

# USER MANUAL

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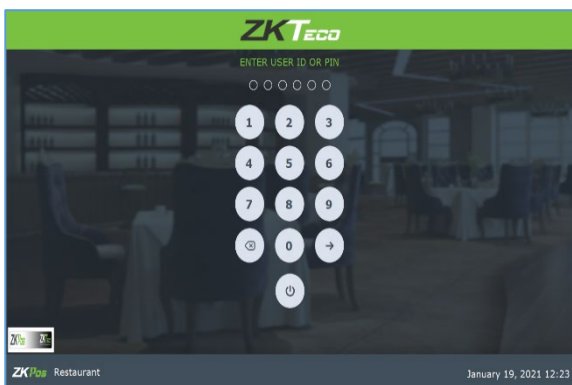
# ZKPOS RESTAURANT

Version: 5.0.0

Date: 01-09-2022

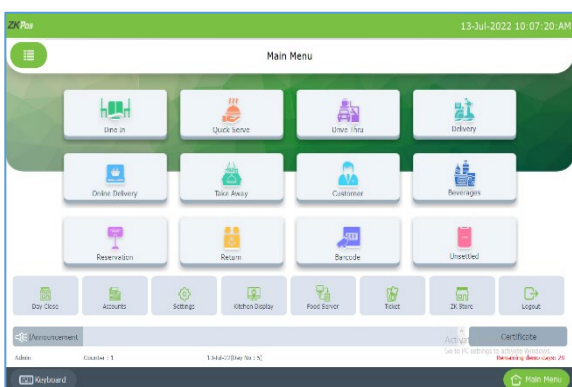
Software Version: 5.0.0

## GETS STARTED



### STEP 1 - ADMIN LOGIN

- Open **ZKPOS** software Application.
- You will have a default admin login with password.
- Type admin ID and password and click **ENTER** button.

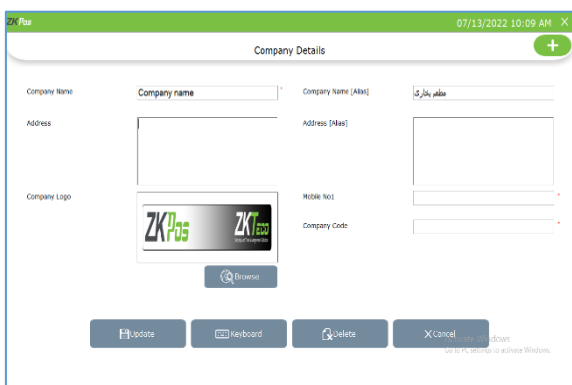


- Now you are taken to the **MAIN MENU**.

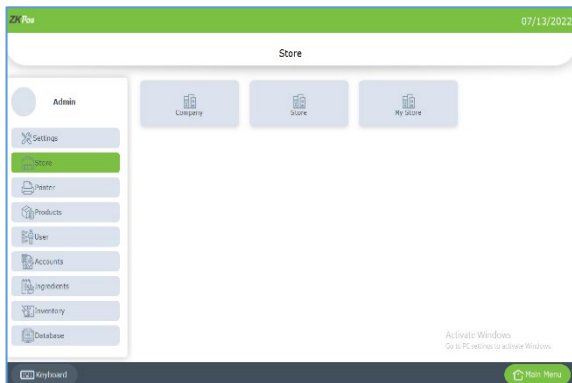


### STEP 2 - ADDING COMPANY DETAILS

- Company details like **Name, Branch, Address, Company Logo, Mobile Number, Company Code** can be saved. From the main menu, goto **SETTINGS** → **STORE** → **COMPANY**

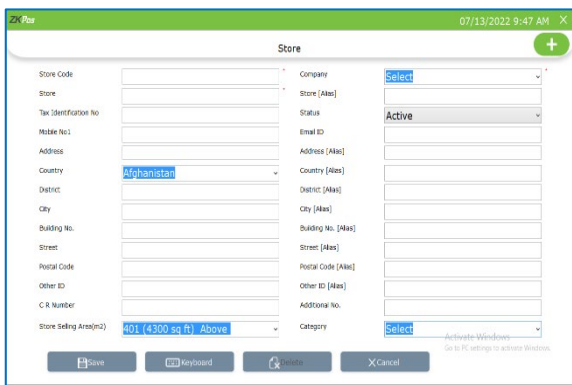


- Enter all necessary details in the appropriate fields. At last, browse the company logo (max 150kb) and then update the data by clicking **UPDATE** button.

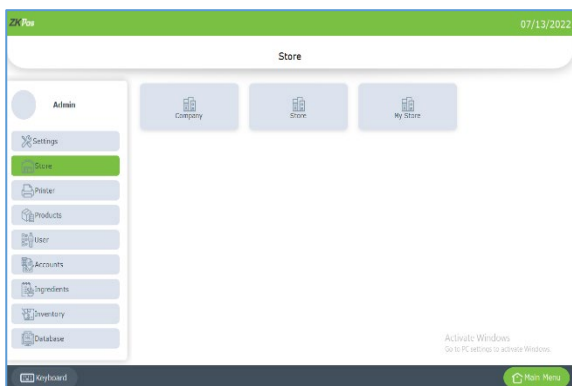


**STEP 3 - STORE**

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

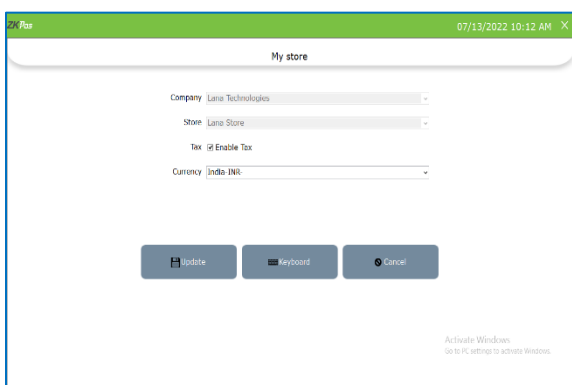


- Click on the **ADD (+)** option and enter the Details.
- There is option to add alias details of store
- Click on the **Save** option.



**STEP 4 - MY STORE**

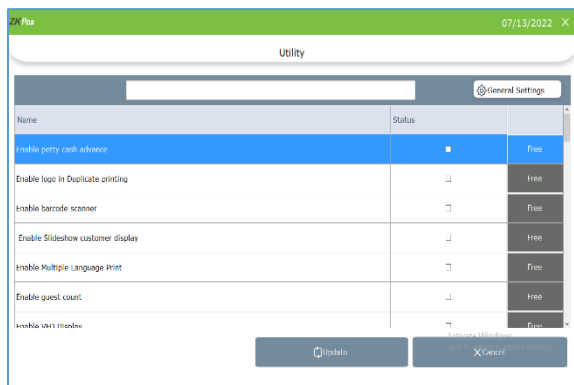
- Click on **MY STORE**.



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

**STEP 5 - UTILITY**

In some situations, you may need to grant permissions to access some features. That is done in the UTILITIES. For example, In order to activate the menu time table you need to enable it in the utilities. You need to login as **ADMIN** to view/access **UTILITIES**.



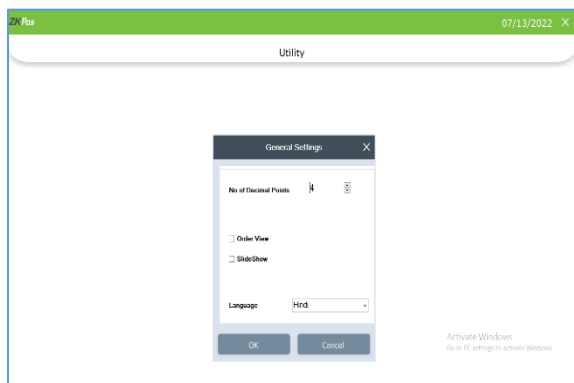
- Go to **SETTINGS**.
- Click on **UTILITY** from the setting options.
- There is a column specifying the status of each feature. Some were Free and some others need to activate manually.
- To decide the number of decimal points, for selecting the Second Language and also for selecting the Secondary displays (Order View and Slid Show) .click on the general settings button on the top left portion of the screen.

Now let's learn each utility one by one.

- **PETTY CASH ADVANCE:** Petty cash is the advance amount given to cashier before start billing operation. To enable petty cash, tick the checkbox corresponds to "ENABLE PETTY CASH ADVANCE" and then click UPDATE button.
- **ENABLE LOGO IN DUPLICATE PRINTING:** If you want to display your company logo while printing invoices, you must enable it here. Tick the checkbox that corresponds to "ENABLE LOGO IN PRINTING" and then click UPDATE button.
- **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 MULTIPLE LANGUAGE PRINT:** This feature enables multiple language feature while printing invoices.
- **ENABLE GUEST COUNT:** Customers are considered as your guests and you could save their count for reference purpose or to print with the invoice.
- **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 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.
- **ENABLE SIMPLE PRINT:** If you want a simple print layout, then you need to enable this feature.
- **ENABLE BIG PRINT:** You can take big printout by enabling this feature.
- **ENABLE COMBO/SIDE DISH:** You must enable this utility if you want to display combo products and side dish in the POS section.
- **ENABLE FINGERPRINT LOGIN:** If this feature is enabled users can login/register using their fingerprint.
- **ENABLE INGREDIENTS:** We could add ingredients only if we enable this feature.
- **ENABLE KITCHEN PRINT:** This feature allows kitchen manager to print orders.
- **ENABLE ORDER PRINT:** By enabling this feature you can take print out of the orders.
- **ENABLE MENU FILTER:** By enabling menu filter, you can show the products according to the time like breakfast, lunch, snack and dinner.

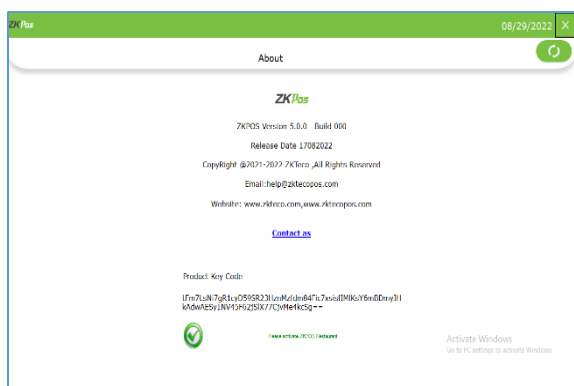
- **ENABLE MINUS STOCK:** If this feature is enabled you can sale products without stock. For instance, you didn't update the stock receiving details to your ZKPOS, but you want to sale the products. You can do it by enabling this utility.
- **ENABLE CUSTOMER ACCOUNT AUTHENTICATION:** This feature is used for authenticating customer card on each ACCOUNT PAYMENT.
- **ROUNDING TAX:** If this feature is enabled, tax will be calculated after rounding the amount.
- **AUTO ROUND OFF:** This feature will round off the amount in decimals automatically.
- **SPECIAL CHARGES:** You can add additional special charges to the invoice amount.
- **ENABLE TABLE SEATS:** This will display table seats when you click on a table in POS.
- **ENABLE TEMPORARY BILL:** You can create a temporary bill for the customers.
- **EDIT PRODUCT:** You can edit product details by enabling this feature.
- **ENABLE SERVER DATA SYNC:** This feature needs to be activated manually.
- **ENABLE ANDROID:** This feature needs to be activated manually.
- **ENABLE 58MM PRINT:** This feature used to take print from thermal print.
- **ENABLE SCHEDULED EMAIL:** This feature used to enable scheduled email.
- **ENABLE END WORK PERIOD EMAIL:** This feature enables end work period email.
- **ENABLE NOTIFICATION:** This feature used to get notification.
- **ENABLE AUTO PRINT:** This feature used to take print automatically.
- **ENABLE INBUILT FINGERPRINT LOGIN:** This feature enables finger print login.
- **ENABLE ON-SCREEN KEYBOARD:** This feature enables On-Screen Key Board.
- **ENABLE AUTO BACKUP:** This feature enables Auto Backup.
- **ENABLE INCLUSIVE TAX CALCULATION:** This feature enables inclusive tax calculation.
- **ENABLE DAY CLOSE EMAIL:** *This feature allows the day's close report to be sent to the specified email address during the day's closing time.*
- **ENABLE BEVERAGE:** This feature is to enable the Bar.
- **ENABLE GRATUITY:** By enabling this feature you can save the details of tip/gratuity given to each food server.
- **ANDROID REPORT:** You can see the reports in your android device.
- **ENABLE BACK OFFICE:** If you want to enable the ZKPOS restaurant back office, you must enable this option.
- **ENABLE CLOUD REPORT APP:** If you want to enable cloud report app, enable this option. You can view the reports of your restaurant anywhere.
- **ENABLE SERVER SYNC:** By enabling this feature, we can sync the sales and Received data with the server. It allows a user to access reports at any time and from any location.

- **ENABLE DIGITAL INVOICE:** To enable the digital invoice B2B and B2C, activate this utility.
- **ENABLE CLOUD ERP:** It aids in data sync with ERP software (Unicorn ERP).
- **ENABLE INVOICE DISPLAY IN CAMERA:** To view the invoice details in CCTV monitor, activate the feature.



**GENERAL SETTINGS**

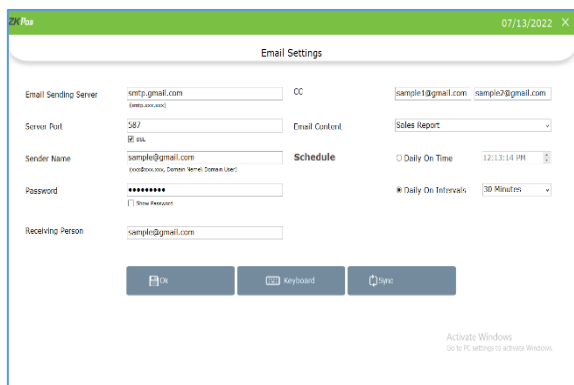
- You can see one button for general settings in the top of the screen. Here you can set the number of decimal points.
- Select if you need slide show and order view in second display. Enter screen width for the order view for better view.
- Apart from English, we can select a second language from this list.



**STEP 6 - ABOUT SOFTWARE**

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

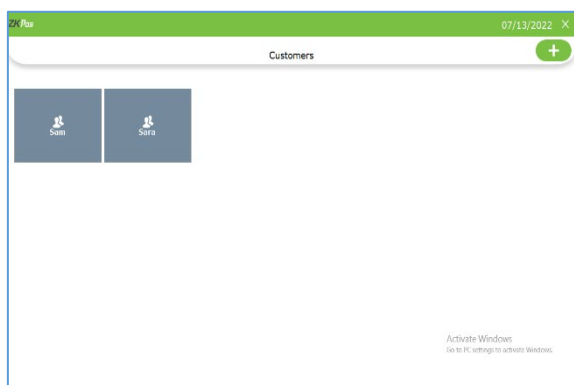
- Go to settings menu.
- Expand Settings menu.
- Now click ABOUT.



**STEP 7 - EMAIL SETTINGS**

To send email to the Administrator or owner.

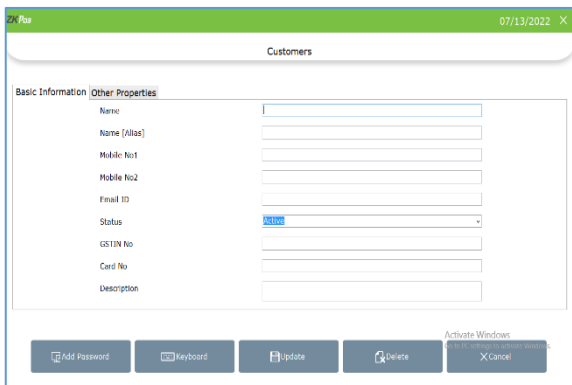
- Click on Email Settings menu from SETTINGS.
- Enter the details like Email Sending Server, receiving email id, and cc email ids, Server Port, Email Account, Password and Sender Name.
- Select Email Content.
- Choose Schedule, two options are there; one is Daily on Time and Daily on Intervals.
- According to the schedule email will send to given email ids



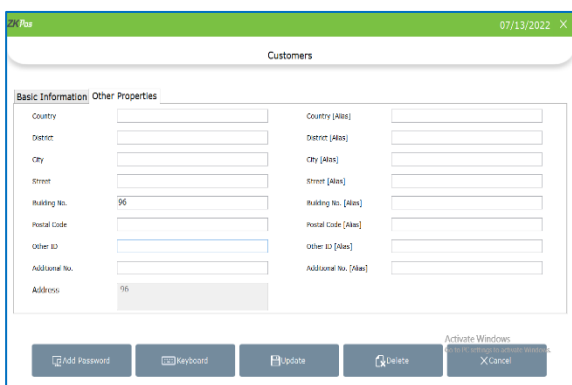
**STEP 8 - ADDING NEW CUSTOMER**

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.

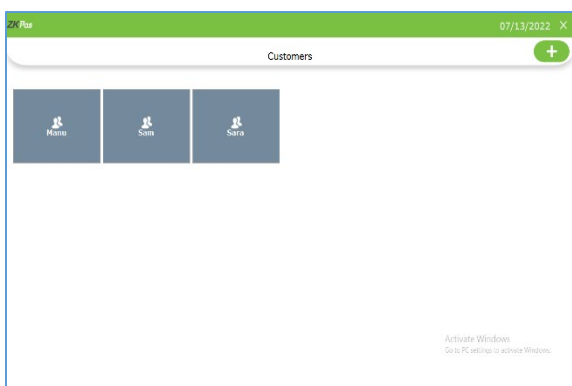
- Go to Settings.
- Click on CUSTOMER
- To add a new CUSTOMER, click on the ADD (+) button.



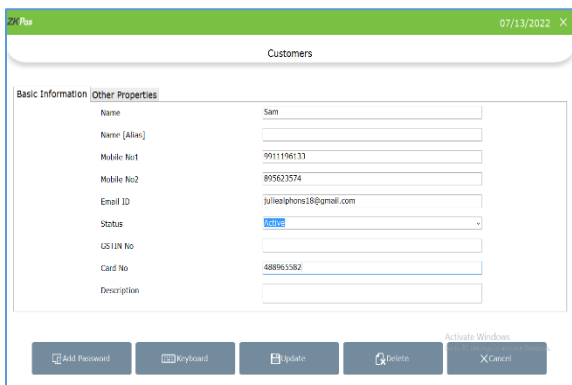
- Enter basic customer details in the appropriate fields including customer name and alias name, phone numbers, email id, status, your comments, and finally the card number of the customer.



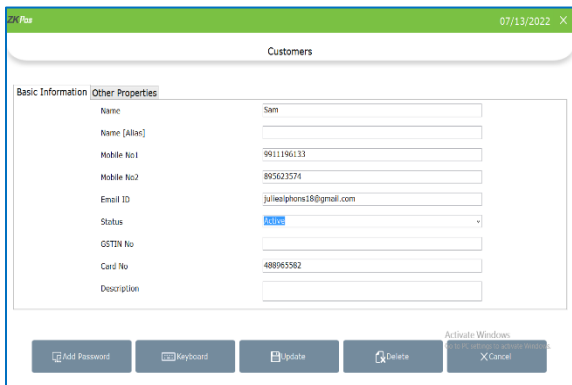
- You can add address and alias address in other properties tab.
- Click save button after successfully add customer address and alias address.
- Click save button after creating new customer.



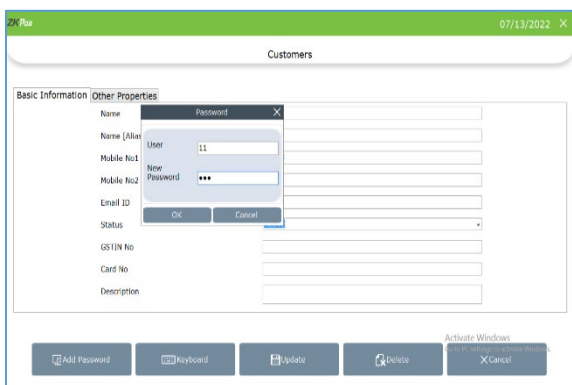
- Now a new customer details has been saved.



- To delete/edit a customer, click on the saved customer.
- If you want to delete, click on the customer, then click DELETE button. Click YES in the confirmation dialog box.
- To edit you must click on UPDATE button instead of DELETE button. But before that make necessary changes to the data in the provided fields.

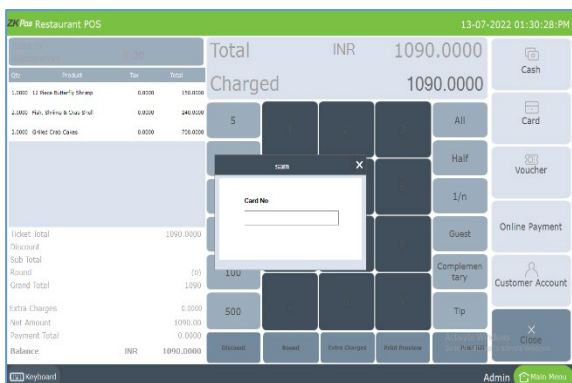


- Now we can create a login for customers
- Please note that customer should possess a customer account ([see customer account](#))
- If we create a customer account, then ADD PASSWORD button will be shown in customer's interface
- Click on that button

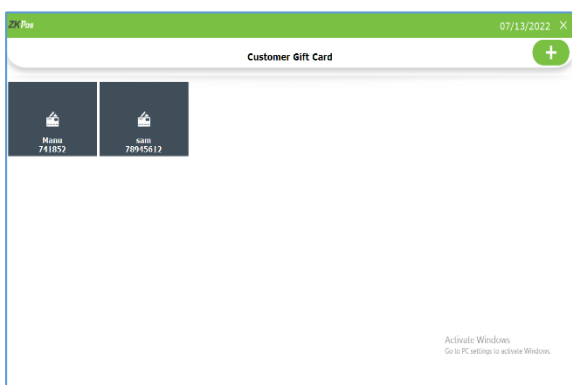


- You will get a pop up to enter username and password for the customer.
- Enter the credentials there, and click OK.
- You can login to ZKPOS Restaurant now.
- You are directly going to the POS sales window and while settlement you can only use customer account payment type.
- Product sale and settlement of invoices will be described soon.

**CUSTOMER ACCOUNT AUTHENTICATION** is a feature of ZKPOS Restaurant software. You can verify the card number we save for each customer while settling the bill through customer account option.



- Enable customer account authentication from UTILITY.
- While settling a bill through customer account, a pop up will be shown asking to enter the card number.
- Enter the card number and click enter button.

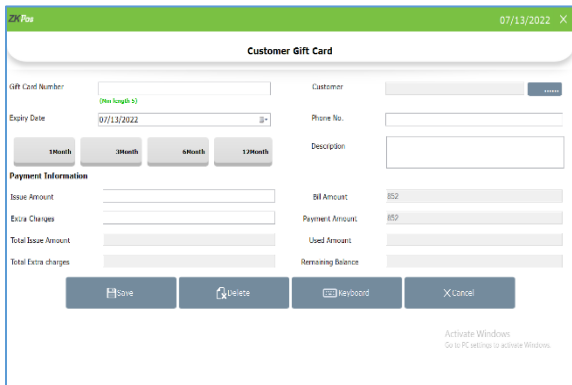


### STEP 9 - CUSTOMER GIFT CARD

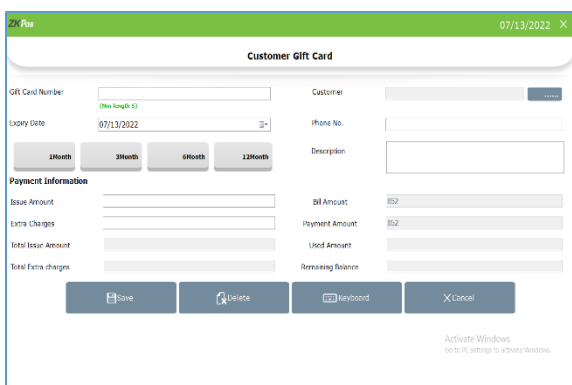
We can generate GIFT CARD from ZKPOS Restaurant. Give a gift card to a customer when they make a large purchase or purchase a unique item.

- Click on SETTINGS.
- Click Customer Gift Card.
- Already created gift cards are shown in this interface.
- Click ADD (+) button to generate a new gift card.

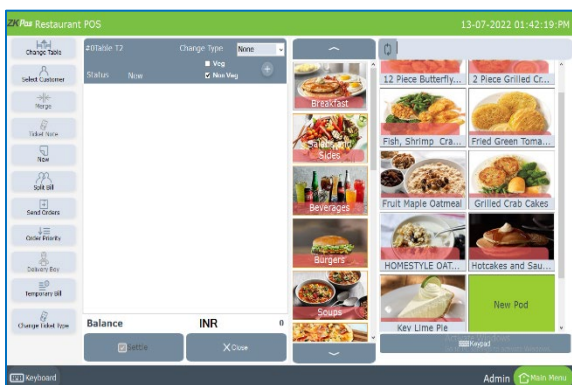




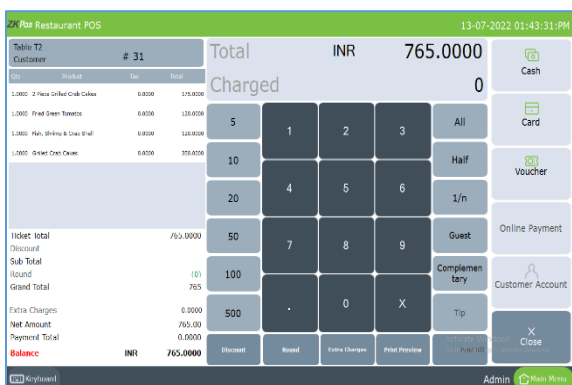
- Enter gift card number, gift card number should contain minimum five numbers.
- Select the customer by clicking the button against customer field.
- Phone number will be shown as you saved earlier.
- You can manually enter the expiry date in the field or you can select it in the calendar.
- Or set the expiry by clicking the button below it.
- Enter description if any.



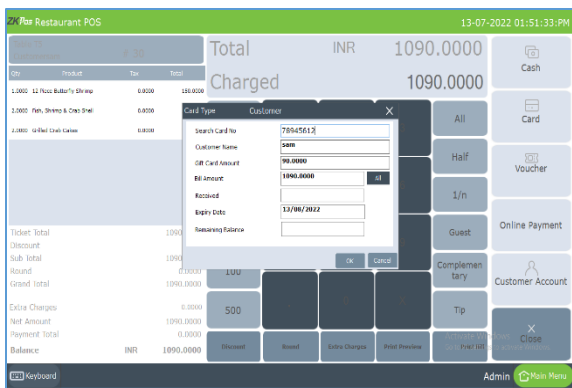
- In payment information enter the issue amount and discount amount. Discount amount means a small charge that we assigned to customer gift card. The gift card worth an amount reduced by discount amount from issue amount.
- Bill amount and payment amount will be shown there
- Click save button.



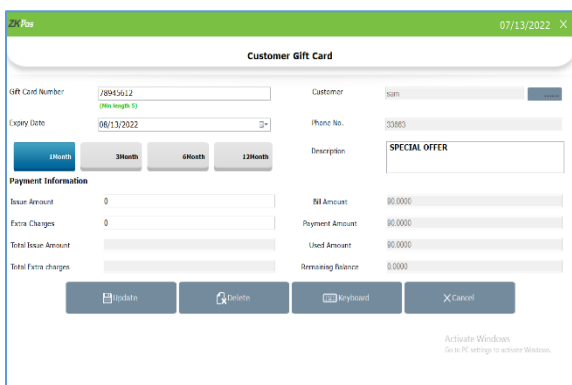
- Now go to main menu, select dine in or any order type in which you can sale product by selecting customer.
- Select table and table seat.
- Now you will be directed to the POS sale window.
- Click select customer.
- Select a customer with gift card.
- Select the products.
- Click settle button.



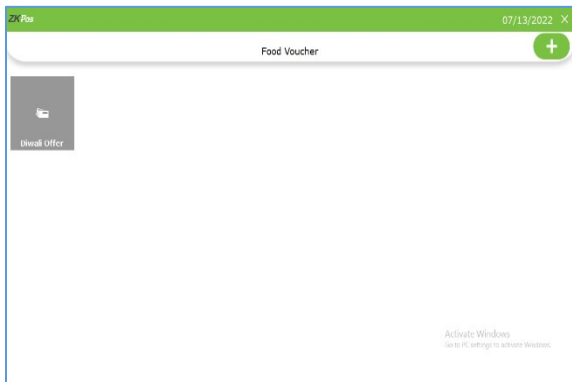
- In settlement window you can see voucher option, click on it
- Select customer card



- A pop up will be shown.
- Enter the gift card number in the respective field.
- Customer gift card details will be shown there.
- Enter the received amount and that amount will be deducted from the gift card.
- You can select all if the invoice amount is greater than gift card amount.
- Remaining balance is shown in respective field.
- Click ok.
- Settle the balance amount using cash or card.



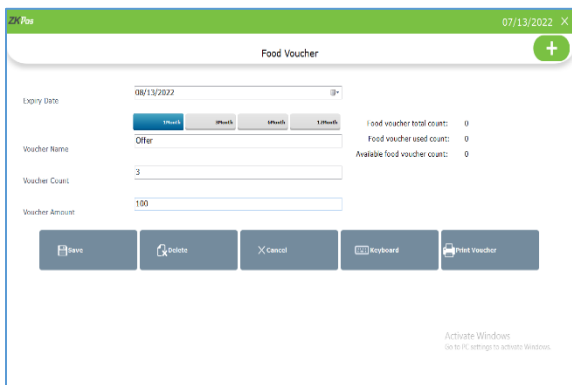
- Again, go to customer gift card through settings.
- You can see the used amount and remaining balance in the gift card as shown in the figure.
- You can delete the gift card by clicking delete button.
- Click a gift card you want to edit.
- Make necessary changes and click update button.



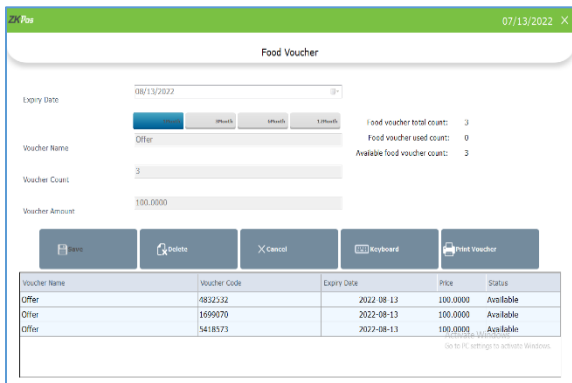
### STEP 10 - FOOD VOUCHER

We can generate FOOD VOUCHER from ZKPOS Restaurant. Food voucher is a small printed piece of paper that entitles the holder to a discount.

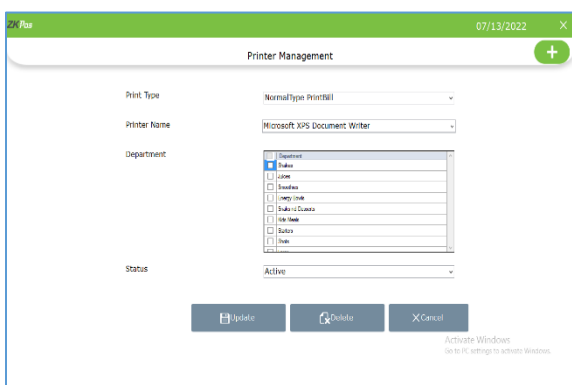
- Click on SETTINGS.
- Click Food Voucher.



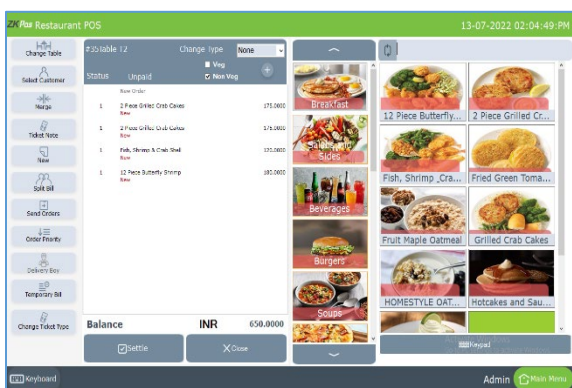
- Click ADD (+) button.
- You can manually enter the expiry date in the field or you can select it in the calendar.
- Or set the expiry by clicking the button below it.
- Enter the voucher name, voucher count and voucher amount.
- Click save button.



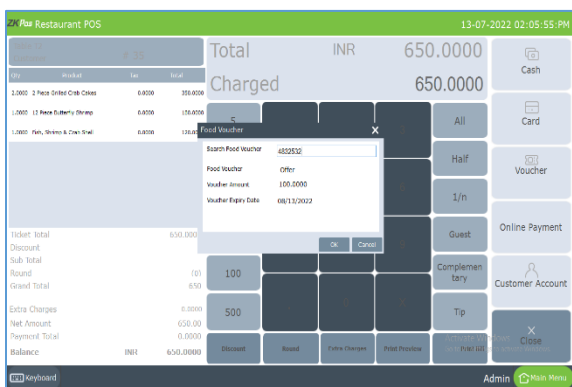
- Now click the voucher from the screen.
- You can see total count, used count and available count of the voucher.
- Voucher code for created vouchers are listed there.
- Click print voucher button to take print outs of the voucher.



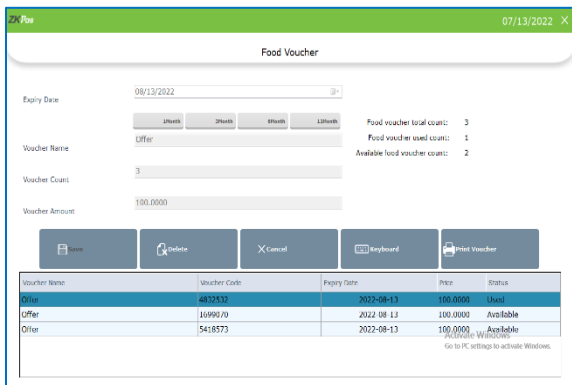
- This voucher contains the voucher code.
- Set the normal type print bill in printer management.
- Click settings button from main menu.
- Click printer.
- Select printer option from expanded menu.
- Select normal type print bill as printer type.
- Select the connected printer from drop down as printer name.
- Select status and click save.
- Now you can take print outs of voucher by clicking print voucher button.



- You can give this voucher printouts to customers who are eligible for discount.
- Now go to main menu, select dine in.
- Select table and table seat.
- Now you will be directed to the POS sale window.
- Select the products and click settle button.



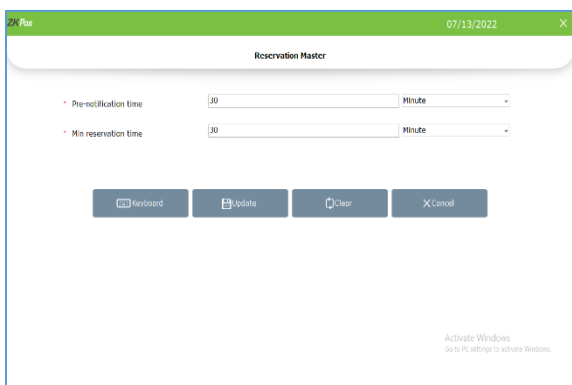
- Select All to settle the whole amount.
- Click on voucher button.
- Select food voucher.
- A pop up will be shown to search the voucher.
- Enter the voucher code.
- Voucher code and expiry date will be shown in the pop up.
- Click ok button.
- Click ok to the confirmation message.



- The food voucher is successfully accepted now and the voucher amount will be deducted from the total.
- The status of the food voucher is changed to 'used' from 'Available'.
- Used count and available count also changed accordingly.

### STEP 11 - RESERVATION

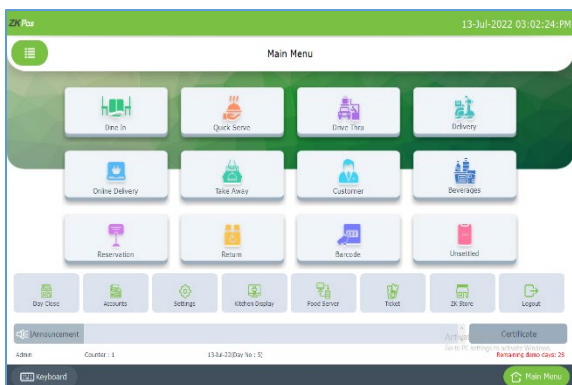
The term reservation is defined as 'blocking a particular space/table, for a definite period, for a particular guest.'



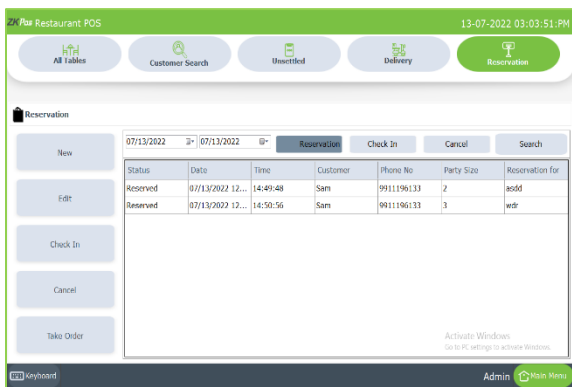
- Click on RESERVATION menu from SETTINGS.
- 30 minutes is the default pre notification time and 1 hour is the default time for minimum reservation time.
- Enter pre notification time and minimum reservation time if you want to change it.
- You can click the clear button to empty the text box. Without updating the details will not be changed.



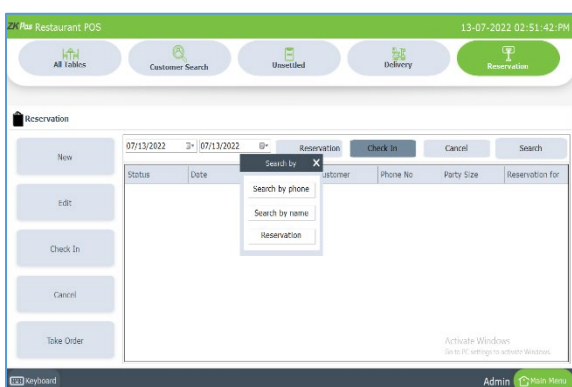
- If you enter a pre notification time, your selected tables will be blocked prior according to the reservation time. The status of the table will be changed to reserve.
- After minimum reservation time for a particular reservation, the reserved status option of the reserved table will be vanished.



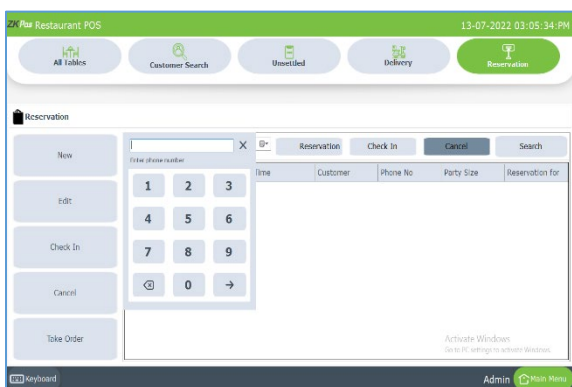
- To add new reservation details, go to main menu.
- Select RESERVATION from main menu.



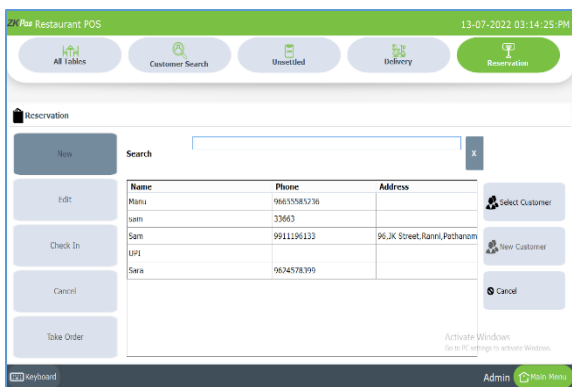
- You can see the date selecting field, reservation, check in, cancel, and search button
- The reservation details, check ins and cancelled reservations will be shown as per the selecting dates
- Enter the from date and to date manually or by selecting the date from calendar
- Click on reservation button. The details of live recreations can be shown there
- Like this you can view the reservations already checked In or cancelled.



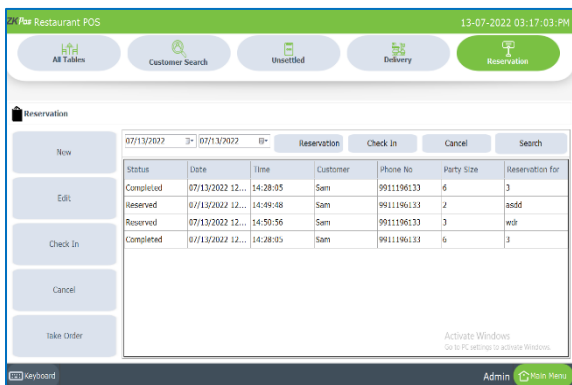
- You can search the reservation by clicking the search button.
- A pop up will be shown contains three ways to search the reservation details – search by phone number, name, and reservation number.
- Click on search by phone number.



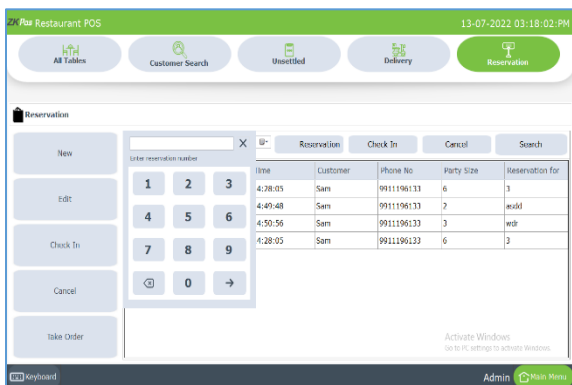
- Enter the phone number of the customer using the keypad.
- Click right arrow to search the entered phone number.
- The whole reservation details saved with this mobile number will be listed including the completed ones.



- Click search by name option.
- You will be redirected to an interface as shown in figure.
- Enter the customer’s name inside the search box.
- The customer will be shown there.
- Select the customer.
- The details will be listed.

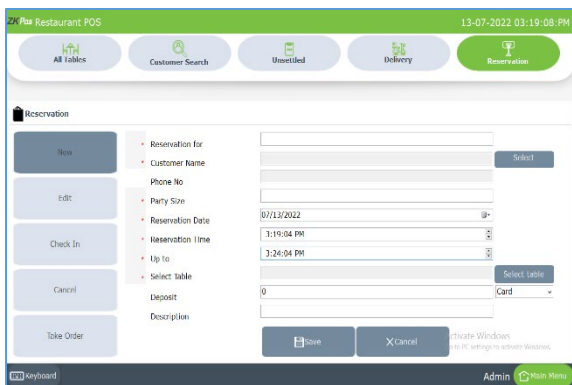


- The details will be listed as shown in the figure when you search the details by entering phone number and customer name.

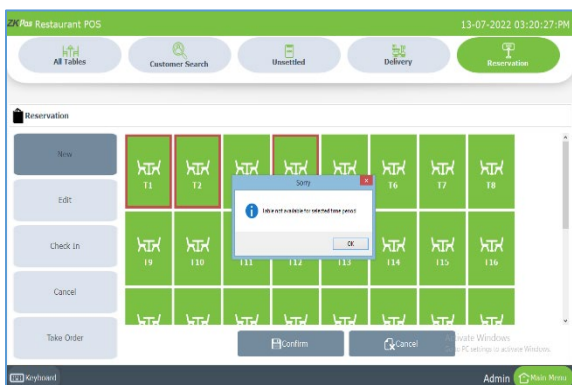


- Click search button and select search by reservation number.
- You can enter the reservation number from the print out of reservation. You can take print out of reservation details whole saving it in the software.
- Enter the reservation number (ticket number in print out).
- Click right arrow button.
- The details will be shown as earlier.

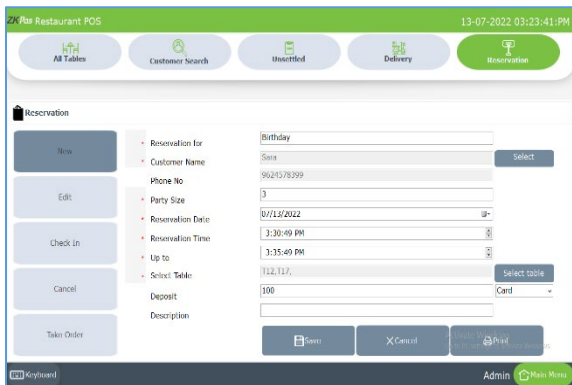
Now let us see how to add a reservation to the software



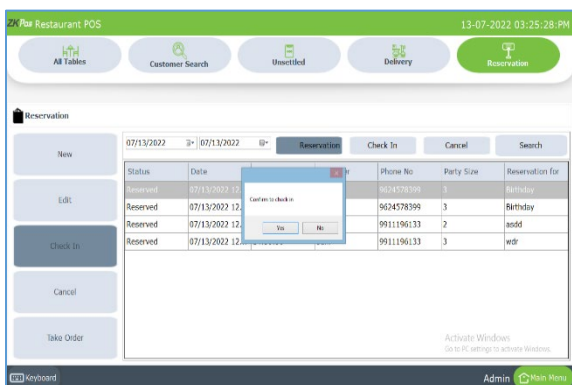
- Click NEW button in the left side of the reservation window.
- You are redirected to a window as shown in the figure.
- Enter the purpose of the reservation in the field 'reservation for'.
- Select the customer by clicking select button against the customer field.
- Phone number will be automatically fetched.
- Enter the party size to know about the number of tables and table seats.
- Enter or select the reservation date and time interval as in the figure.



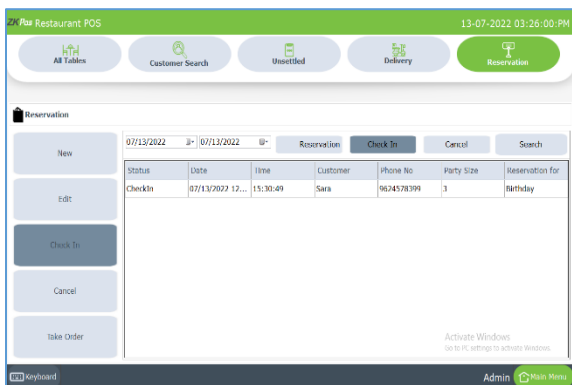
- Now click select table.
- You directed to a window in which you can select the table as per your requirement.
- Select the table from the screen.
- If the table is already reserved, you will get a message 'table not available for selected time period'.
- If the table is not enough for the party size, a message will be shown to the user.
- Select the table according to the party size.
- Enter the deposit amount (advance) for reservation.
- Enter the description and click save button to save the details.



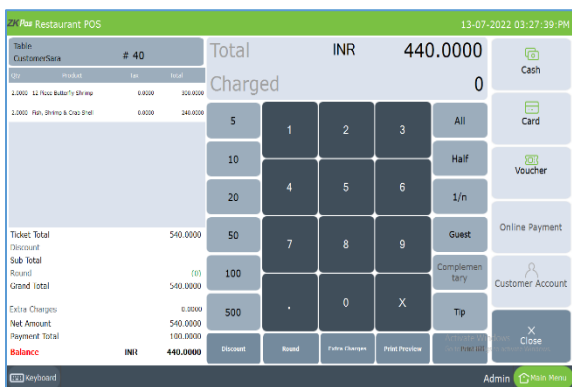
- After saving the details print option will be appeared.
- Click print button to take print out for the reference.
- Click cancel button to go to previous page.
- You can see the details of reservations listed here.
- If you want to edit details select the particular reservation and click edit button.
- You can change the necessary details.
- If you want to change the date or time, you should change the table also. Because there may be a chance of change in availability for tables as you change the date and time.
- Click update button after necessary changes.



- Now we can see how can a customer check in to the reserved table and take orders.
- Select the reservation you want to check in, and click check in button as shown in the figure.
- You will get a confirmation message, click yes to the message
- Now you are check in to the table.
- When we add a reservation the status of selected table will be changed to 'Reserved'.
- When we check in to the reserved table the status changed to check in.



- Select the details by clicking check in tab.
- Click take order button.
- You are directed to POS sale window.



- You can select the items and click settle button to continue for payment.
- The advance amount will be deducted from the total amount.
- Select the payment mode and complete the settlement.

Now let us see how the reservation effect the table selection window



- Click dine in option from main menu.
- When you add a reservation, the table status will be changed to 'Reserved' as shown in the figure.
- You can 'check in' to the reserved table from table selection window also.



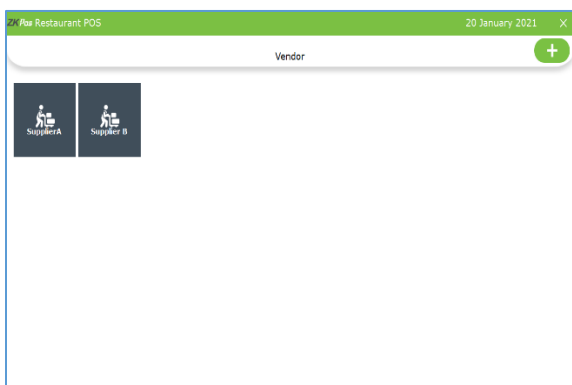
- Click on the reserved table.
- A confirmation message will be shown 'table reserved. Would you like to check in?'.
- Click yes to the confirmation message.
- You are directed to POS sale window.
- You can select the item and continue for payment.



- When you 'check in' to the table (from table selection window as well as from reservation), the table status will be changed to 'check in'.
- You are directed to POS window while clicking the particular table whose status is 'check in'.
- Please note that you are 'check in' to the reserved table from the table selection window, you are directly going to POS sales window.

## STEP 12 - ADD/DELETE A 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.
- Expand Settings menu.
- Choose VENDOR.



- A vendor named Supplier A will be there by default. To view the details of that vendor, click on it.

- If you want to edit the vendor details, make necessary changes, and then click **UPDATE** button.
- A confirmation dialogbox will appear, click **OK**.

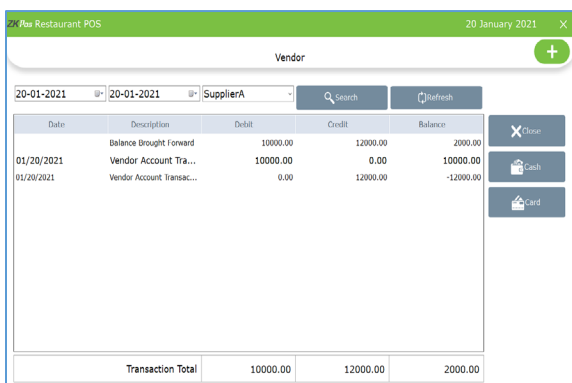
- If you want to delete the vendor then click **DELETE** button instead of **UPDATE** button. A warning box will appear, you should click **OK** to delete it. You cannot delete the default vendor

Date	Description	Debit	Credit	Balance
20-01-2021	Balance Brought Forward	0.00	12000.00	12000.00
01/20/2021	Vendor Account Tra...	0.00	12000.00	-12000.00
Transaction Total		0.00	12000.00	12000.00

- If you want to see vendor account details, then click **VENDOR ACCOUNT DETAILS** button.
- To view the account details set the date range and click on **SEARCH** button.
- You can see the debit credit and balance amount.
- Balance brought forward is shown there. It is the balance that has been brought forward to the current period from the previous period.
- You can see the amount details of purchase (stock receiving) from this vendor and his advance details if any.

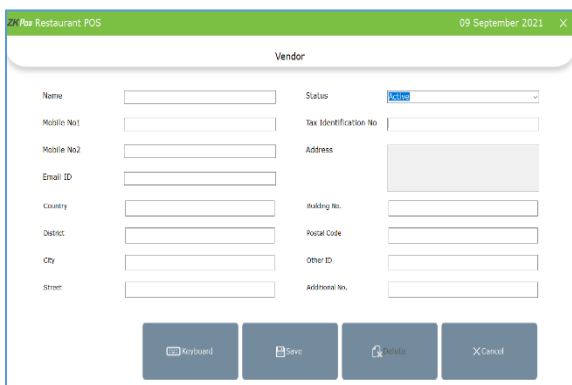


- If you want to enter the payment details click on the transaction detail
- Select payment mode cash or card
- In the opened window you can see the balance amount details
- Enter the amount in the amount field
- Click save button



- Now you are directed to the vendor account details page
- The amount will get updated in the account and you can see the new details and balance amount now

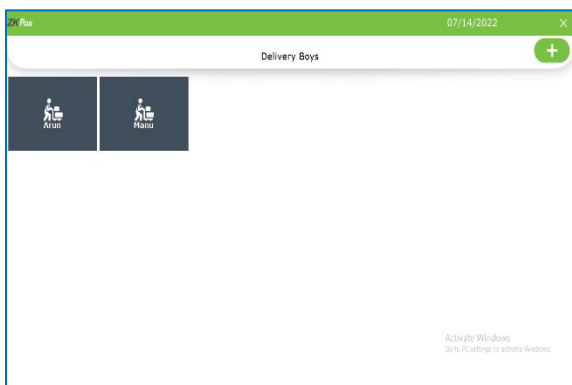
Now we can see how to add a new vendor



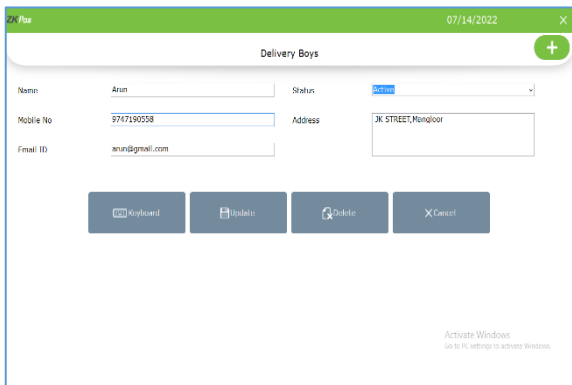
- Click on the ADD (+) button.
- Provide Vendor Name, Mobile Numbers, Email ID, Status as Active / Inactive, Description about the Vendor, Tax Identification Number and Address.
- Click on SAVE button and OK to confirmation Dialog.

### STEP 13 - DELIVERY BOYS

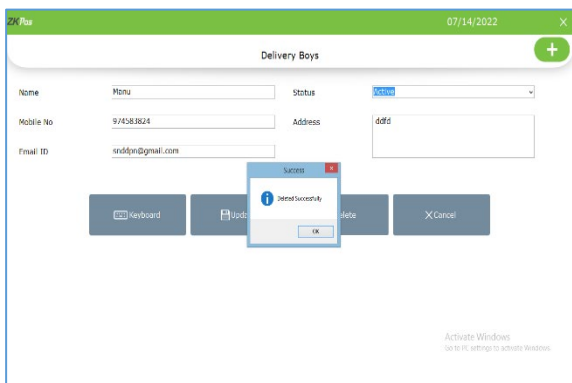
A person who delivered your food parcel is known as delivery boy. Add delivery boys to ZKPOS.



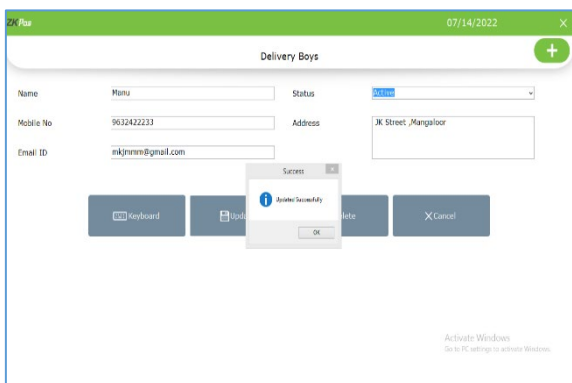
- Go to SETTINGS.
- Expand Settings.
- Click on DELIVERY BOYS button.
- Click ADD button to a new delivery boy.



- Add delivery boy's Name, Mobile number, Email ID, Status and Address.
- Click SAVE button.
- Click OK.

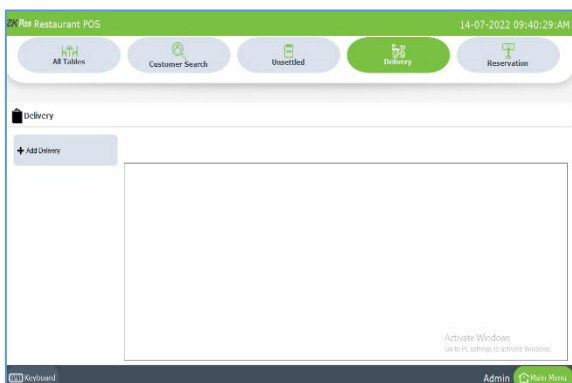


- To delete a delivery boy, click on the saved name.
- Click DELETE button. Note that if there is only one delivery boy, you cannot delete his details. Because he is saved as the default delivery boy. Otherwise, you can delete the details.
- Click OK in the confirmation dialog box.

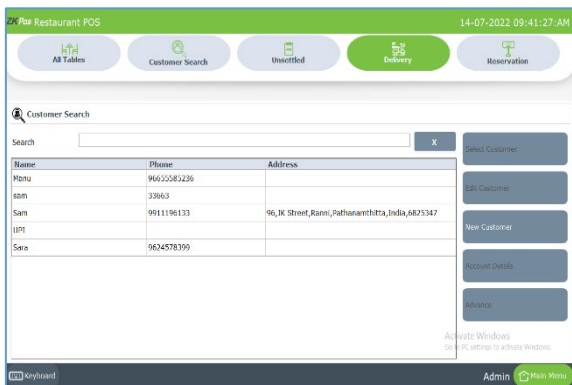


- To edit the details of a delivery boy, click on that delivery boy.
- Make necessary changes.
- Click UPDATE button.
- Click OK to the confirmation message.

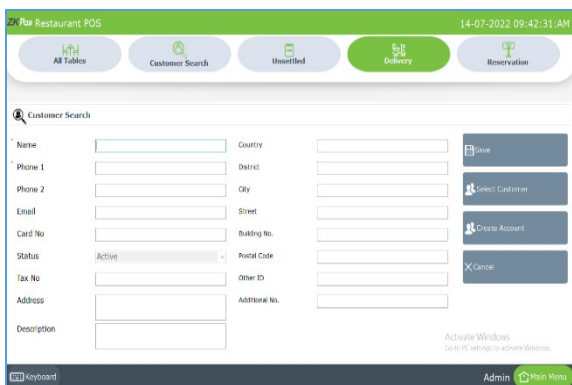
Now we can see how to do a home delivery in the software



- To add a new delivery order, click on ADD DELIVERY button.

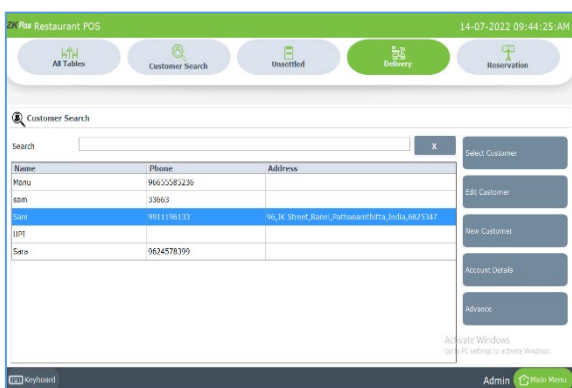


- You directed to the customer selection page. You can see NEW CUSTOMER BUTTON is enabled and all other buttons are in inactive state. If you click on a customer from the customer list all buttons are changed to active state.
- Select the customer from the list.
- Click SELECT CUSTOMER button.
- You can create customer from this interface.

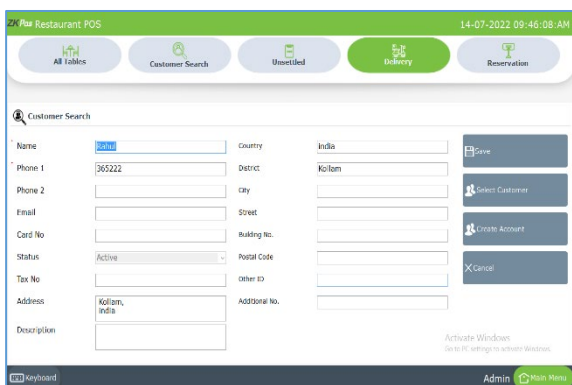


- Click NEW CUSTOMER button to create a new customer.
- Fill the details of the customer.
- Status will be selected as active by default.
- Click SAVE button if you want to add the customer.
- After clicking add you will be directed to the customer selection page.
- Select the created customer and click on SELECT CUSTOMER button.
- If you click SELECT CUSTOMER button from customer creation page, you will directly go to POS sales window for selecting the products.

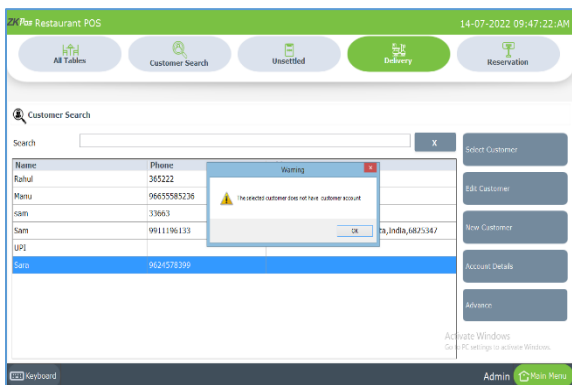
When you create a customer in ZKPOS Restaurant software by clicking SAVE button, you just save the details of the customer in to the software. If you want to see the payment details, advance details, and account details of a customer. You must create an account for a customer. Now we can see how to create a customer account.



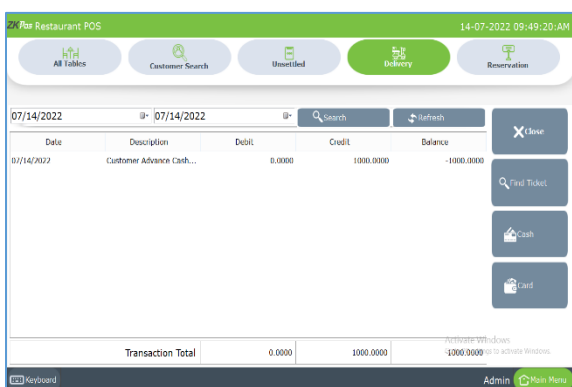
- In case of delivery, select the delivery option from main menu
- Click ADD DELIVERY button.
- From list select a customer you want to create an account.
- Click EDIT CUSTOMER button.
- Click CREATE ACCOUNT button.
- Select OK to the confirmation message.



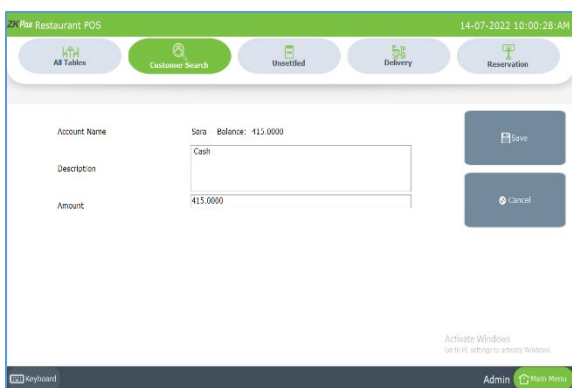
- You can create account while adding a new customer through the add delivery interface.
- For that click NEW CUSTOMER.
- Enter the details and click CREATE ACCOUNT button.
- Click OK to the confirmation message.
- The details will be saved by default while clicking the create account button.



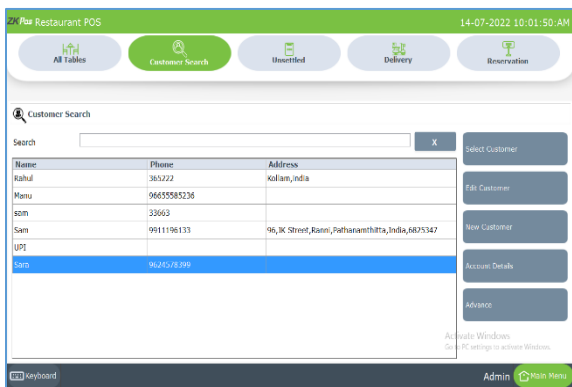
- Now you can see the account details of customers who has customer account.
- To view the account details, click ACCOUNT DETAILS button after selecting the customer.
- If the customer does not have an account, then a message 'the selected customer does not have customer account' shows.



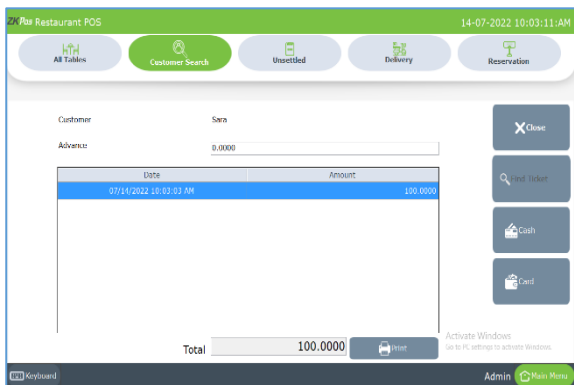
- If the customer has an account the details will be shown as in the figure.
- The payment details through customer account while settling a bill will be shown here.
- After clicking ACCOUNT DETAILS button, enter from date and to date.
- Click SEARCH button. Now the details will be listed below.
- To view the details of a particular transaction by clicking on it and go for FIND TICKET option.



- You can settle the amount from account details interface.
- Select the transaction you want to settle.
- Click cash or card as payment option.
- Now you will get an interface shows the account name, description, and amount.
- Enter the description and amount.
- Click SAVE button.

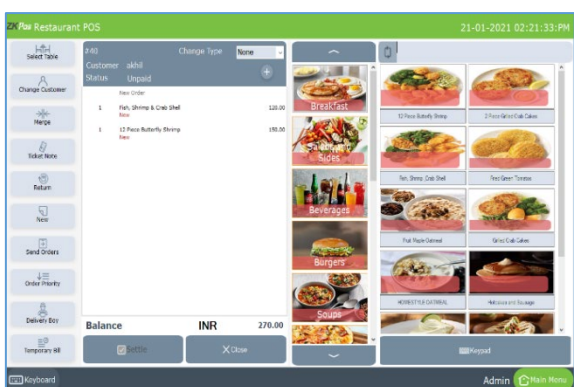


- Now you can enter an advance amount in customer account.
- As usual select the customer by clicking on it.
- Click ADVANCE button.

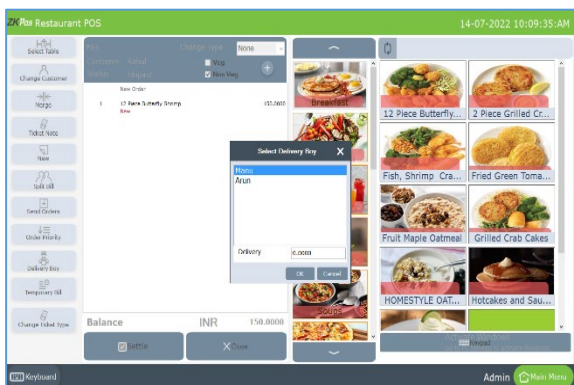


- You can see customer name, a text box to enter the advance amount and previous advance details of that particular customer.
- To add an advance amount, enter the amount in advance amount field.
- Click the payment mode cash or card.
- Now the advance details will get updated in the list view.
- You can take a print out of the details by clicking PRINT OUT button.

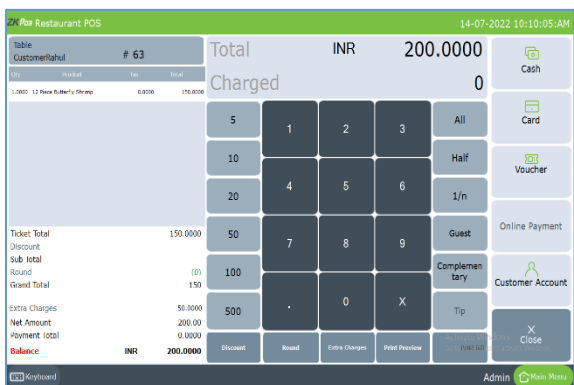
Now let us see how to add a delivery order to the software



- As you know click DELIVERY from main menu.
- Then click on ADD DELIVERY BUTTON.
- Click on the customer and then SELECT CUSTOMER.
- You are directed to the POS sales window as shown in the figure.
- Select products from the product grid.
- You can see that the settle button is not in active state.



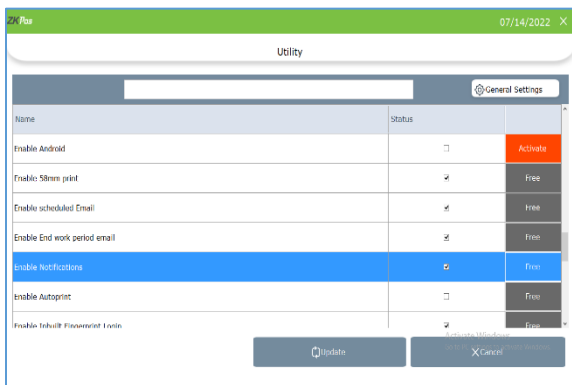
- You have to select a delivery boy, to deliver the parcel to the customer.
- So, you must assign a delivery boy.
- For that click on DELIVERY BOY option from left side buttons.
- You can see the saved delivery boys in the pop up.
- Select the delivery boy from the list.
- Enter the delivery amount in appropriate fields.
- Click OK button.



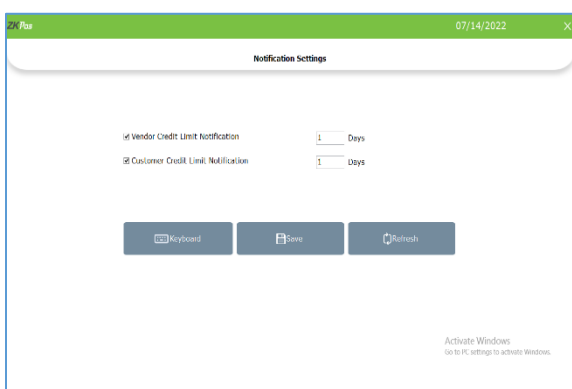
- Now the settle button is in active state.
- Click settle button to continue with payment.

**STEP 12 - NOTIFICATION**

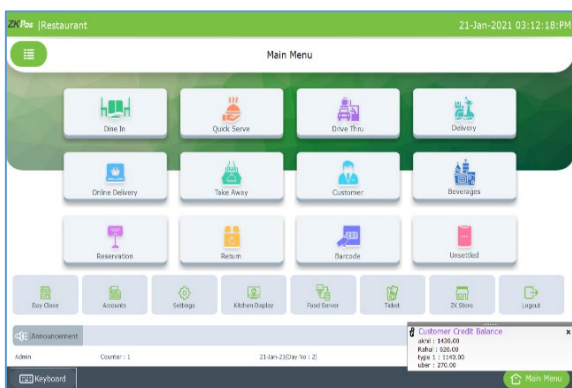
Notification feature means you will get a notification when customer credit and vendor credit value go beyond the limit entered in software.



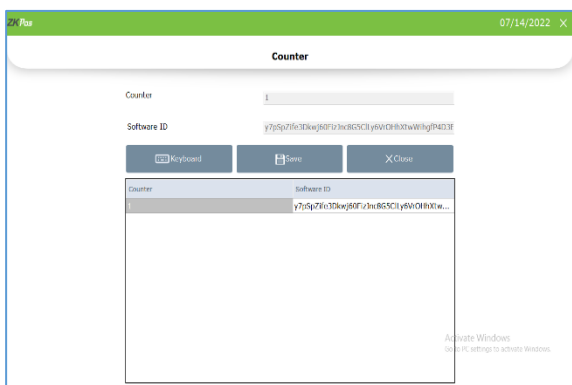
- To activate this feature, tick the check box against 'Enable notifications' from SETTINGS >> UTILITY.



- Now select NOTIFICATION SETTINGS option from settings
- You can enter customer and vendor credit limit notification days in text box
- Tick the check box to activate the notification
- Click SAVE button



- Close the application to see the changes.
- Again, open ZKPOS Restaurant software and log in.
- You can see the notification in the right bottom side as shown in the figure.



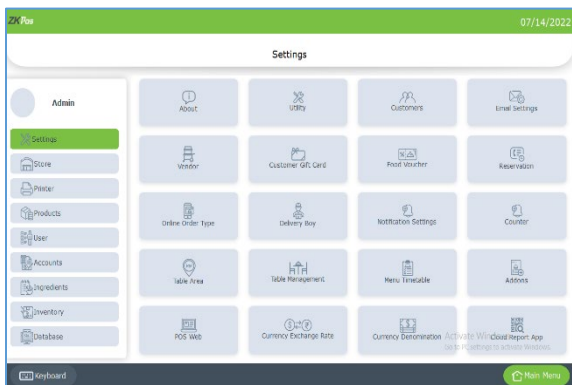
**STEP 13 - COUNTER**

Counter feature is available in ZKPOS Restaurant to set billing counter.

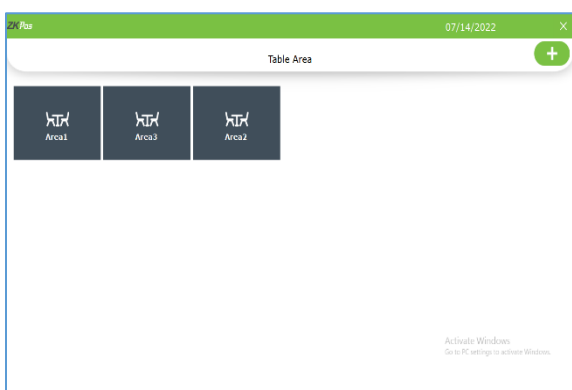
- Click COUNTER in the SETTINGS section.
- New window is opened, you have to enter name.
- Software ID is automatically displayed.
- Once you set the software to a counter you cannot changed it.

**STEP 14 - TABLE AREA MANAGEMENT**

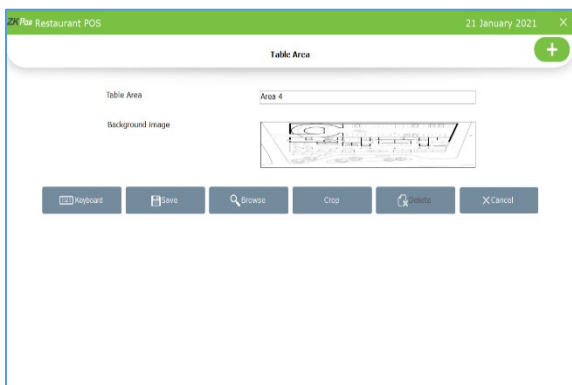
As you have seen earlier, each table is placed in particular area. There will be 3 tables by default. But you can Add, Edit or Delete table area based on your requirements. Let's see how it is maintained.



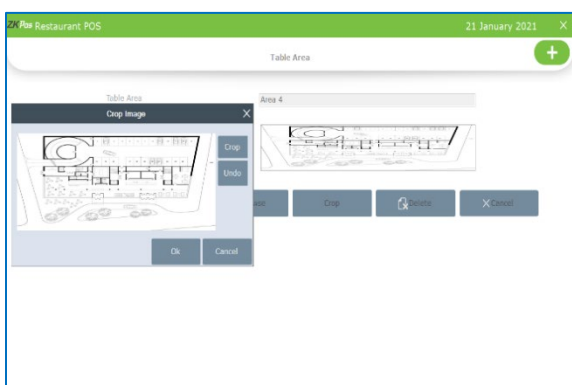
- Go to SETTINGS.
- Expand Settings menu.
- Scroll down and click on TABLE AREA.



- Default Table Areas will display in the new window.
- You can add new area by clicking on ADD (+) button.

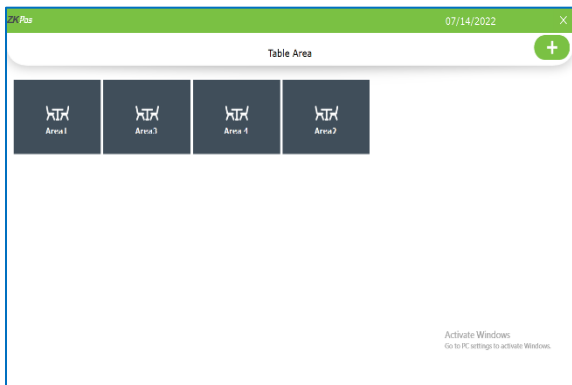


- You can see a single field to enter the Area Name. Enter the name in the provided field.
- Choose Background Image by clicking BROWSE
- If the image size is larger, we have the option to crop the image

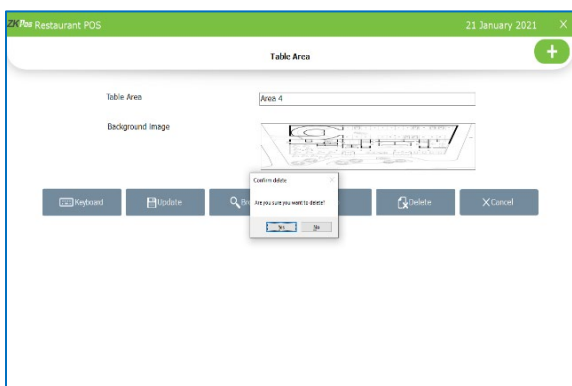


- After clicking the crop button, a pop up will be opened for cropping the image.
- Select the part of the picture you want to save as background
- Click crop button.
- Now you will get the cropped image.
- Click UNDO to retrieve the original picture.
- After cropping click OK button.





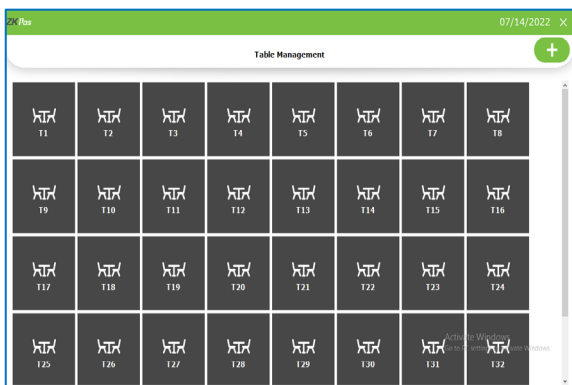
- Click SAVE button to save the area
- A new Table **Area 4** has been created.



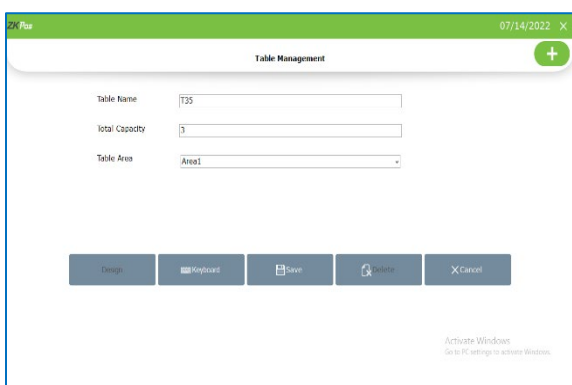
- If you want to update any area details, select the area name
- Make necessary changes and click update button
- You can delete the area name by clicking the delete button
- When you delete an area the whole tables in that area will also get deleted
- Click YES to the confirmation

### STEP 15 - TABLE MANAGEMENT

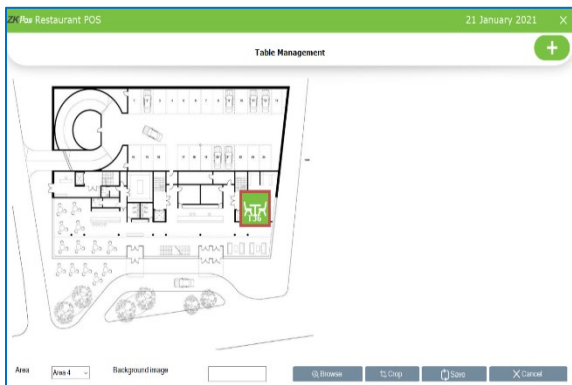
Add all the tables in your restaurant into ZKPOS so that you can keep track of orders in different tables. For instance suppose your restaurant contain 34 tables. If you name each table like TABLE1, TABLE2 etc. and save other details like table area and number of seats then you can handle the orders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



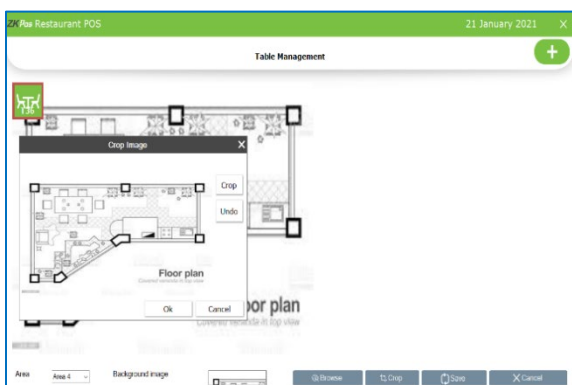
- Click on TABLE MANAGEMENT menu from SETTINGS.
- You can see some default tables there.
- To add another table, click on the ADD (+) button.



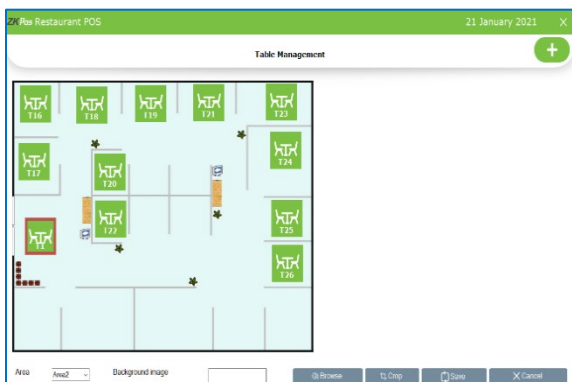
- Type the Table Name, Table Capacity (Number of Seats), Table Area.
- Click SAVE button.
- Click OK to the confirmation dialog. Now a new table has been created.
- Click on DESIGN button



- New window will be displayed.
- Area name and Background image will be displayed.
- The new table will have a red out line, you can change the position of that table by clicking on the table and moving it.
- Set a position for the table
- You can change the background image by clicking browse button
- Select the picture from location



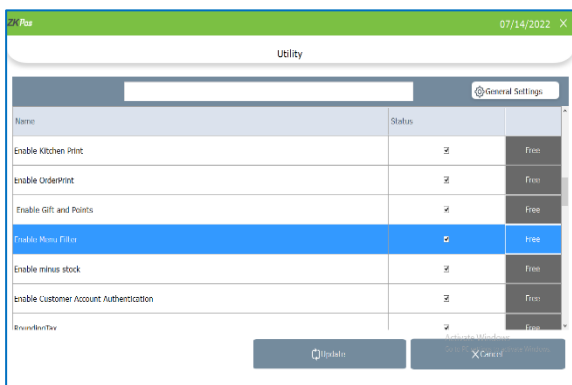
- Click crop button as shown in the figure.
- Select the part of the picture you want to crop.
- Click CROP button and then OK.
- Click save to sustain the changes.



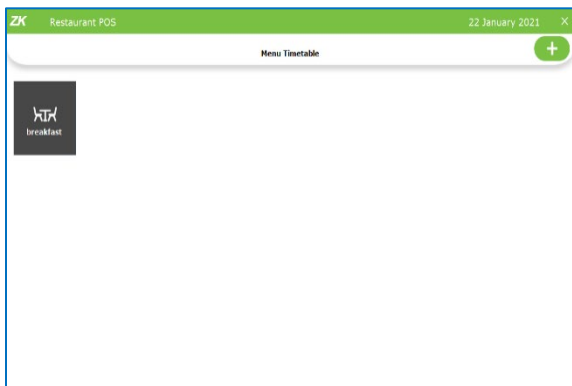
- If you want to change the design of table, click TABLE MANAGEMENT from SETTINGS.
- Select the table you want to change the design.
- Click design button.

### STEP 16 - MENU TIMETABLE

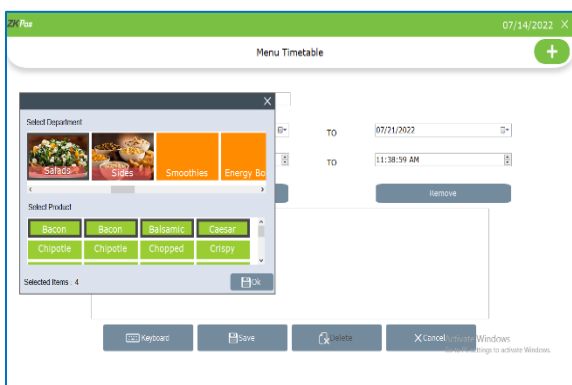
Every restaurant has their own menu. Breakfast, Lunch, Snacks, and dinner may vary from day to day and time to time. In such cases you can keep the record for the menu efficiently using menu timetable.



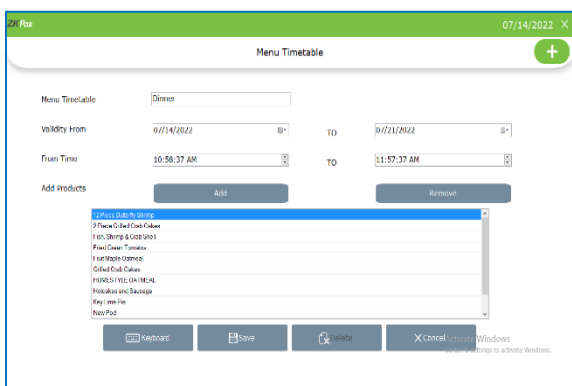
- Go to **SETTINGS**.
- Expand Settings.
- You have to enable menu filter feature from Utility



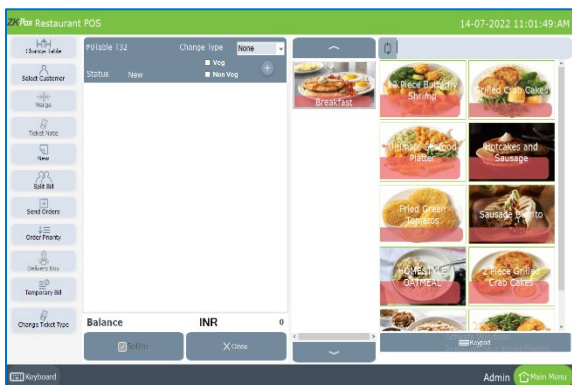
- Go to **SETTINGS**.
- Click on **MENU TIMETABLE**.
- To add a new timetable, click **ADD (+)** button.



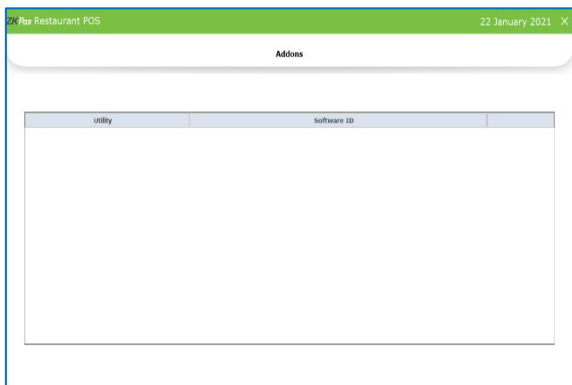
- Enter the Name of the time table, Starting and Ending date, starting and Ending time.
- Select the Add Products option.
- Select the appropriate Department and products from it.
- Click on the OK button.



- To remove a product
- Select the product to Remove
- Click Remove button.
- Click SAVE button.
- A new menu time table will be added to the software.
- If you want to edit the menu time table, select the time table
- Make necessary changes and click UPDATE.
- For deleting a menu time table click DELETE button and then click yes to the confirmation message.



- Suppose you create a menu time table named breakfast from 8am to 9 am.
- Select departments and products as above.
- Enable the menu filter function from utility.
- Now let us see how this effect the billing interface of the ZKPOS restaurant software.
- For that click dine in (any order type)
- Select table.
- In POS sales window you can see the selected products in that time range.



**STEP 17 - ADDONS**

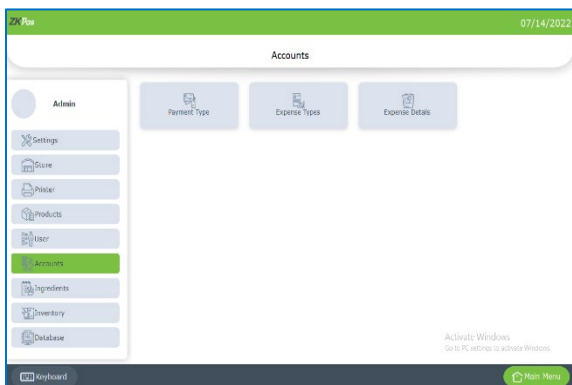
You can connect **Android order app**, **Back office** and **android report app** into your POS machine by enabling the license for them.

- Click ADD ONS in the SETTINGS section.
- The window shows the connected applications and its software ID if you connected that application to the software.

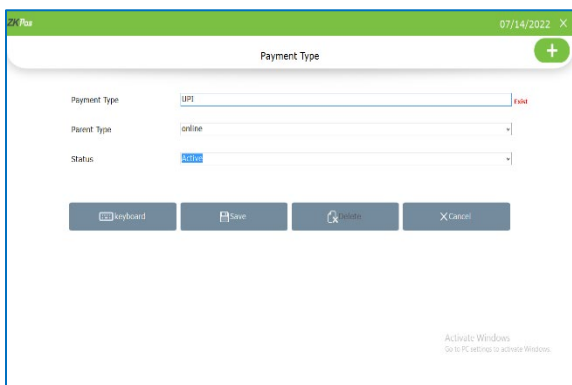
**STEP 18 - ONLINE ORDER TYPE**

You can give online order details like Zomato, Swiggy, uber eats Etc.

You have to save the payment types in your software first. The account details of each online ordering platform are distinguished according to the payment type you given to each online ordering platform.

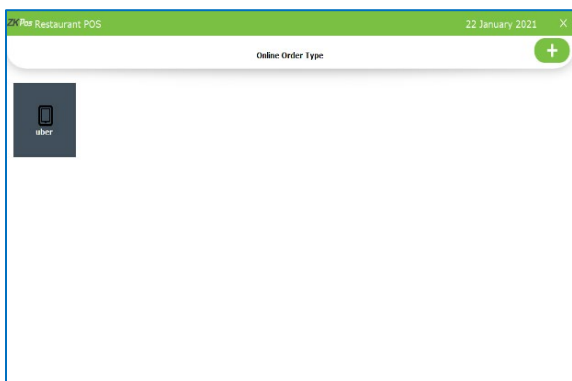


- To create payment type, click SETTINGS from main menu.
- Choose ACCOUNTS from the left side menu list.
- Click on payment type.
- You can view the created payment types in the interface.
- To create a new payment type for online ordering, click on ADD (+) button.

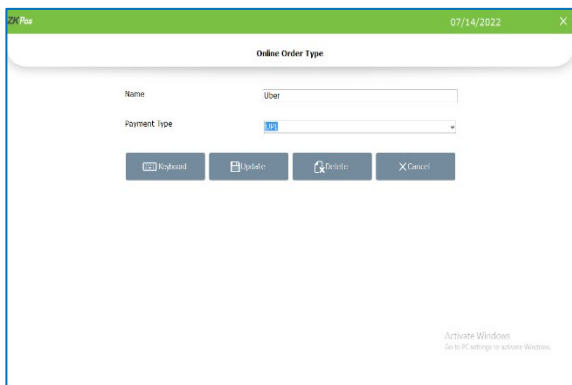


- Enter payment type name- say UPI
- Select payment type as online from drop down (for online ordering invoices are settled only through online).
- Select status.
- Click SAVE button.

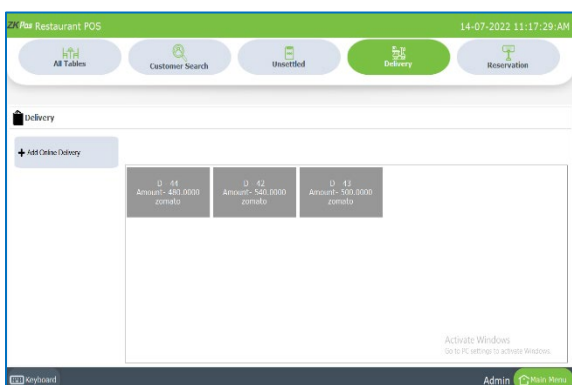
*Let us see how to create an online ordering type and sale product through online ordering*



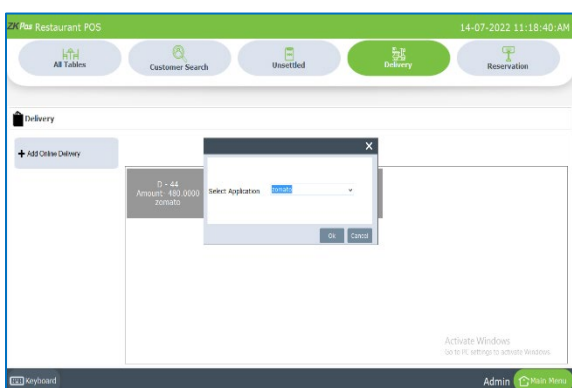
- Select online order type from SETTINGS.
- You can see the online order types already created.



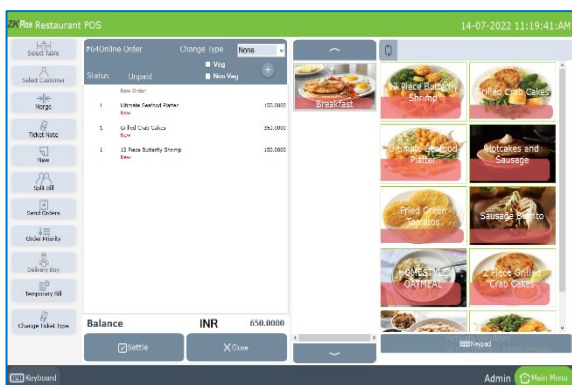
- Click ADD (+) button to create a new one.
- Enter name and select online payment type from drop down we saved earlier.
- Click SAVE button.
- A new ordering type will be seen in the interface.
- If you want to edit the details click on that particular online order type.
- Make necessary changes and click UPDATE.



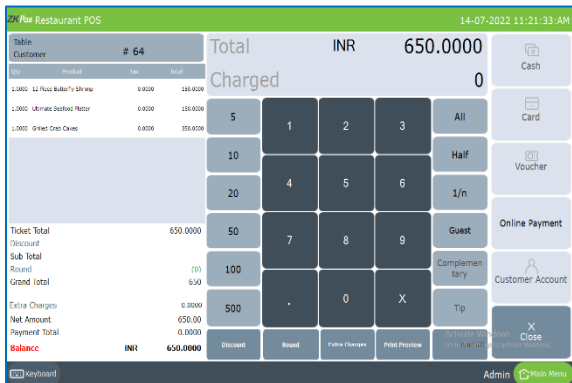
- Go to main menu and select ONLINE DELIVERY.
- You can see the open tickets (unsettled tickets) in the online delivery interface.
- Click ADD ONLINE DELIVERY button.



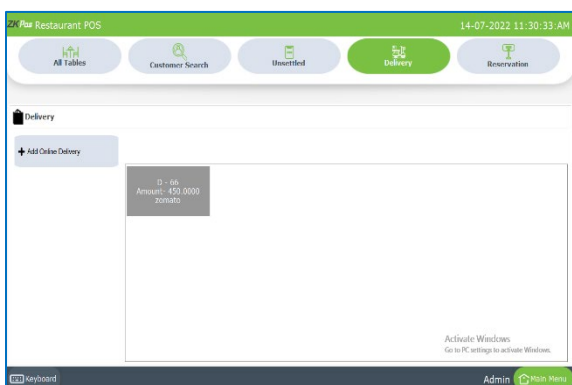
- You will get a pop up to select the online delivery application
- After selecting the application, you will be directed to POS sales window.



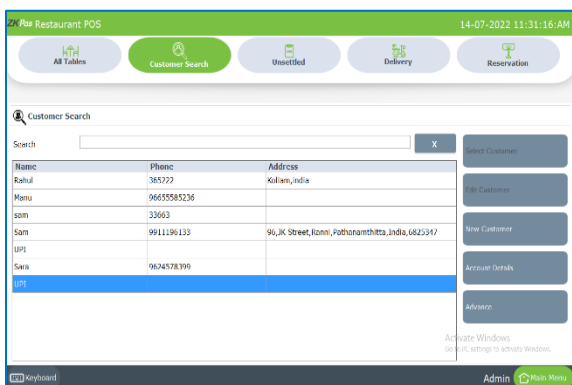
- Select the products and click settle button.
- Only online payment is active amongst the payment type.



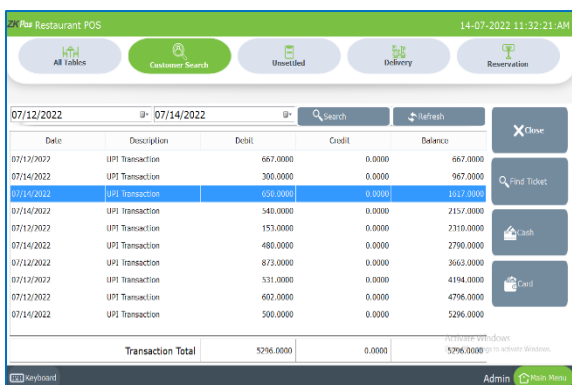
- Click on it and select the payment type from sub payment box.
- You can see the details by application wise in our software.



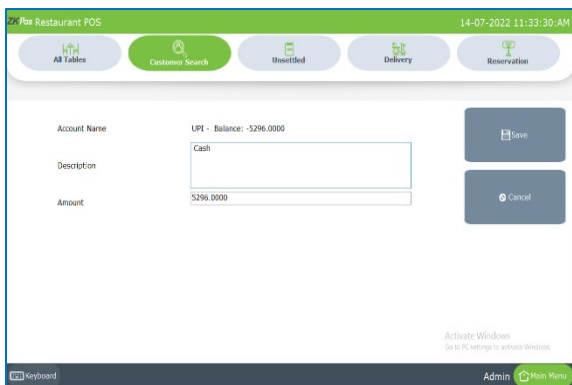
- Select CUSTOMER SEARCH button from online delivery interface.



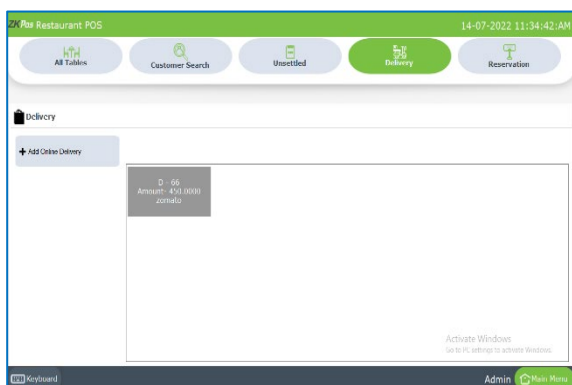
- Select the online order payment type (application) from customer list.
- Here select UPI.



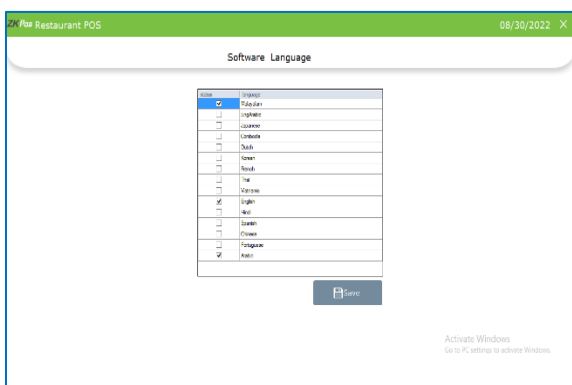
- Select the date range and click search button.
- You can see the transaction details as shown in the figure.
- You can click a particular transaction and see the details by clicking FIND TICKET.



- You can settle the amount by clicking cash or card payment type.
- Enter the description and amount.
- Click SAVE.
- The details will be saved as transaction details.



- In case you want to settle an open ticket, select the ticket from the online delivery interface.
- The ticket will be opened with the product details.
- Click SETTLE button to continue the payment.

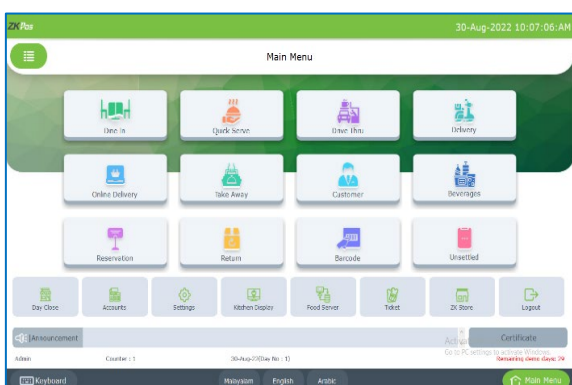


**STEP 19 – SOFTWARE LANGUAGE**

For the purpose of improving the usability of the ZKPOS Restaurant Software, we can use the **Software Language** option. It makes using the software simpler. We can select the Software language from there.

You can choose a maximum of three languages.

- Click on the Software Language in the Settings
- Select Maximum 3 languages
- Click on the Save option

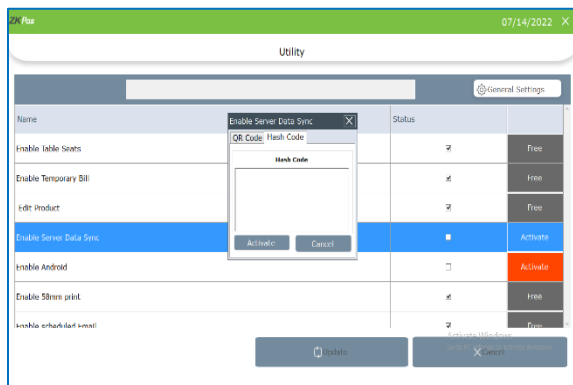


- Three language options are displayed on the bottom side of the Main Menu, from which you can select the appropriate language.

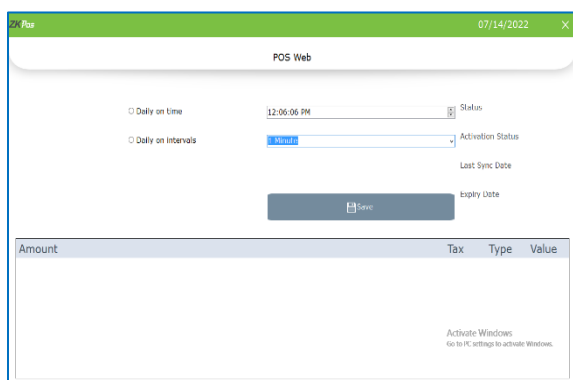
**STEP 20 - POS WEB**

You can leverage ZK Pos web to know your Total Sale, Total Stock Receive, Day wise Sale and Day wise stock receive. You can access the real-time sales details from different branches at anywhere in this world if you have a network connection. In ZKPOS Restaurant software POS web contains a summary of sales and receive.

POS web feature is not free like normal features. You have to activate the feature. You can activate the feature through ZK store as well as <http://cp.zktecpos.com/>.



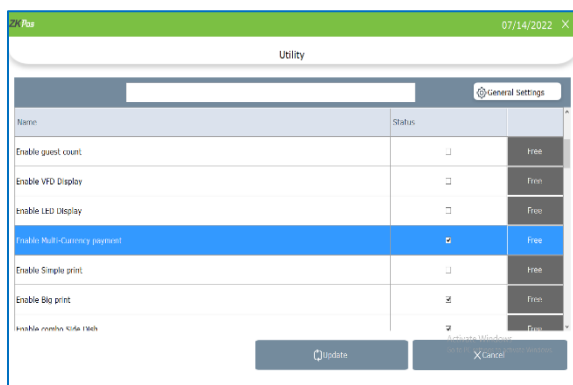
- Go to SETTINGS and then click UTILITY.
- Click activate against the 'Enable data Sync' feature.
- Paste the hash code.
- Click ok to the confirmation message.
- Now POS web is activated.
- Tick the check box.



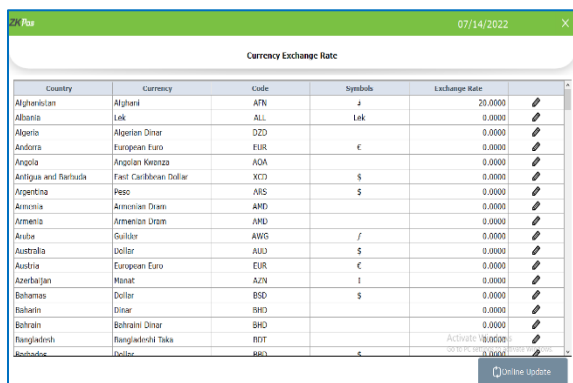
- Go to SETTINGS.
- Select POS web
- Two options are there. Daily on Time and Daily on Intervals.
- Choose your option then, click SAVE button.
- After activation; Sync Status, Activation Status, Last Sync Date, Expiry Date will be displayed.
- As per the schedule the data get updated. You can see the details below.

### STEP 21 - LEARN ABOUT EXCHANGE RATE

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

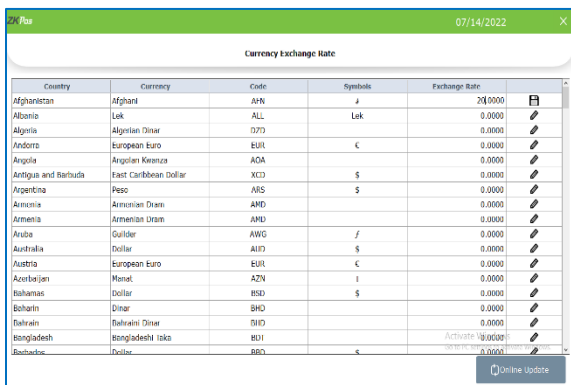


- First you should enable MULTY-CURRENCY PAYMENT in the UTILITY.



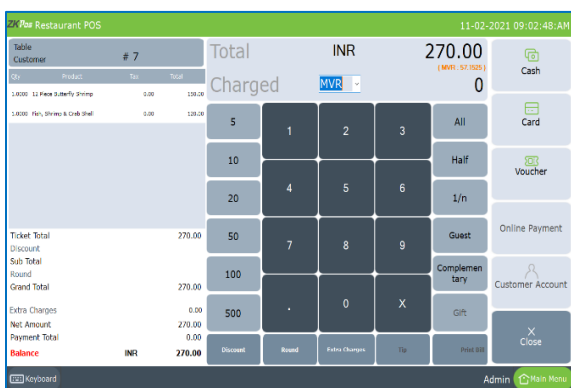
- Now, Go to SETTINGS.
- Expand Settings.
- From the menu options, click EXCHANGE RATE.
- Exchange rates may vary each day, so you can update it. Update it by clicking on ONLINE UPDATE button.



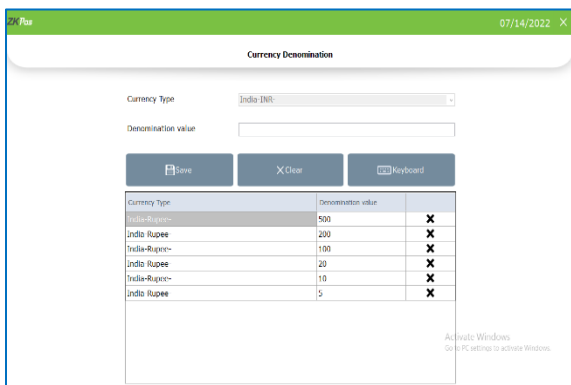


- You can change the exchange rate manually by clicking the edit (pencil like) button.
- Enter the rate.
- Edit button automatically changed to save button, so click on it to save.

Now let us see how this effect in ZKPOS Restaurant software



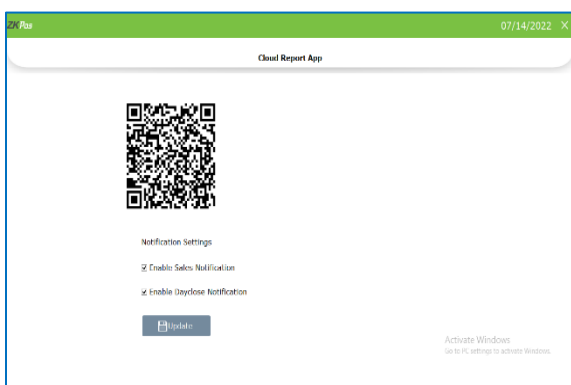
- Select QUICKSERVE (any order type).
- Select the products and click settle.
- In settlement window we can see total amount and charged amount at the top side.
- The drop down for the charged amount will be active when we enable multi-currency option in utility.
- Select the currency.
- You can see the equivalent amount in selected currency.



### STEP 22 - CURRENCY DENOMINATION

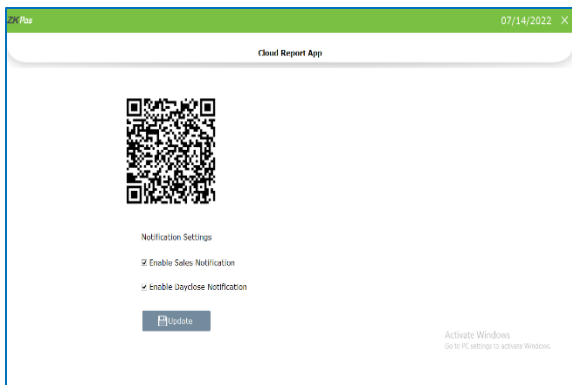
It is a proper description of a currency amount, usually for coins or banknotes.

- Click on CURRENCY DENOMINATION menu from SETTINGS.
- Add currency denomination value



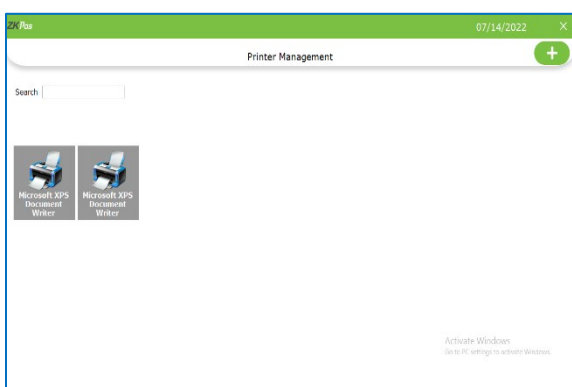
### STEP 23 - CLOUD REPORT APP

- 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.

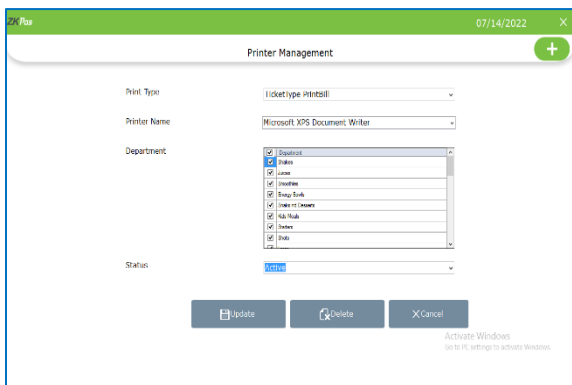
## STEP 24 - PRINTER



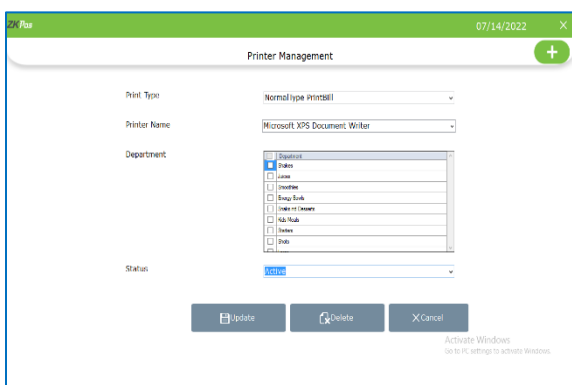
### ADD PRINTER

You can give details of printer that you want to use.

- Click SETTINGS from main menu
- Go to PRINTER section below settings.
- Click PRINTER.
- To add Printer details then click ADD button.



- You can enter Printer Name, Print type.
- Select the print bill as ticket type, payment type, normal type, label print and android order print
- For ticket type and android order print, you have an option to select departments
- You can set different printer in different department and thus reduce the chaos while clicking the send order
- In android order print you have to manually enter the printer name as same as in the android order app
- Choose Status.
- Click SAVE button



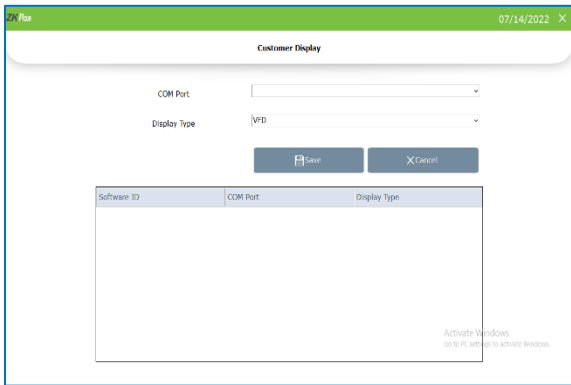
### EDIT/DELETE PRINTER

- You can edit details
- Select the printer from the printer interface
- Make necessary changes and click UPDATE button
- You can delete details by clicking delete button

**STEP 25 – POLE DISPLAY**

You can give details of pole display.

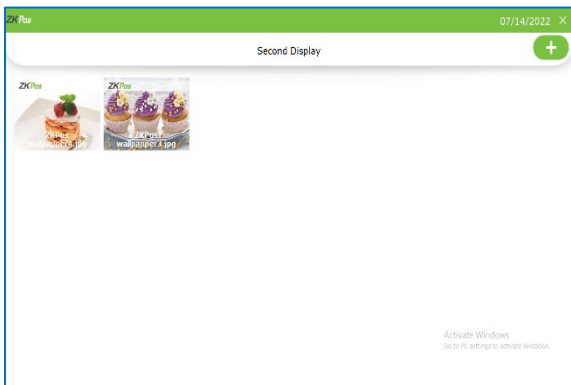
- Go to **PRINTER** section.
- Click **POLE DISPLAY**.
- Select **COM port**
- Select display type - **LED or VFD**
- Click **SAVE** button



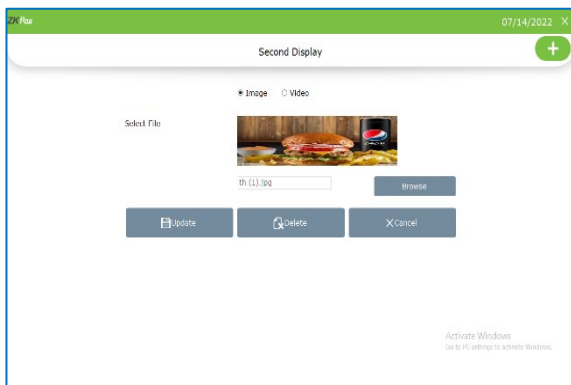
**STEP 26 - LED DISPLAY**

You can give details of LED display for promotions and offers.

- Go to **PRINTER** section.
- Click **LED DISPLAY**.
- To add LED display details then click add (+) button.

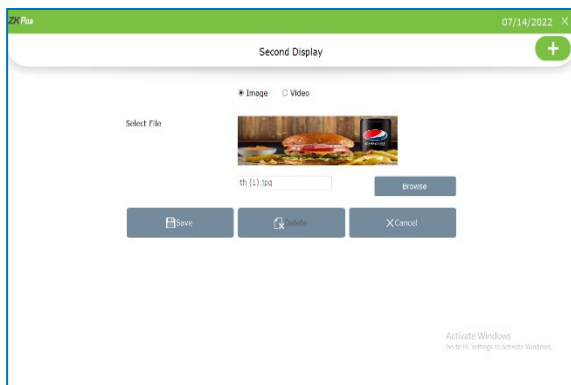


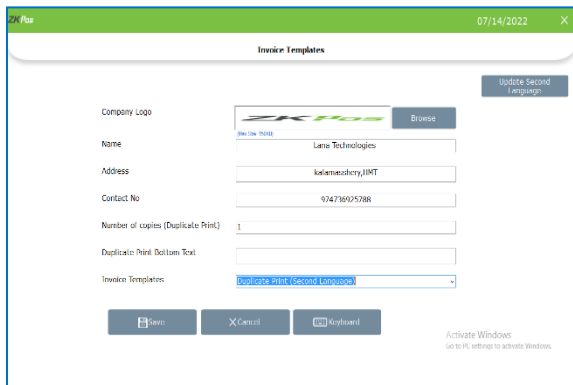
- You can add both image and video as promotion.
- Browse the file.
- Click **SAVE**.



**EDIT/DELETE LED DISPLAY**

- You can edit details, edit field is there.
- You can delete details, delete field is there.

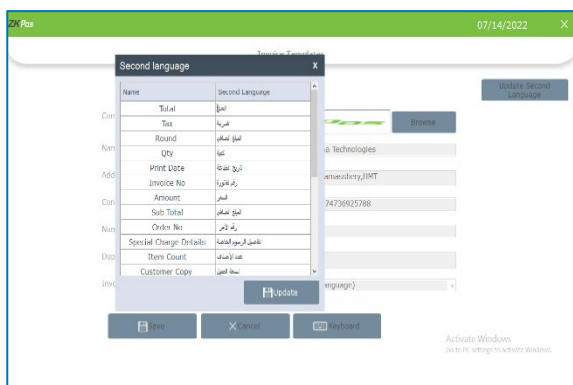




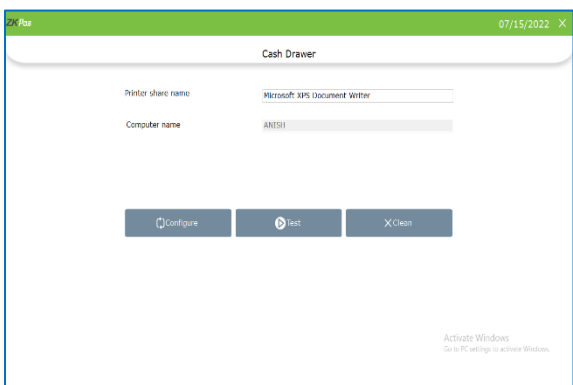
**STEP 27 - INVOICE TEMPLATE**

In Invoice Template when you place a bill the details will automatically displays on the screen.

- Go to PRINTER section.
- Click INVOICE TEMPLATE.
- Enter the details in respective fields
- Select the invoice template print type
- Click SAVE.



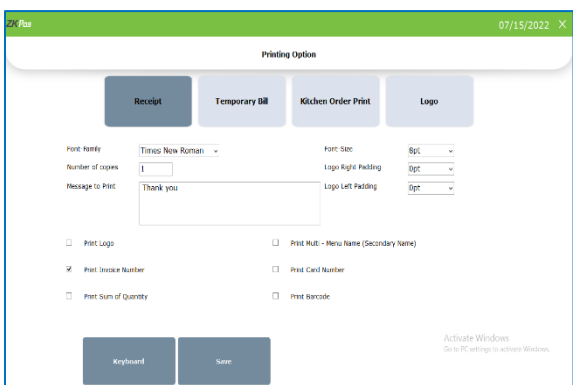
- You can update the second language for Invoice Template by selecting the Update Second Language option in the top left corner.
- Click on **Update** after the language change.



**STEP 28 - CASH DRAWER**

This feature enables cashier to maintain cash.

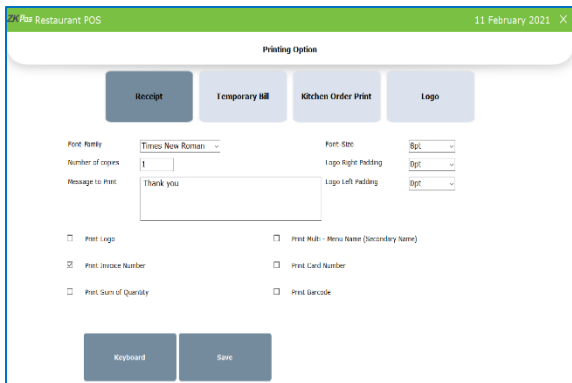
- Go to PRINTER section.
- Click CASH DRAWER.
- Printer Share Name and Computer Name will be displayed.
- Configure and test the cash drawer



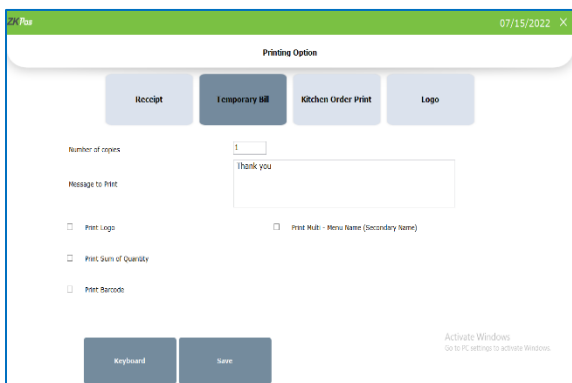
**STEP 29 - PRINT OPTION**

This feature enables print option.

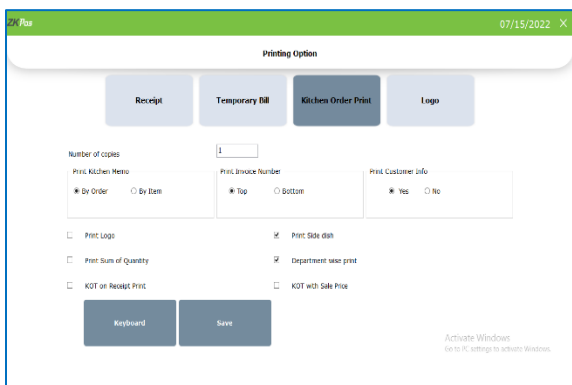
- Go to PRINTER section.
- Click PRINT OPTION.
- Four print options are there; Receipt, Temporary Bill, Kitchen Order Print, Logo.



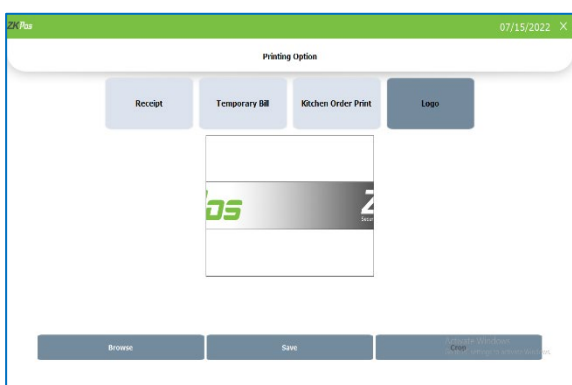
- In receipt option, you can select font family, font size, number of copies, message to print, padding width etc.
- You can select the options by tick the check boxes as shown in the figure.
- Click SAVE button.



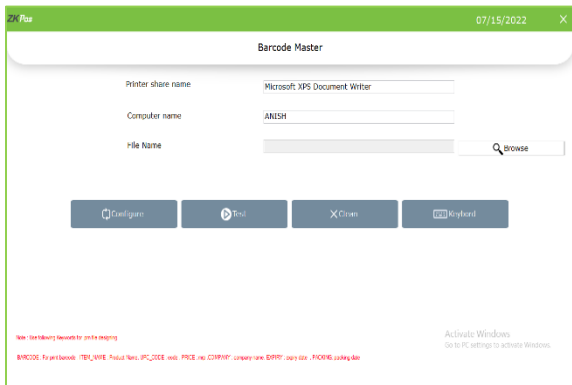
- Click temporary bill.
- Enter number of copies, message to print and browse print log for temporary bill.
- Select the contents like print logo, print sum of quantity, barcode and secondary name.



- Click kitchen order print.
- Enter number of copies, kitchen memo by order or item, invoice number location, customer info.
- Select the contents from details as shown in the figure.

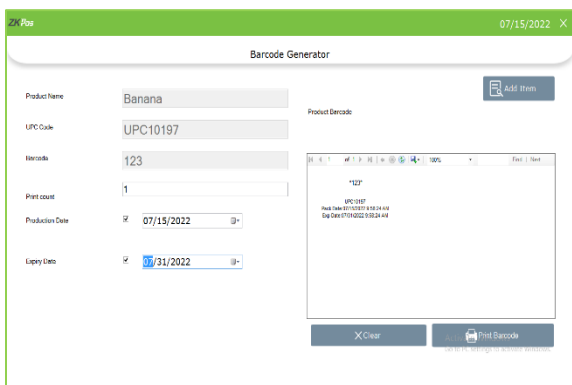


- Browse the logo and save.
- You can crop the image by clicking CROP button.
- After cropping the image click OK.



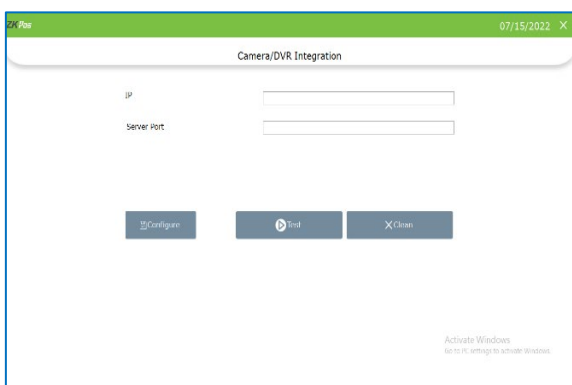
**STEP 30 - BARCODE**

- Click BARCODE from peripheral devices.
- Printer share name and computer name already shown there.
- Select the .pm file through browse option.
- Click save.



**STEP 31 - BARCODE GENERATOR**

- Select barcode generator from PRINTER section.
- Click add item option and select one item that you want to print the barcode by entering barcode
- Enter the print count.
- Enable production and expiry date if you want to show them with barcode, and enter the date.
- Product barcode will be shown in the right side of the window.
- To print the barcode, click Print barcode button.

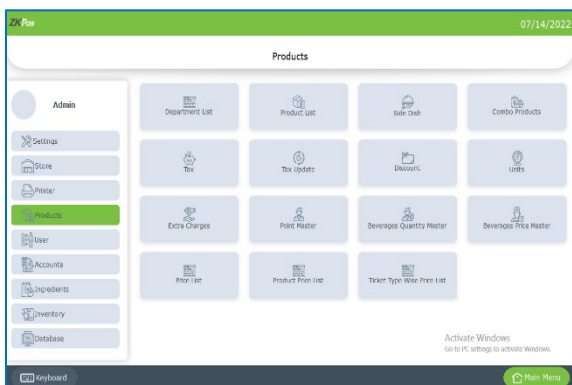


**STEP 32 - CAMERA/DVR INTEGRATION**

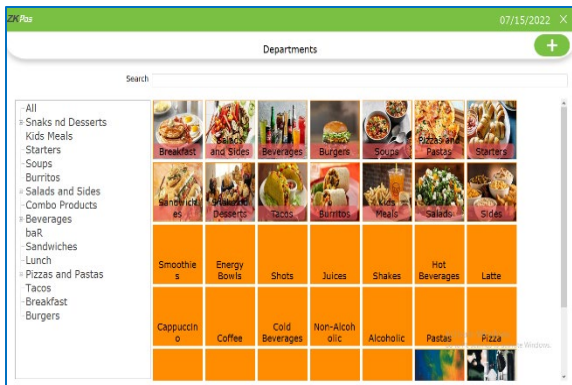
- You can integrate our ZKPOS Software with camera/DVR.
- Enable the Enable Invoice Display in Camera in **Utility**
- Enter the DVR IP and Port number.
- You can view the invoice details in your CCTV monitor.

**STEP 33 - DEPARTMENT**

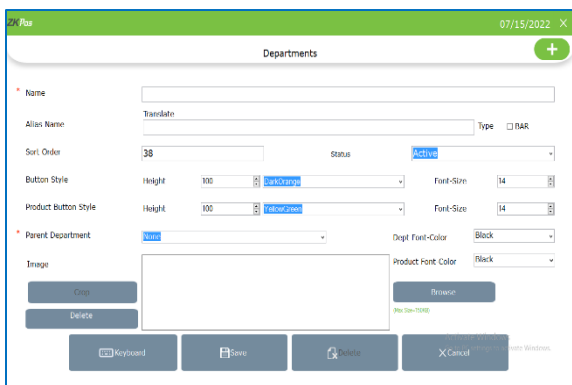
A grocery retailer may feel difficulty in handling wide range of products. But you can manage them easily if you could categorize products into different departments. In order to do so, follow the steps below.



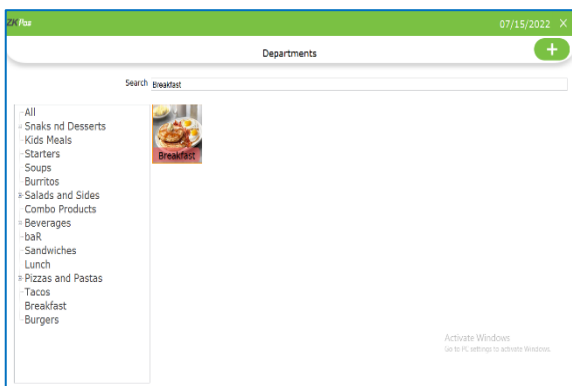
- To add a new department, go to **SETTINGS**.
- Click **PRODUCTS**.
- Click **DEPARTMENT LIST**.



- Then click **ADD (+)** button in option menu.



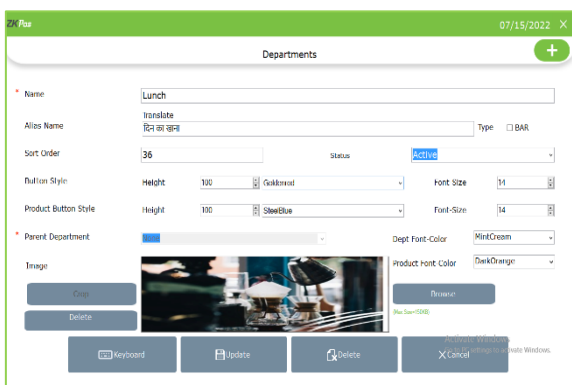
- Enter Department Name, Alias Name, Sort Order, Department, and Status.
- Choose Button style and Product button style.
- Choose Parent Department.
- Choose Department font color and Product font color.
- Choose Image.
- Tick on the check box if the department belongs to BAR section
- The departments in BAR section will not be appeared in other order types
- Then Click **SAVE AND OK** button.



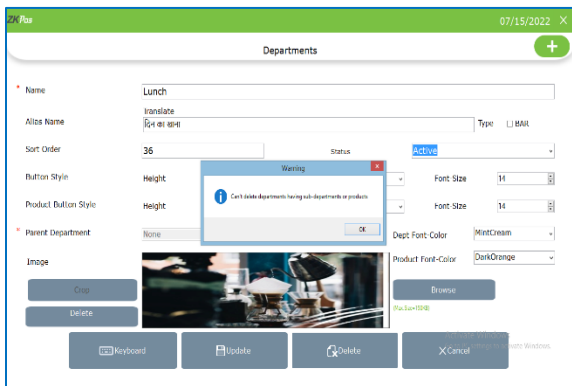
- Go to **PRODUCTS** menu.
- Click **DEPARTMENT LIST**.
- To search a Department a search field is there.

### EDIT / DELETE A DEPARTMENT LIST

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



- Go to **SETTINGS**.
- Click on **PRODUCTS**.
- Click on **DEPARTMENT**.
- Every saved Department will be displayed, you must choose the Department that you want to edit/ delete.
- If you want to edit, then make necessary changes and click **OK** button.

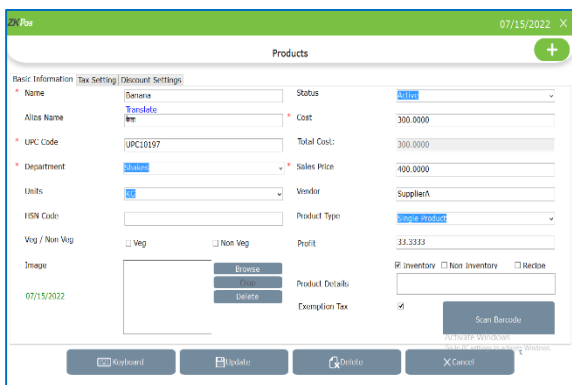


- Now click on the delete button and **YES** in the confirmation pop up if you want to delete the department
- You cannot delete departments having sub departments or products

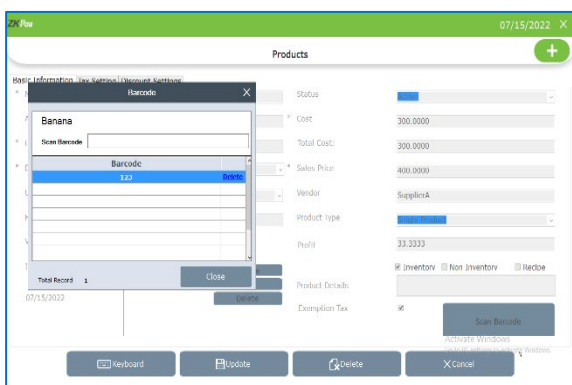


**STEP 34 - PRODUCT LIST**

- Product details are entered and displayed there.
- Click on PRODUCTS LIST from products.
- Add all product's details to ZKPOS Restaurant.

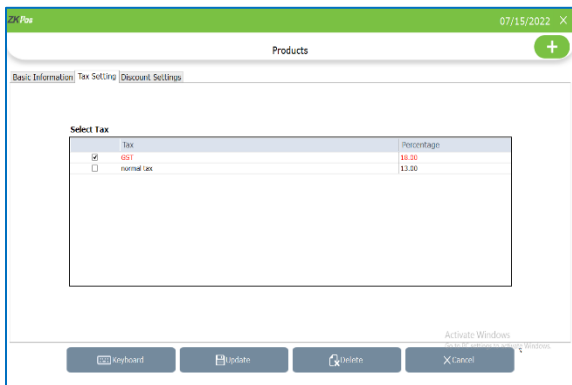


- To add a new product, go to SETTINGS.
- Click PRODUCT.
- From the menu options, select PRODUCT LIST.
- Then click ADD (+) button in option menu.
- UPC code is automatically displayed.
- Enter Product Name, Alias Name, Cost, And Sales Price.
- Choose Units, Status, Vendor, and Product Type.
- You can include or exclude the tax by checking or unchecking the Exemption Tax Box.
- You can also select the inventory, Non–Inventory or receipt from the restaurant itself from these check boxes. It is useful for product Tracking

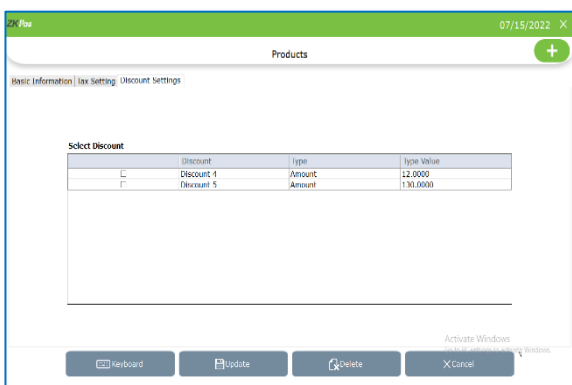


- You can scan barcode if the product has a barcode.
- Click on scan barcode button.
- You will get a pop up to show the barcode details.
- Scan the barcode on the product using a barcode scanner.
- You will get the barcode details at the interface.
- Click CLOSE button.





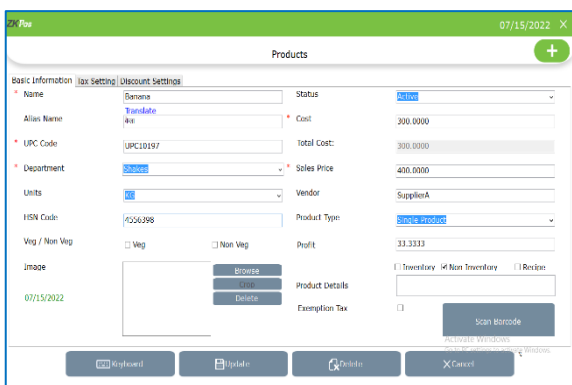
- In Tax settings select the tax for product from the saved details ([see tax](#)).
- Active taxes are shown in this interface
- Default tax already in selection mode and in red color
- Select the taxes for this particular product.



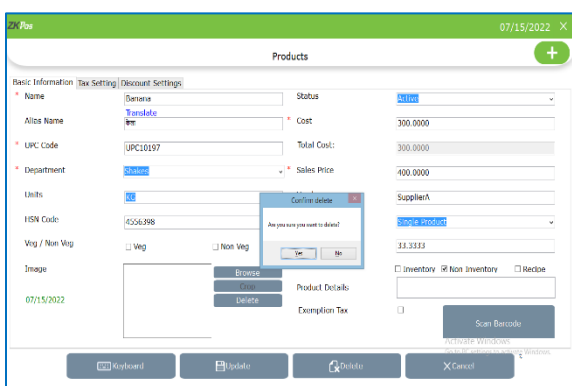
- In discount settings you can select the discount already saved in software ([see discount](#)).
- Tick the check box and click SAVE button.

### EDIT / DELETE A PRODUCT LIST

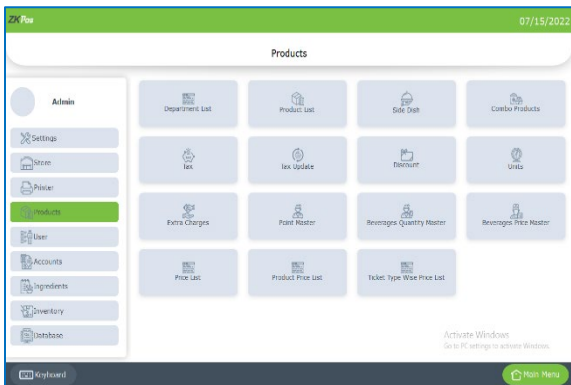
You can delete a Product List as you deleted a Product List before.



- Go to PRODUCTS.
- Click on PRODUCT LIST.
- Every saved Products will be displayed, you have to choose the Product that you want to edit/ delete by clicking the department on left side.
- If you want to edit, then make necessary changes and click UPDATE button.



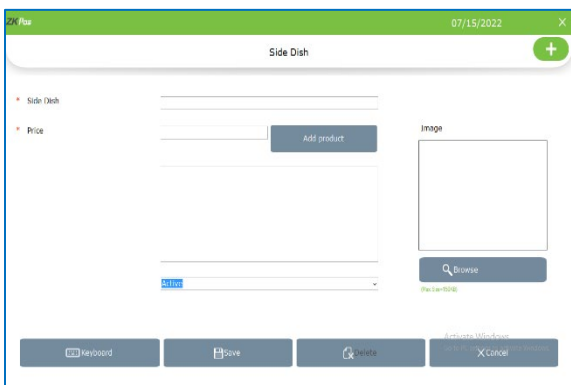
- Now click on the delete button and YES in the confirmation pop up.



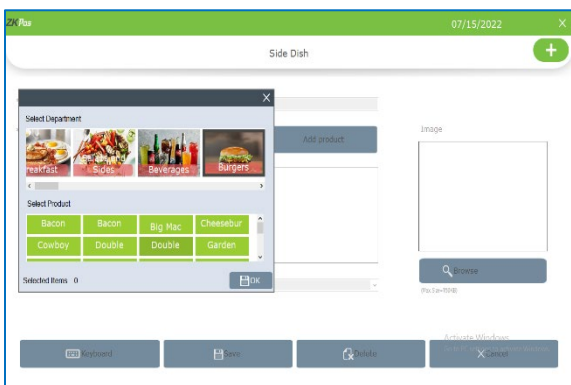
**STEP 35 - SIDE DISH**

Each side dishes are displayed there. You can add, edit and delete side dish in this section.

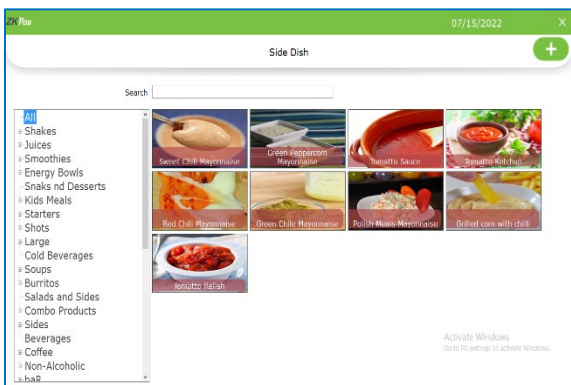
- To add a new Side dish, go to PRODUCTS.
- Click SIDE DISH.



- Then click ADD button in option menu.
- Enter Sub product name and price.
- Click ADD PRODUCT button.



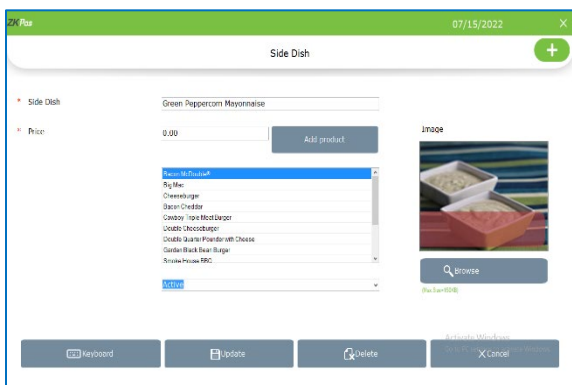
- Select the products by selecting the departments.
- Click on a department and you can see the products under that department as in the figure.
- Select the products by clicking on it.
- Click OK.
- Browse an image for the sub product.
- Select the status and click SAVE button.



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

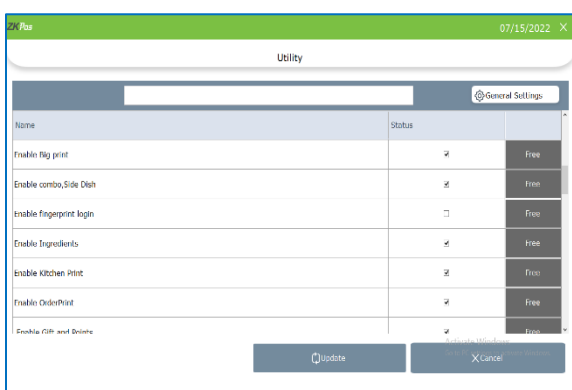
## EDIT / DELETE A SIDE DISH

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

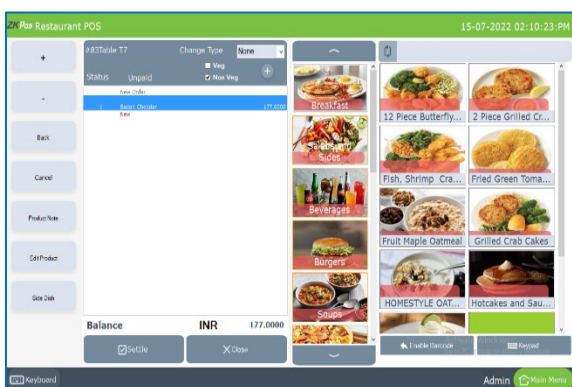


- Go to PRODUCTS.
- Click on SIDE DISH.
- Every saved Side dish will be displayed, you have to choose the Side dish that you want to edit/ delete.
- If you want to edit, then make necessary changes and click OK button.
- Now click on the delete button and YES in the confirmation pop up.

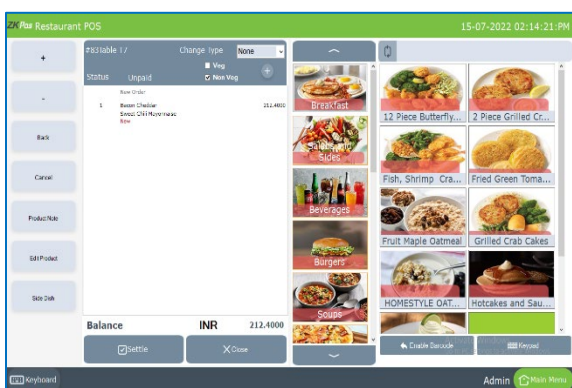
Now let us see how to sell products with SIDE DISH



- Activate 'enable combo and sub products' from utility.
- Click UPDATE button.
- Now select any order type from main menu (say quick serve).

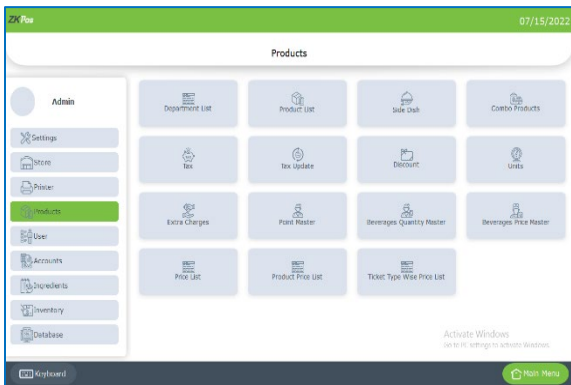


- Select an item with side dish as you already saved in the software.
- Click on the item from the area where the selected item is listed.
- On the left side you can see a few buttons.
- Click on side dish button.

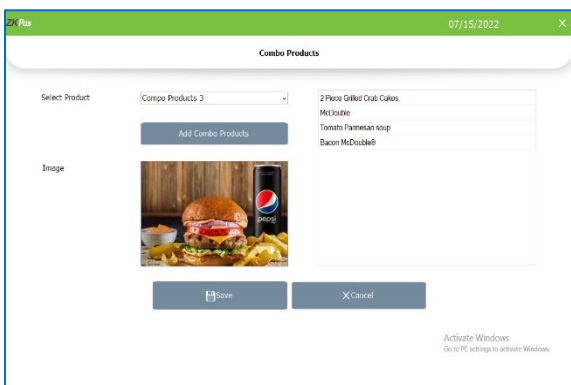


- You can see the side dishes you saved for this particular product.
- Select the side dishes amongst them.
- Click OK button.
- You can see the side dish under the product and price will be added.

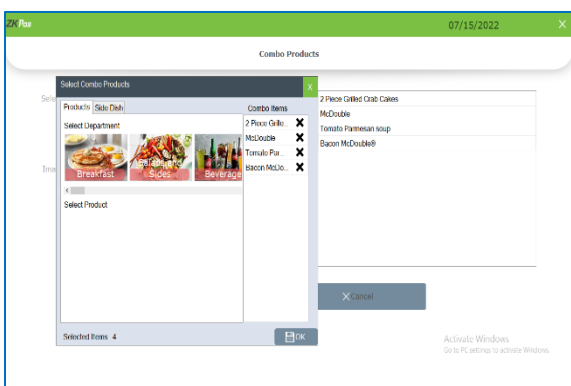
**STEP 36 - COMBO PRODUCT**



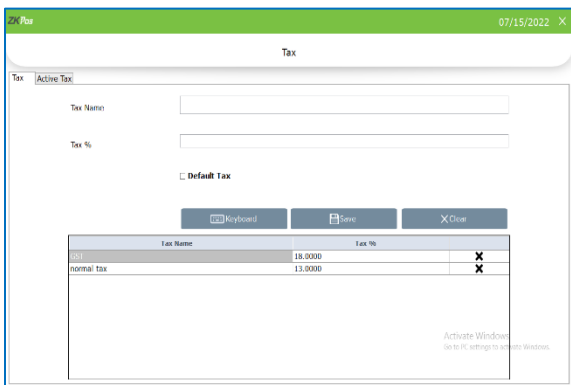
- Go to SETTINGS.
- Click PRODUCTS.
- Click COMBO PRODUCT.
- Before adding combo items, you have to create a product named combo in product list as selecting the product as a combo product ([see product list](#))
- Now you can see the new created product in the drop-down list of combo product



- Select the combo product from the drop down.
- The image you saved in product list automatically appears there.
- Click Add combo products button.



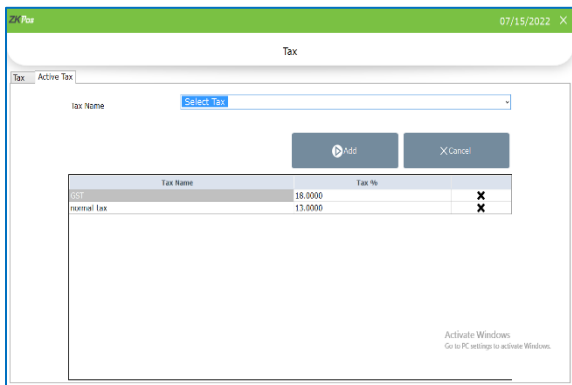
- Select products by selecting the departments from the pop up.
- Select side dish by clicking on it.
- The selected products can be view as list as shown in the figure.
- If you want to remove an item, click on 'x' button.
- Click OK button after necessary changes and click SAVE.
- You can sale the product as usual.



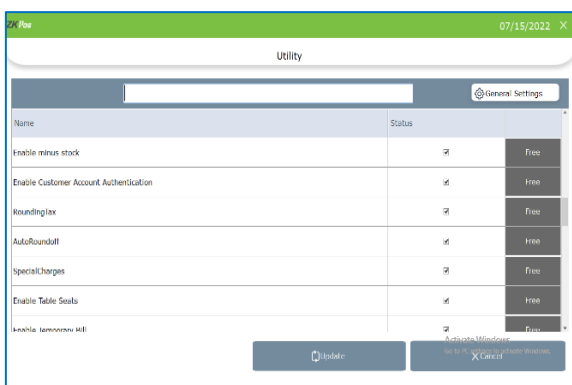
**STEP 37 - TAX**

You can give Tax Details.

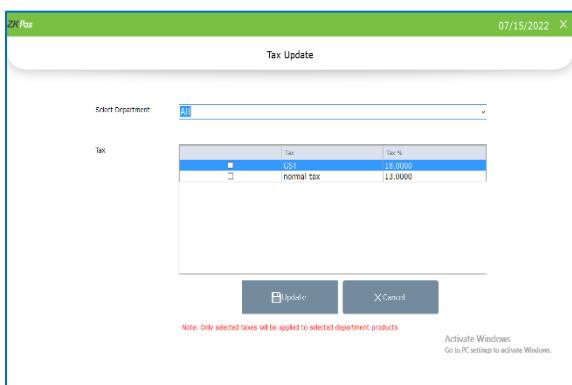
- Go to SETTINGS.
- Click on PRODUCTS.
- Click on TAX.
- Two options are there. You have to click Tax.
- Enter Tax Name, Tax %.
- Select whether it is default tax or not
- Click SAVE button



- In active Tax section, you can decide the status of a tax.
- By default, all taxes are active once you saved the details.
- If you want to change it into inactive state click on 'x' button against it.
- Inactive taxes are not reflected anywhere in our software.
- You can add the taxes to active state by selecting the tax from drop down and click ADD button.

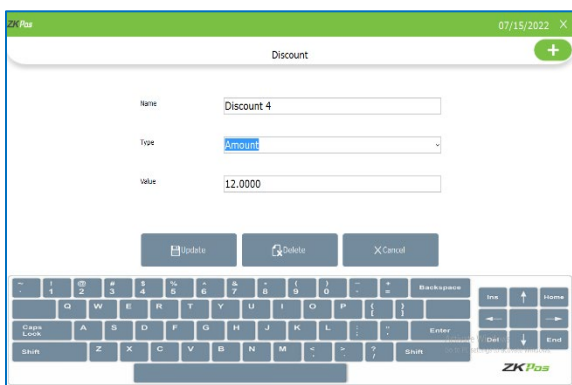


- You can also sell products with inclusive tax facility.
- For that enable 'inclusive tax' from utility.
- You can also round the tax amount by enabling Rounding tax option in the utility.



### STEP 38 - TAX UPDATE

- Select tax update from products menu.
- We can assign tax to particular departments here.
- Only selected taxes will be applied to the selected departments.
- Default tax is applicable to whole products unless it is inactive



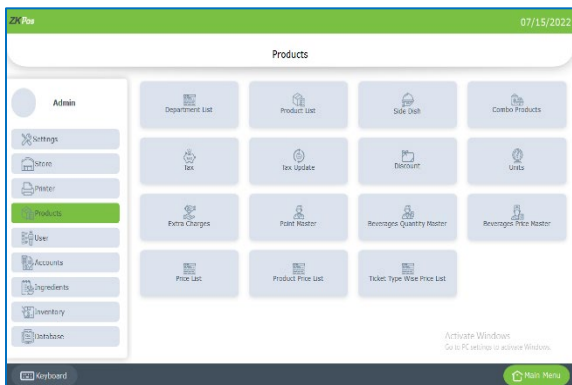
### STEP 39 - DISCOUNT

- To add discount details, click on discount from products menu.
- Click add button.
- Enter discount name, discount type (amount or percentage).
- Enter the value of discount.
- Click save.

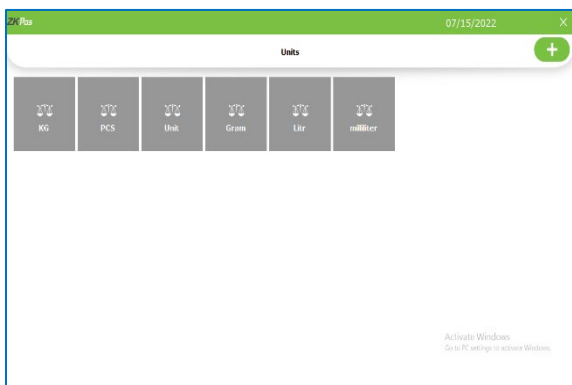
### STEP 40 - UNIT

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

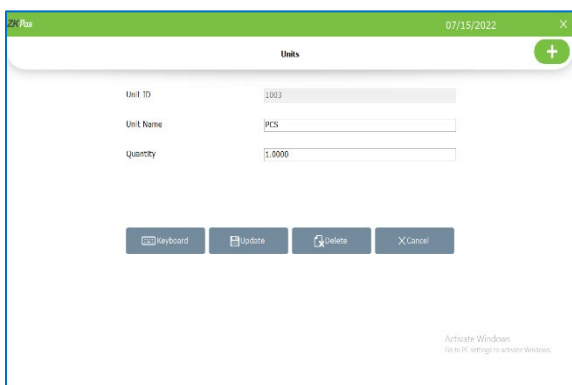
- To add a new Unit, go to PRODUCTS.
- Click PRODUCTS.
- Click UNIT.



- Then click **ADD (+)** button in option menu.

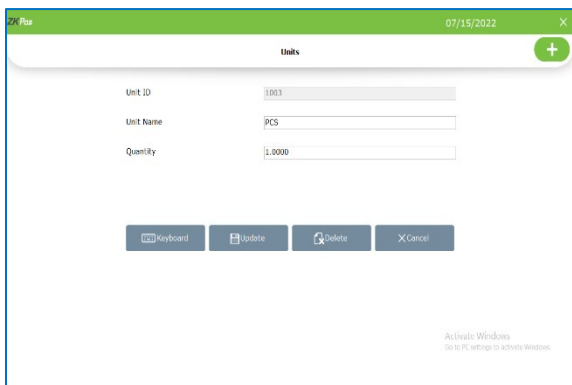


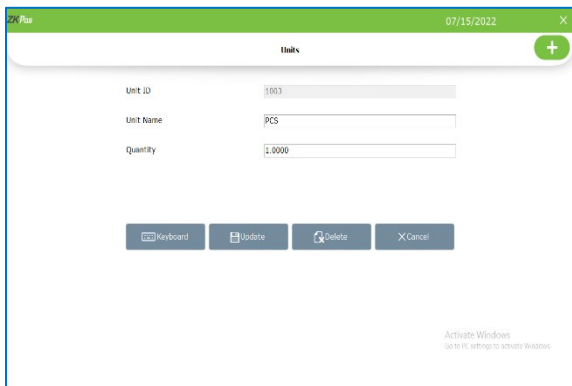
- Enter Unit Name and Quantity.
- Unit ID is automatically appearing.
- Then Click **SAVE AND OK** button.



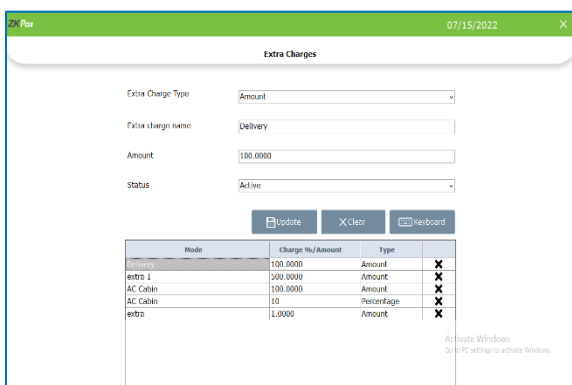
### EDIT / DELETE A UNIT

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





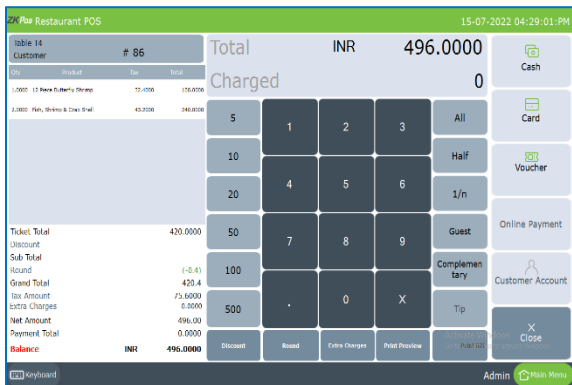
- Click on the delete button if you want to delete a unit.
- Note that you cannot delete a unit if you already add products with that unit.
- Delete button is disable for such units.



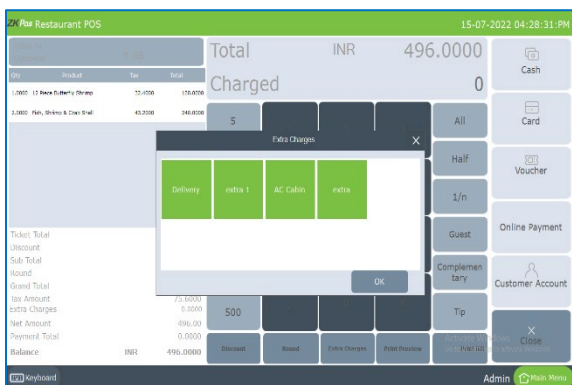
### STEP 41 - EXTRA CHARGES

You can give Extra Charges Details.

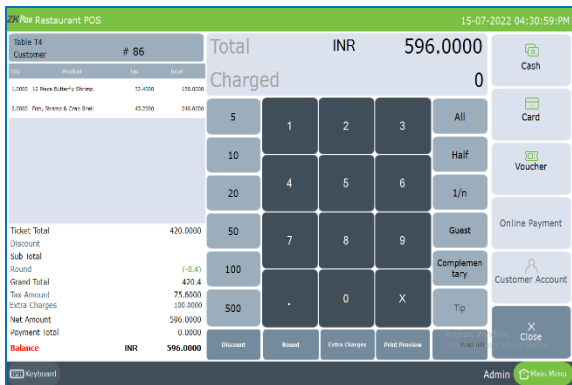
- Go to SETTINGS.
- Click on PRODUCTS.
- Click on EXTRA CHARGES.
- Choose Extra Charge Type, percentage or amount
- Enter charge % or amount.
- Choose Status.
- Click SAVE button.



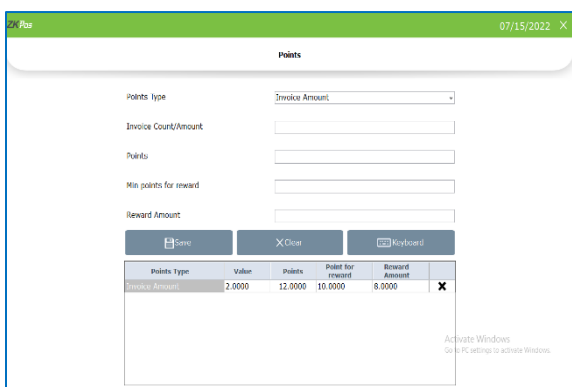
- Enable 'Special charges' from UTILITY.
- Now click DINE IN option from main menu.
- Select the table and table seats.
- Enter the products you want to sale.
- Click settle button.



- You can view Extra Charges button as in the figure
- Click on that button
- You will get a pop up shows the extra charges you already added in the software



- Select the extra charge
- Click OK button
- The extra charge will be get added with the total amount
- Continue for payment by selecting payment type

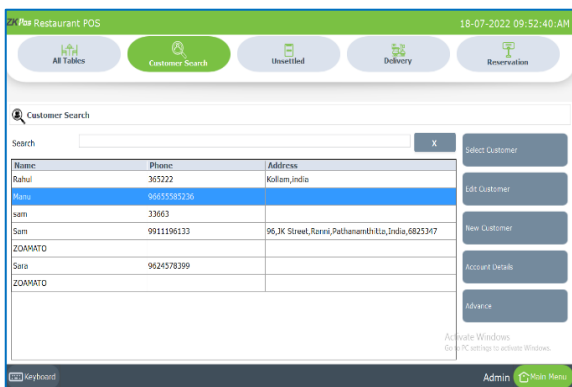


**STEP 42 - POINT MASTER**

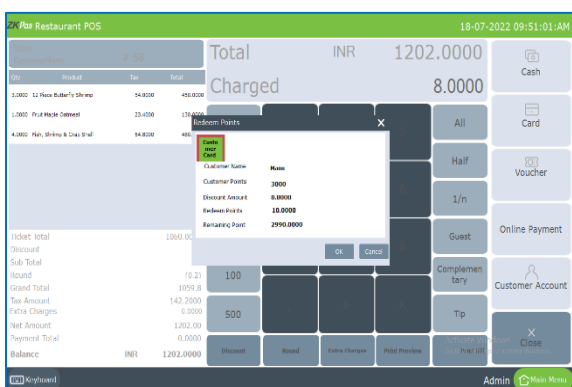
You can give Point Details.

- Go to SETTINGS.
- Click on PRODUCTS.
- Click on POINT MASTER.
- Choose Points Type- amount wise or count wise.
- Enter Invoice count/Amount, Points, Min points for reward, Reward Amount.

Now let us see how the point system works



- Click CUSTOMER button from main menu.
- Select a customer from the list by clicking SELECT CUSTOMER.
- Select the products from the list.
- Click settle button.
- If the customer satisfies the criteria for point system as we entered in point master, he can get a reduction from total amount.
- Click VOUCHER payment type.

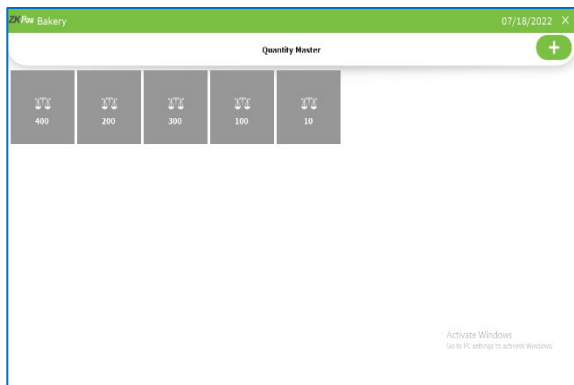


- Select REDEEM POINT from sub payment type.
- You will get a pop up which shows the redeem point details of that particular customer.
- Select the customer card and the details will be shown below.
- Click OK and the reward amount will be reduced from the total invoice amount.

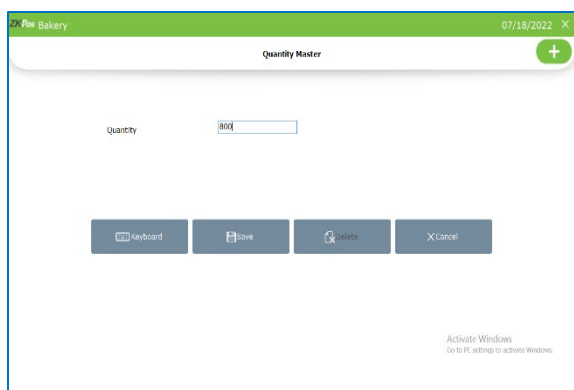


**STEP 43 - BEVERAGES QUANTITY MASTER**

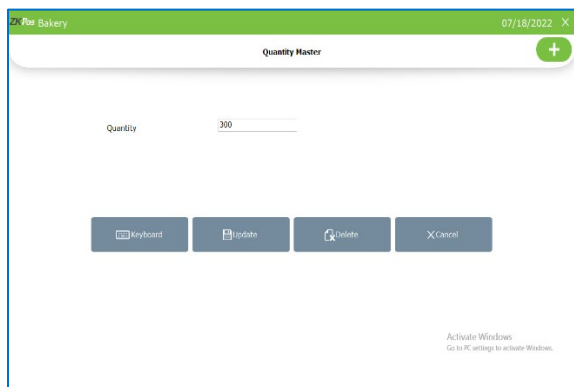
There is a separate quantity master and price master for beverage section. Please note that you have to create a department by activating the bar facility and create products by selecting the unit milliliter.



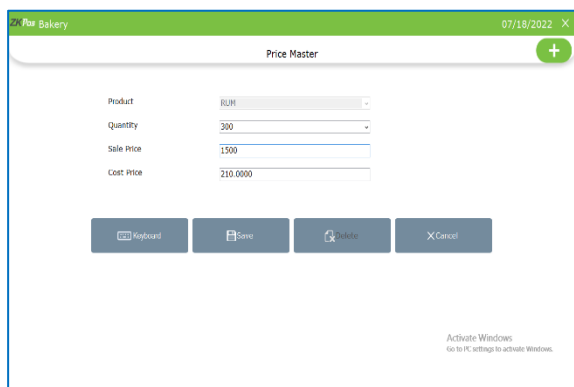
- Click on QUANTITY MASTER Menu from PRODUCTS.
- Click ADD button.



- Enter quantity.
- Click **SAVE** button.



- To change details the, click **Update** button. To delete details the, click **Delete** button.

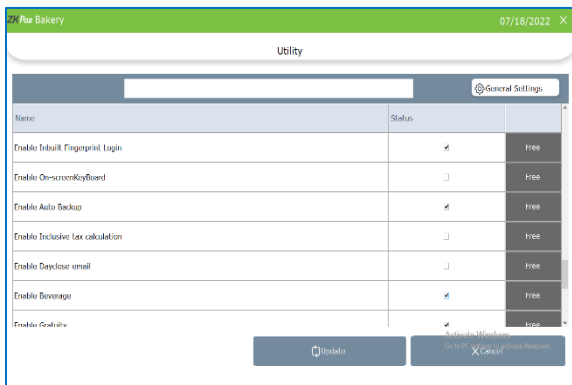


**STEP 44 - BEVERAGES PRICE MASTER**

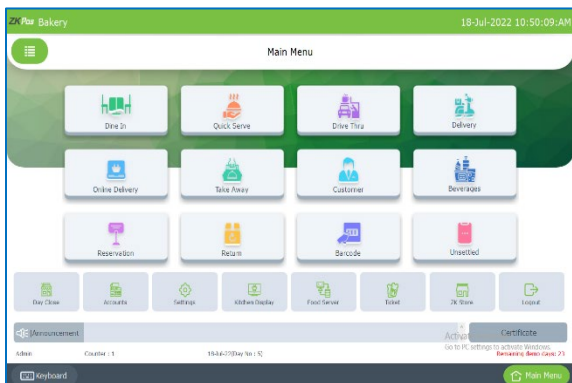
- Click on PRICE MASTER menu from Products.
- Click ADD button.
- Choose product (must be included in department bar).
- Enter the cost price.
- Sale price already shown according to the product price.
- Click Save.

**BEVERAGES**

- Enable beverages from UTILITY.
- Click UPDATE button.



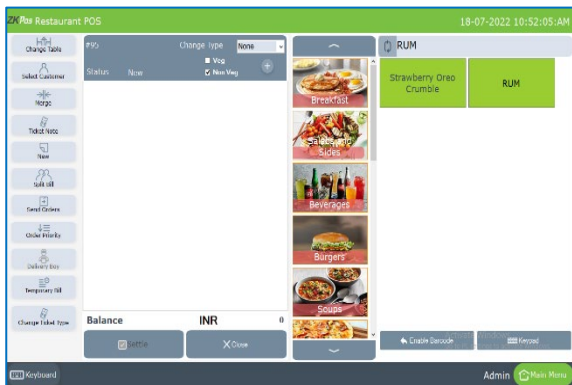
- Click Beverages in main menu.

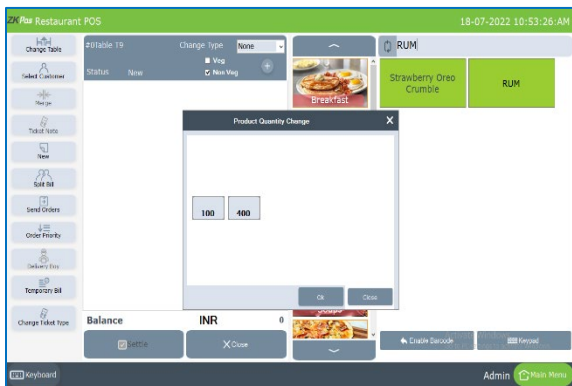


- Select Table and Table seat.

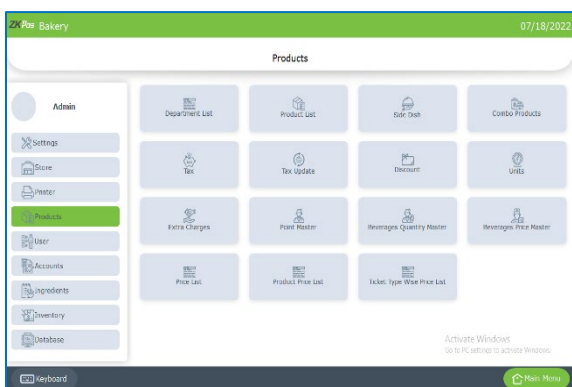


- Select Items from the list.





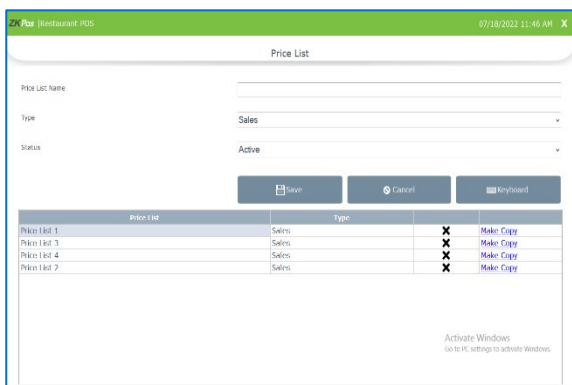
- You will get a pop up to select the product quantity as we saved in beverages masters.
- Select the quantity from pop up.
- Click settle button to continue.



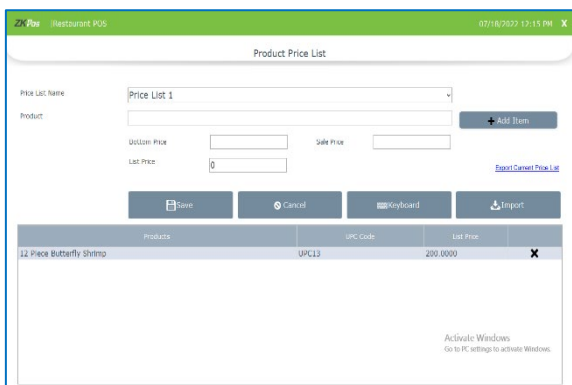
**STEP 45 – PRICE LIST**

You can create more than one price list for Dine In , Quick Serve, Drive Thru, Delivery, Online Delivery, Take Away, Customer Etc.

- You can create more than one price list for products with different price.



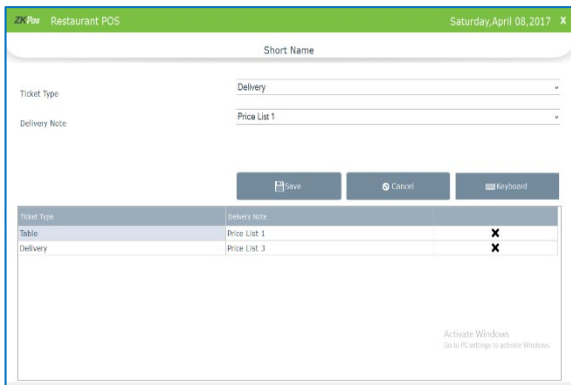
- Click on the price list option
- Enter the Price list Name, Select the Type and Status as well.
- You can delete the price list by clicking on the (X) Mark
- After click on the Save icon.



**STEP 46 – PRODUCT PRICE LIST**

You can assign the product prize to each price list name.

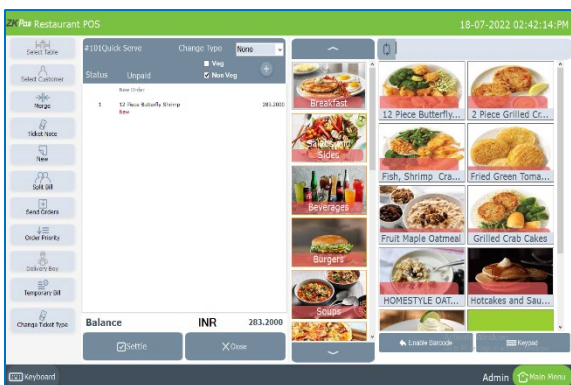
- Select the Price list Name
- Select the product by clicking on Add Item option
- Fill the Bottom Price, Sale Price and also the list Price
- You can delete the product by clicking on the (X) Mark
- You can also update the product rate by clicking on the update option.
- You can also Import/Export the current price list by clicking on the Export and Import option.



**STEP 47 – TICKET TYPE WISE PRICE LIST**

In Ticket Type Wise Price list the Ticket Type is assigned with the price list name.

- Select the Ticket Type from the Drop Down
- Select the price list name
- Click SAVE button.
- Now while taking any order type, the new price will be displayed



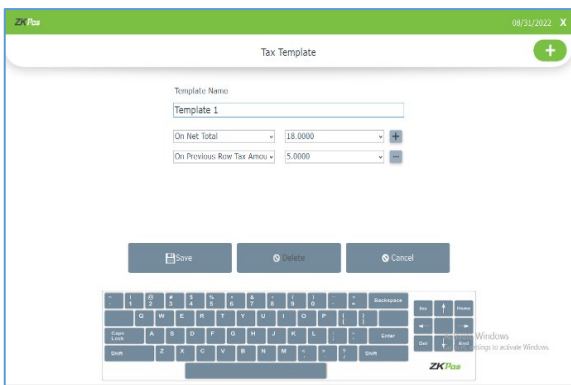
- Select any of the order Type (Let’s See Quick Serve)
- Select the product.
- The new price is displayed there as per the new price list.



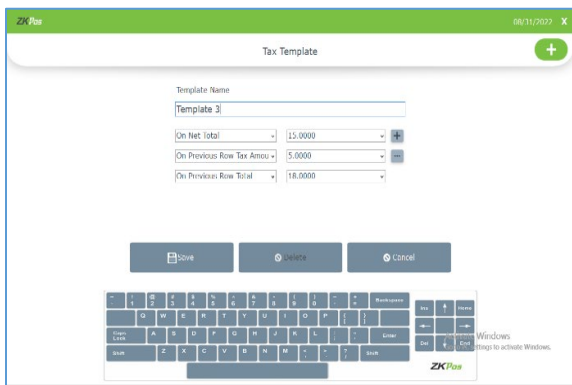
**STEP 48 – TAX TEMPLATE**

In the case of multiple tax calculations, we can use the Tax template.

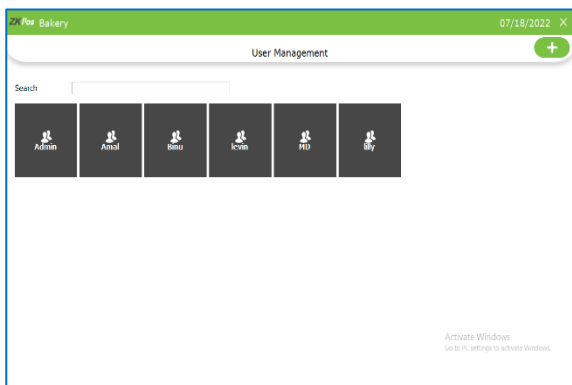
- Select tax template from products
- Click ‘+’ button at the right top end
- Enter the template name
- Select the tax on net total
- Click on ‘+’ button to add new line.



- 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



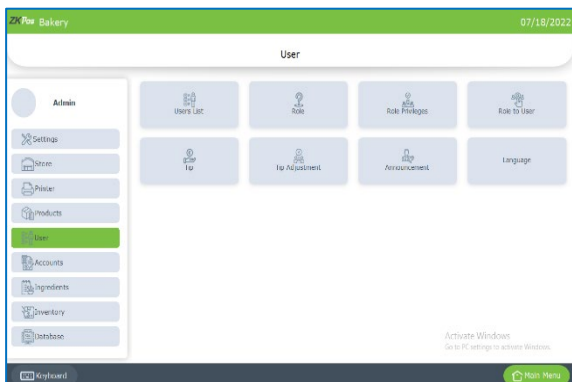
- On net total means the actual sale price of the product excluding tax.
- On previous row tax amount means tax calculation is based on the previous row's tax amount.
- On previous row total means tax calculation is based on previous row's total amount.



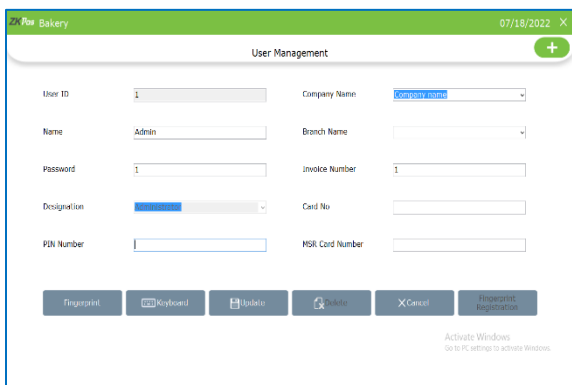
**STEP 49 - USER LIST**

You can add user details.

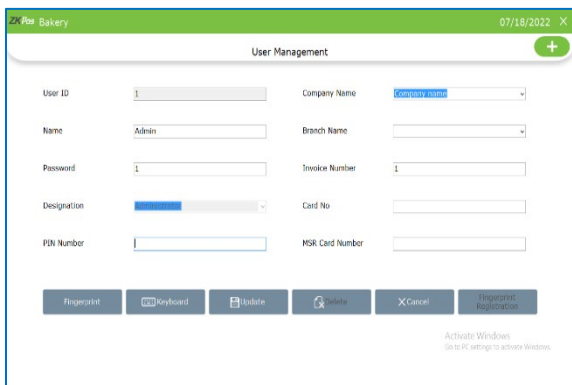
Other than admin you can add other users to ZKPOS. This will let other users to access ZKPOS. Other users can access only limited features that assigned to them. We can add 5 types of user privileges. Admin, Cashier, FoodServer, Kitchen Manager and finally the custom role. Follow the below steps to learn about other user privileges. To create a NEW USER, follow the steps below.



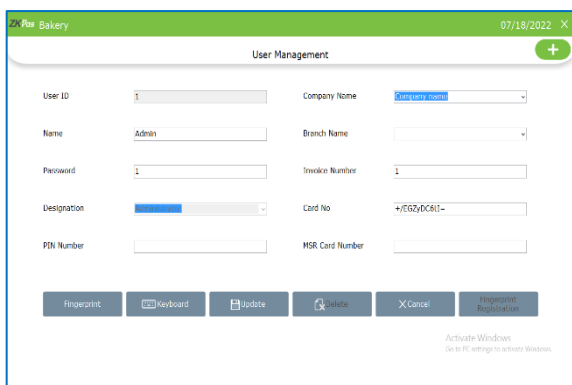
- Click SETTINGS.
- Click USERS.
- Click on USER LIST menu on the top left of USER window.
- ADMIN USER will be there by default. To view/edit Admin details click on ADMIN button.
- You can add new users by clicking on ADD (+) button.



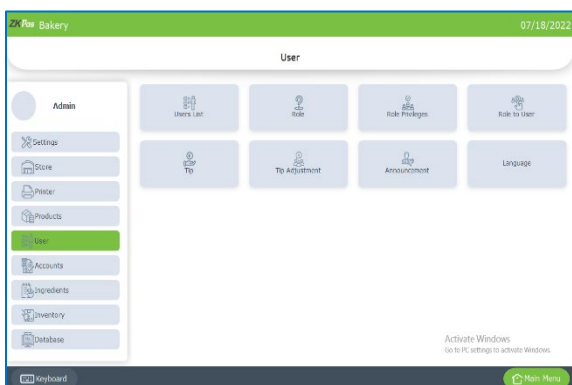
- USER ID, NAME, PASSWORD, COMPANY NAME, BRANCH NAME, INVOICE START NUMBER, CARD NUMBER, MSR CARD NUMBER etc. everything will be displayed. You can't edit the designation of admin. Also you have an option to login using a PIN number, for that enter the pin number.
- After making necessary alterations click on OK button. You cannot delete admin.
- To add a new USER, click ADD button.



- In the new window you have to specify the User ID, Password and Designation of the user. Default User ID can change as you wish. 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.



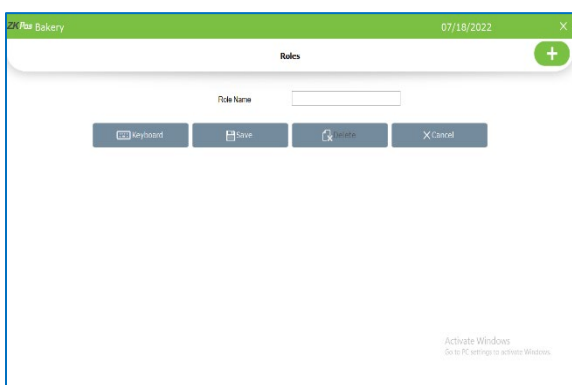
- You can add finger print login also.
- You have to activate ' Enable finger print log in' in utility.
- Click finger print button.
- Connect the device and registre your finger print
- There is two types of finger print registartion – one is registered by connecting an external device like SLK 20R and other is register the finger print by inbuilt device in POS machine.
- To registre by using inbuilt finger print you have to enable 'enable inbuilt finger print registration'.
- After adding all necessary details click UPDATE button.



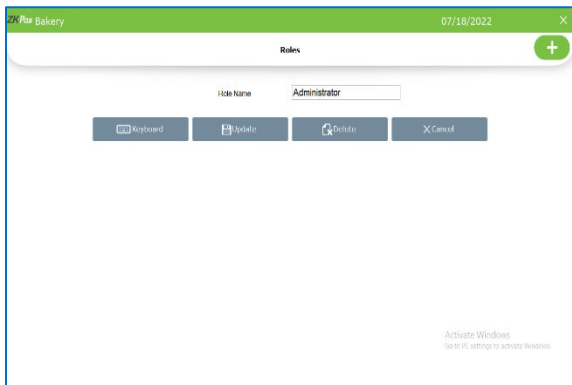
**STEP 50 - ROLES**

You can give details of roles.

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



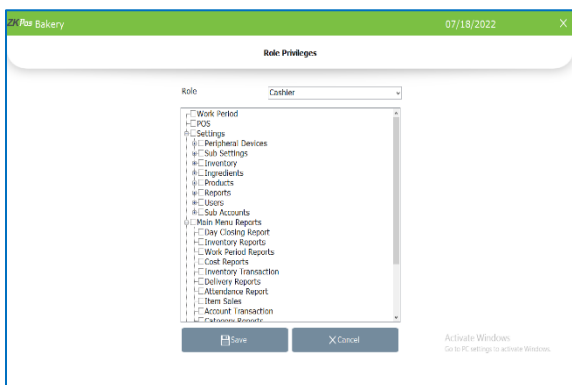
- To add Role , click ROLES from USERS.
- Click ADD (+) button.
- Enter Role name.
- Click SAVE AND NEW.



**EDIT / DELETE ROLES**

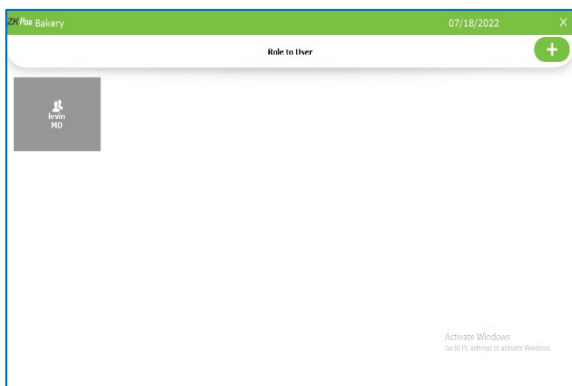
You can delete a Roles as you deleted a Roles before.

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



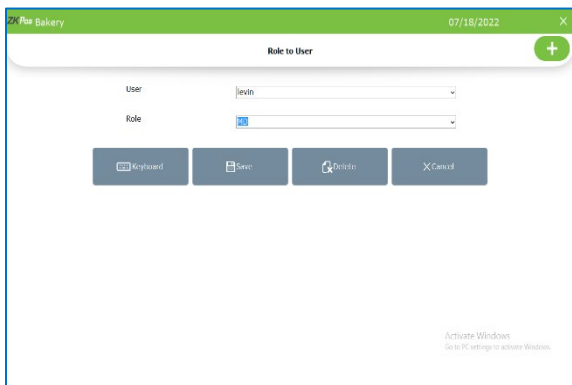
**STEP 51 - ROLE PRIVILAGE**

- Open ZKPOS RESTAURANT.
- From the menu options click on **USERS**.
- Click Role Privilege.
- Tick the privileges from the list for Role 1
- Click **SAVE** button



**STEP 52 - ROLE TO USER**

- Open ZKPOS RESTAURANT.
- From the menu options click on **USERS**. Note that you have to create a user with custom role to assign privileges through the software. All other designations have inbuilt privileges and restrictions.
- Click Role to User.
- Click **ADD (+)** button to add Role to User.

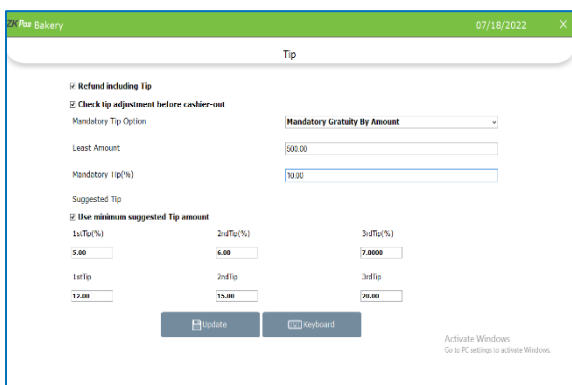
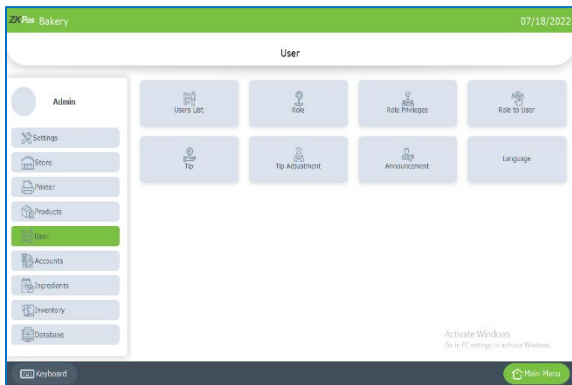


- Enter the **User** and **Role** Name.
- Click **SAVE AND NEW** button.

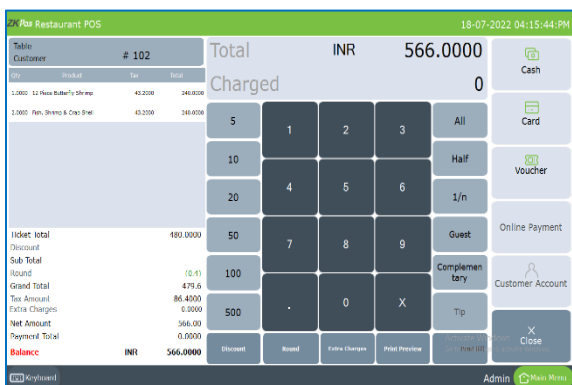
**STEP 53 - GRATUITY/TIP**

A gratuity (normally called a tip) is a sum of money customarily given by a client or customer to certain service sector workers for the service they have performed, in addition to the basic price of the service.

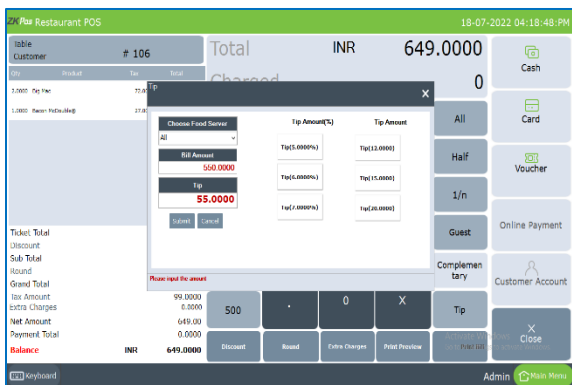
- Open ZKPOS RESTAURANT.
- From the menu options click on USERS.
- Click TIP.



- Tick the check box to select the features - refund including tip and check tip adjustment before cashier out.
- You can choose the mandatory gratuity by amount or not used the tip at all.
- Choose mandatory gratuity by amount from drop down.
- Enter least amount and mandatory tip percentage.
- You can give suggestions as percentage or as amount.



- You need to activate 'Enable gratuity' option in UTILITY
- Go to QUICK SERVE and select the products from the list.
- Make sure that the invoice amount is greater than the least amount
- After settling the amount, the TIP option under the key pad will be active click on the button
- You will get a pop up to select the food server and tip amount

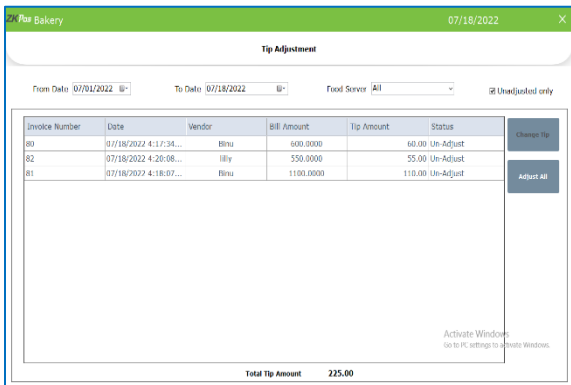


- Select the food server and tip.
- Click OK button.

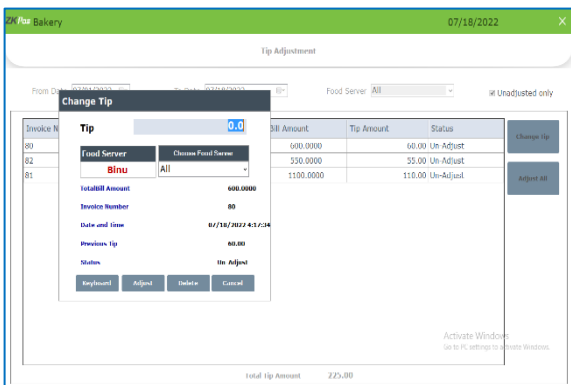


**STEP 54 - TIP ADJUSTMENTS**

- Open ZKPOS RESTAURANT.
- From the menu options click on USERS.
- Click TIP ADJUSTMENTS.
- You can change food server and tip amount here.



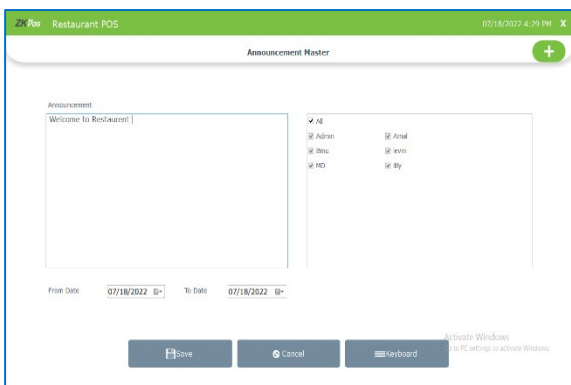
- Click on the detail and click change tip.
- Enter the details and click adjust button.
- You can delete the gratuity details by clicking DELETE button.



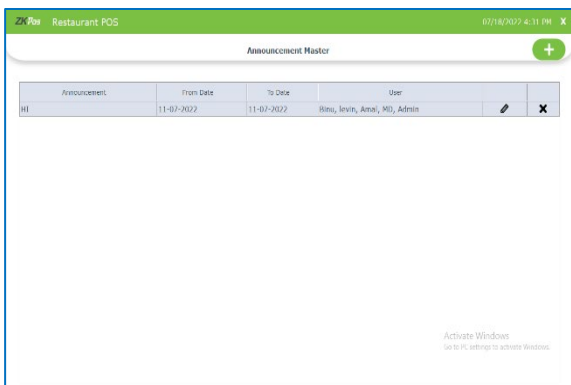
**STEP 55 - ANNOUNCEMENT**

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

- Click on ANNOUNCEMENT menu from SETTINGS.
- All announcement is entered here.
- Announcements are displayed in main menu.
- Click SAVE button.

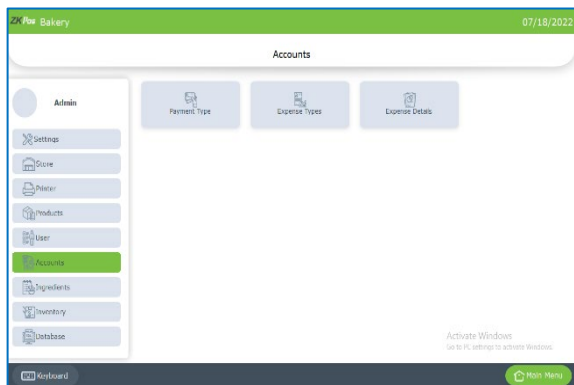


- The saved details are shown as in the figure.

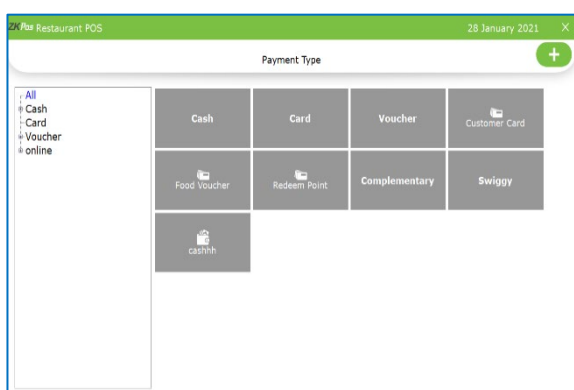


**STEP 56 - PAYMENT TYPE**

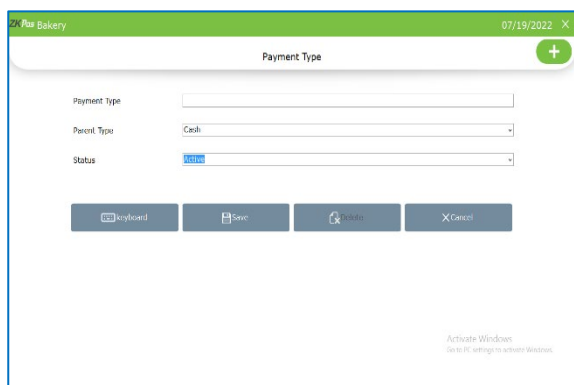
You can let the customers to pay the bill by Cash, Card, Voucher, online based on their easiness. Here you can set different types of payments.



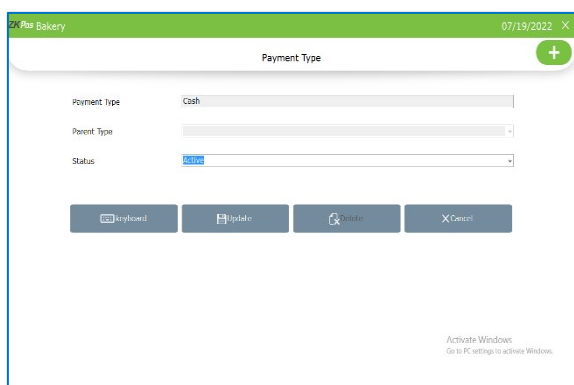
- Click on ACCOUNTS.
- From the menu options, select PAYMENTTYPE.



- To add Payment Type then Click ADD (+) button.



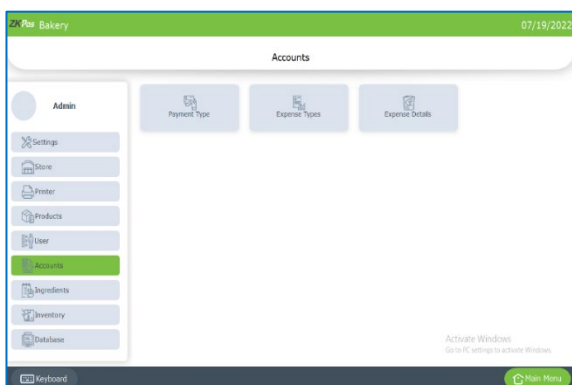
- Specify the payment type, parent type (cash/card/voucher) and status.
- Now save the details by clicking on SAVE button.



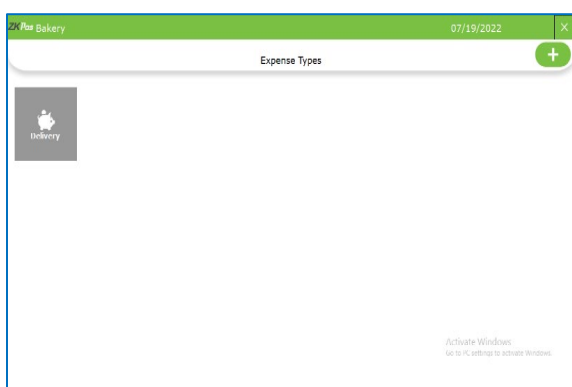
- can add another by clicking on ADD button or you can edit the details by clicking on the particular payment type
- For that, make necessary changes and click on UPDATE button.
- Default payment types cannot be deleted

## STEP 57 - EXPENSE TYPES

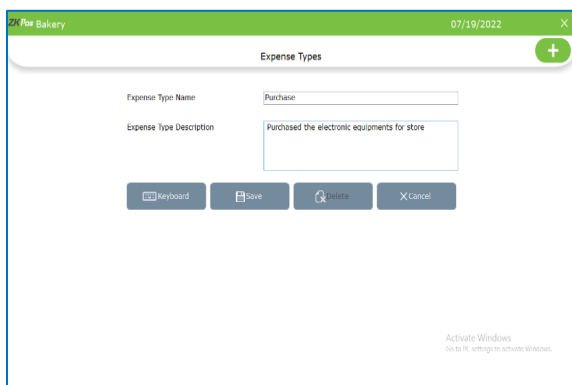
You can include various types of expenses here.



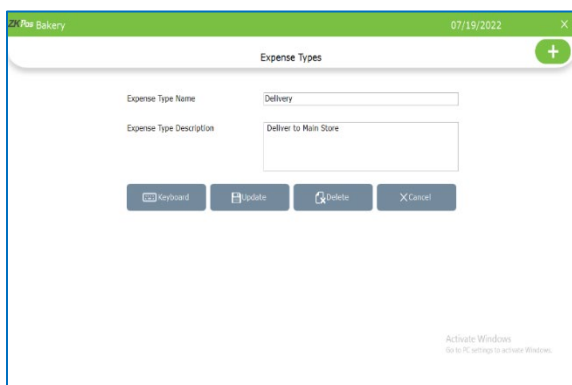
- Go to **SETTINGS**.
- Click on the **Accounts** Option
- Click on **Expense Type**



- Click **ADD (+)** button



- Enter the **EXPENSE TYPES DETAILS** in the appropriate fields like Expense Type Name, Description.
- After entering necessary details click **SAVE** button.

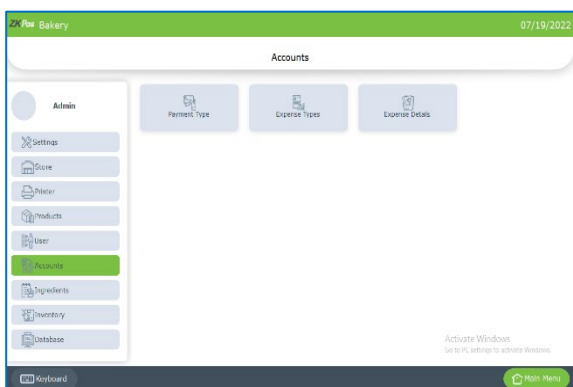


### EDIT AN EXPENSE TYPE

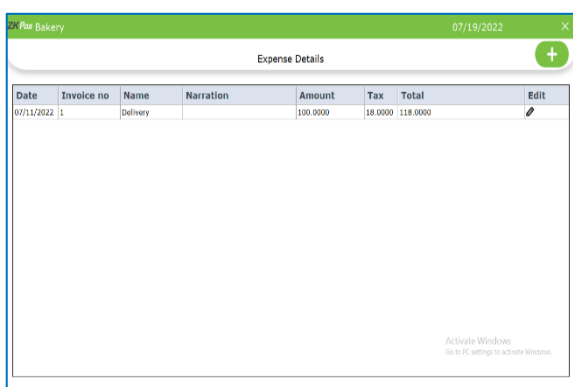
- Go to **SETTINGS**.
- Click on **EXPENSE TYPE**.
- Click on **EXPENSE TYPE**.
- Every saved expense type will be displayed, you have to choose the expense that you want to edit.
- Make necessary changes and click **OK** button.

### STEP 58- EXPENSE DETAILS

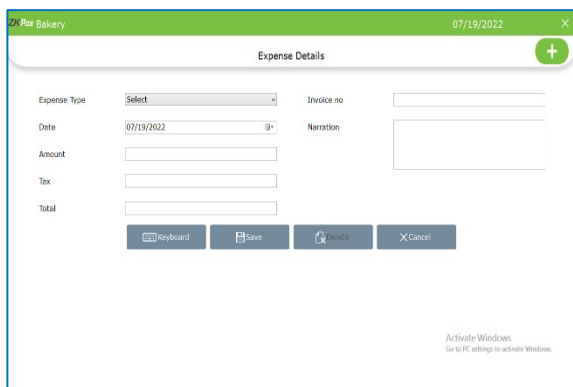
You can find the expense details that we added in expense type here.



- Go to SETTINGS.
- Click on Accounts
- Select the Expense Details
- Every saved expense detail will be displayed, you have to select the expense that you want to edit.



- If you want to edit, click EDIT option in the table field, then make necessary changes and click ON Edit button.
- You can delete an Expense Details by clicking the delete button after selecting the expense detail.

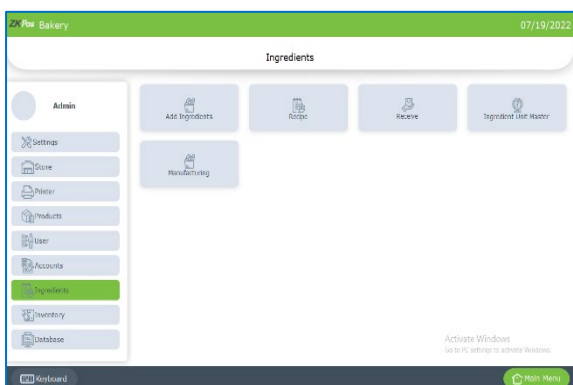


### ADD THE EXPENSE DETAILS

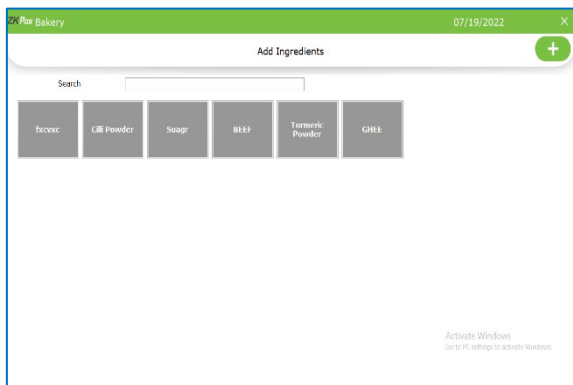
- Click on the (+) option in the Expense Details.
- Enter the Expense Details in the appropriate fields like Expense Type, Date, Invoice Number, Amount and Narration.
- You can choose Expense Type, first fill the expense type in the Accounts Section.
- After entering the Necessary details click SAVE button.

### STEP 59 - ADD INGREDIENTS

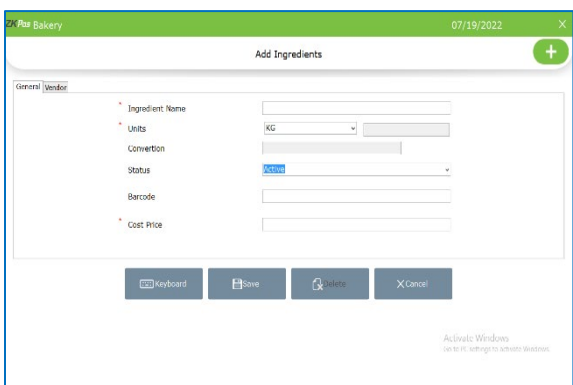
A product means the combination of some INGREDIENTS. You can add the details of all ingredients using to make food items in restaurant and its effective inventory.



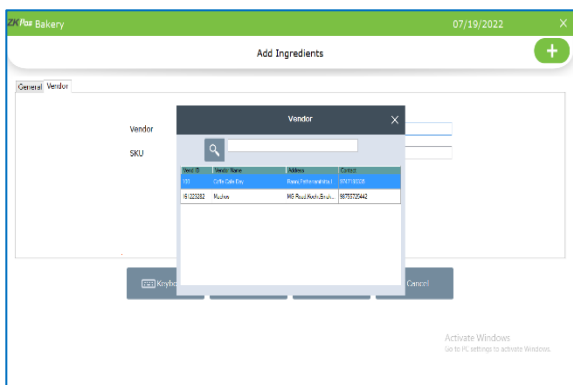
- Go to SETTINGS.
- Select INGREDIENTS.
- Click on the Add Ingredients Option.



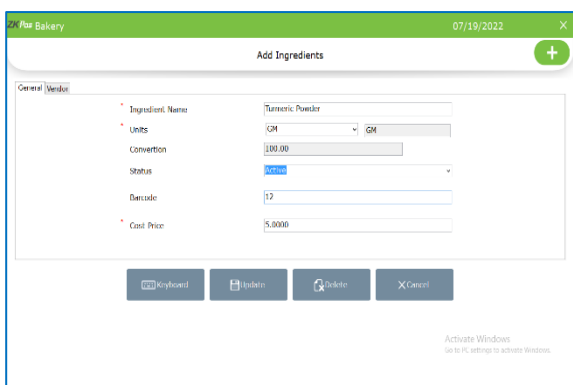
- To add a new INGREDIENT, click on ADD (+) button.



- Fill the fields with Ingredient Name, Units, Status, Barcode
- Enter cost price.
- Now click SAVE button.

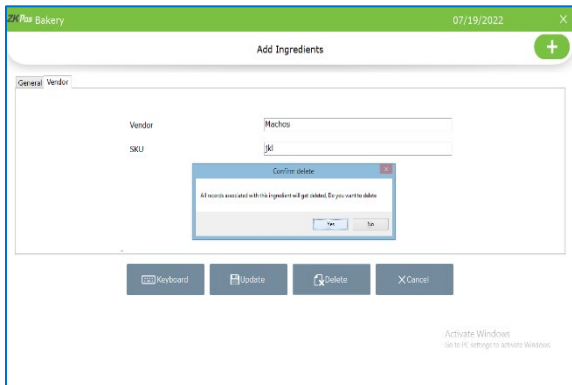


- To include the vendor information from which the materials were purchased, select the vendor option.
- You can search the vendor by clicking on the vendor option
- When the pop-up appears, you can choose the vendor there
- Also you can enter the SKU details.
- And click on the SAVE option.

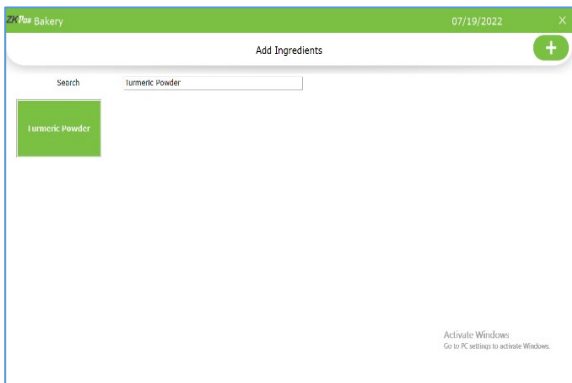


**EDIT/DELETE INGREDIENTS**

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



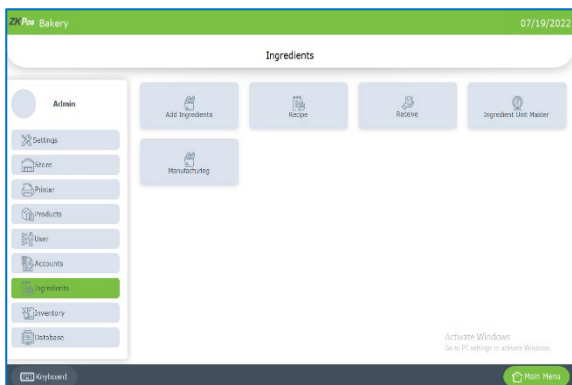
- While deleting an ingredient you have to make sure that the ingredient is used in any recipe.
- If yes you will get a notification seeks that whether you want to delete it or not.
- Click yes to continue.



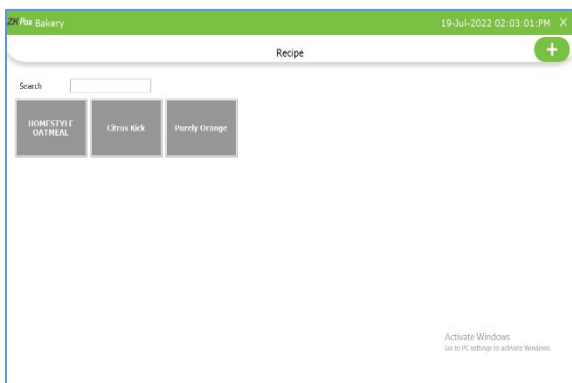
- You can use the search bar to search for ingredients.

**STEP 60 - RECIPE**

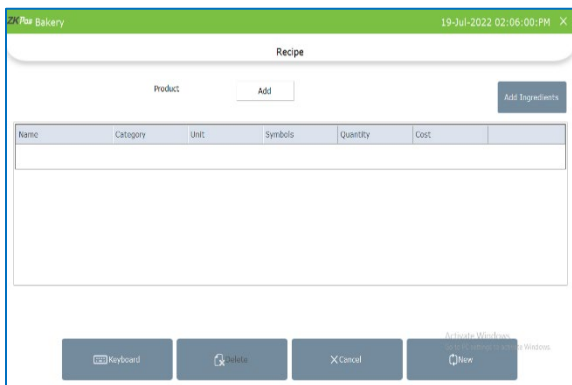
You can save your recipe. When a product gets sold, particular amount of ingredients used in that product gets deducted from the inventory. That's why we use recipe. Follow the steps below.



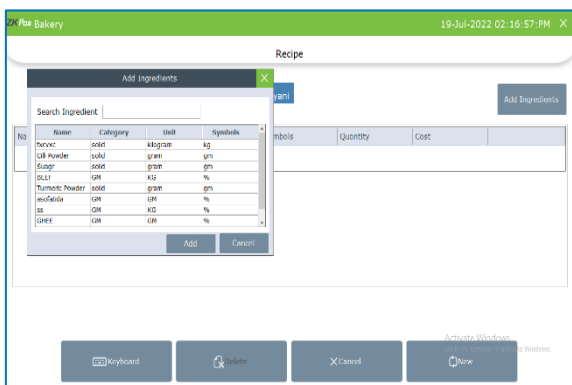
- Go to SETTINGS.
- Click on INGREDIENTS.
- From the menu options, choose RECIPE.



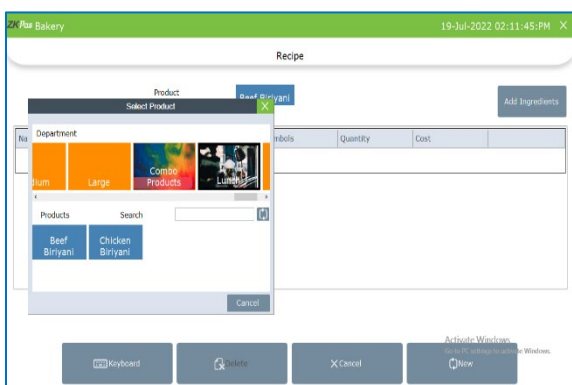
- To add a new recipe, click on the **ADD (+)** button.



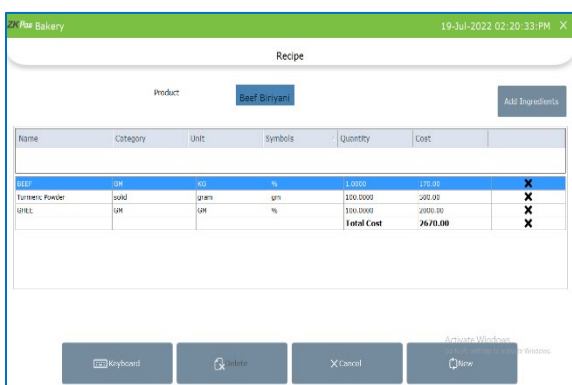
- Click Add button to add the product
- All departments that you have created earlier will display here.



- From the list, click on any department that you want to choose. For instance, click on Lunch.
- Select Beef Biryani from It.



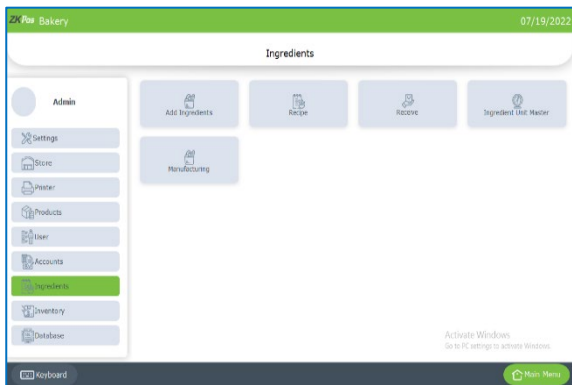
- Now to add recipe for Beef Biryani, click on ADD INGREDIENTS button.
- Now all ingredients that you have added earlier will display in a new window.



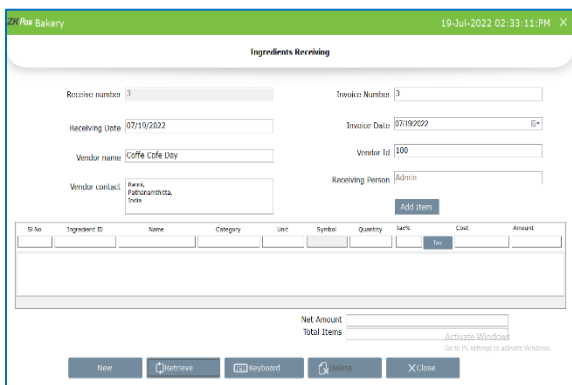
- You can select the necessary ingredients from the list.
- Then click ADD button.
- Enter the quantity required to make one product and press ENTER Key.
- And then click on + button against it.
- A new ingredient will be added to the recipe.
- Make sure that the sale price and cost price scenario satisfies if you add a recipe to the particular product.

## STEP 61 - RECEIVING

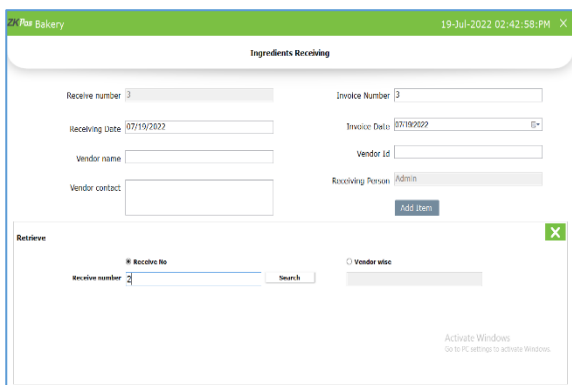
We can receive the ingredients from the ingredients receiving window. The main advantage of this is that, when a customer order for a product appropriate amount of ingredients required to make that product will be deducted automatically from the stock. This makes stock management easier and efficient.



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



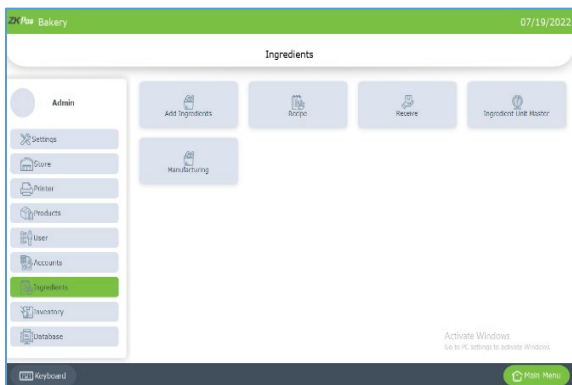
- Enter the vendor's name, invoice number and invoice date.
- Click on add item button to add the ingredients you are receiving.
- Enter barcode details, if not disable the barcode option and search the product.
- Enter the quantity and click enter button.
- The details will be saved into the software.



- You can retrieve the details by clicking on retrieve button
- Search via receive number or vendor wise

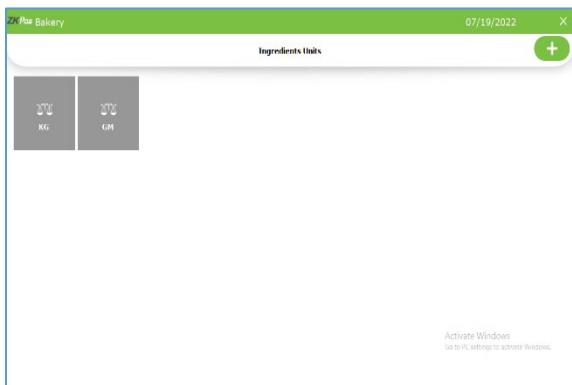
### STEP 62-INGREDIENT UNIT MASTER

In the ingredient master, the measurement units for each ingredient are added.

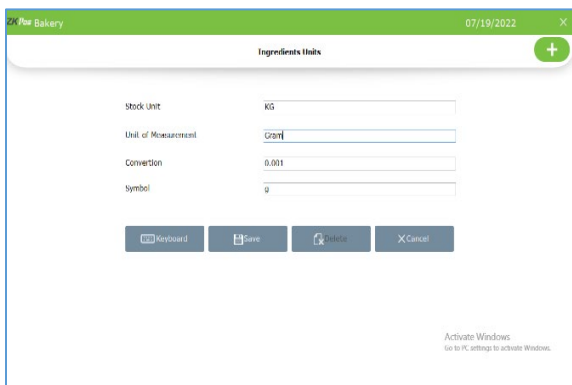


- Go to Settings
- Among the INGREDIENT menu options you can see one menu option Ingredient Unit Master
- Click On it.

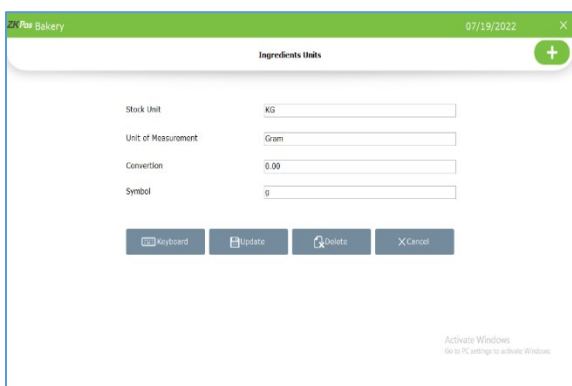




- Click on the (+) icon.
- And give necessary details.



- Enter the stock unit; for instance, if we bought sugar in bulk, the unit should be in kilogram. Kilograms should be the **stock unit**.
- However, when making tea or following a recipe, we only use a specific quantity, such as gram. So it will be the **unit of measurement**
- Enter the rate of conversion between these two.
- Enter the symbol for the unit of measurement.
- Click on the Save Option.

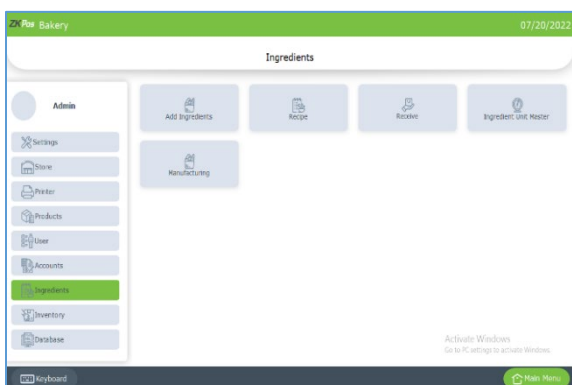


#### EDIT/DELETE INGREDIENT UNITS

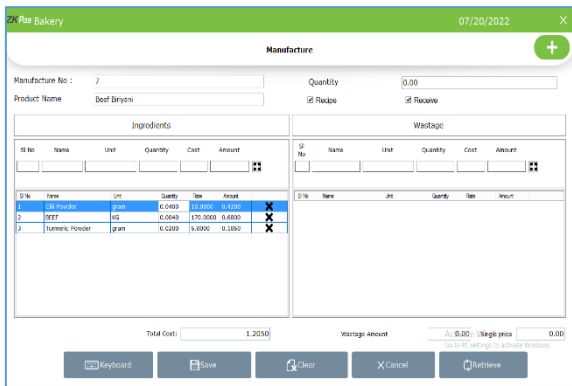
- Go to settings
- Click on Ingredients
- Select Ingredient Unit Master
- Every saved Ingredient Units will be displayed, you have to choose the Unit that you want to edit/ delete.
- If you want to edit, then make necessary changes and click UPDATE button.

### STEP 63-MANUFACTURING

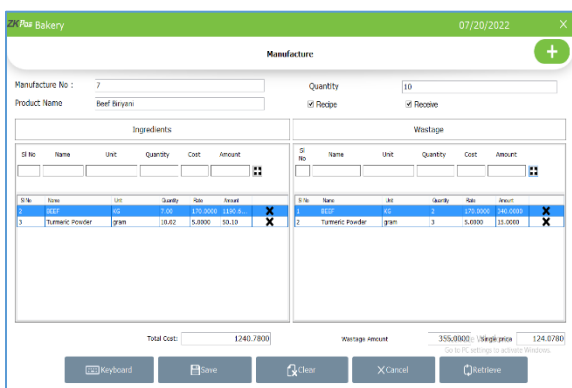
In manufacturing, we can calculate the number of ingredients needed to make a specific product. Also useful for calculating ingredient waste during manufacturing. It also aids in maintaining an accurate stock report.



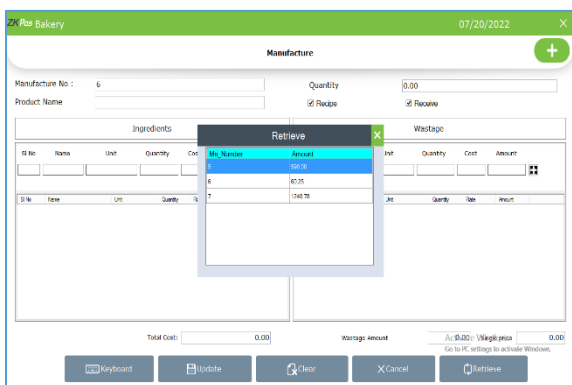
- Go to the Settings.
- Select the **Ingredients**.
- Click on the **Manufacturing** Option.



- Click on the Product Name
- From the list, click on any department that you want to choose. For instance, click on Lunch.
- Select Beef Biryani From it
- It will automatically display the Beef Biryani Recipe. That we were already created earlier in the recipe.
- We can change the Quantity of Ingredients by clicking on it. As a result, the rate and total amount will be adjusted.
- We can remove the ingredients by clicking the (✕) option.
- Alternatively, we could add each ingredient separately.
- After clicking on the Name, a list of ingredients will show up.
- Choose the ingredients you need from there.
- Add the quantity that you want and Click on the (+) Option.
- The Total Price for all of the ingredients is visible on the bottom side.



- On the top right corner, type the quantity you want to manufacture.
- You have the option to choose the **Recipe** and **Receive** option, which helps to add the product's recipe to the Recipe data base. By choosing the Receive option, the product will be added to the stock. Proper stock maintenance is made possible by this.
- It is also possible to obtain manufacturing waste.
- Click on the Name.
- Select the ingredients from it.
- Enter the quantity and press the plus button.
- We can remove the ingredients by clicking the (✕) option.
- The total amount of waste will be displayed on the bottom side, with a single price for the product on the right side.
- Click on the **Save** Option.

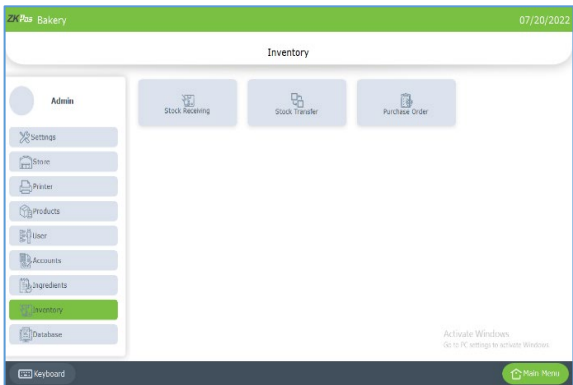


- You can retrieve the manufacturing information by selecting the **Retrieve** option.
- From the list, choose the necessary Manufacture id.
- Details for the selected Manufacturing id will be displayed.
- You can also modify the ingredient and wastage details there.
- Click on the **Update** option after that.

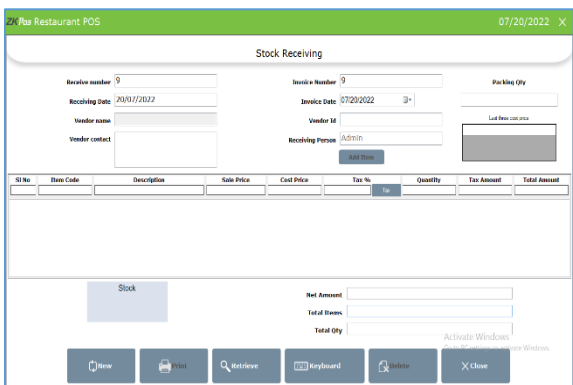
## INVENTORY

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

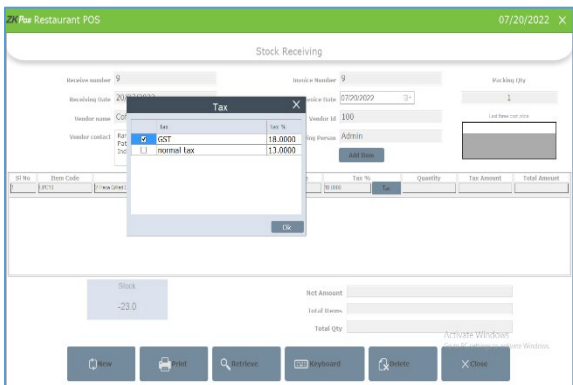
**STEP 64 - STOCK RECEIVING**



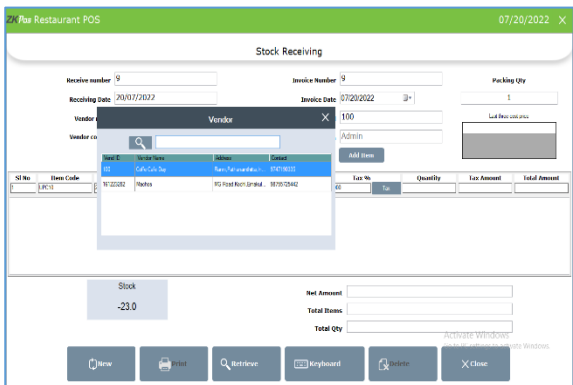
- Login as ADMIN.
- Click INVENTORY.
- You can see three options, STOCK RECEIVING, STOCK TRANSFER and PURCHASE ORDER.
- First let's learn how to do STOCK RECEIVING. Click on STOCK RECEIVING.



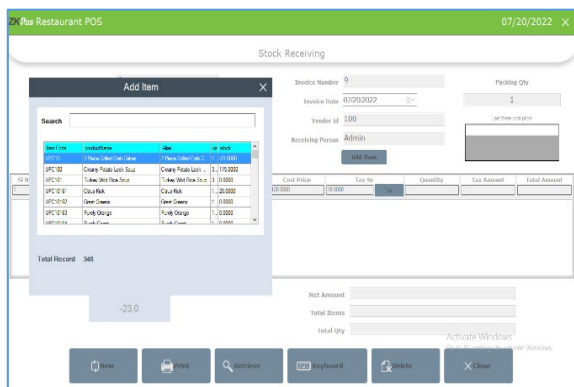
- Enter vendor name, invoice number and invoice date
- Click on ADD ITEM button
- You can enable/disable barcode as per your convenience
- Select the product by scanning the barcode or searching the products
- Last three cost prices of that particular item and packing quantity will be shown in the respective field.



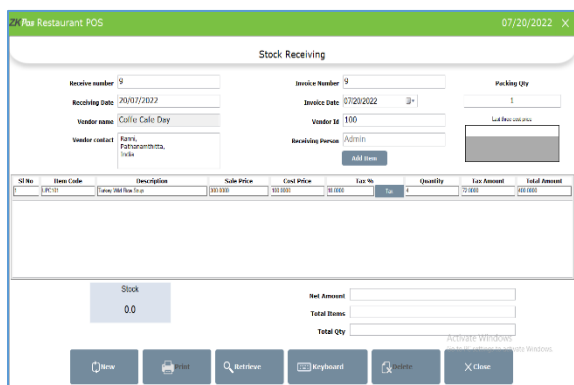
- If you want to change the tax click on Tax button
- Select or deselect the taxes, click OK



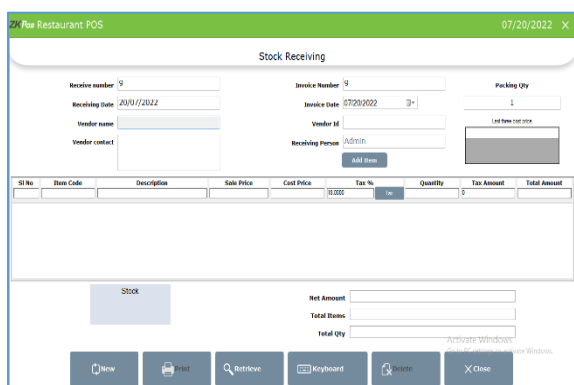
- To add Vendor details, click on the text field Corresponds to Vendor Name. Now a grid showing all vendors that you have saved in the vendor section will appear.
- Now select the appropriate vendor from the list. Click Close button.



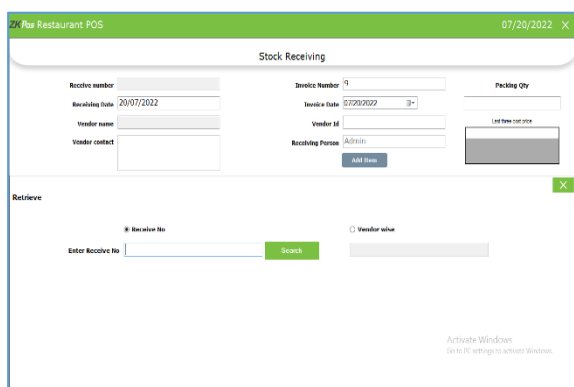
- To add a new item, click on the **ADD ITEM** button.
- From the list, click on the item that you want to add.



- Enter the receiving quantity.
- Press Enter button to save the entry.
- Now Net Amount, Total items and Total quantity will get displayed automatically.
- To add another Item, you have to follow the same steps as above.



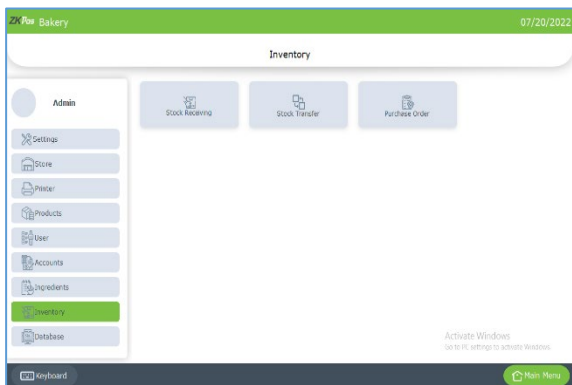
- To add a new stock receiving entry, click on the **NEW** button.
- You can take the printout of the entry by clicking on **PRINT** button.



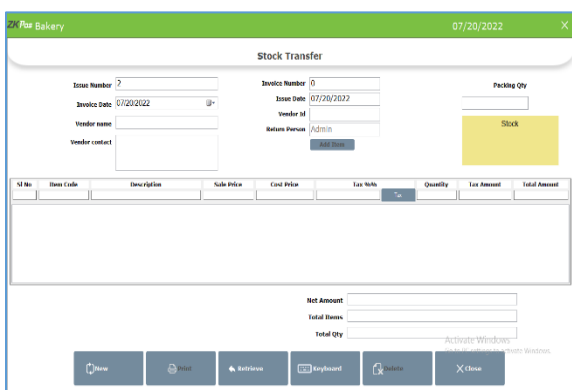
- If you want to review previous entry, just click on the **RETRIEVE** button.
- If you know the receive number in advance, then select the option button corresponds to Receive No and enter the Invoice Number in the respective field. Now click on **SEARCH** button. You will get the report.
- If you know the vendor details, then select the option button corresponds to Vendor Wise and then click on the text field below.

**STEP 65 - STOCK TRANSFER**

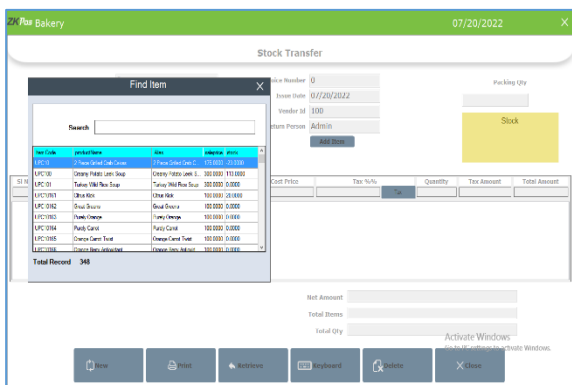
Some items in the inventory may damage or get expired, so you need a space to categorize them from inventory. This is the main advantage of STOCK TRANSFER/RETURN.



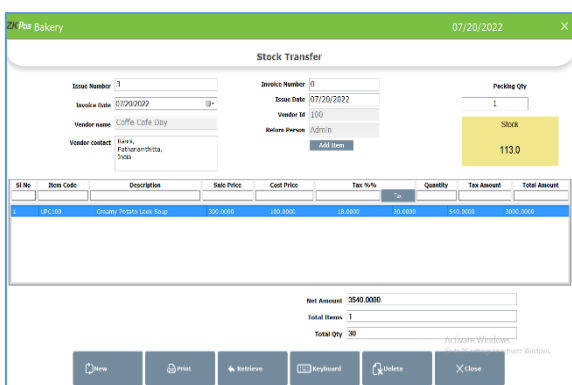
- Go to **SETTINGS**.
- Click **INVENTORY** and choose **STOCK TRANSFER**.



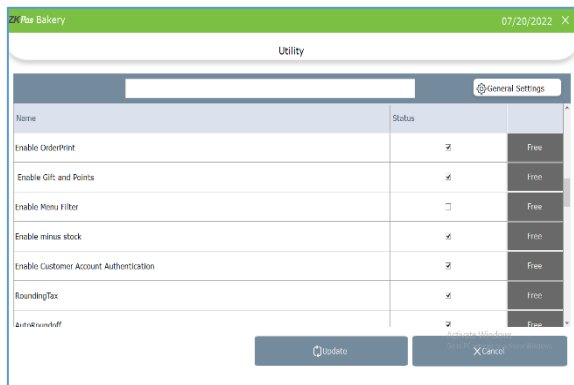
- Enter Invoice Number and Invoice date.
- Click on the Vendor Name text field to add the vendor details. From the list select the vendor. Now all fields related to Vendor will get filled.



- Logged in person name will automatically displayed in return person field.
- Click **ADD** button to add an item to return.
- Select the item that you want to return.
- Currently available stock will display in a yellow box.



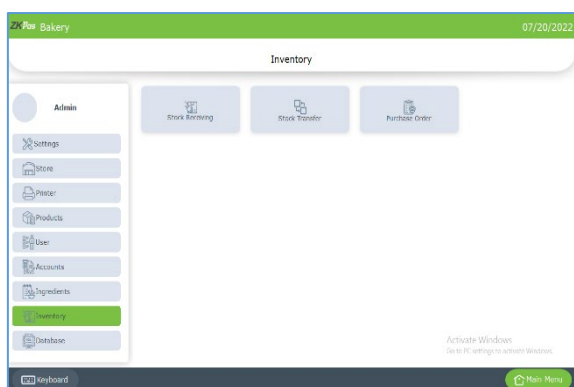
- You have to enter the quantity that you want to return to the vendor. After entering the quantity press **ENTER** Key.
- That quantity will be reduced from the item stock. You can manage spoiled items in this way.
- Here also you can check with previous spoiled items using **RETRIEVE** button. To do so click on **RETRIEVE** button.



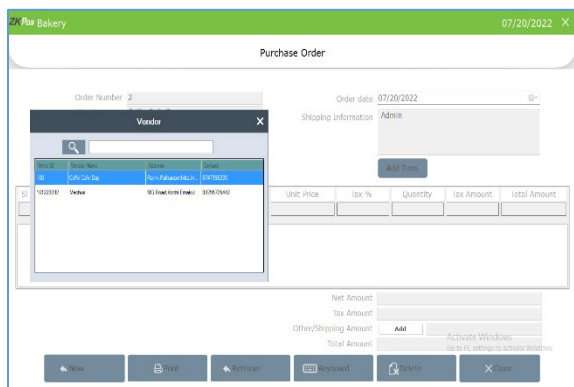
- You can see the stock detail as a negative value.
- You can sell and transfer the product even if you did not enter the receiving details in software. For this purpose, activate the minus stock facility in utility.
- Once you enter the receiving details the stock gets compensated.

### STEP 66 - PURCHASE ORDER

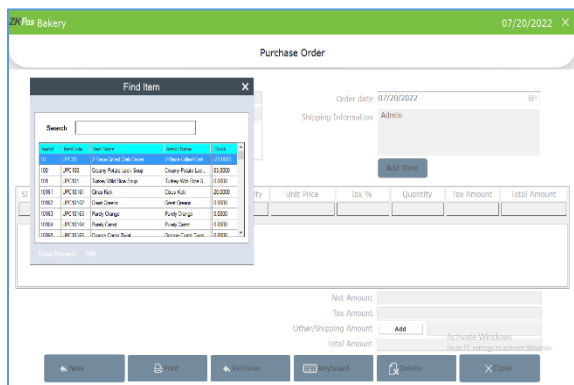
If you have created a purchase order for a vendor, then save them using this interface.



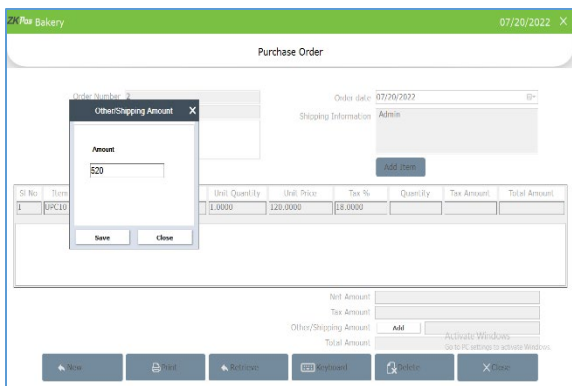
- Go to **SETTINGS**.
- Click on **INVENTORY**.
- From the menu options, click on **PURCHASE ORDER**.



- Click on Vendor Name text box.
- Select the vendor from the grid.
- Change order date if you want
- Enter the shipping information

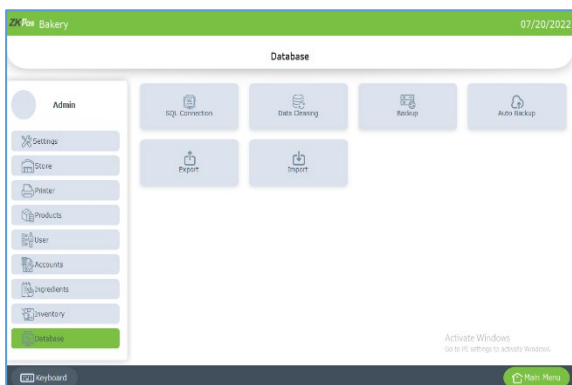


- Select the Item by clicking on Add item.
- You can add item by scanning the barcode also.
- Enter the Tax and quantity and press Enter key.



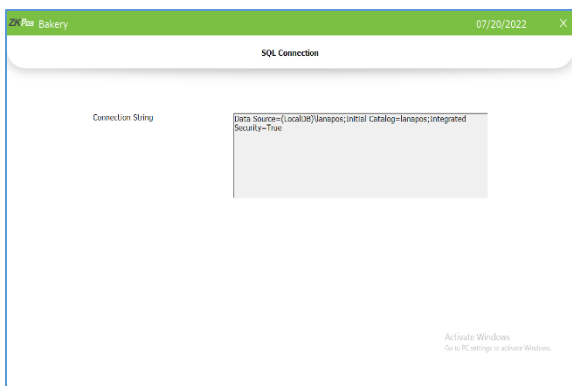
- You can add the shipping or any other amount by clicking the ADD button.
- Enter the amount in the pop up.
- Click SAVE.
- You can retrieve the purchase order as in stock receiving or transfer.

## DATABASE

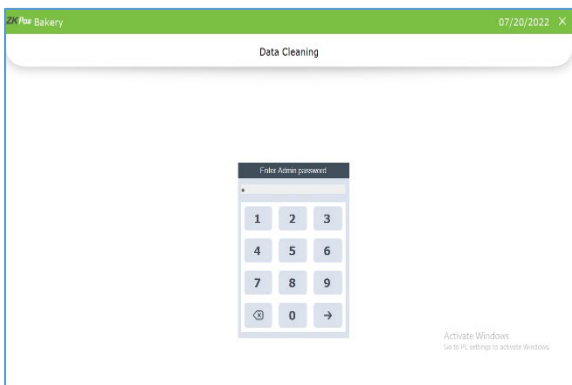


### STEP 67 - SQL CONNECTION

- Go to settings menu.
- Click on Database.
- Select SQL connection.



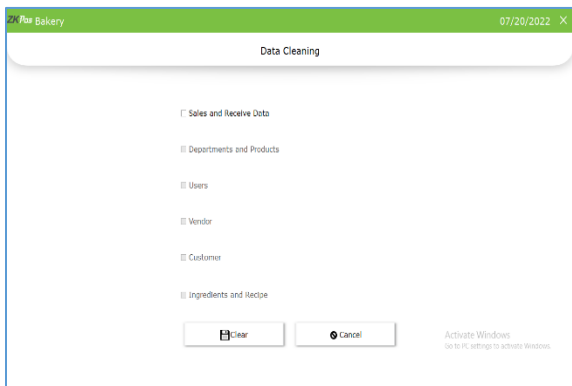
- This part displays the SQL CONNECTION STRING. You can access the database file using the details in the connection string.



### STEP 68 - HOW TO DO DATA CLEANING

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

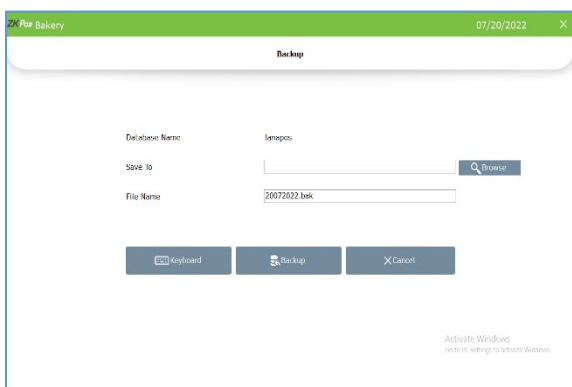
- Go to SETTINGS and click database.
- Click on DATA CLEANING.
- Enter the admin password.



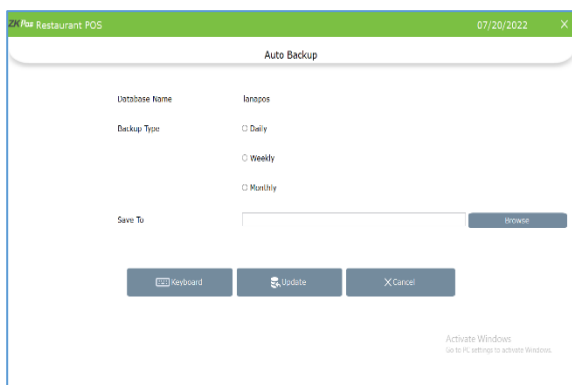
- From the list mark those checkboxes relevant to the data that you want to clear.
- Clear it by clicking CLEAR button.
- A confirmation dialog will appear.
- Click YES, and OK to the confirmation message.

### STEP 69 - BACKUP DATA

It is better to keep a backup copy of the important data somewhere else in the system. So you have an option to do the same.



- Go to SETTINGS and to database.
- Now click BACKUP.
- DATABASE NAME will be LANAPOS 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.



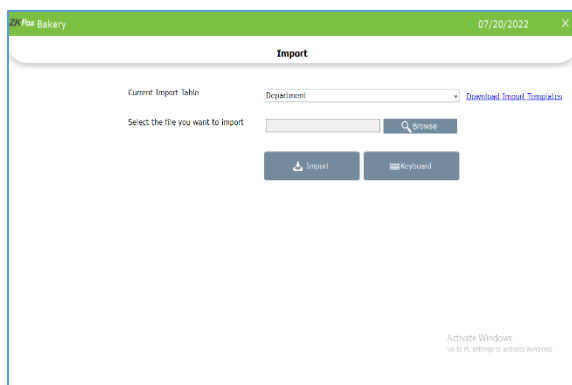
### STEP 70- AUTO BACKUP

Backup data will be automatically saved to current file.

- Click on **AUTOBACKUP** menu from **database**.
- Database name appeared there by default.
- Select Daily, monthly or weekly.
- Browse the location where you want to save the back up.

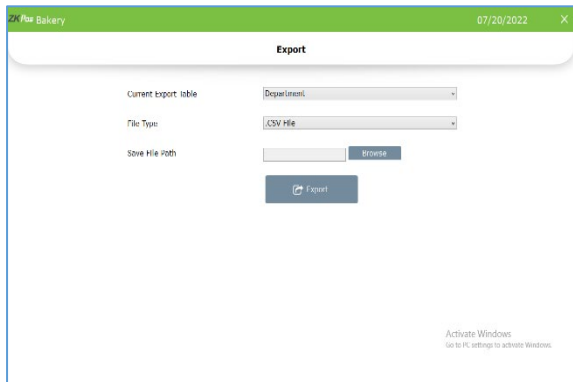
### STEP 71 - IMPORT TABLES TO ZKPOS

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 database.
- Click on IMPORT TABLES.
- Select the Database Table to which the data to be added.
- Now browse the folder for the required data.
- Click on IMPORT button.
- Click OK.
- You can download the import template by clicking on 'Download import template' button.





### STEP 72 - EXPORT TABLES

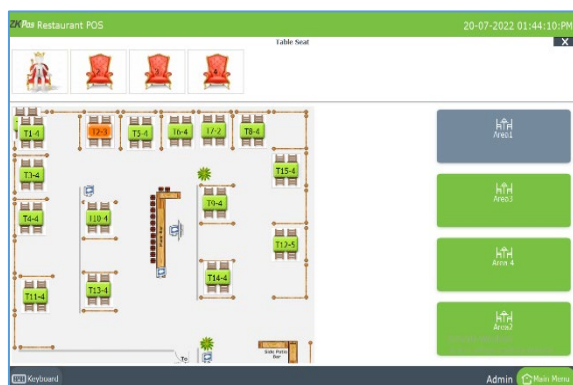
You can export data from ZKPOS to your computer.

- Go to **SETTINGS**.
- Click on database.
- Click on **EXPORT TABLES**.
- Select **database table** and path.
- Click **EXPORT** button.
- Click **OK**.

### DINE IN MODULE

This module has four main sections.

1. **ALL TABLES.**
2. **CUSTOMER SEARCH.**
3. **UNSETTLED.**
4. **DELIVERY.**
5. **RESERVATION.**



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

- Go to **MAINMENU**.
- Click on **DINEIN**.
- Now you will get a window like this.

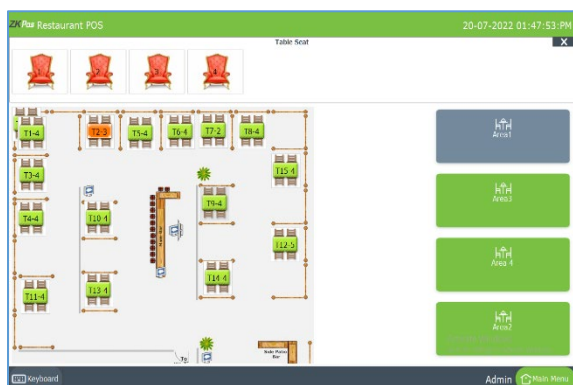
If a table has invoices related to it, then that table will be visible in Orange color. Below picture shows T2 or TABLE 2 has a customer. That is why its color is distinguishable.

First let's learn about TABLES.

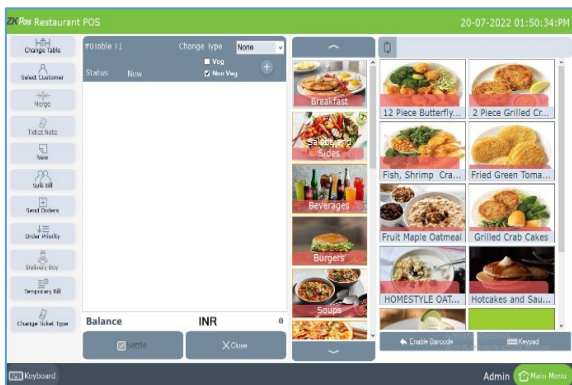


### 1. TABLE MANAGEMENT

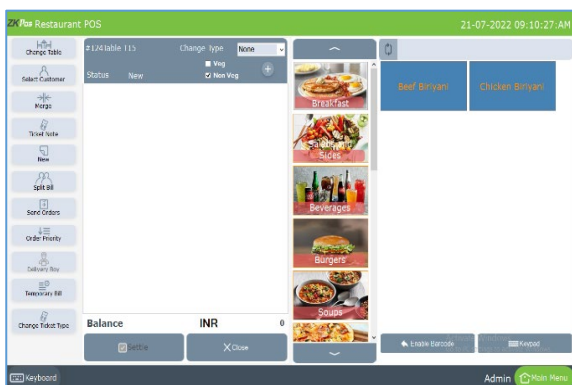
- By default, the restaurant area is divided in to three. You can customize the area in settings. Each area will have a specific number of tables and each table will have specific number of seats. All these things are customizable.
- For instance, if you have selected table T1, then all seats allotted to T1 will be displayed.



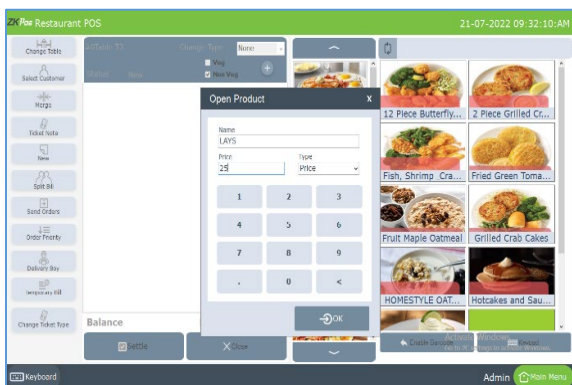
- Seats are named as 1, 2, and 3 and so on.
- Click on the seat number that you want to choose.
- The seat number shows when you activate the utility 'Table seats'
- Now you will be redirected to the main part of POS module.



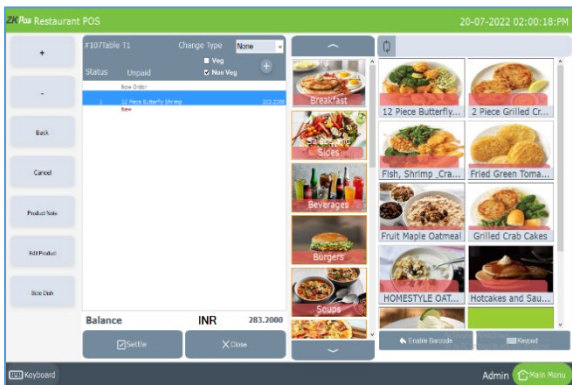
- Here is where you could see all the departments and products that you have created in the beginning part of the tutorial.
- Select the **ITEMS** from the menu list.



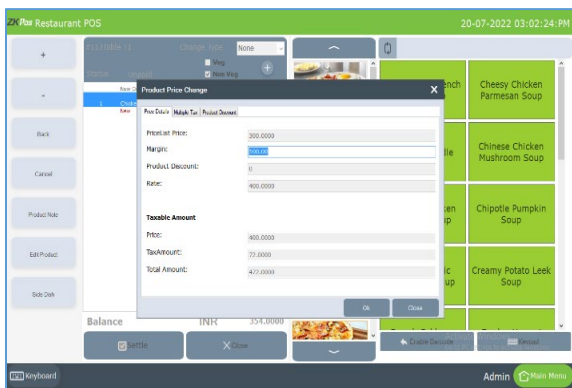
- You can select **Veg** and **Non veg** option from the top left portion of the screen.
- You can also purchase an open product by clicking on the **(+)** icon.
- Click on the **(+)** icon



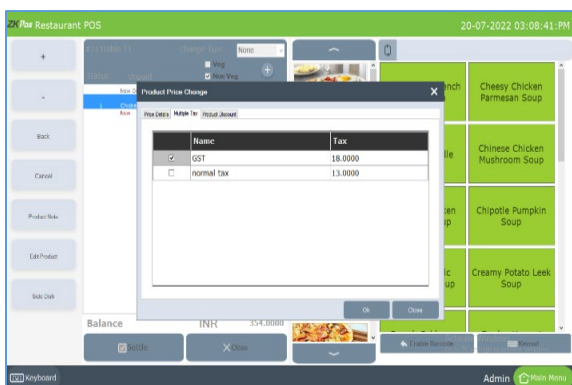
- Type the name and Price of the open product
- In Type you can select Price or Price +Tax from the dropdown list.
- If we select **Price** it means the product without tax. However, any default taxes that we added would be calculated at the time of billing.
- **Price + Tax** means including Tax



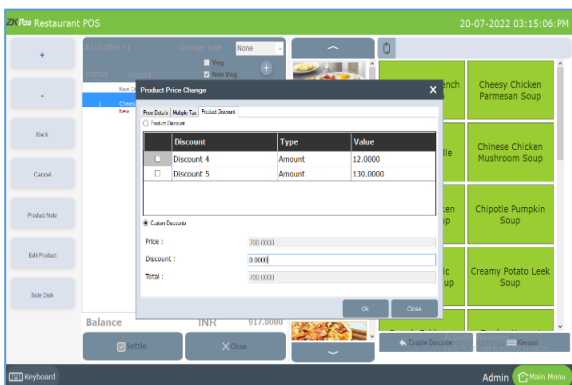
- There is an option **Edit product** in utility. You can edit the price details while selecting an item if you enable the utility.
- For that click on the selected item, you want to edit
- The **(+)** icon can be used to increase the product's quantity, **(-)** icon is used to lower the count
- The **Back** button allows you to return to the previous page
- You can cancel the product by selecting **Cancel**
- You can also mention the customer priorities in the product note. If a customer requests a tea without sugar, this can be noted in the product note. It will be mentioned on the Kitchen Print



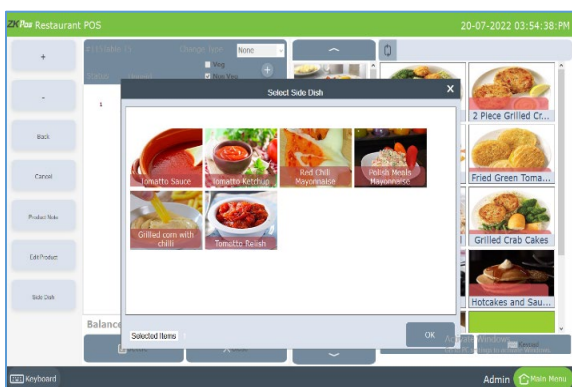
- **Edit product** helps to make changes
- In this section, you can also change the **tax, discounts, and margin price**. During the billing process, changes can be made for any product
- The total amount and tax amount are automatically adjusted when we set a margin amount. And this sum will appear in the POS.



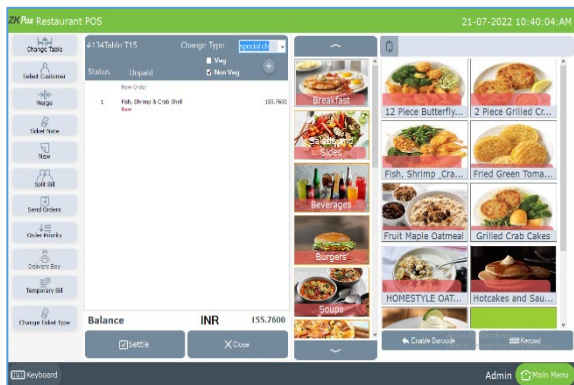
- Multiple taxes can be chosen for the product.



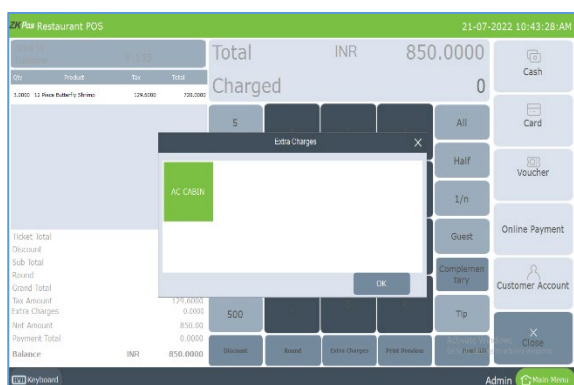
- You can provide multiple discounts to your customers. That was already created in the Discount section. We can also provide any customer a customized discount.



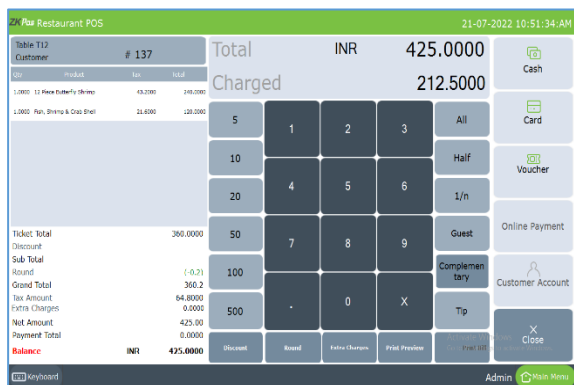
- By choosing the side dish option, you can also choose a side dish.
- You must select the **ENABLE COMBO/SIDE DISH** in the utility, if you want to display combo products and side dish in the POS section.
- Also go through the [\(STEP 34 - SIDE DISH\)](#).
- Select ok after selecting the Side dish
- After that you can settle the payment



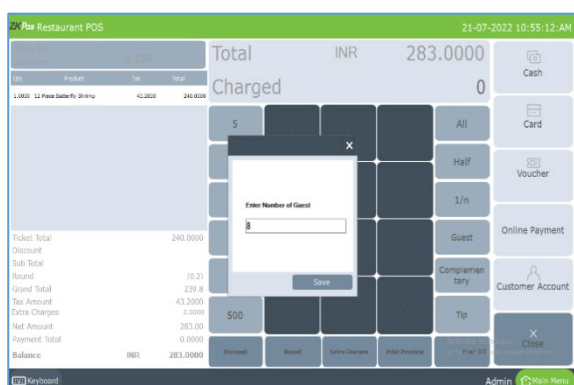
- If there is any extra charge, you need to select it from a drop down at the top left portion of the screen.
- By default, none will be selected.
- The drop-down list shows the extra charges you added to this software as percentage value ( [STEP 40 - EXTRA CHARGES](#) ).
- In this way you can add extra charge by percentage. After selecting the extra charge click on the item that you want to add.



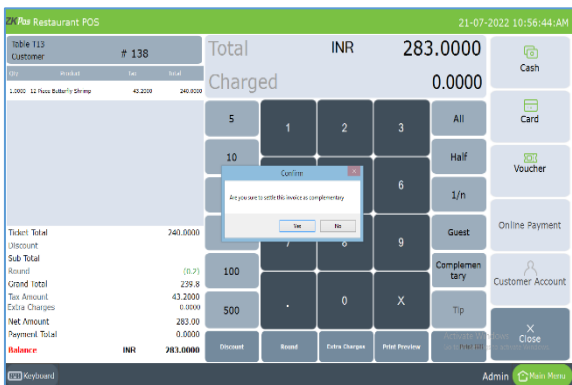
- You can also add extra charge by amount, but you need to add it while settling the bill.
- Now let's learn to settle the bill. Click on SETTLE button.
- Your order details with total amount will be displayed. You have added any extra charge amount, then click on **EXTRA CHARGE** button.
- Select the the Extra charges from it, and Click on **ok**
- Now Extra Charge is added with the bill Amount.



- You can see a button named ALL, HALF and 1/n. The customer has choice to pay the bill half by any of the payment options. Click HALF button to view the half of the total invoice amount.
- To divide your total invoice amount with a number, click on a number and then 1/n. for example click on 5 and then click 1/n.



- Some customers will visit as a group. But bill settlement may do by one of them. So, at the end of a month or week you cannot view the increment in customer visit. That's why we have placed an extra button GUEST to add the customer number in each invoice. Click on GUEST button and enter the guest count in the field that appears. Then click SAVE. You have to activate the guest count feature in utility.

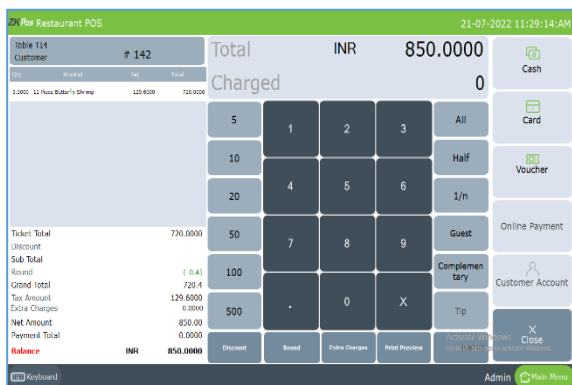


- You can see a complementary button beneath the guest option
- By clicking complementary option, you can settle the invoice as complementary (free).
- While clicking the complementary button, a pop up will be shown as in the figure.
- Click YES and the invoice will be settled as complementary.

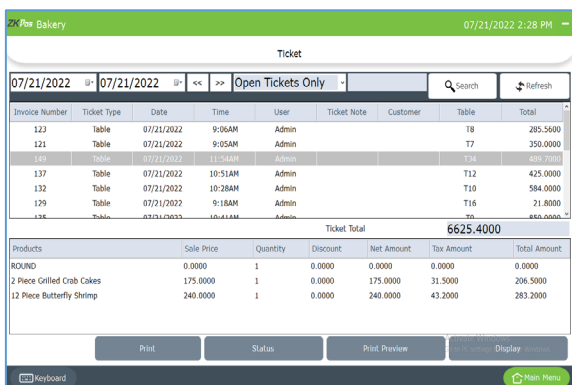


- You can also round of the Bill Amount
- Click on the Settle Option.
- The POS showed the final bill amount.
- Enter the numbers to round them off.
- Click on the **Round** option.
- The bill amount was rounded off.
- In the Utility, there is also an **Auto roundoff** option. This helps in automatically rounding the bill amount.
- You can also pay the amount in cash, card, voucher, or through the Customer Account, as previously explained.

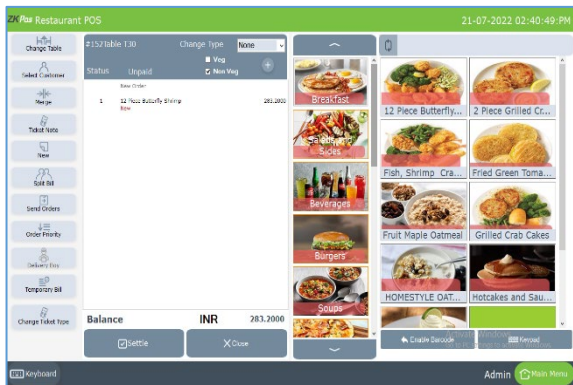
Now let us see the use of ADD ADVANCE button. You already know that we can save advance amount to a customer account. So, save an advance amount to a customer



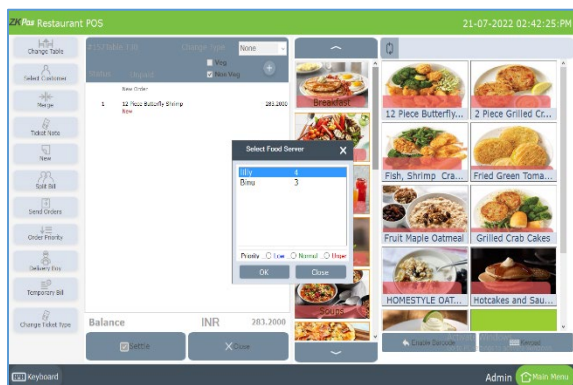
- Open the POS sale window.
- After settlement PRINT BILL button will be in active state.
- Click on it to print the invoice.
- If you want to print the invoice automatically, enable the **AUTO PRINT** option in utility.
- Also if you want to preview the bill click on the **Print Preview** option. From there also you can print the bill, there is a **Print Bill** option on the right bottom side.



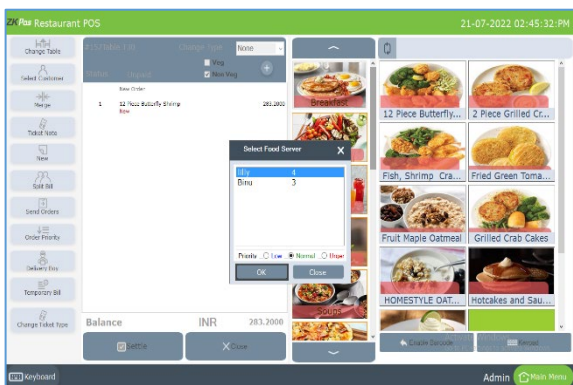
- If you need to print the invoice from the ticket section, go to tickets.
- Select the ticket from drop down.
- Click PRINT button.
- If you need to print the company logo in invoice, activate 'Enable logo in duplicate printing' button.
- By selecting the Display option, you will be taken directly to the POS Sale Page.



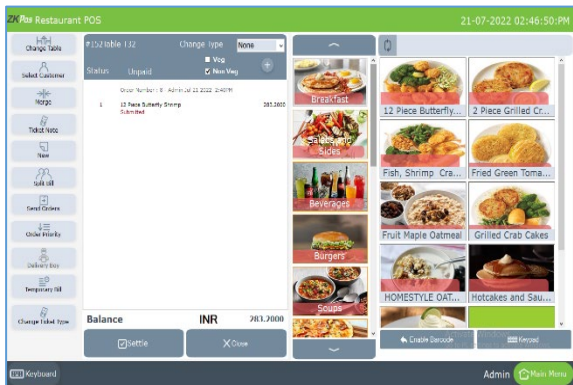
- Sometimes you may like to print a temporary bill for the customer. To do so just click on the **TEMPORARY BILL** button.
- Enable **Temporary Bill** prior to it.



- The next step is to send the orders to the kitchen manager, for that click on the **ORDER PRIORITY** button.
- Enter the priority as low, normal or urgent.
- The orders will be shown in kitchen manger login as per the priority.
- By default, normal priority will be selected if you do not select the priority.



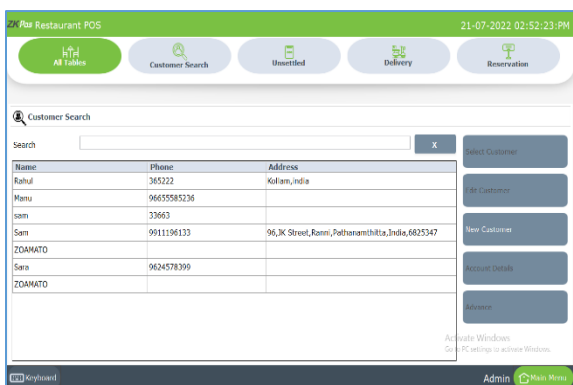
- Then click on send order button.
- Already saved food server details and their current assigned deliveries are shown in the pop up.
- Select a food server according to their availability.
- Now click on the **OK** button.
- A Kitchen order print will be generated if you activate the order and kitchen print.



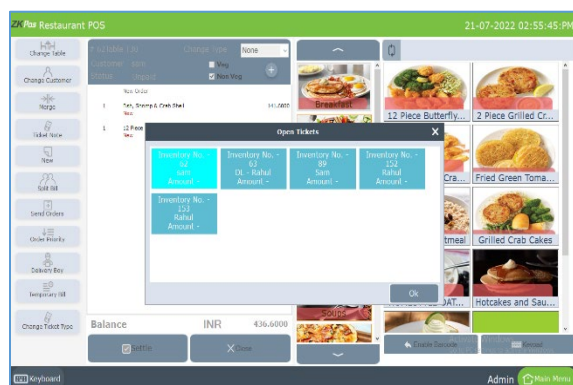
- Now your orders have been submitted. The status of your order remains unpaid until the customer settles the bill.
- If the customer wants to change the table, then click on the **CHANGE TABLE** button.



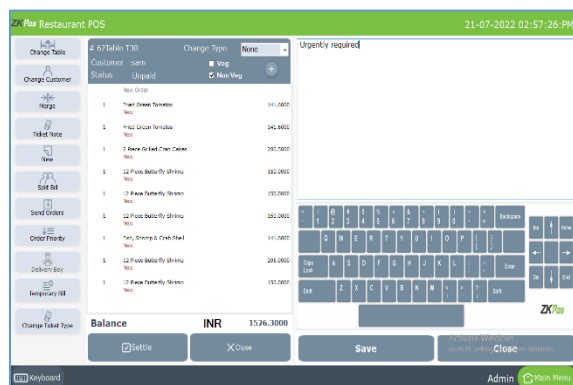
- Now you can choose another table based on customer's interest.
- Now table has been changed.



- If the order is made by a regular customer and you have the customer's details in your ZKPOS, then you have an option to choose the customer. To do so, click on the SELECT CUSTOMER button.
- Now list of saved customers will be displayed. Select required customer from the list.
- Now click on the SELECT CUSTOMER button.
- The selected customer's name will be displayed with invoice. You can change the customer by clicking on CHANGE CUSTOMER button.



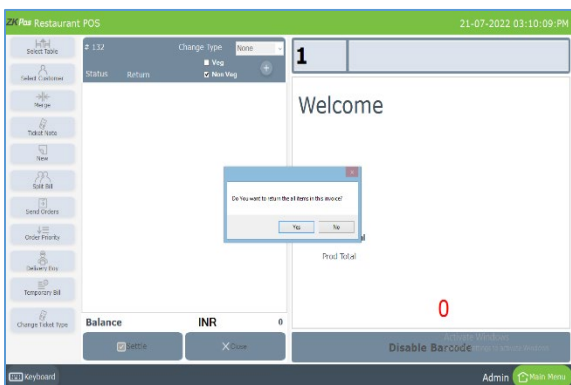
- There is an option to merge another invoice with current invoice thereby settling both at the same time. You can use **MERGE** button for that purpose.
- Select the **INVOICE (open tickets)** that you want to merge with current invoice and click **OK**.
- Total will be updated based on the merged invoice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



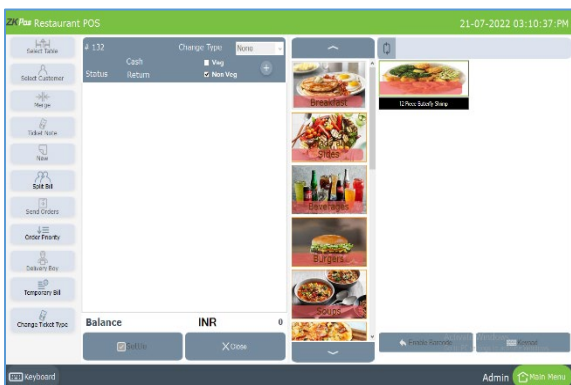
- Next button is **TICKET NOTE**. If you want to add any comments to your invoice, then click on the **TICKET NOTE** button.
- Type your comment using the keypad displayed.
- Click **SAVE** button.



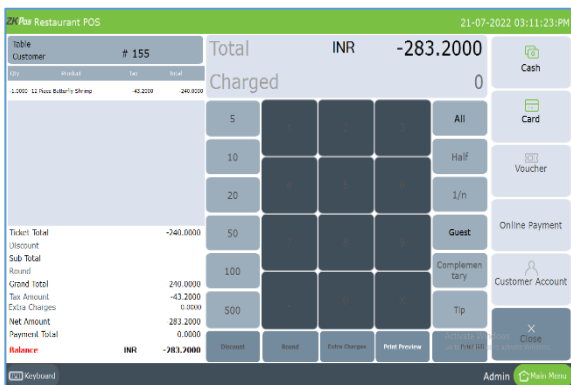
- In some cases, your customer may request you to return the order. You can use **RETURN** button to do the action. Click on RETURN BUTTON. You need admin privilege to do the action.
- Enter Admin Password.
- Enter the Invoice Number and click ENTER button.



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

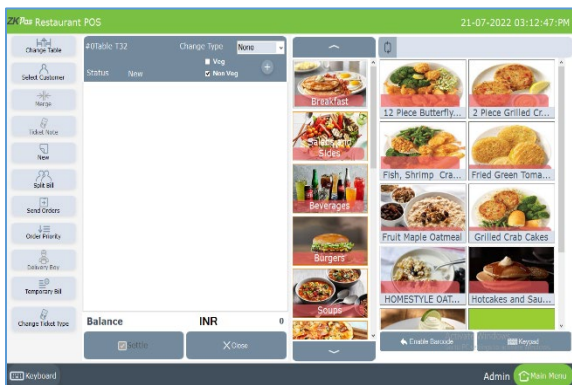


- If you want to return any specific items, click NO button. All products in that invoice will get displayed in the left of the screen.
- Choose the items that you want to return by clicking on it. The items will be removed from the list.

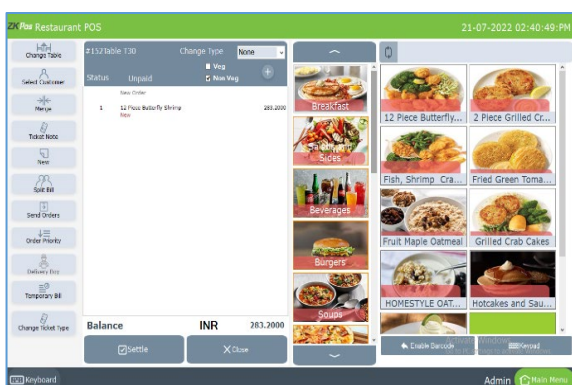


- After removing necessary items, click SETTLE button. The Amount will be a negative value since you have to return the amount to the customer.
- Click ALL to enter amount.
- Then select the PAYMENTOPTION card/cash.
- The amount will be settled. You can take a print if necessary.
- Click CLOSE button to go to main.

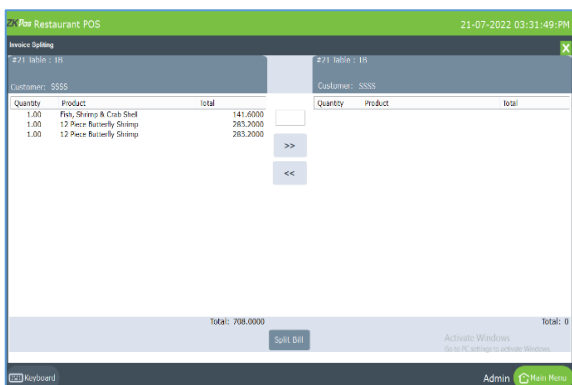




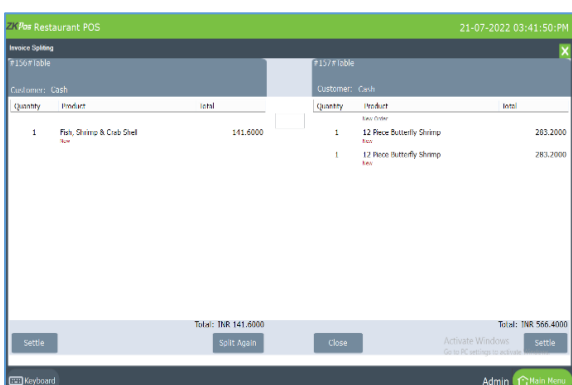
- If you want to take a new invoice without closing the current order, click on NEW button.



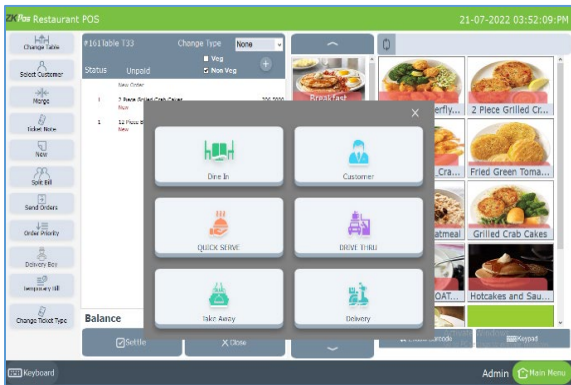
- You can also split the bill by using the **Split Bill** icon, it simplifies the billing process.
- Click on the Split Bill Option.



- The Forward and Backward arrows allow you to move each item to a different bill.
- Select the product and click on the forward Arrow button. The product will move to next bill.
- Doing the same and clicking on the backward arrow button will do the opposite.
- Click on the **Split Bill** Option.



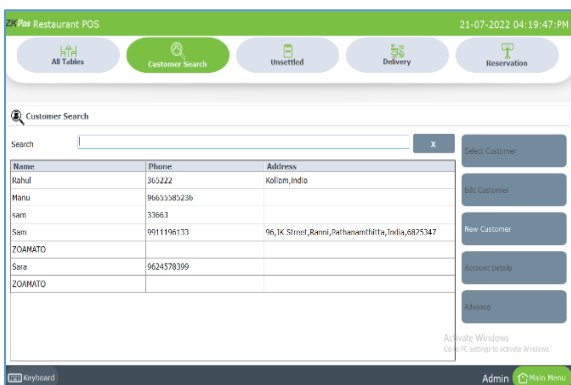
- Here you can Settle the bills separately
- Click on the **Settle** option for each bill
- You can also split the Bills again by clicking on the **Split Again** Option.



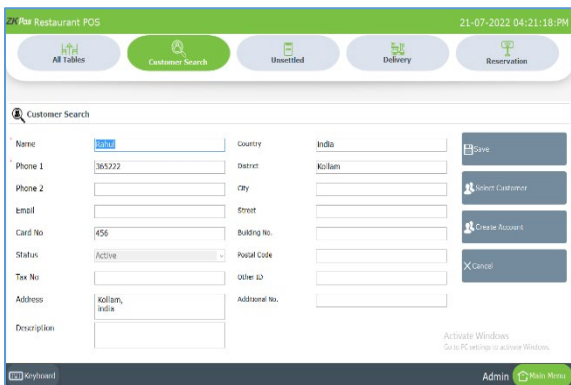
- You can choose the Change ticket type option to change the ticket.
- The ticket can be changed to Quick Serve, Customer, Dine In, Drive Thru, Take Away, or Delivery.

## 2. CUSTOMER SEARCH

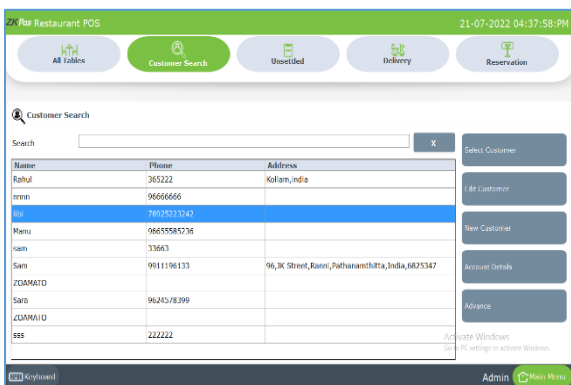
The customers whose details are stored already in ZKPOS is viewable in this section.



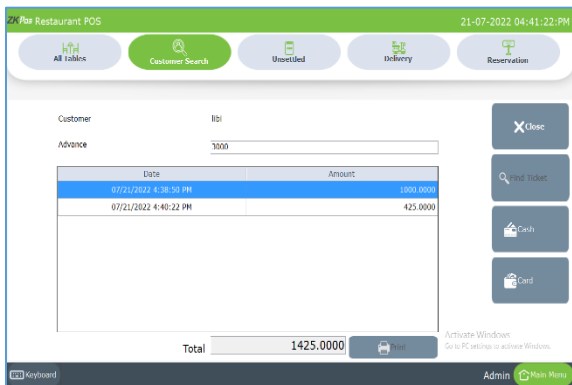
- Go to MAIN MENU.
- Click on DINE IN menu.
- Select CUSTOMER SEARCH button.
- You can see every customer in a grid as shown.
- To EDIT the customer details, select the customer.
- Now click on the EDIT CUSTOMER button.



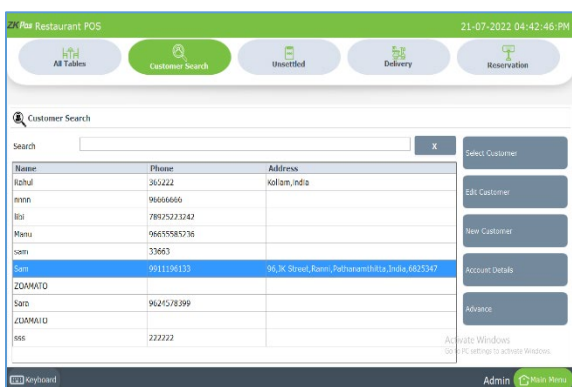
- To ADD a new customer, Click **NEW CUSTOMER** button.
- Enter all details.
- And also click on the Create Account Option. An account for the customer is created.



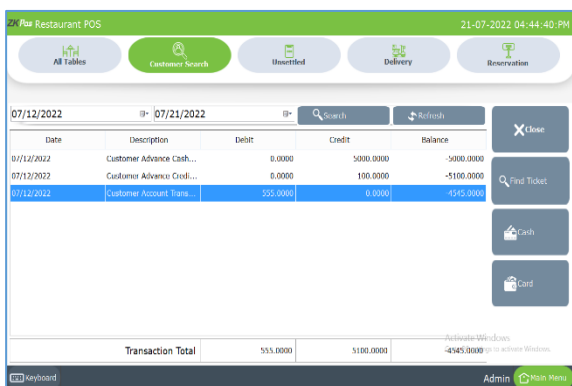
- Suppose if a customer wants to pay **ADVANCE AMOUNT**, you can do it by selecting the customer from the list and then click on the **ADVANCE** button in **CUSTOMER SEARCH** window.
- Customer name will be there by default.



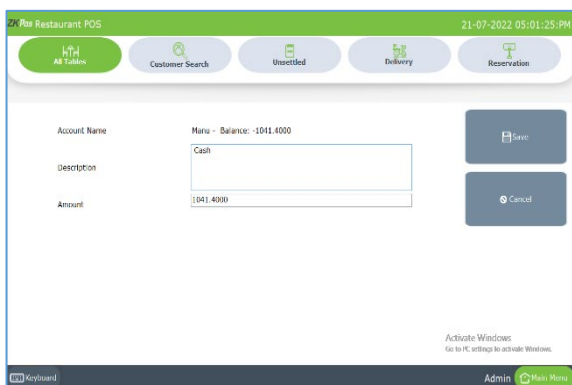
- Enter the **ADVANCE AMOUNT** that customer want to pay.
- Then choose whether he want to pay through **CASH** or **CARD**. Now the **ADVANCE AMOUNT** is saved.
- Close the window by clicking on the **CLOSE** button.



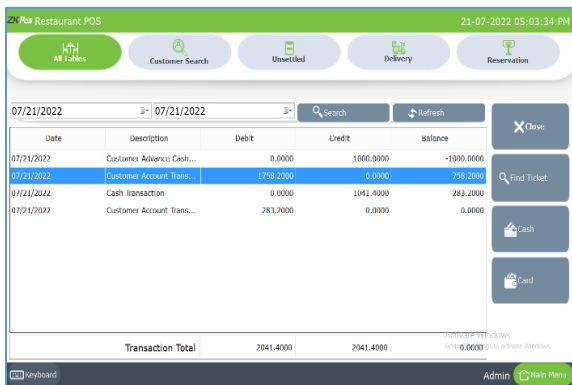
- If the customer has any previous pending invoices, you can view them from customer account details. (The customer should possess an account, if not click on create account while editing the details).
- To view that select any customer.
- Now click on the **ACCOUNT DETAILS** button.



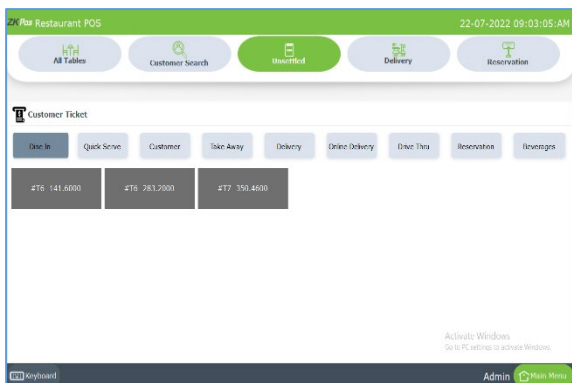
- All debits from this account will be displayed now. To view the invoices associated with any of them, click on it and then click **FIND TICKET**.
- Now you will be redirected to the **POS** section.



- If the customer wants to close that invoice, you can settle it from the above window by clicking on the **CASH** or **CARD** button.
- Click **Save** button



- If you want to see the ticket click on find ticket option after selecting the transaction



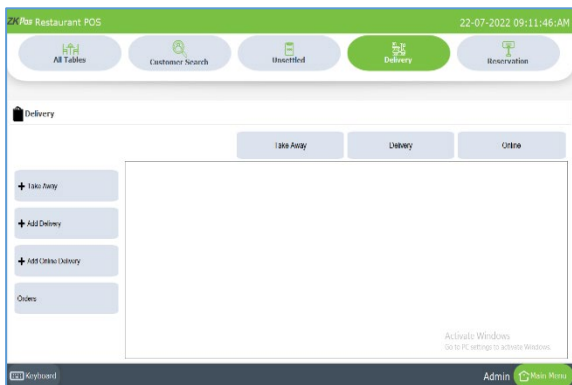
**3. UNSETTLED**

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

- Go to **MAIN MENU**.
- Click on **DINEIN**.
- You can see an **UNSETTLED** menu, click on it.



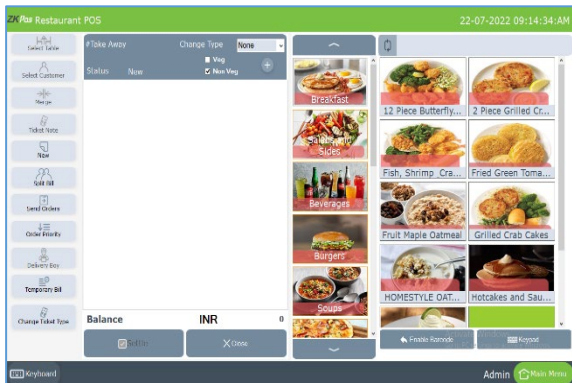
- You can see unsettled invoices by different order types.



**4. DELIVERY**

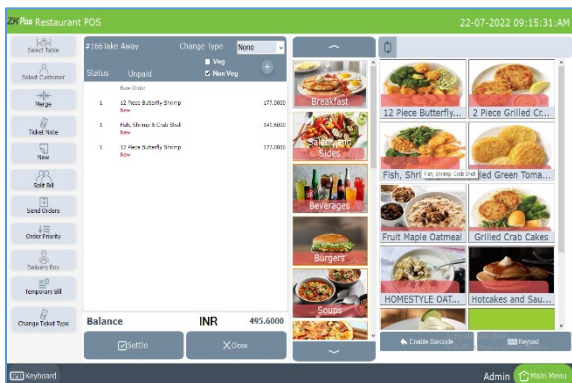
Some customers may request for delivery services, here you can manage everything related to delivery services.

- Go to **MAIN MENU**.
- Click on **DINE IN**.
- You can see a button named **DELIVERY** on the top left corner, click on it.
- You can see three options take away, delivery and online delivery.

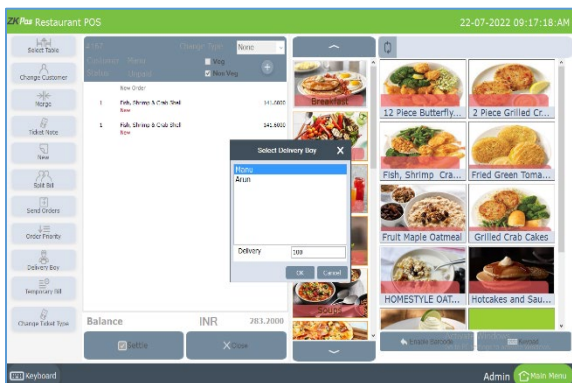


**TAKE AWAY**

- Click Dine in in main menu.
- Click **DELIVERY**.
- Click **ADD TAKE AWAY**.

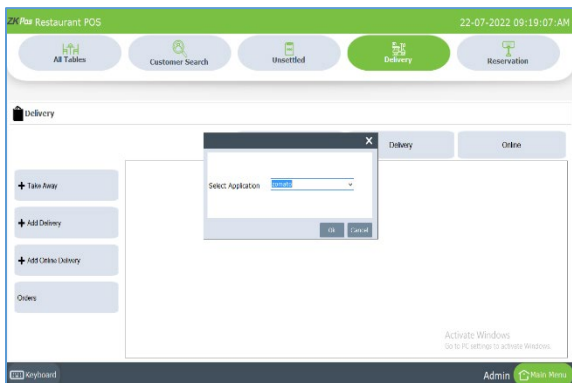


- Choose Items from the list.
- Click **SETTLE**.



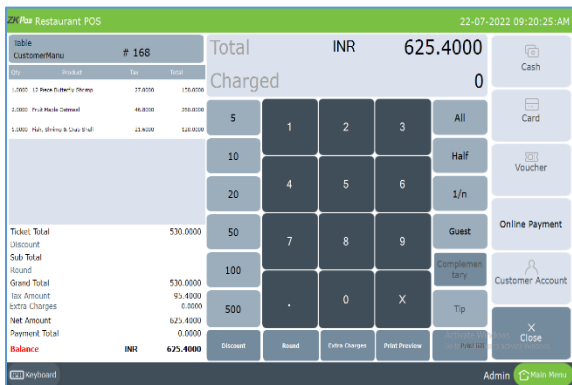
**DELIVERY**

- Now to add a delivery, click on **ADD DELIVERY** button.
- Select a customer.
- Select products and delivery boy by clicking **Delivery Boy** button.

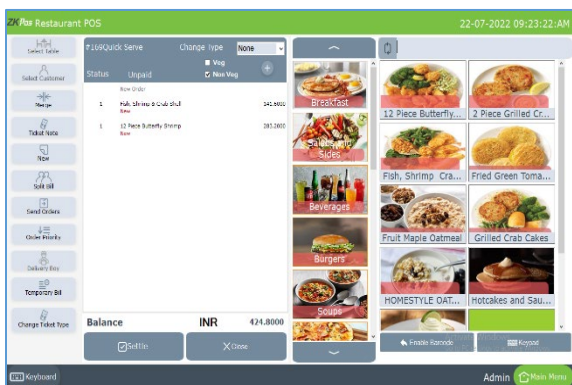


**ONLINE DELIVERY**

- Click Dine in main menu.
- Click **DELIVERY**.
- Click **ONLINE DELIVERY**.
- Choose **ONLINE TYPE**.
- Click **Ok** button.

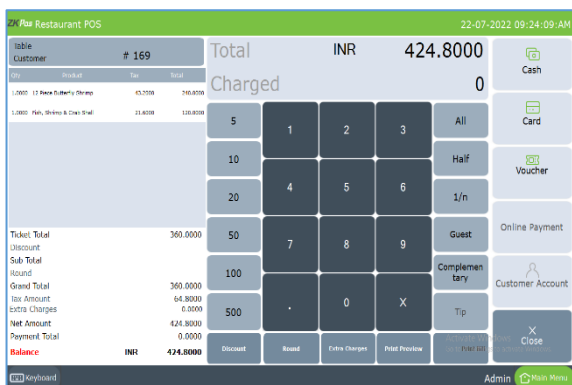


- Redirected to POS window.
- Choose ITEMS from the list.
- Click ONLINE PAYMENT.

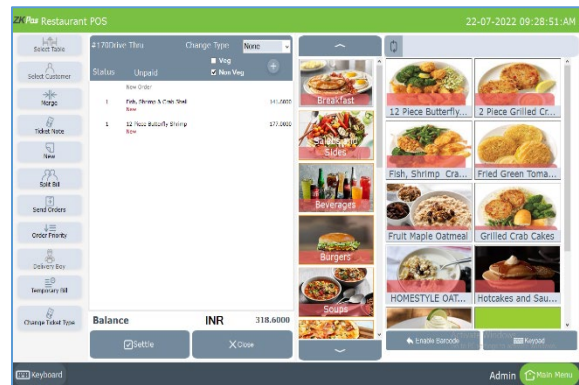


**QUICK SERVE**

- Click QUICK SERVE in main menu.
- QUICKS SERVE directly opens the item page without go to the table section.
- You can choose the products more quickly.



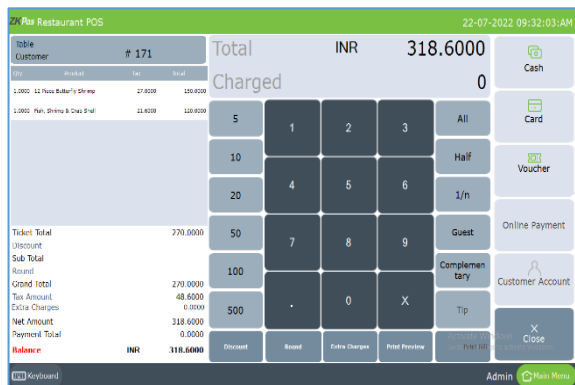
- Select Items from the list and click settle button.



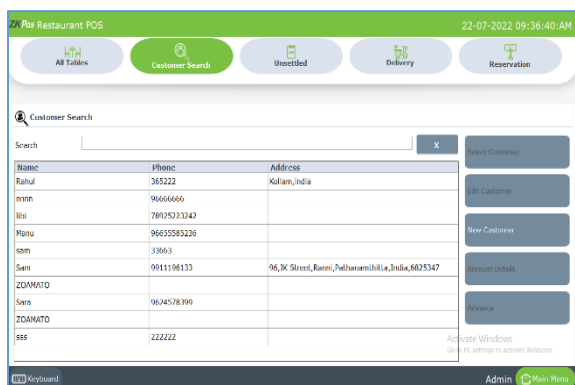
**DRIVE THROUGH**

Denoting a restaurant or other facility in which one can be served without leaving one's car.

- Click **DRIVE THROUGH** in main menu.
- Redirected to new window.

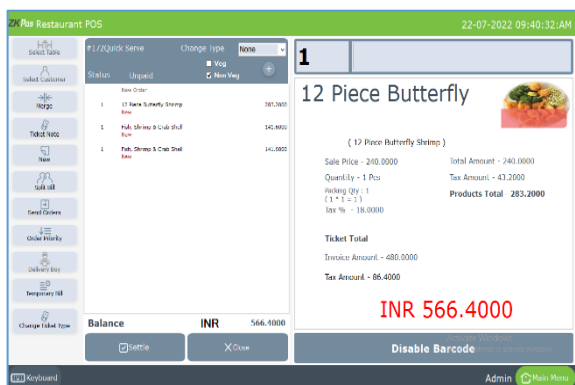


- Select Items from the list.
- You can choose priority option, click **PRIORITY** button and click settle.



### CUSTOMER

- By clicking CUSTOMER button, you will directly go to customer selection window.
- Select a customer and continue the sale.



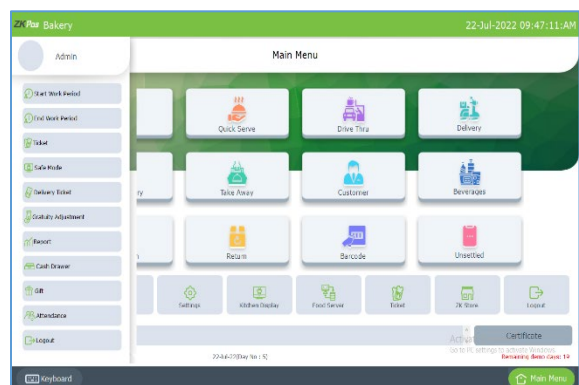
### BARCODE

Barcode scanning is an important feature in ZKPOS Restaurant software. At the time of product creation, you have an option to scan the barcode. You have to activate 'Enable barcode scanner' feature from utility.

- Click on BARCODE button.
- In sale window you can see a field to enter the barcode.
- Scan the barcode in the product.
- And the product will be shown there.

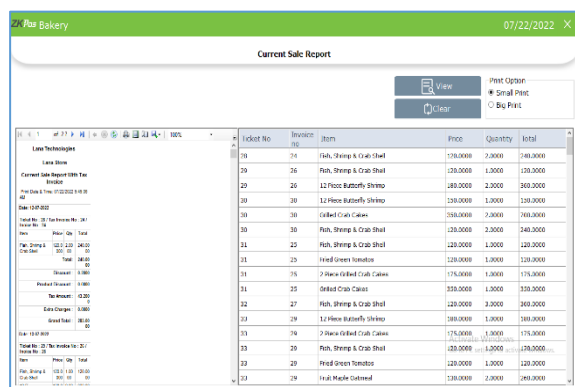
### REPORTS

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 settings, you have to login as admin. Go to settings and click on reports. Let's learn them one by one.



- Click on the menu button in left side of the main menu.
- Select REPORT from it.

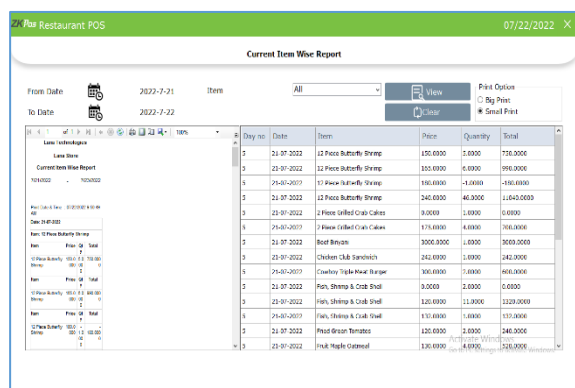
MAIN REPORTS



CURRENT SALE REPORT

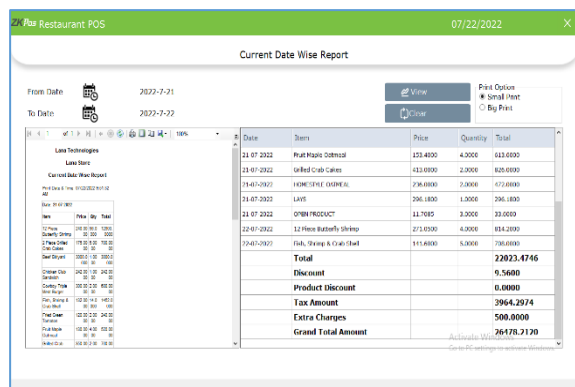
It shows the report of last sale report.

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



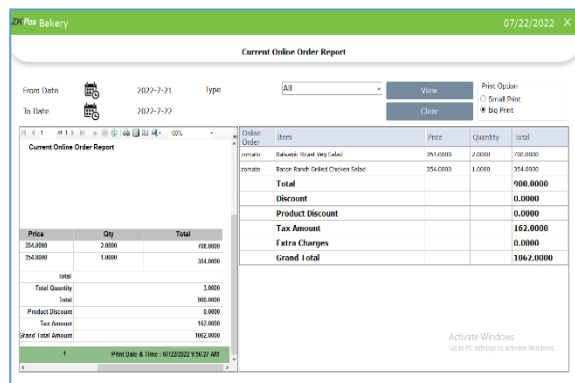
CURRENT ITEM WISE REPORT

- Click current item wise report from main reports.
- Select the date range and select the item from the drop down.



CURRENT DATE WISE REPORT

- Click current date wise report from main reports.
- Select the date range.



CURRENT ONLINE ORDER REPORT

- Click current online order report from main reports.
- Select the date range and type
- You can also choose Small Print or Big Print
- Use PRINT option to take a print.



**Item Wise Report**

From Date: 2022-7-21 To Date: 2022-7-22

Day No	Date	Item	Price	Quantity	Total
2-3	2022-7-21 to 2022-7-22	12 Piece Butterfly Shrimp	171.0000	8.0000	1428.0000
2-3	2022-7-21 to 2022-7-22	12 Piece Butterfly Shrimp	254.7000	6.0000	1528.2000
2-3	2022-7-21 to 2022-7-22	12 Piece Butterfly Shrimp	212.4000	1.0000	212.4000
2-3	2022-7-21 to 2022-7-22	12 Piece Butterfly Shrimp	183.2000	47.0000	13305.4000
<b>Total Quantity</b>					<b>60.0000</b>
<b>Total</b>					<b>12390.0000</b>
<b>Product Discount</b>					<b>0.0000</b>
<b>Tax Amount</b>					<b>2392.2000</b>
<b>Grand Total</b>					<b>15682.2000</b>

**ITEM WISE REPORT**

This report is similar to 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.
- Use **PRINT** option to take a print.

**Date Wise Report**

From Date: 2022-7-21 To Date: 2022-7-22

Date	Item	Price	Quantity	Total	
21-07-2022	12 Piece Butterfly Shrimp	290.5181	58.0000	15950.8100	
21-07-2022	2 Piece Grilled Crab Cakes	200.3000	5.0000	820.0000	
21-07-2022	Beef Burrito	3540.0000	1.0000	3540.0000	
21-07-2022	Chicken Club Sandwich	295.3800	1.0000	295.3800	
21-07-2022	Chicken Thigh Meat Burger	354.0000	2.0000	708.0000	
21-07-2022	Fish, Shrimp & Crab Shell	150.0000	14.0000	1710.0000	
21-07-2022	Fried Green Tomatoes	111.8000	2.0000	223.6000	
21-07-2022	Fruit Maple Oatmeal	151.4000	4.0000	605.6000	
21-07-2022	Grilled Crab Cakes	422.0000	2.0000	820.0000	
21-07-2022	LOME CHICK, CORN, RICE	230.0000	2.0000	460.0000	
21-07-2022	LAYS	206.1000	1.0000	206.1000	
21-07-2022	Q*W* PROCACT	11.7000	3.0000	35.1000	
21-07-2022	12 Piece Butterfly Shrimp	271.6000	4.0000	1086.4000	
21-07-2022	Fish, Shrimp & Crab Shell	141.0000	5.0000	705.0000	
<b>Total</b>					<b>27073.4746</b>
<b>Discount</b>					<b>9.1000</b>

**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".
- Other features like print also available. These features are common for all reports.

**Online Order Report**

from date: 2022-7-21 To date: 2022-7-22

Online Order	Item	Price	Quantity	Total	
1000000	Beef Burrito	290.0000	1.0000	290.0000	
1000000	Beef Burrito	354.0000	1.0000	354.0000	
<b>Total</b>					<b>644.0000</b>
<b>Discount</b>					<b>0.0000</b>
<b>Product Discount</b>					<b>0.0000</b>
<b>Tax Amount</b>					<b>10.2000</b>
<b>Extra Charges</b>					<b>0.0000</b>
<b>Grand Total</b>					<b>654.2000</b>

**ONLINE ORDER REPORT**

View all Online Order Details using this report.

- Click on **ONLINE ORDER**.
- Choose FROM DATE and TO DATE.
- You have to do day closing before that.
- Choose Online App.
- Use **PRINT** option to take a print.

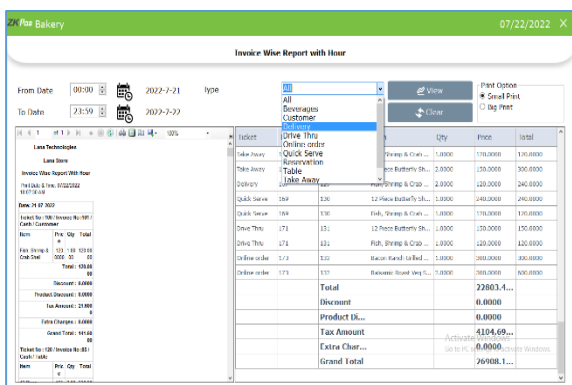
**Current Cancel Item Wise Report**

from date: 2022-7-21 To date: 2022-7-22

Date	Ticket No	Item	Quantity
21-07-2022	121	12 Piece Butterfly Shrimp	1.0000
21-07-2022	122	12 Piece Butterfly Shrimp	1.0000
21-07-2022	123	12 Piece Butterfly Shrimp	1.0000
21-07-2022	124	12 Piece Butterfly Shrimp	1.0000
21-07-2022	125	12 Piece Butterfly Shrimp	1.0000
21-07-2022	126	12 Piece Butterfly Shrimp	1.0000
21-07-2022	127	12 Piece Butterfly Shrimp	1.0000
21-07-2022	128	12 Piece Butterfly Shrimp	1.0000
21-07-2022	129	12 Piece Butterfly Shrimp	1.0000
21-07-2022	130	12 Piece Butterfly Shrimp	1.0000
21-07-2022	131	12 Piece Butterfly Shrimp	1.0000
21-07-2022	132	12 Piece Butterfly Shrimp	1.0000
21-07-2022	133	12 Piece Butterfly Shrimp	1.0000
21-07-2022	134	12 Piece Butterfly Shrimp	1.0000
21-07-2022	135	12 Piece Butterfly Shrimp	1.0000
21-07-2022	136	12 Piece Butterfly Shrimp	1.0000
21-07-2022	137	12 Piece Butterfly Shrimp	1.0000
21-07-2022	138	12 Piece Butterfly Shrimp	1.0000
21-07-2022	139	12 Piece Butterfly Shrimp	1.0000
21-07-2022	140	12 Piece Butterfly Shrimp	1.0000
21-07-2022	141	12 Piece Butterfly Shrimp	1.0000
21-07-2022	142	12 Piece Butterfly Shrimp	1.0000
21-07-2022	143	12 Piece Butterfly Shrimp	1.0000
21-07-2022	144	12 Piece Butterfly Shrimp	1.0000
21-07-2022	145	12 Piece Butterfly Shrimp	1.0000
21-07-2022	146	12 Piece Butterfly Shrimp	1.0000
21-07-2022	147	12 Piece Butterfly Shrimp	1.0000
21-07-2022	148	12 Piece Butterfly Shrimp	1.0000
21-07-2022	149	12 Piece Butterfly Shrimp	1.0000
21-07-2022	150	12 Piece Butterfly Shrimp	1.0000

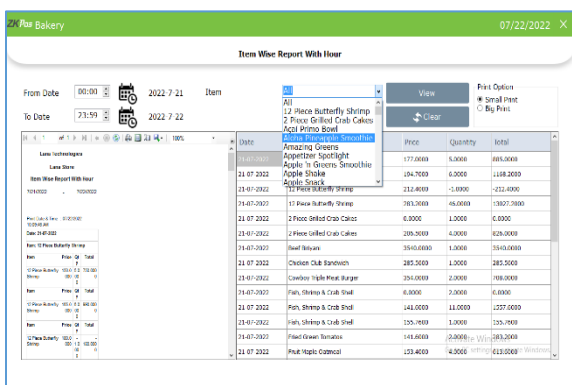
**CURRENT CANCEL ITEM WISE REPORT**

- You can see the cancelled items from your invoice settling the bill.
- Select the date range from the window.



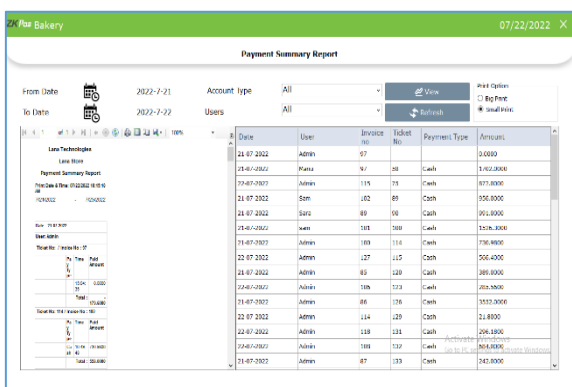
### INVOICE WISE REPORT WITH HOUR

- Select the particular report.
- Select the date and time as shown in the figure.
- Select the invoice type.



### ITEM WISE REPORT WITH HOUR

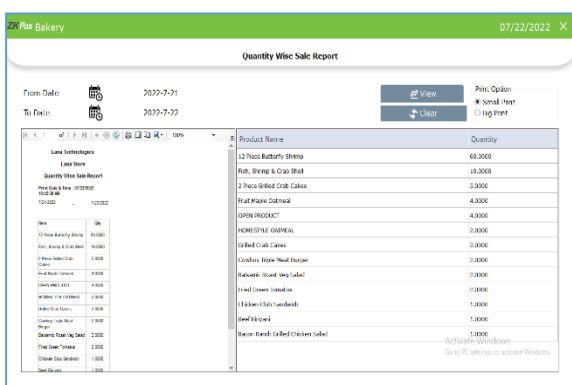
- Select the particular report.
- Select the date and time as shown in the figure.
- Select the item from the drop down.



### PAYMENT SUMMERY REPORT

View all payment Summary summery details using this report.

- Click on PAYMENT SUMMERY REPORT.
- Select Account.
- Select USERS.
- Choose the Date Range.
- Click VIEW button.
- Use PRINT option to take a print.



### QUANTITY WISE SALES REPORT

View all Quantity wise sales details using this report.

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

**Day Closing Report**

From Date: 2022-7-21 To Date: 2022-7-22

Day no	Cashier	Payment Type	Sale Amount
1	Admin	Receipt Note	6.0000
1	Admin	Voided	1579.0000
1	Admin	Cash	694.0000
1	Admin	UPB	2525.0000
1	Admin	Food Voucher	193.0000
1	Admin	Customer Card	90.0000
1	Admin	Cash	47963.3700
1	Admin	Cash	6.0000
1	Admin	Cash	2085.0000
1	Admin	Customer Card	1029.0000
1	Admin	COUPONS	7595.0000
1	Admin	Complementary	6.0000
1	Admin	Gifts	1092.0000
<b>Total</b>			<b>81266.7300</b>

**DAY CLOSE REPORT**

This report shows the day close report.

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

**Month Wise Report**

Year: 2022 Month: July

Invoice No	Date	customer	price	Discount	Tax	Total
89	07-18-2022	Cash	240.0000	0.2000	43.2000	283.0000
100	07-21-2022	ham	1385.0000	0.8000	141.3000	1521.5000
102	07-18-2022	Cash	480.0000	0.8000	86.4000	565.6000
103	07-18-2022	Cash	960.0000	0.2000	172.8000	1133.0000
104	07-18-2022	Cash	600.0000	0.8000	108.0000	708.0000
105	07-18-2022	Cash	1500.0000	0.8000	270.0000	1296.0000
106	07-18-2022	Cash	550.0000	0.8000	99.0000	649.0000
108	07-20-2022	Cash	480.0000	0.8000	86.4000	565.6000
109	07-20-2022	Cash	240.0000	0.4000	44.8000	423.2000
110	07-20-2022	Cash	240.0000	0.2000	43.2000	283.0000
111	07-20-2022	Cash	340.0000	0.4000	63.0000	443.0000
113	07-20-2022	Cash	400.0000	0.8000	72.0000	472.0000
114	07-20-2022	Cash	700.0000	0.8000	126.0000	826.0000
115	07-20-2022	Cash	480.0000	0.8000	86.4000	565.6000
120	07-21-2022	Cash	530.0000	0.4000	95.4000	589.0000
123	07-21-2022	Cash	242.0000	0.8000	43.5600	285.5600

**MONTHWISE REPORT**

This report shows the month wise report

- Click on **Month wise Report**
- Select the **Year** and **Month**
- Other features like print also available. These features are common for all reports.

**Unsettled Item Reports**

Date	Item	Price	Quantity	Total
22-07-2022	Hot, Shrimp & Crab Shell	1,65.0000	1,0000	1,65.0000
22-07-2022	Fish, Shrimp & Crab Shell	120.0000	1,0000	120.0000
	<b>Total</b>			<b>240.0000</b>
	<b>Product Discount</b>			<b>0.0000</b>
	<b>Tax Amount</b>			<b>41.2000</b>
	<b>Extra Charges</b>			<b>0.0000</b>
	<b>Grand Total</b>			<b>283.2000</b>

**UNSETTLED ITEM REPORT**

- To view the unsettled items, click view button.

**Delivery Boy Sales Report**

From Date: 2022-7-21 To Date: 2022-7-23

Select Delivery Boy: Monu

Date	Ticket No	Select Delivery Boy	Amount	Extra Charges	Total
22-07-2022	167	Monu	283.2000	100.0000	383.2000
		<b>Total</b>	<b>283.2000</b>	<b>100.0000</b>	<b>383.2000</b>

**DELIVERY BOY SALES REPORT**

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

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

**ZK Bakery** 07/22/2022 X

### Day Closing Report

From Date: 2022-7-21  
To Date: 2022-7-22

View  Print Option  
Small Print  Big Print

Day/	Cashier	Mode	Payment	Subt Amount
1	Admin	Direct collected	Cash	6204.8900
1	Admin	Direct collected	Card	500.0000
1	Admin	Direct collected	Menu	383.2000
1	Admin	Direct collected	Card	893.0000
1	Admin	Direct collected	Cash	2383.8900
1	Admin	Direct collected	Voucher	1270.0000
1	Admin	Direct collected	Customer Card	7676.0000
1	Admin	Direct collected	Customer Card	93.0000
1	Admin	Direct collected	Food Supplier	130.0000
1	Admin	Direct collected	Redeem Point	8.3000
1	Admin	Direct collected	Complementary	8.3000
1	Admin	Direct collected	UPI	2340.0000
1	Admin	Direct collected	ZSARAFD	2200.0000
1	Admin	Direct collected	Online to On Premises	1381.0000
1	Admin	Menu	Cash	324.0000
	Total			83333.0000

## DAY CLOSING REPORT

This report will show you the Day Closing Report

- Click on Day Closing Report
- Select from Date and To Date.
- You will be able to find the Payment Type details on day closing (like cash, card, redeem points, Voucher)
- Use PRINT option to take a print.

## SALES REPORTS

**ZK Bakery** 07/22/2022 X

### Day Wise Report

Day No From: 1  
To: 7

View  Print Option  
Small Print  Big Print

Day	Invoice No	Date	Item	Price	Quantity	Total
1	1	07/11/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	3	07/12/2022	Bread Recipe	3000.0000	1.0000	3000.0000
1	4	07/12/2022	12 Piece Butterly Shimp	180.0000	3.0000	540.0000
1	5	07/12/2022	Fish, Shrimp & Crab Shell	120.0000	1.0000	120.0000
1	6	07/12/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	8	07/12/2022	Redeem Point	120.0000	1.0000	120.0000
1	9	07/12/2022	Bread Recipe	3000.0000	1.0000	3000.0000
1	10	07/12/2022	Fish, Shrimp & Crab Shell	120.0000	2.0000	240.0000
1	11	07/12/2022	Fruit Maple Donutcase	130.0000	1.0000	130.0000
1	13	07/12/2022	12 Piece Butterly Shimp	180.0000	3.0000	540.0000
1	14	07/12/2022	Fish, Shrimp & Crab Shell	120.0000	1.0000	120.0000
1	15	07/12/2022	Fruit Maple Donutcase	130.0000	1.0000	130.0000
1	16	07/12/2022	Fruit Maple Donutcase	130.0000	3.0000	390.0000
1	17	07/12/2022	Fruit Maple Donutcase	130.0000	1.0000	130.0000
1	18	07/12/2022	Fruit Maple Donutcase	130.0000	4.0000	520.0000
1	19	07/12/2022	Fruit Maple Donutcase	130.0000	3.0000	390.0000
1	20	07/12/2022	Fruit Maple Donutcase	130.0000	3.0000	390.0000
1	21	07/12/2022	Fruit Maple Donutcase	130.0000	3.0000	390.0000
1	22	07/12/2022	Fruit Maple Donutcase	130.0000	3.0000	390.0000

## 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.
- Click VIEW button to view the report.
- Use print feature as done in the other reports.

**ZK Bakery** 07/22/2022 X

### Month Wise Report

Month: 07

View  Print Option  
Small Print  Big Print

Day/No	Invoice	Date	Item	Price	Quantity	Total
1	1	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	2	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	3	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	4	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	5	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	6	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	7	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	8	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	9	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	10	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	11	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	12	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	13	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	14	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	15	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	16	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	17	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	18	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	19	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	20	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	21	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	22	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000

## 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.
- Use PRINT option to take a print.

**ZK Bakery** 07/22/2022 X

### Year Wise Report

Year: 2022

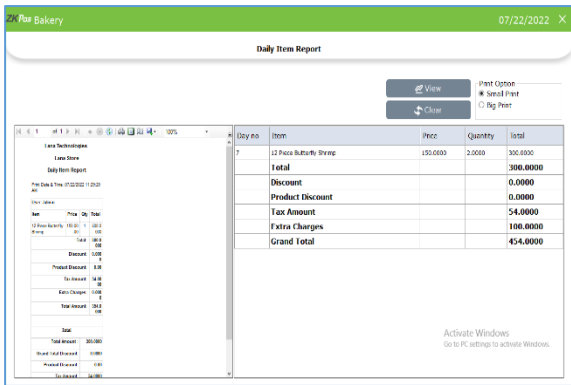
View  Print Option  
Small Print  Big Print

Day/No	Date	Item	Price	Quantity	Total
1	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000
1	12/01/2022	12 Piece Butterly Shimp	180.0000	1.0000	180.0000

## YEAR WISE REPORT

Provides the year wise sales report.

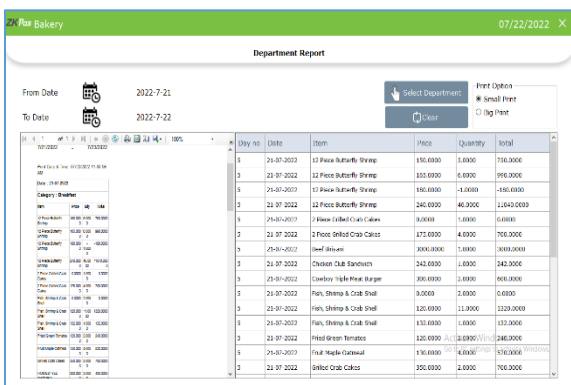
- Click on YEAR WISE REPORT.
- Select the year.
- Click VIEW button.
- Use PRINT option to take a print.



### DAILY ITEM REPORT

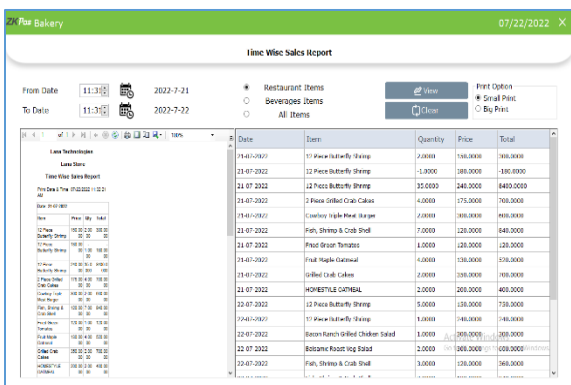
Provides the daily item report.

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



### DEPARTMENT REPORT

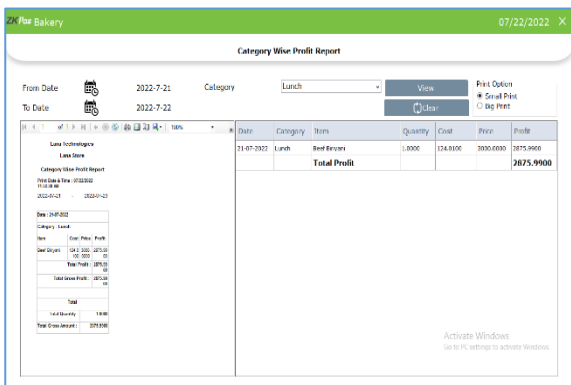
- To view the department report, select the date range and department.
- Click select department button.
- Select the departments you want to see.



### TIME WISE SALES REPORT

View all Time Wise Sales details using this report.

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



### CATEGORY WISE PROFIT REPORT

This report shows the category wise profit details.

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

Date	Item	Quantity	Cost	Price	Profit
12 07 2022	12 Piece Buttery Shrimp	1.0000	2100.0000	260.0000	60.0000
12 07 2022	12 Piece Buttery Shrimp	1.0000	120.0000	180.0000	60.0000
12 07 2022	12 Piece Buttery Shrimp	26.0000	2200.0000	2700.0000	500.0000
12 07 2022	2 Piece Grilled Crab Cakes	1.0000	120.0000	170.0000	50.0000
12 07 2022	Cashew Nipple Meat Burger	2.0000	200.0000	260.0000	60.0000
12 07 2022	Fish, Shrimp & Crab Shell	5.0000	100.0000	100.0000	0.0000
12 07 2022	Fruit Maple Omelette	4.0000	260.0000	520.0000	260.0000
12 07 2022	Grilled Crab Cakes	2.0000	400.0000	700.0000	300.0000
12 07 2022	HIGHLYLE GARLIC	2.0000	400.0000	400.0000	0.0000
12 07 2022	12 Piece Buttery Shrimp	5.0000	600.0000	750.0000	150.0000
12 07 2022	12 Piece Buttery Shrimp	1.0000	120.0000	240.0000	120.0000
12 07 2022	Bacon Ranch Grilled Chicken Salad	1.0000	100.0000	300.0000	200.0000
12 07 2022	Bacon Ranch Veg Salad	2.0000	200.0000	500.0000	300.0000
12 07 2022	Fish, Shrimp & Crab Shell	3.0000	300.0000	300.0000	0.0000
<b>Profit:</b>					<b>3455.00000</b>

### DATE WISE PROFIT REPORT

View all date wise profit details using this report.

- Click on **DATE WISE PROFIT REPORT**.
- Choose the **DateRange**.
- Use **PRINT** option to take a print.

Date	Item	Quantity	Cost	Price	Profit
07-21-2022	12 Piece Buttery Shrimp	18.0000	2160.0000	438.0000	216.0000
07-21-2022	Cashew Triple Meat Burger	2.0000	200.0000	500.0000	400.0000
07-21-2022	Salsicita Baked Veg Salad	5.0000	250.0000	600.0000	450.0000
07-21-2022	12 Piece Buttery Shrimp	3.0000	360.0000	720.0000	360.0000
07-21-2022	HIGHLYLE GARLIC	2.0000	400.0000	600.0000	200.0000
07-21-2022	12 Piece Buttery Shrimp	7.0000	240.0000	340.0000	100.0000
07-21-2022	12 Piece Buttery Shrimp	2.0000	240.0000	480.0000	240.0000
07-21-2022	12 Piece Buttery Shrimp	1.0000	400.0000	480.0000	80.0000
07-21-2022	Bacon Ranch Grilled Chicken Salad	1.0000	100.0000	300.0000	200.0000
07-21-2022	12 Piece Buttery Shrimp	1.0000	120.0000	240.0000	120.0000
07-21-2022	12 Piece Buttery Shrimp	1.0000	120.0000	240.0000	120.0000
07-21-2022	12 Piece Buttery Shrimp	1.0000	120.0000	240.0000	120.0000
07-21-2022	Fruit Maple Omelette	3.0000	210.0000	390.0000	180.0000
07-21-2022	Grilled Crab Cakes	3.0000	400.0000	750.0000	350.0000
07-21-2022	12 Piece Buttery Shrimp	2.0000	240.0000	300.0000	60.0000
07-21-2022	12 Piece Buttery Shrimp	1.0000	240.0000	300.0000	60.0000

### PRODUCT WISE PROFIT REPORT

View all product wise profit details using this report.

- Click on **PRODUCT WISE PROFIT REPORT**.
- Choose the Date Range and Time Range.
- Click **VIEW** button.
- Use **PRINT** option to take a print.

ID	Product Name	Sale Price	Cost Price	Difference
13	12 Piece Buttery Shrimp	120.0000	135.0000	15.0000
30	2 Piece Grilled Crab Cakes	170.0000	135.0000	35.0000
135	Appl Preme Salad	150.0000	100.0000	50.0000
129	Alpha Pineapple Smoothie	120.0000	100.0000	20.0000
139	Amazing Greens	200.0000	100.0000	100.0000
10224	Appetizer Spotlight	300.0000	100.0000	200.0000
187	Apple n Greens smoothie	200.0000	100.0000	100.0000
10188	Apple Shake	400.0000	300.0000	100.0000
10220	Apple Shake	180.0000	100.0000	80.0000
138	Apple n n Charge	300.0000	100.0000	200.0000
10213	Arabian Coffee	400.0000	300.0000	100.0000
10212	Arabian Special	600.0000	300.0000	300.0000
10206	Armaelto Runch	400.0000	100.0000	300.0000
10249	Arwa	60.0000	35.0000	25.0000
10217	Avocado BBR	100.0000	40.0000	60.0000
20	Bacon Cheddar	150.0000	100.0000	50.0000

### PRODUCT COST IN SALES REPORT

View all product cost n sales details using this report.

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

Date	Cashier	Invoice no	Item	Quantity	Total
12 07 2022	Admin	1	12 Piece Buttery Shrimp	1.0000	180.0000
12 07 2022	Admin	10	HIGH Shrimp & Crab shell	1.0000	120.0000
12 07 2022	Admin	4	12 Piece Buttery Shrimp	1.0000	240.0000
<b>Total</b>					<b>540.0000</b>
<b>Discount</b>					<b>0.5000</b>
<b>Product Discount</b>					<b>0.0000</b>
<b>Tax Amount</b>					<b>97.7000</b>
<b>Grand Total</b>					<b>636.7000</b>

### SALES RETURN REPORT

You can view the details of sales return.

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

### Sales Ranking Report

From Date: 2022-7-21 To Date: 2022-7-22

Date	Item	Quantity
07-21-2022	12 Piece Butterfly Shrimp	18,000
07-25-2022	12 Piece Butterfly Shrimp	18,000
07-21-2022	12 Piece Butterfly Shrimp	3,000
07-25-2022	12 Piece Butterfly Shrimp	3,000
07-25-2022	12 Piece Butterfly Shrimp	2,000
07-21-2022	12 Piece Butterfly Shrimp	2,000
07-25-2022	Plain Waffle Corned	2,000
07-25-2022	2-Shell, 1-Idle Meat Burger	2,000
07-21-2022	10-PISTOLE OUTRIGAL	2,000
07-25-2022	Fish, Shrimp & Crab Shell	2,000
07-21-2022	Fish, Shrimp & Crab Shell	2,000
07-25-2022	Grilled Crab Cake	2,000
07-21-2022	12 Piece Butterfly Shrimp	2,000
07-25-2022	12 Piece Butterfly Shrimp	2,000
07-21-2022	12 Piece Butterfly Shrimp	2,000
07-25-2022	12 Piece Butterfly Shrimp	2,000

## SALES RANKING REPORT

View all sales ranking details using this report.

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

### Cashier Sales Report

Day No From: 1 Day No To: 7

Day No	Cashier	Netty cash amount	Netty cash amount balance	Paid	Total
1	Admin	1000.0000	0.0000	22776.0000	22776.0000
2	Admin	7500.0000	0.0000	1000.0000	1000.0000
3	Admin	10000.0000	0.0000	6044.0000	6044.0000
4	Admin	20000.0000	0.0000	151.0000	151.0000
5	Admin	30000.0000	0.0000	8036.7500	8036.7500
6	Admin	0.0000	0.0000	1000.0000	1000.0000
7	Admin	0.0000	0.0000	354.0000	354.0000
<b>Grand Total</b>					<b>110717.7...</b>

## CASHIER SALES REPORT

View all cashier sales details using this report.

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

### User Wise Sales Report

From Date: 2022-7-21 To Date: 2022-7-22 User type: All User: All

Day no	User	Item	Amount
1	Admin		0.0000
2	Admin	Cash	31146.2000
3	Admin	Complementary	0.0000
4	Admin	CustomerCredit	2241.4000
5	Admin	online	1365.0000
7	Admin	Cash	354.0000
<b>Grand total</b>			<b>34997.7520</b>

## USER WISE SALES REPORT

Enter date range and select user type and user

### Cash Drawer Balance Report

From Date: 2022-7-21 To Date: 2022-7-22

Description	Amount
Total cash	27876.0000
Advance	2000.0000
Advance Payment	6.0000
Advance Return Payment	6.0000
Customer account	3041.4000
Customer	6.0000
Vendor payment	6.0000
<b>Balance</b>	<b>32701.0000</b>

## CASHIER DRAWER BALANCE REPORT

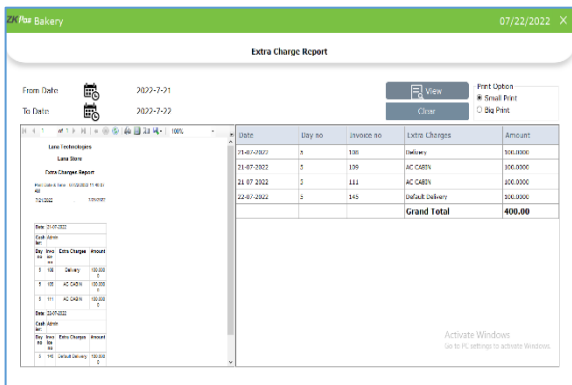
View all Cashier Drawer details using this report.

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

### EXTRA CHARGES REPORT

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

- Click on **EXTRA CHARGES REPORT**.
- Select the **FROM** date and **TO** date.

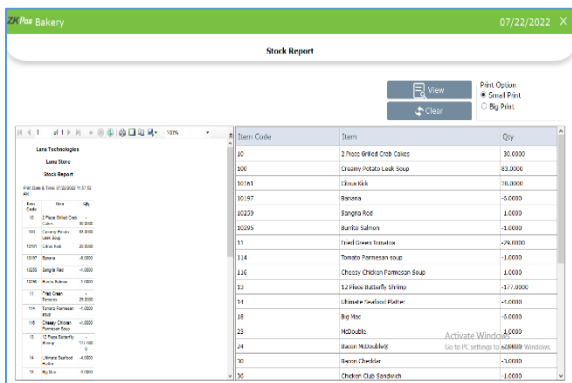


### PURCHASE REPORTS

### STOCK REPORT

View all Stock details using this report.

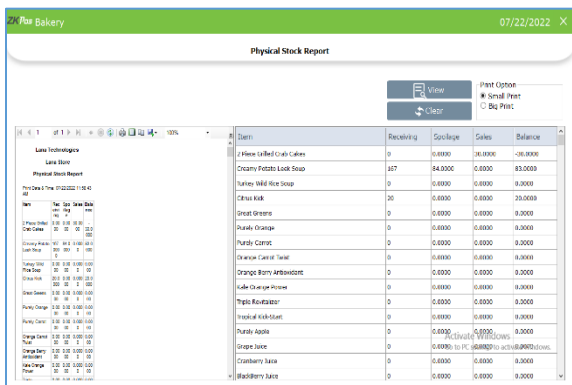
- Click on **STOCK REPORT**.
- Click **VIEW** button.
- Use **PRINT** option to take a print.



### PHYSICAL STOCK REPORT

View all Physical Stock details using this report.

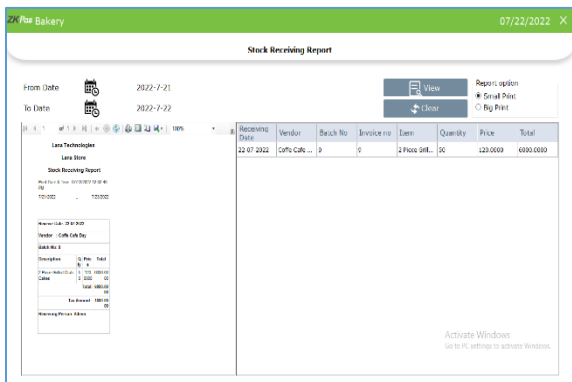
- Click on **PHYSICAL STOCK REPORT**.
- Click **VIEW** button.
- Use **PRINT** option to take a print.



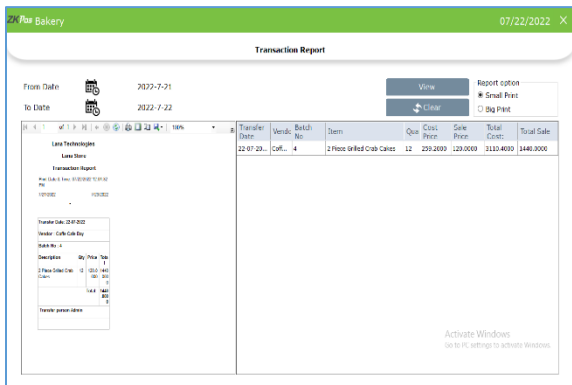
### STOCK RECEIVING REPORT

View all Stock Receiving details using this report.

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



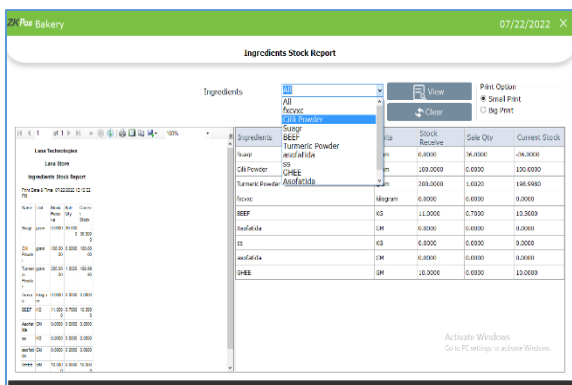




### STOCK TRANSACTION REPORT

View all Stock Transaction details using this report.

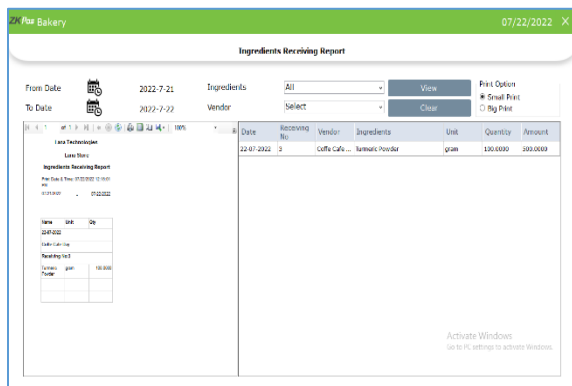
- STOCK TRANSACTION REPORT.
- **DATE RANGE.**
- Click **VIEW** button.
- Use **PRINT** option to take a print.



### INGREDIENTS STOCK REPORT

View all Ingredients Stock details using this report.

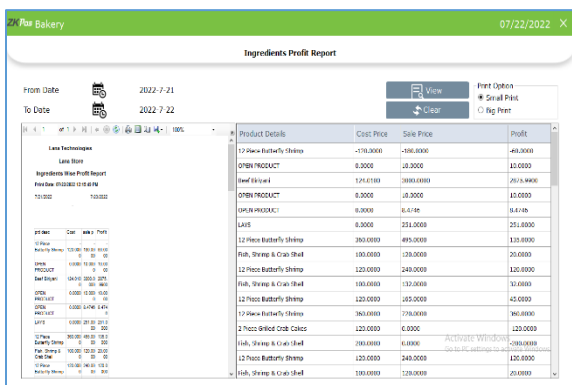
- Click on **INGREDIENTS STOCK REPORT.**
- Choose **Ingredients** from the list.
- Click **VIEW** button.
- Use **PRINT** option to take a print.



### INGREDIENTS RECEIVING REPORT

View all Ingredients Receiving details using this report.

- Click on **INGREDIENTS RECEIVING REPORT.**
- Enter the date range.
- Select ingredients and vendor.
- Use **PRINT** option to take a print.



### INGREDIENTS PROFIT REPORT

View all Ingredients Profit details using this report.

- Choose **DATE FROM** and **DATE TO.**
- Use **PRINT** option to take a print.

**Stock Value Report**

07/22/2022

View Print Option  
Small Print Big Print

Product ID	Item	Price	Stock	Total Amount
20	2 Piece Sliced Crab Cakes	120.0000	8.0000	960.0000
100	Chicken Potpie Loaf Soup	100.0000	85.0000	8500.0000
10194	1/2 Cup Milk	40.0000	250.0000	10000.0000
10197	Icecream	300.0000	4.0000	1200.0000
10229	Sangria Red	100.0000	1.0000	100.0000
10295	Item to Saleem	300.0000	-1.0000	-300.0000
11	1-1/2 Green Tomatoes	100.0000	-29.0000	-2900.0000
114	Remolded Parmesan soup	100.0000	-1.0000	-100.0000
116	Cherry Chicken Parmesan Soup	300.0000	1.0000	300.0000
13	12 Piece Butterfly Shrimp	120.0000	-177.0000	-21240.0000
14	Ultimate Seafood Steamer	100.0000	-4.0000	-400.0000
28	Big Mac	100.0000	6.0000	600.0000
23	McGoude	100.0000	-1.0000	-100.0000
24	Remon McDouble	100.0000	2.0000	200.0000
30	Remon Cheese	100.0000	-3.0000	-300.0000
36	Chicken Club Sandwich	120.0000	1.0000	120.0000

### STOCK VALUE REPORT

View all Stock Value details using this report.

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

**Low Stock Report**

07/22/2022

View Print Option  
Small Print Big Print

Product ID	Item	Cost	Quantity
20	2 Piece Sliced Crab Cakes	120.0000	8.0000
100	Chicken Potpie Soup	100.0000	1.0000
10194	1/2 Cup Milk	40.0000	-1.0000
10229	Sangria Red	100.0000	1.0000
10295	Item to Saleem	300.0000	-1.0000
11	1-1/2 Green Tomatoes	100.0000	29.0000
114	Remolded Parmesan Soup	100.0000	-1.0000
116	Cherry Chicken Parmesan Soup	300.0000	-1.0000
13	12 Piece Butterfly Shrimp	120.0000	177.0000
14	Ultimate Seafood Steamer	100.0000	-4.0000
28	Big Mac	100.0000	6.0000
23	McGoude	100.0000	-1.0000
24	Remon McDouble	100.0000	2.0000
30	Remon Cheese	100.0000	-3.0000
36	Chicken Club Sandwich	120.0000	1.0000
41	Grated Cheese	100.0000	2.0000

### LOW STOCK REPORT

View all Low Stock details using this report.

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

**Expense Details Report**

07/22/2022

From Date: 12:00 2022-7-1 Expense Types: All View Print Option  
To Date: 14:00 2022-7-22 Clear Small Print Big Print

Date	Name	Invoice no	Amount
18/07/22	Delivery	6	100.0000
17/07/22	Delivery	3	700.0000
18/07/22	Delivery	1	100.0000

Total Expenses: 900.00

### EXPENSE DETAILS REPORT

View all Expense details using this report.

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

**Vendor Report**

07/22/2022

From Date: 07/21/2022 Vendor: Coffe Cafe Day View Print Option  
To Date: 07/22/2022 Clear Small Print Big Print

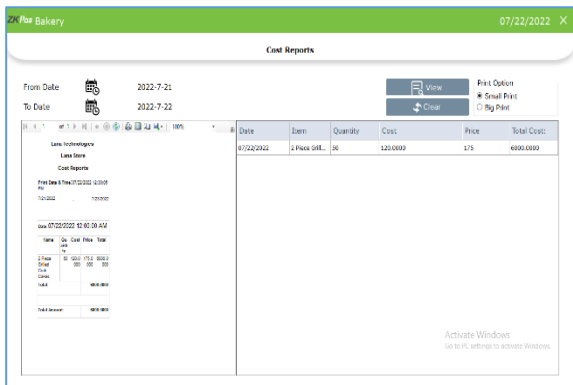
Date	Vendor	Type	Batch No	Invoice no	Debit	Credit
07/20/2022	Coffe C. Day	Tran	1	6	100.0000	10.0000
07/20/2022	Coffe C. Day	Tran	1	6	0.0000	7980.0000
07/20/2022	Coffe C. Day	Tran	1	6	10.0000	100.0000

Total Vendor Debit: 110.00

### VENDOR REPORT

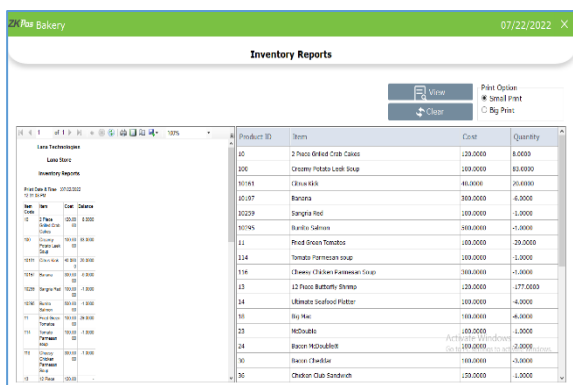
View all Vendor details using this report.

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



### COST REPORT

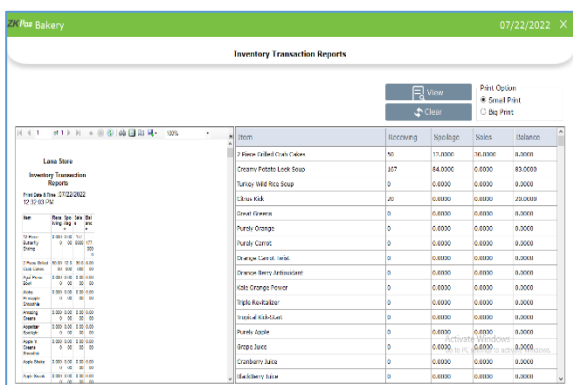
- Select the date range and click view button.



### INVENTORY REPORT

View all Inventory details using this report.

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

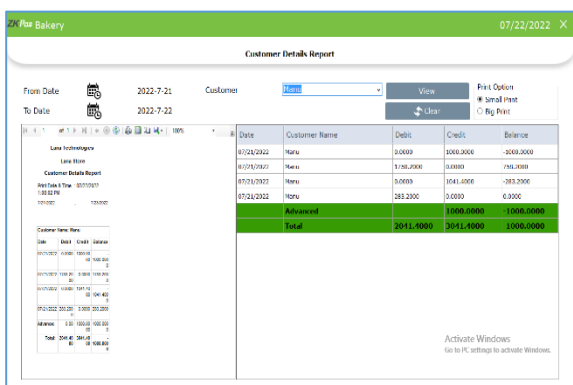


### INVENTORY TRANSACTION REPORT

View all Inventory Transaction details using this report.

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

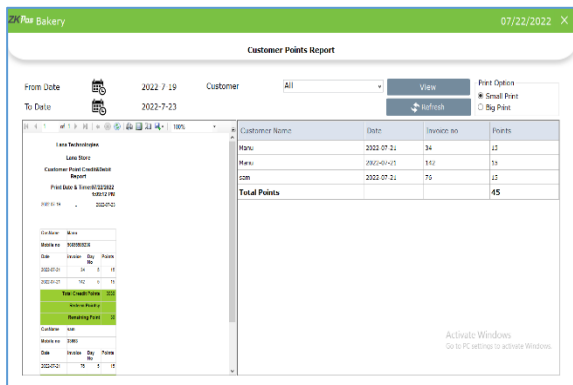
## CUSTOMER REPORTS



### CUSTOMER DETAILS

View all Customer details using this report.

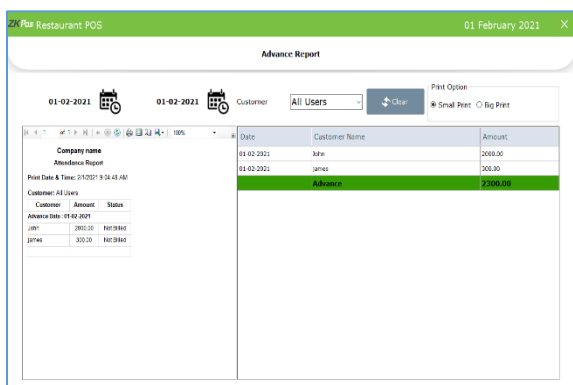
- Click on **CUSTOMER DETAILS REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Choose **CUSTOMER**.
- Use **PRINT** option to take a print.



**CUSTOMER POINTS**

View all Customer Points details using this report.

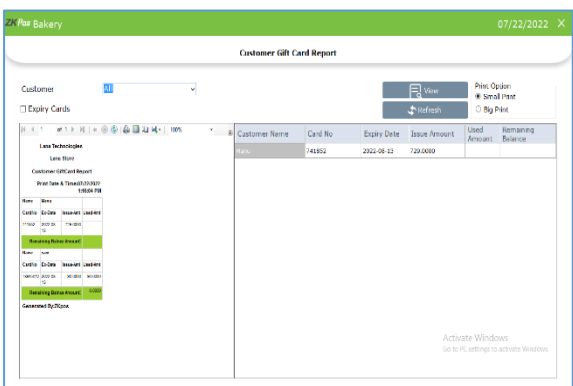
- Click on **CUSTOMER POINTS REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Choose **CUSTOMER**.
- Use **PRINT** option to take print.



**CUSTOMER ADVANCE**

View all Customer Advance details using this report.

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

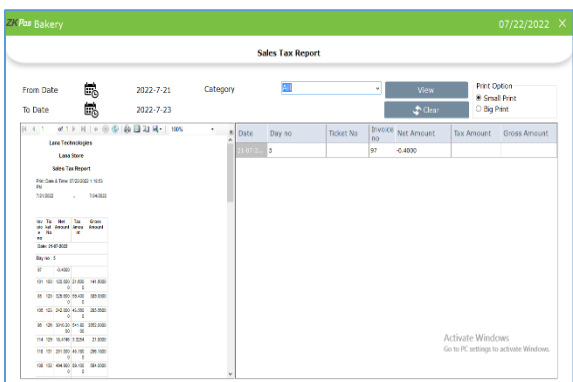


**CUSTOMER GIFT CARD**

View all Customer Gift Card details using this report.

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

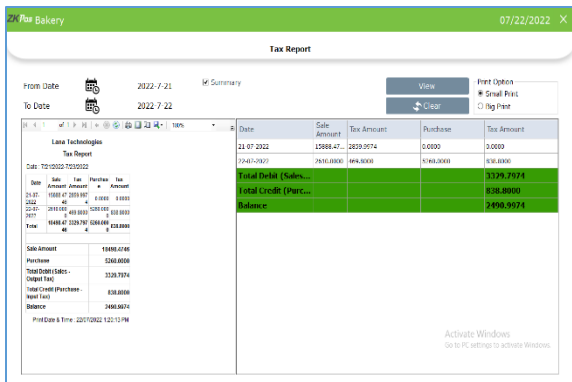
**TAX REPORTS**



**SALES TAX REPORT**

View all Sales Tax details using this report.

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

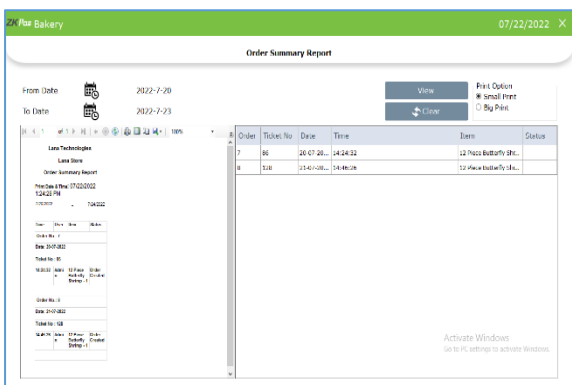


### TAX REPORT

View all Tax Details using this report.

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

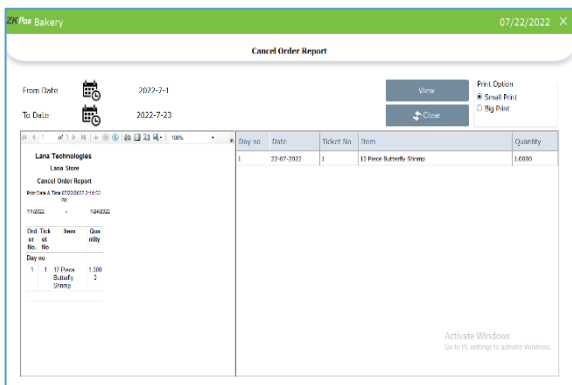
### OTHER REPORTS



### ORDER SUMMARY REPORT

View all Order Summary Details using this report.

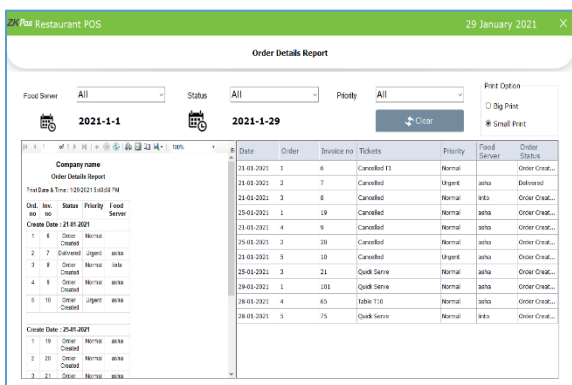
- Click on **ORDER SUMMARY REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Use **PRINT** option to take a print.



### CANCEL ORDER REPORT

View all Cancelled order details using this report.

- Click on **Cancel Order Details**.
- Choose **FROM DATE** and **TO DATE**.
- Use **PRINT** option to take a print.



### ORDER DETAILS REPORT

View all Order Details using this report.

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

**ZK Bakery** 07/22/2022

**Work Period Reports**

From Date: 2022-7-21 User: All Users View Print Option: Small Print, Big Print

To Date: 2022-7-23 Clear

Date	Day no	Payment Type	Total	Total
07/22/2022 01:00	6	Admin (Administrator) 22-07-2022 - 22-07-2022	Online	1002.0000
07/22/2022 18:00	7	Admin (Administrator) 22-07-2022 - 22-07-2022	Cash	394.8000
07/22/2022 12:00	8	Admin (Administrator) 22-07-2022 - 22-07-2022	Cash	141.0000
07/22/2022 11:00	9	Admin (Administrator) 22-07-2022 - 22-07-2022	Cash	283.2000
07/22/2022 01:00	10	Admin (Administrator) 22-07-2022 - 22-07-2022	Cash	663.0000
<b>Grand Total</b>				<b>2775.80</b>

**WORK PERIOD CLOSING REPORT**

View all Work Period Closing using this report.

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

**ZK Bakery** 07/22/2022

**Food Voucher Report**

Voucher Series: Unpaid Voucher Used View Print Option: Small Print, Big Print

Voucher Series	Voucher Code	Expiry Date	Used Date	Ticket No	Amount	Status
Deval Offer	6030307	2022-08-11			50.00	Used
Deval Offer	2161918	2022-08-11			50.00	Used
Deval Offer	2739349	2022-08-11			50.00	Used
Deval Offer	48854	2022-08-11			50.00	Used
Deval Offer	1819460	2022-08-11			50.00	Used

**FOOD VOUCHER REPORT**

View all Food Voucher Details using this report.

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

**ZK Restaurant POS** 29 January 2021

**Gratuity / Tip Report**

2021-1-1 2021-1-29 Food Server: All View Print Option: Small Print, Big Print

Date	Invoice no	Bill Amount	Vendor	Tip	Status
01/29/21 00:00	70	600.0000	jasha	79.0000	Adjusted
01/29/21 00:00	70	600.0000	inco	5.0000	Adjusted
01/29/21 00:00	1	600.0000	jasha	60.0000	Adjusted
01/29/21 00:00	1	600.0000	inco	0.0000	Adjusted
01/29/21 00:00	1	600.0000	inco	40.0000	Adjusted
01/29/21 00:00	4	660.0000	inco	3.0000	Adjusted
01/29/21 00:00	5	600.0000	jasha	30.0000	Adjusted
01/29/21 00:00	5	400.0000	inco	40.0000	Adjusted
01/29/21 00:00	7	400.0000	inco	0.0000	Adjusted
01/29/21 00:00	4	660.0000	jasha	3.0000	Adjusted
01/29/21 00:00	5	600.0000	inco	30.0000	Adjusted
01/29/21 00:00	7	600.0000	jasha	00.0000	Adjusted
01/29/21 00:00	7	400.0000	jasha	60.0000	Adjusted
<b>Total Tip Amount</b>				<b>214.00</b>	

**GRATUITY/TIP REPORT**

View all Gratuity Details using this report.

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

**ZK Restaurant POS** 29 January 2021

**Action Log Report**

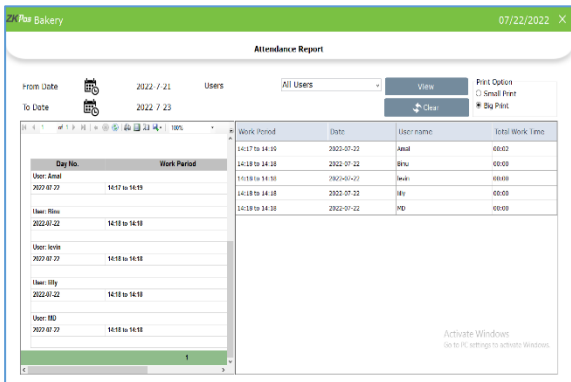
Form: All Status: All User: All Users View Print Option: Big Print, Small Print

Log Date	User	Form	Description	Status
20-01-21	Admin	Login	Work period started for User:Admin on dname:1	Idle
20-01-21	Admin	AdminAbility	Utility options modified	Idle
20-01-21	Admin	AdminAbility	Utility options modified	Idle
20-01-21	Admin	AdminAbility	Utility options modified	Idle
20-01-21	Admin	WorkPeriod	Work period started for User:Admin on dname:2	Idle
20-01-21	Admin	WorkPeriod	Work period started for User:Admin on dname:3	Idle
20-01-21	Admin	WorkPeriod	Work period started for User:Admin on dname:4	Idle
20-01-21	Admin	WorkPeriod	Work period started for User:Admin on dname:5	Idle
20-01-21	Admin	WorkPeriod	Work period started for User:Admin on dname:6	Idle
20-01-21	Admin	WorkPeriod	Work period started for User:Admin on dname:7	Idle
20-01-21	Admin	WorkPeriod	Work period started for User:Admin on dname:8	Idle
20-01-21	Admin	WorkPeriod	Work period started for User:Admin on dname:9	Idle

**ACTION LOG REPORT**

View all Action Log Details using this report.

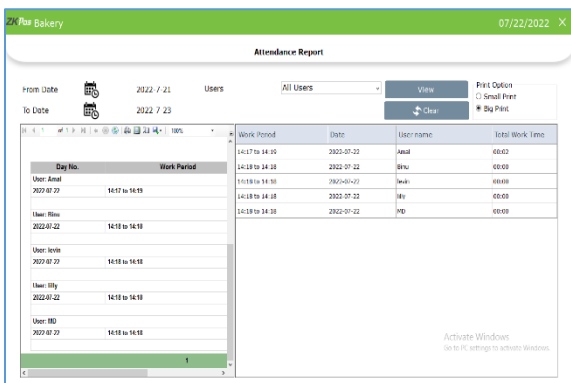
- Click on **ACTION LOG**.
- Choose **FOOD SERVER**, **STATUS**, and **USER**.
- Choose **FROM DATE** and **TO DATE**.
- Use **PRINT** option to take a print.



### ATTENDANCE REPORT

View all Attendance using this report.

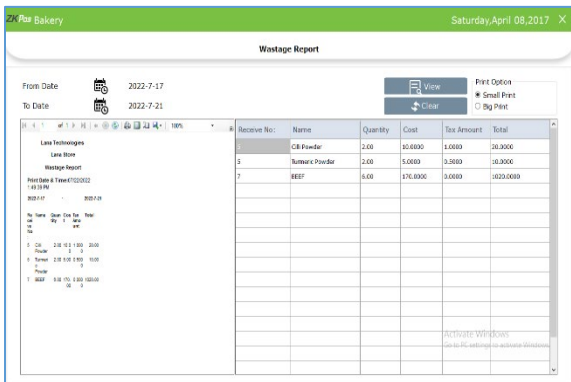
- Click on **ATTENDANCE REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Choose **USERS**.
- Use **PRINT** option to take a print.



### DAY CLOSING REPORT

View all work period closing report here day wise and user wise

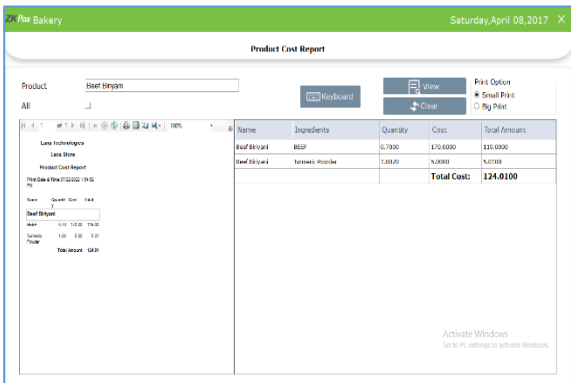
- Click on **Work Period**
- Choose **FROM DATE** and **TO DATE**.
- Choose **USERS**.
- Select the **Day No** as well
- Use **PRINT** option to take a print.



### WASTAGE REPORT

View all Recipe Wastage using this report.

- Click on **Recipe Wastage**
- Choose **FROM DATE** and **TO DATE**.
- Click on the **View Option**
- Use **PRINT** option to take a print.



### PRODUCT COST REPORT

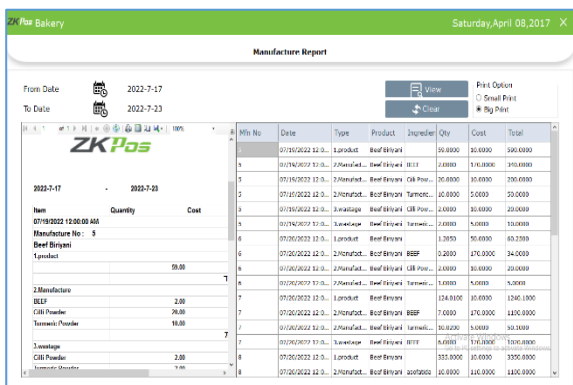
View all Product cost using this report.

- Click on **Product Cost**
- Click on the **Product** option, select the product from the suitable Department.
- And if you want all product details click on **ALL**
- Click on the **View Option**
- Use **PRINT** option to take a print.

**MANUFACTURE REPORT**

View all detailed manufacture reports here,

- Click on **Manufacture**
- Choose **FROM DATE** and **TO DATE**.
- Click on the **View Option**
- Use **PRINT** option to take a print.



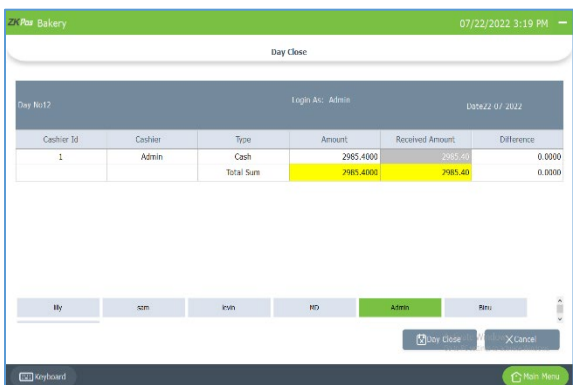
**DASHBOARD**

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

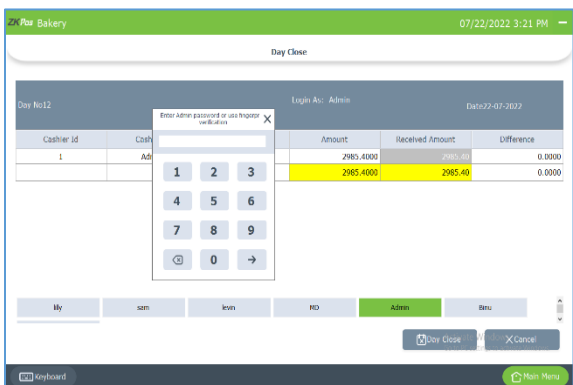
**DAY CLOSING**

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 a **DAY CLOSE** button in the MAIN MENU. This option is only available to ADMIN.
- Click on **DAY CLOSE**.
- You can see the **INVOICE AMOUNT** in the **AMOUNT** column. You need to enter the amount that you received from the customer in **RECEIVED AMOUNT** column.

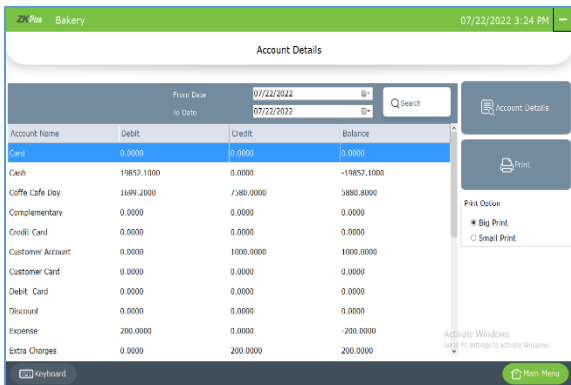


- Now click on **DAY CLOSE** button.
- Confirm the day close by choosing **YES**. If there is any unprocessed bill another popup will show up and you need to confirm it too by clicking **CONTINUE**.
- To complete the process, you need to enter the **ADMIN PASSWORD**.

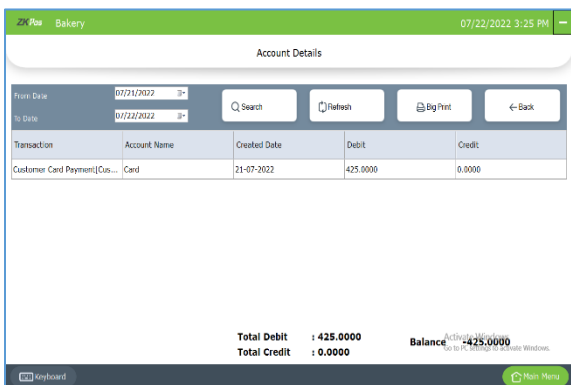




**ACCOUNT**



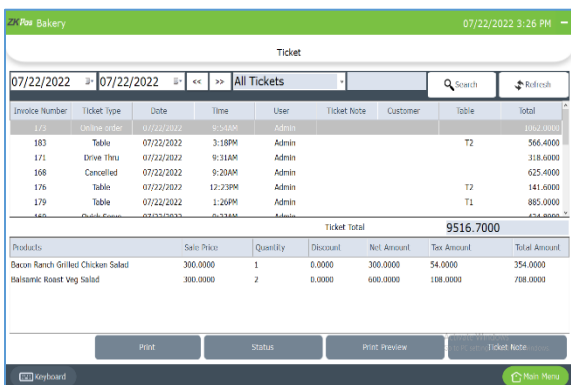
- Select account option from main menu.
- You can see the account transactions done through the software here.



- If you want to see the details, click on an individual detail
- Click on ACCOUNT DETAILS option
- You can also take the print out

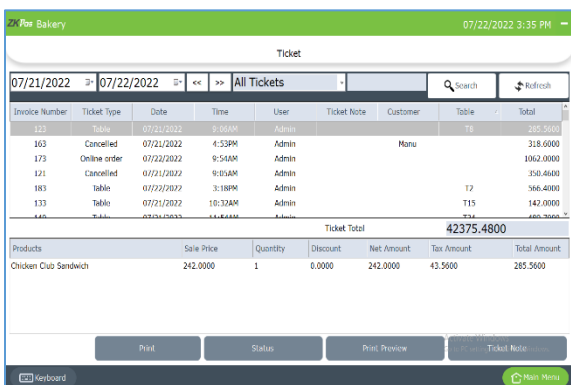
**TICKET**

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.

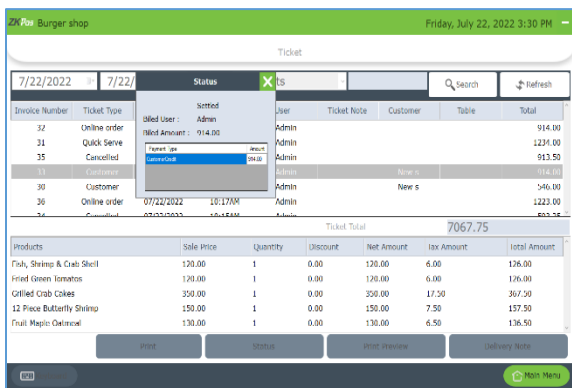


- Go to **MAINMENU**.
- Click on **TICKETS** button on the top left corner.
- Select the **FROM** date and **TO** date.
- You can select the **TICKETTYPE** from the dropdown.

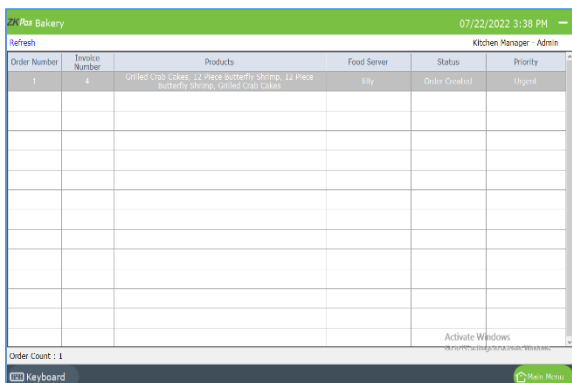
Now all invoices between the selected dates will be displayed.



- You can see the **INVOICE NUMBER**, **TICKET TYPE**, **DATE**, **TIME**, **USER**, **TOTAL AMOUNT** etc.
- If you click on any of them, you can see the products associated with that invoice.
- There is an option to **PRINT** the ticket details.
- If you know the invoice number, you can search it by using the **SEARCH** button.

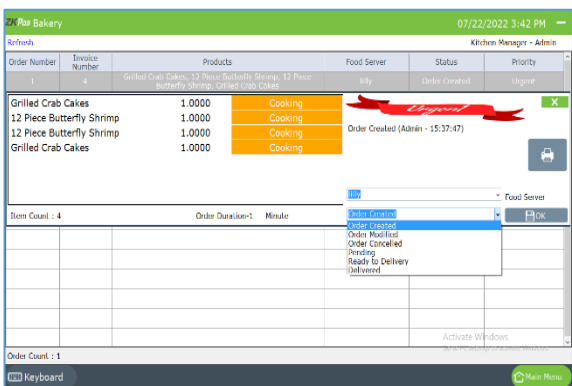


- You can see the status of each invoice here.
- Select an invoice from invoice listing grid.
- Click on STATUS button.

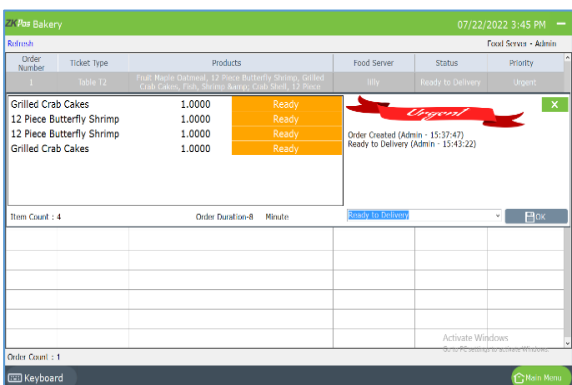


**KITCHEN DISPLAY**

- Go to MAIN MENU.
- Click on KITCHEN DISPLAY. (Also, login as kitchen manager using user id and password).
- Now, all the active orders will display based on priority. URGENT orders will display first and then NORMAL and finally orders with LOW priority.
- Expand each order by clicking on it.

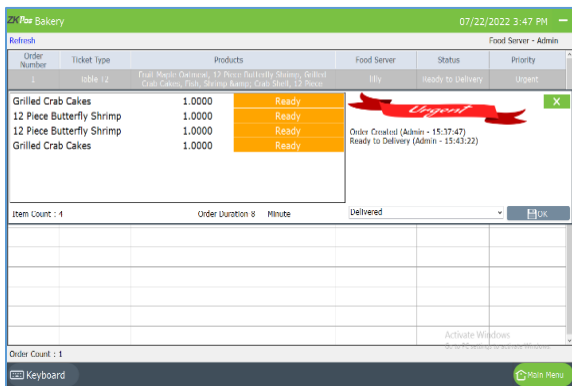


- When the items are ready to deliver kitchen manager can change the status of the order to **READY TO DELIVERY**.
- There are also options for **ORDER CANCELLING, ORDER MODIFICATIONS, PENDING...etc.**

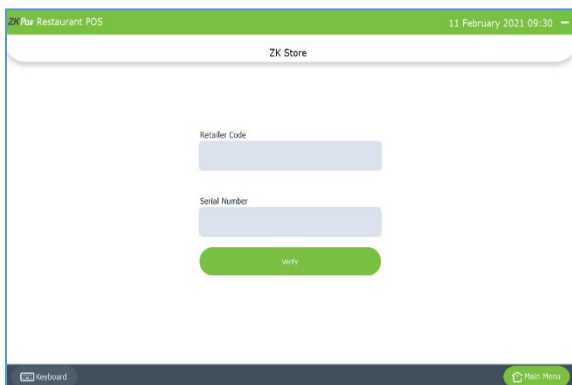


**FOOD SERVER**

- If the status of the order changed to **READY TO DELIVERY**, food server can serve it for the customer and change the status to **DELIVERED**.
- Then click OK, details will be updated.
- Those orders with status as **“READY TO DELIVERY”** can be viewed by clicking on **FOODSERVER** button.

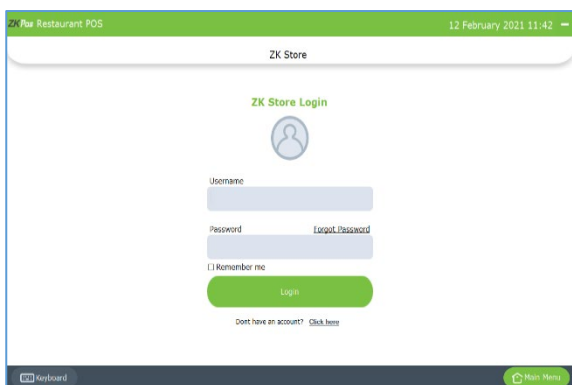


- He too can expand the order details by clicking on it, if the order has delivered, he can update the status to **“DELIVERED”**.

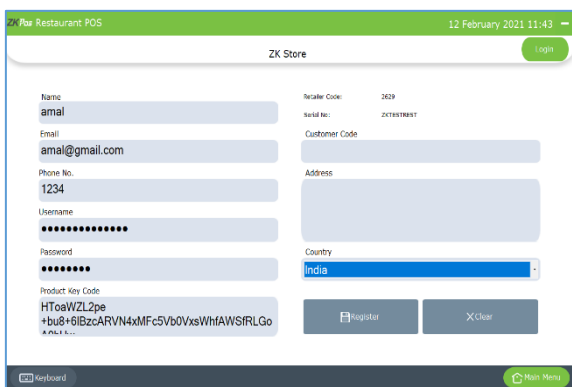


**ZKSTORE**

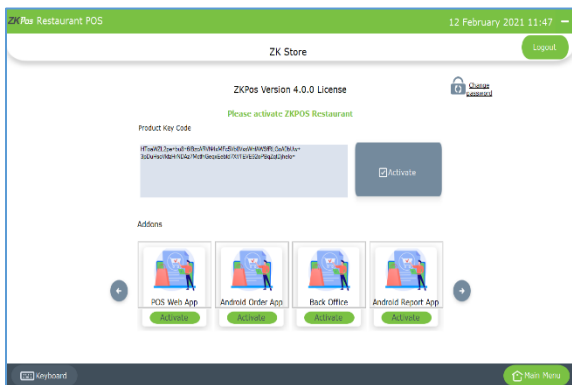
- Open ZKPOS Restaurant Software as administrator
- Now you can see a page to verify the retailer code and serial number
- Enter the retailer code and serial number
- Click verify button
- Now you are successfully verified your device.



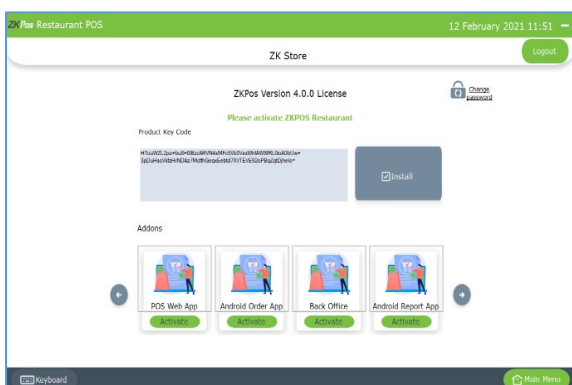
- After verifying the device, you will get a login page
- If you are not registered in ZKSTORE yet, create an account



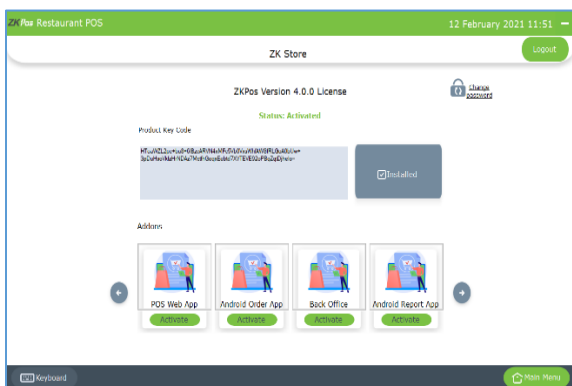
- If you want to access ZKSTORE you need to login to registered account. If you don't have one, then create one using REGISTER link.
- Your product key code, retailer code and serial number already seen in registration form
- Fill other details and click REGISTER button
- After registration you will get one username and password, you can use it for login to ZK STORE.



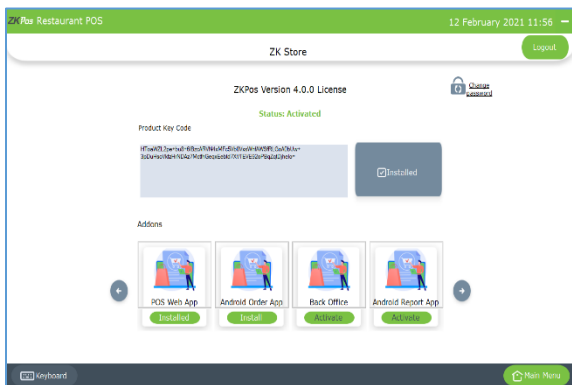
- To activate the license, click on ACTIVATE button.
- You can activate the license after confirm the request by retailer.
- After confirmation activate button will be changes to INSTALL.
- Log out from the ZKSTORE and again login to see the changes.



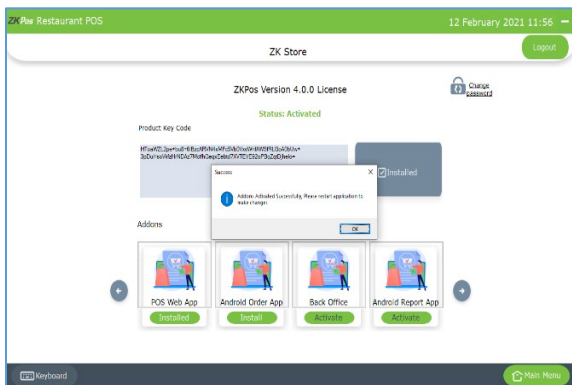
- Click on Install button.
- You will get a pop up for restarting the application.
- Restart the application.



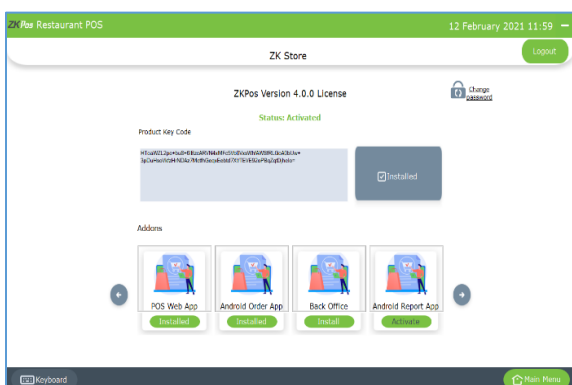
- Now the status will be changes to installed.
- You are successfully activating the license.



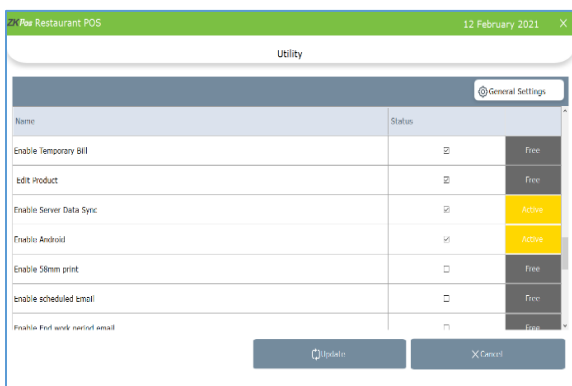
- If you want to activate ZKPOS Android Order app, please click activate button.
- Click OK to the alert message.
- The add on will be activated after the confirmation from retailer.
- Please log out from ZKSTORE and log in again.
- If the retailer confirmed your request, activate button will be changed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



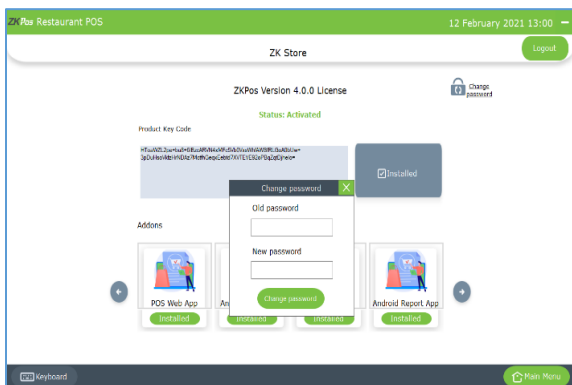
- Click on install button.
- Now restart the application to make changes.
- Now you are activated the feature license.



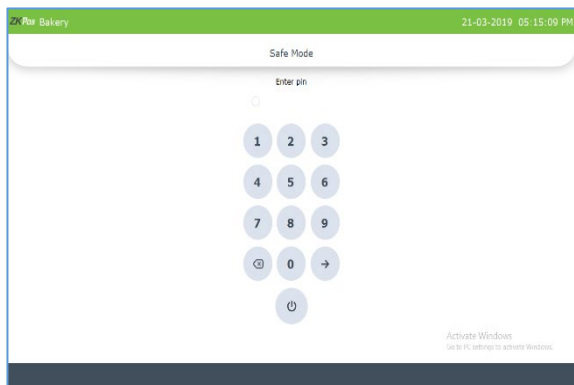
- Now the status of android order App will be changed to 'Installed'.
- You need internet connection to activate license through ZKSTORE.



- In utility you can see the feature status as activated.

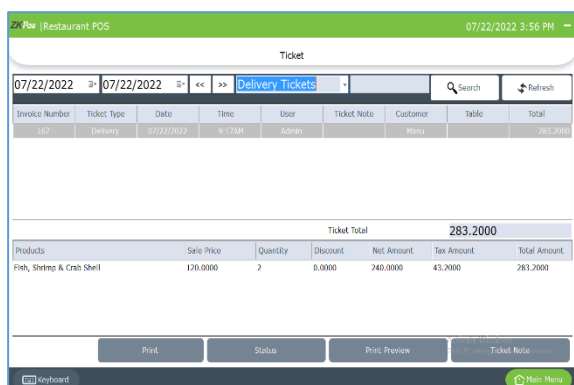


- You can change the login password by clicking change password button.
- Enter the old password and new password.
- Click change password.



**SAFE MODE**

- Safe mode feature makes your POS protective from other users.

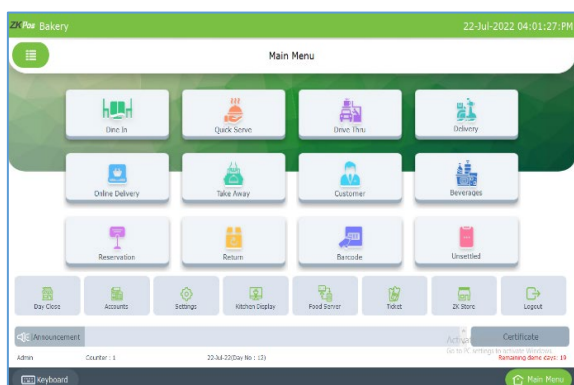


**DELIVERY TICKET**

- Click DELIVERY TICKET.
- It shows online order and delivery tickets
- Choose DATE RANGE.
- Choose Ticket Option.

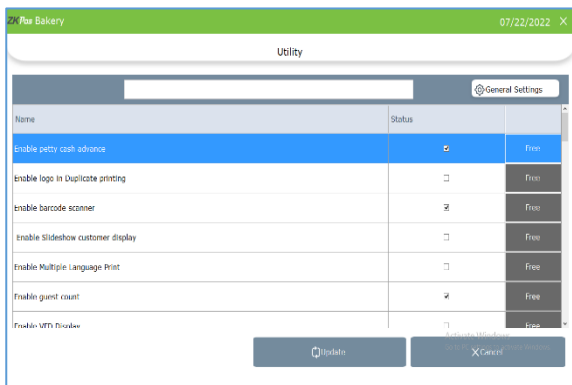
**START AND END WORKPERIOD**

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**.

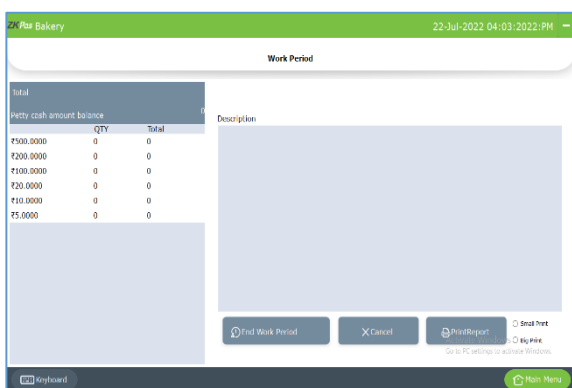


- This is the **MAIN MENU**.
- **LOGIN** using your **User ID** and **Password**.

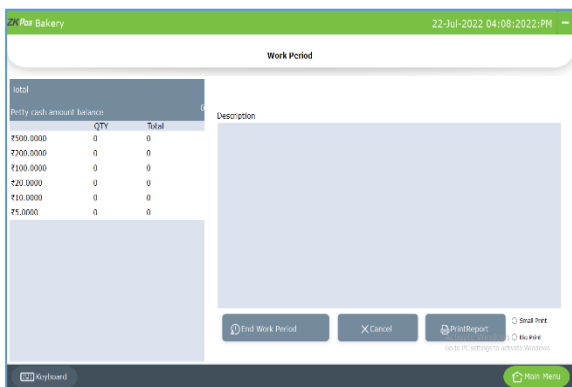
If you are logged in as Cashier, you need petty cash to give to the customers, so before start working Admin should grant the petty cash for the cashier. Let’s look at how an **ADMIN** can provide petty cash to the **CASHIER**.



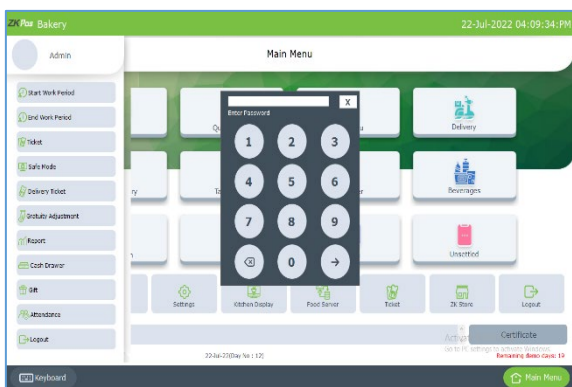
- For that, login as **ADMIN**.
- Go to **SETTINGS**.
- Enable **PETTY CASH ADVANCE** in the **UTILITY** Update it.



- Now logout and login as **CASHIER**.
- Click on **START WORK PERIOD** button from side menu
- 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**.
- Actually, 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 have to start the work period manually.
- Now he can process bill or view reports and so on.

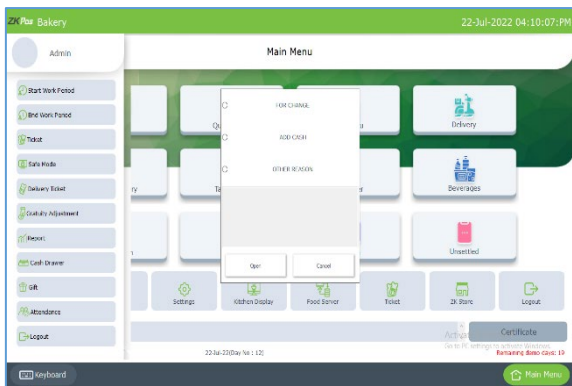


- Now to End work period, Go to **MAIN MENU**.
- Click on **END WORK PERIOD**, in the right side of the window you can see an **END WORK PERIOD** button. Click on it.
- Specify the **BALANCE PETTY CASH** in the field provided.
- Specify the reason to end work period and then click **END WORK PERIOD**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

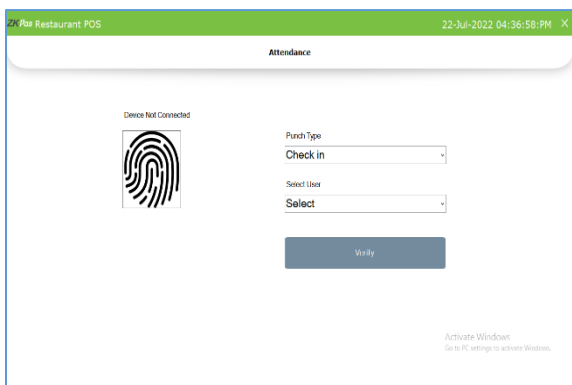


**CASH DRAWER**

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



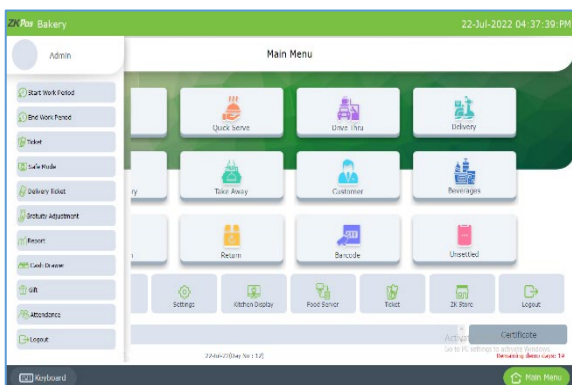
- A pop up will be shown asking you the reason to open the cash drawer.
- Select the reason.
- Write it in the text box if you have any other reason.



**ATTENDANCE**

You can enter attendance manually by selecting the punch type is check or check out.

- Click on the left side menu.
- Select ATTENDANCE.
- Enter the punch type and user.



**LOGOUT**

- You can **LOGOUT** from ZKPOS by clicking on the **LOGOUT** button.
- You will be redirected to **LOGIN** section.

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