

USER MANUAL

ZKPOS RESTAURANT

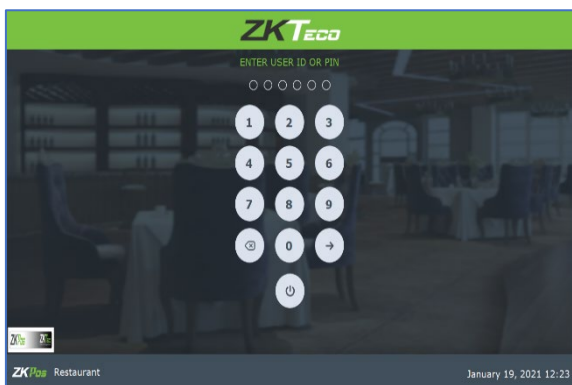
Version: 4.0.0

Date: 15-01-2021

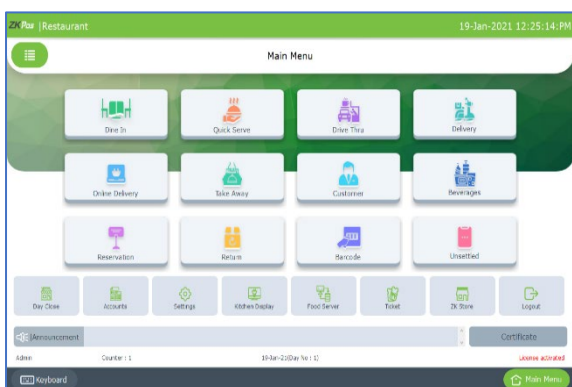
Software Version: 4.0.0

GETS STARTED

STEP 1 - ADMIN LOGIN

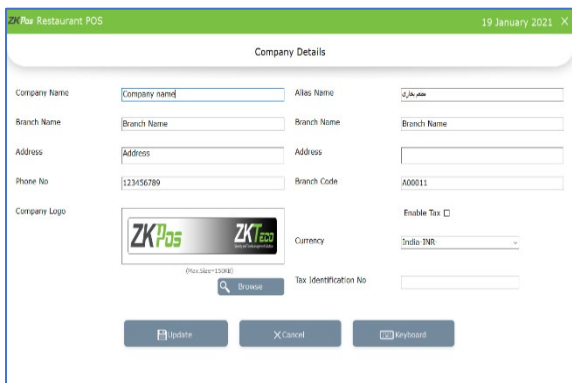


- Open **ZKPOS** software Application.
- You will have a default admin login with password.
- Type admin ID and Password and click **ENTER** button.

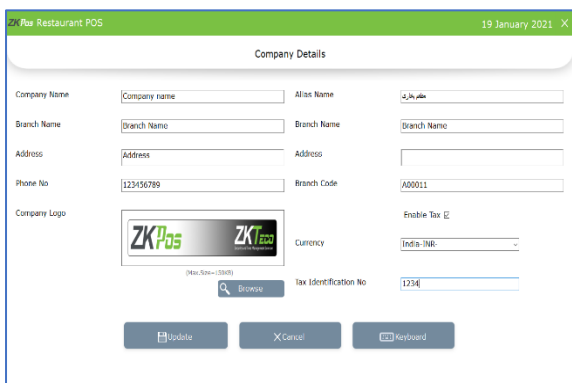


- Now you are taken to the **MAIN MENU**.

STEP 2 - ADDING COMPANY DETAILS



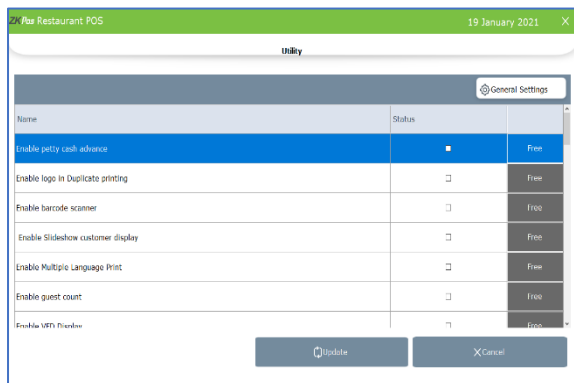
- Company details like **Name, Branch, Address, Company Logo, Tax, Currency** etc., can be saved. From the main menu, go to **SETTINGS**. Choose **COMPANYDETAILS**.



- Enter all necessary details in the appropriate fields. If you want to enable tax, tick the checkbox for **“ENABLE TAX”** then you can enter the **Tax Name** in the text box below. At last browse the company logo (max150kb) and then update the data by clicking **UPDATE** button.
- Click **OK**.

STEP 3 - UTILITY

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



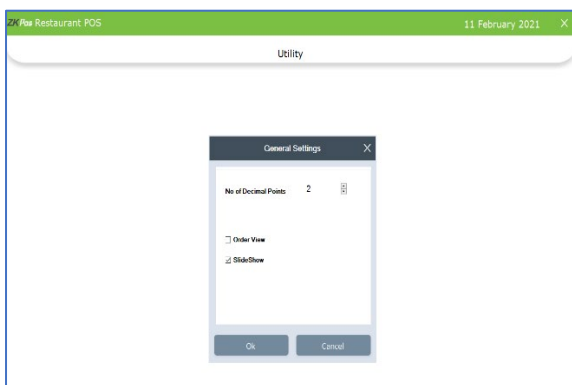
- Go to **SETTINGS**.
- Click on **UTILITY** from the setting options.
- There is a column specifying the status of each feature. Some were Free and some others need to activate manually.
- To decide number of decimal points and number of print count click on the general settings button on the top left 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 have to 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 have to 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 have to 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 printout of the orders.
- **ENABLE GIFTS AND POINTS:** If you want to set gifts/points against invoice count/amount you have to enable it here.
- **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 suppose, you didn't updated 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.
- **ENABLE ROUNDING TAX:** If this feature is enabled, tax will be calculated after rounding the amount.
- **ENABLE 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 fingerprint 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 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.
- **ENABLE 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 have to enable this option.

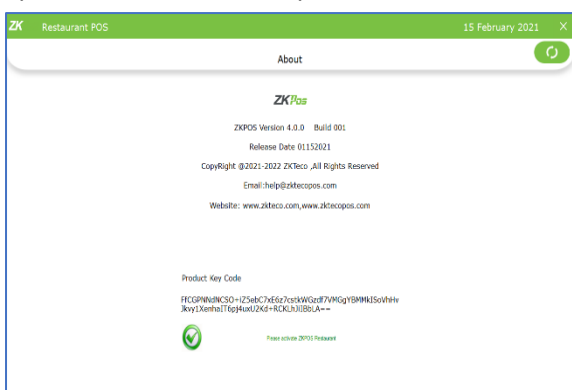
GENERAL SETTINGS



- 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.

STEP 4 - ABOUT SOFTWARE

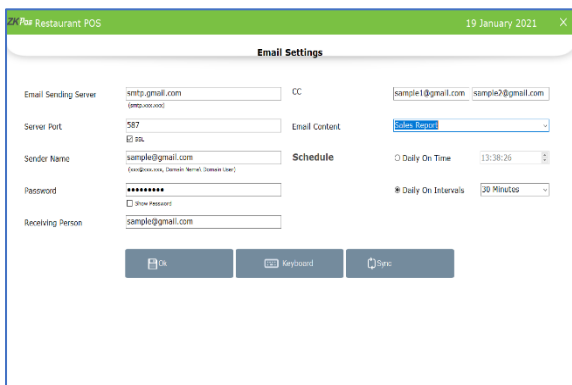
ZKPOS version, Copyright, Website address, Release date, support mail ID etc. are provided in this section. This is just for your reference purpose. You can contact or send your queries to the provided mail id. Click check update button for new updates.



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

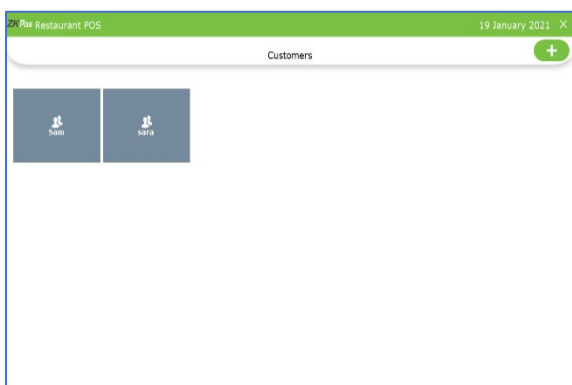
STEP 5 - EMAIL SETTINGS

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 6 - 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.

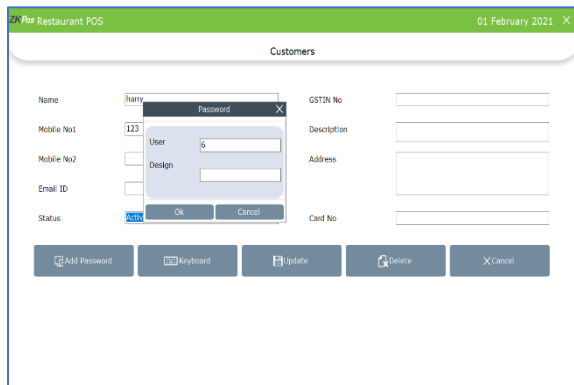
- Go to Settings.
- Click on CUSTOMER
- To add a new CUSTOMER, click on the ADD (+) button.

- Enter basic customer details in the appropriate fields including customer name, phone numbers, email id, status, your comments, address and finally the card number of the customer.
- Save the details by clicking on the **SAVE** button.
- Click **OK** in the confirmation dialog box.

- Now a new customer details has been saved.

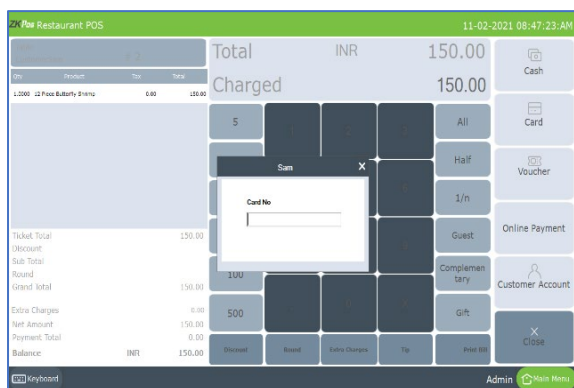
- To delete/edit a customer, click on the saved customer.
- If you want to delete, click on the customer, then click DELETE button. Click YES in the confirmation dialog box.
- To edit you have to click on UPDATE button instead of DELETE button. But before that make necessary changes to the data in the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

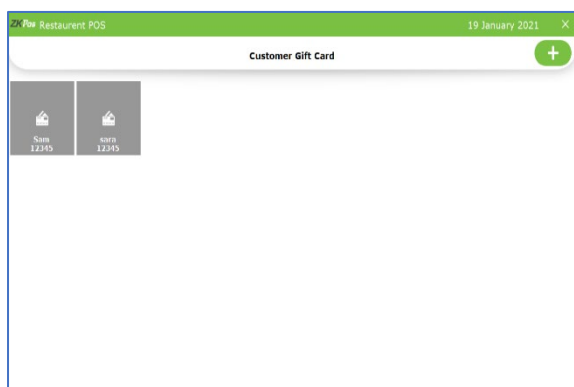
CUSTOMER ACCOUNT AUTHENTICATION is a feature of ZKPOS Restaurant software. You can verify the card number we save for each customer while settling the bill through customer account option.



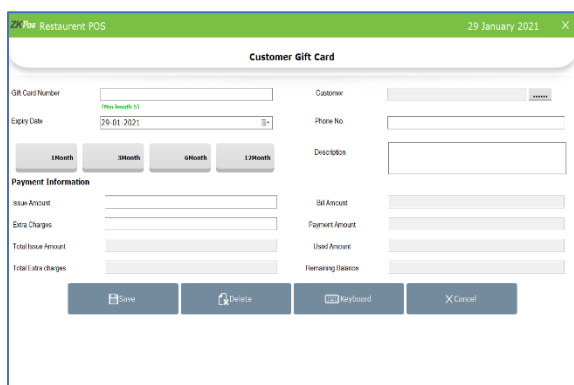
- Enable customer account authentication from UTILITY.
- While settling a bill through customer account, a pop up will be shown asking to enter the card number.
- Enter the card number and click enter button.

STEP 7 - CUSTOMER GIFT CARD

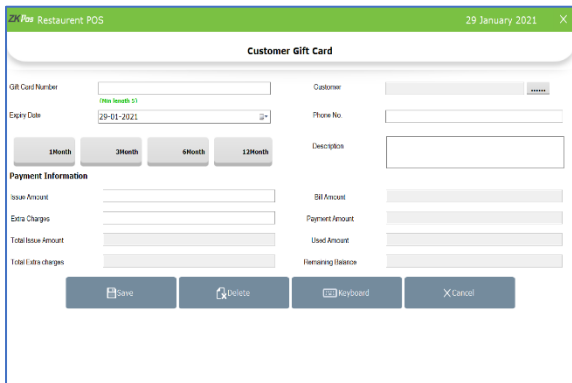
We can generate GIFT CARD from ZKPOS Restaurant. Give a gift card to a customer when they make a large purchase or purchase a unique item.



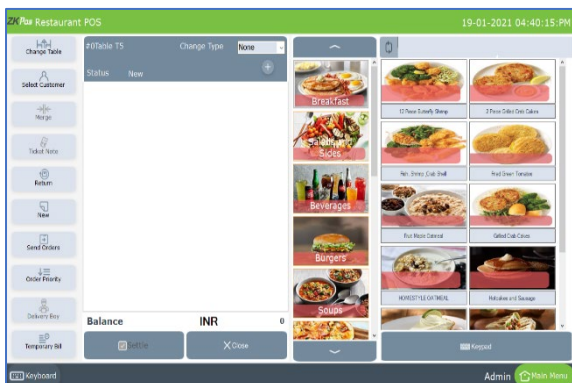
- Click on SETTINGS.
- Click Customer Gift Card.
- Already created gift cards are shown in this interface.
- Click ADD (+) button to generate a new gift card.



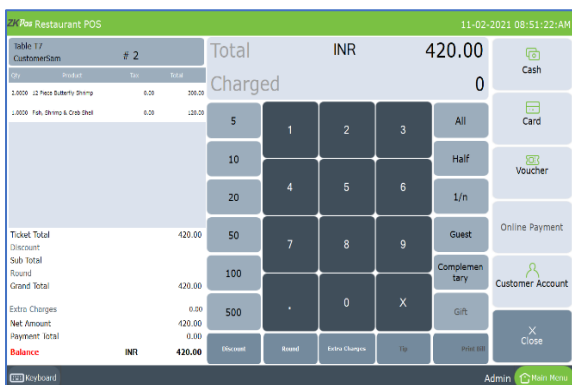
- Enter gift card number, gift card number should contain minimum five numbers.
- Select the customer by clicking the button against customer field.
- Phone number will be shown as you saved earlier.
- You can manually enter the expiry date in the field or you can select it in the calendar.
- Or set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



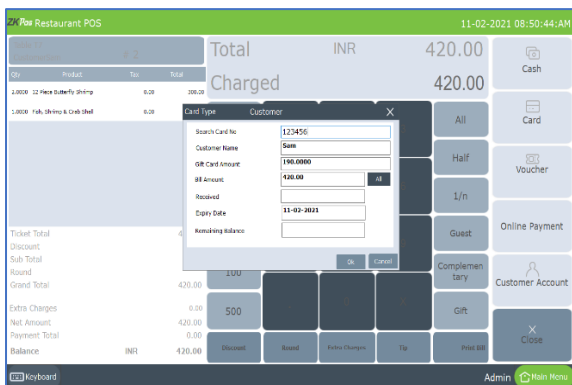
- In payment information enter the issue amount and discount amount. Discount amount means a small charge that we assigned to customer gift card. The gift card worth an amount reduced by discount amount from issue amount.
- Bill amount and payment amount will be shown there
- Click save button.



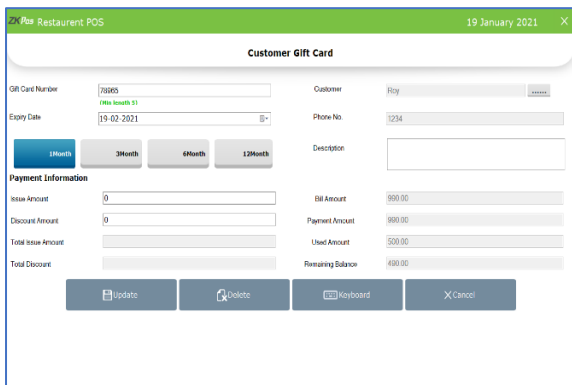
- Now go to main menu, select dine in or any order type in which you can sale product by selecting customer.
- Select table and table seat.
- Now you will be directed to the POS sale window.
- Click select customer.
- Select a customer with gift card.
- Select the products.
- Click settle button.



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



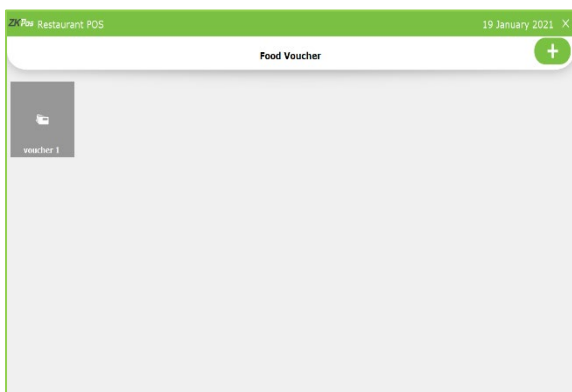
- A pop up will be shown.
- Enter the gift card number in the respective field.
- Customer gift card details will be shown there.
- Enter the received amount and that amount will be deducted from the gift card.
- You can select all if the invoice amount is greater than gift card amount.
- Remaining balance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



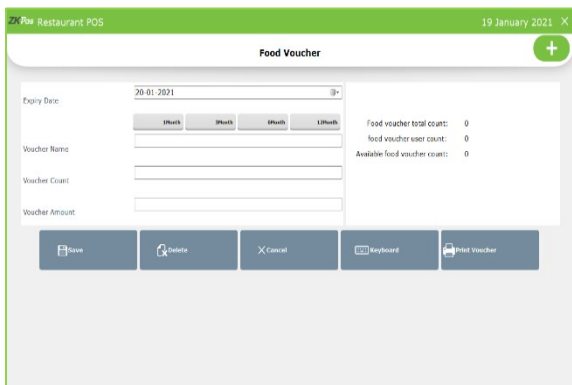
- Again, go to customer gift card through settings.
- You can see the used amount and remaining balance in the gift card as shown in the figure.
- You can delete the gift card by clicking delete button.
- Click a gift card you want to edit.
- Make necessary changes and click update button.

STEP 8 - FOOD VOUCHER

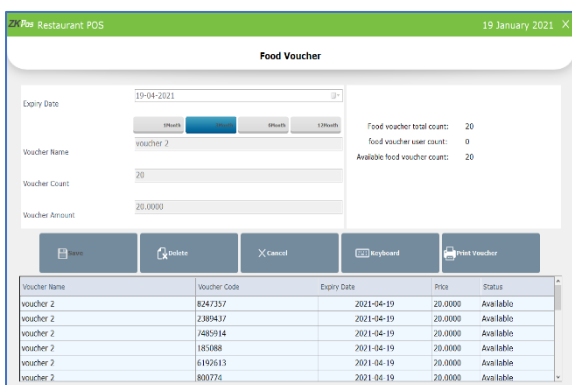
We can generate FOOD VOUCHER from ZKPOS Restaurant. Food voucher is a small printed piece of paper that entitles the holder to a discount.



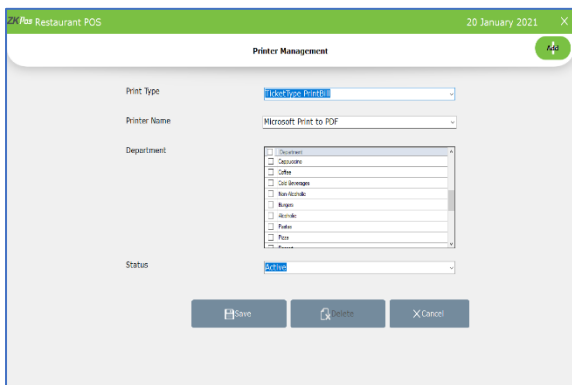
- Click on SETTINGS.
- Click Food Voucher.



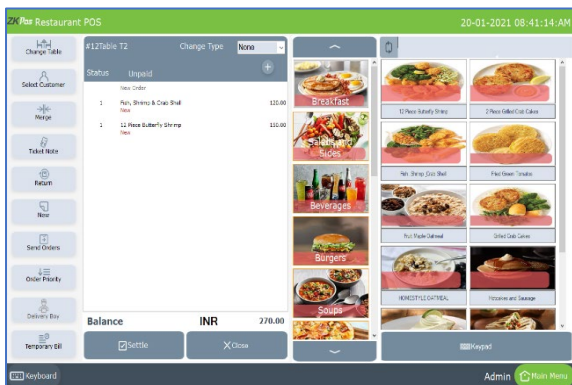
- Click ADD (+) button.
- You can manually enter the expiry date in the field or you can select it in the calendar.
- Or set the expiry by clicking the button below it.
- Enter the voucher name, voucher count and voucher amount.
- Click save button.



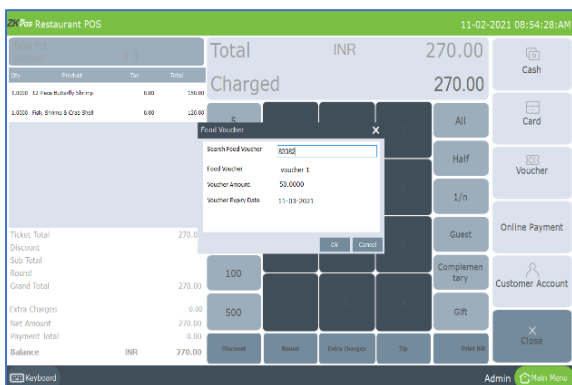
- Now click the voucher from the screen.
- You can see total count, used count and available count of the voucher.
- Voucher code for created vouchers are listed there.
- Click print voucher button to take print outs of the voucher.



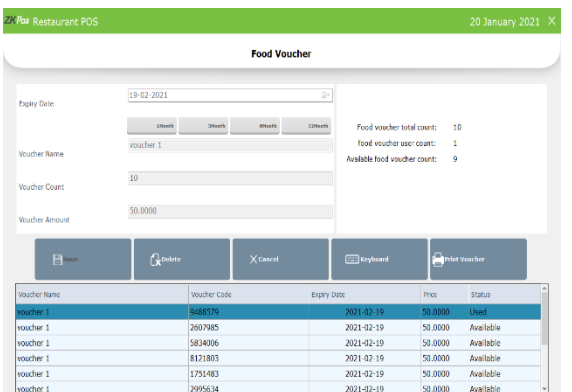
- This voucher contains the voucher code.
- Set the normal type print bill in printer management.
- Click settings button from main menu.
- Click printer.
- Select printer option from expanded menu.
- Select normal type print bill as printer type.
- Select the connected printer from drop down as printer 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.



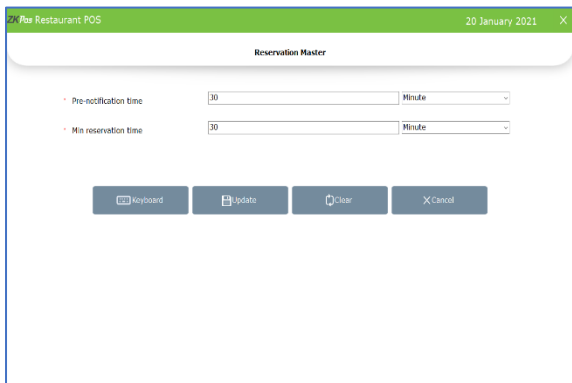
- Select All to settle the whole amount.
- Click on voucher button.
- Select food voucher.
- A pop up will be shown to search the voucher.
- Enter the voucher code.
- Voucher code and expiry date will be shown in the pop up.
- Click ok button.
- Click ok to the confirmation message.



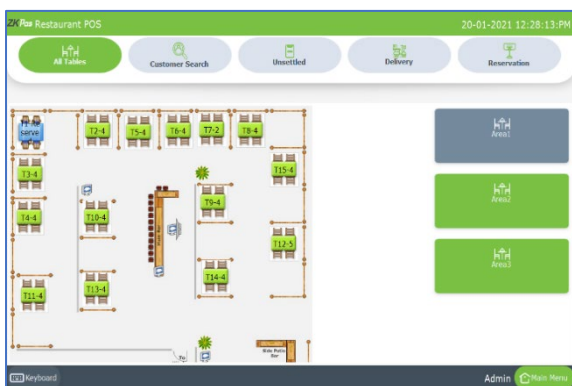
- The food voucher is successfully accepted now and the voucher amount will be deducted from the total
- The status of the food voucher is changed to 'used' from 'Available'
- Used count and available count also changed accordingly.

STEP 9 - RESERVATION

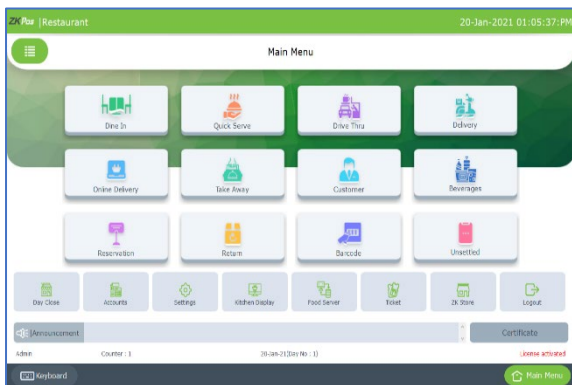
The term reservation is defined as 'blocking a particular space/table, for a definite period of time, for a particular guest.'



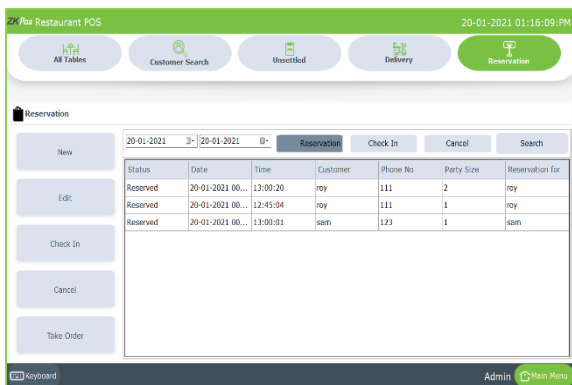
- Click on RESERVATION menu from SETTINGS.
- 30 minutes is the default pre notification time and 1 hour is the default time for minimum reservation time.
- Enter pre notification time and minimum reservation time if you want to change it.
- You can click the clear button to empty the text box. Without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



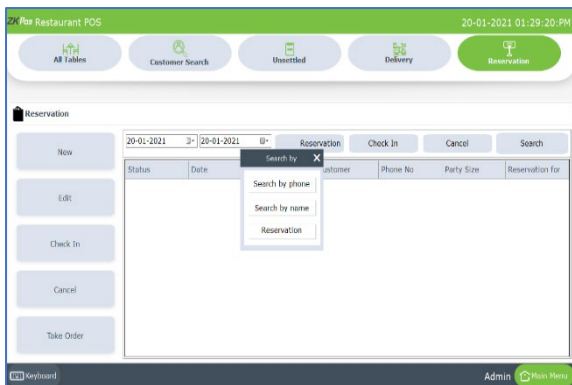
- If you enter a pre notification time, your selected tables will be blocked prior according to the reservation time. The status of the table will be changed to reserved.
- After minimum reservation time for a particular reservation, the reserved status option of the reserved table will be vanished.



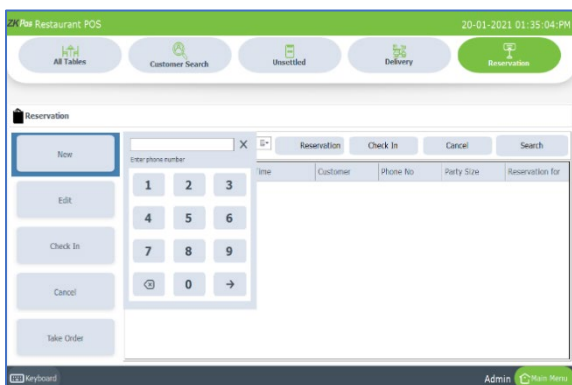
- To add new reservation details, go to main menu.
- Select RESERVATION from main menu.



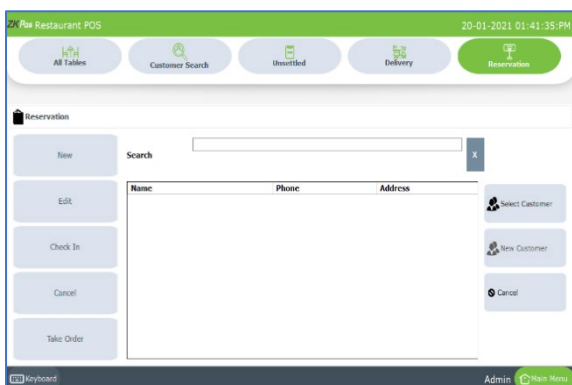
- You can see the date selecting field, reservation, check in, cancel and search button
- The reservation details, check ins and cancelled reservations will be shown as per the selecting dates
- Enter the from date and to date manually or by selecting the date from calendar
- Click on reservation button.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



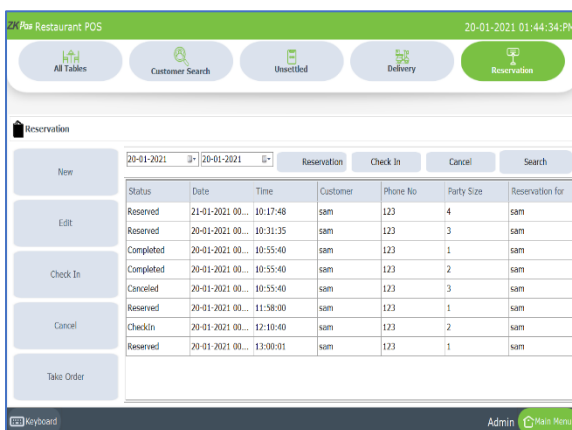
- You can search the reservation by clicking the search button.
- A pop up will be shown contains three ways to search the reservation details – search by phone number, name and reservation number.
- Click on search by phone number.



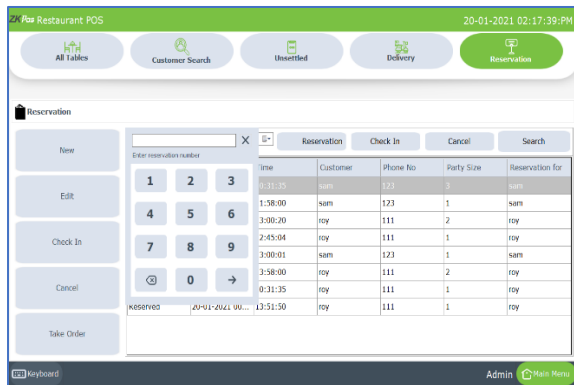
- Enter the phone number of the customer using the keypad.
- Click right arrow to search the entered phone number.
- The whole reservation details saved with this mobile number will be listed including the completed ones.



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

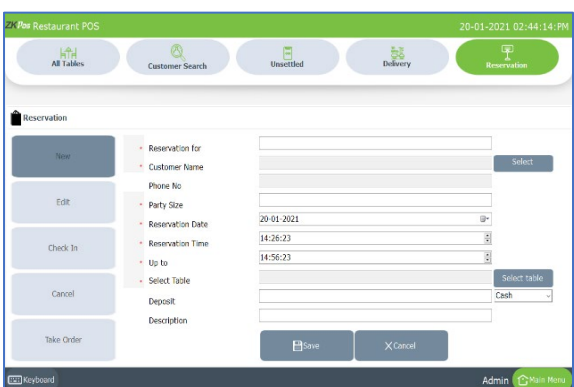


- The details will be listed as shown in the figure when you search the details by entering phone number and customer name.

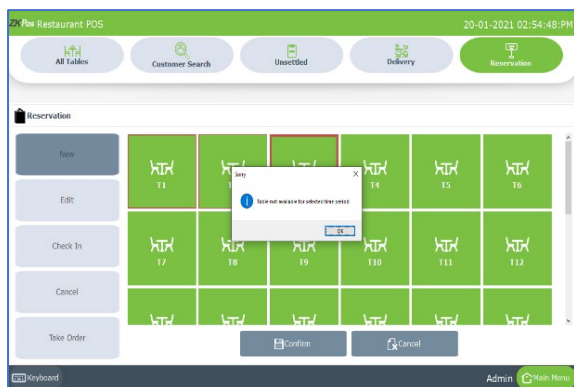


- Click search button and select search by reservation number.
- You can enter the reservation number from the print out of particular reservation. You can take print out of reservation details whole saving it in the software.
- Enter the reservation number (ticket number in print out).
- Click right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

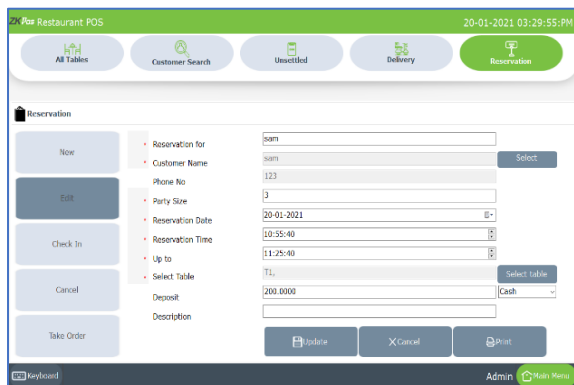
Now let us see how to add a reservation to the software



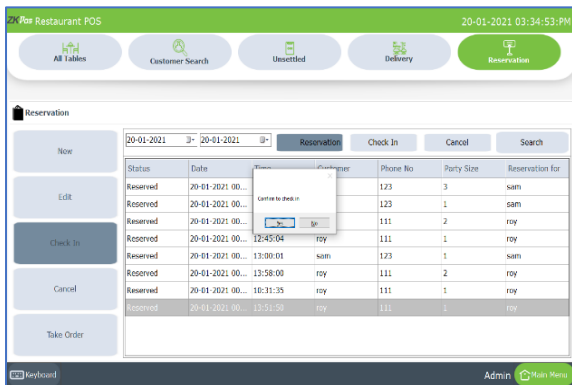
- Click NEW button in the left side of the reservation window.
- You are redirected to a window as shown in the figure.
- Enter the purpose of the reservation in the field 'reservation for'.
- Select the customer by clicking select button against the customer field.
- Phone number will be automatically 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.



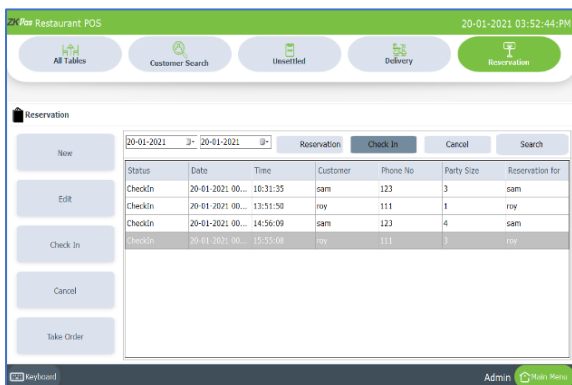
- Now click select table.
- You directed to a window in which you can select the table as per your requirement.
- Select the table from the screen.
- If the table is already reserved, you will get a message 'table not available for selected time period'.
- If the table is not enough for the party size, 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.



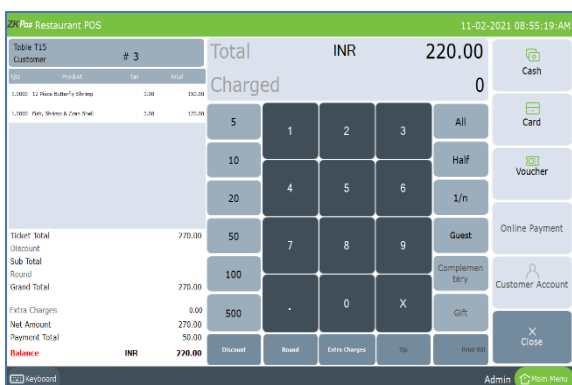
- After saving the details print option will be appeared.
- Click print button to take print out for the reference.
- Click cancel button to go to previous page.
- You can see the details of reservations listed here.
- If you want to edit details select the particular reservation and click edit button.
- 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.

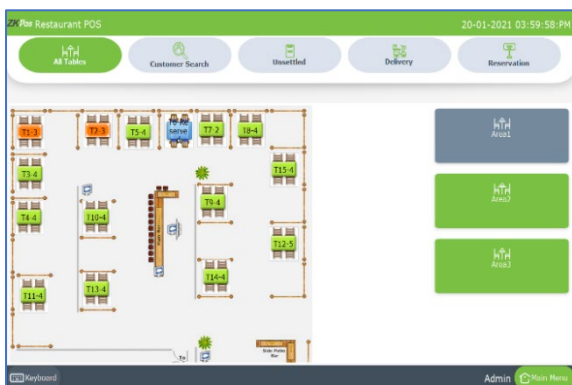


- Select the details by clicking check in tab.
- Click take order button.
- You are directed to POS sale window.



- 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.



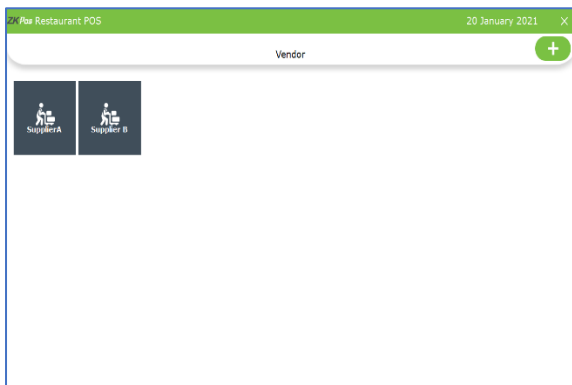
- Click on the reserved table.
- A confirmation message will be shown 'table reserved. Would you like to check in?'.
- Click yes to the confirmation message.
- You are directed to POS sale window.
- You can select the item and continue for payment.



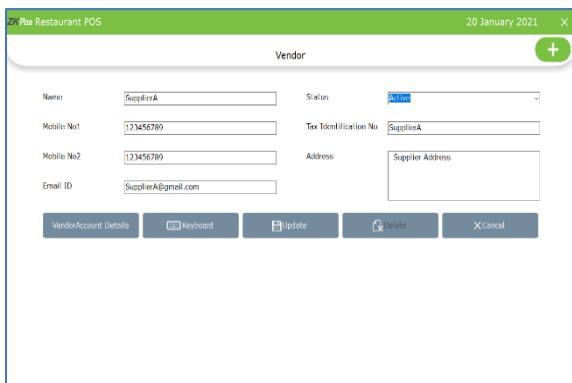
- When you 'check in' to the table (from table selection window as well as from reservation), the table status will be changed to 'check in'.
- You are directed to POS window while clicking the particular table whose status is 'check in'.
- Please note that you are 'check in' to the reserved table from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

STEP 10 - ADD/DELETE A VENDOR

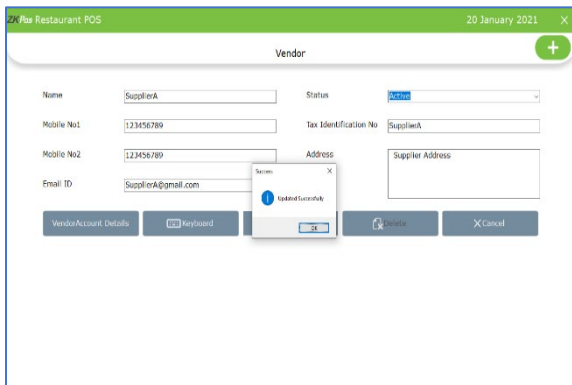
A Vendor is a person who provides the products, so to add vendor details while adding product, first you need to add Vendor details. Here you can see how to add a VENDOR.



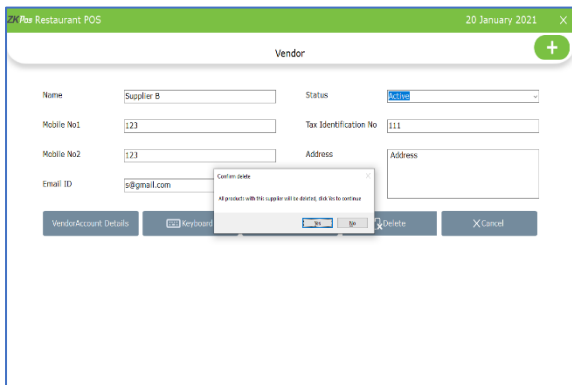
- Login as ADMIN.
- Go to SETTINGS.
- Expand Settings menu.
- Choose VENDOR.



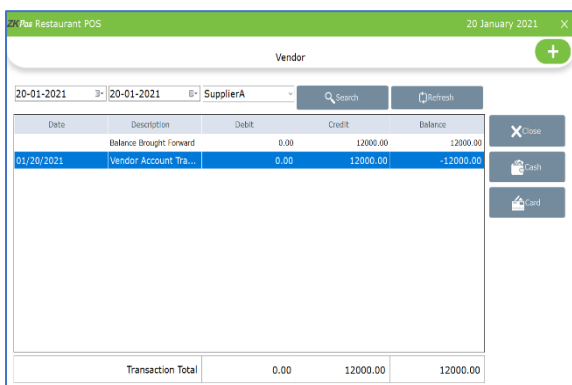
- A vendor named Supplier A will be there by default. To view the details of that vendor, click on it.



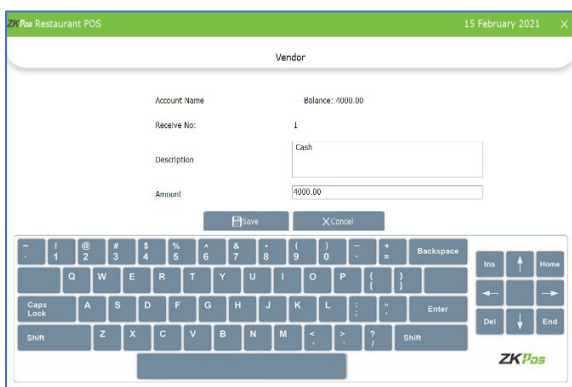
- If you want to edit the vendor details, make necessary changes and then click **UPDATE** button.
- A confirmation dialog box will appear, click **OK**.



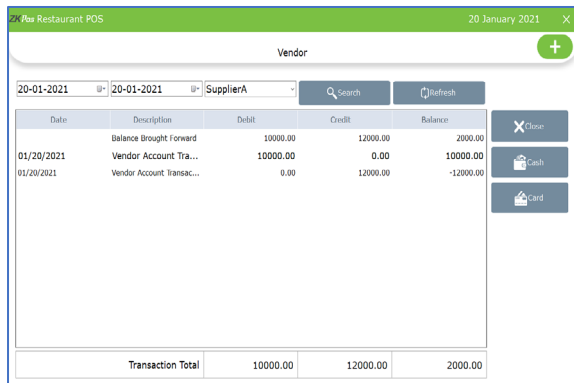
- If you want to delete the vendor then click **DELETE** button instead of **UPDATE** button. A warning box will appear, you should click **OK** to delete it. You cannot delete the default vendor



- 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.

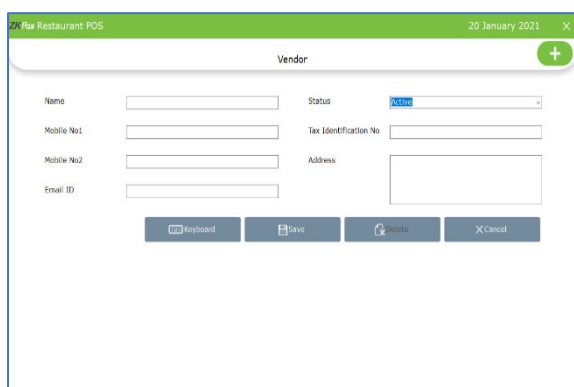


- If you want to enter the payment details click on the transaction detail
- Select payment mode cash or card
- In the opened window you can see the balance amount details
- Enter the amount in the amount field
- Click save button



- 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

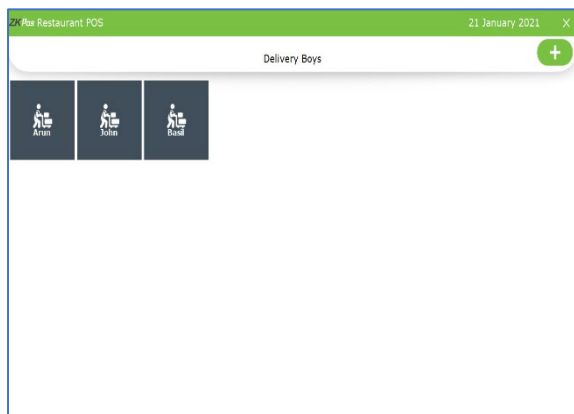
Now we can see how to add a new vendor



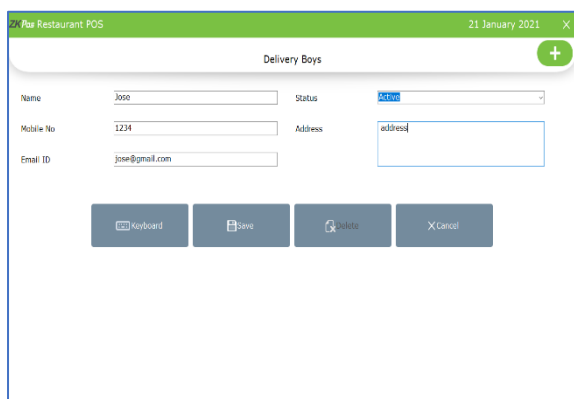
- Click on the ADD (+) button.
- Provide Vendor Name, Mobile Numbers, Email ID, Status as Active/Inactive, Description about the Vendor, Tax Identification Number and Address.
- Click on SAVE button and OK to confirmation Dialog.

STEP 11 - DELIVERY BOYS

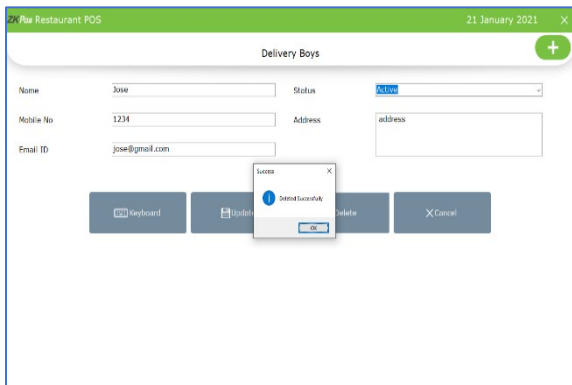
A person who delivered your food parcel is known as delivery boy. Add delivery boys to ZKPOS.



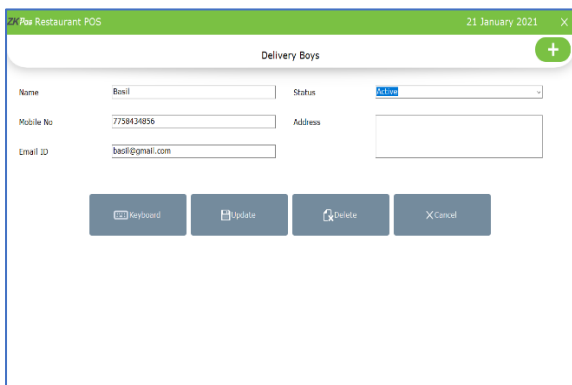
- Go to SETTINGS.
- Expand Settings.
- Click on DELIVERY BOYS button.
- Click ADD button to a new delivery boy.



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

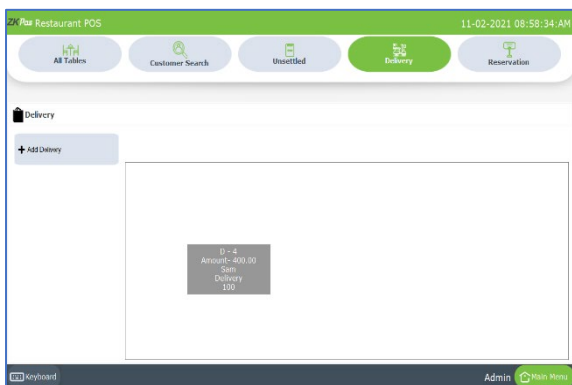


- To delete a delivery boy, click on the saved name.
- Click DELETE button. Note that if there is only one delivery boy, you cannot delete his details. Because he is saved as the default delivery boy. Otherwise, you can delete the details.
- Click OK in the confirmation dialog box.

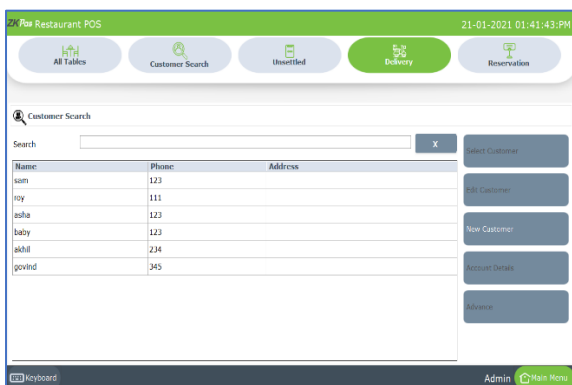


- To edit the details of a delivery boy, click on that delivery boy.
- Make necessary changes.
- Click UPDATE button.
- Click OK to the confirmation message.

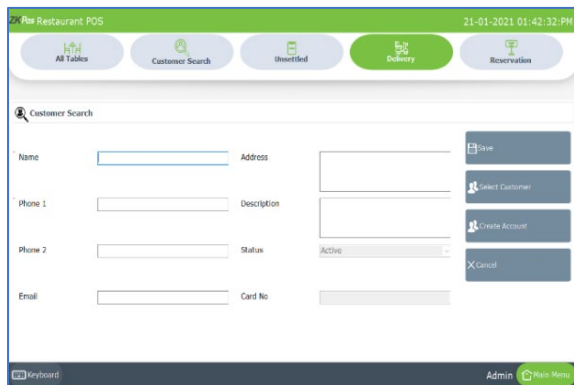
Now we can see how to do a home delivery in the software



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

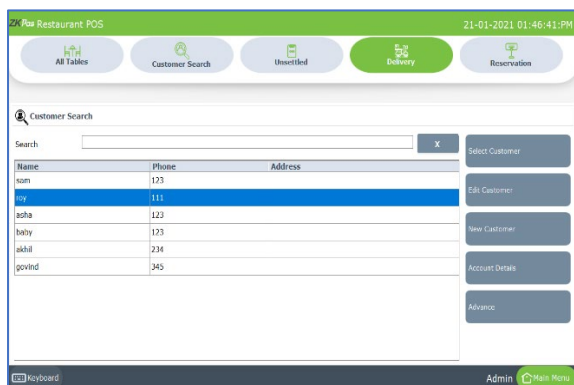


- You directed to the customer selection page. You can see NEW CUSTOMER BUTTON is enabled and all other buttons are in inactive state. If you click on a customer from the customer list all buttons are changed to active state.
- Select the customer from the list.
- Click SELECT CUSTOMER button.
- You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

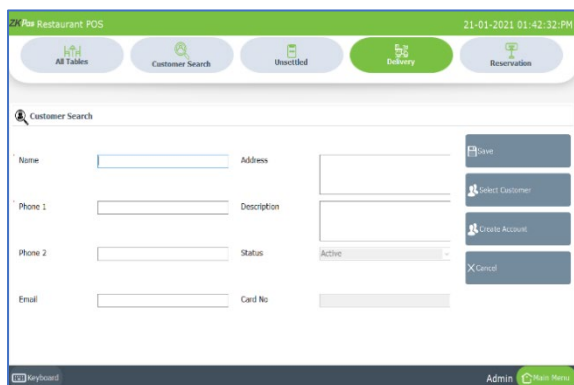


- Click NEW CUSTOMER button to create a new customer.
- Fill the details of the customer.
- Status will be selected as active by default.
- Click SAVE button if you want to add the customer.
- After clicking add you will be directed to the customer selection page.
- Select the created customer and click 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.

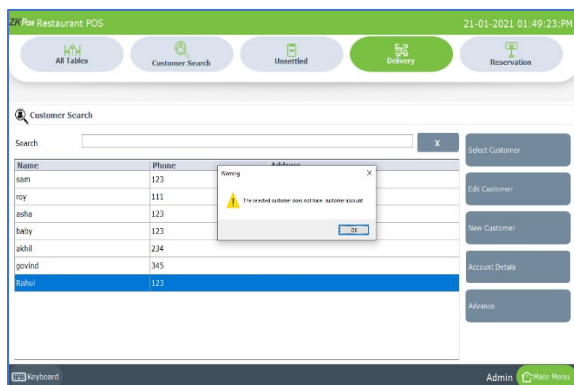
When you create a customer in ZKPOS Restaurant software by clicking SAVE button, you just save the details of the customer in to the software. If you want to see the payment details, advance details and account details of a customer you have to create an account for a customer. Now we can see how to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



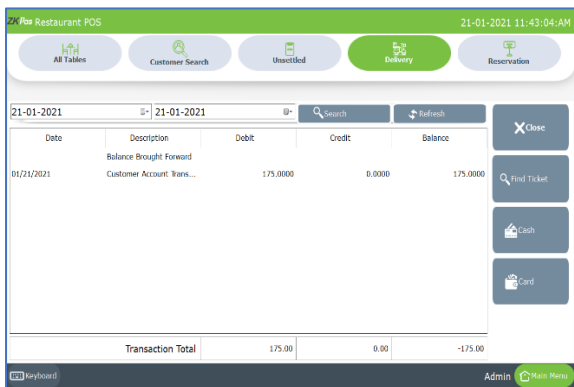
- In case of delivery, select the delivery option from main menu
- Click ADD DELIVERY button.
- From list select a customer you want to create an account.
- Click EDIT CUSTOMER button.
- Click CREATE ACCOUNT button.
- Select OK to the confirmation message.



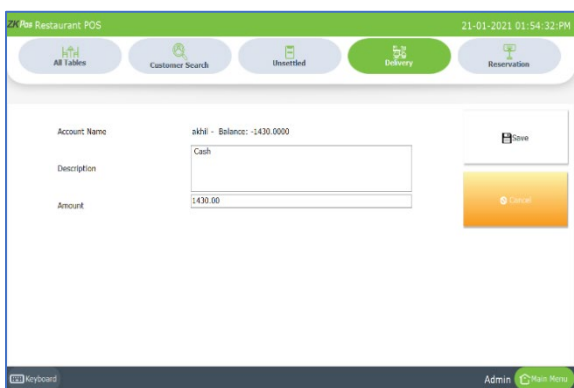
- You can create account while adding a new customer through the add delivery interface.
- For that click NEW CUSTOMER.
- Enter the details and click CREATE ACCOUNT button.
- Click OK to the confirmation message.
- The details will be saved by default while clicking the create account button.



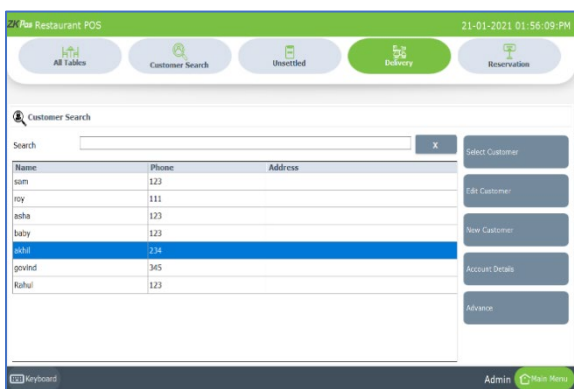
- Now you can see the account details of customers who has customer account.
- To view the account details, click ACCOUNT DETAILS button after selecting the customer.
- If the customer does not have an account, then a message 'the selected customer does not have customer account' shows.



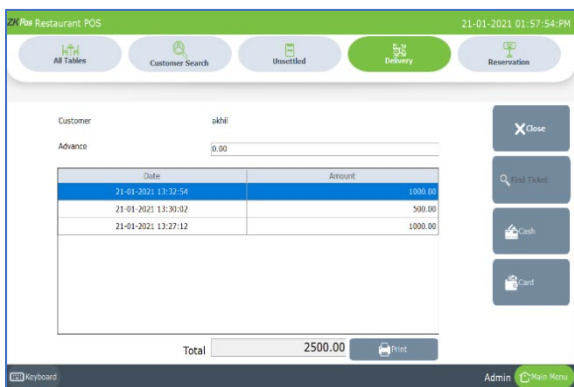
- If the customer has an account the details will be shown as in the figure.
- The payment details through customer account while settling a bill will be shown here.
- After clicking ACCOUNT DETAILS button, enter from date and to date.
- Click SEARCH button. Now the details will be listed below.
- To 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.

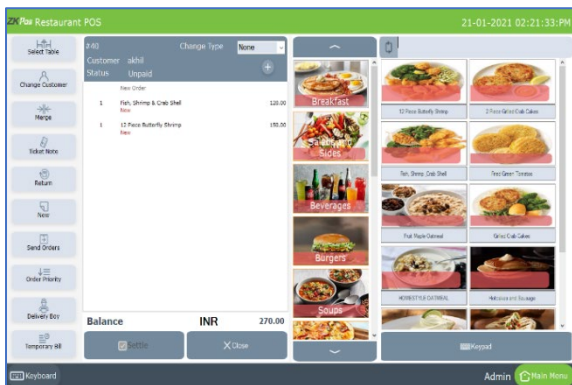


- Now you can enter an advance amount in customer account.
- As usual select the customer by clicking on it.
- Click ADVANCE button.

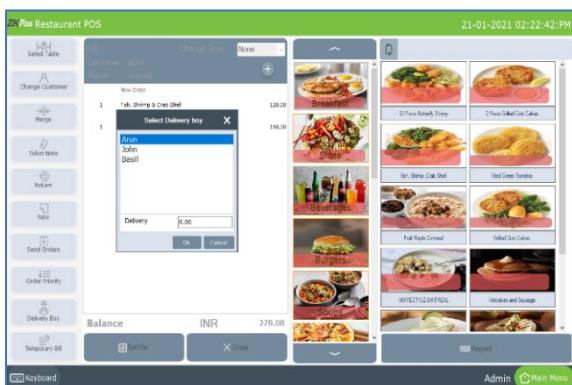


- You can see customer name, a text box to enter the advance amount and previous advance details of that particular customer.
- To add an advance amount, enter the amount in advance amount field.
- Click the payment mode cash or card.
- Now the advance details will get updated in the list view.
- You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



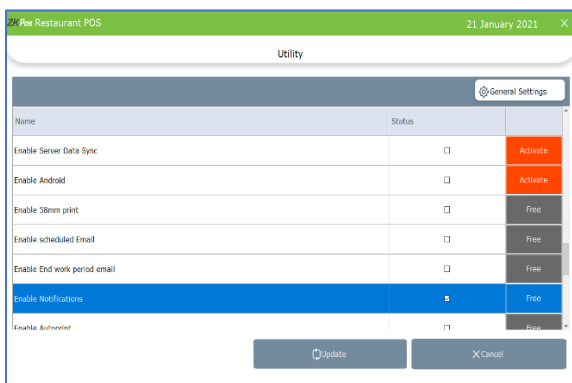
- You have to select a delivery boy, to deliver the parcel to the customer.
- So, you must assign a delivery boy.
- For that click on DELIVERY BOY option from left side buttons.
- You can see the saved delivery boys in the pop up.
- Select the delivery boy from the list.
- Enter the delivery amount in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



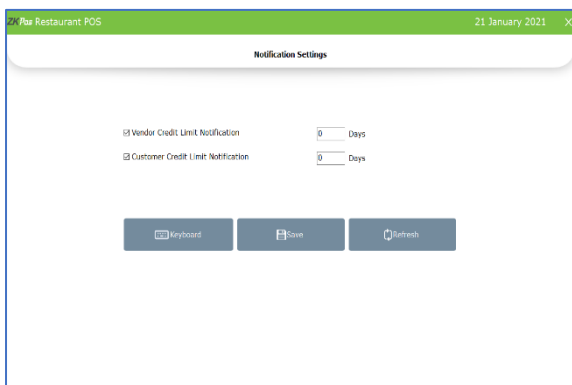
- Now the settle button is in active state.
- Click settle button to continue with payment.

STEP 12 - NOTIFICATION

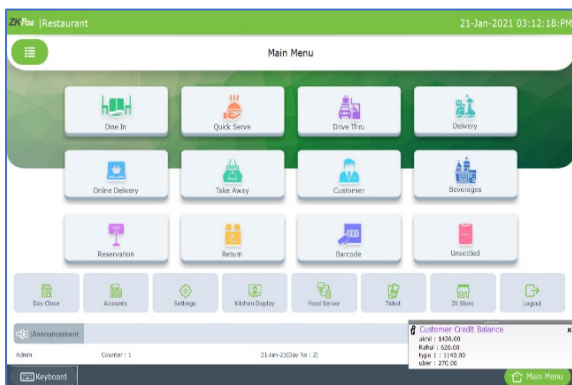
Notification feature means you will get a notification when customer credit and vendor credit value go beyond the limit entered in software.



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



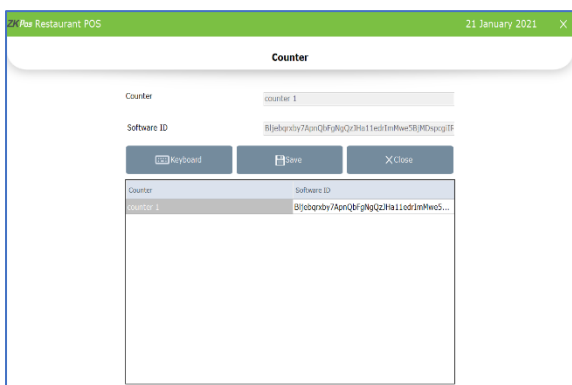
- Now select NOTIFICATION SETTINGS option from settings
- You can enter customer and vendor credit limit notification days in text box
- Tick the check box to activate the notification
- Click SAVE button



- 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

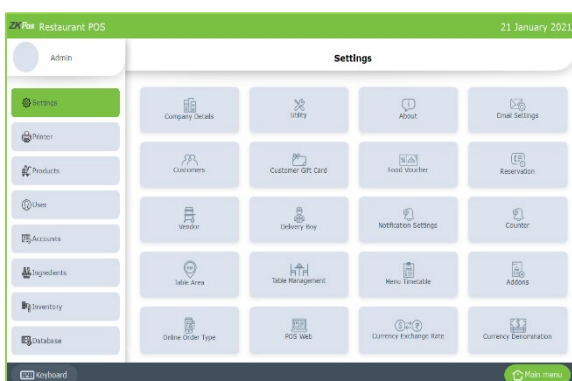
Counter feature is available in ZKPOS Restaurant to set billing counter.



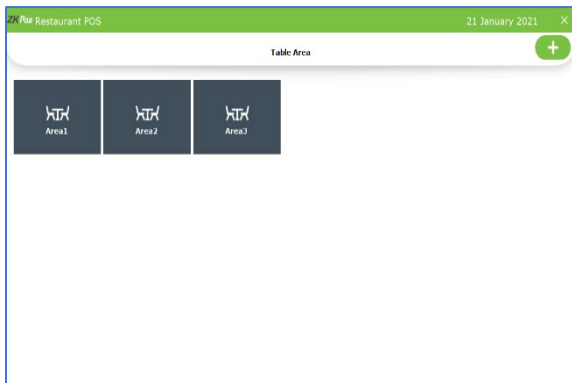
- Click COUNTER in the SETTINGS section.
- New window is opened, you have to enter name.
- Software ID is automatically displayed.
- Once you set the software to a counter you cannot changed it.

STEP 14 - TABLE AREA MANAGEMENT

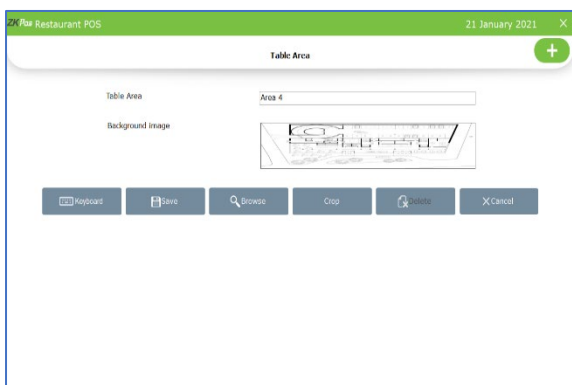
As you have seen earlier, each table is placed in particular area. There will be 3 tables by default. But you can Add, Edit or Delete table area based on your requirements. Let's see how it is maintained.



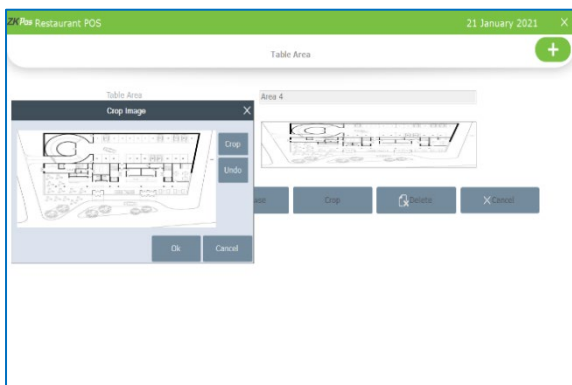
- Go to SETTINGS.
- Expand Settings menu.
- Scroll down and click on TABLE AREA.



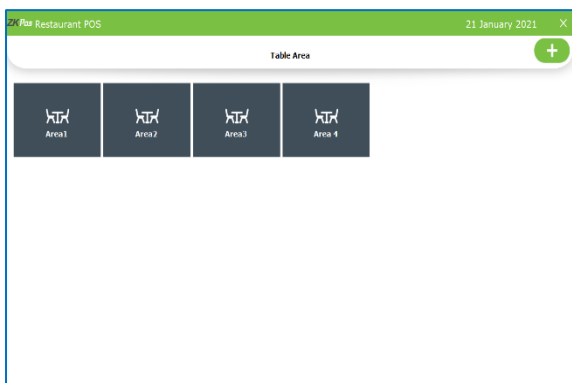
- Default Table Areas will display in the new window.
- You can add new area by clicking on ADD (+) button.



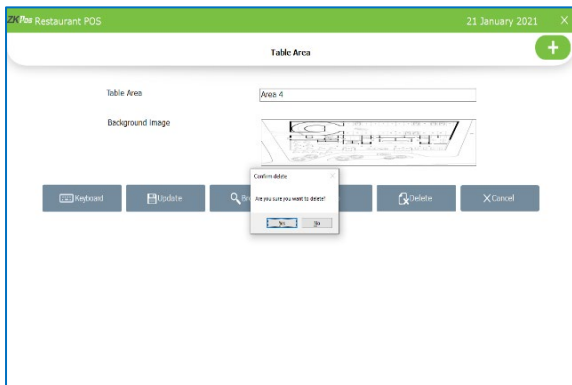
- You can see a single field to enter the Area Name. Enter the name in the provided field.
- Choose Background Image by clicking BROWSE
- If the image size is larger, we have to option to crop the image



- 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.



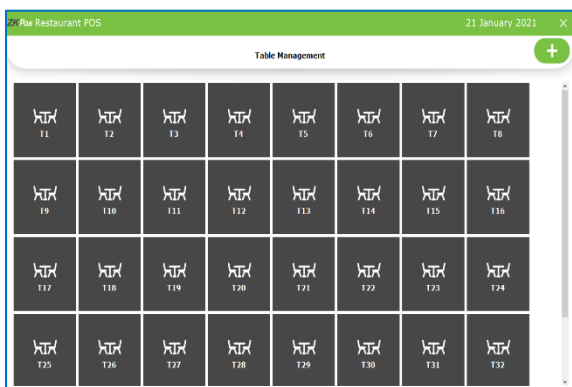
- Click SAVE button to save the area
- A new Table **Area 4** has been created.



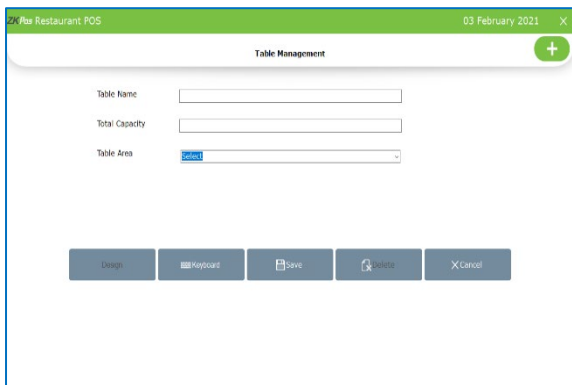
- If you want to update any area details, select the area name
- Make necessary changes and click update button
- You can delete the area name by clicking the delete button
- When you delete an area the whole tables in that area will also be get deleted
- Click YES to the confirmation

STEP 15 - TABLE MANAGEMENT

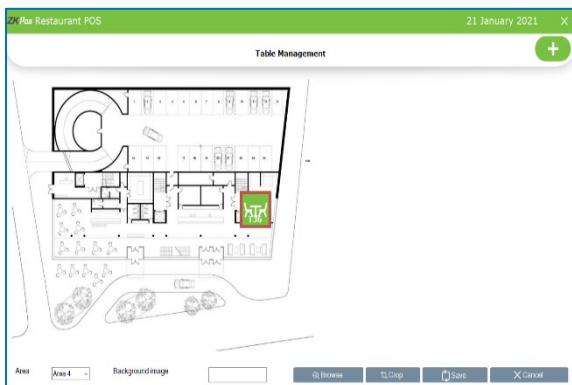
Add all the tables in your restaurant into ZKPOS so that you can keep track of orders in different tables. For instance suppose your restaurant contain 34 tables. If you name each table like TABLE1, TABLE2 etc. and save other details like table area and number of seats then you can handle the orders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



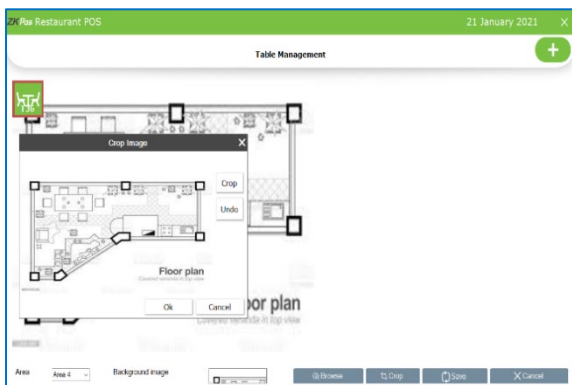
- Click on TABLE MANAGEMENT menu from SETTINGS.
- You can see some default tables there.
- To add another table, click on the ADD (+) button.



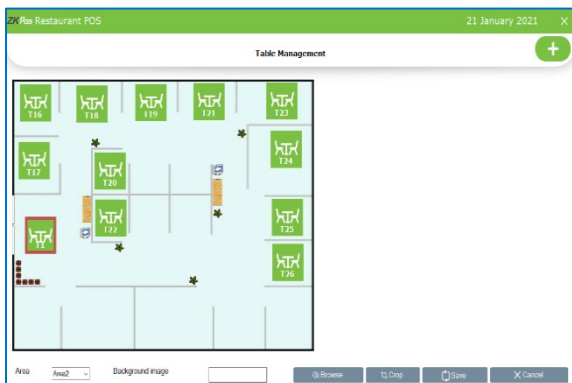
- Type the Table Name, Table Capacity (Number of Seats), Table Area.
- Click SAVE button.
- Click OK to the confirmation dialog. Now a new table has been created.
- Click on DESIGN button



- 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



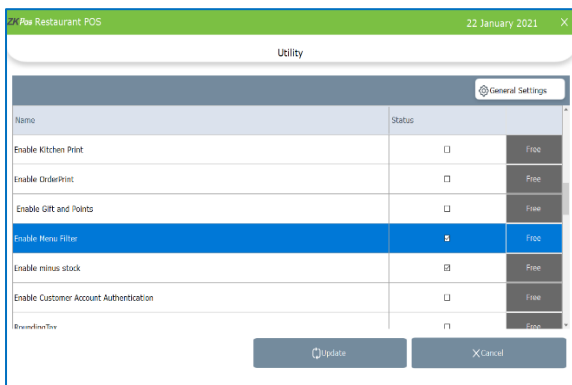
- Click crop button as shown in the figure.
- Select the part of the picture you want to crop.
- Click CROP button and then OK.
- Click save to sustain the changes.



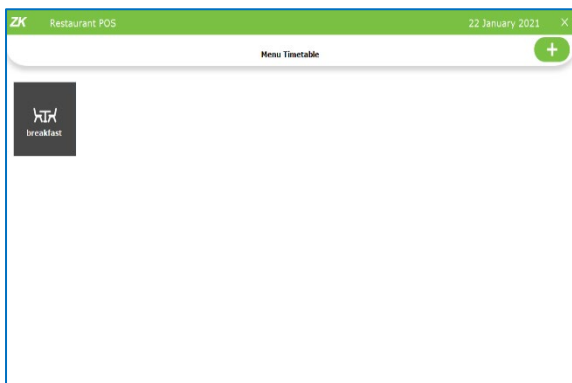
- If you want to change the design of table, click TABLE MANAGEMENT from SETTINGS.
- Select the table you want to change the design.
- Click design button.

STEP 16 - MENU TIMETABLE

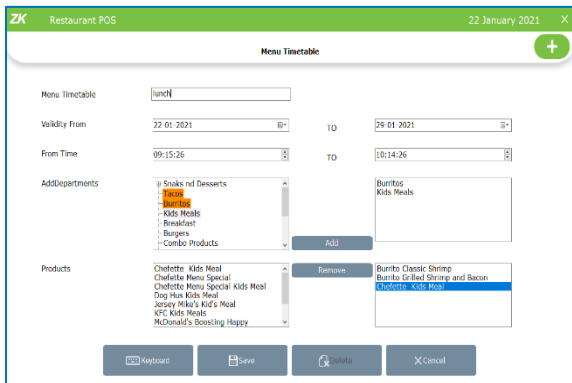
Every restaurant has their own menu. Breakfast, Lunch, Snacks and dinner may vary from day to day and time to time. In such cases you can keep the record for the menu efficiently using menu timetable.



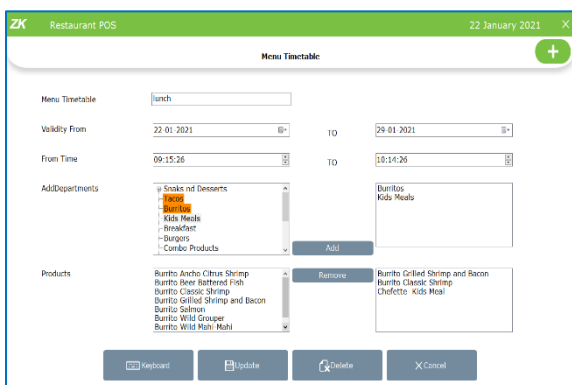
- Go to **SETTINGS**.
- Expand Settings.
- You have to enable menu filter feature from Utility



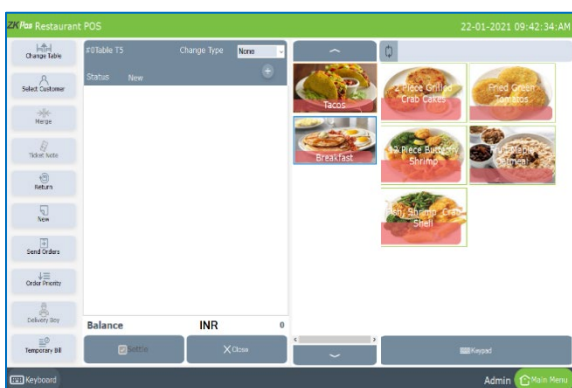
- Go to **SETTINGS**.
- Click on **MENU TIMETABLE**.
- To add a new timetable, click **ADD (+)** button.



- Enter the Name of the time table, Starting and Ending date, starting and Ending time.
- Now we have to select the products includes in this time table.
- You can see the saved departments in a box.
- Select a department from the list and click ADD button.
- The selected departments are shown in a box in the right side.
- The products under the selected departments are shown beneath Add Department box.



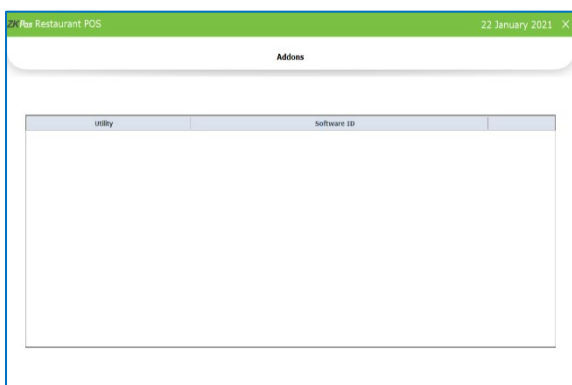
- Select a product from the list and click ADD button.
- To remove a product or department, click on it.
- Click Remove button.
- If you remove a selected department, the selected products under that department also get deleted
- Click SAVE button.
- A new menu time table will be added to the software.
- 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.

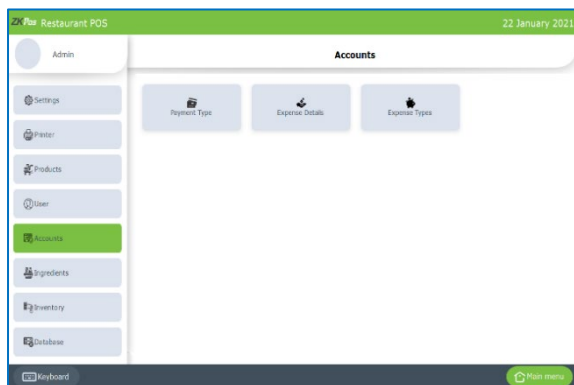


- Click ADD ONS in the SETTINGS section.
- The window shows the connected applications and its software ID if you connected that application to the software.

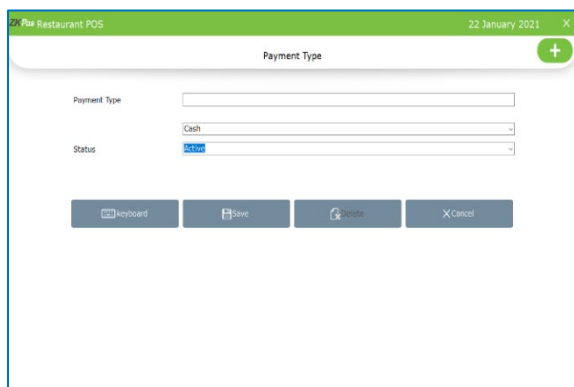
STEP 18 - ONLINE ORDER TYPE

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.

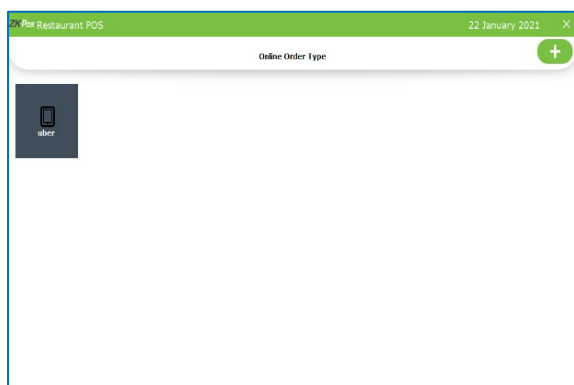


- To create payment type, click SETTINGS from main menu.
- Choose ACCOUNTS from the left side menu list.
- Click on payment type.
- You can view the created payment types in the interface.
- To create a new payment type for online ordering, click on ADD (+) button.

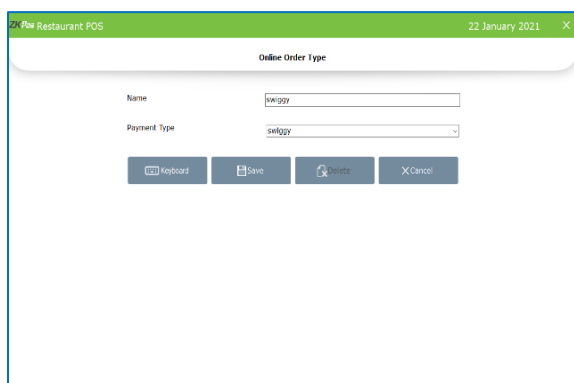


- Enter payment type name- say swiggy.
- Select payment type as online from drop down (for online ordering invoices are settled only through online).
- Select status.
- Click SAVE button.

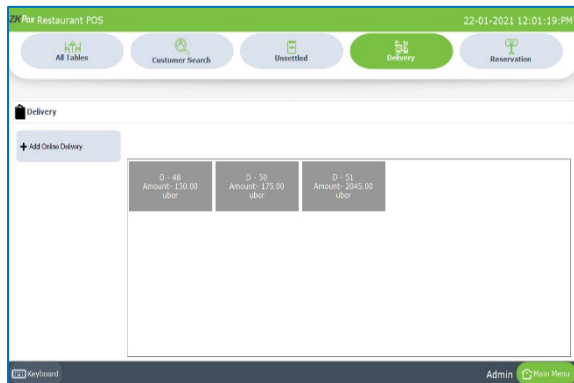
Let us see how to create an online ordering type and sale product through online ordering



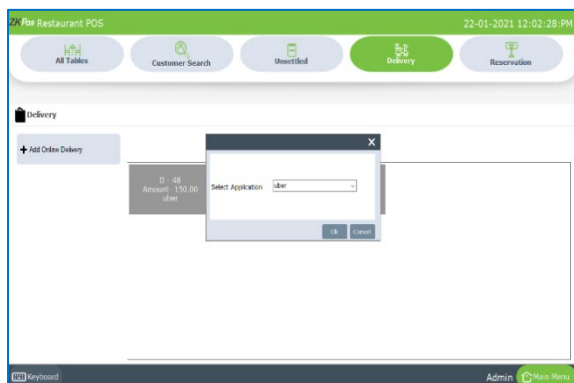
- Select online order type from SETTINGS.
- You can see the online order types already created.



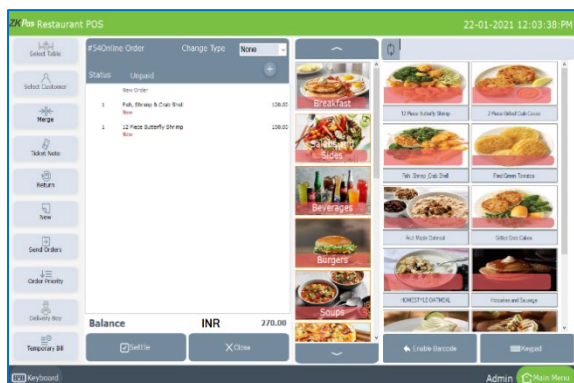
- Click ADD (+) button to create a new one.
- Enter name and select online payment type from drop down we saved earlier.
- Click SAVE button.
- A new ordering type will be seen in the interface.
- If you want to edit the details click on that particular online order type.
- Make necessary changes and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



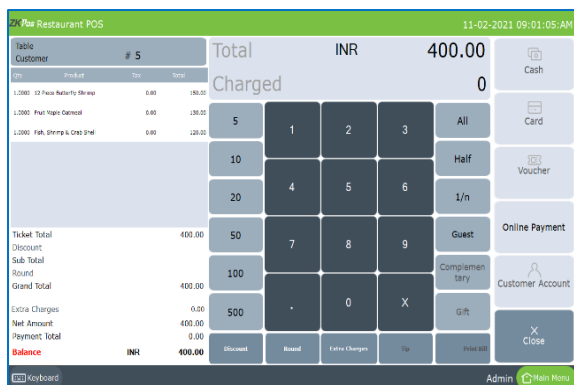
- Go to main menu and select ONLINE DELIVERY.
- You can see the open tickets (unsettled tickets) in the online delivery interface.
- Click ADD ONLINE DELIVERY button.



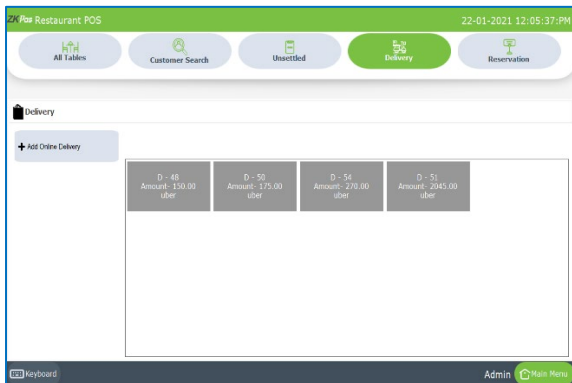
- You will get a pop up to select the online delivery application
- After selecting the application, you will be directed to POS sales window.



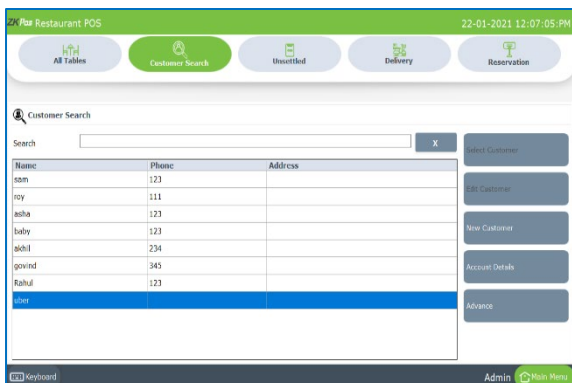
- Select the products and click settle button.
- Only online payment is active amongst the payment type.



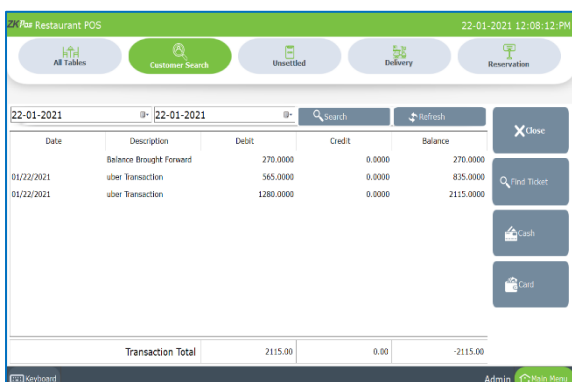
- Click on it and select the payment type from sub payment box.
- You can see the details by application wise in our software.



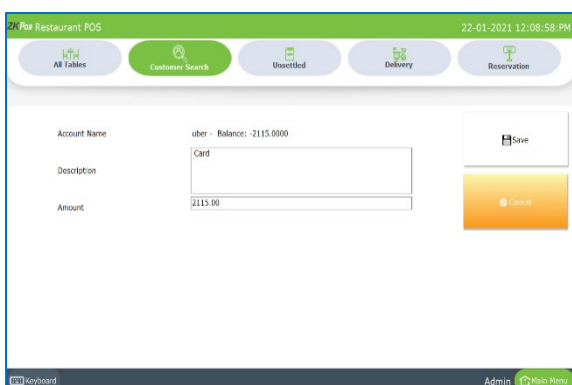
- Select CUSTOMER SEARCH button from online delivery interface.



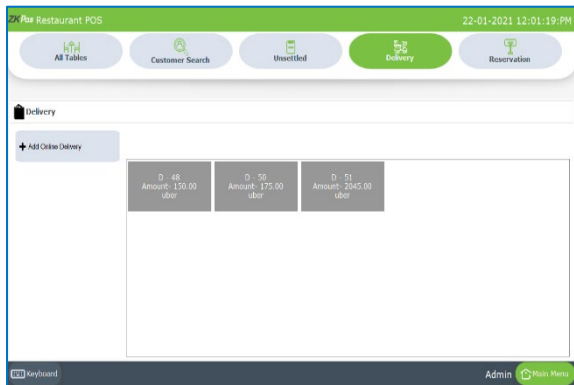
- Select the online order payment type (application) from customer list.
- Here select uber.



- 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.



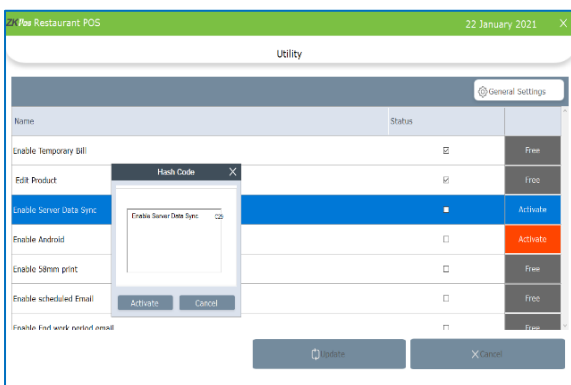
- You can settle the amount by clicking cash or card payment type.
- Enter the description and amount.
- Click SAVE.
- The details will be saved as transaction details.



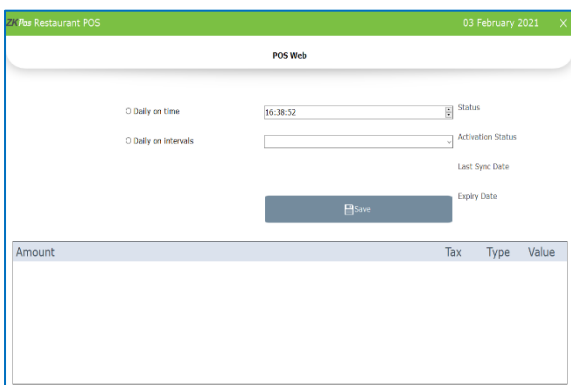
- In case you want to settle an open ticket, select the ticket from the online delivery interface.
- The ticket will be opened with the product details.
- Click SETTLE button to continue the payment.

STEP 19 - 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 as long as 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.zktecopol.com/>.



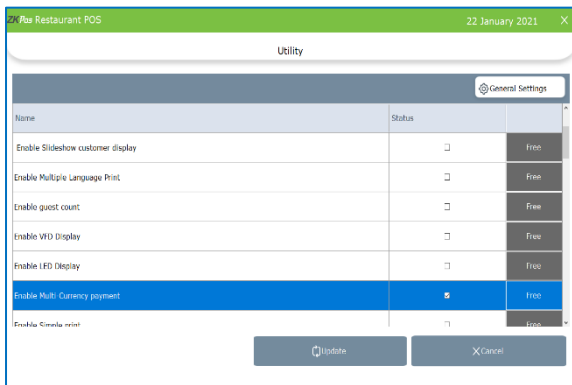
- Go to SETTINGS and then click UTILITY.
- Click activate against the 'Enable data Sync' feature.
- Paste the hash code.
- Click ok to the confirmation message.
- Now POS web is activated.
- Tick the check box.



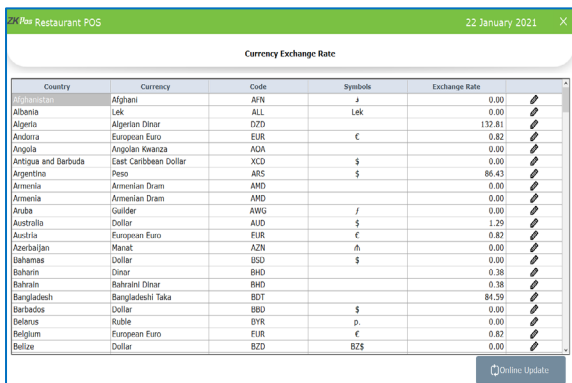
- Go to SETTINGS.
- Select POS web
- Two options are there. Daily on Time and Daily on Intervals.
- Choose your option then, click SAVE button.
- After activation; Sync Status, Activation Status, Last Sync Date, Expiry Date will be displayed.
- As per the schedule the data get updated. You can see the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

STEP 20 - LEARN ABOUT EXCHANGE RATE

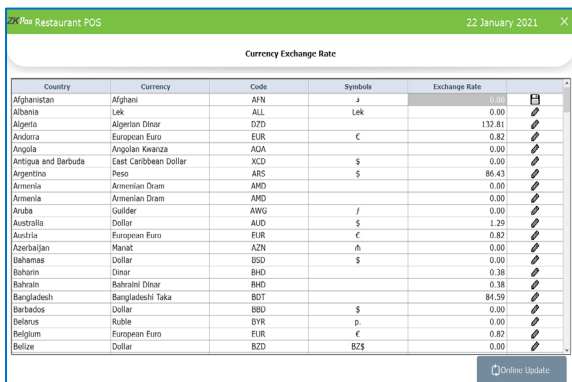
Some customers may feel happy if you could produce the invoice in their native currency rate, or there may be situations where you need to deal with foreign customers. So, you could know the exchange rates easily with this functionality. It is possible by updating the EXCHANGE RATE.



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

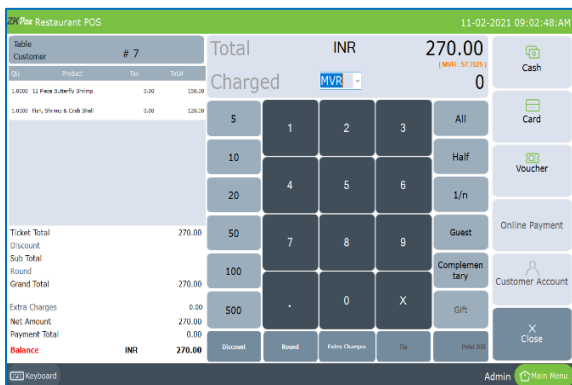


- Now, Go to SETTINGS.
- Expand Settings.
- From the menu options, click EXCHANGE RATE.
- Exchange rates may vary each day, so you can update it. Update it by clicking on ONLINE UPDATE button.



- 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.

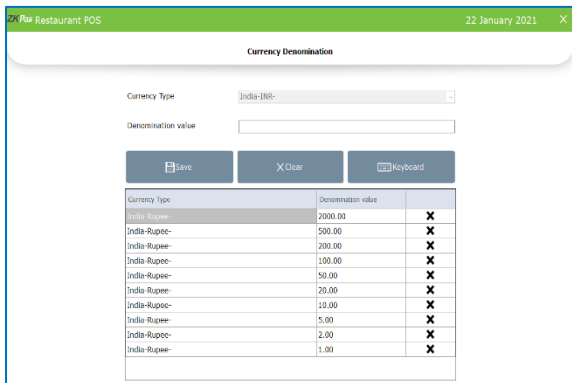
Now let us see how this effect in ZKPOS Restaurant software



- Select QUICK SERVE (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 21 - CURRENCY DENOMINATION

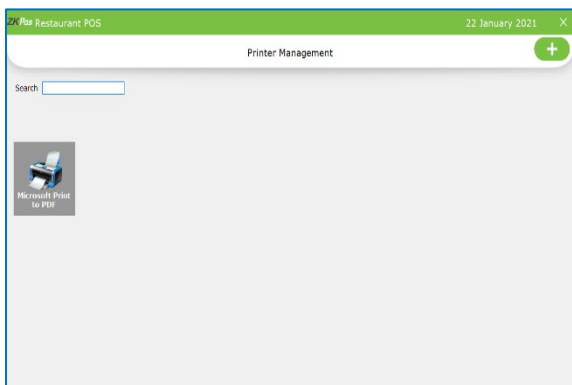
It is a proper description of a currency amount, usually for coins or banknotes.



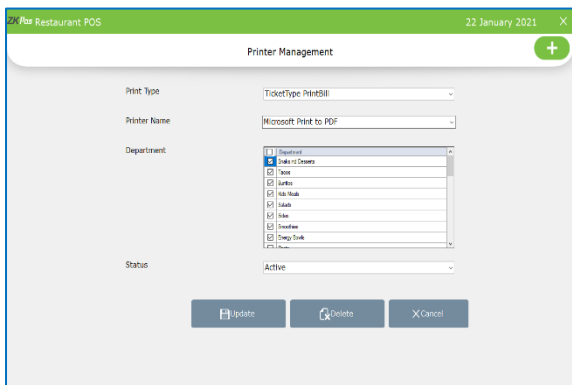
- Click on CURRENCY DENOMINATION menu from SETTINGS.
- Add currency denomination value

STEP 22 - PRINTER ADD PRINTER

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

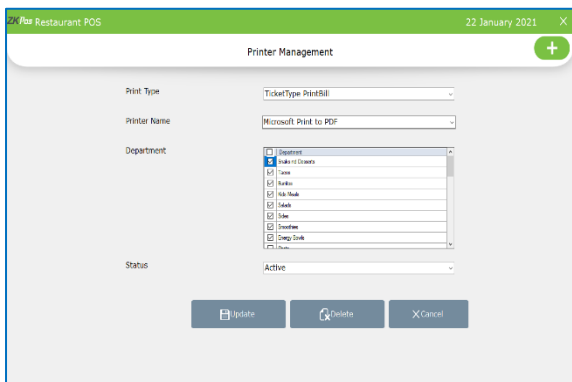


- Click SETTINGS from main menu
- Go to PRINTER section below settings.
- Click PRINTER.
- To add Printer details then click ADD button.



- 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

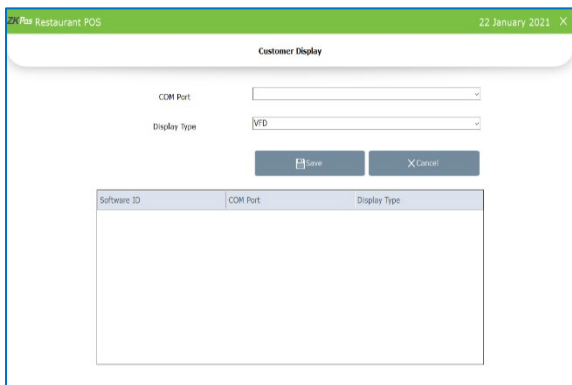
EDIT/DELETE PRINTER



- 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 23- POLE DISPLAY

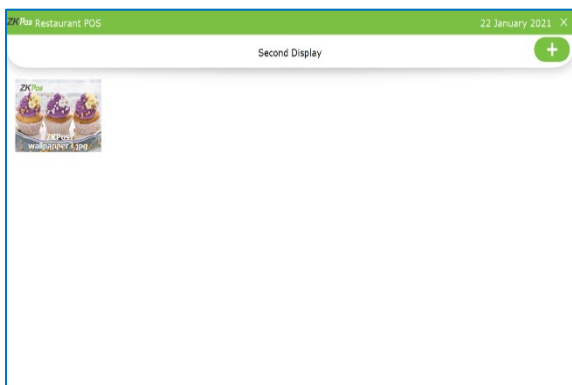
You can give details of pole display.



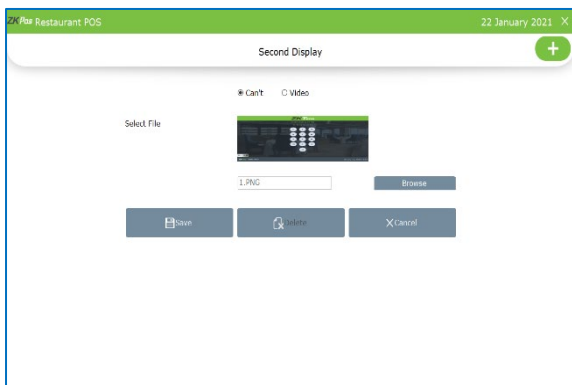
- Go to **PRINTER**section.
- Click **POLE DISPLAY**.
- Select **COM port**
- Select display type - **LED or VFD**
- Click **SAVE** button

STEP 24 - LED DISPLAY

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

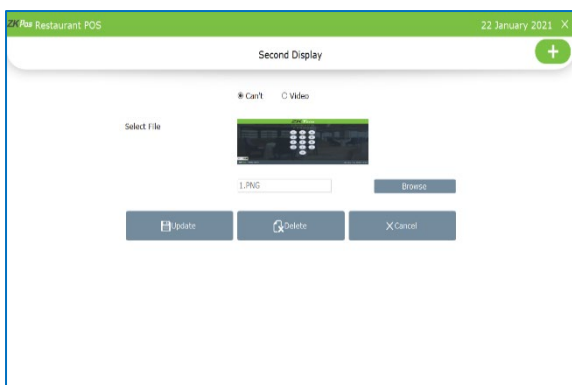


- Go to **PRINTER** section.
- Click **LED DISPLAY**.
- To add LED display details then click add (+) button.



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

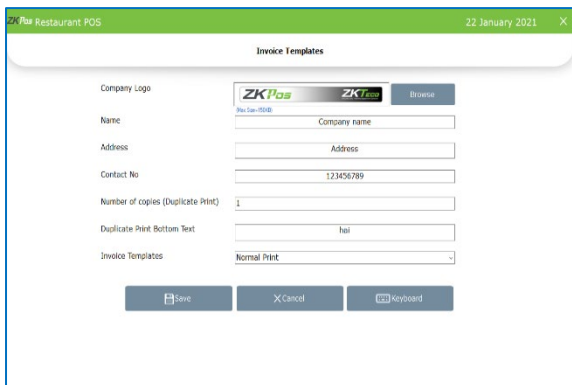
EDIT/DELETE LED DISPLAY



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

STEP 25 - INVOICE TEMPLATE

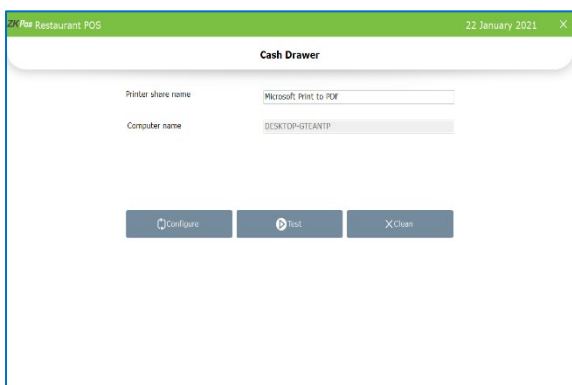
In Invoice Template when you place a bill the details will automatically displays on the screen.



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

STEP 26 - CASH DRAWER

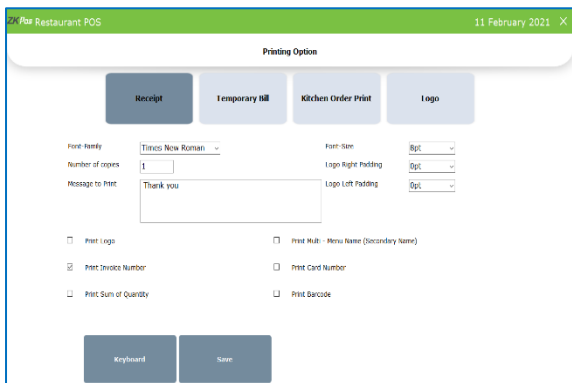
This feature enables cashier to maintain cash.



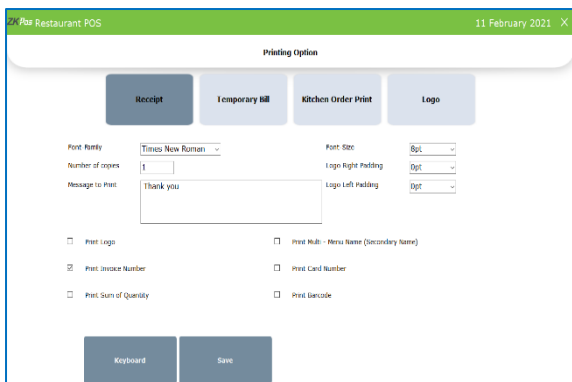
- Go to PRINTER section.
- Click CASH DRAWER.
- Printer Share Name and Computer Name will be displayed.
- Configure and test the cash drawer

STEP 27 - PRINT OPTION

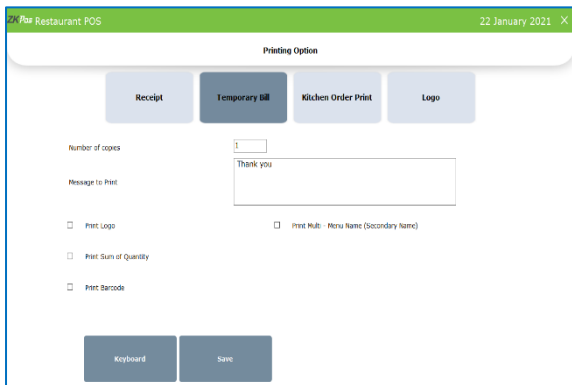
This feature enables print option.



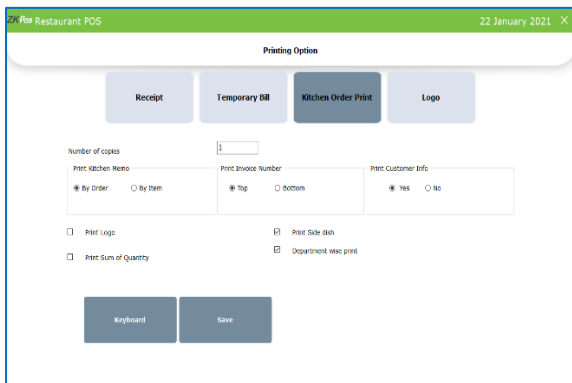
- Go to PRINTER section.
- Click PRINT OPTION.
- Four print options are there; Receipt, Customer Order Print, Kitchen Order Print, Logo.



- 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.

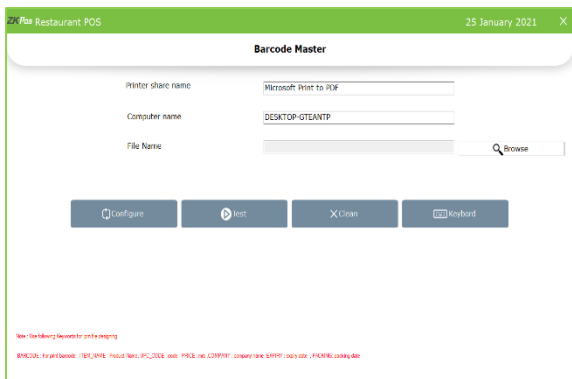


- Click kitchen order print.
- Enter number of copies, kitchen memo by order or item, invoice number location, customer info.
- Select the contents from details as shown in the figure.



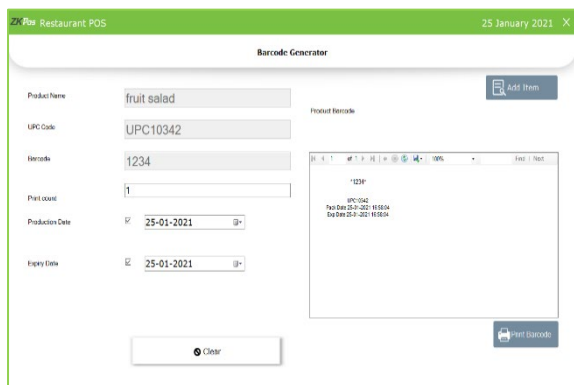
- Browse the logo and save
- You can crop the image by clicking CROP button
- After cropping the image click OK

STEP 28 - BARCODE



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

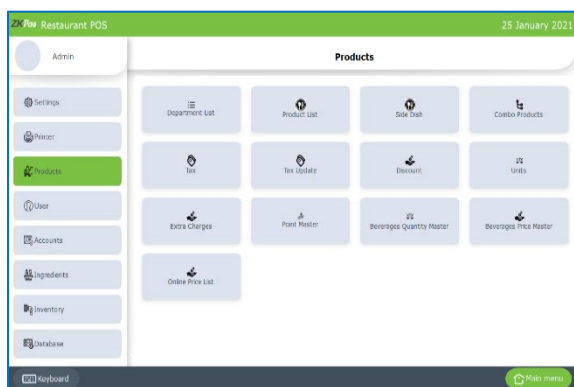
STEP 29 - BARCODE GENERATOR



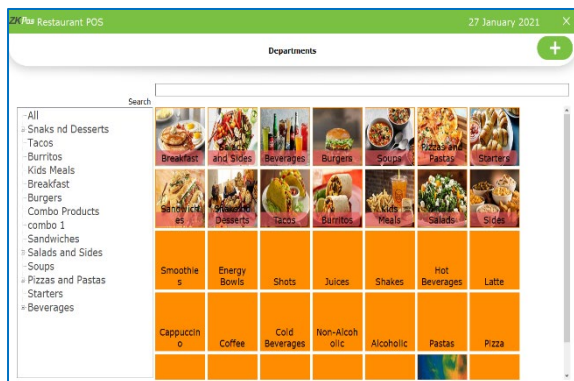
- Select barcode generator from PRINTER section.
- Click add (+) button and select one item that you want to print the barcode by entering barcode or search.
- Enter the print count.
- Enable production and expiry date if you want to show them with barcode, and enter the date.
- Product barcode will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

STEP 31 - DEPARTMENT

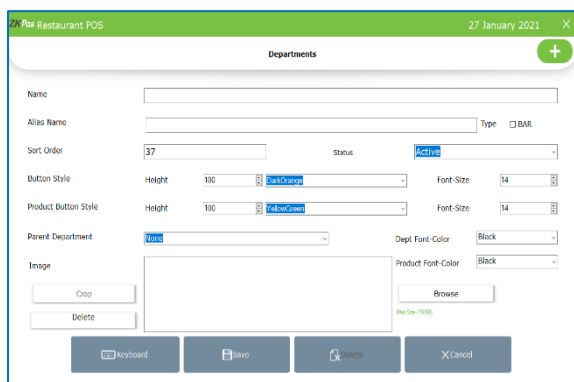
A grocery retailer may feel difficulty in handling wide range of products. But you can manage them easily if you could categorize products into different departments. In order to do so, follow the steps below.



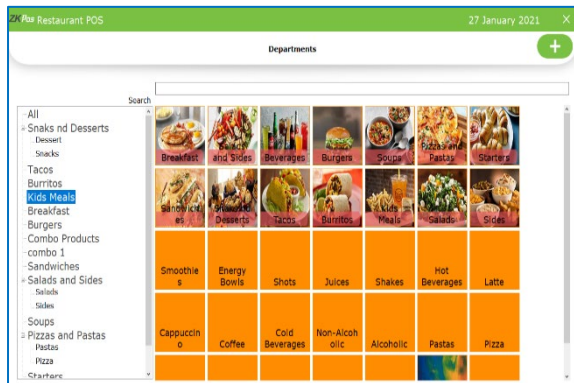
- To add a new department, go to SETTINGS.
- Click PRODUCTS.
- Click DEPARTMENT LIST.



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



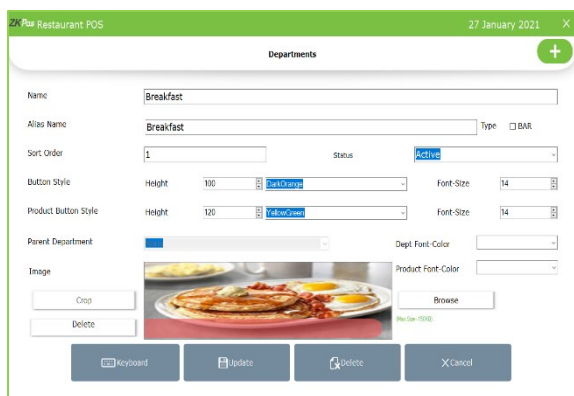
- Enter Department Name, Alias Name, Sort Order, Department, and Status.
- Choose Button style and Product button style.
- Choose Parent Department.
- Choose Department font color and Product font color.
- Choose Image.
- Tick on the check box if the department belongs to BAR section
- The departments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



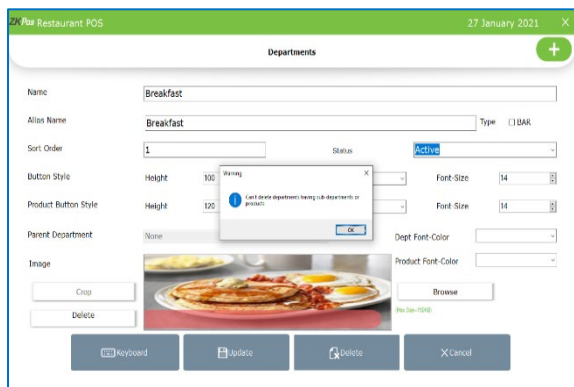
- Go to PRODUCTS menu.
- Click DEPARTMENT LIST.
- To search a Department a search field is there.

EDIT / DELETE A DEPARTMENT LIST

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

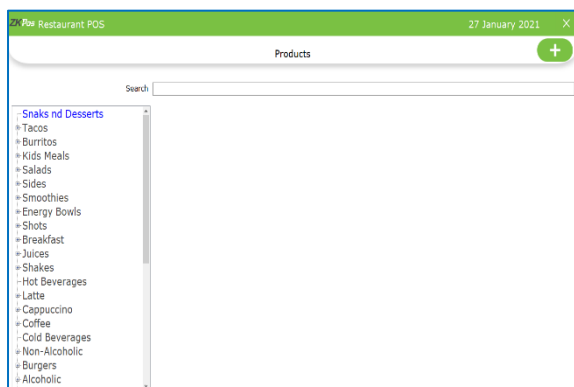


- Go to SETTINGS.
- Click on PRODUCTS.
- Click on DEPARTMENT.
- Every saved Department will be displayed, you have to choose the Department that you want to edit/ delete.
- If you want to edit, then make necessary changes and click OK button.

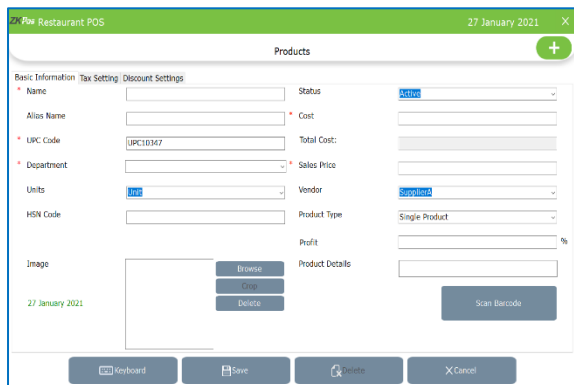


- Now click on the delete button and **YES** in the confirmation pop up if you want to delete the department
- You cannot delete departments having sub departments or products

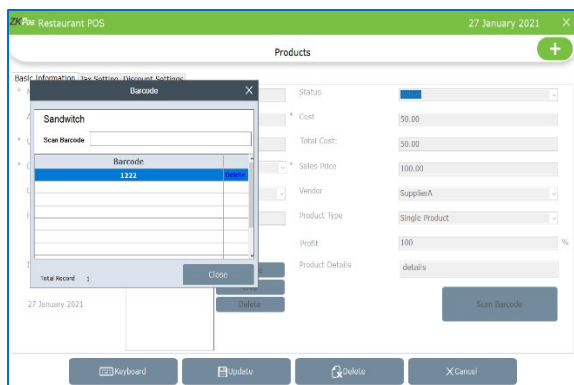
STEP 30 - PRODUCT LIST



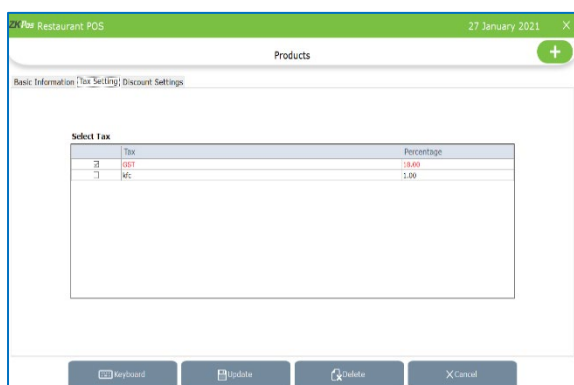
- Product details are entered and displayed there.
- Click on PRODUCTS LIST from products.
- Add all product's details to ZKPOS Restaurant.



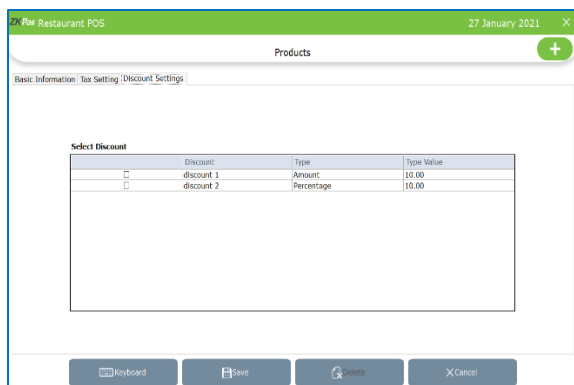
- To add a new product, go to SETTINGS.
- Click PRODUCT.
- From the menu options, select PRODUCT LIST.
- Then click ADD (+) button in option menu.
- UPC code is automatically displayed.
- Enter Product Name, Alias Name, Cost, And Sales Price.
- Choose Units, Status, Vendor, and Product Type.



- You can 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.



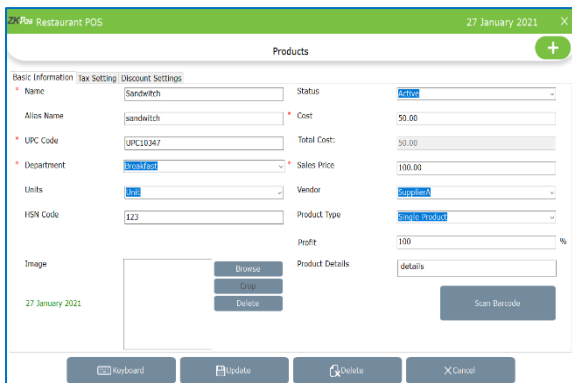
- In Tax settings select the tax for product from the saved details ([see tax](#)).
- Active taxes are shown in this interface
- Default tax already in selection mode and in red color
- Select the taxes for this particular product.



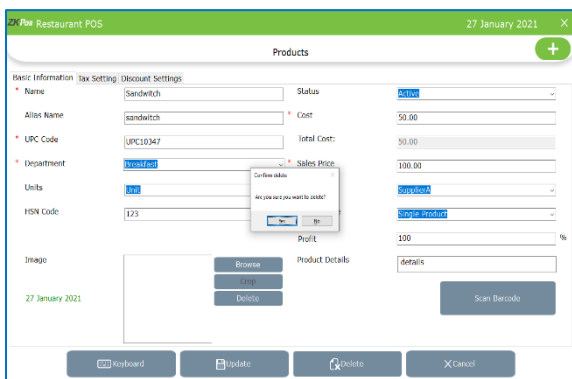
- In discount settings you can select the discount already saved in software ([see discount](#)).
- Tick the check box and click SAVE button.

EDIT / DELETE A PRODUCT LIST

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



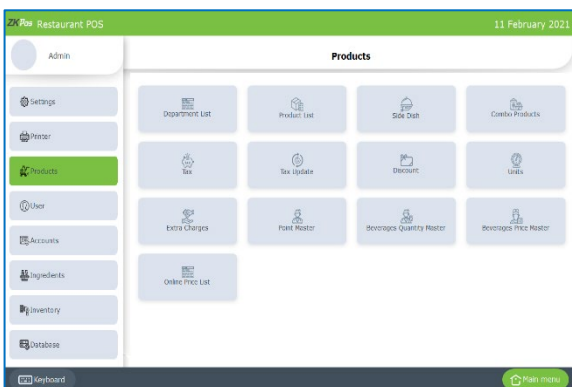
- Go to PRODUCTS.
- Click on PRODUCT LIST.
- Every saved Products will be displayed, you have to choose the Product that you want to edit/ delete by clicking the department on left side.
- If you want to edit, then make necessary changes and click UPDATE button.



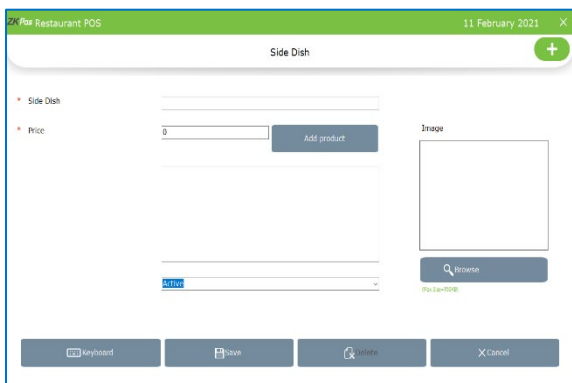
- Now click on the delete button and YES in the confirmation pop up.

STEP 31 - SIDE DISH

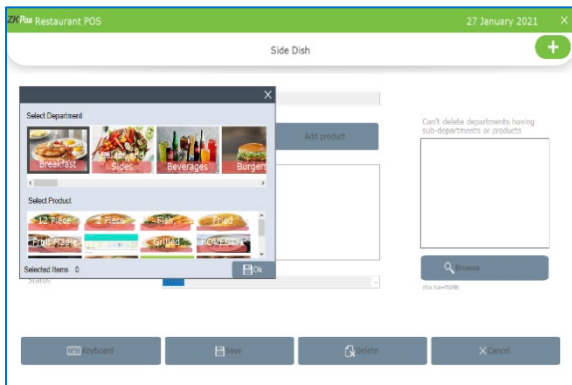
Each side dishes are displayed there. You can add, edit and delete side dish in this section.



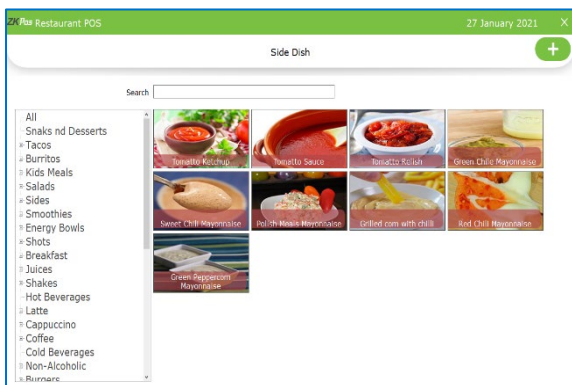
- To add a new Side dish, go to PRODUCTS.
- Click SIDE DISH.



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



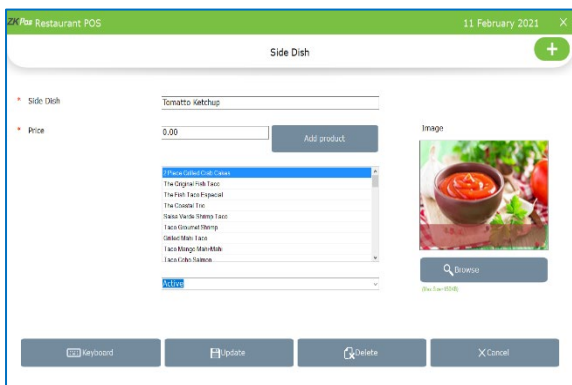
- Select the products by selecting the departments.
- Click on a department and you can see the products under that department as in the figure.
- Select the products by clicking on it.
- Click OK.
- Browse an image for the sub product.
- Select the status and click SAVE button.



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

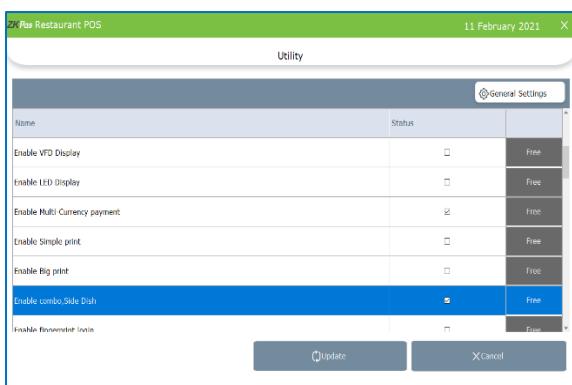
EDIT / DELETE A SIDE DISH

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

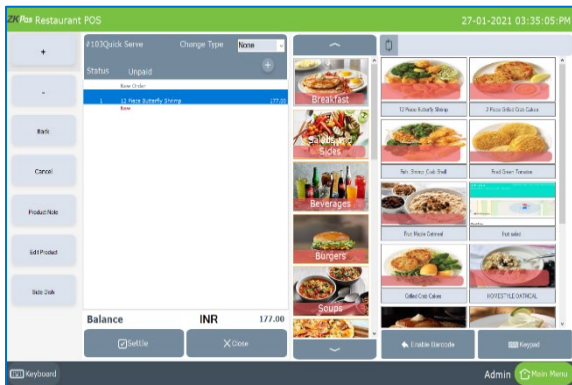


- Go to PRODUCTS.
- Click on SIDE DISH.
- Every saved Side dish will be displayed, you have to choose the Side dish that you want to edit/ delete.
- If you want to edit, then make necessary changes and click OK button.
- Now click on the delete button and YES in the confirmation pop up.

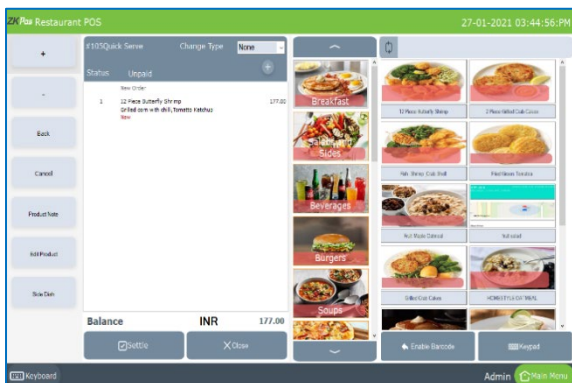
Now let us see how to sell products with SIDE DISH



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

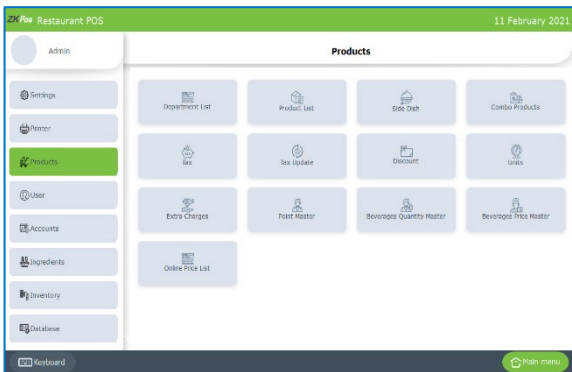


- Select an item with side dish as you already saved in the software.
- Click on the item from the area where the selected item is listed.
- On the left side you can see a few buttons.
- Click on side dish button.

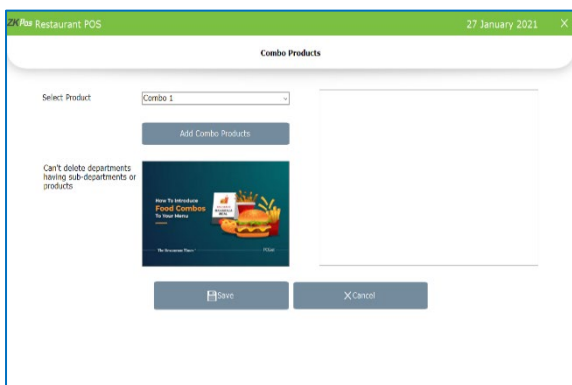


- You can see the side dishes you saved for this particular product.
- Select the side dishes amongst them.
- Click OK button.
- You can see the side dish under the product and price will be added.

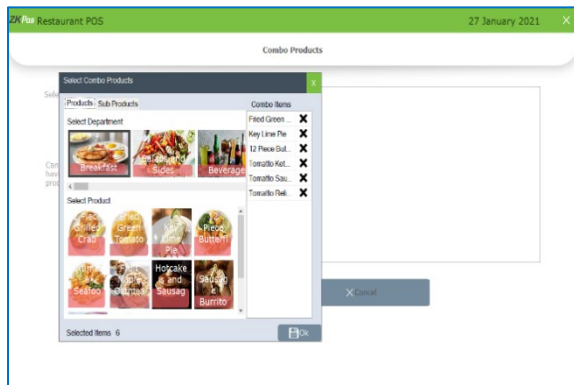
STEP 32 - COMBO PRODUCT



- 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



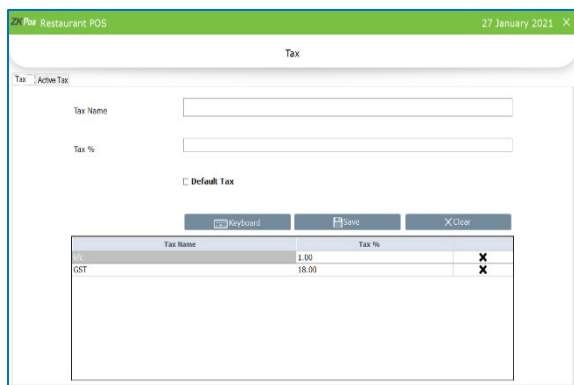
- Select the combo product from the drop down.
- The image you saved in product list automatically appears there.
- Click Add combo products button.



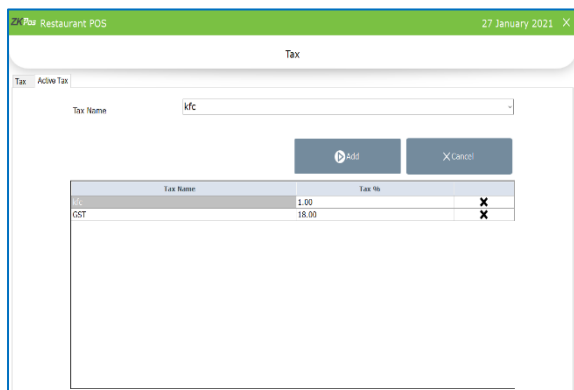
- Select products by selecting the departments from the pop up.
- Select side dish by clicking on it.
- The selected products can be view as list as shown in the figure.
- If you want to remove an item, click on 'x' button.
- Click OK button after necessary changes and click SAVE.
- You can sale the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

STEP 33 - TAX

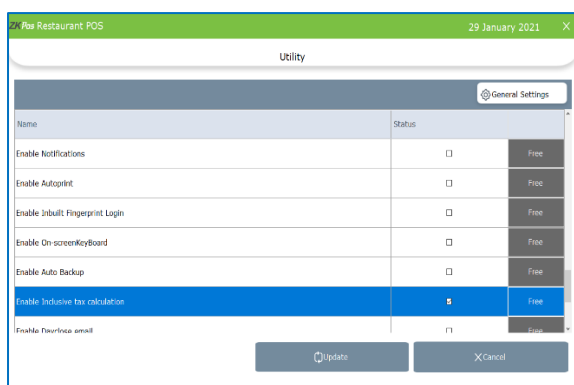
You can give Tax Details.



- 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

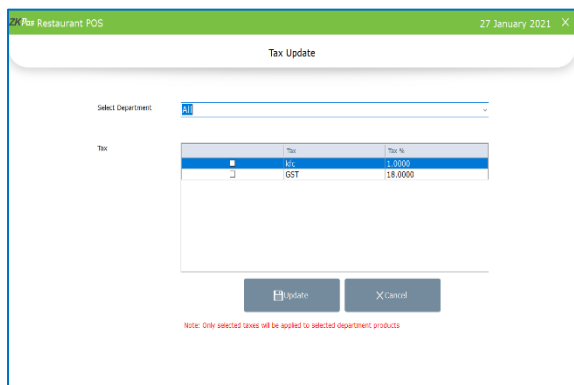


- In active Tax section, you can decide the status of a tax.
- By default, all taxes are active once you saved the details.
- If you want to change it into inactive state click on 'x' button against it.
- Inactive taxes are not reflected anywhere in our software.
- You can add the taxes to active state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



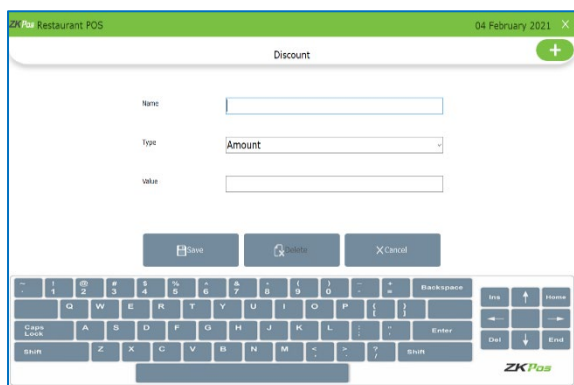
- You can also sell products with inclusive tax facility.
- For that enable 'inclusive tax' from utility.

STEP 34 - 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

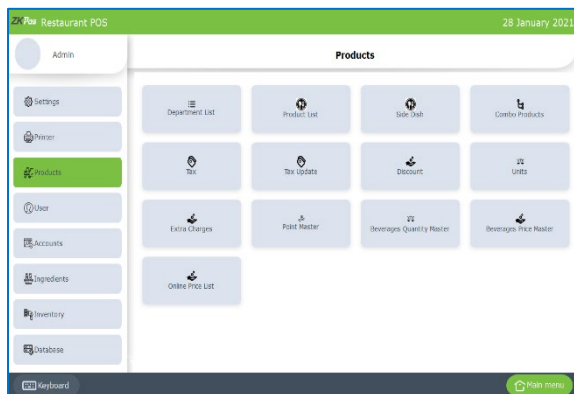
STEP 35 - DISCOUNT



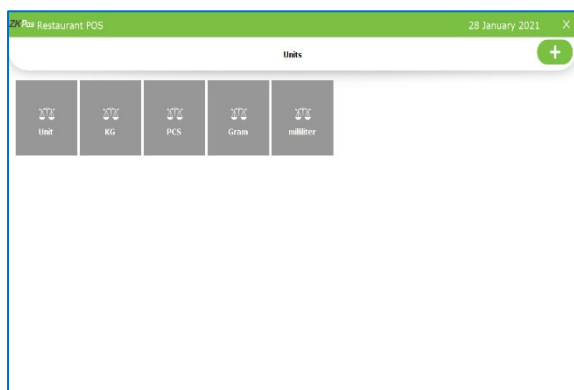
- To add discount details, click on discount from products menu.
- Click add button.
- Enter discount name, discount type (amount or percentage).
- Enter the value of discount.
- Click save.

STEP 36 - UNIT

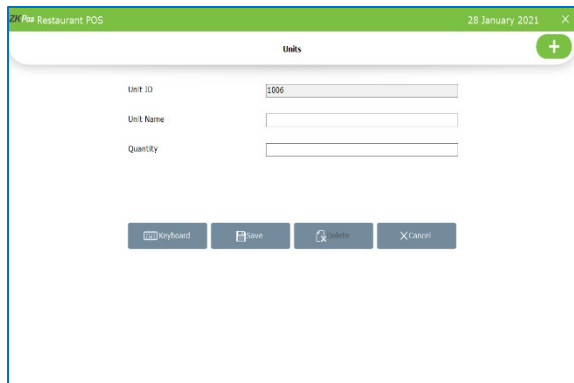
Each item is measured as a particular **UNIT**. You can add, edit and delete units in this section.



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

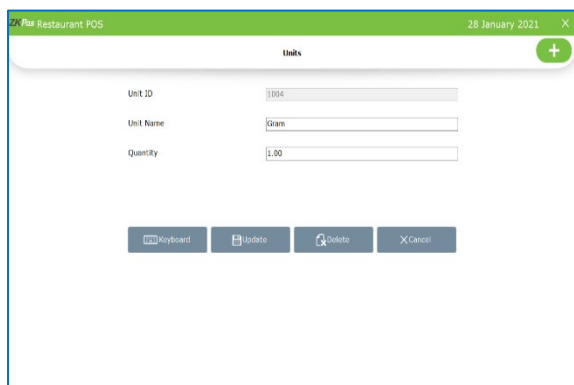


- Then click **ADD (+)** button in option menu.

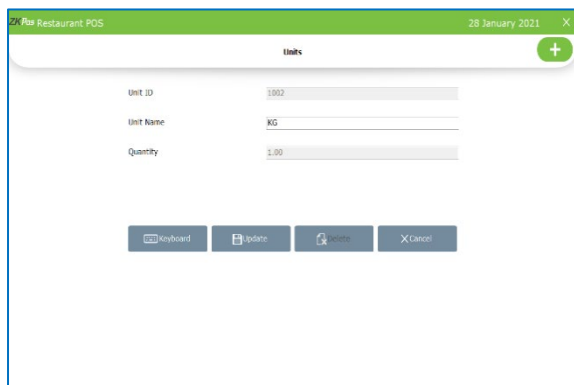


- Enter Unit Name and Quantity.
- Unit ID is automatically appearing.
- Then Click SAVE AND OK button.

EDIT / DELETE A UNIT



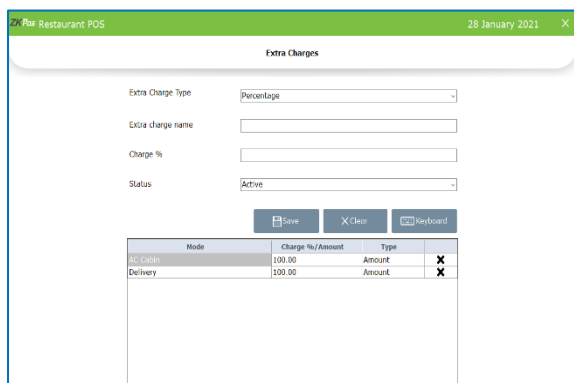
- Go to SETTINGS.
- Go to PRODUCT.
- Click on UNITS.
- Every saved Units will be displayed, you have to choose the Units that you want to edit/ delete.
- If you want to edit, then make necessary changes and click OK button.



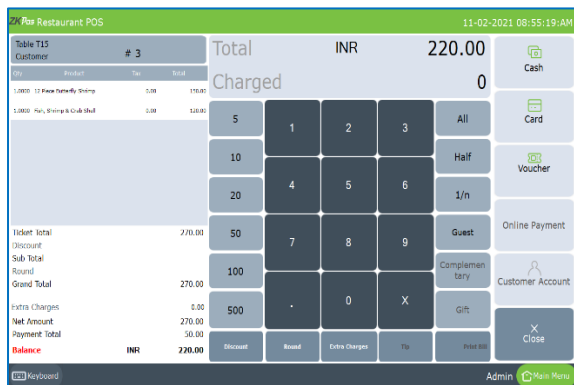
- Click on the delete button if you want to delete a unit.
- Note that you cannot delete a unit if you already add products with that unit.
- Delete button is disable for such units.

STEP 37 - 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.



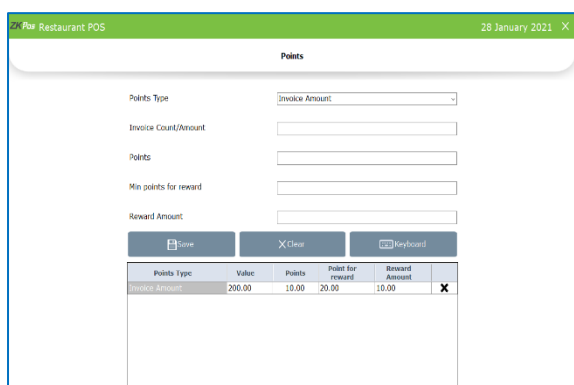
- You can view Extra Charges button as in the figure
- Click on that button
- You will get a pop up shows the extra charges you already added in the software



- 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 38 - POINT MASTER

You can give Point Details

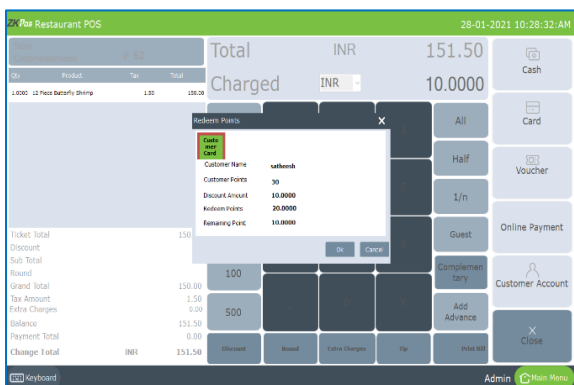


- Go to SETTINGS.
- Click on PRODUCTS.
- Click on POINT MASTER.
- Choose Points Type- amount wise or count wise.
- Enter Invoice count/Amount, Points, Min points for reward, Reward Amount.

Now let us see how the point system works



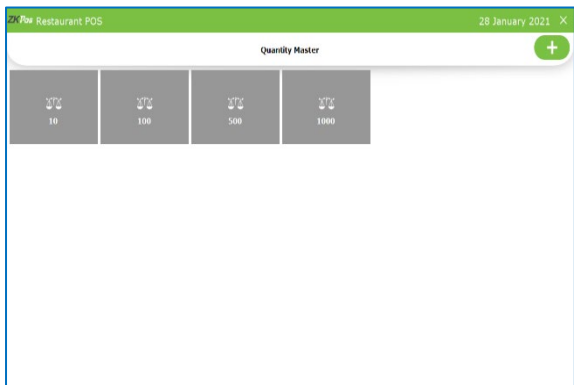
- Click CUSTOMER button from main menu.
- Select a customer from the list by clicking SELECT CUSTOMER.
- Select the products from the list.
- Click settle button.
- If the customer satisfies the criteria for point system as we entered in point master, he can get a reduction from total amount.
- Click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



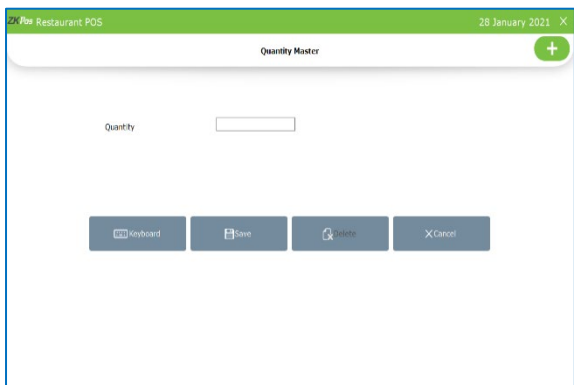
- Select REDEEM POINT from sub payment type.
- You will get a pop up which shows the redeem point details of that particular customer.
- Select the customer card and the details will be shown below.
- Click OK and the reward amount will be reduced from the total invoice amount.

STEP 39 - BEVERAGES QUANTITY MASTER

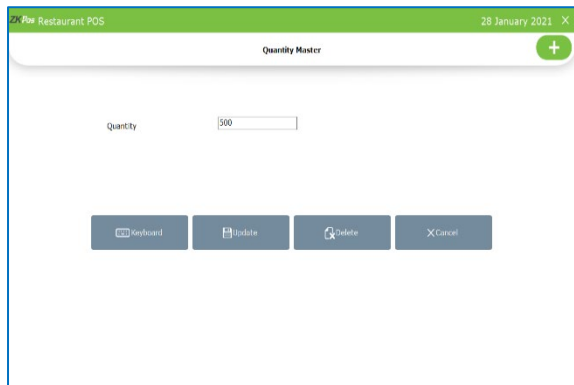
There is a separate quantity master and price master for beverage section. Please note that you have to create a department by activating the bar facility and create products by selecting the unit milliliter.



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

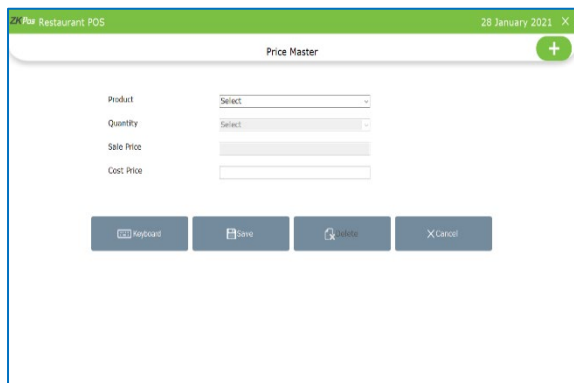


- Enter quantity.
- Click **SAVE** button.



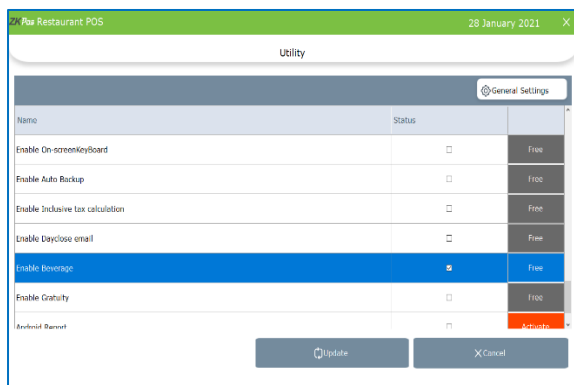
- To change details the, click **Update** button. To delete details the, click **Delete** button.

STEP 40 - BEVERAGES PRICE MASTER

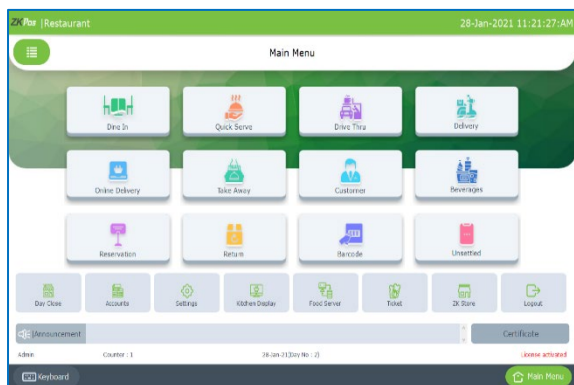


- Click on PRICE MASTER menu from Products.
- Click ADD button.
- Choose product (must be included in department bar).
- Enter the cost price.
- Sale price already shown according to the product price.
- Click Save.

BEVERAGES



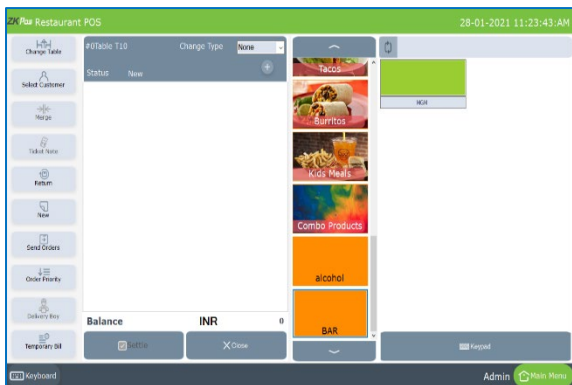
- Enable beverages from UTILITY.
- Click UPDATE button.



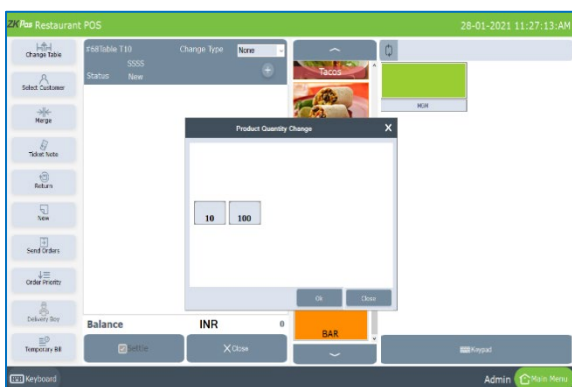
- Click Beverages in main menu.



- Select Table and Tableseat.



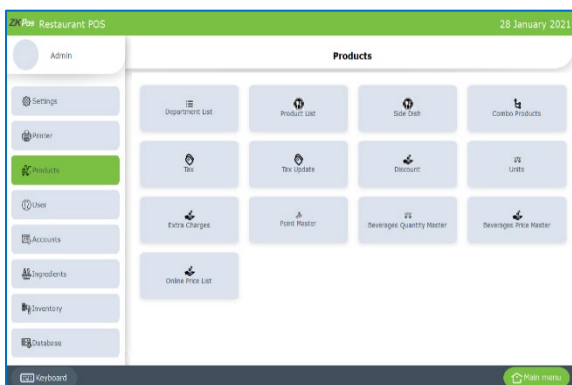
- Select Items from the list.



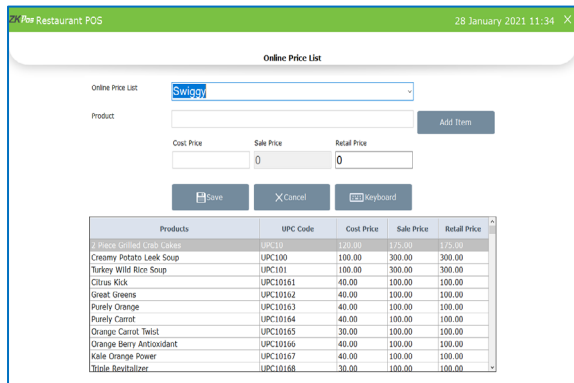
- You will get a pop up to select the product quantity as we saved in beverages masters.
- Select the quantity from pop up.
- Click settle button to continue.

STEP 41 - ONLINE PRICE LIST

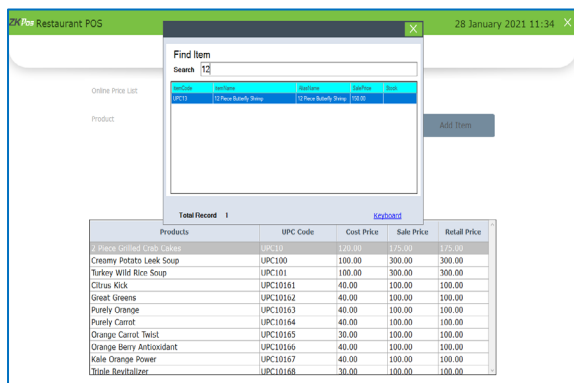
You can create more than one price list especially for online delivery applications like Swiggy, Zomato etc. The price for them may be changed from the restaurant price.



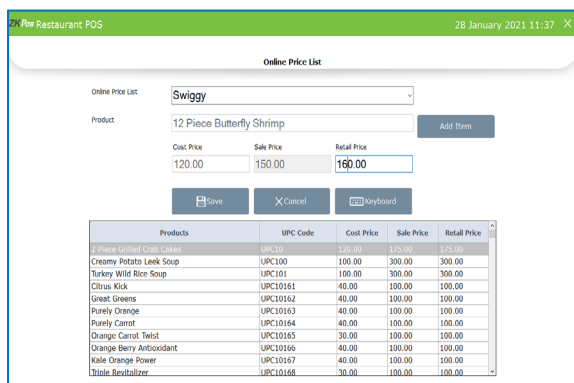
- You can create more than one price list for products with different price.



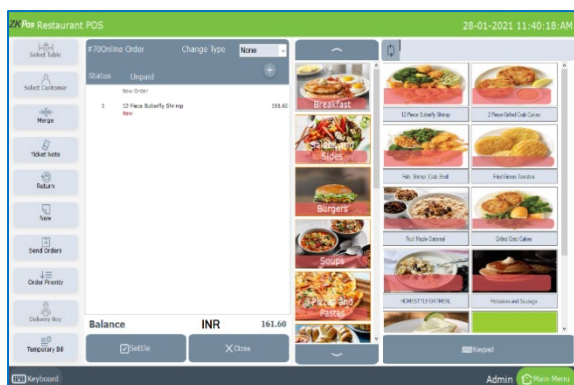
- Select online price list from products page
- Select the online delivery application from drop down



- Click ADD ITEM button.
- Search the item you want to change the price.



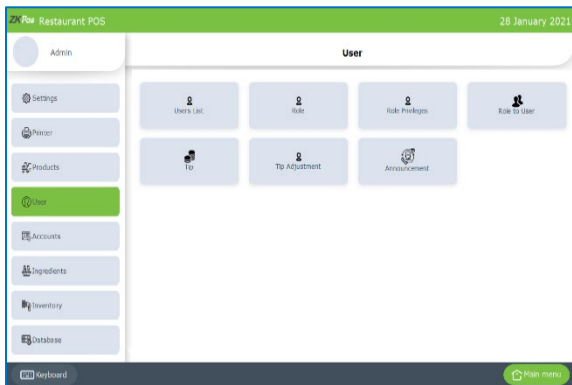
- Cost price and sale price of that product will be displayed there.
- You can change the retail price (say price for Swiggy)
- Click SAVE button.
- Now while taking online delivery order type, the new price will be displayed and for other order types old price will be displayed.



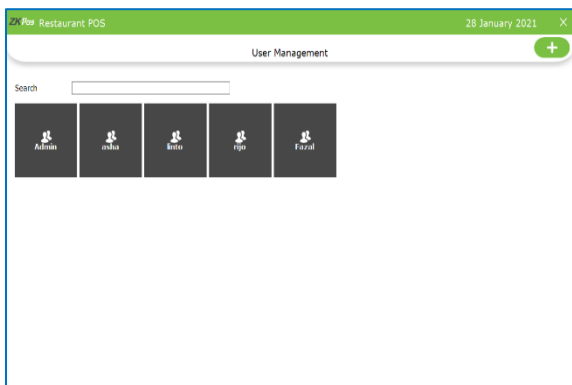
- Select online delivery as discussed earlier ([see online delivery](#)).
- Select Swiggy as online application.
- Select products.
- The new price is displayed there as per the online price list.

STEP 42 - USER LIST

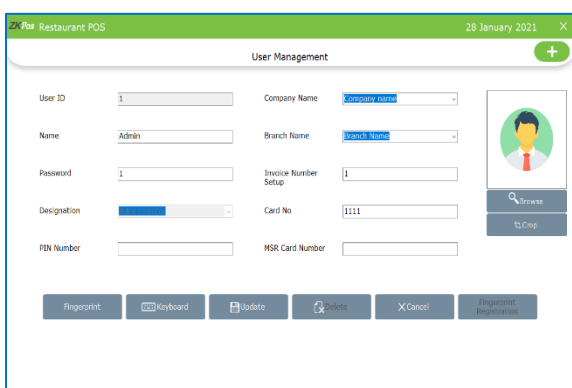
You can add user details.



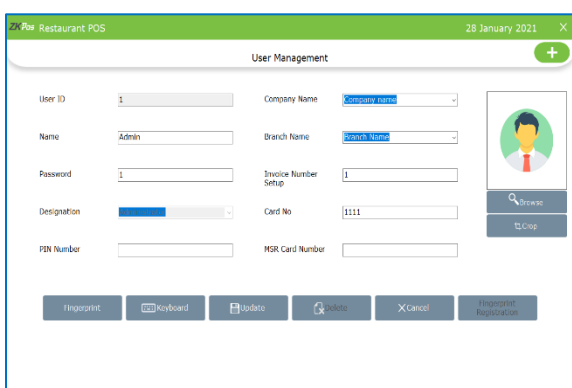
Other than admin you can add other users to ZKPOS. This will let other users to access ZKPOS. Other users can access only limited features that assigned to them. We can add 5 types of user privileges. Admin, Cashier, Food Server, Kitchen Manager and finally the custom role. Follow the below steps to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



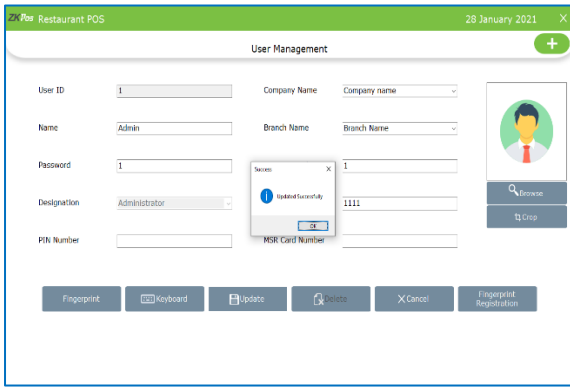
- Click SETTINGS.
- Click USERS.
- Click on USER LIST menu on the top left of USER window.
- ADMIN USER will be there by default. To view/edit Admin details click on ADMIN button.
- You can add new users by clicking on ADD (+) button.



- 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.



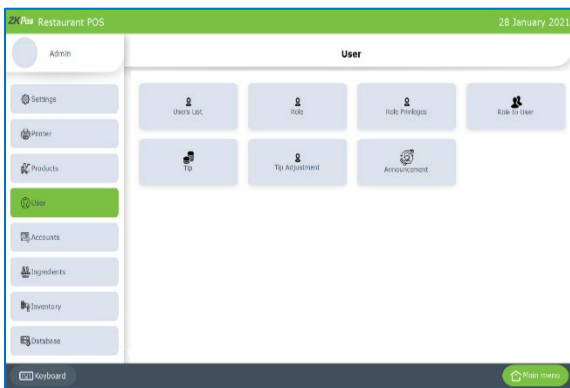
- In the new window you have to specify the User ID, Password and Designation of the user. Default User ID can change as you wish. Pin is optional that lets you to login using your pin number.
- Company details and invoice start number will display automatically. Add CARD NUMBER and MSR CARD NUMBER if necessary.



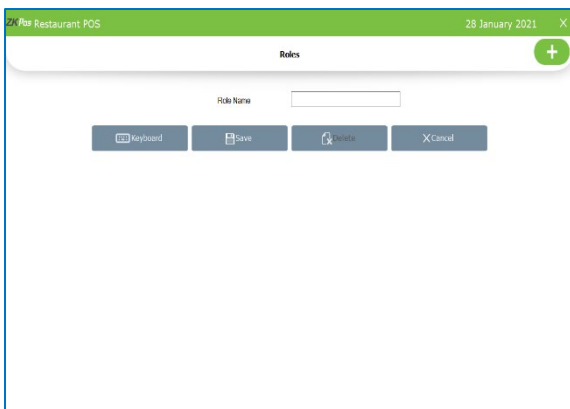
- You can add finger print login also.
- You have to activate ' Enable finger print log in' in utility.
- Click finger print button.
- Connect the device and registre your finger print
- There is two types of finger print registartion – one is registered by connecting an external device like SLK 20R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

STEP 43 - ROLES

You can give details of roles.



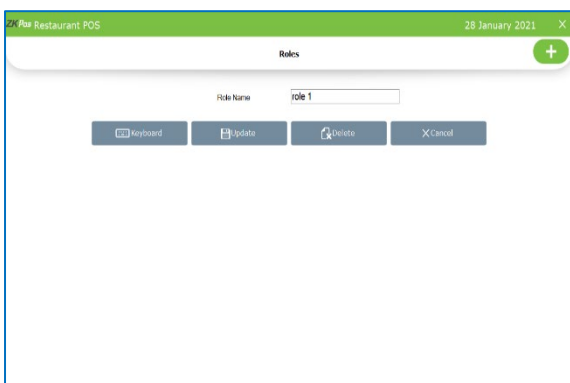
- Open ZKPOS.
- Click SETTINGS.
- From the menu options click on USERS.
- Click Role.



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

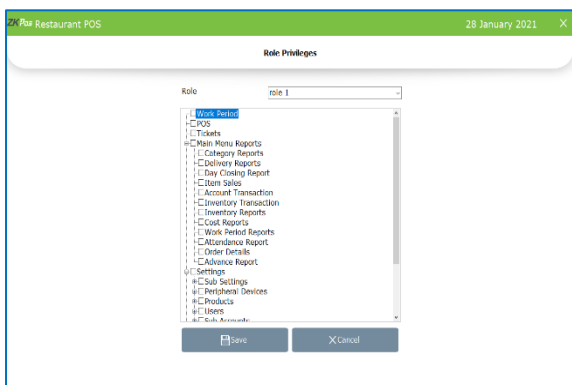
EDIT / DELETE ROLES

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



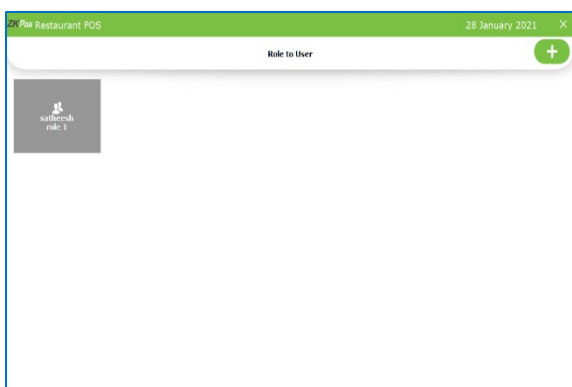
- Go to **USERS**.
- Click on **ROLES**.
- Every saved Roles will be displayed, you have to choose the Roles that you want to edit/ delete.
- If you want to edit, then make necessary changes and click OK button.
- Now click on the delete button and YES in the confirmation pop up.

STEP 44 - ROLE PRIVILAGE

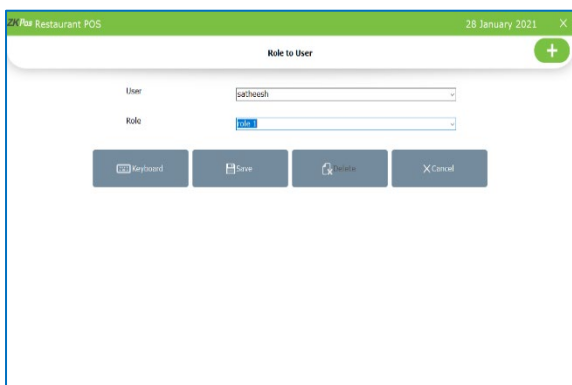


- Open ZKPOS RESTAURANT.
- From the menu options click on USERS.
- Click Role Privilege.
- Tick the privileges from the list for Role 1
- Click SAVE button

STEP 45 - ROLE TO USER



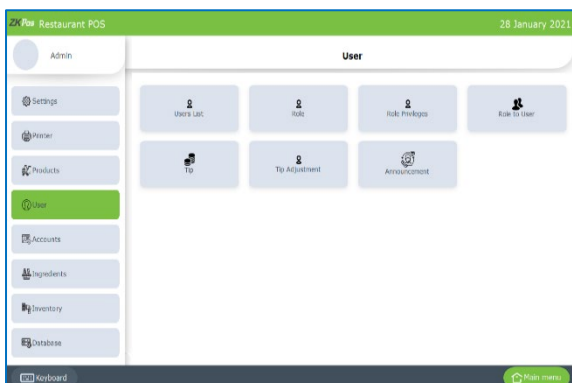
- Open ZKPOS RESTAURANT.
- From the menu options click on USERS. Note that you have to create a user with custom role to assign privileges through the software. All other designations have inbuilt privileges and restrictions.
- Click Role to User.
- Click ADD (+) button to add Role to User.



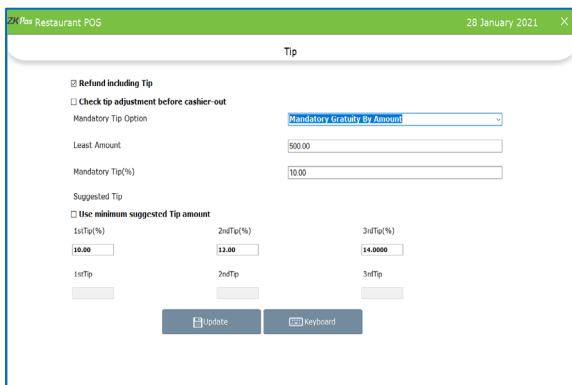
- Enter the **User** and **Role** Name.
- Click **SAVE AND NEW** button.

STEP 46 - GRATUITY/ TIP

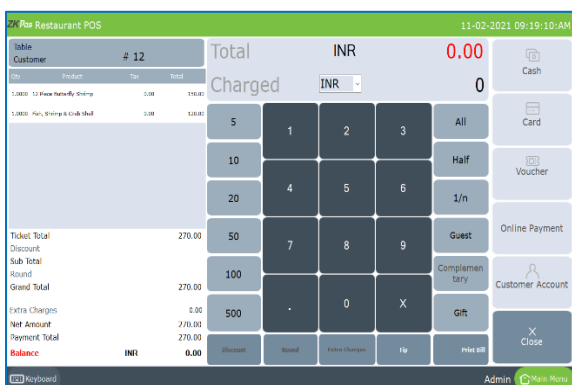
A gratuity (normally called a tip) is a sum of money customarily given by a client or customer to certain service sector workers for the service they have performed, in addition to the basic price of the service.



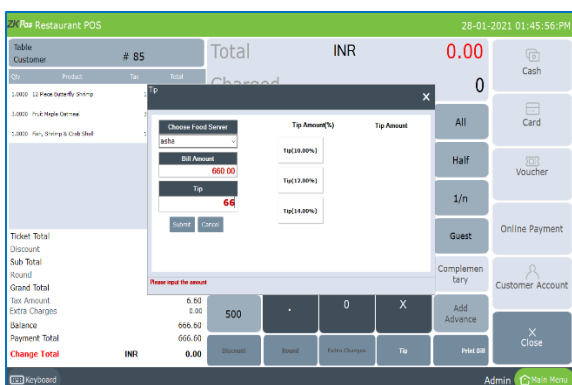
- Open ZKPOS RESTAURANT.
- From the menu options click on USERS.
- Click TIP.



- 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.

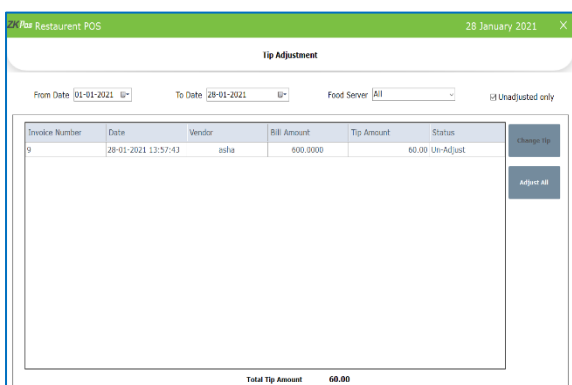


- You need to activate 'Enable gratuity' option in UTILITY
- Go to QUICK SERVE and select the products from the list.
- Make sure that the invoice amount is greater than the least amount
- After settling the amount, the TIP option under the key pad will be active click on the button
- You will get a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

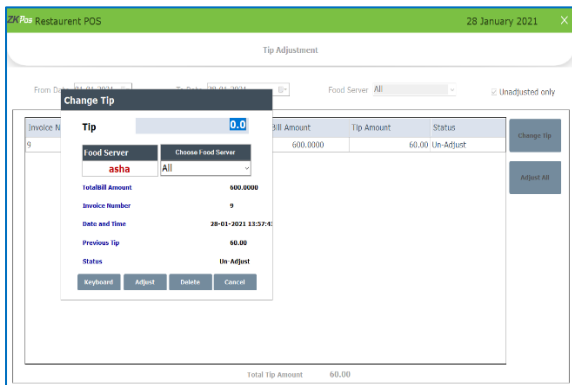


- Select the food server and tip.
- Click OK button.

STEP 47 - TIP ADJUSTMENTS



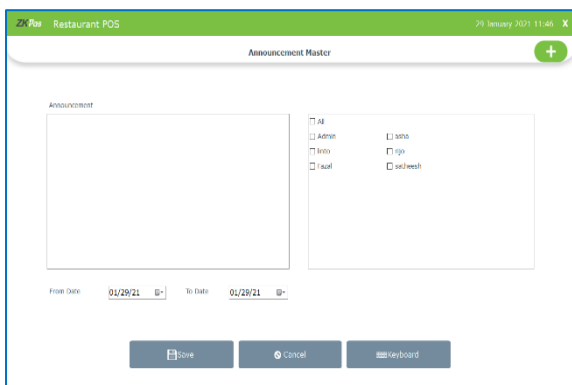
- Open ZKPOS RESTAURANT.
- From the menu options click on USERS.
- Click TIP ADJUSTMENTS.
- You can change food server and tip amount here.



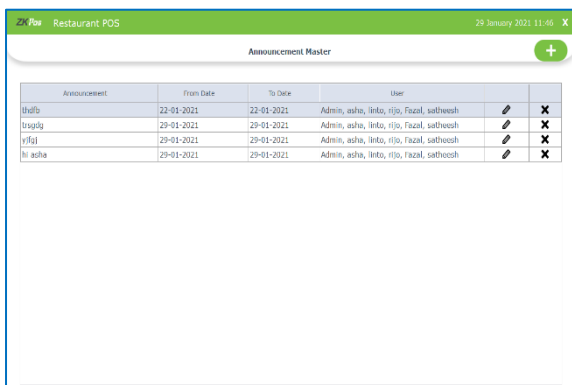
- Click on the detail and click change tip.
- Enter the details and click adjust button.
- You can delete the gratuity details by clicking DELETE button.

STEP 48 - ANNOUNCEMENT

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



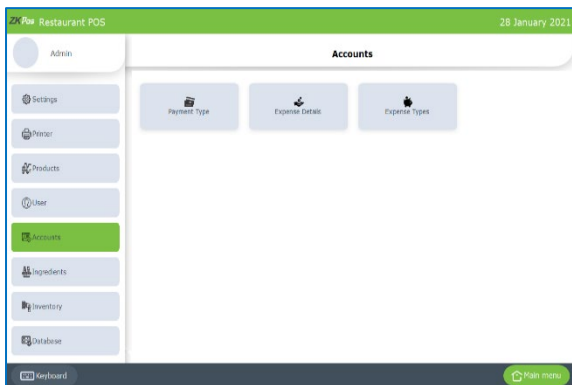
- Click on ANNOUNCEMENT menu from SETTINGS.
- All announcement is entered here.
- Announcements are displayed in main menu.
- Click SAVE button.



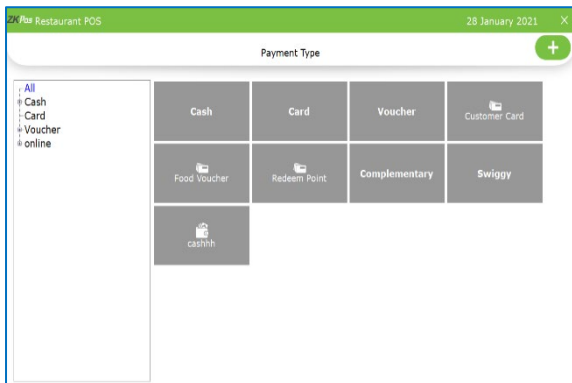
- The saved details are shown as in the figure.

STEP 49 –PAYMENT TYPE

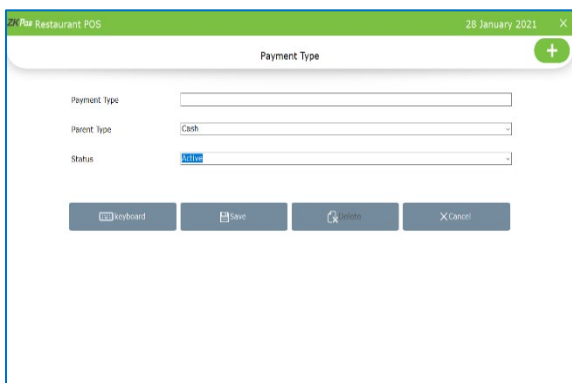
You can let the customers to pay the bill by cash, card or voucher based on their easiness. Here you can set different types of payments.



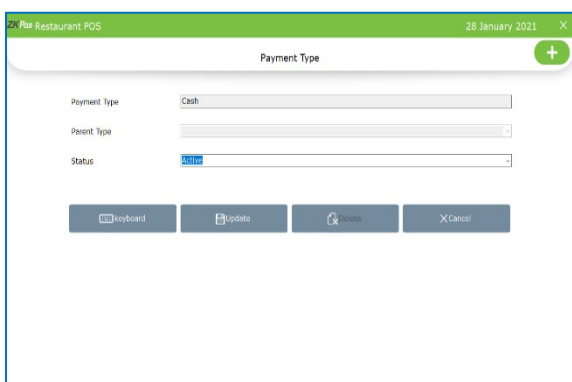
- Click on ACCOUNTS.
- From the menu options, select PAYMENT TYPE.



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



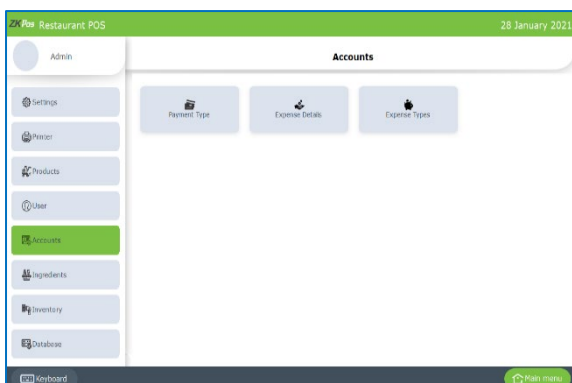
- Specify the payment type, parent type (cash/card/voucher) and status.
- Now save the details by clicking on SAVE button.



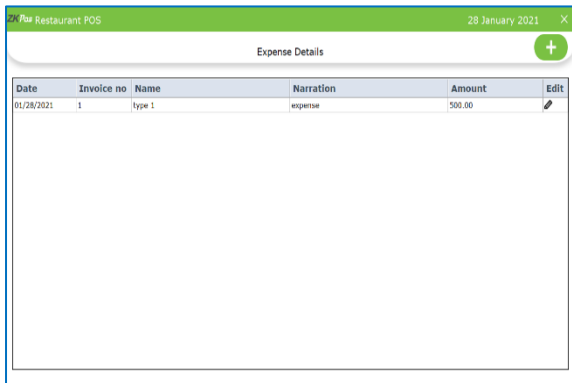
- can add another by clicking on ADD button or you can edit the details by clicking on the particular payment type
- For that, make necessary changes and click on UPDATE button.
- Default payment types cannot be deleted

STEP 50 - EXPENSE DETAILS

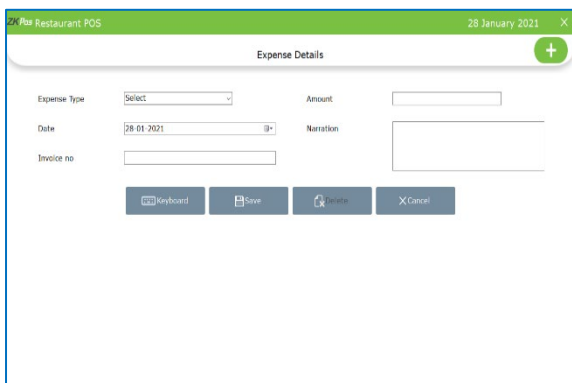
Payment Type and Status will be there. You have an option to edit the details and then UPDATE it. If that Payment Type is not convenient you can delete it by clicking on the DELETE button.



- Go to SETTINGS.
- Click on EXPENSE DETAILS.

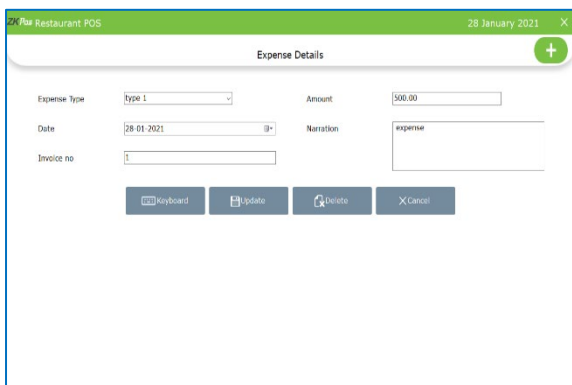


- Click **ADD (+)** button



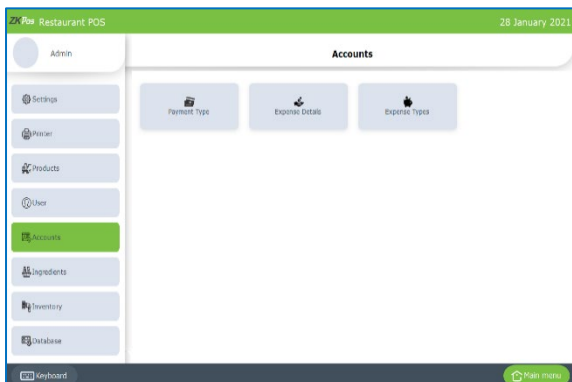
- Enter the **EXPENSE DETAILS** in the appropriate fields like Expense Type, Date, Invoice Number, Amount, and Narration.
- You can choose Expense Type, first fill the expense type in the **ACCOUNTS** section.
- After entering necessary details click **SAVE** button.

EDIT AN EXPENSE DETAILS

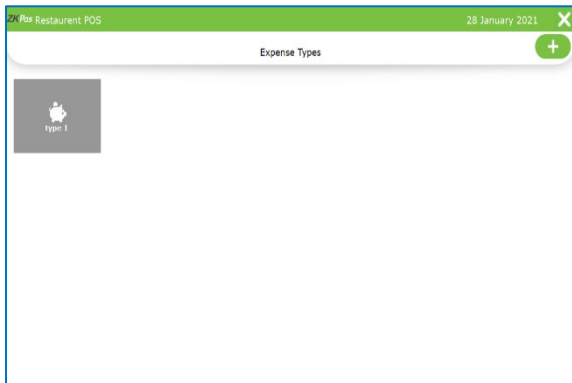


- Go to **SETTINGS**.
- Click on **EXPENSE DETAILS**.
- Every saved expense detail will be displayed, you have to choose the expense that you want to edit.
- If you want to edit, click **EDIT** option in the table field, then make necessary changes and click **OK** button.
- You can delete an Expense Details by clicking the delete button after selecting the expense detail.

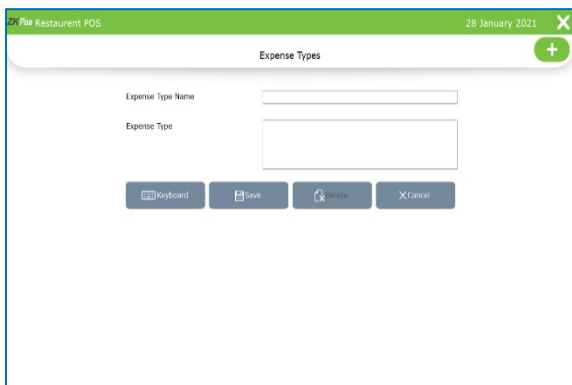
STEP 51 - EXPENSE TYPES



- Go to **SETTINGS**.
- Click on **ACCOUNTS**.
- Click **EXPENSE TYPE**.

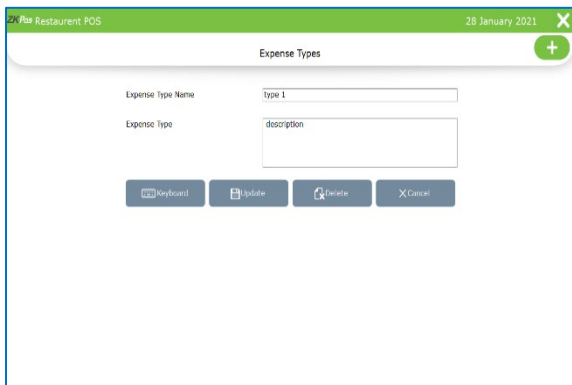


- Click **ADD (+)** button in **option** menu.



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

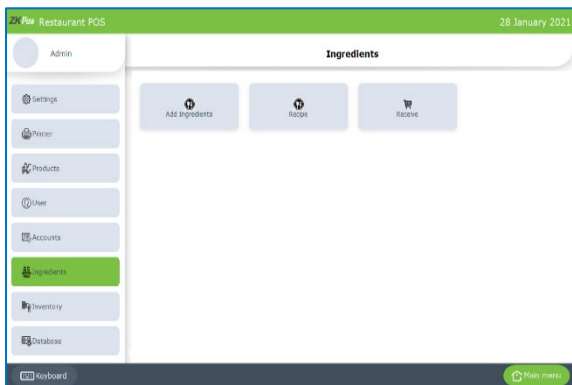
EDIT AN EXPENSE TYPE



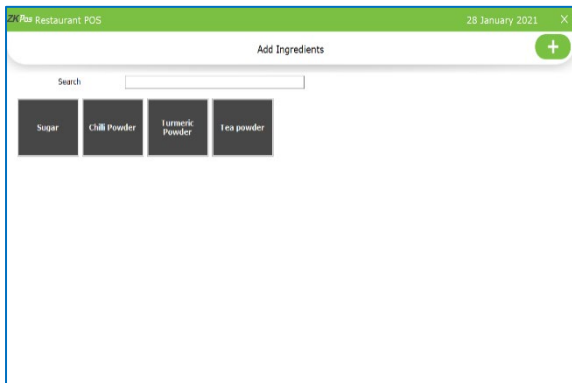
- Go to **SETTINGS**.
- Click on **EXPENSE TYPE**.
- Every saved expense type will be displayed, you have to choose the expense that you want to edit.
- Make necessary changes and click **OK** button.

STEP 52 ADD INGREDIENTS

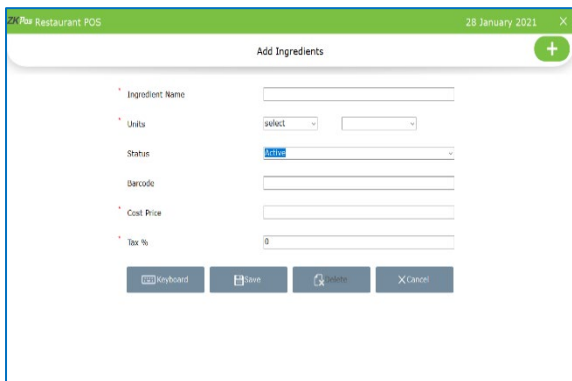
A product means the combination of some **INGREDIENTS**. You can add the details of all ingredients using to make food items in restaurant and its effective inventory.



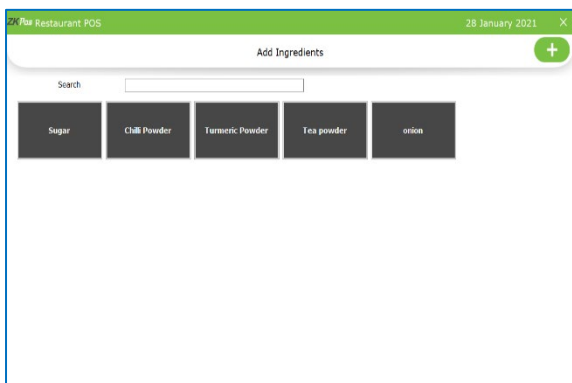
- Go to **SETTINGS**.
- Select **INGREDIENTS**.



- From the menu options, choose ADD INGREDIENTS.
- To add a new INGREDIENT, click on ADD (+) button.

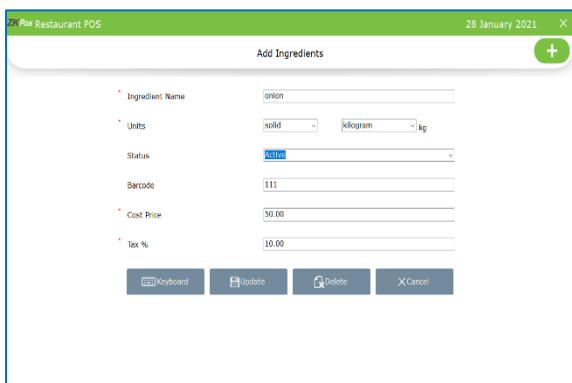


- Fill the fields with INGREDIENT NAME, UNIT TYPE, UNIT, STATUS and BARCODE.
- Enter cost price.
- Now click SAVE button.

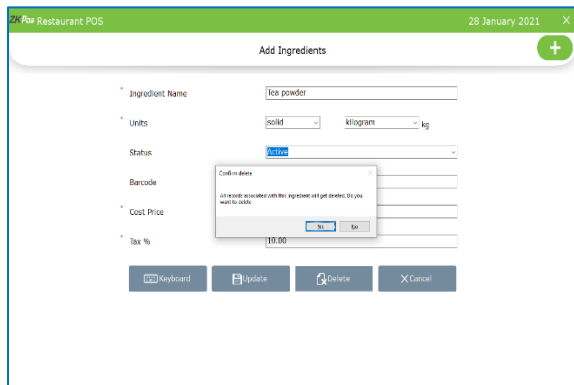


- Now a new ingredient has been created.
- You can search the ingredients by using search field

EDIT/DELETE INGREDIENTS



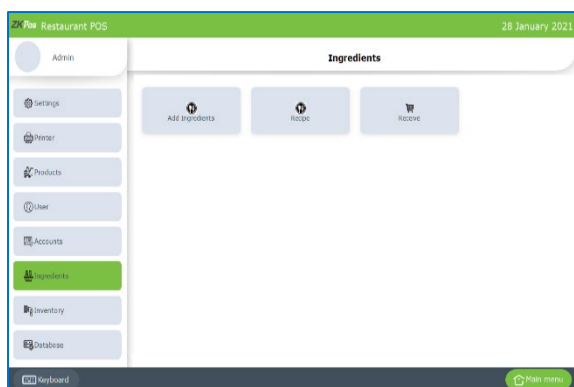
- Go to INGREDIENTS.
- Click on ADD INGREDIENTS.
- Every saved Ingredients will be displayed, you have to choose the Ingredients that you want to edit/ delete.
- If you want to edit, then make necessary changes and click UPDATE button.



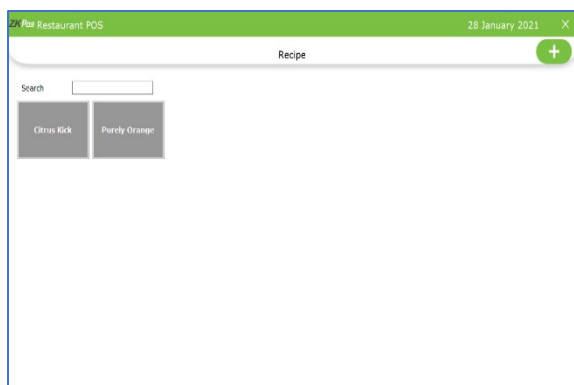
- While deleting an ingredient you have to make sure that the ingredient is used in any recipe.
- If yes you will get a notification seeks that whether you want to delete it or not.
- Click yes to continue.

STEP 53 - RECIPE

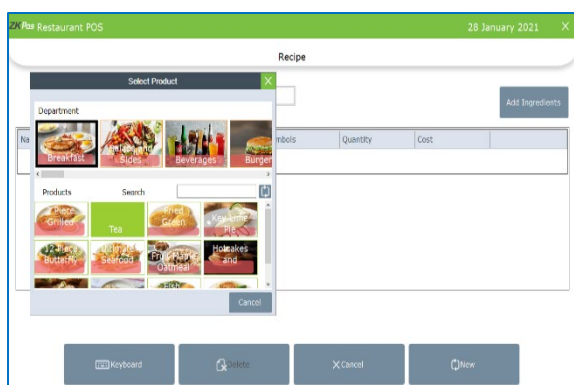
You can save your recipe. When a product gets sold, particular amount of ingredients used in that product gets deducted from the inventory. That's why we use recipe. Follow the steps below.



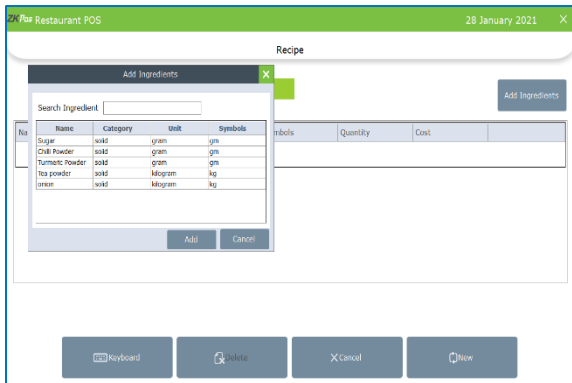
- Go to **SETTINGS**.
- Click on **INGREDIENTS**.
- From the menu options, choose **RECIPE**.



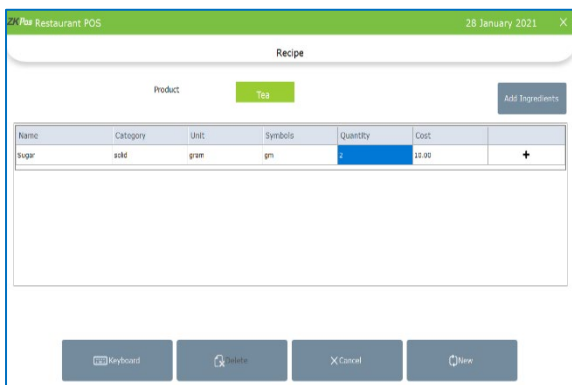
- To add a new recipe, click on the **ADD (+)** button.
- Again, click **ADD** button to add products.



- 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 breakfast.
- Select tea from it.



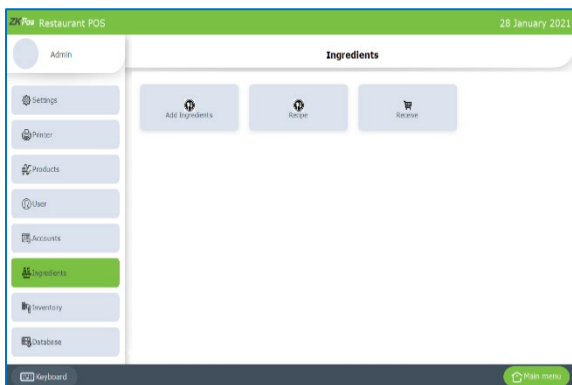
- Now to add recipe for tea, click on ADD INGREDIENTS button.
- Now all ingredients that you have added earlier will display in a new window.



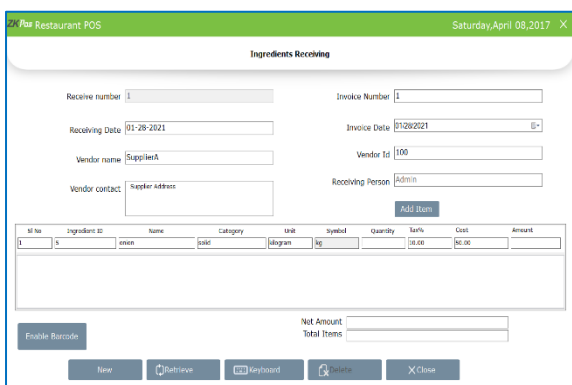
- You can select the necessary ingredients from the list.
- Then click ADD button.
- Enter the quantity required to make one product and press ENTER Key.
- And then click on + button against it.
- A new ingredient will be added to the recipe.
- Make sure that the sale price and cost price scenario satisfies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

STEP 54 - RECEIVING

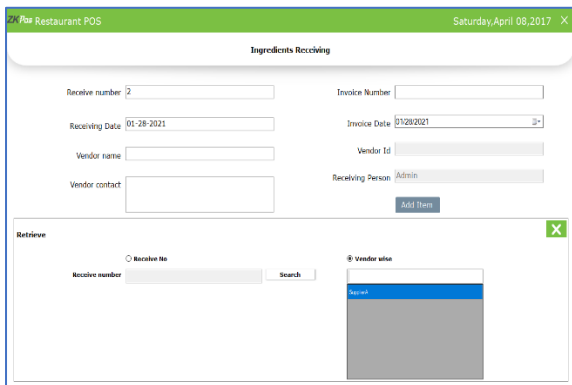
We can receive the ingredients from the ingredients receiving window. The main advantage of this is that, when a customer order for a product appropriate amount of ingredients required to make that product will be deducted automatically from the stock. This makes stock management easier and efficient.



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



- Enter the vendor 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.

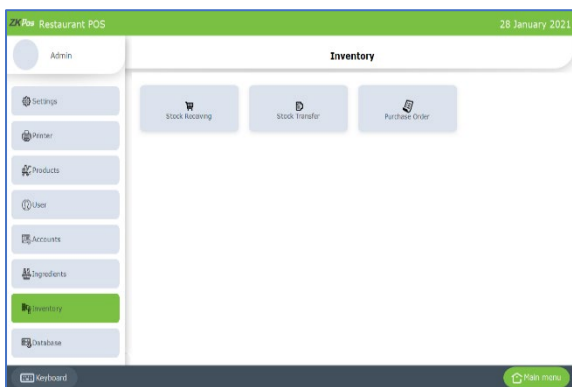


- You can retrieve the details by clicking on retrieve button
- Search via receive number or vendor wise

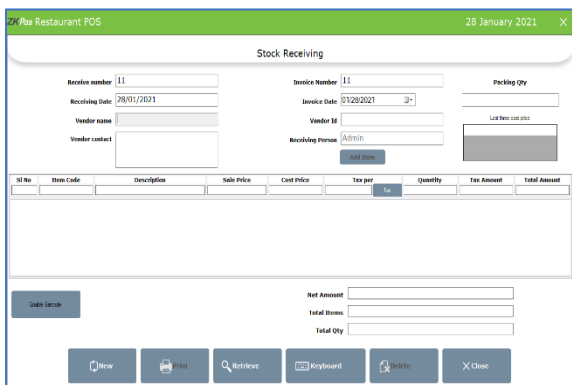
INVENTORY

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.

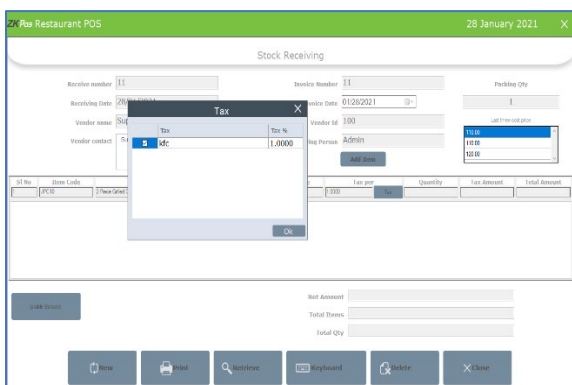
STEP 55 - STOCK RECEIVING



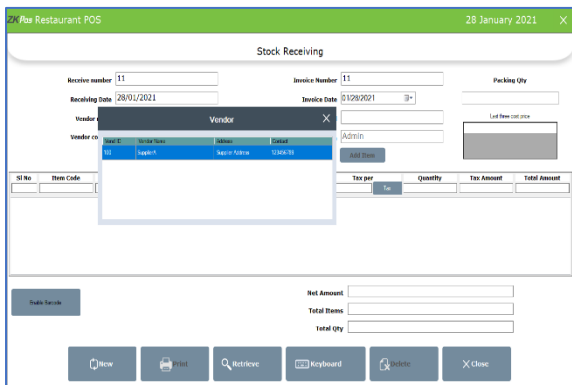
- Login as ADMIN.
- Click INVENTORY.
- You can see three options, STOCK RECEIVING, STOCK TRANSFER and PURCHASE ORDER.
- First let's learn how to do STOCK RECEIVING. Click on STOCK RECEIVING.



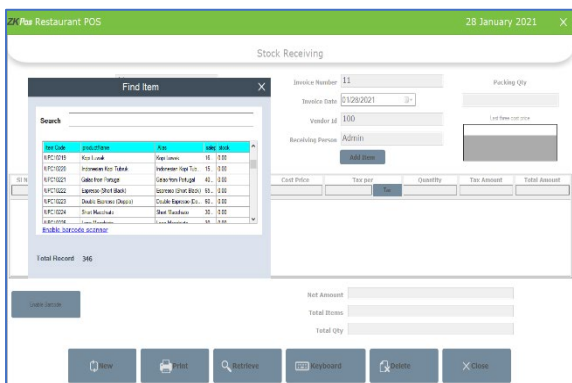
- Enter vendor name, invoice number and invoice date
- Click on ADD ITEM button
- You can enable/disable barcode as per your convenience
- Select the product by scanning the barcode or searching the products
- Last three cost prices of that particular item and packing quantity will be shown in the respective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



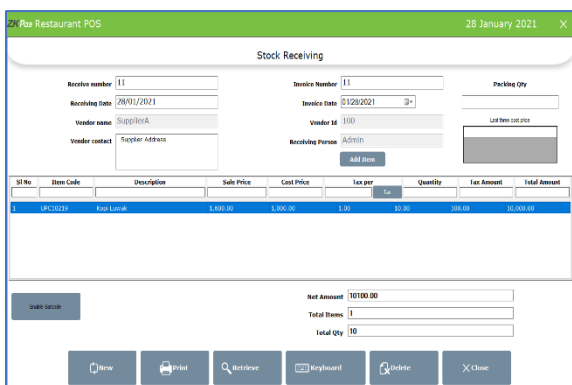
- If you want to change the tax click on Tax button
- Select or deselect the taxes, click OK



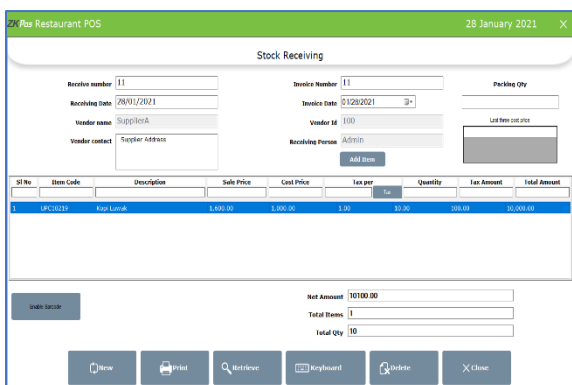
- To add Vendor details, click on the text field Corresponds to Vendor Name. Now a grid showing all vendors that you have saved in the vendor section will appear.
- Now select the appropriate vendor from the list. Click Close button.



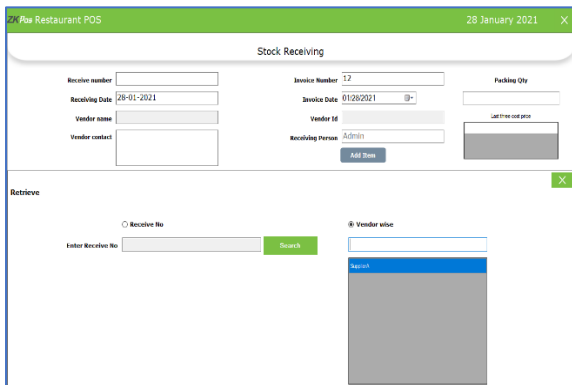
- To add a new item, click on the **ADD ITEM** button.
- From the list, click on the item that you want to add.



- 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.



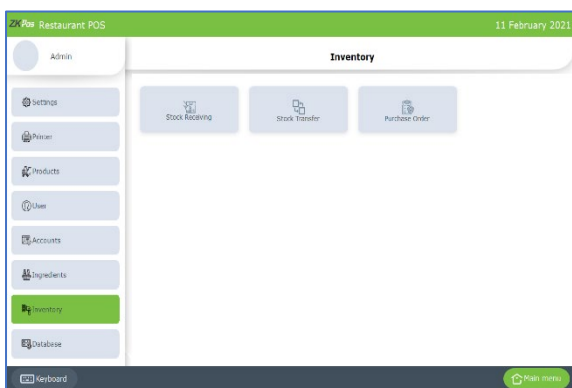
- To add a new stock receiving entry, click on the **NEW** button.
- You can take the printout of the entry by clicking on **PRINT** button.



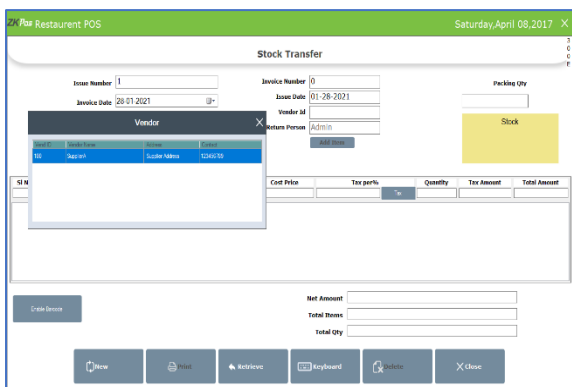
- If you want to review previous entry, just click on the RETRIEVE button.
- If you know the receive number in advance, then select the option button corresponds to Receive No and enter the Invoice Number in the respective field. Now click on SEARCH button. You will get the report.
- If you know the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

STEP 56 - STOCK TRANSFER

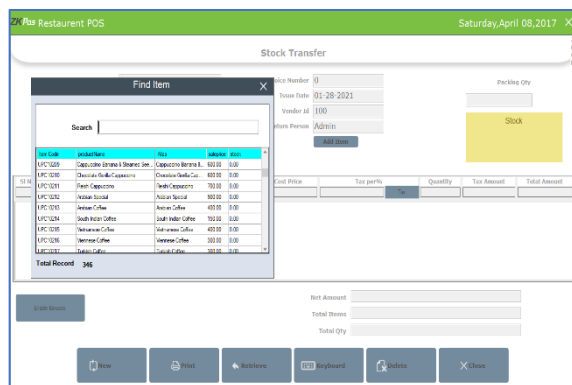
Some items in the inventory may damage or get expired, so you need a space to categorize them from inventory. This is the main advantage of STOCK TRANSFER/RETURN.



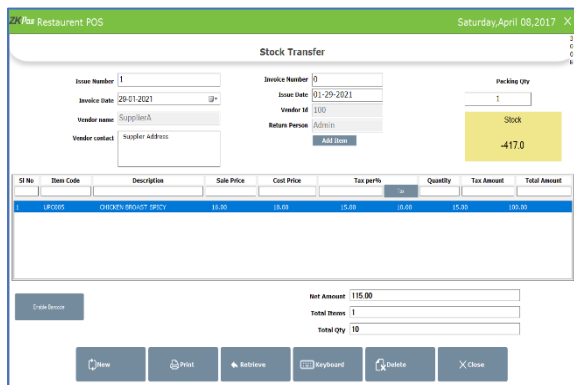
- Go to SETTINGS.
- Click INVENTORY and choose STOCK TRANSFER.



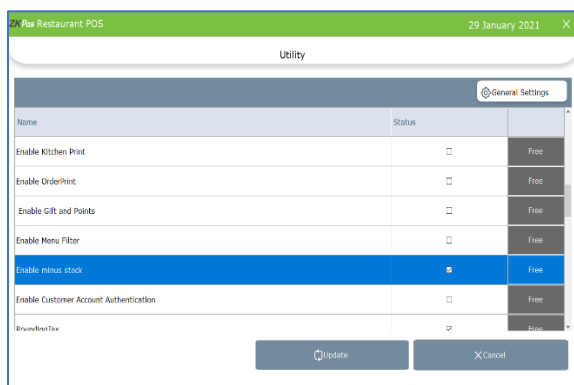
- Enter Invoice Number and Invoice date.
- Click on the Vendor Name text field to add the vendor details. From the list select the vendor. Now all fields related to Vendor will get filled.



- 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.



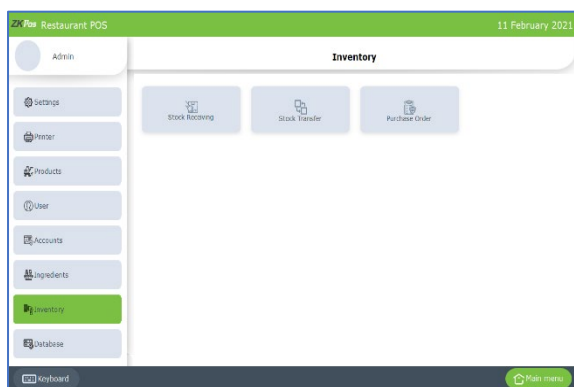
- You have to enter the quantity that you want to return to the vendor. After entering the quantity press **ENTER Key**.
- That quantity will be reduced from the item stock. You can manage spoiled items in this way.
- Here also you can check with previous spoiled items using **RETRIEVE** button. To do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



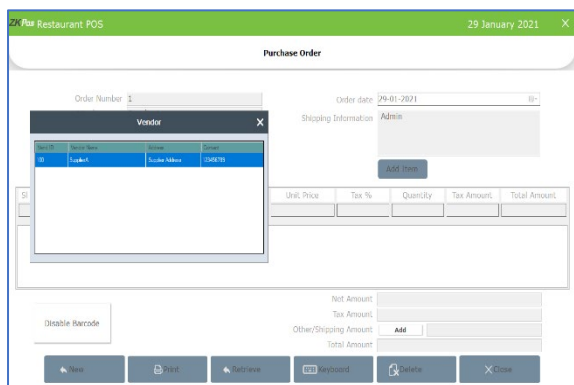
- You can see the stock detail as a negative value.
- You can sell and transfer the product even if you did not enter the receiving details in software. For this purpose, activate the minus stock facility in utility.
- Once you enter the receiving details the stock gets compensated.

STEP 57 - PURCHASE ORDER

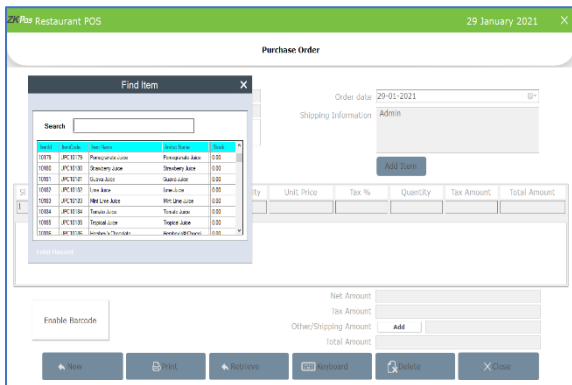
If you have created a purchase order for a vendor, then save them using this interface.



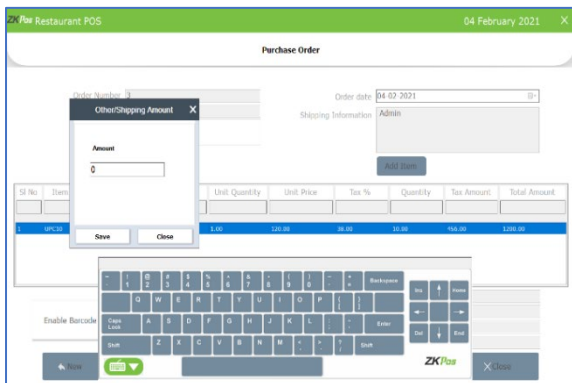
- Go to **SETTINGS**.
- Click on **INVENTORY**.
- From the menu options, click on **PURCHASE ORDER**.



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

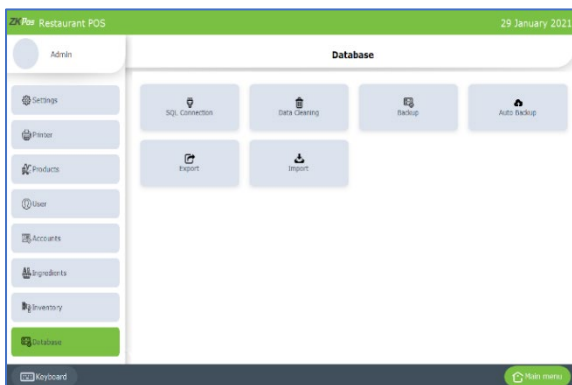


- Select the Item by clicking on Add item.
- You can add item by scanning the barcode also.
- Enter the Tax and quantity and press Enter key.

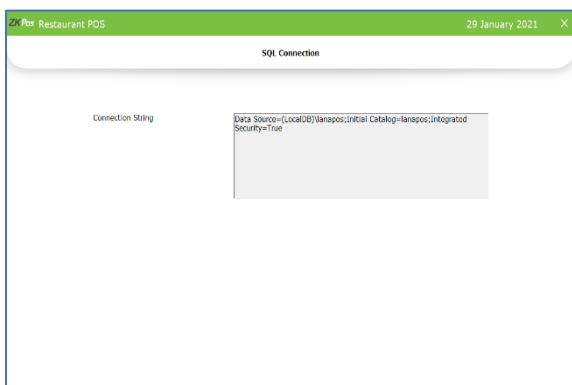


- You can add the shipping or any other amount by clicking the ADD button.
- Enter the amount in the pop up.
- Click SAVE.
- You can retrieve the purchase order as in stock receiving or transfer.

DATABASE STEP 58 - SQL CONNECTION



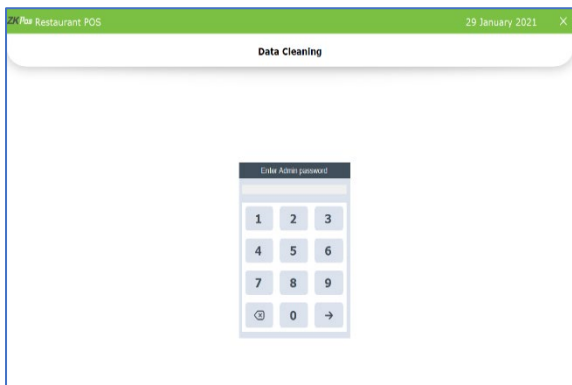
- Go to settings menu.
- Click on Database.
- Select SQL connection.



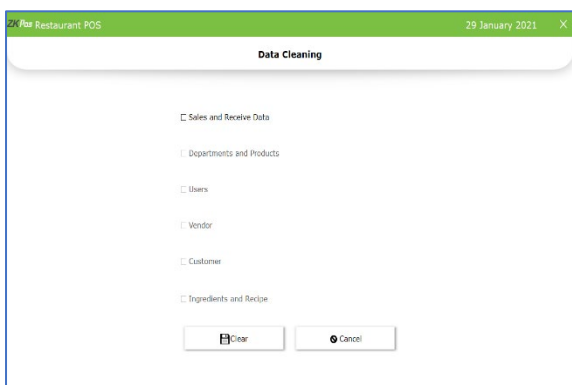
- This part displays the SQL CONNECTION STRING. You can access the database file using the details in the connection string.

STEP 59 - 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.



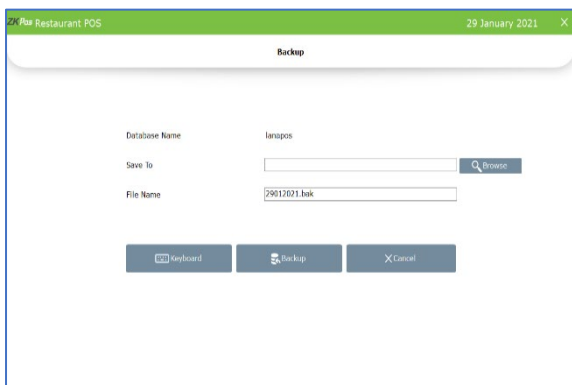
- Go to SETTINGS and click database.
- Click on DATA CLEANING.
- Enter the admin password.



- 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 60 - BACKUP DATA

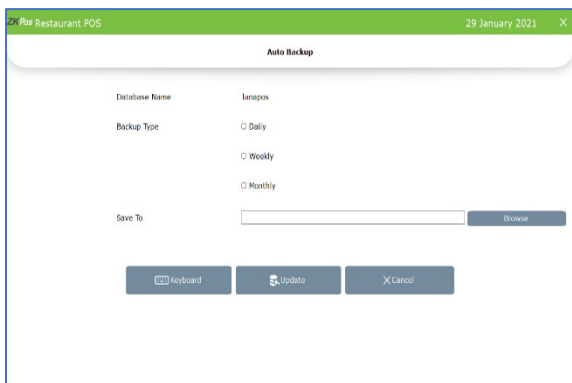
It is better to keep a backup copy of the important data somewhere else in the system. So you have an option to do the same.



- 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 61 - AUTO BACKUP

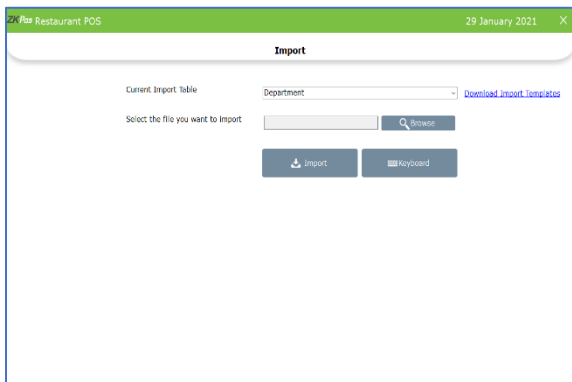
Backup data will be automatically saved to current file.



- 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 62 - IMPORT TABLES TO ZKPOS

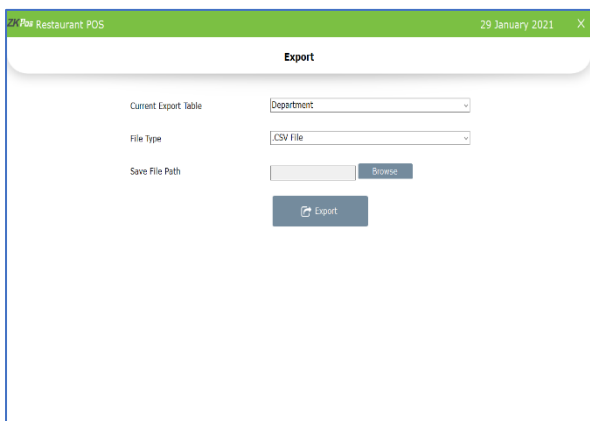
In some scenarios you may need some data outside ZKPOS, in such cases you can import that data to your ZKPOS application.



- 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 63 - EXPORT TABLES

You can export data from ZKPOS to your computer.



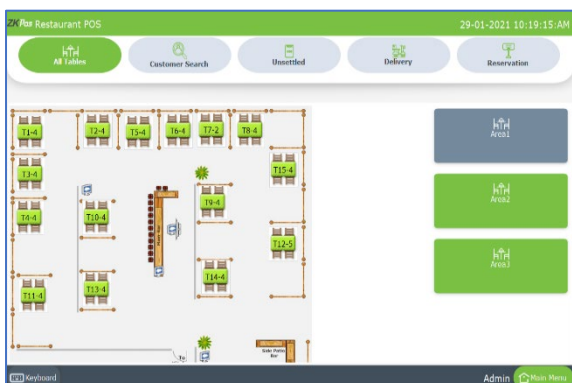
- Go to SETTINGS.
- Click on database.
- Click on EXPORT TABLES.
- Select database table and path.
- Click EXPORT button.
- Click OK.

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,

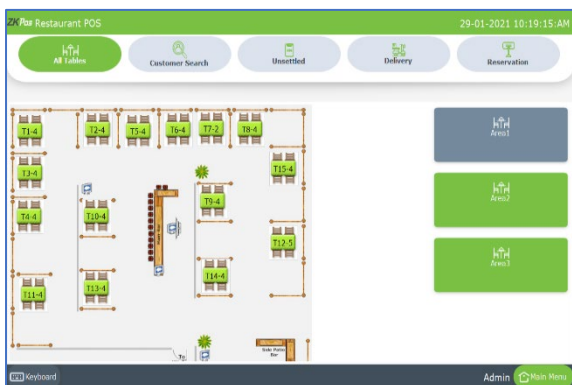


- Go to MAINMENU.
- Click on DINEIN.
- Now you will get a window like this.

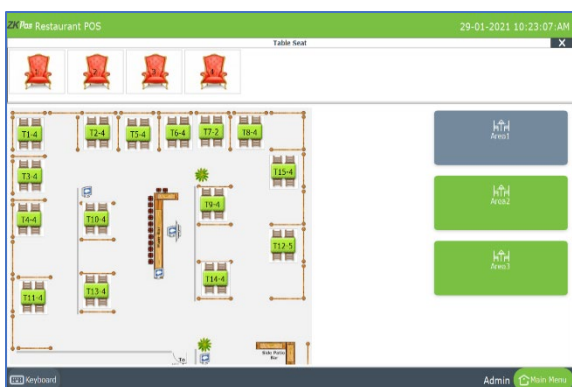
If a table has invoices related to it, then that table will be visible in GREEN color. Below picture shows T1 or TABLE 1 has a customer. That is why its color is distinguishable.

First let's learn about TABLES.

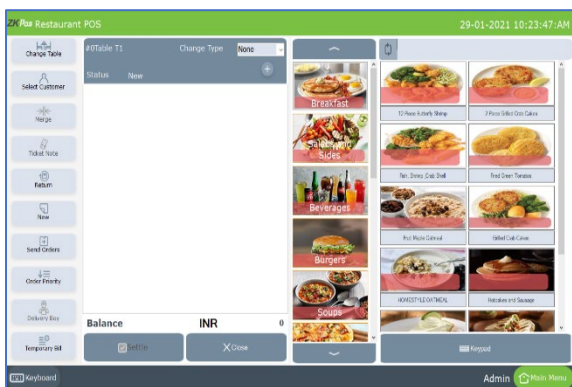
1. TABLE MANAGEMENT



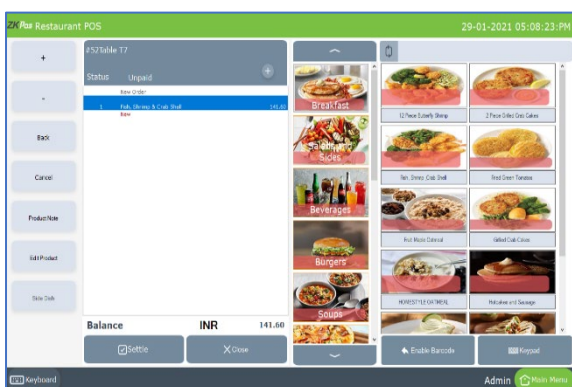
- By default, the restaurant area is divided in to three. You can customize the area in settings. Each area will have a specific number of tables and each table will have specific number of seats. All these things are customizable.
- For instance, if you have selected table T1, then all seats allotted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



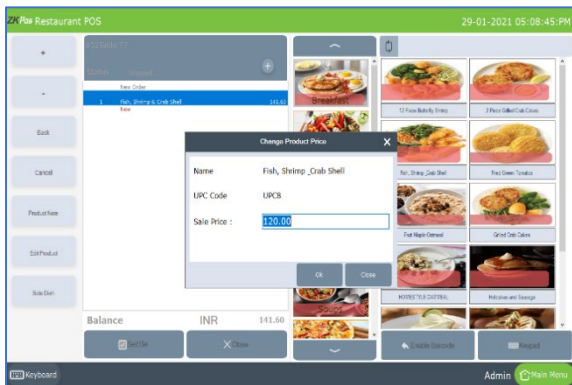
- Seats are named as 1, 2, and 3 and so on.
- Click on the seat number that you want to choose.
- The seat number shows when you activate the utility 'Table seats'
- Now you will be redirected to the main part of POS module.



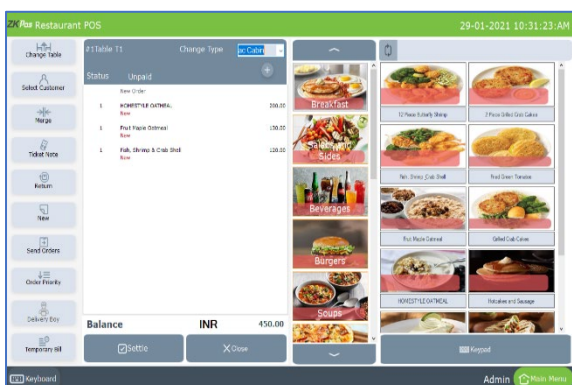
- Here is where you could see all the departments and products that you have created in the beginning part of the tutorial.
- Select the **ITEMS** from the menu list.



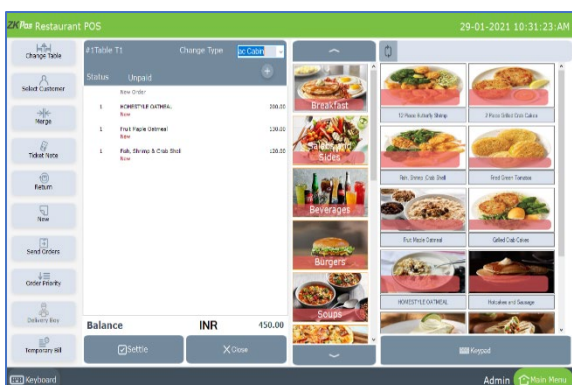
- There is an option Edit product in utility. You can edit the price details while selecting an item if you enable the utility.
- For that click on the selected item, you want to edit



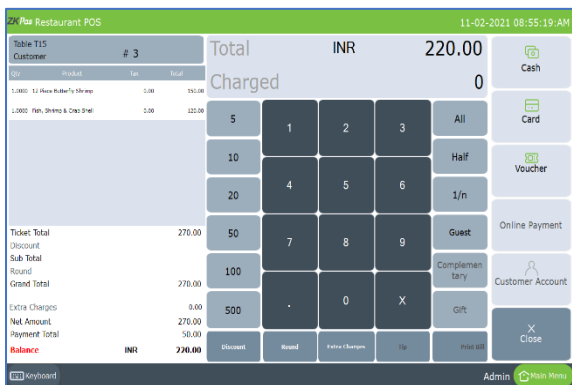
- There is a button edit product.
- Click on it.
- Before editing the product, you have to cancel the discounts you applied to the products.
- Click yes to the confirmation message.
- Change the price and click OK.



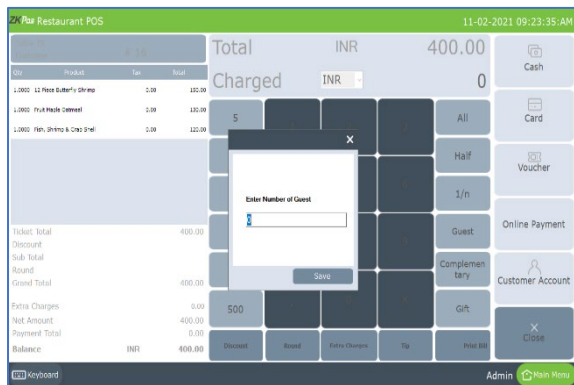
- If there is any extra charge, you need to select it from a dropdown at the top left portion of the screen.
- By default, none will be selected.
- The drop-down list shows the extra charges you added to this software as percentage value ([see extra charges](#)).
- In this way you can add extra charge 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.



- 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.

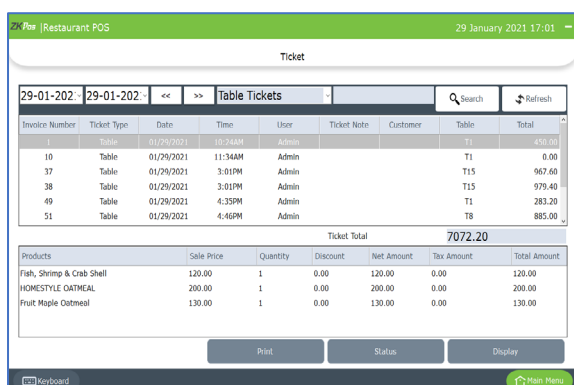


- You can see a complementary button beneath the guest option
- By clicking complementary option, you can settle the invoice as complementary (free).
- While clicking the complementary button, a pop up will be shown as in the figure.
- Click YES and the invoice will be settled as complementary.

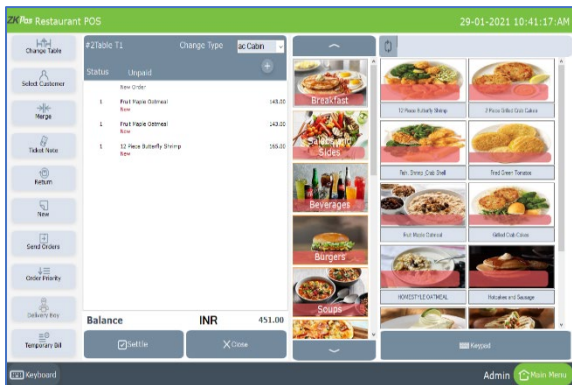
Now let us see the use of ADD ADVANCE button. You already know that we can save advance amount to a customer account. So, save an advance amount to a customer



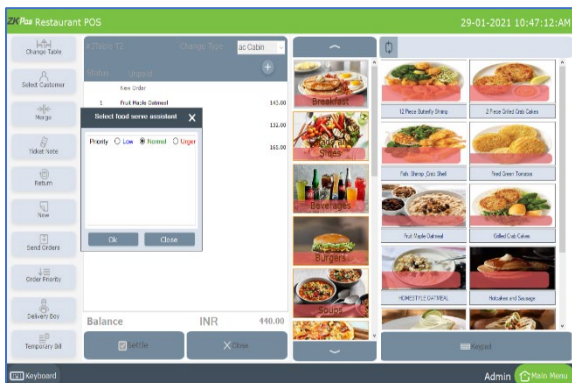
- Open the POS sale window.
- After settlement PRINT BILL button will be in active state.
- Click on it to print the invoice.
- If you want to print the invoice automatically, Enable the AUTO PRINT option in utility.



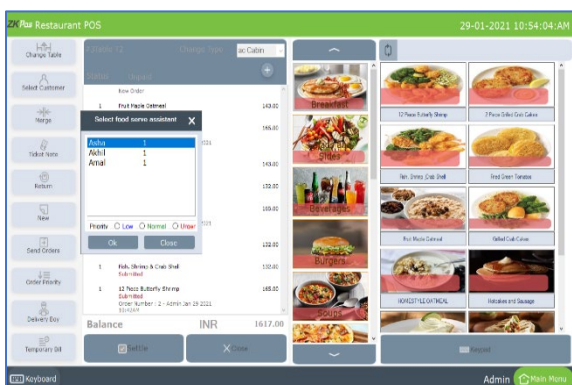
- If you need to print the invoice from the ticket section, go to tickets.
- Select the ticket from drop down.
- Click PRINT button.
- If you need to print the company logo in invoice, activate 'enable logo in duplicate printing' button.



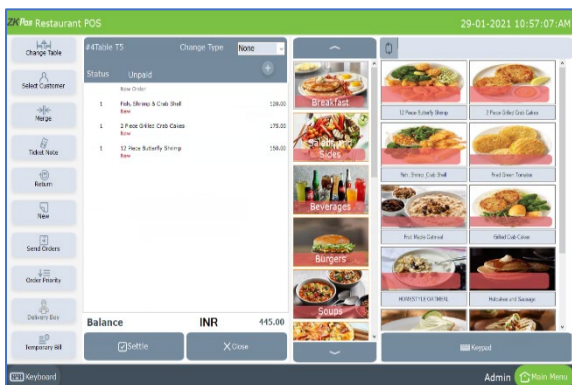
- Sometimes you may like to print a temporary bill for the customer. To do so just click on the TEMPORARY BILL button.
- Enable temporary bill prior to it.



- 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.



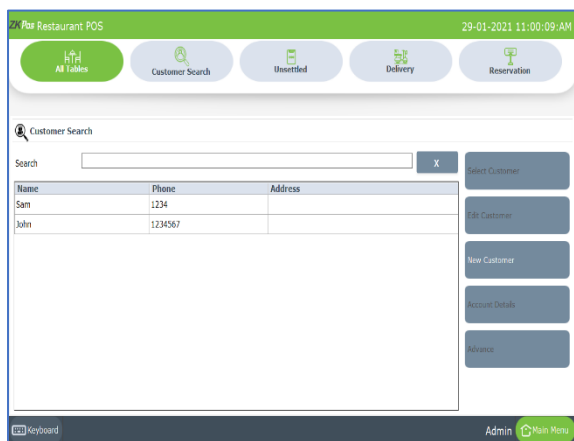
- Then click on send order button.
- Already saved food server details and their current assigned deliveries are shown in the pop up.
- Select a food server according to their availability.
- Now click on the OK button.
- A Kitchen order print will be generated if you activate the order and kitchen print.



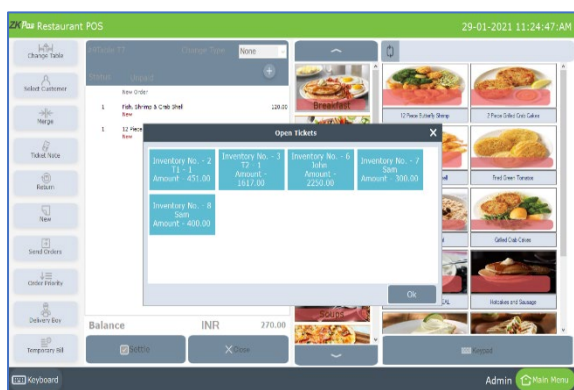
- Now your orders have been submitted. The status of your order remains unpaid until the customer settles the bill.
- If the customer wants to change the table, then click on the CHANGE TABLE button.



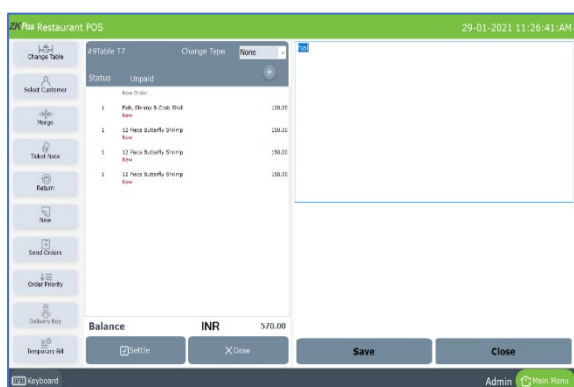
- Now you can choose another table based on customer's interest.
- Now table has been changed.



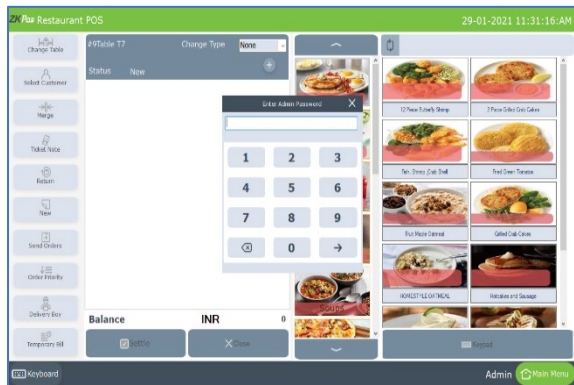
- If the order is made by a regular customer and you have the customer's details in your ZKPos, then you have an option to choose the customer. To do so, click on the SELECT CUSTOMER button.
- Now list of saved customers will be displayed. Select required customer from the list.
- Now click on the SELECT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



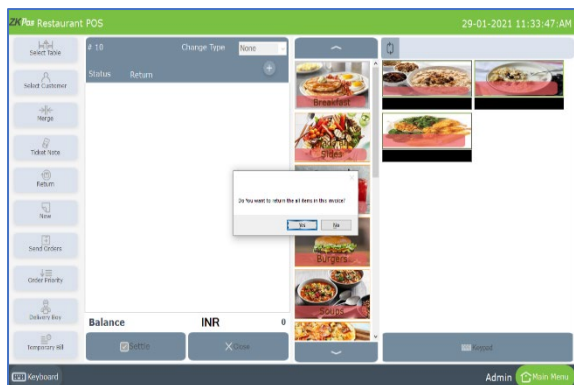
- There is an option to merge another invoice with current invoice thereby settling both at the same time. You can use MERGE button for that purpose.
- Select the INVOICE (open tickets) that you want to merge with current invoice and click OK.
- Total will be updated based on the merged invoice amount.



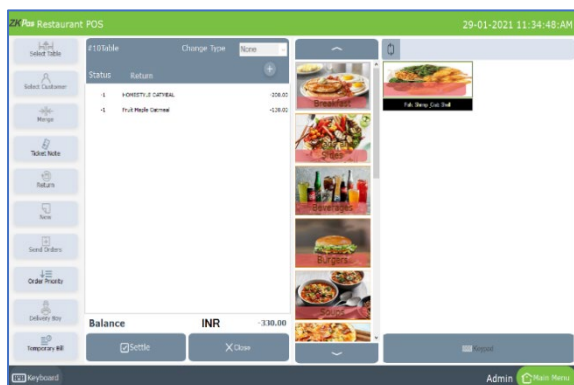
- Next button is **TICKET NOTE**. If you want to add any comments to your invoice, then click on the **TICKET NOTE** button.
- Type your comment using the keypad displayed.
- Click **SAVE** button.



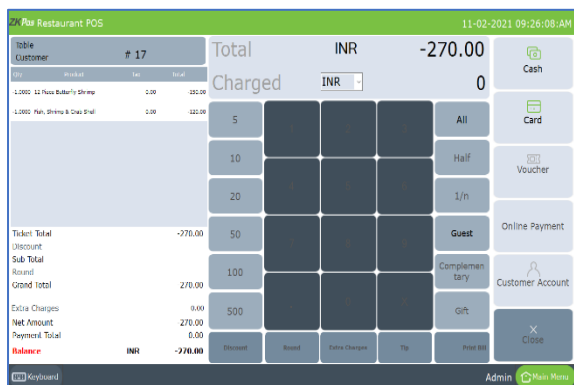
- In some cases, your customer may request you to return the order. You can use RETURN button to do the action. Click on RETURN BUTTON. You need admin privilege to do the action.
- Enter Admin Password.
- Enter the Invoice Number and click ENTER button.



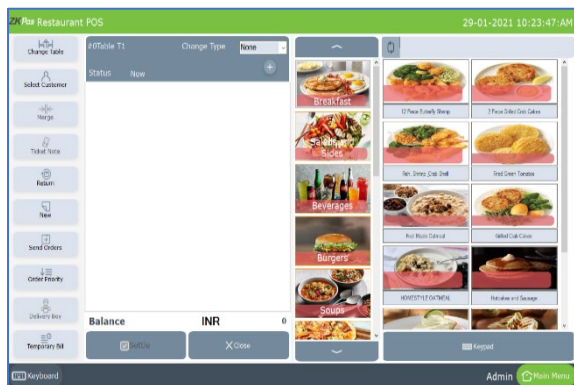
- A new popup will appear. If you want to return all items, then click on YES otherwise click NO.



- 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.

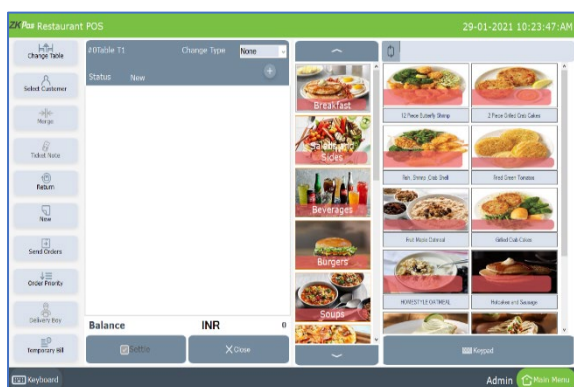


- After removing necessary items, click SETTLE button. The Amount will be a negative value since you have to return the amount to the customer.
- Click ALL to enter amount.
- Then select the PAYMENT OPTION card/cash.
- The amount will be settled. You can take a print if necessary.
- Click CLOSE button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

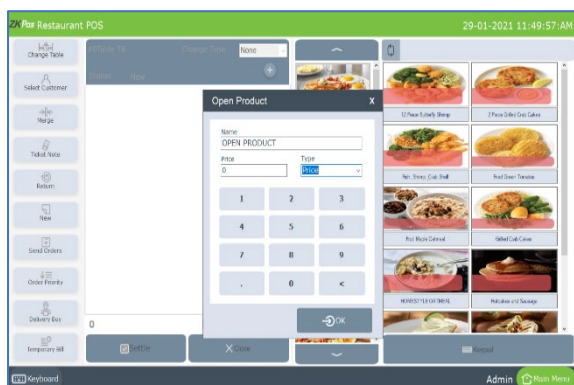


- If you want to take a new invoice without closing the current order, click on NEW button.

Another feature to ZKPOS Restaurant software is open product. We can sale a product as open product by simply entering its price and tax details.



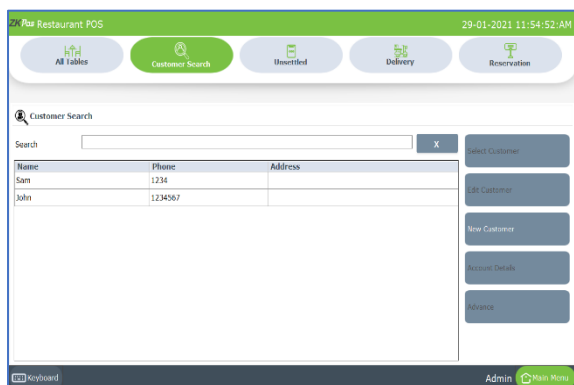
- You can see a '+' button.
- Click on that button.
- You will get a pop up to add an open product.



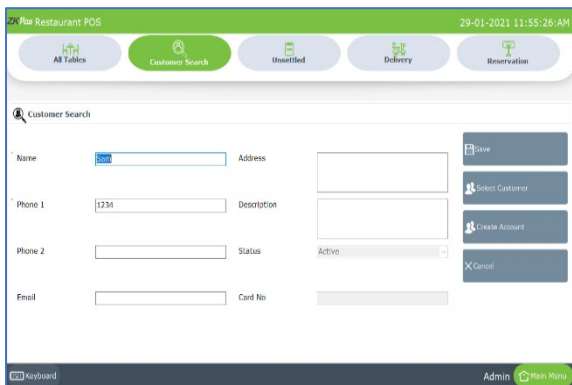
- Enter the price and price type (whether price includes tax or not).
- Click OK button.

2. CUSTOMER SEARCH

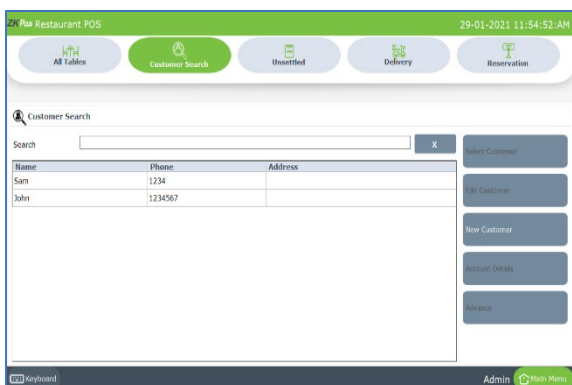
The customers whose details are stored already in ZKPOS is viewable in this section.



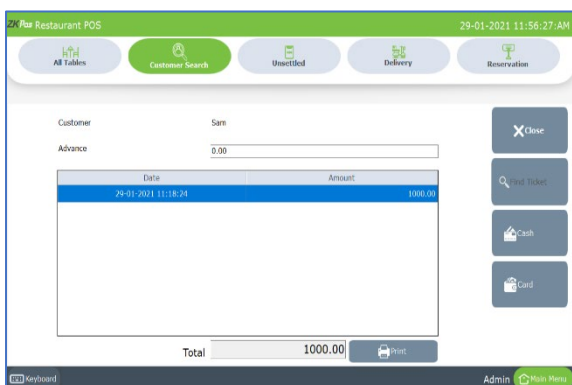
- Go to MAIN MENU.
- Click on DINE IN menu.
- Select CUSTOMER SEARCH button.
- You can see every customer in a grid as shown.
- To EDIT the customer details, select the customer.
- Now click on the EDIT CUSTOMER button.



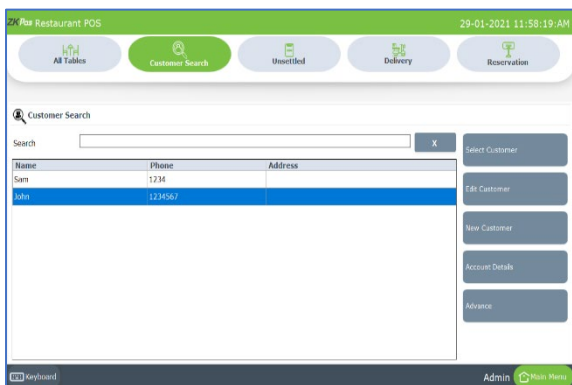
- To **ADD** a new customer, Click **NEW CUSTOMER** button.
- Enter all details and then **SAVE** it.



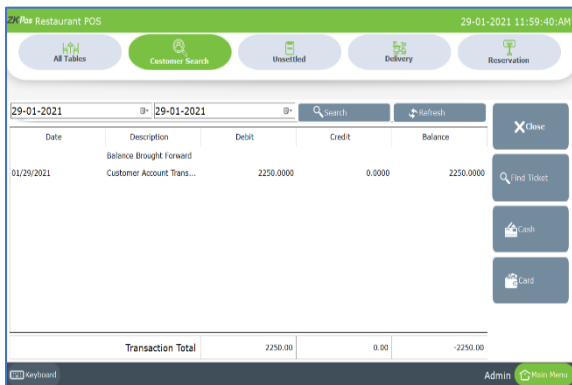
- Suppose if a customer wants to pay **ADVANCE AMOUNT**, you can do it by selecting the customer from the list and then click on the **ADVANCE** button in **CUSTOMER SEARCH** window.
- Customer name will be there by default.



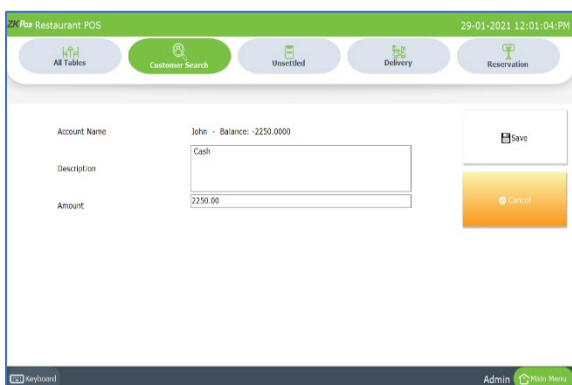
- Enter the **ADVANCE AMOUNT** that customer wants to pay.
- Then choose whether he wants to pay through **CASH** or **CARD**. Now the **ADVANCE AMOUNT** is saved.
- To delete the entry, click on the **DELETE** button. Click **YES** and close the window by clicking on the **CLOSE** button.



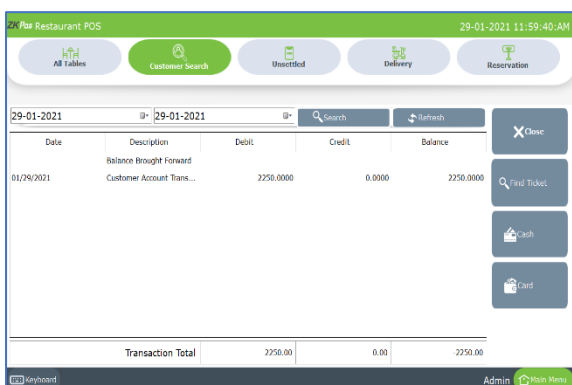
- If the customer has any previous pending invoices, you can view them from customer account details. (The customer should possess an account, if not click on create account while editing the details).
- To view that select any customer.
- Now click on the **ACCOUNT DETAILS** button.



- 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



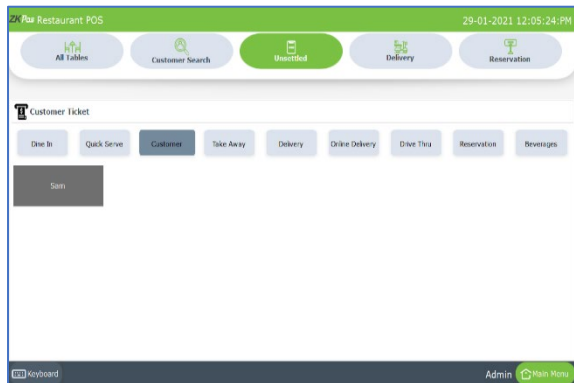
- If you want to see the ticket click on **find ticket** option after selecting the transaction

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 **MAINMENU**.
- Click on **DINEIN**.
- You can see an **UNSETTLED** menu, click on it.



- You can see unsettled invoices by different order types.

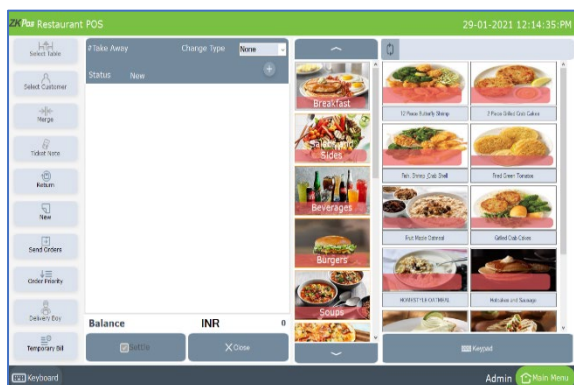
4. DELIVERY

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

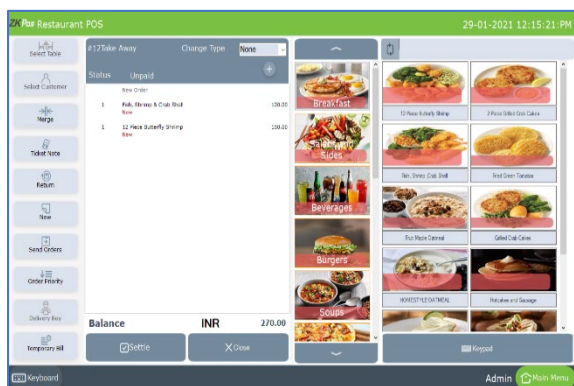


- Go to MAIN MENU.
- Click on DINE IN.
- You can see a button named DELIVERY on the top left corner, click on it.
- You can see three options take away, delivery and online delivery.

TAKE AWAY

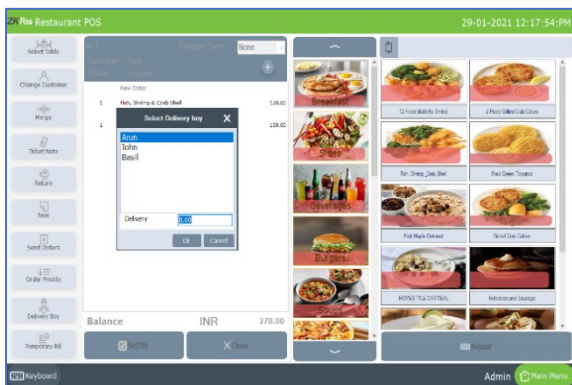


- Click Dine in in main menu.
- Click DELIVERY.
- Click ADD TAKE AWAY.



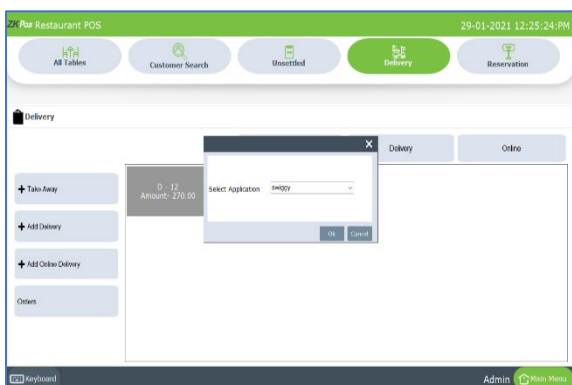
- Choose Items from the list.
- Click SETTLE.

DELIVERY

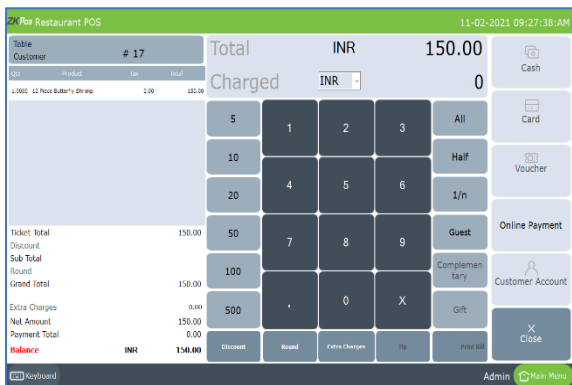


- Now to add a delivery, click on ADD DELIVERY button.
- Select a customer.
- Select products and delivery boy by clicking delivery boy button.

ONLINE DELIVERY

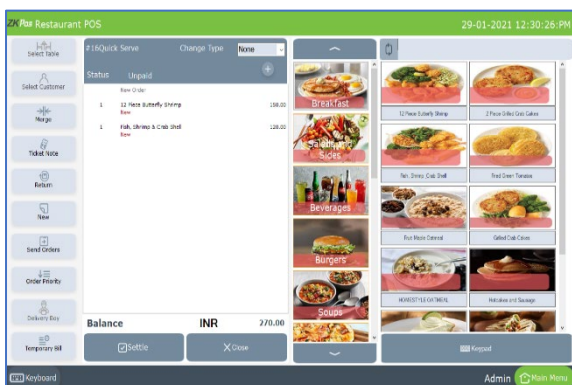


- Click Dine in main menu.
- Click DELIVERY.
- Click ONLINE DELIVERY.
- Choose ONLINE TYPE.
- Click Ok button.

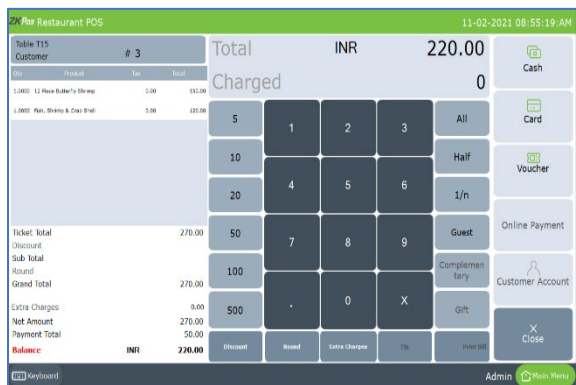


- Redirected to POS window.
- Choose ITEMS from the list.
- Click ONLINE PAYMENT.

QUICK SERVE



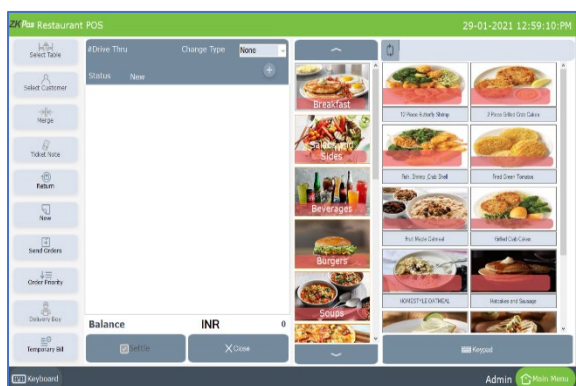
- Click QUICK SERVE in main menu.
- QUICKS SERVE directly opens the item page without go to the table section.
- You can choose the products more quickly.



- 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.

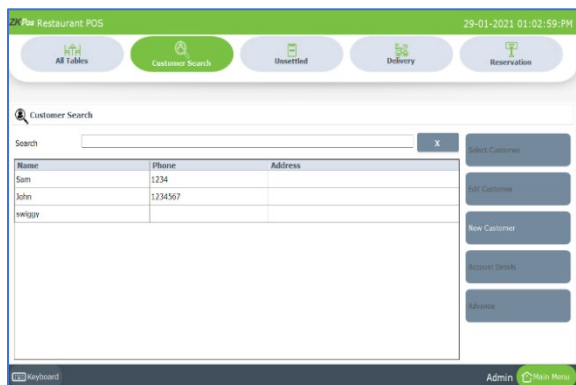


- Click DRIVE THROUGH in main menu.
- Redirected to new window.



- 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

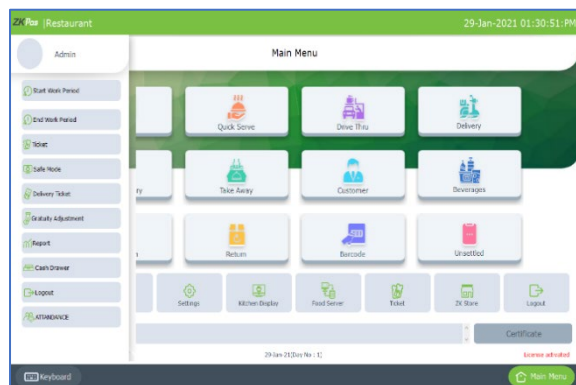
Barcode scanning is an important feature in ZKPOS Restaurant software. At the time of product creation, you have an option to scan the barcode. You have to activate 'Enable barcode scanner' feature from utility



- 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.

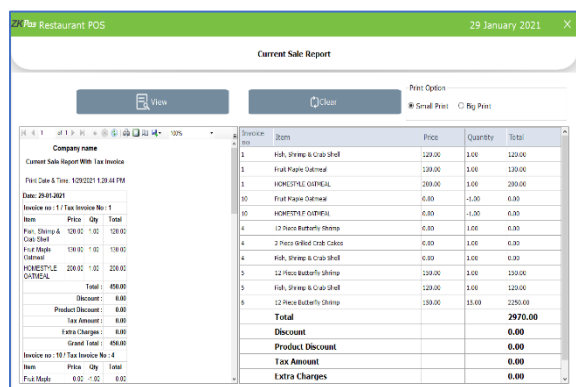
REPORTS

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.

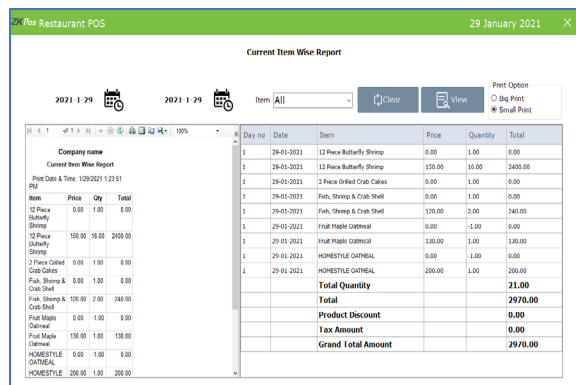
MAIN REPORTS



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

2021-1-29 2021-1-29

| Date | Item | Price | Quantity | Total |
|---------------------------|----------------------------|--------|----------|----------------|
| 29-01-2021 | 12 Piece Butterfly Shrimp | 151.50 | 2.00 | 303.00 |
| 29-01-2021 | 2 Piece Grilled Crab Cakes | 174.75 | 2.00 | 349.50 |
| 29-01-2021 | Fish, Shrimp & Crab Shell | 121.20 | 1.00 | 121.20 |
| 29-01-2021 | Fresh Green Tomatoes | 121.20 | 2.00 | 242.40 |
| 29-01-2021 | Fruit Maple Oatmeal | 131.30 | 1.00 | 131.30 |
| 29-01-2021 | HOMESTYLE OATMEAL | 202.30 | 1.00 | 202.30 |
| Total | | | | 1340.00 |
| Discount | | | | 0.00 |
| Product Discount | | | | 0.00 |
| Tax Amount | | | | 13.40 |
| Extra Charges | | | | 0.00 |
| Grand Total Amount | | | | 1353.40 |

CURRENT DATE WISE REPORT

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

Current Online Order Report

2021-1-29 2021-1-29

| Invoice No | Item | Price | Quantity | Total |
|-------------------------|---------------------------|--------|----------|---------------|
| 00000 | Fish, Shrimp & Crab Shell | 120.00 | 1.00 | 120.00 |
| Total | | | | 120.00 |
| Discount | | | | 0.00 |
| Product Discount | | | | 0.00 |
| Tax Amount | | | | 0.00 |
| Extra Charges | | | | 0.00 |
| Grand Total | | | | 120.00 |

CURRENT ONLINE ORDER REPORT

- Click current online order report from main reports.
- Select the date range and type

Item Wise Report

2021-1-29 2021-1-29

| Day no | Date | Item | Price | Quantity | Total |
|-------------------------|------------|----------------------------|--------|----------------|---------|
| 1 | 29-01-2021 | 12 Piece Butterfly Shrimp | 0.00 | 1.00 | 0.00 |
| 1 | 29-01-2021 | 12 Piece Butterfly Shrimp | 130.00 | 28.00 | 2440.00 |
| 1 | 29-01-2021 | 2 Piece Grilled Crab Cakes | 0.00 | 1.00 | 0.00 |
| 1 | 29-01-2021 | Fish, Shrimp & Crab Shell | 0.00 | 1.00 | 0.00 |
| 1 | 29-01-2021 | Fish, Shrimp & Crab Shell | 135.00 | 3.00 | 360.00 |
| 1 | 29-01-2021 | Fruit Maple Oatmeal | 0.00 | -1.00 | 0.00 |
| 1 | 29-01-2021 | Fruit Maple Oatmeal | 130.00 | 1.00 | 130.00 |
| 1 | 29-01-2021 | Grilled Crab Cakes | 350.00 | 1.00 | 350.00 |
| 1 | 29-01-2021 | HOMESTYLE OATMEAL | 0.00 | -1.00 | 0.00 |
| 1 | 29-01-2021 | HOMESTYLE OATMEAL | 300.00 | 1.00 | 300.00 |
| 1 | 29-01-2021 | Hotcakes and Sausage | 200.00 | 2.00 | 400.00 |
| 1 | 29-01-2021 | Key Lime Pie | 300.00 | 1.00 | 300.00 |
| Total Quantity | | | | 26.00 | |
| Total | | | | 3940.00 | |
| Product Discount | | | | 0.00 | |
| Tax Amount | | | | 0.00 | |

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

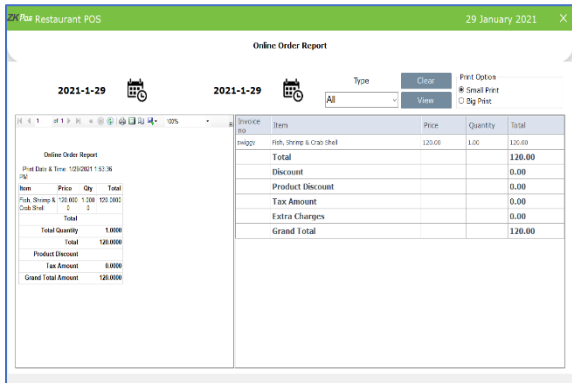
2021-1-29 2021-1-29

| Date | Item | Price | Quantity | Total |
|---------------------------|---------------------------|--------|----------|----------------|
| 29-01-2021 | 12 Piece Butterfly Shrimp | 150.00 | 2.00 | 300.00 |
| 29-01-2021 | Balsamic Roast Veg Salad | 300.00 | 1.00 | 300.00 |
| 29-01-2021 | Cesear Salad | 300.00 | 1.00 | 300.00 |
| 29-01-2021 | Chipotle Orange Salad | 350.00 | 1.00 | 350.00 |
| 29-01-2021 | Fruit Maple Oatmeal | 130.00 | 1.00 | 130.00 |
| 29-01-2021 | Grilled Crab Cakes | 250.00 | 1.00 | 250.00 |
| 29-01-2021 | HOMESTYLE OATMEAL | 200.00 | 3.00 | 600.00 |
| 29-01-2021 | Key Lime Pie | 100.00 | 1.00 | 100.00 |
| 29-01-2021 | Sausage Burrito | 100.00 | 1.00 | 100.00 |
| Total | | | | 2530.00 |
| Discount | | | | 0.00 |
| Product Discount | | | | 0.00 |
| Tax Amount | | | | 0.00 |
| Extra Charges | | | | 0.00 |
| Grand Total Amount | | | | 2530.00 |

DATE WISE REPORT

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

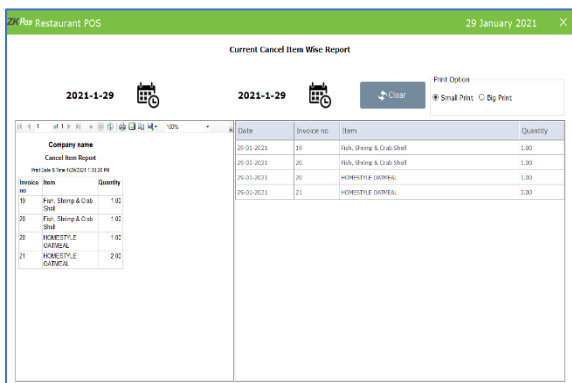
- Click on DATE WISE REPORT.
- Here you have an option to set the FROM DATE and TO DATE. Set a "from date" and "to date".
- Other features like print also available. These features are common for all reports.



ONLINE ORDER REPORT

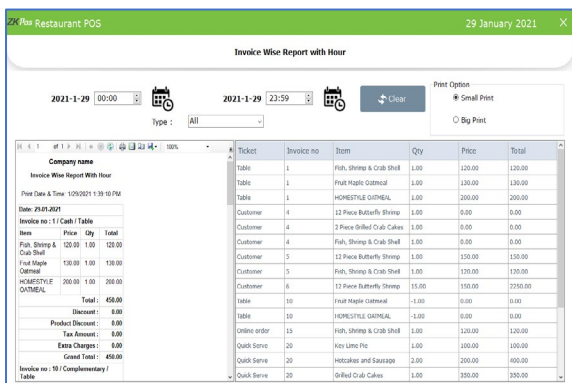
View all Online Order Details using this report.

- Click on ONLINE ORDER.
- Choose FROM DATE and TO DATE.
- Choose Online App.
- Use PRINT option to take a print.



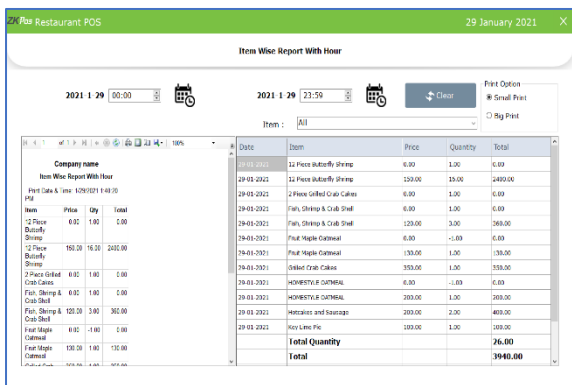
CURRENT CANCEL ITEM WISE REPORT

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



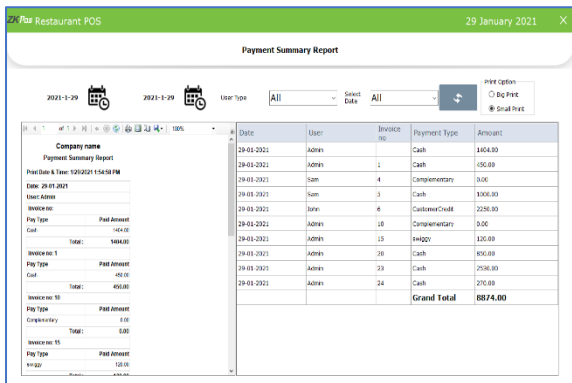
INVOICE WISE REPORT WITH HOUR

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



ITEM WISE REPORT WITH HOUR

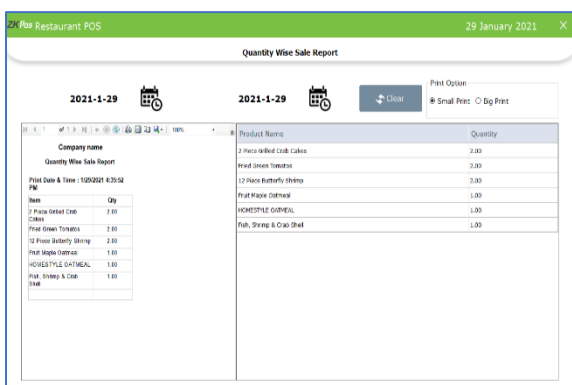
- Select the particular report.
- Select the date and time as shown in the figure.
- Select the item from the drop down.



PAYMENT SUMMERY REPORT

View all payment summery details using this report.

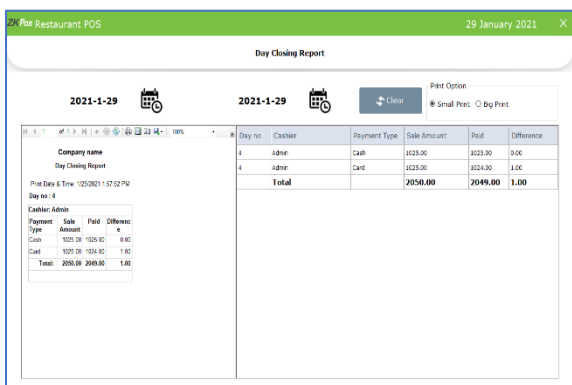
- Click on **PAYMENT SUMMERY REPORT**.
- Select **USER TYPE**.
- Select **USERS**.
- Choose the **Date Range**.
- Click **VIEW** button.
- Use **PRINT** option to take a print.



QUANTITY WISE SALESREPORT

View all Quantity wise sales details using this report.

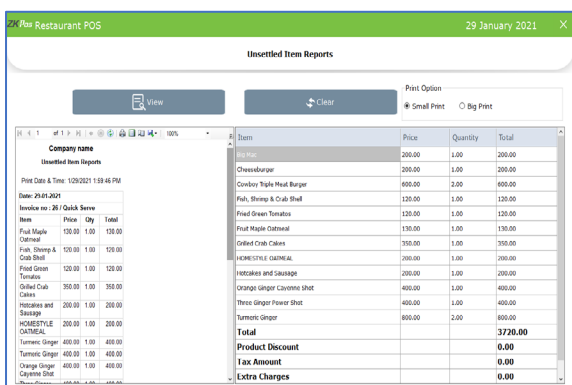
- Click on **QUANTITY WISE SALES REPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Use **PRINT** option to take a print.



DAY CLOSE REPORT

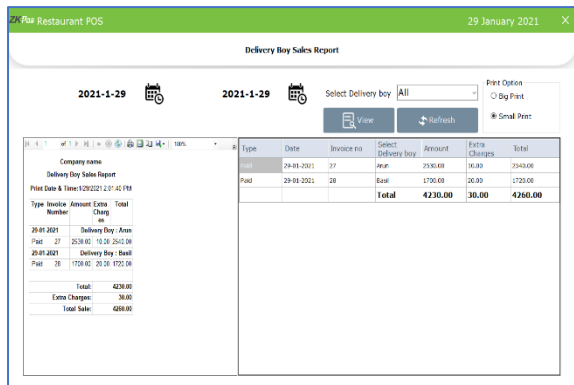
This report shows the day close report.

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



UNSETTLED ITEM REPORT

- To view the unsettled items, click view button.

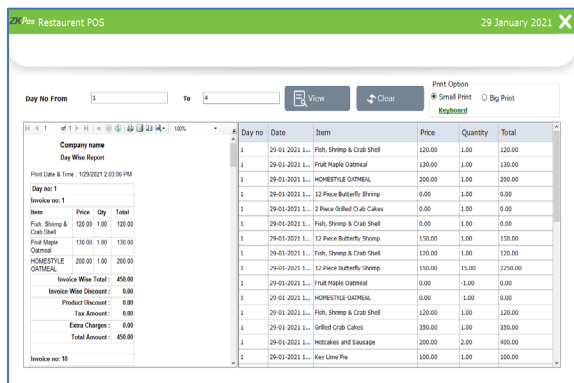


DELIVERY BOY SALES REPORT

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.

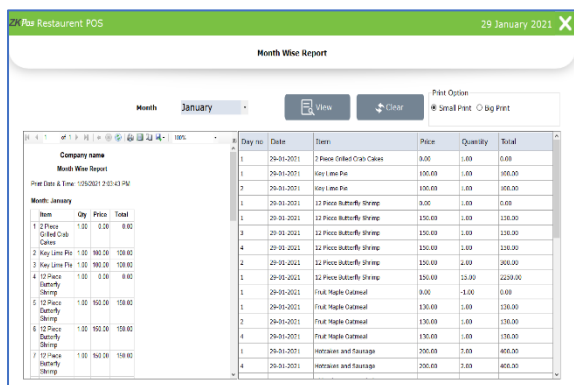
SALES REPORTS



DAY WISE REPORT

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

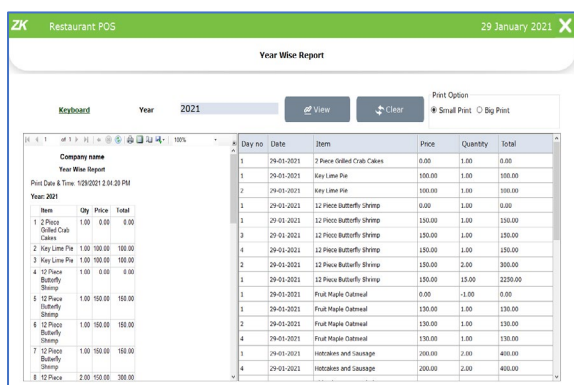
- Click on DAY WISE REPORT.
- Enter the FROM and TO day number.
- Click VIEW button to view the report.
- Use print feature as done in the other reports.



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.



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

Print Option: Small Print Big Print

| Day no | Item | Price | Quantity | Total |
|--------|---------------------------|--------|----------|----------------|
| 4 | 12 Piece Butterfly Shrimp | 150.00 | 1.00 | 150.00 |
| 4 | Fish, Shrimp & Crab Shell | 120.00 | 1.00 | 120.00 |
| 4 | Fruit Maple Oatmeal | 150.00 | 1.00 | 150.00 |
| 4 | Grilled Crab Cakes | 250.00 | 1.00 | 250.00 |
| 4 | HOMESTYLE OATMEAL | 200.00 | 1.00 | 200.00 |
| 4 | Hoisin and Sausage | 200.00 | 1.00 | 200.00 |
| | Total | | | 2050.00 |
| | Discount | | | 0.00 |
| | Product Discount | | | 0.00 |
| | Tax Amount | | | 0.00 |
| | Extra Charges | | | 0.00 |
| | Grand Total | | | 2050.00 |

DAILY ITEM REPORT

Provides the daily item report.

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

Department Report

Select Department: Clear

Print Option: Small Print Big Print

| Day no | Date | Item | Price | Quantity | Total |
|--------|------------|----------------------------|--------|----------|---------|
| 1 | 29-01-2021 | 12 Piece Butterfly Shrimp | 0.00 | 1.00 | 0.00 |
| 1 | 29-01-2021 | 12 Piece Butterfly Shrimp | 150.00 | 16.00 | 2400.00 |
| 2 | 29-01-2021 | 12 Piece Butterfly Shrimp | 150.00 | 2.00 | 300.00 |
| 3 | 29-01-2021 | 12 Piece Butterfly Shrimp | 150.00 | 1.00 | 150.00 |
| 4 | 29-01-2021 | 12 Piece Butterfly Shrimp | 150.00 | 1.00 | 150.00 |
| 1 | 29-01-2021 | 2 Piece Grilled Crab Cakes | 0.00 | 1.00 | 0.00 |
| 1 | 29-01-2021 | Fish, Shrimp & Crab Shell | 0.00 | 1.00 | 0.00 |
| 1 | 29-01-2021 | Fish, Shrimp & Crab Shell | 150.00 | 3.00 | 300.00 |
| 1 | 29-01-2021 | Fish, Shrimp & Crab Shell | 150.00 | 1.00 | 150.00 |
| 4 | 29-01-2021 | Fish, Shrimp & Crab Shell | 100.00 | 1.00 | 100.00 |
| 1 | 29-01-2021 | Fruit Maple Oatmeal | 0.00 | 1.00 | 0.00 |
| 1 | 29-01-2021 | Fruit Maple Oatmeal | 100.00 | 1.00 | 100.00 |
| 2 | 29-01-2021 | Fruit Maple Oatmeal | 100.00 | 1.00 | 100.00 |
| 4 | 29-01-2021 | Fruit Maple Oatmeal | 100.00 | 1.00 | 100.00 |
| 1 | 29-01-2021 | Grilled Crab Cakes | 350.00 | 1.00 | 350.00 |

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

Print Option: Small Print Big Print

Restaurant Items Beverages Items All Items

| Date | Item | Quantity | Price | Total |
|------------|----------------------------|----------|--------|---------|
| 29-01-2021 | 12 Piece Butterfly Shrimp | 1.00 | 0.00 | 0.00 |
| 29-01-2021 | 12 Piece Butterfly Shrimp | 18.00 | 150.00 | 2700.00 |
| 29-01-2021 | 12 Piece Butterfly Shrimp | 2.00 | 150.00 | 300.00 |
| 29-01-2021 | 2 Piece Grilled Crab Cakes | 1.00 | 0.00 | 0.00 |
| 29-01-2021 | Delishious Roast Veg Salad | 1.00 | 300.00 | 300.00 |
| 29-01-2021 | Caesar Salad | 1.00 | 300.00 | 300.00 |
| 29-01-2021 | Chipotle Orange Salad | 1.00 | 350.00 | 350.00 |
| 29-01-2021 | Fish, Shrimp & Crab Shell | 1.00 | 0.00 | 0.00 |
| 29-01-2021 | Fish, Shrimp & Crab Shell | 5.00 | 120.00 | 600.00 |
| 29-01-2021 | Fruit Maple Oatmeal | -1.00 | 0.00 | 0.00 |
| 29-01-2021 | Fruit Maple Oatmeal | 2.00 | 130.00 | 260.00 |
| 29-01-2021 | Fruit Maple Oatmeal | 1.00 | 130.00 | 130.00 |
| 29-01-2021 | Grilled Crab Cakes | 4.00 | 350.00 | 1400.00 |
| 29-01-2021 | Grilled Crab Cakes | 1.00 | 250.00 | 250.00 |
| 29-01-2021 | HOMESTYLE OATMEAL | -1.00 | 0.00 | 0.00 |

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

Category: **Breakfast** Print

Print Option: Small Print Big Print

| Date | Category | Item | Quantity | Cost | Price | Profit |
|------------|-----------|----------------------------|----------|---------|---------|----------------|
| 29-01-2021 | Breakfast | 12 Piece Butterfly Shrimp | 1.00 | 120.00 | 0.00 | -120.00 |
| 29-01-2021 | Breakfast | 12 Piece Butterfly Shrimp | 20.00 | 2400.00 | 3000.00 | 600.00 |
| 29-01-2021 | Breakfast | 2 Piece Grilled Crab Cakes | 1.00 | 120.00 | 0.00 | -120.00 |
| 29-01-2021 | Breakfast | Fish, Shrimp & Crab Shell | 1.00 | 100.00 | 0.00 | -100.00 |
| 29-01-2021 | Breakfast | Fish, Shrimp & Crab Shell | 5.00 | 500.00 | 600.00 | 100.00 |
| 29-01-2021 | Breakfast | Fruit Maple Oatmeal | -1.00 | 90.00 | 0.00 | -90.00 |
| 29-01-2021 | Breakfast | Fruit Maple Oatmeal | 3.00 | 270.00 | 390.00 | 120.00 |
| 29-01-2021 | Breakfast | Grilled Crab Cakes | 5.00 | 1500.00 | 1750.00 | 250.00 |
| 29-01-2021 | Breakfast | HOMESTYLE OATMEAL | 1.00 | 150.00 | 0.00 | -150.00 |
| 29-01-2021 | Breakfast | HOMESTYLE OATMEAL | 5.00 | 750.00 | 1000.00 | 250.00 |
| 29-01-2021 | Breakfast | Hoisin and Sausage | 4.00 | 600.00 | 800.00 | 200.00 |
| 29-01-2021 | Breakfast | Key Lime Pie | 2.00 | 150.00 | 200.00 | 70.00 |
| 29-01-2021 | Breakfast | Sausage Burrito | 1.00 | 65.00 | 100.00 | 35.00 |
| | | Total Profit | | | | 1525.00 |

CATEGORY WISE PROFIT REPORT

This report shows the category wise profit details.

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

2K Pos Restaurant POS 29 January 2021

Date Wise Profit Report

2021-1-29 12:00

Print Option: Small Print, Big Print

| Date | Item | Quantity | Cost | Price | Profit |
|------------|---------------------------|----------|---------|---------|----------------|
| 29-01-2021 | 12 Piece Butterly Shrimp | 4.00 | 485.00 | 605.00 | 120.00 |
| 29-01-2021 | Balamic Roast Veg Salad | 1.00 | 100.00 | 300.00 | 200.00 |
| 29-01-2021 | Caesar Salad | 1.00 | 100.00 | 300.00 | 200.00 |
| 29-01-2021 | Chopite Orange Salad | 1.00 | 100.00 | 350.00 | 250.00 |
| 29-01-2021 | Fish, Shrimp & Crab Shell | 3.00 | 300.00 | 360.00 | 60.00 |
| 29-01-2021 | Fruit Maple Oatmeal | 2.00 | 180.00 | 280.00 | 60.00 |
| 29-01-2021 | Grilled Crab Cakes | 3.00 | 1500.00 | 1750.00 | 250.00 |
| 29-01-2021 | HOMESTYLE OATMEAL | 4.00 | 600.00 | 800.00 | 200.00 |
| 29-01-2021 | Hotcakes and Sausage | 4.00 | 600.00 | 800.00 | 200.00 |
| 29-01-2021 | Key Lime Pie | 2.00 | 130.00 | 200.00 | 70.00 |
| 29-01-2021 | Savays Buns | 1.00 | 65.00 | 100.00 | 35.00 |
| | Profit | | | | 1665.00 |

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.

2K Pos Restaurant POS 29 January 2021

Product Wise Profit Report

2021-1-29 06:00

Print Option: Small Print, Big Print

| Date | Item | Quantity | Cost | Price | Profit |
|------------|--------------------------|----------|---------|---------|--------|
| 01-29-2021 | 12 Piece Butterly Shrimp | 15.00 | 1890.00 | 2250.00 | 450.00 |
| 01-29-2021 | Chopite Orange Salad | 1.00 | 100.00 | 350.00 | 250.00 |
| 01-29-2021 | Balamic Roast Veg Salad | 1.00 | 100.00 | 300.00 | 200.00 |
| 01-29-2021 | Caesar Salad | 1.00 | 100.00 | 300.00 | 200.00 |
| 01-29-2021 | HOMESTYLE OATMEAL | 1.00 | 150.00 | 300.00 | 150.00 |
| 01-29-2021 | HOMESTYLE OATMEAL | 3.00 | 450.00 | 600.00 | 150.00 |
| 01-29-2021 | Grilled Crab Cakes | 3.00 | 900.00 | 1050.00 | 150.00 |
| 01-29-2021 | Hotcakes and Sausage | 2.00 | 300.00 | 400.00 | 100.00 |
| 01-29-2021 | Hotcakes and Sausage | 2.00 | 300.00 | 400.00 | 100.00 |
| 01-29-2021 | Fruit Maple Oatmeal | 1.00 | 90.00 | 0.00 | 90.00 |
| 01-29-2021 | 12 Piece Butterly Shrimp | 2.00 | 240.00 | 300.00 | 60.00 |
| 01-29-2021 | HOMESTYLE OATMEAL | 1.00 | 150.00 | 200.00 | 50.00 |
| 01-29-2021 | HOMESTYLE OATMEAL | 1.00 | 150.00 | 200.00 | 50.00 |
| 01-29-2021 | Grilled Crab Cakes | 1.00 | 300.00 | 350.00 | 50.00 |
| 01-29-2021 | Grilled Crab Cakes | 1.00 | 300.00 | 350.00 | 50.00 |
| 01-29-2021 | Fruit Maple Oatmeal | 1.00 | 90.00 | 130.00 | 40.00 |

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.

2K Pos Restaurant POS 29 January 2021

Product cost n sales price

View

Print Option: Small Print, Big Print

| ID | Product Name | Sale Price | Cost Price | Difference |
|-------|----------------------------|------------|------------|------------|
| 13 | 12 Piece Butterly Shrimp | 150.00 | 120.00 | 30.00 |
| 10 | 2 Piece Grilled Crab Cakes | 175.00 | 120.00 | 55.00 |
| 155 | Apple Press Bowl | 100.00 | 100.00 | 50.00 |
| 129 | Alpha Pineapple Smoothie | 100.00 | 100.00 | 50.00 |
| 139 | Amazony Shrimp | 200.00 | 100.00 | 100.00 |
| 10324 | Agaveiro Sausage | 300.00 | 100.00 | 200.00 |
| 147 | Apple % Green Smoothie | 300.00 | 100.00 | 100.00 |
| 10196 | Apple Shake | 400.00 | 300.00 | 100.00 |
| 10320 | Apple Shake | 150.00 | 100.00 | 50.00 |
| 138 | Apple % Charge | 200.00 | 100.00 | 200.00 |
| 10213 | Arabian Coffee | 400.00 | 300.00 | 100.00 |
| 10212 | Arabian Special | 900.00 | 300.00 | 600.00 |
| 10266 | Armaello Punch | 400.00 | 100.00 | 300.00 |
| 10249 | Arma | 60.00 | 35.00 | 25.00 |
| 10177 | Arcuelo Blast | 100.00 | 40.00 | 60.00 |
| 10 | Bacon Cheddar | 150.00 | 100.00 | 50.00 |

PRODUCT COST N SALES PROFIT 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.

2K Pos Restaurant POS 29 January 2021

Sales Return Report

Day No From: 1 To Date: 1

Print Option: Small Print, Big Print

| Date | Casher | Invoice no | Item | Quantity | Total |
|------------|--------|------------|-------------------------|----------|-------------|
| 29-01-2021 | Admin | 1 | HOMESTYLE OATMEAL | 1.00 | 0.00 |
| 29-01-2021 | Admin | 1 | Fruit Maple Oatmeal | 1.00 | 0.00 |
| | | | Total | | 0.00 |
| | | | Discount | | 0 |
| | | | Product Discount | | 0.00 |
| | | | Tax Amount | | 0.00 |
| | | | Grand Total | | 0.00 |

SALES RETURN REPORT

You can view the details of sales return.

- Click **SALES RETURNREPORT**.
- 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.

Extra Charge Report

2021-1-29 2021-1-29

Print Option: Small Print, Big Print

| Date | Invoice no | Extra Charges | Amount |
|--------------------|------------|------------------|---------------|
| 29-01-2021 | 1 | Default Delivery | 10.0000 |
| 29-01-2021 | 2 | Default Delivery | 20.0000 |
| 29-01-2021 | 3 | AC CASH | 100.0000 |
| 29-01-2021 | 4 | Delivery | 100.0000 |
| Grand Total | | | 230.00 |

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

Print Option: Small Print, Big Print

| Item Code | Item | Qty |
|-----------|-------------------------------|--------|
| 10 | 2 Piece Grilled Crab Cakes | -1.00 |
| 11 | Head On Live Shrimp | -1.00 |
| 110 | Chopped Chicken and Rice Soup | 1.00 |
| 12 | Key Lime Pie | 2.00 |
| 13 | 12 Piece Buffalo Wings | -22.00 |
| 14 | Ultimate Seafood Platter | -3.00 |
| 4 | Fruit Maple Goddess | -5.00 |
| 5 | Hickories and Smoke | -5.00 |
| 6 | Charred Salad | -2.00 |
| 62 | Chopped Orange Salad | -2.00 |
| 63 | Bacone Roast Veg Salad | -1.00 |
| 66 | Chester Salad | -1.00 |
| 5 | House Burger | -1.00 |
| 60 | Crispy Chicken Club Salad | -3.00 |
| 7 | HONEYBEE GARNISH | -7.00 |
| 8 | HA, Shrimp & Crab Shell | -9.00 |

STOCK REPORT

View all Stock details using this report.

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

Physical Stock Report

Print Option: Small Print, Big Print

| Item | Receiving | Spoilage | Sales | Balance |
|----------------------------|-----------|----------|-------|---------|
| Open Product | 0 | 0.00 | 0.00 | 0.00 |
| 2 Piece Grilled Crab Cakes | 0 | 0.00 | 1.00 | -1.00 |
| Creamy Potato Leek Soup | 0 | 0.00 | 0.00 | 0.00 |
| Turkey Wild Rice Soup | 0 | 0.00 | 0.00 | 0.00 |
| Onion Kick | 0 | 0.00 | 0.00 | 0.00 |
| Great Greens | 0 | 0.00 | 0.00 | 0.00 |
| Purely Orange | 0 | 0.00 | 0.00 | 0.00 |
| Purely Carmel | 0 | 0.00 | 0.00 | 0.00 |
| Orange Carmel Salad | 0 | 0.00 | 0.00 | 0.00 |
| Orange Berry Assistant | 0 | 0.00 | 0.00 | 0.00 |
| Kale Orange Power | 0 | 0.00 | 0.00 | 0.00 |
| Tropic Kebabbar | 0 | 0.00 | 0.00 | 0.00 |
| Tropical Kick Start | 0 | 0.00 | 0.00 | 0.00 |
| Purely Apple | 0 | 0.00 | 0.00 | 0.00 |
| Orange Juice | 0 | 0.00 | 0.00 | 0.00 |
| Cranberry Juice | 0 | 0.00 | 0.00 | 0.00 |

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

Report option: Small Print, Big Print

| Receiving Date | Vendor | Batch No | Invoice no | Item | Quantity | Price | Total |
|----------------|----------|----------|------------|---------------|----------|--------|----------|
| 29-01-2021 | Supplier | 1 | 1 | Onion Kick | 50 | 40.00 | 2000.00 |
| 29-01-2021 | Supplier | 1 | 1 | Creamy Pot... | 100 | 100.00 | 10000.00 |
| 29-01-2021 | Supplier | 1 | 1 | Mango Cha... | 100 | 100.00 | 10000.00 |

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.

Transaction Report

2021-1-29 2021-1-29

Report option: # Small Print, # Big Print

| Transfer Date | Vendor | Batch No | Item | Qty | Cost Price | Sale Price | Total Cost | Total Sale |
|---------------|---------|----------|----------------------------|-----|------------|------------|------------|------------|
| 29-01-2021 | Supp... | 1 | 2 Piece Grilled Crab Cakes | 10 | 6.00 | 120.00 | 6.0000 | 1200.00 |
| 29-01-2021 | Supp... | 1 | Creamy Potato Leek Soup | 50 | 6.00 | 100.00 | 6.0000 | 500.00 |

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

Ingredients: Select

Print Option: # Small Print, # Big Print

| Ingredients | Units | Total Quantity | Sale Qty | Current |
|---------------|-------|----------------|----------|---------|
| Sugar | gram | 6.00 | 6.00 | 0.00 |
| GB Powder | gram | 100.00 | 0.00 | 100.00 |
| Turner Powder | gram | 200.00 | 0.00 | 200.00 |

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

2021-1-29 2021-1-29

Vendor: Select

Print Option: # Small Print, # Big Print

| Date | Receiving No | Vendor | Ingredients | Unit | Quantity | Amount |
|------------|--------------|---------|---------------|------|----------|---------|
| 29-01-2021 | 1 | Supplek | GB Powder | gram | 100.00 | 100.00 |
| 29-01-2021 | 1 | Supplek | GB Powder | gram | 100.00 | 100.00 |
| 29-01-2021 | 1 | Supplek | Turner Powder | gram | 200.00 | 1000.00 |

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

2021-1-29 2021-1-29

Print Option: # Small Print, # Big Print

| Product Details | Cost Price | Sale Price | Profit |
|----------------------------|------------|------------|---------|
| HOMESTYLE OATMEAL | 150.00 | 0.00 | 150.00 |
| HOMESTYLE OATMEAL | 40.00 | 0.00 | 40.00 |
| Fruit Maple Oatmeal | 100.00 | 120.00 | 20.00 |
| Fish, Shrimp & Crab Shell | 100.00 | 100.00 | 0.00 |
| HOMESTYLE OATMEAL | 150.00 | 200.00 | 50.00 |
| Fruit Maple Oatmeal | 90.00 | 130.00 | 40.00 |
| Grilled Crab Cakes | 80.00 | 200.00 | 120.00 |
| Hotcakes and Sausage | 300.00 | 400.00 | 100.00 |
| Key Lime Pie | 65.00 | 100.00 | 35.00 |
| 2 Piece Grilled Crab Cakes | 120.00 | 0.00 | -120.00 |
| Fish, Shrimp & Crab Shell | 100.00 | 0.00 | -100.00 |
| 12 Piece Butterfly Shrimp | 120.00 | 0.00 | -120.00 |
| 12 Piece Butterfly Shrimp | 120.00 | 180.00 | 60.00 |
| Fish, Shrimp & Crab Shell | 100.00 | 120.00 | 20.00 |
| 12 Piece Butterfly Shrimp | 180.00 | 275.00 | 95.00 |
| Grilled Crab Cakes | 300.00 | 350.00 | 50.00 |

INGREDIENTS PROFIT REPORT

View all Ingredients Profit details using this report.

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

2K Pos Restaurant POS 29 January 2021

Stock Value Report

Print Option: Small Print Big Print

| Product ID | Item | Price | Stock | Total Amount |
|------------|--------------------------------------|--------|--------|--------------|
| 10 | 2 Piece Offed Crab Cakes | 120.00 | -11.00 | -1320.00 |
| 100 | Creamy Potato Leek Soup | 100.00 | 50.00 | 5000.00 |
| 10181 | Onion Kik | 40.00 | 50.00 | 2000.00 |
| 11 | Fried Green Tomatoes | 100.00 | -1.00 | -100.00 |
| 110 | Chipotle Chicken and Rice Soup | 100.00 | -1.00 | -100.00 |
| 12 | Key Lime Pie | 65.00 | -2.00 | -130.00 |
| 127 | Mango Cha Omega Smoothie with Yogurt | 100.00 | 100.00 | 10000.00 |
| 13 | 12 Piece Butterfly Shrimp | 120.00 | -22.00 | -2640.00 |
| 14 | Ultimate Seafood Platter | 100.00 | -1.00 | -100.00 |
| 4 | Fruit Maple Oatmeal | 90.00 | 6.00 | 540.00 |
| 5 | Hotcakes and Sausage | 150.00 | 5.00 | 750.00 |
| 51 | Chopped Salad | 100.00 | 2.00 | 200.00 |
| 52 | Chipotle Orange Salad | 100.00 | -2.00 | -200.00 |
| 53 | Bacone Fresh Veg Salad | 100.00 | -1.00 | -100.00 |
| 55 | Cheese Salad | 100.00 | -1.00 | -100.00 |
| 6 | Sausage Burrito | 65.00 | -1.00 | -65.00 |

STOCK VALUE REPORT

View all Stock Value details using this report.

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

2K Pos Restaurant POS 29 January 2021

Low Stock Report

Print Option: Small Print Big Print

| Product ID | Item | Cost | Quantity |
|------------|--------------------------------|--------|----------|
| 10 | 2 Piece Offed Crab Cakes | 120.00 | -11.00 |
| 11 | Fried Green Tomatoes | 100.00 | 1.00 |
| 110 | Chipotle Chicken and Rice Soup | 100.00 | 1.00 |
| 12 | Key Lime Pie | 65.00 | 2.00 |
| 12 | 12 Piece Butterfly Shrimp | 120.00 | 22.00 |
| 14 | Ultimate Seafood Platter | 100.00 | -1.00 |
| 4 | Fruit Maple Oatmeal | 90.00 | -6.00 |
| 5 | Hotcakes and Sausage | 150.00 | -5.00 |
| 51 | Chopped Salad | 100.00 | -2.00 |
| 52 | Chipotle Orange Salad | 100.00 | -2.00 |
| 53 | Bacone Fresh Veg Salad | 100.00 | -1.00 |
| 55 | Cheese Salad | 100.00 | -1.00 |
| 6 | Sausage Burrito | 65.00 | -1.00 |
| 60 | Creamy Potato Leek Soup | 100.00 | 3.00 |
| 7 | HOMESTYLE OATMEAL | 120.00 | 7.00 |
| 8 | High Shrimp & Crab Shell | 100.00 | 6.00 |

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.

2K Pos Restaurant POS 29 January 2021

Expense Details Report

Print Option: Small Print Big Print

Expense Types: All

| Date | Name | Invoice no | Amount |
|----------|--------|------------|--------|
| 28/01/21 | Item 1 | 1 | 500.00 |

EXPENSE DETAILSREPORT

View all Expense details using this report.

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

2K Pos Restaurant POS 29 January 2021

Vendor Report

Print Option: Small Print Big Print

Vendor: SupplierA

| Date | Vendor | Type | Batch No | Invoice no | Debit | Credit |
|----------|----------|-------|----------|------------|-------|---------|
| 01/21/21 | Supplier | Stock | 1 | 1 | 0.00 | 500.00 |
| 01/21/21 | Supplier | Stock | 2 | 2 | 0.00 | 1200.00 |
| 01/21/21 | Supplier | Stock | 3 | 3 | 0.00 | 2400.00 |
| 01/21/21 | Supplier | Stock | 4 | 4 | 0.00 | 1200.00 |
| 01/27/21 | Supplier | Stock | 5 | 5 | 0.00 | 500.00 |
| 01/28/21 | Supplier | Invnt | 1 | 1 | 0.00 | 350.00 |
| 01/28/21 | Supplier | Invnt | 2 | 123 | 0.00 | 252.30 |
| 01/29/21 | Supplier | Stock | 5 | 5 | 0.00 | 420.00 |
| 01/29/21 | Supplier | Stock | 7 | 7 | 0.00 | 1200.00 |
| 01/29/21 | Supplier | Stock | 9 | 9 | 0.00 | 1200.00 |
| 01/29/21 | Supplier | Stock | 9 | 9 | 0.00 | 2220.00 |
| 01/29/21 | Supplier | Stock | 10 | 10 | 0.00 | 1212.00 |
| 01/29/21 | Supplier | Stock | 11 | 11 | 0.00 | 1100.00 |

VENDOR REPORT

View all Vendor details using this report.

- Click on **VENDORREPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Choose **Vendor name**.
- Use **PRINT** option to take a print.

Cost Reports

2021-1-29 2021-1-29

Print Option: # Small Print, ○ Big Print

| Date | Item | Quantity | Cost | Price | Total Cost |
|------------|-------------|----------|--------|-------|------------|
| 01-29-2021 | Omega Oils | 50 | 40.00 | 100 | 1000.00 |
| 01-29-2021 | Creamy Pkts | 100 | 120.00 | 300 | 1000.00 |
| 01-29-2021 | Mango Chia | 100 | 100.00 | 150 | 1000.00 |

Company name: Cost Reports
Print Date & Time: 1/29/2021 2:17:57 PM
Date: 1/29/2021 12:00:00 AM

| Item | Qty | Cost | Price | Total |
|----------------------|-----|--------|--------|----------------|
| Omega Oils | 50 | 40.00 | 100.00 | 1000.00 |
| Creamy Pkts | 100 | 120.00 | 300.00 | 1000.00 |
| Mango Chia | 100 | 100.00 | 150.00 | 1000.00 |
| Total: | | | | 2200.00 |
| Total Amount: | | | | 2200.00 |

COST REPORT

- Select the date range and click view button.

Inventory Reports

2021-1-29

Print Option: # Small Print, ○ Big Print

| Product ID | Item | Cost | Quantity |
|------------|---------------------------------------|--------|----------|
| 10 | 2 Piece Grilled Crab Cakes | 170.00 | 11.50 |
| 100 | Creamy Potato Leek Soup | 100.00 | 50.00 |
| 10003 | Omega Oils | 40.00 | 50.00 |
| 11 | Hot Green Tomatoes | 100.00 | 2.00 |
| 110 | Ulipotto Chicken and Rice Soup | 100.00 | 1.00 |
| 12 | Key Lime Pie | 60.00 | 2.00 |
| 127 | Mango Chia Omega Smoothie with Yogurt | 100.00 | 100.00 |
| 13 | 12 Piece Buttery Shrimp | 120.00 | -23.00 |
| 14 | Ultimate Seafood Platter | 100.00 | -1.00 |
| 1 | Fruit Maxie Outmail | 60.00 | -7.00 |
| 5 | Hettakee and Sausage | 150.00 | -6.00 |
| 11 | Chopped Salad | 100.00 | 2.00 |
| 13 | Peppercorn Orange Salad | 100.00 | 2.00 |
| 13 | Roasted Kale and Sweet Potato | 100.00 | 1.00 |
| 16 | Concord Salad | 100.00 | 1.00 |
| 1 | Sausage Burrito | 60.00 | 1.00 |

Company name: Inventory Reports
Print Date & Time: 1/29/2021 2:17:42 PM

| Item | Item | Cost | Balance |
|-------|---------------------------------------|--------|---------|
| 10 | 2 Piece Grilled Crab Cakes | 120.00 | -11.50 |
| 100 | Creamy Potato Leek Soup | 100.00 | 60.00 |
| 10003 | Omega Oils | 40.00 | 60.00 |
| 11 | Hot Green Tomatoes | 100.00 | -2.00 |
| 110 | Ulipotto Chicken and Rice Soup | 100.00 | -1.00 |
| 12 | Key Lime Pie | 60.00 | 2.00 |
| 127 | Mango Chia Omega Smoothie with Yogurt | 100.00 | 100.00 |

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 Reports

2021-1-29

Print Option: # Small Print, ○ Big Print

| Item | Receiving | Spillage | Sales | Balance |
|--------------------------------|-----------|----------|-------|---------|
| Open Product | 0 | 0.00 | 0.00 | 0.00 |
| 2 Piece Grilled Crab Cakes | 0 | 10.00 | 1.00 | -11.00 |
| Creamy Potato Leek Soup | 100 | 50.00 | 0.00 | 50.00 |
| Turkey Wild Rice Soup | 0 | 0.00 | 0.00 | 0.00 |
| Omega Oils | 50 | 0.00 | 0.00 | 50.00 |
| Hot Green Tomatoes | 0 | 0.00 | 0.00 | 0.00 |
| Ulipotto Chicken and Rice Soup | 0 | 0.00 | 0.00 | 0.00 |
| Key Lime Pie | 0 | 0.00 | 0.00 | 0.00 |
| Orange Carrot Twist | 0 | 0.00 | 0.00 | 0.00 |
| Orange Honey Anise/lemon | 0 | 0.00 | 0.00 | 0.00 |
| Key Lime Orange Power | 0 | 0.00 | 0.00 | 0.00 |
| Tropic Revoltator | 0 | 0.00 | 0.00 | 0.00 |
| Tropic Kids Start | 0 | 0.00 | 0.00 | 0.00 |
| Purely Apple | 0 | 0.00 | 0.00 | 0.00 |
| Orange Juice | 0 | 0.00 | 0.00 | 0.00 |
| Cranberry Juice | 0 | 0.00 | 0.00 | 0.00 |

Company name: Inventory Transaction Reports
Print Date & Time: 1/29/2021 2:16:43 PM

| Item | Receiv | Spill | Sales | Balance |
|----------------------------|--------|-------|-------|---------|
| 12 Piece Buttery Shrimp | 0.00 | 0.00 | 23.00 | 23.00 |
| 2 Piece Grilled Crab Cakes | 0.00 | 10.00 | 1.00 | 11.00 |
| Apple Pie | 0.00 | 0.00 | 0.00 | 0.00 |
| Alpine Raspberry Smoothie | 0.00 | 0.00 | 0.00 | 0.00 |
| Amazing | 0.00 | 0.00 | 0.00 | 0.00 |
| Coveries | 0.00 | 0.00 | 0.00 | 0.00 |
| Appetizer Spotlight | 0.00 | 0.00 | 0.00 | 0.00 |
| Apple n Cream Smoothie | 0.00 | 0.00 | 0.00 | 0.00 |

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 Report

2021-1-29 2021-1-29

Customer: John

Print Option: # Small Print, ○ Big Print

| Date | Customer Name | Debit | Credit | Balance |
|------------|---------------|---------|---------|---------|
| 01/29/2021 | John | 2200.00 | 0.00 | 2200.00 |
| | Initial | | 2200.00 | 2200.00 |

Company name: Customer Details Report
Print Date & Time: 1/29/2021 2:16:19 PM
Customer Name: John

| Date | Debit | Credit | Balance |
|---------------|----------------|----------------|---------------|
| 01/29/2021 | 2200.00 | 0.00 | 2200.00 |
| Balance: | 0.00 | 2200.00 | 2200.00 |
| Total: | 2200.00 | 2000.00 | 250.00 |

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 Name | Date | Invoice no | Points |
|---------------------|------------|------------|------------|
| lathweah | 2021-01-28 | 43 | 30 |
| lathweah | 2021-01-28 | 43 | 30 |
| lathweah | 2021-01-28 | 44 | 30 |
| lathweah | 2021-01-28 | 42 | 30 |
| lathweah | 2021-01-28 | 44 | 30 |
| arnal | 2021-01-28 | 48 | 30 |
| arnal | 2021-01-28 | 50 | 30 |
| lathweah | 2021-01-28 | 44 | 30 |
| arnal | 2021-01-28 | 45 | 30 |
| arnal | 2021-01-28 | 47 | 30 |
| lathweah | 2021-01-28 | 51 | 30 |
| Total Points | | | 300 |

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.

| Date | Customer Name | Amount |
|----------------|---------------|-----------------|
| 14-03-2021 | John | 2000.00 |
| 14-03-2021 | James | 260.00 |
| Advance | | 2,260.00 |

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 Name | Card No | Expiry Date | Issue Amount | Used Amount | Remaining Balance |
|---------------|---------|-------------|--------------|-------------|-------------------|
| Sam | 12345 | 2021-04-25 | 999.00 | 141.00 | 848.4000 |

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

| Date | Day no | Invoice no | Net Amount | Tax Amount | Gross Amount |
|--------------|--------|------------|----------------|---------------|----------------|
| 28-01-2021 | 33 | 576.00 | 6.00 | 579.00 | |
| 29-01-2021 | 34 | 708.00 | 127.80 | 835.80 | |
| Total | | | 1284.00 | 127.80 | 1467.80 |

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

2021-1-29 2021-1-29

| Date | Invoice No | User | Debit | Credit |
|------------|------------|-----------------------------|-------|--------|
| 29-01-2021 | 1 | User: Admin | 3.00 | 0.00 |
| 29-01-2021 | 1 | Ingredients Packaging, H... | 3.00 | 30.00 |
| 29-01-2021 | 1 | Ingredients Packaging, H... | 3.00 | 30.00 |
| 29-01-2021 | 1 | Stock Receiving Jancom... | 3.00 | 0.00 |
| 29-01-2021 | 4 | User: Admin | 3.00 | 0.00 |
| 29-01-2021 | 5 | User: Admin | 3.00 | 0.00 |
| 29-01-2021 | 6 | User: Admin | 3.00 | 0.00 |
| 29-01-2021 | 10 | User: Admin | 3.00 | 0.00 |
| 29-01-2021 | 13 | User: Admin | 3.00 | 0.00 |
| 29-01-2021 | 20 | User: Admin | 3.00 | 0.00 |
| 29-01-2021 | 22 | User: Admin | 3.00 | 0.00 |
| 29-01-2021 | 24 | User: Admin | 3.00 | 0.00 |
| 29-01-2021 | 25 | User: Admin | 3.00 | 0.00 |
| 29-01-2021 | 27 | User: Admin | 3.00 | 0.00 |
| 29-01-2021 | 28 | User: Admin | 3.00 | 0.00 |
| 29-01-2021 | 29 | User: Admin | 3.00 | 0.00 |

TAX REPORT

View all Tax Details using this report.

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

OTHER REPORTS

Order Summary Report

2021-1-29 2021-1-29

| Order No | Date | Time | Item | Status |
|----------|------------|----------|---|-------------------|
| 1 | 29-01-2021 | 10:42:01 | Fruit Maple Oatmeal - 1,Fruit Maple Oatmeal - 1,12 Piece... | Order Created |
| 2 | 29-01-2021 | 10:51:53 | Fish, Shrimp Ramp, Crab Shell - 1,12 Piece Butterfly Shrim... | Order Created |
| 3 | 29-01-2021 | 10:52:28 | Fish, Shrimp Ramp, Crab Shell - 1,12 Piece Butterfly Shrim... | Order Created |
| 4 | 29-01-2021 | 10:52:29 | Fish, Shrimp Ramp, Crab Shell - 1,Fruit Maple Oatmeal - 1... | Order Created |
| 5 | 29-01-2021 | 12:20:12 | INDONESIA CUPRIMAL - 1,12 Piece Butterfly Shrimp - 1,Pi... | Order Created |
| 5 | 29-01-2021 | 12:22:19 | INDONESIA CUPRIMAL - 1,12 Piece Butterfly Shrimp - 1,Pi... | Ready to Delivery |
| 5 | 29-01-2021 | 12:22:49 | INDONESIA CUPRIMAL - 1,12 Piece Butterfly Shrimp - 1,Pi... | Delivered |
| 6 | 29-01-2021 | 12:24:22 | 12 Piece Butterfly Shrimp - 1,Fish, Shrimp Ramp, Crab Sh... | Order Created |
| 7 | 29-01-2021 | 12:24:38 | 12 Piece Butterfly Shrimp - 1,Fish, Shrimp Ramp, Crab Sh... | Order Created |

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.

Action Log Report

2021-1-29 2021-1-29

| Log Date | User | Form | Description | Status |
|------------|-------|------------|---|--------|
| 29-01-2021 | Admin | Login | Work period started for User:Admin on dname:1 | Add |
| 29-01-2021 | Admin | AdminOKky | Libby options modified | BSK |
| 29-01-2021 | Admin | AdminOKky | Libby options modified | BSK |
| 29-01-2021 | Admin | AdminOKky | Libby options modified | BSK |
| 29-01-2021 | Admin | WorkPeriod | Work period started for User:Admin on dname:3 | Add |
| 29-01-2021 | Admin | WorkPeriod | Work period started for User:Admin on dname:4 | Add |
| 29-01-2021 | Admin | WorkPeriod | Work period started for User:Admin on dname:5 | Add |
| 29-01-2021 | Admin | WorkPeriod | Work period started for User:Admin on dname:7 | Add |
| 29-01-2021 | Admin | WorkPeriod | Work period started for User:Admin on dname:8 | Add |
| 29-01-2021 | Admin | WorkPeriod | Work period started for User:Admin on dname:9 | Add |

ACTION LOG REPORT

View all Action Log Details using this report.

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

Food Voucher Report

2021-1-29 2021-1-29

| Voucher Series | Voucher Code | Expiry Date | Used Date | Invoice no | Amount Status |
|----------------|--------------|-------------|------------|------------|---------------|
| voucher 1 | 2192865 | 2021-02-28 | 2021-01-29 | 49 | 20.00 Used |
| voucher 1 | 2778514 | 2021-02-28 | | | 20.00 Avail |
| voucher 1 | 4501764 | 2021-02-28 | | | 20.00 Avail |
| voucher 1 | 117175 | 2021-02-28 | | | 20.00 Avail |
| voucher 1 | 4088095 | 2021-02-28 | | | 20.00 Avail |
| voucher 1 | 5112030 | 2021-02-28 | | | 20.00 Avail |
| voucher 1 | 5154207 | 2021-02-28 | | | 20.00 Avail |
| voucher 1 | 3683284 | 2021-02-28 | | | 20.00 Avail |
| voucher 1 | 4952296 | 2021-02-28 | | | 20.00 Avail |
| voucher 1 | 5138741 | 2021-02-28 | | | 20.00 Avail |

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.

ZKPos Restaurant POS 29 January 2021

Gratuity / Tip Report

Food Server: All

Print Option: Small Print, Big Print

| Date | Invoice no | Bill Amount | Vendor | Tip | Status |
|------------------|------------|-------------|--------|-------------------------|---------------|
| 01/29/21 09:00.. | 70 | 600.0000 | asha | 70.0000 | Adjusted |
| 01/29/21 09:00.. | 70 | 600.0000 | asha | 5.0000 | Adjusted |
| 01/29/21 09:00.. | 1 | 600.0000 | asha | 60.0000 | Adjusted |
| 01/29/21 09:00.. | 1 | 600.0000 | asha | 0.0000 | Adjusted |
| 01/29/21 09:00.. | 1 | 600.0000 | asha | 40.0000 | Adjusted |
| 01/29/21 09:00.. | 4 | 660.0000 | asha | 5.0000 | Adjusted |
| 01/29/21 09:00.. | 5 | 600.0000 | asha | 30.0000 | Adjusted |
| 01/29/21 09:00.. | 5 | 400.0000 | asha | 40.0000 | Adjusted |
| 01/29/21 09:00.. | 7 | 600.0000 | asha | 0.0000 | Adjusted |
| 01/29/21 09:00.. | 4 | 660.0000 | asha | 5.0000 | Adjusted |
| 01/29/21 09:00.. | 5 | 600.0000 | asha | 35.0000 | Adjusted |
| 01/29/21 09:00.. | 7 | 600.0000 | asha | 60.0000 | Adjusted |
| 01/29/21 09:00.. | 7 | 400.0000 | asha | 60.0000 | Adjusted |
| | | | | Total Tip Amount | 214.00 |

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.

ZKPos Restaurant POS 29 January 2021

Order Details Report

Food Server: All, Status: All, Priority: All

Print Option: Small Print, Big Print

| Date | Order | Invoice no | Tickets | Priority | Food Server | Order Status |
|------------|-------|------------|------------|----------|-------------|----------------|
| 21-01-2021 | 1 | 6 | Cancelled | Normal | asha | Order Creat... |
| 21-01-2021 | 2 | 7 | Cancelled | Urgent | asha | Delivered |
| 21-01-2021 | 3 | 8 | Cancelled | Normal | asha | Order Creat... |
| 25-01-2021 | 1 | 19 | Cancelled | Normal | asha | Order Creat... |
| 21-01-2021 | 4 | 9 | Cancelled | Normal | asha | Order Creat... |
| 25-01-2021 | 2 | 20 | Cancelled | Normal | asha | Order Creat... |
| 21-01-2021 | 5 | 10 | Cancelled | Urgent | asha | Order Creat... |
| 25-01-2021 | 3 | 21 | Quik Serve | Normal | asha | Order Creat... |
| 28-01-2021 | 1 | 108 | Quik Serve | Normal | asha | Order Creat... |
| 28-01-2021 | 4 | 65 | Table Top | Normal | asha | Order Creat... |
| 28-01-2021 | 5 | 75 | Quik Serve | Normal | asha | Order Creat... |

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.

ZKPos Restaurant POS 29 January 2021

Cancel Order Report

Print Option: Small Print, Big Print

| Day no | Date | Invoice no | Item | Quantity |
|--------|------------|------------|-------------------------|----------|
| 1 | 29-01-2021 | 2 | 17 Pizza 9.99x1/2 S/veg | 1.0000 |

CANCEL ORDER REPORT

View all Cancel Order Details using this report.

- Click on CANCEL ORDER REPORT.
- Choose FROM DATE and TO DATE.
- Click SEARCH button.
- Use PRINT option to take a print.

ZKPos Restaurant POS 29 January 2021

Work Period Reports

User: All Users

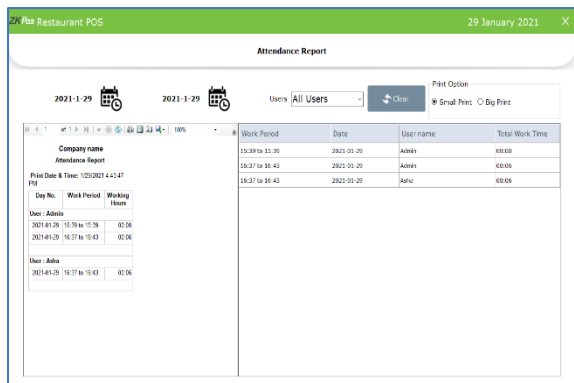
Print Option: Small Print, Big Print

| Date | Day no | Payment Type | Total | Total |
|--------------------|--------|--|-----------------|-------|
| 29-01-2021 09:00.. | 1 | Admin (Administrator 29-01-2021 - 29-01-2021) - Cash | 1970.0000 | |
| 29-01-2021 09:00.. | 1 | Admin (Administrator 29-01-2021 - 29-01-2021) - Complimentary | 0.0000 | |
| 29-01-2021 09:00.. | 1 | Admin (Administrator 29-01-2021 - 29-01-2021) - CustomerCredit | 1250.0000 | |
| 29-01-2021 09:00.. | 1 | Admin (Administrator 29-01-2021 - 29-01-2021) - Swigg | 120.0000 | |
| 29-01-2021 13:00.. | 2 | Admin (Administrator 29-01-2021 - 29-01-2021) - Cash | 270.0000 | |
| 29-01-2021 13:00.. | 3 | Admin (Administrator 29-01-2021 - 29-01-2021) - Cash | 270.0000 | |
| 29-01-2021 13:00.. | 4 | Admin (Administrator 29-01-2021 - 29-01-2021) - Card | 1023.0000 | |
| 29-01-2021 13:00.. | 4 | Admin (Administrator 29-01-2021 - 29-01-2021) - Cash | 1023.0000 | |
| 29-01-2021 13:00.. | 5 | Admin (Administrator 29-01-2021 - 29-01-2021) - Cash | 1917.0000 | |
| 29-01-2021 14:00.. | 6 | Admin (Administrator 29-01-2021 - 29-01-2021) - Cash | 100.0000 | |
| 29-01-2021 14:00.. | 7 | Admin (Administrator 29-01-2021 - 29-01-2021) - Cash | 570.0000 | |
| 29-01-2021 14:00.. | 7 | Admin (Administrator 29-01-2021 - 29-01-2021) - Cash | 897.0000 | |
| Grand Total | | | 16264.80 | |

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.



ATTENDANCE REPORT

View all Attendance using this report.

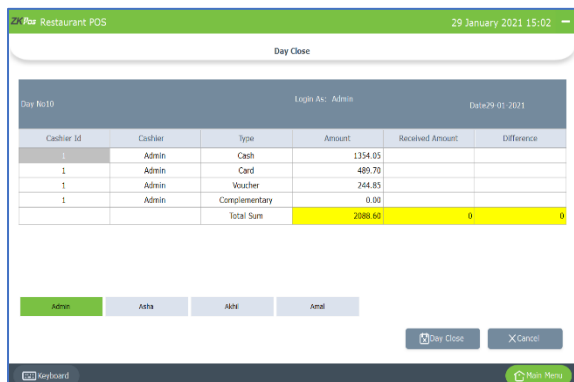
- Click on **ATTENDANCEREPORT**.
- Choose **FROM DATE** and **TO DATE**.
- Choose **USERS**.
- Use **PRINT** option to take a print.

DASHBOARD

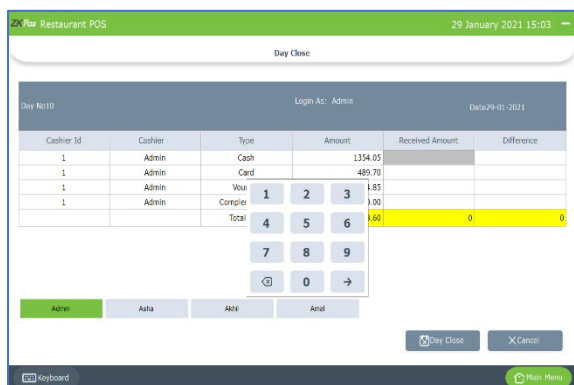
Dashboard is available ADMIN. ADMIN can view the orders that have been sent to the kitchen and to food server and also the status of the order. He can view all the active tickets in this section. For instance, suppose an order has been send to the kitchen, then the kitchen manager and food server can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

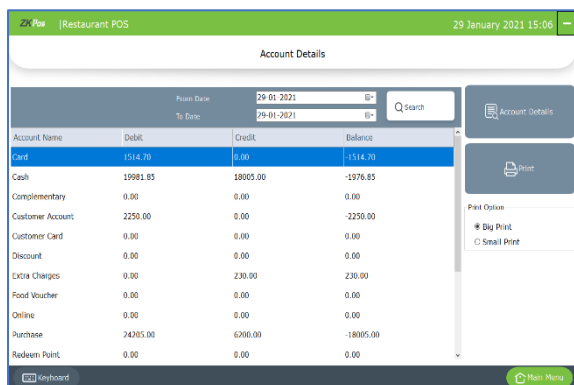


- You can see a **DAY CLOSE** button in the MAIN MENU. This option is only available to ADMIN.
- Click on **DAY CLOSE**.
- You can see the **INVOICE AMOUNT** in the **AMOUNT** column. You need to enter the amount that you received from the customer in **RECEIVED AMOUNT** column.

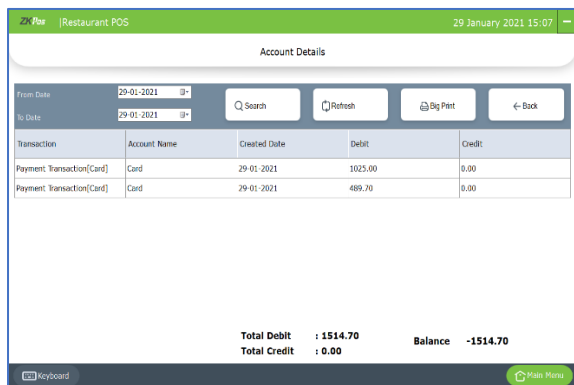


- Now click on **DAY CLOSE** button.
- Confirm the day close by choosing **YES**. If there is any unprocessed bill another popup will show up and you need to confirm it too by clicking **CONTINUE**.
- To complete the process, you need to enter the **ADMIN PASSWORD**.

ACCOUNT



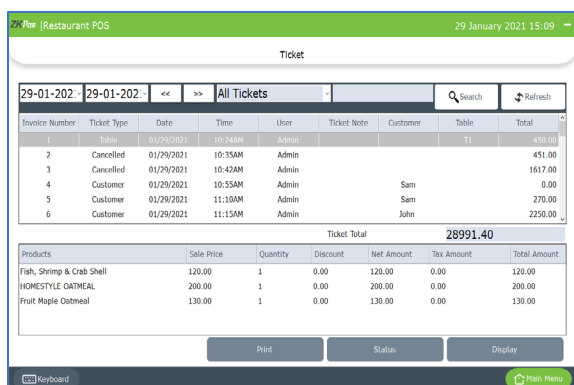
- Select account option from main menu.
- You can see the account transactions done through the software here.



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

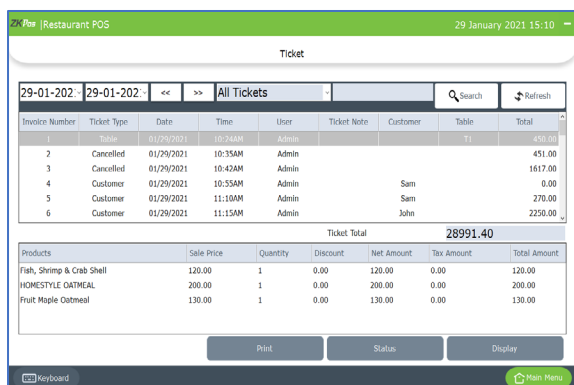
TICKET

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.

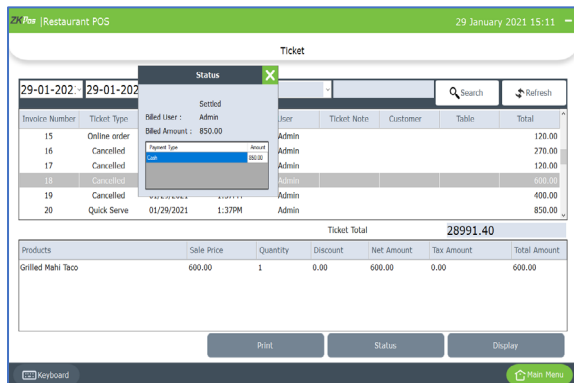


- Go to **MAINMENU**.
- Click on **TICKETS** button on the top left corner.
- Select the **FROM** date and **TO** date.
- You can select the **TICKETTYPE** from the dropdown.

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.

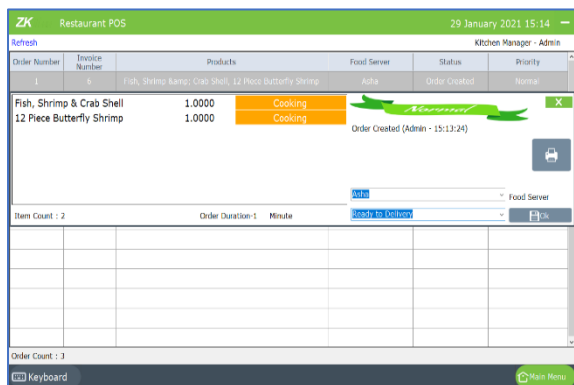


- You can see the status of each invoice here.
- Select an invoice from invoice listing grid.
- Click on STATUS button.

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.

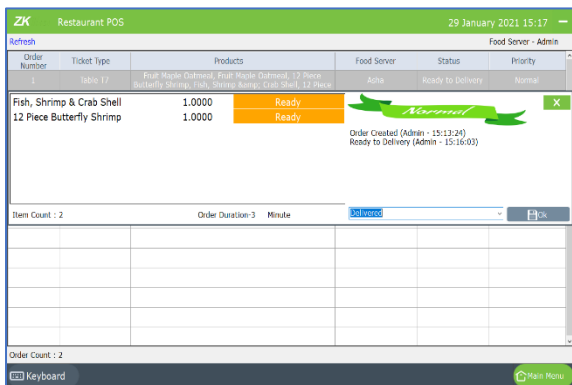


- When the items are ready to deliver kitchen manager can change the status of the order to **READY TO DELIVERY**.
- There are also options for **ORDER CANCELLING, ORDER MODIFICATIONS, PENDING...etc.**

FOOD SERVER

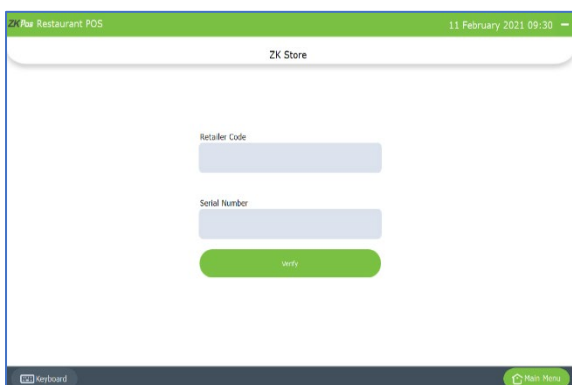


- If the status of the order changed to **READY TO DELIVERY**, food server can serve it for the customer and change the status to **DELIVERED**.
- Then click OK, details will be updated.
- Those orders with status as **“READY TO DELIVERY”** can be viewed by clicking on **FOOD SERVER** button.

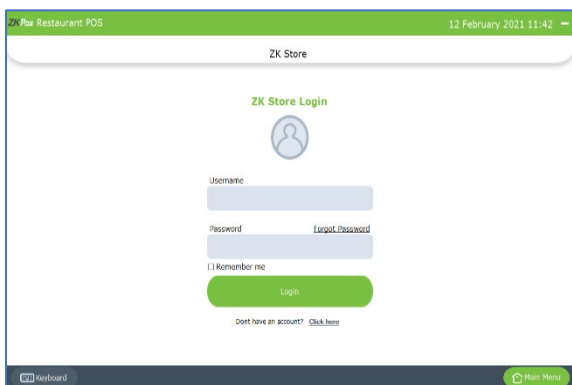


- He too can expand the order details by clicking on it, if the order has delivered, he can update the status to “DELIVERED”.

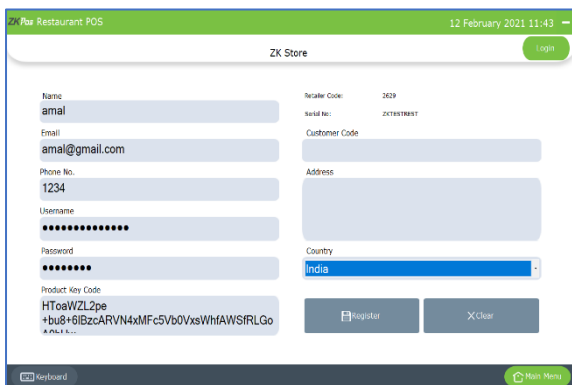
ZKSTORE



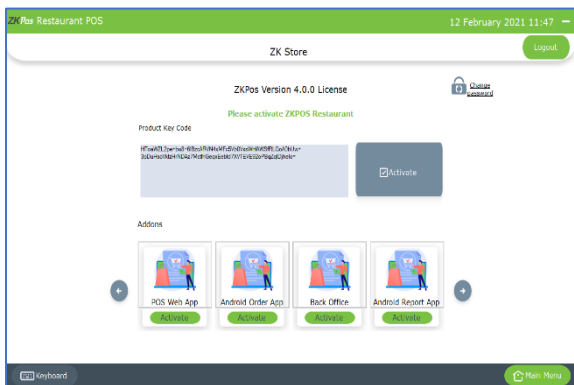
- Open ZKPOS Restaurant Software as administrator
- Now you can see a page to verify the retailer code and serial number
- Enter the retailer code and serial number
- Click verify button
- Now you are successfully verified your device.



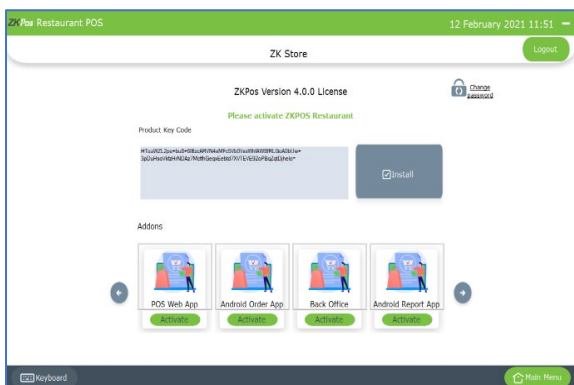
- After verifying the device, you will get a login page
- If you are not registered in ZKSTORE yet, create an account



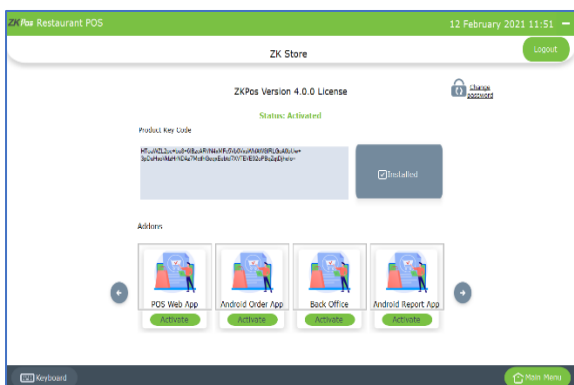
- If you want to access ZKSTORE you need to login to registered account. If you don't have one, then create one using REGISTER link.
- Your product key code, retailer code and serial number already seen in registration form
- Fill other details and click REGISTER button
- After registration you will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



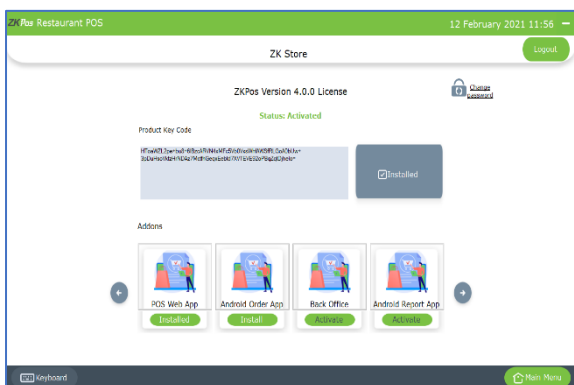
- To activate the license, click on ACTIVATE button.
- You can activate the license after confirm the request by retailer.
- After confirmation activate button will be changes to INSTALL.
- Log out from the ZKSTORE and again login to see the changes.



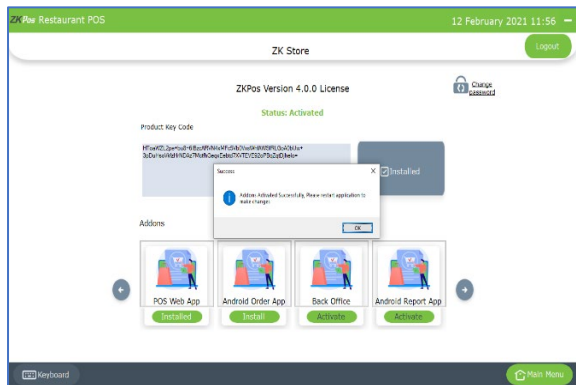
- Click on Install button.
- You will get a pop up for restarting the application.
- Restart the application.



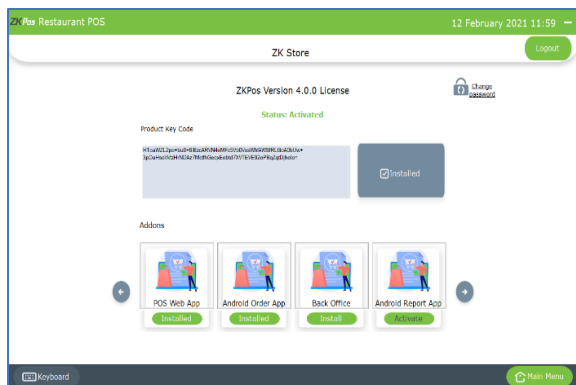
- Now the status will be changes to installed.
- You are successfully activating the license.



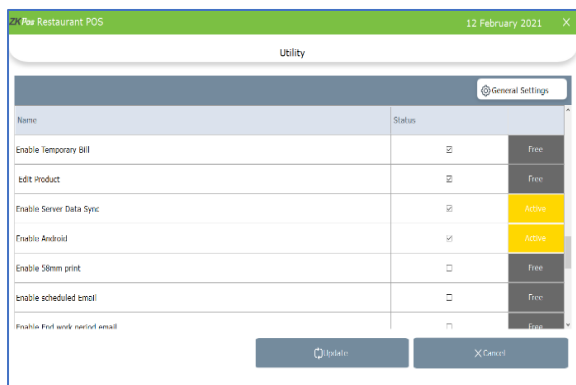
- If you want to activate Zkpos Android Order app, please click activate button.
- Click OK to the alert message.
- The add on will be activated after the confirmation from retailer.
- Please log out from ZKSTORE and log in again.
- If the retailer confirmed your request, activate button will be changed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



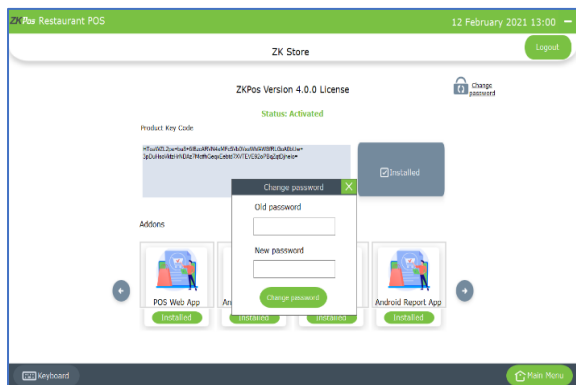
- Click on install button.
- Now restart the application to make changes.
- Now you are activated the feature license.



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

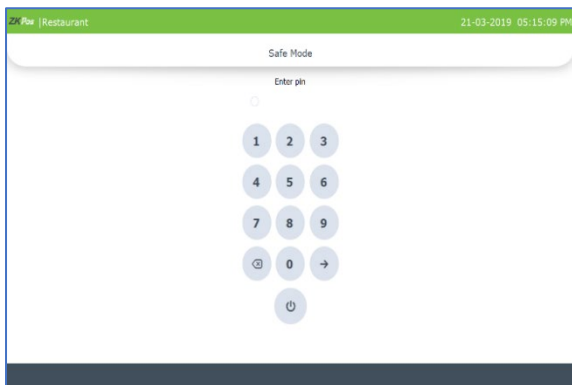


- In utility you can see the feature status as activated.



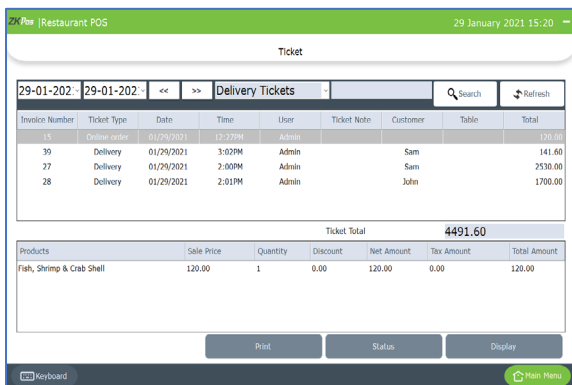
- You can change the login password by clicking change password button.
- Enter the old password and new password.
- Click change password.

SAFE MODE



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

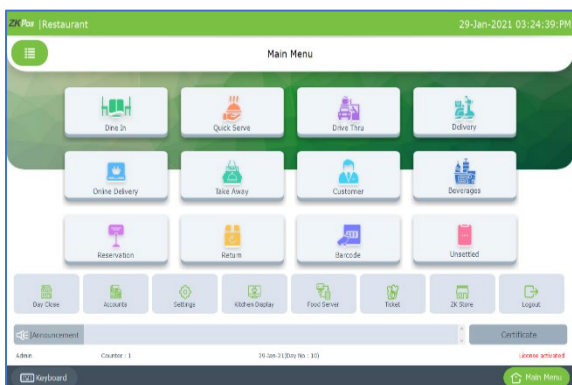
DELIVERY TICKET



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

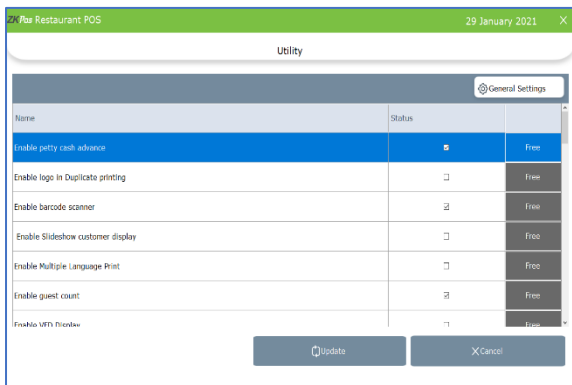
START AND END WORKPERIOD

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.

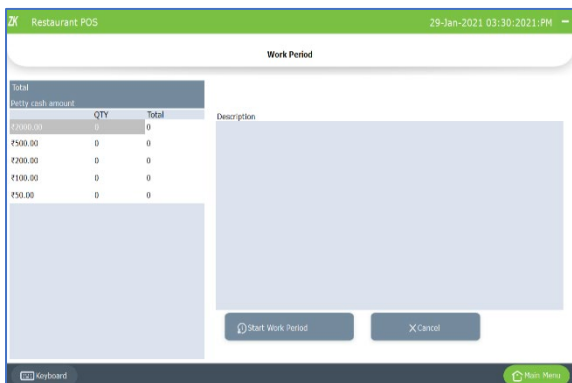


- This is the MAIN MENU.
- LOGIN using your User ID and Password.

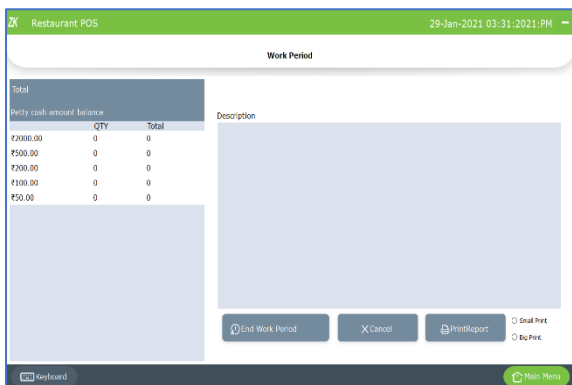
If you are logged in as Cashier, you need petty cash to give to the customers, so before start working Admin should grant the petty cash for the cashier. Let’s look at how an ADMIN can provide petty cash to the CASHIER.



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

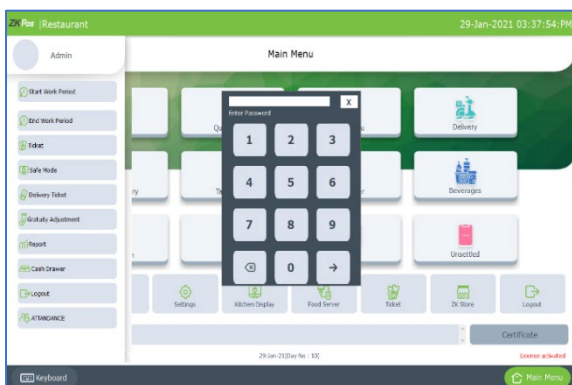


- Now logout and login as **CASHIER**.
- Click on **START WORK PERIOD** button from side menu
- To start working click on **START WORK PERIOD**.
- This time you have to provide the petty cash advance before start working. The petty cash details are based on the currency denomination you enter before. 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.

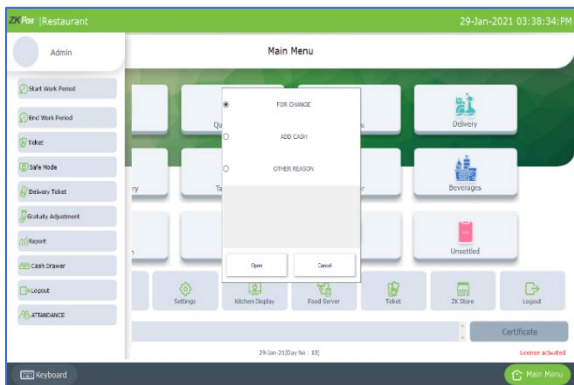


- Now to End work period, Go to **MAIN MENU**.
- Click on **END WORK PERIOD**, in the right side of the window you can see an **END WORK PERIOD** button. Click on it.
- Specify the **BALANCE PETTY CASH** in the field provided.
- Specify the reason to end work period and then click **END WORK PERIOD**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

CASH DRAWER



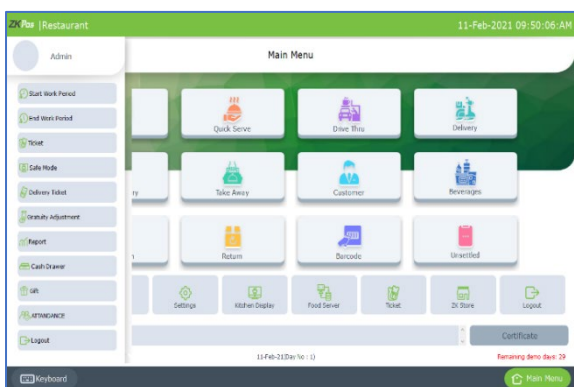
- Select the menu icon from top left side of the main menu.
- Click cash drawer.
- Enter the admin password.



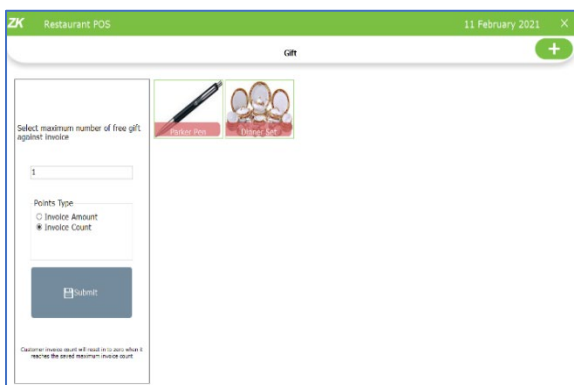
- A pop up will be shown asking you the reason to open the cash drawer.
- Select the reason.
- Write it in the text box if you have any other reason.

GIFT

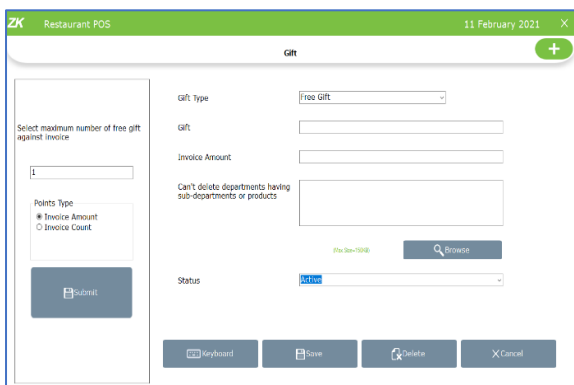
You can give gifts to customers according to their purchase amount or number of purchases.



- Open gift option from the left side menu.

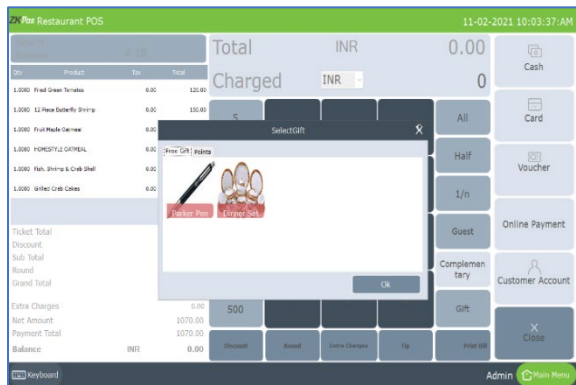


- Select whether you give gift and points according to invoice amount or invoice type.
- Click SUBMIT button.
- To add a new gift, click on ADD (+) button.



- Select the gift type - free gift or points.
- Enter gift name, invoice amount and browse image.
- Select status and click SAVE button.
- If you select points, enter the gift name and point acquired to get that gift.
- Click SAVE button.

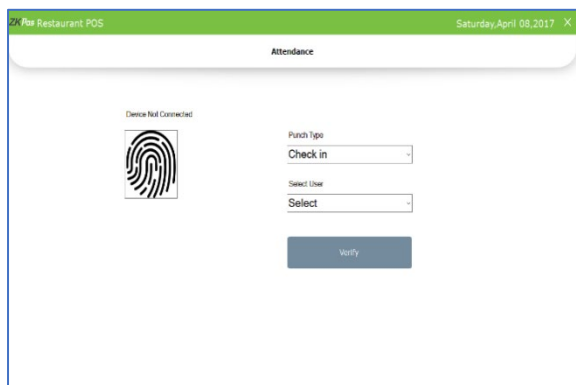
Now enable the gifts and points feature in utility.



- Go to Dine in option.
- Select products and click SETTLE button.
- If the amount satisfies the amount given in the gift option, GIFT button will be active in settlement window.
- Click on it.
- Select the gift.
- Click OK.

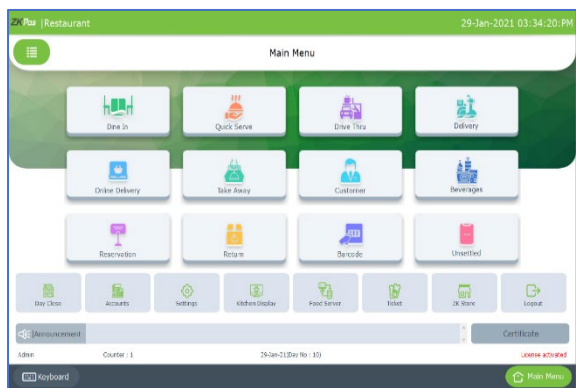
ATTENDANCE

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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