

USER MANUAL

ZKPOS VANSALES ANDROID APP

Version: 1.5.0

Date: 01-09-2022

Software Version1.5.0

ZKPOS VANSALES ANDROID APPLICATION

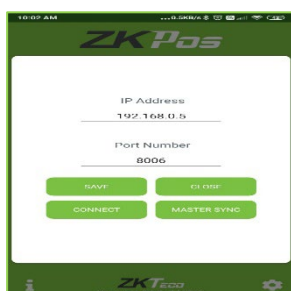
In case you're in the wholesale and distribution sector, you likely have van salesmen out and about visiting clients with physical catalogues while taking orders using pen and paper. It's an exceptionally troublesome task and van salesman should be proficient and focused on dealing with their own time while keeping motivated to accomplish sales targets. With ZKPOS Van sales application, you can boost your sales and decrease the pressure on your sales person. Van Sales can prove to be an asset for your company, as well as the sales team. Our Van sales app can help you in reducing the cost and time required for order processing.

ENTERING CREDENTIALS

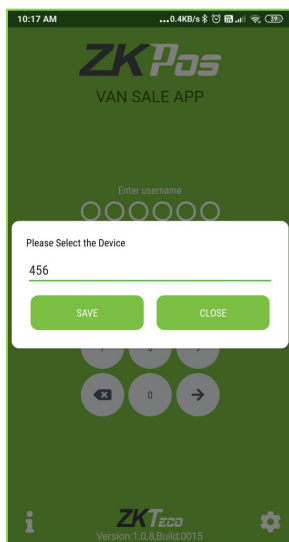
While opening ZKPOS Vans sales Android Application an alert message shows to enter the IP and Port.



- Open ZKPOS Van sales Android App
- Go to settings option button



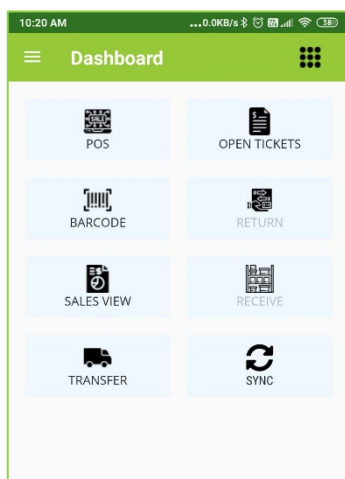
- Enter IP address and Port number
- Click on the Connect options to connect it with.
- Click on Save button



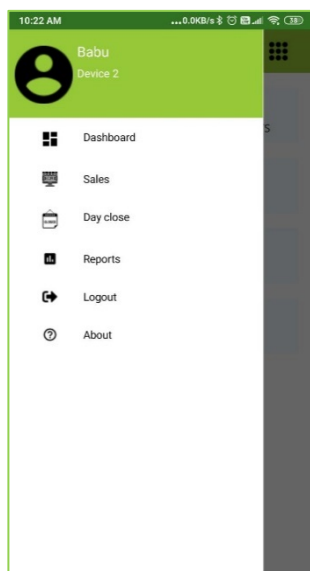
- Select the device as you saved in ZKPOS Retail Software.

GETTING STARTED

- After completing the login you are redirected to DASHBOARD.
- Click the menu button on the left side of the figure.



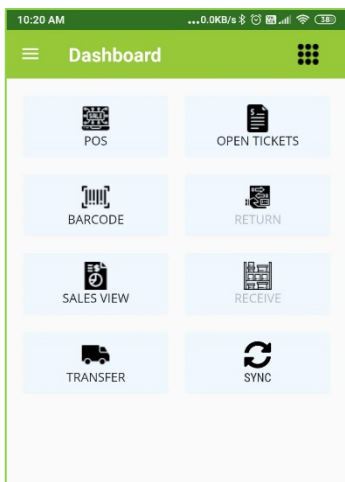
- The menu shows the device details on the top.
- Click on dashboard.



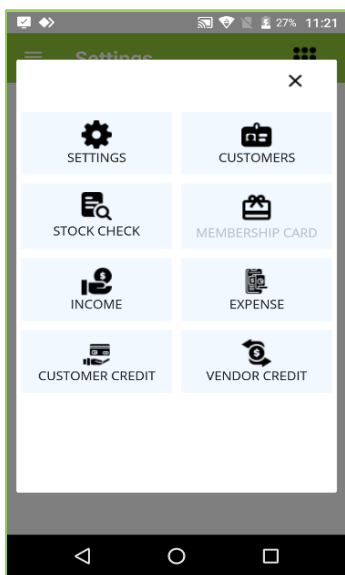
DASHBOARD

Dashboard contains POS, Open tickets, Barcode, Return, Sales view, Receive, Transfer, Sync.

- Click on the menu button on the right top side of the application as shown in the figure.

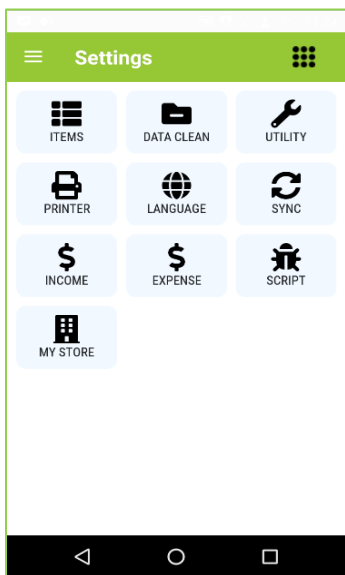


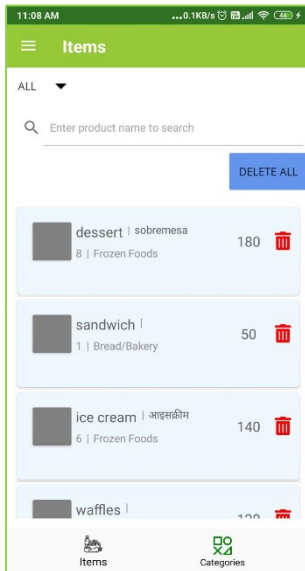
- On clicking the menu button, you can see Settings, Customers, Stock check, Income, Expense, Customer credit and Vendor credit.



SETTINGS

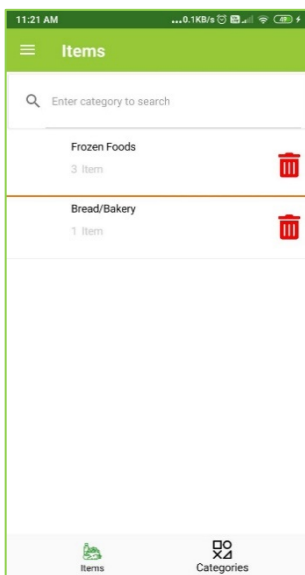
- Click Settings option.
- Settings page contains the features as shown in the figure.





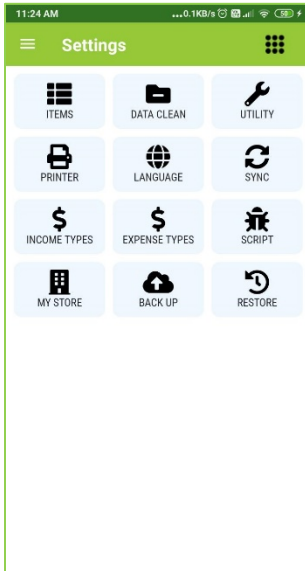
ITEMS

- Click on ITEMS option.
- ITEMS menu contains Items and Categories
- Here you can see the products and category we added and transferred from the ZKPOS Retail Software.
- You can view the products category wise by clicking the dropdown near ALL
- You can delete the products from van sale application by clicking the Delete icon against it.
- You can also Delete all item at once by clicking on the Delete All option
- Click yes to the alert message.
- Please note, you cannot delete an in-stock item like this.
- You can delete it after the full stock return to the ZKPOS Retail Software



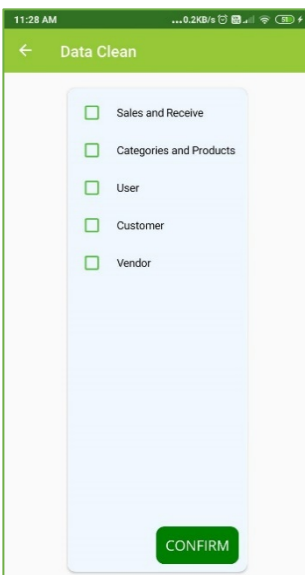
CATEGORY

- Click on Category button at the bottom side.
- You can see the categories you created and transferred from the ZKPOS Retail Software.
- You can delete the category from van sale app by clicking delete button against it.
- Cannot delete a category if you have one product in it.

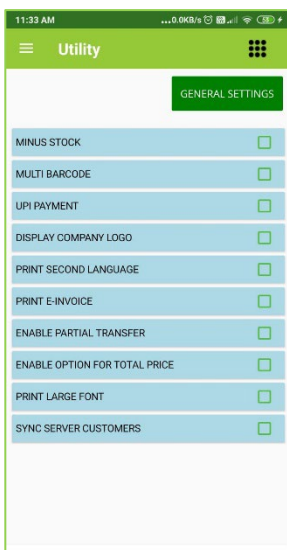


DATA CLEAN

- By data cleaning you can erase the data from the application all together.
- Select data clean from settings page.

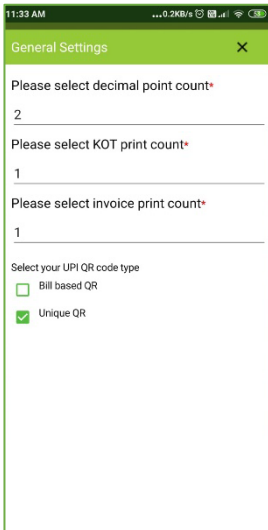


- Select the data you want to delete from the app permanently.
- Click confirm button.
- Click yes to the confirmation message.



UTILITY

- Click Utility from settings page.
- Utility page contains the features of the application that you want to activate or deactivate.
- There is a check box against every feature to do so.
- We can set the general features also through general settings option.

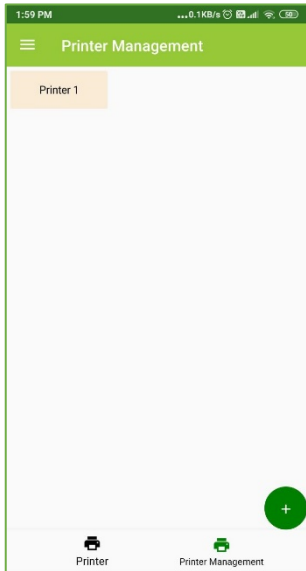


General Settings

- Click on the General settings option from Utility page.
- You can set the decimal point count for amount, can set it between 1 and 4.
- Select the KOT print and invoice print count.
- Select the UPI QR code type for UPI payment, Bill based QR or Unique QR.



- **Minus Stock:** By enabling the feature you can sale the products even you do not add the stock to this application. The stock details show it as a negative value and compensates it once you add the stock details.
- **Multi Barcode:** You can add same barcode to more than one product by enabling this feature.
- **UPI Payment:** To enable UPI payment option
- **Display Company Logo:** This feature activates the display of company logo in invoice.
- **Print second language:** By enabling this option alias name will be shown in the print outs of invoices.
- **Print E-Invoice :** For Printing Digital Invoices especially for Saudi Arabia
- **Enable Partial Transfer:** We can transfer partial stock to the Retail Software according to our need.
- **Enable Option For Total Price :** In order to calculate the product quantity, we first add the total
- **Print Large Font:** By enabling this option invoice will print in Large Font.
- **Sync Server Customers:** By enabling this we can sync the customers in the Retail software with the Van sale App.



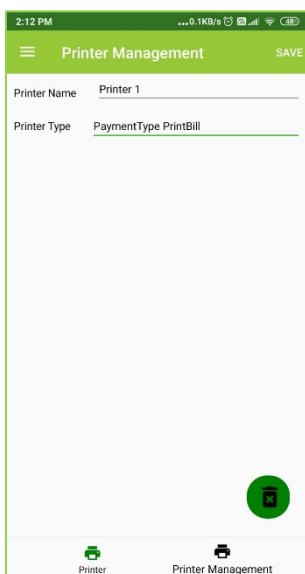
PRINTER

- Click Printer option from settings menu.
- There are two sections- printer and printer management.
- Select printer from the bottom side as shown in figure.
- To add a new printer, click '+’.
- We can add Wi-Fi, LAN and Bluetooth printer to the application



Printer

- Enter the printer name, select the type (Wi-Fi, LAN or Bluetooth).
- Enter IP address for Wi-Fi/ LAN printer and search device for Bluetooth printer.
- Select printer page size – 58 mm, 80 mm or A4 size.
- Click save button.
- To edit a particular printer, select that one from the window, make necessary changes and click ok to the confirmation message.
- If you want to delete a printer, click on the ‘x’ button at the right bottom side of the window and click yes to the confirmation.



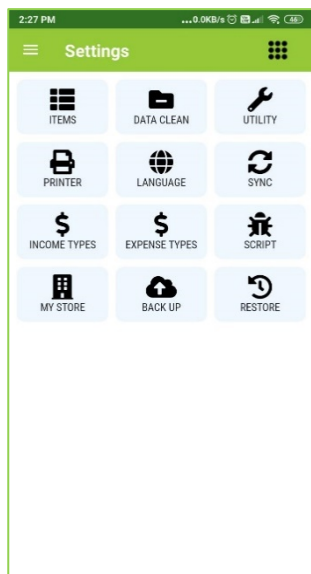
Printer Management

- Select printer management.
- Choose the printer we already saved in the application.
- Select payment type print bill as Printer type.
- Payment type print bill is to print the invoices.
- If you want to delete a printer, click on the ‘x’ button at the right bottom side of the window.
- You cannot edit the printer details once you saved it.



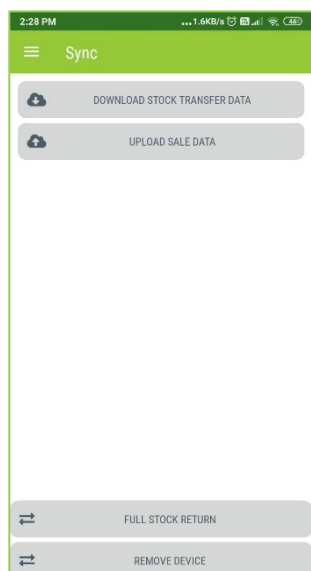
LANGUAGE

- You can change the language of application to Chinese and Arabic.
- Select the language option from settings menu.
- Choose the language according to your convenience.
- Click save.

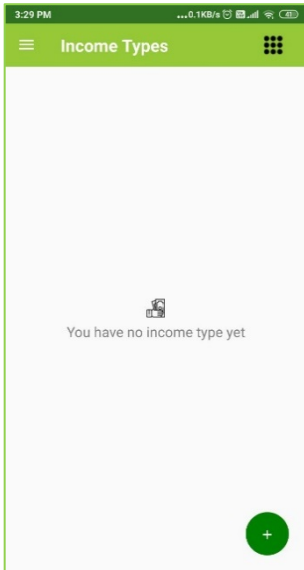


SYNC

- Used to synchronize the data between ZKPOS Retail software and Van sales application
- Click on Sync button

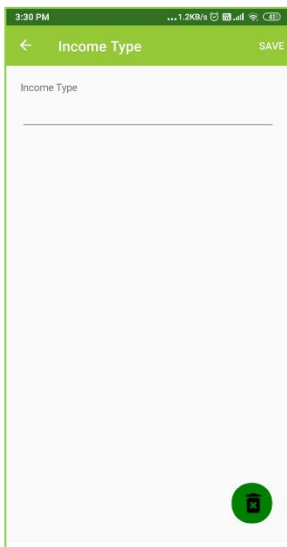


- Here you can download the assigned products from ZKPOS Retail Software by clicking the Download Stock Transfer Data.
- After downloading you can sell the downloaded products through van sale application.
- After selling the products, sales man can day close the details
- Upload the sale data details to ZKPOS Retail Software by clicking Upload Sales Data.
- You can return the balance stock to the retail software by clicking Full Stock Return button, if you want to do so.
- You can also remove the device by clicking on the Remove Device option.



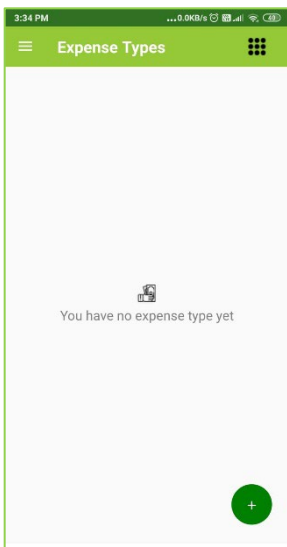
INCOME TYPES

- To view the income types, click on Income types option in settings page.
- Already saved income types are listed in the window.
- For adding income details to this app see income.



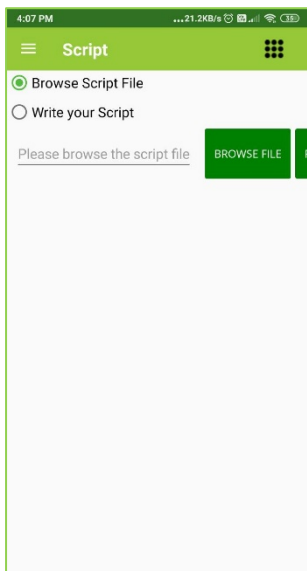
Adding Income types

- To add income type, click on '+' button in the income type page.
- Enter the income type other than selling goods.
- Click save.
- To edit a particular income type, select that one from the window, make necessary changes and click yes to the confirmation message.
- If you want to delete an income type, click on the 'x' button at the right bottom side of the window and click yes to the confirmation.



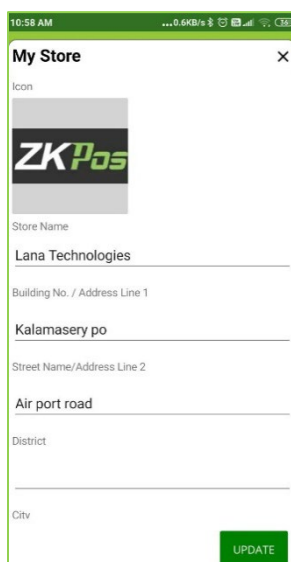
EXPENSE TYPES & ADDING EXPENSE TYPES

- To view the expense types, click on expense type option in settings page. Already saved expense types are listed in the window. For adding expense details to this app see expense.
- To add income type, click on '+' button in the income type page. Enter the income type other than selling goods and Click save.
- To edit a particular income type, select that one from the window, make necessary changes and click yes to the confirmation message.
- If you want to delete an income type, click on the 'x' button at the right bottom side of the window and click yes to the confirmation.



SCRIPT

- If you want to run scripts in case of any updation of the application, select script option from the settings page. Enter the admin password.
- You can Browse the Script file and also you can write your script and run it.
- Login to the application again after successful updation of the script.



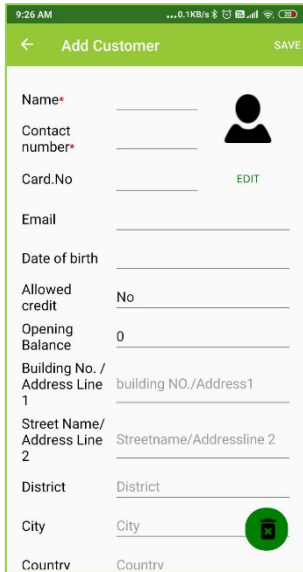
MY STORE

- Choose my store from settings page.
- You can also browse the Icon.
- Enter store name, address, phone, Tax number and Footer for invoices.
- Click save.
- To edit the store details, select My store from settings page, make necessary changes and click update button.



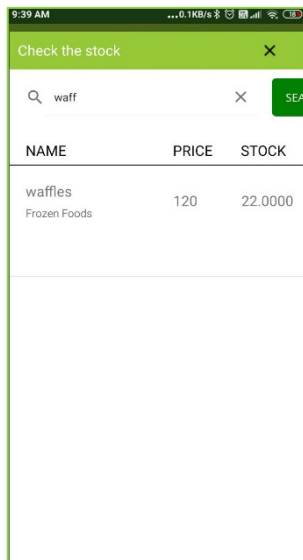
CUSTOMERS

- Adding customer details to ease the work of sales person.
- Click on the main menu button shown in the dashboard at right top side.
- Click Customers.
- You can see the details of customers as shown in figure.



Adding Customers

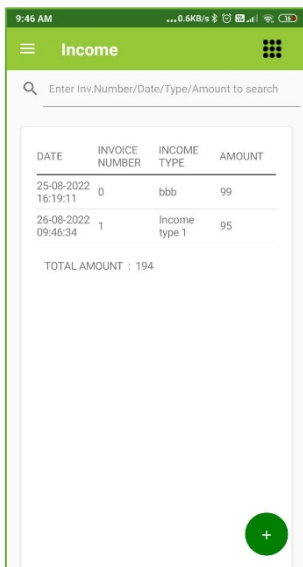
- To add new customer details, click '+' button.
- Enter name, contact number, card number and email.
- You can browse and select photo by clicking Edit button.
- Select the date of birth.
- Select whether customer account is a credit account or not.
- Enter address and remark also.
- Click save button.
- To edit a particular Customer account, select that one from the window, make necessary changes and click yes to the confirmation message.
- If you want to delete a customer account, click on the 'x' button at the right bottom side of the window and click yes to the confirmation.
- Once the customer purchases a product through credit option, you cannot delete the customer details until the customer settle the bill



STOCK CHECK

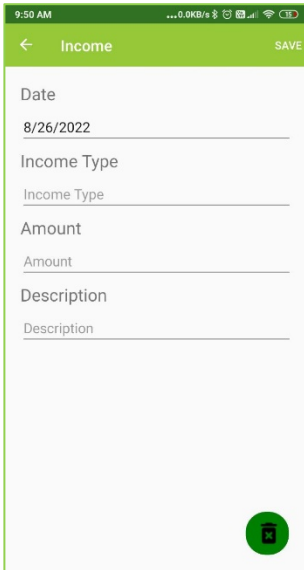
- The stock details will be at your fingertip by selecting the Stock check option from main menu.
- To show the stock details you have to download that product from ZKPOS Retail Software
- The cost price and stock details of products can be seen as shown in the figure.
- You can search the product by entering its name as well as category.

Z



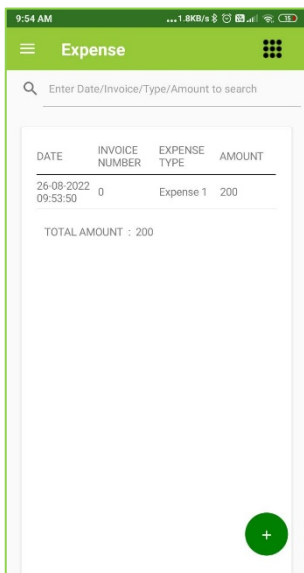
INCOME

- Save the income details according to the income type ([see income type](#)).
- Select income option from main menu.
- Listed view of income details can be seen in the window.
- To add new details, click '+' button.



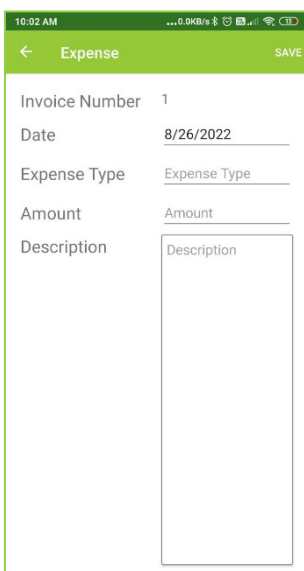
Adding income details

- Enter date, select income type already saved as before, and enter amount and description.
- Invoice number assigned by the application by default.
- Click save button.
- To edit a particular income details, select that one from the window, make necessary changes and click yes to the confirmation message.
- If you want to delete an income detail, click on the 'x' button at the right bottom side of the window and click yes to the confirmation.



EXPENSE

- Save the expense details according to the expense type ([see expense type](#)).
- Select expense option from main menu.
- Listed view of expense details can be seen in the window.
- To add new details, click '+' button.



Adding Expense details

- Enter date, select expense type already saved as before, and enter amount and description.
- Invoice number assigned by the application by default.
- Click save button.
- To edit a particular expense detail, select that one from the window, make necessary changes and click yes to the confirmation message.
- If you want to delete an expense detail, click on the 'x' button at the right bottom side of the window and click yes to the confirmation.

NAME	MOBILE	Openings	DEBIT	CREDIT	BALANCE
Libi	9563258476	500	180	100	580
Gireesh	96352848798	500	50	0	550
Opening Balance		1000			
DEBIT			230		
CREDIT				100	
BALANCE					1130

CUSTOMER CREDIT

- You have the option to give credit to the customers by saving the details in this application.
- Create a customer with credit account as mentioned as before.
- Purchase a product by selecting the customer from sales window.
- Settle the bill through credit option (customer must possess a credit account).
- Select the customer credit option from main menu.
- You can see the account details of that customer as shown in the figure.
- Search the customer name if you want to spot it easily.

DATE	DEBIT	CREDIT	INVOICE NUMBER
26-08-2022 10:11:54	50	0	4564
Opening Balance	500		
DEBIT	50		
CREDIT		0	
BALANCE		550	

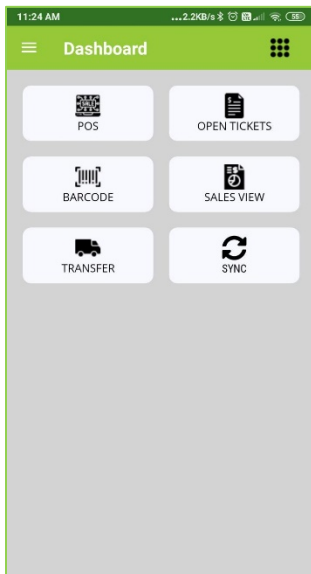
Settlement of customer credit

- For settling the credit amount, click on the detail of that particular customer.
- The date wise account details will be seen as shown in figure.
- Click the settle button.

Please Enter Your Amount

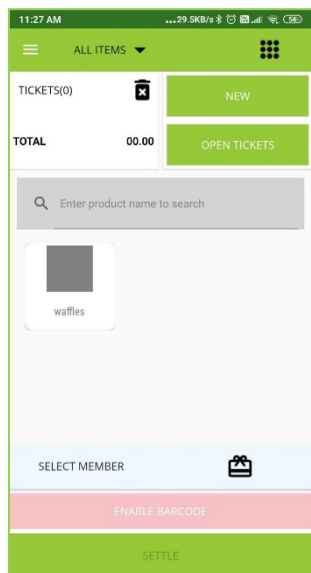
1	2	3	CASH
4	5	6	CARD
7	8	9	
0	.	X	

- Enter the amount by using the keypad.
- Select the settlement method.
- Now the account sheet displays the debit, credit and balance details of that customer.

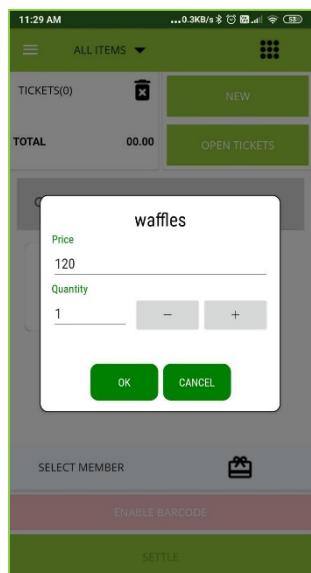


POINT OF SALE (POS)

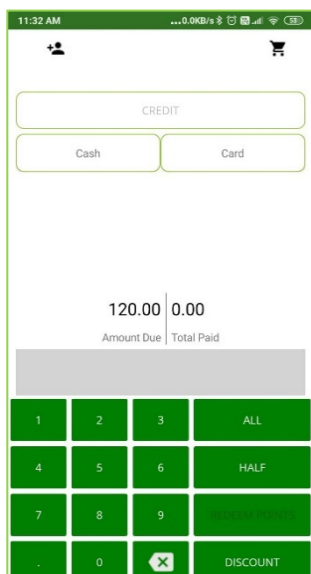
- We almost complete all settings to sale a product and settle the bill through this application.
- POS menu in dashboard helps to sale a product that you saved in the app.
- Click the POS button from dashboard.



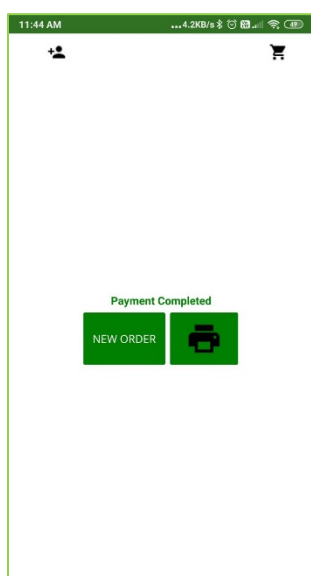
- This is the sale window of ZKPOS Van Sales android application.
- The products are shown as in the figure.
- Select one product by clicking on it.



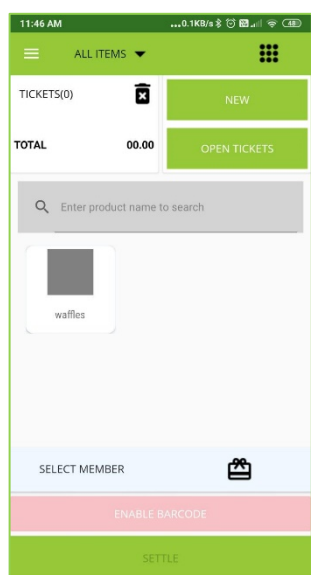
- If you select a product, a window will be opened as shown in the figure.
- You can change the price if you want for a particular sale.
- Change the quantity by clicking '- 'and '+' buttons.
- Click OK button.
- Click Settle button for settlement of invoice.



- In settlement window you have the option to select the payment mode (credit, cash or cards).
- Click ALL option or you can enter the amount using the keypad.
- And click the payment mode.

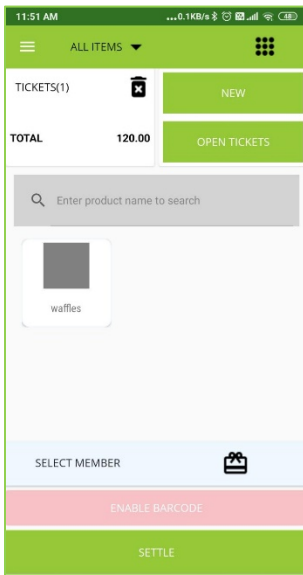



- You are directed to a page as shown in the figure.
- You can take the printout by clicking the print button otherwise click new order.

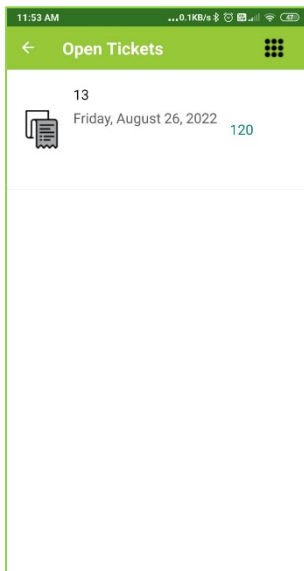


ALL ITEMS

- ALL ITEMS: You can view the products category wise by clicking the drop down. Select the category from the message box. The products under that category will be shown at the window.

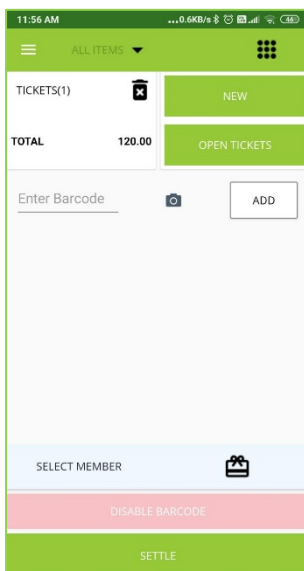


- If you want to go to a new ticket, click the NEW button.
- For deleting a ticket click 
- For searching the products, there is a search field as shown in figure.



OPEN TICKET

- The unsettled bills/ tickets are saved as open tickets in ZKPOS Standalone Android application.
- You can open the open ticket window from the dashboard by clicking OPEN TICKET button.
- Or in POS sales window there is a button OPEN TICKET lies below the NEW button.
- By clicking a particular open ticket, you are directed to the sale window with the selected products.
- Click settle button to complete the process.

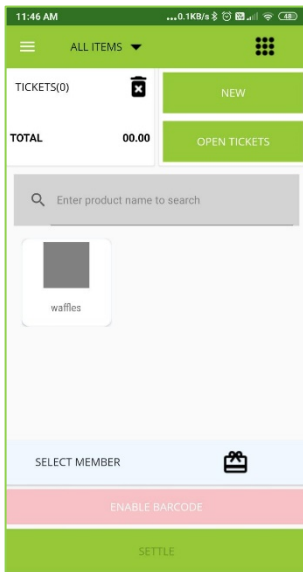


BARCODE

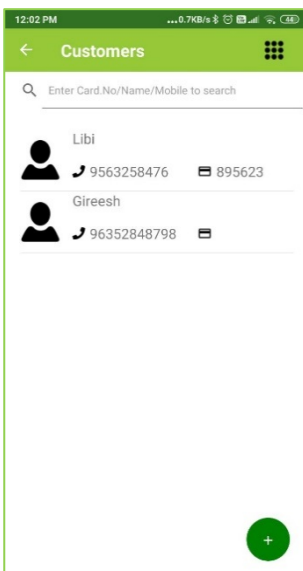
- You can select the product by using barcode reader also.
- Click enable barcode button in the sales window to activate the barcode feature otherwise you can click the BARCODE button from dashboard.
- Scan the barcode by clicking the camera button as shown in the figure.
- Click add button.
- Continue as in the normal billing.

CUSTOMER SALES

- We can sell products and save tickets by selecting the customer's name.
- In sales window there is an option 'select member'.
- Click on the button and you are directed to the customer page.

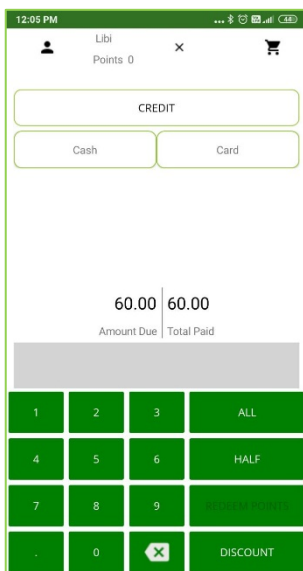


- Select customer from the list by clicking on it or create a new customer by clicking '+' button.
- Select the products and settle the bill.



Multiple payment facility

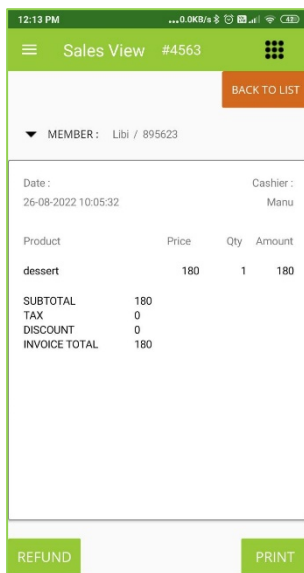
- You can settle bill using multiple payment option.
- You can settle the amount by clicking ALL if you are using single payment mode.
- Otherwise, you can settle it by clicking half or enter the amount using the keypad and select the payment mode.
- By clicking the cart symbol as in the figure, you can see the ticket details.





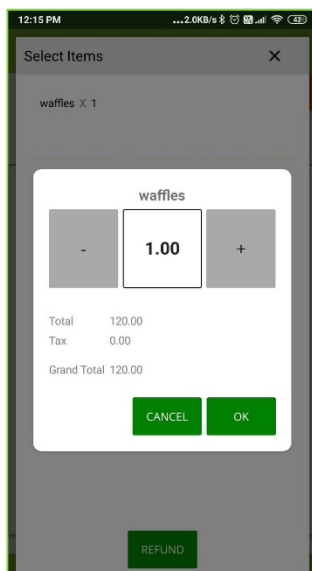
SALES VIEW

- Settled, refunded and returned invoices are shown in sales view.
- Click on SALES VIEW option from Dashboard.
- Select an invoice to see the details.
- You can search the invoice by entering the receipt number and sorting it by date.
- You can print the details by clicking the particular invoice as shown in the figure below.

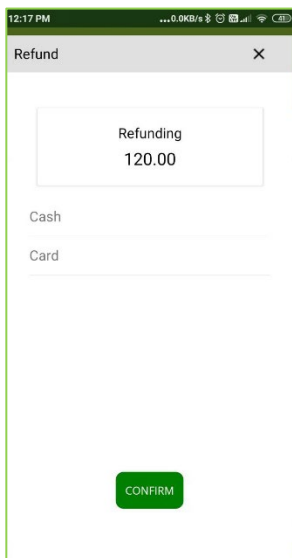


Refunding of an invoice

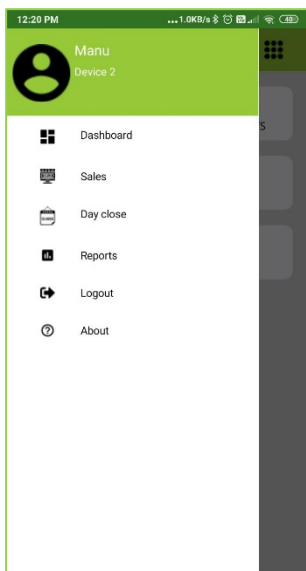
- Click on the invoice that you want to refund from sales view page.
- Click the REFUND button.



- Select the item that you want to refund and select the quantity.
- Click ok and then REFUND.

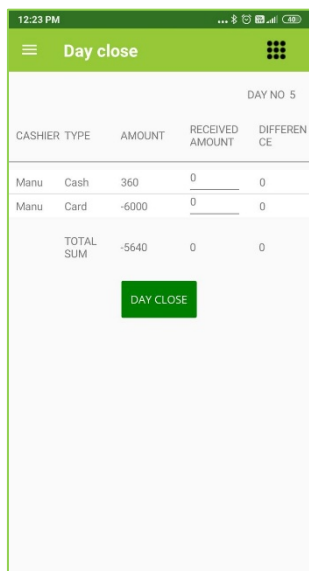


- Select the payment mode and click confirm.
- Now you are successfully refunded the invoice.
- The refund invoice will be shown as separately with a refund caption in red colour.
- Return invoices are also shown like this.

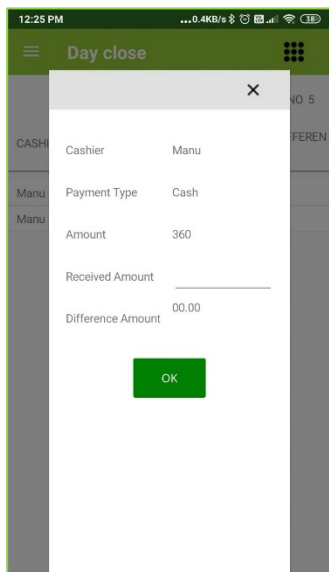


DAYCLOSE

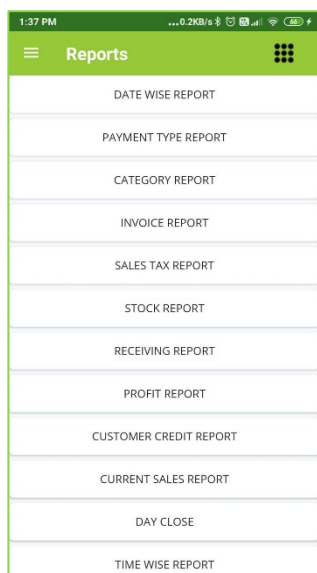
- At the time of day close you want to know the whole day’s business and revenue earned. Even pending payments are not left behind in our POS system, helping you get over with any unfinished business right away.
- Click day close from the list.



- Day number, cash type and amount details will be shown as in the figure.
- To enter the received amount, click on the respective detail.

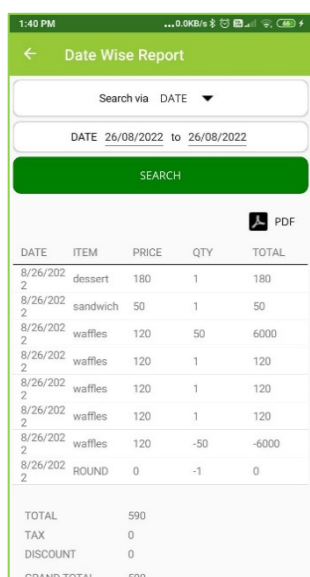


- Enter the receive amount.
- We can see the difference in payment and received details if any.
- Click ok and then click day close button.
- Select ok for the confirmation message.



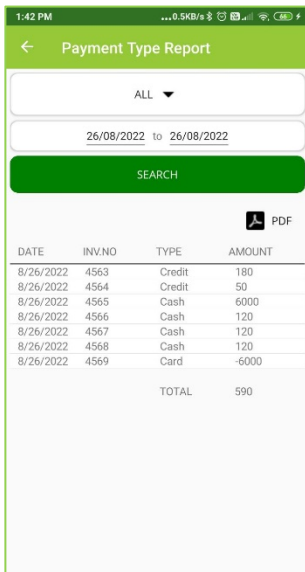
REPORTS

- These reports are generated based on the data you gather from your point of sale (POS) systems. This helps us to analyse the business and take necessary actions.
- Click on reports from the left side menu.



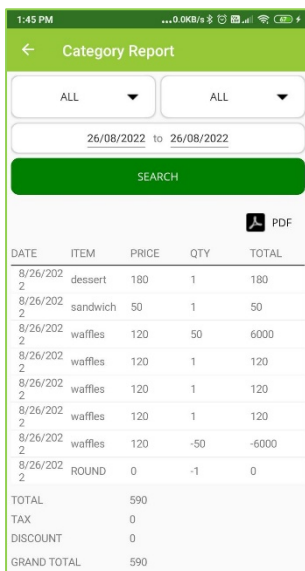
Date Wise Report

- Date wise report shows the details by date and by day number
- Select date or day number from the dropdown.
- Select from date and to date or day number according to your selection.
- Click search to view details.
- You can export the report to PDF by clicking the pdf menu.



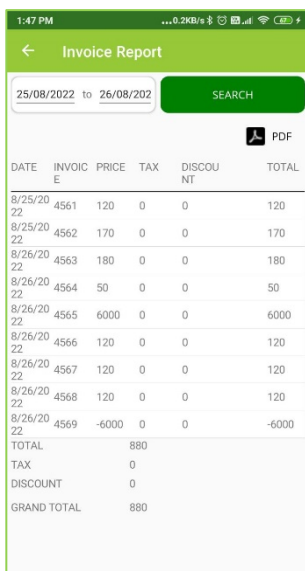
Payment Type Report

- The details are organized according to the payment type.
- Select the payment type from the drop-down list.
- Enter the date range.
- Click SEARCH button.



Category Report

- Category wise reporting helps us to understand the category wise and product wise sales.
- Select the category and item from the drop down.
- Select from date and to date.
- Click search to see the details.



Invoice Report

- To see the invoice wise details, click on Invoice report.
- Select the date range and click search button.

Sales Tax Report

Category: ALL | Search via: DATE

26/08/2022 to 26/08/2022 | SEARCH

PDF

DATE	INVOICE	Net Amount	TAX	TOTAL
8/26/2022	4563	180	0	180
8/26/2022	4564	50	0	50
8/26/2022	4565	6000	0	6000
8/26/2022	4566	120	0	120
8/26/2022	4567	120	0	120
8/26/2022	4568	120	0	120
8/26/2022	4569	-6000	0	-6000
8/26/2022	4569	0	0	0
Net Amount		590		
Total Tax		0		
Gross Amount		590		

Sales Tax Report

- Tax details of each sale can be seen here.
- You can see them as category wise.
- Select date or day number from the drop down.
- Enter from date and to date.
- Click search button.

Stock Report

PDF

ITEM	RECEI EVE	OLD	SALES	TRANS FER	SPOIL AGE	BALAN CE
waffles	106	0	5	42	0	59

Stock Report

- By clicking the stock reports from report menu, you can see the stock details as shown in the figure.

Receiving Report

26/08/2022 to 26/08/2022 | SEARCH

PDF

DATE	ITEM CODE	ITEM	SALE PRICE	QTY	TOTAL
8/26/2022	UPC3104 5307630	waffles	120	12	1440
8/26/2022	UPC3104 5307630	waffles	120	50	6000
8/26/2022	UPC8762 6961437	dessert	180	45	8100
8/26/2022	UPC8445 6485193	ice cream	140	7	980
8/26/2022	UPC4091 5	sandwich	50	15	750
8/26/2022	UPC3104 5307630	waffles	120	8	960
NET AMOUNT		74460			
TOTAL ITEMS		6			
TOTAL QTY		565			

Receiving Report

- Receive details of products are listed as shown in the figure.
- To see the report, select the date range and click on search button.

Profit Report

26/08/2022 to 26/08/2022 SEARCH PDF

DATE	ITEM CODE	ITEM	PROFIT
8/26/2022	-1	ROUND	0
8/26/2022	UPC3104 5307630 64	waffles	-2000
8/26/2022	UPC3104 5307630 64	waffles	40
8/26/2022	UPC3104 5307630 64	waffles	40
8/26/2022	UPC3104 5307630 64	waffles	40
8/26/2022	UPC3104 5307630 64	waffles	2000
8/26/2022	UPC4091 5	sandwich	10
8/26/2022	UPC8762 6961437 01	dessert	80
TOTAL			210

Profit Report

- To view the profit details, select profit report.
- Enter from date and to date.
- Click search button.

Customer Credit Report

ALL 26/08/2022 to 26/08/2022 SEARCH PDF

DATE	NAME	MOBI	DEBIT	CREDIT	Pay ment Type
26/08/2022	Libi	9563 2584 76	180	0	Credit
26/08/2022	Libi	9563 2584 76	0	100	cash
26/08/2022	Gireesh	9635 2848 798	50	0	Credit
DEBIT		230			
CREDIT		100			
BALANCE		130			

Customer Credit Report

- Like vendor credit report, customer credit report is also a feature of this application.
- Select the customer name.
- Enter the date range.
- Click search button.

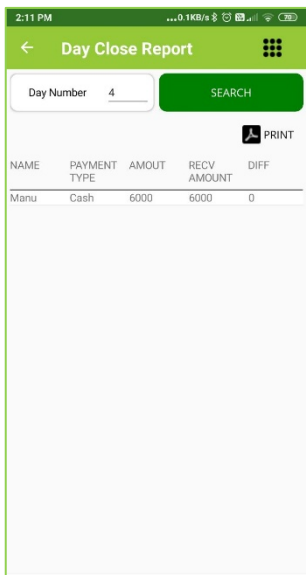
Current Sales Report

PDF

DATE	ITEM	PRICE	QTY	TOTAL
8/26/2022	waffles	120	1	120
8/26/2022	waffles	120	1	120
8/26/2022	waffles	120	1	120
8/26/2022	waffles	120	-50	-6000
8/26/2022	ROUND	0	-1	0
TOTAL		-5640		
TAX		0		
DISCOUNT		0		
GRAND TOTAL		-5640		

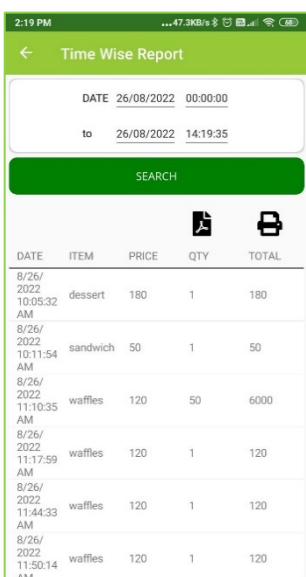
Current Sales Report

- Select current sales report from the list.
- Current sale details are shown as in the figure.
- Only shows the details before the day close.



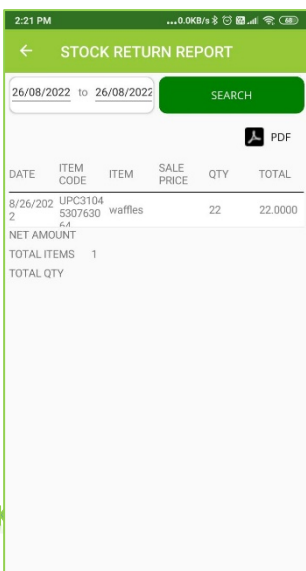
Day close Report

- Select the day number and click search button.



TIME WISE REPORT

- Time wise sales report shows the sale details between the selected time



STOCK TRANSFER REPORT

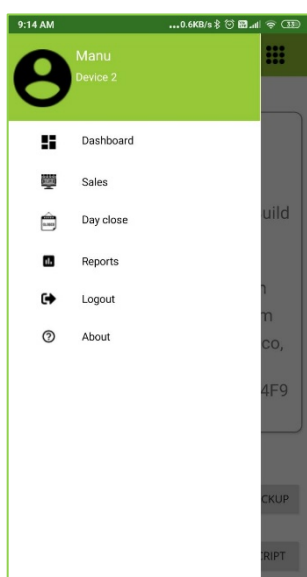
- Time wise sales report shows the sale details between the sele

4



ABOUT

- To know more about ZKPOS Van sale click About button.
- Click check updates button if any new updates are available.
- You can also take the backup locally from by clicking on the Back Up Option.
- You can also run the Script by clicking on it.

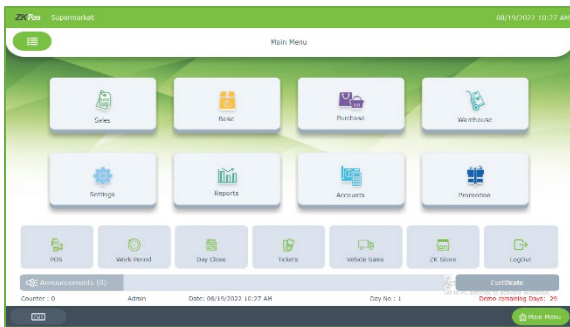


LOG OUT

- Click log out option to sign out currently log in person.

ZKPOS RETAIL SOFTWARE

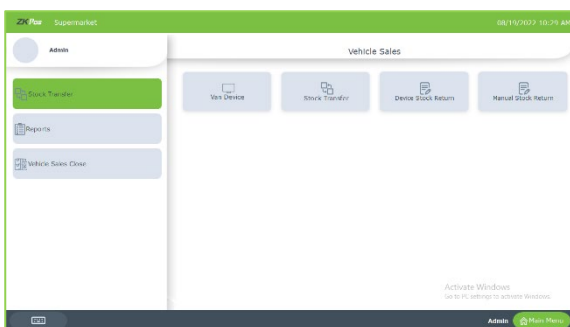
For the proper working of ZKPOS Android Van sales application, you have to create van device and transfer the assigned products. Let us see how we can do this...



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

STOCK TRANSFER

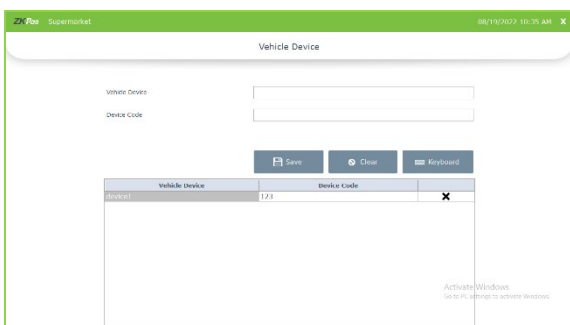
In stock transfer tab we have four options Van Device, Stock Transfer, Device Stock Return, and Manual Stock Return.



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

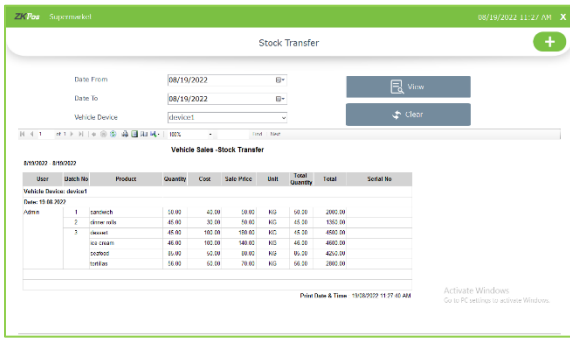
Van Device

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

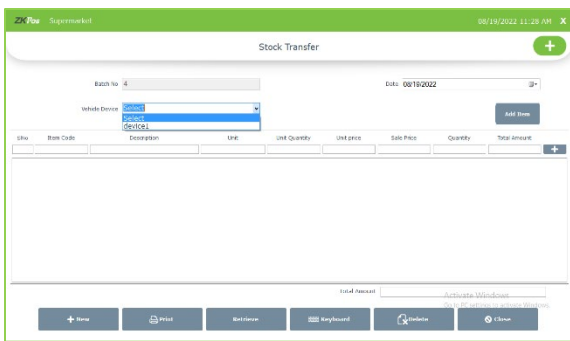


Stock Transfer

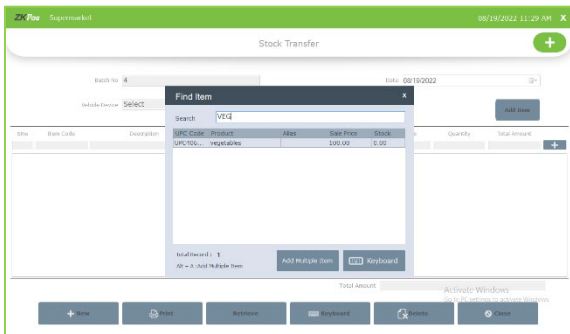
You can transfer the products from ZKPOS Retail software to van sales application.



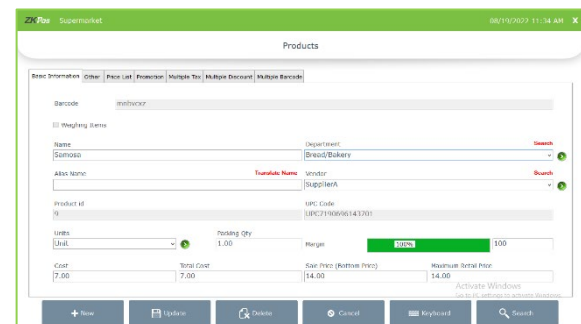
- Click on Stock Transfer button.
- Select from date and to date.
- Select Van device from drop down.
- Click view button.
- You can see the transfer details here.
- To add a new transfer, click on + button.



- Select the van device from the drop down and the date.
- To add an item, click on Add item button.

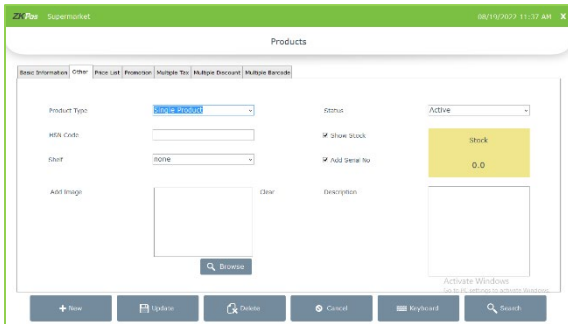


- Select the product from the box.
- Enter the quantity.
- Click + button.
- Now to download the details to van sale app click on download products from Sync option.

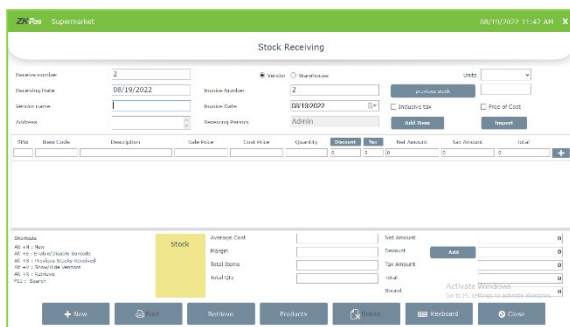


Stock Transfer of Products with Serial number

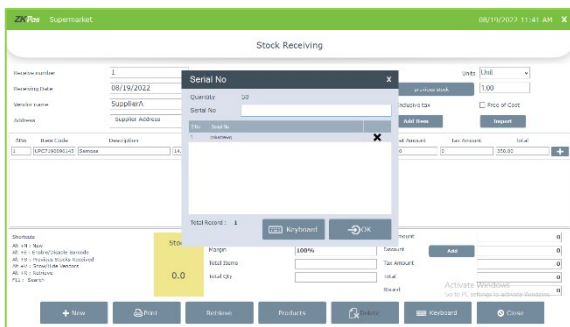
- To create products with serial number, go to Settings > Products > Product list.
- Enter the barcode.
- Fill all other details accordingly.
- To add serial number option, click on another tab.



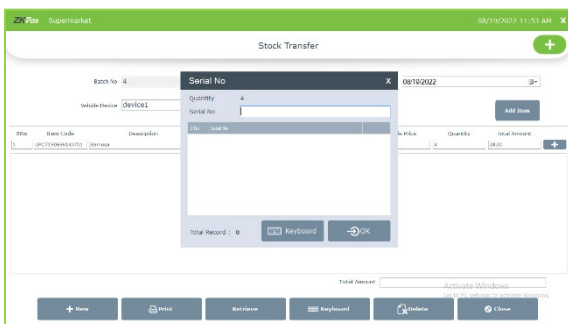
- If the product has serial number, click on the check box near Add serial number option.
- Save the product after adding other details.
- Before transferring products with serial number, you have to receive the products to the software.



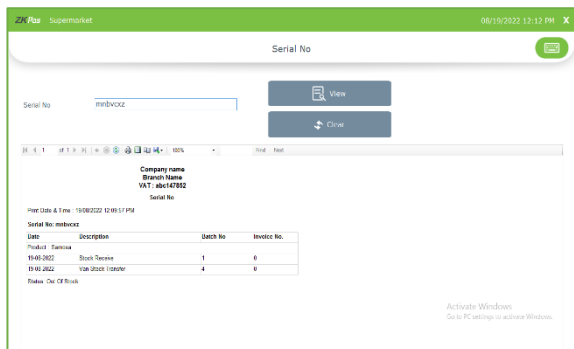
- Go to Settings > Inventory > Stock Receiving.
- Enter the details accordingly.
- After adding the quantity, click + button.
- You can see a pop up to add the serial numbers.



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



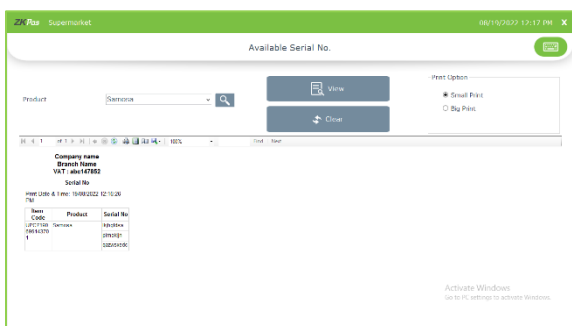
- Select the product with serial number to transfer it to van sale app.
- Enter the serial number you want to transfer.
- Click OK button.



Serial Number Summary

You can view the serial number summary of products here.

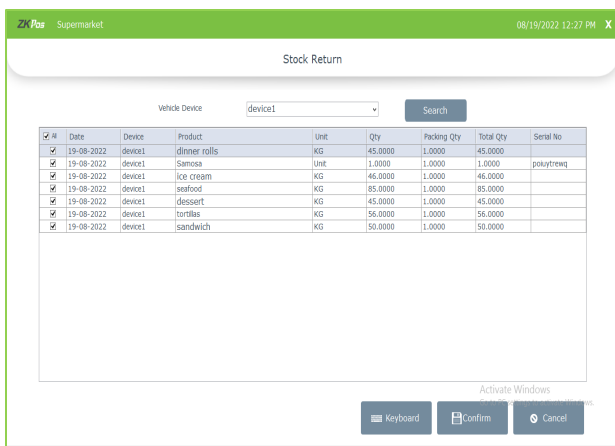
- Enter the serial number you want to know the details.
- Click View button.
- You can see the stock detail of that serial number.



Available Serial Number

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

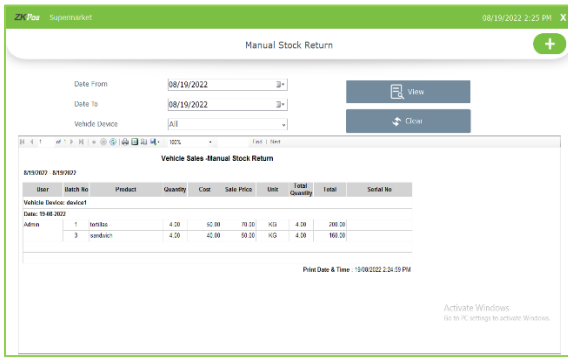
- Select the product from drop down.
- Click view button.



Stock Return

You can also move the remaining stock items from ZKPOS Vansale software to Supermarket software after the day close.

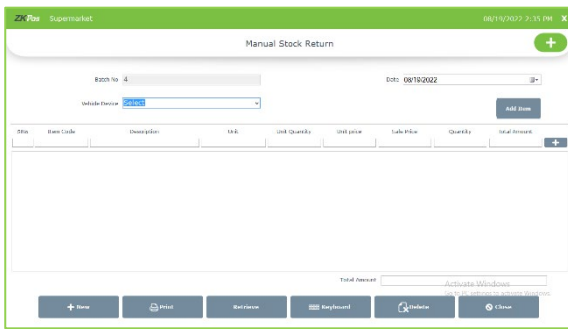
- Click on Device Stock Return option
- Select the Vehicle Device
- Click on the Search Option
- You'll be able to view the Returned items.
- Select all the returned items and click on the Confirm option
- Following that, you will see a pop-up. Updated successfully
- The returned product will be added to the existing stock in the ZKPOS Supermarket Software



Manual Stock Return

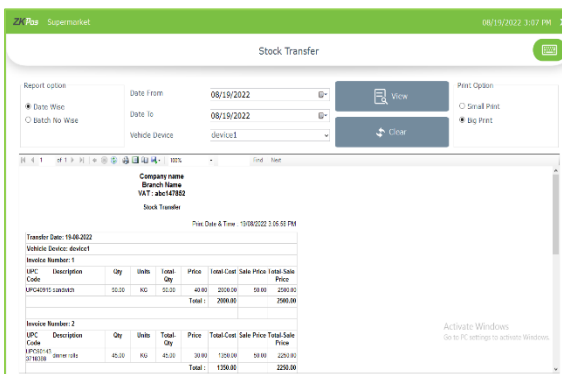
If the Vansale App malfunctions or is not operational, we can manually return the stock.

- Click on Manual Stock Return
- Select from date and to date.
- Select Van device from drop down.
- Click view button.
- You can see the manually returned items from the Vansale.
- In order to return the stock manually, click on + button.



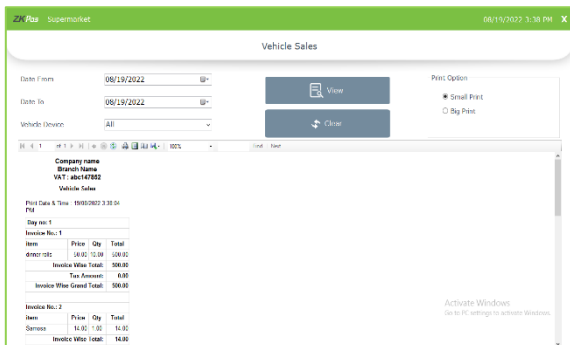
- Select the van device from the drop down and the date.
- Click on Add item button.
- Enter the Quantity and click on the Plus option

REPORTS



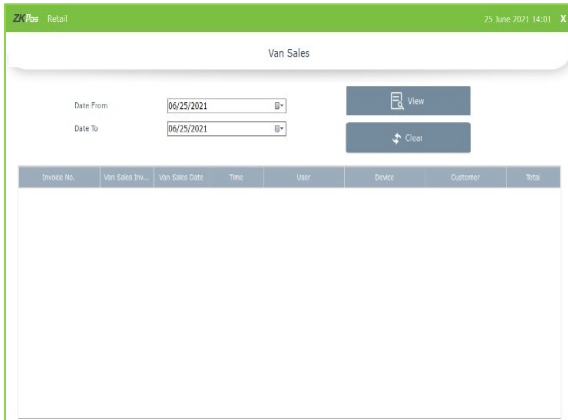
Stock Transfer

- Go to Van sales > Report > Stock transfer.
- Enter the date range.
- Click View button.
- You can search it with Date number wise or Batch no wise.



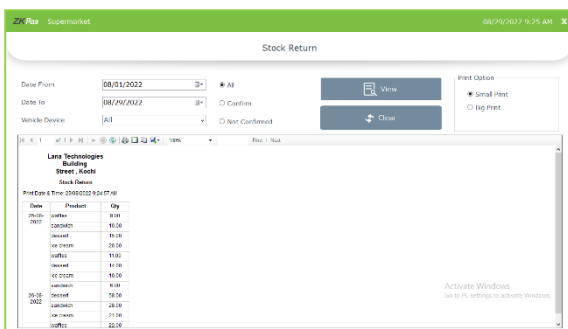
Sales Report

- First off all you need to Day close it from the Vansale app
- Then Upload the Sale data from the Vansale App.
- Then do the day close from the Supermarket software in the Vansale section.
- After the van sale day close you can see the sales reports here.
- Select the date range and van device.
- Click view button.



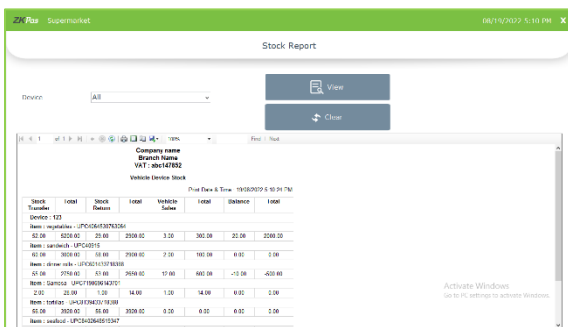
Invoice Details

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



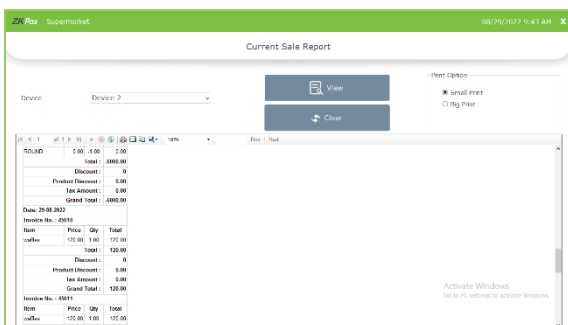
Stock Return

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



Stock Report

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



Current Sale Report

- To view the Current sale report, select the Device and click on the View option

Vehicle Sale Close

you need to day close it from Van sale App .And then Upload the sale data.

- Click on the Vehicle Sale Close
- You can view the details here.
- Click on day close button.
- Enter the Admin Password
- You will get the pop up Updated Successful.
- You can also take the Print out from it.

