# POS APPLICATION USER MANUAL

## Virtual Fiscal Management System (VFMS) User Guide

**ZANZIBAR REVENUE AUTHORITY (ZRA)**
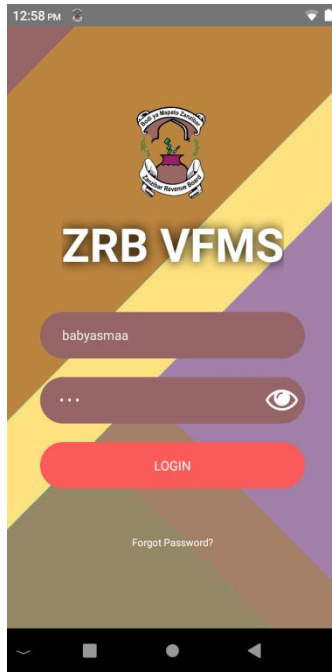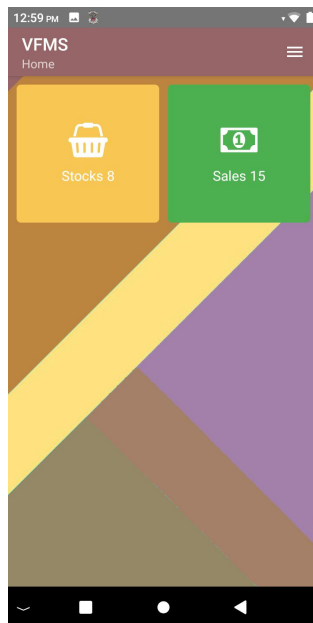*20 June 2023*

# 1. GENERAL BUSINESS

## i. Login

Enter a given [**username & password**] provided by the system administrator as shown from the image below.



Click the [**log in**] button and the system dashboard will appear. The system dashboard displays the number of stocks and sales information summary.
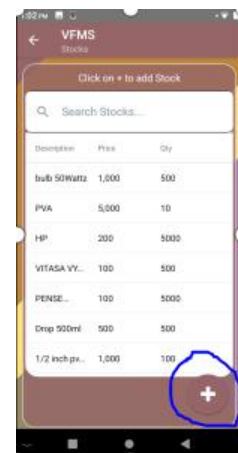
## ii. Stock Management

To manage stocks click the [**yellow stocks card**] from the left side.



## Add New Stock Item
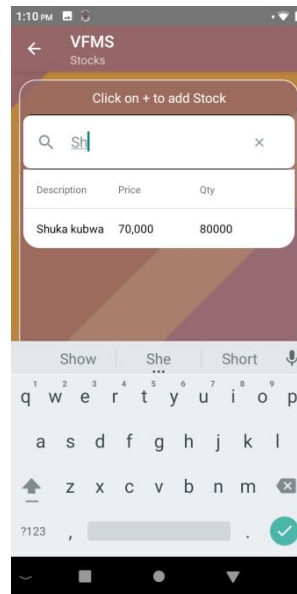Click the [**plus sign**] button at the bottom to create new stock.
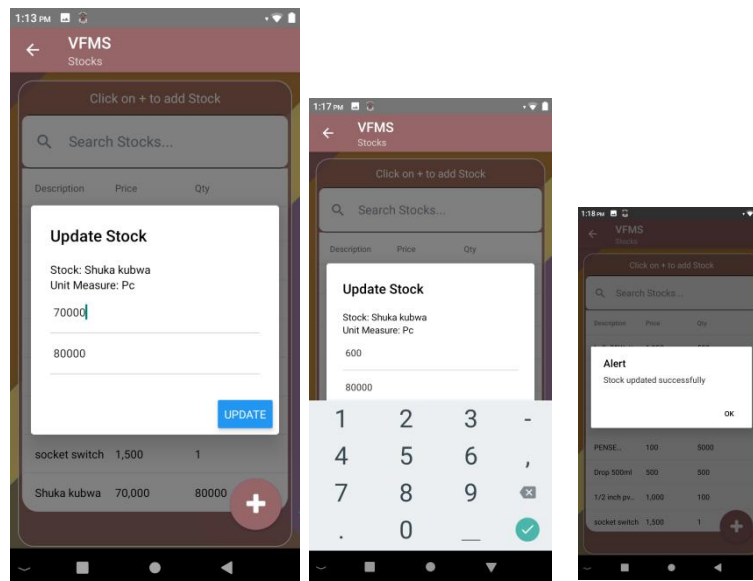


Fill in item(s) information and click [**save**] button

## Search stock item
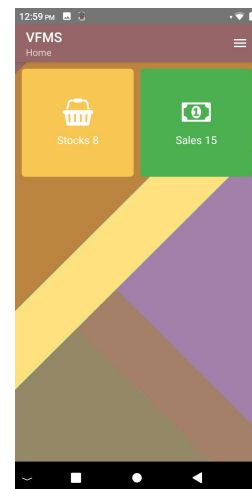
From the search field write the [**description name**].



## Edit stock item

◆ Click the [**item name**] from the list
◆ Tap the price from the top field or quantity at the bottom field to make changes
◆ Click [**update**] button to save the changes

### iii. Sales Management

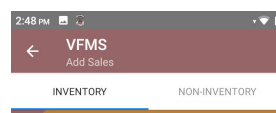To manage sales click the [**green sales card**] from the right side.



### Add New Regular sales
Click the [**plus sign**] button at the bottom of the page.



### Inventory sales
User can only make sales from the specific created stock items.



- ◆ Select type of customer (walking, registered or government institution)
- ◆ Fill in customer's information
- ◆ Select the item from the list at the bottom
- ◆ Click the [**item name**] from the stocked item list more than one times to increase the item's quantity.

◆ Click the [**item name**] from sales list to decrease the quantity.
◆ Click [**minus sign**] icon to delete the item.
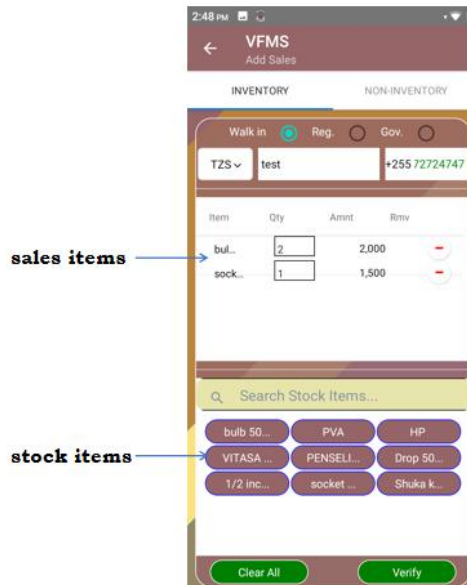


Click [**verify**] button



Click [**save and print**] button to print the receipt.
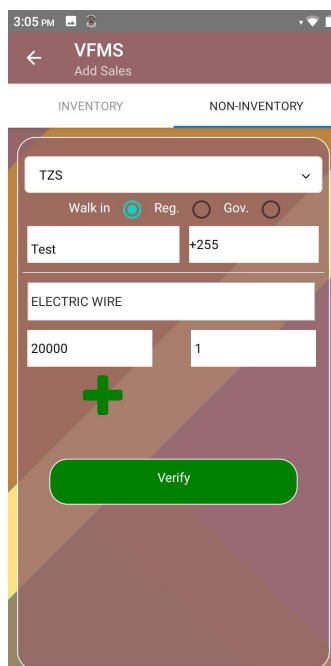
# Non-Inventory sales

User can make sales using general/shared items from the list.
Select non-inventory from the top side
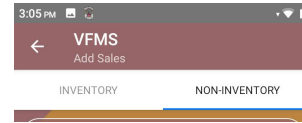


◆ Fill in currency and customer's information
◆ Search the [**item name**] by typing the name from the [**item name**] field
◆ Enter amount and quantity
◆ Click [**verify**] button



click [**save and print**] button

## Add more item

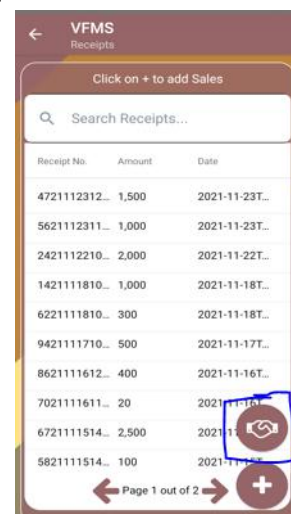To sell more than one item in a list
Click the [**plus sign**] icon

## Remove item

Click the [**minus sign**] icon to remove the added item.

## Special Releived sales

Click the [**shake_hand sign**] button to add special releived sales

◆ Enter releif ID

◆ Click [**check ID**] button to verity the ID
◆ Print the [**verify and print**] button
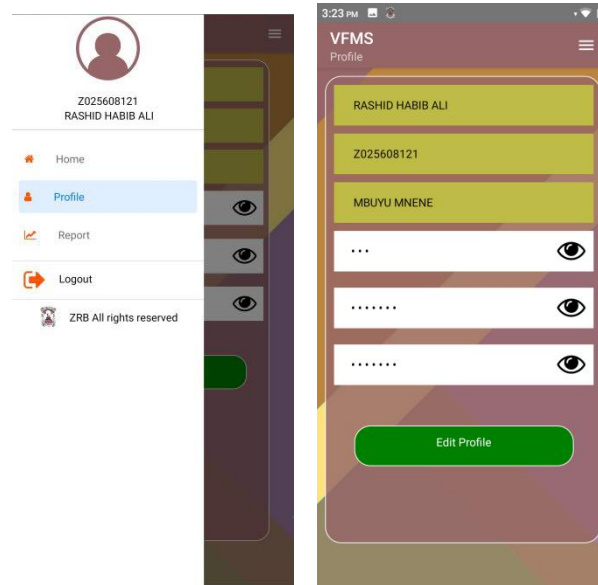
## iv. User profile

Click the **menu bar** from the top
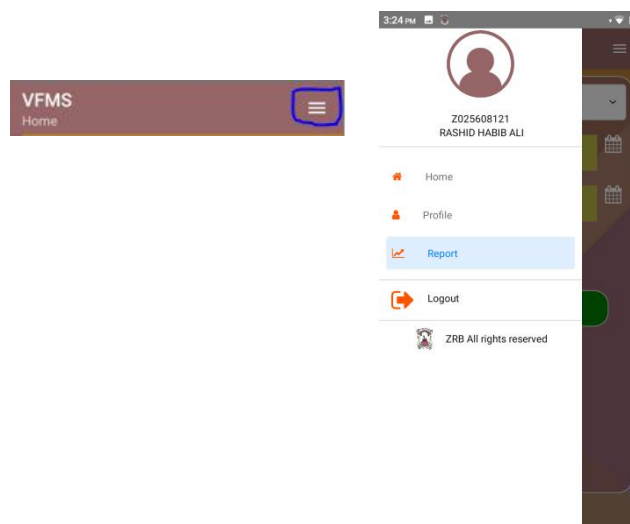Click [**profile**]

- ◆ Enter the current and old password
- ◆ Confirm the new password
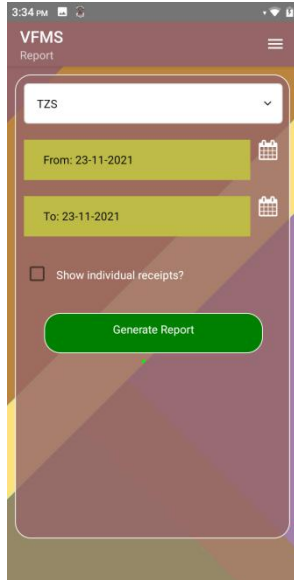- ◆ Click [**edit profile**] button to save the changes



## v.  Reports

Click [**report**] button from the menu bar



- ◆ Select the [**curreny**] you wish to display the amounts
- ◆ Enter the [**start and end date**] range
- ◆ To view individual receipt check the [**show individual receipt**] check box

- ◆ To view the sales summary leave the [**show individual receipt**] check box
- ◆ Click the [**generate report**] button



&lt;Sales report&gt;        &lt;Summarized sales report&gt;

Clck [**print**] button to print the report.

## 2. ACCOMMODATION

After the user login, the check-in dash board will appear which show sumarry of in house guest.

Click the [yellow card] from the dashboard.
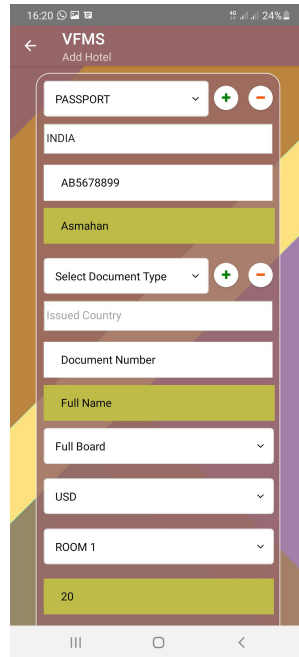


### i. Check-in new guest

Click the [**plus sign**] button



Enter guest's details
Click [**verify**] button
Click [**save and print**] button

## Add guest in the same room

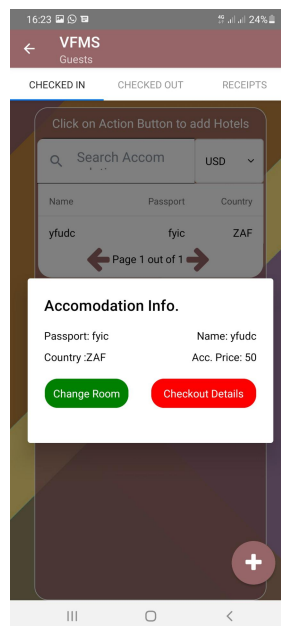Click the [**plus**] button from the top side



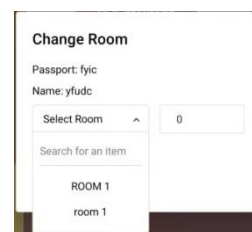Fill in another guest to be added in the same room with same package.

## Change room

Click the guest from the checked-in list
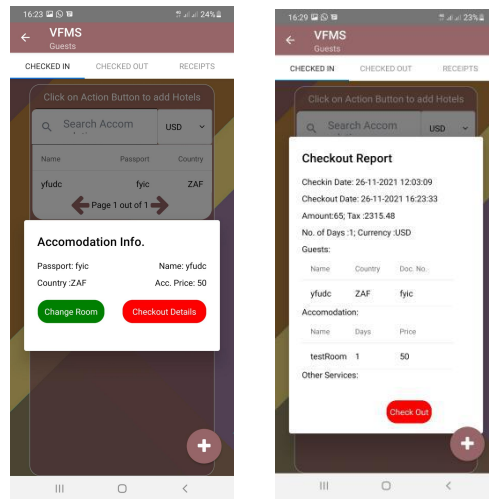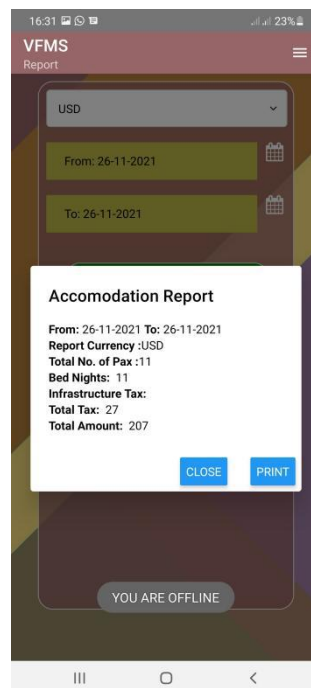
Click [**change room**] button

## Check-out guest
Click the guest from the checked-in list
Click [**check-out**] button
Click [check-out] button to print checkout report



## Accommodation report

# 3. Other services

This includes Restaurant, Bars, Kite, spa, massage etc. The procedures to follow while using system are the same.

The following process can be refered as per General Business described above in I (i),(ii) and (iii).

◆ Login
◆ Stock managemnt
◆ Sales managemnt for regular customers.

## i. Sales management (checked-in guest)

To the sales green card from the dashboard, the following will appear.

◆ The view will display the list of all checked-in guest
◆ Plus sign button for conducting regular customer's sales
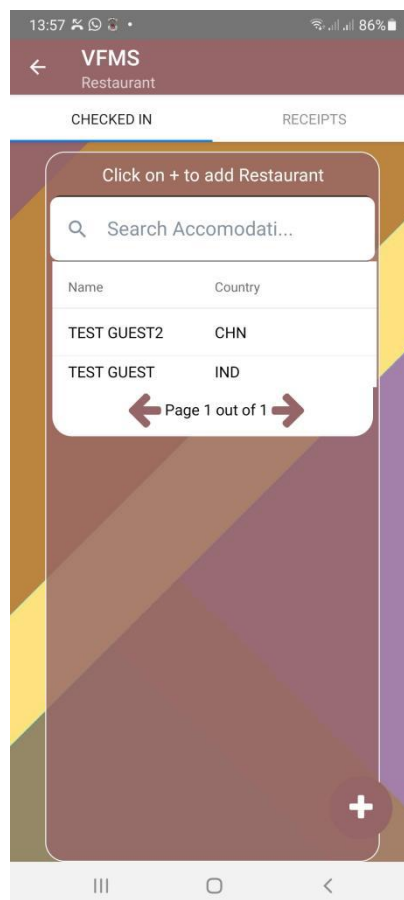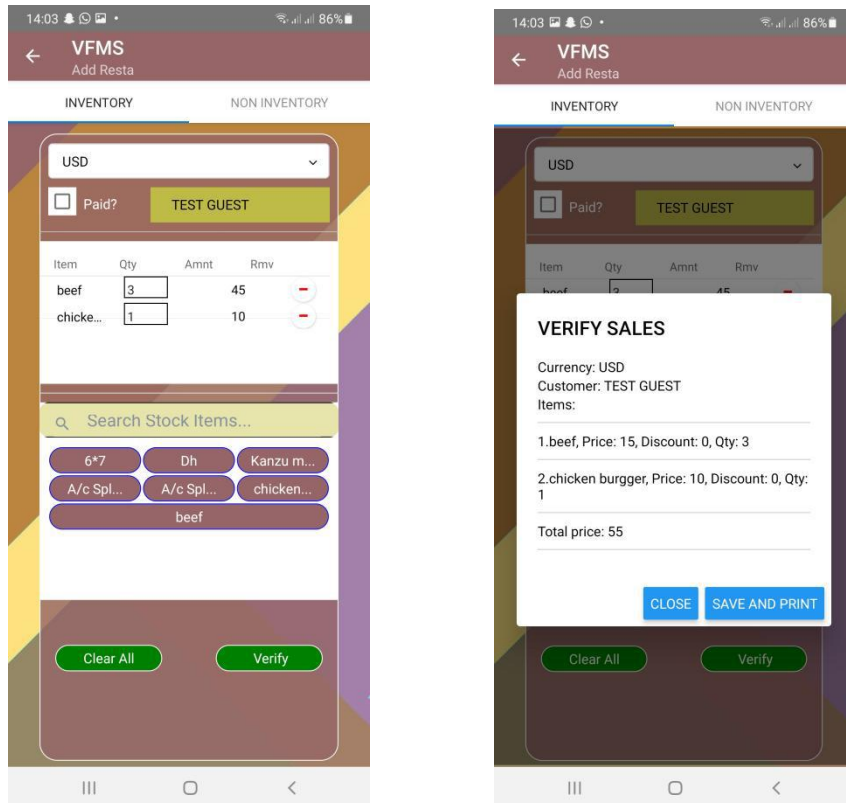


Click on the specific guest to process any service he/she wishes to

have.

The inventory and non-inventory page will appear for the selected guest.

Make sales with reference to the [sales management] explained from the basic businesses above.



Click [**save and print**] button to print the receipt

Click [**close**] button to cancel the transactions