

USER MANUAL

ZKPOS RESTAURANT POS

Version: 3.5.1

Date: 01-02-2020

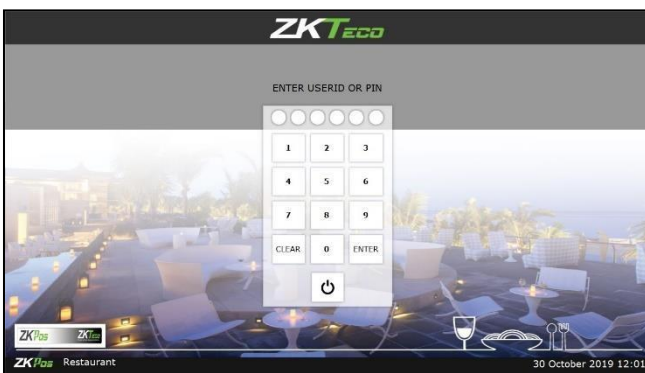
Software Version: 3.5.1

GETS STARTED

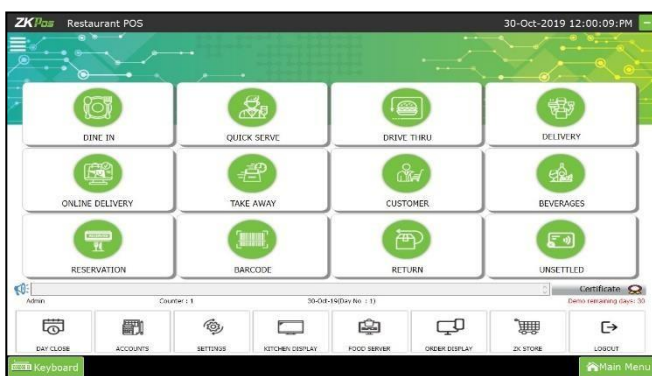
Every retailer has to constantly face the complexities of handling wide range of product mix. Out of stock products and spoilage items are the main cause for lost sales in the grocery business. So every retailer needs a complete and efficient interface to manage the day to day business activities in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

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

STEP 1 – ADMIN LOGIN



1. Open ZKPOS software Application.
2. You will have a default admin login with password.
3. Type admin ID and Password and click ENTER button.



Now you are taken to the **MAIN WINDOW**.

A warning message will appear when you click any menu from the main window.



Before entering the data, you have to update the company details in store.

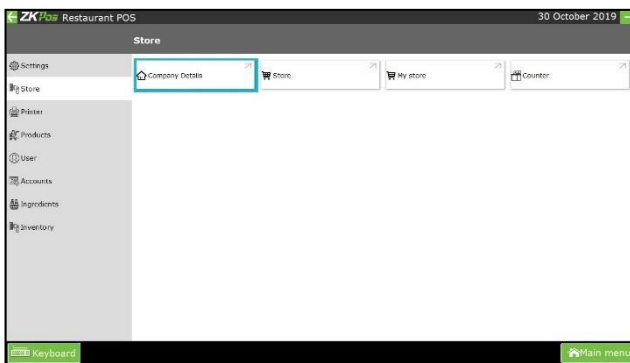
STEP 2 – SETTINGS - STORE

For functioning the ZKPOS restaurant, you're required to create/update the company and the store details. It will be explained below.

STEP 2.1. ADDING COMPANY DETAILS

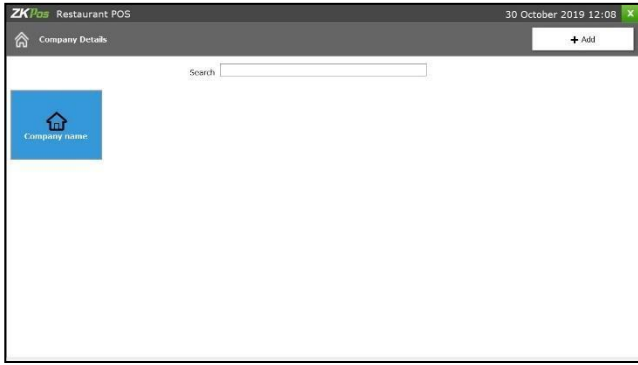
Creating a company is one of the basic activity you need to follow in the restaurant POS. Here add the details of your company for further Point of Sale functioning. Go to settings, then click store option.

You can save the details like Name, Branch, Address, Company Logo, Tax, Currency etc.

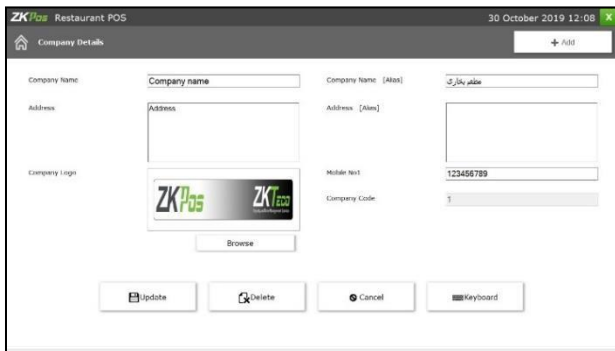


1. From the main menu, go to **SETTINGS**.

2. Choose **COMPANY DETAILS**.



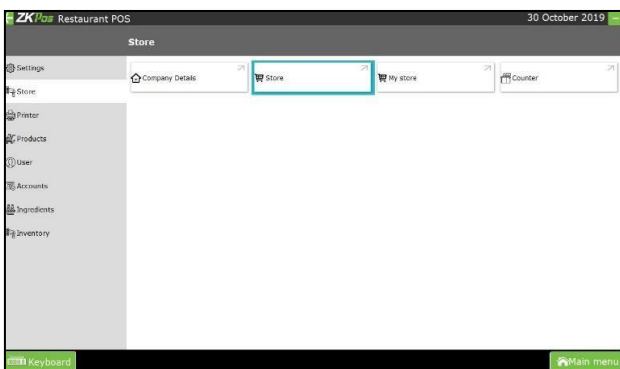
You can view the default company icon there. If you want to update the details, then click on the company.



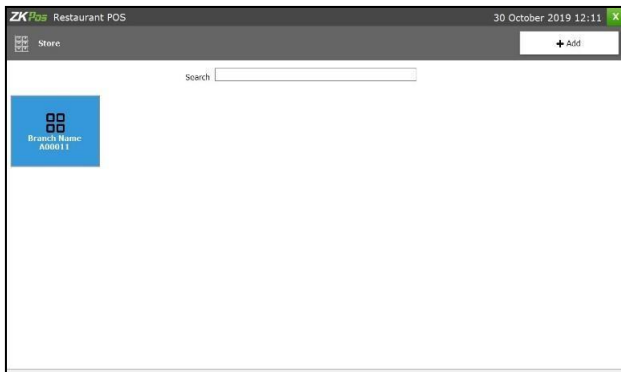
4. Update details and click on update Button to save.

STEP 2.2. STORE

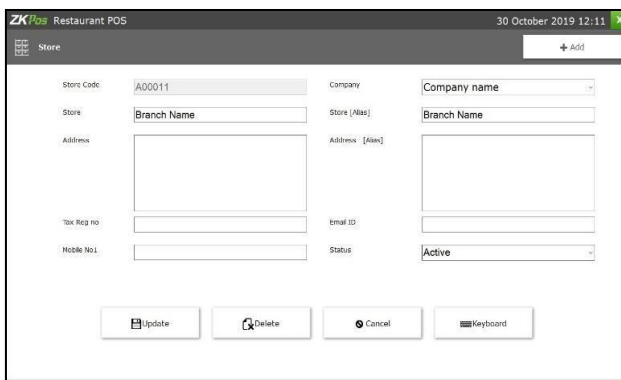
After creating a company, there is an option for adding the company branch details.



5. Go to Settings and click on **Store**.



6. There is a **search** option to search the store.

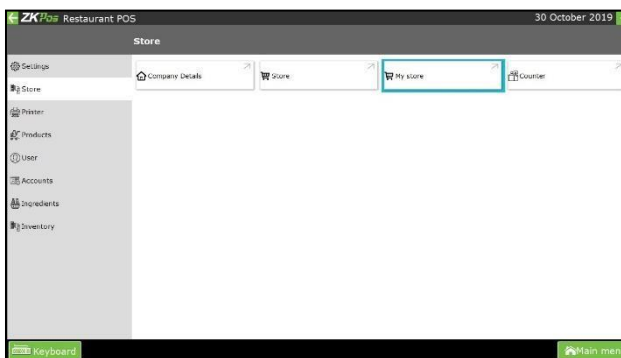


1. Click on the **ADD** option (enter the mandatory fields and details of your branch).

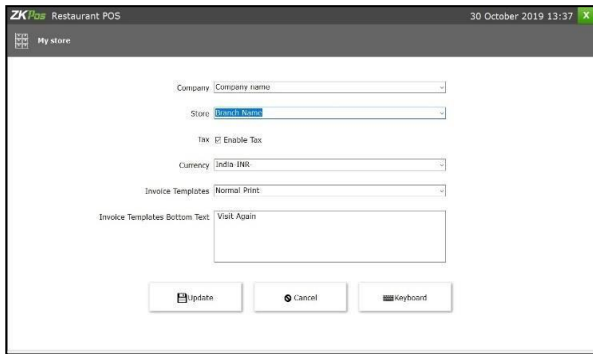
2. Click on the **Save** option.

STEP 2.3. MY STORE

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



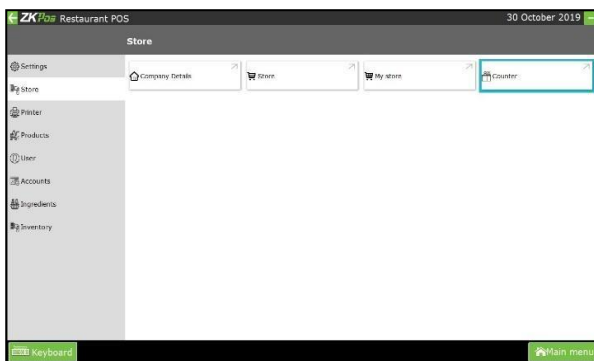
1. Go to Settings, click on **MY STORE**.



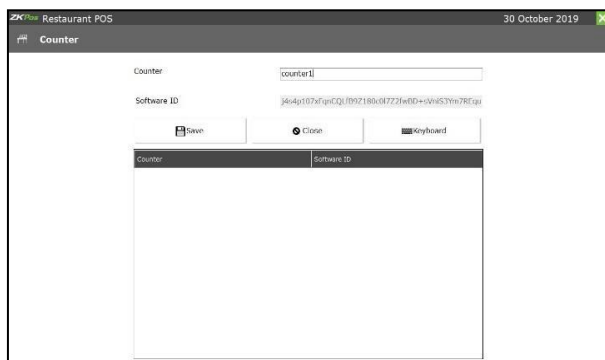
Enter all necessary details in the appropriate fields.
If you want to enable tax, tick the checkbox for “ENABLE TAX” and then click update button.

STEP 2.4. COUNTER

If your restaurant has more counters, then you can add the counter details here.



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



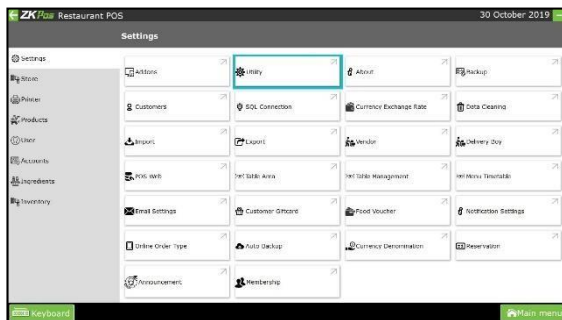
2. After enter the details and click **save** button to save the details.

STEP 3 – SETTINGS

STEP 3.1. UTILITIES

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

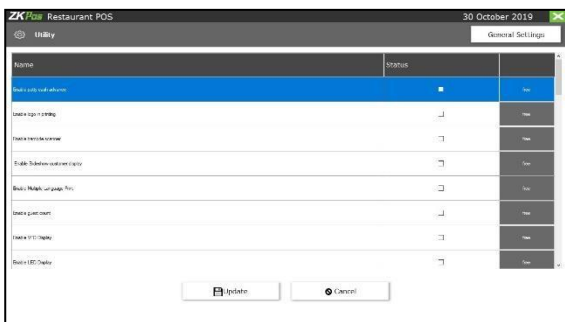
You need to login as **ADMIN** to view/access **UTILITIES**.



1. Go to **SETTINGS**.

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

3. There is a column specifying the status of each feature. Some are Free and some others need to activate manually.



4. To decide number of decimal points and number of print count click on the general settings button on the top left side of the screen.

Now let's learn each utilities one by one.

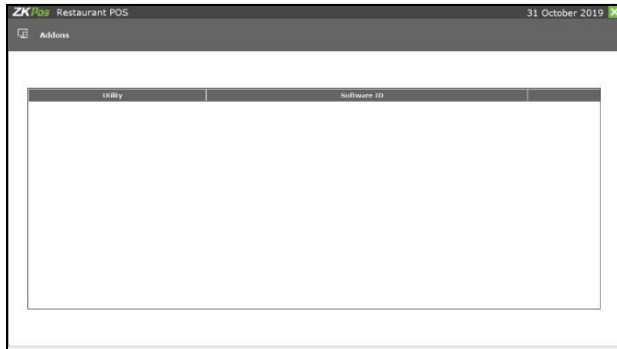
1. **PETTY CASH ADVANCE**: Petty cash is the advance amount given to cashier before start the billing operation. To enable petty cash, tick the checkbox corresponds to “ENABLE PETTY CASH ADVANCE” and then click UPDATE button.

2. **ENABLE LOGO IN PRINTING**: If you want to display your company logo while printing invoices, you have to enable it here. Tick the checkbox that correspond to “ENABLE LOGO IN PRINTING” and then click UPDATE button.

3. **ENABLE BARCODE SCANNER:** When we enable this feature we can add products using BARCODE SCANNER. To enable tick the checkbox corresponding to “ENABLE BARCODE SCANNER” and then click UPDATE button.
4. **ENABLE SLIDESHOW CUSTOMER DISPLAY:** You can display company promotional videos, images, combo offers, and discounts in customer display screen by enabling this utility. To enable follow the steps that you have done earlier.
5. **ENABLE MULTIPLE LANGUAGE PRINT:** This feature enables multiple language feature while printing invoices.
6. **ENABLE GUEST COUNT:** Customers are considered as your guests and you could save their count for reference purpose or to print with the invoice.
7. **ENABLE VFD DISPLAY:** When we enable this feature, PRODUCT, PRICE and QUANTITY will be displayed in the VFD DISPLAY during product selection in the POS menu.
8. **ENABLE LED DISPLAY:** To display the PRODUCT PRICE and TOTAL BILL AMOUNT in the LED DISPLAY: you have to enable this feature.
9. **ENABLE MULTI CURRENCY PAYMENT:** Customers will be happy if you could produce the invoice in their desired currency. To display total invoice amount in desired currency, enable this feature by ticking on the checkbox that correspond to “enable multi-currency payment”. Then UPDATE it.
10. **ENABLE SIMPLE PRINT:** If you want a simple print layout, then you need to enable this feature.
11. **ENABLE BIG PRINT:** You can take big print out by enabling this feature.
12. **ENABLE COMBO/SUB PRODUCTS** - You have to enable this utility if you want to display combo products and sub products in the POS section.
13. **ENABLE FINGERPRINT LOGIN:** If this feature is enabled users can login/register using their
14. **ENABLE INGREDIENTS:** We could add ingredients only if we enable this feature.
15. **ENABLE KITCHEN PRINT:** This feature allows kitchen manager to print orders.
16. **ENABLE ORDER PRINT:** By enabling this feature you can take print out of the orders.
17. **ENABLE GIFT AND POINTS:** If you want to set gifts/points against invoice count/amount you have to enable it here.

18. **ENABLE MENU FILTER:** If this feature is enabled you can view only the department and product which set in menu time table.
19. **ENABLE MINUS STOCK:** If this feature is enabled you can sale products without stock. For instance suppose, you didn't updated the stock receiving details to your ZKPOS, but you want to sale the products. You can do it by enabling this utility.
20. **ENABLE INDIAN GST PRINT:** If we enable this feature tax will be calculated for each invoice.
21. **ENABLE CUSTOMER ACCOUNT AUTHENTICATION:** This feature is used for authenticating customer card on each ACCOUNT PAYMENT.
22. **ENABLE AUTO ROUND OFF:** This feature will round off the amount in decimals automatically.
23. **SPECIAL CHARGES:** You can add special charges to the invoice amount.
24. **ENABLE TABLE SEATS:** This will display table seats when you click on a table in POS.
25. **ENABLE TEMPORARY BILL:** You can create a temporary bill for the customers.
26. **EDIT PRODUCT:** You can edit product details by enabling this feature.
27. **ENABLE SERVER DATA SYNC:** This feature need to be activated manually.
28. **ENABLE ANDROID:** This feature need to be activated manually.
29. **ENABLE 58MM PRINT:** This feature used to take print from thermal print.
30. **ENABLE SCHEDULED EMAIL:** This feature used to enable scheduled email.
31. **ENABLE END WORK PERIOD EMAIL:** This feature enable end work period email.
32. **ENABLE NOTIFICATION:** This feature used to get notification.
33. **ENABLE AUTO PRINT:** This feature used to take print automatically.
34. **ENABLE INBUILT FINGERPRINT LOGIN:** This feature enable fingerprint login.
35. **ENABLE ON-SCREEN KEY BOARD:** This feature enable On-Screen Key Board.
36. **ENABLE AUTO BACKUP:** This feature enable Auto Backup.
37. **ENABLE INCLUSIVE TAX CALCULATION:** This feature enable inclusive tax calculation.
38. **ENABLE BAR:** This feature is using for enabling the beverage.
40. **ENABLE DAY CLOSE EMAIL:** This feature enable day close period email.
41. **ENABLE GRATUITY:** This feature enable the gratuity (Tip) feature
42. **ENABLE REPORT:** This feature enables to view the reports.
43. **ENABLE BACK OFFICE:** This feature enable the back office.
44. **ENABLE INCLUSIVE CALCULATE TAX IN ROUNDING [OPTION 2]:** This feature enables rounding option with inclusive tax method.

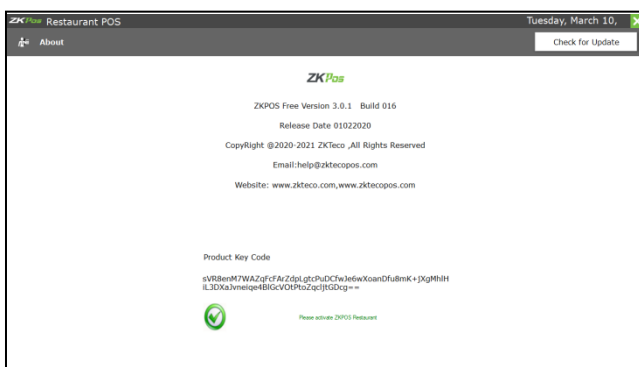
45. **ENABLE ROUNDING TAX CALCULATION [OPTION 1]:** This feature enables rounding option with exclusive tax calculation.



You can see the list in window like this left side showing figure.

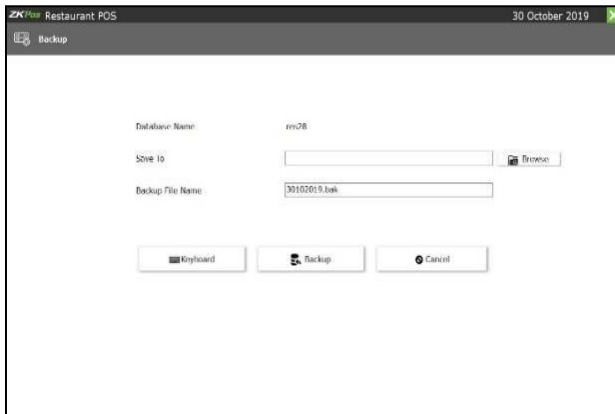
STEP 3.3 – ABOUT SOFTWARE

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 3.4 - BACKUP DATA

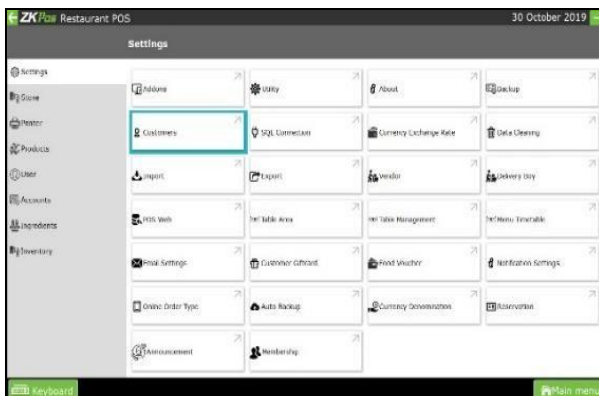
It is better to keep a backup of the important data. So you have an option to do the same.



1. Go to **SETTINGS**.
2. Expand Settings menu.
3. Now click **BACKUP**.
4. Default **DATABASE NAME** will be there.
5. You can browse and select the location to store your backup file.
6. Enter the **backup file name**.
7. Click **BACKUP** button to backup or **CANCEL** to cancel the operation.

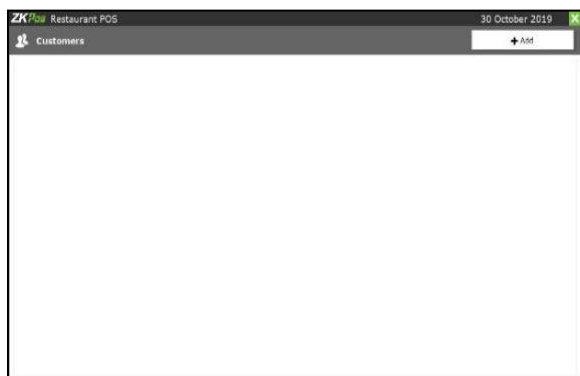
STEP 3.5 – CUSTOMER

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



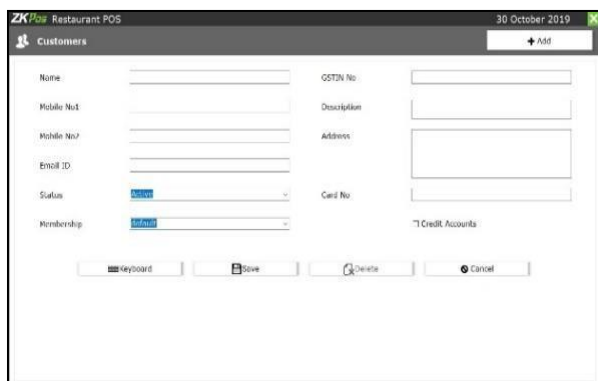
1. Go to Tables.
2. Click on CUSTOMER.

While click the customer option you will navigate to a new customer window.



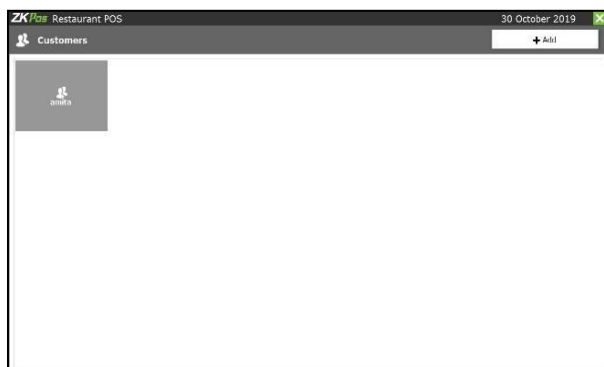
3. To add a new **CUSTOMER**.

4. Click on the **ADD** button.



5. Enter basic customer details in the appropriate fields including customer name, phone numbers, email id, status, your comments, address and the card number of the customer. Save the details by clicking on the **SAVE** button.

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



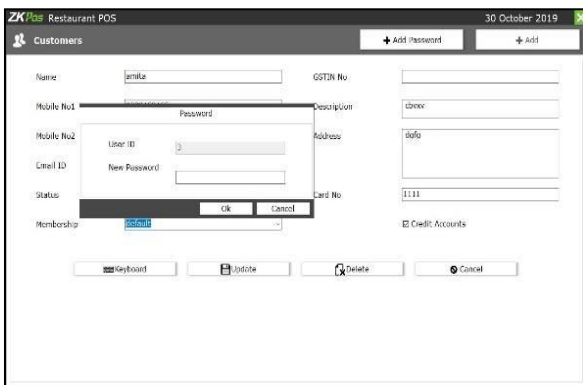
You can view the new customer details has been saved.

EDIT CUSTOMER

To edit a customer, click on the saved customer. And enter the details you want to update and click UPDATE button.

There is an option “Allow credits” which is used by customers who wants to keep a customer account that can allow transactions through their user id and password. Thus they can make orders through the POS window and settle through customer account.

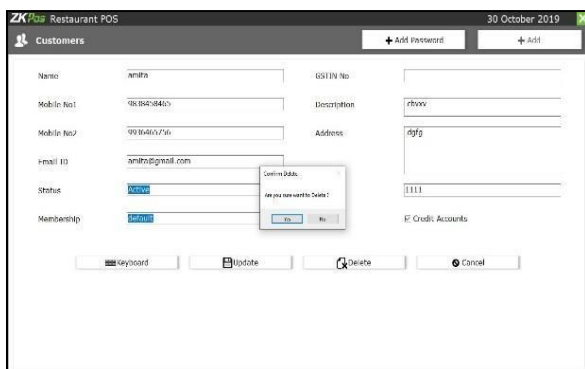
To create the user id and password follow the steps.



Edit customer, click **ADD PASSWORD** option, then you will get a pop window enter user id and password. Click **OK** button.

DELETE CUSTOMER

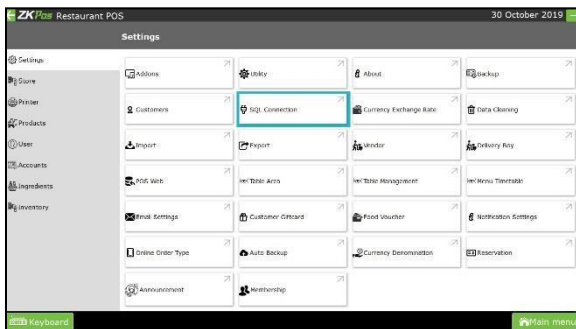
If you want to delete the customer, then click **DELETE** button.



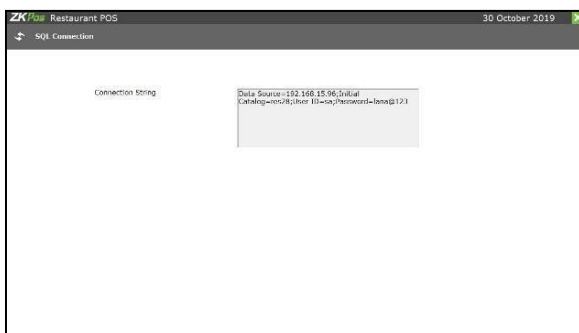
Click **YES** in the confirmation dialog box.

STEP 3.6 – SQL CONNECTION

This part displays the SQL CONNECTION STRING. You can access the database file using the details in the connection string.



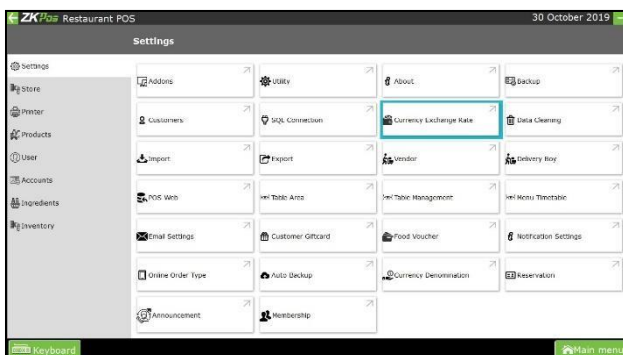
Click SQL connection option.



You can view the SQL database details.

STEP 3.7- 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. Click currency exchange option and you will redirect to the next window.

Country	Currency	Code	Symbol	Exchange Rate
Afghanistan	Afghani	AFN	؍	0.00
Albania	Lek	ALL	Lek	0.00
Algeria	Algerian Dinar	DZD		0.00
Andorra	European Euro	EUR	€	0.00
Angola	Angolan Kwanza	AOA		0.00
Antigua and Barbuda	East Caribbean Dollar	XCD	\$	0.00
Argentina	Peso	ARS	\$	0.00
Armenia	Armenian Dram	AMD		0.00
Australia	Dollar	AUD	\$	0.00
Austria	European Euro	EUR	€	0.00
Azerbaijan	Manat	AZN	m	0.00
Bahamas	Dollar	BSD	\$	0.00
Bahrain	Dinar	BHD		0.00
Bahrain	Bahraini Dinar	BHD		0.00
Bangladesh	Bangladesh Taka	BDT		0.00
Barbados	Dollar	BBD	\$	0.00
Belarus	Ruble	BYR	p.	0.00
Belgium	European Euro	EUR	€	0.00
Belize	Dollar	BZD	BZ\$	0.00

1. From the menu options,click EXCHANGE RATE. Exchange rates may vary each day, so you can update it.

2. Update it by clicking on **ONLINE UPDATE** button. Sometimes **online update** may not be available for some currencies. So there is an option for manual update.

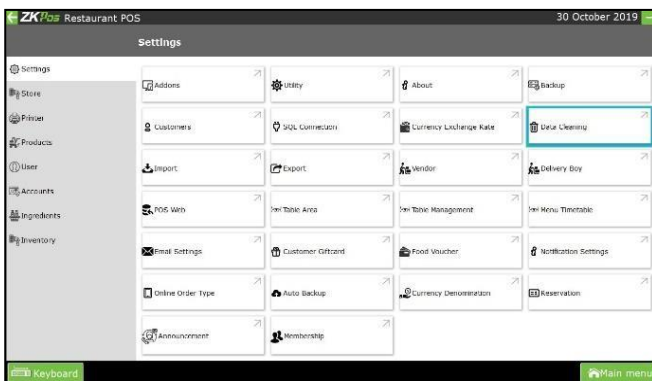
Country	Currency	Code	Symbol	Exchange Rate
Afghanistan	Afghani	AFN	؍	0.00
Albania	Lek	ALL	Lek	0.00
Algeria	Algerian Dinar	DZD		0.00
Andorra	European Euro	EUR	€	0.00
Angola	Angolan Kwanza	AOA		0.00
Antigua and Barbuda	East Caribbean Dollar	XCD	\$	0.00
Argentina	Peso	ARS	\$	0.00
Armenia	Armenian Dram	AMD		0.00
Australia	Dollar	AUD	\$	0.00
Austria	European Euro	EUR	€	0.00
Azerbaijan	Manat	AZN	m	0.00
Bahamas	Dollar	BSD	\$	0.00
Bahrain	Dinar	BHD		0.00
Bahrain	Bahraini Dinar	BHD		0.00
Bangladesh	Bangladesh Taka	BDT		0.00
Barbados	Dollar	BBD	\$	0.00
Belarus	Ruble	BYR	p.	0.00
Belgium	European Euro	EUR	€	0.00
Belize	Dollar	BZD	BZ\$	0.00

1. Click on the pencil symbol corresponds to the currency that you want to edit. Then exchange rate field will become editable and you can edit it.

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

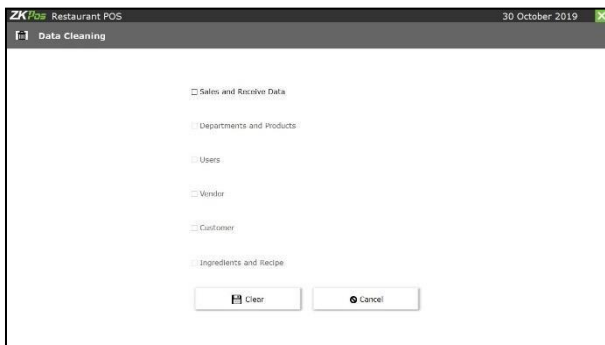
STEP 3.8 - HOW TO DO DATA CLEANING

When you want to clean up the data stored in ZKPOS, you can erase everything from it using this functionality.



1. Go to **SETTINGS**.

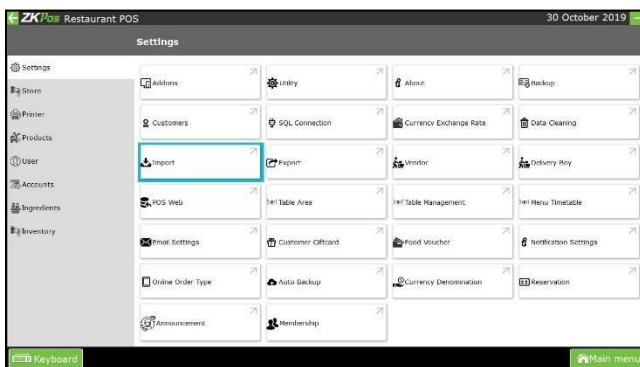
2. Click on **DATA CLEANING**.



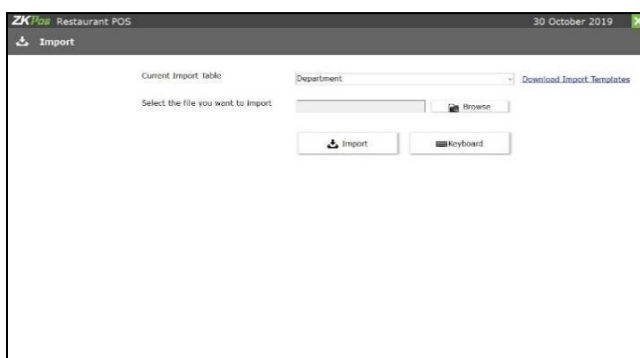
3. From the list mark those check boxes relevant to the data that you want to clear.
4. Clear it by clicking **CLEAR** button.
5. A confirmation dialog will appear.
6. Click **YES**, and **OK** to the confirmation message.

STEP 3.9 - IMPORT

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



1. Go to **SETTINGS**.
2. Click on **IMPORT** option.

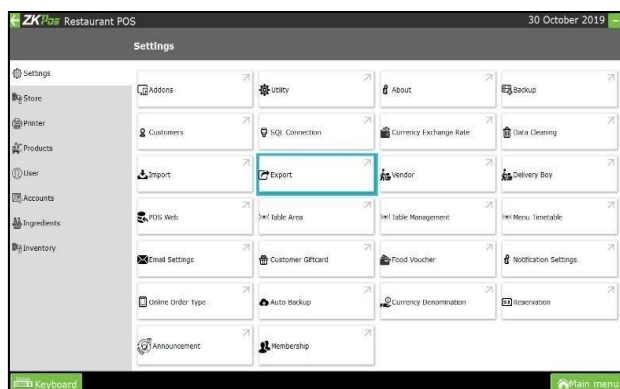


3. Select the **Table** to which the data to be added from drop downlist. Now browse the folder for the required data and click on **IMPORT** button.

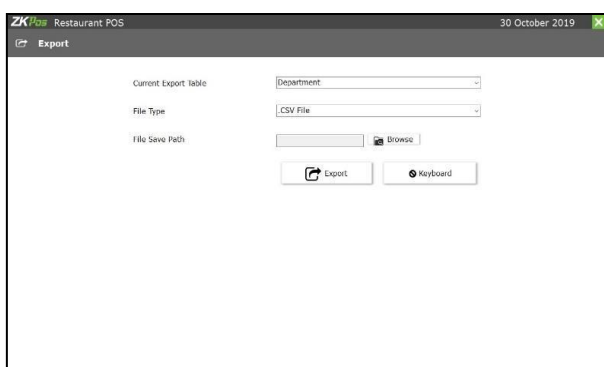
Note: You can download the template of each department by clicking the download template link shown on the right side of the window. For that you have to select the department first and then click on the link. After that only you can see the downloaded template in your system in an excel form later add 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 3.10 - EXPORT

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



1. Go to **SETTINGS**.
2. Click on **EXPORT TABLES**.

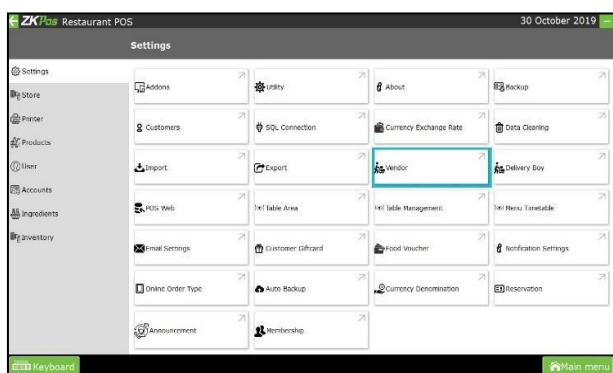


1. Select **database table** and path.
2. Click **EXPORT** button.
3. Click **OK**.

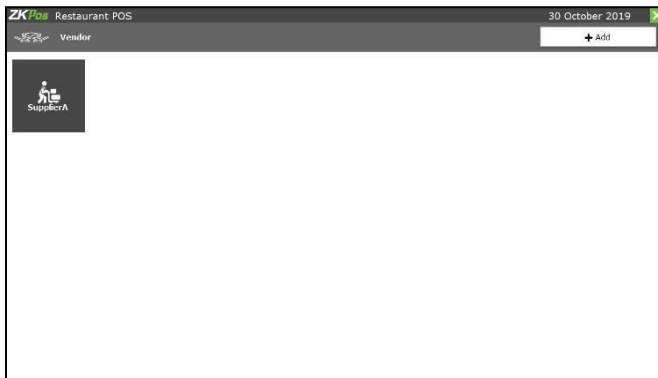
Note: You have to browse the path where you want to save the file.

STEP 3.11 – ADD/DELETE A VENDOR

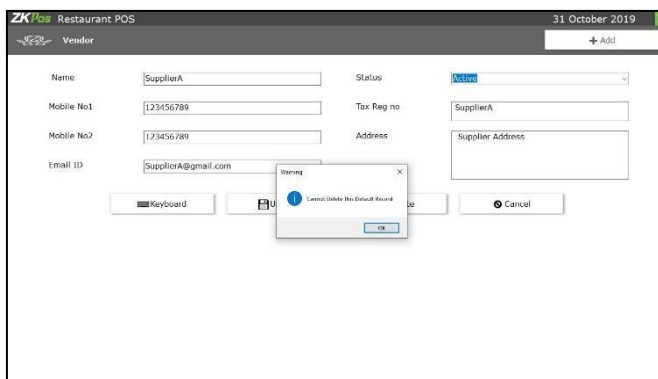
A Vendor is a person who provides the products, so to add vender details while adding product, first you need to add Vendor. Here you can see how to add a VENDOR.



1. Login as **ADMIN**.
2. Go to **SETTINGS**.
3. Expand Settings menu.
4. Choose **VENDOR**.

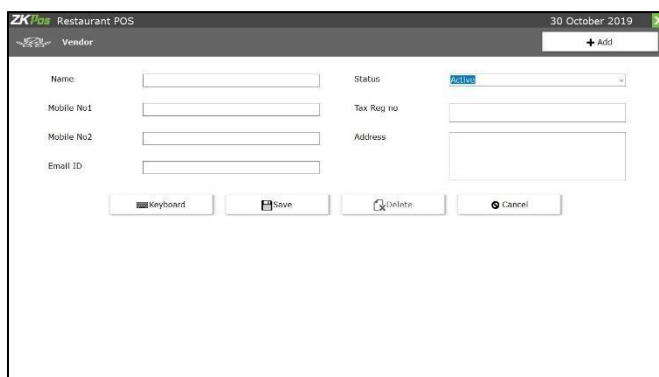


5. You can see default vendor option there.
6. Vendor named Supplier A will be there by default. To view the details of that vendor, click on it.
7. If you want to edit the vendor details, make necessary changes and then click **UPDATE** button.
8. A confirmation dialog box will appear, click **OK**.



9. If you want to delete the vendor then click **DELETE** button instead of **UPDATE** button. A warning box will appear, you should click **OK** to delete it.

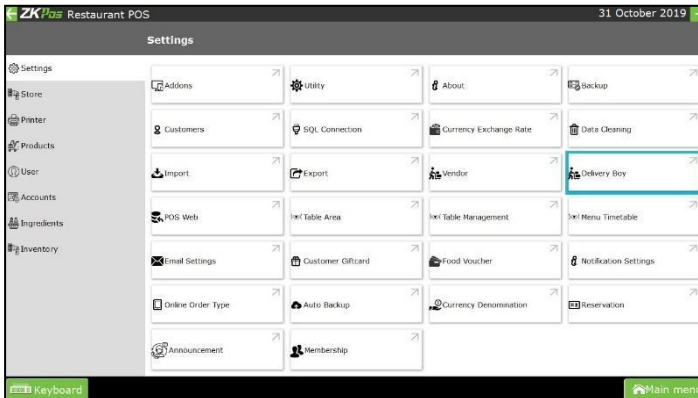
Now let's add a new vendor.



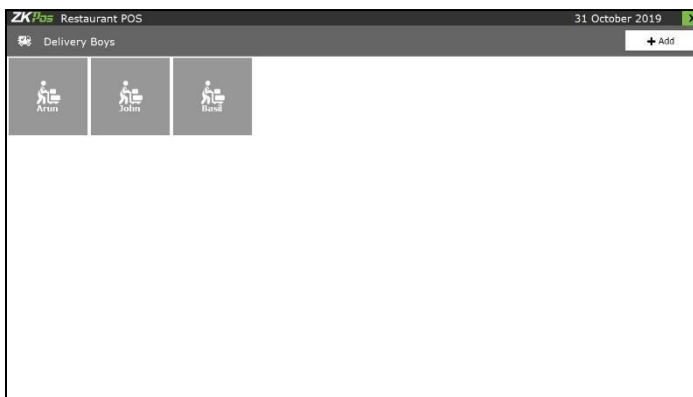
1. Click on the ADD button. Provide Vendor Name, Mobile Numbers, Email ID, Status as Active/Inactive, Description about the Vendor, Tax Reg.Number and Address. Click SAVE button and OK to confirmation dialog. Now a new vendor has been created.

STEP 3.12 – DELIVERY BOYS

A delivery boy is the one who gets not just your food but anything that you order and wish to get it delivered to you. Now, we can add delivery boys to **ZKPOS**.

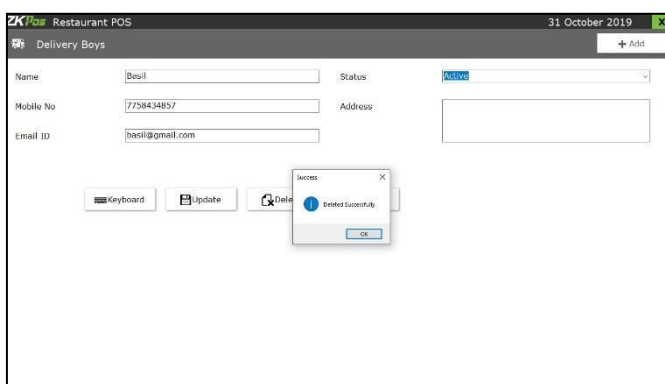


1. Go to **SETTINGS**.
2. Expand **Settings**.
3. Click on **DELIVERY BOYS** button.
4. Click **ADD** button to add new delivery boy.



5. Enter the delivery boy's **Name, Mobile number, Email ID, Status** and **Address**.
6. Click **SAVE** button.
7. Click **OK**.

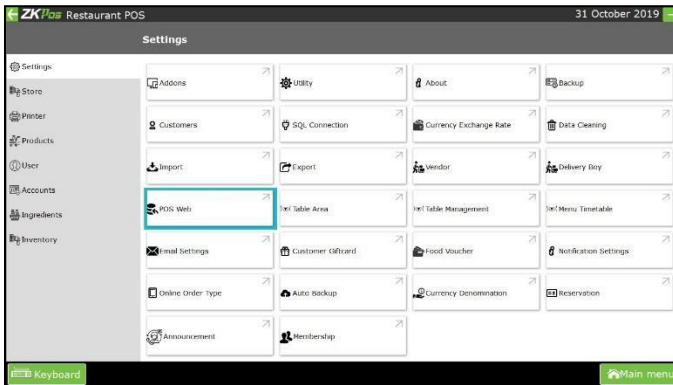
To **delete** a delivery boy, click on the saved name.



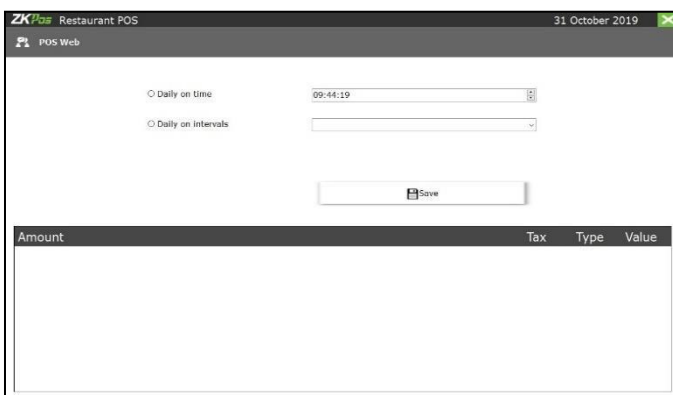
1. Click **DELETE** button. Note that if there is only one delivery boy, you cannot delete his details. Because he is saved as the default delivery boy. Otherwise you can delete the details.
2. Click **OK** in the confirmation dialog box.

STEP 3.13 – POS WEB

You can leverage ZK POS web to know your Total Sale, Total Stock Receive, Day wise Sale and Day wise stock receive. You can access the real-time sales details from different branches at anywhere in this world as long as you have a network connection.



1. Go to **SETTINGS** and click **POS WEB** option.

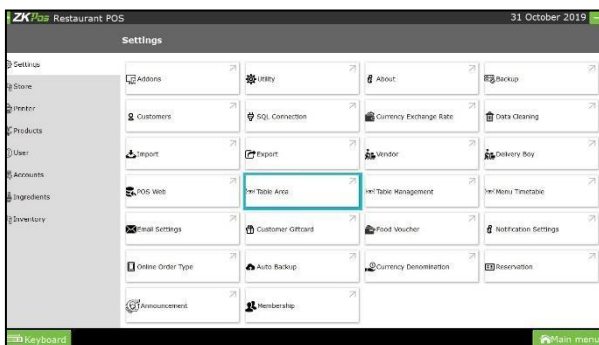


2. Two options are there. **Daily on Time** and **Daily on Intervals**.

3. Choose your option then, click **SAVE** button. After activation; **Sync Status**, **Activation Status**, **Last Sync Date**, **Expiry Date** will be displayed.

STEP 3.14 – TABLE AREA MANAGEMENT

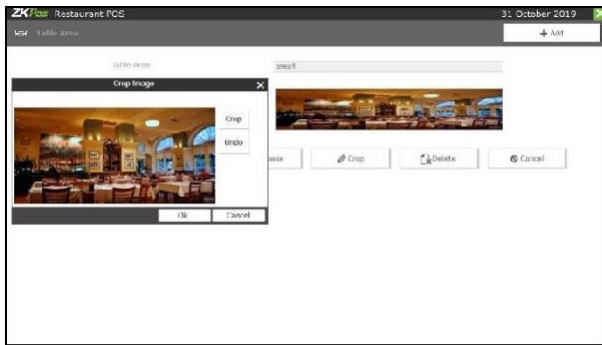
As you have seen earlier, each table is placed in particular area. There will be table areas by default. But you can Add, Edit or Delete table area based on your requirements. Let's see how it is maintained.



1. Go to **SETTINGS**.

2. Expand **Settings** menu.

3. Click on **TABLE AREA**.

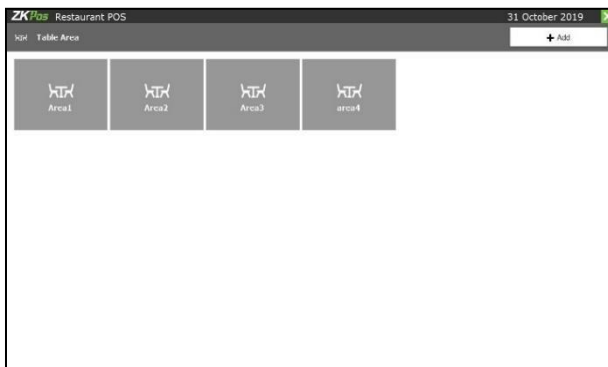


4. Default Table Area will display in the new window.
5. You can add new area by clicking on ADD button.

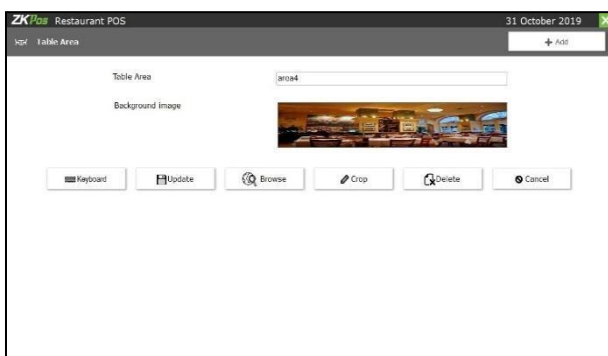


6. You can see a single field to enter the Area Name.
Enter the name in the provided field.

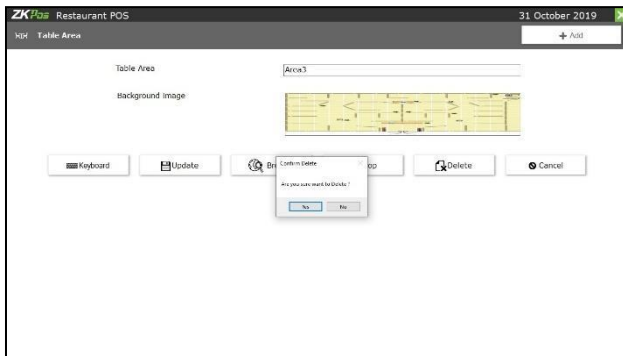
7. Choose Background Image.
8. Click **SAVE** button and Click **OK** button.



9. New Table **Area 4** has been created.



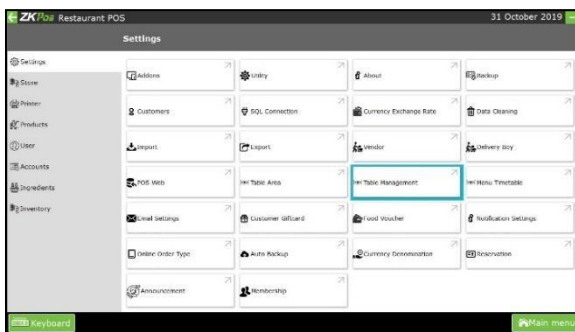
The image size is larger, there is an option to crop the image. Click Crop button. Select particular area and click crop and finally click OK Button. If you want to edit the area details, make necessary changes and then click UPDATE button. A confirmation dialog box will appear, click OK.



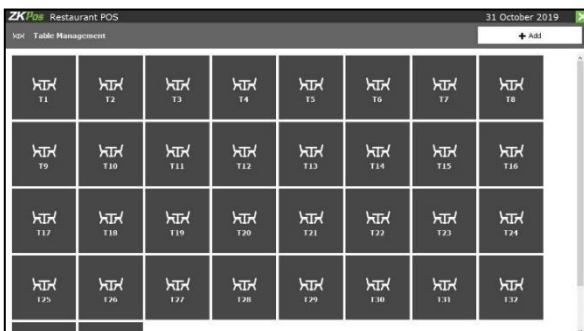
If you want to delete the area then click **DELETE** button instead of **UPDATE** button. A warning box will appear, click **OK** to delete it.

STEP 3.15 - TABLE MANAGEMENT

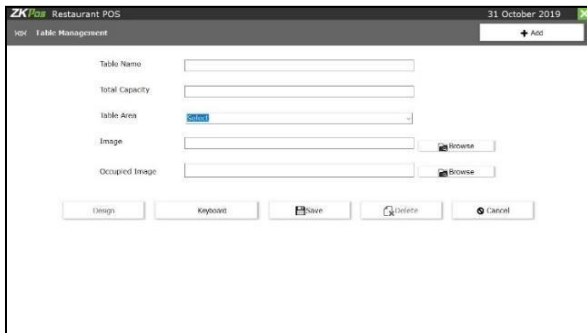
Add all the tables names into ZKPOS so that you can keep track of orders in different tables. For instance suppose your restaurant contain 34 tables. If you name each table like TABLE1, TABLE2 etc. and save other details like table area and number of seats then you can handle the orders more efficiently.



1. Click **TABLE MANAGEMENT** menu from **SETTINGS**.
2. You can see some default **tables** there.



3. To add another table, click on the **ADD** button.



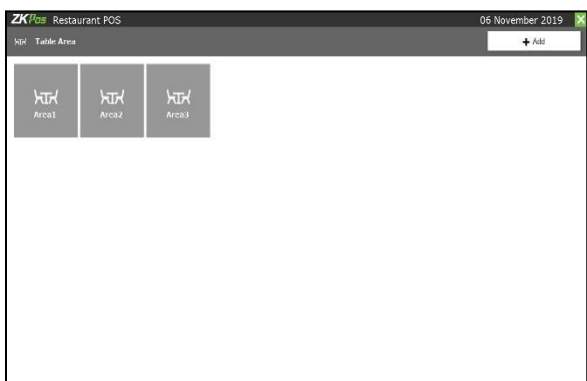
4. Type the Table Name, Table Capacity (Number of Seats), Table Area.

5. Choose Image and Click **SAVE** button.

6. Click **OK** to the confirmation dialog. Now a new table has been created. New window will be displayed.



Area name and Background image will be displayed.



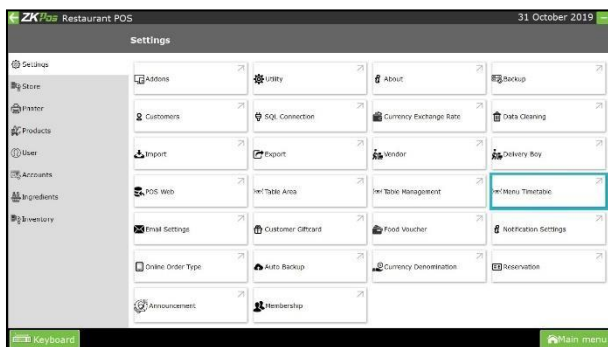
By default there will be 3 areas. You can set background image for each area. To do so, click on any saved tables from the list (fig in step 1).

Click on the **DESIGN** button. Selected table's area will display in the **Area Name** dropdown. You can change the area as you wish.

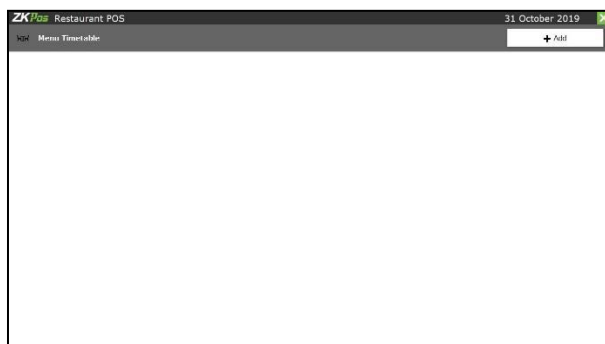
STEP 3.16– MENU TIMETABLE

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. But if you want to add Chinese soup for 6-9 time period you can do it by selecting the time, department and products.

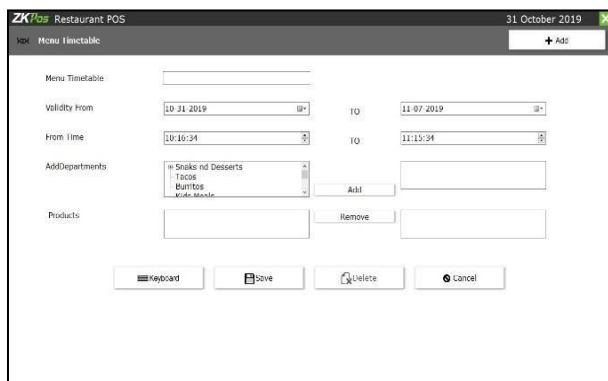
Before creating menu time table, first enable menu filter option from settings → utility.



Go to SETTINGS and click MENU TIMETABLE.



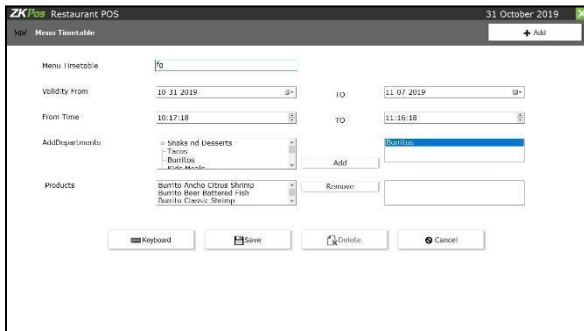
To add a new timetable,click **ADD** button.



1. Enter the Name, Starting and Ending date, starting and Ending time and Department.

After selecting the department from the list, click **ADD** button.

1. Then add product from the list,click **ADD** button.

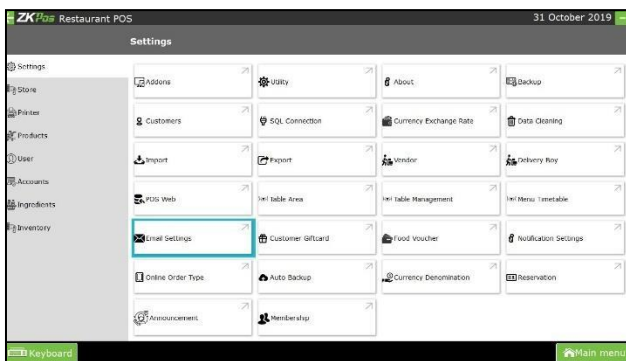


2. In future if you want to editor delete the details, click on the timetable name. You can edit them and then click UPDATE button.

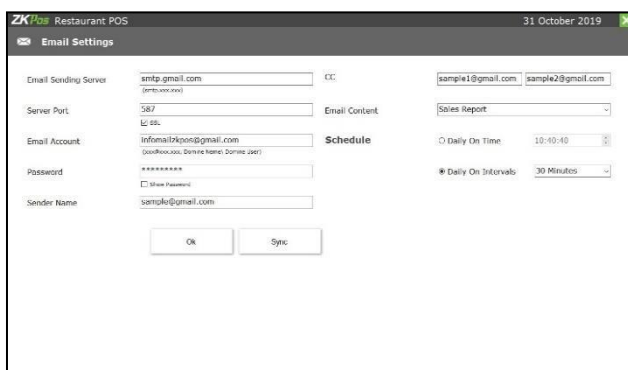
3. For delete click DELETE button. Click YES in the confirmation message.

STEP 3.17 – 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.



Click on **EMAIL SETTINGS** menu from Settings.

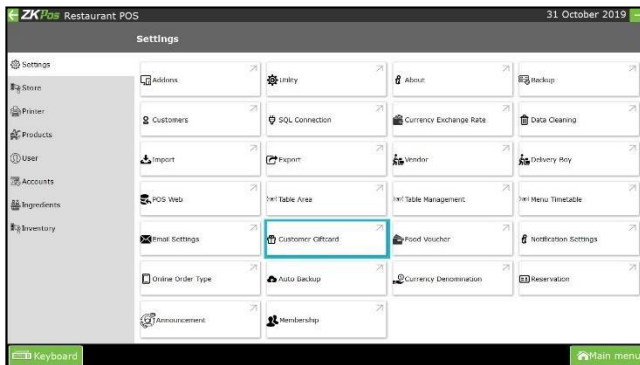


1. Enter the details like Email Sending Server, cc, Server Port, Email Account, Password, and Sender Name. Select EmailContent. Choose Schedule, two options are available; one is Daily on Time and Daily on intervals.

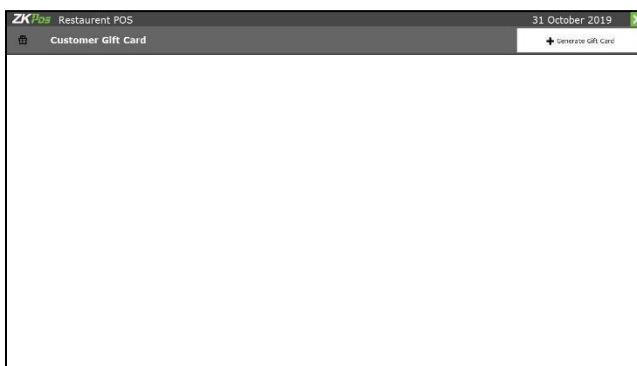
Note: Enable Scheduled email in the utility settings.

STEP 3.18 – CUSTOMER GIFT CARD

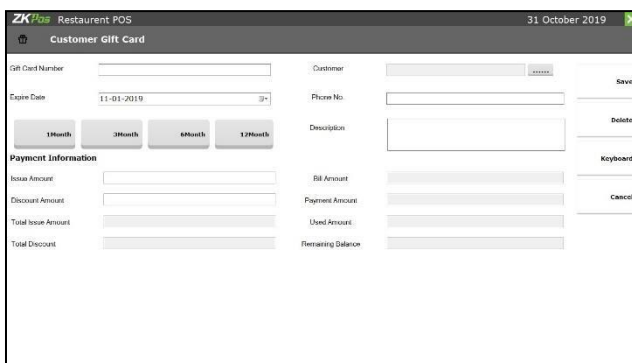
We can generate GIFT CARD from ZKPOS Restaurant. With the use of customer gift card user can have varieties of food item. In restaurant user can also set the expiry date of the gift cards.



1. Click on **SETTINGS**.
2. Click **Customer Gift Card** option.

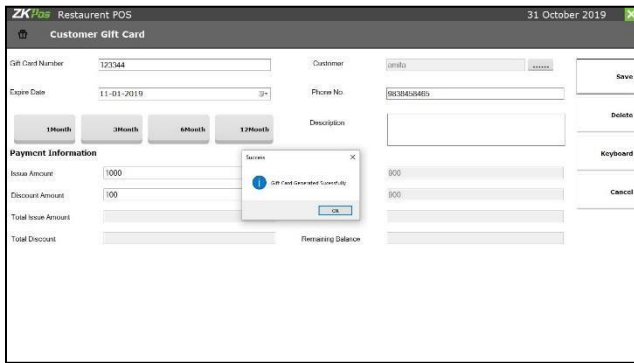


3. Click **Generate Gift Card** option.



4. Enter the details like gift card number, issue amount and discount amount.

Note: The card number should be atleast 5 digits.

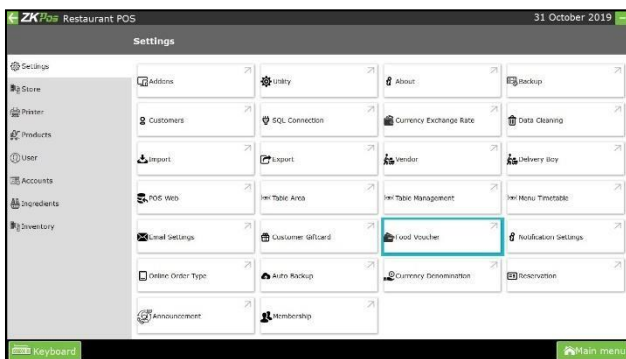


5. Then select expiry date, customer and then click **save** button.

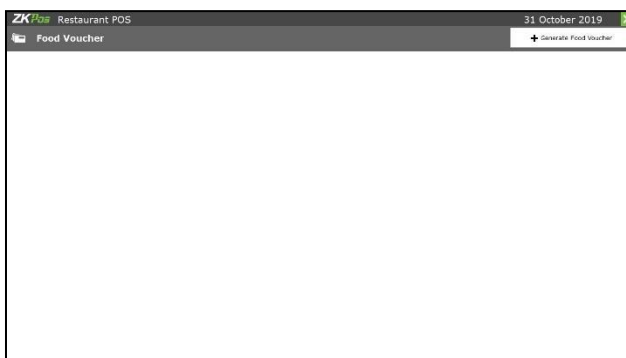
Note: After creating the customer gift card, you need to select customer from the main menu. After that select the product item and then settle the bill. While settling the bill, select the customer gift card from voucher alternative. Enter the customer gift card number and user can select the gift card amount as fully or less than the issued card amount as per the customer wish.

STEP 3.19 – FOOD VOUCHER

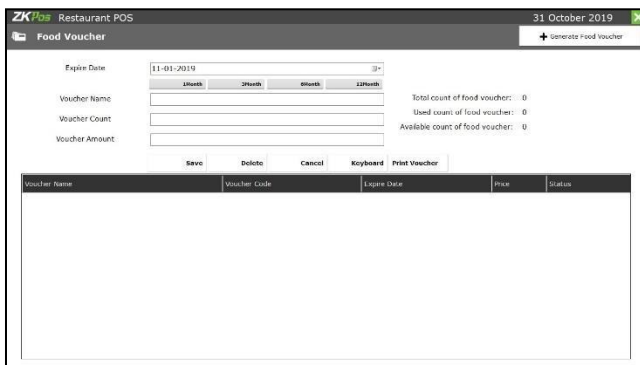
We can generate FOOD VOUCHER from ZKPOS Restaurant. In restaurant user can create a certain number of vouchers and can provide them to customers. The gift vouchers for restaurants listed is suitable for every occasion and adds more color to the celebrating mood. Be it be the events like New Year, Christmas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



1. Click food voucher from settings menu.

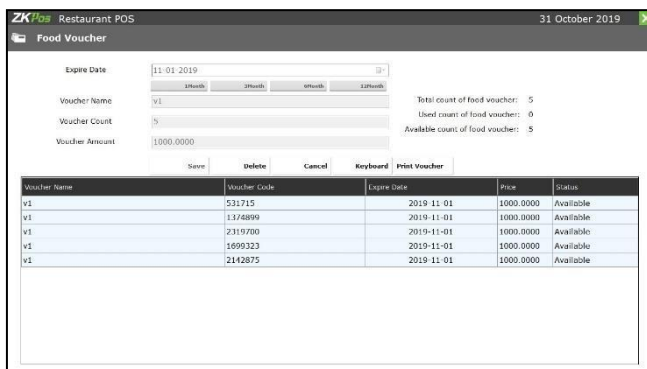


2. From the window, click **generate food voucher**.



3. Select the expiry date (select month), enter voucher name, count and amount.

4. Click **save** button.

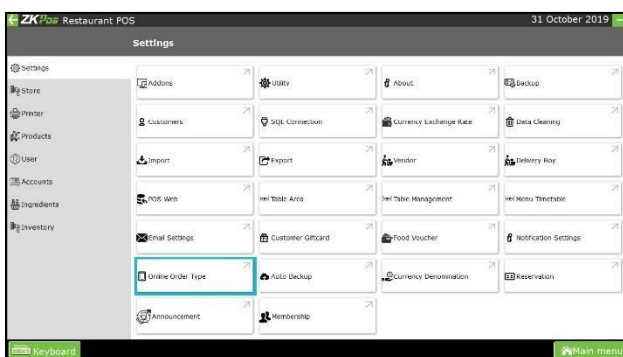


5. You can see the created voucher name and their details.

Note: After creating the food voucher you need to note down the voucher code as shown in the above picture. While making the sale, user can select the food voucher from the voucher option. Enter the voucher code which you've previously noted and click ok button to settle the bill. Once you use the food voucher code it can't be used for further purpose.

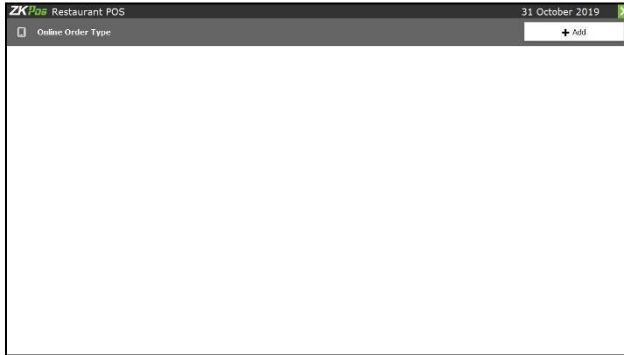
STEP 3.20 – ONLINE ORDER TYPE

You can create online order types like Uber eats, Zomato, Swiggy Etc.

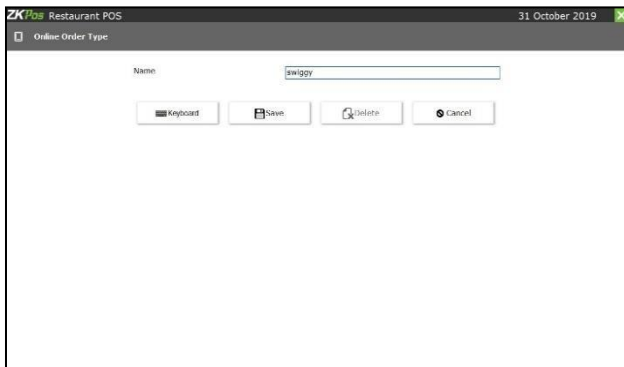


1. Click on **SETTINGS**.

2. Click **Online Order Type**.



3. Click **ADD** Button.



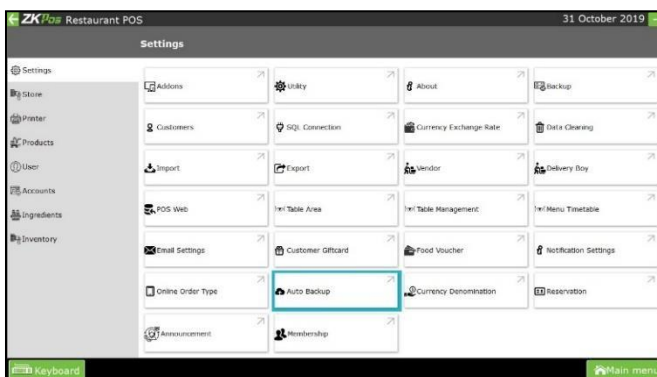
4. Enter the online type like Uber eats, Zomato, Swiggy etc.

5. Click **SAVE** button.

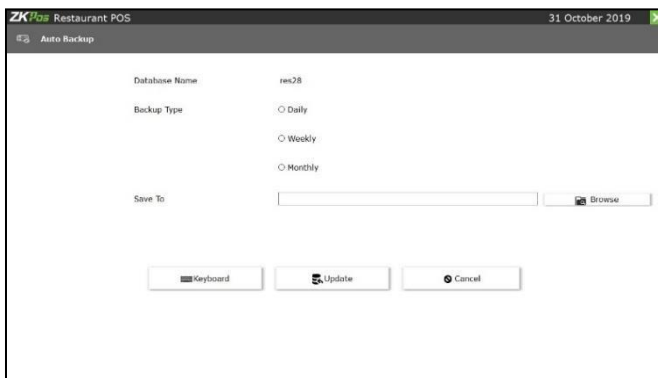
Note: After creating the order type, you need to select online delivery from the main menu to do the sale. Click on the add online delivery option and select the online order types like Uber Eats, Swiggy, Zomato etc. and settle the bill later. You can see the details in online order report.

STEP 3.21 – AUTO BACKUP

Backup data will be automatically save to current file on the daily, weekly, monthly basis.



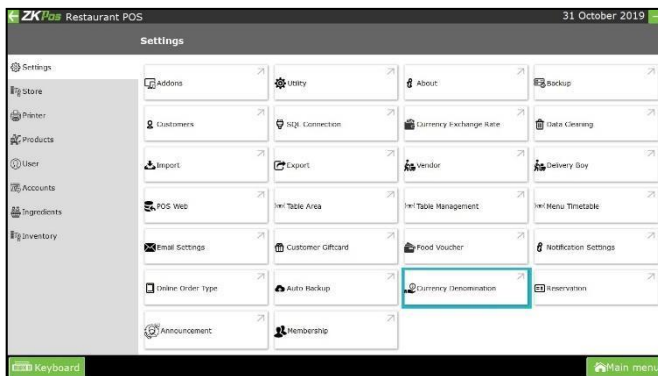
1. Go to settings and click **AUTO BACKUP** option.



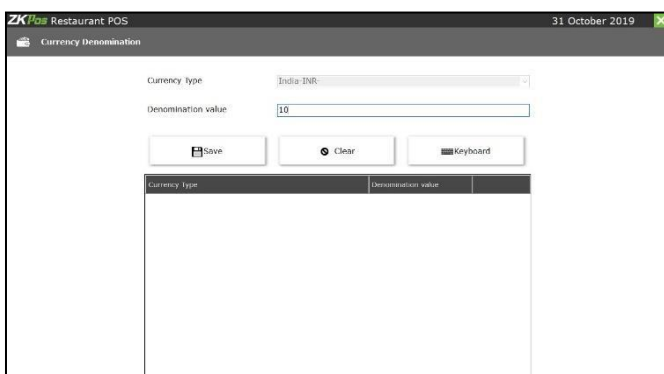
1. Database name will be displayed by Default.
2. Choose Backup type, three options are there; Daily, Weekly, Monthly.
3. Browse the path, you want to keep the backup. Click UPDATE button.

STEP 3.22 – 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. Click on **CURRENCY DENOMINATION** option from settings menu.

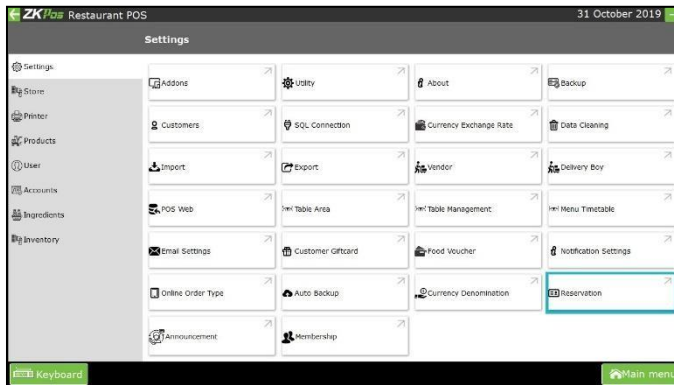


1. To add currency denomination value then, enter the value for appropriate field.
2. Click **Save** button.

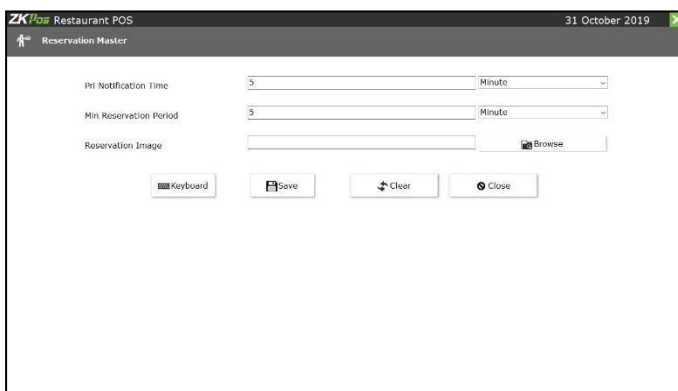
Note: Enable the petty cash advance in the utility menu. While ending or starting the work period it will shows the current existing currency denomination value of the restaurant.

STEP 3.23 – RESERVATION MASTER

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. Go to settings and click **reservation** option.



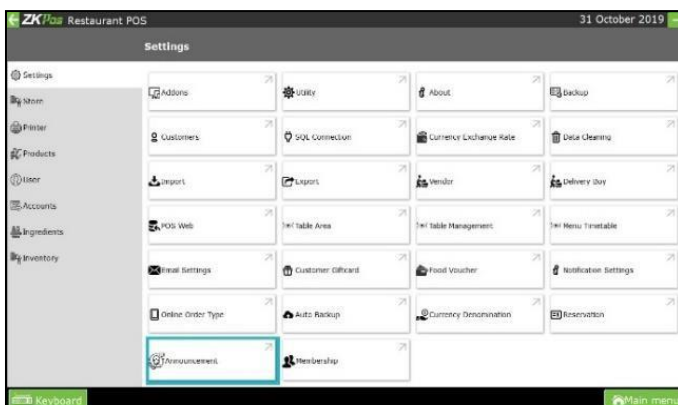
2. To add any reservation, enter the values like **pri notification time** and **min reservation period**.

3. Click **Save** button.

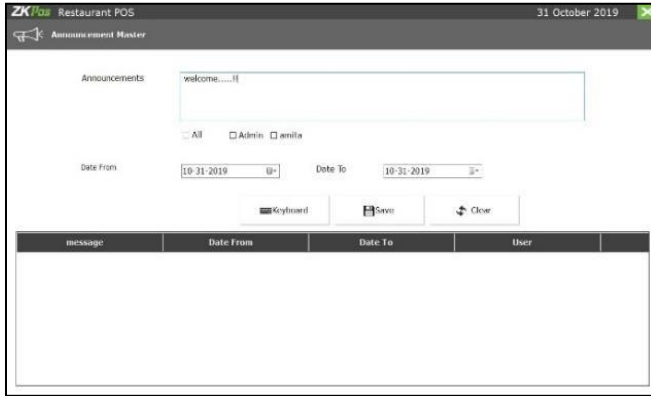
Note: Get in detail in the RESERVATION area.

STEP 3.24 –ANNOUNCEMENT

Give any Announcement to admin or other users this feature is used.



1. Go to settings and Click on **ANNOUNCEMENT** menu.

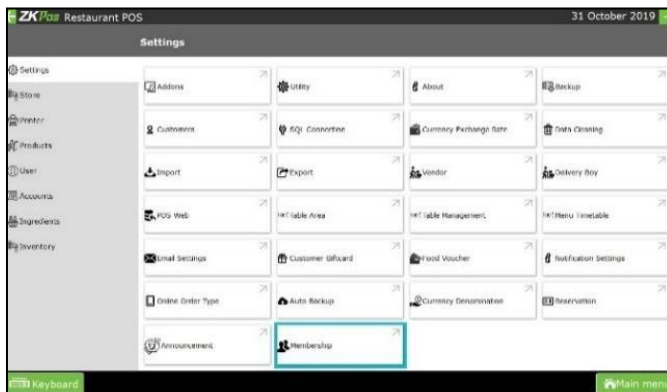


1. All announcement are entered here. Then, announcements are displayed in main menu and Click **SAVE** button.

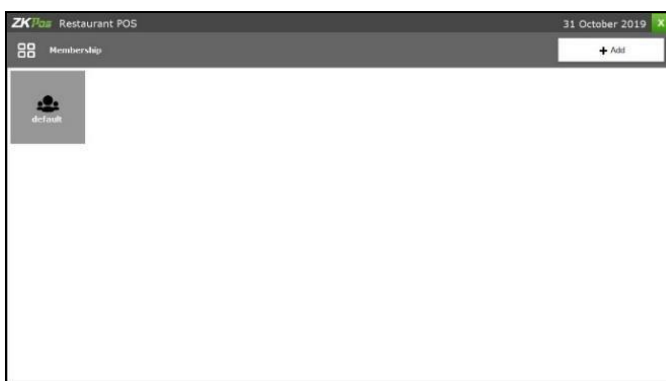
Note: After setting the announcement logout from the ZKPOS Restaurant and later login to view the announcement.

STEP 3.25- MEMBERSHIP

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



1. Go to settings and click membership option.



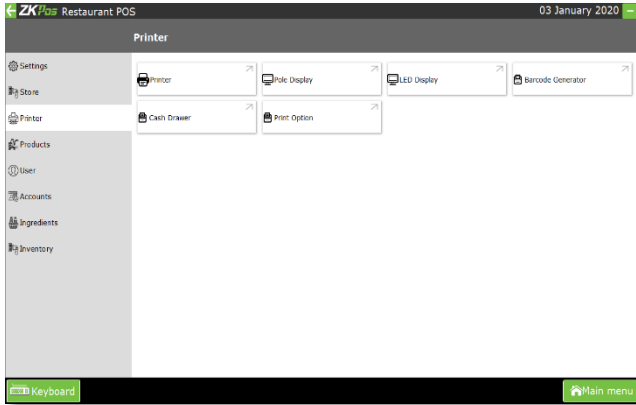
2. You can see a default membership icon there. If you need to edit that, then click **default membership** and update it.
3. You can add new membership through **ADD** button.

Note: You can select the already created membership type in the customer option. After adding the membership, go to the point master in products option and choose the membership type there. Get in detail in the POINT MASTER area.

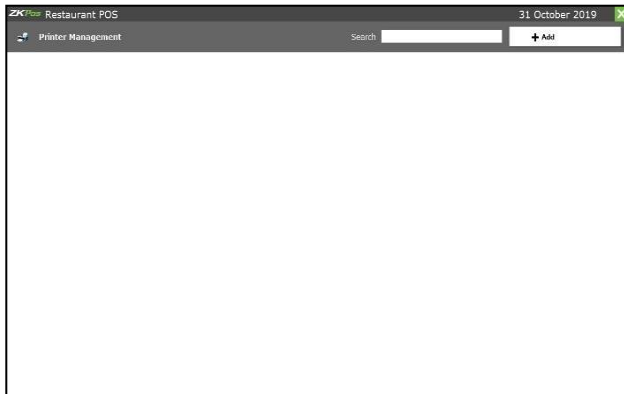
STEP 4 – PRINTER AND OTHER DISPLAY SETTINGS

STEP 4.1. PRINTER

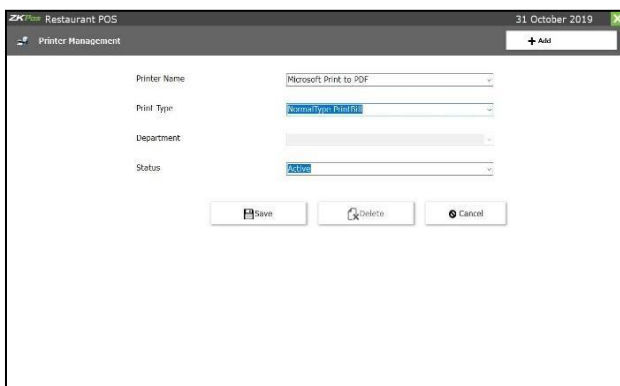
You can connect the printer through this option.



1. Click on the **printer** main menu. G
2. Click **printer** option. C



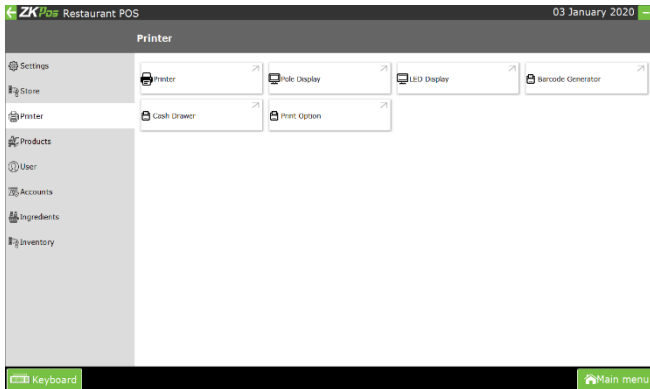
3. You will get a new window in which you can see **add** and **search**.
4. If you want to find any printer option which already added with, then use search option.
5. Click **ADD** button.



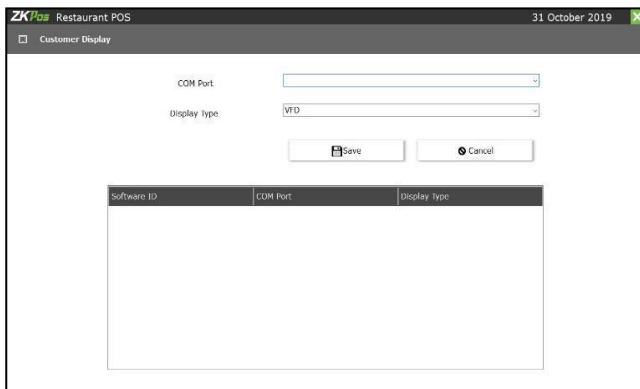
6. You can enter **Printer Name, Print type**.
7. By selecting the ticket wise print type you will avail all the department list. In which you can choose the department wise print.
8. Choose **Status**. And finally click **save** button.

STEP 4.2. POLE DISPLAY

Pole Displays or customer displays, are used to show customers pertinent transaction information, including specific items being rung up or the total due.



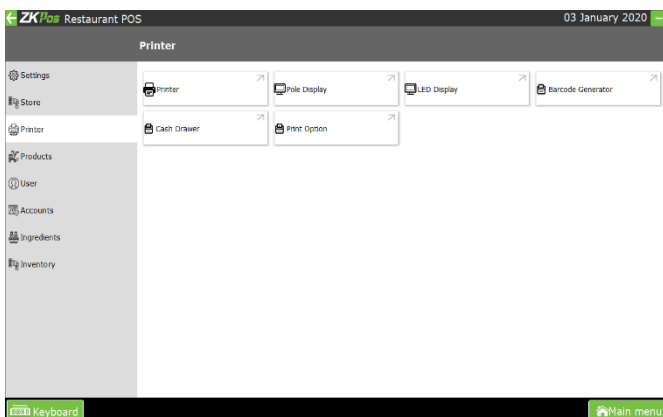
Go to printer option and click pole display.



Enter the details and click **save** button.

STEP 4.3. LED DISPLAY

The capabilities of a LED sign combined with ease of programming make it the most dynamic, cost-effective advertising medium available to the food and beverage industry. An optional **SECOND DISPLAY** can be used along with **ZKPOS**.

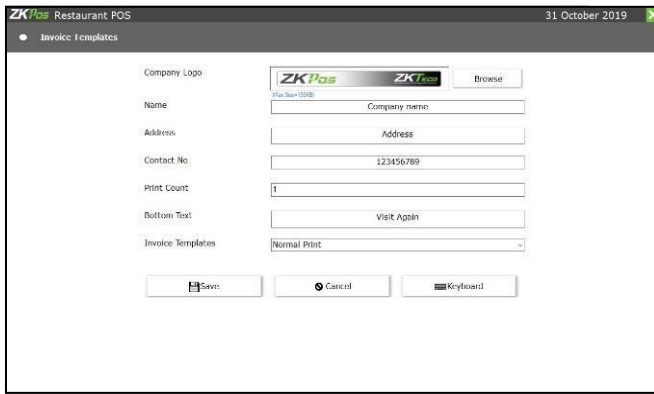


Go to **SETTINGS**.

Click on **LED DISPLAY**.

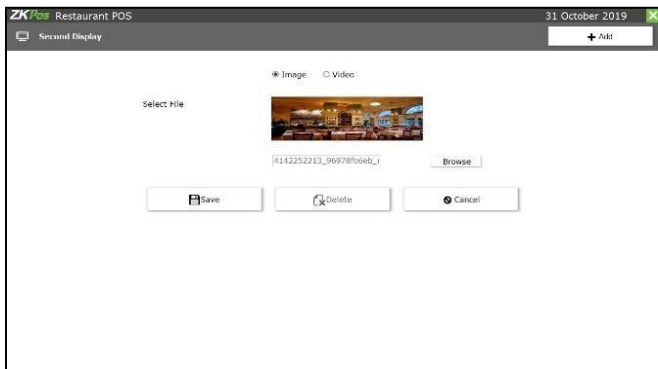
1. G

2. C



4. To add new image/video click on **ADD** button.

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

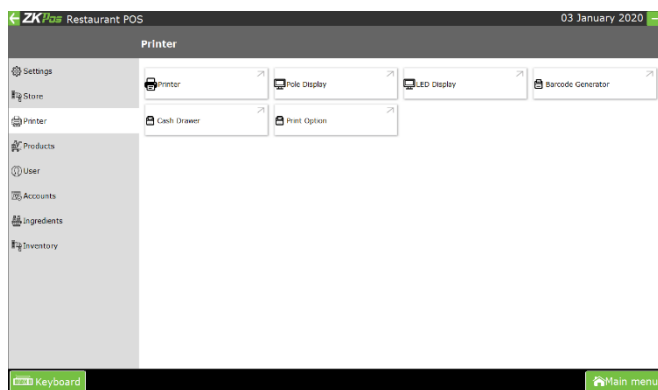


6. Save the details by clicking on the **SAVE** button.

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

STEP 4.4. BARCODE GENERATOR

You can generate barcode for those products without a barcode.



Go to **SETTINGS**.

Click on **PERIPHERAL DEVICES**.

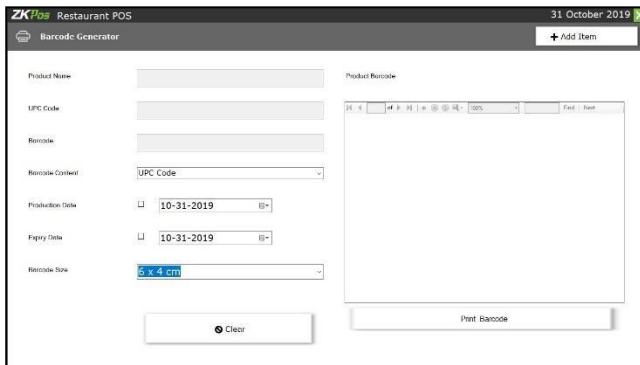
Click on **BARCODE GENERATOR**.

4. Click on **ADD ITEM** button.

1. G

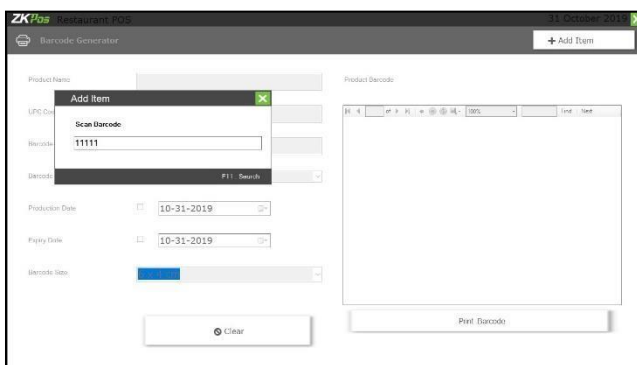
2. C

3. C



1. Search for the item by typing in the search field.
2. Select the item from the list.
3. Click **ADD ITEM** button and then a pop window will appear, then type the barcode.

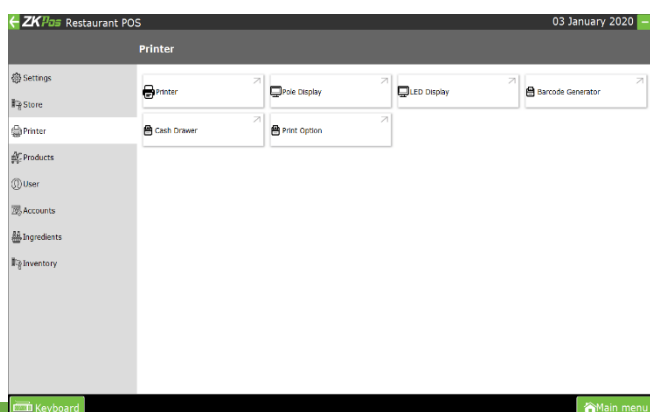
Note: Enable barcode scanner in the utility menu.



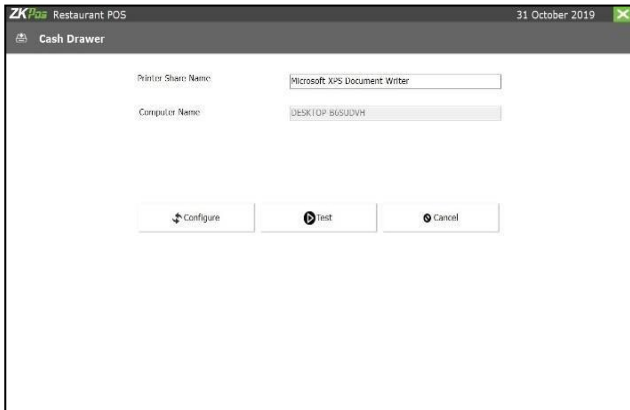
Select the **BARCODE CONTENT** from the Drop down. Select the **PRODUCTION DATE** and **EXPIRY DATE**. Then Select **BARCODE SIZE**. You have options to print,export,refresh etc.

STEP 4.5. CASH DRAWER

A cash drawer allows storage of checks, cash, coins, stamps, and other valuable items, providing crucial security and organization for your point of sale, POS, system. In a typical point of sale system setup, the receipt printer sends a signal to the cash drawer, triggering it to open only when needed. There is an option for connecting the cash drawer with the POS machine. The cash drawer will automatically open when the bill print comes.



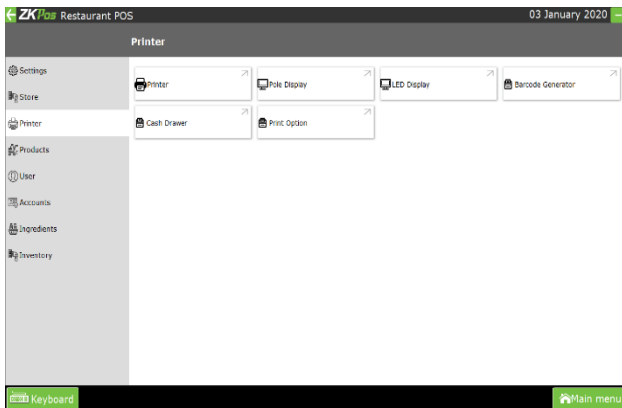
1. G
- o to **SETTINGS**.
2. C
- lick on **Cash Drawer**.



3. Set the computer name and printer name and click save button.

STEP 4.6. PRINT OPTION

You can set the print option.



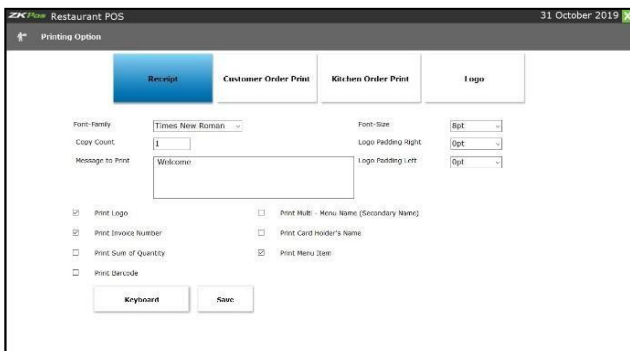
1. G

o to printer and click print option.

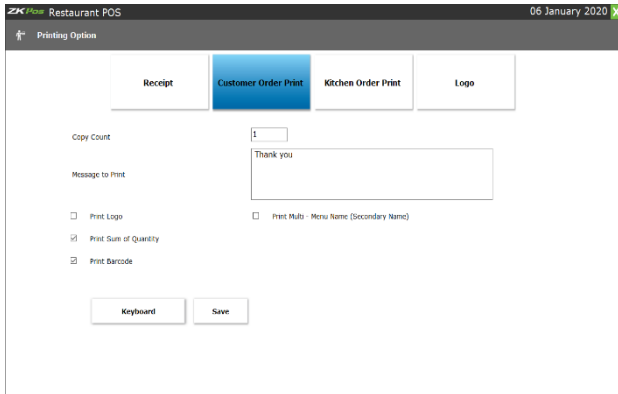
2.

Y

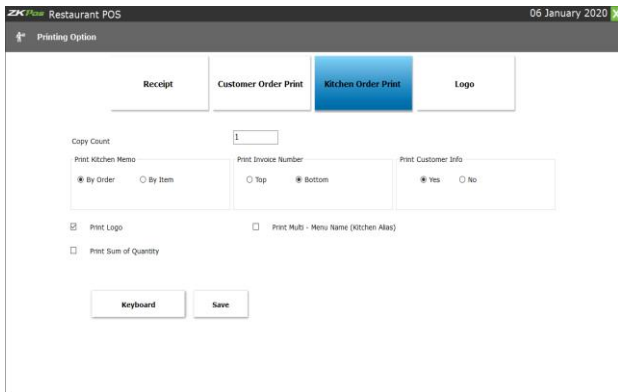
you can view receipt, customer order print, kitchen order print and logo.



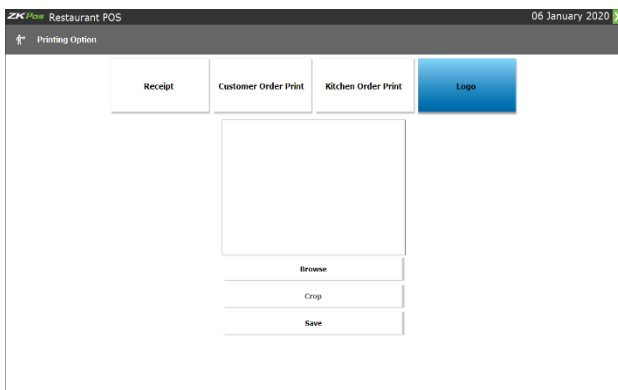
3. In Receipt option, select the font-family, number of copies, font size, logo right and left padding, message and if you want features like print logo, invoice number, sum of quantity, barcode, multi-menu name and narration enable it by a tick mark and click save button.



4. In customer order print enter the count copy, message to print and if the user want features like print logo, sum of quantity, barcode and multi-menu name enable it by a tick mark and click save button.



5. In kitchen order print enter the count copy, print kitchen memo by order/item, print invoice number by top/button and if the user want features like print logo, sum of quantity, barcode and multi-menu name enable it by a tick mark and click save button.



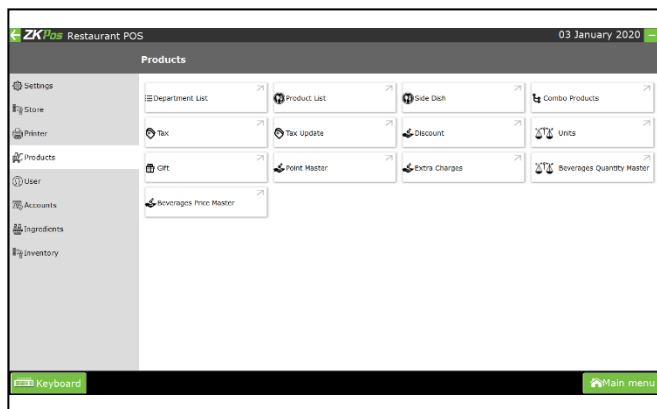
6. Select the logo by the option called browse and click the save button to save the logo.

STEP 5 – PRODUCT

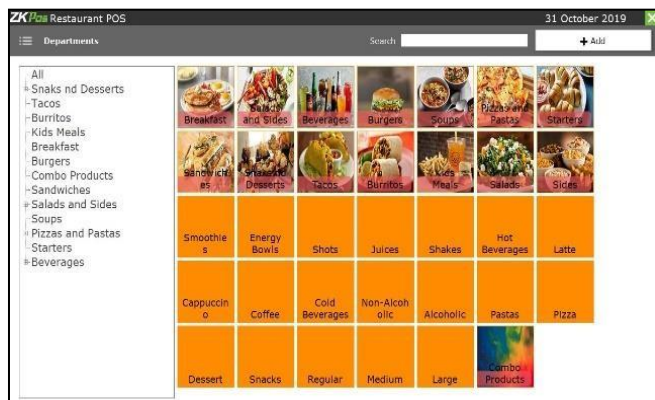
There is an option for setting the product related details.

STEP 5.1. DEPARTMENT LIST

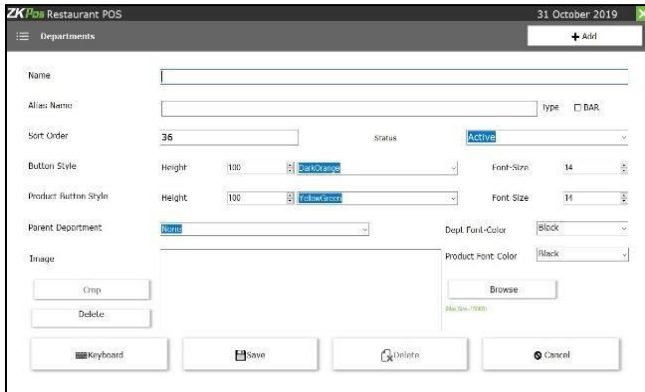
A grocery retailer may feel difficulty in handling wide range of products. But you can manage them easily if you could categorize products into different departments. In order to do so, follow the steps below.



1. To add a new department, go to **SETTINGS**.
2. Click **PRODUCTS**.
3. Click **DEPARTMENTLIST**.



4. Then click **ADD** button in option menu.



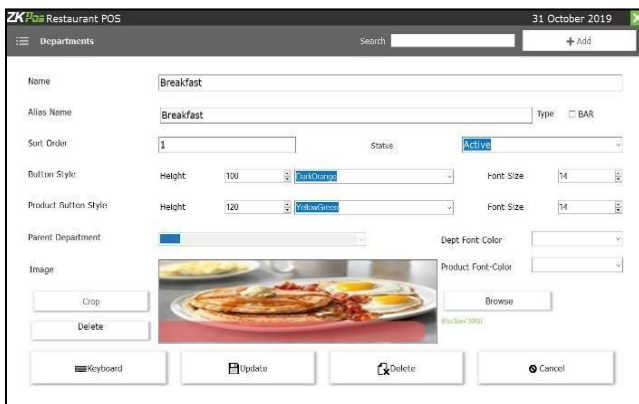
5. Department Name, Alias Name, Sort Order, Department, and Status.

6. Choose Button style and Product button style. Choose Parent Department.

7. Choose Department font color and Product font color. Choose Image if you want to add Image. Then click **SAVE AND OK** button. In this Section **SEARCH** facility is there. Go PRODUCTS menu and click DEPARTMENT LIST. To search a department a search field is there.

EDIT / DELETE A DEPARTMENT LIST

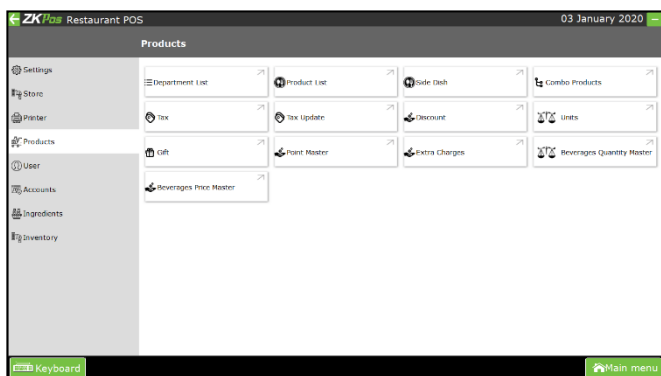
You can delete a Department here.



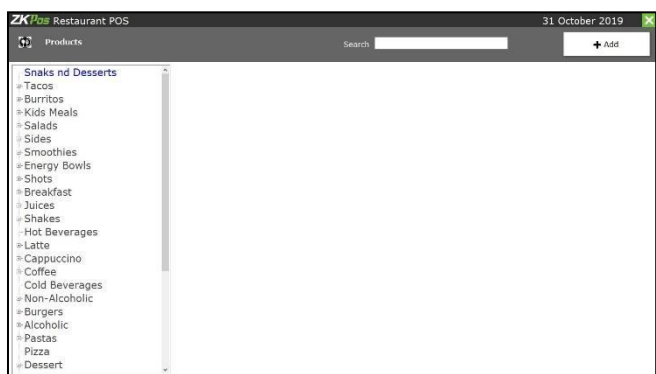
1. Click on **DEPARTMENT**. Every saved Department will be displayed, you have to choose the Department that you want to **edit/delete**. If you want to edit, then make necessary changes and click **UPDATE** button. If you want to delete the department, then click **DELETE** option and click yes button in popup window.

STEP 5.2. PRODUCT LIST

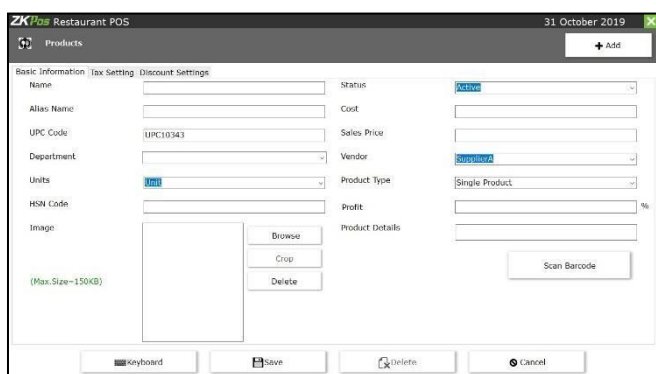
Product details are entered and displayed under the product list option.



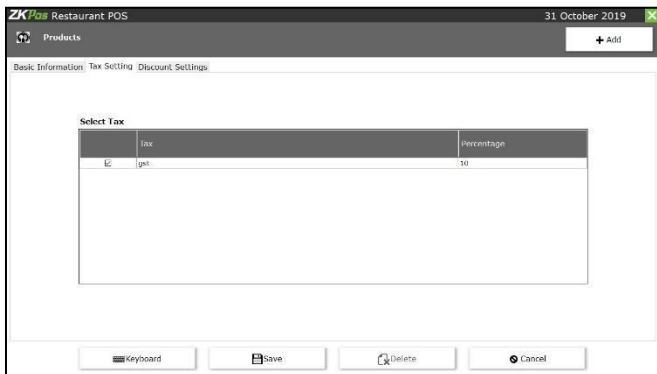
Go to product and select the **product list** option.



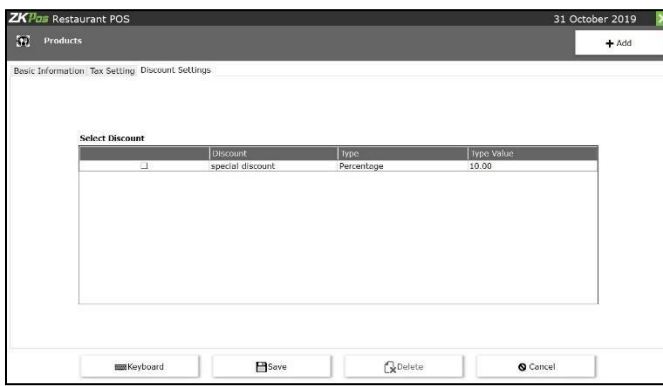
Then click **ADD** button in option menu.



1. UPCcode is automatically displayed.
2. Enter Product Name, Alias Name, Cost, And Sales Price.
3. Choose Units, Status, Vendor, and Product Type. Then Click **SAVE** button.



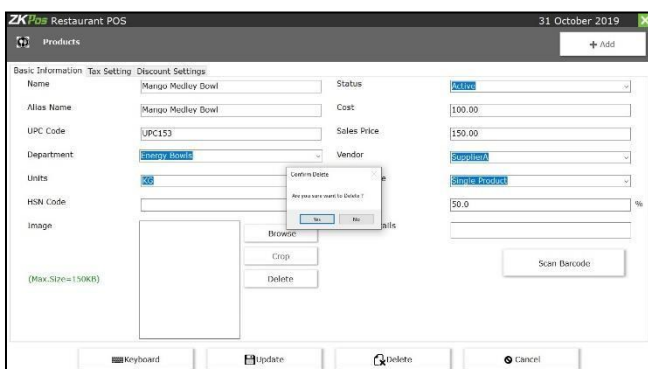
If you need add the tax with the product, then open the product list and then click **tax settings** option and select particular tax and **update** button.



To add discount for a product, click the **discount settings** option and select the discount and click update button.

EDIT / DELETE A PRODUCT LIST

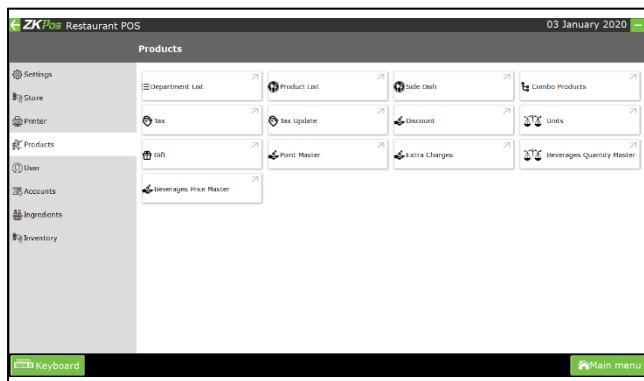
You can delete a Product List as you deleted a Product List before.



1. Click on **PRODUCTLIST**.
2. Every saved Product List will be displayed, you have to choose the Product List that you want to **edit/delete**.
3. If you want to edit, then make necessary changes and click UPDATE button. Now click on the delete button and YES in the confirmation pop up.

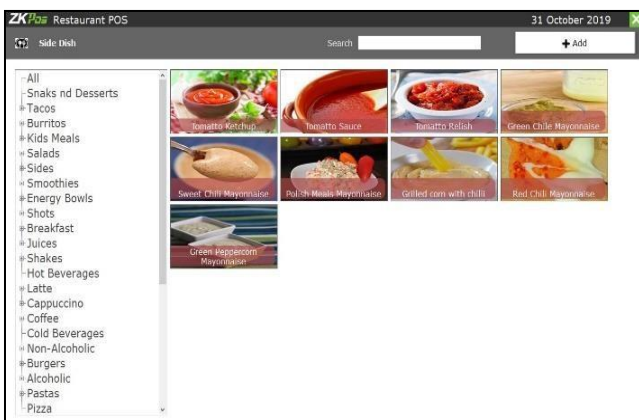
STEP 5.3. SIDE DISH

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.

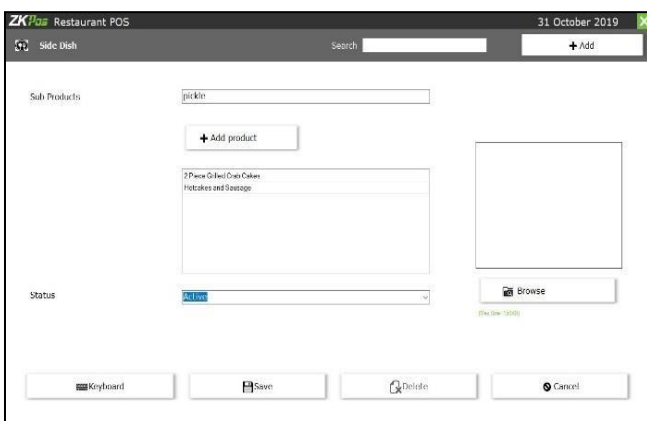


1. To add a new Sidedish, go to **PRODUCTS**.

2. Click **SIDE DISH**.

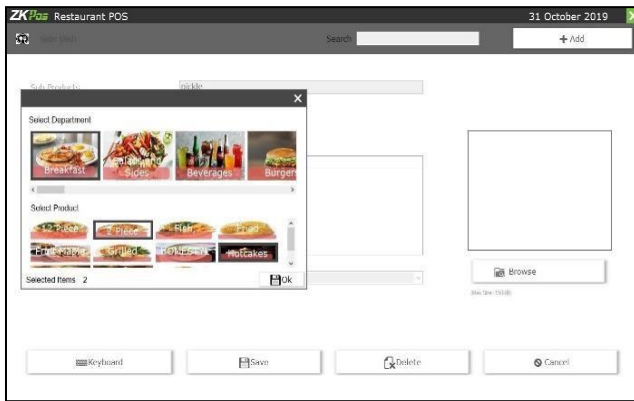


3. Click **ADD** button in option menu.



4. Enter Subproducts.

5. Add product into the list and browse Image.



6. Then Click **SAVE** button.

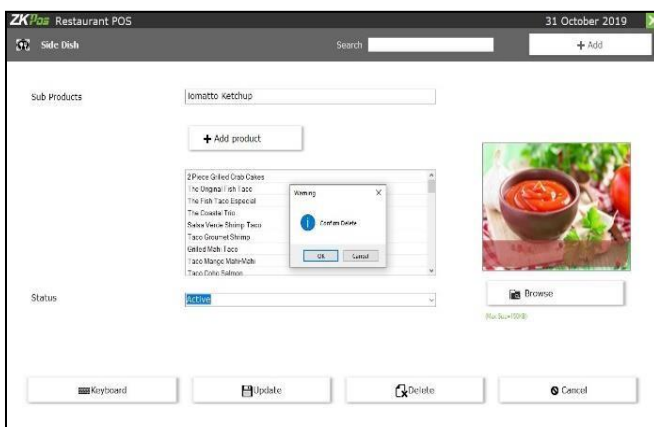
In this section **SEARCH** facility is there.

- Go to PRODUCTS menu. Click SIDE DISH.
- To search a Side dish a search field is there.

Note: Enable combo, sub products in the utility menu. While doing the sales, select the product and on the left side of the menu, side dish option will be there. Then select the side dish and settle the bill later.

EDIT / DELETE A SIDE DISH

You can delete a side dish as you deleted a Side dish before.



1. Go to **PRODUCTS**.

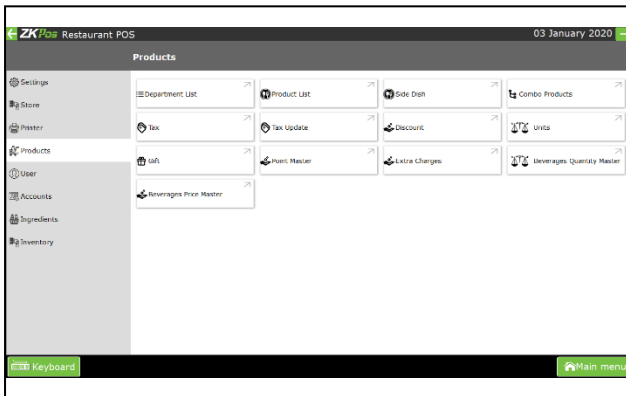
2. Click on **SIDE DISH**.

3. Every saved Side dish will be displayed, you have to choose the Side dish that you want to edit/ delete.

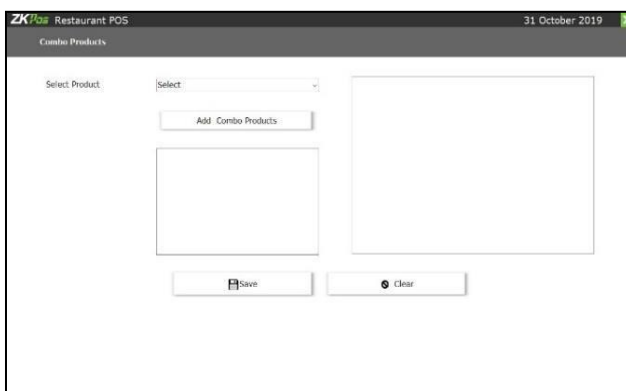
- If you want to **edit**, then make necessary changes and click **OK** button.
- Now click on the **delete** button and **YES** in the confirmation pop up.

STEP 5.4. COMBO PRODUCT

You can choose a bundle of products as per your wish. Through this combo option, you can add multiple products in to one combo product.

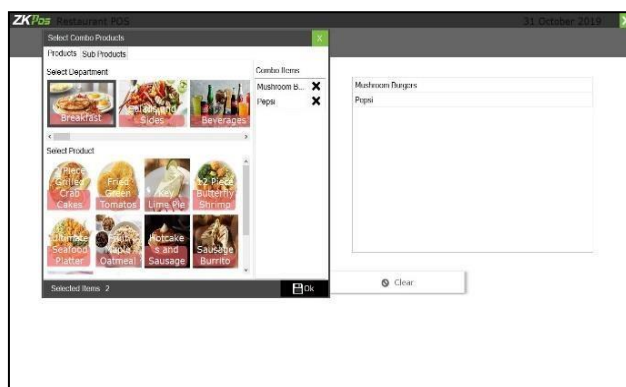


Go to products and click combo products.



Select **product** and click **add** combo products button.

Then there is a pop window will appear. Select particular products and add to it.

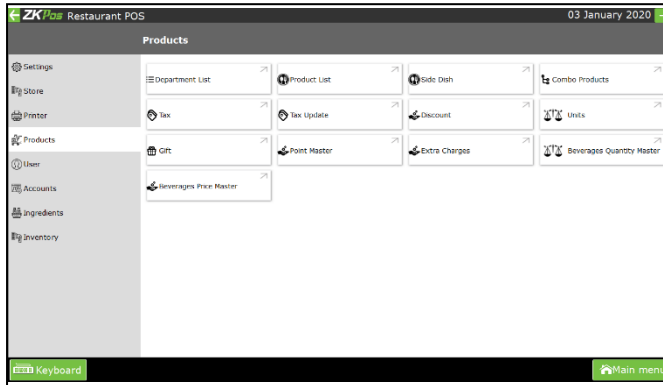


Finally click **ok** and then **save** button.

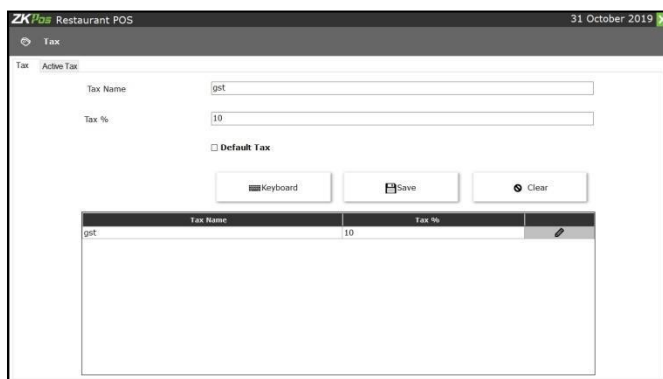
Note: Enable combo, sub products in the utility menu. In the product list you can select the product as a combo product if you wish. Select type of products and you can add some combo products by clicking on the add combo products. After that, while doing the sales select the combo product from the product list and later settle the bill.

STEP 5.5. TAX

You can add and update the tax details here.



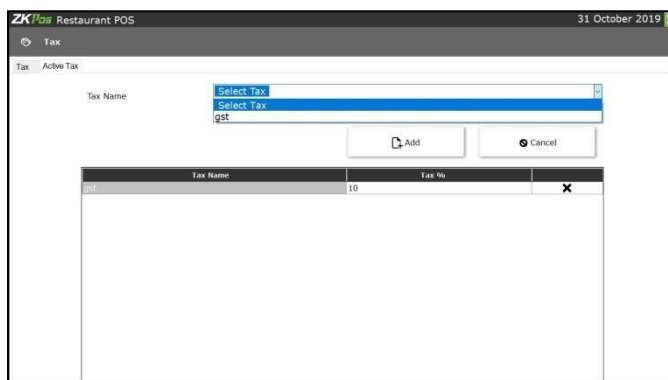
1. Go to product and click **tax** option.



2. Enter the tax name and tax percentage.

3. If you want set the tax as default tax then select that also.

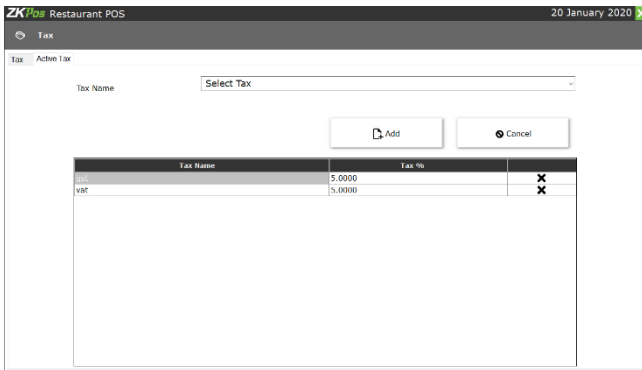
4. Click **save** button.



5. Click the **active** tax menu and select tax name and click add button.

ACTIVE TAX

In active tax user can set the active status of the tax.

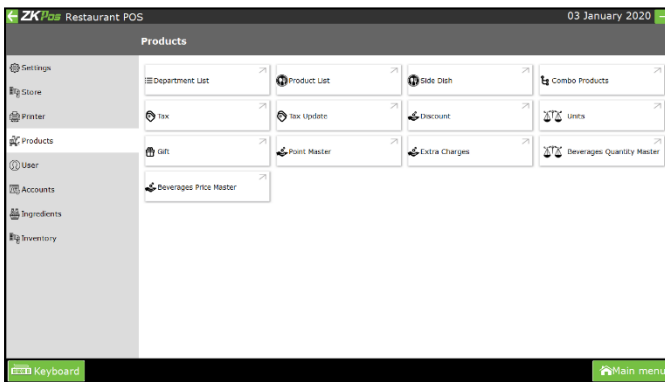


1. Select already created tax type from the dropdown list and click on the add button to set it as active tax.
2. If to delete the tax, click on the x button to delete the tax from the active tax.

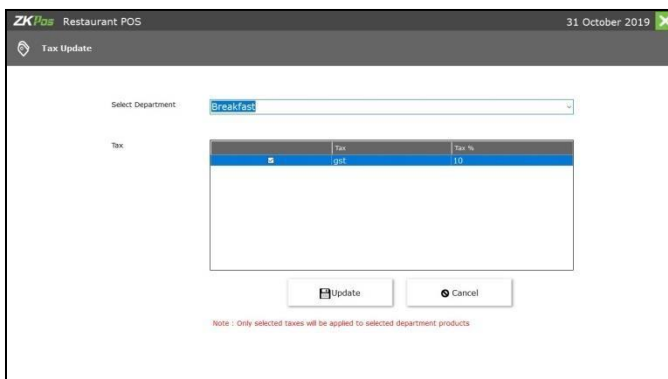
Note: Tax settings in the product list option shows the taxes which you previously added as the active tax. If you previously deleted the tax from active tax status it won't show it in the product list tax settings option. But you will avail it from the drop down list of the tax type in the active tax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

STEP 5.6 TAX UPDATE

In tax update user can update the department wise tax.



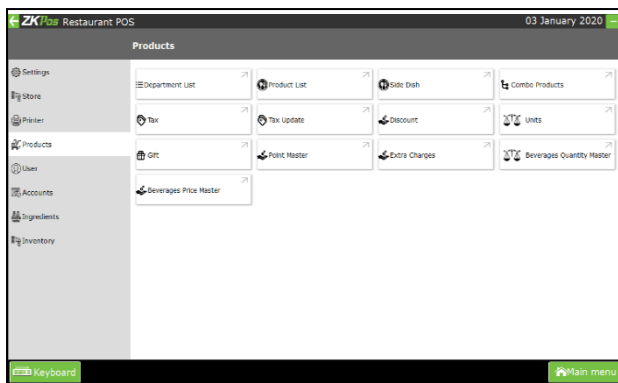
1. Go to product and then click **TAX UPDATE** option.



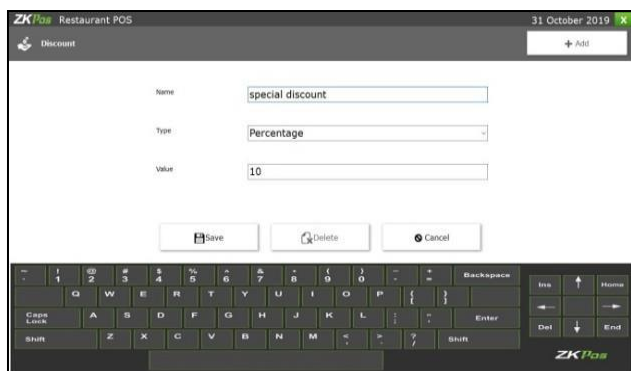
2. Select **department** name from the list.
3. Select it and click **update** button.

STEP 5.7. DISCOUNT

In discount feature user can create discounts in amount or percentage wise.



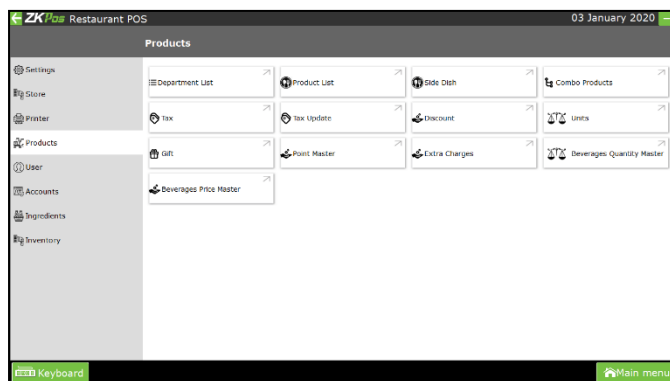
Go to product and then click **discount** option.



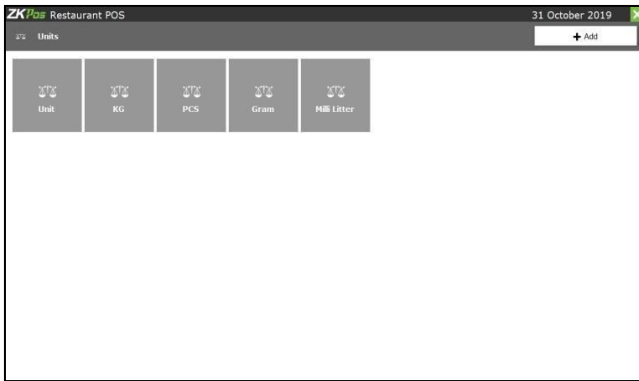
1. Click **add** button.
2. Enter the details like **discount name**, **type** (percentage or amount) and **value**.
3. Click **Save** button.

STEP 5.8. UNITS

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

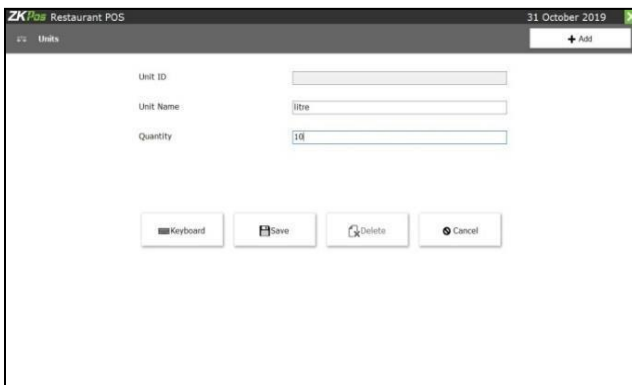


1. To add a new Unit, go to **PRODUCTS**.
2. Click **PRODUCTS**.
3. Click **UNIT** option.



4. You can view default units there. If you need to edit, then click the unit and make changes and click **update** button.

5. Click **ADD** button in option menu.

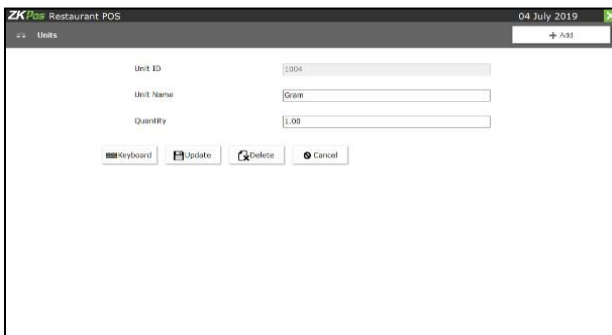


6. Enter the details like UNIT ID, UNIT NAME and Quantity.

7. Click **SAVE** button.

STEP 31.3.1 - EDIT / DELETE A UNIT

You can delete a Unit as you deleted a Unit before.



1. Click on **UNITS**.

2. Every saved Unit will be displayed, you have to choose the Units that you want to **edit/delete**.

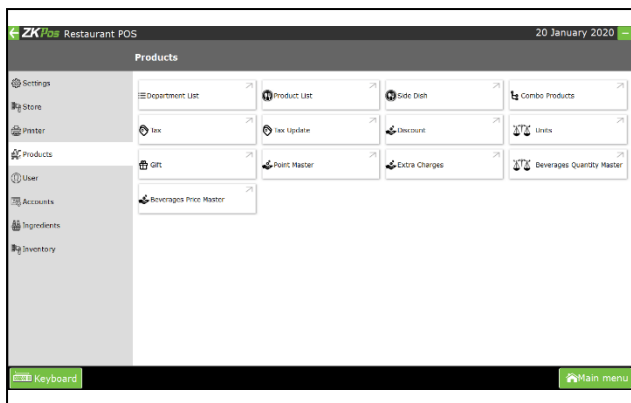
3. If you want to edit, then make necessary changes and click **OK** button.

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

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

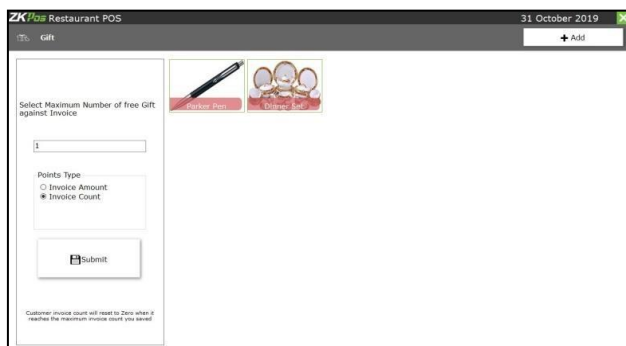
STEP 5.9. GIFT

You can announce gift for some special customers, regular visitors or for a particular invoice. To set this gift functionality you should follow the below steps. You can add, edit and delete gift in this section.

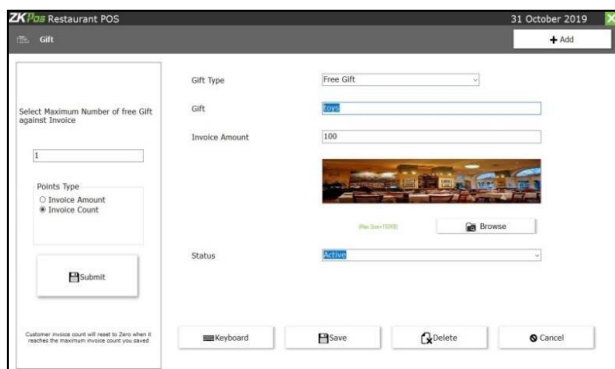


1. To add a new gift, go to **PRODUCTS**.

2. Click **GIFT**.



3. Then click **ADD** button in option menu.



4. Enter the details like gift type, gift name, discount amount and status.

5. Click **save** button.

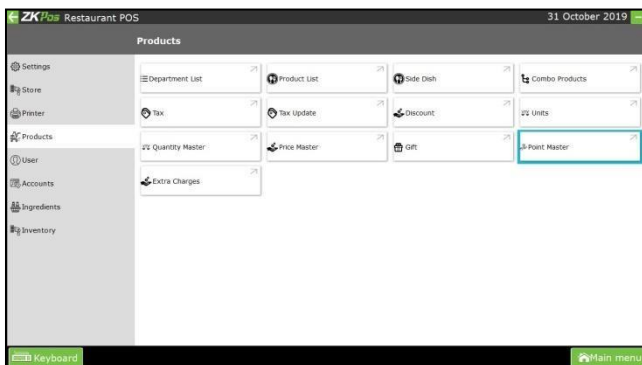
EDIT /DELETE A GIFT

- Go to PRODUCTS and Click on GIFT.
- Every saved Gift will be displayed, you have to choose the Gift that you want to edit/ delete. If you want to edit, then make necessary changes and click OK button.
- Now click on the delete button and YES in the confirmation pop up.

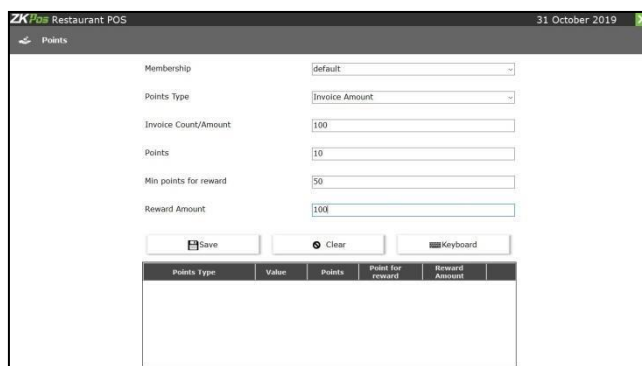
Note: Enable gifts and points in the utility menu. There are two types of gifts namely gifts and points. You can select the maximum number of free gifts against invoice or if you're selecting points as gift, you can select it as invoice amount or invoice count wise. After settling the bill while doing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

STEP 5.10. POINT MASTER

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



1. Go to product and click **point master**.



2. Click on **POINTMASTER**.

3. Choose **PointsType**.

4. Enter the details. Enter membership types, Invoice count/Amount, Points, Min points for reward, Reward Amount. Finally click **save** button.

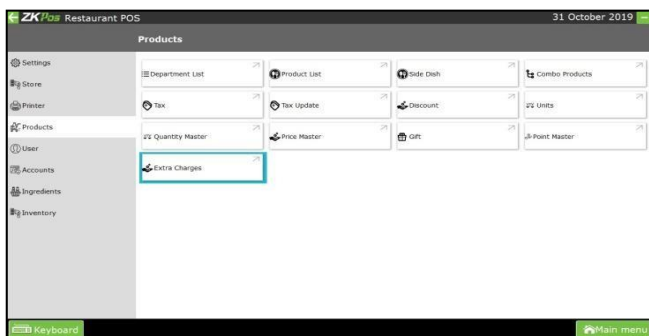
Note: Enable gifts and points in the utility menu. After settling the bill select redeem points from voucher menu to provide points.

STEP 5.11. EXTRA CHARGES

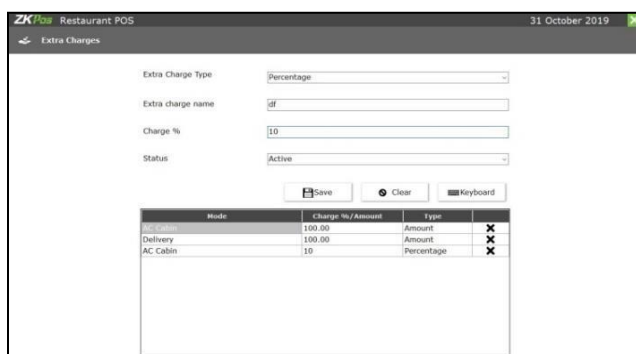
You can add extra charges like AC cabin, parcel etc. Before adding the extra charges you need to enable it in the utility option called 'enable special charges'. After this, go to extra charges and select extra charges as percentage or amount. After that select dine in and then select percentage option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



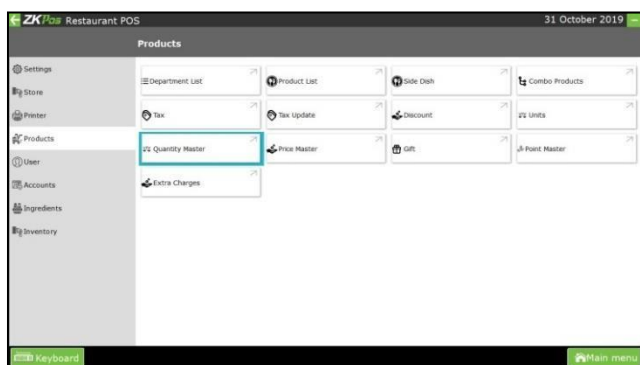
2. Enter the extra charge type, extra charge name charge % and status.

3. Click **save** button.

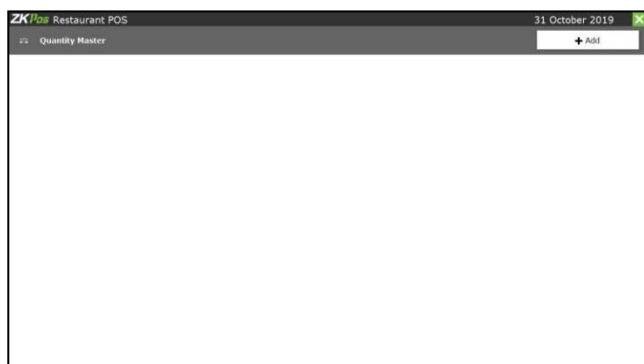
4. You can view the added details there.

STEP 5.12. BEVERAGES QUANTITY MASTER

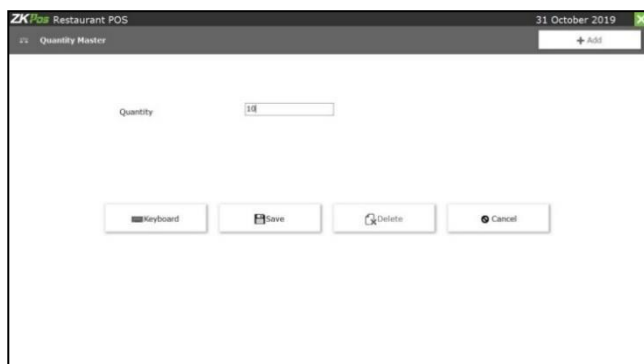
In ZKPOS Restaurant POS, quantity master is only applied to bar/beverage products. You need to select quantity of item as milliliter. In the department menu select the type as BAR, only then the product item will be shown as a beverage item.



Click on **QUANTITY MASTER** menu from **SETTINGS**.



Click **ADD** button.

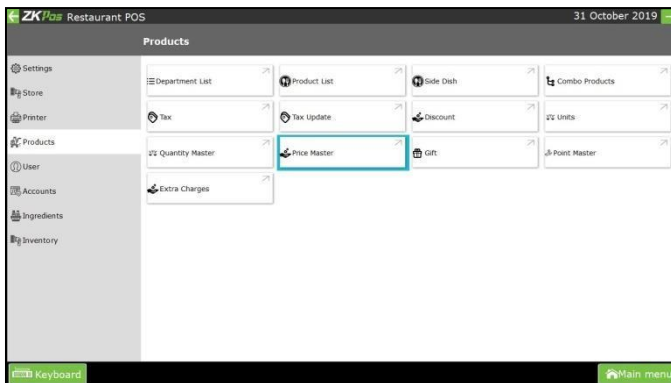


Enter the quantity and click **save** button.

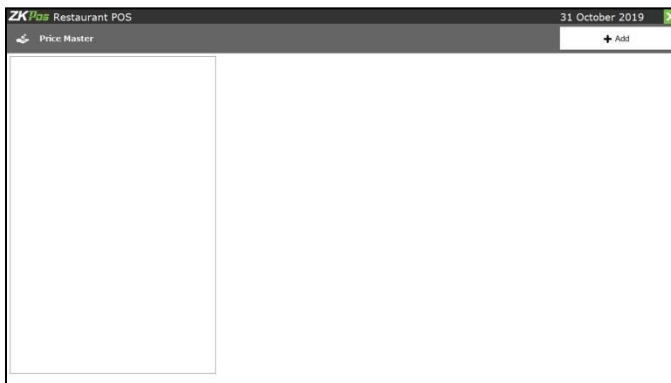
Note: Enable beverage in the utility menu. Select beverages from the main menu and select the product which you previously added as BAR type. After then select the quantity type and settle the bill.

STEP 5.13. PRICE MASTER

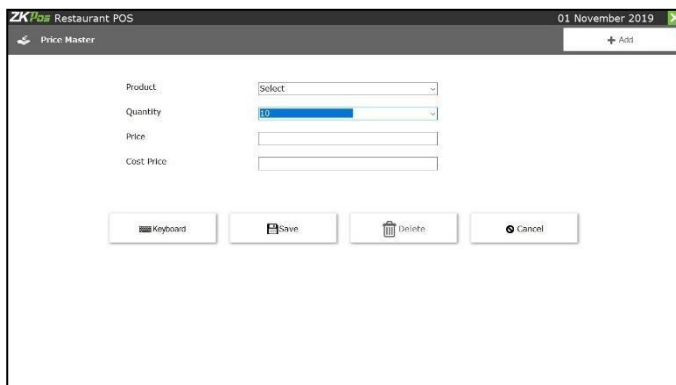
In price master quantity wise price can be settled easily.



2. Go to product and click **price master**.



3. Click **ADD** button.



4. Enter the details like product, quantity, price and costprice.

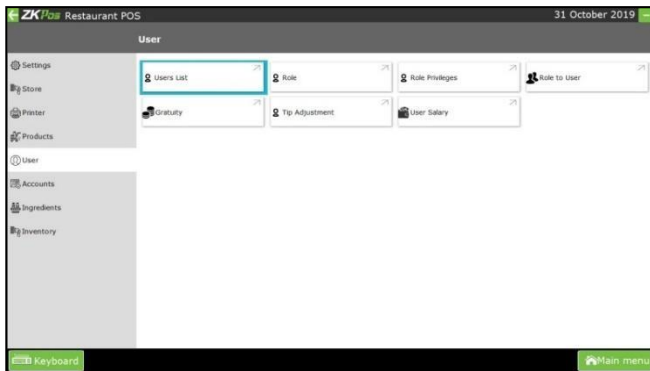
5. Click **save** button.

Note: Enable beverage in the utility menu. After adding the price master select beverages from the main menu and select the product. After then select the quantity type and settle the bill.

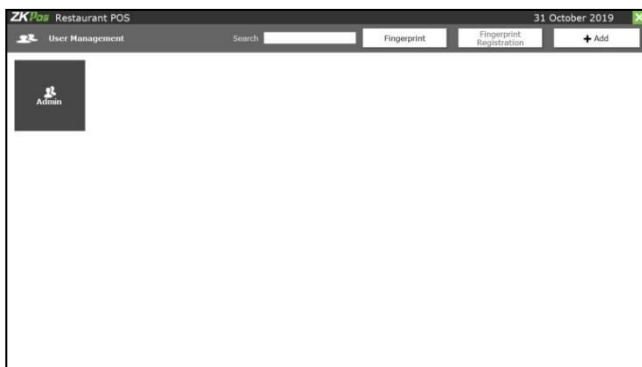
STEP 6 – USERS

STEP 6.1. USERS LIST

Other than admin you can add other users to ZKPOSWEB. This will allow other users to access ZKPOS. Other users can access only limited features that assigned to them. We can add 5 types of user. Admin, Cashier, Food Server, Kitchen Manager. 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.

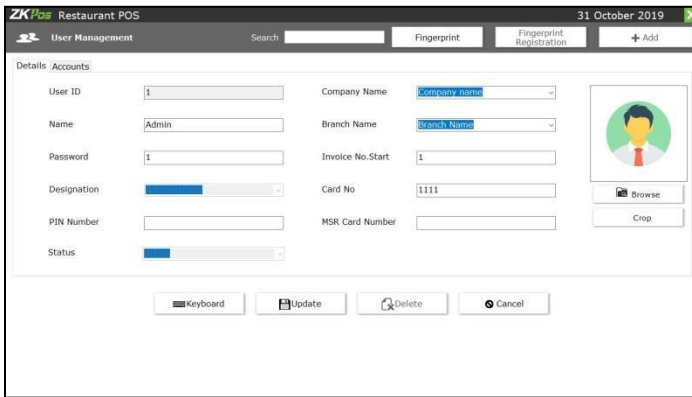


1. Go to users and then click **user list** option.



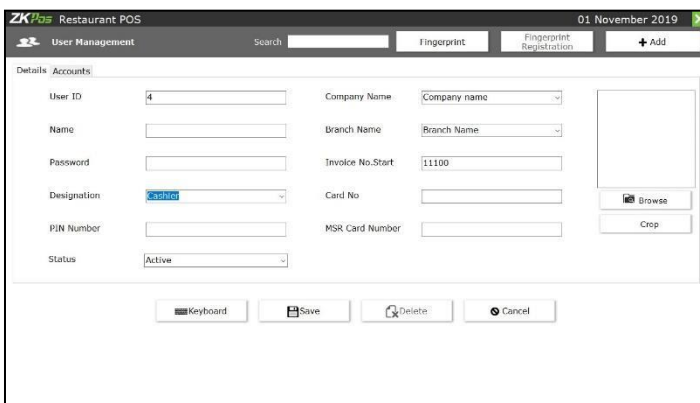
2. Click on **USERLIST** menu on the top left of **USER** window. **ADMIN USER** will be there by default. To view/edit Admin details click on **ADMIN** button. Enter the details like, **USER ID, NAME, PASSWORD, COMPANY NAME, BRANCH NAME, INVOICE START NUMBER, CARD NUMBER, MSR CARD NUMBER** etc.

Everything will be displayed. You can't edit the designation of admin. Also you have an option to login by using a PIN number.

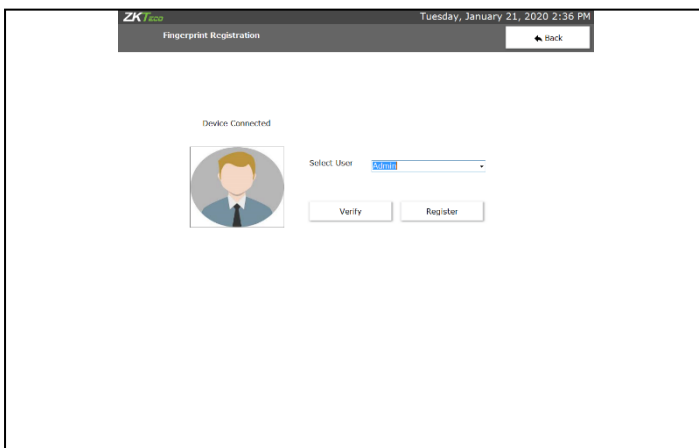


3. After making necessary alterations click on **update** button. You cannot **DELETE** admin.

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



5. In the new window you have to specify the **User ID**, **Password** and **Designation** of the user. Default User ID can change as per the user wish. **PIN** is optional and which will allow the user to login by using the PIN number. Company details and invoice setup number will display automatically and user can change it accordingly. Add **CARD NUMBER** and **MSR CARD NUMBER** if necessary. After adding all necessary details click **SAVE** button.

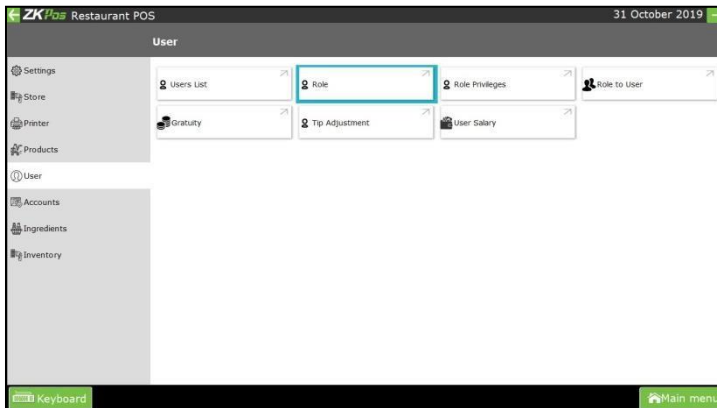


There is an option called **fingerprint registration**, which is used for registration. First connect the biometric device and then open the window. Select the user and register. Then keep the user finger on the device for three times. Click on the verify button for verifying the user fingerprint.

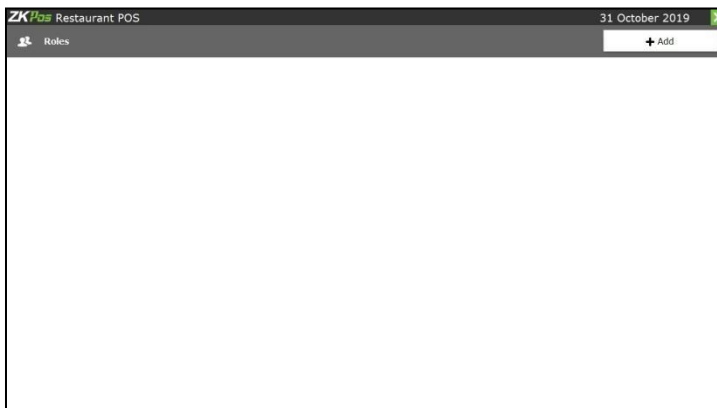
Note: Enable fingerprint login in the utility menu.

STEP 6.2. ROLE

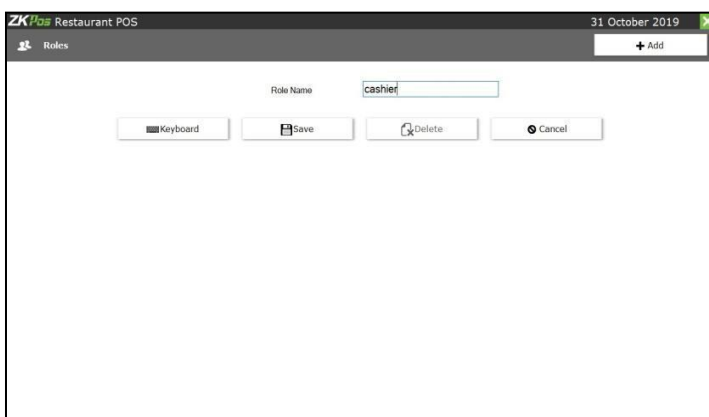
We can assign various roles and role privileges to user, if the user is created with designation as custom role. For this follow the below steps:



1. Open **ZKPOS**.
2. Click **SETTINGS**.
3. From the menu options click on **USERS**.
4. Click **Role**.

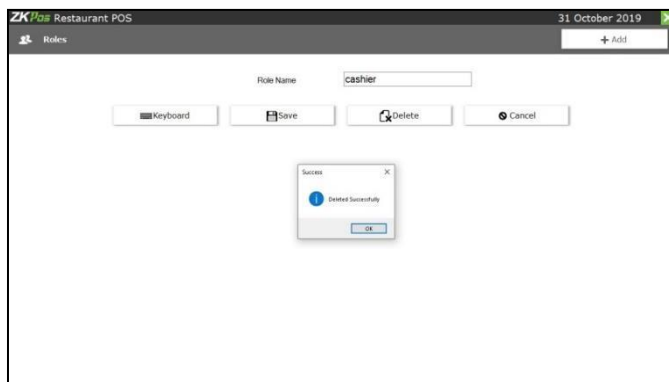


5. Click **ADD** button, then you will navigate to other window. In which you can create the role.



6. Enter the **role name** and click **save** button. Every saved Roles will be displayed, you have to choose the Roles that you want to edit/ delete. If you want to edit, then make necessary changes and click **save** button.

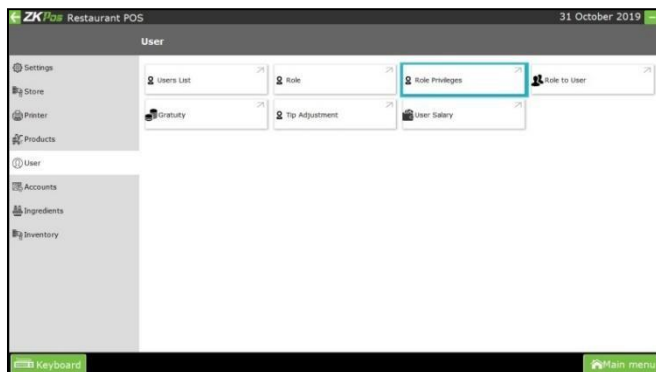
If you need to **delete** the role, like update open the role and click **delete** button.



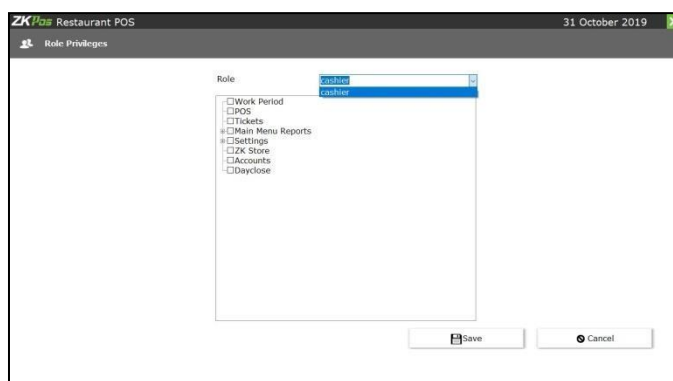
Now click on the delete button and **YES** in the confirmation popup.

STEP 6.3. ROLE PRIVILEGE

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



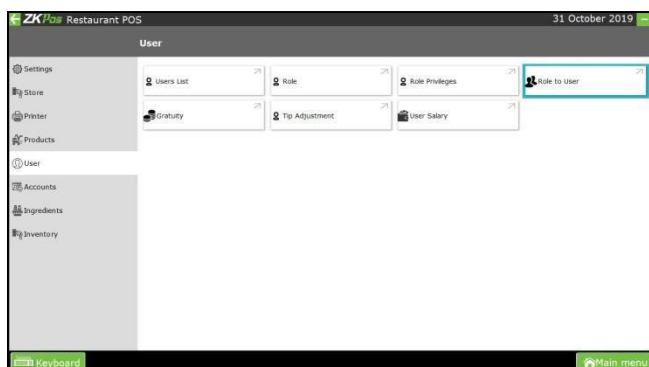
Click **Role Privilege** menu from users.



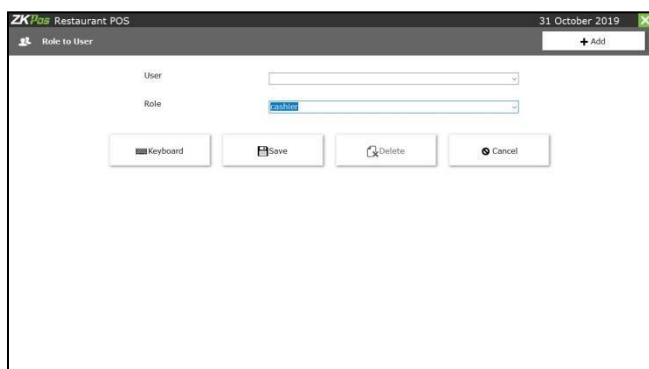
Select the role, then give privilege by put a tick on it.

STEP 6.4. ROLE TO USER

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



1. Go to user and click **role to user**.

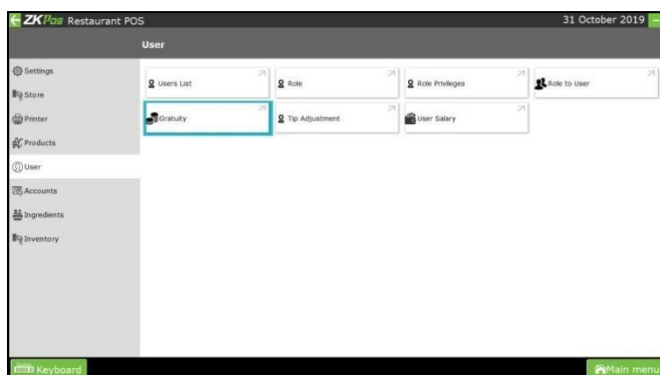


2. Click **add** button

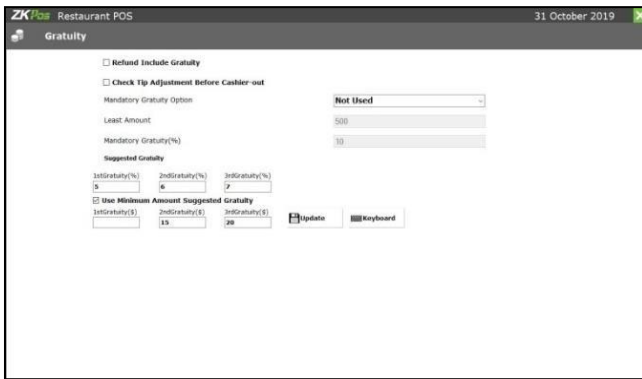
3. Select the user and assign the role and click save button.

STEP 6.5. GRATUITY

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 and click gratuity option.

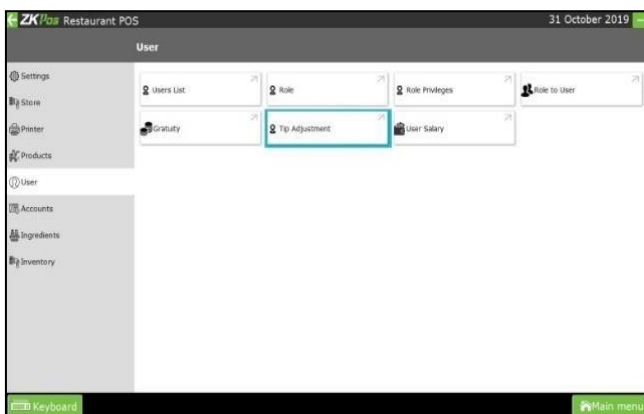


2. You can adjust tip management.
3. Add the tip percentage and change the settings according to the need.
4. Finally click **update** button.

Note: Enable gratuity in the utility menu. While doing the sale, settle the bill and select gratuity option. Where you can select gratuity in percentage or amount wise. If the user want to add a new rate as gratuity he/she can enter the rate. After this done, you can view the details in tip adjustment. Get detail in tip adjustment area.

STEP 6.6. TIP ADJUSTMENT

The user can adjust the gratuity with this feature.



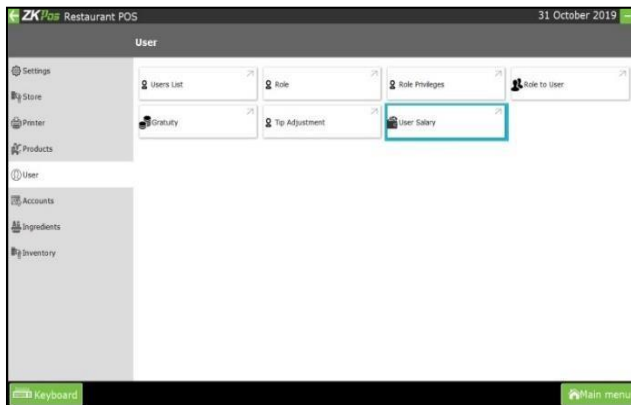
1. Go to user and click and select **tip adjustment**.



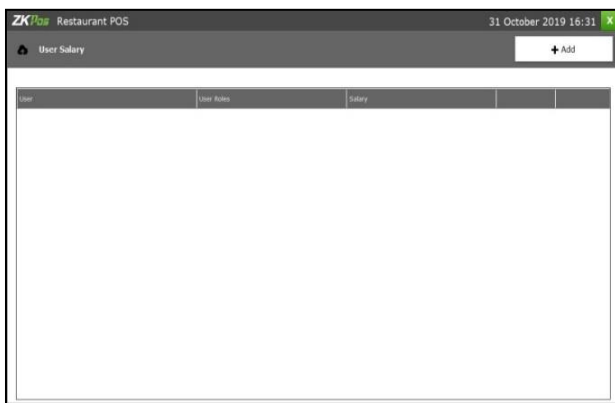
2. You can adjust and make changes in **TIP** through this tip adjustment option. Click **Adjust all** button.

STEP 6.7. USER SALARY

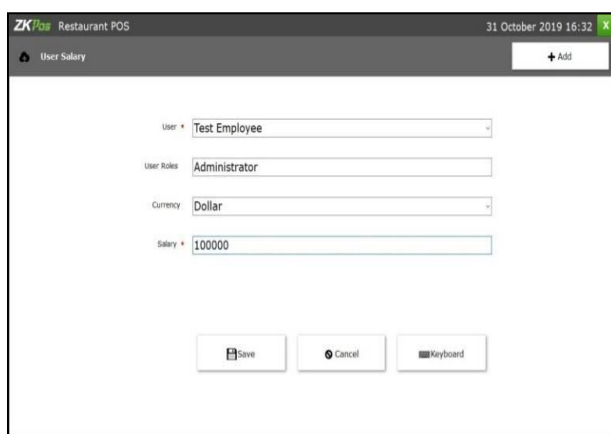
You can add the basic salary details of the users through this option.



1. Go to user and click user salary option.



2. Click **ADD** button.



3. Also you can view the list of users with their salary amount in this window.

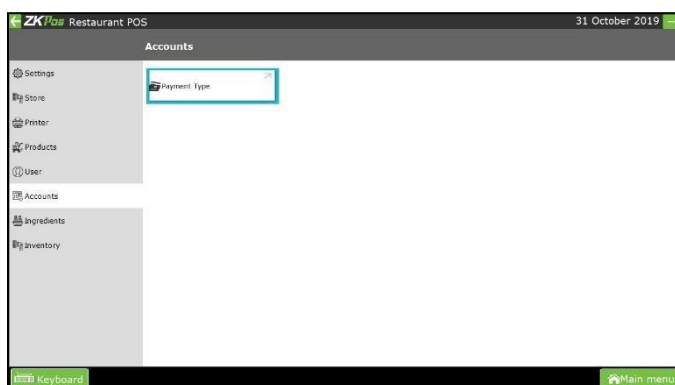
4. Select the user, user role currency and enter the salary amount.

5. Click **save** button.

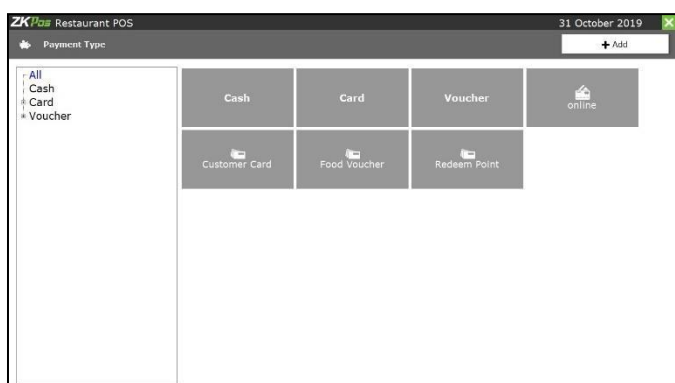
STEP 7 – ACCOUNTS

7.1. PAYMENT TYPE

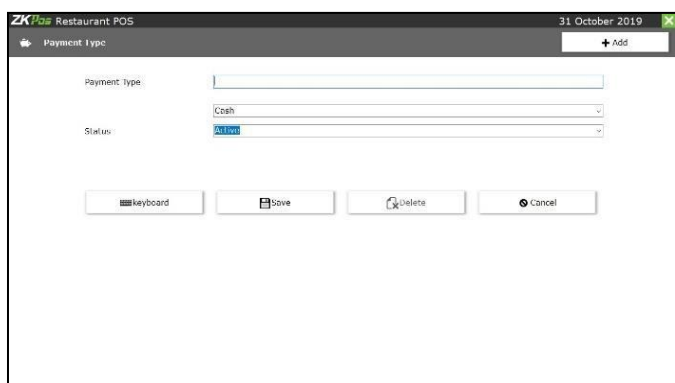
You can enter the payment type like cash, card and voucher. And there is an option to add sub payment type.



Go to accounts and click **payment type** option.



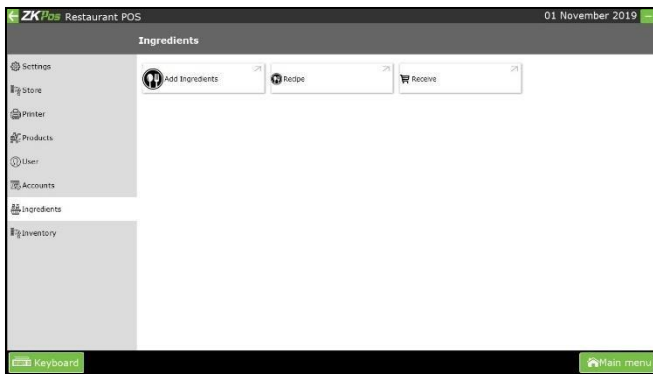
1. Here you can view some default types.
2. Click on **add** button.



3. Enter the payment type, select the parent type and status.
4. Click **save** button.

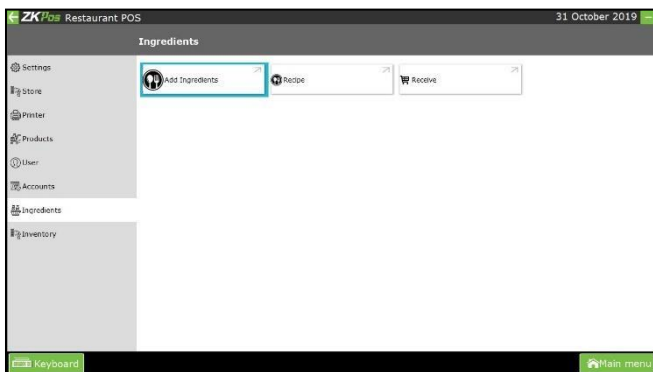
STEP 8 – INGREDIENTS

In cooking, recipes specify which ingredients are used to prepare a specific dish. Under ingredients menu, you can view three options called add ingredients, recipe and receive.

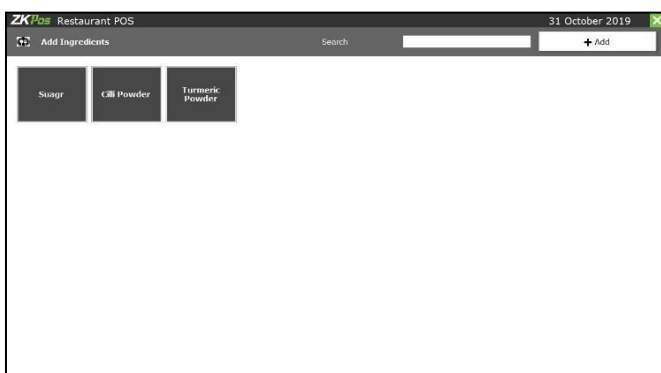


STEP 8.1. ADD INGREDIENTS

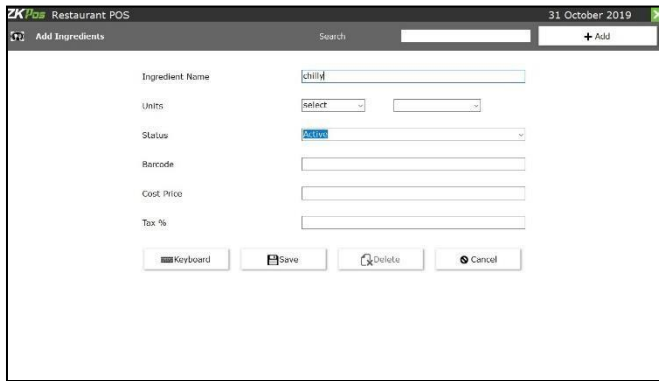
A product means the combination of some INGREDIENTS. You can add the details of all ingredients used along with the food product.



1. Go to ingredients and click on **add ingredients**.
2. You can add ingredients by clicking on the **ADD** button.



2. You can add ingredients by clicking on the ADD button. Previously added ingredients will be listed here.



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

4. Click **save** button.

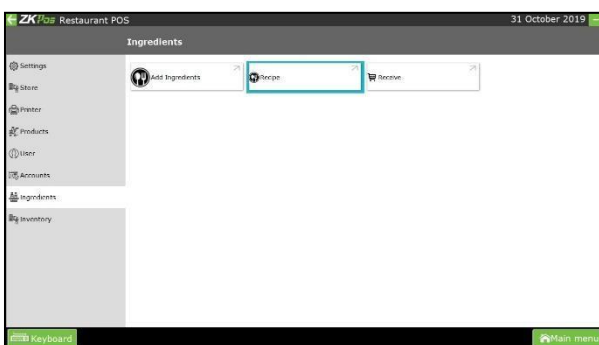
EDIT/DELETE INGREDIENTS

You can delete an Ingredients as you deleted an Ingredients before.

- Go to **INGREDIENTS**.
- Click on **ADD INGREDIENTS**.
- Every saved Ingredients will be displayed, you have to choose the Ingredients that you want to **edit/delete**.
- If you want to edit, then make necessary changes and click **OK** button.

STEP 8.2. RECIPE

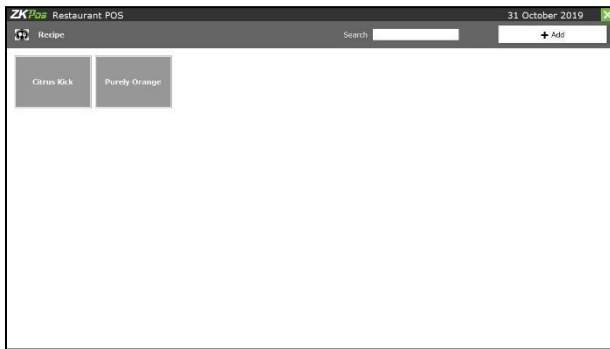
You can save your recipe. When a product gets sold, particular amount of ingredients used in that product gets deducted from the inventory. That's why we use recipe. Follow the steps below.



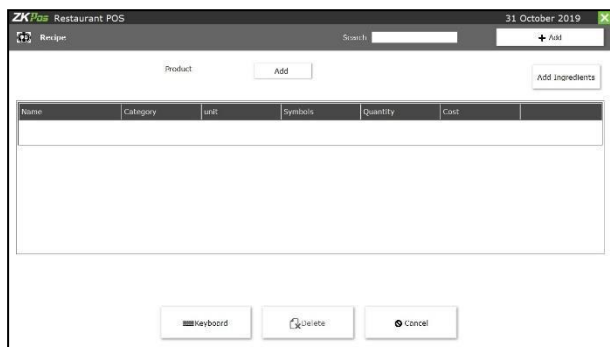
1. Go to **SETTINGS**.

2. Click on **INGREDIENTS**.

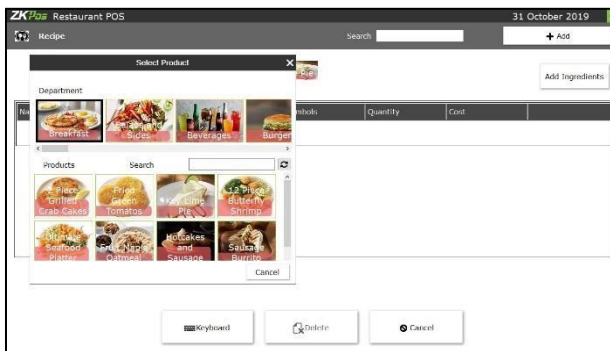
3. From the menu options, choose **RECIPE**.



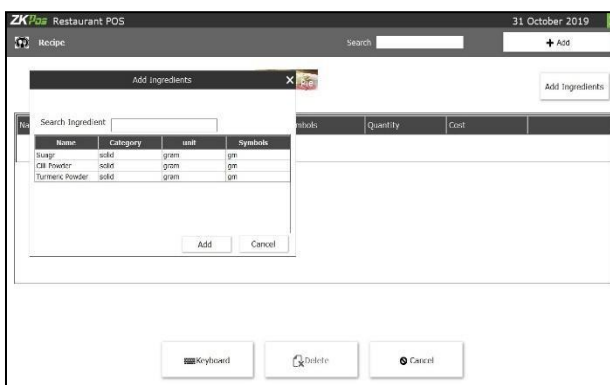
4. To add a new recipe, click on the **ADD** button.



5. Again to add the Product Name click on the **ADD** button.



6. All departments that you have created earlier will display here. From the list, click on any department that you want to choose. For instance, click on Biryani. Now to add recipe for Chicken Biryani, click on **ADD INGREDIENTS** button.

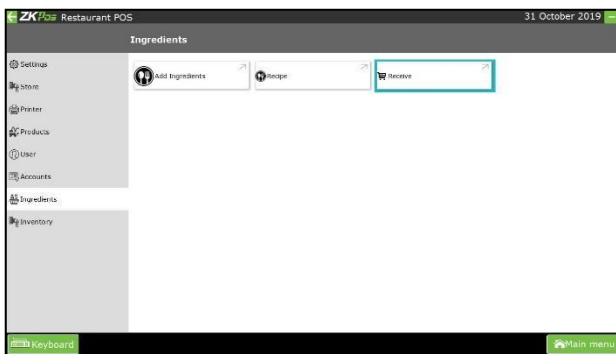


7. Now all ingredients that you have added earlier will display in a new window. You can select the necessary ingredients from the list. Then click **ADD** button. Enter the quantity required to make one product and press **ENTER** Key. A new ingredient will be added to the recipe.

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.

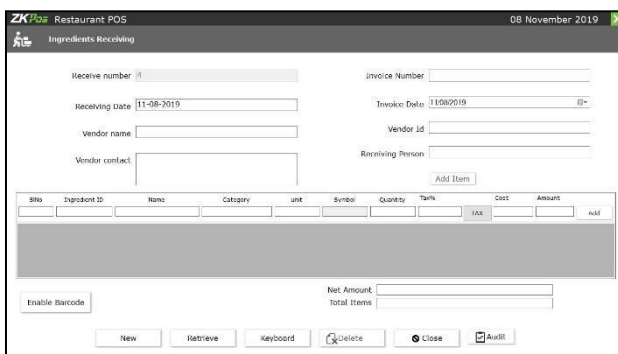
STEP 8.3 – RECEIVE

We can receive the ingredients from the ingredients receiving window. The main advantage is, when a customer order for a product appropriate amount of ingredients required to make that product will be deducted automatically from the stock. This makes stock management easier and efficient.



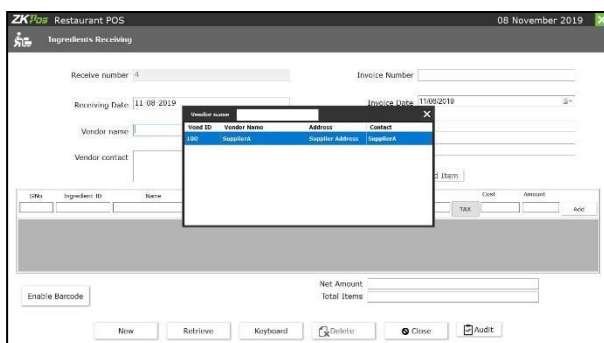
1. G

Go to **SETTINGS**. Among the **INGREDIENT** menu options you can see one menu option for **RECEIVE**. Click on it.

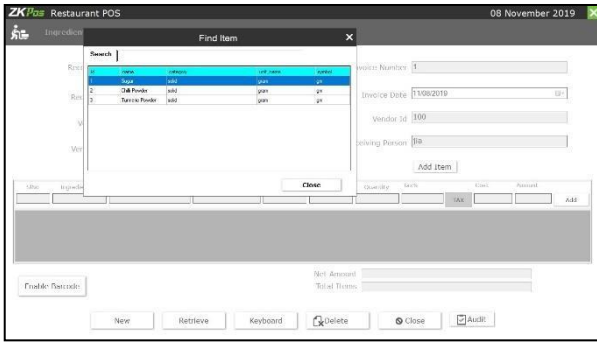


2. Enter the Receive Number, Invoice Date, Invoice Number and Receiving Person's Number.

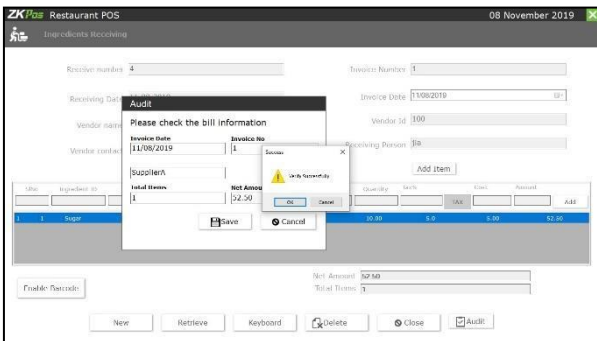
3. To add Vendor details, click on the text field corresponds to Vendor Name.



4. Now a grid showing all vendors that you have saved in the vendor section will appear.

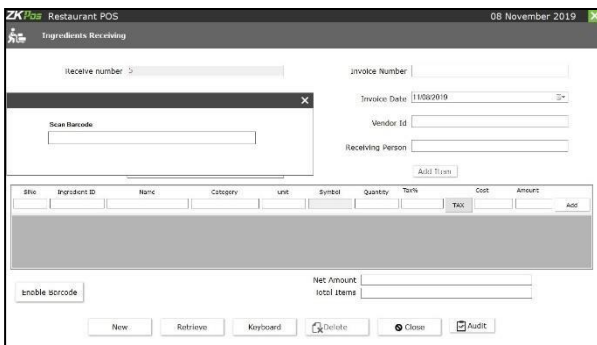


5. After enter the vendor details, you have to enter the invoice number and receiving person name.



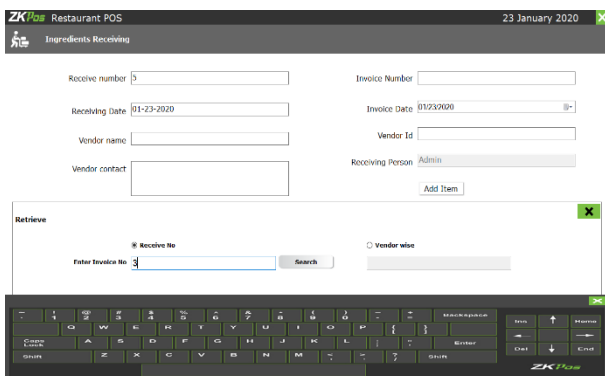
6. Click **add item** menu and select the product.

7. Then enter the quantity and click **enter** key from the quantity field.



8. I

f you want to add item through barcode, click enable barcode button instead of add item button.

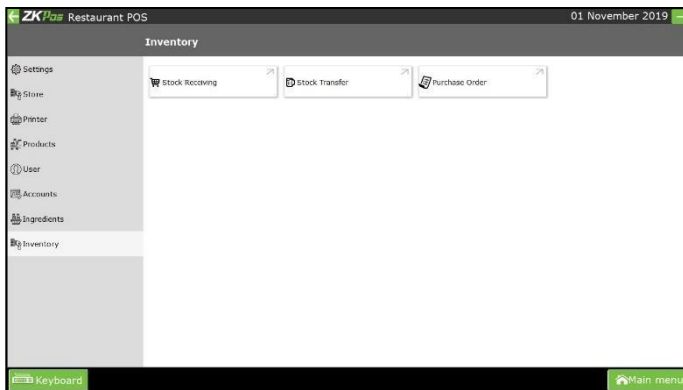


9. If you want to retrieve previously received items then enter the receive number or vendor wise.

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

STEP 9 – INVENTORY

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

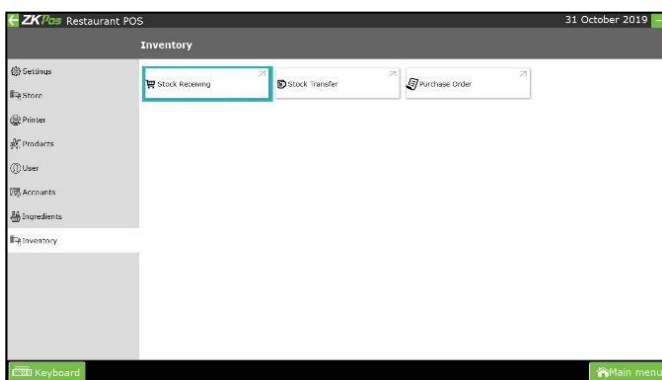


1. Login as ADMIN.
2. Click INVENTORY.
3. You can see three options, STOCK RECEIVING, STOCK TRANSFER and PURCHASE ORDER.

First let's learn how to do STOCK RECEIVING.

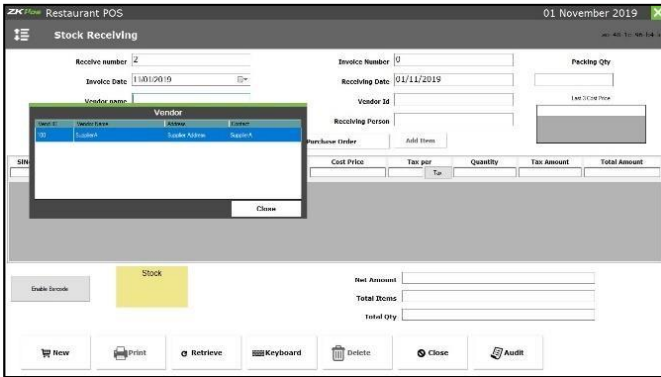
STEP 9.1. STOCK RECEIVING

Here the user can receive the stock with the purchase order or by adding items. Save the stock receiving details in ZKPOS.

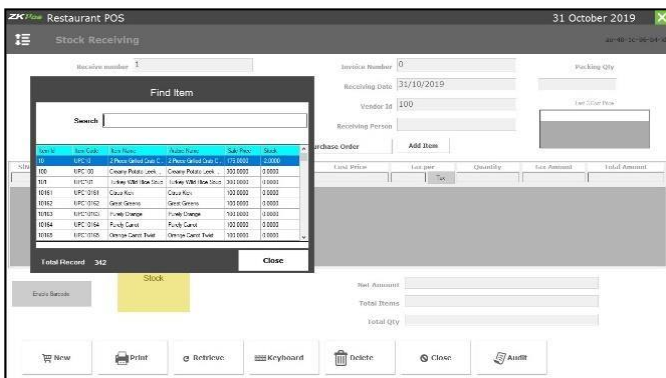


1. Click on **STOCK RECEIVING**.

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



2. To add Vendor details, click on the text field
Corresponds to Vendor Name. Now a grid
showing all vendors that you have saved in the
vendor section will appear. Now select the
appropriate vendor from the list. Click Close
button.

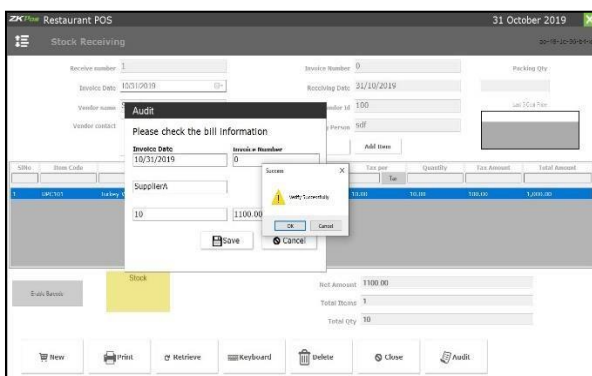


3. Click add item button and select the item
which you want to receive.

4. Enter the quantity and click ENTER button.

- Enter the receiving quantity and tax for the item if any. Then total tax amount and total amount will be calculated automatically. Packing quantity will be 1 by default. You can edit it.
- Press Enter button to save the entry.
- Now Net Amount, Total quantity will get displayed automatically.

To add another Item you have to follow the same steps as above.



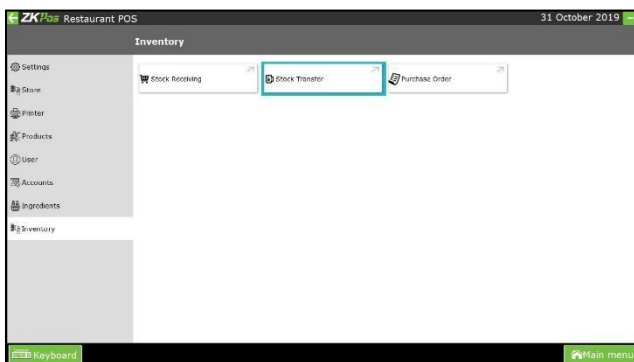
2. Finally click the **audit** button.

3. Then there is a pop window will appear for
verify, click **save** button and **ok** button.

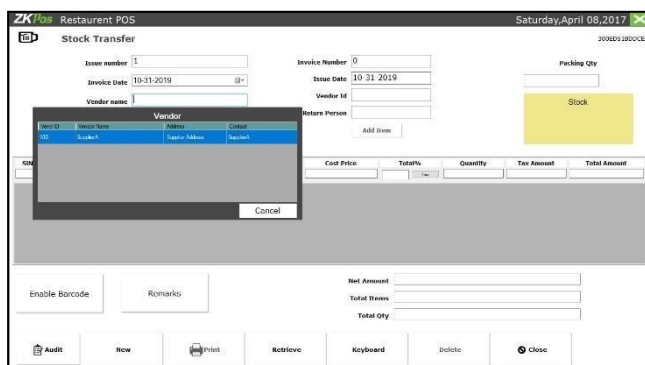
- To add a new stock receiving entry, click on the **NEW** button.
- You can take the print out of the entry by clicking on **PRINT** button.
- If you want to review previous entry, just click on the **RETRIEVE** button by entering the receive number or vendor name.
- If you know the receive number in advance, then select the option button corresponds to Receive No and enter the Invoice Number in the respective field. Now click on SEARCH button. You will get the report.
- If you know the vendor details, then select the option button corresponds to Vendor Wise and then click on the text field below.

STEP 9.2 STOCK TRANSFER

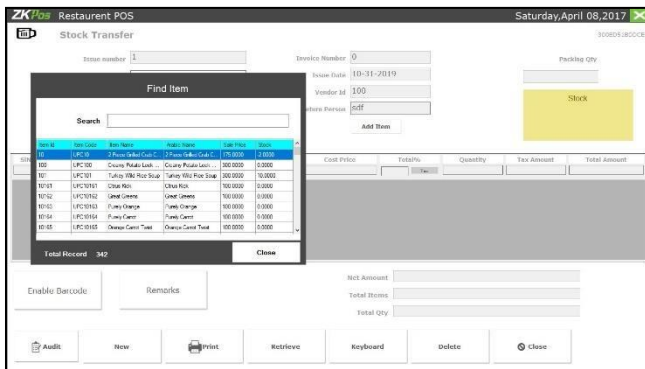
Some items in the inventory may damage or get expired, so you need a space to categorize them from the inventory. This is the main advantage of STOCK TRANSFER.



1. Click INVENTORY and choose STOCK TRANSFER.



2. Enter Issue Number, Invoice Number, invoice date and Issue date. Click on the Vendor Name text field to add the vendor details. From the list select the vendor. Now all fields related to Vendor will get filled.

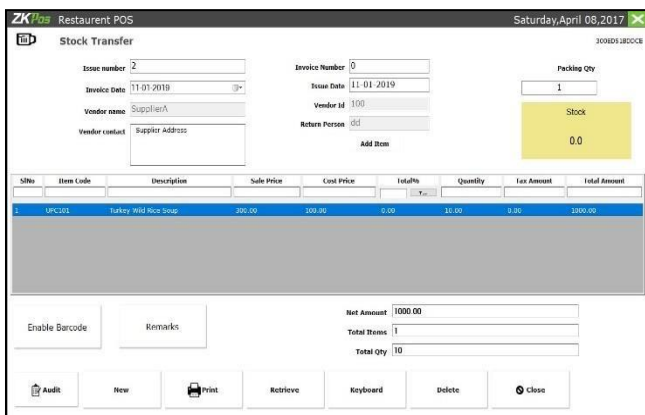


1. Return Person's Name.

2. Click **ADD** button to add an item to return option.

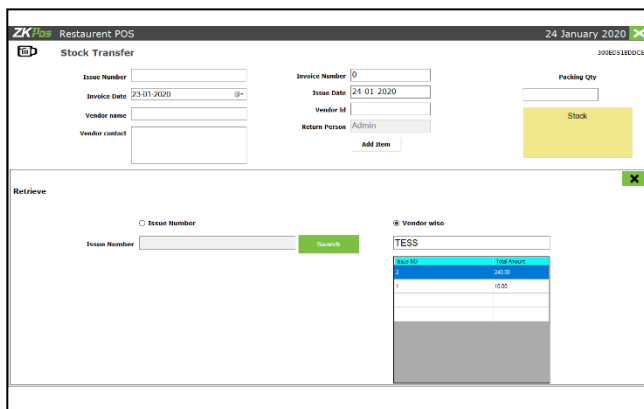
3. Select the item that you want to return.

4. Currently available stock will display in a yellow box.



5. You have to enter the quantity that you want to return to the vendor. After entering the quantity press **ENTER Key**.

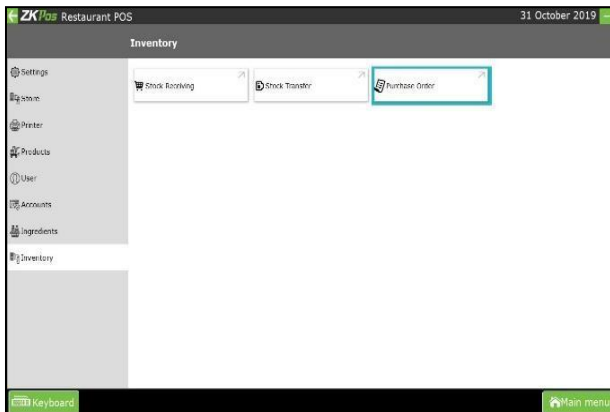
6. That quantity will be reduced from the item stock. You can manage spoiled items in this way. Here also you can check with previous spoiled items using **RETRIEVE** button. To do so click on **RETRIEVE** button.



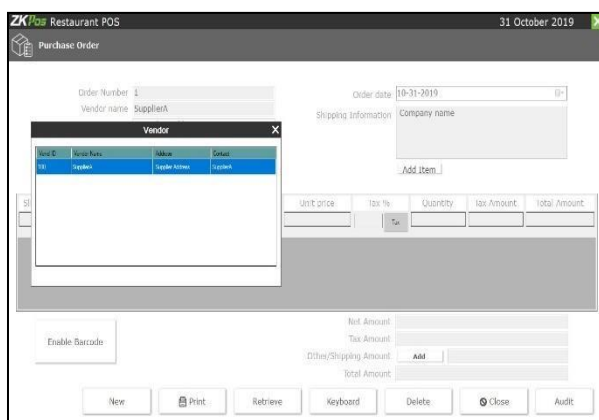
7. Here also you can check with previous spoiled items using **RETRIEVE** button. To do so click on **RETRIEVE** button by entering the receive number or vendor wise.

STEP 9.3. PURCHASE ORDER

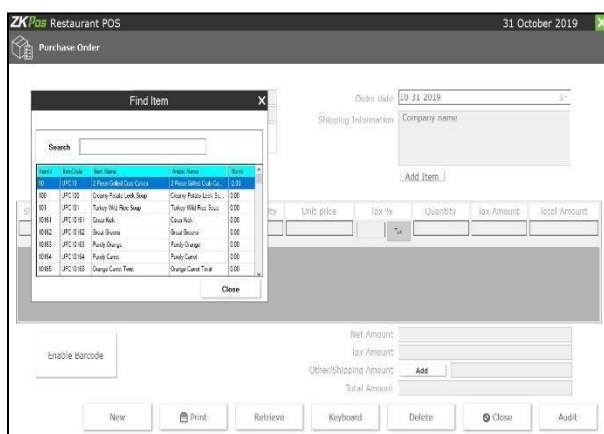
If you have created a purchase order for a vendor, then save them using this interface.



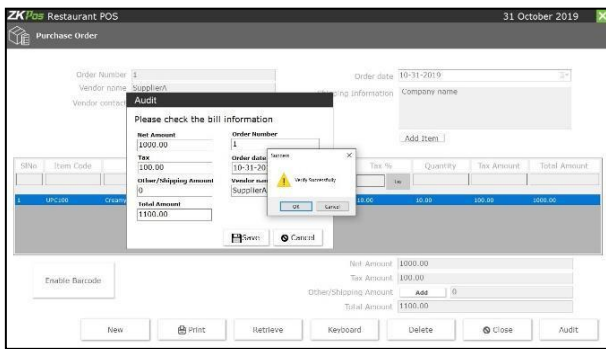
1. Go to **SETTINGS**.
2. Click on **INVENTORY**.
3. From the menu options, click on **PURCHASE ORDER**.



4. Click on Vendor Name text box.
5. Select the vendor from the grid.
6. Fill Shipping information text area.
7. Now click **Add Item** button.



8. Select the Item by clicking on it. Enter the **quantity** and press **Enter** key.



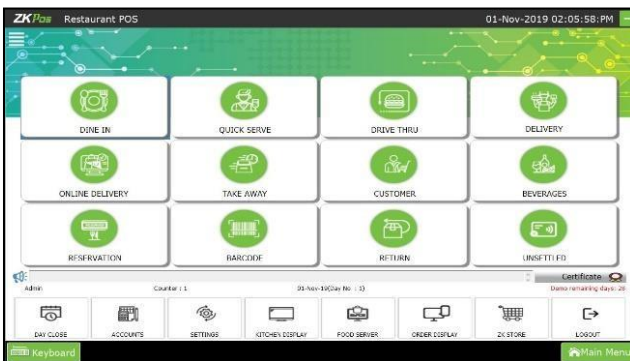
9. Finally click the **audit** button.

10. Then there is a pop window will appear for verify, click **save** button and **ok** button.

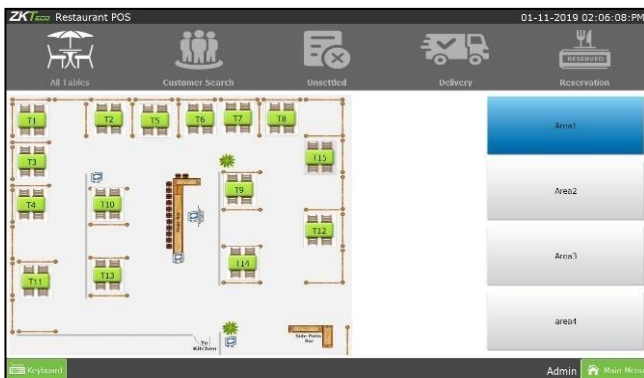
- You can create another purchase order by clicking on the **NEW** button.
- Take printouts using **PRINT** button.
- To view previous entry details click on the **RETRIEVE** button by using the receive number or vendor name.

STEP 10 - DINE IN MODULE

You can do billing, receive orders, handle deliveries etc. using this section. To learn about this section.



1. Go to **MAIN MENU** and Click on **DINE IN**.



2. Now you will get a window like this.

If a table has invoices related to it, then that table will be visible in ORANGE color. Below picture shows T1 or TABLE 1 has a customer. That is why its color is distinguishable. First let's learn about TABLES.

STEP 10.1. TABLE SETTINGS

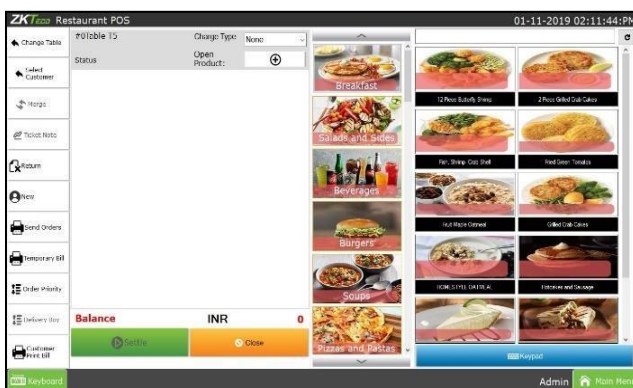
By default the restaurant area is divided in to three. You can customize the area in settings. Each area will have a specific number of tables and each.



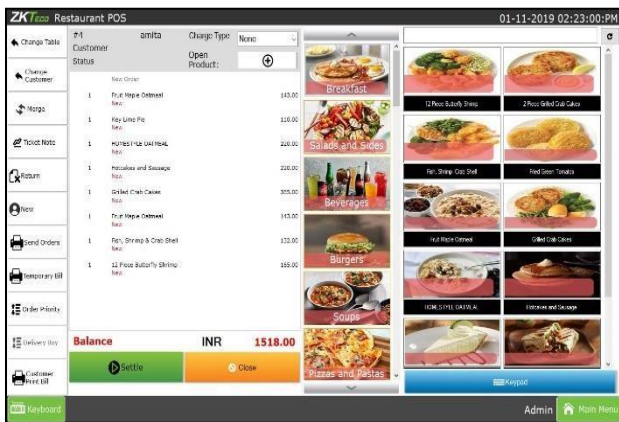
1. Each table will have specific number of seats. All these things are customizable.
2. For instance if you have selected table T1, then all seats allotted to T1 will be displayed.

- Seats are named as 1, 2, 3 and so on.
- Click on the seat number that you want to choose.
- Now you will be redirected to the main part of POS module.

Note: disable table seat in the utility menu if the user don't want to have customize specific number of seats.



2. Here is where you could see all the departments and products that you have already created.
3. Select the **ITEMS** from the menu list.



4. If there is any extra charge in percentage, you need to select it from a dropdown at the top left portion of the screen.

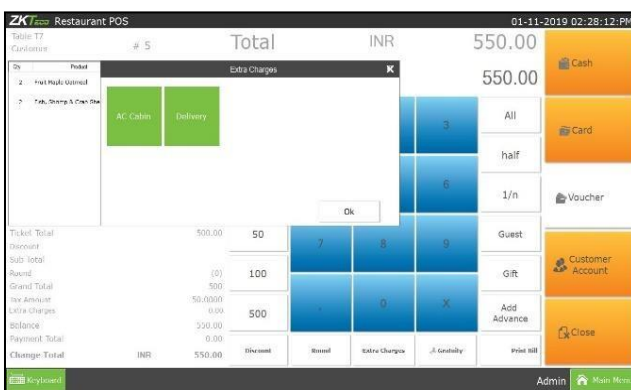
5. By default none will be selected. In this way you can add extra charge by percentage. After selecting the extra charge click on the item that you want to add.



6. You can also add extra charge by amount, but you need to add it while settling the bill.

7. Now let's learn to settle the bill. Click on **SETTLE** button.

8. Your order details with total amount will be displayed. Then click on **EXTRA CHARGE** button.

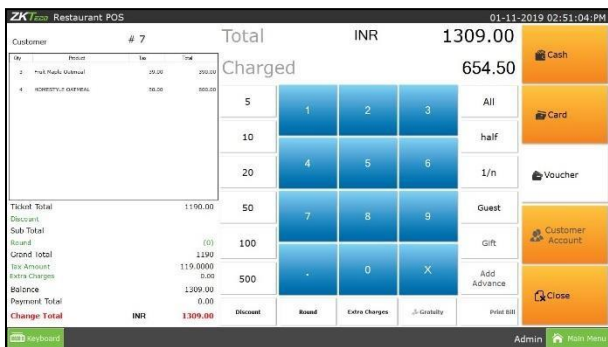


9. All saved extra charges will be displayed on a new popup window. Select the relevant extra charge from the list and click **OK**.

10. The extra charge amount will be added to the total amount.

If the customer is going to pay the exact amount in the bill, then click on the **ALL** button.

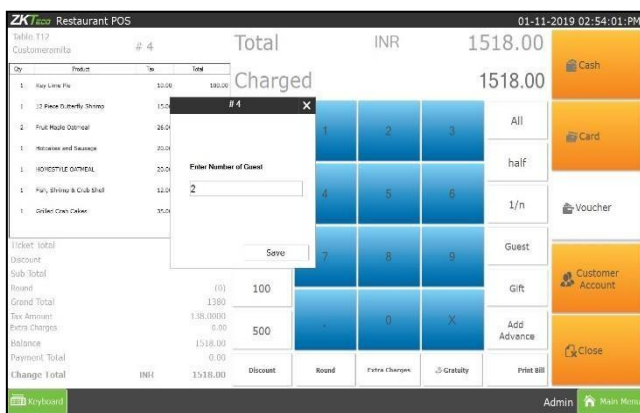
- Now select the payment option that customer prefers (cash/card/voucher). If the customer has created a customer account, then he/she can pay the bill using customer account.
- Just click on the preferred payment option to settle the amount. If user prefers customer account, click on customer account button and the amount will be saved to customer's account. She/he can pay the bill some other time. To view the customer account button, click to view more details.



11. You can see a button named **HALF** and **1/n**. The customer has the option to pay the bill half by any of the payment options.

12. Click **HALF** button to view the half of the total invoice amount.

- To divide your total invoice amount with a number, click on a number and then 1/n. For example, click on 5 and then click 1/n.



13.

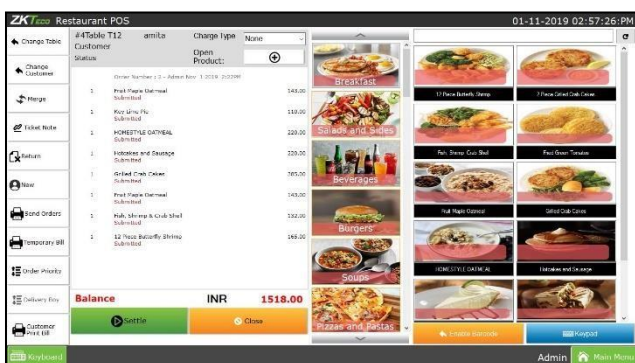
Some customers will visit as a group. As a result, bill settlement may be done by one of them. So at the end of a month or week you cannot view the increment in customer visit.

14. That's why we have placed an extra button **GUEST** to add the customer number in each

invoice. Click on **GUEST** button and enter the

guest count in the field that appears & click OK.

Sometimes you may like to print a temporary bill for the customer. To do so just click on the **TEMPORARY BILL** button before the settlement.



14. The next step is to send the orders to the kitchen manager, for that click on the **SEND ORDERS** button.

15. In the new window, select a food server and set the order priority whether urgent/normal/low.

Now click on the **OK** button. Now your orders has been submitted.

- The status of your order remains unpaid until the customer settle the bill.
- Click on the **CHANGE TABLE** button if the customer want to change a table.
- Now you can choose another table based on customer’s interest.
- Now table has been changed.
- If the order is made by a regular customer then the user will have the customer details in the ZKPOS, then user will have an option to choose the customer. To do so, click on the **SELECT CUSTOMER** button.



16. Now list of saved customer will be displayed. Select required customer from the list.

17. N

Now click on the **SELECT CUSTOMER** button.

18.

T

The selected customer’s name will be displayed with invoice. You can change the customer by clicking on **CHANGE CUSTOMER** button.

- There is an option to merge another invoice with current invoice thereby settling both at the same time. You can use **MERGE** button for that purpose.
- Select the **INVOICE** that you want to merge with current invoice and click **OK**.
- Now the selected invoice will get merged with your current invoice. Total will be updated based on the merged invoice amount.



19. If you want to add any comments to your invoice, then click on the **TICKET NOTE** button.

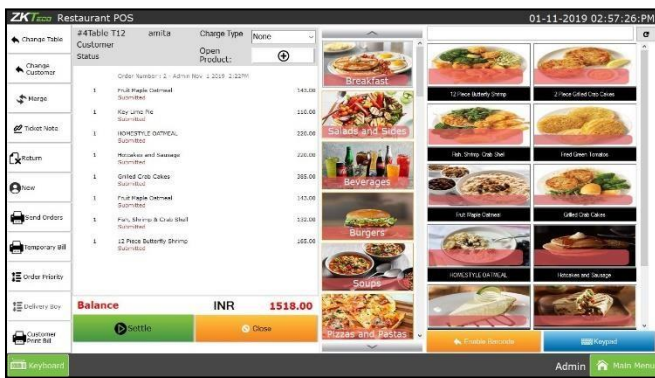
20. Type your comment using the keypad displayed.

Click **SAVE** button.

21. In some cases your customer may request to Return the order.

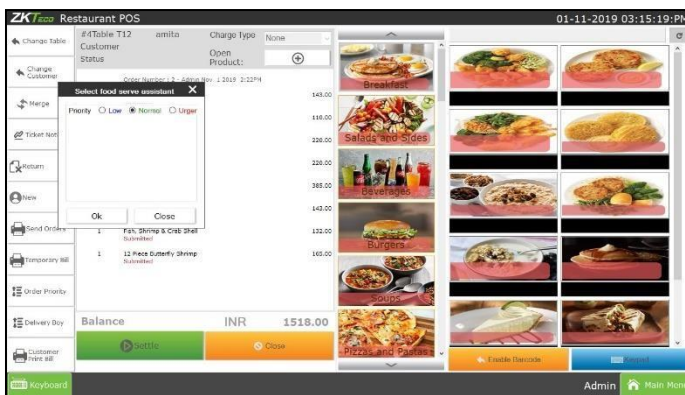
You can use **RETURN** button to do the action. Click on **RETURN BUTTON**. You need admin privilege to do the action.

- Enter Admin Password.
- Enter the Invoice Number and click ENTER button.
- A new popup will appear. If you want to return all items, then click on YES otherwise click NO. If you want to return any specific items, click NO button. All products in that invoice will get displayed in the left screen.
- Choose the items that you want to return by clicking on it. The items will be removed from the list.
- After removing necessary items, click SETTLE button. The Amount will be a negative value since you have to return the amount to the customer. Click ALL to enter amount.
- Then select the PAYMENT OPTION card/cash/voucher.
- The amount will be settled. You can take a print if necessary. Click CLOSE button to go.

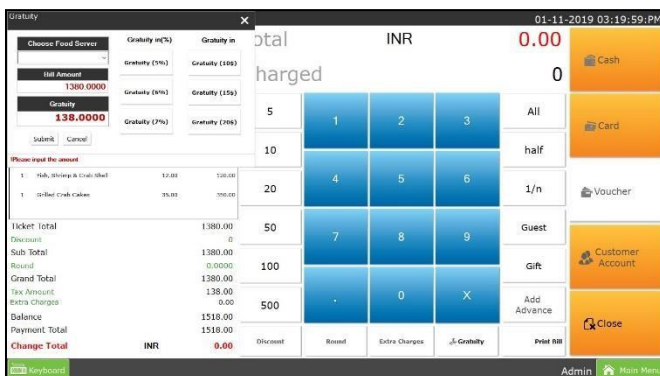


1. Again select a table and seat.
2. Now select any products, let's learn how to set an order priority and send the order. The Kitchen manager and food server will not get the order details until you click on **SEND ORDER** button.

For that select some products and click on **ORDER PRIORITY**.



1. You can choose from Low/ Medium/ Urgent and Click OK.
2. Now click on **SEND ORDER** button to submit your order. Now your orders has been submitted .To add a new order click on **NEW** button. In this way you can manage your orders.



1. You can give any TIP to Food Server, First enable **GRATUITY** in utility section.
2. Choose item then click **settle** button. At time this button is Enable, then click **Gratuity** button.
3. New window is opened, to give the details as in below.

CUSTOMER TICKET

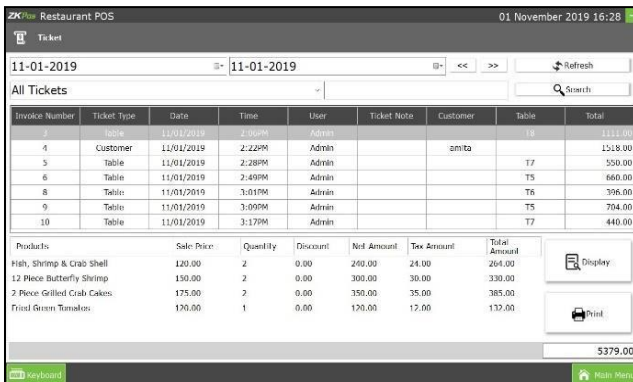
This is another special functionality of ZKPOS, a window where you can see the invoices which were not paid yet.



1. G

o to **MAIN** menu.

2. You can see a **TICKET** menu, on the left of the window, click on it.



1. You can see the tickets/invoices whose status is unpaid in the picture.

2. Click on it to view the tickets/invoices.

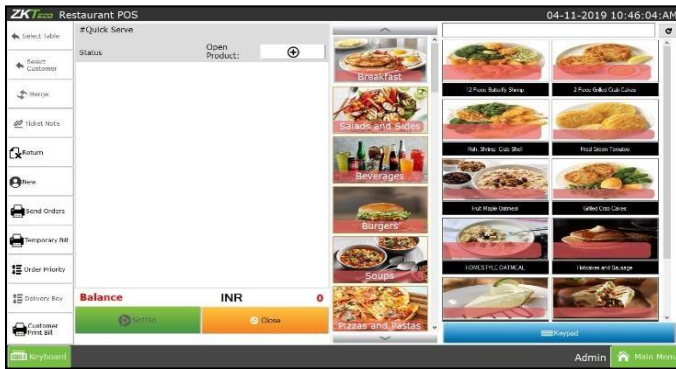
STEP 11 – QUICK SERVE

Just as the name implies, food serves very quickly without the selection of tables. **Quick serve** also known as fast food restaurant.



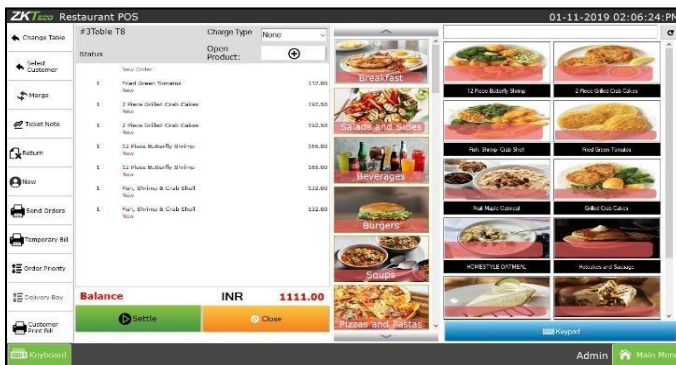
1. Go to **main** menu.

2. Click **QUICK SERVE** option.



3. You will redirect to the **POS** window.

4. Now you can select the items, and make orders, payment and so on.

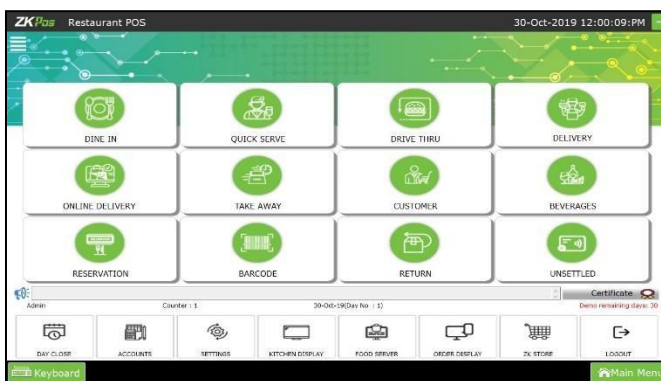


5. Select Items from the list.

6. Click **SETTLE** button.

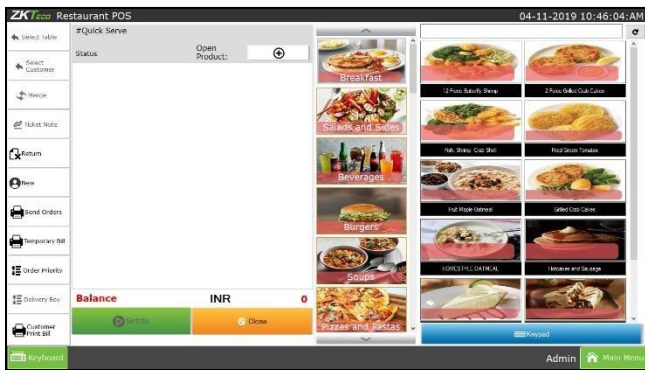
STEP 12 – DRIVE THRU

A drive-through or drive-thru, is a type of service provided by a restaurant that allows customers to purchase products without leaving their vehicles.



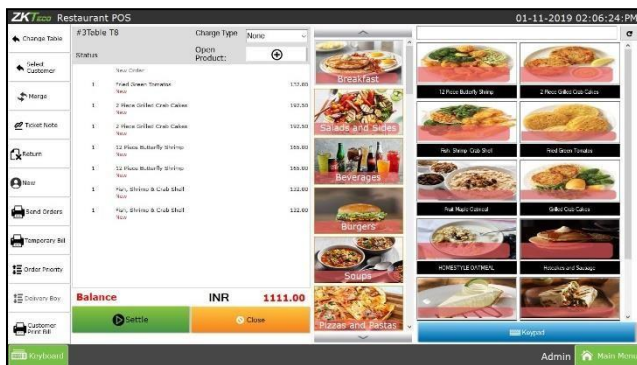
1. Go to **main** menu.

2. Click **DRIVE THRU** option.



3. You will redirect to the **POS** window.

4. Now you can select the items, and make orders, payment and so on.



2. Select Items from the list like normal sale.

6. Click **SETTLE** button.

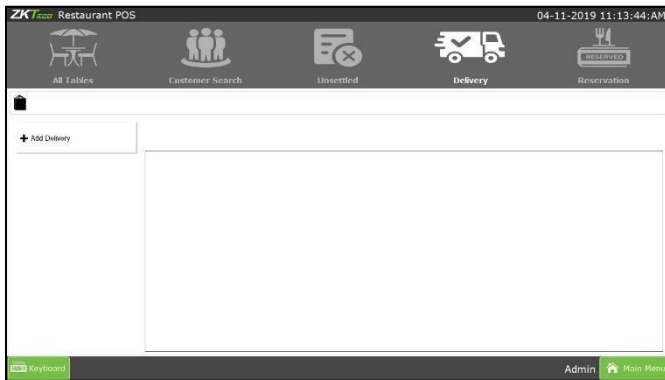
STEP 13 – DELIVERY

Some customers may request for delivery services, here you can manage everything related to delivery services.



1. Go to **main** menu.

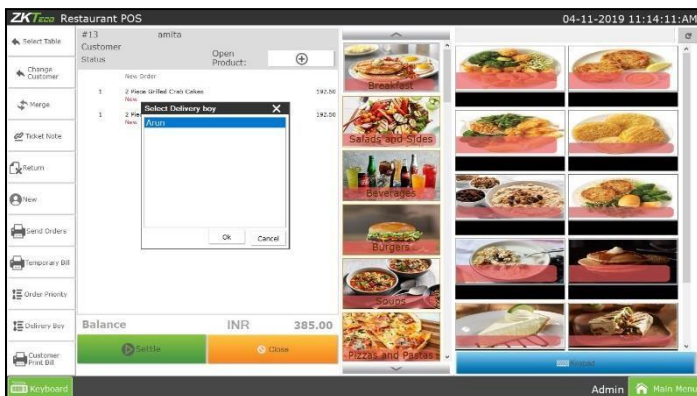
2. Click **DELIVERY** option.



3. You will get a new window, click add delivery button from there.

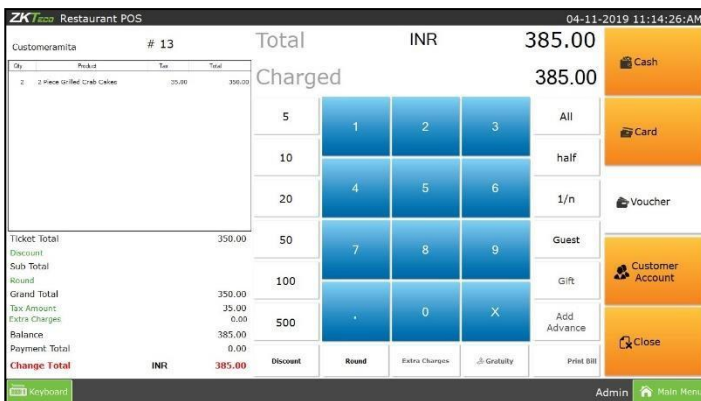


4. Choose the customer from the grid and click on **SELECT CUSTOMER** button.



5. Select the items from there.
 6. Select the **delivery boy** and click **OK**.
 7. you will be redirected to the **PRODUCTS** window.
 8. Choose whatever customer want.

Now set the order priority and then click SEND ORDERS button to send the order to the kitchen manager or food server.



8. Now settle the bill by clicking on the SETTLE button.

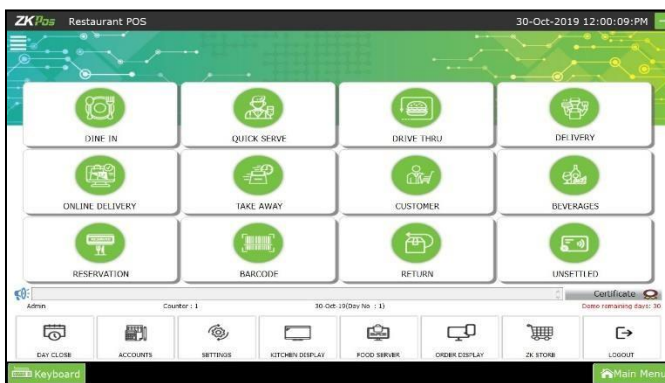
9. Now click on the CLOSE button, you will come back to DELIVERY WINDOW.

10. To view the delivery details, click on the delivery button.

Now you can see the delivery details.

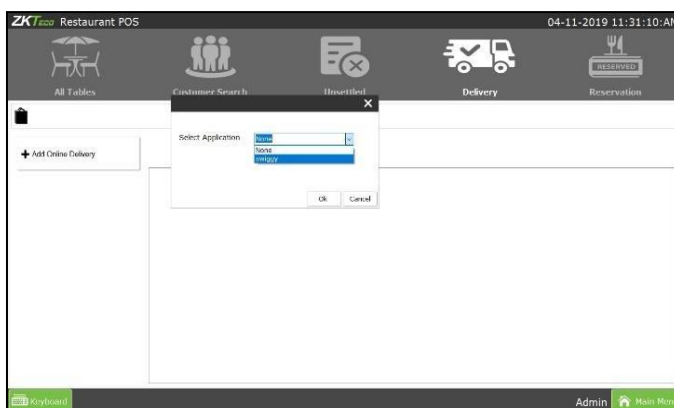
STEP 14 – ONLINE DELIVERY

Online ordering is the key to drawing in new customers and increasing revenue. Here by some delivery services (already added in it) you can do the online delivery.



1. Go to **main** menu.

2. Click **ONLINE DELIVERY** option.

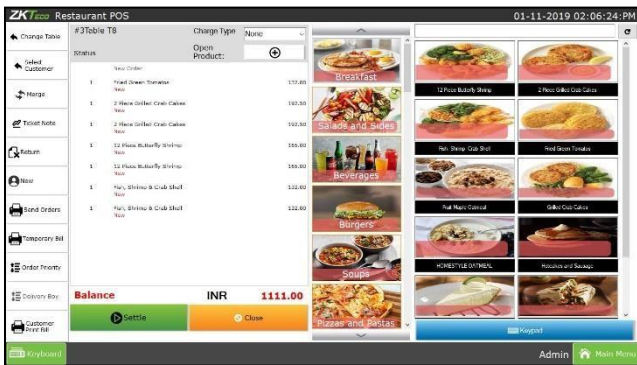


3. Click add online delivery option.

4. Then there is a pop window will appear.

5. Choose any one **online services**.

6. Click **OK** button.



7. Select the items from there.

8. Choose whatever customer want.



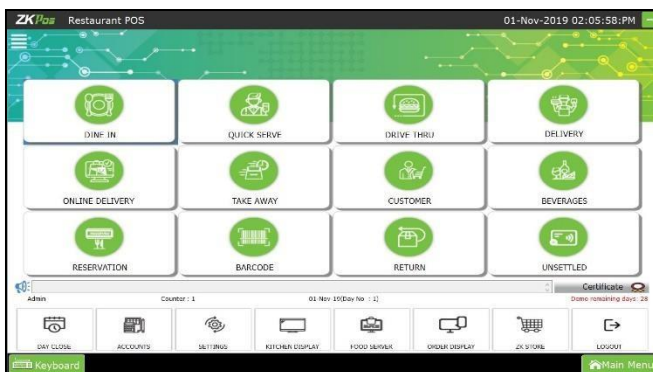
9. N

ow settle the bill by clicking on the **SETTLE** button.

10. You can settle the payment through cash or card.

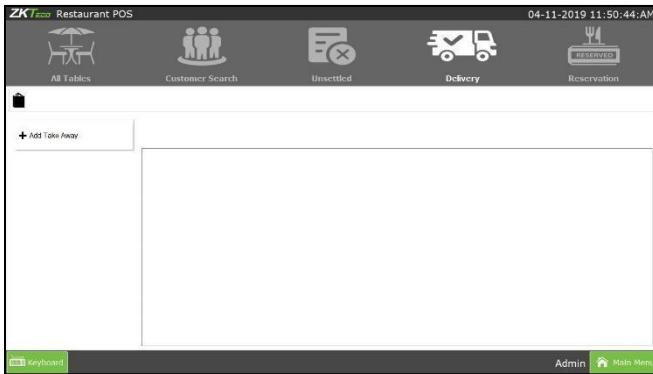
STEP 15 – TAKE AWAY

Food which is ordered and made in a restaurant and is then taken away to be eaten at home or elsewhere. For every takeaway restaurant business, billing and serving order fastly is a most important thing, as people who visit takeaways have a mentality of not spending much time.



1. Go to **MAIN MENU**.

2. Click on **TAKE AWAY** menu.



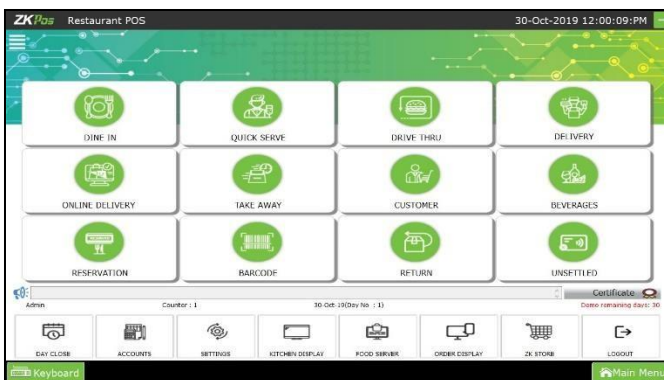
3. Click **add take away**.



4. Select the product item and then click **settle** button.

STEP 16 – CUSTOMER

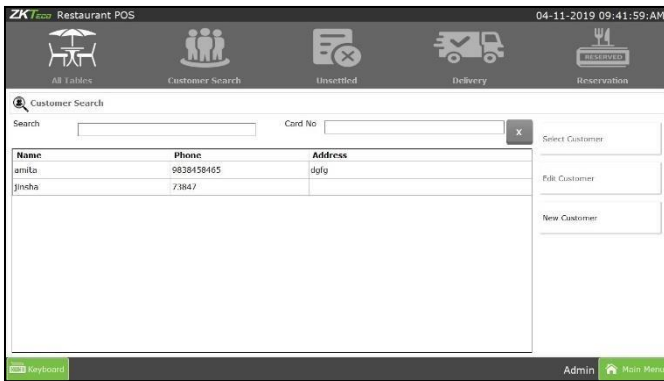
The customers whose details are stored already in ZKPOS is viewable in this section.



1. Go to **MAIN MENU**.

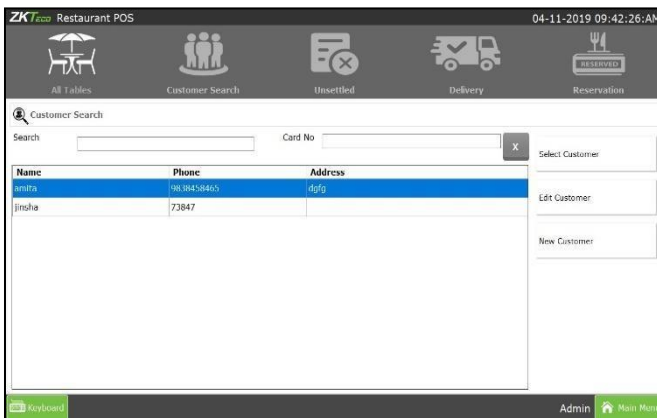
2. Click on **DINE IN** menu.

3. Select **CUSTOMER SEARCH** button.



4. You can see every customers in a grid as shown.

5. To **EDIT** the customer details, select the customer. Now click on the **EDIT CUSTOMER** button.

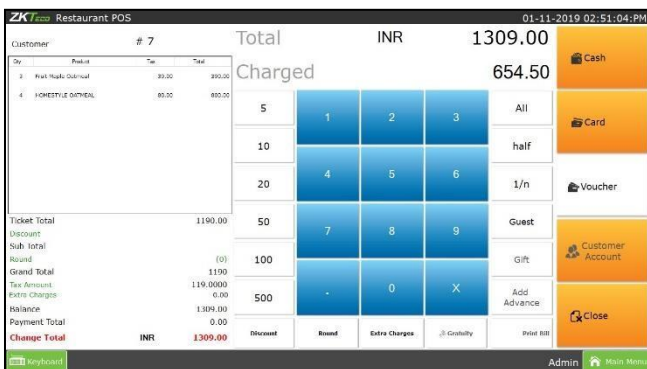


6. Select the customer you want to dine in with.

7. Click select customer.

8. Now you will be redirected to the **POS** section.

9. You can give advance payment through **ACCOUNTS** module.



10. If the customer wants to close that invoice, you can settle it from the above window by clicking on the **SETTLE** button.

11. Now choose he/she wants to pay by cash or card. Click on it.

- Enter the amount that customer wish to pay. Click **SAVE** button.
- Now the entered amount will be deducted from customer's total amount.

STEP 17 – BEVERAGE

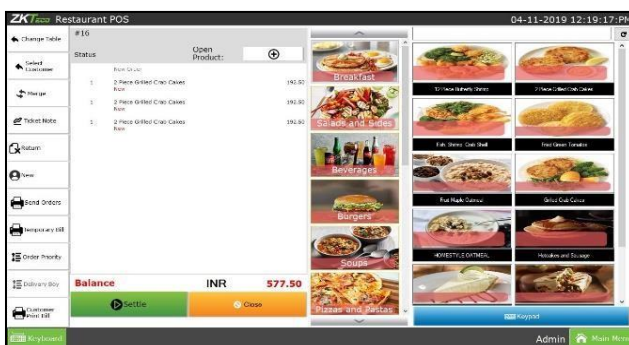
If your restaurant have beverage section, then there is an option for it. First you have to enable the beverage from utility.



1. Go to **mainmenu**.
2. Click **BEVERAGE**.



3. You can select the table and chair.



4. Select the items and settle the bill.

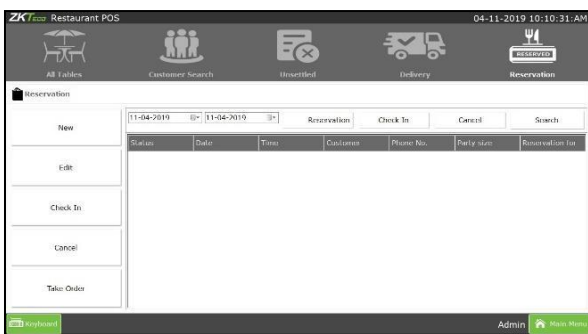
Note: You can access items that are not available in other sections. Also you can enter the quantity of items through quantity master according to the need.

STEP 18 –RESERVATION

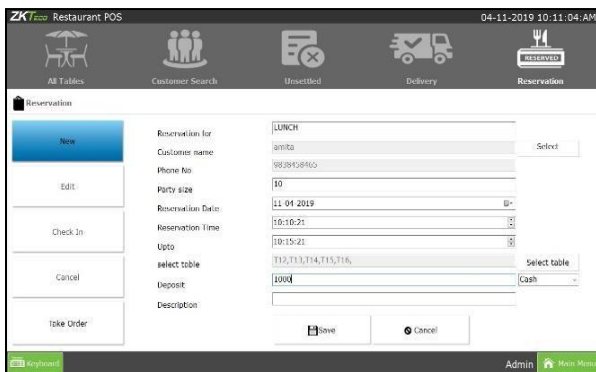
A table reservation is an arrangement made in advance to have a table available at a restaurant.



1. Go to main menu and click reservation.
2. You will navigate to the next window.

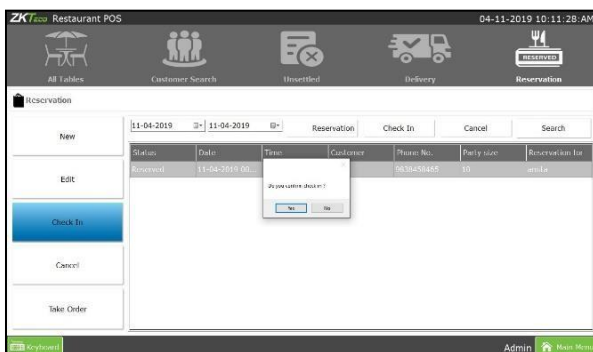


3. Here you can view the details. They are new, edit, check in, cancel and take order. Click **new** button.



3. Enter the details like, reservation for, customer name (you can select from customer window by clicking the select button), phone number, party size, reservation date, time, table size and advance deposit.

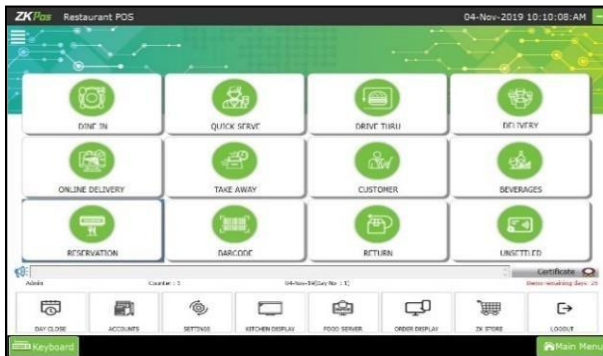
4. Click **save** button.



5. Once the customer reach the restaurant, first they wants to check in and then **take orders**. For that, there is an option called **check in** option. After check in, you can make orders.

STEP 19 – BARCODE

You can add products using BARCODE SCANNER. You have to enable the barcode scanner in utility.



1. Go to **main menu**.
2. Click **BARCODE**.



3. You can see the product window.



4. Enter the **barcode** name and click settle button.

STEP 20 – RETURN

In some cases your customer may request you to return the order. You can use RETURN button to do the action. Click on RETURNBUTTON.



1. Go to main menu.
2. Click return option.

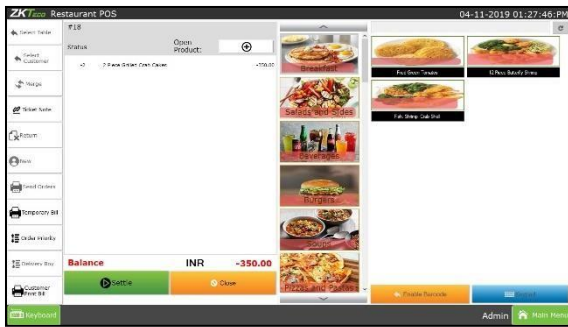


3. Enter Admin Password.
4. Enter the Invoice Number and click ENTER button.

A new popup will appear. If you want to return all items, then click on YES otherwise click NO.



5. If you want to return any specific items, click NO button. All products in that invoice will get displayed in the left of the screen.



1. Choose the items that you want to return by clicking on it. The items will be removed from the list.

- After removing necessary items, click **SETTLE** button. The Amount will be a negative value since you have to return the amount to the customer.
- Click **ALL** to enter amount and do the payment.

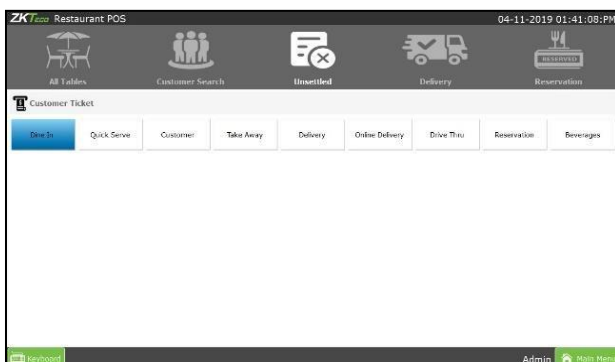
STEP 21 – UNSETTLED

All unsettled details are displayed there, for example the item are selected but user can't SETTLE the bill. This details are there.

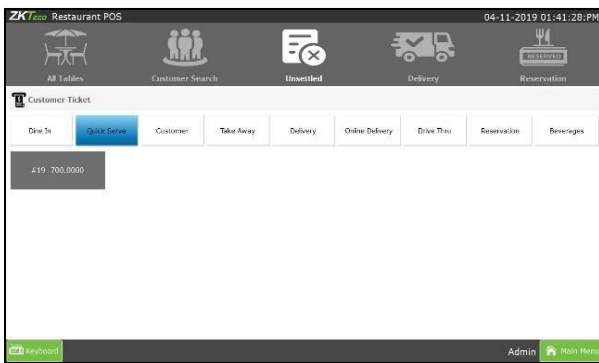


1. Go to **main menu**.

2. Click **IN SETTLED** option.



3. You can view a new window, which includes unsettled bills separately according to each section.



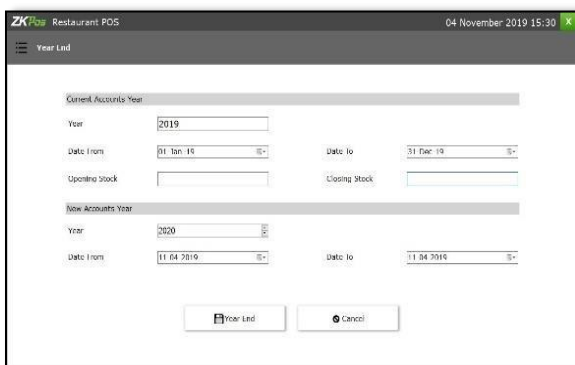
4. If click any one unsettled bill, then it will redirect to the product sale window.



5. Click **settle** button.

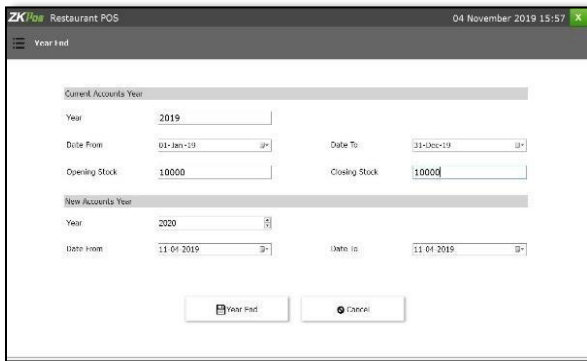
YEAR ENDING

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



1. Go to accounts and click **year ending** option.

2. You will navigate to the year ending window.



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

STEP 22 - DASHBOARD

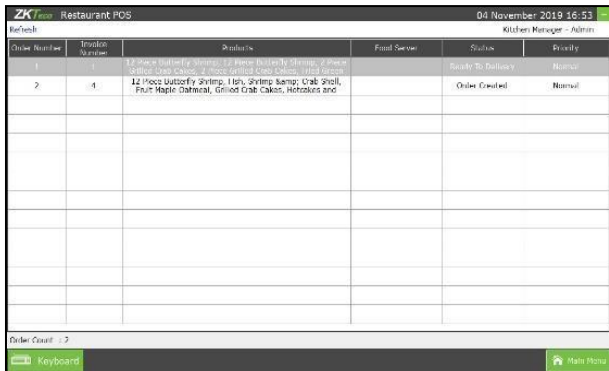
Dashboard is available to ADMIN. ADMIN can view the orders that have been sent to the kitchen and to food server and also the status of the order. He can view all the active tickets in this section. For instance, suppose an order has been send to the kitchen, then the kitchen manager and food server can know what the orders are and the order priorities.

STEP 22.1 – KITCHEN DISPLAY

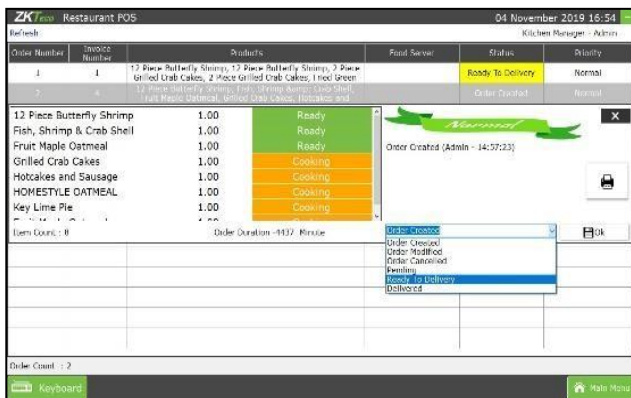
In kitchen display, while sending the order, it will display in the kitchen display system.



1. Go to **MAIN MENU**.
2. Click on **KITCHEN DISPLAY**.
3. Now, all the active orders will display based on priority. **URGENT** orders will display first and then **NORMAL** and finally orders with **LOW** priority. Expand each order by clicking on it.



4. You can view the kitchen display window. In which, customer orders can view there.



5. When the items are ready to deliver kitchen manager can change the status of the order to **READY TO DELIVERY**.

6. There are also options for **ORDER CAN CELLING, ORDER MODIFICATIONS, PENDING...etc.**

STEP 22.2 – FOOD SERVER

When the order get display in the kitchen display, it will show as 'order created'. Now the user has to select any status like ready to delivery, order modified, order cancelled, pending, delivered. For instance if the user select 'ready to delivery' as status, then only the food item get displays in the food server. After this, if the user select status as 'delivered' it will automatically disappears from the kitchen display.



1. Go to **MAIN MENU**.

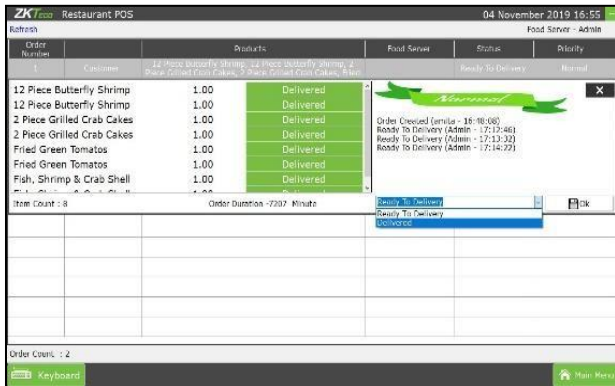
2. Click on **FOOD SERVER**.



3. If the status of the order changed to **READY TO**

DELIVERY, food server can serve it for the customer and change the status to **DELIVERED**.

4. T



hen click **OK**, details will be updated.

5. Those orders with status as "READY TO DELIVERY" can be viewed by clicking on **FOOD SERVER** button.



6. Food Server can expand the order details by clicking on it, if the order has delivered, he can update the status to "**DELIVERED**".

STEP 22.3 – ORDER DISPLAY

In order display it will display all the ordered food item details.

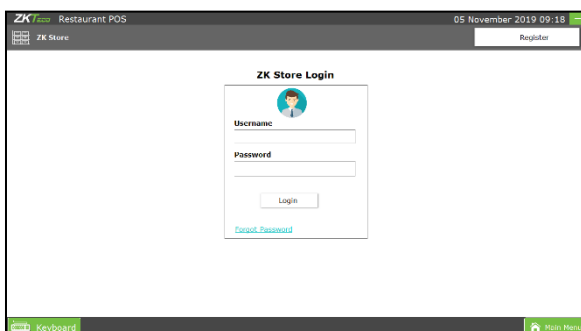


1. Go to **MAIN MENU**.
2. Click on **ORDER DISPLAY**.

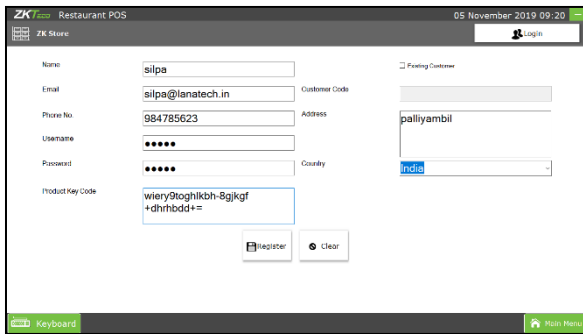
Order Number	Customer	Products	Food Server	Status	Priority
1	Customer	12 Piece Buttofly Shrimp, 12 Piece Buttofly Shrimp, 2 Piece Grilled Crab Cakes, 2 Piece Grilled Crab Cakes, Fried		Completed	Normal

3. You can view the order summary through order display window.

STEP 23 – ZKSTORE



1. Go to main menu.
2. Click **ZKSTORE** menu.



3. Click register button for new registration.
4. Enter the details like, name, email, password, product key, etc.
5. Click **save** button.

STEP 24 –SAFE MODE

Safe mode feature makes your POS protective from other users.



1. Go to main menu.
2. Click **safe mode** option from menu at left side.



3. You can view the **safe mode** window.

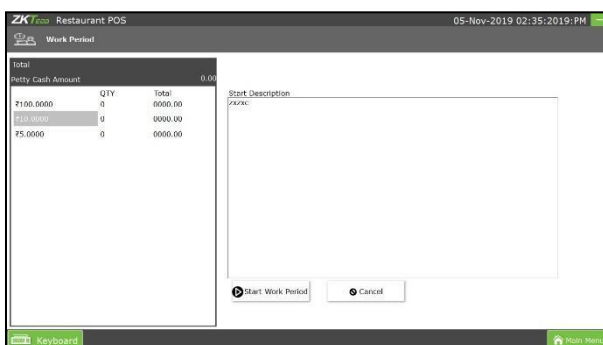
STEP 24 – LEARN ABOUT WORK PERIOD

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. If you logged in as admin you can have access to everything in the ZKPOS. If you are a cashier or any other user you will have only limited accessibility. Admin starts his work period automatically on logging in other users should start their work period manually. Below picture shows the MAIN MENU in ZKPOS RESTAURANT, logged in by ADMIN.

START WORK PERIOD.



1. Click on **WORK PERIOD START** from dashboard.



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

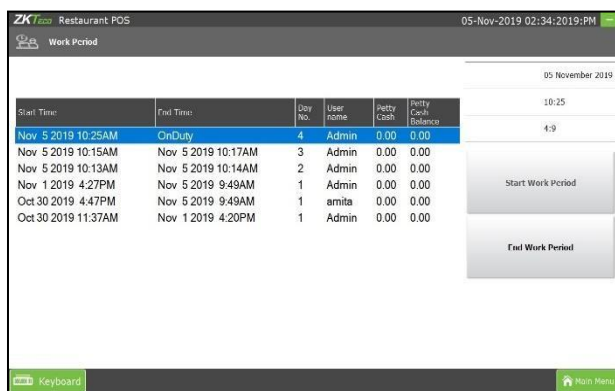
3. This time you have to provide the petty cash advance before start working. Then start **WORK PERIOD**.

4. Now he can process bill or view reports and soon.

END WORK PERIOD



1. Click on **WORK PERIOD STOP** from dash board.



2. Now to End work period, Go to **MAIN MENU**.

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

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

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

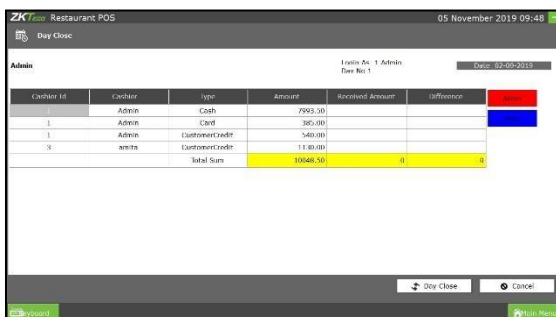
STEP 25 – DAY CLOSING

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

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

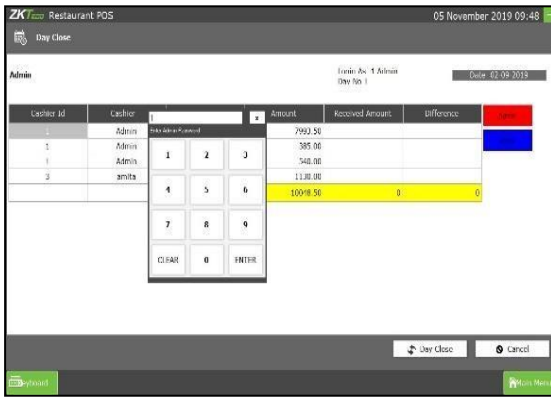


1. From the main menu click on **DAYCLOSE**.



2. As you see, there are transactions and are done by admin.

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



1. To close the day, click on **DAY CLOSE** button.
2. Click **YES** in the dialog box that appears.
3. If there is any unprocessed bill another popup will show up and you need to confirm it too by clicking **CONTINUE**.
4. To complete the process you need to enter the ADMIN PASSWORD.

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

STEP 26 – REPORT

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

To view reports in settings, you have to login as admin. Go to settings and click on reports. There were 32 reports. Let's learn them one by one.

STEP 25.1 - SALES REPORTS

1. CURRENT SALE REPORT

It shows the report of last sale report.

Item	Item	Item	Quantity	Total
19	HOMESTYLE OATMEAL	200.0000	2	400.0000
3	Fish, Shrimp & Crab Shell	120.0000	2	240.0000
3	12 Piece Butterfly Shrimp	100.0000	2	200.0000
3	12 Piece Crab Cake	120.0000	2	240.0000
2	12 Piece Crab Cake	120.0000	2	240.0000
4	12 Piece Butterfly Shrimp	100.0000	1	100.0000
4	Fish, Shrimp & Crab Shell	120.0000	1	120.0000
4	Grilled Crab Cakes	200.0000	1	200.0000
4	Homemade and Bouillabaisse	200.0000	1	200.0000
4	12 Piece Crab Cake	120.0000	1	120.0000
4	May Link File	100.0000	1	100.0000
4	Plant Protein Corned Beef	100.0000	1	100.0000
5	Fish, Shrimp & Crab Shell	120.0000	2	240.0000
4	Fish, Shrimp & Crab Shell	120.0000	2	240.0000
2	Fish, Shrimp & Crab Shell	120.0000	2	240.0000
4	Fish, Shrimp & Crab Shell	120.0000	2	240.0000
4	Fish, Shrimp & Crab Shell	120.0000	2	240.0000

- CURRENT SALE REPORT
 - Click **VIEW** button.
 - Other features like print also available.
- These features are common for all reports.

2. DAY CLOSE REPORT

This report shows the day close report.

Day no.	Customer	Payment Type	Sales Received	Total
1	OWNER	CASH	7502.0000	8,500.00
1	OWNER	CASH	295.0000	295.0000
1	OWNER	CUSTOMER CARD	150.0000	150.0000
1	OWNER	CUSTOMER CARD	1195.0000	1195.0000
	Grand Total		166948.50	166948.50

- Click on **DAY CLOSE REPORT**
- Choose **DATE FROM** and **DATE TO**.
- Other features like print also available. These features are common for all reports.

3. DATE WISE REPORT

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

Day no.	Date	Item	Price	Quantity	Total
1	16-11-2019	1/2 Pizza & Softly Stamp	175.0000	2	350.0000
1	16-11-2019	2 Pizzas & Softly Stamp	350.0000	2	700.0000
1	16-11-2019	2 Pizza & Softly Stamp	350.0000	2	700.0000
1	16-11-2019	1/2 Pizza & Softly Stamp	175.0000	2	350.0000
1	16-11-2019	1/2 Pizza & Softly Stamp	175.0000	2	350.0000
1	16-11-2019	1/2 Pizza & Softly Stamp	175.0000	2	350.0000
1	16-11-2019	1/2 Pizza & Softly Stamp	175.0000	2	350.0000
1	16-11-2019	1/2 Pizza & Softly Stamp	175.0000	2	350.0000
1	16-11-2019	1/2 Pizza & Softly Stamp	175.0000	2	350.0000
1	16-11-2019	1/2 Pizza & Softly Stamp	175.0000	2	350.0000
	Total				6965.80
	TAX				7718.50
	Tax amount				8.40
	Grand Total				7718.50

- Click on **DATE WISE REPORT**.
- Here you have an option to set the **FROM DATE** and **TO DATE**.
- Set a “from date” and “to date”.
- Other features like print also available.

These features are common for all reports.

4. DAY WISE REPORT

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

Day no.	Date	Item	Price	Quantity	Total
1	16-11-2019	1/2 Pizza & Softly Stamp	175.0000	2	350.0000
1	16-11-2019	1/2 Pizza & Softly Stamp	175.0000	2	350.0000
1	16-11-2019	2 Pizzas & Softly Stamp	350.0000	2	700.0000
1	16-11-2019	2 Pizzas & Softly Stamp	350.0000	2	700.0000
1	16-11-2019	1/2 Pizza & Softly Stamp	175.0000	2	350.0000
1	16-11-2019	1/2 Pizza & Softly Stamp	175.0000	2	350.0000
1	16-11-2019	1/2 Pizza & Softly Stamp	175.0000	2	350.0000
1	16-11-2019	1/2 Pizza & Softly Stamp	175.0000	2	350.0000
1	16-11-2019	1/2 Pizza & Softly Stamp	175.0000	2	350.0000
1	16-11-2019	1/2 Pizza & Softly Stamp	175.0000	2	350.0000
1	16-11-2019	1/2 Pizza & Softly Stamp	175.0000	2	350.0000
1	16-11-2019	1/2 Pizza & Softly Stamp	175.0000	2	350.0000
1	16-11-2019	1/2 Pizza & Softly Stamp	175.0000	2	350.0000
1	16-11-2019	1/2 Pizza & Softly Stamp	175.0000	2	350.0000
1	16-11-2019	1/2 Pizza & Softly Stamp	175.0000	2	350.0000
1	16-11-2019	1/2 Pizza & Softly Stamp	175.0000	2	350.0000
1	16-11-2019	1/2 Pizza & Softly Stamp	175.0000	2	350.0000
1	16-11-2019	1/2 Pizza & Softly Stamp	175.0000	2	350.0000
	Total				2000.0000

- Click on **DAY WISE REPORT**.
- Enter the **FROM** and **TO** day number.
- Click **VIEW** button to view the report.
- Use print feature as done in the other reports.

5. MONTH WISE REPORT

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

Day no	Date	Item	Price	Quantity	Total
1	04-11-2019	2 Piece Crab Cakes	175.0000	4.0000	700.0000
1	04-11-2019	2 Piece Crab Cakes	175.0000	5.0000	875.0000
1	04-11-2019	Submarine Sandwich	320.0000	1.0000	320.0000
1	01-11-2019	Hot and Hot	120.0000	1.0000	120.0000
1	01-11-2019	12 Piece Butterfly Shrimp	150.0000	1.0000	150.0000
1	01-11-2019	12 Piece Butterfly Shrimp	150.0000	2.0000	300.0000
1	01-11-2019	Hot Wings Original	150.0000	4.0000	600.0000
1	01-11-2019	Hot Wings Original	150.0000	4.0000	600.0000
1	01-11-2019	Hot Wings and Sauces	200.0000	2.0000	400.0000
1	01-11-2019	HOMESTYLE CATHEDRAL	200.0000	2.0000	400.0000
1	01-11-2019	HOMESTYLE CATHEDRAL	200.0000	2.0000	400.0000
1	01-11-2019	Fish, Shrimp & Crab Shell	150.0000	2.0000	300.0000
1	01-11-2019	Fish, Shrimp & Crab Shell	150.0000	4.0000	600.0000
1	01-11-2019	Fish, Shrimp & Crab Shell	150.0000	3.0000	450.0000
1	01-11-2019	Fish, Shrimp & Crab Shell	150.0000	2.0000	300.0000

- Click on **MONTH WISE REPORT**.
- Select the month from the dropdown.
- Click **VIEW** button.
- Use **PRINT** option to take a print.

6. YEAR WISE REPORT

Provides the year wise sales report

Day no	Date	Item	Price	Quantity	Total
1	04-11-2019	2 Piece Grilled Crab Cakes	175.0000	2.0000	350.0000
1	30-10-2019	2 Piece Grilled Crab Cakes	175.0000	8.0000	1400.0000
1	04-11-2019	2 Piece Grilled Crab Cakes	175.0000	9.0000	1575.0000
1	04-11-2019	Submarine Sandwich	320.0000	1.0000	320.0000
1	01-11-2019	Hot and Hot	120.0000	1.0000	120.0000
1	30-10-2019	Hot Green Sauce	100.0000	2.0000	200.0000
1	01-11-2019	Hot Wings Pao	100.0000	1.0000	100.0000
1	01-11-2019	12 Piece Butterfly Shrimp	150.0000	1.0000	150.0000
1	31-10-2019	12 Piece Butterfly Shrimp	150.0000	8.0000	1200.0000
1	01-11-2019	Hot Wings Original	150.0000	4.0000	600.0000
1	01-11-2019	Hot Wings Original	150.0000	4.0000	600.0000
1	01-11-2019	Hot Wings and Sauces	200.0000	1.0000	200.0000
1	01-11-2019	HOMESTYLE CATHEDRAL	200.0000	1.0000	200.0000
1	01-11-2019	HOMESTYLE CATHEDRAL	200.0000	2.0000	400.0000
1	01-11-2019	Fish, Shrimp & Crab Shell	150.0000	2.0000	300.0000
1	31-10-2019	Fish, Shrimp & Crab Shell	150.0000	8.0000	1200.0000
1	01-11-2019	Fish, Shrimp & Crab Shell	150.0000	3.0000	450.0000

- Click on **YEAR WISE REPORT**.
- Select the year.
- Click **VIEW** button.
- Use **PRINT** option to take a print.

7. ITEM WISE REPORT

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

Day No	Date	Item	Price	Quantity	Total
1	04.11.2019	12 Piece Butterfly Shrimp	150.0000	1	150.0000
2	04.11.2019	12 Piece Butterfly Shrimp	120.0000	2	240.0000
Grand Total					495.00

- Click on **ITEM WISE REPORT**.
- Select **FROM** date and **TO** date.
- Choose the **ITEM** from the list.
- Use **PRINT** option to take a print.

8. DAILY ITEM REPORT

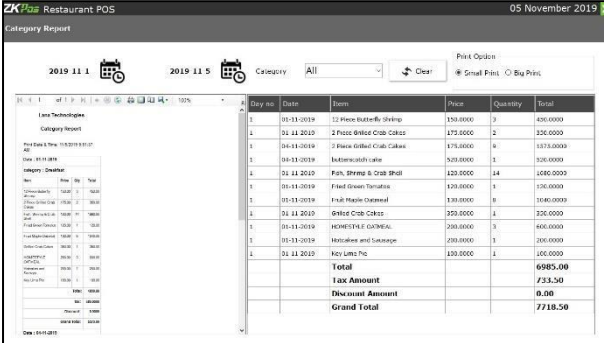
Provides the daily item report.

Day No	Item	Price	Quantity	Total
1	12 Piece Butterfly Shrimp	150.0000	5	750.0000
1	2 Piece Grilled Crab Cakes	175.0000	11	1925.0000
1	Butterscotch cake	300.0000	1	300.0000
1	Hot Wings & Crab Shell	175.0000	16	1420.0000
1	Fried Green Tomatoes	125.0000	1	125.0000
1	Hot Media Shellmeat	130.0000	9	1070.0000
1	Grilled Crab Cakes	350.0000	1	350.0000
1	HOMESPICE GAMBAL	290.0000	3	870.0000
1	Hotcakes and Sausage	300.0000	1	300.0000
1	Key Lime Pie	100.0000	1	100.0000
1	12 Piece Butterfly Shrimp	140.0000	3	420.0000
1	2 Piece Grilled Crab Cakes	175.0000	2	350.0000
1	Hot Wings & Crab Shell	175.0000	2	350.0000
1	Fried Green Tomatoes	120.0000	2	240.0000
Total				8655.0000
Tax Amount				733.50
Extra Charges				100.00

- Click on **DAILY ITEM REPORT**.
- Click **VIEW** button.
- Use **PRINT** option to take a print.

9. CATEGORY WISE REPORT

This report shows the details of category.



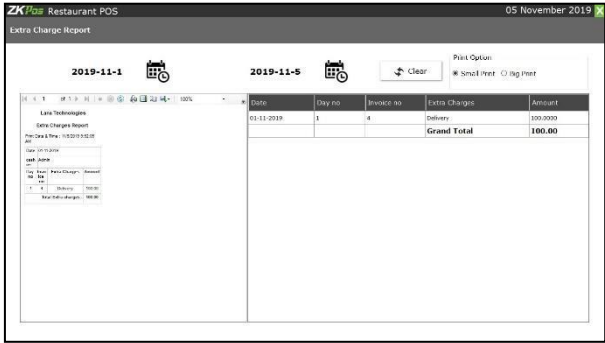
The screenshot shows the 'Category Report' interface in ZK POS. It includes a date range selector (2019-11-1 to 2019-11-5), a category dropdown (All), and a table with columns: Day No, Date, Item, Price, Quantity, and Total. The table lists various food items like '2 Piece Butterfly Shrimp', '2 Piece Grilled Crab Cakes', etc. A summary table at the bottom shows 'Total', 'Tax Amount', 'Discount Amount', and 'Grand Total'.

Day No	Date	Item	Price	Quantity	Total
1	01-11-2019	2 Piece Butterfly Shrimp	150.0000	3	450.0000
2	01-11-2019	2 Piece Grilled Crab Cakes	175.0000	2	350.0000
3	01-11-2019	2 Piece Grilled Crab Cakes	175.0000	6	1050.0000
4	01-11-2019	Butterfly Shrimp	500.0000	1	500.0000
5	01-11-2019	Fish, Shrimp & Crab Shell	120.0000	14	1680.0000
6	01-11-2019	Fried Green Tomatoes	120.0000	1	120.0000
7	01-11-2019	Fruit Medley Dessert	130.0000	8	1040.0000
8	01-11-2019	Grilled Crab Cakes	350.0000	1	350.0000
9	01-11-2019	HOWEY'S F. GARAGE	200.0000	3	600.0000
10	01-11-2019	Hot Sauce and Pickle	200.0000	1	200.0000
11	01-11-2019	Hot Sauce Pick	100.0000	1	100.0000
Total					6985.00
Tax Amount					733.50
Discount Amount					0.00
Grand Total					7718.50

- Click on **CATEGORY REPORT**.
- Select **FROM** date and **TO** date.
- Choose **CATEGORY**.
- Use **PRINT** option to take a print.

10. EXTRA CHARGE REPORT

In this report you can view the report of extra charges.



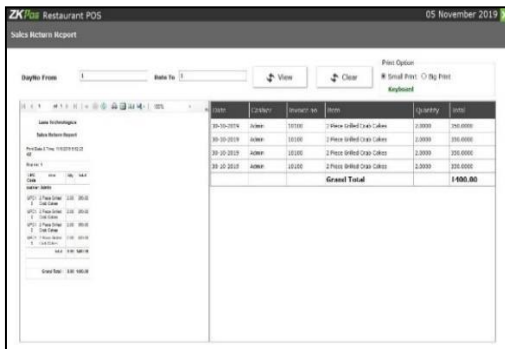
The screenshot shows the 'Extra Charge Report' interface in ZK POS. It includes a date range selector (2019-11-1 to 2019-11-5) and a table with columns: Date, Day no, Invoice no, Extra Charge, and Amount. The table shows a single entry for '01-11-2019' with '1' day no, '4' invoice no, 'Delivery' extra charge, and '100.0000' amount. A 'Grand Total' of '100.00' is shown at the bottom.

Date	Day no	Invoice no	Extra Charge	Amount
01-11-2019	1	4	Delivery	100.0000
Grand Total				100.00

- Click on **EXTRA CHARGES REPORT**.
- Select the **FROM** date and **TO** date.
- Use **PRINT** option to take a print.

11. SALES RETURN REPORT

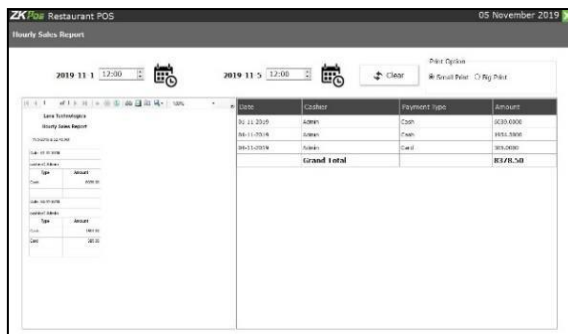
You can view the details of sales return.



- Click **SALES RETURN REPORT**.
- Enter **Day No From** and **Day No To**.
- Click **VIEW** button.
- Clear the report by clicking on **CLEAR** button.
- Use **PRINT** option to take a print.

12. HOURLY SALES REPORT

It gives details of Hourly Sales.



- Click on the **HOURLY SALES REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- To clear the data, click **CLEAR** button.
- Use **PRINT** option to take a print.

13. CATEGORY WISE REPORT

This report shows the category wise profit details.

Date	Category	Item	Price	Quantity	Profit
2019-11-01	Breakfast	12 Flava Breakfast Shrimp	250.0000	1,000	50
2019-11-01	Breakfast	3 Flava Breakfast Chicken	175.0000	1,000	110
2019-11-01	Breakfast	2 Flava Breakfast Cakes	270.0000	1,000	490
2019-11-01	Breakfast	Flava, Grains & Fresh Fruit	150.0000	10,000	380
2019-11-01	Breakfast	Flava Group Tortillas	120.0000	1,000	50
2019-11-01	Breakfast	Flava Tostitos	130.0000	1,000	250
2019-11-01	Breakfast	Grilled Cops Cakes	550.0000	1,000	50
2019-11-01	Breakfast	Flava Grilled Cornmeal	380.0000	1,000	180
2019-11-01	Breakfast	Flava Grilled Sandwich	280.0000	1,000	50
2019-11-01	Breakfast	Flava Lunch	380.0000	1,000	25
Total profit:					1600

- Click on **CATEGORY WISE PROFIT REPORT**.
- Select the **date range**.
- Choose **CATEGORY**.
- Use **PRINT** option to take a print.

14. DELIVERY REPORT

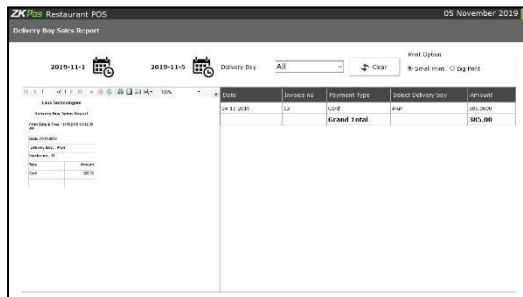
You can view the details of delivery report.

Date	Invoice no.	Cashier	Subst. Delivery boy	Amount
2019-06-28	88	Admin	Best	\$245,000
Grand Total				1045.00

- Click **DELIVERY REPORT**.
- Choose **DATE RANGE**.
- Use **PRINT** option to take a print.

15. DELIVERY BOY SALES REPORT

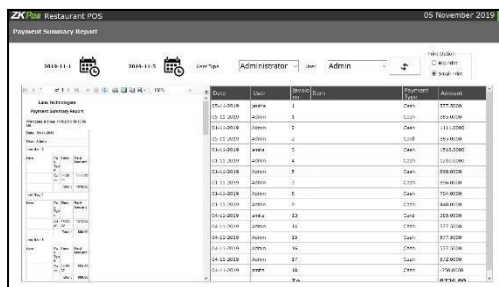
This report will show you the details of deliveries done by each delivery boy.



- Click on **DELIVERY BOY SALES REPORT**.
- Select From **Date** and **To Date**.
- Choose the **Delivery Boy** from the dropdown.
- Use **PRINT** option to take a print.

16. PAYMENT SUMMARY REPORT

View all payment summary details using this report.



- Click on **PAYMENT SUMMARY REPORT**.
- Select **USER TYPE** and Select **USERS**.
- Choose the Date Range.
- Click **VIEW** button and Use **PRINT** option to take a print.

19. PRODUCT COST AND SALEPRICE

View all product cost n sales details using this report.

Product Name	Sale Price	Cost Price	Difference
12 Pizza Buffalo Shrimp	120.0000	105.0000	15.0000
2 Pizza Buffalo L&B Cheese	120.0000	115.0000	5.0000
155 Cup Pizza Frost	100.0000	100.0000	0.0000
126 Juice Reception Strawberry	100.0000	100.0000	0.0000
130 Air conditioning	100.0000	100.0000	0.0000
10104 Appearer specific	100.0000	100.0000	0.0000
111 Apple n Cinnamon Smoothie	100.0000	100.0000	0.0000
10106 Juice Apple	100.0000	100.0000	0.0000
10108 Apple Smoothie	100.0000	100.0000	0.0000
126 Apple n Cheese	100.0000	100.0000	0.0000
10110 Apple n Cheese	100.0000	100.0000	0.0000
10111 Apple n Cheese	100.0000	100.0000	0.0000
10112 Apple n Cheese	100.0000	100.0000	0.0000
10113 Apple n Cheese	100.0000	100.0000	0.0000
10114 Apple n Cheese	100.0000	100.0000	0.0000
10115 Apple n Cheese	100.0000	100.0000	0.0000
10116 Apple n Cheese	100.0000	100.0000	0.0000
10117 Apple n Cheese	100.0000	100.0000	0.0000
10118 Apple n Cheese	100.0000	100.0000	0.0000
10119 Apple n Cheese	100.0000	100.0000	0.0000
10120 Apple n Cheese	100.0000	100.0000	0.0000
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10181 Apple n Cheese	100.0000	100.0000	0.0000
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10191 Apple n Cheese	100.0000	100.0000	0.0000
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10193 Apple n Cheese	100.0000	100.0000	0.0000
10194 Apple n Cheese	100.0000	100.0000	0.0000
10195 Apple n Cheese	100.0000	100.0000	0.0000
10196 Apple n Cheese	100.0000	100.0000	0.0000
10197 Apple n Cheese	100.0000	100.0000	0.0000
10198 Apple n Cheese	100.0000	100.0000	0.0000
10199 Apple n Cheese	100.0000	100.0000	0.0000
10200 Apple n Cheese	100.0000	100.0000	0.0000

- Click on **PRODUCT COST N SALES PROFIT REPORT**.
- Click **VIEW** button.
- Use **PRINT** option to take a print.

20. QUANTITY WISE SALES REPORT

View all Quantity wise sales details using this report.

Product Name	Quantity
2 Pizza Buffalo Shrimp	10
2 Pizza Buffalo L&B Cheese	14
155 Cup Pizza Frost	5
126 Juice Reception Strawberry	5
130 Air conditioning	3
10104 Appearer specific	1
111 Apple n Cinnamon Smoothie	1
10106 Juice Apple	1
10108 Apple Smoothie	1
126 Apple n Cheese	1
10110 Apple n Cheese	1
10111 Apple n Cheese	1
10112 Apple n Cheese	1
10113 Apple n Cheese	1
10114 Apple n Cheese	1
10115 Apple n Cheese	1
10116 Apple n Cheese	1
10117 Apple n Cheese	1
10118 Apple n Cheese	1
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10126 Apple n Cheese	1
10127 Apple n Cheese	1
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10194 Apple n Cheese	1
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10196 Apple n Cheese	1
10197 Apple n Cheese	1
10198 Apple n Cheese	1
10199 Apple n Cheese	1
10200 Apple n Cheese	1

- Click on **QUANTITY WISE SALES REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Use **PRINT** option to take a print.

21. SALES RANKING REPORT

View all sales ranking details using this report.

The screenshot shows the 'Sales Ranking Report' window in the ZK Restaurant POS system. It displays a list of items ranked by sales volume over a selected date range from 2019-11-1 to 2019-11-5. The report includes columns for Rank, Item, and Quantity.

Rank	Item	Quantity
1	Fish, Shrimp & Crab Shell	3,000
2	FRUIT, APPLE, ORGANIC	2,000
3	2 Piece Grand Crab Calais	3,000
4	2 Piece Grand Crab Calais	3,000
5	2 Piece Grand Crab Calais	3,000
6	FRUIT, SHIMP & CRAB SHELL	3,000
7	HONEYDEW CANTALOUPE	2,000
8	Fish, Shrimp & Crab Shell	3,000
9	Fish, Shrimp & Crab Shell	3,000
10	2 Piece Grand Crab Calais	3,000
11	FRUIT, APPLE, ORGANIC	2,000
12	Fish, Shrimp & Crab Shell	3,000
13	2 Piece Grand Crab Calais	3,000
14	2 Piece Grand Crab Calais	3,000
15	FRUIT, APPLE, ORGANIC	2,000
16	2 Piece Grand Crab Calais	3,000
17	FRUIT, APPLE, ORGANIC	2,000
18	2 Piece Grand Crab Calais	3,000
19	FRUIT, APPLE, ORGANIC	2,000
20	2 Piece Grand Crab Calais	3,000

- Click on **SALES RANKING REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Use **PRINT** option to take a print.

22. CASHIER SALES REPORT

View all cashier sales details using this report.

The screenshot shows the 'Cashier Sales Report' window. It displays a table with cashier sales details for a specific day. The table includes columns for Day No, Cashier, Petty Cash Amount, and Total.

Day No	Cashier	Petty Cash Amount	Total
1	Adhira	6,600.00	6,600.00
2	Adhira	6,600.00	6,600.00
3	Jayden	6,600.00	6,600.00
4	Jayden	6,600.00	6,600.00
	Grand Total	26,400.00	26,400.00

- Click on **CASHIER SALES REPORT**.
- Enter **DAY NO FROM** and **DAY NO TO**.
- Use **PRINT** option to take a print.

23. TIME WISE SALES REPORT

View all Time Wise Sales details using this report.

Date	Item	Quantity	Price	Total
09-11-2019	12 Piece Red Crab Cakes	2	150.0000	450.0000
09-11-2019	12 Piece Red Crab Cakes	2	110.0000	220.0000
09-11-2019	12 Piece Red Crab Cakes	4	110.0000	440.0000
09-11-2019	12 Piece Red Crab Cakes	7	110.0000	770.0000
09-11-2019	Bushwick's Cash	1	500.0000	500.0000
09-11-2019	First Minute Cash	1	110.0000	110.0000
09-11-2019	First Minute Cash	1	110.0000	110.0000
09-11-2019	First Minute Cash	8	110.0000	880.0000
09-11-2019	First Minute Cash	1	110.0000	110.0000
09-11-2019	First Minute Cash	8	200.0000	1600.0000
09-11-2019	First Minute Cash	1	200.0000	200.0000
09-11-2019	First Minute Cash	1	100.0000	100.0000
Grand Total				9066.00

- Click on **TIME WISE SALES REPORT**.
- Enter **DATE FROM** and **DATE TO**.
- Use **PRINT** option to take a print.

24. CASH DRAWER BALANCE REPORT

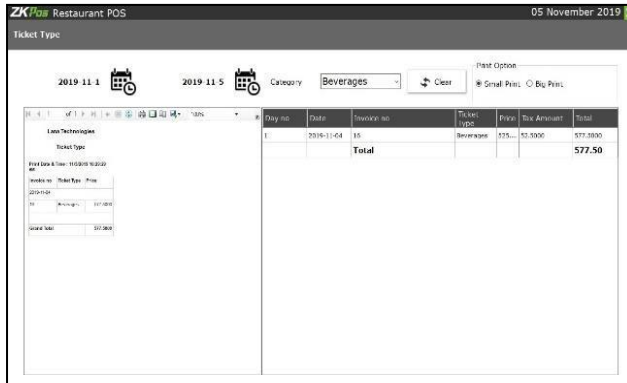
View all Cashier Drawer details using this report.

Description	Amount
Total cash	12112.00
Advance	1.00
Advance Payment	110.00
Advance Return	1.00
Payment	1.00
Customer advance	1.00
Expense	1.00
Vendor payment	1.00
Balance	12112.00

- Click on **CASHIER DRAWER REPORT**.
- Enter **DATE FROM** and **DATE TO**.
- Use **PRINT** option to take a print.

25. TICKET TYPE REPORT

You can view report according to the type of ticket.

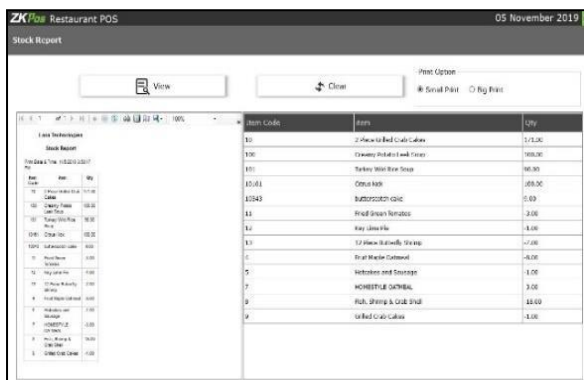


- Click on **TICKET TYPE REPORT**.
- Enter **DATE FROM** and **DATE TO**.
- Use **PRINT** option to take a print.

STEP 25.2 - PURCHASE REPORTS

1. STOCK REPORTS

View all Stock details using this.



- Click on **STOCK REPORT**.
- Click **VIEW** button.
- Use **PRINT** option to take a print.

2. PHYSICAL REPORTS

View all Physical Stock details using this report.

Item	Quantity	Current	Order	Balance
Capri Protein	9	0.00	0.00	0.00
4 Plus 100% Greek Yogurt	200	0.00	200.00	0.00
Creative Protein Lean Soap	500	0.00	0.00	500.00
Autism 100% New Soap	500	0.00	0.00	500.00
Orange Juice	1000	0.00	0.00	1000.00
Apple Cider Vinegar	9	0.00	0.00	0.00
French Orange	9	0.00	0.00	0.00
French Vanilla	9	0.00	0.00	0.00
Orange Carmel Custard	9	0.00	0.00	0.00
Orange Berry M&B&B&B	9	0.00	0.00	0.00
French Orange	9	0.00	0.00	0.00
French Vanilla	9	0.00	0.00	0.00
Orange Carmel Custard	9	0.00	0.00	0.00
Orange Berry M&B&B&B	9	0.00	0.00	0.00
French Orange	9	0.00	0.00	0.00
French Vanilla	9	0.00	0.00	0.00
Orange Carmel Custard	9	0.00	0.00	0.00
Orange Berry M&B&B&B	9	0.00	0.00	0.00
French Orange	9	0.00	0.00	0.00
French Vanilla	9	0.00	0.00	0.00
Orange Carmel Custard	9	0.00	0.00	0.00
Orange Berry M&B&B&B	9	0.00	0.00	0.00

- Click on **PHYSICAL STOCK REPORT**.
- Click **VIEW** button.
- Use **PRINT** option to take a print.

3. STOCK RECEIVING REPORTS

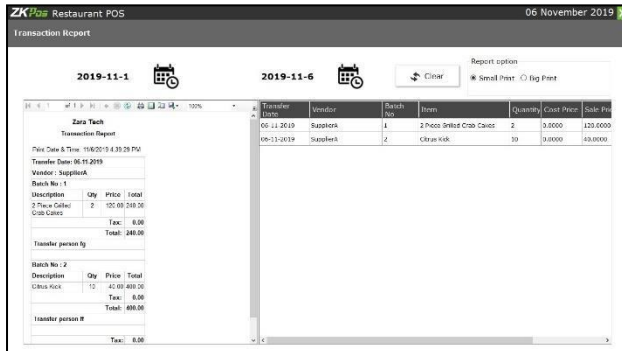
View all Stock Receiving details using this report.

Receiving Date	Vendor	Batch	Invoice No	Taxes	Quantity	Price
06-11-2019	Supplier	1	0	4 Plus 100% Greek Yogurt	100	0.0000
06-11-2019	Supplier	1	0	Capri Juice	100	0.0000
06-11-2019	Supplier	1	0	Creative Protein Lean Soap	100	0.0000
06-11-2019	Supplier	1	0	Orange Juice	100	0.0000
06-11-2019	Supplier	1	0	Orange Carmel Custard	100	0.0000
06-11-2019	Supplier	1	0	French Orange	100	0.0000
06-11-2019	Supplier	1	0	French Vanilla	100	0.0000
06-11-2019	Supplier	1	0	Autism 100% New Soap	100	0.0000

- Click on **STOCK RECEIVING REPORT**.
- Choose **DATE RANGE**.
- Use **PRINT** option to take a print.

4. STOCK TRANSFER REPORTS

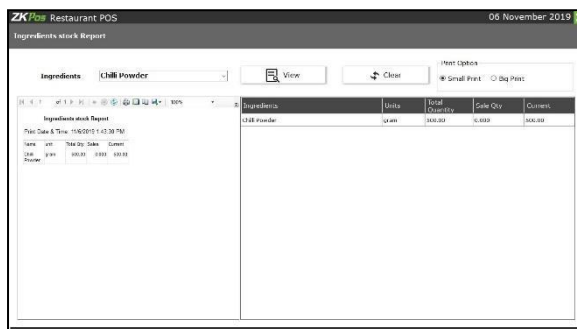
View all Stock Transaction details using this report.



- Click on **STOCK TRANSACTION REPORT**.
- Choose **DATE RANGE**.
- Click **VIEW** button.
- Use **PRINT** option to take a print.

5. INGREDIENTS STOCK REPORTS

View all Ingredients Stock details using this report.



- Click on **INGREDIENTS STOCK REPORT**.
- Choose Ingredients from the list.
- Click **VIEW** button.
- Use **PRINT** option to take a print.

6. INGREDIENTS RECEIVING REPORTS

View all Ingredients Receiving details using this report.

Date	Receiving No	Vendor	Ingredients	Unit	Quantity	Price
06-11-2019	1	Supplier A	Sugar	gram	200.00	1990

Name	Unit	Qty	Amount
Sugar	gram	200.00	1990.00
Total Tax:			99.00
Total:			1990.00

- Click on **INGREDIENTS RECEIVING REPORT**.
- Click **VIEW** button.
- Use **PRINT** option to take a print.

7. INGREDIENTS PROFIT REPORTS

View all Ingredients Profit details using this report.

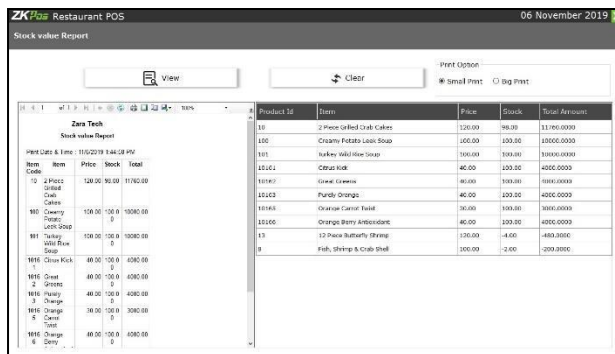
Item	Qty	Cost	Price
12 Price Bakorty Shrimp	2.0000	240.00000000	300.00000000
12 Price Bakorty Shrimp	2.0000	240.00000000	300.00000000
12 Price Bakorty Shrimp	2.0000	240.00000000	300.00000000
12 Price Bakorty Shrimp	2.0000	240.00000000	300.00000000
12 Price Bakorty Shrimp	2.0000	240.00000000	300.00000000
Total		960.00	1180.00

Item	Cost	Unit	Price
12 Price Bakorty Shrimp	240.00	300.00	60.00
12 Price Bakorty Shrimp	240.00	300.00	60.00
12 Price Bakorty Shrimp	240.00	300.00	60.00
12 Price Bakorty Shrimp	240.00	300.00	60.00
12 Price Bakorty Shrimp	240.00	300.00	60.00
12 Price Bakorty Shrimp	240.00	300.00	60.00
12 Price Bakorty Shrimp	240.00	300.00	60.00
12 Price Bakorty Shrimp	240.00	300.00	60.00
Total	960.00	1180.00	

- Click Ingredients **PROFIT REPORT**.
- Choose **DATE FROM** and **DATE TO**.
- Use **PRINT** option to take a print.

8. STOCK VALUE REPORTS

View all Stock Value details using this report.



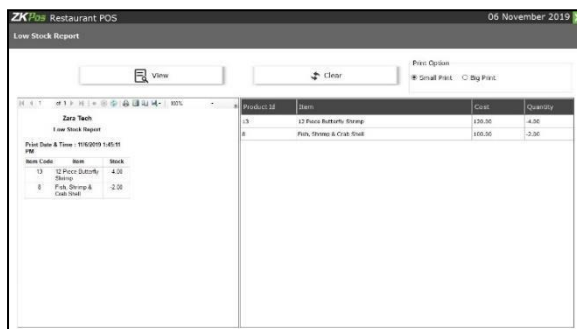
The screenshot shows the 'Stock Value Report' window in the ZK Restaurant POS system. The window title is 'ZK Restaurant POS' and the date is '06 November 2019'. The report is for 'Zara Tech' and shows a list of items with their respective prices, stock levels, and total amounts. The 'View' button is highlighted.

Product ID	Item	Price	Stock	Total Amount
10	2 Piece Garlic Crab Cakes	120.00	98.00	11,760.0000
100	Chicken Potato Cash Soup	400.00	100.00	40,000.0000
101	Sukera Kebab Soup	700.00	100.00	70,000.0000
10101	Crab Kebab	40.00	100.00	4,000.0000
10102	Green Kebab	40.00	100.00	4,000.0000
10103	Purple Orange	40.00	100.00	4,000.0000
10104	Orange Carrot Salad	30.00	100.00	3,000.0000
10105	Orange Berry Ambrosian	40.00	100.00	4,000.0000
10	10 Piece Buttery Shrimp	120.00	-4.00	-14,400.0000
8	Fish, Shrimp & Crab Shell	100.00	-2.00	-20,000.0000

- Click on **STOCK VALUE REPORT**.
- Click **VIEW** button.
- Use **PRINT** option to take a print.

9. LOW STOCK REPORTS

View all Low Stock details using this report.



The screenshot shows the 'Low Stock Report' window in the ZK Restaurant POS system. The window title is 'ZK Restaurant POS' and the date is '06 November 2019'. The report is for 'Zara Tech' and shows a list of items with their respective prices and quantities. The 'View' button is highlighted.

Product ID	Item	Price	Quantity
10	10 Piece Buttery Shrimp	120.00	-4.00
8	Fish, Shrimp & Crab Shell	100.00	-2.00

- Click on **LOW STOCK REPORT**.
- Click **VIEW** button.
- Use **PRINT** option to take a print.

10. EXPENSE DETAILS REPORTS

View all Expense details using this report.

Date	Name	Invoice no	Amount
11/06/2019	Misc (Expense)	Inv001	1000.0000

Name	Date	Inv No	Amount
Misc (Expense)	11/06/2019	Inv001	1000.00

Total Expense: 1000.00

- Click **EXPENSE DETAILS REPORT**.
- Choose **DATE RANGE**.
- Choose **Expense** type.
- Use **PRINT** option to take a print.

11. VENDOR REPORTS

View all Vendor details using this report.

Date	Vendor	Type	Batch No	Invoice No	Debit	Credit
11-06-2019	SupplierA	Purchase Ingredients		1	3.00	1100.00
11-06-2019	SupplierA	Purchase Ingredients		3	3.00	500.00
11-06-2019	SupplierA	Purchase Ingredients		2	3.00	5000.00
11-06-2019	SupplierA	Hardware		8	3.00	54000.00

Type	date	Inv No	debit	credit
Purchase	06 Nov 1	0	0.00	1100.00
Ingredients	2019	0	0.00	500.00
Purchase	06 Nov 3	0	0.00	5000.00
Ingredients	2019	0	0.00	54000.00
Purchase	06 Nov 8	0	0.00	51500.00
Hardware	2019	0	0.00	0.00

Balance: 58150.00

- Click on **VENDOR REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Choose **Vendor** name.
- Use **PRINT** option to take a print.

12. COST REPORTS

View all cost of product can view through this report.

The screenshot shows the 'Cost Reports' window in ZKPos. It features a date range selector from 2019-11-1 to 2019-11-6. On the left, there is a list of menu items with their respective costs and prices. The main table displays the following data:

Date	Item	Quantity	Cost	Price	Total Cost
11-09-2019	2 Piece Grilled Crab Cakes	200	120.0000	172	12000.0000
11-09-2019	Chicken Kebab	100	10.0000	100	1000.0000
11-09-2019	Chicken Potatoes Leek Soup	100	130.0000	100	10000.0000
11-09-2019	Onion Grapes	200	40.0000	100	4000.0000
11-09-2019	Orange Berry Antioxidant	100	40.0000	100	4000.0000
11-09-2019	Orange Carrot Twist	100	30.0000	100	3000.0000
11-09-2019	Purley Orange	100	40.0000	100	4000.0000
11-09-2019	Turkey 95% Lean Sausage	200	190.0000	100	10000.0000

- Click on **COST REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Use **PRINT** option to take a print.

13. INVENTORY REPORTS

View all Inventory details using this report.

The screenshot shows the 'Inventory Reports' window in ZKPos. It features a 'View' button and a 'Print Option' section with 'Small Print' and 'Big Print' radio buttons. The main table displays the following data:

Product Id	Item	Cost	Quantity
10	2 Piece Grilled Crab Cakes	120.00	68.00
100	Chicken Potatoes Leek Soup	100.00	100.00
101	Turkey 95% Lean Sausage	200.00	100.00
10112	Onion Grapes	40.00	100.00
10113	Apple Orange	40.00	100.00
10114	Orange Carrot Twist	30.00	100.00
10116	Orange Berry Antioxidant	40.00	100.00
10	12 Piece Butterfly Shrimp	220.00	4.00
10	Fruit, Orange & Lemon Salad	100.00	-0.00

- Click on **INVENTORY REPORT**.
- Click **VIEW** button.
- Use **PRINT** option to take a print.

14. INVENTORY TRANSACTION REPORTS

View all Inventory Transaction details using this report.

Item	Recvng	Spoilage	Sales	Balance
Open Product	0	0.00	0.00	0.00
2 Piece Grilled Crab Cakes	100	2.00	0.00	98.00
Cheese Potatoes Leek Soup	100	0.00	0.00	190.00
Turkey Wild Rice Soup	100	0.00	0.00	100.00
Chicken Soup	100	0.00	0.00	120.00
Smoked Gouda	100	0.00	0.00	110.00
Provel Cheese	100	0.00	0.00	130.00
Purple Carrot	0	0.00	0.00	0.00
Orange Carrot Twist	100	0.00	0.00	150.00
Orange Berry Antioxidant	100	0.00	0.00	190.00
Whole Orange Protein	0	0.00	0.00	0.00
Apple Antioxidant	0	0.00	0.00	0.00
Tropical High-Starch	0	0.00	0.00	0.00
Provel Apple	0	0.00	0.00	0.00
Strawberry Juice	0	0.00	0.00	0.00
Orangeberry Juice	0	0.00	0.00	0.00
Blackberry Juice	0	0.00	0.00	0.00

- Click on **INVENTORY TRANSACTION REPORT**.
- Click **VIEW** button.
- Use **PRINT** option to take a print.

15. BEVERAGE STOCK REPORTS

You can view the stock in beverage department.

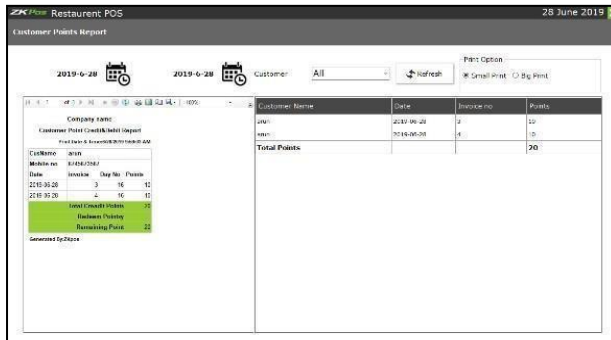
Item Code	Item	Qty
12342	Apple	200000.00

- Click on **BEVERAGE REPORT**
- Click **VIEW** button.
- Use **PRINT** option to take a print.

STEP 25.3 - CUSTOMER REPORTS

1. CUSTOMER DETAILS

View all Customer details using this report.



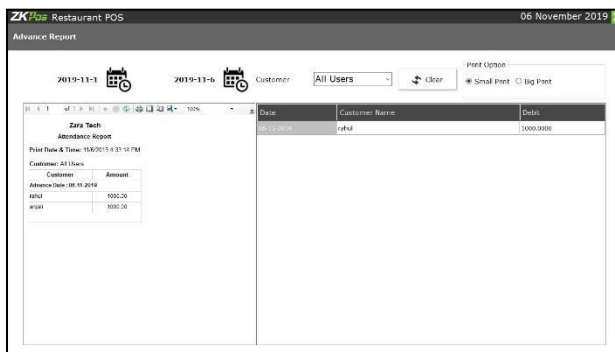
The screenshot shows the 'Customer Details Report' interface in ZK Restaurant POS. The window title is 'ZK Restaurant POS' and the date is '28 June 2019'. The report is for the date '2019-6-28' and the customer is set to 'All'. The main table has columns for 'Customer Name', 'Date', 'Invoice no', and 'Points'. The data shows two invoices: one for '2019-06-28' with invoice number '2' and 10 points, and another for '2019-06-28' with invoice number '4' and 10 points. The total points are 20. On the left, there is a 'Customer Details' section with a table showing 'Date', 'Invoice', 'Day No', and 'Points' for three invoices. Below this is a 'Summary' section with a table showing 'Customer', 'Amount', and 'Points' for 'All Users'.

Customer Name	Date	Invoice no	Points
John	2019-06-28	2	10
John	2019-06-28	4	10
Total Points:			20

- Click on **CUSTOMER DETAILS REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Choose **CUSTOMER**.
- Use **PRINT** option to take a print.

2. CUSTOMER ADVANCE

View all Customer Advance details using this report.



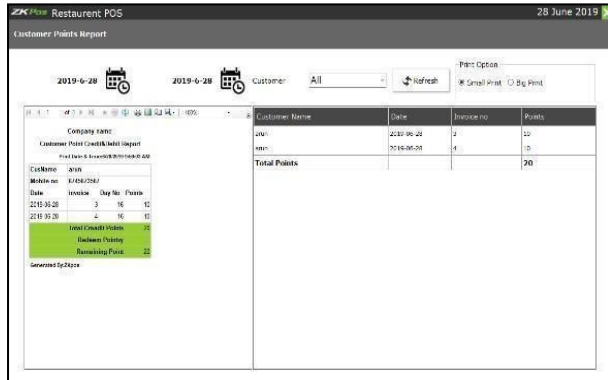
The screenshot shows the 'Customer Advance Report' interface in ZK Restaurant POS. The window title is 'ZK Restaurant POS' and the date is '06 November 2019'. The report is for the date '2019-11-6' and the customer is set to 'All Users'. The main table has columns for 'Date', 'Customer Name', and 'Debit'. The data shows one entry for '2019-11-06' with customer name 'John' and a debit of 1000.00. On the left, there is a 'Customer Advance' section with a table showing 'Customer' and 'Amount' for 'All Users'.

Date	Customer Name	Debit
2019-11-06	John	1000.00

- Click on **CUSTOMER ADVANCE REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Use **PRINT** option to take a print.

3. CUSTOMER POINTS

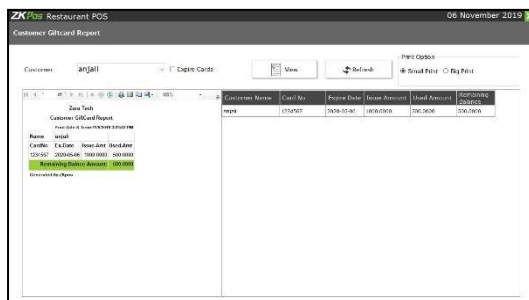
View all Customer Points details using this report.



- Click on **CUSTOMER POINTS REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Choose **CUSTOMER**.
- Use **PRINT** option to take print.

4. CUSTOMER GIFT CARD

View all Customer Gift Card details using this report.



- Click on **CUSTOMER GIFT CARD REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Use **PRINT** option to take a print.

STEP 25.4 – TAX REPORTS

1. SALES TAX REPORT

View all Sales Tax details using this report.

The screenshot shows the 'Sales Tax Report' interface. On the left, there is a summary table for 'Sales Tax Report' with columns for 'Day No.', 'Net', 'Gross', and 'Amount'. On the right, there is a detailed table with columns: 'Index', 'Date', 'Invoice No.', 'Net Amount', 'Tax Amount', and 'Gross Amount'.

Index	Date	Invoice No.	Net Amount	Tax Amount	Gross Amount
1	06-11-2019	1	280.0000	0.0000	280.0000
2	06-11-2019	2	280.0000	0.0000	280.0000
3	06-11-2019	3	400.0000	0.0000	400.0000
4	06-11-2019	4	240.0000	0.0000	240.0000
5	06-11-2019	5	240.0000	0.0000	240.0000
6	06-11-2019	6	240.0000	0.0000	240.0000
7	06-11-2019	7	400.0000	0.0000	400.0000
8	06-11-2019	8	400.0000	0.0000	400.0000
9	06-11-2019	9	400.0000	0.0000	400.0000
10	06-11-2019	10	400.0000	0.0000	400.0000
11	06-11-2019	11	400.0000	0.0000	400.0000
12	06-11-2019	12	380.0000	0.0000	380.0000
13	06-11-2019	13	220.0000	22.0000	242.0000
14	06-11-2019	14	100.0000	100.0000	200.0000
15	06-11-2019	15	300.0000	30.0000	330.0000
16	06-11-2019	16	300.0000	30.0000	330.0000
17	06-11-2019	17	200.0000	20.0000	220.0000
18	06-11-2019	18	200.0000	20.0000	220.0000
19	06-11-2019	19	200.0000	20.0000	220.0000
20	06-11-2019	20	200.0000	20.0000	220.0000

- Click on **SALES TAX REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Choose **CATEGORY**.
- Use **PRINT** option to take a print.

2. TAX REPORT

View all Tax Details using this report.

The screenshot shows the 'Tax Report' interface. It displays a table with columns: 'Date', 'Invoice No.', 'User', 'Debit', and 'Credit'.

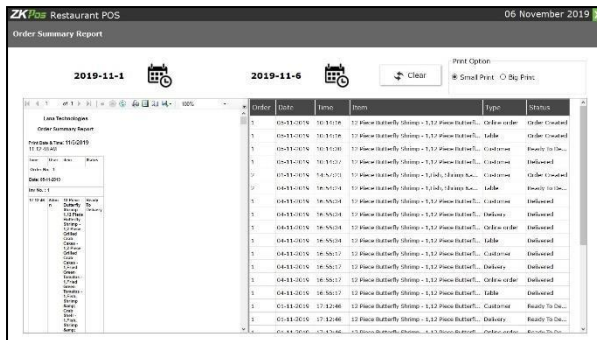
Date	Invoice No.	User	Debit	Credit
01-11-2019	2	User Admin	120.0000	0.0000
01-11-2019	2	Employee Receiving	0.0000	0.0000
02-11-2019	3	User Admin	120.0000	0.0000
03-11-2019	4	User Admin	200.0000	0.0000
04-11-2019	5	User Admin	80.0000	0.0000
05-11-2019	7	User Admin	20.0000	0.0000
06-11-2019	8	User Admin	10.0000	0.0000
07-11-2019	9	User Admin	40.0000	0.0000
08-11-2019	2	Book Receiving Vendor	0.0000	480.0000
09-11-2019	2	Book Receiving Vendor	0.0000	100.0000
10-11-2019	13	User Admin	20.0000	0.0000
11-11-2019	14	User Admin	22.0000	0.0000
12-11-2019	15	User Admin	22.0000	0.0000
13-11-2019	16	User Admin	22.0000	0.0000
14-11-2019	17	User Admin	22.0000	0.0000
15-11-2019	18	User Admin	22.0000	0.0000
16-11-2019	19	User Admin	22.0000	0.0000
17-11-2019	20	User Admin	22.0000	0.0000

- Click on **TAX REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Use **PRINT** option to take a print.

STEP 25.5 - OTHER REPORTS

1. ORDER SUMMARY REPORT

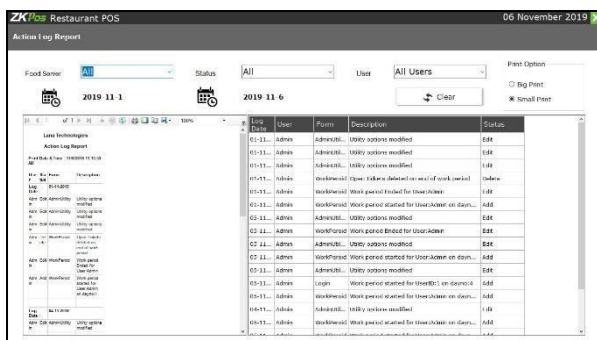
View all Order Summary Details using this report.



- Click on **ORDER SUMMARY REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Use **PRINT** option to take a print.

2. ACTION LOG REPORT

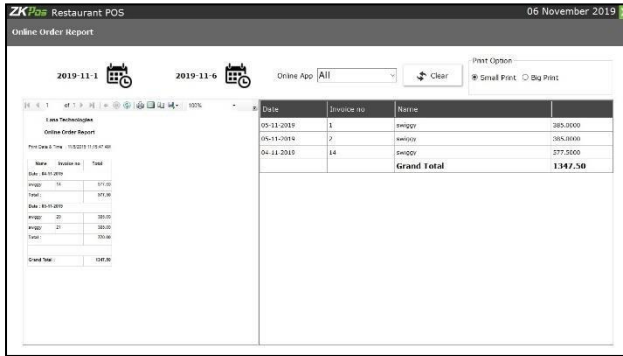
View all Action Log Details using this report.



- Click on **ACTION LOG**.
- Choose **FOOD SERVER, STATUS**, and **USER**.
- Choose **FROM DATE** and **TO DATE**.
- Use **PRINT** option to take a print.

3. ONLINE ORDER REPORT

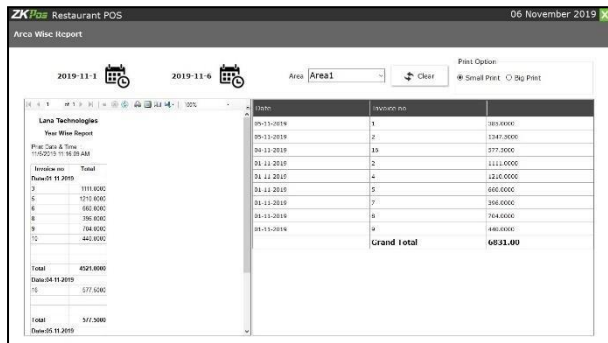
View all Online Order Details using this report.



- Click on **ONLINE ORDER**.
- Choose **FROM DATE** and **TO DATE**.
- Choose Online App.
- Use **PRINT** option to take a print.

4. AREA WISE REPORT

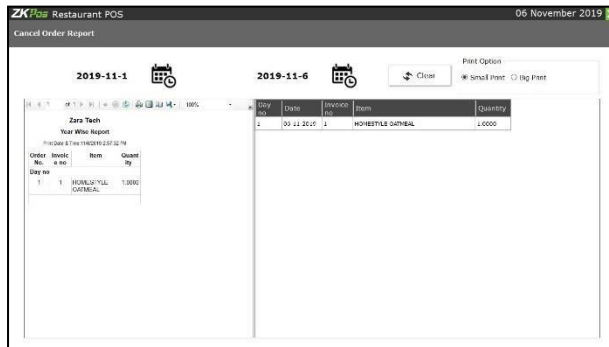
View all Area Wise Details using this report.



- Click on **AREA WISE REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Choose **AREA**.
- Use **PRINT** option to take a print.

5. CANCEL ORDER REPORT

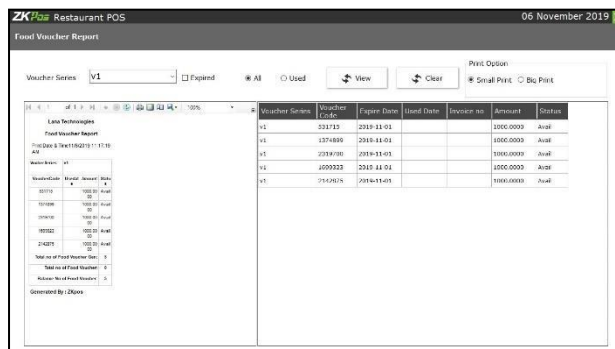
View all Cancel Order Details using this report.



- Click on **CANCEL ORDER REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Click **SEARCH** button.
- Use **PRINT** option to take a print.

6. FOOD VOUCHER REPORT

View all Food Voucher Details using this report.



- Click on **FOOD VOUCHER REPORT**.
- Choose **VOUCHER SERIES**.
- Use **PRINT** option to take a print.

7. GRATUITY / TIP REPORT

View all Gratuity Details using this report.

Date	Invoice no.	Bill Amount	Vendor	Gratuity	Status
11-06-2019...	4	240	Raja	28	Un-adjusted
11-06-2019...	1	240	Raja	54	Un-adjusted
Total Gratuity				92	

- Click on **GRATUITY REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Choose **FOOD SERVER**.
- Use **PRINT** option to take a print.

8. ORDER DETAILS REPORT

View all Order Details using this report.

Date	Order	Invoice no.	Tickets	Priority	Food Server	Order Status
05-11-2019	2	1	Customer 112	Normal		Newly In Use...
02-11-2019	2	3	Table 78	Normal		Balance
05-11-2019	1	1	Customer	Normal		Delivered

- Click on **ORDER DETAILS REPORT**.
- Choose **Food Server**.
- Choose **STATUS**.
- Choose **PRIORITY**.
- Choose **FROM DATE** and **TO DATE**.
- Use **PRINT** option to take a print.

9. WORK PERIOD CLOSING REPORT

View all Work Period Closing using this report.

Date	Day no	Payment Type	Total	Total
11-01-2019 05:00	1	Admin (Administrator) 30-11-2019 - 30-11-2019	Cash	349.2000
11-02-2019 05:00	2	Admin (Administrator) 30-11-2019 - 30-11-2019	Cash	1494.0000
11-03-2019 05:00	3	Admin (Administrator) 30-11-2019 - 30-11-2019	Cash	577.5000
11-04-2019 05:00	4	Admin (Administrator) 30-11-2019 - 30-11-2019	Cash	405.8000
11-05-2019 05:00	5	Admin (Administrator) 30-11-2019 - 30-11-2019	Cash	405.8000
11-06-2019 05:00	6	Admin (Administrator) 30-11-2019 - 30-11-2019	Cash	1732.0000
Grand Total				5419.50

- Click on **WORK PERIOD CLOSING REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Choose **AREA**.
- Use **PRINT** option to take a print.

10. ATTENDANCE REPORT

View all Attendance using this report.

Date	Day no	User name	Total Work Time
01-11-2019 - 01-11-2019	1	Admin (Administrator)	5392
02-11-2019 - 02-11-2019	2	Admin (Administrator)	1
03-11-2019 - 03-11-2019	3	Admin (Administrator)	2
04-11-2019 - 04-11-2019	4	Admin (Administrator)	77
05-11-2019 - 05-11-2019	5	Admin (Administrator)	220

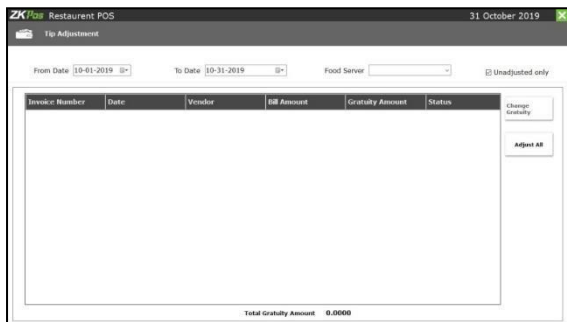
- Click on **ATTENDANCE REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Choose **USERS**.
- Use **PRINT** option to take a print.

STEP 26 – TIP ADJUSTMENT

You can view all the tip detail through this tip adjustment window. And also can adjust the tip according to the sale.



1. Click on **Tip Management** option from side window menu items.



2. You can adjust and make changes in TIP through this tip adjustment option.

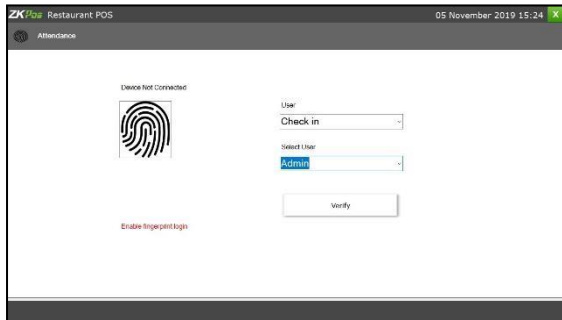
3. Click **Adjust all** button.

STEP 27 – ATTENDANCE

You can record the check in and check out details through this option. Here user can



1. Click on **ATTENDANCE** menu.



2. After connecting the biometric device, you can check in and once you want break option can change to break.

After selecting the user name click **verify** button.

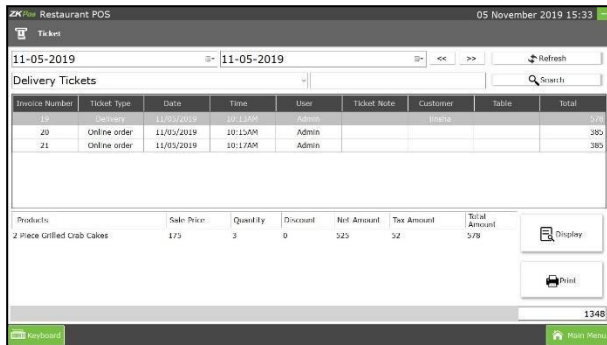
STEP 28 – DELIVERY TICKET

This is another special functionality of ZKPOS, a window where you can see those customers whose bill were not paid yet.



1. Go to **MAIN** menu.

2. You can see a **DELIVERY TICKET** menu, on the left of the window, click on it.



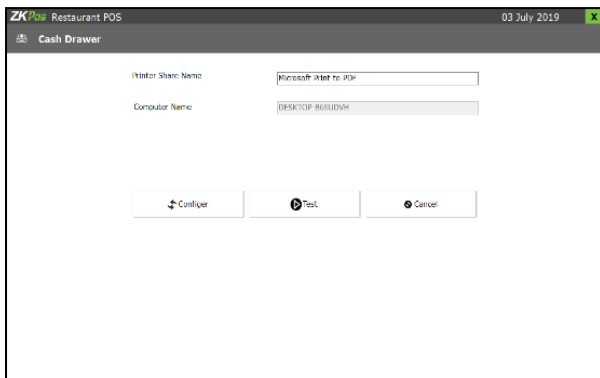
3. Here you can view the **delivery tickets**.

And also other tickets can view from here.

4. Select the ticket type and click **view** button.

STEP 29 – CASH DRAWER

This feature enables cashier to maintain cash.



1. Go to **PRINTER** section.

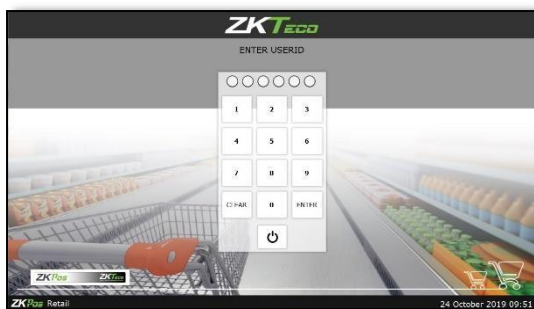
2. Click **CASH DRAWER**.

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

STEP 30 - LOGOUT



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



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

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

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