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📖 Zungo Receipt PRO – Official Helpfile

Welcome to **Zungo Receipt PRO**! This lightweight software helps you track your business earnings, record sales, and manage your everyday business expenses for a one-time fee of **KES 3,600**.

⚠ **Important Printer Note:** This program is designed to print to a **standard office A4 printer**. It does **NOT** require or support specialized thermal receipt printers.

LEGAL NOTICES

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Understanding the Menu Structure

HOME

- **Go to Main Screen:** Returns you to the central dashboard.

New Sale

- **New:** Creates a brand new receipt. *(Note: After typing in all data, always click on Save button to save and update your records!)*
- **Copy:** Copies the current customer's details onto a new receipt to save time.
- **Cancel:** Closes the customer window without saving or creating a receipt.

RECEIPT

- **Print:** Opens the printing options menu.
- **View:** Opens the selected receipt on your screen. *(To print to a physical paper printer, you must first click **View**, wait for the receipt to open, and then select **Print** from that screen).*
- **Add Item / Edit Stock:** The screen where you add products to your main database and attach them to a customer's receipt.

RECEIPT ARCHIVE

The **Receipt Archive** screen serves as your business's permanent digital filing cabinet. It allows you to search, review, and reprint any transaction that has previously been processed or saved.

- **Live Preview Window**: As you scroll or click through the list of saved transactions, the software displays the receipt **"live"** on your screen exactly as it looks on paper. This makes it incredibly fast to verify transaction details without opening separate files.
- **Search Functionality:** You can search through all historical printed-to-PDF receipts to instantly locate a specific customer order, cash sale, or expense report.
- **Reprinting:** If a customer loses their paper receipt or you need an extra copy for your physical books, simply locate the transaction in the archive list and select **Reprint** to send it directly back to your default printer.
- **WhatsApp message:** To send the receipt to WhatsApp directly from within Receipt PRO, click the **WhatsApp** icon, this opens WhatsApp and the correct receiver will be displayed.
  In the message field in WhatsApp hold down the **CTRL** key and press **V** on your keyboard (`Ctrl + V`), a message is typed in automatically: *Here is your receipt for Order #[receipt number]. The PDF document is attached below.*
  Now click in the file explorer that just opened and drag the highlighted Receipt to WhatsApp… That's it.

  (Note: Ensure you drag the file into the active chat window text area in WhatsApp).

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🕹️ Archive Controls & Menu Structure

- **Live Preview:** Automatically displays the receipt on your screen as you navigate through the list.
- **Search Box:** Type keywords (like names or dates) to filter through your printed-to-PDF database.
- **Reprint Button:** Sends the highlighted archive record back to your default physical or digital printer layout.

📍 Advanced Settings & Data Management

Managing and Resetting Receipt Numbers

Receipt PRO tracks your numbering sequence using a dedicated text file. You can manually edit this file at any time to change your starting number, reset numbering for a new fiscal year, or correct a sequence.

To update your receipt number:

1. **Close Receipt PRO** completely to prevent data conflicts.
2. Open the **Receipt PRO** application folder on your computer. (`C:\ReceiptPRO`)
3. Locate and open the text file named **ReceiptNUMBER.txt**.
4. Change the existing number to your new preferred number.
5. **Save** (`Ctrl + S`) and close the text file.
   The next receipt you generate will use this new number and count upward sequentially.

⚠ **Important Rules:**

- **Digits Only:** Do not type any letters, symbols, or spaces (e.g., use 102000, not #102000).
- **Close the App First:** Always ensure the software is closed before saving the file, or your changes may be overwritten.

⚙️ SETTINGS

- **Company Information:** Update your business name, phone number, and address.
- **Fixed Text:** Customize the terms or "Thank You" messages printed at the bottom of every receipt.
- **Valuta (Currency):** Set your currency symbol (e.g., **KES** or **Shs**).

💰 How to Use This as a Finance/Expense System

You can use Zungo Receipt PRO to track your business expenses (money going **OUT**).

1. Create a receipt and type **your own business name** as the Customer.

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2. In the item section, type the details of what you bought (e.g., *Tokens, Rent, Transport*).
3. Example: If you buy a new computer mouse for 240, `PCMouse:240.00:0.00` if standard 16% VAT applies, enter `PCMouse:206.90:33.10`. When you set the transaction to OUT, Receipt PRO automatically processes the entry as a negative value and deducts it from total business income.
4. Go to **Receipt → Print**.
5. Set status to **OUT**. This marks the transaction as an expense and logs it into your finance report.
6. Go to **Receipt → Print**.
7. In the pop up select **Print→ Finance**.

Print Options Explained

When you select **Print** from the Receipt menu, you will choose from 4 options:

- **Paid:** Prints receipts for fully paid customer transactions, Cash or M-Pesa
- **Part Pay:** Prints receipts for customers who still owe you money (credit sales).
- **Out:** Prints your business finance/expense reports.
- **Cancel:** Closes the print pop-up menu.

Frequently Asked Questions (FAQ)

Q: How do I add a product to the stock database without VAT?
1. Select **Receipt** from the main menu on the left.
2. Select **Add items/Edit stock**
3. In the **Item to add** field, use the text format `Name:Price:VAT.`

4. *Example:* To add Cement retailing at 800 shillings and no VAT. When there is no VAT, you must type 0.00
    1. In **New Item to Stock** field type: `Cement`
    2. In Price field type: `800.00`
    3. In VAT field type `0.00`
    4. Click **SET**
    4. Click the **Add Stock** button. The item is now saved!

Note: *When you use this recommended method Receipt PRO automatically calculate the VAT splits for you.*

Q: How do I add a product to the stock database including VAT

1. Select **Receipt** from the main menu on the left.
2. Select **Add items/Edit stock.**
3. In **New Item to Stock** type description (for example, `Cement)` .
4. Type sales price including VAT in **Price** field `800 without decimal, only use decimal if the sale price is other than zero in decimal(if sale price is 800.50 then we add the decimal to Price field.`
5. Type VAT %,
6. Click **SET**
7. Finally click **Add Stock**

Q: How do I save a receipt or report as a PDF?

To save paper and generate a digital copy, ensure your PC's **default printer is set to "Microsoft Print to PDF"**.

1. Click **Print** in the software.
2. In the next window that pops up hold down the **CTRL** key and press **V** on your keyboard (`Ctrl + V`).

3. This shortcut triggers the PDF save function across all print screens in the program.

Q: How do I change my starting receipt number or reset it for a new year?

A: Close Receipt PRO, open the **ReceiptNUMBER.txt** file inside your main application folder, change the number on line 1 to your preferred starting digits, and save the file. The app will automatically use this new number next time you open it.

*(For detailed step-by-step instructions and formatting rules, see the **Managing and Resetting Receipt Numbers** section on page 3)*

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Q: How do I find a receipt?

A: At home screen, type in search field **Receipt number, name, phone or status**.

If you want to search for *Zungo Farm* either type part of name like *Zungo* or *Farm* if you type a name with spaces the name has to be surrounded by quotes like this *"Zungo App"* otherwise the name will not be found.

Q: How do I use the function Part Pay?

A: When a receipt is created and items are added, the receipt will have the status set to Pending, change status to ***Part Pay*** by selecting menu button *Part Pay* select *Save [receipt number]*. This will save the receipt information to *[receipt number].txt*, when customer want to pay select menu button ***Part Pay*** click *Load [receipt number]*. Now this receipt can be paid as normal and printed.

Menu structure in main screen above the Receipt Information

M-PESA

M-Pesa payments require the M-Pesa field to filled, field is for the M-Pesa transaction number. You can also use this payment for card payment just write in the m-pesa field 'card payment'.

CASH

Click here for cash sale.

PART PAY

Change status from pending to Part Pay if costumer does not pay full amount at once.

OUT

make this receipt an expense to add to finance

SAVE

Save the Receipt Information.

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Setting Up Your Default PDF Printer

To save paper or keep digital backups of your sales and finance reports, **Zungo Receipt PRO** allows you to save any document as a **PDF file** instantly using the CTRL + V shortcut.

For this shortcut to work perfectly every time, you must ensure a PDF printer is installed and set as your computer's **Default Printer**. Follow the steps below based on your Windows version:

1. Enabling the PDF Printer (Windows 10 & Windows 11)

Windows 10 and 11 have a built-in tool called **Microsoft Print to PDF**. If it is missing from your options, turn it on here:

1. Press the **Windows Key + R** on your keyboard to open the *Run* box.
2. Type **optionalfeatures.exe** and press **Enter**.
3. Scroll down the list until you find **Microsoft Print to PDF**.
4. **Check the box** next to it, then click **OK**. Windows will automatically install it.

2. Installing a PDF Printer (Windows 7)

Windows 7 does not have a built-in PDF printer. If your shop computer runs on Windows 7, you need to install a free, lightweight tool:

1. Open your web browser and go to a trusted free software site (like **ninite.com** or **cutepdf.com**).
2. Download and install **CutePDF Writer** or **Bullzip PDF Printer**.
3. Follow the quick on-screen setup prompts. This will create a virtual printer on your PC.

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📌 How to Make PDF Your Default Printer

Setting the PDF printer as "Default" ensures that your receipts save instantly without forcing you to choose a printer every single time.

🛠️ On Windows 10 & 11:

1. Open the **Start Menu** and click **Settings** (the gear icon).
2. Click on **Bluetooth & devices** (or *Devices*) → **Printers & scanners**.
3. Scroll down and turn **OFF** the setting that says *"Let Windows manage my default printer"*.
4. Click on **Microsoft Print to PDF** from the list, then click the **Set as default** button at the top.

🛠️ On Windows 7:

1. Click the **Start Menu** and open the **Control Panel**.
2. Click on **Devices and Printers**.
3. Right-click on your installed PDF printer (e.g., *CutePDF Writer*).
4. Select **Set as default printer** from the menu. A green checkmark will appear on the icon.

📞 Customer Support

For software activation, technical issues, or updates, contact your developer at:

- **Phone/WhatsApp:** +254 743447540
- **Email:** support@zungo.co.ke
- **Price:** KES 3,600 (One-Time Lifetime License)