

USER MANUAL

ZKPOS RESTAURANT BACK OFFICE

Version: 5.0.0 Date: 01-09-2022 Software Version: 5.0.0



GET STARTED

ZKPOS RESTAURANT BACK OFFICE

Every retailer constantly faces 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 RESTAURANT SOFTWARE is a complete solution for your business needs.

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

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STEP 1 - LOGIN

- Open ZKPOS restaurant Back Office (BO)
- You will have a USER NAME with PASSWORD.
- Type USER NAME and PASSWORD.
- Click LOGIN button.



STEP 2 - DASHBOARD

• Now you will be redirected to the MAIN MENU.

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STEP 3 - SETTINGS

UTILITIES

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

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

Now let's learn each utility one by one.

- **PETTY CASH ADVANCE**: Petty cash is the advance amount given to cashier before start billing operation. To enable petty cash, tick the checkbox corresponds to "ENABLE PETTY CASH ADVANCE" and then click UPDATE button.
- ENABLE LOGO IN DUPLICATE PRINTING: If you want to display your company logo while printing invoices, you have to enable it here. Tick the checkbox that corresponds to "ENABLE LOGO IN PRINTING" and then click UPDATE button.



- **ENABLE BARCODE SCANNER**: When we enable this feature, we can add products using BARCODE SCANNER. To enable tick the checkbox corresponding to "ENABLE BARCODE SCANNER" and then click UPDATE button.
- **ENABLE SLIDESHOW CUSTOMER DISPLAY**: You can display company promotional videos, images, combo offers, and discounts in customer display screen by enabling this utility. To enable follow the steps that you have done earlier.
- ENABLE MULTIPLE LANGUAGE PRINT: This feature enables multiple language feature while printing invoices.
- **ENABLE GUEST COUNT**: Customers are considered as your guests and you could save their count for reference purpose or to print with the invoice.
- **ENABLE VFD DISPLAY**: When we enable this feature, PRODUCT, PRICE and QUANTITY will be displayed in the VFD DISPLAY during product selection in the POS menu.
- **ENABLE LED DISPLAY**: To display the PRODUCT PRICE and TOTAL BILL AMOUNT in the LED DISPLAY you have to enable this feature.
- **ENABLE MULTI CURRENCY PAYMENT**: Customers will be happy if you could produce the invoice in their desired currency. To display total invoice amount in desired currency, enable this feature by ticking on the checkbox that corresponds to "enable multi-currency payment". Then UPDATE it.
- ENABLE SIMPLE PRINT: If you want a simple print layout, then you need to enable this feature.
- **ENABLE BIG PRINT**: You can take big printout by enabling this feature.
- **ENABLE COMBO/SIDE DISH**: You have to enable this utility if you want to display combo products and side dish in the POS section.
- ENABLE FINGERPRINTLOGIN: If this feature is enabled users can login/register using their fingerprint.
- ENABLE INGRDIENTS: We could add ingredients only if we enable this feature.
- ENABLE KITCHEN PRINT: This feature allows kitchen manager to print orders.
- ENABLE ORDERPRINT: By enabling this feature you can take printout of the orders.
- ENABLE GIFTS AND POINTS: If you want to set gifts/points against invoice count/amount you have to enable it here.
- **ENABLE MENU FILTER**: By enabling menu filter, you can show the products according to the time like breakfast, lunch, snack and dinner.
- **ENABLE MINUS STOCK**: If this feature is enabled you can sale products without stock. For instance, suppose, you didn't update the stock receiving details to your ZKPOS, but you want to sale the products. You can do it by enabling this utility.
- **ENABLE CUSTOMER ACCOUNT AUTHENTICATION**: This feature is used for authenticating customer card on each ACCOUNT PAYMENT.
- **ENABLE ROUNDING TAX**: If this feature is enabled, tax will be calculated after rounding the amount.
- **ENABLE AUTO ROUNDOFF**: This feature will round off the amount in decimals automatically.
- SPECIAL CHARGES: You can additional special charges to the invoice amount.
- **ENABLE TABLE SEATS**: This will display table seats when you click on a table in POS.
- ENABLE TEMPORARY BILL: You can create a temporary bill for the customers.
- EDIT PRODUCT: You can edit product details by enabling this feature.
- ENABLE SERVER DATA SYNC: This feature needs to be activated manually.
- **ENABLE ANDROID**: This feature needs to be activated manually.
- **ENABLE 58MM PRINT**: This feature used to take print from thermal print.

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- ENABLE SCHEDULED EMAIL: This feature used to enable scheduled email.
- ENABLE END WORK PERIOD EMAIL: This feature enables end work period email.
- ENABLE NOTIFICATION: This feature used to get notification.
- ENABLE AUTO PRINT: This feature used to take print automatically.
- ENABLE INBUILT FINGERPRINT LOGIN: This feature enables fingerprint login.
- ENABLE ON-SCREEN KEY BOARD: This feature enables On-Screen Key Board.
- **ENABLE AUTO BACKUP**: This feature enables Auto Backup.
- ENABLE INCLUSIVE TAX CALCULATION: This feature enables inclusive tax calculation.
- ENABLE DAYCLOSE EMAIL: This feature enables the emailing of day close details.
- ENABLE BEVERAGE: This feature is to enable the Bar.
- **ENABLE GARTUITY**: By enabling this feature you can save the details of tip/gratuity given to each food server.
- ENABLE INVOICE DISPLAY IN CAMERA: To view the invoice details in CCTV monitor, activate the feature.

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ABOUT

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.

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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 **Option** on the Top right Corner, then click on the Add option.

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- Enter basic customer details in the appropriate fields including customer name, phone numbers, email id, status and finally the address of the customer.
- You can add alias name and address here.
- Enter card number, GSTIN Number.
- Save the details by clicking on the SAVE button.



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EDIT / DELETE A CUSTOMER

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

- Go to SETTINGS.
- Click CUSTOMER from the menu options.
- You can see the saved customers as shown above. Click on the Customer that you want to delete.
- If you want to edit the customer details, then make necessary changes and click UPDATE button.
- Otherwise click DELETE button and YES in the confirmation pop up.
- Click OK in the confirmation dialog box.

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TABLE AREA

- Go to SETTINGS.
- Click on TABLE AREA.
- To add a new TABLE AREA
- Click on the ADD button in option link.
- Enter Table Area.
- Choose Background image.
- Save the details by clicking on the OK button.
- In this section SEARCH facility is there.
- Go to SETTINGS menu.
- Click TABLE AREA.
- To search a Table Area a search field is there.



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EDIT/DELETE TABLE AREA

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

- Go to SETTINGS.
- Click TABLE AREA from the menu options.
- You can see the saved area as shown above. Click on the Table Area that you want to delete.



• If you want to edit the Table Area, then make necessary changes and click OK button.

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- Choose Background image.
- Save the details by clicking on the OK button.

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- In this section SEARCH facility is there.
- Go to SETTINGS menu.
- Click TABLE MANAGEMENT.
- To search a Table Management a search field is there.
- Search with Area No or Area Name.



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EDIT/DELETE TABLE MANAGEMENT

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- Go to SETTINGS.
- Click TABLE MANAGEMENT from the menu options.
- You can see the saved table as shown above. Click on the Table that you want to delete.
- Click DELETE button and in the confirmation text area is there.
- Click OK in the confirmation dialog box.

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ADD MENU TIME TABLE

- Go to SETTINGS.
- Click on MENU TIME TABLE on the option button.
- To add a new TIME TABLE, click on the ADD button.

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- Enter Menu Name, Date From, Date To, Time from and Time To.
- Add department and products to the list.
- Save the details by clicking on the OK button.



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EDIT/DELETE MENU TIME TABLE

If you want to delete a saved menu time table, you may follow the steps below.

- Go to SETTINGS.
- Click MENU TIME TABLE from the menu options.
- You can see the saved menu as shown above. Click on the Delete menu that you want to delete.



• If you want to edit the Table, then make necessary changes and click OK button.

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ADDING NEW VENDOR

A Vendor is a person whom 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.

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

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- Go to SETTINGS menu.
- Click VENDOR.
- To search a vendor a search field is there.



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EDIT / DELETE A VENDOR

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

- Go to SETTINGS.
- Click on VENDOR.

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- Every saved vendor name will be displayed; you have to choose the vendor that you want to edit/ delete.
- If you want to edit, then make necessary changes and click UPDATE button.

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- Now click on the delete button and YES in the confirmation pop up.
- Click OK in the confirmation dialog box.

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ADDING DELIVERY BOYS

A Delivery boy is a person whom 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 DELIVERY BOYS and then click ADD button in option menu.
- Enter the DELIVERY BOY DETAILS in the appropriate fields like Delivery Boy Name, Mobile Number, Email ID, Address and Status.
- After entering necessary details click OK button.



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- Go to SETTINGS menu.
- Click DELIVERY BOYS.
- To search a Delivery Boys a search field is there.

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You can delete a Delivery Boys as you deleted a Delivery Boys before.

- Go to SETTINGS.
- Click on DELIVERY BOYS.
- Every saved delivery boy name will be displayed; you have to choose the delivery boys that you want to edit/delete.
- If you want to edit, click on edit button, then make necessary changes and click UPDATE button.
- Now click on the delete button.
- Click OK in the confirmation dialog box.

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- Go to SETTINGS.
- Click on CURRENCY EXCHANGE RATE.
- All Multicurrency's are displayed there.

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- In this section SEARCH facility is there.
- Go to SETTINGS menu.
- Click MULTICURRENCY.
- To search a Multicurrency a search field is there.
- You can search with Currency Id or Country Name



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٠	All multicurrency is displayed there, you have to choose the	5
	nulticurrency that you want to edit.	

• If you want to edit, click on the **Edit** option then make necessary changes and click **UPDATE** button.

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i Accounts	٠				
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NOTIFICATION SETTINGS

- You can add the notification details here.
- You get notification about vendor credit and customer credit.
- Tick on the check box under the status column.

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- To edit the notification days, click on edit button against it.
- Enter the number of days and click update button.

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ONLINE ORDER TYPE

- Go to Settings.
- Click ONLINE ORDER TYPE.
- Click ADD button in option menu.

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- Enter the ONLINE ORDER TYPE DETAILS in the appropriate fields like Order Type Name, Status.
- After entering necessary details click SAVE AND NEW button.



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a Accounts	< < <	1 > 30 references to	r page 12 recently rolar 1 records				
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• In this Section Search Facility is there.

- Go to SETTINGS menu.
- Click EXPENSE DETAILS.
- To search an Expense Details a search field is there.
- You can search with Order Type No or Order Type Name.

EDIT / DELETE AN ONLINE ORDER TYPE

You can delete an Online Order Type as you deleted an Expense Type before.

- Every saved online order type will be displayed; you must choose the online order type that you want to edit/ delete.
- If you want to edit, click edit option and then make necessary changes and click OK button.

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

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- Go to SETTINGS.
- Click on EMAIL SETTINGS.
- Enter the details as shown in the figure.
- Enter the schedule.
- Click OK.

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CUSTOMER GIFT CARD

You can give gift cards to particular customers.

- Go to SETTINGS.
- Click on Customer gift card.
- You can view the already save gift cards there.



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	Add Customer Gift Card Add Customer Eit Card Informations I	ien.						1	×
IAN NAVIGITICH	* Gift Card No (Minlength)	123455			Customer	John	0.6	Ы	
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E Accounts	Used Amount				Remaining Balance				
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С ⁰ 💈 Асттіп 🔍 ¹	•	To add new gift card, click ADD button from option link
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- Enter gift card number, expiry date, customer and amount details.
- Click Save & New button.
- You can edit or delete the customer gift card details by clicking the respective button in related operation.

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FOOD VOUCHER

You can create vouchers through this feature.

- Go to SETTINGS.
- Select Food voucher.
- You can see already created vouchers there.
- Click on add button in option link to create a new voucher.
- Enter expiry date, voucher name, voucher count, and voucher amount.
- Click Save & New button.
- You can also delete the Voucher by clicking it on the Delete option.

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CURRENCY DENOMINATION

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

- Go to SETTINGS.
- Click on Currency Denomination.

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- To add new currency denomination, click on **Add** button from option link.
- Enter the denomination value.
- Click Save & New button.
- You can also delete it by click on the **Delete** option
- You can also search it on the search field by Currency Denomination No and Currency Denomination Name.



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RESERVATION

We can set the master settings for reservation here.

- Go to SETTINGS.
- Click Reservation.
- Add Pri notification and Min Reservation period.
- Click SAVE button.
- You can also update by clicking it on the Reservation Option edit it and Click on the **Update** option.

BARCODE

Enter barcode generator information here.

- Go to settings.
- Click BARCODE option.
- Enter printer share name and computer name.
- Select .prn file.
- Click save & New button.
- Test the connection.

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BARCODE GENERATOR

- Go to Settings.
- Click on Barcode generator.
- Click add items.
- Select item from the pop up.
- Select if you want to show the expiry date and packing date.
- Enter the print quantity.
- Click print button.

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STEP 4 - STORE COMPANY DETAILS

Company details like COMPANY NAME, ALIAS NAME, BRANCH CODE, BRANCH NAME, BRANCH ALIAS NAME, TAX NAME, TAX ALIAS NAME, PHONE NO, ADDRESS, ALIAS ADDRESS etc. can be saved.

- Login as ADMIN.
- Click on STORE menu.
- Click the COMPANY DETAILS menu.
- Enter all necessary details in the appropriate fields.
- Finally browse the company logo and then update the data by clicking on **UPDATE** button.
- Click OK.



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STORE

You can add store information here.

- Go to Store>> Stores
- You can view the store details here
- Edit/ delete the store by clicking the buttons below related operation.

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• To add a new store, click on add button from option menu.

- Enter store name, address, mobile number, email ID and Tax Identification number.
- Click save button.

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STEP 5 - PRODUCTS

• Click on PRODUCTS.

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B Database										ido and bide ibo Product			
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PRODUCT LIST

Add all product details to ZKPOS.

- To add a new product, go to PRODUCTS.
- Click PRODUCTS.
- From the menu options, select PRODUCT LIST.
- Then click ADD button in option menu.

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- UPC code is automatically displayed.
- Enter Product Name, Alias Name, Cost, And Sales Price.
- Choose Units, Status, Vendor, and Product Type.
- Select tax and discount details.
- Then Click SAVE AND OK button.



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In this section SEARCH facility is there.

- Go to PRODUCTS menu.
- Click PRODUCTLIST.
- To search a Product List a search field is there.

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Delete Products

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EDIT / DELETE A PRODUCT LIST

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

- Go to PRODUCTS.
- Click on PRODUCT LIST.
- Every saved Product List will be displayed; you have to choose the Product that you want to edit.
- If you want to edit, click edit button from related operation.
- Make necessary changes and click OK button.
- If you want to delete a product, click delete button from 0 🖉 🤹 Admin 🗠 related operation.
 - Click ok to confirmation.

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DEPARTMENT

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

- To add a new department, go to PRODUCTS.
- Click PRODUCTS. •
- Click DEPARTMENT.
- Then click ADD button in option menu. •
- Enter Department Name, Alias Name, Sort Order, Department, • And Status.
- Choose Image.
- Then Click SAVE AND OK button.



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In this section SEARCH facility is there.

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

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Delete Products

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EDIT /	/ Delete a	DEPARTMENT

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

- Go to PRODUCTS.
- Click on DEPARTMENT.
- Every saved Department will be displayed; you have to choose the Department that you want to edit.
- If you want to edit, select edit option from related operations, then make necessary changes and click OK button.
- Now click on the delete button from related operations and YES in the confirmation pop up.

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UNIT

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

- To add a new Unit, go to PRODUCTS.
- Click PRODUCTS.
- Click UNIT.
- Then click ADD button in option menu.
- Enter Unit ID, Unit Name and Quantity.
- Then Click Save & New or OK button.

In this section SEARCH facility is there.

- Go to PRODUCTS menu.
- Click UNITS.
- To search a Units a search field is there.



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EDIT / DELETE A UNIT

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

- Go to PRODUCTS.
- Click on UNITS.
- Every saved Units will be displayed; you have to choose the Units that you want to edit
- If you want to edit, then make necessary changes and click OK button.
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& Pos Reports	<u><</u>	n	,	Sectorial Measurements	Distriction.		-Sides			

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

SIDE DISH

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

- To add a new Side dish, go to PRODUCTS.
- Click SIDE DISH.
- Then click ADD button in option menu.

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# Inventory	4	R Save and New	ok Ø cancel		
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Enter Sub product name

- Add product into the list.
- Browse Image.
- Then Click SAVE AND NEW button.

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Pos Reports						- Sides	ou.ca		
						-Reverages			

In this section SEARCH facility is there.

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



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Store
 Products
 Visers
 Account

Delete Sub Products

Ø Cancel

Delete Sub

EDIT / DELETE A SIDE DISH

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

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

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Admin • Dalay	Combo Products				🕷 Nome > Profucts > Combo Product				
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- Go to PRODUCTS.
- Click COMBO PRODUCT (must add a product as type combo product).
- Select combo Product from drop down.
- Corresponding Images are displayed.
- Click Add Combo Product.
- Select the products from it
- Then Click SAVE button.



GIFT

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Each gift is displayed there. You can add, edit and delete gift in this section.

- To add a new gift, go to PRODUCTS.
- Click GIFT.
- Select maximum number of free gift against an invoice
- Then click ADD button in option menu.

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- Choose Gift type.
- Enter Gift name and Invoice Amount.
- Choose Status.
- Browse Image.
- Then Click SAVE AND NEW button.



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In this section SEARCH facility is there.

- Go to PRODUCTS menu.
- Click GIFT.
- To search a Gift a search field is there.

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	O Add Gift Add S E informationshe								- ×
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+ Ingredients	¢								
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EDIT / DELETE A GIFT

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

- Go to PRODUCTS.
- Click on GIFT.
- Every saved Gift will be displayed; you have to choose the Gift that you want to edit.
- If you want to edit, then make necessary changes and click OK button.

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	Delete Gift Toto Unumber cannot be essed after resource 1	- x
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🏚 Dashboard		
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@ Pos Reports <		

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

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	Â	Points					
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PO	NT	MAS	ΓER

- Go to PRODUCTS.
- Click on POINT MASTER.
- Enter the details in respective fields.
- Click SAVE.
- If you want **Delete** it click on the Delete Option.

ZKPOS Restauran	t =						0 🖉	🦉 Admin
Admin • Orline	Ex	tra Charges					# Home >	Products > Data (
	1	Extra Charges						Auption -
AN NAV OKTON		Detra Charge No		Extra Charge Name				
		Extra Charge No		Estra Charge Namo		Q, Search		#Clear
B Dashbeard								
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Ingwdients	<	0.1	Delive	У	100,0000		Amount	Edit Delete
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EXTRA CHARGES

- To add a new Unit, go to PRODUCTS.
- Click EXTRA CHARGES.
- Then click ADD button in option menu.



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Admin • Drive	Extra Charges					# Home > Prod	ATTA > B	ta Charg	n - 4	id Betra Ci	herges
	O Extra Charges Add tota Charges adarmations	terr.								-	×
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Pos Reports											

- Enter Extra Charge Type, Extra Charge Name, Charge % and Status.
 - Then Click SAVE AND NEW button.

In this section SEARCH facility is there.

• To search an Extra Charges a search field is there.

Go to PRODUCTS menu.Click EXTRA CHARGES.

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TAX

- To add a new Tax, go to PRODUCTS.
- Click TAX.
- Enter Tax Name, Tax %.
- Then Click SAVE AND NEW button.
- You can also delete it by click it on the **Delete** Option.

EDIT / DELETE EXTRA CHARGES

You can delete an Extra Charges as you deleted an Extra Charges before.

- Go to PRODUCTS.
- Click on EXTRA CHARGES.
- Every saved Extra Charges will be displayed; you have to choose the Extra Charges that you want to edit
- If you want to edit, then make necessary changes and click OK button.
- Now click on the delete button and YES in the confirmation pop up.



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Atmin • celer	,	Add Tax							Pos	Products	те
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- Every tax you saved will be shown as in the figure.
- The saved taxes are automatically displayed in active tax tab.
- If you want to inactivate the tax delete it from active tax tab.
- You can add the tax to active tax by selecting the tax from the drop down.

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Admin • Deler	Tax Update		
	Tax Update	here.	
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TAX UPDATE

Here we can update the tax department wise.

- Go to products.
- Click tax update.
- Select department from drop down.
- Select tax.
- Click Update button.

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-	Discount Master				Adytion - 1
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DISCOUNT

You can add discounts here.

- Go to products.
- Click discount button.
- You can see already saved discounts there.
- To create new discount, click add button from option link.

ZKPOS Restaurant		😝 🖓 🦧 Admin 🔍
Admin • Online	Add Discount Master	Pas > Products > Products > Decount Heater
	O Discount Update Add Discount Update informations here.	- x
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Dashboard	Discount Type Amount	
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Θ Users <		
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- Enter name, discount type and value.
- Click SAVE button.

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+ Ingredients					
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BEVERAGES QUANTITY MASTER

You can give quantity details for beverages/bar here.

- Go to products.
- Click on beverages quantity master.
- Click on add button from option link to create new quantity.



- Enter the quantity.
 - Click save &new.

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BEVERAGES PRICE MASTER

- Go to settings.
- You can see the beverage items and details there.
- To add new price, click on add button from options link.

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	Add Price N Add Price Natter								1	
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- Select product and quantity.
- Enter sale price.
- Cost price will be appeared there by default.
- You can also delete and Edit by clicking it on the **Delete** and **Edit** option

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STEP 6 - USERS

• Go to USERS.

USER LIST

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

To create a NEW USER, follow the steps below.



 Open ZKPOS from the menu options click on USE



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- Click on USER LIST menu on the top left of USER window.
- ADMIN USER will be there by default. To view/edit Admin details click on ADMIN button.

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Admin • Ordere	Ac	ld User							# Home > Use	is > User	UM > W	ier Nanag	enent
		Add User Add User Information	s bers.									-	×
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Dashboard		*Name	Admin		Branch Name	Branch Name	v						
O Settings													
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- USER ID, NAME, PASSWORD, COMPANY NAME, BRANCH NAME, INVOICE START NUMBER, CARD NUMBER, MSR CARD NUMBER etc. everything will be displayed. You can't edit the designation of admin. Also, you have an option to login using a PIN number, for that enter the pin number.
- After making necessary alterations click on OK button. You cannot DELETE admin.

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- To add a new USER, click ADD button.
- In the new window you have to specify the User ID, Password and Designation of the user. Default User ID can change as you wish. 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 AND NEW button.

EDIT / DELETE USER

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

- Goto USERS.
- Click on USER LIST.
- Every saved User List will be displayed; you have to choose the User List that you want to edit/delete.
- If you want to edit, then make necessary changes and click OK button.



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Admin • Online	Delete User(s)	If None > Users > UserUst > Delete
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• Now click on the delete button and YES in the confirmation pop up.

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ROLES

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

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	Add Roles Add roleformations here.	- x
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•	To add F	ole then	click	ROLES.

- Enter Role name.
- Click SAVE AND NEW.

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EDIT / DELETE ROLES

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

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



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ROLE PRIVILAGE

- Open ZKPOS RESTAURANT BACK OFFICE.
- From the menu options click on USERS.
- Click Role Privilege.
- Tick the Options.

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ROLE TO USER

- Open ZKPOS RESTAURANT BACK OFFICE.
- From the menu options click on USERS.
- Click Role To User.
- Enter the User and Role Name.
- Click SAVE AND NEW button.
- You can also search by User and Role.

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GRATUITY

- Open ZKPOS Restaurant back office.
- From the menu options click on USERS.
- Click GRATUITY.
- Details are there.

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TIP ADJUSTMENTS

- Open ZKPOS RESTAURANT BACK OFFICE.
- From the menu options click on USERS.
- Click TIP ADJUSTMENTS.
- Details are there.

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Inventory <		
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ANNOUNCEMENT MASTER

You can see the announcement you created here.

- Go to Settings.
- Click on Announcement.
- To add new announcement, click on add button in option link.



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MAIN NAVIGATION		* Announcement		
Dashboard				
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Products	¢	To.	2021-09-21	
O Users	¢		R Sove and New O Cancel	
Accounts	- C			
al Inventory	¢			
+ Ingredients	¢			
Database	¢			
Pas Reports	¢			

- Enter the announcement.
- Select the user.
- Enter the date range.
- Click Save and New.
- You can Delete it by clicking it on the **Delete** options

ACCOUNTS

PAYMENT TYPE

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

ZKPOS Restaura	nt	=				0 🖓 🦧 Admin 🕴		
Admin • Online		Payment Typ	e			Rome > Accounts > Payment Typ		
		1 Payment Typ	e			Fortion - a		
AN NAVGATION		Payment No.		Payment Type				
INTERNATION DR		Payment No		Payment Type	Q	Search #Clear		
Dashboard								
O Settings	<	© Refresh			10 ¥	OReheh		
🕷 Store	¢	Paymen	t No. Payment Type	\$tatus	Related Operation	- Complementary - Card - Voucher		
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9 Users		0 2	Card	Active	<u>601</u>			
E Accounts	<	0.0	Voucher	Active	Edit			
# Inventory		6	Custamer Card	Active	Edt			
+ Ingredients		0 7	Food Voucher	Active	Edit			
B Database		0.8	Redeem Point	Active	Edit			
		101	Complementary	Active	Edit			
Pas Reports		CT 100	Falser	tether.	-			

- Click on ACCOUNTS.
- From the options, select ADD.
- Specify the payment type, parent type
- (cash/card/voucher) and status.
- Now save the details by clicking on SAVE button and click OK in the confirmation message.

There are CASH, CARD and VOUCHER by default. You can add another by clicking on ADD button or you can edit the details. For that, make necessary changes and click on UPDATE button.

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-	Expense 1	ype						Fortion -	×
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	Expense Ty	pe No.	Expense Type Name		Q Search		e	Clear	
B Dashboard									÷
Settings	BDelete CF	lefresh						10 ¥	1
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9 Users		1 > 30 Page 1/Total 1: Perpag	a 10 manufa Tintal 1 manufa						
Accounts		1 > 20 raget rount, re pag	E 17 (60745) (000 1 (60705)						
# Inventory									
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Pos Reports									

EXPENSE TYPE You can add expense type here.

- Go to accounts
- Select expense type
- You can see already saved details there
- To add a new expense type, click on add button from option link.

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Admin • Online		Add Expense Type	W Home > Settings > Expense Type > Add Expense Type
-		OAdd Expense Type Opener Type Informations here.	- x
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Dashboard		*Description Description	
O Settings	4	Save and New @Cancel	
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Products	<		
) Uses	<		
Accounts	<		
Inventory	<		
Ingredients			
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- Enter expense type name and description.
- Click Save & New.



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-	1 Depin	se Details						# Option	- ×
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TAN BARGATON	Dipen	e Type No.		Expense Ty	pe Name		Q, Search	#CHar	
B Dashbeard	Province of the local division of the local								
O Settings	12 Delete	C Refresh						10	*
f Store (0 Dq	pense Details No.	Date	Involce	Name	Narration	Amount	Related Operation	
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a inventory c									
+ ingredients <									
B Database <									
Pos Reports									

EXPENSE DETAILS

- Go to accounts.
- Select expense details.
- Displays the already saved license here.
- To add new expense details, click add button from option link.

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иоглопии ни	* Expense Type	Teg	~	*Amount	Amount .						
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- Select expense type from drop down.
- Enter date, invoice number, amount and narration.
- Click Save & New button.

STEP 7 - INVENTORY

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

STOCK RECEIVING

Save the stock receiving details in ZKPOS.



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



• Enter the Receive Number, Invoice Date, Invoice Number and Receiving Person's Number.



B Dashboard	Receive No.				Invoice No.			Packing Qty	
O Settings	hyroice Date	21-09-2			Issue Date	21-09-1021		Stock	Steck
A Store									
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() Users	Yendo Contac		Vendor ID	Vender Name	Address	Contact			Additions O
Accounts	5180.	Select	127242717	Suppler B			puartity.	Talmo	t Total Amount
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+ ingredients	2 Delete							•	
Database									
@ Pas Reports	-								
							Net	mount	
			_	_	_		Tot	al items	
							. 7	stal Qty	

- To add Vendor details, click on the text field Corresponds to Vendor Name. Now a grid showing all vendors that you have saved in the vendor section will appear.
- Now select the appropriate vendor from the list. Click Close button.

To add a new item, click on the ADD ITEM button.

From the list, click on the item that you want to add.

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- O Setting Store

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		Add stock receiving infor	nations here.											ж
NAN NANGATION		Receive No.	3		ir.	woice No.	3			Packing Qty	1			
B Dashboard												0.0		
Settings	¢	Invoice Date	21-09-2021			ssue Date	21-09-2021			Stock				
Store	<			_	_									
Products	<	Vendor Name	Vender Name		D I	Vendor Id	Vendor Id							
9 Users	¢	Vendor Contact	Vender Contac			Receiving Person	Administrator				A	dd Items O		
Accounts	۰.	SI No.	litem Code	Descreption	Sale Price	Cost Pri	te Tax %		Quantity	Tax Arre	unt	Total Amo	unt	
Inventory	<	SI No.	Iten Code	Description	Sale Price	Cost Pric	a Tax%	0	Quantity	Tax. Irre	unt	Total Arres	nt	
Ingredients		E Oolato								0				
Database	¢													
Pas Reports	¢													

- Enter the receiving quantity and tax for the item if any. Then total tax amount and total amount will be calculated automatically. Packing quantity will be 1 by default. You can edit it.
- Press Enter button to save the entry.
- Now Net Amount, Total quantity will get displayed automatically.
- To add another Item, you have to follow the same steps as above.
- To add a new stock receiving entry, click on the NEW button.
- You can take the printout of the entry by clicking on PRINT button.
- If you want to review previous entry, just click on the RETRIEVE button.

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	and modimentary Retrieve					
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& Dishboard	Receive No.					
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Ø Products (Vendor Nam Suppler B 🗸					
() Usins (Tende Conta			Additions O		
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# Inventory <	Sha					
t ingredients 🧠 🤇	1 Davis		•			
Database <						
@ Pas Reports (

- If you know the receive number in advance, then enter the receive Number in the respective field. Now click on SEARCH button. You will get the report.
- If you know the vendor details, then select the option button corresponds to Vendor Wise and then click search button. Select the receive details from the list.



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		Add Stack Transfer infor	rations here.										- *
NAN NEWGOTICH		Issue Ne.	2		Im	roice No. 2			Packing Qty	ridi	ng Qity		
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STOCK TRANSFER

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

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



• Enter Issue Number, Invoice Number, invoice date and Issue date.



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

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		hour No	Search			10 × Q	Search Ø Clear			
a Dashboard				Item Id	ttem Code	item Name	Arabic Name	Sales Price	Stock	1
0 Settings		Invoice Data	Select	0	UPOID	Open Product		0.0000	0.0000	
f Rore		Vendor Nam	Select	10	UPCID	2 Piece Grilled Crab Cakes	2 Piece Grilled Crab Cakes	175.0000	-1.0000	
Products O tisers		Vando	Select	120	UPC200	Crearry Potato Leek Saup	Creamy Potato Leek Soup	308.0000	10.0000	
H Accounts		Si No.	Solect	101	UPC101	Turkey Wild Rice Soup	Turkey Wild Rice Soup	300.0000	0.0000	
A investory		SNG	Select	10061	UPCIELSI	Otrus Kick	Citrus Kick	100.0000	0.0000	
+ ingrodients		2 Delete	Select	10662	UPC10682	Great Greens	Great Greens	100.0000	0.0000	
🛢 Database				< 1	2 2 4	5 > >> 1	go Page 1/Tax 35; Per p	ege 10 records/Tax 345	records	
@ Positeports			-	1.0		· · · · ·				

- Click ADD button to add an item to return.
- Select the item that you want to return.

		Millitudi Tanahi Mu	rodorshere.								
AN RECORD		lasue No.	1		3	maice No. 1			Packing Qty		
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		Vendor	Kochi,	0		Return	dministrator			Add town 🗘	
O Users	s	Contact	Ernakulam,	~		Person	unitise iter				
Accounts	×.	SLNe.	Item Code	Descreption	Sale Price	Cost Price	Tax %	Quantity	Тах	Total	^
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B Database	<	C							_		1
Pos Reports		L 10	URC15	2 Kana Eril	iat 115.0	01 1214	100 1000	12,0000	.0.000	1440.0000	v

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



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		Add purchase order info	mations here.								
HAIN NUMBER ON		Order numbers	1			Order Date	21-09-2021				
Dashboard		Vendor Name	Vendor Name	· · · · ·	0	Vender Id	Vendor Id				
O Settings	4	Vendor Contact	Vendor Contac	ıt	Shipping	nformation	company		Alta	errs O	
# Store	C,			6			address	4			
Products	¢	SI No.	Item Code	Description	Unit Quantity	Unit Price	Tax'N	Quantity	Tax Amount	TotalAmount	
O Users	¢	SINc	Hern Code	Description	Linit Quantity	Unit Price	Tax N	Quantity	Tax Amount	TelalAmount	
Accounts	¢	1 Delete								۰	
# Inventory	¢										
 Ingredients 	¢										
Database	¢										
Pos Reports	e										

PURCHASE ORDER

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

- Go to SETTINGS.
- Click on INVENTORY.
- From the menu options, click on PURCHASE ORDER.
- Click on Vendor Name text box.



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Admin • Delva	Purchase Orc	ler						ill Hone - In	ennry - Innslerörð
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	Order number	Search			30 ¥ Q	Search Ø Clear			
a Danhboard	Wender Nam		Rem Id	Item Code	Rem Name	Arabic Name	Sales Price	Stock	1
O Settings	C. Vendar Conta	Select	0	UPC00	Open Product		0.0000	0.0000	
# Save		Select	10	UPC38	2 Piece Grilled Crab Cakes	2 Piece Grilled Crab Cakes	100.0000	-1.0000	18
-	c Si No.	Select	100	UPC300	Creamy Pstato Leek Soup	Creamy Potato Leok Soup	100.0000	30.0090	18
		Select	201	UPC331	Turkey Wild Rice Soup	Turkey Hild Rice Soup	100.0000	0.0000	11
# inventory		Select	283EI	UPC10381	Ctrus Kick	Oltrus Kick	40.0000	0.0000	
+ ingredients		Select	10112	UPC10342	Great Greats	Great Greens	40.0000	0.0000	
🛢 Database			5 1	2 3 4	5 > >> 1	go Page 1,7otal 35; Per	page 10 records/Tatai	345 records	- 8
· Pes Reports		100	2 1	2 3 4	1 ~ 1 ⁰ 1	<u>e</u> 1 -			_

٠	Select the vendor from the grid.
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- Fill Shipping information text area.
- Now click Add Item button.

- Select the Item by clicking on it.
- Enter the quantity and press Enter key.
- You can also delete the added product item by clicking on the Delete option.

Settings	- C		Supplier Adda			a	empary		_	_
		Vender Contact	Stephie Adda		Shipping		ddress		Add R	ens O
Store	¢			4						
9 Preducts	۰.	Sl No.	Item Code	Description	Unit Quantity	Unit Price	Tax %	Quantity	Tax Amount	Total Amount
) Users	с.	10	UPC10	2 Piece Grilled C	1	390.00	0.05	Quantity	Tas.Amount	Total Amount
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- You can create another purchase order by clicking on the NEW button.
- If you want to review previous entry, just click on the RETRIEVE button.

ZKPOS Resta	urant ≡					0 🖉 🦉 Admin 🖓
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-		≜ Add Ingredients				Foption - x
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R Dashboard		Ingredients No.		Ingredients Name	Q Search	#Clear
 Settings 	¢	B Delete Otherhesh				10 👻
Store	¢	0	Ingredient id	Ingredient Name		Related Operation
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	<	0	4	ficor		Edit Delete
A Inventory	¢					
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Database	¢					
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STEP 8 - INGREDIENTS

A product means the combination of some INGREDIENTS. You can add the details of all ingredients using this facility. ADD INGREDIENTS

- Go to SETTINGS.
- Select INGREDIENTS.
- From the menu options, choose ADD INGREDIENTS.
- To add a new INGREDIENT, click on ADD button.



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	Add Ingredients	ihen.						-	×
KAR WARGETON	* Ingredient Name	Ingredient Name							
Dashboard	* Units	Select	~	v					
O Settings	Status	inactive	¥						
# Store	Barcode	Barcode							
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() Users	Tax %	Tax %							
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I inventory	4										
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	Delete Ingrodients Indultypelent, Main Ingelients number cannot be reused after resourci and				• x
MAN NAV CATION	Select Product(s)(3 Turment: Powder				1
 Dashboard 					
O Settings	<				
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\varTheta lisers	¢				
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- You can also Search the ingredients by entering the Ingredients No and Ingredients Name.
- Fill the fields with INGREDIENT NAME, UNIT TYPE, UNIT, STATUS and BARCODE.
- Now click SAVE button.

EDIT / DELETE INGREDIENTS

You can delete an Ingredients as you deleted an Ingredients before.

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

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	Day Wise Sales		- x
	Sales	DIFFENT SALE	
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O Users (10	- Ω <u></u>	
	50		_
II Accounts <		Last Month Sale	
	210 15-09-2021: 150		
# Inventory <	135	TOTAL SALE	
	0	1851.00	
+ tegrodients ~	06-06-2021 10-09-2021	16-05-2121 Total Sale	_
-		TOBAL SAIR	
D Add Ingredients <			
O Recipe <			
O Receiving <	Item Wise Sales	Current Stock	

RECIPE

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

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

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Settings	¢											
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Products	<								Quantity			
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Inventory	<											
Ingredients	ć.	New	ØCar	ncel					Tetal Cost			
Database	¢											

- To add a new recipe, click on the ADD button.
- Again, to add the Product Name click on the ADD button.



- ZKPOS Restaurant
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- All departments that you have created earlier will display here.
- From the list, click on any department that you want to choose. For instance, click on Biriyani.



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

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		Add Recipe	otes							- x
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B Dashboard		Department	Energy Bowls	 Products 	Island Pitaya B	kos v Image		444	ingredients O	
Settings	. C.									
W Share	÷.	10	Na	ne Cat	egory	unit	Symbol	Quantity	Amount	î.
D Products	¢	4	fic	vac 50)	d	kilogram	łg	Quantity		
9 Users	¢	B Delete						0		
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Inventory	÷	Π.		Oli Rouder	wild	eam	67	30.0008	103 20200000	
		Mew	@Cancel					Tetal Cost 100.00		
Ingredients	1									
 Ingredients Database 	(

•	You can select the	necessary ingredients from the list.
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- Then click ADD button.
 - Enter the quantity required to make one product and press ENTER Key.
 - A new ingredient will be added to the recipe.

ZKPOS Restaura	ant								0	đ	🤹 Admin 🛛 😋
Admin • Delay		Ingredients Rec	eiving							# Hone	· leventory · Receiving
		Add ingredients receiving	internations here.								
un annocrition & Dashibeand		Receive No.	1			Invoice No.	Invoice No.				
B Dashboard		Receiving Date	22-09-2021			Invoice Date	22-09-2021				
Settings	4	Vendor Name	jendor Name		0	Vendorid	Wender Id				
# Store	<	Windor Contact	Vendor Contac		0	ceving Person	Exceving Person		Addingred		
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O Users	¢	Si No.	Name	Category	Unit	Symbol	Quantity	Tax %	Cost	An	hand
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	Atologistierto inco Receive I	ම Selec	t Vendor							
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) Products (Vendor Cont							Aléngre	lents O	
Users C	Si No.						Tax %	Cost	Amount	
Accounts <							Tac %			
I Inventory <									0	
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RECEIVING

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

- Go to SETTINGS.
- Among the INGREDIENT menu options you can see one menu option for RECEIVING. Click on it.
- Enter the Receive Number, Invoice Date, Invoice Number and Receiving Person's Number.
- To add Vendor details, click on the text field corresponds to Vendor Name. Now a grid showing all vendors that you have saved in the vendor section will appear.



Admin • orter	Ingredients R	eceiving				# Hone >	Inventory - Receiving
	Add ingrations receiv						×
	Receive No.	Search		10	✓ Q.Search <i>#</i> Clear		
Bashboard	Receiving Dat		Name	Catagory	Unit	Symbol	
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Store		Select	CIII Pouder	solid	gun	gn.	
Products	Wendlor Contai	Select	Turmeric Pawder	sold	gun	tu.	-
Users	Si Ro.	Select	facuac	sald	kilogram	kg	
Accounts	SHA						
I inventory	🗄 Deleta	ec e	1 > > *	ge 1/Total 1; Perpa	p 30 records/Total 4 records		
Ingridents							

- Now select the appropriate vendor from the list. Click Close button.
- Now click ADD INGREDIENTS button.
- Click on the Item that you want to add.

ZKPOS Restaura	nt								e	0 l	Admin C
Admin • Dilaw		Ingredients Red	eiving							🕷 Home – Inver	tory - Reading
		Add ingredients receiving	informations here.								
WIN NW/6/7014		Receive No.	1			Invoice No.	1				
B Dashboard		Receiving Date	22-09-2021			Invoice Date	22-09-2021				
9 Settings	C	Vender Name	SupplierA		0	Vendor Id	100				
W Store	¢	Vender Centact	Supplier Addr	955	Rec	aving Person	winin		Add Ingre	denti O	
Products	¢			A							
() Users	<	SI No.	Name	Category	Unit	Symbol	Quantity	Tax '6	Cost	Amount	
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F ingredients	¢	C									
Database	c		CIL P	hirs sha	gan	on	10,0000	57010	10,0000	105.0000	
Pas Reports	~										

• You can enter the QUANTITY of the item and press + button. To add another item, use the ADD button.

STEP 9 – DATABASE

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.

ZKPOS Restaurant	=	0 🖉 🖁 Adria 🛛
Admin • Online	Data Cleaning	💭 Pos > Settings > Data Classicy
	Data Cleaning Ad See Cleaning Internation Ince.	- x
AR NATECTON	Sales And Receive Data	
B Dashboard	Departments and Products Users	
Settings <	Vendors Customer	
store c	Customer Customer	
Products c	Niclear Ø Cancel	
Users c		
Accounts (
Inventory		
Ingredients <		
Database c		
b Pos Reports <		

- Go to SETTINGS.
- Click on DATA CLEANING.
- 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.

BACK UP

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.

ZKPOS Restaurant		i dirin 🕫
Afnin • Celre	Back Up	₩ Home > Settings > BackUp
-	Back Up Ad tack to Infernation Fere.	- x
NAM INVITATION	*Database Name: lanapos	
Dashboard	* Backup File Name 22092021_1229037.6ek	
O Settings	Reack Up @Cancel	
# Store		
Products		
O Users		
Accounts		
Inventory		
+ Ingredients		
🖥 Database		
Pos Reports		

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



ZKPOS Restaurant	-		e 🖉 🧶 Admin 🕫
Atmin • orbu	Back Up		# Home > Settings > BackUp
	Back Up Add Back Up Triamations for		- x
AN NAMESTICK	Manual BackUp	Schedule BackUp	
2 Dashboard	* Database Name :		
O Settings (
Ø Store c	* Backup File Name	22852021_123893.bak	
Ø Products <		Rackup @Carcel	
9 Users <			
Accounts c			
# Inventory <			
+ Ingredients <			
🗄 Database 🧠			
@ Pas Reports <			

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- You can back up your database here.
- Go to SETTINGS.
- Select Auto back up.
- You can see two options there- manual back up and scheduled back up.
- Select manual back up first.

ZKPOS Restaurant	Ξ	0	đ	2 Idrin	•
Admin • Crire	Back Up		# Hon	> Satings >	BackU
-	Back Up     Addavby international tex.				- ×
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) Users (	Ottever				
E Accounts	Save To: CfBackup0b5bedale				
Inventory <					
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Database <					
Pos Reports					

- Database name and back up file name automatically appears there.
- Click back up button to complete the action.
- Now select schedule back up.
- Select the backup type.
- Select the location at which the backup is saved.

ZKPOS Restau	irant	1				0	đ	2	Admin	0		
Admin • Online		Export Tables					Home	Settings	> bport	Table		
		C Export Tables										
KRAIN MACUTON		Current Export Table Departments 🛩	ExpertTetta	and ExportFoExcel	ExportToPDF	ExperitoCSV						
		Department_Name	Alias_Name									
& Dashboard		Shakes	5	Shales								
O Settings	÷	Juices		Jukes								
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O Users	¢	Snaks nd Desserts	5	Snaks nd Desserts								
Accounts	2	Kids Meels		Kids Haals								
		Starters	5	Staners								
Inventory	4	Shats	s	Shots								
+ Ingredients	¢	Large		Large								
E Database	<	Cold Beverages	0	Cold Beverages								
Pos Reports		Soups	5	Seups								

#### EXPORT TABLES

- Go to SETTINGS.
- Click on EXPORT TABLES.
- All Export Tables are displayed there.
- Choose Current Export Table.
- Some options are there, Export to Word, Export to Excel, Export to PDF, and Export to CSV. You can choose the above options.

ZKPOS Restaura	int				0 🖉	🤹 Admin 🛛 😋
Admin • Online		Import Tables			Ģ	Pas > Settings > Import
•		Import Tables				
RAIN NANGATION		Current Import Table Departments v	Select the file you want to import :	Choose File No file chosen Only support file format .csv Download import Template	Oimport	@ Cancel
O Settings		Department_Name	Alias_N	in		
# Store		Shakes	Shokes Julices			
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() Users	<	Energy Bowls	Energy B	ionis		
Accounts	¢	Snaks nd Desserts	Staks no	l Desserta		
Inventory		Kids Meals	Kids Mer	ls .		
+ Ingredients		Starters	Starters			
Database	¢	Shots	Shots			
Pas Reports		Cold Beverages	Cold Bey	172095		

#### **IMPORT TABLES**

- Go to SETTINGS.
- Click on IMPORT TABLES.
- All Import Tables are displayed there.
- We can Import Table, then choose Current Import Table.
- Then select the file you want to import.
- Then click IMPORT button.

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∈ ⇒ 0 0	localhos	t 8084/ingredients/recipe			18	¢1	6			
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Products	4		Recipe No.	Recipe Name	Rela	ted Ope	ration			
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Accounts	4		10163	Punely Orange	Edit	Oelele				
Inventory	4		Page 1/Total 3; Per page 10 records/Total 2	monds						
+ Ingredients	4									
8- Pos Reports	÷									
Main Reports										
M Sales Reports										
A Platchase Reports										
Customer Reports										
Tax Reports										
2 Tax Reports 2 Other Reports										

#### **STEP 10 - REPORTS**

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

• To view reports in settings, you have to login as admin. Go to settings and click on reports. There were 15 reports. Let's learn them one by one.



s Report it all starts here			
s Report			
4 1 of 1 ≥ ≥1 Φ	Find   Next 🔒 •		
C	ompany name		
Cu	rent Sale Report		
	P	rint Date & Time : 9/22/	2021 1:52:58 PM
Date: 21-09-2021			
Invoice No : 13			
ltern	Price	Quantity	Total
12 Piece Butterfly Shrimp	150.00	1.00	150.00
Fish, Shrimp & Crab Shell	120.00	1.00	120.00
Fruit Maple Oatmeal	130.00	1.00	130.00
HOMESTYLE OATMEAL	200.00	1.00	200.00
		Total :	600.00
		Discount :	0.00
		Product Discount	0.00
		Tax Amount :	0.00
		Extra Charges	0.00

# MAIN REPORTS

#### **CURRENT SALE REPORT**

It shows the report of last sale report.

• Click CURRENT SALE REPORT

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← → C ○ local	host 8084/mainrepor	l/itemwisenewreport						ি	ŝ	6	- 6	
ZKPOS Restaurant								0	₽	2	dmin	0
Admin • colore	Current Item	Wise Report It all star	ts here				tione > Reports >	Account Re	perts :	Garrenti	tenWice	Report
	Current ItemWi	se Report					-	×				
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8 Dashboard	Daytio From.	20 ¥	DayNo To.	20		•						
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🗑 Accounts 🤇		Curre	nt Iom Wise		t Date & Time : 2	12/2021 4.03 07 PM					L	
🕷 Inventory <	Date : 12-02-20	21										
+ Ingredients		Butterfly Shrimp										
T upedens (	Iten		Pri		Geonfly	Total						
@ Pos Reports <	12 Piece Butter	ly Shrimp		150.00	13.03 Total Quantity :	1550-00						
					Total Geanory : Total :	1950.00						
				Po	aduct Discount :	130.00						
					Tax Amount :	42.00						

#### **CURRENT ITEM WISE REPORT**

- Select date, day number and item
- Click search button.

teWise Report					-
Date From. 2021-09-22	To. 2021-09-23		Q Search	Clear	
14 4 1 of 1 ≥ ≥1	Find   Next 😽	•			
					<u>^</u>
	Date Wise Report				
Date : 22-09-2021		Print Date & Tim	e : 9/23/2021 9:02:15 AM		
Item	Price	Quantity	Total		
Item 12 Piece Butterfly Shrimp	Price 150.0000		Total 150.0000		- 1
		1.0000			
12 Piece Butterfly Shrimp	150.0000	1.0000	150.0000		
12 Piece Butterfly Shrimp 2 Piece Grilled Crab Cakes	150.0000	1.0000 2.0000 1.0000	150.0000 350.0000		
12 Piece Butterfly Shrimp 2 Piece Grilled Crab Cakes Fish, Shrimp & Crab Shell	150.0000 175.0000 120.0000	1.0000 2.0000 1.0000 1.0000	150.0000 350.0000 120.0000		
12 Piece Butterfly Shrimp 2 Piece Grilled Crab Cakes Fish, Shrimp & Crab Shell Fried Green Tomatos	150.0000 175.0000 120.0000 120.0000	1.0000 2.0000 1.0000 1.0000	150.0000 350.0000 120.0000 120.0000		
12 Piece Butterfly Shrimp 2 Piece Grilled Crab Cakes Fish, Shrimp & Crab Shell Fried Green Tomatos	150.0000 175.0000 120.0000 120.0000	1.0000 2.0000 1.0000 1.0000 1.0000	150.0000 350.0000 120.0000 120.0000 350.0000 1090.0000		
12 Piece Butterfly Shrimp 2 Piece Grilled Crab Cakes Fish, Shrimp & Crab Shell Fried Green Tomatos	150.0000 175.0000 120.0000 120.0000 350.0000	1.0000 2.0000 1.0000 1.0000 1.0000 Total :	150.0000 350.0000 120.0000 120.0000 350.0000 1090.0000		
12 Piece Butterfly Shrimp 2 Piece Grilled Crab Cakes Fish, Shrimp & Crab Shell Fried Green Tomatos	150.0000 175.0000 120.0000 120.0000 350.0000	1.0000 2.0000 1.0000 1.0000 Total : Discount :	150.0000 350.0000 120.0000 120.0000 350.0000 1090.0000 0		
12 Piece Butterfly Shrimp 2 Piece Grilled Crab Cakes Fish, Shrimp & Crab Shell Fried Green Tomatos	150.0000 175.0000 120.0000 120.0000 350.0000	1.0000 2.0000 1.0000 1.0000 Total : Discount : Product Discount:	150.0000 350.0000 120.0000 350.0000 1090.0000 0 0 0		

#### **CURRENT DATE WISE REPORT**

- Select date and day number.
- Click search button.

ZKPOS Restaurar	it =				e	8.2	Admin	a)
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	Onlin	e Order Report					-	×
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B Dashboard	0	úne						
3 Settings	< <b>R</b>	ip, Al	*					
# Store	c B	4 1 0 1 0 10	na 👻 🔤 na i Net 🍕 - 🖓					
Ø Products	c .							
9 Users	¢	Compar Unline Ore						
Accounts	c .	Print Date & Time : 8/312	022 12:20:30 PM					
		invoice no	Total					
<ul> <li>Inventory</li> </ul>	<.	Date:31-08-2022						
Ingredients	<	3	160.00					
i ingreacitor		Total	150.00					
Database	< .	Grand Total	110,00					

#### **ONLINE ORDER REPORT**

- Enter date, day number and online app.
- Click Search button.
- You will this report after the Day close

ent Cancel	Order Report						
ate From.	2021-09-23	To.	2021-09-23		Q, Search	<b>@</b> Clear	
		ny name der Report	Find   Next	<b>₹</b> •			
Order No	Invoice No	Item	Quantity				
		Item	Quantity				

#### **CURRENT CANCEL ITEM WISE REPORT**

- Enter date.
- Click search button.


ZKPOS Restaurar	nt =							0	8	2 xd=1	'n
Admin • Cedax	In	voice Wise Report W	Vith Hour its	Il starts here			B Hone - Hoo	i > Máir Hipor	> Invis	Wise Report	cur th
	Ir	woice Wise Report With Hi	our								-
AN INVICATION		Date From. 2022 08 30	Te.	2022 08 31		), Scarch	#bCicer				
B Dashboard		Time	To.	12:00							
0 Settings	<	Frem. 28:00	10.	12:00							
W Stone	<	Item. All			-						
D Products	<	$ i-i  = w_1 >  i-i $	107% ¥	Ond   Next	<b>R</b> - A						
9 tiers	< .			rent Sale Report							
Accounts	e		Cu		t Date 5. Time : 0/315	022 12:17:16 PM					
Inventory	<	Date: 31 08 2022									
ingredients		leveice No : 37 UP17 Cedin	n orthe								
		tern		Price	Quantity	l otal					
Database	<	12 Piece Butterfly Shrimp		150.00	1.00	150.00					
					Total :	150.00			idows		
Pos Reports	4				Discussed :	0.00					
					Product Discount	0.00					

# INVOICE WISE REPORT WITH HOUR

- Enter date, time and item.
- Click Search button.
- You will get this report after the Day Close

manac ne	poreman	iour is	811 16:2811	snere			88 norme > Reports >	нап юрата > толици юраттита
mWise Repo	ert With Hour							-
Date From.	2021-09-22		то.	2021-09-23		Q Search	@Clear	
Time From.	12:00 PM	O	то.	12:00 PM	O			
Item.	All				Ŧ			
14 4 1	of 2 ? 🕨 🔰 🔶			Find   Next 🛛 🛃 *				
			Com	any name				
		Cur	rent It	m Wise Report				
				Print	Date & Time : 9/23	2021 12:20:59 PM		
Date : 22-09-2	021							
Item : 12 Piece	Butterfly Shrimp							
Item				Price	Quantity	Total		
12 Piece Butter	fly Shrimp			150.00	1.00	150.00		
					Fotal Quantity :	1.00		
					Total :	150.00		
				Pro	duct Discount :	0.00		
					Tax Amount :	0.00		
					Grand Total :	150.00		

Date : 22-09-2021 Item : 2 Piece Grilled Crab Cakes

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

- Enter date, time and item.
- Click search button.

/ment Sum	mary Report Real	starts here			Home > Reports > Account Reports	<ul> <li>Payment Summary Re</li> </ul>
yment Summa	ry Report					
Date From.	2021-09-23	то.	2021-09-23	Q, Search		
Account Types	AL	Users		• BClear		
14 4 1 of	1 Þ ÞI - ¢	Find	Next 🛃 •			
	Pay	ment Sum	mary Report Print Date & Tir	ne: 9/23/2021 12:22:37 PM		Â
Date: 23-09-202	1					_
User:Admin						
Inv No: 4						
	Pay Type		Time	Paid Amount		
ltem	1.20.042					
ltern	Swiggy		09:06:32	1135.00		
ltern			09:06:32 Total:	1135.00		
Item Inv No: 17						

#### **PAYMENT SUMMARY REPORT**

This shows the Payment Summery Report details.

- Click on Payment Summary report.
- Choose Date from and Date To.
- Select User Types and Users.
- Click SEARCH button.

intity Wise Sales Re						
antity Wise Sales Report						
Date From. 2021-09-23	Ţ	D. 2021-09-23	Q Search	<b>@</b> Clea	r	
i4 4 1 of 1 ≥ ≥1		Find   Next 🛛 🛃 *				
		Company name				
	Que	intity Wise Sales Rep	ort			
	Que		ort int Date & Time : 9/23/2021 12	:24:09 PM		
	Que			:24:09 PM		
Fish, Shrimp & Crab Shell			int Date & Time : 9/23/2021 12	:24:09 PM		
Fish, Shrimp & Crab Shell 2 Piece Grilled Crab Cakes			int Date & Time : 9/23/2021 12 Quantity	:24:09 PM		
			int Date & Time : 9/23/2021 12 Quantity 3.0000	:24:09 PM		
2 Piece Grilled Crab Cakes			int Date & Time : 9/23/2021 12 Quantity 3.0000 1.0000	:24:09 PM		
2 Piece Grilled Crab Cakes Fried Green Tomatos			int Date & Time : 9/23/2021 12 Quantity 3.0000 1.0000 1.0000	:24:09 PM		
2 Piece Grilled Crab Cakes Fried Green Tomatos Fish, Shrimp & Crab Shell			int Date & Time : 9/23/2021 12 Quantity 3.0000 1.0000 1.0000 1.0000	:24:09 PM		
2 Piece Grilled Crab Cakes Fried Green Tomatos Fish, Shrimp & Crab Shell 2 Piece Grilled Crab Cakes			int Date & Time : 9/23/2021 12 Quantity 3.0000 1.0000 1.0000 1.0000 1.0000	:24:09 PM		

# **QUANTITY WISE SALES REPORT**

It shows the report of Quantity Wise Sales report.

- Click QUANITY WISE SALES REPORT
- Choose DATE FROM and DATE TO.
- Click SEARCH button.

ZKPOS Restaurant					0 d ⁰ g x	dmin 🕫
& Admin • Craw	DayClosing Report it all starts he	12			▲ Horne > Haperts > Soly Reports > Dep	Clusing Report
	DayClosing Report					- *
NENHARIGATION	Date From. 2022-00-31	T0. 2022-05	a.	Q.Search	BCIese	
B Bashboard						
O Settings C	14 4 1 of 1 > 31 0 2005	v fird	nest 🛃 • 🖨			
# Store C		Company name				
Predicts		Day Closing Repor	,			
O Users c	Day No : 1		Paint Date & Time - 85	1/2022 12:27:25 PM		
🖬 Accounts <	Cashier : Admin					
A inventory	S_Type	Sale Amt	Cash Pald	Difference		
includy (	Coli	750.00	750.00	0.00		
+ ingredients <	LPI	150.00	150.00	0.00		
	Total :	900.00	503.00	0.00		
Database <						
Pos Reports					Activate Windows Go to PC settings to activate Wind	

#### **DAY CLOSING REPORT**

This report shows the total sales done in a day.

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



# **UNSETTLED ITEM REPORT**

• It shows the unsettled items

	Company name			
Ci	irrent Sale Report			
	P	int Date & Time : 9/23/2	021 1:59:53 PM	
ate: 23-09-2021				
ivoice No : 18				
em	Price	Quantity	Total	
2 Piece Batterfly Shrimp	150.00	1.00	150.00	
ish, Shrimp & Crab Shell	120.00	1.00	120.00	
ried Green Tomatos	120.00	1.00	120.00	
rilled Crab Cakes	350.00	1.00	350.00	
		Total :	740.00	
		Discount :	0.00	
		Product Discount	0.00	
		Tax Amount :	0.00	
		Extra Charges	0.00	
		Grand Total :	740.00	
		Extra Charges	0.00	

ZKPOS Restaurant	=							0 8	1	ldmin .	α(
Admin • Craw	Delivery B	Boy Sales	Report it all star	rts here				ane > Nger	<ul> <li>Delivery I</li> </ul>	ky Sales Hig	pat
-	Delivery Bo	y Sales Repo	ort								
NA IN NAVIGATION	Date Fro	n. 00/31/2	1000	To. 01/33/232		Q.fearth	ØClear				
B Dashboard	Delivery	Boy 41			v						
O Settings (	16.4.1	w(1 > >)	0 200% V	Nul 18	( <b>H</b> +0)						
# Store <											
D Products <				Company n Delivery Boy Sale							
O Users <					Print Date & Time : 8/31/2	122 2:01:26 PM					
O Users <		lype	Invoice No	Ancunt	Print Date & Time : 8/31/2 Lotts Charge	122 2:01:26 PM					
Accounts <		Date:31-08-20		Amount	Lotta Charge	l otal Dollvery Boy : manu					
					Lata Charge	letal					
Accounts <		Date:31-08-20	22	Amount	Lotta Charge	l otal Dollvery Boy : manu					
<ul> <li>Accounts ←</li> <li>Accounts ←</li> <li>Inventory ←</li> <li>Ingredients ←</li> </ul>		Date:31-08-20	22	Amount	Latta Charge 50.0000	lotal Dalivery Boy : manu 710.0000					
Accounts <		Date:31-08-20	22	Amount	Lotos Charge 50,000 Total:	Fotal Delivery Boy : manu 710.0000 600.0000					

# **DELIVERY BOY SALES REPORT**

It shows the report of delivery boy sales report.

- Click DELIVERY BOY SALES REPORT
- Choose DATE RANGE.
- Choose DELIVERY BOY.
- Click SEARCH button.

yWise Report it all starts here				#b Home	HEPOITS	Daily Reports	<ul> <li>DayWise Report</li> </ul>
ayWise Report							- ×
Day No From.	To. 4		Q Search	Øclear			
14 4 1 of 2 7 🕨 🖬 🔶	rind   Next 🛛 😹 *						
	Company name						
	Day Wise Sales Report	int Date & Time : 9/23	3/2021 2:11:36 PM				
Day No : 1		int Date & Time : 9/2:	3/2021 2:11:35 PM				
Day No : 1 Invoice No : 2	Pr	int Date & Time : 9/23	3/2021 2:11:36 PM				
Invoice No : 2 Item	Price	Quantity	Total				
Invoice No : 2 Item 12 Piace Butterfly Shrimp	Price 150.00	Quantity 1.00	Total 150 00				
Invoice No : 2 Item	Price	Quantity	Total				
Invoice No : 2 Item 12 Piace Butterfly Shrimp	Price 150.00 175.00 Invice	Quantity 1.00 1.00 Dice Wise Total :	Total 150.00 175.00 325.00				
Invoice No : 2 Item 12 Piace Butterfly Shrimp	Price 150 80 175 80 Invoice	Quantity 1.00 1.00 Dice Wise Total : Wise Discount :	Total 150 00 175 00 325.00 0.00				
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1	Item 2 Piece Grilled Crab Cakes	Quantity 1	Price 175.00 175.00	Total 175.00	
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1 2 3 4	Term 2 Piece Grilled Crab Cakes 2 Piece Grilled Crab Cakes 2 Piece Grilled Crab Cakes New Pod	Quantity 1 1 2 1	Price 175.00 175.00 175.00 56.00	Total 175.00 175.00 350.00 56.00	
1 2 3 4 5	tem 2 Piece Grilled Crab Cakes 2 Piece Grilled Crab Cakes 2 Piece Grilled Crab Cakes New Pod Fried Green Tomatos	Quantity 1 1 2 1 3	Price 175.00 175.00 175.00 56.00 120.00	Total 175.00 175.00 350.00 56.00 380.00	
1 2 3 4 5	Item 2 Piece Grilled Crab Cakes 2 Piece Grilled Crab Cakes 2 Piece Grilled Crab Cakes New Pod New Pod Fried Green Tomatos 12 Piece Butlerlly Shrimp	Quantity 1 2 1 3 3	Price 175.00 175.00 175.00 56.00 120.00 150.00	Total 175.00 175.00 350.00 56.00 380.00 450.00	
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1 2	Item 2 Piece Grilled Crab Cakes	Quantity 1	Price 175.00	Total 175.00	
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1 2 3 4	Item 2 Piece Grilled Crab Cakes 2 Piece Grilled Crab Cakes 2 Piece Grilled Crab Cakes	Quantity 1 1 2	Price 175.00 175.00 175.00	Total 175.00 175.00 350.00	
1 2 3 4 5	Item 2 Place Grilled Crab Cakes 2 Place Grilled Crab Cakes 2 Place Grilled Crab Cakes New Pod	Quantity 1 2 1	Price 175.00 175.00 175.00 56.00	Total 175.00 175.00 350.00 56.00	
1 2 3 4 5 6	Item 2 Place Grilled Crab Cakes 2 Place Grilled Crab Cakes 2 Place Grilled Crab Cakes New Pod Fried Green Tornatos	Quantity 1 1 2 1 3	Price 175.00 175.00 175.00 56.00 120.00	Total 175.00 175.00 360.00 56.00 360.00	
ar 1 2 3 4 5 6 7 8	Item 2 Piece Grilled Crab Cakes 2 Piece Grilled Crab Cakes 2 Piece Grilled Crab Cakes New Pool Fried Green Tomatos 12 Piece Butterfly Shrimp	Quantity 1 1 2 1 3 3 3	Price 175.00 175.00 175.00 56.00 120.00 150.00	Total 175.00 175.00 360.00 56.00 360.00 450.00	
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# SALES REPORTS DAY WISE SALES REPORT

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

- Click on DAY WISE REPORT.
- Enter the FROM and TO day number.
- Click on the Search Button.
- Use print, layout and export features as done in the other reports.

# **MONTHWISE SALES 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 on the Search option
- Use print, layout and export features as done in the other reports.

# YEAR WISE SALES REPORT

Provides the year wise sales report.

- Click on YEAR WISE REPORT.
- Type the Year
- Click the **Search** option.



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Nem 12 Piece Butterfly Shrimp 2 Piece Grilled Crab Cakes Fish, Shrimp & Crab Shell	150.0000 175.0000 120.0000	Quantity 4.0000 3.0000 6.0000	Total 600.0000 525.0000 720.0000		
Nem 12 Piece Butterfly Shrimp 2 Piece Grilled Crab Cakes Fish, Shrimp & Crab Shell Fried Green Tomatos	150.0000 175.0000 120.0000 120.0000	Quantity 4.0000 3.0000 6.0000 3.0000	Total 600.0000 525.0000 720.0000 360.0000		
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## DAILY ITEM REPORT

This report shows the item report for current day.

- Click on DAILY ITEM REPORT
- It will Display with item report
- 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 excelor any other format using the export option.

#### **DEPARTMENT REPORT**

It shows the report of department wise sales data.

- Click DEPARTMENT REPORT
- Choose DATE FROM and DATE TO.
- Select the department
- Click SEARCH button.

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# **EXTRA CHARGES REPORT**

This shows the Extra Charges Report details.

- Click on Extra Charges Report.
- Choose Date from and Date To.
- Click SEARCH button.

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	Company name Sales Return Report				
Day No : 6	P	int Date & Time : 9/23	2021 3:15:40 PM		
Item Code	Item	Quantity	Total		
Cashier : Admin					
	12 Piece Butterfly Shrimp	1.00	150.00		
		Total	150.00		
		Discount	0.00		
		Product Discount	0.00		
		Tax	0.00		
	Total :	1.00	150.00		

# **SALES RETURN REPORT**

It shows the report of Sales Return report.

- Click SALES RETURN REPORT.
- Enter DAY NO FROM and DAY NO TO.
- Click SEARCH button.

Category Repo	ort				- ж
Date From.	2023-05-01	To. 2015-16-24		Q, Search	
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# **CATEGORY WISE PROFIT REPORT**

This report shows the category wise profit details.

- Click on CATEGORY WISE PROFIT REPORT.
- Choose DATE FROM and DATE TO.
- Choose CATEGORY.
- Click search button.



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# DATE WISE PROFIT REPORT

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

- Click on DATE WISE PROFIT REPORT.
- Here you have an option to set the FROM DATE and TO DATE. Set a "from date" and "to date".
- Set TIME FROM and TIME TO.
- Click SEARCH button.

# **PRODUCT WISE PROFIT REPORT**

- Enter date, day umber and time.
- Click search button.

Product Cost And S	ales Report				- *
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	Product Cost And S		: 9/23/2021 3:24:04 P		ŕ
Prd Id	Name	Cost Price	Sales Price	Difference	
13	12 Piece Butterfly Shrimp	120.00	150.00	30.00	
10	2 Piece Grilled Crab Cakes	100.00	175.00	75.00	
155	Açai Primo Bowl	100.00	150.00	50.00	
129	Aloha Pineapple Smoothie	100.00	150.00	50.00	
139	Amazing Greens	100.00	200.00	100.00	
10324	Appetizer Spotlight	100.00	300.00	200.00	
147	Apple in Greens Smoothie	100.00	200.00	100.00	
10198	Apple Shake	300.00	400.00	100.00	
10320	Apple Snack	100.00	150.00	50.00	
138	Apples 'N Charge	100.00	300.00	200.00	
10213	Arabian Coffee	300.00	400.00	100.00	
10212	Arabian Special	300.00	900.00	600.00	

# **PRODUCT COST AND SALES REPORT**

This shows the Product cost and N Sales Report details.

Click on Product cost and N Sales REPORT.

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# SALES RANKING REPORT

It shows the report of Sales Ranking report.

- Click SALES RANKING REPORT.
- Choose DATE FROM and DATE TO.
- Click SEARCH button.

#### **CASHIER SALES REPORT**

This shows the Cashier Report details.

- Click on Cashier Report.
- Enter Date No from and Date No To.
- Click SEARCH button.



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# TIME WISE SALES REPORT

It shows the report of Time Wise Sales report.

- Click TIME WISE SALES REPORT
- Choose DATE FROM and DATE TO.
- Click SEARCH button.

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## **CASH DRAWER BALANCE REPORT**

This shows the Cashier Drawer Balance Report details.

- Click on Cashier Drawer Balance Report.
- Enter Date No from and Date No To.
- Click SEARCH button.

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10	2 Piece Grilled Crab Cakes	-6.00	
100	Creamy Potato Leek Soup	10.00	
10342	New Pod	-1.00	
11	Fried Green Tomatos	-5.00	
13	12 Piece Butterfly Shrimp	-12.00	
4	Fruit Maple Oatmeal	-4.00	
5	Hotcakes and Sausage	-1.00	
7	HOMESTYLE OATMEAL	-2.00	
8	Fish, Shrimp & Crab Shell	-11.00	
9	Grilled Crab Cakes	-2.00	

<b>PURCHASE REPORTS</b>
STOCK REPORT

You can view the stock report of each item here.

- Click on the POS Report
- Select Purchase Report
- Select the Stock Report
- It will generate the report with Item code , Item and Stock

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Company name	
Physical Stock Report Print Date & Time : 9/23/2021 3:32:52 PM	
Code Item Receiving Spoilage Sales Balance	
Open Product 0.00 0.00 0.00 0.00	
0 2 Piece Grilled Crab 10.00 10.00 6.00 -6.00 Cakes	
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Vendor : Supplie Batch No : 2	erA Description	Trans	Print Quantity	Price	Total			

# PHYSICAL STOCK REPORT

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

- Click on the POS Report
- Select Purchase Report
- Select the Physical Stock Report.
- Report will generate with Item Code, Item, Receiving, Spoilage, Sales, and Balance.

# STOCK RECEIVING REPORT

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

- Click on STOCK RECEIVING REPORT.
- Select the date range.
- Click on the Search Option
- You can also print out the Report



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Vendor : Su	pplierA							
Batch No : 3								
upc Code	Description		Quantity	Price	Total			
	Creamy Potato L	eek Soup	20.00	100.00	2000.00			
	Turkey Wild Rice	Soup	10.00	100.00	1000.00			
				Total :	3000.00			
				Tax Amount :	0.00			
				Total:	3000.00			
Receiving P	erson: Admin							
				Tax Amount:	0.00			
				Total:	3000.00			

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			sale quantity	current stock		
Print Date & name Suagr	Time : 9/23/2021 4:0	4:59 PM				

# STOCK TRANSACTION REPORT

This report shows the transaction details.

- Click on the POS Report
- Select Purchase Report
- Select the Stock Transaction Report
- Select the Data Range
- Click on the Search Option.

#### **INGREDIENTS STOCK REPORT**

This report shows the ingredients stock details.

- Click on INGREDIENTS STOCK REPORT.
- Select the Ingredients from the Dropdown
- Click on the Search Option

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name 23.09-2021 SupplierA	Com	pany name Receiving Report		amount 500.00		

## **INGREDIENTS RECEIVE REPORT**

This report shows the ingredients receive details.

- Click on INGREDIENTS RECEIVE REPORT.
- Select the Date Range
- Also select the Vendor and Ingredients from the dropdown
- Click on the Search option.

edients Profit Report						
Date From. 2021-09-23	To.	2021-09-23		Q Search	<b>∰</b> Clear	
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Print Date & Time : 9/23/	Ingredients Profi					
Item	Cost	Sale	Profit			
12 Piece Butterfly Shrimp	-120.00	-150.00	-30.00			
12 Piece Butterfly Shrimp	120.00	150.00	30.00			
12 Piece Butterfly	120.00	200.00	30.00			
12 Piece Butterfly Shrimp Hotcakes and Sausage						
12 Piece Butterfly Shrimp Hotcakes and	150.00	200.00	50.00			

INGREDIENTS	PROFIT	RFPORT

This report shows the ingredients profit details.

- Click on INGREDIENTS PROFIT REPORT.
- Choose DATE FROM and DATE TO.
- Click SEARCH button.

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	Stock Value	ie Report			
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Item Code	Item	Price	Stock	Total	
10	2 Piece Grilled Crab Cakes	100.00	-6.00	-600.00	
100	Creamy Potato Leek Soup	100.00	20.00	2000.00	
100 101	Creamy Potato Leek Soup Turkey Wild Rice Soup	100.00	20.00	2000.00	
101	Turkey Wild Rice Soup	100.00	10.00	1000.00	
101	Turkey Wild Rice Soup New Pod	100.00	10.00 -1.00	1000.00	
101 10342 11	Turkey Wild Rice Soup New Pod Fried Green Tomatos	100.00 52.00 100.00	10.00 -1.00 -5.00	1000.00 -52.00 -500.00	
101 10342 11 13	Turkey Wild Rice Soup New Pod Fried Green Tomatos 12 Piece Butterfly Shrimp	100.00 52.00 100.00 120.00	10.00 -1.00 -5.00 -12.00	1000.00 -52.00 -500.00 -1440.00	
101 10342 11 13 4	Turkey Wild Rice Soup New Pod Fried Green Tornatos 12 Piece Butterfly Shrimp Fruit Maple Oatmeal	100.00 52.00 100.00 120.00 90.00	10.00 -1.00 -5.00 -12.00 -4.00	1000.00 -52.00 -500.00 -1440.00 -360.00	
101 10342 11 13 4 5	Turkay Wild Rice Soup New Pod Fried Green Tornatos 12 Piece Butterlly Strimp Fruit Maple Oatmeal Hotcakes and Sausage	100.00 52.00 100.00 120.00 90.00 150.00	10.00 -1.00 -5.00 -12.00 -4.00 -1.00	1000.00 -52.00 -500.00 -1440.00 -360.00 -150.00	

#### **STOCK VALUE REPORT**

This report shows the stock value details.

- Click on POS Report
- Click on the Purchase Report
- Select the Stock Value Report
- The report will generate with Item Code, Item, Price, Stock, Total.



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Item code	hem	Stock	
10	2 Piece Grilled Crab Cakes	-6.00	
10342	New Pod	-1.00	
11	Fried Green Tornatos	-5.00	
13	12 Piece Butterfly Shrimp	-12.00	
4	Fruit Maple Oatmeal	-4.00	
5	Hotcakes and Sausage	-1.00	
7	HOMESTYLE OATMEAL	-2.00	
8	Fish, Shrimp & Crab Shell	-11.00	

#### LOW STOCK REPORT

You can view the low stock report of each item here.

- Click on POS Report
- Click on the Purchase Report
- Select the Low Stock Report
- Report will generate with Item Code, Item, Stock.

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## **EXPENSE DETAILS REPORT**

- Select date and time range
- Select Expense Type.
- Click on the Search option

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	predient aceMing	2	2	0.00	525.00			
	Receiving	3	3	0.00	3000.00			

# **VENDOR REPORT**

This shows the Vendor Report details.

- Click on Vendor Report.
- Choose Date from and Date To.
- Choose VENDOR.
- Click SEARCH button.

t Report							-
Date From. 2021-09-23	To. 2021-0	9-23		0	<b>)</b> Search	<b>∰</b> Clear	
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	Company n Cost Repo	rts	e & Time:9/23/202	1 4:24:52 PM			
Date:9/23/2021 12:00:00 AM							
Name	Quantity	Cost	Price	Total			
Turkey Wild Rice Soup	10	100.00	300.00	1000.00			
Creamy Potato Leek Soup	20	100.00	300.00	2000.00			
1	fotal:			3000.00			

# **COST REPORT**

This shows the cost details.

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

ntory Report				
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	Company nam	•		
	Inventory Report	ts		
		Print Date & Time:9/2	23/2021 4:26:30 PM	
Item code	Item	Cost	Stock	
10	2 Piece Grilled Crab Cakes	100.00	-6.00	
100	Creamy Potato Leek Soup	100.00	20.00	
101	Turkey Wild Rice Soup	100.00	10.00	
10342	New Pod	52.00	-1.00	
11	Fried Green Tornatos	100.00	-5.00	
13	12 Piece Butterfly Shrimp	120.00	-12.00	
4	Fruit Maple Oatmeal	90.00	-4.00	
5	Hotcakes and Sausage	150.00	-1.00	
7	HOMESTYLE OATMEAL	45.00	-2.00	
	Data Chaire & Cash Chail	400.00	44.00	

# **INVENTORY REPORT**

This report shows the Inventory details.

• Click on INVENTORY REPORT.



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upc code	ltern	Receiing	Spoilage	Sales	Balance	
0	Open Product	0.00	0.00	0.00	0.00	
10	2 Piece Grilled Crab Cakes	10.00	10.00	6.00	-6.00	
100	Creamy Potato Leek Soup	30.00	10.00	0.00	20.00	
101	Turkey Wild Rice Soup	10.00	0.00	0.00	10.00	
10161	Citrus Kick	0.00	0.00	0.00	0.00	
10162	Great Greens	0.00	0.00	0.00	0.00	
10163	Purely Orange	0.00	0.00	0.00	0.00	
10164	Purely Carrot	0.00	0.00	0.00	0.00	
10165	Orange Carrot Twist	0.00	0.00	0.00	0.00	
	Orange Berry Antioxidant	0.00	0.00	0.00	0.00	

### **INVENTORY TRANSACTION REPORT**

This shows the inventory transaction details.

- Click on INVENTORY TRANSACTION.
- Report will generate with UPC CODE, Item, Receiving, Spoilage, Sales and also Balance.

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		11	Filed Green Tomatos	-1.00				
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Database		160678368	Burger	7.00				
( Danamase			Giflad Crab Cakas	-1.00				

# **BEVERAGE STOCK REPORT**

This shows the inventory transaction details.

- Click on INVENTORY TRANSACTION.
- Report will generate with Item Code, Item and quantity.

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# CUSTOMER REPORTS CUSTOMER DETAILS REPORT

This shows the customer details.

- Click on CUSTOMER DETAILS REPORT.
- Choose DATE FROM and DATE TO.
- Choose CUSTOMER NAME.
- Click SEARCH button.

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# **CUSTOMER POINT REPORT**

This shows the Customer Point Report details.

- Click on Customer Point Report.
- Choose Date from and Date To.
- Choose Customer.
- Click SEARCH button.

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	Print Data & Time : 2/12/2021 : Customer	5.09.08 PM Amount		Description	

# **CUSTOMER ADVANCE REPORT**

- Select Date and Customer name.
- Click search button.

# **ZKPOS Restaurant Back Office User Manual**



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a romana		5	Admin	155.00	0.00	165.00				

#### **CUSTOMER GIFT CARD REPORT**

This shows the Gift Card Report details.

- Click on Gift Card Report.
- Choose Customer.
- Click SEARCH button.
- You can also find the Expired Gift Card by selecting the Expired Card Buttons.

# TAX REPORTS

#### SALES TAX REPORT

It shows the report of sales tax report.

- Click SALES TAX REPORT
- Choose DATE FROM and DATE TO.
- Choose CATEGORY.
- Click SEARCH button.

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# TAX REPORT

This report shows the tax details.

- Click on TAX REPORT.
- Choose DATE FROM and DATE TO.
- Select the Search Option.

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# **OTHER REPORTS**

# **ORDER SUMMERY REPORT**

This report will provide the order summery report. To view the report, follow the below steps.

- Click on ORDER SUMMERY REPORT.
- Here you have an option to set the FROM DATE and TO DATE. Set a "from date" and "to date".
- Click SEARCH button.

# **ACTION LOG REPORT**

This report will provide the action log report. To view the report, follow the below steps.

- Click on ACTION LOG REPORT.
- Here you have an option to set the FROM DATE and TO DATE. Set a "from date" and "to date".
- Choose FORM, STATUS, and USER.
- Click SEARCH button.



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#### **AREA WISE REPORT**

This report will provide the area wise details. To view the report, follow the below steps.

- Click on AREA WISE REPORT.
- Here you have an option to set the FROM DATE and TO DATE. Set a "from date" and "to date".
- Choose area.
- Click SEARCH button.

#### **CANCEL ORDER REPORT**

This report will provide the cancel order report. To view the report, follow the below steps.

- Click on CANCELORDER REPORT.
- Here you have an option to set the FROM DATE and TO DATE. Set a "from date" and "to date".
- Click SEARCH button.

# **FOOD - VOUCHER REPORT**

This report will provide the Food-Voucher report. To view the report, follow the below steps.

- Click on FOOD VOUCHER REPORT.
- Select the Particular Voucher From the Drop Down
- You can also find the Expired, All and Used vouchers separately, by selecting each box.
- Click on the Search option.

# **GRATUITY - TIP REPORT**

This report will provide the Gratuity-Tip report. To view the report, follow the below steps.

- Click on GRATUITY REPORT.
- Here you have an option to set the FROM DATE and TO DATE. Set a "from date" and "to date".
- Choose FOOD SERVER from the list.
- You can also select the Adjusted and Unadjusted report separately
- Click SEARCH button.

# **ORDER DETAILS REPORT**

- Click on ORDER DETAILS REPORT.
- Choose DATE FROM and DATE TO.
- Choose FOOD SERVER.
- Choose STATUS.
- Choose PRIORITY.
- Click SEARCH button.

# ZKPOS Restaurant Back Office User Manual



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#### WORK PERIOD CLOSING REPORT

This shows the work period closing details.

- Click on WORK PERIOD CLOSING REPORT.
- Choose DATE FROM and DATE TO.
- Choose USERS.
- Click SEARCH button.

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#### **ATTENDENCE REPORT**

This shows the Attendance details.

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

# CURRENT REPORTS PRODUCTWISE REPORT

This report will provide the current product wise reports before Day closing.

- Click on POS REPORT
- Select the Current Reports.
- Click on the Product wise Report
- Select the Date Range
- Also select the Item from the Drop Down.
- Click on the Search Option

#### **DEPARTMENT WISE REPORT**

This report will provide the Department wise reports before Day closing.

- Click on POS REPORT
- Select the Current Reports.
- Click on the Department Wise Report
- Select the Date Range
- Select the Department from the dropdown
- Click on the Search Option

### **PRODUCTWISE PROFIT REPORT**

This report will provide the Product wise Profit report

- Click on POS REPORT
- Select the Current Reports.
- Click on the Product wise Profit Report
- Select the Date and Time range
- Click on the Search Option

# **ZKPOS Restaurant Back Office User Manual**



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### **STEP 10 SIGN OUT**

You have to logout the section, Click on the Admin Icon on Top right Corner.

• Click on the Sign Out option.

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