

# POS DZ User Guide

## Page 1 – Getting Started

### What is POS DZ?

POS DZ is a simple and modern Point of Sale (POS) software that helps manage sales, inventory, purchases, customers, and reports quickly and accurately.

### Login Steps

1. Open the software.
2. Enter your Username and Password.
3. Click the **Login** button.

### First-Time Activation

A valid license key is required when using the software for the first time.

1. Open the software.
2. Enter your purchased License Key in the License Key field.
3. Click **Save / Activate**.
4. If the key is valid, the software will be activated and ready for use.

### Step 1: Set Up Shop Information

**Menu → Settings → Shop Information**

- Enter Shop Name
- Enter Phone, Address, and Email
- Enter VAT Number (if applicable)
- Upload Logo
- Click Save

👉 Your invoice will now display this information.

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## Page 2 – Configure Settings

### Step 2: Configure Settings (Basic + System Settings)

## 2.1 Configure Basic Settings

**Menu → Settings → Basic Settings**

Enable the required options:

- ✓ Stock Management
- ✓ Supplier Management
- ✓ Agent Commission Management
- ✓ Customer Loyalty Points
- ✓ Expense Management
- ✓ Batch / Expiry Management
- ✓ Shift Management
- ✓ Closing Management
- ✓ ZATCA E-Invoicing (if required)

Then:

- Select VAT Type: Included / Excluded
- Enter VAT %
- Select Default Printer
- Click Save

## 2.2 Configure Other Settings


**Menu → Settings**

Available options:

- ✓ Category Management – Add/Edit/Delete categories
  - ✓ Purchase Return – Record returned purchased products
  - ✓ Sales Return – Record returned sold products
  - ✓ Change Language – Change software language
  - ✓ Change Currency – Change currency (₪ / \$ / SAR etc.)
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## Page 3

- ✓ User Management – Add users, assign roles, and permissions
- ✓ Change Password – Change current user's password
- ✓ Unit Management – Create units such as PCS, KG, LTR, etc.

 Always click **Save** after making changes.

### **Step 3: Add User / Staff / Agent**

**Settings → User Management → Add User**

- Enter Name
- Enter Username & Password
- Select Role
- Enter Commission Rate (%) if applicable
- Click Save

👉 The user can now log in using these credentials.

### **Step 4: Add Supplier**

**Settings → Supplier Management → Add Supplier**

- Supplier Name
- Mobile Number
- Address
- Save

👉 You can now purchase products from this supplier.

### **Step 5: Create Categories**

**Products → Category → + New Category**

Examples:

- Grocery
- Electronics
- Medicine

Click Save.

👉 Products can now be organized by category.

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## **Page 4 – Add Products**

### **Step 6: Add Products**

#### **Manual Product Entry**

**Menu → Products → + New Product**

Enter:

- Product Name
- Category
- Purchase Price
- Sale Price
- Unit
- Barcode (Optional)
- Alert Quantity

If Batch / Expiry Management is enabled:

- Enter Batch No
- Enter Expiry Date

Click Save.

👉 The product is now ready for sale in POS.

## **Bulk Product Import via CSV**

**Menu → Products → Import Products / CSV Upload**

- Download Sample CSV
- Fill in the required information
- Save in CSV format
- Upload → Import

- ✓ All products will be imported automatically
- ✓ Errors will be displayed if any issue exists

- 🔗 Categories must be created first.
- 🔗 Do not change CSV column names.

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## **Page 5 – Purchase Entry & Customers**

### **Step 7: Purchase Entry (Stock In)**

⚠️ Correction: Purchase Entry is usually found in the Purchase Menu, not Settings.

**Menu → Purchase → Add Purchase**

- Select Supplier
- Select Product
- Enter Quantity
- Enter Purchase Price
- Enter Expiry Date (if applicable)
- Save

👉 Inventory will be updated.

## Step 8: Add Customer

Customer → + New Customer

- Name
- Mobile Number
- Address
- Save

👉 Due balances can be maintained.

👉 Loyalty points will be accumulated.

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## Page 6 – POS Sales & Expenses

### Step 9: Make a POS Sale

Menu → POS

- Click Product or scan Barcode
- Select Customer
- Apply Discount (if needed)
- Click Proceed / Pay Now
- Select Payment Mode
- Confirm

👉 Invoice will be printed

👉 Stock will be reduced

👉 Loyalty points will be added

👉 Agent commission will be calculated

### Step 10: Check Low Stock / Expiry Alerts

Dashboard / Reports

- Low Stock List
- Expiry Alert

👉 Replenish products on time.

## Step 11: Add Expense

Menu → Expense → Add Expense

- Category
- Amount
- Date
- Payment Mode
- Save

👉 Profit calculations will remain accurate.

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## Page 7 – Reports & Closing

### Step 12: View Reports

Available reports:

- Today Sales
- Monthly Sales
- Profit Report
- Agent Commission Report
- Loyalty History
- Customer Ledger
- Closing Report
- Expense Report

👉 Select **From Date – To Date** for all reports.

### Step 13: Day-End Closing


**Closing Report / Shift Closing**

- Review Total Sales
- Match Cash Balance
- Confirm Closing

👉 End-of-day accounting will remain accurate.

## **Step 14: Logout Securely**

**Menu → Sign Out**

 Your data will remain secure.

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## **Page 8 – Quick Workflow**

 **Complete Workflow (One Line)**

**Shop Setup → Basic Settings → User → Supplier → Category → Product → Purchase → Customer → POS Sale → Expense → Reports → Closing → Logout.**