

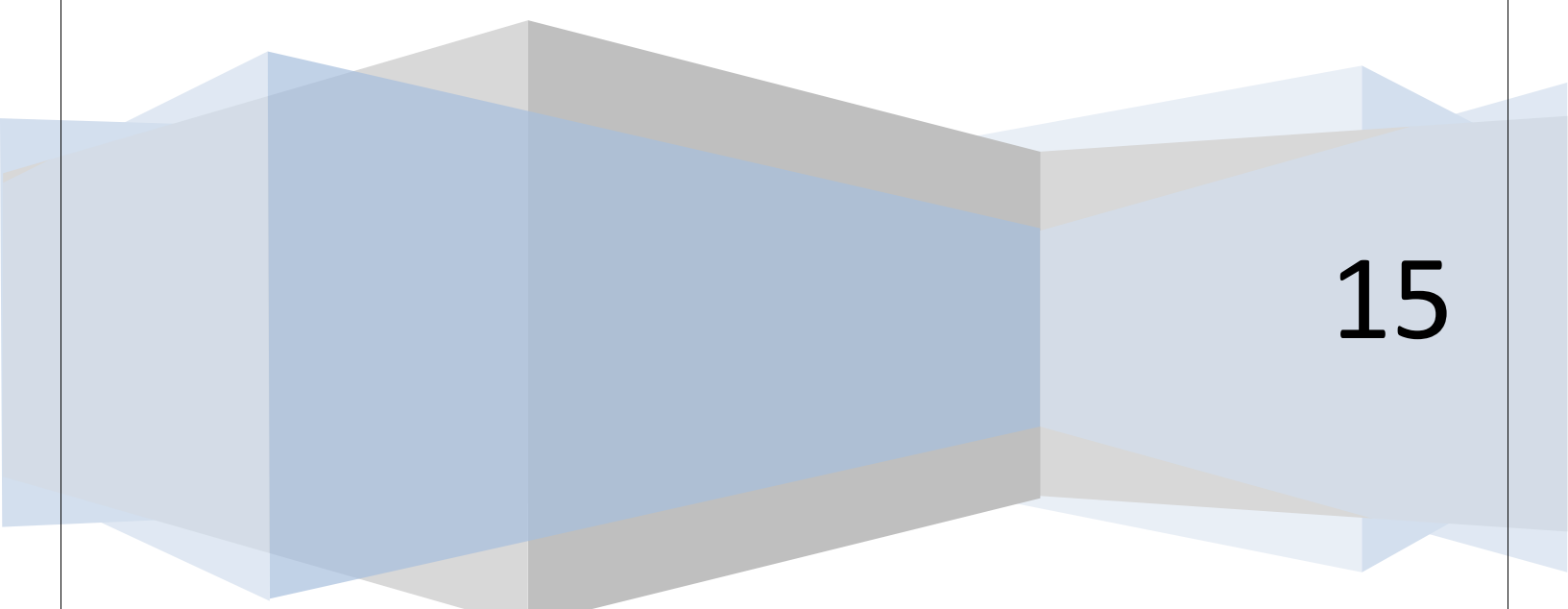
INTAHUB (PVT) LTD

INVENTORY MANAGEMENT

User Guide - V 2.2

Intahub Pvt Ltd

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A decorative graphic at the bottom of the page consisting of several overlapping, semi-transparent geometric shapes in shades of blue and grey, creating a modern, abstract design.

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GETTING STARTED

Welcome to the INTA Restaurant portal guide. This manual is a step by step guide for executing the basic features of the INVENTORY systems.

1.0 Login

Use the login window appear first when you trying to log in to the INVENTORY portal. Enter valid user name and password for the login which are shown in the below.



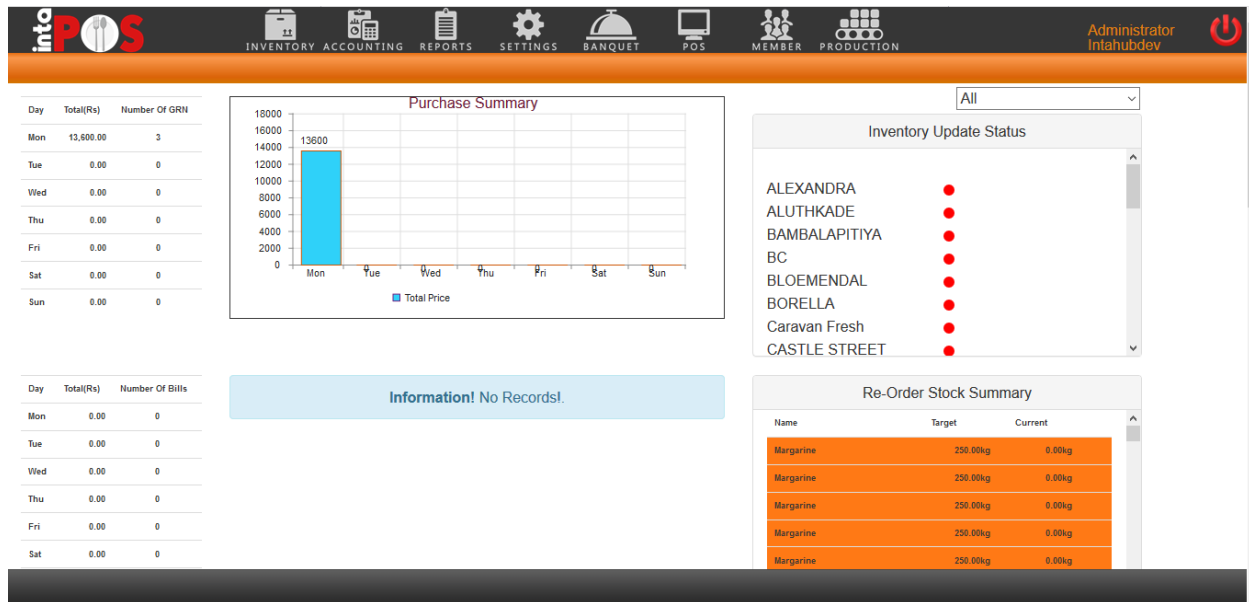
The screenshot shows the login interface for the INTA POS system. At the top is the logo, which consists of the word 'into' in a stylized font followed by 'POS' in large red letters, with a circular icon containing a fork and spoon between 'into' and 'POS'. Below the logo are two white input fields: the first is labeled 'User Name' and the second is labeled 'Password'. Below these fields, the text 'Version :3.0.0.12' is displayed. At the bottom is a blue button with the text 'Sign In'.



This screenshot shows the same login interface as the previous one, but with the 'admin' username entered in the 'User Name' field. The 'Password' field now contains a single black dot, indicating that the password has been masked. The version number 'Version :3.0.0.12' and the 'Sign In' button remain the same.

1.1 Main Window

After login to the system by using valid user name and password, this main window will be appear. This is shown below. This main dash board provides you to various system functionality such as Inventory, Reports and Settings. As well as this window provide you with login out option, when you need to log out from the system, and also this window showing purchases summary details by charts.



1.0 Inventory management

1.1 Purchase Management

1.1.1 Purchase requisition

- Select an available PR via PR No from orange color panel and then can be viewed with more information as below.

PR ID	: 7
PR NO	: PR/2082/2020/03/0001
Itm Count	: 1
Date	: 3/31/2020
PR ID	: 6
PR NO	: PR/2077/2020/03/0001
Itm Count	: 1
Date	: 3/31/2020

Purchase Requisition Information			
PR Number	PR/2077/2020/03/0001	PR Date	3/31/2020 12:00:20 PM
Status	Pending	PR Added by	Administrator Intahubdev
Requested by *	NAWALA	Comment	

- Can see added items of purchase requisition from below window and also can add new items to the existing PR from this form, using  button

Add Items					
Item Code	Item Name	Available Qty (Total)	Available Qty (Outlet)	Quantity	
553	Cheese	100.000 Numbers	0.000 Numbers	10.000 Numbers	
				0.000	

- To add new purchase requisition using  button.

Add Items					
Item Code	Item Name	Available Qty (Total)	Available Qty (Outlet)	Quantity	
There are no records.		0.000	0.000	0.000	
				0.000	

- Edit or save a PR using  button.

- Print a PR using  button.

- Delete a PR using  button.

1.1.2 Purchase order

- The orange color panel is displaying the available purchase order details. The selected PO is displayed in gray color and more information is displayed as follows.

PR ID	:	4
PR NO	:	PR/2058/2020/03/0001
Itm Count	:	1
Date	:	3/23/2020
PR ID	:	2
PR NO	:	PR/2059/2020/03/0002
Itm Count	:	3
Date	:	3/19/2020
PR ID	:	1
PR NO	:	PR/2059/2020/03/0001
Itm Count	:	1
Date	:	3/19/2020

Purchase Order Information

PR Number	PR/2058/2020/03/0001	PO Date	3/31/2020 12:24:37 PM
Supplier *	ADAM CONFECTIONERS	Supplier Address	
Status	Pending	PO Added by	Administrator Intahubdev
Location *	Caravan Fresh	Comments	

- Can add discount for the total amount by clicking  button.

Net Total		
Line Discounted Net Total		
Discount Percentage	0.00	
Discount		
VAT	0.00	☐ Item Level VAT
Other Tax	0.00	☐ Item Level Tax
Total Amount		

- Items can be added using  button of the below interface.

Add Items

Code	Item Name	Available Qty (Total)	Available Qty (Outlet)	Pending Quantity	Order Quantity					
220	Fish - Dry	300.000 Kilograms	0.000 Kilograms	100.000 Kilograms	0.000 Kilograms					
										
Req ID	Item Name	Available Qty (Total)	Available Qty (Outlet)	Quantity						
				0.000						
0		0.000	0.000	0.000						
Code	Item Name	Contract Price	Quantity	Unit Price	Discount	VAT	Tax	Net Price	Total	
0			0.000	0.00	0.00	0.00	0.00	0	0	

- You can add a new purchase order using  button.

- You can edit purchase order using  button.

- You can print purchase order using  button.

- You can delete purchase order using  button.

1.1.3 Good receive note

- Good receive note information are given according to the PO number. When click PO details in orange color panel, can view more information as follows.

PO NO	:	PO/2059/2020/03/0008
Supplier	:	AB MAURI LANKA ...
Item Count	:	1
Po Date	:	3/25/2020
PO NO	:	PO/2059/2020/03/0007
Supplier	:	ACCENTURE DISTR...
Item Count	:	3
Po Date	:	3/25/2020
PO NO	:	PO/2059/2020/03/0004
Supplier	:	AB MAURI LANKA ...
Item Count	:	0
Po Date	:	3/25/2020
PO NO	:	PO/2059/2020/03/0002
Supplier	:	AB MAURI LANKA ...
Item Count	:	1
Po Date	:	3/25/2020

Purchase Information			
PO No		GRN Date	3/31/2020 2:07:32 PM
Supplier *	-- Select Supplier --	Supplier Address	
Status	Active	GRN Raised by	Administrator Intahubdev
Location *	-- Select Location --	Comment	
Invoice No			

- If we add discount for Purchase Order we can add by using below interface. Using  button we can add discount.

Net Total	0.00	
Line Discounted Net Total	0.00	
Discount Percentage	0.00	
Discount	0.00	
VAT	0.00	☒ Item Level VAT
Other Tax	0.00	☒ Item Level Tax
Other Charges	0.00	
Total Amount	0.00	

- Can see the PO items with quantity as bellow.

PO ITEMS											ADD ALL 
Item Code	Item	Cont/ Last	Quantity	Expiry Date	Add Quantity	Free Quantity	Unit Price	Line Discount	Line VAT	Line Tax	
134	Chicken - Drumstick	0 (Kilograms) 100 (Kilograms)	100.000 Kilograms	7/9/2020	200.000 Kilograms	00 Kilograms	150.00	0	0	0	

- When items receive, by inserting Add quantity and free quantity, you can view the received items.

Received Item											
Item ID	Item Name	Exp. Date	C.Price/L.Price	Quantity	Free Quantity	Unit Price	L. Discount	L. VAT	L. Tax	Net Total	Item Total
		MM/DD/YYYY	0	0.000	0.000	0.00	0.00	0.00	0.00		
224	Fish Tuna	7/9/2020	0 (Numbers) 0 (Numbers)	0.100 Numbers	0.000 Numbers	100,000.00	0	0	0	10,000.00	10,000.00 
223	Fish Trimmings	7/9/2020	0 (Numbers) 0 (Numbers)	0.100 Numbers	0.000 Numbers	100,000.00	0	0	0	10,000.00	10,000.00 
221	Fish - Small	7/9/2020	200.00 (Kilograms) 150.00 (Kilograms)	200.000 Kilograms	0.000 Kilograms	150.00	0	0	0	30,000.00	30,000.00 

1.1.3 Good receive note Approve

The Specific User should be authorized pending GRN .

Date : 3/30/2020	GRN No : GR/2058/2020/03/0002
GRN ID : 32	Supplier : ACCENTURE DISTR...
Date : 3/30/2020	GRN No : GR/2058/2020/03/0001
GRN ID : 31	Supplier : AB MAURI LANKA ...
Date : 3/25/2020	GRN No : GR/2058/2020/03/0017
GRN ID : 20	Supplier : ACCENTURE DISTR...
Date : 3/25/2020	GRN No : GR/2058/2020/03/0016
GRN ID : 19	Supplier : AB MAURI LANKA ...
Date : 3/25/2020	GRN No : GR/2058/2020/03/0015
GRN ID : 18	Supplier : AB MAURI LANKA ...

Good Receive Note Information

GRN No	GR/2058/2020/03/0002	GRN Date	3/30/2020 1:36:47 PM	APPROVE	REJECT
Supplier *	ACCENTURE DISTRIBUTORS	Supplier Address	25/8 , Kattiyawatta Road, Mabola, Wattala.		
Status	Active				
Location *	Caravan Fresh				
Invoice No					

Net Total	5000.00	
Line Discounted Net Total	5000.00	
Discount Percentage	0.00	
Discount	0.00	
VAT	0.00	☒ Item Level VAT
Other Tax	0.00	☒ Item Level Tax
Other Charges	0.00	
Total Amount	5000.00	

Received Item

Item Code	Item Name	Expiry Date	Contract Price	Quantity	Free Quantity	Unit Price	Line Discount	Line VAT	Line Tax	Net Total	Item Total	
579	Pellewatta Yoghurt	4/9/2020	0 (Kilograms)	100.000 kg	0.000 kg	50.00	0	0	0	5,000.00	5,000.00	

1.1.4 GRN cancel

- Can be viewed and can select the available GRNs in orange color panel. Selected GRN is displayed with more information as below.

Date	: 3/31/2020
GRN No	: GR/2058/2020/03/0003
GRN ID	: 35
Supplier	: ADAM CONFECTIONERS
Date	: 3/30/2020
GRN No	: GR/2059/2020/03/0027
GRN ID	: 34
Supplier	: AB MAURI LANKA ...
Date	: 3/30/2020
GRN No	: GR/2085/2020/03/0005
GRN ID	: 33
Supplier	: ARALIYA PRINTERS
Date	: 3/30/2020
GRN No	: GR/2059/2020/03/0028
GRN ID	: 30
Supplier	: ACCENTURE DISTR...
Date	: 3/28/2020
GRN No	: GR/2059/2020/03/0025
GRN ID	: 29
Supplier	: ADAM CONFECTIONERS
Date	: 3/27/2020
GRN No	: GR/2085/2020/03/0004
GRN ID	: 28
Supplier	: ASIAN TRADEMADE...
Date	: 3/26/2020
GRN No	: GR/2059/2020/03/0022
GRN ID	: 25

Goods Receive Note Cancel

GRN No	GR/2058/2020/03/0003	GRN Date	3/31/2020 9:47:25 AM
Supplier *	ADAM CONFECTIONERS ▼	Supplier Address	WATTALA
Status	Active ▼	GRN Raised by	Administrator Intahubdev
Location *	Caravan Fresh ▼		
Invoice No			

Net Total	2000.00
Line Discounted Net Total	2000.00
Discount Percentage	0.00
Discount	0.00
VAT	0.00
Other Tax	0.00
Other Charges	0.00
Total Amount	2000.00

- Then items of selected GRN are displayed as purchase items.

Purchase Items										
Item Code	Item Name	Quantity	Free Quantity	Available Quantity	Unit Price	Net Price	Line Discount	Line VAT	Line Tax	Item Total
579	Pellewatta Yoghurt	10.000 kg	0.000 kg	10.000 kg	100.00	1,000.00	0	0	0	1,000.00
576	Pellewatta Milk Powder	10.000 kg	0.000 kg	10.000 kg	100.00	1,000.00	0	0	0	1,000.00



- Cancel the GRN using  button.



- To print GRN use  button.

1.1.05 Good return note

- Search any good return note from orange color panel and then can be viewed more information as below.

Date	: 3/30/2020
GRN No	: GR/2085/2020/03/0005
GRN ID	: 33
Supplier	: ARALIYA PRINTERS
Date	: 3/30/2020
GRN No	: GR/2059/2020/03/0026
GRN ID	: 30
Supplier	: ACCENTURE DISTR...
Date	: 3/28/2020
GRN No	: GR/2059/2020/03/0025
GRN ID	: 29
Supplier	: ADAM
Date	: 3/27/2020
GRN No	: GR/2085/2020/03/0004
GRN ID	: 28
Supplier	: ASIAN TRADEMADE...
Date	: 3/28/2020
GRN No	: GR/2059/2020/03/0022
GRN ID	: 25
Supplier	: AB MAURI LANKA ...

Goods Return Note Information

GRN No	GR/2085/2020/03/0005	Date	3/30/2020 1:42:50 PM
Supplier	ARALIYA PRINTERS ▼	Supplier Address	101/4, HENDALA ROAD, THIMBIRIGAS YAYA, WATTALA.
Status	Active ▼	Raised by	Administrator Intahubdev
Location	STORES ▼	Description	

- Add discount to the total amount using below window.

Net Total	150.00	
Line Discounted Net Total	150.00	
Discount Percentage	0.00	
Discount	0.00	
VAT	0.00	Item Level VAT
Other Tax	0.00	Item Level Tax
Total Amount	150.00	

- Good return note items are displayed as follows.

Good Return Note Items									
Default Other Charge Amount		0.000000							
Return Other Charge Amount									
Item Code	Item Name	GRN Available Quantity	Return Quantity	Unit Price	Line Discount	VAT	Other Tax		
226	Flour - Red Brand	4 Kilograms	0.000 Kilograms	150.00	0	0	0	0	Save

- Add return quantity and save them using  button. Then can be seen return items separately.

Returned Items									
Item Code	Item Name	Return Quantity	Unit Price	Line Discount	VAT	Other Tax	Net Total	Item Total	
226	Flour - Red Brand	1 Kilograms	150.00	0	0	0	150.00	150.00	

- Add new GRN item using  button.

- To save GRN use  button.

1.2 Stock Reconciliation

1.2.1 Stock adjustment

- Items which are available in stock are displayed in the orange color panel. Click on an item, and then can be viewed stock adjustment of the item as below.

SA NO	:	AD/2059/2020/04/0003
Date	:	4/1/2020
Reason	:	
Total Price	:	-666.67
Items Count	:	1

SA NO	:	AD/2059/2020/04/0002
Date	:	4/1/2020
Reason	:	
Pending...	:	

SA NO	:	AD/2059/2020/04/0001
Date	:	4/1/2020
Reason	:	
Pending...	:	

Stock Adjustment Management

No	AD/2059/2020/04/0003	Total Price	-666.67
Reason		Date Created	4/1/2020
Location *	ALUTHKADE	Department *	ALUTHKADE
Added By	Administrator Intahubdev		

Items

Item Code	Item Name	Adjustment	Unit Price	Item Total	Type
224	Fish Tuna	-0.010 Kilograms	66666.67	-666.67	Deduct

- And then to add new stock item adjustment click  and fill relevant adjustment details in below form. In here put a tick mark in "Type" column if adjustment is an adding one.

Items							
Item Code	Item Name	Current Quantity	Adjustment	Unit Price	Item Total	Type	
No stock adjustment details		0.000		0.00			
			0.000			☐ Adding	+

- Edit or save stock adjustment detail using  button.

- Delete a stock adjustment detail using  button.

- Green color status showing pending Stock adjustment details. In here specific person should be approved pending stock adjustment to effect to stock.

SA NO	: AD/2059/2020/04/0003
Date	: 4/1/2020
Reason	:
Total Price	: -866.67
Items Count	: 1
SA NO	: AD/2059/2020/04/0002
Date	: 4/1/2020
Reason	:
Pending...	
SA NO	: AD/2059/2020/04/0001
Date	: 4/1/2020
Reason	:
Pending...	

Stock Adjustment Management				Curren
No	AD/2059/2020/04/0002	Total Price	-200.0000000	APPROVE
Reason		Date Created	4/1/2020	
Location *	ALUTHKADE	Department *	ALUTHKADE	
Added By	Administrator Intahubdev			

1.2.2 Wastage management

- In here Wastage Information Interface show details of item's waste. When click a wastage record in orange color panel, can be viewed more information about the particular wastage on below form as follows.

Wastage Information			
Wastage No	WS/2059/2020/03/0004	Date	3/30/2020 4:36:23 PM
Status	Confirmed	Added By	Pubudu -
Location *	ALUTHKADE	Department *	ALUTHKADE
Description		Total	4083.33

- Then when click on a particular wastage record on the orange panel Wastage Item table display some details about the item which has been wasted.

Wastage ID	: 6
Wastage No	: WS/2059/2020/04/0001
Date	: 4/1/2020
Pending....	
Wastage ID	: 5
Wastage No	: WS/2059/2020/03/0004
Date	: 3/30/2020
Total Price	: 4083.33
Wastage ID	: 4
Wastage No	: WS/2059/2020/03/0003
Date	: 3/28/2020
Total Price	: 1250.00
Wastage ID	: 3
Wastage No	: PW/2059/2020/03/0002
Date	: 3/26/2020
Total Price	: 0.00
Wastage ID	: 2
Wastage No	: WS/2059/2020/03/0002
Date	: 3/26/2020
Total Price	: 2500.00
Wastage ID	: 1
Wastage No	: WS/2059/2020/03/0001
Date	: 3/26/2020
Pending....	

Wastage Item

Item Code	Item Name	Available Qty (Outlet)	Quantity	Price(Avg)	Total Price	
221	Fish - Small	200.000 Kilograms	25.000 Kilograms	150.98	3,774.51	 



- To add new wastage use  button and click on it. Then the below interace will be appear.

Wastage Information

Wastage No		Date	4/1/2020 11:13:57 AM
Status	Pending ▼	Added By	Administrator Intahubdev
Location *	Select Location ▼	Department *	▼
Description			
Total			

Wastage Item

Item Code	Item Name	Available Qty (Outlet)	Quantity	Price(Avg)	Total Price	
0		0.000	0.000	0	0	
			0.000 ▼			



- To save wastage use  button.



- To print wastage use  button

- To delete wastage use  button.

- Pending Wastage details displaying in green color status and specific person should be approved those details to done the wastage.

Wastage ID	: 6
Wastage No	: WS/2059/2020/04/0001
Date	: 4/1/2020
Pending....	
Wastage ID	: 5
Wastage No	: WS/2059/2020/03/0004
Date	: 3/30/2020
Total Price	: 4083.33
Wastage ID	: 4
Wastage No	: WS/2059/2020/03/0003
Date	: 3/28/2020
Total Price	: 1250.00
Wastage ID	: 3
Wastage No	: PW/2059/2020/03/0002
Date	: 3/26/2020
Total Price	: 0.00
Wastage ID	: 2
Wastage No	: WS/2059/2020/03/0002
Date	: 3/26/2020
Total Price	: 2500.00
Wastage ID	: 1
Wastage No	: WS/2059/2020/03/0001
Date	: 3/26/2020
Pending....	

Wastage Information

Wastage No	WS/2059/2020/04/0001	Date	4/1/2020 11:10:35 AM	APPROVE
Status	Pending	Added By	Administrator Intahubdev	
Location *	ALUTHKADE	Department *	ALUTHKADE	
Description		Total	3774.51	

1.2.3 Physical Stock Entry

Using this option user can find the stock variance between system and physical stock .When add physical stock Quantity of the specific Item ,system will automatically calculated the variances between system and physical stock.

- Here can select a physical stock entry from orange color panel using PSE no. Then in physical stock registry form will be viewed more details about selected physical stock entry.

PSE ID	: 2
PSE Number	: PS/2059/2020/03/0002
Transaction Date	: 3/30/2020
Location	: ALUTHKADE
PSE ID	: 1
PSE Number	: PS/2059/2020/03/0001
Transaction Date	: 3/28/2020
Location	: ALUTHKADE

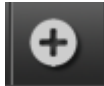
Physical Stock Entry

PSE Number	PS/2059/2020/03/0002	Transaction Date	3/30/2020 1:24:20 PM
Status	Active	Remarks	
Location *	ALUTHKADE	Department *	ALUTHKADE
Added By	Pubudu -		

- In below table show items of above selected physical stock entry. So can add new item to existing stock by clicking  button.

Add Items

Item Code	Item Name	Current Quantity(4/1/2020 11:21:53 AM)	Quantity
578	Pellewatta Fresh Milk	120.000 Kilograms	100.000 Kilograms



- To add new PSE click button. And then enter item names and quantities for new one in below table.



- Edit or save a PSE using button.



- Print a PSE using button.



- Delete a PSE using button.

- When click Approve button then physical stock Id Raised to System stock reconciliation to update Variance stock.

Physical Stock Entry

PSE Number	PS/2059/2020/04/0001	Transaction Date	4/1/2020 11:24:02 AM	APPROVE
Status	Pending ▼	Remarks		
Location *	ALUTHKADE ▼	Department *	ALUTHKADE ▼	
Added By	Administrator Intahubdev			

1.2.4 System stock Reconciliation

- This option used to update system stock according to the variance coming from the physical stock entry. When select PSE Id from the panel ,then show the more details as flow.

PSE Number	:	PS/2059/2020/03/0002	●
Remarks	:		
Transaction Date	:	3/30/2020	

PSE Number	:	PS/2059/2020/03/0001	●
Remarks	:		
Transaction Date	:	3/26/2020	

System Stock Reconciliation

PSE Number	PS/2059/2020/03/0002	Transaction Date	3/30/2020 1:24:20 PM	APPROVE	REVERT
Status	Active ▼	Remarks			
Location *	ALUTHKADE ▼	Department *	ALUTHKADE ▼		
Added By	Pubudu -				

System Stock Reconciliation Details

Item Code	Item Name	System Quantity	Quantity	Variance
578	Pellewatta Fresh Milk	120.000 Kilograms	100.000 Kilograms	-20.000 Kilograms

- To Update Stock click on **APPROVE** Button

1.3 Stock management

1.3.01 Material Transfer Requisition

- The Orange color Panel is showing available information of Department Requisition. A selected GTR is showing more information as follow.

GTransfer ID : 20
GTN No : MT/2074/2020/04/0001
Date : 4/1/2020
From Dep : KOHUWALA

GTransfer ID : 21
GTN No : MT/2070/2020/04/0001
Date : 4/1/2020
From Dep : KL CAFE

Material Transfer Requisition

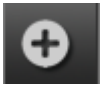
To Warehouse: ALUTHKADE
From Warehouse: KOHUWALA

To Department: ABC NEW
From Department: KOHUWALA

Comments:

- Can see added items of Good transfer requisition from below window and also can add different new items to the existing DR from this form, using  button.

Item Code	Item Name	ABC NEW(QTY)	KOHUWALA(QTY)	Unit Price	Quantity	Total Price	
221	Fish - Small	0.000 Kilograms	0.000 Kilograms	150.98	2.000 Kilograms	301.96	
					0.000		
							

- To add new Good Transfer Requisition using  button.

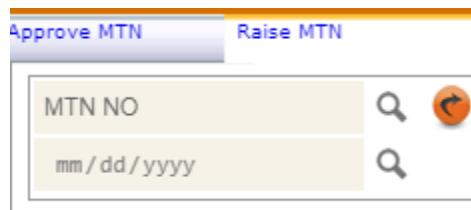
- Edit or save a Good Transfer Requisition using  button.

- Print a Good Transfer Requisition using  button.

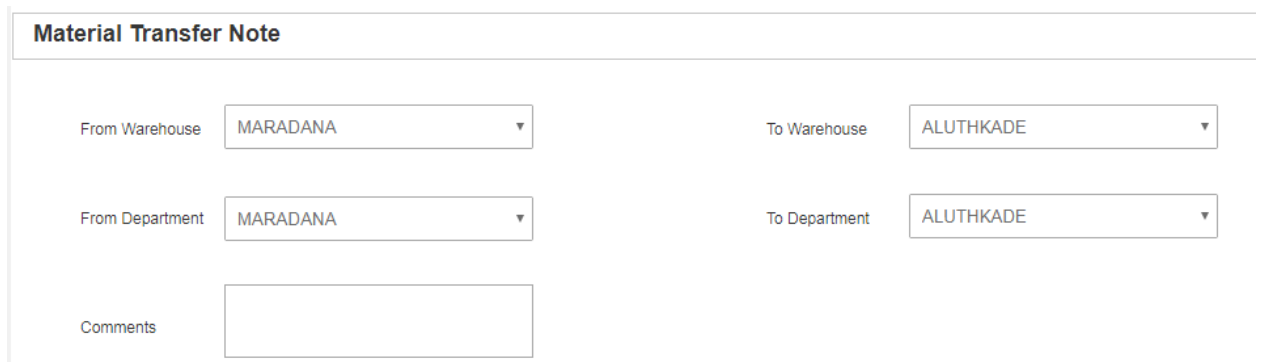
- Delete a Good Transfer Requisition using  button.

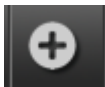
1.3.2 Material transfer note

- When need to transfer selected item to one location to another (i.e. between two restaurants) use this option. There are two panels for good transfer as follow. One for Transfer Good (Raise GTN) and other for Approve GTN (Approved GTN).



- And also can select, goods transferring is processing from where to where as follows.



- To add new GTN click  button. And then enter item names and quantities for new one

in below table.

Item Code	Item Name	Current Qty.	Quantity	Unit Price	Total Price	
		0 0	0.000			+
221	Fish - Small	200.000 Kilograms 200.000 Kilograms	15.000 Kilograms	150.98	2264.71	

-



- Delete a GTN using button.
- Added GTN showing in Raise GTN panel with pending status. In here user in restaurant 1, should be approved pending GTN to transfer.

Approve MTN

Raise MTN

MTN NO

mm/dd/yyyy

GTN No : MT/2075/2020/03/0001

To : ALUTHKADE

Date : 3/30/2020

To Dep : ALUTHKADE

GTN No : MT/2059/2020/04/0001

To : KOHUWALA

Date : 4/1/2020

To Dep : KOHUWALA

Select Items To Transfer.

Material Transfer Number	Material Transfer Date
MT/2075/2020/03/0001	3/30/2020 9:25:07 AM

APPROVE

- After approved pending GTN, then Stock Received to second user in restaurant two. In Here that user Can be approve or reject that stock. The Received GTN are displaying in Approved GTN panel as follow.

Approve MTN **Raise MTN**

MTN NO

mm / dd / yyyy

GTN No : MT/2059/2020/04/0001

From : ALUTHKADE

Date : 4/1/2020

To Dep : KOHUWALA

Approve Material Transfer.

Material Transfer Number	Material Transfer Date
MT/2059/2020/04/0001	4/1/2020 11:44:30 AM

APPROVE

REJECT

REVERT

Item Code	Item Name	Unit Price	Current Quantity	Transfer Quantity	Total Price
			0 0	0.000	
221	Fish - Small	150.98	200.000 Kilograms	15.000 Kilograms	2264.71

1.3.3 Daily Consumption

If the user wants to consumption stock by manually, they can use this option to update their stocks.

There is two panel for the manual consumption .one for the Pending Consumption list and other one for the approve Consumption. When select a DC id from the left panel. Then detail showing as fallow.

Approve DC

Raise DC

Consumption ID

mm / dd / yyyy

MC No : 3

Location : CPB ENGINEERING

Date : 7/26/2018

Pending...

MC No : 2

Location : CPB MAIN STORE

Date : 7/22/2018

Pending...

Manual Consumption

Consumption ID3

Consumption Date7/26/2018 11:03:12 AM

Location *CPB ENGINEERING

Department *CPB Maintainenace

StatusPending

Total1000.00

- In below table show items of above selected Consumption Id . So can add new item to existing stock by clicking  button.

Add Items						
Item Code	Item Name	Available Qty (Outlet)	Unit Price	Quantity	Total Price	
1281	Deck Brush	4.000 Numbers	250.00	4.000 Numbers	1000.00	
				0.000		



- To add new Daily consumption click button. And then select location and enter item names and quantities for new one in below table.

Items							
Item Code	Item Name	To(QTY)	From(QTY)	Unit Price	Quantity		Total Price
There are no records.		0.000	0.000	0.00	0.000		0.00
					0.000		



- Edit or save a DC using button.



- Print a DC using button.



- Delete a DC using button.

1.4 Transaction Print

We can Get follow transaction prints using this option.

- Good Return Note
- Good Transfer Note
- Good Received Note
- Purchase Order Detail
- Rejected MTN
- Daily Consumption

1.4.01 Good Return Note

To get the good return and good transfer details as a summary, click on Transaction print in stock management section.

Date:	1/1/0001
GRN No	GR/1026/2016/05/0007
GRN ID	3

Date:	1/1/0001
GRN No	GR/1026/2016/05/0006
GRN ID	2

Date:	1/1/0001
GRN No	GR/1027/2016/05/0005
GRN ID	1

GOOD RETURN DETAILS

Good Return Id	3
Date Created	5/6/2016 12:00:00 AM
Supplier	Coca-Cola Beverages Sri Lanka Ltd
Supplier Address	8214 Biyagama Rd, Sri Lanka
Raised by	Admin
Location	RESTAURANT 01
Description	

GOOD RETURN NOTE ITEMS					
Item	GRN Available Quantity	Unit Price	Line Discount	VAT	Other Tax
Coke	8 Liter	100.00	0.00	0.00	0.00

- Print a GRN using  button.

1.4.02 Good Transfer Note

To get good transfer details, select Good Transfer in the Transaction Print searching Bar.

1	Date:5/6/2016
GTransfer ID	1
GTransfer No	GT/1027/2016/05/0003
2	Date:5/6/2016
GTransfer ID	2
GTransfer No	GT/1027/2016/05/0004

GOOD TRANSFER DETAILS

Date Created	5/6/2016
Good Transfer Id	1
Good Transfer No	GT/1027/2016/05/0003
From Warehouse	BOOST HOTELS
To Warehouse	RESTAURANT 01

GOOD TRANSFER ITEMS

Item Name	Date	Quantity	Net Price	Tax	Total Price
Lion	5/6/2016 1:37:42 PM	5.00	0.00	0	0.00
Special brew	5/6/2016 1:37:43 PM	5.00	1500.00	0	1500.00
Strong	5/6/2016 1:37:43 PM	5.00	1500.00	0	1500.00
VB	5/6/2016 1:37:43 PM	5.00	0.00	0	0.00

- Print a GTN using  button.

1.4.03 Good Received Note

To get the Good Receive Details, select GRN in the drop down list and select GRN to view more information.

Date:	6/21/2017
GRN No	GR/2019/2017/06/0016
GRN ID	19
Date:	6/21/2017
GRN No	GR/2018/2017/06/0003
GRN ID	18
Date:	6/19/2017
GRN No	GR/2019/2017/06/0013
GRN ID	14
Date:	6/19/2017
GRN No	GR/2018/2017/06/0001
GRN ID	13

Good Recieve Note Id	GR/2019/2017/06/0016
Date Created	6/21/2017
Supplier	DCSL
Supplier Address	Wattala
Location	Pan Restaurant
Description	

Item Code	Item	Unit Price	Line Discount	Quantity	Free Quantity	Total Price
481	Onion	100.00	0.00	30.00 Kilograms	0.00 Kilograms	3000.00
508	Chili	100.00	0.00	30.00 Kilograms	0.00 Kilograms	3000.00

- Print a GRN using  button

1.4.04 Purchase Order

To get the Purchase Order Details, select PO in the drop down list and select PO to view more information.

PO ID :	20
Supplier :	DCSL
Po Date :	6/19/2017
PO ID :	19
Supplier :	DCSL
Itm Count :	3
Po Date :	6/19/2017
PO ID :	18
Supplier :	DCSL
Itm Count :	3
Po Date :	6/19/2017

Purchase Order No	PO/2019/2017/06/0019
Register Date	6/19/2017
Supplier	DCSL
Supplier Address	Wattala
Location	Pan Restaurant

Item Code	Item	Unit Price	Line Discount	VAT	Quantity	Total Price
481	Onion	120.00	0.00	0.00	10 Kilograms	12.00
534	Olive Oil	120.00	0.00	0.00	10 Liter	12.00
508	Egg	120.00	0.00	0.00	30 Numbers	36.00

- Print a PO using  button

1.4.05 Reject Material Transfer Note

To get the Reject Good Transfer Details, select Rejected GTN in the drop down list and select Rejected GTN to view more information

GTransfer ID	4	
GTransfer No	GT/2019/2017/06/0004	
Date	6/20/2017	
	Rejected	
GTransfer ID	6	
GTransfer No	GT/2019/2017/06/0006	
Date	6/20/2017	
	Rejected	
GTransfer ID	7	
GTransfer No	GT/2019/2017/06/0001	
Date	6/21/2017	
	Rejected	

Date Created	6/20/2017
Good Transfer Id	4
Good Transfer No	GT/2019/2017/06/0004
From Warehouse	Pan Restaurant
To Warehouse	Main Store

ItemCode	Item Name	Date	Quantity	Net Price	Total Price
481	Onion	6/20/2017 4:45:50 PM	2.00 Kilograms	117.47	117.47

- Print a Reject GTN using  button

1.4.06 DailyConsumptions

To get Manual consumption details, select Manual consumption in the drop down list and select Manual consumption to view more information

MC No	:	3	
Location	:	CPB ENGINEERING	
Date	:	7/26/2018	
Total	:	1000.00	Raised

MC No	:	2	
Location	:	CPB MAIN STORE	
Date	:	7/26/2018	
Total	:	1414.38	Raised

MC No	:	1	
Location	:	CPB MAIN STORE	
Date	:	7/22/2018	
Total	:	4243.14	Raised

Club Palm Bay	
CPB ENGINEERING - Club Palm Bay	Manual Consumption
Location :	Date : 7/26/2018 11:03:12 AM
CPB ENGINEERING - Dep : CPB Maintainenace Maravila	Consumption ID : 3
	Added By : Administrator Intahubdev

Item Code	Item Name	Quantity	Total Price
1281	Deck Brush	4.000 Numbers	1000.00

- Print a Manual Consumption using  button

1.5 Setting

1.5.1 Supplier management

- Available suppliers are listed in the orange color panel. Click on one of suppliers in the list and then will be viewed more information about the supplier in following window.

Reg No	: 1212
Name	: Supplier 3
Add	: Colombo
Date	: 3/27/2020
Reg No	: 12
Name	: New supplier 1
Add	: Clombo 2
Date	: 2/22/2020
Reg No	: 0121
Name	: NILKAMAL ESWARAN PLAST...
Add	: 43/11,Cuhuloh,....
Date	: 1/29/2020
Reg No	: 0120
Name	: STASSENS EXPORTS
Add	: 833, Sirimavo Bandaran...
Date	: 1/29/2020
Reg No	: 0118
Name	: S.K.T.C.M.DISTRIBUTORS
Add	: 436, HAVELOCK ROAD, CO...
Date	: 1/29/2020
Reg No	: 0117
Name	: FALCON TRADING PVT LTD
Add	: 334, T.B.JAYAH MAWATHA...
Date	: 1/29/2020
Reg No	: 0115
Name	: SONIT TRAVELS
Add	: 15/4, GEORGE MW, MABOL...
Date	: 1/29/2020
Reg No	: 0114

Supplier Management

Supplier Name *

Supplier 3

Registration No *

1212

Address 1 *

Colombo

Address 2

Track No

Country *

Sri Lanka

Supplier Type *

CC NEW

City *

WATTALA

Is Raw Material Supplier

☒

Is Processed Item Supplier

☒

Supplier Type

Alcohol		
BITES		
CC NEW		
Food		

- To add new supplier click  button and give relevant information through below form.

Supplier Management

Supplier Name *

Registration No *

Address 1 *

Address 2

Track No

Country *

-Select Country-

Supplier Type *

-Select Supplier Type-

City *

-Select City-

Is Raw Material Supplier

☐

Is Processed Item Supplier

☐

- Supplier contacts management table show personal contacts details such as name, email as follows.

Supplier Contact Management				
First Name	Last Name	Office No	Email Address	
Naveen		0112789654	Navee@gmail.com	
chamila		0111232343	f@gmail.com	
ffff		0717645362	Thilakarathna@gmail.com	

- Edit existing contact details, click  button and edit from coming form and save edited details Using  button.

First Name *		Last Name	
Address 1 *		Address 2	
Office No *		Mobile No *	
Email Address *		Country	-Select Country-
City	-Select City-		

- Delete existing supplier contact details, using  button.

- Add a new supplier, using  button.

- Save supplier, using  button.

- Delete existing supplier, using  button.

1.5.2 Unit of measure

- Measure types are listed in to the orange color panel.



- Add a new measure type, using  button.

- Edit existing measure type, using  button.

- Delete existing measure type, using  button.

- When select particular measure types it will show available unit of measures as follows. Here click one unit of measure and then display more details about that.



Unit Description	Liter
Short Name	l
Child Unit	Milliliter
Ratio	1000.00
Index	0

- Add a new unit of measure type, using  button.

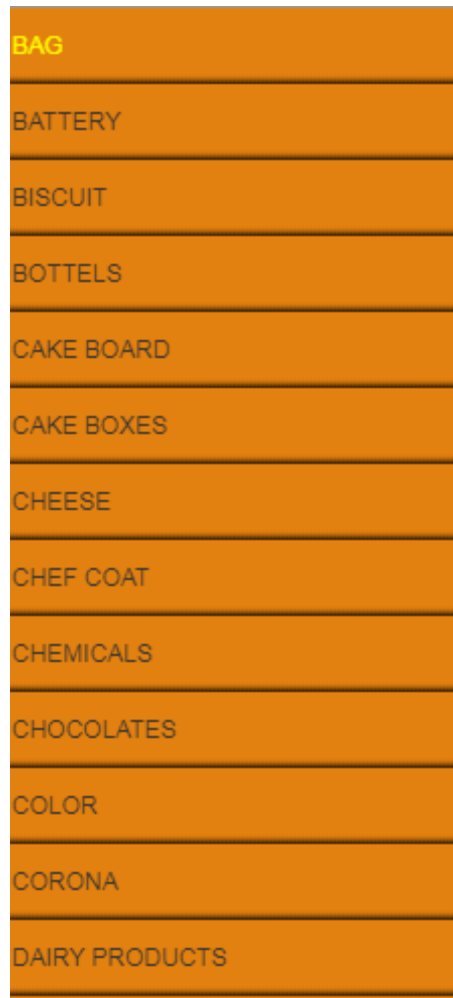
Unit Description	
Short Name	
Child Unit	Milliliter
Ratio	
Index	

- Save unit of added unit of measure type using  button.

- Delete existing unit of measure type, using  button.

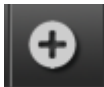
1.5.3 Item management

- Item types are displayed in the orange color panel.



- Add a new item type, using  button.
- Edit existing item type, using  button.
- Delete existing item type, using  button.
- When click one of the item types from orange panel, and then all items which are under selected item type will be displayed.

Bag - Bread Large	•
Bag - Bread Medium	•
Bag - Cf Cake (L)	•
Bag - Cf Cake (XI)	•
Bag - Cf Pastry (M)	•
Bag - Cf Pastry (S)	•
Bag - Cookie	•
Bag - Dip Dip Cake	•
Bag - Garbage	•
Bag - Grocery	•
Bag - Jumbo	•
Bag - Jumbo King	•
Bag - Shopping	•

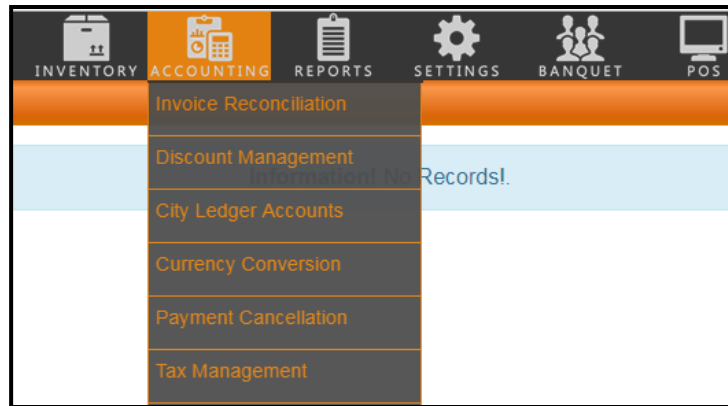
- Add a new item using  button.
- Save item, using  button.
- Delete existing item, using  button.

- Click on an item and then will be viewed more information about the item as follows.

Item Type *	BAG ▼	
Item *	Bag - Bread Large	
Item Status *	Active ▼	
Measure Type *	BY NOS ▼	
Preferred Unit Of Measure *	Numbers ▼	
Contract Price	0	
Report displaying in parent measure type	☐	
Priority Level *	Default ▼	
No of days to expire *	100	
Max Order Level	0	Numbers ▼
Min Order Level	0	Numbers ▼
Target Order Level	0	Numbers ▼

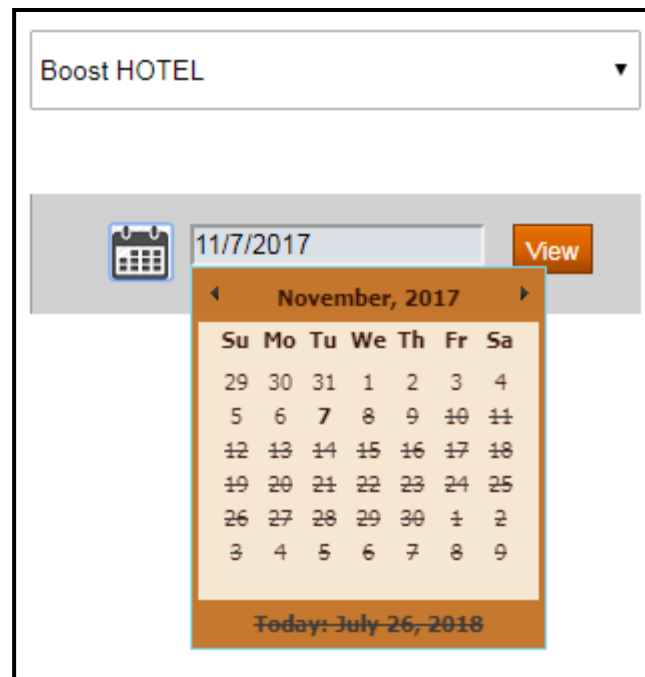
2 Accounting

When you click on the accounting tab, it will provide you with a drop down list to select an option. The interface is shown below.



2.1 Invoice Reconciliation

The admin function provides you with variety of services. By clicking on the invoice reconciliation you can generate a invoice for a particular date.



2.2 Discount Management

When you click on the discount management option of the accounting tab, the shown window will be appear.

Restaurant Name  

AB

ALEXANDRA

ALUTHKADE

BAMBALAPITIYA

BLOEMENDAL

Discount Management

Discount Name	Discount Rate	
5	5.00	 
10	10.00	 
20	20.00	 
		

- The list of restaurants is shown in the orange color panel.

Restaurant Name  

AB

ALEXANDRA

ALUTHKADE

BAMBALAPITIYA

BLOEMENDAL

Caravan Fresh

- The interface which shown in the below provide the user to add, remove, and undo the discount rates.

Discount Name	Discount Rate	
10 %	10.00	 
25 %	25.00	 
100 %	100.00	 
		

- If you need to add a new discount rate , click on  icon.
- Can edit the added discount rates by clicking on  edit icon.
- Can undo changes by using undo  icon.
- Remove added discount rates by using this icon. 

2.3 City Ledger Accounts

This interface provides the users to create city ledger accounts for particular organizations. The below shown interface will be appear when you click on the City Ledger Accounts of the drop down list of the Accounts tab.

Name	Organization	VAT Reg. No	Address 1	Address 2	
CPB	CLUB PALM BAY	VAT 123	Thalawila Wella	Marawila	

- The list of the organization is shown in the orange color panel.

Organization

BOOST HOTELS

CLUB PALM BAY

INTA HUB

OFFIESERS CHECK

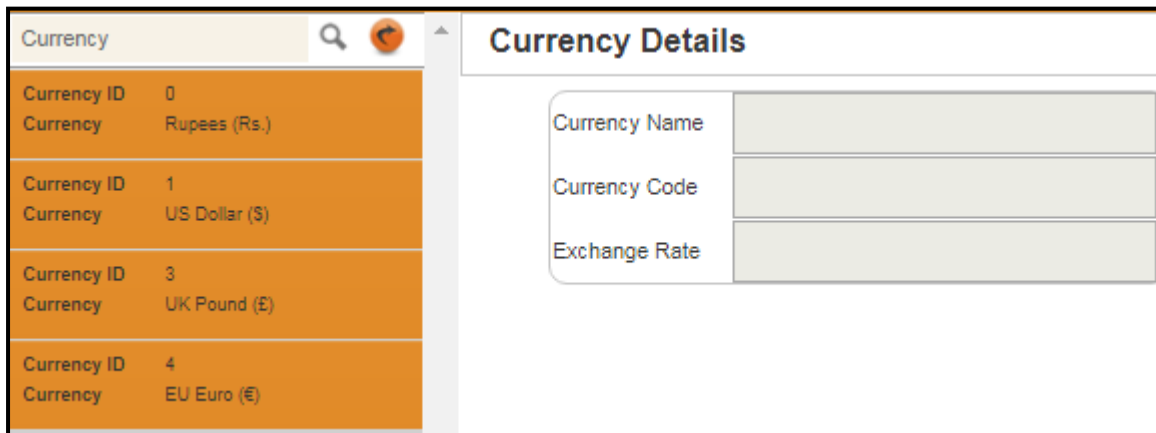
City ledger account panel provide the users to create, update and remove the accounts from the table.

City Ledger Accounts					
Name	Organization	VAT Reg. No	Address 1	Address 2	
Dhanuka	INTAHUB	1000	Colombo	Wattala	 
Achala	INTAHUB	1001	INTAHUB	Wattala	 
					

- If you need to add a new city ledger account, click on  icon.
- Can edit the added city ledger account by clicking on  edit icon.
- Remove added discount rates by using this  icon.

2.4 Currency Details

Inventory system provides the user with an interface to store the type of currencies and their value rates. Click on the accounting tab and select the currency conversion from the drop down list. The interface is given below.



The screenshot shows a web interface with a sidebar on the left and a main content area on the right. The sidebar, titled 'Currency', has a search icon and a refresh icon. It contains a list of currencies with the following details:

Currency ID	Currency
0	Rupees (Rs.)
1	US Dollar (\$)
3	UK Pound (£)
4	EU Euro (€)

The main content area is titled 'Currency Details' and contains a form with three input fields:

- Currency Name
- Currency Code
- Exchange Rate

- The list of currencies in the system is shown by the orange color panel and then can be viewed with more information as below. Can update the currency values as need.

Currency ID	0
Currency	Sri Lankan Rupee (Rs.)
Currency ID	1
Currency	US Dolar (\$)
Currency ID	3
Currency	UK Pound (£)
Currency ID	4
Currency	EU Euro (€)
Currency ID	9
Currency	New Zealand Dollar (\$)



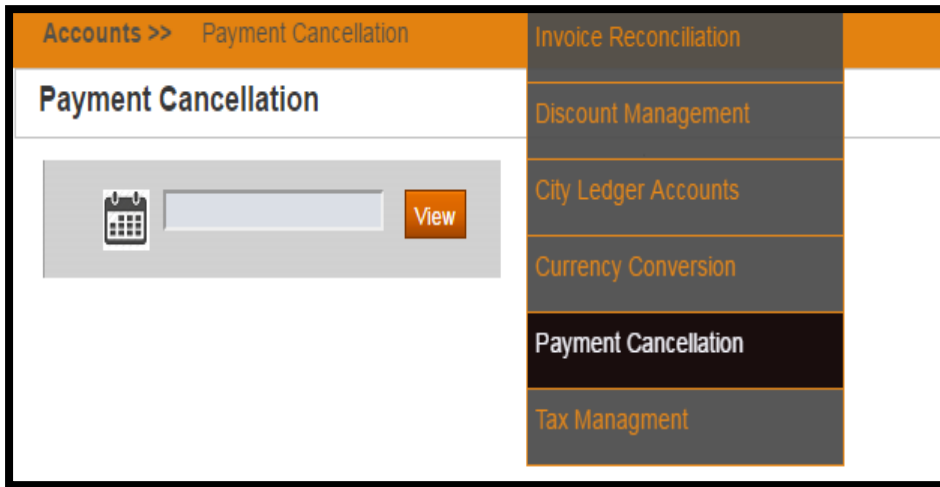
The screenshot shows the 'Currency Details' form with the following values entered:

- Currency Name: US Dolar (\$)
- Currency Code: USD
- Exchange Rate: 1.0000000000

- Click on the save  button to save the changes.

2.5 Payment Cancellation

Payment cancellation interface provide the users to collect payment cancellation details for a particular date. Click on the accounting tab and select payment cancellation. Then you have to select a date that you intend to collect payment cancellation details. Click on the view button. Then the system will generate the reports for payment cancellation as you needed.



Accounts >> Payment Cancellation	Invoice Reconciliation
Payment Cancellation	Discount Management
 View	City Ledger Accounts
	Currency Conversion
	Payment Cancellation
	Tax Management

2.6 Tax Management

Tax Management interface provide the user to manage a tax rate for the restaurant.

Restaurant Name

AB
ALEXANDRA
ALUTHKADE
BAMBALAPITIYA
BLOEMENDAL

Tax Management

From Date	To Date	Rate	Description	
03/10/2020	01/08/2021	0.00	2020	TC
MM/DD/YYYY	MM/DD/YYYY			

- The list of the restaurant is shown by the orange color panel. Clicking on the particular restaurant can add a tax.

Restaurant Name

AB
ALEXANDRA
ALUTHKADE
BAMBALAPITIYA
BLOEMENDAL

Tax Management

From Date	To Date	Rate	Description	
03/10/2020	01/08/2021	0.00	2020	TC
MM/DD/YYYY	MM/DD/YYYY			

- Add new tax rate to the restaurant, using button.

- Edit existing tax rate, using  button.
 - Delete existing tax values, using  button.
 - Update edited tax rates, using  button.
-
- Click on the save  button to save the changes.

3 Reports

You can generate various types of reports under 3 categories.

1. Inventory Reports
2. POS Reports
3. Accounting Reports

3.1 Inventory Reports

3.1.1 Stock Quantity

Once you click on the stock quantity of the drop down list the orange color panel will show you what available report types under the stock quantity. Current stock summary and Back order reports are coming under the stock quantity



3.1.1.1 Current stock summary

This report provides the current stock details for the current date such as stock items, quantity.

Current Stock Summary			
Restaurant Name		: MOSVOLD HOTEL	
Date	: 19-Aug-2016	Generated by	: AdminM
Item ID	Food Name	Quantity	
ALCOHOL			
WINE			
36	Red Wine	0 LT	-300 ML
111	White Wine	-10 LT	-50 ML
195	Brandy	0 LT	0 ML
DRINKS			
JUICE			
148	Lime Juice	0 LT	0 ML
228	Lemon Juice	0 LT	-10 ML
FOOD			
CHEESE			
2	Cream Cheese	0 KG	-225 Gr
83	Parmesan Cheese	0 KG	-285 Gr
94	Cheese	0 KG	-560 Gr
107	Feta Cheese	0 KG	-70 Gr
129	Lasagna Sheet	0 KG	0 Gr
145	Gouda Cheese	0 KG	0 Gr
146	Mozarella Cheese	0 KG	0 Gr
240	Slice Cheese	0 KG	0 Gr
CHOCOLATE			
202	White Chocolate	0 KG	-75 Gr
203	Dark Chocolate	0 KG	-75 Gr
FRUIT			

3.1.1.2 Back Order Summary

This report will show maximum and minimum order quantity for each item.

Back Order Summary

Restaurant Name

: MOSVOLD HOTEL

Date

: 19-Aug-2016

Generated by

: AdminM

Item ID	Item	Quantity	ROQ	MOQ	Avg. Price
ALCOHOL					
WINE					
36	Red Wine	0 LT -300 ML	10,000.00	10,000.00	0.00
111	White Wine	-10 LT -50 ML	10,000.00	10,000.00	0.00
195	Brandy	0 LT 0 ML	10,000.00	10,000.00	0.00
DRINKS					
JUICE					
148	Lime Juice	0 LT 0 ML	10,000.00	10,000.00	0.00
228	Lemon Juice	0 LT -10 ML	10,000.00	10,000.00	0.00
FOOD					
CHEESE					
2	Cream Cheese	0 KG -225 Gr	5,000.00	5,000.00	0.00
83	Parmesan Cheese	0 KG -285 Gr	3,000.00	3,000.00	0.00
94	Cheese	0 KG -560 Gr	10,000.00	10,000.00	0.00
107	Feta Cheese	0 KG -70 Gr	10,000.00	10,000.00	0.00
129	Lasagna Sheet	0 KG 0 Gr	10,000.00	10,000.00	0.00
145	Gouda Cheese	0 KG 0 Gr	10,000.00	10,000.00	0.00
146	Mozarella Cheese	0 KG 0 Gr	10,000.00	10,000.00	0.00
240	Slice Cheese	0 KG 0 Gr	10,000.00	10,000.00	0.00
CHOCOLATE					
202	White Chocolate	0 KG -75 Gr	0.00	0.00	0.00
203	Dark Chocolate	0 KG -75 Gr	0.00	0.00	0.00
FRUIT					
81	Black Olives	0 KG -595 Gr	1,000.00	1,000.00	0.00
131	Passion Fruit	0 KG 0 Gr	10,000.00	10,000.00	0.00
158	Pomgranate	0 KG 0 Gr	10,000.00	10,000.00	0.00
159	Pomelo (Jambola)	0 KG 0 Gr	10,000.00	10,000.00	0.00
165	Apple Green/Red	0 KG -90 Gr	10,000.00	10,000.00	0.00
173	Water Melon	0 KG -90 Gr	10,000.00	10,000.00	0.00

3.1.1.1 Current stock Details summary

This report provide more details of the current stock for the current date such a item name ,Quantity with their purchased measure type.

Current Stock Detail Summary			
Name	: ALUTHKADE		
Date	: 01-Apr-2020	Generated	: Administrator
Item ID	Item Name	Measure Unit	Quantity
Department : ALUTHKADE			
BEVERAGE			
DAIRY PRODUCTS			
	Milk Powder		25kg 0g
295	Milk Powder	Kilograms	25
FOOD			
MEATS			
	Chicken - Breast Meat		100kg 0g
133	Chicken - Breast Meat	Kilograms	100
	Chicken - Drumstick		200kg 0g
134	Chicken - Drumstick	Kilograms	200
	Chicken - Ham		100kg 0g
136	Chicken - Ham	Kilograms	100
	Fish - Dry		200kg 0g
220	Fish - Dry	Kilograms	200
	Fish - Small		200kg 0g
221	Fish - Small	Kilograms	200
	Fish Thalapath		100kg 0g

3.1.2 Stock Value Reports

Stock value report function provides you to generate reports under many categories.

Stock Value Reports >>

Wastage Report

Wastage Report

Recipe Cost Detail Report

Stock Variance Report

Stock Valuation Report

Inventory Purchase Registry

Inventory Item Registry

Stock Usage Report

GRN Cancel Report

Restaurant

MOSVOLD HOTEL

Start Date

8/19/2016

End Date

8/19/2016

Generate

3.1.2.1 Wastage Report

This report provides you, details of wastage in stock for a particular time period. Report includes stock items, quantity, price etc.

3.1.2.2 Recipe Cost Details Report

This report generates total cost for each recipe. It includes stock item name, quantity, and price. And also it provides Food department, Food category and Food name information.

3.1.2.3 Stock Variance Report

Stock variance report provides stock value changes according to different inventory transactions such as open stock, good receive note, good return, issue out, issue in, wastage, good transfer, ect. This report can be generated based on the different time periods.

3.1.2.4 Stock Valuation Reports

This report provides current stock quantity per each food item with comparing the initial stock quantity. And also this report generates the current stock value.

3.1.2.5 Inventory Purchase Registry

Provide the glance view of purchased items according to given time period. This report provides net price, vat, discount, ect for each purchased food category.

3.1.2.6 Inventory Item Registry

This report provides you with the item's open quantity, updated quantity, and current quantity for selected items.

3.1.2.7 Stock Usage Report

It provides summary of daily consumption of each food items with quantity and count.

3.1.2.8 GRN Cancel Report

This report provides details about purchased cancellation. It shows net price, vat, discount ect.

3.1.3 Transaction Report

3.1.3.1 Menu Report

It shows data for each food such as selling price, calculated price and standard price. As well as it shows the time taken to cook and prepare the each food items.

3.1.3.2 Customer Menu Report

This report shows menu which are given to the customers, and includes each food item and food item selling price.

3.1.3.3 Menu Cost Details Report

3.1.3.4 Stock Adjustment Report

Shows details of stocks adjustment according to the restaurant. And show item, item price, and person who adjusted the stock.

3.1.3.5 Good Transfer Report

It shows items which were transferred from one restaurant to another with quantity, transfer date, username, ect.

3.1.4 Basic Reports

3.1.4.1 Suppliers Report

It shows details of each supplier.

3.1.4.2 Profit Margin Report

It shows profit details for each food items with standard cost, calculated cost, selling price, and profit ratio.

3.1.5 Audit Reports

3.1.5.1 Expiry date Warning Report

It shows the quantity of Items which are about to get expiry in a given time period.

3.1.5.2 Non Moving Item Reports

Non moving report shows the quantity of items which are in stock, ready to expiry.

3.1.6 Listing Reports

3.1.6.1 GRN Listing Report

It shows list of items purchased by particular time period with it's item name, unit price, quantity.

3.1.6.2 GTN Listing Report

It shows list of items which transferred in a particular time period, and it shows data about amount of quantity transferred, total price of transferred items.

3.1.6.3 PR Listing Report

PR report shows all the details of the placed purchased requisitions.

3.1.6.3 PO Listing Report

It shows purchase order details (PO) for given time period with the item ID, name, PO number, status, and quantity for particular restaurant.

3.2 POS Report

3.2.1 Sales Report

3.2.1.1 Sales Summary Report

It shows the sales details for a particular date with a payment mode. And also this report includes Net total, total tax, gross total, total discount ect.

3.2.1.2 Category Summary Report

It provides the sales details for regarding to the food categories such as food, alcohol, drinks etc. , with net total, tax amount, and gross total for a particular restaurant.

3.2.1.3 Product Summary Report

Provides sales details regarding to products for a given date. It shows quantity sold, line discount and so on.

3.2.1.4 Advance Deposit Report

Advance Payment Report provides the details regarding to guests who paid advance payments for a specific date.

3.2.1.5 Hourly Report

This report generates sales reports based on the hourly wise, 30 minutes, and 15 minutes sales.

3.2.1.6 Discount Summary Report

Provides discount details of each order for a given time period with order ID, bill no, discount type, discount rate, discount price, and line discount price.

3.2.1.7 Monthly Category Summary Report

3.2.1.8 Monthly Product Summary Report

3.2.1.10 Table Revenue Report

Generates revenue reports for a particular restaurant according to particular table.

3.2.1.11 Detailed Sales Summary

Provides sales summary details for a selected restaurants and within a selected time period. It shows more detailed data about the sales such as payment methods, order types, ect.

3.2.1.12 Delivery Charge Report

This report shows delivery charge details within a given time period for a selected restaurant.

3.2.1.13 Monthly Complimentary Report

3.2.2 Sales Audit Report

3.2.2.1 Order Cancellation

This gives order cancellation details within given time period.

3.2.2.2 Payment Cancellation

This gives information about payment cancellation details within given time period.

3.2.2.3 Guest Information

Provides total number of guest visited the particular restaurant within the given time period.

3.2.2.4 Discount Report

Gives discount details for each order within given time period such as line discount, discount rate, discount price, ect.

3.2.2.5 VAT Report

Vat Exclusive customer detail showing within this report.

3.2.2.6 Creditors Report

3.2.2.7 City Ledger Report

This report generates city ledger details according to a particular restaurant within a given time period.

3.2.3 HTML Reports

3.2.3.1 KOT Report

Provides KOT details with order no, order time, item and order quantity. And also this report provides information about the status of the order whether it confirmed or not.

3.2.3.2 Receipt Report

This report provides all the details regarding to the issued receipt for a particular date for particular restaurant.

3.3 Accounting Reports

3.3.1 Reconciliation Report

4 Settings

4.1 POS admin setting

4.1.1 Restaurant Management

Settings tab provide you with to customize the property details of your restaurant.

POS Admin Setting	Restaurant Management
System User Configuration	System Settings
	Country Management
	Bank Management
	Service Charge
	Price Range

When you click on the Restaurant Management from the drop down list the below interface will be appear. Here the orange color panel shows you list of restaurant in the system, once you click one from the orange color panel then the it will show the restaurant details, as well as you can add can details for a new restaurant.

AB
ALEXANDRA
ALUTHKADE
BAMBALAPITIYA
BLOEMENDAL
Caravan Fresh
CASTLE STREET
DEANS ROAD
GATEWAY SCHOOL-DEHIWA...

Restaurant Management

Restaurant ID	2058
Restaurant Name *	Caravan Fresh
Restaurant Address *	Alexandra Place, Cinnamon Gardens, (
Restaurant Telephone	
Restaurant Mobile	0715356583
Restaurant Email	
Restaurant Chairs	10
Location Type *	☐ STORE ☒ RESTAURANT ☐ PRODUCTION ☐ BANQUET ☐ SPECIAL

- If you need to add a new Restaurant, click on  icon.

- Click on the save  button to save the changes.

- Remove added Restaurant by using this icon. 

4.1.2 Food Department Management

This option provides you to add new department to the restaurants.

Food Department Management			
Index Id	Food Department Name	Department Type	
0	BAMBALAPITIYA	Store ▼	
1	KITCHEN	Production ▼	 
2	BAR	Special ▼	 
3	BUFFET	Buffet ▼	 
		None ▼	

4.1.3 Country Management

This option used to manage country and city details.

- Added Country details showing as below.

INDIA
JAPAN
RUSIA
SRI LANKA

- If you need to add a new City, click on  icon.

- Click on the Edit  button to save the changes.

- Remove added Restaurant by using this icon. 

- Added City details showing as below.

COLOMBO
KANDY
MATALE
WATTALA

4.1.4 Bank Management

This option helps to manage Bank and branch details.

Added Bank and Branch details showed as below.

HSBC
COMMERCIAL BANK
PEOPLES BANK

Bank Branch Mangement	
Bank Branch	
COLOMBO	 
MARAWILLA	 
NEGOMBO	  
	

4.1.5 Service charge Management

Manage service charges using this option. List of restaurant details showing in the left panel and once click on restaurant then appearing their service charges in right side.

Boost HOTEL
Boost MAIN STORE
CPB HOUSE KEEPING
CPB ENGINEERING

Resturent ID	2025
Service Charge Name	Service Charge
Service Charge Rate [%]	10.00

4.1.6 Price Range Management

User Can Add Price range details relevant to the restaurant.



Price Range Manangement	
Price Range Name	
20000-45000	 
	

4.2 System User Configuration

System User Configuration interface provides you to allocate user privileges to your system. The main interface is given below.

User Level

Modules

User

Privileges

User Level, User Level ID

UserLevelId 1
UserLevel Administrator

UserLevelId 2
UserLevel Cashier

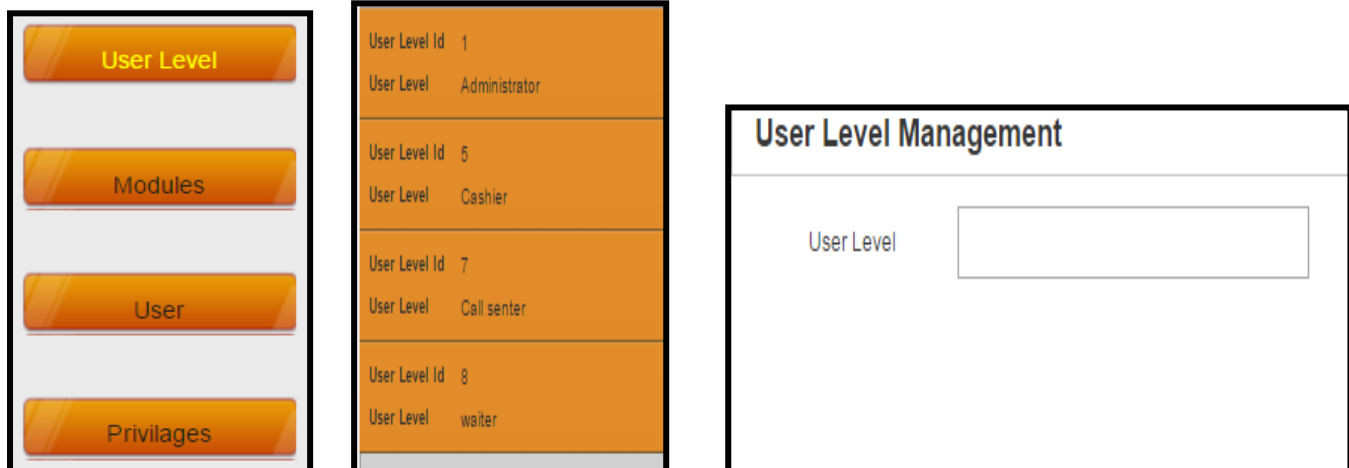
UserLevelId 3
UserLevel Manager

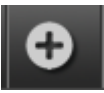
User Level Management

User Level

4.3.1 User Level

User configuration provides you to configure users to the system with several steps. First you can add user levels with go through the orange color panel which visible on the left side of the main interface. Once you click on the user level tab then it will shows available users list.



- Add a new user using  button.
- Save changes, using  button.
- Delete users, using  button

2 Modules User Level

By using this function you can manage the user Modules to the system. In here you can restrict the system function for particular user as well as allocate system functionality for a particular user. When you click on the module user level of the orange color panel, which is showing on the left of the main interface, then the system function will be appear. You can allocate certain functionality for certain user.

- Save changes, using  button.

User Level

Modules

User

Privileges

Module ID	1
Name	Inventory
Module ID	2
Name	Reports
Module ID	3
Name	Settings
Module ID	115
Name	POS
Module ID	148
Name	DutyMeal
Module ID	149
Name	Delivery
Module ID	154
Name	Accounts

User Level Modules - Inventory

Select user Level ▼

4.3.3 User

Here you can manage all user details with their name, EPF no, user level, password ect.

User Level

Modules

User

Privileges

EPF Number	458	User Id	2
Name	Dinesh Dine		
EPF Number	1234	User Id	3
Name	shashi shro		
EPF Number	12345	User Id	4
Name	achala achala		
EPF Number	1090	User Id	5
Name	Nilu Watawal		

User Management

UserName

EPF Number

Title

First Name

Last Name

User Level

Main Restaurant

Is PosUser

Mr. ▼

- Select User Level - ▼

- Select Main Restaurant - ▼

☐

- Add a new users using  button.

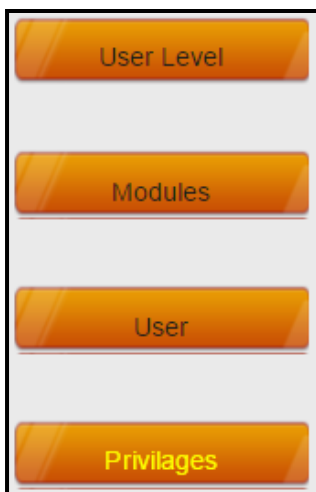
- Save changes, using  button.

- Delete users using  button

- Cancel changes using  button.

4.3.4 Privilege Management

You can allocate Specific Privileges to user level by using Privilege management.



User Level Id	1
User Level	Administrator
User Level Id	2
User Level	Manager
User Level Id	3
User Level	Assistant Manager
User Level Id	4
User Level	Accountant

☒	Order Cancellation
☒	Duty Meal
☒	Split Cancellation
☒	Discount Management
☒	Day End
☒	Inventory Payment Cancellation
☒	Show Detailed Dashboard
☒	Stock Adjustment Approve
☒	Wastage Note Approve
☒	Invoice Print
☒	Payment
☒	Good Transfer Note Approve and Reject
☒	Daily Consumption Approve Reject
☐	Buffet Cancellation
☒	Good Transfer Requisition Approve
☐	Purchase Order Approve
☐	Purchase Order Requisition Approve
☐	Stock Reconciliation
☐	Physical Stock Entry Approve
☒	Good Transfer Note Reverse
☒	Good Recieve Note Approve
☒	Good Recieve Note Reject

4.1.2 System Setting

System setting functionality allows users to control the integrated system settings of POS system. From with users can control the functions which are available in the POS system to enable or disabled. Once you restricted the user privileges then the certain functionality will not available in the POS system.

Restrict Tables for Waiters			
Fast Food Service Charges			
Tax BreakUp			
Tab Allowed			
Price Calculating Type		ByAverage ▾	
Auto lock time duration		1	
Customize Receipt		AllInclusiveReceiptPrinting ▾	
Print Footer		www.IntaHub.com, IntaPOS Powered	
Customize Order Calculation		DefaultBillingTaxCalculation ▾	
Print Footer Image			

Stock Variance		FirstInFirstOut	
Is Kot Print			
KOT's per Page		3	
Delivery Service Charges			
Image Printing With in Bills		IntaHub Restaurant	
Cash Drawer Command		27,112,0,25,250	
Display Unit		WELCOME TO INTA	
Close Table Order OnSave			
Close Tabs Order OnSave			
Close TakeOut Order OnSave			
Close Delivery Order OnSave			
TokenBasedTableOrder			
Token Based Tabs Order			

Token Based TakeOut Order			
Token Based Delivery Order			
Credit Card Payment Twice Bill			
Multi Currency Enabled			
Loyalty Topup Twice Bill			
Customize POS Display			
Same User Authorization			
Is Email Bill Enabled			
Should Print Emailing Bills			
Validate Last DayEnd Time			
Is Loyalty Points Visible			
Is Call Center Enabled			
Is Loyalty Payment Enabled			
Hide Zero Food Price In Receipts			
Vat Exempt Twice Bill			

Hide Zero Food Price In Receipts			
Edit Recipe Details In Current Order Enabled			
Print Multiple Invoice			
Token Management			
Ip Setting			
Sync Time Interval		100	
PMS Auth Code		46d7a7f27369a943e5be7bb9983e59k	
PMS Api Link		http://107.20.176.226/index.php/page/	
Room Posting		1	
Receipt Print Size		48 48 48 1	
Print Signature In Checkout Invoice			
Print Tip in Checkout Invoice			
Is Inventory Exist Department			

Financial Year Start		Month: May Date: 17	✔
Quick Book Authorization	✔	2	✔
Is Receipt Time Exist	✔		✔
Is Table Movement Exist	✔		✔
Day End Time Threshold	✔	0	✔
Is Promotion Activated	✔		✔
Post With Different Currency	✔		✔
Print Kitchen Advice	✔		✔
Auto License Update	✘		✔
Kitchen Advice Ticket On Table	✘		✔
Kitchen Advice Ticket On Take Out	✔		✔
Kitchen Advice Ticket On Tabs	✘		✔
Kitchen Advice Ticket On Delivery	✔		✔
Print Signature In Invoice	✔	1,1,1,1,1,1,1	✔

Show Secondary Currency In Invoice			
IsPOMailEnabled		F2mx57itqD3uxcN4s3UbsXlbnSEb9i	
POAuthorisationCount		0	
GRNAuthorisationCount		0	
IsQBSalesPostingRecordWise			
Banquet Calculation Type		All Exclusive	
Print Cost On Duty Meal Bills			
Print Cost On Complementary Bills			
Print Price Breakup on Duty Meal Bills			
Banquet Reservation Release Dates		1	
Banquet Reservation Confirmation Value		10	
GTNPendingQuantityValidation			
Include Service Charge For Tax Calculations			
Is Customizable Order No		1	

Is Customizable Payment No		1	
Is Bnq Child Count Revenue/Cost		0.5	
Clear KOT From KOT Panel After Payment			
Get Standarded Cost As Food Cost			
Is Tip Enabled			
Is Member Enabled			
ProductionAuthorisationCount		0	
ProductionMaterialRequestAuthorisationCount		0	
ProductionProgressAuthorisationCount		0	
GenerateProductionBySale			
GenerateProductionByFoodRequest			



If you need to enable any function of the POS, select the particular function with this symbol.



If you need to disable any function of the POS select the particular function with this symbol.

5 POS Master Setting

4.1.1 Recipe Management

Then the below interface will be appear and can add new food types.

Add Food Type

Food Type

Index ID

0 BAKED

Meal Type

--Select Meal Type--

Food Category

Select Food Category

Food Type

Choose File

No file chosen

Modifier Management

Printer Name

-- Select Printer --

Select Food Modifier Group

☐ Mod
☐ Mod2
☐ Mod1
☐ Mode 1234
☐ New Mode

Has Modifier

Is Modifier

Is Menu

Material Type

-- Select Material T

Save

- Edit or save a recipe inventory using  button.

- Delete a recipe inventory using  button.

- Food types are loaded into orange color panel.

ALCOHOL	0
CAKE	0
CHAT BITES	0
CIGARETTE	0
DESSERTS	0
MINI BURGER	0
NOODLES	0
PASTA	0
RICE	0
SALADS	0
SANDWICHES	0
SOFT DRINKS	0
SPRING ROLLS	0
T Direct Item	0

Recipe Details

Currency Type : Rupees (₹)

Recipe Name *		
Food Code	0	
Item Type *	Select Item Type	
Food Type *	BAKED	
Selling Price *	0	
Standard Cost		
Calorie Count	0	
Index ID	0	
Department *	Select Department	
Description		
Printer Name *	-- Select Printer --	
Is Open Food	☐	
Show On POS	☐	
Is Measurable	☐	
Has Modifier	☐	
Is Modifier	☐	
Is Menu	☐	
Material Type *	-- Select Material Type --	
Measure Type	BY NOS	

VAT	☐	On Table	☐
OT	☐	Take Out	☐
Service Charge	☐	Delivery	☐

Ingredient Cost Breakdown For

Recipe Quantity

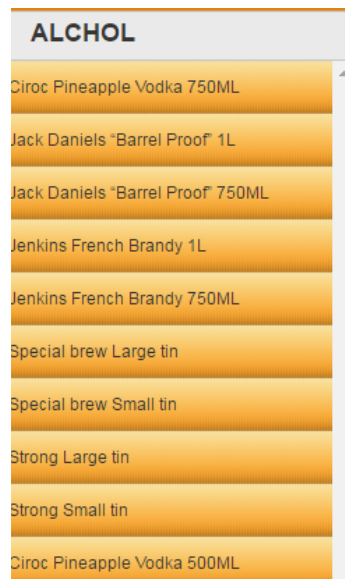


- Add a new food type, using  button.

- Edit existing food type, using  button.

- Delete existing food type, using  button.

- When click on a food type relevant recipes are loaded as follows.



- Add a new food recipe, using  button.

- Save food recipe, using  button.
- Duplicate food recipe, using  button.
- Delete existing food type, using  button.

- When click on one of the food recipes, and then more information of relevant food recipe is displayed.

Recipe Details

Currency Type : Rupee

Recipe Name *	Biscuit Pudding	
Food Code	123497	
Item Type *	SOFT DRINKS	▼
Food Type *	BAKED	▼
Selling Price *	150.00	
Standard Cost	0.00	
Calorie Count	0.00	
Index ID	0	
Department *	BAKERY	▼
Description		
Margin (%)	0.00	
Cooking Time (min.)	0.00	
Printer Name *	Kot	▼
Is Open Food	☐	
Show On POS	☒	
Is Measurable	☐	
Has Modifier	☐	
Is Modifier	☐	
Is Menu	☐	
Material Type *	Production	▼
Measure Type	BY NOS	▼
Prep Time (min.)	0.00	
Current Cost	0.00	
Food Image	Food  Choose File No file chosen	

- Ingredient cost breakdown is also displayed with recipe details.

Ingredient Cost Breakdown For

1

Item Code	Item	Quantity	Average Cost	Pre Prepared	
378	Sausages - Hot Dog	0.100 Kilograms	0	☐	 
530	Paan 450G	1.000 Numbers	0	☐	 
137	Chicken - Liver	12.000 Kilograms	0	☐	 
555	Medium Bottle	12.000 Numbers	0	☐	 
		0.000 		☐	

Add new ingredient to the recipe, using  button.

- Edit existing ingredient, using  button.
- Delete existing ingredient, using  button.
- Update edited ingredient, using  button.
- Cancel edited ingredient, using  button.
- Select the tax criteria and meal type criteria using below windows according to above selection.

VAT ☒
OT ☐
Service Charge ☐

On Table ☒
Take Out ☒
Delivery ☒

4.1.2 Modifier management

- All available modifier groups' names are in the orange color panel.



- When click on one of modifier groups, all available modifiers which are under the selected modifier group, will be displayed as follows.

ALCHOL		
Modifier Description	Price	
Pepsi 1L	200.00	
Cream Soda 500ML	100.00	
		

- To delete existing modifier from a group, use  button.
- To add item to existing modifier group click  button and select needed modifier from popup window.
- To add new entry for Modifier table use  button.

4.2.1 Floor Management

This interface provides you with to manage the table orders of each floor of your restaurant. Once you change the table pattern this will automatically apply to POS system which is integrated with the Inventory system. You can do this pattern change floor wise.

FIRST

SECOND

THIRD

FOURTH

1	7	13	19	25
2	8	14	20	26
3	9	15	21	27
4	10	16	22	28
5	11	17	23	29

- Add a new table pattern using  button.

- Save changes, using  button.

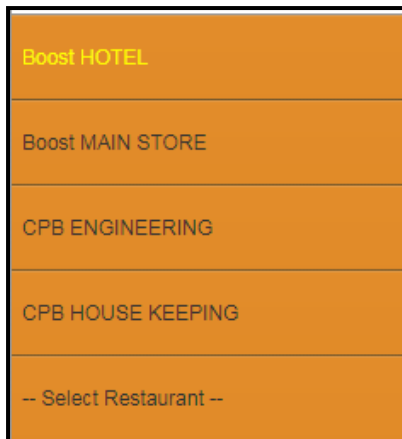
- Delete existing floor, using  button.

- Cancel changes, using  button.

4.2.2 Delivery Zone Rate Management

User can add delivery charges for the system by using inventory system. It is integrated with the POS system, any changes in delivery charges applicable to the POS system.

- The orange color panel shows the restaurant details
- By clicking on the particular restaurant which display on the orange color panel can view more details about the delivery zone rates.



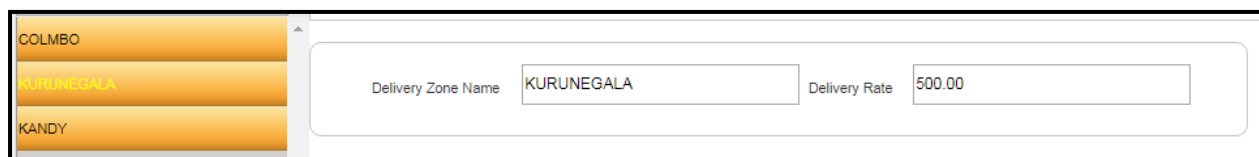
Boost HOTEL

Boost MAIN STORE

CPB ENGINEERING

CPB HOUSE KEEPING

-- Select Restaurant --

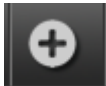


COLMBO

KURUNEGALA

KANDY

Delivery Zone Name KURUNEGALA Delivery Rate 500.00

- Add a new delivery rates using  button.

- Save changes, using  button.

- Delete delivery rates, using  button.

4.2.3 Food Category Management

This option provides you to manage main food categories in your restaurant.

- The orange color panel shows you with the number of restaurant your hotel belongs. So then you can add food categories hotel wise.

Boost HOTEL

Boost MAIN STORE

CPB ENGINEERING

CPB HOUSE KEEPING

-- Select Restaurant --

Index Id	Food Top Category	Food Category Name	Food Category Image	
0	Food	SAMPLE FOOD 3		 
1	Food	ALA CART	Food Category 	 
1	Beverage	BEVERAGE	Food Category 	 

- can add new food categories by clicking on the  icon
- You edit food category by clicking on  this icon
- Can delete added food categories by clicking on  this icon.

4.2.4 Food Comments

In here authorized user can add food comments which are applicable to integrated POS system. You Applied food comments here then that will be shown in the POS system with relates to the food recipe.

Boost HOTEL

Boost MAIN STORE

CPB ENGINEERING

CPB HOUSE KEEPING

-- Select Restaurant --

Food Comments	
Default	
Immediately	 
No Salt	 
No Tomato	 
Extra Spiecy	 
Not Immediately	 
Later	 
Comments 1	 
	

- can add new food comments by clicking on the  icon
- You edit food comments by clicking  on this icon
- Can delete added food comments by clicking on  this icon.

4.2.6 Order Cancellation Message

In here you can create reasons for order cancellation, when the Inventory system integrates with the POS system then these reasons applicable to POS system. The particular user can select reason for order cancellation which are only and only are shown in the inventory system.

Boost HOTEL

Boost MAIN STORE

CPB ENGINEERING

CPB HOUSE KEEPING

-- Select Restaurant --

Order Cancellation Messages	
Customer Refuse Food	 
Waiter Mistake	 
Somthing wrong on Food	 
	

- The list of restaurant is shown on the orange color panel.
- Can add new Order Cancellation message by clicking on the  icon
- You edit Cancellation message by clicking on  this icon
- Can delete added Cancellation by clicking on  this icon.

4.2.7 Payment Cancellation Message

In here you can create reasons for payment cancellation, when the Inventory system integrates with the POS system then these reasons applicable to POS system. The particular user (cashier) can select reason for payment cancellation which are only and only are shown in the inventory system.

Boost HOTEL

Boost MAIN STORE

CPB ENGINEERING

CPB HOUSE KEEPING

-- Select Restaurant --

Payment Cancellation Messages	
Cashier Mistake	 
Waiter Mistake	 
	

- Can add new payment cancellation reason by clicking on the  icon
- You edit payment cancelation reason by clicking on this  icon
- Can delete added payment cancelation reason by clicking on  this icon.

4.2.8 Room Posting Type

Boost HOTEL

Boost MAIN STORE

CPB ENGINEERING

CPB HOUSE KEEPING

-- Select Restaurant --

Room Posting Type Code	Room Posting Name	
1	BreakFast	 
2	Lunch	 
3	Dinner	 
4	Snacks	 
5	Bar	 
6	Excursions	 
		

- Can add new Posting type by clicking on the  icon
- You edit Posting type by clicking on this  icon
- Can delete added Posting type by clicking on  this icon.

4.2.9 Item category

This option provides you to manage main Item categories in your warehouse. The Orange color Panel shows the Item top categories and added Item Categories shows the other panel.

FOOD
BEVERAGE
TOBACO
OTHERS
ENGINEERING
GENERAL
STATIONARY
HOUSE KEEPING
ASSET

Item Category		
Index Id	Category Name	
0	FOOD	 
0	B & S	 
0	PACKING	 
		