INTAHUB (PVT) LTD

INVENTORY MANAGEMENT

User Guide - V 2.2

Intahub Pvt Ltd

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Contents

GETTING STARTED

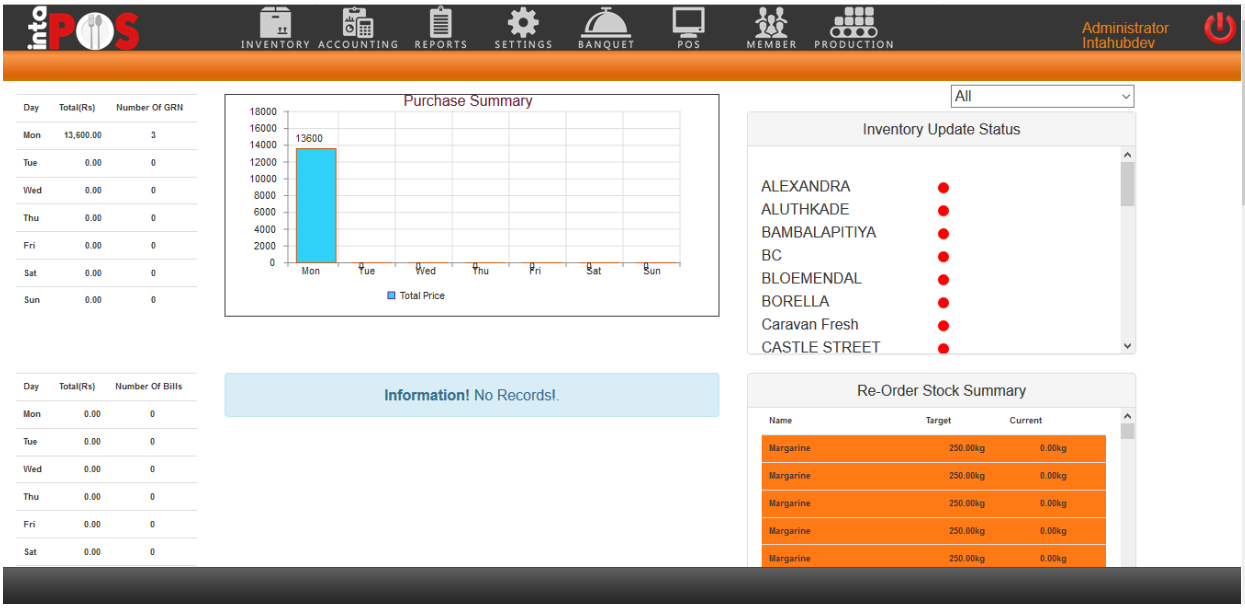
Welcome to the INTA Restaurant portal guide. This manual is a step by step guide for executing the basic features of the INVENTORY systems.

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.

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.

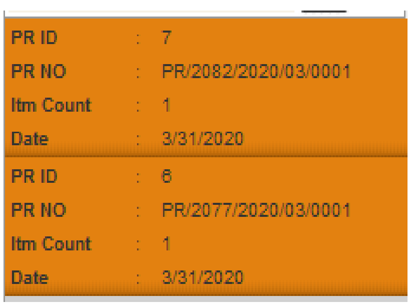


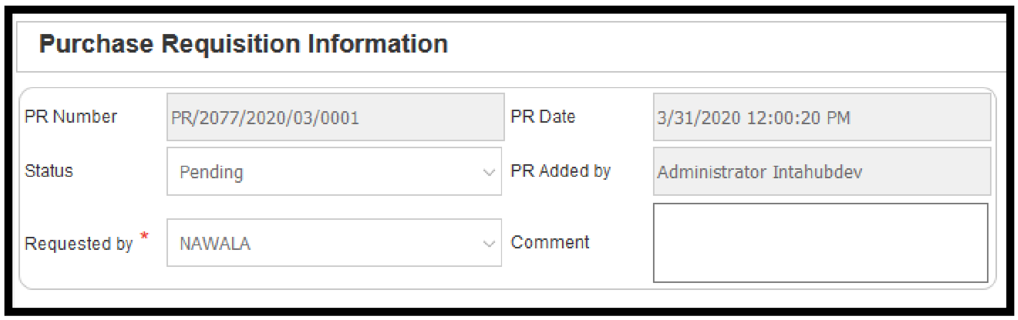
1.0 Inventory management

1.1 Purchase Management

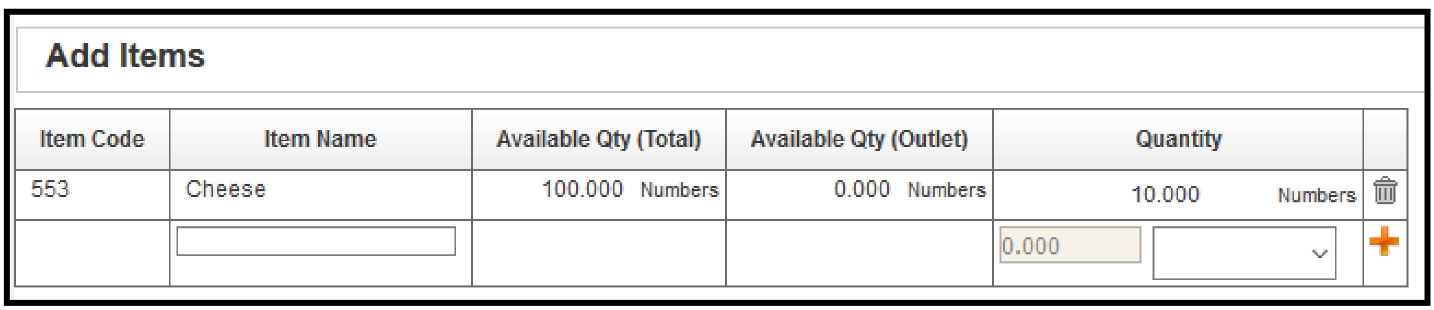
1.1.1 Purchase requisition

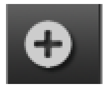
- Select an available PR via PR No from orange color panel and then can be viewed with more information as below.

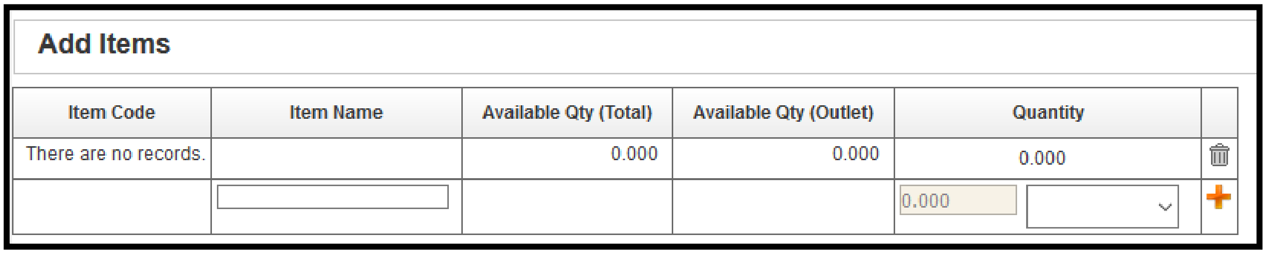




- Can see added items of purchase requisition from below window and also can add new items to the existing PR from this form, using button



- To add new purchase requisition using  button.



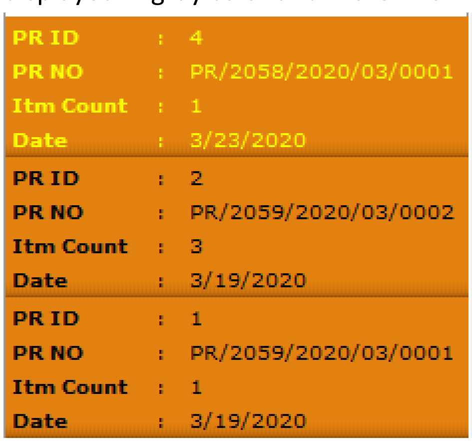
- Edit or save a PR using  button.

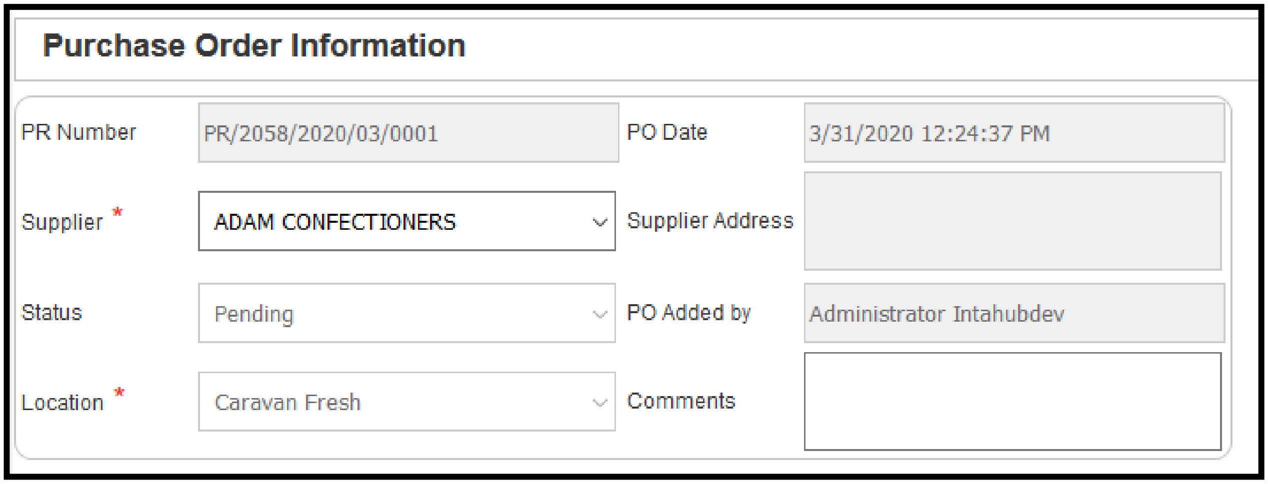
- Print a PR using  button.

- Delete a PR using  button.

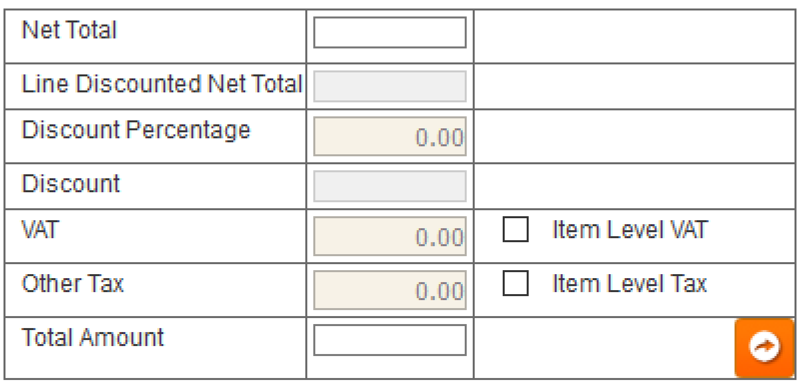
1.1.2 Purchase order

- 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.

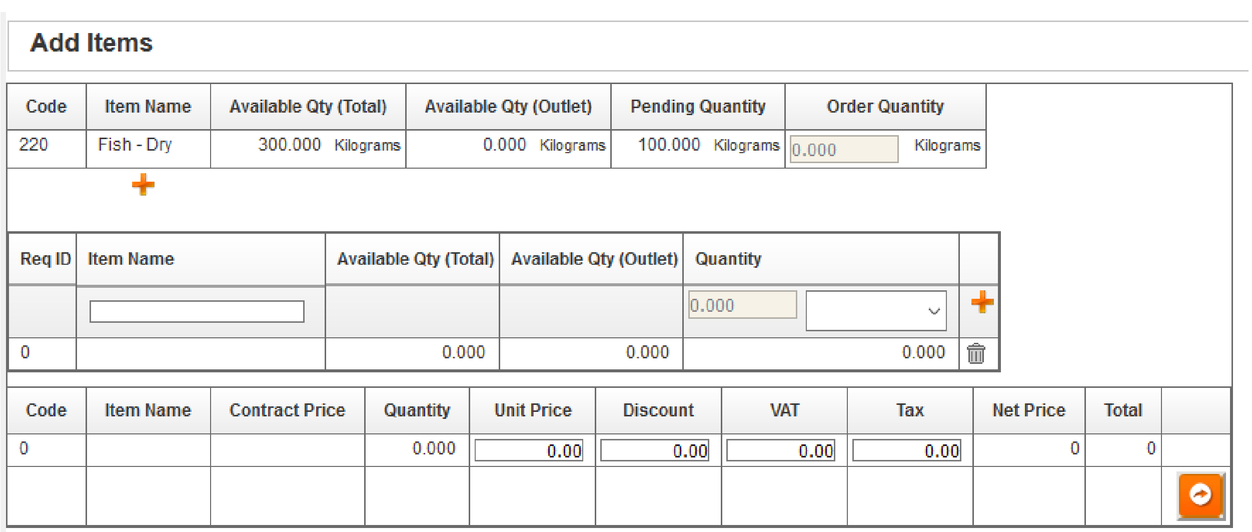


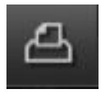


- Can add discount for the total amount by clicking button.



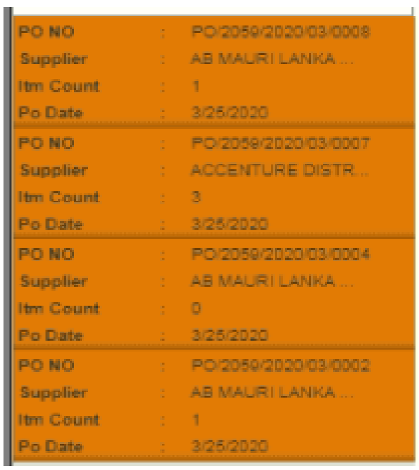
- Items can be added using button of the below interface.

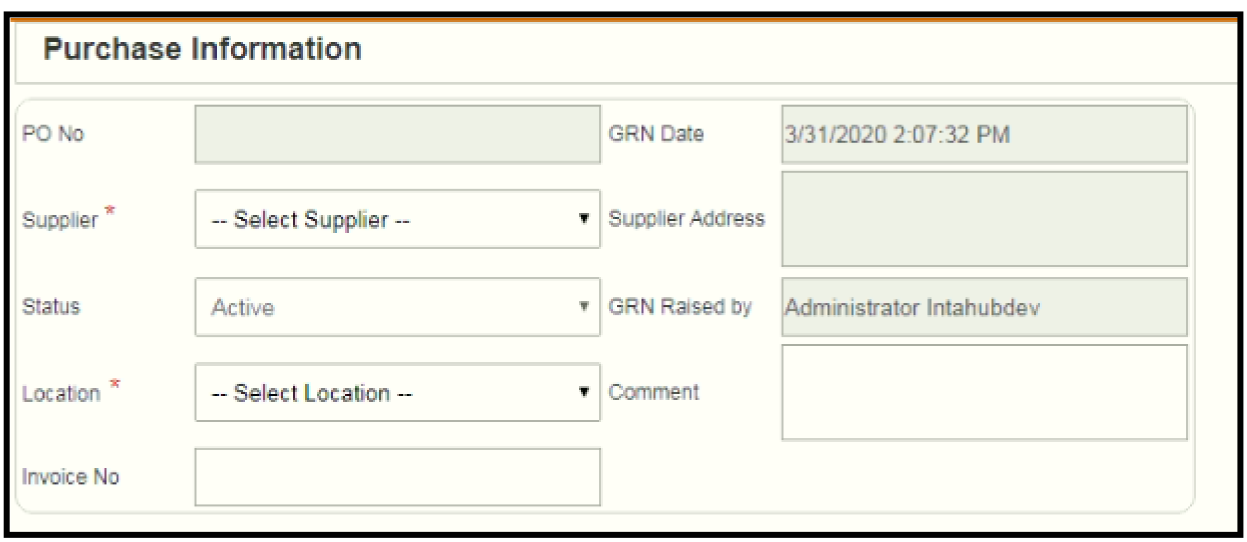


- You can add a new purchase order using  button.
- You can edit purchase order using  button.
- You can print purchase order using  button.
- You can delete purchase order using  button.

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.





- 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

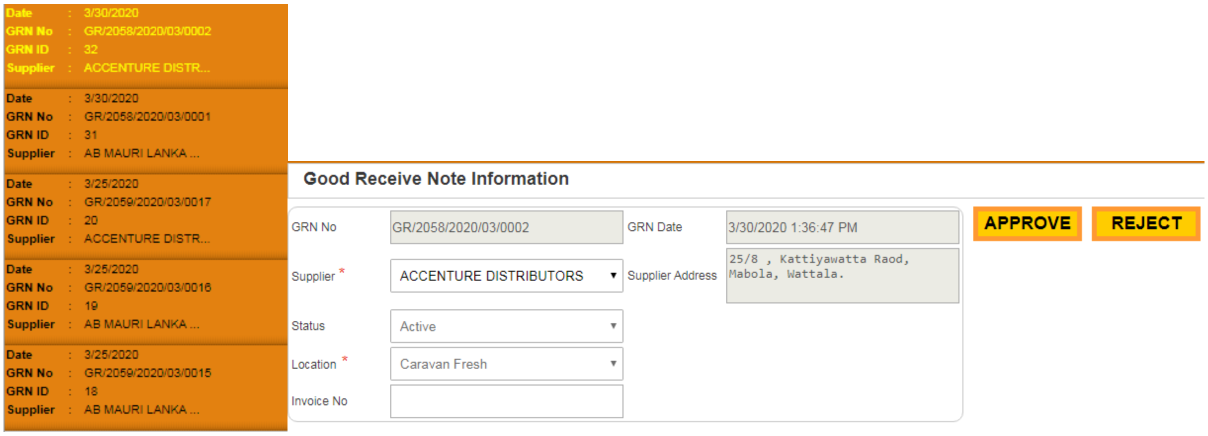
- When items receive, by inserting Add quantity and free quantity, you can view the received items.

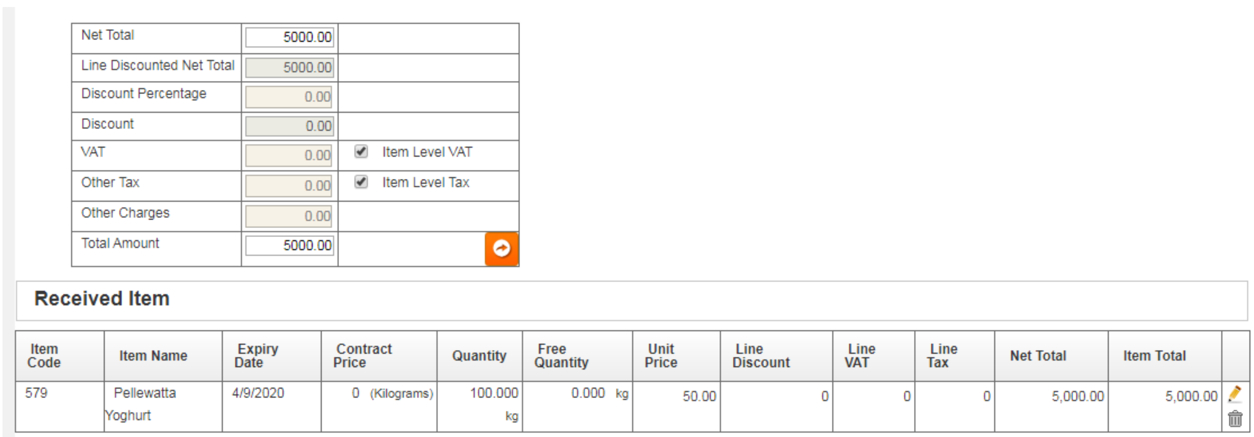
Received Item

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	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

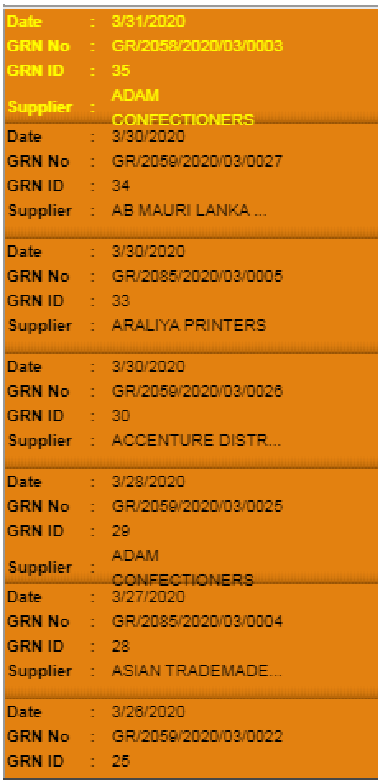
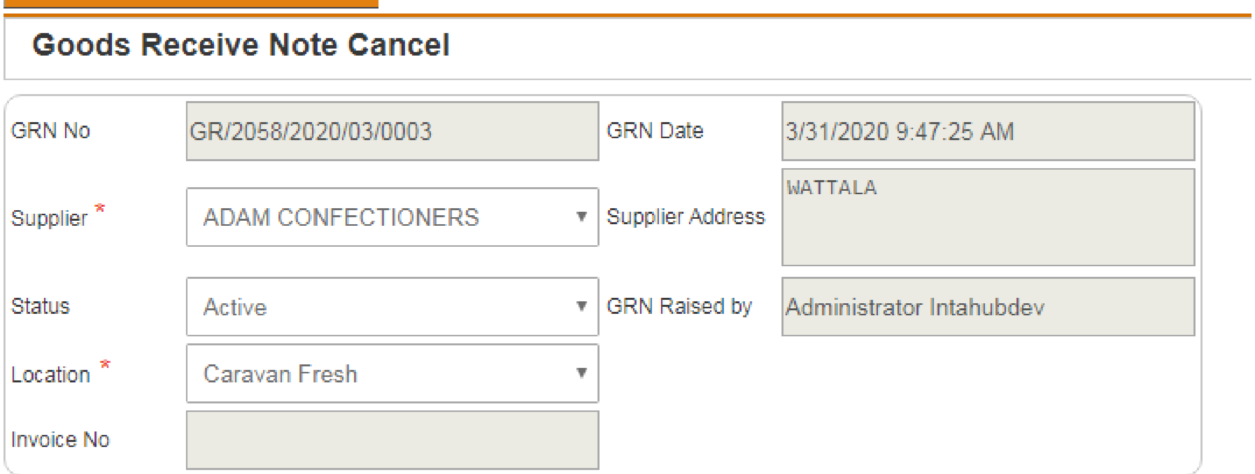
The Specific User should be authorized pending GRN .





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/2059/2020/03/0026
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

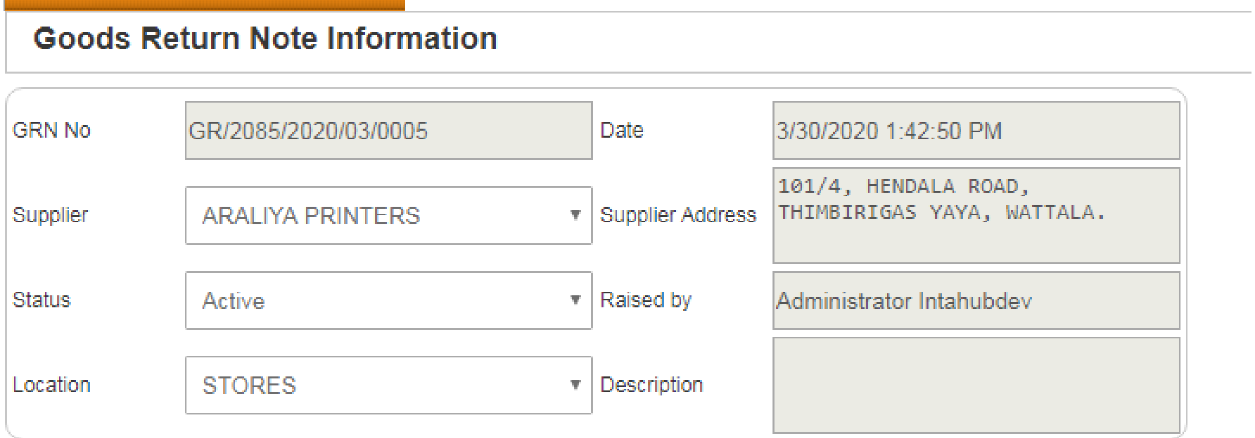
Item Code	Item Name	Quantity	Free Quantity	Available Quantity	Unit Price	Net Price	Line Discount	Line VAT	Line Tax	Item Total
579	Pellewatta Yoghurt	10.000 kg	0.000 kg	10.000 kg	100.00	1,000.00	0	0	0	1,000.00
576	Pellewatta Milk Powder	10.000 kg	0.000 kg	10.000 kg	100.00	1,000.00	0	0	0	1,000.00

- Cancel the GRN using  button.

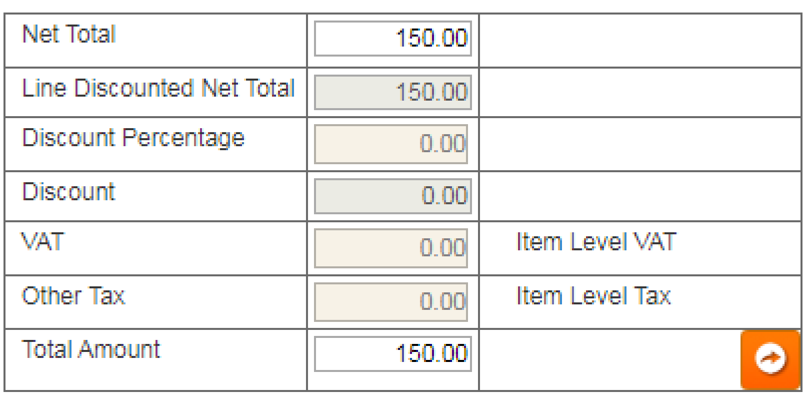
- To print GRN use  button.

1.1.05 Good return note

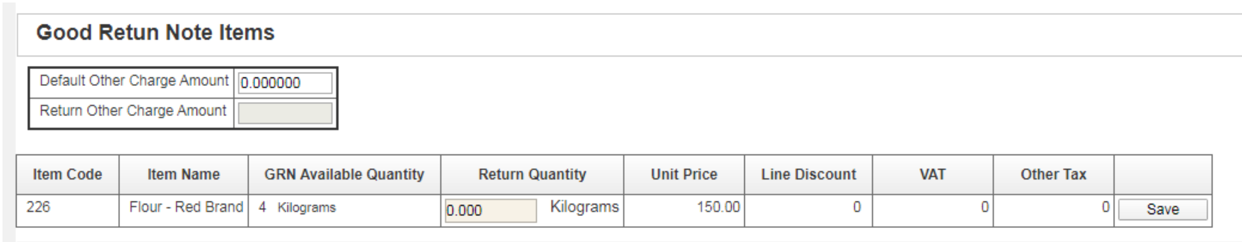
- Search any good return note from orange color panel and then can be viewed more information as below.



- Add discount to the total amount using below window.



- Good return note items are displayed as follows.

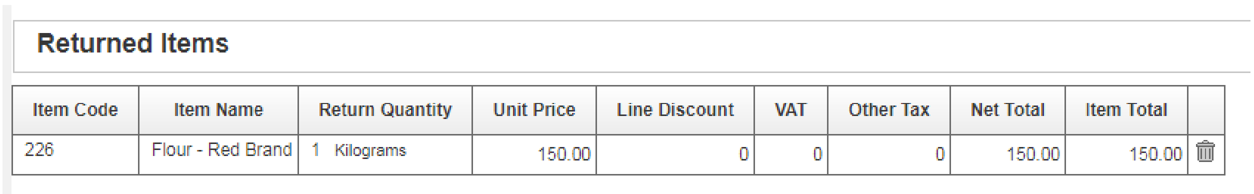


Good Retun Note Items

Default Other Charge Amount	0.000000
Return Other Charge Amount	

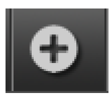
Item Code	Item Name	GRN Available Quantity	Return Quantity	Unit Price	Line Discount	VAT	Other Tax	
226	Flour - Red Brand	4 Kilograms	0.000 Kilograms	150.00	0	0	0	Save

- 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	

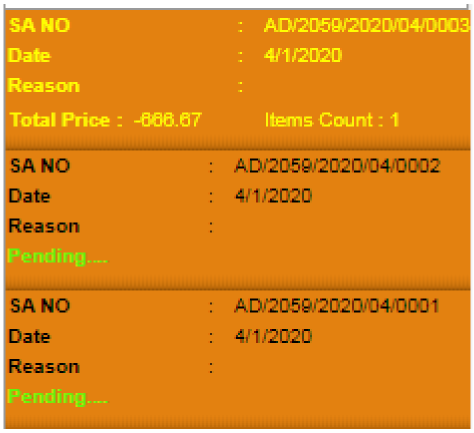
- Add new GRN item using  button.

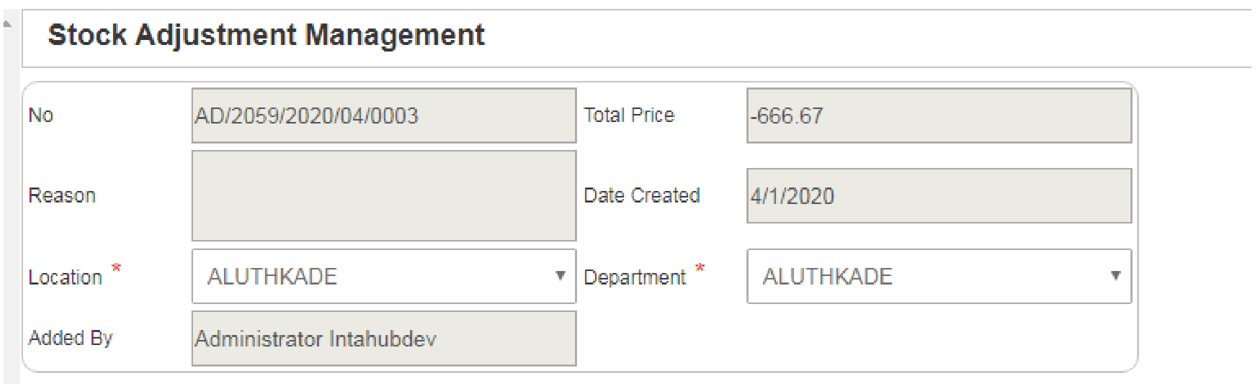
- To save GRN use  button.

1.2 Stock Reconciliation

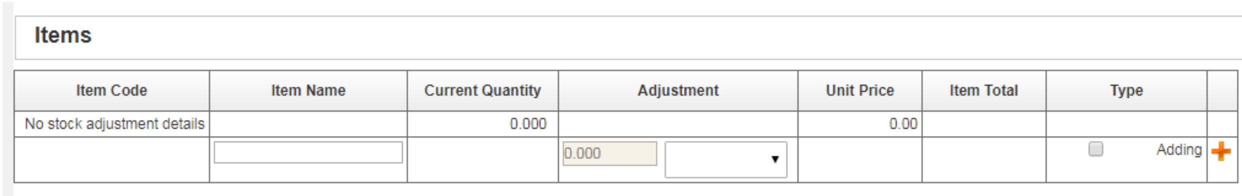
1.2.1 Stock adjustment

- 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.





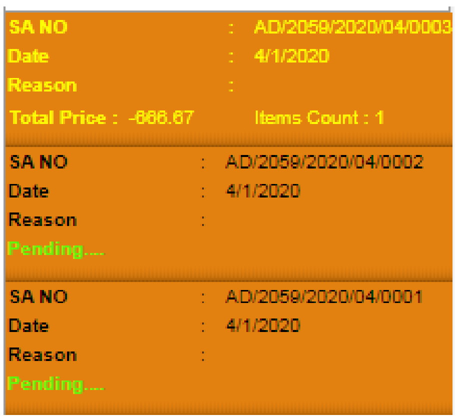
- And then to add new stock item adjustment click  and fill relevant adjustment details in below form. In here put a tick mark in “Type” column if adjustment is an adding one.

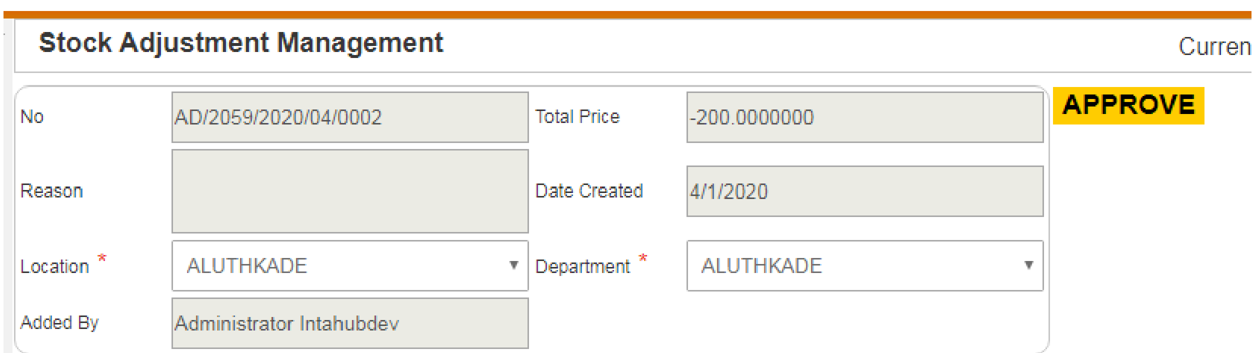


- Edit or save stock adjustment detail using  button.

- Delete a stock adjustment detail using  button.

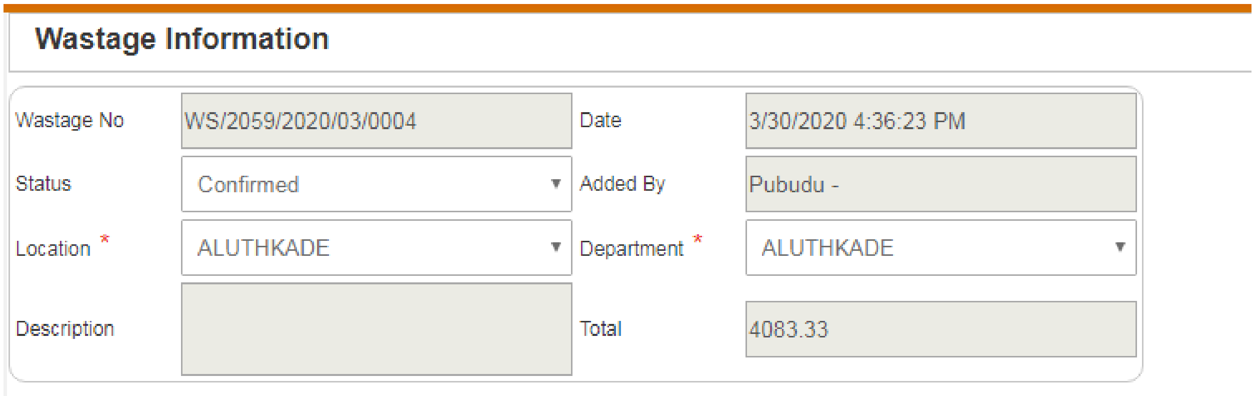
- Green color status showing pending Stock adjustment details. In here specific person should be approved pending stock adjustment to effect to stock.



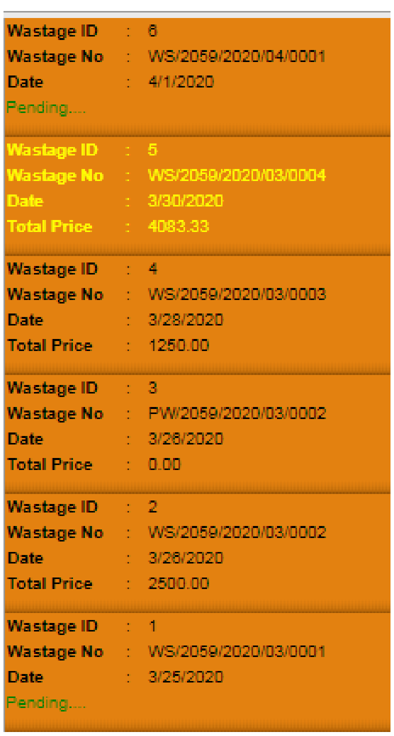


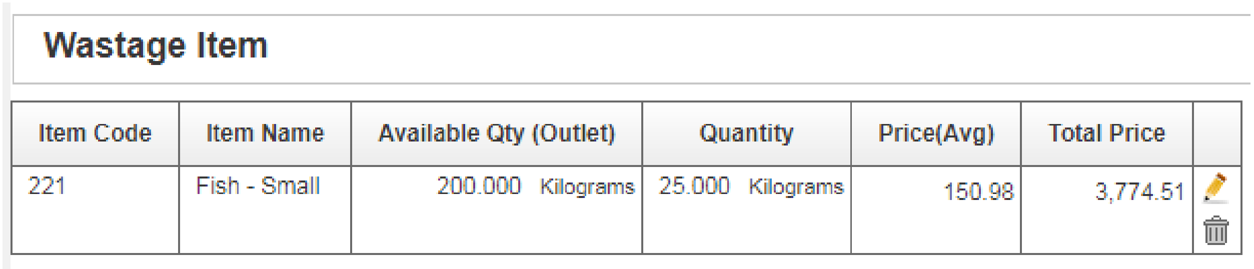
1.2.2 Wastage management

- 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.



- 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.

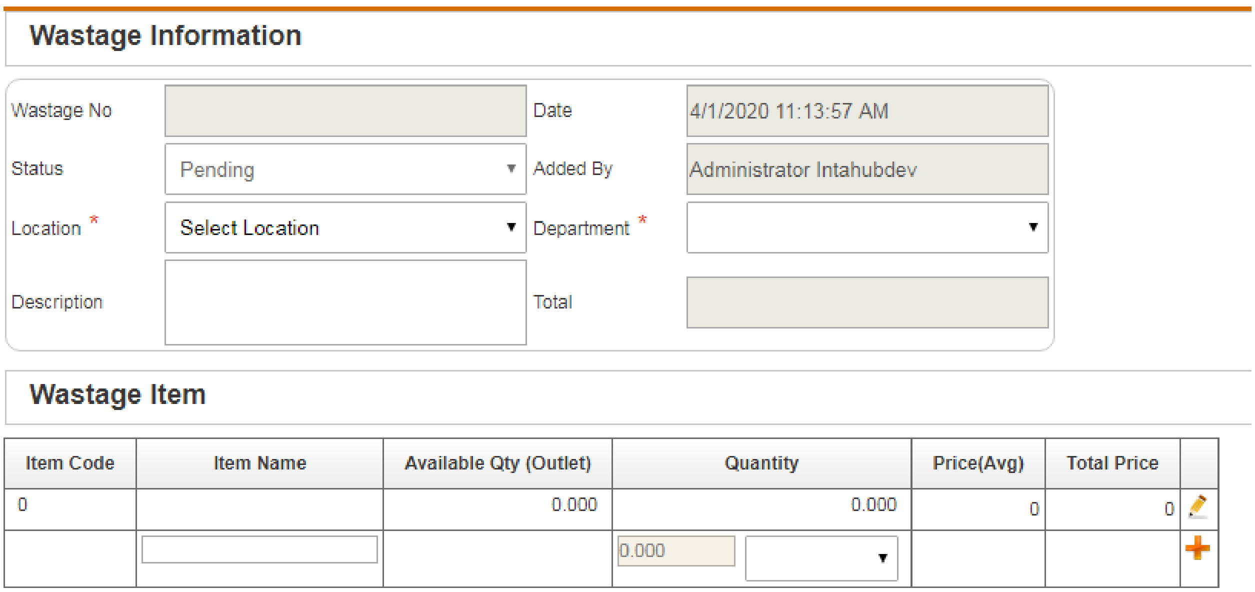




Wastage Item

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 cilck on it. Then the below interace will be appear.



Wastage Item

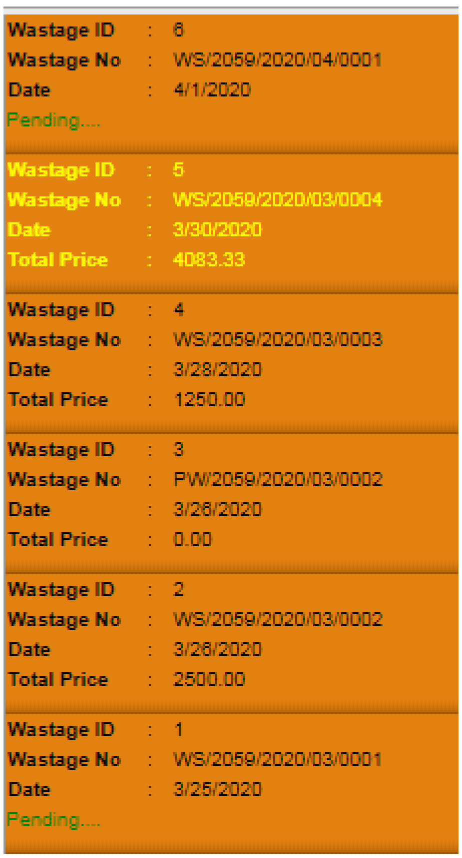
Item Code	Item Name	Available Qty (Outlet)	Quantity	Price(Avg)	Total Price	
0		0.000	0.000	0	0	
			0.000			

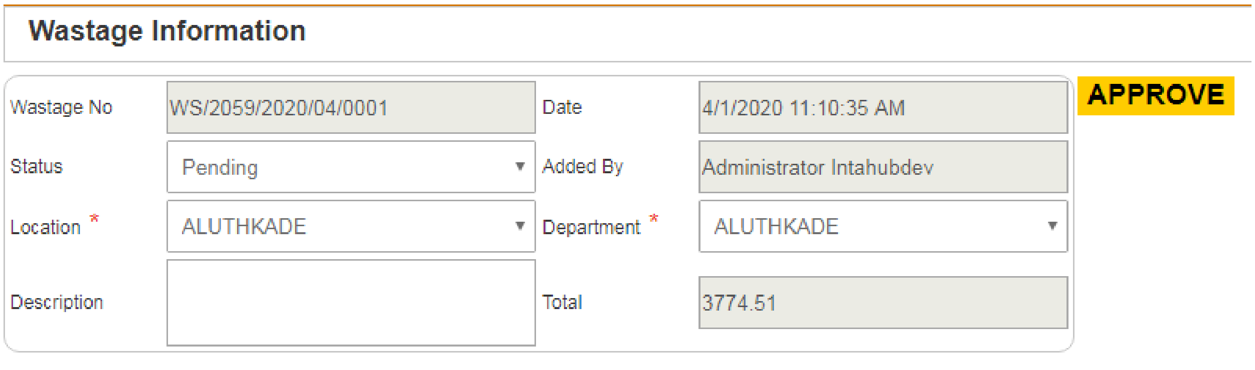
- To save wastage use  button.

- 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.

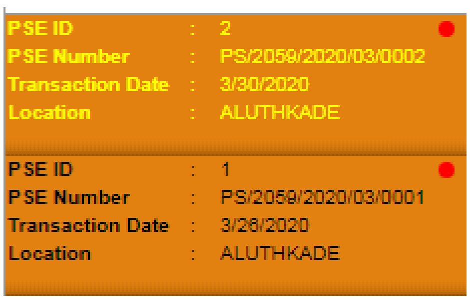


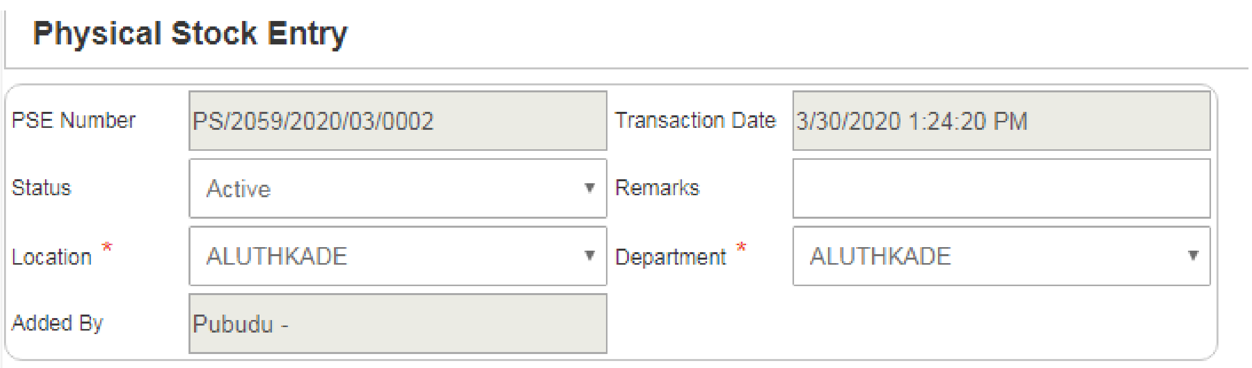


1.2.3 Physical Stock Entry

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.

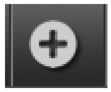




- In below table show items of above selected physical stock entry. So can add new item to existing stock by clicking button.

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

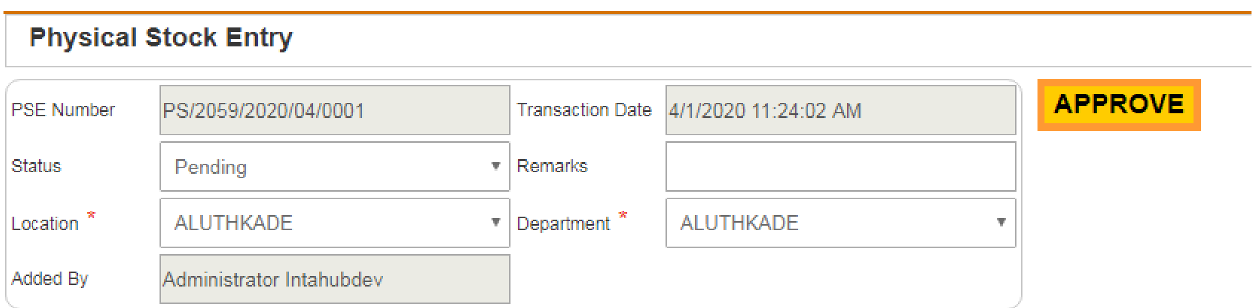
- To add new PSE click  button. And then enter item names and quantities for new one in below table.

- Edit or save a PSE using  button.

- Print a PSE using  button.

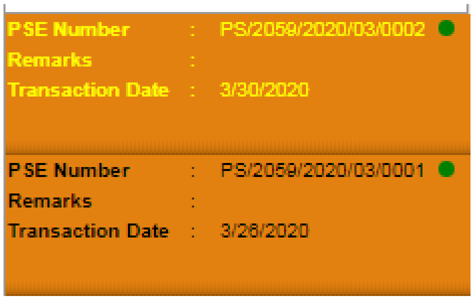
- Delete a PSE using  button.

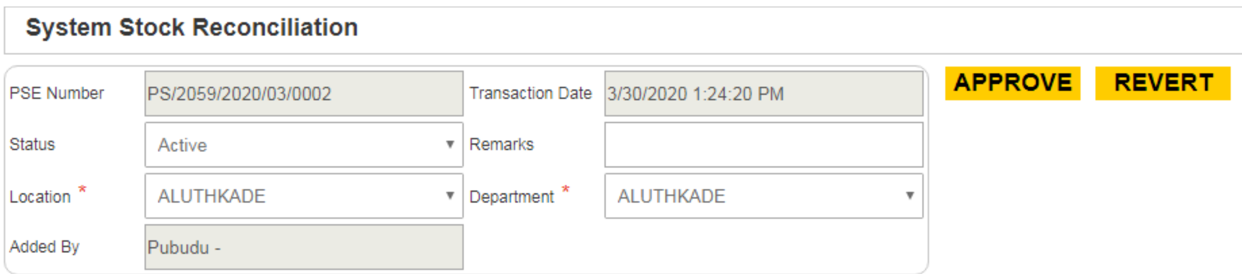
- When click Approve button then physical stock Id Raised to System stock reconciliation to update Variance stock.

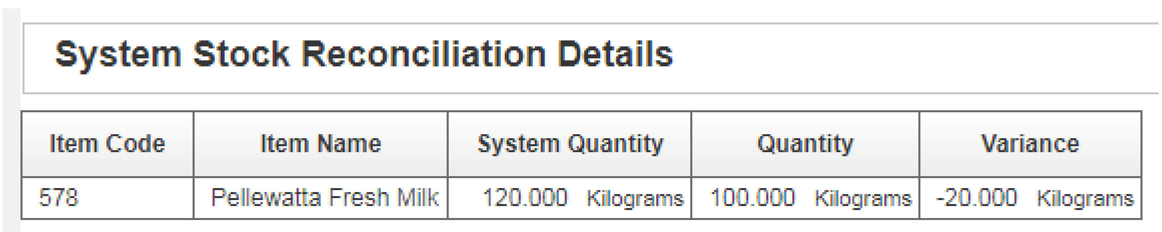


1.2.4 System stock Reconciliation

- 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.







System Stock Reconciliation Details

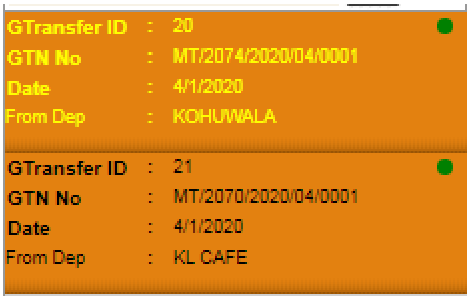
Item Code	Item Name	System Quantity	Quantity	Variance
578	Pellewatta Fresh Milk	120.000 Kilograms	100.000 Kilograms	-20.000 Kilograms

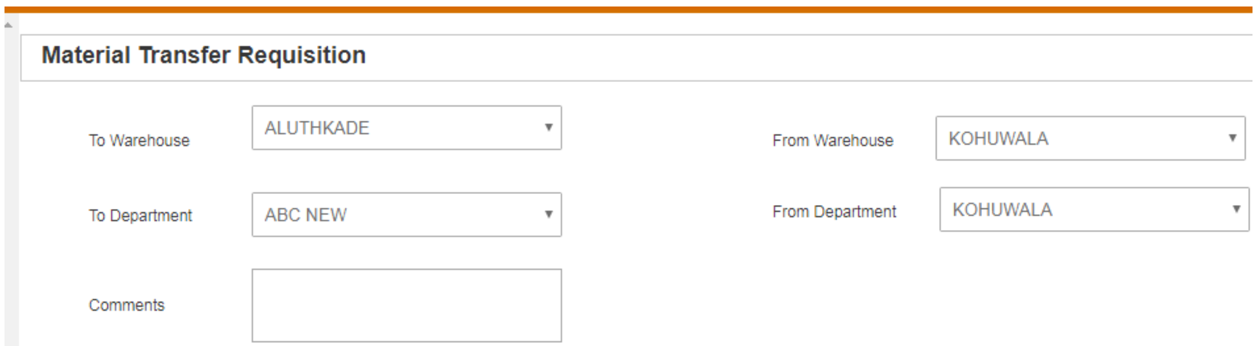
- To Update Stock click on **APPROVE** Button

1.3 Stock management

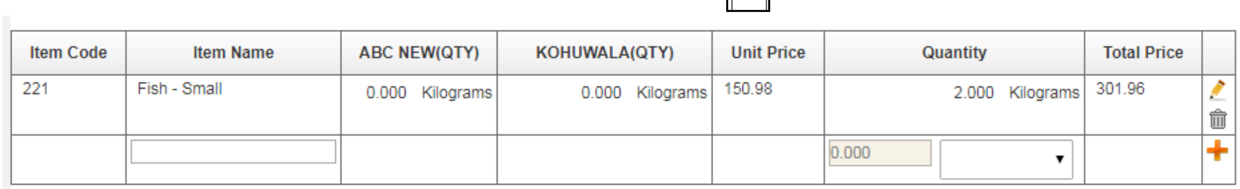
1.3.01 Material Transfer Requisition

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





- 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.

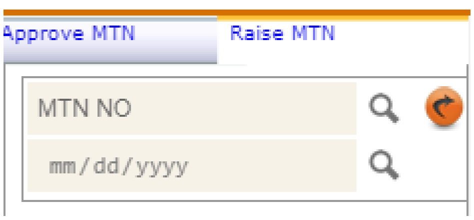
- Edit or save a Good Transfer Requisition using  button.

- Print a Good Transfer Requisition using  button.

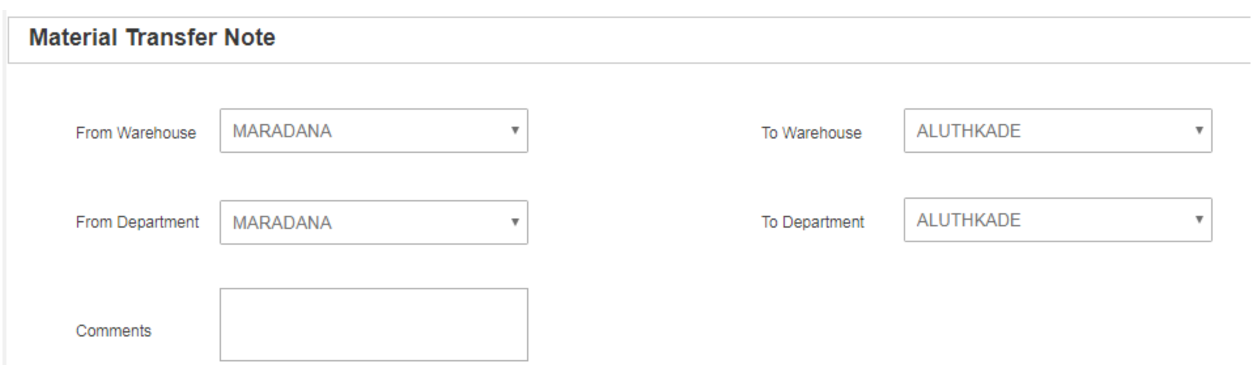
- Delete a Good Transfer Requisition using  button.

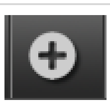
1.3.2 Material transfer note

- 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.



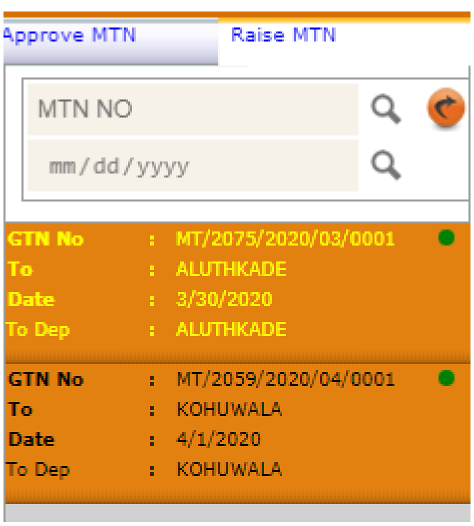
- To add new GTN click  button. And then enter item names and quantities for new one in below table.

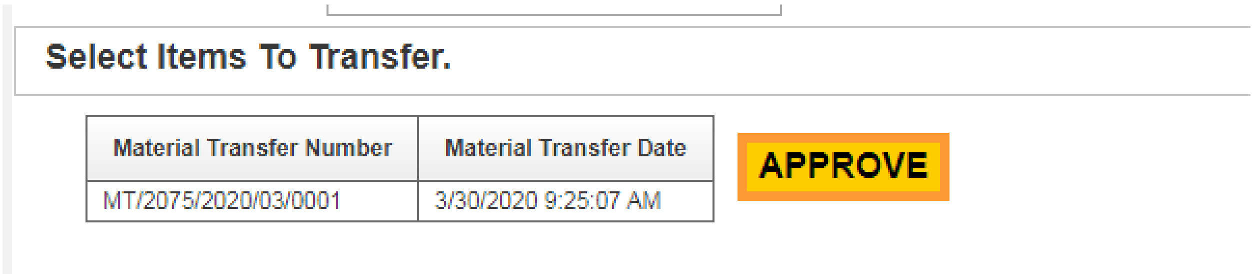
Item Code	Item Name	Current Qty.	Quantity	Unit Price	Total Price	
		0 0	0.000			+
221	Fish - Small	200.000 Kilograms 200.000 Kilograms	15.000 Kilograms	150.98	2264.71	

-

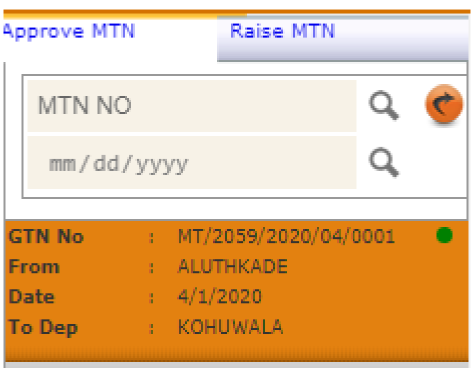
- Delete a GTN using  button.

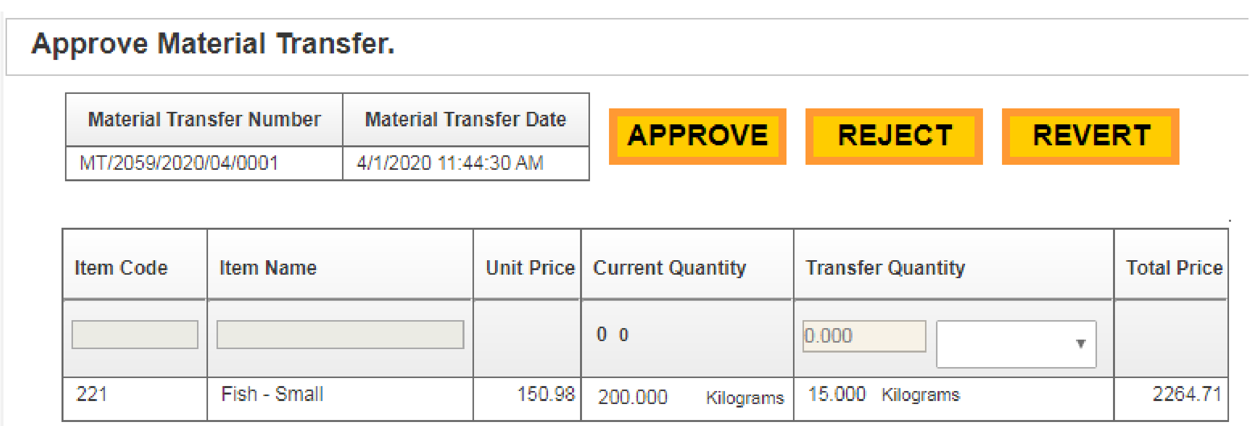
- Added GTN showing in Raise GTN panel with pending status. In here user in restaurant 1, should be approved pending GTN to transfer.





- 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.

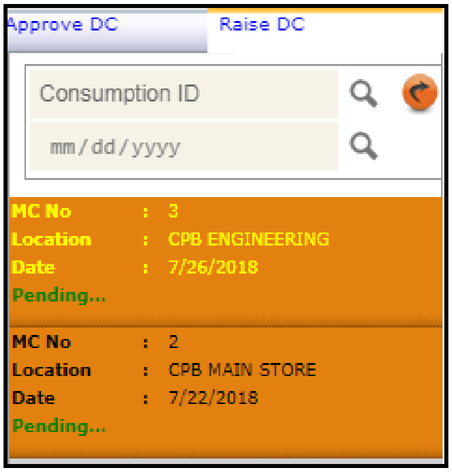


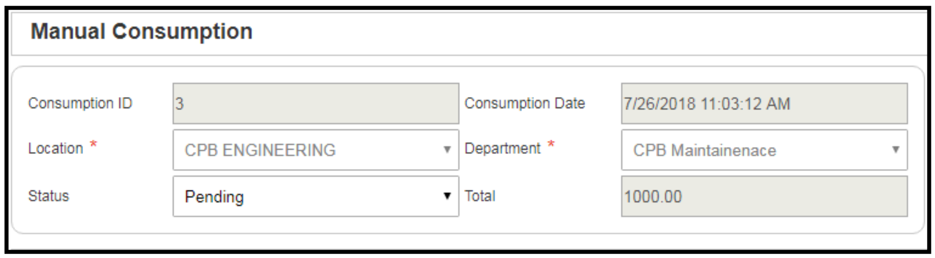


1.3.3 Daily Consumption

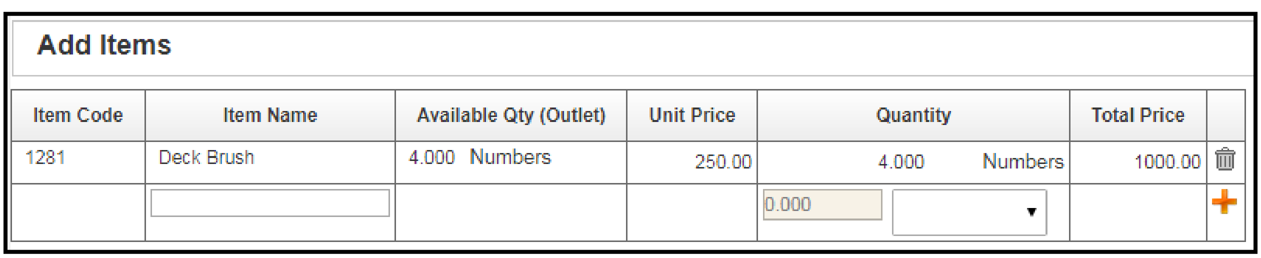
If the user wants to consumption stock by manually, they can use this option to update their stocks.

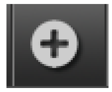
There is two panel for the manual consumption .one for the Pending Consumption list and other one for the approve Consumption. When select a DC id from the left panel. Then detail showing as fallow.





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



- 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.

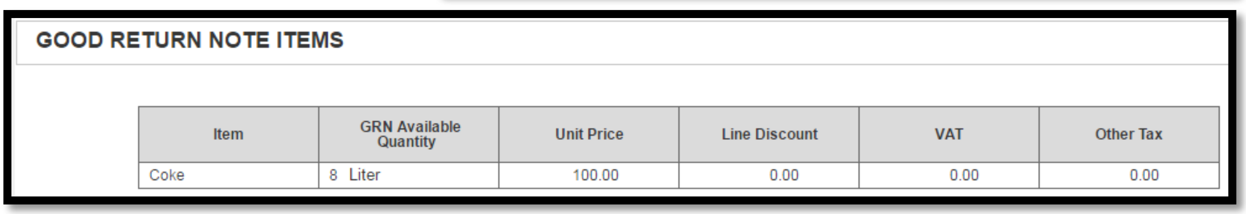
1.4 Transaction Print

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.



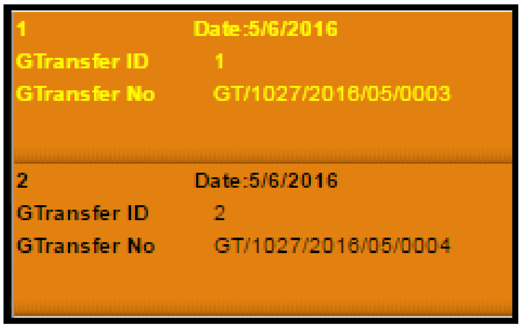
GOOD RETURN NOTE ITEMS

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

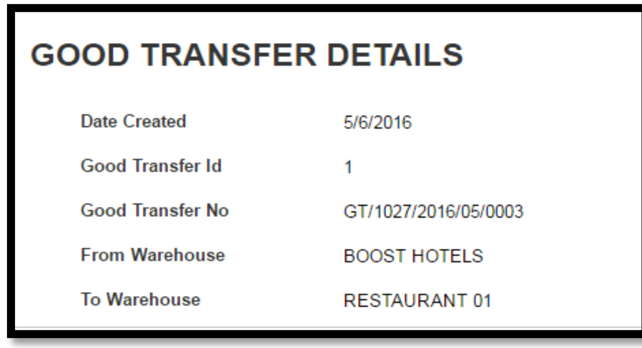
- Print a GRN using  button.

1.4.02 Good Transfer Note

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

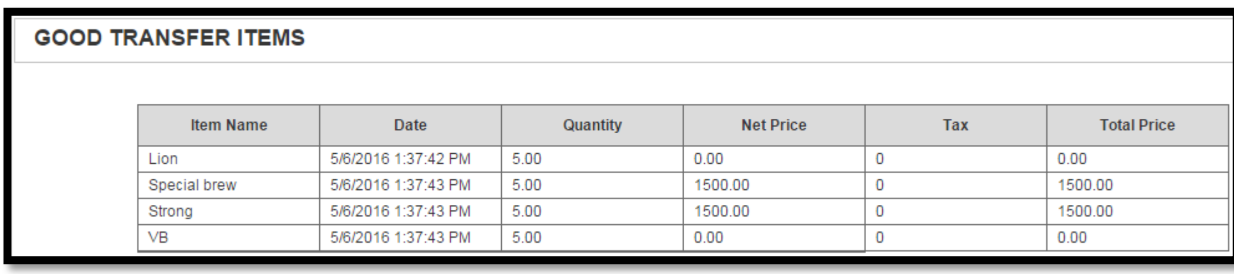


1		Date:5/6/2016
GTransfer ID	1	
GTransfer No	GT/1027/2016/05/0003	
2		Date:5/6/2016
GTransfer ID	2	
GTransfer No	GT/1027/2016/05/0004	



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



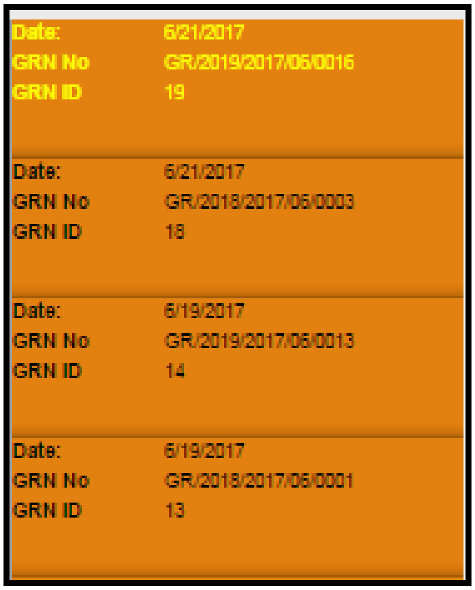
GOOD TRANSFER ITEMS

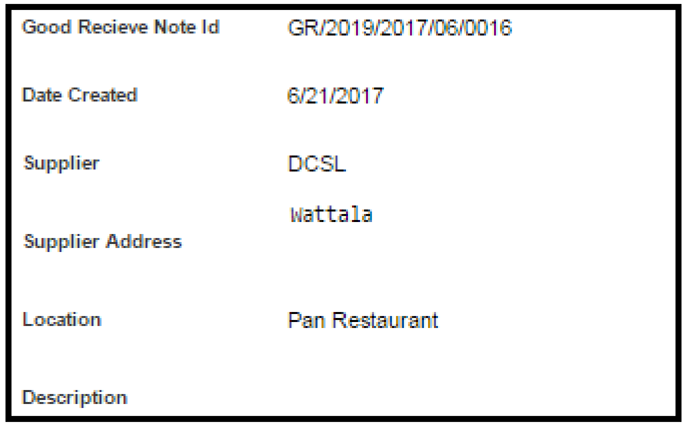
Item Name	Date	Quantity	Net Price	Tax	Total Price
Lion	5/6/2016 1:37:42 PM	5.00	0.00	0	0.00
Special brew	5/6/2016 1:37:43 PM	5.00	1500.00	0	1500.00
Strong	5/6/2016 1:37:43 PM	5.00	1500.00	0	1500.00
VB	5/6/2016 1:37:43 PM	5.00	0.00	0	0.00

- 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.





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
506	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

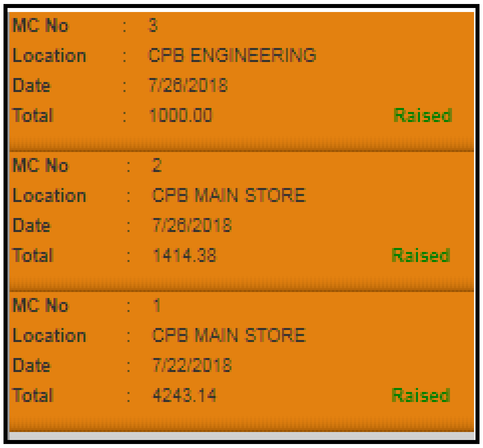
Date Created	6/20/2017
Good Transfer Id	4
Good Transfer No	GT/2019/2017/06/0004
From Warehouse	Pan Restaurant
To Warehouse	Main Store

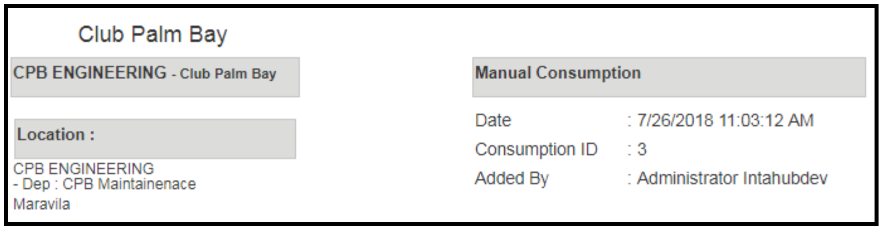
ItemCode	Item Name	Date	Quantity	Net Price	Total Price
481	Onion	6/20/2017 4:45:50 PM	2.00 Kilograms	117.47	117.47

- 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





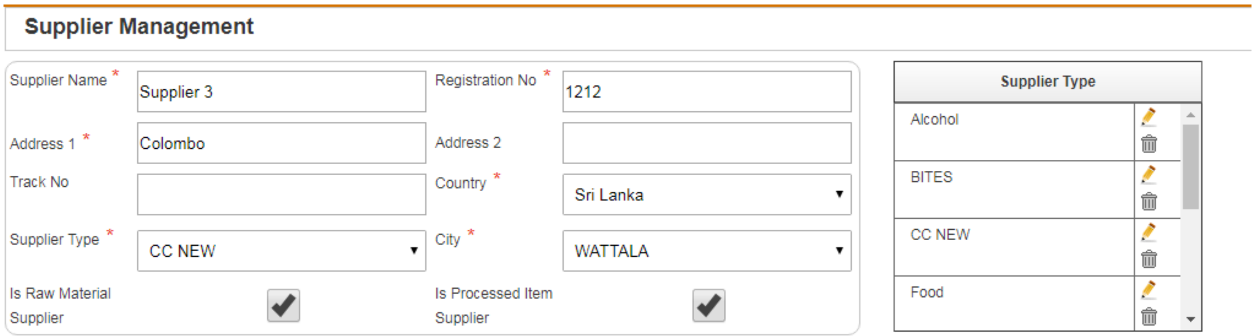
Item Code	Item Name	Quantity	Total Price
1281	Deck Brush	4.000 Numbers	1000.00

- Print a Manual Consumption using  button

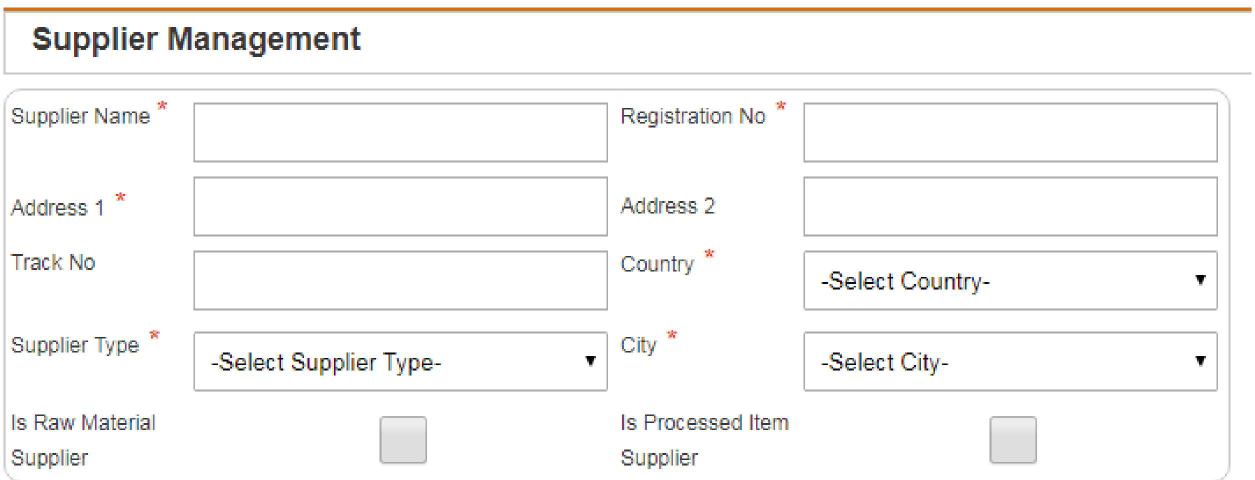
1.5 Setting

1.5.1 Supplier management

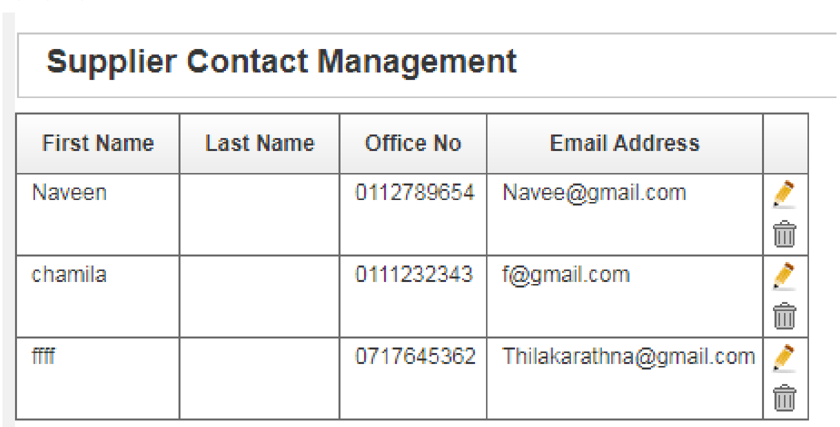
- Available suppliers are listed in the orange color panel. Click on one of suppliers in the list and then will be viewed more information about the supplier in following window.



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

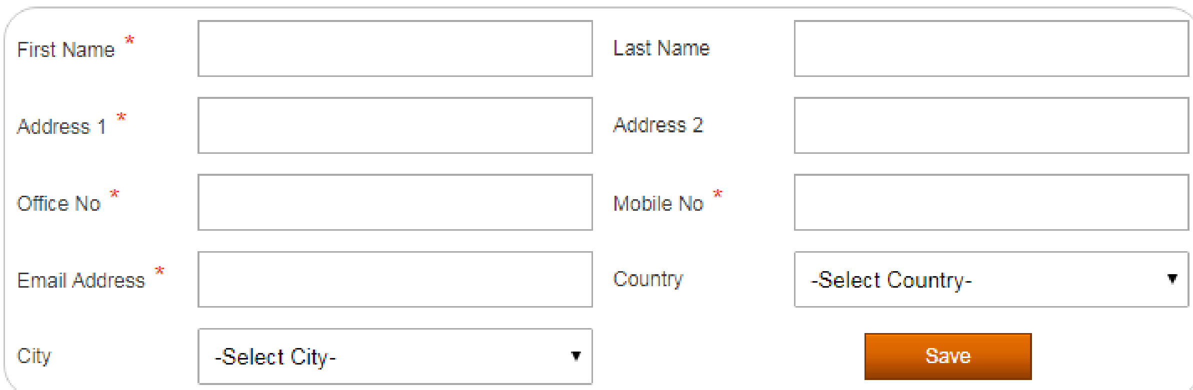


- Supplier contacts management table show personal contacts details such as name, email as follows.


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 Save button.



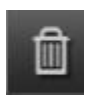
- Delete existing supplier contact details, using button.
- Add a new supplier, using button.
- Save supplier, using button.
- Delete existing supplier, using button.

1.5.2 Unit of measure

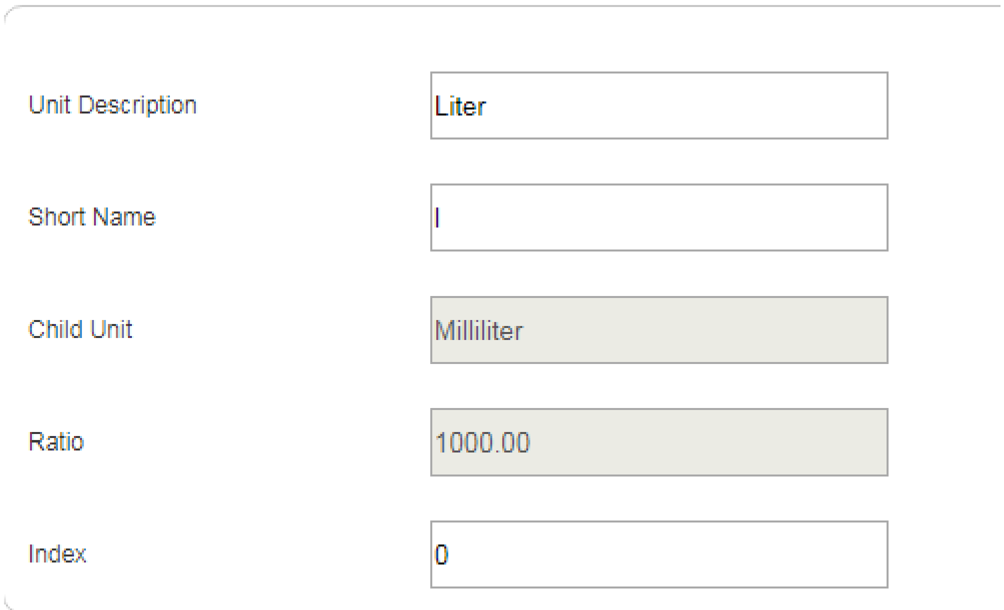
- Measure types are listed in to the orange color panel.

- Add a new measure type, using  button.

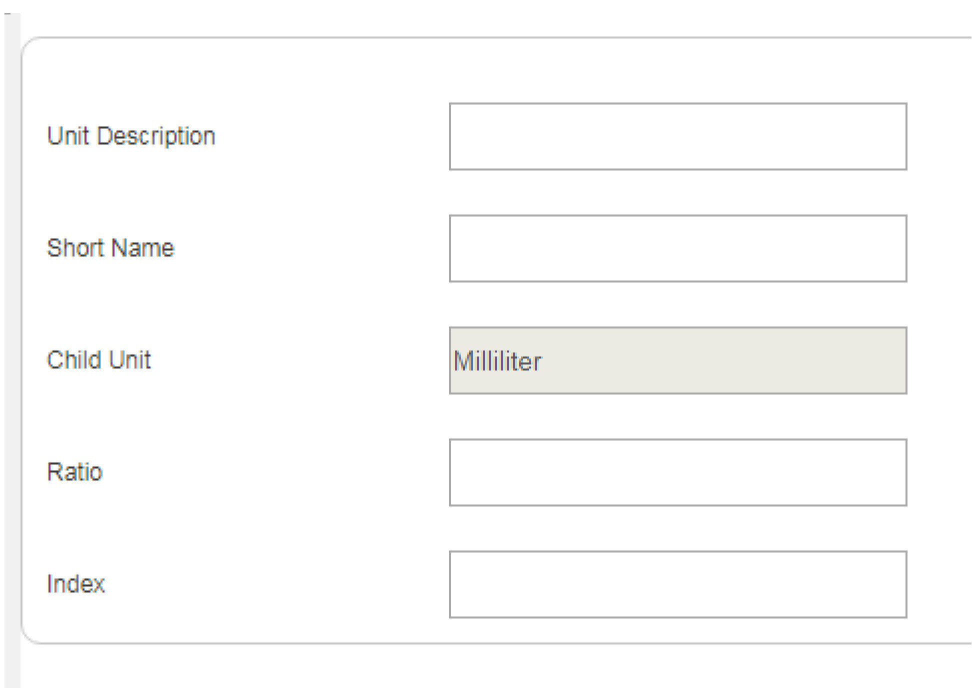
- Edit existing measure type, using  button.

- 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.



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

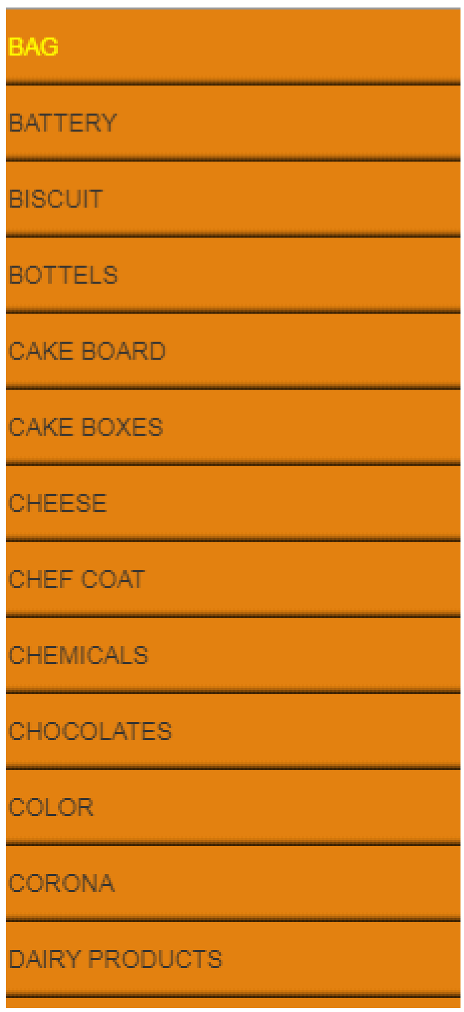


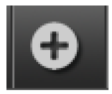
- Save unit of added unit of measure type using  button.

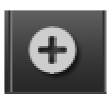
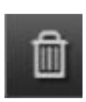
- Delete existing unit of measure type, using  button.

1.5.3 Item management

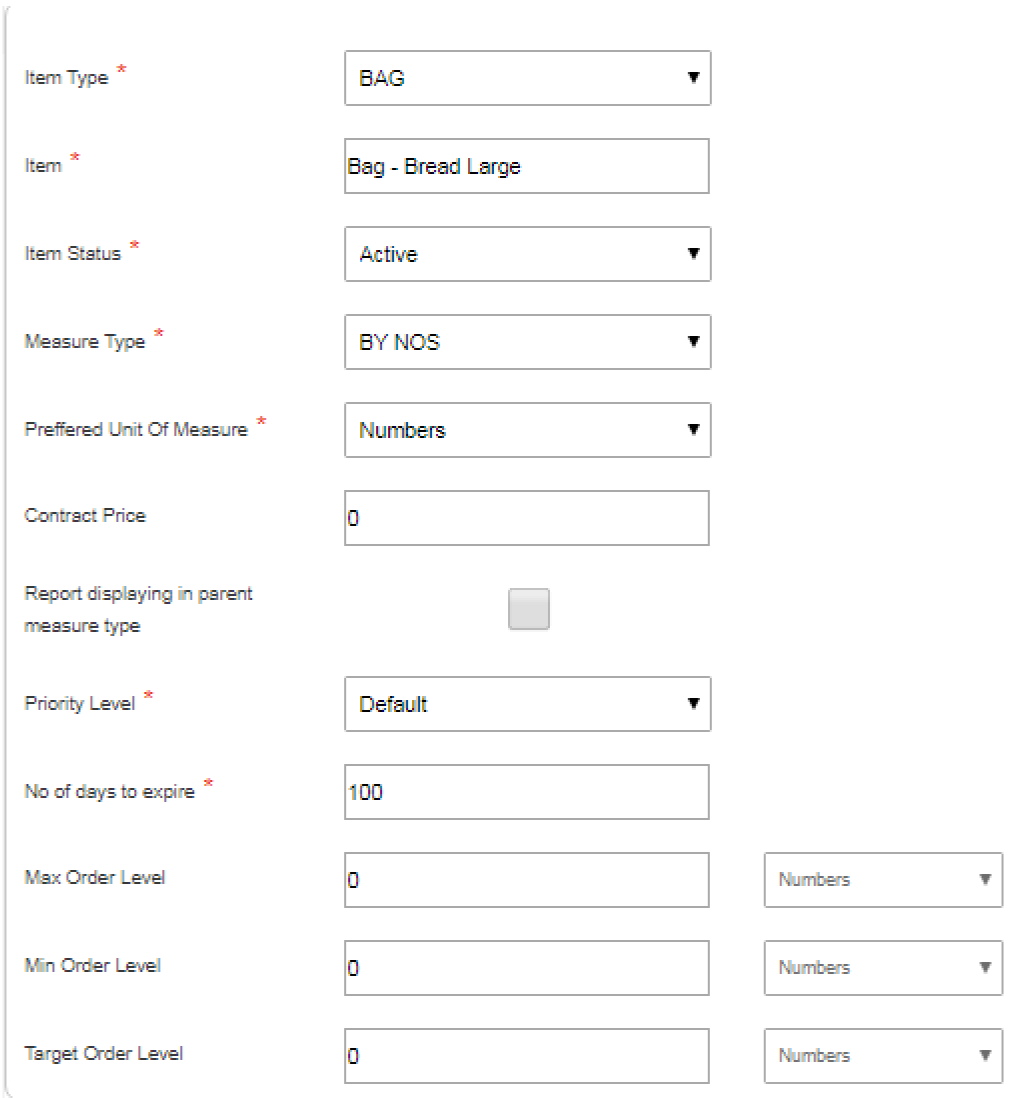
- Item types are displayed in the orange color panel.



- 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.

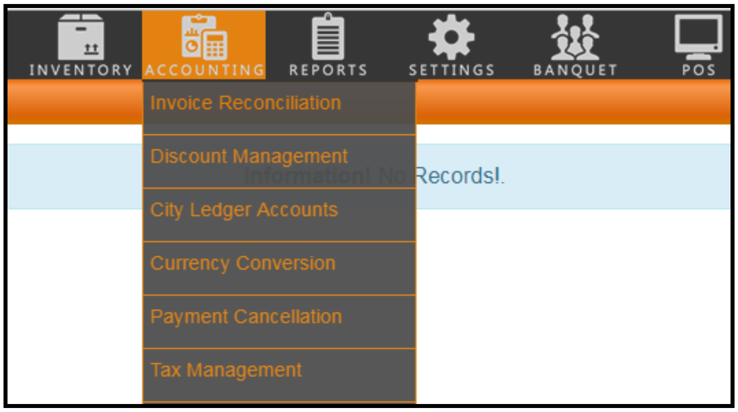
- Add a new item using  button.
- Save item, using  button.
- Delete existing item, using  button.

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



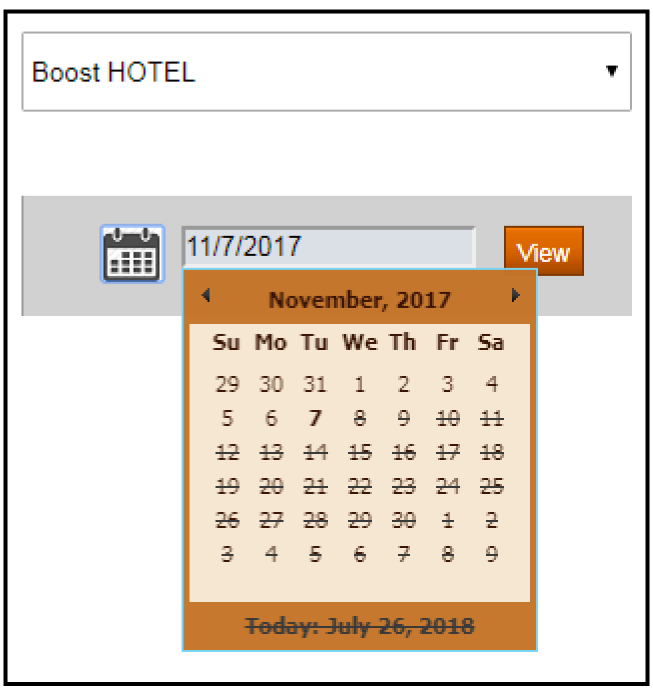
2 Accounting

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.



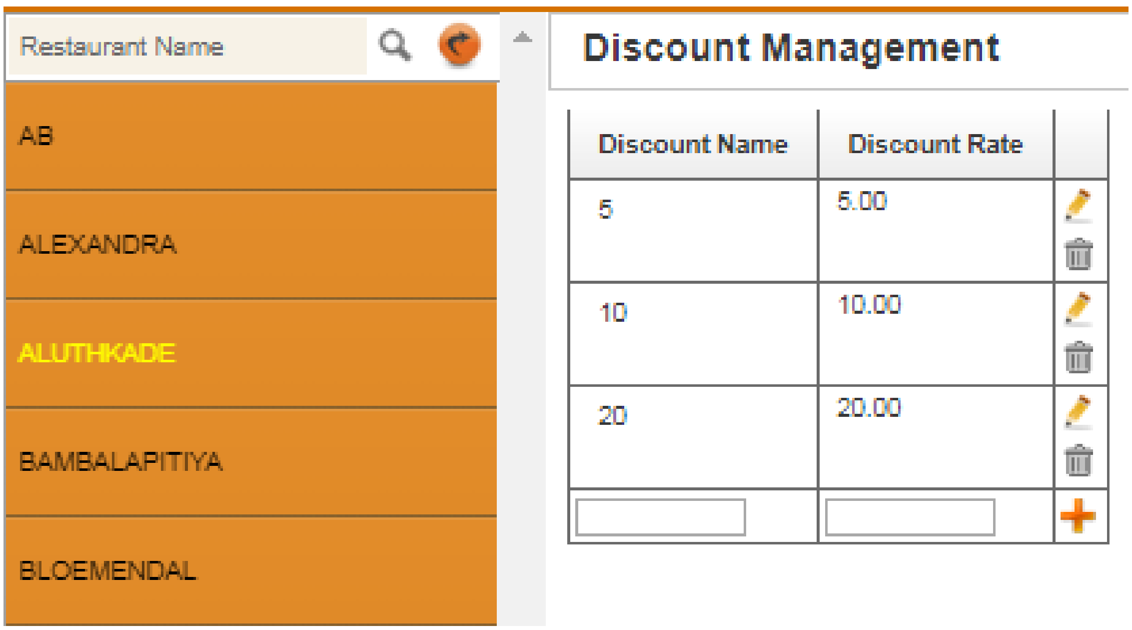
2.1 Invoice Reconciliation

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



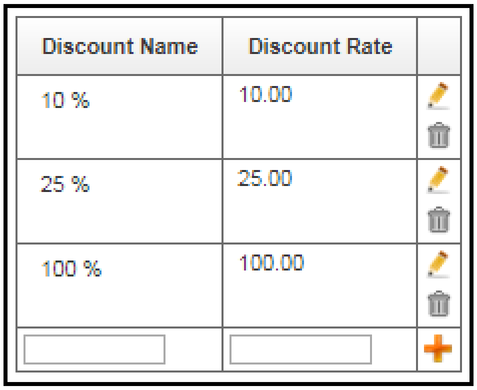
2.2 Discount Management

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



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

- 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.

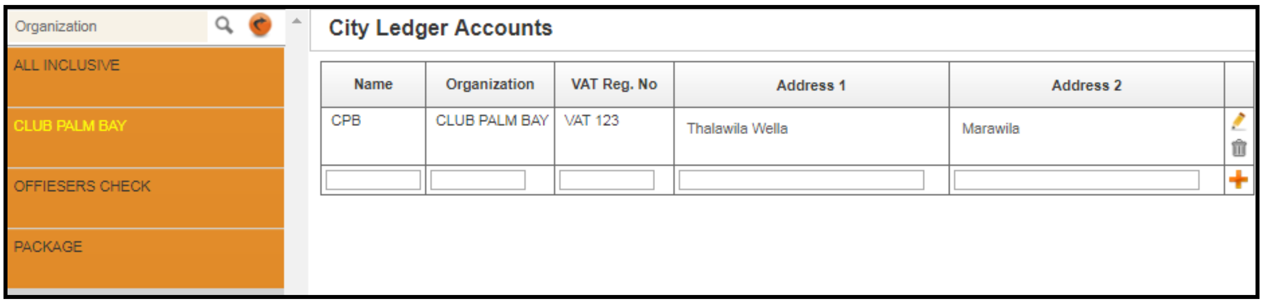
- Can edit the added discount rates by clicking on  edit icon.

- Can undo changes by using undo  icon.

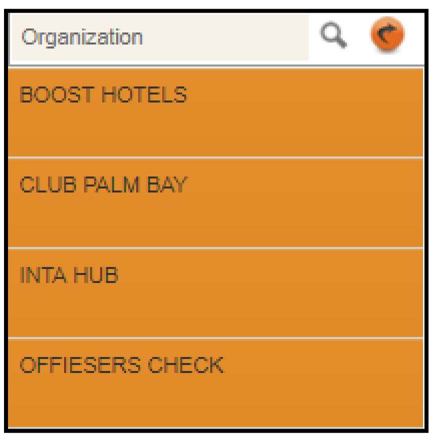
- Remove added discount rates by using this icon. 

2.3 City Ledger Accounts

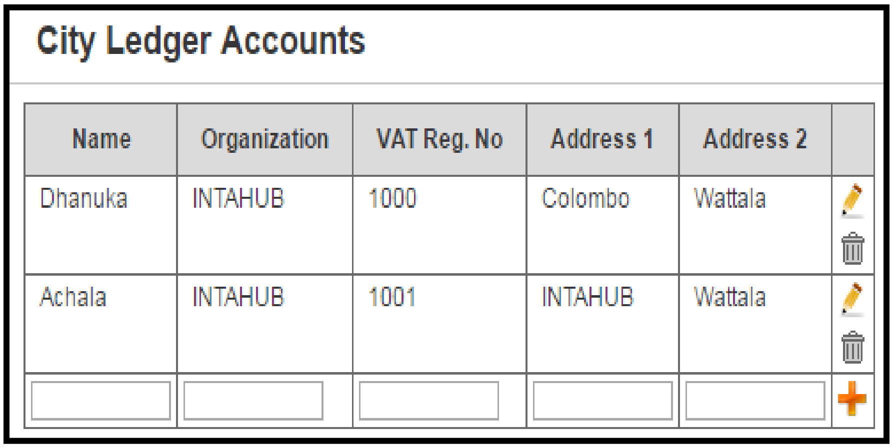
This interface provides the users to create city ledger accounts for particular organizations. The below shown interface will be appear when you click on the City Ledger Accounts of the drop down list of the Accounts tab.



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



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



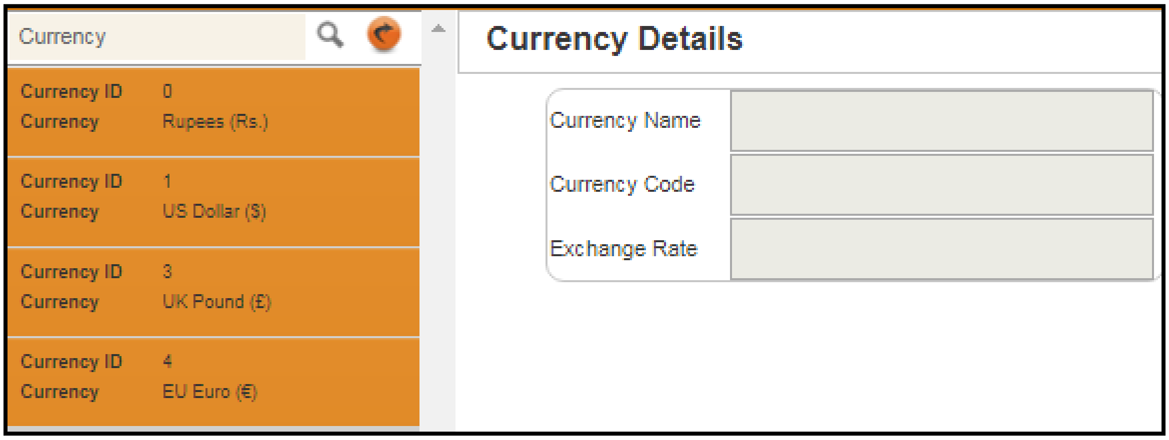
City Ledger Accounts

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

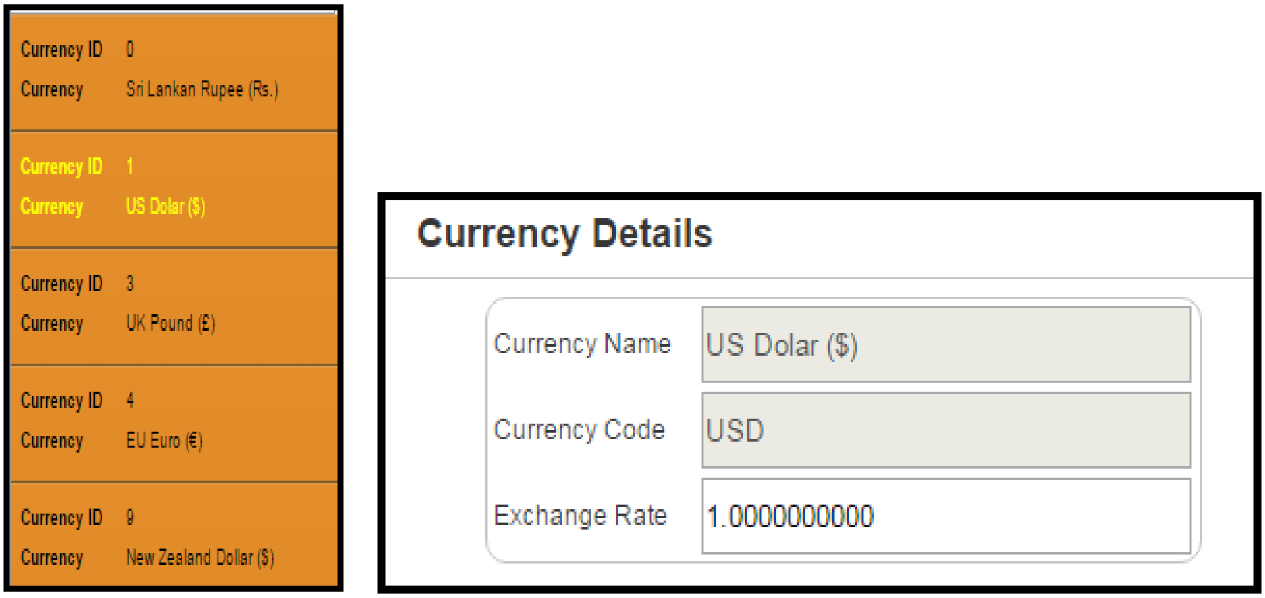
- If you need to add a new city ledger account, click on icon.
- Can edit the added city ledger account by clicking on edit icon.
- Remove added discount rates by using this icon.

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.



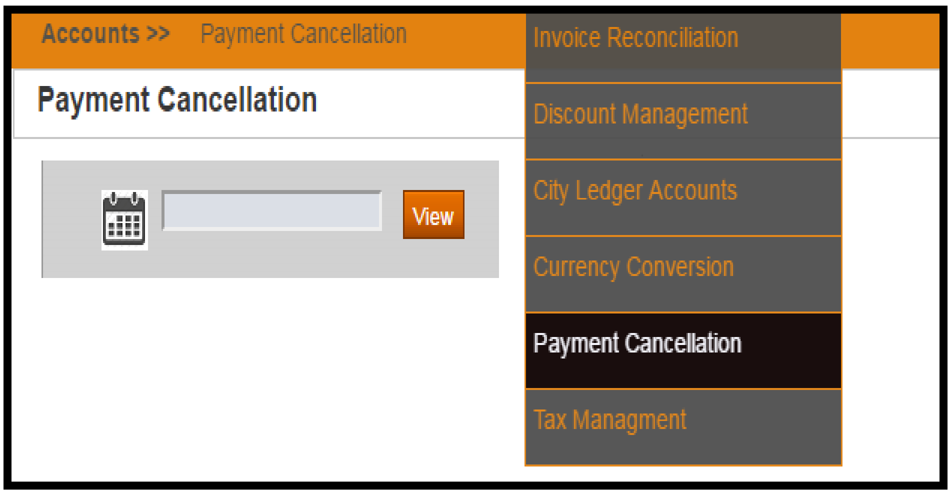
- The list of currencies in the system is shown by the orange color panel and then can be viewed with more information as below. Can update the currency values as need.



- Click on the sa  button to save the changes.

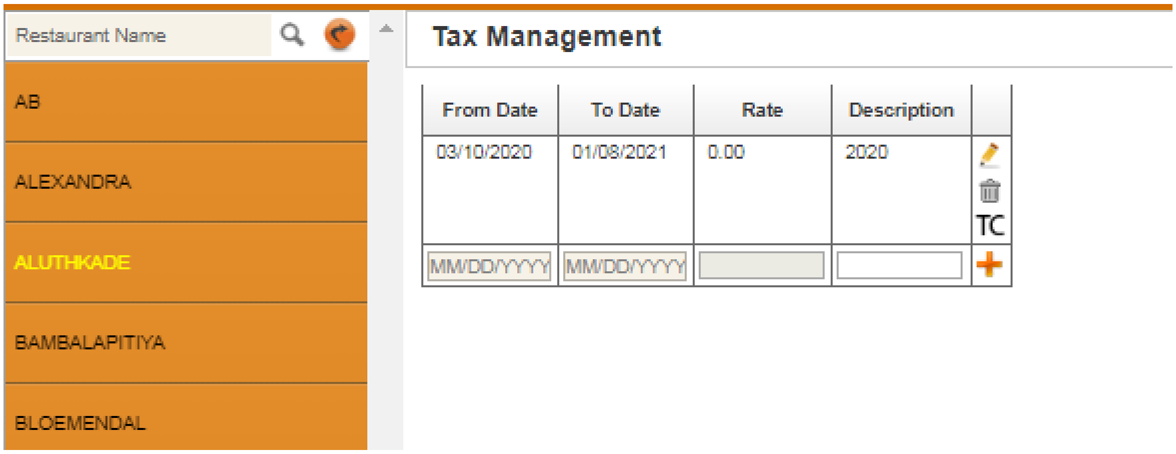
2.5 Payment Cancellation

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.

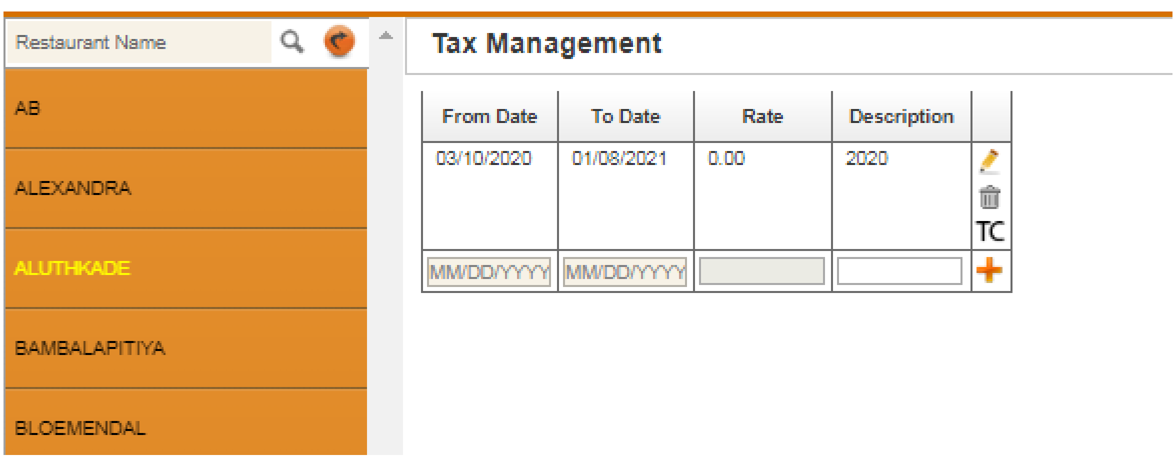


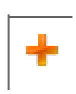
2.6 Tax Management

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



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



- 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

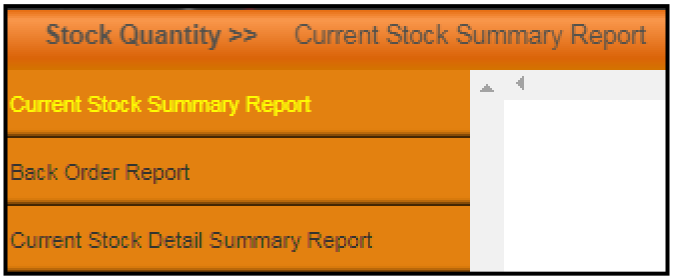
You can generate various types of reports under 3 categories.

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

3.1 Inventory Reports

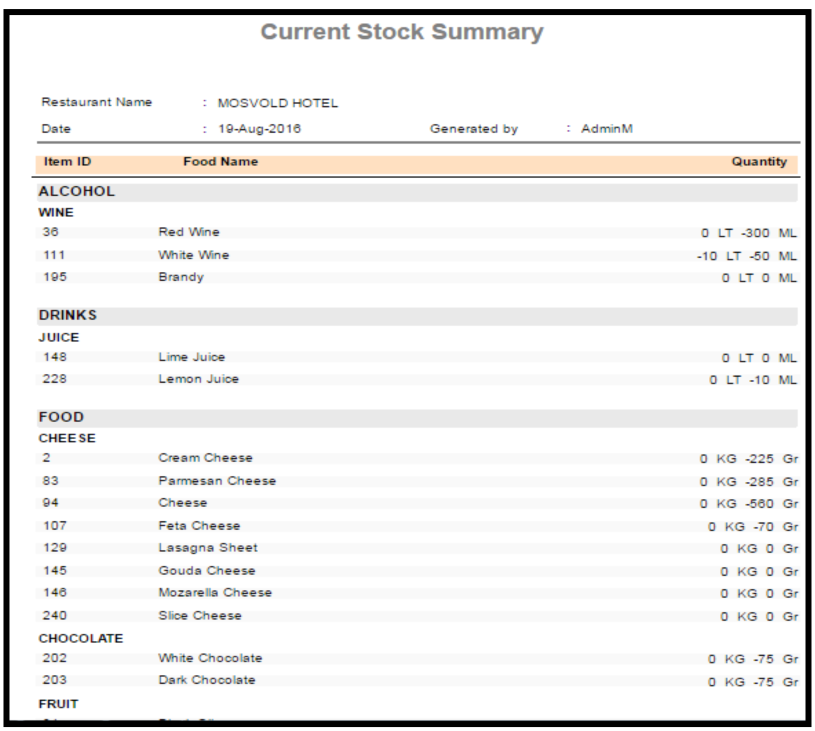
3.1.1 Stock Quantity

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

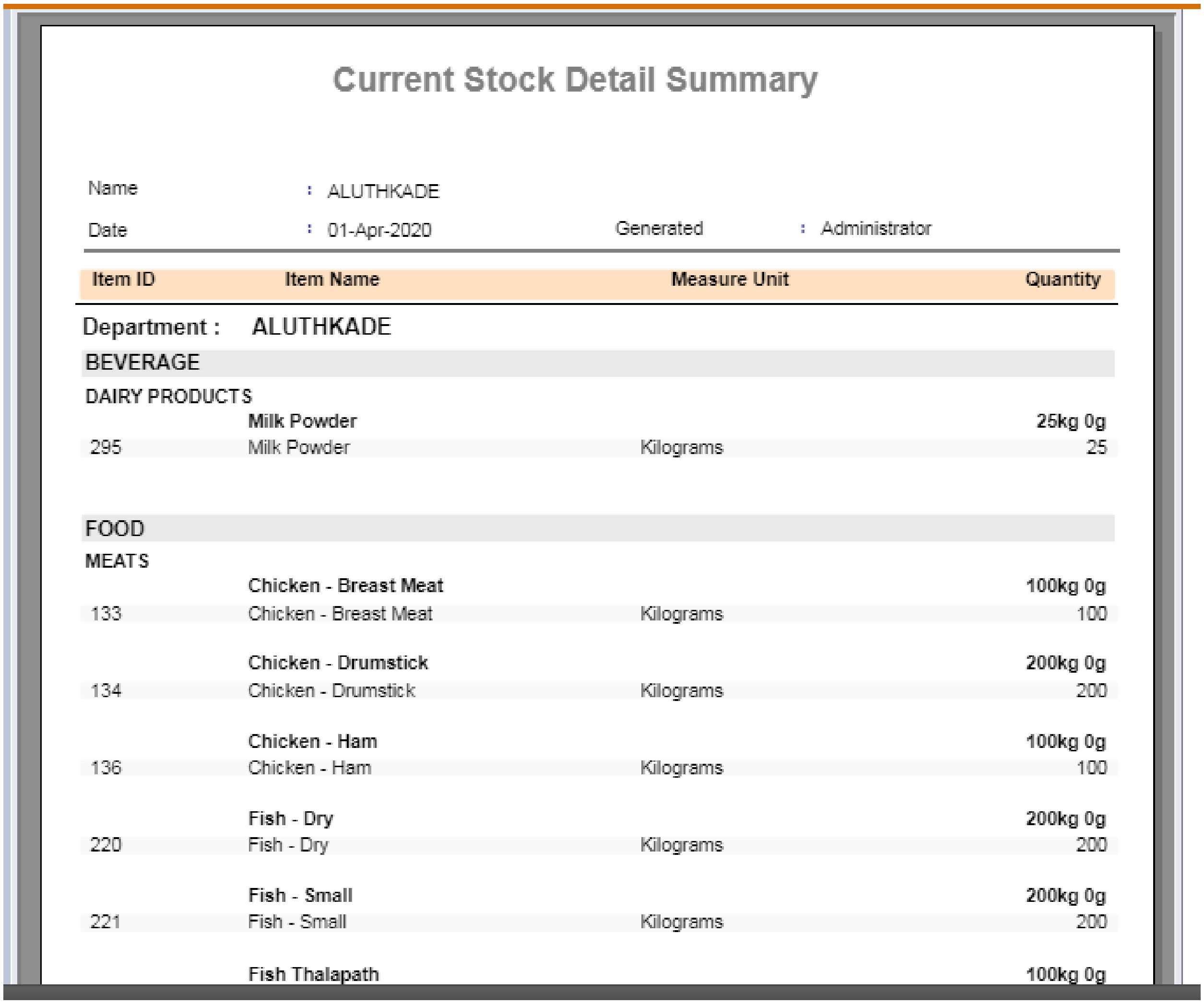
Restaurant Name : MOSVOLD HOTEL

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	Pomagranate	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

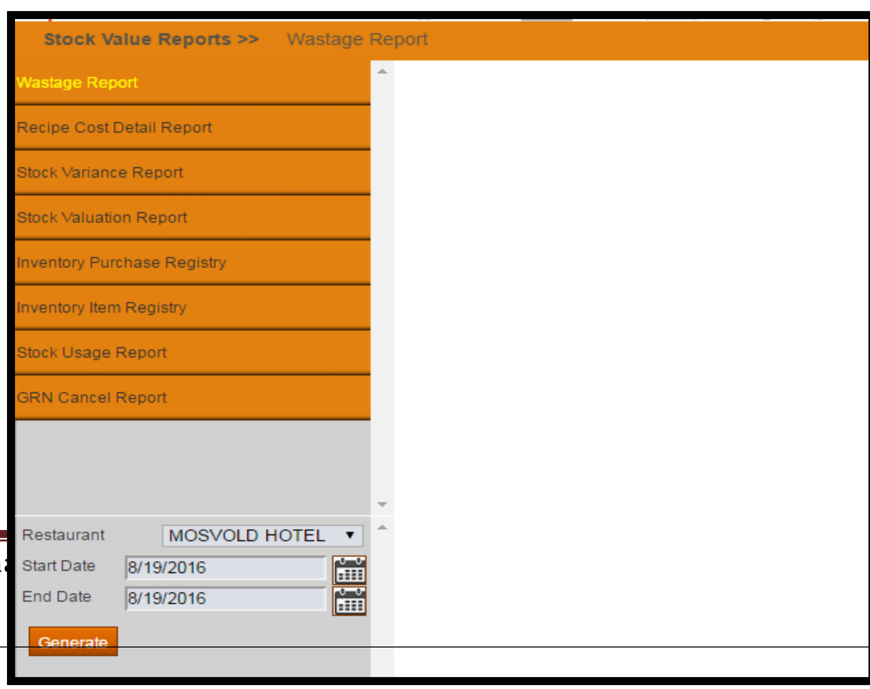
Name : ALUTHKADE

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.



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

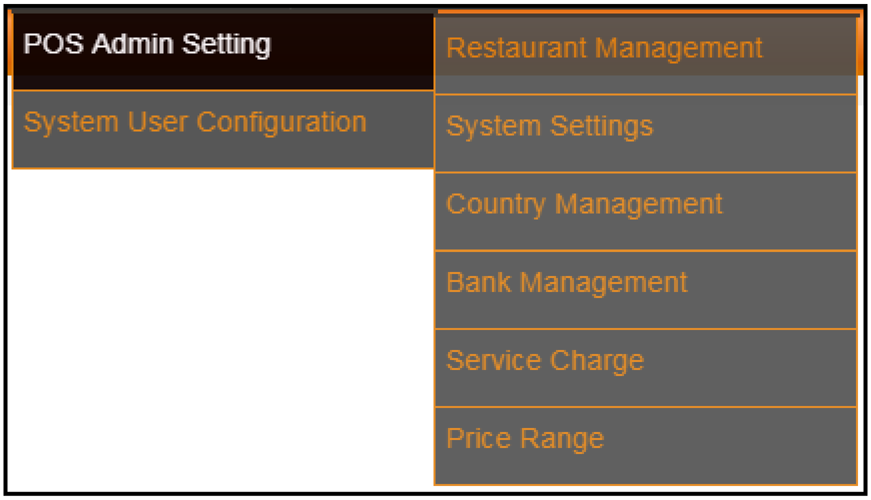
3.3.1 Reconcilation Report

4 Settings

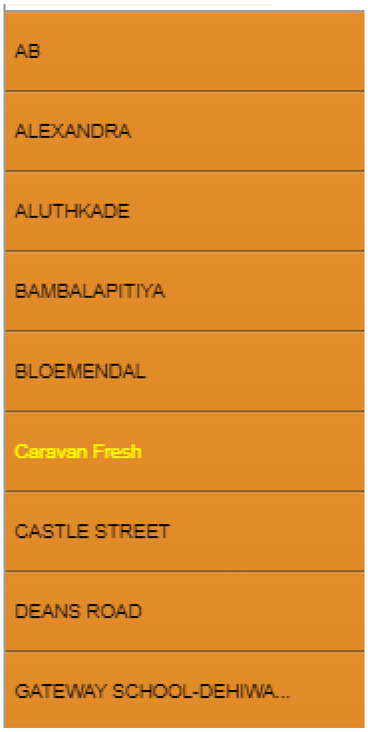
4.1 POS admin setting

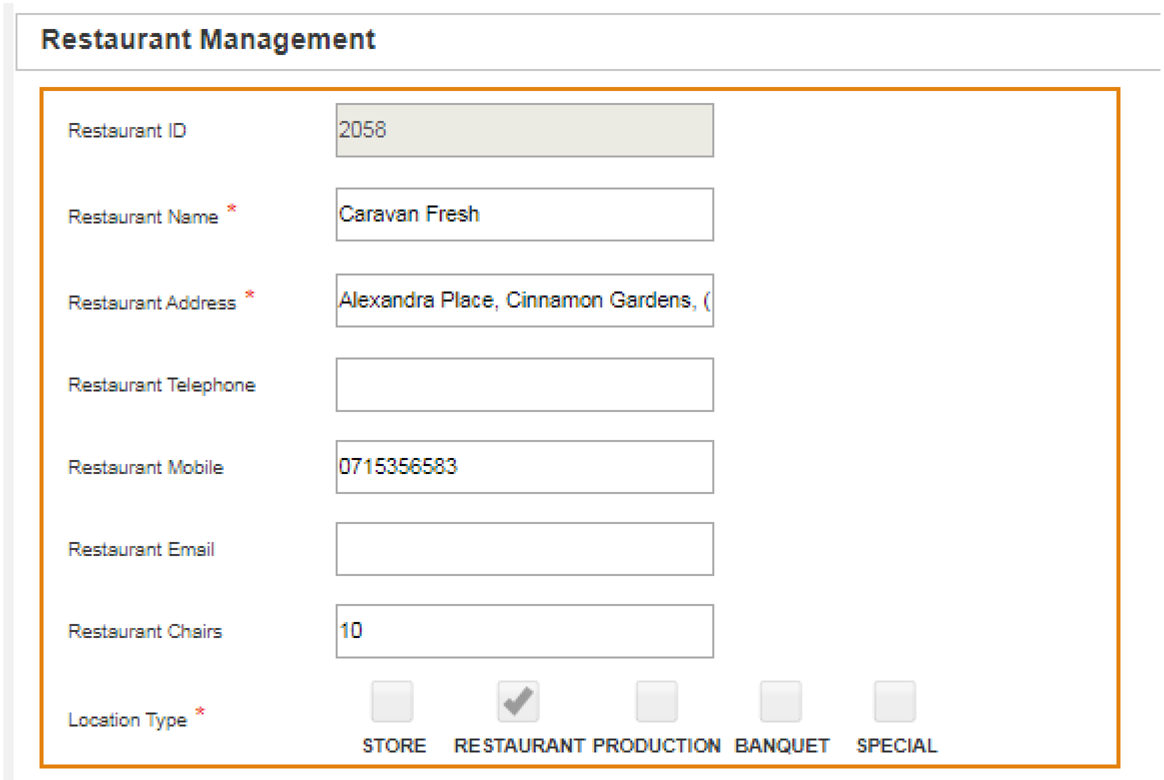
4.1.1 Restaurant Management

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



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...



- 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. 

4.1.2Food Department Management

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

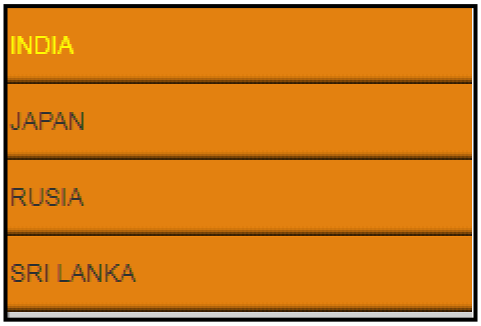
Food Department Management

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

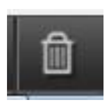
This option used to manage country and city details.

- Added Country details showing as below.



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

- Click on the Edit  button to save the changes.

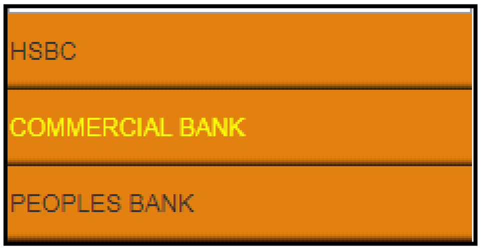
- Remove added Restaurant by using this icon. 

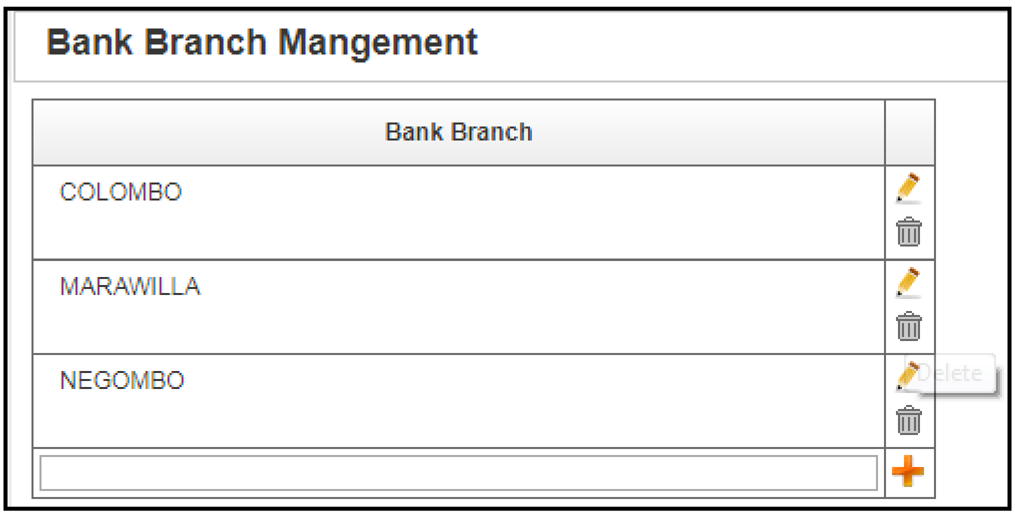
- Added City details showing as below.

4.1.4 Bank Management

This option helps to manage Bank and branch details.

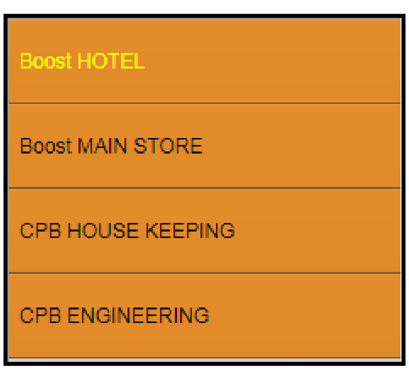
Added Bank and Branch details showed as below.

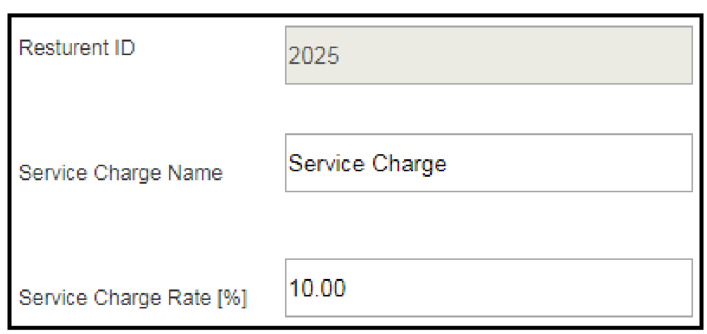




4.1.5 Service charge Management

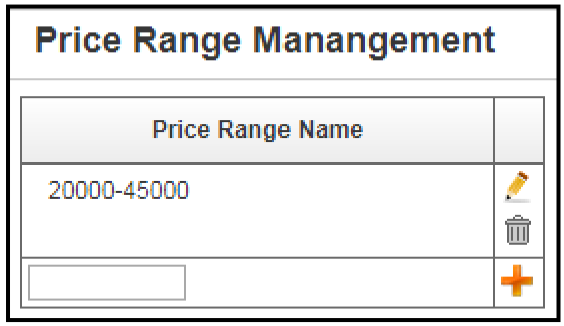
Manage service charges using this option. List of restaurant details showing in the left panel and once click on restaurant then appearing their service charges in right side.





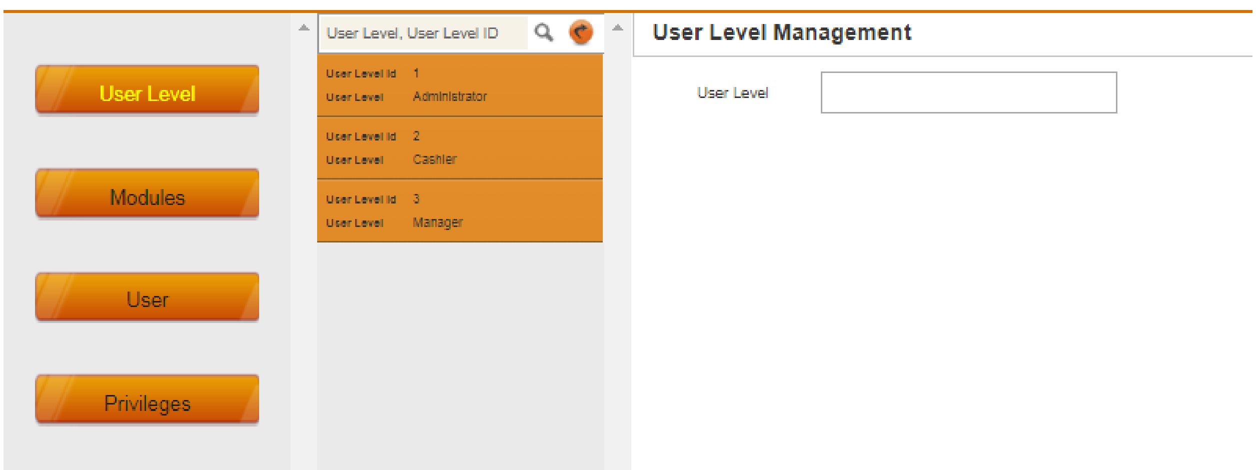
4.1.6 Price Range Management

User Can Add Price range details relevant to the restaurant.



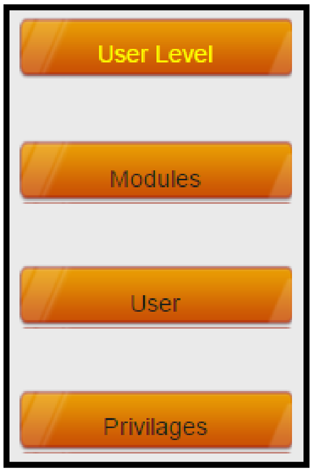
4.2 System User Configuration

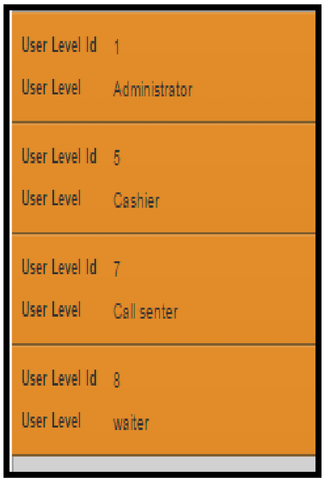
System User Configuration interface provides you to allocate user privileges to your system. The main interface is given below.

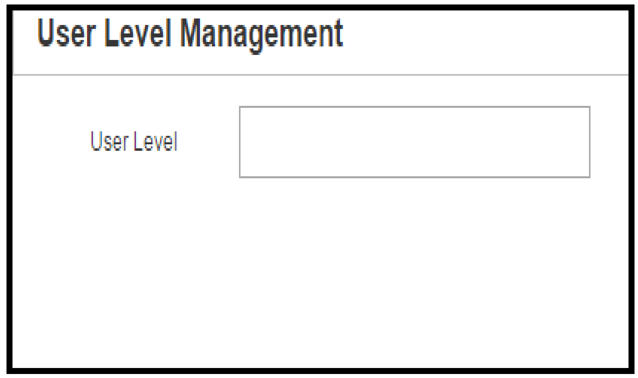


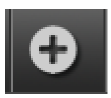
4.3.1 User Level

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.





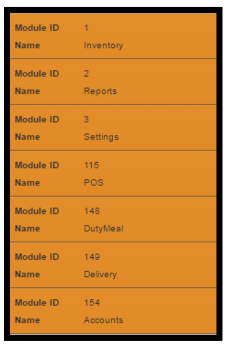


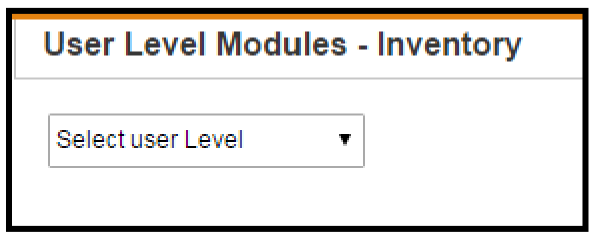
- Add a new user using  button.
- Save changes, using  button.
- Delete users, using  button

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.

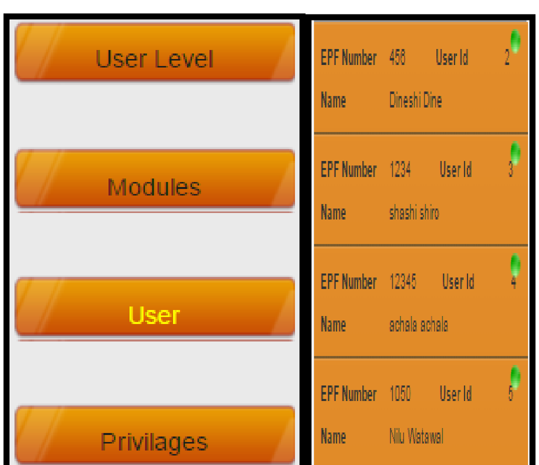
- Save changes, using  button.

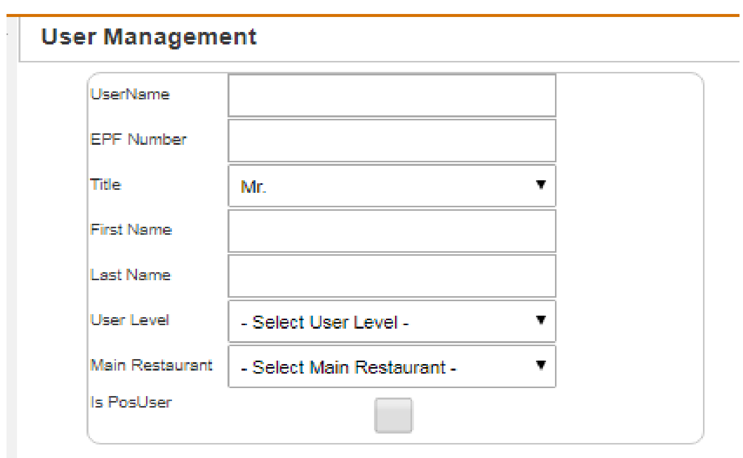


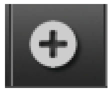


4.3.3 User

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

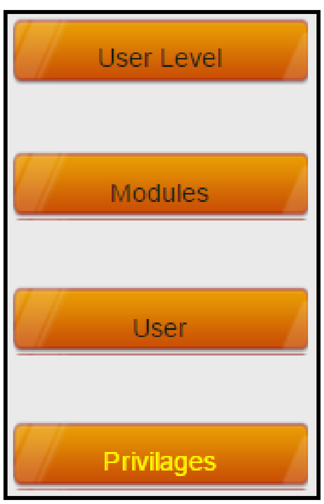


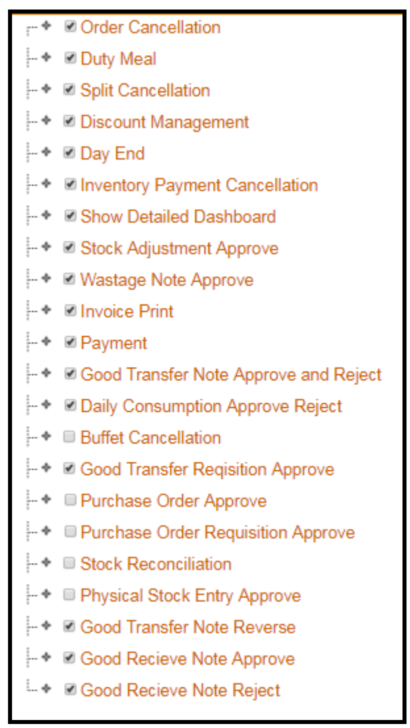


- Add a new users using  button.
- Save changes, using  button.
- Delete users using  button
- Cancel changes using  button.

4.3.4 Privilege Management

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





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.

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 Intervel		100	
PMS Auth Code		46d7a7f27369a943e5be7bb9983e59(	
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	✗	F2mx57itqD3uxcN4s3UbaXlbmSEb9	✓
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 Standared Cost As Food Cost			
Is Tip Enabled			
Is Member Enabled			
ProductionAuthorisationCount		0	
ProductionMaterialRequestAuthorisationCount		0	
ProductionProgressAuthorisationCount		0	
GenerateProductionBySale			
GenerateProductionByFoodRequest			

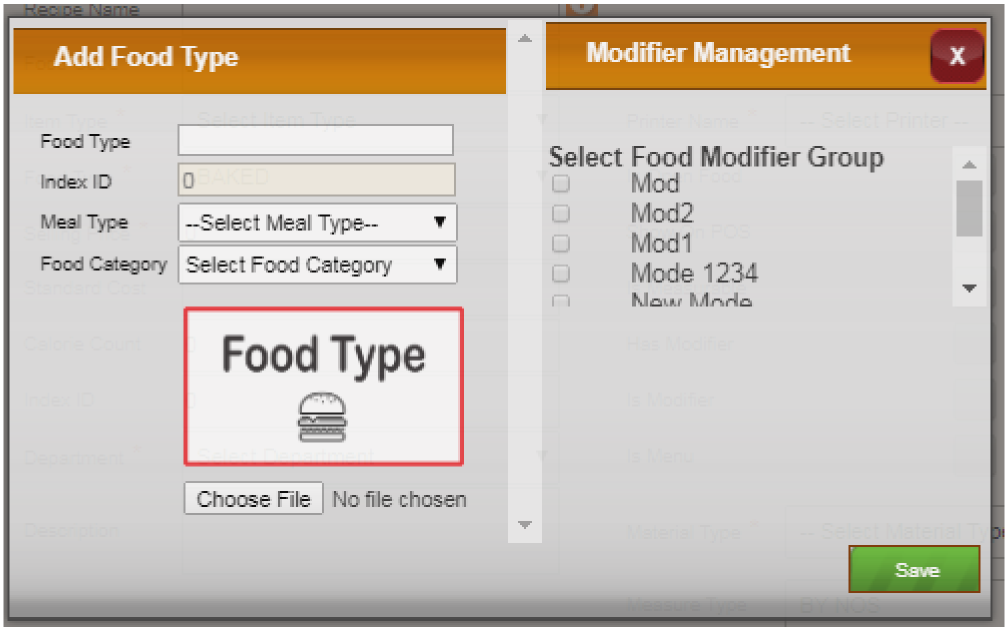
If you need to en enable any function of the POS, select the particular function with this symbol.

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

5 POS Master Setting

4.1.1Recipe Management

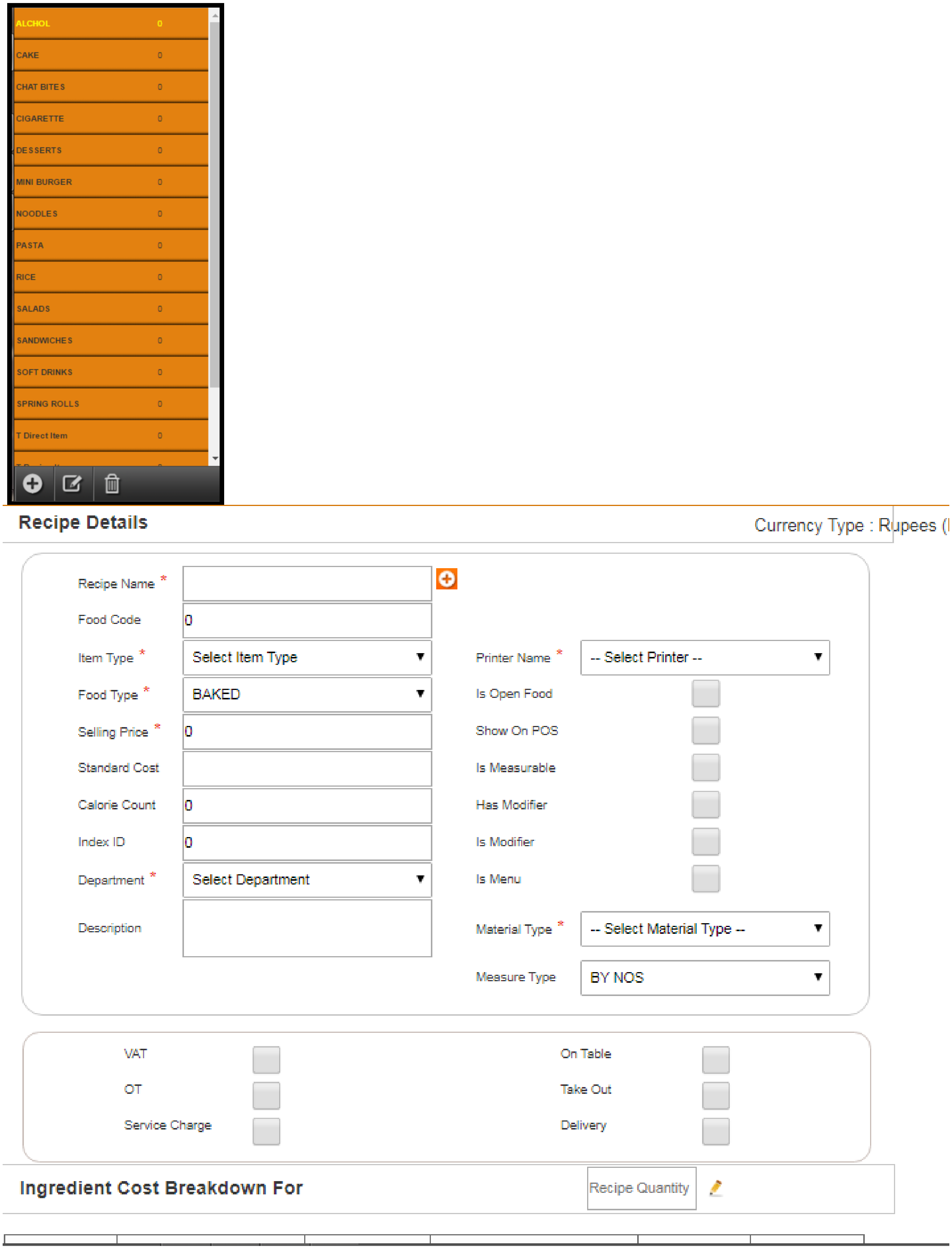
Then the below interface will be appear and can add new food types.

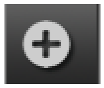


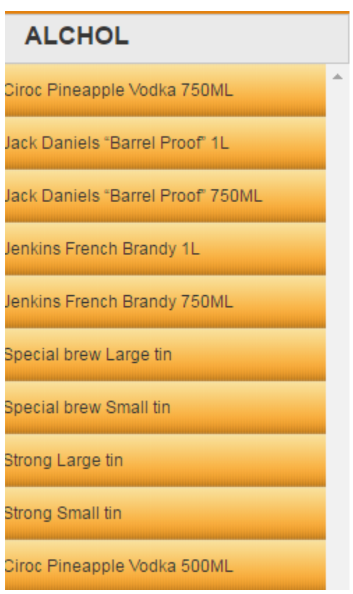
- Edit or save a recipe inventory using  button.

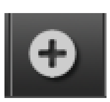
- Delete a recipe inventory using  button.

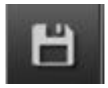
- Food types are loaded into orange color panel.


ALCHOL 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
OT
Service Charge
On Table
Take Out
Delivery
Ingredient Cost Breakdown For
Recipe Quantity

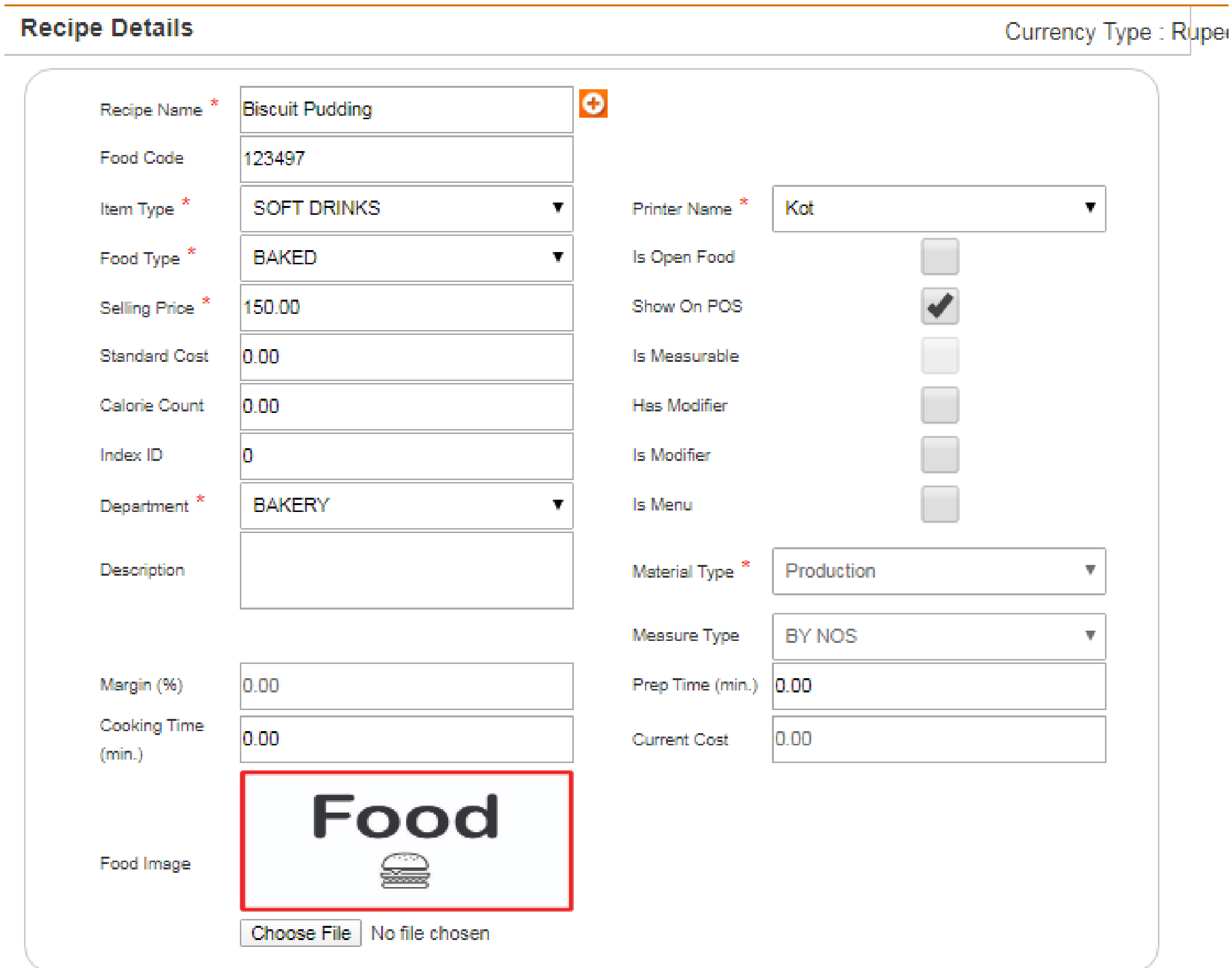
- Add a new food type, using  button.
- Edit existing food type, using  button.
- Delete existing food type, using  button.
- When click on a food type relevant recipes are loaded as follows.



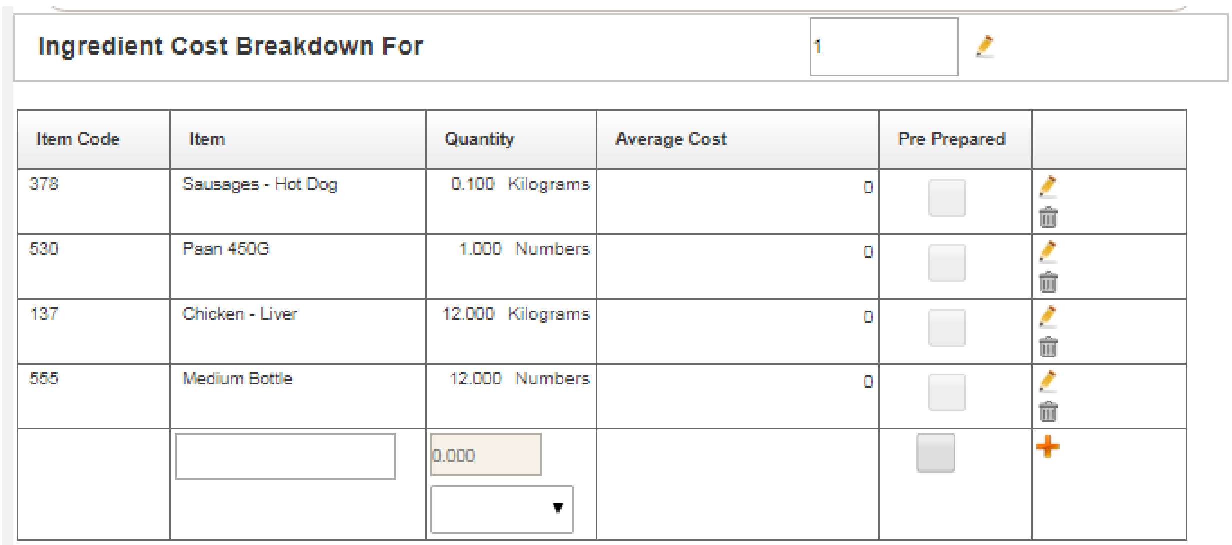
- Add a new food recipe, using  button.

- 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 : Rupe
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
Food Image
Food
Choose File
No file chosen
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

- Ingredient cost breakdown is also displayed with recipe details.



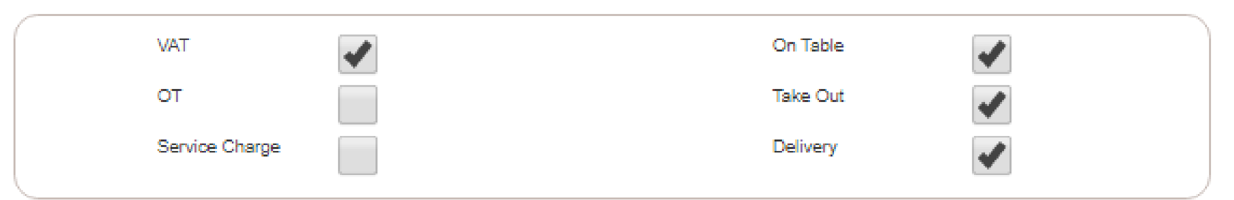
Ingredient Cost Breakdown For 1

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.

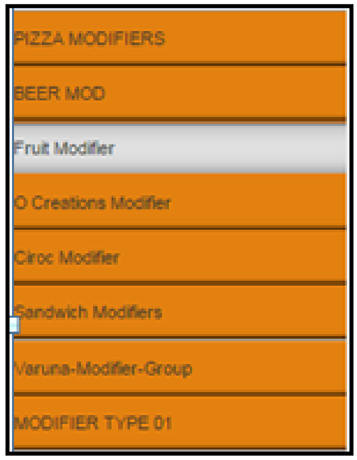
- Edit existing ingredient, using button.
- Delete existing ingredient, using button.
- Update edited ingredient, using button.
- Cancel edited ingredient, using button.

- Select the tax criteria and meal type criteria using below windows according to above selection.

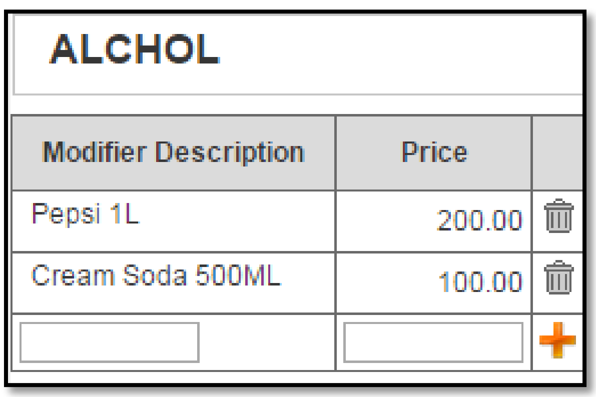


4.1.2 Modifier management

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



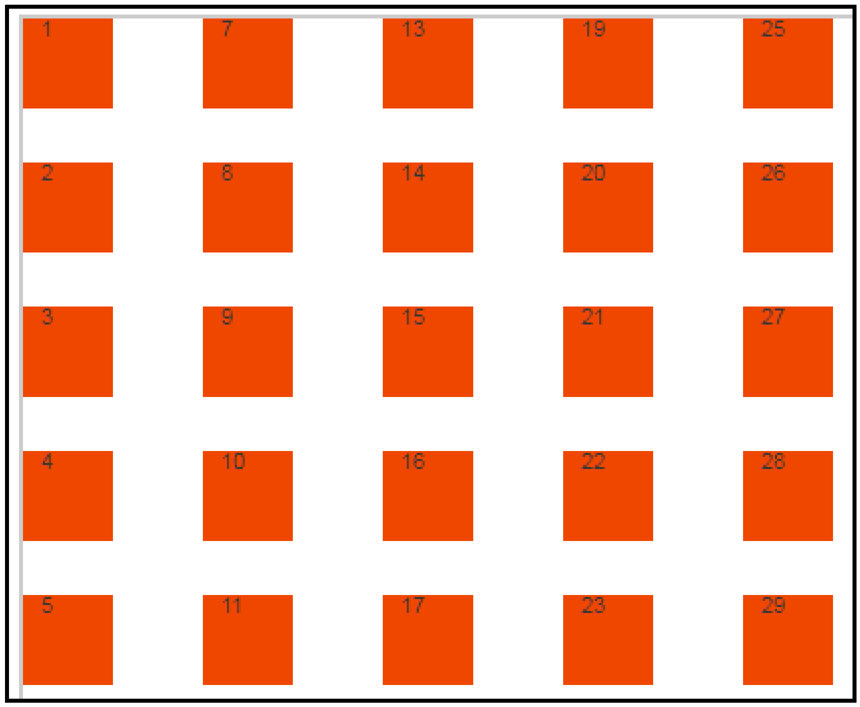
- When click on one of modifier groups, all available modifiers which are under the selected modifier group, will be displayed as follows.

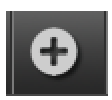


- To delete existing modifier from a group, use  button.
- To add item to existing modifier group click  button and select needed modifier from popup window.
- To add new entry for Modifier table use  button.

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.

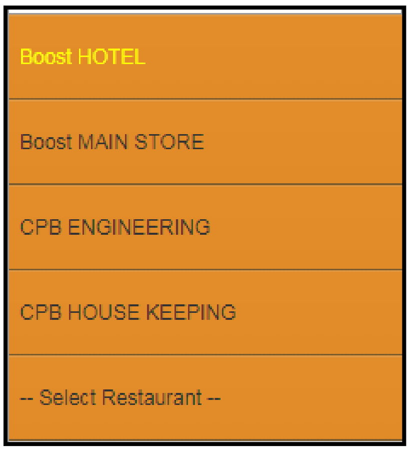


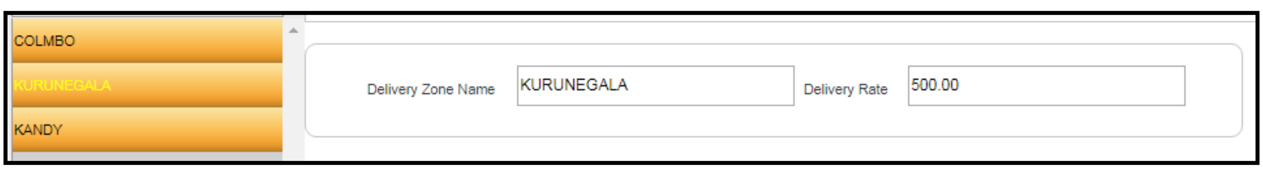
- Add a new table pattern using  button.
- Save changes, using  button.
- Delete existing floor, using  button.
- Cancel changes, using  button.

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 clinking on the particular restaurant which display on the orange color panel can view more details about the delivery zone rates.





- Add a new delivery rates using  button.

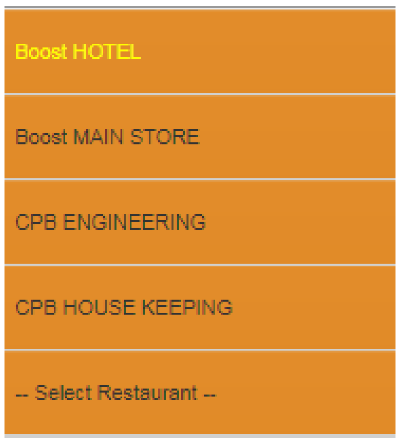
- Save changes, using  button.

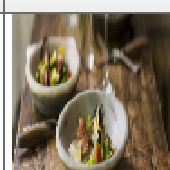
- Delete delivery rates, using button.

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.

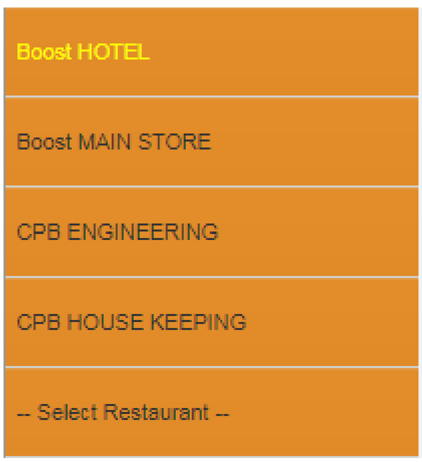


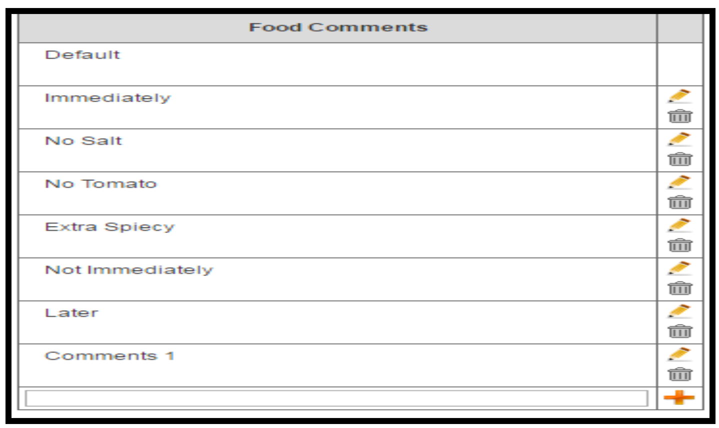
Index Id	Food Top Category	Food Category Name	Food Category Image	
0	Food	SAMPLE FOOD 3		
1	Food	ALA CART	Food Category	
1	Beverage	BEVERAGE	Food Category	

- 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.

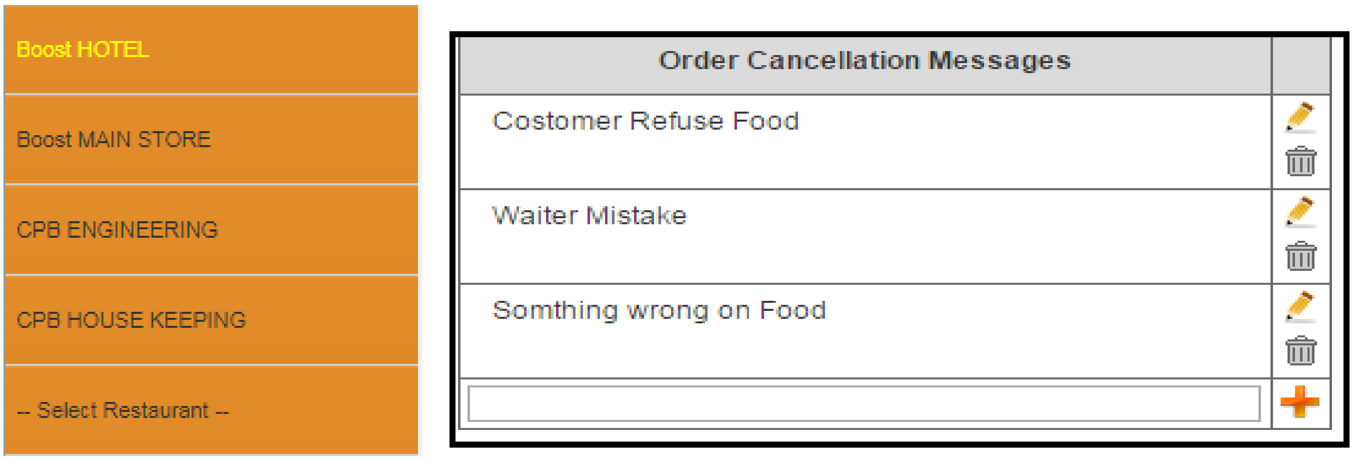




- can add new food comments by clicking on the icon
- You edit food comments by clicking on this icon
- Can delete added food comments by clicking on this icon.

4.2.6 Order Cancellation Message

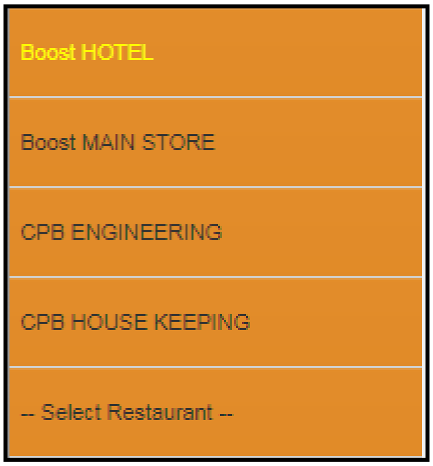
In here you can create reasons for order cancellation, when the Inventory system integrates with the POS system then these reasons applicable to POS system. The particular user can select reason for order cancellation which are only and only are shown in the inventory system.

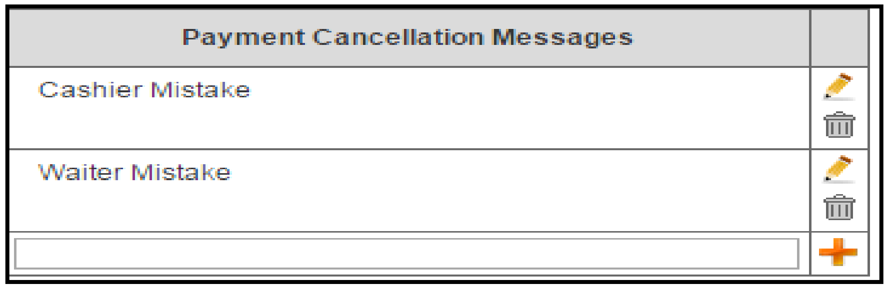


- The list of restaurant is shown on the orange color panel.
- Can add new Order Cancellation message by clicking on the icon
- You edit Cancellation message by clicking on this icon
- Can delete added Cancellation by clicking on this icon.

4.2.7 Payment Cancellation Message

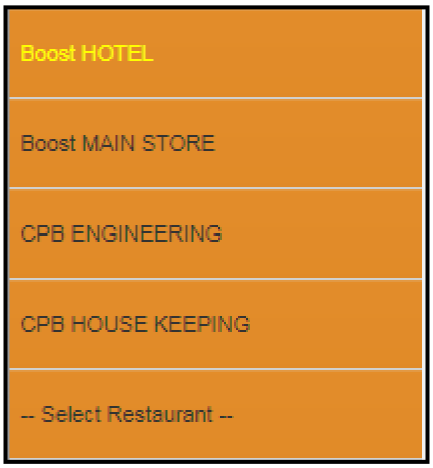
In here you can create reasons for payment cancellation, when the Inventory system integrates with the POS system then these reasons applicable to POS system. The particular user (cashier) can select reason for payment cancellation which are only and only are shown in the inventory system.





- 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



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.