

# USER MANUAL

## ZKPos POINT OF SALE SOFTWARE

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Version: 1.0.5 Build 0010

Release Date July 2017

# Overview

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

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

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

## Everything from the Table to Menu Management

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

## Inventory and Stock Management

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

## Steps Login and Fingerprint Registration

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

## Add Basic Elements

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

## POS Module

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

## 1.LOGIN

### Users can Login in 2 Ways




#### • Login Using Fingerprint

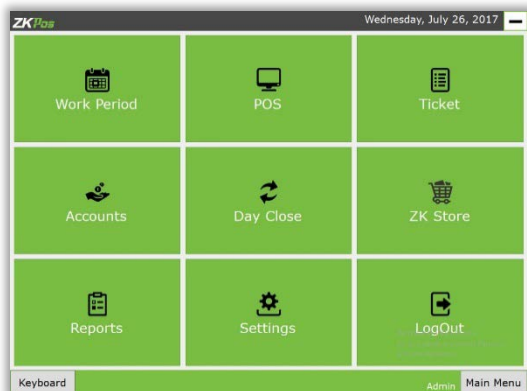
If Fingerprint Device is connected, a message will be displayed on the Login screen “Device Connected, Press your finger on the device”. If users fingerprint is registered, he can login with his fingerprint. If user is Cashier, he will be redirected to POS Menu. If he is Admin, he will be redirected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

#### • Login Using User ID and PIN

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

First enter User ID then click 

then enter PIN and Click 

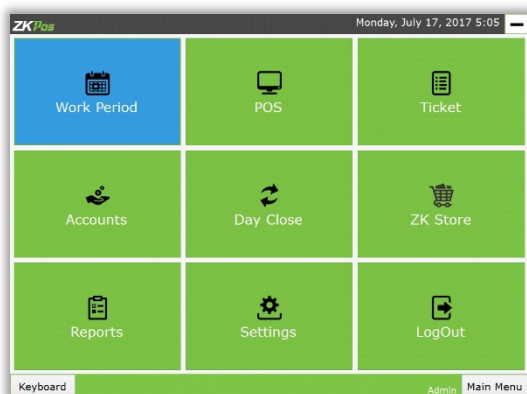


## 2. Main Menu

### Easy Menu Navigation

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

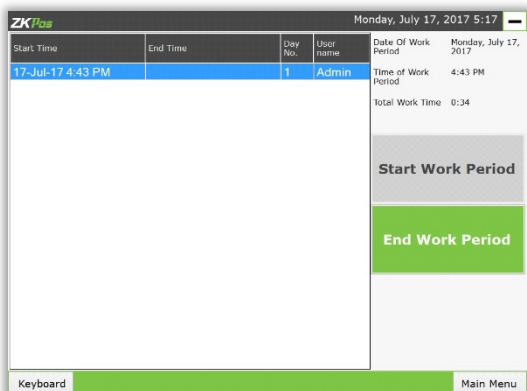
Main menu contain several option like work period, POS, Tickets, Accounts, Day close, Reports, Settings, Logout. Login Admin can access all of these options. Cashier can access only work Period, POS, Tickets and Logout.



## 1. WORK PERIOD

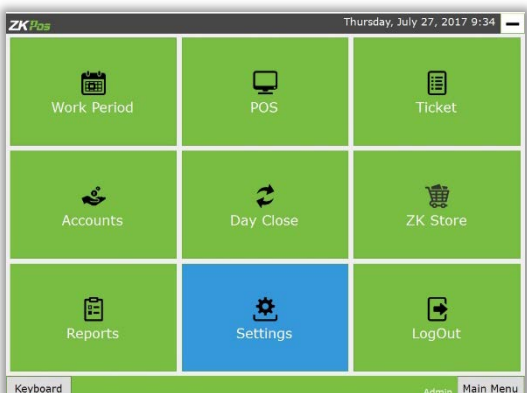
- Work Period Section is For Viewing the Working Duration Logoff currently logged in user.
- Before Starting POS Operations, Work period must be started.
- All the previous work periods of logged in user will be displayed in the main screen of work period.
- Auto generated work period of each User in login time.

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



### Main Menu >> Work Period

Work period display on the work period page



## 2. Settings

### 2.1 Settings

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

## 2.1.1 TABLE MANAGEMENT

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

Table Management means to Table Settings



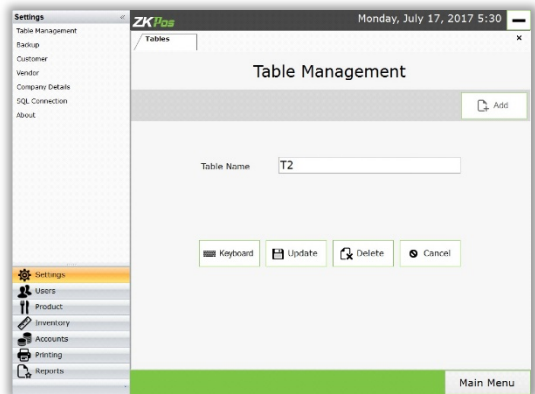
### 2.1.1.1 Add Table

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



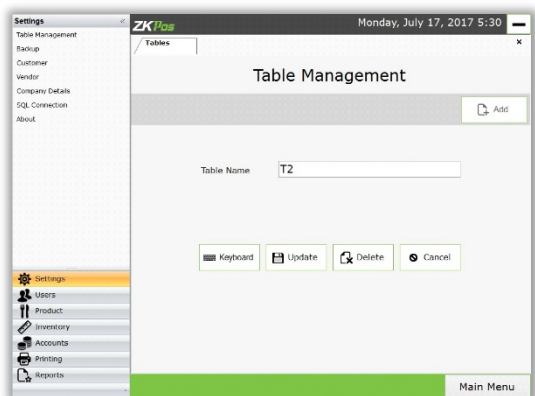
### 2.1.1.2 Edit Table

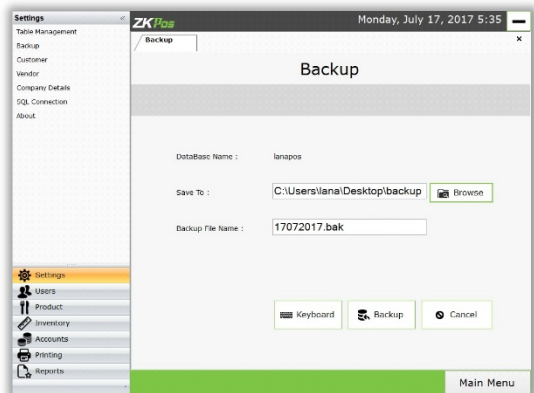
Select Table from the Table List on Main Screen, Now a screen with selected table details will be displayed Edit the fields and click **Update** button



### 2.1.1.3 Delete Table

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

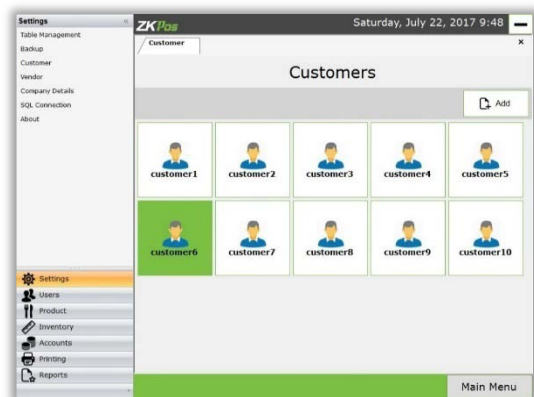




## Backup

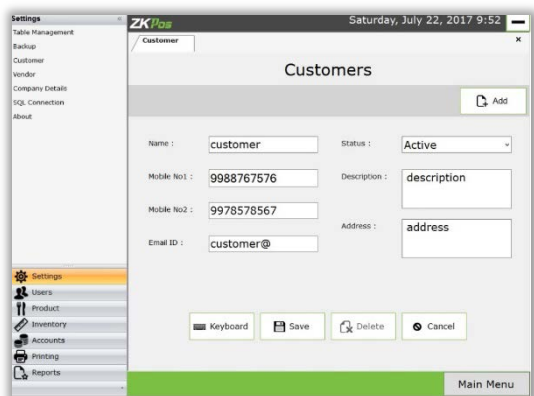
Backup the current Database (only in Server system)

Settings >> Settings >> Backup



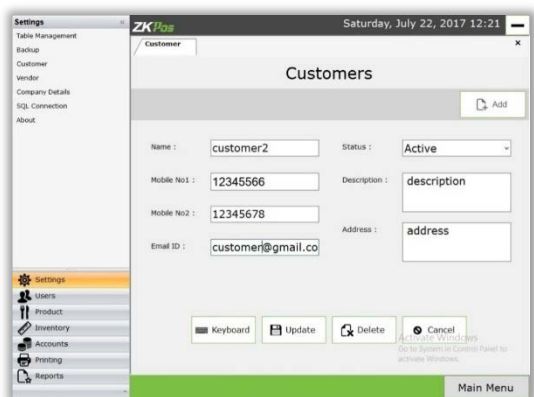
## 2.1.3 Customer management

Main Menu >> Settings >> Customers



### 2.1.3.1 Add Customer

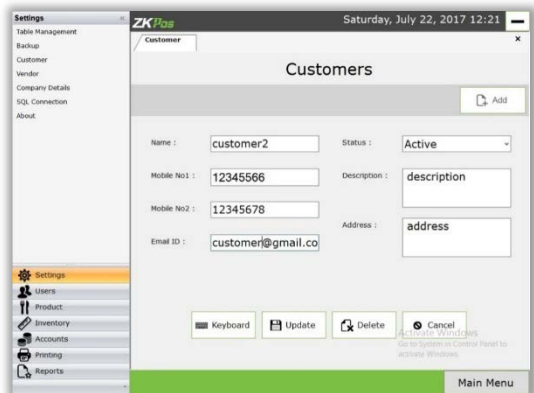
To add New Customer, click **Add** button, Fill in the Customer details, click on **Save** button



### 2.1.3.2 Edit Customer

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

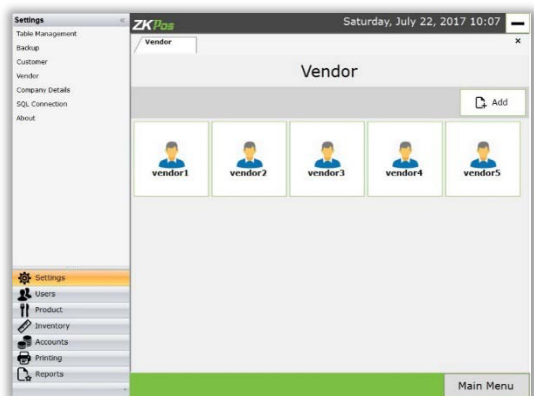
Edit the fields and click **Update** button



### 2.1.3.3 Delete customer

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

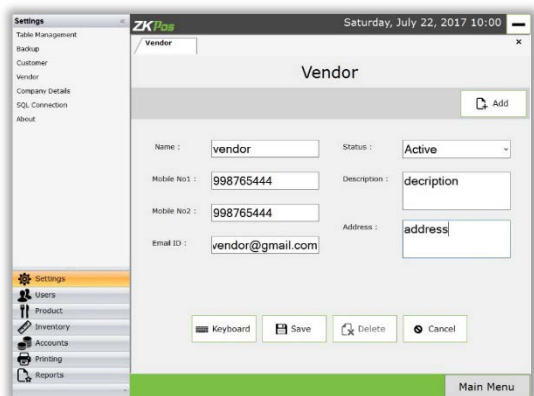
Click Delete button



### 2.1.4 Vendor

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

Main Menu >> Settings >> Settings >> Vendor



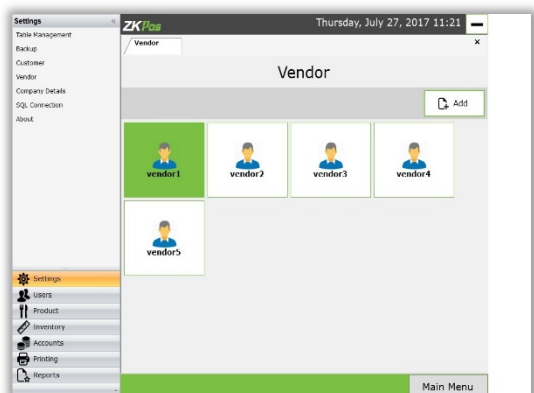
#### 2.1.4.1 Create a New Vendor

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

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

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

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



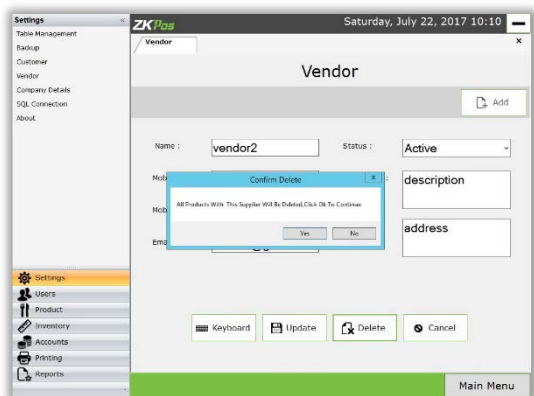
#### 2.1.4.2 Edit and Update Vendor

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

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

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



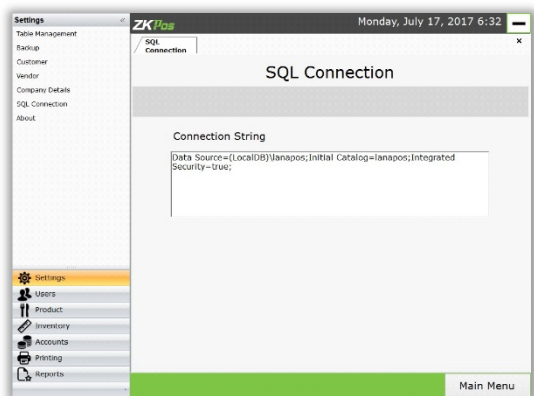


### 2.1.4.3 Delete Vendor

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

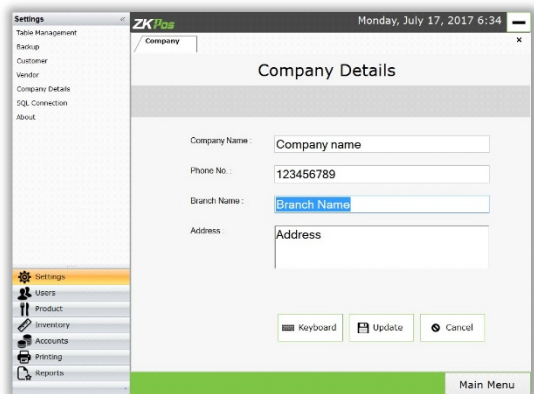
Then press **DELETE** button

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



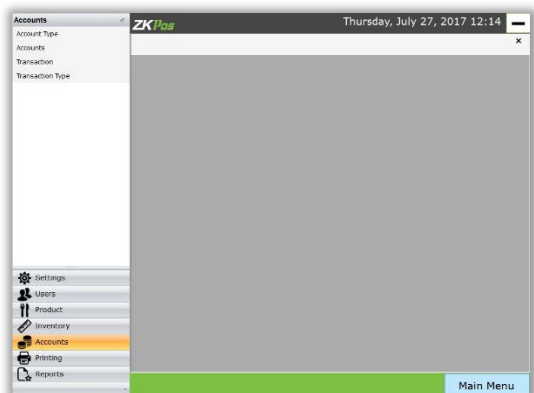
### 1.SQL Connection

Settings >> Settings >> SQL Connection



### 2.Company Details

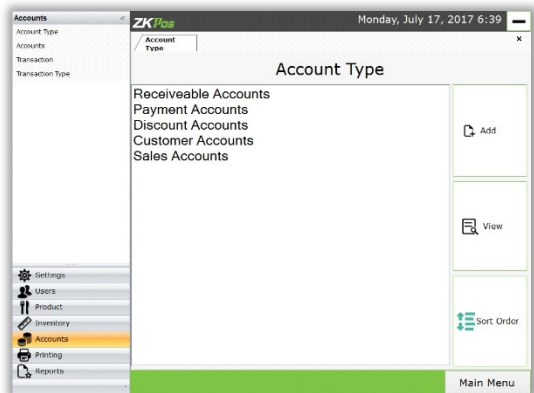
This form is for setting Company Name, Phone Number, Branch Name, and Address



### Accounts

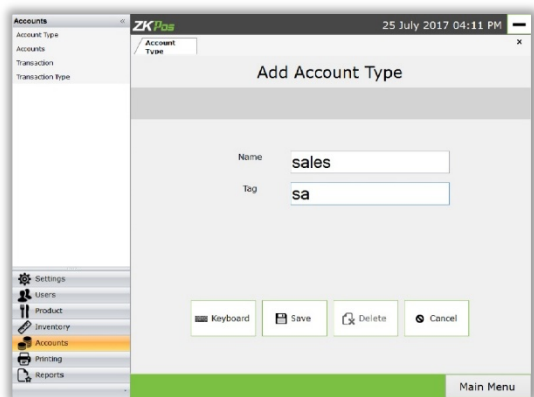
Main Menu >> Settings >> Accounts





## 2.2.1 Account Type

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

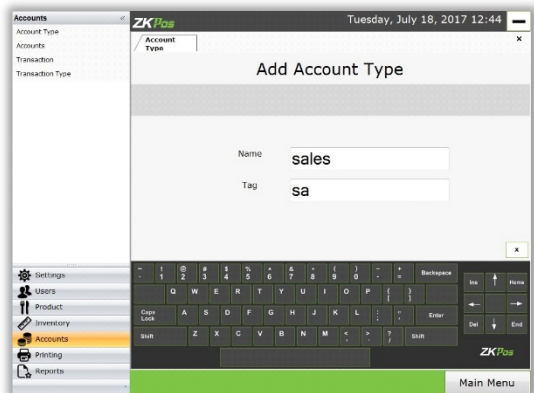


### 2.2.1.1 Add Account Type

Click on **Add** button on Account Type

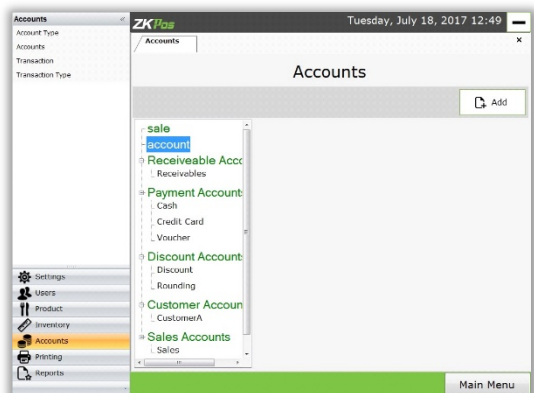
Enter Account Type Details

Click Add **Account Type** Button



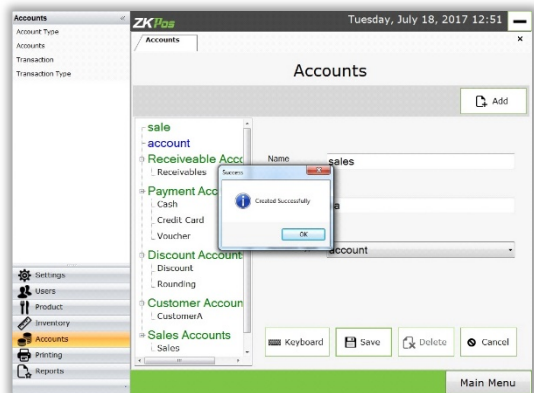
### 2.2.1.2 Edit/Update Account Type

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



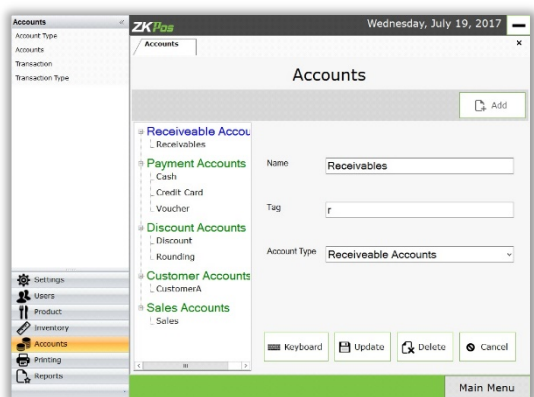
## 2.2.2 Accounts

Main Menu >> Settings >> Accounts >> Accounts



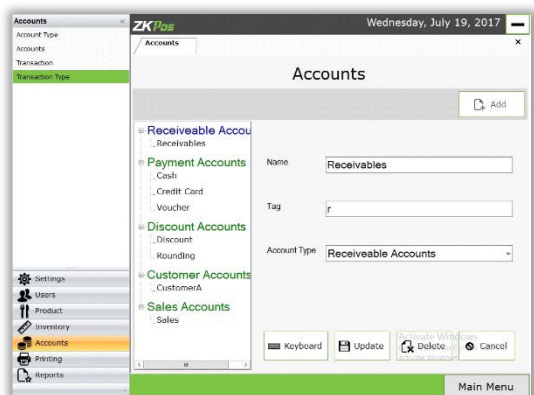
### 2.2.2.1 Add Account

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



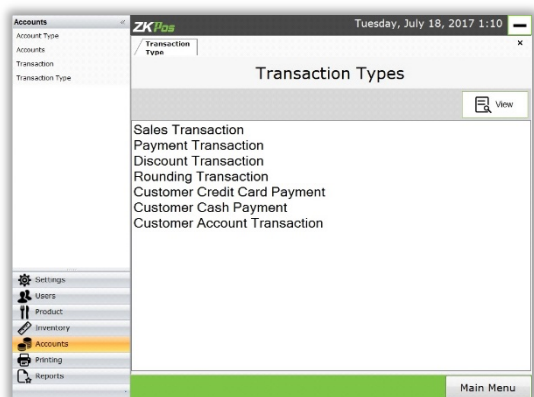
### 2.2.2.2 Edit Account

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



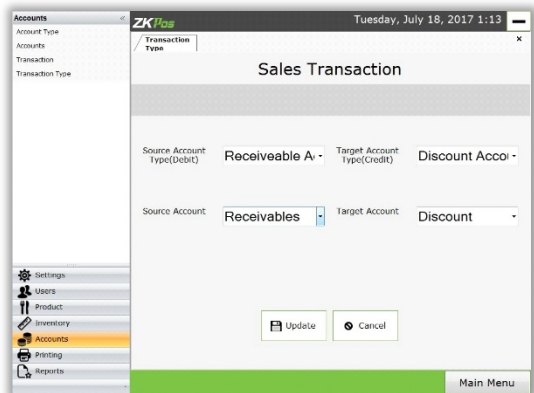
### 2.2.2.3 Delete Account

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



### 2.2.3 Transaction Types

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



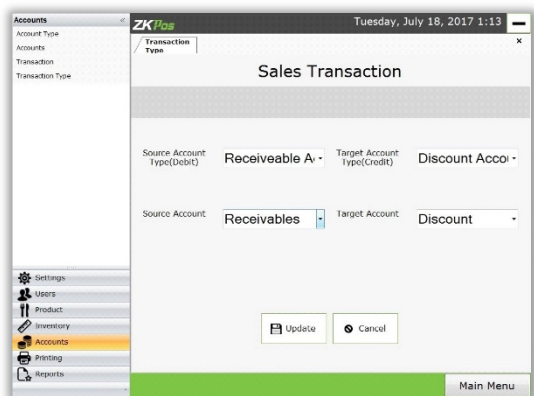
### 2.2.3.1 Edit Transaction Type

Select Transaction Type from Main Screen

Click on **View Details** button

Select the source and target accounts

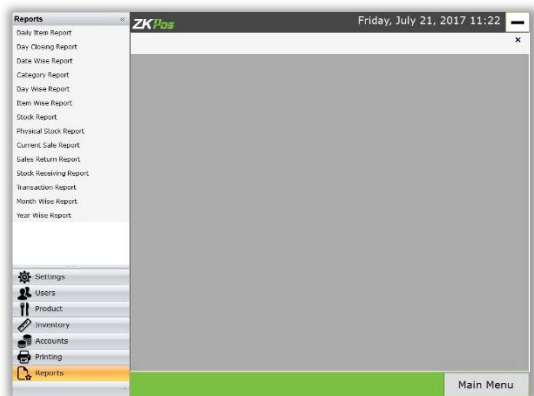
Click on **Update** button



### 2.2.4 Transactions

Main Menu >> Settings >> Accounts >> Transactions

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

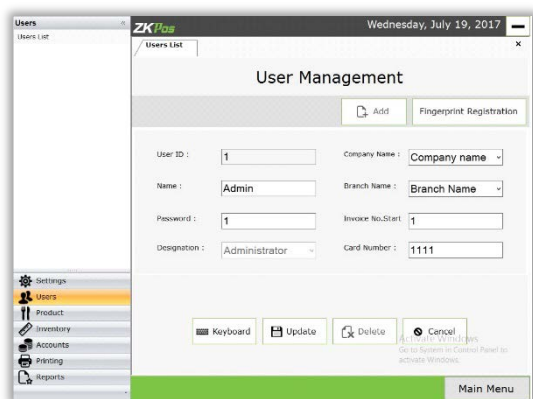


### Reports

Main menu >> Settings >> Reports

- **Daily Items Report**  
Report Based on last closed day
- **Day closing Report**  
Report Based on Admin Day close Amounts
- **Date wise Report**  
Report shows only between selected two Dates invoices items
- **Category Report**  
Report shows only between selected two dates invoices items and selected department
- **Day wise report**  
Report shows only between selected to 'Day No' invoices items

- **Item wise report**  
Report shows only between selected two dates invoices items and selected Product based.
- **Stock report**  
Report shows current stock details of each product item.
- **Physical Stock Report**  
Report shows current stock details of each product item.
- **Current Sale report**  
Report based on current day paid invoices.
- **Sales return report**  
Report shows only between selected two 'Day No' invoices items.
- **Stock Receiving Report**  
Report based on Batch no and Date wise .In Date wise > Report shows only between selected two dates Received items. In batch wise>Report shows only the selected Batch no Received items.
- **Transaction Report**  
Report based on Batch no and Date wise, In Date wise > Report shows only between selected two dates Transaction items, In batch wise>Report shows only the selected Batch no Transaction items.
- **Month wise Report**  
Report shows under selected month.
- **Year Wise Report**  
Report shows under selected Year.

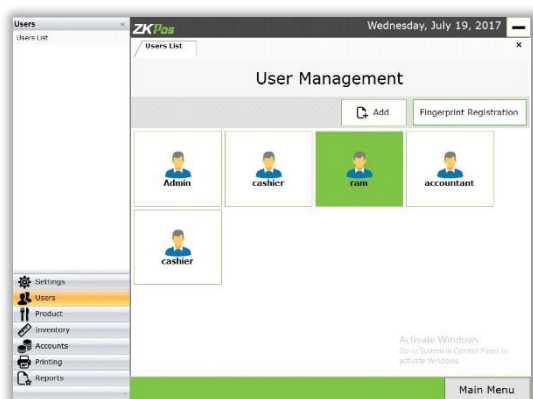


## Users

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

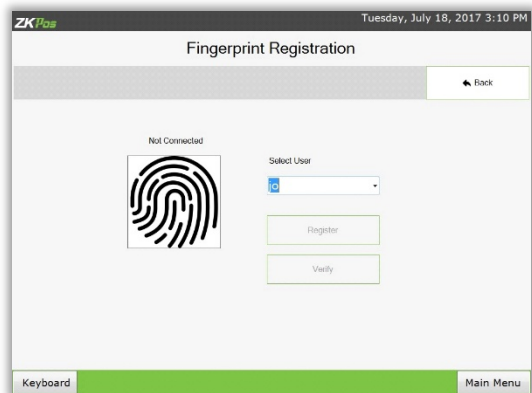
Settings >> User >> User List

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



## Edit User

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



## 2.4.2 Fingerprint Registration

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

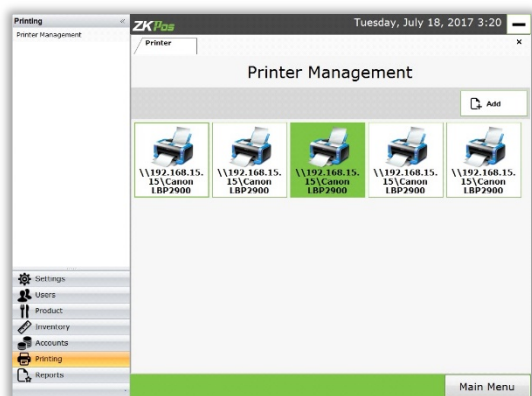
Finger print registration of Users can be done only by Admin, under 'User Creation' menu.

Select a User form the Users dropdown list.

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

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

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



## Printer

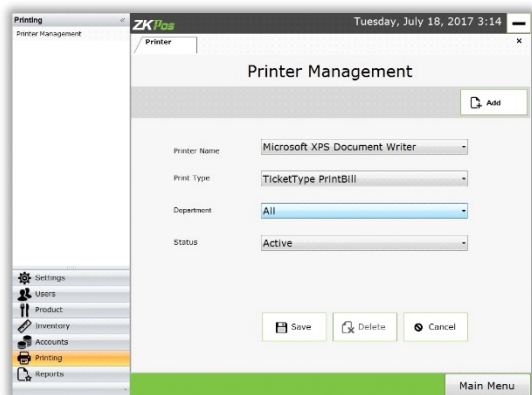
Login Admin Can be created new Printer According to perform various operations like he Admin can Edit, Update and Delete the Printer.

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

Printer Management can be created by department based.

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

Settings >> Printer Management >> Printer



## 2.5.1 Create new Printer

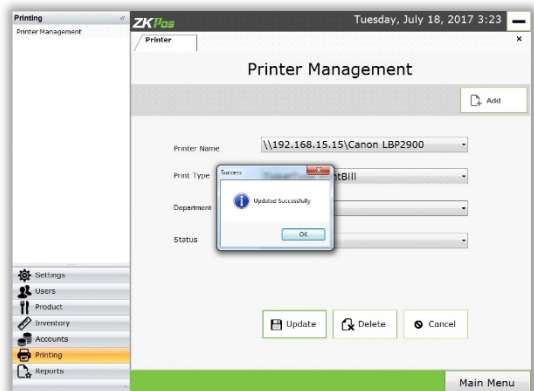
Main Menu >> Settings >> Printing >> Printer Management

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

Then click on **Save** button.

**Note:** A pop up Confirm Message “Printer created successfully” or “Printer Create Failed”.

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



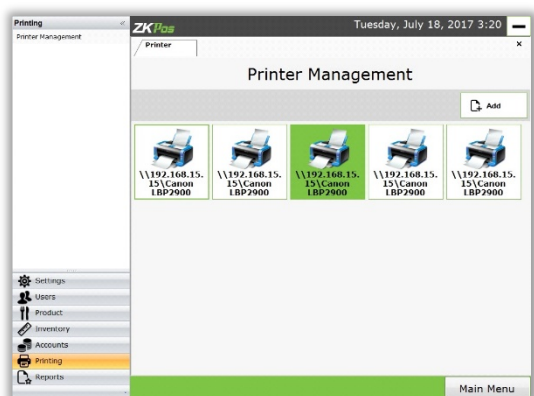
## 2.5.2 Edit AND Update Printer

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

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

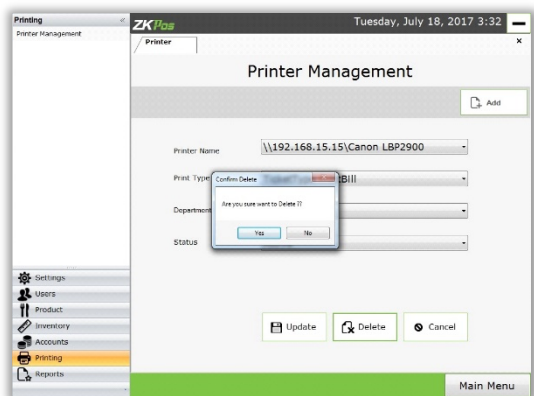
**Note:** press **Cancel** button for cancel current editing process.

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



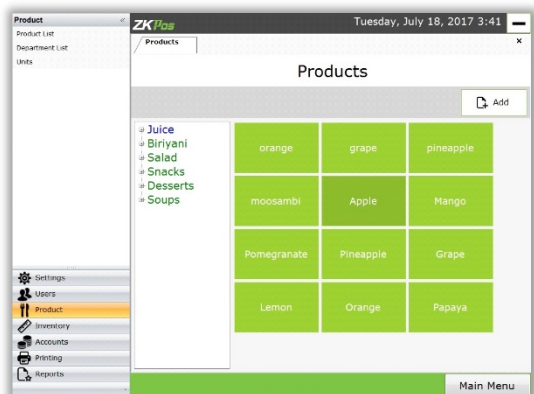
## 2.5.3 Delete Printer

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



Select **Delete** button on the respective printer

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

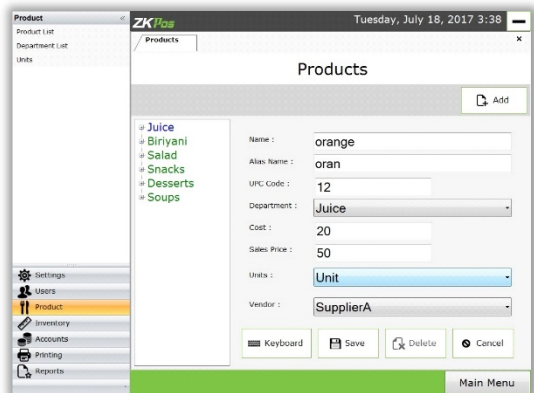


## Products

### 2.6.1 Product List

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





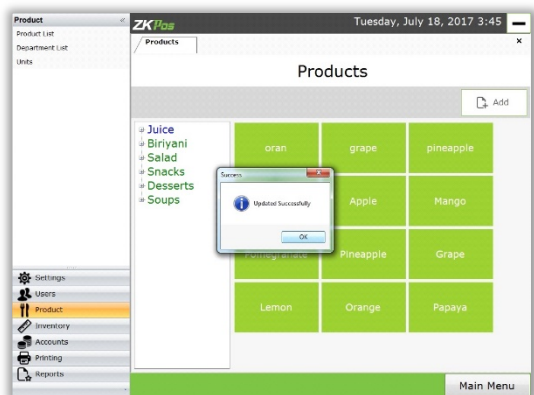
### 2.6.1.1 Add Product

Main Menu >> Settings >> Click Products List

Click **Add** button

Enter Product Details

Click **Save** Product Button

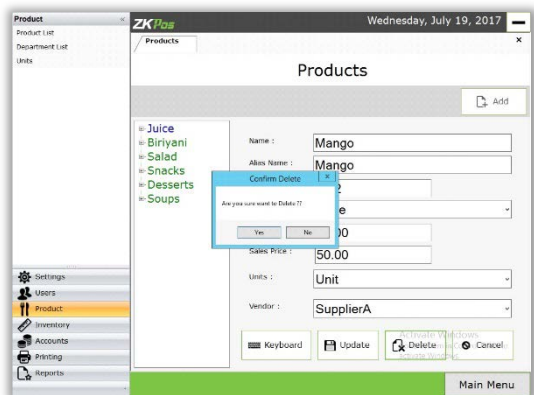


### 2.6.1.2 Edit Product

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

Edit the fields and click **Update Product** button

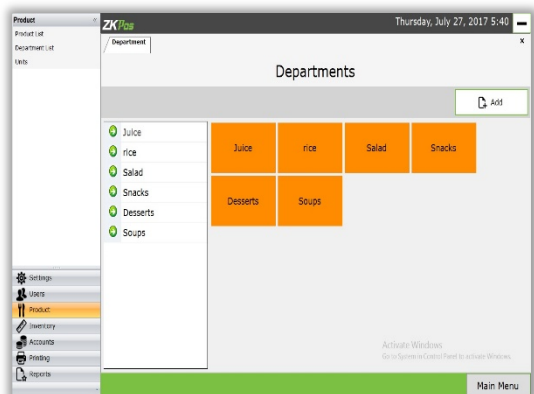
**Note:** A pop up confirm Message “Updated Successfully”. And the updated product Displayed in the Product List



### 2.6.1.3 Delete Product

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

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

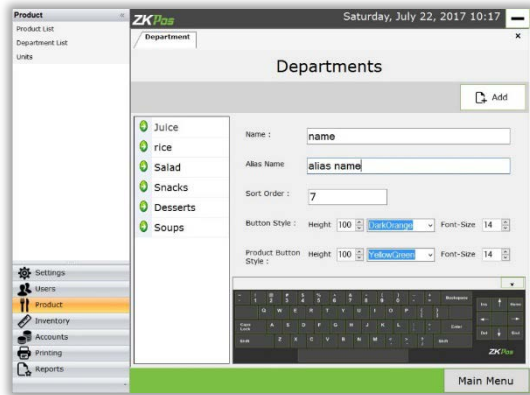


### 2.6.2 Department List

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

Settings >> Products >> Department List





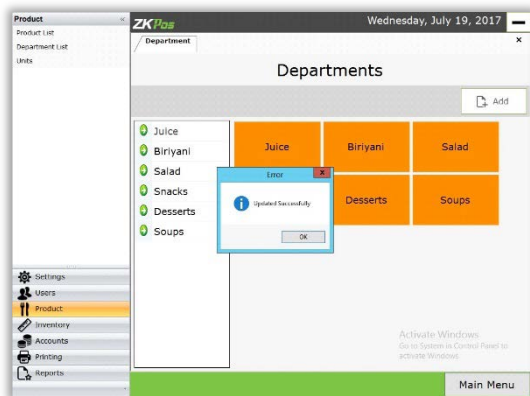
### 2.6.2.1 Create a New Department

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

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

**Note:** A Pop up confirm message “Department Created Successfully” or “Department Create Failed”.

**Note:** Department Created Successfully we can see the Department Record in Department List



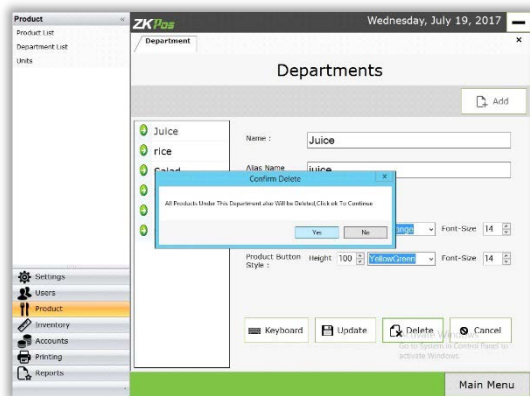
### 2.6.2.2 Edit and Update Department

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

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

**Note:** Press **Cancel** button for cancel current editing process.

**Note:** A pop up confirm message “Updated Successfully”. And the updated Department Record We can see Department list.



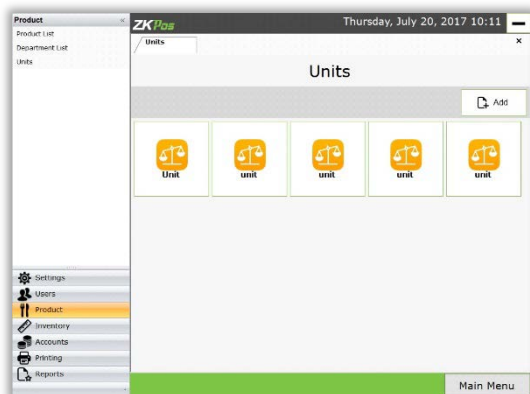
### 2.6.2.3 Delete Department

Select respective Department from the department list

Department Details will displayed

Then click **Delete** button

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

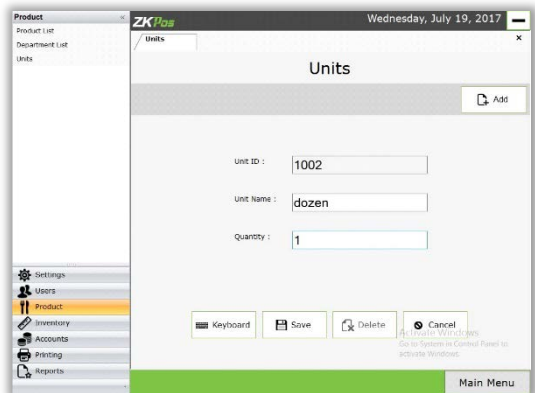


### Units

For Add Units

Settings >> Products >> Units >> Add

Button on unit main screen

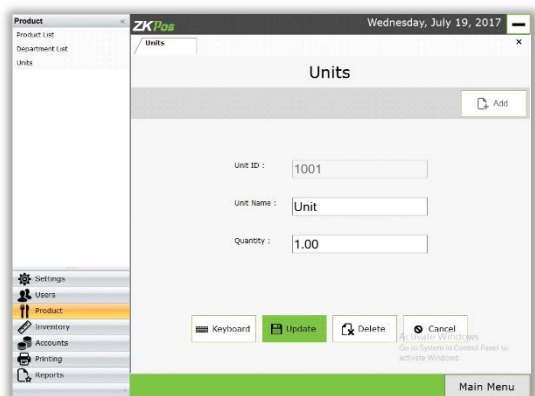


### 2.6.3.1 Add Units

Click on **Add** Button on Units Main Screen

Enter Units Details

Click **Save** Button

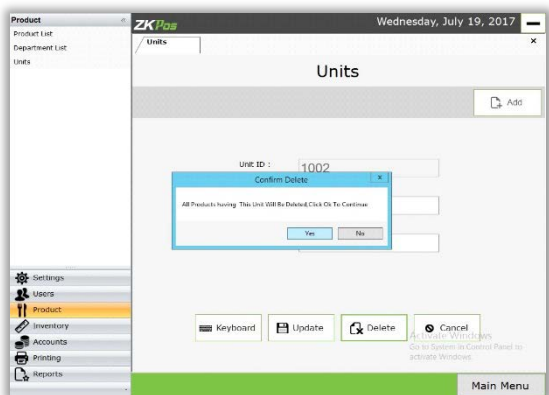


### 2.6.3.2 Edit / Update Units

Select Unit from the Units list on Main Screen,

Now a screen with selected Unit details will be displayed

Edit the fields and click **Update** Unit button



### 2.6.3.3 Delete Units

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

Click **Delete** button

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

## 3.Accounts

Main Menu >> Accounts

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

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

Transaction	Account Name	Created Date	Debit	Credit
Sales Transaction[]	Receivables	18-Jul-17 1:22 PM	250.00	0.00
Payment Transaction...	Receivables	18-Jul-17 1:22 PM	0.00	250.00
Sales Transaction[]	Receivables	18-Jul-17 1:23 PM	610.00	0.00
Payment Transaction...	Receivables	18-Jul-17 1:23 PM	0.00	610.00
Sales Transaction[]	Receivables	18-Jul-17 1:24 PM	520.00	0.00
Payment Transaction...	Receivables	18-Jul-17 1:24 PM	0.00	520.00
Sales Transaction[]	Receivables	18-Jul-17 1:24 PM	350.00	0.00
<b>Total Debit</b>			<b>: 3120.00</b>	<b>Balance : 0.00</b>
<b>Total Credit</b>			<b>: 3120.00</b>	

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

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

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

You can print the current list by **Print** button

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

## 4.POS

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

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

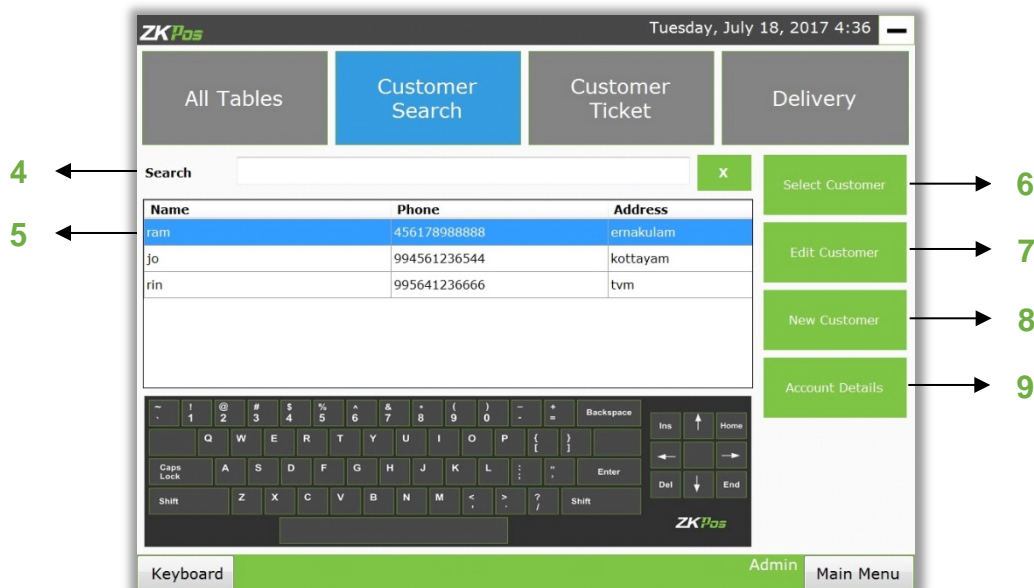
### 4.1 TICKETS SECTION

This section shows all tables with their names.



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

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



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

[4] Name, Address or Phone Number can be entered for searching.

[5] Shows the list of customers already added button

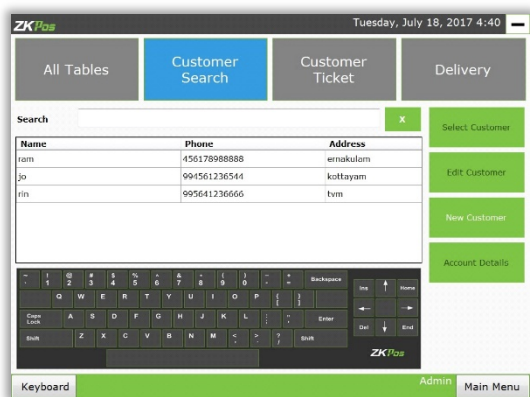
[6] Selects the highlighted customer button

[7] Is used for edit customer details button

[8] Is used for adding a new customer buttons

[9] Shows account details.

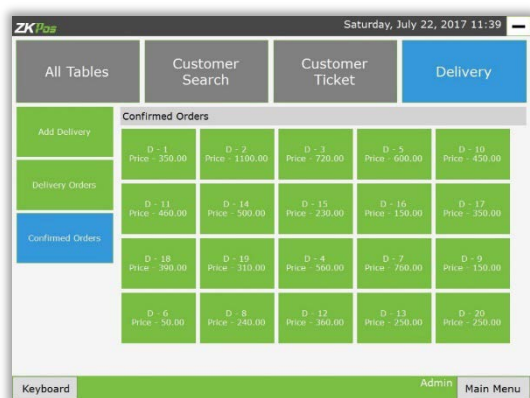
[6], [7] and [9] will be disabled at first. After highlighting a customer, it will be enabled. After clicking buttons [6] or [7], the below screen will appear button.



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



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



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

## 4.2. DEPARTMENTS AND PRODUCT



The picture above shows the departments and products section Button

[10] Shows the Departments

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

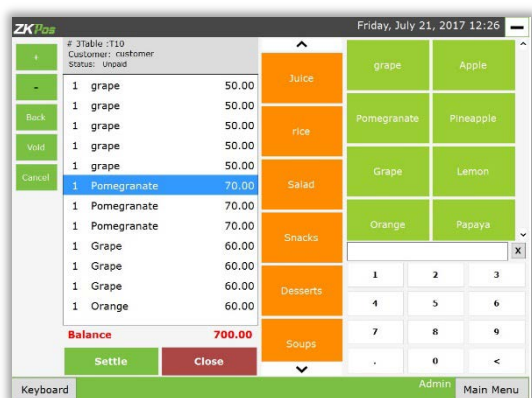
[12] Shows the Quantity of the Product

[13] Shows the product

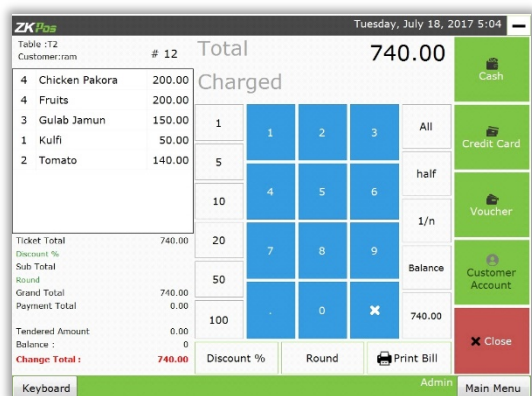
[14] Shows the total price of the product selected by the customer.

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

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



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

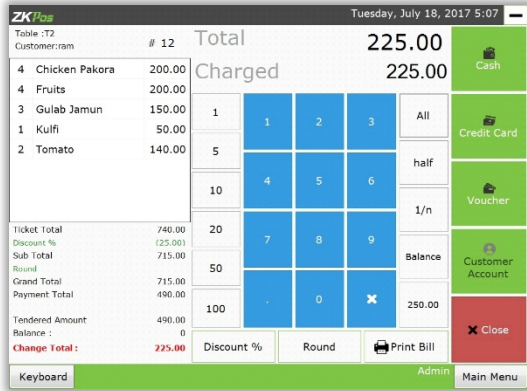


### 4.3. PAYMENT SECTION

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

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





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

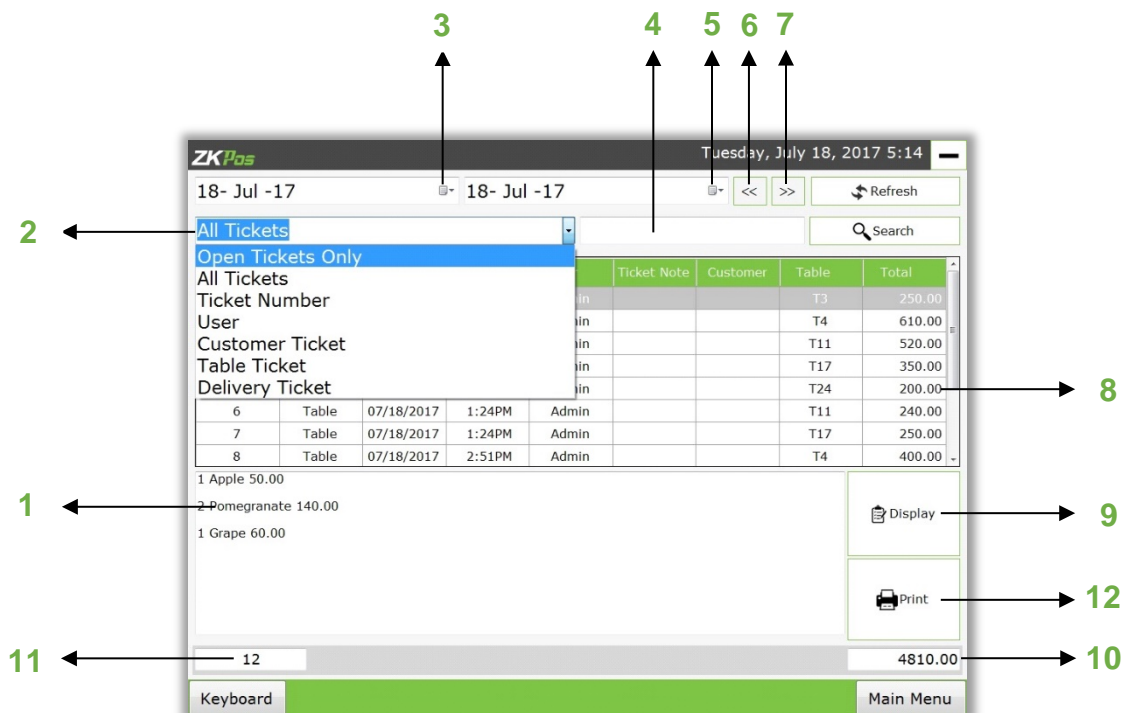
## 5 Tickets

Tickets indicate invoice

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

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

Button **Print** [12] indicate to print the correspondent invoice





The Tickets will be shows under the conditions

[2] Selected by the Admin/User and also search a specified invoice under search text

[4] With its invoice no (if select User/Customer/table/delivery)

[2] Search by Name the above two buttons

[6], [7] is an option to change the dates previous or next, the text box

[11] Contain total count of tickets listed and box

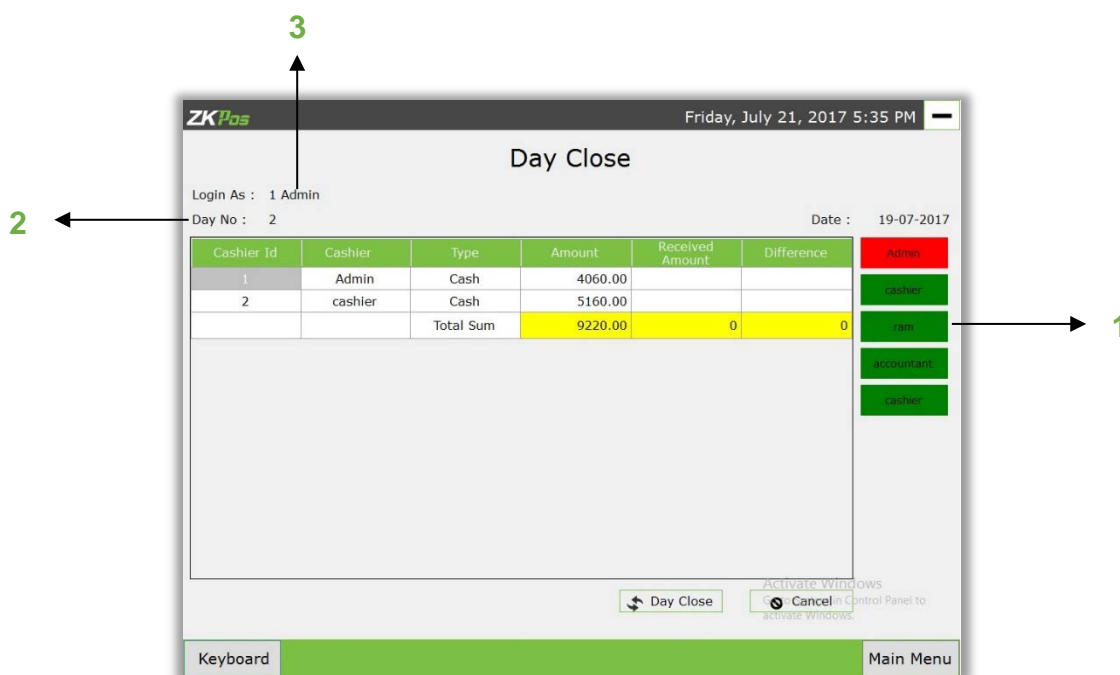
[10] Contain total amount of listed tickets

### 6 Day close

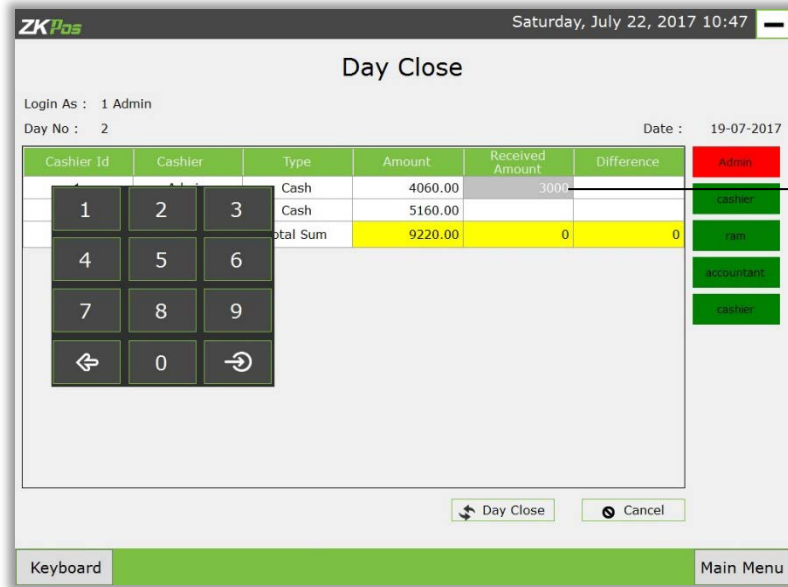
Close the current day sales , The total paid invoice amount of each Cashier will displayed on grid grouped under TYPE value (Cash/Customer Name),Admin check the billed and received amount of each and close the Day.

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

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



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



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

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



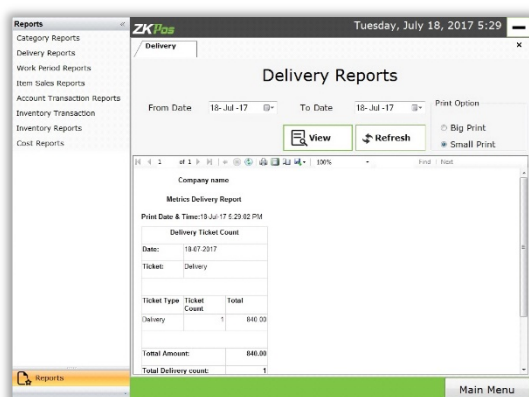
## 7. Reports

### 7.1 Category Report

Main Menu >> Reports >> Category Reports

This report shows category wise details

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

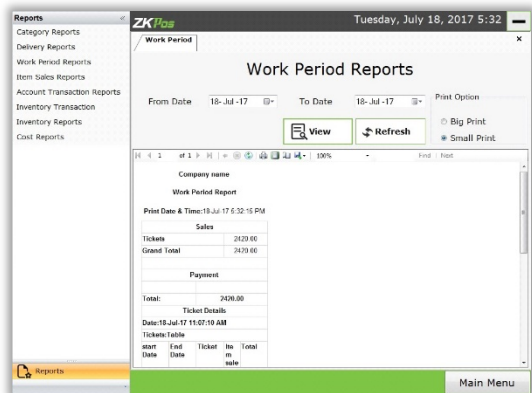


### 7.2 Delivery Report

Main menu >> Reports >> Delivery Reports

This report shows Delivery details

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

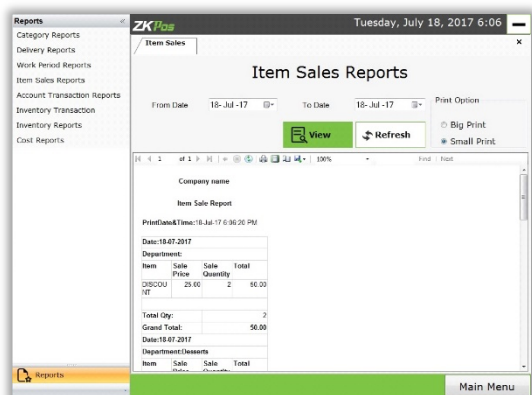


### 7.3 Work Period Report

Main Menu >> Reports >> Work Period Report

This report shows Work period details

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



### 7.4 Item sale reports

Main Menu >> Reports >> Item Sale Report

This report shows Item sale details

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

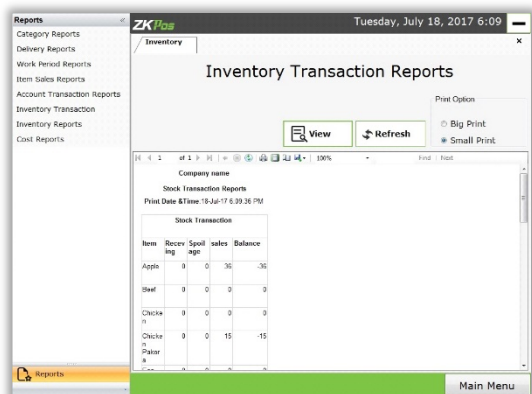


### 7.5 Account Transaction Report

Menu >> Reports >> Account Transaction Report

This report shows account transaction details

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

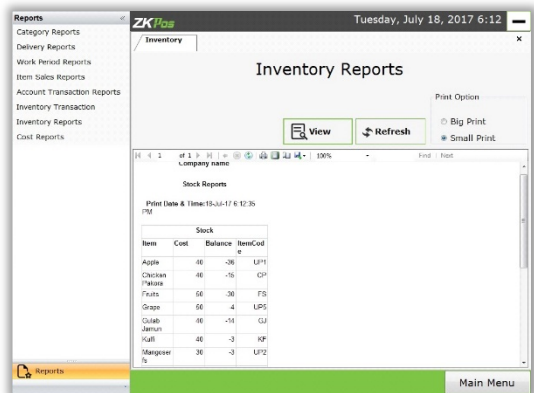


### 7.6 Inventory Transaction Report

Menu >> Reports >> Inventory Transaction Report

This report shows Inventory Transaction details

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

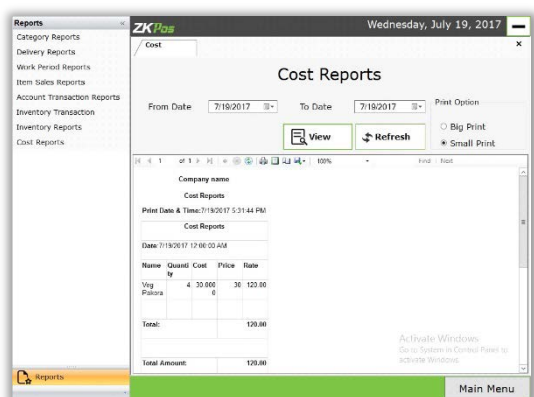


## 7.7 Inventory Report

Menu >> Reports >> Inventory Report

This report shows Inventory details

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

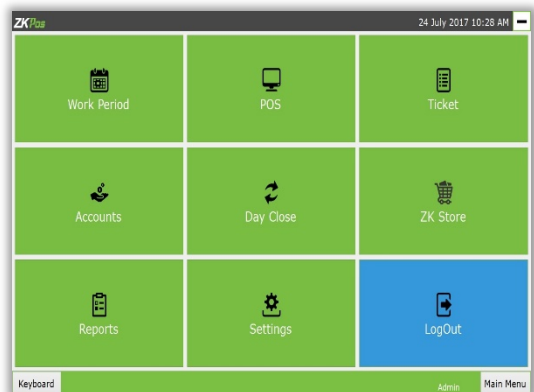


## 7.8 Cost Report

Menu >> Reports >> Cost Report

This report shows Cost details

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



## 8 Log Out

Main Menu >> Logout

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