

# WinKassa / WinRetail POS

## User Manual

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### 1. System Requirements

- WinKassa.nl Light
  - Compatible with **all Windows versions**, including **Windows 11**
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### 2. Installation

1. Open the ZIP file
  2. Copy the **BircanWKL** folder to C:\
    - Example: C:\BircanWKL
  3. From C:\BircanWKL, locate **BircanWKL.exe** and:
    - Create a **desktop shortcut**, or
    - Pin it to the **taskbar**, or
    - Add it to **favorites**
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### 3. Reset Sample Data (Products & Sales)

The software includes sample products and groups for demonstration purposes. You may review, use, or delete them.



### To reset sample data:

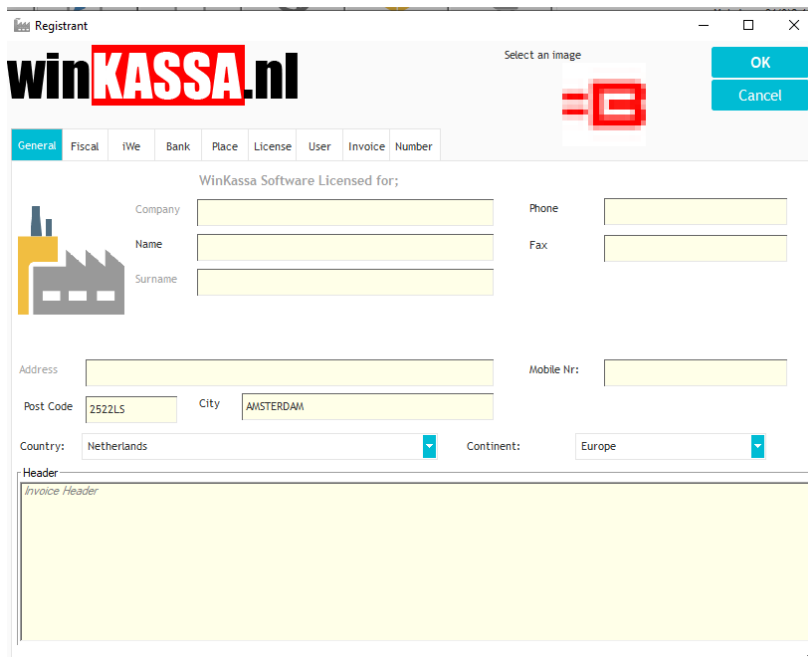
1. From the admin main screen:
  - o Menu **9 – Extra**
  - o **3 – Data**
  - o **11 – Reset Data**
2. Select **YES** when prompted
3. In the reset window:
  - o Select rows **3, 4, and 5**
  - o (After the first two yellow rows, select the three orange rows)
4. Click the **red triangle** on the right
5. Confirm again with **YES**

The data will be deleted successfully.

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## 4. Company Registration Details

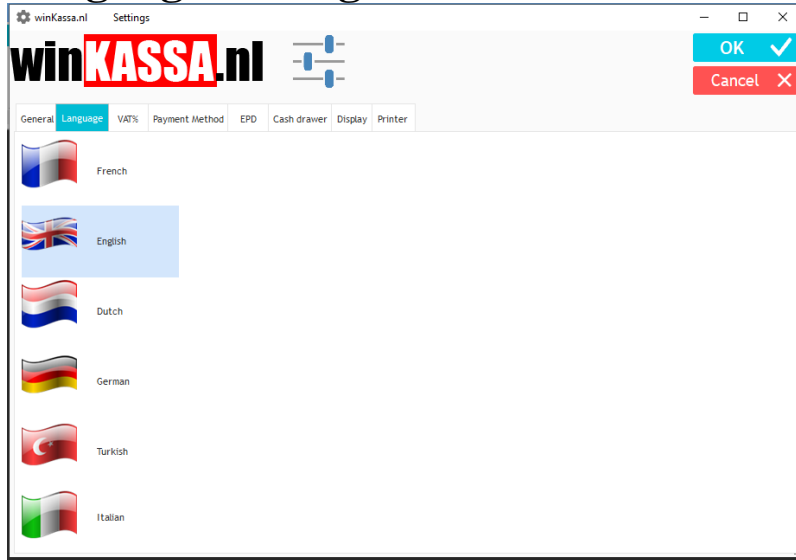
Before entering your own products, complete the registration details.



The screenshot shows the 'Registrant' window in the WinKassa software. The window has a title bar with 'Registrant' and standard window controls. The main area features the 'winKASSA.nl' logo on the left and a 'Select an image' button with a red 'E' icon on the right. Below the logo is a tabbed interface with 'General' selected. The 'General' tab contains various input fields for company and personal details. The 'Company' section includes fields for 'Company', 'Name', and 'Surname'. The 'Personal' section includes fields for 'Phone', 'Fax', 'Address', 'Post Code' (pre-filled with '2522LS'), 'City' (pre-filled with 'AMSTERDAM'), 'Mobile Nr.', 'Country' (pre-filled with 'Netherlands'), and 'Continent' (pre-filled with 'Europe'). At the bottom, there is a 'Header' section with an 'Invoice Header' label and a large yellow area for additional information.

1. Menu **1 – File**
  2. **7 – User / Registrant**
  3. Enter:
    - o City
    - o Postal Code
    - o Country
  4. Save using **F5** or **OK**
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## 5. Language Settings

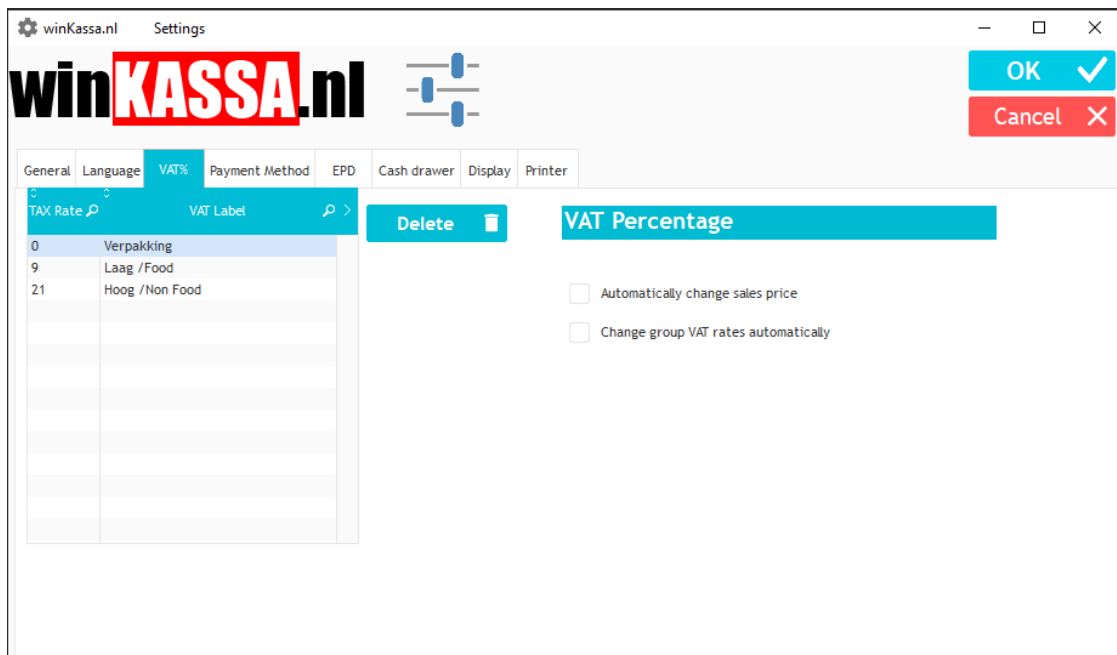


1. Menu **9 – Extra**
2. **5 – Settings**
3. Open **Language (Tab 2)**
4. Select your preferred language
5. Save with **F5** or **OK**

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## 6. VAT (Tax) Configuration

- There is **no limit** to the number of VAT rates.



### To configure VAT rates:

1. Menu **9 – Extra**
2. **5 – Settings**
3. **VAT (Tab 3)**
4. Enter:
  - VAT percentage in the left column
  - Description in the right column
5. Save with **F5** or **OK**

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## 7. Receipt / Ticket Settings

winKASSA.nl Settings

winKASSA.nl

General Language VAT% Payment Method EPD **Cash drawer** Display Printer

**Cash Drawer Configuration**

Opening Amount of Cash Register

☐ Cash and Save button (Not Open Cash Drawer )

Type Port: COM [Save]

Port number: 1 [Test Port]

Bauds Rate: 19200

**Ticket Header and Footer**

Ticket Title / Header		Bottom message	
Name		Line 1 Bottom	
Address		Line 2 Bottom	
Post Code_City		Line 1 Bottom	
Tel:		Line 2 Bottom	

[OK] [Cancel]

## 7.1 Receipt Header

1. Menu **9 – Extra**
2. **5 – Settings**
3. **Cash Drawer (Tab 6)**

### Ticket Title / Header

- Store name
- Address
- Postal code and city
- Phone number

Note: Store names longer than **20 characters** may not display correctly  
(This limitation is removed in the Pro version.)

### Bottom Message

- Return policy
- Social media links
- Custom customer messages

Save using **F5** or **OK**

## 8. Customer Display Settings

The screenshot shows the 'winKASSA.nl' Settings window with the 'Customer Display Configuration' tab selected. The window has a title bar with 'winKASSA.nl' and 'Settings'. The main menu includes 'General', 'Language', 'VAT%', 'Payment Method', 'EPD', 'Cash drawer', 'Display' (selected), and 'Printer'. The 'Customer Display Configuration' section contains a 'Display Port Name' dropdown set to 'COM1', a 'Test Display Port' button, and an 'Activate VGADisplay' checkbox. Below this is a 'Customer Display Message' section with a 'Max: 2x20 Chr' label and two input fields for 'Line 1' and 'Line 2'. The window also features 'OK' and 'Cancel' buttons in the top right corner.

Supported displays:

- Serial Display
- VGA Display

1. Menu **9 – Extra**
2. **5 – Settings**
3. **Display (Tab 7)**

- Select the COM port connected to the customer display
- Maximum **20 characters per line**

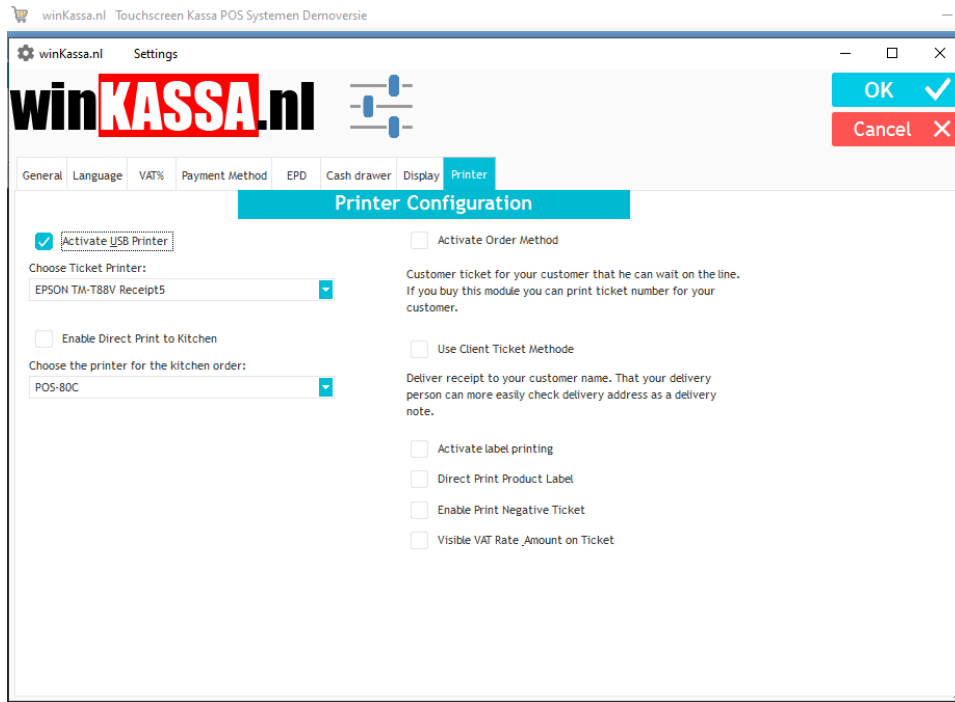
Example:

Welcome to  
Your Shop Name

Save with **F5** or **OK**

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## 9. USB Printer Configuration

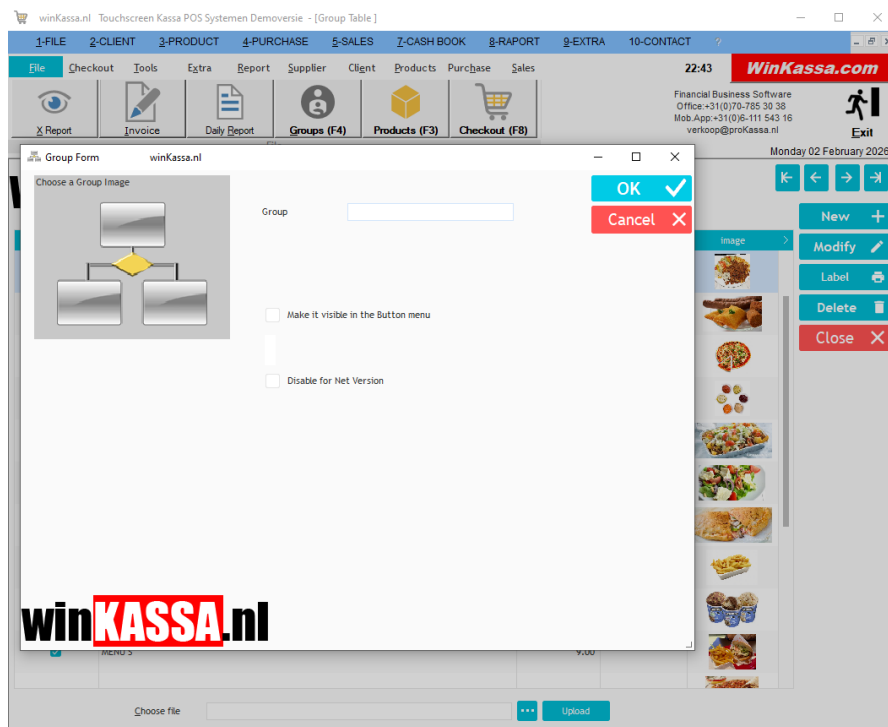
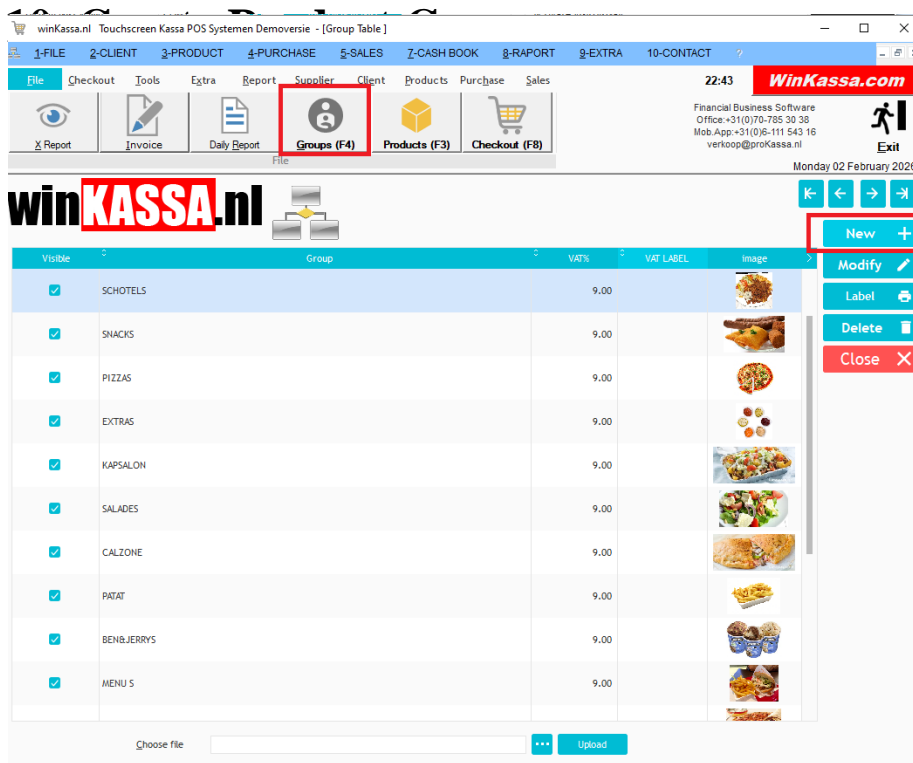


1. Menu **9 – Extra**
2. **5 – Settings**
3. **Printer / Display (Tab 7)**

- Select your USB printer
- Activate using **Activate USB Printer**
- To show VAT rates on receipts, enable:
  - **Visible VAT rate on Ticket**

Save changes with **F5** or **OK**

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1. Click the **Group** button on the main screen
2. Click **New** on the right
3. Enter group details

### For products without barcodes:

- Enable **Make visible in the button menu**

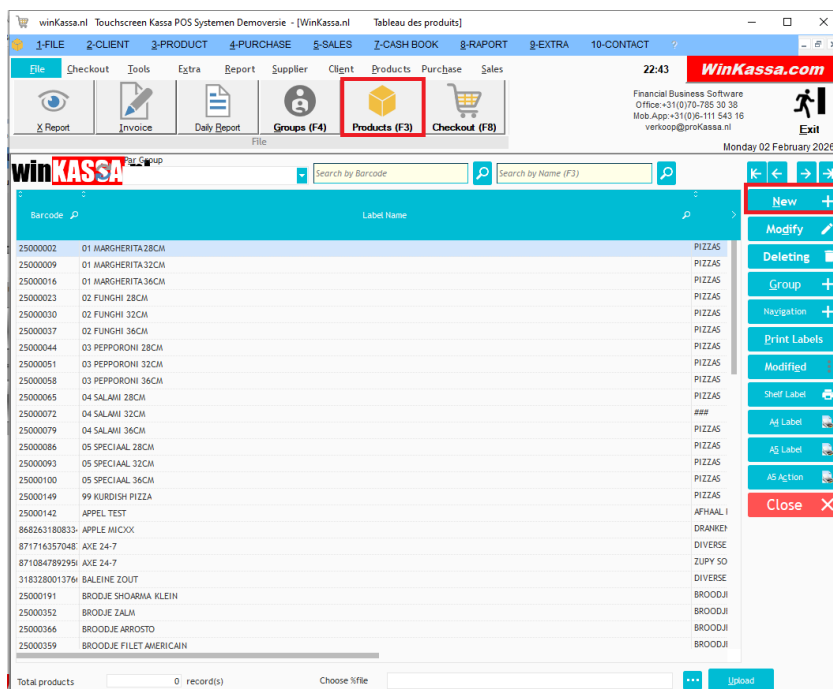


## Add a group image:

- Click **Choose a Group Image**
- Select an image from your computer

Save using **F5** or **OK**

## 11. Add Products



The screenshot shows the WinKassa.nl Touchscreen Kassa POS System Demo interface. The top menu bar includes options: 1-FILE, 2-CLIENT, 3-PRODUCT, 4-PURCHASE, 5-SALES, 7-CASH BOOK, 8-RAPORT, 9-EXTRA, and 10-CONTACT. Below the menu is a toolbar with icons for File, Checkout, Tools, Extra, Report, Supplier, Client, Products, Purchase, and Sales. The main area displays the 'Product Form' with fields for ID, Barcode, Caption, Order Nr, and GTIN (EAN, ISBN). A red arrow points to the 'Group' field. The 'Sales price with TAX' field is highlighted with a red box. The bottom status bar shows 'Total products: 0 record(s)' and 'Choose %file'.

1. Click **Product** on the main screen
2. Select **New**

### Product details:

- Scan the barcode (appears automatically)
- Enter product name/description
- Select product group
- Press **F8** or click **Sales Price with TAX** to enter VAT-inclusive price

### Bulk Import via Excel

- Import **50,000+** products without issues
- Contact support for assistance

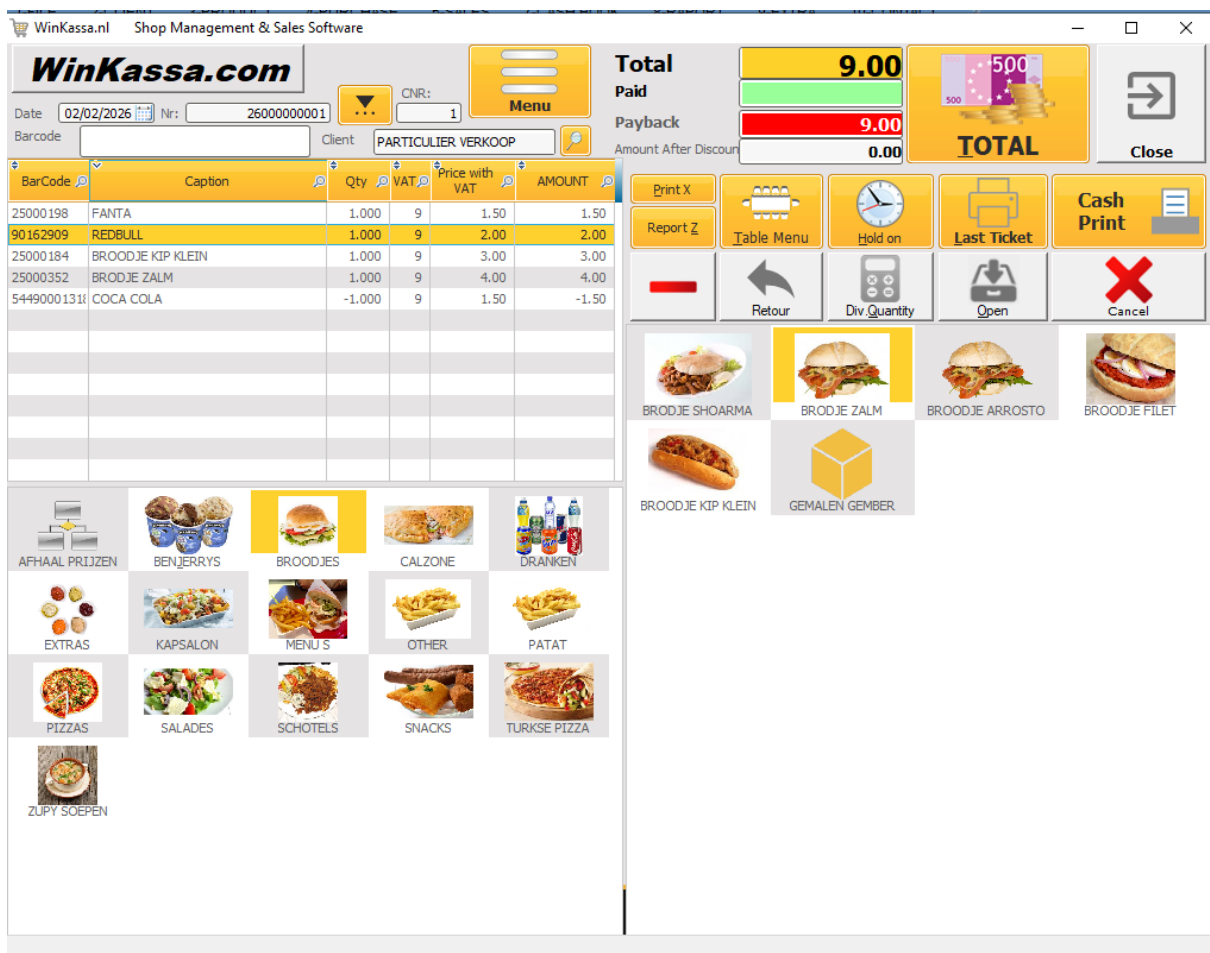
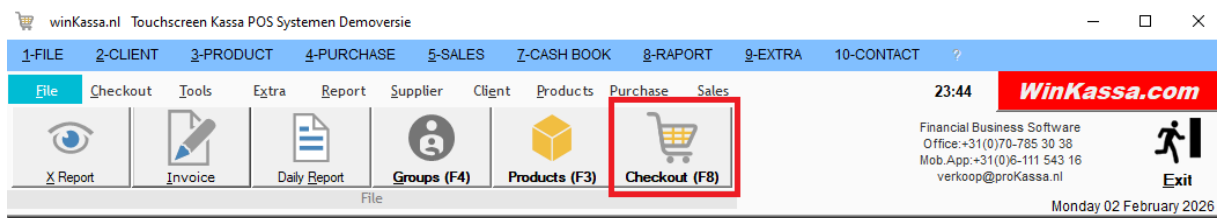
## 12. Sales Screen

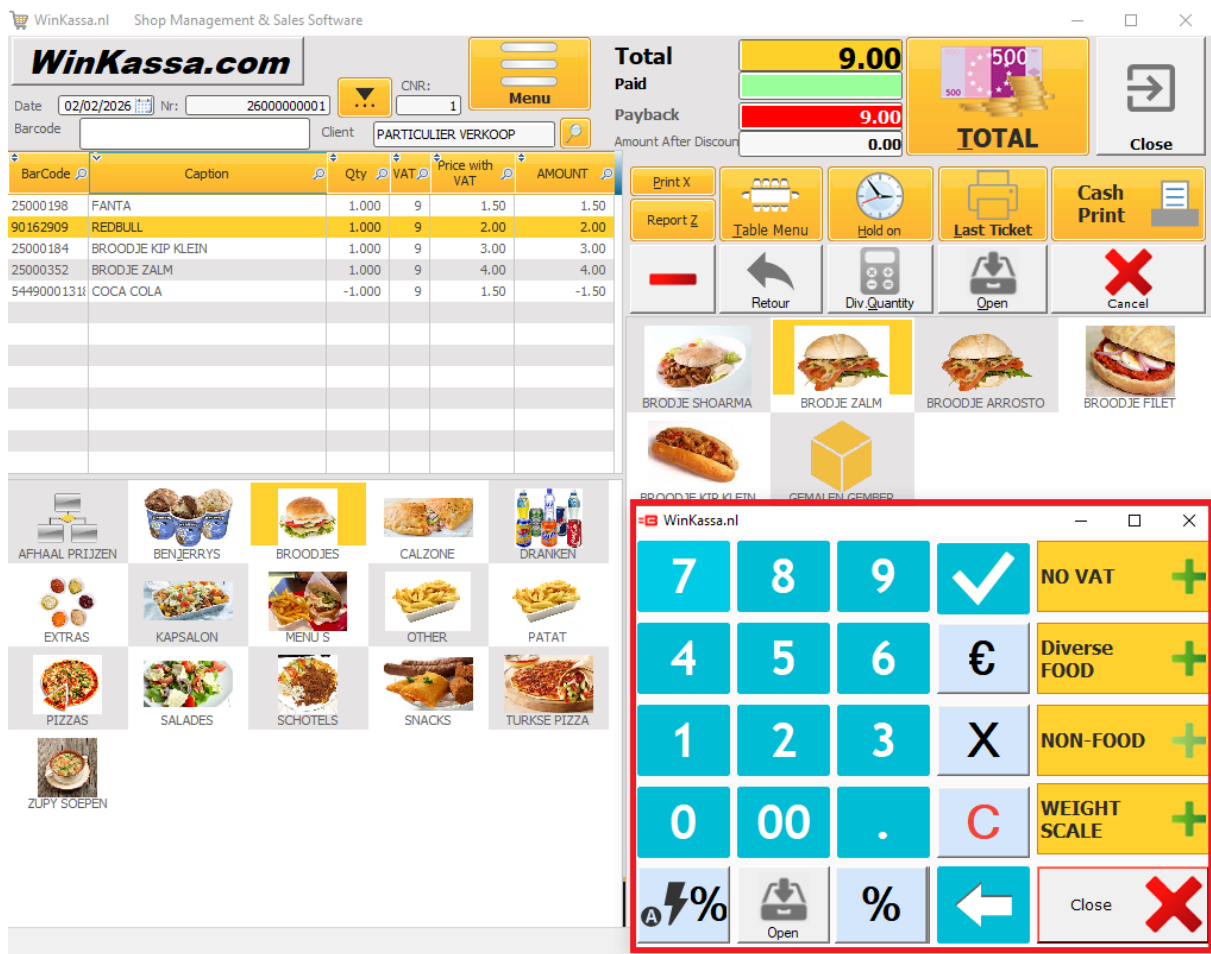
- Click the **Checkout** button to open the sales screen

### Sales Functions

- Scan barcode: Adds product to the sales list
- Red (–) button: Remove selected product
- **Return:** Process product returns
- **OPEN:** Open cash drawer
- **X Cancel:** Clear sales table
- **Hold On:** Put transaction on hold
- **Last Ticket:** Reprint last receipt
- **Total:** Proceed to payment
- **Quantity Calculator:**
  - Change quantity or price
  - Add manual products not in the system

## 13. Payment Screen





- Select **Cash** or **POS/Card**
- Change is calculated automatically
- For mixed payments:
  - Enter cash amount first
  - Then select POS payment
- **CE** clears the current entry

### Cash Button

- Use only if the customer pays the **exact amount**

### After Payment

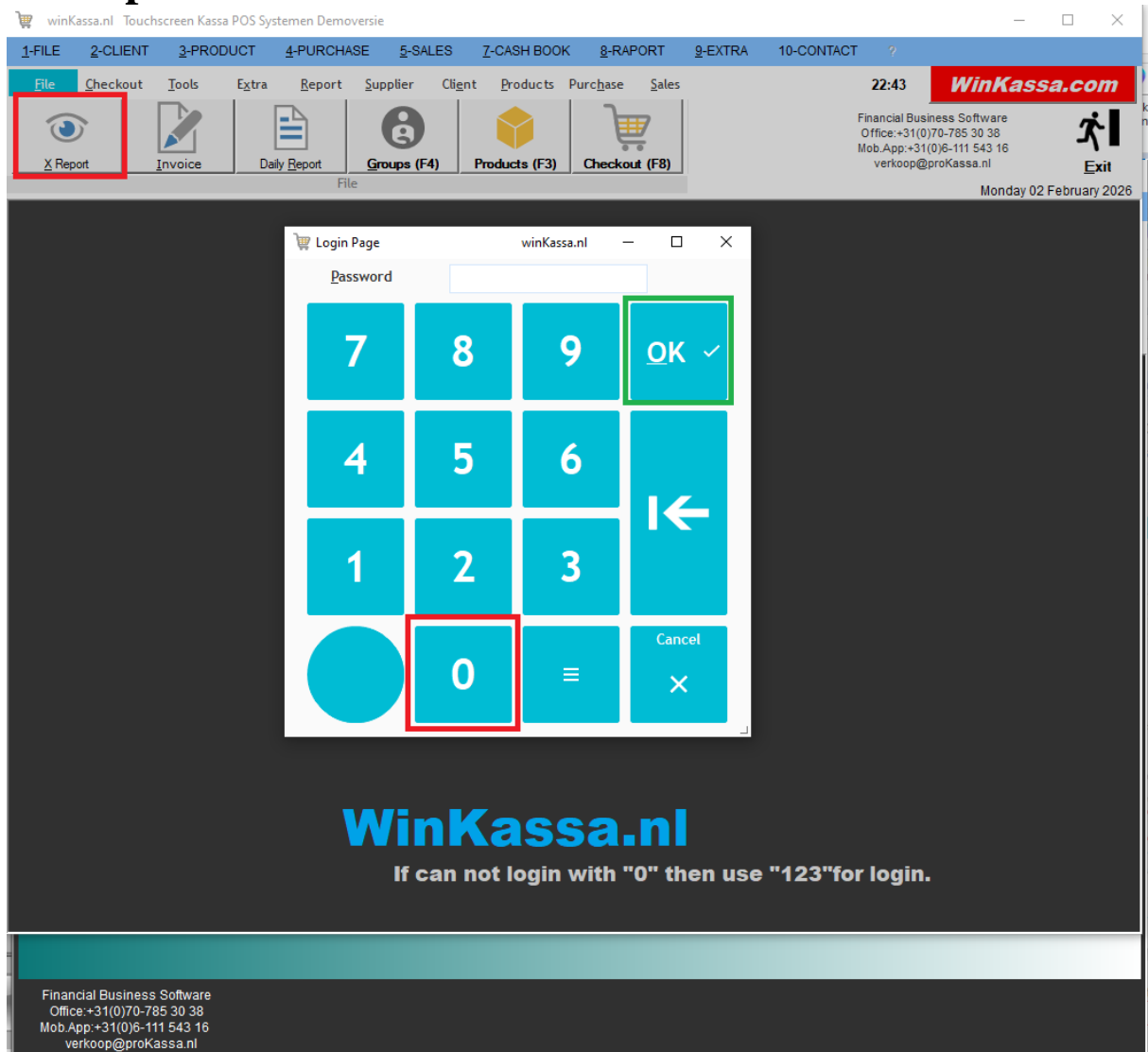
- **Print:** Print receipt
- **Save:** Save receipt
- **Cancel:** Return to sales screen

Example:

If the total is €5.20 and the customer gives €10.20:

- Enter **0.20** first
- Change returned will be **€5.00**

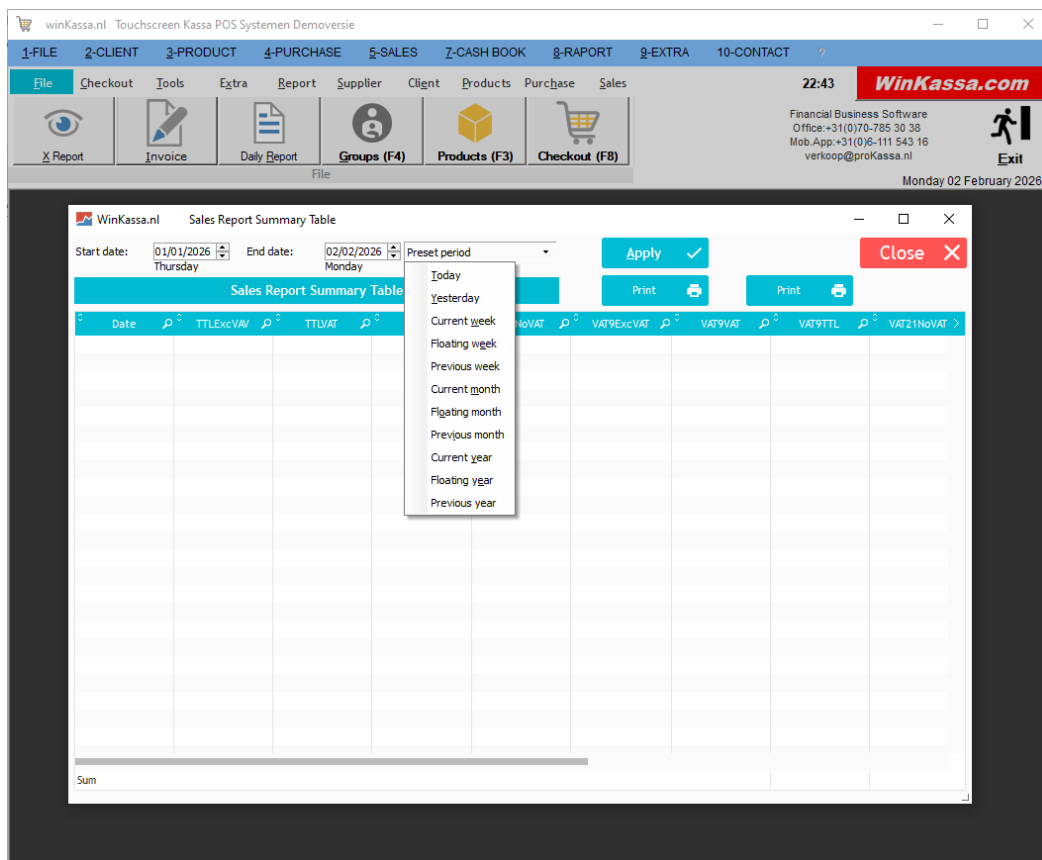
## 14. Reports

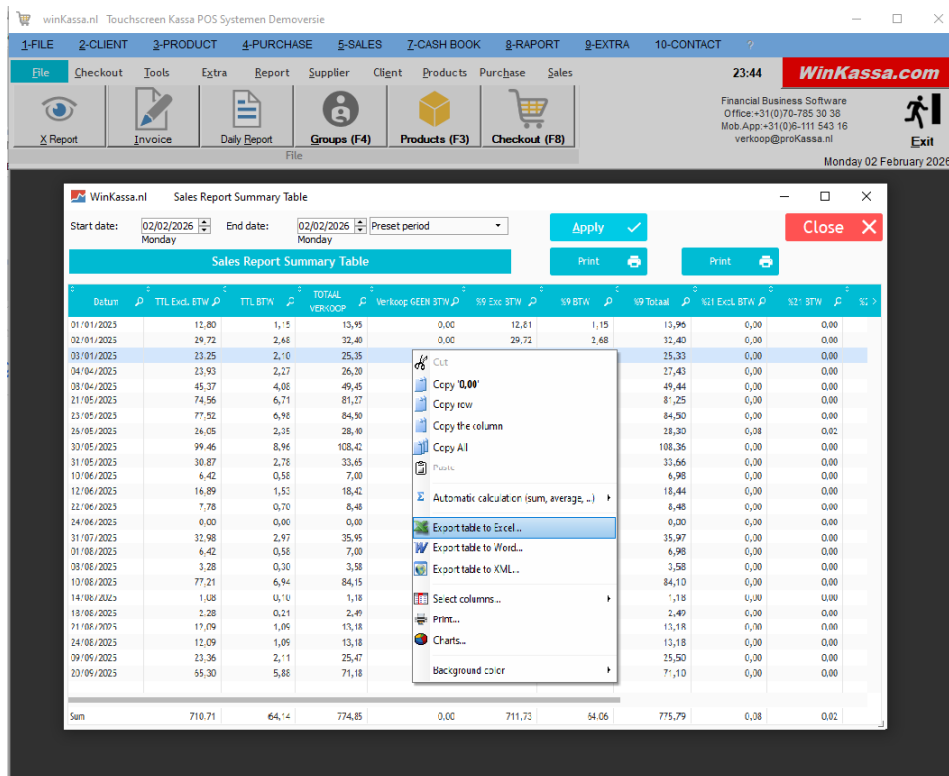


### X Report (Sales Summary)

- Login code: 0 or 123

Menu path:





- 8 – Overview
- 5 – Sales
- 3 – Sales Report Summary

Features:

- Monthly or quarterly accounting reports
- Right-click to export to **Excel**

## 15. Suggestions and Advanced Versions

For suggestions or feedback, please contact us.

For large stores, multiple checkout points, and unlimited scalability:

- **WinKassa.nl**
- **WinRetail.nl**

Key features:

- European scale integration (10 brands)
- Cash drawer support
- Digital price labels
- Powerful, unlimited POS software