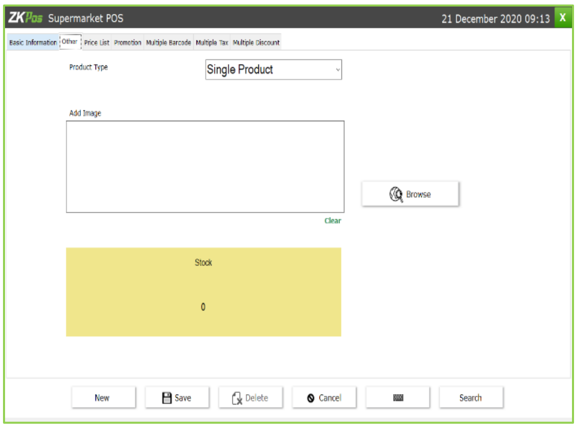
## PRODUCT LIST

Add all product’s details to **ZKPOS**.

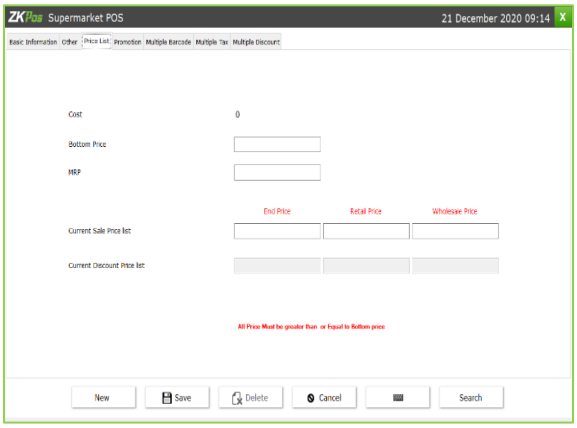



- To add a new product, go to **SETTINGS**.
- Click **PRODUCTS**.
- From the menu options, select **PRODUCT LIST**.
- Enter the barcode of the product in the field provided.
- If the product is a weighing item then, **tick** the checkbox corresponds to weighing items.
- Enter the **PRODUCT NAME** in product name Field.
- Choose the **DEPARTMENT** from dropdown.
- **ALIAS NAME** is another name for the same Product.
- Select **VENDOR**.

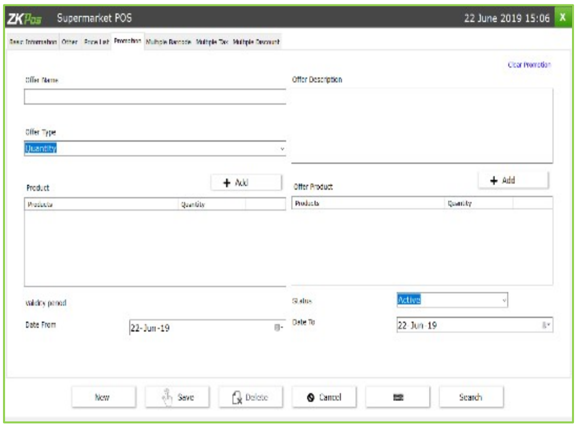
- Product **ID** and **UPC CODE** will be displayed automatically, but you can change it if you want.
- Enter the HSN Code and you can set a shelf to the item.
- Select the **STATUS** of the product, **COST, BOTTOM PRICE** and **MRP**. When you add bottom price the margin will shows the percentage.
- Select the **UNIT** in which the product has been measured. Now the packing quantity and total cost will be displayed.
- Now save the details by clicking on **SAVE.**
- To add a new item you can use the **NEW** button.



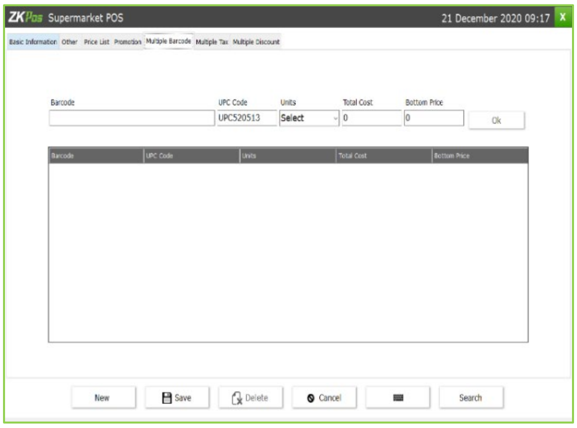

- In **OTHER** area choose the **PRODUCT TYPE** (**SINGLE PRODUCT/COMBO PRODUCT**) and can browse image of the product.
- Product **STOCK** will be displayed in a label, if there is no stock it will be **0**.
- Click Save.



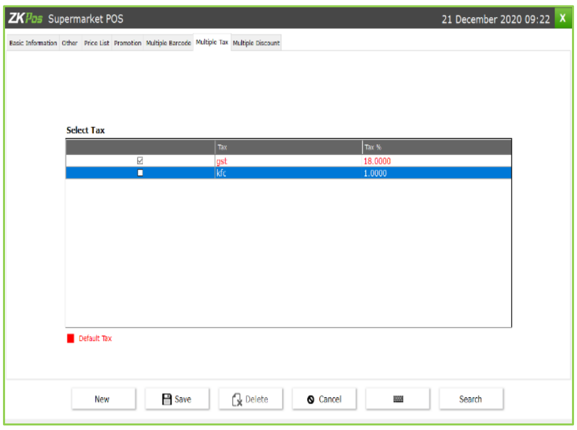

- In **Price List** area shows the cost price where areas bottom price, Current sale price, current discount price list.
- Click Save.



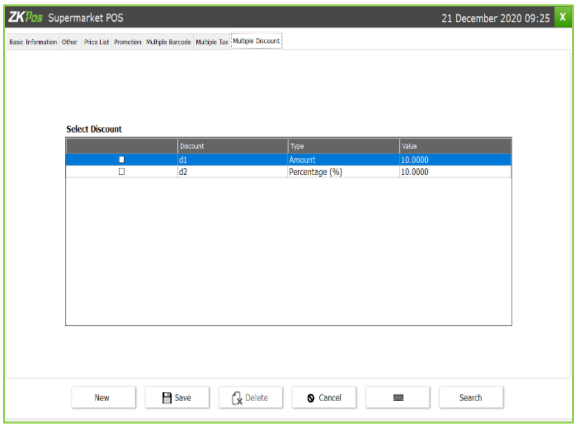

- In **promotion** area, you can set the **Offer Name** and its **description.**
- Choose the **offer type** and **add** products to which the offer provides and select the **validity** of the Offer and click **save** option.




- In Multiple Barcode feature, fill the details.
- Click **Save.**




- In Multiple Tax feature select the **tax form.**
- Click **Save.**

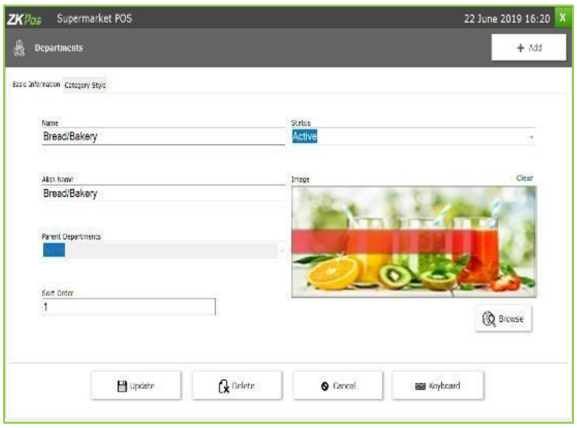



- In Multiple Discount select the discount form.
- Click Save.

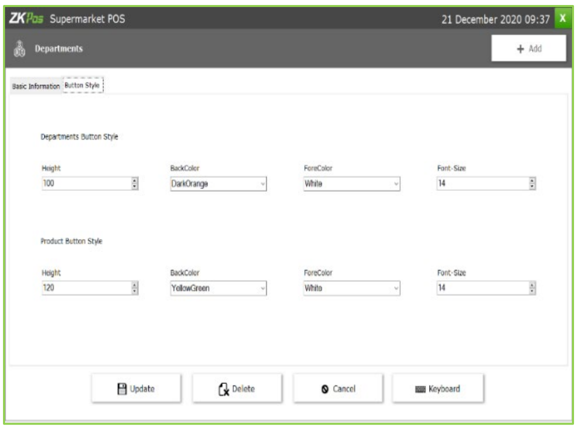
## DEPARTMENTS

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

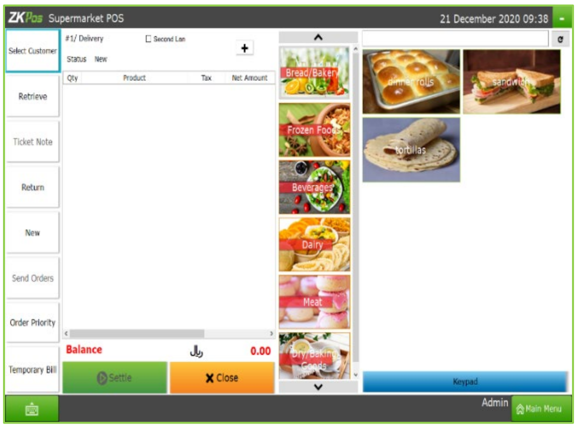

- Go to **SETTINGS**.
- Click on **PRODUCTS**.
- From the menu options, click **DEPARTMENT**.



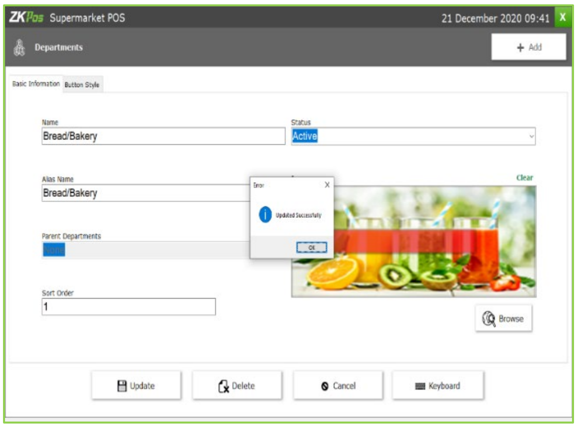

- Some default departments will be there. You can edit/delete an existing department.
- Click on the department that you want to edit/delete.
- You can change the department name, sort order, image of the department etc. as you wish. Button style can be modified and that changes will be reflected in the **POS** section. For instance if you modified the button height and color, then this department button will be displayed in the specified height and color in **POS** menu.



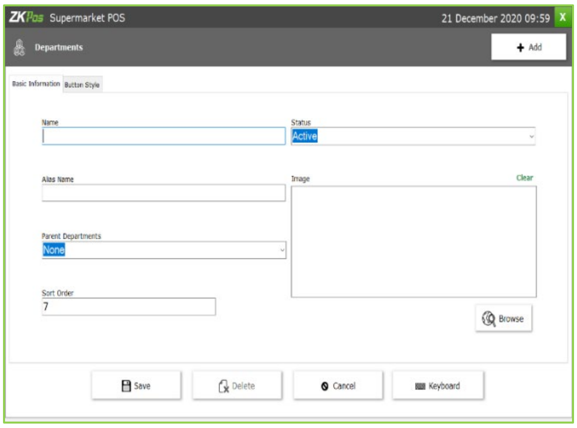

- Similarly the button style of products that comes under this department can be modified.




- To view the changes go to **MAIN MENU** and Click on **sales**. The departments are displayed in the right side of the window. If you change the button style it will be reflected here.




- If the department have any parent department, then select its parent department.
- After making necessary changes click **UPDATE** button. If you want to delete the department, then click **DELETE** button. Note that if you delete a department, all products under that department will be deleted automatically.
- Click **YES** in the warning popup.

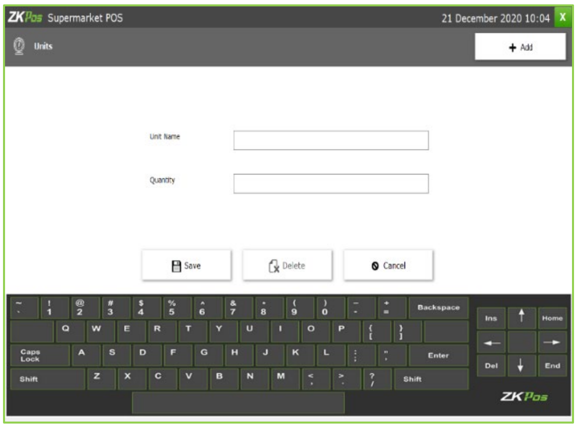



- To add a new department, click on ADD.
- Enter **Department Name**, **Sort Order**, **Status**, **Department Button Style**, **Product Button Style** and **Image**.
- Save the details by clicking on **SAVE** button.

## UNITS

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

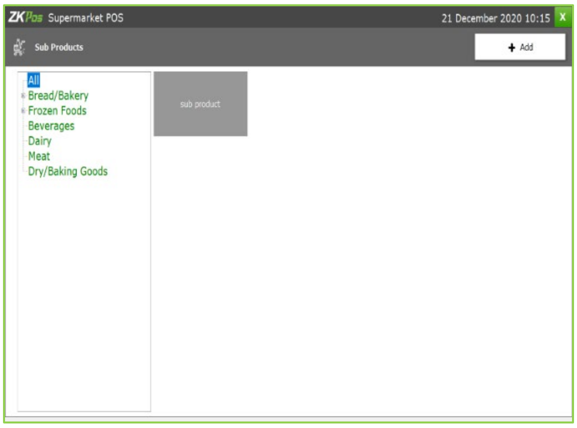

- Go to **SETTINGS**.
- Click **PRODUCTS**.
- From the menu options, choose **UNITS**.




- To add new unit click **ADD** button.
- Enter the **UNIT NAME**.
- Enter the **QUANTITY**.
- Save the details by clicking on **SAVE** button.
- To delete a unit, click on the unit name.
- Click the unit you want to delete, once you assign the unit to any products you cannot delete the unit.
- Otherwise click delete button and yes to the confirmation message.

## SUB PRODUCTS

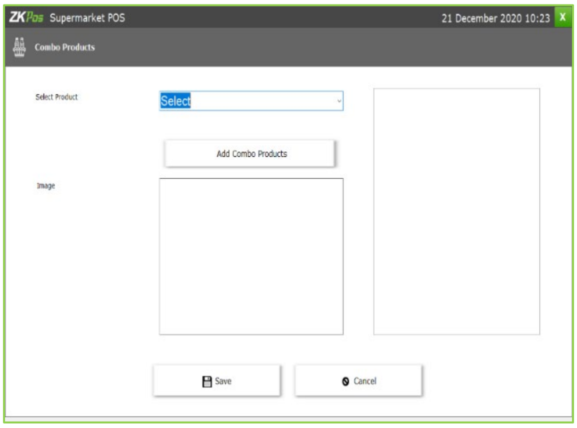
Enable sub products from utility Click sub products from products menu.



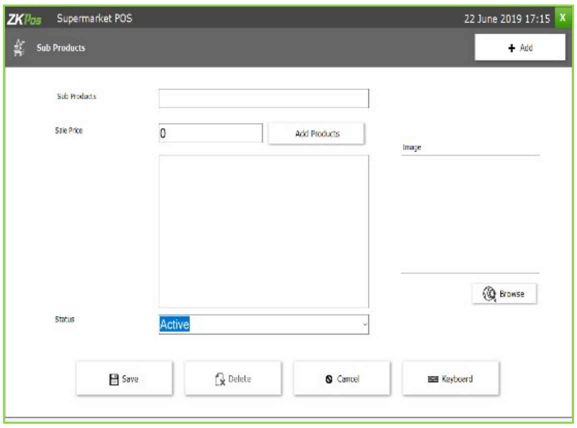

- Click add button.
- Enter sub product name and price.
- Now click on **ADD PRODUCT** button.
- Select the Department from the list. When you select the department, all product in that department will be displayed.
- Select the product from the list and click **OK** button.
- Browse the Image for the sub product.
- Save the details by clicking on **SAVE** button.

## COMBO PRODUCTS

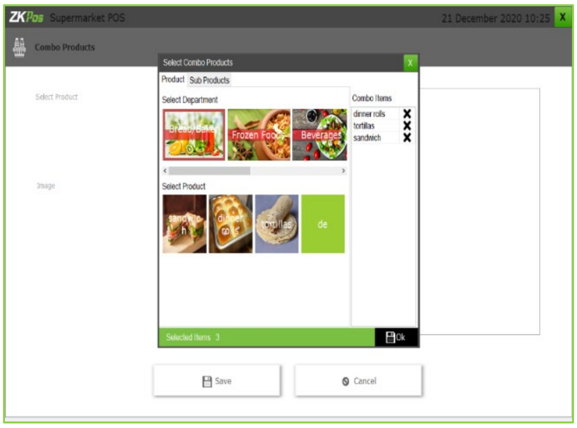
Assume that you are announcing a Combo offer every week end. Let's look at how to add a Combo Product.




- Go to utility and enable combo product. Now update the changes.
- To add a combo product, you need to add combo products in product list. For instance **create a new product called Combo1**. While adding the new product change the **product type** as **combo product** instead of single product.

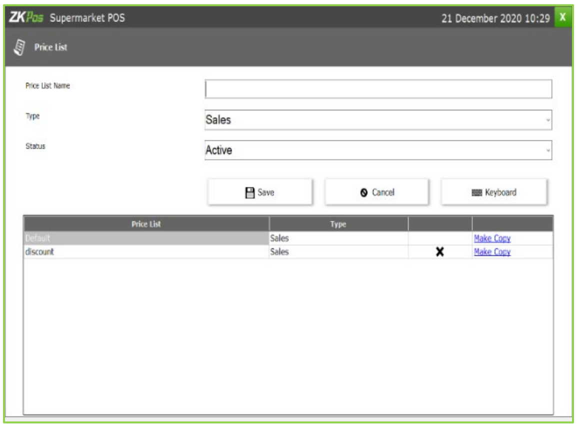



- Now go to **PRODUCTS** and Click on **Combo Product** button.
- From the dropdown select the product.

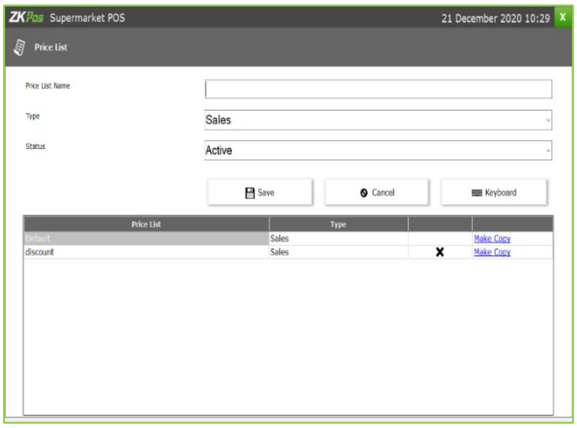



- Now click on the **ADD COMBO PRODUCTS** button.
- From the Department list, select the department.
- Now all products in that department will appear. Click on the required item.
- All selected items will be listed in the left side of the window.
- Click ok and then save.

## PRICE LIST



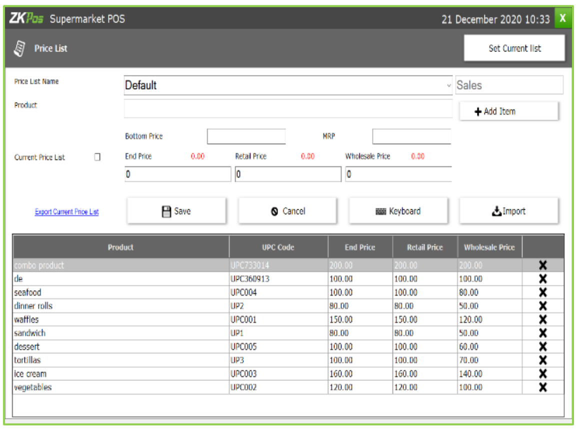

- Go to SETTINGS.
- Click on PRODUCTS.
- Select PRICE LIST from the menu options.
- Enter the **PRICE LIST NAME.**
- By default there will be two types of price list, SALES and DISCOUNT. Those products with discount offers should be added to the discount price list. Select the Price **TYPE** and **STATUS**.
- Click **SAVE** button.



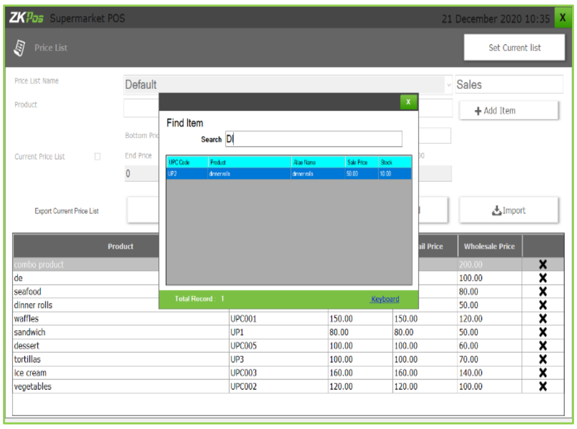

- Saved details will be displayed in the grid.
- Sometimes you may need to make changes to the price of particular products. So in such cases make a copy of the original price list by clicking on the make a copy next to the price list name, a copy will be created.

## PRODUCT PRICE LIST

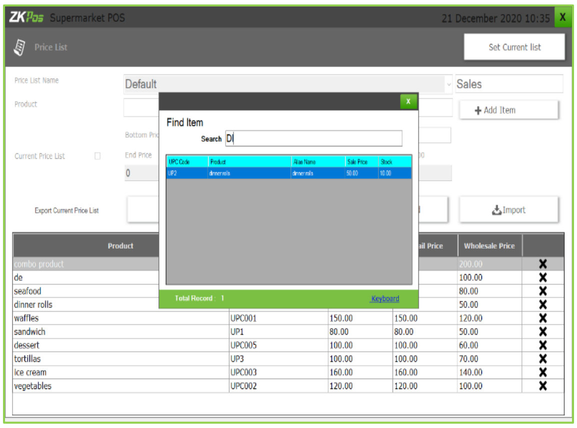
You can see all saved product price list here.




- Click on **PRODUCT PRICE LIST.**
- All Prices that you have added in the **PRICE LIST** will be displayed in the dropdown.
- To add new, select the price list name from the dropdown.
- There will be a default price list, if you want to add new select the price list name from the dropdown.



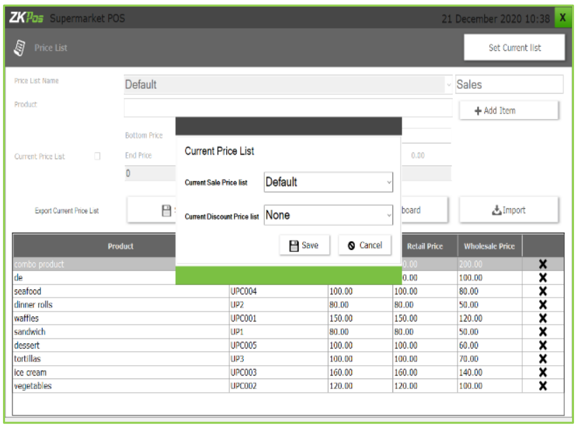
- Click on the **ADD ITEM** button to add a product.
- Where you are asked to scan the barcode if you previously enabled the barcode option in Utility.



- If the barcode option in utility is disabled, you will asked to select the product.
- You can Import or export price list using the **IMPORT** button and **EXPORT CURRENT PRICE LIST** link.
- The default price list will be set as the current price list. You can change it after creating another list. For that click on the **SET CURRENT LIST** button.
- Select the **current sale price list** and **current discount price list** and click **SAVE** button.

## SHELF

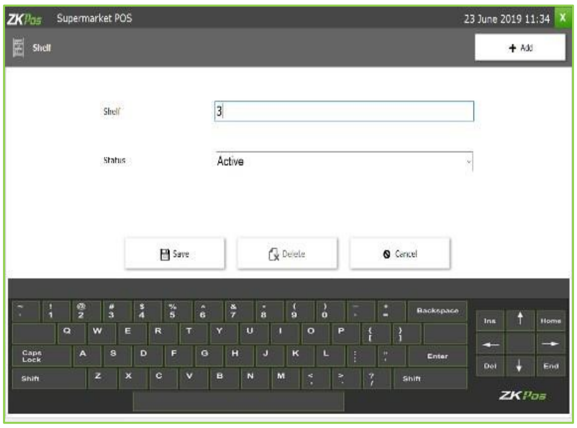
There will be specific shelf for each item. You can add **SHELF** using this interface.



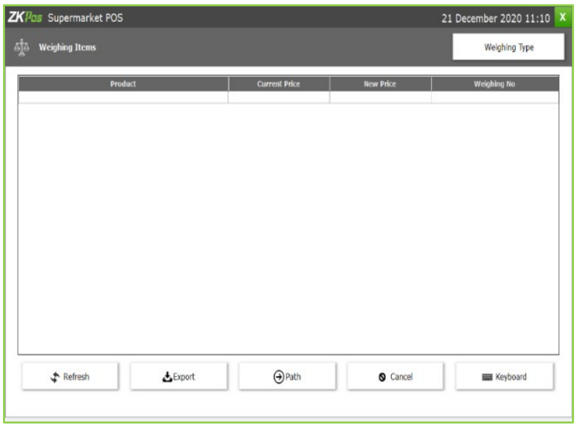
- Click on **SHELF**.
- Click **ADD** button.

- Enter the **SHELF** number.
- Enter the Status.
- Click **SAVE** button.

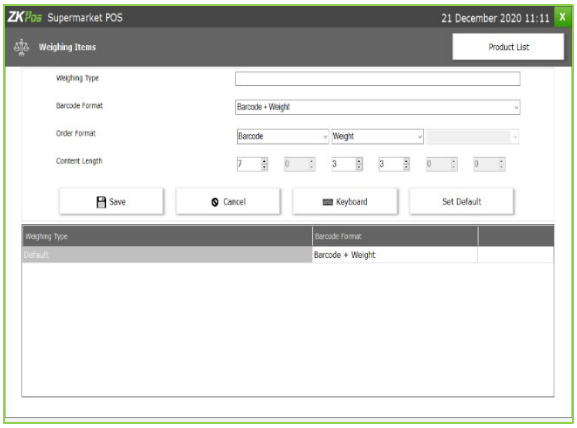
## WEIGHING ITEMS




- Click on **WEIGHING ITEMS. Product, Current, Price, New Price, Weighing Number** will be displayed.
- Export the weighing items by clicking the export option.



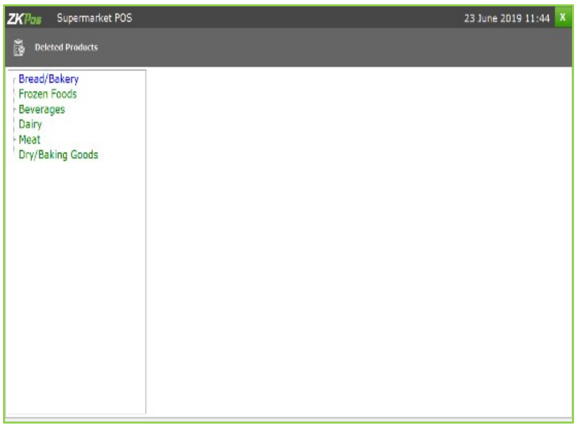

- To add **WEIGHTING TYPE,** then Click **WEIGHTING TYPE**.
- To choose Weighing Type, Barcode Format, the Barcode Format **contains** three types Barcode, Barcode + Weight, Barcode + Price, Barcode + Weight + Price.




- To choose Order Format, the Order Format contains Barcode and weight.
- Choose Content Length.
- Now click **SAVE** button.

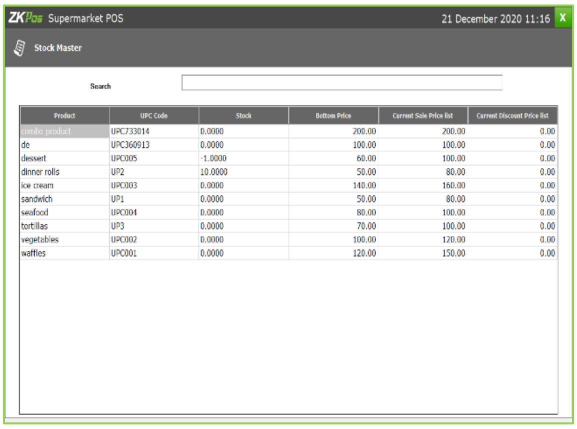
## DELETED PRODUCTS

In deleted products list you can see the products that you've been deleted.

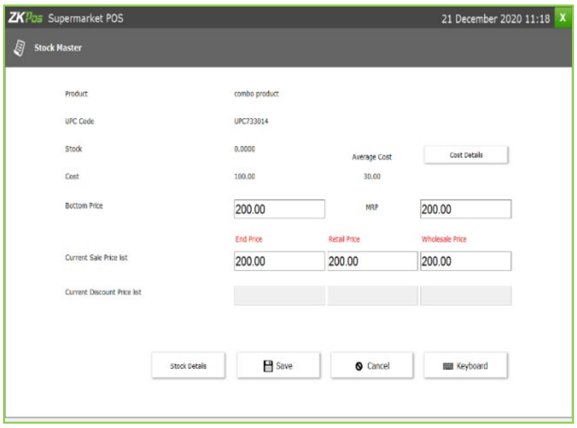



- Go to **Settings.**
- Click on **Deleted Products** in the Product option.

## STOCK MASTER

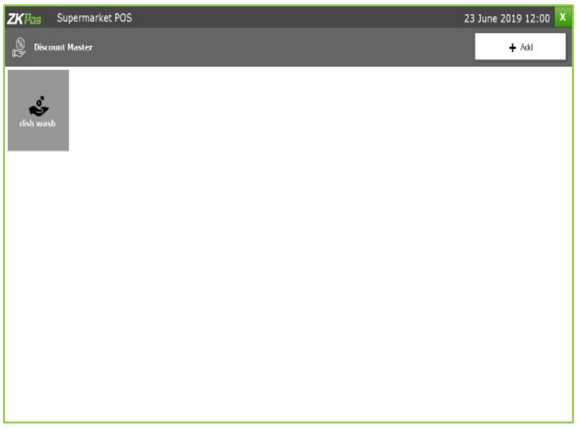



- Click on **STOCK MASTER.**
- It displays details like **product, UPC Code, Stock, cost, bottom price, current sales price list, Current discount price list.**

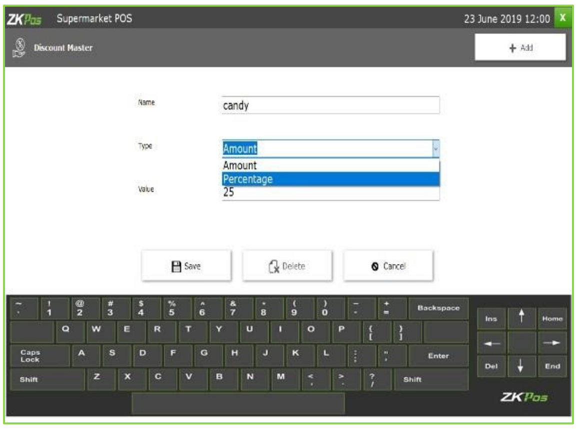



- Click on the Cost Details to see the details.

## PRODUCT DISCOUNT MASTER

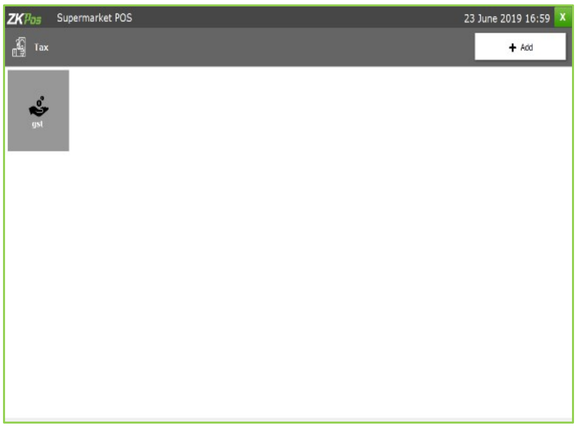



- Go to **Product Discount Master.**
- Click on the ADD button if you want to add a Product discount master.




- Enter the Name, type and value.
- Click Save.

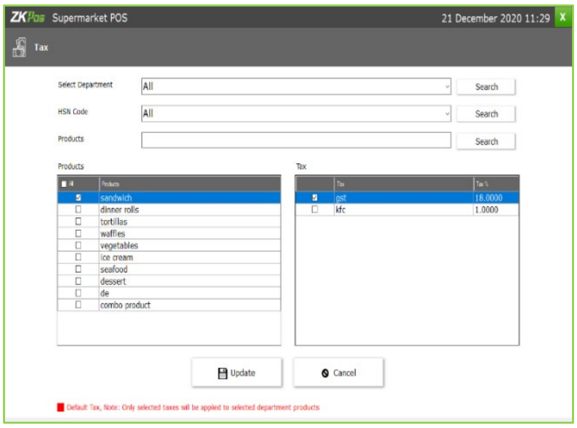
## PRODUCT TAX MASTER




- Go to Product Tax Master.
- Click ADD button to add.

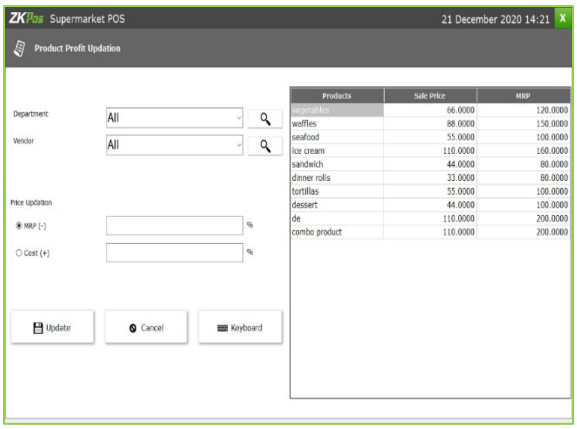

- Enter the **Tax name** and **Tax %.**
- Enter the symbol and select if the tax is default or not.
- Click **Save.**

## TAX UPDATE



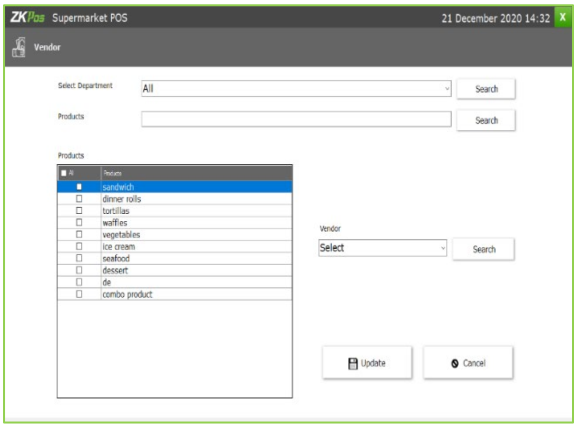

- You can assign tax department wise and product wise.
- Select tax update from products menu.
- Select the department, then the products under that department shown below.
- Select the products and choose the tax.
- Default tax will be applied for every products.
- Click update button.

## PRODUCT PROFIT UPDATION



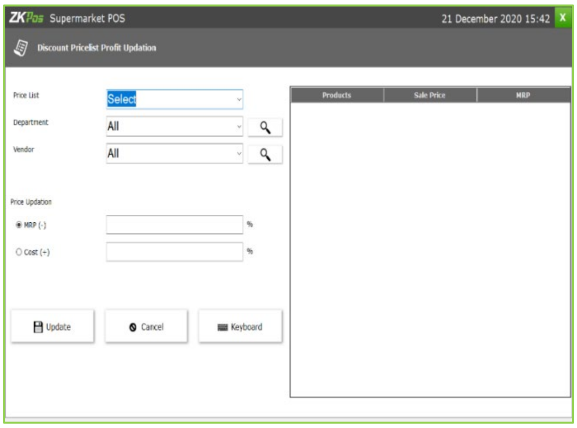

- You can update the sale price of products here.
- Select product profit update option from product menu.
- Select the products by department as well as vendor.
- There is two option for price updation, MRP(-) and cost (+).
- Enter the value in percentage. For MRP (-), sales price updated by an amount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

## VENDOR UPDATION




- If you want to update the vendor for products click on vendor updation option from products menu.
- Select the product by department wise searching and product wise searching.
- Select the new vendor and click update.

## DISCOUNT PRICE LIST PROFIT UPDATION

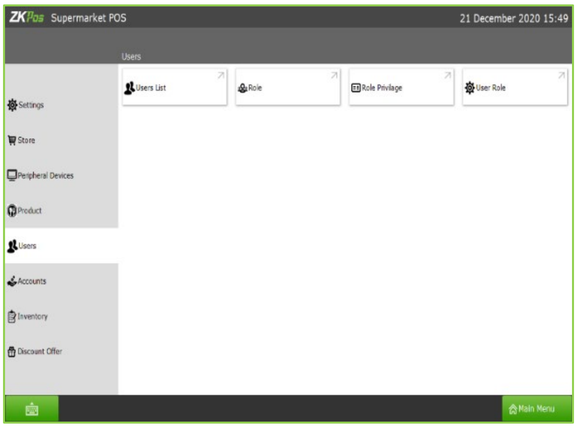



- Select the price list from drop down.
- You can update the sale price of products here.
- Select product profit update option from product menu.
- Select the products by department as well as vendor.
- There is two option for price updation, MRP(-) and cost (+).
- Enter the value in percentage. For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

## STEP 24 – CREATING NEW USER

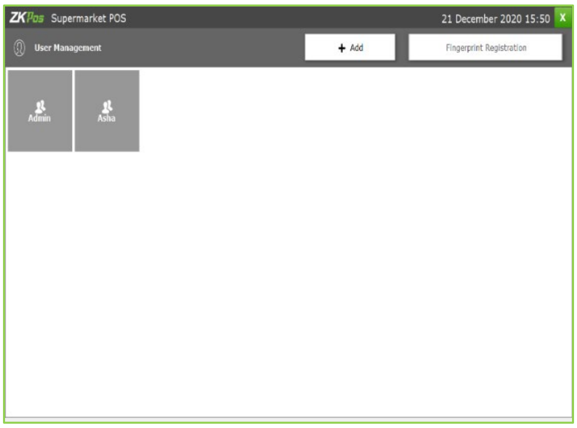
Other than admin you can add other users to **ZKPOS**. This will let other users to access **ZKPOS**. But only **ADMIN** can access every features in **ZKPOS SUPERMARKET SOFTWARE**. Other users can access only limited features that assigned to them. We can add 5 types of user privileges. Admin, Cashier,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

To create a **NEW USER**, follow the steps below.

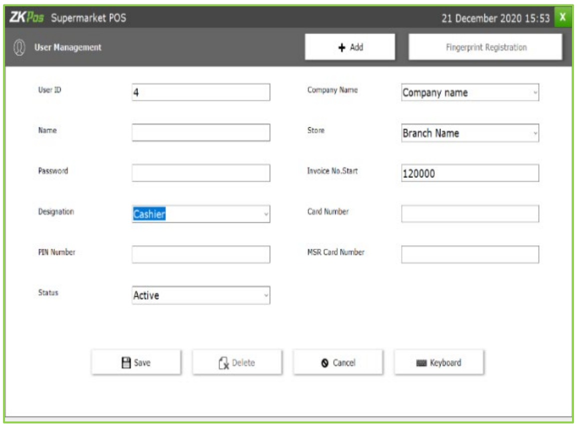



- Open **ZKPOS**.
- Click on **SETTINGS** menu.
- From the menu options click on **USERS**.

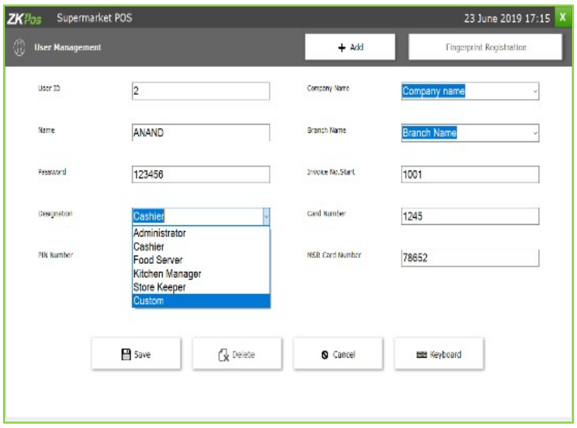
## USERS LIST




- Click on **USER LIST** menu.
- **ADMIN USER** will be there by default. To view/edit Admin details click on **ADMIN** button.



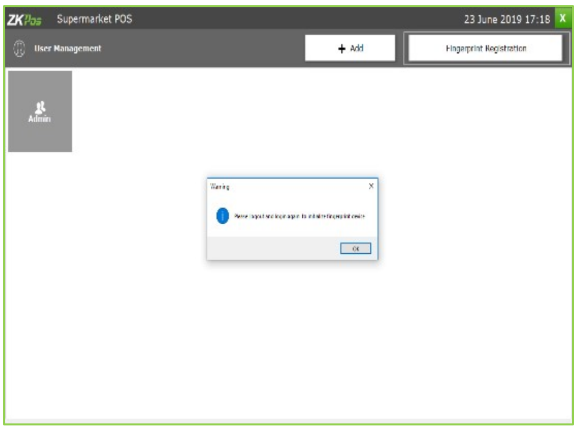

- **ADMIN ID**, **NAME**, **PASSWORD**, **COMPANY NAME**, **BRANCH NAME**, **INVOICE START NUMBER**, **CARD NUMBER**, **MSR CARD NUMBER** etc. everything will be displayed. You can't edit the designation of admin. Also you have an option to login using a **PIN number**, for that enter the pin number.
- After making necessary alterations click on **UPDATE** button. Click **OK** to the confirmation message. You cannot **DELETE** admin. To add a new **USER**, click **ADD** button.



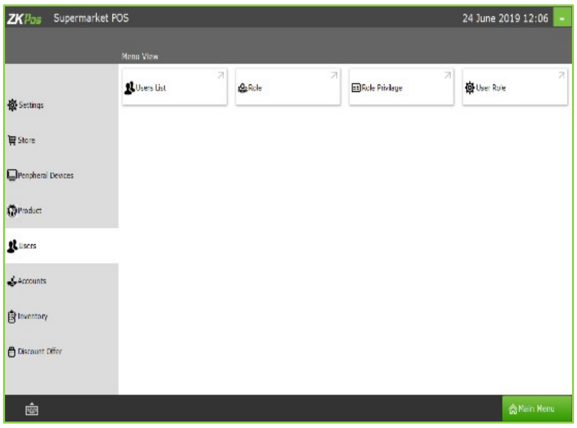

- In the new window you have to specify the **User ID**, **Password** and **Designation** of the user. Default User ID can change as you wish. Select the user type from the dropdown. **Pin** is optional that lets you to login using your pin number.
- Company details and invoice start number will display automatically. Add **CARD NUMBER** and **MSR CARD NUMBER** if necessary. After adding all necessary details click **SAVE** button. Click **Ok** in the confirmation dialog.

## USER REGISTRATION USING FINGERPRINT

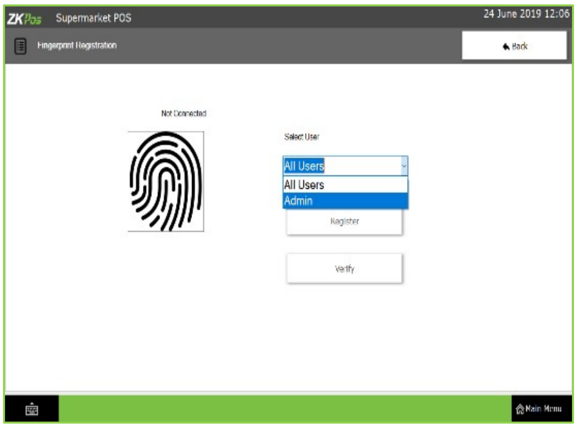
**ZKPOS** provides an option to login using your fingerprint. To do so, follow the steps below.




- Go to **SETTINGS**.
- In the **UTILITY**, enable fingerprint login and update it.
- Now Click **USERS** in the **SETTINGS**.
- Again, click **USER LIST**.
- There is a **FINGERPRINT REGISTRATION** button on the right of **ADD** button. Click on it.

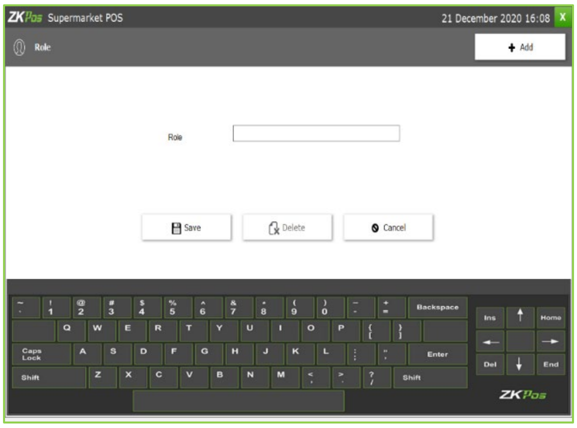



- You may ask to **LOGOUT** and **LOGIN** again. If so please logout and login again.
- Open **USER LIST** from **SETTINGS**.
- Click on **FINGERPRINT REGISTRATION** button.



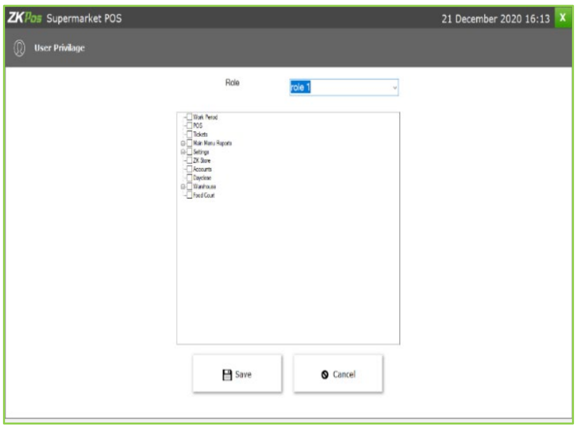

- Select the **USER** from the dropdown.
- Click on the **REGISTER** button and keep any finger 3 times for registering fingerprint.
- Click on **VARIFY** button to verify the fingerprint.
- Now go to **MAIN MENU**, **LOGOUT** and try **LOGIN** by keeping finger on the fingerprint device.

## ROLE



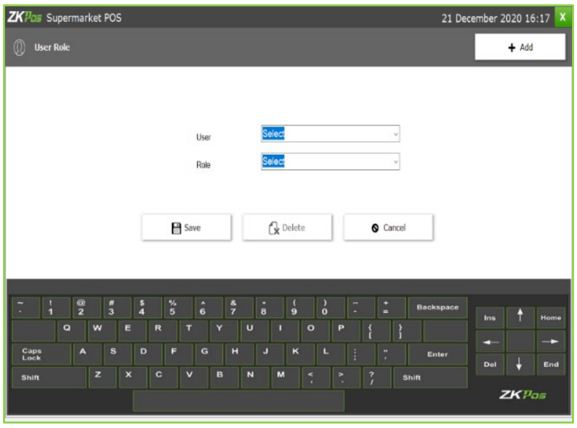

- To add role to the software, click Role option.
- Enter the role name and click save.
- You can edit/ delete the role by selecting the particular role.

## ROLE PRIVILEGE




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

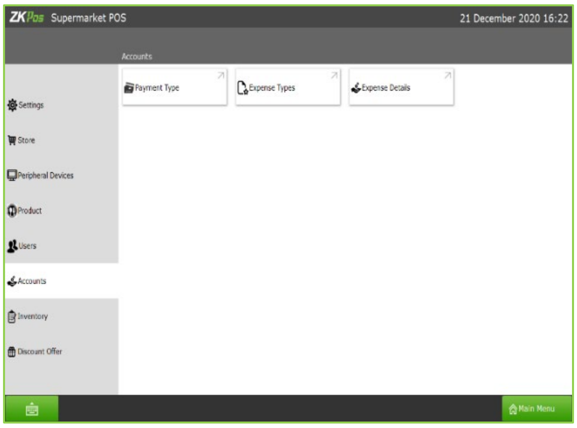
## ROLE PRIVILEGE




- Assign the role to the users.
- Select the user and role from the drop down box.

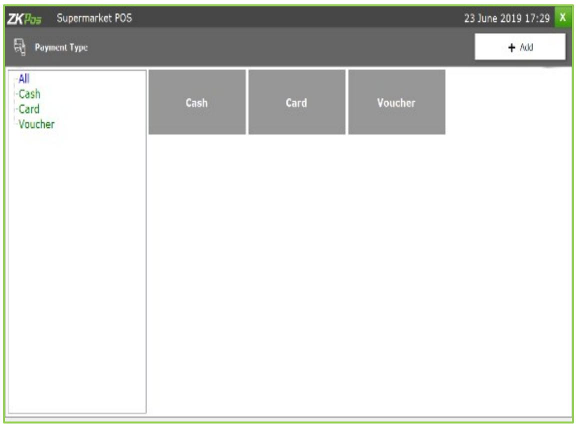
## STEP 25 – ACCOUNTS

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

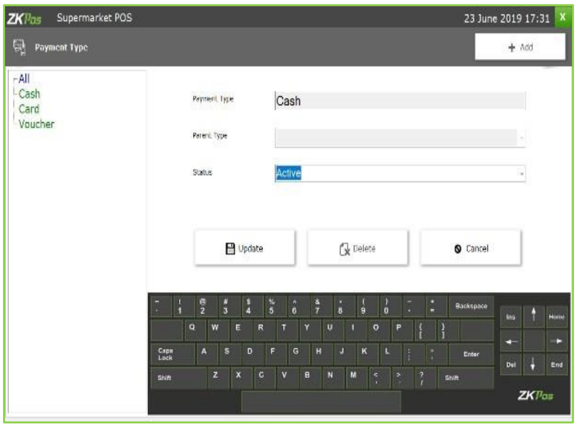



- Go to **SETTINGS**.
- Click on **ACCOUNTS** tab.

## PAYMENT TYPE

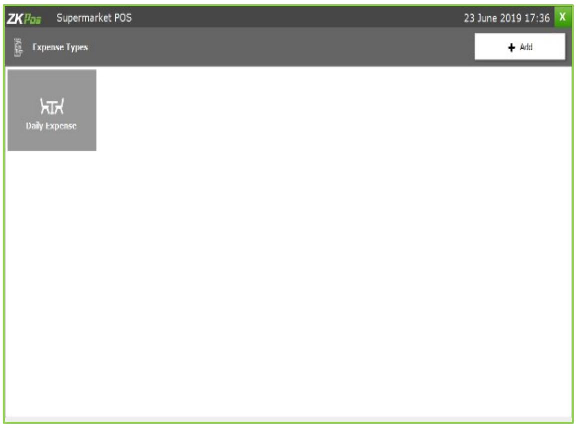



- Click on **PAYMENT TYPE**.
- Click **Cash/Card/Voucher** to view.

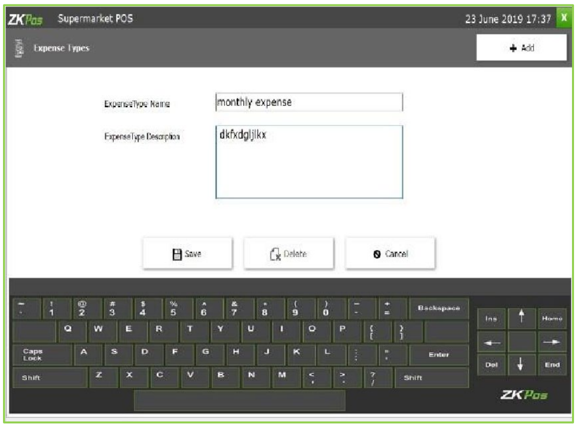



- Click **Add** button to add payment type. **1.** To edit enter **the payment type, parent Type and status.**
- Click **update** button.

## EXPENSE TYPE

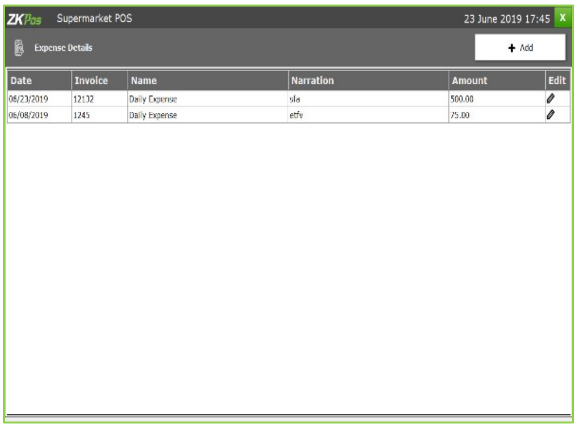



- Click on **EXPENSE TYPE.**
- You can see already added list of Expense type.

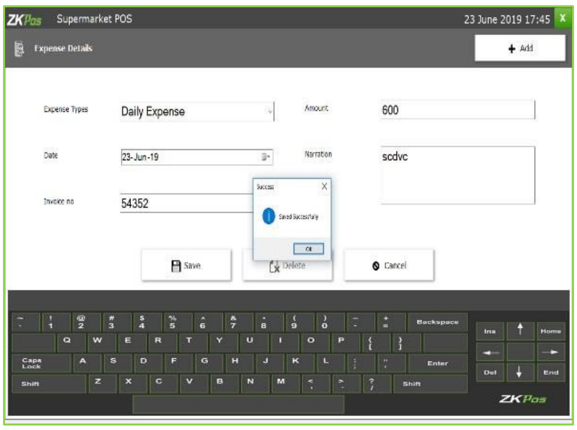



- Click on **ADD** button to add new expense type.
- Enter the **Expense type name, Expense Description details.**
- Click **Save.**

## EXPENSE DETAILS



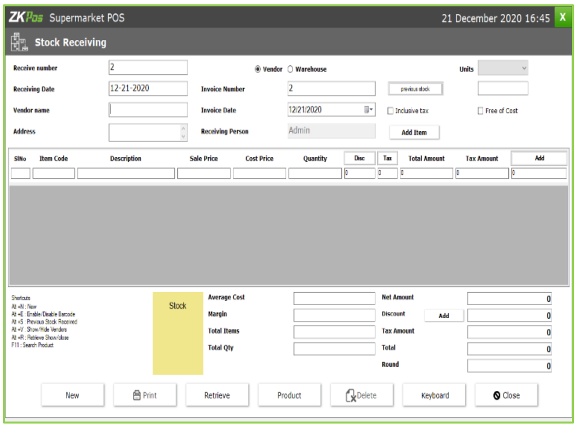

- Click on **EXPENSE DETAILS.**
- Already added expense details will appears in a grid format.
- To edit it click on the **Edit** option and **Update.**




- Click on the **ADD** button to add expense details.
- Enter the **expense type, date, amount, invoice Number and narration.**
- Click **Save.**

## STEP 26 - INVENTORY MANAGEMENT

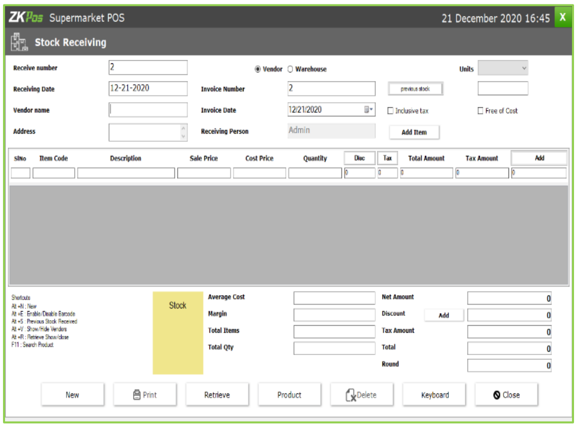
This is the stock management section. There are four options **STOCK RECEIVING** and **STOCK TRANSFER, PURCHASE ORDER, STOCK INVENTORY**. While receiving stock from suppliers you can save the details about the purchase and stock in **ZKPOS** Software.



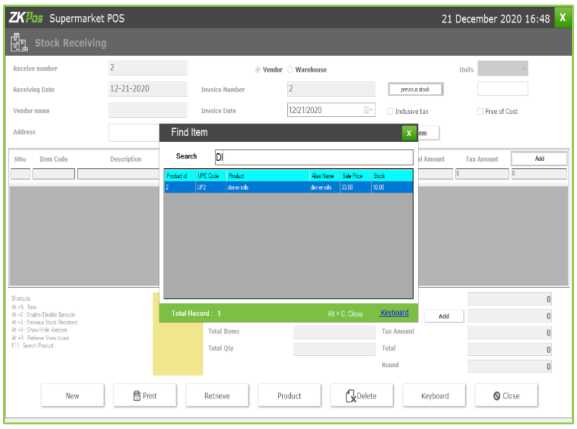

### STOCK RECEIVING

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

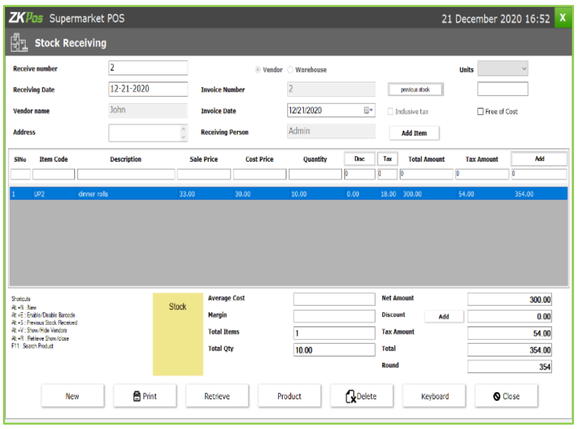
- Click **SETTINGS**, from the menu options select **INVENTORY**.
- First let's learn how to do **STOCK RECEIVING**. Click on **STOCK RECEIVING**.



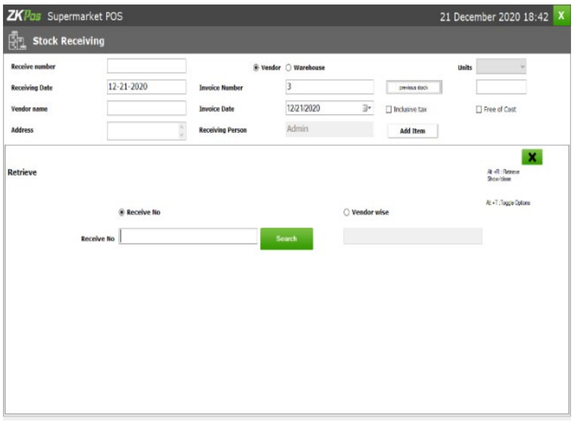

- You need to specify the details about the purchase in appropriate field, like **INVOICE DATE**, **RECEIVING DATE**, **VENDOR NAME**, **VENDOR ID**, **VENDOR'S** contact details and **RECEIVING PERSON'S** contact details, **ITEMS** that purchased, **PACKING QUANTITY**, **TOTAL AMOUNT**, and **NET QUANTITY** etc.



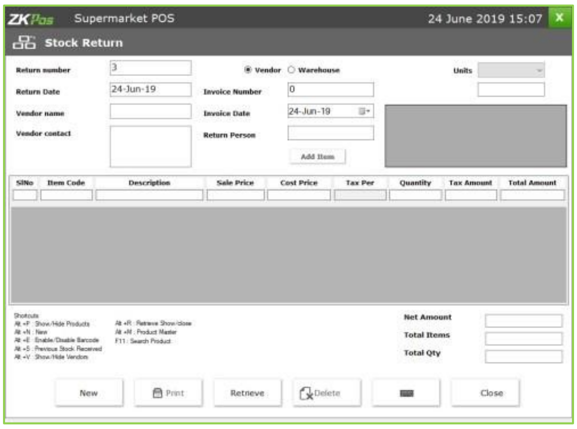

- Now click on the **ADD ITEM** button.
- You have to search for an item using the search field provided.
- Select the item.




- Enter the **QUANTITY, discount and other details** of the receiving item. When you press add button stock will be Updated and the net amount, total quantity and total items will be calculated automatically.
- You can add another item by clicking add item button. Total items will be updated with the addition of each item.
- If there were any previous stock entries click on the previous stock button.



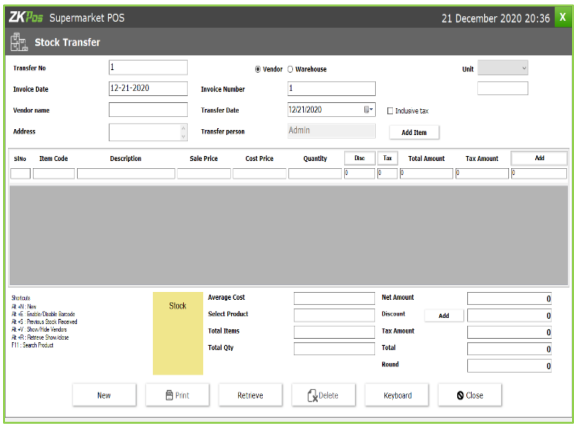

- To view previous stock entries, click **RETRIEVE** button. In the new window enter the **INVOICE NUMBER** and click search button.
- Choose vendor wise option to view vendor wise results. Now select the vendor from the list. You will get the results.
- You can take the **PRINTOUT** of the stock by clicking **PRINT** button.
- If you want to add a new item to the list then click on **PRODUCT**. It is a shortcut to **PRODUCT LIST** that you have seen earlier.
- To delete a stock entry just click on the **DELETE** button. Click **YES** in the warning popup.
- Note the shortcut keys provided in the bottom left side of the stock entry window.




## STOCK RETURN

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

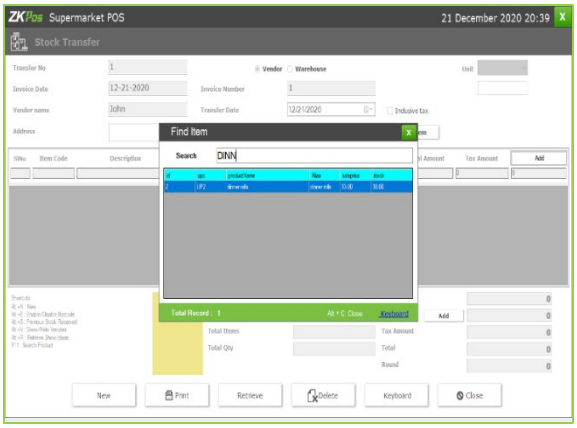
- Click **SETTINGS**, from the menu options select **INVENTORY**.
- Click on **STOCK RETURN.**
- Enter the details.
- You can retrieve the details as before.



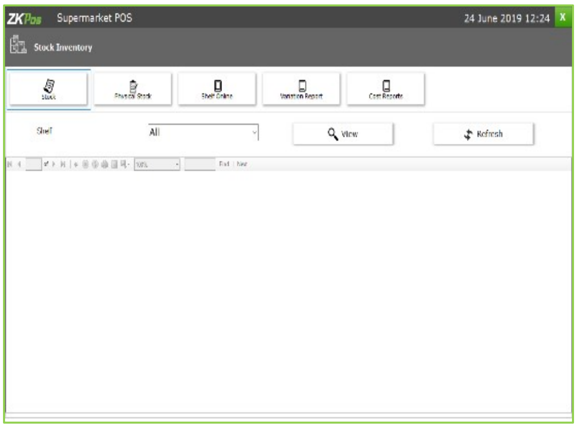

## STOCK TRANSFER

Some items in the inventory may damage or get expired, so you need a space to categorize them from inventory. Then you can return the spoilage items or expired items to the vendor or you can separate it easily from other products. The screen for stock receiving and stock return is similar.

- Go to **SETTINGS**.
- Click **INVENTORY**.
- Choose **STOCK TRANSFER** from the two options.



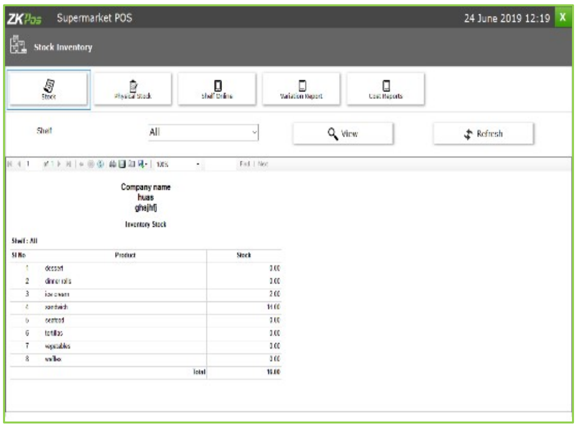

- Enter **TRANSFER NUMBER**, **VENDOR DETAILS**, **TRANSFER PERSON** and **INVOICE NUMBER**.
- Click **ADD ITEM** button to add items that need to return to the vendor.
- Enter the quantity that you want to return.
- Click **ENTER KEY**.
- To add another button click **NEW** button.
- You can use **RETRIEVE** button as you have seen earlier, **PRINT** button, **PRODUCT** Button and **DELETE** button as described earlier.
- After you done with it, click **CLOSE** button.



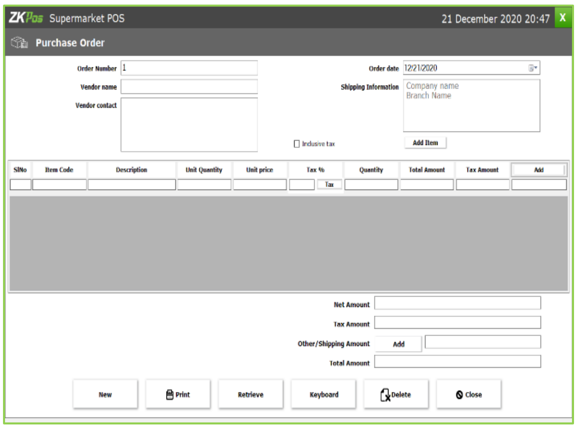

## STOCK INVENTORY

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

- Click on **STOCK INVENTORY**.
- Click on **STOCK** button and then **VIEW** button.



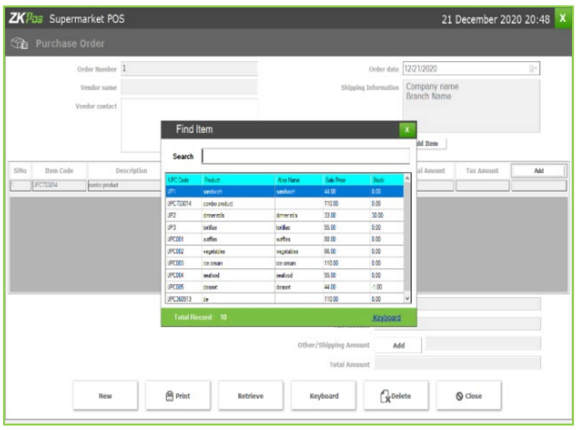

- If the Stock value is zero that means the items were out of stock.
- If you want to view physical stock, then click on **PHYSICAL STOCK** button.
- You can update physical stock by entering a stock value for the appropriate product.
- To view Shelf Online Report, click on Shelf Online and then click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



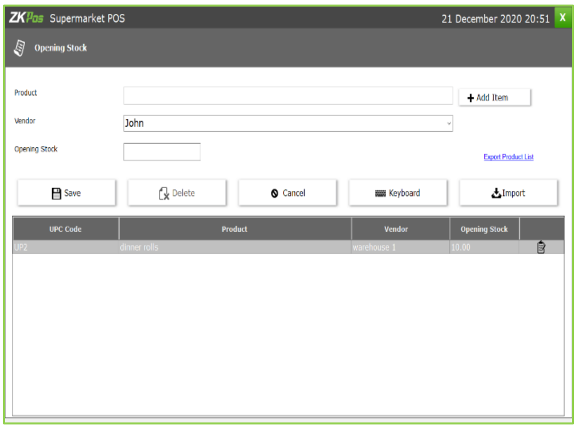

## PURCHASE ORDER

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

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




- Select any from the list.
- Enter the quantity that you want to purchase.
- Press enter key.
- Your entry will be updated successfully.
- You can use **RETRIEVE** button, **PRINT** button, **PRODUCT MASTER** Button and **DELETE** button as described earlier.
- After you done with it, click **CLOSE** button.

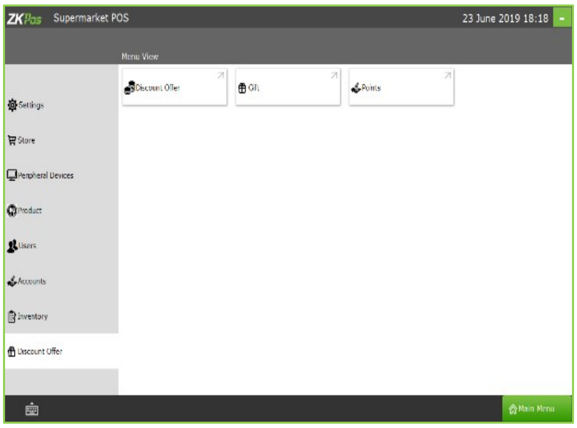



## OPENING STOCK

- We can add the opening stock and vendor details by selecting the opening stock button.
- Select the product by clicking add item, select the vendor and enter the opening stock.
- Click save button.
- For deleting the stock click on the particular details and click delete button.

## STEP 27 - DISCOUNT OFFER

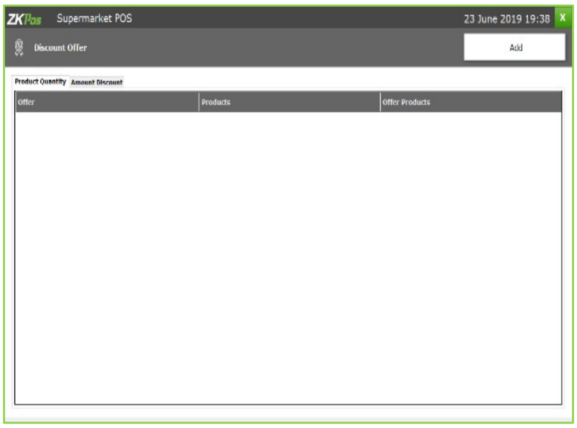
There may be gift or discount offer for some special customers, regular visitors or for a particular invoice. To Set this gift functionality you should follow the below steps.




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

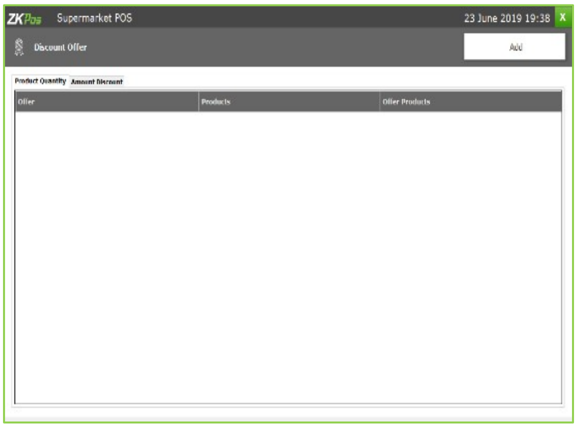
## DISCOUNT OFFERS

When you want to promote your sales or clear the stock, you will announce discount offers for some products. You can add those discount offers here. But you need to **enable discount offers in the utility**.

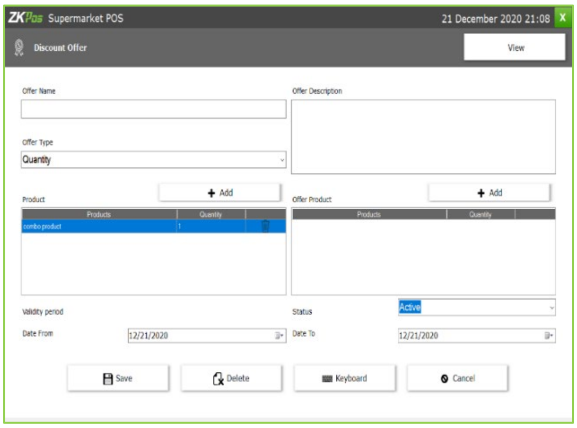



- Click on **DISCOUNT OFFER**.
- You can set discount offers by product quantity or by amount. For instance suppose a person buys 5 pen at a time, you can provide one additionally as a discount product. The person need to pay the price of 5 pens. This offer is based on quantity.
- To add a discount offer based on amount, click on the **AMOUNT DISCOUNT** tab next to **PRODUCT QUANTITY** tab. Here you can provide discount for a particular product based on amount. You can set either Offer percentage or discount amount.

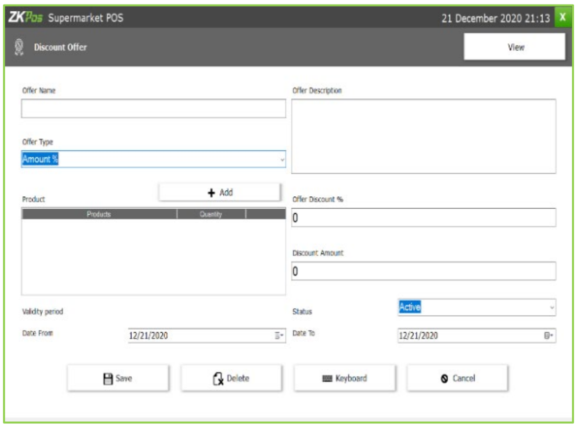
*Follow the steps below to learn about discount offers.*



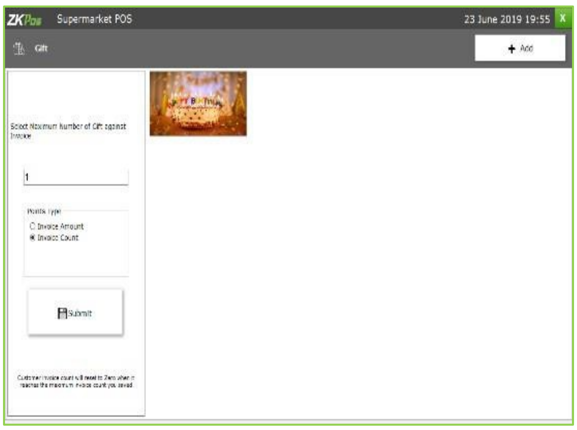

- Recently added discount offers will be listed in a grid.
- To view or modify, just click on it.
- Make necessary changes if required.




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

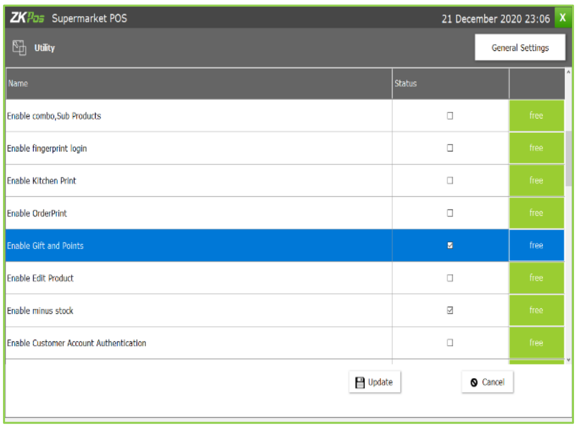



- At the time of sale you can purchase the product with offer product by paying the product price.
- To delete the current selected product or offer product, click on the delete button.
- Click **YES** in the popup window.
- You can change the Date assigned for the offer.
- To add more product click on **ADD** button.
- To add discount by amount wise, enter the details as before.
- Instead of entering the offer product you have two options, enter the discount as percentage wise or amount wise.
- Enter the details and click save.

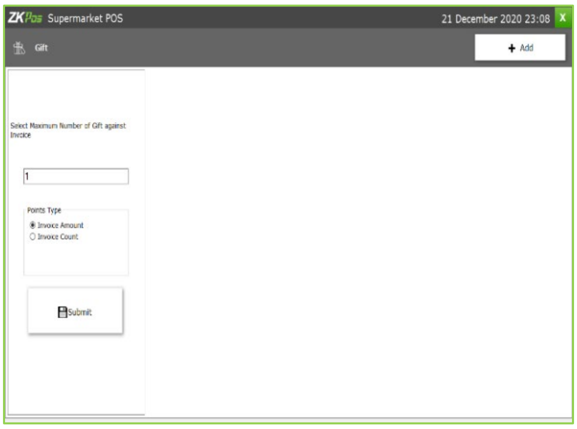



## GIFT

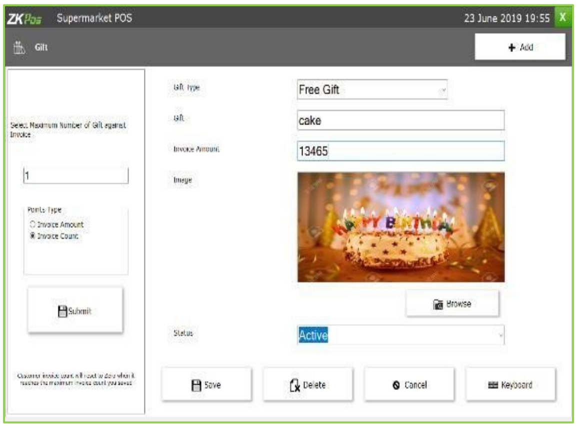
You can announce gift for some special customers, regular visitors or for a particular invoice. To Set this gift functionality you should follow the below steps.



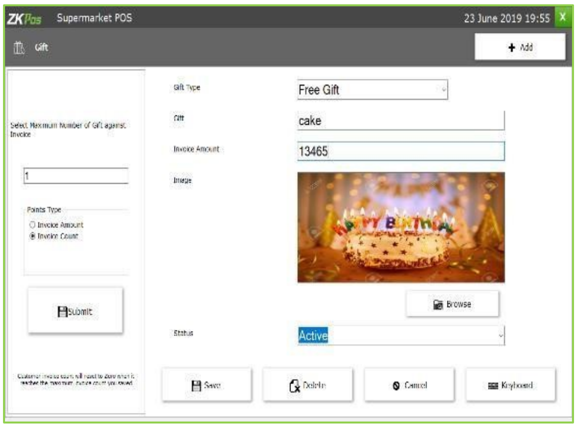

- Login as **ADMIN.**
- Go to **SETTINGS**.
- Click on **UTILITY**. From the list **enable Gift and Points** by ticking on the checkbox that corresponds to it.
- Update the changes by clicking on **UPDATE** button.
- Now go to **DISCOUNT OFFERS** and click on **GIFTS.**
- Note that you can set the gift in two ways, either by **INVOICE AMOUNT** or by **INVOICE COUNT.**




- At first enter the maximum number of gifts against invoice count/invoice amount.
- To set a gift for a particular invoice amount select the Option button corresponds to **Invoice Amount** and click **SUBMIT** button.
- Click **OK** in the confirmation message.



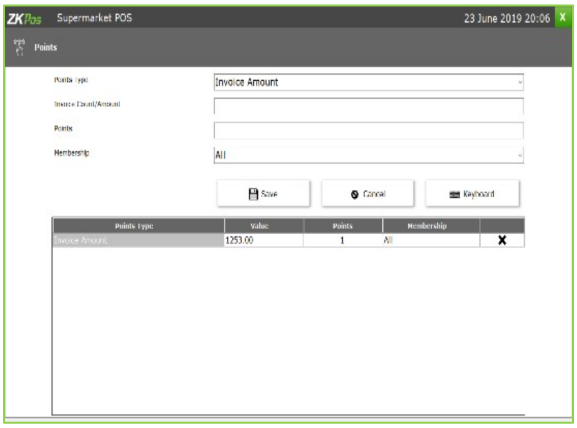

- Now click **ADD** button to add the Gift.
- Enter the **GIFT**.
- Browse the **IMAGE** of the gift.
- Enter the **INVOICE AMOUNT** and select the **STATUS** of the gift.
- Save the details by clicking on **SAVE** button. Click **OK.**



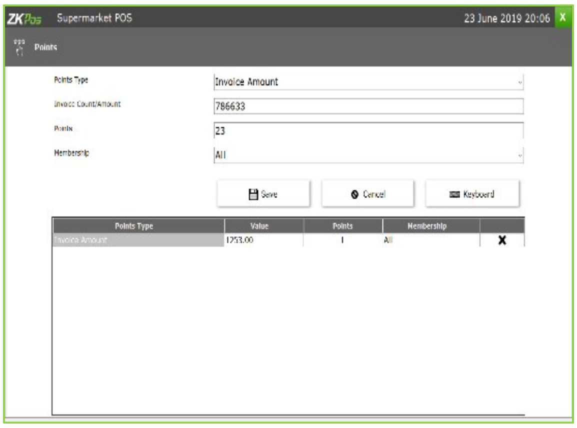

- To edit/delete a saved gift, click on the gift.
- Make necessary changes and click on **UPDATE** button.
- If you want to delete then click on **DELETE** button.
- Click **YES** in the confirmation box.

## POINTS

You can add **POINTS** instead of setting **GIFTS**, thereby giving gifts or any such favours to those customers who won the specified point. Here also you can set **POINTS** either by **Invoice Amount** or by **Invoice Count** as you have seen earlier.

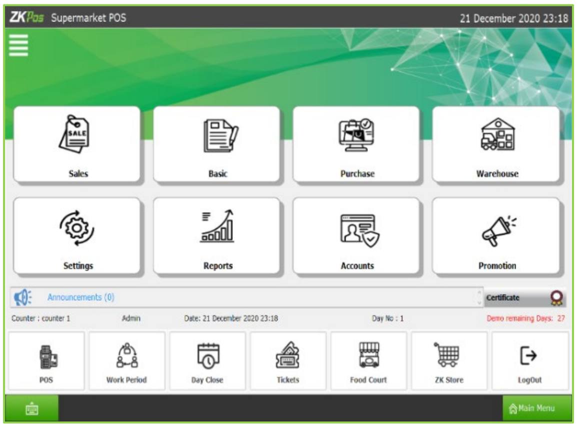



- Login as **ADMIN**.
- Go to **SETTINGS**.
- Select **DISCOUNT OFFERS** and then click on **Points** from the menu options.
- You can see two options in the dropdown menu, **INVOICE AMOUNT** and **INVOICE COUNT**.
- From the two, select any.

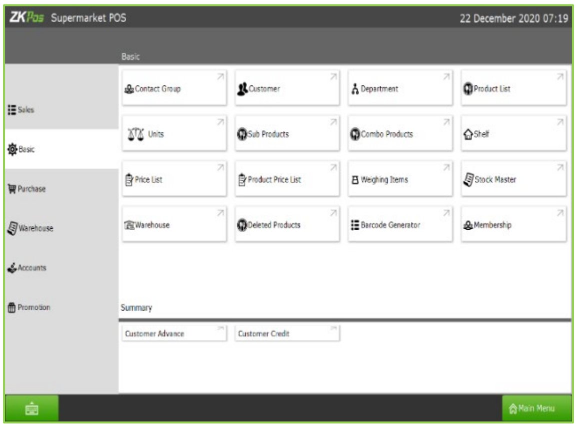



- If you selected **INVOICE AMOUNT**, enter the **AMOUNT** and corresponding **POINTS** in the next textboxes.
- If you selected **INVOICE COUNT**, enter the count of **INVOICES** and corresponding **POINTS** to the subsequent textboxes.
- In the above picture **Points** are set based on **Invoice Count**.
- Now click **SAVE** button.

## STEP 28 - BASIC



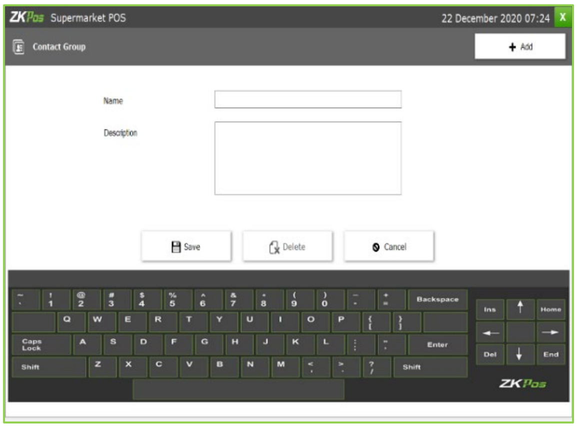

- Other important menu in Zkpos supermarket software is basic option.
- This option contains the provision to add all basic details to the software.
- Select BASIC from main menu.



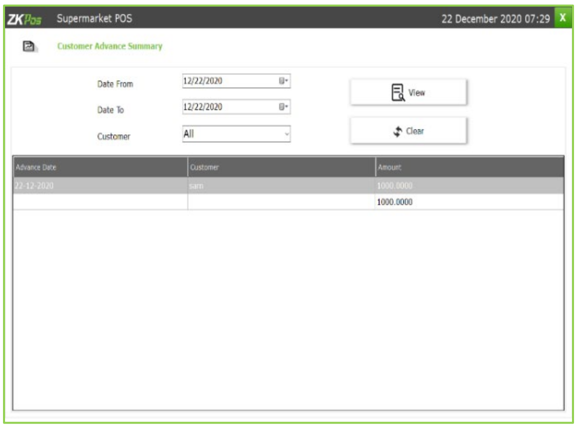

- Basic menu contains the details as shown in the figure.
- Most of the features are introduced earlier to you.


## CONTACT GROUP

- Click on contact group from basic menu.
- You can see the saved contact groups at the interface as shown in the figure.
- To add new contact groups click add button.

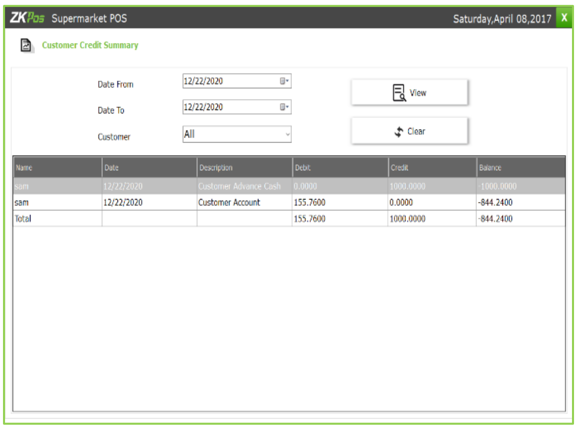



- Enter contact group name and description.
- Click save button.
- If you want to delete a contact group, select the particular one.
- Click delete button.
- To edit a contact group, select it, make necessary changes and click update.




## CUSTOMER ADVANCE SUMMARY

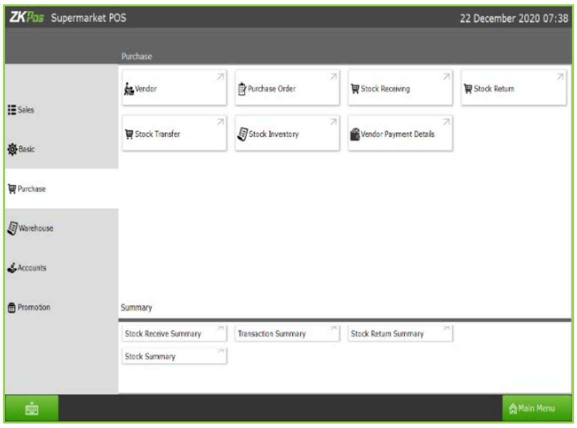
- At the bottom side of the basic menu, you can see the customer advance summary and customer credit summary.
- In customer advance summary, you can see the advance details by a customer.
- Select the date range and customer.
- Click on view button.



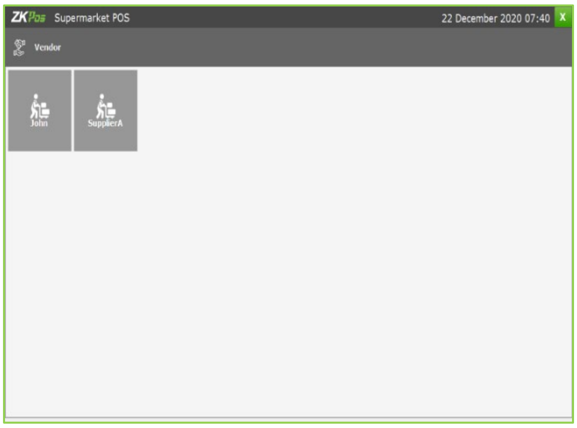

## CUSTOMER CREDIT SUMMARY

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

## STEP 29 – PURCHASE

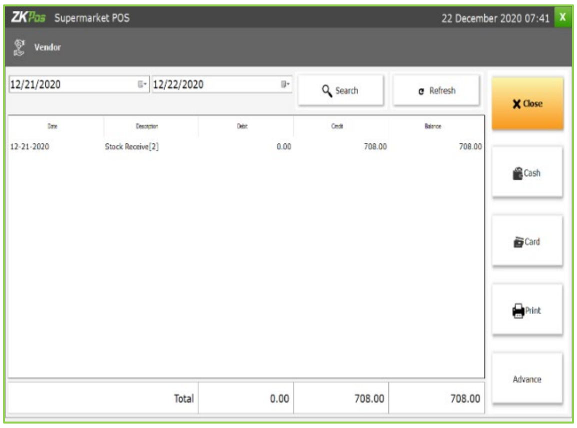



- Select purchase option from dashboard.
- It contains the details as shown in the figure.

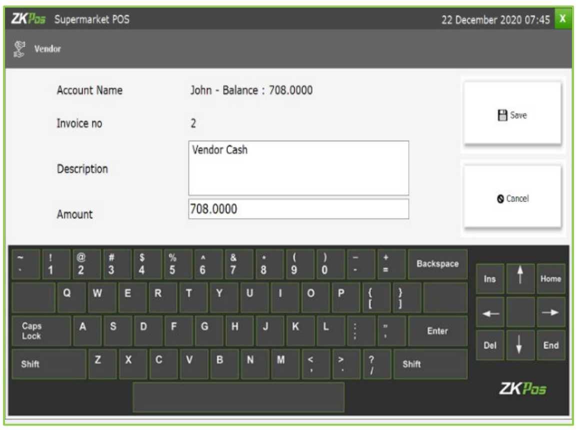



## VENDOR PAYMENT DETAILS

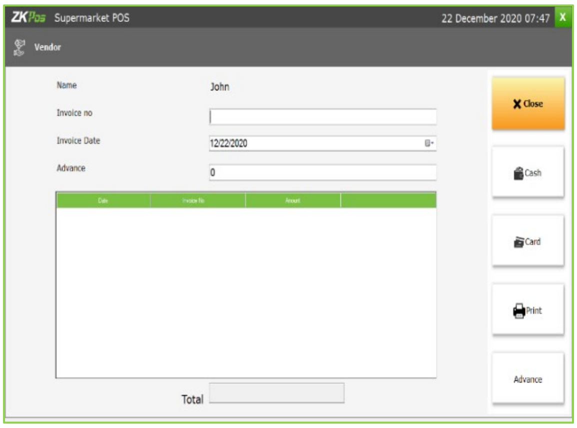
- Select vendor payment details from purchase option.
- Already saved vendors are shown as in the figure.
- Select the vendor you want to add payment details.



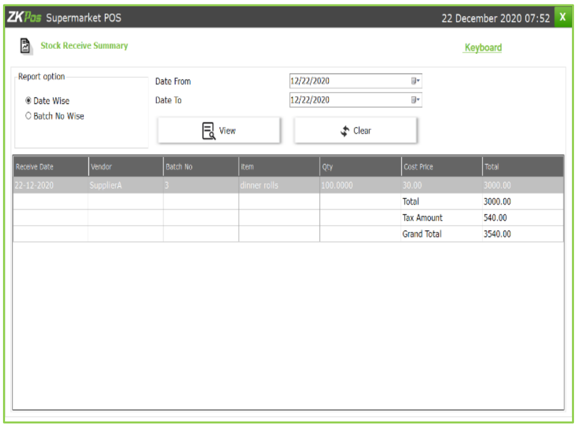

- Figure shows the payment details of the particular vendor.
- You have the search option by entering the from date and to date.
- You can pay the amount from here through card or cash.




- Select the detail you want to settle.
- Click cash or card.
- Change the description and amount if you want to Select save button.

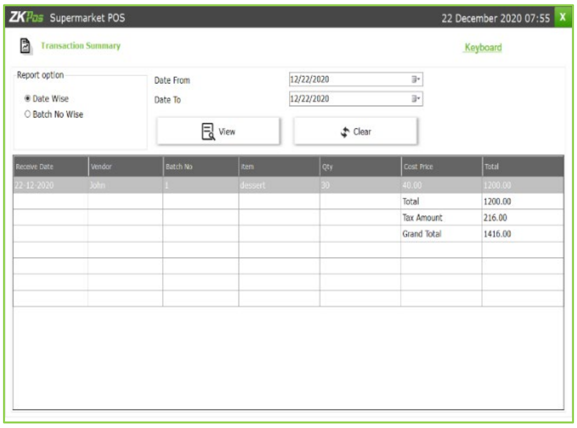



- You can add advance to the vendor through vendor payment details window.
- Select the advance option.
- Enter the details as shown in figure.
- Click cash or card.
- Then click save button.



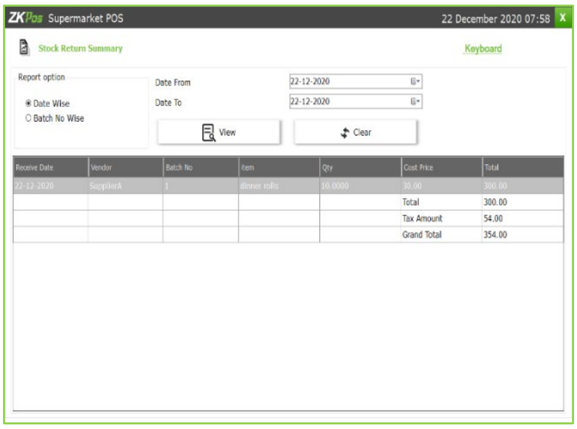

## STOCK RECEIVE SUMMARY

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



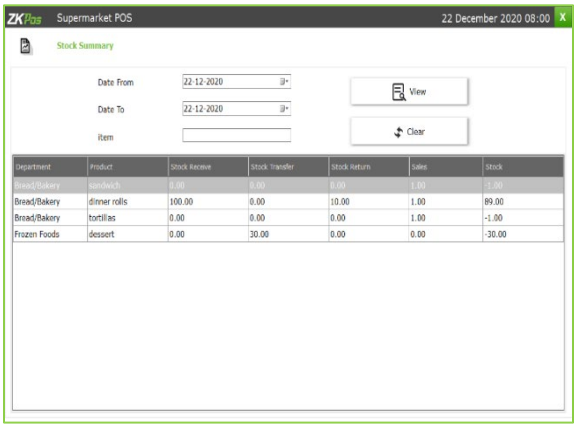

## TRANSACTION SUMMARY

- Transfer details of products are shown in this window




## STOCK RETURN SUMMARY

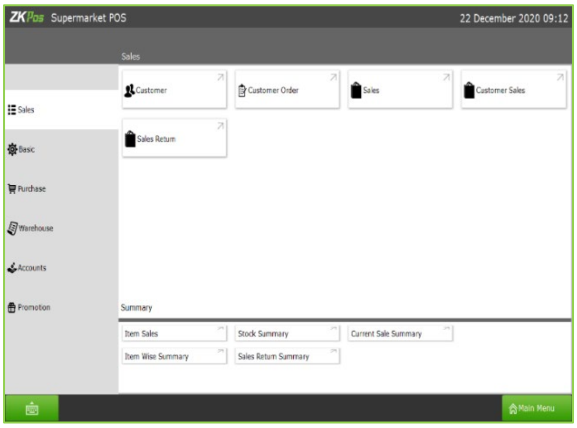
- Stock return details are shown here.



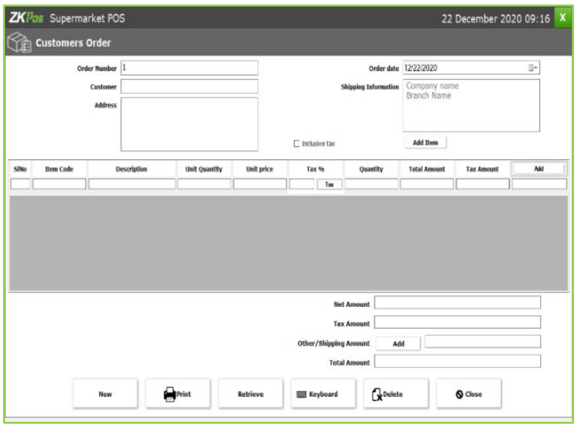

## STOCK SUMMARY

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

## STEP 30 – SALES

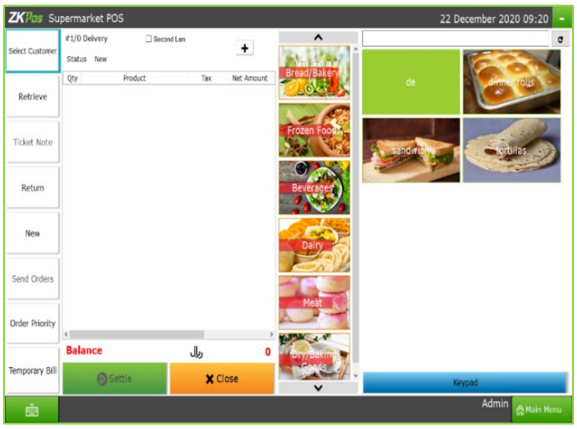



- Sales option contains customer, customer order, sales, customer sales and sales return.
- Click on sales button from dashboard.



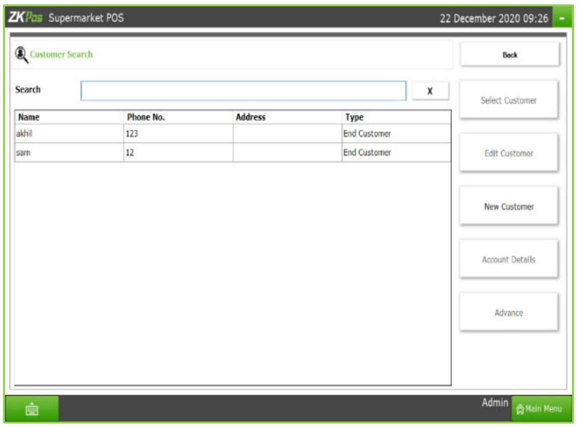

## CUSTOMER ORDER

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



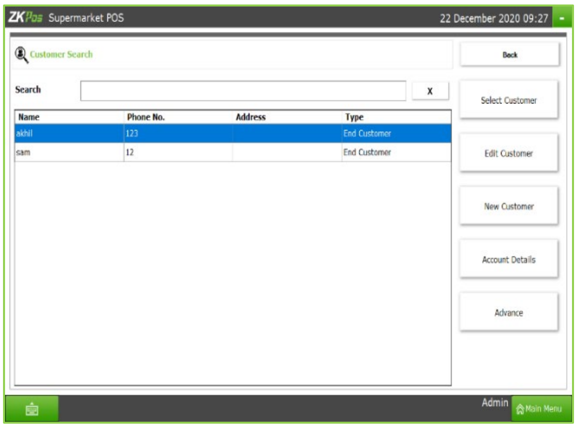

## SALES

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

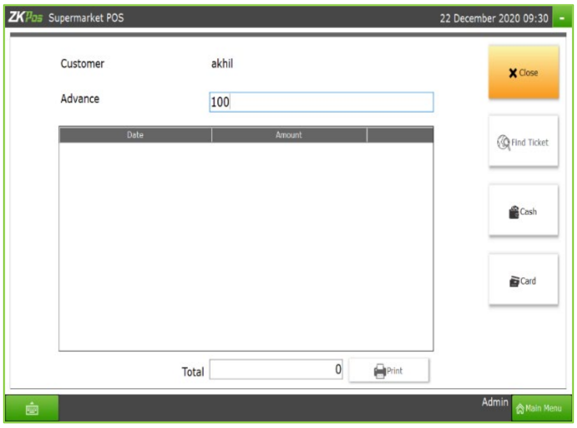


## SELECT CUSTOMER

- Click select customer option from sales window.
- Saved customer details are shown as in figure.
- Click the customer name and click select customer button.



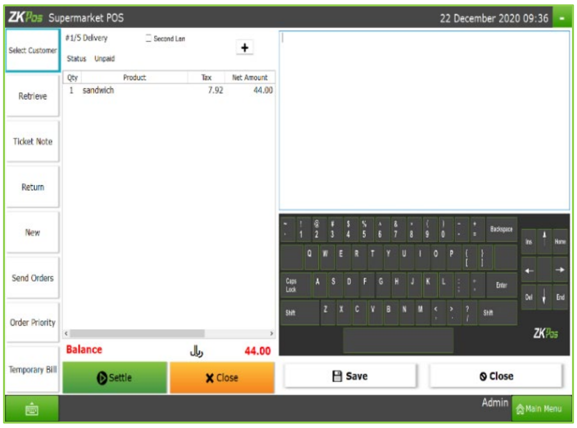
- If you want to edit the customer, click edit customer option and make necessary changes.
- You can create new customer by clicking new customer button.
- View the account details through account details option.



- We can add advance amount for customers from this window.
- Click on advance option.
- Enter the advance amount, pay it by cash or card.

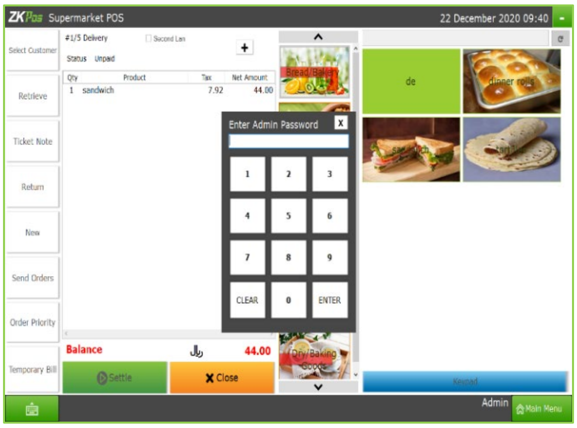
## RETREIVE

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




## TICKET NOTE

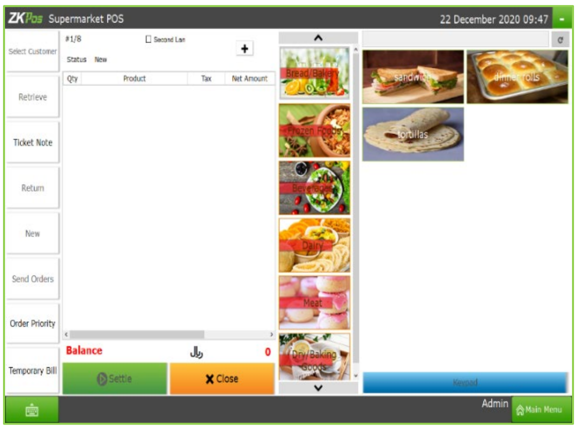
- Enter the ticket note by clicking ticket note button.
- Type the note.
- Click save.



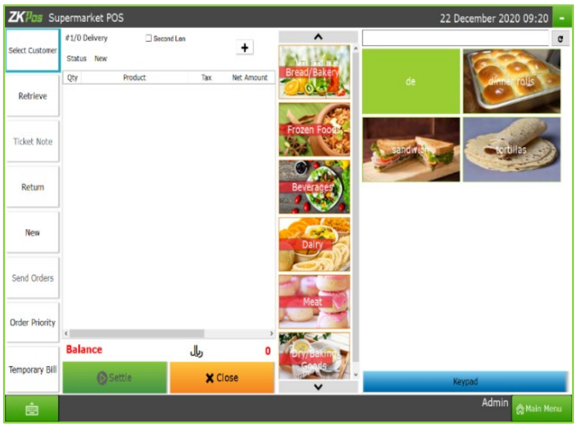

## RETURN

- To return a product, click return button.
- Enter admin password.
- Enter invoice number you want to return.

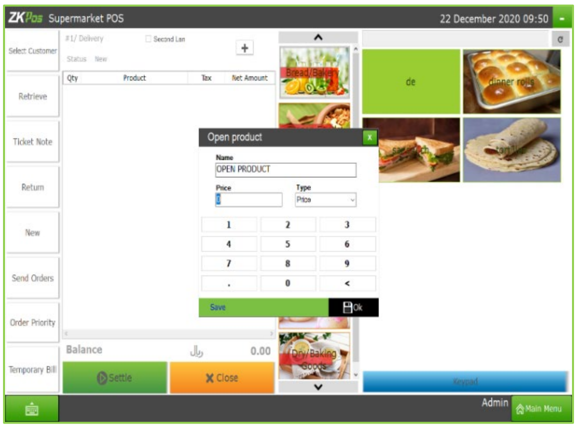

- Click yes to the confirmation message if you want to return all item otherwise click no.
- If you want to return all items continue for the settlement.




- If you click no for the confirmation message, select items from the right-side menu.
- Click settle button for settlement.



- Click send order option if you want to send the orders to kitchen.
- Select order priority by clicking order priority button.
- If you need a temporary bill, click temporary bill button.

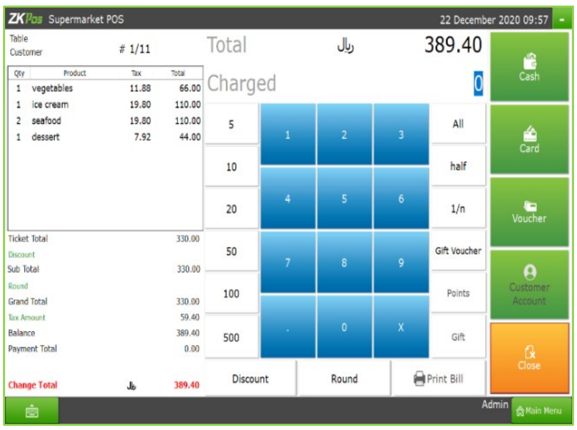


## OPEN ITEM

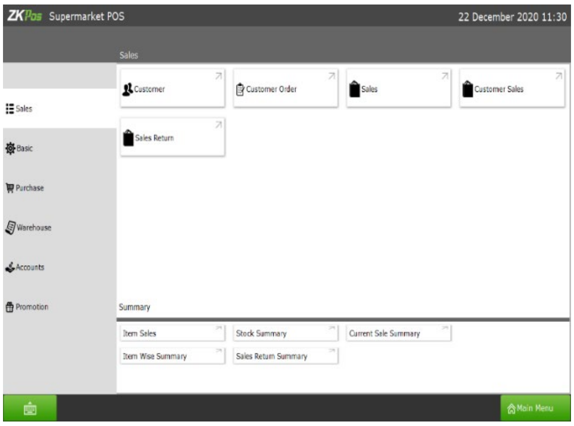
- You can add open products which are not saved in this software.
- Click ‘+’ button in sales window.
- Enter price and price type(whether price includes tax or not).

## SETTLE

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



- Settlement window shows the tax and amount details.
- You can give discount and round by selecting the amount using the keypad.
- Enter the amount for payment (half/full).
- Select the payment mode.
- Click print bill.

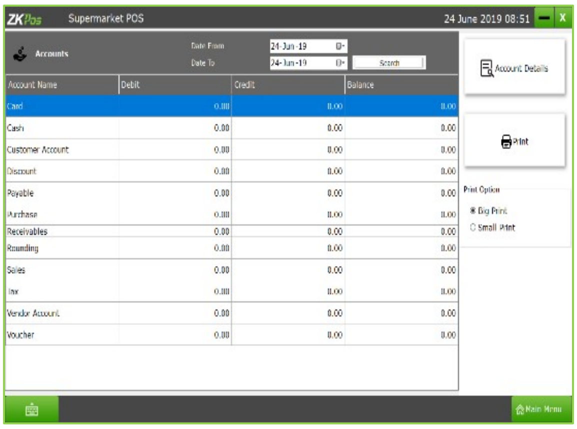



## SUMMARY

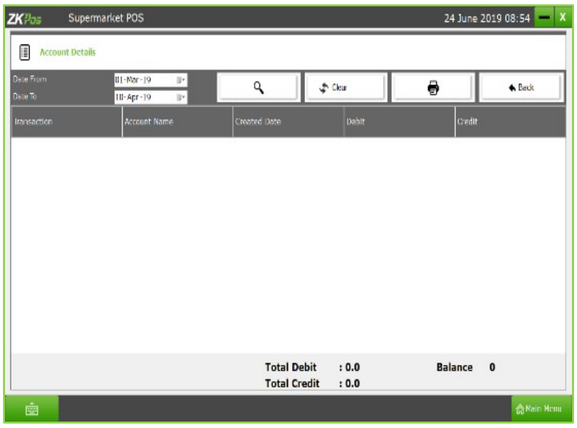
- Select the summary to view the sales details.

## STEP 31 – ACCOUNTS

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



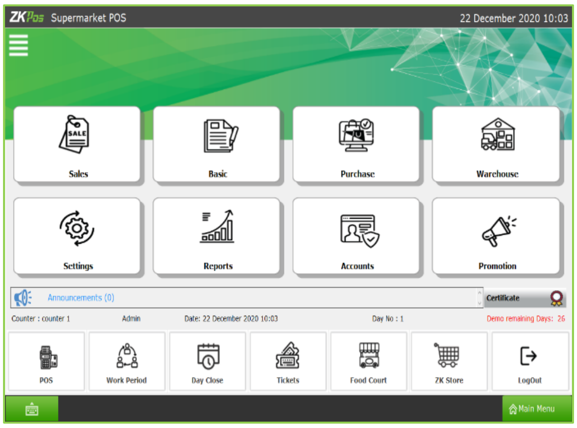

- Login as **ADMIN**.
- Click on **ACCOUNTS** menu.
- Select **FROM DATE** and **TO DATE** to view the accounts details between the selected dates.
- Click **SEARCH** button to get the results.




- To get the detailed report, click on **ACCOUNT DETAILS** button. You will get the expanded results. Here also you can select the date range to view the results.
- Print the result by clicking on **PRINT** button. Before printing choose big print/small print.

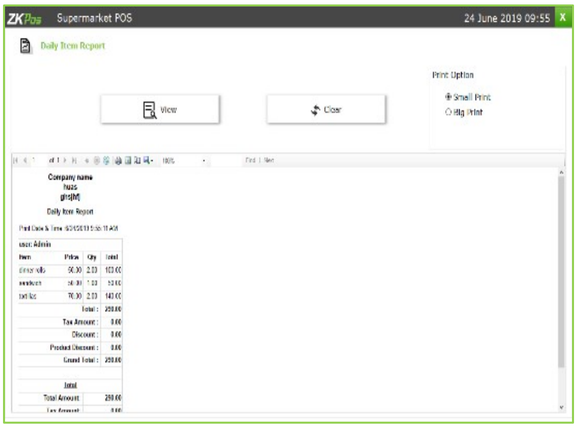
## STEP 32 - REPORTS

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




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

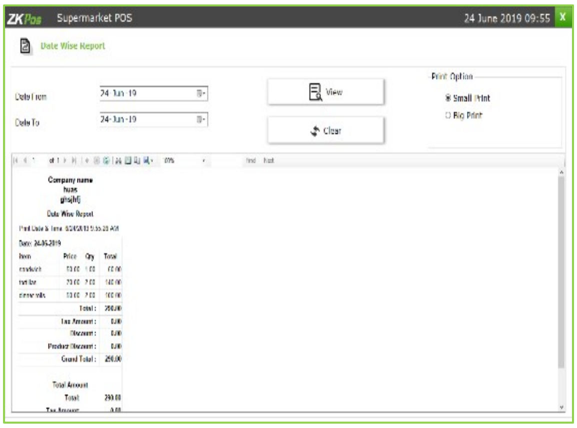
## SALES REPORTS




### DAILY ITEM REPORT

This report shows the item report for current day.

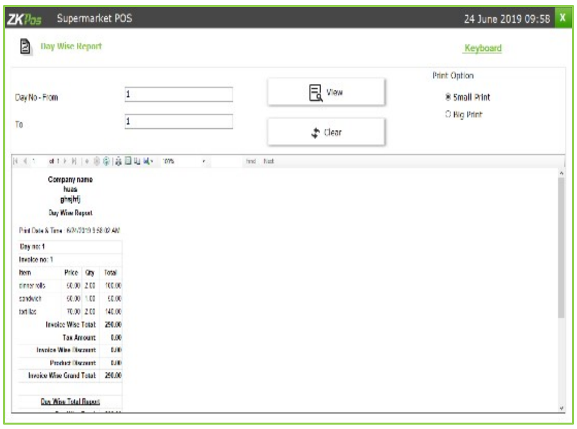
- Click on **DAILY ITEM REPORT.**
- To view the report click **VIEW** button.
- Take the printout by the selecting the print type option to big print/small print. Then click **PRINT** button.
- You can export the report to excel or any other format using the export option.
- Clear the report by clicking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




### DATE WISE REPORT

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

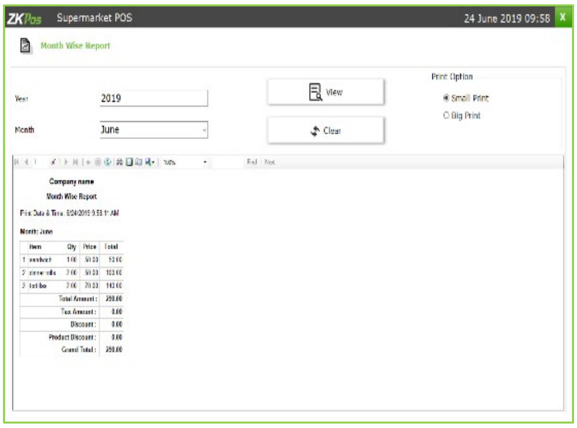
- lick on **DATE WISE REPORT**.
- Here you have an option to set the **FROM DATE** and **TO DATE**. Set a "from date" and "to date".
- Click **VIEW** button.
- You can view the report.
- Other features like print and export were also available. These features are common for all reports.




### DAY WISE REPORT

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

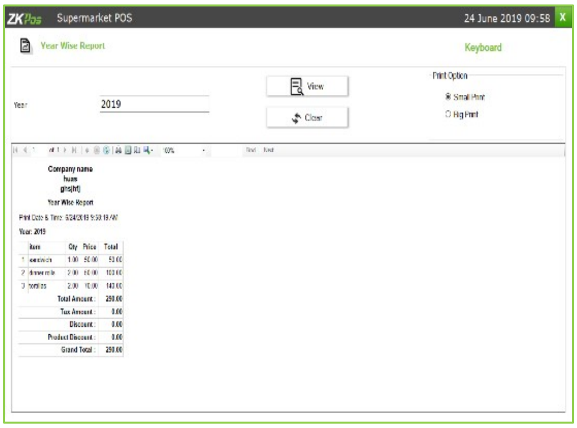
- Click on **DAY WISE REPORT**.
- Enter the **FROM** and **TO** day number.
- Click **VIEW** button to view the report.
- Use **print**, **layout** and **export** features as done in the other reports.




## MONTH WISE REPORT

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

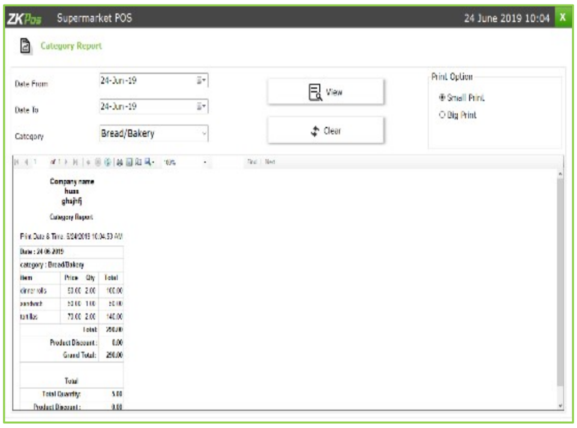
- Click on **MONTH WISE REPORT**.
- Select the month from the dropdown.
- Click **VIEW** button.




## YEAR WISE REPORT

Provides the year wise sales report.

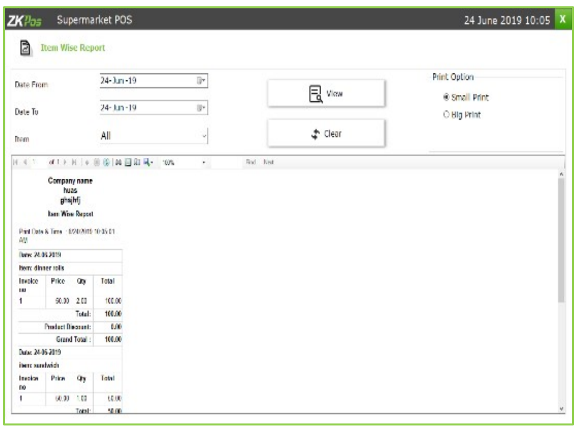
- Click on YEAR WISE REPORT.
- Select the year.
- Click VIEW button.




## CATEGORY WISE REPORT

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

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

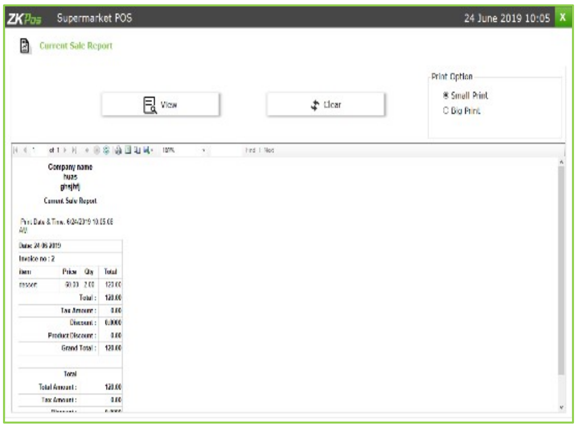



## ITEM WISE REPORT

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

- Click **ITEM WISE REPORT** 2. Select **FROM** date and **TO** date.
- Choose the **ITEM** from the list.
- Click **VIEW** button.

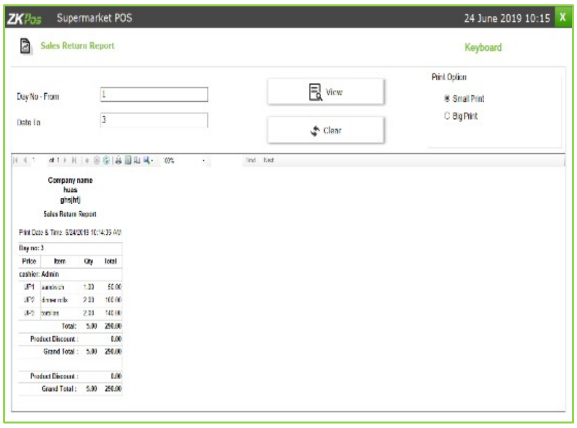
## CURRENT SALE REPORT




It shows the report of last sale report.

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

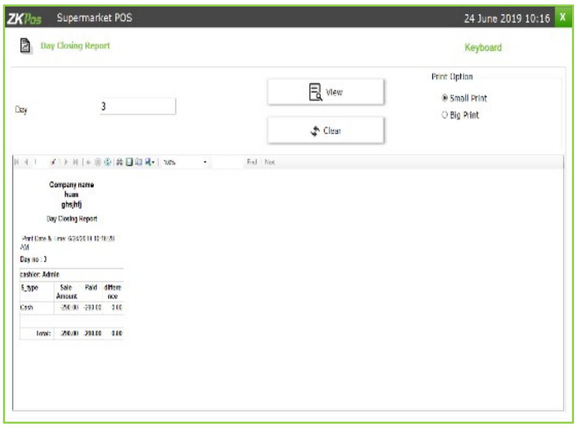
## SALES RETURN REPORT




This report shows the sales return report.

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

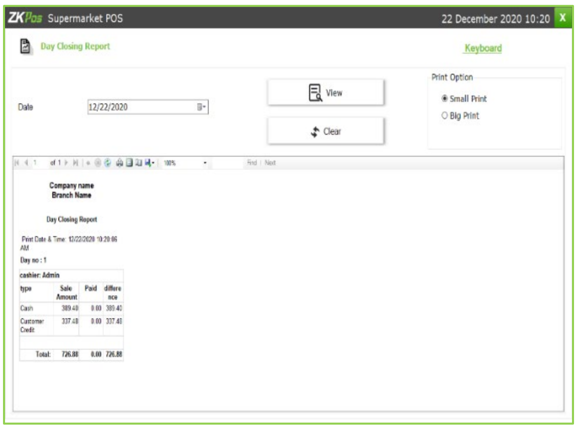
## DAY CLOSING REPORT



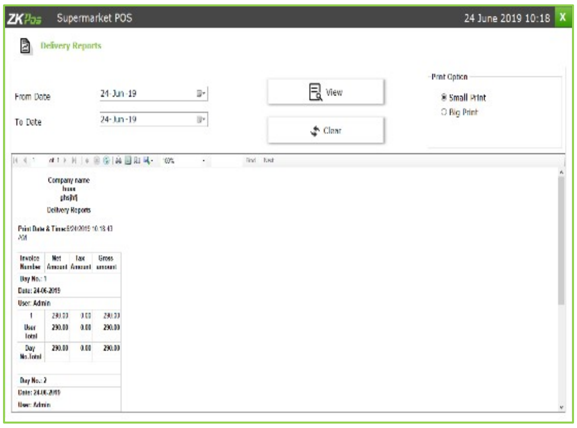

This report shows the total sales done in a day.

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

## DAY CLOSING REPORT (DATE WISE)



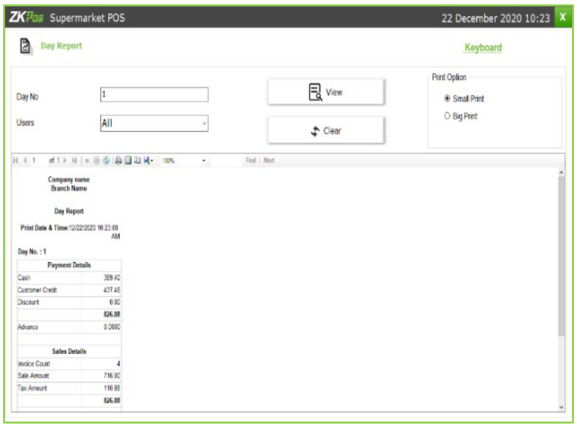

- You get the date wise day closing report here.



## DELIVERY REPORT

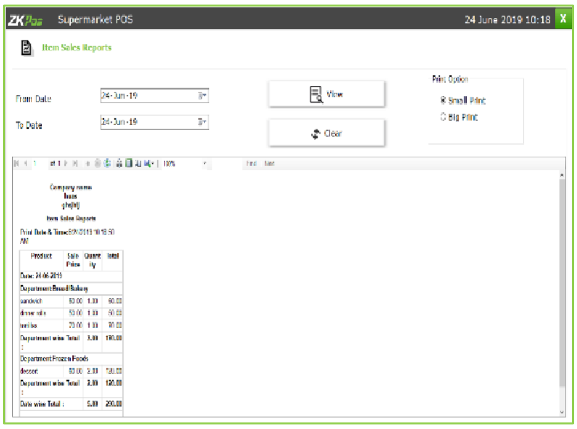
This report shows total delivery.

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



## DAY REPORTS

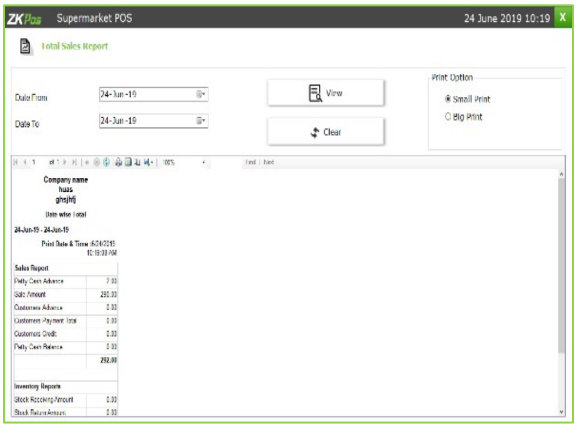
- Click day reports to view day wise sales details.
- Select day number and user**.**
- Click view button.



## ITEM SALES REPORT

This report shows item sales report.

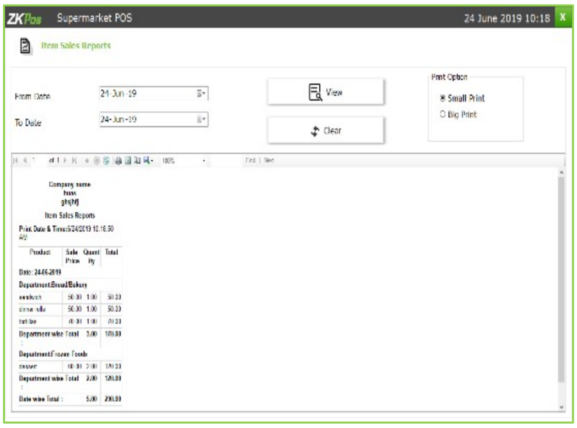
- Click **ITEM SALES REPORT.**
- Choose **FROM DATE** and **TO DATE.**
- Click **View** button.



## TOTAL SALES REPORT

This report shows total sales report details.

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

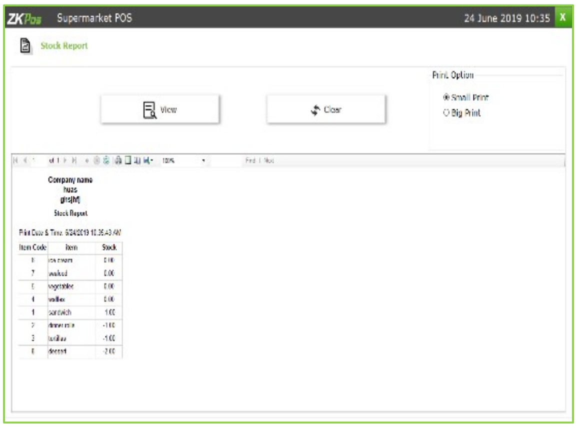



## INVOICE WISE TOTAL REPORT

This report shows invoice wise total report.

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

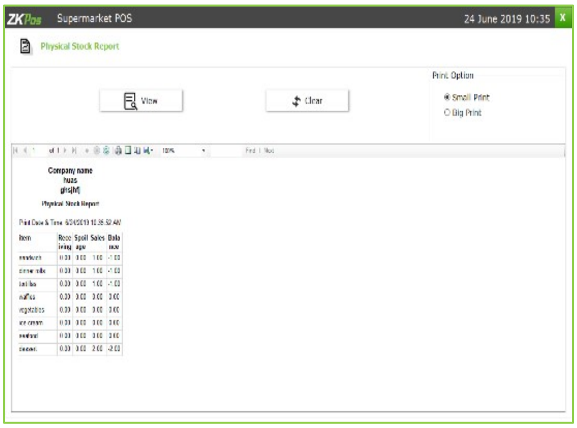
## INVENTORY REPORT




### STOCK REPORT

You can view the stock report of each item here.

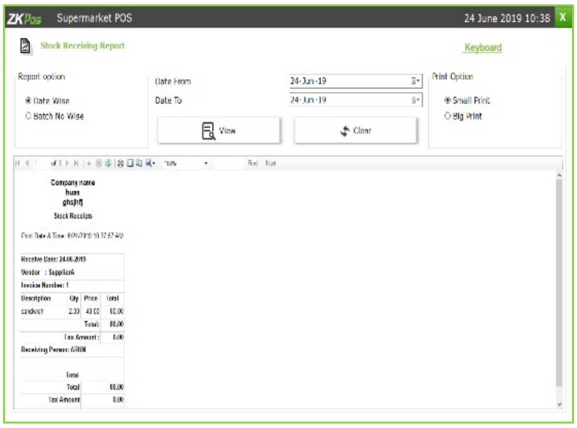
- Click **STOCK REPORT**.
- Click **VIEW** button.
- Clear the report by clicking on **CLEAR** button.




### PHYSICAL STOCK REPORT

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

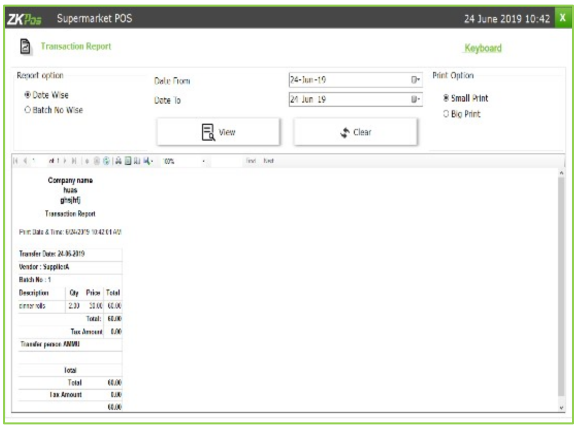
- Click on the **PHYSICAL STOCK REPORT**.
- Click **VIEW** button.
- To clear the data, click **CLEAR** button.




### STOCK RECEIVING REPORT

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

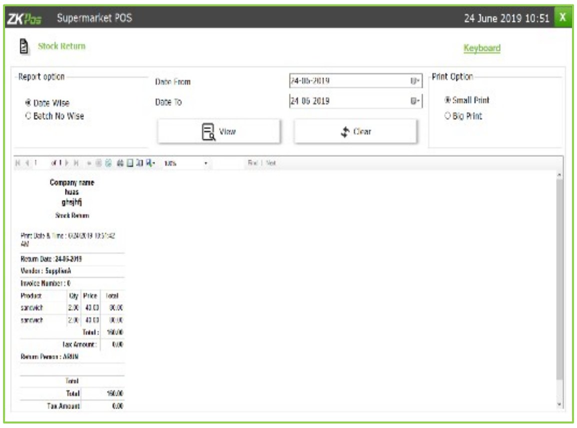
- Click on **STOCK RECEIVING REPORT**.
- Select date wise/batch wise.
- Select the date range.  Click **VIEW** button.




## STOCK TRANSFER

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

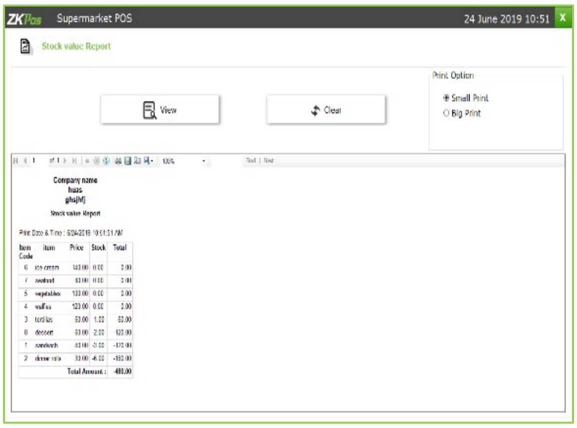
- Click on the **STOCK TRANSFER REPORT**.
- Click on **TRANSACTION REPORT**.
- You can choose to **Date Wise Report** or **Batch Wise Report**. But to choose batch wise report, you should know the batch number in advance.
- Select from Date and To Date.
- Click **View** button.




## STOCK RETURN

This report shows the stock return report.

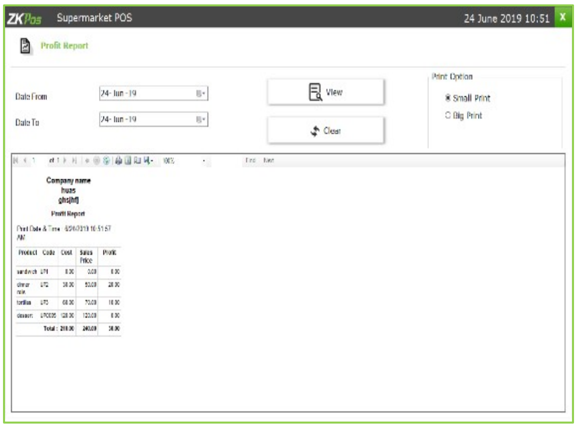
- Click **STOCK RETURN REPORT.**
- Click **VIEW** button.




## STOCK VALUE REPORT

This report shows the stock value details.

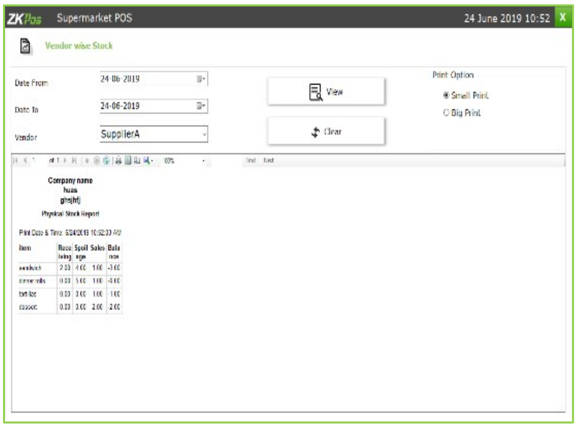
- Click **STOCK VALUE REPORT.**
- Click **VIEW** button.




## PROFIT REPORT

This report shows the profit details.

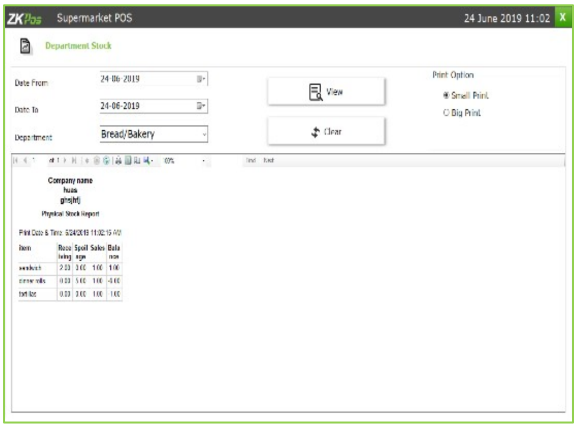
- Click **PROFIT REPORT.**
- Select **FROM DATE** and **TO DATE.**
- Click **VIEW** button.



## VENDOR WISE STOCK REPORT

This report shows the vender wise stock report.

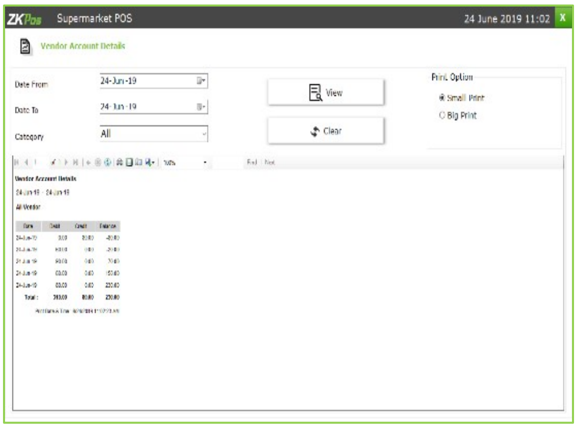
- Click **VENDOR WISE STOCK REPORT.**
- Choose **DATE FROM** and **DATE TO**.
- Select **VENDOR**.
- Click **VIEW** button.



## DEPARTMENT STOCK REPORT

This report shows the department stock report.

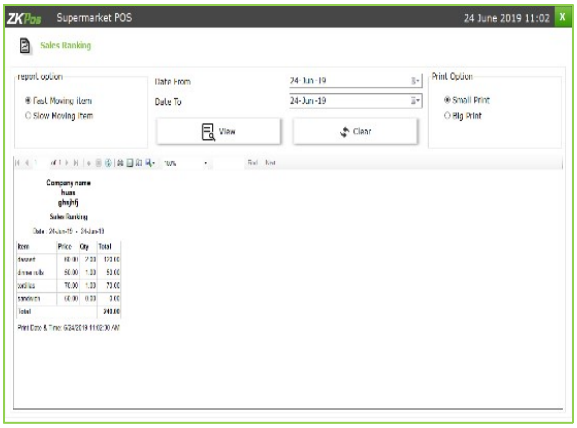
- Click **DEPARTMENT STOCK REPORT.**
- Choose **DATE FROM** and **DATE TO**.
- Select **DEPARTMENT**.
- Click **VIEW** button.



## VENDOR ACCOUNTS REPORT

This report shows the vendor account details.

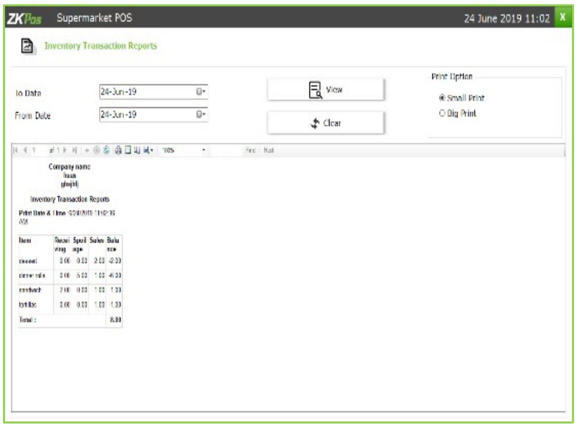
- Click **VENDOR ACCOUNT DETAILS.**
- Choose **DATE FROM** and **DATE TO**.
- Select **CATEGORY**.
- Click **VIEW** button.



## SALES RANKING REPORT

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

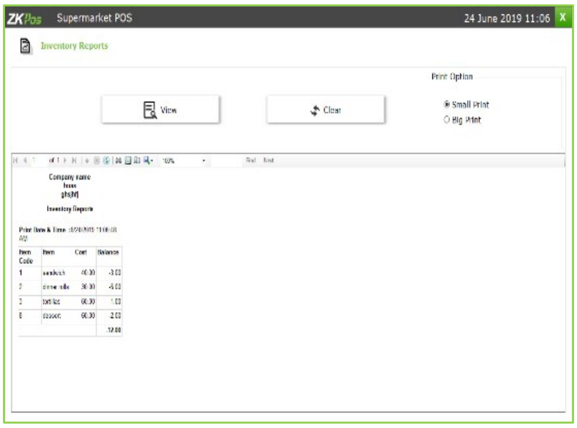
- Click on **SALES RANKING.**
- Choose **DATE FROM** and **DATE TO**.
- Click **VIEW** button.




## INVENTORY TRANSACTION REPORT

This shows the inventory transaction details.

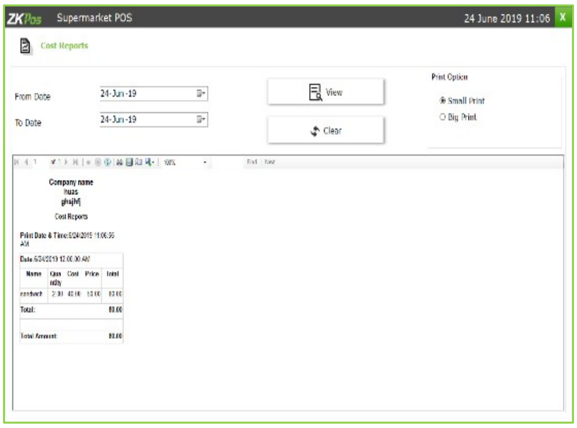
- Click on **INVENTORY TRANSACTION.**
- Choose **DATE FROM** and **DATE TO**.
- Click **VIEW** button.




## INVENTORY REPORT

This report shows the inventory details.

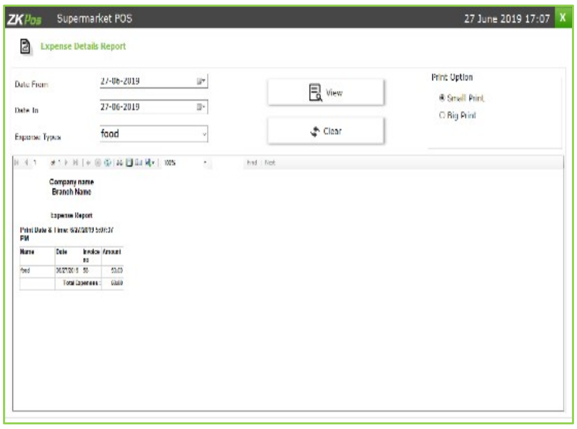
- Click on **INVENTORY REPORT.**
- Click **VIEW** button.




## COST REPORT

This report shows the cost details.

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

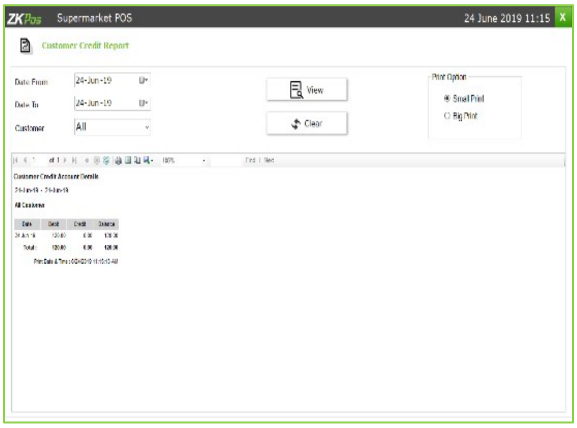



## EXPENSE REPORT

This report shows the expense details.

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

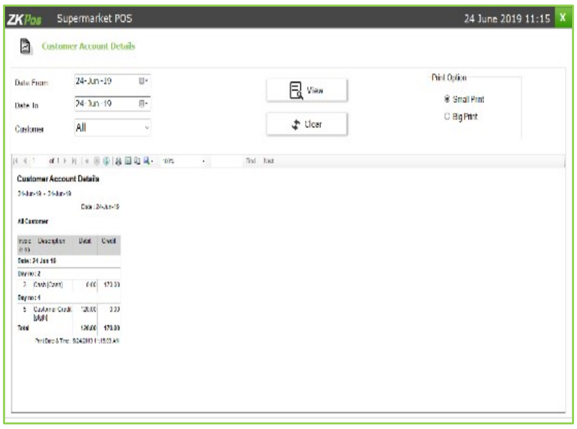
## CUSTOMER REPORT




### CUSTOMER CREDIT

This report shows the customer credit details.

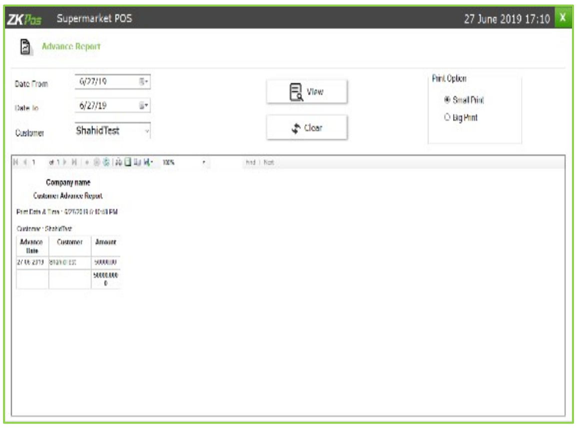
- Click on **CUSTOMER CREDIT REPORT.**
- Choose **DATE FROM** and **DATE TO.**
- Select **CUSTOMER.**
- Click **VIEW** button.




### CUSTOMER ACCOUNTS REPORT

This report shows the customer account details.

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

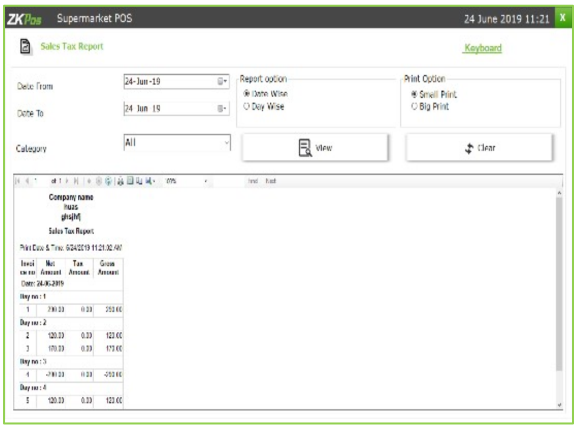



### CUSTOMER ADVANCE REPORT

This report shows the customer advance reports.

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

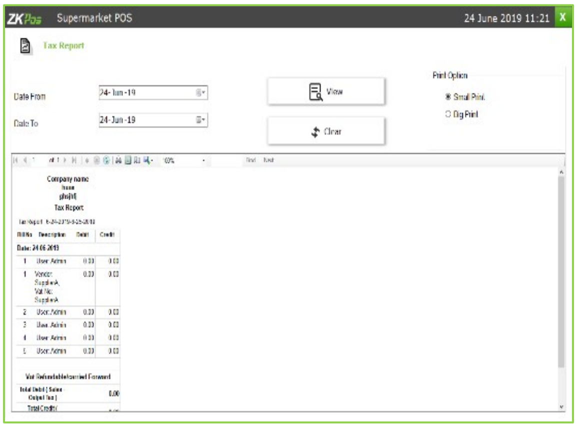
## TAX REPORT




### SALES TAX REPORT

This report shows the sales tax details.

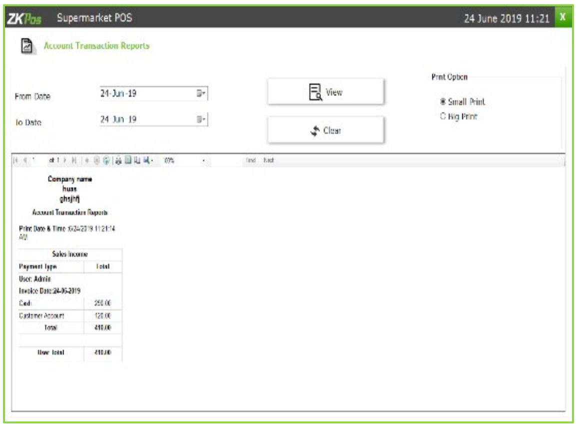
- Click on **SALES TAX REPORT.**
- Choose **DATE FROM** and **DATE TO.**
- Select **CATEGORY.**
- Click **VIEW** button.




## TAX REPORT

This report shows the tax details.

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

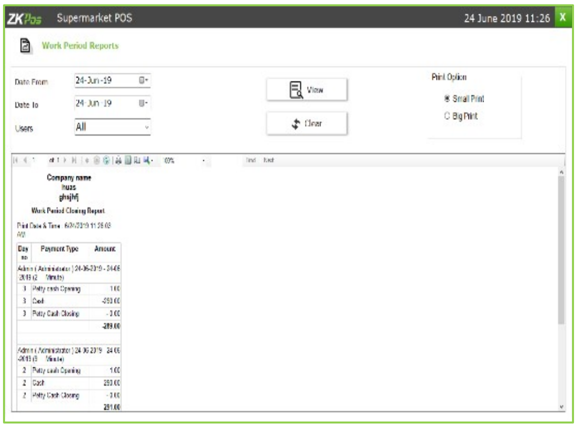



## ACCOUNT TRANSACTION REPORT

This report shows the account transaction details.

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

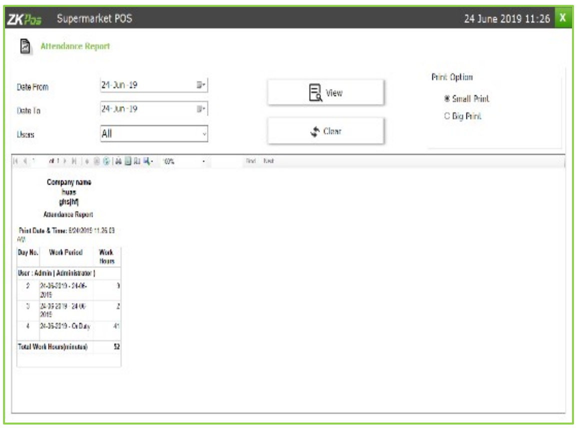
## OTHER REPORT




## WORK PERIOD REPORT

This report shows the work period details.

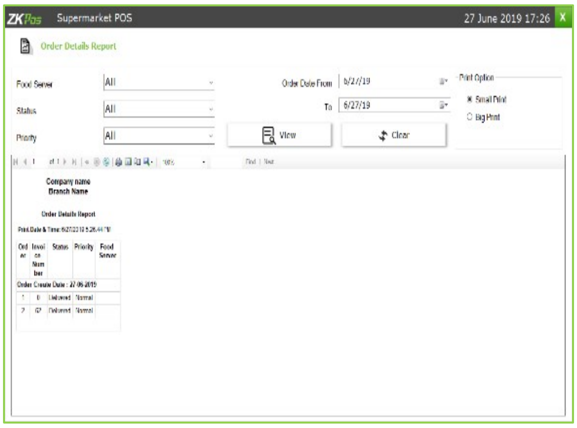
- Click on **WORK PERIOD REPORT.**
- Choose **DATE FROM** and **DATE TO.**
- Select **USERS.**
- Click **VIEW** button.




## ATTENDENCE REPORT

This report shows the work period details.

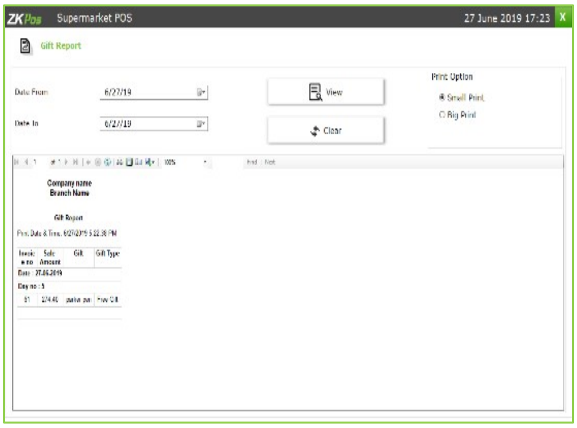
- Click on **ATTENDENCE REPORT.**
- Choose **DATE FROM** and **DATE TO.**
- Select **USERS.**
- Click **VIEW** button.




## ORDER DETAILS REPORT

This report shows the order details.

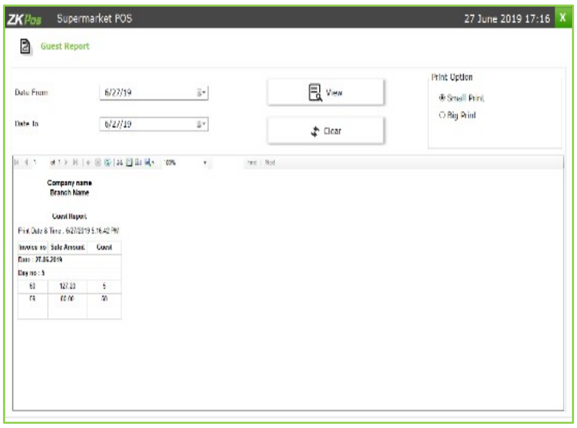
- Click on **ORDER DETAILS REPORT.**
- Choose **Food Server, Status, Priority, Order date From and To.**
- Click **VIEW** button.




## GIFT REPORT

This report shows the guest details.

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




## GUEST REPORT

This report shows the guest details.

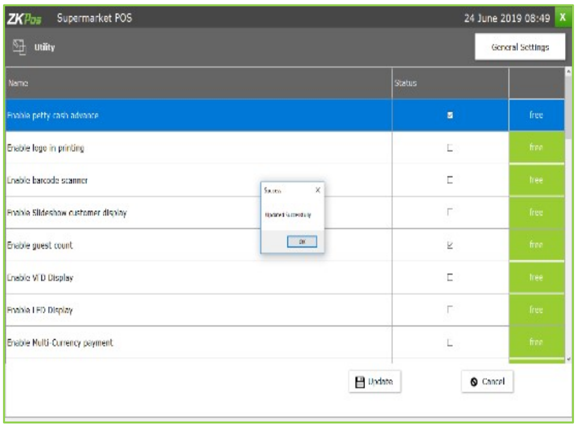
- Click on **GUEST REPORT.**
- Choose **DATE FROM** and **DATE TO.**
- Click **VIEW** button**.**

## STEP 33 - LEARN ABOUT WORK PERIOD

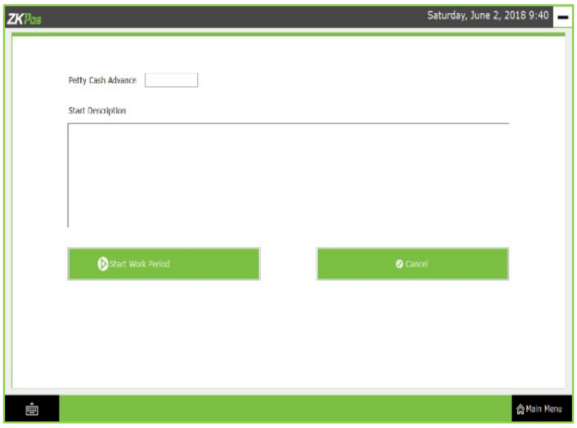
Work period section is for viewing the working duration of currently logged in user. Before starting **POS** operations, work period must be started. All the previous work periods of logged in user will be displayed in the main screen of work period. In our shop if a cashier is available from 9 – 5 and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


- This is the **MAIN MENU.**
- **LOGIN** using your **User ID** and **Password**.

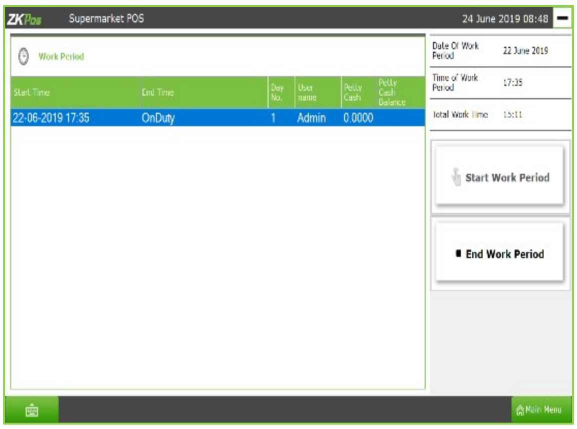
If you are logged in as Cashier, you need petty cash to give to the customers, so before start working Admin should grant the petty cash for the cashier. Let's look at how an **ADMIN** can provide petty cash to the **CASHIER**.




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




- Now logout and login as **CASHIER**.
- Click on **WORK PERIOD** button.
- To start working click on **START WORK PERIOD**.
- This time you have to provide the petty cash advance before start working. Then start **WORK PERIOD**.
- Now he can process bill or view reports and so on.



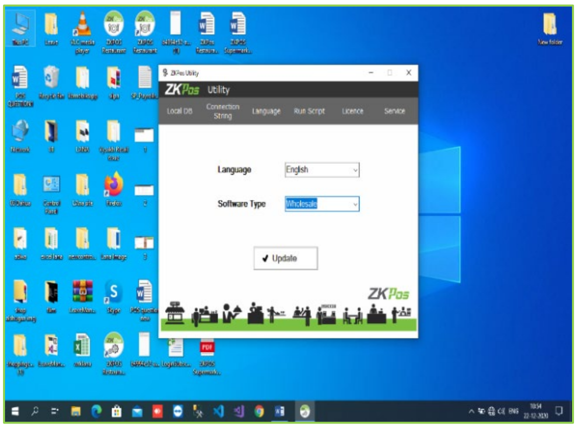

- Now to End work period, Go to **MAIN MENU**.
- Click on **WORK PERIOD**, in the right side of the window you can see an **END WORK PERIOD** button. Click on it.
- Specify the **BALANCE PETTY CASH** in the field provided.
- Specify the reason to end work period and then click **END WORK PERIOD** button.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

## STEP 34 - POS MODULE

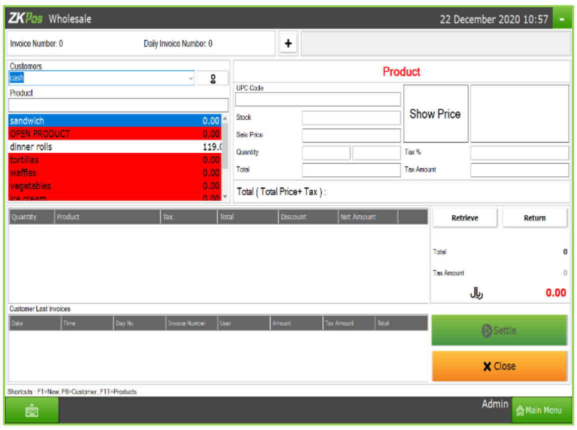
You can do billing, receive orders, handle deliveries etc. using this section. In **ZKPOS SUPERMARKET** you have choice to enable wholesale and retail **UI** or **MODULE** in the utility. This for your convenience.

- Now let's learn more about **POS** section.

- Login as **ADMIN**/**CASHIER**.
- From the **MAIN MENU**, click on **POS**. If you enabled Wholesale or retail module in the utility then you will get the interface.



- To enable the retail or wholesale type, run the supermarket utility (icon from desktop) with admin privilege.
- Click on language option.
- Select the software type.
- Click update.

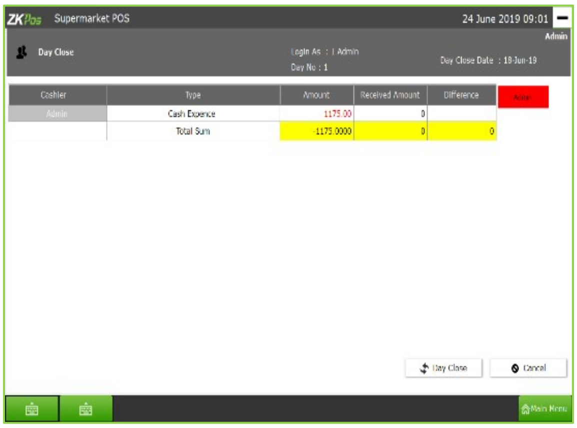


- Retail pos sales window is same as the supermarket itself.
- Figure shows the wholesale POS sales window.
- Select the product and click enter and continue with settle button.

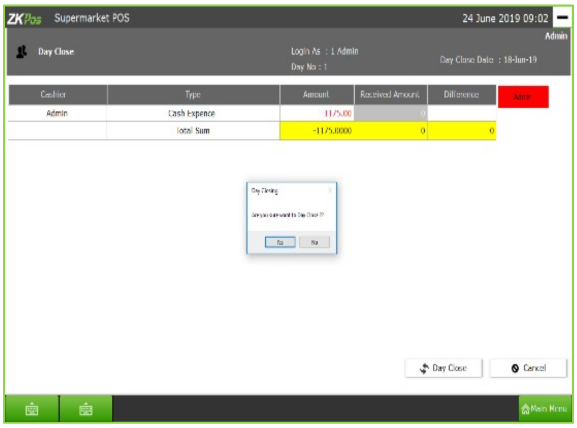
## STEP 35 - DAY CLOSING

In our business we can either close day-to-day activities or close two days activities together. Let's look how to do it. It helps to find the difference between billed and received amount of each user for the current closing day. You can see **DAY CLOSE** button in **MAIN MENU**. But this is available only for admin. Other users cannot use this.


- From the main menu click on **DAY CLOSE**.

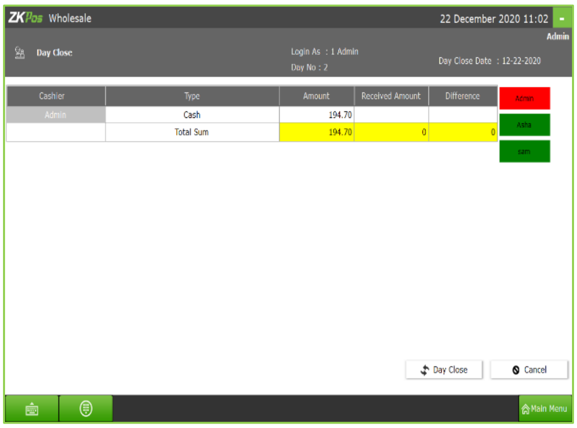



- As you see, there are transactions and are done by admin.
- Transaction type and amount will be there. But the Admin need to enter the received amount. If there is any difference between billed amount and received amount it will show up in difference column.

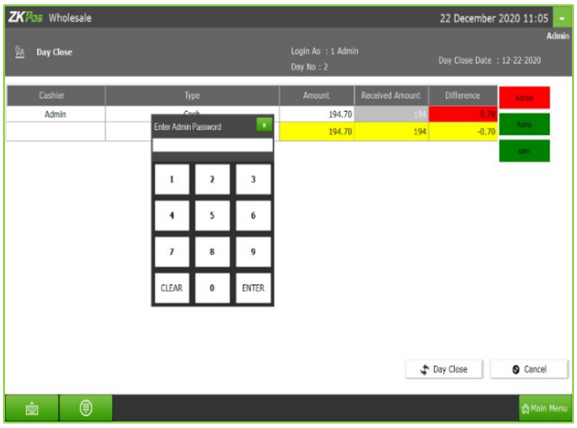



- To close the day, click on **DAY CLOSE** button.
- Click **YES** in the dialog box that appears.
- If there is any unprocessed bill another popup will show up and you need to confirm it too by clicking **CONTINUE.**
- To complete the process you need to enter the **ADMIN PASSWORD**.

Now day close is updated successfully. If you want see the day close report go to **MAIN MENU**, from the report options choose **DAY CLOSE REPORT.**




- To close all transactions for a day, click day close from dashboard.
- Enter the amount by clicking received amount field.
- Click day close.
- Click yes to the confirmation message.

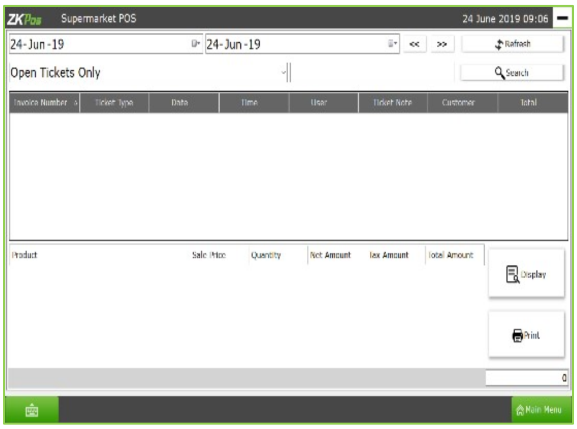



- Enter admin password.
- Click ok.
- Select the print simple or big print.

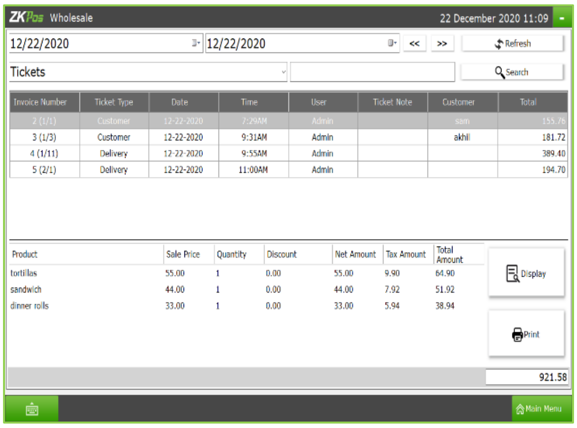
## STEP 36 – TICKETS

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


- Go to **MAIN MENU**.
- Click on **TICKETS** from the dropdown.



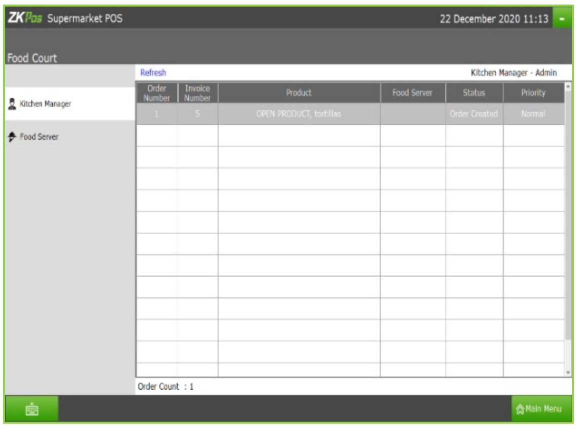

- Select the **FROM** date and **TO** date.
- You can select the **TICKET** TYPE from the dropdown.
- Now all invoices between the selected dates will be displayed.
- You can see the **INVOICE NUMBER**, **TICKET TYPE**, **DATE**, **TIME**, **USER**, **TOTAL AMOUNT** etc.



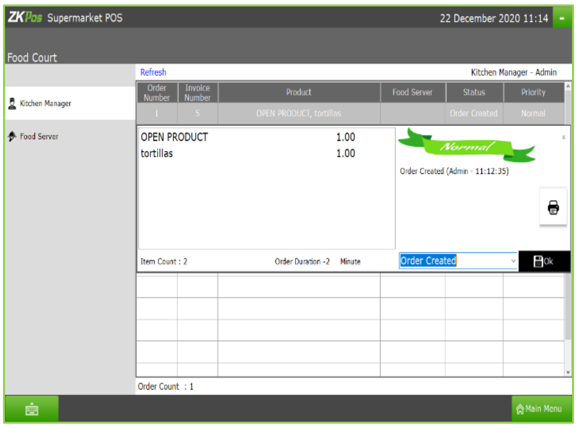

- If you click on any of the ticket available in the list, you can see the products associated with that invoice.
- There is an option to **PRINT** the ticket details.
- If you know the invoice number, you can search it by using the **SEARCH** button.
- On clicking the **DISPLAY** button, you will be redirected to the Product Page where you can settle the bill if not settled yet.

## STEP 37 - FOOD COURT

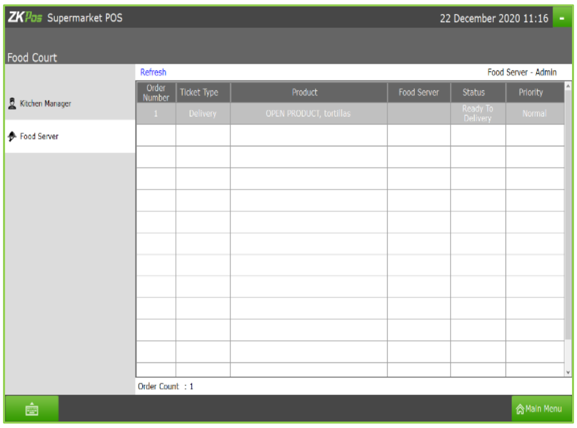

- Go to **MAIN MENU**.
- Click on **FOOD COURT** from the dropdown.




- Select the type as **Kitchen Manager/Food Server.**
- Select kitchen manager**.**
- The send orders through the pos window can see in this window
- Select the order you want to serve.



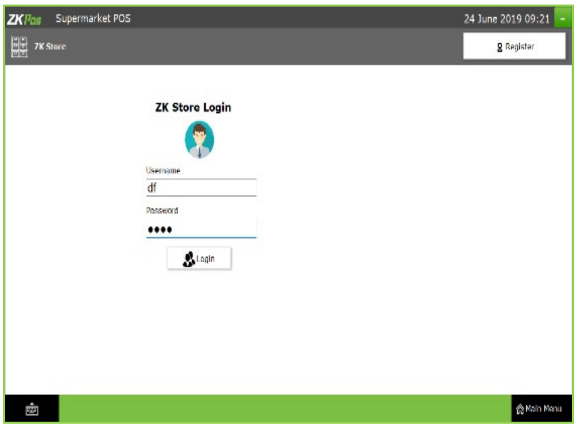

- Select the status of order from drop down**.**
- Select ready for delivery**.**
- Click food server option**.**



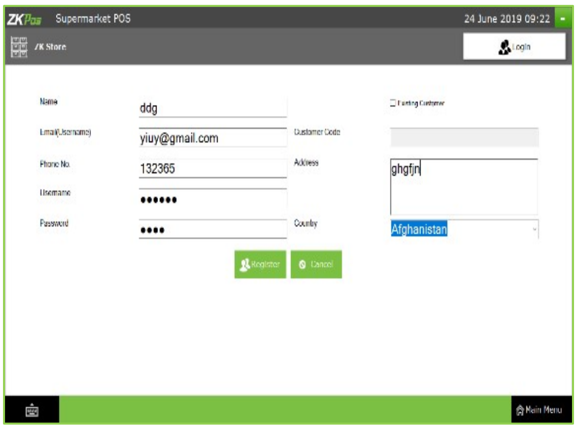

- Click on the delivery details**.**
- Select delivered from drop down**.**
- Click ok.

## STEP 38 – ZK STORE


- Go to **MAIN MENU**.
- Click on the **ZK Store** from the dropdown.

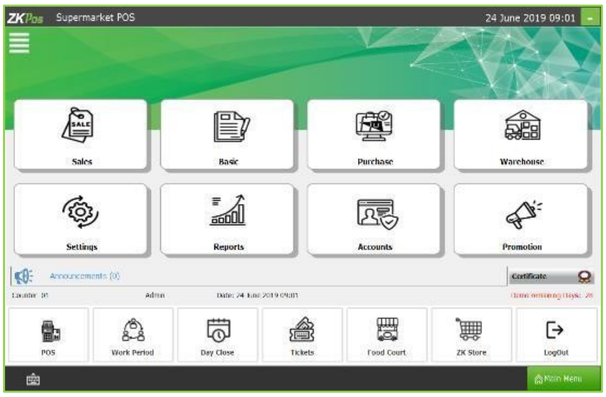



- To login enter the User Name and Password.
- Click on the Login button.




- To register click on the REGISTER button.
- Enter the details like Name, Email, Phone Number, Username, Password.

## STEP 39- LOGOUT




- You can **LOGOUT** from **ZKPOS** by clicking on th

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