# USERMANUAL

ZKPOS RESTAURANT BACKOFFICE

Date: 01-02 2020

Software Version: 2.5.1

GET STARTED

Every retailer has to constantly face the complexities of handling wide range of product mix. So every retailer needs a complete and efficient interface to manage the day to day business in the shop. ZKPOS RESTAURANT BACKOFFICE is a complete solution for your business needs. Now let us start exploring ZKPOS RESTAURANT SOFTWARE BACK OFFICE.
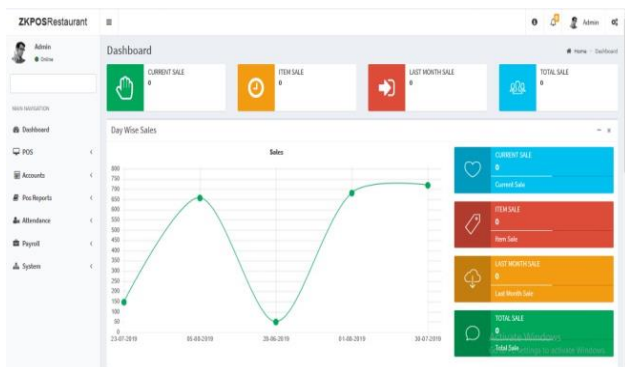
STEP 1 - LOGIN TO ZKPOS RESTAURANT BO
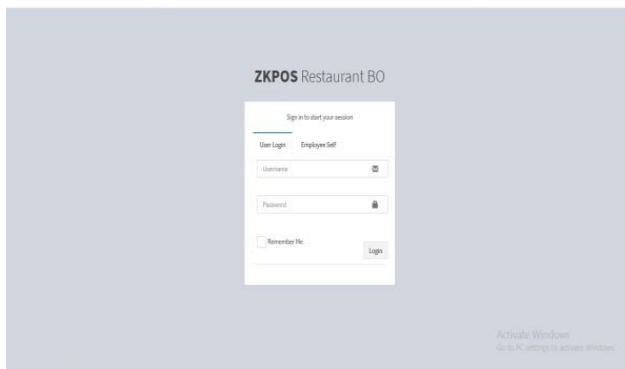
1. Open **ZKPOS Restaurant BO**.

2. Type **USERNAME** and **PASSWORD**.

3. Click **LOGIN** button.

STEP 2 –DASHBOARD

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

STEP 3 – POS

STEP 3.1 – SETTINGS

Now, go to settings menu and click on the utilities for enabling the ZKPOS Restaurant features.

STEP 3.1.1 - UTILITIES

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

You need to login as **ADMIN** to view/access **UTILITIES**.
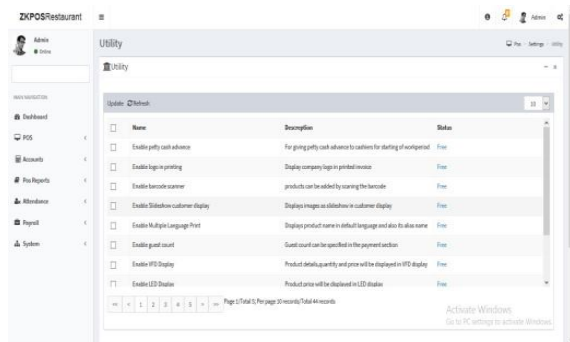
1. Go to **POS** and then **SETTINGS**.

2. Click on **UTILITY** from the setting options.

Now let's learn each utility one by one.

1. *ENABLE PETTY CASH ADVANCE*: For giving petty cash advance to cashiers to start a work period.

2. *ENABLE LOGO IN PRINTING*: Display company logo in printed invoice.

3. *ENABLE BARCODE SCANNER*: products can be added by scanning the barcode

4. *ENABLE SLIDE SHOW CUSTOMER DISPLAY*: Displays images as slideshow in customer display.

5. *ENABLE MULTIPLE LANGUAGE PRINT*: Displays product name in default language and also its alias name.

6. *ENABLE GUEST COUNT*: Guest count can be specified in the payment section.

7. *ENABLE VFD DISPLAY*: Product details, quantity and price will be displayed in VFD display.

8. *ENABLE LED DISPLAY*: Product price will be displayed in LED display.

9. *ENABLE MULTI-CURRENCY PAYMENT*: Choose Multi currency payment, Update exchange rate in settings.

10. *ENABLE SIMPLE PRINT*: Enable print style simple, else detailed print.

11. *ENABLE BIG PRINT*: Invoice will be printed in big size.

12. *ENABLE COMBO/SUB PRODUCTS*: Sub products or Combo products can be created.

13. *ENABLE FINGERPRINT LOGIN*: Registered users can login using their fingerprint.

14. *ENABLE INGREDIENT*: Enable Ingredients.

15. *ENABLE KITCHEN PRINT*: Allow Kitchen Manager to print orders.

16. *ENABLE ORDER PRINT*: Print order invoice to kitchen.

17. *ENABLE GIFT AND POINTS*: Items can be given as a gift.

18. *MENU FILTER:* Menu Filter.

19. *ENABLE MINUS STOCK*: Sale product without stock.

20. *ENABLE INDIAN GST PRINT*: Invoice bill with GST tax.

21. *ENABLE CUSTOMER ACCOUNT AUTHENTICATION*: Customer Card Authentication on Each Customer Account Payment.

22. *ENABLE AUTO ROUNDOFF*: Enable Auto Round Off.

23. *SPECIAL CHARGES*: Special charges.

24. *ENABLE TABLE SEAT*: Enable Table Seats.

25. *ENABLE TEMPORARY BILL*: Print Temporary Invoice Bill.

26. *EDIT PRODUCT*: Edit Product.

27. *ENABLE SERVER DATA SYNC:* Daily sales data will be send to server.

28. *ENABLE ANDROID:* Enable Android.

29. *ENABLE 58MM PRINT:* Enable 58mm print.

30. *ENABLE SCHEDULED EMAIL*: Reports will be send via Email automatically.

31. *ENABLE ENDWORK PERIOD EMAIL:* Email will be send on end of work period.

32. *ENABLE NOTIFICATIONS:* Notifications will be shown on scheduled time.

33. *ENABLE AUTO PRINT*: Automatic print after payment.

34. *ENABLE INBUILT FINGERPRINT LOGIN*: Inbuilt Fingerprint Login.

35. *ENABLE ON SCREEN KEYBOARD*: Enable onscreen keyboard.

36. *ENABLE AUTO BACKUP*: Enable Auto Backup.

37. *ENABLE INCLUSIVE TAX CALCULATION:* Enable Inclusive tax calculation.

38. ENABLE DAYCLOSE EMAIL: Email will be send on Day close.

39. *ENABLE BAR:* To enable the beverages option.

40*. ENABLE GRATUITY:* To enable the tip option to food servers.

41*. ENABLE ANDROID REPORT APP:* To enable android report app.

42*. ENABLE BACK OFFICE:* To enable ZKPOS restaurant back office.

43. *ENABLE INCLUSIVE CALCULATE TAX ON ROUNDING:* Tax will be calculated inclusive for

the amount rounding.

44*. ENABLE ROUDING TAX CALCULATION:* Tax will be calculated for the amount after rounding*.*

45. **ENABLE REPORT:** This feature enables to view the reports.

46*.* **ENABLE MENU FILTER:** This feature is used to enable the menu filter option.

STEP 3.2.1 – COMPANY DETAILS

Creating a company is one of the basic activity you need to follow in the restaurant POS. Here add the company details of your company for further Point of Sale functioning. Go to settings, then click store option. You can view the company details like **Name**, **Branch**, **Address**, **Company Logo**, **Tax**, **Currency** etc., can be saved.
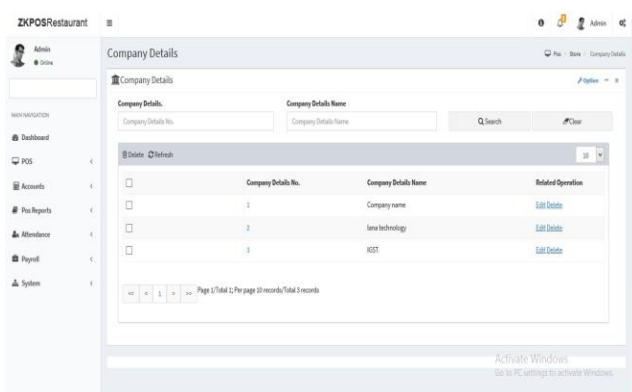
1. Go to **STORE**.

2. Click on **COMPANY DETAILS**.

3. To add a new Company details click on the **ADD** button.
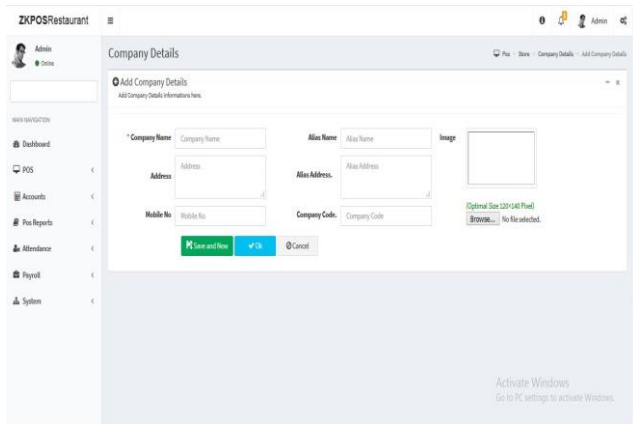
4. Enter company details in the appropriate fields.

5. Click on the Ok button to save Company details or click on the Save and New option to add new membership details.
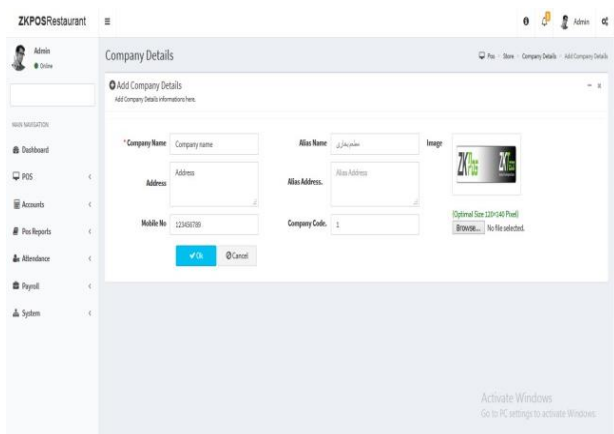
EDIT / DELETE A COMPANY DETAILS

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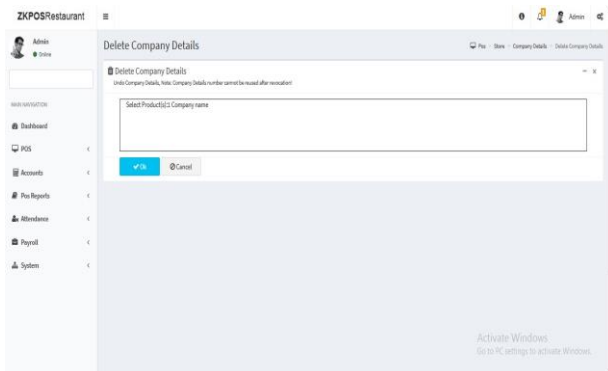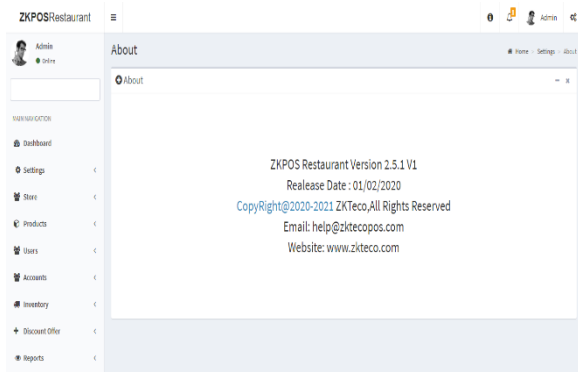

1. Go to **STORE**.

2. Click Company details from the menu options.

3. You can see the saved Companies as shown above. Click on the Company that you want to delete and click OK button.

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

STEP 3.1.2 - ABOUT SOFTWARE

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

STEP 3.1.3 - BACKUP DATA

It is better to keep a backup copy of the important data somewhere else in the system. So you have an option to do the same.
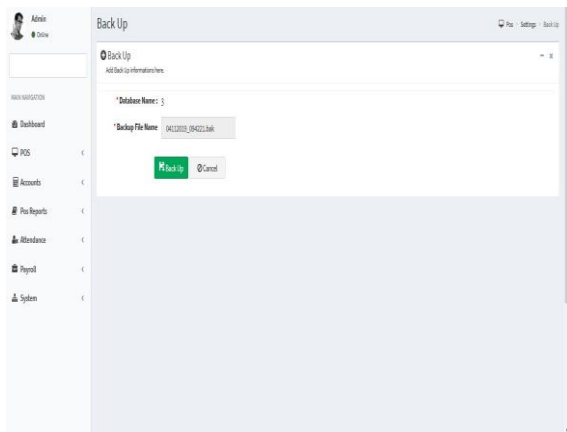
1. Go to POS and then to **SETTINGS**.

2. From the **MENU OPTIONS**, click **BACKUP**.

DATABASE NAME will be there by default.

3. You can browse and select the location to store your backup file.

4. Enter the backup file name.

5. Click **BACKUP** button to back up or **CANCEL** to cancel the operation.

STEP 3.1.4 - 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.
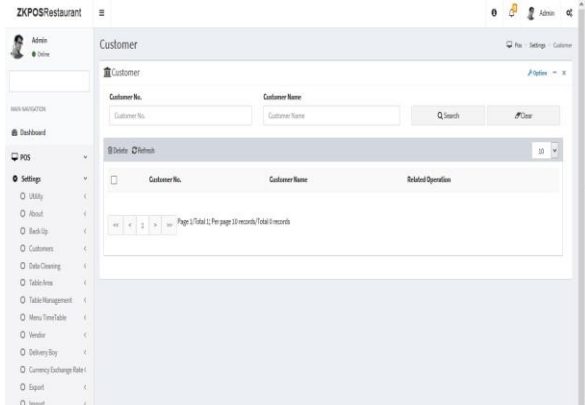
1. Go to **POS** and then to **SETTINGS**.

2. Click on **CUSTOMER.**

3. To add a new customer click on the **ADD** Button in option link.
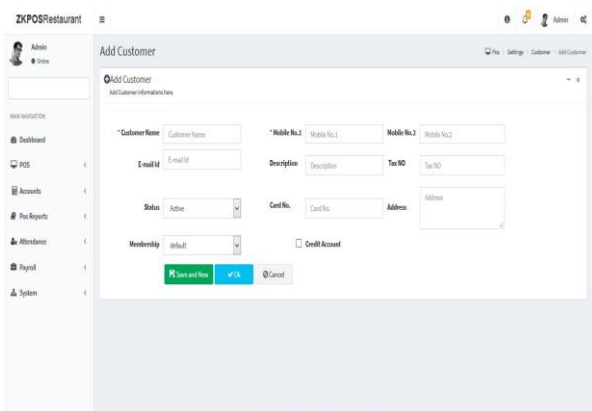
1. Enter basic customer details in the appropriate fields including customer name, phone numbers, email id, status and finally the address of the customer.

2. Enter card number, GSTIN Number.

3. Save the details by clicking on the SAVE button.

In this section SEARCH facility is there.
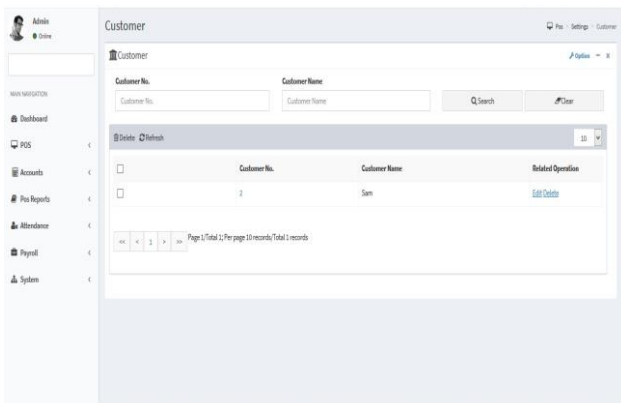
1. Go to POS and then to SETTINGS menu.

2. Click CUSTOMER.

3. To search a customer a search field is there.

EDIT /DELETE A CUSTOMER

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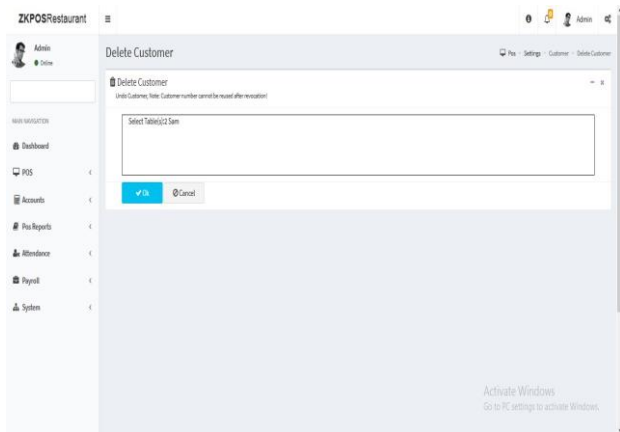

1. Go to **POS** and then to **SETTINGS**.

2. Click **CUSTOMER** from the menu options.

3. You can see the saved customers as shown above.

4. Click on the Customer that you want to delete.
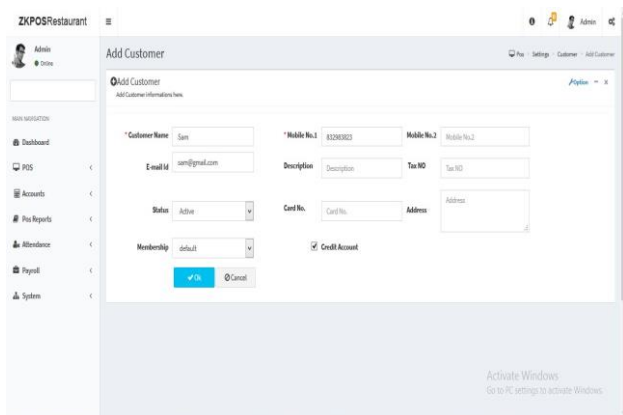
1. If you want to edit the customer details, then make necessary changes and click **UPDATE** button.

2. Otherwise click **DELETE** button and **YES** in the confirmation popup.

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

STEP 3.1.6– TABLE AREA

As you have seen earlier, each table is placed in particular area. There will be 3 tables by default. But you can Add, Edit or Delete table area based on your requirements. Let's see how it is maintained.
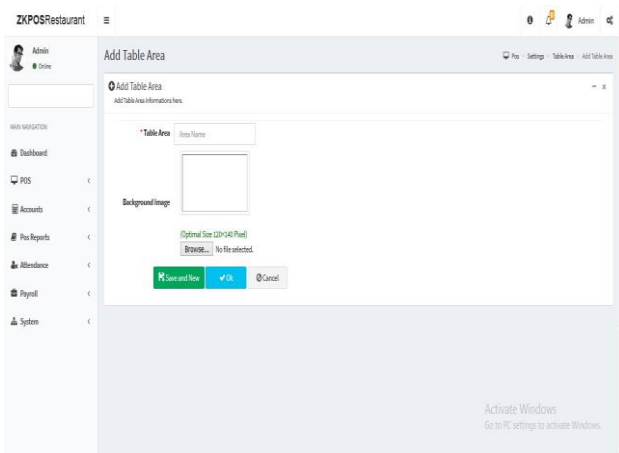
1. Go to **POS** and then to **SETTINGS**.

2. Click on **TABLEAREA**.

3. To add a new **TABLE AREA** click on the **ADD** button.

4. Enter Table Area.

5. Choose Background image.

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

In this section **SEARCH** facility is there.
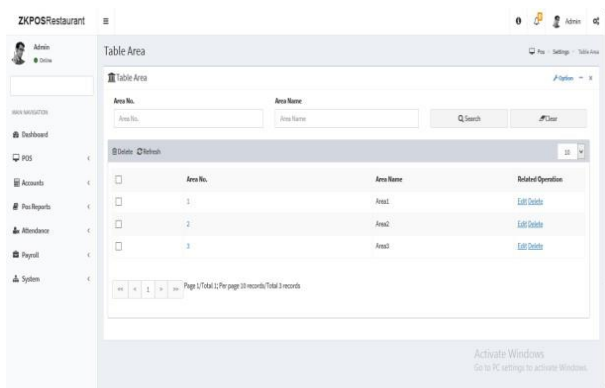
1. Go to **SETTINGS** menu.

2. Click **TABLE AREA**.

3. To search a Table Area a search field is there.

EDIT/DELETE TABLE AREA

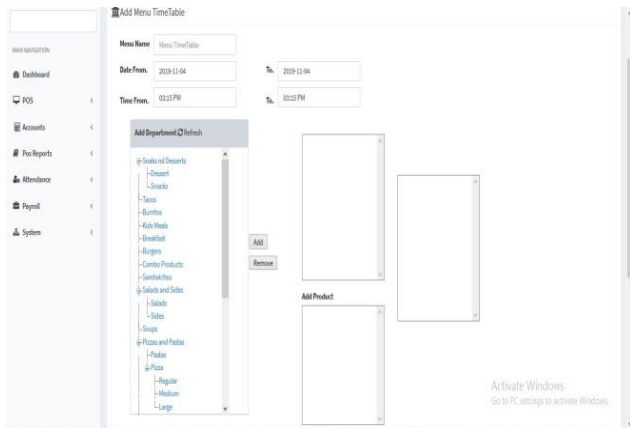If you want to delete a saved area, you may follow the steps below.
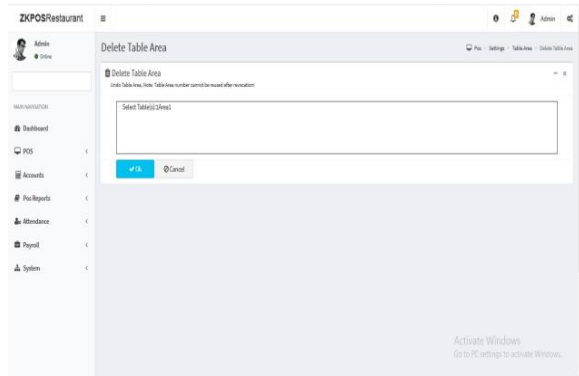
1. Go to **SETTINGS**.

2. Click **TABLE AREA** from the menu options.

3. You can see the saved area as shown above.

Click on the Table Area that you want to delete.
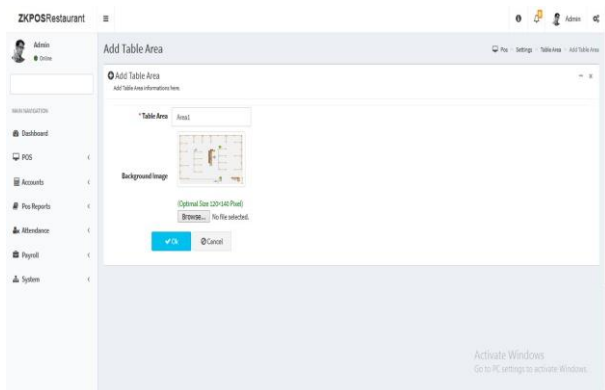
If you want to edit the Table Area, then make necessary changes and click OK button.
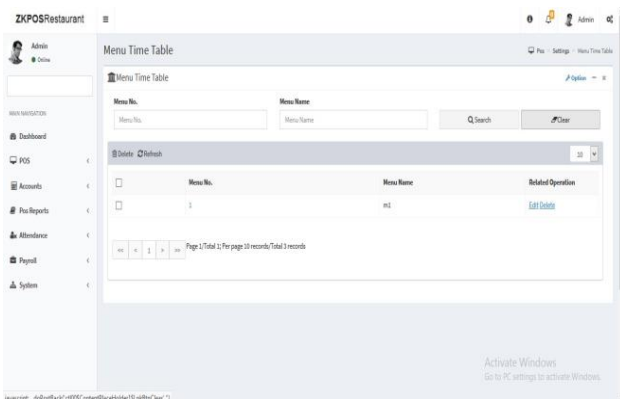
STEP 3.1.7– TABLE MANAGEMENT

Add all the tables in your restaurant into ZKPOS so that you can keep track of orders in different tables. For instance suppose your restaurant contain 34 tables. If you name each table like TABLE1, TABLE2 etc. and save other details like table area and number of seats then you can handle the orders more efficiently.
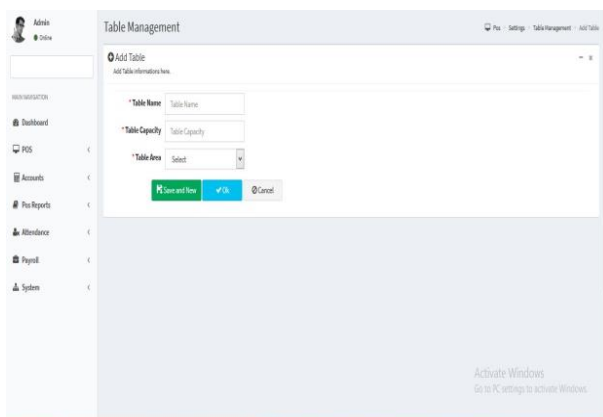
1. Go to **POS** and then to **SETTINGS**.

2. Click on **TABLE MANAGEMENT**.

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

4. Enter Table Name, Table Capacity, and Table Area.

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

In this section SEARCH facility is there.
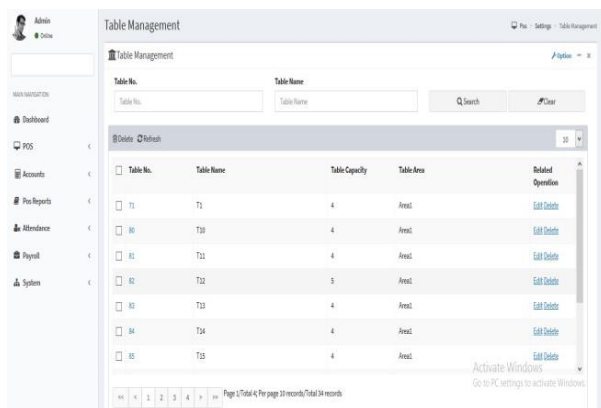
1. Go to **SETTINGS** menu.

2. Click **TABLE MANAGEMENT**.

3. To search a Table Management a search field is there.

EDIT/DELETE TABLE MANAGEMENT

If you want to delete a saved area, you may follow the steps below.
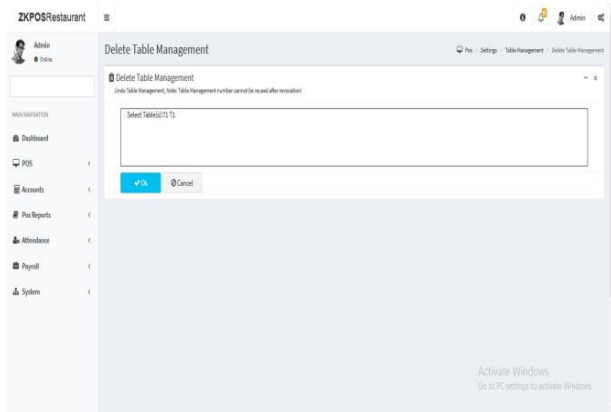
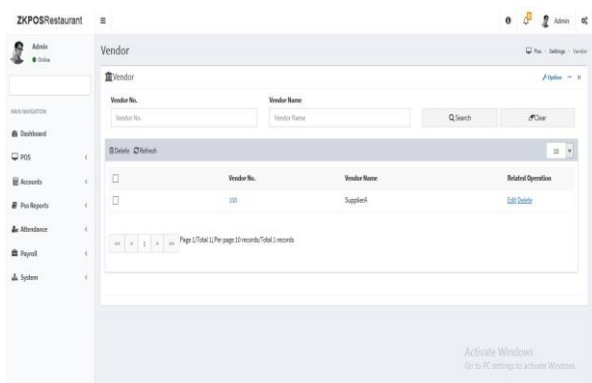1. Go to **POS** and then to **SETTINGS**.

2. Click **TABLE MANAGEMENT** from the menu options.

3. You can see the saved table as shown above.

Click on the table that you want to delete.
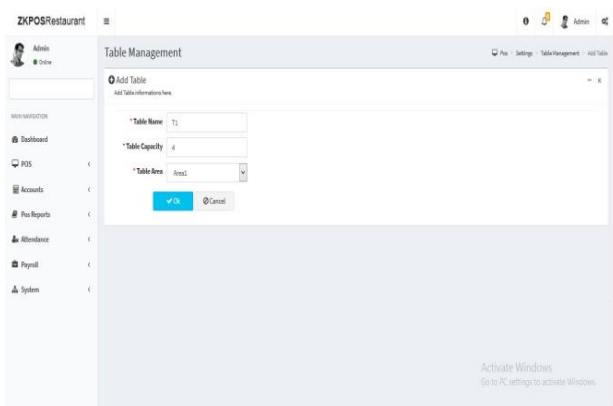
3. If you want to edit the Table, then make necessary changes and click OK button.

STEP 3.1.8 – ADD MENU TIME TABLE

Every restaurant have their own menu. Breakfast, Lunch, Snacks and dinner may vary from day to day and time to time. In such cases you can keep the record for the menu efficiently using menu timetable.

1. Go to **POS** and then to **SETTINGS**.

2. Click on **MENU TIME TABLE** on the option button.

3. To add a new **TIME TABLE** click on the **ADD** button.

4. Enter Menu Name, Date From, Date To, Time From and Time To.

5. Add Menu to the list and save details by clicking on the OK button.

In this section **SEARCH** facility is there.

1. Go to **SETTINGS** menu.

2. Click **MENU TIME TABLE**.

3. To search a Table Management a search field is there.

EDIT/DELETE MENU TIME TABLE

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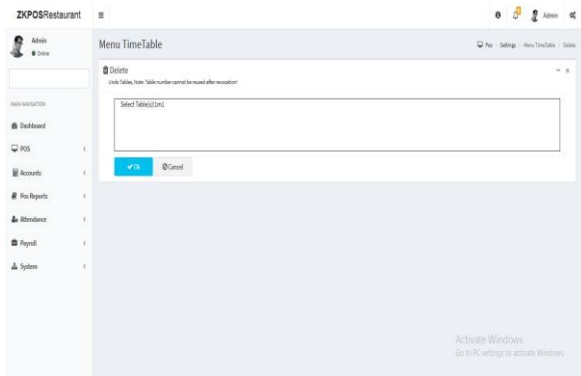
1. Go to **SETTINGS**.

2. Click **MENU TIME TABLE** from the menu options.

3. You can see the saved menu as shown above. Click on the Delete menu that you want to delete.
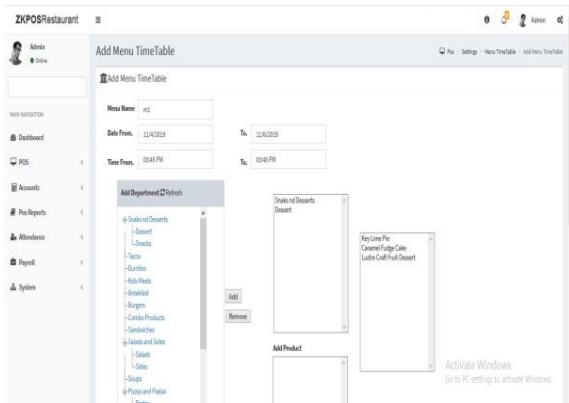
4. If you want to edit the Table, then make necessary changes and click **OK** button.

STEP 3.1.9 - ADDING NEW VENDOR

A Vendor is a person who 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 **POS** and then to **SETTINGS**.

3. Choose **VENDOR** and then click **ADD** button.
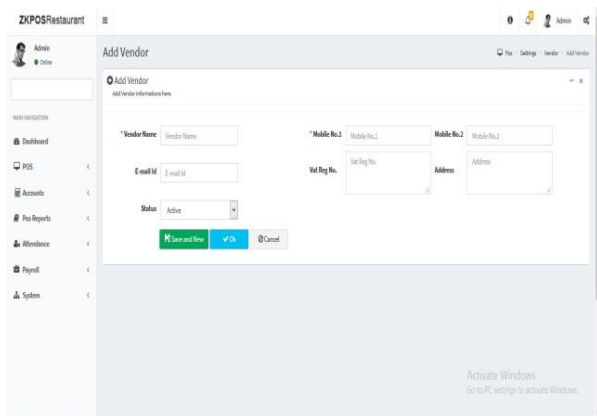
1. Enter the **VENDOR DETAILS** in the appropriate fields like Name, Phone Number, Email ID, Vat Register Number, Address and Status.

2. After entering necessary details click **SAVE**.

In this section **SEARCH** facility is there.
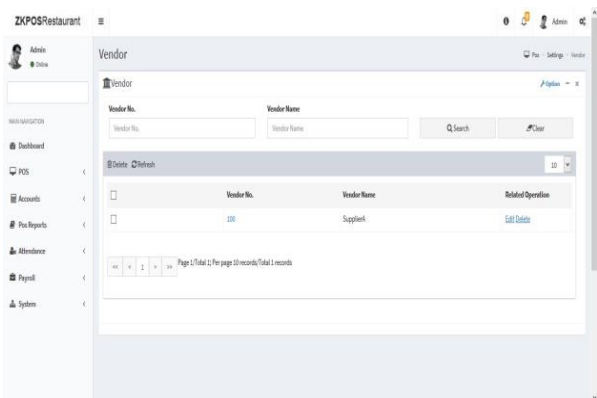
1. Go to **SETTINGS** menu.

2. Click **VENDOR**.

3. To search a vendor a search field is there.

EDIT / DELETE A VENDOR

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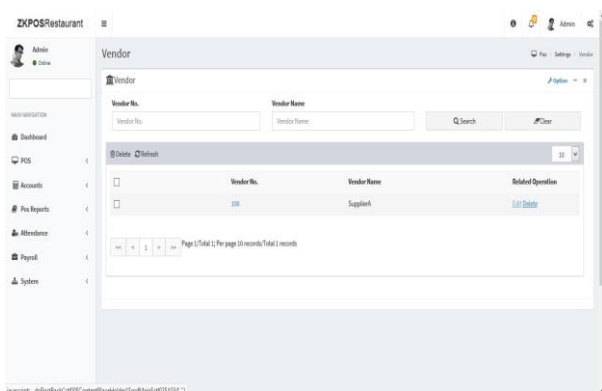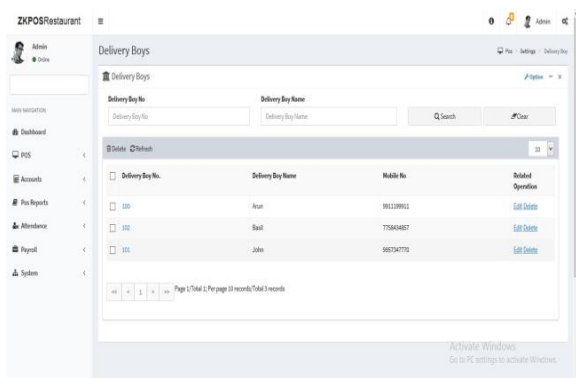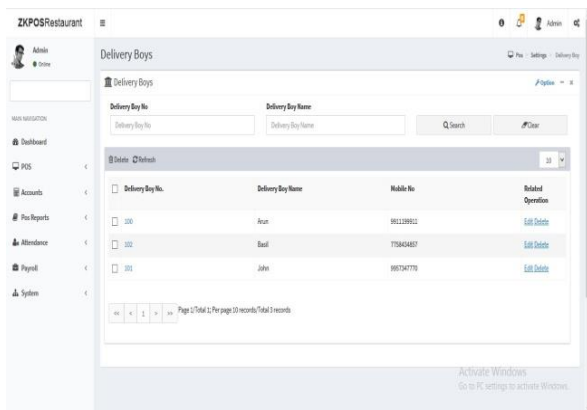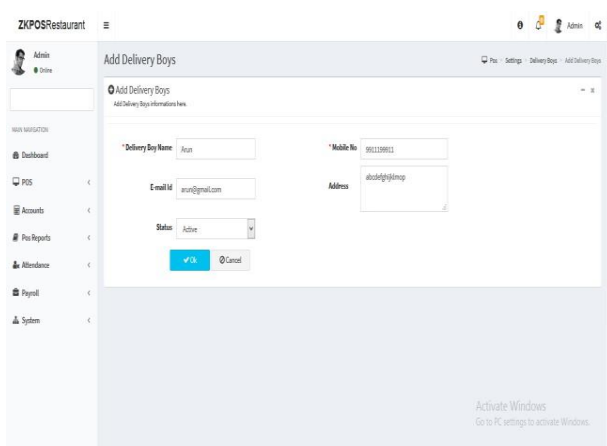

1. Go to **SETTINGS**.

2. Click on **VENDOR**.
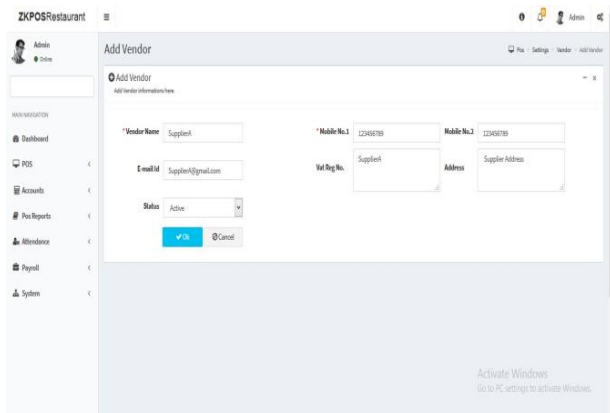
1. Every saved vendor names will be displayed; you have to choose the vendor that you want to edit/delete.

2. If you want to edit, then make necessary changes and click **UPDATE** button.
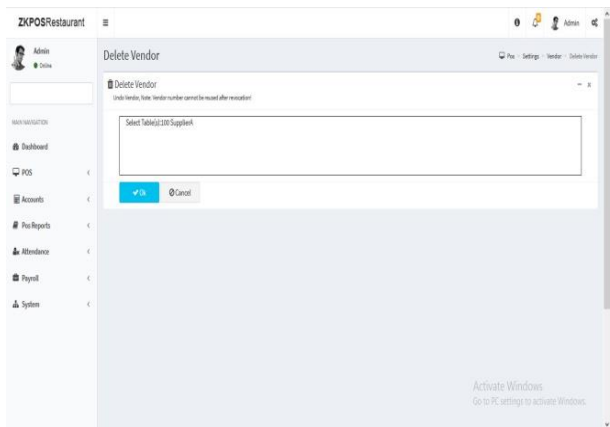
1. Now click on the delete button and YES in the confirmation pop up.

2. Click OK in the confirmation dialog box.

STEP 3.1.10 - ADDING DELIVERY BOYS

A Delivery boy is a person whom provides the products, so to add vender details while adding product, first you need to add Vendor details. Here you can see how to add a VENDOR.

1. Login as **ADMIN**.

2. Go to **POS** and then to **SETTINGS**.

3. Choose **DELIVERY BOYS** and then click **ADD** button in option menu.
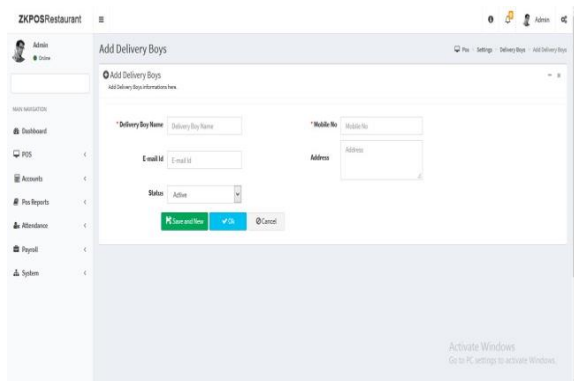
1. Enter the **DELIVERY BOYS DETAILS** in the appropriate fields like Delivery Boy Name, Mobile Number, Email ID, Address and Status.

2. After entering necessary details click **OK** button.

In this section **SEARCH** facility is there.

1. Go to **SETTINGS** menu.

2. Click **DELIVERY BOYS**.

3. To search a Delivery Boys a search field is there.

EDIT / DELETE A DELIVERY BOYS

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

1. Go to **SETTINGS**.

2. Click on **DELIVERY BOYS**.

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

4. If you want to edit, then make   necessary changes and click **UPDATE** button.
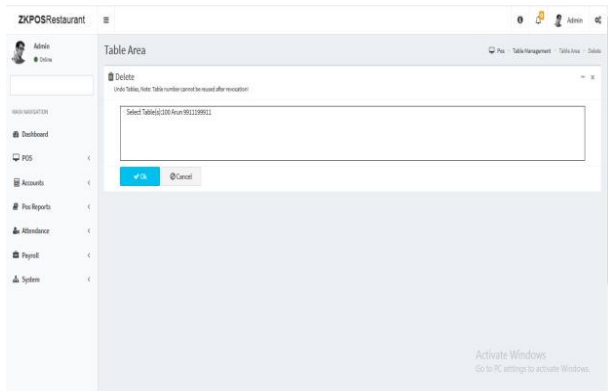
1. Now click on the delete button and **YES** in the confirmation popup.

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

Note: if there is only one delivery boy, you cannot delete his details. Because he is saved as the default delivery boy. Otherwise you can delete the details.

STEP 3.1.11 – CURRENCY 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 could know the exchange rates easily with this functionality. It is possible by updating the EXCHANGE RATE.
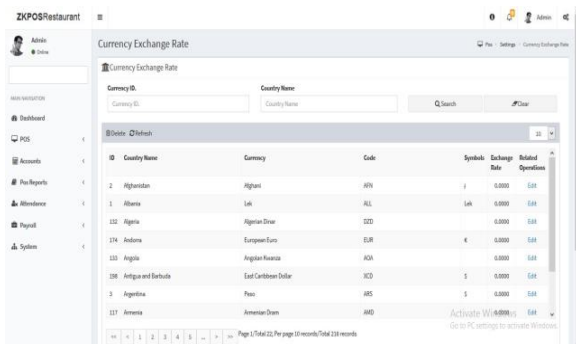
1. Go to **SETTINGS**.

2. Click on **CURRENCY EXCHANGE RATE.**

3. Multicurrency displayed there.

In this section **SEARCH** facility is there.
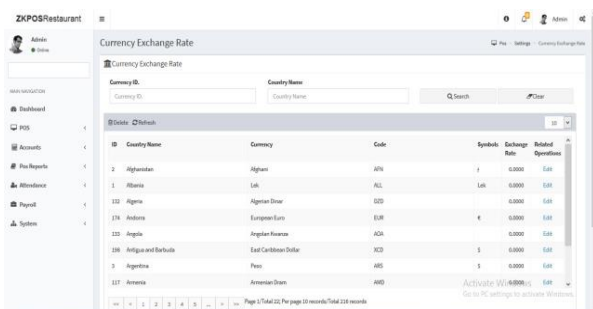
1. Go to **SETTINGS** menu.

2. Click **MULTI CURRENCY**.

3. To search Multi-currency a search field is there.
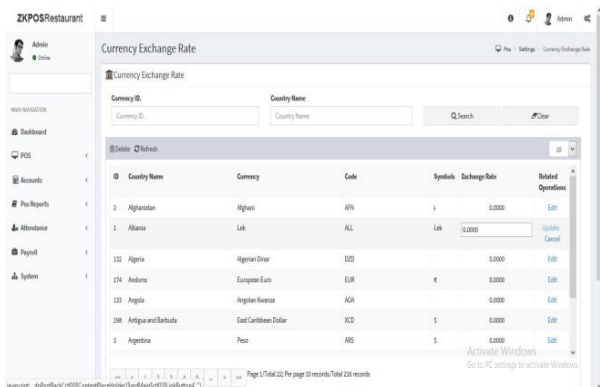
1. All multicurrency are displayed there, you have to choose the multicurrency that you want to edit.

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

STEP 3.1.12– EXPORT TABLES

You can export data from **ZKPOS back office** to your computer.
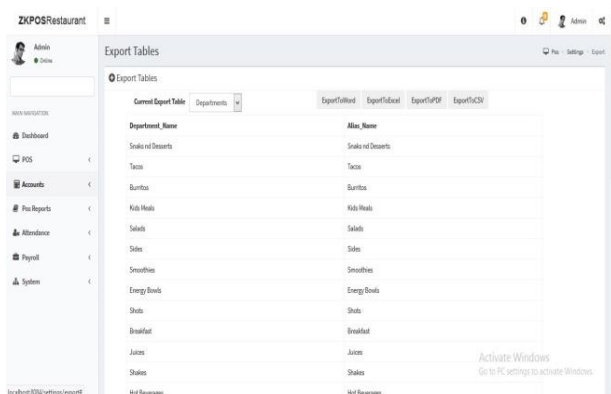
1. Go to **SETTINGS**.

2. Click on **EXPORT TABLES**.

3. All Export Tables are displayed there.

4. We can Export Table, then choose Current Export Table.

5. Some options are there, Export To Word, Export To Excel, Export To PDF, and Export To CSV. You can choose the above options.

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

STEP 3.1.13– IMPORT TABLES

In some scenarios you may need some data outside **ZKPOS back office**, in such cases you can import that data to your **ZKPOS** back office.
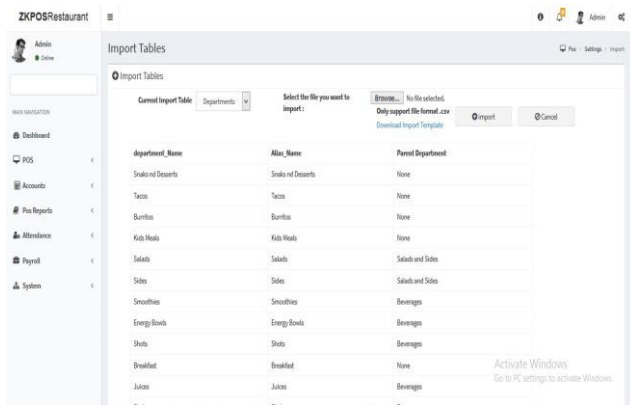
1. Go to **SETTINGS**.

2. Click on **IMPORT TABLES**.

3. All Import Tables are displayed there.

4. We can Import Table, then choose Current Export Table.

5. Then select the file you want to import. Then click **IMPORT** button.

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

STEP 3.1.14– NOTIFICATION SETTINGS

In first you have to enable the notification feature in the utility.
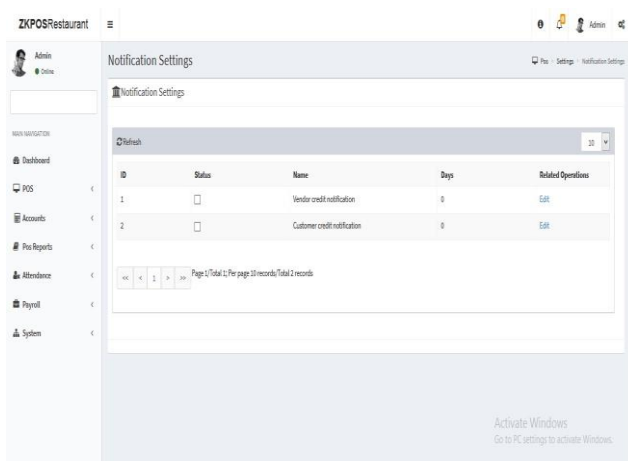
1. Go to **SETTINGS**.

2. Click on **NOTIFICATION SETTINGS**.

3. Every saved notification details will be displayed, you have to choose the notification details that you want to edit.

STEP 3.1.15– ONLINE ORDER TYPE

Online order services are the inevitable part of human life today. So our ZKPOS Restaurant software has the feature to add online order types and take orders from online order app services. You can create online order types like Uber eats, Zomato, Swiggy etc.
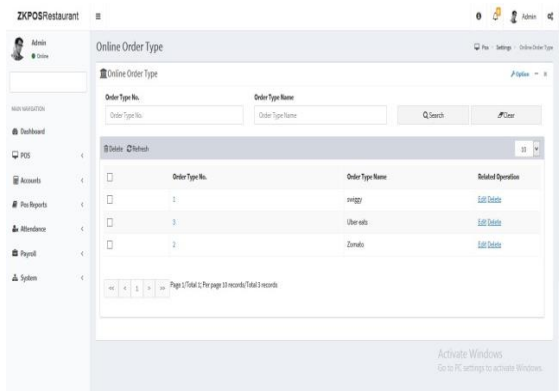

1. Go to **POS** and then to **SETTINGS.**

2. Click on **ONLINE ORDER TYPE and to add new online** order type click on options and then add. Enter the online service. Click Ok or Save and new.

EDIT/ DELETE ONLINE ORDER TYPE

You can edit or delete the online order type in ZKPOS restaurant back office.
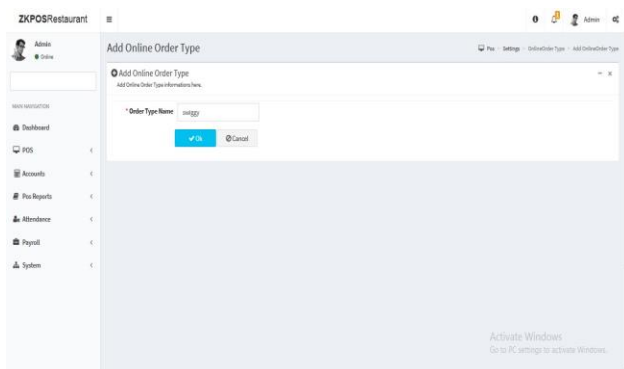
Select the order type that you want to edit and click on the edit button and make necessary changes and click OK.
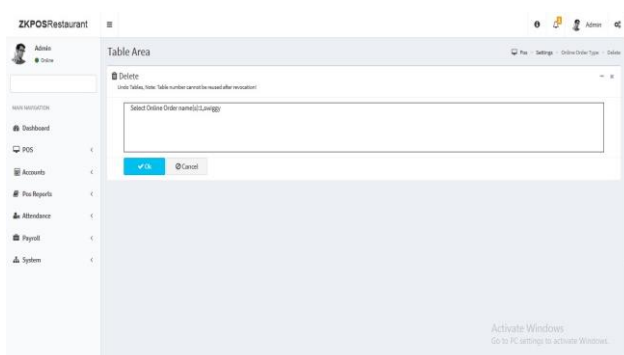
Select the order type you want to delete and click on **DELETE** button and click **OK** button.

STEP 3.1.16– EMAIL SETTINGS

User can set the email settings in the Restaurant Point of Sale. He can send the reports like invoice, day close amount, sales, attendance, and cashier wise sales, item wise sales will be sent to the added email id on the daily time or daily interval basis. Also user can set the CC along with the mail.
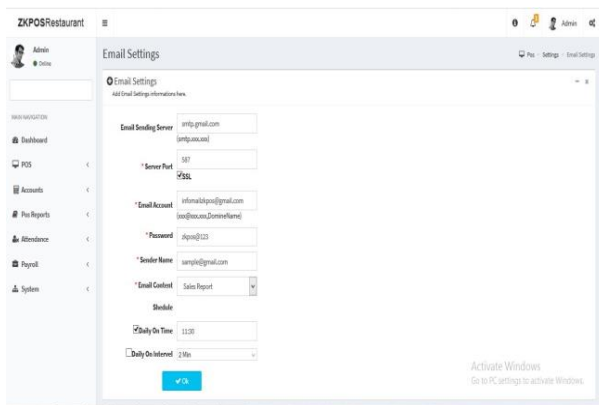
1. Go to **POS** >> **SETTINGS**>> **EMAIL SETTINGS**.

2. Enter the details as shown

3. Select the email content from dropdown list

4. Select the schedule daily on time or daily on interval.

Note: Enable Scheduled email in the utility settings.

STEP 3.1.17– AUTO BACK UP

Backup data will be automatically save to current file. To back up the details in ZKPOS Restaurant software we have two options. Either we can do the manual back up or Scheduled back up.
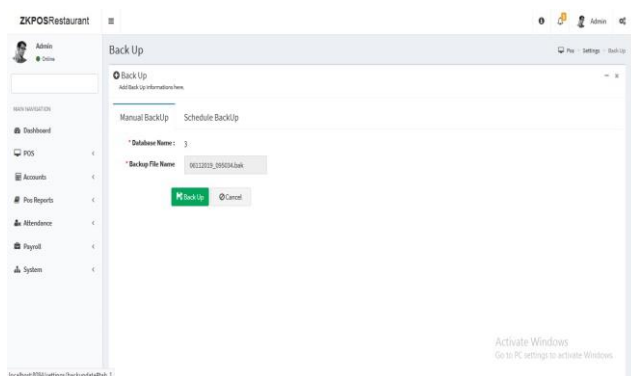
1. Go to **POS**>> **SETTINGS**>> **AUTO BACK UP**

2. Select Manual Back up.

3. Click on Backup.
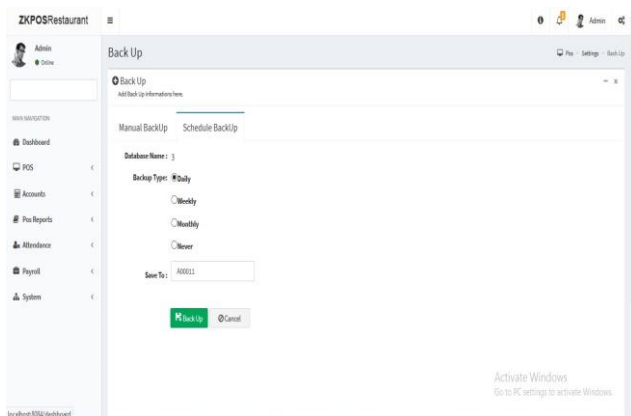
3. Select schedule back up.

4. Select back up type daily/weekly/

monthly/never basis.

6. Click on back up.

STEP 3.1.18– CUSTOMER GIFT CARD

Customer gift cards are used to attract the customers by providing points and gifts to them. We can generate GIFT CARD from ZKPOS Restaurant. With the use of customer gift card user can have varieties of food item. In restaurant user can also set the expiry date of the gift cards.
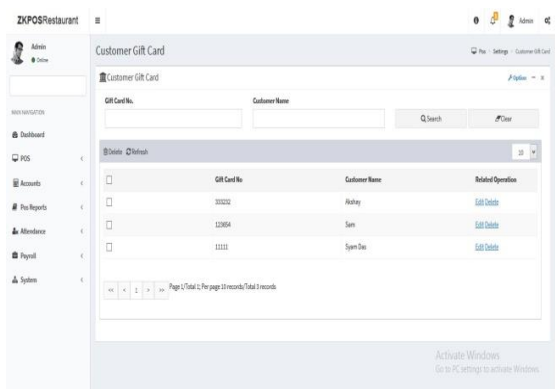
1. Go to **POS**>> **SETTINGS**>>

CUSTOMER GIFT CARD.

2. We can see the created gift cards here.
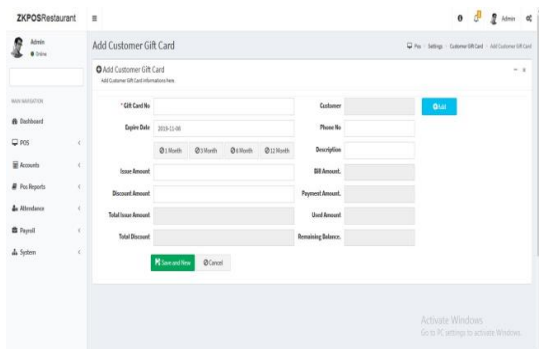
1. To add a customer gift card click on

OPTION>> **ADD.**

2. Enter the details in appropriate fields

3. Enter the customer gift card number (minimum five

numbers)

4. Select customer, Expiry date, issue

amount and discount amount and save.

EDIT/ DELETE CUSTOMER GIFT CARD

To edit or delete the customer gift card follow the below steps.
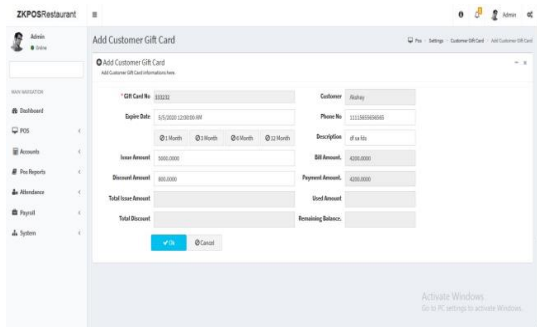
1. To edit a customer gift card click on **EDIT** button of the respective customer.

2. Make necessary changes except customer gift card number and customer name.

3. Click **OK button.**
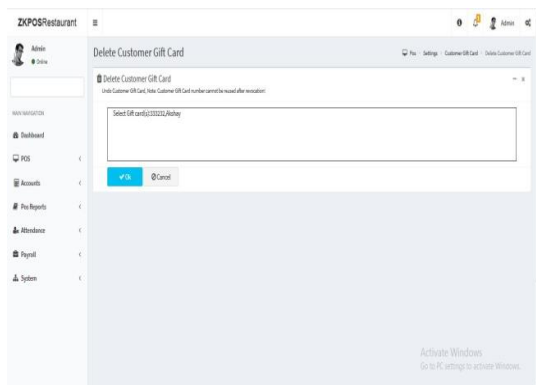
1. To delete a Gift card click on the **DELETE** button.

Note: The card number should be atleast 5 digits.

STEP 3.1.19– FOOD VOUCHER

We can generate FOOD VOUCHER from ZKPOS Restaurant. In restaurant user can create a certain number of vouchers and can provide them to customers. The gift vouchers for restaurants listed is suitable for every occasion and adds more color to the celebrating mood. Be it be the events like New Year, Christmas and this is nothing but gift in style.
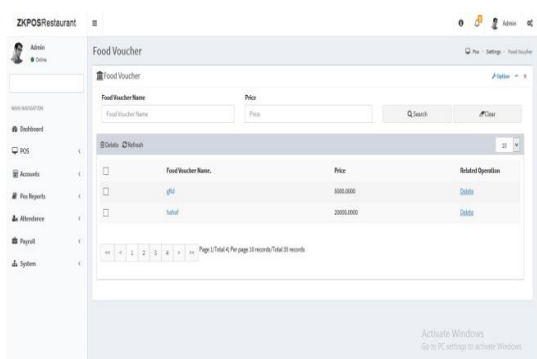
1. To create food voucher go to **POS**>> **SETTINGS**>> **Food voucher.**

2. We can see the already created food vouchers here.
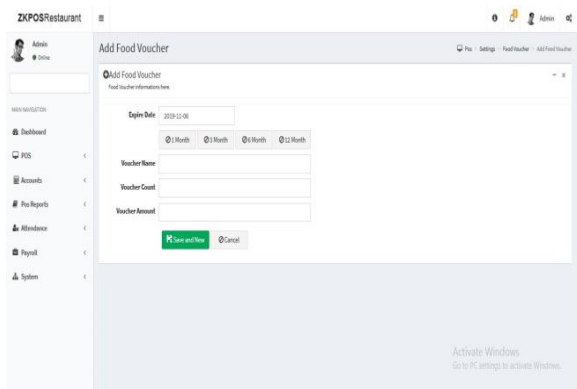
1. To add a food voucher click

 OPTIONS>> **ADD.**

2. Select expiry date.

3. Enter Voucher name, Voucher count and

Voucher amount.

4. Click on **SAVE and NEW.**

Note: Once you use the food voucher code it can't be used for further purpose.

DELETE FOOD VOUCHER

To edit or delete the food voucher follow the below steps.
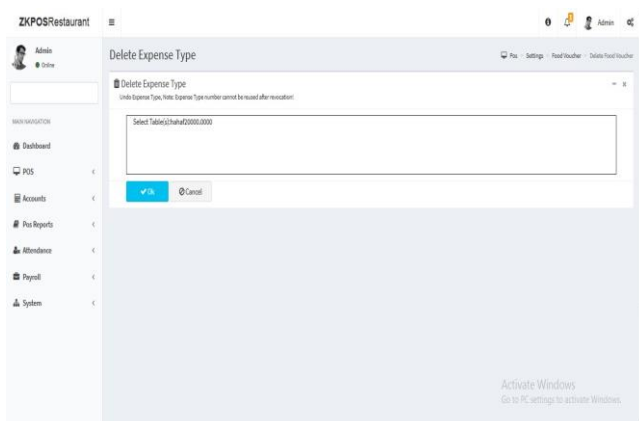
1. To delete a food voucher select the

appropriate food voucher.

2. Click on **delete** button then click **OK.**

STEP 3.1.20– CURRENCY DENOMINATION

It is a proper description of a currency amount, usually for coins or bank notes. When the cashier does a sale in the morning, it can be possible that there will be no petty cash balance in the cash drawer. So he can add the currency denominations here.
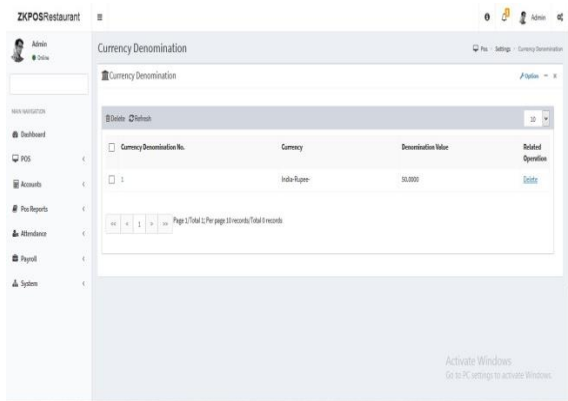
1. To add Currency denomination go to

POS>> **SETTINGS**>>**Currency**

Denomination.

2. We can see the created denominations in the interface.
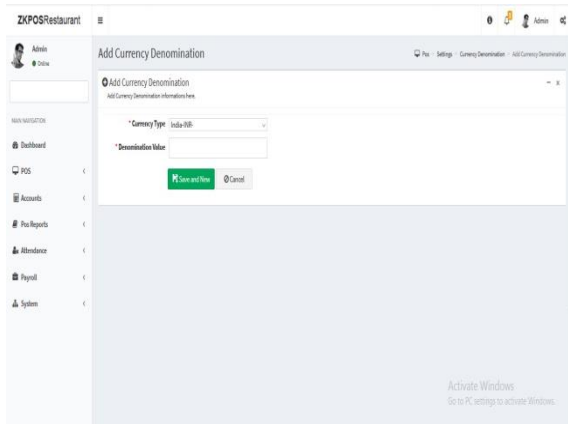
1**.** To add new denominations click on

OPTIONS>> **ADD**

2. Enter the **currency type** and **denomination value** and click **save and new.**

4. To edit the denomination click on the delete button against the respective denomination.

Note: Enable the petty cash advance in the utility menu. While ending or starting the work period it will shows the current existing currency denomination value of the restaurant.

STEP 3.1.21 – RESERVATION

This feature is used to set the notification time according to the reservation period. Here the user can set the pre notification time and minimum reservation time period for reserving the table seat in the restaurant.
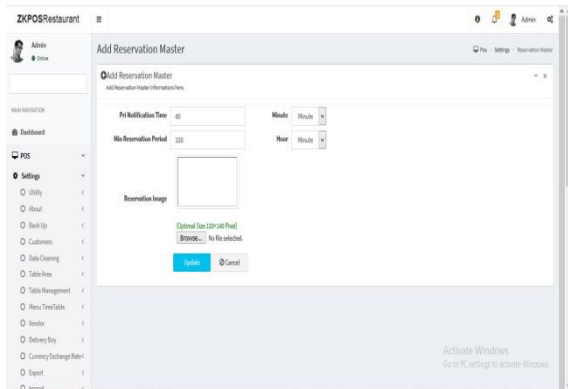
1. To add reservation go to **POS**>> **SETTINGS**>> **RESERVATION.**

2. Enter pri- notification time, minimum reservation period and reservation image.

STEP 3.1.22 – ANNOUNCEMENT MASTER

Announcements can be added through ZKPOS Restaurant Back office.
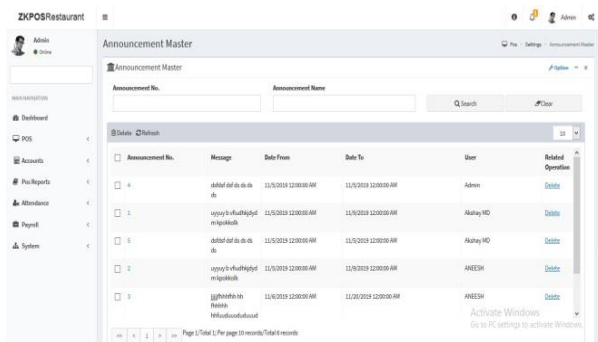
1. Go to **SETTINGS**.

2. Click on **ANNOUNCEMENTS.**

3. To add a new announcement click on the **ADD** button.
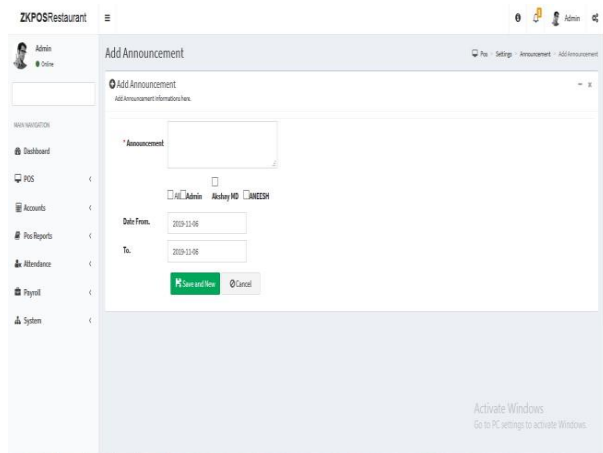
Enter Announcement details in the appropriate fields like announcement, persons to see the announcement and date range for showing the announcement. Click on the **Ok** button to save announcement details or click on the Save and New option to add new Announcement details.

Note: After setting the announcement logout from the ZKPOS Restaurant and later login   to view the announcement.

DELETE AN ANNOUNCEMENT

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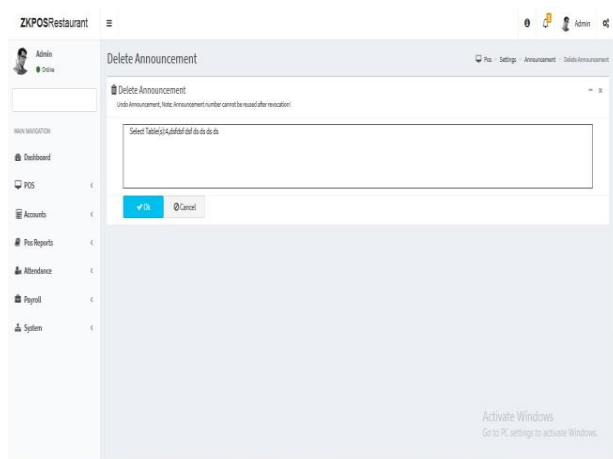
1. Go to **SETTINGS**.

2. Click announcement from the menu options.

3. You can see the saved announcements as shown above. Click on the announcement that you want to delete and click **OK** button.

STEP 3.3– PRODUCTS

STEP 3.3.1- PRODUCT LIST

Here we can see the already added product details.
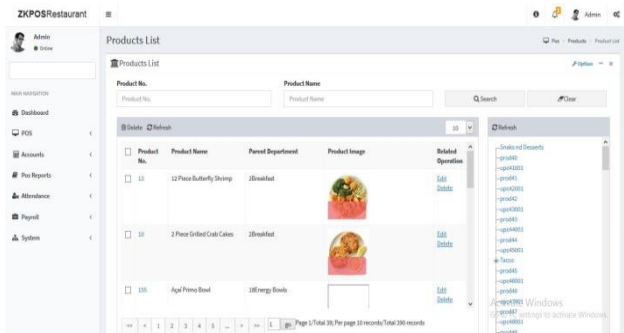
1. Click on **POS** menu>> **PRODUCTS**>> **Product List**.
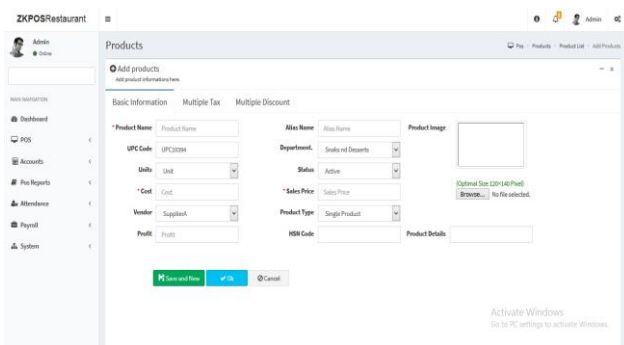
1. To add new products, Click on **OPTIONS>> ADD.**

2. Enter product name, Department, cost details etc**.**
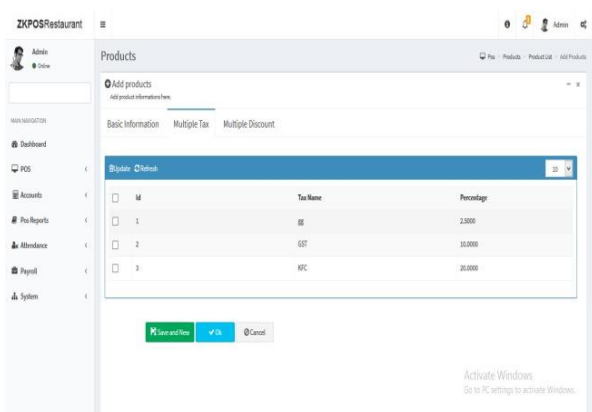
3. To add multiple tax click on multiple tax option.

4. We can see the already added tax.

5. Put a tick mark against respective tax.
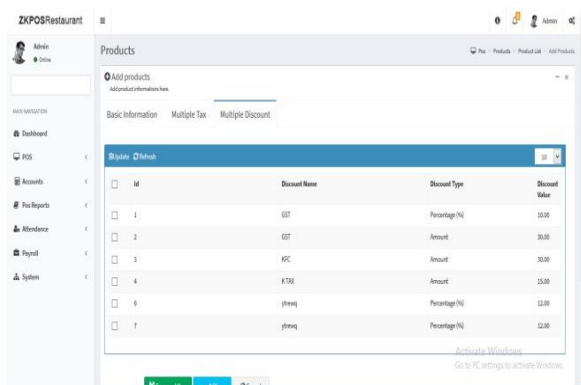
1. To add multiple discounts click on multiple discount option.

2. We can see the already added discount

3. Put a tick mark against respective discount and click **Save and new**.

EDIT/ DELETE PRODUCT
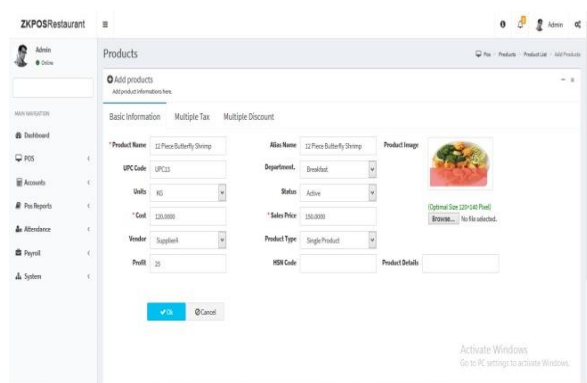
1. Select the product you want to edit.

2. Click on the **edit** option against it.

3. Make necessary changes and click OK.

4. You can delete the product by clicking the delete button.

STEP 3.3.2 – DEPARTMENT

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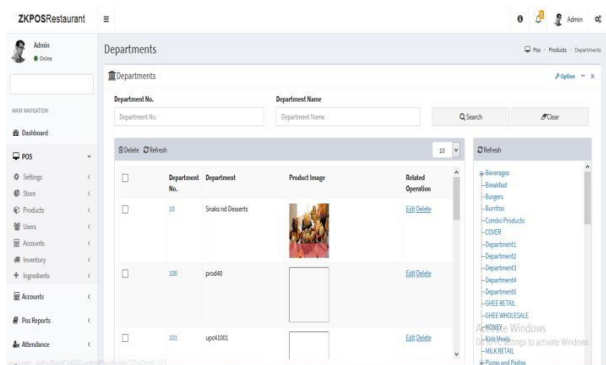
1. Click on **POS** Menu.

2. Click on **PRODUCTS**.

3. From the menu options, click

DEPARTMENT.
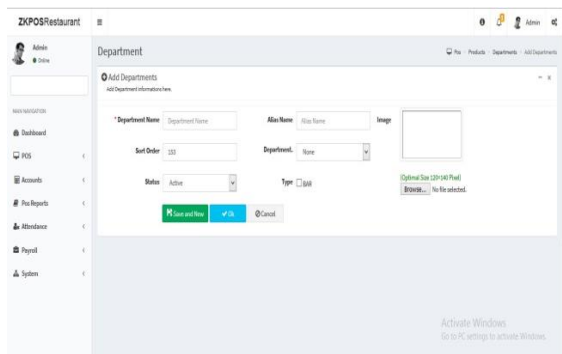
1. To add new department click **OPTIONS>> ADD.**

2. Enter the details.

3. Put a tick mark whether bar enabled or not
and Click save and new.
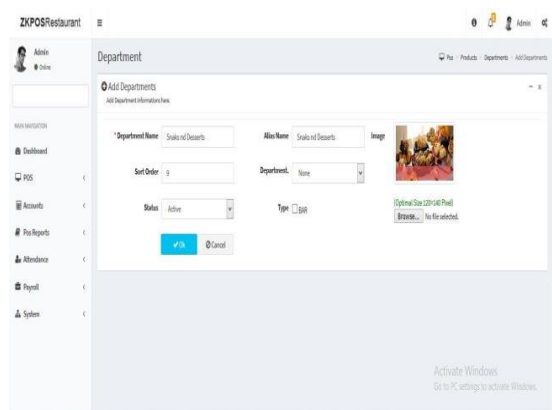
5. Some default departments will be there. You can edit/delete an existing department.

6. Click on the department that you want to edit/delete and click on Ok button

7. You can change the department name, sort order, image of the department.

STEP 3.3.3 UNITS

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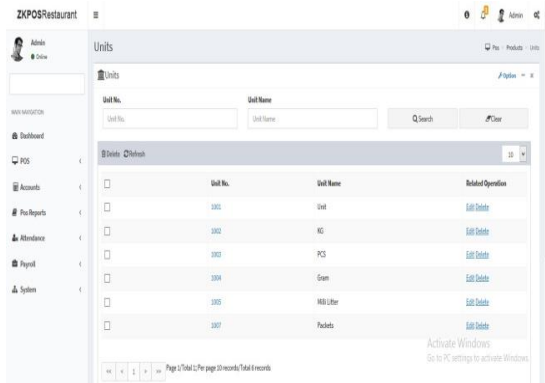
1. Go to **POS** MENU.

2. Click **PRODUCTS**.

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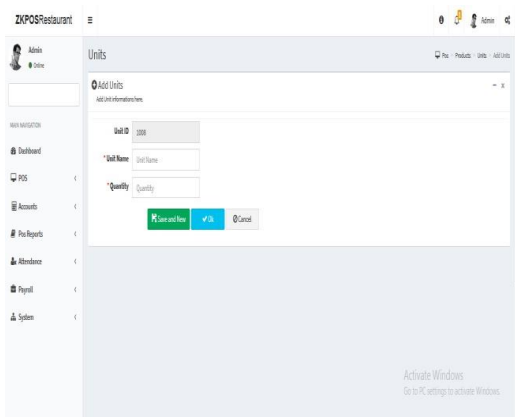
1. To add new unit click ADD button.

2. Enter the UNIT NAME and UNIT ID.

3. Enter the QUANTITY.

4. Save the details by clicking on OK button.

5. To delete a unit, click on the Delete option and click OK.

6. To edit a unit, click on the Edit option and enter the details that you want to edit and click OK.

Note: Once you give unit to a product, you cannot delete the unit from the unit master later.

STEP 3.3.4 SIDE DISH

Side dish referred to as a side order, side item, or simply a side, is a food item that accompanies the entrée or main course at a meal. You can add, edit and delete side dish in this section.
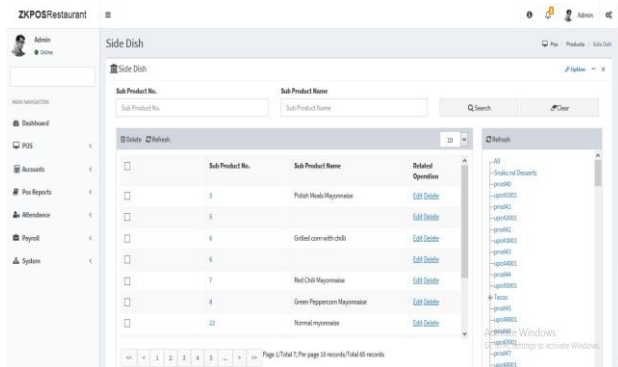
Click on **ADD** button and enter the details like Sub Products, Products, enable status option and browse image for the sub product**.**
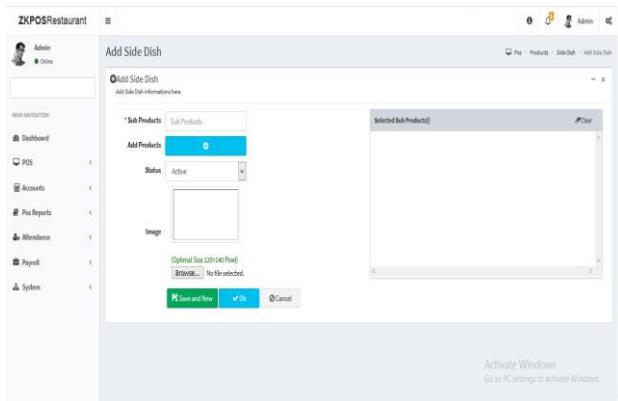
Click save and new or click to save the side dish.
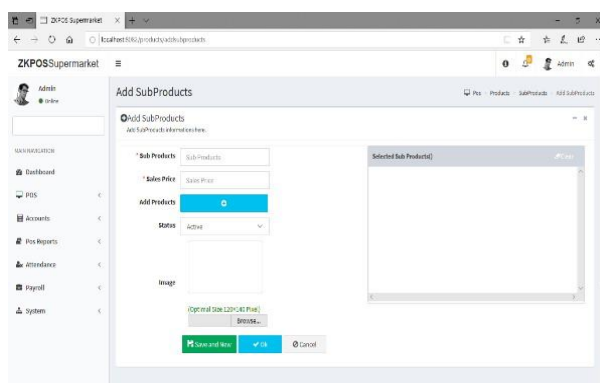
5. If you want to edit the side dish, click on **Edit** button.

6. Make necessary changes and click **OK.**

7. If you want to delete the side dish click on **delete** button.

Note: Enable combo, sub products in the utility menu.

STEP 3.3.5 COMBO PRODUCTS

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

Product.
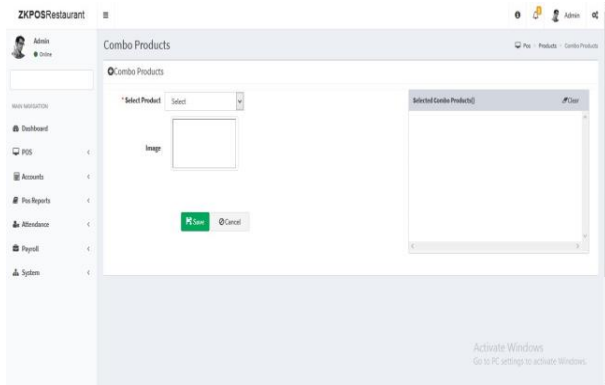
1. Go to utility and enable combo product. Now update the changes.

2. To add a combo product, you need to add a product in product list as Combo product.

3. Click on COMBOPRODUCTS. Select the products you want as a combo offer and

click save option to save the combo product.

STEP 3.3.6 GIFT

 We can give gifts to customers in ZKPOS Restaurant software. Click on POS menu and then to products to gift. We can give gifts like two types by invoice amount and by invoice count. Select the option from ZKPOS software.
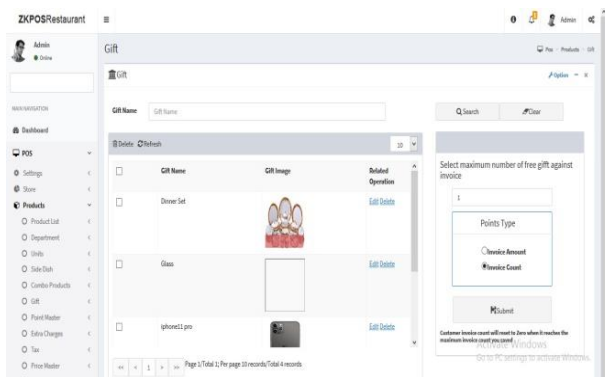
Here we can see the gifts that we already given to customers.

1. To add a new gift click on **OPTIONS>>ADD**.
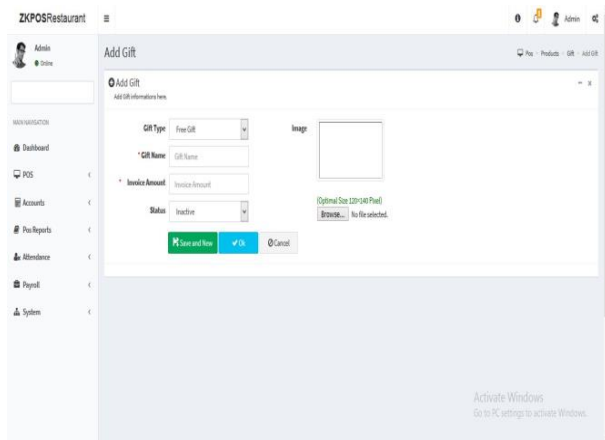
2. Select **gift type** as free gift or points

3. Enter gift name **invoice amount/points**, **status** and **image and** click **save.**

4. You can edit and delete the gifts by clicking the button.

Note: Enable gifts and points in the utility menu. There are two types of gifts namely gifts and points. You can select the maximum number of free gifts against invoice or if you're selecting points as gift, you can select it as invoice amount or invoice count wise. After settling the bill while doing the sale, you can choose the gift or points as per your wish.

STEP 3.3.7 POINT MASTER

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.
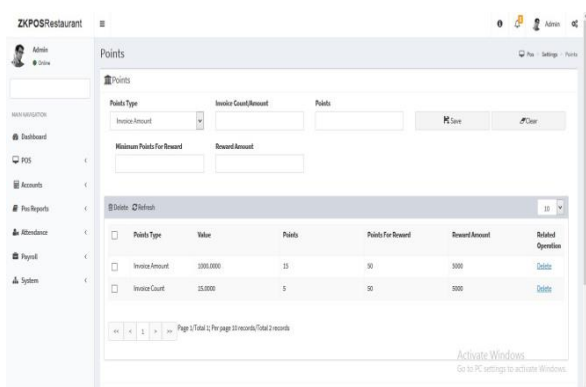
1. To add points select invoice count or invoice amount.

2. Enter points, minimum points for reward and reward amount.

3. Click Save.

Note: Enable gifts and points in the utility menu. After settling the bill select redeem points from voucher menu to provide points.

STEP 3.3.8 EXTRA CHARGES

You can add extra charges like AC cabin, parcel etc. Before adding the extra charges you need to enable it in the utility option called 'enable special charges'. After this, go to extra charges and select extra charges as percentage or amount. After that select dine in table and then select percentage option in the top corner of the sales menu. If you created amount as extra charges you can select this in settlement page.

Note: If the extra charge is given as percentage, then this charge is added to each product's

sale price. Also, if it is given as amount, then the amount is added to total invoice amount.

Follow below steps to add extra charges:
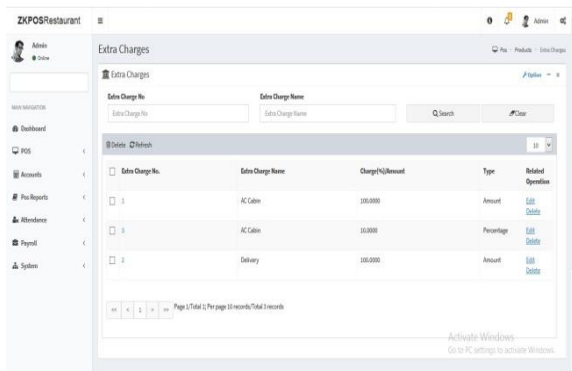
1. To add extra charges like parcel, ac cabin etc., are added in this section.

2. Click **POS**>> **Products** >> **Extra charges.**

3. To add new extra charge click on **OPTION>> Add.**
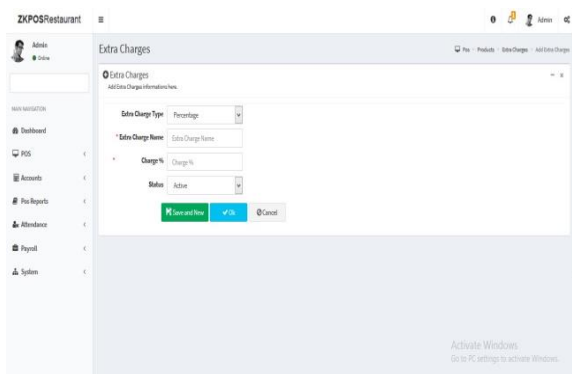
4. Enter the details extra charge type,

Extra charge name, charge % and status

5. Click **save and new** or **OK.**

STEP 3.3.9 TAX

In ZKPOS Restaurant Back Office it includes the tax feature to its users.
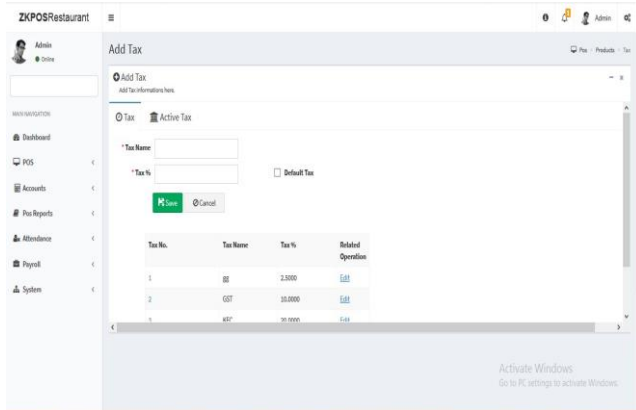
1. To add tax details click **POS**>>Products**>>** Tax.

2. Enter the **tax name** and **tax percentage.**

3. Put a tick mark in the box if the tax is **default tax** (tax applied to every product)

4. Click **Save.**
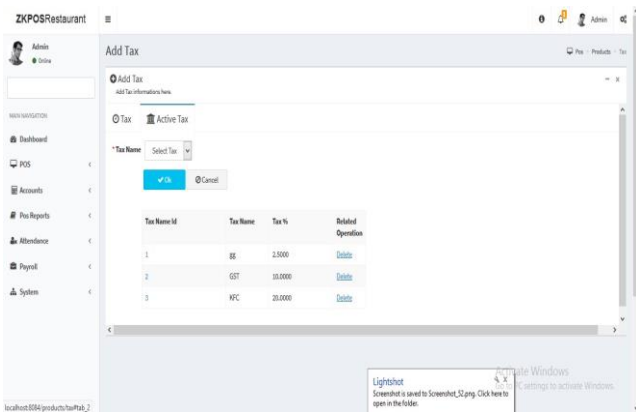
5. Click on the **active tax menu.**

6. Select the already added taxes and click **OK**.

Note: Tax settings in the product list option shows the taxes which you previously added as the active tax. If you previously deleted the tax from active tax status it won't show it in the product list tax settings option. But you will avail it from the drop down list of the tax type in the active tax option if you want to add the tax again.

STEP 3.3.10 PRICE MASTER

After adding quantity in quantity master, first the user have to enable the bar/beverage option in the department area. After that select the product and in which you need to select quantity as ml or kg and then go to price master and follow the steps.
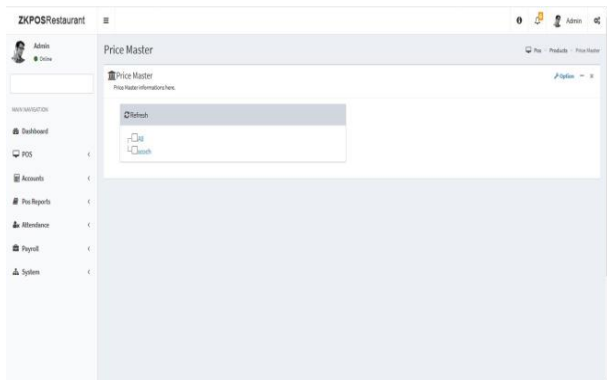
1. Price master is used to enter the price details of products added in the Bar section.

2. Please note that unit must be in millilitre for bar products.

3. To add Price click on **OPTIONS**>> **Add.**
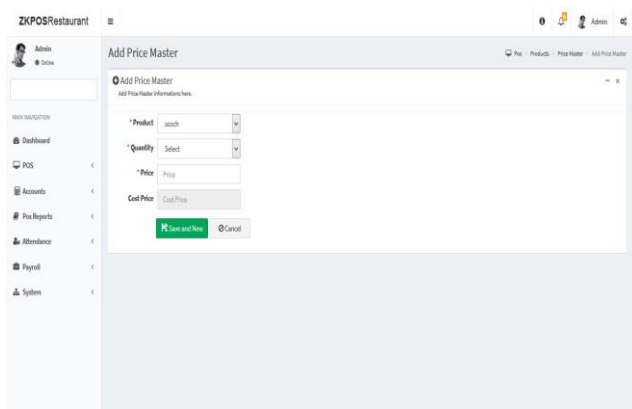
1. Select product and quantity (entered in quantity master).

2. Enter the sale price.

3. Cost price automatically appeared according to the entered cost at the time of creation of product.

Note: Enable beverage in the utility menu.

STEP 3.3.10 QUANTITY MASTER

In ZKPOS Restaurant POS, quantity master is only applied to bar/beverage products. You need to select quantity of item as millilitre. In the department menu select the type as BAR, only then the product item will be shown as a beverage item.
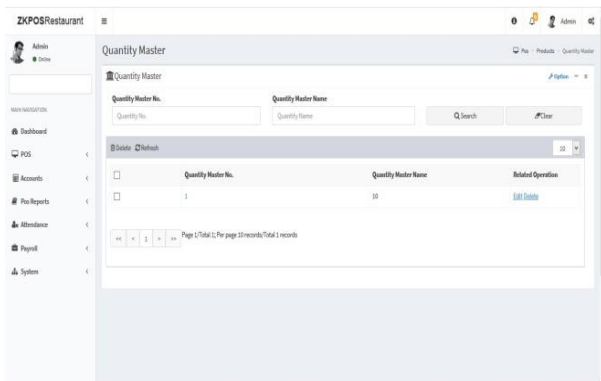
1. To enter a quantity click on **OPTIONS**>> Add
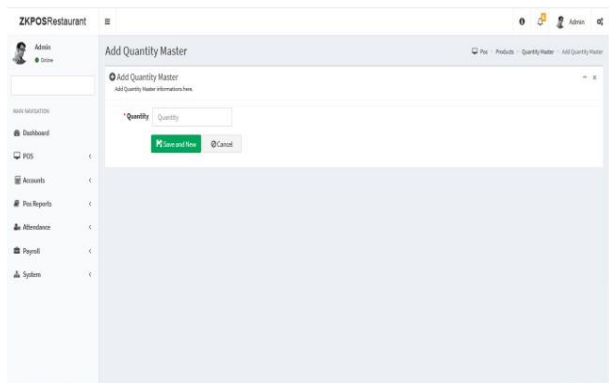
2. Enter the quantity and Click **Save an new**.

Note: Enable beverage in the utility menu.

STEP 3.4– USER
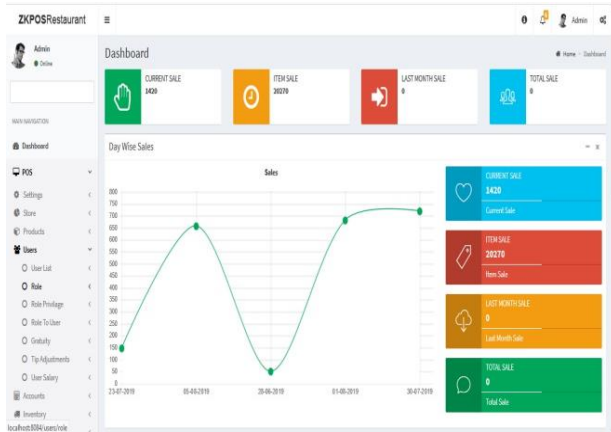
1. Login as **Admin**.

2. Go to the **USERS** in **POS** menu.

STEP 3.4.1 USER LIST

Other than admin you can add other users to ZKPOSWEB. This will let other users to access ZKPOS. Other users can access only limited features that assigned to them. We can add 5 types of user privileges. Admin, Cashier, Food Server, Kitchen Manager and finally the 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. Add user by clicking on the **ADD** button.

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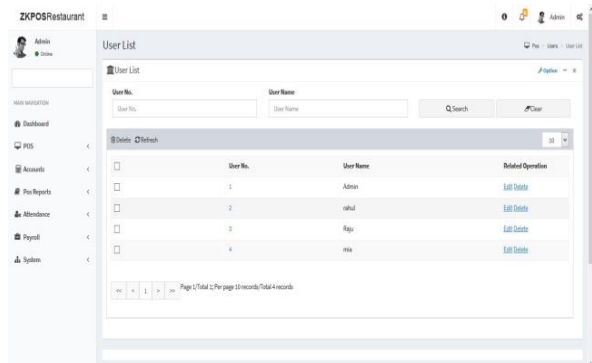
1. Click on the edit option to edit the user list, and enter the details and click OK.

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

STEP 3.4.2 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.
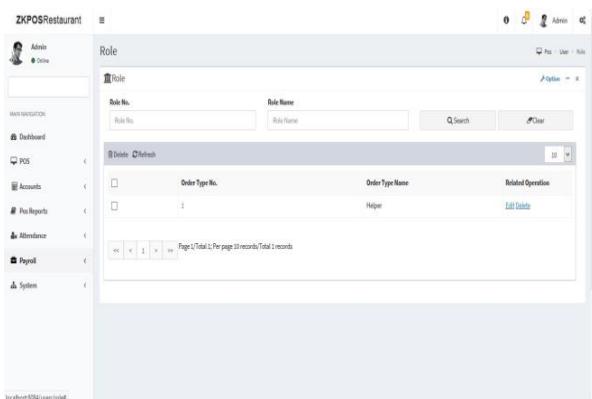
1. Add Role Name by clicking on the **ADD** button.

2. Click **OK** button to save it.

3. Click on the edit option to edit the **ROLE** And enter the details and click **OK**.

4. Click on the delete option and click **OK**.

STEP 3.4.3 ROLE PRIVILEGE

After creating the role you can assign the privilege to the existing custom role.
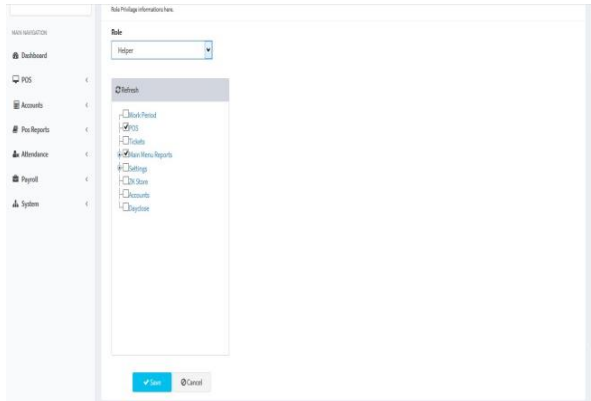
1. Search the **Role** from the grid.

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

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

STEP 3.4.4 ROLE TO USER

In user role you can choose the user type and role type here.
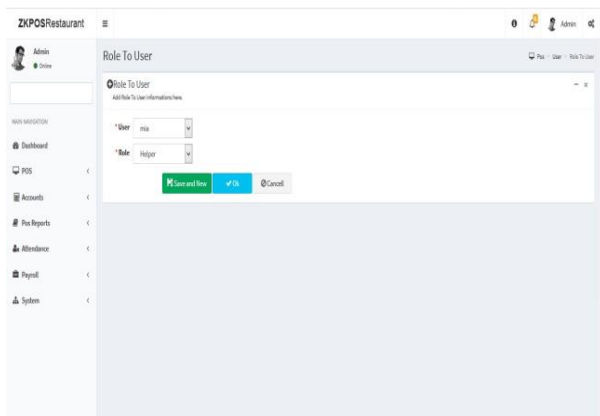
1. Search the user and role from the **search** Option.

2. Add User Role by clicking on the **ADD** Button.

3. Enter the User and Role name.

4. Click on the **OK** button to save it.

STEP 3.4.5 GRATUITY

There is an option for adjust the tip according to the need. You can add tip and update it. There is an option for adjust the tip according to the need. Before adding the gratuity make sure the designation is still food server in the user menu
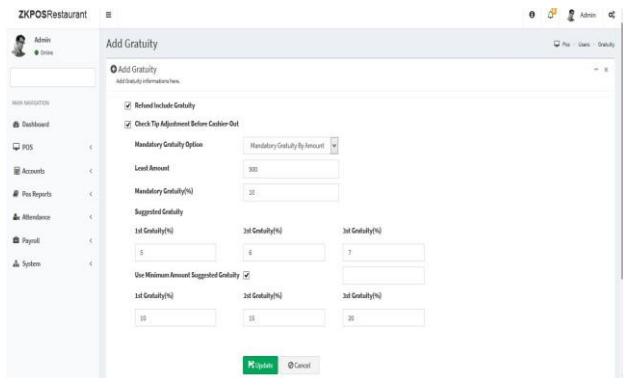
1.Go to **USERS**>> **Gratuity.**

2.Enter the details in appropriate place

Click **update.**

Note: Enable gratuity in the utility menu.

STEP 3.4.6 TIP ADJUSTMENTS

The user can adjust the gratuity of previously created with this feature.
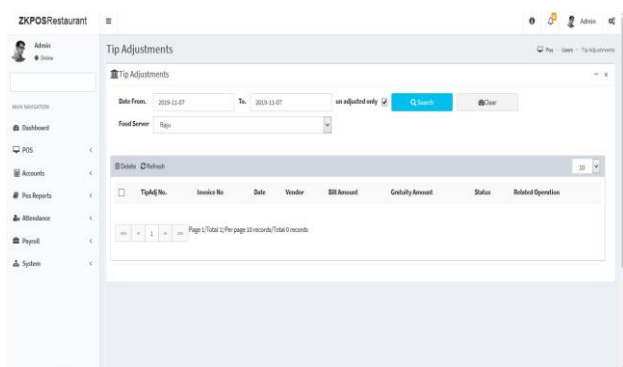
1. You can adjust the tip between the food server.

2. You can see the details here. Enter the **date** and select the **food server.** Click **search button.**

STEP 3.5 – ACCOUNTS

In accounts section user can view the account related transaction details.

STEP 3.5.1 - ACCOUNTS TYPE

In Accounts type user can view the account type number, account type name details.
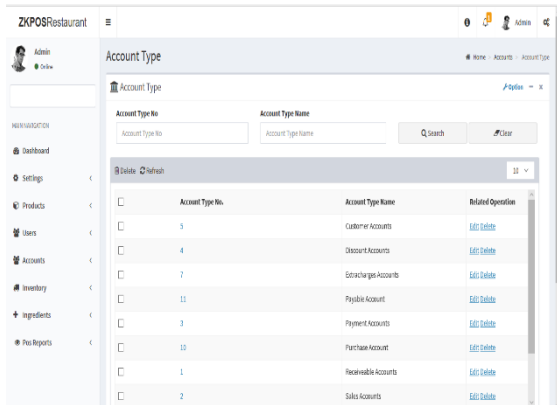
1. Go to **ACCOUNTS** and select **ACCOUNT TYPE.**
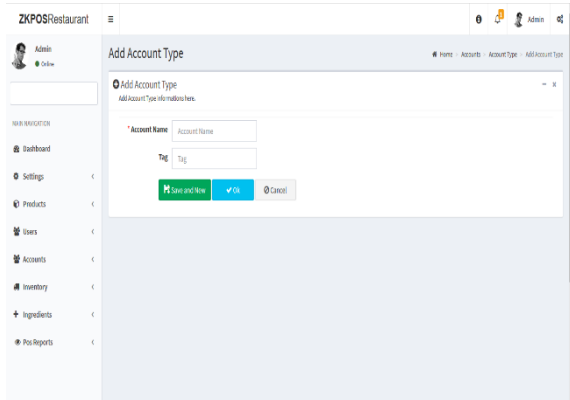
2. To add a new account type. Click on the add button and enter the account name and tag details.

3. After click on the save and new option.
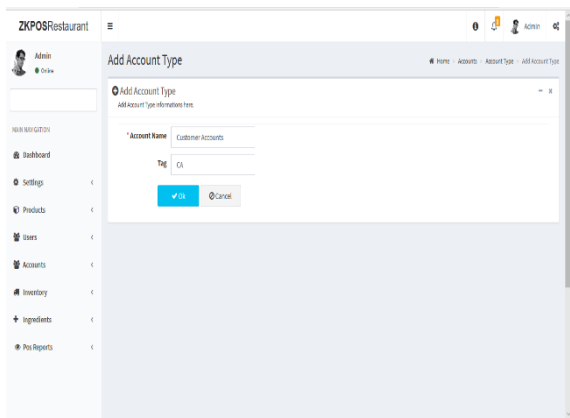
4. To edit/delete the account type click on the edit option and enter details like account name and tag.

5. Click on the OK button.

STEP 3.5.2 – ACCOUNTS

In the accounts option user can add/edit/delete the account options.
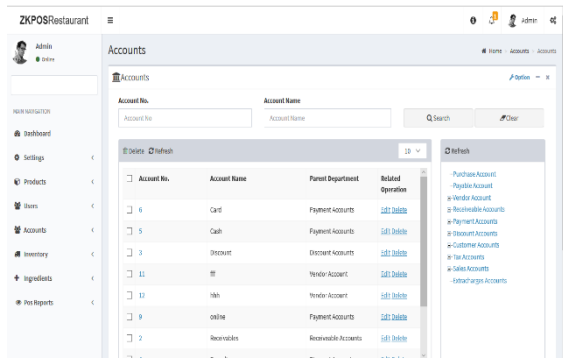
1. Go to **ACCOUNTS** and select **ACCOUNT** option.
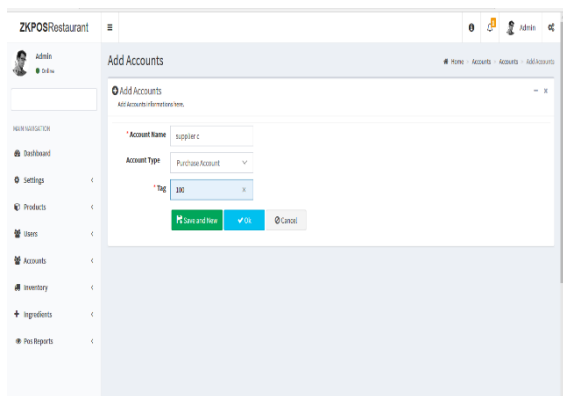
2. To add a new account click on the add button and enter the account name, account type and tag details.

3. After click on the save and new option.
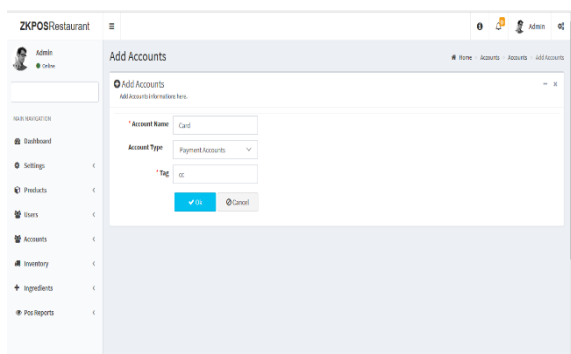
4. To edit/delete the account click on the edit option and enter details like account name, account type and tag.

5. Click on the OK button.

STEP 3.5.1 – TRANSACTIONS

In Transaction area user can view the sales, tax, payment etc. wise transaction details.
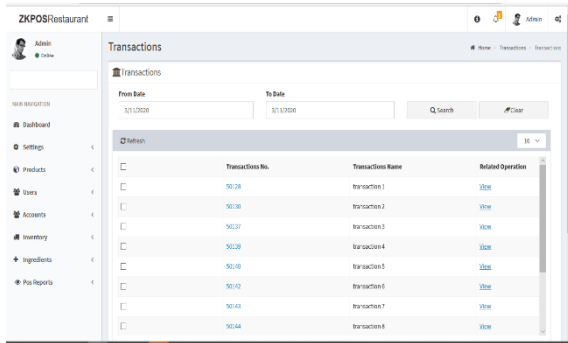
1. Go to **ACCOUNTS** and select **TRANSACTION** option.
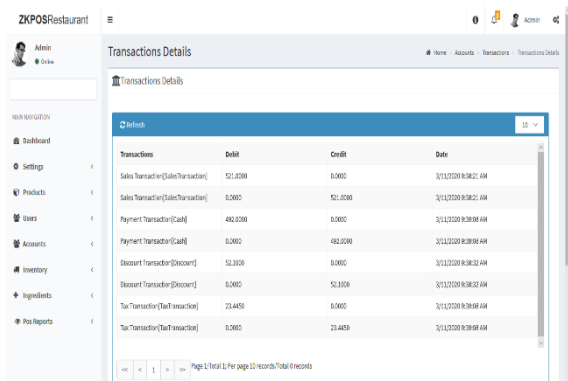
2. Click on the view button to see the sales, discount, and payment etc. wise transaction details.

STEP 3.5.2 – TRANSACTIONS TYPE

In Transaction type area user can view the sales, tax, payment etc. wise transaction details.
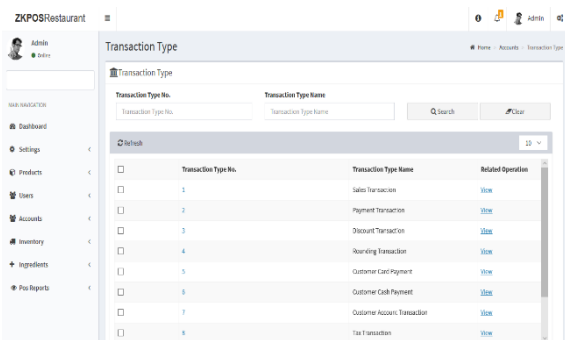
1. Go to **ACCOUNTS** and select **TRANSACTION TYPE** option.
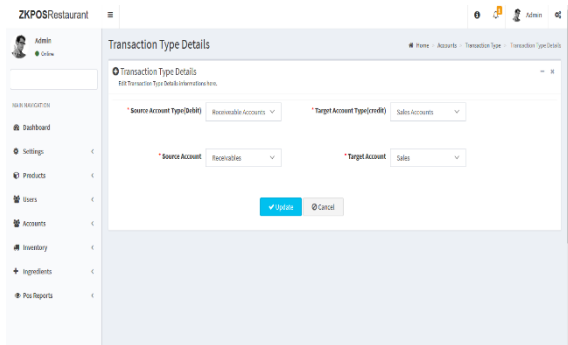
2. Click on the view button to see the sales, discount, and payment etc. wise transaction type details.

STEP 3.5.1 PAYMENT TYPE

You can enter the payment type like cash, card and voucher. And there is an option to add sub payment type through this option.
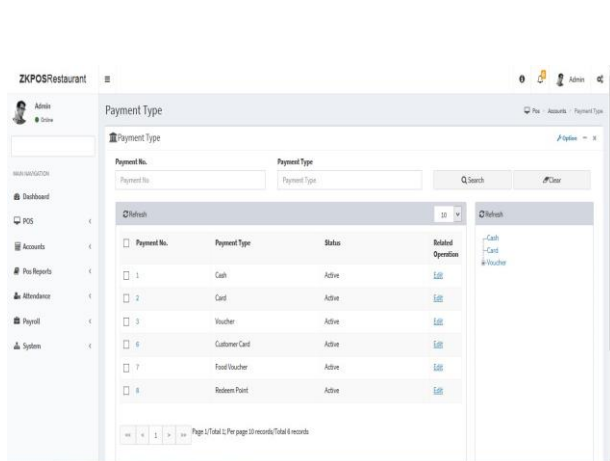
1. Go to **POS MENU**.

2. Click on Accounts.

3. From the menu option select **PAYMENT TYPE.**

Cash, Card, Voucher will be there by default. You can add another by clicking on ADD button or you can delete a payment type by selecting the payment type and clicking the DELETE button.
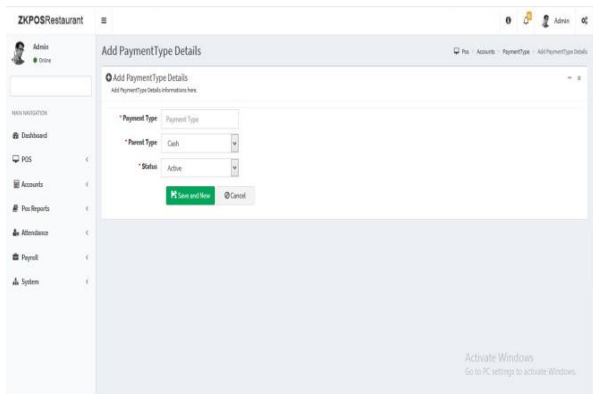
1. After clicking **ADD** button, fill the fields with **PAYMENT TYPE**, **PARRENT TYPE**, and **STATUS**.

2. Now save the details by clicking on **SAVE** button.

3. If you want to edit the payment type click on the edit option to edit it.

4. Enter the Payment Type and status.

5. Click **UPDATE** button to save the details.

STEP 3.5– INVENTORY

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

STEP 3.5.1 STOCK RECEIVING

Here the user can receive the stock with the purchase order or by adding items. Save the stock receiving details in **ZKPOS**.
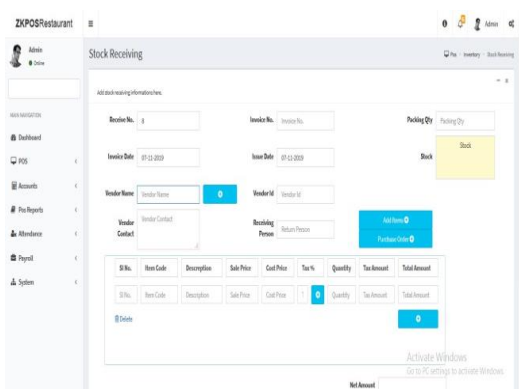
1. From the POS Menu, select **INVENTORY**.

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

3. Click on STOCK RECEIVING.

4. Select vendor or warehouse.

5. Add the details in appropriate fields and click new option to add more.

Note: User can also receive stock by using purchase order. Get in detail in purchase order.

STEP 3.5.2 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.
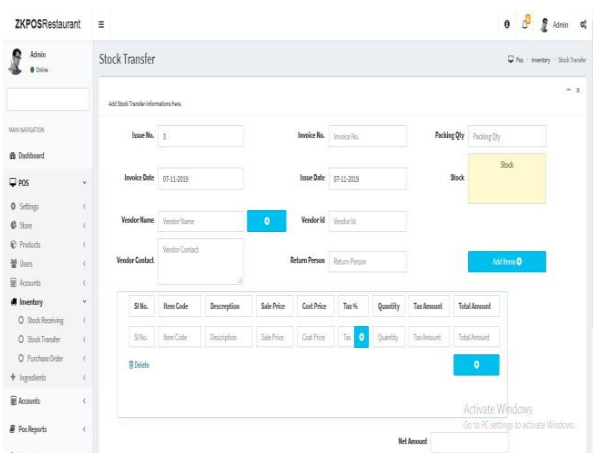
1. Go to **POS MENU**.

2. Click **INVENTORY.**

3. Choose **STOCK TRANSFER**.

4. Enter the details like issue number, invoice date, vendor name, vendor contact, invoice number, issue date, vendor id, return person, Sl.No, item code, description, sale price, cost price, tax %, quantity, tax amount, total amount, invoice number, issue date, vendor id, return person, packing quantity, stock and Click on retrieve option to search the issue number.

5. Click new option to add new details.

3.6.3 PURCHASE ORDER

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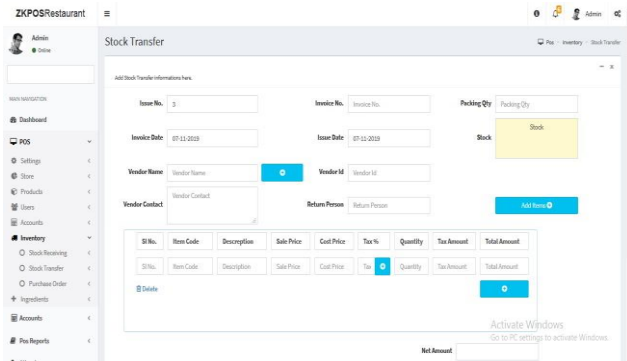
1. Click on PURCHASE ORDER.

2. Enter the details like order numbers, vendor name, vendor contact, order date, vendor id, shipping information, Sl.No, item code, description, unit price, unit quantity, tax %, quantity, tax amount and total amount details.

3. Click on Retrieve option.

4. Click new option to add new details.

STEP 3.7– INGREDIENTS

A product means the combination of some INGREDIENTS. You can add the details of all ingredients used along with the food product.

3.7.1 ADD INGREDIENTS

A product means the combination of some INGREDIENTS. You can add the details of all ingredients using this facility. Under ingredients menu, you can view three options called add ingredients, recipe and receive.
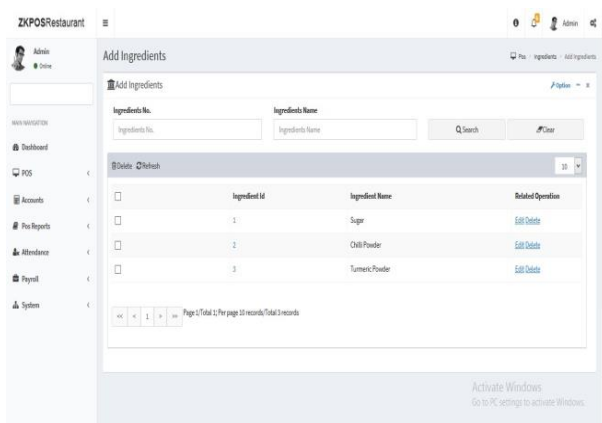
1. Click **Ingredients**>> **Add ingredients.**

When we sell a product the stock from ingredients also reduced. So we have an exact idea of ingredient wise inventory.
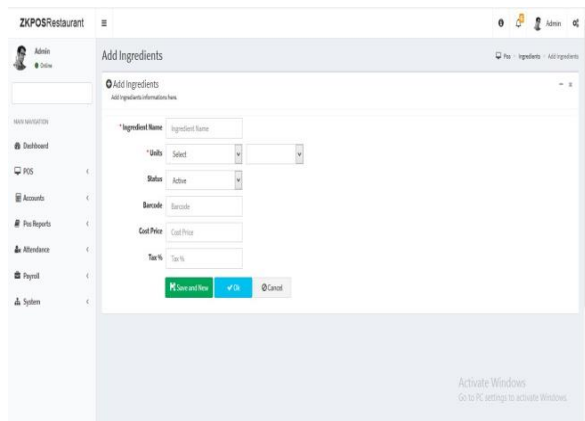
2. To add ingredients click **options**>> **Add**

3. Enter the ingredient name, units, status, barcode, cost price and tax

4. Click save and new or **OK.**

3.7.2 RECIPE

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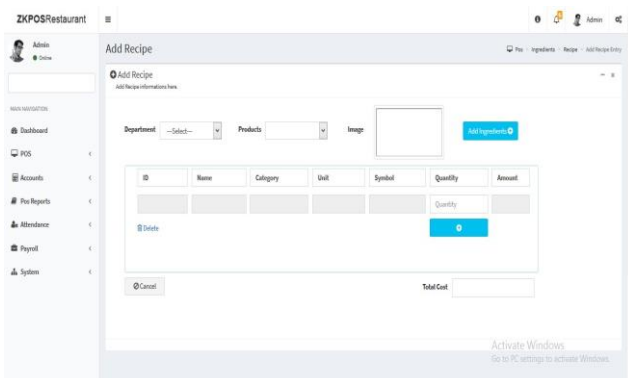
1. Click on **POS**>> **Ingredients**>> **Recipe**

2. To add recipe click **Options**>> **Add**

3. Select department, products and ingredients.

4. Enter the quantity for that particular recipe.

5. Click on + button.

Note: If the recipe amount exceeds the cost price of a product, then the cost price of a product in the product will get updated with the recipe amount. User have to edit the selling price in the product list. Only after making changes to the selling price user will able to do the sale.

3.7.3 INGREDIENT RECEIVING

We can receive the **ingredients** from the ingredients receiving window. The main advantage of this is that, when a customer order for a product appropriate amount of ingredients required to make that product will be deducted automatically form the stock. This makes stock management easier and efficient.
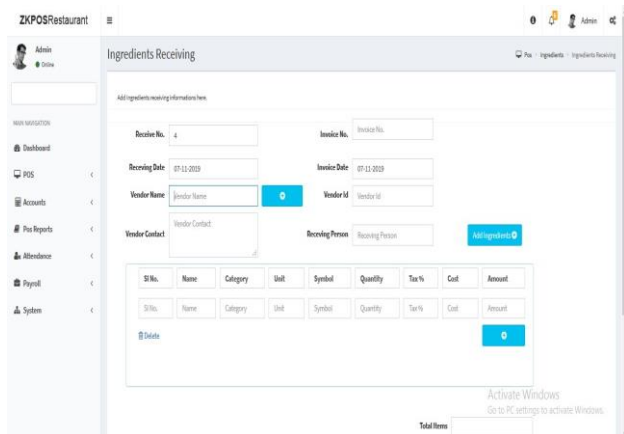
1. Click on **POS**>> **Ingredients**>>Receiving
2. Click **options**>> **Add.**
3. Enter the details in appropriate fields
4. Click + button.
5. You can **retrieve** the details by clicking the **retrieve** option.

Note: Received items cannot be edited if they saved as audit basis.

STEP 5 – POS REPORTS

Everything that you enter in **ZKPOS** is saved and you can check with the data whenever you want it. Different data is stored as different reports.
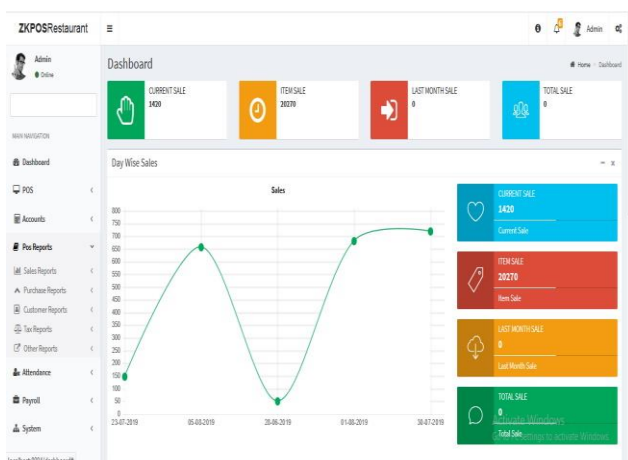
To view reports, login as admin and select report option.

5.1 SALES REPORTS

5.1.1 CURRENT SALE REPORT

This report shows the current sale items
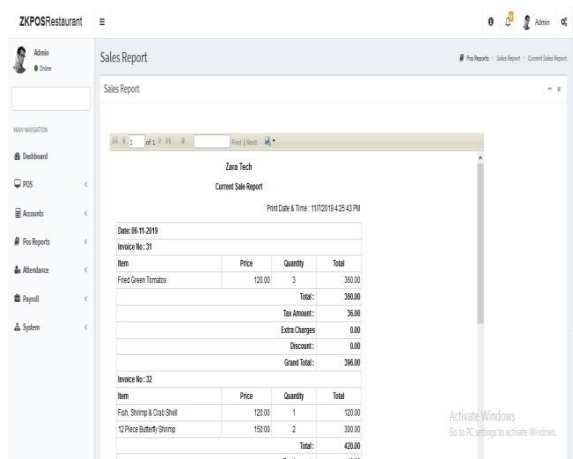
1. Click on **POS Reports> Sales reports> Current Sale report.**

5.1.2 DAY CLOSING REPORT

This report shows the total sales done in a day.
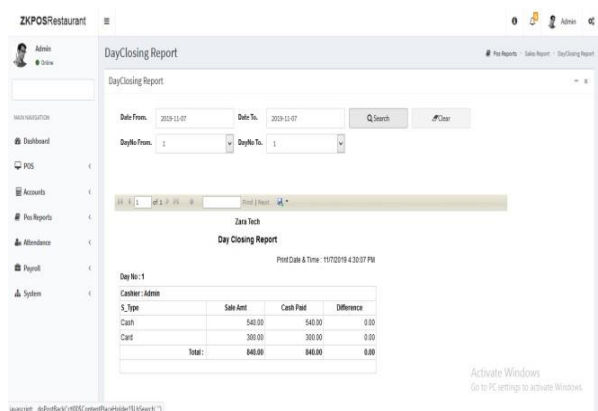
1. Click on **DAY CLOSING REPORT**.

2. Enter date and the day number.

3. Click **search** button.

5.1.3 DATE WISE SALES REPORT

This report will provide the date wise sales report. To view the report follow the below steps.
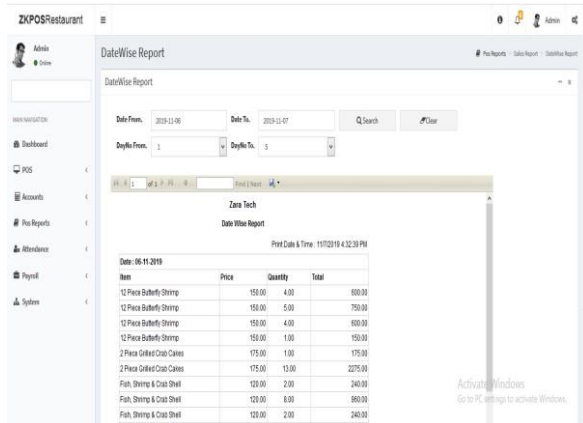
1. Click on **DATE WISE REPORT**.

2. Here you have an option to set the FROM DATE and TO DATE .Set a "from date" and "to date".

3. Click search button.

5.1.4 DAY WISE SALES REPORT

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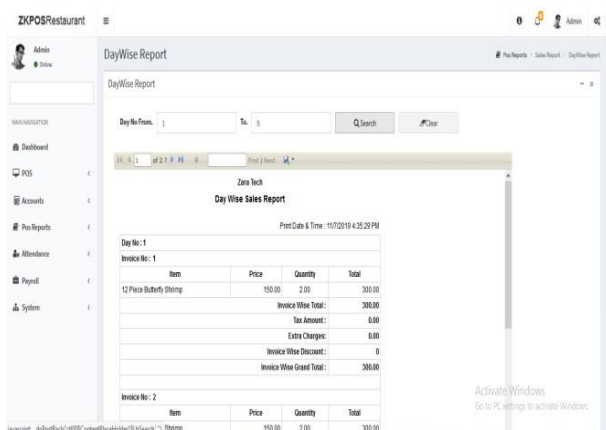
1. Click on **DAY WISE SALES REPORT**.

2. Enter the **FROM** and **TO** day number.

3. Click **Search** button to view the report.

4. Export option is included in all reports.

5.1.5 MONTH WISE SALES REPORT

This report will display the report for a selected month. You can choose the month that you want to view the report.
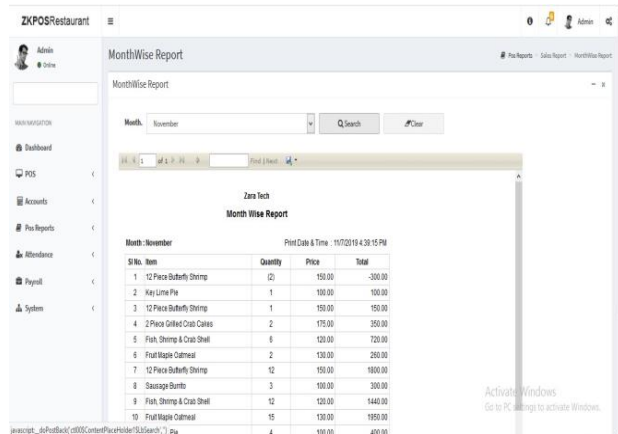
1. Click on **MONTH WISE SALES REPORT**.

2. Select the month from the drop down.

3. Click **Search** button.

5.1.6 YEAR WISE SALES REPORT

Provides the year wise sales report.
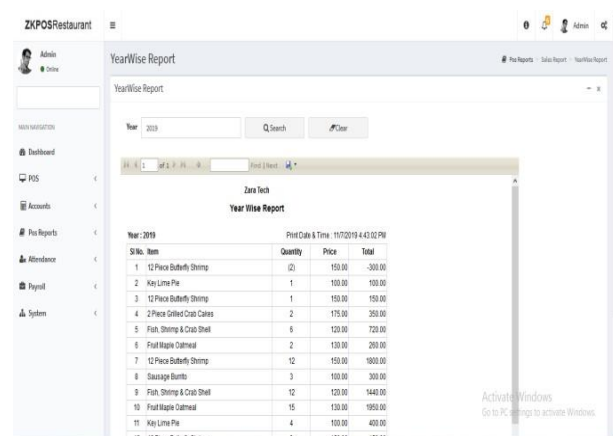
1. Click on **YEAR WISE SALES REPORT.**

2. Select the year and search.

5.1.7 ITEM WISE SALES REPORT

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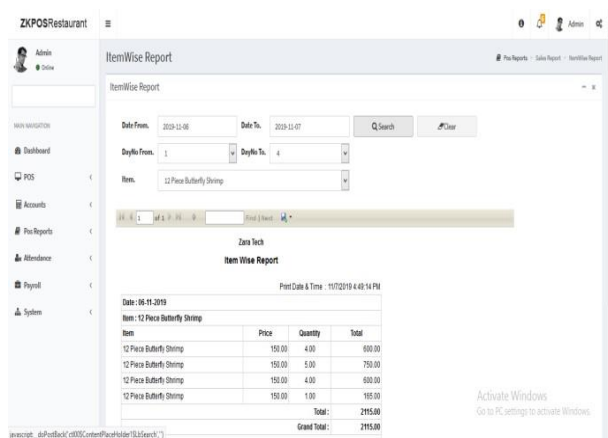
1. Click **ITEM WISE SALES REPORT**

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

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

4. Click **search** button.

5.1.8 DAILY ITEM REPORT

This report shows the item report for current day.
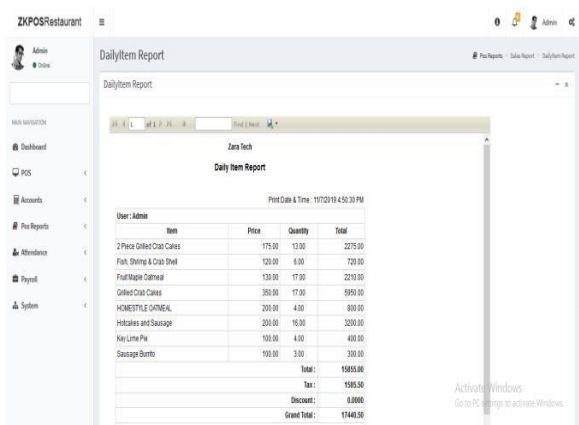
1. Click on **POS reports > Sales reports> daily Item report.**

2. Click on **DAILY ITEM REPORT.**

5.1.9 CATEGORY WISE REPORT

In this report you can view the report of selected category.
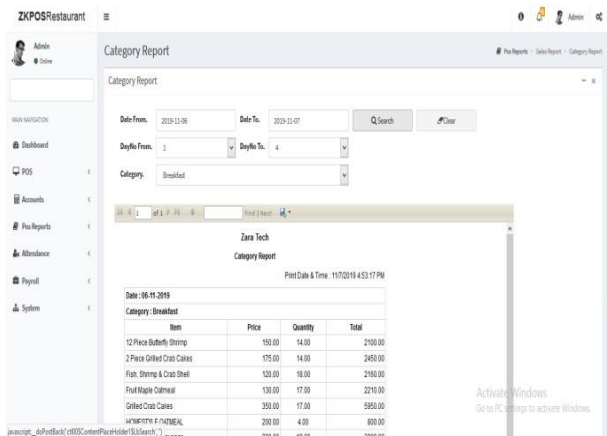
1. Click on **CATEGORY WISE REPORT**.

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

3. Choose the CATEGORY from the drop down.

4. Click Search button to view.

5.1.10 EXTRA CHARGES REPORT

In this report you can view the details of extra charges.
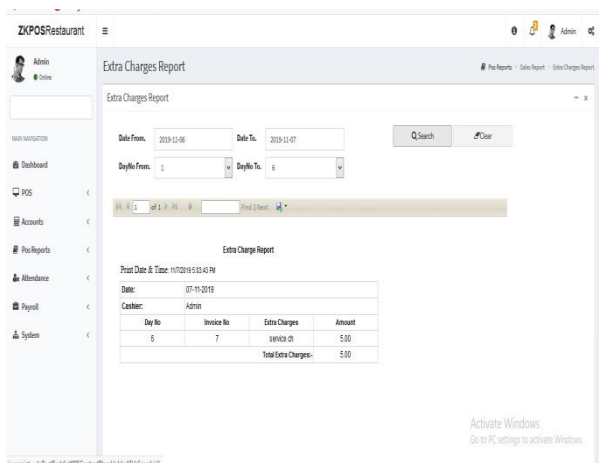
1. Click on **EXTRA CHARGE REPORT**.

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

3. Choose the **DAY NO**.

4. Click Search button to view.

5.1.11 SALES RETURN REPORT

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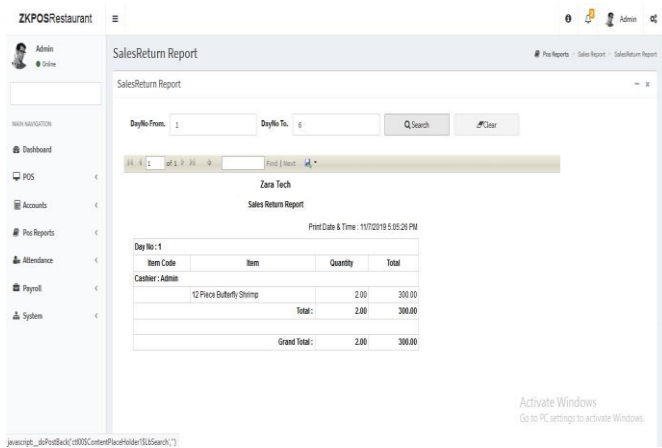
1. Click **SALES RETURN REPORT.**

2. Enter Day No-From.

3. Enter Day To.

4. Click **search** button.

5.1.12 HOURLY SALES REPORT

This report shows the Hourly sales details.
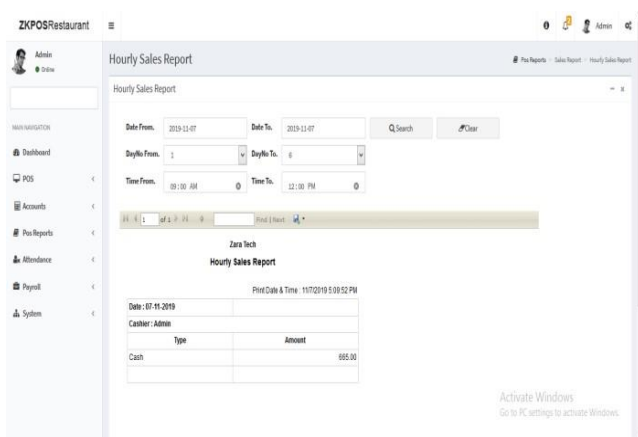
1. Click **HOURLY SALES REPORT.**

2. Enter Day No-From.

3. Enter Day To.

4. Enter time from and To.

5. Click **search** button.

.

5.1.13 CATEGORY WISE PROFIT REPORT

This report shows the Category wise profit details.
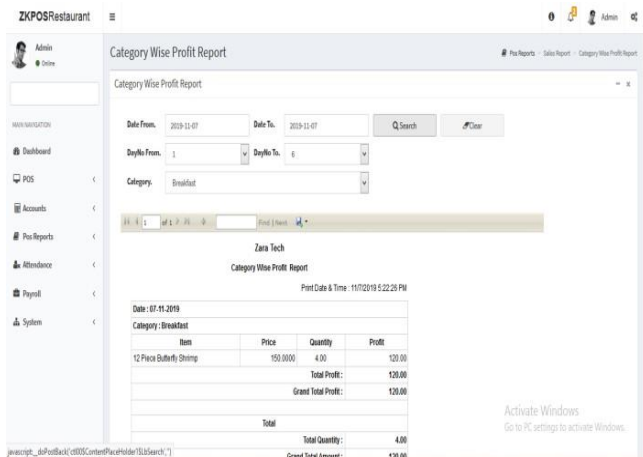
1. Click **CATEGORY WISE PROFIT REPORT.**

2. Enter time from and To

3. Enter Day No-From.

4. Enter Day To.

5. Select **category.**

6. Click **search** button.

5.1.14 DELIVERY REPORT

This report shows total delivery details.
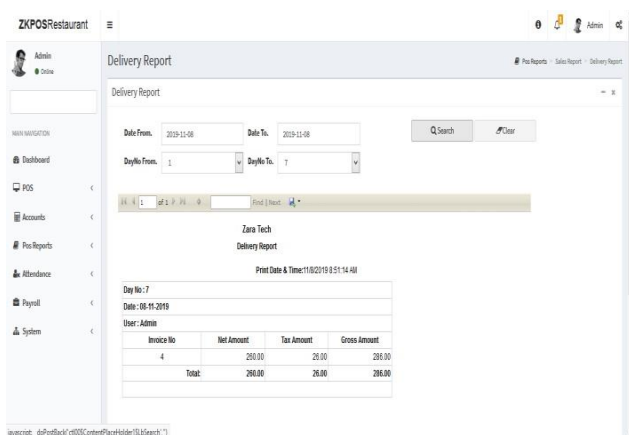
1. Click **DELIVERY REPORT.**

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

3. Select **day number**

4. Click search button.

5.1.15 DELIVERY BOY SALES REPORT

This report shows the delivery boy sales details.

1. Click **DELIVERY BOY SALES REPORT.**

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

3. Select **day number.**

4. Select **DELIVERY BOY.**

5. Click search button.

5.1.16 PAYMENT SUMMARY REPORT

This report shows the payment summary report.

1. Click **PAYMENT SUMMARY REPORT.**

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

3. Select **day number.**

4. Select **User types and User.**

5. Click search button.

5.1.17 DATE WISE PROFIT REPORT

This report shows the date wise profit report.
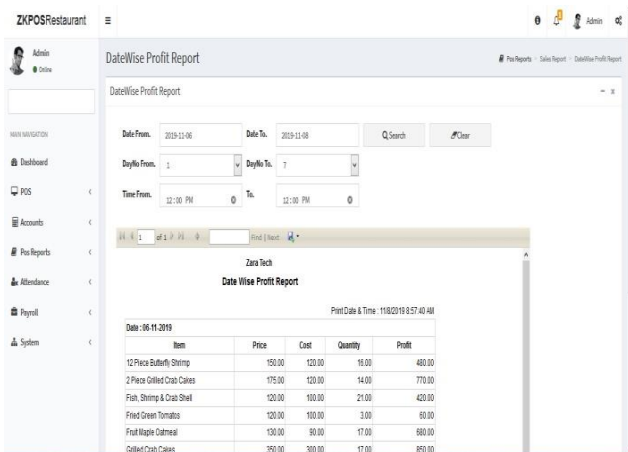
1. Click **DATE WISE PROFIT REPORT.**

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

3. Select **day number** and **TIME.**

4. Click search button.

5.1.18 PRODUCT WISE PROFIT REPORT

This report shows the product wise profit report
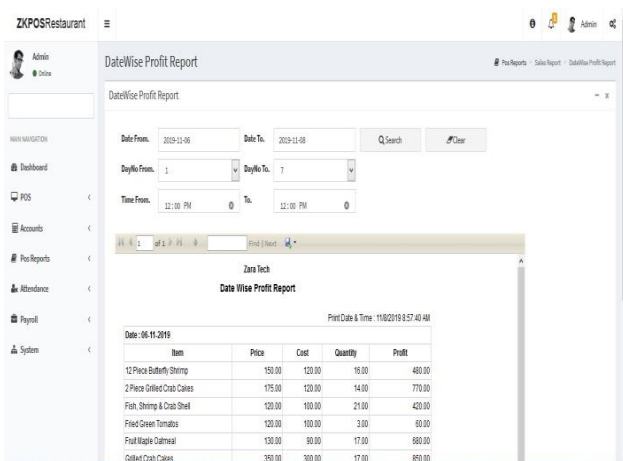
1. Click **PRODUCT WISE PROFIT REPORT.**

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

3. Select **day number.**

4. Select **TIME**.

5. Click **search button**

5.1.19 PRODUCT COST AND SALES REPORT

This report shows the product cost and sales report.
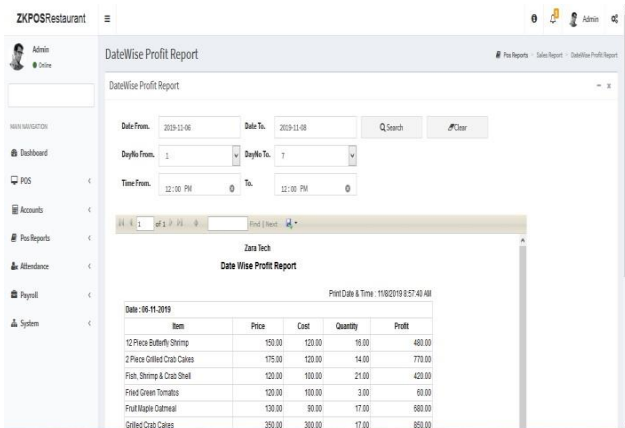
1. Click **PRODUCT COST AND SALES REPORT.**

5.1.18 QUANTITY WISE SALES REPORT

This report shows the quantity wise sales report
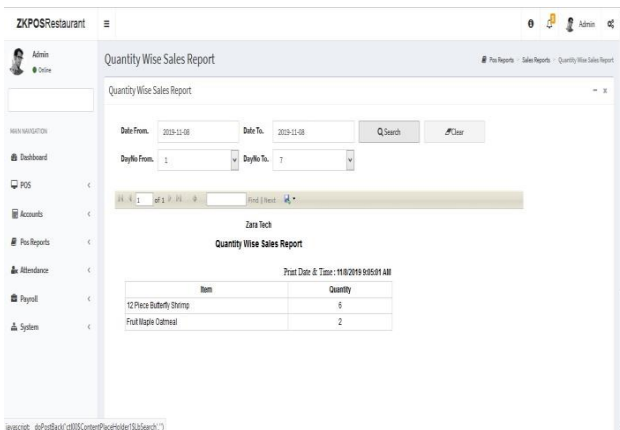
1. Click **QUANTITY WISE SALES REPORT.**

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

3. Select **day number.**

4. Click **search button.**

5.1.21 SALES RANKING REPORT

This report shows the sales ranking report.
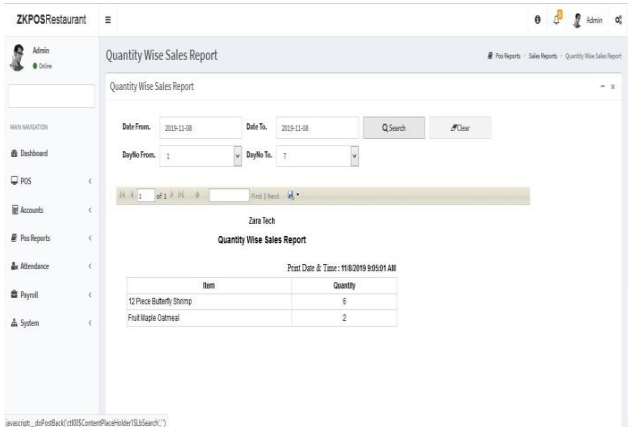
1. Click **SALES RANKING REPORT.**

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

3. Select **day number**

4. Click **search button**

5.1.22 CASHIER SALES REPORT

This report shows the cashier sales report
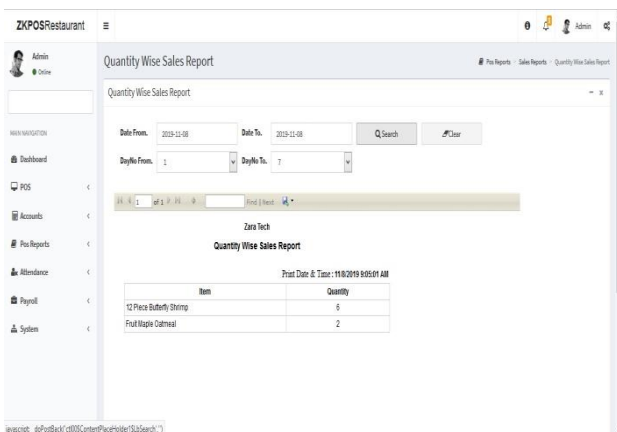
1. Click **CASHIER SALES REPORT.**

2. Select **day number.**

3. Click **search button.**

5.1.23 TIME WISE SALES REPORT

This report shows the time wise sales report.
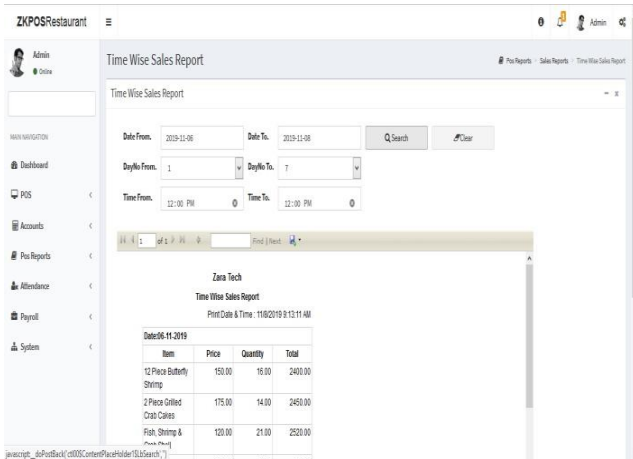
1. Click **TIME WISE SALES REPORT.**

2. Select **day number.**

3. Click **search button.**

5.1.24 CASH DRAWER BALANCE REPORT

This report shows the cash drawer balance report.
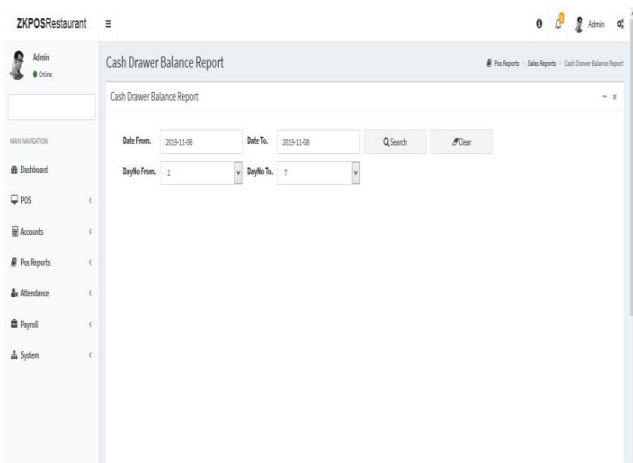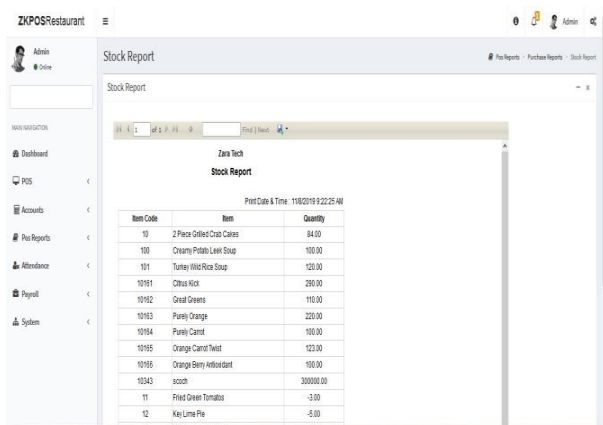
1. Click **CASH DRAWER BALANCE REPORT**

2. Select **Date.**

3. Select **day number.**

4. Click **search button.**

5.2 PURCHASE REPORTS

5.2.1 STOCK REPORT

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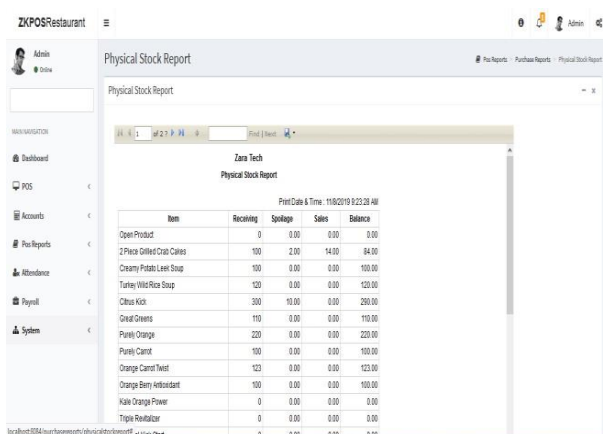
1. Click **STOCK REPORT**.

2. You have the option to export the reports.

5.2.2 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. You have the option to export the reports.

5.2.3 STOCK RECEIVING REPORT

This report shows the stock receiving details. You can view date wise report and batch number wise report.
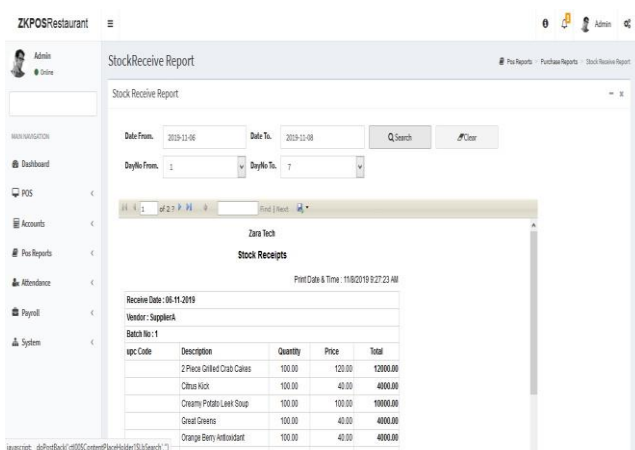
1. Click on **STOCK RECEIVING REPORT**.
2. Select the date range.
3. Select Day number.
4. Click **Search** button.

5.2.4 STOCK TRANSACTION REPORT

This report shows the stock transaction details.
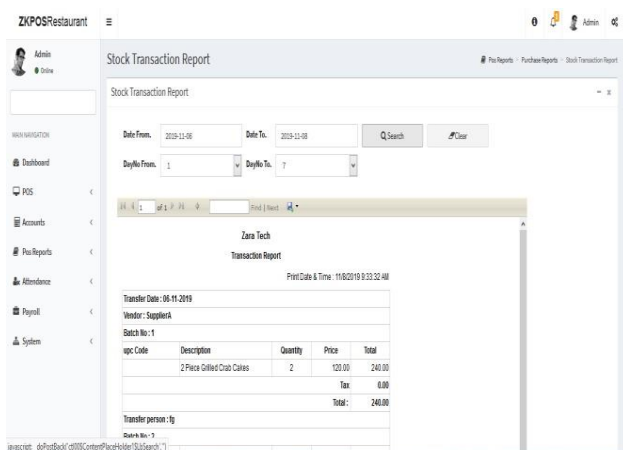
1. Click on **STOCK TRANSACTION REPORT**.
2. Select the date range.
3. Select Day number.
4. Click **Search** button.

5.2.5 INGREDIENTS STOCK REPORT

This report shows the ingredient stock details.
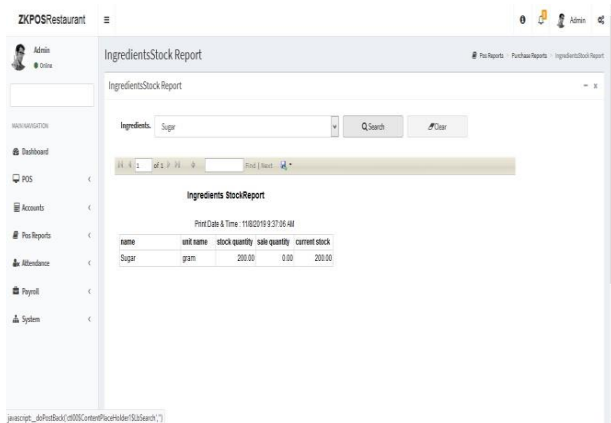
1. Click on **INGREDIENTS STOCK REPORT**.

2. Select ingredient.

3. Click **Search** button.

5.2.6 INGREDIENTS RECEIVE REPORT
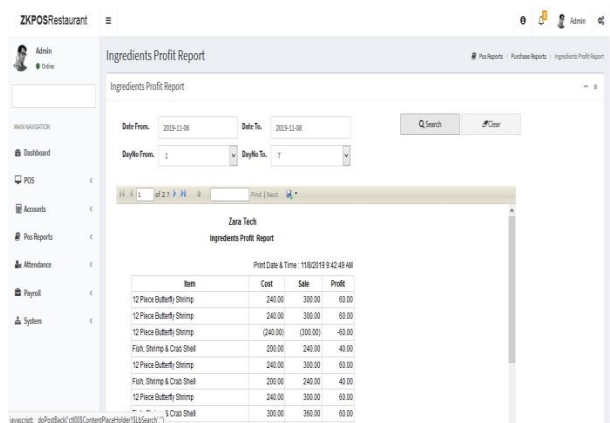
This report shows the ingredient receiving details.
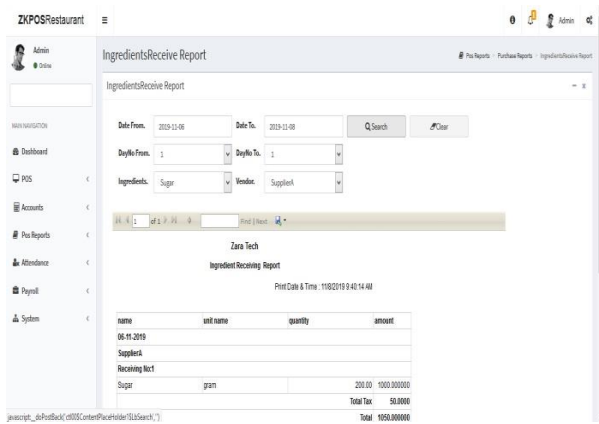
1. Click on **INGREDIENTS RECEIVE REPORT**.

2. Select **date range** and **day number.**

3. Select **ingredient** and **Vendor.**

4. Click **Search** button.

5.2.6 INGREDIENTS PROFIT REPORT

This report shows the ingredient profit details.

1. Click on **INGREDIENTS PROFIT REPORT**.

2. Select **date range** and **day number**.

3. Click **Search** button.

5.2.8 STOCK VALUE REPORT

This report shows the stock value report.

1. Click on **STOCK VALUE REPORT** and can also search for the report details.

5.2.9 LOW STOCK REPORT

This report shows the low stock report.

1. Click on low stock report and can also search for the report details.

5.2.10 EXPENSE DETAILS REPORT

This report shows the expense details.

1. Click on **EXPENSE DETAILS REPORT.**

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

3. Select **day number** and **time.**

4. Select **EXPENSE TYPE.**
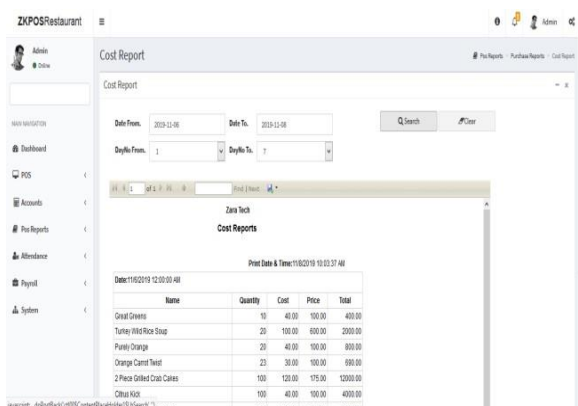
5. Click **Search** button.

5.2.11 VENDOR REPORT

This report shows the Vendor details.
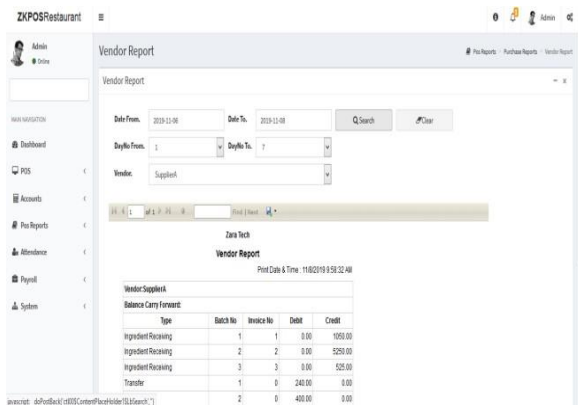
1. Click on **VENDOR REPORT.**

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

3. Select **day number** and **time.**

4. Select **VENDOR.**

5. Click **Search** button.

5.2.12 COST REPORT

This report shows the cost details.

1. Click on **COST REPORT.**

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

3. Click **Search** button.

5.2.13 INVENTORY REPORT

This report shows the inventory details.

1. Click on **INVENTORY REPORT** and can also search for the report details.

5.2.14 INVENTORY TRANSACTION REPORT

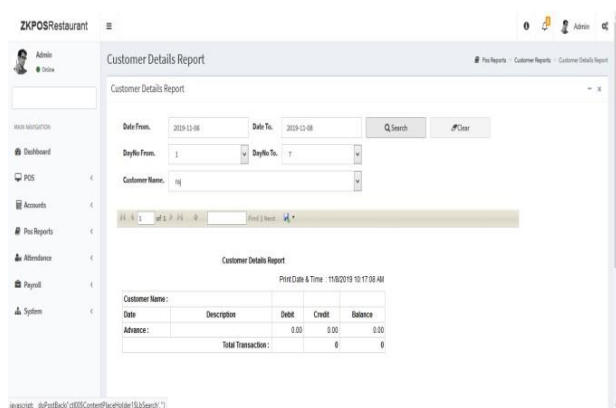This shows the inventory transaction details.

1. Click on **INVENTORY TRANSACTION** and can also search for the report details.

5.3 CUSTOMER REPORT

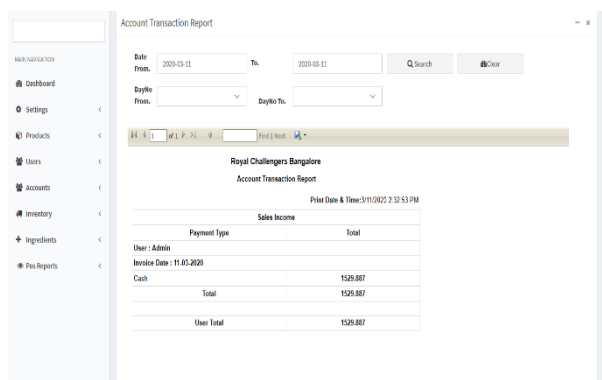## 5.3.1 CUSTOMER DETAILS REPORT

This report shows the customer details.

1. Click on **CUSTOMER DETAILS   REPORT.**

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

3. Select **Day number** and **CUSTOMER**.

4. Click **Search** button.
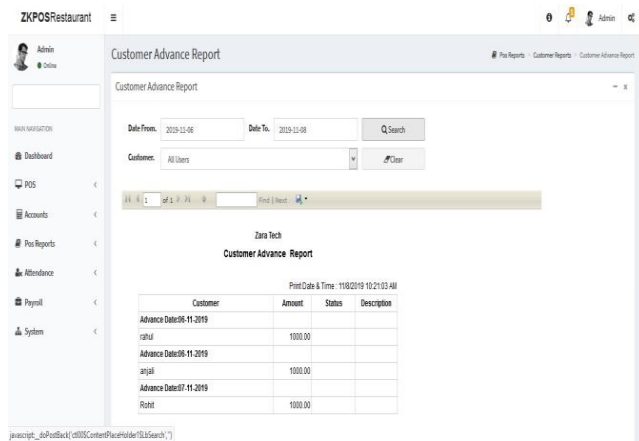
5.3.2 ACCOUNT TRANSACTION REPORT

This report shows account transaction report.

1. Click on **ACCOUNT TRANSACTION REPORT.**

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

3. Select **Day number from** and **day number to**.

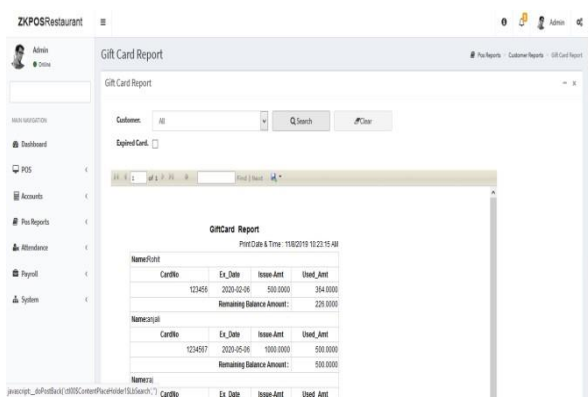4. Click **Search** button.

5.3.2 CUSTOMER ADVANCE REPORT

This report shows the advance details of customers.

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

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

3. Select **CUSTOMER**.

4. Click **Search** button.

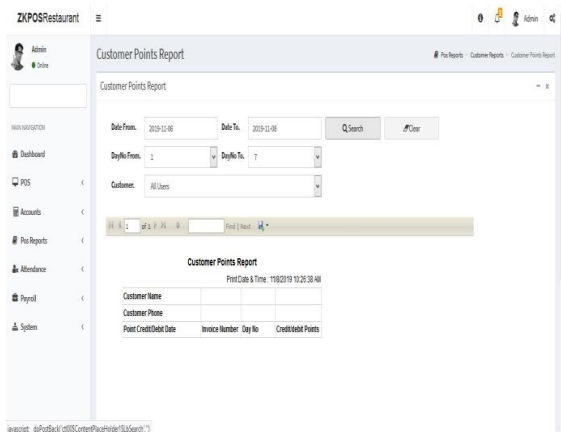## 5.3.3 CUSTOMER GIFT CARD REPORT

This report shows the gift card details of customers.

1. Click on **CUSTOMER GIFT CARD REPORT**.

2. Select **CUSTOMER**.

3. Click **Search** button.

5.3.4 CUSTOMER POINT REPORT
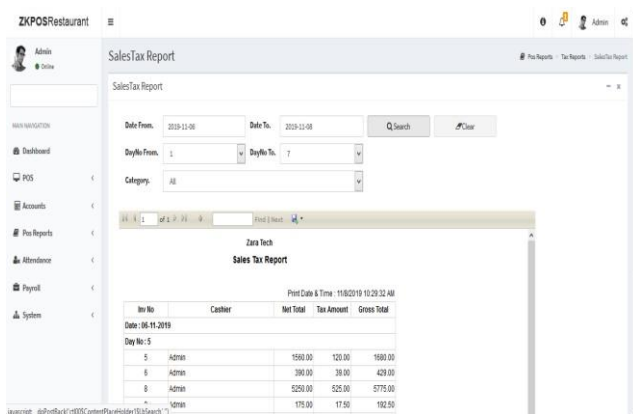
This report shows the point details of customers.

1. Click on **CUSTOMER POINT REPORT**.

2. Select **DATE** and **Day number** Select **CUSTOMER**.

3. Click **Search** button.

.

5.4 TAX REPORT
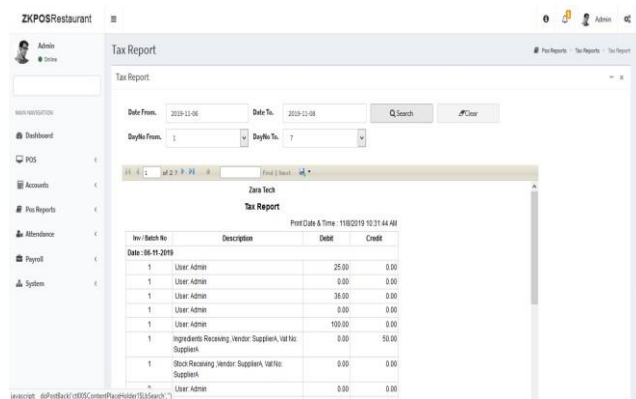
5.4.1 SALES TAX REPORT

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 **Search** button.

5.4.2 TAX REPORT

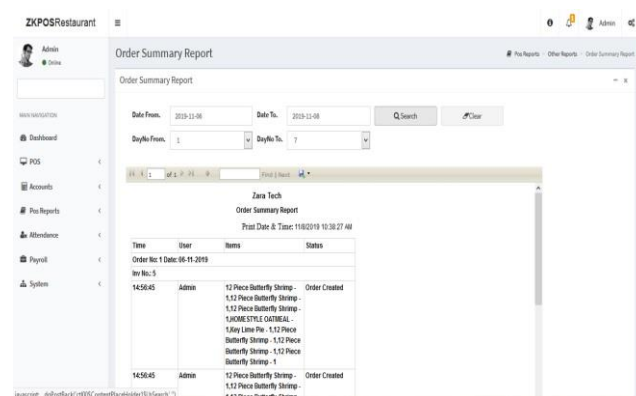This report shows the tax details.

1. Click on **TAX REPORT.**

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

3. Select **Day number.**

4. Click **Search** button.

5.5 OTHER REPORT
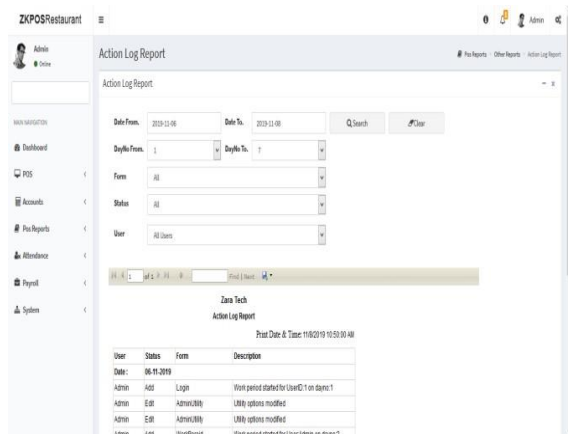
5.5.1 ORDER SUMMARY REPORT

This report shows the order summary details.

1. Click on **WORK PERIOD REPORT.**

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

3. Select **Day number.**

4. Click **Search** button**.**
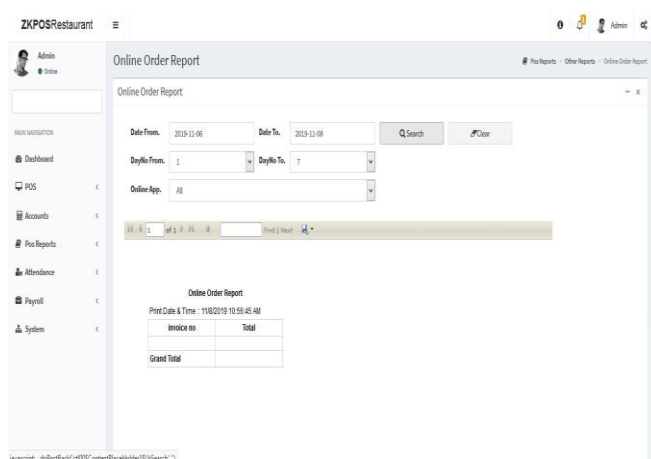
5.5.2 ACTION LOG REPORT

This report shows the action log details.

1. Click on **ATTENDENCE REPORT.**

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

3. Select **Form, Status and USER**. 4. Click **Search** button**.**
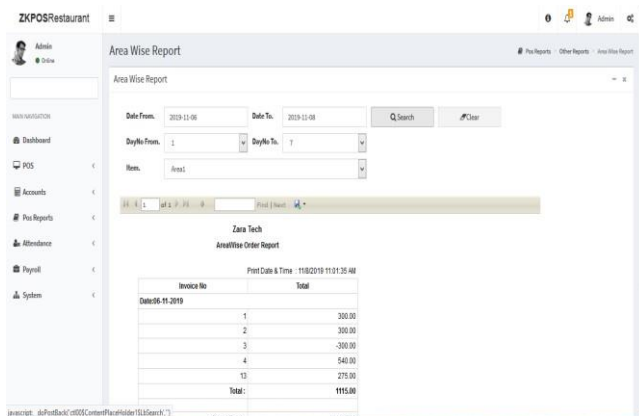
5.5.3 ONLINE ORDER REPORT

This report shows order details reports.

1. Click on Online order Report.

2. Choose the date, day and online app.

3. Click Search button.
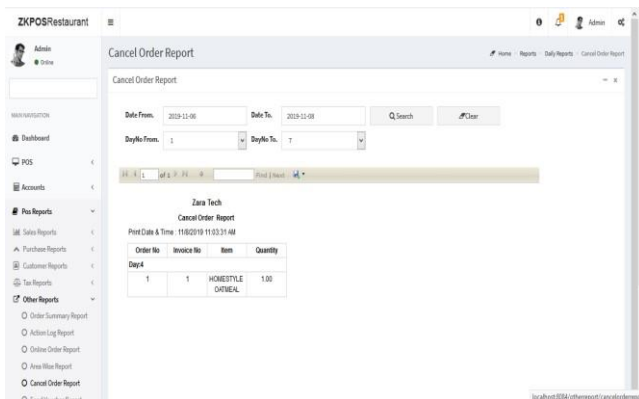
5.5.4 AREA WISE REPORT

This report shows the area wise details.

1. Click on **AREA WISE REPORT**.

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

3. Choose **day number** and **Area**

4. Click **Search** button**.**

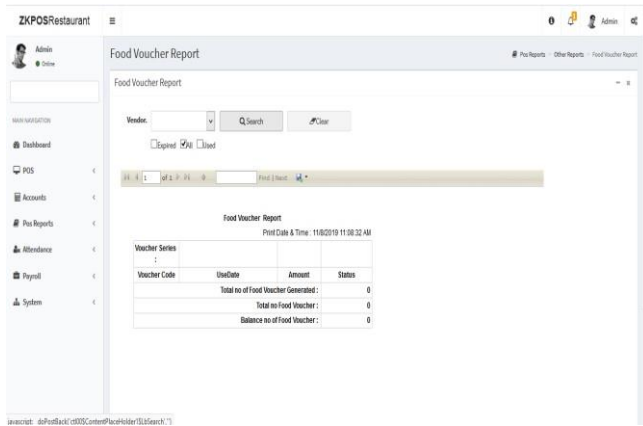## 5.5.5 CANCEL ORDER REPORT

This report shows the cancel order details.

1. Click on **CANCEL REPORT.**

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

3. Select **Day number**.

4. Click **Search** button.
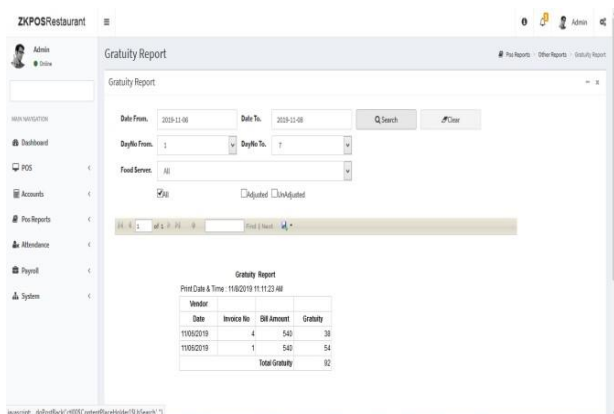
5.5.6 FOOD VOUCHER REPORT

This report shows the food voucher details.

1. Click on **FOOD VOUCHER REPORT.**

2. Choose **Voucher Series.**

3. Click **Search** button.
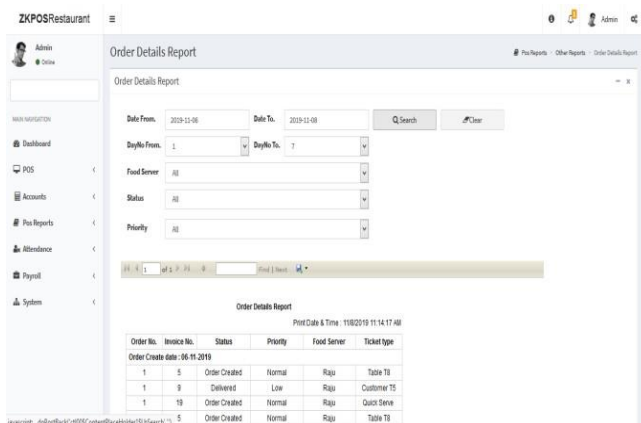
5.5.7 GRATUITY TIP REPORT

This report shows the Gratuity tip details.

1. Click on **GRATUITY TIP REPORT.**

2. Select **Date, Day number and Food server.**

3. Click **Search** button.
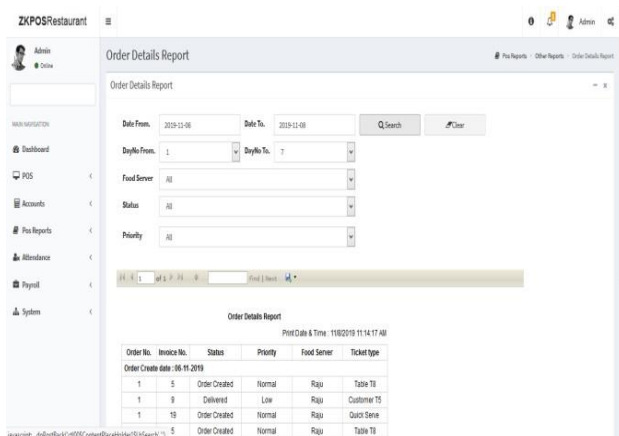
5.5.8 ORDER DETAILS REPORT

This report shows the order details.

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

2. Select **Date, Day number, Food server**

Status and **priority**

3. Click **Search** button.
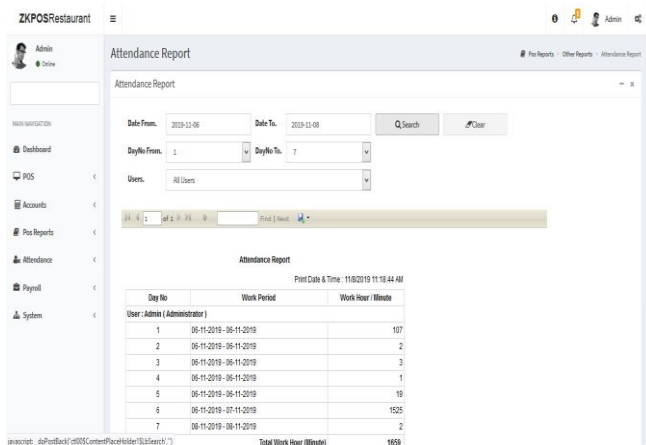
5.5.9 ORDER DETAILS REPORT

This report shows the order details.

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

2. Select **Date, Day number, Food server**

Status and **priority.**

3. Click **Search** button.

5.5.10 USER ATTENDANCE REPORT

This report shows the user attendance details.

1. Click on **USER ATTENDANCE REPORT.**

2. Select **Date, Day number and USERS**

3. Click **Search** button.

STEP 6– SIGN OUT

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

2. Click on the top right corner of the Dash board
and click on the Admin.

3. Click on the **SIGNOUT** option to log out.

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

Tel: +86 755-89602345

Fax: +86 755-89602394

www.zkteco.com