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1. ZANAS Point of Sales

ZANAS Point of Sales is part of the ZANAS Inventory & Sales Software. It has only cash sales functions.

1.1 Sign On

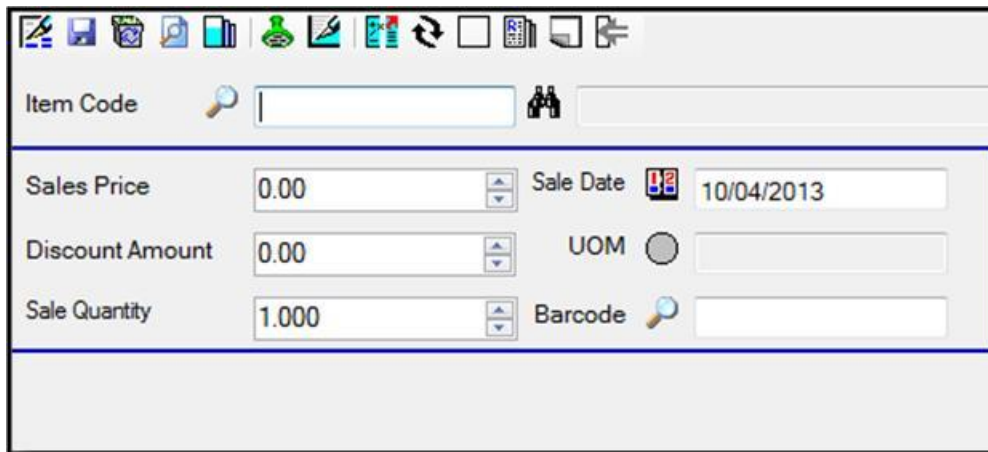
The sign on dialog appears once you select ZANPOS from the desktop:



The image shows a sign-on dialog box for ZANAS. It features the ZANAS logo (a stylized 'Z' with a rainbow gradient) in the top left corner. The text 'ZANAS' is displayed in large, bold, orange letters at the top center. Below the logo, there are two input fields: 'User ID' with the text 'CASH-SALES' entered, and 'Password' which is currently empty. At the bottom of the dialog, there are three buttons: 'OK', 'Cancel', and 'Help'. At the very bottom, the text 'Licensed To: Stock and Sales Inventory' is displayed.

- Type in your user id
- Type in your password
- Click OK or press Enter to Sign on
- If you press Cancel, System will Exit
- Your profile will be disabled if you fail your password thrice.

Once you logon the ZANPOS blank screen is displayed.



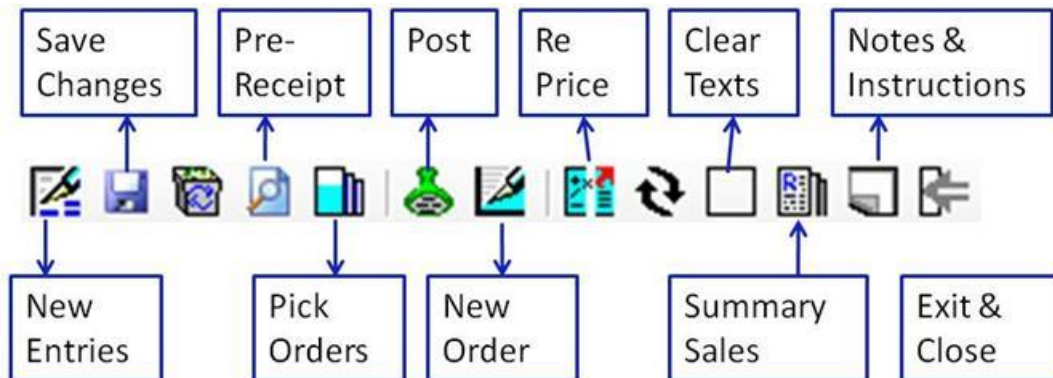
The image shows the ZANPOS blank screen. At the top, there is a toolbar with various icons for file operations and system functions. Below the toolbar, there is a search bar labeled 'Item Code' with a magnifying glass icon and a search icon. The main area of the screen is divided into several sections for data entry. The first section contains 'Sales Price' (0.00) and 'Sale Date' (10/04/2013). The second section contains 'Discount Amount' (0.00) and 'UOM' (Unit of Measure) with a radio button. The third section contains 'Sale Quantity' (1.000) and 'Barcode' with a magnifying glass icon. The bottom section is currently empty.

The next steps

- Create a cash order
- Enter sale items
- Post/Approve

1.2 Icons and shortcuts

Icons



Shortcuts

F1	Help	F7	Post & Approve Sale Items
F2	Create New Item Line	F8	Create & Select New Order
F3	Save Changes to Line Item	F9	Re-Price a Previous Order
F4	Remove Selected Item Line	F10	Clear Editable Texts & Refresh
F5	Preview Pre-Receipt	F11	Show Yours Sales in Summary
F6	Show Unposted Previous Orders	F12	Close & Exit ZANPOST

SHIFT + F2	Sign on a Different User / Show Sign On
SHIFT+F11	Show Purchase & Selling Prices
SHIFT+F12	Change Your Password
CONTROL	Show matching items on partialy typed item code
ALT+Z	Freeze automatic new entry on pick or on scan

1.3 Starting New Cash Order

The following are steps to start-up on a new order

Click on New Order or Press F8 Function

Create New Order
And Make it Current

Yes No

Item Location

Document Number

Order Number 03/2013

A new order is created and ready for you to enter sale items

Item Code **Net Amount ** 446.60**

Sales Price Sale Date Item Location

Discount Amount UOM

Sale Quantity Barcode

Document Number

Order Number

ITEM CODE	Item Description	QUANTITY	Sales Price	Sales Amount
BLUEBAND-250GS	Blue Band 250gs	1,000	85.00	85.00
MUMIASSUGA-2KGS	Mumias Sugar 2kgs	1,000	300.00	300.00

1.4 Entering Items by search

Enter partial code on item text box

Item Code

Press CTRL Key, Like item are listed

ITEM_CODE	ITEM_NAME
EDEN-CREAM-O...	Eden Cream Of Tomato Soup
HEINZ-CREAM...	Heinz Cream Of Vegetable Soup
KNORR-CREAM...	Knorr Creamy Pasta Sauce
KOL-SALAD-CR...	Kol Salad Cream Salad Dressing
NESCAFE-IRISH...	Nescafe Irish Cream
NESTLE-CARNA...	Nestle Carnation Creamy Custard

OK Cancel F2 - Accept

Select and double click

Item Code Nescafe Irish Cream

Sales Price Sale Date

Discount Amount UOM

Sale Quantity Barcode

The cursor moves to the sales quantity, change quantity if necessary and press enter. The item is added to the list

ITEM CODE	Item Description	QUANTITY	Sales Price	Sales Amount
BLUEBAND-250GS	Blue Band 250gs	1,000	85.00	85.00
MUMIASSUGA-2KGS	Mumias Sugar 2kgs	1,000	300.00	300.00
NESCAFE-IRISH8X2	Nescafe Irish Cream	1,000	499.00	499.00

1.5 Entered items displayed

Icon to post and receipt

Sales amount of items

Net Amount ** 2,884.95

Item Code

Sales Price 0.00 Sale Date 07/04/2013 Item Location INVENTORY

Discount Amount 0.00 UOM

Sale Quantity 1 Barcode

Document Number

Order Number 46

ITEM CODE	Item Description	QUANTITY	Sales Price	Sales Amount
BLUEBAND-250GS	Blue Band 250gs	1.000	85.00	85.00
MUMIASSUGA-2KGS	Mumias Sugar 2kgs	1.000	300.00	300.00
NESCAFE-IRISH8X2	Nescafe Irish Cream	1.000	499.00	499.00
URBAN-BITES-F30G	Urban Bites Funky Fruit Chutn'y	5.000	40.00	200.00
VITA-STRAWBER1KG	Vita Strawberry Jam	1.000	219.00	219.00
DELMONTE-MANG1LT	Delmonte Mango Juice	1.000	169.00	169.00
KNORR-TEXAN-M28G	Knorr Texan Marinade	1.000	110.00	110.00
PEPSI-TWIST-L1.5	Pepsi Twist Lemon	2.000	120.00	240.00
OUT-OF-AFRICA500	Out Of Africa Macadamia AA	1.000	665.00	665.00

Item for sale are listed as they are added (as per your configuration)

1.6 Pre-Receipt

Can be used as a picking list where required

Same as order no

CASH-SALES Cash Sales

RECEIPT NO : 44 10/04/2013

Qty	Description(s)	TOTAL
2	Ilara Milk 500ml	104.40
2	Yoghurt 150ml	69.60
2	Fresha Milk 500ml	92.80
2	Jogoo Ugali 2kgs	243.60
2	Fanta Citrus	58.00
1	Rubicon Tetra Pack Pomegran	255.20
1	Maggi Masala Spicy Instant No	40.60
TOTAL		864.20
Tendered : CASH		0.00
CHANGE		0.00
VATable	:	745.00
VAT-EXEMPT SALE	:	0.00
TOTAL SALE	:	745.00
VAT - 16 %	:	119.20
Amount Due	:	864.20

1.7 Post and Receipt



Click on Post/Approve icon

Cash Sales: Press OK - to Post/Approve

Invoice Amount 2,884.95

Tendered Amount 3,000.00

Amount Balance 115.05

Reference Document Ref Type

Enter the cash amount from the customer and click on reference document to see the balance created

Press enter to accept or click on OK

Print Slip

Press OK to Continue ...

Press OK on dialog to enable printing



Press OK on dialog to enable printing

Sample Receipt

Qty	Description(s)	TOTAL
1	Blue Band 250gs	98.60
1	Out Of Africa MacadamiaAA	771.40
2	Pepsi Twist Lemon	278.40
1	Knorr Texan Marinade	127.60
1	Delmonte Mango Juice	196.05
1	Vita Strawberry Jam	254.05
5	Urban Bites Funky Fruit Chubri	232.00
1	Nescafe Irish Cream	578.85
1	Mumias Sugar 2kgs	348.00
TOTAL		2,884.95
Tendered :		
CASH		3,000.00
CHANGE		115.05
VATable :		2,487.00
VAT-EXEMPT SALE :		0.00
TOTAL SALE :		2,487.00
VAT - 16 % :		397.95
Amount Due :		2,884.95

ZANAS can be configured to print automatically after posting amount

1.8 Recalling Unfinished Orders



CASH-SALES Orders

ORDER_NUMBER	DESCRIPTION
44	CASH-SALES - Cash Sales 19/03...
45	CASH-SALES - Cash Sales 19/03...

OK Cancel F2 - Accept

You can abandon an order midway and then go back to it later

Double click on the order to select

Item Code **Net Amount ** 864.20**

Sales Price	0.00	Sale Date	07/04/2013	Item Location	INVENTORY
Discount Amount	0.00	UOM		Document Number	
Sale Quantity	1	Barcode		Order Number	44

ITEM CODE	Item Description	QUANTITY	Sales Price	Sales Amount	DISC
ILARAMILK-500ML	Ilara Milk 500ml	2.000	45.00	90.00	0.00
MAGGI-MASALA-85G	Maggi Masala Spicy Instant Noodles	1.000	35.00	35.00	0.00
RUBICON-TETRA1LT	Rubicon Tetra Pack Pomegrante Juice	1.000	220.00	220.00	0.00
FRESHMILK-500ML	Fresha Milk 500ml	2.000	40.00	80.00	0.00
YOGHURT-150ML	Yoghurt 150ml	2.000	30.00	60.00	0.00
FANTA-CITRUS300M	Fanta Citrus	2.000	25.00	50.00	0.00
JOGOUGALI-2KGS	Jogoo Ugali 2kgs	2.000	105.00	210.00	0.00

1.9 Standard Windows PC Keyboard

