

# **USER MANUAL** <u>ZKPOS SUPERMARKET BACK OFFICE</u>

Date: 01-02-2020

Software Version: 2.5.1

# **GETS STARTED**

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

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

# **STEP 1 - LOGIN TO ZKPOS**

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- 1. Open **ZKPOS SUPERMARKET**.
- 2. Enter USER NAME and PASSWORD.
- 3. Click ENTER button.

# **STEP 2 - DASHBOARD**

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Now you will be redirected to the MAIN MENU.



# **STEP 3 - SETTINGS**



- 1. Go to the **Settings** option.
- 2. Click on CompanyDetails.

#### **STEP 3.1 - COMPANY DETAILS**

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

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- 1. Login as **ADMIN**.
- 2. Click on **SETTINGSMENU**.
- 3. To add COMPANY DETAILS you need to click COMPANY DETAILS menu on the top left corner of the window.
- 4. Enter all necessary details in the appropriate fields. If you want to enable tax, tick the checkbox for "Enable Tax" then you can enter Tax Name in the text box below. Finally browse the company logo and then update the data by clicking on UPDATE button.
  5. Click OK.

# **STEP 3.2 -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.

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

Now let's learn each utilities one by one.

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

- 5. **ENABLEMULTIPLELANGUAGEPRINT**: Displays **PRODUCTNAME** in default language and also in alias name.
- 6. **ENABLEGUESTCOUNT**: Customers are considered as your guests and you could save their count for reference purpose or to print with the invoice.
- 7. 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.

- 8. **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.
- 10. ENABLECOMBO/SUBPRODUCTS: You have to enable this utility if you want to display

COMBO PRODUCTS and SUB PRODUCTS in the POS section.

11. ENABLE FINGERPRINTLOGIN: If this feature is enabled users can LOGIN/REGISTER using

#### their FINGERPRINT.

- 12. ENABLE KITCHEN PRINT: This feature allows kitchen manager to print orders.
- 13. ENABLE ORDER PRINT: By enabling this feature you can take printout of the orders.
- 14. ENABLEGIFTANDPPOINTS: If you want to set GIFTS against invoice count/amount

you have to enable it here.

15. **ENABLEEDITPRODUCT**: By enabling this feature you could edit already added product details.

16. ENABLEMINUSSTOCK: If this feature is enabled you can sale products without stock.

For instance suppose, you didn't updated the stock receiving details to your ZKPOS, but

you want to sale the products. You can do it by enabling this utility.

- 17. ENABLE CUSTOMER ACCOUNT AUTHENTICATION: If you have a regular customer, create one account for him. Then customers can add their invoice amount to their customer account.
- 18. **ENABLE ROUNDING TAX CALCULATION**: It will round total tax amount for calculation convenience.
- 19. ENABLE AUTO ROUNDOFF: This feature will round off the amount in decimals AUTOMATICALLY.
- 20. **ENABLE USERS TO ADD NEW PRODUCT**: This section allows users to add new product in POS while find invalid barcodes.
- 21. ENABLE DISCOUNT OFFERS: You can apply discount offers in Invoice Bill.
- 22. ENABLE POS WEB: This feature enables POS WEB.
- 23. SHOW SHORTCUTS: This feature enables keyboard short cut.
- 24. ENABLE PRICE EDIT: This feature enables to edit a price.
- 25. ENABLE OPTION TO ADD CARD NUMBER ON CARD PAYMENT: It enables to add card number on card payment.
- 26. ADD CUSTOMER ON PAYMENT TIME: It enables to add customer details on payment time.
- 27. ENABLEDISCOUNT AND ROUND FOR CASHIERS: Cashier can add discount forcustomers

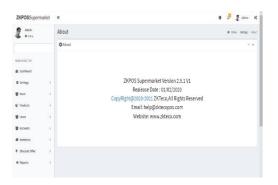
and also round invoice amount for convenience.

- 28. ENABLE INCLUSIVE TAXCALCULATION: Enable inclusive tax calculation.
- 29. ENABLE EMAIL SCHEDULER: Enable email scheduler.
- 30. ENABLE NOTIFICATION: Enable notification.
- 31. EASY RETURN: Enable return.
- 32. ENABLE EMAIL FOR WORK PERIOD CLOSING: This feature is add to get work period close

email.

- 33. ENABLE AUTOBACKUP: Enable auto backup feature.
- 34. ENABLE LINK SAME BARCODE TO PRODUCTS: Enable link same barcode to products.
- 35. ENABLE REPORT APP: To enable activate the report app.
- 36. ENABLE PRICE CHECKER: To enable activate the price checker.
- 37. ENABLE INVENTORY APP: To enable activate the inventory app.
- 38. ENABLE BACK OFFICE: To enable activate the back office.

# **STEP 3.3 - ABOUT ZKPOS**



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

# **STEP 3.4 - BACKUP YOUR DATA**

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

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- 1. Go to **SETTINGS**.
- 2. From the MENU OPTIONS, click BACKUP.
- 3. **DATABASE NAME** will be there by default.
- 4. You can browse and select the location to store your backupfile.
- 5. Enter the backup file name.
- 6. Click**BACKUP**buttontobackupor**CANCEL**to cancel the operation.

# **STEP 3.5 - CUSTOMER**

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

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- 1. Goto SETTINGS.
- 2. Click on CUSTOMER
- To add a new customer click on the ADD button.

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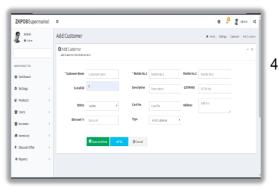
- 4. Enterbasic customer details in the appropriate fields including customer name, phone numbers, email id, status, your comments and finally the address of the customer.
- Select the Customer Type from the dropdown.(End Customer/ Retail Customer/ Wholesale Customer)
- Enter card number, discount if the customer is a special case and fill rest of the fields with relevant values.
- Click on the Ok button to save customer details or click on the Save and New option to add new customer details.

#### **EDIT / DELETE A CUSTOMER**

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

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- 1. Go to SETTINGS.
- 2. Click **CUSTOMER** from the menu options.
- You can see the saved customers as shown above. Click on the Customer that you want to delete and select the customer and click OK button.



4. If you want to edit the customer details, then make necessary changes and click **OK** button.

# **STEP 3.6 - 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**.

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

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- 4. Enter the VENDOR DETAILS in the appropriate fields like Name, Phone Number, Email ID, Status, Vat Register Number and Address.
- 5. After entering necessary details click **OK** button or Click on the Save and New button to add new vendor details.
- 6. Click SEARCH button to search the vendor.

#### EDIT / DELETE A VENDOR

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

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 Every saved vendor names will be displayed, you have to choose the vendor that you want to edit/ delete.

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2. If you want to edit, then make necessary changes and click **OK** button.

# **STEP 3.7 - EXCHANGE RATE**

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

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- First you need to enable multi currency payment in the UTILITY.
- 2. Now, go to **SETTINGS**.
- From the menu options, click EXCHANGE RATE.

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- Click on the EDIT option to the currency that you want to edit. Then exchange rate field will become editable and you can edit it. After making the necessary changes, click on the UPDATE or Cancel option for necessary changes.
- 5. Now all your changes will be saved.

# **STEP 3.8 - 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.

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- 1. Go to **SETTINGS**.
- 2. Click on **DATACLEANING**.
- Select appropriate checkboxes based on your requirements.
- 4. Now click **CLEAR** button.

# **STEP 3.9 - IMPORT TABLES TO ZKPOS**

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

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- 1. Go to **SETTINGS**.
- 2. Click on **IMPORTTABLES**.
- 3. Select the table to which you want to
- 4. import data.
- Select the file that you want to import to ZKPOS.
- 6. Click **IMPORT** button.
- Choose Current Export Table and select the file you want to import from the import option.

Note: You can download the template of each department by clicking the download template link shown on the right side of the window. For that you have to select the department first and then click on the link. After that only you can see the downloaded template in your system in an excel form later add the departments and save the file. Then in the import function browse the file and you can view the list of new departments in the department list in the products menu.

# **STEP 3.10 - EXPORT TABLES**

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

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- 1. Go to **SETTINGS**.
- 2. Click on **EXPORTTABLES**.
- Select the table that you want to export from the Current Export Table and there are some options to export the table into ExportToWord/ExportToExcel/ ExportToPDF/ ExportToCSV.

Note: You have to browse the path where you want to save the file.

# **STEP 3.11 - NOTIFICATION SETTINGS**

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- 1. Open **ZKPOS**.
- 2. Click on SETTINGS menu.
- From the menu options click on the Notification Settings. In which from the related operations select Edit option to Update or Cancel it.

# STEP 3.12-EMAIL SETTINGS

**ZKPOS** provides email settings options.

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- 1. Go to SETTINGS.
- 2. In the options select **Email Notifications**.
- Now enter the details like Email Sending Server, Server Port, Email Account, Password, Sender Name, Email Content, Schedule basis type like Daily On Time, Daily On Interval and

click on the OK button to save the details.

#### STEP 3.13 - MEMBERSHIP

Membership option is available to the customers. Where the cashier can select the customers and can reward them for the membership loyalty like Gold, Premium etc.

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#### 1. Go to SETTINGS.

 In the options select membership.
 Now you can view the membership details there. If you want to add a new membership option, follow the below steps.

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4. Enter the details like name and description and click ok to save.

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5. If you want to edit or delete the membership details, then click on the edit/delete option and enter the details and click ok button.

#### **STEP 3.14 - ANNOUNCEMENTS**

Give any Announcement to admin or other users by using this option.

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1. Go to SETTINGS.

2. In the options select membership.

3. Now you can view the membership details there. If you want to add a new membership option, follow the below steps.

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D Reports				

Enter the announcement message and select the users to send.
 Colort the EDOM data and To data and click on the

3. Select the FROM date and To date and click on the ok and new button.

# **STEP 4 - PRODUCT MANAGEMENT**

#### 4.1 DEPARTMENTS

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

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- 1. Click on **PRODUCTS**.
- 2. From the menu options, click **DEPARTMENT**.
- 1. Some default departments will be there. You can edit/delete an existing department.
- 2. Click on the department that you want to edit/delete and click on Ok button.
- You can change the department name, sort order, image of the department etc. as you wish.

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- 6. The departments are displayed in the right side of the window.
- If the department have any parent department, then select its parent department from the dropdown.

Now to add a new department, click on the ADD button.

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- Enter Department Name, Sort Order, Status,
   Department Button Style, Product Button
   Style and Image.
- 5. Save the details by clicking on **OK** button.

#### 4.2 UNITS

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

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

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- 1. To add new unit click **ADD** button.
- 2. Enter the UNIT NAME and UNIT ID.
- 3. Enter the **QUANTITY**.
- 4. Save the details by clicking on **OK** button.
- 5. To delete a unit, click on the Delete option and click OK.
- To edit a unit, click on the Edit option and enter the details you want to edit and click OK.

#### 4.3 SUB PRODUCTS

Supermarket sub product details can enter in this field.

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- 1. To add a sub product you should enable Sub products in the utility.
- Click on ADD button and enter the details like Sub Products, Sales Price, and Add Products, enable status option and browse image for the sub product.

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- Click on the OK button to save the sub product.
- 2. The departments are displayed in the right side of the window.

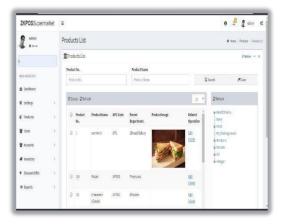
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- If the sub products have any parent department, the select its sub Department from the dropdown.
- 2. Click on the subproduct that you want

to edit/delete and click on Ok button.

#### COMBO PRODUCTS

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



- 1. Go to utility and enable combo product. Now update the changes.
- To add a combo product, you need to select a product and browse the image of the selected product.
- 3. Click Save option to save the combo product.

#### **PRODUCT LIST**

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

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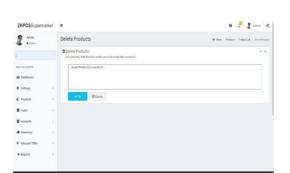
- 1. To add a new product, Click PRODUCTS.
- 2. From the menu options, select **PRODUCT LIST**.
- 3. If the product is a weighing item then, tick the checkbox corresponds to weighing items. Those items that are listed as weighing items will be displayed in the WEIGHING ITEMS.

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4. Product ID and UPC CODE will be displayed automatically, but you can change it if you want.

5	. Click on the barcode and select the
	product from it, by selecting the product
	it automatically enters the alias name,
	department, status, cost, bottom price/MRP,
	packingQuantity,TotalCost,Taxetc.details

- 6. Click OK button.
- To edit a product list click on the edit option And enter the details you want to edit and Click OK.
- 8. To delete a product list click on the delete button and click OK.



#### PRICE LIST

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- 1. Go to MAINMENU
- 2. Click on PRODUCTS.
- 3. Select PRICE LIST from the menu options.
- 4. Enter the PRICE LIST NAME.
- 5. By default there will be two types of price list,

SALES and DISCOUNT. The products with discount offers should be added to the discount price list. Select the PRICE TYPE and STATUS.

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- 6. Click SAVE button.
- 7. Saved details will be displayed in the grid.
- 8. Sometimesyoumayneedtomakechangesto the price of particular products. So in such cases make a copy of the original price list by clicking on the make a copy next to the price list name. A copy will be created. To delete a price list click on the delete option and click OK button.

#### **PRODUCT PRICE LIST**

You can see all saved product price list here.

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- 1. Click on PRODUCT PRICE LIST
- 2. All Prices that you have added in the **PRICE LIST** will be displayed in the dropdown.
- To add new, select the price list name from the dropdown.
- There will be a default price list, if you want to add new select the price list name from the dropdown.
- Click on the ADD ITEM button to add a product.
- 6. Select the Product.
- 7. Add or edit BOTTOM PRICE, END PRICE, and STATUS.
- 8. Click UPDATE button.
- 9. Changes will be saved.

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- The default price list will be set as the current price list. You can change it after creating another list. For that click on the SET CURRENT LIST button.
- 11. Select the current sale price list and current discount price list and click SAVE button.
- Click delete option to delete the product price list and click OK.

#### SHELF

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

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- 1. Click on SHELF.
- 2. Click ADD button.

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- 3. Enter the **SHELFNAME**.
- 4. Enter the Status.
- 5. Click **OK** button.

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- 6. To edit click on the edit option and enter the Details and click OK.
- 7. To delete click delete option and click OK.

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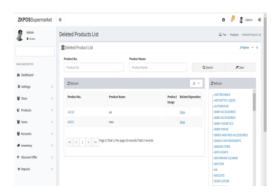
#### WEIGHING ITEMS

1. Click on **WEIGHING ITEMS**.

2. Product, Current, Price, New Price, Weighing Number will be displayed.

3. To add **WEIGHTING TYPE**, then Click **WEIGHTING TYPE**.

#### **DELETED PRODUCTS**



1. Click on **DELETED PRODUCTS.** 

2. Select the deleted **product no** and **product name** and click on the search button.

#### **STOCK MASTER**

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- 1. Click on **STOCKMASTER**.
- 2. All products are displayed in Grid Section.

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		Current Sale Price List	0.000	Quantity	Quantity		
		Correct Discount Price List	Quantity	Quantity	Quantity		

- **3.** After all products are displayed, the **Search** field is there.
- 4. To search particular item, the item is displayed.
- 5. If to edit the stock click on the edit option and it automatically displays the product id, product, UPC code, stock, cost, average cost. Where you can make a change in bottom price, current sale price list and current discount price list and click OK button to save the details.
- 6. To edit click on the edit option and enter the details and click OK.

#### 9.TAX UPDATE

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- 1. Click TAX UPDATE.
- 2. Choose the department.
- 3. Enter Tax Percentage.
- 4. Then Click **Update** button.

# **STEP 5 - USERS**

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- 1. Login as Admin.
- 2. Go to the USERS in main menu.

#### **USER LIST**

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- 1. Add user by clicking on the ADD button.
- Enter the User ID, PIN Number, Designation, Card No, Name, Invoice No. Start, Company Name, Password, and MSR Card No, Branch Name, Card No.
- 3. Click on the **Ok** button to save the User.
- 4. Click on the edit option to edit the user list, And enter the details and click OK.

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5. Click on the delete option and select user list to delete and clickOK.

### ROLE

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- 1. Add Role Name by clicking on the ADD button.
- 2. Click **OK** button to save it.
- 3. Click on the edit option to edit the ROLE And enter the details and click OK.

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4. Click on the delete option and click OK.

#### **ROLE PRIVILEGE**

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1. Search the Role from the grid.

2. Put **tick mark** to the items like work period, POS, tickets, main menu reports, settings, ZK store, accounts, day close which you want to be.

3. Click on the **Save button** to save the above said details.

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ROLE TO USER

- 1. Search the user and role from the **search** Option.
- 2. Add User Role by clicking on the ADD Button.
- 3. Enter the User and Role name.
- 4. Click on the OK button to save it.

# **STEP 6 - ACCOUNTS**

#### SETTING PAYMENT TYPE

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@ Reports	¢				_		
		Item Wise Sales		Current Stock			

You can manage different account types in ZKPOS software. Account types were used to group different accounts. Admin can add, edit or delete account types.

#### **PAYMENT TYPES**

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

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- 1. Go to MAINMENU.
- 2. Click on ACCOUNTS menu.
- 3. From the menu options select **PAYMENT TYPE**.

• Cash, Card, Voucher will be there by default. You can add another by clicking on **ADD** button or you can delete a payment type by selecting the payment type and clicking the **DELETE** button.

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- 4. After clicking ADD button, fill the fields with PAYMENT TYPE, PARENT TYPE, and STATUS.
- 5. Now save the details by clicking on SAVE button.
- 6. If you want to edit the payment type click on the edit option to edit it.
- Enter the Payment Type and status. Click
   UPDATE button to save the details.

#### **EXPENSE TYPES**

Supermarket expense types can be viewed in this report.

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# 1. Go to **ACCOUNTS** and select the option called **expense types.**

2. Click on the add button to add the expense type and enter details like expense type name and description and click save and new option.

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3. To edit the expense type click on the edit option and enter the expense type name and description details and click ok to save.

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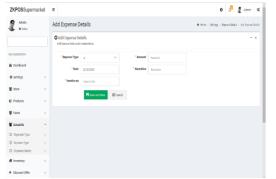
4. Select the expense type to delete and click ok button.

#### **EXPENSE DETAILS**

Supermarket expense details can be viewed and added in this area.

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1. Go to **ACCOUNTS** option and select **EXPENSE DETAILS.** 



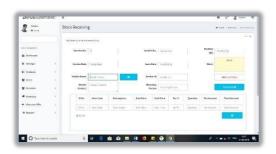
2. To add the expense type enter the fields like expense type, date, invoice no, amount and narration and click on the save and new button.

# **STEP 7 - INVENTORY MANAGEMENT**

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

#### 7.1 STOCK RECEIVING

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



1. From the Main Menu, select INVENTORY.

2. First let's learn how to do STOCK RECEIVING. Click on STOCK RECEIVING.



- 3. You need to specify the details about the stock receiving.
- 4. Click on Retrieve option to search the receive no.
- 5. Click New option to add new details.

#### 7.2 STOCK RETURN

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

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- 1. Click SETTINGS, from the menu options select INVENTORY.
- 2. Click on STOCKRETURN.
- 3. You need to specify the details about the stock return.
- 4. Click on Retrieve option to search the receive No Click New option to add new details.

#### 7.3 STOCK TRANSFER

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

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- 1. Go to SETTINGS.
- 2. Click INVENTORY.
- 3. Choose STOCKTRANSFER.

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- 4. Enter the details.
- 5. Click on Retrieve option to search the issue no
- 6. Click New option to add new details.

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- 7. Enter the quantity that you want to return.
   8. Click ENTER KEY.
- 9. To add another button click **NEW** button.
- **10.** You can use **RETRIEVE** button as you have

seen earlier, **PRINT** button, **PRODUCT** 

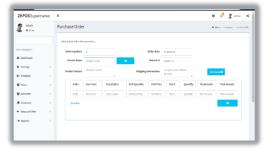
**MASTER** Button and **DELETE** button as

described earlier.

**11.** After you done with it, click **CLOSE** button.

#### 7.4 PURCHASE ORDER

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



- 1. Click on **PURCHASEORDER**.
- 2. Enter the details.
- 3. Click on Retrieve option.
- 4. Click New option to add new details.

# **STEP 8 - DISCOUNT OFFER**

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



#### **8.1 DISCOUNT OFFERS**

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

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1. Click on **DISCOUNTOFFER**.

2. You can set discount offers by product quantity or by amount. For instance suppose a person buys 5 pen at a time, you can provide one additionally as a discount product. The person need to pay the price of 5 pens. This offer is based on quantity.

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3. To add a discount offer based on amount, click on the AMOUNT DISCOUNT tab next to PRODUCT QUANTITY tab. Here you can provide discount for a particular product based on amount. You can set either Offer percentage or discount amount.

Follow the steps below to learn about discount offers.

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1. Recently added discount offers will be listed in a grid. To view or modify, just click on it.

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- Make necessary changes if required.
   You have two options to set a discount offer, either by amount or by quantity. You can set a discount for product price by percentage or you can set a discount for the product quantity.
- 3. You can change the Date assigned for the offer.
- 4. To add more product click on **ADD** button.

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1. Select the product that you want to add

to discount offer.



- 1. Modify the quantity and click **OK**.
- 2. Click **SAVE** button.
- 3. To add new, click on **ADD** button.

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- 1. Enter the **OFFERNAME**.
- 2. Enter the **OFFERDESCRIPTION**.
- 3. Select the **OFFER TYPE** (Quantity/ Amount).
- 4. To add a product click on **ADD** button
- 5. Click Save button.

#### 8.2 **GIFT**

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

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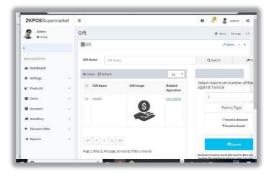
- 1. Login as ADMIN.
- 2. GO TOSETTINGS.
- 3. Clickon**UTILITY**. Fromthelist**enableGift**

and Points by ticking on the checkbox

that corresponds to it.

 Update the changes by clicking on UPDATE button.

#### Now go to DISCOUNT OFFERS and click on GIFTS.



- Note that you can set the gift in two ways, either by INVOICE AMOUNT or by INVOICE COUNT.
- 2. At first enter the maximum number of gifts against invoice count/invoice amount.
- To set a gift for a particular invoice amount select the Option button corresponds to Invoice Amount and click SUBMIT button.
- 4. Click OK in the confirmation message.

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- 1. Now click **ADD** button to add the Gift.
- 2. Enter the **GIFT**.
- 3. Browse the **IMAGE** of the gift.
- 4. Enter the INVOICE AMOUNT and select the

**STATUS** of the gift. Save the details by clicking on **SAVE** Button and Click **OK**.

5. To edit/delete a saved gift, click on the gift.

6. Make necessary changes and click on UPDATE button.

7. If you want to delete then click on **DELETE** 

Button.

8. Click **YES** in the confirmation box.

#### 8.3 POINTS

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

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- 1. Login as ADMIN.
- 2. Go to SETTINGS.

Select DISCOUNT OFFERS and then click on
 Points from the menu options.

 You can see two options in the dropdown menu,
 INVOICE AMOUNT and INVOICE COUNT. From the two, selectany.

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 If you selected INVOICE AMOUNT, enter the AMOUNT and corresponding POINTS in the next textboxes.

2. If you selected **INVOICE COUNT**, enter the count of **INVOICES** and corresponding **POINTS** to the subsequent textboxes.

3. In the above picture **Points** are set based on

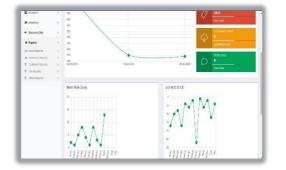
Invoice Count. When a person gets 10 invoices,

he can earn 10 points.

4. Now click **SAVE**button.

## **STEP 9 - REPORTS**

Everything that you entering **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.

## **1. SALES REPORTS**

#### **1.1 DAILY ITEM REPORT**

This report shows the item report for current day.

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- 1. Click on DAILY ITEM REPORT
- 2. To view the report click search button.

#### **1.2DATE WISE REPORT**

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

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- 1. Click on **DATE WISE REPORT**.
- 2. Here you have an option to set the **FROM**

DATE and TO DATE. Set a "from date"

and" to date".

3. Click **search** button.

#### **1.3DAY WISE REPORT**

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

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P Deperts			Tax Amount :	71,4940						
			Mise Discount:	5.000						
- inputs			dect Ofscount :	32.0000						
a aquita			se Grand Total :	90541						

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

#### **1.4 MONTH WISE REPORT**

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

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② Products 딸 Users 딸 Accounts	4 4 4	Month 1 2	h: Jane Bam sandwich Prod2 Prod3 Prod5	Month Wise Report Quantity 5 15 5	Print Data & Time Si 9 Price 60 0000 200.0000 250.0000 150.0000	Total 768.0010 208.0010 4003.0010 758.0010	
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- 1. Click on **MONTH WISE REPORT**.
- 2. Select the month from the dropdown.
- 3. Click **VIEW** button.

### **1.5 YEAR WISE REPORT**

Provides the year wise sales report.

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- 1. Click on YEAR WISE REPORT.
- 2. Select the year.
- 3. Click search button.

#### **1.6CATEGORY WISE REPORT**

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

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al Inventory + Discount Offer +	sandwich	8	60.602 70.603	0 12.000	0 lotal : cunt : lotal :		24	190,0000		

- 1. Click on **CATEGORY WISE REPORT**.
- 2. Select the **FROM** date and **TO** date.
- 3. Choose the **CATEGORY** from the dropdown.
- 4. Click Search button to view.

#### **1.7ITEM WISE REPORT**

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

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- 1. Click ITEM WISEREPORT
- 2. Select FROM date and TO date.
- 3. Choose the ITEM from the list.
- 4. Click search button.

#### **1.8SALE REPORT**

It shows the report of last sale report.

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- 1. Click CURRENT SALE REPORT
- 2. Click search button.

#### **1.9SALES RETURN REPORT**

This report shows the sales return report.

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- 1. Click SALES RETURN REPORT.
- 2. Enter Day No-From.
- **3.** Enter Day To.
- 4. Click search button.

#### 1.10 DAY CLOSING REPORT

This report shows the total sales done in a day.

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- 1. Click on **DAY CLOSING REPORT**.
- 2. Enter the day number.
- 3. Click **search** button.

#### 1.11. DELIVERY REPORT

This report shows total delivery.

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- 1. Click **DELIVERY REPORT**.
- 2. Choose FROM DATE and TO DATE.
- 3. Click search button.

#### 1.12 DAY REPORT

This report shows day wise details.

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		S_Type	Sale Ant	Ceah Peid	Difference					
Inventory	¢.	Ced	574,4000	0.000	574,4100					
<ul> <li>Discount offer</li> </ul>		lotal :	574,4000	6.000	5740H					
@ Taperta		Grand Iotal:	591(100	0.000	576/100					
M Soles Reports										
O Dallyfern/Report										

- 1. Click DAY REPORT.
- 2. Choose FROM DATE and TO DATE.
- 3. Click Search button.

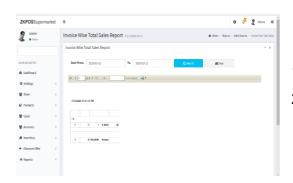
#### 1.13 ITEM SALES REPORT

This report shows item sales details.

ZKPOSSupermarke	( =					0	đ	1	\cmin	¢,
Admin • twise	Item Sales Report it all starts here				di Harri - R	kparta -	Salas Rep	perti > 1	iere Salient	893
	Item Sales Report								-	×
411-10-05/7101	Date From. 2019-05-01	Ta 2019-08-27		QSun	a e	bÖcor				
🛱 Dashboard	14 4 1 of 1 > 14 4	find Not								
© Settings	c	Company name								
🗑 Store	¢	tem Sale Report							L	
© Products	<		ate & Tine:5(2/(						L	
W Den	Product     Date : 26.06-2019	Sale price	Quantity	liotal						
	Department : Prijs Department									
for cards	c profit	15 (00)	9.00	135.00						
	proc	20,000	5.00	150.00						
Issuitory	c prod7	55,000	3.00	195.00						
	and	10,000	22.00	1/50.00						
Discount Offer	( prof)	100,0000	6.01	300.00						
Reports	c profi	100,0000	1.01	100.00						
e schalo	pm8	100 0000	11.00	1400.00						
	Profit	132,2003	21.00	2775.20						
	Department wise 1	latel :	85.01	7296,20						

- 1. Click ITEM SALES REPORT
- 2. Click search to see the report.

#### **1.14 INVOICE WISE TOTAL SALES REPORT**



- 1. Click on the **INVOICE WISE TOTAL SALES**.
- 2. Click search button to view the report.

# 2. INVENTORY REPORT

#### 2.1 STOCK REPORT

You can view the stock report of each item here.

ZKPOSSuperma	arket	=			0	2 <mark>2</mark>	🧟 Acimin	•€
Admin • Online		Stock Re	port it all starts here		B Home > Report	> Stoc	Reports > Stad	Report
		Stock Rep	ort				-	ж
AIN NAVIGATION		14.4	at s b b i = 0	Find   Next 🔍 •				
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				Stock Report				
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2 Products			16	Pred5		45	00	
p Products	· · ·		13	Pisid2		24	00	
thers			4	wattes			0	
			5	vegetables		0.	0	
Accounts	<		6	ice cream		8.	60	
			7	seafood		0.	00	
Inventory 1	<		8	dessert		0.	0	
			15	prod4		0.		
<ul> <li>Discount Offer</li> </ul>	<		17	Pmd6		0.	10	
			18	prodit		۵.	60	
Reports	<		10	prod?		0.		
			20	Paid9		0.		

- Click STOCK REPORT.
- Click search button.

#### 2.2 PHYSICAL STOCK REPORT

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

<b>ZKPOS</b> Supermari	(et ≡					0 4	🧖 🧟 Admin	•
Admin • Online	Ph	ysical Sto	k Report it all star	ts hare	de Home In Re	ports > Stock.Re	ports > Physical Sto	ck Report
	PI	rysical Stock I	Report					- x
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B Dashboard				Lana				
O Settings	< C			Physical Stock R		& Time : 6/24/	1019 4:00:62 PM	
📽 Store	<	Item Code	ltern	Receiving	Spollage	Sales	Balance	
		1	sandwich	0	0.00	15.00	-15.00	
Products	<	12	Prod 1	0	0.00	0.00	-10.00	
		13	Prod2	25	0.00	1.00	24.00	
불 Users	¢	54	Prod3	10	0.00	15.00	-6.00	
Accounts		15	prod4	0	0.00	0.00	0.00	
- Petersita		16	Prod5	50	0.00	5.80	45.00	
a Inventory	< .	17	Prod6	0	0.00	0.00	0.00	
		18	prod8	0	0.00	0.00	0.00	
<ul> <li>Discount Offer</li> </ul>	c	18	prod8	0	0.00	0.00	0.00	
		2	dinter rols	0	0.00	18,00	-18.00	
I Reports	< .	20	Prod3	٥	0.00	0.00	0.00	
		21	Prod10	0	0.00	0.60	0.00	
		22	Prod 11	0	0.00	0.00	0.00	

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

#### 2.3 STOCK RECEIVING REPORT

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

<b>ZKPOS</b> Superma	irket ≡						0 4	Acm)	1 96
Admin • Online	s	StockReceive	Report and	sarts ban		6 Hore	Reports - Stock Re	ports - Strict Bece	ve Report
		Stock Receive Rep	port						- #
MRI HAVISATION		🕷 Date Wise 🗇 i	Satch No Wise						
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딸 Users 현 Accounts		Receive Dute : Wendor : Prijo v							
불 Users 볼 Accounts	14. 15	Wendor : Prijo v Hatch No : 1	rendor						
불 Accounts		Vendor : Prijo v	undor Description			Quantity	Price	Total	
불 Accounts 왜 Inventory	э.	Wendor : Prijo v Hatch No : 1	Description Pred2			26	165.09	4147.25	
불 Accounts	э.	Wendor : Prijo v Hatch No : 1	Description Pred2 Pred3			26 10	165.09 189.08	4147.25 1890.00	
Accounts     Accounts     Inventory     Discount Offer	з с	Wendor : Prijo v Hatch No : 1	Description Pred2			26	165.09 189.00 146.08	4147.25 1890.00 7300.00	
불 Accounts 왜 Inventory	95 14	Wendor : Prijo v Hatch No : 1	Description Pred2 Pred3			26 10	165.09 189.00 146.08 Total :	4147.25 1890.00 7300.00 13337.25	
Accounts     Accounts     Inventory     Discount Offer	з с	Wendor : Prijo v Hatch No : 1	Description Pred2 Pred3			26 10	165.09 189.00 146.08	4147.25 1890.00 7300.00	

- 1. Click on **STOCK RECEIVING REPORT**.
- 2. Select date wise/batchwise.
- 3. Select the date range.
- 4. Click VIEW button

#### 2.4 STOCK TRANSFER

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

E	Transaction Rep									
		DOIT CALIFART IN	*				Sec.	i aktop	h - Seatab	a Papel
	Transaction Report									
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- 1. Click on the **STOCK TRANSFER REPORT**.
- You can choose to Date Wise Report or Batch Wise Report. But to choose batch wise report, you should know the batch number in advance.
- 3. Select From Date and To Date.
  - 4. Click Search button.

## 2.5 STOCK RETURN

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

ZKPOSSupermarket	=				0	🤌 🤱 Admin
Admin • orize	StockRetur	n Report Hallstore	hen		B Home > Reports > In	entory Reports > Stock Return Rep
	Stock Return	Report				- 3
any or a subsection	O Date Kilse	Eatch No Wise				
B Dashboard	Date From.	2820-03-12	To. 2120-03-12	Q Search	20Clear	
O Settings <						
Store <						
8 Products						
Users C						
🖉 Accounts 🗸						
linventory (						
Discount Offer						

1. Click on the **STOCK TRANSFER REPORT**.

You can choose to Date Wise Report or Batch
 Wise Report. But to choose batch wise report, you
 should know the batch number in advance.

3.Select From Date and To Date and search.

#### 2.6 STOCK VALUE REPORT

This report shows the stock value report.

ZKPOSSupermark	ket ≡					0	🥂 🤰 Admin	a;
Admin • cates	Stoc	k Value R	eport sall consider		<b>a</b> tore	Report Stor	k Reports — Stock Valu	Report
	Stoc	k Value Rep	ort				ž	
AMERICAN STREET		( ( <u>1</u> of	1 F H	And   Num	a.			
B Dashboard				Lana Stock Value Re	met			
Ø Settings	×			0	1	& line : 6/24	/2019 4107 27 PM	
📽 Store	1	Item Code	Item		Price	Stock	lotal	
20000000	14	16	Prod5		146.00	45.00	6570.0010	
Products	×	13	Prod2		165.89	24.00	3981.3600	
Users		17	Prod6		178 00	0.00	0.0010	
a ostis		18	proci6		136.00	0.00	0 0000	
🖬 Accounts	4	20	Prod9		132.00	0.00	0.0000	
		21	Prod10		97.65	0.00	0.0020	
myantory	×	22	Prod 11		136.65	0.00	0.0000	
		23	Prod12		121.35	0.00	0 0000	
Discount Offer	3	24	Prod 13		132.66	0.00	0.0010	
		26	Prod 14		124.00	0.00	0.0000	
M Deports	×	26	Prod 15		165.89	0.00	0.0000	
		27	Prod 16		87.50	0.00	0.0000	
		28	Prod 17		14.00	0.00	0109.0	

Click STOCK VALUE REPORT

2. Click Search to view the report.

## 2.7 PROFIT REPORT

This report shows the Profit Report.

<b>ZKPOS</b> Supermarket	=						0 🧖	2 Altree
Admin	Profit Report	all starts here				Home - Depe	rts = inventory	Exports - Freih Rep
-	Profit Report							100
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O Settings	24 4 1 of 2	P Pi o		First 2 limit	R+			
🖬 State 🧠				Lana votit Repor				
Ø Products <					PT	Int Date & Tim	c : 0/24/2019 -	RU7:44 PM
	Product	Code	Cost	Sala Price	Quantity	Cost	Total Sale	Profit
쯀 Iberx (					9.0000	350 010202	450 000000	59 808050
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알 lives c 알 Accounts c	danar rata	UP2	30 0000	50 0100	13 0000	290.000000		269.000010
	dener rota tortillas	UP2 UP3	30.0000 V0.0000	50 0100	13.0000	290 000000 240 000000	280.000000	40.001010
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- 1. Click PROFIT REPORT.
- 2. Click Search to view the report.

#### 2.8 VENDOR WISE STOCK REPORT

This report shows the vender wise stock report.

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Annin • o-t		Vendor Wis	e Report is all start	1 hero	da Hone > Ar	ports investo	y Reports — Ver	ndor Wise Report
		Vendor Wise R	leport					- *
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B Dashboard		Vendor	Prijo vendor			*] d	Bellear	
O Settings		44.4.5	al 1 7 14 0	wind   Aust	ц.			
Store	· c ·	Contraction of the local division of the loc						
Products	¢			Lana Physical Stock R	eport			
Users Users	. C.				Print Date	8 Time : 6/240	019 4.14.52 F	w
		Item Code	Item	Receiving	Print Date Spoilage	& Time : 6/240 Sales	019 4.14.52 F Belence	w
	e s	Item Code	ltom sentirick	Receiving 0.0				w 
Accounts		1	sandwids Prod 1	00	Spollage 0.0 0.0	Sales 15.0 0.0	Balance -15.0 -10.0	-
Accounts	4	1	sandwich	0.0	Spoilage 0.0	Sales 15.0	Balance -15.0	
📽 Accounts 🖷 Investory	4	1 12 13 14	eenstwich Prod 1 Prod2 Prod2	0.0 0.0 25.0 10.0	Spollage 0.0 0.0 0.0 0.0 0.0	Sales 15.0 0.0 1.0 10.0	Balance -15.0 -10.0 24.0 -6.0	
Accounts     Accounts     Investory     Discount Otter	s e	1 12 13 14 15	sandwich Prod 1 ProdD ProdD ProdD prod4	0.0 0.0 25.0 10.0 0.0	Spollage 0.0 0.0 0.0 0.0 0.0 0.0	Sales 15.0 0.0 1.0 10.0 0.0	Belance -15.0 -10.0 24.0 -6.0 0.0	
	s e	1 12 13 54 15 16	eandwich Prod 1 Prod2 Prod2 prod4 Prod5	0.0 0.0 25.0 10.0 0.0 50.0	Spollage 0.0 0.0 0.0 0.0 0.0 0.0	Sales 15.0 0.0 1.0 10.0 0.0 5.0	Belence -15.0 -10.0 24.0 -6.0 0.0 45.0	
Accounts     Accounts     Inventory     Discount Otter	3 4 3	1 12 13 14 15	sandwich Prod 1 ProdD ProdD ProdD prod4	0.0 0.0 25.0 10.0 0.0	Spollage 0.0 0.0 0.0 0.0 0.0 0.0	Sales 15.0 0.0 1.0 10.0 0.0	Belance -15.0 -10.0 24.0 -6.0 0.0	

- 1. Click VENDOR WISE STOCK REPORT.
- 2. Choose DATE FROM and DATE TO.
- 3. Select VENDOR.
- 4. Click Search button.

#### 2.9 DEPARTMENT STOCK REPORT

This report shows the department stock report.

<b>ZKPOS</b> Supermarket	=				0	2	Acimin OC
Admin • orles	Department	t Stock Report	calistarishara 🛛	Nome – Reports	investory R	epada - Depada	erit Stock Report
	Department S	lock Report					
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🗈 Dashibnant	Department	Bread/Bakery			*	@Clear	
O Settings	16 4 3	0 16 5 16	Find   theat	ц.			
🖬 Stare 🧠 🤇	and the second s		Diana Linear	-			
Ø Products <			Lana Department St				
🕈 Users 🔍 🤄				Print Date	& Time . 6/24	4/2019 4.15.06 F	w.
Accounts	Item Code	ltem	Receiving	Spoilage	Sales	Balanace	
- WEIGHT -	1	sandwich	0.0	0.0	15.0	-15.0	
	2	dinner rolls	0.0	0.0	18.0	-18.0	
a inventory <	3	tertilias	0.0	8.5	12.0	-12 (1	
# Inventory <			0.0	0.0	0.0	0.0	
Inventory	30	Prod 19					

- 1. Click DEPARTMENT STOCK REPORT.
- 2. Choose DATE FROM and DATE TO.
- 3. Select DEPARTMENT.
- 4. Click Search button.

#### 2.10 SALES RANKING

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

· Online	S	ales Ranking Report	carta hara	al 10	ne Reports Sale	s Reports — Sales Ratking R	eport :
		Sales Ranking Report				23	×
M91 90//537139		· Fast Maving Item () Slow Horing	tem		Q Search		
B fastboard		Prom. 2009-08-24	Te. 2019-09-2		@Clear		
O Settings	< .	11 4 2 02 2 2 1 0	third 1 Per	a <b>a</b> .			
Store	£.,	N 10 11 10	La	na			
Products	к.		Sales Ran Print Date & Time 1	ing Report	53 PM		
Users	e :-	Item	Price		Quentity	Total	
		Item Prod3	Price	250 0000	15 0020	4000 0000	
	4 5		Price	250 9000 50 9000			
볼 Accounts	5	Piod3	Price		15 0000 13 0000	4000 0000	
		Prod3 dinter rolts	Price	50 0000	15 8080 13 8080 9 8080	4000 0000 650 0000 460 0000	
M Accounts	к к	Prod3 dinterrols santwich	Price	50 0000	15 8080 13 8080 9 8080	4000 0000 650 0000 460 0000 750 0000	
볼 Accounts	5	Prod3 dinner rolls sandwich Prod5	Price	50 0000 50 0000 150 0000	15 8010 13 8010 9 8010 5 8010	4000 0000 650 0000 460 0000 750 0000	

- 1. Click on SALESRANKING.
- 2. Choose DATE FROM and DATE TO.
- 3. Click Search button.

#### 2.11 INVENTORY TRANSACTION

This shows the inventory transaction details.

<b>ZKPOS</b> Supermarket	=				0 4	Admin	n 00
Admin • Cellos	Inventory Tr	ansaction Repo	ort italistationer	te = Reports = 1	inventory Reports	Inventory Transact	tor Report
	Inventory Trans	saction Report					- ×
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Dashboard							
• Settings	14 4 1 i	0 14 4 m	Field   Inert	ų-			
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Store      C     Products			Inventory Transactio		& Time:6/24/2019	4 16:30 PM	
ے Products	upc code	ltem	Inventory Transactio Receving		& Time:6/24/2019 Sales	14-16-30 PM Balance	
ے Products	upc code 1			Print Date			
ම Products ර ම Users ර	upc code 1 13	ltern	Receiing	Print Date Spoilage	Sales	Balance	
부 Products ( 열 Users ( 열 Accounts (	1	ltem sandwich	Receiing 0.0000	Print Date Spoilage 0.0000	Sales 15.00000000	Balance -15.0000	
■ Products <	1	ltem sandwich Prad2	Receiing 0.0000 25.0000	Print Date Spoilage 0.0000 0.0000	Sales 15.00000000 1.00000000	Balance -15.0000 24.0000	
부) Products ( 열 Users ( 열 Accounts (	1 13 14	ltem sandwich Prad2 Prad3	Receving 0.0000 25.0000 10.0000	Print Date Spoilage 0.0000 0.0000 0.0000	Sales 15.00000000 1.00000000 16.00000000	Balance -15.0000 24.0000 -6.0000	
■ Products <	1 13 14 16	Item sandwich Prod2 Prod3 Prod3	Receving 0.0000 25.0000 10.0000 50.0000	Print Date Spoilage 0.0000 0.0000 0.0000 0.0000	Sales 15.00000000 1.0000000 16.00000000 5.00000000	Balance -15.0000 24.0000 -6.0000 45.0000	

- 1. Click on INVENTORY TRANSACTION.
- 2. Choose DATE FROM and DATE TO.
- 3. Click Search button.

#### 2.12 INVENTORY REPORT

This report shows the inventory details.

ZKPOSSuperm	arket	=		0	🖓 🧟 Admin	<u>۵</u>
Admin • tolve		Inventory Repo	ort it all starts here	🚳 Home > Reports >	Stock Reports > Investory	Report
		Inventory Report			-	ж
ANN NAVAREN		11 4 5 of	1 > H + Pind	neit 🛃 •		
B Dashboard			L	ana		
O Settings	<		Invento	ry Reports		
Store				Print Date & Time:6/2	4/2019 4:16:47 PM	
		Item code	Item	Cost	Stock	
Products	<	1	rendwich	40.00	-15.00	
W Users		12	Prod 1	123.60	-10.00	
		13	Prod2	165.89	24.00	
Accounts	<	14	Prod3	189.00	-6.00	
M Inventory	c	16	Prod5	146.00	45.00	
		2	dinner rolls	30.00	-18.00	
<ul> <li>Discount Offer</li> </ul>	¢	22	Prod 11	136.65	17.00	
Reports	<	23	Prod12	121.35	17.00	
		3	tortilles	60.00	-12.00	

- 1. Click on INVENTORYREPORT.
- 2. Click Search button.

#### 2.13 COST REPORT

This report shows the cost details.

<b>ZKPOS</b> Supermarket	=			0	2	Acimin 46
Admin • Ordina	Cost Report is all starts he	14		ione Reports	Account Report	s - CostReport
	Cost Report					- x
we severation	Date 2019-00-24	To. 2019-05	24	Q Search		
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₩ Store c Ø Pvoducts c		Lar Cost Re	na sports	te & Time:6/24 Price	/2019 4. 17:00 P Total	м
We Store c O Products c We Users c	Date:5/24/2019 12:00:00 AM	Lar Cost Re	na sports Print Da			
¥ Store c € Products c ¥ Users c ¥ Accounts i	Date:5/24/2019 12:00:00 AV Name	Lar Cost Re Quantity	a ports Print Da Cost	Price	Total	
Store     c       © Products     c       Set Sets     c       Set Accounts     s       all Inventary     c	Date: 5/24/2019 12:00:00 AV Norme Priod2	Lar CostRe I Quantity 10	Print Da	Price 175	Totel 1658 9000	
Store c O Products c O Out of the second se	Deter:5/24/2019 12:00:00 AV Nerne D: sul2 Prud3	Lar Cost Re 10 10 10	na ports Print Da Coat 165.8930 189.8030	Price 175 190	Total 9558 9000 9890 0000	
Store     c       © Products     c       Stores     c       Stores     c       Stores     c       Manual Accounts     c	Deter-5/24/2019 12:00:00 AX Norme Pried2 Pried2	Lar Cost Re 10 10 15	Na ports Print Da Cost 165 8020 169,0000 165 8930	Price 179 190 179	Total 1658 9000 1890 8000 2408 3560	

- 1. Click on **COSTREPORT**.
- 2. Choose DATE FROM and DATE TO.
- 3. Click Search button.

#### 2.14 EXPENSE REPORT

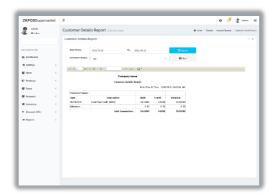
This report shows the expense details.

ZKPOSSupermarket	= 0	🦉 🖉 eens 🚿
A	Expense Details Report Laboration	нироса — сортонско існорат
-	Expense Details Report	
A NUMBER OF	nne 2016-023 No 2016-023 Robert Biller	
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0 Sallaga		
Ester -	it 4 ret 2 is a region 👼 *	
Products (		
F teos	Expense Delate Report Prior Date & Time: - 601901992-2734 PM	
# Amounts	Tanan Data Invite Br Arnori, 196 - 200215 1 10.000	
E headary 1		
Braan Offer		
P Apola -		

- 1. Click on **EXPENSE DETAILS REPORT**.
- 2. Choose DATE FROM and DATE TO.
- 3. Select EXPENSETYPE.
- 4. Click Search button.

# 3. CUSTOMER REPORT

#### **3.1 CUSTOMER CREDIT REPORT**



This report shows the customer credit details.

- 1. Click on CUSTOMER CREDIT REPORT.
- 2. Choose DATE FROM and DATE TO.
- 3. Select CUSTOMER.
- 4. Click Search button.

#### **3.2 CUSTOMER ACCOUNTS**

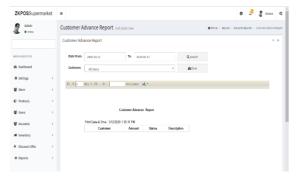
This report shows the customer account details.

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- 1. Click on CUSTOMER ACCOUNT.
- 2. Choose DATE FROM and DATE TO.
- 3. Select CUSTOMER.
- 4. Click Search button.

#### **3.3 CUSTOMER ADVANCE REPORT**

This report shows the customer account advance details.



- 1. Select CUSTOMER ADVANCE REPORT.
- 2. Choose **DATE FROM** and **DATE TO**.
- 3. Select CUSTOMER.
- 4. Click **Search** button.

## 4. TAX REPORT

#### 4.1 SALES TAX REPORT

This report shows the sales tax details.

<b>ZKPOS</b> Supermarket	=				0	2 1	Acimis OC
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@ Reports	2	Admin		1074 0000	0 0000	107	4 6020
	3	Admin		6053 6000	0.0000	506	3.6959
		Total		6016 1000	0.0000		- 1000

- 1. Click on **SALES TAX REPORT**.
- 2. Choose DATE FROM and DATE TO.
- 3. Select CATEGORY.
- 4. Click **Search** button.

#### 4.2TAX REPORT

This report shows the tax details.

<b>ZKPOS</b> Supermarket	=			0 ¢	💈 Acmin	00
Admin • Online	Tax Report	it all starts here	0	Home - Reports - J	ccount Reports > 1	n Report
	Tax Report					
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- 1. Click on TAX REPORT.
- 2. Choose DATE FROM and DATE TO.
- 3. Click Search button.

### 4.3ACCOUNT TRANSACTION REPORT

This report shows the account transaction details.

Admin • Online		Account Transaction Report	l starts hora@ Home > Repo	ts > Account Reports > Account T	ransection Report
-		Account Transaction Report			- ×
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a Inventory	¢				
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- 1. Click on ACCOUNT TRANSACTION.
- 2. Choose DATE FROM and DATE TO.
- 3. Click Search button.

# **1. OTHER REPORT**

#### 5.1 WORK PERIOD REPORT

This report shows the work period details.

ZKPOSSupermarket	=	e 🖓 🧟 Admin 🔍
Admin • Online	WorkPeriod Report it all starts have	ame > Reports > Account Reports > WorkPeriod Report
	WorkPeriod Report	- x
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- 1. Click on WORK PERIOD REPORT.
- 2. Choose DATE FROM and DATE TO.
- 3. Select USERS.
- 4. Click Search button.

#### **5.2 ATTENDENCE REPORT**

This report shows the work period details.

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- 1. Click on ATTENDENCE REPORT.
- 2. Choose DATE FROM and DATE TO.
- 3. Select USERS.
- 4. Click Search button.

#### **5.3 ORDER DETAILS REPORT**

This report shows order details reports.

<b>ZKPOS</b> Supermarket	E O J & Ann	0
& Admin	Order Details Report is al darts have a reverse of the second sec	irper)
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d inventory	is s and part of the second se	
+ Dissount Offer C	Oxfer Details Report Prot Date & Tree 628/2115 (1) 2907 AM	
@ Reports C	Order No. Invoice No. Status Priority Food Server Ticket type	

- 1. Click on Order Details Report.
- 2. Choose the date, food server, status, priority.
- 3. Click Search button.

#### 5.4 GIFT REPORT

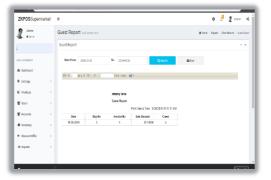
This report shows the guest details.

Gift Report					
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4	Stree 2222 128	Fine G3	10.00		
Discourt Offer     c					

- 1. Click on GIFT
- 2. REPORT.
- 3. Choose DATE FROM and DATE TO.
- 4. Click Search button.

#### 5.5 GUEST REPORT

This report shows the guest details.



- 1. Click on GUESTREPORT.
- 2. Choose DATE FROM and DATE TO.
- 3. Click Search button.

## **STEP 10 - SIGN OUT**



- 1. Go to the MAIN MENU.
- 2. Click on the top right corner of the

Dashboard And click on the Admin.

3. Click on the SIGN OUT option to log out.

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Fax: +86 755-89602394

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