

# USER MANUAL

## ZKPOS SUPERMARKET BACK OFFICE

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Date: 01-02-2020

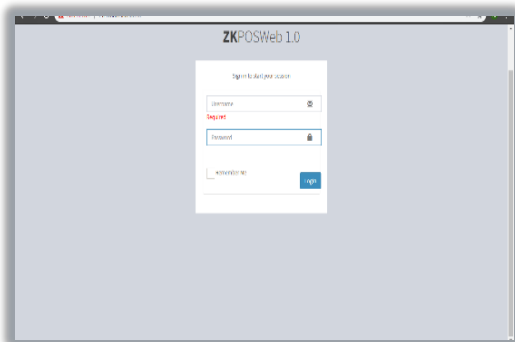
Software Version: 2.5.1

# 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.

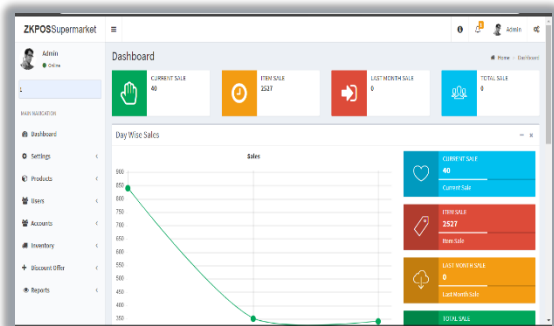
Now let's start exploring **ZKPOS SUPERMARKET BACK OFFICE**. After installation you need to open ZKPOS SUPERMARKET SOFTWARE. The first step you have to follow is **LOGIN** process.

## STEP 1 - LOGIN TO ZKPOS



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

## STEP 2 - DASHBOARD



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



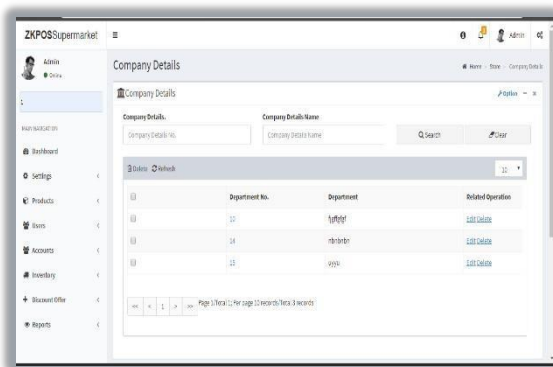
## STEP 3 - SETTINGS



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

### STEP 3.1 - COMPANY DETAILS

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

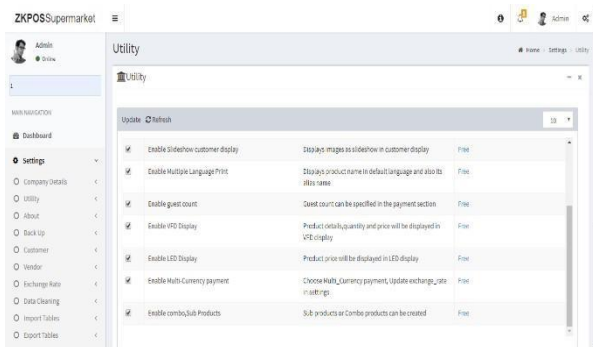


1. Login as **ADMIN**.
2. Click on **SETTINGSMENU**.
3. To add **COMPANY DETAILS** you need to click **COMPANY DETAILS** menu on the top left corner of the window.
4. Enter all necessary details in the appropriate fields. If you want to enable tax, tick the checkbox for "Enable Tax" then you can enter 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**.



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

Now let's learn each utilities one by one.

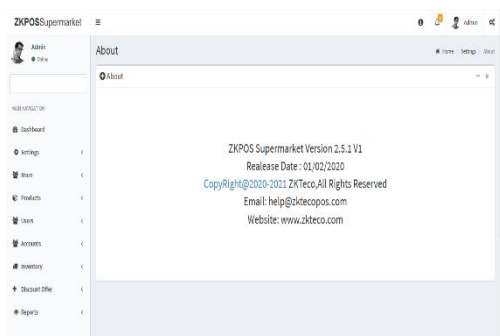
1. **ENABLE PETTY CASH ADVANCE**: Petty cash is the advance amount given to cashier before starting billing operation. To enable petty cash, tick on the checkbox corresponds to **"ENABLE PETTY CASH ADVANCE"** and then click **UPDATE** button.
2. **ENABLE LOGO IN PRINTING**: If you want to display your 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.
3. **ENABLE BARCODE SCANNER**: When we enable this feature we can add products using BARCODE SCANNER. To enable tick the checkbox corresponding to **"ENABLE BARCODE SCANNER"** and then click **UPDATE** button.
4. **ENABLE SLIDESHOW CUSTOMER DISPLAY**: You can display company promotional videos, images, combo offers, and discounts in customer display screen by enabling this utility. To enable follow the steps that you have done earlier.

5. **ENABLEMULTIPLELANGUAGEPRINT**: Displays **PRODUCTNAME** in default language and also in aliasname.
6. **ENABLEGUESTCOUNT**: Customers are considered as your guests and you could save their count for reference purpose or to print with the invoice.
7. **ENABLEVFDDISPLAY**: 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.
9. **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. **ENABLEFINGERPRINT LOGIN**: 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. **ENABLEGIFTANDPPPOINTS**: 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. **ENABLE MINUS STOCK:** If this feature is enabled you can sale products without stock.  
  
For instance suppose, you didn't updated the stock receiving details to your **ZKPOS**, but you want to sale the products. You can do it by enabling this utility.
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. **ENABLE DISCOUNT AND ROUND FOR CASHIERS:** Cashier can add discount for customers and also round invoice amount for convenience.

28. **ENABLE INCLUSIVE TAX CALCULATION:** 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 added to get work period close email.
33. **ENABLE AUTO BACKUP:** 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.

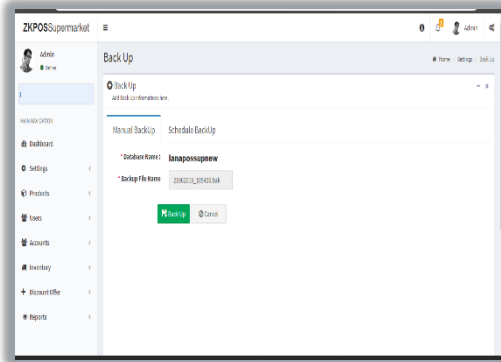
## STEP 3.3 - ABOUT ZKPOS



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

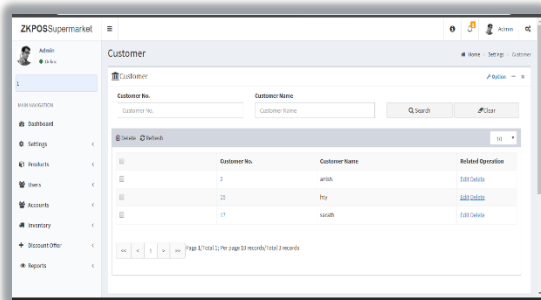
It is better to keep a backup copy of the important data somewhere else in the system. So you have an option to do the same.



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 backup file.
5. Enter the backup file name.
6. Click **BACKUP** button to backup or **CANCEL** to cancel the operation.

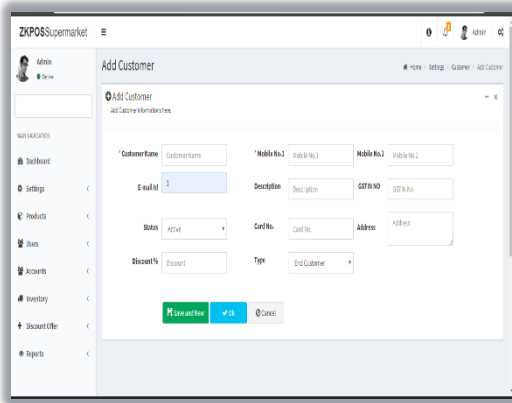
## STEP 3.5 - CUSTOMER

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.



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

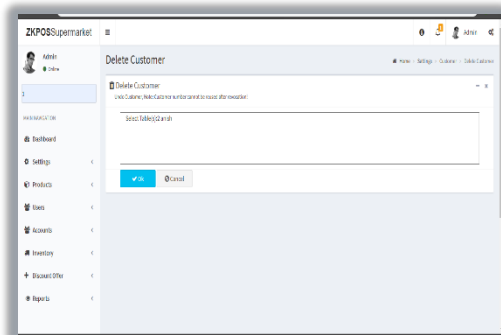




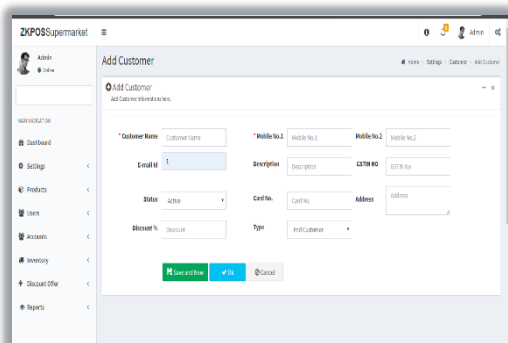
4. Enter basic customer details in the appropriate fields including customer name, phone numbers, email id, status, your comments and finally the address of the customer.
5. Select the Customer Type from the dropdown. (End Customer/ Retail Customer/ Wholesale Customer)
6. Enter card number, discount if the customer is a special case and fill rest of the fields with relevant values.
7. 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.



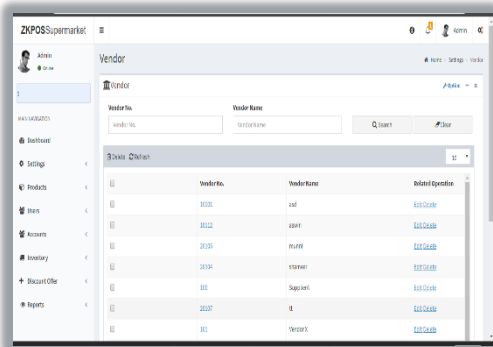
1. Go to **SETTINGS**.
2. Click **CUSTOMER** from the menu options.
3. You can see the saved customers as shown above. Click on the Customer that you want to delete and select the customer and click OK button.



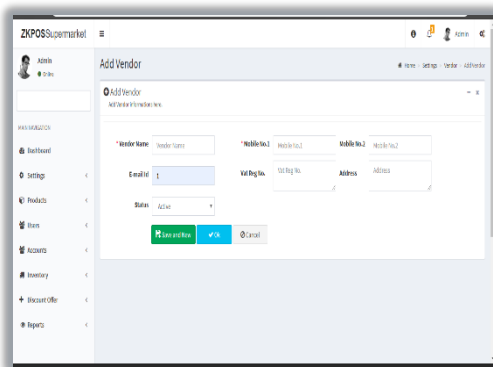
4. If you want to edit the customer details, then make necessary changes and click **OK** button.

## 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**.



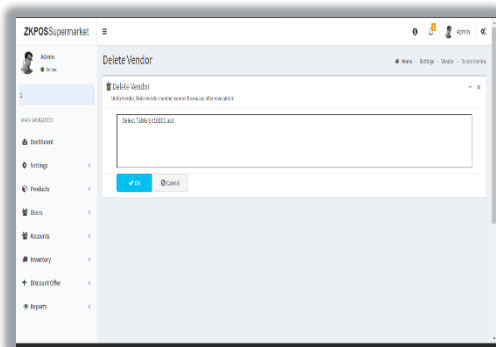
1. Login as **ADMIN**.
2. Go to **SETTINGS**.
3. Choose **VENDOR** and then click **ADD** button.



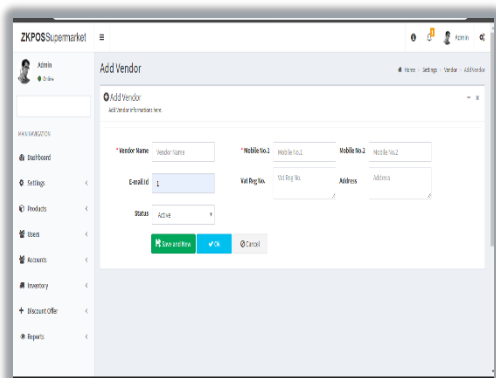
4. Enter the **VENDOR DETAILS** in the appropriate fields like Name, Phone Number, Email ID, Status, Vat Register Number and Address.
5. After entering necessary details click **OK** button or Click on the Save and New button to add new vendor details.
6. Click **SEARCH** button to search the vendor.

## EDIT / DELETE A VENDOR

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



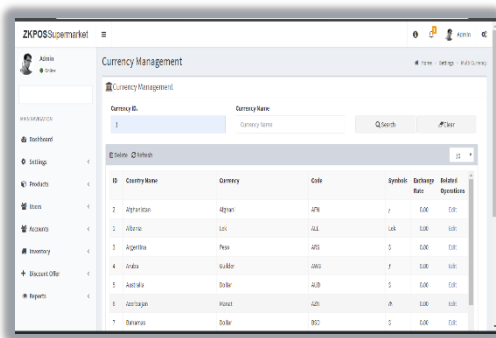
1. Every saved vendor names will be displayed, you have to choose the vendor that you want to edit/ delete.



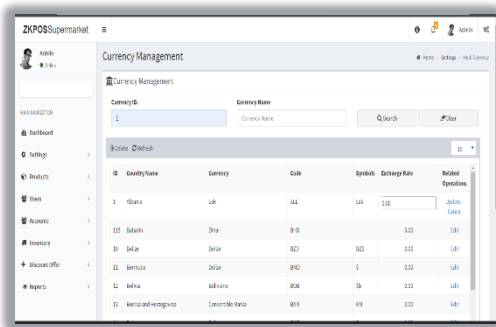
2. If you want to edit, then make necessary changes and click **OK** button.

## 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**.



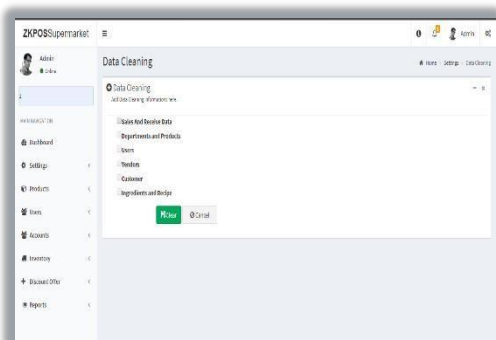
1. First you need to enable multi – currency payment in the **UTILITY**.
2. Now, go to **SETTINGS**.
3. From the menu options, click **EXCHANGE RATE**.



4. 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

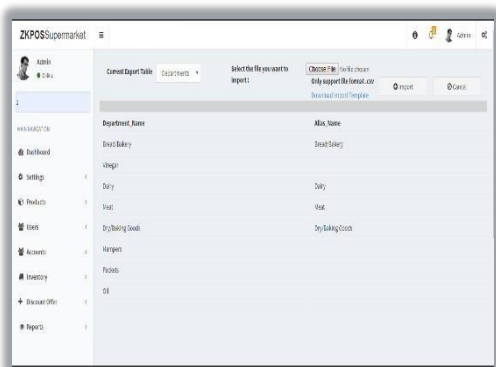
When you want to delete the data stored in **ZKPOS**, erase everything from it using this functionality. But it needs the **ADMIN** privilege to do this task.



1. Go to **SETTINGS**.
2. Click on **DATA CLEANING**.
3. 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.



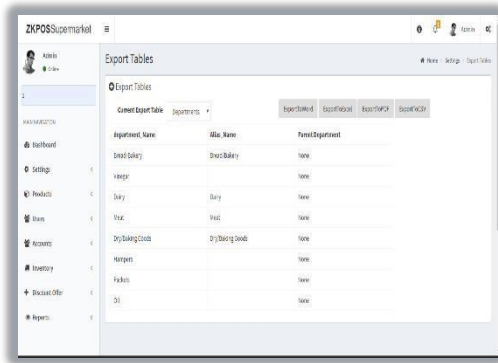
1. Go to **SETTINGS**.
2. Click on **IMPORT TABLES**.
3. Select the table to which you want to
4. import data.
5. Select the file that you want to import to **ZKPOS**.
6. Click **IMPORT** button.

- **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

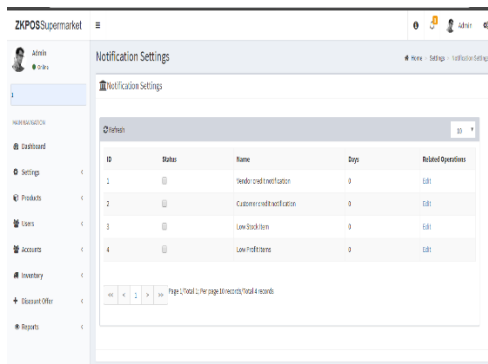
You can export data from **ZKPOS** to your computer.



1. Go to **SETTINGS**.
2. Click on **EXPORTTABLES**.
3. 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.

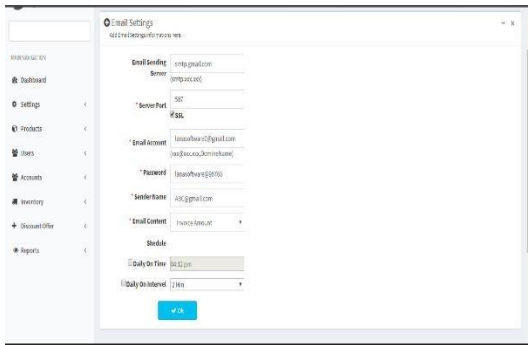
## STEP 3.11 - NOTIFICATION SETTINGS



1. Open **ZKPOS**.
2. Click on **SETTINGS** menu.
3. 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.

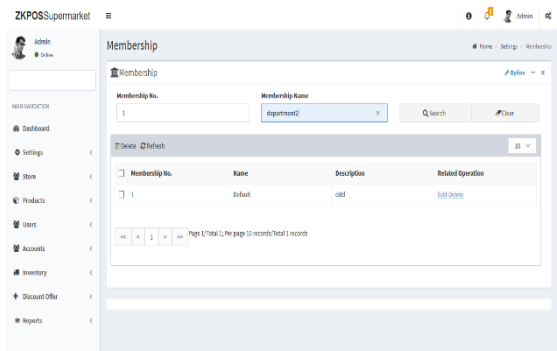


1. Go to **SETTINGS**.
2. In the options select **Email Notifications**.
3. Now enter the details like **Email Sending Server, Server Port, Email Account, Password, Sender Name, Email Content, Schedule** basis type like **Daily On Time, Daily On Interval** and

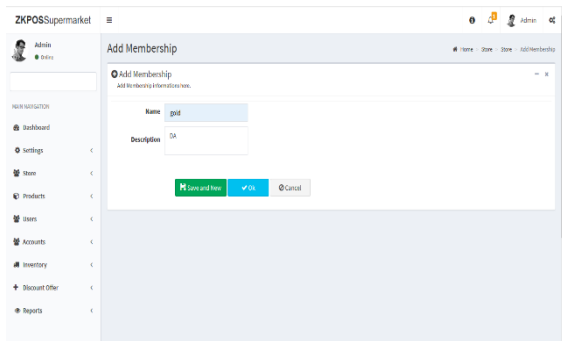
click on the **OK** button to save the details.

## STEP 3.13 - MEMBERSHIP

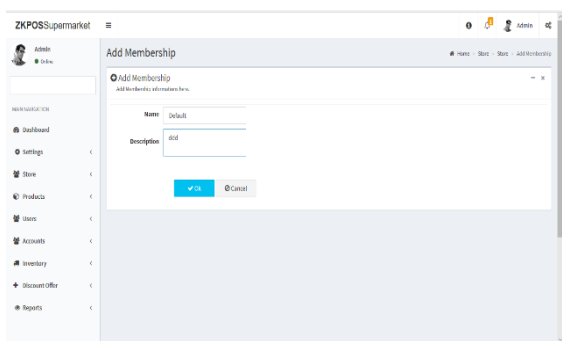
Membership option is available to the customers. Where the cashier can select the customers and can reward them for the membership loyalty like Gold, Premium etc.



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.



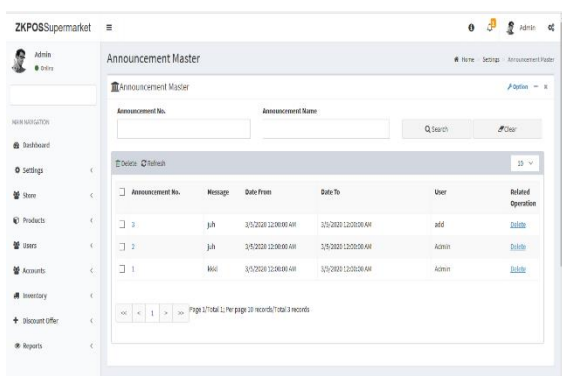
4. Enter the details like name and description and click ok to save.



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.

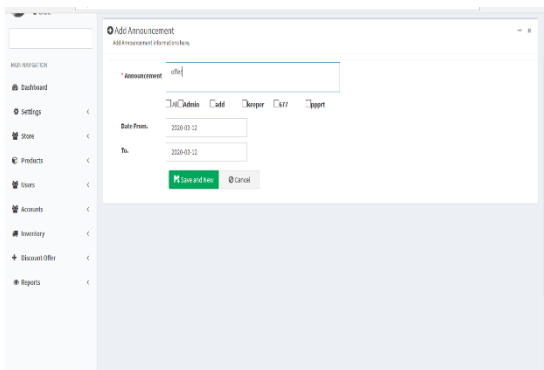
## STEP 3.14 - ANNOUNCEMENTS

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



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.



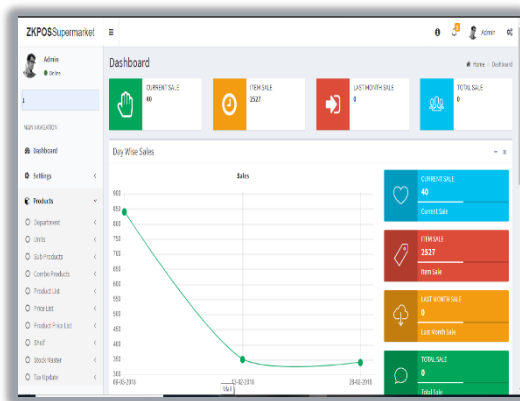


2. Enter the announcement message and select the users to send.
3. Select the FROM date and To date and click on the ok and new button.

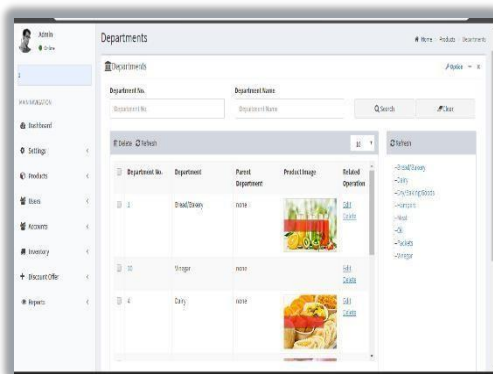
## STEP 4 - PRODUCT MANAGEMENT

### 4.1 DEPARTMENTS

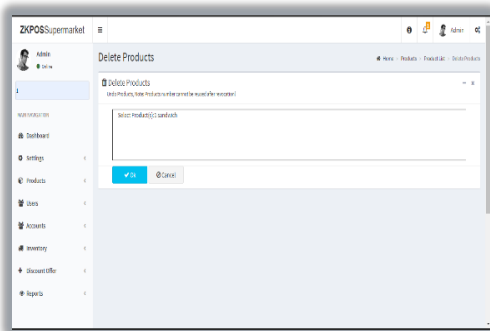
A grocery retailer may feel difficulty in handling wide range of products. But you can manage them easily if you could categorize products into different departments. In order to do so, follow the steps below.



1. Click on **PRODUCTS**.
2. From the menu options, click **DEPARTMENT**.



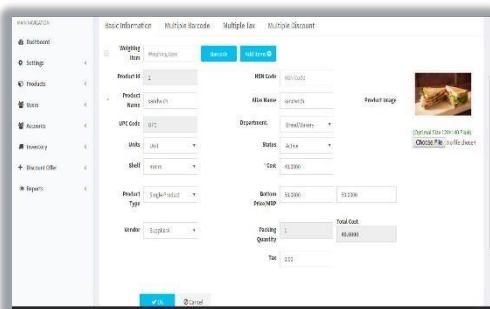
1. Some default departments will be there. You can edit/delete an existing department.
2. Click on the department that you want to edit/delete and click on Ok button.
3. You can change the department name, sort order, image of the department etc. as you wish.



6. The departments are displayed in the right side of the window.

7. 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.

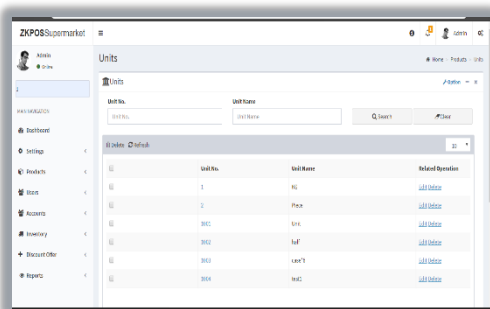


4. Enter **Department Name, Sort Order, Status, Department Button Style, Product Button Style and Image.**

5. Save the details by clicking on **OK** button.

## 4.2 UNITS

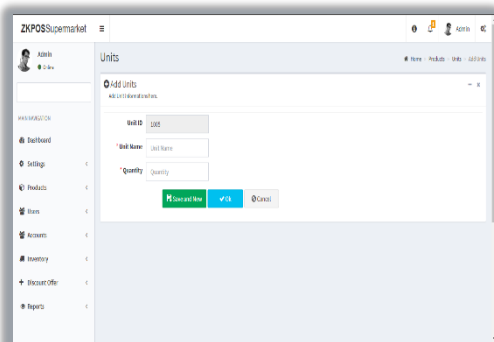
Each item is measured as a particular **UNIT**. You can add, edit and delete units in this section.



1. Go to **SETTINGS**.

2. Click **PRODUCTS**.

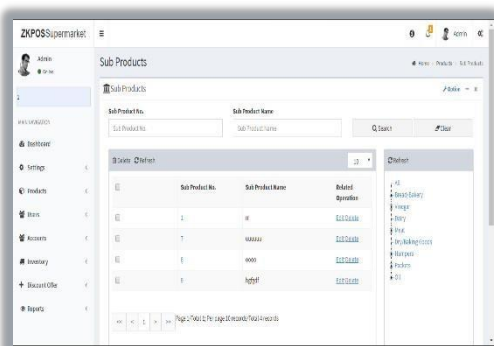
3. From the menu options, choose **UNITS**.



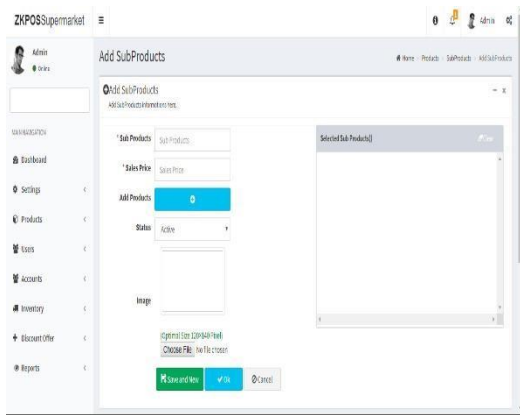
1. To add new unit click **ADD** button.
2. Enter the **UNIT NAME** and **UNIT ID**.
3. Enter the **QUANTITY**.
4. Save the details by clicking on **OK** button.
5. To delete a unit, click on the Delete option and click OK.
6. To edit a unit, click on the Edit option and enter the details you want to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

### 4.3 SUB PRODUCTS

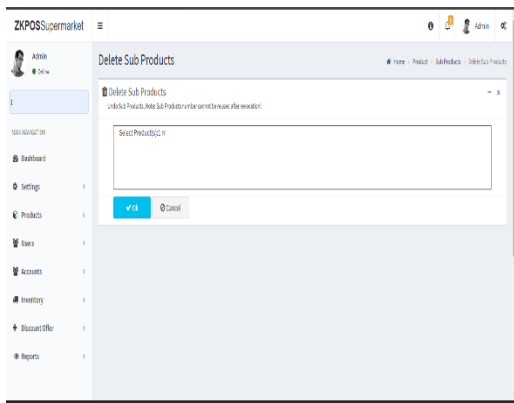
Supermarket sub product details can enter in this field.



1. To add a sub product you should enable Sub products in the utility.
2. 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.



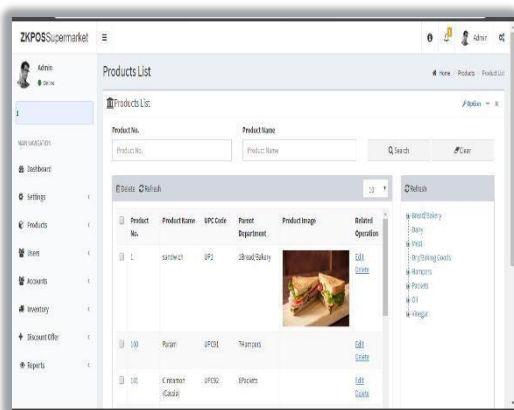
1. Click on the OK button to save the sub product.
2. The departments are displayed in the right side of the window.



1. If the sub products have any parent department, the select its sub Department from the dropdown.
2. Click on the sub product that you want to edit/delete and click on Ok button.

## COMBO PRODUCTS

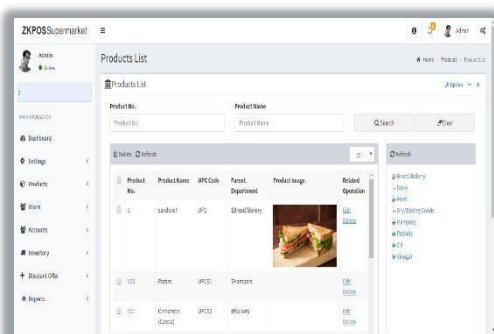
Assume that you are announcing a Combo offer every weekend. Let's look at how to add a Combo Product.



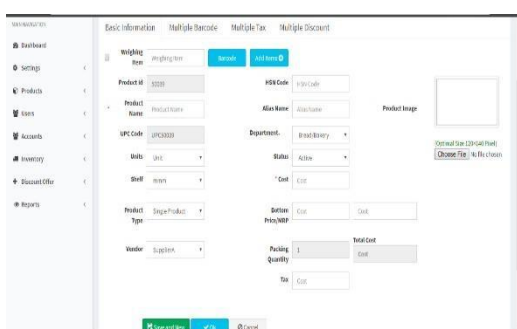
1. Go to utility and enable combo product. Now update the changes.
2. To add a combo product, you need to select a product and browse the image of the selected product.
3. Click Save option to save the combo product.

## PRODUCT LIST

Add all product's details to ZKPOS.

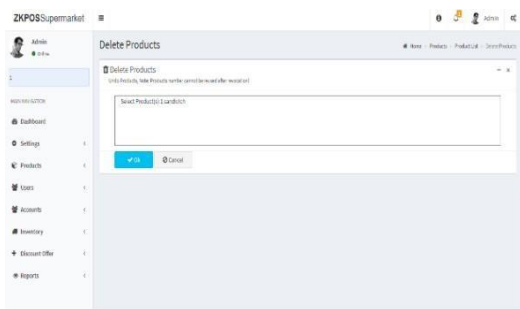


1. To add a new product, Click **PRODUCTS**.
2. From the menu options, select **PRODUCT LIST**.
3. If the product is a weighing item then, tick the checkbox corresponds to weighing items. Those items that are listed as weighing items will be displayed in the **WEIGHING ITEMS**.



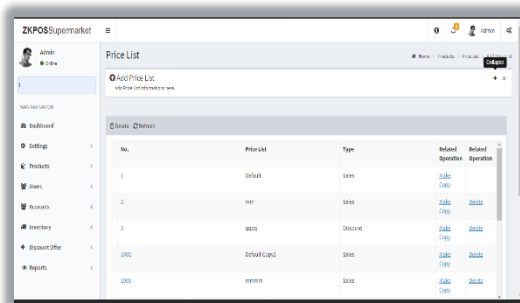
4. Product ID and UPC CODE will be displayed automatically, but you can change it if you want.

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, packing Quantity, Total Cost, Tax etc. details
6. Click OK button.
7. To edit a product list click on the edit option And enter the details you want to edit and Click OK.

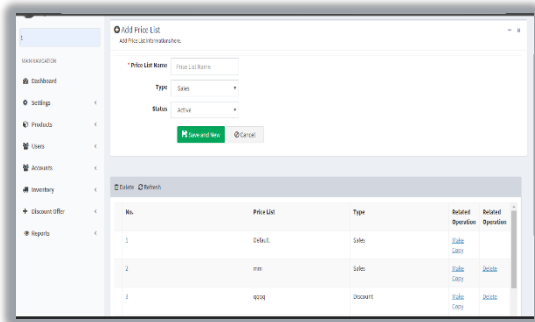


8. To delete a product list click on the delete button and click OK.

## PRICE LIST



1. Go to **MAIN MENU**
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**.



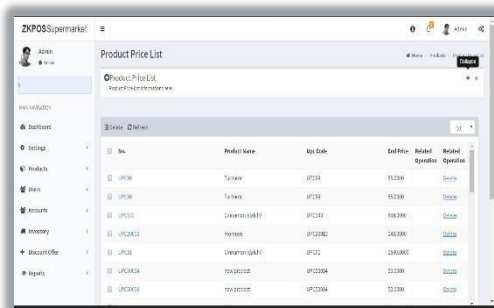
6. Click **SAVE** button.

7. Saved details will be displayed in the grid.

8. Sometimes you may need to make changes to the price of particular products. So in such cases make a copy of the original price list by clicking on the make a copy next to the price list name. A copy will be created. 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.



1. Click on **PRODUCT PRICE LIST**

2. All Prices that you have added in the **PRICE LIST** will be displayed in the dropdown.

3. To add new, select the price list name from the dropdown.

4. There will be a default price list, if you want to add new select the price list name from the dropdown.

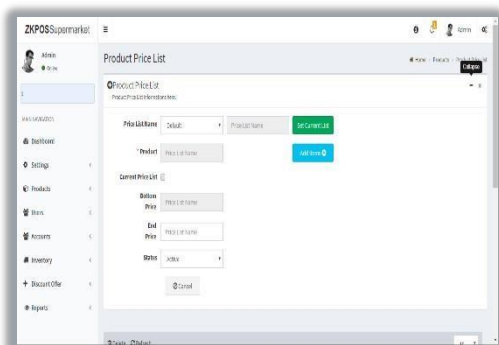
5. Click on the **ADD ITEM** button to add a product.

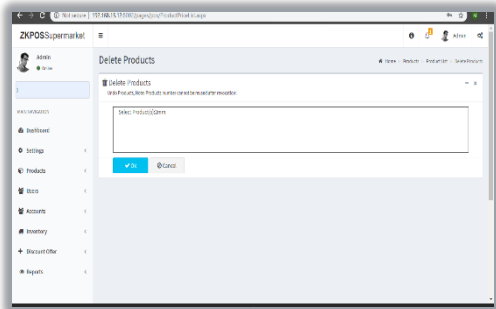
6. Select the Product.

7. Add or edit **BOTTOM PRICE, END PRICE, and STATUS.**

8. Click **UPDATE** button.

9. Changes will be saved.

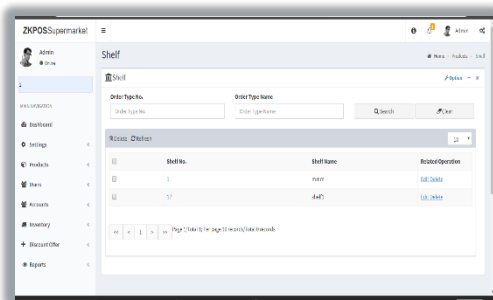




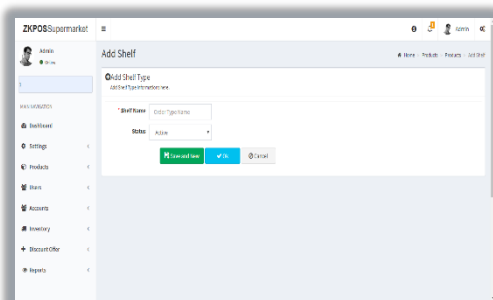
10. The default price list will be set as the current price list. You can change it after creating another list. For that click on the **SET CURRENT LIST** button.
11. Select the **current sale price list** and **current discount price list** and click **SAVE** button.
12. Click delete option to delete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

## SHELF

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

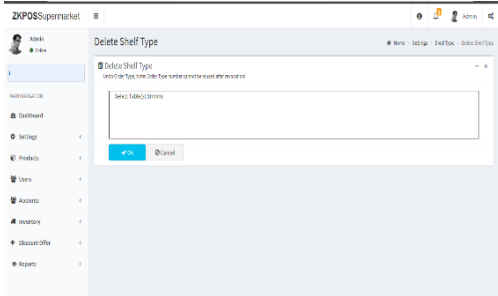


1. Click on **SHELF**.
2. Click **ADD** button.



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

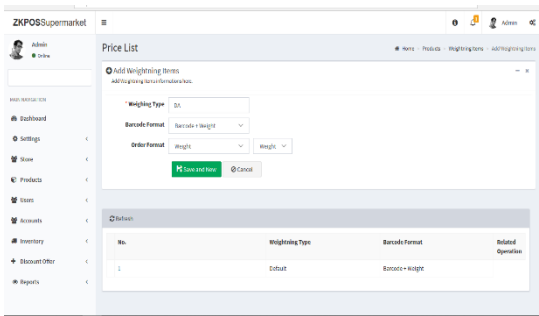




6. To **edit** click on the edit option and enter the Details and click **OK**.

7. To delete click delete option and click **OK**.

## WEIGHING ITEMS

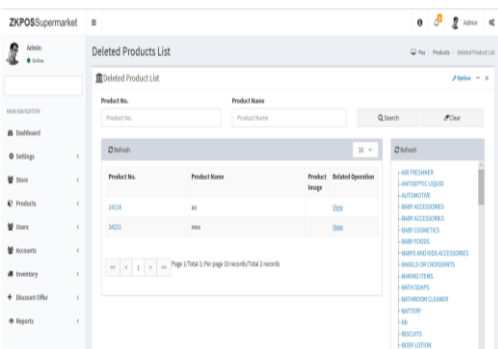


1. Click on **WEIGHING ITEMS**.

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

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

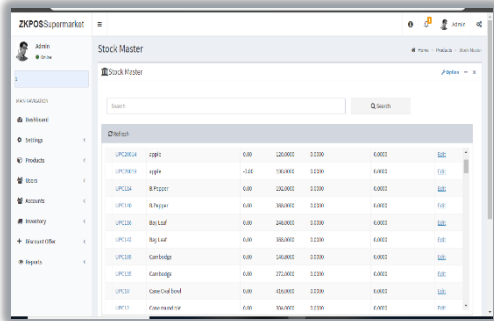
## DELETED PRODUCTS



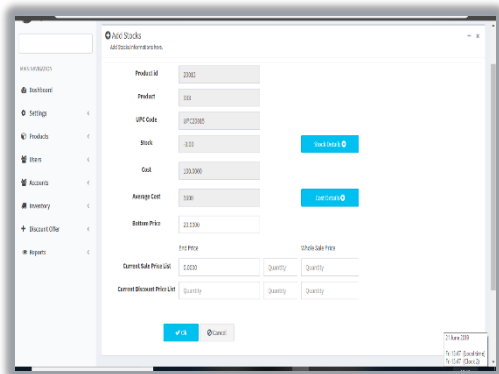
1. Click on **DELETED PRODUCTS**.

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

# STOCK MASTER

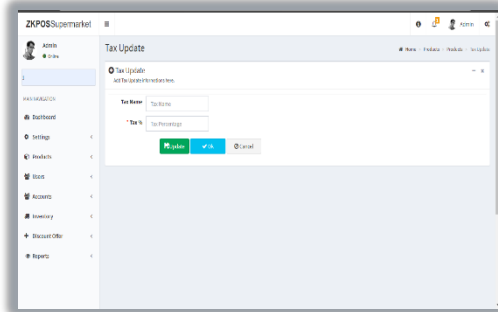


1. Click on **STOCKMASTER**.
2. All products are displayed in Grid Section.



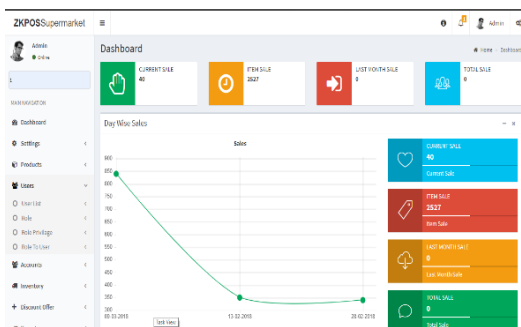
3. After all products are displayed, the **Search** field is there.
4. To search particular item, the item is displayed.
5. If to edit the stock click on the edit option and it automatically displays the product id, product, UPC code, stock, cost, average cost. Where you can make a change in bottom price,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



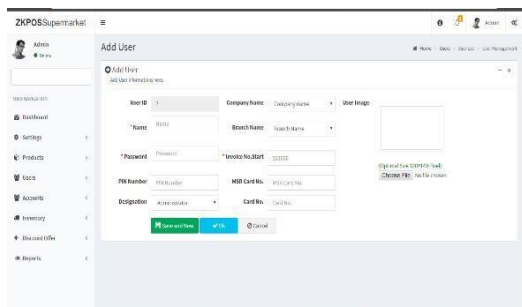
1. Click **TAX UPDATE**.
2. Choose the **department**.
3. Enter **Tax Percentage**.
4. Then Click **Update** button.

## STEP 5 - USERS

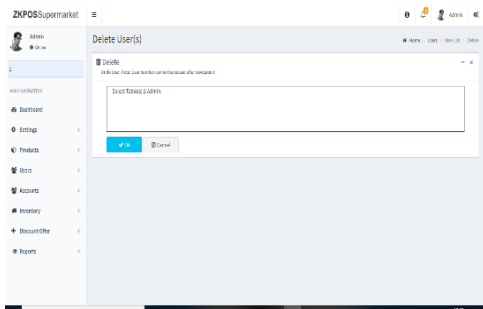


1. Login as **Admin**.
2. Go to the **USERS** in main menu.

## USER LIST

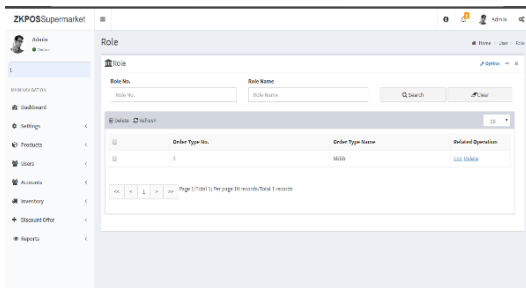


1. Add **user** by clicking on the **ADD** button.
2. Enter the User ID, PIN Number, Designation, Card No, Name, Invoice No. Start, Company Name, Password, and MSR Card No, Branch Name, Card No.
3. Click on the **Ok** button to save the User.
4. Click on the edit option to edit the user list, And enter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

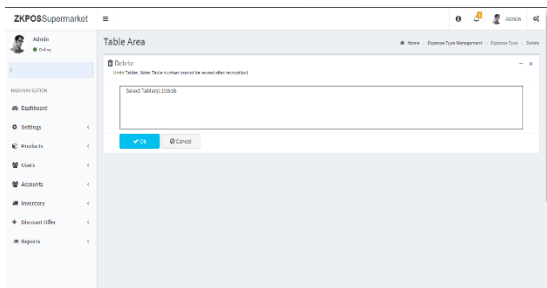


5. Click on the delete option and select user list to delete and click OK.

## ROLE

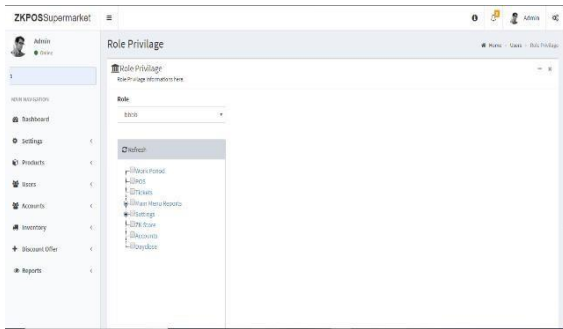


1. Add Role Name by clicking on the ADD button.
2. Click **OK** button to save it.
3. Click on the edit option to edit the **ROLE** And enter the details and click **OK**.



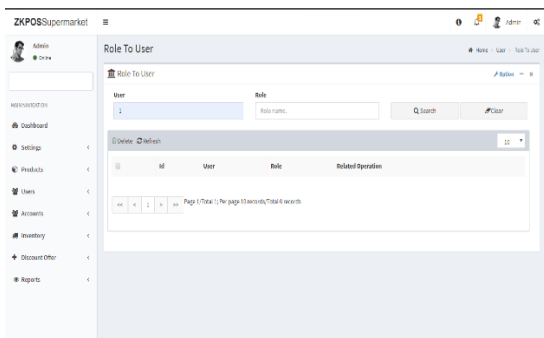
4. Click on the delete option and click OK.

## ROLE PRIVILEGE



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.

## 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

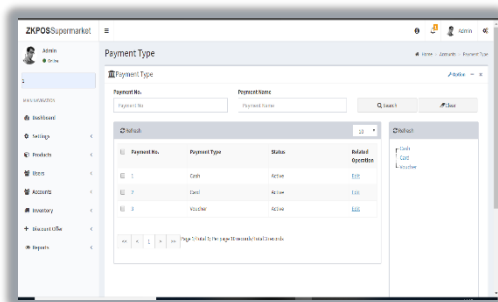
### SETTING PAYMENT TYPE



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.

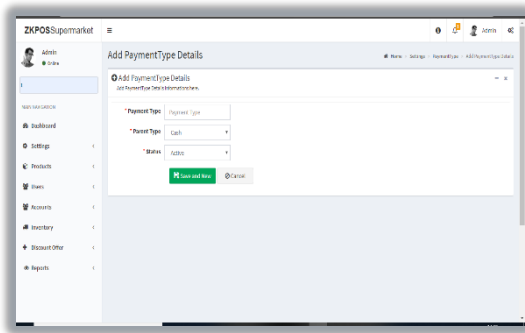
### PAYMENT TYPES

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.



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

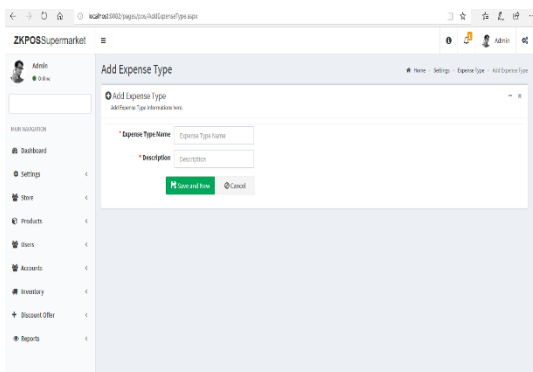
- Cash, Card, Voucher will be there by default. You can add another by clicking on **ADD** button or you can delete a payment type by selecting the payment type and clicking the **DELETE** button.



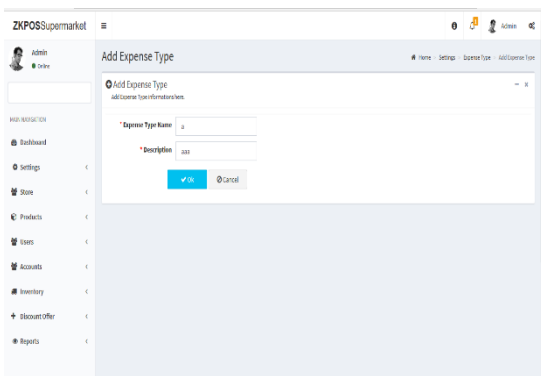
4. After clicking **ADD** button, fill the fields with **PAYMENT TYPE, PARENT TYPE, and STATUS.**
5. Now save the details by clicking on **SAVE** button.
6. If you want to edit the payment type click on the edit option to edit it.
7. Enter the Payment Type and status. Click **UPDATE** button to save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

## EXPENSE TYPES

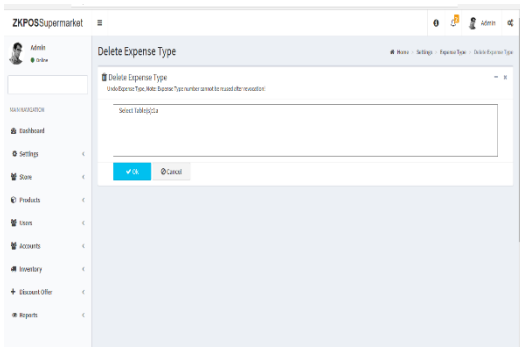
Supermarket expense types can be viewed in this report.



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.



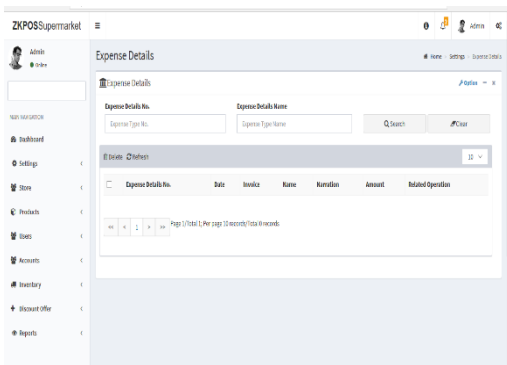
3. To edit the expense type click on the edit option and enter the expense type name and description details and click ok to save.



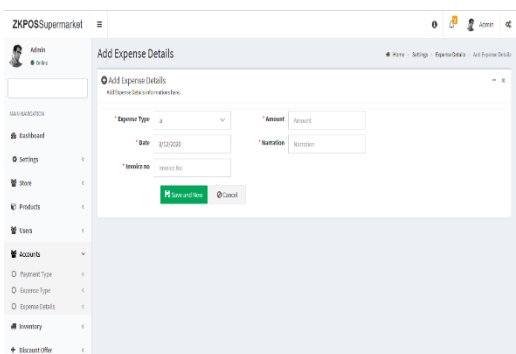
4. Select the expense type to delete and click ok button.

## EXPENSE DETAILS

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



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.

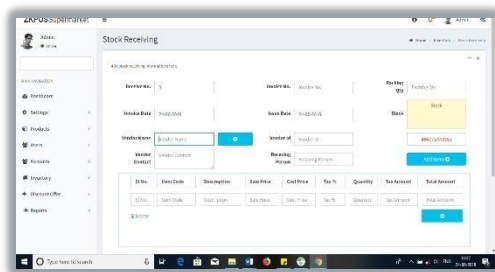


## STEP 7 - INVENTORY MANAGEMENT

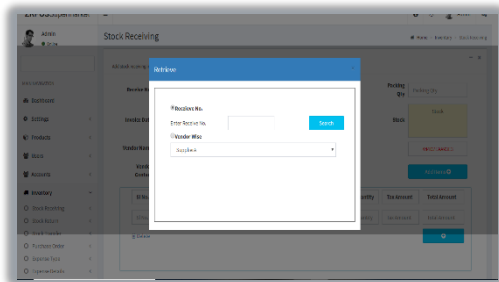
This is the stock management section. There are four options **STOCK RECEIVING** and **STOCK TRANSFER**, **PURCHASE ORDER**, **STOCK INVENTORY**. While receiving stock from suppliers you can save the details about the purchase and stock in **ZKPOS** Software.

### 7.1 STOCK RECEIVING

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



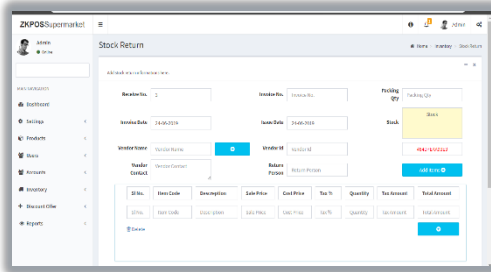
1. From the Main Menu, select **INVENTORY**.
2. First let's learn how to do **STOCK RECEIVING**.  
Click on **STOCK RECEIVING**.



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

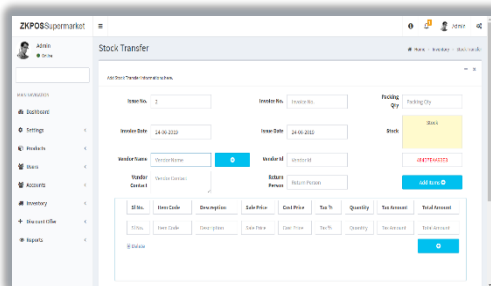
Save the stock return details in ZKPOS.



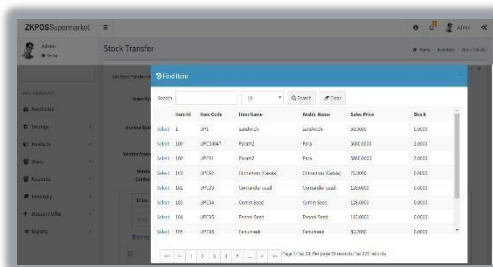
1. Click **SETTINGS**, from the menu options select **INVENTORY**.
2. Click on **STOCKRETURN**.
3. You need to specify the details about the stock return.
4. Click on Retrieve option to search the receive  
No Click New option to add new details.

## 7.3 STOCK TRANSFER

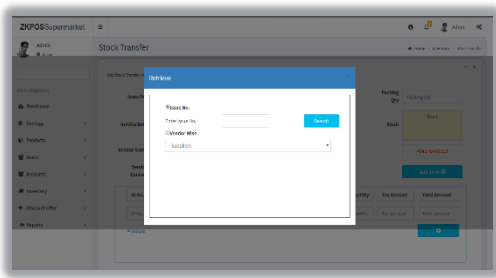
Some items in the inventory may damage or get expired, so you need a space to categorize them from inventory. Then you can return the spoilage items or expired items to the vendor or you can separate it easily from other products. The screen for stock receiving and stock return is similar.



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



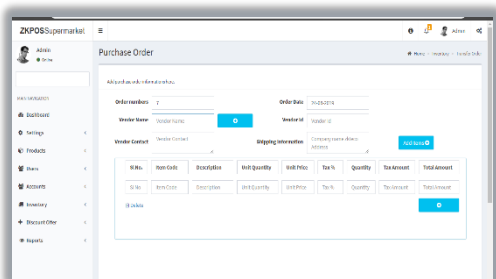
4. Enter the details.
5. Click on Retrieve option to search the issue no
6. Click New option to add new details.



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

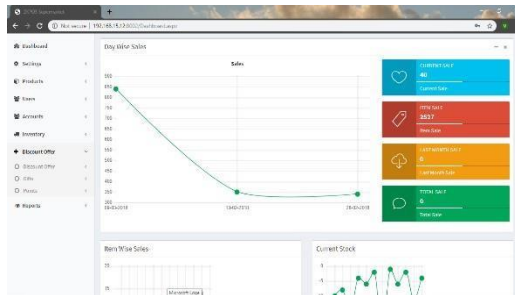
If you have received a purchase order from a vendor or customer, then add the details to ZKPOS.



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

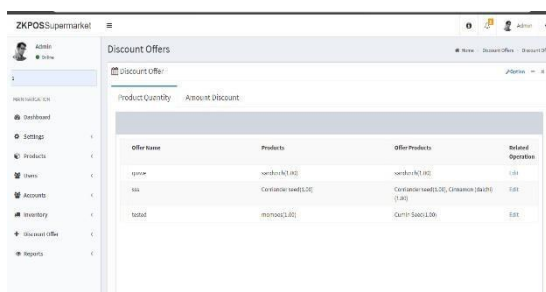
There may be gift or discount offer for some special customers, regular visitors or for a particular invoice. To Set this gift functionality you should follow the below steps.



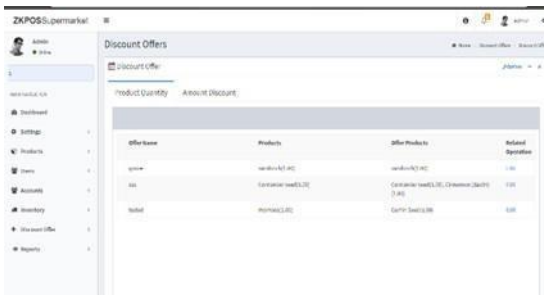
1. Login as **ADMIN**.
2. Click **DISCOUNT OFFERS**.

### 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**.

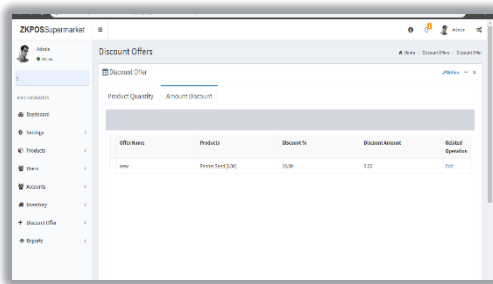


1. Click on **DISCOUNT OFFER**.
2. You can set discount offers by product quantity or by amount. For instance suppose a person buys 5 pen at a time, you can provide one additionally as a discount product. The person need to pay the price of 5 pens. This offer is based on quantity.

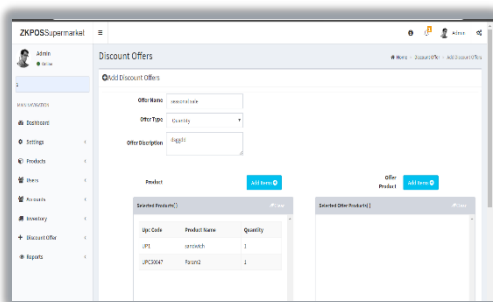


- To add a discount offer based on amount, click on the **AMOUNT DISCOUNT** tab next to **PRODUCT QUANTITY** tab. Here you can provide discount for a particular product based on amount. You can set either Offer percentage or discount amount.

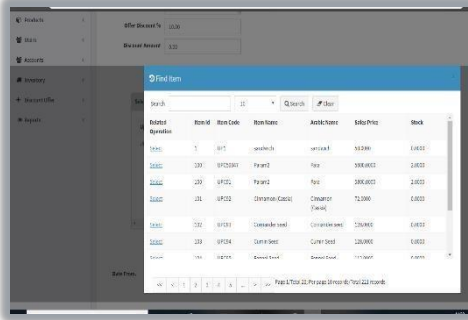
*Follow the steps below to learn about discount offers.*



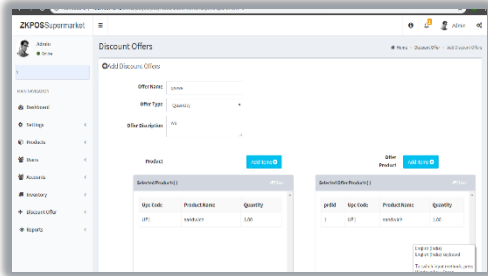
- Recently added discount offers will be listed in a grid. To view or modify, just click on it.



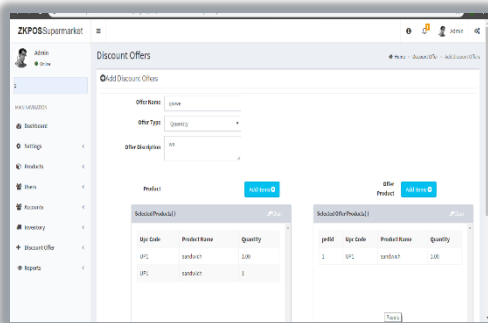
- Make necessary changes if required.
- You have two options to set a discount offer, either by amount or by quantity. You can set a discount for product price by percentage or you can set a discount for the product quantity.
- You can change the Date assigned for the offer.
- To add more product click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



1. Select the product that you want to add to discount offer.



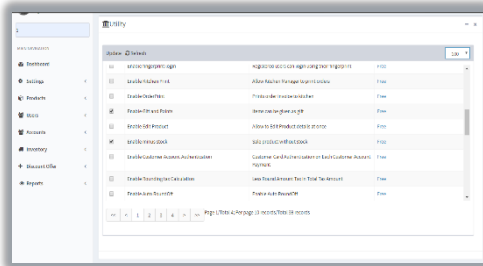
1. Modify the quantity and click **OK**.
2. Click **SAVE** button.
3. To add new, click on **ADD** button.



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.

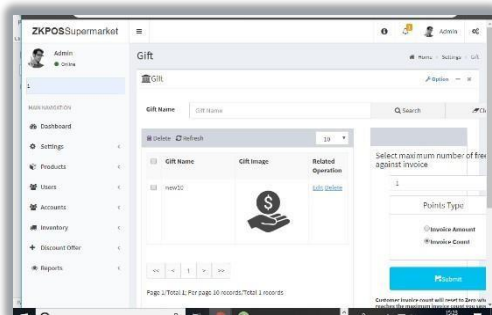
## 8.2 GIFT

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.

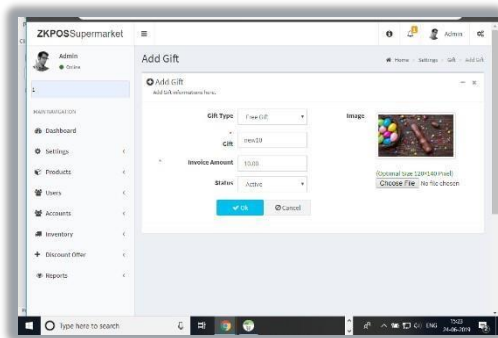


1. Login as **ADMIN**.
2. **GO TO SETTINGS**.
3. Click on **UTILITY**. From the list enable **Gift and Points** by ticking on the checkbox that corresponds to it.
4. Update the changes by clicking on **UPDATE** button.

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



1. 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.
3. 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.

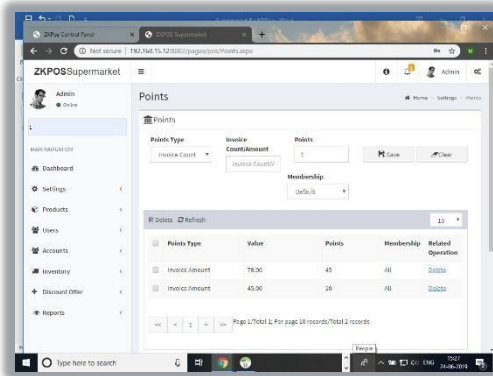


1. Now click **ADD** button to add the Gift.
2. Enter the **GIFT**.
3. Browse the **IMAGE** of the gift.
4. Enter the **INVOICE AMOUNT** and select the **STATUS** of the gift. Save the details by clicking on **SAVE** Button and Click **OK**.
5. To edit/delete a saved gift, click on the gift.
6. Make 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.

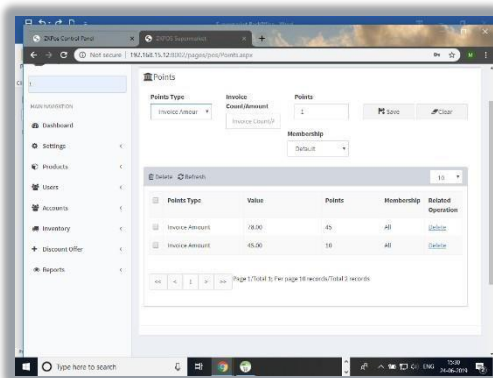


## 8.3 POINTS

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.



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



1. 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.

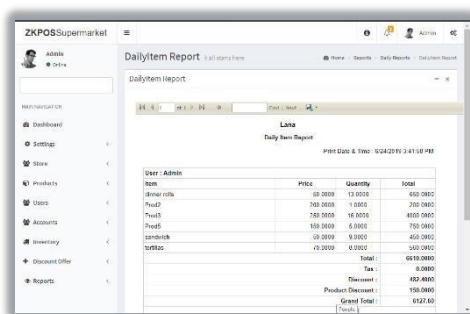


To view reports in settings, you have to login as admin. Go to settings and click on reports. There were 15 reports. Let's learn them one by one.

## 1. SALES REPORTS

### 1.1 DAILY ITEM REPORT

This report shows the item report for current day.

A screenshot of the ZKPOS Supermarket interface showing the 'Daily Item Report' for 'Lana'. The report is titled 'Daily Item Report' and 'Daily Item Report' for 'Lana'. It includes a table with columns for 'Price', 'Quantity', and 'Total'. The table lists items such as 'Bread', 'Bread rolls', 'Pasta', 'Pasta', 'Pasta', 'Sandwich', and 'Sausages'. The total for the report is 6519.0800. The interface also shows a sidebar with navigation options like 'Dashboard', 'Settings', 'Stores', 'Products', 'Users', 'Accounts', 'Inventory', 'Discount Offer', and 'Reports'.

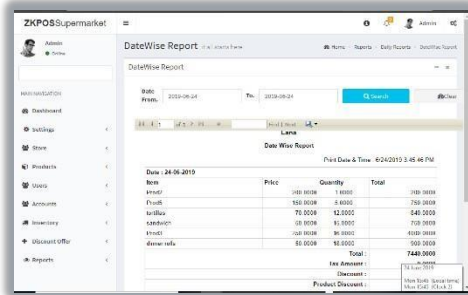
Item	Price	Quantity	Total
Bread	12.0000	12.0000	144.0000
Bread rolls	1.5000	1.5000	2.2500
Pasta	7.0000	1.0000	7.0000
Pasta	7.0000	6.0000	42.0000
Pasta	12.5000	6.0000	75.0000
Sandwich	10.0000	4.0000	40.0000
Sausages	12.5000	4.0000	50.0000
<b>Total:</b>			<b>6519.0800</b>
<b>Tax:</b>			<b>0.0000</b>
<b>Discount:</b>			<b>457.0000</b>
<b>Product Discount:</b>			<b>156.0000</b>
<b>Grand Total:</b>			<b>6127.4000</b>

1. Click on **DAILY ITEM REPORT**

2. To view the report click search button.

## 1.2 DATE WISE REPORT

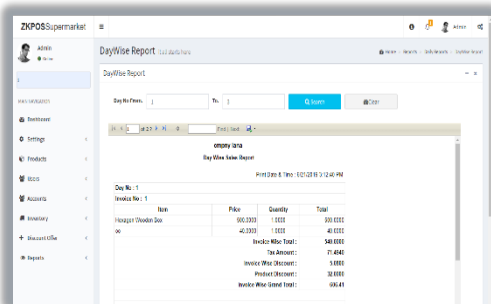
This report will provide the date wise sales report. To view the report follow the below steps.



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.

## 1.3 DAY WISE REPORT

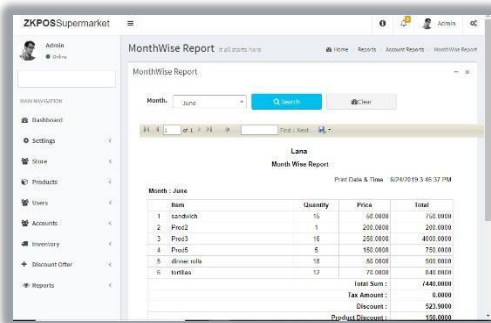
You can view the day wise sales report using **DAY WISE REPORT**.



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

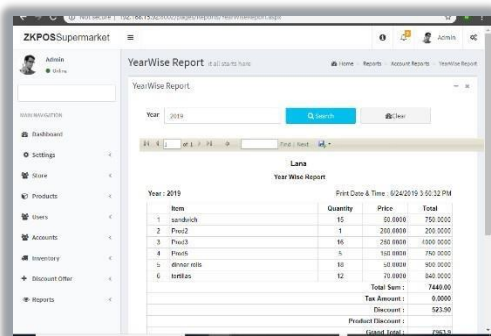
This report will display there for a selected month. You can choose the month that you want to view the report.



1. Click on **MONTH WISE REPORT**.
2. Select the month from the dropdown.
3. Click **VIEW** button.

## 1.5 YEAR WISE REPORT

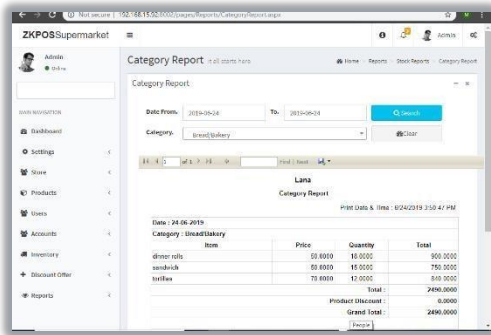
Provides the year wise sales report.



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

## 1.6 CATEGORY WISE REPORT

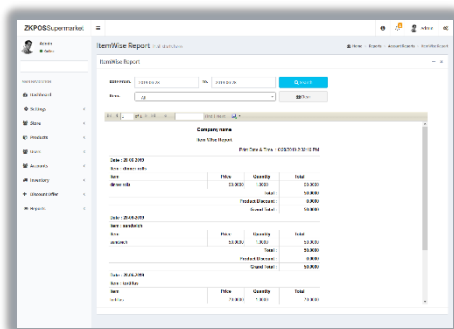
In this report you can view the report of selected category.



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.

## 1.7 ITEM WISE REPORT

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



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

## 1.8 SALE REPORT

It shows the report of last sale report.

Item	Price	Quantity	Total
123	20,000	1,000	20,000
124	20,000	1,000	20,000
Total			40,000
Total Amount			40,000
Tax Amount			0,000

1. Click **CURRENT SALE REPORT**

2. Click **search** button.

## 1.9 SALES RETURN REPORT

This report shows the sales return report.

Day No	Item Code	Item	Quantity	Total
2	123	123	1,000	2,000
3	124	124	1,000	2,000
Total			2,000	4,000
Grand Total			2,000	4,000

1. Click **SALES RETURN REPORT**.

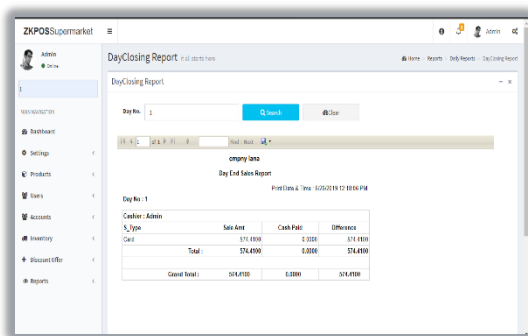
2. Enter **Day No-From**.

3. Enter **Day To**.

4. Click **search** button.

## 1.10 DAY CLOSING REPORT

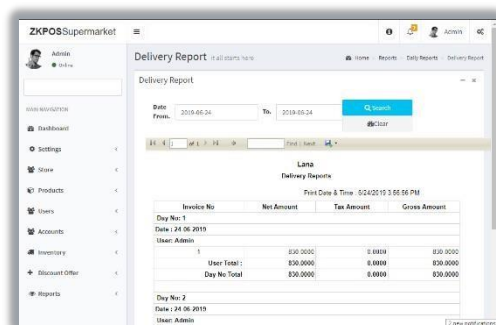
This report shows the total sales done in a day.



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

## 1.11. DELIVERY REPORT

This report shows total delivery.



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.

S.Type	Sales Amt	Cash Paid	Difference
Cash	514,470.00	0.0000	514,470.00
<b>Total:</b>	<b>514,470.00</b>	<b>0.0000</b>	<b>514,470.00</b>
<b>Grand Total:</b>	<b>514,470.00</b>	<b>0.0000</b>	<b>514,470.00</b>

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

## 1.13 ITEM SALES REPORT

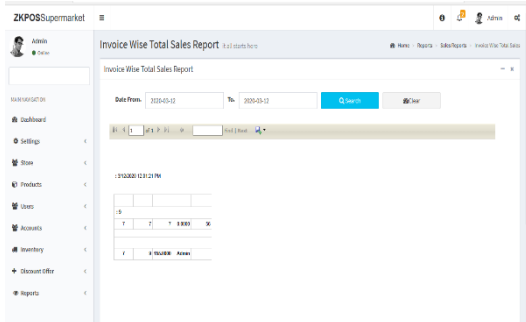
This report shows item sales details.

Product	Sales price	Quantity	Total
gm00	85.0000	0.00	158.00
gm07	20.0000	0.00	100.00
gm07	50.0000	0.00	100.00
gm06	90.0000	22.00	1920.00
gm07	100.0000	0.00	020.00
gm04	100.0000	0.00	100.00
gm06	400.0000	1.00	400.00
gm06	150.0000	0.00	2750.00
gm06	150.0000	0.00	00.00
<b>Department Sales Total:</b>	<b>80.00</b>	<b>00.00</b>	<b>2958.00</b>

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



## 1.14 INVOICE WISE TOTAL SALES REPORT

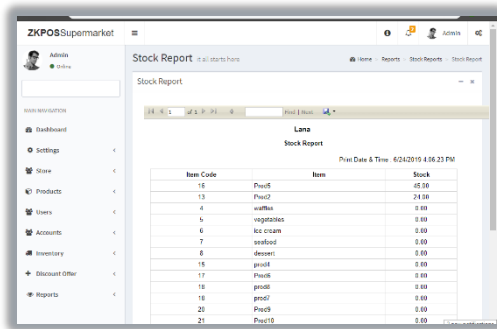


1. Click on the **INVOICE WISE TOTAL SALES**.
2. Click search button to view the report.

## 2. INVENTORY REPORT

### 2.1 STOCK REPORT

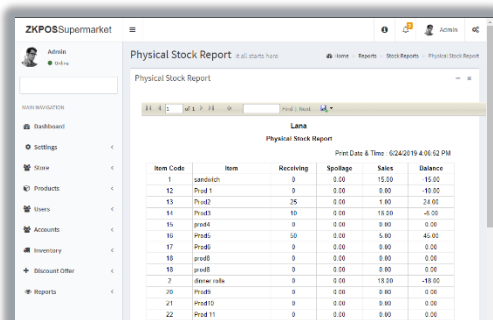
You can view the stock report of each item here.



- Click **STOCK REPORT**.
- Click **search** button.

### 2.2 PHYSICAL STOCK REPORT

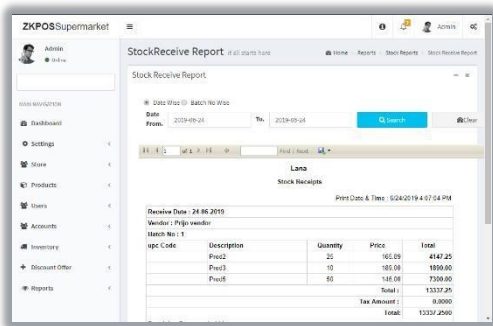
It gives a detailed report of received stock, spoilage sales and balance of each items.



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

## 2.3 STOCK RECEIVING REPORT

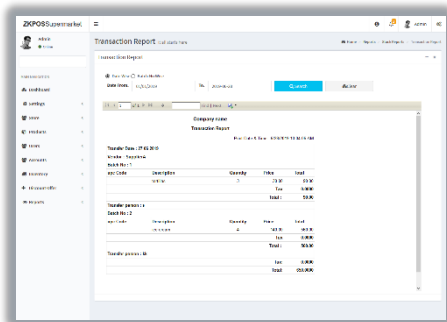
This report shows the stock receiving details. You can view date wise report and batch number wise report.



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

## 2.4 STOCK TRANSFER

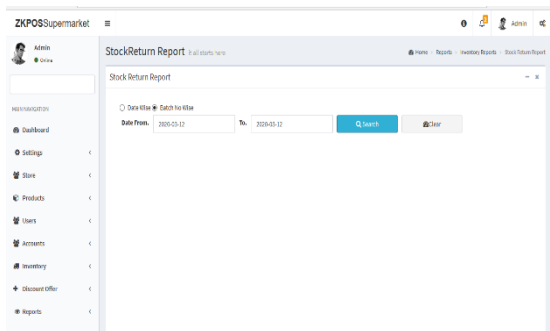
If you have transferred any stock to the vendor, those details will appear in this report.



1. Click on the **STOCK TRANSFER REPORT**.
2. 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

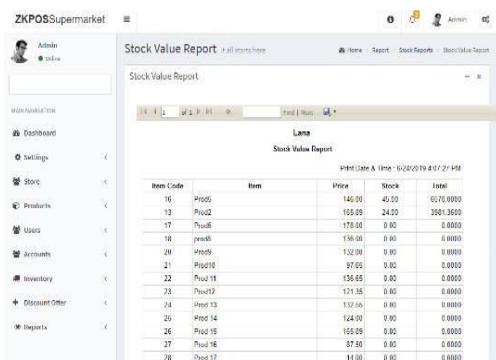
If you have returned any stock to the vendor, those details will appear in this report.



1. Click on the **STOCK TRANSFER REPORT**.
2. 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.

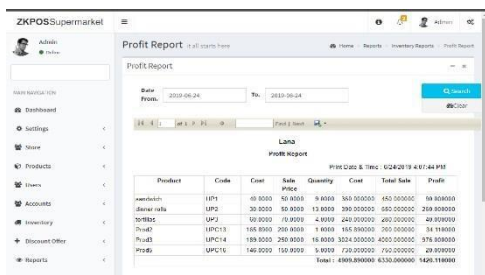


1. Click **STOCK VALUE REPORT**
2. Click **Search** to view the report.

## 2.7 PROFIT REPORT

This report shows the Profit Report.

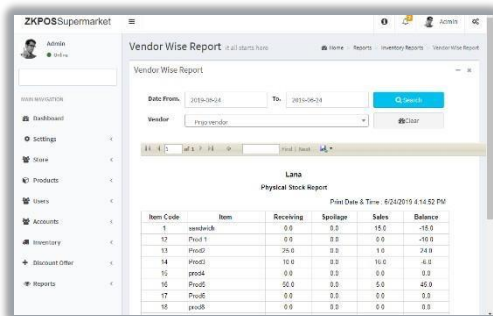
1.



1. Click **PROFIT REPORT**.
2. Click **Search** to view the report.

## 2.8 VENDOR WISE STOCK REPORT

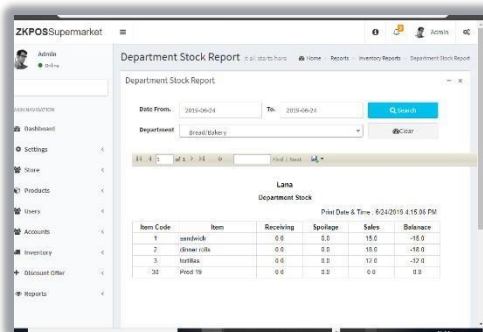
This report shows the vendor wise stock report.



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.



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.

Item	Price	Quantity	Total
Prus1	250.0000	15.0000	6300.0000
dinner rolls	50.0000	13.0000	650.0000
sandwich	50.0000	9.0000	450.0000
Prus2	150.0000	5.0000	750.0000
tortillas	70.0000	4.0000	280.0000
Prus3	200.0000	1.0000	200.0000
<b>Total</b>			<b>6330.0000</b>

1. Click on **SALES RANKING**.
2. Choose **DATE FROM** and **DATE TO**.
3. Click **Search** button.

## 2.11 INVENTORY TRANSACTION

This shows the inventory transaction details.

upc code	Item	Receiving	Spoilage	Sales	Balance
1	sandwich	0.0000	0.0000	15.00000000	-15.0000
13	Prus2	25.0000	0.0000	1.00000000	24.0000
14	Prus3	10.0000	0.0000	15.00000000	-5.0000
15	Prus4	50.0000	0.0000	5.00000000	45.0000
2	dinner rolls	0.0000	0.0000	18.00000000	-18.0000
3	tortillas	0.0000	0.0000	12.00000000	-12.0000
	<b>Total</b>				<b>18.0000</b>

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.

Item code	Item	Cost	Stock
1	vendwich	40.00	-15.00
12	Prod1	123.00	-10.00
13	Prod2	165.00	24.00
14	Prod3	180.00	-8.00
16	Prod5	140.00	45.00
2	dinner rolls	30.00	18.00
22	Prod11	136.00	17.00
23	Prod12	120.00	17.00
3	vendicac	10.00	-12.00

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

## 2.13 COST REPORT

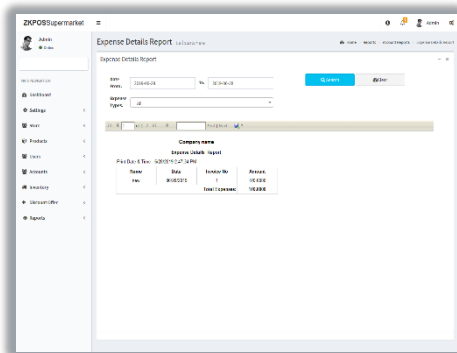
This report shows the cost details.

Name	Quantity	Cost	Price	Total
Prod2	19	165.0000	175	1558.0000
Prod3	19	180.0000	190	1920.0000
Prod5	15	160.0000	175	2430.0000
Prod11	17	136.0000	142	2322.0000
Prod17	17	121.0000	138	2057.0000
Prod5	59	118.0000	160	7320.0000

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

## 2.14 EXPENSE REPORT

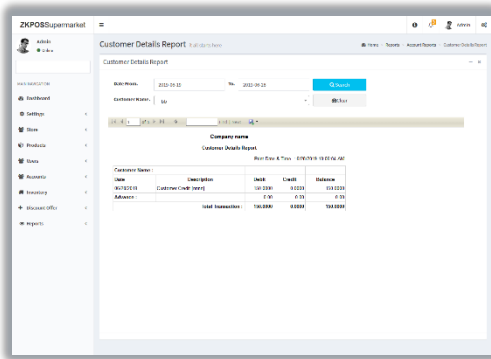
This report shows the expense details.



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

### 3. CUSTOMER REPORT

#### 3.1 CUSTOMER CREDIT REPORT

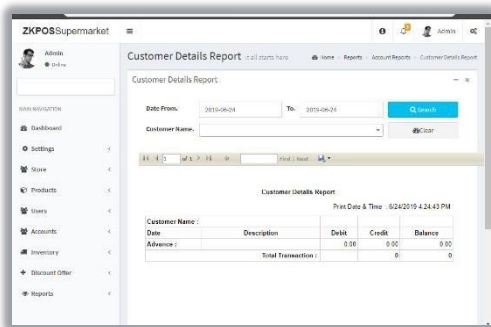


This report shows the customer credit details.

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.

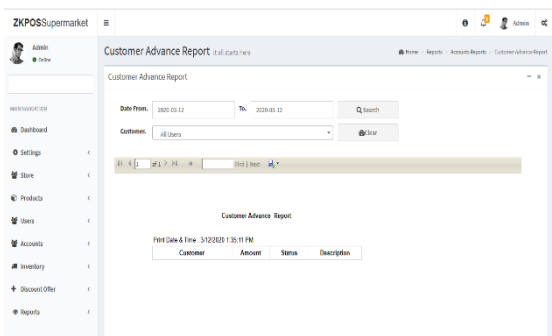


1. Click on **CUSTOMER ACCOUNT**.
2. Choose **DATE FROM** and **DATE TO**.
3. Select **CUSTOMER**.
4. Click **Search** button.



### 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.

Inv No	Cashier	Net Total	Tax Amount	Gross Total
Date : 24-06-2019				
Day No : 1				
1	Admin	780.0000	0.0000	780.0000
Day No : 2				
2	Admin	1374.0000	0.0000	1374.0000
2	Admin	6261.0000	0.0000	6261.0000
Total		8335.0000	8.8000	8343.8000

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

### 4.2 TAX REPORT

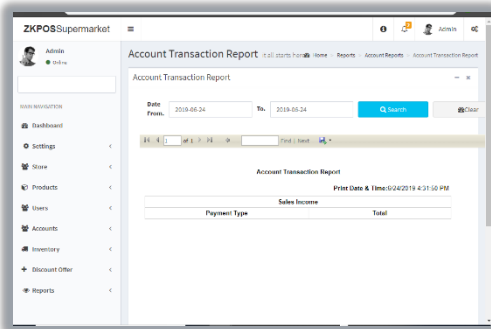
This report shows the tax details.

Inv / Batch No	Description	Invoice/Bill Amount	Debit	Credit
Date : 24-06-2019				
1	User Admin	830.0000	0.0000	8.8000
1	Vendor Phip-uweko, Vat No:	8332.2500	0.0000	8.8000
2	User Admin	1130.0000	0.0000	8.8000
2	Vendor Sathesh vendor, Vat No:	6636.2500	0.0000	278.3485
3	User Admin	5488.0000	0.0000	8.8000
3	Vendor Sathesh vendor, Vat No:	7246.2000	0.0000	566.1915
4	Vendor Sathesh vendor, Vat No:	3363.0000	0.0000	8.6209
5	Vendor Phip-uweko, Vat No:	8545.1200	0.0000	218.6915

1. Click on **TAX REPORT**.
2. Choose **DATE FROM** and **DATE TO**.
3. Click **Search** button.

## 4.3 ACCOUNT TRANSACTION REPORT

This report shows the account transaction details.

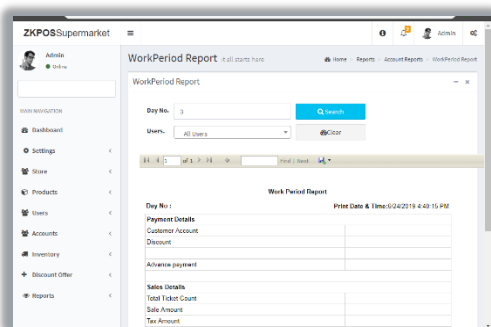


1. Click on **ACCOUNT TRANSACTION**.
2. Choose **DATE FROM** and **DATE TO**.
3. Click **Search** button.

## 1. OTHER REPORT

### 5.1 WORK PERIOD REPORT

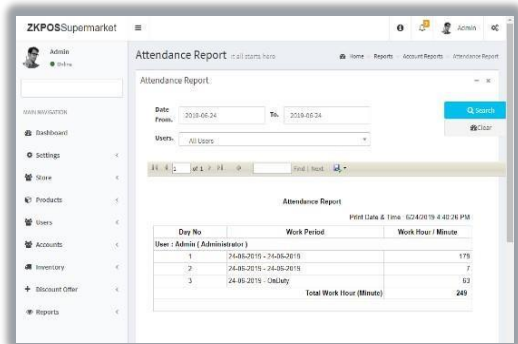
This report shows the work period details.



1. Click on **WORK PERIOD REPORT**.
2. Choose **DATE FROM** and **DATE TO**.
3. Select **USERS**.
4. Click **Search** button.

## 5.2 ATTENDANCE REPORT

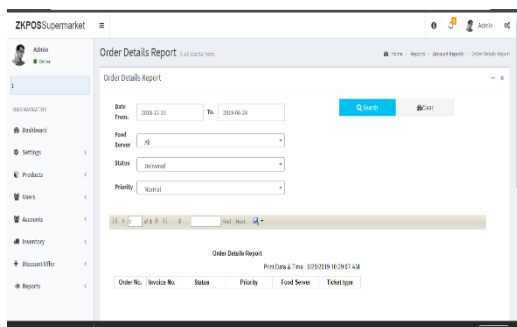
This report shows the work period details.



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

## 5.3 ORDER DETAILS REPORT

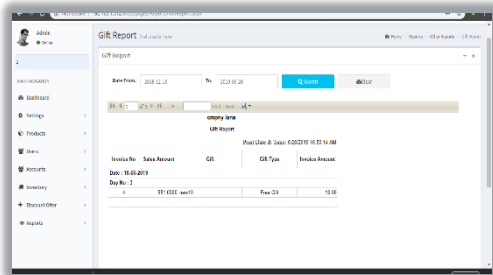
This report shows order details reports.



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

## 5.4 GIFT REPORT

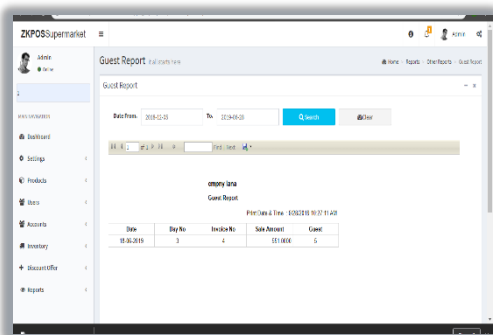
This report shows the guest details.



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.

ZK Building, Wuhe Road, Gangtou, Bantian, Buji Town,  
Longgang District, Shenzhen China 518129

Tel: +86 755-89602345

Fax: +86 755-89602394

[www.zkteco.com](http://www.zkteco.com)

