# Zed Pocket Money User Guide



Connecting your business to payments

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### Zed Pocket Money (Web & POS)

Zed Pocket Money allows a parent or guardian to send pocket money to a student(s) while in school.

It enables the student to make CASHLESS purchases at school using biometric fingerprint.

It simplifies the use of pocket money in the financial reconciliation of the school's canteen or cafeteria.

Parent is able to track how his/her child is using the money, since they receive real time transaction history on their Zed app.

Navigating to Zed Pocket Money:

#### How to Activate Zed Pocket Money:

- 1. Log in to Zed Payments portal at <a href="https://web.zed.business">https://web.zed.business</a>
- 2. Access the menu (3 bars at the top left) and choose 'Configurations.'
- 3. In the Configurations menu, find the toggle button for 'Enable Zed Pocket Money.'
- 4. Activate the feature by simply tapping the 'Enable' button, it will turn into a blue color.

zed	<	Power Academy	
Dashboard		Configurations Dashboard  Configurations	
📇 Users	~		
Business	~	۹.	
Payment Set-up			
\Xi Grades & Streams		Enable Inventory	
Bank Statements		Auto Generate Student Number	
😔 Student Promotion			
Parents Accounts	~	Enable Accounting	-
Payables	~		
🕒 General Ledger Accou	nt	Enable Zed Pocket Money	
Services	~	Enable Payables	
Transactions	~	Enable Payables	-
Reports	~	Default Dashboard: Zed Pocket Money	
© Configuration			

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Dashboard	Configurations		
📇 Users 🗸			
🖬 Business 🗸 🗸	٩	Enable Zed Pocket Money ?	
		Enabling Zed Pocket Money in school will display the Zed Pocket Money menu on the	
	Enable Inventory	navbar:	
Bank Statements	Auto Generate Student Number	Terminal users	
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e Parents Accounts ✓	Enable Accounting	Device models.	
\rm Payables 🗸 🗸		• Outlets	
🕒 General Ledger Account	Enable Zed Pocket Money	CANCEL ENABLE	
🖬 Services 🗸 🗸	Enable Payables		
🗏 Transactions 🗸	Enable Payables		
🖻 Reports 🗸 🗸	Default Dashboard: Zed Pocket Money		
Copyright ©2023 Zed. All rights			

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Payment Set-up		Enable Inventory	
\Xi Grades & Streams	_ 1	Auto Generate Student Number	
Bank Statements	_ 1		
😌 Student Promotion	_ 1	Enable Accounting	-
Parents Accounts	~		
Payables	~	Enable Zed Pocket Money	
General Ledger Acc	ount	Enable Payables	
Services	~		
Transactions	×	Default Dashboard: Zed Pocket Money	
Reports	ř		
Configuration			

• Go back to the side menu and you will notice a "Zed Pocket Money" menu is availed.

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Dashboard	Branch: Power Acaden	ny -				
users v						
Business 🗸	New Students	Total Students		udents with	Paid Invoices	Unpaid Invoices
Zed Pocket Money 🗸 🗸	0	3	ĩ		KES 15,000.00	KES 10,000.00
Payment Set-up	0 Parents/Guardians	2 Parents/Guo	Irdians 0	Parents/Guardians	2 Invoices	1 Invoices
Grades & Streams					Transaction Summary	
Bank Statements	Calender			< 2023 >	Cash Payment	KES 20,0
Student Promotion	Total January Amount	Total February	Total March	Total April Amount		
Parents Accounts 🗸 🗸	KES 0.00	KES 0.00	KES 0.00	KES 0.00		
Payables 🗸	KES 0.00	KE3 0.00	KE3 0.00	KE3 0.00	Recent Invoices	
General Ledger Account	Total May	Total June	Total July	Total August	Batch No PowerAcademy_2	1 Invoices
Services 🗸	Amount	Amount	Amount	Amount	Batch No PowerAcademy_1	2 Invoices
Transactions 🗸	KES 0.00	KES 0.00	KES 0.00	KES 0.00		
Reports 🗸						
Configuration	Total September Amount	Total October Amount	Total November Amount	Total December Amount		

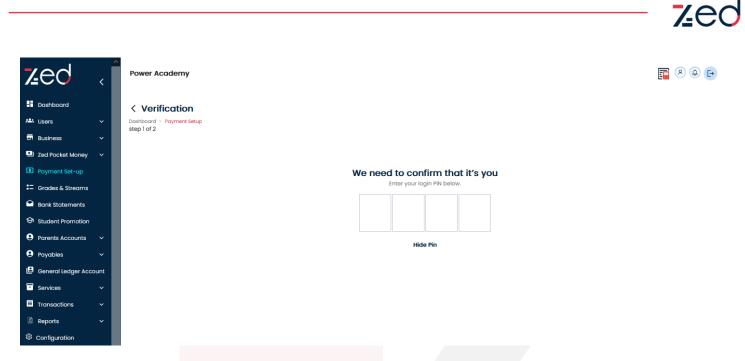
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#### How to Configure Payment Options:

In this section, you'll configure your bank account to receive funds from purchases made through Zed Pocket Money.

- 1. Open the menu.
- 2. Click on 'Payment Set-Up'.
- 3. Enter your Login Pin for confirmation.

zed (	Power Academy				E × + E
Dashboard	Branch: Power Academy -				
📇 Users 🗸 🗸					
🖬 Business 🗸 🗸	New Students	Total Students	Students with Balances	Paid Invoices	Unpaid Invoices
Zed Pocket Money ~	0	3	1	KES 15,000.00	KES 10,000.00
I Payment Set-up	0 Parents/Guardians	2 Parents/Guardians	0 Parents/Guardians	2 Invoices	1 Invoices
📮 Grades & Streams					
Bank Statements	Calender		< 2023 >	Cash Payment	KES 20.000.00
Student Promotion	Total January Total Amount	Total Ma	rch Total April Amount	Conroynen	KE3 20,000.00
Parents Accounts ~	KES 0.00 KES 0.	00 KES 0.00	KES 0.00		
😩 Payables 🗸 🗸				Recent Invoices	
General Ledger Account	Total May Total	June Total J	luly Total August	Batch No PowerAcademy_2	1 Invoices View
🗖 Services 🗸 🗸	Amount Amour		Amount	Batch No PowerAcademy_1	2 Invoices View
Transactions ~	KES 0.00 KES 0.	00 KES 0.00	KES 0.00		
🖻 Reports 🗸 🗸					
🕸 Configuration	Total September Total Amount Amour	October Total Novemi Amount Amount	ber Total December Amount		



- 4. Get a one-time pin on both WhatsApp and email for verification.
- 5. Enter the 6-digit code for verification.

zed	<	Power Academy						
Dashboard		< Verification						
Mat Users	~	Dashboard = Payment Setup						
- Business	~	step 2 of 2						
Zed Pocket Money	~							
Payment Set-up	- 1		We	ve sent	a 6-dig	it One-	-Time P	in to
Grades & Streams	- 1				12@gmail.c	Store 1996		
ᅌ Bank Statements	- 1							
Student Promotion	- 1		•	•	•	•	•	
9 Parents Accounts	~							
Payables	~			Die	in't get the	code ? Res	end	
General Ledger Acc	ount							
Services	~							
Transactions	~							
Reports	~							
Configuration								

- 6. Select 'Pocket Money Setup'.
- 7. Pick 'KCB bank' from the options.
- 8. Click the drop-down arrow next to it.

Zed	<	Power Academy			× • •
Dashboard		Add at least 1 payment method.			
Max Users	~	💬 Mpesa	Active 💽		
🖬 Business	~			KCB Bank	⇒ ~
Zed Pocket Money	~	Bank Bank	Not Set		
Payment Set-up		Card	Not Set		
\Xi Grades & Streams		Cash	Active 💽		
Bank Statements					
Student Promotion			Not Set		
Parents Accounts	~	Paypal	Not Set		
Payables	~	Pocket Money Setup	Not Set		
General Ledger Acc	count				
Services	~				
Transactions	~				
Reports	~				
Configuration					

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You have two choices:

- For cards, select 'Pocket Money (Card)'.
- For biometrics, select 'Pocket Money (Bio)'.

zed 🧹	Power Academy		
- Dashboard	Add at least 1 payment method.		
📇 Users 🗸 🗸	mpesa Mpesa	Active	
🖬 Business 🗸 🗸		KCB Bank	^
🖭 Zed Pocket Money 🗸 🗸	Bank	Not Set Pocket Money(Card)	Not Set
Payment Set-up	Card	Not Set Pocket Money(Bio)	Not Set
😄 Grades & Streams	cash	Active	
Bank Statements	МТN МОМО	Not Set	
Parents Accounts ~	Paypal	Not Set	
Payables      Ceneral Ledger Account	Pocket Money Setup	Not Set	
Services ~			
Transactions ~			
🖻 Reports 🗸 🗸			
② Configuration			

For Pocket Money (Card):

- 1. Enter your KCB bank Account Number.
- 2. Click the 'Save' button.

zed	<	Power Academy			
- Dashboard		Add at least I payment method.			
🗥 Users	~	Mpesa	Active O		
G Business	~			KCB Bank	^
Zed Pocket Money	~	Bank	Not Set	Packet Money(Card)	Not Set
Payment Set-up	- 1	Card	Not Set	Pocket Money(Bio)	Not Set
🚍 Grades & Streams	- 1	Cash	Active 💽		
ᅌ Bank Statements	_			Enter Acccount Number *	
Student Promotion	_		Not Set		
Parents Accounts	~	Paypal	Not Set	SAVE	
Payables	~	Pocket Money Setup	Not Set		
🕒 General Ledger Acc	ount	Pocker Money Setup	NOT SET		
Services	~				
Transactions	~				
Reports	~				
🕸 Configuration					

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#### For Pocket Money (Bio):

- 1. Enter the bank paybill number and Vooma Till No or bank account number, as applicable.
- 2. Confirm the details.
- 3. Click the 'Save' button to update.

zed	<	Power Academy			
- Dashboard		Add at least 1 payment method.			
🗥 Users	~	Mpesa	Active O		
- Business	~			KCB Bank	^
Zed Pocket Money	~	Bank	Not Set	Pocket Money(Card)	Not Set
Payment Set-up	- 1	Card	Not Set	Pocket Money(Bio)	Not Set
Grades & Streams		Cash	Active O		
Bank Statements				- Account To SetUp	
Student Promotion			Not Set	Account to setup	*
Parents Accounts	~	Paypal	Not Set	Vooma Till	
Payables	~			KCB Account Number	
General Ledger Acc	ount	Pocket Money Setup	Not Set		
Services	~				
Transactions	~				
Reports	~				
र्छ Configuration					

zed 、	^	Power Academy			
Dashboard		Add at least 1 payment method.			
🛋 Users 🗸 🗸	·	P Mpesa	Active 💽		
Business V		Bank	Not Set	KCB Bank Pocket Money(Card)	Not Set
<ul> <li>Zed Pocket Money </li> <li>Payment Set-up</li> </ul>		Card	Not Set	Pocket Money(Bio)	Not Set
Grades & Streams					
Bank Statements		Cash	Active 💽	- Account To SetUp	
Student Promotion			Not Set	Vooma Till	~
Parents Accounts 🗸 🗸		Paypal	Not Set	Vooma Till No.	
Payables ~		Pocket Money Setup	Not Set	e.g 123456	
General Ledger Account		•		Verify Vooma Till No. e.g. 123456	
Services ~					
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Reporte V					SAVE
ⓓ Reports					SAVE
	^	Power Academy			
Configuration		Add at least 1 payment method.			
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Configuration		Add at least 1 payment method.	Active  Not Set	KCB Bank Pocket Money(Cand)	E 8 9 C
Configuration		Add at least ] payment method.			E & @ (
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Configuration		Add at least 1 payment method.	Not Set	Pocket Money(Card) Pocket Money(Bio) _ Account To Settip	Not Set
Configuration		Add at least 1 payment method.	Not Set	Pocket Money(Card) Pocket Money(Bio)	Not Set
Configuration		Add at least 1 payment method.	Not Set Not Set Not Set Not Set	Pocket Money(Card) Pocket Money(Bio) Account To Settip KCB Account Number	Not Set
Configuration		Add at least 1 payment method.	Not Set	Pocket Money(Card) Pocket Money(Bio) Account To Settp KCB Account Number KCB Account Number	Not Set
Configuration Co		Add at least 1 payment method.	Not Set Not Set Not Set Not Set	Pocket Money(Card) Pocket Money(Bio) Account To Settlp KCB Account Number KCB Account Number e.g. 123456	Not Set
Configuration Co		Add at least 1 payment method.	Not Set Not Set Not Set Not Set	Pocket Money(Card) Pocket Money(Bio)  Account To Set5p  KCB Account Number  G.g. 123456  Verify KCB Account Number	Not Set

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• Once successfully set up, the Pocket Money button will turn green.

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- Dashboard		Add at least 1 payment method.	
Mat Users	~	P Mpesa Active (	C Kpesa Setup
🖬 Business	~		
Zed Pocket Money	~	Bank Active	
Payment Set-up		Card Not Set	Do you have Mpesa Daraja set up for your business?
\Xi Grades & Streams		Cash Active	NO YES
ᅌ Bank Statements			
Student Promotion		MTN MOMO Not Set	
Parents Accounts	~	Paypal Not Set	
Payables	~	Pocket Money Setup Active	
🕒 General Ledger Acc	ount		
Services	~		
Transactions	~		
Reports	~		
谷 Configuration			

#### How to Create Outlets:

#### Outlets are the school's Canteens or Cafeterias.

- 1. Click on 'Zed Pocket Money' Menu to open a drop-down Sub-menu.
- 2. Click the Sub-menu 'Outlets' and click "Create Outlet" button to add a new Outlet.

zed	<	Elite Educational Centre	e				E 8 8 F
Dashboard							
	<b>~</b>	Branch: -					
	,	New	Total		Students with	Paid	Unpaid
	~	Students	Students	Θ	Balances	Invoices KES 0.00	Invoices
Dashboard		0 Parents/Guardians	4 4 Parents/Gu	lardians	0 Parents/Guardians	0 Invoices	KES 0.00 0 Invoices
Outlets							
Terminal users		Calender			< 2023		Last 7 Days 🗸
Terminal Mngt		Total January	Total February	Total Mar	ch Total Apr	No Payment Data	
Payment Set-up		Amount	Amount	Amount	Amount		
🚍 Grades & Streams		KES 0.00	KES 0.00	KES 0.00	KES 0.00		
🙆 Bank Statements		Total	Total	Total	Total	Recent Invoices	
Student Promotion		Total May Amount	Total June Amount	Total J Amount	Amount Augus	SE	
Parents Accounts	~	KES 0.00	KES 0.00	KES 0.00	KES 0.00		
General Ledger Accou	unt						
Services	~	Total September Amount	Total October Amount	Total Novemi Amount	Amount	er.	
Inventory	~	KES 0.00	KES 0.00	KES 0.00	KES 0.00		
POS	~						
zed	<	Elite Educational Centre					E × A E
Dashboard		Outlets					
:1: Users	~	DashBoard • Zed-Payit • Outlets					Create Outlets
🖬 Business	~	Course b					
Zed-Payit	^	Search	Q				EXPORT :
Dashboard		Name	Institution	Categories	Terminals	Terminal Users Status	Action
Outlets		Main Store	Elite Educational Centre	2	0	1 ACTIVE	1
Terminal users			-	-			•
Terminal Mngt							
S Payment Set-up							
🚍 Grades & Streams							
Bank Statements							
Student Promotion							Rows per page: 10 + 1-1 of 1 < >

- 3. Fill in Outlet Details: Provide information in the 'Name' and 'Description' fields.
- 4. Click the 'Submit' button to save the details.
- 5. You can repeat these steps to create as many outlets as needed for your school.

- 1. Click on the menu 'Zed Pocket Money' to open a Sub-menu "Terminal Users".
- 2. Click the 'Terminal Users' button to add a Terminal User.

zed	<	Elite Educatio	onal Centre							<b>F</b> 🖲 🤇	€
Dashboard		Terminal Us	sers								
🕰 Users	~	DashBoard • Zed-	Payit • Terminal Users							Cre	eate User
📻 Business	~	Search	Q							EX	XPORT :
🛄 Zed-Payit	^										
Dashboard	- 1	Name	Email	Phone	Institution	Teller ID	User Type	OutLet	Status	Action	
Outlets											
Terminal users											
Terminal Mngt						· · · ·	1				
S Payment Set-up											
🚍 Grades & Streams						E(×	)				
ᅌ Bank Statements						No Data to Displi	syl				
Student Promotion									D		
Parents Accounts	×								Rows per pag	e: 10 ┯ 0−0 of0	$\langle \rangle$

- 3. Click "Create User" to Create New User.
- 4. Fill in the following details for the user: Name, ID number, phone number, Email address,
- 5. User Type, User Name and assign them to an Outlet.

zed	<	Elite Educational Centre			
- Dashboard		< Create User			
121 Users	~	DashBoard	r		
- Business	~	Terminal User Details			
🛄 Zed-Payit	^	FirstName	LastName		
Dashboard	_	ID NO	- +254		
Outlets	_		User Type		
Terminal users	_	Email Address	payitUser		
Terminal Mngt	_	userName			
Payment Set-up	_				
🛨 Grades & Streams		Outlet		*	
🙆 Bank Statements	_		Cancel	Submit	
Student Promotion	_				
Parents Accounts					

- 6. Click the 'Submit' button to save the user's information.
- 7. You can repeat these steps as needed to create multiple terminal users.

#### How to Create Items to be sold at the Canteen/Cafeteria:

- 1. Log in to Zed Payments portal at http://web.zed.business
- 2. Access the menu (3 bars at the top left) and choose 'Configurations.'
- 3. In the Configuration menu, find the toggle button for 'Enable Inventory'.
- 4. Activate the feature by simply tapping the 'Enable' button, it will turn into a blue color.

zed	<	Elite Educational Centre				<b>a</b> 8	<u>a</u> 8 a	🖬 😣 🕒 🕒
Dashboard		Configurations						
📇 Users	~		ן					
Business	~	۹	J					
Zed Pocket Money	~	Enable Inventory						
Payment Set-up								
\Xi Grades & Streams		Auto Generate Student Number						
ᅌ Bank Statements								
Student Promotion		Enable Accounting						
Parents Accounts	~							
🕒 General Ledger Acco	ount	Enable Zed Pocket Money						
Services	~	Enable Payables						
Transactions	~		-					
Reports	~							
Configuration								

Zed	Elite Educational Centre		
E Dashboard	Configurations Dashboard = Canfigurations		
📇 Users 🗸 🗸	Q		
<ul> <li>Zed Pocket Money ~</li> <li>Payment Set-up</li> </ul>	Enable Inventory	Enable Inventory in School?	
Grades & Streams	Auto Generate Student Number	Enabling inventory in school will allow the business to track and manage products, stock, stores, warehouses and customers.	
Student Promotion	Enable Accounting	Manage your invertory, products and services.     Manage your suppliers, stores and warehouses.	
Parents Accounts       General Ledger Account	Enable Zed Pocket Money	Manage your customer accounts, activity, invoices, receipts and statements.	
<ul> <li>Services</li> <li>Transactions</li> </ul>	Enable Payables	CAMCEL	
Reports ~			
Configuration			

zed 🤇	Elite Educational Centre	
- Dashboard	Configurations	
🛎 Users 🗸 🗸	-	
🖬 Business 🗸 🗸	Q	
Zed Pocket Money ~		
Payment Set-up	Enable Inventory	
💶 Grades & Streams		
Bank Statements	Auto Generate Student Number	
Student Promotion	Enable Accounting	-
Parents Accounts ~		
General Ledger Account	Enable Zed Pocket Money	-
🖻 Services 🗸 🗸		
🖬 Inventory 🗸 🗸	Enable Payables	-
🗏 POS		
Transactions ~		
🖻 Reports 🗸 🗸		

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• Go back to the side menu and you will notice an 'Inventory' menu is availed.

#### How to create Product Categories:

- 1. Open the menu.
- 2. Select 'Inventory' from the drop-down menu.
- 3. Click 'Product Categories'.

zed (	Elite Educational Centre				
Dashboard	Branch: -				
📇 Users 🗸 🗸					
🖬 Business 🗸 🗸	New Students		tudents with alances	Paid Invoices	Unpaid Invoices
🖳 Zed Pocket Money 🗸 🗸		4 (	didifices	KES 0.00	KES 0.00
Payment Set-up	0 Parents/Guardians	4 Parents/Guardians 0	Parents/Guardians	0 Invoices	0 Invoices
E Grades & Streams					
Bank Statements	Calender		< 2023 >	Transaction Summary	
Student Promotion	Total January Total Amount	February Total March	Total April Amount		
Parents Accounts ~	KES 0.00 KES 0.00	) KES 0.00	KES 0.00		
General Ledger Account				Recent Invoices	
🗖 Services 🗸 🗸	Total May Total	June Total July	Total August		
Inventory ^	Amount Amount	Amount	Amount		
Product Categories	KES 0.00 KES 0.00	0 KES 0.00	KES 0.00		
Product /Services					
Stock	Total <b>September</b> Total Amount	October Total November Amount	Total December Amount		
🗏 POS	KES 0.00 KES 0.00	0 KES 0.00	KES 0.00		
■					

4. At the top-right, click 'Create Category'.

zed 、	Elite Educational Centre				
- Dashboard	Product / Service Categories				Create Category
🕮 Users 🗸 🗸	Dashboard • Products / Services Categories				
🖬 Business 🗸 🗸	Active New Edited Categories D	eactivation Request Inactive			
Zed Pocket Money ~					
Payment Set-up	Q. Search				EXPORT :
💶 Grades & Streams					
Bank Statements	Category Name Type	Category Description	GL Account (income)	GL Account (Expense)	Action
Student Promotion	Cereals Product	Cereats	null	Food	/ T
Parents Accounts ~	Transport Service	School Transport	Transport	N/A	Z 👔
🕒 General Ledger Account	Fees Service	School Fees	Fee	N/A	Z 👔
🖬 Services 🗸 🗸					
Inventory ^					
Product Categories	· · · · · · · · · · · · · · · · · · ·				
Product /Services					Rows per page: 10 + 1-3 of 3 < >
Stock					
	-				
zed 、	Elite Educational Centre				🖬 😣 🕒 🕞
Dashboard	< Product / Service Categories				
AL Users 🗸	Dashboard  Products / Services Categories  Create C	Categories			
🖬 Business 🗸 🗸	Create a Category				
🖳 Zed Pocket Money 🗸 🗸	Category Name				
Payment Set-up	- Category Type				
Grades & Streams	Product				
Bank Statements					
Student Promotion	General Ledger Account (Income) -				
e Parents Accounts ∨					
General Ledger Account	General Ledger Account (Expense) -				
🗧 Services 🗸 🗸	Category Description				
🗐 Inventory 🔷 🔨					
Product Categories	Cancel Create				
Product /Services					
Stock					

- 5. Complete the required fields.
- 6. Click 'Create' to save your category.

zed 🔬	Elite Educational Centre	E 8 @ E
- Dashboard	< Product / Service Categories	
🚢 Users 🗸 🗸	Dashboard   Products / Services Categories  Create Categories	
🖬 Business 🗸 🗸	Create a Category	
🖳 Zed Pocket Money 🗸 🗸	Category Name Breakfast	
Payment Set-up	/ Category Type	
Grades & Streams	Product	
Bank Statements	General Ledger Account (income)	
Student Promotion	Others +	
😫 Parents Accounts 🗸 🗸		
General Ledger Account	General Ledger Account (Expense) -	
🖹 Services 🗸 🗸	Category Description	
Inventory ^	Canteen Breakfast	
Product Categories	Cancel Create	
Product /Services		
Stock		

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- 7. Repeat the process to create as many categories as needed.
- 8. When successfully created, look in the 'New' column.

zed	<	Elite Educational	Centre					E	R & F
<ul> <li>Dashboard</li> <li>Users</li> <li>Business</li> <li>Zed Pocket Money</li> <li>Payment Set-up</li> </ul>	* * *	Product / Serv Dashboard = Preducts / Active New	-	eactivation Request Inactive					Create Category
🚍 Grades & Streams		Category Name	Туре	Category Description	GLAccount (Income)	GLAccount (Expense)	Created On	Action	
ᅌ Bank Statements			1.11-		,,				
Student Promotion		Lunch	Product	Cafeteria Lunch	N/A	Food	24/10/2023 11:23:39	$\odot$	
Parents Accounts	~								
🕒 General Ledger Acco	unt								
Services	~								
Inventory	^								
Product Categories									
Product /Services							Rows	per page: 10 👻	1–1 of 1 < >
Stock									

9. Select the new category by checking the box.

10. Click 'Approve', and the category will move to the 'Active' column.

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- Dashboard		Product / Servi	ice Categories						Create Category
🗥 Users	~	Dashboard • Products / Se	ervices Categories						
Business	~	Active New	Edited Categories Dea	ctivation Request Inactive					
Zed Pocket Money	~								
B Payment Set-up		Q Search							
🚍 Grades & Streams									
ᅌ Bank Statements		Category Name	Туре	Category Description	GL Account (Income)	GL Account (Expense)	Created On	Action	
Student Promotion		Lunch	Product	Cafetoria Lunch	N/A	Food	24/10/2023 11:23:39	⊘⊗	
Parents Accounts	~								
General Ledger Acco	ount								
Services	~								
Inventory	^								
Product Categories									
Product /Services		1 row selected					Rows	per page: 10 👻	1–1 of 1 < >
Stock									Decline Approve
	^								
zed	<	Elite Educational C	Centre						8 @ 🗗
Dashboard		Product / Servi	ce Categories						Create Category
Users	~	Dashboard • Products / Se	ervices Categories						
8-80 F (1) F (1)		Activo Now	Edited Categories Dear	tiuation Dominant Ingotivo					

GL Account (Expense)

Created On

24/10/2023 11:23:39

Action

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1-1 of 1 <

Арр

I row selected		Rows per page: 10 +

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Selected new products/service will be activated for your business.

Cancel Approve

#### How to Create Products:

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Services

Produc

Stock

Payment Set-up

es & Streams

nk Statements

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- 1. Open the menu.
- 2. Select 'Inventory' from the drop-down menu.
- 3. Click 'Product/Service'.

Q Search

Category Name

Lunch

Туре

Product

7<u>e</u>0

zed	<	Elite Educational Centre					
Dashboard		Product / Service					Create Product/Service
🗥 Users		Dashboard • Products / Services					
Business		Active New Edited Products Deacti	ivation Request Inacti	ive			
Zed Pocket Money							
Payment Set-up		Q Search	Category : •	School Type 👻			EXPORT 1
\Xi Grades & Streams		Name Category T	Type Produ	uct Code Amount	t Type Amount (KES)	Category Description A	ction
Bank Statements							
Student Promotion							
Parents Accounts							
🕒 General Ledger Acc	ount			No results	found.		
Services							
Inventory							
Product Categories							
Product /Services						Rows per page: 10 👻	1-3 of 3 < >
Stock							

4. At the top-right, click 'Create Product/Service'.

zed 🤇	Elite Educational C	Centre							E × 4 🕞
Dashboard	Product / Servi	се						$\implies$	Create Product/Service
🛎 Users 🗸 🗸	Dashboard • Products / Se	ervices							
🖬 Business 🗸 🗸	Active New	Edited Products	Deactivation Request	Inactive					
🖳 Zed Pocket Money 🗸 🗸									
Payment Set-up	Q Search		Category :	<ul> <li>School Type</li> </ul>	•				EXPORT :
Grades & Streams	Name	Category	Туре	Product Code	Amount Type	Amount (KES)	Category De	cription Activ	
Bank Statements	Name	Category	Туре	Product Code	Amount Type	Amount (KES)	Category De	cription Acti	on
Student Promotion									
9 Parents Accounts 🗸									
General Ledger Account					No results found.				
🖹 Services 🗸 🗸									
Inventory ^									
Product Categories									
Product /Services							Rows pe	er page: 10 👻	1-3 of 3 < >
Stock									

- 5. Provide the necessary information.
- 6. Tick the 'Consumable' box
- 7. Click 'Create' to save the product or service.

📻 🗵 🖨 🕞

zed	Elite Educational Centre
- Dashboard	< Product / Service
🛎 Users 🗸 🗸	Dashboard   Products / Services   Create Product / Service
🖬 Business 🗸 🗸	Create a Product /Service
👤 Zed Pocket Money 🗸 🗸	×
Payment Set-up	Product Name
Crades & Streams	
ᅌ Bank Statements	Description
Student Promotion	Amount Type + Selling Price
9 Parents Accounts V	
General Ledger Account	Buying Price
E Services V	
Inventory ^	Unit of Measurement +
Product Categories	
Product /Services	_ Reorder Level
Stock	0
POS	Cancel Create



≔ Courses & Programs ∨	Elite University
Bank Statements	
Student Promotion	< Product / Service
🗳 Staff	Dashboard + Products / Services + Create Product / Service
Students Accounts ~	Create a Product /Service
General Ledger Account	Breakfast *
Services ~	- Product Name
Inventory ^	Description
Product Categories	Black Coffee 1 Cup
Product /Services	Amount Type Selling Price
Stock	Fixed Price = 50
🗏 POS	Buying Price*
Transactions ~	25 0
🖻 Reports 🗸 🗸	- Unit of Measurement
	Single +
载 Configuration	Consumable
-te ouringalation	Reorder Level
	0
Copyright ©2024 Zed. All rights reserved.	Cancel Create

- 8. After successful creation, find it in the 'New' column.
- 9. Select the new product/service by checking the box.

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zed	<	Elite Educational	Centre							<b>F</b> 🖲 (	
- Dashboard		Product / Ser								Create Produ	ict/Service
📇 Users	~	Dashboard Products /	Services								
Business	~	Active New	Edited Products	Deactivation Request	Inactive						
Zed Pocket Money	~										
Payment Set-up		Q Search		Category :							
📰 Grades & Streams					Amount (KES)	Buying Price (KES)			Category Description	1.121210	
ᅌ Bank Statements	- 1	Name	Category	Amount Type	Amount (KES)	Buying Price (KES)	Created On	Created By	Calegory Description	Action	
Student Promotion		Black Coffee	Breakfast	Fixed Price	50	25	23/10/2023 20:48:10	Judy M	Black Cottee 1 cup	0 8	
Parents Accounts	~										
🕒 General Ledger Acc	ount										
Services	~										
Inventory	*										
Product Categories											
Product /Services									Rows per page: 10	1−1 of 1 <	>
Stock											

Zec

10. Click 'Approve', and the product or service will appear in the 'Active' column.

zed 🧹	Elite Educational C	entre								۵ (
Dashboard	Product / Servi	се							Create Produ	ct/Se
≜t Users ✓	Dashboard • Products / Se	rvices								
Business 🗸	Active New E	dited Products	Deactivation Reques	t Inactive						
🖳 Zed Pocket Money 🗸 🗸										
Payment Set-up	Q Search		Category :	•						
Grades & Streams										
Bank Statements	Name	Category	Amount Type	Amount (KES)	Buying Price (KES)	Created On	Created By	Category Description	Action	
Student Promotion	Black Coffee	Breakfast	Fixed Price	50	25	23/10/2023 20:48:10	Judy M	Black Coffee 1 cup	0 8	
Parents Accounts 🗸										
General Ledger Account										
- Services 🗸										
Inventory ^										
Product Categories										
Product /Services								Rows per page: 10	0	>
Stock									DECLINE	ROV

11. Repeat the process for any additional products or services.

Payment Set-up	Elite University					E 8 @ F
📛 Courses & Programs 🗸	Ente oniversity					
Bank Statements	Stock Management					
Student Promotion	Dashboard > Stock					
±= Staff			What we	ould you like to do today?		
Students Accounts ~						
General Ledger Account	L (					
🖬 Services 🗸 🗸		R		لينه. ليا	다	
Inventory ^		Active Stock		Stock Take	Add Stock	
Product Categories						
Product /Services		Ę		(	EV	
Stock		Transfer Stock		Stock Order	Approvals	
🗏 POS						
Transactions 🗸						
Reports V				Report		
Messaging Service						
総 Configuration						

#### How to Match Product Category to Outlets:

This guide helps you link specific product categories to different outlets. By following these steps, you can decide which products should be available at each outlet, ensuring an organized distribution plan.

- 1. Start by opening the menu and choose the 'Zed Pocket Money' option.
- 2. Once in 'Zed Pocket Money,' select 'Outlets.' This will show you a list of outlets that have been created.

zed 、	Zambeto High School					E 8 @ (
Dashboard	Branch: Zambeto High Scho	ol –				
🖬 Business 🗸 🗸						
Zed Pocket Money	New Students	Total Students	Θ	Students with Balances	Paid Invoices	Unpaid Invoices
Dashboard	1	10	•	10	KES 219.00	KES 5,039.00
Outlets	1 Parents/Guardians	6 Parents/Gu	ardians	1 Parents/Guardians	54 Invoices	105 Invoices
Terminal users					Transaction Summary	
Terminal Mngt	Calender			< 2023 >	No Payment Data	
Payment Set-up		nount February	Total March	Total April Amount		
Grades & Streams	KES 0.00 KE	S 0.00	KES 0.00	KES 0.00		
Bank Statements					Recent Invoices	
Student Promotion	Total May To	utal June	Total July	Total August	Batch No ZambetoHighSchool_31	10 Invoices View
9 Parents Accounts 🗸 🗸	Amount An	nount	Amount	Amount	Batch No ZambetoHighSchool_29 Batch No ZambetoHighSchool_32	1 Invoices View 10 Invoices View
General Ledger Account	KES 0.00 KE	S 0.00	KES 5.00	KES 12.00	Batch No ZambetoHighSchool_32 Batch No ZambetoHighSchool_30 Batch No ZambetoHighSchool_28	8 Invoices <u>View</u> 8 Invoices <u>View</u>
- Services 🗸 🗸						
		nount October	Total November	Total December Amount		

#### zed ■ Zambeto High School Outlets Dashboard DashBoard · Zed Pocket Money · Outlets reate Outlets Business Zed Pocket Money Search Q EXPORT Dashboard Name Institution Categories Terminals Terminal Users Status Action Terminal users ACTIVE : Ndovu Outlet Zambeto High School 0 0 0 Terminal Mngt : Nyati Main Outlet Zambeto High School 0 0 0 ACTIVE Payment Set-up Main Outlet Zambeto High School 0 ACTIVE : 2 Grades & Streams : Simba Main Outlet Zambeto High School 2 ACTIVE Bank Statements : Zambeto High School 0 4 ACTIVE lain Store <u>0</u> Student Promotion Parents Accounts Rows per page: 10 👻 1-5 of 5 General Ledger Account Services entory

Ze

- 3. Choose an outlet from the list. In the 'Action' column, click the three vertical dots and select 'Assign Categories.'
- 4. A dropdown arrow will appear in the 'Service Categories' field. Click it to select the category of products you want to stock at that outlet. You can choose multiple categories if needed.

zed .	Zambeto High	School					<b>[</b>	8 @ [→
Dashboard	Outlets							
Business 🗸		ocket Money    Outlets						Create Outlets
Zed Pocket Money	Search	Q						EXPORT :
Dashboard								
Outlets	Name	Institution	Categories	Terminals	Terminal Users	Status	Action	
Terminal users	Ndovu Outlet	Zambeto High School	2	0	0	ACTIVE	:	
Terminal Mngt	Nyati Main Outlet	Zambeto High School	Q	D	0	ACT / Edit O		
Payment Set-up	Ndovu Main Outlet	Zambeto High School	2	0	1		ivate Outlet	
Grades & Streams	Simba Main Outlet	Zambeto High School	2	1	1	ACTIVE	:	
Bank Statements	Main Store	Zambeto High School	0	D	4	ACTIVE	:	
Student Promotion		-	-					
Parents Accounts ~	1 row selected					Rows per	page: 10 👻 1–5 of	f5 < >
General Ledger Account								

Services

Zeo

zed	<	Zambeto High School	
Dashboard		< Assign Service Categories	
Business	~	DashBoard   Zed Pocket Money  Outlets  Assign Services Categories	
Zed Pocket Money		Assign Service Categories	
Dashboard		Service Categories	
Outlets		Service Categories	
Terminal users		Rosot Submit	
Terminal Mngt			
Payment Set-up			
Grades & Streams			
Bank Statements			
Student Promotion			
Parents Accounts			
😫 General Ledger Acco	ount		
zed	<	Zambeto High School	
- Dashboard		< Assign Service Categories	
Business	~	DashBoard   Zed Pocket Money  Outlets  Assign Services Categories	
Zed Pocket Money		Assign Service Categories	
Dashboard		- Service Categories	
Outlets		Breakfast X Lunch X	
		Rosot Submit	
Terminal users			
Terminal Mngt			
<b>E Daaaaaaaaaaaaa</b>			
Payment Set-up			
Grades & Streams			
<ul> <li>Grades &amp; Streams</li> <li>Bank Statements</li> </ul>			
<ul> <li>Grades &amp; Streams</li> <li>Bank Statements</li> <li>Student Promotion</li> </ul>			
<ul> <li>Grades &amp; Streams</li> <li>Bank Statements</li> <li>Student Promotion</li> <li>Parents Accounts</li> </ul>			
<ul> <li>Grades &amp; Streams</li> <li>Bank Statements</li> <li>Student Promotion</li> </ul>			

- 5. After selecting the categories, click the 'Submit' button. This action will successfully assign the chosen category to the outlet.
- 6. Apply the same process for the rest of the outlets. Choose an outlet, assign the relevant product categories, and submit the selection.

#### How to Log Into a POS/Terminal:

After creating a Terminal User, they will receive their POS/Terminal login Credentials ('Teller ID and PIN) via the email.

To start, the terminal user should turn on the POS device and follow these steps to log in:

1. Enter your 'Teller ID' and 'Pin', then click 'Proceed.'

	Zed
Zed Easy all the way!	Teller ID* ③ Teller ID Password* A Password ● Password
Version 1.0.1	Forgot Password? Proceed Store
zed	
Teller ID*	
Forgot Passv	
Proceed	

2. After logging in, the below screen will appear prompting you to reset your pin:

	← Reset Pin	
	Reset Pin	
	Enter your current Pin	۲
	-New Pin*	
	Enter new pin	٥
	Confirm Pin*	
	Confirm pin	•
	Update	
3. To reset your pir	: • Enter your 'Cu	urrent DINI '
	· Set a 'New Pl	N.'

- Confirm the new PIN.
- Click the 'Update' button.

← Reset Pin		
Reset Pin 		zed
****	٩	
New Pin*	٢	Agent ID*
Confirm Pin*	٩	Password*
		Forgot Password?
Update		Proceed Pin updated Successfully.

• You'll receive a success confirmation once your PIN has been updated.

#### How to Register Biometrics:

The steps below demonstrate how to register students' biometrics:

- 1. Access the POS and choose 'Register Biometric' from the menu.
- 2. Input the 'Student ID' and click 'Next.'
- 3. Once the student's program/course is displayed, click 'Proceed.'

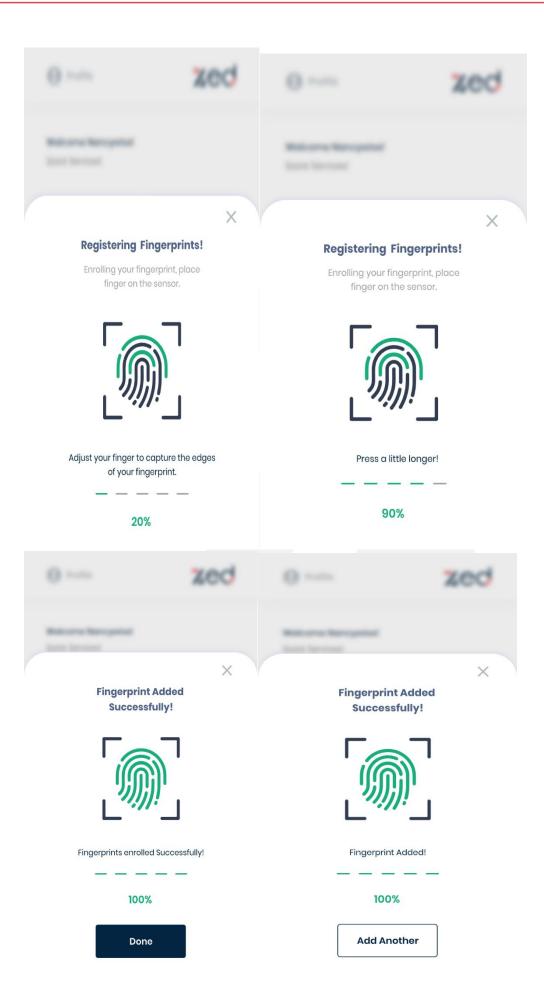
	2	led			zed
Reference for			Malasses Secondaria		
← F	Register Biometric	×	←	Register Biometrie	c ×

Student ID*
© OC-OF-2023

Next	Next

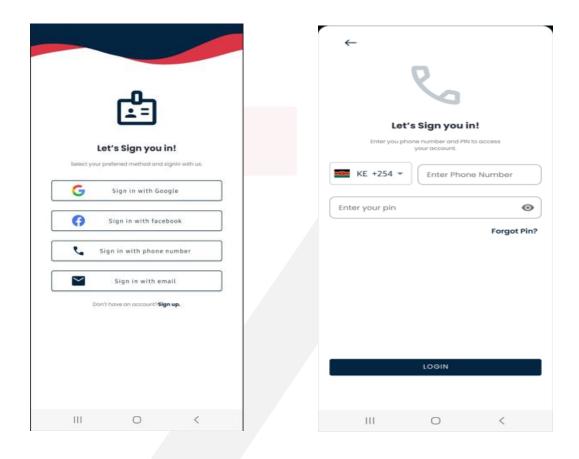
← Student Details	
9,	
Mary Kingsley Doe	
Student ID: OC - OF - 2023	
Program/Courses: Bachelor of Science	
Fingerprints: Not Set	
Proceed	

- 4. Click 'Proceed' and ask the student to place their finger on the POS for scanning.
- 5. For a fingerprint to be added successfully, the scanning should display 100%.
- 6. Each student should scan at least three fingers.
- **Repeat for All Students:** Perform the same process for all students, and they will be ready to make purchases as soon as they load their Zed wallets.



#### How to Transact (Start Order - App):

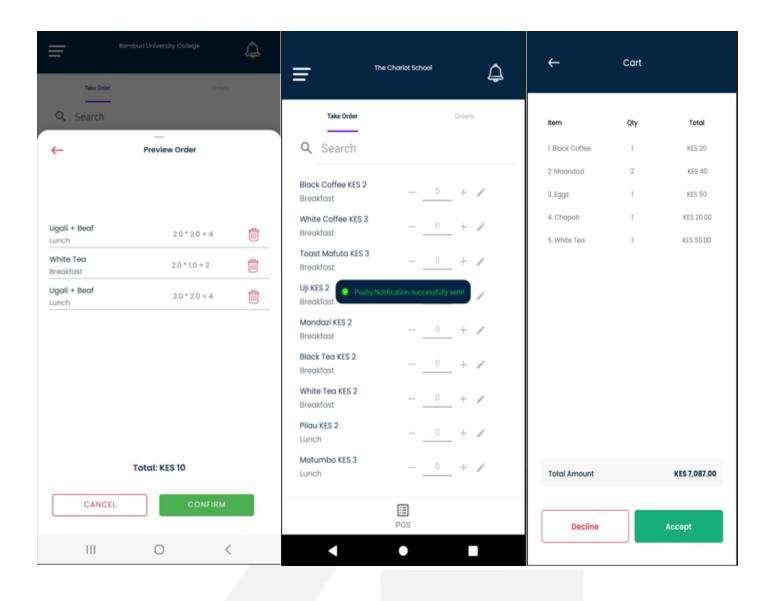
- 1. Open the Zed App.
- 2. Log in to your account.



- 3. Choose the products you want to purchase.
- 4. Specify the quantity for each item.
- 5. Click the 'Preview Order' button.

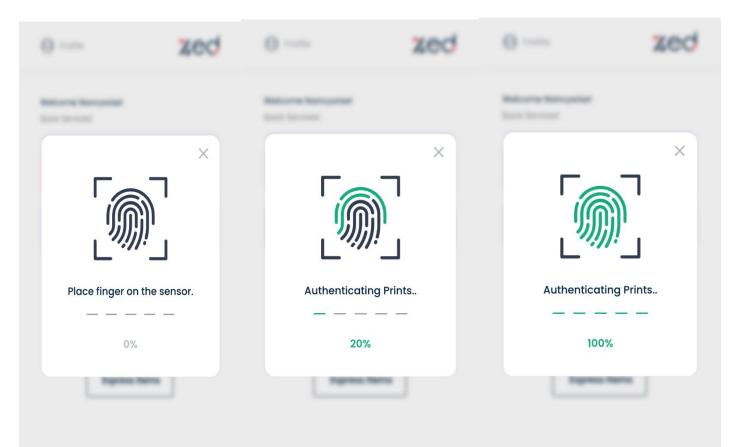
=	Bamburi University College	¢	=	Bamburi University	r College
Q. Search		Orders	Q Sea	rch	Orders
Ugali + Beaf KES 2 Lunch Toast Mafuto KES 3 Breakfast White Coffee KES 2 Breakfast White Tea KES 2 Breakfast		+ / + / + /	Ugali + Beat Lunch Toast Mafut Breakfast White Coffe Breakfast White Tea K Breakfast	a KES 3 e KES 2	20 + 1 0 + 1 0 + 1 10 + 1
					KES 10 PREVIEW ORDER
	EE POS			POS	
111	0	<	I	0	<

- 6. Then, click 'Confirm' to proceed.
- 7. A push notification will be sent to the POS device.
- 8. At the POS, the student is required to click on 'Accept' or 'Decline' button.

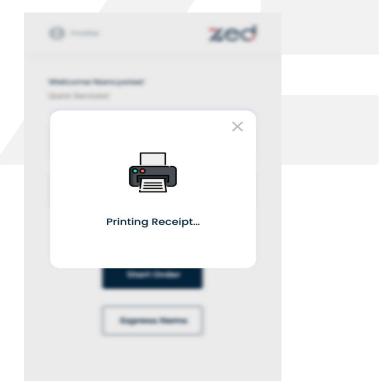


9. After agreeing to the order, students simply scan their fingerprint on the POS device.

## Zed



- If there are sufficient funds in the student's Zed wallet, the transaction will be completed successfully.
- A receipt will be printed to confirm the transaction.



With these easy steps, you can complete your transaction swiftly and efficiently.

#### How to Transact (Start Order - POS):

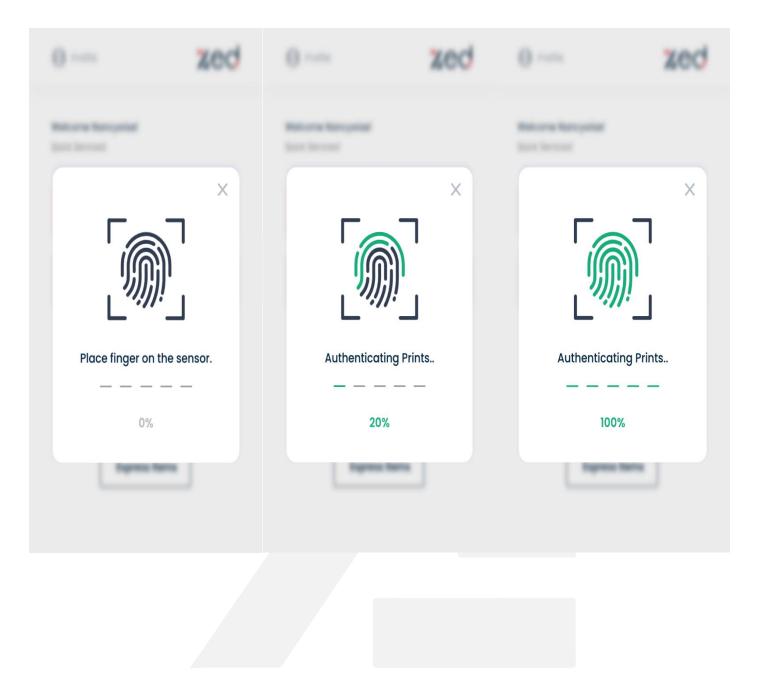
- 1. Click on the 'Start Order' option on the POS.
- 2. Use the search bar to look up the product you want to sell.
- 3. From the search results, choose the product.
- 4. Indicate the quantity you're selling.
- 5. Click 'Proceed' to add it to the order.

← Start Order	<b>]</b>			۲	+		۲
<b>D</b> Search Items		2.4			2.0		
Yogurt Item Code 7 KES 20.00	Add	1			1		
Chai + Chapati Item Code 10 KES 20.00	Add	÷	Enter Quantity	X	~	Enter Quantity	×
Chai = Mandazi Item Code 3 KES 10.00	Add	Quanti Enter Qu			Quanti	ty*	
Uji Item Code 7 KES 15.00	Add						
Bread Item Code 4 KES 10.00	Add		Proceed			Proceed	
Pay KES 0.00							

- 6. Continue adding as many products as needed.
- 7. Confirm the total when you're ready.
- 8. Select 'Wallet' as the payment mode.

<b>D</b> Search Items		1913		
Yogurt				
Item Code 7 KES 20.00	1			* *
Chai + Chapati				
Item Code 10 KES 20.00	Add	6	Select Payment Mo	de >
Chai = Mandazi			ooloott aynnonn mo	
Item Code 3 KES 10.00	Add			
Uji			0 1	4
Item Code 7 KES 15.00	Add			= 89
Bread		,	Wallet	Card
Item Code 4 KES 10.00	Add			
Pay KES 200.00				

9. Ask the student to place their fingerprint on the sensor for scanning.



10. Once the authentication is complete, you can print a receipt of the purchase.

11. Click on the 'Print Receipt' button.

• Make sure there is a receipt roll in the POS.

	zed		zed	÷		Print
Raturn Neugenal		Record Records		Kihumb	uini In	stitute
				Receipt No.		PT59F73V29D1
	×		×	POS ID:	0000240	4572217010002
				Date:		20/07/2023
				Time:		4:45Pm
		00	1	Teller:		Steve Joe
			J	Items	QTY	Amount
<b>Preview or Print</b>	t Receip?			Uni + Chapati	2	KES 370.00
		Printing Rec	eipt	Chicken Pie	1	KES 250.00
				Yogurt	2	KES 400.00
Preview Receipt	Print Receipt			Tea + Bread	5	KES 500.00
		_	- 1	Total Amount:		KES 1,530.00
		-	-	Wallet ID:	4148*	******3920
-				Арр	roved: Onlir	ne
				Ve	rsion 1.0.7.9	

12. The receipt will be printed, showing all the purchase details for your reference.

#### How to Activate Student Self Ordering:

Make ordering food at the canteen a breeze with the Student Self-Ordering feature on the Zed App. Follow these simple steps to enable it:

- 1. Open your Zed App and log in using your credentials.
- 2. In the menu, find and select 'Configurations.'
- 3. Look for 'Enable Student Self Ordering' and tap on it.
- **4.** A 'Proceed' button will appear; click on it to move forward.

8	<b>John Doe</b> Date Created 12th May	2022	← Configs		٠	Configu
2	Users	~ •	D Search			
	Businesses	~	Enable Zed Accouting			-
ଡ	Courses/Programs	- •	Enable Inventory			
0	Service Charges	~	Enable Student Self Ordering	Tap to Enable	Enable	e Student Self Ordering?
٢	Students	~				ent Self Ordering will allow students rs and pay for them by themselves.
١	Reports	~			D	o you want to proceed?
	Payment Setup				Ca	Proceed
<b>t</b>	Configurations					
i	About Zed					
[→	Logout					
		0				

- 5. Decide where you want to receive payments KCB Mobile Money or M-Pesa.
- 6. Click on your preferred option and hit the 'Save' button.
- 7. A pop-up notification will confirm the successful activation of Student Self-Ordering.

## zed

← Student Self Ordering Setup	← Student Self Ordering Setup	← Student Self Ordering Setup
Select where to receive payments	Select where to receive payments	Select where to receive payments
CCB Bank Mobile Money Vooma Tiil (125i25i26i26i)	KCB Bank Mobile Money Voorna Till (1251251261261)	KCB Bank Mobile Money Vooma Till (1251251261261)
KCB Bank Mobile Money           Account Number (1251251261261)         O	KCB Bank Mobile Money         O           Account Number (1251251261261)         O	Account Number (1251251261261)
mpesa 🔿	Гії мреза	Image: marked state
Cancel	Cancel	Disable Student Self Ordering enabled successfully!
← Student Self Ordering Setup	← Student Self Ordering Setup	← Configs
Student Self Ordering Setup Select where to receive payments	<ul> <li>Student Self Ordering Setup</li> <li>Select where to receive payments</li> </ul>	
		← Configs
Select where to receive payments	Select where to receive payments	₽ Search
Select where to receive payments                KCB Bank Mobile Money             Vooma Till (1251251261261)                KCB Bank Mobile Money             KCB Bank Mobile Money	Select where to receive payments                KCB Bank Mobile Money             Vooma Till (1251251261261)                KCB Bank Mobile Money             KCB Bank Mobile Money	Search Enable Zed Accouting Enable Inventory

• Now, students can easily browse, select items, pay through the Zed App, and collect their orders hassle-free at the canteen. They'll even get a printed receipt for their purchase. Enjoy the convenience!