USER MANUAL

ZKPOS VANSALES ANDROID APP

Version: 1.5.0

Date: 28-01-2021

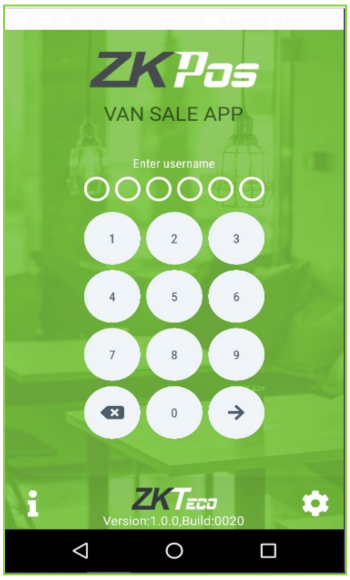
Software Version1.5.0

ZKPOS VANSALES ANDROID APPLICATION

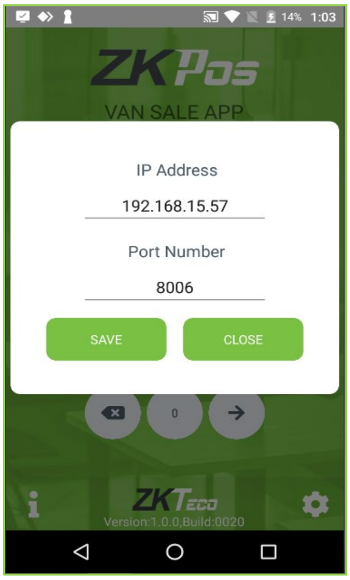
In case you're in the wholesale and distribution sector, you likely have van salesmen out and about visiting clients with physical catalogues while taking orders using pen and paper. It's an exceptionally troublesome task and van salesman should be proficient and focused on dealing with their own time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

ENTERING CREDENTIALS

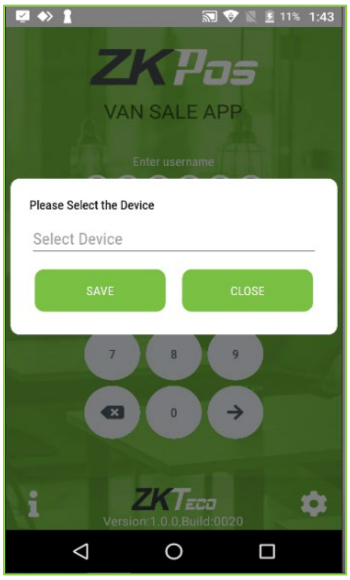
While opening ZKPOS Vans sales Android Application an alert message shows to enter the IP and Port.



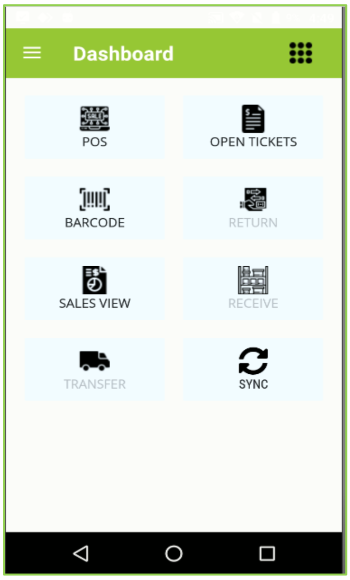
- Open ZKPOS Van sales Android App
- Go to settings option button



- Enter IP address and Port number
- Click on Save button

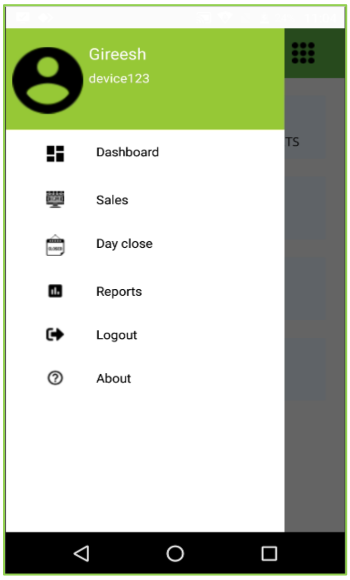


- Select the device as you saved in ZKPOS Retail Software.

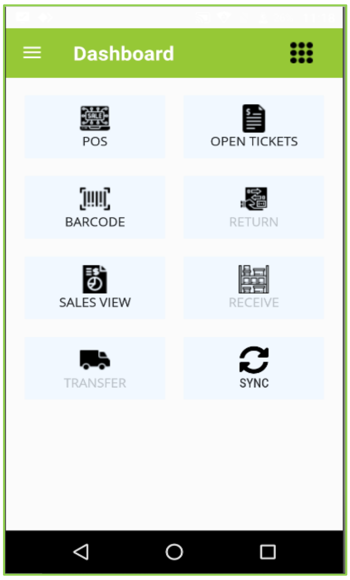


GETTING STARTED

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

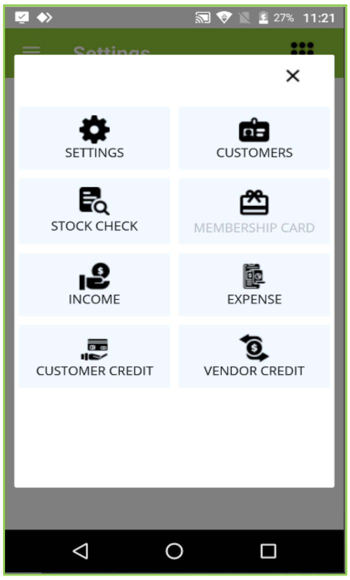


- The menu shows the device details on the top.
- Click on dashboard.

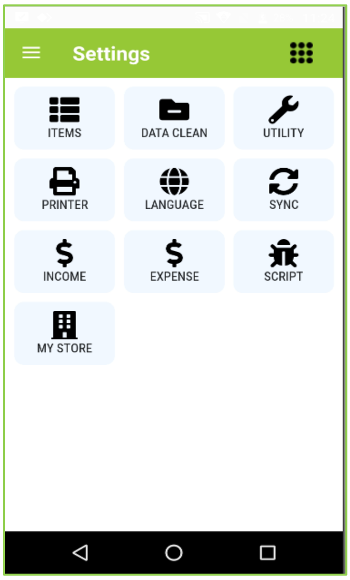


DASHBOARD

- Dashboard contains POS, Open tickets, Barcode, Sales view, Sync.
- Click on the menu button on the right top side of the application as shown in the figure.

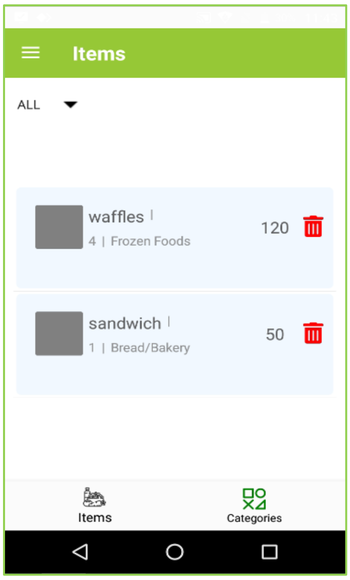


- On clicking the menu button, you can see Settings, Customers, Stock check, Income, Expense, Customer credit and Vendor credit.



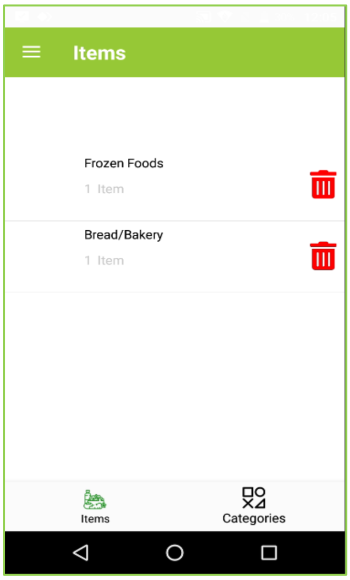
SETTINGS

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



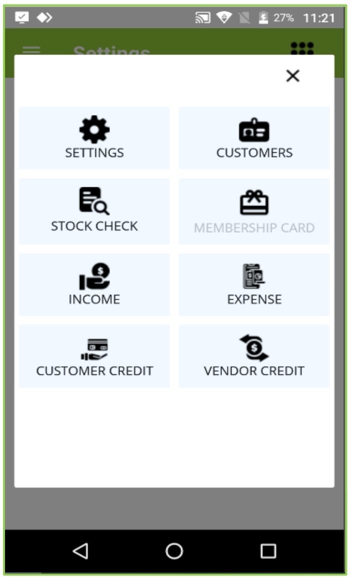
ITEMS

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



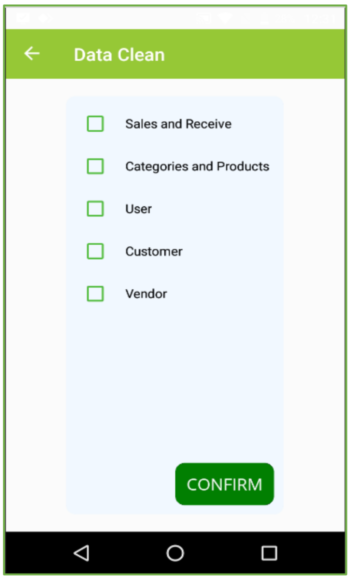
CATEGORY

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

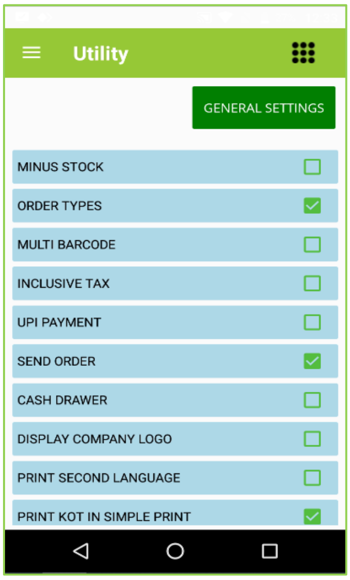


DATA CLEAN

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

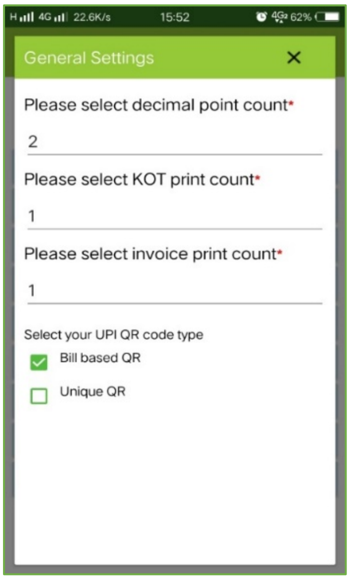


- Select the data you want to delete from the app permanently.
- Click confirm button.
- Click Yes to the confirmation message.



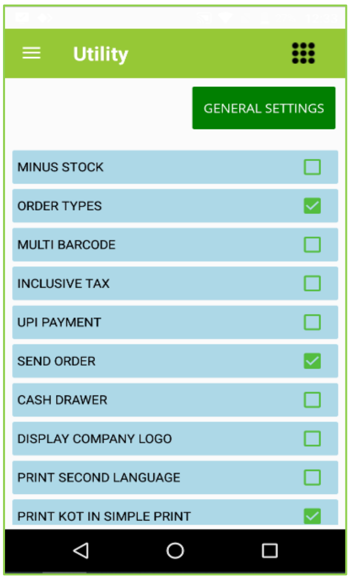
UTILITY

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

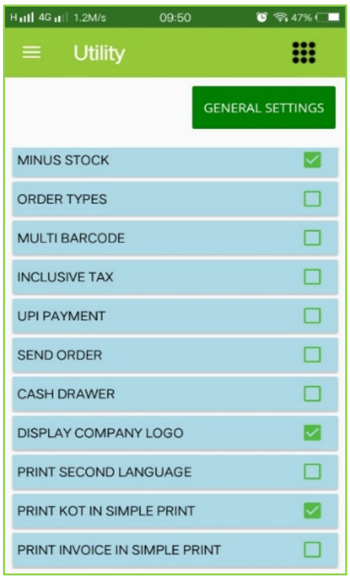


General Settings

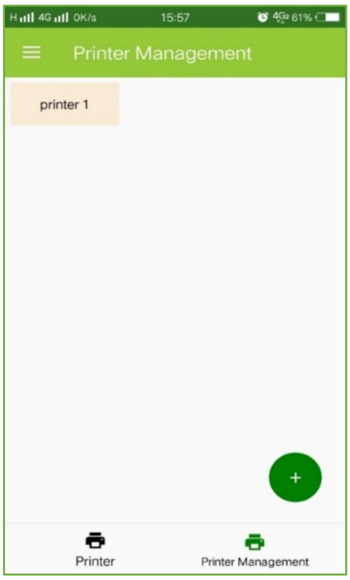
- Click on the General settings option from Utility page.
- You can set the decimal point count for amount, can set it between 1 and 4.
- Select the KOT print and invoice print count.
- Select the UPI QR code type for UPI payment, Bill based QR or Unique QR.



- Minus Stock: By enabling the feature you can sale the products even you do not add the stock to this application. The stock details show it as a negative value and compensates it once you add the stock details.
- Order types: Order types allows the customer to choose the order type we created in the application already.
- Multi Barcode: You can add same barcode to more than one product by enabling this feature.
- Inclusive Tax: If the tax is inclusive, it is included in the price.



- **UPI Payment**: To enable UPI payment option
- **Send Order**: Enables the send order options to kitchen and take print out according to the category.
- **Cash drawer**: Enables the cash drawer facility.
- **Display company Logo**: This feature activates the display of company logo in invoice.
- **Print second language**: By enabling this option alias name will be shown in the print outs of invoices.
- **Print KOT in simple print:** This feature enables the printing of kitchen order ticket
- **Print invoice in simple print:** Enables invoice printing

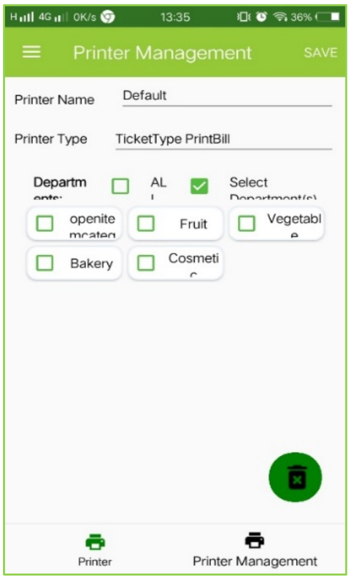


PRINTER MANAGEMENT

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

Printer

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

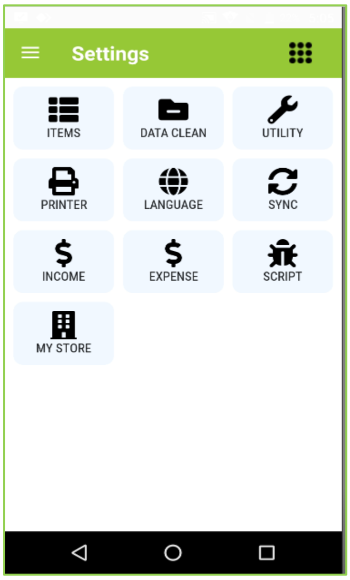


Printer Management

- Select printer management.
- Choose the printer we already saved in the application.
- Select ticket type print bill or payment type print bill.
- Payment type print bill is to print the invoices.
- Ticket type print bill is to print the KOT. For ticket type print bill option, you have the facility to print the order from a customer department wise.
- Select the departments you want to send the order and click save button.
- If you want to delete a printer, click on the ‘x’ button at the right bottom side of the window.
- You cannot edit the printer details once you saved it. However, you can change the department in case of ticket type print bill.

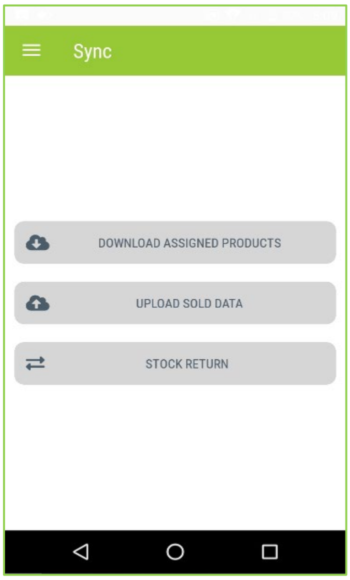
LANGUAGE

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

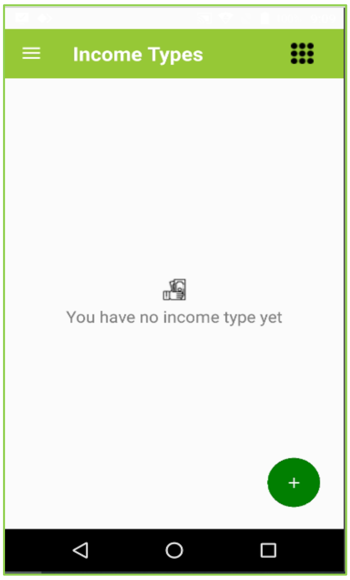


SYNC

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

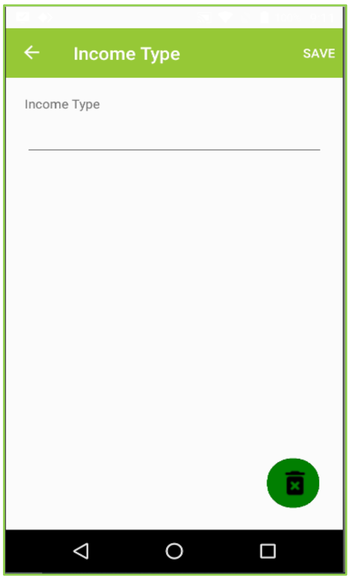


- Here you can download the assigned products from ZKPOS Retail Software by clicking assigned products button
- After downloading you can sell the downloaded products through van sale application.
- After selling the products, sales man can day close the details
- Upload the sold data details to ZKPOS Retail Software by clicking Upload Sold Data Button
- You can return the balance stock to the retail software by clicking Stock Return button, if you want to do so



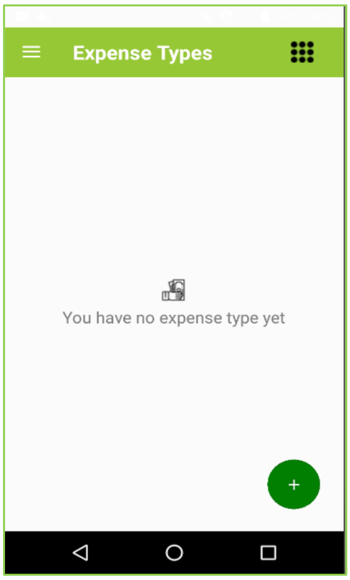
INCOME TYPES

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



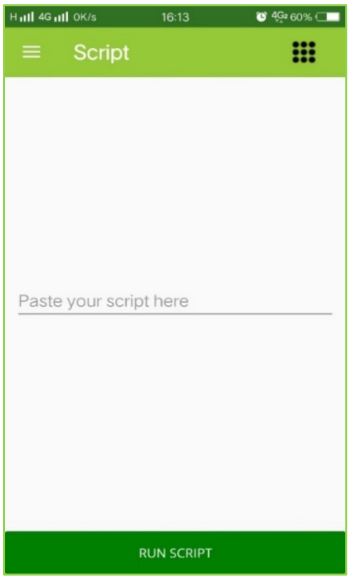
Adding Income types

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



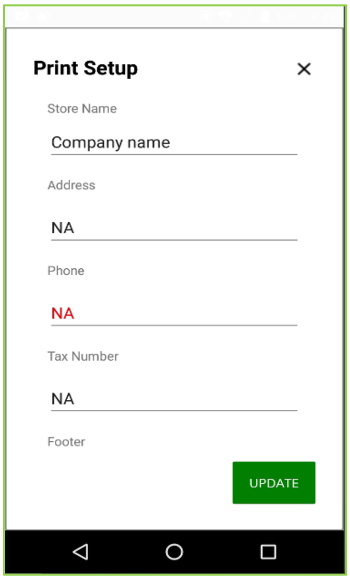
EXPENSE TYPES and Adding Expense Types

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



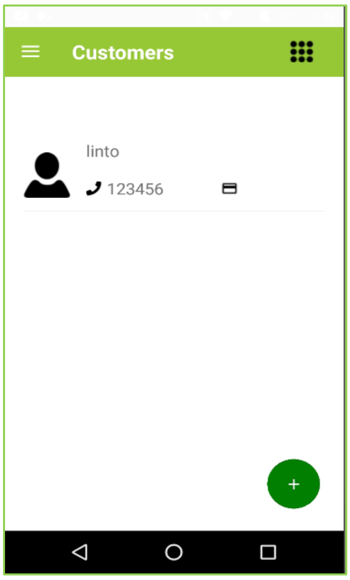
SCRIPT

- If you want to run scripts in case of any updation of the application, select script option from the settings page. Enter the admin password.
- Paste your script as shown in the figure.
- Click Run script button.
- Login to the application again after successful updation of the script.



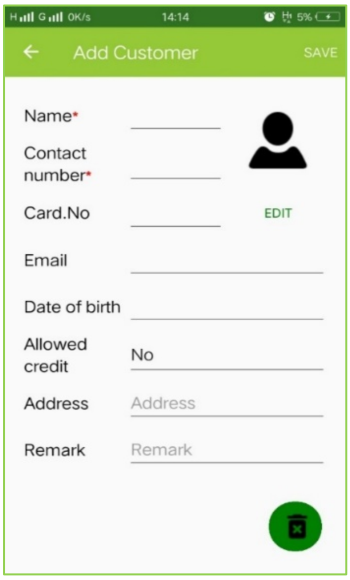
MY STORE

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



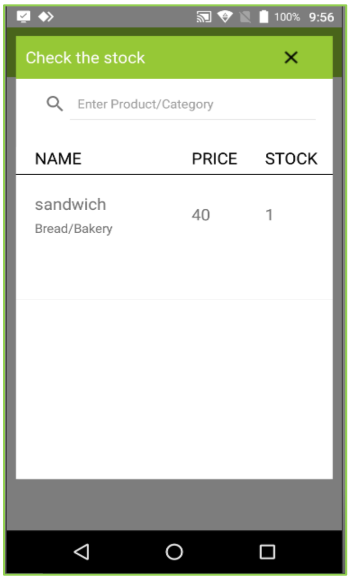
CUSTOMERS

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



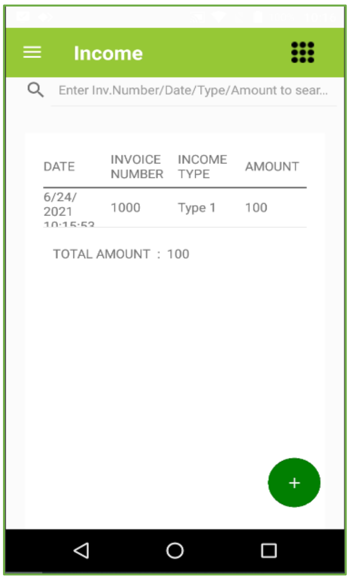
Adding Customers

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



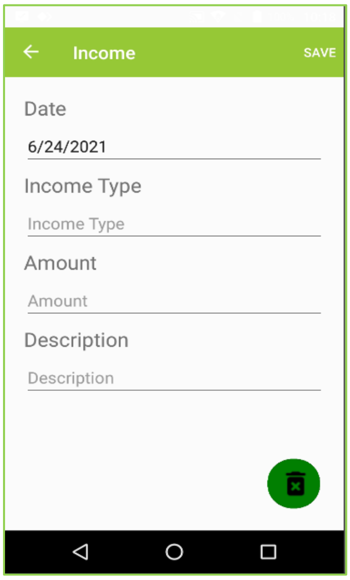
STOCK CHECK

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



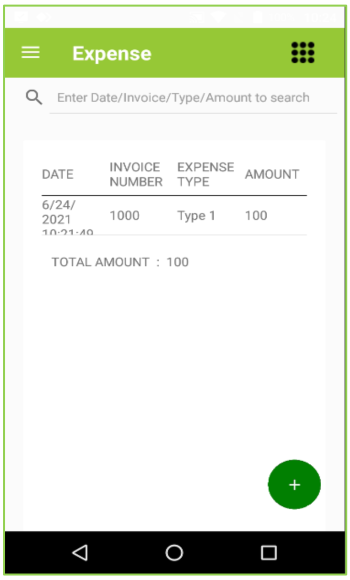
INCOME

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



Adding income details

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

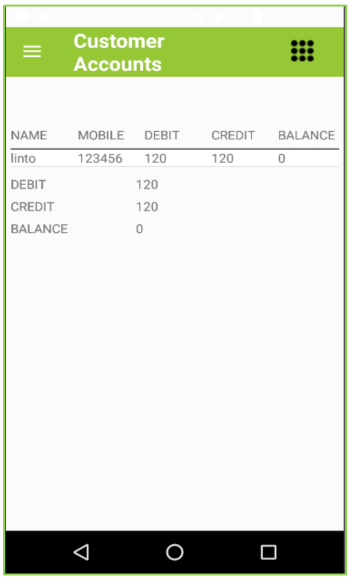


EXPENSE

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

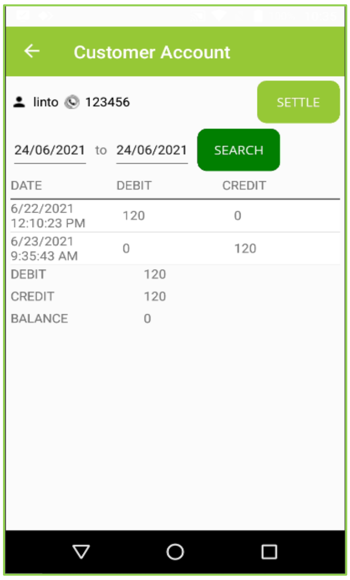
Adding Expense details

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



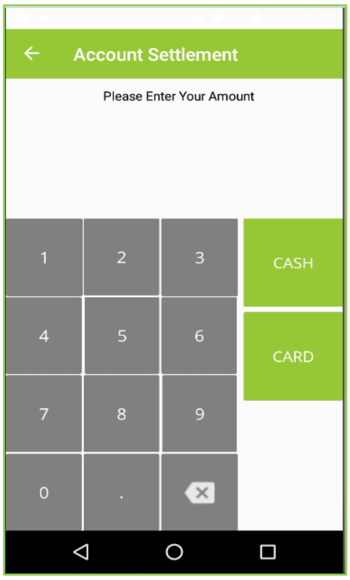
CUSTOMER CREDIT

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

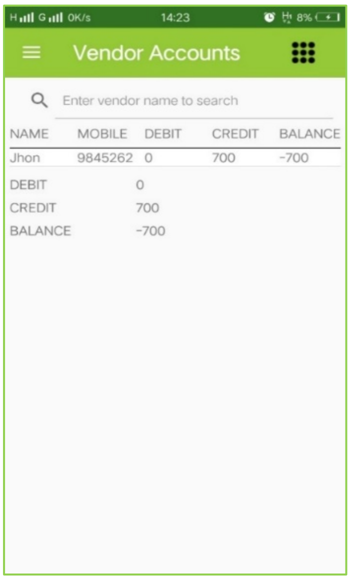


Settlement of customer credit

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

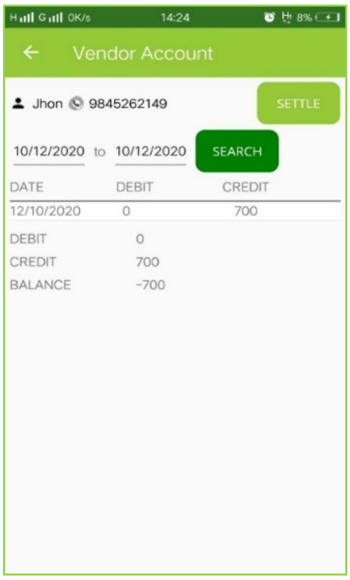


- Enter the amount by using the keypad.
- Select the settlement method.
- Now the account sheet displays the debit, credit and balance details of that customer.



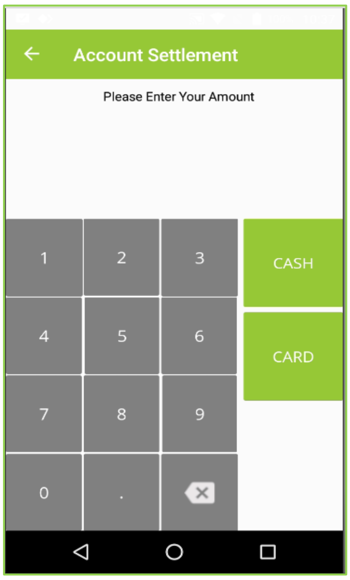
VENDOR CREDIT

- Once you receive a product from a vendor that account automatically changed to a credit account.
- Receive a product from a vendor through ZKPOS Retail Software.
- Select the vendor credit option from main menu.
- You can see the account details of that vendor as shown in the figure.
- Search the vendor name if you want to spot it easily.

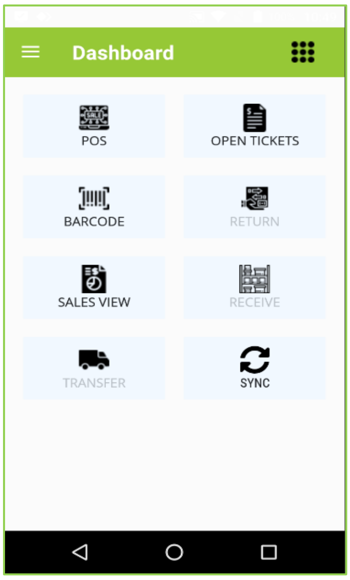


Settlement of Vendor credit

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

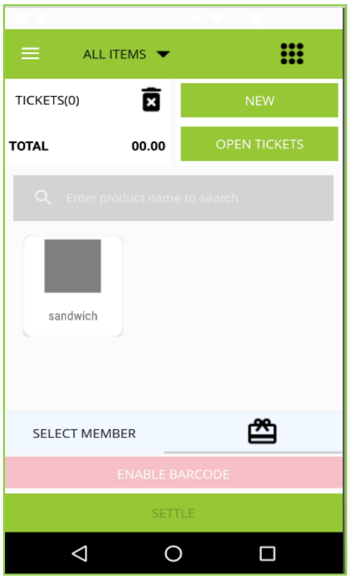


- Enter the amount by using keypad.
- Select the settlement method.
- Now the account sheet displays the debit, credit and balance details of that vendor.

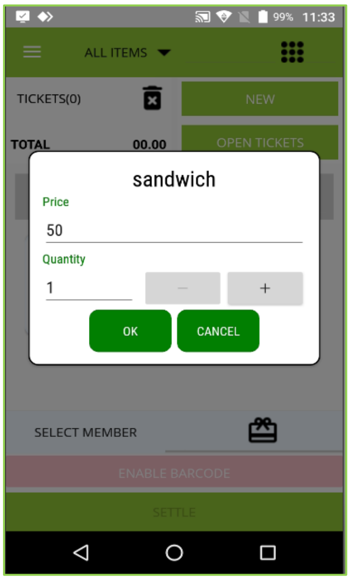


POINT OF SALE (POS)

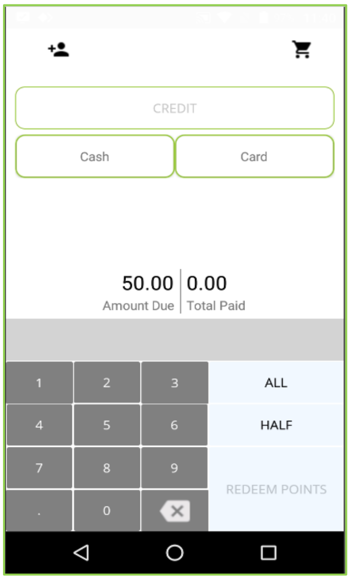
- We almost complete all settings to sale a product and settle the bill through this application.
- POS menu in dashboard helps to sale a product that you saved in the app.
- Click the POS button from dashboard.



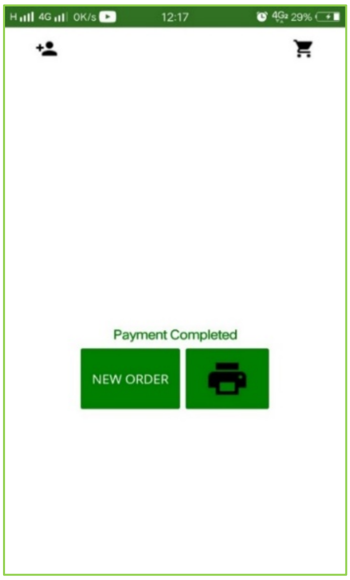
- This is the sale window of ZKPOS Van Sales android application.
- The products are shown as in the figure.
- Select one product by clicking on it.



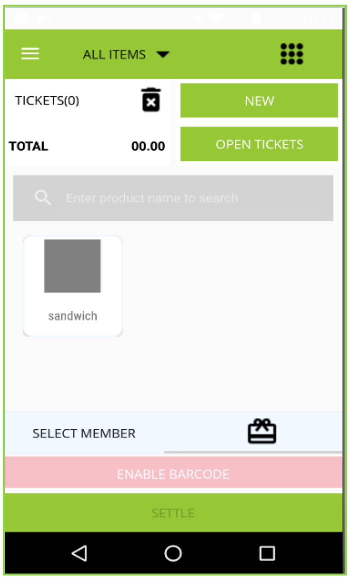
- If you select a product, a window will be opened as shown in the figure.
- You can change the price if you want for a particular sale.
- Change the quantity by clicking '- 'and '+' buttons.
- Click OK button.
- Click Settle button for settlement of invoice.



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

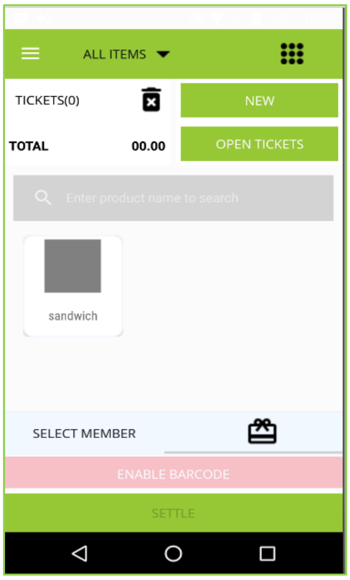


- You are directed to a page as shown in the figure.
- You can take the printout by clicking the print button otherwise click new order.

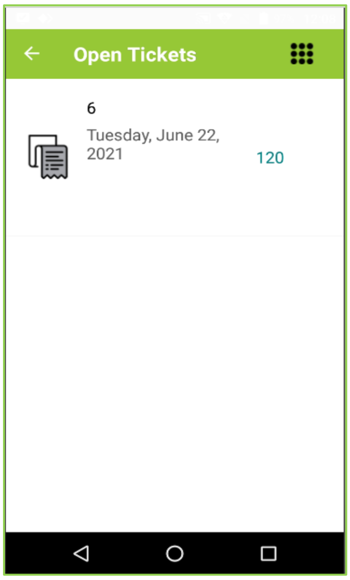


ALL ITEMS

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

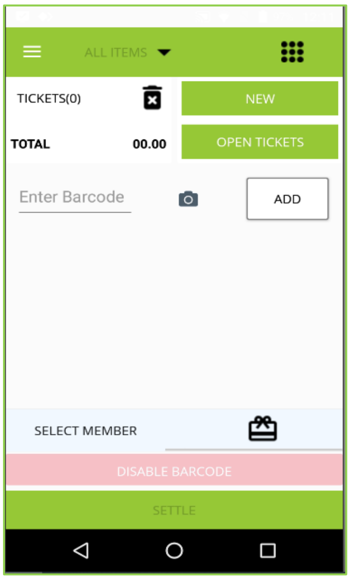


- If you want to go to a new ticket, click the NEW button.
- For deleting a ticket click on
- For searching the products, there is a search field as shown in figure.



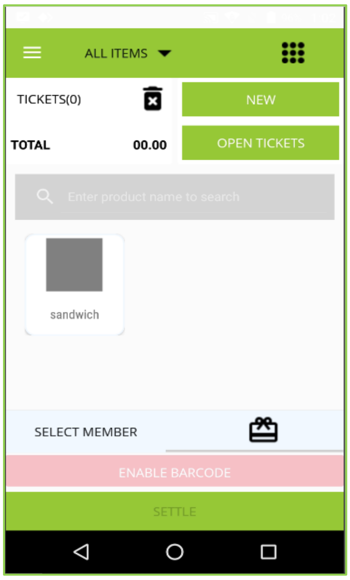
OPEN TICKET

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



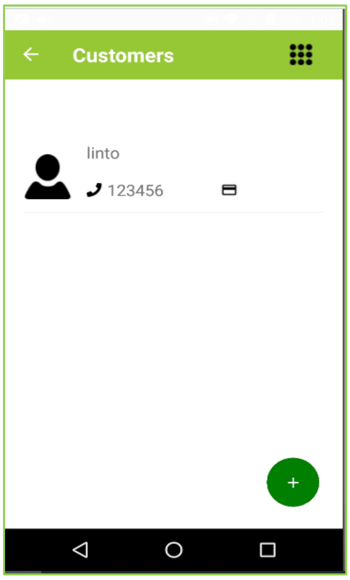
BARCODE

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

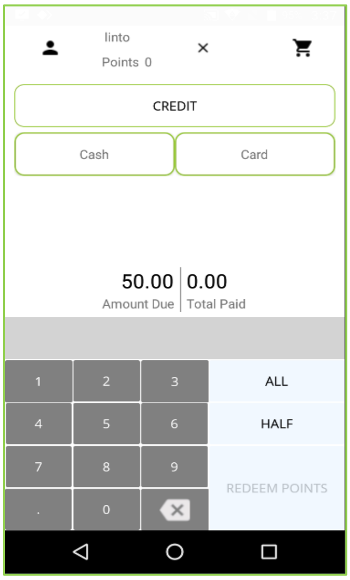


CUSTOMER SALES

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

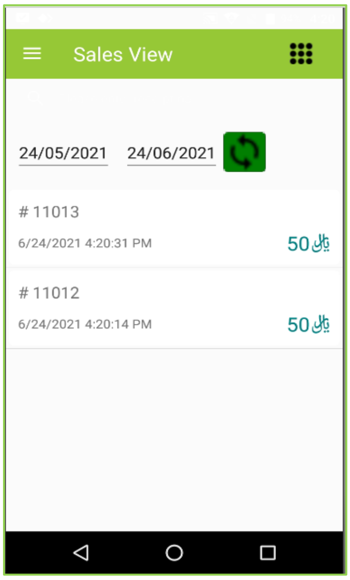


- Select customer from the list by clicking on it or create a new customer by clicking '+' button.
- Select the products and settle the bill.



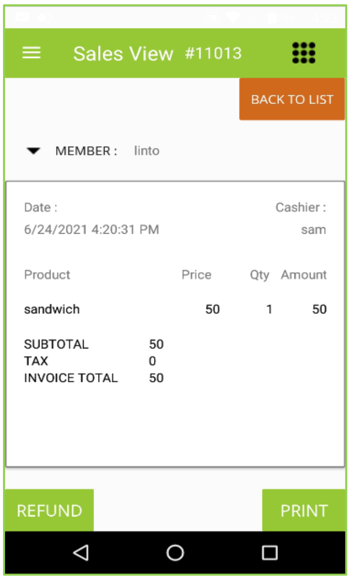
Multiple payment facility

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



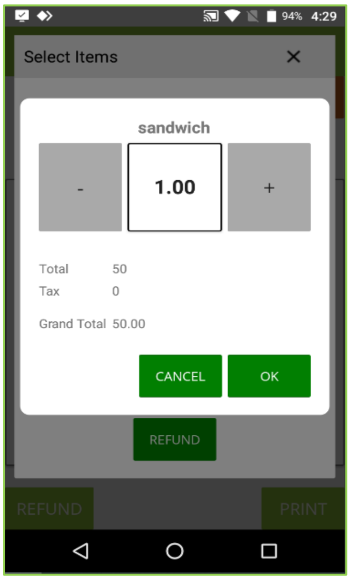
SALES VIEW

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

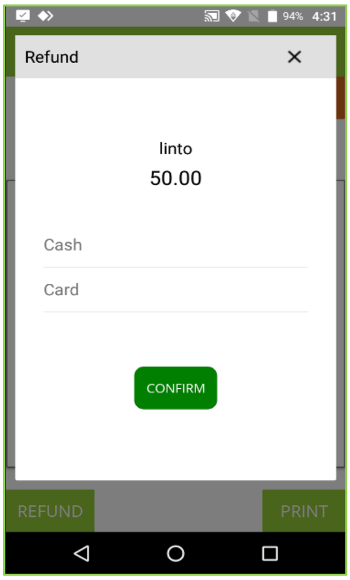


Refunding of an invoice

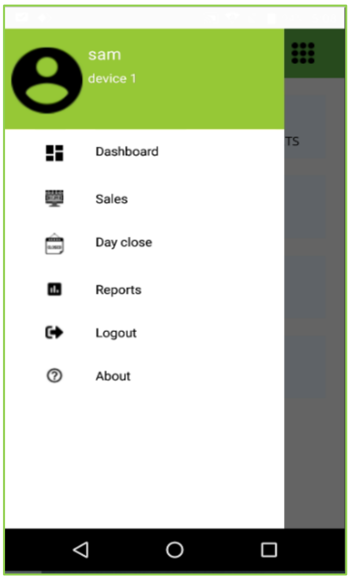
- Click on the invoice that you want to refund from sales view page.
- Click the REFUND button.



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

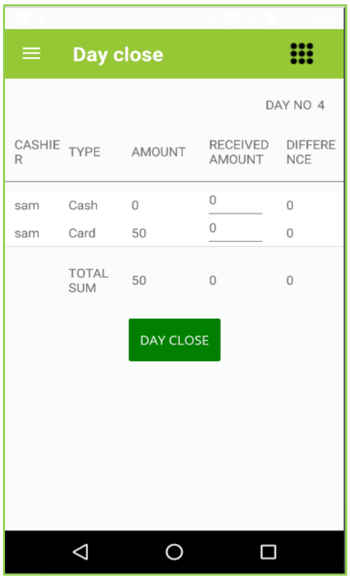


- Select the payment mode and click confirm.
- Now you are successfully refunded the invoice.
- The refund invoice will be shown as separately with a refund caption in red colour.
- Return invoices are also shown like this.

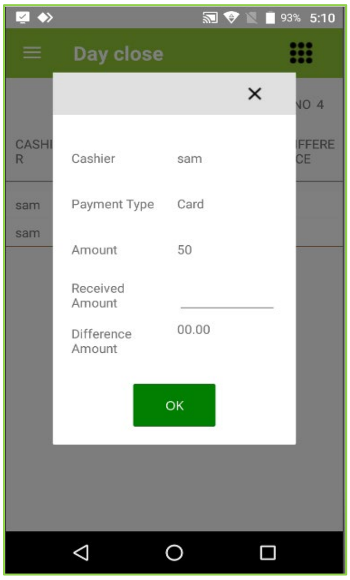


DAYCLOSE

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



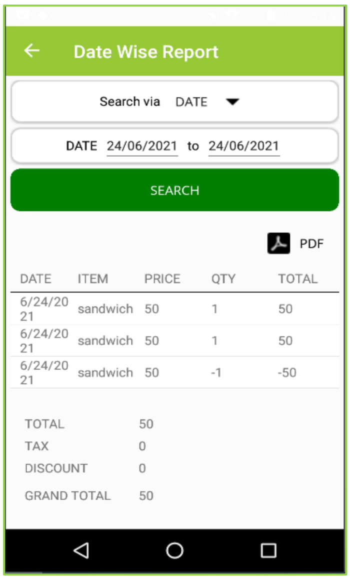
- Day number, cash type and amount details will be shown as in the figure.
- To enter the received amount, click on the respective detail.



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

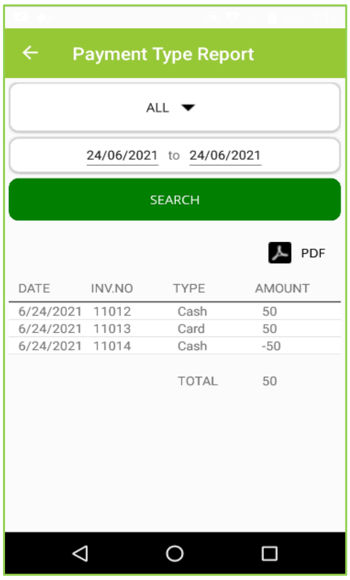
REPORTS

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



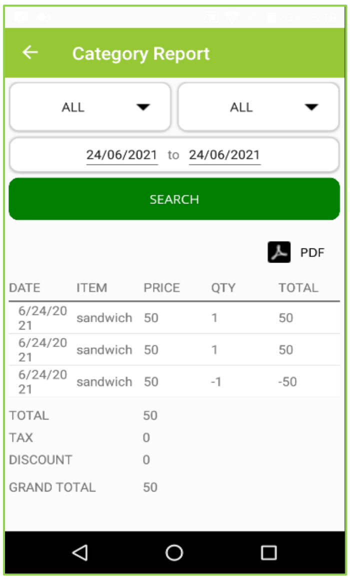
Date Wise Report

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



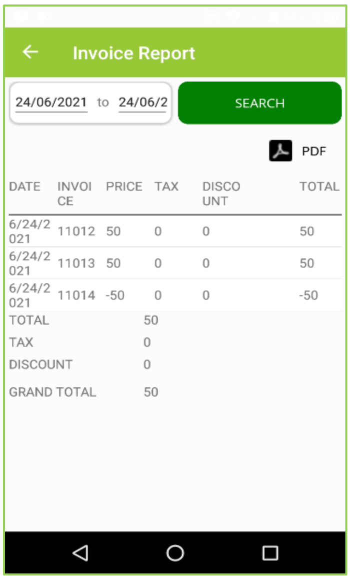
Payment type report

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



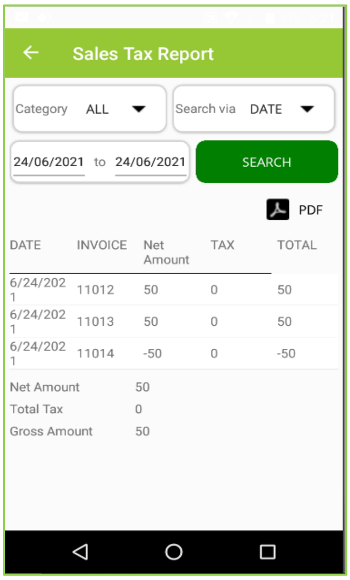
Category report

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



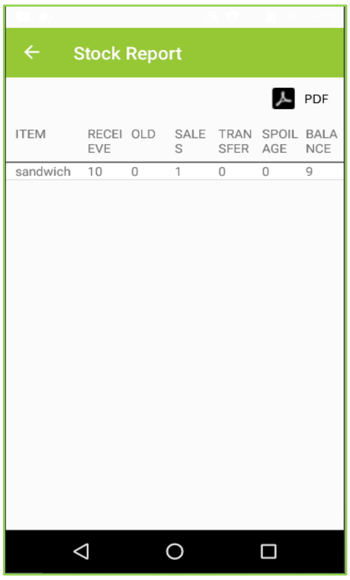
Invoice Report

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



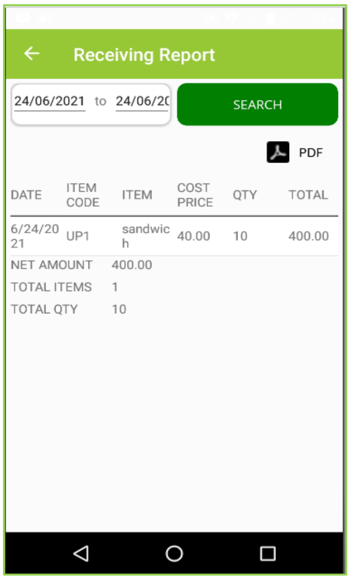
Sales Tax Report

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



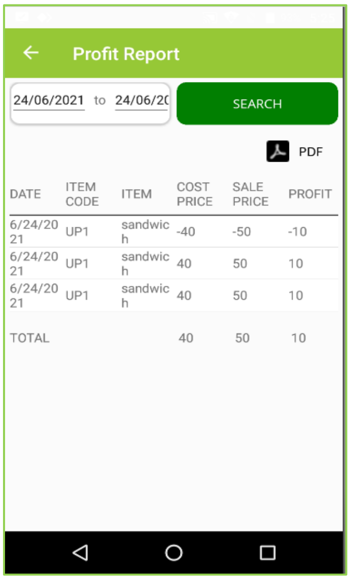
Stock Report

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



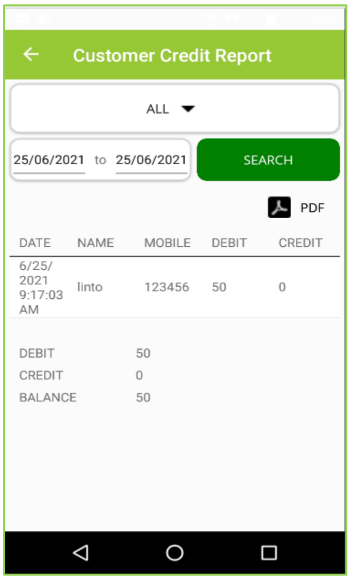
Receiving Report

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



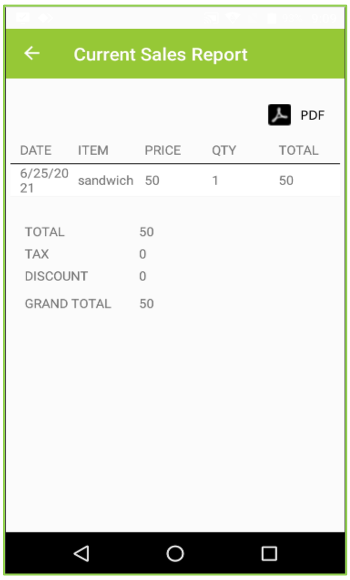
Profit Report

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



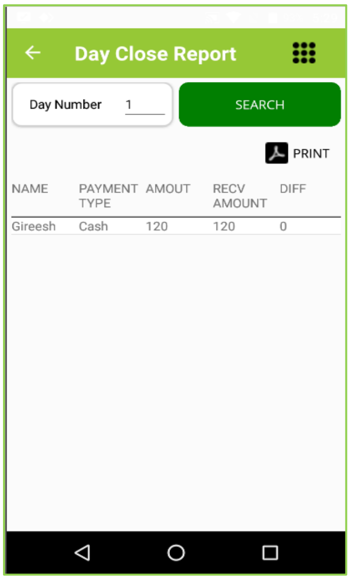
Customer Credit Report

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



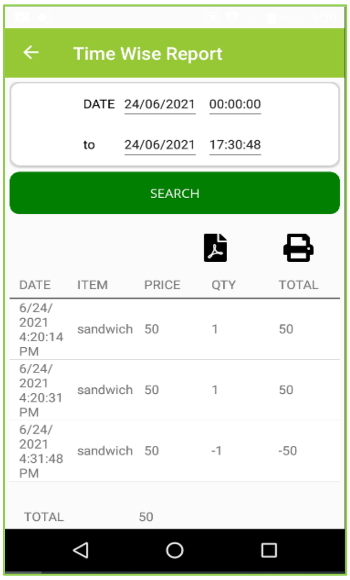
Current Sales Report

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



Day close Report

- Select the day number and click search button.

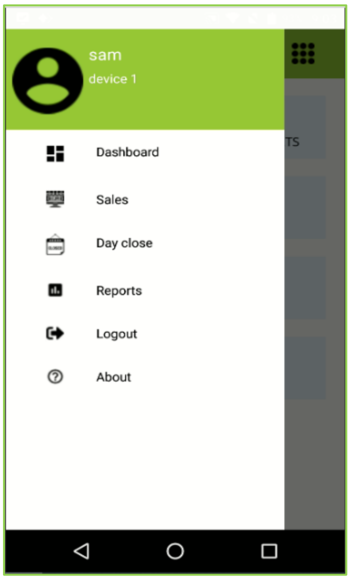


TIME WISE REPORT

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

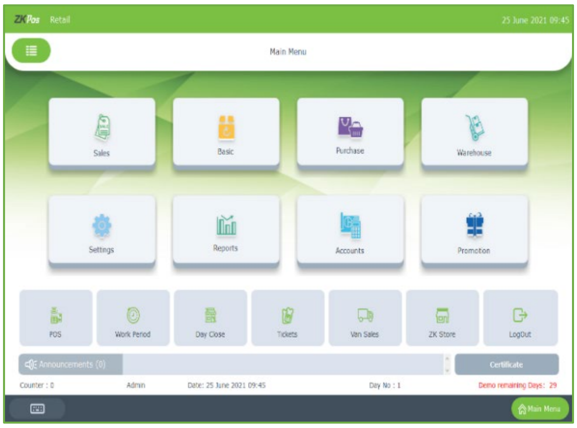
ABOUT

- To know more about zktecopos standalone click about button.
- Click check updates button if any new updates are available.



LOG OUT

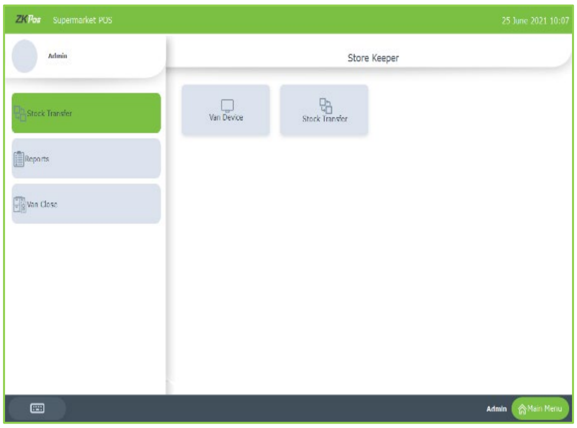
- Click log out option to sign out currently log in person.



ZKPOS RETAIL SOFTWARE

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

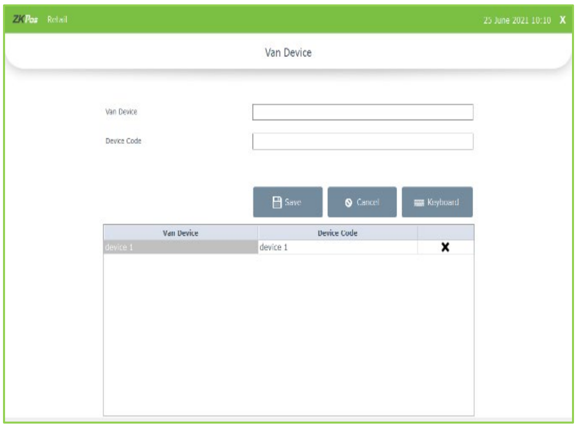
- Login to the ZKPOS Retail Software.
- Click on Van sales option from Main menu.



STOCK TRANSFER

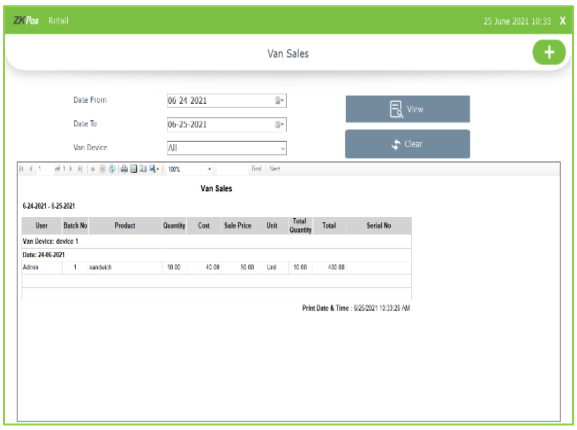
In stock transfer tab we have two options Van device and stock transfer.

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



Van Device

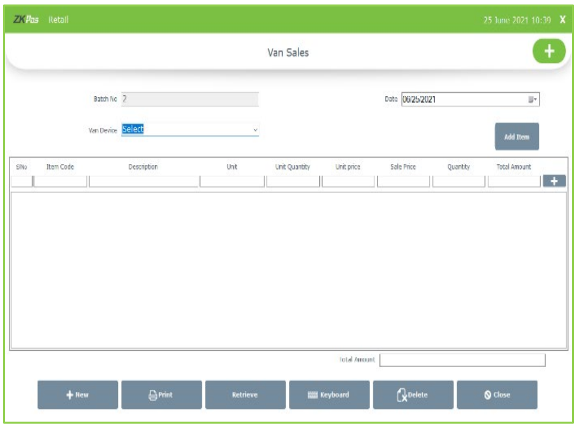
- Enter van device name and device code
- Click Save button
- You can select the saved devices while configuring ZKPOS Van sales Android Application
- For deleting a particular Van device click on delete icon against each device.



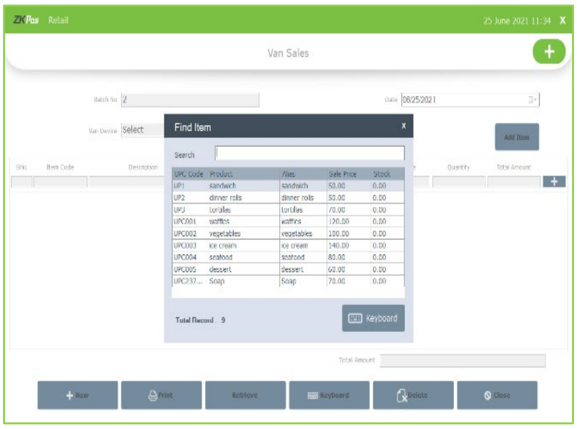
Stock Transfer

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

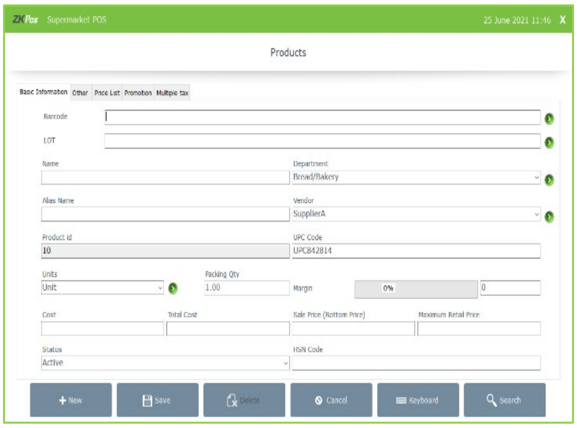
- Click on Stock Transfer button.
- Select from date and to date.
- Select Van device from drop down.
- Click view button.
- You can see the transfer details here.
- To add a new transfer, click on + button.



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

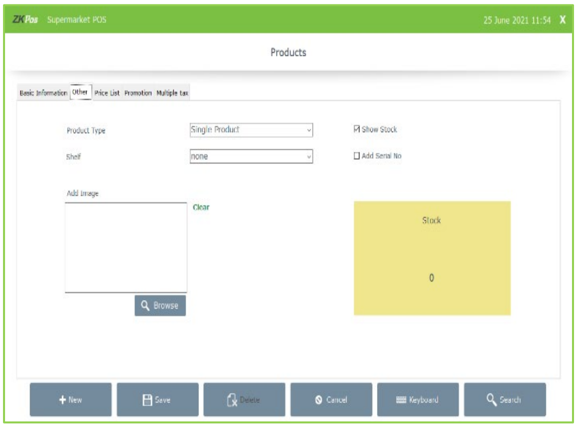


- Select the product from the box.
- Enter the quantity.
- Click + button.
- Now to download the details to van sale app click on download products from Sync option.

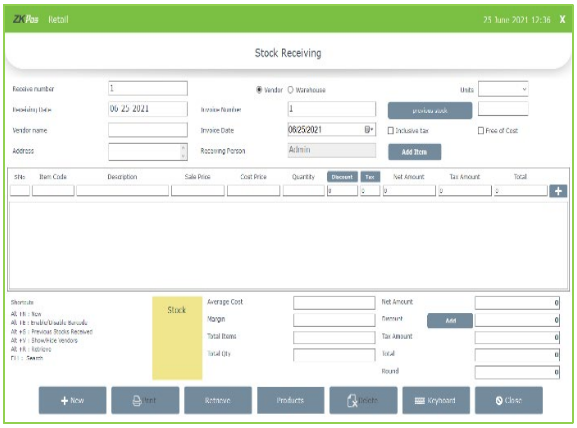


Stock Transfer of Products with Serial number

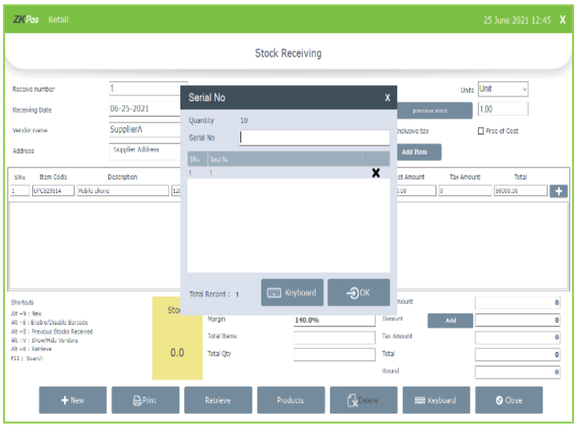
- To create products with serial number, go to Settings > Products > Product list.
- Enter the barcode and LOT number if any.
- Fill all other details accordingly.
- To add serial number option, click on another tab.



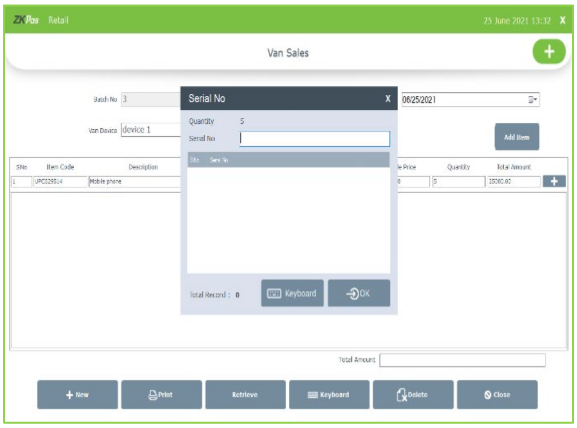
- If the product has serial number, click on the check box near Add serial number option.
- Save the product after adding other details.
- Before transferring products with serial number, you have to receive the products to the software.



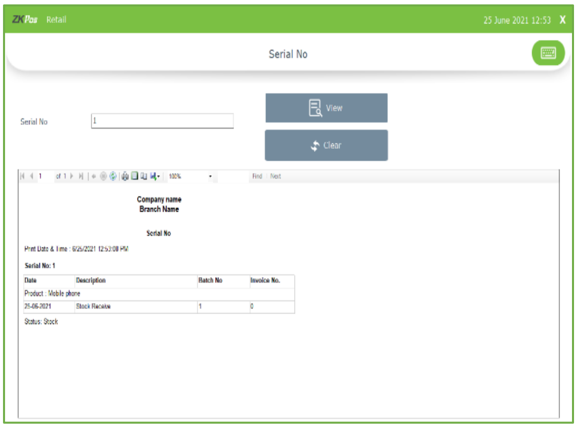
- Go to Settings > Inventory > Stock Receiving.
- Enter the details accordingly.
- After adding the quantity, click + button.
- You can see a pop up to add the serial numbers.



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



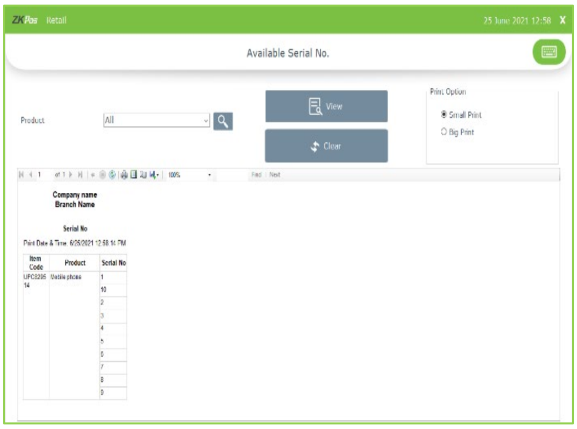
- Select the product with serial number to transfer it to van sale app.
- Enter the serial number you want to transfer.
- Click OK button.



Serial Number Summary

You can view the serial number summary of products here.

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

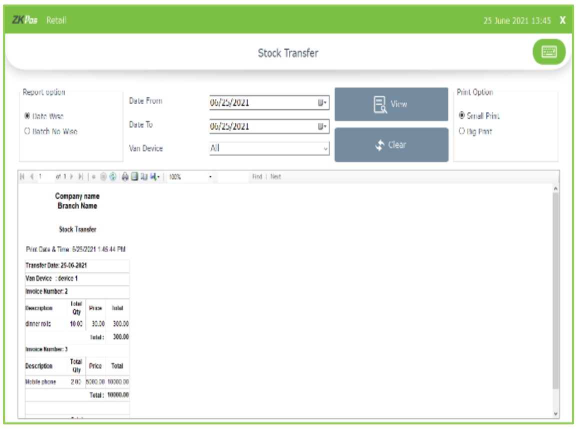


Available Serial Number

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

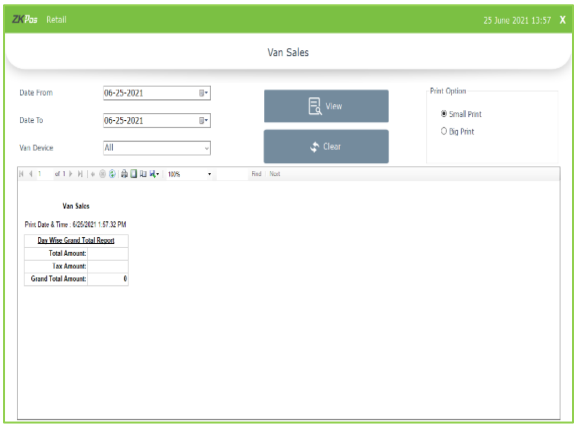
- Select the product from drop down.
- Click view button.

REPORTS



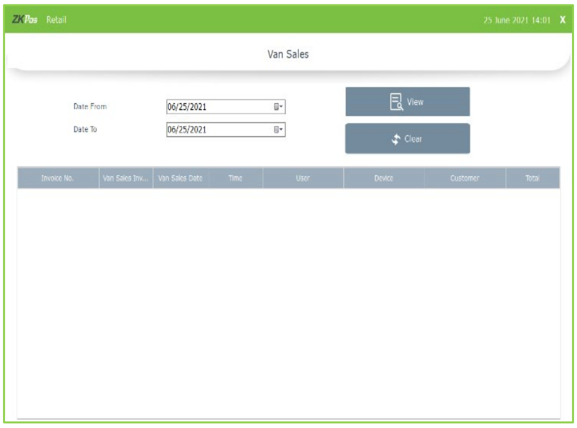
Stock Transfer

- Go to Van sales > Report > Stock transfer.
- Enter the date range.
- Click View button.



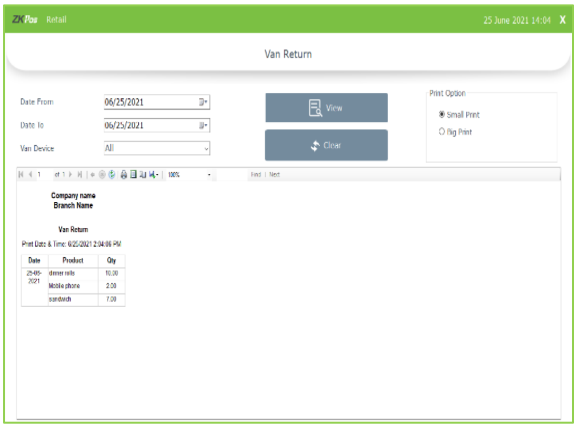
Sales Report

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



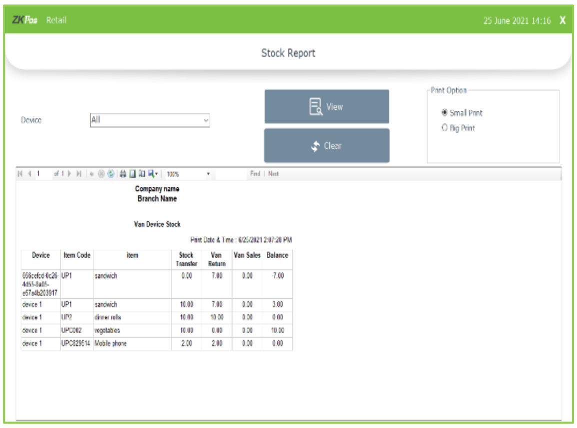
Invoice Details

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



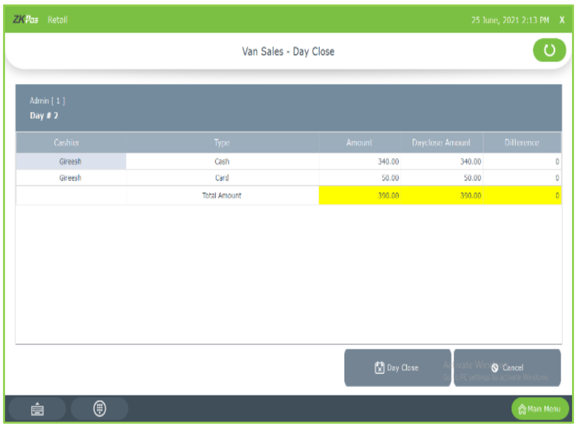
Van Return

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



Stock Report

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



VAN CLOSE

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

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