

# USER MANUAEL

## ZKPOS CLOUD REPORT APP

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Version: 1.2.0

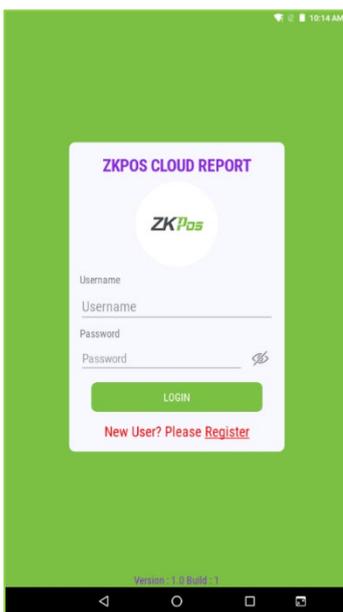
Date: 01-09-2022

Software Version: 1.2.0

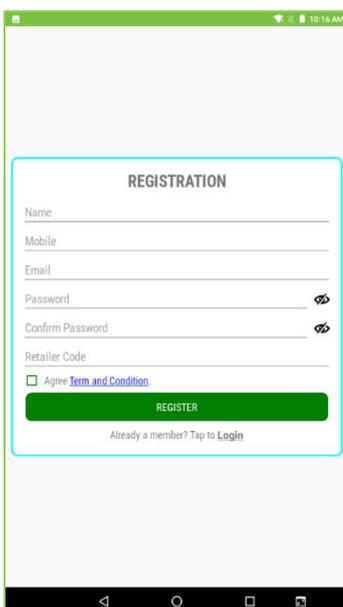
## ZKPOS CLOUD REPORT APP

ZKPOS Cloud Report App brings your business analytics to the palm of your hand. Reports can be filtered by a period or groups of event statuses. ZKPOS Cloud Report App helps to know about the total sale and stock receive. Access the sales details from different branches at anywhere in this world with a network connection. It also maintains a real-time view of available inventory, and we can proactively restock inventory to maintain ideal levels. Beyond that we get the notification when a sale happens. Thus, we can get the exact and precise details of our business.

### LOGIN



- Open ZKPOS Cloud Report App in your Android device.
- If you already register your details, you will have a username and password.
- Enter username and password.
- Click Login.

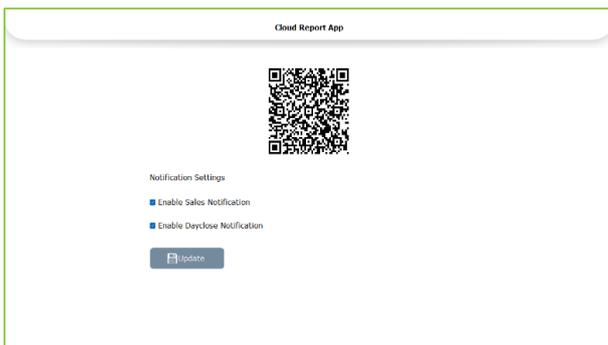


- If you are a new user, please register your details.
- Click on register button.
- Enter the details.
- Contact your retailer to get the retailer code.
- Agree Terms & Conditions.
- Click on register button.
- After registration login to the Cloud Report App.

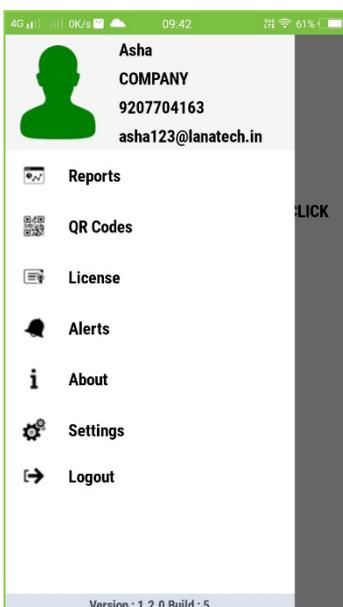


- Now you can see the available reported listed as in the figure.
- You can view the reports of your restaurant/supermarket shop by simply scanning a QR Code.
- QR code is available in ZKPOS Restaurant/Supermarket windows Application.

**QR CODE**



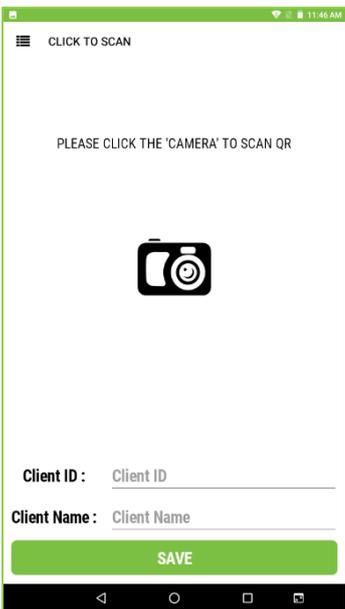
- Login to ZKPOS Restaurant / Supermarket Windows Application.
- Go to settings > ZKPOS Cloud App.
- You can see the QR code here.
- Here you have the option to enable notifications to ZKPOS Cloud App.
- You can enable sales notification as well as day close notification.



- Click on the menu button (left top side of the screen) in ZKPOS Cloud Application.
- Select QR code option.



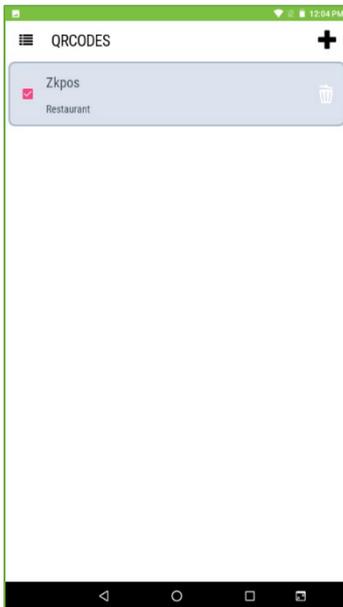
- You will get a screen to ask click + button to scan QR Code.



- Now you get a screen shows Client ID and Client name.
- Click on the camera to scan the QR code.



- By scanning the QR code Client ID automatically appears as shown in figure.
- Enter the client's name.
- Click SAVE button.



- You are successfully added one client to ZKPOS Cloud Application.
- You can add more than one client by scanning the QR Code.
- Select the check box against the client that you need to view the details.
- You can change the selection if you want to view the reports of other clients.

## REPORTS

You can see the reports of the selected client anywhere and anytime.

ITEM	PRICE	QTY	TOTAL
12 Piece Butterfly Shrimp	150.0000	3.0000	450.0000
2 Piece Grilled Crab Cakes	175.0000	2.0000	350.0000
Bacon Cheddar	150.0000	1.0000	150.0000
Bacon McDouble	150.0000	1.0000	150.0000
Big Mac	200.0000	1.0000	200.0000
Cheeseburger	200.0000	1.0000	200.0000
Fish, Shrimp & Crab Shell	120.0000	2.0000	240.0000
Fried Green Tomatoes	120.0000	1.0000	120.0000
Fruit Maple Oatmeal	130.0000	1.0000	130.0000
Total Sale :1990			
Total Tax :298.5			
Total Product Discount :0			
Grand Total :2288.5			

### Current Item Wise Report

- Go to main menu icon.
- Select Reports.
- Select current item wise report.
- Details of current sale will be shown as in the figure.

ITEM	PRICE	QTY	TOTAL
12 Piece Butterfly Shrimp	150.0000	4.0000	600.0000
2 Piece Grilled Crab Cakes	175.0000	2.0000	350.0000
Bacon Cheddar	150.0000	1.0000	150.0000
Bacon McDouble	150.0000	1.0000	150.0000
Big Mac	200.0000	1.0000	200.0000
Cheeseburger	200.0000	1.0000	200.0000
Fish, Shrimp & Crab Shell	120.0000	2.0000	240.0000
Fried Green Tomatoes	120.0000	2.0000	240.0000
Fruit Maple Oatmeal	130.0000	1.0000	130.0000
Grilled Crab Cakes	350.0000	1.0000	350.0000
HOMESTYLE OATMEAL	200.0000	1.0000	200.0000
Total Sale :2810			
Total Tax :421.5			
Total Product Discount :0			
Grand Total :3231.5			

- You can share the report by clicking share button in left bottom corner of the screen.
- You can also export the report to PDF by clicking the PDF icon.

Date: 7/27/2021 12:00:00 AM - 4 Items

Inv: 14 / Tax Invoice No: 14 / Tax Invoice No: 14 - 1 Items

ITEM	PRICE	QTY	TOTAL
12 Piece Butterfly Shrimp	150.0000	1.0000	150.0000
Total Sale: 150 , Product Discount : 0 , Total Discount : 0 , Total Tax : 22.5 , Total ExtraCh			
Total : 172.5			

Inv: 15 / Tax Invoice No: 15 / Tax Invoice No: 15 - 4 Items

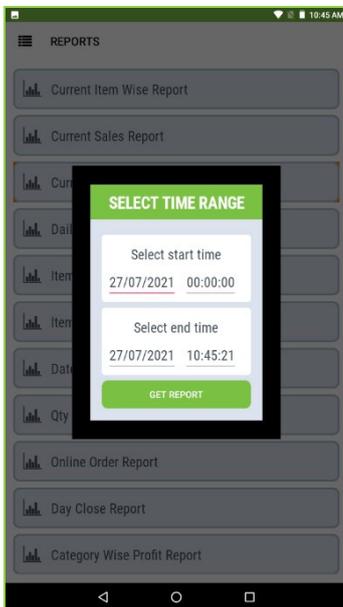
ITEM	PRICE	QTY	TOTAL
12 Piece Butterfly Shrimp	150.0000	1.0000	150.0000
Fish, Shrimp & Crab Shell	120.0000	1.0000	120.0000
Fried Green Tomatoes	120.0000	1.0000	120.0000
2 Piece Grilled Crab Cakes	175.0000	1.0000	175.0000
Total Sale: 565 , Product Discount : 0 , Total Discount : 0 , Total Tax : 84.75 , Total ExtraCh			
Total : 649.75			

Inv: 16 / Tax Invoice No: 16 / Tax Invoice No: 16 - 4 Items

ITEM	PRICE	QTY	TOTAL
2 Piece Grilled Crab Cakes	175.0000	1.0000	175.0000
12 Piece Butterfly Shrimp	150.0000	1.0000	150.0000
Total Sale: 1990 , Total Tax : 294.1875 , Total Extra Charge : 0 , Total Product Discount : 0 , Total Discount : 28.75			
Grand Total: 2255.4375			

### Current Sale Report

- Current Sale details will be listed as shown in the figure.
- You can view the invoice wise details and total sale details.
- You can also share the report or export it to PDF.



### Current Online Order Report

- Select start date and end date to view the details between them.
- Set the start time and end time also.
- Click on Get Report Option.

Date: 7/27/2021 12:00:00 AM - 1 Items

Inv: ZOMATO - 4 Items

ITEM	PRICE	QTY	TOTAL
Fried Green Tomatoes	120.0000	1.0000	120.0000
12 Piece Butterfly Shrimp	150.0000	1.0000	150.0000
HOMESTYLE OATMEAL	200.0000	1.0000	200.0000
Grilled Crab Cakes	350.0000	1.0000	350.0000
Total Sale: 820 , Product Discount : 0 , Total Discount : 0 , Total Tax : 123 , Total ExtraCh			
Total : 943			
Total Sale: 820 , Total Tax : 123 , Total Extra Charge : 0 , Total Product Discount : 0 , Total Discount : 0			
Grand Total : 943			

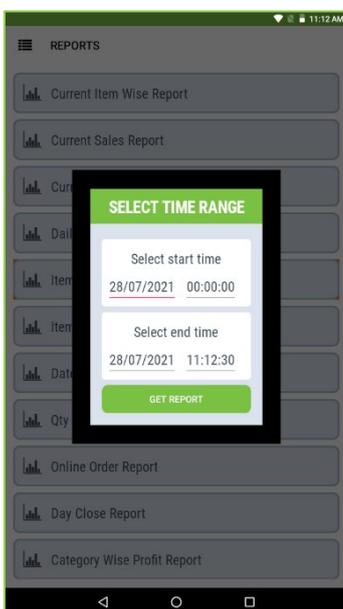
- Current online order report shows the current details of online delivery orders.
- Share and export option is available for further analysis.

ITEM	PRICE	QTY	TOTAL
Fried Green Tomatos	120.0000	1.0000	120.0000
Grilled Crab Cakes	350.0000	2.0000	700.0000
HOMESTYLE OATMEAL	200.0000	2.0000	400.0000
Hotcakes and Sausage	200.0000	1.0000	200.0000

Total Sale : 1420 , Total Tax : 213 , Total Extra Charge : 0 , Total Product Discount : 0 , Total Discount : 0  
Grand Total : 1733

### Daily Item Report

- Click on the daily item report to see the details of daily sale.
- You can share the report or export it to PDF.



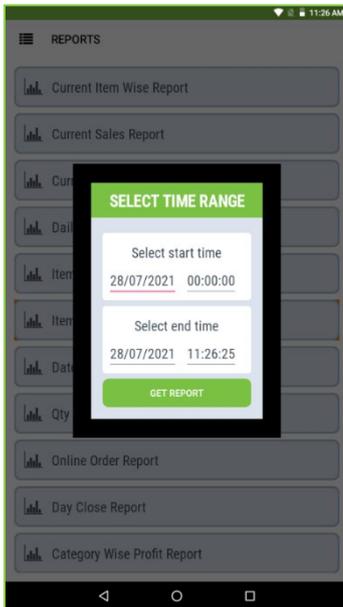
### Item Wise Report

- To view the item wise report, select item wise report option.
- Enter Start date/time and end date/time.
- Click on Get Report.

ITEM	PRICE	QTY	TOTAL
12 Piece Butterfly Shrimp	150.0000	2.0000	300.0000
2 Piece Grilled Crab Cakes	175.0000	1.0000	175.0000
Fish, Shrimp & Crab Shell	120.0000	2.0000	240.0000
Fried Green Tomatos	120.0000	1.0000	120.0000
Fruit Maple Oatmeal	130.0000	1.0000	130.0000
Grilled Crab Cakes	350.0000	1.0000	350.0000
HOMESTYLE OATMEAL	200.0000	1.0000	200.0000

Total Sale: 1515  
Total Tax : 227.25  
Total Product Discount : 0  
Grand Total : 1742.25

- You can view the reports as shown in figure.
- You can view the details item wise.
- Price, quantity, and total amount will be shown as in figure.

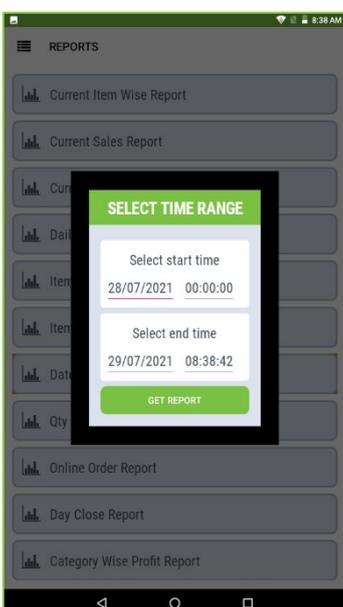


### Item Wise Report with Time

- Select start date and end date to view the details between them.
- Set the start time and end time also.
- Click on Get Report Option.

ITEM	PRICE	QTY	TOTAL
12 Piece Butterfly Shrimp	150.0000	2.0000	300.0000
2 Piece Grilled Crab Cakes	175.0000	1.0000	175.0000
Fish, Shrimp & Crab Shell	120.0000	2.0000	240.0000
Fried Green Tomatoes	120.0000	1.0000	120.0000
Fruit Maple Oatmeal	130.0000	1.0000	130.0000
Grilled Crab Cakes	350.0000	1.0000	350.0000
HOMESTYLE OATMEAL	200.0000	1.0000	200.0000
Total Sale:1515			
Total Tax :227.25			
Total Product Discount :0			
Grand Total :1742.25			

- You can view the sale data within the time range.
- You can share or export it to pdf.

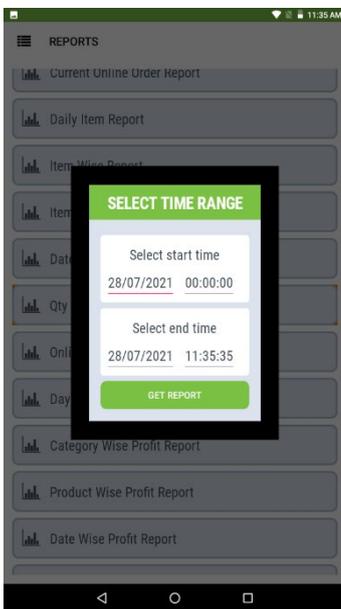


### Date Wise Sales Report

- Select start date and end date to view the details between them.
- Set the start time and end time also.
- Click on Get Report Option.

ITEM	PRICE	QTY	TOTAL
Username: Admin - 4 Items			
Fried Green Tomatos	120.0000	1.0000	120.0000
Gilled Crab Cakes	350.0000	2.0000	700.0000
HOMESTYLE OATMEAL	200.0000	2.0000	400.0000
Hotcakes and Sausage	200.0000	1.0000	200.0000
Total Sale : 1420 , Total Tax : 213 , Total Extra Charge : 0 , Total Product Discount : 0 , Total Discount : 0			
Grand Total : 1633			
Total Sale : 1420 , Total Tax : 213 , Total Extra Charge : 0 , Total Product Discount : 0 , Total Discount : 0			
Grand Total : 1633			

- You can view the details of sale according to date here.



### Quantity Wise Sales Report

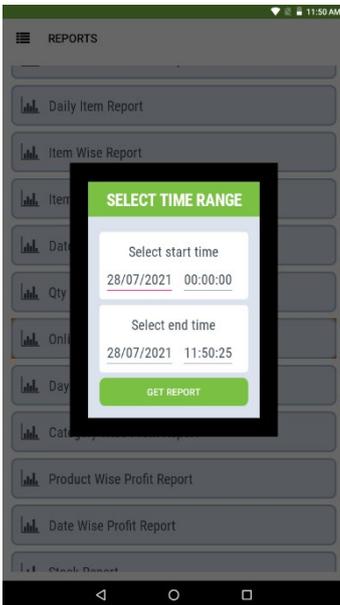
- To view quantity wise sales report, enter start time and end time.
- Click on Get Report Option.

ITEM	QTY
12 Piece Butterfly Shrimp	2.0000
Fish, Shrimp & Crab Shell	2.0000
Gilled Crab Cakes	1.0000
2 Piece Gilled Crab Cakes	1.0000
12 Piece Butterfly Shrimp	1.0000
Fruit Maple Oatmeal	1.0000
Fish, Shrimp & Crab Shell	1.0000
Fruit Maple Oatmeal	1.0000
HOMESTYLEOATMEAL	1.0000
2 Piece Gilled Crab Cakes	1.0000
Fried Green Tomatos	1.0000

- Here you can see the quantity wise sales details of items.
- Share or export to PDF according to your wish.

### Online Order Report

- Online order details can be viewed by selecting start time and end time.
- Click Get Report button.

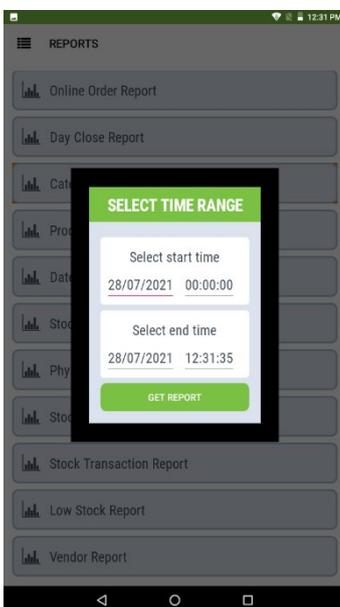


- You can see the online order report as shown in the figure.
- You can share or export to pdf for future analysis.

ITEM	PRICE	QTY	TOTAL
Date: 7/28/2021 12:00:00 AM - 1 Items			
Inv: ZOMATO - 2 Items			
12 Piece Butterfly Shrimp	150.0000	1.0000	150.0000
Fish, Shrimp & Crab Shell	120.0000	1.0000	120.0000
Total Sale: 270, Product Discount: 0, Total Discount: 0, Total Tax: 40.5, Total ExtraCh			
Total: :310.5			
Total Sale: 270, Total Tax: 40.5, Total Extra Charge: 0, Total Product Discount: 0, Total Discount: 0			
Grand Total: 310.5			

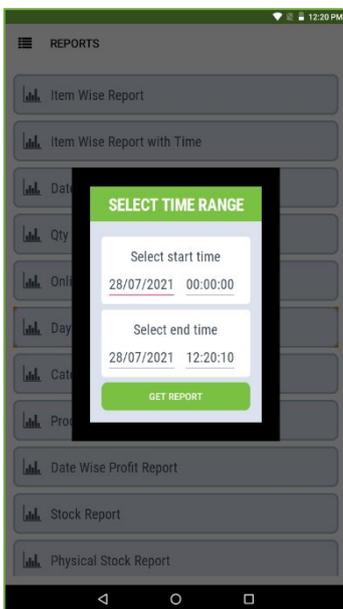
### Day Close Report

- Select start date and end date to view the details.
- Set the start time and end time also.
- Click on Get Report Option.



TYPE	Sale Amount	PAID	DIFFERENCE
DayNo: 5 - 1 Items			
Cashier: Admin - 2 Items			
Cash	1431.7500	1431.7500	0.0000
zomato	310.5000	310.5000	0.0000
<b>TOTAL: SALE = 1742.25, PAID = 1742.25, DIFFERENCE : 0</b>			
<b>TOTAL: SALE = 1742.25, PAID : 1742.25, DIFFERENCE : 0</b>			

- You can see the day close details and total amount here.
- Click on share or PDF icon if you want to save the details.

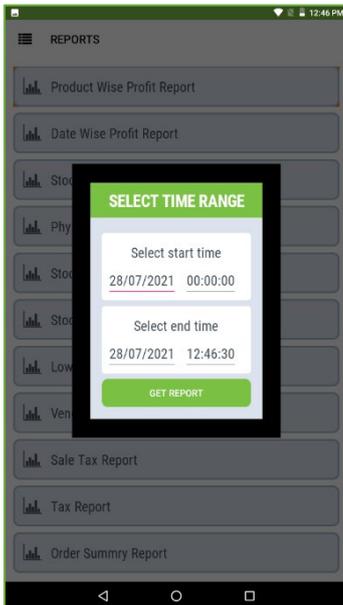


### Category Wise Profit Report

- Select start date and end date to view the details.
- Set the start time and end time also.
- Click on Get Report Option.

ITEM	QTY	COST PRICE	SALE PRICE	PROFIT
Date : 7/28/2021 12:00:00 AM - 1 Items				
Department: Breakfast - 7 Items				
12 Piece Butterfly Shrimp	2.0000	240.000000	300.0000	60.0000
2 Piece Grilled Crab Cakes	1.0000	120.000000	175.0000	55.0000
Fish, Shrimp & Crab Shell	2.0000	200.000000	240.0000	40.0000
Fried Green Tomatoes	1.0000	100.000000	120.0000	20.0000
Fruit Maple Oatmeal	1.0000	90.000000	130.0000	40.0000
Grilled Crab Cakes	1.0000	300.000000	350.0000	50.0000
HOMESTYLE OATMEAL	1.0000	150.000000	200.0000	50.0000
<b>TOTAL PROFIT: 315</b>				
<b>GRAND TOTAL PROFIT : 315</b>				

- Category wise profit report will be shown as in the figure.
- It shows the total profit of the selected time period.
- It's grouped as category wise/ Department wise.

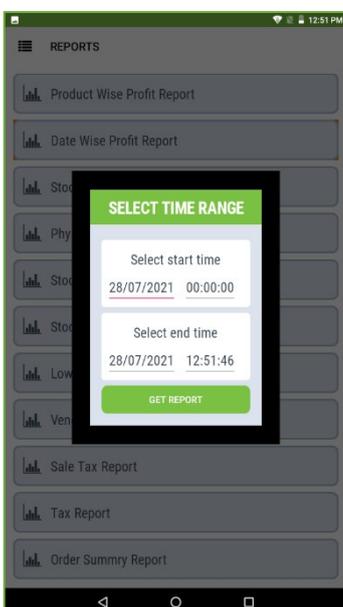


### Product Wise Profit Report

- Select start date and end date to view the details.
- Set the start time and end time also.
- Click on Get Report Option.

ITEM	QTY	COST PRICE	SALE PRICE	PROFIT
<b>ITEM: 12 Piece Butterfly Shrimp - 2 Items</b>				
12 Piece Butterfly Shrimp	1,000	120.000000	150.0000	30.0000
12 Piece Butterfly Shrimp	1,000	120.000000	150.0000	30.0000
<b>TOTAL PROFIT: 60</b>				
<b>ITEM: 2 Piece Grilled Crab Cakes - 1 Items</b>				
2 Piece Grilled Crab Cakes	1,000	120.000000	175.0000	55.0000
<b>TOTAL PROFIT: 55</b>				
<b>ITEM: Fish, Shrimp &amp; Crab Shell - 2 Items</b>				
Fish, Shrimp & Crab Shell	1,000	100.000000	120.0000	20.0000
Fish, Shrimp & Crab Shell	1,000	100.000000	120.0000	20.0000
<b>TOTAL PROFIT: 40</b>				
<b>ITEM: Fried Green Tomatoes - 1 Items</b>				
Fried Green Tomatoes	1,000	100.000000	120.0000	20.0000
<b>TOTAL PROFIT: 20</b>				
<b>ITEM: Fruit Maple Oatmeal - 1 Items</b>				
<b>GRAND TOTAL PROFIT : 315</b>				

- Product wise profit report will be shown as in the figure.
- It shows the total profit of the selected time period.
- You can see the product wise profit details here.



### Date Wise Profit Report

- Date wise profit report can be viewed by selecting start time and end time.
- Click Get Report button.

ITEM	QTY	COST PRICE	SALE PRICE	PROFIT
Date: 7/28/2021 12:00:00 AM - 7 Items				
12 Piece Butterfly Shrimp	2.0000	240.000000	300.0000	60.0000
2 Piece Grilled Crab Cakes	1.0000	120.000000	175.0000	55.0000
Fish, Shrimp & Crab Shell	2.0000	200.000000	240.0000	40.0000
Fried Green Tomatoes	1.0000	100.000000	120.0000	20.0000
Fruit Maple Oatmeal	1.0000	90.000000	130.0000	40.0000
Grilled Crab Cakes	1.0000	300.000000	350.0000	50.0000
HOMESTYLE OATMEAL	1.0000	150.000000	200.0000	50.0000
<b>TOTAL PROFIT: 315</b>				
<b>GRAND TOTAL PROFIT: 315</b>				

- Date wise profit details of items will be shown here.
- You can export the report to PDF or share it.

ITEM CODE	ITEM	STOCK
10	2 Piece Grilled Crab Cakes	514.0000
100	Creamy Potato Leek Soup	-1.0000
10162	Great Greens	200.0000
10191	Peanut Butter	500.0000
102	Creamy Garlic Mushroom Soup	-1.0000
10287	Grilled Mahi Taco	-7.0000
105	Chinese Chicken Mushroom Soup	-2.0000
11	Fried Green Tomatoes	-13.0000
110	Chipotle Chicken and Rice Soup	-1.0000
111	Chipotle Pumpkin Soup	-3.0000
116	Cheesy Chicken Parmesan Soup	-1.0000
13	12 Piece Butterfly Shrimp	-10.0000
130	Banana Berry Smoothie	-1.0000
132	Chili Mango Smoothie	-2.0000
138	Apples 'n Charge	-2.0000
139	Amazing Greens	-1.0000
147	Apple 'n Greens Smoothie	-1.0000

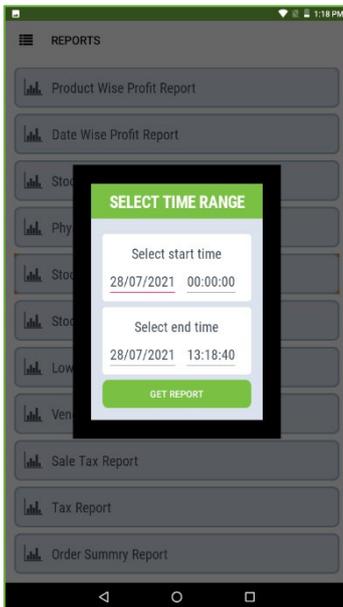
### Stock Report

- To view the stock details of your shop, click on Stock report from report section.
- Stock details of each item will be listed as shown in the figure.
- You can export the report to PDF or share it.

ITEM	REVY	SPOilage	SALES	BALANCE
2 Piece Grilled Crab Cakes	1020	500.0000	6.0000	514.0000
Creamy Potato Leek Soup	0	0.0000	1.0000	-1.0000
Turkey Wild Rice Soup	0	0.0000	0.0000	0.0000
Crusc Kick	0	0.0000	0.0000	0.0000
Great Greens	200	0.0000	0.0000	200.0000
Purely Orange	0	0.0000	0.0000	0.0000
Purely Carrot	0	0.0000	0.0000	0.0000
Orange Carrot Twist	0	0.0000	0.0000	0.0000
Orange Berry Antioxidant	0	0.0000	0.0000	0.0000
Kale Orange Power	0	0.0000	0.0000	0.0000
Triple Revitalizer	0	0.0000	0.0000	0.0000
Tropical Kick-Start	0	0.0000	0.0000	0.0000
Purely Apple	0	0.0000	0.0000	0.0000
Grape Juice	0	0.0000	0.0000	0.0000
Cranberry Juice	0	0.0000	0.0000	0.0000
BlackBerry Juice	0	0.0000	0.0000	0.0000
Red Berry Juice	0	0.0000	0.0000	0.0000

### Physical Stock Report

- To view the physical stock report, click on it.
- Receiving quantity, spoilage, sales, and balance stock will be shown as in the figure.
- You have export and share option in the bottom side of the screen.

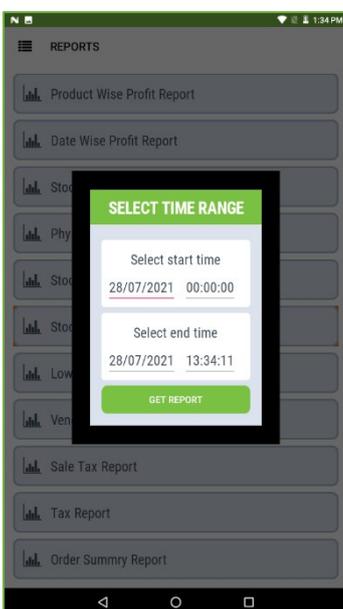


### Stock Receiving Report

- Stock Receiving report can be viewed by selecting start time and end time.
- Click Get Report button.

ITEM	QTY	SALE PRICE	TOTAL
RecvDate : 7/28/2021 12:00:00 AM - 2 Items			
Vendor : SupplierA - 2 Items			
Citrus Kick	10	40.0000	400.0000
Turkey Wild Rice Soup	20	100.0000	2000.0000
TOTAL : 2400			
TAX : 360			
Vendor : vendor a - 2 Items			
Citrus Kick	100	40.0000	4000.0000
Dreamy Potato Leek Soup	20	100.0000	2000.0000
TOTAL : 6000			
TAX : 900			
GRAND TOTAL : 8400			
GRAND TOTAL TAX: 1260			
GRAND TOTAL : 9660			

- Supplier wise receive details can be viewed as in the figure.
- You can share or export the report.



### Stock Transaction Report

- Stock Transaction report can be viewed by selecting start time and end time.
- Click Get Report button.

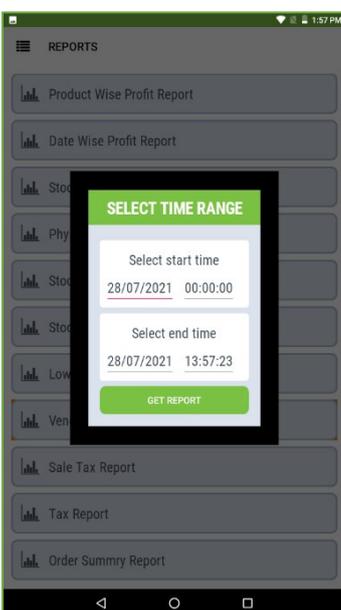
ITEM	QTY	SALE PRICE	TOTAL
RecvDate : 7/28/2021 12:00:00 AM - 1 Items			
Vendor : vendor a - 2 Items			
Great Greens	100	40.0000	4000.0000
Turkey Wild Rice Soup	10	100.0000	1000.0000
TOTAL : 5000			
TAX : 750			
GRAND TOTAL : 5000			
GRAND TOTAL TAX: 750			
GRAND TOTAL : 5750			

- Stock transaction details will be shown as in the figure.
- Share the report or export it to PDF using respective buttons.

ITEM CODE	ITEM	STOCK
102	Creamy Garlic Mushroom Soup	-1.0000
10287	Grilled Msh' Taco	-7.0000
105	Chinese Chicken Mushroom Soup	-2.0000
11	Fried Green Tomatoes	-13.0000
110	Chipotle Chicken and Rice Soup	-1.0000
111	Chipotle Pumpkin Soup	-3.0000
116	Cheesy Chicken Parmesan Soup	-1.0000
13	12 Piece Butterfly Shrimp	-10.0000
130	Banana Berry Smoothie	-1.0000
132	Chili Mango Smoothie	-2.0000
138	Apples 'N Charge	-2.0000
139	Amazing Greens	-1.0000
147	Apple 'n Greens Smoothie	-1.0000
151	Chocolate Mool'd Smoothie	-1.0000
18	Big Mac	-5.0000
20	Double Quarter Pounder with Cheese	-1.0000
22	Double Cheeseburger	-2.0000

**Low Stock Report**

- By clicking this report, you can view the details.
- In this report low stock items will be listed.

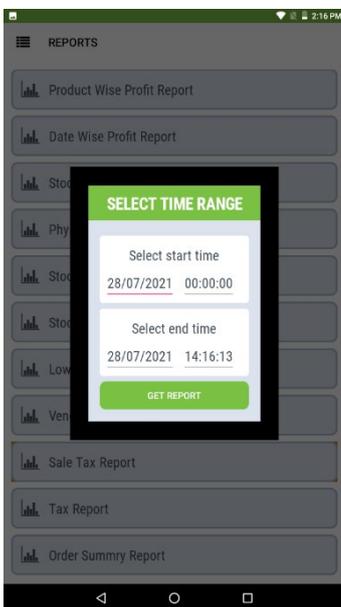


**Vendor Report**

- Select start date and end date to view the details.
- Set the start time and end time also.
- Click on Get Report Option.

TYPE	BATCH	INVOICE	DEBIT	CREDIT	BALANCE
Vendor: SupplierA - 1 Items					
Stock Receiving	6	6	0.0000	2760.0000	2760.0000
TOTAL BALANCE : 2760					
Vendor: vendor a - 3 Items					
Stock Receiving	5	5	0.0000	4600.0000	4600.0000
Stock Receiving	7	7	0.0000	2300.0000	2300.0000
Transfer	2	0	5750.0000	0.0000	-5750.0000
TOTAL BALANCE : 1150					

- Vendor wise stock receiving details will be shown as in the figure.



### Sales Tax Report

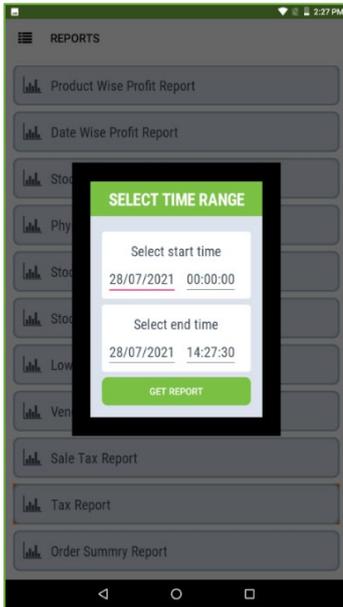
- Select start date and end date to view the details.
- Set the start time and end time also.
- Click on Get Report Option.

INVOICE	SALE	TAX	TOTAL
Date : 7/28/2021 12:00:00 AM - 1 Items			
DayNo: 5 - 2 Items			
19	1245.0000	186.7500	1431.7500
20	270.0000	40.5000	310.5000
	1515	227.25	1742.25
	1515	227.25	1742.25

- Sales tax details will show as in the figure.
- You can share the report or export it to PDF.

### Tax Report

- Select start date and end date to view the details.
- Set the start time and end time also.
- Click on Get Report Option.

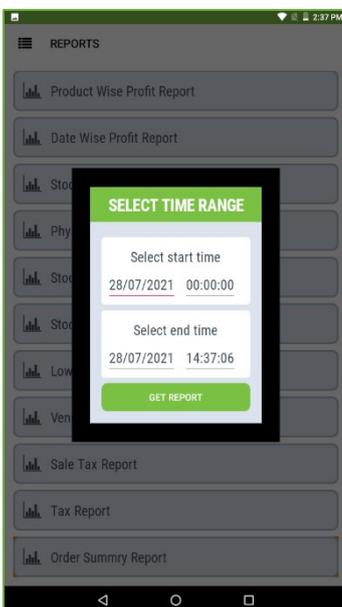


- You can view the tax details here.

BILL	DESCRIPTION	DEBIT	CREDIT	BALANCE
Date : 7/28/2021 12:00:00 AM - 7 Items				
2	Stock Transfer Vendor	0.0000	750.0000	-750.0000
5	Receiving Vendor	0.0000	600.0000	-600.0000
6	Receiving Vendor	0.0000	360.0000	-360.0000
7	Receiving Vendor	0.0000	300.0000	-300.0000
19	User: Admin	186.7500	0.0000	186.7500
20	User: Admin	40.5000	0.0000	40.5000
21	User: Admin	86.2500	0.0000	86.2500
Total Debit(Sales/Output Tax) :313.5				
Total Credit(Purchase/Input Tax) :2010				
BALANCE :-1696.5				

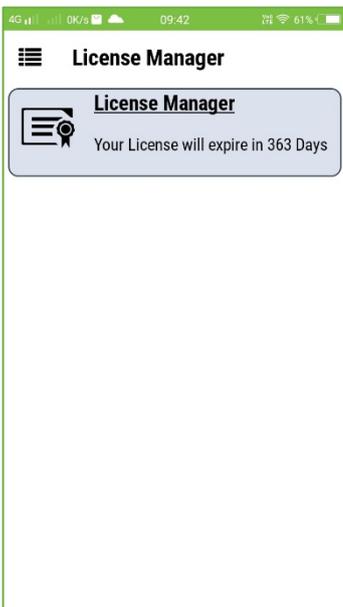
### Order Summary Report

- Select start date and end date to view the details.
- Set the start time and end time also.
- Click on Get Report Option.



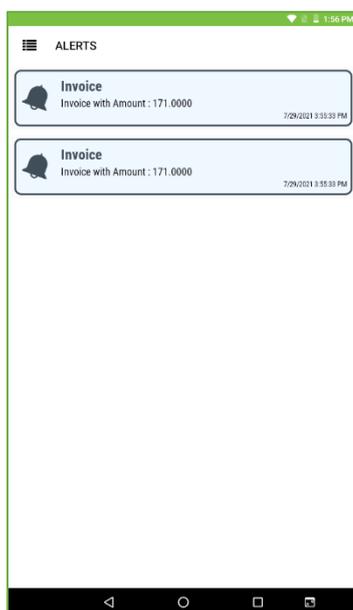


- Order summary of items will be shown here.
- Share or export according to your requirement.



**LICENCE**

- To know about your licence details, click on licence manager from the menu lists.
- You can view the expiry details of your software here.



**ALERTS**

- Go to Alerts from menu list.
- You can see invoice alerts and day close alerts.
- You will get a notification to your android device, if you enable the notification in connected client software.



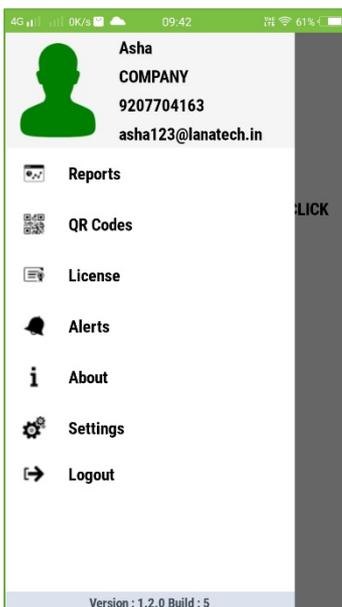
### ABOUT

- The details of software version will be shown here.



### SETTINGS

- You can change the language of the application from settings option.



### LOGOUT

- To log out from the app click on LOG OUT button.

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