

USER MANUAL

ZKPOS SUPERMARKET REPORTAPP

Version: 3.0.0

Date: 01-09-2022

Software Version: 3.0.0

GETSSTARTED

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

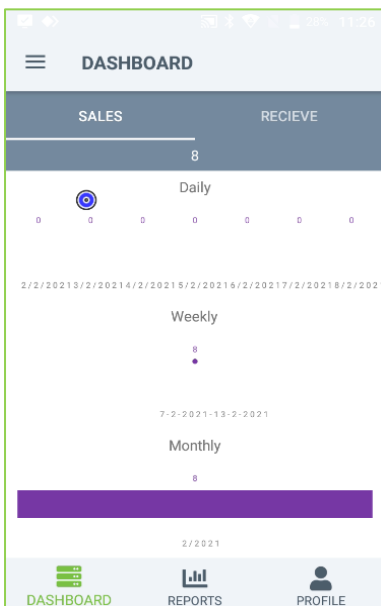
Now let's start exploring ZKPOS SUPERMARKET REPORT APP. After installation you need to open ZKPOS SUPERMARKET REPORT APP. The first step you have to follow is LOGIN process.

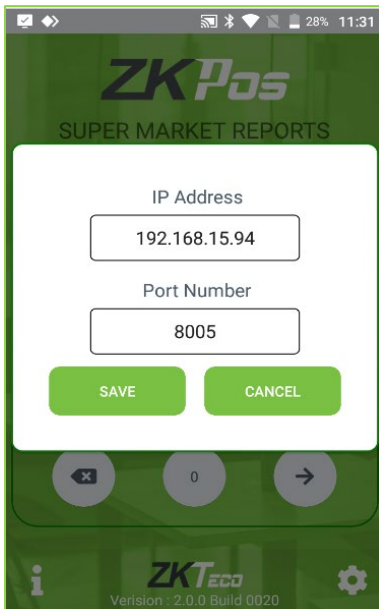
STEP 1 - LOGIN TO ZKPOS

- Open ZKPOS SUPERMARKET REPORT APP.
- You will have a default ADMIN LOGIN with PASSWORD. Login USERID is 1 and PASSWORD is 1.
- Type USER ID and PASSWORD.
- Click ENTER button.



- Now you will be redirected to the MAIN MENU.
- You can view the graphical representation of daily, weekly and monthly details.





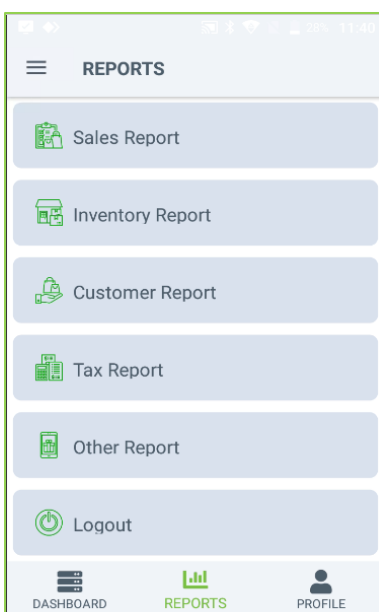
STEP 2 - CONNECTION SETTINGS

- Go to LOGIN PAGE.
- You can see that two Options are there,
- CONNECTION SETTINGS and ABOUT.
- Click CONNECTION SETTINGS option.
- Enter Database Source and Port Number.
- Click SAVE button.



STEP 3 - ABOUT SOFTWARE

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



STEP 4 - REPORTS

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

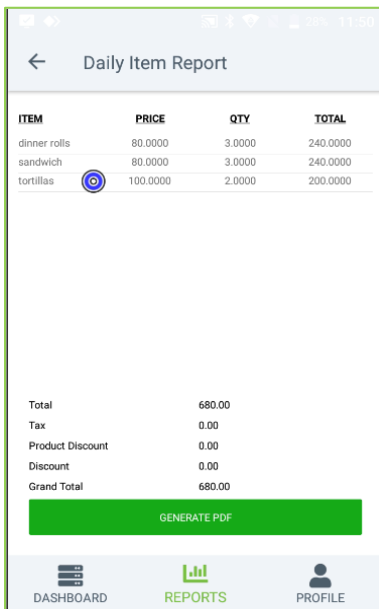
- To view reports in main menu, you have to login to ZKPOS Supermarket Report App.
- Go to main menu and click on reports. Let's learn them one by one.



SALES REPORTS

You can view different sale reports here. Some reports are available only after the day close process.

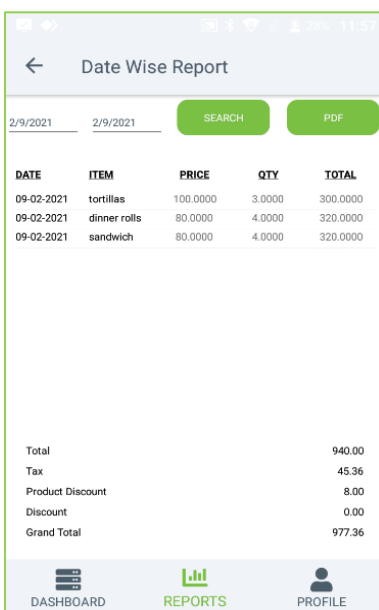
- Now we can check the sales reports first.
- Click on sales report.



DAILY ITEM REPORT

This report shows the item report for that particular day.

- Click on DAILY ITEM REPORT
- ITEM, PRICE, QTY, and TOTAL can be displayed.
- You can generate PDF by clicking
- GENERATE PDF option.



DATE WISE SALES REPORT

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

- Click on DATE WISE REPORT.
- Choose from Date and To Date.
- Click SEARCH button.
- DATE, ITEM, PRICE, QTY, and TOTAL can be displayed.
- You can generate PDF then, Click PDF option.
- PDF button will be appeared after loading the reports.

Day Wise Report

1 2 SEARCH PDF

DAY No.	ITEM	PRICE	QTY	TOTAL
1	dinner rolls	80.0000	2.0000	160.0000
1	sandwich	80.0000	1.0000	80.0000
1	tortillas	100.0000	1.0000	100.0000
1	dinner rolls	80.0000	1.0000	80.0000
1	sandwich	80.0000	2.0000	160.0000
1	tortillas	100.0000	1.0000	100.0000
2	dinner rolls	80.0000	1.0000	80.0000
2	sandwich	80.0000	1.0000	80.0000
2	tortillas	100.0000	1.0000	100.0000

Total 940.00
 Tax 45.36
 Product Discount 8.00
 Discount 0.00
 Grand Total 977.36

DASHBOARD REPORTS PROFILE

DAY WISE REPORT

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

- Click on DAY WISE REPORT.
- Choose Day No from and Day No To.
- Click SEARCH button.
- DAY NO, ITEM, PRICE, QTY and TOTAL can be displayed.
- You can generate PDF then, Click PDF option.

Month Wise Report

2021 February SEARCH PDF

ITEM	PRICE	QTY	TOTAL
sandwich	80.0000	4.0000	320.0000
dinner rolls	80.0000	4.0000	320.0000
tortillas	100.0000	3.0000	300.0000

Total 940.00
 Tax 45.36
 Product Discount 8.00
 Discount 0.00
 Grand Total 977.36

DASHBOARD REPORTS PROFILE

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.
- Enter the year.
- Select the Month from the pop up.
- Click SEARCH button.
- ITEM, PRICE, QTY, TOTAL can be displayed.
- You can generate PDF then, Click PDF option.

Year Wise Report

2021 SEARCH PDF

ITEM	PRICE	QTY	TOTAL
sandwich	80.0000	4.0000	320.0000
dinner rolls	80.0000	4.0000	320.0000
tortillas	100.0000	3.0000	300.0000

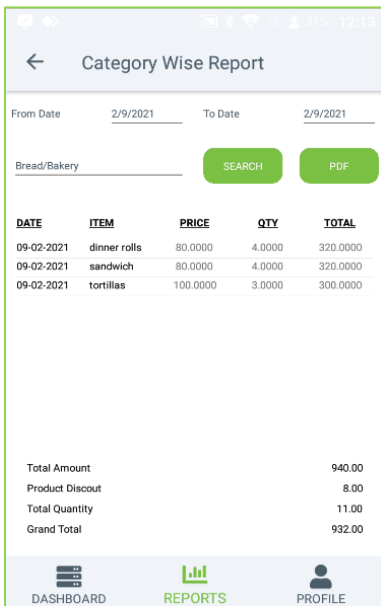
Total 940.00
 Tax 45.36
 Product Discount 8.00
 Discount 0.00
 Grand Total 977.36

DASHBOARD REPORTS PROFILE

YEAR WISE REPORT

Provides the year wise sales report.

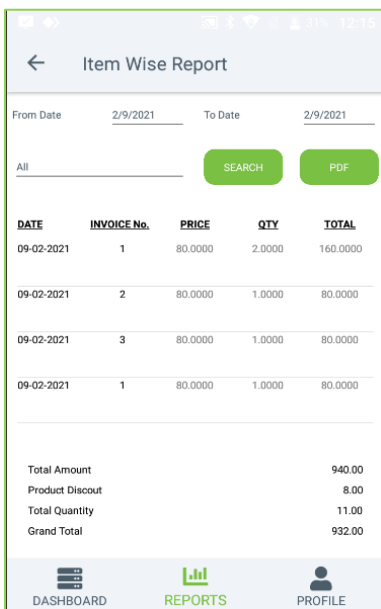
- Click on YEAR WISE REPORT.
- Enter the year
- Click SEARCH button.
- ITEM, PRICE, QTY, TOTAL can be displayed.
- You can generate PDF then, Click PDF option.



CATEGORY WISE REPORT

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

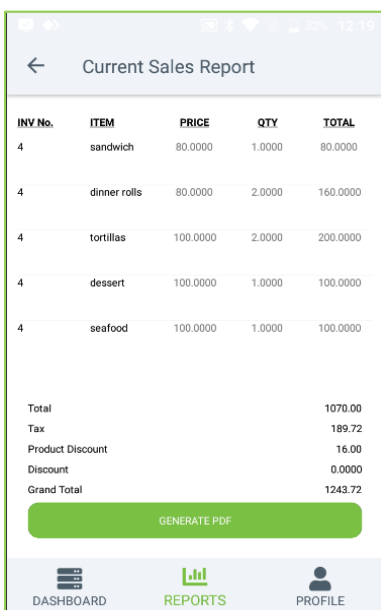
- Click on CATEGORY WISE REPORT.
- Select the FROM date and TO date.
- Choose Category from the pop up.
- Click SEARCH button.
- DATE, ITEM, PRICE, QTY, and TOTAL can be displayed.
- You can generate PDF then, Click PDF option.



ITEM WISE REPORT

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

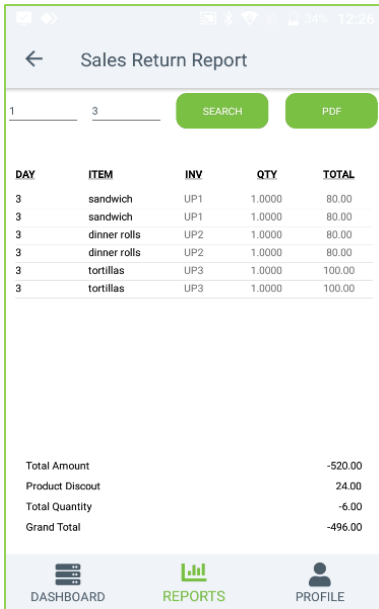
- Click ITEM WISE REPORT.
- Select FROM date and TO date.
- Choose the ITEM from the list.
- Click SEARCH button.
- DATE, INVOICE No, PRICE, QTY, and TOTAL can be displayed.
- You can generate PDF then, Click PDF option.



CURRENT SALE REPORT

It shows the report of current sale report.

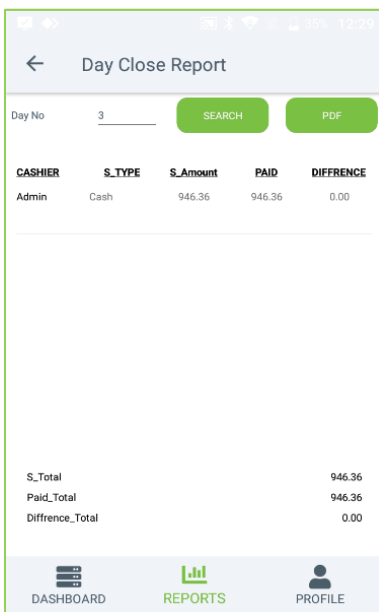
- Click CURRENT SALE REPORT.
- INVOICE No, ITEM, PRICE, QTY, TOTAL can be displayed.
- You can generate PDF then, Click PDF option.



SALES RETURN REPORT

This report shows the sales return report.

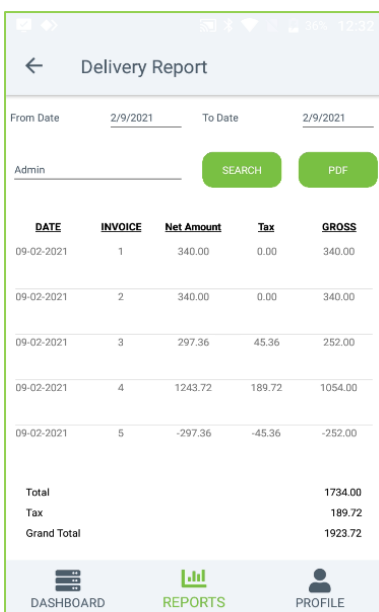
- Click SALES RETURN REPORT.
- Enter Day No-From.
- Enter Day To.
- Click SEARCH button.
- Details are displayed there.
- You can generate PDF then, Click PDF option.



DAY CLOSING REPORT

This report shows the total sales done in a day.

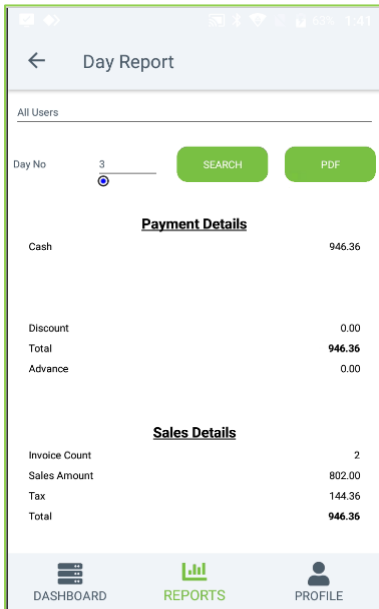
- Click on DAY CLOSING REPORT.
- Enter the day number.
- Click SEARCH button.
- Details are displayed there.
- You can generate PDF then, Click PDF option.



DELIVERY REPORT

This report shows delivery details.

- Click DELIVERY REPORT.
- Choose FROM DATE and TO DATE.
- Choose USERS.
- Click SEARCH button.
- DATE, INVOICE, NET AMOUNT, and TAX, GROSS can be displayed.
- You can generate PDF then, Click PDF option.



DAY REPORT

This report shows day report.

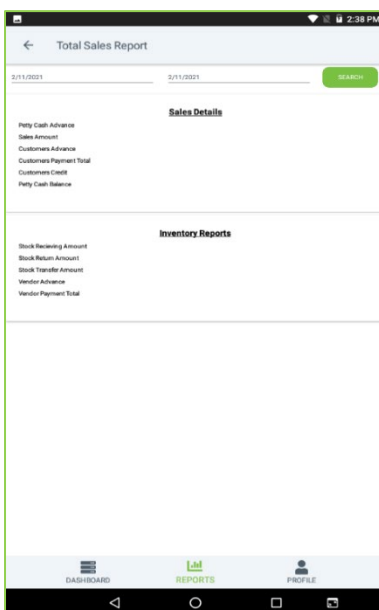
- Click DAY REPORT.
- Choose Users from the dropdown.
- Enter Day No.
- Click SEARCH button.
- Payment Details, Sales Details, Ticket Details will be displayed.
- You can generate PDF then, Click PDF option.



ITEM SALES REPORT

This report shows item sales report.

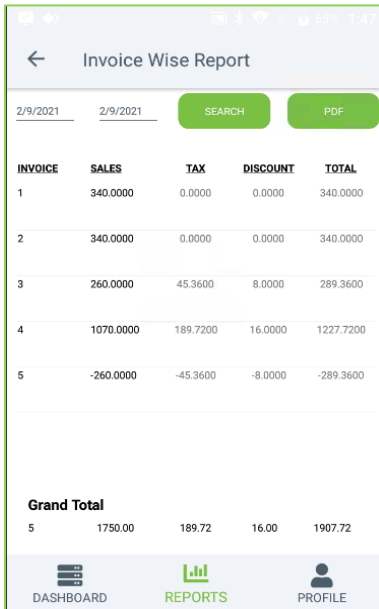
- Click ITEM SALES REPORT.
- Choose from Date and To Date.
- Click SEARCH button.
- Department, Product, Price, QTY, and TOTAL will be displayed.
- You can generate PDF then, Click PDF option.



TOTAL SALES REPORT

This report shows total sales report.

- Click TOTAL SALES REPORT.
- Choose from Date and To Date.
- Click SEARCH button.
- Sales Details, Inventory Details will be displayed.
- You can generate PDF then, Click PDF option.



INVOICE WISE TOTAL SALES

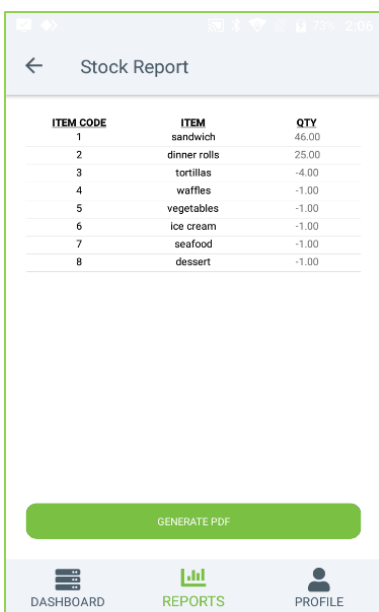
This report shows invoice wise total report.

- Click INVOICE WISE TOTAL SALES.
- Choose from Date and To Date.
- Click SEARCH button.
- INVOICE, SALES, TAX, DISCOUNT, and TOTAL will be displayed.
- You can generate PDF then, Click PDF option.



INVENTORY REPORT

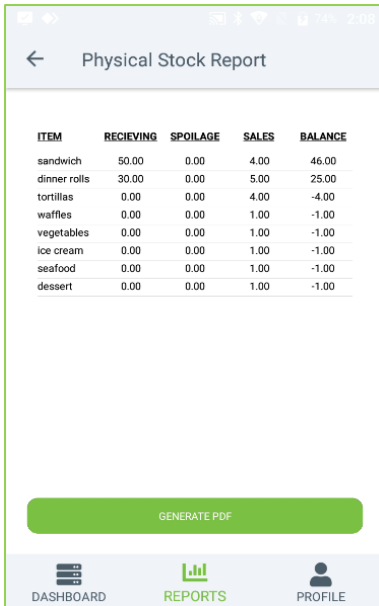
Here you can see the inventory details.



STOCK REPORT

You can view the stock report of each item here.

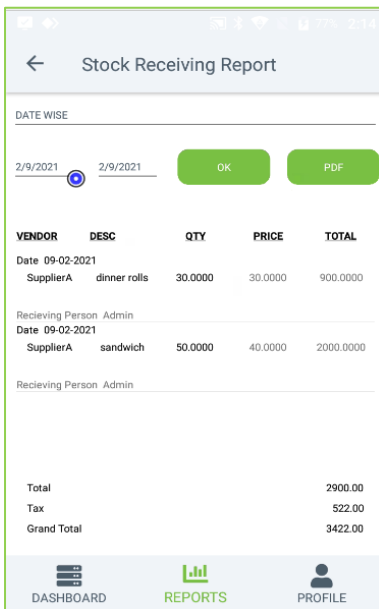
- Click STOCK REPORT.
- ITEM CODE, ITEM, QTY will be displayed.
- You can generate PDF then, Click
- GENERATE PDF option.



PHYSICAL STOCK SALES REPORT

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

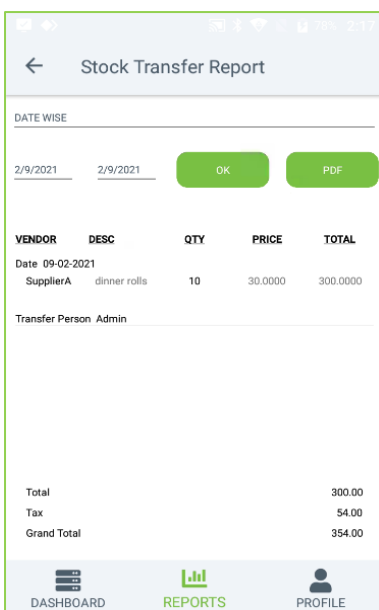
- Click on the PHYSICAL STOCK SALES.
- ITEM, RECEIVING, SPOILAGE, SALES, BALANCE will be displayed.
- You can generate PDF then; Click GENERATE PDF option.



STOCK RECEIVING REPORT

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

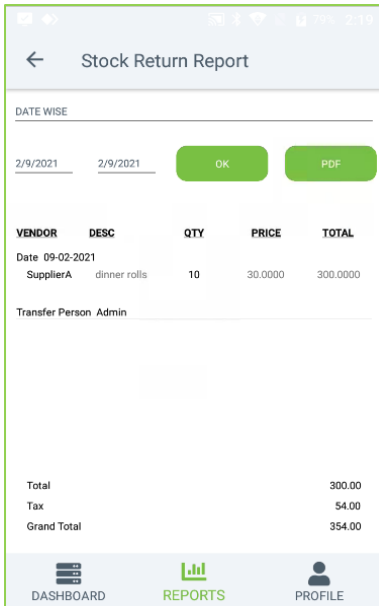
- Click on STOCK RECEIVING REPORT.
- Select Date wise/Batch wise.
- Select the Date range.
- Click OK button.
- VENDOR, DESC, QTY, PRICE, and TOTAL will be displayed.
- You can generate PDF then, Click PDF option.



STOCK TRANSFER

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

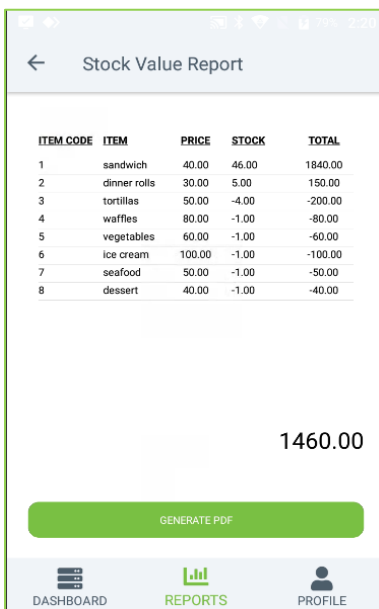
- Click on the Stock Transfer.
- You can choose to Date Wise Report or Batch Wise Report. But to choose batch wise report, you should know the batch number in advance.
- Select from Date and To Date.
- Click OK button.
- VENDOR, DESC, QTY, PRICE, and TOTAL will be displayed.
- You can generate PDF then, Click PDF option.



STOCK RETURN

This report shows the stock return report.

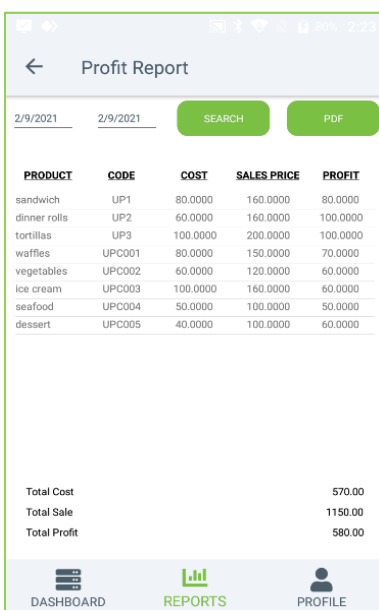
- Click Stock Return.
- You can choose to Date Wise Report or Batch Wise Report. But to choose batch wise report, you should know the batch number in advance.
- Select from Date and To Date.
- Click OK button.
- VENDOR, DESC, QTY, PRICE, and TOTAL will be displayed.
- You can generate PDF then; Click GENERATE PDF option.



STOCK VALUE REPORT

This report shows the stock value report.

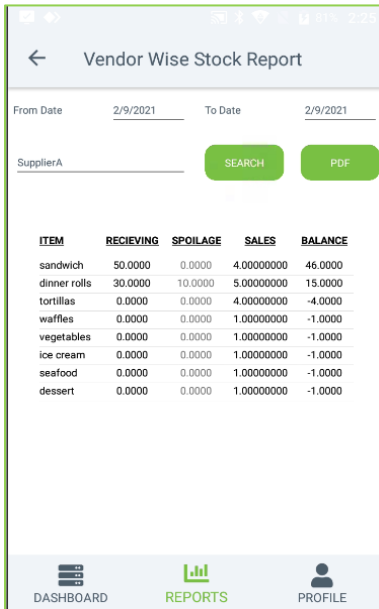
- Click Stock Value Report.
- ITEM CODE, ITEM, PRICE, STOCK, TOTAL will be displayed.



PROFIT REPORT

This report shows the profit report.

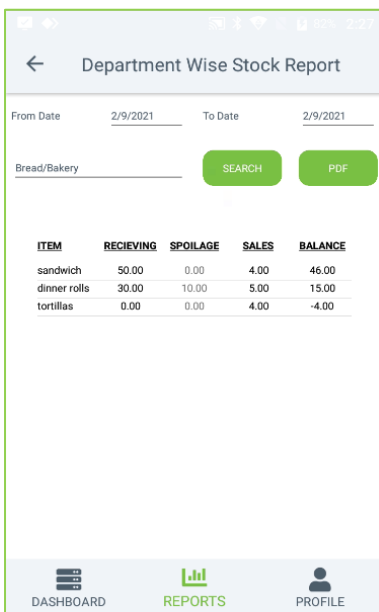
- Click Profit Report.
- Select from Date and To Date.
- Click SEARCH button.
- PRODUCT, CODE, COST, SALES PRICE, and PROFIT will be displayed.
- You can generate PDF then, Click PDF option.



VENDOR WISE STOCK REPORT

This report shows the vendor wise stock report.

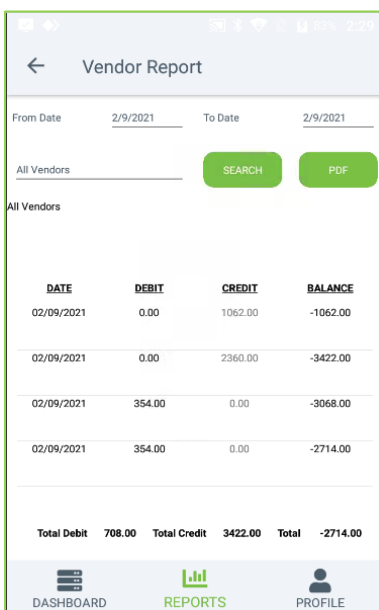
- Click Profit Report.
- Select from Date and To Date.
- Click SEARCH button.
- ITEM, RECEIVING, SPOILAGE, SALES, and BALANCE will be displayed.
- You can generate PDF then, Click PDF option.



DEPARTMENT STOCK REPORT

This report shows the department stock report.

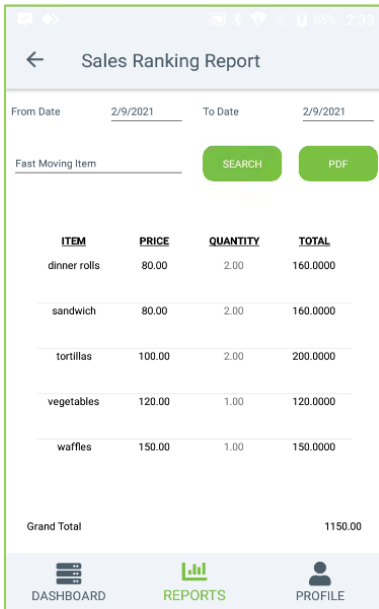
- Click Department Stock Report.
- Select from Date and To Date.
- Choose Department from the dropdown.
- Click SEARCH button
- ITEM, RECEIVING, SPOILAGE, SALES, BALANCE will be displayed.
- You can generate PDF then, Click PDF option.



VENDOR ACCOUNTS REPORT

This report shows the vendor accounts report.

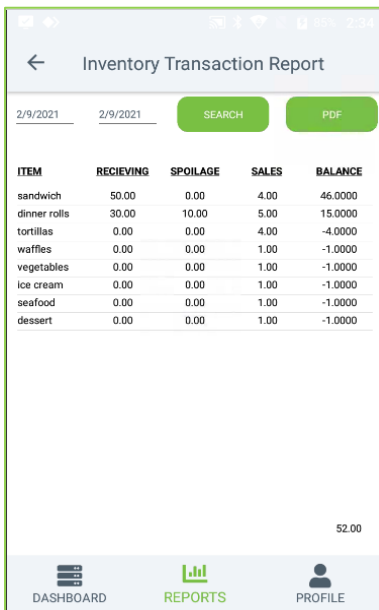
- Click Vendor Accounts Report.
- Select from Date and To Date.
- Choose Vendors from the pop up.
- Click SEARCH button
- DATE, DEBIT, CREDIT, and BALANCE will be displayed.



SALES RANKING REPORT

This report shows the sales ranking report.

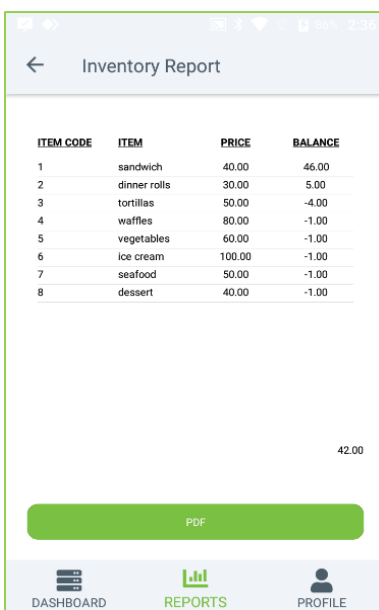
- Click Sales Ranking Report.
- Two options are there, Fast Moving Item and Slow-Moving Item.
- Select from Date and To Date.
- ITEM, PRICE, QUANTITY, TOTAL will be displayed.
- You can generate PDF then, Click PDF option.



INVENTORY TRANSACTION REPORT

This report shows the inventory transaction report.

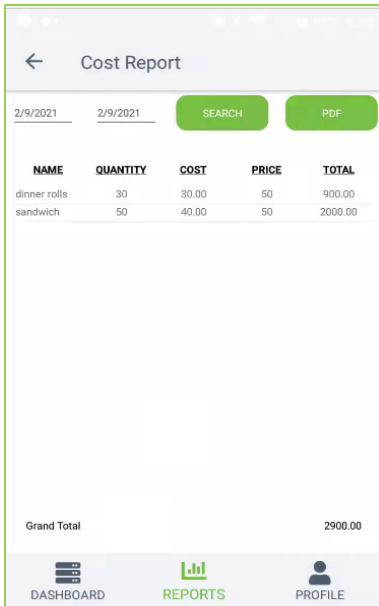
- Click Inventory Transaction Report.
- Select from Date and To Date.
- Click SEARCH button
- ITEM, RECEIVING, SPOILAGE, SALES, BALANCE will be displayed.
- You can generate PDF then, Click PDF option.



INVENTORY REPORT

This report shows the inventory transaction report.

- Click Inventory Report.
- ITEM CODE, ITEM, PRICE, BALANCE will be displayed.
- You can generate PDF then; Click GENERATE PDF option.



COST REPORT

This report shows the cost report.

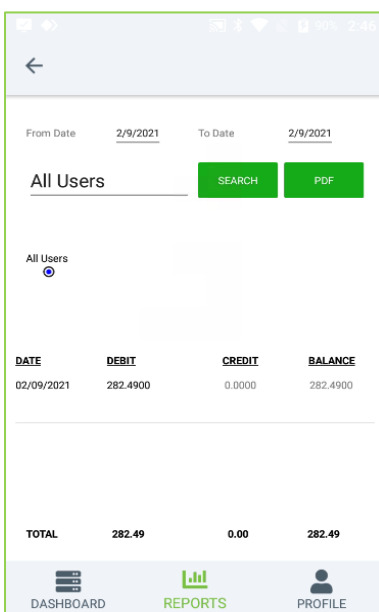
- Click Cost Report.
- Select from Date and To Date.
- NAME, QUANTITY, COST, PRICE, and TOTAL will be displayed.
- You can generate PDF then, Click PDF option.



EXPENSE REPORT

This report shows the expense report.

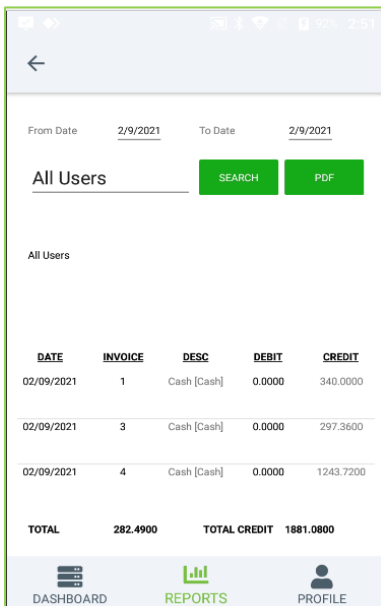
- Click Expense Report.
- Choose Expenses from the dropdown.
- Select from Date and To Date.
- NAME, DATE, INV No, AMOUNT will be displayed.
- You can generate PDF then, Click PDF option.



CUSTOMER REPORTS CUSTOMER CREDIT REPORT

This report shows the Customer Credit report.

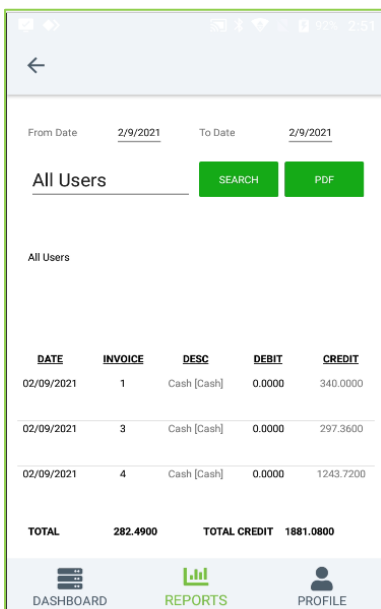
- Click Customer Credit Report.
- Select from Date and To Date.
- Choose Customers from the pop up.
- Click SEARCH button
- DATE, DEBIT, CREDIT, and BALANCES will be displayed.
- You can generate PDF then, Click PDF option.



CUSTOMER ACCOUNTS

This report shows the Customer Accounts report.

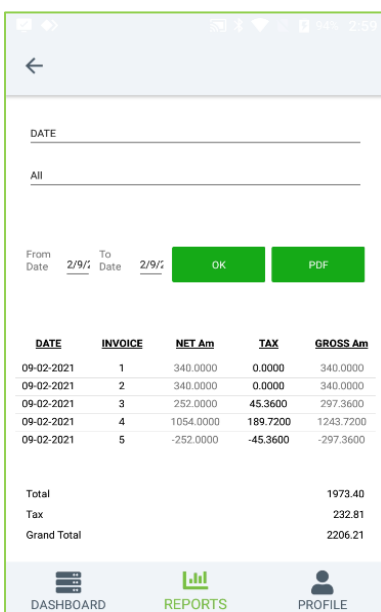
- Click Customer Accounts.
- Select from Date and To Date.
- Choose Customers from the dropdown.
- Click SEARCH button
- DATE, INVOICES, DEBIT, and CREDIT will be displayed.
- You can generate PDF then, Click PDF button.



CUSTOMER ADVANCE REPORT

This report shows the Customer Advance details

- Click Customer Accounts.
- Select from Date and To Date.
- Choose Customers from the dropdown.
- Click SEARCH button.
- DATE, INVOICES, DEBIT, and CREDIT will be displayed.
- You can generate PDF then, Click PDF button.

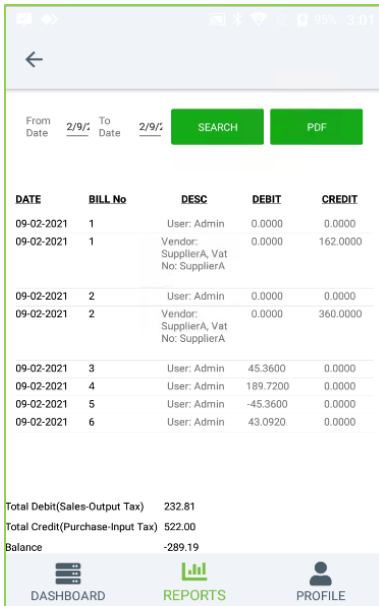


TAX REPORTS

SALES TAX REPORT

This report shows the Sales Tax report.

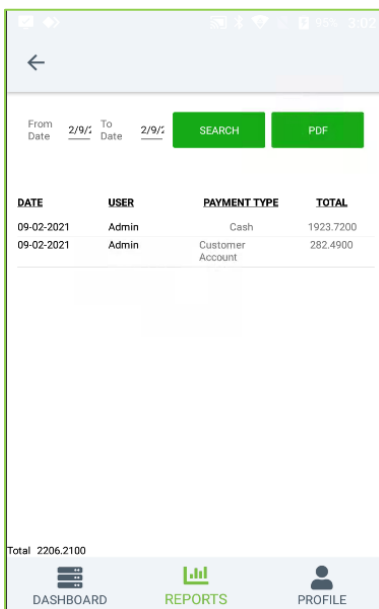
- Click on Sales Tax Report.
- Two Option are there, DATE AND DAY. You want to select any option.
- Choose ITEMS from a pop-up list.
- Select from Date and To Date.
- Click OK button.
- DATE, INVOICE, NET Am, TAX, and CROSS Am will be displayed.
- You can generate PDF then, Click PDF option.



TAX REPORTS

This report shows the Tax report.

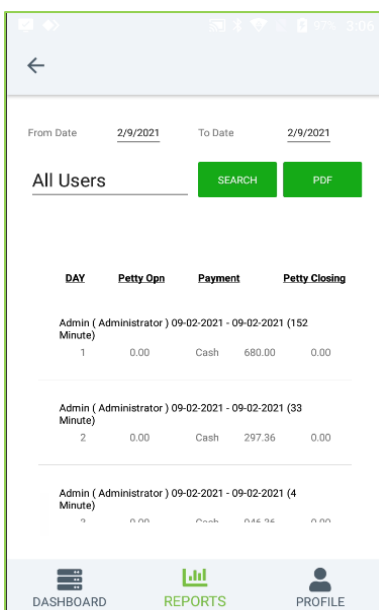
- Click on Tax Report.
- Select from Date and To Date.
- Click SEARCH button.
- DATE, BILL No, DESC, DEBIT, and CREDIT will be displayed.
- You can generate PDF then, Click PDF option.



ACCOUNT TRANSACTIONS REPORT

This report shows the Account Transaction report.

- Click on Account Transaction.
- Select from Date and To Date.
- Click SEARCH button.
- DATE, USER, PAYMENT TYPE, and TOTAL will be displayed.
- You can generate PDF then, Click PDF option.

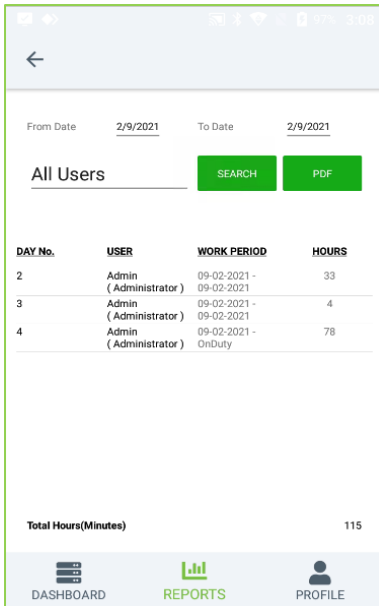


OTHER REPORTS

WORK PERIOD REPORT

This report shows the work period report.

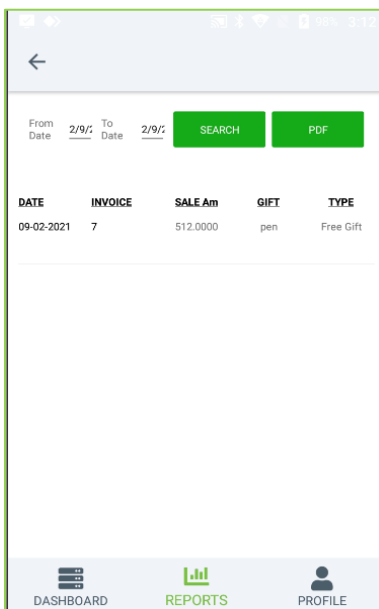
- Click on Work Period Report.
- Select from Date and To Date.
- Choose USERS from a pop-up list.
- Click SEARCH button.
- DAY, Petty Open, Payment, Petty closing will be displayed.
- You can generate PDF.



ATTENDANCE REPORT

This report shows the Attendance report.

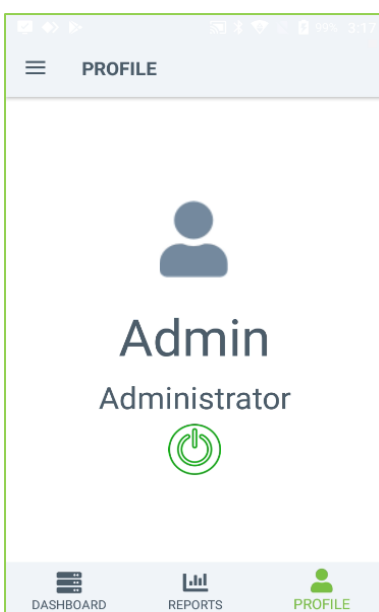
- Click on attendance Report.
- Choose USERS from a dropdown list.
- Select from Date and To Date.
- Click SEARCH button.
- DAY No, USER, WORK PERIOD, HOURS will be displayed.
- You can generate PDF then, Click PDF option.



GIFT REPORT

This report shows the Gift report.

- Click on Gift Report.
- Select from Date and To Date.
- Click SERACH button.
- DATE, INVOICE, SALE Am, GIFT, TYPE will be displayed.
- You can generate PDF then, Click PDF option.



STEP 5 - USER

- User name will be displayed.
- Then logout the user, you can click LOGOUT button.

ZK Building, Wuhe Road, Gangtou, Bantian, Buji Town, Longgang District, Shenzhen China 518129

Tel: +86 755-89602345

Fax: +86 755-89602394

www.zkteco.com

