

USER MANUAL

ZKPOS POINT OF SALE SOFTWAR

Version: 1.0.5 Build 0010

Release Date July 2017



Overview

ZKPOS is a desktop based Restaurant Management Software designed to give restaurants all the tools it requires to speed up service and increase efficiency of operations. The customizable options offered in the system is ideal for any restaurant type including fine dining restaurants, bistros, fast food chains, cafes, bars, etc. No matter what kind of establishment. ZKPOS helps the staff to complete their tasks efficiently in line with their operational style and business.

ZKPOS has an easy to use interface and absolutely no training is required for your staff to start the billing at the outlet.

Get direct access to all operations modes right from the main dashboard. This reduce errors in order type and increases speed of service. Get the flexibility to choose modules. Anybody involved in restaurant management would know that the guest service doesn't end with order serving. The final and the most critical process for every food and beverage establishment is billing operations. Because this is the only thing that will leave a lasting impression on the guests. Streamlining all operations and keeping all the updates between orders in check, ZKPOS restaurant POS manages the entire billing process>including adding removing items in an order, splitting bills and more without any hiccups.

Everything from the Table to Menu Management

Table reservation and menu management is the bloodline of restaurant management and crucial to offering an impeccable guest service. ZKPOS! offers you a quick and easy solution to table reservation management as well as offering A to Z of menu management right from creating and editing multiple menus to each menu having its own menu groups, menu subgroups, item types, groups, rates and items modifiers.

Inventory and Stock Management

One of the most tedious and convoluted tasks in restaurant management is Inventory and Stock Management. Any kind of error in this will lead to an outpouring of confusion in all departments. The sophisticated inventory and stock management module of ZKPOS restaurant software is a stickler for detail which lets you efficiently manage the stock, decrease wastage and track items. The advance tracking and reports keep you up to date with the inventory levels and see the fluctuating demands in your store, allowing for better cost saving decisions.

Steps Login and Fingerprint Registration

- Login into ZKPOS software using admin User Id and Pin
- Go to Settings >> User List >> click Fingerprint Registration button
- Click on register button and keep any finger 3 times for registering fingerprint.
- Click on verify button to verify the fingerprint.
- Now go to main menu >> click logout button, then try login by keeping finger on the finger print device.

7KDas

Add Basic Elements

- Settings >> Settings >> Vendor >> Add Vendor Details •
- Settings >> Products>> Units >> Add Unit Details.
- Settings >> Products >> Department List >> Add Department Details.
- Settings >> Products >> Product List >> Add Products Details.
- Settings >> Settings >> Table Management >> Add Table Details.

POS Module

- After the basic elements are added, user can start POS operation by Main menu >> POS
- Select a table from the list of tables displayed,
- Select required products from the list after selecting department, ٠
- If more quantity is needed, click on number keypad on right and select product. ٠
- To add discount, click some discount amount and click on discount button.
- To do rounding on total amount, select rounding amount and click on round button.
- Select the amount customer has to be paid, click on cash, credit card or voucher button to do the payment.
- After payment is successful either you can click on print bill to get the bill printed or you can click on • close button.

1.LOGIN

Users can Login in 2 Ways



Login Using Fingerprint

If Fingerprint Device is connected, a message will be displayed on the Login screen "Device Connected, Press your finger on the device". If users fingerprint is registered, he can login with his fingerprint. If user is Cashier, he will be redirected to POS Menu. If he is Admin, he will be redirected to Main Menu.

Login Using User ID and PIN

Users can also login by using User ID and PIN Provided to each users.

First enter User ID then click 🕣

then enter PIN and Click 🔄







2.Main Menu

Easy Menu Navigation

Admin Can easily Access and Manage the Day to day details of the organization,

Main menu contain several option like work period, POS, Tickets, Accounts, Day close, Reports, Settings, Logout. Login Admin can access all of these options. Cashier can access only work Period, POS, Tickets and Logout.

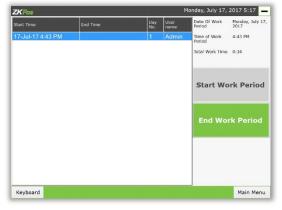
KYlas Monday, July 17, 2017 5:05 Work Period POS Work Period POS Keports Close Keyboard Settings

1.WORK PERIOD

- Work Period Section is For Viewing the Working Duration Logoff 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.
- Auto generated work period of each User in login time.

Easier than ever to collect, manage and process your employee

time. Easy to calculate Exception including earliness, lateness and absence of each employee. User can start a new work period and start his POS operations after his work is over, he can end his work period.



Main Menu >> Work Period

Work period display on the work period page

ZK Pas	т	hursday, July 27, 2017 9:34 🗕
📰 Work Period	POS	II Ticket
ئے Accounts	2 Day Close	度 ZK Store
Reports	Settings	LogOut
Keyboard		Admin Main Menu

2. Settings

2.1 Settings

ADMINISTRATOR WINDOW Designed to help Administrator to done various back end process and input data entering.



2.1.1 TABLE MANAGEMENT



Main Menu >> Settings >> Settings >> Table management

Table Management means to Table Settings



Table Management

🗄 Update 🔂 Delete 🛇 Cancel

Τ2

Settings Table Manage Backup Customer Vendor Company Det SQL Connecti About

4=0"00C

ZKPos

Monday, July 17, 2017 5:30

Add

Main Menu

2.1.1.1 Add Table

Click on **Add** Button on Table management Main Screen Enter Table name Click **Save** button

2.1.1.2 Edit Table

Select Table from the Table List on Main Screen, Now a screen with selected table details will be displayed Edit the fields and click **Update** button

Settings «	ZKPos			Monday	, July 17, 20	017 5:30
Table Management						
Backup	Tables					
Customer		-				
Vendor		1	able Mai	nagemer	IC	
Company Details						
SQL Connection About						C‡ Add
		Table Name	T2	C Delete	S Cancel	
& Users						
Vsers Product						
Inventory						
Vsers Product						
Visers Product Inventory						

2.1.1.3 Delete Table

Select Table from the Table list on Main Screen, now a screen with selected table details will be displayed Click **Delete** button



Settings *	ZKPas	Monday, July	17, 2017 5:35
Table Management			
Backup	Backup		· · · · · · · · · · · · · · · · · · ·
Customer		D I	
Vendor		Backup	
Company Details			
SQL Connection			
About			
	· disade assessment		
	DataBase Name :	lanapos	
	Save To :	C:\Users\lana\Desktop\backup	Browse
	Backup File Name :	17072017.bak	
	backup rite name :	17072017.bak	
Settings			
2 Users			
Product		🛲 Keyboard 🛛 🕵 Backup	O Cancel
A Inventory		tum keyboard St Backup	O Cancel
Accounts			
Printing			
Reports			
Là Actoria			Main Menu

Backup

Backup the current Database (only in Server system)

Settings >> Settings >> Backup



2.1.3 Customer management

Main Menu >> Settings >> Customers

ettings	ZKPos		Saturday	, July 22, 20	17 9:52	
table Management	Customer					
lackup	Customer					
Customer		0	ustomers			
endor		C	istomers			
Company Details					•	
QL Connection					Add	
bout						
	Name :	(Status :			
	rearrie :	customer	Blatus i	Active	. *	
	1.10.000000000					
	Mobile No1 :	9988767576	Description :	description		
	Mobile No2 :	9978578567		4		
			Address :	Address : address		
	Email ID :	customer@				
		casconnerte				
Settings						
12 Users						
Product						
Inventory		Keyboard 🗎 Sa	ve 🔓 Delete	Cancel		
Accounts	-					
Printing						
Reports						

2.1.3.1 Add Customer

To add New Customer, click **Add** button, Fill in the Customer details, click on **Save** button

Settings	ZKPas		Saturday,	July 22, 201	7 12:21 🗕	
Table Management Backup	Customer				×	
Customer Vendor		Custo	omers			
Company Details					0	
SQL Connection					C‡ Add	
About						
	Name :	customer2	Status :	Active	×	
	Mobile No1 :	12345566	Description :	Description : description		
	Mobile No2 :	12345678				
	Email ID :	customer@gmail.co	Address :	address		
Settings						
Users						
Product	-					
D Inventory		Keyboard 💾 Update	Delete	S Cancel		
Accounts				Activate Wind Go to System in Co		
Printing						
Reports	-					

2.1.3.2 Edit Customer

Select Customer from the Customers list now a screen with selected customer details will be displayed

Edit the fields and click Update button



2.1.3.3 Delete customer

Select customer from the Customers list, now a screen with selected customer details will be displayed

Click Delete button



ZKPa

Saturday, July 22, 2017 12:21

Active

address

S Cancel

Main Menu

Ct Add

Customers

12345678

ner@gmail.co

💾 Update

🔓 Delete

2.1.4 Vendor

Admin Can be Created new vendor According to perform various operation like he Admin can Edit, Update and Delete the vendor.

Main Menu >> Settings >> Settings >> Vendor

Settings	< ZKPos		Saturday,	July 22, 201	7 10:00
Table Management	/ Vendor				
Backup	1				
Customer Vendor		Ver	dor		
Company Details					
SQL Connection					C1 Add
About					
	Name :	vendor	Status :	Active	~
	Mobile No1 :	998765444	Description :	decription	
		<u></u>			
	Mobile No2 :	998765444			
			Address :	address	
	Email ID :	vendor@gmail.com			
		23		-	
Settings					
1 Users	-				
Product					
Inventory		Keyboard 💾 Save	Delete	Cancel	
Accounts		a neyboard	LX Delete	Cuncer	
Printing					
Reports					
C.9					Main Menu

2.1.4.1 Create a New Vendor

Go to Main Menu >> Settings >> Vendor >> Add

Fill all required field in the vendor page then click on 'Save' button.

Note: A pop up confirm message displayed "Vendor Created Successfully" or "Vendor Created Failed".

Note: Vendor Created Successfully we can see the Vendor Record in Vendor Display Box



2.1.4.2 Edit and Update Vendor

Select or **Click** respective vendor from vendor display page shown below. Then vendor details shows in the below boxes then admin can make changes then click on the **Update** button. A confirm message "Updated Successfully".

Note: Press Cancel button for cancel current editing process if needed.

Note: a pop>up confirm message *"Updated Successfully"* and the updated Vendor Record in Vendor page



5 ×	ZKPas		Saturday	, July 22, 201	7 10:10
lanagement	Vendor				×
ਆ		Ve	endor		
ny Details nnection					C Add
	Name :	vendor2	Status :	Active	*
	Mob	Confirm Delete	x	descriptio	n
	Mob	dacts With This Supplier Will Re Dalated, Cisci	Di To Continue	address	
	Ema		,		
lettings					
Isers					
roduct			_	_	
oventory		📟 Keyboard 🛛 💾 Update	Delete	S Cancel	
ocounts					
rinting					
eports					Main Menu
roduct nventory locounts rinting		Keyboard 🛛 💾 Update	C Delete		

2.1.4.3 Delete Vendor

Select Vendor that we want to **DELETE** from the vendor page

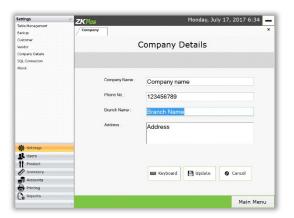
Then press **DELETE** button

Note: A pop up confirm message "All Products with this Supplier will Deleted" press **Yes** for **Delete.**

Settings	KPos Monday, July 17, 2017 6:32
Table Management	/ SOL X
Backup	/ Connection
Dustomer Jendor	SQL Connection
rendor Company Details	SQL connection
Onipany Decais	
bout	
	Connection String
	Data Source-(LocaIDB)Uanapos;Initial Catalog-Ianapos;Integrated Security-true;
Settings	-
L Users	
Product	
A Inventory	
Accounts	
Printing	
Reports	
-w	Main Menu

1.SQL Connection

Settings >> Settings >> SQL Connection



2.Company Details

This form is for setting Company Name, Phone Number, Branch Name, and Address

Accounts	Thursday, July 27, 2017 12:14
Account Type	×
Accounts	î
Transaction	
Transaction Type	
Settings	
L Users	
Product	
P inventory	
Accounts	
Printing	
Reports	Main Menu

Accounts

Main Menu >> Settings >> Accounts



2.2.1 Account Type

Accounts	ZKPos	Monday, July 17, 2017 6:39
Account Type Accounts Transaction	Account Type	
Transaction Type	Acc	ount Type
	Receiveable Accounts Payment Accounts Discount Accounts Customer Accounts Sales Accounts	C. Add
		L View
Settings		
Product		
Inventory		1=Sort Order
Accounts		*=
Printing		
Reports		Main Menu

Main Menu >> Settings >> Accounts >> Account Type



2.2.1.1 Add Account Type

Click on Add button on Account Type

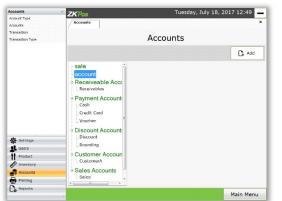
Enter Account Type Details

Click Add Account Type Button

Accounts	ZK	p_{α}	-											Tu	es	day	, J	uly	18, 20	17 12	:44	- 1
Account Type Accounts	/Ac	cou		1																		×
Transaction															-							
Transaction Type								A	do	1 4	C	co	u	nt	1	Υ	be					
							Na Ta			s		es										
資 Settings & Users	1	: 1	e 2 Q	w	3 3	\$ 4	% 5 R	т	Ĝ Y	4 7	a U	•	(9) 0 0	P	:	:	2	Backspace	Ine	t	X
Product	Cap		A		s				G					Tu					Enter			
	Cap																		Ernar			
P Inventory	aND								в		N											
Accounts	3141																				ZKP	
v .	5141																			4	an P	05

2.2.1.2 Edit/Update Account Type

Select Account Type from the Account Type list on main screen, now a screen with selected Account Type details will be displayed Edit the fields and click **Update** button



2.2.2 Accounts

Main Menu >> Settings >> Accounts >> Accounts



2.2.2.1 Add Account

Tuesday, July 18, 2017 12:51 🗕 ZKPos ounts Accounts 🔓 Add sale -account Receiveable Payment Ac Cash Credit Card a ОК Voucher Discount A Rounding Customer Acc Sales Accounts 🛲 Keyboard 🗎 Save 🔂 Delete S Cancel Main Menu

Click on **Add Account** button On Main Screen Enter Account Details Click **Add Account** Button



2.2.2 Edit Account

Select Account from the Account list on main screen, now a screen with selected Account details will be displayed Edit the fields and click **Update** button

Accounts ×	ZKPos		Wedr	nesday, July	19, 2017 _
Account Type	Accounts				×
Accounts	/				
Transaction Transaction Type		Acc	ounts		
					Add
	Receiveable Accou Receivables				
	Payment Accounts	Name	Receivables		
	_Credit Card _Voucher	Tag	r		
	Discount Accounts				
	Rounding	Account Type	Receiveable	Accounts	~
🔅 Settings 🕄 Users	Customer Accounts				
Product	Sales Accounts				
/ Inventory	odles				
Accounts		Keyboard	Update	C Delete	S Cancel
Printing	< # >	L	1	Lacturate Winord	
Reports					Main Menu

2.2.3 Delete Account

Select Account from the Account list on main screen, Click on **View Details** button now a screen with selected Account details will be displayed Click **Delete** button

Accounts	ZKPos Tue	esday, July 18, 20171:10 💻
Account Type Accounts	Transaction Type	×
Transaction Transaction Type	Transaction Ty	pes
		E View
	Sales Transaction Payment Transaction Discount Transaction Rounding Transaction Customer Credit Card Payment Customer Cash Payment Customer Account Transaction	
Settings		
L Users		
Product		
Inventory		
Accounts		
Printing		
Reports		Main Menu

2.2.3 Transaction Types

Main Menu >> Settings >> Accounts >> Transaction Types



Accounts	ZKPos		Tuesday, J	uly 18, 2017 1:13
Account Type Accounts	Transaction Type			×
Transaction Transaction Type		Sales Tra	ansaction	
	Source Account Type(Debit)	Receiveable A: -	Target Account Type(Credit)	Discount Accol -
	Source Account	Receivables •	Target Account	Discount -
🔆 Settings	-			
L Users	1000			
Product				
P Inventory		💾 Update	S Cancel	
Accounts				
Printing				
Reports				

2.2.3.1 Edit Transaction Type

Select Transaction Type from Main Screen

Click on View Details button

Select the source and target accounts

Click on **Update** button



2.2.4 Transactions

Main Menu >> Settings >> Accounts >> Transactions

All the Transactions are listed in the main screen Select transaction from the transaction list

Reports X ZKPas	Friday, July 21, 2017 11:22
Daily Item Report	,
Day Closing Report	
Date Wise Report	
Category Report	
Day Wise Report	
Item Wise Report	
Stock Report	
Physical Stock Report	
Current Sale Report	
Sales Return Report	
Stock Receiving Report	
Iransaction Report	
Month Wise Report	
Year Wise Report	
🕉 Setungs	
1 Users	
Product	
D Inventory	
Accounts	
Printing	
Reports	Main Menu

Reports

Main menu >> Settings >> Reports

- Daily Items Report Report Based on last closed day
- Day closing Report
 Report Based on Admin Day close Amounts
- Date wise Report

Report shows only between selected two Dates invoices items

• Category Report

Report shows only between selected two dates invoices items and selected department

• Day wise report

Report shows only between selected to 'Day No' invoices items



• Item wise report

Report shows only between selected two dates invoices items and selected Product based.

• Stock report

Report shows current stock details of each product item.

• Physical Stock Report

Report shows current stock details of each product item.

- Current Sale report Report based on current day paid invoices.
- Sales return report

Report shows only between selected two 'Day No' invoices items.

• Stock Receiving Report

Report based on Batch no and Date wise .In Date wise > Report shows only between selected two dates Received items. In batch wise>Report shows only the selected Batch no Received items.

• Transaction Report

Report based on Batch no and Date wise, In Date wise > Report shows only between selected two dates Transaction items, In batch wise>Report shows only the selected Batch no Transaction items.

• Month wise Report

Report shows under selected month.

• Year Wise Report

Report shows under selected Year.

Jsers	× ZKPos		Wednes	day, July 19, 2017 💻
Jsers List	Users List			×
		User Mar	nagement	
			C. Add	Fingerprint Registration
	User ID :	1	Company Name :	Company name ~
	Name :	Admin	Branch Name :	Branch Name -
	Pessword :	1	Invoice No.Start	1
	Designation :	Administrator ~	Card Number :	1111
Settings				
L Users	-			
Product				
/ inventory		Keyboard 🛛 💾 Update	C Delete	S Cancel
Accounts				
Printing				
Reports				

Users

Allow Admin to Add, edit and delete a User, Create a new user with card number and Invoice Number Starting

Settings >> User >> User List

Admin Create a new User/Cashier to fill the columns and Save the details with **Create** button,

Users	× ZKPos		Wedne	day, July 19, 2017	-
Users List	/ Users List				×
		User Ma	anagement		
			C‡ Add	Fingerprint Registra	tion
	Admin	cashier	and the second s	accountant	
	cashier				
Settings					
L Users					
Product					
P Inventory					
Accounts					
Printing					
Reports					_

Edit User

If you want to edit user details select the specified user from the below list then it will show like new user creation menu then edit the details and Update





2.4.2 Fingerprint Registration

Users have the option to login into the POS Software By using their Fingerprints.

Finger print registration of Users can be done only by Admin, under 'User Creation' menu.

Select a User form the Users dropdown list.

Click on register button, User have to keep their finger 3 times for successful registration.

Click on verify button and keep your finger to Verify .At the time of login, if the User is Admin, he will be redirected to Main Menu.

If he is Cashier, and he don't have any work period in the current day, he will be redirected to 'Work Period' Menu, else POS menu will be shown



Printer

Login Admin Can be created new Printer According to perform various operations like he Admin can Edit, Update and Delete the Printer.

Allow Admin to add new Printer Management in to Department Print Table.

Printer Management can be created by department based.

Its assign printer name set as defaults. Allow Admin to Edit / Update / Delete Printer.

Settings >> Printer Management >> Printer

Printing «	ZK Pos	Tuesday, July 18,	2017 3:14
Printer Management	Printer		,
	7	Printer Management	
		Finter Management	
			C‡ Add
	Printer Name	Microsoft XPS Document Writer	-
	Print Type	TicketType PrintBill	•
	Department	All	•
	Status	Active	•
Settings			
& Users			
Product			
Inventory		🗎 Save 🔂 Delete 🛇 Can	cel
Accounts			
Printing			
Reports			Main Menu

2.5.1 Create new Printer

Main Menu >> Settings >> Printing >> Printer Management

Select exact system printer name from dropdown box and select correspond department on another dropdown box, select status as active or not active.

Then click on **Save** button.

Note: A pop up Confirm Message "Printer created successfully" or "Printer Create Failed".

Note: Printer Created Successfully we can see the Printer record in printer display box.



Printer Management	Printer Name	inter Ma	nagemen	nt	×
	Printer Name			nt	C. Add
	Trince nume	\\192.168.15.			C+ Add
	Trince nume	\\192.168.15.			
	<u>(</u>		15\Canon LBP2	2900	•
	Print Type		ItBIII		•
	Department 🕕 Up	dated Successfully			•
	Status	OK			•
Settings					
L Users					
Product					
Inventory		Update	C Delete	S Cance	4
Accounts					
Printing					
Reports					Main Menu

2.5.2 Edit AND Update Printer

Step 4: **select** or **Click** respective printer from the print list .the Printer details shows in the above boxes then admin can make changes.

Then click on the **update** button. a confirm message "Printer Updated Successfully".

Note: press Cancel button for cancel current editing process.

Note: A pop up confirm message "Updated Successfully". And the updated printer record we can see printer display box.



inting

ZKPos

Tuesday, July 18, 2017 3:32 🗕

📑 Add

Main Menu

Printer Management

\\192.168.15.15\Canon LBP2900

🕒 Update 🛛 🔓 Delete 💿 Cancel

Yes No

2.5.3 Delete Printer

Select or **Click** respective printer from the print list for delete shown below.

Select **Delete** button on the respective printer

Note: A pop up confirm message "Are you sure want to Delete" press **Yes** for Delete.

Product	ZKPas		Tuesday,	July 18, 2017 3:41	- 1
Product List Department List	Products				×
Units		Pro	ducts		
				D. A	dd
		orange	grape	pineapple	
	 Desserts Soups 	moosambi	Apple	Mango	
Settings		Pomegranate	Pineapple	Grape	
L Users					
Product		Lemon		Рарауа	
P Inventory					
Accounts					
Printing					
Reports				Main Me	nu

Products

2.6.1 Product List

Main Menu >> Settings >> Products >> Product List



Product	ZKPos		Tuesday, July 1	8, 2017 3:38
Product List Department List	Products			,
Units	/	Р	roducts	
				C Add
	e Juice Biriyani	Name :	orange	
	Salad Snacks	Alas Name :	oran	
	+ Desserts	UPC Code :	12	
	# Soups	Department : Cost : Sales Price :	Juice	
			20	
			50	
🔅 Settings		Units :	Unit	•
& Users				
Product		Vendor :	SupplierA	
Inventory				
Accounts		Keyboard	Bave 🔓 Delete	e S Cancel
Printing				
Reports				Main Menu

2.6.1.1 Add Product

Main Menu >> Settings >> Click Products List

Click Add button

Enter Product Details

Click Save Product Button



2.6.1.2 Edit Product

Select Product from the Product list on Main Screen, now a Screen with selected Product details will be displayed

Edit the fields and click Update Product button

Note: A pop up confirm Message "Updated Successfully". And the updated product Displayed in the Product List

Product	ZKPas		Wednesda	y, July 19, 2017 🗕
Product List	Products			
Department List	/			
Units		P	roducts	
				D Add
	= Juice = Biriyani	Name :	Mango	
	= Salad			
	-Snacks	Alias Name :	Mango	
	= Desserts	Confirm Delete	×	
	-Soups	Ane you sure want to Delote ??	e	
		Yes	4e)0	
		Sales Price :	50.00	
Settings		Units :	Unit	
Users				
Product		Vendor :	SupplierA	~
D Inventory		-		
Accounts		Keyboard	🕒 Update 🗛 De	ale Windows letemin C. O Cancelo
Printing				te Windows
Reports				Main Menu

2.6.1.3 Delete Product

Select Product from the Product List on Main Screen, Now a screen with selected Product details will be displayed Click Delete button

Note: A pop up confirm message "Are u sure want to Delete" press **Yes** to Delete

reduct Induct List	ZKPa				Thu	irsday, July 27,	2017 5:40
voduct List Xepartment List	Depart	tment					×
ints				Departmen	ts		
							C, Add
	O Ju	lice					
	🟮 ria	ce	Juice	rice	Salad	Snacks	
	🟮 Sa	alad					
	🟮 Sr	nacks	Desserts	Soups			
	O D	esserts	Desserts	30005			
	🔕 So	oups					
G Settings							
Users							
Product							
Inventory							
Accounts							

2.6.2 Department List

Login Admin Can be created new Department According to perform various operations like he can Edit, Update and Delete the Department.

Settings >> Products >> Department List



Product	Saturday, July 22, 2017 10:17
Product List Department List	Department
Units	Departments
	C. Add
	Juice Name : name
	© rice
	Salad Alas Name alias name
	Snacks Sort Order : 7
	O Desserts
	Soups Button Style : Height 100 v DarkOrange v Font-Size 14 v
	Product Button Height 100 x YellowGroun v Font-Size 14 x
Settings	
St Users	- 2 8 2 8 5 2 8 2 8 2 8 8 10 10 10 10 10 10 10 10 10 10 10 10 10
Product	awestverop;
P Inventory	
Accounts	
Printing	ZKPas

2.6.2.1 Create a New Department

Main Menu >> Product >> Department List >> Add

Fill all required field in the Department page. No need to Add Department ID because this field can automatically set one after other. Then click on **Save** button.

Note: A Pop up confirm message "Department Created Successfully" or "Department Create Failed". **Note:** Department Created Successfully we can see the Department Record in Department List

Product	× ZKPos		Wednesd	lay, July 19, 2017	-
Product List Department List Units	Department				×
Units		Depar	tments		
				C1 Add	
	Juice				
	🟮 Biriyani	Juice	Biriyani	Salad	
	🟮 Salad	Error			
	Snacks		Desserts	Soups	
	Desserts	iplated SaccassFully	Desserts	Soups	
	Soups	OK			
Settings					
L Users					
Product					
Inventory					
Accounts					
Printing					
Reports				Main Men	-

2.6.2.2 Edit and Update Department

Select or **Click** respective department row from the department list the department details shows in the above boxes then admin can make changes.

Then click on the **Update** button. a confirm message "Updated Successfully".

Note: Press Cancel button for cancel current editing process.

Note: A pop up confirm message "Updated Successfully". And the

updated Department Record We can see Department list.

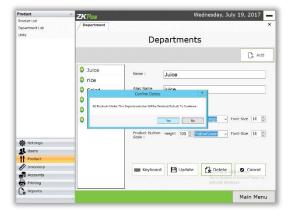
2.6.2.3 Delete Department

Select respective Department from the department list

Department Details will displayed

Then click **Delete** button

Note: A pop up Confirm Message "All Products Under this department will Deleted" press **Yes** for **Delete** button



Product - Product List	ZKPos		Inui	sday, July 20, 1	2017 10:11
Vepartment List	Units				>
Units			Units		
					C. Add
	Unit	unit	unit	unit	Unit
🖗 Settings	_				
2 Users					
Product					
P Inventory					
Accounts					
Printing					

Units

For Add Units

Settings >> Products >> Units >> Add

Button on unit main screen



Product «	ZKPos			Wedn	esday, July 1	19, 2017 💻
Product List Department List	/ Units					×
Units	1					
			U	nits		
						C‡ Add
		Unit ID	1002			
		Unit Nar	^{ne :} doze	n		
		Quantiti	e			
Settings						
L Users						
Product						
D Inventory		Keyboard	B Save	Delete	S Cancel	
Accounts						
Printing						
Reports						Main Menu

Units

100[.] Unit

1.00

Keyboard

🔓 Delete

S Cancel

ZKP

ednesday, July 19, 2017 🗕

C‡ Add

Main Menu

2.6.3.1 Add Units

Click on Add Button on Units Main Screen

Enter Units Details

Click Save Button

2.6.3.2 Edit / Update Units

Select Unit from the Units list on Main Screen, Now a screen with selected Unit details will be displayed Edit the fields and click **Update** Unit button

Product	ZKPos Wednesday, July 19,	2017 -
Product List	Units	×
Department List	/ ••••	
Units	Units	
		C‡ Add
	Unit ED : 1002 Confirm Detex All Predatils heavy This Unit Ris Debudd Cite St. The Centries Ves He	
🙀 Settings	N	
Users		
Product		
Product	📟 Keyboard 💾 Update 🔂 Delete 💊 Cancel	
Accounts	E Keyboard Update	
P Inventory	Acovate window	

2.6.3.3 Delete Units

Select Unit from the Units list on Main Screen, now a screen with selected Unit details will be displayed

Click Delete button

Account Name	Debit	Credit	Balance	
Sales			0.00	Account Details
Receivables	3120.00	3120.00	0.00	
Discount	0.00	3120.00	3120.00	
Rounding			0.00	🖶 Print
Cash	3120.00	0.00	-3120.00	
Credit Card			0.00	
Voucher			0.00	

3.Accounts

Main Menu >> Accounts

This Section Contains Summary of all the accounts managed in this POS Software which is only visible to Admin.

Simple accounts With Debit, Credit and balance are listed in the Main Screen.



		Account Deta	ils		
All		•	0	Back	
					i
Sales Transaction[]	Receivables	18-Jul-17 1:22 PM	250.00	0.00	
Payment Transaction	Receivables	18-Jul-17 1:22 PM	0.00	250.00	
Sales Transaction[]	Receivables	18-Jul-17 1:23 PM	610.00	0.00	
Payment Transaction	Receivables	18-Jul-17 1:23 PM	0.00	610.00	
Sales Transaction[]	Receivables	18-Jul-17 1:24 PM	520.00	0.00	
Payment Transaction	Receivables	18-Jul-17 1:24 PM	0.00	520.00	
Sales Transaction[]	Receivables	18-Jul-17 1:24 PM	350.00	0.00	
		Total Debit Total Credit			
Keyboard				Main Mer	nu

To **View Details** associated with each account, select an account and click on **Account Details** button

Accounts summary and transactions summary can be printed. To print, click on **Print** button

In account details form, you can filter Records by This Week, Last Week, Last Month and This Month.

You can print the current list by Print button

There are options to search transactions in Current Week, Current Month, Last Week, Last Month etc.

4.POS

This module is divided into three sections>Tickets section, Departments and Products section and Payment section.

Ticket Section has three Parts Tables, Customer search, Customer Tickets, Delivery

4.1 TICKETS SECTION

This section shows all tables with their names.



Different tickets that are available in this module are shown as Tabs

- [1] The above picture shows all the tables in the restaurant.
- [2] Shows the table that are free and does not have any invoices related to it.
- [3] Shows the tables that have invoices related to it.

ZKPos		Tuesday, July	18, 2017 4:36
All Tables	Customer Search	Customer Ticket	Delivery
Search		×	Select Customer
Name	Phone	Address	
ram	456178988888	ernakulam	
jo	994561236544	kottayam	Edit Customer
rin	995641236666	tvm	
			New Customer
			Account Details
~ ! @ # \$ % · 1 2 3 4 5	^ & • () - 6 7 8 9 0 -		Account Details
Commission Commission Commission Commission Commission Commission	6 7 8 9 0 - T Y U I O P {	Ins T Home	Account Details
Q W E R		} } 	Account Details
Q W E R Caps A S D F		ins T Home i Home i Enter Del ↓ End	Account Details
Q W E R Caps A S D F		ins T Home i Home i Enter Del ↓ End	Account Details

The picture above shows the list of customers who have account in the restaurant. In the box

- [4] Name, Address or Phone Number can be entered for searching.
- [5] Shows the list of customers already added button
- [6] Selects the highlighted customer button
- [7] Is used for edit customer details button
- [8] Is used for adding a new customer buttons
- [9] Shows account details.

[6], [7] and [9] will be disabled at first. After highlighting a customer, it will be enabled. After clicking buttons [6] or [7], the below screen will appear button.



After saving a New Customer, the newly added Customer can be selected directly with the "Select Customer" button.



(Pas		Wed	nesday, July 19, 2017
All Tables	Customer Search	Customer Ticket	Delivery
customer			
10			Admin

The picture above shows the customer tickets not yet paid or half paid. When clicked on the button with customer name, the screen is redirected to the products page with the customer selected products.

All Tables		Customer Search		Customer Ticket			Delivery
	Conf	irmed Orde	ers				
	Prio		D - 2 Price - 1100.00	D - 3 Price 720.00	D - Price - G		D - 10 Price - 450.00
Delivery Orders	Prio	D - 11 e - 460.00	D - 14 Price - 500.00	D - 15 Price - 230.00	D + 1 Price - 1	6 50.00	D - 17 Price - 350.00
onfirmed Orders	Price	D - 18 e - 390.00	D - 19 Price - 310.00	D - 4 Price - 560.00	D - Price - 7	7 50.00	D - 9 Price - 150.00
	Pric	D - 6 te - 50.00	D - 8 Price - 240.00	D - 12 Price - 360.00	D - 1 Price - 2	3 50.00	D - 20 Price - 250.00

The picture above shows the section used for delivery. The button above redirects to the products page.

4.2. DEPARTMENTS AND PRODUCT



The picture above shows the departments and products section Button



[10] Shows the Departments

[11] Shows the products associated with the selected Department.

[12] Shows the Quantity of the Product

[13] Shows the product

[14] Shows the total price of the product selected by the customer.

[15] Is used for selecting more than one quantity or changing price of a particular product shown in the next picture.

Select Table button is used for selecting a table in case table is not selected. If the table is already selected the button name will change to Change Table. Select Customer button is used for selecting a customer. This buttons name will also change to Change Customer if already selected. Add Ticket button is used for adding an extra ticket for a particular customer. Return button is used for returning one or more items.

4	# 3Table :T10 Customer: customer Status: Unpaid		^				
	1 grape	50.00		grape		Apple	
	1 grape	50.00					
	1 grape	50.00		Pomegranate			
Vold	1 grape	50.00			_		
	1 grape	50.00		Grape		Lemon	
Cancel	1 Pomegranate	70.00				- Control -	
	1 Pomegranate	70.00					
	1 Pomegranate	70.00		Orange		Рарауа	
	1 Grape	60.00				×	
	1 Grape	60.00		1	2	3	
	1 Grape	60.00			<u></u>		
	1 Orange	60.00		1	5	6	
	Balance	700.00	Soups	7	8	9	
	Settle	Close	~		0	<	
Keyboa					Admin	Main Menu	

Button **plus sign** (+) is used for increasing quantity and button **minus sign** (>) is used for decreasing quantity of a particular product. Button **cancel** is used for canceling a product. **Settle** button moves to the payment section. **Close** button moves to the tables section.

				Tuesday	/, July 18, 2	017 5:04
# 12	Tota	I		74	0.00	
200.00	Char	aed				Cash
200.00		5				
150.00	1				All	
50.00		1	2			Credit Card
140.00	5				1	
	10	4	56		nair	Voucher
740.00	20				1/n	voucher
	50	7	8	9	Balance	Customer
740.00	50					Account
0.00			0	×	740.00	
0.00	100					
0						X Close
740.00	Discour	nt %	Round		Print Bill	
	200.00 200.00 150.00 50.00 140.00 740.00 740.00 0.00 0.00	200.00 200.00 150.00 140.00 5 740.00 20 740.00 5 5 10 5 5 10 5 5 10 5 5 10 5 5 10 5 5 10 5 5 10 5 5 10 5 5 10 5 5 10 5 5 10 5 5 5 10 5 5 5 5	200.00 200.00 150.00 140.00 740.00 0.00 0.00 0 0 0 0 0 0 0 0 0 0 0 0	200.00 Charged 200.00 1 1 2 50.00 1 1 2 50.00 5 4 5 10 4 5 740.00 50 7 8 740.00 50 - 0 0 0 - 0	200.00 200.00 150.00 Charged 11 1 2 3 10 4 5 6 740.00 20 7 8 9 740.00 50 - 0 ×	200.00 Charged 200.00 1 1 2 3 All 150.00 1 1 2 3 All 50.00 1 1 2 3 All 10 4 5 6 half 10 20 7 8 9 Balance 740.00 50 - 0 X 740.00

4.3. PAYMENT SECTION

This picture shows the payment section. The buttons with numbers are used for selecting a particular amount. All button selects the Total amount shown above. Discount button is used for giving a particular discount to a customer. Round is for rounding off some amount from the Ticket total or Subtotal. The amount displayed in Charged is taken as percentage and discounted amount is shown as Discount.

DISCOUNT AND ROUND for adding discount or rounding a particular amount from the payment bill. The discount is calculated in percentage and the discounted amount is shown. CASH, CREDIT AND VOUCHER these are the deferent types of payment. Cash payment is used when the customer pays the bill in cash. These three payments can also be used at the same in any order



Table :T2 Customer:ram	# 12	Tota	I		22	5.00	
4 Chicken Pakora	200.00	Char	aed		2	225.00	Cash
4 Fruits	200.00		9				
3 Gulab Jamun	150.00	1				All	
1 Kulfi	50.00		1	2		A.	Credit Card
2 Tomato	140.00	5					
		-				half	
		10	4	5			
		10				1/n	Voucher
Ecket Total	740.00	20				1/11	
Discount %	(25.00)	20	7	8			0
Sub Total	715.00					Balance	Customer
Round Grand Total	715.00	50					Account
Payment Total	490.00			o	×		
		100		U	^	250.00	
Fendered Amount Balance :	490.00						X Close
Change Total :	225.00	Discour	nt %	Round	-	Print Bill	

Tendered Amount is the amount the customer gives to the cashier. Change Total is the amount that the cashier has to give back. Payment total is used when the customer pays the bill in cash. Credit payment is used when the customer pays the bill using his credit card. Voucher is used when the customer uses a Voucher that he/she has got from another shop. Print bill is used for printing the bill. Close button redirects to the tables section if the payment is done otherwise it redirects to the department and products page.

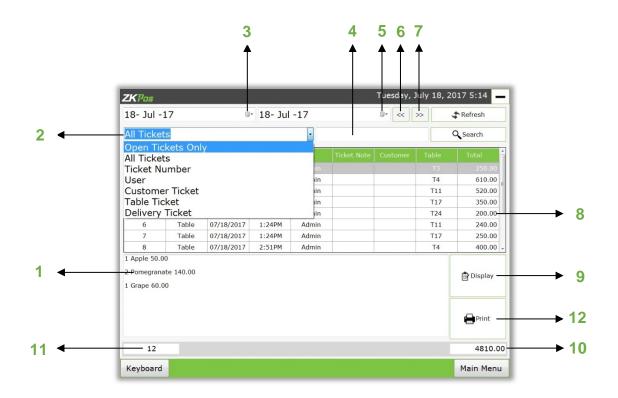
5 Tickets

Tickets indicate invoice

Ticket contain current day unpaid invoices and all other paid invoices listed [8] between From Date [3] and To Date [5] dates and selected option [2]

To select a tickets its correspondent ordered items listed below [1] and it contain an '**Display'** button [9] to shows the correspondent invoice bill in POS form to edit or view invoice items based on 'Day' concepts

Button Print [12] indicate to print the correspondent invoice





The Tickets will be shows under the conditions

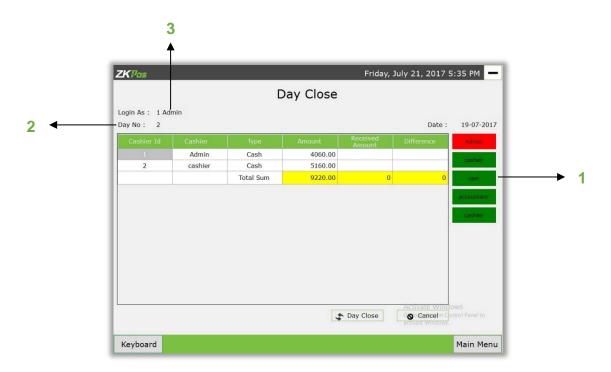
- [2] Selected by the Admin/User and also search a specified invoice under search text
- [4] With its invoice no (if select User/Customer/table/delivery)
- [2] Search by Name the above two buttons
- [6], [7] is an option to change the dates previous or next, the text box
- [11] Contain total count of tickets listed and box
- [10] Contain total amount of listed tickets

6 Day close

Close the current day sales , The total paid invoice amount of each Cashier will displayed on grid grouped under TYPE value (Cash/Customer Name), Admin check the billed and received amount of each and close the Day.

To display opened Cashier accounts in red color in right side of the form.

To display all cashiers/Users [1] and if any Cashier accounts currently open state it will be in **red** color in right side of the form.



The [2] indicate current **Day No** and the correspondent login user name will show on the top [3]



7					Saturday	, July 22, 201	7 10:47
			0	Day Close			
: 1 Adr 2	nin					Date :	19-07-2017
					Received Amount	Difference	Admin
			Cash	4060.00	3000		cashier
1	2	3	Cash	5160.00	0	0	
4	5	6	otal Sum	9220.00	0	0	ram accountant
7	8	9					cashier
÷	0	Ð					
			_				
				4	Day Close	Cancel	
d							Main Menu

The Admin can enter correspondent received amount of each cashier row [1] and check the difference the above keypad is used to enter amount.

The Day Closing is an important part of the POS Software if a day close, then all POS menu become a new one mode.

	ZKPa	-				Wednes	day, Ju	ly 19, 2017	-
Category Reports	Categ		1						×
Delivery Reports	/								
Work Period Reports				Cato	aon Wi	co Dono	-		
Item Sales Reports				Cale	yory wi	se Repo	i L		
Account Transaction Reports								nint Option	
Inventory Transaction	From	Date	7/19	W2017 II+	To Date	7/19/2017	3- P	ant Option	
Inventory Reports					-	- 10-	_	O Big Print	
Cost Reports	Cate	agory	Juice	y y	E View	* Refres	h	Small Print	
Cost Reports									
	Print Date	&Time:7/	19/2017 5	25:30 PM					
	Date:19-0 Category: Category	7-2017 Price	Quantity	Total					
	Date:19-0 Category: Category Apple	7-2017 Price 50.00	Quantity 52	Total 2 2530.00					-
	Date: 19-0 Category: Category Apple Category	7-2017 Price 50.00 Price	Quantity 52 Quantity	Total 2 2530.00 Total					
	Date:19-0 Category: Category Apple Category Grape	7-2017 Price 50.00 Price 60.00	Quantity 52 Quantity 4	Total 2 2530.00 Total 240.00					
	Date: 19-0 Category: Category Apple Category	7-2017 Price 50.00 Price 60.00	Quantity 57 Quantity 4 Quantity	Total 2 2530.00 Total 4 240.00 Total					
	Date:19-0 Category: Category Apple Category Grape Category	7-2017 Price 50.00 Price 00.00 Price 10.00	Quantity 57 Quantity 4 Quantity	Total 2 2530.00 Total 4 240.00 Total 2 20.00					
	Date:19-0 Category: Category Apple Category Grape Category Lemon	7-2017 Price 50.00 Price 00.00 Price 10.00	Quantity 52 Quantity 4 Quantity 2 Quantity	Total 2 2530.00 Tonal 4 240.00 Total 2 20.00 Total					
	Date:19-0 Category: Category Apple Category Grape Category Lemon Category Mango Category	7-2017 Price 50.00 Price 60.00 Price 10.00 Price 50.00 Price	Quantity 52 Quantity 4 Quantity 2 Quantity 4 Quantity	Total 2 2510 10 Total 2 20 10 Total 2 20 10 Total 2 20 00 Total 2 20 00 Total					
	Date:19-0 Category: Category Apple Category Category Lemon Category Mangs Category Pineapple	7-2017 Price 50.00 Price 10.00 Price 50.00 Price 30.00	Quantity 52 Quantity 4 Quantity 2 Quantity 4 Quantity 1	Total 2 2530.00 Total 2 240.00 Total 2 20.00 Total 4 230.00 Total 3 30.00					
Reports	Date:19-0 Category: Category Apple Category Grape Category Lemon Category Mango Category	7-2017 Price 50.00 Price 10.00 Price 50.00 Price 30.00	Quantity 52 Quantity 4 Quantity 2 Quantity 4 Quantity	Total 2 2530.00 Total 2 240.00 Total 2 20.00 Total 4 230.00 Total 3 30.00					

7. Reports

7.1 Category Report

Main Menu >> Reports >> Category Reports

This report shows category wise details

- Two type of printing option include in this report one Small Print and Big print
- Select From date and to date and select category from dropdown list then select any print option.
- Click on the View button.

Reports «	ZKPos				Tuesday, July	18, 2017 5:29	_
Category Reports	Delivery						×
Delivery Reports	Delivery						^
Work Period Reports			D	elivery F	enorts		
Item Sales Reports			0	envery i	reports		
Account Transaction Reports	From Da	to 19	Jul -17 D*	To Date	18Jul -17 3*	Print Option	
Inventory Transaction	THOM D	ive in-	5u-17 19-	to bate	10-301-17		
Inventory Reports				E View	* Refresh	Big Print	
Cost Reports				Lancin	s recircan	Small Print	
	H 4 2	of 1 ▷ ▷	• • • •	🛙 Ro 🗐 • 100%	• En	d Not	
		ompany nan	10				-
							- 18
	Met	ics Delivery P	Report				- 18
	Print Date 8	Time:18 Jul-1	7 5:29.02 PM				- 18
	De	ivery Ticket (Count				
	Date:	18-07-2017					=
	Ticket:	Delvery					
	Ticket Type	Ticket	Total				
		Count	840.00				
	Dalvery		840.00				
	Tottal Amou	int:	840.00				
	Total Pario						

7.2 Delivery Report

Main menu >> Reports >> Delivery Reports

This report shows Delivery details

- Two type of Printing option include in this report one Small Print and Big print
- Select From date and To date and then select any print option.
- Click on the View button.



Reports «	ZKPas			Tuesday, July	18, 2017 5:32 💻
Category Reports	/ Work Period				×
Delivery Reports	Work Period				· ·
Work Period Reports Item Sales Reports		Wo	rk Perioc	Reports	
Account Transaction Reports Inventory Transaction	From Date	18- Jul -17 🛛 🖓 🖉	To Date	18- Jul -17 💷 *	Print Option
Inventory Reports Cost Reports			View	Crefresh 2	 Big Print Small Print
	1 of 1	⊢ H + ⊗ © ⊕ E	1 Al M.+ 100%	- En	d Net
		Period Report ne:18Jul-17 6:32:15 PM			
	Print Date & Tin	ne:18Jul 17 6:32:15 PM Sales			
	Print Date & Tin Tickets	ne:18 Jul 17 6:32:15 PM Sales 2420.00			
	Print Date & Tin	ne:18Jul 17 6:32:15 PM Sales			
	Print Date & Tin Tickets Grand Total	ne:18 Jul 17 6:32:15 PM Sales 2420.00			•
	Print Date & Tin Tickets Grand Total Total:	ne:18 Jul 17 6:32:15 PM Saleu 2420.00 2420.00 hyperent 2420.00			
	Print Date & Tin Tickets Grand Total Total: Ticl	ne:18 Jul 17 6:32:15 PM Sales 2420:60 2420:60 2420:00 het Details			
	Print Date & Tin Tickets Grand Total P Total: Ticl Date:18 Jul-17 11	ne:18 Jul 17 6:32:15 PM Sales 2420:60 2420:60 2420:00 het Details			
	Print Date & Tin Tickets Grand Total Total: Ticl	ne:18 Jul 17 6:32:15 PM Sales 2420:60 2420:60 2420:00 het Details			

7.3 Work Period Report

Main Menu >> Reports >> Work Period Report

This report shows Work period details

- Two type of Printing option include in this report one Small Print and Big print
- Select From date and End date then select any print option.
- Click on the View button.

Reports ZC #200 Tuesday, July 18, 2017 6100 Category Reports Image: Second Processing Seco

Reports	ZKPos			Tuesday, Jul	y 18, 2017 5:57
Category Reports	Account				×
Delivery Reports	Transaction				^
Work Period Reports		A	T		
Item Sales Reports		Account	Transad	ction Repo	orts
Account Transaction Reports					Print Option
Inventory Transaction	From Date	18- Jul -17 🛛 🕬 *	To Date	18- Jul -17 🛛	Print Option
Inventory Reports					O Big Print
Cost Reports			E View	Cresh & Refresh	Small Print
	N 4 1 ef 1 b	H + 0 0 0 0	The late of the la	•	End Net
	N N 1 01 P	N 1 + (0 (0) (0) (0)	1 20 20 1 100%		ring i higis
	Compa	ny name			
	Account Trans	saction Reports			
	Print Date & Time	18-Jul-17 5.57.17 PM			
		18-Jul-17 5.57.17 PM			
	Inc. Date:18-07-2017	18-Jul-17 5.57.17 PM			
	Inc. Date:18-07-2017	:18Jul-17 5.57.17 PM			
	Date:18-07-2017 Sale I	18-Jul-17 5.57.17 PM omes ncomes			
	Inco Date:18-07-2017 Sale I Payment Type	18-Jul-17 5.57.17 PM omes ncomes Total			
	Ince Date:18-07-2017 Sale I Payment Type Cash	18-Jul-17 5.57.17 PM ormos ncomes Total 6655.00			
	Inco Date:18-07-2017 Sale It Payment Type Cash Credit Card	18 Jul-17 5.57.17 PM onnes ncomes Total 6655.00 50.00			
	Inco Date:1847-2017 Sale & Payment Type Cash Credit Card Voucher Total:	18-Jul-17 5.57.17 PM momes Total 6655.00 70.00 6775.00			
	Incc Date:18-07-2017 Sale Is Paymant Type Cash Credit Cand Voucher Total Inccen	18 Jul 17 5 57.17 PM ormes Total 6665.00 50.00 70.00 6775.00 we Total			
	Inco Date:1847-2017 Sale & Payment Type Cash Credit Card Voucher Total:	18-Jul-17 5.57.17 PM momes Total 6655.00 70.00 6775.00			

Reports «	ZKP						Tuesday, Ju	ly 18, 2017 6:09	_
Category Reports		ntory							×
Delivery Reports	/	incon y							
Work Period Reports				Inv	onton	Tranca	ction Re	norte	
Item Sales Reports				liiv	entor	y mansa	ICCIOIT RE	ports	
Account Transaction Reports								Print Option	
Inventory Transaction									
Inventory Reports								Big Print	
Cost Reports						View	Creater Refresh	Small Print	
	N 4 3	of	1 -	e 1	0 0 A E	R R. 100%		Find Not	-
			mpens	name					
				tion Re					
					ports 5.09.36 PM				=
		Date &T	lime.18		5.09.36 PM				
		Date &T	lime.18	Jul-17 6	5.09.36 PM				
		Date &T Sto	lime.18 ck Tran	Jul-17 6 section	5.09.36 PM				
	Print	Date &T Sto Recev	fime.18 ck Tran Spoil	Jul-17 6 section	Balance				
	Print Item	Date &T Sto Recev	inne.18 ck Tran Spoil age 0	sales	Balance				
	Print Item Apple Beef	Date &T Sto Recev ing 0 0	Ck Tran Spoil age 0	sales	Balance				
	Print Item Apple	Date &T Sto Recev ing 0 0	Ck Tran Spoil age 0	sales	Balance				#
	Print Item Apple Beef Chicke n Chicke	Date &T Sto Recev ing 0 0	lime.18 ck Tran Spoil age 0 0 0	sales	Balance -36 0				#
	Print Item Apple Bael Chicks n Chicks	Date &T Sto Recev ing 0 0	lime.18 ck Tran Spoil age 0 0 0	sales	Balance -36 0				
Reports	Print Item Apple Beef Chicke n Chicke	Date &T Sto Recev ing 0 0	Spoil age	sales	Balance -36 0				

7.4 Item sale reports

Main Menu >> Reports >> Item Sale Report

This report shows Item sale details

- Two type of Printing option include in this report one Small Print and Big print
- Select From date and To date and then select any print option
- Select click on the View button.

7.5 Account Transaction Report

Menu >> Reports >> Account Transaction Report

This report shows account transaction details

- Two type of Printing option include in this report one Small Print and Big print
- Select From date and to date and then select any print option.
- Click on the View button.

7.6 Inventory Transaction Report

Menu >> Reports >> Inventory Transaction Report

This report shows Inventory Transaction details

- Two type of Printing option include in this report Small Print and Big print
- Select any one of the print option then click on the **View** button.



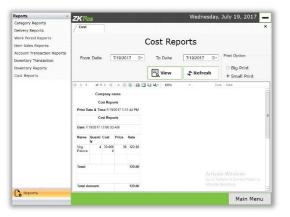
Reports «	ZKPos					Tuesday	, July	18, 2017 6:12
Category Reports	and the owner where the party of the local division of the local d							*
Delivery Reports	Invento	ory						· · · · · · · · · · · · · · · · · · ·
Work Period Reports				Ten		Demert	_	
Item Sales Reports				1111	rentory	Report	5	
Account Transaction Reports								Print Option
Inventory Transaction								
Inventory Reports								Big Print
Cost Reports					View	C Refre	esh	Small Print
	Print De	Company Stock R ne & Time:	oports		Qui Alije 100%			d Nest
	PM	Company Stock R Inte & Timec Sto	oports 18-Jul-17 6 ck	12.35	i 42 mij- 100%			
		Company Stock R Inte & Timec Sto	oports 18-Jul-17 6 ck Balance	12.35	4 1 m € - 100%			
	PM	Company Stock R Inte & Timec Sto	oports 18-Jul-17 6 ck Balance	i 12:35 ItemCod e UP1	4 2 ₩ 5 - 100%	-		
	PM Item	Company Stock R nte & Time: Sto Cost I	y name eports 18-Jul-17 6 ck Balance	12:35 ItemCod	i 40 mۥ 100%	-		
	PM Nem Apple Chickan Pakora Fauto	Company Stock R ane & Time: Sto Cost 1 40 40 50	y name oports 18-Jul-17 6 ck Balance -36	ItemCod e UP1 CP FS	41 m[• 100%			
	PM Item Apple Chicken Pakora Finits Grape	Company Stock R ane & Time: Sto Cost 1 40 40 50 50	eports 18-Jul-17 6 ck Balance -36 -15 -30 -4	ItemCod e UP1 CP FS UP5	41 m[• 100%			
	PM Nem Apple Chickan Pakora Fauto	Company Stock R ane & Time: Sto Cost 1 40 40 50	eports 18-Jul-17 6 ck Balance -38 -15 -30	ItemCod e UP1 CP FS	i 41 mi [*] 100%			
	PM Item Apple Chicken Pakora Fruits Grape Gulab	Company Stock R ane & Time: Sto Cost 1 40 40 50 50	eports 18-Jul-17 6 ck Balance -36 -15 -30 -4	ItemCod e UP1 CP FS UP5	μμ μ _μ − 100%			

7.7 Inventory Report

Menu >> Reports >> Inventory Report

This report shows Inventory details

- Two type of Printing option include in this report one Small Print and Big print
- Select any one of the print option then click on the **View** button.



7.8 Cost Report

Menu >> Reports >> Cost Report

This report shows Cost details

- Two type of Printing option include in this report Small Print and Big print
- Select From date and To date and then select any print option.
- Select any one of the print option then click on the **View** button.

ZK Pas		24 July 2017 10:28 AM 💻
Work Period	POS	Ticket
ی Accounts	2 Day Close	ZK Store
Reports	Settings	LogOut
Keyboard		Admin Main Menu

8 Log Out

Main Menu >> Logout

End the current Work period of User's and closes User's Current session from POS Software.