# USER MANUAL

ZKPOS SUPERMARKET POS

Date: 01-02-2020

Software Version: 2.5.2

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. **ZKPOS SUPERMARKET SOFTWARE** is a complete solution for your business needs.

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

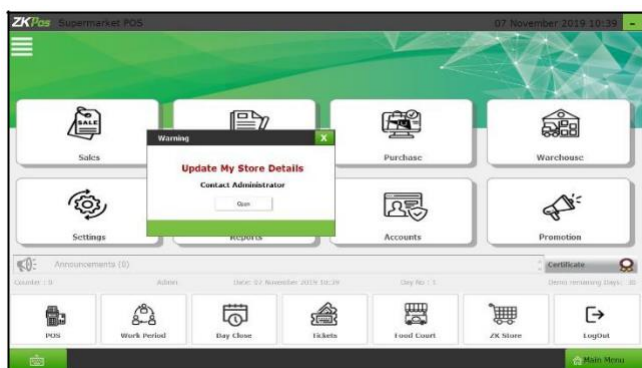## STEP 1 - LOGIN TO ZKPOS
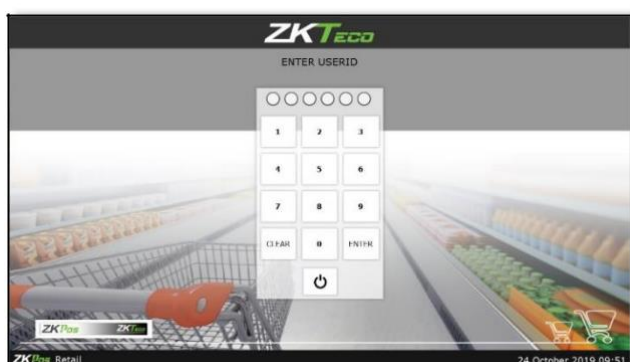
1. Open **ZKPOS SUPERMARKET.**

2. You will have a default **ADMIN LOGIN** with **PASSWORD**. Login ID is **1** and PASSWORD is **1**.

3. Type **login ID** and **PASSWORD**.

4. Click **ENTER** button.

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


A warning message will be appear when you click any menu from the main window. Before entering the data, you have to update the company details in **store**.

STEP 2 – STORE

For functioning the ZKPOS supermarket, you're required to create a company and the store details. It will be explained in below.

STEP 2.1. ENTERING COMPANY DETAILS

Creating a company is one of the basic activity you need to follow in the supermarket POS. Here add the company details of your company for further Point of Sale functioning. Go to settings, then click store option. You can add the Company details like **NAME**, **BRANCH**, **ADDRESS**, **COMPANY LOGO**, **TAX**, **and CURRENCY** can be saved.
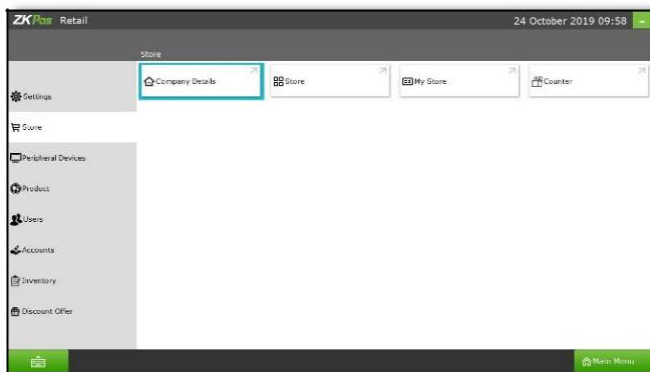
1. Login as **ADMIN**.

2. Click on **SETTINGSMENU**.

3. Go to the **Store** menu from the left side of the window, then click Company Details.
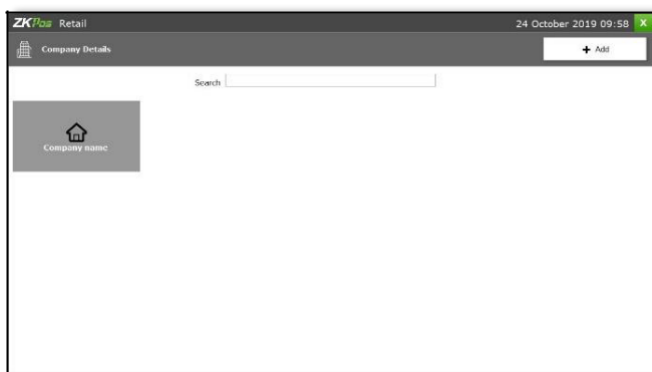
1. Click Company or search to get details.

2. To add **COMPANY DETAILS** you need to click the **COMPANY DETAILS** menu on the top left corner of the window as shown in the figure.
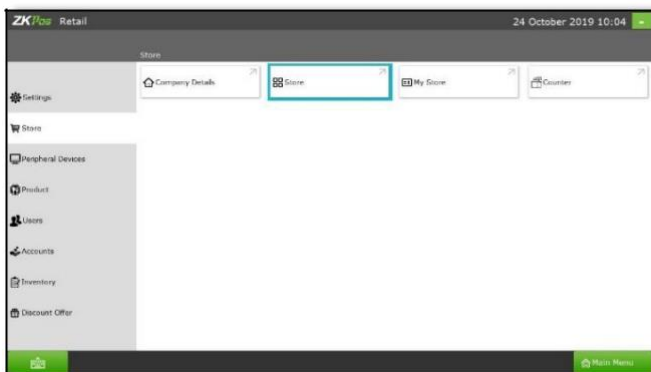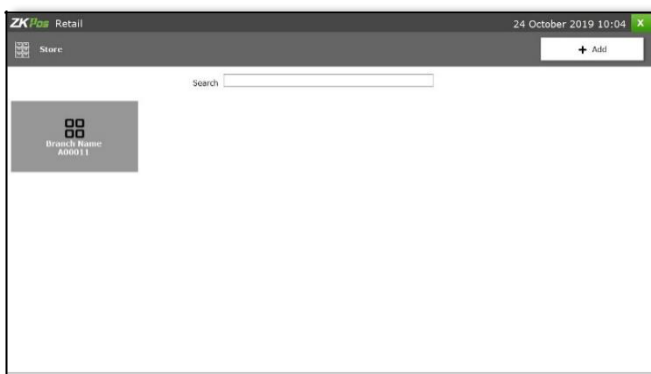
3. Enter all necessary details in the appropriate fields. Finally browse the company logo and then update the data by clicking on **UPDATE** button and click **Save.**

STEP 2.2. STORE

After creating a company, there is an option for adding the company branch details. In which you will get the branch details of your company if any.
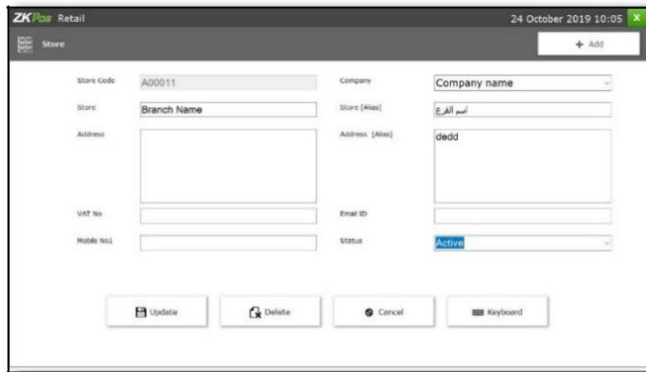

1. Go to the Settings option, click on the **Store**.

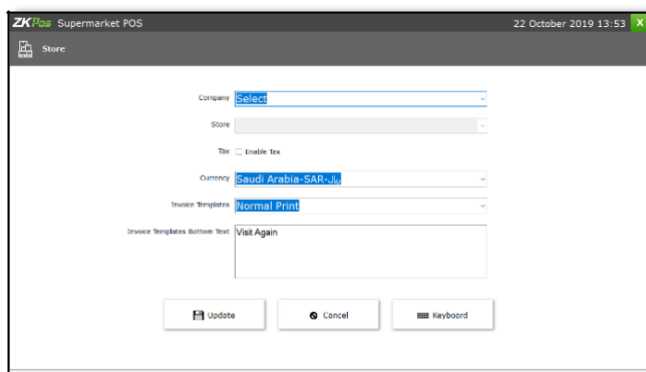2. There will be a **search** option to search the store.

3. Click on the **ADD** option and enter the Details like **Store Name, email, Phone** etc.

4. Click on the **Save** option.

STEP 2.3. MY STORE

Now, enter the details of your store. Only then you can actively perform the Point of Sale features in your supermarket. Once you finish updating the company name and branch code number, you cannot edit or delete it later.
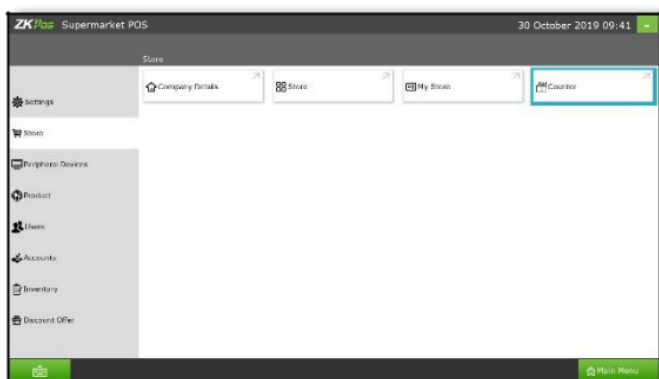

1. Go to the Settings option, click on the **STORE.**

2. Enter **MY STORE** details by selecting the company name and store name from drop down list and if you want to enable the tax, by tick in tax option. Finally, **save** it.
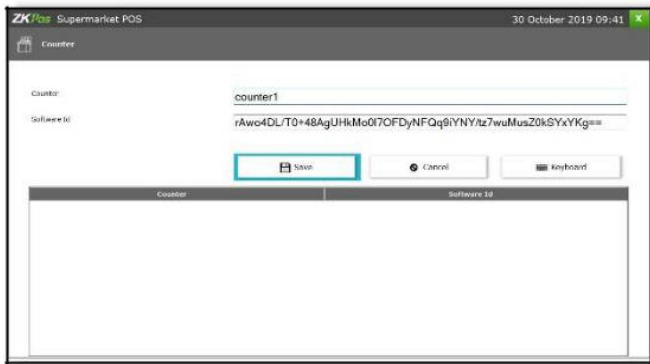
STEP 2.4. COUNTER

If your supermarket has different counter facility, then you can add the counter details here.

Go to store then click counter option. You can enter the counter number and update the details.

After enter the details click save button.

STEP3-UTILITIES

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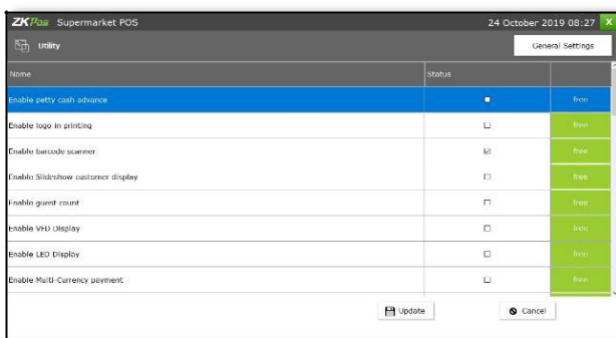
You need to login as **ADMIN** to view/access **UTILITIES**.
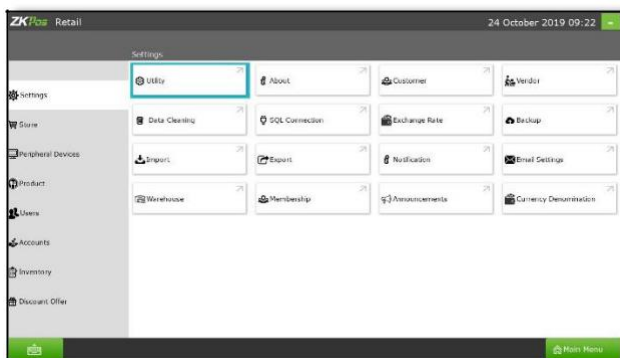
1. Go to **SETTINGS**.

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 **"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. *ENABLE GUEST COUNT*: Customers are considered as your guests and you could save their count for reference purpose or to print with the invoice.

6. *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.

7. *ENABLE LED DISPLAY*: To display the **PRODUCT PRICE** and **TOTAL BILL AMOUNT** in the

8. **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. *ENABLE COMBO/SUB PRODUCTS*: You have to enable this utility if you want to display **COMBO PRODUCTS** and **SUB PRODUCTS** in the **POS** section.

11. *ENABLE FINGERPRINT 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. *ENABLE GIFT AND PPOINTS*: If you want to set GIFTS against invoice count/amount you have to enable it here.

15. *ENABLE EDIT PRODUCT*: 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 AUTO ROUNDOFF*: This feature will round off the amount in decimals AUTOMATICALLY.

19. *ENABLE USERS TO ADD NEW PRODUCT*: This section allows users to add new product in POS while find invalid barcodes. If you enable barcode scanner in the UTILITY you will be redirected to the below window on clicking the POS from MAIN MENU.

20. *ENABLE DISCOUNT OFFERS*: You can apply discount offers in Invoice Bill.

21. *SHOW SHORTCUTS*: This enables keyboard short cut feature.

22. *ENABLE PRICE EDIT:* This feature enables to edit the price details.

23. *ENABLE OPTION TO ADD CARD NUMBER ON CARD PAYMENT:* It enables to add card number on card payment.

24. *ADD CUSTOMER DETAILS ON PAYMENT TIME:* It enables to add customer details on payment time.

25. *ENABLE DISCOUNT AND ROUND FOR CASHIERS*: Cashier can add discount for customers and also round invoice amount for convenience.

26. *INCLUSIVE TAX CALCULATION:* Enable inclusive tax calculation.

27. *ENABLE EMAIL SCHEDULER:* Enable this feature to send emails based on the schedules already made in email settings.

28. *ENABLE NOTIFICATION*: Enable notification feature, to notify the vendor credit limit, customer credit limit, Low stock item details etc.

29. *EASY RETURN*: Enable easy return for returning the items easily without an invoice.

30. *ENABLE EMAIL FOR WORK PERIOD CLOSING*: This feature is add to get work period close email.

31. *ENABLE REPORT APP*: For getting the report app feature, enable this feature.

32. *ENABLE PRICE CHECKER APP*: For getting the price checking app features, enable this function.

33. *ENABLE INVENTORY APP*: Get the inventory app feature by enabling this feature.

34. *ENABLE BACK OFFICE*: Get the instant back office feature by enabling this function.

35. *ENABLE AUTOBACKUP:* To enable this feature for activate the auto backup option.

36. *CHECK BOTTOM PRICE:* To enable this feature for check the bottom price.

37. *ENABLE ROUDING TAX CALCULATION [OPTION 1]:* To enable this feature for activate the inclusive rounding tax calculation

38. *ENABLE EXCLUSIVE ROUNDING TAX CALCULATION [OPTION 2]:* To enable this feature for activate the exclusive rounding tax calculation

39. *GENERAL SETTINGS*: You can see one button for general settings in the top of the screen. Here you can set the invoice print count, maximum number of return days, number of decimal points allowed in this software. To edit the default values, click on the **GENERAL SETTINGS** button. After making necessary changes, click on **SAVE** button.
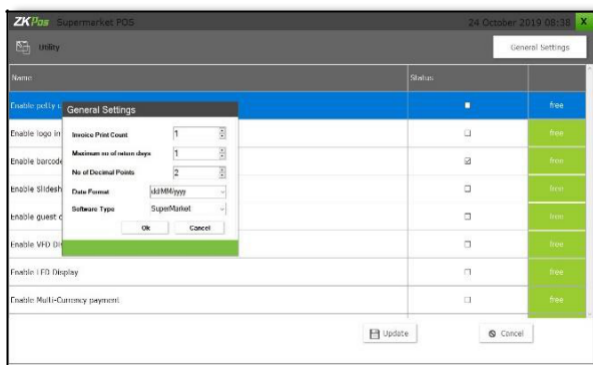
STEP 4 - ABOUT ZKPOS

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.
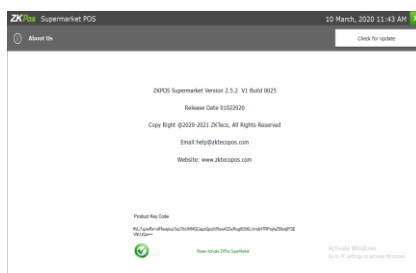
STEP 5 - CUSTOMER

ADD NEW CUSTOMER

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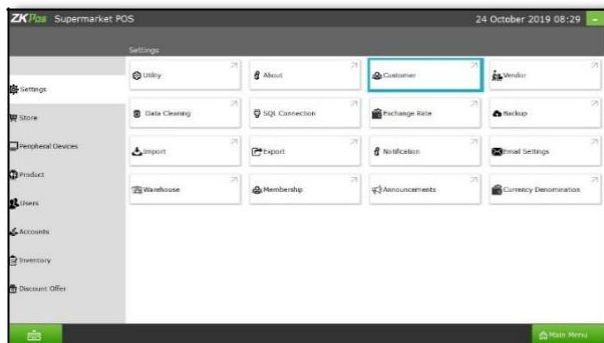
1. Go to **SETTINGS**.

2. Click on **CUSTOMER**
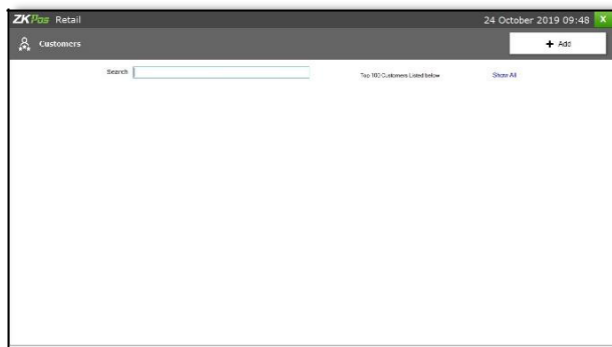
3. Add a new customer click on the **ADD** Button as shown in the figure.

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.
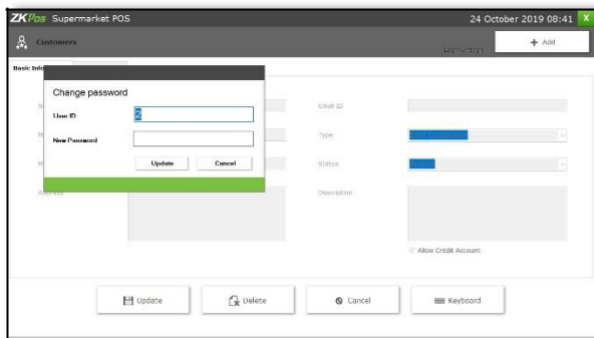
5. Select the Customer Type from the dropdown (End Customer/ Retail/Wholesale Customer)
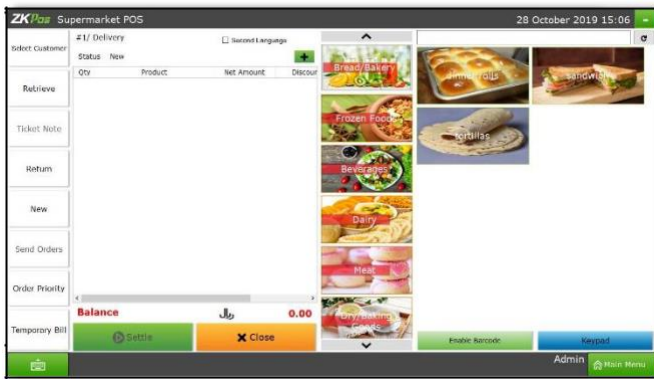
6. You can add other properties, like card number, discount, contact group, membership and etc.

7. There is an option "allow credits" for giving credits to customers.

8. Save the details by clicking on the **SAVE** button.

9. For allow credit customers, there is an another option is there. For that, click login settings in after edit the customer and enter the **user ID** and **Password** and finally click **UPDATE** button. Now that 10 .. User can login to this software using the provided user ID and Password

Sale Window

Login interface is same for all users. When a customer login to **ZKPOS SUPERMARKET** he/she will redirect directly to the POS section.

The customer can select all the product he/she want to purchase from your shop. After selecting they can send their order.
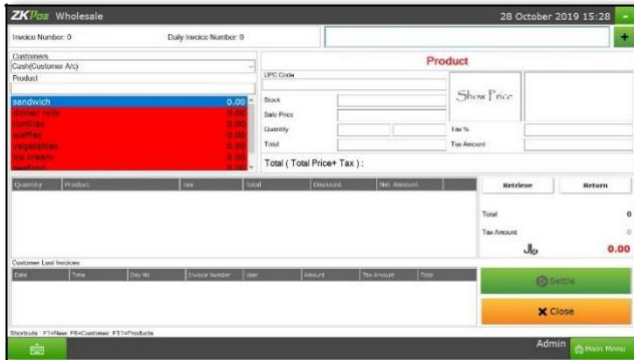
To settle the bill, click on the **SETTLE** button.

If it is **wholesale** customer, then the sale window shown as below figure.

- A customer can settle the amount to His/her customer account. Other options like card, cash and voucher were disabled for customer login.

- Later Admin/Cashier can view customer account transactions and pending invoices. To view the customer account details, Login as admin or cashier.

  In this section **SEARCH** facility is there.
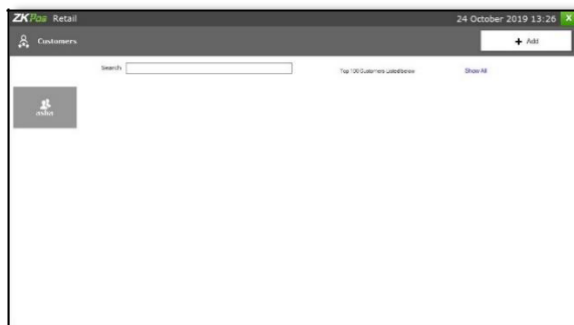
You can **search** through this option.

EDIT / DELETE A CUSTOMER

If you want to delete a saved customer, you may follow the steps below.
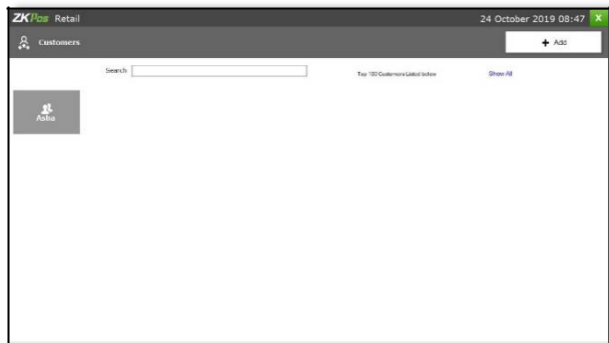
1. Go to **SETTINGS**.

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.
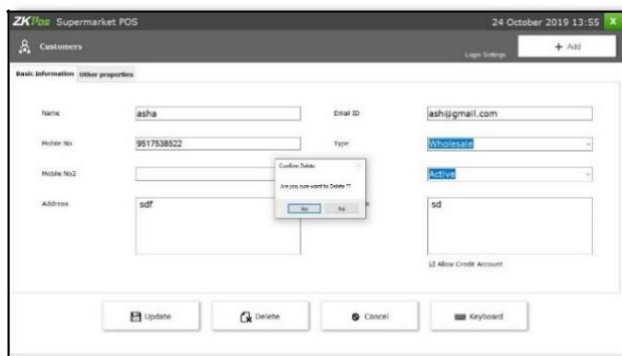
4. Otherwise click **DELETE** button and **YES** in the confirmation pop up.

5. Click **OK** in the confirmation dialog box.

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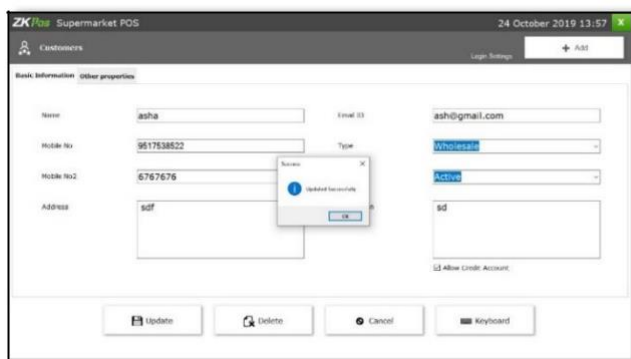
First select customer and then make necessary changes and click **UPDATE** button and OK.

STEP 6 - ADDING NEW VENDOR

A Vendor is a person whom provides the products, so to add vender details while adding product, first you need to add Vendor details. Here you can see how to add a **VENDOR**.
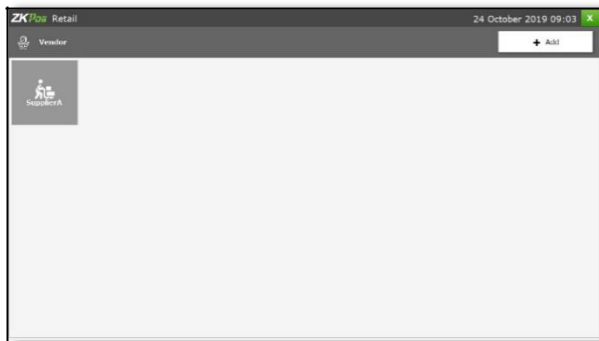
1. Login as **ADMIN**.

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, Address and etc.

5. After entering necessary details click **SAVE** button.

1. If you want to see the Vendor's account transactions, then click on the vendor.

2. Click on the **ACCOUNT** button as you see in the figure.

EDIT / DELETE A VENDOR

You can delete a vendor as you deleted a customer before.
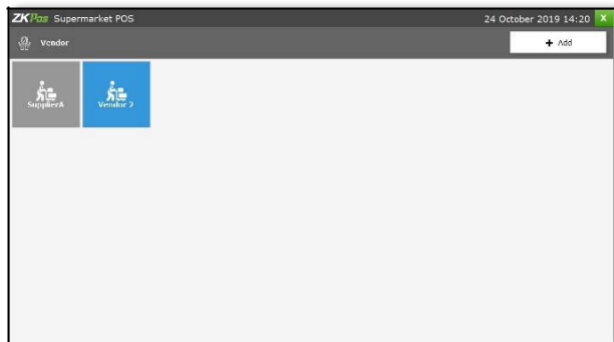
1. Go to **SETTINGS**.

2. Every saved vendor names will be displayed, you have to choose the vendor that you want to edit/delete. Click on **VENDOR** you want to delete.
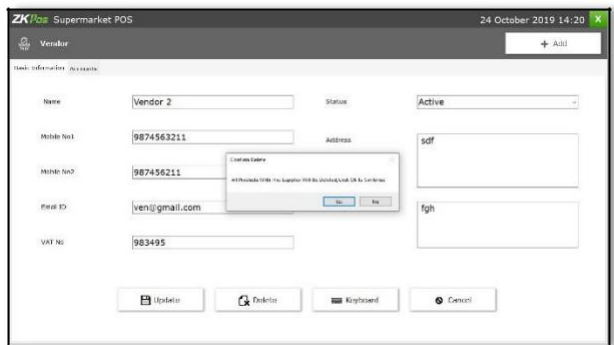
3. If you want to edit, then make necessary changes and click **UPDATE** button.

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

5. Click **OK** in the confirmation dialog box.

STEP 7 - 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.
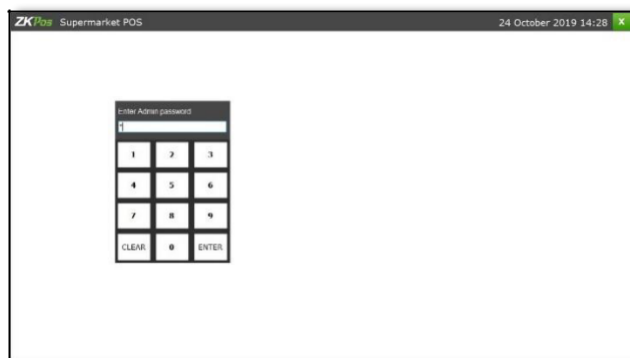
1. Go to **SETTINGS**.

2. Click on **DATA CLEANING**.

3. Enter admin Password.
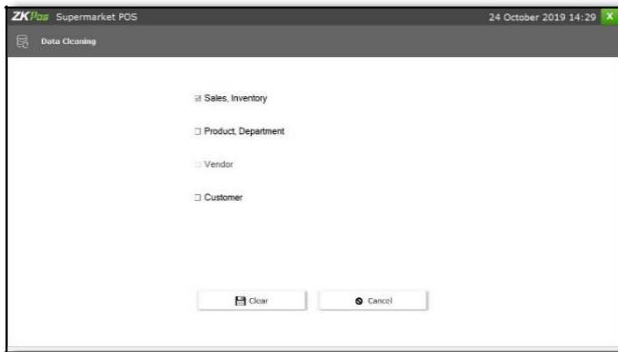
1. Select appropriate checkboxes based on your requirements.

2. Now click **CLEAR** button.

3. Click **YES** on the warning popup, and then 4. Click **OK** in the confirmation dialog box.

STEP 8 - SQL CONNECTION

This part displays the **SQL CONNECTION STRING**. You can access the database file using the details in the connection string.
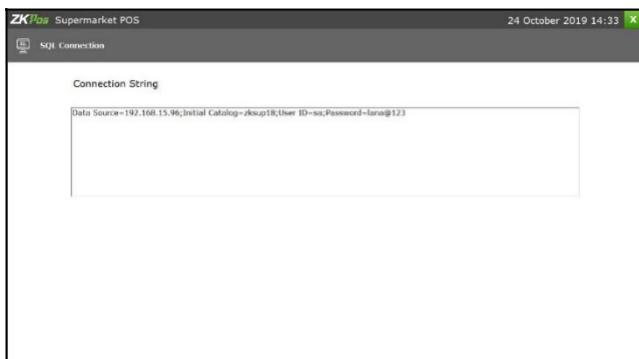
1. Go to **SETTINGS**.

2. Click on **SQL CONNECTION**.

STEP 9 - EXCHANGE RATE

Some customers may feel happy if you could produce the invoice in their native currency rate, or there may be situations where you need to deal with foreign customers. So you can know the exchange rates easily with this functionality. It is possible by updating the **EXCHANGE RATE**.
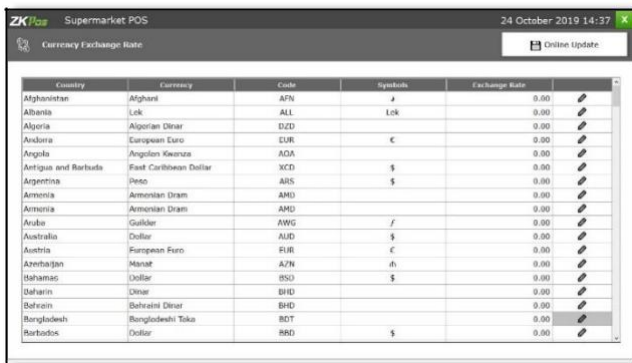
1. First you need to enable multi – currency payment in the **UTILITY**. Now, go to **SETTINGS**.

2. From the menu options, click **EXCHANGE RAT**E.

3. Click **ONLINE UPDATE** button to update current day's currency values. Sometimes **online update** may not be available for some currencies. So there is an option for manual update.
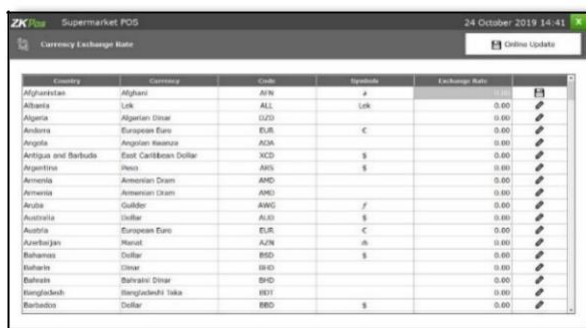
1. Click on the pencil symbol corresponds to the currency that you want to edit. Then exchange rate field will become editable and you can edit it.

2. After making the necessary changes, click on the save symbol corresponds to that field. Now all your changes will be saved.

STEP 10 - BACKUP YOUR DATA

It is better to keep a backup copy of the important data somewhere else in the system. So you have an option to do the same. You can do backup in two ways. Manual or Schedule.

Manual Backup

1. Go to the SETTINGS. From the MENU OPTIONS**, click BACKUP.**

2. **DATABASE NAME** will be there by default.

3. You can browse and select the location to store your backup file. Enter the backup file name. Click **BACKUP**

Button to backup or **CANCEL** to cancel it.

Schedule Backup
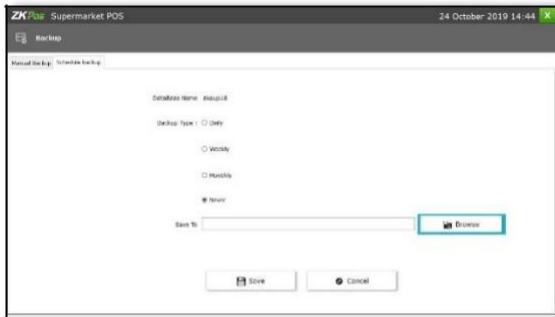
1. Select the backup type as Daily/Weekly/ Monthly/Never.

2. Saved it to anywhere by clicking the browse Button.

3. Click **Save** option.

STEP 11 - 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.
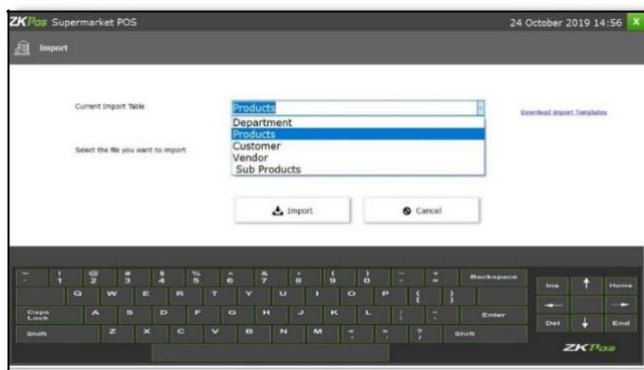
1. Go to SETTINGS.

2. Click on IMPORT TABLES.

3. Select the table to which you want to import data.

4. Select the file that you want to import to ZKPOS.

5. Click IMPORT button.
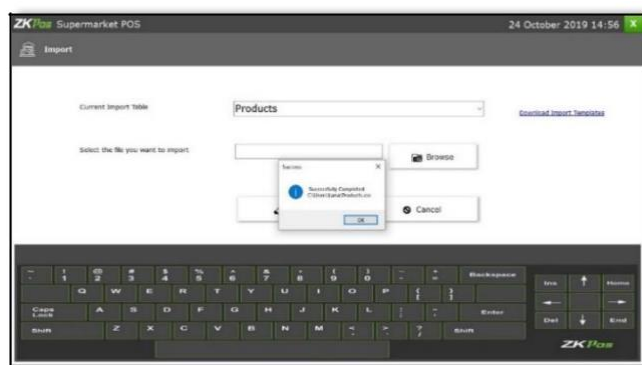
There is an option to download import template. This is for your easiness while trying to import a table to **ZKPOS**. When you want to import a table to ZKPOS you should download a template first. Click on the download import template button. The downloaded path will displayed in a confirmation popup. You can then edit it and then import it using the **IMPORT TABLES** interface.

STEP 12 - EXPORT TABLES

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

1. Go to **SETTINGS**.

2. Click on **EXPORT TABLES**.

3. Select the table that you want to export.

4. Select the **FILE TYPE**.
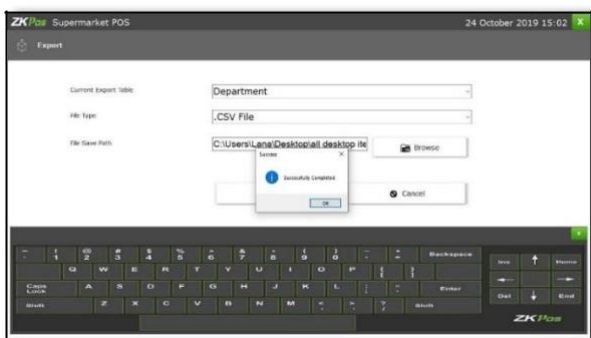
5. Select the path to save the table.

6. Then click **EXPORT** button to export the table.

STEP 13 – NOTIFICATION
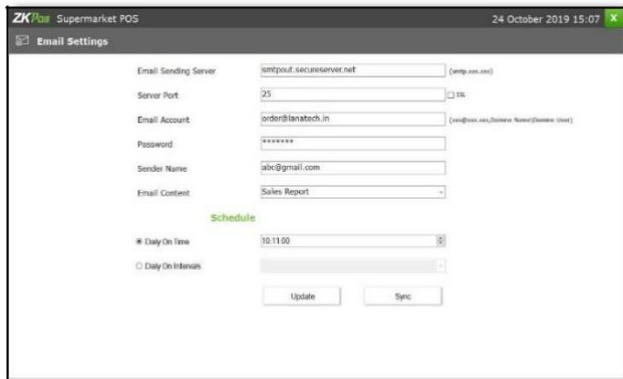
Enable Notification in the utility settings.

1. Go to **Settings**.

2. Click on the **Notification** and enable the items to get notifications.

3. Click **Save.**

STEP 14 – EMAIL SETTINGS
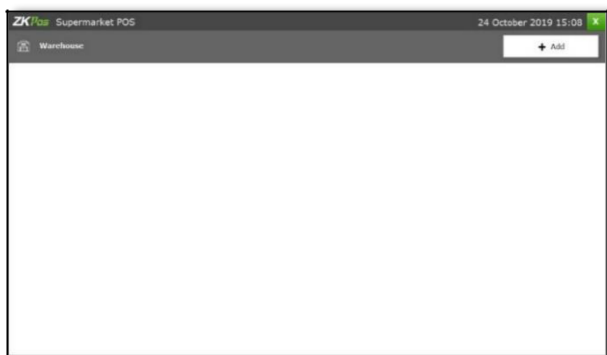
There is an option for sent Email notification. Here you can set the email id and other details.
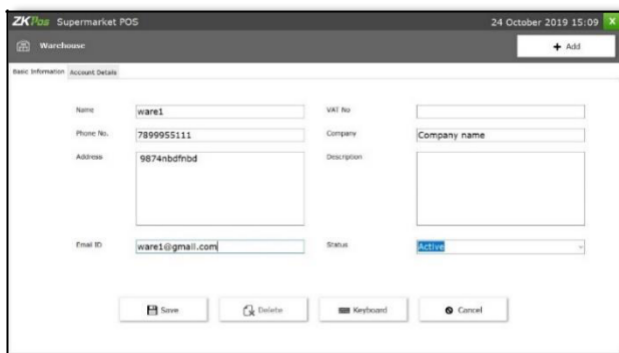
1. Go to **Settings.**

2. Click on the **Email Settings** and edit the details.

3. Click **Save.**

STEP 15 – WAREHOUSE

Warehouse refers to the various processes related to maintaining and controlling a supermarket **warehouse**. Here you can create a warehouse for supermarket according to your need.

1. Go to **Settings.**

2. Click on the **Warehouse.**

3. To add a new warehouse, click on the **ADD** button**.**

4. Enter the details like Name, phone number, email etc. Then click **save** option.

PURCHASE

Go to the MAIN MENU and click on the WAREHOUSE and click on the **PURCHASE.** Enter the vendor name, vendor contact, receiving person and after that add item and enter the quantity. After that automatically data will be displayed.

PURCHASE RETURN

After that click on **PURCHASE RETURN** in **WAREHOUSE**. Enter the vendor name, vendor contact, returned person and after that add item and enter the quantity. After that automatically data will be displayed.
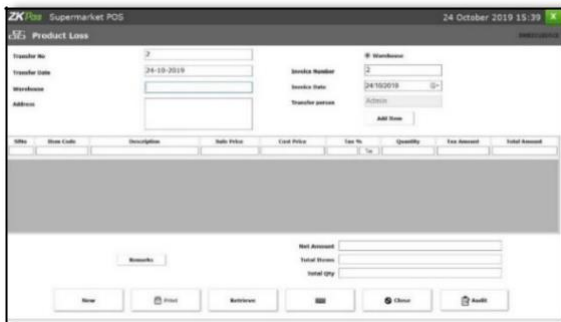
PRODUCT LOSS

The product which is damaged or due to non-sale and transfer such product to others and it becomes a product loss. Such products come under this category. Click on **PRODUCT LOSS** in **WAREHOUSE**. Enter the vendor name, vendor contact, transfer person and after that add item and enter the quantity. After that automatically data will be displayed.

STEP 16 – 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.
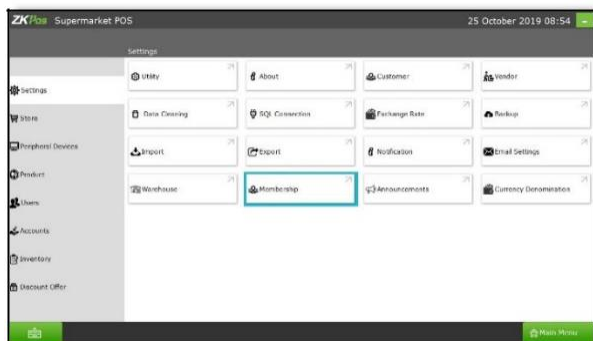
1. Go to **Settings.**

2. Click on the **Membership** option.

1. To add new Membership click on the **ADD** Button.

2. Enter the **Name** and **Description**.

4. Click **Save** option.

STEP 17 – ANNOUNCEMENTS
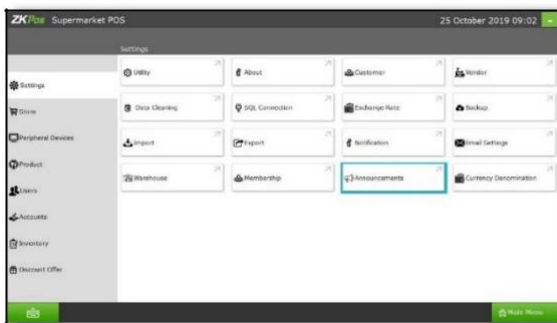
1. Go to **Settings.**

2. Click on **Announcements.**

3. Select the announcements.

4**.** Click **Save** option.

STEP 18 - PERIPHERAL DEVICES

You can use other peripheral devices with **ZKPOS** machine. But you need to know how they are accessible in **ZKPOS**.
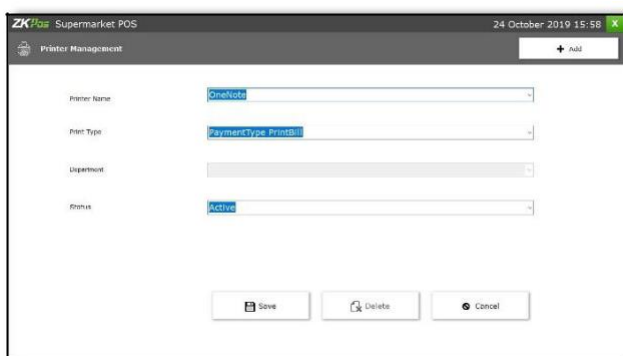
PRINTER
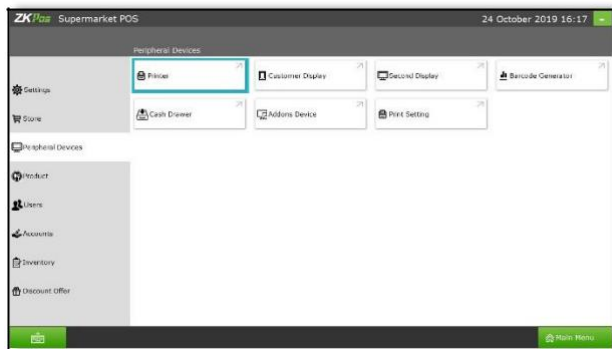
1. Go to **SETTINGS**.

2. Click on **PERIPHERAL DEVICES**.
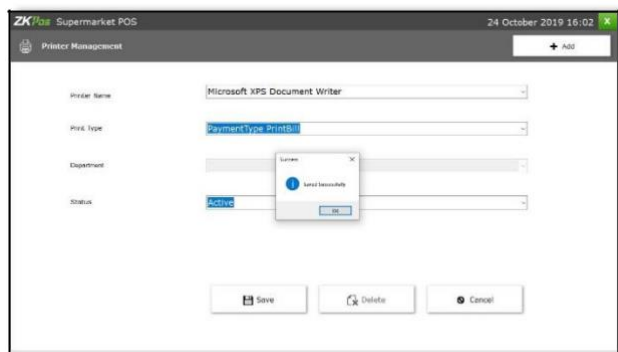
3. from the menu options click on **PRINTER**
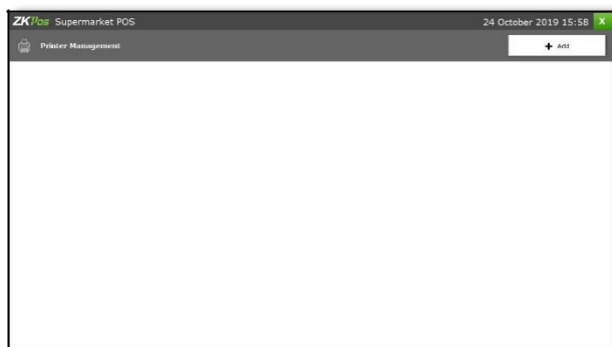
4. There is an **ADD** button on the left of the Window and click on it.

5. Select the **PRINTER** from the dropdown corresponds to **PRINTER NAME**.

6. Select the **PRINT TYPE**, you can select Ticket Type Print bill, Payment Type Print bill, Normal Type Print Bill.

If you select **TICKET TYPE PRINTBILL**, then you should select the department.

7. Set the **STATUS** of the printer

8. Now click **SAVE** button to save the details.

9. Click **OK** in the confirmation dialog box.

10. Now your printer details are saved.

CUSTOMER DISPLAY

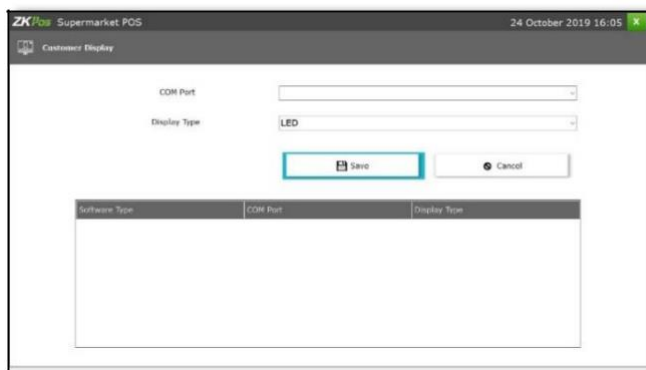You can display invoice amount or item list in customer display.
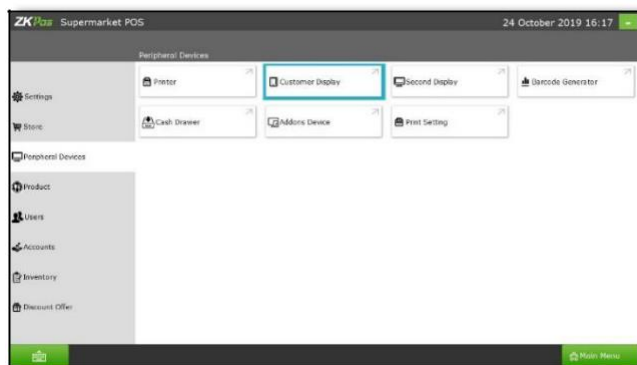
Go to **SETTINGS**.

Enable **CUSTOMER DISPLAY** in the
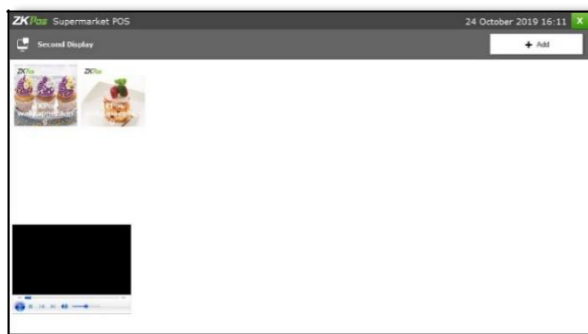
 UTILITY.

Now click on **PERIPHERAL DEVICES**.
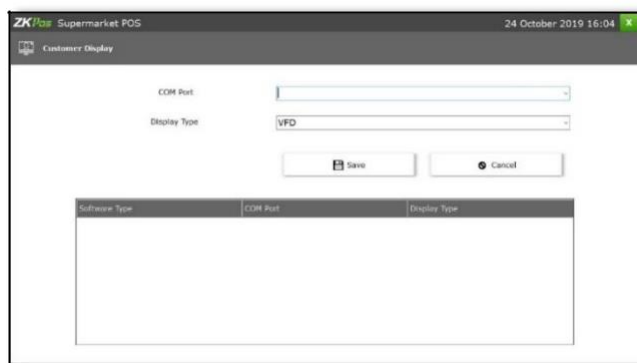
From the menu options choose **CUSTOMER**

 DISPLAY.

1. Choose **COM PORT**.

2. Choose the **DISPLAY TYPE**. You have to enable

3. **VFD** display or **LED** display in the utility

4. Now click **SAVE** button to save thedetails.

SECOND DISPLAY

An optional **SECOND DISPLAY** can be used along with **ZKPOS**.

1. Go to **SETTINGS**.

2. Click on **PERIPHERAL DEVICES**.

3. Select **SECOND DISPLAY**.
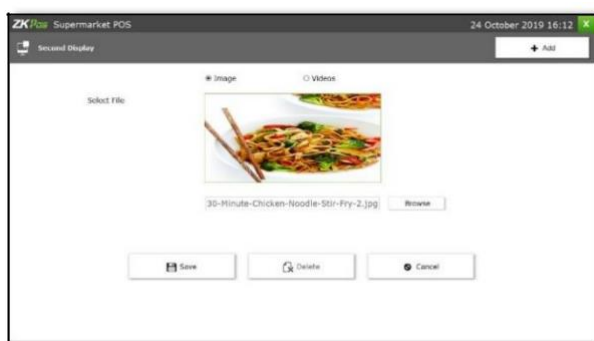
4. To add a new image/video click on **ADD** button.

5. Choose **IMAGE**/**VIDEO** and then **BROWSE**
the item that you want to upload.

6. Save the details by clicking on the **SAVE** button.

If you want to delete an item, then click on it. Click DELETE button. Item will be removed from the screen.

BARCODE GENERATOR

You can generate barcode for those products without a barcode.
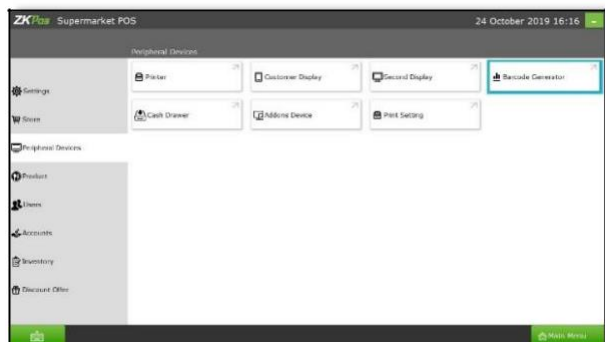
1. Go to **SETTINGS**.

2. Click on **PHERIPHERAL DEVICES**.

3. Click on **BARCODE GENERATOR**.

4. Click on **ADD ITEM** button.
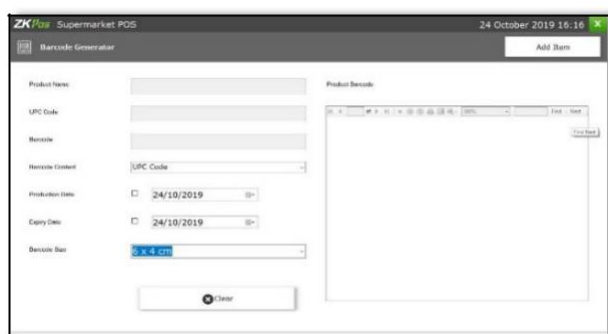
1. Search for the item by typing in the search field.

2. Select the item from the list.

3. Select the **BARCODE CONTENT** from the dropdown. Select the **PRODUCTION DATE** and **EXPIRY DATE**. Then Select **BARCODE SIZE**.

You have options to print, export, refresh etc.

CASH DRAWER

There is an option for connect the cash drawer with the POS machine
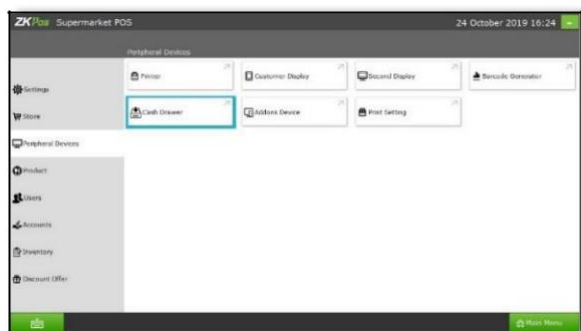
1. Go to **SETTINGS**.

2. Click on **PHERIPHERAL DEVICES**.

3. Click on **Cash Drawer**
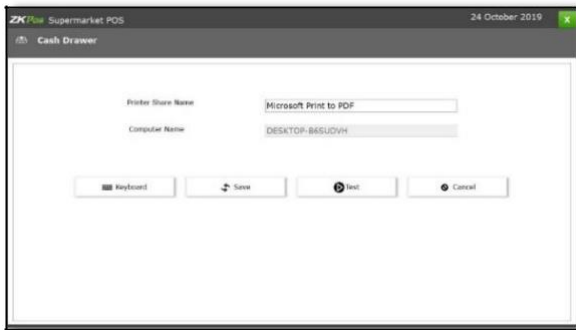
4. Set the computer name and printer name and click **save button.**

ADDON Devices
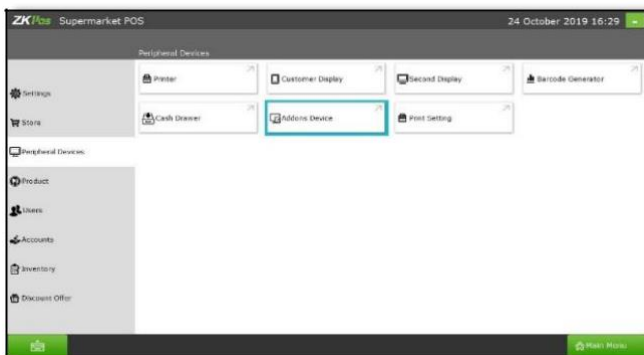
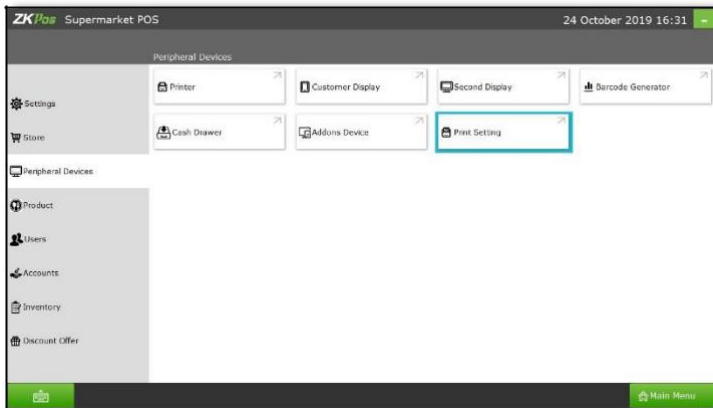We can view the devices connected with the System through the **Add-on Devices** option
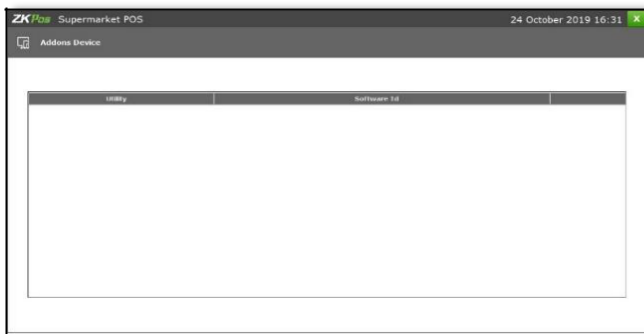
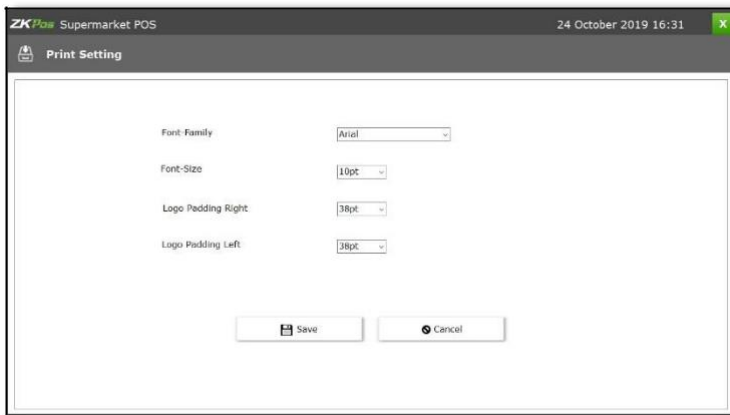You can view the list of add-on devices on it.

PRINTER SETTINGS

You can set the size, color and font of a print out through the printer settings option.
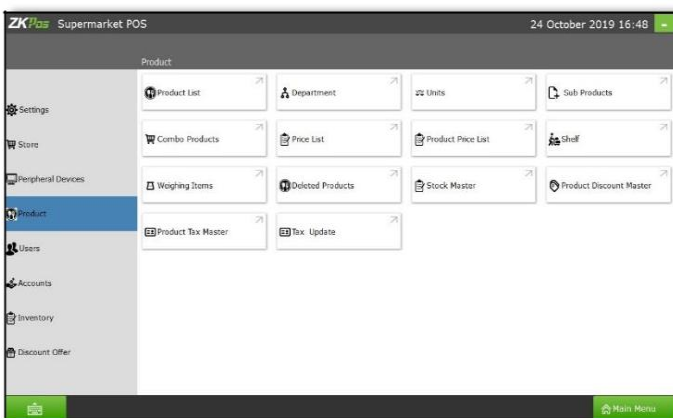

Go to settings then click peripheral devices and then click **printer settings**

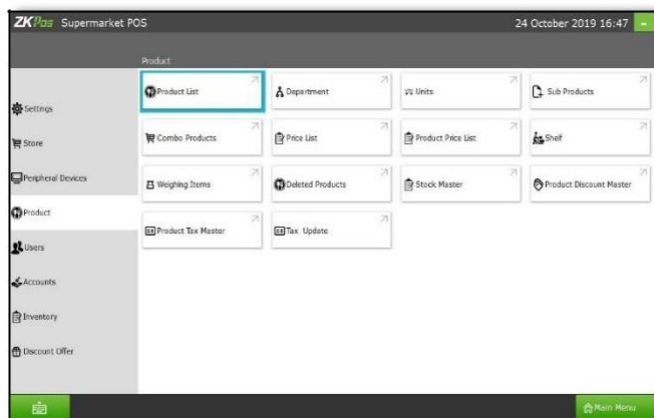After enter the details click **save.**

STEP 19 - PRODUCT MANAGEMENT

In Product Management we can set the product related details.

For this, go to settings, click on **Product.** Then a window will appear with a lot of product related option.

PRODUCT LIST

In product list, you can create, edit and view products in your supermarket POS.

Click the **Product list** to create, edit and view the products in **ZKPOS Supermarket.**

1. In the menu options, click the **PRODUCT LIST**.

4. Enter the barcode of the product in the field provided if available.

5. If the product is a weighing item then, **tick** the checkbox corresponds to weighing items. After enabling the weighing item, in the unit drop down list only two options will avail; KG and Piece.

6. Enter the **PRODUCT NAME** in the name Field.

7. Choose the **DEPARTMENT** from dropdown. In the right side of the department a shortcut button will be available to create new department.

8. ALIAS NAME is another name for the same Product. Here you can also add any secondary name for the product of your choice.

9. In vendor field, you can select the vendor and in the right side a shortcut button is available to create new vendor.

9. Product **ID** and **UPC CODE** will be displayed automatically, but you can change it if you want. Stock is calculated on the basis of product ID. Product ID should be same for the products with multiple barcode.

10. Enter the HSN Code and you can set a shelf to the item.

11. In the shelf field, select the shelf name where the product is placed.

12. Select the **UNIT** in which the product has been measured. In the right side of the unit, there is a shortcut button to create the unit. Next to this unit field, a text box which will display the unit quantity.

- Select the **STATUS** of the product.
- Enter the cost price of the product. Now the total cost with product price will automatically calculated (Total Cost = Cost* Total Quantity). Now add the bottom price (bottom price must be greater than total cost and product with low bottom cannot be sell). When you add bottom price the margin will shows the percentage. Now save the details by clicking on **SAVE.** To add a new item you can use the **NEW** button.

16. In **OTHER** area choose the **PRODUCT TYPE** (**SINGLE PRODUCT/COMBO PRODUCT**) and can browse image of the product.

17. Product **STOCK** will be displayed in a label, if there is no stock it will be **0**.
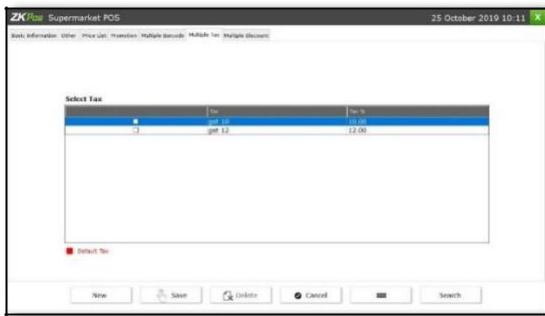
18. Click **Save**.

19. In **Price List** window it displays the cost price, bottom price, MRP, Current sale price list, and current discount price list. Here the end price, retail price and wholesale price must be greater than or equal to the bottom price list.

20. Click **Save**.

21. In p**romotion** area, you can set the **Offer Name** and its **description.**

22. Choose the **offer type** and **add** products to which the offer provides and select the **validity** of the Offer and click **save** option.

23. In Multiple Barcode feature, you can save the same product in different units. For example, you can save the product called pen into unit and packets. Product ID will be same for the multiple barcode. We cannot edit the cost price but can be able to edit the sale price for the new barcode product and click **Save.**

25. In Multiple Tax feature select the tax.

26. Click **Save.**

27. In Multiple Discount select the discount.

28. Click Save.

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.
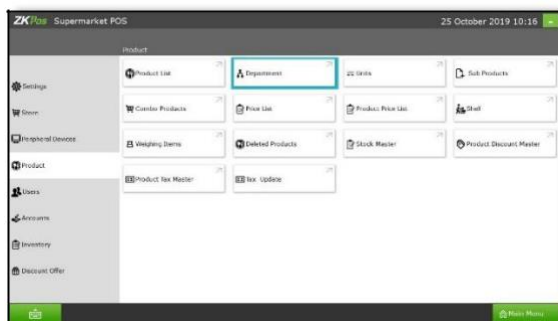
1. Go to **SETTINGS** and Click on **PRODUCTS**.

2. From the menu options, click **DEPARTMENT**.
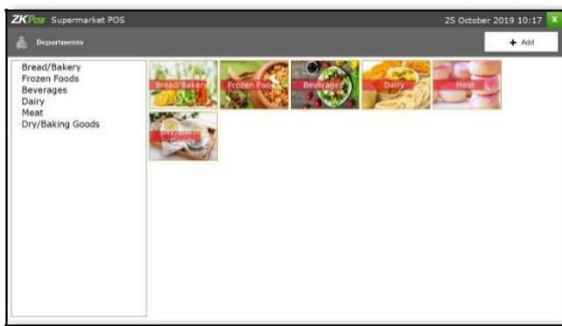
3. Some default departments will be there. You can edit/delete an existing department.

4. Click on the department that you want to edit/delete.
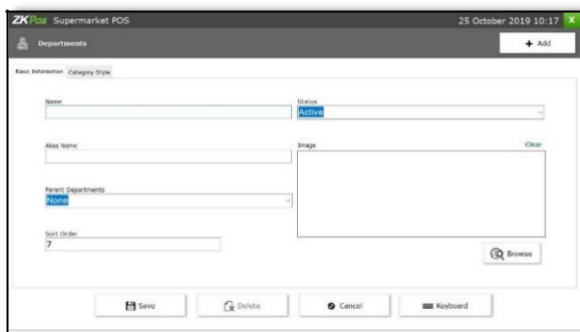
1. You can change the department name, sort order, image of the department etc. as you wish.
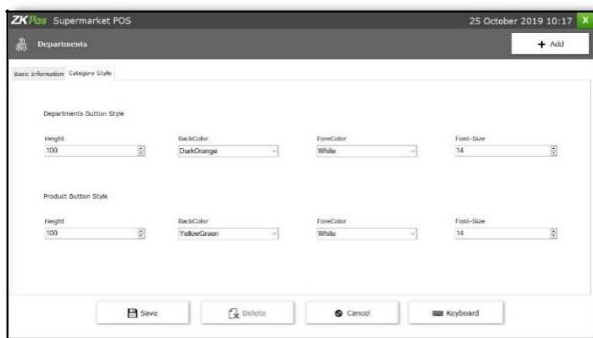
2. Button style can be modified and that changes will be reflected in the POS section

3. For instance if you modified the button height and color, then this department button will be displayed in the specified height and color in POS menu.

Similarly the button style of products that comes under this department can be modified. To view the changes go to **MAIN MENU** and Click on **POS**. The departments are displayed in the right side of the window. If you change the button style it will be reflected here.
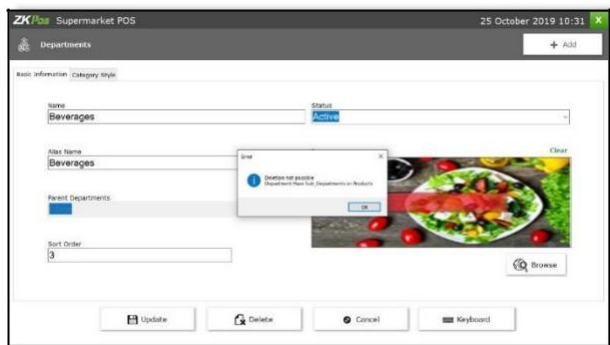
1. If the department have any parent department, then select its parent department.

2. After making necessary changes click **UPDATE** button. If you want to delete the department, then click **DELETE** button.

Note that if you delete a department, all products under that department will be deleted automatically.

1. Click **YES** in the warning popup.

2. To add a new department, click on ADD.

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

4. Save the details by clicking on **SAVE** button.

UNITS

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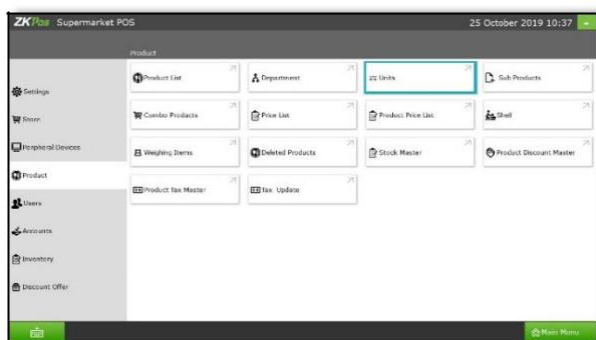
1. Go to **SETTINGS**.

2. Click **PRODUCTS**.

3. From the menu options, choose **UNITS**.
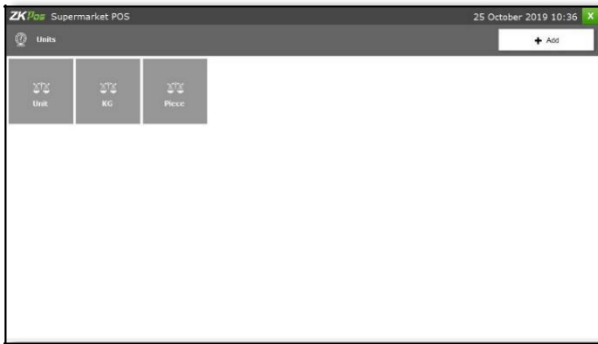
4. To add new unit click **ADD** button.

5. Enter the **UNIT NAME**.

6. Enter the **QUANTITY**.

7. Save the details by clicking on **SAVE** button.

8. To delete a unit, click on the unit name.
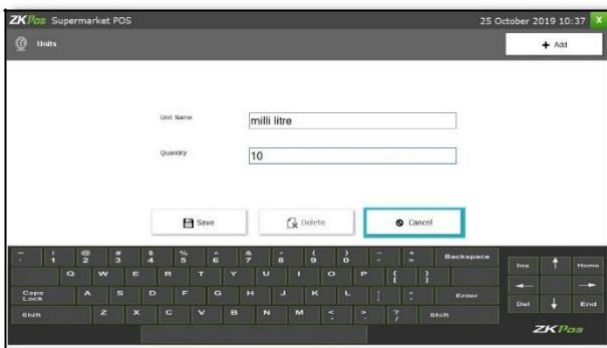
9. Click **DELETE** button.

10. Click on **YES** in the warning popup.
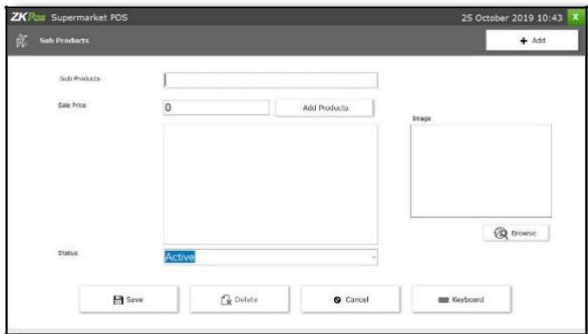
11. Click **OK**.

SUB PRODUCTS

Supermarket sub product details can enter in this field.
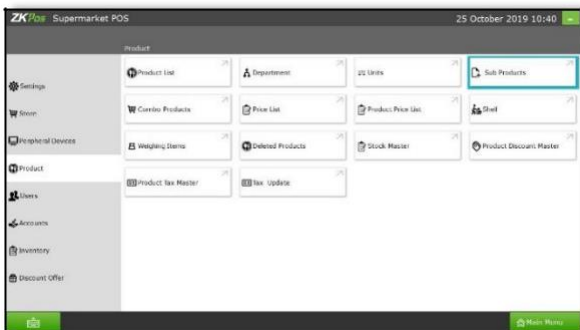
1. To add a sub product you should enable Sub products in the utility.

2. Click on **SUB PRODUCT** button
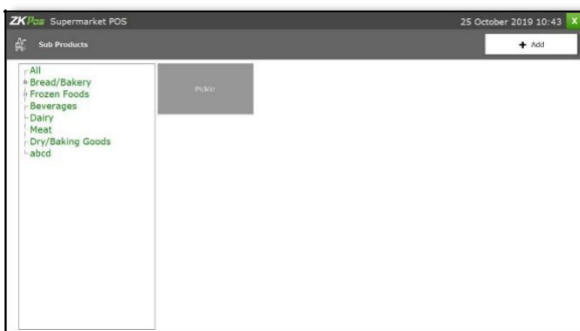
1. To add a sub product select the product from the list as in the above figure.

2. Now click **ADD** button.

3. Enter the **SUB PRODUCT NAME**.

4. Now click on **ADD PRODUCT** button.

5. Select the Department from the list. When you select the department, all product in that department will be displayed.
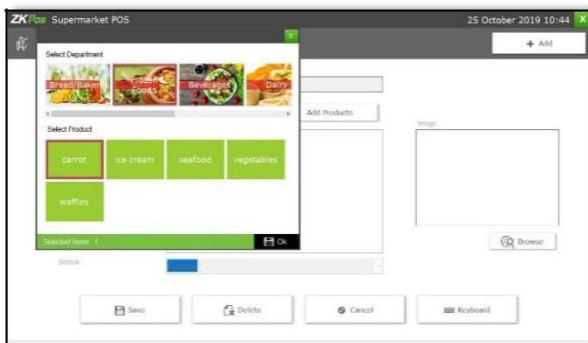
6. Select the product from the list and click **OK** button.

7. Browse the Image for the sub product.

8. Save the details by clicking on **SAVE** button.

COMBO PRODUCTS

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

Go to utility and enable combo product. Now update the changes. To add a combo product, you need to add combo products in product list. For instance **create a new product called Combo1**. While adding the new product change the **product type** as **combo product** instead of single product.
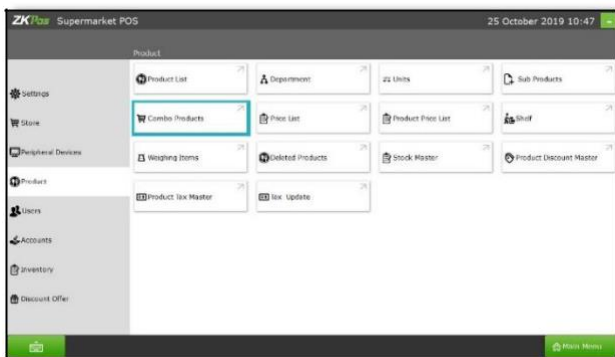
1. Now go to **PRODUCTS** and Click on **Combo Product** button
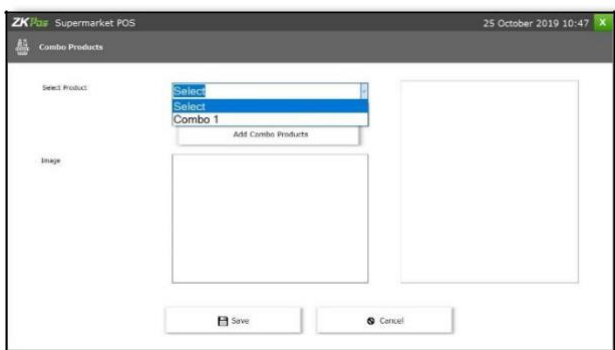
2. From the dropdown select the product

3. Now click on the **ADD COMBO PRODUCTS** button.

4. From the Department list, select the department.

5. Now all products in that department will appear. Click on the required item.
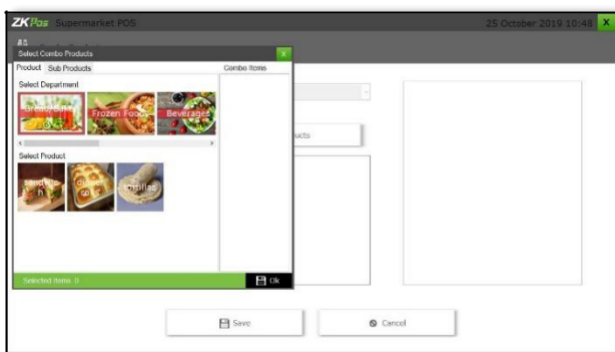
6. All selected items will be listed in the left side of the window.

7. Similarly select all products that you want to add to the combo product.

8. Click **OK** button.

9. Now click **SAVE** button.

PRICE LIST

In price list it shows the price list of each item including wholesale price, retail price and end price.
You can use this feature for further check out in the supermarket Point of Sale thing.
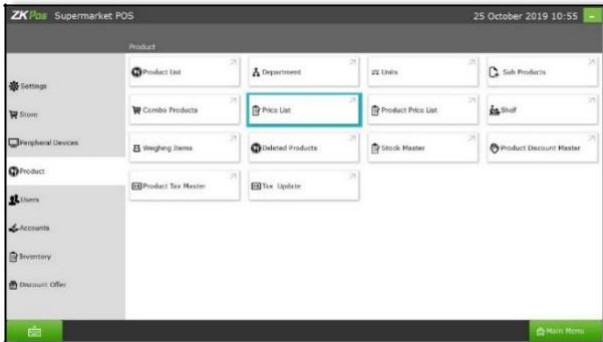
1. Go to **SETTINGS**.

2. Click on **PRODUCTS**.

3. Select PRICE LIST from the menu options.
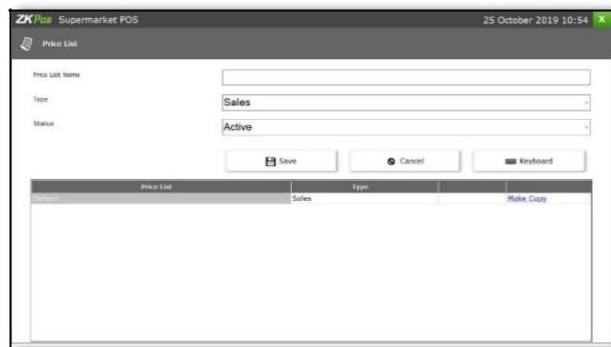
4. Enter the **PRICE LIST NAME.**

5. By default there will be two types of price list, SALES and DISCOUNT. Those products with discount offers should be added to the discount price list. Select the Price **TYPE** and **STATUS**.

6. Click **SAVE** button.
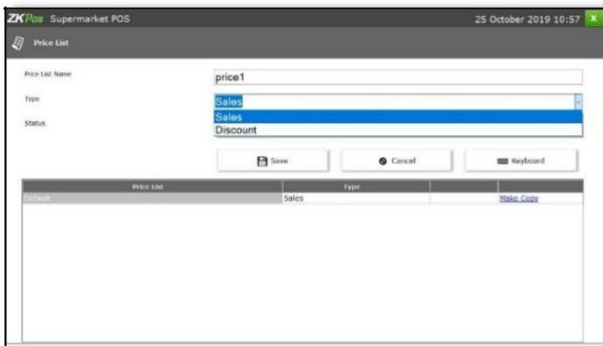
7. Saved details will be displayed in the grid.

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.

PRODUCT PRICE LIST

You can see all saved product price list of your supermarket function here.
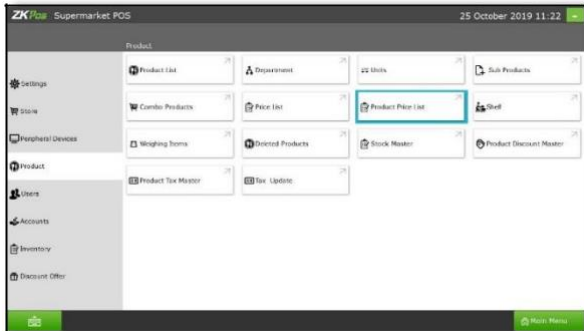
1. Click on **PRODUCT PRICE LIST**

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.

There will be a default price list, if you want to add new select the price list name from the dropdown.
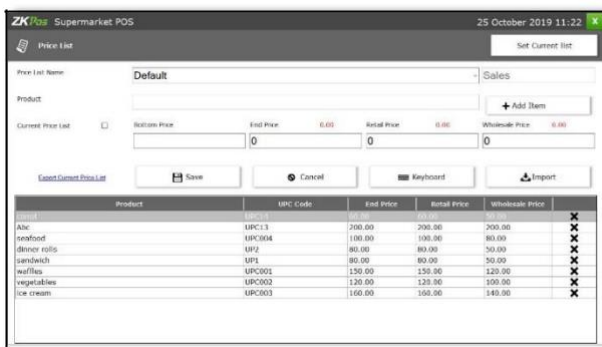
4. Click on the **ADD ITEM** button to add a product.

5. Where you are asked to scan the barcode if you previously enabled the barcode option in Utility.
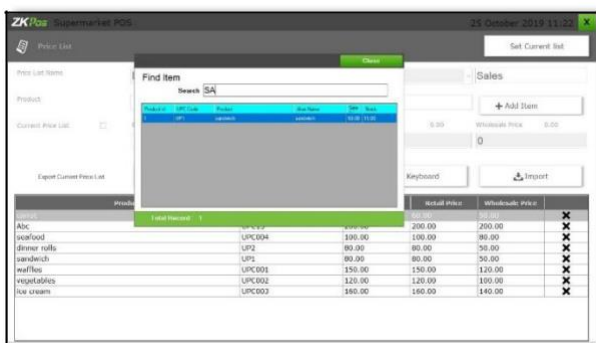
6. If the barcode option in utility is disabled, you will asked to select the product.

7. You can Import or export price list using the **IMPORT** button and **EXPORT CURRENT PRICE LIST** link.

9. 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.

10. Select the **current sale price list** and **current discount price list** and click **SAVE** button.

SHELF

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

1. Click on **SHELF**.

1. Click **ADD** button.

2. Then there is a new window will open.
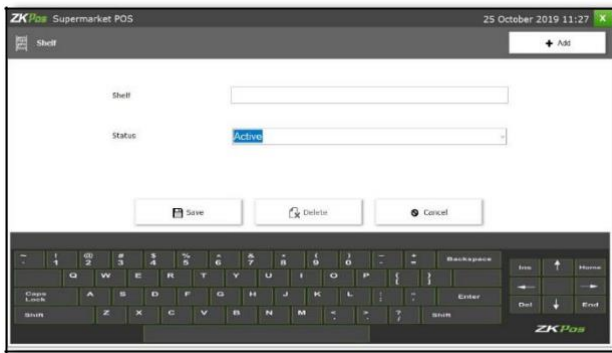
3. Enter the **SHELF** number.

4. Enter the Status.

5. Click **SAVE** button

WEIGHING ITEMS
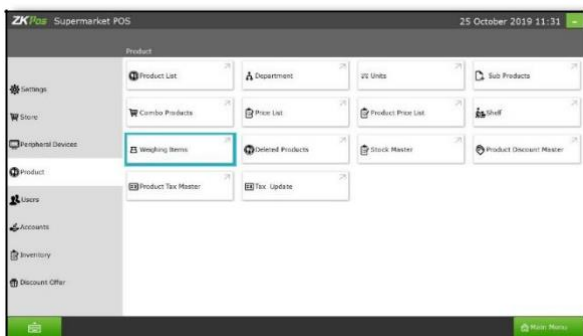
1. Click on **WEIGHING ITEMS.**

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

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

To choose Weighing Type, Barcode Format, the Barcode Format **contains** three types Barcode, Barcode + Weight, Barcode + Price, Barcode + Weight + Price.

To choose Order Format, the Order Format contains Barcode and weight. Choose Content Length.

4. Now click SAVE button.

DELETED PRODUCTS

In deleted products list you can see the products that you've been deleted.
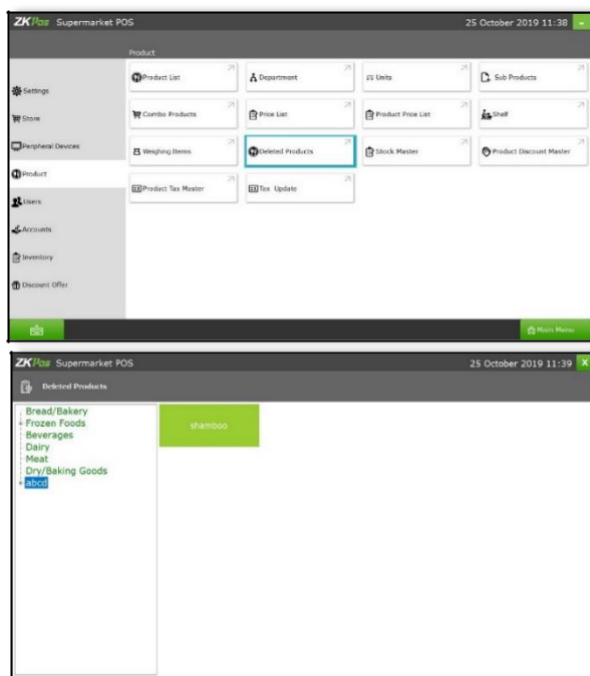
1. Go to **Settings.**

2. Click on **Deleted Products** in the Product option.

Now you can view the deleted products on particular department.
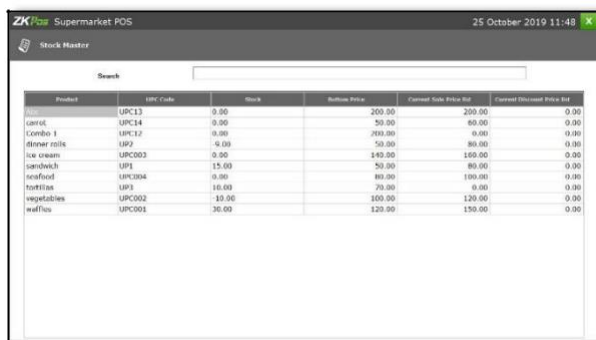
STOCK MASTER

In stock master you can view the stock details and there is an option to edit the price list.
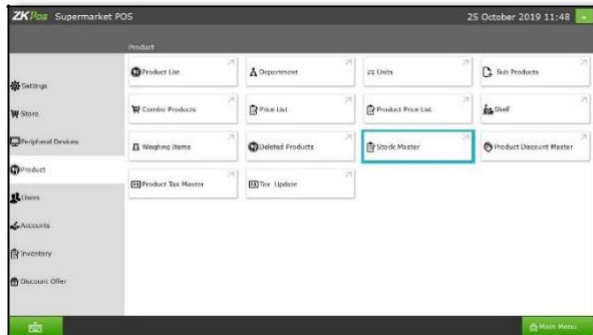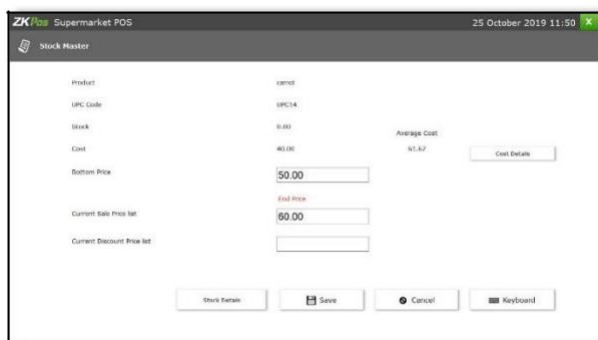
1. Click on **STOCKMASTER.**

2. It displays details like **product, UPC Code,** Stock, cost, bottom price, current sales price list, and Current discount price list.

You can view the list here.

Click on the Cost Details to see the details.

Select the item and click enter button.
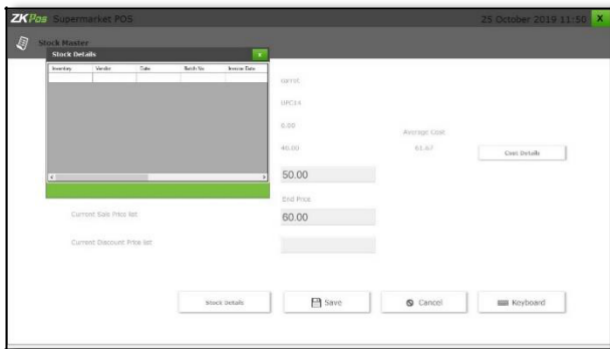
Click on the Stock Details to see the details.

PRODUCT DISCOUNT MASTER

In product discount master you can add the discount features and where you can choose the type of a discount mode like amount or percentage. Here you can also set value for the discount option.
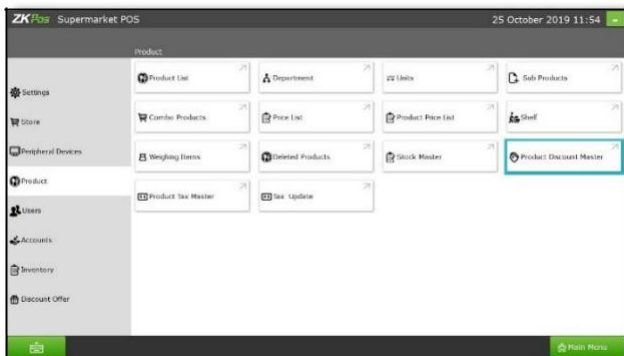
1.Go to **Product Discount Master.**

2.Click on the ADD button if you want to add
   a Product discount master.
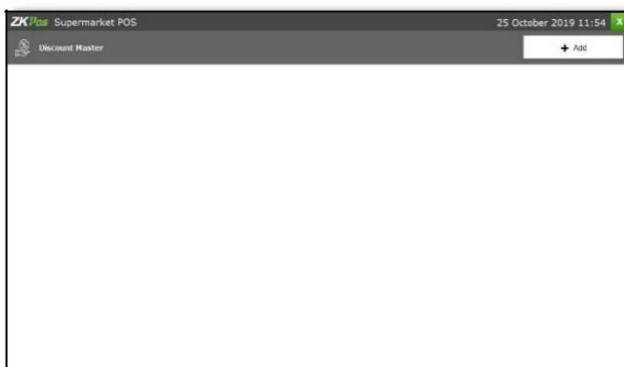
Click on add button.

3. Enter the Name, type and value.

4. Click Save Button.

PRODUCT TAX MASTER

In product tax master you can add any tax type here. For instance if you want to add taxes like GST or VAT, you can add the tax type by providing a certain tax percentage for the same.

1. Go to Product Tax Master.

2. Click ADD button to add.

3. Enter the **Tax name** and **Tax %.**

4. Click **Save.**

5. If you want to delete the particular tax. You can done through delete button.

TAX UPDATE

In tax update select the product department in which you want to add the taxes created in the Product Tax Master.
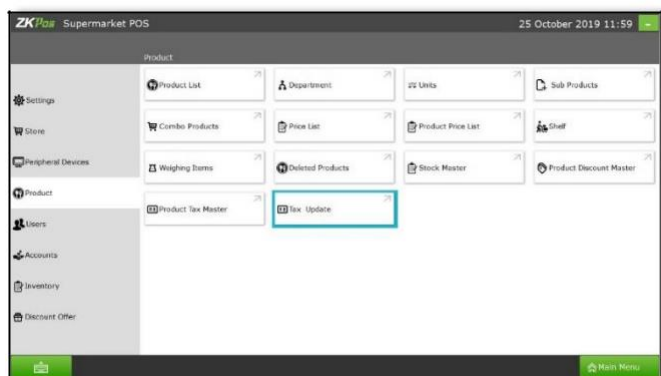
Go to product, then click **tax update** menu for updating the tax details to particular department
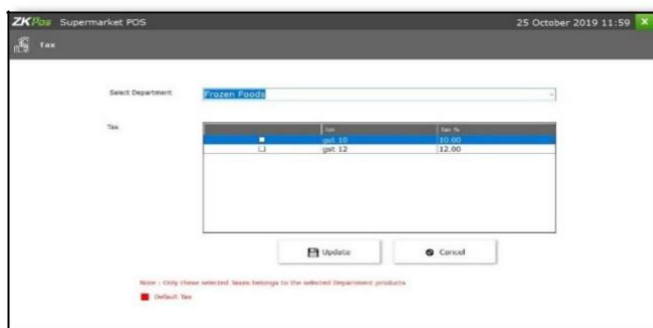
Select the particular department and select the tax and click update button.

STEP 20 – CREATING NEW USER

Other than admin you can add other users to **ZKPOS**. This will let other users to access **ZKPOS**. But only **ADMIN** can access every features in **ZKPOS SUPERMARKET SOFTWARE**. Other users can access only limited features that assigned to them. We can add 5 types of user privileges. Admin, Cashier, Food Server, Kitchen Manager and finally the customer. We already discussed about customer login. Follow the below steps to learn about other user privileges.
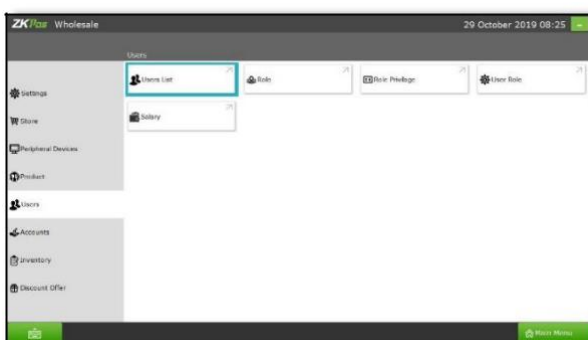
To create a **NEW USER**, follow the steps below.
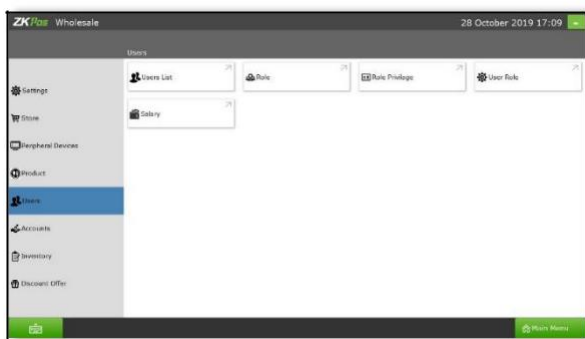
1. Open **ZKPOS**.

2. Click on **SETTINGS** menu.

3. From the menu options click on **USERS**

USERS LIST

Admin can create new users like cashier and other staff in order to use the supermarket Point of Sale.

1. Click on **USER LIST** menu.

2. **ADMIN USER** will be there by default. To view/edit Admin details click on **ADMIN** button

3. ADMIN ID, **NAME**, **PASSWORD**, **COMPANY NAME**, **BRANCH NAME**, **INVOICE START NUMBER**, **CARD NUMBER**, **MSR CARD NUMBER** etc.

4. Everything will be displayed. You can't edit the designation of admin. Also you have an option to login using a **PIN number**, for that enter the pin number.

5. After making necessary alterations click on **UPDATE** button. Click **OK** to the confirmation message. You cannot **DELETE** admin.

6. To add a new **USER**, click **ADD** button.

7. In the new window you have to specify the **User ID**, **Password** and **Designation** of the user. Default User ID can change as you wish. Select the user type from the dropdown. **Pin** is optional that lets you to login using your pin number.

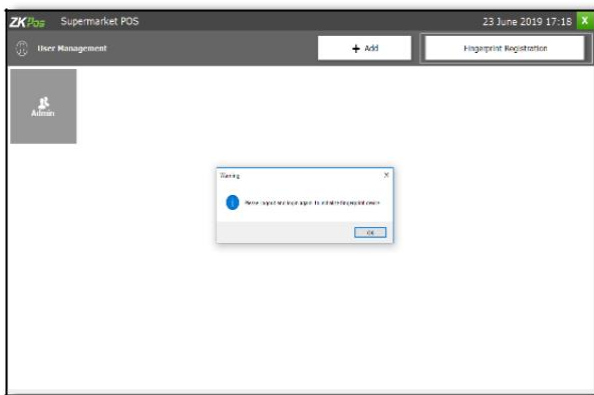8. Company details and invoice start number will
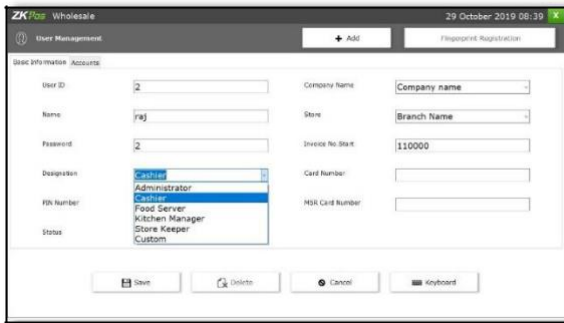
display automatically. Add **CARD NUMBER** and **MSR CARD NUMBER** if necessary.

9. Adding all necessary details click **SAVE** Button.

10. Click **Ok** in the confirmation dialog.

USER REGISTRATION USING FINGERPRINT

ZKPOS provides an option to login using your fingerprint. To do so, follow the steps below.
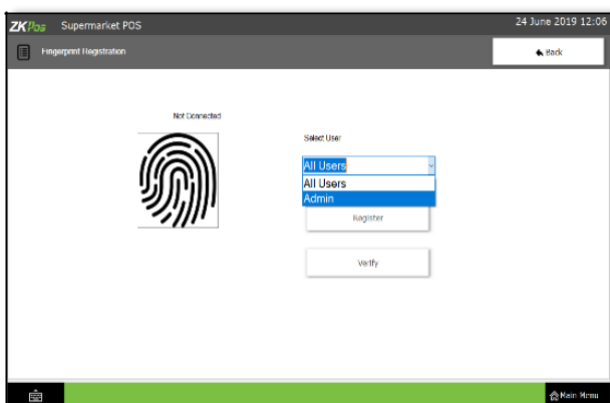

1. Go to **SETTINGS**.

2. In the **UTILITY**, enable fingerprint login and update it.

3. Now Click **USERS** in the **SETTINGS**.

4. Again click **USERLIST**.

There is a **FINGERPRINT REGISTRATION** button on the right of **ADD** button. You have to Click on it. You may asked to LOGOUT and LOGIN again. If so please logout and login again.

5. Open **USER LIST** from **SETTINGS**.

6. Click on **FINGERPRINT REGISTRATION** button.

7. Select the **USER** from the dropdown.

8. Click on the **REGISTER** button and keep any finger 3 times for registering fingerprint.

9. Click on **VARIFY** button to verify the fingerprint. 10. Now go to **MAIN MENU**, **LOGOUT** and try **LOGIN** by keeping finger on the fingerprint device.

ROLE

In the user list if the admin already created a new user as custom, such custom type user can create a role in the Role menu.
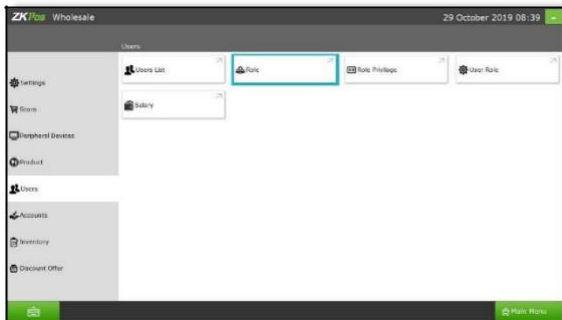
1. Go to users then choose **ROLE.**
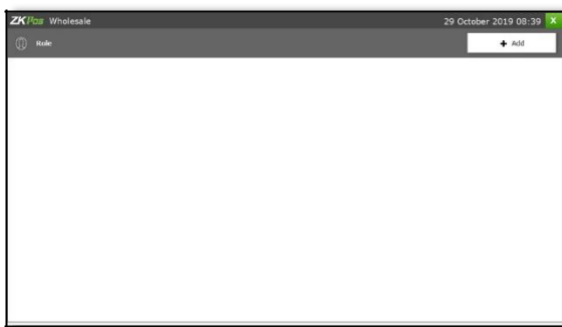
2. Click **ADD** button, and then you will be navigate to the next window.

3. Type the role name and click **save** button.

4. If you want to **delete** the user, then click on the user name and click delete button.

ROLE PRIVILEGE

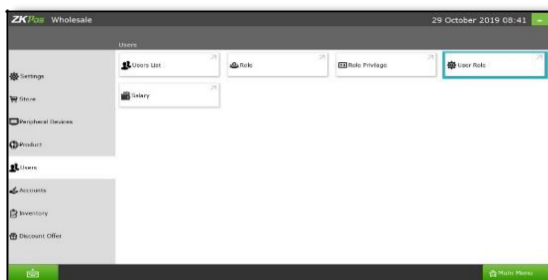After creating the role you can assign the privilege to the existing custom role.

1. Go to **Role privilege** option.

1. Select the role and assign options.
2. Click **Save** button.

USER ROLE

In user role you can choose the user type and role type here.

Go to User Role option.
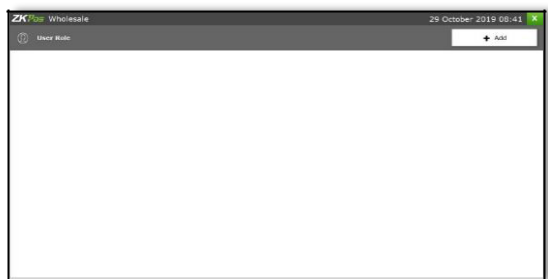
You can see an **ADD** button, click add button.

1. Select the user and assign the role to particular user.

2. Click **save** button.

SALARY

In salary option there is an option to mention the salary details.
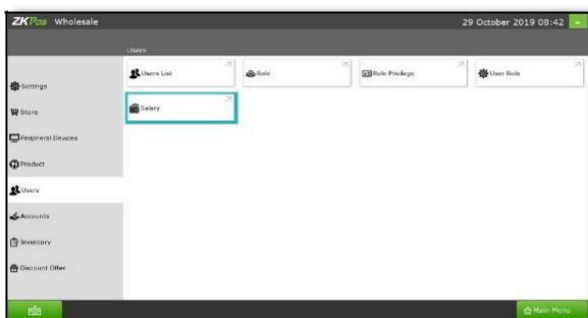
1. Go to option salary.
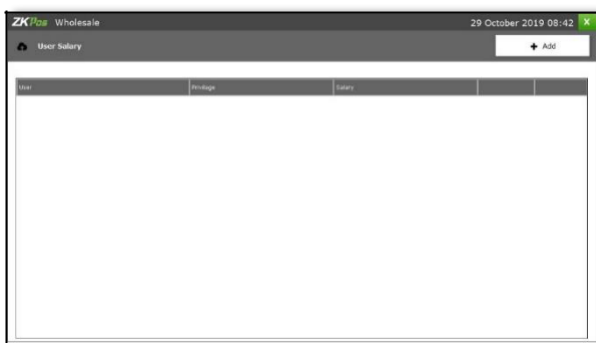
2. You will get user salary page, click **ADD** button.
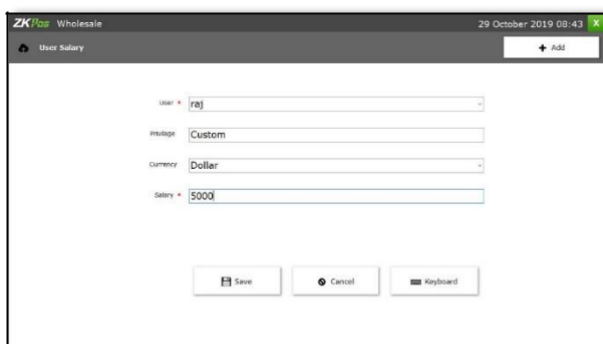
3. Enter the details like, user name, privilege, currency and salary amount.
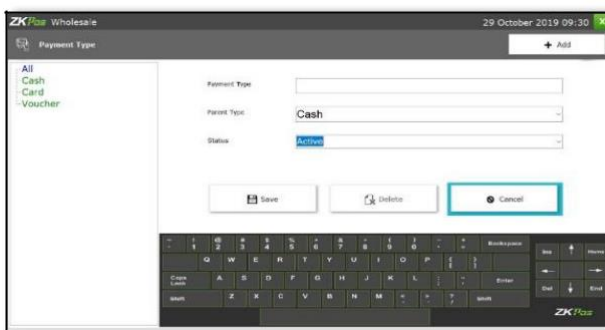
4. Click **save** button.

ACCOUNTS->PAYMENT TYPE

In accounts payment type you can add the mode of payment, for instance cash, card, voucher etc.
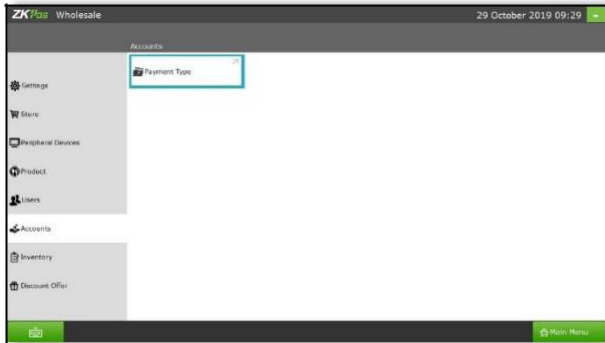
1. Go to accounts then click payment type.
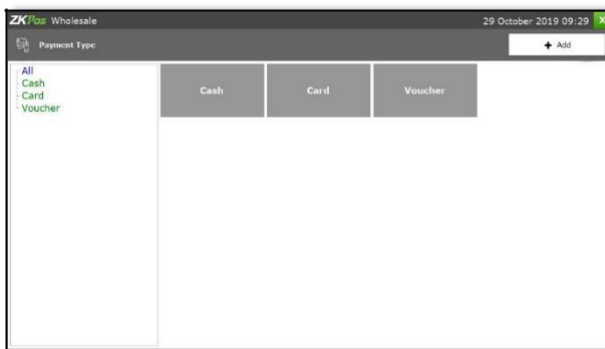
2. You can see three **default payment** types like cash, card and voucher.

3. If you want to add new payment type as sub payment, then click **add** button.

4. Enter the payment type name, select the parent payment type and select status as **active** or **inactive**.

5. Click **save** button.

STEP 21 - INVENTORY MANAGEMENT

This is the stock management section. There are five options **STOCK RECEIVING** and **STOCK TRANSFER, PURCHASE ORDER, STOCK INVENTORY and STOCK RETURN**. You can order the items and while receiving stock from suppliers you can save the details about the purchase and stock in **ZKPOS** Software.
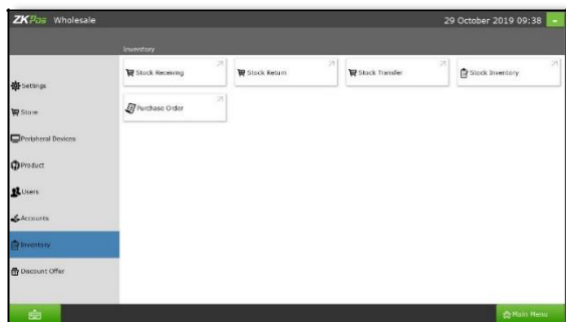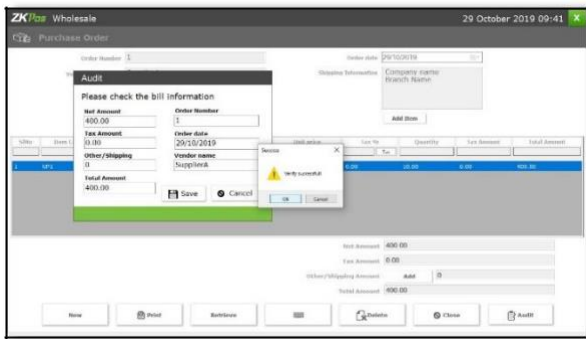

PURCHASE ORDER

If you have received a purchase order from a vendor or customer, then add the details to ZKPOS.
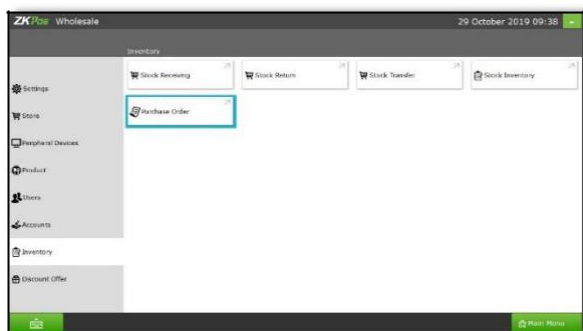
1. Click on **PURCHASE ORDER**.

2. Select the **vendor name**.

3. When you select the vendor, other vendor details will be updated automatically.

4. Click button **ADD ITEM** and select the particular item and enter the quantity and if item have tax please select the **tax** button.
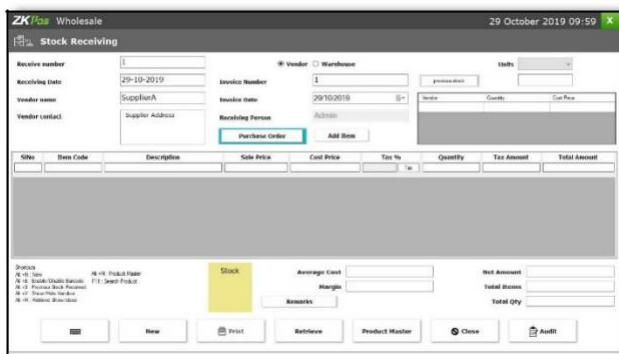
5. Once complete the purchase order details, click **AUDIT** button and verify it. Once audit done, you can't edit the order. If you need to edit the order, click audit cancel button and edit it.

STOCK RECEVING

Once stock reached from the supplier, you want to receive the stock through this option.
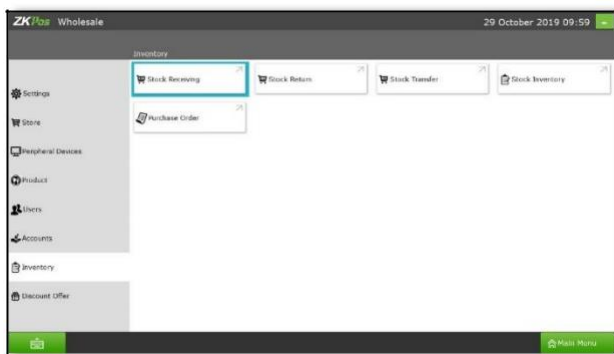
1. Go to stock receiving option.

2. You need to specify the details about the purchase in appropriate field, like **INVOICE DATE**, **RECEIVING DATE**, **VENDOR NAME**, **VENDOR ID**, **VENDOR'S** contact details and **RECEIVING PERSON'S** contact details, **ITEMS** that purchased, **PACKING QUANTITY**, **TOTAL AMOUNT**, and **NET QUANTITY** etc.

3. If you select **purchase order** button, there is un-received purchase order numbers. Select the particular order number.

4. Please click **save** button.

5. Now click on the **ADD ITEM** button.

6. You have to search for an item using the search field provided.

7. Select the item and then enter the **QUANTITY** of the receiving item. When you press enter key item stock will be Updated and the net amount, total quantity and total items will be calculated automatically.

8. You can add another item by clicking add item button. Total items will be updated with the addition of each item.

9. If there were any previous stock entries click on the previous stock button.

10. Once, items received, then click **audit** button.

11. Check the values and click save then there is an alert box appear on it.

12. Click **ok**.

13. To view previous stock entries, click

RETRIEVE button. In the new window enter

the **INVOICE NUMBER** and click search button.

14. Choose vendor wise option to view vendor wise results. Now select the vendor from the list. You will get the results.

15. You can take the **PRINTOUT** of the stock by clicking **PRINT** button.

If you want to add a new item to the list then click on **PRODUCT MASTER**.

It is a shortcut to **PRODUCT LIST** that you have seen earlier.

To delete a stock entry just click on the **DELETE** Button. Click **YES** in the warning popup.

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

STOCK RETURN

You want to return any item or particular order, it will done through **stock return** option.
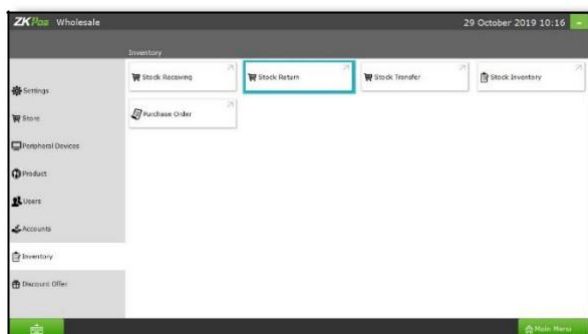
1. Go to **stock return** option.

2. Select the vendor name and then click **add item** and enter the item **quantity** which you want to return.
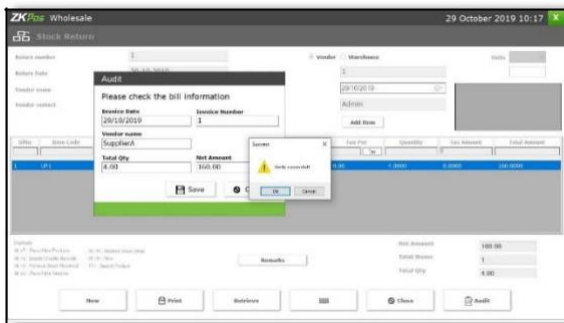
3. Click **audit** and **verify** it.

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.
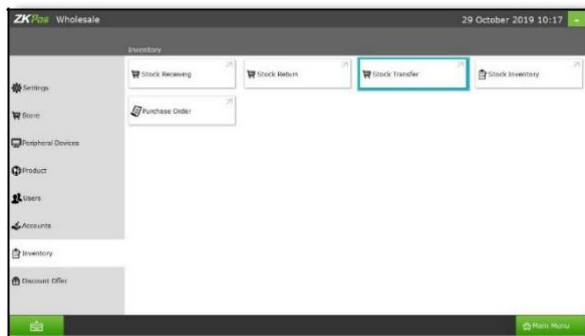
1. Go to **SETTINGS** and then Click **INVENTORY**.

2. Choose **STOCK TRANSFER** from the two options.

3. Enter **ISSUE NUMBER**, **VENDOR DETAILS**, **RETURN PERSON** and **INVOICE NUMBER**.

4. Click **ADD ITEM** button to add items that need to return to the vendor.

5. Enter the quantity that you want to return. Then Click **ENTER KEY**.
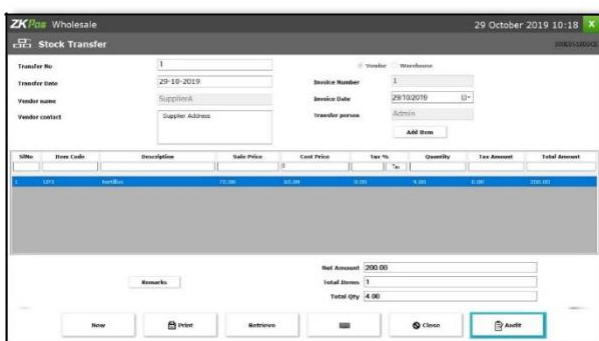
6. To add another button click **NEW** button.

7. You can use **RETRIEVE** button as you have seen earlier, **PRINT** button, **PRODUCT MASTER** Button and **DELETE** button as described earlier. After you done with it, click **CLOSE** button.
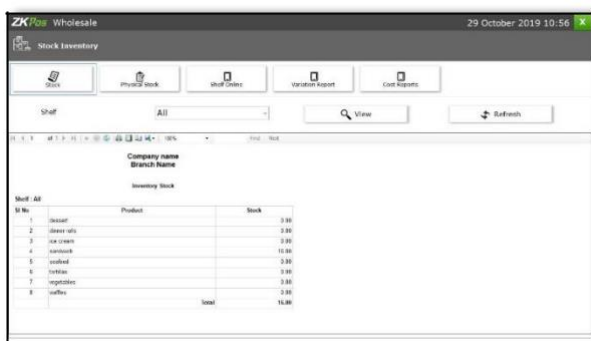
STOCK INVENTORY

You can manage your stock details like physical stock balance, stock variation report etc. using this interface.
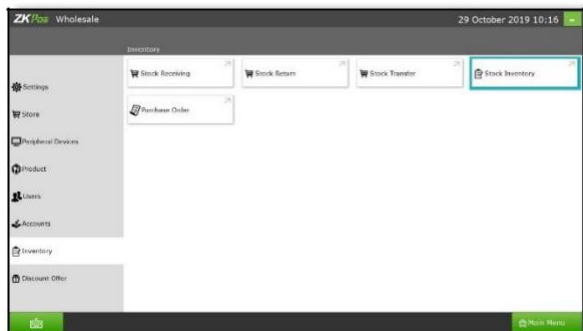
1. Click on **STOCK INVENTORY**.

2. Click on **STOCK** button and then **VIEW** button.
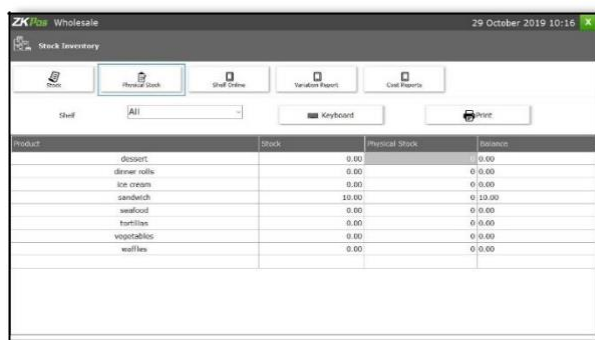
3. If the Stock value is zero that means the items were out of stock.

4. To view Shelf Online Report, click on Shelf Online and then click **VIEW** button.

5. To view variation report click on variation report and then click **VIEW** button.

6. Similarly you can view cost report.

7. If you want to view physical stock, then click on **PHYSICAL STOCK** button

STEP 22 - 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 **SETTINGS** menu.

3. Click **DISCOUNT OFFERS**.

DISCOUNT OFFERS

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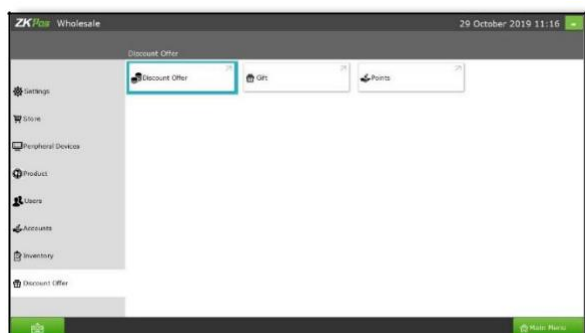
1. Click on **DISCOUNT OFFER**.

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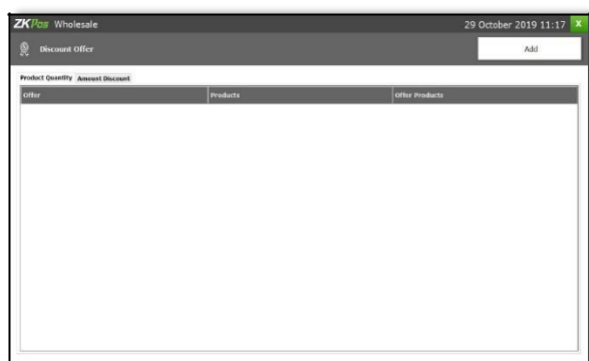
3. To add a discount offer based on amount, click on the **AMOUNT DISCOUNT** tab next to **PRODUCT QUANTITY** tab. Here you can provide discount for a particular product based on amount. You can set either Offer percentage or discount amount

Follow the steps below to learn about discount offers.
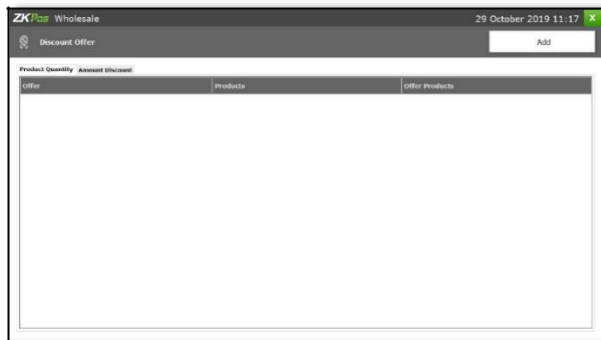
4. Recently added discount offers will be listed in a grid. To view or modify, just click on it.
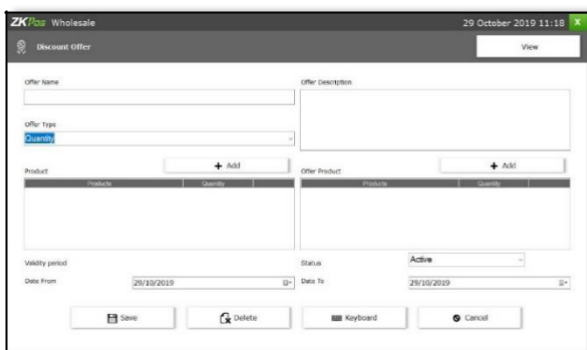
5. Make necessary changes if required.

6. 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.
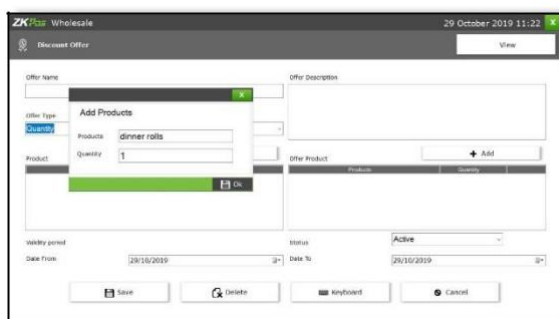

1. To delete the current selected product or offer product, click on the delete button.

2. Click **YES** in the popup window.

3. You can change the Date assigned for the offer.

4. To add more product click on **ADD** button. Select the product that you want to add to discount offer.

5. Modify the quantity and click **OK**.

6. Click **SAVE** button.

7. To add new, click on **ADD** button.

8. Enter the **OFFER NAME**.

9. Enter the **OFFER DESCRIPTION**.

10. Select the **OFFER TYPE** (Quantity/ Amount).

11. To add a product click on **ADD** button

12. Click **OK** button.

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. 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.
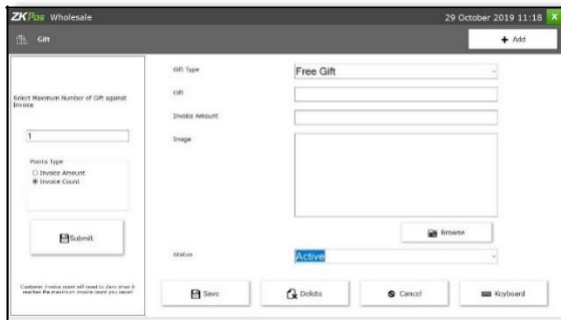
3. To set a gift for a particular invoice amount select the Option button corresponds to **Invoice Amount** and click **SUBMIT** button.

4. Click **OK** in the confirmation message.
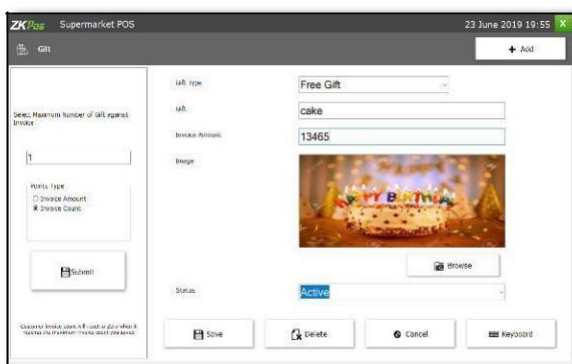
1. Now click **ADD** button to add the Gift.

2. Enter the **GIFT**.

3. Browse the **IMAGE** of the gift.

4. Enter the **INVOICE AMOUNT** and select the **STATUS** of the gift.

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

- To edit/delete a saved gift, click on the gift. Make necessary changes and click on **UPDATE** button. If you want to delete then click on **DELETE** button. Click **YES** in the confirmation.

POINTS

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

You can see two options in the dropdown menu, **INVOICE AMOUNT** and **INVOICE COUNT**. From the two, select any.
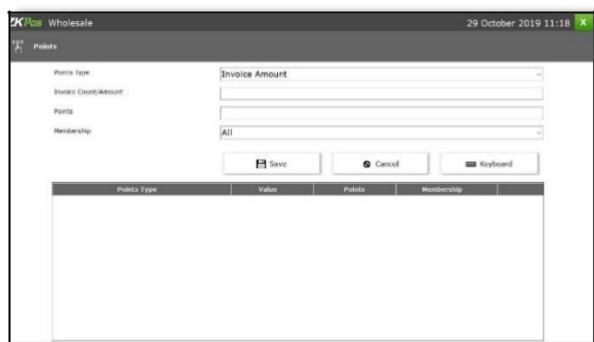
1. If you selected **INVOICE AMOUNT**, enter the **AMOUNT** and corresponding **POINTS** in the next textboxes.

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

In the above picture **Points** are set based on Invoice Count. Now click **SAVE** button.

STEP 23 -REPORTS

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

To view reports in **MAIN MENU**, you have to login as admin. Go to settings and click on Reports. There are sales, inventory, customer, tax and other reports in ZKPOS.

Let's learn them one by one.

SALES REPORTS

Under sales reports there are 15 reports. They are as follows;
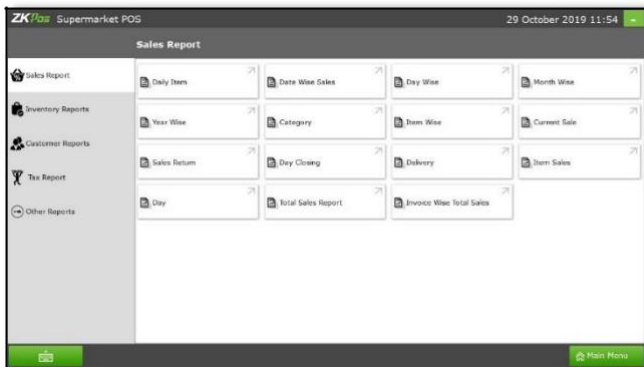
DAILY ITEM REPORT

This report shows the item report for current day. Click on **DAILY ITEM REPORT**
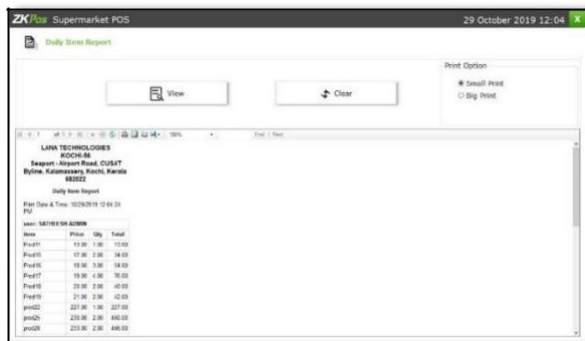
1. To view the report click **VIEW** button.

2. Take the printout by the selecting the print type option to big print/small print. Then click **PRINT** button.

3. You can export the report to excel or any other format using the export option. Clear the report by Clicking **CLEAR** button.

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 **VIEW** button.

4. You can view the report.

Other features like print and export were also available. These features are common for all reports.

DAY WISE REPORT

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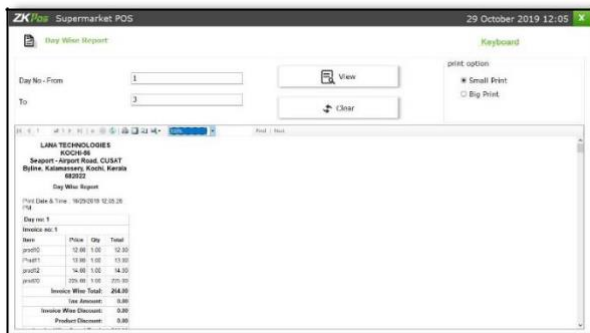
1. Click on **DAY WISE REPORT**.

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.

MONTH WISE REPORT

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

1. Click on **MONTH WISE REPORT**.

2. Select the month from the dropdown.
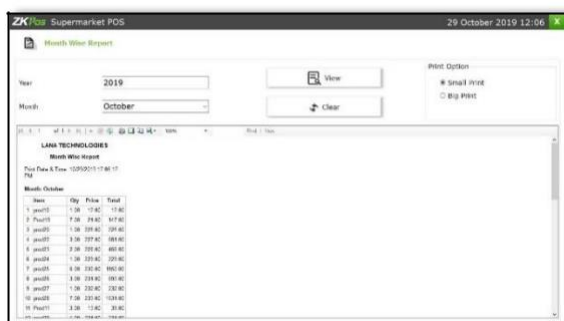
3. Click **VIEW** button.

YEAR WISE REPORT

Provides the year wise sales report.

1. Click on YEAR WISE REPORT.

2. Select the year.

3. Click VIEW button.

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.
   Click **VIEW** button.

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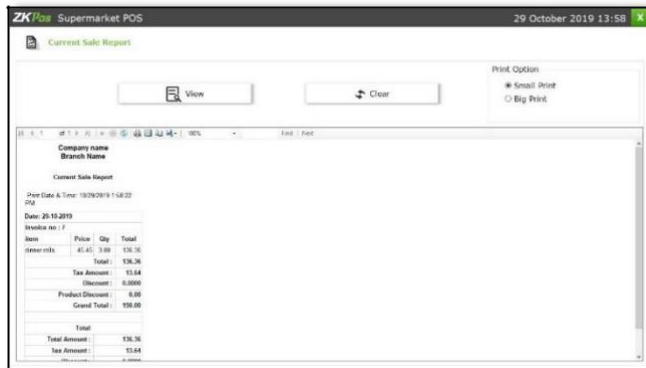
This report is similar to **CATEGORY WISE REPORT**. Instead of category you will be choosing item from the dropdown.
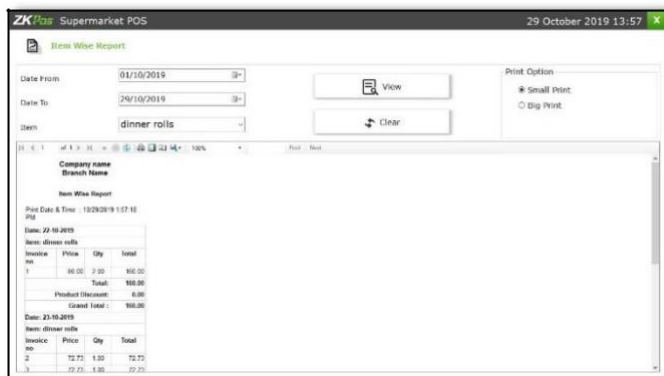
1. Click **ITEM WISE REPORT**

2. Select **FROM** date and **TO** date.

3. Choose the **ITEM** from the list.

4. Click **VIEW** button.

CURRENT SALE REPORT

It shows the report of last sale report.
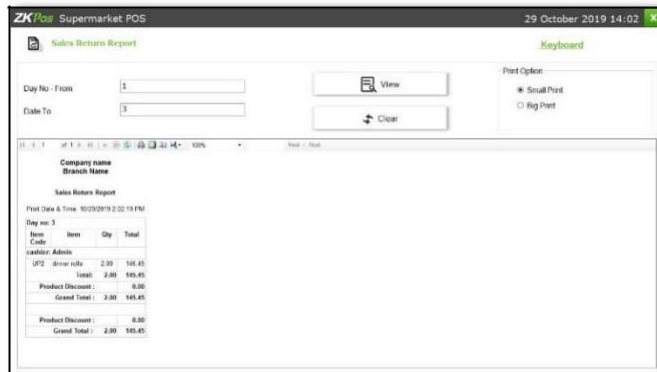
1. Click **CURRENT SALE REPORT**

2. Click **VIEW** button

SALES RETURN REPORT

This report shows the sales return report.
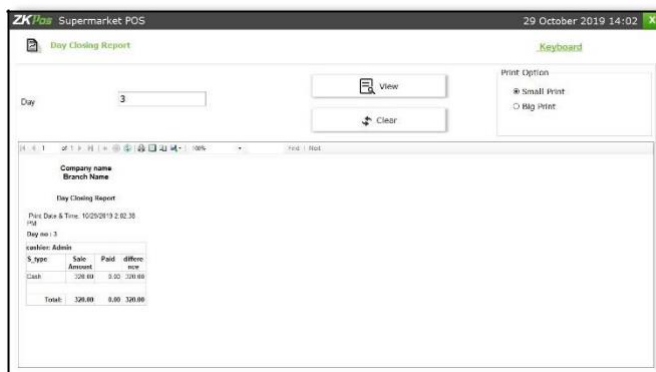
1. Click **SALES RETURN REPORT.**

2. Enter Day No-From.

3. Enter Day To.

4. Click **VIEW** button.

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 **VIEW** button.

DELIVERY REPORT

This report shows total delivery.

1. Click **DELIVERY REPORT.**

2. Choose **FROM DATE** and **TO DATE**.

3. Click **VIEW** button.

ITEM SALES REPORT

This report shows item sales report.

1. Click **ITEM SALES REPORT.**

2. Choose **FROM DATE** and **TO DATE.**

3. Click **View** button.

DAY CLOSING REPORT

This report shows day close wise report details.

1. Click **DAY CLOSING REPORT**.

2. Choose **DAY NO** and **USERS.**

3. Click **VIEW** button.

TOTAL SALES REPORT

This report shows total sales report details.
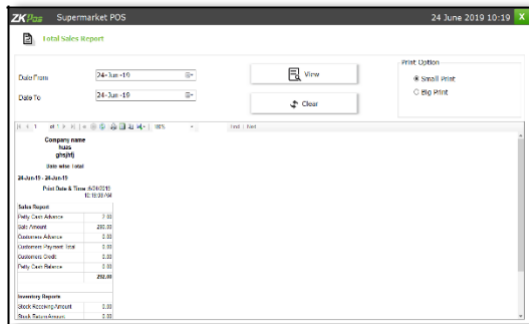
1. Click **TOTAL SALES REPORT.**

2. Choose **FROM DATE** and **TO DATE.**

3. Click **View** button.

INVOICE WISE TOTAL REPORT

This report shows invoice wise total report.
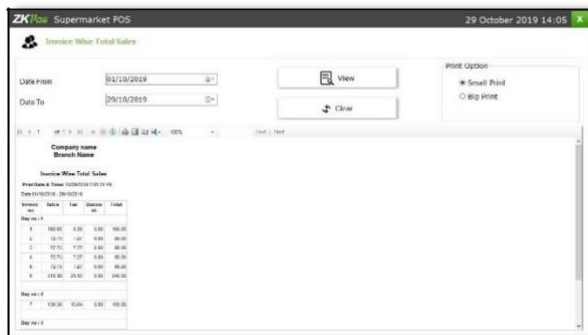
1. **Click** INVOICE WISE TOTAL REPORT.

2. Choose **FROM DATE** and **TO DATE.**

3. Click **VIEW** button.

INVENTORY REPORT

STOCK REPORT

You can view the stock report of each item here.
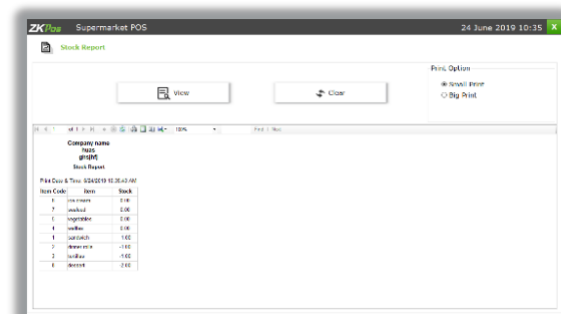
1. Click **STOCK REPORT**.

2. Click **VIEW** button.

3. Clear the report by clicking on **CLEAR** button.

PHYSICAL STOCK REPORT

It gives a detailed report of received stock, spoilage sales and balance of each items.
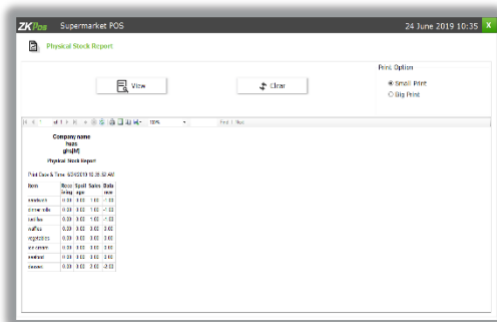
1. Click on the **PHYSICAL STOCK REPORT**.

2. Click **VIEW** button.

3. To clear the data, click **CLEAR** button.

STOCK RECEIVING REPORT

This report shows the stock receiving details. You can view date wise report and batch number wise report.
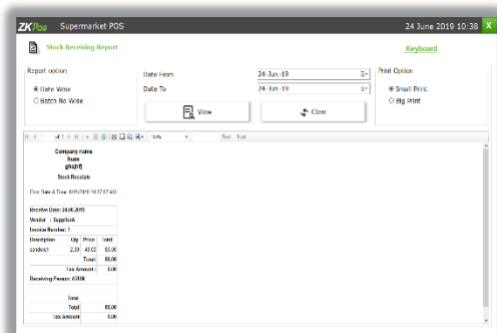
Click on **STOCK RECEIVING REPORT**.

Select date wise/batch wise.

Select the date range.

Click **VIEW** button

STOCK TRANSFER

If you have returned any stock to the vendor, those details will appear in this report.
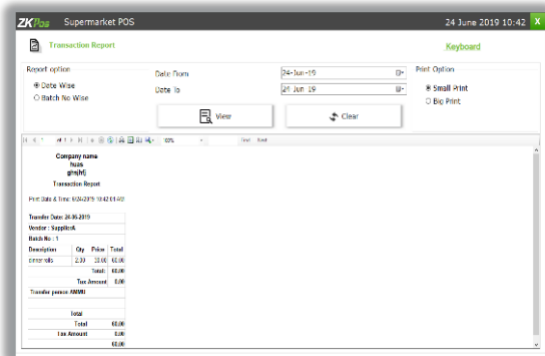
1. Click on the **STOCK TRANSFER REPORT**.

2. Click on **TRANSACTION REPORT**.

3. 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.

4. Select From Date and To Date.

5. Click **View** button.

STOCK RETURN

This report shows the stock return report.
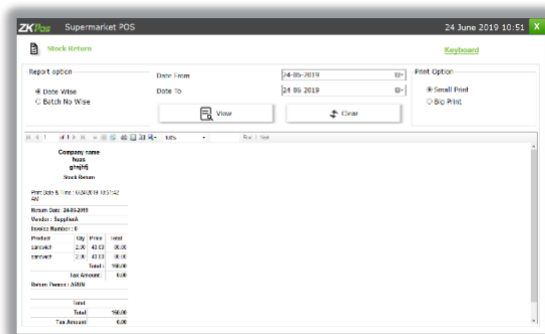
1. Click **STOCK RETURN REPORT.**

2. Click **VIEW** button.

STOCK VALUE REPORT

This report shows the stock value details.
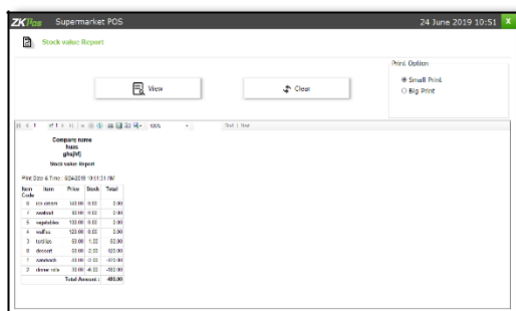
1. Click **STOCK VALUE REPORT**

2. Click **VIEW** button.

PROFIT REPORT

This report shows the profit details.

1. Click **PROFIT REPORT.**

2. Select **FROM DATE** and **TO DATE.**

3. Click **VIEW** button.

VENDOR WISE STOCK REPORT

This report shows the vender wise stock report.

1. Click **VENDOR WISE STOCK REPORT.**

2. Choose **DATE FROM** and **DATE TO**.

3. Select **VENDOR**.

4. Click **VIEW** button.

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 **VIEW** button.

VENDOR ACCOUNTS REPORT

This report shows the vendor account details.
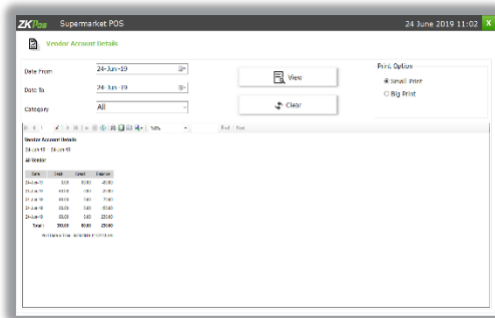
1. Click **VENDOR ACCOUNT DETAILS.**

2. Choose **DATE FROM** and **DATE TO.**

3. Select **CATEGORY**.
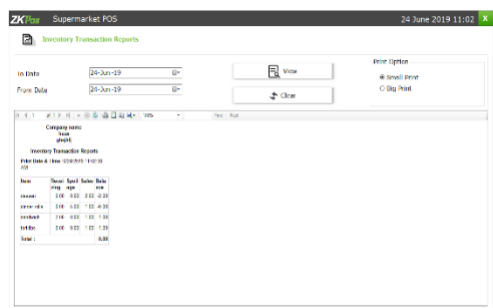
4. Click **VIEW** button.

SALES RANKING REPORT

This shows the sales report on the basis of its ranking.
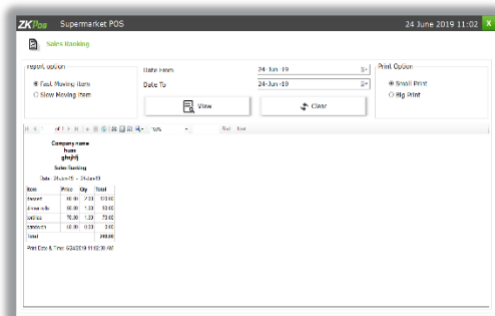
1. Click on **SALESRANKING.**

2. Choose **DATE FROM** and **DATE TO**.

3. Click **VIEW** button.

INVENTORY TRANSACTION REPORT
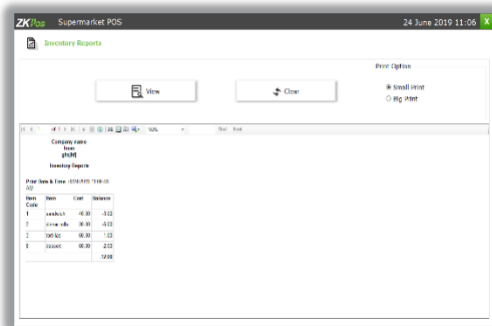
This shows the inventory transaction details.

1. Click on **INVENTORY TRANSACTION.**

2. Choose **DATE FROM** and **DATE TO**.

3. Click **VIEW** button.

INVENTORY REPORT

This report shows the inventory details.

1. Click on **INVENTORY REPORT.**
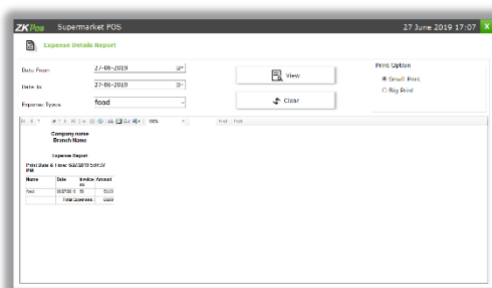
2. Click **VIEW** button.

COST REPORT

This report shows the cost details.
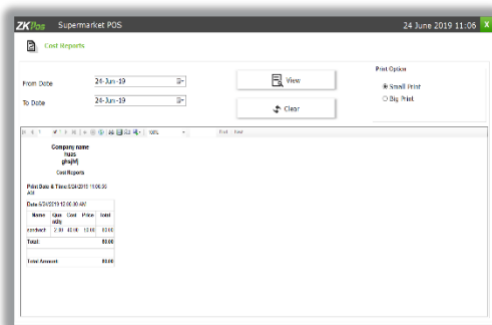
1. Click on **COST REPORT.**

2. Choose **DATE FROM** and **DATE TO.**

3. Click **VIEW** button.

EXPENSE REPORT
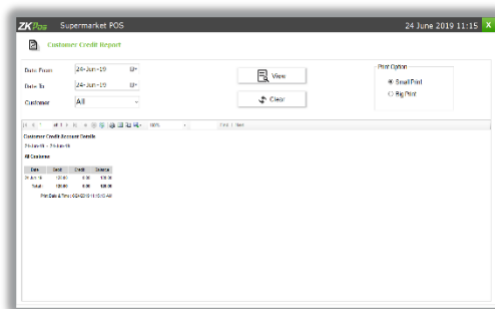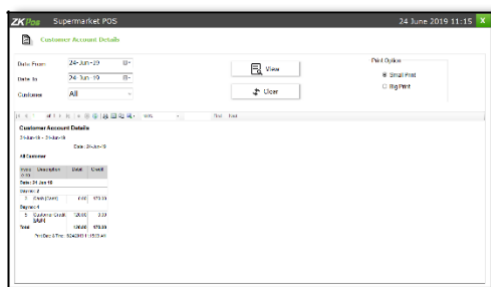
This report shows the expense details.

1. Click on **EXPENSE REPORT.**

2. Choose **DATE FROM** and **DATE TO.**

3. Select **EXPENSE TYPE.**

4. Click **VIEW** button.

CUSTOMER REPORT

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 **VIEW** button.

CUSTOMER ACCOUNTS REPORT

This report shows the customer account details.
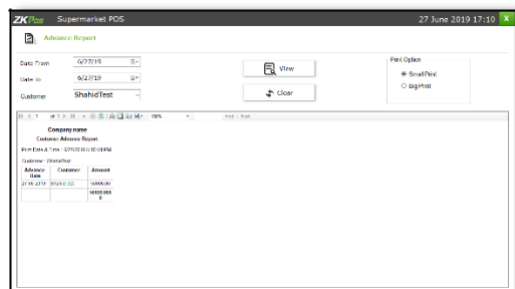

1. Click on **CUSTOMER ACCOUNT.**

2. Choose **DATE FROM** and **DATE TO.**

3. Select **CUSTOMER.**

4. Click **VIEW** button.

CUSTOMER ADVANCE REPORT

This report shows the customer advance reports.

1. Click on **CUSTOMER ADVANCE REPORT.**

2. Choose **DATE FROM** and **DATE TO.**

3. Select **CUSTOMER.**

4. Click **VIEW** button.
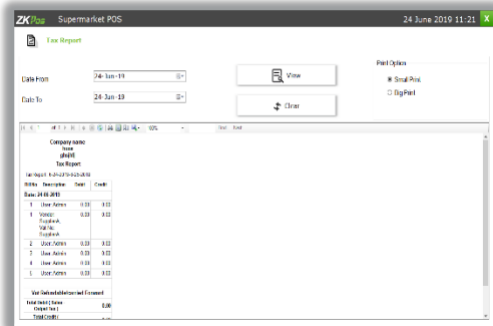
TAX REPORT

SALES TAX REPORT

This report shows the sales tax details.
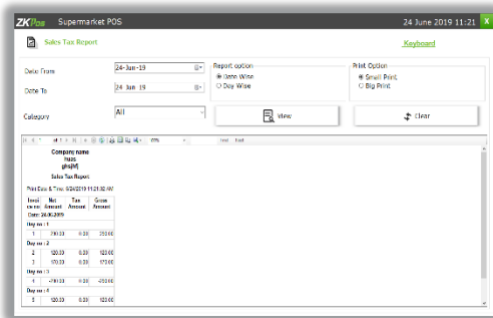
1. Click on **SALES TAX REPORT.**

2. Choose **DATE FROM** and **DATE TO.**

3. Select **CATEGORY.**
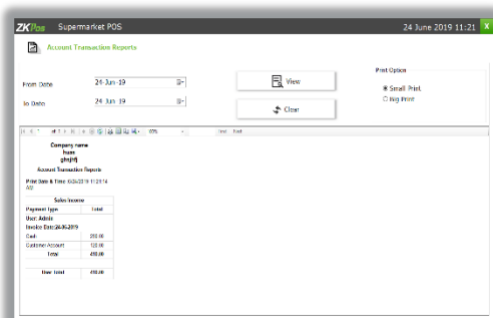
4. Click **VIEW** button

TAX REPORT

This report shows the tax details.

1. Click on **TAXREPORT.**

2. Choose **DATE FROM** and **DATE TO.**

3. Click **VIEW** button.

ACCOUNT TRANSACTION REPORT
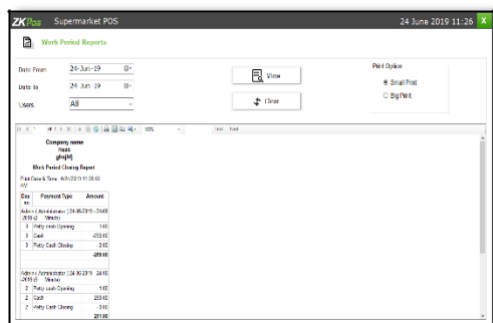
This report shows the account transaction details.

1. Click on **ACCOUNT TRANSACTION.**

2. Choose **DATE FROM** and **DATE TO.**

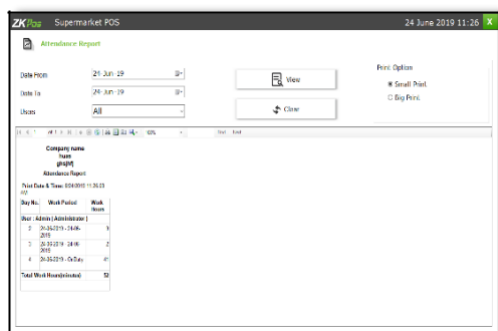3. Click **VIEW** button.

OTHER REPORT

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 **VIEW** button**.**
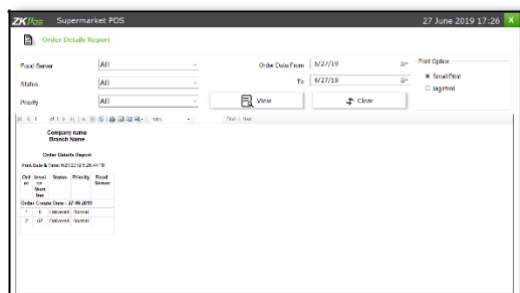
ATTENDANCE REPORT

This report shows the work period details.

1. Click on **ATTENDANCE REPORT.**

2. Choose **DATE FROM** and **DATE TO.**

3. Select **USERS.**

4. Click **VIEW** button**.**

ORDER DETAILS REPORT

This report shows the order details.

1. Click on **ORDER DETAILS REPORT.**

2. Choose **Food Server, Status, and Priority, Order date from and to.**
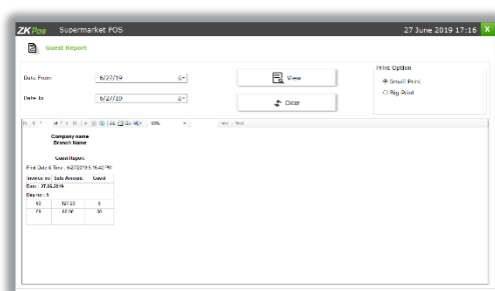
3. Click **VIEW** button

GIFT REPORT

This report shows the guest details.
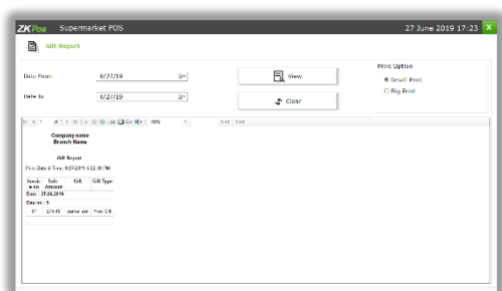
1. Click on **GIFTREPORT.**

2. Choose **DATE FROM** and **DATE TO.**

3. Click **VIEW** button**.**

GUEST REPORT

This report shows the guest details.

1. Click on **GUEST REPORT.**

2. Choose **DATE FROM** and **DATE TO.**

3. Click **VIEW** button**.**

YEAR ENDING

Year end – also known as an accounting reference date – is the completion of an accounting period. At this time, businesses need to carry out specific procedures to close their books. The number and nature of year-end adjustments depends on how thoroughly a company maintains its books throughout the accounting year.
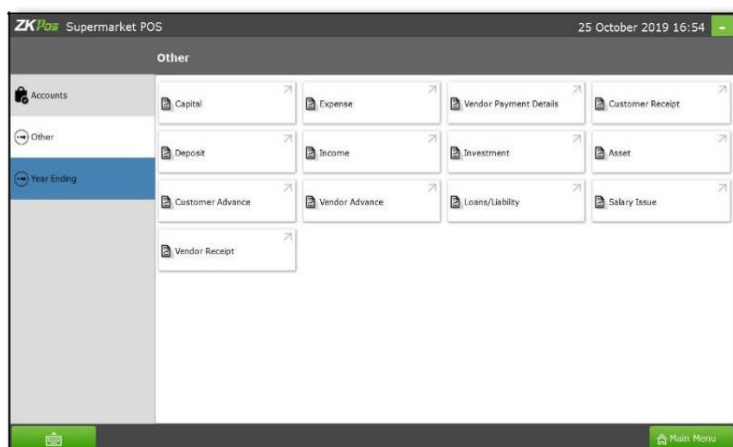
1. Go to accounts and click **year ending** option

2. You will navigate to the year ending window.

4. You can specify the **opening and closing stock** and then close your financial year.

STEP 24 - LEARN ABOUT WORK PERIOD

Work period section is for viewing the working duration of currently logged in user. Before starting **POS** operations, work period must be started. All the previous work periods of logged in user will be displayed in the main screen of work period. In our shop if a cashier is available from 9 – 5 and another cashier continuous to work, let's see how the first cashier closes his work period. If you logged in as admin you can have access to everything in the **ZKPOS**. If you are a cashier or any other user you will have only limited accessibility. Admin starts his work period automatically on logging in other users should start their work period manually. Below picture shows the **MAIN MENU** in **ZKPOS SUPERMARKET**, logged in by **ADMIN**.
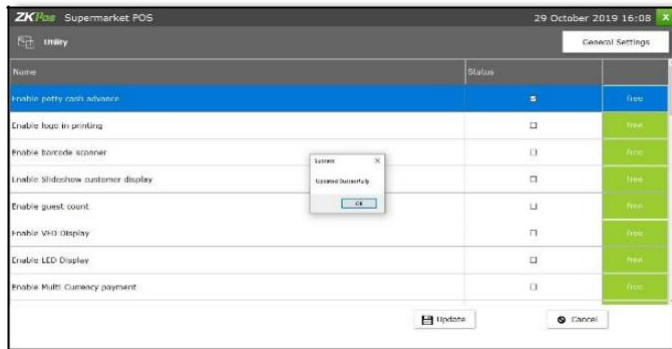

1. This is the **MAIN MENU.**
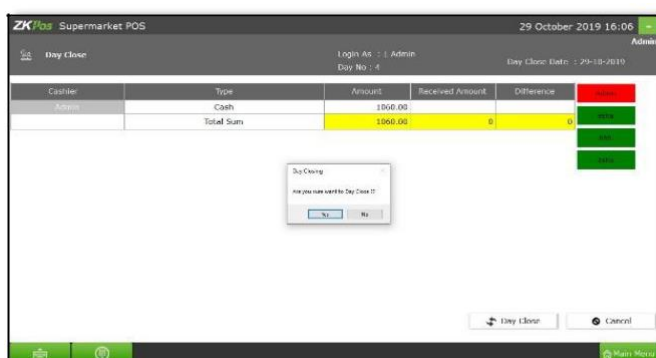
2. **LOGIN** using your **User ID** and **Password**.

If you are logged in as Cashier, you need petty cash to give to the customers, so before start working Admin should grant the petty cash for the cashier. Let's look at how an **ADMIN** can provide petty cash to the **CASHIER**.


1. For that, login as **ADMIN**.

2. Go to **SETTINGS**.

3. Enable **PETTY CASH ADVANCE** in the **UTILITY**. Update it.

4. Now logout and login as **CASHIER**

START WORK PERIOD.
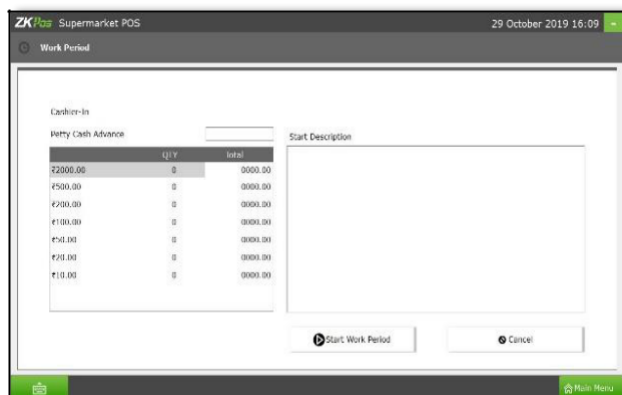
1. Click on **WORK PERIOD** button.

2. To start working click on **START WORK PERIOD**.

3. This time you have to provide the petty cash advance before start working. Then start **WORK PERIOD**.

4. Now he can process bill or view reports.

END WORK PERIOD
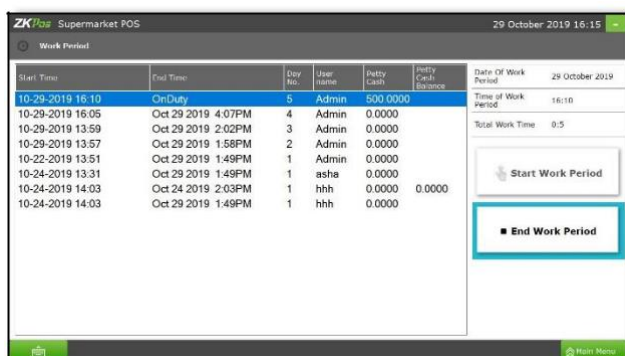
1. Now to End work period, Go to **MAIN MENU**.

2. Click on **WORK PERIOD**, in the right side of the window you can see an **END WORK PERIOD** button. Click on it.

3. Specify the **BALANCE PETTY CASH** in the field provided.

Specify the reason to end work period and then click **END WORK PERIOD** button. Click **OK and** you can view this report from **WORK PERIOD REPORT**.

STEP 25 - DAY CLOSING

In our business we can either close day-to-day activities or close two days activities together. Let's look how to do it. It helps to find the difference between billed and received amount of each user for the current closing day.

You can see **DAY CLOSE** button in **MAIN MENU**. But this is available only for admin. Other users cannot use this.
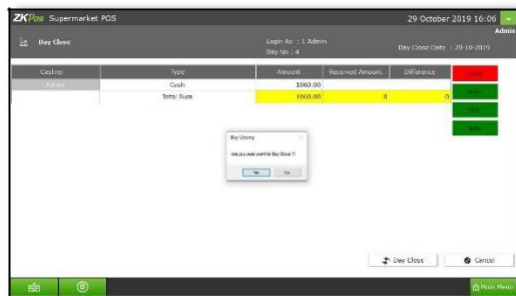

1. From the main menu click on **DAY CLOSE**.
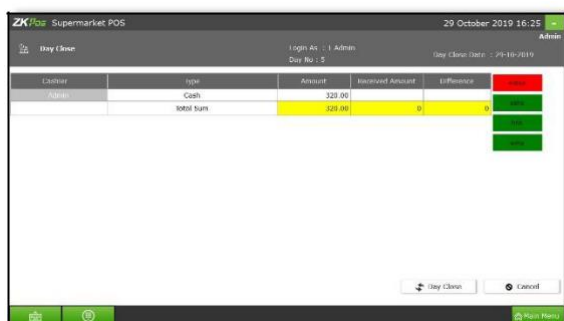
2. As you see, there are transactions and are done by admin.

3. Transaction type and amount will be there. But the Admin need to enter the received amount. If there is any difference between billed amount and received amount it will show up in difference column.

4. To close the day, click on **DAY CLOSE** button.

5. Click **YES** in the dialog box that appears.

6. If there is any unprocessed bill another popup will show up and you need to confirm it too by clicking **CONTINUE**

7. To complete the process you need to enter the **ADMIN PASSWORD**.

Now day close is updated successfully. If you want see the day close report go to **MAIN MENU**, from the report options choose **DAY CLOSE REPORT.**

STEP 26 -TICKETS

Tickets indicate orders. It contains current day's paid or unpaid invoices and previous day's paid invoices. Tickets will be shown under the conditions selected by **ADMIN/USER**.

1. Go to **MAIN MENU**.

2. Click on **TICKETS** from the dropdown.
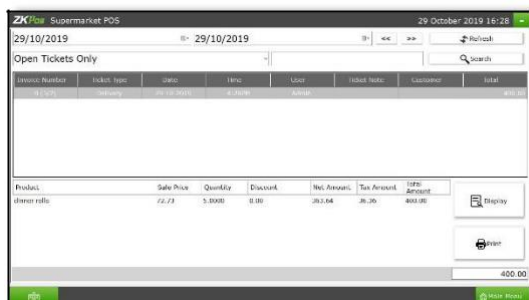
1. Select the **FROM** date and **TO** date.

2. You can select the **TICKET** TYPE from the dropdown.

3. Now all invoices between the selected dates will be displayed.

4. You can see the **INVOICE NUMBER**, **TICKET TYPE**, **DATE**, **TIME**, **USER**, **TOTAL AMOUNT** etc.
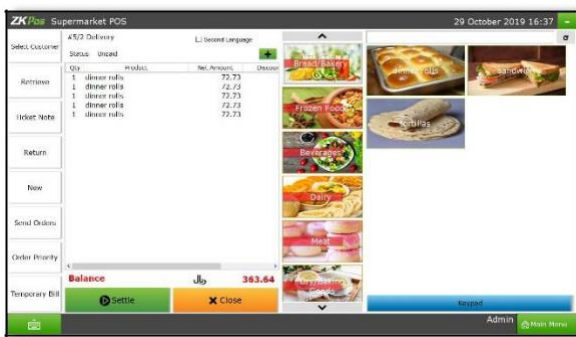
5. If you click on any of the ticket available in the list, you can see the products associated with that invoice.

6. There is an option to **PRINT** the ticket details.

7. If you know the invoice number, you can search it by using the **SEARCH** button.

8. On clicking the **DISPLAY** button, you will be redirected to the Product Page where you can settle the bill if not settled yet.

STEP 27 - FOOD COURT

In food court option, there is two sub menus. They are **Kitchen manger** and **food server**. Admin can view the orders from customers through kitchen manager and food server window.
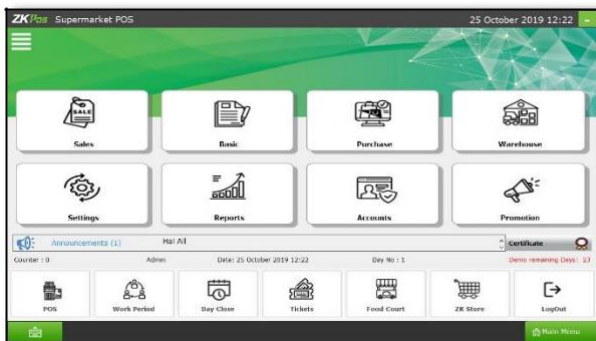
1. Go to **MAIN MENU**.

2. Click on **FOOD COURT** menu.

3. Then you will get the food court window. Which includes two options like kitchen manager and food court.
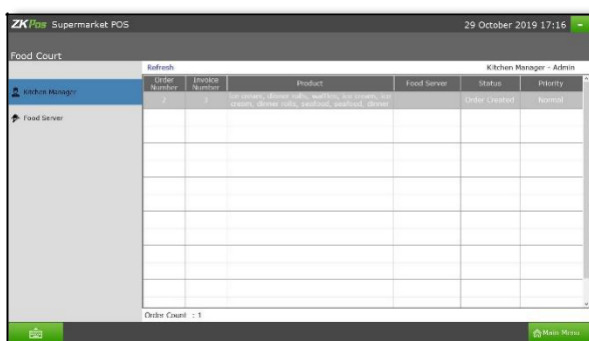
4. If admin select kitchen manager option, order status can view in it.

5. Admin can change the order status.
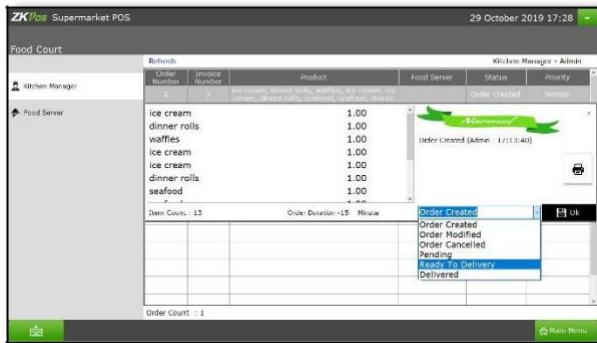
6. Once the order **status** of **kitchen manger** changed to **ready to delivery** it will reflect on food server option.
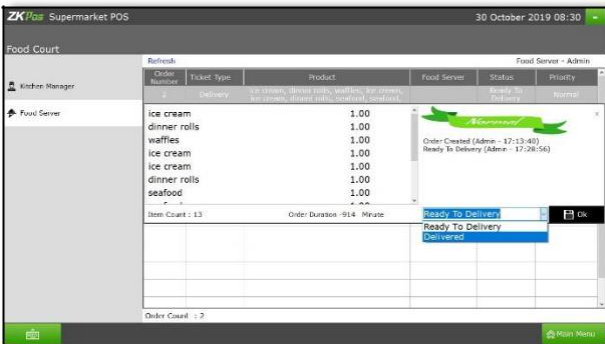
7. In **FOOD SERVER** option, you can view the order status from **KITCHEN MANGER**.

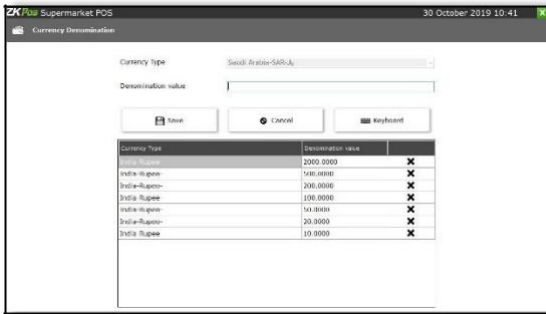8. Food server can change the status like delivered and click **OK** button.
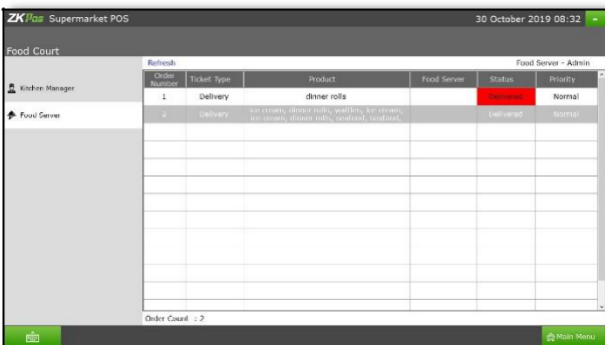
9. Current and previous orders can view in the food server as list.

SETTINGS->CURRENCY DENOMINATION
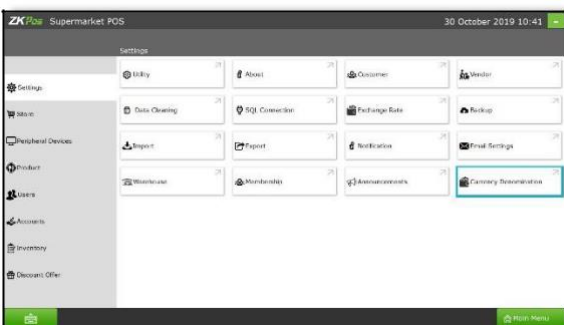
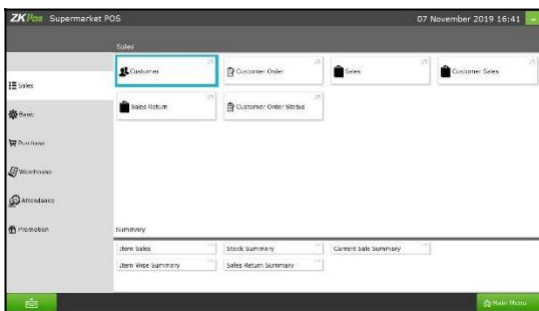1. Go to settings and click currency denomination option. You can enter values here.

2. Enter the details in it.

3. You can view the entered details here likes as shown in the figure.

STEP 28 – SALES MODULE

STEP 28.1. CUSTOMER

You can add customer through sales window.

1. Click on customer from sales menu
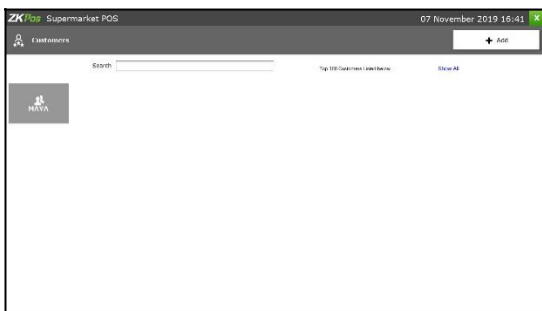
2. Add a new customer click on the **ADD** Button as shown in the figure.
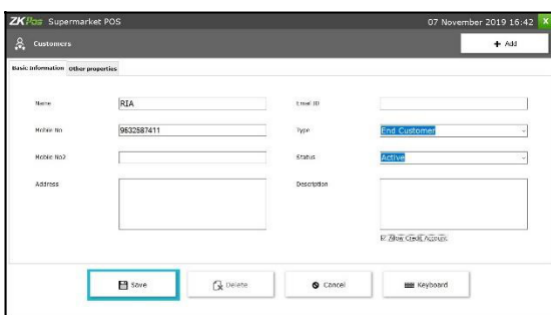
3. Enter the details according to the fields.

4. Click allow credit option for create the login id and password.
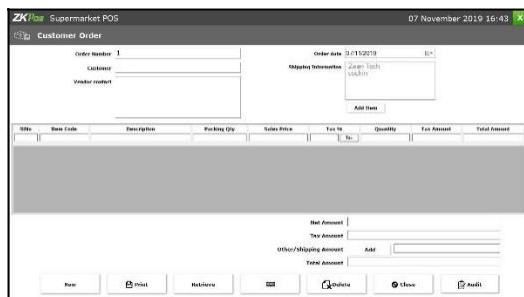
5. Click **save** button.
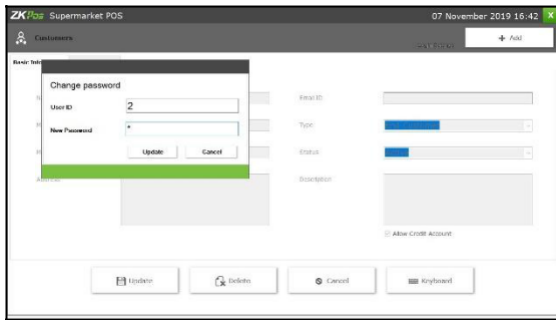
6. After create the customer, you can update the customer, and also add the **user id & password** by clicking the **login settings**.

STEP 28.2. CUSTOMER ORDER

Customer can order the product which they want.
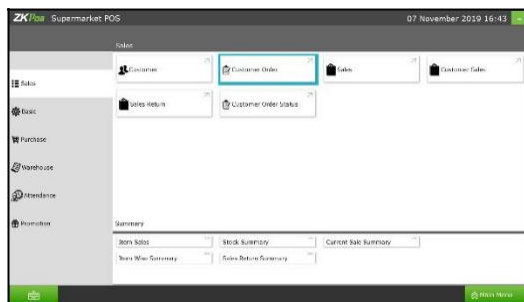
1. Click **customer order** menu from sales menu

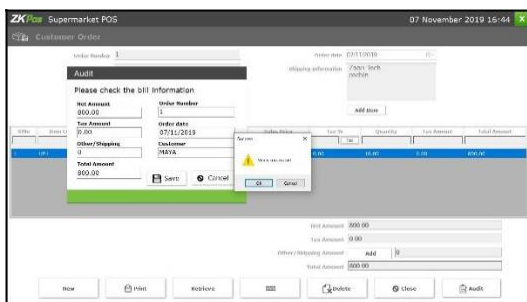2. You will get customer order window like the left side figure.
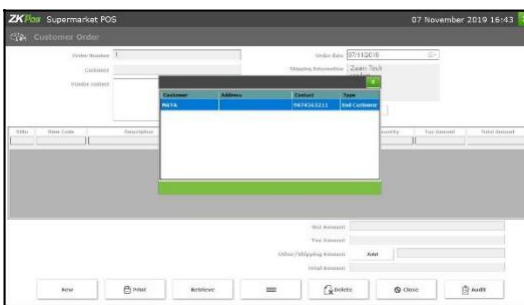
3. Select **customer name** and then click **add item**.
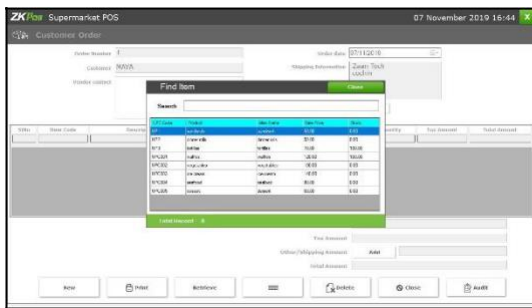
4. Select the product items from the pop window

5. Enter the quantity and click **audit** button.

6. Click **verify** button and click **OK.**

STEP 28.3. SALES

1. Login interface is same for all users. When a customer login to **ZKPOS SUPERMARKET** he/she will redirect directly to the **POS**section.

2. The customer can select all the product he/she want to purchase from your shop. After selecting they can send their order.
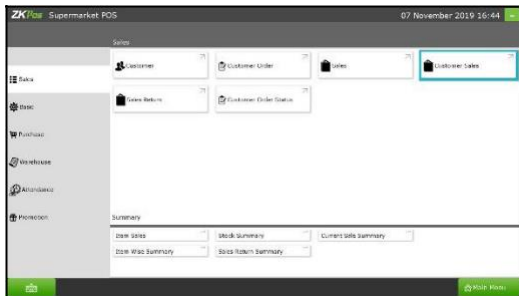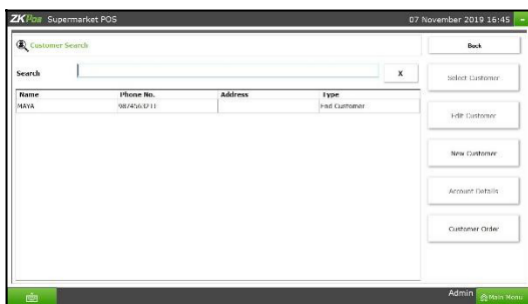
3. To settle the bill, click on the **SETTLE** button.

You can view the **amount** and payment types.

Click all and then select any one **payment type.**

STEP 28.4. CUSTOMER SALES
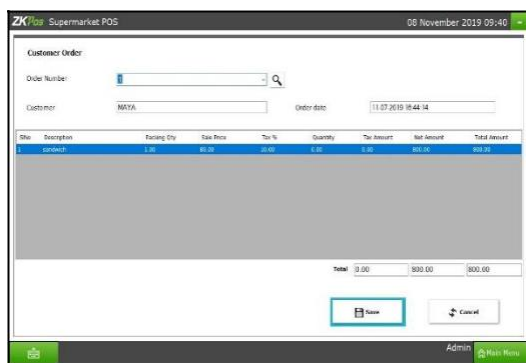

Click on customer sale from sales menu.

Select the customer and click select customer option.
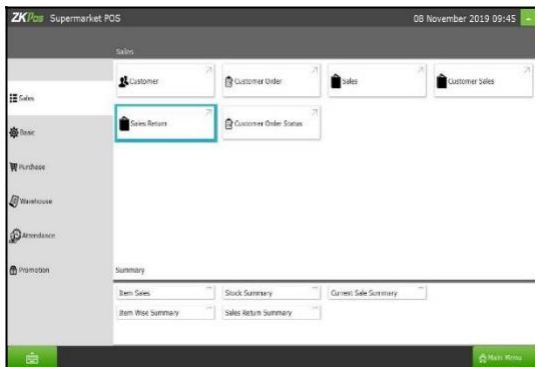

Perform the sale and settle the bill.
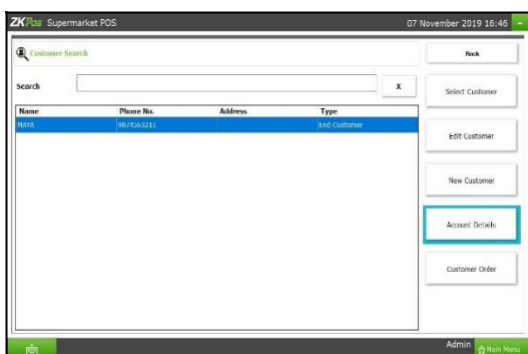
There is an option in customer section, **account details.**
All the account details can show here by selecting the
particular customer and date.

Customer order can view from the customer window by selecting the customer order menu.

STEP 28.5. SALES RETURN

Customer can return the product in case of any damages.

Click sales return option from sale menu

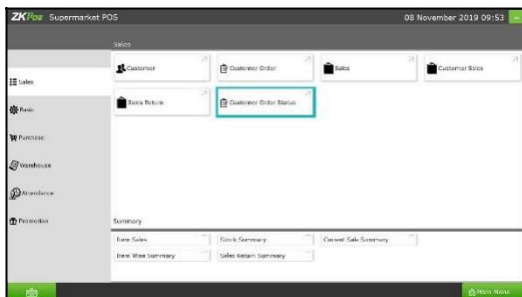Enter the admin password and invoice number Click **enter** button

Then there is an alert message will appear, if you want to return all item click **yes** otherwise click **no**.

After made a selection click **settle** button and do the payment.

STEP 28.6. CUSTOMER ORDER STATUS

You can view the status of customers order here.

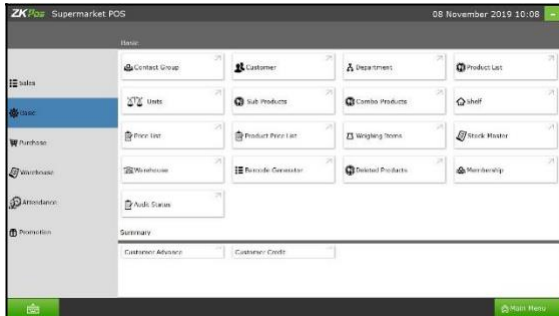Click **customer order status** option from sale menu.

You can view the order status of customer by click the

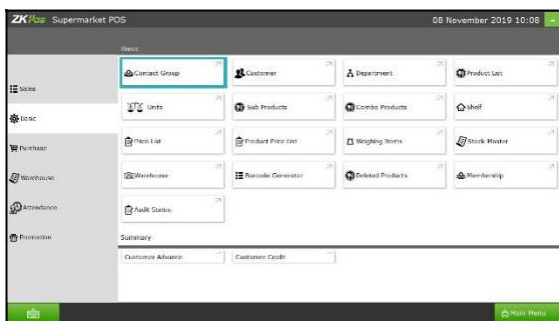**to date**, from date and **view** button

STEP 29 – BASIC MENU
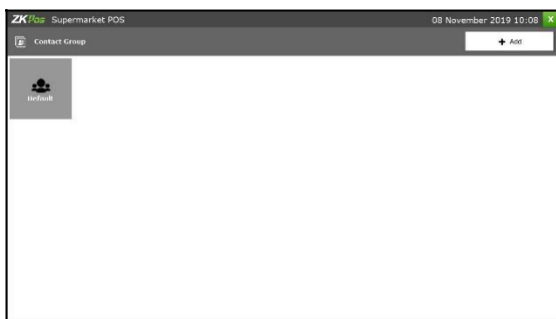
STEP 29.1 – CONTACT GROUP

You can create group of customers based on some cases.

1. Go to **basic** menu and click **contact group.**

2. Click **contact group**.

3. You can view a **default** contact group.
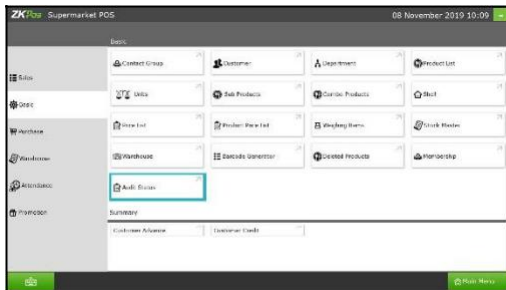
4. Click **add** button

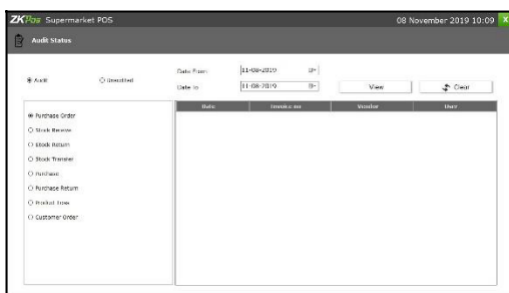5. Enter the **name** and **description**.

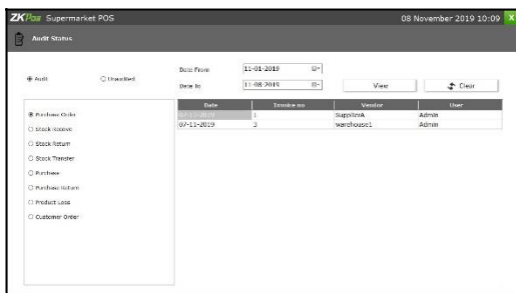6. Click **save** button.

STEP 29.2 – AUDIT STATUS

You can view the status of all the stock related audit performed. There are purchase order, stock receive, stock return, stock transfer, purchase order, purchase loss etc.
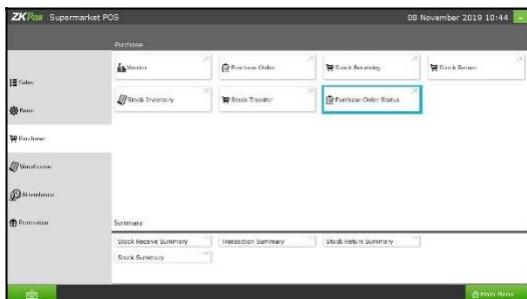

Click audit status from basic menu

1.You can **view** status window Select option and date.

Click **view** button.

STEP 29.3 – PURCHASE ORDER STATUS

You can view the order status through this option.
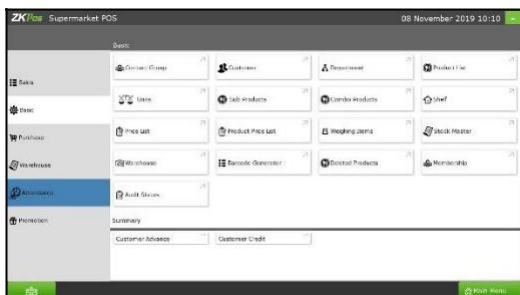
Click purchase order status from purchase menu

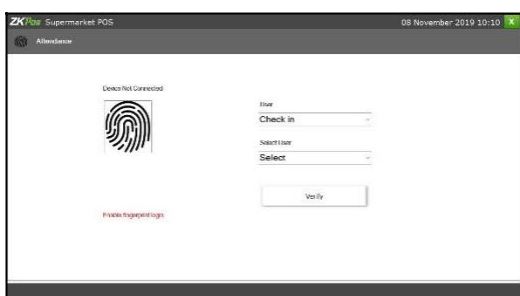You can select **billed** and **not billed.**

Click **date from** and **date to.**

Click **view** button.

STEP 29.4 – ATTENDANCE

Click **attendance** option.

You have to connect the biometric device

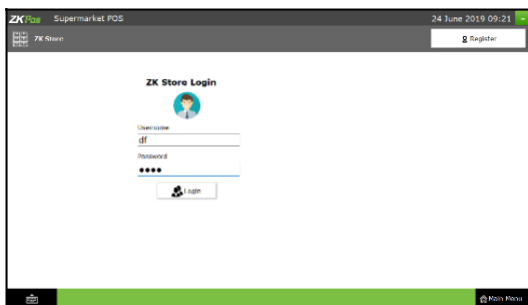After connect the device you have to click check in and select the user name.

Click **verify** button
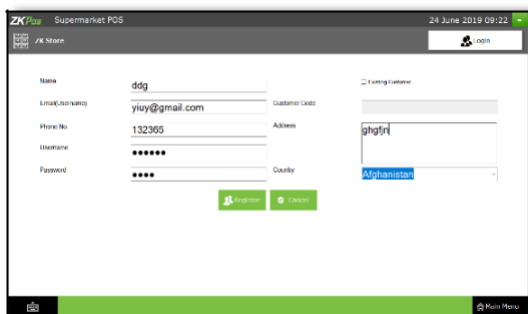
STEP 30 – ZK STORE

Store is using activate the license through exe.

1. Go to **MAIN MENU**.

2. Click on the **ZK Store** option.

3. To login enter the User Name and Password.
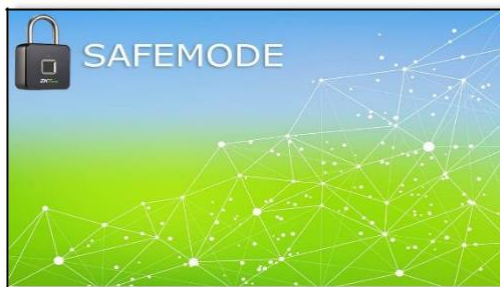
4. Click on the **Login** button.

5. To register click on the **REGISTER** button.

6. Enter the details like Name, Email, Phone Number, Username, and Password.

STEP 31 – SAFE MODE

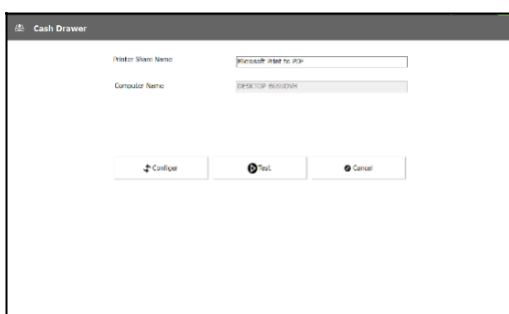Safe mode ensures security of your software from unauthorized access.

1. Go to safe mode option

2. Then you will navigate to new safe mode window.

3. You can view the safe mode window as shown in the figure

STEP 32 - CASH DRAWER
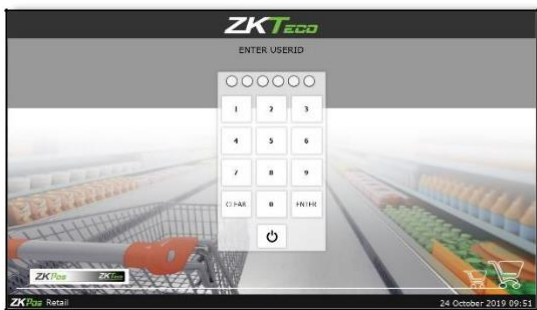
This feature enables cashier to maintain cash.

1. Go to **PRINTER** section.

2. Click **CASH DRAWER**.

3**. Printer Share Name** and **Computer Name** will be displayed.

STEP 33 - LOGOUT

1. You can **LOGOUT** from **ZKPOS** by clicking on the **LOGOUT** button.

2. After clicking **LOGOUT** you will be redirected to login page.

3. You can exit from **ZKPOS** by clicking on the power button.