

USER MANUAL

ZKPOS RETAIL / WHOLESALE / SUPERMARKET

Version: 5.0.1

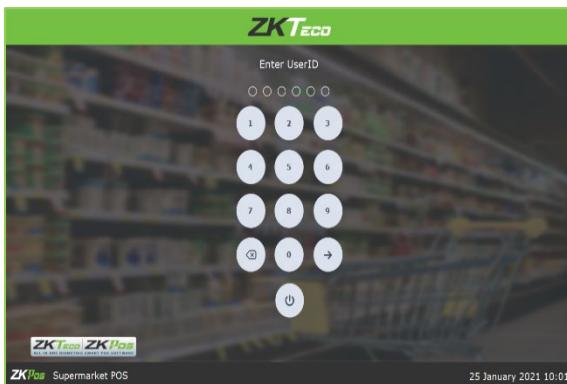
Date: 01-09-2022

Software Version: 5.0.1

GETS STARTED

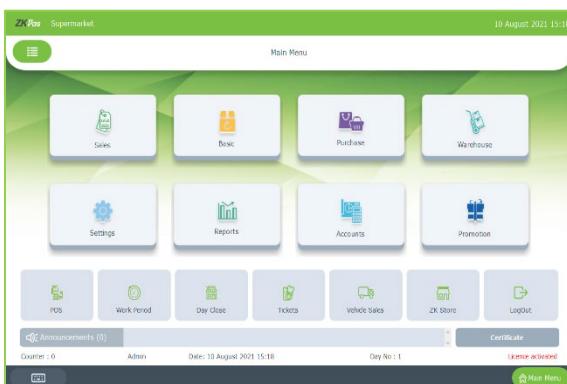
Every retailer must constantly face the complexities of handling wide range of product mix. Out of stock products and spoilage items are the main cause for lost sales in the grocery business. So, every retailer needs a complete and efficient interface to manage the day-to-day business activities in the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

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

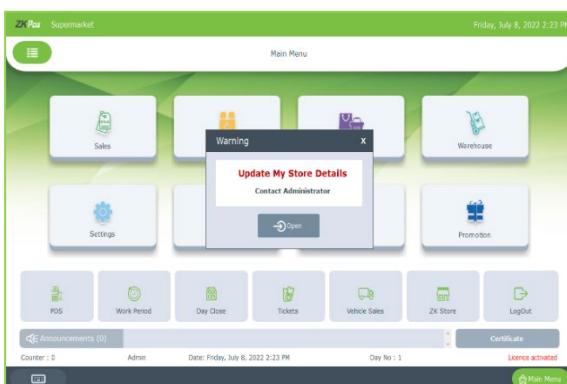


STEP 1 - LOGIN TO ZKPOS

- Open **ZKPOS SUPERMARKET**.
- You will have a default **ADMIN LOGIN** with **PASSWORD**. Login **ID is 1** and **PASSWORD is 1**.
- Type **login ID** and **PASSWORD**.
- Click **ENTER** button.



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



- You need to set the store details first
- Click **Open** to go to Store

ZKPos Supermarket

Friday, July 8, 2022 2:51 PM

Store

Company: Select

Store: Select

Tax: Frst Tax VAT

Country: Select

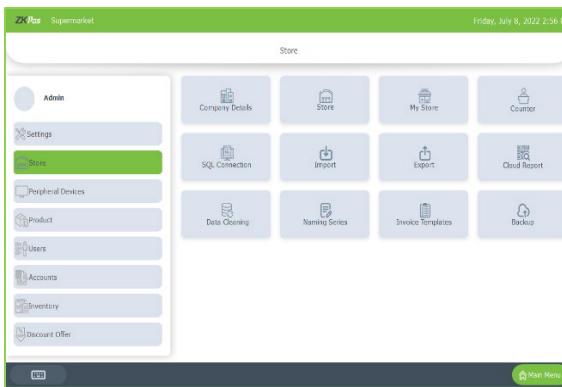
Currency: Saudi Arabia-SAR-Jo

Invoice Templates: Normal Print

Invoice Templates Bottom Text: Thank you, VAT Again

Update Cancel Keyboard

- Set the default Company and Store here.
- If you want to create new company, click on Cancel button.



STEP 2 - ENTERING COMPANY DETAILS

Company details like **NAME, BRANCH, ADDRESS, COMPANY LOGO, TAX, CURRENCY** etc. can be saved.

- Login as **ADMIN**.
- Click on **SETTINGS MENU**.
- From that Go to the **Store**, click on Company Details.

ZKPos Supermarket POS

13 January 2021 17:16 X

Company Details

Company Name:

Address:

Company Logo: Browse

Company Name [Alias]:

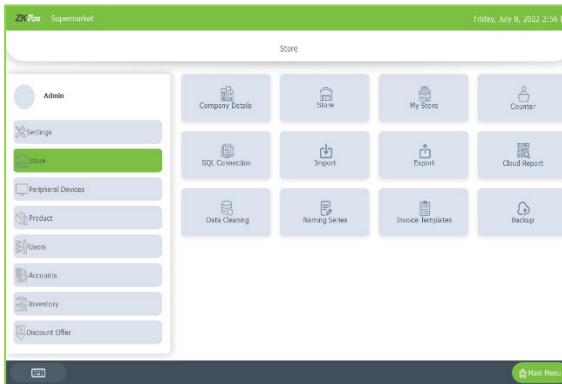
Address [Alias]:

Mobile No:

Company Code:

Save Delete Cancel Keyboard

- Click Company or search to get details.
- To add **COMPANY DETAILS**, you need to click the **ADD** menu on the top right corner of the window.
- Enter all necessary details in the appropriate fields. Finally browse the company logo and then update the data by clicking on **save** button.



STEP 3 - STORE

- Click on the **Store**.
- There will be a search option to search the store.

ZKPos Supermarket

06 August 2021 14:12 X

Store

+

Store Code	A00011	VAT Number	phc147852
Store	Branch Name	Store [Alias]	
Company	Company name	Email ID	
Mobile No.		Other ID	
Address1 (Building No.)		Address1 (Building No.) [Alias]	
Address2 (Street)		Address2 (Street) [Alias]	
City		City [Alias]	
District		District [Alias]	
Country		Country	
Postal Code		Postal Code [Alias]	
Additional No.		Additional No [Alias]	
Status	Active		

Update Delete Cancel Keyboard

- Click on the **ADD (+)** option and enter the Details.
- Click on the **Save** option.

ZKPos Supermarket

Friday, July 8, 2022 3:07 PM X

Store

+

Store Code	b0k	Status	Active
Store	Branch Name	Store [Alias]	
Company	Company name	Email ID	mail@mail.com
Mobile No.	1234567890	Other ID	
Category	Supermarket	Selling Area	401 (4300 sq ft) Above
VAT number		CR No	
Address1 (Building No.)	Building	Address1 (Building No.) [Alias]	
Address2 (Street)	Street	Address2 (Street) [Alias]	
City	City	City [Alias]	
District	District	District [Alias]	
Country	India	Postal Code [Alias]	
Postal Code			

Update Delete Cancel Keyboard Licence Update

- After activating the Licence and updating My Store, you need to update the store details in ZKPOS Licence Activation panel by clicking Licence Update button.

ZKPos Supermarket

Friday, July 8, 2022 3:50 PM X

Store

Admin

Settings Store Peripheral Devices Product Users Accounts Inventory Discount Offer

Main Menu

Company Details	Store	My Store	Counter
SQL Connection	Import	Export	Cloud Report
Data Cleaning	Naming Series	Invoice Templates	Backup

STEP 4 - MY STORE

- Click on **MY STORE**.

ZKPos Supermarket

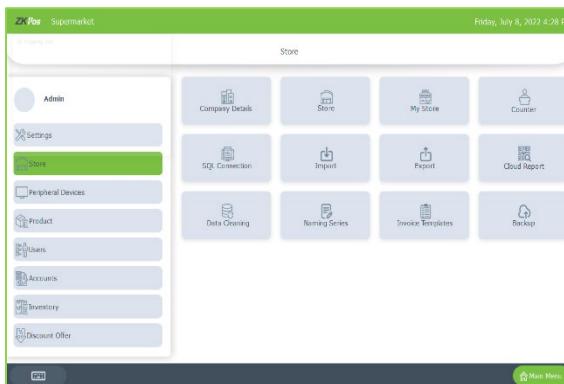
Friday, July 8, 2022 3:51 PM X

Store

Company	Company name
Store	Branch Name
Tax	<input type="checkbox"/> Enable Tax <input type="checkbox"/> VAT
Country	India
Currency	India-INR-
Invoice Templates	Normal Print
Invoice Template Bottom Text	Thank you you sign

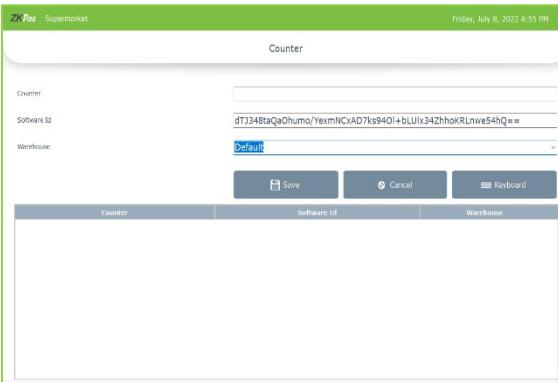
Update Cancel Keyboard

- Enter **MY STORE** details in it.
- Enable tax by ticking the check box

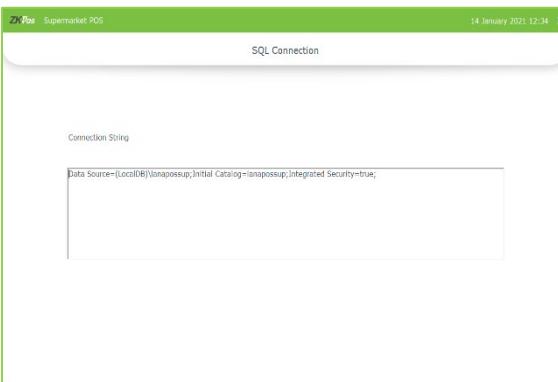


STEP 5 - COUNTER

- Click on counter



- Enter the counter name and select the warehouse
- Click save



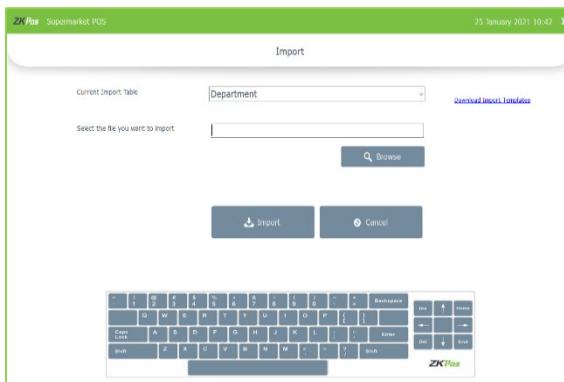
SQL CONNECTION

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

- Go to SETTINGS.
- Click on SQL CONNECTION.

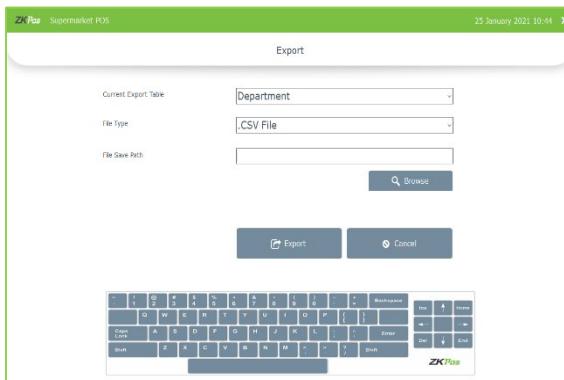
IMPORT TABLES TO ZKPOS

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



- Go to SETTINGS.
- Click on IMPORTTABLES.
- Select the table to which you want to import data.
- Select the file that you want to import to ZKPOS.
- Click IMPORTbutton.

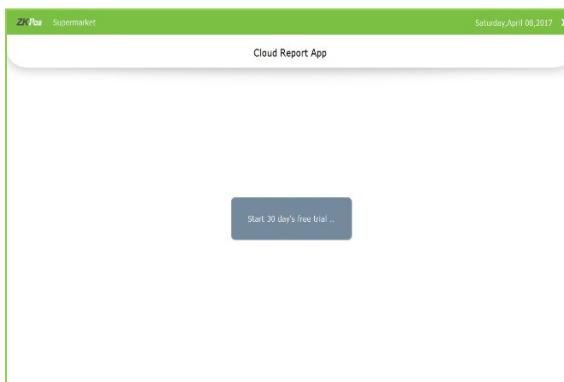
There is an option to download import template. This is for your easiness while trying to import a table to ZKPOS. When you want to import a table to ZKPOS you should download a template first. Click on the download import template button. The downloaded path will be displayed in a confirmation popup.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



EXPORT TABLES

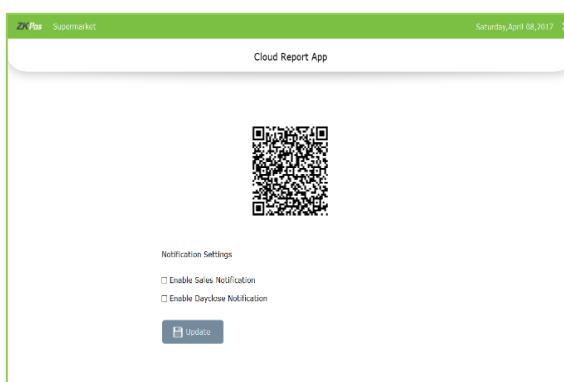
You can export data from ZKPOS to your computer.

- Go to SETTINGS.
- Click on EXPORTTABLES.
- Select the table that you want to export.
- Select the FILE TYPE.
- Select the path to save the table.
- Then click EXPORT button to export the table.



CLOUD REPORT

- We can scan the barcode to view the reports of your supermarket or restaurant.
- You can use the cloud report app for 30 days trial.
- After that you need to activate the license to use this feature.
- Click on that button.



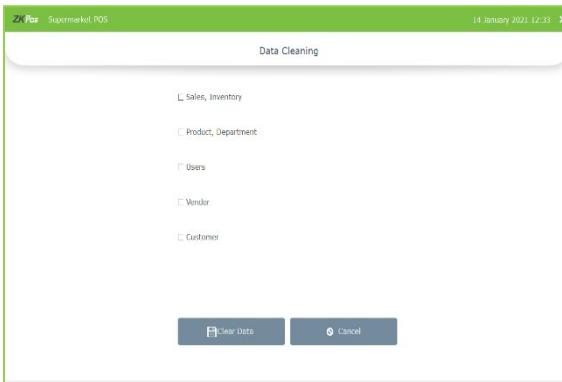
- You can see the barcode that need to scan to get reports of this software in ZKPOS Cloud Report App.
- There is an option to get notifications in our ZKPOS Cloud Report App.
- You will get notification on each sale or day close.
- Select the check box against the option and click update button.



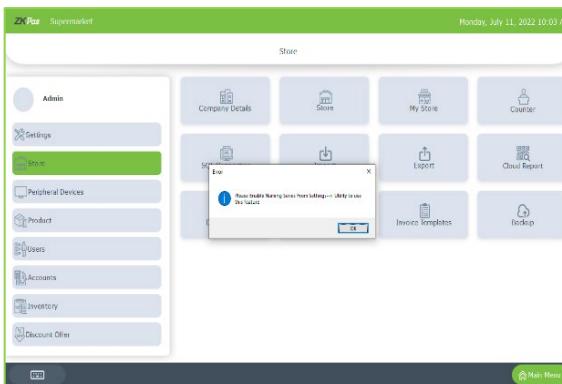
DATA CLEANING

When you want to delete the data stored in ZKPOS, erase everything from it using this functionality. But it needs the ADMIN privilege to do this task.

- Go to SETTINGS.
- Click on DATA CLEANING.
- Enter admin Password.



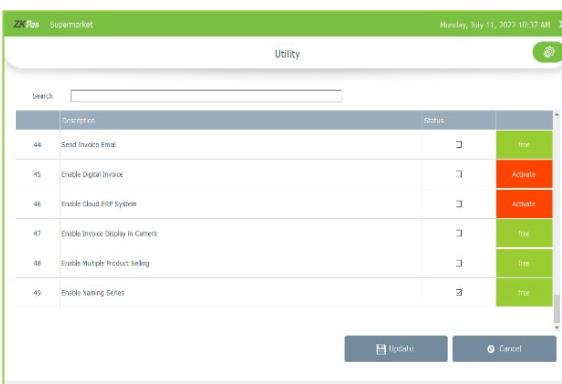
- Select appropriate checkboxes based on your requirements.
- Now click CLEAR button.
- Click YES on the warning popup, and then click OK in the confirmation dialog box.



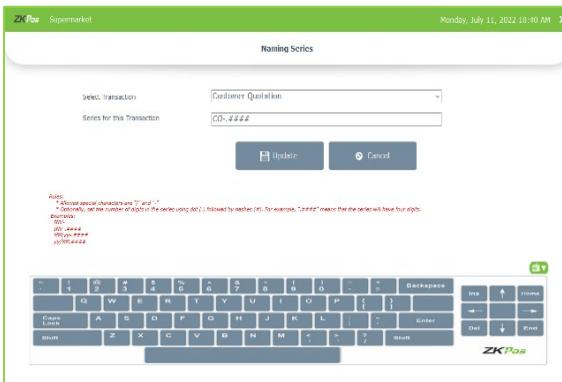
NAMING SERIES

You can set the starting series for receipts, invoices, and quotations here.

- You need to activate the utility from Settings option.
- You cannot activate Naming Series, if you are already activated digital invoice.



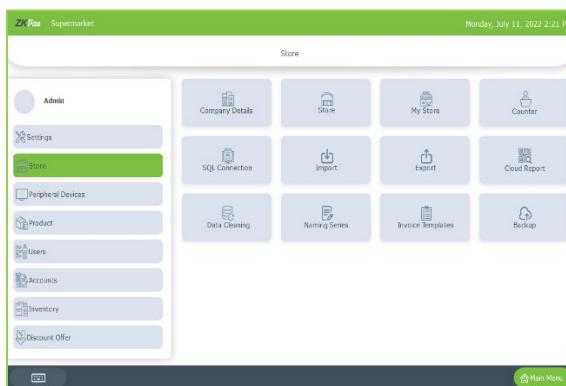
- Go to settings and select Utility option.
- Enable naming series.



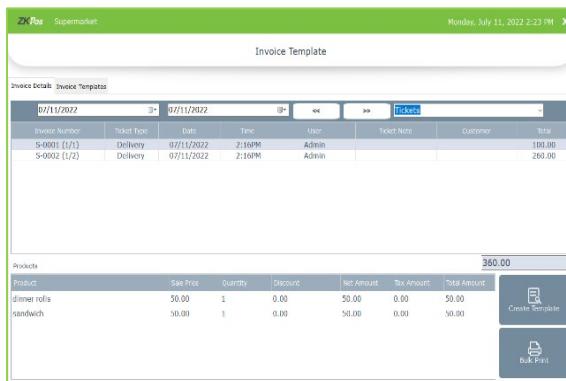
- Open the naming series option.
- You can select the transaction type here.
- Enter the starting series for this transaction.
- Click update button.
- You will get a success message on updating.

INVOICE TEMPLATE

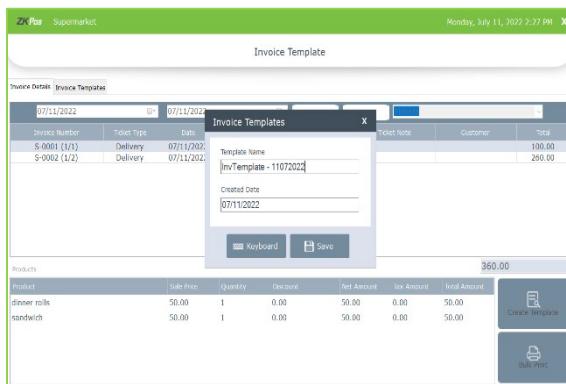
You can create the invoice templates here and take print outs of same template for different customers with different invoice number.



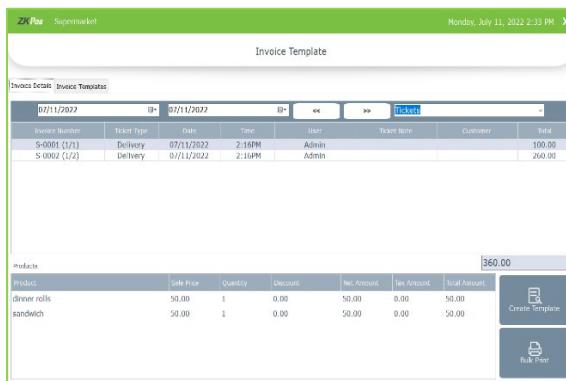
- To create invoice template, click on Invoice Template option.



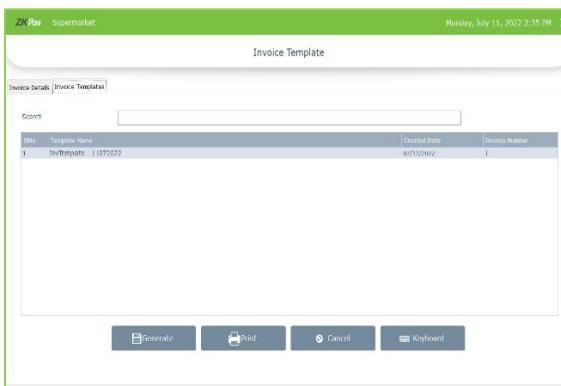
- you can select the invoice by selecting the from date and to date in invoice details tab.
- Click on create template option.



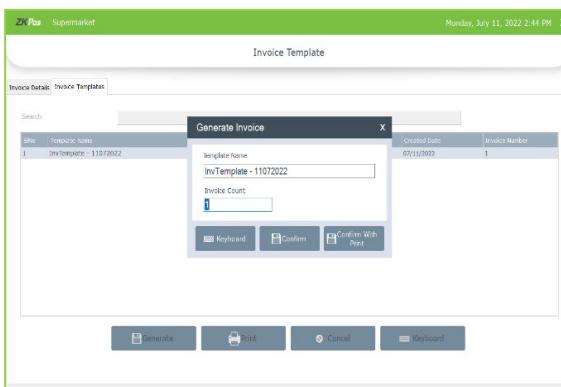
- You can see the template name.
- You can change the template name as your choice.
- Click save button.
- You will get a successful message after clicking save button.



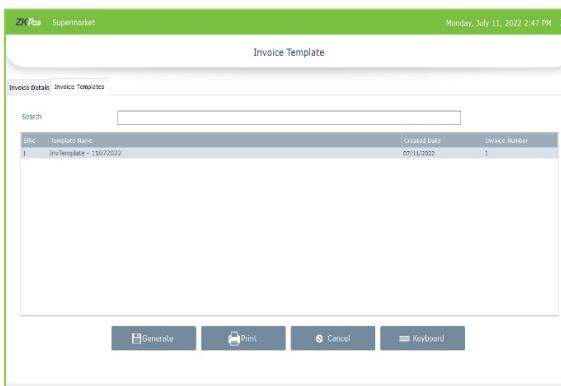
- Now click on Invoice template tab.



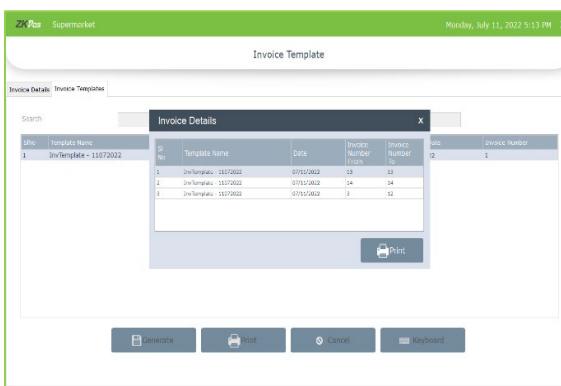
- You can see the invoice template that you created here.



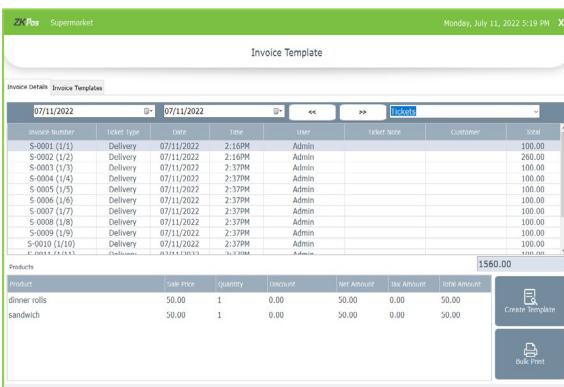
- Click on Generate button.
- Enter the invoice count.
- You can confirm the template count by clicking confirm option and print the invoices later.
- Or you can click confirm with print.
- You can take the print out from here.



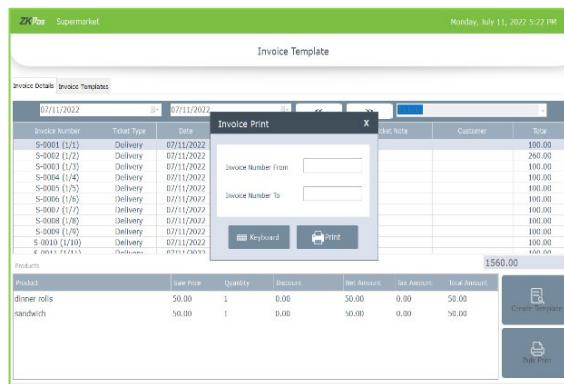
- You can take print outs of generate invoices by clicking Print button.



- You can confirm the invoice details before printing it.
- You can verify the invoice numbers of respective template and click print.



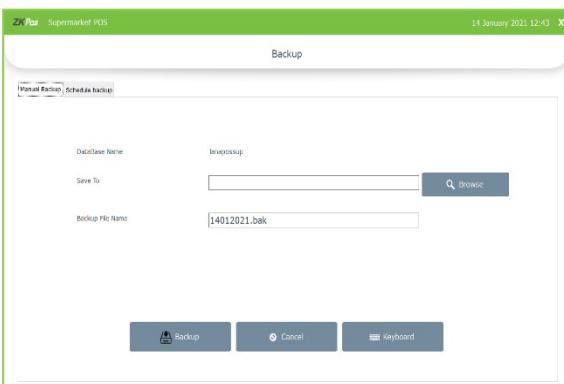
- You can also take bulk print by clicking Bulk print option.



- Enter the starting and ending number of invoices that you need take printouts.
- Click Print option.

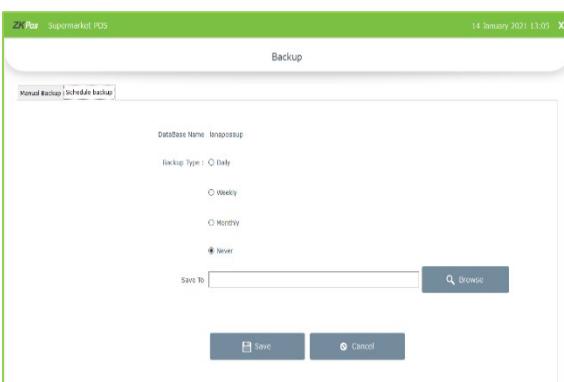
BACKUP YOUR DATA

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



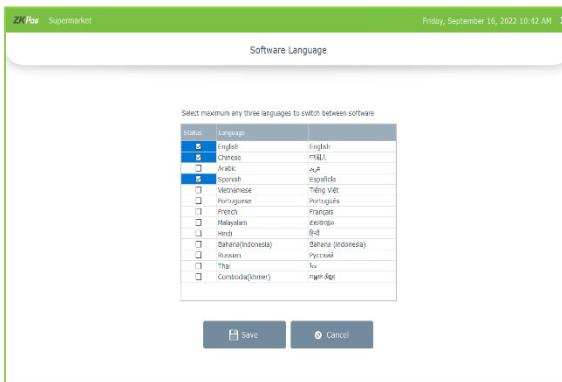
Manual Backup

- Go to the SETTINGS from the MENU OPTIONS, click BACKUP.
- DATABASE NAME** will be there by default.
- You can browse and select the location to store your backup file. Enter the backup file name.
- Click **BACKUP** button to backup or **CANCEL** to cancel the operation.



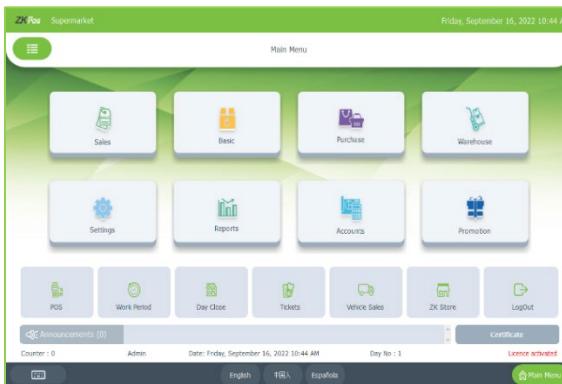
Schedule Backup

- Select the backup type as Daily/Weekly/ Monthly/Never.
- Saved it to anywhere by clicking the browse Button.
- Click Save option.



SOFTWARE LANGUAGE

- You can switch the software language in the new version easily.
- Select maximum three languages you need to switch between
- Click Save.

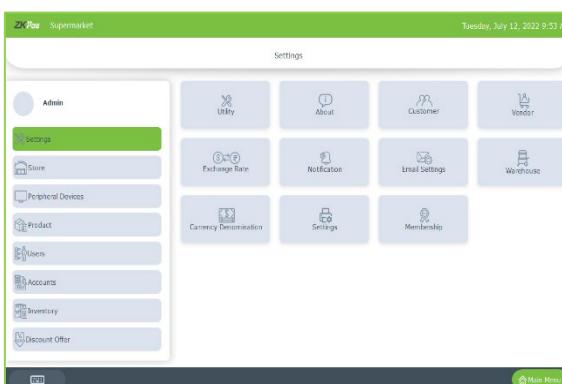


- You can see the switching language as shown in the figure.

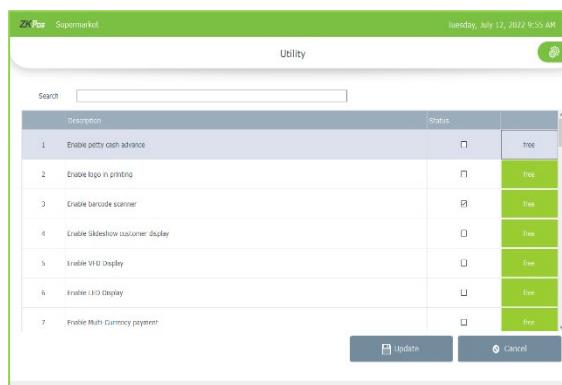
STEP 6 - UTILITIES

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

You need to login as **ADMIN** to view/access **UTILITIES**. After entering the store details, you can access settings menu and others.

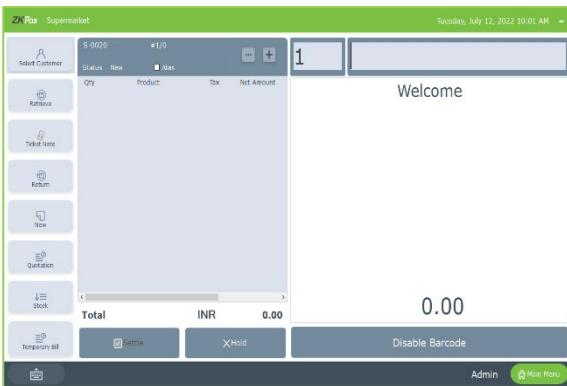


- Go to **SETTINGS**.
- Click on **UTILITY** from the setting options.

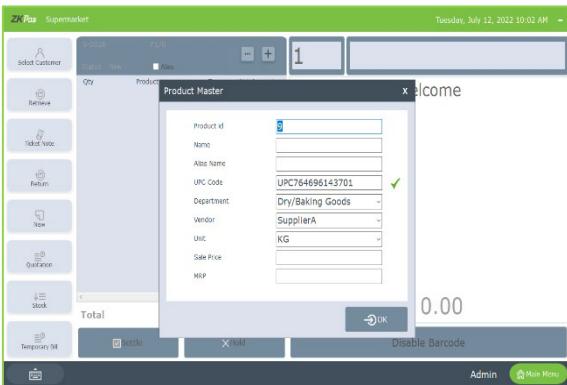


Now let's learn each utility one by one.

1. **ENABLE PETTY CASH ADVANCE:** Petty cash is the advance amount given to cashier before starting billing operation. To enable petty cash, tick on the checkbox corresponds “**ENABLE PETTY CASH ADVANCE**” and then click **UPDATE** button.
2. **ENABLE LOGO IN PRINTING:** This feature enables the logo printing in invoices.
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 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.
6. **ENABLE LED DISPLAY:** To display the **PRODUCT PRICE** and **TOTAL BILL AMOUNT** in the **LED DISPLAY** you must enable this feature.
7. **ENABLE MULTI - CURRENCY PAYMENT:** Customers will be happy if you could produce the invoice in their desired currency. To display total invoice amount in desired currency, enable this feature by ticking on the checkbox that corresponds to “**ENABLE MULTI CURRENCY PAYMENT**”. Then **UPDATE** it.
8. **ENABLE COMBO/SUB PRODUCTS:** You must enable this utility if you want to display **COMBO PRODUCTS** and **SUB PRODUCTS** in the **POS** section.
9. **ENABLE FINGERPRINT LOGIN:** If this feature is enabled users can **LOGIN/REGISTER** using their **FINGERPRINT**.
10. **ENABLE KITCHEN PRINT:** This feature allows kitchen manager to print orders.
11. **ENABLE ORDER PRINT:** By enabling this feature you can take printout of the orders.
12. **ENABLE GIFT AND POINTS:** If you want to set **GIFTS** against invoice count/amount you must enable it here.
13. **ENABLE EDIT PRODUCT:** By enabling this feature you could edit already added product details.
14. **ENABLE MINUS STOCK:** If this feature is enabled you can sale products without stock. For instance, you didn't update the stock receiving details to your **ZKPOS**, but you want to sale the products. You can do it by enabling this utility.
15. **ENABLE CUSTOMER ACCOUNT AUTHENTICATION:** If you have a regular customer, create one account for him. Then customers can add their invoice amount to their customer account.
16. **ENABLE AUTO ROUNDOFF:** This feature will round off the amount in decimals **AUTOMATICALLY**.
17. **ENABLE USERS TO ADD NEW PRODUCT:** This section allows users to add new product in POS when software find invalid barcodes. If you enable barcode scanner in the **UTILITY** you will be redirected to the below window on clicking the **POS** from **MAIN MENU**.



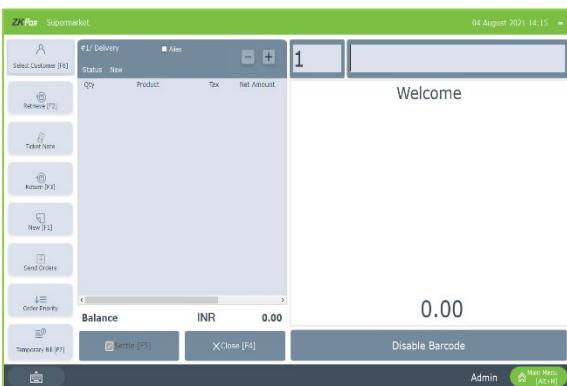
- You can search for a product by typing the barcode of the product in the search field provided and press **ENTER** button.



- If the barcode doesn't match any product in the inventory, a popup window will appear says product not found. Click **OK** button. Now another popup will appear named product master. You can add a new product there.
- Add product name and alias name.
- You can change the UPC code by clicking the tick button (green) against it.
- Add Sale price and MRP.
- Then click **OK** button.

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

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



- After enabling the short cut option in utility, you can see the keyboard short cuts in brackets.

20. **ENABLE PRICE EDIT:** This feature enables to edit a price.

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

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

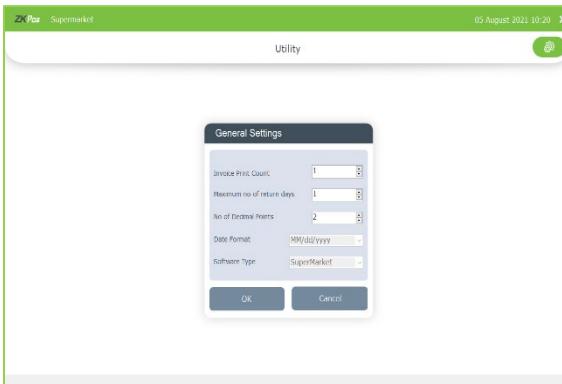
23. **ENABLE DISCOUNT AND ROUND FOR CASHIERS:** Cashier can add discount for customers and round invoice amount for convenience.

24. **ENABLE DISCOUNT AND ROUND FOR CASHIERS (ADMIN PASSWORD):** Cashier can add discount for customers and round invoice amount for convenience after entering the admin password.

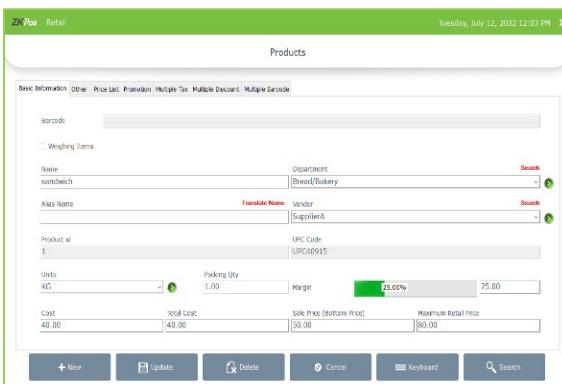
25. **INCLUSIVE TAX CALCULATION:** Enable inclusive tax calculation.

26. **ENABLE EMAIL SCHEDULER:** Enable email scheduler.

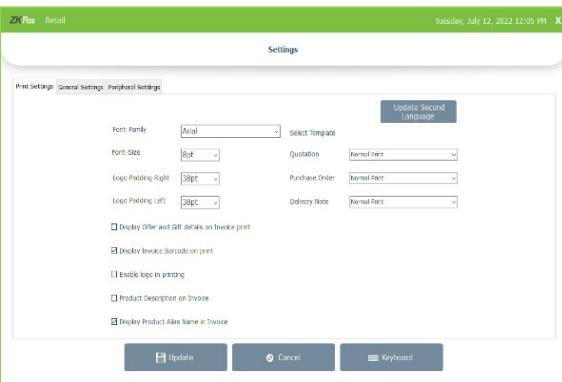
27. **ENABLE NOTIFICATION:** Enable notification.
28. **EASY RETURN:** Enable return. Return products without entering the invoice number.
29. **ENABLE EMAIL FOR WORK PERIOD CLOSING:** This feature is added to get work period close email.
30. **ENABLE AUTO BACK UP:** To enable this feature activate it.
31. **ENABLE SAME BARCODE TO MULTIPLE PRODUCTS:** To add multiple products with same barcode you must enable this feature.
32. **ENABLE REPORT APP:** To enable this feature activate it.
33. **ENABLE PRICE CHECKER:** To enable the price checker activate it.
34. **ENABLE INVENTORY APP:** To enable inventory app activate it.
35. **ENABLE BACK OFFICE:** To enable this feature activate it.
36. **CHECK BOTTOM PRICE:** This feature enables the checking of bottom price while entering a product at the time of sale. In case the sale price after discount and rounding may go beneath the bottom price, a notification will be shown.
37. **ENABLE ROUNDING TAX CALCULATION:** This feature enables the rounding while calculating the tax amount.
38. **ENABLE INCLUSIVE ROUNDING TAX CALCULATION:** To enable rounding in inclusive tax calculation, activate this feature.
39. **DISABLE COST UPDATE ON STOCK RECEIVE:** To disable the cost update on stock receiving, activate this feature.
40. **ENABLE INVOICE PRINT OPTION:** This feature enables the invoice print option.
41. **CLOUD REPORT APP:** This feature enables the cloud report feature. The reports can be viewed from anywhere at any time.
42. **VEHICLE SALES:** Van Sales application enables here. Sales person can deliver products directly to the retailers or end customers.
43. **SEND INVOICE EMAIL:** By enabling this application you can send email invoices to customers, if the email ID saved in software.
44. **ENABLE DIGITAL INVOICE:** By enabling this feature you can take Saudi VAT print both B2B and B2C.
45. **ENABLE INVOICE DISPLAY IN CAMERA:** You can view the invoice details on CCTV monitor if you enable this feature.
46. **ENABLE CLOUD ERP SYSTEM:** You can integrate third party ERP with our ZKPOS Supermarket software by activating this feature.
47. **ENABLE MULTIPLE PRODUCT SELLING:** You can sell multiple products in multiple quantity if you enable this feature.
48. **ENABLE NAMING SERIES:** You can set starting series in numbers or special characters for invoices, receipts, and quotations here.
49. **GENERAL SETTINGS:** You can see one button for general settings in the top of the screen. Here you can set the invoice print count, maximum number of return days, number of decimal points allowed in this software. The date format set as default in software and once you select the software type in supermarket utility software. You can set the translation language for alias name of products while creating it. To edit the values, click on the **GENERAL SETTINGS** button.



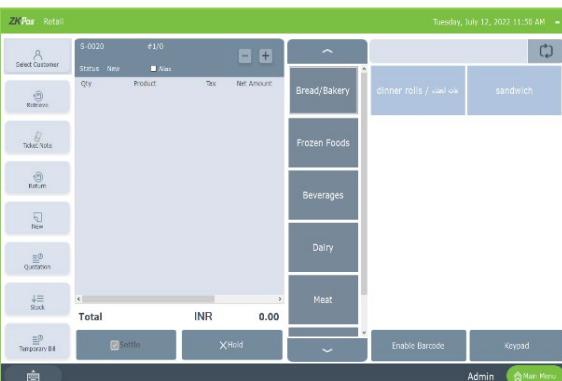
- After making necessary changes, click on **OK** button and then click **UPDATE**.



- Click on translate name for translating the name to the language you selected in general settings.

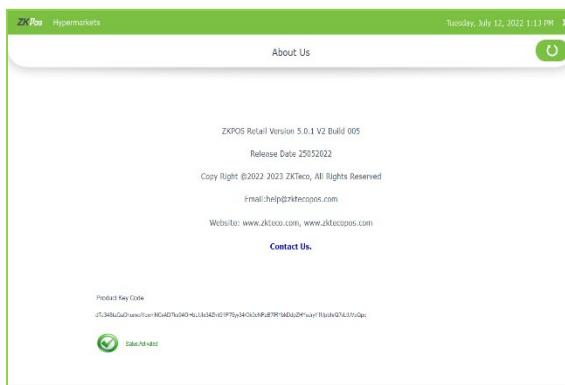


- Go to Settings from settings option.
- Click on print settings tab.
- Check the tick box against 'Display product alias name in invoice'.
- Click update button.

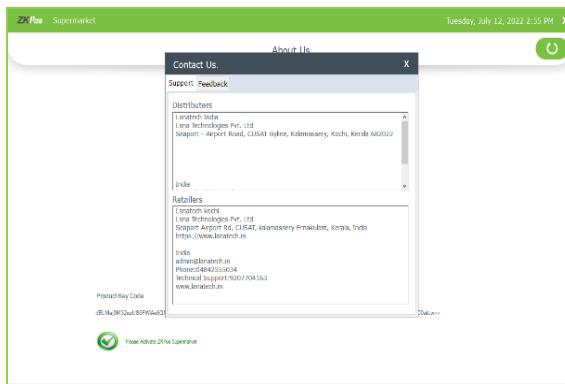


- You can see the alias name also displayed here.

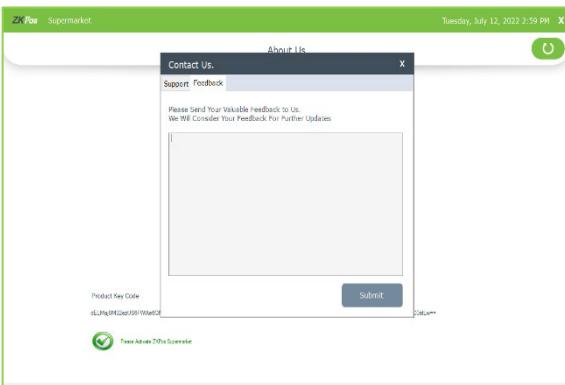
STEP 7 - ABOUT ZKPOS



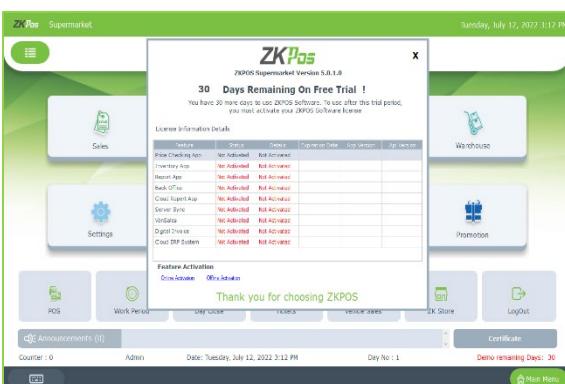
- **ZKPOS** version, Copyright, Website address, Release date, support mail ID etc. are provided in this section. This is just for your reference purpose. You can contact or send your queries to the provided mail id.



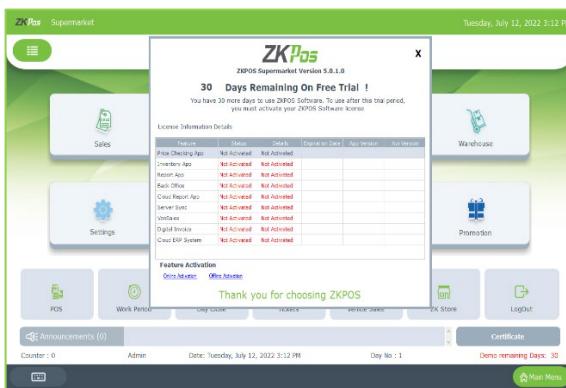
- There is a 'Contact Us' option in About
- You can see the distributor and retailer.



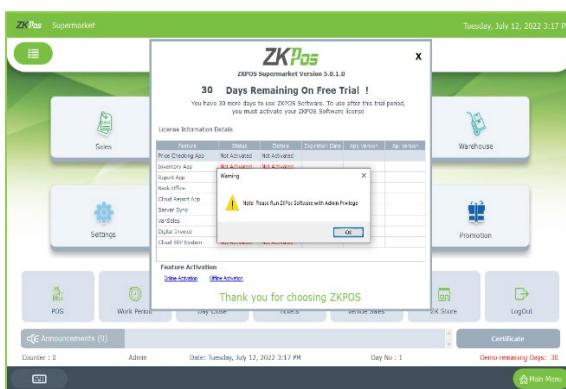
- Write your feedback in the given space and click submit button.



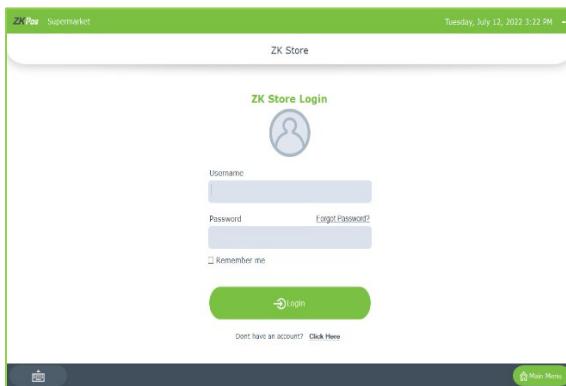
- You can also see a **certificate** button in main menu. It shows the license details. Whether you activated the license or number of days remaining in your demo version



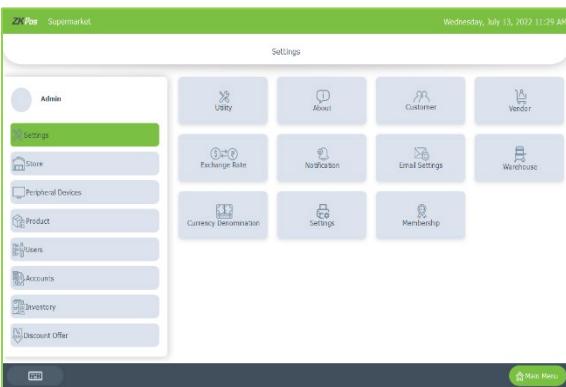
- You can also see the features you activated in certificate.
- You can activate the feature licence by clicking online or offline activation.



- Click on the feature you want to activate.
- Click on online activation.
- You need to open the software with admin privilege to activate features like this.



- Open the software with administrator privilege.
- Go to certificate section.
- Now by click on online activation you will be redirected to the ZK Store login (activation through ZK Store will be discussed in this document later).



STEP 8 - NEW CUSTOMER

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

- Go to **SETTINGS**.
- Click on **CUSTOMER**.
- To add a new customer, click on the **ADD (+)** button.

ZKPos Supermarket

Wednesday, July 13, 2022 11:37 AM

Customers

Basic Information | Other properties | Accounts

Name: [Name] Card Number: [Card Number]
Mobile No: [Mobile No] GST Number: [GST Number]
Mobile No2: [Mobile No2] Discount %: [Discount %]
Type: End Customer Membership: Default
Email ID: [Email ID] Contact Group: Default
Description: [Description] Status: Active
Opening balance: 0
 Email SMS

Save Delete Create Account Cancel Keyboard

- Enter basic customer details in the appropriate fields including customer name, customer name (alias) phone numbers, email id, status, your comments and finally the address of the customer.
- Select the Customer Type from the dropdown. (End Customer/ Retail Customer/ Wholesale Customer).

ZKPos Supermarket

Wednesday, July 13, 2022 11:37 AM

Customers

Basic Information | Other properties | Accounts

Name: [Name] Card Number: [Card Number]
Mobile No: [Mobile No] GST Number: [GST Number]
Mobile No2: [Mobile No2] Discount %: [Discount %]
Type: End Customer Membership: Default
Email ID: [Email ID] Contact Group: Default
Description: [Description] Status: Active
Opening balance: 0
 Email SMS

Save Delete Create Account Cancel Keyboard

- Enter card number, discount if the customer is a special case and fill rest of the fields with relevant values.
- You can send the invoice through email or SMS by selecting the check box near them. Need to activate the feature in utility.

ZKPos Supermarket

Wednesday, July 13, 2022 11:40 AM

Customers

Basic Information | Other properties | Accounts

Address1 (Building No.): [Address1] Address2 (Building No.): [Address2]
Address2 (Street): [Address2] Address3 (Alias): [Address3]
City: [City] City (Name): [City Name]
District: [District] District (Name): [District Name]
Country: [Country] Country (Name): [Country Name]
Postal Code: [Postal Code] Postal Code (Alias): [Postal Code Alias]
Address1 No: [Address1 No] Address2 No: [Address2 No]
Address: [Address]
 Set as default Address

Save Delete Create Account Cancel Keyboard

- Click on other properties
- You can add customer address here and click save button

ZKPos Supermarket

Wednesday, July 13, 2022 11:44 AM

Customers

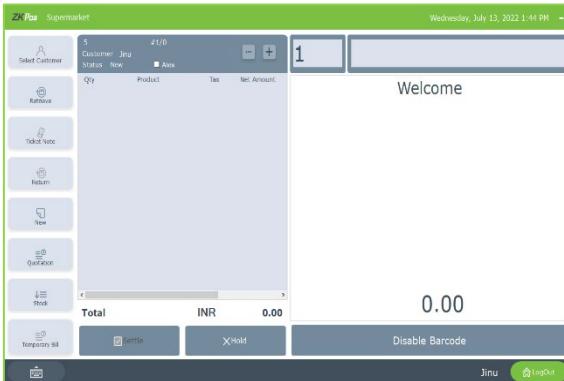
Basic Information | Other properties | Accounts

Address: address 1,address 2,city,city,Country,654564

Create Account

Update Delete Create Account Cancel Keyboard

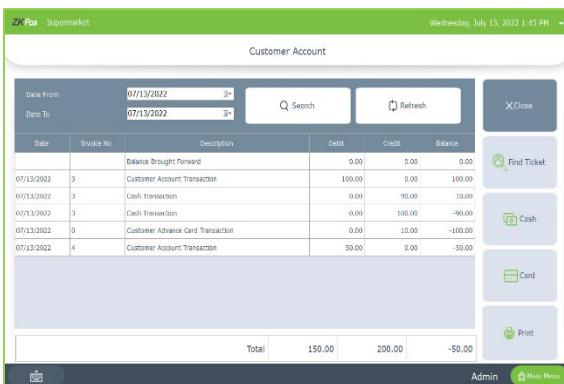
- If the customer has multiple address, you can add it
- Click on the Add button
- Enter the details as shown in the figure and click update button.
- If you want to create an account for the customer, click on the **CREATE ACCOUNT** button.
- Save the details by clicking on the **SAVE** button.
- You can set one address as default one by selecting the check box



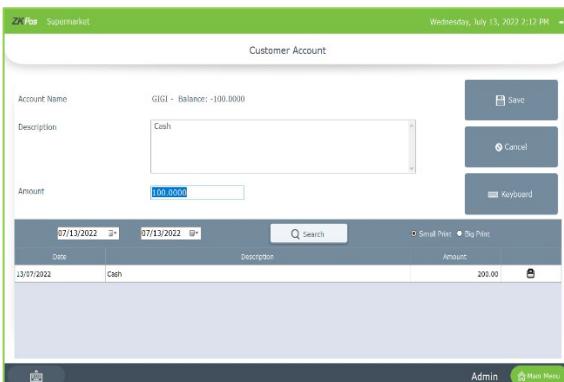
- After creating an account for the customer, login settings will be shown at the right top side of the window. Click on it.
- Enter the **userID** and **Password** and finally click **UPDATE** button. Now that user can login to this software using the provided user ID and Password.
- Login interface is same for all users. When a customer login to **ZKPOS SUPERMARKET** he/she will redirect directly to the **POS** section.
- The customer can select all the product he/she want to purchase from your shop. After selecting they can send their order.
- To settle the bill, click on the **SETTLE** button.

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

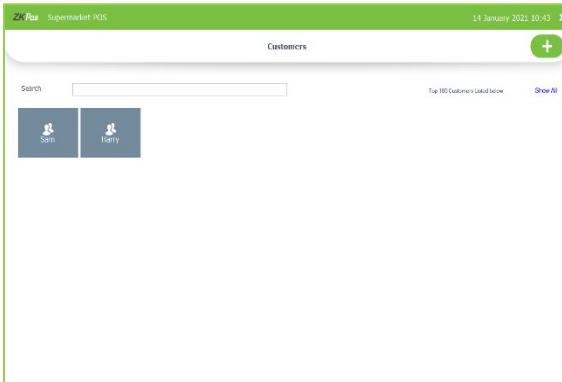
Later Admin/Cashier can view customer account transactions and pending invoices. To view the customer account details, Login as admin or cashier.



- Go to **POS** section and click on the **SELECT CUSTOMER** button.
- Go to Sales and then to customer sales
- Select the customer and click on the **ACCOUNT DETAILS** button.
- You can select the customer option from settings and select the customer's name and click accounts tab
- Now you can see the pending invoices for that customer.
- Select the invoice, click find ticket to go to ticket.
- Settle the bill by clicking cash/ card.



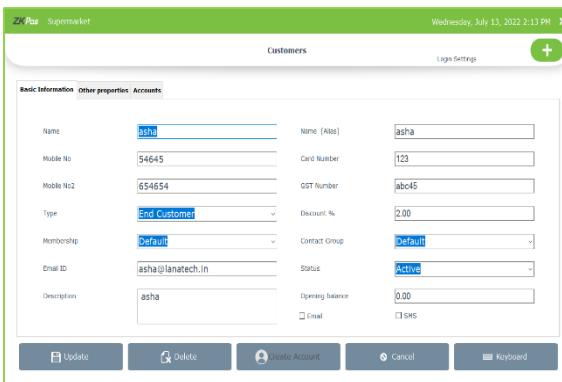
- You can settle the amount directly from the above screen
- Select any customer account transaction.
- Choose cash or card.
- Enter the amount at the respective field and click save button.
- You can take customer account details print out by clicking print button.



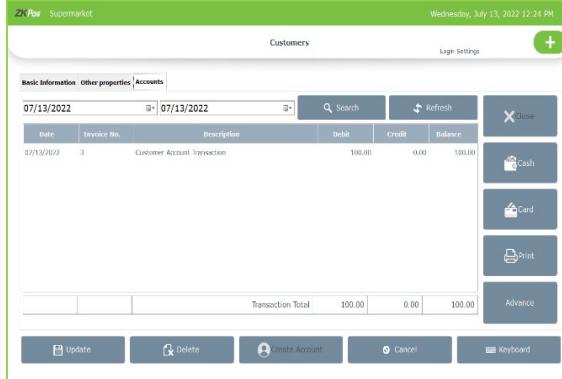
EDIT / DELETE A CUSTOMER

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

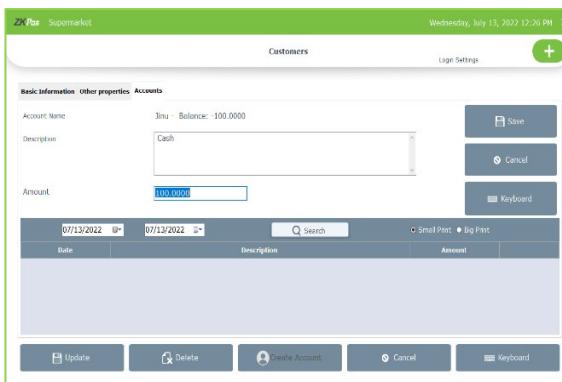
- Go to **SETTINGS**.
- Click **CUSTOMER** from the menu options.
- You can see the saved customers as shown above. Click on the Customer that you want to delete.



- If you want to edit the customer details, then make necessary changes and click **UPDATE** button.
- Otherwise click **DELETE** button and **YES** in the confirmation pop up.
- Click **OK** in the confirmation dialog box.



- You can see the account details of the customer who purchases the items through customer account in POS.
- You can make the payment by selecting the respective invoice.
- Click on the invoice and click on cash or card.



- Enter description and amount that customer must pay.
- Click save button.

The screenshot shows a software interface titled 'Customers' with a date range from 07/13/2022 to 07/13/2022. It displays a table of transactions:

Date	Invoice No.	Description	Debit	Credit	Balance
07/13/2022	3	Customer Account Transaction	100.00	0.00	100.00
07/13/2022	3	Cash Transaction	0.00	90.00	10.00
07/13/2022	3	Cash Transaction	0.00	100.00	-90.00

Total: 100.00 | 190.00 | -90.00

Buttons at the bottom include: Update, Delete, Create Account, Cancel, and Keyboard.

- You can see the cash transaction here.
- By clicking the print button, you can take print out of the account details.
- We can add advance amount to the customer account by selecting advance option.

The screenshot shows a software interface titled 'Customers' with a date range from 07/13/2022 to 07/13/2022. It has fields for Customer (Jnu), Advance Date (07/13/2022), and Advance (0). Below these are tables for Date, Receipt No., and Amount.

Date	Receipt No.	Amount
07/13/2022	420614280	10.00

Total: 10.00

Buttons at the bottom include: Update, Delete, Create Account, Cancel, and Keyboard.

- Enter advance amount.
- Select cash or card.
- You can also delete the advance if you want to.

The screenshot shows a software interface titled 'Customers' with a date range from 07/13/2022 to 07/13/2022. It has fields for Customer (Jnu), Advance Date (07/13/2022), and Advance (0). Below these are tables for Date, Receipt No., and Amount.

Date	Receipt No.	Amount
07/13/2022	420614280	10.00

Total: 10.00

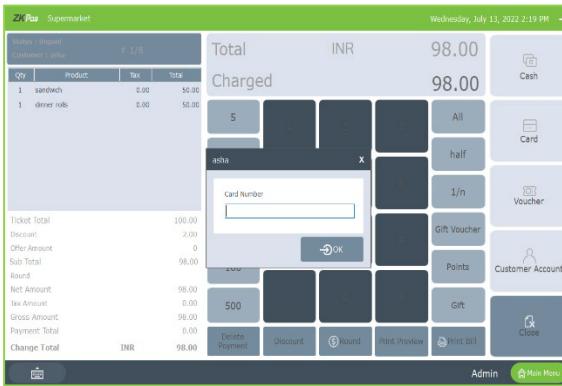
Buttons at the bottom include: Update, Delete, Create Account, Cancel, and Keyboard.

- You can see the advance details as shown in the figure.
- You can delete the entry if you want to.
- There is a print option to take print out of the advance details.
- You can give it to the customer as a receipt.

The screenshot shows a software interface titled 'Customers' with a date range from 07/13/2022 to 07/13/2022. It includes fields for Name (Sigi), Mobile No (13232323), Mobile No2, Type (End Customer), Membership (Default), Email ID, Description, and various status and contact details. The 'Opening Balance' field is set to 10.00.

Buttons at the bottom include: Update, Delete, Create Account, Cancel, and Keyboard.

- You can add opening balance to the customer in the respective field.
- You need to create an account to the customer to add opening balance here.



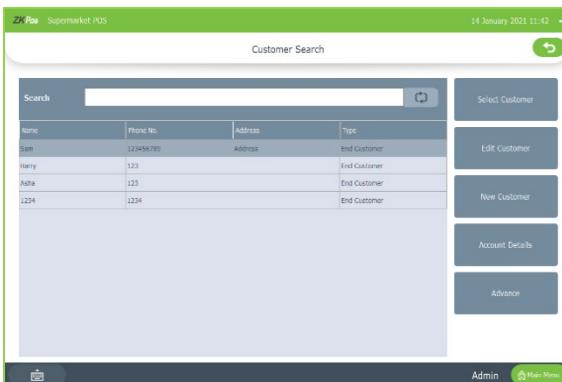
CUSTOMER ACCOUNT AUTHENTICATION

- Enable the customer account authentication utility.
- While saving a customer, enter the card number in other properties.
- Go to POS section in main menu.
- Click select customer and choose the products from product list.
- Click settle button and choose customer account as payment type.
- You get a pop up to enter the card number if the customer has one otherwise the ticket gets settled.
- Enter the card number in the pop up and click ok.



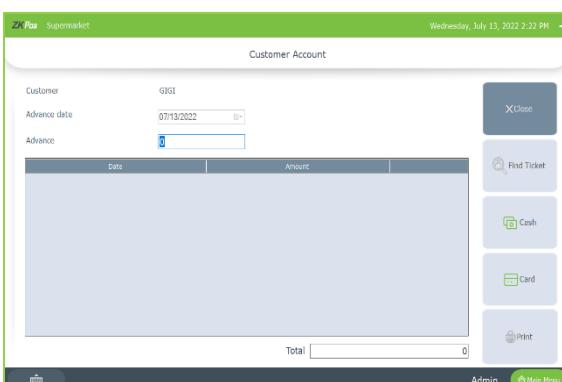
ADD CUSTOMER DETAILS ON PAYMENT TIME

- Enable 'Add customer details on payment time' option from utility.
- Go to POS section in main menu.
- Choose the products.
- Click settle button.
- Enter the amount and click on the payment mode.
- You get a pop up to enter the mobile number of that customer.
- Enter the mobile number you want to save it and click OK.
- Otherwise click close button.
- You can edit the details in future by go to customer option.

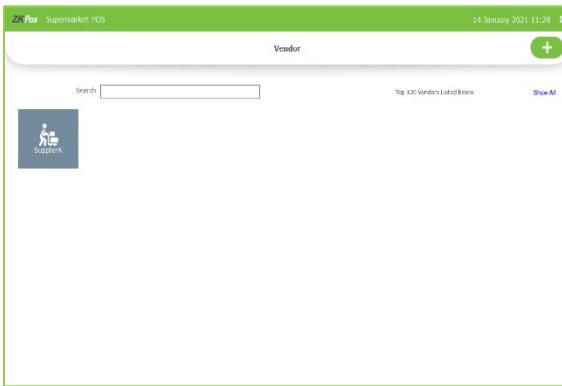


CUSTOMER ADVANCE OPTION

- Go to POS section.
- Click select customer and select a customer from the list.
- Click advance option as shown in the figure.



- Enter the advance amount in respective field.
- Click cash or card.
- Delete the entry by clicking delete button against each detail.
- You can take print out of the advance details by clicking print button.



STEP 9 - ADDING NEW VENDOR

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

- Login as **ADMIN**.
- Go to **SETTINGS**.
- Choose **VENDOR** and then click **ADD (+)** button.

Name:	<input type="text"/>	Address:	<input type="text"/>
Mobile No:	<input type="text"/>	Email ID:	<input type="text"/>
Mobile No2:	<input type="text"/>	GST Number:	<input type="text"/>
Address1 (Building No.)	<input type="text"/>	Additional No:	<input type="text"/>
Address2 (Street)	<input type="text"/>	Other ID:	<input type="text"/>
City:	<input type="text"/>	Status:	<input type="text"/> Active
District:	<input type="text"/>	Description:	<input type="text"/>
Country:	<input type="text"/>	Opening Balance:	<input type="text"/> 0
Postal Code:	<input type="text"/>		

Buttons: Save, Delete, Cancel, Keyboard

- Enter the **VENDOR DETAILS** in the appropriate fields like Name, Phone Number, Email ID, Status, Vat Register Number and Address.
- The detailed address with postal code can be viewed in text box as in the figure.
- After entering necessary details click **SAVE** button.

Name:	<input type="text"/> SupplierA	Address:	<input type="text"/> Supplier Address
Mobile No:	<input type="text"/> 123456789	Email ID:	<input type="text"/> SupplierA@gmail.com
Mobile No2:	<input type="text"/> 123456789	GST Number:	<input type="text"/>
Address1 (Building No.)	<input type="text"/>	Additional No:	<input type="text"/>
Address2 (Street)	<input type="text"/>	Other ID:	<input type="text"/>
City:	<input type="text"/>	Status:	<input type="text"/> Active
District:	<input type="text"/>	Description:	<input type="text"/> SupplierA
Country:	<input type="text"/>	Opening Balance:	<input type="text"/> 222.00
Postal Code:	<input type="text"/>		

Buttons: Update, Delete, Cancel, Keyboard

- If you want to see the Vendor's account transactions, then click on the vendor.
- Click on the **ACCOUNT** button as you see in the figure.

Date	Description	Debit	Credit	Balance
01-14-2021	Stock Receive[1]	0.00	\$10.00	\$10.00

Buttons: Close, Cash, Card, Print, Advance

- Choose the date range to view the transaction details.
- Click **SEARCH** button. It will display the transactions happened during the selected time.

ZKPos Supermarket

Wednesday, July 13, 2022 2:56 PM X

Vendor

Basic Information Accounts

Account Name: SupplierA - Balance : 200.0000

Voucher No:

Description: Cash Payment

Amount: 200.0000

Save Cancel Keyboard

07/13/2022 07/13/2022 Q Search Small Print Big Print

Date	Description	Voucher No.	Amount
07/13/2022	Cash Payment		200.00

- To settle the amount, enter the amount and description. Select the required transaction and then click on any payment mode (Cash/Card).
- Click **SAVE** button.

ZKPos Supermarket

Wednesday, July 13, 2022 6:30 PM X

Vendor

+ Basic Information Accounts

Name: SupplierA

Invoice No.: 1

Invoice Date: 07/13/2022

Advance: 0

Description:

Date	Invoice No.	Amount
07/13/2022	1	100.00
07/14/2022	2	200.00

Close Cash Card Print Advance

Keyboard Total 0

Q Search Small Print Big Print

- To give an advance amount to vendor, click on Advance button.
- Enter the invoice number, advance amount, and description.
- Click on the payment mode.

ZKPos Supermarket

Thursday, July 14, 2022 10:43 AM X

Vendor

+ Basic Information Accounts

Name: SupplierA

Invoice No.: 1

Invoice Date: 07/14/2022

Advance: 300.00

Description:

Date	Invoice No.	Amount
07/13/2022	1	100.00
07/14/2022	2	200.00

Close Cash Card Print Advance

Keyboard Total 300.00

Q Search Small Print Big Print

- You can view the advance details here.

ZKPos Supermarket

Wednesday, July 13, 2022 2:56 PM X

Vendor

Basic Information Accounts

Account Name: SupplierA - Balance : 100.0000

Voucher No:

Description: Cash Payment

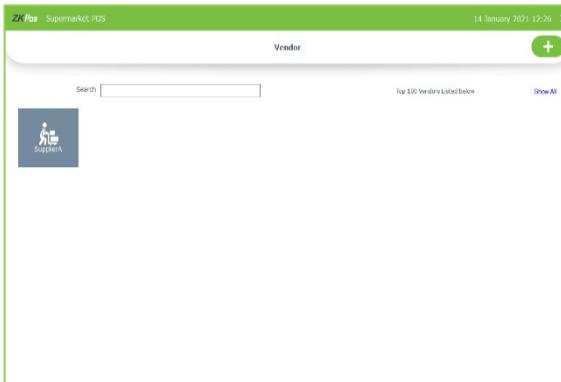
Amount: 100.0000

Save Cancel Keyboard

07/13/2022 07/13/2022 Q Search Small Print Big Print

Date	Description	Voucher No.	Amount
13/7/2022	Cash Payment		200.00

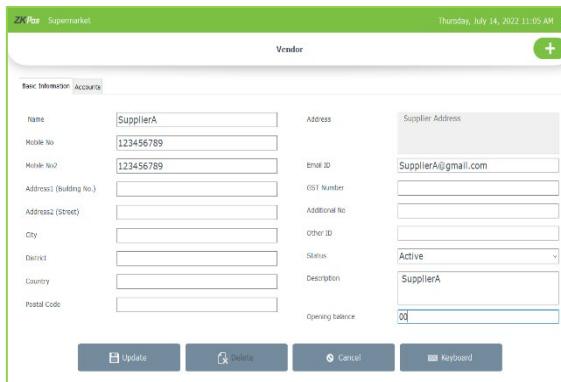
- You can take print outs/ receipt for vendor by clicking the print icon.
- You can also select whether you need big print or small print.



EDIT / DELETE A VENDOR

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

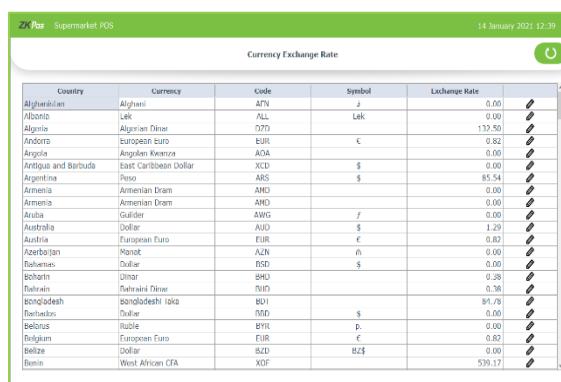
- Go to **SETTINGS**.
- Click on **VENDOR**.



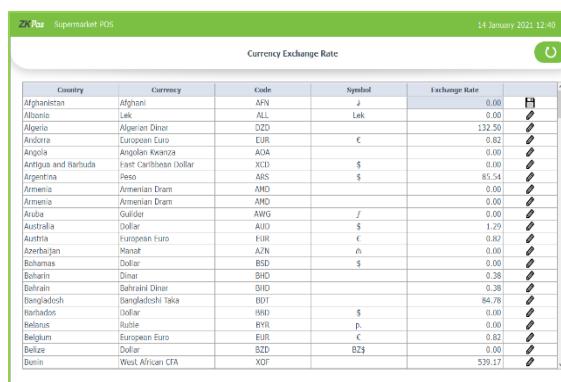
- Every saved vendor name will be displayed, you must choose the vendor that you want to edit/ delete.
- If you want to edit, then make necessary changes and click **UPDATE** button.
- Now click on the delete button and **YES** in the confirmation pop up.
- Click **OK** in the confirmation dialog box.
- You cannot delete the default supplier.

STEP 12 - EXCHANGE RATE

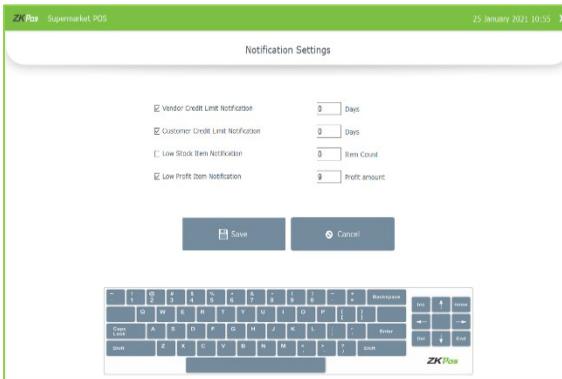
Some customers may feel happy if you could produce the invoice in their native currency rate, or there may be situations where you need to deal with foreign customers. So, you can know the exchange rates easily with this functionality. It is possible by updating the **EXCHANGE RATE**.



- First you need to enable multi – currency payment in the **UTILITY**.
- Now, go to **SETTINGS**.
- From the menu options, click **EXCHANGE RATE**.
- Click **ONLINE UPDATE** button (round arrow) to update current day's currency values.



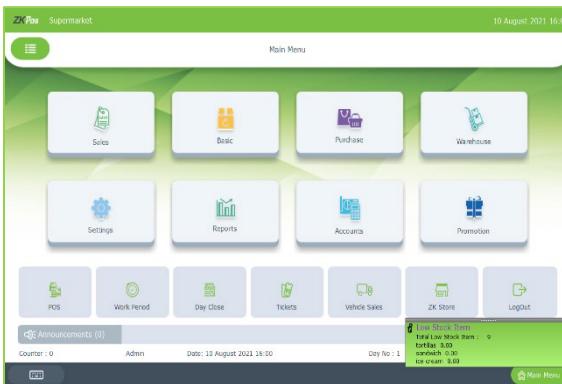
- Sometimes **online update** may not be available for some currencies. So, there is an option for manual update.
- Click on the pencil symbol corresponds to the currency that you want to edit. Then exchange rate field will become editable and you can edit it. After making the necessary changes, click on the save symbol corresponds to that field.
- Now all your changes will be saved.



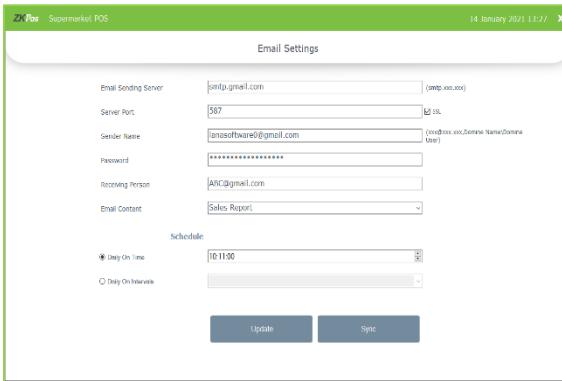
STEP 16 - NOTIFICATION

Enable Notification in the utility settings.

- Go to **Settings**.
- Click on the **Notification** and enable the items to get notifications.
- Click **Save**.

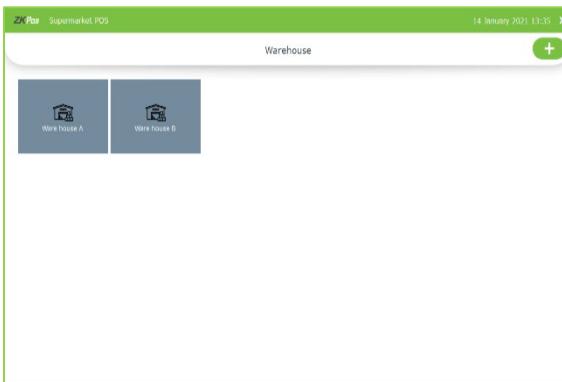


- You can see the notification while log in to the software as a pop up.



STEP 17 - EMAIL SETTINGS

- Go to **Settings**.
- Click on the **Email Settings** and edit the details.
- Schedule the email.
- Click **Sync** and **Update**.
- Need to activate enable email scheduler in utility



STEP 18 - WAREHOUSE

- Go to **Settings**.
- Click on the **Warehouse**.

ZKPos Supermarket

Warehouse

Name: [] VAT No: []

Phone No: [] Company: ZKTECO

Address: [] Description: []

Email ID: [] Status: Active

Default Warehouse

Save Delete Keyboard Cancel

- To add a new Warehouse, click on the **ADD** Button.
- Enter the details
- Select if the warehouse is default one or not
- Click **save** option.

ZKPos Supermarket POS

Currency Denomination

Currency Type: India INR

Denomination value: []

Currency Type	Denomination value	
India Rupee	2000.0000	X
India Rupee	500.0000	X
India Rupee	200.0000	X
India Rupee	100.0000	X
India Rupee	20.0000	X
India Rupee	10.0000	X

Save Cancel Keyboard

STEP 21 - CURRENCY DENOMINATION

- Click currency denomination option.
- Currency type is already selected by default.
- Enter denomination value.
- Click save.

ZKPos Supermarket POS

Announcements Master

Announcements: hai

All Admin

Date From: 01/25/2021 Date To: 01/25/2021

Save Cancel Keyboard

STEP 20 - ANNOUNCEMENTS

- Go to **Settings**.
- Click on **Announcements**.
- Click **Add (+)** button.
- Enter the announcement, select to whom it shows and enter the date range.
- The announcement will be shown in the main menu at the respective field.

STEP 23 - SETTINGS

ZKPos Supermarket

Settings

Print Settings General Settings Peripheral Settings

Font Family: Arial

Font Size: 8pt

Logo Padding Right: 8pt

Logo Padding Left: 8pt

Display Offer and Gift details on Invoice print.

Display Invoice Barcode on print.

Enable logo in printing.

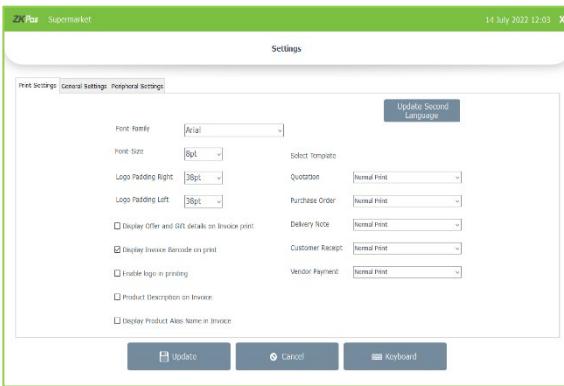
Product Description on Invoice.

Display Product Also Name in Invoice.

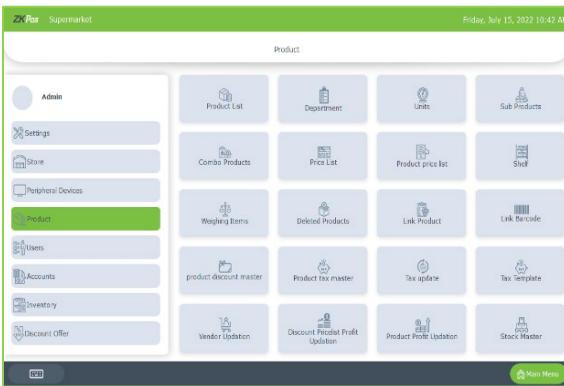
Update Cancel Keyboard

Print Settings

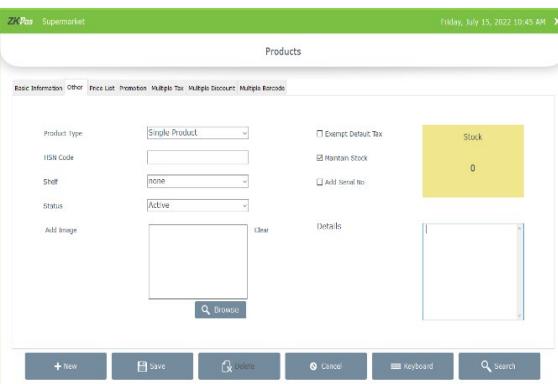
- Enter the font family and font size.
- Select the logo padding details.
- Update the second language.
- Select if you want to display offer and gift details and invoice barcode on print.
- If you need to see the logo in print select it.



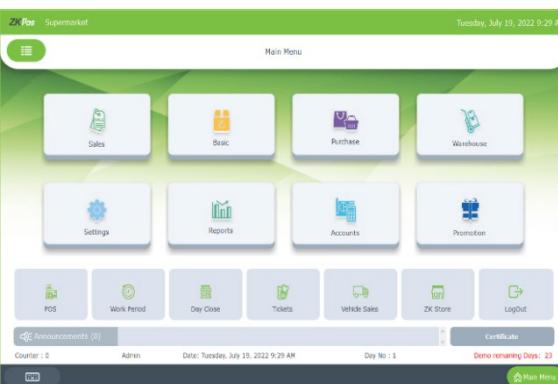
- By enabling the product description on invoice print, you can see the product description you entered while adding a product.



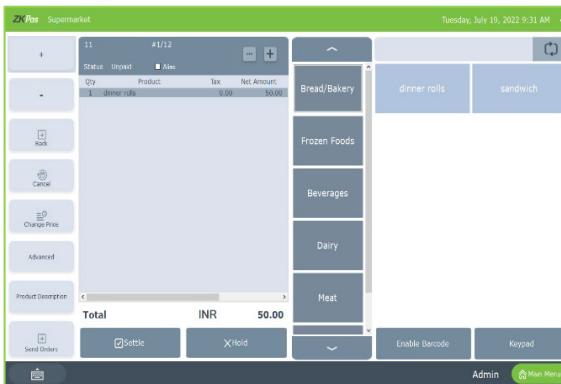
- You can add product description in two ways.
- You can add the description while you add a product manually.
- Go to products and then to product list.



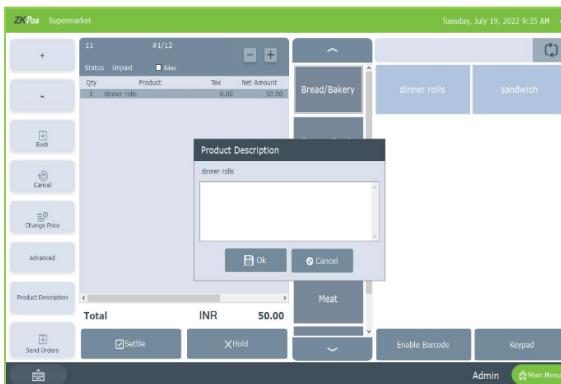
- Enter the basic information and click 'other' tab.
- You can see the details option.
- Enter the product description there.



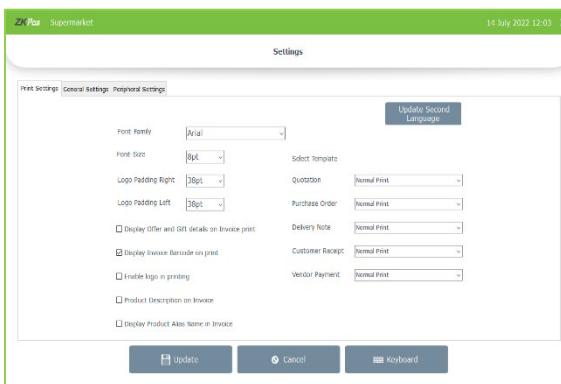
- Another way to add description is while selecting the items.
- Click on POS option.



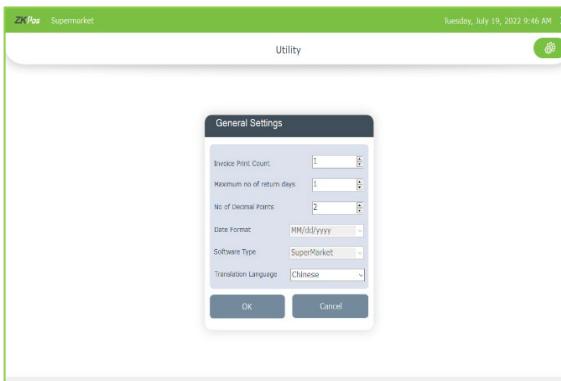
- Select the product that you want to sale.
- Click on the product as shown in the figure.
- Select product description option.



- Enter product description here.
- Click OK button.



- To display the product alias name in invoice, enable 'Display product alias name in Invoice option'.
- Update the settings.



- Select the translation language from Utility > general settings.
- Click OK.

This screenshot shows the ZKPos Supermarket software interface for managing products. The main window displays a product record for 'sandwich'. Key details include:

- Name:** sandwich
- Department:** Bread/Bakery
- Alias Name:** ساندويتش
- Product Id:** I
- UPC Code:** UPC40915
- Units:** KG
- Packing Qty:** 1.00
- Margin:** 25.00%
- Cost:** 40.00
- Total Cost:** 40.00
- Sale Price (bottom price):** 50.00
- Maximum Retail Price:** 80.00

Buttons at the bottom include: + New, Update, Delete, Cancel, Keyboard, and Search.

- Select product > product list.
- Create a product or search a product.
- Click on 'Translate name' option.
- You can see the alias name as shown in the figure.
- Update or save the details.

This screenshot shows the ZKPos Supermarket software interface in the POS section. A search results grid is displayed, showing items like 'dinner rolls / 晚餐卷' and 'sandwich / ساندويتش'. The left sidebar contains various POS-related icons such as 'Selected Customer', 'Receipt', 'Ticket Note', 'Return', 'New', 'Quotation', 'Zed', 'Temporary Bill', and 'Admin'. The bottom navigation bar includes 'Enable Barcode', 'Keypad', 'Admin', and 'Main Menu'.

- Now select POS section.
- You can see the alias name also according to the language you selected in general settings.
- You will also get the alias name in invoice print.

This screenshot shows the ZKPos Supermarket software interface in the Settings section, specifically the Print Settings tab. It allows users to configure print templates for various documents. Key settings include:

- Font Family:** Arial
- Font Size:** 8pt
- Select Template:** Quotation, Purchase Order, Delivery Note, Customer Receipt, Vendor Payment
- Print Options:**
 - Display Offer and GRN details on Invoice print
 - Display invoice barcode on print
 - Mobile logo in printing
 - Product description on invoice
 - Display Product Alias Name in invoice

Buttons at the bottom include: Update, Cancel, and Keyboard.

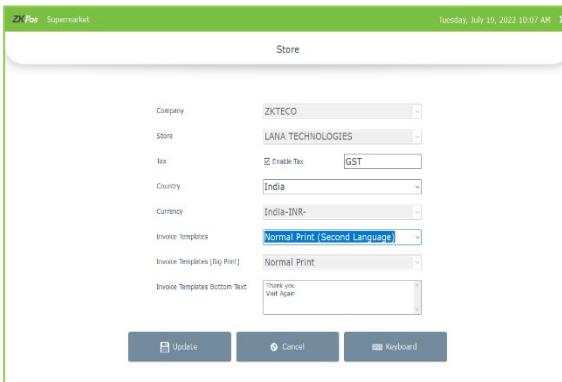
- We can select the template for quotation, purchase order, Delivery note, customer receipt and vendor receipt.
- You can either select normal print or normal print with second language.

This screenshot shows the ZKPos Supermarket software interface in the Print Setting section. It displays a list of print fields and their corresponding second language translations. Key entries include:

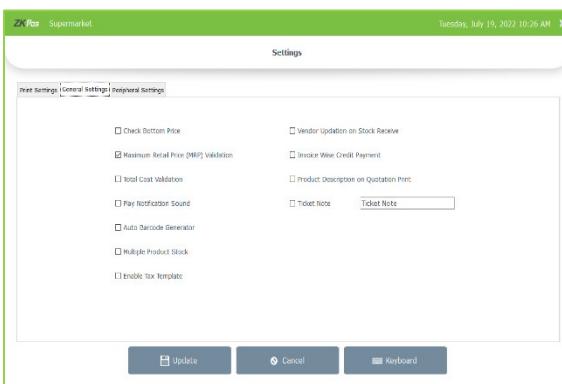
Name	Second Language [Edit]
Dry No	رقم فاكس
Invoice No	رقم فاتورة
Date	التاريخ
Print Date	تاريخ طباعة
GRN	الفرغ
Guest	ضيوف
Items	المنتجات
Balance	คงة
Price	السعر
Total	المجموع
Tax	الضريبة
Net Total	المجموع بعد الضريبة

Buttons at the bottom include: Update, Cancel, and Keyboard.

- You can update the second language from print settings window by clicking on the 'UPDATE SECOND LANGUAGE' button.

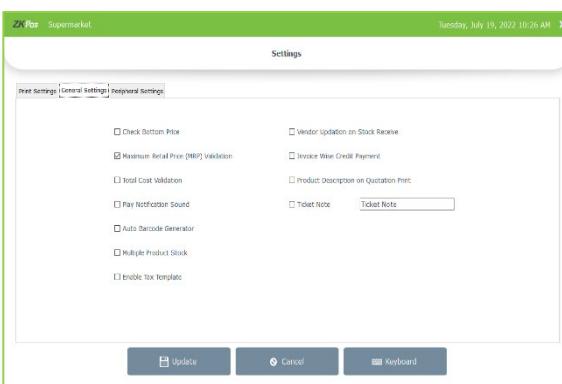


- To print the second language on invoice, update the second language in print settings.
- You must select the second language option from my store as shown in the figure- normal print (second language).

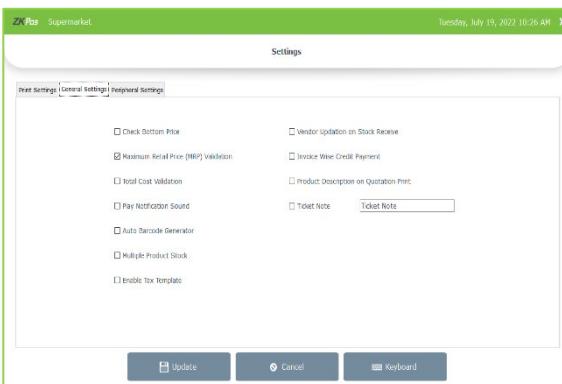


General Settings

- This feature enables the checking of bottom price while entering a product at the time of sale. In case the sale price after discount and rounding may go beneath the bottom price, a notification will be shown.
- If you select Maximum Retail Price (MRP) Validation, the software will check if the price of goods goes beyond MRP. If you deselect the option, you can sell a product with price beyond MRP.



- You can remove the cost validation by unticking that option. And you can sell the products with sale price less than cost price.
- You can play notification sounds while selecting products by enabling 'play notification sound'.



- You can automatically generate barcode while adding products to the software.
- For that tick on the check box against 'Auto barcode Generator'.

ZKPos Supermarket Tuesday, July 19, 2022 3:50 PM X

Products

Basic Information Other Price List Promotion Multiple Tax Multiple Discount Multiple Barcode

Barcode:

Weighing Items

Name: <input type="text" value="Bread/Bakery"/>	Department: <input type="text" value="Bread/Bakery"/>	Search	
Alias Name: <input type="text" value=""/>	Translate Name: <input type="text" value=""/>	Vendor: <input type="text" value="Supplier B"/>	Search
Product ID: <input type="text" value="9"/>	UPC Code: <input type="text" value="UPC053696143701"/>		
Units: <input type="text" value="KG"/>	Packing Qty: <input type="text" value="1.00"/>	Margin: <input type="text" value="0%"/>	Margin: <input type="text" value="0"/>
Cost: <input type="text" value="0"/>	Total Cost: <input type="text" value="0.00"/>	Sale Price (Bottom Price): <input type="text" value="0"/>	Maximum Retail Price: <input type="text" value="0"/>

+ New Save Delete Cancel Keyboard Search

- You can see the barcode automatically generated there.

ZKPos Supermarket Tuesday, July 19, 2022 3:51 PM X

Settings

Print Settings | General Settings | Peripheral Settings

Check Bottom Price Maximum Retail Price (MRP) Validation
 Total Cost Validation Bar Notification Sound
 Auto Barcode Generator Multiple Product Stock
 Enable Tax Template

Vendor Update on Stock Receive Invoice Wise Credit Payment
 Product Description on Quotation Print
 Ticket Note:

Update Cancel Keyboard

- Normally we cannot multiple products with same product id
- But when we enable 'multiple product stock' we can add multiple products with same product id. It will be helpful if you want to add single product in piece and carton and still need to maintain the single stock.

ZKPos Supermarket Tuesday, July 19, 2022 4:20 PM X

Settings

Print Settings | General Settings | Peripheral Settings

Check Bottom Price Maximum Retail Price (MRP) Validation
 Total Cost Validation Bar Notification Sound
 Auto Barcode Generator Multiple Product Stock
 Enable Tax Template

Vendor Update on Stock Receive Invoice Wise Credit Payment
 Product Description on Quotation Print
 Ticket Note:

Update Cancel Keyboard

- You can create your own tax template.
- Please note that you cannot activate tax template and Inclusive tax option at a time.
- Enable tax template option.

ZKPos Supermarket Tuesday, July 19, 2022 4:23 PM X

Product

Admin Settings Store Peripheral Devices Product Users Accounts Inventory Discount Offer

Product List Department Units Sub Products
 Combo Products Price List Product price list Shelf
 Weighing Items Deleted Products Link Product Link Barcode
 product discount master Product tax master Tax update Tax Template
 Vendor Update Discount Profit/Profit Update Product Profit Update Stock Master

Main Menu

- Select products.
- Add the tax in Product tax master option.
- Click on product tax master.
- Click on '+' button.

Tax

Tax:

Tax %:

Symbol:

Default Tax

ZKPOS

- Add tax name, tax % and symbol.
- Select if the tax is default or not.
- Click Save button.

Tax Template

Template Name:

On Net total: Special tax - 10.0000

ZKPOS

- Select tax template from products.
- Click '+' button at the right top end.
- Enter the template name.
- Select the tax on net total.
- Click on '+' button to add new line.

Tax Template

Template Name:

On Net Total: Special tax - 10.0000
 Special tax - 10.0000

ZKPOS

- On second line you can choose on net total, on previous row tax amount or on previous row total.
- Select the tax amount also.
- If you want to add new line, again click on '+'.
- If you want to delete an entry, click '-' button.

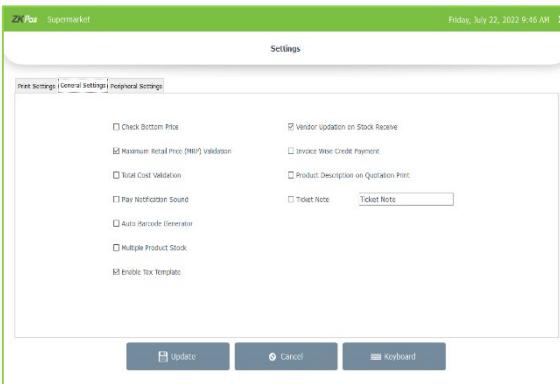
Tax Template

Template Name:

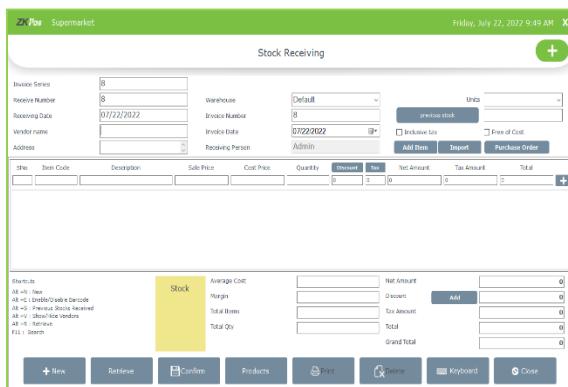
On Net Total: GST - 10.0000
 Special tax - 10.0000
 Special tax - 10.0000

ZKPOS

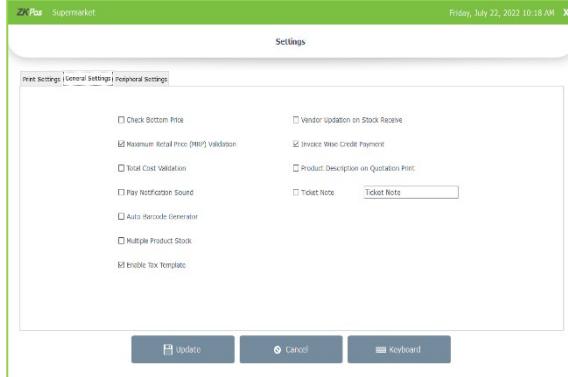
- On net total means the actual sale price of the product excluding tax.
- On previous row tax amount means tax calculation is based on the previous row's tax amount.
- On previous row total means tax calculation is based on previous row's total amount.



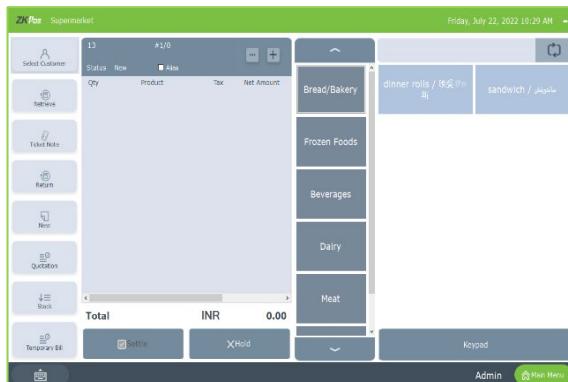
- To update the vendor of a particular products, while we added at the time of product creation.
- Click on the check box to enable this option.



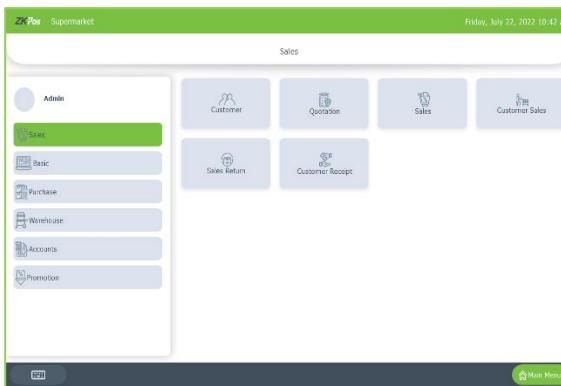
- Go to Inventory > Stock receiving.
- Click on '+' button to add stock to the software.
- Enter the vendor's name.
- Click 'Add item' button.
- Select the product and click the '+' button against the entry.
- The vendor will be updated in product list if there is any change.



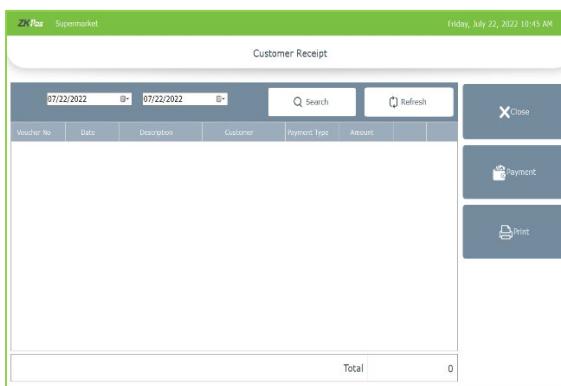
- We know that we can give credit to customer through customer account.
- We can save the credit amount when they are paid the amount.
- By selecting the invoice wise credit option, we can make invoice wise payment.



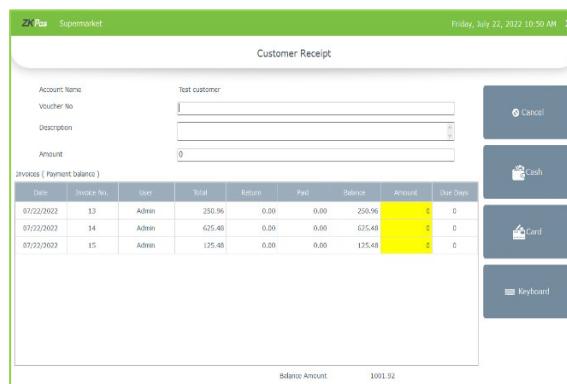
- Go to POS section.
- Select customer.
- Select the products.
- Settle the amount in customer account.



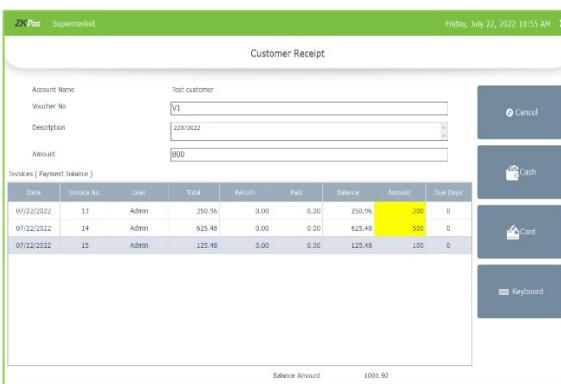
- Now go to sales.
- Then select customer receipt option.
- Select the customer that you need to settle the credit amount.



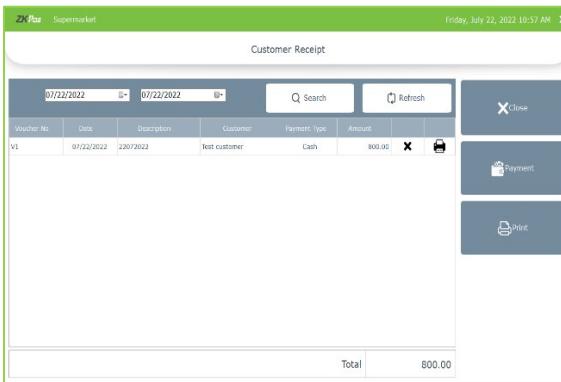
- You can see the voucher details if there is any.
- Click payment option to continue.



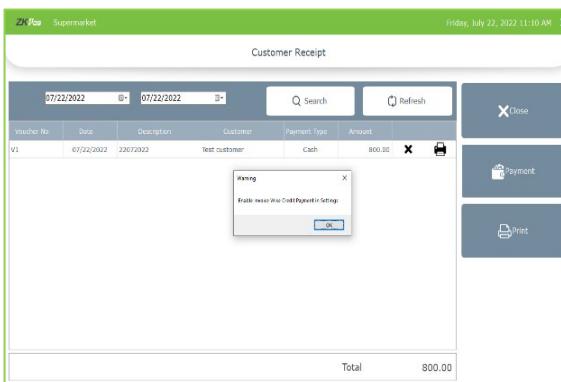
- Add the voucher number and description.
- Enter the total amount that customer want to settle.
- Enter invoice wise amount against each invoice (marked as yellow).
- Split the total amount between invoices.



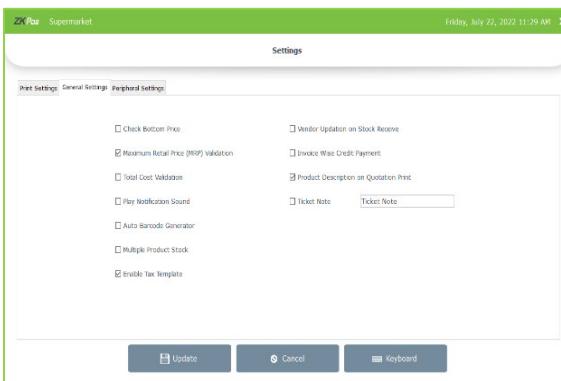
- Enter the amount against each invoice.
- The total amount should be split between the invoices.
- Click cash or card.



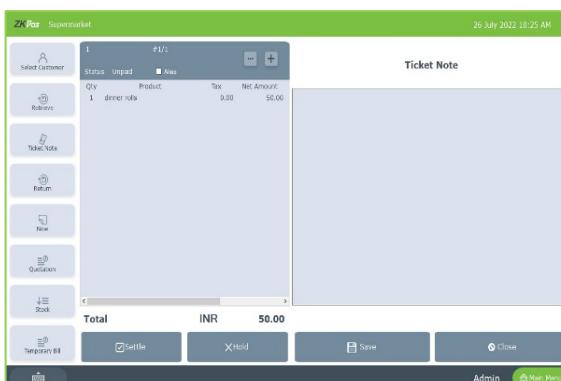
- You can see the created voucher here.
- You can make payment if there is balance.
- Click on 'x' button if you want to delete the payment.
- You can take printout of the receipt by clicking print button against the voucher.
- Also, you will get the voucher details print by clicking Print option beneath the payment button.



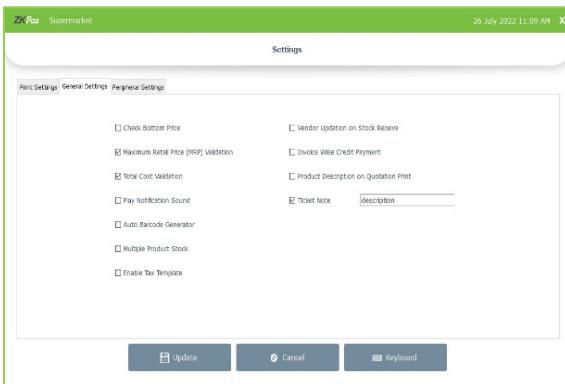
- If we disable the 'Invoice wise credit payment option' we got a message to activate the same.



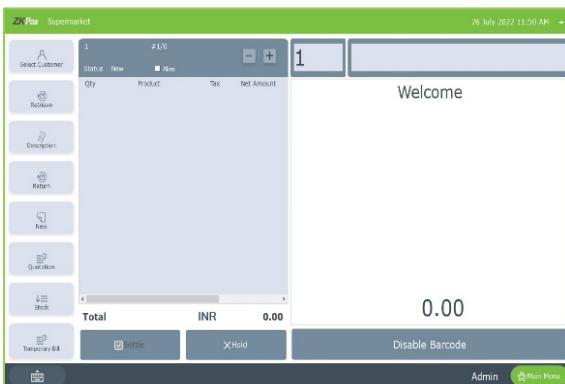
- You can activate the option 'product description on quotation print' if you need the product description printed on it.
- If you want to print the ticket note in invoice enable the ticket note option.



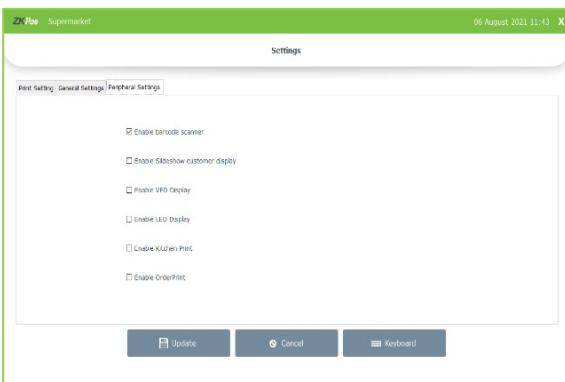
- Now go to POS.
- Select the products you want to sell.
- Now click on ticket note and you can see a window opened at the right side of the screen.
- You can enter details on the panel as shown in the in the figure.
- Click save button.
- You will get the details in invoice.



- You can change the name of Ticket note to ‘Description’ or anything as per the customer requirement.
- Enter the name in the text box against the ticket note.
- Click update button.



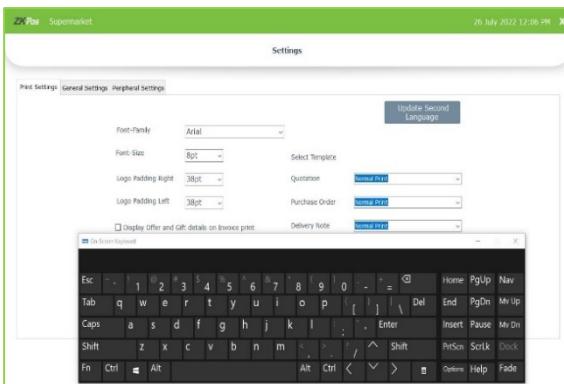
- You can see ticket note is changed to description as shown in the figure.



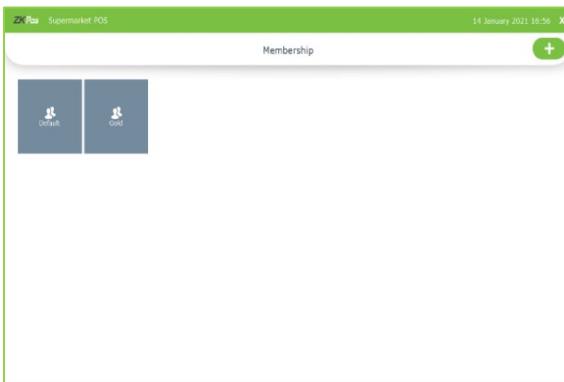
Peripheral Settings

- **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.
- **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.

- **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.
- **ENABLE LED DISPLAY:** To display the PRODUCT PRICE and TOTAL BILL AMOUNT in the LED DISPLAY you must enable this feature.
- **ENABLE KITCHEN PRINT:** This feature allows kitchen manager to print orders.
- **ENABLE ORDER PRINT:** By enabling this feature you can take printout of the orders.
- **ENABLE ONSCREEN KEYBOARD:** By enabling this feature you can use the onscreen keyboard for typing

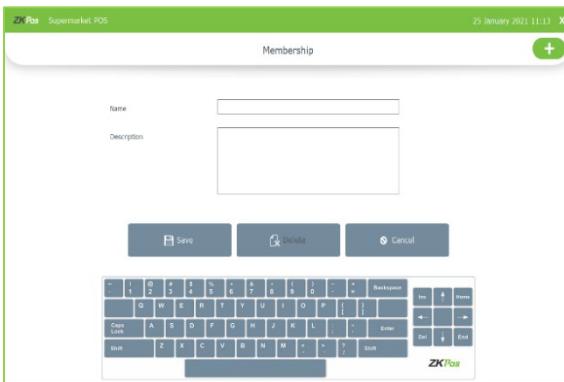


- While clicking on the keyboard, you will get the on-screen keyboard as shown in the figure.



STEP 19 - MEMBERSHIP

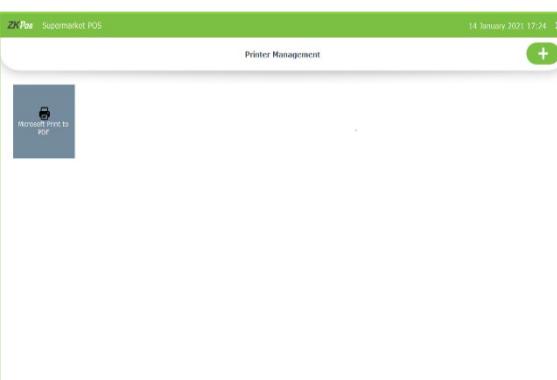
- Go to **Settings**.
- Click on the **Membership** option.



- To add new Membership, click on the **ADD** Button.
- Enter the **Name** and **Description**.
- Click **Save** option.

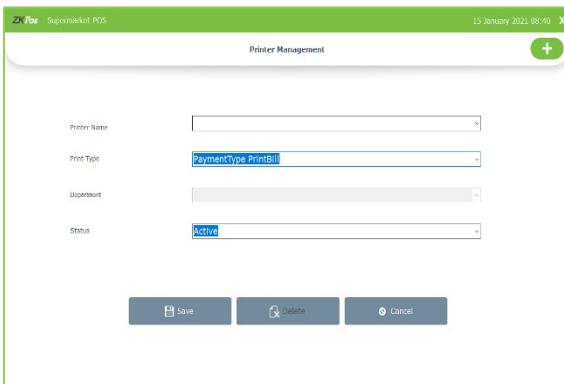
STEP 24 - PERIPHERAL DEVICES

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

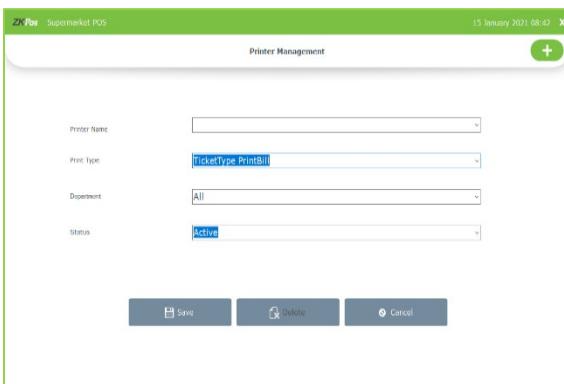


PRINTER MANAGEMENT

- Go to **SETTINGS**.
- Click on **PERIPHERAL DEVICES**.
- From the menu options click on **PRINTER MANAGEMENT**.
- There is an **ADD** button on the left of the Window and click on it.



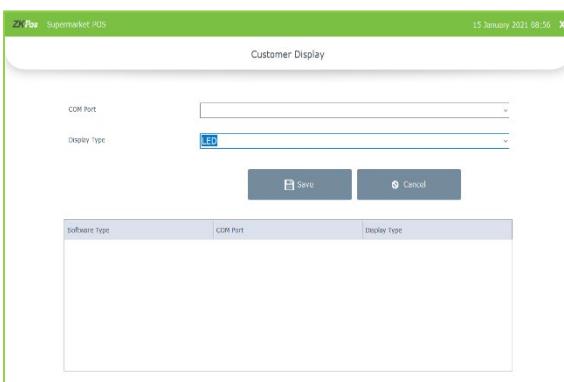
- Select the **PRINTER** from the dropdown corresponds to **PRINTER NAME**.
- Select the **PRINT TYPE**, you can select Ticket Type Print bill, Payment Type Print bill, Normal Type Print Bill and payment type print bill A4



- If you select **TICKET TYPE PRINTBILL for KOT**, then you should select the department.
- Set the **STATUS** of the printer.
- Now click **SAVE** button to save the details.
- Click **OK** in the confirmation dialog box.
- Now your printer details are saved.



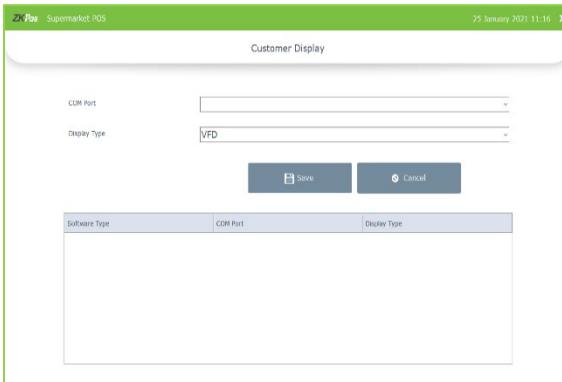
- If you select **PAYMENT TYPE PRINT BILL A4**, you can take the print out of invoices in A4 size.
- You have to activate the 'Enable invoice print option' in utility.
- Then set the payment type print bill A4 in printer management.
- Go to POS section from main menu.
- Select the product and settle the amount.
- Now print bill button will be active.
- Click on that button and a pop-up window will be shown as in the figure contains both small print and big print.
- In small print you will get small size invoices. If you select big print, you will get the invoice in A4 size.



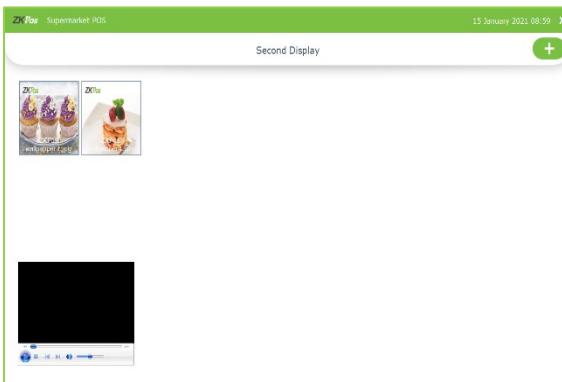
CUSTOMER DISPLAY

You can display invoice amount or item list in customer display.

- Go to **SETTINGS**.
- Enable **CUSTOMER DISPLAY** in the **UTILITY**.
- Now click on **PERIPHERAL DEVICES**. From the menu options
- Choose **CUSTOMER DISPLAY**.



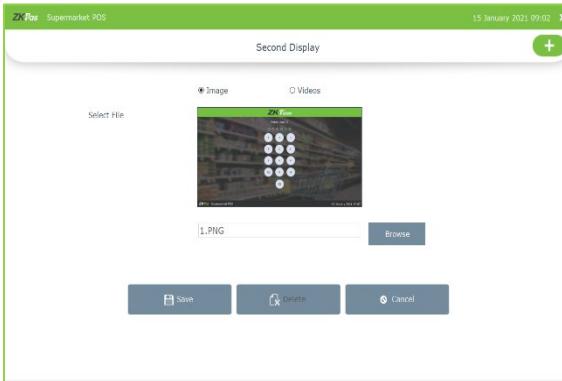
- Choose **COM PORT**.
- Choose the **DISPLAY TYPE**. You have to enable **VFD** display or **LED** display in the utility.
- Now click **SAVE** button to save the details.



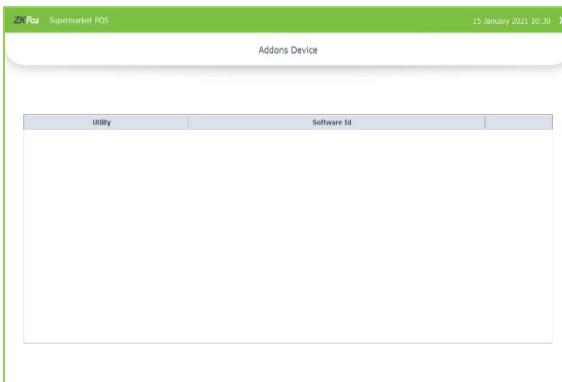
SECOND DISPLAY

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

- Click on **PERIPHERAL DEVICES**.
- Select **SECOND DISPLAY**.

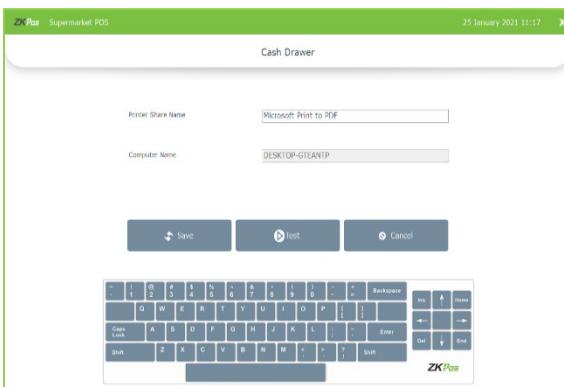


- To add a new image/video click on **ADD** button.
- Choose **IMAGE/VIDEO** and then **BROWSE** the item that you want to upload.
- Save the details by clicking on the **SAVE** button.
- If you want to delete an item, then click on it.
- Click **DELETE** button. Item will be removed from the screen.



ADDON DEVICES

- Here shows the add on software connected with the software.

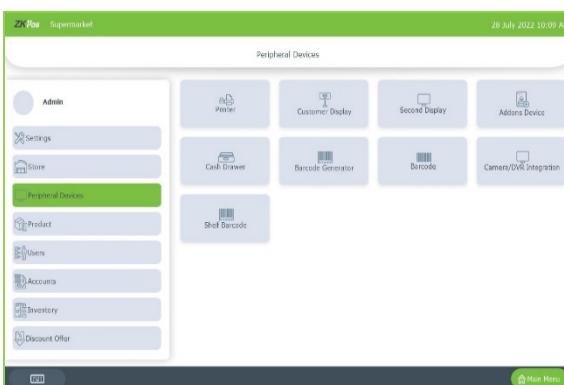


CASH DRAWER

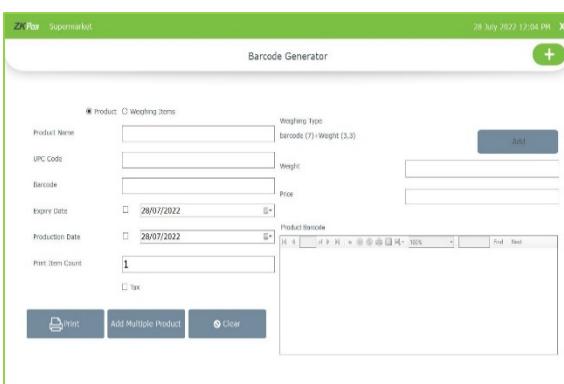
- To configure cash drawer with software, click cash drawer option from peripheral devices.
- Select the printer share name.
- Click save button.
- You can test the cash drawer connection by clicking test button.

BARCODE GENERATOR

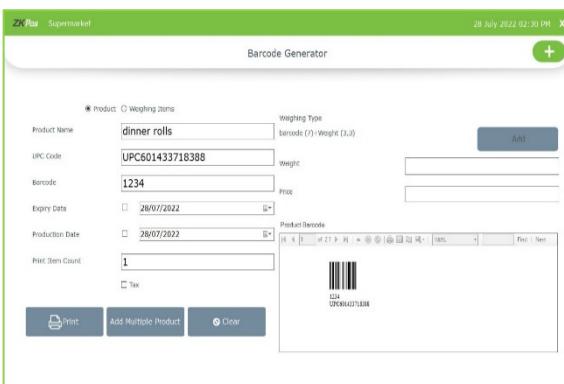
You can generate barcode for those products saved in ZKPOS supermarket software. We can create two types products in this software – weighing type and non-weighing type. ([See product list](#))



- Go to **SETTINGS**.
- Click on **PERIPHERAL DEVICES**.
- Click on **BARCODE GENERATOR**.
- Select product or weighing item.



- Create products by entering their barcodes in the software.
- Choose products in barcode generator.
- Click ADD button (+).
- You will get a pop up to enter the barcode of products. Enter the barcode or search product by clicking the search button (products saved by entering barcodes are shown here).



- After entering the barcode, the details and barcode of that product is shown as in the figure.
- You can see the barcode and UPC code.
- If you want to show expiry date and production date, click on the check box. Enter the print item count.
- After that click print (barcode generator/printer should be connected to the software).
- Click on clear button to clear the details.

The screenshot shows the Barcode Generator interface. At the top, there are dropdown menus for 'Select Department' (All), 'HSN Code' (All), and 'Product / Barcode'. Below these are search buttons. A table lists products: three rolls (UPC09452738298), sandwich (UPC094515), and ice cream (UPC3445548519547). Columns include Product ID, Product Name, Alias Name, Barcode, Sale Price, and Print Item Count. At the bottom, there are fields for 'Expiry Date' (7-29-2022) and 'Production date' (7-29-2022), and buttons for 'Generate', 'Cancel', and 'Keyboard'.

- You can also print the barcode of products by selecting more than one at a time
- Please click on add multiple product
- You can select the products by department wise, HSN code wise or product wise
- Select the product that you need to take the printout of barcodes
- Select expiry date and production date if you need to print it on barcode label (need to design it in PRN file too)
- Click generate option
- You will get the barcode label for that product

The screenshot shows the Barcode Generator interface with the 'Weighing Items' tab selected. It includes fields for Product Name, UPC Code, Barcode, Expiry Date (29/07/2022), Production Date (29/07/2022), Print Item Count (1), and Tax. There are dropdowns for 'Barcode Type' (Barcode (7)-Weight (3.0)+Price (3.3)) and 'Weight' (Price). Buttons for 'Print', 'Add Multiple Product', and 'Clear' are at the bottom.

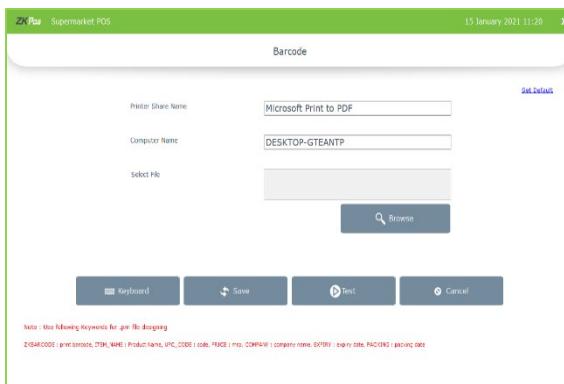
- Choose weighing items.
- Click add item (+) button.
- Enter the barcode or search products as you saved as weighing type.
- Barcodes other than the weighing item's is not shown here.
- Barcode and product details are shown.
- Choose expiry and production date. Enter print count.

This screenshot is similar to the previous one but shows a different configuration for the weighing type. The 'Barcode Type' dropdown now shows 'Barcode (7)-Weight (3.0)+Price (3.3)'.

- Now you must add the weighing type.
- You can see the default weighing type as shown in the figure. You can change the weighing type ([see weighing items](#)).
- You can see different barcode formats – only barcode, barcode + weight, barcode + price, barcode + weight + price.
- Here we choose barcode + weight + price.
- The number of digits in the barcode is also shown with the weighing type/barcode format.

The screenshot shows a 'Weighing Items' pop-up window. It has fields for 'Weight' and 'Price'. At the bottom are 'OK' and 'Cancel' buttons. The main interface below shows a barcode generated for the product.

- Click on ADD button near the weighing type.
- A pop up will be shown as in the figure.
- Enter the weight and price in the pop up.
- Click OK button.
- A barcode will be generated according to the content length of barcode, price, and weight.
- You can take print out by clicking print button.
- You can use this facility if you do not have weighing scale.



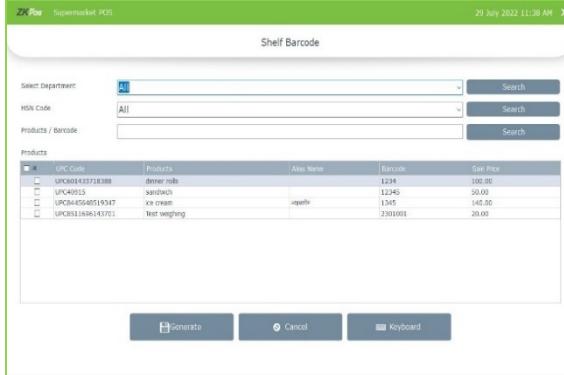
BARCODE

- Select barcode from peripheral device option.
- Select printer share name.
- Select the .prn file through browse option.
- This prn file contains the details that you want in barcode label like company name, barcode, name of product, price, MRP etc.
- Click save.



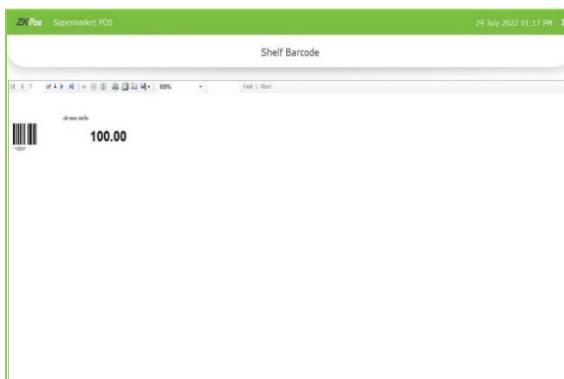
CAMERA / DVR INTEGRATION

- You can integrate our ZKPOS Software with camera/DVR.
- Enter the DVR IP and Port number.
- You can view the invoice details in your CCTV monitor.

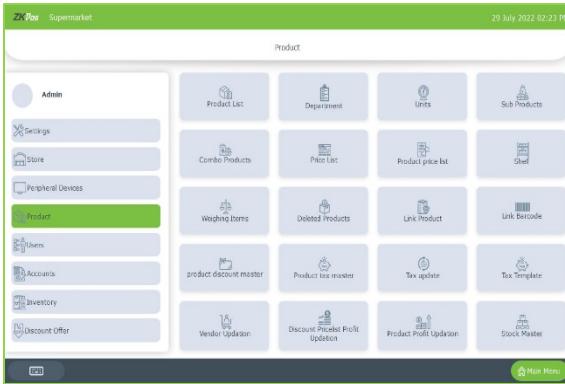


SHELF BARCODE

- You can create the shelf barcode by clicking shelf barcode button.
- Select the items that you need to print the shelf barcode.
- Click generate button.



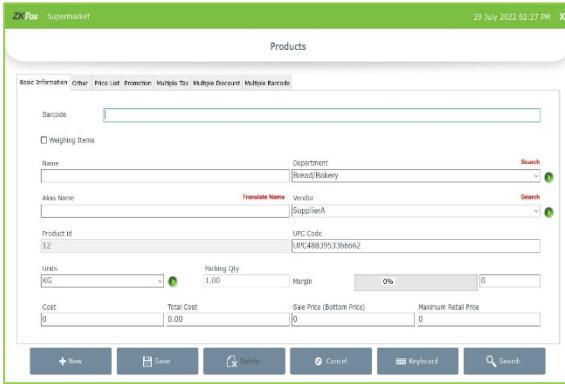
- You can see the shelf barcode here.
- Click the print button.
- Select the printer.
- Click OK.



STEP 25 - PRODUCT MANAGEMENT

Add all product's details to **ZKPOS**.

- To add a new product, go to **SETTINGS**.
- Click **PRODUCTS**.
- From the menu options, select **PRODUCT LIST**.

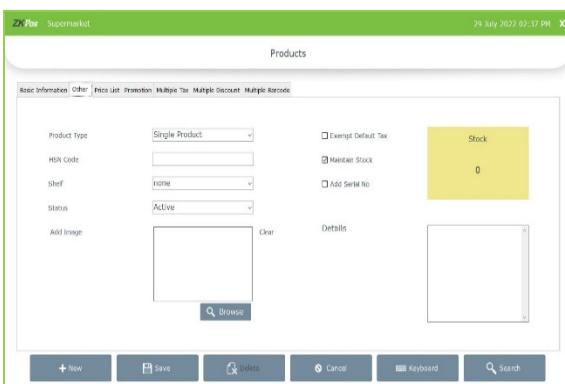


PRODUCT LIST

Add all product's details to **ZKPOS**.

- To add a new product, go to **SETTINGS**.
- Click **PRODUCTS**.
- From the menu options, select **PRODUCT LIST**.
- Enter the barcode of the product in the field provided.
- If the product is a weighing item, then, **tick** the checkbox corresponds to weighing items.
- Then the barcode field is automatically disabled and barcode will be updated by the software itself.

- Enter the **PRODUCT NAME** in product name Field.
- Choose the **DEPARTMENT** from dropdown.
- **ALIAS NAME** is another name for the same Product. We can enter the name there.
- Otherwise click on Translate name button and the alias name will be shown according to the translation language (Network connection is necessary for this facility).
- Select **VENDOR**.
- Product **ID** and **UPC CODE** will be displayed automatically, but you can change it if you want.
- Select the **UNIT** in which the product has been measured. Now the packing quantity (as you saved in UNITS) will be displayed.
- Select the **STATUS** of the product, **COST**, **BOTTOM PRICE** and **MRP**. When you add bottom price, the margin will show the percentage. When you add cost price, total cost will be displayed.
- You can also save the product in zero cost and zero sale price.
- Now save the details by clicking on **SAVE**.
- To add a new item, you can use the **NEW** button.



- In **OTHER** tab choose the **PRODUCT TYPE (SINGLE PRODUCT / COMBO PRODUCT)** and can browse image of the product. Click clear button if you want to remove the image.
- Select the shelf (see shelf).
- You can add HSN code here.
- Select the status as active or inactive
- Product **STOCK** will be displayed in a label, if there is no stock it will be **0**.
- If you need to maintain the stock of a product while selling you can select the option 'maintain stock'. If you don't need to maintain stock then untick the check box
- By clicking 'Exempt default tax' the default tax will not be calculated while selling the product

- You can select if a product has serial number or not by clicking the check box near 'add serial number' option
- Click Save.

Basic Information Other Price List Promotion Multiple Tax Multiple Discount Multiple Barcode

Cost	30.00
Bottom Price	50.00
MRP	50.00
Current Sale Price List	50.00
Current Discount Price List	
End Price	50.00
Retail Price	50.00
Wholesale Price	50.00

All Price Must be greater than or Equal to Bottom price

+ New Update Delete Cancel Keyboard Search

- **Price List** tab shows the cost price, bottom price and MRP.
- Current sale price list and current discount price list are shown below
- Change the values if you want to. Please note that price list value must be less than MRP
- If you enable the 'check bottom price utility' you cannot enter the price less than bottom price. Else the price list value does not compare with the bottom price
- We can add three types of customers in the software – retail, wholesale, and end customer. The retail price, wholesale price and end price are for these three customers respectively.
- Click Save/Update.

Basic Information Other Price List Promotion Multiple Tax Multiple Discount Multiple Barcode

Offer Name: Offer Description: Clear Promotion

Offer Type: Quantity:

Product: Offer Product:

Product	Quantity
Products	Quantity

Validity period: Date From: 08/06/2021 Date To: 08/06/2021 Status: Active

+ New Save Delete Cancel Keyboard Search

- In **Promotion** area, you can set the **Offer Name** and its **description**.
- Choose the **offer type** and **add** products to which the offer provides and select the **validity** of the Offer and click **save** option. ([See discount offers](#)).

Basic Information Other Price List Promotion Multiple Tax Multiple Discount Multiple Barcode

Select Tax

Special Tax	5.00	Tax %
GST	18.00	

Default Tax:

+ New Save Delete Cancel Keyboard Search

- You can see the already created taxes in the list ([see product tax master](#))
- Default tax will be in red color.
- Select the taxes applicable to this product.
- Click **Save**.

Basic Information Other Price List Promotion Multiple Tax Multiple Discount Multiple Barcode

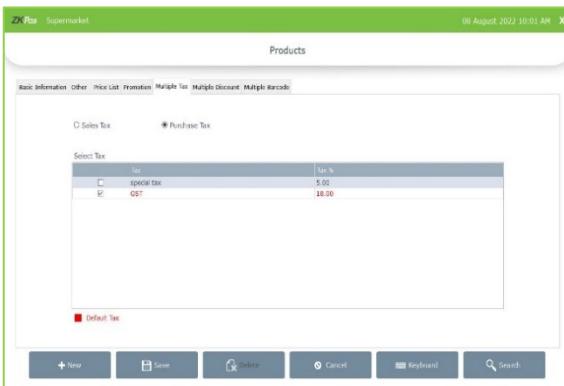
Sales Tax Purchase Tax

Select Tax Template:

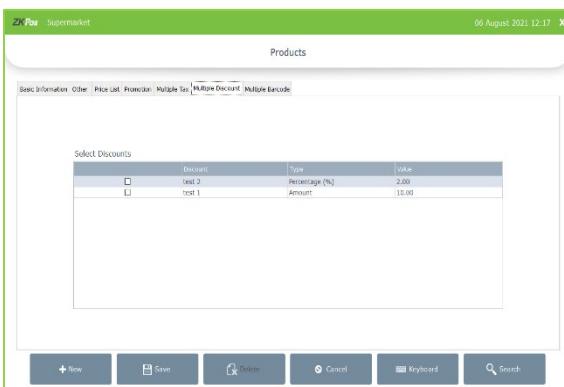
Tax	Tax %	value

+ New Save Delete Cancel Keyboard Search

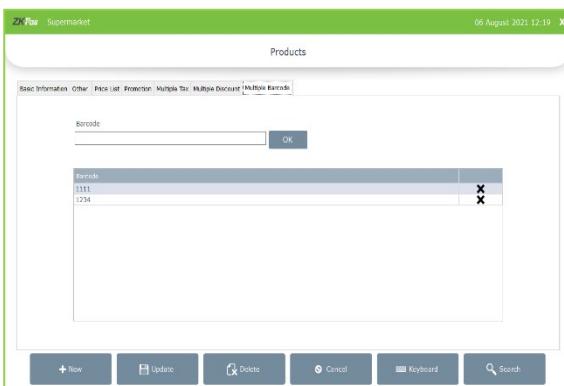
- If you enable the Tax template from settings, you need to set the tax template for products separately.
- Please note that that tax template is only applicable for sales tax.



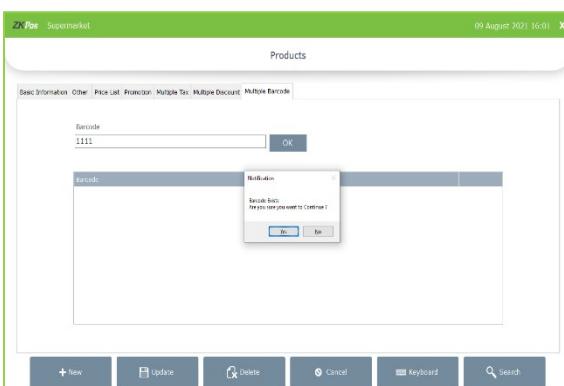
- You can set the purchase tax by clicking purchase tax option as shown in the figure.
- Default tax already active while receiving a product, if you need to add any additional tax you can click on the check box near the tax.



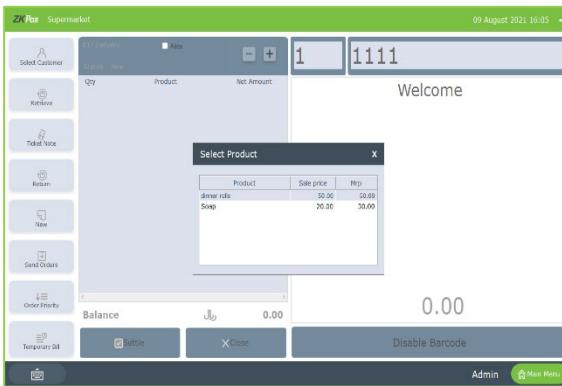
- In Multiple Discount tab select the discounts. ([see product discount master](#))
- Please note that the sale price after deducting discount should not be less than the cost price.
- Click Save.



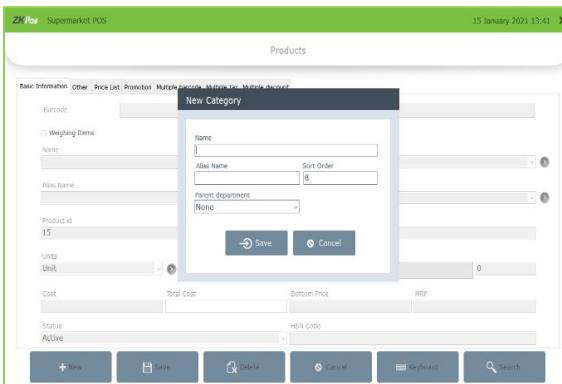
- You can add multiple barcodes to same products under this tab
- Enter the barcode at the respective place
- Click OK.



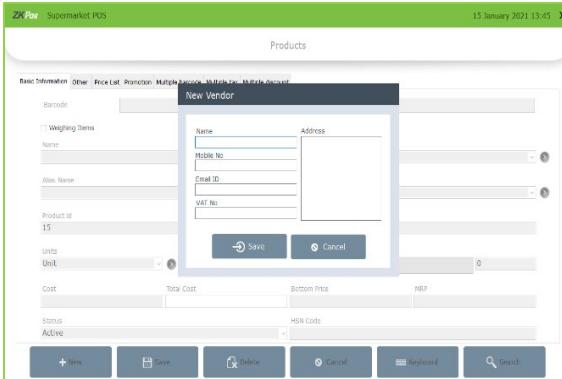
- You can also save **same barcode for multiple products**
- Activate 'Enable same barcode to multiple products' in utility
- Select a product from product list
- Click on multiple barcodes, enter a barcode that already exists
- While saving the second product with existing barcode a pop up will be shown
- If you want to continue, click yes



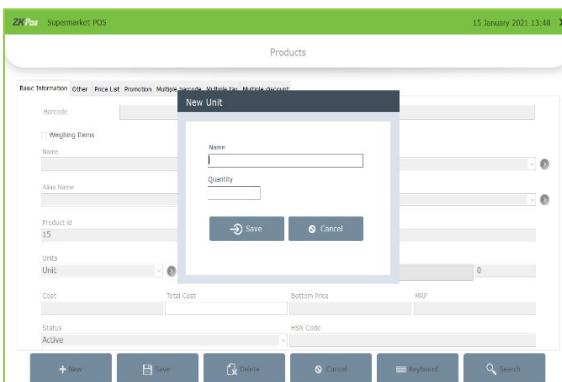
- Go to POS section in main menu.
- Enter the barcode.
- A pop up will be shown for selecting the product with same barcodes.



- You can create department, vendor, and unit from the product list itself.
- Click on the green arrow button against the department to create a new department.
- Enter name, alias name, sort order and parent department.
- Click save button.



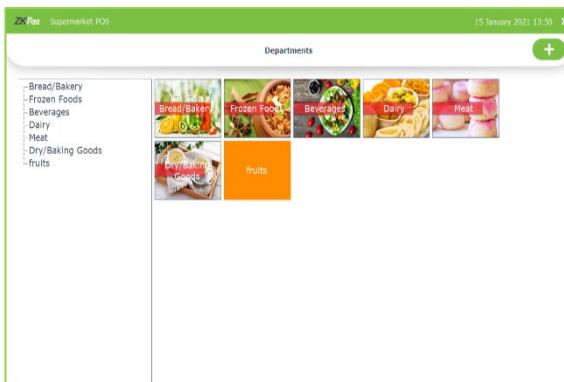
- For creating new vendor, click on the green arrow button.
- Enter mobile number, email ID, tax number and address of the vendor.
- Click save button.



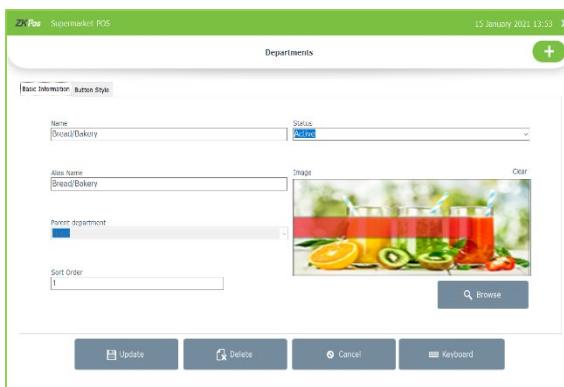
- Click on the green arrow button near unit to add new units to the software.
- Enter name and quantity.
- Click save button.
- You can search the products using search button in the product list page.

DEPARTMENTS

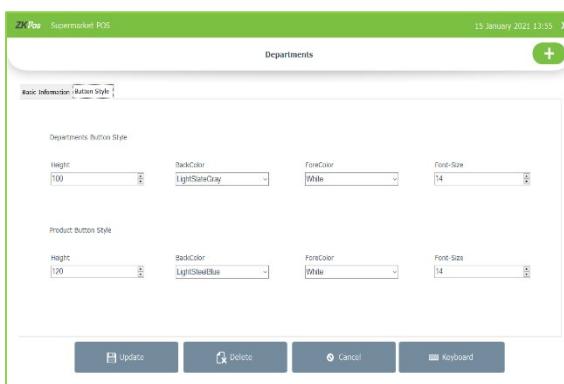
A grocery retailer may feel difficulty in handling wide range of products. But you can manage them easily if you could categorize products into different departments. In order to do so, follow the steps below.



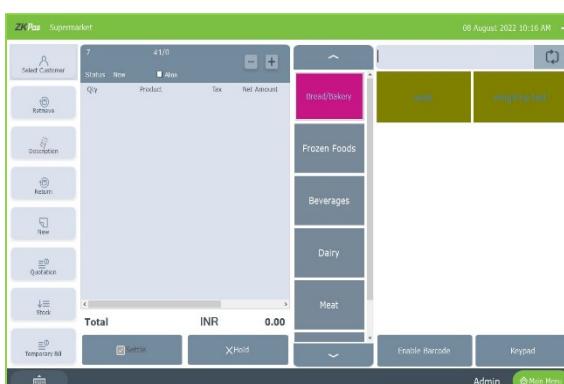
- Go to **SETTINGS**.
- Click on **PRODUCTS**.
- From the menu options, click **DEPARTMENT**.



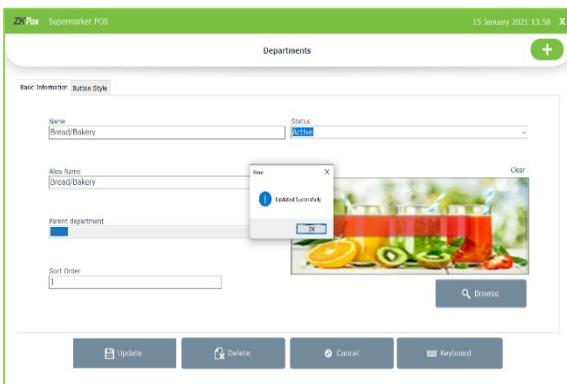
- Some default departments will be there. You can edit/delete an existing department.
- Click on the department that you want to edit/delete.
- You can change the department name, sort order, image of the department etc. as you wish. Button style can be modified and that changes will be reflected in the **POS** section. For instance, if you modified the button height and color, then this department button will be displayed in the specified height and color in **POS** menu.



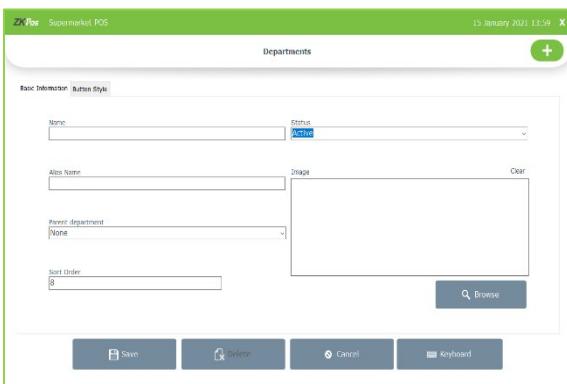
- Similarly, the button style of products that comes under this department can be modified.



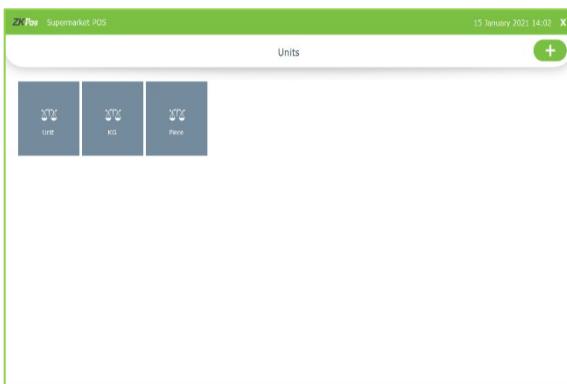
- To view the changes, go to **MAIN MENU** and Click on **sales**. The departments are displayed in the right side of the window. If you change the button style it will be reflected here.



- If the department have any parent department, then select its parent department.
- After making necessary changes click **UPDATE** button. If you want to delete the department, then click **DELETE** button. Note that if you delete a department, all products under that department will be deleted automatically.
- Click **YES** in the warning popup.



- To add a new department, click on ADD (+) button.
- Enter **Department Name, Sort Order, Status, Department Button Style, Product Button Style and Image**.
- Save the details by clicking on **SAVE** button.



UNITS

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

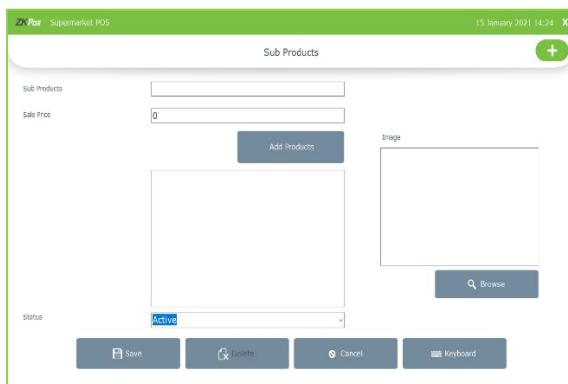
- Go to **SETTINGS**.
- Click **PRODUCTS**.
- From the menu options, choose **UNITS**.



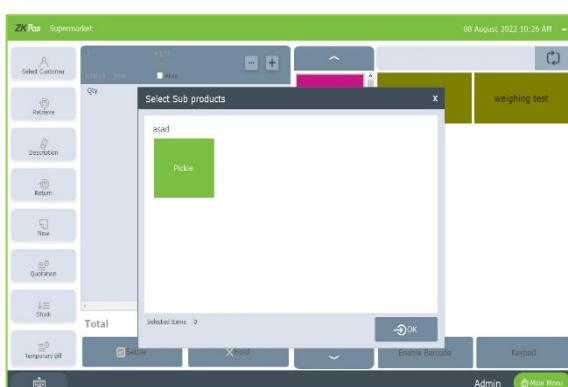
- To add new unit click **ADD** button.
- Enter the **UNIT NAME**.
- Enter the **QUANTITY**.
- This quantity will be shown as packing quantity in product list and total cost will get updated based on cost and packing quantity.
- Save the details by clicking on **SAVE** button.
- To delete a unit, click on the unit's name.
- Click the unit you want to delete, once you assign the unit to any products you cannot delete the unit.
- Otherwise click delete button and yes to the confirmation message.

SUB PRODUCTS

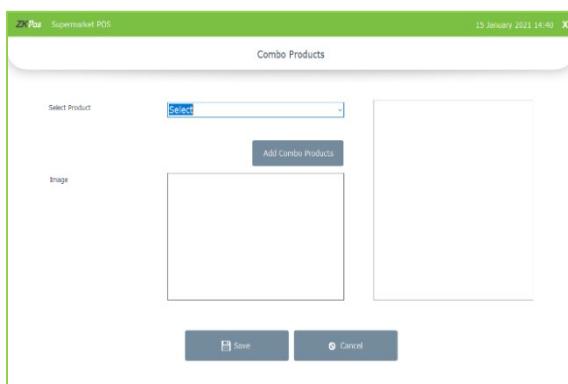
Enable sub products from utility Click sub products from products menu.



- Click add button.
- Enter sub product name and price.
- Now click on **ADD PRODUCT** button.
- Select the Department from the list. When you select the department, all product in that department will be displayed.
- Select the product from the list and click **OK** button.
- Browse the Image for the sub product.
- Save the details by clicking on **SAVE** button.
- If you want to remove a product, unclick the product from add product.



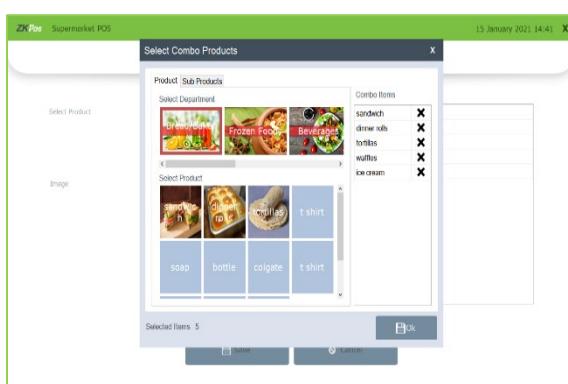
- Go to POS section from main menu
- Select an item which you set sub products
- A pop up will be shown contains the saved sub products
- Click on the sub products to select it
- Click OK button. The sub product will be shown under the product
- If you click ok button without selecting any sub products, product alone shown in the interface.



COMBO PRODUCTS

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

- Go to utility and enable combo product. Now update the changes.
- To add a combo product, you need to add combo products in product list. For instance, **create a new product called Combo1**. While adding the new product change the **product type** as **combo product** instead of single product.
- Now go to **PRODUCTS** and Click on **Combo Product** button.
- From the dropdown select the product.
- Now click on the **ADD COMBO PRODUCTS** button.
- From the Department list, select the department.
- Now all products in that department will appear. Click on the required item.
- All selected items will be listed in the left side of the window.
- If you want to remove a product, click on 'x' button against the product
- Click ok and then save.



Price List

Price List Name	Type	Status
Default	Sales	Active
type 1	Sales	<input checked="" type="checkbox"/> Make Copy
type 2	Discount	<input checked="" type="checkbox"/> Make Copy

PRICE LIST

- Go to SETTINGS.
- Click on PRODUCTS.
- Select PRICE LIST from the menu options.
- Enter the **PRICE LIST NAME**.
- By default, there will be two types of price list, SALES and DISCOUNT. Those products with discount offer should be added to the discount price list. Select the Price **TYPE** and **STATUS**.
- Click **SAVE** button.

Price List

Price List Name	Type	Status
Default	Sales	Active
type 1	Sales	<input checked="" type="checkbox"/> Make Copy
type 2	Discount	<input checked="" type="checkbox"/> Make Copy

- Saved details will be displayed in the grid.
- Sometimes you may need to make changes to the price of products. So, in such cases make a copy of the original price list by clicking on the make a copy next to the price list name, a copy will be created.

PRODUCT PRICE LIST

You can see all saved product price list here. You can create more price list here. Suppose you want to change the price of the whole product. You can create a new price list and enter the new price for the products. Update the price list whenever you want to change the price without affecting the working of the POS software. You don't need to change the product individually, which creates more confusions.

Product price list

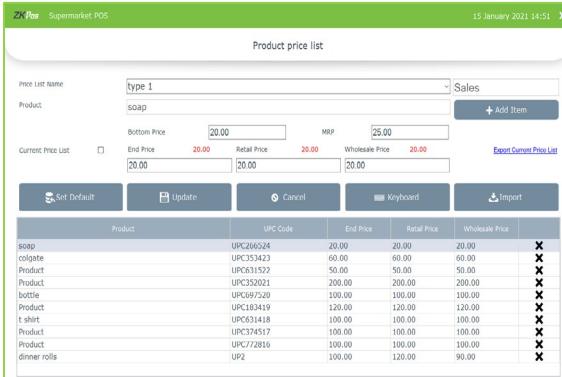
Product	UPC Code	End Price	Retail Price	Wholesale Price
soap	UPC000000000000	20.00	20.00	20.00
orange juice	UPC339423	50.00	50.00	50.00
Product	UPC611522	50.00	50.00	50.00
Product	UPC352021	200.00	200.00	200.00
bottle	UPC617520	100.00	100.00	100.00
Product	UPC183419	120.00	120.00	120.00
t shirt	UPC651418	100.00	100.00	100.00
Product	UPC374517	100.00	100.00	100.00
Product	UPC712816	100.00	100.00	100.00
dinner rolls	UP2	100.00	120.00	90.00

- Click on **PRODUCT PRICE LIST**.
- All Prices that you have added in the **PRICE LIST** will be displayed in the dropdown.
- To add new, select the price list name from the dropdown.
- There will be a default price list, if you want to add new select the price list name from the dropdown.

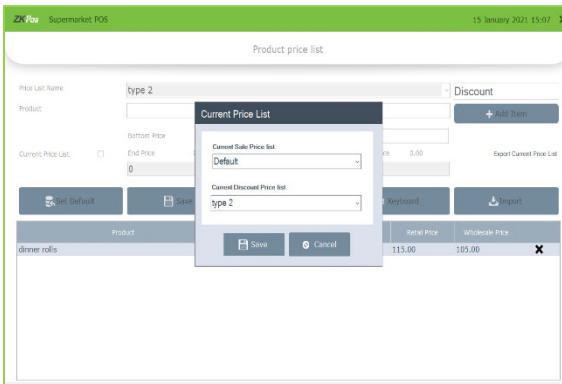
Product price list

Product	UPC Code	End Price	Retail Price	Wholesale Price
123		200.00	200.00	
test 1		123.00	123.00	
test		20.00	20.00	
dessert	UPC870269143701	180.00	180.00	180.00
seafood	UPC360764851347	80.00	80.00	80.00
ice cream	UPC1001530793961	100.00	100.00	100.00
sandwiches	UPC3194530763064	120.00	120.00	120.00
waffles	UPC3194531763988	70.00	70.00	70.00
tortillas	UPC601433718388	50.00	50.00	50.00
dinner rolls				

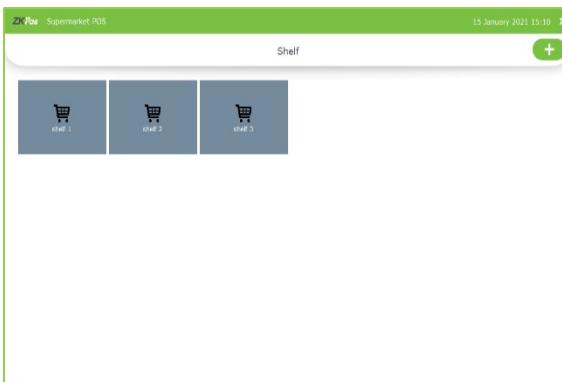
- Click on the **ADD ITEM** button to add a product.
- Where you are asked to scan the barcode if you previously enabled the barcode option in Utility.



- After adding an item bottom price, MRP and current price list details will be shown as shown in the figure.
- Change the price list values – end price, retail price and wholesale price.
- Price list value should not be greater than MRP if the validation for MRP is active in settings option. Bottom price checking is based on the activation of ‘check bottom price’ option.
- Click update button.
- You can create discount price list also.



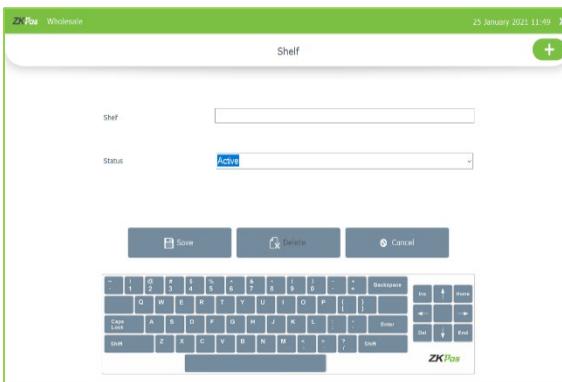
- Click set default button to set current sale price list and current discount price list.
- Current discount price list has the highest priority. If you select a product includes in both current sale price list and current discount price list, the software selects the price from current discount price list.
- If the barcode option in utility is disabled, you will be asked to select the product.
- You can Import or export price list using the **IMPORT** button and **EXPORT CURRENT PRICE LIST** link.



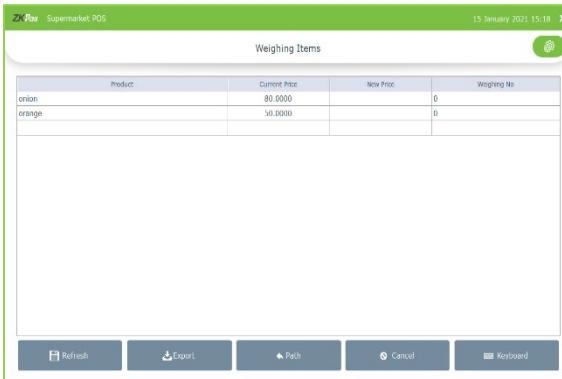
SHELF

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

- Click on **SHELF**.
- Click **ADD** button.

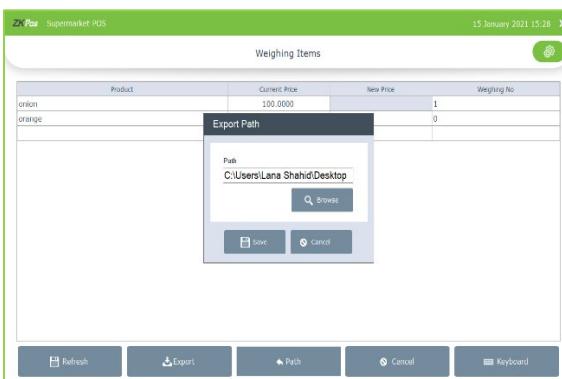


- Enter the **SHELF** number.
- Enter the Status.
- Click **SAVE** button.
- You can delete the shelf by clicking delete button.
- You can update the shelf by selecting the shelf.

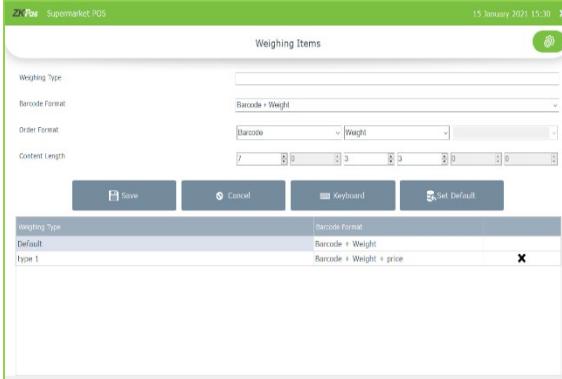


WEIGHING ITEMS

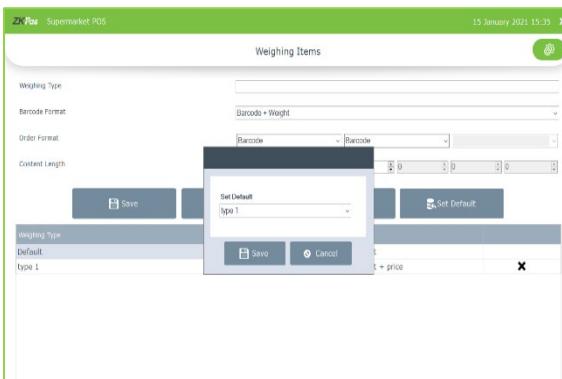
- Click on **WEIGHING ITEMS**. Product, Current Price, New Price, Weighing Number will be displayed.
- You can update the price in new price.
- Enter the new price and click enter.
- Click refresh button to change the new price to current price.
- Weighing number is the identifying number given to weighing machine to identify the product.



- Export the weighing items by clicking the export option.
- If you want to change the export file path, click path button
- Select the location by browsing and click save



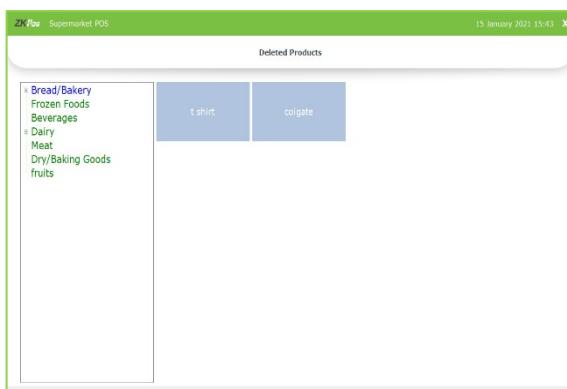
- Click on settings button at the right top end of the screen.
- You are redirected to a screen as shown in figure.
- We can set barcode format here.
- Enter the weighing type name.
- Select the barcode format.
- Select the order format and order length.
- As per the barcode format, order format and order length barcode generator generate the barcode.
- Click save button.



- To set the default weighing type click set default button.
- Select the weighing type from drop down.
- This weighing type will be shown as default in barcode generator as shown before.
- Now click **SAVE** button.

DELETED PRODUCTS

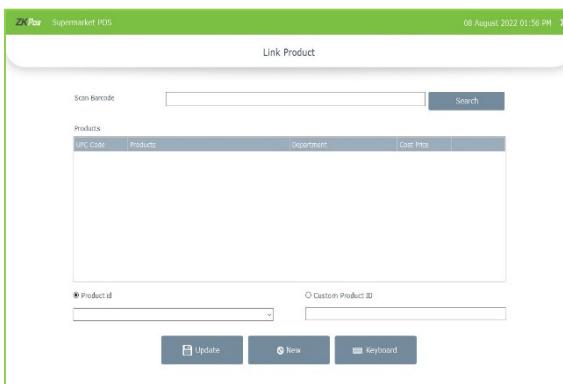
In deleted products list you can see the products that you've been deleted.



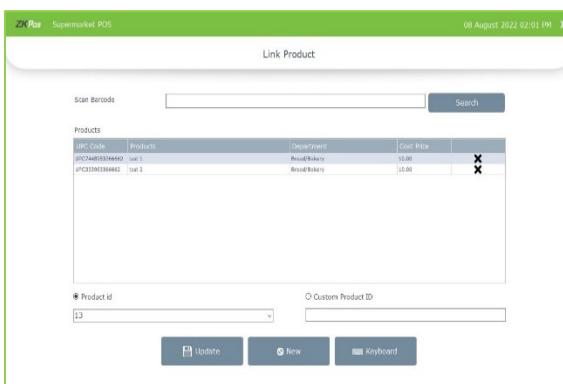
- Go to **Settings**
- Click on **Deleted Products** in the Product option.
- You can see the deleted products from software

LINK PRODUCT

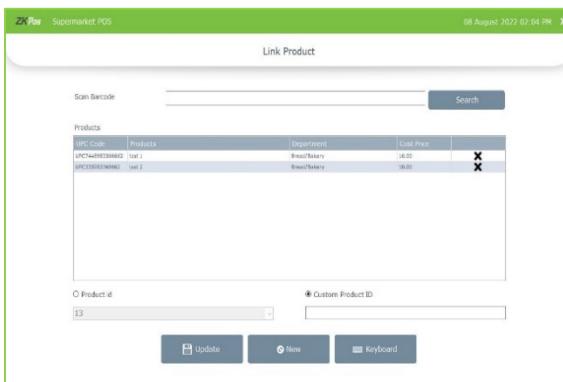
Sometimes we need to sell products in cartons and single piece. At that time stock management is very difficult. To ease such a situation, we can add products with unit carton and single piece under the same product id. You can add packing quantity while creating units. Create products with unit carton as well as piece. To correct the stock of these two products you need to make the product id same for these two.



- Enable the utility 'multiple product stock' in settings.
- Now search the products you need to change to same product id.
- Make sure that the products have the same cost price.



- After adding the products, you can change the product id in two different ways.
- You can set the one of the product ids of the products as the new one.
- Click product id option from the software.
- Select the Product ID.
- Click update.



- Otherwise click on Custom product id to create a new product id altogether.
- Click update.
- Click new button to create a new set.

LINK BARCODE

To create barcode for a bundle of products and you can sell that bundle by scanning that one barcode.

This screenshot shows the 'Link Barcode' screen in ZKPos. At the top, it displays the date '08 August, 2022 02:56 PM'. The main area has fields for 'Bundle Barcode', 'Bundle Name', 'Products', and 'Product Quantity'. Below these are tables for 'Products' and 'Department'. At the bottom are buttons for '\$ New', 'Delete', and 'Keyboard'.

- Click Link Barcode option.
- Enter the bundle barcode.
- Enter bundle name.
- Now you need to enter the products and product quantity.

This screenshot shows the 'Link Barcode' screen with a search dialog box overlaid. The dialog is titled 'Add Item' and contains an 'Enter Barcode' field with a placeholder '0' and a 'Search' button below it. The background screen remains largely the same as the first screenshot.

- Click search button against the products.
- You can search the products by barcode or you can search by name by clicking search option in pop up.

This screenshot shows the 'Link Barcode' screen with a product entry table. It lists a single item: ID 1, UPC 08645648..., Product ice cream, Department Frozen Foods, Barcode 1345, Quantity 10.00, and Sale Price 140.00. The rest of the screen is similar to the previous ones.

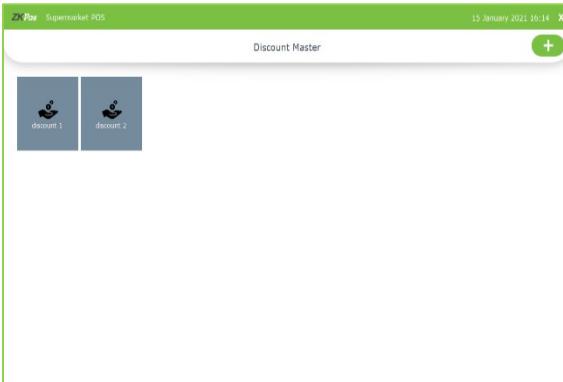
- Now add the quantity of the product in each bundle and click Add button.
- You can add more products to this bundle.
- Once you click add button the products are automatically saved to the bundle.
- Click new to add a new bundle.
- If you want to delete a particular bundle, then click Delete button.

This screenshot shows the 'Link Barcode' screen with a product entry table containing three items. The items are: ID 1, UPC 08645648..., Product ice cream, Department Frozen Foods, Barcode 1345, Quantity 10.00, Sale Price 140.00; ID 2, UPC 040915..., Product sandwich, Department Bread/Bakery, Barcode 12345, Quantity 1.00, Sale Price 50.00; and ID 3, UPC 7448963..., Product test 1, Department Bread/Bakery, Barcode 12345, Quantity 1.00, Sale Price 150.00.

- If you need to retrieve the bundle details, enter the bundle barcode.
- If you need to edit the bundle name you can click the edit button.
- Update the bundle name and click update button.

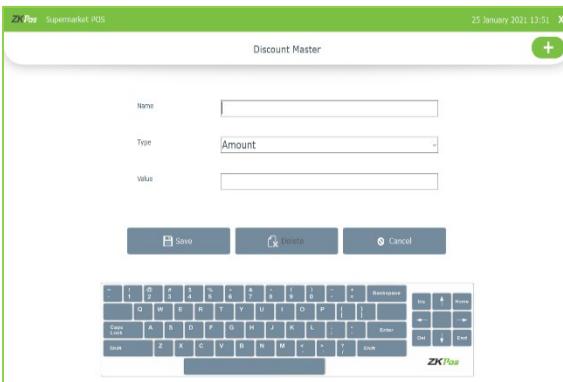


- Now go to POS menu and enter the barcode of the bundle.
- You can see the products you add to that bundle is appeared on the billing window.

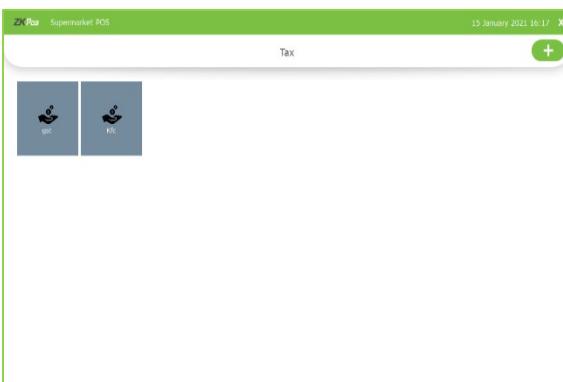


PRODUCT DISCOUNT MASTER

- Go to Product Discount Master.
- Click on the ADD button if you want to add a Product discount.



- Enter the Name, type, and value.
- Click Save.



PRODUCT TAX MASTER

- Go to Product Tax Master.
- Click ADD button to add.

Tax

Tax:

Tax %:

Symbol:

Default tax

- Enter the **Tax name** and **Tax %**.
- Enter the symbol and select if the tax is default or not.
- Click **Save**.

Select Department: All

HSN Code: All

Products:

	Product	Tax	Tax %
<input type="checkbox"/>	sandwich	<input checked="" type="checkbox"/> GST	19.0000
<input type="checkbox"/>	drink	<input type="checkbox"/> KTC	1.0000
<input type="checkbox"/>	tortilla		
<input type="checkbox"/>	water		
<input type="checkbox"/>	vegetables		
<input type="checkbox"/>	ice cream		
<input type="checkbox"/>	coffee		
<input type="checkbox"/>	dessert		
<input type="checkbox"/>	soap		
<input type="checkbox"/>	juice		
<input type="checkbox"/>	Pattoba		
<input type="checkbox"/>	shirt		

Default tax, Note: Only selected taxes will be applied to selected department products

TAX UPDATE

- You can assign tax department wise and product wise.
- Select tax update from products menu.
- Select the department, then the products under that department shown below.
- Select the products and choose the tax.
- Default tax will be applied for every product.
- Click update button.

TAX TEMPLATE

In tax template we can create the tax according to the tax authority of each region. For example, in Saudi Arabia we have tobacco tax, and we can create the tobacco tax and VAT as a tax template.

+ New

Template 1

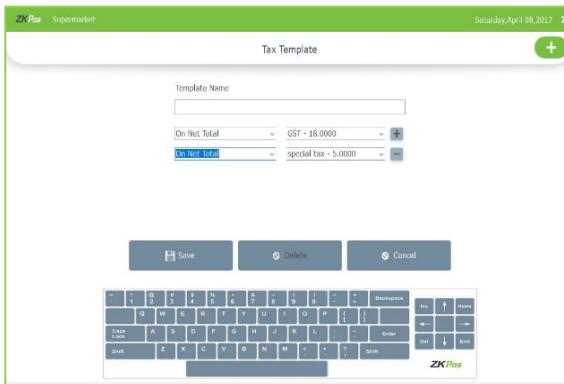
- Click on Tax template.
- Click '+' button as shown in the figure to create a new tax template.

Tax Template

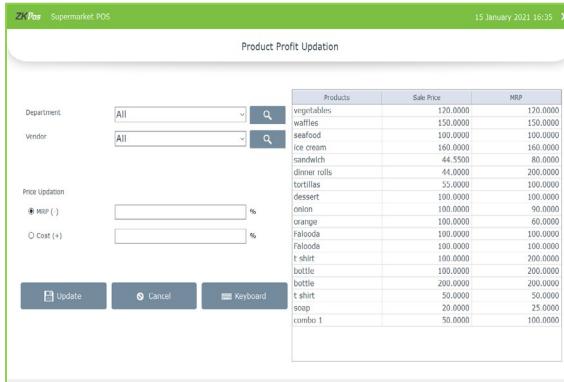
Template Name:

On Net Total:

- Enter the tax template name.
- Select the tax amount on net total.
- Click on '+' button against the first entry.

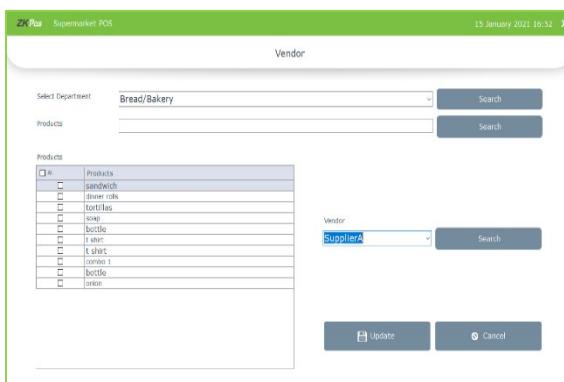


- you can again calculate the tax on net total, on previous row's tax amount or on previous row total.
- Select the tax amount.
- If you want to add new entry please click on '+' button.
- If you need to delete one entry, click on the button against that entry.
- Click save button after adding the details.



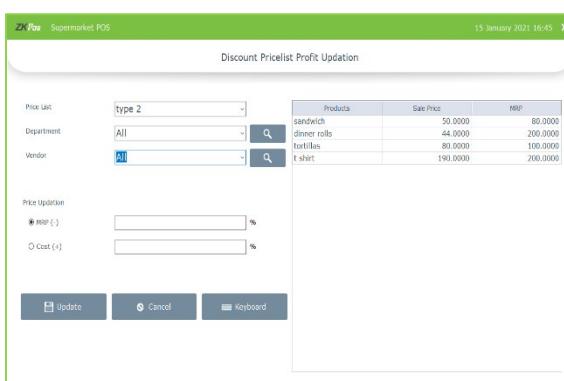
PRODUCT PROFIT UPDATION

- You can update the sale price of products here.
- Select product profit update option from product menu.
- Select the products by department as well as vendor.
- There are two options for price updating, MRP (-) and cost (+).
- Enter the value in percentage. For MRP (-), sales price updated by an amount according to the percentage given of MRP deducted from the MRP itself. In cost (+) sale price updated by an amount according to the percentage given of cost price added to the cost price itself.



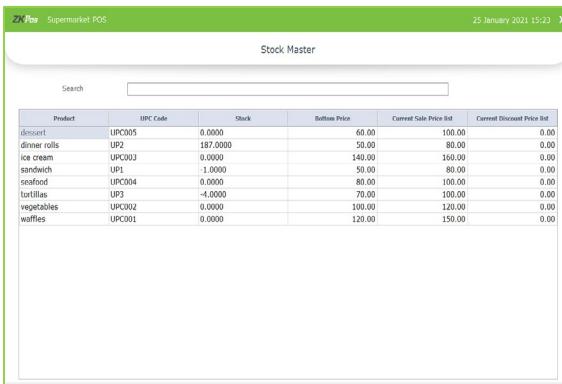
VENDOR UPDATION

- If you want to update the vendor for products click on vendor updating option from products menu.
- Select the product by department wise searching and product wise searching.
- Select the new vendor and click update.
- You can change the vendor of products in large volume



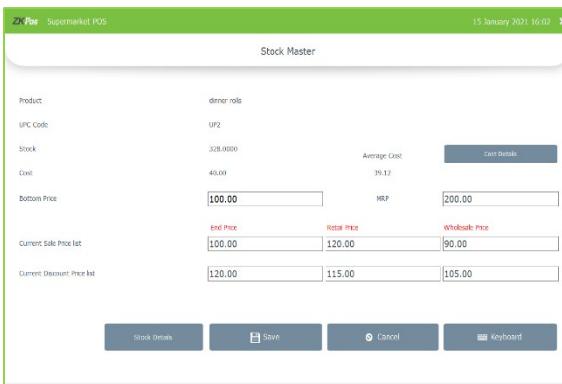
DISCOUNT PRICE LIST PROFIT UPDATION

- Select the price list from drop down.
- You can update the sale price of products here.
- Select product profit update option from product menu.
- Select the products by department as well as vendor.
- There are two options for price updating, MRP (-) and cost (+).
- Enter the value in percentage. For MRP (-), sales price updated by an amount according to the percentage given of MRP deducted from the MRP itself. In cost (+) sale price updated by an amount according to the percentage given of cost price added to the cost price itself.

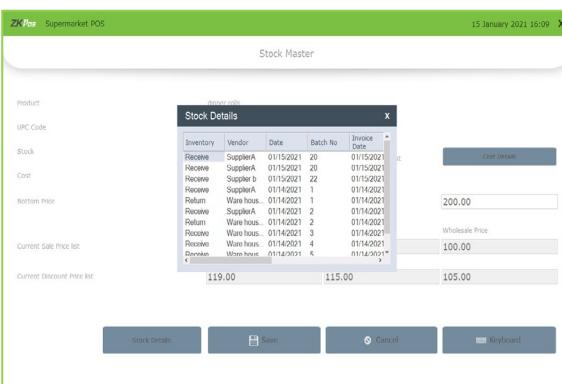


STOCK MASTER

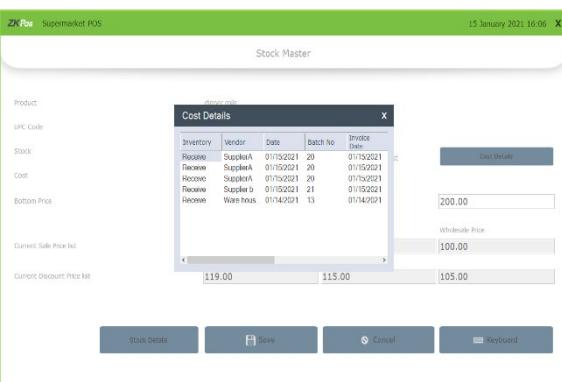
- Click on STOCK MASTER.
- It displays details like product, UPC Code, Stock, bottom price, current sale price list, and Current discount price list.



- Click on a particular item to show the details.
- You can edit bottom price, MRP, current sale price and current discount price.
- To save the changes click save button.
- Cost and average cost are shown as in the figure.



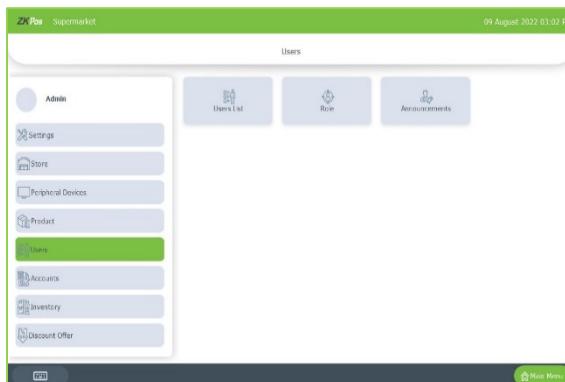
- Click Cost details button.
- You can see the previous cost details of the product while receiving.



- You can see the previous receiving details of the selected products by clicking the stock details button.

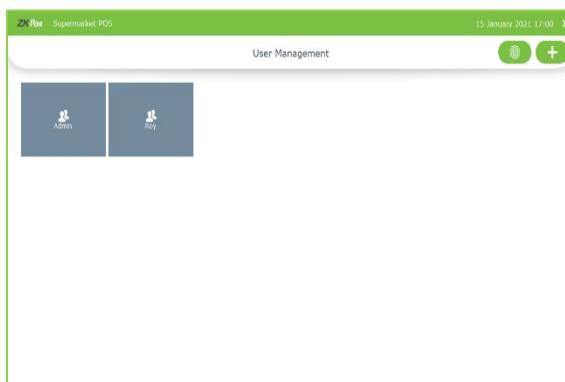
STEP 26 - CREATING NEW USER

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



To create a **NEW USER**, follow the steps below.

- Open **ZKPOS**.
- Click on **SETTINGS** menu.
- From the menu options click on **USERS**.

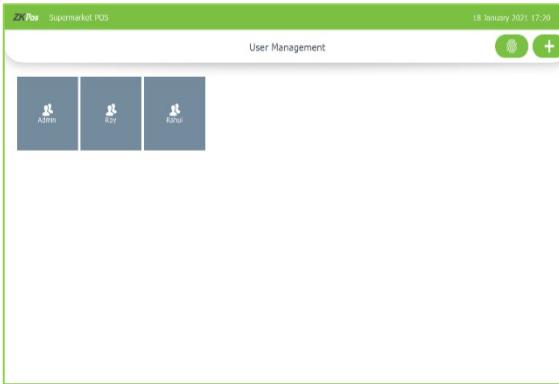


USERS LIST

- Click on **USER LIST** menu.
- **ADMIN USER** will be there by default. To view/edit Admin details click on **ADMIN** button.

- **ADMIN 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 using a **PIN number**, for that enter the pin number.
- After making necessary alterations click on **UPDATE** button. Click **OK** to the confirmation message. You cannot **DELETE** admin. To add a new **USER**, click **ADD** button.

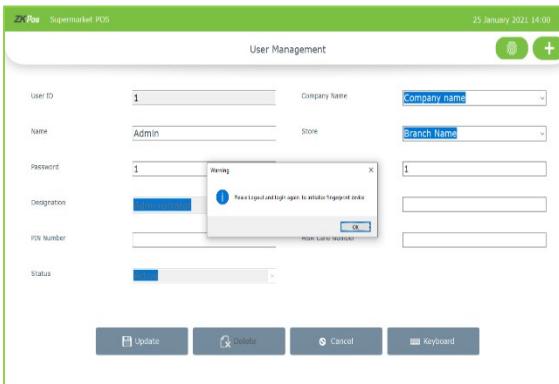
- In the new window you must specify the **User ID, Password** and **Designation** of the user. Default User ID can change as you wish. Select the user type from the dropdown. **Pin** is optional that lets you to login using your pin number.
- Company details and invoice start number will display automatically. Add **CARD NUMBER** and **MSR CARD NUMBER** if necessary. After adding all necessary details click **SAVE** button. Click **Ok** in the confirmation dialog.



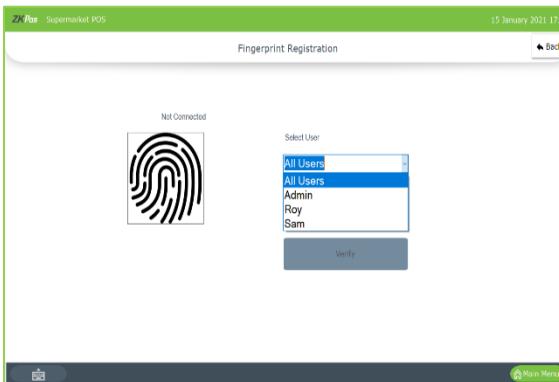
USER REGISTRATION USING FINGERPRINT

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

- Go to **SETTINGS**.
- In the **UTILITY**, enable fingerprint login and update it.
- Now Click **USERS** in the **SETTINGS**.
- Again, click **USER LIST**.
- There is a **FINGERPRINT REGISTRATION** button on the right of **ADD** button. Click on it.



- You may ask to **LOGOUT** and **LOGIN** again. If so, please logout and login again.
- Open **USER LIST** from **SETTINGS**.
- Click on **FINGERPRINT REGISTRATION** button.



- Select the **USER** from the dropdown.
- Click on the **REGISTER** button and keep any finger 3 times for registering fingerprint.
- Click on **VERIFY** button to verify the fingerprint.
- Now go to **MAIN MENU**, **LOGOUT** and try **LOGIN** by keeping finger on the fingerprint device.

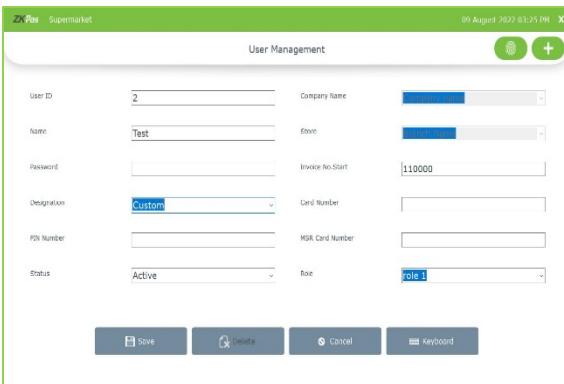


ROLE

- To add role to the software, click Role option.
- You can edit/ delete the role by selecting the role.
- Click ‘+’ button to add a new role.



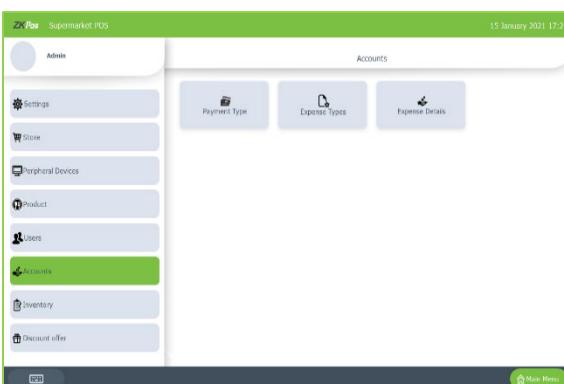
- Enter the role name
- Select the features that the user with this role can access.
- Click save.



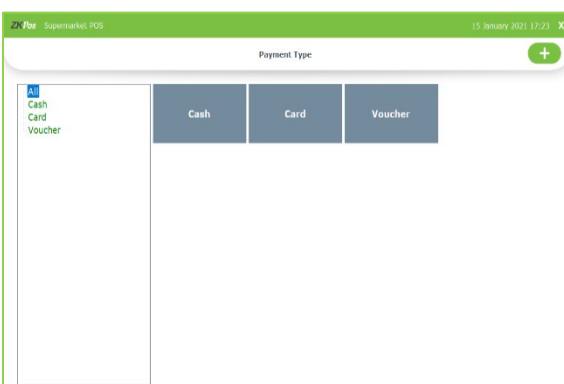
- Now create a user with designation as 'custom'
- We can only set the privileges to custom users
- Select the role as shown in the figure
- Click Save

STEP 27 - ACCOUNTS

This section handles the management of accounts which issued in this POS Software. Admin have the authority to add, edit, and delete Accounts. Accounts are grouped under their corresponding account types and displayed. Users can sort accounts in ascending or descending order.



- Go to **SETTINGS**.
- Click on **ACCOUNTS** tab.



PAYMENT TYPE

- Click on **PAYMENT TYPE**.
- Click **Cash/Card/Voucher** to view.

ZKPos Supermarket POS
15 January 2021 17:25 X

Payment Type

All Cash Card Voucher

Payment Type:

Parent Type: Cash

Status: Active

- Click **Add** button to add payment type. Enter **the payment type, parent Type and status.**
- Click **Save** button.
- To edit a payment type, select the payment type, make necessary changes, and click update button.
- Click delete button to delete the payment type
- You cannot edit or delete the default payment type
- You can change the status by active or inactive

ZKPos Supermarket POS
18 January 2021 08:35 X

Expense Types

Type 1

EXPENSE TYPE

- Click on **EXPENSE TYPE**.
- You can see already added list of Expense type.

ZKPos Supermarket POS
25 January 2021 14:04 X

Expense Types

Expense type name:

Expense type description:

- Click on **ADD** button to add new expense type.
- Enter the **Expense type name, Expense Description details.**
- Click **Save**.
- You can delete the expense type by clicking delete button after selecting the expense type that you want to delete

ZKPos Supermarket
09 August 2022 03:39 PM X

Expense Details

Date	Invoice No.	Name	Narration	Amount	GST	Total Expenses	Status
08/05/2022	1	test expense	test	1000.00	18.00	1018.00	Confirm <input type="button" value="Edit"/>

EXPENSE DETAILS

- Click on **EXPENSE DETAILS**.
- Already added expense details will appears in a grid format.
- To edit it click on the **Edit** option (pen like button) and **Update**.
- You cannot edit the expense details once you confirm it

ZKPos Supermarket

Expense Details

Expense Types: Settling expense

Date: 08/09/2022

Invoice No.: 2

Narration:

Amount: 200

GST: 20

Total Expenses: 220

Save Confirm Delete Cancel

- Click on the ADD(+) button to add expense details.
- Select the **expense type**
- Enter **date, amount, GST, invoice Number and narration**.
- Click **Save**.
- If you want to delete an expense detail, click on that detail, and click delete button
- You can confirm the details by clicking confirm button

ZKPos Supermarket

Expense Details

Expense Types: Test expense

Date: 08/09/2022

Invoice No.: 1

Narration: test

Amount: 1000.00

GST: 18.00

Total Expenses: 1018.00

Update Cancel Confirmation Deleted Cancel

- you cannot edit the expense details once you confirm it.
- Now click on cancel confirmation.
- Then you can edit or delete that expense detail.

STEP 28 - INVENTORY MANAGEMENT

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

ZKPos Supermarket

Stock Receiving

Invoice Series: 2

Receiving Date: 08-09-2022

Vendor name: Admin

Address: Admin

Warehouse: Default

Invoice Number: 2

Invoice Date: 08/09/2022

Receiving Person: Admin

Add Items Import Purchase Order

Slno	Item Code	Description	Sale Price	Cost Price	Quantity	Uom	Tax	Net Amount	Tax Amount	Total

Stock: Average Cost: Net Amount: Add

Stock: Margin: Tax Amount: Total: Grand total: 0

Stock: Total Items: Tax: 0

Stock: Total Qty: Total: 0

Stock: Grand total: 0

+ New Review Confirm Products Print Scan Keyboard Close

STOCK RECEIVING

Save the stock receiving details in **ZKPOS**.

- Click **SETTINGS**, from the menu options select **INVENTORY**.
- First let's learn how to do **STOCK RECEIVING**. Click on **STOCK RECEIVING**.
- Click '+' Button to add new stock to the software.

ZKPos Supermarket

Stock Receiving

Invoice Series: 2

Receiving Date: 08-09-2022

Vendor name: Admin

Address: Admin

Warehouse: Default

Invoice Number: 2

Invoice Date: 08/09/2022

Receiving Person: Admin

Add Items Import Purchase Order

Slno	Item Code	Description	Sale Price	Cost Price	Quantity	Uom	Tax	Net Amount	Tax Amount	Total

Stock: Average Cost: Net Amount: Add

Stock: Margin: Tax Amount: Total: 0

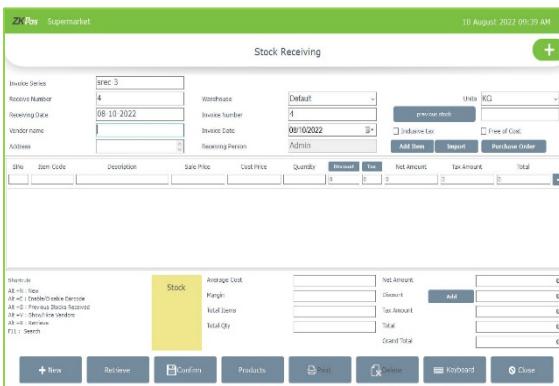
Stock: Total Items: Tax: 0

Stock: Total Qty: Total: 0

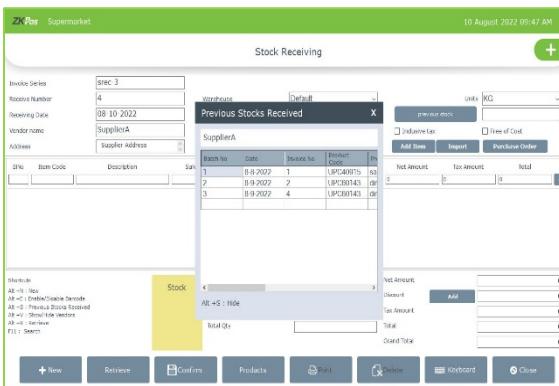
Stock: Grand total: 0

+ New Review Confirm Products Print Scan Keyboard Close

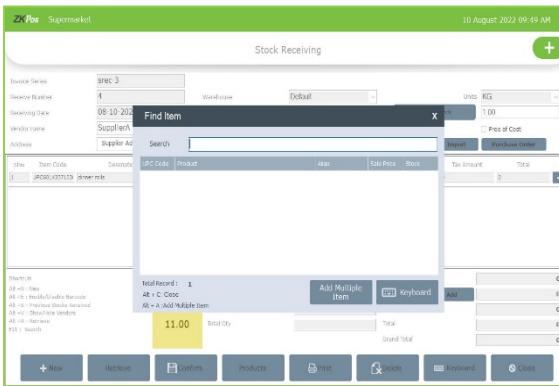
- You can see the invoice series as you set in the naming series
- You need to specify the details about the purchase in appropriate field, like **INVOICE DATE, INVOICE NUMBER, RECEIVING DATE, VENDOR NAME, VENDOR ADDRESS, RECEIVE NUMBER and WAREHOUSE**



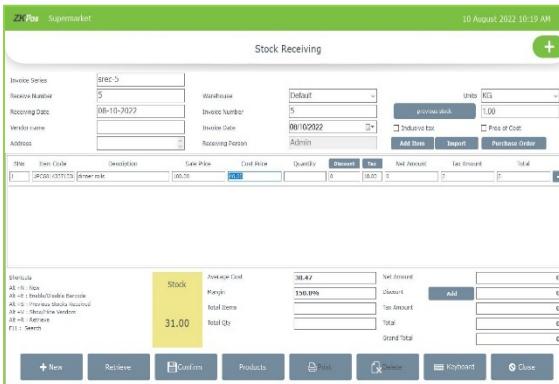
- Click inclusive tax option if you want to calculate the tax inclusively. You must calculate the tax for the whole invoice inclusively.
- By clicking free of cost option, the cost price of a product did not update in product list if you change it.
- You can also restrict the updating of cost price in product list by enabling 'disable cost update on stock receive' from utility.
- After selecting the vendor, click on previous stock button.



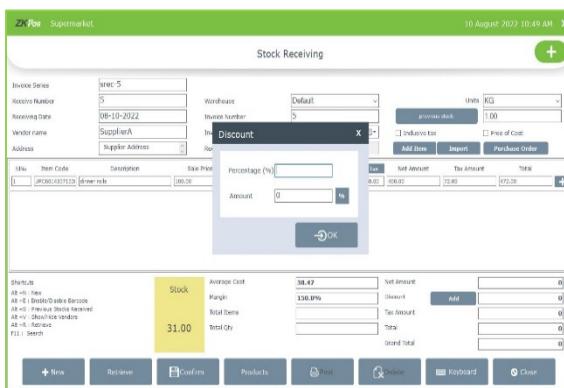
- On clicking the previous stock (Alt + S) you can see the previous stock received from the selected vendor.



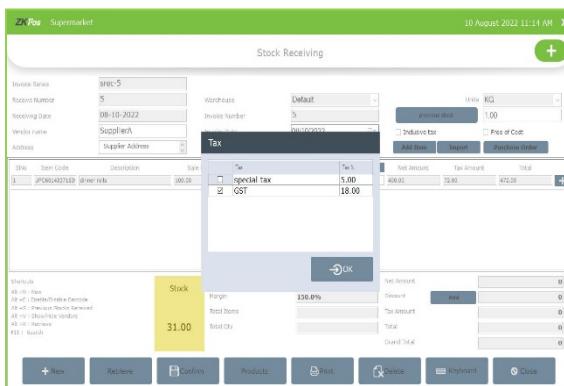
- Click add item to select the products
- Enter the barcode or search by product name
- click on the product after searching



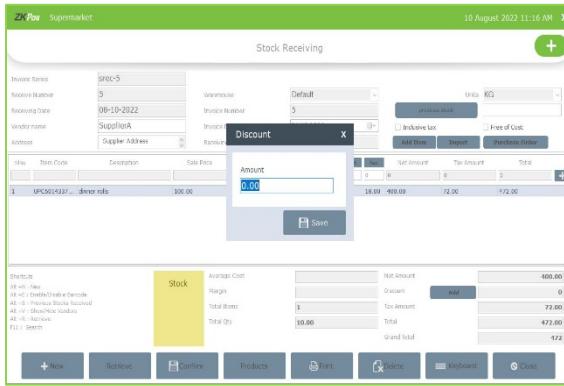
- Now the product will be shown in the purchase receiving grid.
- Change the cost price if you want to
- Enter the quantity.



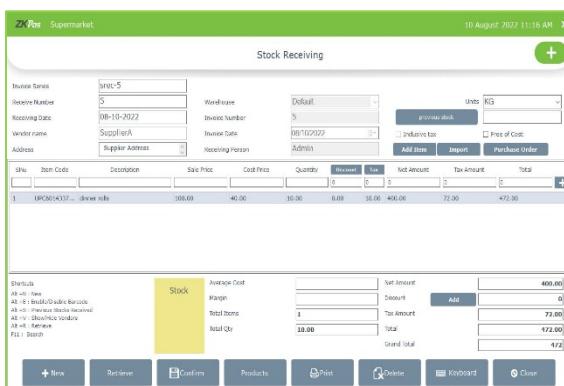
- After entering the quantity, you can add discount and tax product wise.
- Click on discount button against the product.
- You will get a pop up to enter discount as amount and as percentage.
- By entering the percentage value, you can view the amount in the respective field.
- If you enter the amount, click the % button you can see the equivalent percentage value in the respective filed.
- Click OK.



- Click tax button same as discount.
- You can get a pop up shows the saved taxes in the software.
- Select/deselect the taxes.
- Click OK.



- Click ADD (+) button inside the product list grid to save the receiving details.
- When you select an item, the average cost will be calculated by considering the reception of same item previously and view in the respective field.
- You can add discount to the whole invoice by clicking the add button near the discount amongst the amount details.
- Enter the discount amount and click OK.
- You cannot add both product wise and invoice wise discount to a single invoice.



- Click add item for adding more products to the same invoice.
- Click new button to start a fresh invoice.
- By clicking print you can take a print out of the details.
- You can create products from the purchase receiving interface by clicking Products button.
- Delete the invoice by clicking delete button.
- Keyboard will help you to enter letters and numbers.

This screenshot shows the initial step of entering a stock receiving entry. It includes fields for Invoice Series (srec-5), Warehouse (Default), and Quantity (1). Other visible fields include Receipt Number (08-10-2022), Invoice Date (08/10/2022), and Receiving Person (Admin).

- To view previous stock entries, click **RETRIEVE** button. In the new window enter the **INVOICE NUMBER** and click search button.
- Choose vendor wise option to view vendor wise results. Now select the vendor from the list. You will get the results.
- You can take the **PRINTOUT** of the stock by clicking **PRINT** button.
- Note the shortcut keys provided in the bottom left side of the stock entry window.

This screenshot shows a list of products being received. The user has selected a product (asad) and is entering its quantity (1). Other products listed include dessert, dinner rolls, ice cream, sandwich, seafood, test 1, test 2, Test weighing, vegetables, waffles, and weighing test. The total record count is 22.

- You can also receive multiple items by selecting the 'Add multiple item' option.
- Enter the quantity of products that you need to receive
- Click save button.

This screenshot shows the import function being used. A file named 'Imported Import template' is selected and ready to be imported. The import interface includes fields for Product ID, Description, and Quantity.

- You can import the products those you need to receive it to the software.
- For that click on Import button.
- You can import normal product or product with serial number.
- Download the import template as per your requirement.
- Enter the details of products you need to import in the template.
- Browse the file.
- Click import.

This screenshot shows a purchase order (PO-1) being selected for receiving. The purchase order details are displayed, including the vendor name (SupplierA) and address (Supplier Address).

- You can directly receive the items from a purchase order by clicking on the purchase order button.
- You need to create and confirm the purchase order first (see purchase order).

This screenshot shows the 'Stock Receiving' screen in ZKPos. At the top, there are fields for Invoice Series (1), Receive Number (1), Receiving Date (08-11-2022), Vendor name (SupplierA), and Address. Below these are dropdowns for Warehouse (Default), Invoice Number (1), Invoice Date (08/11/2022), Receiving Person (Admin), and Units (dropdown menu). There are also checkboxes for Inclusive Tax and Free of Cost. Buttons include 'previous stock', 'next stock', 'Add Item', 'Import', and 'Purchase Order'. A modal window titled 'Purchase Order' is open, showing a dropdown for 'Order No' with 'Select' and a search icon. The main table has columns for S.No., Description, Sale Price, Cost Price, Qty, Net, Tax, Net Amount, Total Amount, and Grand Total. A 'Save' button is at the bottom.

- You can select the purchase order from the drop-down list.
- Or you can search the details by clicking search button.

This screenshot shows the same 'Stock Receiving' screen as the previous one, but the 'Purchase Order' modal is now closed. Instead, it displays a list of purchase orders in a grid format. The first item in the list is 'Order No: 1, SupplierA, Order Date: 08-11-2022 10:39:59 AM'. The table below has columns for Order No/Customer, Search, Total, and buttons for Save and Cancel.

- Search the purchase order and select it.
- Click save button.
- Please note that only confirmed purchase orders are displayed here.

This screenshot shows the 'Stock Receiving' screen with a 'Purchase Order' dialog box overlaid. The dialog contains fields for Invoice Date (08/11/2022), Invoice No (1), Warehouse (Default), and Vendor (SupplierA). It also includes a 'Purchase Order' section with fields for Order Date (08/11/2022) and Order No (1). The main table below has columns for S.No., Description, Sale Price, Cost Price, Qty, Net, Tax, Net Amount, Total Amount, and Grand Total. A 'Save' button is at the bottom.

- Enter Invoice date, Invoice number and warehouse.
- Click ok.

This screenshot shows the 'Stock Receiving' screen with a 'Purchase Order' dialog box overlaid. The dialog contains fields for Invoice Date (08/11/2022), Invoice No (1), Warehouse (Default), and Vendor (SupplierA). It also includes a 'Purchase Order' section with fields for Order Date (08/11/2022) and Order No (1). The main table below has columns for S.No., Item Code, Description, Sale Price, Cost Price, Quantity, Net, Tax, Net Amount, Total Amount, and Grand Total. A 'Save' button is at the bottom. A detailed receiving summary is shown at the bottom right, including fields for Average Cost, Margin, Net Amount, Discount, Add, Tax Amount, Total, and Grand Total. Buttons for '+ New', 'Retain', 'Confirm', 'Products', 'Edit', 'Delete', 'Import', 'Purchase Order', and 'Close' are at the bottom.

- You can confirm the stock receiving details by clicking confirm button.
- You cannot edit the details once you confirm it.
- You can cancel the confirmation for future editing.

You can receive products with serial numbers also.

This screenshot shows the Stock Receiving screen. At the top, there's a header with 'Stock Receiving' and a '+' button. Below it is a table for entering serial numbers, with fields for Serial No., Quantity, and Unit (KG). A note indicates 'Previous Stock: 1.00'. There are checkboxes for 'Inclusive Tax' and 'Rate of Cost'. Buttons include 'Add Item', 'Import', and 'Purchase Order'. The main area has a summary table with columns: Stock, Margin, Net Amount, Tax Amount, and Total. At the bottom, there are buttons for '+ New', 'Retrieve', 'Confirm', 'Print', 'Delete', 'Keyboard', and 'Close'.

- While clicking on '+' button a pop up for entering serial number appears.
- Enter the serial numbers here.
- Click ok button.
- You can also import the products with serial number.

This screenshot shows the Stock Return screen. It has a similar layout to the Stock Receiving screen, with a header 'Stock Return' and a '+' button. The main area contains a table for entering return details, with columns for Sale Price, Cost Price, Quantity, and Net Amount. A note says 'Default' and 'Warehouse'. Buttons include 'Add Item', 'Import', and 'Purchase Order'. The bottom features a summary table with columns: Stock, Margin, Net Amount, Tax Amount, and Total. Buttons at the bottom are '+ New', 'Retrieve', 'Confirm', 'Print', 'Delete', 'Keyboard', and 'Close'.

STOCK RETURN

Save the stock return details in **ZKPOS**.

- Click **SETTINGS**, from the menu options select **INVENTORY**.
- Click on **STOCK RETURN**.
- Enter the details.
- You can retrieve the details as before.
- You cannot edit the details once you confirm it.
- You can cancel the confirmation for future editing

This screenshot shows the Stock Return screen with a modal dialog titled 'Previous Stocks Received'. The dialog lists a single entry: '8-11-2022' with 'UPC00143' as the Product Code. The main screen below has a summary table with columns: Stock, Margin, Net Amount, Tax Amount, and Total. Buttons at the bottom are '+ New', 'Retrieve', 'Confirm', 'Print', 'Delete', 'Keyboard', and 'Close'.

- You can see the previous stock received from stock return panel.
- Select the vendor and click on 'previous stock received button'.

STOCK TRANSFER

Some items in the inventory may damage or get expired, so you need a space to categorize them from inventory. Then you can return the spoilage items or expired items to the vendor or you can separate it easily from other products. The screen for stock receiving and stock return is similar.

This screenshot shows the Stock Transfer screen. It follows the same basic structure as the Stock Receiving and Stock Return screens, with a header 'Stock Transfer' and a '+' button. The main area contains a table for entering transfer details, with columns for Sale Price, Cost Price, Quantity, and Net Amount. A note says 'Default' and 'Warehouse'. Buttons include 'Add Item', 'Import', and 'Purchase Order'. The bottom features a summary table with columns: Stock, Margin, Net Amount, Tax Amount, and Total. Buttons at the bottom are '+ New', 'Retrieve', 'Confirm', 'Print', 'Delete', 'Keyboard', and 'Close'.

- Go to **SETTINGS**.
- Click **INVENTORY**.
- Choose **STOCK TRANSFER** from the two options.

This screenshot shows the Stock Transfer screen. At the top, there are fields for Transfer Series (08-11), Transfer No. (1), Warehouse (Default), Transfer Person (Admin), and a search bar with 'Find Item' and 'Supplier' buttons. A modal window titled 'Find Item' is open, showing a list of items with 'UPC/Code' and 'Product' columns. One item, 'UPC001... dinner rolls', is selected. Below the modal are buttons for '+ New', 'Retrieve', 'Confirm', 'Print', 'Delete', 'Keyboard', and 'Close'. A status bar at the bottom indicates 'Total Record : 1'.

- Enter **TRANSFER NUMBER, VENDOR DETAILS** and **INVOICE NUMBER**.
- Click **ADD ITEM** button to add items that need to return to the vendor.
- Enter the quantity that you want to return.
- Click **ENTER KEY**.
- To add another button, click **NEW** button.
- You can use **RETRIEVE** button as you have seen earlier, **PRINT** button, **PRODUCT** Button and **DELETE** button as described earlier.
- After you done with it, click **CLOSE** button.

This screenshot shows the Stock Transfer screen after a transfer has been completed. The transfer number is 08-11-2022, and the transfer date is 08/11/2022. The item 'dinner rolls' has a quantity of 100. The total amount is 399.00. The bottom section shows a summary table with columns for Stock, Average Cost, Margin, Total Item, Total Qty, Net Amount, Discount, Tax Amount, Total, and Grand Total. Buttons at the bottom include '+ New', 'Retrieve', 'Confirm', 'Print', 'Delete', 'Keyboard', and 'Close'.

- You can view the previous stock by clicking that button.
- You can confirm the stock transfer details by clicking confirm button.
- You cannot edit the details once you confirm it.
- You can cancel the confirmation for future editing.

This screenshot shows the Stock Inventory screen. It has tabs for 'Stock' (selected) and 'Physical Stock'. A dropdown for 'Warehouse' is set to 'Default'. A note says 'Products which have zero in stock not displayed'. A table lists products: dessert, dinner rolls, ice cream, sandwich, seafood, vegetables, and waffles, each with Stock, Physical Stock, Balance, and Confirm checkboxes. Buttons at the bottom include 'Submit', 'Clear', 'Print', and 'Keyboard'.

STOCK INVENTORY

You can manage your stock details like physical stock balance, stock variation report etc. using this interface.

- Click on **STOCK INVENTORY**.
- Click on **STOCK** button and then **VIEW** button.

This screenshot shows the Stock Inventory screen with the 'Physical Stock' tab selected. The warehouse is set to 'Default'. A note says 'Products which have zero in stock not displayed'. The table includes the 'Physical Stock' column. Buttons at the bottom include 'Submit', 'Clear', 'Print', and 'Keyboard'.

- If the Stock value is zero that means the items were out of stock.
- If you want to view physical stock, then click on **PHYSICAL STOCK** button.
- You can adjust the physical stock by entering the value to the physical stock column

ZKPos Supermarket
Stock Inventory
11 August 2022 12:04 PM X

Product	Stock	Physical Stock	Balance	Confirm
dessert	10.00	0 10.0000		<input type="checkbox"/>
dinner rolls	10.00	0 10.00		<input type="checkbox"/>
ice cream	0.00	10 0.00		<input type="checkbox"/>
sandwich	0.00	100 0.00		<input type="checkbox"/>
seafood	0.00	0 0.0000		<input type="checkbox"/>
vegetables	0.00	0 0.0000		<input type="checkbox"/>
waffles	0.00	0 0.0000		<input type="checkbox"/>

Buttons: Stock, Physical Stock, Default, Submit, Clear, Print, Keyboard.

- Enter the physical stock as shown in the figure.
- Click on confirm button against each product that you want to update in software.
- After confirming products, click on submit button.

ZKPos Supermarket
Stock Inventory
11 August 2022 12:07 PM X

Product	Vendor	Warehouse	Balance	Confirm
dessert	Select	Default	0 10.0000	<input type="checkbox"/>
dinner rolls	Select	Default	0 10.00	<input type="checkbox"/>
ice cream	Select	Default	10 0.00	<input checked="" type="checkbox"/>
sandwich	Select	Default	100 0.00	<input type="checkbox"/>
seafood	Select	Default	0 0.0000	<input type="checkbox"/>
vegetables	Select	Default	0 0.0000	<input type="checkbox"/>
waffles	Select	Default	0 0.0000	<input type="checkbox"/>

Buttons: Stock, Physical Stock, Default, Submit, Cancel, Print, Keyboard.

- Enter the admin password.
- Enter vendor and warehouse is already selected.
- Click submit button.
- The stock will be adjusted according to the quantity.

ZKPos Supermarket
Purchase Order
12 August 2022 01:11 PM X

Profile	2	Order date	08/12/2022																						
Order Number	2	Shipping Information																							
Vendor name	1	Company name Building ,Street ,City																							
Vendor contact		<input type="checkbox"/> Inclusive tax																							
<table border="1"> <thead> <tr> <th>Line</th> <th>Item Code</th> <th>Description</th> <th>Unit</th> <th>Quantity</th> <th>Unit Price</th> <th>Tax %</th> <th>Quantity</th> <th>Total Amount</th> <th>Tax Amount</th> <th>Add</th> </tr> </thead> <tbody> <tr> <td></td> <td>Add</td> </tr> </tbody> </table>				Line	Item Code	Description	Unit	Quantity	Unit Price	Tax %	Quantity	Total Amount	Tax Amount	Add											Add
Line	Item Code	Description	Unit	Quantity	Unit Price	Tax %	Quantity	Total Amount	Tax Amount	Add															
										Add															
<table border="1"> <thead> <tr> <th>Net amount</th> <th>Tax amount</th> <th>Total amount</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Net amount	Tax amount	Total amount																			
Net amount	Tax amount	Total amount																							
<table border="1"> <thead> <tr> <th>Other/Shipping amount</th> <th>Add</th> <th>Total amount</th> </tr> </thead> <tbody> <tr> <td></td> <td>Add</td> <td></td> </tr> </tbody> </table>				Other/Shipping amount	Add	Total amount		Add																	
Other/Shipping amount	Add	Total amount																							
	Add																								

Buttons: + New, Confirm, Remove, Print, Keyboard, Delete, Close.

PURCHASE ORDER

If you have received a purchase order from a vendor or customer, then add the details to ZKPOS.

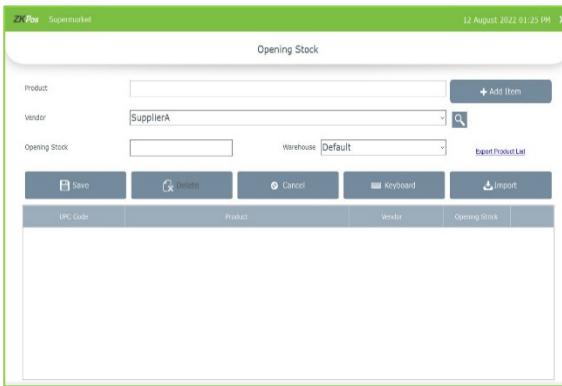
- Click on PURCHASE ORDER.
- Select the vendor's name.
- When you select the vendor, other details will be updated automatically.
- Now click on ADD ITEM button.

ZKPos Supermarket
Purchase Order
12 August 2022 01:14 PM X

Profile	2	Order date	08/12/2022																								
Order Number	2	Shipping Information																									
Vendor name	1	Company name Building ,Street ,City																									
Vendor contact		<input type="checkbox"/> Inclusive tax																									
<table border="1"> <thead> <tr> <th colspan="2">Find Item</th> <th colspan="2"></th> </tr> <tr> <td colspan="2">Search</td> <td colspan="2"></td> </tr> </thead> <tbody> <tr> <td>New</td> <td>Item Code</td> <td>UPC Code</td> <td>Product</td> </tr> <tr> <td>Line</td> <td>Unit</td> <td>Rate</td> <td>Stock</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">Total Record - 0</td> </tr> </tbody> </table>				Find Item				Search				New	Item Code	UPC Code	Product	Line	Unit	Rate	Stock					Total Record - 0			
Find Item																											
Search																											
New	Item Code	UPC Code	Product																								
Line	Unit	Rate	Stock																								
Total Record - 0																											
<table border="1"> <thead> <tr> <th>Other/Shipping amount</th> <th>Add</th> <th>Total amount</th> </tr> </thead> <tbody> <tr> <td></td> <td>Add</td> <td></td> </tr> </tbody> </table>				Other/Shipping amount	Add	Total amount		Add																			
Other/Shipping amount	Add	Total amount																									
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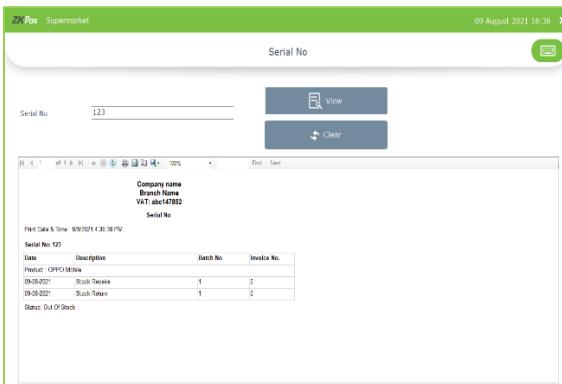
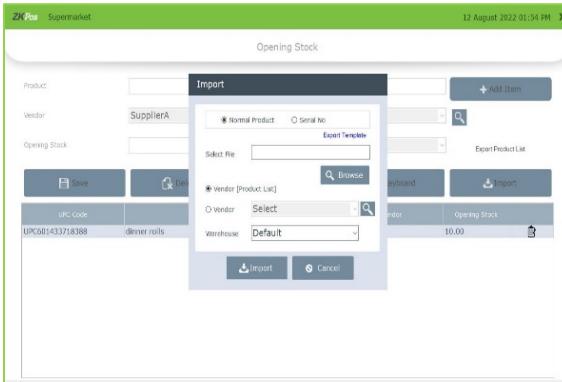
Buttons: + New, Confirm, Remove, Print, Keyboard, Delete, Close.

- Select any from the list.
- Enter the quantity that you want to purchase.
- Select tax.
- Press enter key.
- Your entry will be updated successfully.
- Enter the shipping amount by clicking add button near to it.
- You can use RETRIEVE button, PRINT button, PRODUCT MASTER Button and DELETE button as described earlier.
- After you done with it, click CLOSE button.
- You can confirm the purchase order by clicking 'confirm' button.
- You cannot edit the purchase order once you confirm it.
- You can click cancel confirmation if you need to edit the purchase order.



OPENING STOCK

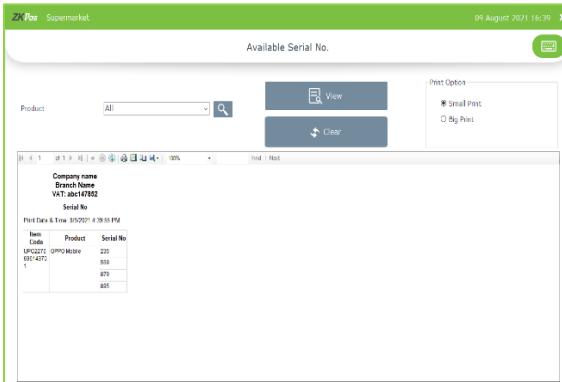
- We can add the opening stock and vendor details by selecting the opening stock button.
- Select the product by clicking add item, select the vendor, and enter the opening stock.
- Select warehouse
- Click save button.
- For deleting the stock click on the details and click delete button.
- To update opening stock, click on edit button in line with the detail.
- Make necessary changes and click update
- You can import the opening stock by clicking import button.
- Download the template and enter the details in that template.
- Browse and select the file that you need to import.
- Select vendor and warehouse.
- You can select vendor according to the product list or you can set a new vendor here.
- Click import.



SERIAL NUMBER SUMMARY

You can view the serial number summary of products here.

- Enter the serial number you want to know the details.
- Click View button.
- You can see the stock detail of that serial number.



AVAILABLE SERIAL NUMBER

You can see the available serial numbers in ZKPOS Retail Software here.

- Select the product from drop down.
- Click view button.

S No	Item Code	Description	Cost Price	Available Stock	Transferred Stock	Sales	Van Stock	Stock Entry	Balance Stock	Warehouse Name
1	8	dessert	100.00	0.00	0.00	0.00	0.00	0.00	0.00	test 1
2	8	dessert	100.00	0.00	0.00	0.00	0.00	0.00	0.00	Default
3	2	driverrolls	30.00	0.00	0.00	0.00	0.00	0.00	0.00	test 1
4	2	driverrolls	30.00	20.00	10.00	0.00	0.00	0.00	0.00	Default
5	6	ice cream	100.00	0.00	0.00	0.00	0.00	0.00	0.00	test 1
6	6	ice cream	100.00	10.00	0.00	0.00	0.00	0.00	0.00	Default
7	1	sandwich	40.00	0.00	0.00	0.00	0.00	0.00	0.00	test 1
8	1	sandwich	50.00	100.00	0.00	0.00	0.00	0.00	0.00	Default
9	7	seafood	50.00	0.00	0.00	0.00	0.00	0.00	0.00	Default
10	7	seafood	50.00	0.00	0.00	0.00	0.00	0.00	0.00	test 1
11	9	test report	10.00	0.00	0.00	0.00	0.00	0.00	0.00	test 1
12	9	test report	10.00	0.00	0.00	0.00	0.00	0.00	0.00	test 1
13	5	vegetables	60.00	0.00	0.00	0.00	0.00	0.00	0.00	Default
14	5	vegetables	60.00	0.00	0.00	0.00	0.00	0.00	0.00	test 1
15	4	waffles	80.00	0.00	0.00	0.00	0.00	0.00	0.00	Default
16	4	waffles	80.00	0.00	0.00	0.00	0.00	0.00	0.00	test 1

SAVE STOCK

- You can save the stock in a supermarket and can retrieve it whenever you want.
- You can view department wise stock details and warehouse wise stock details.
- You can search the product name by click on the search button.
- Click on clear search button to go to the old state.
- Save the current stock and enter the file name and click save.

S No	Item Code	Description	Batch Date	Name	Stock	Sales	Van Stock	Stock Entry	Balance Stock	Warehouse Name
1	8	dessert	08-12-2022	12080912_Stock	0	0	0	0	0	test 1
2	8	dessert			0	0	0	10	0	Default
3	2	driverrolls			0	0	5	5	0	test 1
4	2	driverrolls			0	0	20	20	0	Default
5	6	ice cream			0	0	0	0	0	test 1
6	6	ice cream			0	0	0	0	0	Default
7	1	sandwich			0	0	0	0	0	test 1
8	1	sandwich			0	0	0	0	0	Default
9	7	seafood			0	0	0	0	0	test 1
10	7	seafood			0	0	0	0	0	Default
11	9	test report			0	0	0	0	0	test 1
12	9	test report			0	0	0	0	0	test 1
13	5	vegetables			0	0	0	0	0	Default
14	5	vegetables			0	0	0	0	0	test 1
15	4	waffles			0	0	0	0	0	Default
16	4	waffles			0	0	0	0	0	test 1

- You can retrieve the saved stock by clicking retrieve button.
- Select the saved stock file.
- To click view to view the details of the saved stock or click delete button to delete the file.
- To view the current stock again you can click current stock button.
- You can take the printout by clicking print button.
- Select big print / small print.
- Click View button.
- Then export or print the details.

STEP 29 - DISCOUNT OFFER / PROMOTIONS

There may be gift or discount offer for some special customers, regular visitors or for a particular invoice. To Set this gift functionality you should follow the below steps.

- Login as **ADMIN**.
- Click **SETTINGS** menu.
- Click **DISCOUNTOFFERS**.

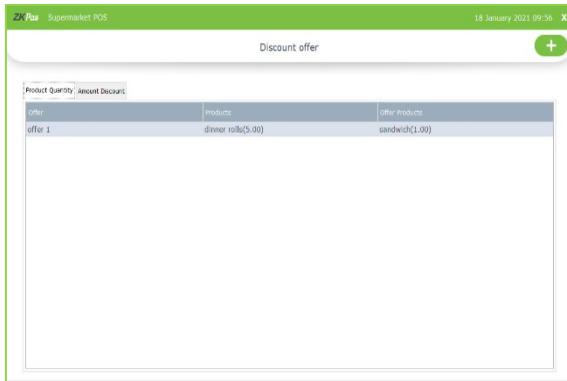
DISCOUNT OFFERS

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

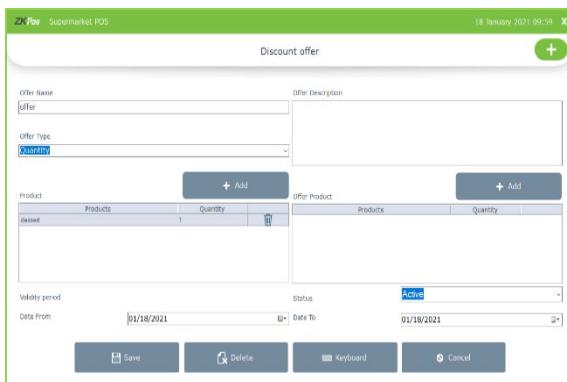
Product Quantity	Amount Discount	Offer	Products	Offer Products

- Click on **DISCOUNTOFFER**.
- You can set discount offers by product quantity or by amount. For instance, suppose a person buys 5 pens at a time, you can provide one additionally as a discount product. The person needs to pay the price of 5 pens. This offer is based on quantity.
- To add a discount offer based on amount, click on the **AMOUNT DISCOUNT** tab next to **PRODUCT QUANTITY** tab. Here you can provide discount for a particular product based on amount. You can set either Offer percentage or discount amount.

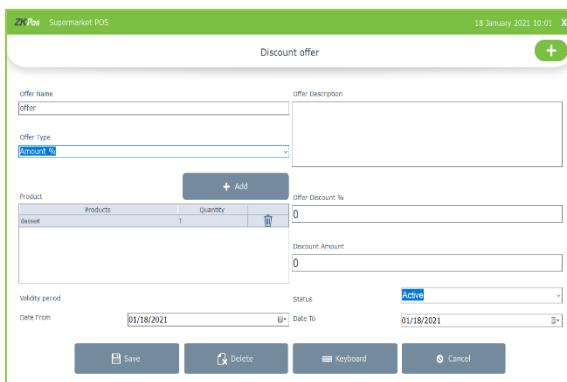
Follow the steps below to learn about discount offers.



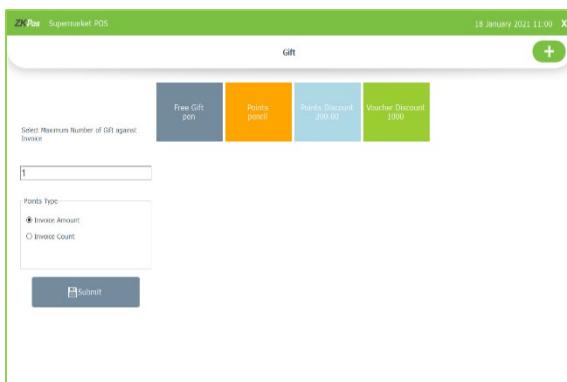
- Recently added discount offers will be listed in a grid.
- To view or modify, just click on it.
- Make necessary changes if required.



- You have two options to set a discount offer, either by amount or by quantity. You can set a discount for product price by percentage or you can set a discount for the product quantity.
- Enter the offer name, offer description, and offer type - amount wise or quantity wise.
- For quantity wise, select the product and quantity by clicking add button.
- Select the offer product next by clicking add button.
- Enter validity period and status.
- Click save button.



- At the time of sale, you can purchase the product with offer product by paying the product price.
- To delete the current selected product or offer product, click on the delete button.
- Click **YES** in the popup window.
- You can change the Date assigned for the offer.
- To add more product, click on **ADD** button.
- To add discount by amount wise, enter the details as before.
- Instead of entering the offer product you have two options, enter the discount as percentage wise or amount wise.
- Enter the details and click save.



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.

ZKPos Supermarket POS

Utility

Name	Status
Enable Gift Points	<input type="checkbox"/> Free
Enable Voucher Discount	<input type="checkbox"/> Free
Enable Invoice Sub Total	<input checked="" type="checkbox"/> Free
Enable Receipt Log	<input checked="" type="checkbox"/> Free
Enable Return Point	<input type="checkbox"/> Free
Enable Order Point	<input type="checkbox"/> Free
Enable Gift and Points	<input type="checkbox"/> Free
Enable Tax Percent	<input type="checkbox"/> Free

- Login as **ADMIN**.
- Go to **SETTINGS**.
- Click on **UTILITY**. From the list **enable Gift and Points** by ticking on the checkbox that corresponds to it.
- Update the changes by clicking on **UPDATE** button.
- Now go to **DISCOUNT OFFERS** and click on **GIFTS**.
- Note that you can set the gift in two ways, either by **INVOICE AMOUNT** or by **INVOICE COUNT**.

ZKPos Supermarket POS

Gift

Type	Count
Free Gift pen	1
Points pen	1
Points Discount 200.00	1
Voucher Discount 1000	1

Select Maximum Number of Gift against Invoice:

Points Type: Invoice Amount Invoice Count

- At first enter the maximum number of gifts against invoice count/invoice amount.
- To set a gift for a particular invoice amount select the Option button corresponds to **Invoice Amount** and click **SUBMIT** button.
- Click **OK** in the confirmation message.

ZKPos Supermarket POS

Gift

Gift Type	Gift	Invoice Amount	Status
Free Gift	pen	100.00	Active

Select Maximum Number of Gift against Invoice:

Points Type: Invoice Amount Invoice Count

- Now click **ADD** button to add the Gift.
- Choose gift from dropdown
- Enter the **GIFT**.
- Browse the **IMAGE** of the gift.
- Enter the **INVOICE AMOUNT** and select the **STATUS** of the gift.
- Save the details by clicking on **SAVE** button. Click **OK**.

ZKPos Supermarket POS

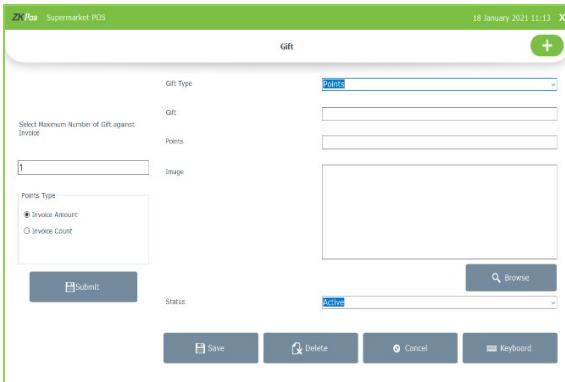
Gift

Gift Type	Gift	Invoice Amount	Status
Free Gift	pen	100.00	Active

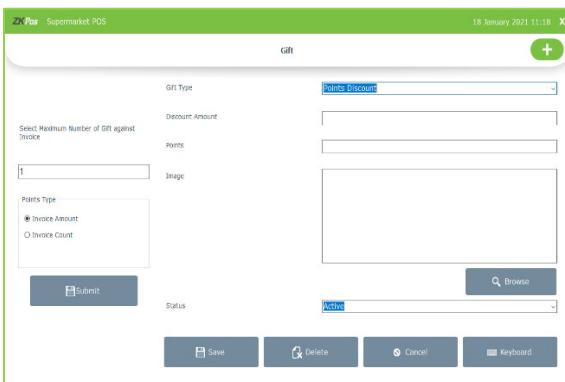
Select Maximum Number of Gift against Invoice:

Points Type: Invoice Amount Invoice Count

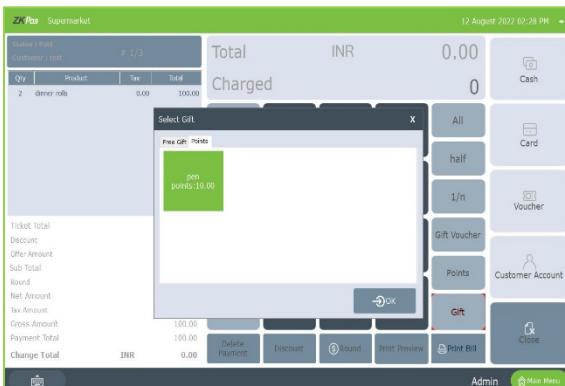
- To edit/delete a saved gift, click on the gift.
- Make necessary changes and click on **UPDATE** button.
- If you want to delete then click on **DELETE** button.
- Click **YES** in the confirmation box.



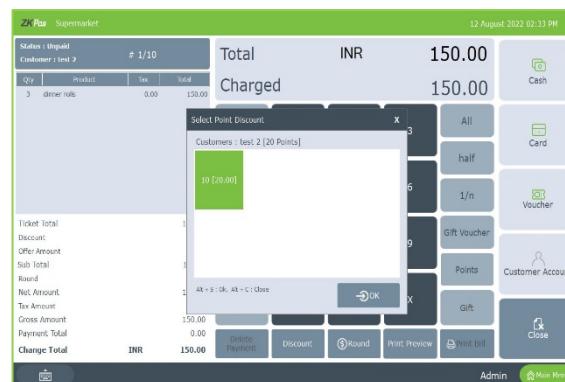
- Then you can see options like points and points discount.
- Set the details in Points options in discount offer first ([see points](#)).
- Enter point and gift in appropriate fields.
- Browse the image and click save.



- Now set a discount amount as per the points acquired by the customer
- Select points discount from dropdown
- Enter discount amount according to the point
- Browse image and click save



- Go to POS section in main menu
- Select the customer
- Purchase items with an amount sufficient to get gift or amount discount as per the point earned
- Click settle button
- After settlement the gift option in settlement page will blink
- Click on the button and a pop up will be shown
- You can select the gift if you want it.



- If customer select the gift, he is not eligible for the amount discount as per the same point.
- If customer do not select the gift, an amount discount pop will be shown when you click points for the future purchase of the same customer.
- Select the amount, the amount will be deducted from your total amount.

ZKPos Supermarket POS

18 January 2021 11:38 X

Gift

Gif Type: Amount Discount

Amount: 500.00

Discount Amount: 50.00

Points Type: Invoice Amount Invoice Count

Status: Inactive

Submit Save Delete Cancel Keyboard

- To enter amount discount, select that option from dropdown.
- Enter amount and discount amount.
- Click save button.
- The amount will be deducted from the invoice.

ZKPos Supermarket POS

18 January 2021 11:46 X

Gift

Gif Type: Voucher Discount

Amount: 1000

Discount Amount: 10.00

Points Type: Invoice Amount Invoice Count

Status: Active

Submit Save Delete Cancel Keyboard

- Select voucher discount from dropdown.
- Enter amount and discount amount.
- Click save button.

ZKPos Supermarket

Status: Unpaid Customer: test 3 # 1/12

Qty	Product	Tax	Total
6	driver note	0.00	300.00

Ticket Total: 300.00
Discount: 0.00
Offer Amount: 0.00
Sub Total: 300.00
Round: 300.00
Net Amount: 300.00
Tax Amount: 0.00
Gross Amount: 300.00
Payment Total: 0.00
Change Total: 300.00

Total INR 300.00 Charged

Cash Card Voucher Gift Voucher Points Customer Account

Admin Main Menu

- While purchasing an item which meets the requirement of voucher discount, click on gift voucher.
- A pop up will be shown as in the figure.
- Select the gift voucher and click OK.

POINTS

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

ZKPos Supermarket POS

18 January 2021 12:04 X

Points

Point type: Invoice Amount

Points: 40

Membership: All

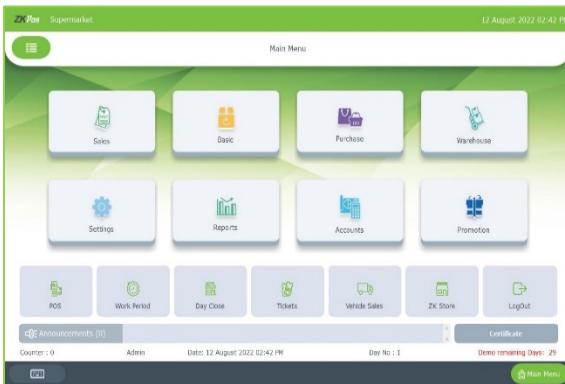
Point type	Value	Points	Membership
Invoice Amount	500.00	40	All

Save Cancel Keyboard

- Login as **ADMIN**.
- Go to **SETTINGS**.
- Select **DISCOUNT OFFERS** and then click on **Points** from the menu options.
- You can see two options in the dropdown menu, **INVOICE AMOUNT** and **INVOICE COUNT**.
- From the two, select any.

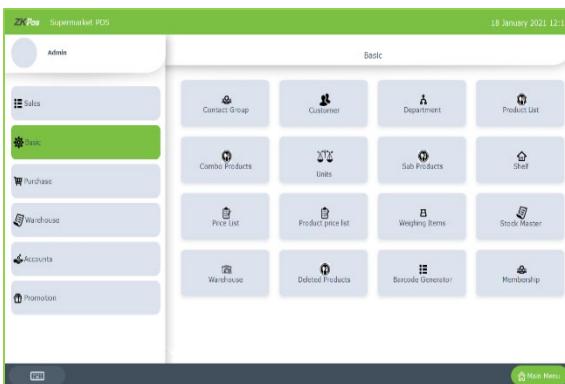
Point type	Value	Points	Membership
Invoice Amount	500.00	40	All

- If you selected **INVOICE AMOUNT**, enter the **AMOUNT** and corresponding **POINTS** in the next textboxes.
- If you selected **INVOICE COUNT**, enter the count of **INVOICES** and corresponding **POINTS** to the subsequent textboxes.
- In the above picture **Points** are set based on **Invoice Count**.
- Now click **SAVE** button.



STEP 30 - BASIC

- Other important menu in ZKPOS supermarket software is basic option.
- This option contains the provision to add all basic details to the software.
- Select **BASIC** from main menu.



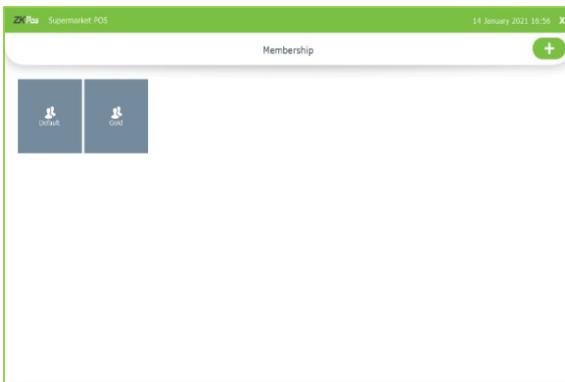
- Basic menu contains the details as shown in the figure.
- Most of the features are introduced earlier to you.

CONTACT GROUP

- Click on contact group from basic menu.
- You can see the saved contact groups at the interface as shown in the figure.
- To add new contact group click add button.

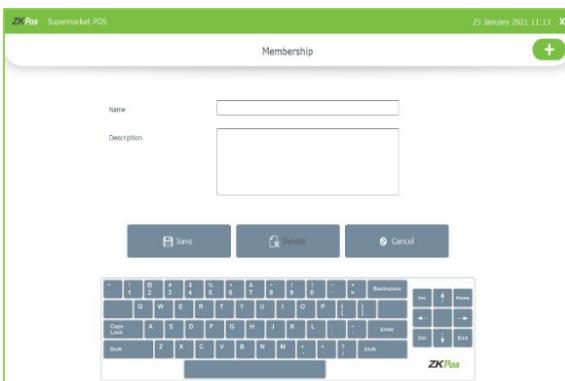


- Enter contact group name and description.
- Click save button.
- If you want to delete a contact group, select the one.
- Click delete button.
- To edit a contact group, select it, make necessary changes, and click update.

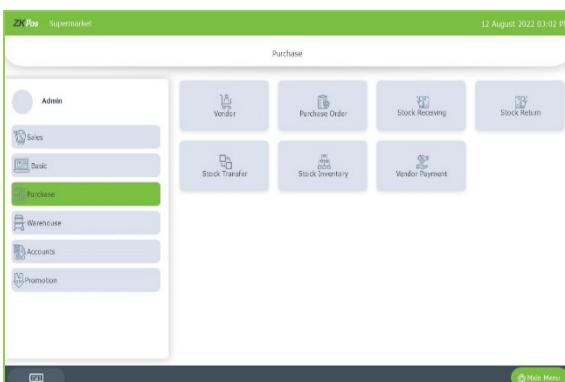


STEP 19 - MEMBERSHIP

- Go to **Settings**.
- Click on the **Membership** option.



- To add new Membership, click on the ADD Button.
- Enter the Name and Description.
- Click Save option.

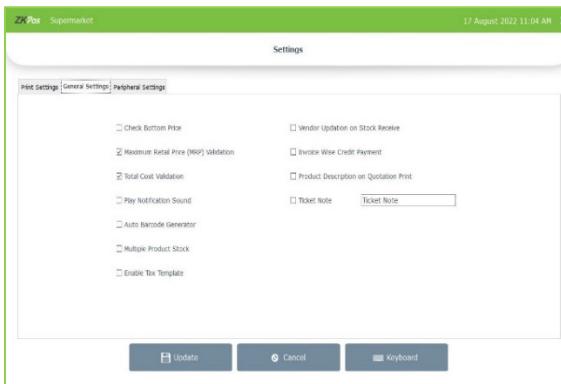


STEP 31 - PURCHASE

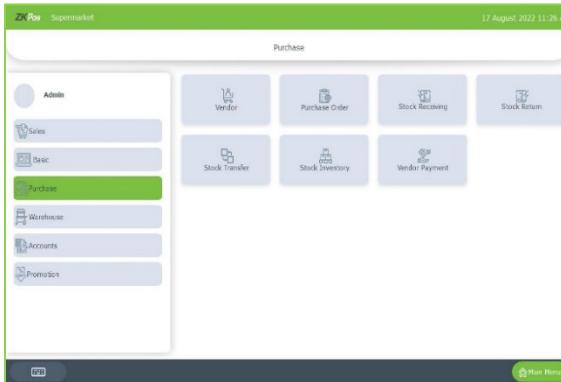
- Select purchase option from dashboard.
- It contains the details as shown in the figure.

VENDOR PAYMENT

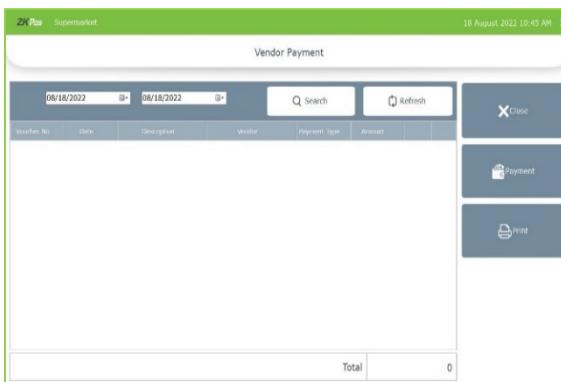
You can make invoice wise payment to the vendor using this option. For that you need to enable the utility 'Invoice wise credit payment' Settings.



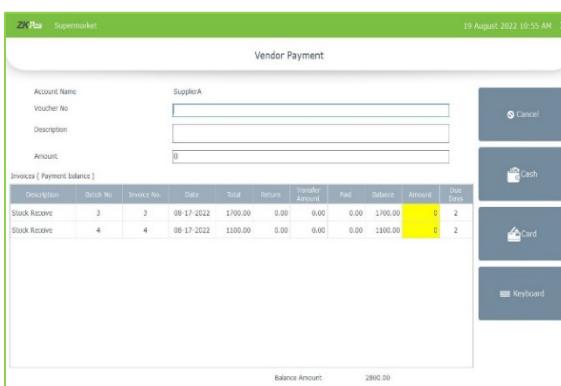
- Go to settings and select general settings.
- Enable invoice wise credit payment.
- Click Update.



- Go to Purchase from dashboard.
- Select Vendor payment.
- Select the vendor.



- You can see the payment details done by this vendor here.
- Click payment button for invoice wise credit option.



- You can see the stock receiving entries which you need to give payment.
- Enter voucher number, description, and amount.
- Then enter individual amount for each receive according to the total amount you enter in amount option.

ZKPos - Supermarket
19 August 2022 11:02 AM X

Vendor Payment

Account Name	Supplier
Voucher No	1
Description	vender payment
Amount	2000

Invoices (Payment balance)

Description	Batch No.	Invoice No.	Date	Total	Return	Transfer Amount	Paid	Balance	Amount	Due Days
Stock Receive	3	3	08-17-2022	1700.00	0.00	0.00	0.00	1700.00	0.00	2
Stock Receive	4	4	08-17-2022	1100.00	0.00	0.00	0.00	1100.00	0.00	2

Balance Amount: 2800.00

- Enter the details.
- Select the payment mode - cash or card.

ZKPos - Supermarket
19 August 2022 11:05 AM X

Vendor Payment

Voucher No	Date	Description	Vendor	Payment Type	Amount
600	08-15-2022	Cash Payment	SupplierA	Cash	700.00
1	08-15-2022	Cash Payment	SupplierA	Cash	500.00
100	08-15-2022	Cash Payment	SupplierA	Cash	100.00
1	08-19-2022	vendor payment	SupplierA	Cash	2000.00

Total: 3300.00

- You can see the payment details in vendor payment.
- Click print button for print outs.

ZKPos - Supermarket
19 August 2022 11:08 AM X

Vendor Payment

Account Name	Supplier
Voucher No	1
Description	
Amount	0

Invoices (Payment balance)

Description	Batch No.	Invoice No.	Date	Total	Return	Transfer Amount	Paid	Balance	Amount	Due Days
Stock Receive	3	3	08-17-2022	1700.00	0.00	0.00	1000.00	700.00	0.00	2
Stock Receive	4	4	08-17-2022	1100.00	0.00	0.00	1000.00	100.00	0.00	2

Balance Amount: 800.00

- Click again on vendor payment.
- You can see the paid amount, balance, and due days.
- Once you settled the whole amount for a stock receive, that will disappear from this grid.
- And we can see the payment details in vendor payment window.

ZKPos - Supermarket
12 August 2022 01:31 PM X

Sales

Admin	Sales
Basic	Customer
Purchase	Quotation
Warrants	Sales
Accounts	Customer Sales
Promotion	Sales Return
	Customer Receipt

STEP 32 - SALES

- Sales option contains customer, customer order, sales, customersales and sales return.
- Click on sales button from dashboard.

ZKPos Supermarket 19 August 2022 11:23 AM X

Quotation

Invoice Series	1	Order date	08/19/2022						
Quotation Number	1	Shipping Information	India						
Customer	Test customer	<input type="checkbox"/> Inclusive tax							
Address		<input type="button" value="Add Item"/>							
SLN	Item Code	Description	Unit Quantity	Unit Price	Tax %	Quantity	Total Amount	Tax Amount	Add
1	UPC49015	sandwich	1.00	10.00	10.00	1.00	10.00	0.00	<input type="button" value="Add"/>

Net Amount: 100.00
Tax Amount: 0.00
Other/Shipping Amount: 0.00
Total Amount: 100.00

QUOTATION

- You can create quotations to the customer using this software.
- For that click on quotation option.
- Add customer and shipping address.
- Tick inclusive tax if it is applicable.
- Click Add item.
- Select the items and enter quantity.

ZKPos Supermarket 19 August 2022 11:25 AM X

Quotation

Invoice Series	1	Order date	08/19/2022
Quotation Number	1	Shipping Information	India
Customer	Test customer	<input type="checkbox"/> Inclusive tax	
Address		<input type="button" value="Add Item"/>	
SLN	Item Code	Description	Unit
1	UPC49015	sandwich	1.00

Product Description

Net Amount: 100.00
Tax Amount: 0.00
Other/Shipping Amount: 0.00
Total Amount: 100.00

- Click on the arrow against the product.
- You can enter the product description there.
- Click OK.
- Click confirm button to confirm the quotation.

ZKPos Supermarket 19-Aug-2022 11:39 AM X

<input type="button" value="Selected Customer"/>	1	#1/0	Status: New	■ Alias:	<input type="button" value="+"/> <input type="button" value="-"/>	<input type="button" value="1"/>	<input type="button" value=""/>
<input type="button" value="New"/>	Qty	Product	Tax	Net Amount			
<input type="button" value="Ticket Note"/>							
<input type="button" value="Return"/>							
<input type="button" value="New"/>							
<input type="button" value="Quotations"/>							
<input type="button" value="Stock"/>	Total	INR	0.00	0.00			
<input type="button" value="Temporary Bill"/>	<input type="button" value="Print"/>	XHold	<input type="button" value="Disable Barcode"/>				

Welcome

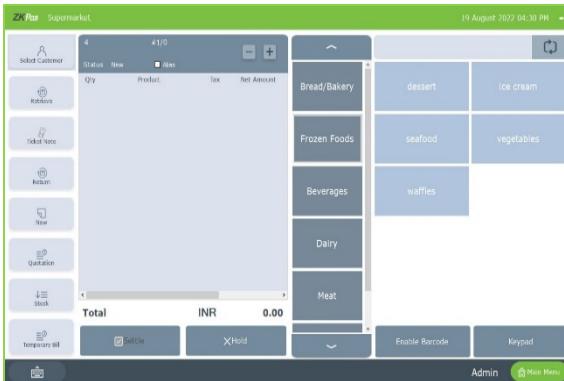
- Now go to sales.
- Click on Quotation button.

ZKPos Supermarket 19-Aug-2022 12:08 PM X

Quotations

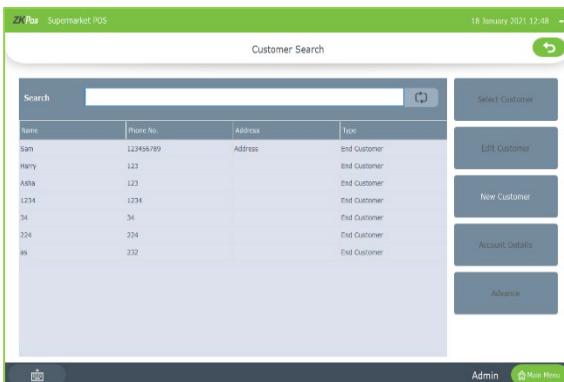
Qty	Date From	Date To	Search	<input type="button" value="View"/>
1	08/19/2022	08/19/2022		<input type="button" value="View"/>
	19-08-2022	1	Test customer	70.00
	19-08-2022	1	Test customer	590.00

- You can see the quotations here.
- You need to confirm the quotation to show as shown in the figure.
- Select the quotation.
- You can see the items below.
- Click ok if you want to proceed.
- The items will be selected and you can settle it.



SALES

- Figure shows the sale window for the ZKPOS supermarket software.
- Departments and products are shown in the right side.
- If you enable the barcode, you can select the item by entering the barcode also.

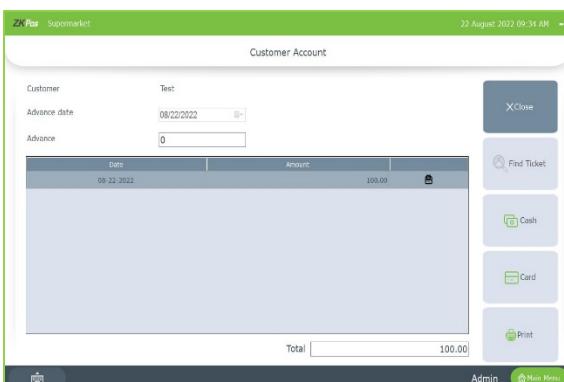


SELECT CUSTOMER

- Click select customer option from sales window.
- Saved customer details are shown as in figure.
- Click the customer's name and click select customer button.



- If you want to edit the customer, click edit customer option and make necessary changes.
- You can create new customer by clicking new customer button.
- View the account details through account details option.

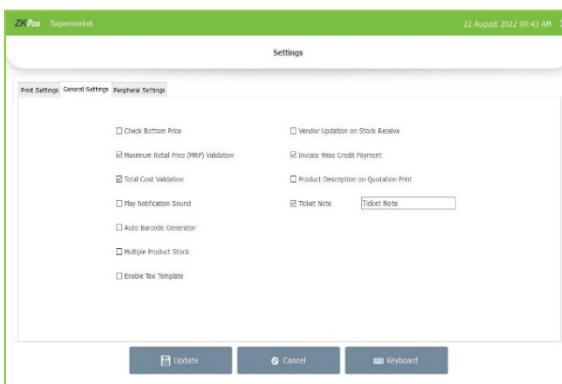


- We can add advance amount for customers from this window.
- Click on advance option.
- Enter the date and advance amount, pay it by cash or card.
- You can take print out by clicking Print button against each entry



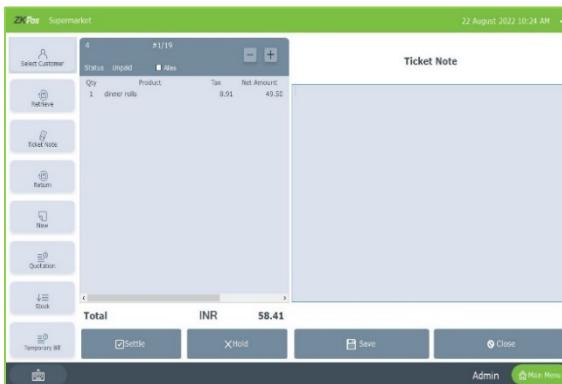
RETRIEVE

- To retrieve open tickets, click retrieve button from the sales window.
 - Select the ticket and continue the payment.

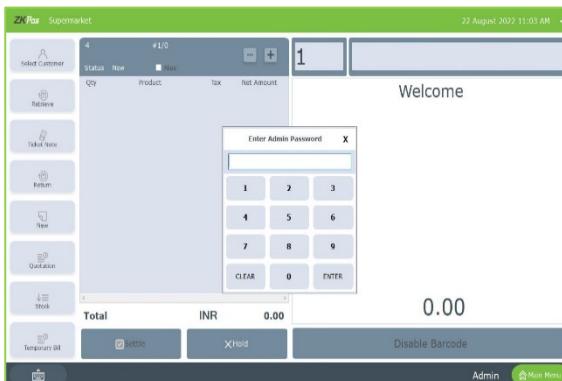


TICKET NOTE

- Go to Settings>> Settings >> General settings.
 - Enable ticket note option.
 - Enter the name that you need to display in sale window.
 - Click update.

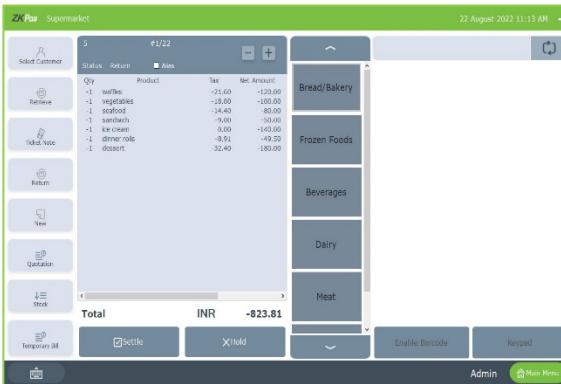


- Go to sales >> Sales.
 - Select the products.
 - Click ticket note.
 - Enter the details and click save.
 - you can see the ticket note in invoice.

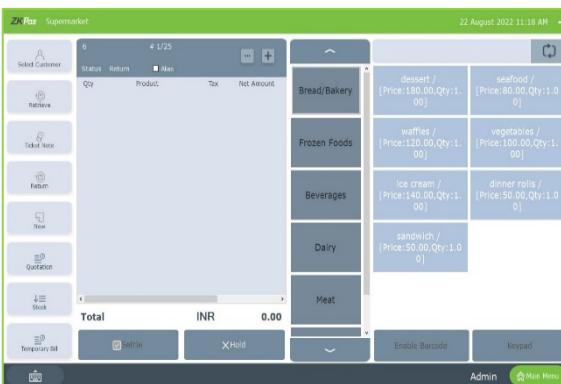


RETURN

- To return a product, click return button.
 - Enter admin password.
 - Enter invoice number you want to return.



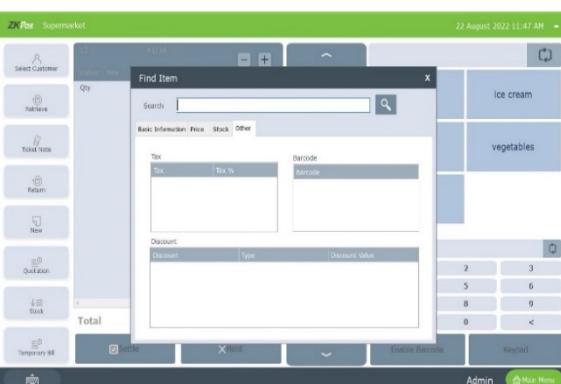
- Click yes to the confirmation message if you want to return all item otherwise click no.
- If you want to return all items continue for the settlement.



- If you click no for the confirmation message, select items from the right-side menu.
- While selecting items, select from the pop up shown either product only or sub products
- Then enter the quantity that you need to return
- Click settle button for settlement.



- Activate the option easy return from utility.
- You can return products without entering the invoice number after admin password.
- You can select the sub product if you want to return it too
- After completing the return process click on return stop
- Now you can sale products as usual

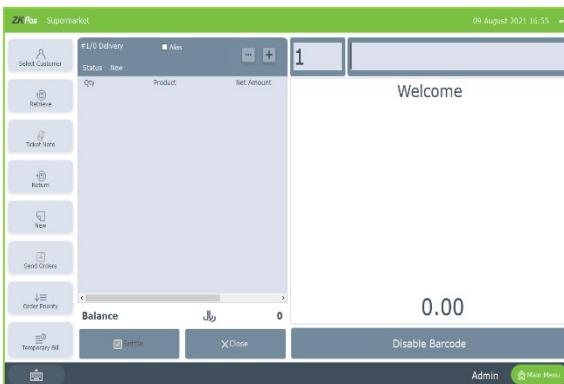


STOCK

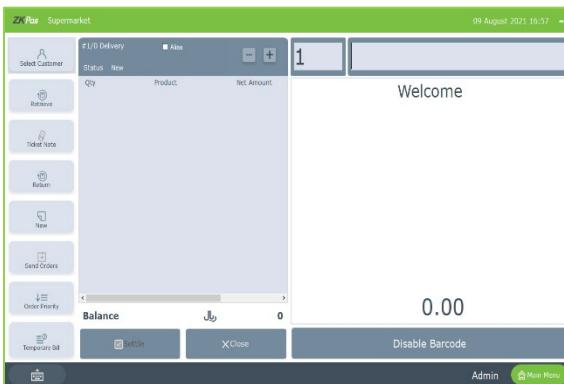
- You can see the stock details of products from sale window itself.
- Click stock button as shown in the figure.



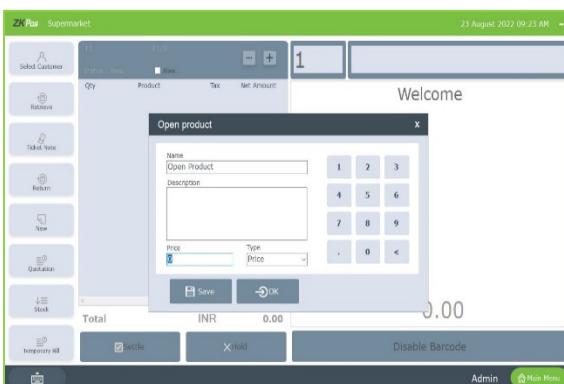
- Search the product using barcode or product name.
- You can view the basic information, stock details, stock, tax, and discount details.



- If you need a temporary bill, click temporary bill button.
- Click new button for a fresh invoice.
- You have an option to enable and disable the barcode
- If you disable the barcode, barcode products will not be shown in the grid.
- You can enter the quantity of products by using keyboard.

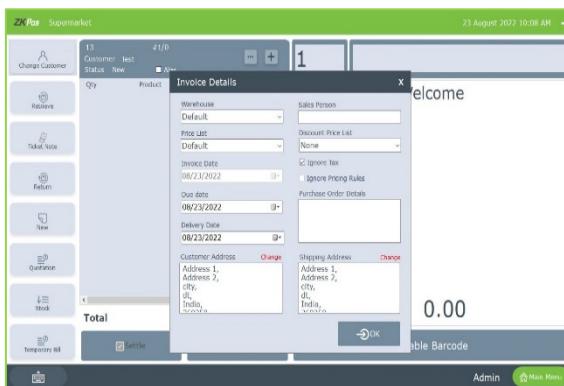


- If you enable the barcode, you have a field to enter the barcode at the top side of the screen.
- Enter quantity in a box left to it.

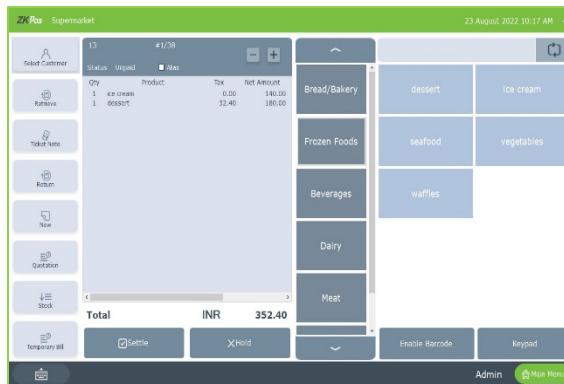


OPEN ITEM

- You can add open products which are not saved in this software.
- Click '+' button in sales window.
- Enter the name of open products and add product description.
- Enter price and price type (whether price includes tax or not).
- You can save the product by clicking save.
- Click OK if you don't need to save the open product.



- click on invoice details button.
- You can select the price list and discount price list
- Edit invoice due date.
- You can select if you want to ignore pricing rules (if any) or tax
- Enter purchase order details.
- You can change customer address and shipping address.
- Click ok button and then select the products.



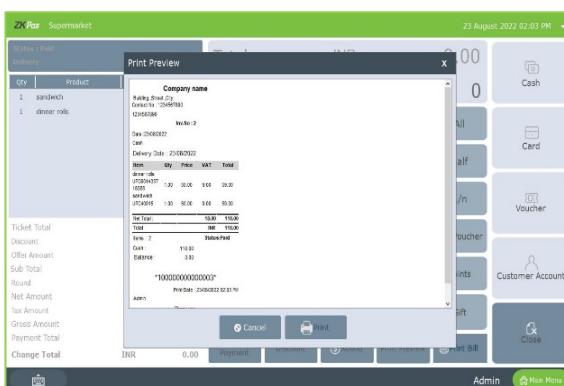
SETTLE

- To continue with the payment, click settle button after selecting the products.
- Otherwise click close, the ticket will go to open tickets.
- You can retrieve it and settle whenever you want.



- Settlement window shows the tax and amount details.

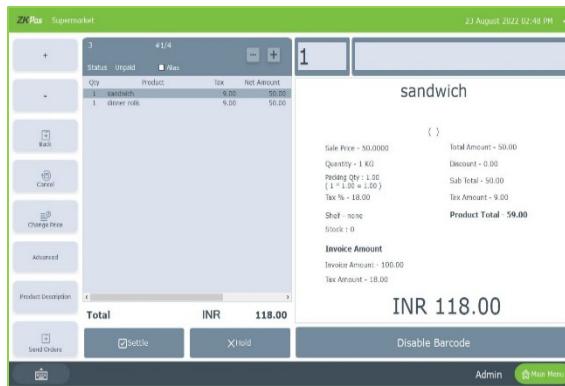
- You can give discount and round by selecting the amount using the keypad.
- Enter the amount for payment (half/full).
- Select the payment mode.
- Click print bill.



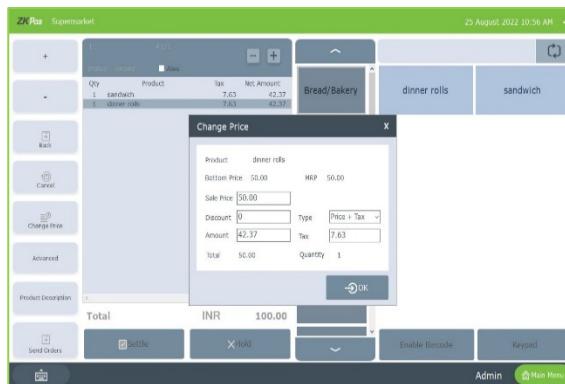
- You can view the print preview of invoice by clicking Print Preview button.
- You can click on this button either before or after the settlement.
- Before settlement you won't get the digital invoice as print preview.
- Click Print button to take a print out of invoice.



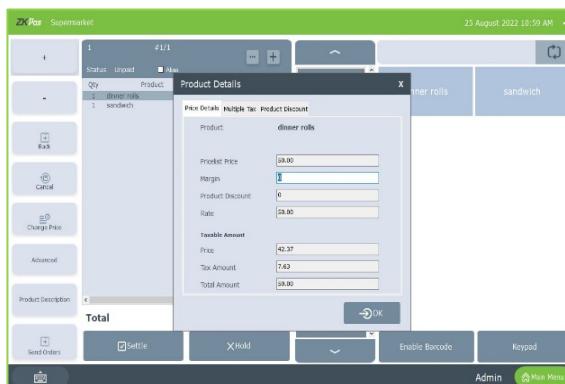
- You can delete the payment if you are not done the complete payment.
- You can see the option as in the figure.
- Click on the Delete Payment option.
- Click yes from dialogue box.
- Now you can select the payment mode.



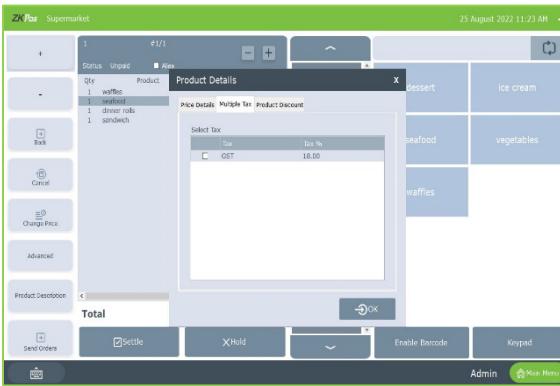
- To change the quantity or to cancel the selected product, click on the product
- The options will be shown in the left side
- You can change the quantity by clicking '+' or '-'.
- To cancel the product click cancel button.



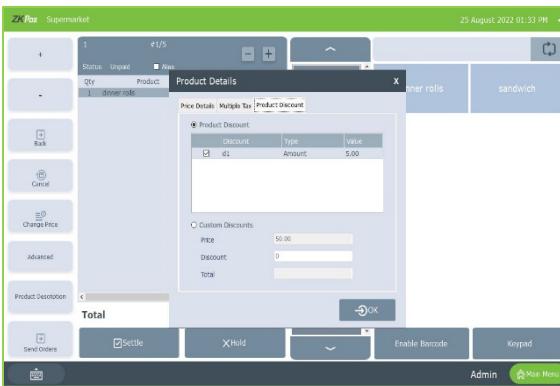
- If you enable the price edit option in utility, change price option is also shown there.
- Click on the button, change the price.
- Select the type, price, or price + tax.



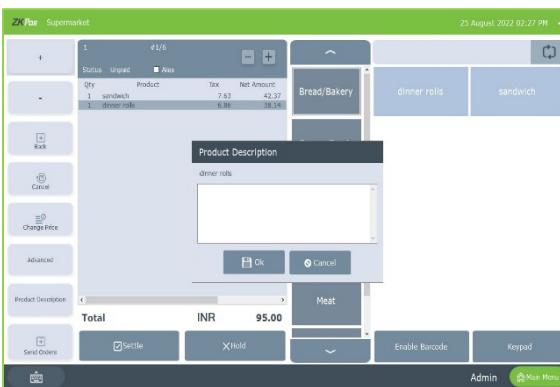
- Click Advanced option if you need to change the price, Tax and Discount details.
- In price details you can see the margin option.
- Enter the margin amount.
- The margin amount will be added to the total price and you can increase the price amount here.



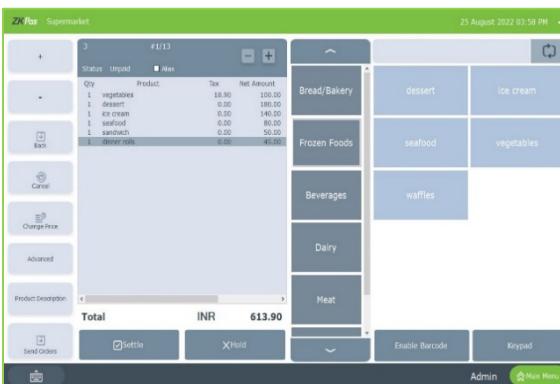
- Untick the tax option if you need to avoid the tax for that product.



- You can change the discount details here.
- You can see the product discount here.
- You can untick it if you don't want that discount for now.
- You can also add custom discount too.
- Click OK.



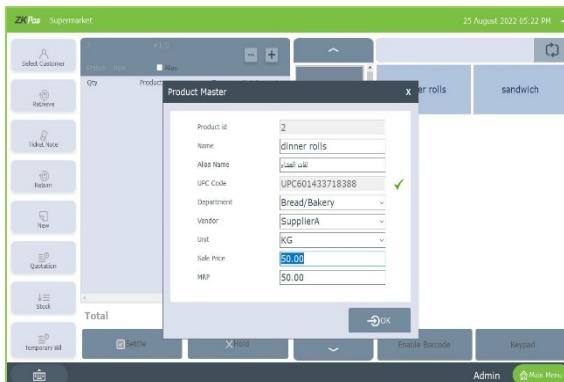
- You can add description for products here.
- If you need to print it on invoice, then activate the utility in settings.
- Click ok.



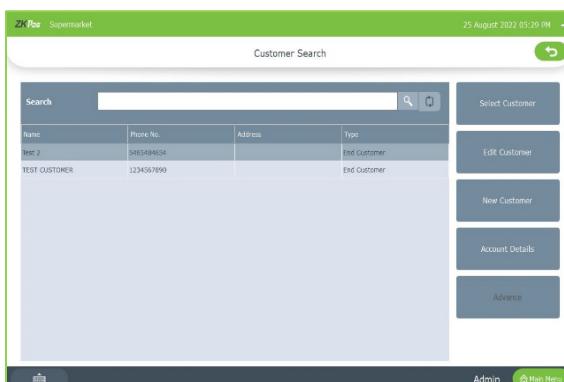
- Click send order if you need to send the order details to kitchen.



- To enable the multicurrency payment, activate the feature in utility.
- Go to POS section, select the products, and click settle.
- At the settlement page change the currency from the drop down against charged option.
- The values are according to the exchange rate saved in the software.
- Currency equivalent to INR will be shown there, while settling the invoice.

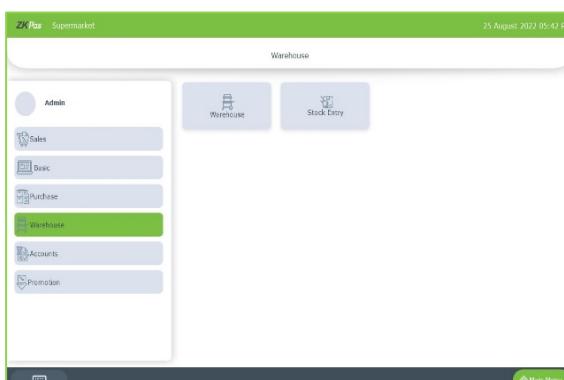


- If you enable edit product option in utility, you can edit the product details while selecting the product for sale.
- A pop up will be shown as in the figure.
- Change the details and click ok.
- You can edit the product only one time through this utility.



CUSTOMER SALES

- You can directly go to the customer window by selecting customer sales.
- Select the customer and click on select customer button.
- You can select the products and settle the bill.



WAREHOUSE

- In warehouse section you can create multiple warehouses and manage separate stock for them.
- To create a new warehouse, click on warehouse
- Click '+' button.

ZKPos Supermarket

Warehouse

Name:

VAT No:

Phone No:

Company: Company name

Address:

Description:

Email ID:

Status: Active

Default Warehouse

Save Delete Keyboard Cancel

- Enter Name of warehouse, phone number, address, email id, Tax number, company, description and status.
- Select whether the warehouse is default or not.
- Click save button.

ZKPos Supermarket

Warehouse

Admin

Sales

Purchase

Warehouse

Accounts

Promotions

More menu

STOCK ENTRY

- We can manage the stock receiving, transfer and return in this section.
- Click on stock entry.
- You can view already entered details here.
- Click on '+' button to add new entry.

ZKPos Supermarket

Stock Entry

Stock Entry Number: 3 Transaction Type: Material Receiving Receiving Person: Admin

Invoice Series: 3 Source Warehouse: warehouse 1

Stock Entry Date: 08/08/2022

Site	Item Code	Description	Safe Price	Cust Price	Quantity	Packing Quantity	Total Quantity	Total

Add Item Refresh Confirm Print Keyboard Close

- Select the transaction type material receiving, Material issue or material transfer.
- Select material receiving first.
- Stock entry number, invoice series and stock entry date are selected by default.
- Select the source ware house.

ZKPos Supermarket

Stock Entry

Stock Entry Number: 3 Transaction Type: Material Receiving Receiving Person: Admin

Invoice Series: 3

Stock Entry Date: 08/08/2022

Find Item

Search: S

Site	Item Code	Product	Alt	Safe Price	Stock
	UPC49115	sandwich		56.00	50.00

Total Record : 1

Add Item Refresh Confirm Print Keyboard Close

- Click Add item button to add products.
- You can scan barcode or click search button to select the products.
- Enter the quantity and click '+' button in the right side of the stock entry.
- Click confirm.
- Once you click confirm then you can't edit the details unless you click cancel confirmation.

The screenshot shows the 'Stock Entry' screen in ZKPos. It includes fields for Stock Entry Number, Transaction Type (Material Transfer), Source Warehouse (Ware House 1), Destination Warehouse (Ware House 1), and Stock Entry Date (08/06/2022). A table lists items with columns for SKU, Item Code, Description, Sale Price, Cost Price, Quantity, Packing Quantity, Total Quantity, and Total. Buttons at the bottom include '+ New', 'Refresh', 'Confirm', 'Print', 'Delete', 'Keyboard', and 'Close'.

- For material issue select the warehouse and products same as in material receiving.
- For material transfer select source warehouse as well as destination warehouse.

STEP 33 - ACCOUNTS

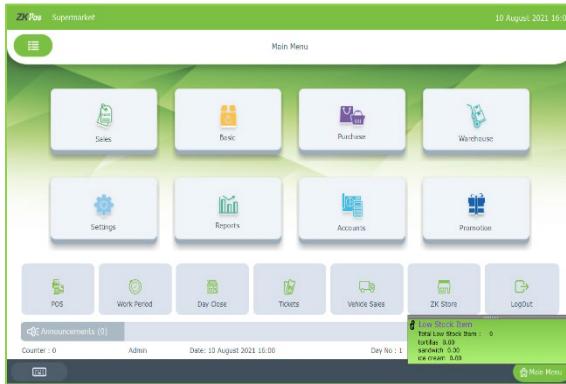
This Section Contains Summary of all the accounts managed in **ZKPOS SUPERMARKET** which is only visible to Admin. Total Debit and Total Credit for each account are displayed.

The screenshot shows the 'Accounts' screen in ZKPos. It displays a table of accounts with columns for Account Name, Date, Credit, and Balance. The table includes entries for Card, Cash, Customer Account, Discount, Expense, Purchase, Rounding, Sales, Tax, type 1, and Vendor Account. On the right side, there are buttons for 'Account Details', 'Print', and 'Print Option' (with 'Big Print' selected).

- Login as **ADMIN**.
- Click on **ACCOUNTS** menu.
- Select **FROM DATE** and **TO DATE** to view the accounts details between the selected dates.
- Click **SEARCH** button to get the results.

The screenshot shows the 'Account Details' screen in ZKPos. It displays a table of transactions with columns for Transaction, Account Name, Created Date, Debit, and Credit. The table includes entries for Payment Transaction(Cash) on 18/01/2021 with amounts 157.08, 205.75, 135.18, and 70.00 respectively. At the bottom, it shows Total Debit: 568.80, Total Credit: 0.00, and Balance: 568.80.

- To get the detailed report, click on **ACCOUNT DETAILS** button. You will get the expanded results. Here also you can select the date range to view the results.
- Print the result by clicking on **PRINT** button. Before printing choose big print/small print.



STEP 34 - REPORTS

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

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

SALES REPORTS

Daily Item Report

Print Date & Time : 26/08/2022 11:30:40 AM

Item	Price	Qty	Total
User Admin			
Warehouse: ware house 1			
Banana	10.00	1.00	10.00
Total:	50.00		
Discount:	2.25		
Product Discount:	5.00		
Tax Amount:	0.83		
Grand Total:	52.50		
Total:	50.00		

DAILY ITEM REPORT

This report shows the item report for current day. You get the report after day close

- Click on **DAILY ITEM REPORT**.
- To view the report, select ware house and click **VIEW** button.
- Take the printout by the selecting the print type option to big print/small print. Then click **PRINT** button.
- You can export the report to excel or any other format using the export option.
- Clear the report by clicking **CLEAR** button.

Date Wise Report

Print Date & Time : 26/08/2022 11:32:18 AM

Item	Price	Qty	Total
Bread	10.00	1.00	10.00
Ice cream	10.00	1.00	10.00
sawmilk	10.00	2.00	20.00
cliner rolls	10.00	4.00	20.00
Total:	60.00		
Discount:	2.75		
Product Discount:	2.00		
Tax Amount:	5.74		

DATE WISE REPORT

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

- 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”.
- Select ware house
- Click **VIEW** button.
- You can view the report.
- Other features like print and export were also available. These features are common for all reports.

Day Wise Report

Print Date & Time : 26/08/2022 11:32:13 AM

Item	Price	Qty	Total
Banana	10.00	1.00	10.00
Invoice Wise Total:	50.00		
Invoice Wise Discount:	2.25		
Product Discount:	5.00		
Tax Amount:	0.83		
Invoice Wise Grand Total:	52.50		

DAY WISE REPORT

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

- Click on **DAY WISE REPORT**.
- Enter the **FROM** and **TO** day number and select ware house
- Click **VIEW** button to view the report.
- Use **print**, **layout** and **export** features as done in the other reports.

Month Wise Report

Print Date & Time : 18/01/2021 13:48:44 PM

Item	Qty	Price	Total
1 sandwich	65.00	112.00	358.00
2 soap	1.00	11.00	11.00
3 insome 1	1.00	11.00	11.00
4 cliner rolls	10.00	112.00	307.60
5 mittas	2.00	102.00	204.00
6 waffles	6.00	80.00	480.00
7 seakuk	1.00	102.00	102.00
8 dessert	1.00	102.00	102.00
Total Amount:	4756.60		
Tax Amount:	4424.74		
Discount:	-151.80		

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.

- Click on **MONTH WISE REPORT**.
- Select the month from the dropdown.
- Click **VIEW** button.

Item	Qty	Price	Total
1 combi 1	1.00	11.00	11.00
2 soap	1.00	11.00	11.00
3 combi 1	1.00	11.00	11.00
4 dinner rolls	1.00	12.00	12.00
5 tortilla	2.00	10.00	20.00
6 waffles	1.00	10.00	10.00
7 sausages	1.00	10.00	10.00
8 dessert	1.00	10.00	10.00
Total Amount :		10294.00	
Tax Amount :		1444.14	
Discount :		-4150.00	

YEAR WISE REPORT

Provides the year wise sales report.

- Click on YEAR WISE REPORT.
- Select the year.
- Click VIEW button.

Item	Price	Qty	Total
combi 1	11.00	1.00	11.00
dinner rolls	12.00	1.00	12.00
dinner rolls	14.00	2.00	28.00
sandwich	12.00	1.00	12.00
sandwich	12.00	1.00	12.00
sausage	10.00	1.00	10.00
tortilla	10.00	2.00	20.00
Total :			2964.00
Product Discount :			8.00

CATEGORY WISE REPORT

In this report you can view the report of selected category.

- Click on CATEGORY WISE REPORT.
- Select the FROM date and TO date.
- Choose the CATEGORY from the dropdown.
- Click VIEW button.

Invoice No.	Price	Qty	Total
60	11.00	1.00	11.00
Total:			11.00
Product Discount:			0.00
Grand Total:			11.00

Invoice No.	Price	Qty	Total
41	12.00	1.00	12.00
Total:			12.00

ITEM WISE REPORT

This report is like CATEGORY WISE REPORT. Instead of category you will be choosing item from the dropdown.

- Click ITEM WISE REPORT
- Select FROM date and TO date.
- Choose the ITEM from the list.
- Click VIEW button.

Item	Price	Qty	Total
sandwich	7.00	1.00	7.00
total	12.00	1.00	12.00
sausage	10.00	1.00	10.00
Total :			201.78
Tax Amount :			20.76
Discount :			5.00
Product Discount :			0.00
Grand Total :			201.78
Total :			201.78

CURRENT SALE REPORT

It shows the report of last sale report. Current sale report will be shown the details after day close.

- Click CURRENT SALE REPORT.
- Click VIEW button.

Sales Return Report

Print Option: Small Print Big Print

Item	Price	Qty	Total
corona 1	11.00	1.00	11.00
Invoice Wise Total:			11.00
Tax Amount:			1.00
Invoice Wise Grand Total:			12.00
Day Wise Total Report:			
Day Wise Total:			11.00
Tax Amount:			1.00

SALES RETURN REPORT

This report shows the sales return report.

- Click **SALES RETURN REPORT**.
- Enter Day No-From.
- Enter Day To.
- Click **VIEW** button.

Day Closing Report

Print Option: Small Print Big Print

Type	Sale Amount	Paid Amount	difference
Customer Advance	1200.00	1000.00	200.00
Cash	2200.00	2000.00	200.00
Customer Advance	1000.00	1000.00	0.00
Cash	1000.00	1000.00	0.00
Customer Payment	1000.00	1000.00	0.00
Cash	200.00	200.00	0.00
Customer Payment	2473.20	2473.20	0.00
Cash	100.00	100.00	0.00

DAY CLOSING REPORT

This report shows the total sales done in a day.

- Click on **DAY CLOSING REPORT**.
- Enter the day number.
- Click **VIEW** button.

Day Closing Report

Date: 01/18/2021

Print Option: Small Print Big Print

Type	Sale Amount	Paid Amount	difference
Cash	3419.45	0.00	3419.45
Cash	801.00	0.00	801.00
type 1	181.00	0.00	181.00
Voucher	3455.76	0.00	3455.76
Total:	36005.01	0.00	36005.01

DAY CLOSING REPORT (DATE WISE)

- You get the date wise day closing report here.

Day Wise Report - Summary

Print Option: Small Print Big Print

User Address	Debit	Credit
User Address	740.00	840.00
Customer Credit	0.00	500.00
Cash Advance	0.00	100.00
User Sam	740.00	620.00
Customer Credit	0.00	200.00
User Sam	0.00	200.00

DAYWISE REPORT SUMMARY

- Day wise report you can see the whole summary of sale, receive, advance, expense, and other related details.

This screenshot shows the 'Delivery Reports' section of the ZKPos software. The interface includes a header with 'Supermarket POS' and the date '18 January 2021 13:57'. Below the header are 'Print Options' for 'Small Print' or 'Big Print'. The main area contains a table with columns: Invoice No., Net Amount, Tax, Gross Amount, Date Rec'd, Day Rec'd, User, Admin, and several transaction IDs (e.g., 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66). The table shows various transaction amounts and dates.

DELIVERY REPORT

This report shows total delivery.

- Click **DELIVERY REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Click **VIEW** button.

This screenshot shows the 'Day Report' section of the ZKPos software. The interface includes a header with 'Supermarket POS' and the date '18 January 2021 13:57'. Below the header are 'Print Options' for 'Small Print' or 'Big Print'. The main area contains a table with columns: Day No., Date, User, and various payment and sales details. The table shows a single entry for Day No. 1 with payment details like Card (\$600.73), Cash (\$305.75), and various discounts and advances.

DAY REPORTS

- Click day reports to view day wise sales details.
- Select day number and user.
- Click view button.

This screenshot shows the 'Item Sales Reports' section of the ZKPos software. The interface includes a header with 'Supermarket POS' and the date '18 January 2021 13:58'. Below the header are 'Print Options' for 'Small Print' or 'Big Print'. The main area contains a table with columns: Product, Sale, Owner, Total, Date, and Department/Breakdown. The table shows various item sales with breakdowns by department like soap, dinner rolls, sandwiches, etc.

ITEM SALES REPORT

This report shows item sales report.

- Click **ITEM SALES REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Click **View** button.

This screenshot shows the 'Total Sales Report' section of the ZKPos software. The interface includes a header with 'Supermarket POS' and the date '18 January 2021 13:59'. Below the header are 'Print Options' for 'Small Print' or 'Big Print'. The main area contains a table with columns: Date From, Date To, and various sales report details. The table shows sales report totals like Party Cash Advance (\$20.00), Sale Amount (\$389.01), and Customer Advance (\$0.00).

TOTAL SALES REPORT

This report shows total sales report details.

- Click **TOTAL SALES REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Click **View** button.

Supermarket POS		Invoice Wise Total Sales		Print Option	
Date From	01/18/2021	View		<input checked="" type="radio"/> Small Print	
Date To	01/18/2021	Clear		<input type="radio"/> Big Print	
[I] [E] [A] [D] [P] [C] [G] [B] [M] [R] [S] [F] [L]	Company Name Branch Name				
Invoice Wise Total Sales					
Print Date & Time : 01/20/2021 (15:07 PM)					
Date Entered Date : 01/20/2021					
Invoice No.	Sales Tax	Debit	Credit	Total	
Detail					
#	Amount	Amount	Amount	Amount	
1	12.00	25.00	0.00	37.00	
2	540.00	82.00	10.00	632.00	
3	530.00	85.00	0.00	625.00	
4	110.00	18.00	22.00	140.00	
5	40.00	6.00	0.00	46.00	
6	410.00	65.00	32.00	507.00	
7	430.00	65.00	0.00	505.00	
8	440.00	65.00	0.00	505.00	
9	440.00	65.00	0.00	505.00	
10	30.00	5.00	0.00	35.00	
11	380.00	57.00	0.00	444.00	

INVOICE WISE TOTAL REPORT

This report shows invoice wise total report.

- Click **INVOICE WISE TOTAL REPORT**.
 - Choose **FROM DATE** and **TO DATE**.
 - Click **VIEW** button.

ZKPos Supermarket

26 August 2022 11:23 AM

Invoice Wise Discount

Date From:	08/26/2022	User:	All	<input type="button" value="Print Option"/>
Date To:	08/26/2022			<input checked="" type="checkbox"/> Small Print <input type="checkbox"/> Big Print
Customer:	All	<input type="button" value="View"/>	<input type="button" value="Clear"/>	
<input type="button" value="Print"/>				
<input type="button" value="Exit"/>				

Company name:
Building Street City

Invoice Wise Discount

Print Date & Time: 20/08/2022 11:23:00

Date	Invoice No.	Description	Discount %
08/26/2022	3	DISCOUNT	4.5%
08/26/2022	4	DISCOUNT	4.5%
08/26/2022	5	DISCOUNT	4.5%

INVOICE WISE DISCOUNT REPORT

- We can see the invoice wise discount in this report.
 - Click view button after selecting from date and to date.
 - You can also sort the details user wise.

INVENTORY REPORT

STOCK REPORT

You can view the stock report of each item here.

- Click **STOCK REPORT**
 - Select ware house
 - Click zero stock if you want to see zero stock items also
 - Click **VIEW** button.
 - Clear the report by clicking on **CLEAR** button.

PHYSICAL STOCK REPORT

It gives a detailed report of received stock, spoilage sales and balance of each item.

- Click on the **PHYSICAL STOCK REPORT** Select whether you want to see products with zero stock or not
 - Select ware house
 - Click **VIEW** button.
 - To clear the data, click **CLEAR** button.

Stock Receiving Report

Report option: Date Wise (selected), Date From: 08/26/2022, Date To: 08/26/2022, Vendor: All, Warehouse: All.

Invoice Date: 26/08/2022
Warehouse: test
Vendor: SupplierA
Invoice Number: 1(1)

UPC Code / Description	Qty	Units	Total Qty	Price	Total
UPC01456481 ice cream	1.00	KG	1.00	102.00	102.00

Net Amount: 102.00
Discount: 0.00
Tax Amount: 0.00
Total: 102.00

Receiving Person: Admin

Warehouse: test

STOCK RECEIVING REPORT

This report shows the stock receiving details. You can view date wise report and batch number wise report.

- Click on **STOCK RECEIVING REPORT**.
- Select date wise/batch wise.
- Select the date range.
- Select vendor and warehouse
- Click **VIEW** button.

Transaction Report

Report option: Date Wise (selected), Date From: 08/26/2022, Date To: 08/26/2022, Vendor: All, Warehouse: All.

Invoice Date: 26/08/2022
Warehouse: test
Vendor: SupplierA
Invoice Number: 1(1)

UPC Code / Description	Qty	Units	Total Qty	Price	Total
UPC014371 driver rods	10.00	KG	10.00	30.00	300.00

Net Amount: 300.00
Discount: 0.00
Tax Amount: 0.00
Total: 300.00

Transfer person: Admin

Total

STOCK TRANSFER

If you have returned any stock to the vendor, those details will appear in this report.

- Click on the **STOCK TRANSFER REPORT**.
- Click on **TRANSACTION REPORT**.
- You can choose to **Date Wise Report** or **Batch Wise Report**. But to choose batch wise report, you should know the batch number in advance.
- Select vendor and ware house
- Select from Date and To Date.
- Click **View** button.

Stock Return

Report option: Date Wise (selected), Date From: 26/08/2022, Date To: 26/08/2022, Vendor: All, Warehouse: All.

Invoice Date: 26/08/2022
Warehouse: test
Vendor: SupplierA
Invoice Number: 1(1)

UPC Code / Product	Qty	Units	Total Qty	Price	Total
UPC01019 saree	2.00	KG	2.00	42.00	84.00

Net Amount: 84.00
Discount: 0.00
Tax Amount: 0.00
Total: 84.00

Return Person: Admin

Total

STOCK RETURN

This report shows the stock return report.

- Click **STOCK RETURN REPORT**.
- Select vendor and ware house
- Click **VIEW** button.

Stock value Report

Report option: Minus Stock, Warehouse: All.

Print Date & Time: 26/08/2022 11:57:32 AM

Item Code	Item	Barcode	Price	Stock	Total
1	desert		100.00	100.00	10000.00
2	driver rods		12.00	722.00	8664.00
6	ice cream		102.00	304.00	31208.00
5	handwash		42.00	277.00	11544.00
7	seabird		52.00	98.00	5096.00
9	vegetables		62.00	-211.00	-13106.00
4	water		92.00	-128.00	-11904.00

Total Amount: -19000.00

STOCK VALUE REPORT

This report shows the stock value details.

- Click **STOCK VALUE REPORT**.
- Select ware house
- Click minus stock if you need to view the stock value of products with minus stock
- Click **VIEW** button.

ZKPOS Supermarket

26 August 2023 11:59 AM

Profit Report

Date From:	<input type="text" value="08/26/2022"/>	<input type="button" value="View"/>	Cost:	<input checked="" type="radio"/> Unit Cost <input type="radio"/> Average Cost			
Date To:	<input type="text" value="08/26/2022"/>	<input type="button" value="Clear"/>	Sales:	<input type="checkbox"/> Inclusive Tax <input checked="" type="checkbox"/> Big Print			
<input type="radio"/> H-1 <input type="radio"/> H-1/2 <input type="radio"/> H-1/3 <input type="radio"/> H-1/4 <input type="radio"/> 100% <input type="button" value="Next"/>							
Company name Building Street, City							
Profit Report							
Print Date & Time : 26/08/2022 11:59:27 AM							
Product	UPC Code	Cost	Sales Price	Qty	Cost	Total Amount	Profit
dessert	UPC070981410101	100.00	100.00	1.00	100.00	100.00	0.00
dinner rolls	UPC070981410201	30.00	40.00	4.00	120.00	160.00	40.00
ice cream	UPC070981440614	100.00	140.00	1.00	100.00	140.00	40.00
sandwich	UPC070981410301	40.00	50.00	2.00	80.00	100.00	20.00
		Total:			160.00	200.00	
		Subtotal (Excl. Tax)			160.00		
		Discount Offer			0.00		
		Parties Discount			0.00		
		Profit			142.25		

PROFIT REPORT

This report shows the profit details

- Click **PROFIT REPORT**.
 - Select **FROM DATE** and **TO DATE**.
 - Select if you want the report based on last cost or average cost.
 - Click **VIEW** button.

Supermarket POS

18 January 2024 14:09

Vendor wise Stock

Date From: 18-01-2021

Date To: 18-01-2021

Vendor: Supplier b

Print Option:

- Small Print
- Big Print

Company name:
Branch Name:

Vendor wise Stock - Supplier b

Print Date & Time: 18/01/2024 2:01:17 PM

Item	Ref.	Rate	Stock	Sale	Balanc
		per unit	in kg	in kg	in kg
soyabean	100	100	100	100	100
soya	100	100	100	100	100
soya 1	100	100	100	100	100
soya 2	100	100	100	100	100

VENDOR WISE STOCK REPORT

This report shows the vendor wise stock report.

- Click **VENDOR WISE STOCK REPORT**.
 - Choose **DATE FROM** and **DATE TO**.
 - Select **VENDOR**.
 - Click **VIEW** button.

ZINPOS Supermarket POS

18 January 2021 14:09

Department Stock

Date From:	<input type="text" value="18-01-2021"/>	<input type="button" value="..."/>	F View C Clear
Date To:	<input type="text" value="18-01-2021"/>	<input type="button" value="..."/>	
Department:	<input type="text" value="Bread/Bakery"/>		P Print Option <input checked="" type="radio"/> Small Print <input type="radio"/> Big Print
[] ← → +/- % .		Find Next	
Company name Branch Name			
Department Stock - Bread/Bakery			
Print Date & Time: 18/01/2021 20:49 PM			
Item Ref. Rate Spent Sale Date item no. item no. in age s/c quantity			
weeks 18/01/2021 00:00:00 416 -84.00			
week 1 EOD 330 0.00 239 -240			
current EOD 330 0.00 239 -240			
since start 18/01/2021 00:00:00 1 EOD 330 0.00 239 -240			
Total EOD 330 0.00 239 -240			

DEPARTMENT STOCK REPORT

This report shows the department stock report.

- Click **DEPARTMENT STOCK REPORT**.
 - Choose **DATE FROM** and **DATE TO**.
 - Select **DEPARTMENT**.
 - Click **VIEW** button.

ZKPOS Supermarket POS

(8 January 2021) 14:10

Vendor Account Details

Date From:	<input type="text" value="01/18/2021"/>	<input type="button" value="..."/>	<input type="button" value="View"/>	Print Option
Date To:	<input type="text" value="01/18/2021"/>	<input type="button" value="..."/>	<input type="button" value="Clear"/>	<input checked="" type="radio"/> Small Print <input type="radio"/> Big Print
Vendor:	<input type="text" value="All"/>	<input type="button" value="..."/>		
<input type="button" value="Find"/> <input type="button" value="Next"/>				

Vendor Account Details

01-18-2021 - 01-18-2021

All Vendors

Date	Debit	Credit	Balance
1-18-2021	300.00	300.00	
1-18-2021	475.00	475.00	
1-18-2021	475.00	0.00	911.00
Total:	1850.00	900.00	911.00
Print Date & Time: 01/18/2021 14:10:10 PM			

VENDOR ACCOUNTS REPORT

This report shows the vendor account details.

- Click **VENDOR ACCOUNT DETAILS**.
 - Choose **DATE FROM** and **DATE TO**.
 - Select **CATEGORY**.
 - Click **VIEW** button.

Sales Ranking

Report option	Date From	01/18/2021	Print Option																																																
<input checked="" type="radio"/> Fast Moving item	Date To	01/18/2021	<input type="radio"/> Small Print																																																
<input type="radio"/> Slow Moving item			<input type="radio"/> Big Print																																																
<input style="width: 100px; height: 30px; margin-bottom: 10px;" type="button" value="View"/> <input style="width: 100px; height: 30px;" type="button" value="Clear"/>																																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Company Name</th> <th style="width: 10%;">Branch Name</th> <th style="width: 10%;">Sales Ranking</th> <th style="width: 10%;">Date</th> </tr> </thead> <tbody> <tr> <td>ABC Corp.</td> <td>Branch A</td> <td>1</td> <td>01-18-2021</td> </tr> <tr> <td>XYZ Inc.</td> <td>Branch B</td> <td>2</td> <td>01-18-2021</td> </tr> <tr> <td>LMN Corp.</td> <td>Branch C</td> <td>3</td> <td>01-18-2021</td> </tr> <tr> <td>PQR Corp.</td> <td>Branch D</td> <td>4</td> <td>01-18-2021</td> </tr> <tr> <td>SUV Corp.</td> <td>Branch E</td> <td>5</td> <td>01-18-2021</td> </tr> <tr> <td>JKL Corp.</td> <td>Branch F</td> <td>6</td> <td>01-18-2021</td> </tr> <tr> <td>MNO Corp.</td> <td>Branch G</td> <td>7</td> <td>01-18-2021</td> </tr> <tr> <td>OPQ Corp.</td> <td>Branch H</td> <td>8</td> <td>01-18-2021</td> </tr> <tr> <td>RST Corp.</td> <td>Branch I</td> <td>9</td> <td>01-18-2021</td> </tr> <tr> <td>UVW Corp.</td> <td>Branch J</td> <td>10</td> <td>01-18-2021</td> </tr> <tr> <td>Total</td> <td></td> <td>17925.0</td> <td></td> </tr> </tbody> </table>				Company Name	Branch Name	Sales Ranking	Date	ABC Corp.	Branch A	1	01-18-2021	XYZ Inc.	Branch B	2	01-18-2021	LMN Corp.	Branch C	3	01-18-2021	PQR Corp.	Branch D	4	01-18-2021	SUV Corp.	Branch E	5	01-18-2021	JKL Corp.	Branch F	6	01-18-2021	MNO Corp.	Branch G	7	01-18-2021	OPQ Corp.	Branch H	8	01-18-2021	RST Corp.	Branch I	9	01-18-2021	UVW Corp.	Branch J	10	01-18-2021	Total		17925.0	
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Total		17925.0																																																	

SALES RANKING REPORT

This shows the sales report based on sales ranking.

- Click on **SALES RANKING**.
 - Choose **DATE FROM** and **DATE TO**.
 - Click **VIEW** button.

INVENTORY TRANSACTION REPORT

This shows the inventory transaction details

- Click on **INVENTORY TRANSACTION**
 - Choose **DATE FROM** and **DATE TO**.
 - Click **VIEW** button.

The screenshot shows the ZKPOS Supermarket POS application interface. At the top, there's a green header bar with the ZKPOS logo and the text "Supermarket POS". On the right side of the header, it says "18 January 2021 14:12". Below the header is a title bar "Inventory Reports". To the left of the main content area, there are two large buttons: "View" with a magnifying glass icon and "Clear" with a trash can icon. To the right of the main content area, there's a "Print Option" section with two radio buttons: "Small Print" (selected) and "Big Print". The main content area contains a search bar with fields for "Company name" and "Branch Name", and buttons for "Find" and "Reset". Below the search bar is a table titled "Inventory Reports". The table has columns for "Item Code", "Item Name", "Cost", and "Balance". It lists various items like saree, soap, detergent, etc., with their respective costs and balances. The total balance at the bottom is \$24.00.

Item Code	Item Name	Cost	Balance
1	saree	41.00	90.00
15	soap	1.00	2.00
2	detergent	41.00	10.00
3	toilettes	51.00	21.00
4	wallet	31.00	-2.00
7	individ	41.00	1.00
8	desert	41.00	1.00
9	Falasai	12.00	17.00
			\$24.00

INVENTORY REPORT

This report shows the inventory details

- Click on **INVENTORY REPORT**.
 - Click **VIEW** button.

The screenshot shows the ZinPOS Supermarket POS application interface. At the top, there's a green header bar with the ZinPOS logo and the text "Supermarket POS". On the right side of the header, the date "18 January 2021 14:13" is displayed. Below the header, the title "Cost Reports" is centered. To the right of the title, there are two "Print Option" buttons: "Small Print" (selected) and "Big Print". On the left, there are two date input fields: "From Date" set to "01/18/2021" and "To Date" also set to "01/18/2021". Below these fields are two large blue buttons: "View" (with a magnifying glass icon) and "Clear". Underneath the "View" button is a "Clear" button with a trash can icon. The main content area has a light gray background. It features a toolbar at the top with various icons for file operations like Open, Save, Print, and Exit. Below the toolbar, there are sections for "Company Name" (set to "Branch Name") and "Cost Reports". A "Print Date & Time" label is followed by the text "18/01/2021 14:13 PM". A table titled "Cost Reports" shows sales details for sandwiches. The table has columns for Name, Qty, Cost, and Price. The data is as follows:

Name	Qty	Cost	Price
sandwich	10.00	48.00	68.00
sandwich	10.00	48.00	68.00
Total:			685.00

At the bottom, there's a "Total Amount:" label followed by a text input field containing "685.00".

COST REPORT

This report shows the cost details

- Click on **COST REPORT**.
 - Choose **DATE FROM** and **DATE TO**. 3. Click **VIEW** button.

Date From: 18/01/2021
Date To: 18/01/2021
Expense Types: All
Print Options: Small Print, Big Print
Expense Report
Print Date & Time: 19/01/2022 21:34:41
PM
Name Date Invoice Amount
Type 1 18/01/2021 2 100.00
Total Expenses: 100.00

EXPENSE REPORT

This report shows the expense details.

- Click on EXPENSE REPORT.
- Choose DATE FROM and DATE TO.
- Select EXPENSE TYPE.
- Click VIEW button.

Date From: 08/08/2022
Vendor: All
Users: All
Print Options: View, Clear
Vendor Payment Due Report
Print Date & Time: 09/08/2022 02:14:58 PM
PM
Company name: Building, Street, City
Vendor Payment Due Report
08/08/2022 - 09/08/2022

Date	Vendor	Description	Batch No	Invoice No	Total Credit	Sales Return	Transferred on	Paid	Balance	Due Days
28/07/2022	Supplier	Stock Reserve	1.1		100.00	0.00	0.00	8.00	-102.00	0
28/07/2022	Supplier	Stock Reserve	2.2		900.00	0.00	0.00	8.00	-902.00	0

Print Date & Time: 09/08/2022 02:14:58 PM

VENDOR PAYMENT DUE REPORT

- This report shows the vendor payment due details.
- Select from and to date.
- Select vendor and user.
- Click view button.
- You can sort the details by number of due days and store.

Item Count: 0
Warehouse: All
Print Options: View, Clear
Low Stock Item Report
Print Date & Time: 26/08/2022 12:09:09 PM
Warehouse & Default

UPC Code	Product	Department	Units	Cost Price	Total Quantity
UPC01234567890123	dessert	Frozen Foods	KG	100.00	0.00
UPC0443327703888	dinner rolls	Bread/Bakery	KG	30.00	412.00
UPC0443327703888	ice cream	Frozen Foods	KG	100.00	-402.00
UPC0419151555555	sandwich	Bread/Bakery	KG	40.00	-400.00
UPC0419151555555	vegetables	Frozen Foods	KG	40.00	-310.00
UPC1343037930064	caffella	Frozen Foods	KG	80.00	-100.00

Warehouse: test

LOW STOCK ITEM REPORT

- You can view the low stock item details here.

CUSTOMER REPORT

Date From: 08/08/2022
Date To: 08/08/2022
Customer: All
Print Options: Serial Print, Big Print
Customer Invoice Details
Print Date & Time: 26/08/2022 12:20:14 PM
Customer Name: Building, Street, City
Customer Invoice Details
26/08/2022 - 26/08/2022
All Customer

Invoice Description	Date	Credit
Date: 08/08/2022		
Day no: 2	4 Cash (Part 2)	5.00 459.42
Day no: 2	5 Cash (Part 2)	3.00 52.94
Day no: 2	6 CUST (MR)	3.00 453.00
Total		3.00 453.00

Print Date & Time: 26/08/2022 12:20:14 PM

CUSTOMER INVOICE DETAILS REPORT

This report shows the customer credit details.

- Choose DATE FROM and DATE TO.
- Select CUSTOMER.
- Click VIEW button.
- If you need to know the items purchased by this customer, click item wise

Customer Account Details

Date From: 01/18/2021 Date To: 01/18/2021 Customer: All

Index	Description	Debit	Credit
Day no: 1			
41	Cust[224]	2.00	157.00
42	Cust[209]	2.00	935.00
43	Cust[209]	2.00	935.00
44	Cust[209]	2.00	935.00
45	Cust[209]	2.00	935.00
51	Cust[Sum]	2.00	1047.20
52	Cust[Sum]	2.00	111.36
54	Cust[224]	2.00	157.00
57	Voucher [Bank]	2.00	579.60
60	Voucher [Bank]	2.00	419.00
61	Cust[Sum]	2.00	617.00

CUSTOMER ACCOUNTS REPORT

This report shows the customer account details.

- Click on **CUSTOMER ACCOUNT**.
- Choose **DATE FROM** and **DATE TO**.
- Select **CUSTOMER**.
- Click **VIEW** button.

Advance Report

Date From: 01/18/2021 Date To: 01/18/2021 Customer: All

Customer	Amount
All	500.00
Customer	500.00

CUSTOMER ADVANCE REPORT

This report shows the customer advance reports.

- Click on **CUSTOMER ADVANCE REPORT**.
- Choose **DATE FROM** and **DATE TO**.
- Select **CUSTOMER**.
- Click **VIEW** button.

CUSTOMER PAYMENT DUE REPORT

Customer Payment Due Report

Date From: 08/26/2022 Date To: 08/26/2022 Customer: All User: All

Date	Customer	Invoice No.	Total Credit	Spes. Rec'd	Paid	Balance	Due Days
26/08/2022	user:	6	604.25	0.00	2.00	594.25	0

- Select from date and to date.

- Choose customer and user.

- Click View button.

- You can sort the details store wise as well as due days.

TAX REPORT

Sales Tax Report

Category: All Date From: 01/18/2021 Date To: 01/18/2021

Category	Report option	Print Option
All	Date Wise	Small Print
	Day Wise	Big Print

Day no: 1	Customer	Invoice No.	Tax	Amount	Amount	Amount	Amount
41	132.00	25.16	157.00				
42	412.00	82.75	531.75				
43	671.00	96.54	671.04				
44	440.00	88.00	440.00				
45	480.00	97.28	542.00				
46	430.00	82.51	517.51				
47	440.00	88.00	528.00				

SALES TAX REPORT

This report shows the sales tax details.

- Click on **SALES TAX REPORT**.
- Choose **DATE FROM** and **DATE TO**.
- Select **CATEGORY**.
- Click **VIEW** button.

Tax Report

Date From: 08/26/2022 Date To: 08/26/2022

Print Option: Small Print Big Print

Date	Description	Invoice/Amount	Total	Credit
08/26/2022	User Admin	162.00	26.98	0.00
08/26/2022	User Admin	422.00	56.93	0.00
08/26/2022	User Admin	52.00	5.83	0.00
08/26/2022	User Admin	482.00	125.25	0.00
08/26/2022	Vendor Supplier, Vat No:	192.00	0.00	0.00
08/26/2022	Vendor Supplier, Vat No:	5802.00	0.00	925.00
08/26/2022	Vendor Supplier, Vat No:	-282.00	0.00	-45.00
08/26/2022	Vendor Supplier, Vat No:	202.00	0.00	40.00
	Soldier			

TAX REPORT

This report shows the tax details.

- Click on **TAX REPORT**.
- Choose **DATE FROM** and **DATE TO**.
- Click summary if you want to summarize the tax details.
- If you need to show the expense details too by clicking that option.
- Click **VIEW** button.

Account Transaction Reports

From Date: 01/18/2021 To Date: 01/18/2021

Print Option: Small Print Big Print

Payment Type	Total
User Admin	16301.09
Invoice Date: 01/18/2021	
Cash	799.00
Customer Account	117.75
Type 1	100.00
Voucher	3405.76
Total	2000.00
User Total	2000.00

ACCOUNT TRANSACTION REPORT

This report shows the account transaction details.

- Click on **ACCOUNT TRANSACTION**.
- Choose **DATE FROM** and **DATE TO**.
- Click **VIEW** button.

Goods and Services Tax

Date From: 08/26/2022 Date To: 08/26/2022

Print Option: Sales Sales Return

Customers: All Registered Unregistered

Invoice No	Invoice Date	VAT Number	Customer Name	Tax	VAT%	Taxable Amount	VAT	NV Value
3	21-08-2022	CGST	Test2	1.80	15.00	4.20	164.80	
4	21-08-2022	CGST	Test2	1.80	15.00	22.68	154.88	
5	21-08-2022	CGST	"TEST" CUSTOMER	1.80	15.00	0.00	432.43	
6	21-08-2022	CGST	Test2	1.80	15.00	21.78	61.55	432.43
		CGST		1.80	15.00	23.75	7.00	242.25
		CGST		1.80	15.00	47.08	6.05	564.22
		CGST		1.80	15.00	85.50	6.55	904.55
						2015.00	297.00	294.98

SALES GST REPORT

- Select the date range.
- You can see both sales and sales return report.
- You can also sort the tax details by tax name.
- Also click HSN code if you want to see it in the report.

Purchase

Date From: 01/18/2021 Date To: 01/18/2021

Print Option: Purchase Purchase Return

Vendor: All Registered Unregistered

Invoice Date	Inv no	VAT Number	Vendor Name	VAT %	Taxable Amount	VAT	NV Value
18-01-2021	1 (T)	SupplierA	1.80	40.00	4.00	161.80	
18-01-2021	1 (R)	SupplierA	1.80	40.00	27.80	161.80	
18-01-2021	3 (R)	SupplierB	1.80	40.00	4.00	47.60	
		SupplierB	1.80	40.00	72.00	47.60	
					2015.00	297.00	297.00

PURCHASE GST REPORT

- Select the date range.
- You can see both sales and sales return report.

Sales Report

Date From: 08/26/2022 Date To: 08/26/2022

Total Sales Report

Date	Sales	Tax	Total	Sales Return	Tax	Total
26-08-2022	1075.00	244.99	1275.99	8.00	2.00	10.00
	1075.00	244.99	1275.99	8.00	2.00	10.00

SALES REPORT

- In sales tax report we can see the total sales and sales return details date wise.

Purchase Report

Date From: 08/26/2022 Date To: 08/26/2022

Total Purchase Report

Date	Purchase	Tax	Total	Purchase Returns	Tax	Total
26-08-2022	1060.00	90.00	1120.00	180.00	17.50	197.50
	1060.00	90.00	1120.00	180.00	17.50	197.50

PURCHASE REPORT

- In purchase tax report we can see the total purchase and purchase return details date wise.

OTHER REPORT

Work Period Reports

Date From: 01/18/2021 Date To: 01/18/2021

Print Option: Small Print, Big Print

Users: All

Work Period Closing Report

Day	Payment Type	Amount
1	Admin / Administrator 18-01-2021 - 18:01	308.00
2	Petty Cash Opening	202.00
2	Type 1	98.00
2	Petty Cash Closing	304.00

Admin / Administrator | 18-01-2021 - 18:01

Day	Payment Type	Amount
3	Petty Cash Opening	100.00
3	Customer Credit	111.36
3	Petty Cash Closing	100.00

WORK PERIOD REPORT

This report shows the work period details.

- Click on **WORK PERIOD REPORT**.
- Choose **DATE FROM** and **DATE TO**.
- Select **USERS**.
- Click **VIEW** button.

Attendance Report

Date From: 01/18/2021 Date To: 01/18/2021

Print Option: Small Print, Big Print

Users: All

Attendance Report

Day No.	Work Period	Work Hours
User / Admin / Administrator 18-01-2021 - 18:01	3	100
3 - 18-01-2021 - OnDay	100	100
Total Work Hours(Entered)		100

ATTENDENCE REPORT

This report shows the work period details.

- Click on **ATTENDENCE REPORT**.
- Choose **DATE FROM** and **DATE TO**.
- Select **USERS**.
- Click **VIEW** button.

This screenshot shows the 'Order Details Report' interface. It includes search filters for Food Server, Status, Priority, and Order Date From/To, along with print options for small or big print. Below the filters is a preview table with columns: Order No, Inv No, Status, Priority, Food Server, Name, and Order Create Date. One row is visible with values: 1, 1, Open, Normal, Admin, dinner rolls, and 13-01-2021.

ORDER DETAILS REPORT

This report shows the order details.

- Click on **ORDER DETAILS REPORT**.
- Choose **Food Server, Status, Priority, Order date From and To**.
- Click **VIEW** button.

This screenshot shows the 'Gift Report' interface. It includes search filters for Date From and Date To, along with print options for small or big print. Below the filters is a preview table with columns: Inv No, Sale No, Gif, Gif Type, and Day no. One row is visible with values: 1, 1, 1, 1, and 1.

GIFT REPORT

This report shows the guest details.

- Click on **GIFT REPORT**.
- Choose **DATE FROM and DATE TO**.
- Click **VIEW** button.

This screenshot shows the 'Product List' interface. It features a search bar and a table with columns: Product ID, UPC Code, Product, Departments, Unit, ISBN Code, Sales Price, MRP, Barcode, and Stock. Seven products are listed, including items like 'dinner rolls' and 'sandwich'.

PRODUCT LIST

- You can see the product list in this report.

This screenshot shows the 'Item Sales Summary' interface. It includes search filters for Users and Items, along with a view and clear button. Below the filters is a preview table with columns: User, Item Code, Price, Qty, Total, Discount, Tax, and Grand Total. Two rows are visible: one for Admin with dinner rolls and another for Admin with sandwich.

ITEM SALES SUMMARY

- Select users and items.
- Click view button.

ZKPos - Supermarket POS 18 January 2021 16:47 X

Current Sale Summary

User	Item Code	Price	Qty	Total	Discount	Tax	Grand Total
Admin	Falooda	11.00	1.0000	11.00	0.00	0.00	11.00

CURRENT SALE SUMMARY

- Select users and items.
- Click view button.

ZKPos - Supermarket POS 18 January 2021 16:48 X

Item Wise Summary

Date From	01/18/2021							
Date To	01/18/2021							
Item	All							
Date	Invoice No.	Item Code	Price	Qty	Total	Discount	Tax	Grand Total
18-01-2021	68	combo 1	11.00	1.00	11.00	0.00	1.98	12.98
18-01-2021	70	combo 1	11.00	-1.00	-11.00	0.00	-1.98	-12.98
18-01-2021	41	dinner rolls	44.00	3.00	132.00	0.00	25.08	157.08
18-01-2021	42	dinner rolls	44.00	10.00	440.00	0.00	68.12	508.12
18-01-2021	44	dinner rolls	44.00	25.00	1100.00	0.00	199.50	1299.50
18-01-2021	45	dinner rolls	44.00	85.00	3740.00	0.00	605.37	4345.37
18-01-2021	46	dinner rolls	44.00	100.00	4400.00	0.00	826.50	5226.50
18-01-2021	47	dinner rolls	44.00	100.00	4400.00	0.00	836.00	5236.00
18-01-2021	48	dinner rolls	44.00	100.00	4400.00	0.00	836.00	5236.00
18-01-2021	49	dinner rolls	44.00	100.00	4400.00	0.00	836.00	5236.00
18-01-2021	50	dinner rolls	44.00	25.00	1100.00	0.00	209.00	1309.00
18-01-2021	51	dinner rolls	44.00	20.00	880.00	0.00	187.20	1047.20
18-01-2021	52	dinner rolls	44.00	1.00	44.00	0.00	8.36	52.36
18-01-2021	53	dinner rolls	44.00	3.00	132.00	0.00	25.08	157.08

ITEM WISE SALE SUMMARY

- Select date range and items
- Click view button

ZKPos - Supermarket POS 18 January 2021 16:50 X

Sales Return Summary

Day No - From	1				
Day To	3				
Date	User	Item Code	item	Qty	Total
2	Admin	70	combo 1	-1.0000	-11.0000
				Discount	0.00
				Total	-11.00

SALES RETURN SUMMARY

- Select day number.
- Click view button.

ZKPos - Supermarket POS 18 January 2021 16:52 X

Customer Advance Summary

Date From	01/18/2021	
Date To	01/18/2021	
Customer	All	
Advance Date	Customer	Amount
18-01-2021	Sam	500.0000
		500.0000

CUSTOMER ADVANCE SUMMARY

- In customer advance summary, you can see the advance details by a customer.
- Select the date range and customer.
- Click on view button.

ZKPos Supermarket POS Saturday, April 08 2017 X

Customer Credit Summary

Name	Date	Description	Debit	Credit	Balance
Sam	01/18/2021	Customer Account	111.3600	0.0000	7468.5200
Sam	01/18/2021	Customer Advance Cash	0.0000	500.0000	-7968.5200
Total			111.3600	500.0000	-388.6400

CUSTOMER CREDIT SUMMARY

- Customer credit summary shows the details of credit of that customer, advance details, and balance amount.

ZKPos Supermarket POS 18 January 2021 16:53 X

Stock Receive Summary

Report option:	Date From:	Date To:				
<input checked="" type="radio"/> Date Wise	01/18/2021	01/18/2021				
<input type="radio"/> Batch No Wise						
<input type="button" value="View"/> <input type="button" value="Clear"/>						
Receive Date	Vendor	Batch No	Item	Qty	Cost Price	Total
18-01-2021	Supplier b	23	dinner rolls	10.0000	40.00	400.00
18-01-2021	Supplier b	23	sandwich	10.0000	40.50	405.00
					Total	805.00
					Tax Amount	148.90
					Grand Total	953.90

STOCK RECEIVE SUMMARY

- Stock receive summary contains the details of received stock.
- You can search the details by date wise and batch number wise.
- Enter the date range and click view.

ZKPos Supermarket POS 18 January 2021 16:54 X

Transaction Summary

Report option:	Date From:	Date To:				
<input checked="" type="radio"/> Date Wise	01/18/2021	01/18/2021				
<input type="radio"/> Batch No Wise						
<input type="button" value="View"/> <input type="button" value="Clear"/>						
Receive Date	Vendor	Batch No	Item	Qty	Cost Price	Total
18-01-2021	SupplierA	1	dinner rolls	10	40.00	400.00
18-01-2021	SupplierA	1	sandwich	20	40.50	810.00
					Total	1210.00
					Tax Amount	221.80
					Grand Total	1431.80

TRANSACTION SUMMARY

- Transfer details of products are shown in this window.

ZKPos Supermarket POS 18 January 2021 16:54 X

Stock Return Summary

Report option:	Date From:	Date To:				
<input checked="" type="radio"/> Date Wise	18-01-2021	18-01-2021				
<input type="radio"/> Batch No Wise						
<input type="button" value="View"/> <input type="button" value="Clear"/>						
Receive Date	Vendor	Batch No	Item	Qty	Cost Price	Total
18-01-2021	Supplier b	3	dinner rolls	10.0000	40.00	400.00
					Total	400.00
					Tax Amount	76.00
					Grand Total	476.00

STOCK RETURN SUMMARY

- Stock return details are shown here.

Department	Product	Stock Receive	Stock Transfer	Stock Return	Sales	Stock
Bread/Bakery	sandwich	190.00	20.00	34.00	68.00	68.00
Bread/Bakery	soap	0.00	0.00	0.00	2.00	-2.00
Bread/Bakery	combo 1	0.00	0.00	0.00	0.00	0.00
Bread/Bakery	dinner rolls	481.00	10.00	30.00	806.00	365.00
Bread/Bakery	tortillas	0.00	0.00	0.00	29.00	-29.00
Dairy	Palooda	10.00	0.00	0.00	1.00	9.00
Frozen Foods	waffles	0.00	0.00	0.00	6.00	-6.00
Frozen Foods	seafood	0.00	0.00	0.00	1.00	-1.00
Frozen Foods	dessert	0.00	0.00	0.00	1.00	-1.00

ITEM STOCK SUMMARY

- The item stock details- receiving, transfer, return and sales shown in this summary report.
- Select from and to date.
- Enter the item.
- Click view button.

Department	Product	Stock Receive	Stock Transfer	Stock Return	Sales	Stock
Bread/Bakery	sandwich	190.00	20.00	34.00	68.00	68.00
Bread/Bakery	soap	0.00	0.00	0.00	2.00	-2.00
Bread/Bakery	combo 1	0.00	0.00	0.00	0.00	0.00
Bread/Bakery	dinner rolls	481.00	10.00	30.00	806.00	365.00
Bread/Bakery	tortillas	0.00	0.00	0.00	29.00	-29.00
Dairy	Palooda	10.00	0.00	0.00	1.00	9.00
Frozen Foods	waffles	0.00	0.00	0.00	6.00	-6.00
Frozen Foods	seafood	0.00	0.00	0.00	1.00	-1.00
Frozen Foods	dessert	0.00	0.00	0.00	1.00	-1.00

DEPARTMENT STOCK SUMMARY

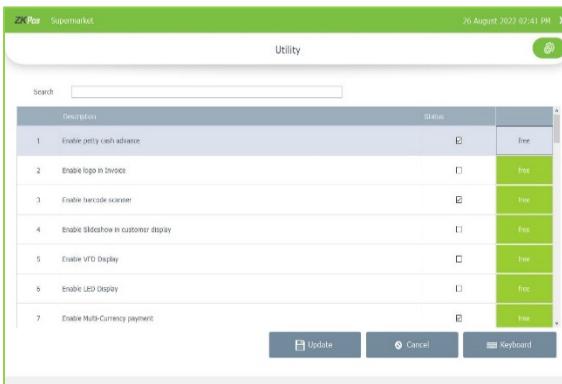
- The entire stock details- receiving, transfer, return and sales shown in this summary report.
- Select from and to date.
- Select department.
- Click view button.

STEP 35 - LEARN ABOUT WORK PERIOD

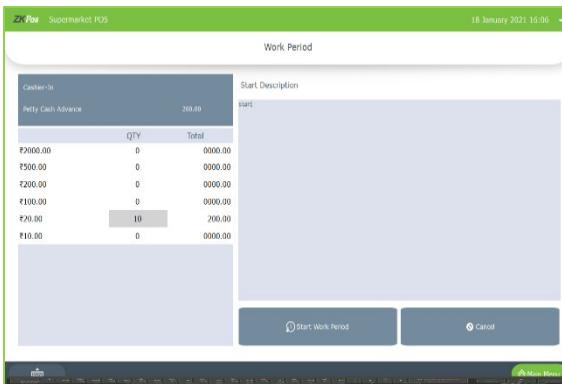
Work period section is for viewing the working duration of currently logged in user. Before starting **POS** operations, work period must be started. All the previous work periods of logged in user will be displayed in the main screen of work period. In our shop if a cashier is available from 9 – 5 and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

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

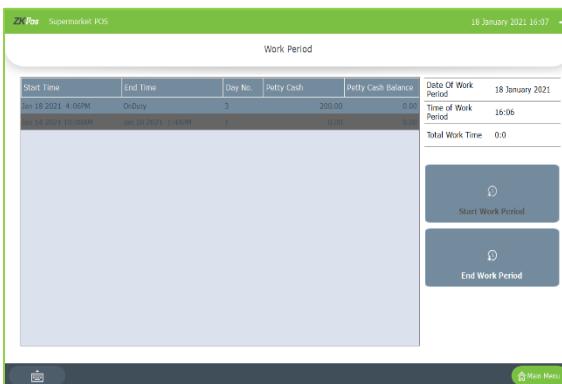
If you are logged in as Cashier, you need petty cash to give to the customers, so before start working Admin should grant the petty cash for the cashier. Let's look at how an **ADMIN** can provide petty cash to the **CASHIER**.



- For that, login as **ADMIN**.
- Go to **SETTINGS**.
- Enable **PETTY CASH ADVANCE** in the **UTILITY** Update it.



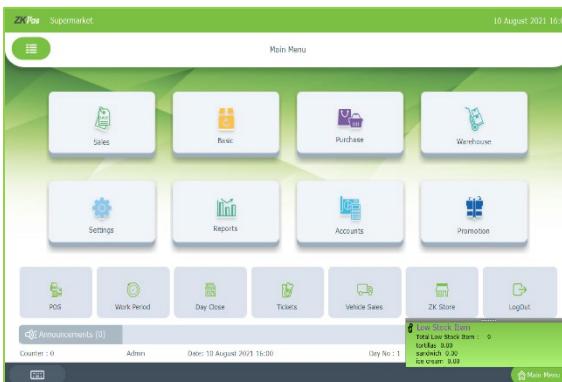
- Now logout and login as **CASHIER**.
- Click on **WORK PERIOD** button.
- To start working click on **START WORK PERIOD**.
- This time you have to provide the petty cash advance before start working. The petty cash details are based on the currency denomination you enter before. Then start **WORK PERIOD**.
- Work period automatically starts when you login to the software as admin for the first time and until you enable the petty cash. Once you activate petty cash advance, you must start the work period manually.
- Now he can process bill or view reports and so on.



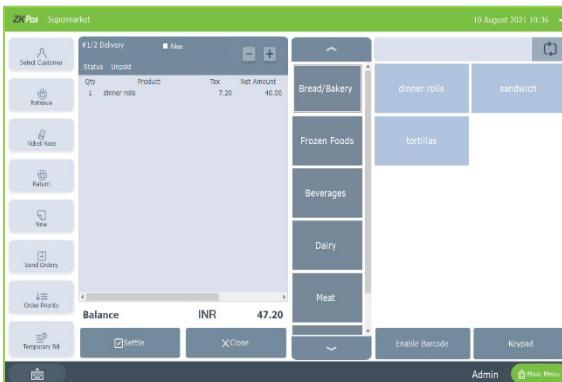
- Now to End work period, Go to **MAIN MENU**.
- Click on **WORK PERIOD**, in the right side of the window you can see an **END WORK PERIOD** button. Click on it.
- Specify the **BALANCE PETTY CASH** in the field provided.
- Specify the reason to end work period and then click **END WORK PERIOD** button.
- Click **OK**.
- You can view this report from **WORK PERIOD REPORT**.

STEP 36 - POS MODULE

You can do billing, receive orders, handle deliveries etc. using this section. In **ZKPOS SUPERMARKET** you have choice to enable wholesale and retail **UI** or **MODULE** in the utility. This for your convenience.



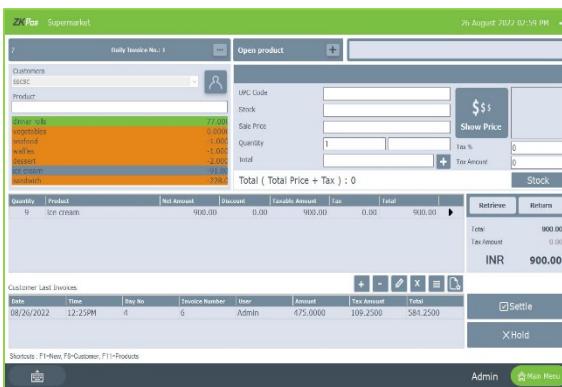
- Now let's learn more about **POS** section.



- Login as **ADMIN/CASHIER**.
- From the **MAIN MENU**, click on **POS**. If you enabled wholesale or retail module in the utility application then you will get the interface.



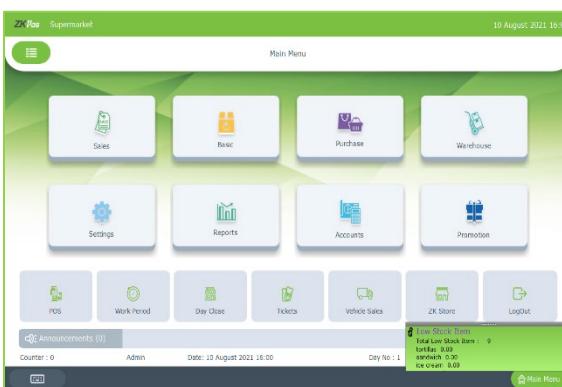
- To enable the retail or wholesale type, run the supermarket utility (icon from desktop) with admin privilege.
- Click on language option.
- Select the software type.
- Click update.



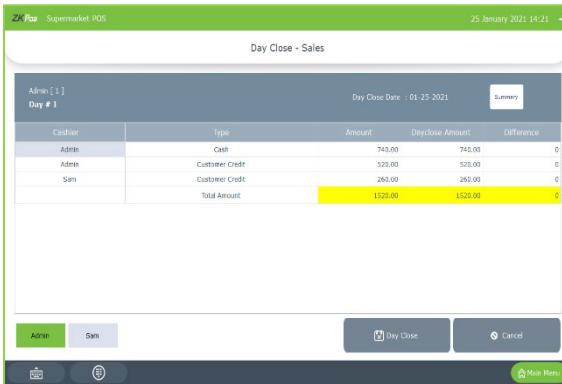
- Retail pos sales window is same as the supermarket itself.
- Figure shows the wholesale POS sales window.
- Select the product and click enter.
- Select the quantity and again click enter and continue with settle button.

STEP 37 - DAY CLOSING

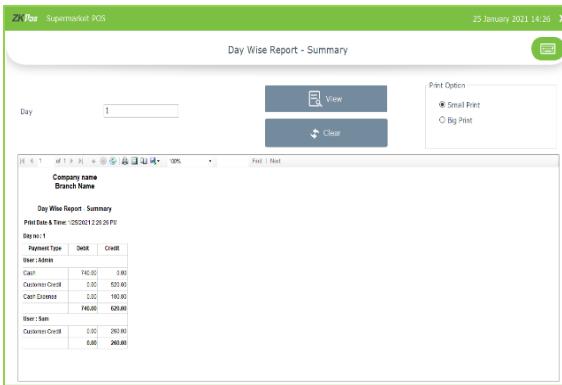
In our business we can either close day-to-day activities or close two days activities together. Let's look how to do it. It helps to find the difference between billed and received amount of each user for the current closing day. You can see **DAY CLOSE** button in **MAIN MENU**. But this is available only for admin. Other users cannot use this.



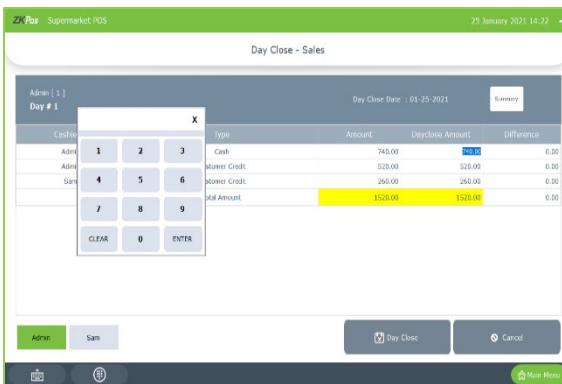
- From the main menu click on **DAY CLOSE**.



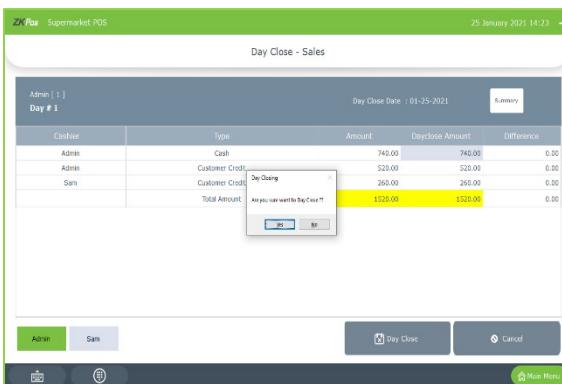
- As you see, there are transactions and are done by admin.
- The whole sales details will be shown here.
- You can take day wise summary from day close interface.
- For that click summary button.



- You can see the whole transactions of that day here.

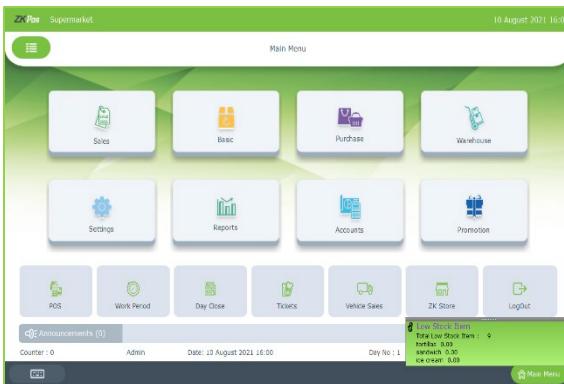


- Enter the amount by clicking received amount field.
- Click day close.
- Click yes to the confirmation message.
- To close the day, click on DAY CLOSE button



- Click YES in the dialog box that appears.
- If you do not close the work period, close it by enter yes to the pop up
- If there is any unprocessed bill another popup will show up and you need to confirm it too by clicking CONTINUE.
- To complete the process, you need to enter the **ADMIN PASSWORD**.

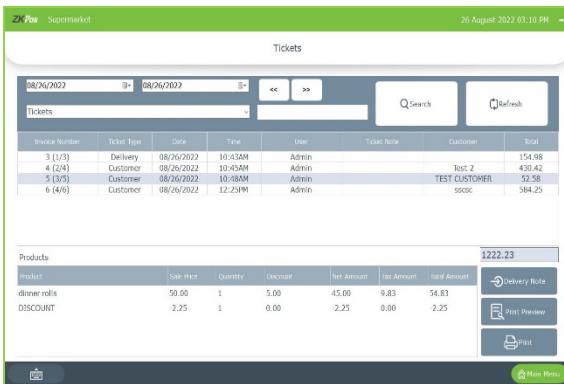
Now day close is updated successfully. You can take print by selecting big or small print. If you want see the day close report, go to **MAIN MENU**, from the report options choose **DAY CLOSE REPORT**.



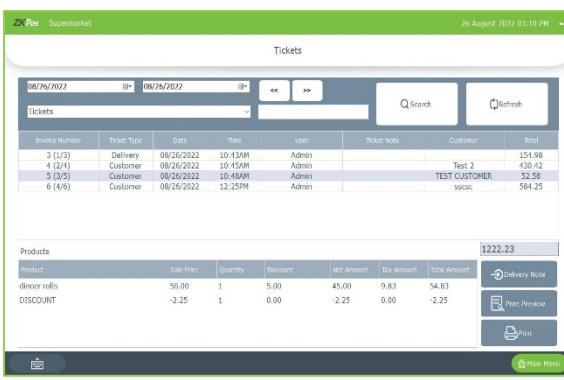
STEP 38 - TICKETS

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

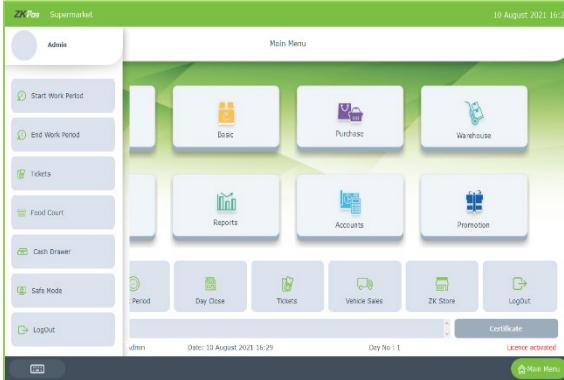
- Go to **MAIN MENU**.
- Click on **TICKETS** from the dropdown.



- Select the **FROM** date and **TO** date.
- You can select the **TICKET TYPE** from the dropdown.
- Now all invoices between the selected dates will be displayed.
- You can see the **INVOICE NUMBER, TICKET TYPE, DATE, TIME, USER, TOTAL AMOUNT** etc.

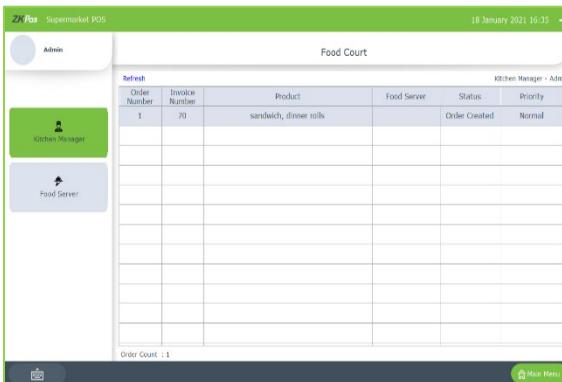


- If you click on any of the ticket available in the list, you can see the products associated with that invoice.
- There is an option to **PRINT** the ticket details.
- There is a print preview button to view the preview
- You can also take delivery note by clicking delivery note option
- If you know the invoice number, you can search it by using the **SEARCH** button.

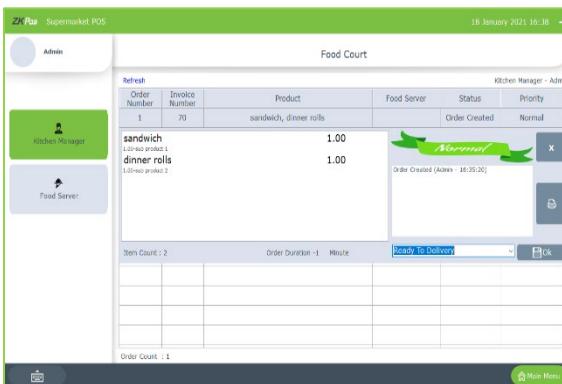


STEP 39 - FOOD COURT

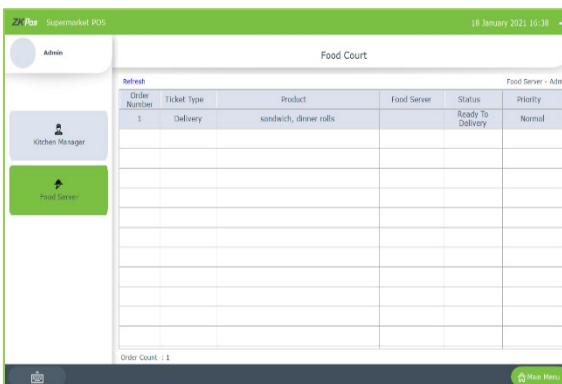
- Go to **MAIN MENU**.
- Click on **FOOD COURT** from the dropdown.



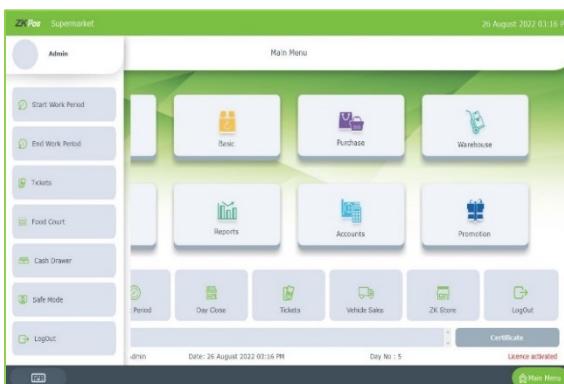
- Select the type as **Kitchen Manager/Food Server**.
- Select kitchen manager.
- The send orders through the pos window can see in this window
- Select the order you want to serve.



- Select the status of order from drop down.
- Select ready for delivery.
- Click food server option.

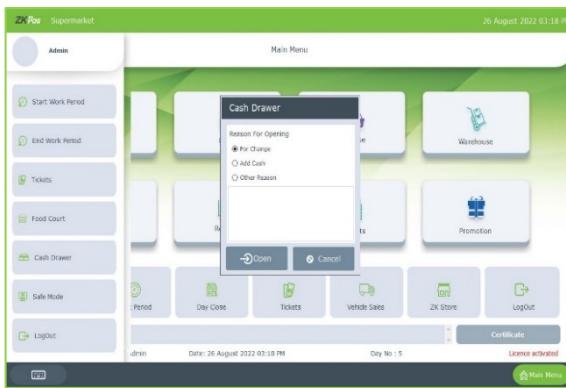


- Click on the delivery details.
- Select delivered from drop down.
- Click ok.



CASH DRAWER

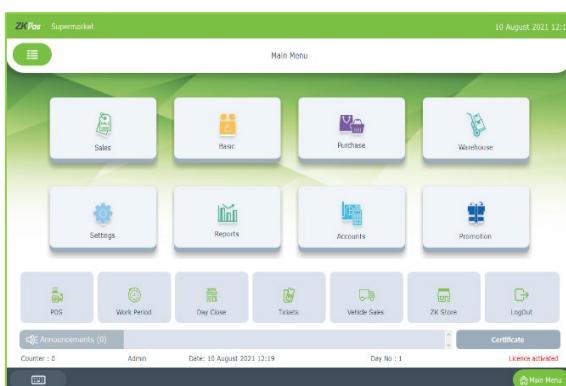
- You can open the cashdrawer from software itself.
- Click on the button.
- Enter administrator password.



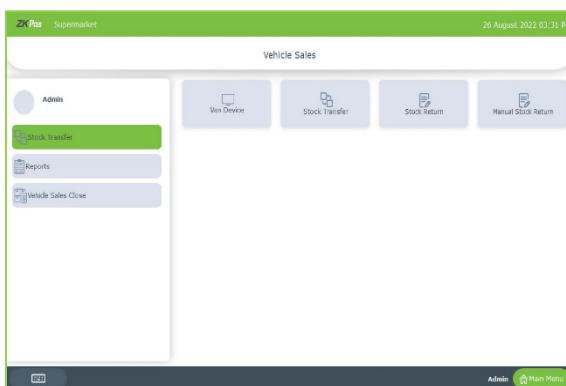
- Select the reason for opening.
- If you choose other reason, then specify it in the text box.
- Click open.

STEP 40 - VEHICLE SALES

For the proper working of ZKPOS Android Van sales application, you must create van device and transfer the assigned products. Let us see how we can do this.



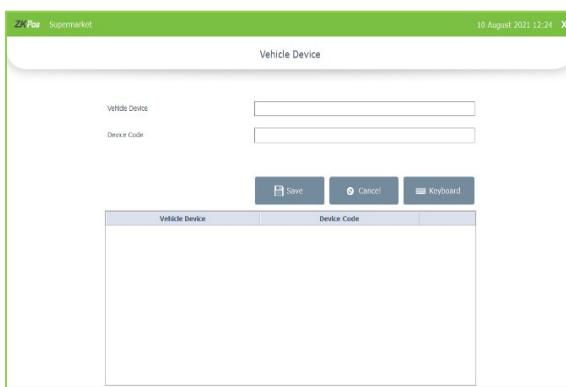
- Login to the ZKPOS Retail Software.
- Click on Van sales option from Main menu.



STOCK TRANSFER

In stock transfer tab we have two options Van device and stock transfer.

- Click van device option to add van devices to this software.



Van Device

- Enter van device name and device code
- Click Save button
- You can select the saved devices while configuring ZKPOS Van sales Android Application
- For deleting a particular Van device click on delete icon against each device.

The screenshot shows the 'Stock Transfer' screen. At the top, there are date selection fields ('Date From: 26/08/2022', 'Date To: 26/08/2022') and a 'View' button. Below this is a table titled 'Stock Transfer' with columns: User, Batch No., Product, Quantity, Cost, Sale Price, Unit, Total, and Serial No. The table lists various items like driver rolls, sandwich, carton, etc., with their respective details.

Stock Transfer

You can transfer the products from ZKPOS Retail software to van sales application.

- Click on Stock Transfer button.
- Select from date and to date.
- Select Van device from drop down.
- Click view button.
- You can see the transfer details here.
- To add a new transfer, click on + button.

The screenshot shows the 'Stock Transfer' screen with fields for 'Batch No.' (19), 'Date' (08/09/2022), 'Vehicle Device' (Device 5), and 'Warehouse' (Warehouse). Below these are input fields for 'Qty', 'Item Code', 'Description', 'Unit', 'Unit Quantity', 'Unit Price', 'Sale Price', 'Quantity', and 'Total Amount'. At the bottom are buttons for '+ New', 'Print', 'Retrieve', 'Keyboard', 'Delete', and 'Close'.

- Select the van device from the drop down and the date.
- Select the warehouse from where you need to transfer the stock
- To add an item, click on Add item button.

The screenshot shows the 'Van Sales' screen. It has a 'Find Item' search bar with a dropdown menu for 'UPC-Code', 'Product', 'Name', 'Description', and 'Barcode'. The search results show items like driver rolls, sandwich, carton, etc., with their details. At the bottom are buttons for '+ New', 'Print', 'Retrieve', 'Keyboard', 'Delete', and 'Close'.

- Select the product from the box.
- Enter the quantity.
- Click + button.
- Now to download the details to van sale app click on download stock transfer data from Syncoption.

The screenshot shows the 'Products' screen. It includes tabs for 'Basic Information', 'Other', 'Price List', 'Promotions', 'Multiple Tax', 'Multiple Discount', and 'Multiple Barcode'. The 'Basic Information' tab is active, showing fields for 'Barcode', 'Name', 'Alias Name', 'Product ID', 'Units', 'Cost', 'Total Cost', 'Margin', 'Sale Price (Bottom Price)', and 'Maximum Retail Price'. At the bottom are buttons for '+ New', 'Save', 'Delete', 'Cancel', 'Keyboard', and 'Search'.

Stock Transfer of Products with Serial number

- To create products with serial number, go to Settings > Products > Product list.
- Enter the barcode if any.
- Fill all other details accordingly.
- To add serial number option, click on another tab.

This screenshot shows the 'Products' screen in ZKPos. It includes fields for Product Type (Single Product), HSN Code, Shelf, Status, and Add Image. A checkbox for 'Add Serial No' is present. The 'Stock' field shows a value of 0. Buttons at the bottom include '+ New', 'Save', 'Delete', 'Cancel', 'Keyboard', and 'Search'.

- If the product has serial number, click on the check box near Add serial number option.
- Save the product after adding other details.
- Before transferring products with serial number, you must receive the products to the software.

This screenshot shows the 'Stock Receiving' screen. It displays a receipt header with fields like Invoice Series, Receiver Number, Receiving Date, Vendor Name, and Address. Below the header is a table for entering items with columns for SKU, Item Code, Description, Sale Price, Cost Price, Quantity, and various tax and amount fields. A large yellow 'Stock' button is visible. At the bottom are buttons for '+ New', 'Receive', 'Confirm', 'Products', 'Print', 'Delete', 'Keyboard', and 'Close'.

- Go to Settings > Inventory > Stock Receiving.
- Enter the details according.
- After adding the quantity, click + button.
- You can see a pop up to add the serial numbers.

This screenshot shows the 'Stock Receiving' screen with a receipt header and item table. A modal window titled 'Serial No' is open, prompting for a serial number (Serial No: 1, Quantity: 5). The main screen shows a yellow 'Stock' button and a summary table at the bottom.

- Enter the serial number.
- After adding serial numbers click on OK button.

This screenshot shows the 'Stock Transfer' screen. It displays a transfer header with fields like From, To, and Vehicle Details. A modal window titled 'Serial No' is open, prompting for a serial number (Serial No: 1, Quantity: 2). The main screen shows a yellow 'Stock' button and a summary table at the bottom.

- Select the product with serial number to transfer it to van sale app.
- Enter the serial number you want to transfer.
- Click OK button.

Serial Number Summary

You can view the serial number summary of products here.

- Enter the serial number you want to know the details.
- Click View button.
- You can see the stock detail of that serial number.

Available Serial Number

You can see the available serial numbers in ZKPOS Retail Software here.

- Select the product from drop down.
- Click view button.

STOCK RETURN

- You can partially or completely return the stock from van sale device.
- You need to confirm the return details from stock return option.
- Select the ware house and click confirm button.

MANUAL STOCK RETURN

- In case you lost the vehicle sale app and the stock in the vehicle is with you, then you can return the stock to the software using manual stock return button.
- Click '+' button.
- Select vehicle device.
- Add item.

REPORTS

Stock Transfer

Date From: 08/26/2022
Date To: 08/26/2022
Vehicle Device: All

UPC Code Description	Qty	Units	Total Qty	Price	Total	Serial No
UPC00151 Standard	100.00	KG	100.00	40.00	4000.00	
UPC00143 Jumbo rolls	100.00	KG	100.00	30.00	3000.00	
			Total :		7000.00	

Stock Transfer

- Go to Van sales > Report > Stock transfer.
- Enter the date range.
- Enter the vehicle device
- Click View button.
- If you need to view the summary choose the option

Sales Report

Date From: 06-25-2021
Date To: 06-25-2021
Van Device: All

Ques Who Grand Total Report	Total Amount:	Tax Amount:	Grand Total Amount:
			0

Sales Report

- After the van sale day close you can see the sales reports here.
- Select the date range and van device.
- Click view button.

Invoice Details

Date From: 06/25/2021
Date To: 06/25/2021
Van Device: All

Invoice No.	Van Sales Inv.	Van Sales Date	Time	User	Device	Customer	Total
-------------	----------------	----------------	------	------	--------	----------	-------

Invoice Details

- To view the invoice details from van sales device.
- After van sale app day close, click on invoice details.
- Select the date.
- Click View button.

Van Return

Date From: 06/25/2021
Date To: 06/25/2021
Van Device: All

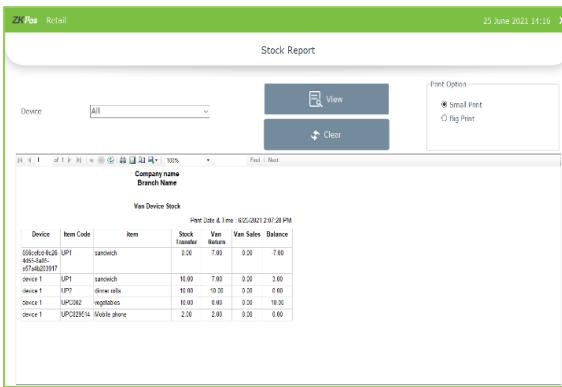
Print Option	Small Print	Big Print
	<input checked="" type="radio"/>	<input type="radio"/>

Company Name	Branch Name

Van Return
Print Date & Time: 06/25/2021 2:04:09 PM
Date Product Qty
25-05-01 Smartwatch 10.00
25-05-02 Mobile phone 2.00
25-05-03 saree 7.00

Van Return

- After clicking stock return from van sales app, go to van return option.
- Select from and to date and Van device.
- Click view button.
- You can see the product details returned from van sale app.

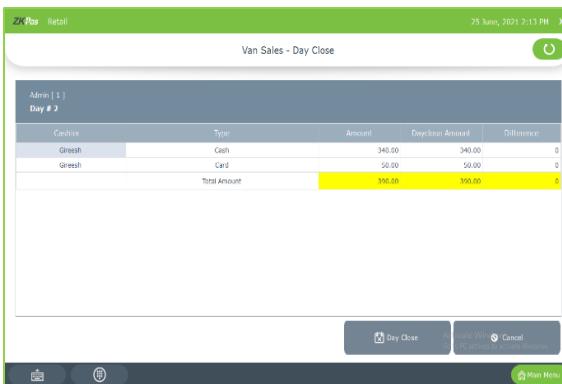


Stock Report

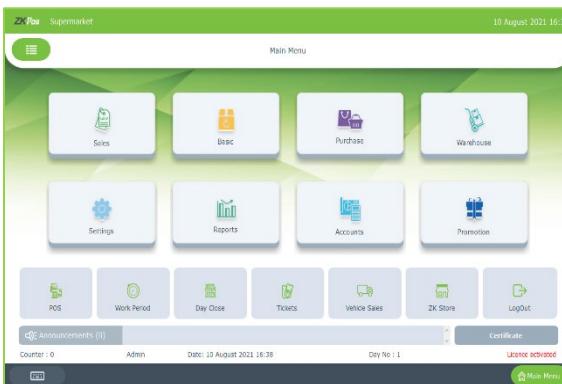
- To view the stock report, click on Stock report button.

VEHICLE SALE CLOSE

You can close the van sales details using van close option. By doing van close the sales details will be transferred to ZKPOS Retail Software.

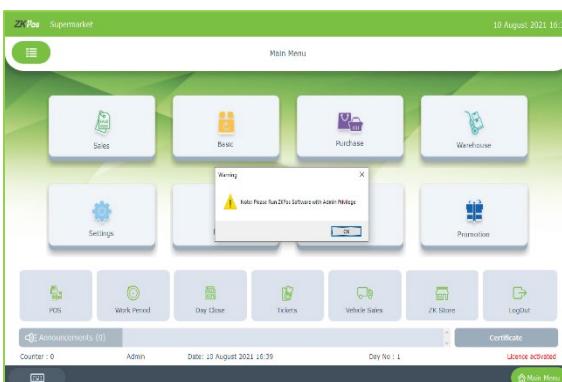


- Click on Van Close option.
- You can view the details here.
- Click on day close button.
- Select yes to the confirmation.

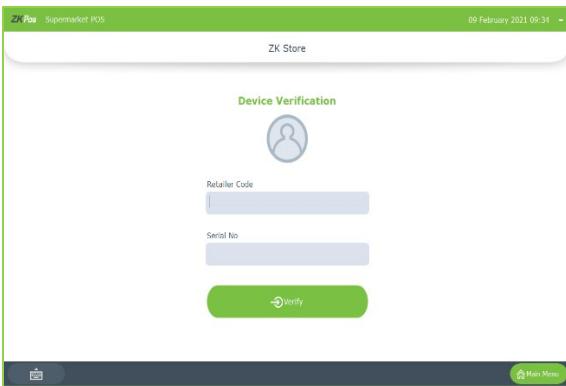


STEP 42 - ZK STORE

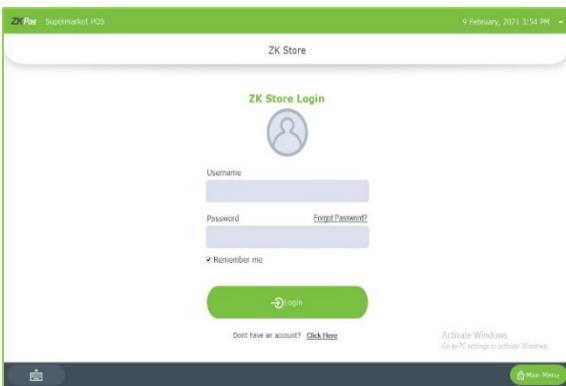
- Go to MAIN MENU.
- Click on the ZK Store from the dashboard.



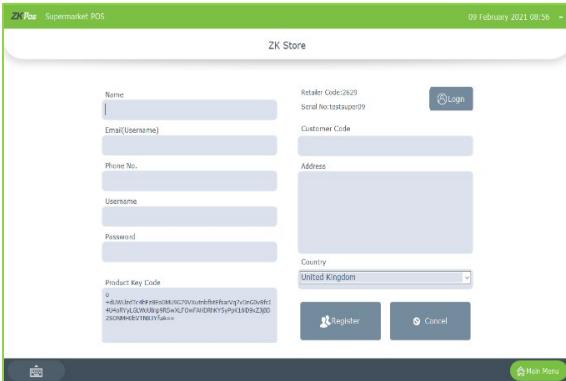
- You will get a message as 'Please run the software as administrator'.
- Exit from the software.
- Right click on the software icon.
- Click on 'Run as administrator'.



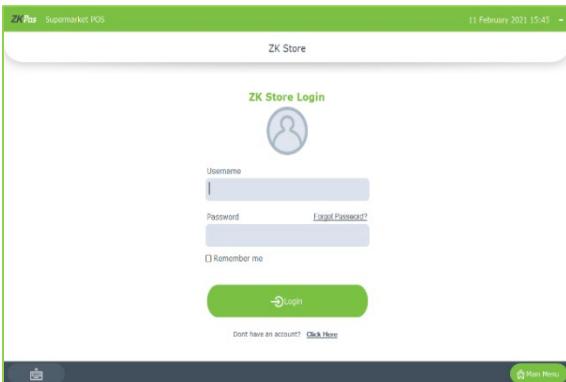
- Open ZKSTORE.
- Enter the retailer code and serial number.
- Click VERIFY button.
- Click OK to the confirmation message.



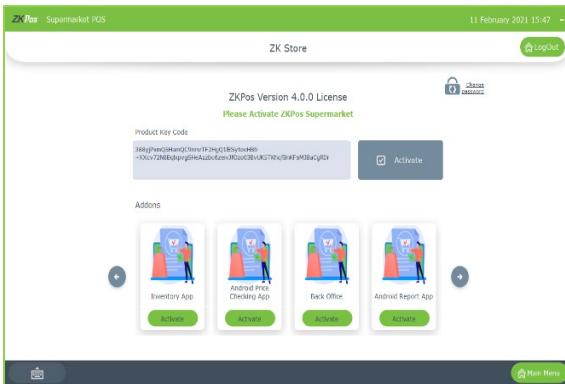
- After verifying the serial number.
- You will get login page to ZK store.
- If you already register in ZKSTORE, enter the credentials and click LOGIN.
- If not create an account first.



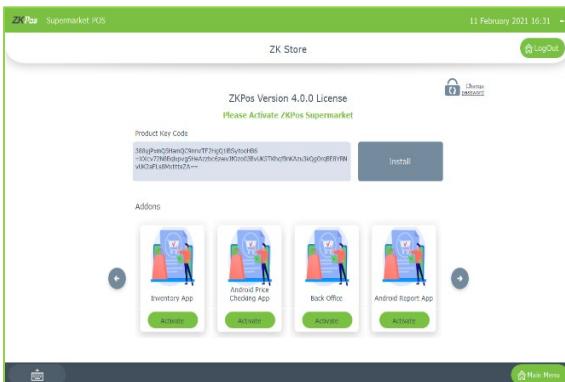
- Enter the details.
- Product key code, retailer code and serial number are already shown in respective fields.
- Click register after entering the details.
- Click OK to the success message.



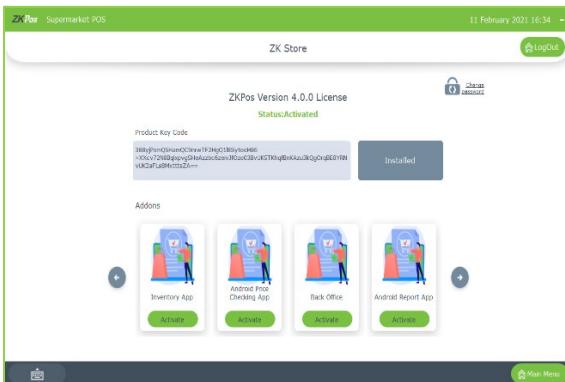
- Login to ZKSTORE using the registered details



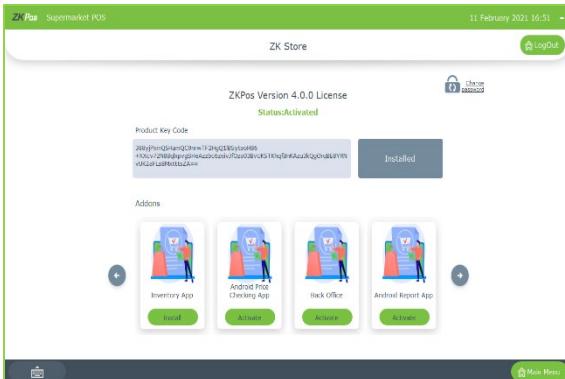
- Click on activate button for license activation (please note that you have to open the software with admin privilege).
- The license will get activated after the confirmation from your retailer.



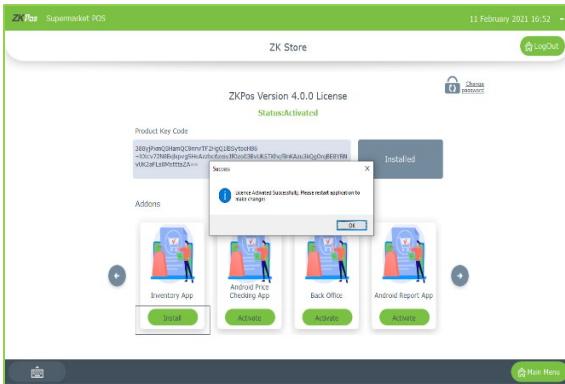
- After confirmation from the retailer side, login to the ZKSTORE again.
- Now the activate button will be changed to INSTALL button
- Click install button.
- Click OK to the success message.
- Now your software license gets activated. Please restart the software to make changes.



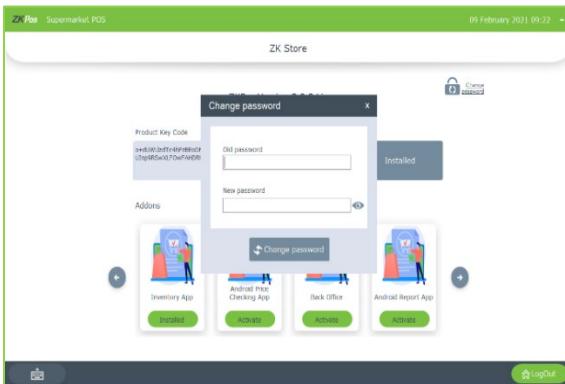
- After restarting the ZKPOS supermarket software, your status will be changed to ACTIVATED.
- Now you are successfully activated the software license.



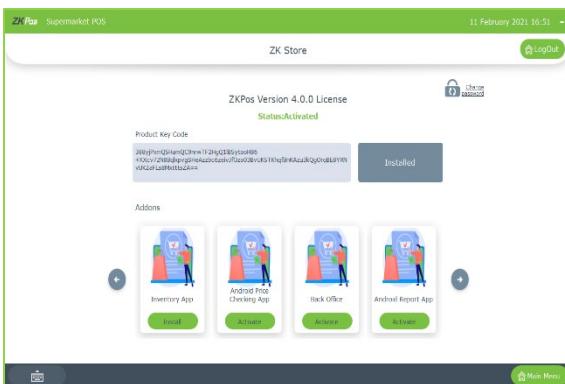
- If you want to activate any add-ons, please click activate button.
- Click OK to the alert message.
- The add on will be activated after the confirmation.
- Please log out from ZKSTORE and log in again.
- If the retailer confirmed your request, activate button will be changed to INSTALL button.



- Click on install button.
- Now restart the application to make changes.
- Now you are activated the feature license.



- You can change the password using change password option.
- Enter old password and new password.
- Please note that you need internet connection to activate the license through ZK store.

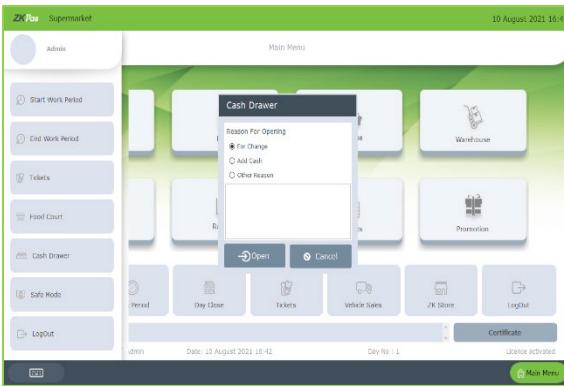


- You can go to MAIN MENU from store itself.
- For that click on main menu option in right bottom side of the software.
- If you want to logout, click on LOG OUT button.

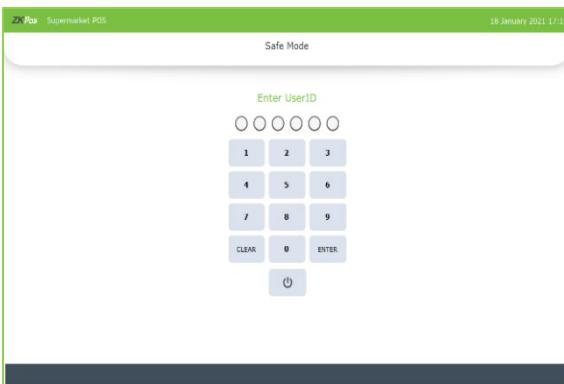


STEP 43 - CASH DRAWER

- Select the menu icon from top left side of the main menu.
- Click cash drawer.
- Enter the admin password.

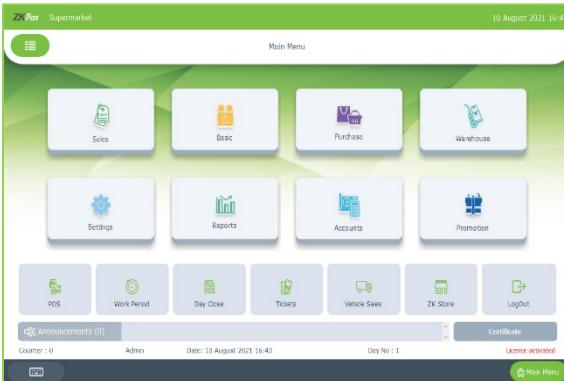


- A pop up will be shown asking you the reason to open the cash drawer.
- Select the reason.
- Write it in the text box if you have any other reason.



STEP 44 - SAFE MODE

- You can move to anywhere without actually closing the software. The data you saved are secure and you can remove the safe mode using PIN.



STEP 45 - LOG OUT

- You can **LOGOUT** from ZKPOS by clicking on the log out button

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