

USER MANUAL

ZKPOS RETAIL / WHOLESALE / SUPERMARKET

Version: 5.0.1

Date: 01-09-2022

Software Version: 5.0.1



GETS STARTED

Every retailer must 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 must 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**.



- You need to set the store details first
- Click Open to go to Store



	Store	
	Store	
Company	Select	
Store	Select	
Tax	C Eratle Tax VAT	
Country	Select ~	
Currency	Saudi Arabia-SAR-Jlp	
Involce Templates	Normal Print ~	
Invoice Templates Bottom Text	Thank you visit Agan v	
💾 Update	🛇 Cancel 📟 Keyboard	

- Set the default Company and Store here.
- If you want to create new company, click on Cancel button.



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.

	Compa	iny Details		+
Company Name	2	Company Name [Alas]	L	
liddress		Address [Alas]		
Company Logo		Mobile No		
		Company Code		
	Q Browse			
Sane	🔒 Delete	S Cancel	NEER Keyboard	

- 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.

		Store		
Admin	Company Details	Store	My Store	Counter
& Settings	SQL Connection	d Jangoort	Export	Cloud Report
Peripheral Devices	Data Geaning	Naming Series	Invoice Templates	Backup
Users				
Discount Offer				

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.

		Store	
itore Code	A00011	WIT Number	abc147852
Store	Branch Name	Store [Alas]	
Company	Company name	v Email 10	
toble No		Other ID	
Address1 (Building No.)		Address1 (Building No.) [Alas]	
Address2 (Street)		Address2 (Street) [Alas]	
Jity		City [Alos]	
District.		District [Alies]	
Dountry		Country	
Postal Code		Postal Code [Alias]	
additional No		Additional No [Alas]	
Status	Active	~	

		Ste	ore	e
Store Gode	bdk		Sutus	Active
Store	Branch Name		Store [Alas]	
Company	Company name	v	Email ID	mail@mail.com
Mobile No	1234567890		Other ID	
category	Supermarket	v	Selling Area	401 (4300 sq ft) Above
VAT Number			CR No	
Address1 (Building No.)	Building		Address1 (Building No.) [Alias]	
Address2 (Street)	Street		Address2 (Street) [Alas]	
Oty	City		Dity [Alas]	
District	District	_	District [Alics]	
Country	India	v	[Altos]	
Postal Cade			Postal Code [Alas]	

• After activating the Licence and updating My Store, you need to update the store details in ZKPOS Licence Activation panel by clicking Licence Update button.

		Store		
Admin	Company Details	Store	My Store	Counter
Settings	SQL Connection	import.	Export	Cloud Report
Perpheral Devices	Data Clearing	Naming Series	Invoice Templates	Backup
Dusers				
Discount Offer				

STEP 4 - MY STORE

• Click on **MY STORE**.

	Store		
Company	Company name		
Store	Branch Name	×.	
Tex	Enable Tax	VAT	
Country	India	, *	
Currency	India-INR-		
invoice templates	Normal Print	×	
Invoice Templates Bottom Text	Thank you Visit Again	×	
Update	S Cancel	IIII Keyboard	

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



ZK Pos Supermarket				
		Store		
Admin	Company Details	Store	My Store	Counter
X Settings	SQL Connection	import	Export	Entel XIQ, Cloud Report
Perpheral Devices	Data Gearing	Naming Series	Invoice Templates	Backup
Contraction Contraction				
The Investory				
en la				Main Ners:

STEP 5 - COUNTER

• Click on counter

Counter Software M	Counter		
oftware ld			
	dTJ348taQaOhumo/YexmNCxAD	7ks940l+bLUlx34Z	hhoKRLnwe54hQ==
brehouse	Default		
	🗎 Save	S Cancel	8888 Keyboard
Counter	Software Id		

- Enter the counter name and select the warehouse
- Click save

ZKRas	Supermarket POS	14 January 2021 12:34 🗙
	SQL Connection	
	Connection String	
	Data Source=(LocalDB)\Jonapossup;Initial Catalog=Ianapossup;Integrated Security=true;	
	para suarce-(cocanon) yanaposop, ini kar carang-anaposop, incepareo security-orce,	

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.

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 be displayed in a confirmation popup. You can then edit it and then import it using the IMPORT TABLES interface.

ZKPas S	upermarket POS		25 January 2021 10:44 🗙
		Export	
	Current Export Table	Department	~
	File Type	.CSV File	*
	File Save Path		
		٩	Browse
		🚰 Export 🛛 🛇 Car	ncel
		% i i i j j i Raincuan 6 6 7 8 9 0 . . Raincuan R 7 Y U 1 O P { . . .	- 100 1 10000
	South an an	C V B N M 5 5 5 Swn	ZKPos

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.

ZKPas	Supermarket	Saturday,April 08,2017 🗙
	Cloud Report Ap	p
	Start 30 day's free tr	al

CLOUD REPORT

- We can scan the barcode to view the reports of your supermarket or restaurant.
- You can use the cloud report app for 30 days trial.
- After that you need to activate the license to use this feature.
- Click on that button.

ZK Pas Supermarket	Cloud Report App	Səturday, April 08, 2017 🗙
	Nethiration Settings	
	Enable Dayclose Notification	

- You can see the barcode that need to scan to get reports of this software in ZKPOS Cloud Report App.
- There is an option to get notifications in our ZKPOS Cloud Report App.
- You will get notification on each sale or day close.
- Select the check box against the option and click update button.

KPas Supermarket POS				14 January 2021 12:31	x
	Da	ta Clean	ing		
	Enter	Admin Pas	sword		
	1	2	3		
	4	5	6		
	7	8	9		
	CLEAR	0	ENTER		

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.



ZK Pas Supermarket POS		14 January 2021 12:33 🗙
	Data Cleaning	
	☐ Sales, Inventory	
	Product, Department	
	Users	
	□ Wendor	
	Customer	
	Clear Data S Cancel	

- 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.

ZK Pas Supermarket			Mone	lay, July 11, 2022 10:03 AM
		Store		
Admin	Company Details	Store	My Store	Counter
≫ Settings				
Ston.	50 ⁻ Ever	<u>.</u>	Lxport	Cloud Report
Peripheral Devices	Reset truble Name	Server Sector Settings> Will by Server	Ē.	0
Product		66	Invoice Templates	Badap
∯∯Users				
Accounts				
Discount Offer				
~				
E				Alain Her

NAMING SERIES

You can set the starting series for receipts, invoices, and quotations here.

- You need to activate the utility from Settings option.
- You cannot activate Naming Series, if you are already activated digital invoice.

	Util	ity	
Search			
	Participation	Status	
44	Send Invoice Email	3	free
45	Enable Digital Invoice	3	Activate
46	Enable Cloud ERP System	2	Activate
47	Enable Invoice Display in Camera	3	free
48	Eneble Multiple Product Selling	Ξ	free
49	Enable Naming Series	Э	tree
		💾 Update	S Cancel

- Go to settings and select Utility option.
- Enable naming series.

	1																			
											Nar	ming S	eries							
		9	elect	Iranses	ten				Cust	omer Q)uotsti	ion					v			
		s	eres	for this	Transa	ction			CO	****										
										-			-							
											B	Update			O Cat	icel				
	Autes										B	Update			⊘ Cat	ncel				
	Alle Con Doumps	ioratio la:	scial ch set me	eradara Jumber	are 7 a of alpte	od 17 In the s	eriec usin	p dot ()	follower	ty anster				ware then		nced I Neve Tour e	645			
	* Allo * On Example MV- A	ioratio la:	set me	practice Aymber	ana 🏹 a d' alpts	nd 14 In The s	erier unit	ç dot ()	tollowed	ty anti-es				wers ther			95			
	* Allo * On Example MV- A	ioraly, io:	set me	eræckers Ayntber	ana 17° a d'alpte	nd ^{1,4} In the s	eriec usin	p. dot*(.)	toiound	ty another				ware that			(a):5			(1
	* Allo * On Example MV- A	ioraly, io:	set me	enactors Symbol	ana 17 a a' alpte	a the s	% 6	; det ()	followed G	8.7				were the		t heve four a	Dackapace	100		-
	* Allo * On Example MV- A	ioraly, io:	08		ara 77 a or aspec	a field	% R		followed fi	8 7						t heve four a		lins	1	1104948
2 -	* Allo * On Example MV- A	toraly, io: 	08	nymber	a apt		10	• • • • ()		8 7	s (#). Par		"			t heve four a		Ins T	+	-

- Open the naming series option.
- You can select the transaction type here.
- Enter the starting series for this transaction.
- Click update button.
- You will get a success message on updating.



INVOICE TEMPLATE

You can create the invoice templates here and take print outs of same template for different customers with different invoice number.



- Zr Re
 Separative
 Moder, 3.04 (1, 202.2.2.2.10)
 X

 Invoice Template

 DV/11/2022 3: 07/11/2022 2:169M
 Image: Colspan="2">Image: Colspan="2">Colspan="2"

 Colspan="2">Colspan="2"

 Colspan="2"

 Colspan="2"
- you can select the invoice by selecting the from date and to date in invoice details tab.
- Click on create template option.



- You can see the template name.
- You can change the template name as your choice.
- Click save button.
- You will get a successful message after clicking save button.

			Inv	oice Template				
ce Details Inverce Tempi	atus							
07/11/2022		07/11/2022		8* **		Tickets		~
S-0001 (1/1) S-0002 (1/2)	Delivery Delivery	07/11/2022 07/11/2022	2:16PM 2:16PM	Admin Admin				100.00 260.00
vlacts							360.0	20
ofacts roduct		Sale Price	Quanticy	Discount	Net Annunit	Tax Ansunt	360.0	
		Sile Price 50.00	Quantity 1	Снисоция: 0.00	Net Amount 50.00	Tex Amount D.00		20 Create Template

• Now click on Invoice template tab.



• You can see the invoice template that you created here.





- Click on Generate button.
- Enter the invoice count.
- You can confirm the template count by clicking confirm option and print the invoices later.
- Or you can click confirm with print.
- You can take the print out from here.

			Inv	oice Template		
oice Deta	als Invoice Templetes					
Search						
Silvo	Template Name				Created Date	Invaice Number
1	InvTemplate - 11075	2022			07/11/2022	1

• You can take print outs of generate invoices by clicking Print button.



- You can confirm the invoice details before printing it.
- You can verify the invoice numbers of respective template and click print.



You can also take bulk print by clicking Bulk print option.

			Ir	nvoice Template				
oice Details Invoice Templ								
07/11/2022		07/11/2022		0° «		Tickets		v
				User	Tick	et Note	Customer	Total
S-0001 (1/1)	Delivery	07/11/2022	2:16PM	Admin	_			100.00
S-0002 (1/2)	Delivery	07/11/2022	2:16PM	Admin				260.00
S-0003 (1/3)	Delivery	07/11/2022	2:37PM	Admin				100.00
S-0004 (1/4)	Delivery	07/11/2022	2:37PM	Admin				100.00
S-0005 (1/5)	Delivery	07/11/2022	2:37PM	Admin				100.00
S-0006 (1/6)	Delivery	07/11/2022	2:37PM	Admin				100.00
S-0007 (1/7)	Delivery	07/11/2022	2:37PM	Admin				100.00
S-0008 (1/8)	Delivery	07/11/2022	2:37PM	Admin				100.00
S-0009 (1/9)	Delivery	07/11/2022	2:37PM	Admin				100.00
S-0010 (1/10)	Delivery	07/11/2022	2:37PM	Admin				100.00
0.0011 /1 /11)	Daliusni	02/11/2022	3.220M	Admin				100.00
roducts							156	0.00
							Total Amount	
inner rolls		50.00	1	0.00	50.00	0.00	50.00	E
andwich		50.00	1	0.00	50.00	0.00	50.00	
andwich		50.00	1	0.00	50.00	0.00	50.00	Create Templa



- Enter the starting and ending number of invoices that you need take printouts.
- Click Print option.

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.

ZKPos Supermarket POS					
		Backup			
Manual Backup Schedule backup					
DataBase Name	lanaposi	mb			
Save To				Q, Browse	
Bookup File Name	14012	021.bak			
		e			
	And Backup	🛇 Cancel	📟 Keyboard		

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.

ZK Pas Supermarket POS	14 January 2021 13:05	x
	Backup	
Manual Backup		
Data@ase Name	lanaposaup	
Gackup Type :	⊙ Daty	
	O Weeky	
	C Menthiy	
	Nover	
Save To	Q, Browse	
	🖹 Søre 🕒 Cancel	

Schedule Backup

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





SOFTWARE LANGUAGE

- You can switch the software language in the new version easily.
- Select maximum three languages you need to switch between
- Click Save.



• You can see the switching language as shown in the figure.

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.

	Uti	lity	
Search			
	Description	Status	
1	Enable petty cash advance		free
2	Enable logo in printing	п	tree
э	Enable barcode scanner	И	free
4	Enable Sildeshow customer display	0	free
5	Enable VED Daplay	0	free
6	Frable LED Display	U.	free
7	Enable Multi-Currency payment		free

Now let's learn each utility one by one.



- 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 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.
- 6. **ENABLE LED DISPLAY**: To display the **PRODUCT PRICE** and **TOTAL BILL AMOUNT** in the **LED DISPLAY** you must enable this feature.
- ENABLE MULTI CURRENCY PAYMENT: Customers will be happy if you could produce the invoice in their desired currency. To display total invoice amount in desired currency, enable this feature by ticking on the checkbox that corresponds to "ENABLE MULTI CURRENCY PAYMENT". Then UPDATE it.
- 8. ENABLE COMBO/SUB PRODUCTS: You must enable this utility if you want to display COMBO PRODUCTS and SUB PRODUCTS in the POS section.
- 9. ENABLE FINGERPRINTLOGIN: If this feature is enabled users can LOGIN/REGISTER using their FINGERPRINT.
- 10. **ENABLE KITCHEN PRINT**: This feature allows kitchen manager to print orders.
- 11. ENABLE ORDER PRINT: By enabling this feature you can take printout of the orders.
- 12. ENABLE GIFT AND POINTS: If you want to set GIFTS against invoice count/amount you must enable it here.
- 13. **ENABLE EDIT PRODUCT**: By enabling this feature you could edit already added product details.
- 14. **ENABLE MINUS STOCK**: If this feature is enabled you can sale products without stock. For instance, you didn't update the stock receiving details to your **ZKPOS**, but you want to sale the products. You can do it by enabling this utility.
- 15. **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.
- 16. **ENABLE AUTO ROUNDOFF**: This feature will round off the amount in decimals **AUTOMATICALLY**.
- 17. ENABLE USERS TO ADD NEW PRODUCT: This section allows users to add new product in POS when software 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 says product not found. Click **OK** button. Now another popup will appear named product master. You can add a new product there.
- Add product name and alias name.
- You can change the UPC code by clicking the tick button (green) against it.
- Add Sale price and MRP.
- Then click **OK** button.
- 18. ENABLE DISCOUNT OFFERS: You can apply discount offers in Invoice Bill.
- 19. SHOW SHORTCUTS: This feature enables keyboard short cut.

A ielest Customer (F6)	∉1/ Delivery Status New	Aies		= E	1
(D) Retrieve (F2)	QCY	Product	Tax	Ret Amount	Welcome
Turket Nate					
tê) Keturî (F3)					
New (F1)					
(4) Send Orders					
↓ Enter Priority	¢			,	0.00
=2	Balance		INR	0.00	0.00
Temporary Bil (F7)	Sett	le (FS)	XCle	ise (F4)	

• After enabling the short cut option in utility, you can see the keyboard short cuts in brackets.

- 20. ENABLE PRICE EDIT: This feature enables to edit a price.
- 21. ENABLE OPTION TO ADD CARD NUMBER ON CARD PAYMENT: It enables to add card number on card payment.
- 22. ADD CUSTOMER DETAILS ON PAYMENT TIME: It enables to add customer details on payment time.
- 23. ENABLE DISCOUNT AND ROUND FOR CASHIERS: Cashier can add discount for customers and round invoice amount for convenience.
- 24. ENABLE DISCOUNTAND ROUND FOR CASHIERS (ADMIN PASSWORD): Cashier can add discount for customers and round invoice amount for convenience after entering the admin password.
- 25. INCLUSIVE TAX CALCULATION: Enable inclusive tax calculation.
- 26. ENABLE EMAIL SCHEDULER: Enable email scheduler.



- 27. ENABLE NOTIFICATION: Enable notification.
- 28. EASY RETURN: Enable return. Return products without entering the invoice number.
- 29. ENABLE EMAIL FOR WORK PERIOD CLOSING: This feature is added to get work period close email.
- 30. ENABLE AUTO BACK UP: To enable this feature activate it.
- 31. **ENABLE SAME BARCODE TO MUTIPLE PRODUCTS:** To add multiple products with same barcode you must enable this feature.
- 32. ENABLE REPORT APP: To enable this feature activate it.
- 33. ENABLE PRICE CHECKER: To enable the price checker activate it.
- 34. ENABLE INVENTORY APP: To enable inventory app activate it.
- 35. ENABLE BACK OFFICE: To enable this feature activate it.
- 36. *CHECK BOTTOM PRICE:* This feature enables the checking of bottom price while entering a product at the time of sale. In case the sale price after discount and rounding may go beneath the bottom price, a notification will be shown.
- 37. **ENABLE ROUNDING TAX CALCULATION**: This feature enables the rounding while calculating the tax amount.
- 38. **ENABLE INCLUSIVE ROUNDING TAX CALCULATION:** To enable rounding in inclusive tax calculation, activate this feature.
- 39. **DISABLE COST UPDATE ON STOCK RECEIVE**: To disable the cost update on stock receiving, activate this feature.
- 40. **ENABLE INVOICE PRINT OPTION**: This feature enables the invoice print option.
- 41. *CLOUD REPORT APP*: This feature enables the cloud report feature. The reports can be viewed from anywhere at any time.
- 42. VEHICLE SALES: Van Sales application enables here. Sales person can deliver products directly to the retailers or end customers.
- 43. SEND INVOICE EMAIL: By enabling this application you can send email invoices to customers, if the email ID saved in software.
- 44. ENABLE DIGITAL INVOICE: By enabling this feature you can take Saudi VAT print both B2B and B2C.
- 45. ENABLE INVOICE DISPLAY IN CAMERA: You can view the invoice details on CCTV monitor if you enable this feature.
- 46. *ENABLE CLOUD ERP SYSTEM*: You can integrate third party ERP with our ZKPOS Supermarketsoftware by activating this feature.
- 47. ENABLE MULTIPLE PRODUCT SELLING: You can sell multiple products in multiple quantity if you enable this feature.
- 48. **ENABLE NAMING SERIES**: You can set starting series in numbers or special characters for invoices, receipts, and quotations here.
- 49. *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. The date format set as default in software and once you select the software type in supermarket utility software. You can set the translation language for alias name of products while creating it. To edit the values, click on the **GENERAL SETTINGS** button.



ZK Poa Supermarket				05 August 2021 10:20	
	Uti	Utility			
			_		
	General Settings				
		1			
	Invoice Print Count				
	Maximum no of return da	ys I	2		
	No of Decimal Points	2	÷1		
	Date Format	MM/dd/yyyy			
	Software Type	SuperMarket			
		_			
	ОК	Cancel			
			_		

• After making necessary changes, click on **OK** button and then click **UPDATE**.



• Click on translate name for translating the name to the language you selected in general settings.

		:	Settings			
nt Settings General Set	ttings Peripheral Sottings					
				Update	Second	
	Font-Family Aria		 Select Template 	comp	and the	
	Font-Size 8pt		Quotation	Normal Print	~	
	Logo Padding Right 38p		Purchase Order	Normal Print	v	
	Logo Padding Left 38p	- v	Delivery Note	Normal Print	v	
	Display Offer and Gift deta	ils on Invoice print				
	Display Invoice Barcade or	print				
	Enable loge in printing					
	Product Description on by	e co ce				
	Display Product Alias Nam	e in Srwaice				

- Go to Settings from settings option.
- Click on print settings tab.
- Check the tick box against 'Display product alias name in invoice'.
- Click update button.



• You can see the alias name also displayed here.



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.



- There is a 'Contact Us' option in About
- You can see the distributor and retailer.



• Write your feedback in the given space and click submit button.



• You can also see a **certificate** button in main menu. It shows the license details. Whether you activated the license or number of days remaining in your demo version



- You can also see the features you activated in certificate.
- You can activate the feature licence by clicking online or offline activation.





- Click on the feature you want to activate.
- Click on online activation.
- You need to open the software with admin privilege to activate features like this.



- Open the software with administrator privilege.
- Go to certificate section.
- Now by click on online activation you will be redirected to the ZK Store login (activation through ZK Store will be discussed in this document later).

Settings							
Admin)% Unity	(i) About	Customer	کم Vendor			
Settings	()#(P)	2	æ	A			
Store	Exchange Rate	کریے Notification	Email Settings	Warehouse			
Peripheral Devices		д	0				
Product	Currency Denomination	Settings	Rembership				
Users							
Accounts							
Inventory							
Discount Offer							

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.



		Customers		•
asic Information Other pro	perties Accounts			
Name		Name [Alas]		
Mobile No		Card Number		
Mobile No2		GST Number		
Туре	End Customer	v Discount %		
Membership	Default	v Contact Group	Default	~
Emai ID		Status	Active	v
Description		Opening balance	0	
		🗆 Emai	Ш ымы	
🗎 Save	Delete	Create Account		EEE Keyboard

- Enter basic customer details in the appropriate fields including customer name, customer name (alias) 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).

		Cust	omers		÷
asic Information Other pro	operties Accounts				
Name			Name [Alias]		
Mobile No			Card Number		
Mobile No2			GST Number		
Туре	End Customer	×	Discount %		
Membership	Default	v	Contact Group	Default	Ÿ
Finand ID			Status	Active	v
Description			Opening balance	0	
			imal 6	⊟ яня	

- Enter card number, discount if the customer is a special case and fill rest of the fields with relevant values.
- You can send the invoice through email or SMS by selecting the check box near them. Need to activate the feature in utility.

- Click on other properties
- You can add customer address here and click save button

	Customers	e
Basic Information Other properties Accounts		
Addressit (Building No.)	Address1 (Duilding No.) [Mae]	
Address2 (Street)	Address2 (Breet) [Alias]	
City	City (Akas)	
District	District [Alas]	
Courtry	Country (Alian)	
Postal Code	Postal Orde (Alies)	
Additional No	Addbonal No (Alias)	
Address	Other 10	
Address	Set as Default Address	
	3	
	×	

Pas Supermarket		Wodnesday, July 13, 2022 11:44	ам Х
	Customers	Login Settings	+
asic Information Other properties Accounts			
		C‡ Add	
Address			
address 1.address 2.city.District.Country.654	64		
		17.9	
🗄 Update 🛛 🔂 De	ete Create Account		

- If the customer has multiple address, you can add it
- Click on the Add button
- Enter the details as shown in the figure and click update button.
- 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.
- You can set one address as default one by selecting the check box





- 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.

Date From Date To		07/13/2022 3+ 07/13/2022 3+	Q Search	🗘 Refresh	XClose	
					Dalance	
		Balance Brought Forward	0.00	0.00	0.00	A Find Ticket
7/13/2022	3	Customer Account Transaction	100.00	0.00	100.00	
//13/2022	3	Cash Transaction	0.00	90.00	10.00	
7/13/2022	3	Cash Transaction	0.00	100.00	-90.00	Cash
7/13/2022	0	Customer Advance Card Transaction	0.00	10.00	-100.00	
7/13/2022	4	Customer Account Transaction	50.00	0.00	-50.00	
						Card
		Total	150.00	200.00	-50.00	😂 Print

- Go to **POS** section and click on the **SELECT CUSTOMER** button.
- Go to Sales and then to customer sales
- Select the customer and click on the **ACCOUNT DETAILS** button.
- You can select the customer option from settings and select the customer's name and click accounts tab
- 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.



- You can settle the amount directly from the above screen
- Select any customer account transaction.
- Choose cash or card.
- Enter the amount at the respective field and click save button.
- You can take customer account details print out by clicking print button.



KPas Supermarket POS	14 Januar		
	Customers		(+
Search		Top 100 Guildoners Listed below	Show All
Sam Harry			
Sām Hārry			

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.

		Customers	Login Settings	•
Basic Information Other propert	les Accounts			
Name	asha	Name (Allas)	asha	
Mobile No	54645	Card Number	123	
Mobile No2	654654	GST Number	abc45	
Туре	End Customer	v Discount %	2.00	
Membership	Default	 Contact Group 	Default	×
Email ID	asha@lanatech.in	Status	Active	v
Description	asha	Opening balance	0.00	
		🗌 Emai	🗆 яня	

- 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.

				Customers			Login Settings	(+
asic Information	Other propertie		07/13/2022	G*	Q Search	\$ ×	efresh	XClose
Date	Invoice No.		Description		Debit	Credit	Balance	
17/13/2022	3	Ouston	er Account Transaction		109.00	0.00	100.00	Cash
								Card
								₽°rint
				Transaction Total	100.00	0.00	100.00	Advance

- You can see the account details of the customer who purchases the items through customer account in POS.
- You can make the payment by selecting the respective invoice.
- Click on the invoice and click on cash or card.

		Customers	Logn S	ettrijs 🛨
sic Information Other properti	ies Accounts			
ccount Name	Jinu - Balance: -100.000	0		🖶 Save
escription	Cash		^	
			<u></u>	Cancel
mount	100.0000]		888 Keyboard
07/13/2022 8*	07/13/2022 E-	Q Search	© Smal Print	Big Print
				nt

- Enter description and amount that customer must pay.
- Click save button.



			Customers			Login Settings	e
Sasic Information 07/13/2022	Other properties	B- 07/13/2022		Q Search	\$ R	efresh	XClose
Date	Invoice No.	Description		Debit	Credit	Balance	~
07/13/2022 07/13/2022 07/13/2022	3 3 3	Customer Account Transaction Cash Transaction Cash Transaction		100.00 0.00 0.00	0.00 90.00 100.00	100.00 10.00 -90.00	Cash
							📤 Card 🕞 Print
			Transaction Total	100.00	190.00	-90.00	Advance

- You can see the cash transaction here.
- By clicking the print button, you can take print out of the account details.
- We can add advance amount to the customer account by selecting advance option.

			Customers		Login Settings
Basic Information Other	properties Accounts				
Customer		Jinu			XClose
Advance Date		07/13/2022		3*	▲ c.use
Advance		0			Cash
Date	Receipt No.	Amount			ecasi
					Card
					Print
					Advance
			Total	0	

- Enter advance amount.
- Select cash or card.
- You can also delete the advance if you want to.

		Customers		Login Settings
asic Information Other	properties Accounts			
Dustomer		Jinu		Close
Mvance Date		07/13/2022	B*	▲ crose
ldvance		0		Cash
Date	Receipt No.	Amount		
07/13/2022	425614280	10.00 Delete	8	Gard
				Print
		Total	10.00	Advance

- You can see the advance details as shown in the figure.
- You can delete the entry if you want to.
- There is a print option to take print out of the advance details.
- You can give it to the customer as a receipt.

		Customers	Login Settings	•
asic Information Other propr	erties Accounts			
Name	GIGI	Name [Alias]		
Mabile No	13232323	Card Number		
Mobile No2		GST Number		
Туре	End Customer	v Discount %	0.00	
Membership	Default	~ Contact Group	Default	~
Email ID		Status	Active	v
Description		Opening balance	10.00	
		🗆 Errol	□ SMS	

- You can add opening balance to the customer in the respective field.
- You need to create an account to the customer to add opening balance here.



			Total	INR		98.00	
Qty Product	Tax 0.00	Total 50.00	Charged			98.00	Cash
1 dimer rols	0.00	50.00	5	8 8		All	Card
			asha	×		half	
			Card Number			1/n	Voucher
Ficket Total Discount		100.00				Gift Voucher	
Offer Amount Sub Total		0.00		⊸Эок			
lound			100			Points	Customer Accourt
Vet Amount lex Amount Gross Amount		98.00 0.00 98.00	500			Gift	a
Payment Total Change Total	INR	0.00	Delete Poyment	liscount (S) Round	Print Preview	Drint Bill	Close

Total

Charged

CUSTOMER ACCOUNT AUTHENTICATION

- Enable the customer account authentication utility.
- While saving a customer, enter the card number in other properties.
- Go to POS section in main menu.
- Click select customer and choose the products from product list.
- Click settle button and choose customer account as payment type.
- You get a pop up to enter the card number if the customer has one otherwise the ticket gets settled.
- Enter the card number in the pop up and click ok.

ADD CUSTOMER DETAILS ON PAYMENT TIME

- Enable 'Add customer details on payment time' option from utility.
- Go to POS section in main menu.
- Choose the products.
- Click settle button.

Cash

100.00

- Enter the amount and click on the payment mode.
- You get a pop up to enter the mobile number of that customer.
- Enter the mobile number you want to save it and click OK.
- Otherwise click close button.
- You can edit the details in future by go to customer option.

CUSTOMER ADVANCE OPTION

- Go to POS section.
- Click select customer and select a customer from the list.
- Click advance option as shown in the figure.



ZKPas Supermarket		Wednesday, July 13, 2022 2:22 PM 😑
	Customer Account	
Customer Advance date Advance	GKGI 07/13/2022 8 0	Xtiose
Date	Amount	Rind Ticket
		(c) Cash
		Card
	Total	0
. in the second		Admin 😭 Main Menu

- Enter the advance amount in respective field.
- Click cash or card.
- Delete the entry by clicking delete button against each detail.
- You can take print out of the advance details by clicking print button.





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.

	Vender		(+
Basic Information Accounts			
Калс	Address		
Mobile No			
Mobile No2	Email ID		
Address1 (Building No.)	GST Number		
Address2 (Street)	Additional No		
City	Other ID		
District	Status	Active	Ŷ
Country	Description		
Pestal Code	Opening belarce	0	

- Enter the **VENDOR DETAILS** in the appropriate fields like Name, Phone Number, Email ID, Status, Vat Register Number and Address.
- The detailed address with postal code can be viewed in text box as in the figure.
- After entering necessary details click **SAVE** button.

		Vendor	e
asic Information Accounts			
Балс	SupplierA	Address	Supplier Address
Hobie No	123456789		
Mobile No2	123456789	Email 10	SupplierA@gmail.com
Address1 (Building No.)		GST Number	
Address2 (Street)		Additional No	
City		Other ID	
District		Status	Active
Country		Description	SupplierA
Pastal Code			
		Opening balance	222.00

- 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.



		Vendor			
asic Information Accounts					
Account, Name	SupplierA - Dalance : 300.000			B se	110
Vouther No					
Description	Cesh Reyment			🕲 Car	
				G Ca	
Amount	300.0000			888 Keyê	oard
07/13/2022 B-	07/13/2022 B·	Q Search	• Small	Print 🔹 Big Print	
Date	Description		Voucher No	Amount	

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

		Vendor			e
lasic Information Account	5				
Name	SupplierA				
Invoice No.	1	Invoice Date	07/13/2022	Close	
Advance	0				
Description				1	
				👸 Cash	
Date	Invoice No	Annal			
				Acres	
				Card	
				ard Card	
				Cord	

- To give an advance amount to vendor, click on Advance button.
- Enter the invoice number, advance amount, and description.
- Click on the payment mode.

		Vendor		•
lasic Information Accounts				
Name	SupplierA			
Invoice No.		Invoice Date 07/14/2	022 E~	×Close
Advance	0			
Description			~	Cash
Date	Invoce No	Amount		
07/07/2022	1	100.00	x	
07/14/2022	2	200.00	x	Card
				Print

• You can view the advance details here.

tasic Information Acc	counts				
Account N	iame	SupplerA - Balance : 100.0000			B Save
Voucher N	lo.				E Save
Description	a	Cash Payment			
					S Cancel
Amount		100.0000			III Keyboard
07/13	/2022 8+ 07	7/13/2022 5*	Q Search	Small Print	● Big Print
13/07/2022	Cash Payment				200.02

- You can take print outs/receipt for vendor by clicking the print icon.
- You can also select whether you need big print or small print.



bø Supermarket POS		14 Janua	ary 2021 12:26	
	Vendor		e	
Search		Top 100 Vendors Listed below	Show A	
<u> </u>				
SupplerA				

EDIT / DELETE A VENDOR

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

- Go to SETTINGS.
- Click on VENDOR.

		Vendor	•
lasic Information Accounts			
Name	SupplierA	Address	Supplier Address
Hoble No	123456789		
Hoble No2	123456789	Email ID	SupplierA@gmail.com
Address1 (Building No.)		GST Number	
Address2 (Street)		Additional No	
City		Other ID	
District		Status	Active
Country		Description	SupplierA
Postal Code		Opening talance	00

- Every saved vendor name will be displayed, you must 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.
- You cannot delete the default supplier.

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**.

		Currency Exchan	ge Rate		U
Country	Currency	Code	Symbol	Exchange Rate	
Alghanistan	Alghani	AFN	3	0.00	0
Albania	Lek	ALL	Lek	0.00	0
Algeria	Algerian Dinar	D7D		132.50	1
Andorra	European Euro	EUR	E	0.82	0
Angola	Angolan Kwanza	AOA		0.00	0
Antigua and Barbuda	East Caribbean Dollar	XCD	\$	0.00	0
Argentina	Peso	ARS	\$	85.54	0
Armenia	Armenian Dram	AMD		0.00	0
Armenia	Armenian Dram	AMD		0.00	0
Aruba	Guilder	AWG	f	0.00	0
Australia	Dollar	AUD	\$	1.29	0
Austria	European Euro	EUR	e	0.82	0
Azerbaljan	Manat	AZN	<u>^</u>	0.00	0
Bahamas	Dollar	BSD	\$	0.00	0
Baharin	Dinar	BHD		0.38	0
Bahrain	Bahraini Dinar	BIID		0.38	0
Bangladesh	Bangladeshi Taka	BD1		84.78	0
Barbados	Dollar	BBD	\$	0.00	0
Belarus	Ruble	BYR	p.	0.00	0
Belgium	European Euro	EUR	e	0.82	0
Belize	Dollar	BZD	BZ\$	0.00	0
Benin	West African CFA	XOF		539.17	0

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

		Currency Exchan	ge Rate		Ö
Country	Currency	Code	Symbol	Exchange Rate	
Afghanistan	Afghani	AFN		0.00	H
Albonio	Lek	ALL	Lek	0.00	0
Algeria	Algerian Dinar	DZD		132.50	0
Andorra	European Euro	EUR	E	0.82	0
Angola	Angolan Kwanza	AOA		0.00	0
Antigua and Barbuda	East Caribbean Dollar	XCD	\$	0.00	0
Argentina	Peso	ARS	\$	85.54	0
Armenia	Armenian Dram	AMD		0.00	0
Armenia	Armenian Dram	AMD		0.00	0
Aruba	Guilder	AWG	J	0.00	0
Australia	Dollar	AUD	\$	1.29	0
Austria	European Euro	EUR	E	0.82	0
Azerbaijan	Manat	AZN	A	0.00	0
Bohamas	Dollar	BSD	\$	0.00	0
Baharin	Dinar	BHD		0.38	0
Bahrain	Bahraini Dinar	BHD		0.38	0
Bangladesh	Bangladeshi Taka	BDT		84.78	0
Barbados	Dollar	88D	\$	0.00	0
Belarus	Ruble	BYR	p.	0.00	0
Belgium	European Euro	EUR	C	0.82	0
Belize	Dollar	BZD	BZ\$	0.00	0
Benin	West African CFA	XOF		539.17	0

- 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 16 - NOTIFICATION

Enable Notification in the utility settings.

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



• You can see the notification while log in to the software as a pop up.

	Email Settings	
Email Sending Server	smtp.gmail.com	(amitp.soc.soc)
Server Port	587	₩ 59L
Sender Name	lanasoftware0@gmail.com	(confluon.cox,Domine Name/Domine User)
Password	•••••	
Receiving Person	ABC@gmail.com	
Email Content	Sales Report	v
Sch	adule	
Daily On Time	10:11:00	*
O Daily On Intervals		
	Update Sync	
	Server Port Sender Rame Passward Rocotking Person Email Content Sicha	Envil Sording Server profegoral.com Server Port 307 Server Port Annacotherare040gmail.com Prevencial Reconsig Preven ARCOgmail.com Envil Contrar Selves Report Schoolder G bing On Inee 101100

STEP 17 - EMAIL SETTINGS

- Go to Settings.
- Click on the Email Settings and edit the details.
- Schedule the email.
- Click Syncand Update.
- Need to activate enable email scheduler in utility

ZK Paar Supermarket. POS		14 January 2021 13:35 X
	Warehouse	•
a a		
Ware house A Ware house B		

STEP 18 - WAREHOUSE

- Goto Settings.
- Click on the Warehouse.



	100-100-00		•
1	VAI No		
No.	Company	ZKTECO	
55	Description		
D	Sistus	Active	×
Default Warehouse			
Save	Delete 📾 Keyl	coard 🛇 Cancel	
	35 D Difut Werkose	Image: State	Image: State

- To add a new Warehouse, click on the **ADD** Button.
- Enter the details
- Select if the warehouse is default one or not
- Click save option.

	Currency Denomination		
Currency Type	India-INR-		
Denomination value]
Save	S Cancel	HER Keyboard	
Олтетсу Туре	Denomi	irabon value	1
India-Rupee-	2000.0		
	500.00	00 🗙	
India-Rupee-			
India-Rupee-	200.00	00 X	
India-Rupee- India-Rupee-	200.00	00 X X	
India-Rupee-	200.00	00 X 00 X	

STEP 21 - CURRENCY DENOMINATION

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



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.
- The announcement will be shown in the main menu at the respective field.

STEP 23 - SETTINGS



Print Settings

- Enter the font family and font size.
- Select the logo padding details.
- Update the second language.
- Select if you want to display offer and gift details and invoice barcode on print.
- If you need to see the logo in print select it.



By enabling the product description on invoice print, you can see
the product description you entered while adding a product.



- You can add product description in two ways.
- You can add the description while you add a product manually.
- Go to products and then to product list.

		Produc	ts		
Basic Information Other Price Lis	it Promotion Multiple Tax Multiple Di	scount Multiple Barcodo			
Product Type	Single Product	¥	Exempt Default Tax	Stock	
HSN Code			Mantain Stock	0	
Shelf	none	~	Add Iseral No		
Status	Active	~			
Add Image		Char	Details		~
	٩	kowse			

- Enter the basic information and click 'other' tab.
- You can see the details option.
- Enter the product description there.



- Another way to add description is while selecting the items.
- Click on POS option.



	11 #1/12		- +	^		¢
+	Status Urpaid 🔲 Ains				_	- the
•	Qty Product 1 dinner rolls	Tax 0.00	Net Amount 50.00	Bread/Bakery		
(†) Badt				Frozen Foods		
t@) Cancel				Beverages		
Change Price						
Advanced				Dairy		
reduct Description	¢		,	Meat		
	Total	INR	50.00			
	Settle	×	Hold	~	Enable Barcode	Keypad
ė						Admin 🔗 Man Nen

- Select the product that you want to sale.
- Click on the product as shown in the figure.
- Select product description option.



- Enter product description here.
- Click OK button.

				Settings			
	1						
Print Settings	Cororal Settings	Periphoral Settings					
					Updat	e Second guage	
		Font Family	Arial	v		Proge	
		Font-Size	8pt ~	Select Template			
		Logo Padding Right	38pt v	Quotation	Normal Print	v	
		Logo Padding Left	38pt ~	Purchase Order	Normal Print	ů.	
		Display Offer and O	SR details on Invoice print	Delivery Note	Normal Print	×	
		Display Invoice Bar	code on print	Customer Recept	Normal Print	~	
		Enable logo in prin	Ing	Vendor Payment	Normal Print	×	
		Product Description	n on Invoice				
		Display Product All	es Name in Invoice				

- To display the product alias name in invoice, enable 'Display product alias name in Invoice option'.
- Update the settings.



- Select the translation language from Utility > general settings.
- Click OK.



		Pro	ducts			
asic Information Other Price List	Promotion Multiple Tax	Multiple Discount Multiple Barcod	be			
Barcode						
Larcos.						
Weighing Items						
Name			Department		Search	
sandwich			Bread/Bakery		~	
Alas Name		Translate Name			Search	
سالتويتش			SupplierA		~	
Product id			UPC Code			
1			UPC40915			
Units		Packing Qty				
KG	v 🖸	1.00	Hargin 2	5.00%	25.00	
140			- anger			1
Cost	Total Cos	τ	Sale Price (Bottom Price)	Maximum Retail	Price	
40.00	40.00		50.00	80.00		1

- Select product > product list.
- Create a product or search a product.
- Click on 'Translate name' option.
- You can see the alias name as shown in the figure.
- Update or save the details.

	Status New	Ains		- +			C,
(D) Ratriave	Qty	Product	Tex	Net Amount	Bread/Bakery	dinner rolls / 教授罗# 邦	
ficket Nets					Frozen Foods		
t) Return					Beverages		
New							
<u>≣</u> © Quotation					Dairy		
↓⊟ Stock	¢			,	Meat		
	Total		INR	0.00			

- Now select POS section.
- You can see the alias name also according to the language you selected in general settings.
- You will also get the alias name in invoice print.

			Settings			
Print Settings C	ienoral Settings Peripheral Settings					
				Update Lang	Second	
	Font Family	Arial	U			
	Pont-Size	8pt v	Select Template			
	Logo Padding Right	t 38pt v	Quotation	Normal Print	v	
	Logo Padding Loft	38pt v	Purchase Orden	Normal Print	v	
	Display Offer and	I GR details on Imoice print	Delivery Note	Normal Print	×	
	Display Invoice B	arcode on print	Customer Receipt	Normal Print	~	
	Enable logo in pr	nting	Vendor Payment	Normal Print	~	
	Product Descript	ion en Invoice				
	Display Product	Alias Name in Imvoice				

- We can select the template for quotation, purchase order, Delivery note, customer receipt and vendor receipt.
- You can either select normal print or normal print with second language.



• You can update the second language from print settings window by clicking on the 'UPDATE SECOND LANGUAGE' button.



	Store			
Compeny	ZKTECO			
Store	LANA TECHNOL	OGIES		
Tax	Enable Tex	GST		
Country	India		v	
Currency	India-INR-			
Invoice Templates	Normal Print (Se	econd Language)	v	
Invoice Templates [Big Print]	Normal Print			
Invoice Templates Bottom Text	Thank you Visit Again			
🗎 Update	S Cancel	BBB Kerb	card	

- To print the second language on invoice, update the second language in print settings.
- You must select the second language option from my store as shown in the figure-normal print (second language).



General Settings

- This feature enables the checking of bottom price while entering a product at the time of sale. In case the sale price after discount and rounding may go beneath the bottom price, a notification will be shown.
- If you select Maximum Retail Price (MRP) Validation, the software will check if the price of goods goes beyond MRP. If you deselect the option, you can sale a product with price beyond MRP.

		Settings		
Economial Sottin	Polpheral Settings			
	Check Bottom Price	Vendor Updation	on Stock Receive	
	Appinum Retail Price (MRP) Validation	Invoice Wise Cre	dit Paytnerit	
	Total Cost Velidation	Product Descript	ion on Quotation Print	
	Play Notification Sound	Ticket Note	Ticket Note	
	Auto Barcode Generator			
	Hultple Product Stock			
	Eneble Tax Template			
	💾 Update	🛇 Cancel	IIII Keyboard	

- You can remove the cost validation by unticking that option. And you can sell the products with sale price less than cost price.
- You can play notification sounds while selecting products by enabling 'play notification sound'.



- You can automatically generate barcode while adding products to the software.
- For that tick on the check box against 'Auto barcode Generator'.



• You can see the barcode automatically generated there.

		Prod	ucts				
sic Information Other Price Li	t Promotion Multiple Tax M	ultple Discount Multiple Barcode					
Barcode	6053696143701]
Uverghing Items							
Name			Department			Search	
			Bread/Bakery				6
Alias Name		Translate Name	Vendor			Search	
			Supplier B			v	e
Product id			UPC Code				
9			UPC6053696143701				
Units		Packing Qty					
KG	~ 📀	1.00	Margin	0%	0		
Cost	Total Cost		Sale Price (Bottom Pric	(e) Maxi	mum Retail Price		
0	0.00		0	0			

		Settings		
vint Sottings Gareral Sett	tngs Paripheral Bettings			
	Check Bottom Price	Vendor Updation	on Stock Receive	
	A Moximum Retail Price (MRP) Validation	Invoke Wise Cre	dit Payment	
	Total Cost Velidation	Product Descript	ion on Quotation Print	
	Play Notification Sound	Ticket Note	Ticket Note	
	Auto Barcode Generator			
	I Multiple Product Stock			
	□ Enable Tax Template			
		S Cancel	📟 Keyboard	

- Normally we cannot multiple products with same product id
- But when we enable 'multiple product stock' we can add multiple products with same product id. It will be helpful if you want to add single product in piece and carton and still need to maintain the single stock.

- You can create your own tax template.
- Please note that you cannot activate tax template and Inclusive tax option at a time.
- Enable tax template option.

nt Sottings Contra	Settings Peripheral Settings		
	Check Bottom Price	Vendor Updation	en Stock Receive
	Haximum Retail Price (MRP) Validation	Invoice Wise Cre	dit Payment
	Total Cost Wildation	Product Descript	ion on Quotation Print
	Pay Notification Sound	Ticket Note	Ticket Note
	Auto Barcode Generator		
	Hultple Product Stock		
	El Enable Tex Template		
	💾 Update	S Cancel	B22 Keyboard

		Tue	oday, July 19, 2022 4:23 PM
2	Product		
Product List	Department	Queits	Sub Products
Combo Products	Price List	Product proe list	Ⅲ Sheff
ojo Weighing Teens	Beleted Products	Link Product	Link Barcode
product discount master	Product tax master	(b) Tex update	(a) Tax Template
Ling Marchard	Discount Pricelist Profit		Stock Mester
	Product Last Combine Products Weighing Thems	Combe Products Present Prese	Podurt Preduct Lat Department Department Comber Products Preduct Preducts Preduct Preducts Defect Defects Preduct Server Defect Defects Preduct Server Defect Defects Defect Defects

- Select products.
- Add the tax in Product tax master option.
- Click on product tax master.
- Click on '+' button.



ZK Pas Supermarket		Tuesday, July 19, 2022 4:25 PM 3
	Tax	
Tex		
Tax %		
Symbol		
	C Default Tax	
e	Save 🚱 Delete 💿	Cancel
	$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	
shin Z.	X C V B N M 1 7 300	ZKPos

- Add tax name, tax % and symbol.
- Select if the tax is default or not.
- Click Save button.



- Select tax template from products.
- Click '+' button at the right top end.
- Enter the template name.
- Select the tax on net total.
- Click on '+' button to add new line.



- On second line you can choose on net total, on previous row tax amount or on previous row total.
- Select the tax amount also.
- If you want to add new line, again click on '+'.
- If you want to delete an entry, click '- 'button.



- On net total means the actual sale price of the product excluding tax.
- On previous row tax amount means tax calculation is based on the previous row's tax amount.
- On previous row total means tax calculation is based on previous row's total amount.



		Settings		
		secongs		
rint Settings Conera	Settings Porpheral Settings			
	Check Bottom Pitoe	Vendor Updation	on Stock Receive	
	Maximum Retail Price (MRP) Validation	Invoice Wise Cre	dit Payment	
	Total Cost Validation	Product Descript	ion on Quotation Print	
	Play Notification Sound	Ticket Note	Ticket Note	
	Auto Barcode Generator			
	Hultiple Product Stock			
	El Enable Tax Templato			
	Update	S Cancel	IIII Keyboard	

- To update the vendor of a particular products, while we added at the time of product creation.
- Click on the check box to enable this option.

			Stoc	k Receiving					+
woke Series	8								
sceive Number	8		Warehouse	Default	v		Units	5	~
oceiving Date	07/22/2022		Invoice Namber	8		previo			
endor name			Invoice Date	07/22/2022		Inclusive tax	×	Free of Cost	
ódress		0	Receiving Person	Admin		Add Item	Import	Purchase Order	
sive Item Code	Description	Sak	Price Cost Price	Quantity Doce		Net Amount	Tax Amos	unk Tokal	+
Iten Trem Code	Description	Sale	Price Cost Price						+
atula	Description		Price Cest Price		0				•
artula -41: Nex -41: Debir Visable Darcod		Sale				٥			
			Average Cost			la Net Amount	0		0

- Go to Inventory > Stock receiving.
- Click on '+' button to add stock to the software.
- Enter the vendor's name.
- Click 'Add item' button.
- Select the product and click the '+' button against the entry.
- The vendor will be updated in product list if there is any change.

		Settings		
		0.000		
t Settings General Sett	ings Peripheral Settings			
	Check Bottom Price	Vendor Updation	en Storic Daraba	
	Maximum Retail Proc (MRP) Valdation	Invoice Wise Cre		
	Total Cost Validation	Product Descript	ion on Quotation Print	
	Pay Notification Sound	Ticket Note	Ticket Note	
	Auto Barcode Generator			
	Hultple Product Stock			
	El Enable Tax Template			

- We know that we can give credit to customer through customer account.
- We can save the credit amount when they are paid the amount.
- By selecting the invoice wise credit option, we can make invoice wise payment.

(Pos Superm	arket					Friday,	Wy 22, 2022 10:29 AM
A Seket Oustomer	13 Status New	#1/0		= ±	^		¢
() Retrieve	qey	Product	Tax	Net Amount	Bread/Bakery	dinner rolls / 18,5 % n #i	
() Toket Note					Frozen Foods		
(i) Return					Beverages		
Rev.							
EO Quotation					Dairy		
↓≡ Stock	< Total		INR	0.00	Meat		
EO Temporary Bil		ettie	×	Hold		Ke	pad

- Go to POS section.
- Select customer.
- Select the products.
- Settle the amount in customer account.





- Now go to sales.
- Then select customer receipt option.
- Select the customer that you need to settle the credit amount.



- You can see the voucher details if there is any.
- Click payment option to continue.

Account	Name		Test customer						
Voucher	No		1						O Cancel
Descripti	on							8	Coller
Amount			0					-	
volces (Payme	at holes or h		0					_	Cash
Dø/e	Invoke No.	User	Total	Return	Pad	Balance	Amount	Due Days	
07/22/2022	13	Admin	250.96	0.00	0.00	250.96	0	0	
07/22/2022	14	Admin	625.48	0.00	0.00	625.48	0	D	Card
07/22/2022	15	Admin	125.48	0.00	0.00	125.48	.0	0	
								1	201 X A 1 V
									📟 Keyboard

- Add the voucher number and description.
- Enter the total amount that customer want to settle.
- Enter invoice wise amount against each invoice (marked as yellow).
- Split the total amount between invoices.

				Custon	ner Receipt				
Account	Name		Test customer					1	
Wouther	No		V1						⊗ Cancel
Description	n		2230/2622					0	
Amount			800						
ars (Payme	et balarce)								Cash
Date	Invoice No.		Total			Balance	Amount	Due Days	
22/2022	13	Admin	250.96	0.03	0.00	250.96	200	0	
22/2022	14	Admin	625.48	0.00	0.00	625,48	510	0	🗠 Card
22/2022	15	Admin	125.48	0.00	0.00	125.48	100	D	
									1999 Keyboard

- Enter the amount against each invoice.
- The total amount should be split between the invoices.
- Click cash or card.



				Cu	stomer Receipt				
077	22/2022	U* 07/22	2/2022	8-	Q Search	Т	() Refrest		XClose
i	07/22/2022	22072022		Test customer	Cash	800.0	X 20	۲	
									₽ ^{print}
									e Print
									Botret
									e Pire

- You can see the created voucher here.
- You can make payment if there is balance.
- Click on 'x' button if you want to delete the payment.
- You can take printout of the receipt by clicking print button against the voucher.
- Also, you will get the voucher details print by clicking Print option beneath the payment button.



• If we disable the 'Invoice wise credit payment option' we got a message to activate the same.

		Settings		
rint Settings General Setter	91 Peripharal Settings			
	Check Bottom Price	Uender Updation	on Stock Receive	
	Meximum Retail Price (MRP) Validation	Invoice Wee Cres	lit Payment	
	Total Cost Validation	Product Descripti	on on Quotation Print	
	Play Notification Sound	Ticket Note	Ticket Note	
	Auto Bancode Generator			
	Multiple Product Stock			
	Enable Tax Template			

- You can activate the option 'product description on quotation print' if you need the product description printed on it.
- If you want to print the ticket note in invoice enable the ticket note option.

KPas Supera				26 July 2022 10:25 AM
A Select Outtomor	1 #1/1 Status Unpad 🔳 Aleo	= =	Ticket	t Note
(E) Robieve	Qty Product 1 dinner rolls	Tax Net Amount 0.00 50.00		
Ticket Note				
(1) Return				
Rice.				
⊒_0 Quotation				
↓≡ Stock	< Total	INR 50.00		
ED Temporary Bil		XHold	🗄 Sme	🛇 Close
ê				Admin 🕼 Man New

- Now go to POS.
- Select the products you want to sell.
- Now click on ticket note and you can see a window opened at the right side of the screen.
- You can enter details on the panel as shown in the in the figure.
- Click save button.
- You will get the details in invoice.


		Settings			
nnt Settinga General Settin	05 Perpheral Settings				
	Check Battom Price	E Vender Updation	on Stock Receive		
	☑ Naximum Retail Price (MRP) Validation	E Involce Wise Cre	dit Payment		
	🗹 Tetal Cost Valdetion	C Product Descript	ion on Quotation Print		
	Play Notification Sound	E Ticket Note	description	2	
	Auto Barcode Generator				
	I Multiple Product Stock				
	Enable Tax Template				
	💾 Update	S Cancel	555 Keyboard		

- You can change the name of Ticket note to 'Description' or anything as per the customer requirement.
- Enter the name in the text box against the ticket note.
- Click update button.



• You can see ticket note is changed to description as shown in the figure.

	Setti	ings		
int Setting General Setting	Peopheral Settings			
	☑ Enable barcode scanner			
	Enable Sildeshow customer display			
	E Pashie VED Display			
	Enable LED Display			
	Cinable Ktohen Print			
	Enable OrderPrint			
	🗎 Update 🛛 📀 Co	ancel	III Keyboard	

Peripheral Settings

- ENABLE BARCODE SCANNER: When we enable this feature, we can add products using BARCODE SCANNER. To enable tick the checkbox corresponding to "ENABLE BARCODE SCANNER" and then click UPDATE button.
- ENABLE SLIDESHOW CUSTOMER DISPLAY: You can display company promotional videos, images, combo offers, and discounts in customer display screen by enabling this utility. To enable follow the steps that you have done earlier.
- ENABLE VFD DISPLAY: When we enable this feature, PRODUCT, PRICE and QUANTITY will be displayed in the VFD DISPLAY during product selection in the POS menu.
- ENABLE LED DISPLAY: To display the PRODUCT PRICE and TOTAL BILL AMOUNT in the LED DISPLAY you must enable this feature.
- ENABLE KITCHEN PRINT: This feature allows kitchen manager to print orders.
- ENABLE ORDER PRINT: By enabling this feature you can take printout of the orders.
- ENABLE ONSCREEN KEYBOARD: By enabling this feature you can use the onscreen keyboard for typing



											Set	tings									
int Settings Ger	and Setting	Desire	hard Se	niner																	
	ea seu ye	rap	10141-04	con ga													-		_		
																		Update Se Languag	cond		
		For	t-Fani	y.		Arial					~										
		Eve	t-Size			_		-													
		194	C'Ulev			8pt		1				Sele	t Ten	splate							
		Log	p Padd	ing Rigi	t	38pt						Que	2007		1	iornal P	int.		w		
		Los	io Padd	ing Left		38pt						Putc	hase	Order		iomai P	ini.		~		
															-						
				Offer an	d Qf	deta	ls on l	Invoc	e prin	t		Dela	ery R	ote		iomai P	rint		~		
	Chi Scre	er Keyb	nord																	-	- × .
	Esc -						4		×.	5 8				9 ⁾					Home	PgUp	Nav
	Tab	q	w	e		r	t	y		r U		6		p	Ř.			Del	End	PqDn	Mv Up
	Come					14										_	Enter		Innet	0	10.00
	Caps					ľ			h	1							Enter		Insert	Pause	My Dh
	Shift							b			m						Sł	iift	PrtScn		Dock
	En C	trl	-										It	Ctrl		~				Help	Fade

• While clicking on the keyboard, you will get the on-screen keyboard as shown in the figure.



STEP 19 - MEMBERSHIP

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

Membership	
Name	
Description	
🗎 Save	
* @ * * * * * * *	
	-

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

STEP 24 - 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.



(Pos Supermarket POS		15 January 2021 08:40 X
	Printer Management	•
Printer Name		×
Print Type	PaymentType PrintBill	v
Department		
Status	Active	U U
	💾 Save 🔂 Delete 💿 Cancel	(

- 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 and payment type print bill A4

	Printer Management	C
Printer Name		
Print Type	TicketType PrintBill	÷
Department	All	*
Status	Active	v
	🗄 Save 🔂 Delete 🛇 Ca	ncel

- If you select **TICKET TYPE PRINTBILL for KOT**, 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.

			Total		INR		0,00	
Qty Product	Tax	Total	Charge	d			0	Cash
1 sandwich	0.00	50.00	onargo				0	
2 dinner rolls	48.39	200.00	5	1	2		All	
			Invoice P	rint	×		half	Card
			• Small	Pint		6	1/n	Voucher
Ticket Total		250.00	O Big P	nnt	- 5			
Discount		2.20.00					Gift Voucher	
Offer Arnount		0		A	Print	- 9		
Sub Total		250.00			_		Points	
Round			100				Points	Customer Account
Net Amount		250.00						
Tex Amount		48.39	500			1 A	Gift	
Gross Amount		298.39						ß
Payment Total		298.39	Delete				-	Close
Change Total	INR	0.00	Payment		S Round	Print Preview	E Print Bill	

- If you select PAYMENT TYPE PRINT BILL A4, you can take the print out of invoices in A4 size.
- You have to activate the 'Enable invoice print option' in utility.
- Then set the payment type print bill A4 in printer management.
- Go to POS section from main menu.
- Select the product and settle the amount.
- Now print bill button will be active.
- Click on that button and a pop-up window will be shown as in the figure contains both small print and big print.
- In small print you will get small size invoices. If you select big print, you will get the invoice in A4 size.



CUSTOMER DISPLAY

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

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



	(Customer Display			
COM Port				~	
Display Type	VFD				
	1	🗎 Save	S Cancel		
Software Type	COM Part		Display Type		

- 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.

Addons Device	(Pas Supermarket POS		15 January 2021 10:30 🗙
Utility Sufficients Ed		Addons Device	
Unity Software Id			
	Utility	Software Id	

ADDON DEVICES

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





CASH DRAWER

- To configure cash drawer with software, click cash drawer option from peripheral devices.
- Select the printer share name.
- Click save button.
- You can test the cash drawer connection by clicking test button.

BARCODE GENERATOR

You can generate barcode for those products saved in ZKPOS supermarket software. We can create two types products in this software – weighing type and non-weighing type. (See product list)



- Goto SETTINGS.
- Click on **PERIPHERAL DEVICES**.
- Click on **BARCODE GENERATOR**.
- Select product or weighing item.

		Barcode Generator		•
€ Po	oduct. C Weighing Items	Weighing Type		
Product Name		barcode (7)+Weight (3,3)	Add	
UPC Code		Weight		
Barcode		Proe		
Expry Date	28/07/2022	D*		
Production Date	28/07/2022	Product Boscode	④ ⑥ ◎ □ H- 105 - 5nt Not	
Print Item Count	1		0000 m	
	□ Tax			
	Add Multiple Product	S Cloar		
	Nou Muniple Moduct	O Cical		

- Create products by entering their barcodes in the software.
- Choose products in barcode generator.
- Click ADD button (+).
- You will get a pop up to enter the barcode of products. Enter the barcode or search product by clicking the search button (products saved by entering barcodes are shown here).

	Ba	rcode Generator		(+
Product	C Weighing Items	Weighing Type		
Product Name	dinner rolls	barcode (2) - Weight (3,3)		Add
UPC Code	UPC601433718388	weight		
Barcode	1234	Price	[
Expiry Data	28/07/2022	E*		
Production Date	28/07/2022	E* Product Beroode	응급:11 R+ 1005 · ·	Find Net
Print Item Count	1			
	Tax Tax	1234		
D.Print 40	id Multiple Product	UPC60.41371808		
Print Ac	dd Multiple Product 🛇 Clear			

- After entering the barcode, the details and barcode of that product is shown as in the figure.
- You can see the barcode and UPC code.
- If you want to show expiry date and production date, click on the check box. Enter the print item count.
- After that click print (barcode generator/printer should be connected to the software).
- Click on clear button to clear the details.



			Barcode Gen	erator		G
Select Dep	artment	All				Search
ISN Code		All			÷	Search
roducts /	Barcode					Search
roducts						
1N						
	UPC601433718388	dinner rolls		1234	100.00	1
	UPC40915	sandwich		12345	50.00	1
	UPC8445648519347	ice cream	अद्रमत्रीय	1345	140.00	1
		Expiny Date [7-29-2022	()*	Production	Date 7-29-2022	
		Generate	© Cance	_	I Keyboard	

Barcode Generator

Product Barcole 5* H 4 t > H + @ @ | @ [] 21 H, - 100

٠	You can	also	print	the	barcode	of	products by	selecting	more
	than one	e at a	time						

- Please click on add multiple product
- You can select the products by department wise, HSN code wise or product wise
- Select the product that you need to take the printout of barcodes
- Select expiry date and production date if you need to print it on barcode label (need to design it in PRN file too)
- Click generate option
- You will get the barcode label for that product
- Choose weighing items.
- Click add item (+) button.
- Enter the barcode or search products as you saved as weighing type.
- Barcodes other than the weighing item's is not shown here.
- Barcode and product details are shown.
- Choose expiry and production date. Enter print count.

			Barco	de Generator			e
Ç Product Product Name UPC Code Barcode Exprir Data	* w	legting Items 29/07/2022	5-	Veighing Type Barcode (7)+Weight (3.3)+Price (3.3) Veight Price			Add
Production Date		29/07/2022	5	Product Bercole			_
Print Item Count	1	or		H 4 H > H + ® © © E	2] +[+ [1095	*	First Next
Brint A	id Mu	Itiple Product	O Clear				

- Now you must add the weighing type.
- You can see the default weighing type as shown in the figure. You can change the weighing type (<u>see weighing items</u>).
- You can see different barcode formats only barcode, barcode
 + weight, barcode + price, barcode + weight + price.
- Here we choose barcode + weight + price.
- The number of digits in the barcode is also shown with the weighing type/barcode format.

		Barcode Generator		
	* Weighing Items	Weighing Items X		
Product Name	Test weighing		(3,3)	Add
UPC Code	UPC851169614370	Weight		
Barcode	2301001	Pros		
Expiry Date	29/07/2022			
Production Date	29/07/2022		6 6 8 8 8 4 Tors	• Final + Nec
Print Item Count	1	Box		
	🗆 Tax	2210301 UPE 31 1640-143100		
Print Ac	id Multiple Product	© Clear		

- Click on ADD button near the weighing type.
- A pop up will be shown as in the figure.
- Enter the weight and price in the pop up.
- Click OK button.
- A barcode will be generated according to the content length of barcode, price, and weight.
- You can take print out by clicking print button.
- You can use this facility if you do not have weighing scale.



		Microsoft Print to PDF			
Computer Name		DESKTOP-GTEANTP			
Select File					
				-	
	Save	▶ Test		Cancel	
	Computer Name Select He		DESITION OF DESITION	Select He	Islet He

BARCODE

- Select barcode from peripheral device option.
- Select printer share name.
- Select the .prn file through browse option.
- This prn file contains the details that you want in barcode label like company name, barcode, name of product, price, MRP etc.
- Click save.



CAMERA / DVR INTEGRATION

- You can integrate our ZKPOS Software with camera/DVR.
- Enter the DVRIP and Port number.
- You can view the invoice details in your CCTV monitor.

elect D	epartment	AU			Search	
SN Cod	de	All			- Search	
roducts	s / Barcode				Search	
roducts						
14	UPC Code	Products	Alas Name	Garcode	Sale Mice	
	UPC801433718388			1234	100.00	
un n n	UPC40915	sandwich		12345	50.00	
	UPC844554851934		न्तरस्वतीन	1345	140.00	
	UPC851169614370	1 Test weighing		2301001	20.00	

SHELF BARCODE

- You can create the shelf barcode by clicking shelf barcode button.
- Select the items that you need to print the shelf barcode.
- Click generate button.

ZK Paa Supermarket POS	
Shelf Barcode	
(() d++ H) + ⊕ ⊕ ⊕ ⊡ 22 H+ 1000 + Fed the	
100.00	

ZK

- You can see the shelf barcode here.
- Click the print button.
- Select the printer.
- Click OK.



		Product		
Admin	Preduct List	Department	() Units	Sub Products
Settings	Combo Products	Price List	Product price list	shel
Perpheral Devices	න්වූ Weighing Items	Deleted Products	Link Product	Link Barcode
fjUsers DAccounts	product discount mester	Product tax master	(i) Tax update	(E) Tax Template
Discount Offer	Umdor Updation	Discount Pricelist Profit Updation	Product Profit Updation	Stock Master

STEP 25 - 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**.

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KG • 1.00 Margin Ø% Ø Cest Topi Cost Sae Price (Bottom Price) Navmum Retail Price	12		0104083933300	002		
Cost Total Cost Sale Price (Bottom Price) Maximum Retail Price						
	KG 🗸 📀	1.00	Margin	0%	0	
	Cost Total	Cost	Sale Orice (Rottom	Drica) Mavim	um Datail Price	

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.
- Then the barcode field is automatically disabled and barcode will be updated by the software itself.
- Enter the **PRODUCT NAME** in product name Field.
- Choose the **DEPARTMENT** from dropdown.
- ALIAS NAME is another name for the same Product. We can enter the name there.
- Otherwise click on Translate name button and the alias name will be shown according to the translation language (Network connection is necessary for this facility).
- Select VENDOR.
- Product ID and UPC CODE will be displayed automatically, but you can change it if you want.
- Select the **UNIT** in which the product has been measured. Now the packing quantity (<u>as you saved in UNITS</u>) will be displayed.
- Select the **STATUS** of the product, **COST**, **BOTTOM PRICE** and **MRP**. When you add bottom price, the margin will show the percentage. When you add cost price, total cost will be displayed.
- You can also save the product in zero cost and zero sale price.
- Now save the details by clicking on SAVE.
- To add a new item, you can use the **NEW** button.

"bø Supermarket				29 July 2022 02:37 PM
		Produc	ts	
sic Information Other Price List P	omotion Multiple Tax Multiple Di	scount Multiple Barcode		
Product Type	Single Product	Y	Exempt Default Tax	Stock
HSN Code	none		Add Serial No	0
Status	Active	v	C NUL SEINING	
Add Image		Clear	Details	A
	Q, 1	krowse		×.
di time	DD Sum	- Dulara	O Canad III Kula	our O court
+ New	💾 Save	C Delete	🛇 Cancel 🛛 👪 Keybi	rand Q Search

- In OTHER tab choose the PRODUCT TYPE (SINGLE PRODUCT / COMBO PRODUCT) and can browse image of the product. Click clear button if you want to remove the image.
- Select the shelf (see shelf).
- You can add HSN code here.
- Select the status as active or inactive
- Product **STOCK** will be displayed in a label, if there is no stock it will be **0**.
- If you need to maintain the stock of a product while selling you can select the option 'maintain stock'. If you don't need to maintain stock then untick the check box
- By clicking 'Exempt default tax' the default tax will not be calculated while selling the product



- You can select if a product has serial number or not by clicking the check box near 'add serial number' option
- Click Save.

ZK Pas Supermarket				16 August 2021 12:13 X
	Products			
Basic Information Other Price List Promotion Multiple Tax Multip	ie Discount Multiple Barcode			
Cost	30.00			
Bottom Price	50.00			
HEP	50.00			
	End Price	Retail Price	Wholesale Price	
Current Sale Price list	50.00	50.00	50.00	
Current Discount Price list				
	All Price Must be greater the	n or Equal to Bollom price		
+ New 🗒 Update		S Cancel	1999 Keyboard	Q Search

- Price List tab shows the cost price, bottom price and MRP.
- Current sale price list and current discount price list are shown below
- Change the values if you want to. Please note that price list value must be less than MRP
- If you enable the 'check bottom price utility' you cannot enter the price less than bottom price. Else the price list value does not compare with the bottom price
- We can add three types of customers in the software retail, wholesale, and end customer. The retail price, wholesale price and end price are for these three customers respectively.
- Click Save/Update.

		Products		
Information Other Price	e List Promotion Multiple Tax Multiple Disce	unt Multiple Barcodo		
Offer Name		Offer Description		Clear Promotion
Offer Type				
Quantity		~		
Product		+ Add Offer Product		+ Add
Preducts	Quantity	Products	Quantity	
Validity period		Status	Active	
Dete From	08/06/2021	Jr Date To	08/06/2021	8.
	00/00/2021	a. ore e	08/00/2021	0.

- 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. (See discount offers).



- You can see the already created taxes in the list (<u>see product</u> <u>tax master</u>)
- Default tax will be in red color.
- Select the taxes applicable to this product.
- Click Save.

			Produ	cts	
lasic Information Othe	Price List Promotion	Multiple Tax Multiple Disco	unt Multiple Barcode		
۵ د	ales Tax	O Purchase Tax			
Sele	ect Tax Template				
Sel	ect	v			
744			T241 %	Value	

- If you enable the Tax template from settings, you need to set the tax template for products separately.
- Please note that that tax template is only applicable for sales tax.



			Prod	ucts		
asic Information	Other Price List	Promotion Multiple Tax Mul	tiple Discount Multiple Barcode			
	C Sales Tax	Purchase 1	ах			
	Select Tax					
		Tex		Tex N		
	P	special tax GST		5.00		
	Default Tax					

- You can set the purchase tax by clicking purchase tax option as shown in the figure.
- Default tax already active while receiving a product, if you need to add any additional tax you can click on the check box near the tax.



- In Multiple Discount tab select the discounts. (<u>see product</u> <u>discount master</u>)
- Please note that the sale price after deducting discount should not be less than the cost price.
- Click Save.



- You can add multiple barcodes to same products under this tab
- Enter the barcode at the respective place
- Click OK.

	Produ	ucts	
asic Information Other Price List Promotion Multip	e Tax Multiple Discount Multiple Barcode		
Barcocke			
1111	OK		
Barcode	Notification	×	
	Bancole Bisto		
	fire you rare you no	ent to Continue 7	
	(Dis-	Low .	

- You can also save same barcode for multiple products
- Activate 'Enable same barcode to multiple products' in utility
- Select a product from product list
- Click on multiple barcodes, enter a barcode that already exists
- While saving the second product with existing barcode a pop up will be shown
- If you want to continue, click yes





- Go to POS section in main menu.
- Enter the barcode.
- A pop up will be shown for selecting the product with same barcodes.



- You can create department, vendor, and unit from the product list itself.
- Click on the green arrow button against the department to create a new department.
- Enter name, alias name, sort order and parent department.
- Click save button.

					15 January 2	
			Products			
lasic Information Other Price List	Promotion Multiple 2		de decomt			
Barcode		New Vendor				
Wighing Items		Name	Address			
Nome		Mable No				_
						- 0
Allas Name		Email ID				0
		VAT No				
Product Id 15				-		
			ve 🚫 Cancel			
Units Unit	- 0				0	
Cost	Total	Cost	Bottom Price	MRP		
Status Active			H5N Code			

- For creating new vendor, click on the green arrow button.
- Enter mobile number, email ID, tax number and address of the vendor.
- Click save button.



- Click on the green arrow button near unit to add new units to the software.
- Enter name and quantity.
- Click save button.
- You can search the products using search button in the product list page.



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 (+) button.
- Enter Department Name, Sort Order, Status, Department Button Style, Product Button Style and Image.
- Save the details by clicking on **SAVE** button.

Pos Supermark	ket POS			15 January 2021 14:02
			Units	(+
STX Unit	<u>а</u> га ка	XTZ Piece		

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.

ZK Pas Supermarket POS		
	Units	•
3365.co.wd		_
Unit Name		
Quantty		1
🗎 Save	🔓 Delete 🛛 💿 Cancel	
		ns 🛉 zone
ели Z X C V		Sel 🚽 End
		ZKPos

- To add new unit click **ADD** button.
- Enter the **UNIT NAME**.
- Enter the **QUANTITY**.
- This quantity will be shown as packing quantity in product list and total cost will get updated based on cost and packing quantity.
- Save the details by clicking on **SAVE** button.
- To delete a unit, click on the unit's 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.
- If you want to remove a product, unclick the product from add product.
- Go to POS section from main menu
- Select an item which you set sub products
- A pop up will be shown contains the saved sub products
- Click on the sub products to select it
- Click OK button. The sub product will be shown under the product
- If you click ok button without selecting any sub products, product alone shown in the interface.



	Select Combo Products		×	
	Product Sub Products		-	
	Select Department	Combo Items		
Select Product	CALLER AND	sandwich	×	
	Frozen Food	Beverages dimensis	×	
		totilas	×	
	<	> walflas ice cream	×	
Image	Select Product	ice cream	^	
	11	t shirt		
	soap bottle colgate	t shirt		
	Solociad lians 5		-]ok	

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.
- If you want to remove a product, click on 'x' button against the product
- Click ok and then save.



	Price List		
rice List Name			
ype	Sales		v
Tatus	Active		v
	🗎 Save	S Cancel	nan Keyboard
Price List	Туре		
lefault	Sales		Make Copy
ype 1	Sales	×	Make Copy
ype 2	Discount	×	Make Copy

Price List

X Make Copy X Make Copy

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 offer 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 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

Type

Status

You can see all saved product price list here. You can create more price list here. Suppose you want to change the price of the whole product. You can create a new price list and enter the new price for the products. Update the price list whenever you want to change the price without affecting the working of the POS software. You don't need to change the product individually, which creates more confusions.

			Product	price list				
Price List Name	type 1						- Sales	
Product	soap						+ Add Ite	m
	Bottom Price	20.00)	MRP	25	.00	1	
Current Price List	End Price	20.00	Retail Price	20.00	Wholesale Pr	ice 20.00	Export Cu	vent Price Lis
	20.00		20.00		20.00			
😪 Set Defau								
₹e set berau	roduct	pdate	© (UPC Co	'ancel de	End Price	Keyboard Retail Price	Impor کے Impor	t
		pdate		de	End Price			
soap		pdate	UPC Co		End Price	Retail Price	Wholesale Price	×××
soap colgate		pdate	UPC Co UPC266524	de 20	End Price 00 00	Retail Price	Wholesale Price 20.00	×××
soap colgate Product		pdate	UPC Co UPC266524 UPC353423	de 20 60 50	End Price 00 00	Retail Price 20.00 60.00	Wholesale Price 20.00 60.00	××××
soap colgate Product Product		pdate	UPC Co UPC266524 UPC353423 UPC631522	de 20. 60 50 20	End Price 00 00 00	Retail Price 20.00 60.00 50.00	Wholesale Price 20.00 60.00 50.00	××××
soap colgate Product Product bottle		pdate	UPC Co UPC266524 UPC353423 UPC631522 UPC352021	de 20 60 50 20 10	End Price 00 00 00 00 0.00	Retail Price 20.00 60.00 50.00 200.00	Wholesale Price 20.00 60.00 50.00 200.00	*****
scap colgate Product Product bottle Product t shirt		pdate	UPC Co UPC266524 UPC353423 UPC631522 UPC352021 UPC69/520 UPC183419 UPC631418	de 20 60 50 20 10 12 10	End Price 00 00 00 00 00 00 00 00 00 00 00 00 00	Retail Price 20:00 60:00 50:00 200:00 100:00 120:00 100:00	Wholesale Price 20,00 60.00 50.00 200.00 100.00 120.00 100.00 100.00	*****
soap colgate Product Product Product		pdate	UPC Co UPC266524 UPC353423 UPC631522 UPC352021 UPC697520 UPC183419	5e 20 60 50 10 12 10 10	End Price 00 00 00 00 00 00 00 00 00 00 00 00 00	Retail Price 20.00 60.00 50.00 200.00 100.00 120.00	Wholesale Price 20.00 60.00 50.00 200.00 100.00 120.00	××××
soap colgate Product Product Product		pdate	UPC Co UPC266524 UPC353423 UPC631522 UPC352021 UPC697520 UPC183419	de 20 60 50 20 10 12	End Price 00 00 00 00 00 00 00 00 00 00 00 00 00	Retail Price 20.00 60.00 50.00 200.00 100.00 120.00	Wholesale Price 20.00 60.00 50.00 200.00 100.00 120.00	

- 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.

KPos Supermarket								06 August	2021 13:31
				Product price	e list				
Price List Name	Default	Find Item				x	Y	Sales	
Product		Search						+ A55	ltem
	Battom Pri	UPC Code	Product	Alas Name	Sale Price	Stock			
Current Price List	End Price							Export	Current Price List
	0								
Set Default								tmp) کے	xort
ħ	odict						Price	Wholesale Price	*
Combo specila							-	200.00	
123					1			123.00	
test 1		Total Record :	0			EEE Keyboard		20.00	
test								20.00	
dessert				62696143701	180.00	180.00		180.00	
seafood				02648519347	80.00	80.00		80.00	
ice cream				45648519347	140.00	140.00		140.00	
vegetables				64530763064	100.00	100.00		100.00	
wattles				04530763064	120.00	120.00		120.00	
tortillas				39433718388	70.00	70.00		70.00	

- 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.



			Product	price list						
Price List Name	type 1							Sales		
Product	soap	soap						+ Add Item		
	Bottom Price	20.00		MRP	[25.00				
Current Price List	End Price	20.00	Retail Price	20.00	Wholesale	Price	20.00	Export Cr	ment Price Lis	
	20.00		20.00		20.00]		
🕵 Set Default	💾 Upd	ate	© 0	ancel		📰 Keybo	ard	🛓 Impo	t	
	Product		UPC Col	ie	End Price		tetal Price	Wholesale Price		
50ap		U	PC266524	20.	00	20.0)	20.00	×	
colgate		U	PC353423	60.	00	60.0)	60.00	x	
Product		U	PC631522	50.	00	50.0)	50.00	×	
Product		U	C352021	200	0.00	200.	00	200.00	×	
oottle		U	PC697520	100	0.00	100.	00	100.00	×××	
Product		U	PC183419	120	0.00	120.	00	120.00		
		U	PC631418	100	0.00	100.	00	100.00	×	
t shirt		111	00274517	10	0.00	100.	00	100.00	×	
		UPC374517				100.00				
t shirt Product Product			PC772816	100	0.00	100.	00	100.00	****	

- After adding an item bottom price, MRP and current price list details will be shown as shown in the figure.
- Change the price list values end price, retail price and wholesale price.
- Price list value should not be greater than MRP if the validation for MRP is active in settings option. Bottom price checking is based on the activation of 'check bottom price' option.
- Click update button.
- You can create discount price list also.



- Click set default button to set current sale price list and current discount price list.
- Current discount price list has the highest priority. If you select a product includes in both current sale price list and current discount price list, the software selects the price from current discount price list.
- If the barcode option in utility is disabled, you will be asked to select the product.
- You can Import or export price list using the **IMPORT** button and **EXPORT CURRENT PRICE LIST** link.



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.
- You can delete the shelf by clicking delete button.
- You can update the shelf by selecting the shelf.



	Weighing Items			۵
Product	Current Price	New Price		Waghing No
onion	80.0000		0	
orange	50.0000		D	

WEIGHING ITEMS

- Click on WEIGHING ITEMS. Product, Current Price, New Price, Weighing Number will be displayed.
- You can update the price in new price.
- Enter the new price and click enter.
- Click refresh button to change the new price to current price.
- Weighing number is the identifying number given to weighing machine to identify the product.



- Export the weighing items by clicking the export option.
- If you want to change the export file path, click path button
- Select the location by browsing and click save

	Weighing It	tems			Ø
Weighing Type					
Barcode Format	Barcode + Weight				
Order Format	Barcode	~ Weight	Ý		
Content Length	7	3 3 3	- 0	5 0	ŝ
B Save	S Cancel	1999 Keyboard	式 Set Default		
Weighing Type		Barcode Format			
Default		Barcode + Weight			
type 1		Barcode + Weight + price		×	

- Click on settings button at the right top end of the screen.
- You are redirected to a screen as shown in figure.
- We can set barcode format here.
- Enter the weighing type name.
- Select the barcode format.
- Select the order format and order length.
- As per the barcode format, order format and order length barcode generator generate the barcode.
- Click save button.



- To set the default weighing type click set default button.
- Select the weighing type from drop down.
- This weighing type will be shown as default in barcode generator as shown before.
- 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.
- You can see the deleted products from software



Sometimes we need to sell products in cartons and single piece. At that time stock management is very difficult. To ease such a situation, we can add products with unit carton and single piece under the same product id. You can add packing quantity while creating units. Create products with unit carton as well as piece. To correct the stock of these two products you need to make the product id same for these two.

		 Link Product		
Scan Barcode				Search
Products				
UPC Code	Products	Department	Cost Price	
Product id		O Custom Produc		

- Enable the utility 'multiple product stock' in settings.
- Now search the products you need to change to same product id.
- Make sure that the products have the same cost price.

		Link Product		
Scan Bercoda				Search
Products				
UPC Code	Products	Department	Cost Price	
#PC7448153366562		Beaul/Bakery	10.00	×
uPC333953366662	test 2	Beand/Bakary	10.00	×
		O Custom Product	ID	
Product id				
Product id 13		~		1

		Link Product		
Scan Barcode			_	Search
Products				
UPC Code	Products	Department	Cost Price	
LPC7448953366662	test 1	Bread/Bakery	10.00	×
LPC339253365667	test 2	Breast/Balancy	10.00	××
O Product id		Outlant Product)	D	
		· · · · · · · · · · · · · · · · · · ·		

- After adding the products, you can change the product id in two different ways.
- You can set the one of the product ids of the products as the new one.
- Click product id option from the software.
- Select the Product ID.
- Click update.
- Otherwise click on Custom product id to create a new product id altogether.
- Click update.
- Click new button to create a new set.



LINK BARCODE

To create barcode for a bundle of products and you can sell that bundle by scanning that one barcode.

unde tane int coducts Search coduct (unrary 0) Add	rode	(Pas Supermarke	et POS				08 Au	gust 2022 02:56 PM
unde tane int coducts Search coduct (unrary 0) Add	re (m Search) anony (a) Add				Link Barcode			
ooburs Geward Add Add Add Add Add Add Add Add Add A	Search Add	undie Barcode	1					
nobuti gundir, p Add nobuti	a Add	undie Name						Edit
reaction of the second se	Г	roducts						Search
	sPC-Code Products Department Birtude Quantity Sale Proc	roduct Quantity	0					Add
	LPC Code Products Department Barcode Quantity Sale Price	roducts						
i no ur coe protes ceptrenere istroe quintery sale prot		I No LIC Code	Products		Department	Barnode	Quantity	Sale Price
						_		
\$then ☐Unite III Kenkoord	¢ties ∰itable mm kayloard			\$Nex		BBR Keyboard		
🗘 Vira 🛛 🔒 Ödelete 🛛 💷 Kardsond	\$71em €Atodete 🔳 Kanbaurd			\$Nex	C xDelete	New York		

- Click Link Barcode option.
- Enter the bundle barcode.
- Enter bundle name.
- Now you need to enter the products and product quantity.

			Link Barcod	8		
undie Bartode						_
undie Name						Edit
oducts	Add Item		x			Search
oduct Quantity	0					Add
oducts	Enter Barcode					
I No UPC Code	Prod			Barcode	Quantity	Sale Price
	_		_			
			Q Search			
		t New		858 Keyboan		

- Click search button against the products.
- You can search the products by barcode or you can search by name by clicking search option in pop up.

indle Barcode	100.45 - 100				_
	12345678				
indle Name	bundle test				Edit
oducts					Search
oduct Quantity	1				Add
oducts					
No UPC Code	Products	Department	Barcode	Quantity	Sale Price
UPC844554	18 Ice cream	Frozen Foods	1345	10.00	140.00
	TOLL THE CLEAN	TOLETTONS	1.515	10.00	240,00

- Now add the quantity of the product in each bundle and click Add button.
- You can add more products to this bundle.
- Once you click add button the products are automatically saved to the bundle.
- Click new to add a new bundle.
- If you want to delete a particular bundle, then click Delete button.

			Link Barcode			
Sundle B	arcode	12345678				-
Sundle N	ame	bundle test				Edit
roducts						
roducts						Search
roduct (Juantity	1				Add
roducts						
	UPC8445548		Frozen Foods	1345	10.00	140.00
	UPC40915	sandwich	Bread/Bakery	12345	1.00	50.00
	UPC7448953	test 1	Bread/Bakery		1.00	150.00
		¢ Nen		III Keybcard		

- If you need to retrieve the bundle details, enter the bundle barcode.
- If you need to edit the bundle name you can click the edit button.
- Update the bundle name and click update button.



- = ± 1 • Select Custome Rax Net Amount 0.00 150.00 0.00 50.00 0.00 1400.00 test 1 Rebreve 1 best 1 1 sandwich 10 ice cream Description Total Amount - 150.00 Discount - 0.00 Sub Total - 150.00 () Return lax Amount - 0 Fier Product Total - 150.00 Quotation ↓≡ Stock INR 1600.00 Total INR 1600.00 E Temporary Bill Disable Barcode
- Now go to POS menu and enter the barcode of the bundle.
 - You can see the products you add to that bundle is appeared on the billing window.



PRODUCT DISCOUNT MASTER

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

		Discount Master	e
Tope Amount - usize - - • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • •			
	Name		
Biswo Chi Moran C Cancot □ 1 2 2 2 2 4 4 2 2 4 4 1 1 4 4 4 1 1 6 4 4 1 1 0 1 1 0 1 1 0 1 1 0 1	Туре	Amount	
	Value		
	🗎 Save	e 🚱 Delote 💿 Cancel	
	🗎 Sand		
	~ 1 00 0 1 ∴ 1 2 3 4		3

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



PRODUCT TAX MASTER

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



ZKPor Supermarket POS		25 January 2021 13:53
	Tax	+
Tax		
Tax %		
Symbol		
	Default Tax	
🗄 Sати	Care O Care	cel
	% 6 4 1 <td>343 A 1944</td>	343 A 1944
Capa A S D		- DH 🚽 EM
shin z x	C V B N M 4 ≥ 7 SvR	ZKPas

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

				Та	x			
				10	a			
elect Depar	oment	All					~	
ISN Code		All						Search
		AII					· · · · ·	368(0)
roducts								Search
								1920922
mounts					Tax			
A.	Products			^		Tax		Tax %
E	sandwich					gst		18.0000
E	dinner rolls					Kic		1.0000
E .	tortillas							
	woffics							
E	vegetables							
E	loe cream							
	scafood							
C	dessert			100				
E	scap							
E	battle							
	Falcoda							
E	t shirt			~				
			8		82	3		
			💾 Update			Cancel		

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 product.
- Click update button.

TAX TEMPLATE

In tax template we can create the tax according to the tax authority of each region. For example, in Saudi Arabia we have tobacco tax, and we can create the tobacco tax and VAT as a tax template.

ZKPaz Supermarket		Saturday,April 08,2017 🗙
	Tax Template	+
template 1		

- Click on Tax template.
- Click '+' button as shown in the figure to create a new tax template.



- Enter the tax template name.
- Select the tax amount on net total.
- Click on '+' button against the first entry.



	Tax Template			+
Template Name				
On Net Total	v GST - 18.0000	× 🕂		
On Net Total	 special tax - 5.00 	00 v 🚥		
	* openar ax * 5.00			
<u>(1111) 100</u>	apcont ox + 5.00			
	special car - 2.00			
	special day - 3:00			
China ta Con	S Delete	S Cancel		
		S Cancel		
		S Cancel	- † Ause	

- you can again calculate the tax on net total, on previous row's tax amount or on previous row total.
- Select the tax amount.
- If you want to add new entry please click on '+' button.
- If you need to delete one entry, click on the button against that entry.
- Click save button after adding the details.

		Product F	Profit Updation		
			Products	Sale Price	MRP
Department	All	~ Q	vegetables	120.0000	120.0000
	p th	~	waffles	150.0000	150.0000
lendor	All	~ Q	seafood	100.0000	100.0000
	201	~	ice cream	160.0000	160.0000
			sandwich	44.5500	80.0000
			dinner rolls	44.0000	200.0000
			tortillas	55.0000	100.0000
ice Updation			dessert	100.0000	100.0000
MRP (-)		46	onion	100.0000	90.0000
			orange	100.0000	60.0000
O Cost (+)		96	Falooda	100.0000	100.0000
			Falooda	100.0000	100.0000
			t shirt	100.0000	200.0000
			bottle	100.0000	200.0000
			bottle	200.0000	200.0000
💾 Update	Cancel	Keyboard	t shirt	50.0000	50.0000
-			soap	20.0000	25.0000
			combo 1	50.0000	100.0000

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 are two options for price updating, MRP (-) and cost (+).
- Enter the value in percentage. For MRP (-), sales price updated by an amount according to the percentage given of MRP deducted from the MRP itself. In cost (+) sale price updated by an amount according to the percentage given of cost price added to the cost price itself.

			Vendor				
Select Depa	tment	Bread/Bakery				Search	
Products						Search	
Products							
□ <i>N</i>	Products						
	sandwid dinner ro						
Ē	tortillas						
	soap			Vendor			
	bottle				_		
	t shirt			SupplierA	~		
	t shirt				_		_
	combo 1 bottle						
0	orion						
				🗎 Update		⊘ Cancel	ľ

VENDOR UPDATION

- If you want to update the vendor for products click on vendor updating option from products menu.
- Select the product by department wise searching and product wise searching.
- Select the new vendor and click update.
- You can change the vendor of products in large volume



DISCOUNT PRICE LIST PROFIT UPDATION

- Select 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 are two options for price updating, MRP (-) and cost (+).
- Enter the value in percentage. For MRP (-), sales price updated by an amount according to the percentage given of MRP deducted from the MRP itself. In cost (+) sale price updated by an amount according to the percentage given of cost price added to the cost price itself.



Search					
Product	UPC Code	Stock	Bottom Price	Current Sale Price list	Current Discount Price list
dessert	UPC005	0.0000	60.00	100.00	0.00
finner rolls	UP2	187.0000	50.00	80.00	0.00
ice cream	UPC003	0.0000	140.00	160.00	0.00
sandwich	UP1	-1.0000	50.00	80.00	0.00
seafood	UPC004	0.0000	80.00	100.00	0.00
tortillas	UP3	-4.0000	70.00	100.00	0.00
vegetables	UPC002	0.0000	100.00	120.00	0.00
waffles	UPC001	0.0000	120.00	150.00	0.00

STOCK MASTER

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

	Stock I	Master	
Product	dinner rolls		
UPC Code	UP2		
Stock	328.0000	Average Cost	Cost Dataits
Cost	40.00	39.12	
Bottom Price	100.00	MRP	200.00
	End Price	Retail Price	Wholesale Price
Current Sale Price list	100.00	120.00	90.00
Ourrent Discount Price list	120.00	115.00	105.00
Ourrent Discount Price list			
Stock 0	etais 🗎 Save	© Cancel	IIII Keyboard

- Click on a particular item to show the details.
- You can edit bottom price, MRP, current sale price and current discount price.
- To save the changes click save button.
- Cost and average cost are shown as in the figure.

		9	itock Mast	er			
Product	Stock De	er mils stails			x		
UPC Code					Invoice 🔺		
Stock	Inventory Receive	Vendor SupplierA	Date 01/15/2021	Batch No 20	Date 01/15/2021	Cost Details	
Cost	Receive Receive Receive		01/15/2021 01/15/2021 01/14/2021	20 22 1	01/15/2021 01/15/2021 01/14/2021		
Bottom Price	Return			1	01/14/2021 01/14/2021	200.00	
	Return		01/14/2021 01/14/2021		01/14/2021 01/14/2021	Wholesale Price	
Current Sale Price list	Receive Receive		01/14/2021 01/14/2021		01/14/2021	100.00	
Gurrent Discount Price list	11	9.00		115.	00	105.00	
SI	tock Details	В				Keyboard	

- Click Cost details button.
- You can see the previous cost details of the product while receiving.



• You can see the previous receiving details of the selected products by clicking the stock details button.



STEP 26 - 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 feature 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.

		Users		
Admin	Diese Lat	Role	Announcements	
Settings				
Store				
Peripheral Devices				
Product				
Users				
Accounts				
n investory				

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 must 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.

ZK Por Supermarket		09 August 2022 03:20 PM 🛛 🗙
	Role	(+)
ast 1		

ROLE

- To add role to the software, click Role option.
- You can edit/ delete the role by selecting the role.
- Click '+' button to add a new role.



- Enter the role name
- Select the features that the user with this role can access.
- Click save.

	Role		
Rde	Class Paral Distance Front Class Paral Class Cla		
- 1 0 53ve - 1 0 0 5 4 0	Cheve 1 1 0 0 0 0 0 1 1 1 0 1 0 0 0 1 1 1 0 1 0 1 0 1 1 <th>Cancel</th> <th>lana ⊐ia Eure</th>	Cancel	lana ⊐ia Eure

		User Ma	nagement		
iser ID	2		Сопрану Кате	Company, family	
ame	Test		Store	Statute views	
assword			Invoice No.Start	110000	
esgration	Custom	v	Card Number		
N Number			MSR Card Number		
itatus	Active		Role	role 1	v

- Now create a user with designation as 'custom'
- We can only set the privileges to custom users
- Select the role as shown in the figure
- Click Save

STEP 27 - 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.

ZK Pos Supermarket POS				15 January 2021 17:
Admin	-	Accou	ints	
🛱 Settings	Payment Type	Lapanse Types	tsperse Detais	
🛱 Store				
Peripheral Devices				
Product				
Users				
& Accounts				
B Inventory				
🖞 Discount offer				
æ				🛱 Main Ners

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

Poa Supermarket POS				15 January 2021 17:2
		Payment Type		e
All Cash Card Voucher	Cash	Card	Voucher	

PAYMENT TYPE

- Click on **PAYMENTTYPE**.
- Click Cash/Card/Voucher to view.



		Payment Type		•
All Cash				
Card				
Voucher	Payment Type			
	Parent Type	Cash		
	Status	Active		~
		_		_
	🗎 Save	Cx Delete	S Cancel	Reyboard

- Click Add button to add payment type. Enter the payment type, parent Type and status.
- Click Save button.
- To edit a payment type, select the payment type, make necessary changes, and click update button.
- Click delete button to delete the payment type
- You cannot edit or delete the default payment type
- You can change the status by active or inactive



EXPENSE TYPE

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

ZK Pos Supermark	ut POS			25 January 2021 14:04 X
		Expense Types		•
	ExpenseType Name			
	Expenselype Description			
	🗎 Save	Ck Delete	S Cancel	
			Валиран	
	Cape A B D F Lock Z X C		2 Enter 2 Enter	
			ZKPar	

- Click on **ADD** button to add new expense type.
- Enter the Expense type name, Expense Description details.
- Click Save.
- You can delete the expense type by clicking delete button after selecting the expense type that you want to delete

			Expens	e Details				(+
8- 9-2022		@* 8·9-2022	<u>ت</u> « «	*	() Search	() Refresh	
ile	Invoice No.	Natte	Namation	Amount,	est	Total Expenses	Status	
/05/2022	1	test expense	test	1000.00	18.00	1018.00	Confirm	0

EXPENSE DETAILS

- Click on **EXPENSE DETAILS.**
- Already added expense details will appears in a grid format.
- To edit it click on the Edit option (pen like button) and Update.
- You cannot edit the expense details once you confirm it



		Expense Details		•
Expense Types	test expense	~ Date	08/09/2022	6-
Invoice No.	2	Narration		
Amsunt	200			
UST	20			
Total Expenses	220			
	🗎 Save 🗎 🗎 C	ordina 🔓 Deb	iete 🔕 Cancel	
			- Datagate	
1			1 m 1 m	

- Click on the ADD(+) button to add expense details.
- Select the expense type
- Enter date, amount, GST, invoice Number and narration.
- Click Save.
- If you want to delete an expense detail, click on that detail, and click delete button
- You can confirm the details by clicking confirm button
- Opened from
 Expresse Details

 Depress from
 Depress from

 Depress from
 Depress from

 Decrea from
 Depress from

 Decrea from
 Decrea from

 Decrea from
 Decrea
- you cannot edit the expense details once you confirm it.
- Now click on cancel confirmation.
- Then you can edit or delete that expense detail.

STEP 28 - INVENTORY MANAGEMENT

This is the stock management section. There are four options **STOCKS 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.

ZK Pos Supermarket								09 Ai	igust 2022 03:59 I	_
			Stock	Receiving						+
trivoloc Saries Receive Number Receiving Date	2 2 08-09-2022		Warehouse Invoice Number	Default 2		~		Unos us stock		~
Vender name Address		0	Invoice Date Receiving Person	08/09/2023 Admin		3*	Add Item	Import	Free of Cost Purchase Order	i.
					0			0	0	E
Noticits th -N: New th -S: Enable/Disable Described AS: Sharkbard Sharka Kanakand AS: Sharkbard Wardians th -R: Enables 11: Secrit)		Stock	Average Cost Margin Total Itoms Total Qy			12	et Amount accent x Amount tal	Aéd		0
+ New	Retieve	Confir	m Products					-	_	

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.
- Click '+' Button to add new stock to the software.

			Stock	< Receiving					+
nvoice Series	2								
Receive Number	2	_	Warehouse	Default	v		Units		v
loceiving Date	08-09-2022	-	Invoice Sumber	2		provio	uz słack		
Andor name			Invoice Date	08/09/2022	8-] Indusive ta	×	E Free of Cost	
colress		0	Receiving Person	Admin		Add Item	Import	Purchase Order	
				0	0		2	0	- 114
								P	+
			Juyrrage Cest			et Ameunt		P	0
-N : New -E : Enable/D sable Barcode		Stock.	Average Cent Margin		×		Ald [P	
-N : New -E : Enable/D soble Barcode -S : Previous Stocks Received -V : Showhice Vendors		Stock			N	et Ameunt	[P	0
Nifelia I-Ni Nex I-S Dobb Sobie Barcole I-S Tervius Backs Review I-S Stranse I-S Stranse I-S Serth		Stock	Margin		N 0 1 1 1 1 1	et insurt	[0

• You can see the invoice series as you set in the naming series

 You need to specify the details about the purchase in appropriate field, like INVOICE DATE, INVOICE NUMBER, RECEIVING DATE, VENDOR NAME, VENDOR ADDRESS, RECEIVE NUMBER and WAREHOUSE



			Sto	ck Receiving					+
Invoice Series	srec 3								
Roceiva Number	4		Wardhouse	Default	~		Units	KG	v
Receiving Date	08-10-2022		Invoice Number	4		previo	us stack		
vender name	1		Invoice Date	08/10/2022	3*] indusive ta	×	Free of Cost	
Address		0	Receiving Person	Admin		Add Them	Import	Purchase Order	
SINs Item Code	Description	50	ale Phice Cost Phice	Quantity 0.000	_	Not Amount	Tax Amour	ne 1063	
Silva Izem Code	Description	50	rie Price Cost Price		_				E
hatrats	Description	Stock	Average Dest		0	0 let Amount	2		0
hartruik 2 = N: Nox 2 = C : Debblio tehre Cancole 2 = C : Pervais Debis Rotoros			Average Uost Reigin			o iet Ameunt iessuri			0
Ste Zen Code			Average Dest			0 let Amount	2		0

- Click inclusive tax option if you want to calculate the tax inclusively. You must calculate the tax for the whole invoice inclusively.
- By clicking free of cost option, the cost price of a product did not update in product list if you change it.
- You can also restrict the updating of cost price in product list by enabling 'disable cost update on stock receive' from utility.
- After selecting the vendor, click on previous stock button.



• On clicking the previous stock (Alt + S) you can see the previous stock received from the selected vendor.

			S	tock Receiving				+
Invoice Series	srec 3							
Seceive Number	4		Warehouse	Default		Units	KG	
eceiving Date endor name odress	08-10-202 SupplierA Supplier Ad	Find Item				X Margari	1.00 Proc of Cost Purchase Order	
sise Item Ocda I JP06014317133	Descriptic dinner rolls	UPC Cede P	roduđ	Allas	Sale Pince Stock	Tax Ameri	nt Total	E
		UPC Code	roduit	âkar	Sala Pirca Stock	Tax Arrou		E
	chinner rolks	IPC Code 5	1	alas Add Mu ite	ilipte			0

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

			Stor	k Receiving					+
Invoice Series	srec-5								
Receive Number	5		Warehouse	Default	~		Units	KG	~
Recording Date	08-10-2022		Invoice Number	5		provio	us stock	1.00	
Vendor merre			Invoice Date	08/10/2022	3*	Dindusive ta:	×	Pres of Cost	
Address		0	Receiving Person	Admin		Add Them	Import	Purchase Order	
398 Den Oode 1 3906014371133 den	Description er rok	540	e Price Oriel Price	Quantity Discu	et Tax (18.07)	Net Amount	Ter freer	4 744 2	+
									+
1 (#2001-43371.13) (Ame		08.78			[18.07]]				+
1 JP76014357133 Jane Blenkuls 2, min Kon 3, dir Kola	er rok:		2002	0	[18.07]	0			
1 JP7001-0357133 Jane Blankuls 23. Hit. Non 34. Hit. Non	er rok:	Stock	DOBE Average Cost	38.47	(18.07) N U	0 let Amount			0
	er rok:	08.78	2008 Jowrape Dist Maryjs	38.47	(18.07)	o iet Ameunt Siessark			0

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



			Stoc	k Receiving					+
Invoice Series	arec-5	1							
Roceive Number	5		Warehouse	Default	¥		Units	KG	¥
Receiving Date	08-10-2022		Invoice Number	5		prove	na stock	1.00	
Andor name	SupplierA		Discount		X J-] Indusive to	05	E Free of Cost	
Address Stive Teen Code 1 [#C6024327123] d	Suppler Address Description inter rols	0 5a [100.26	Ro In Price Amount	0	1.48 0.02 (120	Add Hern Nett Amount 107	Import The Amou 72.00	Parthase Order	
Silva Item Code	Description		ie Price Percentage (%)	_		Net Amount	The Article	e Total	
1946 - 25em Code 	Description	[109.06	ie Price Percentage (%)	0	8.02 420	Net Amount	The Article	e Total	
Silw 39am Code (#C0014337123) (# hartuit hartuit k = 10 (meth 2 able Gercs)	Description internets		a Price Percentage (%)	0 %	8.02 420	Net Jencust	The Article	e Total	0
Silva Item Code	Description internets	[109.06	a Mia Percestage (%) Amount	0 %	Net J	Net Ancust 105 Amount sort	Tite Amou 22.00	e Total	0

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



- Click tax button same as discount.
- You can get a pop up shows the saved taxes in the software.
- Select/deselect the taxes.
- Click OK.

			Sto	ck Receiving					+
nvoice Sarice	srec-5								
active Namber	5		Whraheuse	Default			Units	KG	
eceiving Date	08-10-2022		Invoice Number	5		secul	au stock		
lendor name	SupplierA		Invoice I		- ()+	Inclusive ta	x	- Free of Cost	
lódress	Supplier Address	< >	Paceton, Discount		x	Add Etrm	Import	Purchase Order	
sive them Code	Description	Sal	ia Price		E Tex	Tet Amount	Tar Amou		
UPC8014337 di	inner rols	100.00	Amount		18.00	460.00	0 72.00	0 472.00	+
. UPC8014337 d	inner rolls	106.00		Save 2					+
hartsults	inner tolls	106.00 Stock	0.00	E Save	18.09	400.00 at Amount	72.00	472.00	400.00
hotsuis k=0 − New k=2 ⊂ DreklerÖrekke Dansod	5		Average Cost Mergen		18.09	400.00 at: Amount secont		472.00	400.00
hortruts 8 =0 : New	5		0.00	E Save	18.09	400.00 at Amount	72.00	472.00	400.00

- Click ADD (+) button inside the product list grid to save the receiving details.
- When you select an item, the average cost will be calculated by considering the reception of same item previously and view in the respective field.
- You can add discount to the whole invoice by clicking the add button near the discount amongst the amount details.
- Enter the discount amount and click OK.
- You cannot add both product wise and invoice wise discount to a single invoice.

		Stock	k Receiving					+
srec-5								
5	_	Warehouse	Default			Units	KG	Ý
08-10-2022		Invoice Number	5		prove	us slock		
SupplierA		Invoice Date	08/10/2022	0.1	Dindusive to	x	Pres of Cost	
Supplier Address	0	Receiving Person	Admin		Add Item	Import	Purchase Order	
Description	Sal	e Price Cost Price			Not Amount			
			0	0	0	2	0	
		10.00	10-00 0000	58.00	+00.00	72.00	+72.00	
		10.00	10-00 0.008	38.00	400.00	72-00	4/2/80	
	Stock	Averaça Cost	10-05 000		Set Amount		*/2.(8)	
	Stock	Averape Cost Margin	10.00		Vet Amount Discourt	72.00	*/2.(8)	e
	Stock	Averaça Cost	1		Set Amount		+/2.00	400.00
	S 08-10-2022 SupplierA Supplier Address	SupplierA SupplierA SupplierA Supplier Address Description Sale	S Vierel susce 01-10-2022 baseice Number SupplierA baseice Number Bright Address Image Number Description Sac Price Cost Price Cost Price	Sector Data // Data // 2012 Decks Marker Decks // Sector Sector Mexico Minitoria Minitoria Sector Mexico Minitoria Minitoria Decemperator Sacching resum Minitoria Minitoria Decemperator Sacching resum Minitoria Minitoria	S Read house Dobatt 081-10-2022 Innexe Startler D SopplerA Innexe Startler Innexe Startler SopplerA Innexe Startler Innexe Startler Description Innexe Startler Innexe Startler Description Same Proc. Cost threet Same Topological	Security of the securit	Sector Oxford care Oxford Ox	Sector Oxford some Oxford fill Unit & Sector KG (M=10-2022) Jones Soc 100 '10022 3 24dam's tail a Sector Annual Social soc

- Click add item for adding more products to the same invoice.
- Click new button to start a fresh invoice.
- By clicking print you can take a print out of the details.
- You can create products from the purchase receiving interface by clicking Products button.
- Delete the invoice by clicking delete button.
- Keyboard will help you to enter letters and numbers.



		Sto	ock Receiving					+
Invoice Series								
Receive Number		Warehouse	Default	~		Units	KG	*
Receiving Date	08-10-2022	Invoice Xumber	6		provous			
Vender name		Invoice Date	08/10/2022	3-	Indusive tex		Free of Cost	
Address		C Receiving Person	Admin		Add Them	Import	Purchase Order	
Addrees Retrieve	· Brooking Mo			C literator en				x
	Receive No			C Vendor we				X
	_			C Vendor we				X

- 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.
- Note the shortcut keys provided in the bottom left side of the stock entry window.

		Products		х			+
Invoice Series	srec-5	Search					
Receive Number	5				Units	KG	
Receiving Date	08-10-2022	Fraduct	Quantity		mentus stock		
Vendor name		asad dessert		0	ve tax	Tree of Cost	
Address		dessert dinner rolls		0	Import	Purchase Order	
		lice cream		0	_		
STNS Itien Code	Description	sandwich		0	un: Tex Arrow	nt total	
		seafood		0		0	
		hest 1		0			
		test 2		0			
		Test weighing		0			
		vegetables		0			
		waffles		0			
shurticulté		weighing test		0 -			0
Alt – H - New Alt – E - Brobio/Disable Barcor		Total Record : 12			Ald		0
d: -8 - Previous Stocks Rood (E =V : Show/11 de Ventions		Alt + S : Save	📖 Keyboard 🛛 💾 Sav	e	_		0
d: «R = Retrieve							0
Fill (Baarch							0

- You can also receive multiple items by selecting the 'Add multiple item' option.
- Enter the quantity of products that you need to receive
- Click save button.

		Receiving				+
srec-6						
6	Warehouse	Default		Unit	KG	
08-10-2022	truoice Number	6		provident stack		
SupplierA	0. Income	becopooo		ive tax	Tree of Cost	
Supplier Address	Import		x	an Import	Purchase Order	
	Select the file you want to imp	prt				
			rt			0
	Margin		Olicoant	Add		6
	Total Reps		Tax Amount			0
			Total			0
	08-10-2022 SupplierA	6 Bi-10-2012 Transition Bi-10-2012 Transition Biggline Actives Transition Biggline Actives Transition Biggline Actives Transition Select the Seryou and to Import Select the Seryou and to Import	6 Sources Catal 68-10-2012 Trains under 6 SeglerA Adves Deport Deport Adves Deport Control Performation Security Sec	6 Bi-10-2012 Bi-10-201	6 Detail of the second	6 Section 2007 2007 2007 2007 2007 2007 2007 200

- You can import the products those you need to receive it to the software.
- For that click on Import button.
- You can import normal product or product with serial number.
- Download the import template as per your requirement.
- Enter the details of products you need to import in the template.
- Browse the file.
- Click import.

			Stock	k Receiving					+
nvoice Series	1								
Receive Number	1		Warehouse	Default	~		units		
laceliking Date	08-11-2022		Invoice Number	1		srevis	us stack		
lendor name			Invoice Date	08/11/2022	8-	Disclusive ta	x I	Free of Cest	
ddress		0	Receiving Person	Admin		Add Dem	Import	Purchase Order	
tite Zen Code	Description	Sale	Price Cost Price	Quantity Discou	et Tax	Net Amount	Tax Amount	Total	
the Zen Code	Description	Sale	Price Cost Price	Quantiky Dences		Not Amount 0	Tin Amount	Tetal	+
	Description	Sale			0	0			
ofazi -11 line	Description	Stock	Average Cost		0	0 let Amount	8		0
orlaus 44 : Nea 45 : Operation Stable Strends 45 : Operation Stable Strends			Average Cost Hargin		[0	0 let Amount Iscourt			0
orlazsi 41 : Kea 42 : Scalelo sale Banade			Average Cost			0 let Amount	8		0

- You can directly receive the items from a purchase order by clicking on the purchase order button.
- You need to create and confirm the purchase order first (see purchase order).



- You can select the purchase order from the drop-down list.
- Or you can search the details by clicking search button.



		Sto	ck Receiving				(+
Irroice Series	1						
Receive Number	1	Warehouse	Default	~		Units	
Receiving Date	08-11-2022	Invoice Number	1		previous stock		
Vender name		Invoice Date	08/11/2022	B*	Indusive tax	Tree of Cost	
Address	0	Receiving Person	Admin		Add Item In	nport Purchase Orde	e .
	Order No/Customer	Crdir No 1	<u>~</u> Q	windor SupplierA		Order Tota 8:11:2022 10:38:56 AM	
Sea	Cancel			Total	0	ol	

- Search the purchase order and select it.
- Click save button.
- Please note that only confirmed purchase orders are displayed here.

Order No 1 Inters No 1 Inters No Inters No				Stock Receiving				1	Ð
Address Confer Parchase Order Online fits: 100 100 100 100 100 100 100 10	Receive Number Receiving Date	1 1 08-11-2022	10		× X		a attack	ree of Cost	
1 dimer rols 3.00 0.03 300.09 30	Purchase O		Rei	Invoice No 1	Order D	ote 08/11/2022			×
			1.00	Эок	ſ				300.0

- Enter Invoice date, Invoice number and warehouse.
- Click ok.



- You can confirm the stock receiving details by clicking confirm button.
- You cannot edit the details once you confirm it.
- You can cancel the confirmation for future editing.

You can receive products with serial numbers also.



			Sto	ck Receiving				+
Invoice Series Receive Number	2	s	ierial No	_	×	Units	KG	~
teceiving Date	08-11-2022	9	uantty 5		210	disse stock	1.00	
Andor name	SupplierA	5	eral No] Irchnive	tax	Pres of Cost	
Address .	Supplie: Address	1	No Serial No		Add Item	Import	Purchase Order	
Silva Item Code 1 [JPC246066643] [and	Description trapert	20.			Net Amount	Tar Amb.	ent Total	
[#C240056147] [uut		20.		🗉 Keyboard 🛛 🌒	ok			
ancontrols and from	k espert	20.	otal Record : 0 C		OK THURK	0.56		
Latroberta) (real hartobe h - 1: Nav h - 1: Trable) sobre Saverode	k espert	20. Ti	otal Record : 0 C	E Keyboard 🔿	Dick mount Discount			0
	k espert	20. Ti	otal Record : 0 C		OK THURK	0.56		0

- While clicking on '+' button a pop up for entering serial number appears.
- Enter the serial numbers here.
- Click ok button.
- You can also import the products with serial number.



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.
- You cannot edit the details once you confirm it.
- You can cancel the confirmation for future editing

				Stoc	k Return						+
Divoke Deries	1										
there can be a state of the sta	1		Wardware		Default		Return Person		Admin		
eturn Date 08-11-20	08-11-2022		Previous 5	Stocks Rec	eived	x	Units				v
iendor name	SupplierA	9	-				Indusive tax				
ddress	Supplier Address	ö	SupplierA				Add Dem		Previou	a Stock recen	ed
			and the second second	Laure and	Imore	Product _					
tiNo 2tem Code	Description.	Sale	Betch Ro	Date	NO	Child "	Net Ancard	Tax Arts	cued.	Total	
the Item Code	Description.	Sak	1	8-11-2022	No 1	UPC60143_ d		Tax Am	0 0	Tatal	+
stat:	Descaptor	Stock	1	8-11-2022	1			0		Intel	+
otari di kas di Sakabata Kanala di Sakabata Kanala	Decision		1	8-11-2022	1	UPC80143 d	8			Teted	0
Utility Join Code	Decision		1	8-11-2022	1	UPC80143 d	Ret Amount Discount	0		Tetal	0

- You can see the previous stock received from stock return panel.
- Select the vendor and click on 'previous stock received button'.

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.

		Stoc	ck Transfer					+
Invoice Series	1							
tansfer No	1	Warehouse	Default	v	Transfer person		Admin	
	08-11-2022	frivoice Number	1		une			v
Vendor name	1	Transfer Data	08/11/2022	8.	D Inclusive tax			
diffeets		C Receive Number			Add Trem		Press Book w	ce sed
s No Item Code	Description	Sale Price Cost Price	Quantity Electors	_	Net Amount	Tax Amount	Total	+
s No Item Code	Description	Sale Price Cost Price		_				+
Rotada		Justice Cell		¢				0
hotada Hel Tarro Hel Tarro	Description	Justice Cell		Į.	ji			0
etab Hiti Ine Hiti Ine Hiti Ine Hiti Ine Hiti Ine Hiti Ine Hiti Ine Hiti Ine Hiti Ine Hiti Ine		Juvrage Cet			0 Net Anount	0		0
etala eti lare		Average Cent Marge			0 Net Anount Discourt	0		0

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



			5	Stock Transfer					+
voice Series ansfer No	1		Warehouse	Default	 ■ Tran 	slerperson		Admin	
voice Date	08-11- Supplie	Find Item				x			
ndor name Idress	Supplie	Search	DI					Anway Sade no	exed
to Item Code	Descriptio						Tax Amount	Total	
		UPC601 dinn			50.00	15.00		0	+
104 10 Juni 10			er rolls				Ant		+ 0

- Enter TRANSFER NUMBER, VENDOR DETAILS 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.
- You can view the previous stock by clicking that button.
- You can confirm the stock transfer details by clicking confirm button.
- You cannot edit the details once you confirm it.
- You can cancel the confirmation for future editing.

invoice Series									
kansler No	1		Warehouse	Default		 Transfer personal 	son	Admin	
Invoice Date	08-11-2022		Invoice Number	1		Unit		KG	
Vender name	SupplierA		Transfer Date	08/11/2	22	- Indusive t	31		
Address	Supplier Address	0	Receive Number			Add Be	-	Peveus Stock	econd
Site Item Code	Description	Sal	e Price Cost Price	Quantity	Discourt	Net Amoun	t Tax Amour	t Total	
					10 10	0	10	0	+
UPC60:4007 drm	e rails	50.00	30.00	10.00	0.00 0	00 200.00	0.00	300.00	
	e roits	50.60		10.00	0.00 0	00 305.09		300.00	
hofada	rolt	50.40 Slock	20.00 Average Cest	10.00	0.00 0			300.00	309.00
totada tot: tan tot: Tana tot: Samada	rolt				0.00 0	00 305.09		300.00	
telada del Tena del Festi Baroda del Festi Baroda del Festi Baroda	e rols		Average Cent	1	0.00 0	00 303.09 Net Amount	0.00	300.00	300.00
tofals 14: Tan 14: Fan Daris Rende 14: Fan Daris Rende	e rati		Average Cost Margin	1	0.00 0	Net Amount Discover	0.00	300.00	300.00 0

		Stock Invent	ory		
≣ Stook	Representation	Stock			
Warehouse	Default	~		Pe	duds which have early number not depi
oduct		Stock	Physical Stock	Balarco	Cotfirm
	dessert	0.00		0 0.0000	
4	linner rolls	0.00		0 0.0000	
	ice cream	0.00		0 0.0000	
	sandwich	0.00		0 0.0000	
	seafood	0.00		0 0.0000	
	regetables	0.00		0 0.0000	
	walfles	0.00		0 0.0000	
					0
_	Bubmit	ې Clear	₽rint	BBB Keyboare	

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.

E Stock	Party Physical Stock					
Warehouse	Default	4			Poduces n	hchitare residuance not displaye
educt		Stock	Physical Stock		Balance	Confirm
	dessert		0.00	0	0.0000	
d	linner rollis		0.00	0	0.0000	
	ice cream		0.00	0	0.0000	
	sandwich		0.00	0	0.0000	
	seafood		0.00	0	0.0000	
	egetables		0.00	0	0.0000	
	waffles		0.00	0	0.0000	

- 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 adjust the physical stock by entering the value to the physical stock column



≣ Stock	Physical	Stock			
Warehouse	Default			Pro	daetta altech hava antii mattar nat dhqi
roduct		Stock	Physical Stock	belarce	Confirm
	dessert	10.00	0	10.0000	0
	dinner rolls	10.00	0	-10.00	
	ice cream	0.00	10	0.00	
	sandwich	0.00	100	0.00	
	seafood	0.00	0	0.0000	
	vegetables	0.00	0	0.0000	
	waffles	0.00	0	0.0000	

- Enter the physical stock as shown in the figure.
- Click on confirm button against each product that you want to update in software.
- After confirming products, click on submit button.



- Enter the admin password.
- Enter vendor and warehouse is already selected.
- Click submit button.
- The stock will be adjusted according to the quantity.

Company streams Company streamstreams Company streams Company streams Company streams				Purchase Order				(+
Description Lost Quantity Link proc Tor % Quantity Tor S Quantity Tor S Control Tor	Profix Order Number Verdor name Verdor contact	2					Company name	
The Amount Amoun	Ins Dem Code	Description	Unit Quantity Un	et price Tax %	Quantity		Tax Amount	Aid
The Annual Annua				Tax				
The Annual Annua				Tax				
		1		hat				
Total Amount				Tax				

PURCHASE ORDER

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

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



- Select any from the list.
- Enter the quantity that you want to purchase.
- Select tax.
- Press enter key.
- Your entry will be updated successfully.
- Enter the shipping amount by clicking add button near to it.
- You can use **RETRIEVE** button, **PRINT** button, **PRODUCT MASTER** Button and **DELETE** button as described earlier.
- After you done with it, click **CLOSE** button.
- You can confirm the purchase order by clicking 'confirm' button.
- You cannot edit the purchase order once you confirm it.
- You can click cancel confirmation if you need to edit the purchase order.



		Opening Stock		
Product				+ Add Item
vender	SupplierA			~ Q
Opening Stock		Warehouse Defau	ılt	* Expert Product Las
💾 Save	🕞 Delete	🛇 Cancel	IIIII Keyboard	🕹 Import
UPC Gode	Pro	hr.t	Wendar	Opening Stock

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.
- Select warehouse
- Click save button.
- For deleting the stock click on the details and click delete button.
- To update opening stock, click on edit button in line with the detail.
- Make necessary changes and click update
- You can import the opening stock by clicking import button.
- Download the template and enter the details in that template.
- Browse and select the file that you need to import.
- Select vendor and warehouse.
- You can select vendor according to the product list or you can set a new vendor here.
- Click import.



9

Default

🛃 Import 🛛 🛇 Cancel

SERIAL NUMBER SUMMARY

You can view the serial number summary of products here.

- Enter the serial number you want to know the details.
- Click View button.
- You can see the stock detail of that serial number.

Pos S	Supermarket					D9 August 2021 16:39
				Available Seri	al No.	
Product		Ali	<u>ب</u> و		🛃 View	-Print Option
	Company nam Branch Name					
Print Date	VAT: abc1478 Secial No & Trox: 8/5/2021					
liem	Secial No					
liem Code UP02275	Secial No & Triw: 8/5/2021	4.38.55 PM				
liem Codo	Secial No & Trox: 8/3/2021 Product	4 28/55 PM Serial No 225 509				
liem Code UP02275 69514370	Secial No & Trox: 8/3/2021 Product	4 28/55 PM Serial No 225				

AVAILABLE SERIAL NUMBER

You can see the available serial numbers in ZKPOS Retail Software here.

- Select the product from drop down.
- Click view button.


				Save S	Stock						
Dep	artment	a	v	N	me : Currer	st Stock				View Carren	t Slock
P/0	duct Name		٩	Wareh	ouse M			*		Clear See	rch
SI No	Item Code	Description	Cost Price	Received Stock	Transfered Stock	Return Stock	Sales	Van Stock	Stock Entry	Balance Stock	Warehouse Name
1	8	despert	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.90	test 1
2	8	dessert	100.00	10.00	0.00	0.00	0.00	0.00	0.90	30.00	Default
3	2	dinner rolls	30.00	0.00	0.00	0.00	0.00	0.00	5.00	5.00	test 1
4	2	dinner rolls	30.00	20.00	10.00	0.00	0.00	0.00	0.00	20.00	Default
5	6	ice cream	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	test 1
6	6	ice cream	100.00	10.00	0.00	0.00	0.00	0.00	0.00	10.00	Default
7	1	sandwich	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	tast 1
8	1	sandwich	40.00	100.00	0.00	2.00	0.00	0.00	0.00	98.00	Default
9	7	seafcod	59.00	0.00	0.00	0.00	0.00	0.00	0.00	0.90	Default
10	7	seafcod	59.00	0.00	0.00	0.00	0.00	0.00	0.90	0.00	test 1
11	9	test report	10.03	0.00	0.00	0.00	0.00	0.00	0.90	0.90	Default
12	9	test report	15.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	test 1
13	5	vegetables	69.00	0.00	0.00	0.00	0.00	0.00	0.00	0.90	Default
14	5	vegetables	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	test 1
15	4	waffes	82.02	0.00	0.00	0.00	0.00	0.00	0.90	0.90	Default
15	4	waffes	82.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	test 1

Save Stock

SAVE STOCK

- You can save the stock in a supermarket and can retrieve it whenever you want.
- You can view department wise stock details and warehouse wise stock details.
- You can search the product name by click on the search button.
- Click on clear search button to go to the old state.
- Save the current stock and enter the file name and click save.
- You can retrieve the saved stock by clicking retrieve button
- Select the saved stock file.
- To click view to view the details of the saved stock or click delete button to delete the file.
- To view the current stock again you can click current stock button.
- You can take the printout by clicking print button.
- Select big print / small print.
- Click View button.

Default test 1 Default test 1

• Then export or print the details.



STEP 29 - DISCOUNT OFFER / PROMOTIONS

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**.

ZKPas Supermarket POS			18 January 2021 09:45 X
	Discount off	er	Đ
Product Quantity Amount Discount			
Offer	Products	Offer Products	

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



Follow the steps below to learn about discount offers.

Pas Supermarket POS			I January 2021 09:56
	Discount offer		e
Product Quantity Amount Discount			
Offer	Products	Offer Products	
offer 1	dinner rolls(5.00)	sandwich(1.00)	

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

		Discou	nt offer		e
Offer Name			Offer Description		
offer					
Offer Type					
Quantity					
		+ Add			+ Add
Product		+ //00	Offer Product		+ Add
Pr Gessed	roducts	Quantity	Products		Quantity
alkity period			Status	Active	~
Date From	01/18/2021	0*	Date To	01/18/2021	B*
	💾 Save	🔓 Delete	IIII Keyboard	S Cancel	

v
в•

		G	ift		•
elect Maximum Number of Gift against wolce	Free Gift pon	Points pencil	Points Discount 200.00	Voucher Discount 1000	
foints Type Invoice Amount O Invoice Count					
- Bubmit					

- You have two options to set a discount offer, either by amount or by quantity. You can set a discount for product price by percentage or you can set a discount for the product quantity.
- Enter the offer name, offer description, and offer type amount wise or quantity wise.
- For quantity wise, select the product and quantity by clicking add button.
- Select the offer product next by clicking add button.
- Enter validity period and status.
- Click save button.
- At the time of sale, you can purchase the product with offer product by paying the product price.
- To delete the current selected product or offer product, click on the delete button.
- Click **YES** in the popup window.
- You can change the Date assigned for the offer.
- To add more product, click on **ADD** button.
- To add discount by amount wise, enter the details as before.
- Instead of entering the offer product you have two options, enter the discount as percentage wise or amount wise.
- Enter the details and click save.

GIFT

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



	Utility	۵
lee.	94.1	
make UED Deptoy		1. Sec. 1.
inable %alt Currency pagnent		
inable contro Sub Preducta	Ø	1. See
inakis Engensist lagin	P	. And
bable Horien Pers	D	-
sala OsuPai	D	
inable Gilt and Tants	Ð	tee
inde 58 Pecod	D	And
	💾 Update	S Cancel

- 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.

		Gift		+
	Gift Type	Free Gift		
Select, Maximum Number of Gift against.	GR	pen		
Invoice	Invoice Amount	100.00		
1	brage			
Points Type				
Invoice Amount Invoice Count				
Submit				Q, Browse
	Status	Active		v
	💾 Update	🔓 Delete	S Cancel	1999 Keyboard

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

		Gift	(+
	Gift Type	Free Gift	
sect Maximum Number of Gift against	Git	pen	
NOKE	Invoice Amount	100.00	
	Image		1
sints Type			
Invoice Amount			
U Invola Counc			
Submit			Q, Browse
	Status	Active	,
	💾 Update	🔂 Delete 🛛 🛇 Cam	cel IIII Keyboard

- 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.



		Gift		Đ
	Gift Type	Points		v
	Gft			
Select Naximum Number of Gift against Involce	Points			
1	Image			
Points Type Invoice Amount: O Invoice Count				
Bubmit	Status	Active		Q, Browse
	Save	C Delete	S Cancel	mm Keyboard

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



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

			Total		INR		0.00	
Qiy Product 2 dirmer rolls	Tex 0.00	Total 100.00	Charged				0	Cash
	- 1	Select Gift				x	All	
		Free Gift Point					half	Card
		pen points:10	.00				1/n	Voucher
icket Total Iscount						- Í	Gift Voucher	
tfer Amount ub Total ound							Points	Customer Account
let Amount ax Amount imss Amount		100.00				-€ox	Gift	
Payment Total Change Total	INR	100.00	Delete Payment	Discount	(S) Round	Print Presilew	Print Bill	Close

- Go to POS section in main menu
- Select the customer
- Purchase items with an amount sufficient to get gift or amount discount as per the point earned
- Click settle button
- After settlement the gift option in settlement page will blink
- Click on the button and a pop up will be shown
- You can select the gift if you want it.



- If customer select the gift, he is not eligible for the amount discount as per the same point.
- If customer do not select the gift, an amount discount pop will be shown when you click points for the future purchase of the same customer.
- Select the amount, the amount will be deducted from your total amount.



		Gift		(+
	Gft Type	Amount Di	scount	
	Amount			
ielect Maximum Number of Gift against nvolce	Discount Amount			
1	Image			
Ptints Type Invoice Amount O Invoice Count				
Bubmit	Status			Q Browse
	🗎 Save	🔓 Delete	S Cancel	1001 Keyboard

- To enter amount discount, select that option from dropdown.
- Enter amount and discount amount.
- Click save button.
- The amount will be deducted from the invoice.

		Gift	e
	Gift Type	Voucher Discount	
Select Maximum Number of Gft against	Amount	1000	
woke	Discount Amount	10.00	
1	Image		
Points Type			
Invoice Amount			
O Invoice Count			
Bubmit			Q, Browse
	Status	Inactive	

- Select voucher discount from dropdown.
- Enter amount and discount amount.
- Click save button.

Status : Unpaid Customer : test 3			Total		INR	:	300.00	
Qty Product 6 dirner rols	Tax 0.00	Total 300.00	Charge	d			300.00	Cash
			5	,	,	3	All	
			Select Voucher Di	iscount	x		half	Card
			20.00			6	1/n	Voucher
Ficket Total Decount		300.00	_				Gift Voucher	
affer Amount		0				9		
ub Total		300.00				-	Points	
Round					-Эок		Points	Customer Account
Net Amount		300.00			0	x		
fax Amount		0.00	500		U	^	Gift	
Gross Amount		300.00						Close
Payment Total		0.00	Delete		(\$) Round	Print Preview	Print Bill	Close
Change Total	INR	300.00	Payment		Skound	Print Preview	Shure put	

- While purchasing an item which meets the requirement of voucher discount, click on gift voucher.
- A pop up will be shown as in the figure.
- Select the gift voucher and click OK.

POINTS

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

KPas Supermarket POS			1	8 January 2021 12:04
	Points			
Point type	Invoice Amount			
Irvoice Count/Amount				
Points				
fenbership	All			
	🗎 Save		S Cancel	RBB Keyboard
Point type	Value	Points	Membership	
Involce Amount	500.00	40	All	X

- 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.



	Points				
Point type	Involce Amount				~
Invoice Count/Amount	200				
Points	20				_
Membership	All				~
	Save		S Cancel	8888 Keyboard	
Point type	Value	Points	Manib		
Invoice Amount	500.00	40	All	×	

- 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 30 - 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	ZKPas	Supermarket POS		10 February 2021 15:27 🗙
Decceptor			Contact Group	•
Decceptor				
Convert Cancel		Name		
1 2 3 3 4 4 5 6 1 2 3000000 0 1 1 1 1 1 1 1 1 1000000 0 1 1 1 1 1 1 1 1000000 10000000 10000000 10000000 10000000 100000000 1000000000000000000000000000000000000		Description		
C 1 1 2 1 2 1 2 1 <th></th> <td></td> <td></td> <td></td>				
1 2 3 3 4 4 5 6 1 2 3000000 0 1 1 1 1 1 1 1 1 1000000 0 1 1 1 1 1 1 1 1000000 10000000 10000000 10000000 10000000 100000000 1000000000000000000000000000000000000				
C 1 1 2 1 2 1 2 1 <th></th> <td></td> <td></td> <td></td>				
		🗎 Save	Can S Can	cel
0 W E T V U 1 0 P 2 2 Cove A S D P 0 H X K L 2 uww e			A A Bankspare	
				tes 🛉 None
		CONTRACTOR OF THE OWNER.		Dui trid
ZKPos		skin Z X C	V B N M S S Swe	ZKPas

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 group click add button.





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



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 31 - PURCHASE

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

VENDOR PAYMENT

You can make invoice wise payment to the vendor using this option. For that you need to enable the utility 'Invoice wise credit payment' Settings.



		Settings		
tint Settings General Setti	nss Palipheral Settings			
	Check Bottom Price	U Vendor Updation	on Stock Receive	
	☑ Maximum Retail Price (MRP) Validation	Invoice Wise Cre	dit Payment	
	☑ Total Cost Validation	Product Descript	ion on Quotation Print	
	Play Notification Sound	Ticket Note	Ticket Note	
	Auto Barcode Generator			
	Multiple Product Stock			
	Enable Tox Template			
	💾 Update	S Cancel	IIII Keyboard	

- Go to settings and select general settings.
- Enable invoice wise credit payment.
- Click Update.

- Zr Rer
 Sprimitel

 Purchase

 Anime

 Worker
 Purchase

 Participation

 Stack Transfer

 Participation

 Participation<
- Go to Purchase from dashboard.
- Select Vendor payment.
- Select the vendor.

					Vendor Payment		
08/1	18/2022	D.	08/18/2022	.	Q Search	() Refresh	X ^{Close}
nuther No	Date.		Desception	Wedde	r Payment Type	Amount	
							Payment
							⊖™

- You can see the payment details done by this vendor here.
- Click payment button for invoice wise credit option.

					Vendor P	ayment					
Account Nam Voucher No Description	c		SupplierA								S Cancel
Amount Invoices (Payment b			0			Transfer					Cash
Description Stock Recrive	Betch No	Invoice No.	Date 08-17-2022	1700.00	Return 0.00	Amount 0.00	Paid 0.00	Edlance	Amound		
Stock Receive	4	4	08-17-2022	1100.00	0.00	0.00	0.00	1100.00	C		Card
										ĺ	📟 Keyboard
											📟 Keyboard

- You can see the stock receiving entries which you need to give payment.
- Enter voucher number, description, and amount.
- Then enter individual amount for each receive according to the total amount you enter in amount option.



- Image: Second Control of the second control
- Enter the details.
- Select the payment mode cash or card.

1
1987 Annuet h 700.00 X ⊕ h 550.00 X ⊕ h 1990.00 X ⊕ h 2000.00 X ⊕
ih 2000.00 🗙 🖶
ih 2000.00 🗙 🖶
ih 2000.00 🗙 🖶
⊖ ≥rint

- You can see the payment details in vendor payment.
- Click print button for print outs.

Account lame: Bugelex A Vocator Na Description Annot 0 Thomas (French Saliton) Stack Review 3 3 0: 04-17-2222 100:00 0.20 0.20 100:00 2 2 Stack Review 4 4 0: 04-17-2222 100:00 0.20 0.20 100:00 2 2 Stack Review 4 0: 04-17-2222 100:00 0.20 0.20 100:00 2 2 Stack Review 4 0: 04-17-2222 100:00 0.20 0.20 100:00 2 2 Stack Review 4 0: 04-17-2222 100:00 0.20 0.20 100:00 2 2 Stack Review 4 0: 04-17-2222 100:00 0.20 0.20 100:00 2 2 Stack Review 4 0: 04-17-2222 100:00 0.20 0.20 100:00 2 2 Stack Review 4 0: 04-17-2222 100:00 0.20 0.20 100:00 2 2 Stack Review 4 0: 04-17-2222 100:00 0.20 0.20 100:00 2 2 Stack Review 4 0: 04-17-2222 100:00 0.20 0.20 100:00 2 2 Stack Review 4 0: 04-17-2222 100:00 0.20 0.20 100:00 2 2 Stack Review 4 0: 04-17-2222 100:00 0.20 0.20 100:00 2 2 Stack Review 4 0: 04-17-2222 100:00 0.20 0.20 100:00 2 2 Stack Review 4 0: 04-17-2222 100:00 0.20 0.20 100:00 2 2 Stack Review 4 0: 04-17-222 100:00 0.20 0.20 100:00 2 2 Stack Review 4 0: 04-17-222 100:00 0.20 0.20 100:00 0 2 2 Stack Review 4 0: 04-17-222 100:00 0.20 0.20 100:00 0 2 2 Stack Review 4 0: 04-17-222 100:00 0.20 0.20 100:00 0 2 2 Stack Review 4 0: 04-17-222 100:00 0.20 0.20 100:00 0 2 2 Stack Review 4 0: 04-17-222 100:00 0.20 0.20 100:00 0 2 2 Stack Review 4 0: 04-17-222 100:00 0.20 0.20 100:00 0 2 2 Stack Review 4 0: 04-17-222 100:00 0.20 0.20 100:00 0 2 2 Stack Review 4 0: 04-17-202 100:00 0.20 0.20 100:00 0 2 2 Stack Review 4 0: 04-17-202 100:00 0.20 0.20 100:00 0 2 2 Stack Review 4 0: 04-17-202 100:00 0.20 0.20 100:00 0 2 2 Stack Review 4 0: 04-17-202 100:00 0.20 0.20 100:00 0 2 2 Stack Review 4 0: 04-17-202 0.20 0.20 0.20 0.20 0.20 0.20 0.20				Vendor P	ayment			
Ansone Parameter Salance 7 Description Date to a Jacobie to Core 10.16 Ansone Table Para Colorer Ansone Date Core Saloca Review 3 3 00-612-2222 1700.05 0.26 0.08 100.00 12 2 Saloca Review 4 4 00-17-2222 1100.05 0.26 0.08 100.00 2 2 Core of Core 10.00 2 2 Core 00.00 2 2 Core 00.0	Voucher No	10	SupplierA					🛇 Cancel
Stock Ricosiere 3 3 06-17-2022 1766.00 0.00 0.00 0.00 765.00 3 2 Stock Ricosiere 4 4 06-17-2022 1106.00 0.00 0.00 0.00 106.00 8 2	Amount	olance)	0					Cash G
Skok Kester 4 4 00-17-2022 1100-00 0.20 0.00 100-00 0 2								

- Click again on vendor payment.
- You can see the paid amount, balance, and due days.
- Once you settled the whole amount for a stock receive, that will disappear from this grid.
- And we can see the payment details in vendor payment window.

		Sales		
Admin	Gustomer	Qustabon	Sales	前用 Customer Sales
Soles	(m) Sales Return	Custemer Receipt		
Worehouse				
Promotion				

STEP 32 - SALES

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



				Quotation				
	1 Test customer				Orde Shipping Infan	e data <mark>08/19/2</mark> nation India	022	E.
Address				🗌 Indusive 1	2x	Add	Item	
1No Item Code	Cesaription	Unit Quantity	Unit price	Tex %	Queity	Total Amount	Tax Amount	Ard
UPC43015 sandstch		1.00	50.00	18.00	10.00 5	00.00	98.00	590.00
uPC43015 sandsirch		1.00	58.00	18.00		00.00	96.00	500.00
EPC68925 Sandssch		1.80	50.00	18.30	Nat Amount 50		96.00	500.00
UPC49915 Eandston		1.80	58.00		Nat Amount 50	0.00 1.00	00.00	500.00

QUOTATION

- You can create quotations to the customer using this software.
- For that click on quotation option.
- Add customer and shipping address.
- Tick inclusive tax if it is applicable.
- Click Add item.
- Select the items and enter quantity.



- Click on the arrow against the product.
- You can enter the product description there.
- Click OK.
- Click confirm button to confirm the quotation.

ZKPar Superm	arket					19 August 20	22 11:39 AM 😑
A Select Customer	1 Status New	¢1/0 ■ Alas		= =	1		
(B) Retrieve	Qty.	Product	Tax	Net Amount		Welcome	
Ticket Note							
(B) Return							
Rev.							
Quitation							
↓≡ Stock	د Total		INR	, 0.00		0.00	
≣Ø Temporary till		ettle	>	(Hold		Disable Barcode	
(💼)						Admin	Aan Heru

- Now go to sales.
- Click on Quotation button.



- You can see the quotations here.
- You need to confirm the quotation to show as shown in the figure.
- Select the quotation.
- You can see the items below.
- Click ok if you want to proceed.
- The items will be selected and you can settle it.



A Select Castemer	4 Status New	#1/0 • Nos		•	~		¢
(D) Rotriova	Qty	Product;	Tax	Net Amount	Bread/Bakery		
					Frozen Foods	seafood	vegetables
(E) Return					Beverages		
New							
Quotation					Dairy		
↓≡ stock	< Total		INR	, 0.00	Meat		
E Tempotary Bil	1	ettle	×	Hold	~	Enable Barcode	Keypad

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.

Search			¢	Select Customer
Sam	123456789	Address	End Customer	Edit Customer
нату	123		End Customer	
Asha	123		End Customer	
1234	1234		End Customer	New Customer
34	34		End Customer	
224	224		End Customer	Account Details
15	232		End Customer	Account Distans
				Advance

SELECT CUSTOMER

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

Sorich Soriet Cuttorer tare Marcho Marca Inde sin 1246-379 Katres Kut Costoner Edt Cuttorer tary 13 End Costoner Edt Cuttorer Edt Cuttorer tary 13 End Costoner Edt Cuttorer Edt Cuttorer tary 124 End Costoner Edt Cuttorer Edt Cuttorer 214 Edt Costoner Edt Cuttorer Edt Cuttorer 224 214 End Costoner Edt Cuttorer 224 224 End Costoner Account Celluis 20 222 Edt Castoner Edt Castoner						
sim 123463767 Allarsa eld Catoner Edit Cutomer Harry 123 End Catoner 124 124 Edi Catoner 124 24 Edi Catoner 124 24 Edi Catoner 124 24 Edi Catoner 126 226 Editorer 126 According	Search			¢	Select Customer	
imp 123 End Cutomer ANA 123 End Cutomer ANA 124 End Cutomer March 224 End Cutomer 244 24 End Cutomer 254 254 End Cutomer 252 End Cutomer 253 252 End Cutomer				Type		
Mail 123 End Customer 1224 1224 End Customer 124 End Customer New Clastomer 124 S4 End Customer 127 End Customer Accusat Delaifs 128 232 End Customer	iam	123456789	Address	End Customer	Edilt Customer	
2234 1234 End Customer New Customer 34 End Customer End Customer 224 224 Ited Customer as 222 End Customer	laπγ	123		End Customer		
224 234 End Gutomer 224 End Gutomer 23 232 End Gutomer 23 End Gutomer	isha	123		End Customer		
224 224 Phd Castoner Account Oetalis	234	1234		End Customer	New Customer	
a 232 End Quitomer Account Datable	4	34		End Customer		
as 232 End Customer	24	224		End Customer	Annual Parts No.	
	5	232		End Customer	Account Details	
Advance					Advance	

- 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 date and advance amount, pay it by cash or card.
- You can take print out by clicking Print button against each entry



Open Tickets Only									
0 - Delivery	0 - Delivery	0 - Delivery	0 - Delivery	0 - Delivery	0 - Delivery				
Amount- \$16.1600	Amount- 0.0000	Amount- 100.0000	Amount- 100.0000	Amount- 120.0000	Amount- 120.0000				
0 - Delivery	0 - Delivery	0 - Delivery	0 - Delivery	0 - Delivery	0 - Delivery				
Amount- 120.0000	Amount- 130.0000	Amount- 100.0000	Amount- 200.0000	Amount- 100.0000	Amount- 100.0000				
0 - Delivery	0 - Delivery	0 - Delivery	0 - Delivery	0 - Delwery	0 - Delvery				
Amount - 300.0000	Amount - 120.0000	Amount- 130.0000	Amount: 670.0000	Amount- 50,0000	Amount- 11.0000				
0 - Delivery	0 - Delivery	0 - Delivery	0 - Delwery	0 - 224	0 - as				
Amount- 220.0000	Amoune - 270.0000	Amount- 110.0000	Amount: 4400.0000	Amount - 44.0000	Amount - 132.0000				
0 - Delivery	0 - Harry	0 - Delivery	0 - Delivery	0 - Delivery	0 - Delivery				
Amount- 132.0000	Amount- 220.0000	Amount- 264.0000	Amount- 220.0000	Amount- 220.0000	Amount- 80.0000				

RETRIEVE

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



TICKET NOTE

- Go to Settings>> Settings >> General settings.
- Enable ticket note option.
- Enter the name that you need to display in sale window.
- Click update.

A Fect Customer	4 ±1/19 Status Unpaid ■ Ales		= E	Ticke	t Note
(III) Retneve	Qty Product 1 dinner rolls	Tax Net Amount 8.91 49.50			
Ticket Note					
(D) Return					
- New					
↓≡ Stock	¢				
SLOCK	Total	INR	58.41		
emporary Bil	✓Settle	×Ho	d	Save	S Close

- Go to sales >> Sales.
- Select the products.
- Click ticket note.
- Enter the details and click save.
- you can see the ticket note in invoice.

A lect Customer	4 #1) Status New	0 Nat		± 1		
(D) Retrieve	Qty Product	Тах	Net Amo	unt		Welcome
Ticket Note			Enter	Admin Passv	rond X	
(⁽⁾ Return			1	2	3	
New			4	5	6	
Quotation			7 CLEAR	8	9 ENTER	
↓≡ Stock	د Total	INR		0	ENTER	0.00
emporary Bil	ettio		XHold			Disable Barcode

RETURN

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



KPas Superr	srket 5 #1/22	= +	~	22	August 2022 11:13 AM -
Solart Customer	Status Return Axes Qty Product -1 waffles -1 vegetables -1 seafood	Tax Net Amount -21.60 -120.00 -18.00 -100.00 -14.40 -80.00	Bread/Bakery		
ficket Note	1 sandwich 1 ise orien 1 denser rols 1 dessert	-9.00 -50.00 0.00 -140.00 -8.91 -49.50 32.40 180.00	Frozen Foods		
(i) Return			Beverages		
New Quotation			Dairy		
↓≡ Stock	د Total	, INR -823.81	Meat		
E Temporary Bill	ØSettle	Xilold	~ ~	Enable Barcode	Keypad
ŵ					Admin @Main Nerro

- 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.

A Select Casterner	6			-	^		¢
(C) Retrieve	Status Return QCy Pro	Alas iduct	Tex	Net Amount	Bread/Bakery	dessert / [Price:180.00,Qty:1. 00]	seafood / [Price:80.00,Qty:1.0 0]
Ticket Note					Frozen Foods	waffies / [Price:120.00,Qty:1. 00]	vegetables / [Price:100.00,Qty:1 00]
(III) Neturn					Beverages	ice cream / [Price:140.00,Qty:1. 00]	dinner rolis / [Price:50.00,Qty:1.0 0]
New					Dairy	sandwich / [Price:50.00,Qty:1.0 0]	
↓ Stock	< Total		NR	0.00	Meat		
	Total			0.00			

- If you click no for the confirmation message, select items from the right-side menu.
- While selecting items, select from the pop up shown either product only or sub products
- Then enter the quantity that you need to return
- Click settle button for settlement.

Select Customer	12 ∉1/33 Status Unpad ■ Ala	- +	^		¢
t) Retrieve	Qty Product -5 dinner rolls book -1 dinner rolls	Tax Net Amount -62.37 -346.50 -12.47 -69.30	Bread/Bakery	dinner rolls	sandwich
Ticket Note	book		Frozen Foods		
t) Netum Stop			Beverages		
New					
			Dairy		
New Qastation			Dairy	1	2 3
Quotation	¢		Dairy Meat	1 4 7	
	< Total	INR -490.64		4	2 3 5 6

- Activate the option easy return from utility.
- You can return products without entering the invoice number after admin password.
- You can select the sub product if you want to return it too
- After completing the return process click on return stop
- Now you can sale products as usual

elect Customer			= #	~			¢,
elect Customer	Status, Nex	Find Item			x		
(D) Retrieve	Qty	Search			٩	h	ce cream
		Basic Information	Price Stock Other				
Tickat Note		Tex		Barcode		V	egetables
		TEX	Tax %	Barcode			
10 Return							
Return New							
New		Discount	1.00				0
		Discount Discount	Туре	Discourte Value		2	3
New			Туря			2 5	
New Quetacon			Type				3
New Quotation	c Total		Type			5	3

STOCK

- You can see the stock details of products from sale window itself.
- Click stock button as shown in the figure.





- Search the product using barcode or product name.
- You can view the basic information, stock details, stock, tax, and discount details.



- If you need a temporary bill, click temporary bill button.
- Click new button for a fresh invoice.
- You have an option to enable and disable the barcode
- If you disable the barcode, barcode products will not be shown in the grid.
- You can enter the quantity of products by using keyboard.

Select Customer	⊄1/0 Delivery Status New			= +	1		
10) Retreve	Qty	Product	Net	Amount		Welcome	
- Ticket Note							
t) Return							
New							
Send Orders							
↓ Geder Priority	Balance		ريال	,		0.00	
E Temporary Bil	Sett		XClose		1	Disable Barcode	

- If you enable the barcode, you have a field to enter the barcode at the top side of the screen.
- Enter quantity in a box left to it.



OPEN ITEM

- You can add open products which are not saved in this software.
- Click '+' button in sales window.
- Enter the name of open products and add product description.
- Enter price and price type (whether price includes tax or not).
- You can save the product by clicking save.
- Click OK if you don't need to save the open product.



A ange Customer	13 #1/ Customer lest Status New		1		
	Qty Product	Involce Details		x	_
Retaineve		Warehouse	Sales Person	elcome	
KELNEVE		Default	v V		
~		Price List	Discourt Price List		
Ticket Note		Default	- None		
		Invoke Date	Ignore Tax		
ten Fetum			I Ignore Pricing Rules		
Fieturn		Due date	Furchase Order Details		
			J+		
Sem		Delvery Date			
Лен			0+		
=0		Customer Address Ora	on Shipping Address Chan	94 F	
Quotation		Address 1,	Address 1, Address 2,		
		Address 2, city,			
↓≡	¢	dt, India,	dt, India,	0.00	
Stock	Total	arasta	areate	0.00	
-0	-		- Э ОК	and the second se	
mpotary Bil	🖉 Settle			able Barcode	

- click on invoice details button.
- You can select the price list and discount price list
- Edit invoice due date.
- You can select if you want to ignore pricing rules (if any) or tax
- Enter purchase order details.
- You can change customer address and shipping address.
- Click ok button and then select the products.

Select Castemer	13 #1/38 Status Unpeid ■ Ales		•	~		C,
t) Ratnava	Qty Product 1 ke cream 1 dessert	Tax 0.00 32.40	Net Amount 140.00 180.00	Bread/Bakery	dessert	ice cream
Ticket Note				Frozen Foods		
(III) Return				Beverages		
New						
Quotation				Dairy		
↓≡ Stock	¢		5	Meat		
and	Total	INR	352.40			

SETTLE

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

Status : Unpaid Delivery	# 1/3		Total		INR	1	18.00	6
Qty Product 1 sendwith	Tax 9.00	Total 50.00	Charge	ed			0	Cash
1 dinner rolls	9.00	52.00	5	1	2	3	All	Card
			10 20	4	5	6	half 1/n	Voucher
Ticket Total Discount Offer Amount Sub Total		100.00 D 100.00	50	7	8	9	Gift Voucher	
Round Net Amount Tax Amount Gross Amount		100.00 18.00 118.00	100 500		0	x	Gift	Customer Account
Payment Total Change Total	INR	0.00	Delete Payment	Discount	SRound	Print Preview	Print Bill	Close

- 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.

Status : Paid		0.00	
	Print Preview	x 00	
Qty Product	Company name	0	Cash
1 sandwich 1 dipter toils	8 Alding Street (21y Consettion 125465180)		
	123660566 Intr.80 c 2 Data 25660522	All .	
	Cash Delway Date 2308/2022		Card
	Non Sty Price VAT Total	alf	
	dene		
	UTC40045 1.30 BLOG BLG 50.30	./n	Voucher
	Net Teal: 10.00 110.00		Vodener
Ficket Total	Total IM 110,00		
Discount	term 2 Bishus Paid	oucher	
Offer Amount	Cum 112.00 Different 3.00		
ub Total	660 W. 19		
Round	*10000000000003*	lints	Customer Account
	Principale: 25/05/0222 82 93 MI		
Net Amount	Atten		
fax Amount	here and her	äft	
Gross Amount	🛇 Cancel 🛁 Print		
ayment Total			Close
Change Total	INR 0.00 Payment Concern Concern	Corrint Bill	

- You can view the print preview of invoice by clicking Print Preview button.
- You can click on this button either before or after the settlement.
- Before settlement you won't get the digital invoice as print preview.
- Click Print button to take a print out of invoice.



Status : Unpaid Delivery	# 1/4		Total		INR		59.00	G
Qby Product	Tax 9.00	Total 50.00	Charge	ed			0	Cash
1 dinner rolls	9.00	50.00	5	1	2	3	All	Card
			10				half	
			20	4	5	6	1/n	Voucher
Ficket Total Discount Differ Amount		100.00	50	7	8	9	Gift Voucher	
iub Total		100.00	100				Points	Customer Accoun
Round Net Amount Tax Amount Gross Amount		100.00 18.00 118.00	500		0	x	Gift	G
Payment Total Change Total	INR	59.00 59.00	Delete Payment	Discount	(S) Round	Print Preview	Print Bill	Close

- You can delete the payment if you are not done the complete payment.
- You can see the option as in the figure.
- Click on the Delete Payment option.
- Click yes from dialogue box.
- Now you can select the payment mode.



- To change the quantity or to cancel the selected product, click on the product
- The options will be shown in the left side
- You can change the quantity by clicking '+' or '-'.
- To cancel the product click cancel button.



- If you enable the price edit option in utility, change price option is also shown there.
- Click on the button, change the price.
- Select the type, price, or price + tax.



- Click Advanced option if you need to change the price, Tax and Discount details.
- In price details you can see the margin option.
- Enter the margin amount.
- The margin amount will be added to the total price and you can increase the price amount here.





• Untick the tax option if you need to avoid the tax for that product.



- You can change the discount details here.
- You can see the product discount here.
- You can untick it if you don't want that discount for now.
- You can also add custom discount too.
- Click OK.

+	1 ¢1/6 Status Unpaid Alios	= =	<u>^</u>		¢
-	Qty Product 1 sandwich 1 dinner rolls	Tex Net Amount 7.63 42.37 6.86 38.14	Bread/Bakery		
e Badi		Product Description			
Cancel		dinner rolls		-	
Change Price					
Advanced		E ok	🛇 Cancel		
Product Description	κ.	INR 95.00	Meat		
	Total	INR 95.00			
Send Orders	Settle	×Hold	~		Keypad

- You can add description for products here.
- If you need to print it on invoice, then activate the utility in settings.
- Click ok.



• Click send order if you need to send the order details to kitchen.



Status : Unpaid Delivery			Total		INR		95.00	G
Qty Product 1 sandwich	Tex 0.00	'latal 50.00	Charge	d	INR ·		0	Cash
1 dirner rols	0.00	45.00	5	1	2	3	All	Card
			10 20	4	5	6	half 1/n	Voucher
Ticket Total Discount Offer Amount Sub Total		95.00 0.00 95.00	50	7	8	9	Gift Voucher Points	
Round Net Amount Tax Amount Gross Amount		95.00 0.00 95.00	100 500	·	0	x	Gift	Customer Accoun
Payment Total Change Total	INR	0.00 95.00	Delete Payment	Discount	(§) Round	Print Preview	Print Bill	Close

- To enable the multicurrency payment, activate the feature in utility.
- Go to POS section, select the products, and click settle.
- At the settlement page change the currency from the drop down against charged option.
- The values are according to the exchange rate saved in the software.
- Currency equivalent to INR will be shown there, while settling the invoice.

A sleet Castomer			+ ^		¢
10) Retrieve	Stritus Nite N Qty Product	roduct Master		x er rolls	sandwich
		Product id	2		
Ticket Nate		Name	dinner rolls		
		Alas Name	لقات الغشاء		
10) Return		UPC Code	UPC601433718388	*	
		Department	Bread/Bakery	v	
New		Vandor	SupplierA	~	
		Unit	KG	-	
Quotation		Sale Price	50.00		
discrete u		MRP	50.00		
↓≡	c				
Stock	Total		÷	NOK	
=2					

- If you enable edit product option in utility, you can edit the product details while selecting the product for sale.
- A pop up will be shown as in the figure.
- Change the details and click ok.
- You can edit the product only one time through this utility.

		Customer S	earch	5
Search			Q (1)	Select Customer
ist 2	5465484654		End Customer	Edit Oustomer
EST CUSTOMER	1234567890		End Oustomer	
				New Customer
				Account Details
				Advance

CUSTOMER SALES

- You can directly go to the customer window by selecting customer sales.
- Select the customer and click on select customer button.
- You can select the products and settle the bill.



WARE HOUSE

- In warehouse section you can create multiple warehouses and manage separate stock for them.
- To create a new warehouse, click on warehouse
- Click '+' button.



		Wa	arehouse		
Name	1		VAT NO		_
Phone No.			Company	Company name	
Address			Description		
Email ID			Status	Active	v
	Default Warehouse				
	💾 Save	C Delete	Keyboard	S Cancel	

- Enter Name of warehouse, phone number, address, email id, Tax number, company, description and status.
- Select whether the warehouse is default or not.
- Click save button.



STOCK ENTRY

- We can manage the stock receiving, transfer and return in this section.
- Click on stock entry.
- You can view already entered details here.
- Click on '+' button to add new entry.

		Sb	ock Entry						+
Stock Entry Number	3	TransactionType	Material Re		Receive	ng Person	Admin		1
Invoice Series Stock Entry Date	3 08/26/2022	Source Warehouse	ware house	s1 v			Add Its		
Sitio Item Code		Description	Sale Price	Cost Price	Quantity	Packing Quantity	Total Quantity	Total	
									1.00
							fetal		0

- Select the transaction type material receiving, Material issue or material transfer.
- Select material receiving first.
- Stock entry number, invoice series and stock entry date are selected by default.
- Select the source ware house.



- Click Add item button to add products.
- You can scan barcode or click search button to select the products.
- Enter the quantity and click '+' button in the right side of the stock entry.
- Click confirm.
- Once you click confirm then you can't edit the details unless you click cancel confirmation.



		Sto	ck Entry					+
Stack Entry Number	3	TansactionType	Material Transfer	Receiv	ing Person	Admin		-
Invoice Series	3	Scarce Warehouse	ware house 1					
Stock Entry Date	08/26/2022	Destination Warehouse	ware house 1			AM 1	ten	
			Sale Price Cost Price	Quantity	Padking Quantity	Tetal Quantity	Total	
SNo Item Code		Description						
Silo Item Code	andwich		2000 NCC COOLING		2,00	2.00	00.00	+
	pandwich:							+

- For material issue select the warehouse and products same as in material receiving.
- For material transfer select source warehouse as well as destination warehouse.

STEP 33 - 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 account are displayed.

		Accounts		
Accounts	Date From Date To	01/18/2021 @+ 01/18/2021 @+	Q Search	1 Account Details
			Salence	
Cand	16323.09	0.00	-16323.09	a
Cash	568.80	0.00	-568.80	Print
Customer Account	0.00	0.00	0.00	
Discount	1050.00	0.00	-1050.00	Print Option
Expence	2500.00	0.00	-2500.00	@ Big Print
Purchase	805.00	0.00	-805.00	O Small Print
Rounding	0.00	0.00	0.00	
Sales	0.00	39670.00	39670.00	
Text	148.50	6101.09	5952-19	
type 1	0.00	0.00	0.00	
/endor Account	0.00	953.90	953.90	

- 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.

		Account E	Details		
Date From Date To	01/18/2021 8- 01/18/2021 8-	Q Search	(1) Refresh	₽Past	← Back
					r.
Payment Transaction[Cash]	Cash	18/01/2021	157.08	0.00	
Payment Transaction(Cash)	Cash	18/01/2021	205.76	0.00	
Payment Transaction(Cash)	Crsh	18/01/2021	135.16	0.00	
Payment Transaction[Cash]	Crish	18/01/2021	70.80	0.00	
		Total Debrt	: \$46.80 Total Cred	t :0.00	Balance - 568.80

- 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 34 - 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		
Watehouse [All		Q		🖳 View	Print Option O Small Print ® Dig Print	
(4 1 d1) H + ⊕ ⊕ ⊖ □ 1	1 M. - 1005		Find Net			1
Build	mpany name ng "Street "City ly Item Report Plint Dat	a & Time : 26405	5822 11:30 41 AM			
Item	Price	Qty	Total			
User: Admin						
Warehouse: ware house 1						
	68.00	1.00	50.00			
		Total :	50.00			
		Total : Discount :	50.00			
denter rills						
	Profe	Discount :	2.25			

DAILY ITEM REPORT

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

- Click on DAILY ITEM REPORT.
- To view the report, select ware house and 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.

			D	ay Wise Report		
Day No - Fro To Warehouse		3 3 All		Clear	Print Option # Small Print O Big Print	
Build	mpany name ing .Street .City					
	y Wise Report 18 2508/2022 11 ware house 1	1.32.53				
Prim Date & Tr AM Warehouser v Day ner 3 Introites No.: 5 Hern Cinner mills Introites Introites	y Wise Report 114 25/08/2022 11 ware house 1 Price Oty 52:00 1:00 size Wise Total: Wise Obsceame	Total 51 000 52 000 2 235				
Print Date & To Abl Warehouse: v Day not 3 Introdue Not 5 Hern cinner rulls Introdue Pr	y Wise Report ne 25/09/2122 11 ware house 1 Price Oty 52:00 1:00 size Wise Total:	Total 50.00				

DATE WISE REPORT

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

- Click on DATE WISE REPORT.
- Here you have an option to set the **FROM DATE** and **TO DATE**. Set a "from date" and "to date".
- Select ware house
- 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 and select ware house
- Click **VIEW** button to view the report.
- Use **print**, **layout** and **export** features as done in the other reports.

Pet Option # Small Pert O tog Pert

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.



			Ye	ar Wise Report		
car	2	1021		ि View Clear	 Option B Small Print O Big Print	
4 1 of 1	F H + ⊗	🖇 🖨 🖬 🔍 - 1 m	en - Find	Net		
¥	Mar Deces					
	r Wise Report e: 1/18/2021 1:49:	37 PM				
Print Date & Tim						
Print Date & Tim Year: 2021	e: 1/18/2021 1:49	Total				
Print Date & Tim Year: 2021 itom	e: 1/18/2021 1.49	Total				
Print Date & Tim Year: 2021 item 1 sandwich	e: 1/18/2021 1.49 Ory Price 66.03 110.03	Total 2950.00 11.00				
Phint Date & Tim Year: 2021 itom 1 sondwich 2 scap	e: 1/18/2021 1.43: Oty Price 66.02 110.02 1.00 11.02	Total 3958.00 11.00 11.00				
Part Date & Tim Year: 2021 item 1 sondwich 2 scap 3 combo 1	e: 1/13/2021 1.43: Ory Price 66:00 110:00 1.00 11:00 1.00 11:00 805:0 129:00 3	Total 3858.00 11.00 11.00 59776.00				
Print Date & Tim Year: 2021 Born 1 sandwich 2 scap 3 combo 1 4 dinner rolls	e: 1/18/2021 1.49: Gey Price 66.02 110.02 1.00 11.02 1.00 11.02 0 20.02 120.03 20 0 20.02 120.00	Total 3858.00 11.00 11.00 59776.00				
Print Date & Tim Year: 2021 born 1 sandwich 2 scap 3 combo 1 4 dinner rolls 5 tothilas	e: 1/18/2021 1.48: Gpy Price 66.02 110.02 1.00 11.02 1.00 11.02 0 10.0 11.02 0 28.02 129.00 1 0 28.02 100.02 6.00 180.02	Total 2058-02 11-02 11-02 19776-02 2758-02				
Print Date & Tim Year: 2021 item 1 sandwich 2 soap 3 combo 1 4 dinner rolls 6 tonilas 6 soallas 6 saallas	e: 1/18/2021 1.48: Gpy Price 66.02 110.02 1.00 11.02 1.00 11.02 0 10.0 11.02 0 28.02 129.00 1 0 28.02 100.02 6.00 180.02	Total 3658-00 11:00 59776-00 2788-00 108-00 108-00				
Pint Date & Tim Year: 2021 1 conduich 2 combo 1 3 combo 1 4 dinner rolls 6 tothlas 6 tothlas 7 seafood 8 desset	e: 1/18/2021 1.48: Gpy Price 66.02 110.02 1.00 11.02 1.00 11.02 0 11.02 28.02 129.00 1 0 28.02 120.02 6.00 180.02 1.00 120.02	Total 2958-00 11:00 11:00 2708-00 2708-00 108-00 108-00 108-00				
Peril Date S Tim Year: 2021 item 1 santwich 2 scap 3 combs 1 4 dimer rolls 6 scellas 6 scellas 7 santod 8 desset 1	e: 1/18/2021 1.49: Oby Price 66.02 110.02 1.00 11.02 1.00 11.02 0.02 129.00 3 0.02 120.00 6.00 10.00 1.00 120.02 1.00 120.02 1.00 120.02	Total 3900 00 11 00 59776 00 598 00 100 00 100 00 100 00 100 00 100 00 000 0				

YEAR WISE REPORT

Provides the year wise sales report.

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

				Category Report		
Date From		01/18/2021	0.		Print Option	
			-	R View	R Small Print	
Tate To		01/18/2021		<u> </u>	C Big Print	
Category		Bread/Bakery		🔄 Clear	C bg Pinc	
concegory .		or cool parkery				
0 8 0	ompany name Iranch Name Itagory Report	8 \$ \$ 0 U H+	183 •	Find Hart		
Co Co Print Date & Tr	ompany name Iranch Name Itegory Report me: 1/18/2021 1		185 -	Rod Bert		
Cr Cr Print Date & Tr Date : 18-01-2	ompany name Iranch Name Itegory Report me: 1/18/2021 1. 121		wx ·	Rod Bast		
Co Co Print Date & Tr	ompany name Iranch Name Itegory Report me: 1/18/2021 1. 121	49.57 PM	165 -	Red : Net		
Co E Co Print Date & Tr Date : 18 01 2 category : Dec	ompany name Iranch Name Inigory Report me: 1/18/2021 1: 221 224 226/Bakery	49:57 PM Total	105 -	Auf Ind		
Co E Print Date & Tr Date : 18.01.2 category : Dec Item	ingory Report me: 1/18/0021 1: 2011/2012 Price Qty	49:57 PM Total 11.00	107	hd hat		
Co E Print Date & Tr Date : 18-01-2 category : Bro Itam conto 1	engory name Inanch Name Ingory Report Inc. 1/18/2021 1 221 223 224 224 224 224 224 224 224 224 224	48.57 PM Total 11.00 20016.00	1025 -	M M		
CC E CC Paint Date & Tri Date : 18-01-2 category : Bre Imm combo 1 dimen rolls sandwich	ompany name Inspory Report me: 1/18/2021 1. 321 Price Oty 11.00 1.00 44.00 6394 0 64.00 2.00 52.00 45.00	48:57 PM Total 11.00 5036:00 158:00 128:00	100% -	Nd Bd		
Cr E Cr Print Date & Tr Date : 18.01.2 category : Bre Item cento 1 denor rols denor rols	engory name Inanch Name Ingory Report Inc. 1/18/2021 1 221 223 224 224 224 224 224 224 224 224 224	48:57 PM Total 11.00 5036:00 158:00 128:00	182% -	No Tex		

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.

						Thomas)	Nise Report		
						Item	wise Report		
Date Fro	m		01/18/20	21	8.		R View	Print Option	
Date To			01/18/202	21	0.			8 Small Print	
item			All		(२ 🛛		O Big Print	
	Company Branch	Name							
PM Date: 184	Branch Item Wise & Time : 14 14-2021	Name Report	150.36						
PM Date: 18- item: con Invoice	Branch Item Wise & Time : 14 14-2021	Name Report	1:50:36 Total						
PM Date: 18- item: cor Invoice No.	Branch Item Wise & Time : 11 01-2021 Itbo 1	Name Report 18/2021							
PM Date: 18- item: cor Invoice No.	Branch Item Wise (\$.Time : 1) (1-2021 (the 1) Price (11.00	Name Report 18/2021	Total						
PM Date: 18- item: con Invoice No. 68	Branch Item Wise (& Time : 1) IN-2021 abo 1 Price 11.00 Product Die	Name Report 18/2121 Oty 1.00 Total: scount:	Total 11.00 11.00 0.00						
PM Date: 18- item: cor Invoice No. 68	Branch Item Wise & Time : 14 IN-2021 IN-2021 IN-2021 Price 11.00 Product Dis Grand	Name Report 18/2021 98y 1.00 Total:	Total 11.02 11.00						
PM Date: 18- Henc con Invoice No. 65 Date: 18-	Branch Item Wise (S.Time : 1) IN-2021 IN-2021 Price 11.00 Product Dik Grand IN-2021	Name Report 18/2121 Oty 1.00 Total: scount:	Total 11.00 11.00 0.00						
PM Date: 18- Henc con Invoice No. 63 Date: 18- Henc din	Branch Item Wise (S.Time : 1) II-2021 II-2021 II-2021 Product Dik Grand II-2021 ner rolls	Name Report 18/2221 Dty 1.00 Total: scoutt Total :	Total 11.00 11.00 0.00 11.00						
PM Date: 18- Henc con Invoice No. 65 Date: 18-	Branch Item Wise (S.Time : 1) IN-2021 IN-2021 Price 11.00 Product Dik Grand IN-2021	Name Report 18/2121 Oty 1.00 Total: scount:	Total 11.00 11.00 0.00						

ITEM WISE REPORT

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

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

				Current Sale Report	
			<u></u> .	Pitet Option	
(Company is	ane			^
Cu Print Date & Date: 18-01-2	1021	leport	2 19 PM		
Cu Print Date &	ment Sale F Time: 1/18/2 8121 : 69	leport 021 1:5			
Ca Print Date & Date: 18-01-2 Invoice No.	rrent Sale F Time: 1/16/2 821	laport 021 1:5 Qty	Total		
Co Print Date & Date: 18-01-2 Invoice No. Hern	ment Sale F Time: 1/18/2 8021 : 69 Price	021 1:5 029 1:5 0ty 1.00	Total		
Cu Print Date & Date: 18-01-3 Invoice No. Nem sandwich totil as	ment Sale F Time: 1/18/2 8021 : 69 Price 70.00	021 1:5 029 1:5 0ty 1.00 1.00	Total 70.00		
Cu Print Date & Date: 18-01-3 Invoice No. Nem sandwich totil as	rrent Sale F Time: 1/18/2 821 : 69 Price 70.00 30.00 11.00	021 1:5 029 1:5 0ty 1.00 1.00	Total 70.00 90.00		
Co Print Date & Date: 18-01-2 Invoice No. Hern Landwich	rrent Sale F Time: 1/18/2 821 : 69 Price 70:00 90:00 11:00 Tax Am	Oport 021 1:5 029 1.00 1.00 1.00 1.00 50001 : 50001 :	Total 70.00 90.00 11.00 171.00 30.78		
Co Print Date & Date: 11-01-3 Invoice No. Nem Tandwich totil as Teap	rrent Sale F Time: 1/18/2 821 889 Price 70:00 90:00 11:00 7 Tax Am Disc	Opport 021 1:5 0ty 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.0	Total 70.00 90.00 11.00 171.00 30.78 6.00		
Co Print Date & Date: 11-01-3 Invoice No. Nem Tandwich totil as Teap	rront Sale F Time: 1/162 821 68 70.00 30.00 11.00 Tax Am Disc heduct Disc	O21 1:5 O29 1:5 1.00 1.00 1.00 Cotal : count : count :	Total 70.00 90.00 11.00 171.00 30.78 0.00 0.00		
Co Print Date & Date: 11-01-3 Invoice No. Nem Tandwich totil as Teap	rrent Sale F Time: 1/18/2 821 889 Price 70:00 90:00 11:00 7 Tax Am Disc	O21 1:5 O29 1:5 1.00 1.00 1.00 Cotal : count : count :	Total 70.00 90.00 11.00 171.00 30.78 0.00 0.00		

CURRENT SALE REPORT

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

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



			Sa	ales Return Report		
Day No - Fr Date To		2		View Clear	Print Option Small Print O Big Print	
	f1> × + ⊗	8 8 3 U H.	HCL • /	ind Next		
	Company name Branch Name					- 1
E Part Date &	Company name Branch Name lay Wisc Report Time : 1/18/2021 1.5	4.48 PM				
	Branch Name lay Wise Report Time : 1/18/2021 1.5	4.45 FM				
E Print Date 8 Day no: 2	Branch Name lay Wise Report Time : 1/182021 1.5 70	4.48 FM				
Part Date 5. Day no: 2 Invoice No.:	Branch Name lay Wise Report Time : 1/182021 1.5 70					
E Part Date 5 Day no: 2 Invoice No.: item combo 1	Branch Name lay Wise Report Time : 1/18/2021 1.5 70 Price Qty	Total				
E Part Date 5 Day no: 2 Invoice No.: item combo 1	Branch Name lay Wise Report Time : 1/18/2021 1.5 70 Price Qty 11.02 /1.00	Total 11.02 11.05 -1.98				
Print Date S Day no: 2 Invoice No: Hern combo 1 In Invoi	Ing Wise Report Ing 1/18/2021 1.5 70 Price Gty 11.02 -1.00 voice Wise Tetal: Tax Amount: te Wise Discount:	Total 11.02 11.00 -1.98 0.00				
E Print Date 5. Day no: 2 Invoice No.: Item combo 1 In In Invoit	Ing Wise Report Ing Ulse Report Ing 1/18/2021 1.5 70 Price Oty 11.02 1.00 voice Wise Tetal Tax Amount: the Wise Discount: Product Discount:	Total 11.02 1.08 0.05 0.00				
E Print Date & Day no: 2 Invoice No.: Item combo 1 In Innois	Ing Wise Report Ing 1/18/2021 1.5 70 Price Gty 11.02 -1.00 voice Wise Tetal: Tax Amount: te Wise Discount:	Total 11.02 11.00 -1.98 0.00				
E Part Date 5 Day no: 2 Invoice No.: Item combo 1 In Invoice 1 Invoice 1	Ing Wise Report Ing Ulse Report Ing 1/18/2021 1.5 70 Price Oty 11.02 1.00 voice Wise Tetal Tax Amount: the Wise Discount: Product Discount:	Total 11.00 -1.98 0.00 0.00 -12.98				

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.

	ermarke	t POS			18 January 2021 13:56
				Day Closing Report	
Date		01/1	8/2021	3- Vier	Print Option
			6161	23 4 100% - Fed Net	
D. Prot Date & Day no : 1		ame Report	:10 PM		
D Prot Date & Day no : 1 cashler: Adr	Branch Na ny Closing F Time: 17153 nis	ame Report 2021 1.50			
D. Prot Date & Day no : 1 cashier: Ado type	Branch Na ny Closing F Time: 17153 nin Sale Arnount	ame Report 2021 1.50 Paid	differe		
D. Prot Date & Day no : 1 cashier: Ado type	Branch Na ny Closing F Time: 17153 nis Sale	ame Report 2021 1.50 Paid	differe nto 34157.		
Di Print Date & Day no : 1 cashler: Adr type Card	Branch Na ny Closing F Time: 17153 nin Sale Arnount	ame Report 2021 1 50 Paid 0.00	differe		
D Prot Date & Day no : 1 cashier: Ado type Card Cash	Branch Na ny Closing F Time: 17153 nis Sale Arnount 34167.46	ame Report 2021 1.50 Paid 0.00 0.00	differe nce 34167. 45		
Di Print Date & Day no : 1	Branch Na ny Closing P Time: 1/160 nis Sale Arrount 34/167.45 887.00	Report 2021 1.50 Paid 0.00 0.00	differe nce 34167. 45 887.02		

DAY CLOSING REPORT (DATE WISE)

• You get the date wise day closing report here.

				Da	y Wise Repor	t - Summary		
bay		1			ł	Clear	Print Option Small Print C Big Print	
Com Bran	pany name nch Name		ચચ્ચ⊦ આક					
Brai Day Wise R Print Date & Tane: Day no : 1 Payment Type	ich Name							
Brai Day Wise R Print Date & Time: Day no : 1 Payment Type User : Admin	nch Name leport - Summ 10500012:18 Debt	Credit						
Brai Day Wise R Print Date & Tanac Day no : 1 Payment Type User : Admin Cash	nch Nama Ieport - Suma 105/2021 2-18 Debt 740/20	Credit						
Brai Day Wise R Print Date & Tanac Day no : 1 Payment Type User : Admin Cash Cash Cash	nch Name leport - Same 105/2021 2-18 Debit 740/20 0/20	29 PV Credit 0.00 520.00						
Brai Day Wise R Print Date & Tanac Day no : 1 Payment Type User : Admin Cash Cash Cash	nch Nama Ieport - Suma 105/2021 2-18 Debt 740/20	Credit						
Brai Day Wise R Print Date & Time: Day no : 1 Payment Type User : Admin Cosh	nch Name leport - Same 105/2001 2-18 Debt 740:20 0:20 0:20	20 PW Credit 0.00 520.00 100.00						
Brai Day Wise R Print Date & Time: Day no : 1 Payment Type User : Admin Cash Cash Cash Eupenia	nch Name leport - Same 105/2001 2-18 Debt 740:20 0:20 0:20	20 PW Credit 0.00 520.00 100.00						

DAYWISE REPORT SUMMARY

• Day wise report you can see the whole summary of sale, receive, advance, expense, and other related details.



K Pas	Superma	arket P	os	18 January 2021 13:57
				Delivery Reports
From Da To Date	te		01/18/	Br Br Br Br Br Br
Day No.	Net Amount	Tax	Gross	Nij-1 1005 - Tod Het
Date: 18- User: Ad				
User: Ad	540.00	82.79	622.79	
42	528.00	82.19 95.04	622.79	
4	1100.00		1299.50	
	4400.00		5235.00	
48	4400.00		5235.00	
60			1399.00	
50	132.00	209.00	1509.00	
50	132.00	25.08	52.36	
50 56	1161.00		1623.16	
	1361.00	259.96	1623.16	
	132.00	25.08	157.08	
55			157.08	
69				
59 62	132.00	25.08		
69		25.08 25.08 31.76	157 08 157 08 285 76	

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.

				Ib	em Sales	Reports			
rom Date o Date			01/18/2 01/18/2		B* B*		Clear	-Print Option	
Bran Item Si Print Date & Time Product		ie ports 121 1:9 Quant							
Bran Item So Print Date & Time Product Date: 18-01-2821	ndes Rep activit&2 Sala Price	ie ports 221 1:9 Quant ity							
Brain Item Si Print Date & Time Product Date: 16:01-2821 Department:Brea	och Nam alles Rep ac V 18/2 Salo Price ad Bake	ie ports 221 1.9 Quant ity	Total						
Bran Item Si Yrint Date & Time Product Date: 18-01-2021 Department:Brea Datp	nch Nam ales Rep act/18/2 Sala Price adBake 11.00	ie ports 221 1:9 Quant ity 2:00 059 0	Total 22.00 30316.0						
Bran Ibem Si Print Date & Time Product Nate: 18-01-2021 Nepartment:Brea 1019 Simercolls	ales Re ales Re act/18/2 Sala Price dBake 11.00 44.00	re ports 121 1.9 Guant ity 2.00 659.0 0	Total 22.00 30316.0 0						
Bran Ibem Si Print Dato & Time Product Nate: 18-01-2021 Nepartment:Brea 1019 Simer rolls archeich	nch Nam ales Rep act/18/2 Sala Price dBake 11.00 44.00 62.00	re ports 121 1.9 Quant ity 2.00 659.0 0 45.00	Total 22.00 30316.0 0 2300.00						
Bran Item Si Yrint Date & Time Product Nate: 18-01-2021 Nepartment Brea cosp Simar rolls andwich andwich	nch Nam ales Rep act/18/2 Sala Price diBake 11.00 44.00 60.00	e 221 1.9 Quant ity 2.00 659.0 0 45.00 1.00	Total 22.00 30316.0 0 2300.00 60.00						
Brain Item Si Print Date & Time Product Date: 18-01-2021 Nepartment-Brea Nap Ennar rolls andwich andwich inner rolls	ch Nam ales Rep c:V 19/2 Salo Price diBake 11.00 44.00 62.00 64.00	re 221 1.9 Gasant ity 2.00 659.0 0 45.00 1.00 2.00	Total 22.00 30316.0 0 2300.00 50.00 128.00						
Brein Sie Profuct Datos & Time Product Date: 18:01:2021 Department:Brea tosp dimer rolls candwich teandwich teandwich	ch Nam ales Rep act/18/2 Sala Price dlBake 11.00 44.00 62.00 62.00 64.00 70.00	e ports 221 1.5 Quant ity 2.00 055 0 0 46.00 1.00 2.00 1.00	Total 22.00 30316.0 0 2300.00 60.00 128.00 70.00						
Bran Item Si Print Date & Time Product	ch Nam ales Rep c:V 19/2 Salo Price diBake 11.00 44.00 62.00 64.00	e potts 221 1.5 Quant ity 2.00 055.0 0 46.00 1.00 2.00 1.00 1.00	Total 22.00 30316.0 0 2300.00 50.00 128.00						

ITEM SALES REPORT

This report shows item sales report.

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

ZKPas Supermarket							
				Total Sale	s Report		
Date From Date To	01/18/203		3* 3*		View Clear	Print Option # Small Print O Big Print	
Company name Branch Name Date wise Total 61/18/2021 - 01/18/2021 Print Date & Time		40 M(* 1005		5nd Net			Î
Sales Report	159-11 PM						
Sales Report Petty Cash Advance	200.00						
Sale Amount	38819.01						
Customera Advanca	0.60						
Customers Payment Total	0.00						
Customers Credit	0.00						
Petty Cash Balance	0.00						
	38899.01						
Inventory Reports							
Stock Receiving Amount	953.90						
							×

TOTAL SALES REPORT

This report shows total sales report details.

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



								18 January 2021	
						Invoice Wise	Total Sales		
Dote Fr Date To				01/18/2021	 3v 3v		View	Print Option	
in Print Date Date CV15 Tryake No.	Bra nvoice W s & Time: 10121 - 01	1/10/2021	me al Solos 11:32:43 P						
Print Date Date CV15 Itwake	Bra nvoice W & Time: k2121 - 01 Sales	fise Tot Hise Tot Hise2321	me al Salos 11:32:43 P Decos						
Print Date Date CV15 Invalue No.	Bra nvoice W & Time: k2121 - 01 Sales	fise Tot Hise Tot Hise2321	me al Salos 11:32:43 P Decos						
Print Date Date CV15 Invake Bo Day no : 1	Bra nvcice W s & Time: k2121 - 01 tales	nch Na Ase Tot 1/10/2021 Tax	me al Salos 11:32:43 P Discos et	Total					
Print Date Date CU15 No. Bay no. 1 1 41	Bra nvoice W e & Time: 10221 - 01 Tales	nch Na Ase Tot 1/02021 182321 Tax 25:00 82:00	me al Salos 11:32:43 P Discos nt 0.03 130.33	Total 107.00					
Print Date Date CV15 Invake No. Day no. 1 1 41 42 43	Bra nvoice W e & Time: 10121 - 01 Bales 10230 540.30	nch Na Ase Tot 1404221 Tax 25:00 42:75 96:14	me al Salos 11:32:43 P Discos nt 0.03 130.33	Total 197.00 522.70 625.04					
Print Date Date CV15 Thrake No. Day no : 1 41 42 43 44	Bra nvoice II a & Time: 10221 - 01 Tales 10230 540.30 540.30	Alse Tot 1102221 182321 182321 182321 183 25:00 82:70 95:34 195:20	me al Seles 11:32:43 P 08008 ef 0.00 130:30 0.00	Total 157.00 522.75 622.04 1285.00					
Print Date Date £015 Nervaixe No. Day ne 11 41 42 43 44 44 45	Bra nvcice W 6 Time: (2021-0) Sales 13230 54030 54030 13030	nch Na fise Tot 1404221 Tax 25.00 62.70 96.14 199.30 912.36	me al Seles 11:32:43 P 08000 ef 0.00 130:33 0.00 0.00 0.00 0.00 0.00 0.00	Total 157.00 522.70 625.04 1246.50 500.06					
Print Date Date CV15 Terratice Bio. Day ne 1 1 41 42 43 44 45 46 46	Bra mecice W a time: 10221-01 teles 10230 54030 110030 574030	Ase Tot 1102221 182321 788 25.00 82.70 96.14 198.30 912.86 826.50	me al Soles 11:22:43 P 0:00 et 0:00 120:20 0:00 120:20 0:00 0:00 0:00	Total 157.00 522.70 625.04 1246.50 500.06					
Print Date Date CVIS Brivalice Bio. Day net 1 41 42 43 44 45 46 46 46 47	Bra nvoice W * 5 Time: (0221-0) Tables 10220 540.30 5740.30 5740.30 4400.30	Alse Tot 11/02221 782 25:30 62:79 95:34 105:30 912:35 825:00 805:00	me al Seles 11:22:43 P 010000 et 0.00 120:00 000 000 000 000 000 000 000 000 00	8 157.00 502.70 603.04 1248.50 5002.06 8/78.50					
Print Date Date CVIS Brivalice Bio. Day net 15 41 42 43 44 45 46 45 46 45 47 42	Bra sector W sector W sector Control takes 10221-00 takes 10230 54030 10030 574030 440030 440030	nch Na Ree Tot 1102221 122201 782 25.00 122.00 120.00 122.00 120.00 100 100 100 100 100 100 100 100 100	me al Sales 11:32:42 P 0.00 120:20 0.00 0.00 0.00 0.00 0.00 0.00 0.00	107.00 502.70 603.04 128630 800.06 8176.60 5256.00					

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.



INVOICE WISE DISCOUNT REPORT

- We can see the invoice wise discount in this report.
- Click view button after selecting from date and to date.
- You can also sort the details user wise.

INVENTORY REPORT

	upermarket				26 August 2022 11:	:49 AM
				Stock Report		
⊠ Zero Wareho		All	۰ ۹	E vie	Print Option	
	Company name					
Bu Print Date & AM	ilding ,Street ,C Stock Report A Time: 26/00/2022	2 ity 11:419-27				
Print Date & AM Item Code	iliding ,Street ,C Stock Report Time: 26/00/2022 Rem	28y 11:49:27 Stock				
Bu Print Date & AM Item Code 8	ilding ,Street ,C Stock Report Time: 2608/2022 Item desset	2hy 11-49-27 Stock -1.00				
Bu Print Date & AM Item Code 8 2	ilding ,Street ,C Stock Report LTms: 2600/2022 Rem desset discretolu	Sity 11-49-27 Stock -1.00 -712.00				
Bu Prim Date & AM Item Code 8 2 5	ilding , Street , C Stock Report Time: 26/06/2022 Rem dessell dimer rolls co cream	2000 11-49-27 500ck -1.00 -712.80 -350.00				
Bu All Item Code 8 2 6 1	ilding , Street , C Stock Report Time: 26/00/2022 Rem desset desset dener rols or cream sandwich	Shock -1.00 -752.85 -752.85 -752.85				
Bu Prim Date & AM Item Code 8 2 6 1 7	ilding , Street , C Stock Report Time: 26/06/2022 Rem dessell dimer rolls co cream	2000 11-49-27 500ck -1.00 -712.80 -350.00				

STOCK REPORT

You can view the stock report of each item here.

- Click STOCK REPORT
- Select ware house
- Click zero stock if you want to see zero stock items also
- Click VIEW button.
- Clear the report by clicking on **CLEAR** button.

							Phys	ical Sto	tk Report		
w	rehouse	₽ Zero All	Stock			v	٩		🛃 View	Print Option O Small Print Big Print	
4.1	of 1 > > 4		121	H- 1005			Fina	Next			
lices.	ben.		Physical	Stock Rep	tet	ns & Time :: Vehicle	26/16/2022 Stock	115050 AM Balance			
lote Lote						Slock	Entry				
8	descel	0.20	0.00	0.00	100	0.00	010	-1.00			
2	dinner rolls	0.10	0.00	0.00	2.00	810.00	100.00	-712.00			
6	ice cream	11.00	0.00	0.00	1.00	600.00	010	-350.00			
	sandwich	100.00	0.00	0.00	2.00	820.00	010	-722.50			
1	seafood vogstables	0.10	0.00	0.00	0.00	0.00	10:00	15.00			
7		0.10	0.00	0.00	1.00	210.00	010	-211.00			
7						100.00	010	- 110.00			
7	wiffer	6.10									

PHYSICAL STOCK REPORT

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

- Click on the **PHYSICAL STOCK REPORT** Select whether you want to see products with zero stock or not
- Select ware house
- Click VIEW button.
- To clear the data, click **CLEAR** button.



				Stock	Receiving	Report		
leport option	Date Fro	n	08/26/	2022		. *	R View	Print Option
B Date Wise	Date To		08/26/	2022			La view	O Small Print
D Batch No Wise	Vendor		All			~ Q		Big Print
	Warehou	De .	All			~ Q		
Inveice Date: 26.08.2	Building Stack Rev	street ,Cit Street ,Cit	,	ne 25/08/2022	11.52.17 AM			
Warehouse: test	Building Stack Rev	Street ,City	,	ne : 25/08/2022	11.52.17 AM			
Warehouse: test Vender: SupplierA	Building Stack Ree 2022	Street ,City	,	ne : 25 08/2022	11.52.17 AV			
Warehouse: test	Building Stack Rec 2002	Street ,City	,	Prica	11.52.17 AM			
Warehouse: test Vender: SupplierA Inveice Number: 1 (Building Stack Rec 2022	Street ,City	t Print Date & Tin					
Warehouse: test Vender: SupplierA Invoice Number: 1 (UPC Code Descri UPCB:45641 ice cm	Building Stack Rec 2022	Street ,City alving Report	t Finn: Date & Tim Total City 1.00	Prica 100.00 let Amount :	Total 992.00 992.00			
Warehouse: test Vender: SupplierA Invoice Number: 1 (UPC Code Descri UPCB:45641 ice cm	Building Stack Rec 2022	Street ,City alving Report	T Fint: Date & Tim Total Gty 100 N	Price 102.00	Total 03.560			

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.
- Select vendor and warehouse
- 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 vendor and ware house
- Select from Date and To Date.
- Click View button.

ZV/28 Scance Return Report copion Data for Apple/2022 Image: Data for App

STOCK RETURN

This report shows the stock return report.

- Click STOCK RETURN REPORT.
- Select vendor and ware house
- Click VIEW button.



STOCK VALUE REPORT

This report shows the stock value details.

- Click STOCK VALUE REPORT.
- Select ware house
- Click minus stock if you need to view the stock value of products with minus stock
- Click VIEW button.



							Profit Report			
Date From Date To		6/2022 6/2022		Uv Uv	ł		Clear	Cest Lest Cost Average Cost Sales Indusive tax	-Prist Option C Small Print & Big Print	
Product	UPC Code		ng Street rofit Report Sales Price		tete & Time Cost	25/08/2022 Total	11:59:07 AM			
desset	UPC876259 6143701	100.00	180.00	1.00	100.00	190.00	80.00			
dinner rolla	UPC634433 71838	20.02	45.00	4.00	120.00	\$92.00	60.00			
ice cream	UPC844554 8519347	100.00	540.00	1.00	100.00	\$40.00	40.00			
	UPC40915	40.02	50.00	2.00	80.00	900.00	20.00			
sandwich				Total :	401.00	600.00	200.00			
sandwich										
sandwich					Invoice We		57.75			
sandwich					0	ise Discourt issture Offer its Discourt	0.00			

PROFIT REPORT

This report shows the profit details.

- Click **PROFIT REPORT.**
- Select FROM DATE and TO DATE.
- Select if you want the report based on last cost or average cost
- 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.

								Depar	tment Stock		
rabe From rabe To repartment				8-01 - 8-01 - Bread/			9× 9×	ł	्रि VI \$ CK		Print Option Small Print O Big Print
	Compa Branc	iny n h Na	me me		∃ 42 4 ,• ×	er.		Find N	art		
Departm Print Date & Nem	Compa Branc ent Stor Time: 1 Rac. 1 chis 0	ny n h Na ck - D /13/21 Ratu	ame me read/D 221.2.0 Spoil S age	kery 47 PM 6 Balan ce		ex.		Find N	at.		
Departm Print Date & Herr sandwidt	Compa Branc ent Stee Time: 1 Rac. 1 Chill 0 10:30	ny n h Na ck - D /13/21 Ratu m	ame me read/D 021 2.0 Spoil 5 age 20 00 40	kery 47 PM 6 Balan ce 16 -58.00		ex.		Find N	at		
Departm Print Date & Nom sandwith S182	Compa Branc ent Stee Time: 1 Rac. 1 Contr 0 10:30 E.00	ny n h Na ck - D via:2i Runu m a sa a sa	ame me icadi D 21 2 0 Spoil S age 20 co 41 0 30 2	kery 47 PM 6 Balan ce 6 -sa ce 0 -230	⊇ 42 4 ,• ×	ex.		Find N	ət.		
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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.

Ana Frant. D <u>U/18/222 3-</u> Ana Frant. D <u>U/18/222 3-</u> tendar - Du/18/222 3- tendar - Du/18/222 3- tendar - Du/18/222 3- tendar - Du/18/222 3- Construction - Du/18/222 3- Construction - Du/18/222 3- Construction - Du/18/223 3- Construction - Du/18/23 3-			Vend	or Account Details	
All Class Class Class Class 4 1 7 473 31 4 - (10 4 10 10 10 10 10 10 10 10 10 10 10 10 10				I View	
View / Low /	fenda r	All		🖨 Clear	C Bg Print

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 op	dion			- Date From			01/18/2021		3-	Print Option	
@ fast l	Moving ite			Date To			01/18/2021		3-	Small Print	
	Moving its				E View			🗢 Clear		O Big Print	
0	Company na Branch Na	ane ne	84	21 9 10%	•	Find Not					ĺ
Date : 0 Hem dinner rolls	Company no Branch Na Sales Ranki n-18-2121 - Price 44.00	ame me 01-18-0 Ory 308.0 0	121 Total 14872.0 0	20 4 · 10%	•	Fnd Not					ĺ
Date : 0 Hem dinner mils sandwich	Company no Branch Na Sales Ranki II-18-2121 - Price 44.00 50.00	ame me 01-18-3 Ory 338.0 0 43.00	921 Total 14372.0 0 2150.00	21 4 . 110%		Fed Not					ĺ
Date : 0 Hem dimer ralls sandwich waffes	Sales Ranki n-18-2021 - Price 44.00 60.00 88.00	ame me 01-18-3 Chy 338.0 0 43.00 6.00	021 Total 14372.0 0 2150.00 528.00	20 Hz+ 100%		Fed Not					Í
Date : 0 Hern Sinner nils sandwich waffes cinner nils	Company no Branch Na Sales Ranki ri-10-2021 - Price 44.00 50.00 88.00 64.00	ame me 01-18-3 043-00 43-00 6.00 1.00	021 Total 14872.0 0 2150.00 525.00 64.00	20 H4+ 11045		Fnd Nat					ĺ
Date : 0 hem dinner mils sandwich waffes dinner mils sandwich	Company n Branch Na Sales Ranki ri-11-2021 - Price 44.00 62.00 88.00 64.00 64.00 60.00	ame me 01-18-3 0 43.00 6.00 1.00	021 14972.0 0 2150.00 628.00 64.00 65.00	20 Hz 1005	T	Fad Nat					
Date : 0 Hern Sinner nils sandwich waffes cinner nils	Company no Branch Na Sales Ranki ri-10-2021 - Price 44.00 50.00 88.00 64.00	ame me 01-18-3 0ay 338.0 0 43.00 6.00 1.00 1.00	021 Total 14872.0 0 2150.00 525.00 64.00	20 Hz 1006		Fed Not					
Date : 0 hem time rolls sandwich waffes cinner rolls sandwich sandwich	Company n Branch Na Sales Ranki ri-11-2021 - Price 44.00 50.00 88.00 64.00 64.00 64.00 70.00	ame me 01-18- 0hy 338.0 6.00 1.00 1.00 1.00	021 Total 14072.0 0 2150.00 528.00 64.00 62.00 70.00	20 4. 100%		Fnd Not					

SALES RANKING REPORT

This shows the sales report based on sales ranking.

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

				Ir	ventory Transi	ection Reports		
lo Date From Date			1/18/2021 1/18/2021	D* D*		🔁 View	Print Option Small Print O Big Print	
((1	Company nar Dranch Nam		\$ \$;⊟21 4 • :	100% -				
Inven Print Date PM Item		n Rapo 21 2:12 a Sale a Cot 0 601 0	fs 102 - Balan Ce					
Invest Print Date PM Rem conte 1 direc rols	Company nar Branch Nam fory Transactio & Time : \$1192 Rec. Spoil Rec eVin age m 5 9 00 9 00 0 10 0 10 0	n Rapo 21 2:12 3 Sale 8 10 E 00 0 691.0	na 02 - Balan Ce 0.00 701.00					
Inven Print Date PM Item	Company nar Branch Nam tory Transactio & Time : 1/10/2 Rec Spot Ret eVin spe m s 310 310 0	1 Rapo 21 2:12 1 2:13 1 Sale 8 10 E 00 0 691.0 0 10 E 00	m 02 - 8800 60 00 701.00 0.00					
Inven Print Date PM Item conte 1 dimerrola ice chen	Company nan Dranch Nam tory Transactio & Time : 1/10/2 Rec Spoil Ret eVin age m 0 00 0 00 0 10.00 10.00 0 0.00 0 00 0	1 Rapo 21 2:12 1 Sale 8 10 E 00 10 681.0 10 681.0 10 681.0	ns 92 - 886an 08 100 701.00 6.00 -8.00					
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INVENTORY TRANSACTION REPORT

This shows the inventory transaction details.

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

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				Inventory Reports
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4.1	of 1 > Compan Branch		0 0 41	100% - End Hest
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Print D PM Item Code	Investory	Reports 915/2821 :	2 12:48 Balance	
PM Item Code	Inventory ate & Time :	Reports 115/2821 : Case 41:50	Balance 69.00	
PM Item Code	Inventory ate & Time : hern sandwort scap	Reports 115/2821 : Case 41:50 10:00	Balance 62.00 2.00	
PM Item Code 1 15 2	Inventory ate & Time : barn sandwort soap dreamets	Reports 1915/2021 : Cast 40.50 10.00 40.00	Balance 62.00 2.00 354.00	
PM Item Code 1 15 2 3	Inventory ate & Time : hern sandwort scap	Reports 115/2821 : Case 41:50 10:00	Balance 62.00 2.00	
PM Item Code 1 15 2	Inventory ate & Time : barn sandwort soap dreamets	Reports 1915/2021 : Cast 40.50 10.00 40.00	Balance 62.00 2.00 354.00	
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INVENTORY REPORT

This report shows the inventory details.

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

					Cost	Reports			
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COST REPORT

This report shows the cost details.

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



		E	pense Details Report		
Date From	18-01-2021	8.	E View	Print Option Small Print	
Date To Expense Types	18-01-2021 All	0• ·	🗘 Clear	O Big Print	
Print Date & Time: 1/5 PM					
PM Name Date 1989 2 01/38/221	Invoice Amount Ro. 2 503.03 Apernois : 500.00				
PM Name Date 1989 2 01/38/221	Ra. 2 530.03				

EXPENSE REPORT

This report shows the expense details.

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



VENDOR PAYMENT DUE REPORT

- This report shows the vendor payment due details.
- Select from and to date.
- Select vendor and user.
- Click view button.
- You can sort the details by number of due days and store.

				Low	v Stock It	em			
tem Count Warehouse	0 All					🛃 View	Print Optio O Sma ® Big P	I Print	
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LOW STOCK ITEM REPORT

• You can view the low stock item details here.

CUSTOMER REPORT

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CUSTOMER INVOICE DETAILS REPORT

This report shows the customer credit details.

- Choose DATE FROM and DATE TO.
- Select CUSTOMER.
- Click VIEW button.
- If you need to know the items purchased by this customer, click item wise



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					Customer Ac	count Details			
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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.

				Advance Re	port			
Date From	1	01/18/2021	0-	-	_	-9	rint Option	
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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.

CUSTOMER PAYMENT DUE REPORT

				Customer Pay	ment Due Report		
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	Customer sacsc	Invoice No. 6	Total Creck Sales P Return 584.25 0.00	0.00 584.25 Print date : 26/08/2022 1	0 O		

- Select from date and to date.
- Choose customer and user.
- Click View button.
- You can sort the details store wise as well as due days.

TAX REPORT

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						Sales Tax Report		
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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.



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iate From late To I Summan	08/26/21 08/26/21 31 Depens	02]•			🛃 View 🗘 Clear	Pr	int Option O Small Print ® Big Print	
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TAX REPORT

This report shows the tax details.

- Click on TAX REPORT.
- Choose DATE FROM and DATE TO.
- Click summary if you want to summarize the tax details.
- If you need to show the expense details too by clicking that option.
- 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.

						Good	is and S	ervices Tax				
Date Fi	rom	08	/26/2022		U*		i.	F ase			itomers	
Date To		08	(26/2022		B*			•~~ هـا			Al Registered	
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	at 1) 122 - (14:25-20) Itradica Usile	72	Com	pany nam	City	for tot Cale & Time Taxable Amount	254842022	1.25-32 PM NVVAn				
(8252) Invoice No	122 - OK 25-201 Invoice date	72	Com Building	pany nam g "Street " Sales	City P	int Oale & Time Taxable	254842022					
(8252) Invoice No	122 - 08/25/201 Invoice	72	Com Building	pany nam g "Street / Sales Tax	City P VAT 5	int Osle & Time Taxable Amount	254842022 VAL	NV Value				
(8252) Invoice No	122 - OK 25-201 Invoice date	72	Com Building	pany nam g .Street / Sales Tax cess	P VAT'S 5.00	int Date & Time Taxable Amount 128.00	25-08-2022 VAT 6.30	NV Value 154.36		·		
18/25-20 19/06/26 10	122 - OK 25-201 Invoice date	72	Com Building	pany nam g .Street / Sales Tax cros 037 cros	P NAT 5 5.00 13.00 0.00 5.00	nt (Jale & Time Taxable Annound 126 00 126 00 247 00	25488/2022 VAT 6 30 22 68 0 00 12 38	NV Value 154.36 154.08 430.43 430.43		·		
18/25-20 19/06/26 10	122 - 08/25-203 Invoice date 25-00-2022	72	Com Building Customer Name	pany nam g .Street / Sales Tax cros 037 cros 637	P VAT 5 5.00 13.00 5.00 5.00 13.00 13.00	tet Usle & Time Taxable Arrowd 126.00 126.00 128.00 247.50 247.50	25488.9022 WAT 6.30 22.58 0.00 12.38 64.55	NV Value 19438 19438 430.43 430.43 430.43				
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(8/25-20 1000000 100 3	82 - 08/25/200 Invoice Usile 25-06-2022 25-08-2022	72	Com Building Customer Nama	pany namy j .Street / Sales Tax cros GST cros GST cros GST	P VAT 5 5.00 13.00 0.00 5.00 13.00 5.00 13.00 5.00 13.00	tet Cale & Time Tacable Amount 120 00 125 00 128 00 247 50 247 50 42 75 42 75	25408/2022 VAT 6 30 22 68 0 00 12 38 64 55 2 14 7 70	NV Value 154.36 430.43 430.43 430.43 430.45 52.56				
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SALES GST REPORT

- Select the date range.
- You can see both sales and sales return report.
- You can also sort the tax details by tax name.
- Also click HSN code if you want to see it in the report.

					Pun	chase			
Date From Date To				5-			Vendor Al O Registered O Usregistered		
((1 d	1	8880	Al 🔍 - 🗌 30%		Find Next				٦
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18-01-2021	1(1)		SupplierA	1.80	402.00	4.00	1431.80		
101011-2121	100		STERROY	18.00	1210.00	217.90	1431.80		
18-01-2021	3 (R)		Supplier b	1.00	400.00	4,00	476.00		
New Parks	260		or here a	18.00	401.00	72.00	476.00		
					2410.00	297.00			

PURCHASE GST REPORT

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



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						Sales Re	port	
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Date To		08/26/202	2	8.			🗢 Clear	
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Date	Sales	Тах	Total	Sales Return	Tax	Total		
25-06-2022	1075.00	284.93	1279.99	0.00	0.00	0.00		
	1075.00	204.99	1279.99	8.00	0.00	0.00		

SALES REPORT

• In sales tax report we can see the total sales and sales return details date wise.

					P	urchase F	leport		
		_	_						-
Date From		08/26/202	2	3.			E View		
Date To		08/26/202	2	3*			🛧 Clear		
< 1 at 1	> H +	8 8 4 3	Qu Q 100	s •	In	nd Nert		_	
		Bui	Company nam Iding , Street	City					
08/25/2022 - 08/2	86/2022	Tot	al Purchase Re		Time 26/05/20	22 1.59.53 PM			
Date	Purchase	Тах	Total	Purchase Roturn	Так	Total			
25-08-2022	5100.00	921.00	6020-00	500.00	115.00	615.00			
	5102.00	522.00	6220.20	500.00	115.00	115.00			

PURCHASE REPORT

• In purchase tax report we can see the total purchase and purchase return details date wise.

OTHER REPORT

Pas Supermarket	POS			18 January 2021 15:5
		Wo	rk Period Reports	
Date From Date To Users	01/18/2021 01/18/2021 All	⊒¥ B¥	View Clear	Print Option
Company nan Branch Nam Work Period Closing				
Unit Carlos Company frant Branch Nam Work Period Closing Print Oale & Time : V18/201 Day Payment Type to Admin (Administrator) 154 Admin (A	e Repert 11 3-56:14 PM Amount 10:021 - 18:01 10:02 00 10:88 80 - 0:00			
Branch Nam Work Period Closing Print Oale & Time : 1/18/231 Day provide & Time : 1/18/231 Day Admin (Administrator) 164 	e Report 11 3.56:14 PM Amount 12 200 00 138:80 - 0.00 368.80			

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.

				Attendance Report	
Date From		01/18/2021		R View	Print Option
ate To		01/18/2021	U-		8 Small Print O Big Print
Isers		AJI		🛃 Clear	U Big Print
	of 1 b b o Company name Branch Name Itendance Report			Fiel Nec	
Ar Ar Print Date &	Company name Branch Name ttendance Report				
Ar Print Date & NU Day No. Day No.	Company name Branch Name Bendance Report & Time: 1/15/2021 Work Period In (Administrator	● ② 命) 』 叫・)後 45 Watt Hours			I
aa Print Date & PV Day No. User : Admi	Company name Branch Name Brindance Report & Time: 1/16/2021 Work Period In (Administrator 41-2021 - 19-31	● ② 台 こ 3 号・ 3 法45 Work Hourn			I
an Prim Date & PV Day No. User : Admi 2 18- 202	Company name Branch Name Brindance Report & Time: 1/16/2021 Work Period In (Administrator 41-2021 - 19-31	● ② 命) 』 叫・)後 45 Watt Hours			I

ATTENDENCE REPORT

This report shows the work period details.

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



Food !	Server			All	~	Order Date From	01/18/2021	0.	Print Option	
Status				All	~	70	01/18/2021		Small Print	
Priority	,			All	v	R View	🗢 Clear		C Big Print	
	B Orde ato & Te	mc: \$10	Name In Report (2021 3.59							
Ord I er	B Orda ate & Ta nucol : ce kum ber	Branch I Ior Detail Ime: 110 Status	Name Is Report (2021 3:50 Priority	Food Server						
Ord I er N Order	B Orde ate & Te neoi : ce tum ber Create	Branch lor Detail me: 910 Status	Name In Report (2021 3.59	Food Server						

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		
Date From		01/18/2021	(j)×	E View	Print Option Small Print	
Date To		01/18/2021	0-	🚓 Clear	C Beg Print	
Print Date #	Company nam Branch Name Gift Report & Time: 1/18/2021	368 IT PM				
Print Date &	Branch Name Gift Report & Time: 1/10/2021 Salo Gift mount					
Print Dato A Invoic 3 e No. Ar Dato : 184	Branch Name Gift Report & Time: 1/18/2021 Sale Gift mount H1 2021	368 IT PM				
Print Data &	Branch Name Gift Report & Time: 1/18/2021 Sale Gift mount In 2021	368 IT PM				
Print Date # Invoic 3 e No. Ar Date : 18-8 Date : 18-8	Branch Name Gift Report & Time: 1/18/2021 Sale Gift mount In 2021	3.68 17 PM Gift Type				
Print Date # Invoic 3 e No. Ar Date : 18-8 Date : 18-8	Branch Name Gift Report & Time: 1/18/2021 Sale Gift mount In 2021	3.68 17 PM Gift Type				

GIFT REPORT

This report shows the guest details.

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

								Produ	ct List				
		Search									E View	🖨 Clear	
		of $1 \models [i]$	+ @ @ 4		100%	۲	Ted	I Not					
				Bui	Company Iding .Str	eet ,Chy							
							Pint	late & Time	25/08/2022	2 29:13 PV			
	ped 1d	UPC Code	Product	Departments	linit	ESN Code	Sales Price	MRP	Barcode	Stock			
1	8	UPC8752596 543791	dessert	Frazen Foods	нg		180.08	200.00		-2.00			
2	2	UPC6354337 18358	dirmar rola	BradEakery	KG		50.08	50.00		-733.00			
3		16308 UPC8445548 519347	ice cream	Fricen Foods	жş		140.00	150.00		-490.00			
4		UPCASE18	sardwith	BrodEakery	H2		50.08	80.00		-121.02			
	7	UPC8402548 519347	seafood	Frecan Foods			80.09	100.00		9.00			
8	5	UPC4054530	+spetables	Fercen Foods	HG		100.00	100.00		-21100			
,		763064 UPC3154530	antes	Frazan Foods	wD.		120.00	130.00		-191.00			
	1	763064		read Proves						- 10100			

PRODUCT LIST

• You can see the product list in this report.

SUMMARY

ITEM SALES SUMMARY

- Select users and items.
- Click view button.



			Cum	ent Sale Summary			
	Users		μ	¥.	E,	/iew	
	Item		AI	v	¢ 0	lear	
User	Item Code	Price	Q(Y	Total	Discount	Tax	Grand Total
Admin	Falocda	11.00	1.0000	11.00	0.00	0.00	11.00

CURRENT SALE SUMMARY

- Select users and items.
- Click view button.

				Item Wise Su	mmary				
	Date f		01/18/2021	0* 0*		E Viev			
	Item		All	v		🖨 Clear			
Date	Invoice No.	Item Code	Price	Qty	Total	Discount	Tax	Grand Total	
18-01-2021	68	combo 1	11.00	1.00	11.00	0.00	1.98	12.98	
18-01-2021	70	combo 1	11.00	-1.00	-11.00	0.00	-1.98	-12.98	
18-01-2021	41	dinner rolls	44.00	3.00	132.00	0.00	25.08	157.08	
18-01-2021	42	dinner rolls	44.00	10.00	440.00	0.00	68.12	508.12	
18-01-2021	44	dinner rolls	44.00	25.00	1100.00	0.00	199.50	1299.50	
18-01-2021	45	dinner rolls	44.00	85.00	3740.00	0.00	605.37	4345.37	
18-01-2021	46	dinner rolls	44.00	100.00	4400.00	0.00	826.50	5226.50	
18-01-2021	47	dinner rolls	44.00	100.00	4400.00	0.00	836.00	5236.00	
18-01-2021	48	dinner rolls	44.00	100.00	4400.00	0.00	836.00	5236.00	
18-01-2021	49	dinner rolls	44.00	100.00	4400.00	0.00	836.00	5236.00	
18-01-2021	50	dinner rolls	44.00	25.00	1100.00	0.00	209.00	1309.00	
18-01-2021	51	dinner rolls	44.00	20.00	880.00	0.00	167.20	1047.20	
18-01-2021	52	dinner rolls	44.00	1.00	44.00	0.00	8.36	52.36	
18-01-2021	53	dinner rolls	44.00	3.00	132.00	0.00	25.08	157.08	

ITEM WISE SALE SUMMARY

- Select date range and items
- Click view button

		Sale	s Return Summary		
	Day No - From	1	- 1	R View	
	Date To	3		🗘 Clear	
Day No	User	Item Code	item	Qty	Total
	Admin	70	combo 1	-1.0000	-11.0000
				Discount	0.00
				Total	-11.00

SALES RETURN SUMMARY

- Select day number.
- Click view button.

		Custom	ter Advance Sumr	nary	
	Date From	01/18/2021	Gr.		
	Date To	01/18/2021	U *	R View	
	Customer	All	~	🗢 Clear	
dvance Date		Customer		Amount	
8-01-2021		Sam		500.0000	
				500.0000	

CUSTOMER ADVANCE SUMMARY

- In customer advance summary, you can see the advance details by a customer.
- Select the date range and customer.
- Click on view button.



00		
00		
)		
00		

CUSTOMER CREDIT SUMMARY

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

	Report option		Date From		01/18/2021	
	Date Wise		Date To		01/18/2021	₽.
	C Batch No Wise		E	View	💲 Clear	
eceive Date	Vendor	Batch No	ten	Qty	Cost Price	Tatal
3-01-2021	Supplier b	23	dinner rolls	10.0000	40.00	400.00
8-01-2021	Supplier b	23	sandwich	10.0000	40.50	405.00
					Total	805.00
					Tax Amount	148.90
					Grand Total	953.90

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.

	Report option		Date From		01/18/2021	3*
	Date Wise	Date To		01/18/2021	3*	
	O Batch No Wise		E	View	🗘 Clear	
Receive Date	Vendor	Batch No	item	Qty	Cost Price	Total
18-01-2021	SupplierA	1	dinner rolls	10	40.00	400.00
18-01-2021	SupplierA	1	sandwich	20	40.50	810.00
					Total	1210.00
					Tax Amount	221.80
					Grand Total	1431.80

TRANSACTION SUMMARY

• Transfer details of products are shown in this window.

			Stock Return S	Summary			
- 1	Report option		Date From		18-01-2021	U*	
B Date Wise			Date To		18-01-2021	(J) v	
	C Batch No Wise		B	View	🗘 Clear		
Receive Date	Vendor	Batch No	item	Qty	Cost Price	Total	
8-01-2021	Supplier b	3	dinner rolls	10.0000	40.00	400.00	
				1	Total	400.00	
					Tax Amount	76.00	
					Grand Total	476.00	

STOCK RETURN SUMMARY

• Stock return details are shown here.



			Stock Summa	iry		
	Date From	01-01-2021	0*		R View	
	Date To	19-01-2021	0*			
	item				🗢 Clear	
Department	Product	Stock Receive	Stock Transfer	Stock Return	Sales	Stock
Bread/Bakery	sandwich	190.00	20.00	34.00	68.00	68.00
Bread/Bakery	soap	0.00	0.00	0.00	2.00	-2.00
Bread/Bakery	combo 1	0.00	0.00	0.00	0.00	0.00
Bread/Bakery	dinner rolls	481.00	10.00	30.00	806.00	-365.00
Bread/Bakery	tortillas	0.00	0.00	0.00	29.00	-29.00
Dairy	Falooda	10.00	0.00	0.00	1.00	9.00
Frozen Foods	waffles	0.00	0.00	0.00	6.00	-6.00
Frozen Foods	seafood	0.00	0.00	0.00	1.00	-1.00
Frozen Foods	dessert	0.00	0.00	0.00	1.00	-1.00

ITEM STOCK SUMMARY

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

			Stock Summa	ry		
	Date From	01-01-2021	8*	B	View	
	Date To	19-01-2021				
	Department	All	v	4	Clear	
Department	Product	Stock Receive	Stock Transfer	Stock Return	Sales	Stock
Bread/Bakery	sandwich	190.00	20.00	34.00	68.00	68.00
Bread/Bakery	soap	0.00	0.00	0.00	2.00	-2.00
Bread/Bakery	combo 1	0.00	0.00	0.00	0.00	0.00
Bread/Bakery	dinner rolls	481.00	10.00	30.00	806.00	-365.00
Bread/Bakery	tortillas	0.00	0.00	0.00	29.00	-29.00
Dairy	Falooda	10.00	0.00	0.00	1.00	9.00
Frozen Foods	waffles	0.00	0.00	0.00	6.00	-6.00
Frozen Foods	seafood	0.00	0.00	0.00	1.00	-1.00
Frozen Foods	dessert	0.00	0.00	0.00	1.00	-1.00
Frozen Foods	dessert	0.00	0.00	0.00	1.00	-1.00

DEPARTMENT STOCK SUMMARY

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

STEP 35 - 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**.


	Utility			
Search				
	Description		Status	
1	Enable petty cash advance		Ð	free
2	Enable lopo in Invoice			free
3	Enable barcode scanner		Ø	Ince
4	Enable Sildeshow in customer display		п	free
5	Enable VFD Display			free
5	Enable LED Display		П	free
7	Enable Multi-Currency payment		Ð	tree
	B	Jpdate 🚫 Cance	el i	sss Keyboard

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

			Work Period	
Castier-In			Start Description	
			start	
	QTY	Total		
₹2000.00	0	0000.00		
7500.00	0	0000.00		
7200.00	0	00000.00		
R100.00	0	0000.00		
720.00	10	200.00		
₹10.00	0	0000.00		
			D Start Work Period	S Carcel

			Work Period				
Start Time	End Time	Day No.	Petty Cash		Petty Cash Balance	Date Of Work Period	18 January 2021
Jan 18 2021 4:06PM						Time of Work Period	16:06
Jan 14 2021 10:08AM	Jan 18 2021 1:44PM	1	_	0.00	0.00	Total Work Time	0:0
						Start W	ork Period
						End Wo	

• 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. The petty cash details are based on the currency denomination you enter before. Then start **WORK PERIOD**.
- Work period automatically starts when you login to the software as admin for the first time and until you enable the petty cash. Once you activate petty cash advance, you must start the work period manually.
- 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 36 - 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.



A Select Customer	¢1/2 Delivery ■ Alies	= #	^		¢
t) Rathava	Qey Product 1 clinner rolis	Tex Net Amount 7.20 40.00	Bread/Bakery	dinner rolls	sandwich
Ticket Note			Frozen Foods	tortillas	
(D) Return			Beverages		
New					
(1) Send Orders			Dairy		
↓⊟ Older Priority	< Balance	INR 47.20	Meat		
Emporary Bil	@Settle	XClose	· ·	Enable Barcode	Keypad

- Login as ADMIN/CASHIER.
- From the **MAIN MENU**, click on **POS**. If you enabled wholesale or retail module in the utility application 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.
- Select the quantity and again click enter and continue with settle button.

STEP 37 - 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**.



Admin [1]		Day Close Date	. 01 35 3031	Summery
			: 01-25-2021	summery.
Admin	Cash	740.00	740.00	(
Admin	Customer Credit	520.00	520.00	0
Sam	Customer Credit	261.00	260.00	
	Total Amount	1520.00	1520.00	(

- As you see, there are transactions and are done by admin.
- The whole sales details will be shown here.
- You can take day wise summary from day close interface.
- For that click summary button.



• You can see the whole transactions of that day here.

Admin [1] Day # 1			x				Samnery
Cashiel	_		*	Туре			
Admi	1	2	3	Cash	740.00	740.00	0.1
Admi				stomer Credit	520.00	528.00	0.1
Sam	4	5	6	stomer Credit	260.00	268.00	0.1
	7	8	9	ptal Amount	1520.00	1520.00	0.1
	CLEAR	0	ENTER				

- Enter the amount by clicking received amount field.
- Click day close.
- Click yes to the confirmation message.
- To close the day, click on DAY CLOSE button



- Click **YES** in the dialog box that appears.
- If you do not close the work period, close it by enteryes to the pop up
- 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. You can take print by selecting big or small print. If you want see the day close report, go to **MAIN MENU**, from the report options choose **DAY CLOSE REPORT.**





STEP 38 - 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.
- There is a print preview button to view the preview
- You can also take delivery note by clicking delivery note option
- If you know the invoice number, you can search it by using the **SEARCH** button.



STEP 39 - FOOD COURT

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



Admin			Food Co	ourt		
	Refresh				Kito	hen Hanager -
	Order Number	Invoice Number	Product	Food Server	Status	Priority
2 Kitchen Manager	1	70	sandwich, dinner rolls		Order Created	Normal
Food Server						
	Order Count	-				

- 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.

			Food Cour	t		
	-	_	1000 0001			
	Refresh				Kito	ten Hanage
	Order Number	Invoice Number	Product	Food Server	Status	Priorit
2	1	70	sandwich, dinner rolls		Order Created	Norma
Kitchen Manager	sandwich		1.00			
	dinner ro		1.00		Normal	
	1.01-sub produ		1.00	Order Crasted	(Admin - 16:35:20)	-
				0.1201.200260		
7						
Food Server						
			Order Duration -1 Minute	Ready To De	all second	- E
	Terr Court					
	Item Count :	: 2	Order Constant -1 Hindle			<u> </u>
	Item Count	: 2	OLDEL COLUMN -1 MURCE			
	Item Count	: 2	OLORI POLICION -1 MILLIO			
	Item Count	: 2	Order Ongolan JT Handle			
	Item Count :	: 2	unter oursoun *1. Minute			
	Item Count :	: 2	Unter Graduan *1. Prince			<u> </u>

•	Select the status	oforderf	from drop down.

- Select ready for delivery.
- Click food server option.

Admin			Food Cou	rt		
	Refresh					Food Server
	Order Number	Ticket Type	Product	Food Server	Status	Priority
2	1	Delivery	sandwich, dinner rolls		Ready To Delivery	Normal
Kitchen Manager						
*						
Food Server						

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

Admin		1	Main Menu	-		
Start Work Period				Ve-	X	A
End Work Period		Besic		Purchase	Wareh	50.54
🖁 Tickets						
Food Court		Reports		Accounts	Prom	cton
🙁 Cash Drawer					_	
Safe Mode) : Period	Day Cose	Tickets	Gi ð Vehide Sales	ZK Store	C+ LogOut
- LogOut					1	Certificate

CASH DRAWER

- You can open the cashdrawer from software itself.
- Click on the button.
- Enter administrator password.



Admin			Main Menu			
		1				
Start Work Period		Cash	Drawer		Ja Ja	
End Work Period			n For Opening Chance		Wareho	use
🖁 Tickets	5	0 All 0 08	l Cash er Reason			
Food Court		Re		ts	Promot	lon
Cash Drawer		-)Open 💊 C	ancel		_
Sale Mode) : Period	Day Cose	Tickets	Vehicle Sales	ZK Store	C+ LogOut
- LogOut					1	Certificate
	dmin	Date: 26 August 202	22 03:18 PM	Day No : 5		Licence activated

- Select the reason for opening.
- If you choose other reason, then specify it in the text box.
- Click open.

STEP 40 - VEHICLE SALES

For the proper working of ZKPOS Android Van sales application, you must create van device and transfer the assigned products. Let us see how we can do this.



- Login to the ZKPOS Retail Software.
- Click on Van sales option from Main menu.



STOCK TRANSFER

In stock transfer tab we have two options Van device and stock transfer.

• Click van device option to add van devices to this software.

KPor Superma	rket		10 Aug	ust 2021 12:24
		Vehicle Device		
	Vehide Device			
	Device Code			
		🗎 Save 💿 Cancel	IIII Keyboard	
	Vehicle Device	Device Code		

Van Device

- Enter van device name and device code
- Click Save button
- You can select the saved devices while configuring ZKPOS Van sales Android Application
- For deleting a particular Van device click on delete icon against each device.



1000											
						Stock	Transfe	r			e
	Date	From	26/08/	2022		2	1			_	
			20100	2022			1		R View	v	
	Date	To	26/08/	2022		3	•				
	10-5-5	de Device	AI					- 1	🖈 Clear		
	VOIN	DE DOVID	per				1		• • • • • •		
0.01	ef1 ≥ ≥	• 8 \$ \$ B = 4	- 100%		Fitz	Neit					
8/26/2022 - 8	326-2022			Stock Tra							
User	Betch No		Quantity		Sale Price	Unit	Total Quantity	Total	Serial No		
User Vehicle Dev	Batch No vice: device 4		Quantity			Unit	lotal Quantity	Total	Serial No		
User Vehicle Dev Date: 26.983	Batch No vice: device 4 2122			Cost	Sale Price		Quantity		Serial No		
User Vehicle Dev Date: 26.983	Batch No vice: device 4 2122 10		Quantity 102.08 102.09			Unit KG KG	Iotal Quantity 100 10 100 20	Total 3802.00 4602.00	Serial No		
User Vehicle Dev Date: 26.983	Batch No vice: device 4 2122 10	dimensis	102 00	Cost 30 00	Sale Price	KG	Quantity 100 10	3802.00	Serial No		
User Vehicle Dev Date: 26.983	Batch No vice: device 4 2122 10 11	dimericalis sentrach	102.08	Cost 30 00 43.00	Sale Price 10.02 50.02	KG KG	Quantity 100 10 100 20	3000 00 4000.00	Serial Bo		
User Vehicle Dev Date: 26.983	Batch No vice: device 4 2022 10 11	daner rols sentrich dimer rols	102.00 102.00 102.00	Cost 30.00 0.10 30.00	Sale Price 50.00 50.00 50.00	KG KG KG	Quantity 100 20 100 20 100 20	3002.00 4002.00 3002.00	Serial No		
User Vehicle Dev Date: 26.983	Batch No rice: device 4 2122 10 11 11	dimeritalis senduich dimeritalis sanduich	102.00 102.00 102.00 102.00	Cost 30.00 43.00 30.00 43.00	Sale Price 50.00 50.00 50.00 50.00	KG KG KG	Quantity 100 00 100.00 100.00 100.00	3000 00 4000.00 3000.00 4000 00	Serial No		
User Vehicle Dev Date: 26.983	Batch No rice: device 4 2122 10 11 11	danserada santrāch danserada santrāch danserada	102.00 102.00 102.00 102.00 102.00	Cost 30.00 40.00 30.00 40.00 30.00	Sale Price 50.00 50.00 50.00 50.00 50.00 50.00	KG KG KG KG	Quantity 100 00 100 00 100 00 100 00 100 00	3002.00 4005.00 2005.00 4002.00 3005.00	Serial No		
User Vehicle Dev Date: 26.983	Batch No vice: device 4 2022 10 11 11	denterrols sentväch denterrols sandväch denterrols joe cream	102.00 102.00 102.00 102.00 102.00 102.00	Cost 30 00 40,00 30 00 40 00 30 00 30 00 100,00	Sale Price 50.00 50.00 50.00 50.00 50.00 140.00	KG KG KG KG KG	Quantity 100 00 100.00 100.00 100.00 100.00 100.00	3002.00 4002.00 2002.00 4002.00 3002.00 10002.00	Serial No		
	Batch No vice: device 4 2022 10 11 12 12 13	danterrola santväch danterrola santväch danterrola ice cream santväch	102.00 102.00 102.00 102.00 102.00 102.00 102.00	Cost 30.00 40.00 30.00 30.00 30.00 100.00 40.00 40.00	Sale Price 50.00 50.00 50.00 50.00 50.00 100.00 100.00	KG KG KG KG KG KG	Quantity 100 10 100 10 100 10 100 10 100 10 100 10 100 10 100 10	3802.00 4005.00 3005.00 4002.00 3005.00 10005.00 4002.00	Serial No		
User Vehicle Dev Date: 26.063	Banch No Price: device 4 2022 10 11 11 12 13 14	danse rols sandväch dinner rols sandväch dinner rols lice cisam sandväch sandväch	102.00 102.00 102.00 102.00 102.00 102.00 102.00 102.00	Cost 30.00 0.0.0 30.00 20.00 20.00 100.00 40.00 40.00	Sale Price 10.00 50.00 50.00 50.00 50.00 140.00 50.00 50.00	KG KG KG KG KG KG KG	Quantity 100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00	3802.00 4005.00 2005.00 4005.00 2805.00 10005.00 4005.00 4005.00	Serial No		

Stock Transfer

You can transfer the products from ZKPOS Retail software to van sales application.

- Click on Stock Transfer button.
- Select from date and to date.
- Select Van device from drop down.
- Click view button.
- You can see the transfer details here.
- To add a new transfer, click on + button.



- Select the van device from the drop down and the date.
- Select the warehouse from where you need to transfer the stock
- To add an item, click on Add item button.

				Van Sales					+
	Bach to 2					0ace 06/25/2021			
	Vari Device Sele	Find Ite	m			×		Add Tices	
No Ren Code		Search						Tet si Leneure	
(H) Rem Code	Ue	UPC Code	Product	Niez	Sale Price	Stock	Quantity	TOUS AMELINE	-
		UP1	sandwich	sandwich	50.00	0.00			+
		UP2	dinner rolls	dinner rols	50.00	0.00			
		UP3	tortilas	tortilas	70.00	0.00			
		UPC001	wartles	wattes	120.00	02.0			
		UPC002	vegetables	vegetables	100.00	0.00			
		UPC003	ice cream	ice cream	140.00	0.00			
		UP0004	seatood	seateod	80.00	0.00			
		UPC005	dessert	dessert	60.00	0.00			
		UPC237	Scap	Soap	70.00	0.00			
		Total Rec	nd 9		•••	Keyboard			
					Total Am	punt			

- Select the product from the box.
- Enter the quantity.
- Click + button.
- Now to download the details to van sale app click on download stock transfer data from Sync option.

		Prod	ucts			
ac Information Odher Price List	Promotion Multiple Tax 1	Multiple Discount Multiple Barcook				
Barcode						
Uwighing Items						
			Department		Search	
Name			Bread/Bakery			6
1						
Akas Name		Tearolate Nava	Vendor		Second	
			SupplierA		Y	•
Product id			UPC Code			
10			UPC2787696143	701		
Units		Packing Oty				
KG	~ 📀	1.00	Margin	0%	0	
Cost	Total Cos		Sale Price (Bottom	Price) Maxim	um Retail Price	
0	0.00		0	0		

Stock Transfer of Products with Serial number

- To create products with serial number, go to Settings > Products > Product list.
- Enter the barcode if any.
- Fill all other details accordingly.
- To add serial number option, click on another tab.



		Produc	ts	
sic Information Other Price Usi	t Promotion Multiple Tax Multiple Dr	count Multiple Barcode		
Product Type	Single Product	v	Exempt Default Tax	Stock
H5N Code			Meintain Stock	0
Shef	none	v	Add Serial No	0
Status	Active	Ý		
Add Image		Clear	Details	
	🖉 Cropi 🔍 🔍	Browse		0

- If the product has serial number, click on the check box near Add serial number option.
- Save the product after adding other details.
- Before transferring products with serial number, you must receive the products to the software.

		Sto	ck Receiving					+
Invoice Series	3							
Roceive Namber	3	Werehouse	ware house 1	×		Units		v
Receiving Date	08/26/2022	Invoice Number	3		provins	• stack		
Vender name	1	Invoice Date	08/26/2022	3*	Indusive tax		E Free of Cost	
Address		C Receiving Person	Admin		Add Three	Import	Purchase Order	
SIVu Item Code	Description	Sale Price Cost Price	Quantity Ofwore 0		Net Amount	Tax Amoun	nt Total	
Elve Ocde		Safe Moe Cost Price					nt Total	
Słańcuja		Journee Ded		Ð			nt Total	0
Shertuits 22 - Mi New 22 - Mi New		Dock Average Cest Margin			0 Vet Amount Discount		nt Total	0
Shartuti Al-di India Al-di India Al-di India Al-di Statuti Sala Ratada Al-di Vi Shahoka Shafa		odk Average Cest Margin Ivida Dema			0 Net Ameunt Dissueri Tas Amount] <u>0</u>	K Total	0
Shartub Al-di Nea Al-di Nea Al-di Restatubashe Borcoo		Dock Average Cest Margin			0 Vet Amount Discount] <u>0</u>	x Total	000000000000000000000000000000000000000

- Go to Settings > Inventory > Stock Receiving.
- Enter the details according.
- After adding the quantity, click + button.
- You can see a pop up to add the serial numbers.

			Stor	ck Receiving					+
Invoice Sames	3								
Receive Number	3	Serial No				x	Unes	KG	
Receiving Date	08/26/2022	Quantity	5			presis	sus stock	1.00	
vender name	SupplierA	Serial No] Inclusive ta	x	Tree of Cost	
Address	Supplie: Address	SNo Serial No				Add Item	Import	Purchase Order	
	Description] <u>[20.</u>				Net Amount	Tax Amour	nt Total	
		10tal Record :	0	. Keyboard	- එ 0K	Vet Amount			
In Costones as from	'HCOUCT	Total Record :	0			e nourt	11.53		c
In CS4000443 [TEST	"Mooue"	Total Record : Stor		EEE Keyboard		e mount Directent			c
	1	Total Record :			_	e nourt	11.53		c

- Enter the serial number.
- After adding serial numbers click on OK button.

		Stock Transfer	e
realise	20	Serial No	×
Batch No	20	Quantity 2	E*
Vehicle Davice	device 5	Serial No	1 v Add Bress
ne Rem Code	Description	5ho Seatho	ale Price Quantity Tetal Amount
		Tata kawat : e 💷 Kaykawat 🕣OK	
		Tota Read : a EE Kayland -OK	

- Select the product with serial number to transfer it to van sale app.
- Enter the serial number you want to transfer.
- Click OK button.



				Seria	l No	
Serial No	2				🖳 View 🗲 Cicar	
	T ma 2508/2022 3	Company na Company na Building ,Street Senal No	10	First Meet		
Date	Warehouse	Description	Batch No	Invoice No.		
	ST FRODUCT					
26-08-2022 Status: Sta	ware house 1	Stock Receive	3	0		

Serial Number Summary

You can view the serial number summary of products here.

- Enter the serial number you want to know the details.
- Click View button.
- You can see the stock detail of that serial number.

		Available S	erial No.		
Product	I(A)	v Q.	View	-Print Option ○ Small Prnt ❀ Big Print	
(4_1 — a€t ≥ 3)	South State Stat	 Find 1 Net UDate & Time: 26/06/2822 3 46 15 FMI 			
Item Code	Product	Serial No			
ware house 1					
UPC5643695143701	TEST PRODUCT	2 3			
		6			

Available Serial Number

You can see the available serial numbers in ZKPOS Retail Software here.

- Select the product from drop down.
- Click view button.

			SI	ock Return				
	1	ehide Device			~	Search		
Date 26-08-2022	Device device 4	Product sandwich		Urit KG	QLy 98,0000	Packing Qty 1.0000	Total Qty 98.0000	Seral No
					Warehouse	ware ho	use 1	

STOCK RETURN

- You can partially or completely return the stock from van sale device.
- You need to confirm the return details from stock return option.
- Select the ware house and click confirm button.



MANUAL STOCK RETURN

- In case you lost the vehicle sale app and the stock in the vehicle is with you, then you can return the stock to the software using manual stock return button.
- Click '+' button.
- Select vehicle device.
- Add item.



REPORTS

						St	ock Transf	r		E
Report op			From		08/26/3	2022		0•	E View	- Print Option O Small Print
O Batch /	Vo Wise	Date	To		08/26/3	2022		0-		Big Print
		Vehi	de Devic	е	All			~		Gunmary
1 1	d 2 ▶ ▶ + (8		U M.+	112%		Find	Net			
		Buil	ompany i ding ,Stri Slock Tra	et ,City						
	ate: 25-08-2122	Buil	ding ,Stri	aet ,City usler	Oste & Time	25/08/2122	4 01:32 FM			
Vehicle De	nice: device 4	Buil	ding ,Stri	aet ,City usler	Date & Time	25/08/2122	4 01:02 FM			
Vehicle De Invoice Na	nios: denice 4 mber: 10	Bul	ding ,Stri Stock Tra	aet ,Chy Isler Prin						
Vehicle De Invoice Nu UPC Code	nice: desice 4 mber: 10 Description	Buil	ding ,Stri Stock Tran Units	set ,City saler Print Total (21y	Price	Total	Serial No			
Vehicle De Invoice Nu UPC Code UPC/0915	nice: device 4 mber: 10 Description sandwich	Buil City 150.00	ding ,Stri Stock Trai Usits 102	eet ,City saler Print Total City 102.02	Price 4010	Total 4905.00	Serial No			
Vehicle De Invoice Nu UPC Code	nice: device 4 mber: 10 Description sandwich	Buil	ding ,Stri Stock Tran Units	set ,City saler Print Total (21y	Price	Total	Serial No			
Vehicle De Invoice Nu UPC Code UPC/0915 UPC801439	nice: device 4 mber: 10 Description sandwich	Buil City 150.00	ding ,Stri Stock Trai Usits 102	eet ,City saler Print Total City 102.02	Price 4010	Total 4905.00	Serial No			
Vehicle De Invoice Na UPC Code UPC40915 UPC801423 718383	nfox device 4 mber: 10 Description sandwich damerrolis	Buil City 150.00	ding ,Stri Stock Trai Usits 102	eet ,City saler Print Total City 102.02	Price 4010 3020	Total 4005.00 3006.00	Serial No			
Vehicle De Invoice Na UPC Code UPC Code UPC Code UPC Code Structure T1E385	nfox device 4 mber: 10 Description sandwich damerrolis	Buil City 150.00	ding ,Stri Stock Trai Usits 102	eet ,City saler Print Total City 102.02	Price 4010 3020	Total 4005.00 3006.00	Serial No			

Stock Transfer

- Go to Van sales > Report > Stock transfer.
- Enter the date range.
- Enter the vehicle device
- Click View button.
- If you need to view the summary choose the option

Dele From 66-22-2021 0- Dele To 66-22-2021 0- Ves Denics All - Case Deleter Ves Denics - Main - Main Neur Ves Denics - Main - Main Neur Ves Denics - Main - Main Neur Port Saler Port Saler Deleter - Main - Main Neur Ves Deleter - Main Neur Ves				Van Sales	
Van Salas Pier Dare 4 Tone - 6505011 : 57 20 PM Dar Was Ganzal Tanal Record Total Annonet Tan Annonet	Date To	06-25-2021	5.		🖲 Small Print
Tax Amount:					
	Print Date & Time : 6/2 Day Wise Grand	52821 1:57:32 PM Total Report			
	Print Date & Time : 6/2 Daw Wise Grand Total Amoun Tax Amoun	5/28/21 1 57 32 PM Total Record #:			

Sales Report

- After the van sale day close you can see the sales reports here.
- Select the date range and van device.
- Click view button.

Date Nom (#25/0021 (0+ (2+)	06/25/2021 B*
Date To 06/25/2021 8*	Clear
ce No. Van Sales Inv Van Sales Date Time User Dewce Customer Total	

Invoice Details

- To view the invoice details from van sales device.
- After van sale app day close, click on invoice details.
- Select the date.
- Click View button.

				Van Return		
Date Fro Date To Jate To Jan Devi		06/25/2021 06/25/2021 All	3* 3* 	View	Print Option Small Print O Big Print	
(< 1	ct1 ⊨ H +	- © © ⊖ ⊟ ⊐i M-	100% -	Find Net		
	Company name Branch Name Van Return					
Print Data	Branch Name	2:04:05 PM				
Date 25405	Branch Name Van Return & Time: 025/2021:					
Date 25-05-	Branch Name Van Return & Time: 0/25/2021: Product	2:94:95 FM Qty				
Date 25-05-	Branch Name Van Return & Time: 025/2021 : Product dmer rolls	2 04:05 PM Oty 10:00				

Van Return

- After clicking stock return from van sales app, go to van return option.
- Select from and to date and Van device.
- Click view button.
- You can see the product details returned from van sale app.



Stock Report

• To view the stock report, click on Stock report button.

VEHICLE SALE CLOSE

You can close the van sales details using van close option. By doing van close the sales details will be transferred to ZKPOS Retail Software.



- Click on Van Close option.
- You can view the details here.
- Click on day close button.
- Select yes to the confirmation.



STEP 42 - ZK STORE

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



- You will get a message as 'Please run the software as administrator'.
- Exit from the software.
- Right click on the software icon.
- Click on 'Run as administrator'.



ZKPas Supermarket POS		09 February 2021 09:34 🗕
	ZK Store	
	Device Verification	
	Retailer Code	
	Serial No	
	-Diverify	
ė		😭 Hain Mena

- Open ZKSTORE.
- Enter the retailer code and serial number.
- Click VERIFY button.
- Click OK to the confirmation message.

ZK S	ZK Store		
ZK Stor	e Login		
G	2)		
Username			
Password	Forget Password?		
Remember me			
Ð	ogin		
Dont have an acco	unt? Click Here		

- After verifying the serial number.
- You will get login page to ZK store.
- If you already register in ZKSTORE, enter the credentials and click LOGIN.
- If not create an account first.

Pos Superma	rket PUS	09 February 2021 08:56		
	ZK	Store		
	Neme	Retailer Code:2629 Seral No: testsuper09	r -	
	l Emai(Username)	Customer Code		
	Phone No.	Address		
	Username			
	Possword			
	Product Key Code	Country United Kingdom	-	
	0 +8.WLbdTc4bF98H30MU0C70V0UbFbBHFfssVg7v0Ac50v8fc1 4U45BYgCQXVXUBgHG5xXLF0wF3VGRVT5y99xL508kZ300 2500MH4EVTH8TY5ak=	≵ Register ⊗ Cancel		
ė			Allein Mere	

- Enter the details.
- Product key code, retailer code and serial number are already shown in respective fields.
- Click register after entering the details.
- Click OK to the success message.



Login to ZKSTORE using the registered details





- Click on activate button for license activation (please note that you have to open the software with admin privilege).
- The license will get activated after the confirmation from your retailer.



- After confirmation from the retailer side, login to the ZKSTORE again.
- Now the activate button will be changed to INSTALL button
- Click install button.
- Click OK to the success massage.
- Now your software license gets activated. Please restart the software to make changes.



- After restarting the ZKPOS supermarket software, your status will be changed to ACTIVATED.
- Now you are successfully activated the software license.



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



- ≥ Separat SS Star Sta
- Click on install button.
- Now restart the application to make changes.
- Now you are activated the feature license.



- You can change the password using change password option.
- Enter old password and new password.
- Please note that you need internet connection to activate the license through ZK store.



- You can go to MAIN MENU from store itself.
- For that click on main menu option in right bottom side of the software.
- If you want to logout, click on LOG OUT button.

Admin			Main Menu				
		1		-		1	
Start Work Period			Enter Admin Passa	vord X	-	70	
End Work Period		в			358	Warchs	use
Tickets		1	2	3		_	_
		1	5	6	2	60	
Food Court		Res	8	9	nta	Promo	
Cash Drawer		CLEA	ur O	ENTER			
Safe Mode) Period	Day Close	Tickets	,	() Vehicle Sales	ZK Store	
LogOut						1	Certificate
	udmin	Date: 10 August 202	1 16:41		Day No : 1		Licence activated

STEP 43 - CASH DRAWER

- Select the menu icon from top left side of the main menu.
- Click cash drawer.
- Enter the admin password.





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



STEP 44 - SAFE MODE

• You can move to anywhere without actually closing the software. The data you saved are secure and you can remove the safe mode using PIN.



STEP 45 - LOG OUT

• You can **LOGOUT** from **ZKPOS** by clicking on the log out button

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