

INTAHUB (PVT) LTD.

POS System

User Guide

POS VER 3.0

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This is used to integrate data transaction between inventory and POS. When click on PUSH Button after day end process, all the transaction details updated in the inventory. And when click on PULL; it will process to get inventory update to the POS system.	45
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INTAPOS Manual Version Updated

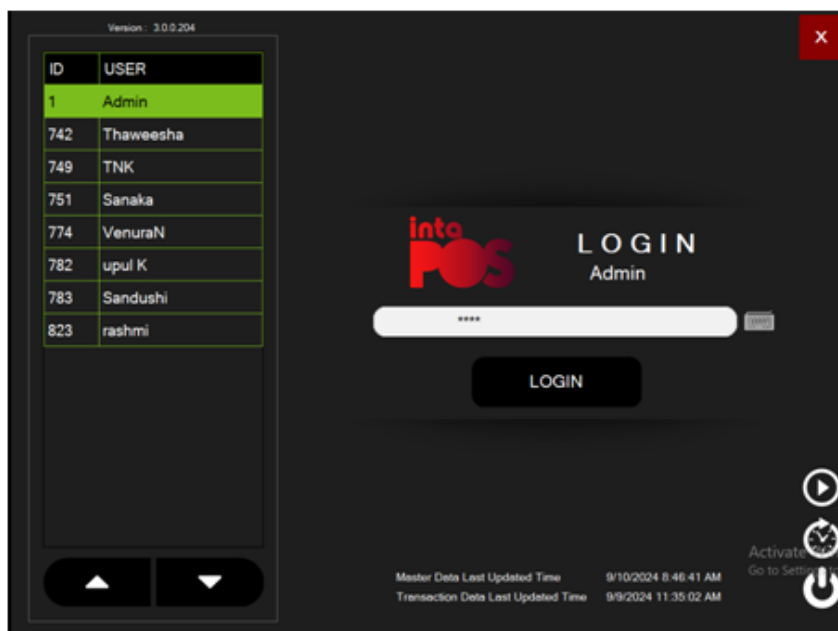
Date	Updated by	Version
01-08-2014	Dimuth	V. 1. 0
06 -04 -2015	Chapa	V.1.2
04 – 04 – 2016	Dineshika	V.1.3
10-09-2024	Ashani	V.3.0

GETTING STARTED

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

1. Login

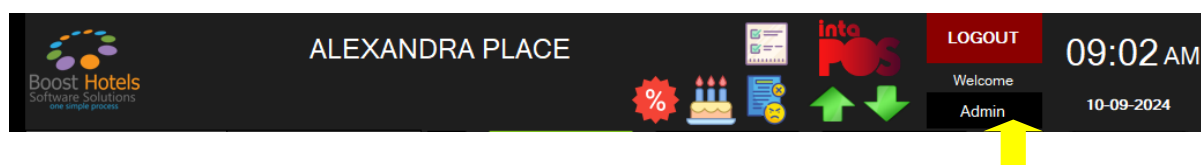
Use the login window to log in to the INTA Restaurant portal. Select user from the left panel in the log in window and enter valid password for the login.



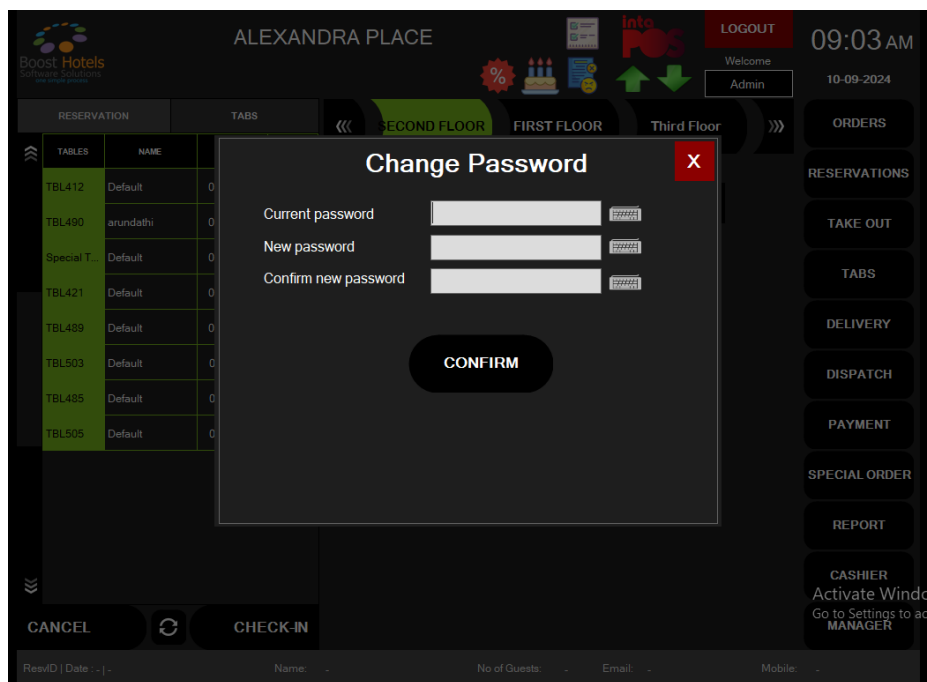
Note: The User name Password cannot be copied and Paste, if give wrong password error message is displayed. And when log in proceed the following window will appear.



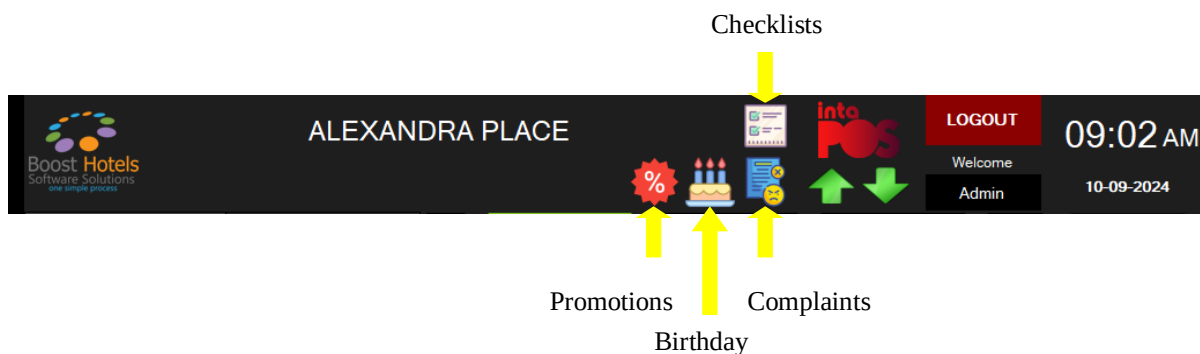
Header of the POS System



Once you click on username shown in the header of the application will prompt following window.



By click on below buttons can open these forms.

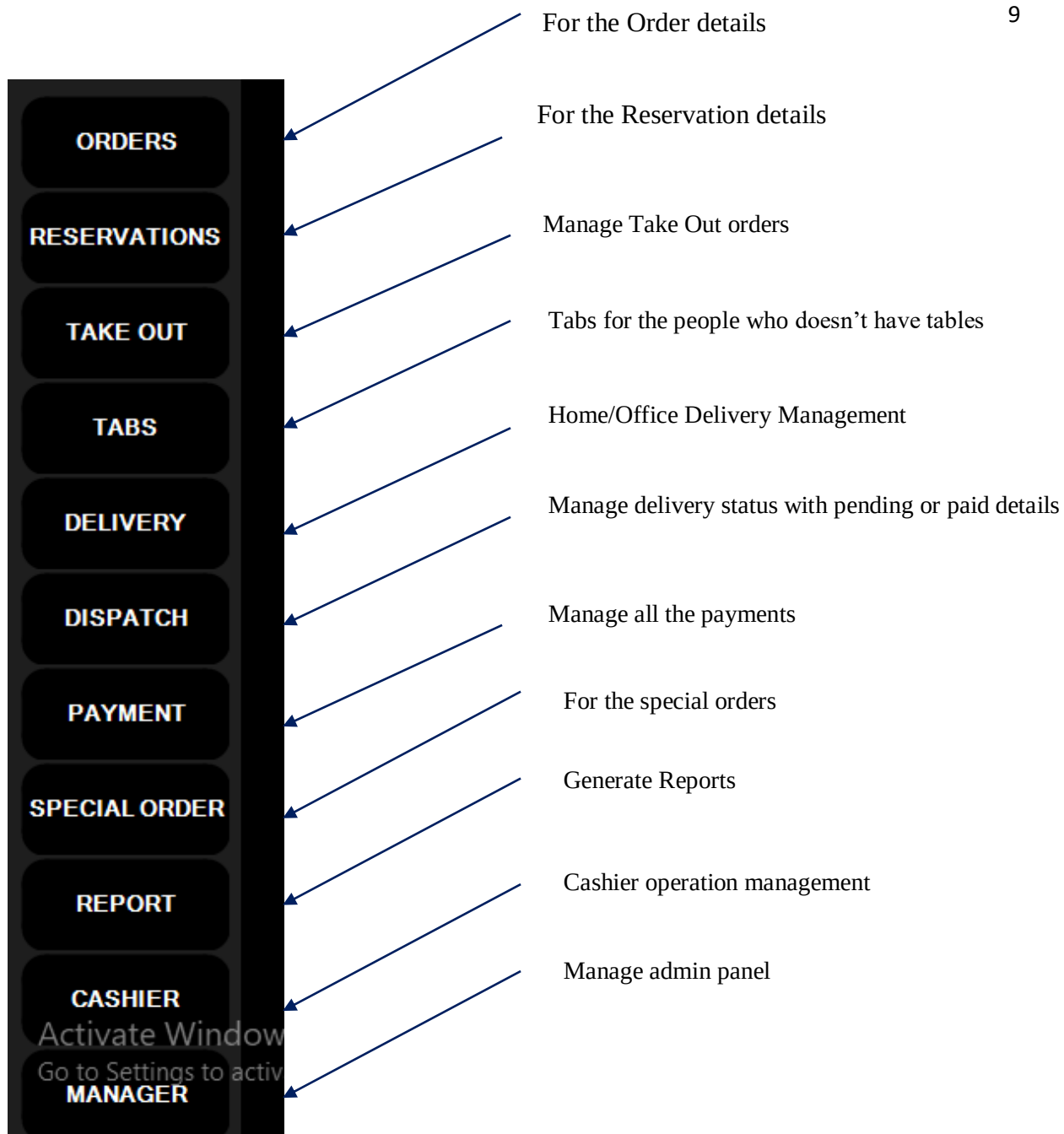


Note: Once you click on Log out **LOGOUT** Button, will log out from the Application.

1.1. The Dashboard

Once logged in, the dashboard will appear where the left hand panel shows the functions.





In the middle of the dashboard, the arranged tables are in equivalent to the floor plan of the restaurant as follows.



The occupied tables are highlighted in green whereas the available ones are in black colour.

1. The dashboard left panel sum up the reserved tables and tabs. And the status of those reservations showed which are checked in and reserved in green and black colour respectively.

RESERVATION		TABS	
TABLES	NAME	TIME	PAY
TBL412	Default	03:00 PM	
TBL490	arundathi	05:00 PM	
Special T...	Default	05:00 PM	
TBL421	Default	05:00 PM	
TBL489	Default	05:00 PM	
TBL503	Default	08:00 AM	
TBL485	Default	08:00 AM	
TBL505	Default	08:30 AM	
TBL408	Default	09:00 AM	
TBL502	Default	09:30 AM	
TBL409	shashika	09:30 AM	
TBL410	shashika	09:30 AM	

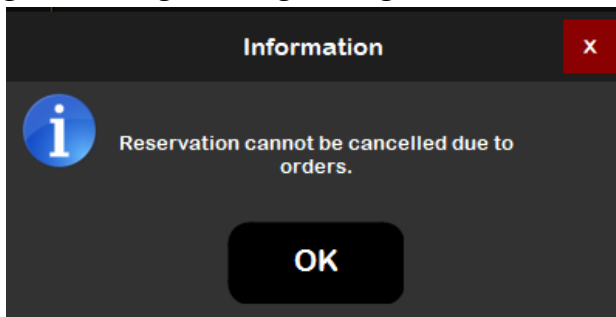
2. More details of the reservation could be visible at the bottom with the guest information.

ResvID | Date : 5661 | 10-Sep-2024@8:00 AM Name: DEFAULT No of Guests: 1 Email: info@intahub.com Mobile: 0

The order can be cancelled by clicking Cancel Button, only the reserved tables and can tabs are updated its status and future orders by clicking Check In.



Note: Reservations cannot be cancelled when the reservation already ordered foods and will get following Warning message.



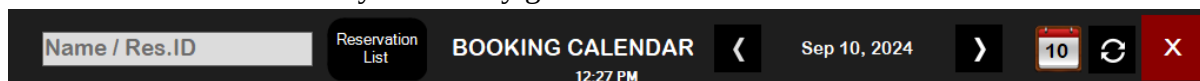
1. Reservation management

2.1 Calendar Management

Calendar management can be done by clicking button **RESERVATIONS** in the Dash board.

The screenshot shows the 'BOOKING CALENDAR' interface. On the left is a 'Reservation List' table with columns: Res.ID, Name, and Mobile No. It lists reservations from 5655 to 5683. On the right is a calendar grid for 'Sep 10, 2024' at '12:27 PM'. The grid has columns for time slots: 09:30 AM, 10:00 AM, 10:30 AM, 11:00 AM, 11:30 AM, and 12:00 PM. Rows represent tables (TBL408 to TBL445). Reservations are shown as colored blocks within the grid cells, with some containing guest names like 'shashika' or 'arlene'.

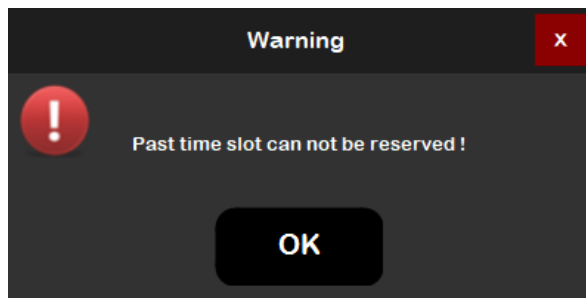
1. To the far right of the reservation panel, represents the time and statuses of the reservations and includes an easy search function. In this reservation list can see reservation details by search any guest.



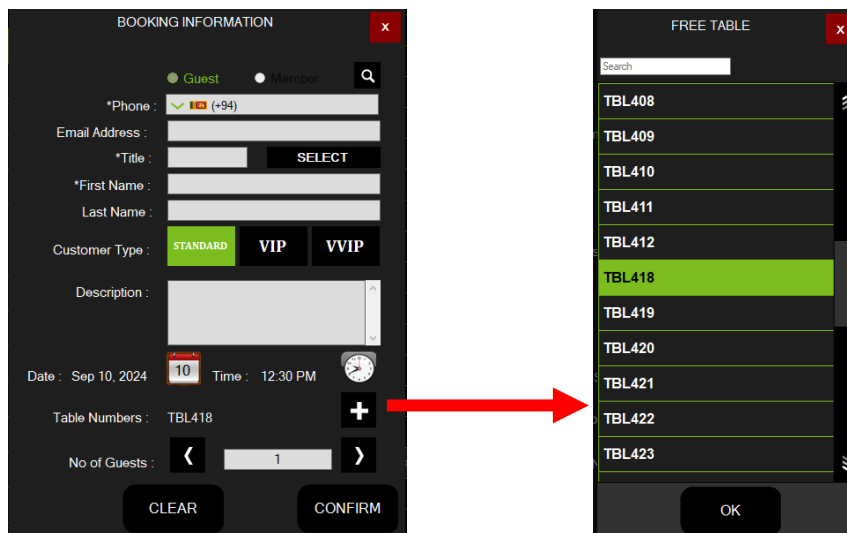
When you click on a time slot and add new button, the below form can be obtained. Then a reservation can be done by filling this form. By give correct phone number customer is loaded, if the new contact number it should be correct.

The 'BOOKING INFORMATION' form is displayed. It has a toggle for 'Guest' (selected) and 'Member'. Fields include: *Phone: (+94) [input], Email Address: [input], *Title: [input] with a 'SELECT' button, *First Name: [input], Last Name: [input], Customer Type: buttons for 'STANDARD' (selected), 'VIP', and 'VVIP', and a Description: [text area]. At the bottom, it shows 'Date: Sep 10, 2024' and 'Time: 12:30 PM' with a clock icon. There are 'CLEAR' and 'CONFIRM' buttons at the very bottom.

Note: The past time slots cannot be reserved, will show a warning message as follows.

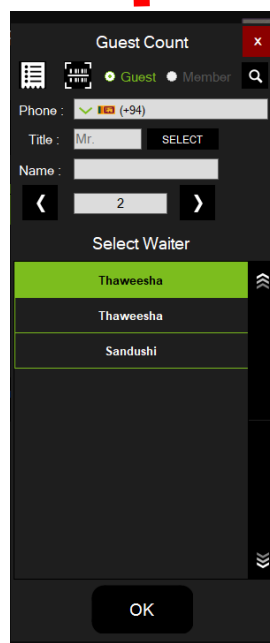


Once click on add sign in the below menu appearing, it will show following window to reserve table or tables prefer. Here this is available for table merging. That any tables can merge which refers to reserved person.



1.2 Quick booking Management

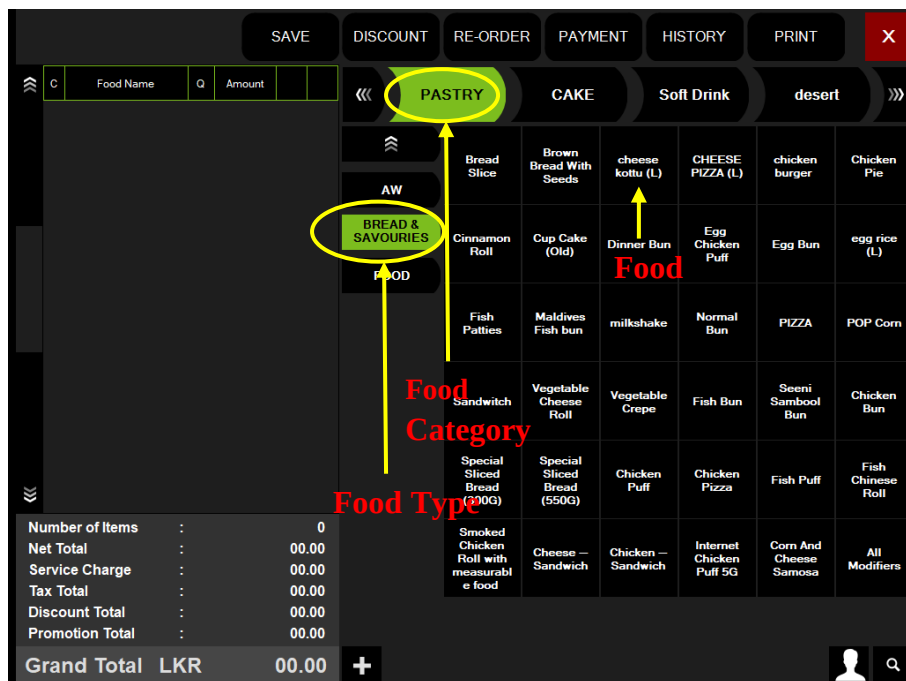
Tables can be reserved by the users with a waiter by clicking black colour tabs which represent in the dashboard.



3. Order Management

3.1 Normal Order Management

Food Items can be ordered using this wizard. Food Items are grouped into several food types.



3.1.1 Reorder

Once some foods are ordered, they can be reordered again **RE-ORDER** Button enables the reorder.

The screenshot shows the POS system interface with the 'RE-ORDER' button highlighted. The interface displays a list of items to be reordered, including Butter Cake (Old), Bento Cake Ribbon, and Chocolate Cup Cake (Inv). The total amount for the reordered items is LKR 2,490.00.

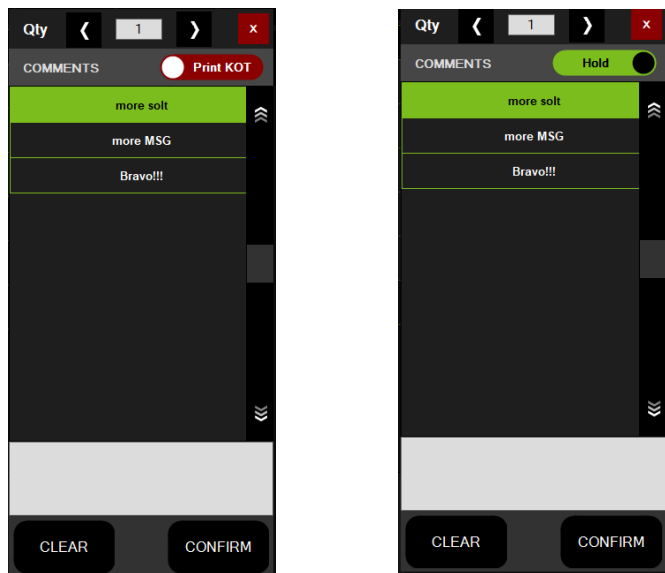
C	Food Name	Q	Amount	
T	Butter Cake (Old)	1	150.00	
T	Bento Cake Ribbon	1	720.00	
T	Chocolate Cup Cake (Inv)	1	375.00	
T	Butter Cake (Old)	1	150.00	
T	Bento Cake Ribbon	1	720.00	
T	Chocolate Cup Cake (Inv)	1	375.00	

Number of Items : 6
 Net Total : 2,394.55
 Service Charge : 95.46
 Tax Total : 00.00
 Discount Total : 00.00
 Promotion Total : 00.00
Grand Total LKR 2,490.00

Note: The reordered foods will appear in dark colour. It can be deleted or commented by clicking specific food item. If the Reordered items added again, promotion prices are not added again.

3.1.2 Order Comments

Once you single click on a food the below popup will appear. When click on the print KOT button, it hold and not print on KOT.

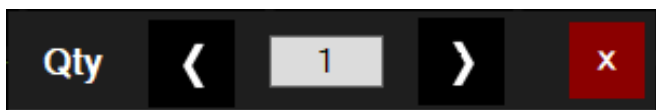


Note: Inside the comment box, you can type any comments regarding the food or order. After confirming the comment that will appear in the saved food order.

TBL412		SAVE	
Order Id : 491355			
C	Food Name	Q	Amount
T	Butter Cake (Old)	1	150.00
T	Bento Cake Ribbon	1	720.00
T	Chocolate Cup Cake (Inv)	1	375.00
T	Butter Cake (Old)	1	150.00
T	Bento Cake Ribbon	1	720.00
T	Chocolate Cup Cake (Inv)	1	375.00
T	Butter Cake (Old)	1	150.00
T	Bento Cake Ribbon	1	720.00
T	Chocolate Cup Cake (Inv)	1	375.00
Number of Items		:	9
Net Total		:	3,591.82
Service Charge		:	143.19
Tax Total		:	00.00
Discount Total		:	00.00
Promotion Total		:	00.00
Grand Total		LKR	3,735.00

3.1.3 Order Quantity

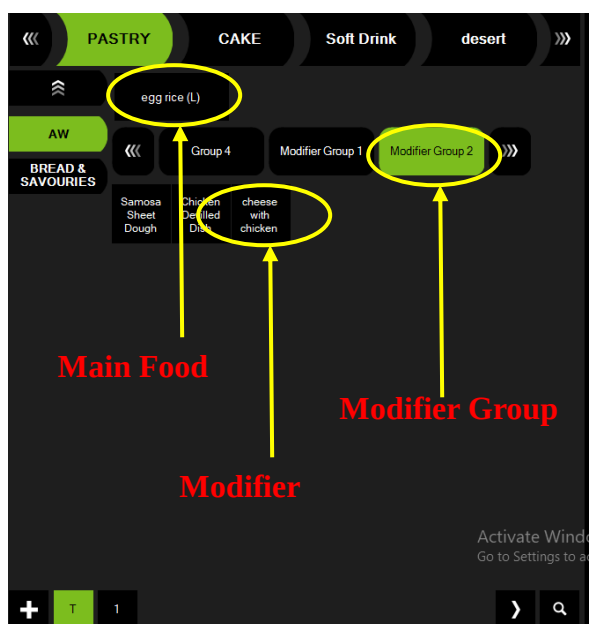
By click the left or right arrow keys, the quantity of the particular food can be selected.



3.1.4 Food Configurations

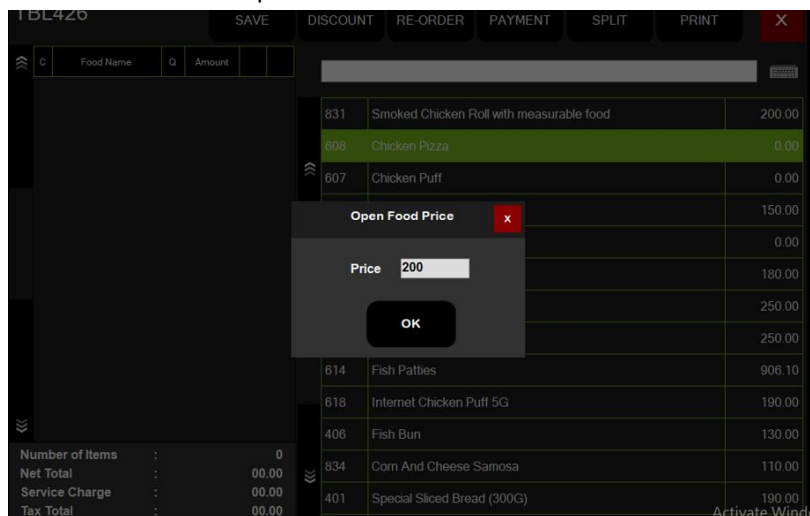
3.1.4.1 Modifiers

Ingredients can be added and removed to an item can be done through the modifier. All the modifiers are listed under All Modifiers.



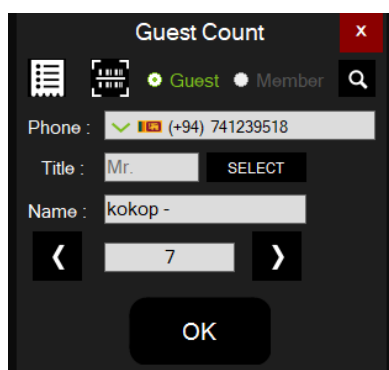
3.1.4.2 Open food

In here can add food price to cashier.



3.1.5 Cover number management

The orders can be made for the table or for each and every visitor. Cover number indicates the visitor.



Note: Cover number can be add or remove by clicking arrow keys shown in the pop up menu.

4. Fast Food Management

4.1 Direct sales

Go to direct sales by clicking the

TAKE OUT

button.

This is to sell items without reservations.

SAVE DISCOUNT RE-ORDER PAYMENT HISTORY PRINT X					
≡	C	Food Name	Q	Amount	
	T	Butter Cake Small	1	980.00	
	T	Bento Cake Ribbon	1	720.00	
	T	Cashew Chocolate Bar	1	980.00	
	T	Coffee Cake 2Kg	1	4180.00	
	T	Chocolate Loaf Cake	1	980.00	
Number of Items : 5 Net Total : 6,736.73 Service Charge : 423.49 Tax Total : 679.78 Discount Total : 00.00 Promotion Total : 00.00 Grand Total LKR 7,840.00 +					

≡	PASTRY	CAKE	Soft Drink	desert	≡	
≡	Bento Cake Ribbon	Butter Cake Small	Cake Ribbon Base (M)	Cashew Chocolate Bar	Chocolate Cake (1.5Kg)	Chocolate Cake (2Kg)
BUTTER BASE CAKES						
CAKE PIECES	Chocolate Cake (M)	Chocolate Loaf Cake	Coffee Cake (M)	Coffee Cake 2Kg	Disk_Cake Small	Disk_Chocolate Cake XI
DESSERTS						
GATEAU CAKES	Disk_Ribbon Cake XI	fruit cake (Banana, pineapple, apple, grape)	Marble Cake	Ribbon Cake (2Kg)	Ribbon Nougat (2Kg)	Ribbon Nougat(M)
	Round Shape Design Cake	All Modifiers				

Here can select the phone number or can get phone number default. There are no numbers it can be fill.

Guest Member			Ms. mallika X	
CLI :		(+94) 112071797	GUEST INFORMATION : Take Out	
Order	Order Date	Price	Orders : 7	
268612	29 May 2024 05:31 P...	3381.00	Phone : 94112071797	
268510	27 May 2024 11:05 AM	114.40	Email :	
268483	21 May 2024 10:50 AM	308.00	Title : Ms.	
268387	17 May 2024 04:25 P...	437.80	First Name : mallika	
268383	17 May 2024 03:46 P...	720.00	Last Name :	
268353	16 May 2024 02:18 P...	407.00		
268331	16 May 2024 11:35 AM	541.16		
DEFAULT CONFIRM			CLEAR	

4.2 Fast food collects option

Pay the bills for fast food use **PAYMENT** option.

4.3 Save Order history

The Takeout details can be saved using **SAVE** option.

To view Takeout history click **ORDERS** tab and click on **Take Out** button.

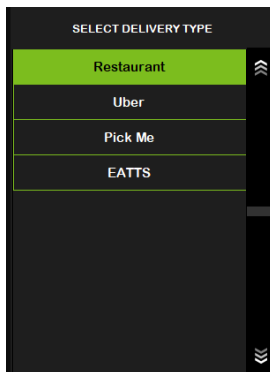
The below window will appear.

TAKE OUT HISTORY						
Delivery	Take Out	Search :				
Order Number	Time	Ref. Order No	Guest Name	Guest Mobile	Total Amount	PAY
491738	03:14 PM		ICL BRAND PRIVATE LIMITED 330 jayah ma .co .10	94114608800	1056.00	

4.4 Fast food guest management

DELIVERY

Delivery section can be accessed by clicking **DELIVERY** button. Then can see this window to select delivery types.



All the Home Deliveries can be handled using this section.

5. Delivery Management

5.1 Order Management

Orders can be made for the home delivery.

5.2 Guest Information Management

Guest information can be saved using the Guest Information Tables. This is to find the address of the place where the delivery has to be done. Can select rider and deliver zone.

Mr. Uber [X]

GUEST INFORMATION : Delivery (Restaurant) **Orders : 140**

Phone : 94770000001

Email :

Title : Mr.

First Name : Uber

Last Name :

*Rider : Uber [Select]

*Zone Code : FREE ZONE [Select]

Delivery Charge : 0.00

Remarks :

Ref. Order No :

*Address

• Home • Office • Other

[CLEAR] [SAVE]

[CLEAR]

Select Rider [X]

Search :

- None
- Uber
- Pick Me
- Eatts
- kamal
- Namal

Select Delivery Zone [X]

Search

- FREE ZONE
- FREE ZONE
- colombo
- kadawata
- welimada
- kiribathgoda
- peta
- Nugegoda

5.1 Special Order Management

First give telephone number, date, time and add new order.

Special Order [X]

• Guest • Member [Q] *Title : Mr. [SELECT] Date : Sep 14, 2024

*Phone : (+94) 117807000 *First Name : amasha Time : 12:00 PM

Email Address : Last Name :

[New Order]

Today	921	922	923	925	926	927	928	929
	January 17 12:30 PM 94710777196	January 20 05:30 AM 94713200509	January 20 05:30 AM 94713200509	January 18 12:00 PM 94762008409	January 19 14:00 PM 94776710124	January 19 11:30 AM 94769811127	January 19 02:00 AM 94711850656	January 25 09:00 AM 94711850656
	931	932	933	934	935	936	938	939
	February 13 12:00 PM 94112359700	February 15 12:00 PM 94711850656	February 21 12:00 PM 94711850656	February 29 12:00 PM 94711850656	March 02 12:00 PM 94711850656	March 08 12:00 PM 94711850656	March 05 12:00 PM 94711850656	March 08 12:00 PM 94711850656
Next 7 Days	1370	1371	1372	1373	1375	1377	1378	1379
	September 14 07:56 AM	September 14 08:10 AM	September 14 12:00 PM	September 14 08:17 AM	September 14 12:00 PM	September 14 10:56 AM	September 14 11:01 AM	September 14 12:50 PM
	1380	1381	1382	1386	1387	1389	1390	1392
	September 14 12:56 PM	September 14 12:00 PM	September 14 13:28 PM	September 14 14:00 PM	September 14 14:12 PM	September 14 15:30 PM	September 14 15:54 PM	September 14 16:13 PM
Later	1384	1385	1388					
	September 27 00:00 AM	September 29 12:00 PM	September 26 00:00 AM					

Then save and approve.

APPROVE

SAVE

ADVANCE DEPOSIT

PAYMENT

PRINT

DISCOUNT

X

Food Name

Q

Amount

Disk_Cake Small

1

2080.00

Coffee Cake (M)

1

2580.00

Chocolate Loaf Cake

1

980.00

«

SPECIAL

PASTRY

CAKE

Soft Drink

»

≡

BUTTERBASE CAKES

CAKE PIECES

DESSERTS

GATEAU CAKES

Bento Cake Ribbon

Butter Cake (Old)

Butter Cake Small

Cake Ribbon Base (M)

Cashew Chocolate Bar

Chocolate Cake (1.5Kg)

Chocolate Cake (2Kg)

Chocolate Cake (M)

Chocolate Loaf Cake

Coffee Cake (M)

Disk_Cake Small

Disk_Chocolate Cake Xi

Disk_Ribbon Cake Xi

Marble Cake

Ribbon Cake (2Kg)

Ribbon Nougat (2Kg)

Ribbon Nougat(M)

All Modifiers

Discount Total : 0.00

Grand Total : 5640.00

Advance Amount : 1100.00

Delivery date : 14-Sep-2024 12:00 PM

Name : amasha

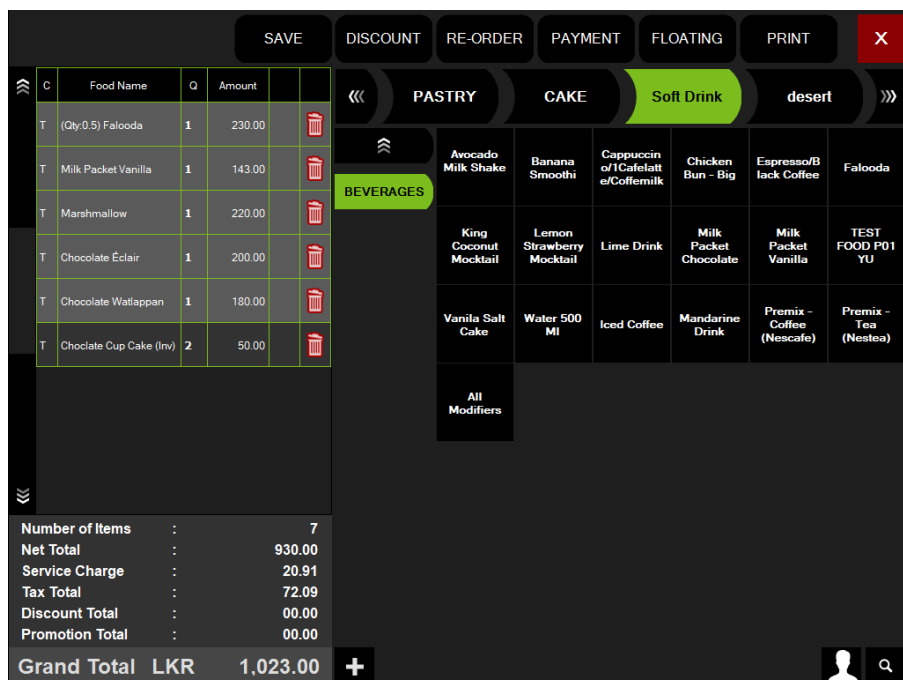
Mobile : 94117807000

Email :

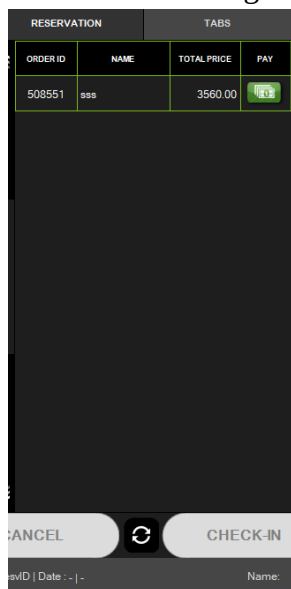
5. Tabs Management

Tab is come into play when the restaurant is fully occupied. Tabs referred to the customers those who don't occupy a table. Tabs can be allocated to a table. Tabs can be done by

clicking **TABS** button in the Dash Board.



If want a table assign table drag and drop, and no need a table can done payments.



5.1 Save Order history

Click Tab button and go **FLOATING** to view the Tab Reservation history.

Tab reservation history will appear as follows.

TAB HISTORY				
Order Number	Time	Guest Name	Guest Mobile	Total Amount

5.2 Tabs: guest management

Register the Tab guest details.

Mr. Fname Lname

X

GUEST INFORMATION : Floating Table

Orders : 0

*Phone :

Email :

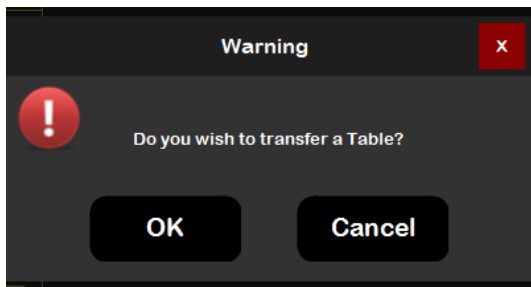
*Title :

*First Name :

Last Name :

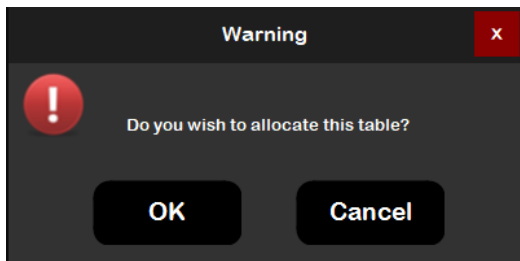
5.3 Table transfer to other table

Change the table by clicking on an allocated table and then by dragging it on to an unallocated table.



5.4 Tabs order assign to table

Tabs can be allocated to tables by dragging and dropping a tab to an unallocated table.



This warning message displayed when drag and drop Tabs orders on the reservation tabs.

5.5 Table merge

First drag and drop a table on another table, steps as following.



Note: Tables can merge floor wise or same floor wise.

Only 2 tables and 2 bills can merge.

6. Order Operation Management

Discounts are handled by this section.

Add Discount

Normal

Food Type

Food Category

Food Name	Qty	Net Amount	Discount Amount	Discount	Rate	Net Price
Chicken BBQ Wings	1	500.00	0.00	0	%	On
Butter Cake (Old)	1	136.36	0.00	0	%	Off
Bento Cake Ribbon	1	720.00	0.00	0	%	Off
Bento Cake Ribbon	1	720.00	0.00	0	%	Off
Chocolate Cup Cake (Inv)	1	340.91	0.00	0	%	Off

Total : 2417.27

VAT

Service Charge : 0.00

SERVICE CHARGE

SSCL

Tax Amount : 0.00

TDL

Discount : 0.00

0.00

%

P&G CHAR

Promotion : 0.00

VAT3

Grand Total : 2,417.27

CONFIRM

6.1 Line Discount Management

Discounts can add based on normally, food type or food type.

Apply discounts rates to each and every item.

Chocolate Cake (M)	1	2580.00	258.00	10.00	%	Off
--------------------	---	---------	--------	-------	---	-----

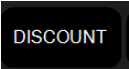
6.2 Full Discount Management

Apply discount rates to the final amount.

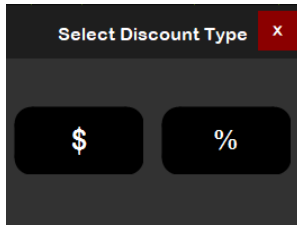
Discount	:	371.00	10.00	%
----------	---	--------	-------	---

6.3 Complimentary Management

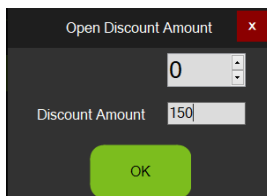
Some items could have 100% discount rates.

Different discounts rates can be applied by clicking  button in the order panel.

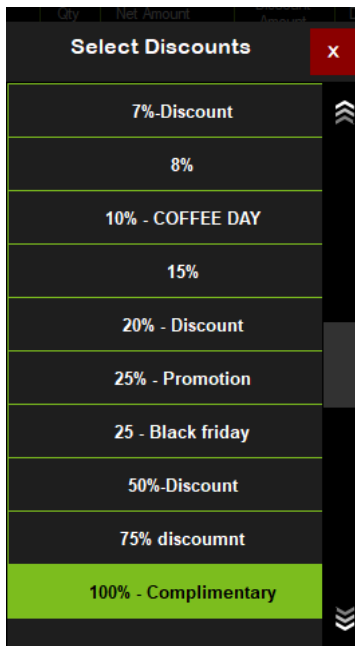
First, select the discount type



Add flat discount by below window.



Add discount percentage by below window.



6.4 Service Charge ON/OFF

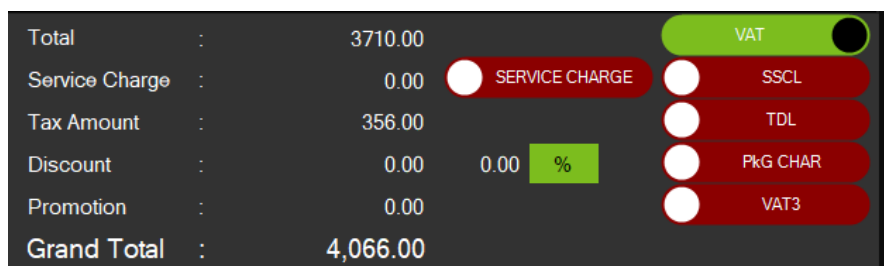
Service charges can be applied or omitted by click the SC On button.



Service Charge : 47.73 **SERVICE CHARGE**

6.5 VAT ON/OFF

The Value Added Tax can be applied or omitted by click the Vat On button.



Total	:	3710.00		VAT
Service Charge	:	0.00	SERVICE CHARGE	SSCL
Tax Amount	:	356.00		TDL
Discount	:	0.00	0.00 %	PkG CHAR
Promotion	:	0.00		VAT3
Grand Total	:	4,066.00		

7. Split Order Invoice

Split Order invoice could be accessed by clicking the **SPLIT** button in the order section.

The invoice can be split according the requirements.

FoodName	Q	C	Total Amount	Pay	
Invoice 1					
Butter Cake Small	1	2	980.00		
Chocolate Cake (M)	1	3	2580.00		
Total Amount	2		3560.00		
Invoice 2					
Chicken BBQ Wings	1	1	500.00		
X'mas Breudher	1	T	1300.00		
Total Amount	2		1800.00		

There are few buttons for the split function.



7.2. Split by manual

Manual Split can be done by clicking the on items that we have to split manually, and then by clicking on the **SPLIT** button. Manually selected item goes second panel and click on split button it goes to third panel.

SPLIT BY COVERS				SPLIT				REVERT				CONFIRM				ROLL BACK				X			
C	Food Name	Q	Amount	C	Food Name	Q	Amount	FoodName	Q	C	Total Amount	Pay											
T	Butter Cake (Old)	1	136.36	1	Chocolate Cake (M)	1	2345.45	Invoice 1															
1	Chocolate Loaf Cake	1	890.91					Bento Cake Ribbon	1	T	720.00												
4	Chocolate Cake (M)	1	2345.45					Total Amount	1		720.00												
								Invoice 2															
								Cake Ribbon Base ...	1	T	2580.00												
								Bento Cake Ribbon	1	I	720.00												
								Total Amount	2		3300.00												
								Invoice 3															
								Chocolate Cake (2...	1	4	4280.00												
Number of Items : 3				Number of Items : 1				Number of Items : 4															
Net Total : 3372.72				Net Total : 2345.45				Net Total : 7676.36															
Service Charge : 13.64				Service Charge : 0.00				Service Charge : 0.00															
Tax Total : 323.64				Tax Total : 234.55				Tax Total : 623.64															
Discount Total : 0.00				Discount Total : 0.00				Discount Total : 0.00															
Promotion : 0.00				Promotion : 0.00				Promotion : 0.00															
Grand Total LKR 3710.00				Grand Total LKR 2580.00				Grand Total LKR 8300.00															

All the splits can be cancelled by clicking on the **ROLL BACK** button.

9. Kitchen order management

9.1. Kitchen display unit

Display Kitchen Ticket Orders in displays of Kitchens.

9.2. KOT printing

Print Kitchen tickets and Bills.

KOT Reprint

Search

Order ID	Order Type	Total Price
493607	Tab	720.00
493564	Dine In	6860.00
493551	Dine In	6060.00
493544	Dine In	6060.00
493543	Take Out	286.00
493433	Dine In	2600.00
493378	Dine In	14590.00
492584	Dine In	139.00
492583	Dine In	470.01
492582	Dine In	1170.00
492161	Dine In	21045.94
492088	Dine In	19018.00
491955	Dine In	4259.33

User Unlock

Waiter Allocation

Printer Reset

Shift Management

Receipt Reprint

KOT Reprint

Drawer Open

Manage Guest

Past Bills

Closing Stock

Activate Window

Members to a

Confirmation

11. Payment Management

11.1 Payment Methods

Several payment options are available to pay the bills.

11.1.1 Cash Payment

Pay your bills with cash instantly.

11.1.2 Credit cards Payment

Use credit cards for your payment.

Credit Card Payment







*Card Type

Holder Name

Card Number

*Pay Amount LKR Tip

Expiry Date Sep-2024

ADD CLEAR

11.1.3. Cheque Payment

Checks can be acceptable.

Cheque Payment

*Cheque No

*Amount LKR Tip

*Bank

Branch

Realized Date Sep 11, 2024

ADD CLEAR

11.1.4. City Ledger

City Ledger accounts are the credit accounts provided by the hotel for regular customers.

City Ledger Payment

*Amount LKR

*Name

Organization

Voucher No

ADD CLEAR

11.1.5 Duty Meal

Provide duty meals for the employees.

Duty Meal Payment

*Pay Amount
LKR
17091.20

*Employee
Jayananthan
Select

ADD
CLEAR

11.1.6 Advanced Payment

First create advance deposit and confirm it.

ADVANCE DEPOSIT

Base Currency :
LKR

Total Amount
2500.00

Other Payment

*Payment Type
Name
Transaction No.
*Pay Amount LKR

FriMi
eZ Cash
mCash
We Pav
HNB Solo

ADD
CLEAR

Guest
Member

*Phone :
(+94) 702215245

Email Address :

*Title :
Ms.

*First Name :
dhedhunu

Last Name :

Remarks :

CASH
CHEQUE
CREDIT CARD
OTHER

PAY MODE	CURRENCY	AMOUNT
Other	LKR	500.00
Cash	LKR	2000.00

1
2
3
4
5
6
7
8
9
C
0
CLS
0.00
.
50
100
500
1000
2000
5000

Activate Window
Go to Settings to...

CONFIRM

Guest can pay advance for their food orders.

Advance Payment

Guest
94779867066
Select

Advance
673

Available Balance
810.00

Pay Amount
810.00

ADD
CLEAR

POS SYSTEM

11.2 Single Payment

Single payments can be done using one of the above options individually. Select only one ID.

BOOKING ID
Table:TBL409 - Res:5982 Ord:509915 Select

LKR Grand Total 980.00 Settled Amount 0.00 Due Amount 0.00

Cash Payment
Pay Amount LKR Tip

ADD CLEAR

Total 980.00
Service Charge 0.00
Tax Amount 0.00
Discount 0.00
Promotion 0.00
Grand Total 980.00
Sales Person None Select

MULTIPLE
ADVANCE DEPOSIT
CITY LEDGER SETTLEMENT
GIFT VOUCHER

PAY MODE	CURRENCY	AMOUNT	TIP
1	2	3	
4	5	6	
7	8	9	
C	0	CLS	
980.00	.	500	5000

Select Reservation x

Search

- Table:TBL448 - Res:5984 Ord:509566
- Table:TBL409 - Res:5982 Ord:509915
- Table:Special Table 3 - Res:5979 Ord:509402
- Table:TBL485 - Res:5976 Ord:508899
- Table:TBL445 - Res:5975 Ord:508898
- Table:TBL444 - Res:5973 Ord:508693
- Table:TBL426 - Res:5971 Ord:508570
- Table:TBL423 - Res:5968 Ord:508321
- Table:TBL420 - Res:5967 Ord:508260
- Table:TBL425 - Res:5964 Ord:508198
- Table:TBL411 - Res:5957 Ord:508047
- Table:Special Table - Res:5922 Ord:507058

11.3 Mix Payment

Use multiple sources to pay your bill.

PAY MODE	CURRENCY	AMOUNT	TIP
Cash	LKR	10000.00	0.00
Credit Card (Visa)	LKR	2022.40	0.00

11.4 Multiple Payments

Note: One person can pay for multiple tables or reservations. But it should be only one type.

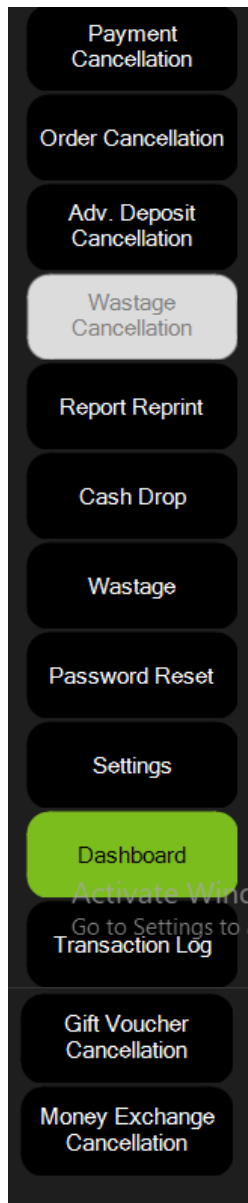
Select Reservations x

- Table:TBL412 - Res:5768 Ord:495074
- Table:TBL409 - Res:5767 Ord:494989
- Res:(Tab) Ord:493607

OK

12. Manager Panel

Administration panel contains the administrative functions.



12.1 Cancellation

Two types of cancellation can be possible.

12.1.1 Order

Cancel an order, can be found in the order cancellation tab in manager tab.

Order Cancellation				
Search				
Order Id	Order Type	Status	Total Price	
494252	Dine In	Active	4812.00	X
494143	Dine In	Active	3162.00	X
493607	Tab	Active	720.00	X
493551	Dine In	Active	6060.00	X
493544	Dine In	Active	6060.00	X
493543	Take Out	Active	286.00	X
493433	Dine In	Active	2600.00	X
493378	Dine In	Active	14590.00	X
492584	Dine In	Active	139.00	X
492583	Dine In	Active	470.01	X
492582	Dine In	Active	1170.00	X
492579	Delivery (Pick Me)	Settled (Complementary)	0.00	X
492161	Dine In	Active	21045.94	X
492088	Dine In	Active	17091.20	X
491955	Dine In	Active	4259.33	X

X

Login Authorization

Please Select a Username From List

OK

12.1.2 Payment

Cancel a payment, can be found in the payment cancellation tab in manager tab.
In the tabs, can cancel payments only **dining**.

Payment Cancellation						
Search						
Payment Id	OrderID / ID List	Payment Mode	Guest Name	Reservation Id / ID List	Total Amount	
269889	493944/493564	CASH/CARD	Default	5758/5757	12022.40	X
269888	493529	CASH	Sanaka		7760.00	X
269887	493536	CASH	Venura		7760.00	X
269886	493510	CASH	Sanaka		5260.00	X
269885	491738	CASH	ICL BRAND PR...		1056.00	X
269884	493491	CASH	Sanaka		4460.00	X
269883	493435	CASH	Sanaka		6060.00	X
269882	492581	CASH	Pick Me		17590.00	X
269881	492580	CASH	Uber		17590.00	X
269880	492578	CASH	Uber		6.01	X
269879	492577	CASH	Uber		17590.00	X
269878	491695	CASH	Default	5734	6960.00	X
269877	491342	CASH	Amesh		60000.00	X
269876	491489	CASH	Tharusha		93600.00	X
269875	491362	CASH	Lalith		120000.00	X

Reason for Cancellation

X

Cashier Mistakes

Customer Return

Customer Refund

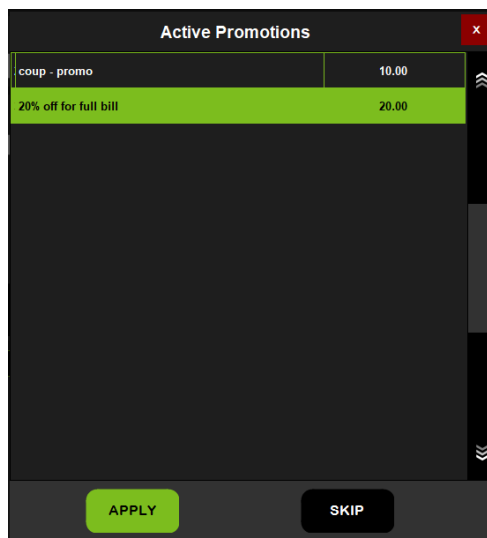
CUSTOMER NEED

Custom Reason

CONFIRM

12.1.2 Other Payment

These payments add by 2 types. They are Final bill and for the order



12.1.2 Gift Vouchers

Select a serial num and get gift vouchers.

12.2 Password Reset

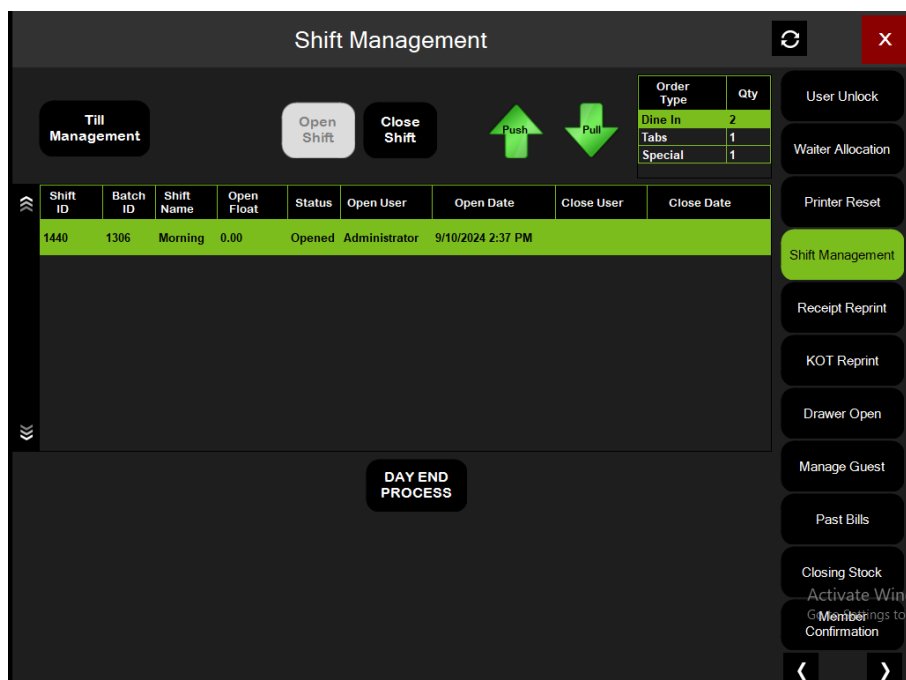
Reset the password of a user. If the password reset 123 is the default.

User ID	First Name	Last Name
87	Sumedha	Chathuranga
92	Jayananthan	G
93	Kosala	Maduwanthi
94	Kasun	Gayan
111	sugath	perera
141	AArul	AArul
177	Sarah	Dulanjali
190	PRAVEEN	YUGESH
258	Robert	Jayasuriya
309	Janaki	.
317	Slewa kumar	kumar
573	Ajanthini	.
581	Audit	.
596	Ishara	Kumara
652	Akalanka	.

12.3 Shift management & Day End

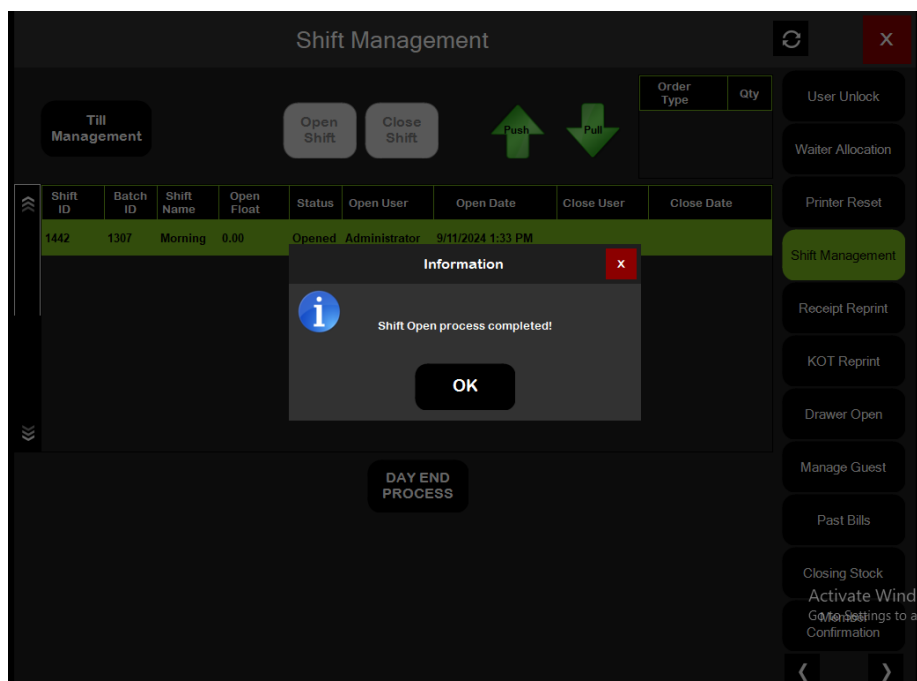
To start the proceedings of a day a shift must be opened.

Shifts can be opened and closed under “Shift Management” in the Cashier section.



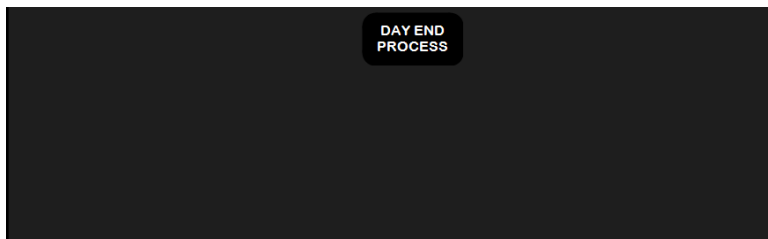
12.3.1 Open Shift

To start a shift, clicks the Open button in Shift Management window.



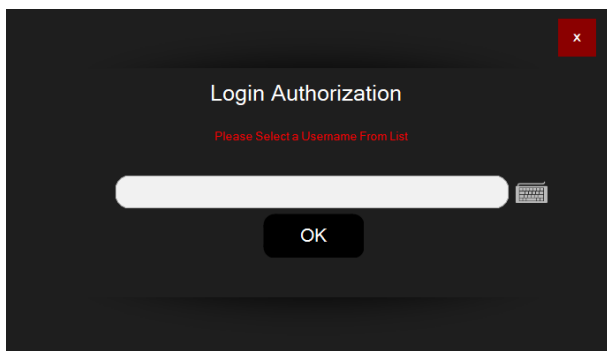
12.3.4 Day end Process

Click this button to indicate the end of day. I.e. end of all shifts for a day. To process the Day End, all the shifts must be closed and all the orders must be paid.

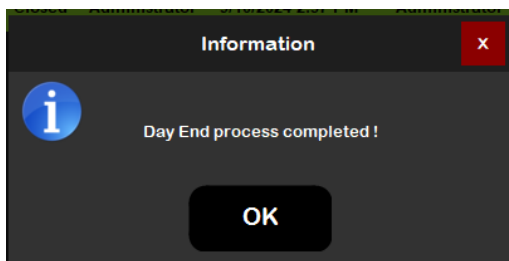


To the day end process to be completed it must ensure the shift is closed. Otherwise will get “close shift process should be run” message.

Once you click the **DAY END PROCESS** button, a popup for the Authorization will appear. By typing the Username and password, the Day End process can be succeeded. To complete this process will asks for authorization from the admin.

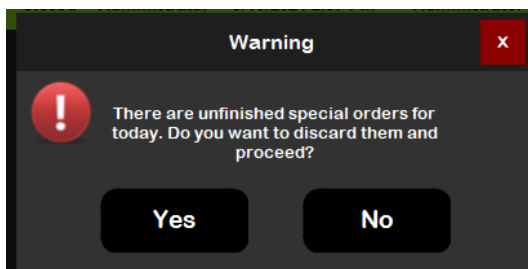


Once the Day End succeeds below confirmation message will appear.



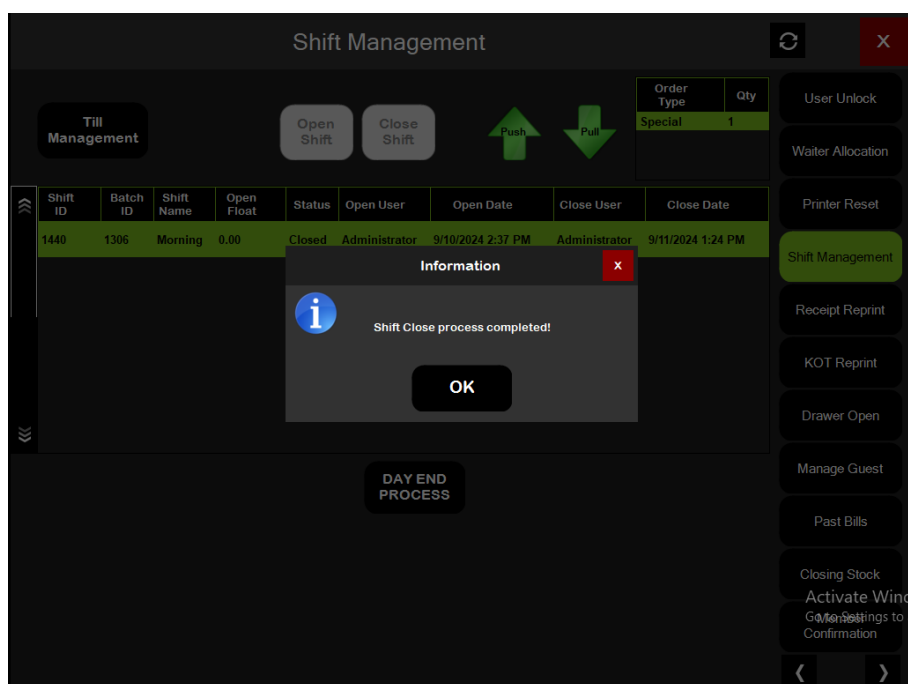
If some reservations are pending for the payment or not paid, the below message box will appear.

****Check all the tables, special orders, Active MTN, FTN tabs and reservations before run the day end. The Day End process enables you to find out whether all the payments are done or not.**



12.3.2 Close Shift

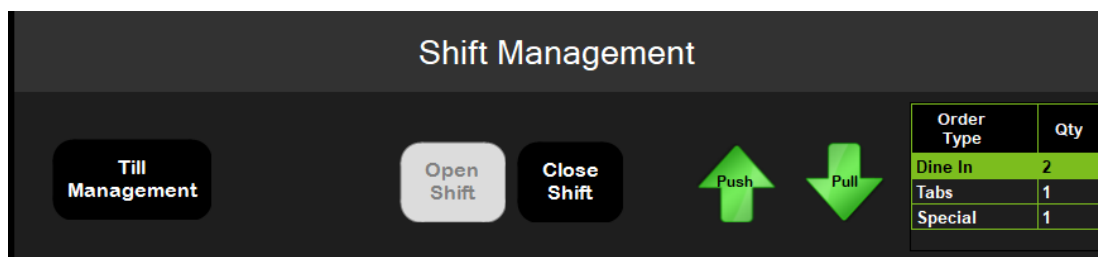
To finish a shift click the Close button in Shift Management window.



To close the shift close all tills, checklist and all balance of the day

12.3.3 Push and Pull

This is used to integrate data transaction between inventory and POS. When click on PUSH Button after day end process, all the transaction details updated in the inventory. And when click on PULL; it will process to get inventory update to the POS system.



12.4 Printer Reset

Clear bill print queues. Use this facility when your printer is switched off or not connected to avoid the pending payment bills gets printed.



To clear a bill print just double clicks on an item. Then the particular bill cannot be printed.

12.5 Receipt reprint

This functionality is used to reprint the receipts. Select the several category such as Bill, complementary, duty meal, hotel posting, gift vouchers, city ledger.

Receipt Reprint			
Search ☐ Bill ☒ Complementary ☐ Duty Meal ☐ Hotel Posting ☐ Gift Voucher ☐ Adv. Deposit ☐ City Ledger			
Order Id	Order Date	Order Type	Total Price
495480	9/11/2024 1:45:03 PM	Dine In	0

12.6 KOT reprint

In order to reprint the Kitchen Order Ticket.

KOT Reprint		
Search		
Order ID	Order Type	Total Price
495700	Dine In	550.00
495687	Dine In	4708.00
495553	Dine In	4708.00

13. POS Report (Cashier)

13.1 Summery Report

POS Report portion of this system is used to generate reports for the cashier.

There are Current Sales Report, Current Category Report and Current Product Report.

Daily Sales

Restaurant : ALEXANDRA PLACE

Date : 11 Sep 2024

Cashier Name : All Cashiers

Number of Guests : 3

Average Per Cover : 3,108.01

Generated By : Admin

Shift Name : All

CASH	9,324.04
Gross Total	9,390.00

Summary Report

- Category Report
- Product Report
- Advance Deposit Report
- Hourly Sales report
- Wastage Report
- Future Order Report
- Daily Inventory Report
- Operation Type Wise Report
- Money Exchange Report

With Details

Shift Type: All **Select**

Device: All **Select**

Cashier: All Cashiers **Select**

VIEW

Current Page No.: 1 | Total Page No.: 1 | Zoom Factor: Page Width

13.1 Category Report

This is to generate report regarding all the payments in a day. In this report the payments are detailed by payment types.

Category Summary

Restaurant : ALEXANDRA PLACE
Date : 11 Sep 2024
Generated By : Admin

Details	Qty	Amount
FOODS	3	2,300.00
CAKE	2	6,860.00
OTHER	2	230.00

Gross Total : 9,390.00
Total Promotion : 0.00
Total Discount : 686.00
Net Total : 8,704.00
Total Tax : 767.64
Total SC : 0.00
Grand Total : 9,324.04

Complimentary items

CAKE	3	6,760.00
------	---	----------

11-09-2024 2:49:26 pm
InsaPOS is Powered by InsaHub (Pvt) Ltd

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

Summary Report
Category Report
Product Report
Advance Deposit Report
Hourly Sales report
Wastage Report
Future Order Report
Daily Inventory Report
Operation Type Wise Report
Money Exchange Report

With Details

VIEW

If you want to view report with more detail, click with details button and view the report.

Category Summary

Restaurant : ALEXANDRA PLACE
Date : 11 Sep 2024
Generated By : Admin

Details	Qty	Amount
FOODS	3	2,300.00
Xmas Breadther	1	1,300.00
Chicken BBQ Wings	2	1,000.00
CAKE	2	6,860.00
Cake Ribbon Base (M)	1	1,380.00
Chocolate Cake (2kg)	1	4,280.00
OTHER	2	230.00
Asmi	1	150.00
Aluva	1	80.00

Gross Total : 9,390.00
Total Promotion : 0.00
Total Discount : 686.00
Net Total : 8,704.00
Total Tax : 767.64
Total SC : 0.00
Grand Total : 9,324.04

Complimentary items

CAKE	3	6,760.00
Black Forest Gateau (M)	1	3,680.00
Marble Gateau (M)	1	2,980.00
Chocolate Mousse Slice	1	100.00

11-09-2024 2:50:17 pm
InsaPOS is Powered by InsaHub (Pvt) Ltd

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 75%

Summary Report
Category Report
Product Report
Advance Deposit Report
Hourly Sales report
Wastage Report
Future Order Report
Daily Inventory Report
Operation Type Wise Report
Money Exchange Report

With Details

VIEW

13.2 Product Summery

Generate product wise report. This includes items and the sales amount in Rs.

Product Summary
 Restaurant : ALEXANDRA PLACE
 Date : 11 Sep 2024
 Generated By: Admin

Details	Qty	Amount
BUTTER BASE CAKES	2	6,860.00
OTHERS	2	230.00
PROMOTIONS	1	1,300.00
BUNS	2	1,000.00
Gross Total		9,390.00
Total Promotion		0.00
Total Discount		686.00
Net Total		8,704.00
Total Tax		767.64
Total Ser. Charge		0.00
Grand Total		9,324.04

Complimentary Items

GATEAU CAKES	2	6,660.00
CAKE PIECES	1	100.00

11-09-2024 2:46:54 pm
 InstaPOS is Powered by InstaHub (Pvt) Ltd

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

VIEW

If you want to view report with more detail, click with details button and view the report.

Product Summary
 Restaurant : ALEXANDRA PLACE
 Date : 11 Sep 2024
 Generated By: Admin

Details	Qty	Amount
BUTTER BASE CAKES	2	6,860.00
Cake Ribbon Base (M)	1	2,580.00
Chocolate Cake (2kg)	1	4,280.00
OTHERS	2	230.00
Asmi	1	150.00
Aluva	1	80.00
PROMOTIONS	1	1,300.00
Xmas Bread	1	1,300.00
BUNS	2	1,000.00
Chicken BBQ Wings	2	1,000.00
Gross Total		9,390.00
Total Promotion		0.00
Total Discount		686.00
Net Total		8,704.00
Total Tax		767.64
Total Ser. Charge		0.00
Grand Total		9,324.04

Complimentary Items

GATEAU CAKES	2	6,660.00
Black Forest Gateau (M)	1	3,490.00
Marble Gateau (M)	1	2,990.00
CAKE PIECES	1	100.00
Chocolate Mousse Slice	1	100.00

11-09-2024 2:56:01 pm
 InstaPOS is Powered by InstaHub (Pvt) Ltd

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 75%

VIEW

13.3 Daily Category

This report gives the details category wise.

Category Summary

Restaurant : ALEXANDRA PLACE
Date : 11 Sep 2024
Generated By : Admin

Details	Qty	Amount
FOODS	4	2,800.00
CAKE	6	19,780.00
Soft Drink	1	153.00
OTHER	2	230.00

Gross Total : 22,963.00
Total Promotion : 0.00
Total Discount : 9,326.00
Net Total : 13,637.00
Total Tax : 1,210.94
Total SC : 0.00
Grand Total : 14,700.34

Complimentary items

CAKE	3	6,760.00
------	---	----------

11-09-2024 4:29:12 pm
IntaPOS is Powered by IntaHub (Pvt) Ltd

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

VIEW

If you want to view report with more detail, click with details button and view the report.

Category Summary

Restaurant : ALEXANDRA PLACE
Date : 11 Sep 2024
Generated By : Admin

Details	Qty	Amount
FOODS	4	2,800.00
Xmas Bread	1	1,300.00
Chicken BBQ Wings	3	1,500.00
CAKE	6	19,780.00
Coffee Cake (M)	1	2,580.00
Chocolate Cake (M)	1	2,580.00
Cake Ribbon Base (M)	1	2,580.00
Chocolate Cake (1.5kg)	1	3,480.00
Chocolate Cake (2kg)	2	8,560.00
Soft Drink	1	153.00
Lime Drink	1	153.00
OTHER	2	230.00
Asmi	1	150.00
Aluva	1	80.00

Gross Total : 22,963.00
Total Promotion : 0.00
Total Discount : 9,326.00
Net Total : 13,637.00
Total Tax : 1,210.94
Total SC : 0.00
Grand Total : 14,700.34

Complimentary items

CAKE	3	6,760.00
Black Forest Gateau (M)	1	3,480.00
Muslin Gateau (M)	1	2,480.00
Chocolate Buns	1	100.00

11-09-2024 4:29:12 pm
IntaPOS is Powered by IntaHub (Pvt) Ltd

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 70%

VIEW

13.4 Daily Category

This report gives the details shift wise.

Advance Deposit Report

Restaurant : ALEXANDRIA PLACE
Date : 13 Sep 2024
Generated By : Admin
Shift Type : All

ID	Guest Name	Deposit	Balance
03/30/2022			
192	Lall perara	28,500.00	6,899.70
	Cash:	28,500.00	
12/21/2022			
311	dayanth	9,000.00	8,505.81
	Cash:	9,000.00	
4/16/2024			
662	vishan	25,000.00	17,834.60
	Cash:	10,000.00	
663	mohaam	20,500.00	12,049.84
	Cash:	5,500.00	
5/7/2024			
673	Sanaka Piyumal	15,000.00	810.00
	Cash:	15,000.00	
5/9/2024			
674	akindu bogahawatta	2,000.00	1,462.00
	Cash:	2,000.00	
5/15/2024			
675	rashmi prabo	1,000.00	253.80
	Cash:	1,000.00	

Current Page No: 1 Total Page No: 1+ Zoom Factor: 100%

Summary Report
Category Report
Product Report
Advance Deposit Report
Hourly Sales report
Wastage Report
Future Order Report
Daily Inventory Report
Operation Type Wise Report
Money Exchange Report

Shift Type All Select

VIEW

13.4 Daily Category

This report gives the details hour wise.

Hourly Sales

Restaurant : ALEXANDRIA PLACE
Date : 13 Sep 2024
Number of Guest : 89
Average per cover : 2,545.01
Generated By : Admin

Hourly	AMOUNT
2024-09-13	
12:00:00 - 12:59:00	606.25
13:00:00 - 13:59:00	55,478.50
14:00:00 - 14:59:00	49,970.60
15:00:00 - 15:59:00	87,752.96
16:00:00 - 16:59:00	32,697.40
Gross Total	220,644.64
Total Promotion	371.80
Total Discount	4,548.68
Net Total	215,724.16
Total Tax	16.75
Total Ser. Chg	10,764.81

Current Page No: 1 Total Page No: 1 Zoom Factor: 100%

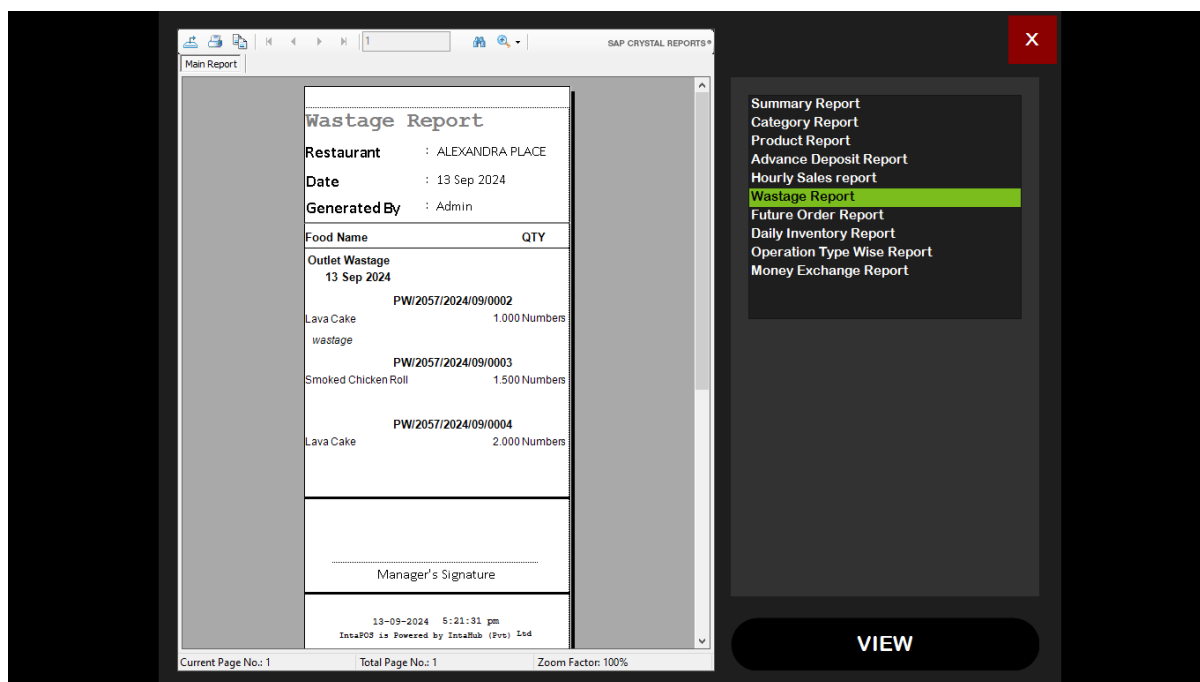
Summary Report
Category Report
Product Report
Advance Deposit Report
Hourly Sales report
Wastage Report
Future Order Report
Daily Inventory Report
Operation Type Wise Report
Money Exchange Report

Time Slot Hourly Select

VIEW

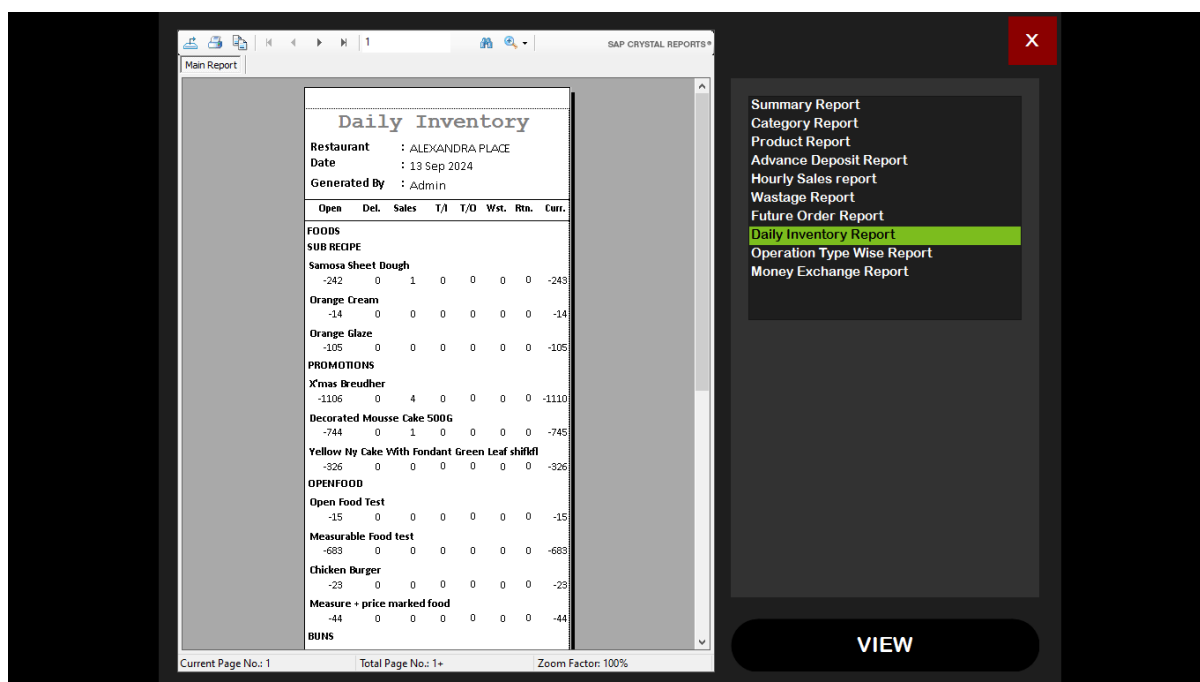
13.5 Wastage report

This report gives the details of wastage.



13.6 Daily inventory

This report gives the details of daily inventory.



13.7 Operation type wise

This report gives the details operation wise.

Operation Type Wise
 Restaurant : ALEXANDRA PLACE
 Date : 9/13/2024
 Generated By: Admin

ID	Name	Qty	Total
Dine-In			200,931.71
1	Smoked Chicken Roll	1	110.00
1	Smoked Chicken Roll	1	100.00
1	Smoked Chicken Roll	0	40.00
1	Smoked Chicken Roll	0	50.00
2	Chicken Pizza	0	25.00
2	Chicken Pizza	0	50.00
2	Chicken Pizza	0	50.00
2	Chicken Pizza	1	82.88
4	Chicken Puff	0	22.80
5	Fish Chinese Roll	1	150.00
7	Chicken Bun	0	56.25
11	Chicken -- Sandwich	1	250.00
15	Internet Chicken PuffSG	1	190.00
24	Iced Coffee	1	152.00
24	Iced Coffee	1	160.00

Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 100%

Summary Report
 Category Report
 Product Report
 Advance Deposit Report
 Hourly Sales report
 Wastage Report
 Future Order Report
 Daily Inventory Report
Operation Type Wise Report
 Money Exchange Report

With Details

VIEW

13.8 Money Exchange

This report gives the details of money exchange.

14. Wastage Management

Wastage management is for reporting wastage from the Restaurant operations.

Wastage

● Outlet Wastage ● Factory Wastage Department: ALEXANDRA PLACE

Food Name	Q	Amount
Food	Qty 1	ADD

Full Egg Rice
 All in one demo food
 Almond Tarts
 Aluwa
 Ambul Bananna
 Anniversary Cakes 01
 Anniversary Cakes 02
 Anniversary Cakes 03

Remarks :

SAVE

Payment Cancellation
 Order Cancellation
 Adv. Deposit Cancellation
 Wastage Cancellation
 Report Reprint
 Cash Drop
Wastage
 Password Reset
 Settings
 Dashboard
 Activate Window
 Go to Settings to a
 Transaction Log