eZee POS
BackOffice Manual

Online Chat Support
MSN Messenger: ezee247@hotmail.com   Skype: ezeetechnologies
Yahoo: ezee247@yahoo.com   Live Support: www.eZeeFrontDesk.com
GTalk: ezee247@gmail.com

Contact Information
Sales Phone: +91-98251-26513
Support Phone: +91-261-4004505
Fax Number : +91-261-2463913

Table of Contents

Getting started with eZee POS BackOffice

This is the first important step in using '**eZee POS BackOffice'**. You will need to configure the software with your property information. Basically you will enter all information's like Stores, Outlets, Menu Items, Rates, and Taxes etc.

Depending on the size and amount of information you enter, it may take two to four hours to configure.

Follow below steps to start configuring eZee POS BackOffice:

To launch 'eZee POS BackOffice' application, click on the icon either in the 'Start Menu' or on your Desktop.

The 'eZee POS BackOffice Login' window will appear. Upon successful installation we create 'Admin User', by default we do not set up any password. You will see following dialog.

Select the 'Admin' user from User List and click on Login button. This will log in you to eZee POS BackOffice Module to perform various configurations of your Restaurant.

User will need to complete the basic configuration asked in each screen to reach to the main screen.

Configuration Tab

User Configuration

User Operation

It is important to create separate account for all of your users who are going to use this software. All users should log in using their username and password. Admin can give different set of rights to users, depending on their roles. Depending on these privileges, users will have access to different functions of the software.

Click on the 'User Operation' → 'User List' will open as shown below. This list displays all the created users.

Enroll Card: - If user should be allowed to do a login based on a swipe of a card, management can select the user and then select the option enroll new card. We do have an option to remove an enrolled card.

Enroll New Card: If the user select an employee from the list and select this option then the user can swipe a card and assign a card to an employee.

Delete Enroll Card: If the user select an employee from the list and select this option then the user can delete previously assigned card for the employee.

New:- In order to define User, click on 'New' → 'Add/Edit User' dialog will open as shown below:

Enter all information such as User Name, Password, Confirm Password and User Role. Select/Unselect Privilege and press save button. Enter all users and then press Close button. Management will see all users listed in Users screen.

Special Settings:

User Code: This is employee code which can be used to log in Burrp!

User Role: User can group functions for different user role, by default those functions will be available to users possessing that User Role.

User can also click on the combo boxes of Privilege to give additional privilege than the defined set of privileges.

To define the set of privileges → go to 'Configuration' menu → User Role → user can modify default user roles.

Access to Front Desk: Check-mark this option if user wants this user to give access to FrontDesk Module as well.

Discount: Enter discount percentage/amount this user can offer to guest. User will only be able to offer discount if he has been given 'Allow the user to give discount (General Settings)' and 'Discount Types' rights.

Language: eZee Software is supported by multiple languages. User can have a set up, where one of your users runs software with English interface and the other runs with the regional local language. eZee Software can be seen on the language selected. Contact eZee Support for more information.

Right to Left Interface: To flip the language of the software from Right hand side to Left hand side, check mark this combo box.

For Example: - Middle eastern languages and Arabic language.

Automatic Logout: This is linked with Operation Type. Checking Mark Auto-logout feature will allow user to login only in the selected Mode in Operation Type field. And also automatically Log off a user once they have completed an order. After that the users will need to re-login.

Privilege Tab: User can click on the combo boxes of Privilege frame to give additional privilege for this user by selecting combo boxes from the respective privileges frame.

Store Tab: Assign the Stores by selecting respective combo boxes, to enable to perform functions only on the permitted Stores. This User will be able to see/work only on the permitted Stores.

Outlet Tab: Assign the Outlets by selecting respective combo boxes, to enable to perform functions only on the permitted Outlets. This User will be able to see/work only on the permitted Outlets.

Reports Tab: To restrict the access for viewing the reports by the Users (As per their User Role). Assign the reports from respective report privileges frame.

Discount Types Tab: Assign the rights to allow giving discounts by this user.

Discount Types: These can be from Outlet => Discount types (Allow the privilege by selecting respective combo boxes to give pre configured discount types)

Surcharge Type Tab: Assign the rights to allow giving Surcharge by the user.

Surcharge Types: These can be from Outlet Tab →Surcharge (Allow the privilege by selecting respective combo boxes to give pre configured Surcharge types)

Table Tab: Using this tab, you can define the tables which can be operated by the user, to do a transaction in the Outlets in the eZee Burrp software.

Other Information Tab: Notification Settings →Using this tab administration can define the contact details of the user, on which the user is to be notified about the system notifications.

Active: If you do not want any user to be listed in User list in Login screen, check mark this check box.

For Example: If any user is no more using the software or has left the property you can remove check mark from combo box beside word Active and that user will be deactivated from login screens.

Edit:-This option allows user to edit previously entered information.

Delete:-This option allows user to delete entered user.

Note: If the user has performed any action in POS Burrp the system will not allow deleting that user name, although you can make this user inactive as mentioned above.

Create User: Allows create as many users as you want.
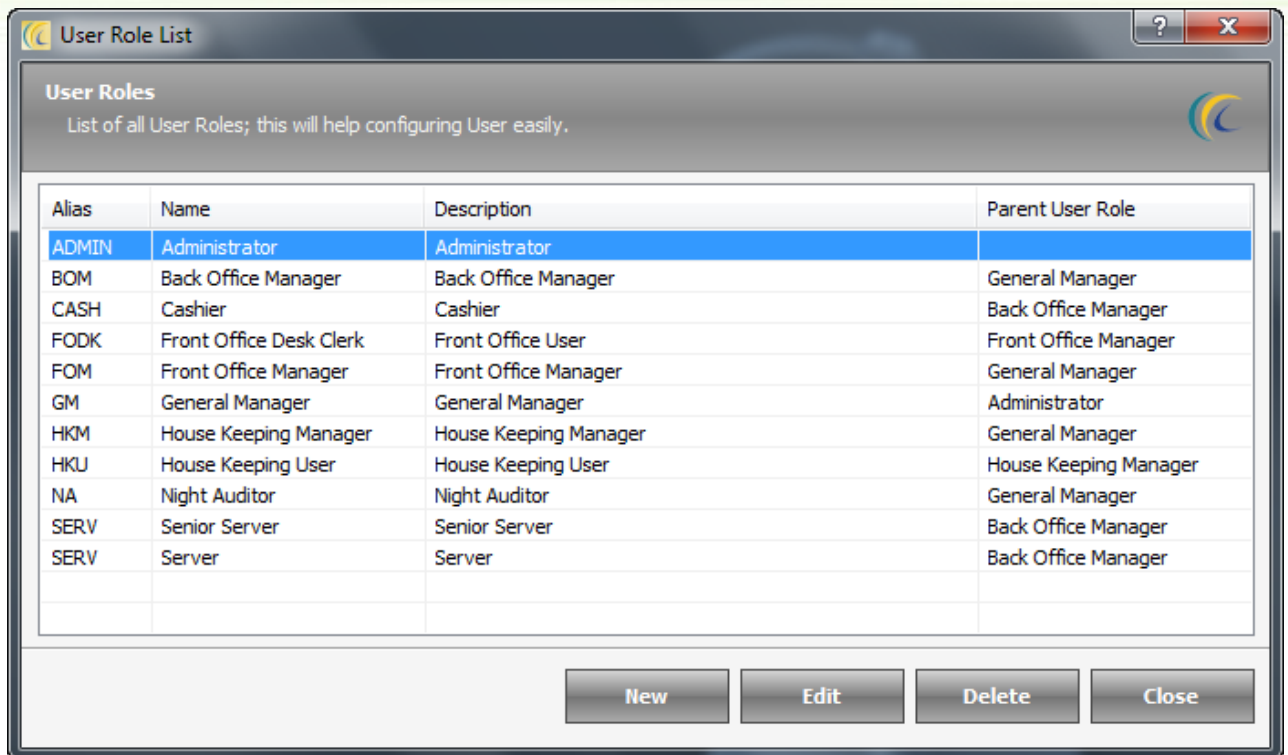
How to create user: This feature is explained above in 'User Operation'.

Change Password: Allows user to edit password and activate or deactivate confirmation message asking at the time of Exit of eZee POS.

User Roles: Allows user to see all your created users. User can also change the User Role Type.

User Roles List: Allows defining users and their roles on individual user or department level.

Note: - Changes in User Role will not affect the privileges in all existing users.

New: Allows creating new user and selecting the user role level.

In order to define new user → click on 'New' → Add/Edit User Role screen will open as shown below.

Enter the relevant information → 'Save'.

Edit: This option allows user to edit previously entered information.

User Role Configuration: In Point Of Sale outlet, there are many groups/levels of users like General Manager, F&B Manager, Night Auditor, Cashier, Servers, etc. You can assign the privileges you want your people to have in the user roles. Next time when a new user is created, it will automatically have the pre-defined user rights. However, you can make changes to the privileges anytime you want with the admin rights.

Cost Center

Store Operation

The system is preconfigured (by default) with Central Store. If your Outlet does not have various stores, user can consider the Central Store as the only store.

New: Allows creating New Stores.

Click on 'New' button → 'Add/Edit Store' screen will open as shown below →

Alias: It is short name of Store. For example if user enter Kitchen Store in the name section & in Alias it can be enter as Kitch.
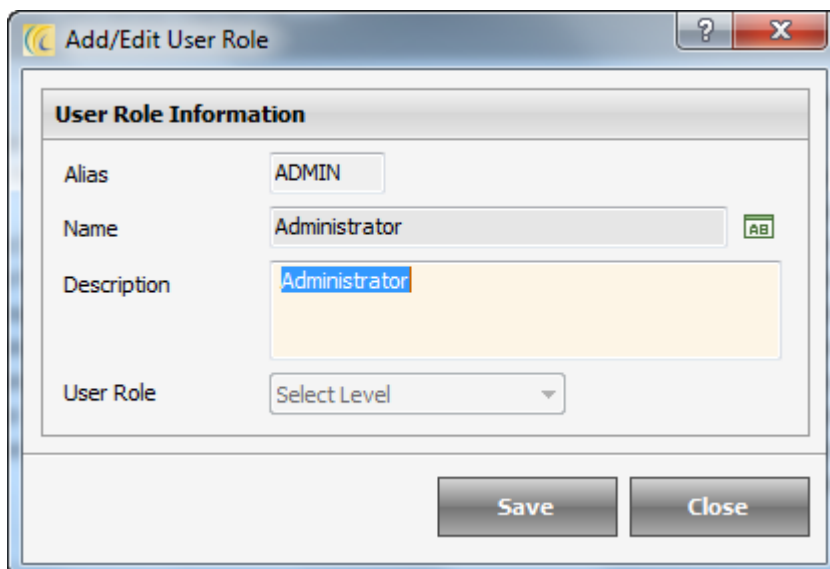
Name: Input the name of the Store.

Numbering: Allows setting the Type of Numbering to be given to the topics.

Auto: Refers to Auto Increment Number starting from the number what has been defined in 'Start From' field. User can also set Prefix. E.g. for Goods Receipt Number user can set KSGRN.

Manual: Allows entering the Numbers Manually.

Prefix: User can set prefix to separate the number series to immediately relate to different types of numbers on the mentioned topics.

Mark as Inactive: Once any item has been consumed from Store, the system will not allow deleting that store. This is because; the transaction history should not be deleted from the database as it might prove useful in any report in future.

In such scenarios, management can mark store as Inactive. Inactive marked store will not be listed anywhere. You can again make the store active from → Store Operation → store list → check mark show inactive → edit the inactive store → remove check mark from "Mark as Inactive" check box.

Edit: Edit option allows user to edit previously entered information.

Delete: Delete option allows user to remove an item which is added by mistake to the list.

Outlet Operation

An outlet is a retail store where prepared menu items are sold. This option allows the user to configure outlets which participates in the sales and adjustments of items. User will have to define the POS (Point Of Sale and classify the items under the POS which will make the task easy while doing sale and adjustments of items.

New: Allows creating New Outlets.

Click on 'New' button → 'Add/Edit Outlet' screen will open as shown below.

Alias: It is a short name of Outlet.

Name: Input the name of the Outlet.

Day Close Time: This time will define the time for your Outlet to perform Day Close activity. Software won't allow user to do the day close before the specified time.

Day Close on Next Day:Day Close on Next Day: If you have check marked this option, you can close day on the next day after the time set in the "Day Close Time" field.

For Example: - Today is Mar/30/2010 and time set in Day Close Time is: - 11:59 p.m. So, after Mar/31/2010 12:00 a.m. you can close the day.

➢ **Add/Edit Outlet >>Address Tab**

You can enter address, email, website URL to be seen on receipts.

- **Upload Logo**: Click on ⊕ button and browse through your logo. If user wants to remove your logo, click on ⊖ button.

➢ **Add/Edit Outlet >>Miscellaneous Tab**

Other Information:

Discount Type: Allows the user to set method of calculation for discount on Receipt as per the selected Option, which are as follows:-

Discount before Adding Tax: Allows giving Discount on the Net Bill without Tax. Further the Tax will be added to the amount left after discount.

Discount after Adding Tax: Allows giving Discount on the Total Bill after Taxes have been applied.

Note: This setting is applicable only on Receipt level discounts and not on Item level discounts.

Outlet Type: Select Outlet Type 'Bar or Restaurant or Other'.

Bifurcate Tax on Room Posting `Bifurcate Tax on Room Posting` ☑: Allows displaying Tax and the bill amount separately on posting receipt to the Room. Check-mark this box to make this option active.

Registration No's

As a statutory requirement you may need to display your business registration/license number like VAT, TIN, CST on the receipts/bills. Please enter such registration numbers in this box. User will be able to set such three numbers in Registration1, Registration2 and Registration3.

Day Close Settings:

Show Day Close Notification: Users can keep a tick on tick option, to be notified regarding the day close while logging in the software, if the day close process is not done. It might help users, so that they do not enter transaction on previous date.

Active Report on Day Close: This option can be used to print, preview and or export certain reports as defined by the admin after the day close process has been completed.

Upload Report on FTP Host: This option can be used to upload certain reports as defined by the admin to the FTP Host after the day close process has been completed.

Report Selection: Using this option, admin can define the reports which are to be printed, previewed, exported and or to be uploaded on the FTP Host.

➢ **Add/Edit Outlet >>Numbering Tab**

You can use this option to assign type of numbering you want for various functions and documents like KOT, receipt, reservation, etc.

Auto: Refers to Auto Increment Number starting from the number what has been defined in 'Start From' field.

Manual: Allows entering the Numbers Manually.

Prefix: User can set prefix to separate the number series to immediately relate to different types of numbers on the mentioned topics.

Generate Guest Check number separately ☑: Guest Check is the unsettled receipt which can be given to guest for their reference before they pay. If user wants to generate the Guest Check Receipt Numbers separately, activate this option.

> ➤ **Add/Edit Outlet >>Table Reservation Tab**

If your outlet accepts Table Reservations, following are the settings to complete the Table Reservation Configuration.

New Reservation must be allowed before: User can specify the time of reservation to be accepted on the table. No Table Reservation will be allowed before the specified time. This works on your system time. This field will specify the minutes that a table will be reserved for.

Before how many minutes reserved table should be displayed: In Dine In View, an icon appears to show the Table is reserved. User can specify the time in minutes for this Icon to appear.

After how many minutes reserved table should not be displayed: This field will specify the minutes a reservation will be held open after a reservation was due to show up. Once this time has expired, the reservation will be marked as the selected option from the radio buttons and will no more be seen in Dine-In screen.

Get Table Capacity on Reservation: User can keep a tick on this option to be notified regarding the Table capacity to allow the No. of PAX on the Table while doing the Table Reservation.

Allow to Reserve more than Table Capacity: User can keep a tick on this option, if the administration wants to allow reserving more PAX than the Table capacity.

What to do when guest will not come before waiting time: Once the specified time has expired, the reservation will be automatically marked as a 'Pause', 'No Show' or 'Void'.

Mark as Inactive: Once any item has been sold from this Outlet, thesystem does not allow deleting the store, because the transaction history should not be deleted and has to be kept in record.

At this time management can mark outlet as Inactive. Inactive marked outlet will not be listed anywhere except this screen on pressing check box of 'Show Inactive'. You can again make the store active from → Store Operation → store list → check mark show inactive → edit the inactive outlet → remove check mark from "Mark as Inactive" check box.

➢ **Add/Edit Outlet >> Printing Settings**

Receipt Footer: Allows putting the message to be printed in Receipt. (This is for our future versions).

KOT Message: Using this option, User can define the printer on which the VOID KOT, Table Transfer and or Item Transfer messages are to be printed.

➢ **Add/Edit Outlet >>Order Type Tab**
User can active/Inactive the order Types modes using this tab. Below explained features are same for all the modules: Dine-in, Take-Away, Delivery and Room Service.

Order Information Setting:

Open Order Information page on new Order: As soon as table is opened for New order 'Order Information' screen will display.

Guest Name is compulsory: Check mark this option if you want to make it mandatory to take guest name while taking the order.

Server information is compulsory: Check mark this option if you want to make it mandatory to mention waiter/server name while taking the order.

Pax information is compulsory: Check mark this option if you want to make it mandatory to take pax information while taking the order.

Order Item Setting:

Set Default Rate: System allows management to define 5 different rates for each menu item. You can set default rate to be applicable while selling the menu item in Burrp!

Consolidate Menu Item In Add Mode: Check mark this option while punching order if you want to combine same items as quantity.

Note: Please note that this is not for KOT. This is for display in POS Burrp on left side order display panel.

Consolidate Menu Item In Edit Mode: Check mark this option if you want to merge same items as quantity while editing punched order.

Note: Please note that this is not for KOT. This is for display in POS Burrp On left side order display panel.

Show Net Amount: If you select this option, the net amount (QTY*Rate + Tax) of the menu item will be listed on the right hand side display panel when a KOT is punched in Burrp

Printing Template: Allows selecting the templates to be printed in Burrp!

Apply First: Burrp Setting / Order Type Setting

 Select any one of the template choices in Receipt, Guest Check and Checker KOT.

Other Setting:

Take Table capacity as pax information: If you select this option, the system will fill in the pax information as the table capacity that you have set while taking the order irrespective of the number of guest being served on that table.

Manage KOT Register: If these settings are activated than after punching order in Dine-In mode direct receipt will be made.

Add/Edit Outlet >>KOT Message Tab

You can select the printer from the drop down box against the message that you want to print on the KOT, if any of the listed incidents occur while servicing a guest.

Mark as Inactive: You will find this option in the bottom left corner of the add/edit outlet window. You can check-mark this option if you want any outlet to be inactive. The software won't allow to delete the outlet if it was used as a POS in past. This is because you might need that data in any report in future. Inactive marked outlet will not be listed anywhere. You can again make the outlet active from → Outlet Operation → Outlet list → check mark show inactive [Show Inactive] → edit the inactive outlet → remove check mark from "Mark as Inactive" check box.

Edit: Edit option allows user to edit previously entered information.

Delete: Delete option allows user to remove an item which is added by mistake to the list.

➢ **Notification Settings**

This tab can be used to set notifications to the Guest or Users via SMS or E-Mail regarding the activites as mentioned.

➢ **Integration**

eZee Offers Integration with its Online Food ordering system eZee Foodie and the Guest Feedback System eZee iFeedback, which can be configured using this option. You can always contact eZee Live Chat Support Desk regarding more information regarding the same.

Payment Type and Accounts

<u>Account</u>

Many times Restaurants sign contract with Corporate and have an account created which will pay for their employees when they use the restaurant's services. These accounts are offered a credit limit with a time frame (e.g. weekly, monthly) to clear the credit. The dues are posted to the account whenever any employee of that company uses the services of the restaurant. The company can then take care of the due amount by the agreed time frame. Basically these are credit sales.

Search Criteria > User can use Search Criteria located at the top of the window to quickly locate. After entering filter criteria, hit on search icon [🔍].

New: Allows user to define Numerous City Ledger accounts.

Click on New button → Add/Edit Account screen will open → enter all information such as Account Name, Address, Contact Information and Other Information → press 'Save' button. User will see all Accounts listed in Account List.

Active [Active] : If user does not want to see the Account to be listed, check-mark this check box.

Payment Posting: Allows user to see the history of the guest who had meal under this account. This field is for reference only and not editable in this screen.

Explanation of Payment Posting Form:

Number: Displays Receipt number.

Date: Displays Receipt date.

Description: Displays name of the guest with receipt number.

Amount: Displays payment posted in Bill.

Paid: Displays actual cash paid amount under this account as mentioned against the receipts.

Open: Balance Amount to be taken.

Pay: Allows user to pay the actual collected amount from this Account.

Merge Profile: If information for one account has been created more than once by mistake or sometimes the companies merge, then it is possible to merge the Accounts together to combine the statistical information and revenues.

Note: - This is Irreversible process, so one has to be very sure while user merges.

Steps to Merge Profile:

Select two Accounts from the combo box and hit on 'Merge' Button.

By default sets the first record as master record.

User can make any source as Master through Make Master.

Select the Account which user wants to make as Master. Master record is displayed in bold font.

Hit on Consolidate button.

Payment: Allows user to post the actual collected amount from this Account.

 To post payment click on 'Payment' → New→'Amount Paid' screen will open as shown below.

Account Name: This field displays Account Name.

Date: This is the date on which amount is to be posted.

Amount: Key in the amount in this field.

[$ dropdown] : This field allows selecting pre configured currency.

   Configuration → go to Configuration tab → Exchange Rate → configure Exchange Rate.

Exchange Rate: It displays converted exchange rate for each of the currencies which is defined in Exchange Rate.

(Conversion factor): This field will convert the currency amount and gives you the   final amount to be taken in the selected currency.

Payment Type: Select Payment Type from the drop down list. And fill in the necessary information in the fields visible.

Icon : Allows swiping the Credit Card for the Payment.

Note: Software has to be integrated with the Swipe Card Reader.

Remark: - You can add any remark which can be seen on receipt and reports (shift report; night audit report).

Save: - Hit on save button to save the entered information.

Close: - Hit on Close button if you want to exit the Amount Paid screen without saving entered information.

Payment Posting: Allows assigning the payment against Receipt numbers.

Print: User can preview and print the selected payment.

Refund: In case if user wants to refund any amount to account, they can use refund option.

Note: - By default this field takes the amount in minus.

Edit: Edit option allow user to edit previously entered information.

Delete: Delete option allows user to remove an item which is added by mistake to the list.

Pay Outs

This feature allows user to define items like Employee salary, plumbing charges, electric bills, taxi commission, telephone bill, etc. You can define all the expenses outlet is paying for. Basically this is to keep a record of all the payout items, outlet will pay for.

New: You can create all the Payouts you offer.

Edit: Edit option allows user to edit previously entered information.

Delete: Delete option allows user to remove an item which is added by mistake to the list.

Misc. Sales

You can use this feature to keep a record of all the sales from the visitor guests who wants to use the chargeable misc. services like Fax, Internet, Swimming Pool, Xerox, gym, Telephone Booth, etc of your property.

New: You can create all the Miscellaneous Sales you offer.

Edit: Edit option allows user to edit previously entered information.

Delete: Delete option allows user to remove an item which is added by mistake or which you do not provide any more.

No Charge Account

This option allows user to create special VIP accounts such as directors, managers to which the outlet will not charge anything but record it to maintain the inventory of the meal consumption. Basically this allows you to offer Complimentary meals. User can take out the Receipt of the service provided to show them in reports.

New: You can create all the No Charges account.

Edit: Edit option allows user to edit previously entered information.

Delete: Delete option allows user to remove any entry added by mistake to the list.

Guest Database

This is the complete list of guests who were provided service in your Restaurant. You can see detailed information entered for each guest in Burrp!

New:- In order to define new guest → click on 'New' → Add/Edit Guest screen will open as shown below.

Import/Export: This option will allow to import and export the guest database used in delivery module. It will save waiters and guest time in taking food order. Waiter will need to just enter the phone number and other information of the guest like address, name, etc. will automatically fill.

Import Data

This option allows user to import and include any edited/additional data in the software. You will have to configure the data in the XLS or CSV format and import. You can also get the import format file from here.

To import > Browse the file from search icon → hit on import data → it will give you success message.

Export Data

This option allows user to export the data in XLS or CSV format. And also allows editing and entering new data which can be entered quickly in a spreadsheet application and then saved the details and then use the import option to import the new data.

Edit: Edit option allows user to edit previously entered information.

Delete: Delete option allows user to remove an item which is added by mistake to the list.

Settlement Type

The Outlet may offer different payment options to the guests. This option allows to define all such Payment Types and these options can be used to settle the receipts.

Click on the Settlement Type → Payment Types screen will open as shown below.
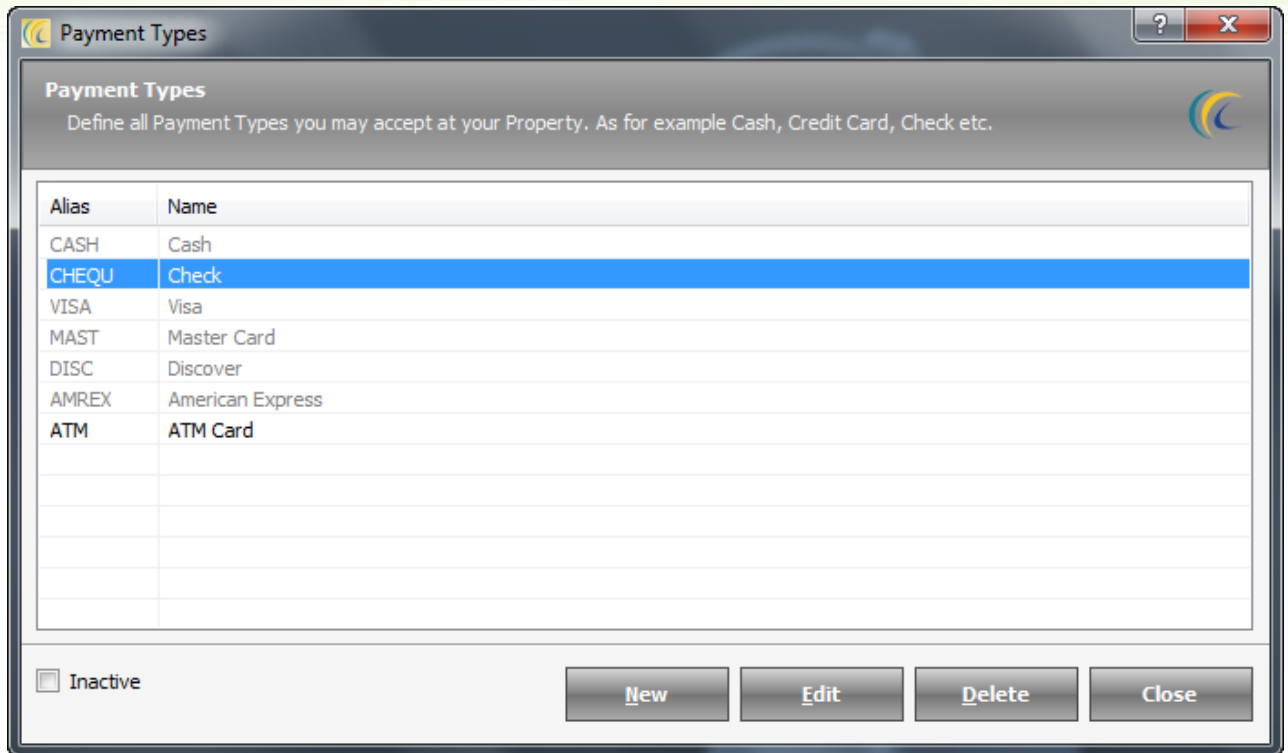
New: Allows creating 'New' settlement types.

In order to define payment type → click on 'New' → Add/Edit Payment Type screen will open as shown below. Enter all information such as Alias, Name and other information → 'Save'. User will see all payment types listed in Payment Types screen.

Special Settings:

Payment Options

Credit Card: Select this option if the payment type is a credit card.

Process Credit Card: eZee offers integration with credit card payment gateways. If user avails such integration and if user wants this payment type to be processed by the payment gateway, select this option.

Open Cash Drawer: Check mark this option if user wants the cash drawer should open on selecting this payment type.

Note: - It should be active only when the user is collecting the cash money.

Surcharge Settings: This setting will help user in scenario where user want to collect extra charge which is charged on swiping the credit card from those guests paying by credit card.

Other: The surcharge will be posted to receipt as the selected Extra Charge.

Receipt Number Generation Details:

General Receipt Number: Generate Receipt number in Burrp! In ascending order.

Generate Private Receipt Number:

Manual: Allows entering the numbers manually. Refers to Auto Increment Number starting from the number what has been defined in 'Start From' field.

Auto: Generate Receipt number in Burrp! In ascending order with prefix and from number defined.
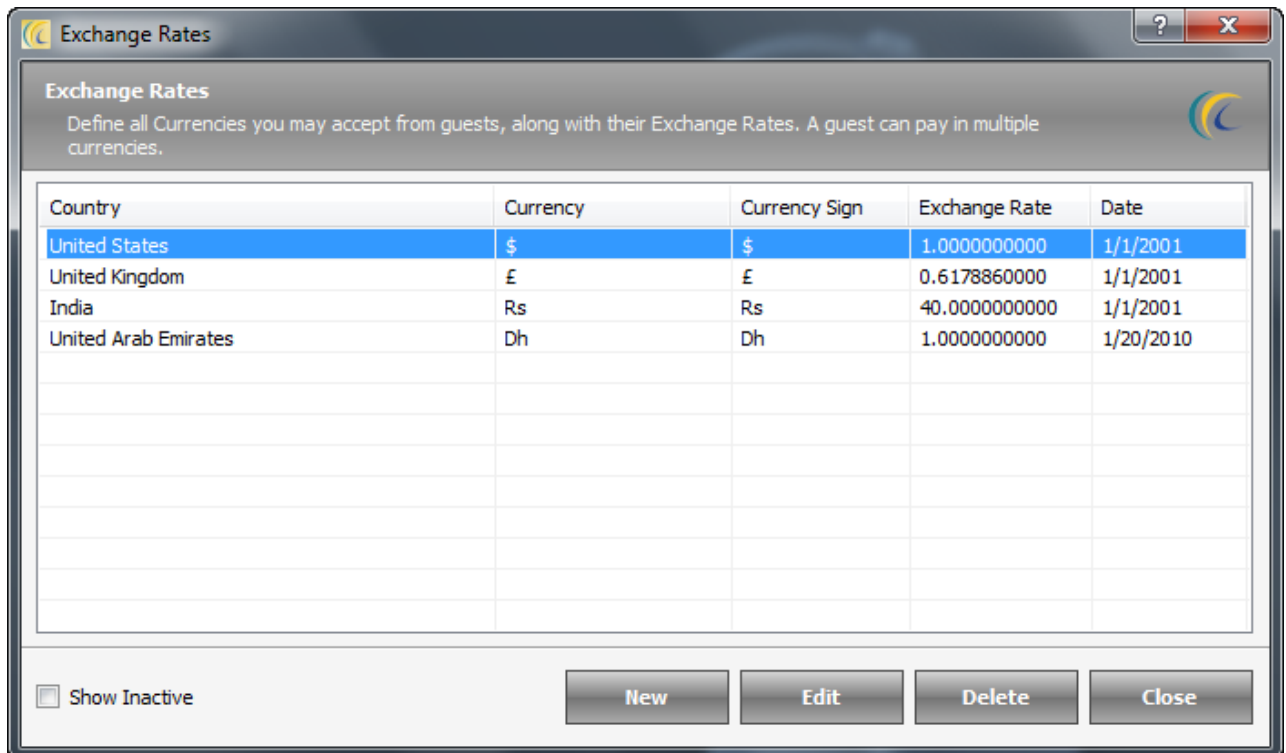
Edit: Edit option allows user to edit previously entered information.

Delete: Delete option allows user to remove an item which is added by mistake to the list.

Exchange Rate

The Outlet may accept multiple currencies from their Guests. This option allows defining all such currencies and use to settle the receipts. The base currency (highlighted in red color text) is normally your local currency.

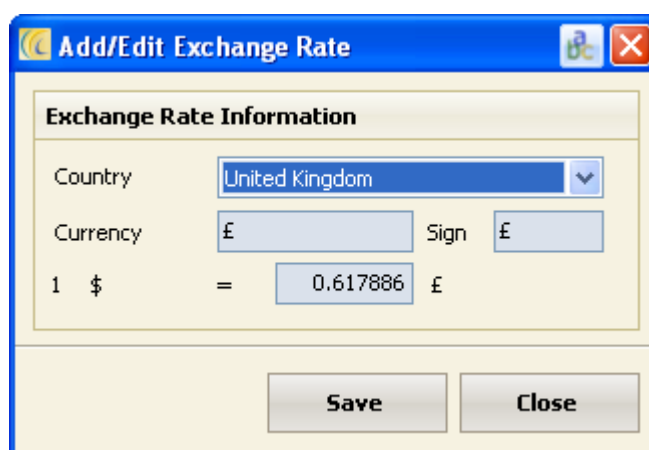Click on the Exchange Rate → Exchange Rate List will open as shown below.

Enter all information such as Country, Currency, Sign and conversion factor → 'Save'. User will see all Exchange Rates listed in Exchange Rates screen.

Note:

1. The Exchange Rate shown in red color is a base currency. All your reports in eZee POS BackOffice and POS Burrp will be in base currency. Please note that, user cannot delete base currency. If the base currency is not your local currency, user can edit.

2. The Exchange Rate defined in this section will be used when your Guests makes payment in foreign currencies.

3. The Exchange Rate will also be used if user wants to print Receipt in foreign currency.
4. As we all know, currency rates are subject to change frequently. So, please change the currency rates as frequently as possible to match the prevailing it in system.

New: In order to define new currency → click on 'New' → Add/Edit Exchange Rate screen will open as shown below.

Edit: Edit option allows user to edit previously entered information.

Delete: Delete option allows user to remove an item which is added by mistake to   the list.

Market Place

Some of the Restaurant may want to keep track of the market place their guest belongs to. Such information can be further used by Sales and Marketing department.

Click on the Market Place → Market Place List will open as shown below.

New:-In order to define Market Place → click on 'New' → 'Add/Edit Business Source Type' screen will open as shown below.

Enter Alias, Name → Save. Enter all Market Segments and then press Close button. User will see all Market Segments listed in Market Segments screen.

Edit: Edit option allows user to edit previously entered information.

iii) Delete: Delete option allows user to remove an item which is added by mistake to the list.

Business Source

This information is used in reservation module in Dine-In. This information is for display purpose only. You can see the Business Source information can be added while making Reservation on a table.

Print Summary: Allows printing the Summary of Guests coming in Outlet from the selected Business Source. To view the summary → highlight the account → select the Date Range → hit on 'Display' button, which shows the full amount of the stay of the Guest with total Tax.

Merge Profile: If information for one Business Source has been created twice or more by   mistake then it is possible to merge the sources.

Note: - This is Irreversible process, so one has to be very sure while user merges.

Steps to merge Profile:

Select two Business Sources from the combo box and hit on 'Merge' Button.

 By default sets the first record as master record.

 User can make any Business Source as Master through Make Master.

Select the Business Source which user wants to make as Master. Master record is   displayed in bold font.

Click on Consolidate button.

New: You can create all the Payouts you offer.

Edit: Edit option allows user to edit previously entered information.

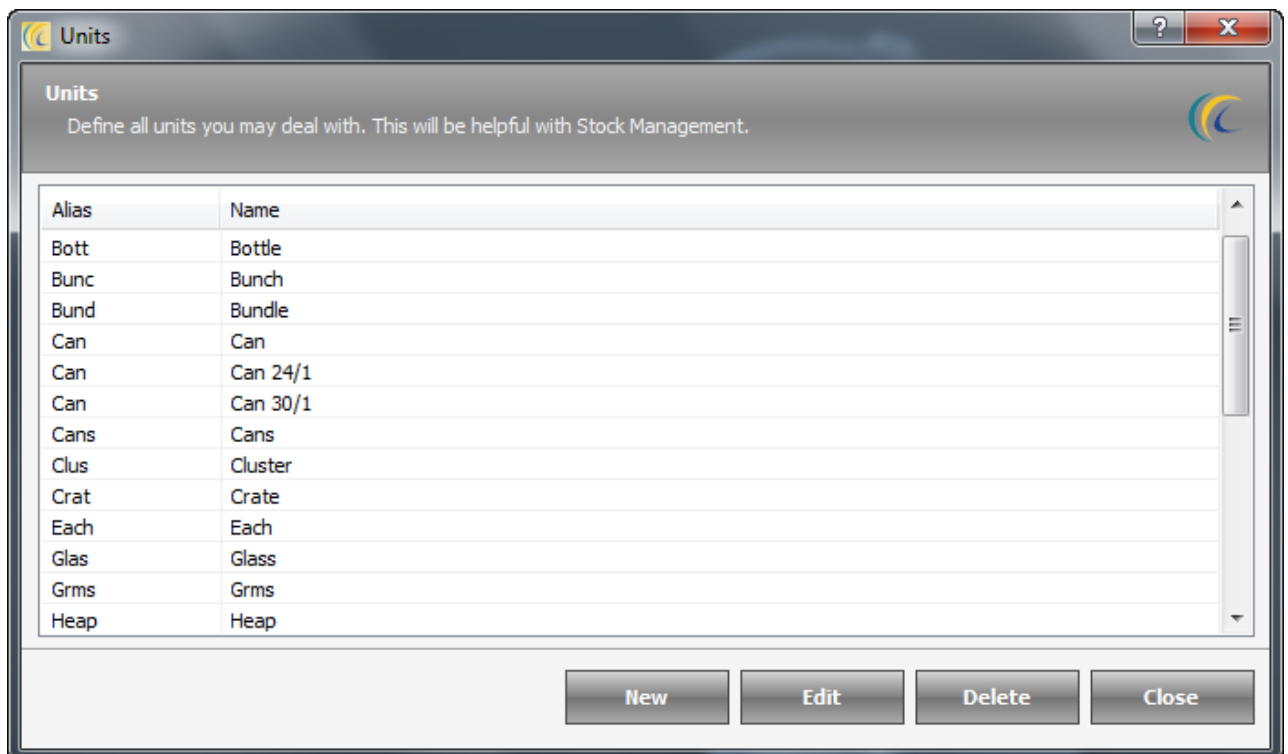**Delete**: Delete option allows user to remove an item which is added by mistake to the list.
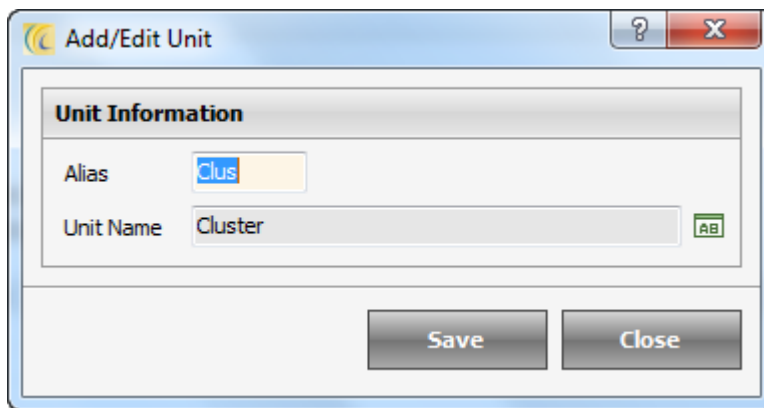
Master

Unit

Allows configuring the unit of measurement for the items with which you are going to sale or purchase. Allows specifying how much each of the pack size quantity will yield for the menu item.

Click on the Unit → Unit List will open as shown below.

New: In order to define new Unit → click on 'New' → Add/Edit Unit screen will open as shown below.

Enter Alias and Name → 'Save'. User will see all Market Segments listed in Market Segments screen.

Edit: Edit option allows user to edit previously entered information.
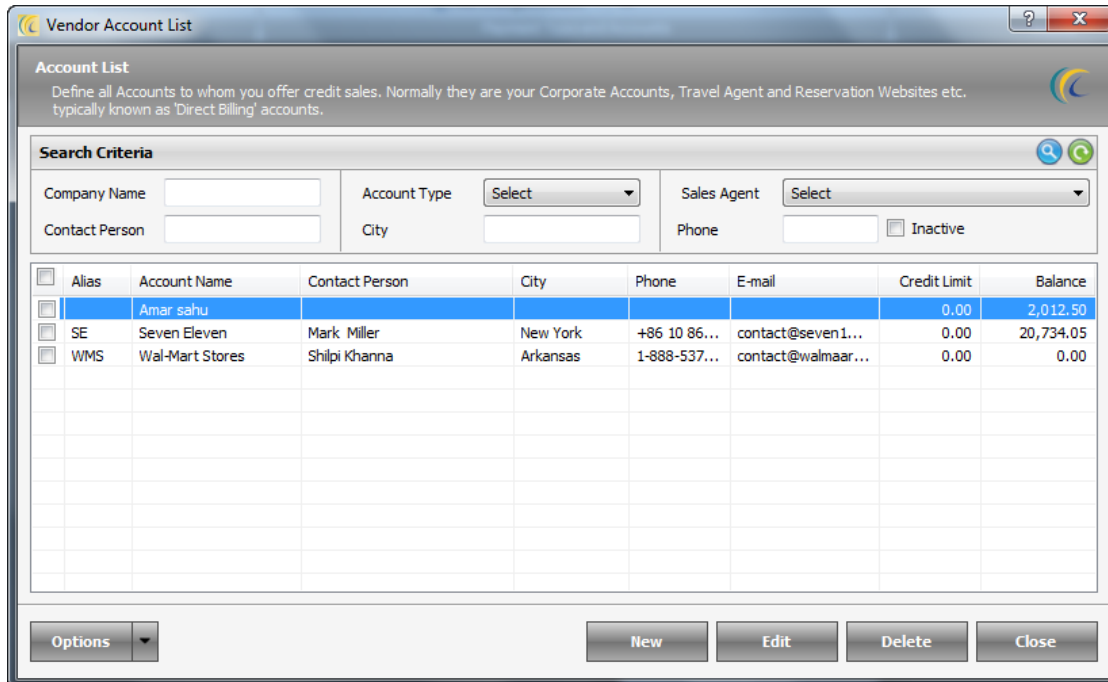
Delete: Delete option allows user to remove an item which is added by mistake   to the list.

Vendor

Vendors are companies that user purchase products/raw materials from. Vendor is the primary supplier of the items.

 Search Criteria > User can use 'Search Criteria' located at the top of the window to quickly locate. After giving filter criteria hit on search icon [search icon].

Click on the Vendor → Vendor List will open as shown below.

In order to define new Vendor → click on 'New' → Add/Edit Vendor Account screen will open as shown below.

Enter all information such as Vendor name, address, contact information, reg. no. and other information → press 'Save' button. User will see all Vendors listed in Vendor List. User will see all Vendors listed in Vendor screen.

Other Information:

Credit Limit: - This field allows you to enter an amount that Outlet can be provided defined amount of credit from this Vendor.

Opening Balance: - This is the balance brought forward at the beginning of a new Vendor Account.

New: Allows user to define Vendors.

Active: If user does not want to see the Vendor to be listed, remove check mark from   this check box.

Payment Posting: Allows user to see the history of the guest who had meal under this account. This field is for reference only and not editable in this screen.

Explanation of Payment posting form:

Number: Displays Receipt number.

Date: Displays Receipt date.

Description: Displays receipt number.

Amount: Displays payment posted in Bill.

Paid: Displays actual cash paid amount under this account as mentioned against the receipts.

Open: Balance Amount to be taken.

Pay: Allows user to pay the actual collected amount from this Account.

Merge Profile: If information for one account has been duplicated by mistake or if the companies merge, then it is possible to merge the Accounts together to combine the statistical information and revenues.

Note: - This is Irreversible process, so one has to be very sure while merging profiles.

Edit: Edit option allow user to edit previously entered information.

Delete: Delete option allows user to remove an item which is added by mistake to the list.

Steps to Merge Profile:

Select two Accounts from the combo box and hit on 'Merge' Button.

By default sets the first record as master record.

User can make any source as Master through 'Make Master'.

Select the Account which user wants to make as Master. Master record is displayed in bold font.

Click on 'Consolidate' button.

Payment: Allows user to post the actual collected amount from this Account.

New: To post payment click on 'Payment' →New→ 'Amount Paid' screen will open as shown below.

Account Name: This field displays Vendor Name.

Date: This is the date on which amount is to be posted.

Amount: Key in the amount in this field.

$: This field allows selecting pre configured currency.

Configuration → go to 'Configuration Tab' → Exchange Rate → configure Exchange Rate.

Exchange Rate: It displays converted exchange rate for each of the currencies which is defined in Exchange Rate.

(Conversion factor): This field will convert the currency amount and gives you the final amount to be taken in the selected currency.

Payment Type: Select 'Payment Type' from the drop down list. And fill in the necessary information in the fields visible.

Icon : Allows user to swipe the Credit Card for the Payment.

Note: Software has to be integrated with the Swipe Card Reader.

Remark: - You can add any remark to be seen on receipt and reports (shift report; night audit report).

Save: - Hit on save button to save the entered information.

Close: - Hit on Close button if you want to exit the Amount Paid screen without saving entered information.

Payment Posting: Allows assigning the payment against Receipt numbers.

Print: User can preview and print the selected payment.

Refund: In case if user wants to refund any amount to account, they can use refund option.

Note: - By default this field takes the amount in minus.

Edit: Edit option allows user to edit previously entered information.

Delete: Delete option allows user to remove an item which is added by mistake to the list.

Session

This tab allows user to define Sessions such as Breakfast, lunch, dinner. Based on this user can view the reports.

Click on the Session → Session List will open as shown below.

New: In order to define new Session → click on 'New' → Add/edit Session screen will open as shown below. Enter Alias and Name
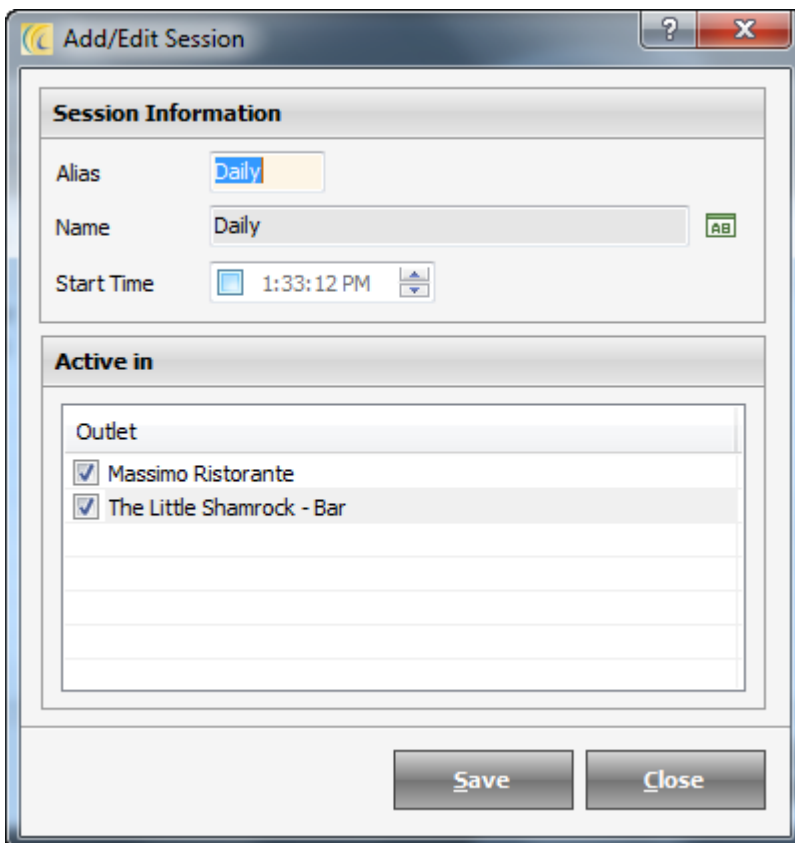
Edit: Edit option allows user to edit previously entered information.

Delete: Delete option allows user to remove an item which is added by mistake to the list.

Active In: User can keep a tick on the Outlets on which the Session is to be activated.

Void Reason

eZee offers security measure, making it compulsory to enter Void Reason on voiding of any item or order. This way, management can keep a track of all the voided stuffs through Void Reports. Only few employees should have privilege to void.

Click on the Void → Void Reason List will open as shown below.
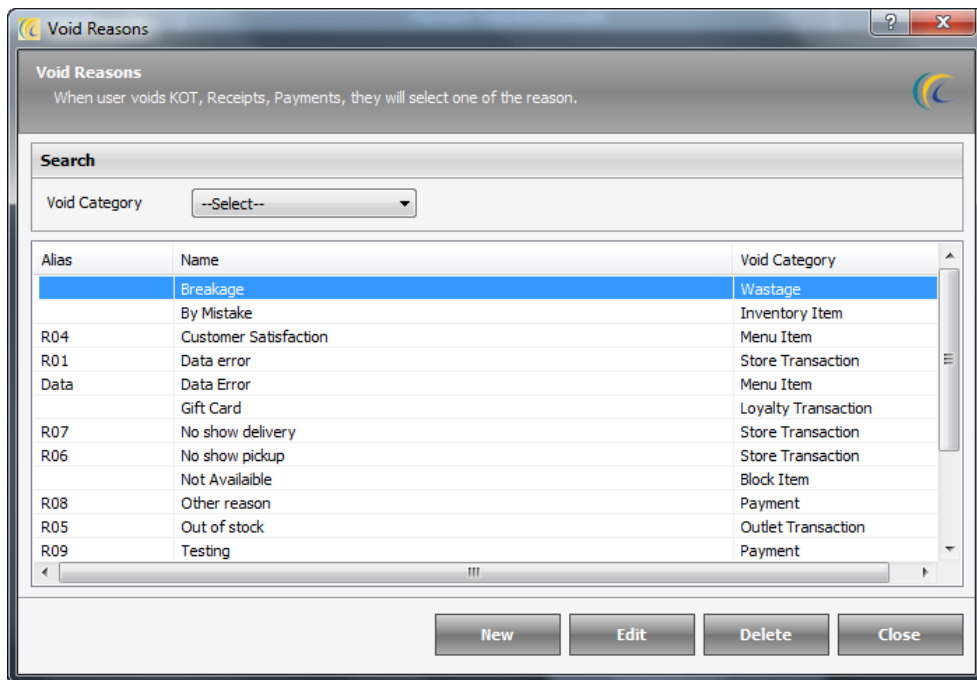
New: In order to define new Void Reason → click on 'New' → Add/edit Void Reason screen will open as shown below.
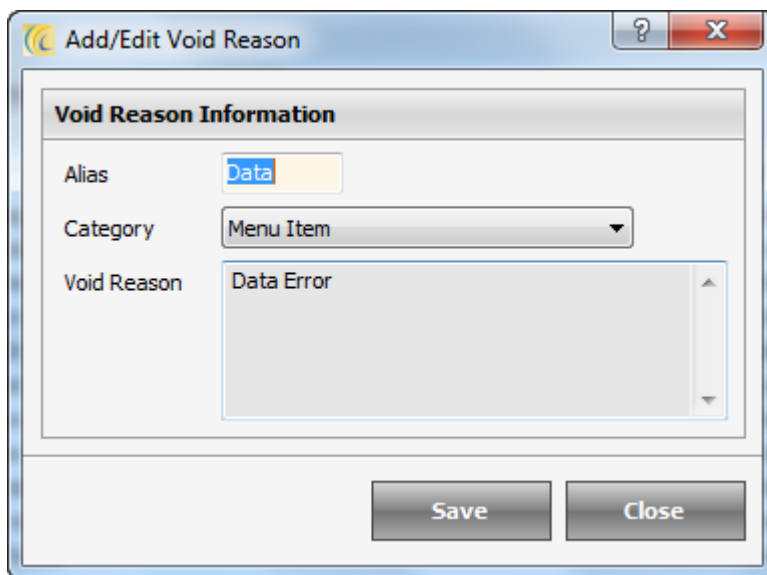
Enter Alias → select category → enter a reason. User will see all Void Reasons listed in Void Reason screen.
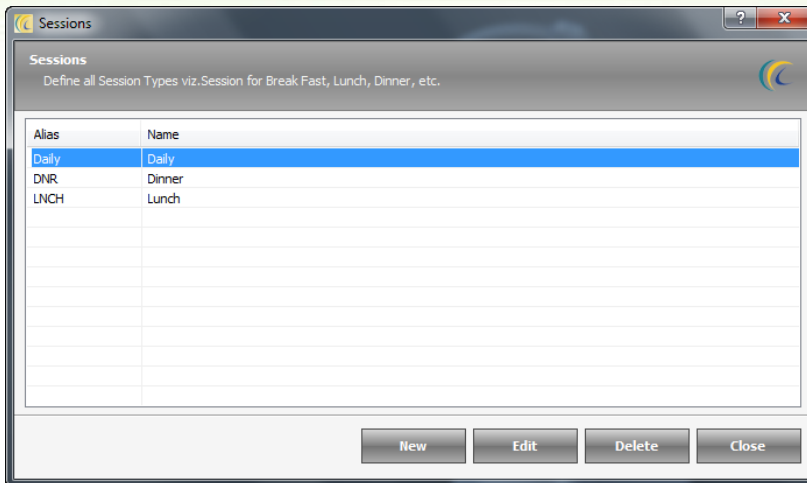
Edit: Edit option allows user to edit previously entered information.

Delete: Delete option allows user to remove an item which is added by mistake to the list.

Preparation Remark

Preparation remark is to guide Chef to cook food as per the guest's choice. When entering KOT, these preparation remarks can be added, which is printed on KOT in kitchen.

For Example: - If guest wishes to have Medium done, well done, flambeau, roasted. Please go through the below shown screen shot for a better idea.

Click on the Preparation Remark → Preparation Remark List will open as shown below.
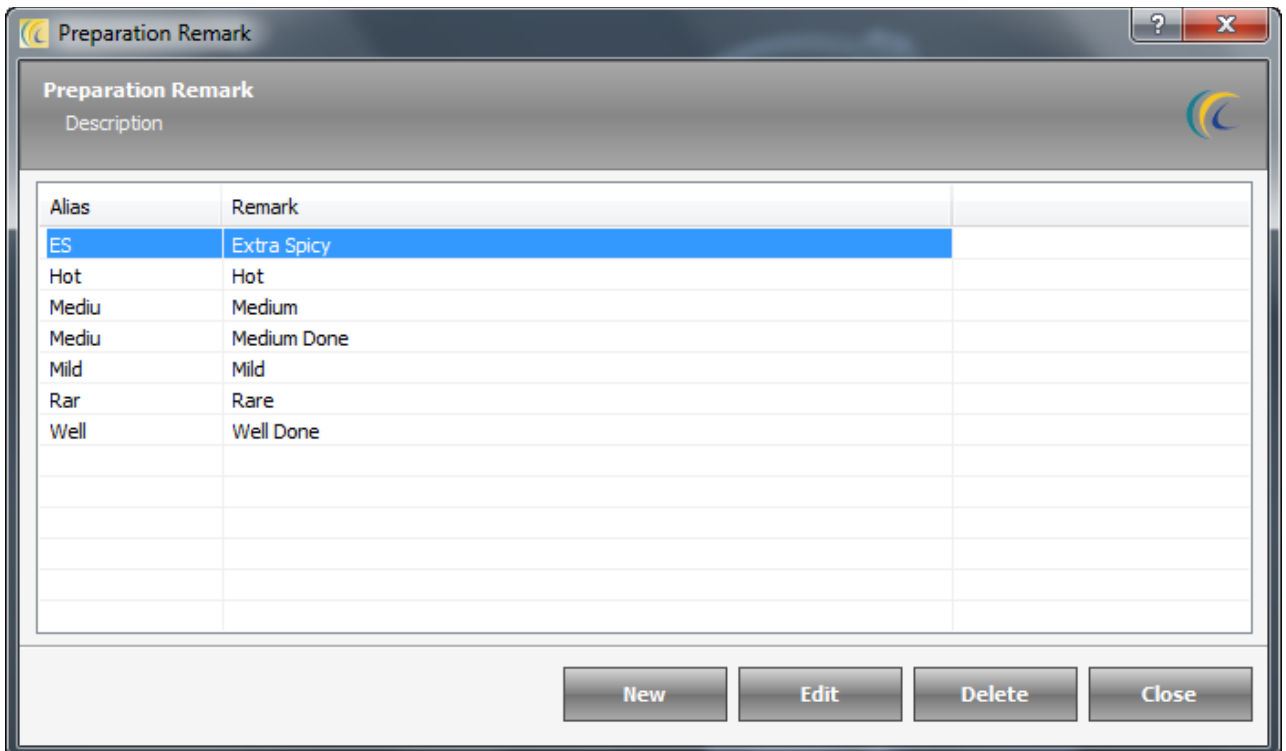
New: In order to define new Preparation Remark → click on 'New' → Add/Edit Unit screen will open as shown below.

Enter Alias and Remark → Save. User will see all Preparation Remarks listed.

Edit: Edit option allows user to edit previously entered information.

Delete: Delete option allows user to remove an item which is added by mistake to the list.

Credit Terms

This credit term is used to define credit days for Vendors, when goods are received or returned to vendor (GRN).

Click on the Credit Terms → Credit Terms List will open as shown below.

New: In order to define new Credit Term → click on 'New' → 'Add/Edit Credit Term' screen will open as shown below.

Enter Alias and Name and Days to offer credit limit to Vendor → Save.

Edit: Edit option allows user to edit previously entered information.

Delete: Delete option allows user to remove an item which is added by mistake to the list.

Tools Tab

Appearances

Cash Drawer

At the time of Closing Shift, User prints cashier report, where any user hands over Cash for the shift. The normal practice is to print the denomination of cash. This screen offers user to define such currency denomination which can be used on Cashier Report.

Click on the Cash Drawer → Cash Drawer List will open as shown below.
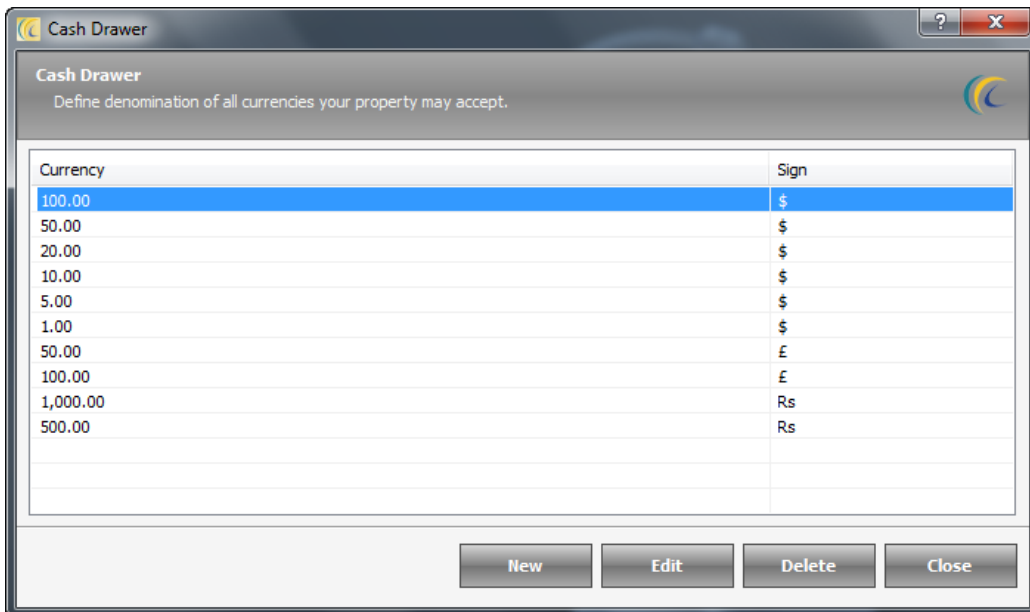
New: In order to define new denomination → click on 'New' → 'Add/Edit Cash Drawer Currency' screen will open as shown below.
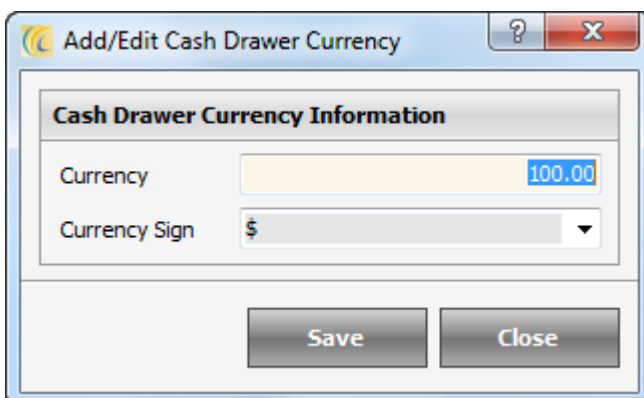
Enter Currency denomination → select 'Currency Sign' → Save. User will see all the denominations listed.

Edit: Edit option allows user to edit previously entered information.

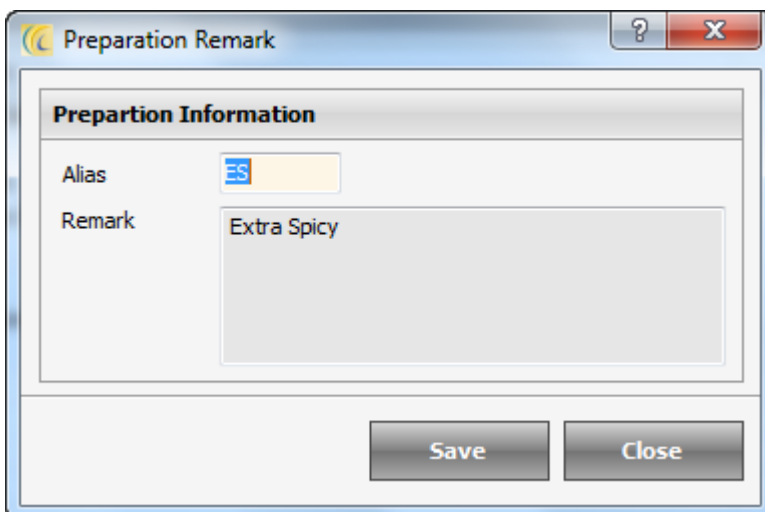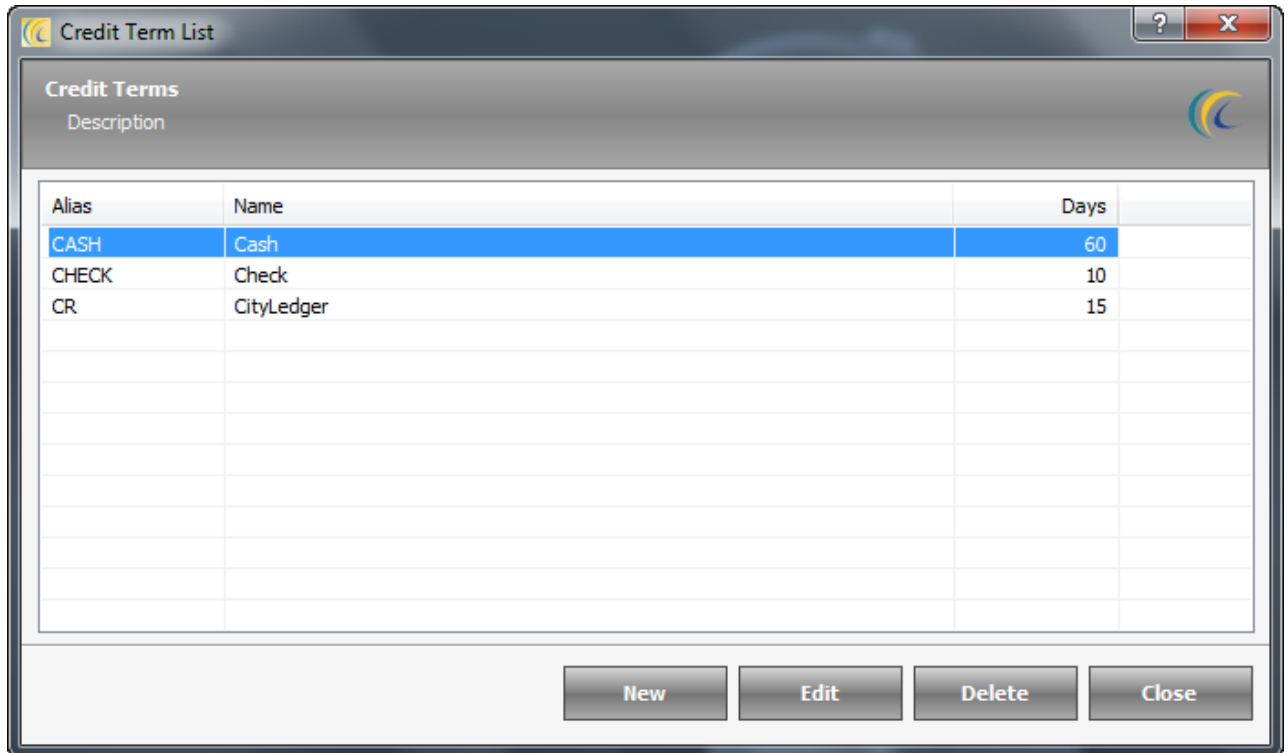**Delete**: Delete option allows user to remove an item which is added by mistake to the list.

Table Image

This option allows user to configure Table Images which is used to assign to Tables when they are defined.
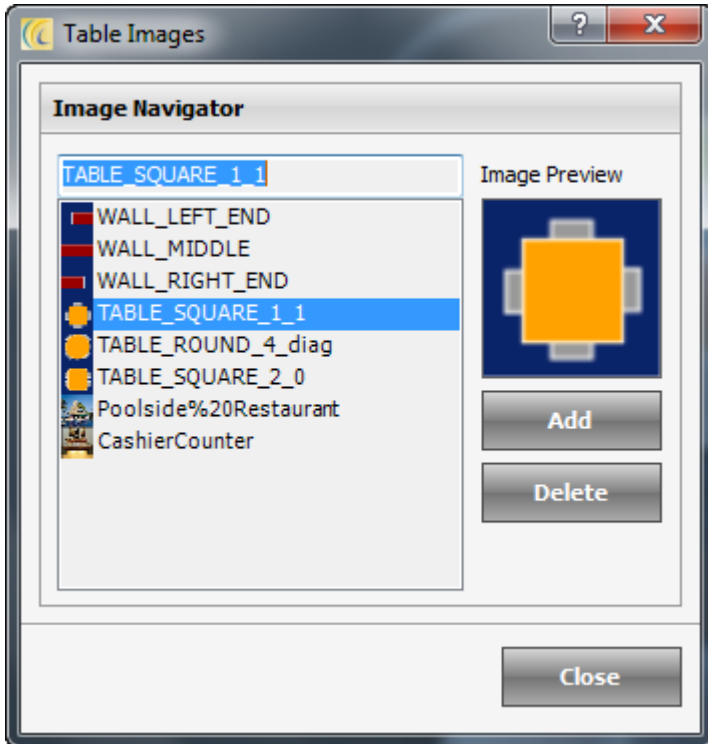
Click on the 'Add' → Browse the Image Path → double clicks on the image to add. Unlimited number of Images can be added.

Also, allows user to 'Preview' and 'Delete' image selected in Image Navigator Frame

Item Image → This option allows user to enter menu item pictures which can be used to assign to menu items.

Click on the Item Image → Item Image List will open as shown below.

Click on the 'Add' → Browse the Image Path → double clicks on the image to add. Unlimited number of Images can be added.

Also, allows user to 'Preview' and 'Delete' image selected in 'Image Navigator Frame'.

Printer Mapping

This screen maintains and allows the user to configure a list of Printers, which user will be using further to map kitchen printers to print KOT, Bills to Receipt Printers, Reports, Recipes, etc. Define all the printers you will use to print KOT in different kitchens.

Note: In Client/Server architecture printers should be mapped using network path.

Click on the Printer Mapping → Printer Mapping List will open as shown below.

New: In order to define new printer → click on 'New' → Add/Edit Printer screen will open as shown below. **Name**→ select Printer from 'Mapped Printer' → Select the 'Template' →Save.

Is Active→ This option lets you know if this printer is 'Active'.

User will see all the printers mapped.

Edit: Edit option allows user to edit previously entered information.

Delete: Delete option allows user to remove an item which is added by mistake to the list.

Kitchen Monitor

Kitchen Monitor is a Device/Monitor on which Kitchen Staff can see the details of order taken. They can click on the order to find more information related to the order. User can even change the status of the orders. As soon as the food is ready to serve, the chef can immediately alert a waiter to pick the order. The kitchen Monitor show real-time changes of order immediately.

New: In order to define new Kitchen Monitor → click on 'New' → Add/Edit Kitchen Monitor screen will open as shown below.

Enter Name→select Font, Font style and **Text Size**→ Save. User will see all the Kitchen Monitors listed.

Special Settings: Item Color–Based on the status of KOT you can specify what color should be allocated for Bumped, Modified and Void.

Edit: Edit option allows user to edit previously entered information.

Delete: Delete option allows user to remove an item which is added by mistake to the list.

Expense Management

Payable Transactions

Payable Transactions Voucher is paid by the restaurants for any miscellaneous pay outs. These pay outs will reflect on Shift report/cashier report.

Click on the Payable Transactions → Payable Transactions List will open as shown below.
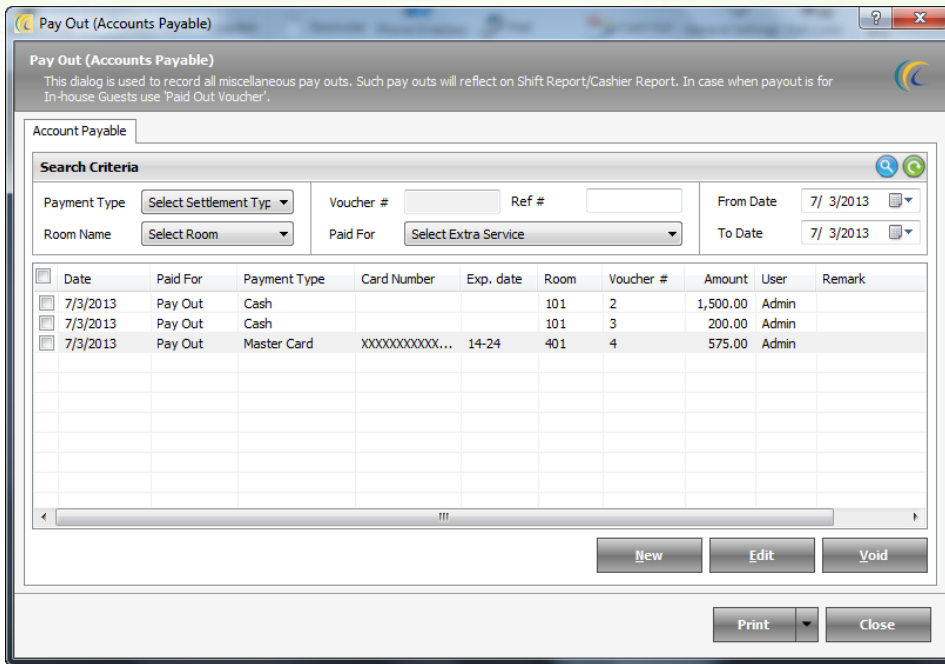
Search Criteria ➔ Allows user to search quickly, fill the relevant information in the search field and Click on the Search icon .

New: In order to create new Payable Voucher ➔ click on 'New' ➔Pay Out screen will open as shown below.
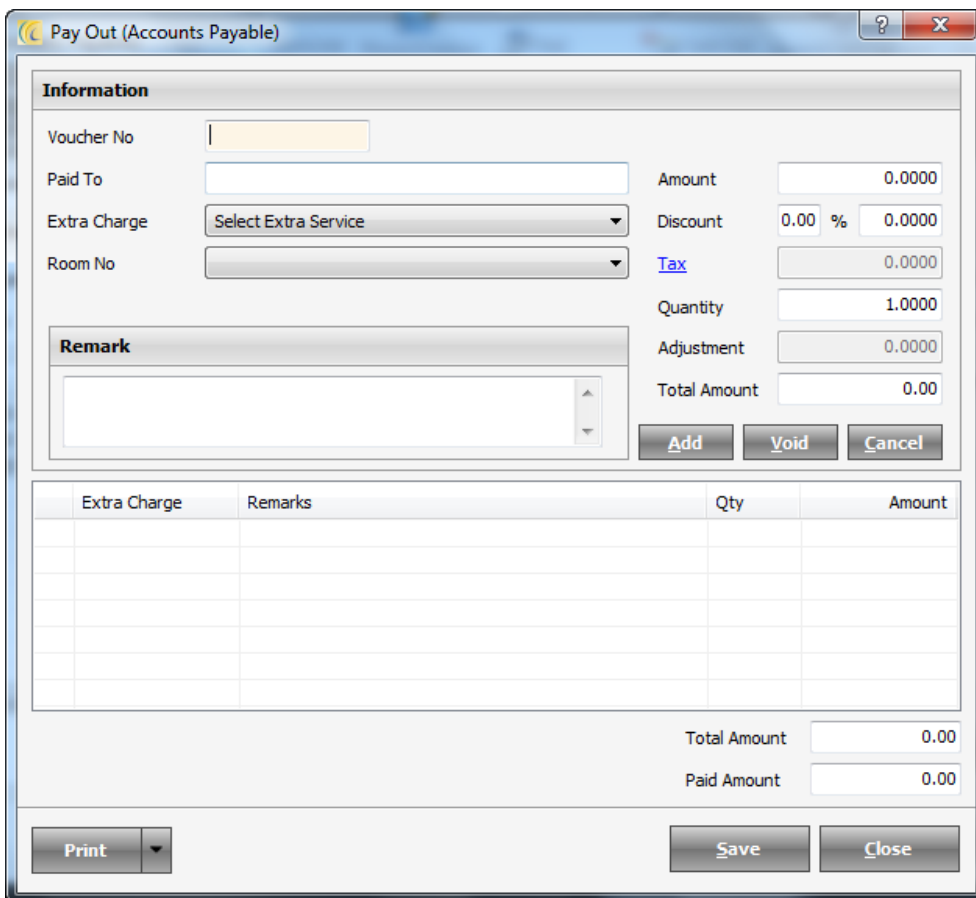
Voucher No.: Enter the voucher number for the Payment, so that you can track it later, using the Voucher Number.

Paid To: Enter the name to whom the payout is to be made.

Extra Charge: Select the Service provided for which the Payout is done.

Room No.: Enter the Room Number for which the Payout was done.

Remark: Enter the remark against the Payout.

Enter all the other details as amount to be paid against the payment, the discount offered, the tax to be applied, Quantity of the service provided and click on Add to add the Payout.

Void: This option can be used to void a previously add payout in the Voucher.

The Above Screen would show you all the Charges added on the voucher, and the Total amount charged and paid against those.

Once you click on "Save" if there is pending payment, the system would divert you to the "Amount Paid" screen as shown below:

Date: The date on which amount is to be posted.

Amount: Enter the amount to be paid.

$: This field allows selecting pre configured currency.

Configuration of currency → configuration tab→ Exchange Rate → New

Exchange Rate: Displays Exchange Rate defined in Exchange Rate.

(Conversion factor) =: This field will convert the currency amount and gives user the final amount to be taken in the selected currency.

Tax Amount: Amount of the Tax.

Payable Type: Select the payable type from the pre configured list.

Room: Select the Room, to post the payment for the Room (Optional).

PaymentType: Select Payment Type from the drop down list. And fill in the necessary information in the fields visible.

Icon : Allows swiping the Credit Card for the Payment.

City Ledger Account: Use this option when posting payment in Credit Sales. Select the Account from the drop down list.

Remark: - User can add any remark to be seen on receipt.

Edit: Allows editing the selected payment, except the Payment Type.

Void: Allows Voiding the Payment. The void reason has to be configured.

 Configuration of Void Reason → Configuration tab → Void Reason → New → Select category → define reason.

Print: This button will allow user to Preview or Print the highlighted Amount Paid receipt with details.

Receivable Transactions

This feature will help you to keep a record of all the Sales from the visitor guests who will use the chargeable misc. services like Fax, Internet, Swimming Pool, Xerox, telephone booth, laundry. These miscellaneous sales will reflect on Shift report/cashier report.

Click on the Receivable Transactions → Receivable Transactions List will open as shown below.
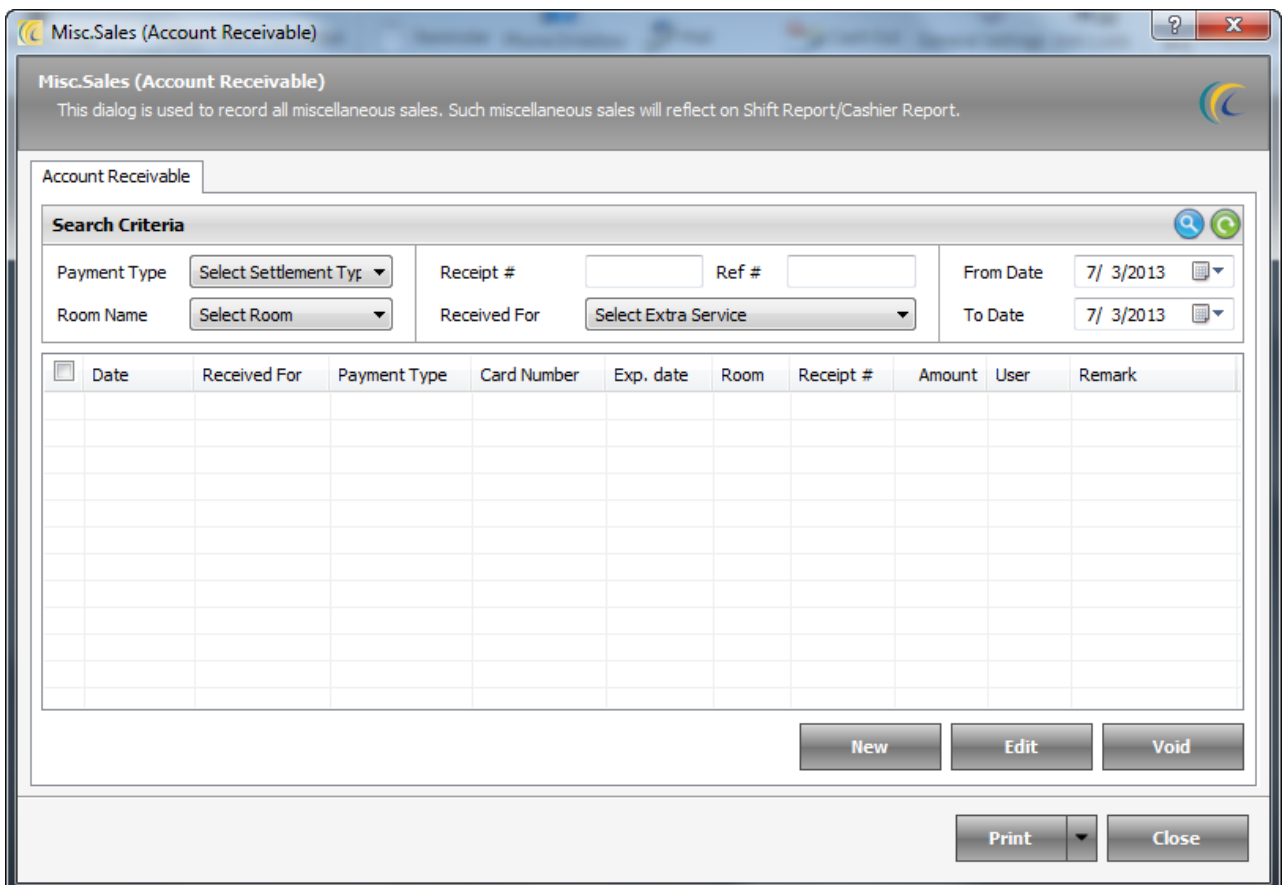
Search Criteria → Allows user to search quickly, fill the relevant information in the search field and Click on the Search icon .

New: In order to create new miscellaneous sales voucher → click on 'New' →Misc. Sales screen will open as shown below.

Voucher No.: Enter the voucher number for the Sale, so that you can track it later, using the Voucher Number.

Guest Name: Enter the name to whom the Sale is to be made.

Extra Charge: Select the Service provided for which the Sale is done.

Room No.: Enter the Room Number for which the Sale was done.

Remark: Enter the remark against the Sale.

Enter all the other details as amount to be paid against the payment, the discount offered, the tax to be applied, Quantity of the service provided and click on Add to add the Sale.

Void: This option can be used to void a previously add Sale in the Voucher.

Extra Charge	Remarks	Qty	Amount

	Total Amount	0.00
	Paid Amount	0.00

The Above Screen would show you all the Charges added on the voucher, and the Total amount charged and paid against those.

Once you click on "Save" if there is pending payment, the system would divert you to the "Amount Paid" screen as shown below:

Account Name: Key in the name of the person that paid the amount.

Date: The date on which amount is to be posted.

Amount: Enter the amount to be paid.

$ [dropdown] : This field allows selecting pre configured currency.

Configuration of currency→ configuration tab→ Exchange Rate → New

Exchange Rate: Displays Exchange Rate defined in Exchange Rate.

(Conversion factor) =: This field will convert the currency amount and gives user the final amount to be taken in the selected currency.

Tax Amount: Amount of the Tax.

Receivable Type: Select the payable type from the pre configured list.

Room: Select the Room, to post the payment for the Room (Optional).

Payment Type: Select Payment Type from the drop down list. And fill in the necessary information in the fields visible.

Icon [icon]: Allows swiping the Credit Card for the Payment.

City Ledger Account: Use this option when posting payment in Credit Sales. Select the Account from the drop down list.

Remark: - User can add any remark to be seen on receipt.

Edit: Allows editing the selected payment, except the Payment Type.

Void: Allows Voiding the Payment. The void reason has to be configured.

Configuration of Void Reason → 'Configuration' Tab → Void Reason → New → Select category → define reason.

Print: This button will allow user to Preview or Print the highlighted Amount Paid   receipt with details.

Utilities

Calculator

This feature is a shortcut to Windows Calculator. To do any accounting and calculations, user does not need to go to any other applications. The software has the inbuilt facility of calculator for users.

Reminder

Reminder is advance feature of the software that helps to organize the tasks.

User can set alarm for each note to remind about daily tasks or special dates and events at the appointed time. The pop up will appear on the screen of selected user. This can be set for multi users.

This tool can be used to communicate to other departments for any special function or request to other department.

Click on the 'Reminder' → 'Reminder List' will open as shown below.
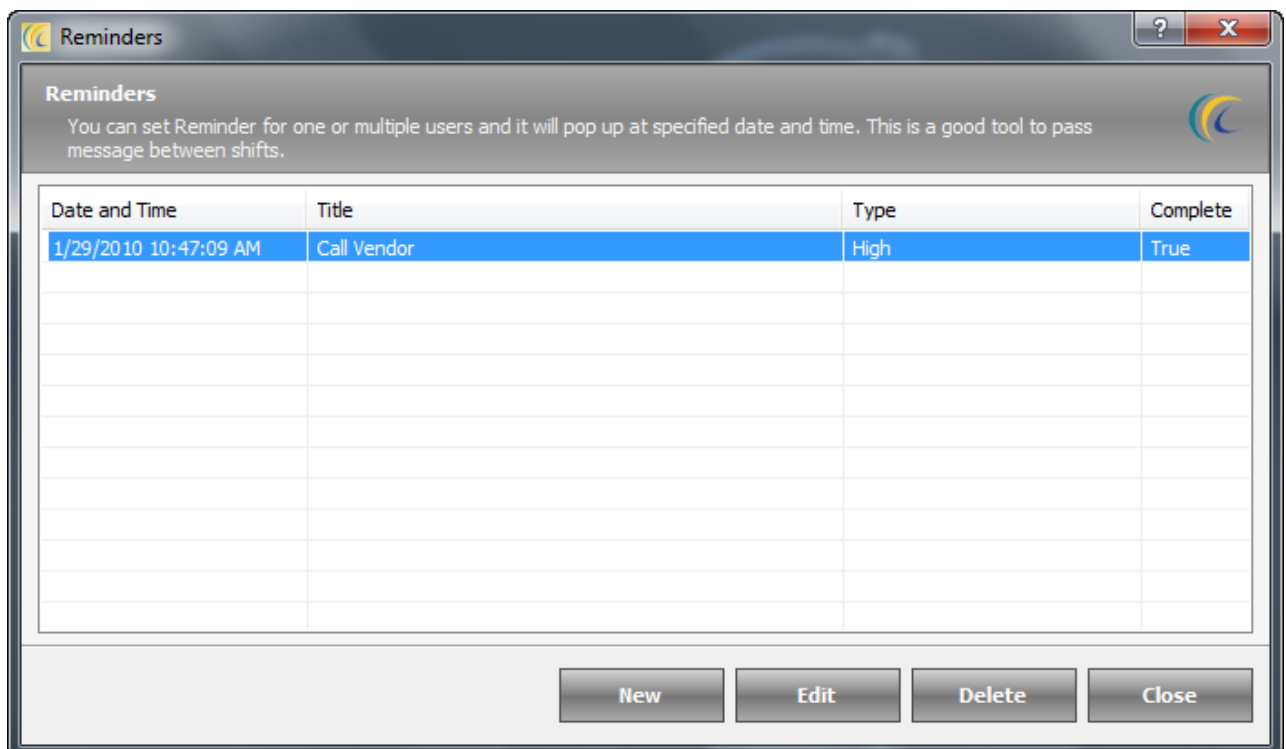
New: In order to define new reminder → click on 'New' → 'Add/Edit Reminder' screen will open as shown below.

Name: Enter name to be displayed. This title will be displayed in the list.

Start Date: Set the date reminder pop-up will start from.

Time: Select a time when user want to popup Reminder to be displayed.

Type: Define the reminder type.

Priority: Set the priority.

Message: Enter the text body of the message to be passed.

Interval: The setting defines the periodic interval of time to pop up the Reminder.

Users: This option allows selecting users such as Front Office, Housekeeping, etc. to leave reminders for. Click on check boxes to select the users.

Stop reoccurring after: Specify the date after which the repeating reminder will stop popping up.

Edit: Allows editing the reminder. Highlight the reminder and hit on 'Edit' button.

Delete: Deletes the selected reminder. Highlight the reminder and hit on 'Delete' button.

Phone Directory

The Phone Directory function allows the hotel to enter frequently used telephone numbers that will be accessible to all eZee users. Many hotels use this feature to enter administrative telephone extensions, taxi cab numbers, and any other business or service that may be called by the hotel frequently.

Search Criteria > User can use 'Search Criteria' located at the top of the window to quickly locate the desired information. After entering filter criteria, hit on search icon 🔍 .

🔄 Icon: User can use 🔄 Icon to undo the search action previously done and to display the full list.

Name: Displays alphabetical list of all the entries done. And right hand side of this window displays the 'General Information' and 'Business details' pertaining to each entry.

New: In order to enter new profile → click on 'New' → 'Add/Edit Contact' screen will open as shown below.

On hitting New Button, Add/Edit Contact Dialog gets displayed:

General Detail: Input Information pertaining to this contact, viz. Reference, Title, Suffix, Name, Address, phone number, E-mail and Remarks.

Business Detail: Input the contact's business details.

Copy Address: Copies Address entered in General Detail screen.

Go : Used to navigate to the website directly.

Export: After entering the data user can save a copy by exporting the data.

Browse the path → and Export.

Open File after Export: If you want to preview the file immediately after Export check mark this option.

Edit: Allows editing the entered details.

Void: Allows deleting the selected Contact.

Message Box

This option allows users to communicate between desk clerks.

Write Message: - Allows users to write new message to pass to colleagues.

 To write new message → click on 'Add'→ Select one or more users by selecting the combo box of user names → Click on the button 'Add' → enter the 'Subject' and Message text body → hit on 'Send' button.

Inbox: - Displays the list of received messages for the currently logged in user.

    To read the message → highlight the message → hit on 'Read'.

Sent Message: This optiondisplays the list of sent messages bythe user currently logged into the software. User can also read the sent message from 'Read' 'button.

Trash: - Displays the list of deleted messages.

Mails

Using this option, user can compose and send mails to guest, or any other email address.

Cash In

This option can be used to enter the cash received by the Cashier during their shift.

Cash Out

This option can be used to enter the cash given by the Cashier for any purpose during their shift.

General Settings:

Client/Server Tab →Client/Server Option: This setting determines the Server/Client Architecture for eZee Point Of sale to work in relationship between two/more computers. One computer must be responsible for maintaining the software database (Server).

Working Mode: Select the Working Mode.

Stand Alone: Makes machine as a Separate/Individual entity.

Server: Makes machine as a Server machine.

Client: Works as a Client machine. In server field Key in the Server IP address or Computer Name.

Refresh Interval: The setting defines the interval of time (in minutes) to exchange data between server and client machines.

Show demo database selection dialog at startup: If ticked this option, when a user open the software, it would give the option to use the software in the Demo environment, so that users can do sample transaction in the software for their training purpose

Show Database Selection Dialog at Startup: If a property has multiple databases, when ticked on this option, at the start of the software, User would be asked to select the database to be worked upon.

Note: These settings are going to affect after restarting application.

Proxy Setting Tab

This option can be useful when the LAN connection to be used for the Server/Client setup is to be accessed using a proxy setting. Please contact your Internet Service provider for more information regarding the same.

Cash Drawer Setting Tab

eZee POS Software can be integrated with different cash drawers available in the market. This tab can be useful to define the settings to be done to connect the Cash Drawer with the system.

Please contact eZee Live Chat Support Desk for more information regarding the Cash Drawer integration.

Net Locks

Allows Administration department to see currently which user and machine is logged in eZee Burrp! Deleting the lock will result in forcefully logout of Burrp! on that machine.
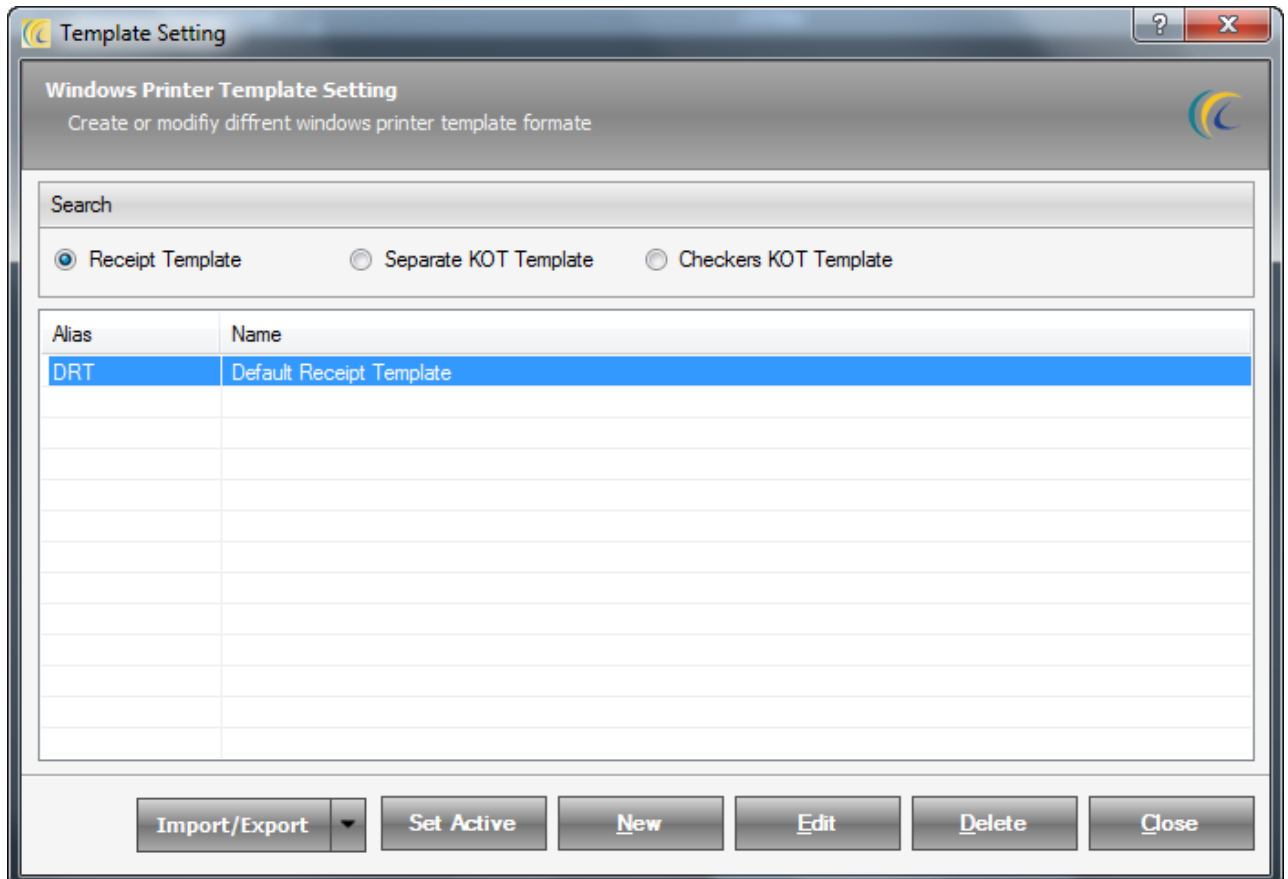
Printing Template Setting

Windows Printer:

Allows the user define the custom templates of Outlet owner's choice which can be printed on windows printer. After saving templates user will see all Templates listed in template setting screen.

There are three radio buttons where the user can define 'New Templates' for each selected radio button option whether being for the Receipt, Separate KOT or Checkers KOT.

Click on Windows Printer → Template Setting screen will open as shown below →

Receipt Template

New: In order to define new 'Receipt Template' → click on Receipt Template radio button →'New' → Template information screen will open as shown below.

Right click on each block and define the template → 'Save'. The lower the number in these fields the fewer columns will be used for the receipt.

eZee has given one 'Default' template for user's convenience.

Receipt Template >>Page Settings Tab

No. of Copy: Set the number of copies of same Receipt to be printed.

Paper Height: Defines height of receipt.

Paper Width: Defines width of receipt.

Print blank line at top: Defines blank lines to be printed on top.

Print blank line at bottom: Defines blank lines to be printed at bottom.

Language: Selecting custom language will allow receipt to be printed in local language.

Print Guest Address in multiple lines: when this is activated, it allows you to print the guest address in multiple lines.

Print Complimentary item: When activated, it will print menu items which are given complementary.

Message Settings: These settings can be used to define the Font and the color of the font to be used to print the Receipt.

Note: User can change the language from 'abc' button on the screen on top right corner in message tab.

Receipt Template >>Field Property Tab: Allows setting the margins, font and alignment of the fields selected in left frame.

Receipt Template >>Receipt Tab

Print zero cost items	☐
Merge same name item, Note: Not Print Modifier item	☐
Tax1 Symbol	^
Tax2 Symbol	#
Tax3 Symbol	@
Tax4 Symbol	*
Show Duplicate Copy Label	☐
No of Copy to be print As Regular	1 ⬍
Other Currency	$ ▾
Print Order # Barcode	☐
Total Grouping On	Nothing ▾
Print Gift Coupon	☐
Print Void Reason on void receipt	☐
Print Refund Item	☐

Print zero cost items: Check mark this option to print no cost menu items on the receipt.

Merge same name item, Note: Not Print Modifier Item: Check mark this option to merge same name item on receipt.

Tax Symbol: Set the symbol of tax to be printed on receipt.

Show Duplicate Copy Label: When user will reprint receipt, it will show label on header as 'Duplicate Copy'.

No. of copy to be print as regular: Mention the # of copies or receipt to be printed as regular when printing the receipt for the first time.

Other Currency: If management wants to print receipt in other configured currencies.

Print Order # Barcode: Check Mark this option if you want to print the Order/Receipt # Barcode on the receipt.

Total Grouping On: Select the appropriate option when you want to group the items on the receipt based on – Nothing/Menu Sub Group/Item Category

Print gift Coupon: Check Mark this option if you want to print the gift coupon information on the receipt informing the customer what he gets when he purchases a particular menu item from your Outlet.

Print Void reason on Void Receipt: When a user void's a receipt, it would print the Void receipt with the Void Remarks entered while doing so.

Print Refund Item: Keeping a tick on this option would enable the system the print the items which are refunded on the receipt.

Separate KOT Template:

In order to define new 'Separate KOT' Template → click on 'Separate KOT' Template radio button → New → Template information screen will open as shown below.

Separate KOT Template >>Page Settings Tab

Number of Copy: Set the number of copies of same KOT to be printed.

Paper Height: Defines height of KOT.

Paper Width: Defines width of KOT.

Print blank line at top: Defines blank lines to be printed on top.

Print blank line at bottom: Defines blank lines to be printed at bottom.

Language: Selecting custom language will allow receipt to be printed in local language.

Print Guest Address in multiple lines: when this is activated, it allows you to print the guest address in multiple lines.

Print Complimentary item: When activated, it will print menu items which are given complementary.

Message Settings: Using this option, user can define the Font and color in which the KOT is to be printed.

Note: User can change the language from 'abc' button on the screen on top right corner in message tab.

Separate KOT Template >>Field Property tab: Allows setting the margins, font and alignment of the fields selected in left frame.

Separate KOT Template>>Separate KOT Tab

Item Grouping on:

All Together: means all items of KOT will print on 1 KOT.

Subgroup Wise: means KOT will be printed as per sub groups selected for order.

For Example: 5 items from 5 sub groups, it will print 5 KOT.

Item wise: means all KOT will be printed as per Item.

Course wise: Items will be printed on KOT as per the course entered while taking the order.

For Example: Two Coke, one Fanta, one Burger order => three different KOT will print

Print Preparation remark: Check mark this option if on KOT you want to on print preparation remark entered while making KOT.

Print Modifier Item: Check mark this option if on KOT you want to print modifier item selected while making KOT.

Print Reason on Void Item: Check mark this option if on KOT you want to print void reason on voiding any item while making KOT.

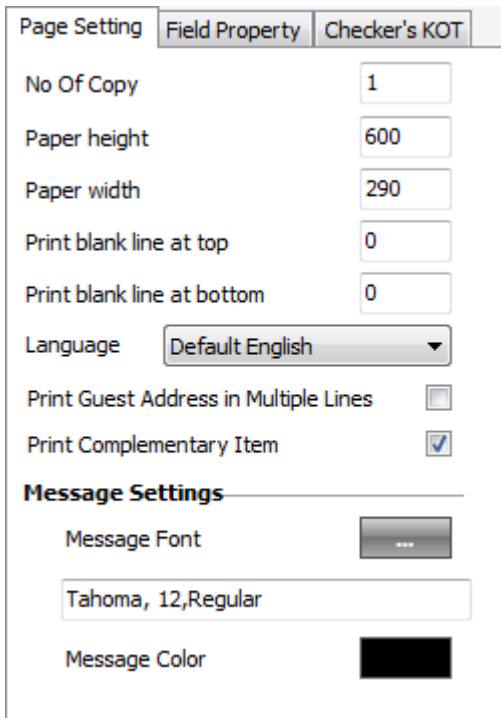**Strikeout Void Item:** Checkmark this option, if you want to print the Void item on the KOT with a Strikeout to mark the void Items.

Print Recipe: Prints recipe of the menu item if selected.

Checker KOT Template:

In order to define new 'Checker KOT' Template → click on 'Checker KOT Template' radio button → 'New' → Template information screen will open as shown below.

Checker KOT Template>>Page Settings Tab

No. Of Copy: Set the number of copies of same KOT to be printed.

Paper Height: defines height of KOT.

Paper Width: defines width of KOT.

Print blank line at top: defines blank lines to be printed on top.

Print blank line at bottom: defines blank lines to be printed at bottom.

Language: Selecting custom language will allow receipt to be printed in local language.

Print Guest Address in multiple lines: when this is activated, it allows you to print the guest address in multiple lines.

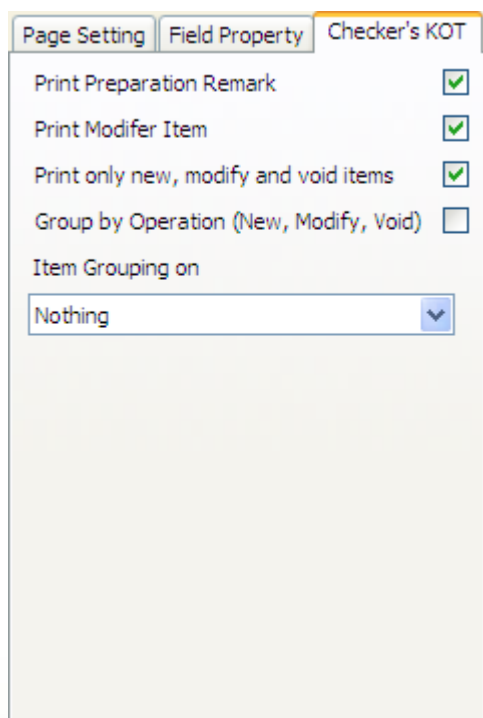**Print Complimentary item**: When activated, it will print menu items which are given complementary.

Message Settings: This option can be used to Define the Font and the Color in which the KOT is to be printed.

Note: User can change the language from 'abc' button on the screen on top right corner in message tab.

Checker KOT Template >> Field Property Tab: Allows setting the margins, font and alignment of the fields selected in left frame.

Checker KOT Template>>Checker's KOT Tab:

Print Preparation remark: Check mark this option if on KOT you want to on print preparation remark entered while making KOT.

Print Modifier Item: Check mark this option if on KOT you want to print modifier item selected while making KOT.

Print only new, modify and void items: Check mark this option if on KOT you want to print only new, modified and voided items while making KOT.

Group by Operation (New, Modify, Void): Group the menu items on the KOT by the operation performed; like New entered, modified, or void.

Item Grouping on: Select the appropriate option when you want to group the items on the KOT based on – Nothing/Sub Group Wise/Course Wise.

Set Active: You can make as many templates you want, and Set Active any 1 template from the list to print. This active template will be printed on actions performed in Burrp!

Edit: Edit option allows user to edit previously entered information.

Delete: Delete option allows user to remove an item which is added by mistake to the list.

Line Printer:

This button allows defining the 'Custom Receipt' and 'KOT' templates of Outlet owner's choice which can be printed on line printer. After saving templates user will see all Templates listed in template setting screen.

There are three options where the user can define new templates for the each selected radio button option.

1. Receipt Template
2. Separate KOT Template
3. Checkers KOT Template

Receipt Template: - Allows creating the template in which the receipt of the outlet bill will be printed.

For user's convenience we have given one 'Default' template. You can use it as an example and create template of your choice.

All the changes done in the settings, header, and footer fields are immediately reflected in left frame.
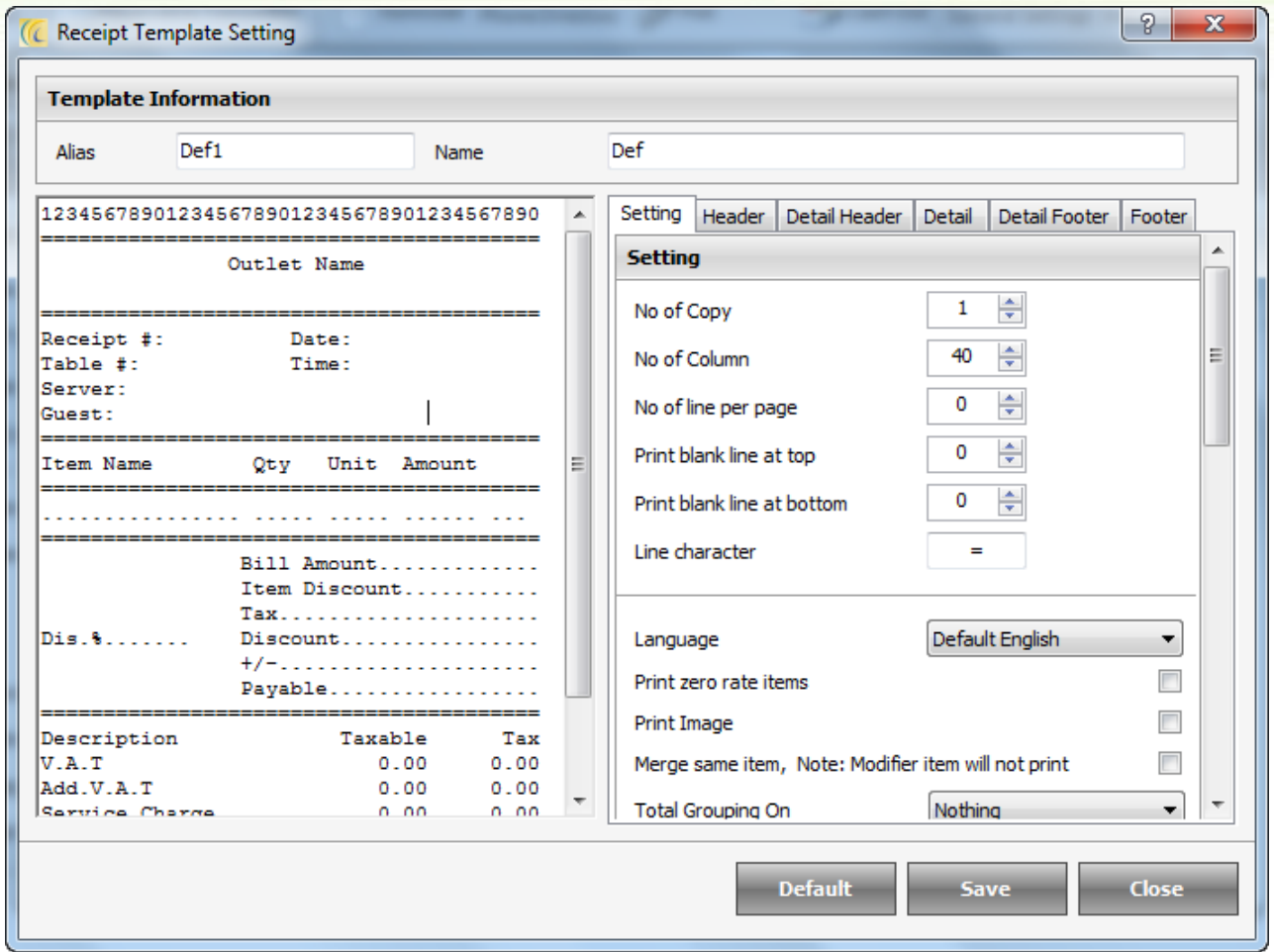
The explanation for the fields in receipt template and KOT templates (separate and Checkers) is more or less same as given for windows receipt template. Please refer the same when you go through the options in templates for line printer. For further assistance in Line Printer Template configuration, please contact eZee Support Desk.

Letter Template

This option can be used to create different Letter Templates, which can be mailed to guest or users on certain occasion.

Click on New to create a new letter template using the System Defined Fields as available and using the Notepad below.

Maintenance Tab

Day End Process

Day Close

Day Close is the process by which user do the day close for the system; it allows user to change working/business date for the software. This process has been kept compulsory because night audit gives user a clean status of finances and activities done in today's day and which can be quickly monitored by the management, so it is recommended that this operation should be done by Management or Night Auditor.

Note: 'Day Close' and 'Rollback Day Close' is active only when you are logged in Outlets. In stores it will be grayed out.

How to Initiate 'Day Close'

Go to 'Maintenance' Tab → Select the menu option Day Close.

The Day Close sequence appears on the left of the Day Close. Each screen should be completed for the Day Close process to complete.

Note: - On each screen of Day Close process there is a 'Print List' button which helps to get a printed copy of the data, which can be stored for recording purpose.

Screen 1: **Welcome to 'Day Close' Wizard**

This is welcome screen and displays 'Night Auditor' an option to perform Quick Day Close.
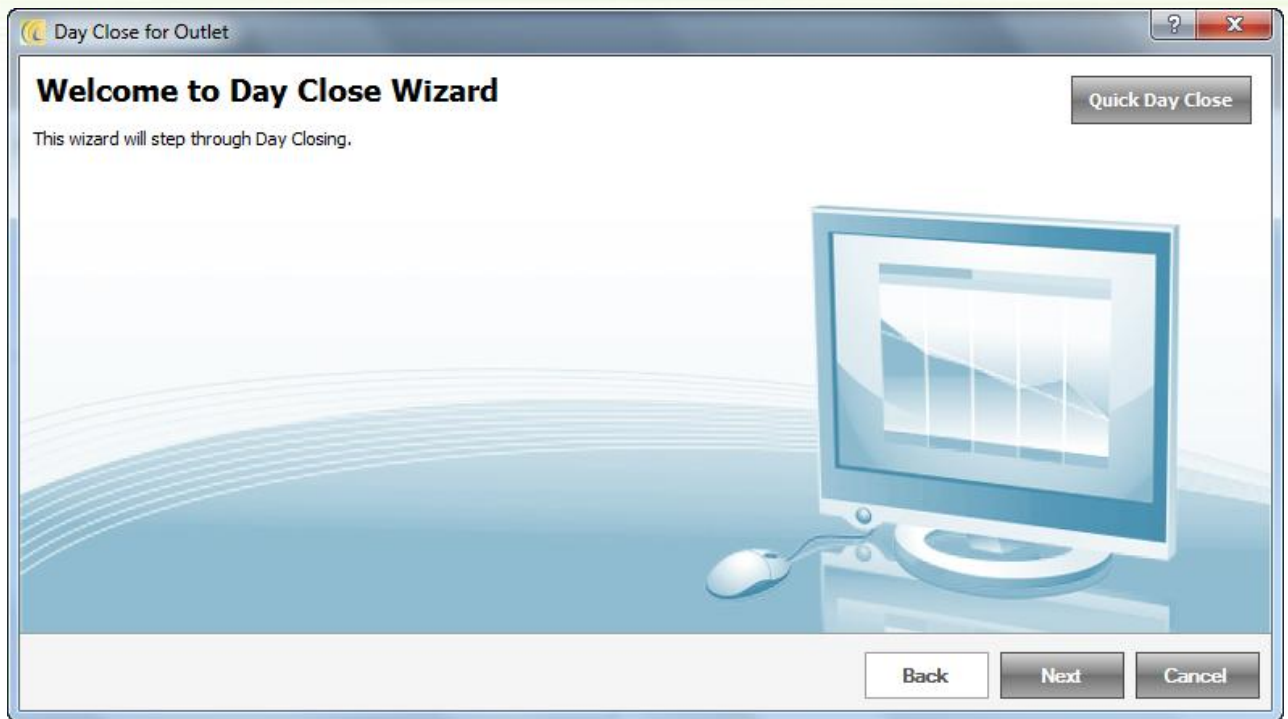
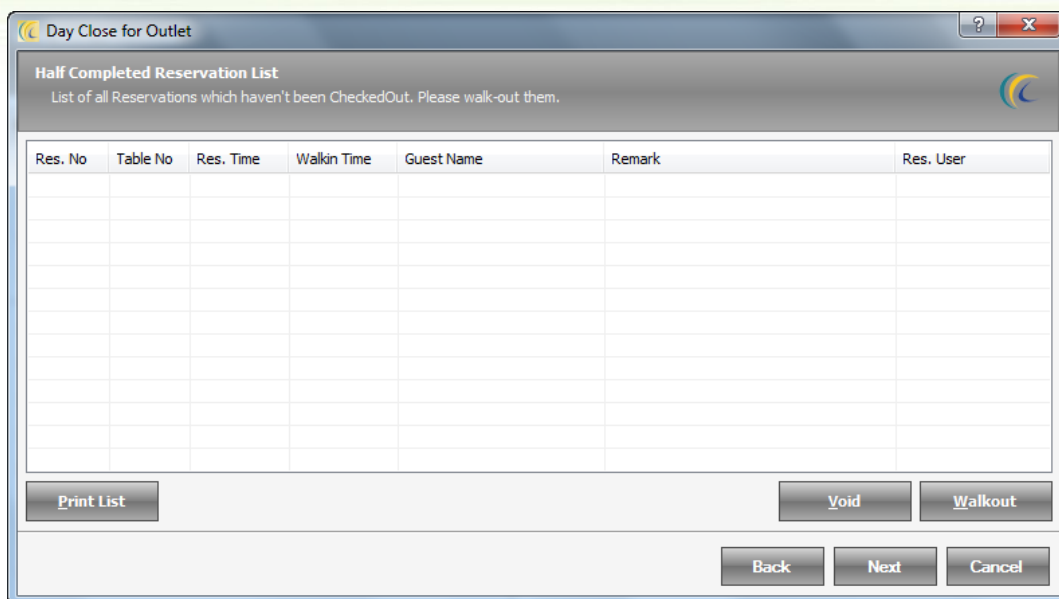If Night Auditor clicks on Quick Day Close it will ask to open New Day.

This is the fastest way to perform night audit, as user doesn't need to go through all the screens of 'Day Close'. User can use this option if they are in hurry and forgot to do day close the last day.

Note: In all the screens when user say today it means the system's working date, which can be seen at status bar.

Click on 'Next' button to go to screen 2 of the day close wizard.

Screen 2: **Half Completed Reservation List**

This screen displays the details of all the guests in Dine In but did not mark as walk out. User can choose further operation to continue.
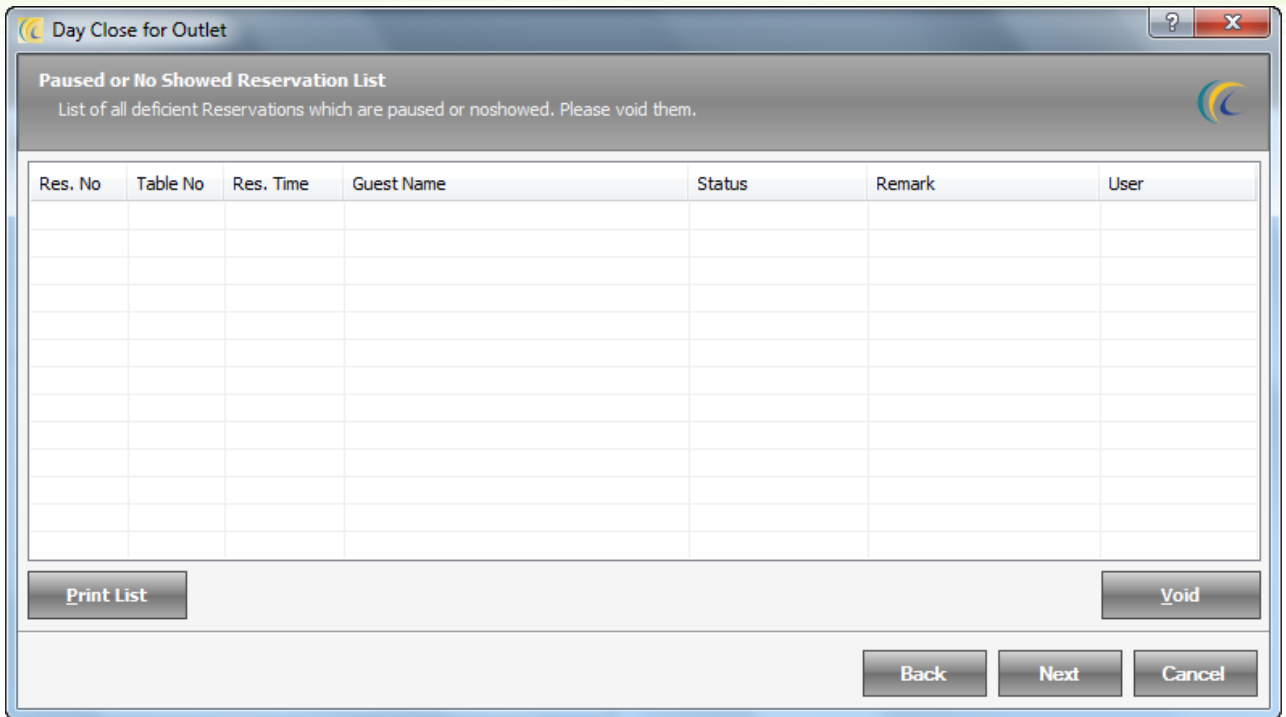
Void: This option allows user to void the table reservation. This option is used where there is any mistake from desk clerk while entering the reservation or any other reason. On selecting the option Void, system gives the option to select void reason, which confirms why Night Auditor wants to void the table reservation.

Walkout: This option allows user to walkout the reservation. Means, if guest has already had the meal and desk clerk forgot to walk the guest out, and then Night Auditor can do that.

Click on 'Next' button to go to screen 3 of the day close wizard

Screen 3: **Paused or No Showed Reservation List**

This screen displays the details of all the reservations that user has kept on hold or marked as 'No Show'. User can choose further operation to continue.
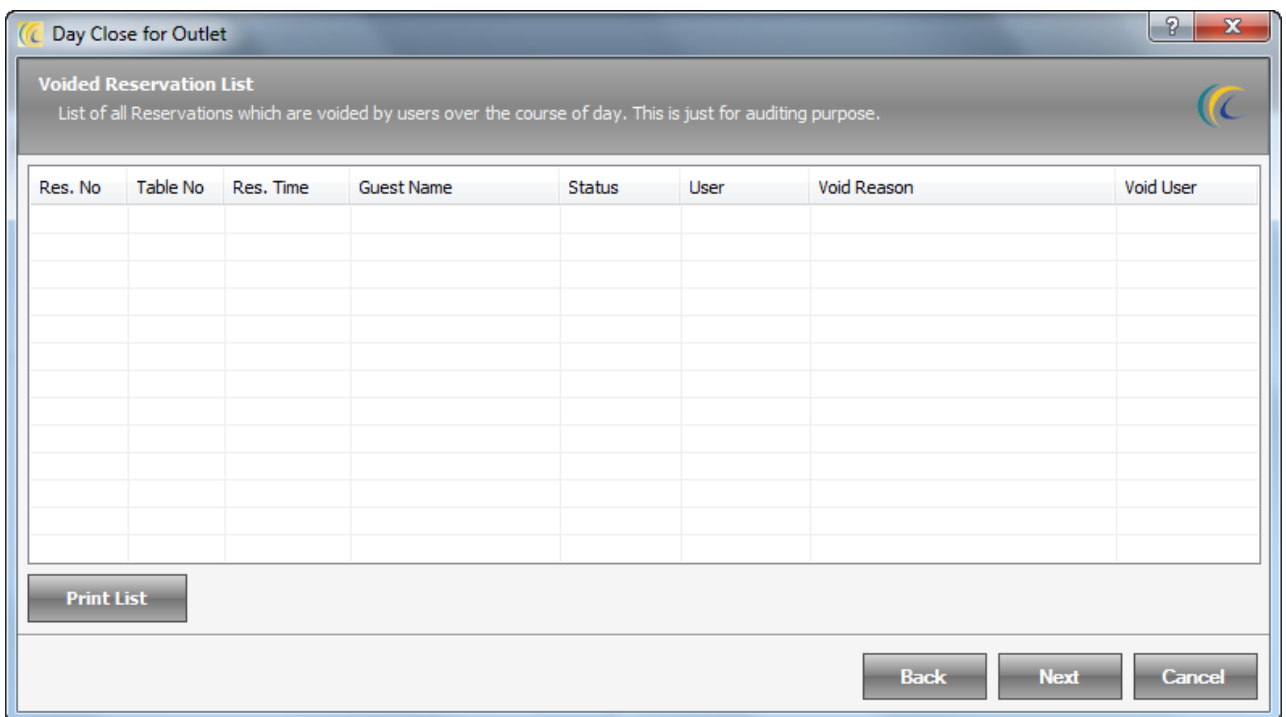
Void: This option allows user to void the reservation. On selecting it, system gives the option to select void reason, which confirms why Night Auditor wants to void the reservation.

Click on 'Next' button to go to screen 4 of the day close wizard

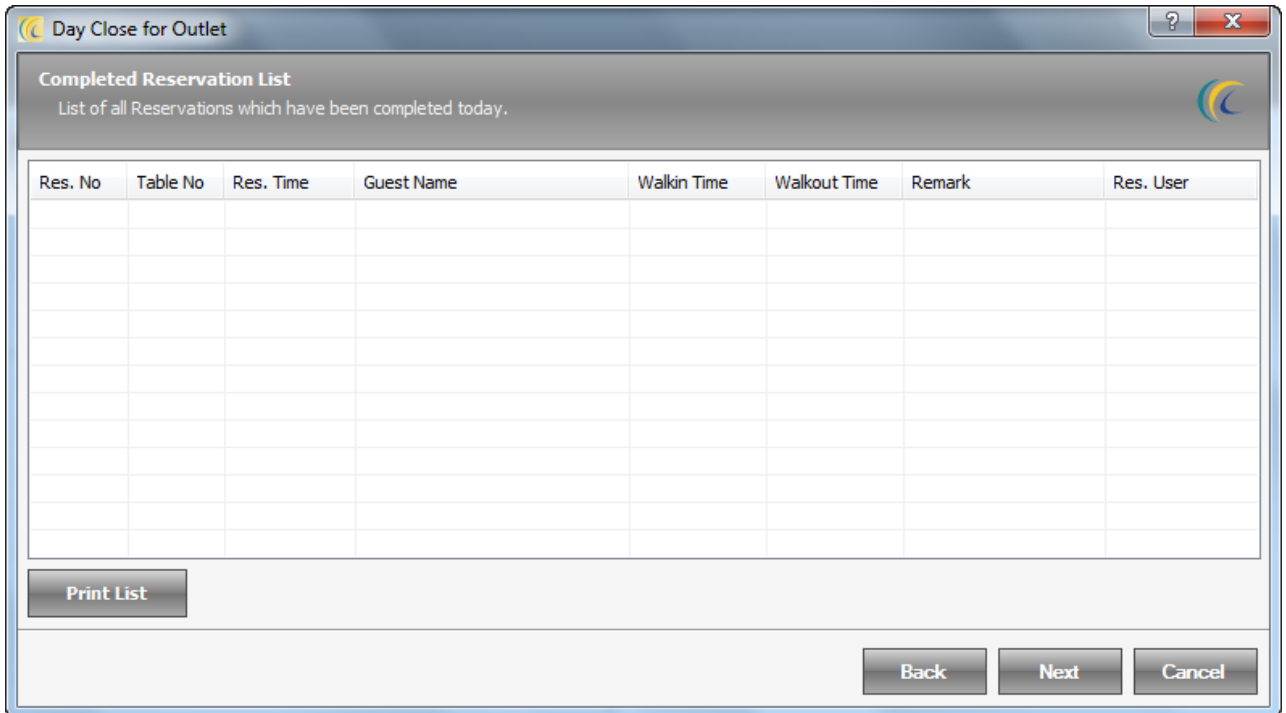**Screen 4**: **Voided Reservation List**

This screen displays the details of the all Voided Reservation done on software date.

Click on 'Next' button to go to screen 5 of the day close wizard

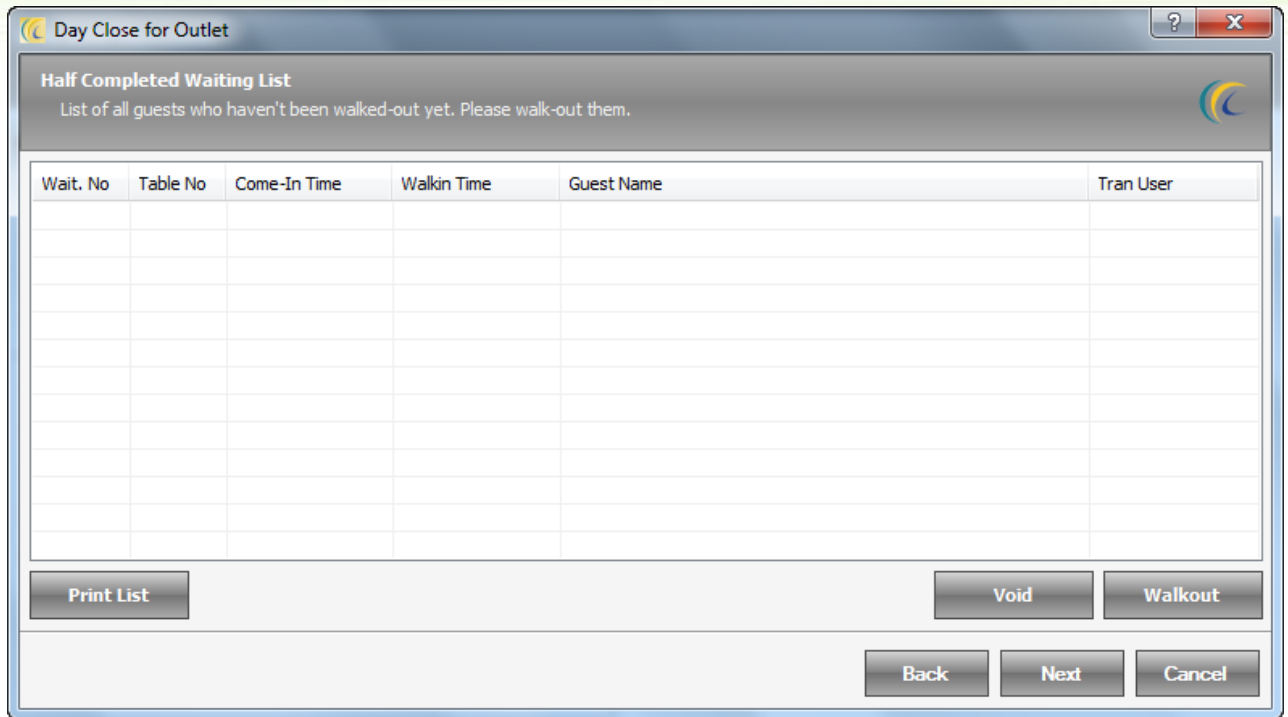**Screen 5**: **Completed Reservation List**

This screen displays details of the reservations walked in which has been walked out.

Click on 'Next' button to go to screen 6 of the day close Wizard

Screen 6: **Half Completed Waiting List**

This screen displays the details of all the guests in Dine In but did not mark as walk out. User can choose further operation to continue.

Click on 'Next' button to go to screen 7 of the day close wizard

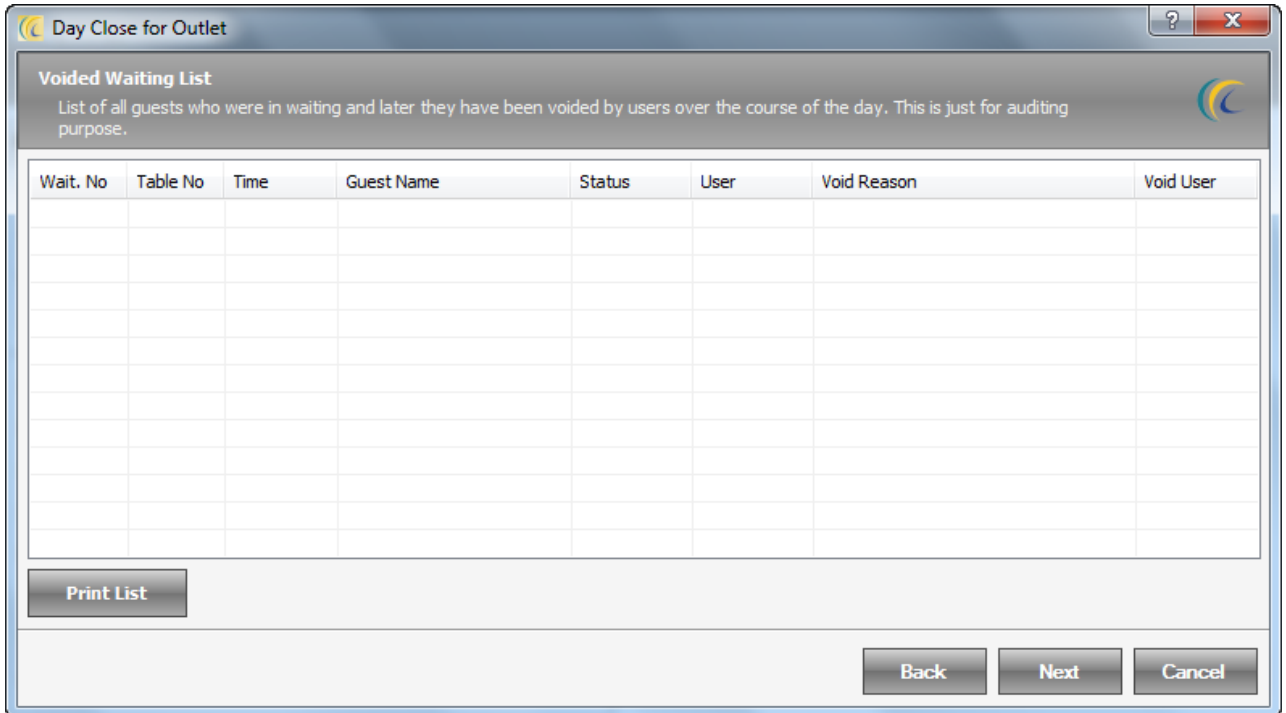**Screen 7**: **Paused or No Showed Waiting List**

This screen displays the details of all the waiting list that user has kept on hold or marked as 'No Show'. User should void to continue.
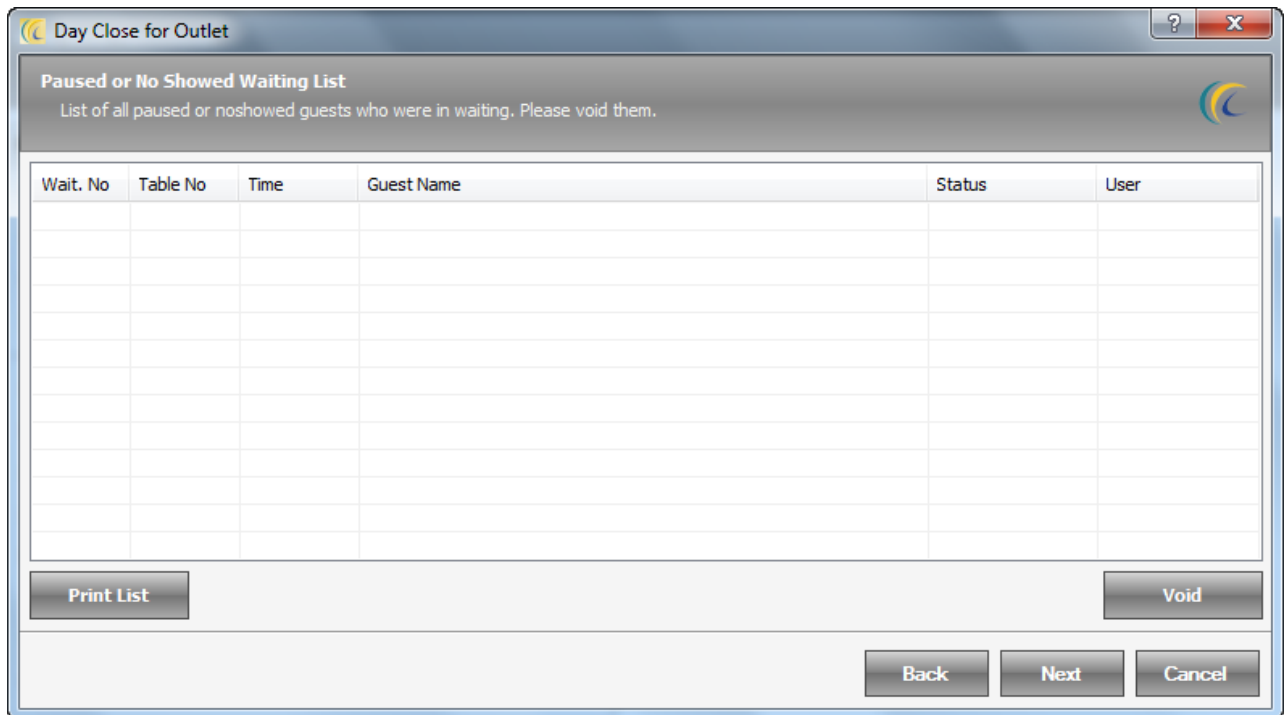
Click on Next button to go to screen 8 of the day close wizard
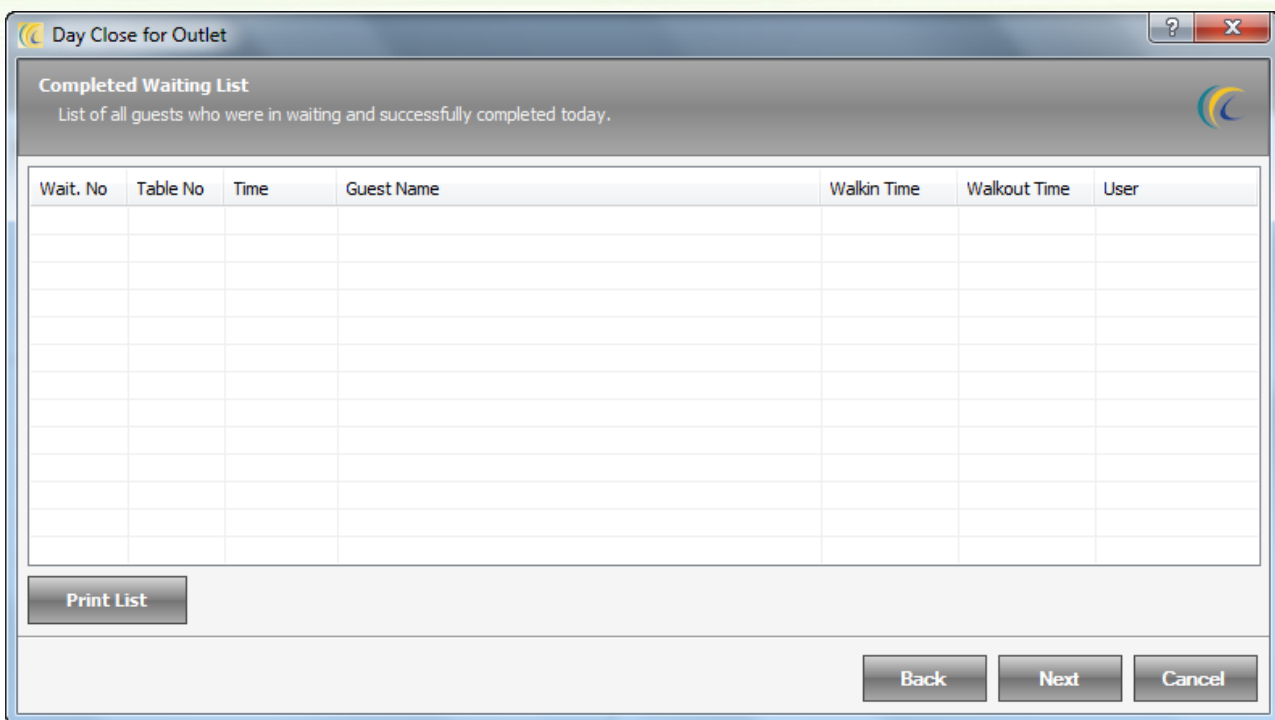
Screen 8: **Voided Waiting List**

This screen displays the details for all waiting lists that have been voided on Software date.

Click on 'Next' button to go to screen 9 of the day close wizard

Screen 9: **Completed Waiting List**

This screen displays details of all the waiting list which have been completed.

Click on 'Next' button to go to screen 10 of the day close wizard

Screen 10: **Open KOT List**

This screen displays user a list of all open KOT's. Night Auditor will have to either settle the KOT's or void the open KOT's.

Click on Next button to go to screen 11 of the day close wizard

Screen 11: **Void KOT List**

This screen displays user the list of all the KOT's which were voided in software date.

Click on 'Next' button to go to screen 12 of the day close wizard

Screen 12: **Sold KOT List**

This screen displays the list of all the sold KOT's in software date.

Click on 'Next' button to go to screen 13 of the day close wizard

Screen 13: **Open (Unsettled) Receipt List**

This screen displays the list of all the unsettled/open Receipts in software date. Night Auditor will have to either 'Void' the open Receipts or settle the Receipts through 'Amount Paid' option.
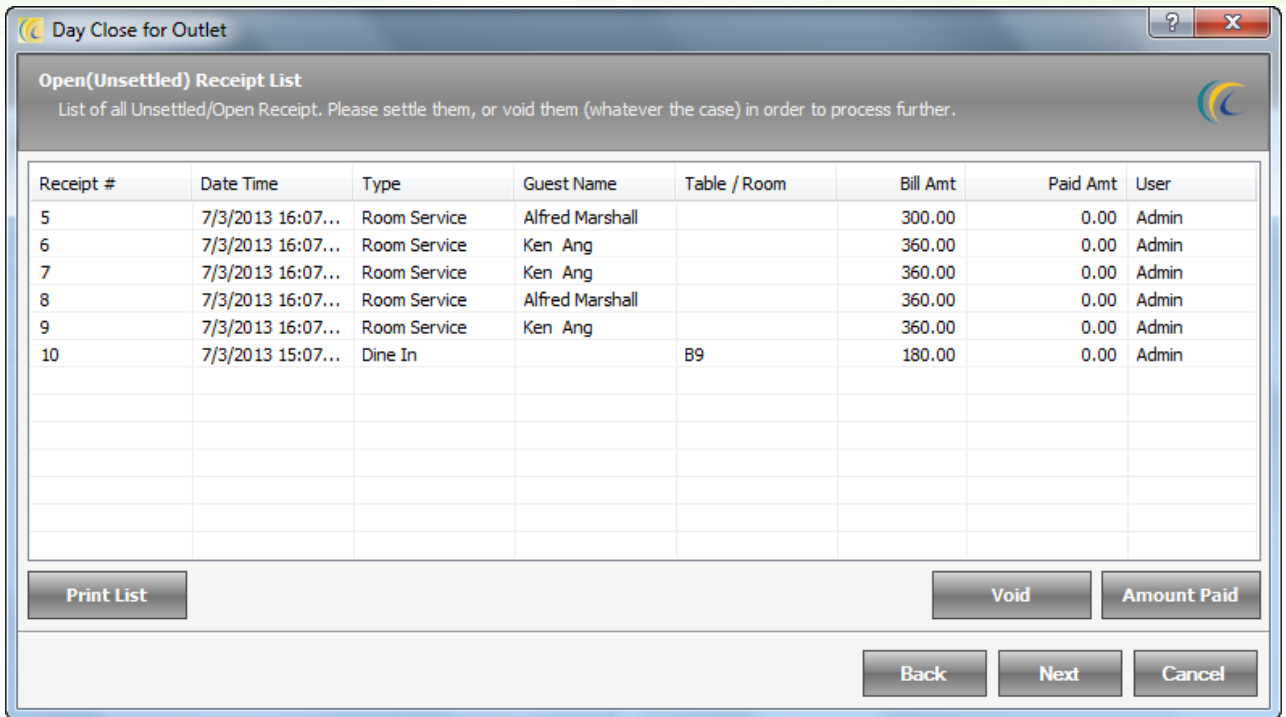
Click on 'Next' button to go to screen 14 of the day close wizard

Screen 14: **Void Receipt List**

This screen displays user the list of all the Receipts which were voided in software date.
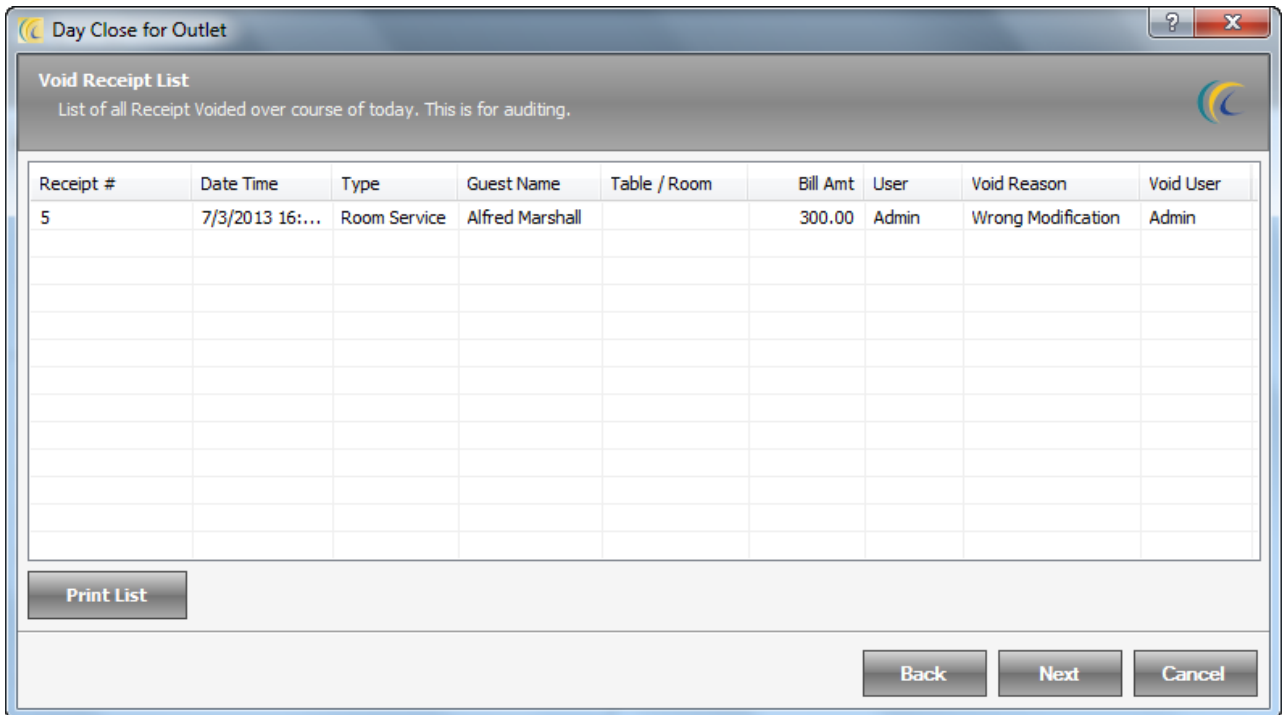
Click on 'Next' button to go to screen 15 of the day close wizard

Screen 15: **Settled Receipt List**

This screen displays user the list of all the Receipts which were settled in software date.

Click on 'Next' button to go to screen 16 of the day close wizard

Screen 16: **Void Payment List**

This screen displays the list of all the Receipts which were voided in software date.
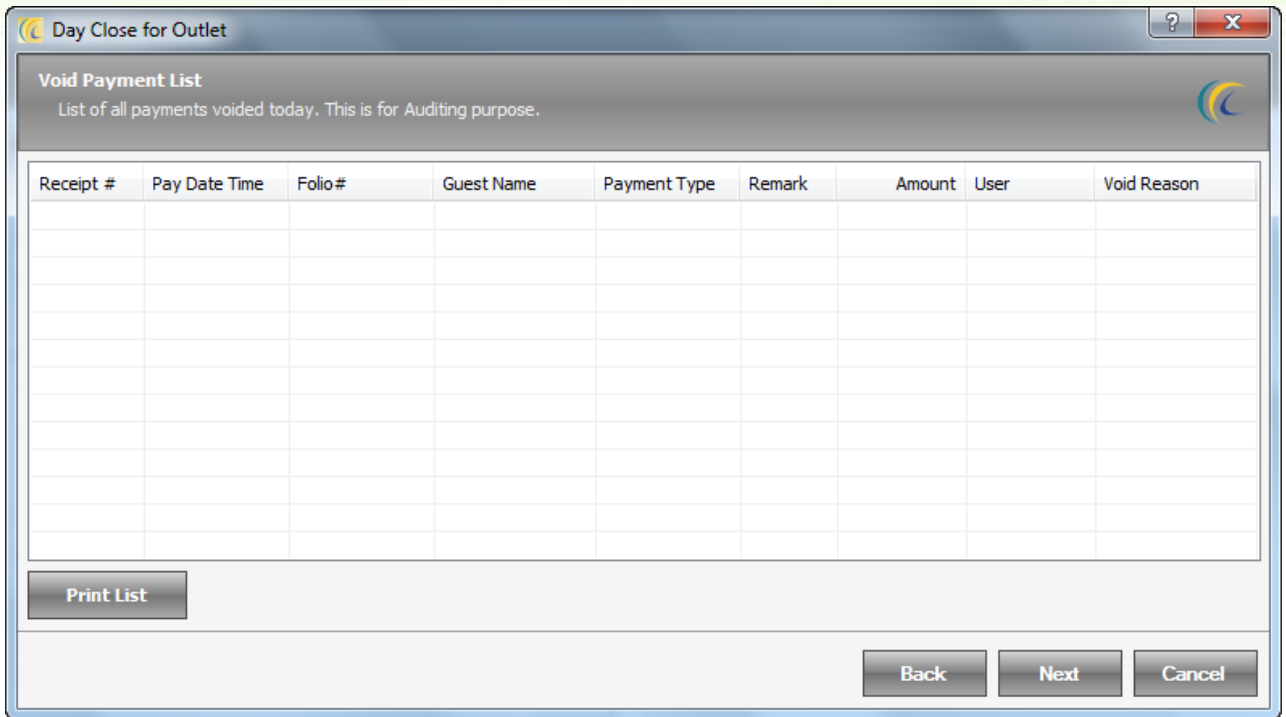
Click on 'Next' button to go to screen 17 of the day close wizard

Screen 17: **Payment List**

This screen displays the list of all the Payments collected in software date.
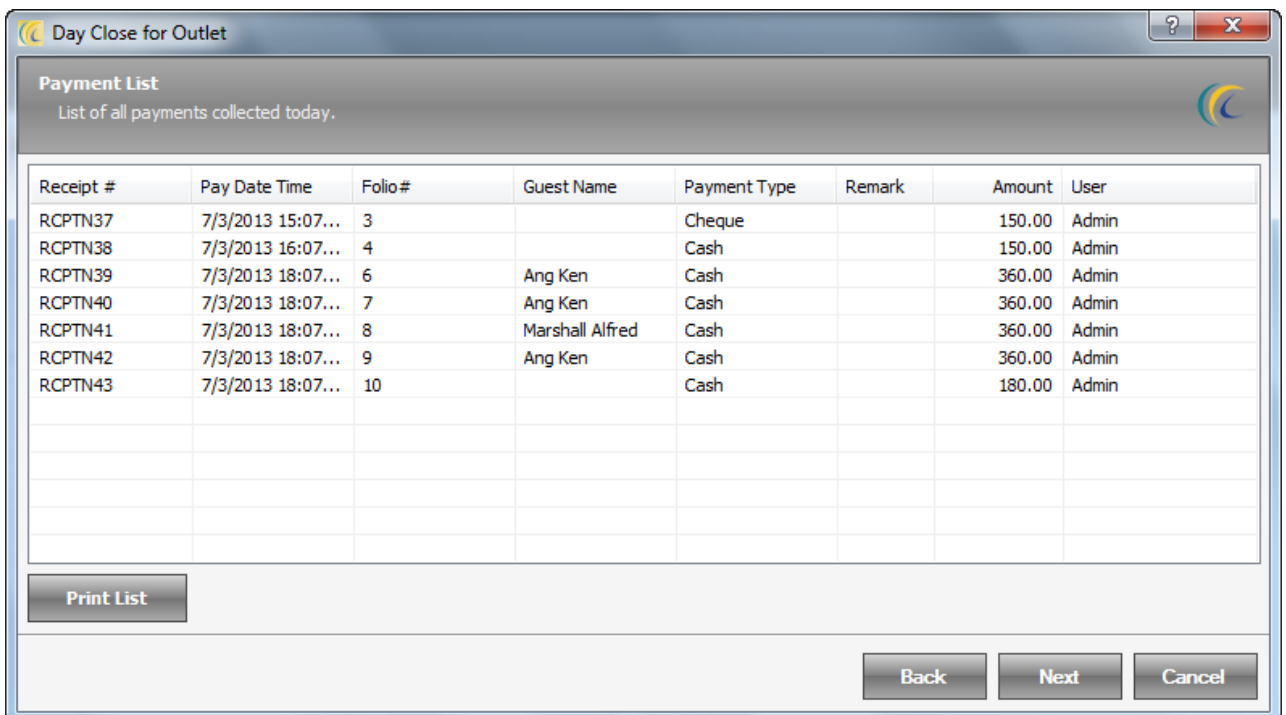
Click on 'Next' button to go to screen 18 of the day close wizard

Screen 18: **Payment Summary**

This screen displays the list of full Payment summary with the details like payment type, void amount, total paid and more for software date.

Click on 'Next' button to go to screen 19 of the day close wizard

Screen 19: **Freeze Audited Data**

This screen displays an option to freeze the data till software date. If user uncheck this option of 'Freeze Data' then the data is open for editing.

Note: 'Freeze Data' editing can be done if user has privilege.

This screen displays an option to create a new day. A calendar is given on this screen which allows user to select a specific day. For example, if the outlet was closed for a week due to maintenance or any other reason, instead of doing the night audit 7 times (each time for 1 day) and then reaching the current date, user can change the date here and finish the whole process in one step.

Click on 'Next' button to go to screen 21 of the day close wizard

Screen 21: **End.**

This screen displays the confirmation that the 'Day Close' has been done. Night Auditor can click on 'Finish' button to finalize the operation.
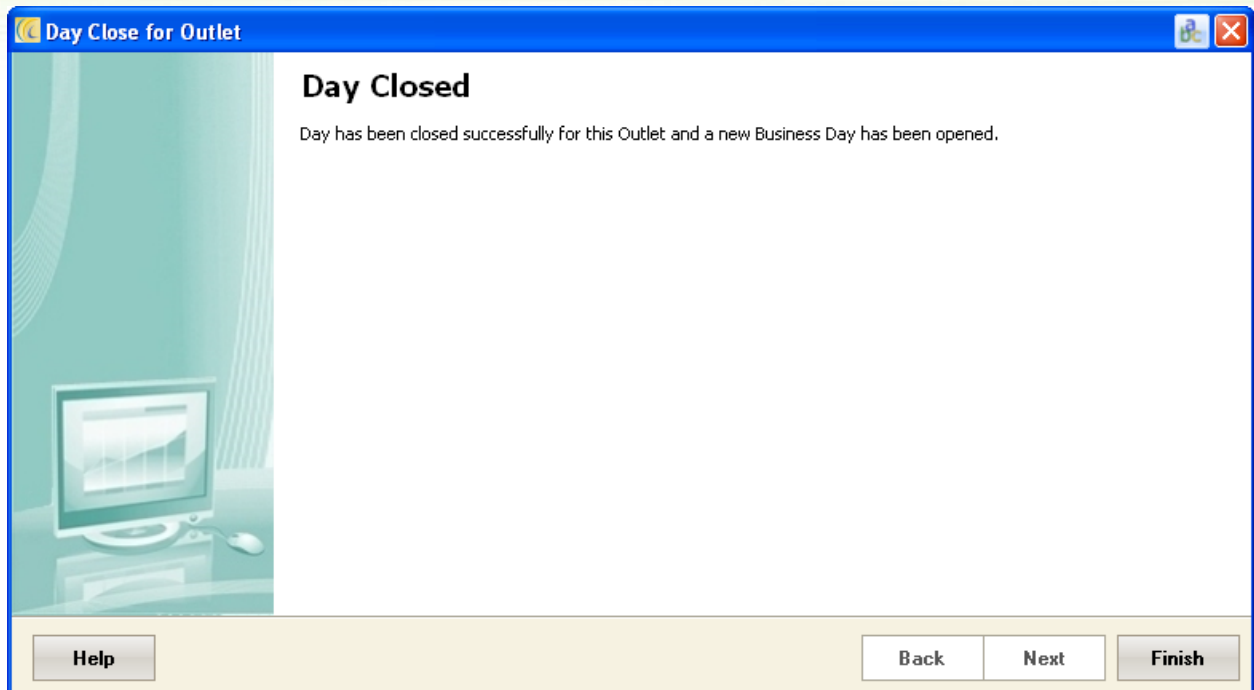
Roll Back Day Close

Roll Back Day Close is the process by which Management or Night Auditor can cancel the process of Day Close, if the system date is changed to an incorrect date by mistake. Example: If today's date is 3/24/2010 and someone changes the date to 3/25/2010 on system tray and the 'Night Audit' is completed for this incorrect date on system tray. The management will need the option to Roll Back Day Close to change the date back.

Initiate 'Roll Back Day Close'.

Go to Maintenance Tab → Select the menu option 'Day Close'.

Note: In all the screens when user say today it means the date as 3/25/2010 which is System working date, which can be found at status bar.

Screen 1: Rollback a Day Close

This is a welcome screen.
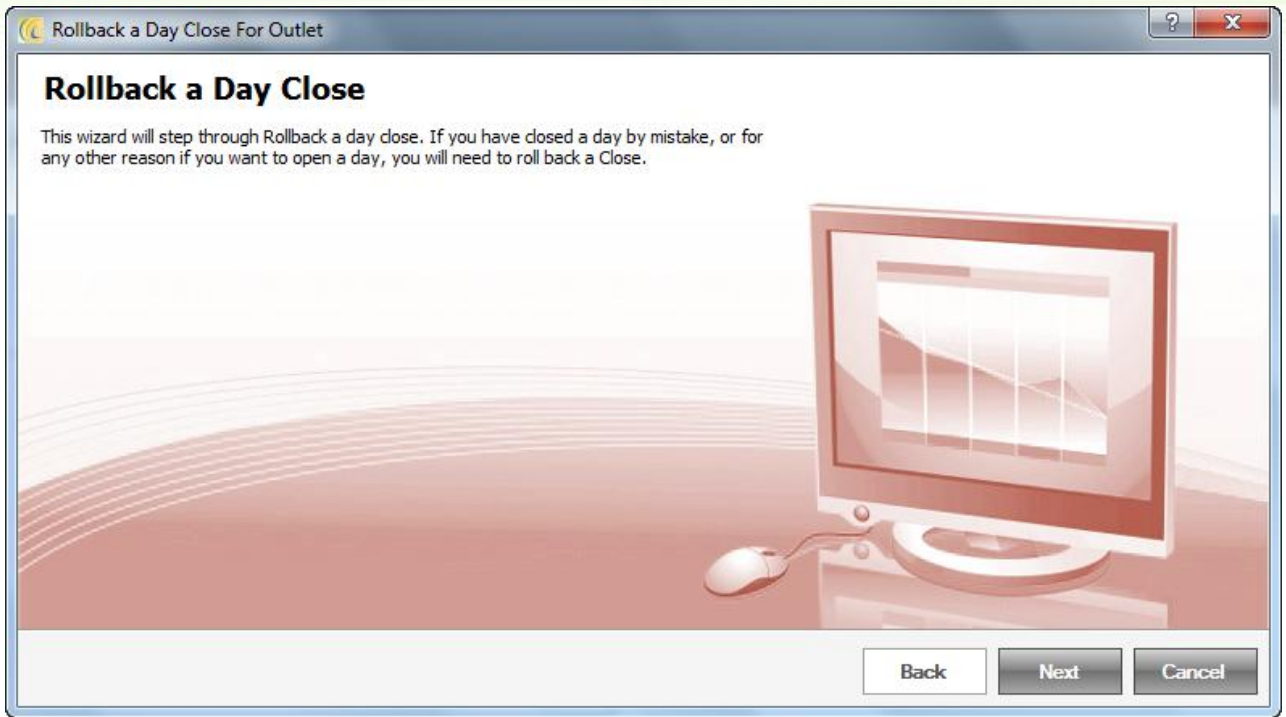
Click on 'Next' button to go to screen 2 of the roll back day close wizard

Screen 2: Payment List

This screen displays details of the charges paid by the guest for software date.

Night Auditor will either need to Void or post transactions to previous day.
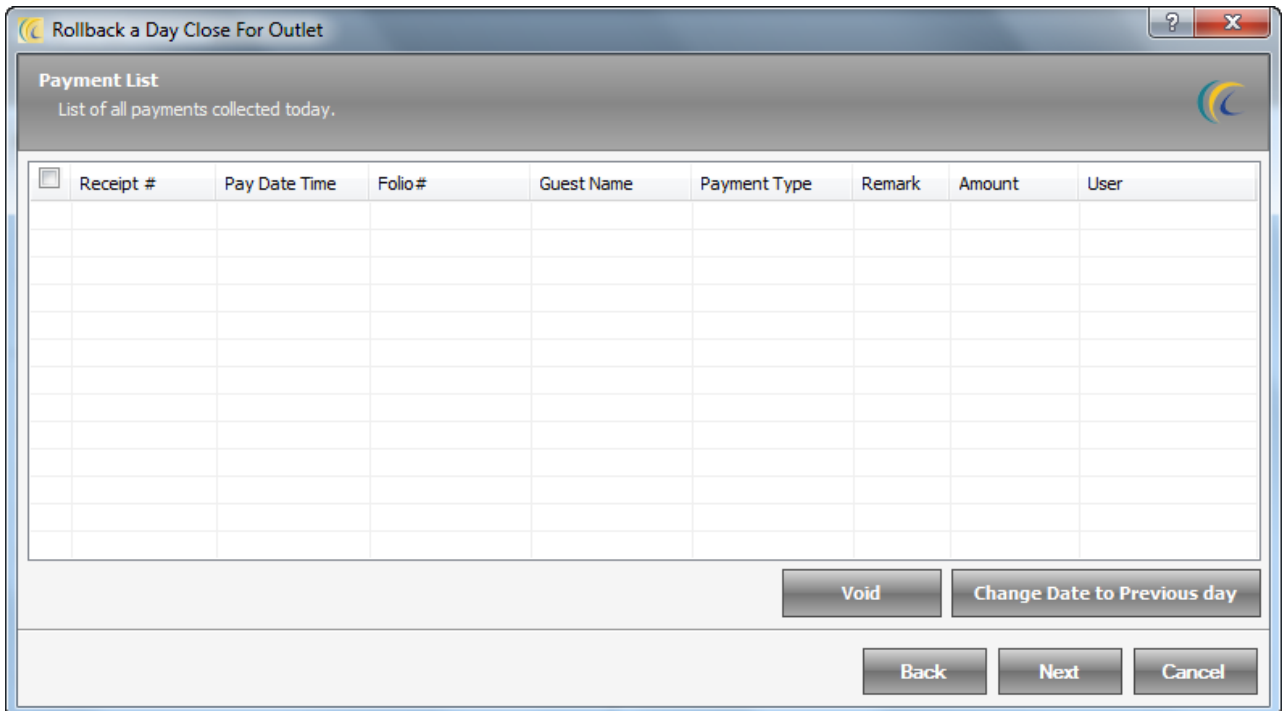
Click on 'Next' button to go to screen 3 of the roll back day close wizard

Screen 3: Receipt List

This screen displays list of receipts made on software date.

Night Auditor will either need to Void or Post transactions to previous day.
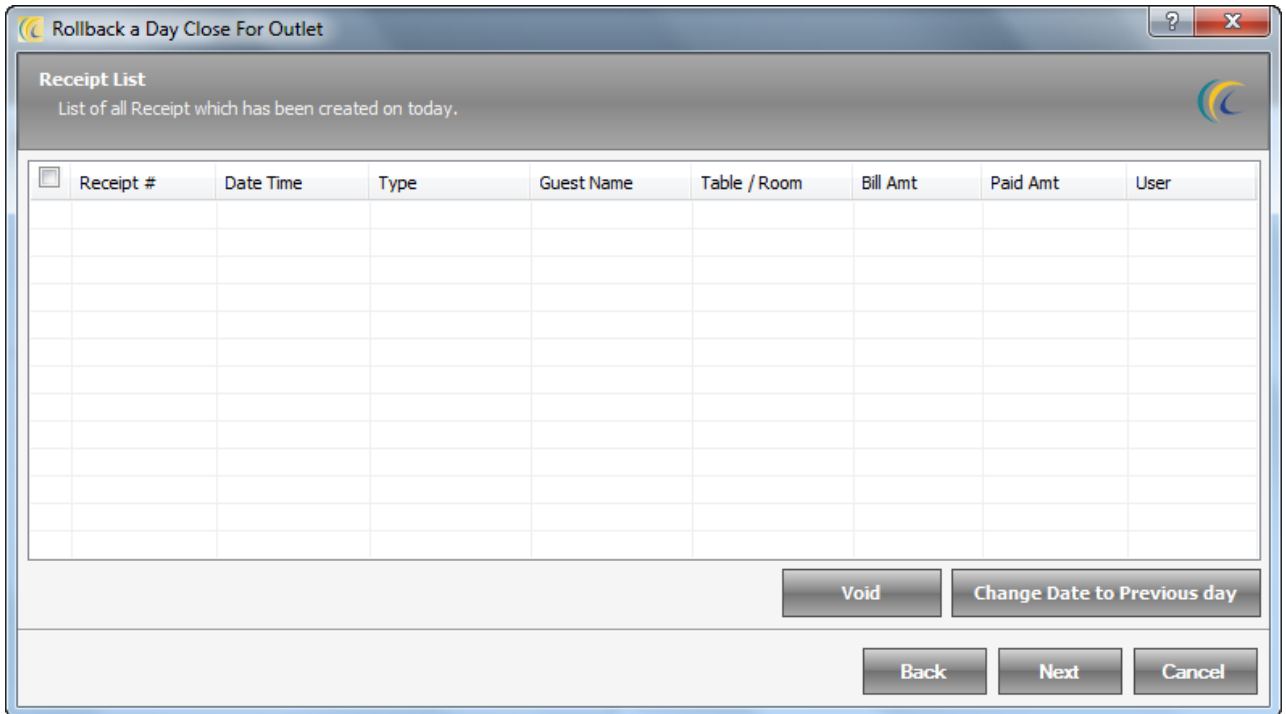
Click on 'Next' button to go to screen 4 of the roll back day close wizard

Screen 4: KOT List

This screen displays list of KOT's made on software date.

Night Auditor will either need to Void or post KOT's to previous day.
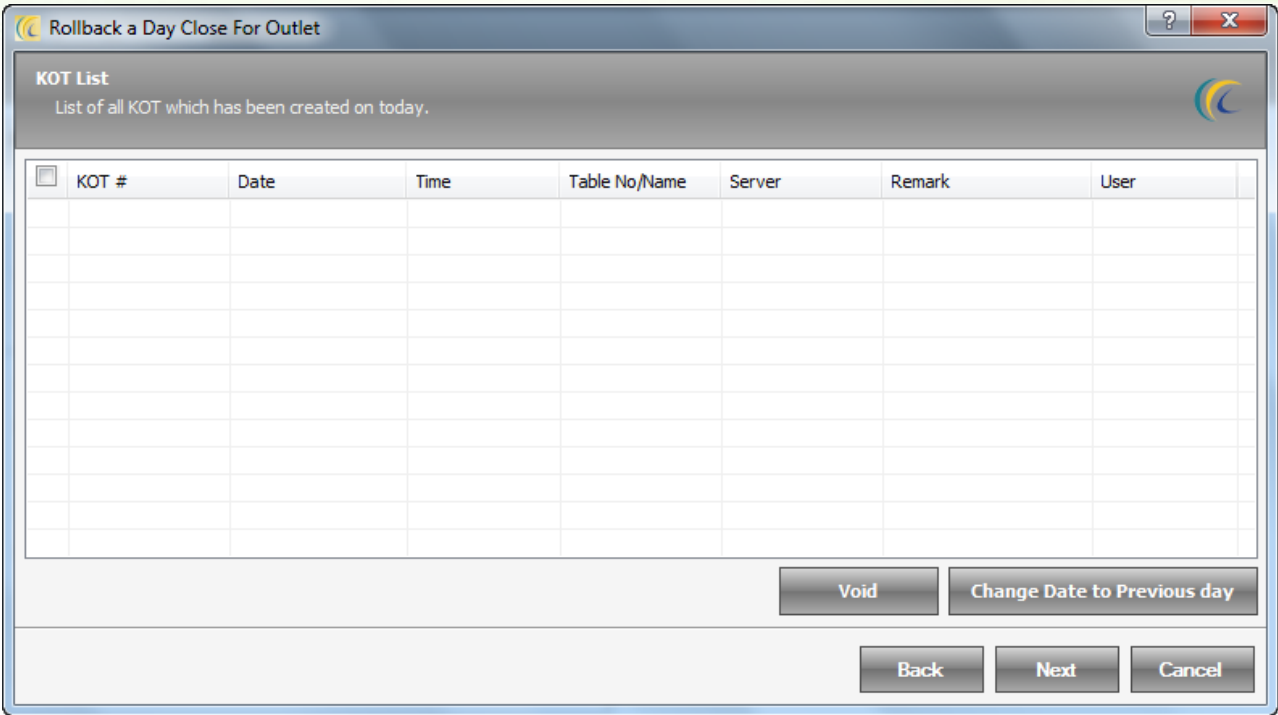
Click on Next button to go to screen 5 of the roll back day close wizard

Screen 5: Reservation and Waiting List

This screen displays list of Reservations and Waiting's which have been completed on software date.
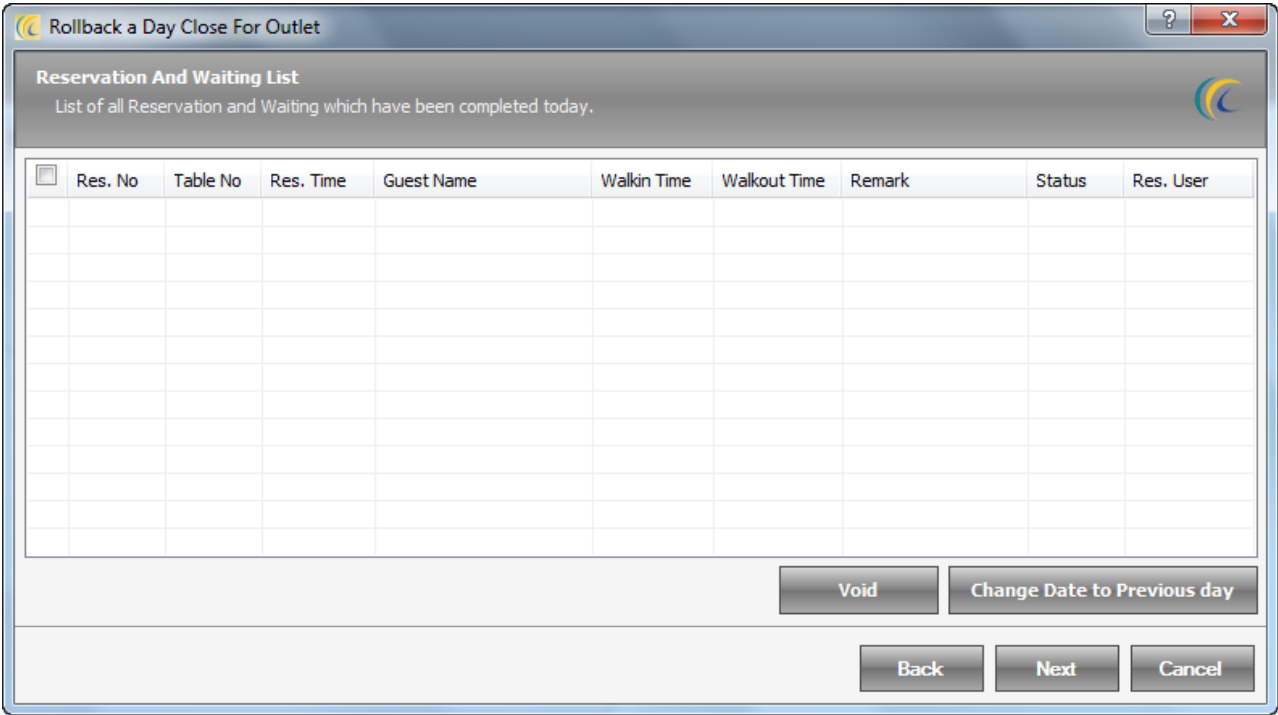
Click on 'Next' button to go to screen 6 of the day close wizard.

Screen 6: Day Closed

This screen displays the confirmation that the Roll Back Day Close has been done. User can click on 'Finish' button to finalize the operation.
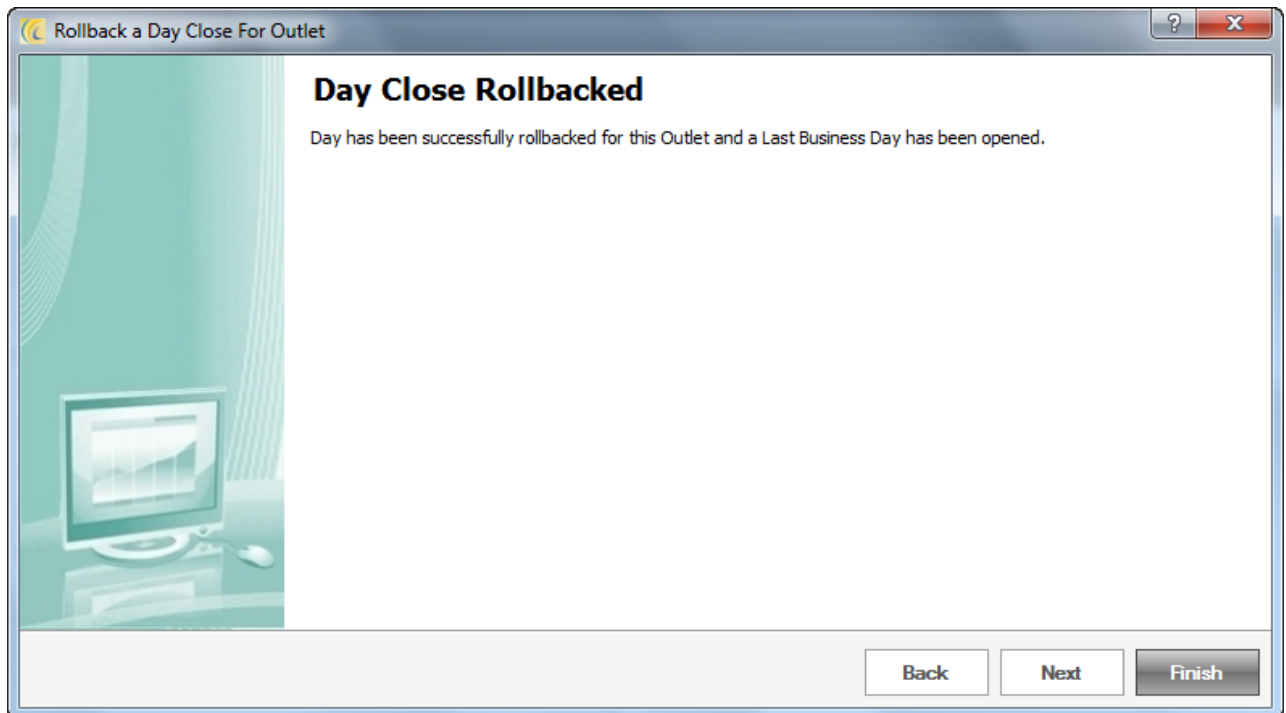
Open/Close Shift: Allows the management to see which user shift is open or close. In case user forgot to close shift after leaving, then you can close his shift.

Open/Close Shift

Administration can use this option to Check the users that are currently logged into the system. Using this option, you can either open or close a current logged in shift.
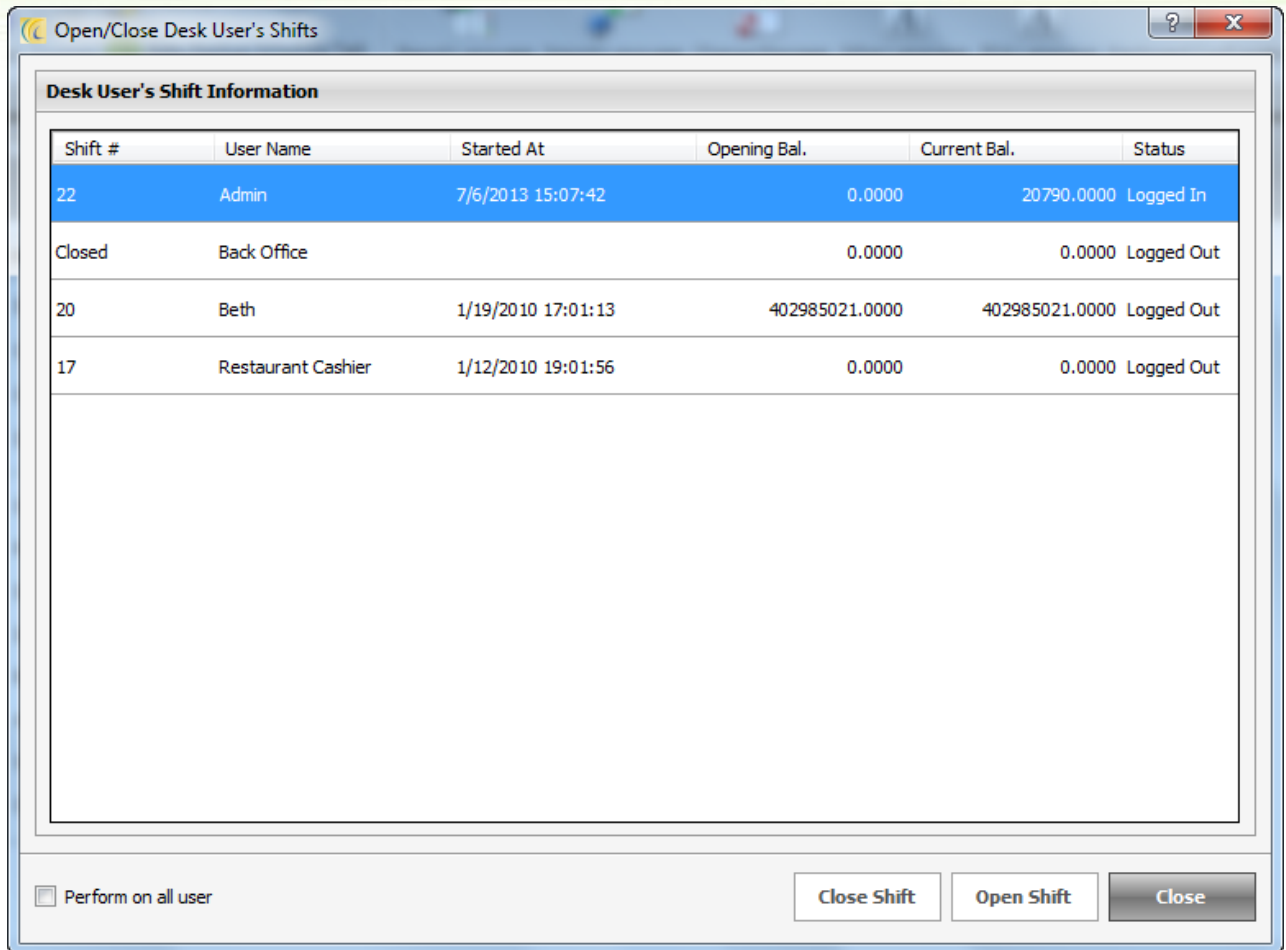
Database

Back Up

Backup refers to making copies of data base, so that in case of system crash, these copies may be used to restore the original. These copies are typically called 'backups'. This way you can protect your database from any possible disaster. eZee strongly recommends taking regular back up and if possible take back up on external drive.
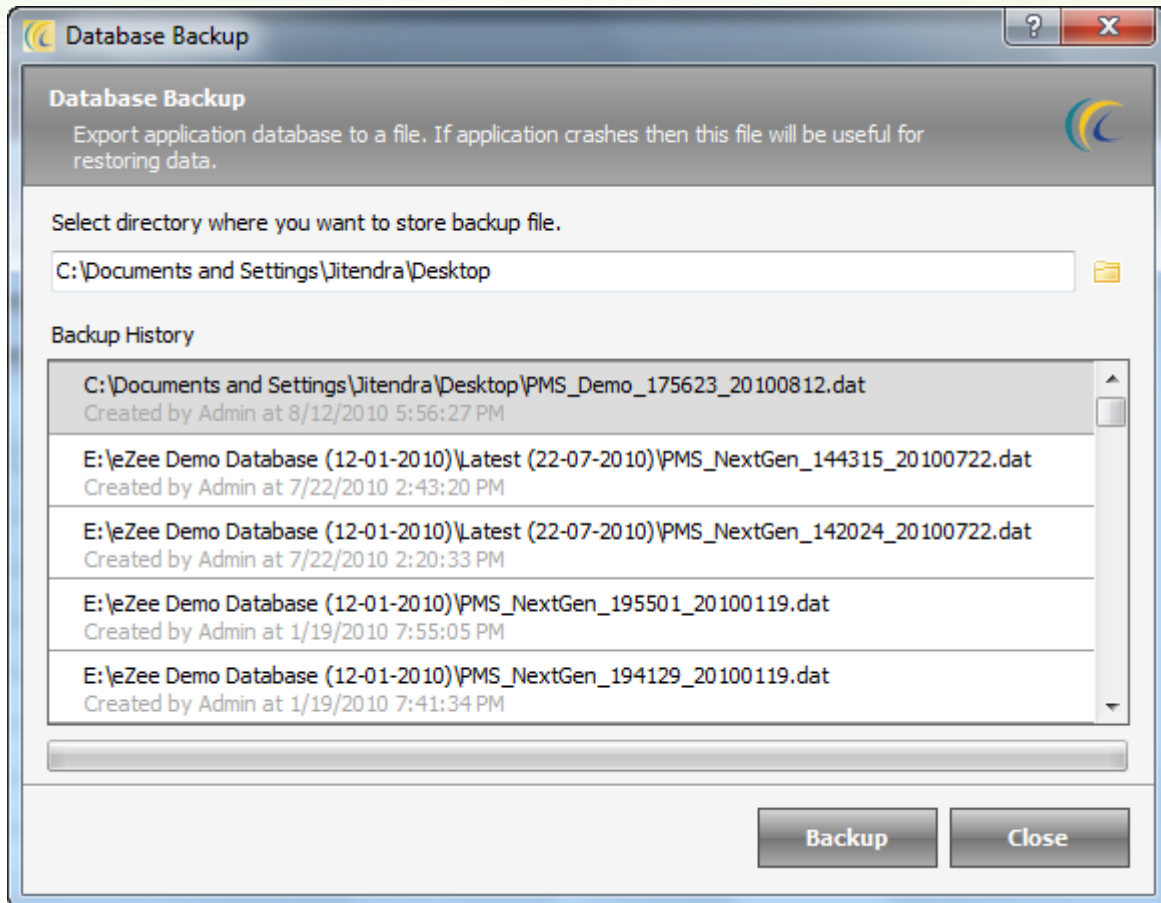
Click on 'Backup' button → 'Database Backup' screen will open as shown below.

In order to take Backup → Browse the path → hit on 'Start Backup' button.

Restore

Restore is a process that involves copying backup files from secondary storage (backup media) to the system. This is useful to restore the data in the event of system malfunctioning or failure.

Click on 'Restore' button → 'Database Restore' screen will open as shown below.
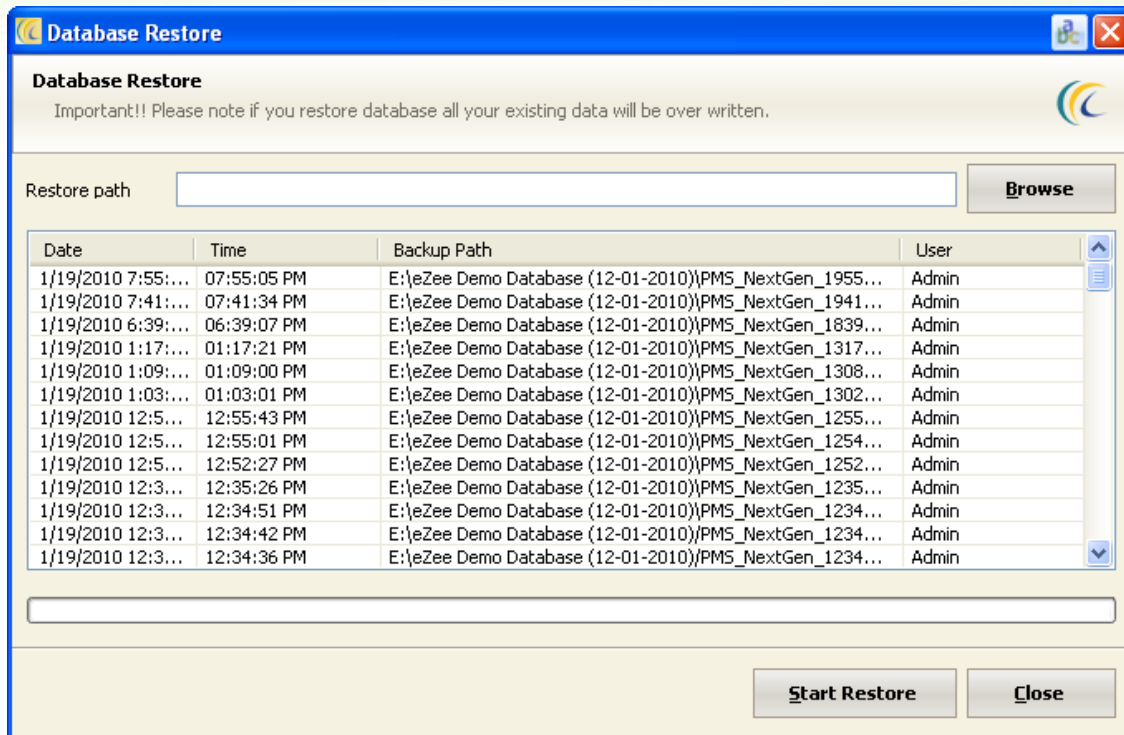
In order to take Restore → Browse the path → hit on 'Start' Restore button.

Note: Restore feature is Active only in Licensed/Purchased version of eZee Point of Sale Software.

Clean up Transaction

This wizard will remove the void transactions permanently from system for the selected outlet.

The voided transactions can be seen in Void and Audit Trail reports.

For Example: - A case may be: someone has changed your system date and you did not notice this and did Night Audit till system date and by mistake waiters also punched the orders on the forward date, than in this case, they can void the transactions and enter the transactions in correct date and you can use Cleanup transaction wizard to remove the voided entries from the system.

Click on Cleanup Transaction → Data Clean up Wizard will open as shown below.

Remove all Transactions: - Selecting this option will remove all the voided transactions from the starting date till Software working date.

Remove Transactions as on a selected date: - Selecting this option will offer you to delete the voided transactions for single selected date in On Date.

Click on 'Next' to select the Transaction which needs to be removed.
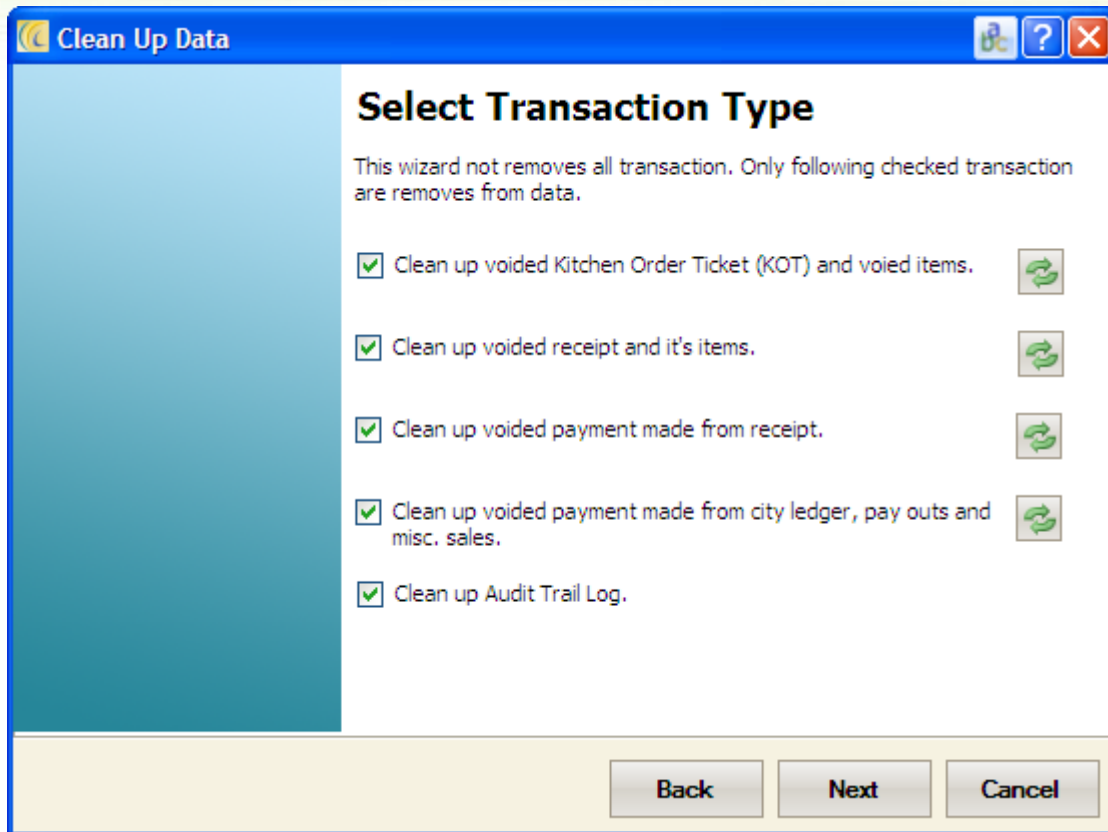
User have an option to clean data from the above 5 categories. User can select any specific category to remove the voided data.

User can see the changes in relevant void and audit trail reports after cleaning the data.

Language

eZee Software is supported by many languages and can be converted in your local language.

For Example: - Arabic, Vietnamese, Thailand, etc.

Export Language: After making changes in language user can save a copy of the changed language by exporting the language.

 Browse the path → and Export.

Import Language: User can import the language pack and can see the Software labels and language in your local language.

Note: To see other language user language selected should be Custom language. You can select Custom language from → User Operation → Language.

Change Message: This option is used to change the language in various screens. The basic purpose of this window is to change the default text of the normal screen.

For Example: - We have an option 'Bill Amount', if user wants to change bill amount to 'Receipt Amount'; user can keep it custom1 or custom2 and change the user language to custom1 or custom2. The changed language will reflect in various screens.

Other Language: This option is also used to change the language in various screens.

PDA Language: This option is also used to change the language in PDA screens.

OUTLET TAB
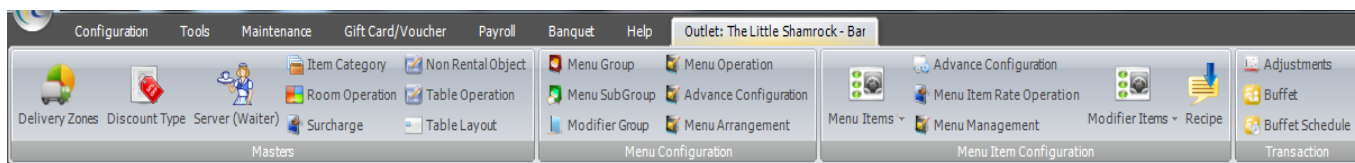
Masters

Delivery Zones

This option is used to configure driver routing and designate the delivery Stations/Zone to be used for drive through orders for direct-to-your-door service. This option provides an easy method of charging different delivery rates depending on the city location.

Click on the 'Delivery Zones' → 'Delivery Zones' screen will open as shown below.

In order to define 'Delivery Zones' → click on 'New' → Add/Edit 'Delivery Zones' screen will open as shown below.

Enter all information such as Alias, Name and Delivery Charges → 'Save'. User will see all Delivery Zones listed in 'Delivery Zones' screen.

Special Settings:

Charges and Taxes for Outlet: This is the amount that will be charged extra to the customers for the delivery.

Enter Tax1, Tax2 and/or Tax3 (if applicable) (optional).

Discount Types

This is specifically discount rules which can be defined on item level or receipt level to further pick while selling items.

Click on 'Discount Types' button → 'Discount Types' screen will open as shown below.

In order to define new 'Discount Type' → clicks on 'New' → Add/Edit Discount Type screen will open as shown below.

Enter Alias, Name (it should be simple) → Select Category → Enter Discount % or fixed amount → Save.

You can define the Menu items selecting from the screen as provided below to select the Menu items on which that Discount Type is to be applied upon.

Enter all Discount Types and then press Close button. User will see all Discount Types listed in Discount Types screen.

Special Settings:-

Discount Percentage or Amount: - Specify whether this is a fixed amount or percentage basis discount.

Category:-

Item: It is discount on Item level →User will be able to give discount on items in receipt → Double click on menu sub group to allow discount for that particular **Menu Sub Group**:

For Example: - You can define 2 discounts: - 1)10% on food and 2) 5% on beverage.

And further select the subgroup to apply the discount.

Receipt: It is discount implemented on receipt level → User will be able to give discount on full amount in receipt.

Server (Waiter)

This option displays list of the employees that will serve food in Restaurant.

Click on the Server (Waiter) → Server List will open as shown below.
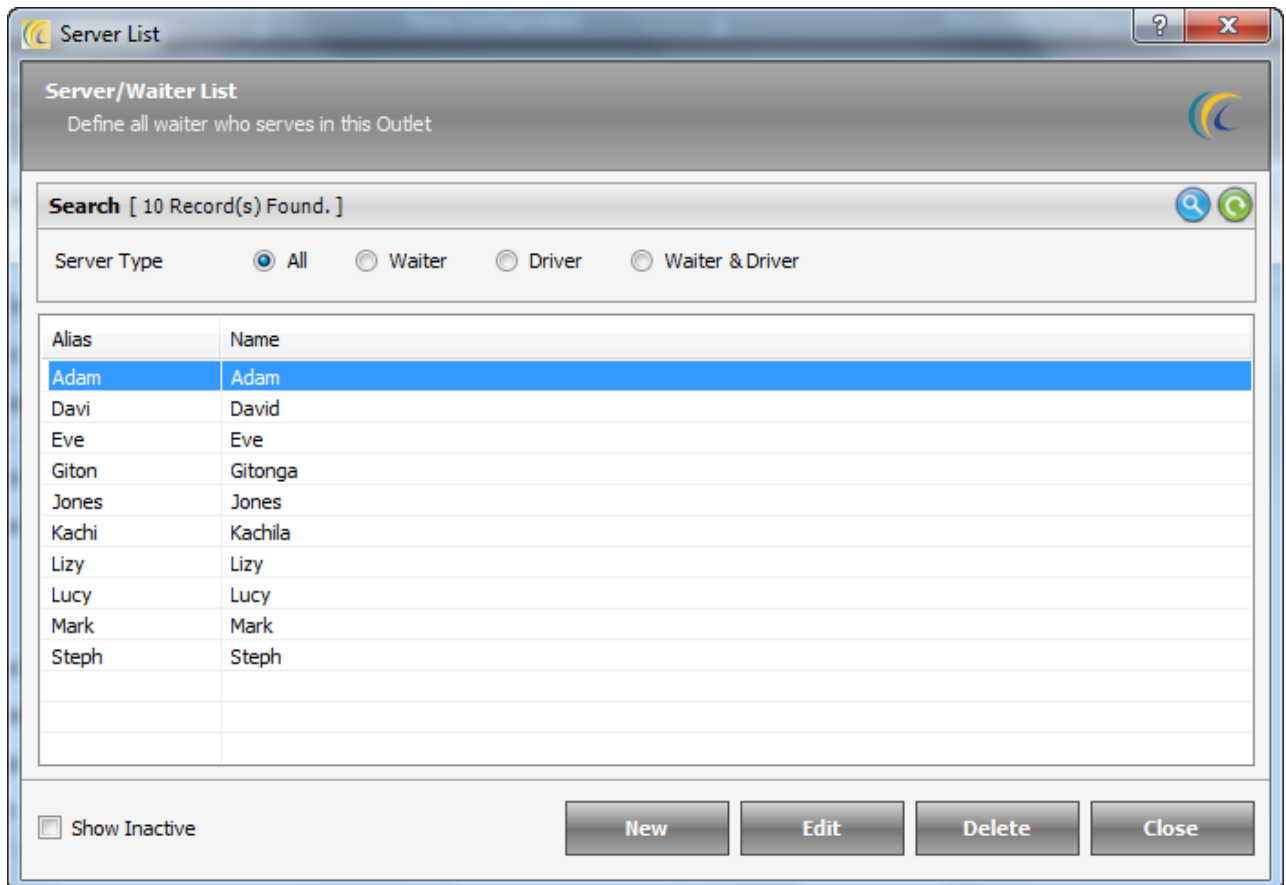
In order to define new Waiter → click on 'New' → Add/Edit Waiter screen will open as shown below.

Enter all the necessary basic details of the Server such as the Name, Waiter Code, Address Information, and Other Information.

Server Type: You can select the Server type, whether the server is a Waiter, Driver or Both.

Commission: You can set the commission Amount or percentage for the Server.

Note: Settings for Commission is only applicable in reports.

Item Category

Item Category is an indicator to segregate the characteristics of specific menu items. Further user can filter or locate the menu items quickly by Item Category. Management can also see the reports based on the filters.

For Example: User can put Beer and Wine in a category called Drinks.

Click on the Item Category → Item Category List will open as shown below.
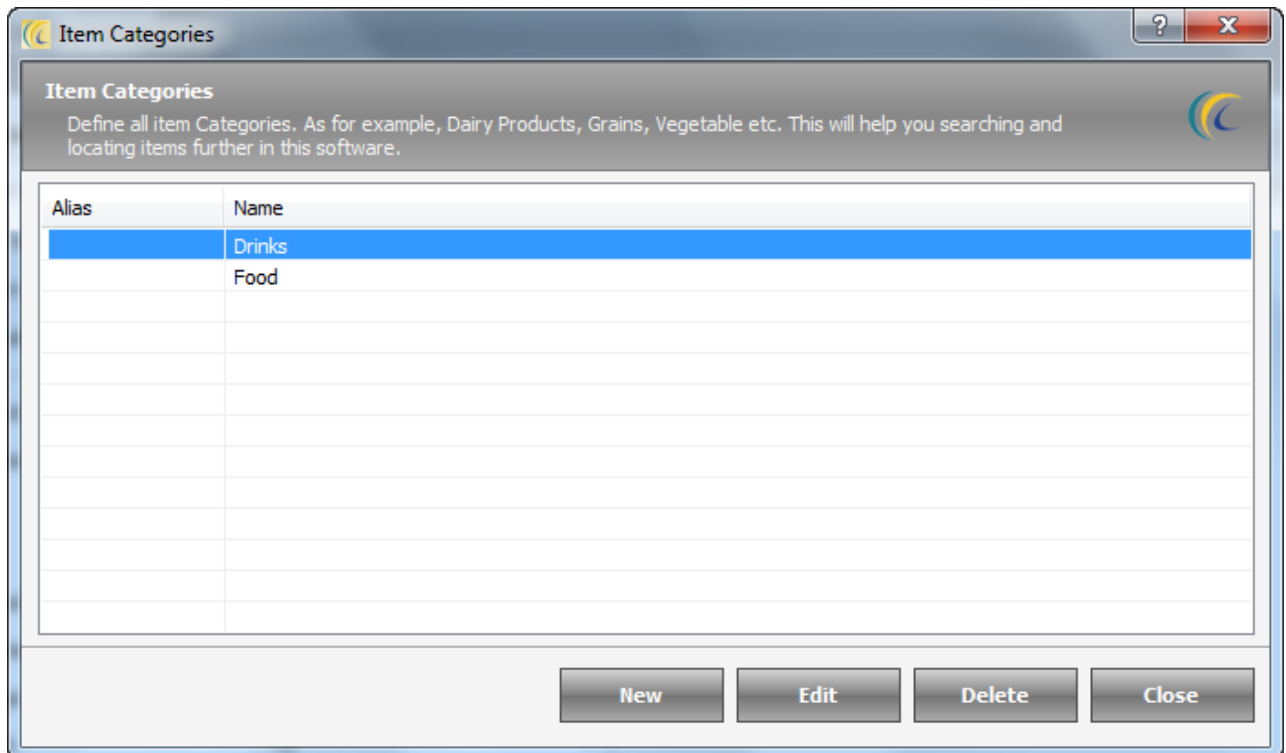
In order to define new Item Category → click on 'New' → 'Add/Edit Item Category' screen will open as shown below.
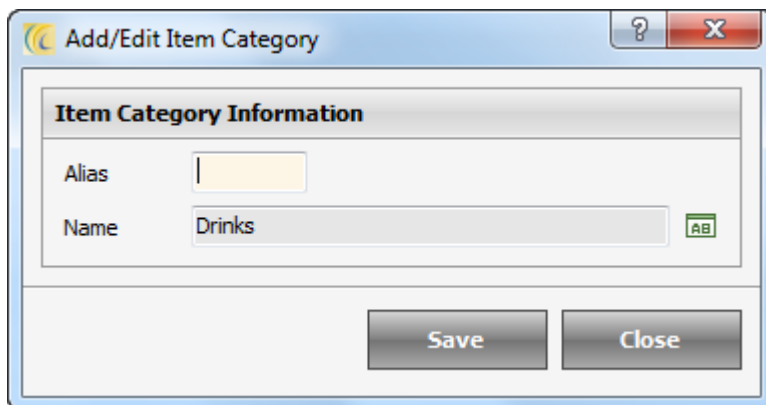
Enter Alias and Name → Save. User will see all the Item Categories listed.

Room Operation

Room Operation is used to segregate the areas in Dine-In mode.

For Example: An 'Outlet' may sell food to be consumed in Outlet or in open spaces in the premises of Outlet itself in which they have sitting arrangement.

In eZee Burrp! User will separate tabs in Dine-in mode.

Click on the 'Room Operation' → 'Room Operation List' will open as shown below.
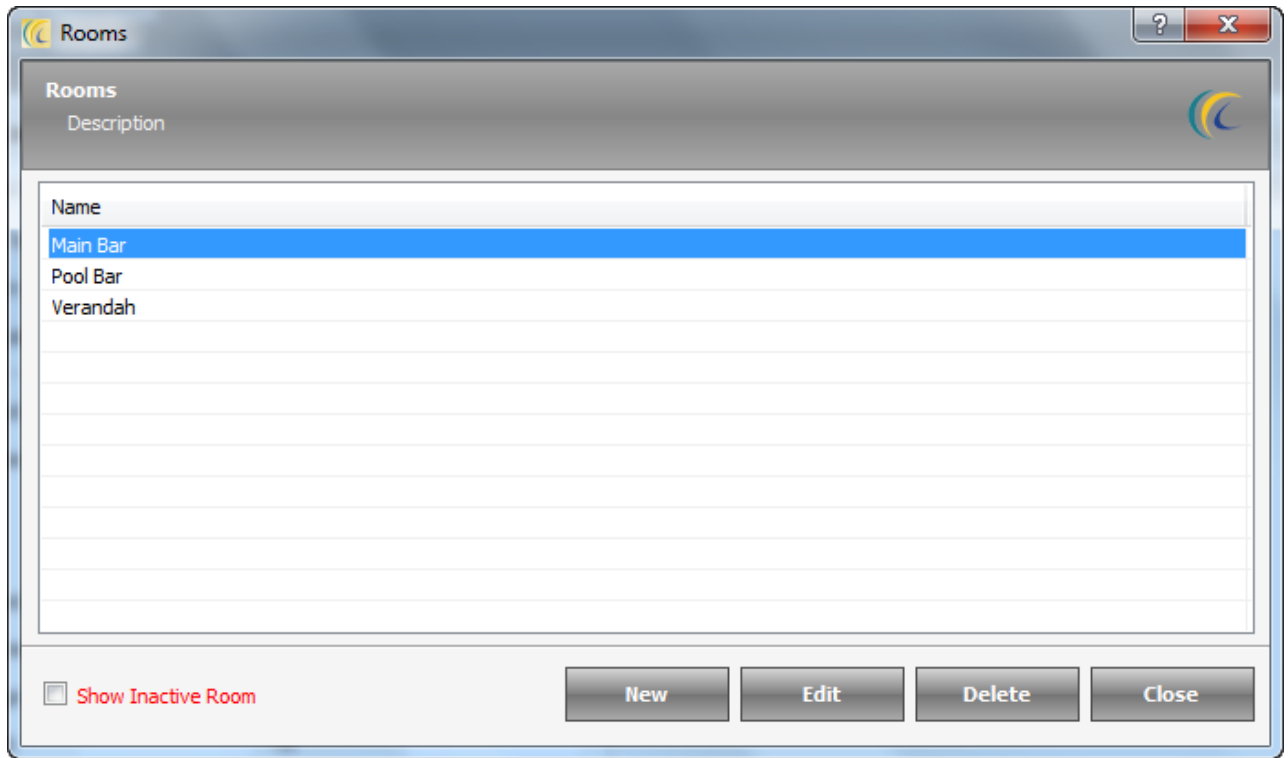
In order to define new Room Operation → click on 'New' → 'Add/Edit Room' screen will open as shown below.
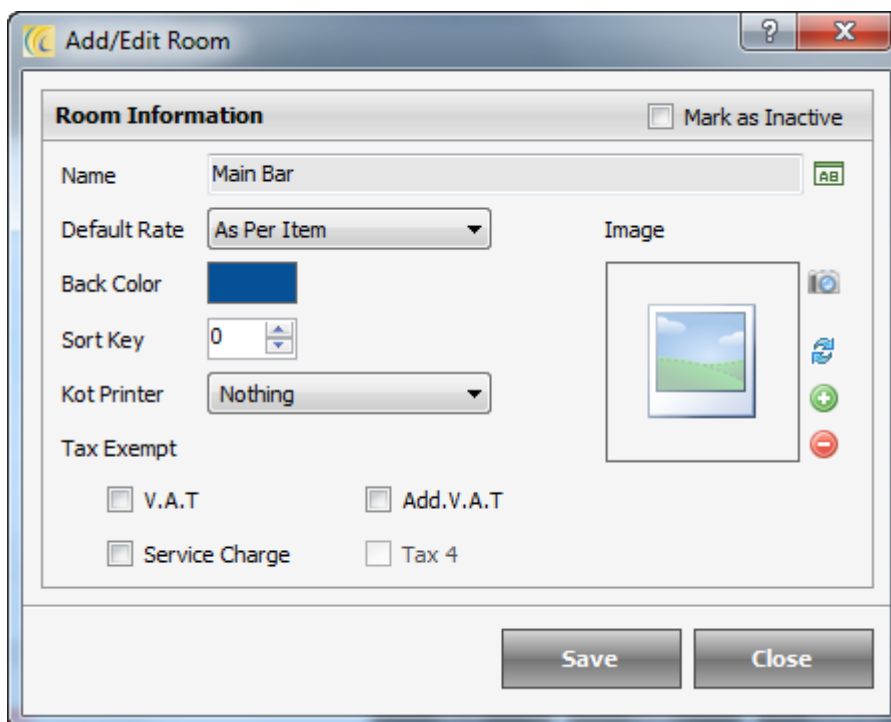
User can enter all the Basic Information such as Name, Image, Sort Key, etc.

Special Settings:-

Default Rate: - You can set the Default Rate to be applicable on the menu items in this room.

For Example: You have Non-AC and AC restaurant. So for Non-AC room you can set lower rate which you can define in rate1 and for AC outlet you can set higher rate which you can define in rate2.

Back Color: If user wish to visually distinguish background color of room operation, then user can set the Back Color → by clicking on Back Color i.e. ▉ box. The Color dialog will open → selects the required color → click on OK button.

Tax Exempt: User can keep a tick on the taxes which are not applied in this Room.

Surcharge Type

Define all the surcharge types you charge to your customers on various occasions.
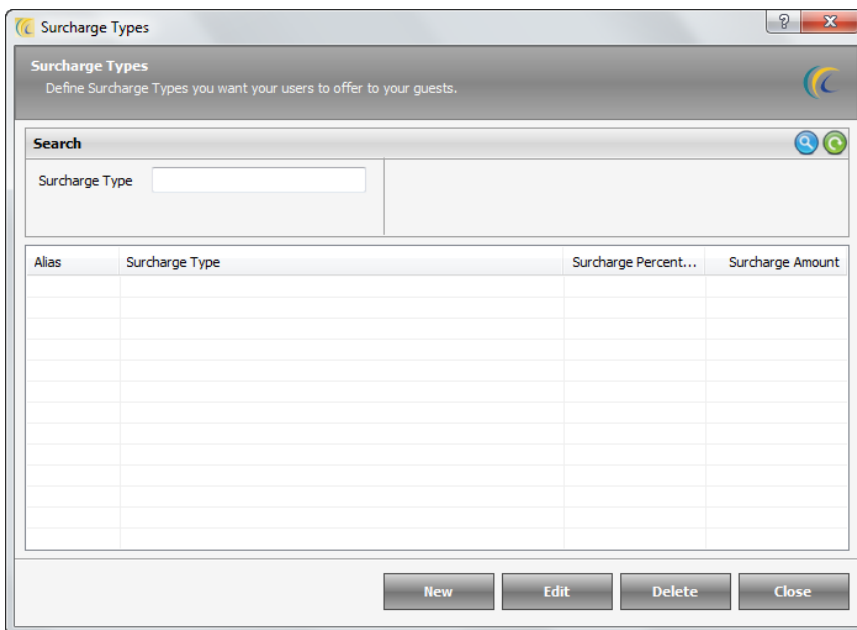
Add/Edit Surcharge:
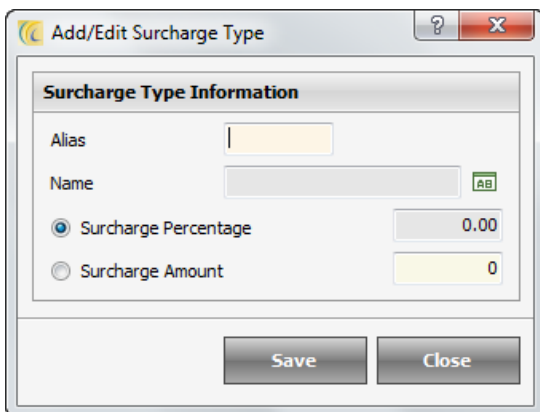
Enter Alias, Name, Surcharge Percentage and surcharge amount settings as per your requirements and save the changes.

Non Rental Object

In an Outlet there are many areas which are not rented

For Example: Swimming Pool, Cashier Counter, Kitchen, etc.

Define all those areas and in table layout user can define the physical layout to show the areas. This will help cashier and waiter to recognize locations quickly on rush time order.

Table Operation

Allows defining all the Tables/Seats available in all Outlets.

Click on the 'Table Operation' → 'Table Operation List' will open as shown below.
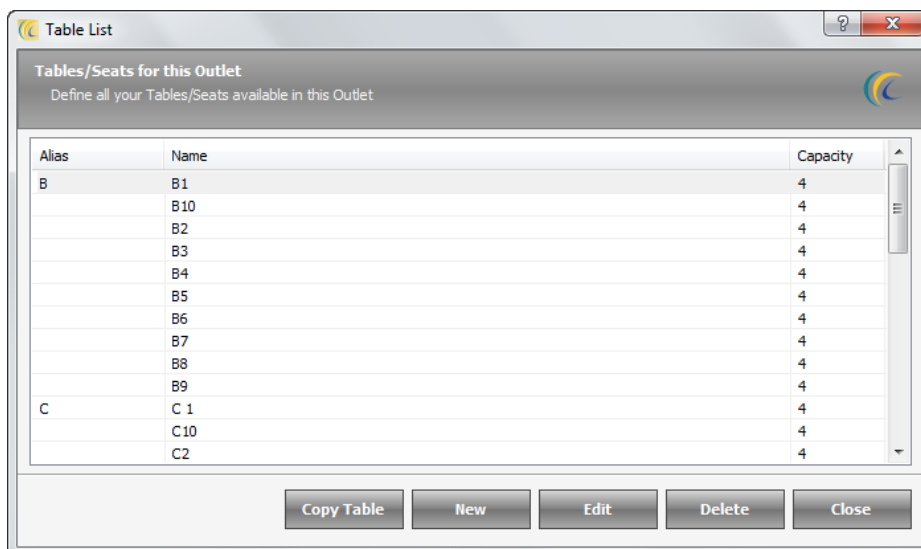
In order to define new Table → click on 'New' → 'Add/Edit Table' screen will open as shown below.

Enter Alias, Name and set the seating capacity → Save. User will see all the Tables listed.

Copy Table: - Allows copying tables with all the parameters predefined from an existing table to create new table.

Source Table: Select the Table to create new tables with similar configuration.

Range: In order to create Tables in a set of numbers from higher to lower or lower to higher, use Range combo box.

Prefix: Specify prefix if any.

From: Starting number of Range from.

To: Ending number of Range till.

Specific Table: Allows creating particularly significant number of Tables specified. To create more than one Table in one go, select Specified and use comma in defining the numbers. E.g. 101, 201, 301, etc...

Make Table: click Make Table to create Table as per the settings you have entered above.

Table Layout

Allows setting table position in layout as per you have it in your outlets. Also, allows copying table with same format, etc.
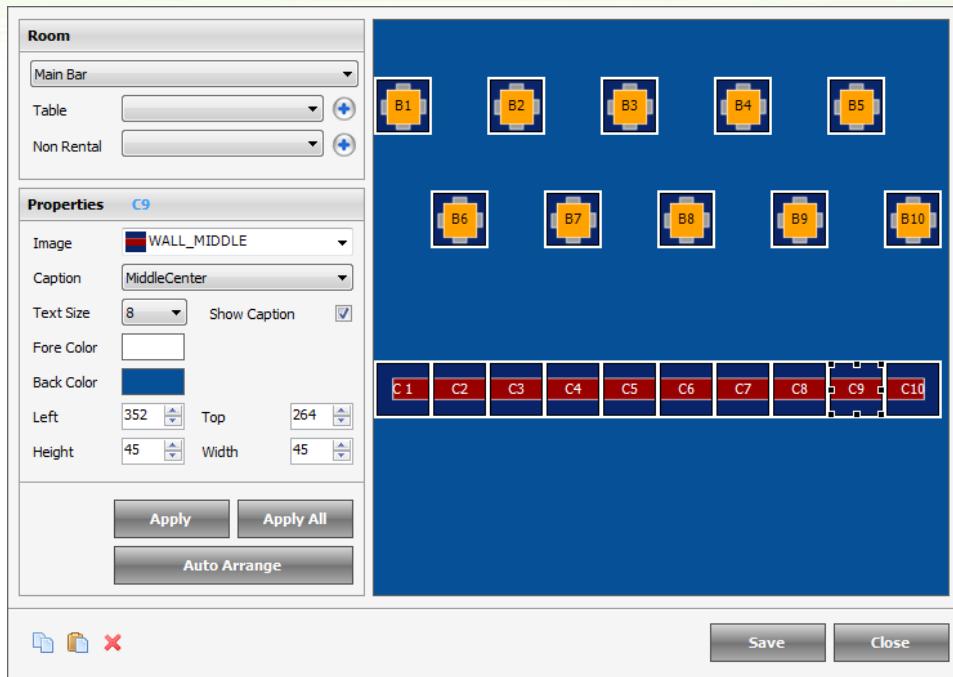
Following are the steps to set Layout of the Tables:

Select the Position by clicking cursor on the Table Layout Frame. User can see the position of the Table Layout with a box. All the functions performed in the Properties block will make an effect on the Layout of the Table.

Note: To implement changes hit on 'Apply' button after every move.

Room Field:

Room: Select the Room in which table needs to be created.

Table: Select one of the Table name to display.

Note: This will list only unassigned tables.

Non-Rental: Select the Non rental area in which tables are to be placed.

Properties Field:

Image: Select the image to be displayed for table.

To add image go to tools menu → table image → add → user can add unlimited images of the table.

Caption: Check Mark this box to align the caption of table name to display.

Text Size: Select the text size of table name to display.

Fore Color: Select the forefront color of text name to display.

Back Color: Select the back color of table.

Note: If user selects Table Image then the back Color will not make an effect.

Left: defines placement of the table from left.

Top: defines placement of the table from top.

Height: defines height of the box of table.

Width: defines width of the box of table.

Apply: Hit Apply to implement the changes on selected table.

Apply All: Hit Apply All to implement the changes on all visible tables in layout view.

Auto Arrange: Used to save the position of the tables in the ascending order in which they were created in table operation function.

As for example user created table no. 4 first and after that user created room no. 3, then on clicking on auto arrange user will see that table no. 4 is displaying prior to table no. 3.

Icon and **Icon**: Allows to copy and paste table format of one table to other table. Select the table which is to be copied → hit on icon → select the table on which format is to be copied → hit on Icon to paste.

Icon: Allows deleting the table, but table format in that geographical area in layout would remain same. Only the table will be unassigned / removed from layout view.

Menu Configuration

This is a very important part as this will decide the menu which will be used by all the screens in eZee POS Burrp. This decision should be taken wisely as this will decide the location of the menu item under the categories, so if not done well then it won't be easy for the user to operate the program fast. We have a main heading which is called Menu group and below that is menu sub group and then you can find the items under the sub group.

Menu Group

The main menu groups can be defined like Mexican Food, Continental Food, and Thai Food.

When user clicks on the option menu group, then they get a screen which shows them the list of menu groups that are prevailing in the system. The default listing is for the current outlet. There is also an option to select from the drop down list given below. The basic operations for this screen is to add a new menu group, edit a menu group and delete an existing menu group.

New: If the user clicks on the button "NEW" then system allows the user to create a new menu group, and user will see a screen similar to the one given below.

Alias: Alias can be termed as a short name to refer the main item. Like in this case MF defines Mexican Food.

Name: User can define the name of the menu group here.

Fore Color: You can change the color of the text used on the menu item using this option. You can click on the box given at the right side of the text 'fore color' which displays the color of the sample text given at extreme right and select the color of choice from the color palette.

Back Color: You can click on the box given at the right side of the text 'back color', displaying the color of the whole box given at extreme right. Select the color of choice from the color palette to change the color of the tab.

Text Align: User can align the text to be displayed on the item tab using this option.

Image: We all know that a picture speaks more compared to thousand words. You can implement this by setting an image for the menu items you offer in your restaurant. You can upload the image of your menu items and select those to display in Burrp from here.

Show Caption: User can uncheck this option if they are using images to display the item. There is no need to add text details on the display if pictures are used to describe the menu items. Removing the text will make the image look better. Text entered in name is important and will be used in reports and many other places for the use of grouping items.

Font: User can select the font that needs to be used for displaying the text, clicking the 3 dots icon given at the extreme right. It allows user to select the font name, font style, font size and also the script type.

Edit: If the user clicks on the button edit, user gets an option similar to the one listed above and can make changes in details user feels is needed.

Delete: If the user clicks on the button delete, user gets an option to delete a previously created menu group.

Note: User can get a screen as given below while deleting an item.

REASON: After creating the menu item we might have assigned some sub groups to it, and some menu items below the sub group and those items would have been sold to any guest by creating some KOT and

receipts. All these data is considered crucial and so the system does not allow deleting of items. We can edit the name and use it for any other category. If user does not want to edit and want to delete, it is recommended to contact eZee support and we will help you in doing it.
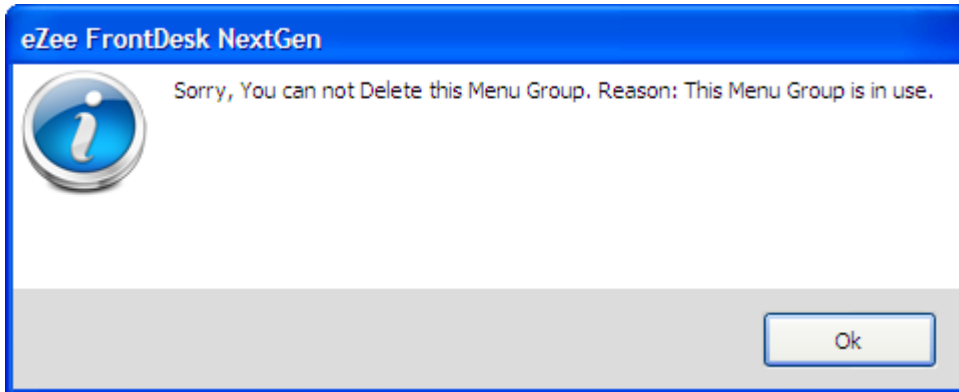
Menu Sub Group

Menu sub group is the sub heading and it will get selected when we select the main group of menu. The main menu sub groups can be defined like Soups, Salads, Breads, Veg. Food, and Non Veg. Food.

When user clicks on the option menu sub group then they get a screen which shows them the list of menu sub groups that are prevailing in the system. The default listing is for the current outlet, there is also an option to select the other outlet from the drop down given below. The basic operation of this screen is to add a new 'Menu Sub Group', edit a menu sub group and delete an existing sub menu group.

New: If the user clicks on the button new then system allows the user to create a new menu sub group, and user will see a screen similar to the one given below.

Alias: Alias can be termed as a short name to refer the main item. Like in this case VF defines Veg. Food.

Name: User can define the name of the menu sub group here.

Fore Color: You can change the color of the text used on the menu sub group item using this option. You can click on the box given at the right side of the text 'fore color' which displays the color of the sample text given at extreme right and select the color of choice from the color palette.

Back Color: You can click on the box given at the right side of the text 'back color', displaying the color of the whole box given at extreme right. Select the color of choice from the color palette to change the color of the tab.

Text Align: User can align the text to be displayed on the sub menu group tab using this option.

Image: User can select an image from the drop down list if we don't want to use the text to be displayed. We can use the option of images to make the user interface more graphical and beautiful.

Show Caption: User can uncheck this option if they are using images to display the sub menu group item. There is no need to add text details on the display if pictures are used to describe the sub menu items. Removing the text will make the image look better. Text entered in name is important and will be used in reports and many other places for the use of grouping items.

Font: User can select the font that needs to be used for displaying the text, clicking the 3 dots icon given at the extreme right allows user to select the font name, font style, font size and also the script type.

Edit: If the user clicks on the button edit, user gets an option similar to the one listed above and can make changes to whatever details user feels is needed.

Delete: If the user clicks on the button delete, user gets an option to delete a previously created menu sub group.

Note: User can get a screen similar to the one given below for the reason that after creating the menu some sub groups some menu items must be below the sub group, and those items must be sold to any guest by creating some KOT and receipts. All these data is considered crucial and so the system does not allow deleting of items. We can edit the name and use it for any other category. If user does not want to edit and want to delete, it is recommended to contact eZee support and we will help you in doing it.
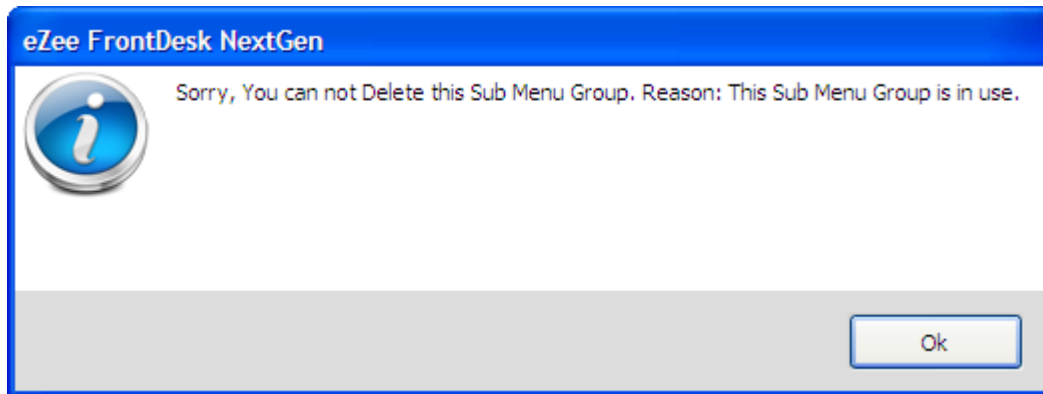
Modifier Group

Modifiers are special instructions given to menu items which can be helped to group some items to be sold with the main item or even make some changes in the main item. If we have to make a pizza we can define modifiers like pizza toppings. The other way we can create a combo like on having pizza they can have one soda; the option of soda can be any soda they like so they can select the desired soda while ordering.

When user clicks on the option modifier group then they get a screen which shows them the list of modifier groups that are prevailing in the system. The basic operations for this screen is add a new menu sub group, edit a menu sub group and delete an existing sub menu group.

New: If the user clicks on the button new then system allows the user to create a new modifier group, and user will see a screen similar to the one given below.
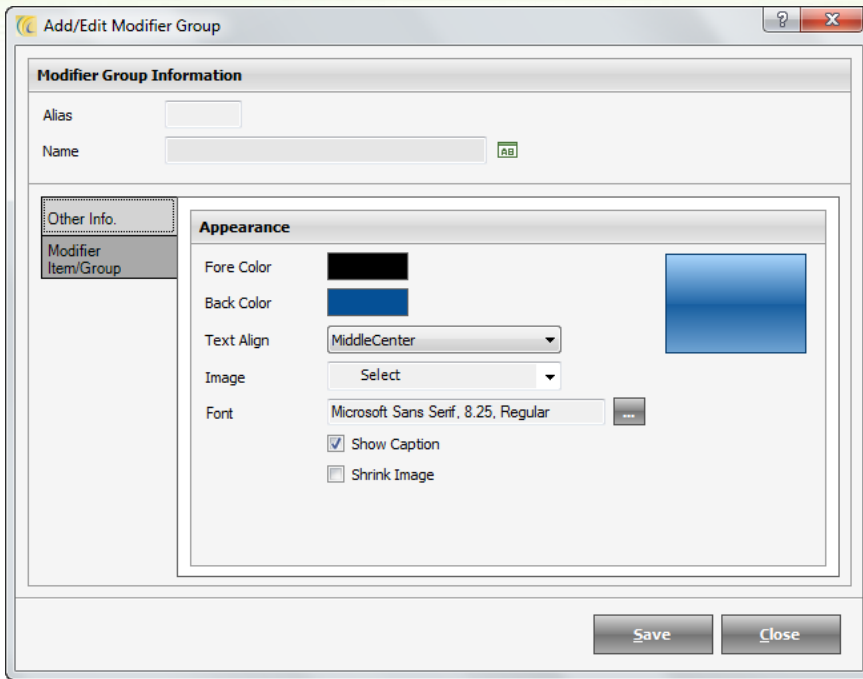
The basic fields on the main screen and on the Other Info tab given above are same to the menu groups and main sub groups. If you still need help, please refer to the details given earlier. If user clicks on the Modifier Item/Group tab they will get a screen similar to the one given below.
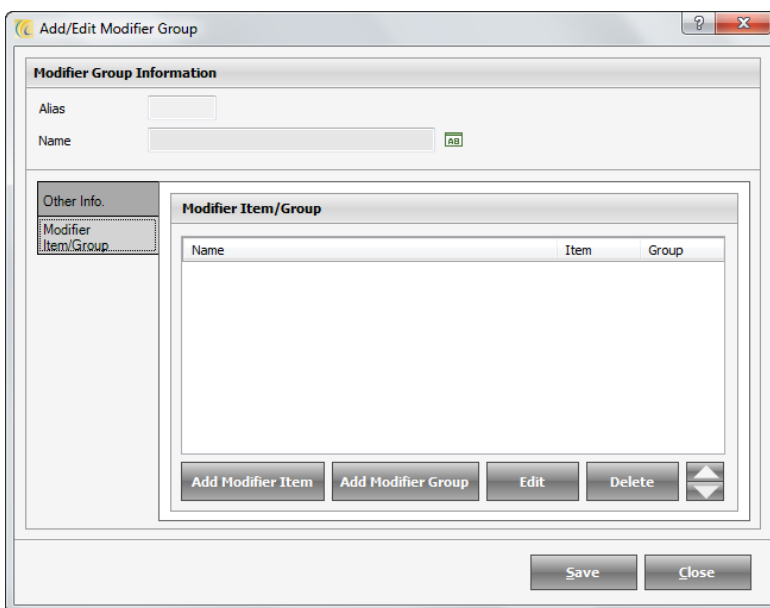
Add Modifier Item: User can select this option to add modifier items to the modifier group. Selecting the option user will get a screen similar to the one given below.

Modifier Item: User can select the modifier item that needs to be added to the group by selecting this option.

Calculate Separately: User can specify if the modifier item is to be calculated separately or is it the part of the main modifier.

Maximum Quantity: User can specify the maximum quantity limit for the item that should be added when user is selecting the modifier item.

Add Modifier Group: User can select this option to add modifier group to the modifier group. Selecting the option user will get a screen similar to the one given below.

Modifier Group: User can select the modifier group which needs to be applied. This can be selected from the drop down, and it will list all the modifiers groups that have been created.

Force Modifier: User can check this option if the modifier needs to be applied forcefully.

Minimum Order Item Quantity: User can specify the minimum limit for the item that should be added when user is selecting the modifier group.

Maximum Order Item Quantity: User can specify the maximum limit for the item that should be added when user is selecting the modifier group.

Edit: If the user clicks on the button edit, user gets an option similar to the one listed above and can make changes in whatever details user feels is needed.

Delete: If the user clicks on the button delete, user gets an option to delete a previously added modifier group.

Menu Operation

Menu operation is the option by which user can define which menu sub group should come under which menu group.

User will get an option to select the un-assigned sub group listed at the left side. At the right side will get a drop down box to select the main menu under which we want to assign the un-assigned sub group. There are two arrows one pointing left and one pointing right, they can be used to assign and un-assign menu sub groups from groups.

Advance Configuration

Advance configuration is the option by which user can define which menu group, menu sub group and modifier group should get what set of appearance option by just a single click of button. Select the group you want to format from the left side of the screen. This will list all the items you have created under that group. Select the one that you want to format and start formatting them with the options given under 'Appearance' on the left side of the screen. The basic operation are listed below, all the options have been explained earlier. "Apply All" option if clicked, will apply changes to the whole group and "Apply Selected" will apply to the selected items from the group.

Menu Arrangement

Menu arrangement option is used to set the arrangement of main group, sub group and menu item. The default listing for all the above is alphabetical, but based on the requirement of the outlet we can anytime re-arrange it.

Menu Item Configuration

Menu Items

Menu items has two main options one to add an item and other is to view the list of added items.

New Menu Item

This option allows defining New Menu Item and configuration of New Menu item is described below in Menu Item List under the option 'New'.

Menu Item List

This option gives us a list of all the menu items that have been added to the current outlet. User also has an option to select the other outlet and view items available in that outlet. When user clicks on the option the basic options are adding new, editing previously created items, deleting previously created items and there is a option to export and import items.

Outlet	Massimo Ristorante ▼	Import/Export ▼	New	Edit	Delete	Close
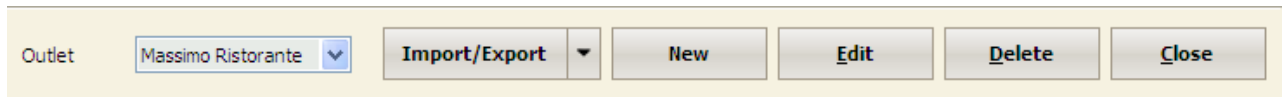
Import / Export button

Import Data: This option allows user to import and include any edited/additional data in the Software. You will have to configure the data in the XLS or CSV format and import. You can also get the import format file from here.

To import → Browse the file from search icon   → hit on import data → it will give you success message.

Export Data: This option allows user to export the data in XLS or CSV format. And also allows editing and entering new data which can be entered quickly in a spreadsheet application and then saved the details and then use the import option to import the new data.

Import and Export Barcode: Use this option to either import the barcode data or export it as per your requirements.

New (Menu Item): If the user clicks on the button "New", then the system allows the user to define a new Menu Item, and user will see a screen similar to the one given below.

Mark as Inactive: User can check this option on if the user wants to make the item as inactive.As you already know by now that the software will not allow you to delete an item which has been ordered even once as that data will be used to spool the reports.

Alias: Alias can be termed as a short name to refer the main item.

Name: User can define the name of the menu group here.

Serve Unit: User can specify the serve unit for the item.

Item Code: Give a code to the menu item, so it can be searched easily.

Item Category: Assign a catergory to the menu item, which would be useful in item grouping.

Item Name can be changed: User can check this option, if the user wants to allow the name of the item to be changed anytime later.

Ask for Change Name: User can check this option, if the user wants the system to prompt a window to enter a new name for the item.

Item Price can be changed: User can check this option, if the user wants to allow the price of the item to be changed anytime later.

Ask for Change Price: User can check this option, if the user wants the system to prompt a window to have the user enter a new price different from the one already set.

Item can be Discounted: User can check this option, if the user wants to apply discount to the item if required.

Ask for Change Quantity: User can check this option, if user wants the system to prompt a window to enter the quantity of the Menu Item.

Quantity by weight Scale:

Other Info Tab

The fields in the 'Appearance Block' are almost same as the ones described earlier.

Kitchen Printer and Display block has two options first is to select the name of printer on which the KOT needs to be printed, second is the name of the kitchen display if exist.

Others block has option to select menu sub group under which the item will be placed. User can select the category under which the item can be placed; this can be used for reporting purpose. User can also specify the recipe of the item. User can define the item code by which item can be searched and set the commission as based in percentage or amount.

Price and BOM Tab

The option available under price and bill of material are about inventory consumption and pricing of the item.

Inventory Consumption: When user clicks this option a screen is displayed with an option to define the list of items/ingredients that are used to create the items. We can add a list of all the store items that are used and also define the exact quantity of the store item that will be used. This option helps to maintain the inventory of the items in the store. User will have to select the details of the item from the store and then click on the button 'add' to add the item. After the user is done with adding all the items user can click on the save button to finalize the changes.

New: When user clicks this option a screen is displayed with an option to enter the price for the item. User has an option to define 5 rates which are Rate1, Rate2, Rate3, Rate4, and Rate5 the reason behind that is the system has an option to pick a different rate for a different operation so user can define up to 5 different rates.

New: This feature allows setting 'Happy Hour' or 'Special Rate' for specific time.

Menus can be used to set the prices of menu items for promotional purposes and these rates will be picked up automatically when system time matches the configured time.

For Example: During lunch time restaurant might offer drinks or any food product with lower price (or even higher price during specific time frame). For this the 'Happy Hour' should be configured on this menu item.

Click on New → you will get screen similar like below:

Special Rate Definition Fields: In rate fields enter the rate.

Select the Default Rate to be active. And select the Days for this rate to be applied on this menu item.

Rate Type: From here user can do configuration based on the below mentioned selection further:

Session: Select the session in which you want to offer 'Happy Hour'. You can configure the sessions from Configuration tab. And in POS Burrp User will need to enter using this session.

For Example: You can specify 1 session "Lunch" in which you offer unlimited food like buffet.

Time Base: Set the start and end time to be offered the rate specified.

Season: Set the start date and end date. Also set start and end time.

Reoccur Rate: Check mark this box, if you want the rates you have set to re-occur. Once you activate this option, you can select the start date/time and end date/time for the re-occurrence to happen.

Mark as In Active: If you do not want to continue this special defined rate, then you can simply click on "Mark as Inactive" to make it inactive. To make it active again use Edit option and remove tick mark.

Edit: When user clicks this option user gets a screen where the user can modify the rates entered previously.

Delete: When user clicks this option user can delete the rates entered previously.

Tax Tab

Rates are inclusive of all taxes: When user clicks this option then the rates will be defined inclusive of tax, so the rate at which we sell will be rate of the item and the sum of taxes applicable on the item.

Note: There are three boxes having the details of the taxes, the heading of the box will be the name of the tax that we have specified earlier.

The items in the Tax3 block are:

%: We can specify the tax value.

Cannot be Exempted: If we check this option 'ON' then the tax for this item can never be exempted. This can be done for the items on which outlet is getting less profit, so if any user tries to do a tax exempt for the item then the outlet does not go in loss on selling the item.

Apply after discount: If we check this option 'ON' then the selected tax will be applied after the discount is given.

Calculate after adding VAT: If we check this option 'ON' then the calculations for this tax will be done after calculating the values for the tax specified in VAT (Tax1).

Calculate after adding ADD. VAT: If we check this option 'ON' then the calculations for this tax will be done after calculating the values for the tax specified in ADD. VAT (Tax2).

Apply default Tax configuration: If we select this option then the tax setting that has been provided in Menu Item default Tax Configuration (eZee Logo→ option→ financial tab) will be applied.

Modifier Group Tab

Modifiers are special instructions given to menu items which can be helped to group some items to be sold with the main item or even make some changes in the main item. If we have to make a pizza we can define modifiers like pizza toppings. User will need to add all the modifier items on this menu item to further select from POS Burrp

New Item: If the user clicks on the button new then system allows the user to select a modifier item, and user will see a screen similar to the one given below.

Select the 'Modifier Item' from the pre-configured list.

Calculate Separately: Check mark this option if you want to calculate the price of the modifier separately, otherwise the price will be including in menu item rate.

Maximum Quantity: Define the maximum quantity which can be selected for this menu item while selling this menu item in POS Burrp

New Group: To map New Modifier Group on this menu item.

Modifier Group: User can select the modifier group which needs to be applied.

Force Modifier: User can check this option if the modifier needs to be applied forcefully.

Minimum Order Item Quantity: User can specify the minimum limit for the item that should be added when user is selecting the modifier group.

Maximum Order Item Quantity: User can specify the maximum limit for the item that should be added when user is selecting the modifier group.

Edit: If the user clicks on the 'edit' button, user gets an option similar to the one listed above and can make changes in whatever details user feels is needed.

Delete: If the user clicks on the 'delete' button, user gets an option to delete a previously added modifier group.

Other Option Tab

Concept of Set Menu: Set menu is combo package of certain menu items included within 1 price. This way, this item can be either sold as individual (with rate defined on this menu item) or with combo package (with rate defined for main menu item)

For Example: Management can offer one 4 inch Cheese pizza complimentary, on an order of four 6 inch Cheese Pizzas. Hence, this additional 1 pizza will be included in the price of 4 pizzas.

Or User can have a choice of a specified selection of dishes and pay one price for it. You can usually find something on the list that you like and sometimes it works out cheaper than ordering separate dishes

Can Use as Set Menu: If we check this option for an item, that item will be available in modifier group and same can be mapped with menu items.

As soon as you activate the above option, you will be able to select the below mentioned options which are related to the menu item which you selected to be shown as 'Set Menu'. The options are self explanatory and so we are not going in detail to discuss them.

Print on Receipt:

Print quantity on Receipt:

Print Rate and Tax on Receipt:

Print quantity on KOT:

Print rate and tax on KOT:

Edit: This option can be used to edit a previously created item; all the options are same as the one given above.

Delete: This option can be used to delete a previously created item.

Note: User can get a screen similar to the one given below when deleting an item.
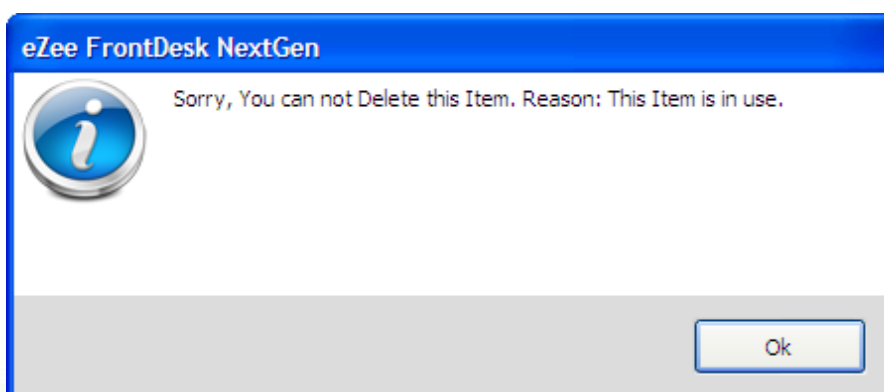
Reason: The item would have been sold to any guest, creating some KOT's and receipts. All these data is

considered crucial and might be used in preparing reports. Thus, the system does not allow deleting of such used items. Alternately, you can edit the name and use it for any other category. If user does not want to edit and want to delete, it is recommended to contact eZee support and we will help you in doing it.

Advance Configuration

Advance configuration, as the name suggests is a master option that allows a lot of operations to be done for the menu items under one single window. Almost everything related to menu items can be done in this screen. Be it defining a new menu item, modifying menu item, deleting menu item, or operation related to menu sub groups, printers, discounts, tax, appearance and modifier group.

The options given in bottom of the window are same as the one we have for menu item list.

It has options about Import/Export menu items and modifier items, New Menu Item, New Modifier, Edit Menu Item/ Modifier and Delete Menu Item/ Modifier. The options have been explained earlier when creating menu item so we are not going into details again.

For the below options we have two buttons 'Apply Selected' and 'Apply All. If we want the options given below to be applied to all the items then we can select 'Apply All' and if we want it to apply to some selected items then we can use the option 'Apply Selected'.

Menu Sub Group and Category: User can apply/change Menu Sub group and item category on selected or all menu items in one go.

Printers and Kitchen Display: User can apply/change Printer and Kitchen Display on selected or all menu items in one go.

Note: Configuration of printer and kitchen display has been explained earlier under the topic of printers and kitchen display block.

Discount & Open Price: User can apply/change the topics on selected or all menu items in one go.

Tax Option is about defining tax; user can change value of desired tax and apply it. Tax configuration option is been explained earlier under the topic.

Menu Item default Tax Configuration → eZee Logo→ option→ Financial Tab.

Appearance: User can apply/change the appearances on selected or all menu items in one go.

Modifier Group: User can apply/change the modifier group or force modifier on selected or all menu items in one go.

Menu Item Rate Operation

Menu Item rate operation option is about creating rates for the menu items. Just as the last seen option, this one also helps you to configure the rates of all the menu items you have created comprehensively without leaving this window. User has an option to define five different rates for an item. The system has an option to pick a different rate for a different operation, so user can define up to five different rates.

	Item Name	Unit Name	Special Price	Rate1		Rate2		Rate3		Rate4		Rate5	
☐	Absolute Vodka	Tots		200.00	✓	0.00	☐	0.00	☐	0.00	☐	0.00	☐
☐	Action	Pair		20.00	✓	0.00	☐	0.00	☐	0.00	☐	0.00	☐
☐	Alvaro Pineapple	Bottle		80.00	✓	0.00	☐	0.00	☐	0.00	☐	0.00	☐
☐	Alvaro Pear	Bottle		80.00	✓	0.00	☐	0.00	☐	0.00	☐	0.00	☐
☐	Amarula Cream 750ML	Tots		150.00	✓	0.00	☐	0.00	☐	0.00	☐	0.00	☐
☐	Angostura Bitters 250ML	N/A		0.00	✓	0.00	☐	0.00	☐	0.00	☐	0.00	☐
☐	Bacardi Carta Bianca 750ML	Tots		150.00	✓	0.00	☐	0.00	☐	0.00	☐	0.00	☐
☐	Baileys Irish Cream 750ML	Tots		150.00	✓	0.00	☐	0.00	☐	0.00	☐	0.00	☐
☐	Bavaria	Bottle		180.00	✓	0.00	☐	0.00	☐	0.00	☐	0.00	☐
☐	Bavaria Apple	Bottle		180.00	✓	0.00	☐	0.00	☐	0.00	☐	0.00	☐
☐	Bavaria Red Malt	Bottle		180.00	✓	0.00	☐	0.00	☐	0.00	☐	0.00	☐
☐	Bavaria Special	Bottle		180.00	✓	0.00	☐	0.00	☐	0.00	☐	0.00	☐
☐	Bombay sapphire	Tots		200.00	✓	0.00	☐	0.00	☐	0.00	☐	0.00	☐
☐	Bristal Cream	Tots		150.00	✓	0.00	☐	0.00	☐	0.00	☐	0.00	☐
☐	Burn	Can 24/1		200.00	✓	0.00	☐	0.00	☐	0.00	☐	0.00	☐
☐	Butlers Peppermint	Tots		150.00	✓	0.00	☐	0.00	☐	0.00	☐	0.00	☐

Lookup Block

Menu Sub Group

Menu sub group option allows user to select a sub group and lets the user see the menu items available for the selected group. This will narrow down the search and items of same group will be accessed faster.

Change Default Rate Block
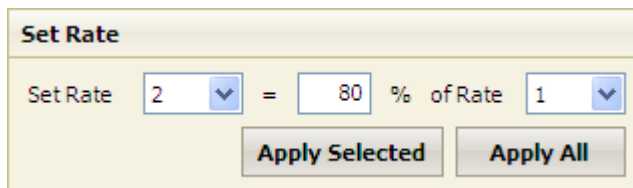
Set Default option allows the user to select a rate as default rate from the possible options of 5 rates. There are two buttons 'Apply All' and 'Apply Selected' which will further assist in the task of setting default rates.

Set Rate Block

This option simplifies the job of setting 5 different rates for all the menu items you have defined based on a mathematical calculation.

Example: Let's say, if you want to set 'rate 2' of all/selected items and it should be 80% of 'rate 1' (that you have already defined). You will have to set the settings as shown in the below screen shot.

Import / Export

Import Data

This option allows user to import and include any edited/additional data in the Software. You will have to configure the data in the XLS or CSV format and import. You can also get the import format file from here.

To import > Browse the file from search icon → hit on import data → it will give you success message.

Export Data

This option allows user to export the data in XLS or CSV format. And also allows editing and entering new data which can be entered quickly in a spreadsheet application and then saved the details and then use the import option to import the new data.

Menu Management

This option helps you to configure the menu that you want to serve for special as well as different occasions and parties and buffets organized in your outlet. You can create such menus and save them and use them as and when required. Please refer to the below given screen shot as an example.
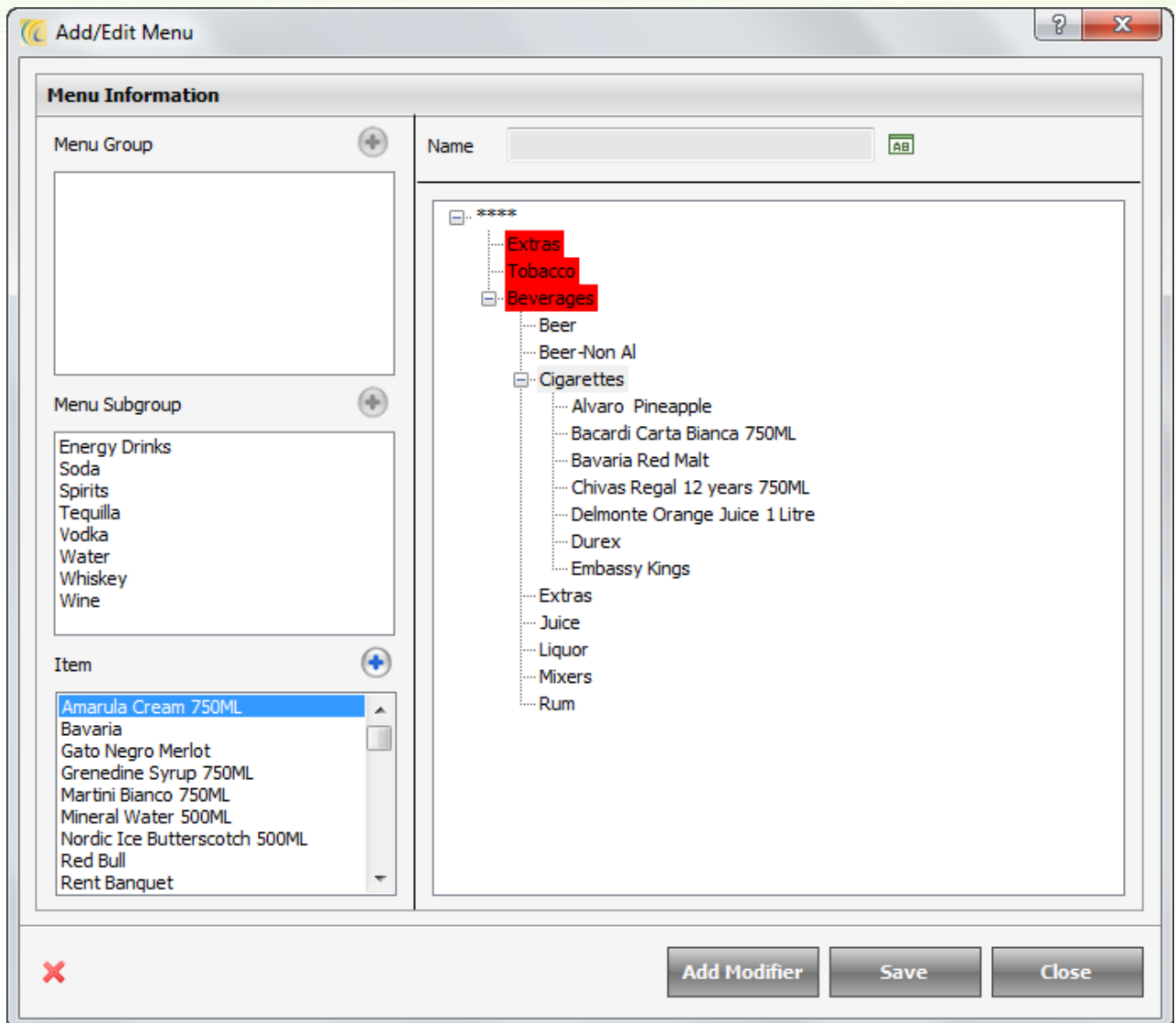
It is necessary that you save your current menu first before making any new menu using this option. You get this option from the main window under options button.
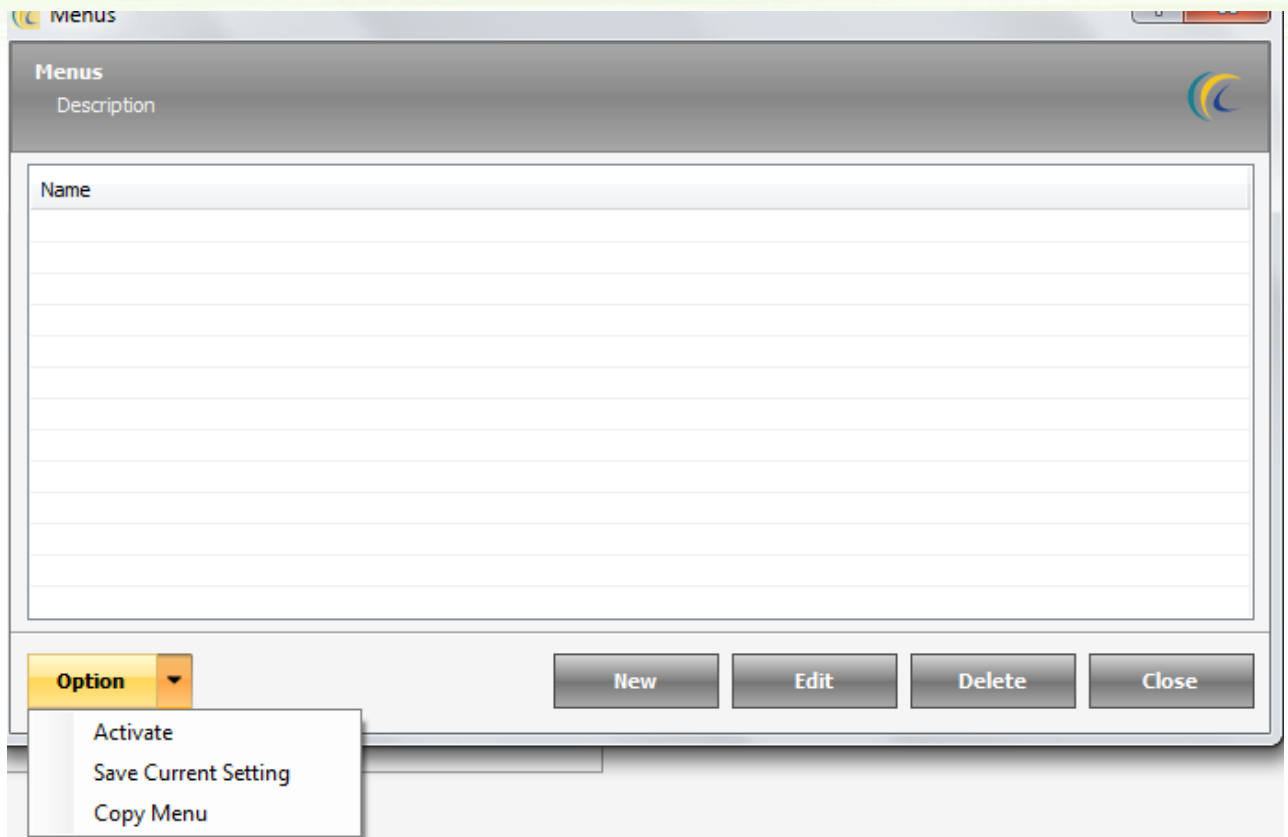
Activate: Select the menu you have created and click this to activate that menu arrangement in your Burrp for use.

Save Current Setting: We recommend that before creating any menus, please use this option and save the current menu settings as you might want to use it again in future.

Copy Menu: Use this option to copy an already created Menu and then do some minor changes to create a new Menu. This option helps you not to start from scratch when you are creating a Menu.

Modifier Item
New Modifier Item

This option has been described in new section of modifier item list and can be found below.

Modifier Item List

Note: All the basic options have been explained earlier.

Modifier Item Information is been explained earlier in the topic while creating new menu item. We will now proceed with the new options that you will find on this window.

OtherInfo. Tab

'**Appearance Block'** has been explained earlier in the topic while creating new menu item.

Modifier Setting Block has been explained earlier in the topic creating new main menu group under the set menu tab.

Price and BOM Tab: has been explained earlier in the topic while creating new menu item.

Tax Tab: has been explained earlier in the topic while creating new menu item.

Edit: If the user clicks on the button edit, user gets an option similar to the one listed above and can make changes in details as required.

Delete: If the user clicks on the button 'Delete', user gets an option to delete a previously created modifier item.

Note: User can get a screen similar to the one given below when deleting a modifier item.

Reason: The modifier item would have been sold to any guest, creating some KOT's and receipts. All these data is considered crucial and might be used in preparing reports. Thus, the system does not allow deleting of such used modifier items. Alternately, you can edit the name and use it for any other category. If user does not want to edit and want to delete, it is recommended to contact eZee support and we will help you in doing it
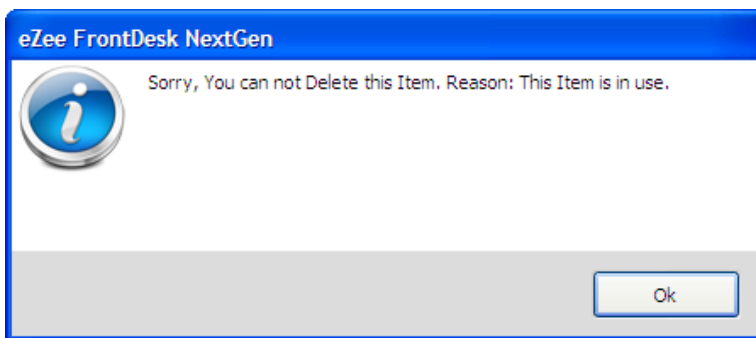
Recipe

A menu item's recipe consists of all raw ingredients and materials used to prepare the item.

Define the step wise cooking method with the preparation method, heating method, notes of recipe to pass the similar method to all the Chefs/New Chefs in the Department.

Recipe feature is developed to facilitate Chefs about the Cooking methods for each menu item. This can be used when the Chef changes and the new chef can follow the recipe. Many customers also have the habit of asking the recipe while ordering menu items, if they are hearing it for the first time. This feature is very handy for the servers (with handhelds) in such scenarios.

Click on the 'Recipe' → 'Item Recipe List' will open.

In order to define new recipe → click on 'New' → 'Add/Edit Recipe' Screen will open as shown below.

Recipe Name: Input name of the Recipe.

Cooking Method: Note down the Cooking Method.

Browse: Browse the location and insert image of Recipe.

Ingredient Item: This field will specify the inventory items that will be used in this recipe.

Add: This option allows adding numerous items used in this recipe.

Update: This allows updating any information added.

Delete: This allows deleting the added ingredient.

Save: This option allows saving the recipe.

Transaction

Adjustments

Normally this is used to maintain/edit the stock levels of the items. Management can enter all the wastage to meet computer and physical stock. Also, if the items are consumed instead of selling you can make adjustments in the stock level (so that it gets deducted). Following can be the reasons for adjustments:-

• Adjust quantity for theft and other shrinkage.

• Adjust quantity for donated items.

• Correct miscellaneous errors in inventory.

Click on the 'Adjustments' → 'Adjustments List' will open as shown below.

In order to make new adjustment → click on 'New' → 'Add/Edit Adjustment' Screen will open as shown below.

Voucher No.: Voucher number is an internal number assigned to adjustment. You can keep this voucher Manual or Auto Increment from → Configuration menu → Outlet Operation → Numbering → Adjustment number.

Session: Allows selecting the session in which Adjustment needs to be added.

Item Name: Select the Item Name on which adjustment is to be done.

Unit: Select the associated Unit with Menu Item.

Quantity: Enter Quantity.

Remark: Key in any message/remark (optional).

Buffet

A buffet is a system of serving meals in which food is placed in a specific area and the diners serve themselves. Management can define all types of Buffet with menu items fixed in it.

Click on the 'Buffet' → 'Buffet List' will open as shown below.
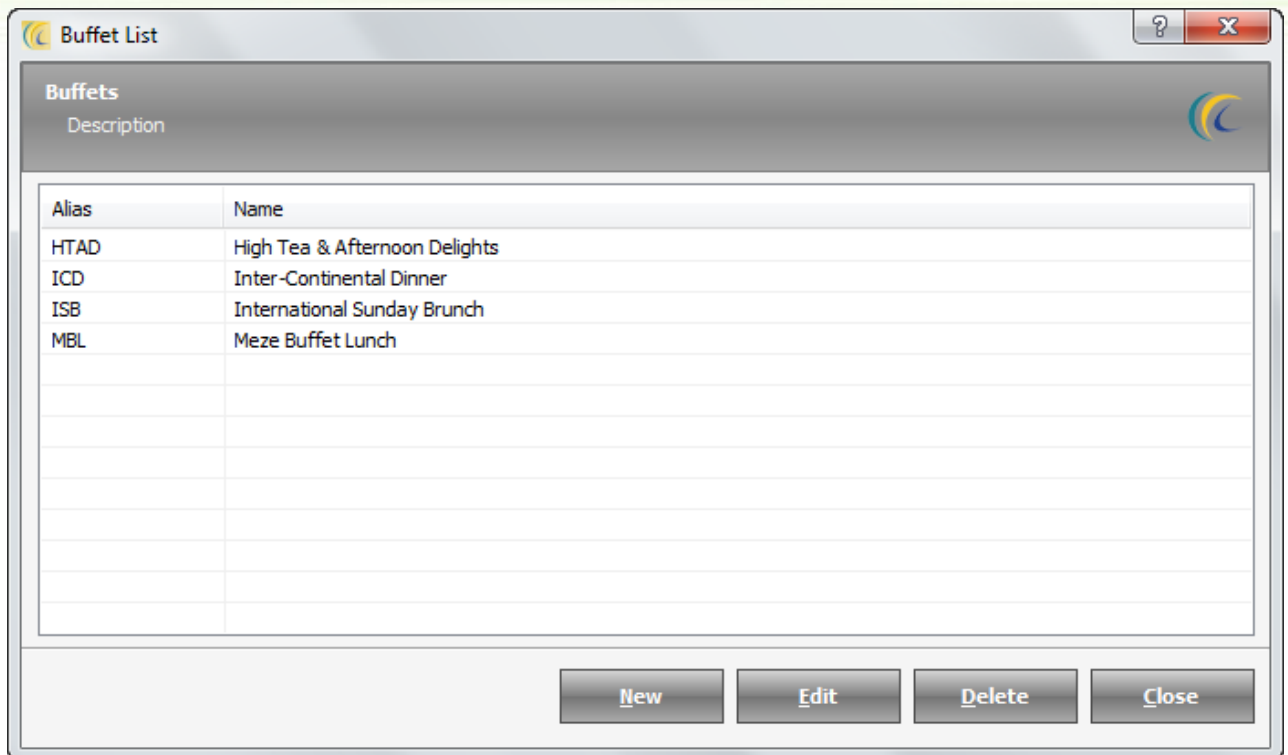
In order to define new Buffet → click on New → Add/Edit Buffet screen will open as shown below.

Enter Alias, Name and select the associated packaged from the Package information screen. Using the Item Menu select all the Menu items being offered in the Buffet, and using the Catering Items, select all the extra items to be offered from the Store and Save it. You will see all the Buffets listed.

Buffet Schedule

Buffet Schedule allows selecting the list of menu items which should be included in the Buffet.

Click on the 'Buffet Schedule' → Buffet Schedule List will open as shown below.
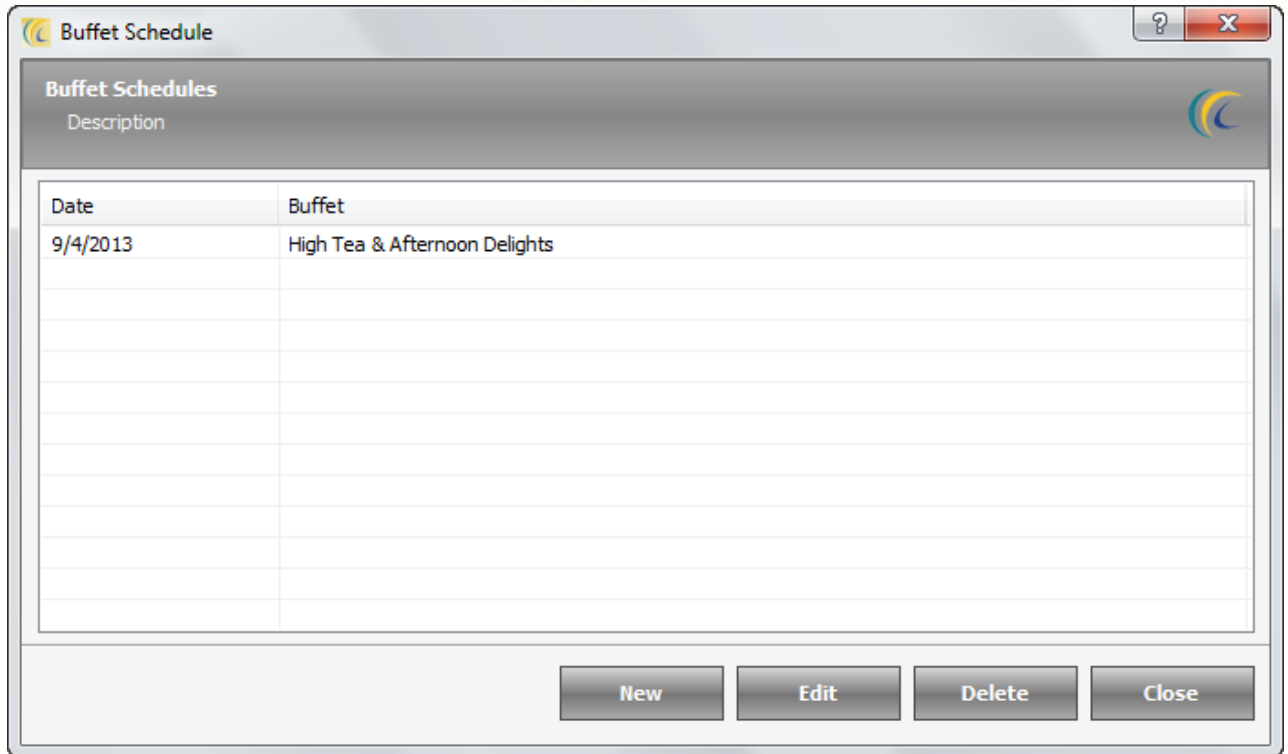
In order to define new 'Buffet Schedule' → clicks on 'New' → Add/Edit Buffet Schedule screen will open as shown below.

Enter all the menu items with per serving → 'Save'. You will see the entire schedule listed.

Store (Referred as Inventory and Stock Management)

To reach to the Store or the Inventory and Stock Management module, you need to click the outlet in the status bar of POS Back Office and select the store that you want to work on. A tab will be added accordingly (just next to the HELP tab towards the top just below the tool bar).

The store module is related to handling and tracking inventory and consumption of materials.

Management of the inventories, with the most important purpose of determining and controlling stock levels within the physical distribution. It Functions to balance the need for product against the availability. This helps in minimizing stock holding/handling costs.

If outlet has multiple stores then user can have item indent between stores. You can also use 'Issue Voucher' feature to accomplish the same task. User can also manage purchase order, goods receipt note and goods return to manage details with the vendors.

You can check the inventory and stock consumption from the reports.

Inventory Item Configuration

Store Items

Item List
Item list screen gives user a list of all the items that are available for the currently selected store. The top section gives the user an option to search for the store item from the list. User can do a search on Item name, Item code and barcode, User can group items based on categories and item type. After a user has specified his search criteria, user can click on button to get results.

 User gets an option to select items for the current store or all the available stores. If the option is checked the listing will be for all the stores.

Import / Export

Import Data
This option allows user to import and include any edited/additional data in the Software. You will have to configure the data in the XLS or CSV format and import. You can also get the import format file from here.

To import > Browse the file from search icon → hit on import data → it will give you success message.

Export Data
This option allows user to export the data in XLS or CSV format. And also allows editing and entering new data which can be entered quickly in a spreadsheet application and then saved the details and then use the import option to import the new data.

*New:*If the user clicks on the 'New' button, system allows the user to create a new store item, and user will see a screen similar to the one given below.

Describing the fields given in the screen above:

Alias: Alias can be termed as a short name to refer the main item.

Name: User can define the name of the store item here.

Unit: User can specify the base unit for the item.

Item Code: User can specify the code for the item; the code can be used for internal reference.

Item Category: User can create some categories on which items can be grouped.

Vendor1: User can specify a list of vendors that provide the item so if next time user wants to order the item, it will be easier. Below the option 'Vendor1', there are other two options 'Vendor2' and 'Vendor3' which can be used to specify the list of other vendors for the same item. This information helps when the item is not available with first vendor.

☐ Is Intermediate Item : User gets an option to define an item as an intermediate item. If the option is checked the item will be considered as intermediate item. Intermediate item is basically an item that is

created in the store so that it can be used by the outlet when an item is made. In kitchen tomato puree is made, which is used for cooking various items. Thus, the item tomato puree can be termed as intermediate item.

Store Tab

Under the store tab, user gets a listing of all the stores that are defined. You can select the store and click on 'Activate' to list the item in that store.

Active: User can click on this option to activate the item for the selected store. The item will be listed under the store item list.

Inactive: User can click on this option to inactive the item for the selected store. The item will be removed from the store item list.

Edit: User can click on the option to see a list of options which can specify item location, price and stock related details. If the user clicks on the button new then user will see a screen similar to the one given below.

Item Location: Item location is an option by which user can specify that the item will be available at the specific location so it can be easy to locate an item in a store.

Purchase Unit: Purchase unit is used to specify that the item will come in the specified unit and it can be considered as a base unit for the item.

Purchase Rate: Purchase rate is used to define the rates at which the item will be available from the market.

Opening Stock: Opening stock will be the stock of the item which was at the time the store was configured in the software.

Min Qty.: Min Qty. allows user to define a minimum quantity for an item. If the item reaches the minimum quantity limit, the software will alert you while you are checking/taking the inventory consumption.

Max Qty.: Max Qty. allows user to define the maximum quantity for an item. This option can help us during the time of re-ordering. If user is ordering item and by mistake enters a big value to order system will inform it has reached the maximum quantity limit and user can again enter re-order for the item.

Units Tab

Units tab is used to manage multiple units. If an item is available in multiple units then user can specify all the options for the units and can keep a conversion ratio.

New: This option allows user to create a new unit for the same item. Let us consider an example. We have an item name absolute which is a type of vodka and it comes in crate and bottles. A crate contains 20 bottles so the conversion ratio specified below satisfies our needs. User needs to enter details for conversion factor and the new unit. Based on the calculation, we will see the formula listed below which can be used for verification purpose.

Base Unit	Bottle
Conversion Factor	0.05
Unit	Crate

1 Bottle = 0.05 Crate

1 Crate = 20 Bottle

Edit: 'Edit' option allows user to edit a previously created conversion ratio for   the non base unit.

Delete: 'Delete' option allows user to delete a previously created conversion ratio for the non base unit.

Bill of Material Tab

'Bill of material' tab is used when creating intermediate items. We need to specify what all items are used to create the new intermediate item.

Add: 'Add' option is used to add an item. We need to select the category, item name, base unit and the quantity before clicking on 'Add' button.

Update: 'Update' option allows user to make changes to a previously added item. User needs to make the changes to the items in the list and then user can click 'Update' button.

Delete: 'Delete' option allows user to remove an item which is added by mistake to the list.

Edit: If the user clicks 'Edit', user gets an option to edit the details that have been entered previously for the item. All the options will be same as creating an item which is described above.

Delete: If the user clicks 'Delete', user gets an option to delete the details that has been entered previously for the item.

Store Item >> New Item

The option 'New Item' has been explained in above detail. Please refer the same.

Category Type

This option is a collection of categories. We can create main category as 'food' and 'beverages' and we can have reports based on the category.

Category

This option allows user to create categories. Dairy products, grains and vegetables can be used as an example for category.

Location

This option allows user to create locations, where the items will be actually kept in the stores. Examples for locations can be refrigerator, racks, boxes, etc.

Cost and Stock

This option allows user to enter details for the stock of the item along with the price. The user also gets an option to group the items based on item category so it can be easier to do a change for the items of same type together.

Transaction

New Indent

This option is more beneficial where we have multiple stores and one store can raise an indent of the items required from other store instead of getting from market. The store that wants the items will raise an indent and the one that is getting indent will confirm what items they have and will revert back to main store. The remaining items can be procured from the market.

If user clicks on the 'New Indent' button, the user gets a screen similar to the one given below.

Describing the fields given in the screen above:

Indent No: Indent no is a unique number that can be used to keep a track record of all the indents that were placed by the current store to the other stores. The number can be auto generated or manual, based on the user settings.

Date: Date field will show the current software date.

Store: Store will be the name of the other store from which current store wants to order items.

Barcode View And **Main View** is a toggle which allows user to switch from barcode view to main view and vice versa.

Item Information Block: This block allows user to select the item based on the basic details related to the item.

Add: After user is done selecting the item with its quantity and unit, the user can click on 'Add' button to add the item to the list.

Update: User can click on any previously added item from the list, make the required changes and then click on 'Update' button to finalize the settings.

Delete: User can click on any previously added item from the list and then click on 'Delete' button to remove the item from the list.

Get Buffet Item: If user clicks on the 'Get buffet item', the user will get a screen where user needs to specify the buffet name, date and time. Based on the details given, user will get a list of items that will be used for that buffet.

Coupon PAX: After user clicks on this option, user will get a count of PAX that are having meal plan selected for their desired stay at property.

Get FD PAX: After user clicks on this option, user will get a count of PAX that are staying at the property. Rooms in 'Suspense' status are not counted.

Add Suspense PAX: After user clicks on this option, user will get a count of PAX that are staying at the property under room status 'Suspense'. If the option is checked on user won't see an update in the PAX count. User will again have to click on Get FD PAX to see a change in the PAX count.

Forward Indent List

This option will give a list of all the indents that has been created by the current store. If the user clicks on the option, user will get a screen where the top section allows user to do a selection.

From Date/To Date: 'From Date' and 'To Date' option allows user to select indents based on the dates selected.

To Store: This option allows user to see a listing based for the selected store.

All Indents: This option if selected, lists the total indents that are available in the system for the specified search criteria.

Void Indents: This option if selected, lists the total indents that are marked as void in the system for the specified search criteria.

Completed Indents: This option if marked, lists the total indents that are completed by the other store in the system for the specified search criteria.

Incomplete Indents: This option if marked, lists the total indents that are not completed by the other store in the system for the specified search criteria.

Print: This option prints the list of indents that are seen on the screen.

New: This option is same as the 'New' option of the indent which is explained above.

Edit: This option allows the user to edit a previously created indent.

Void: This option allows the user to void a previously created indent. User is supposed to enter a reason to void the indent to complete the process.

Received Indent List

This option allows the user to see a list of all the indents which are received from other stores for the selected store.

From Date/To Date: 'From Date' and 'To Date' option allows user to select indents based on the dates selected.

From Store: This option allows user to see a listing based for the selected store.

All Indents: This option if marked, lists the total indents that are available in the system for the specified search criteria.

Authorized Indents: This option if marked, lists the total indents that are authorized by the current store in the system for the specified search criteria.

Unauthorized Indents: This option if marked, lists the total indents that are not authorized by the current store in the system for the specified search criteria.

Completed Indents: This option if marked, lists the total indents that are completed by the current store in the system for the specified search criteria.

Incomplete Indents: This option if marked, lists the total indents that are not completed by the current store in the system for the specified search criteria.

Issue: This option should be used only when "is authorized" property can be seen as authorized. The Indent list needs to be authorized in order to issue. When user selects the option 'Issue', he will get a screen with a list of all items that are present in the indent. If all the items are available then user can select the option 'Select All' which is been given below and click the button 'Issue' to issue items. If all the items are not available then the user can enter details based on item availability.

Autho. Qty: This option is most important for the selected module as if the user does not authorize the quantity the issue option won't work. If all the items are available then user can select the option 'Authorize all item' which is given below. If all the items are not available then the user can enter details based on item availability.

Consolidate: This option gives a list of items which have not been given to the store so a purchase order can be made and the items can be procured from market. User can select the option select all so all the items can be selected at a single click of the button.

Purchase Order

The store can make purchase order if it wants to buy items from the market.

New Purchase Order: This option allows user to make a purchase order. User is supposed to enter date, vendor and items that need to be procured with the quantity and unit.

Purchase Order List: This option allows user to select a list of all the purchase orders that has been made by the selected store.

From Date/To Date: 'From date' and 'To Date' option allows user to select indents based on the dates selected.

Vendor: This option allows user to view orders made for the specified vendor.

Order By: This option allows user to select orders made by the selected user.

Completed: This option if marked, lists the total indents that are completed by the current store in the system for the specified search criteria.

Incomplete: This option if marked, lists the total indents that are not completed by the current store in the system for the specified search criteria.

Void: This option if marked, lists the total indents that are marked as void in the system for the specified search criteria.

Show All: This option if marked, lists the total indents that are available in the system for the specified search criteria.

Other Operation Button:
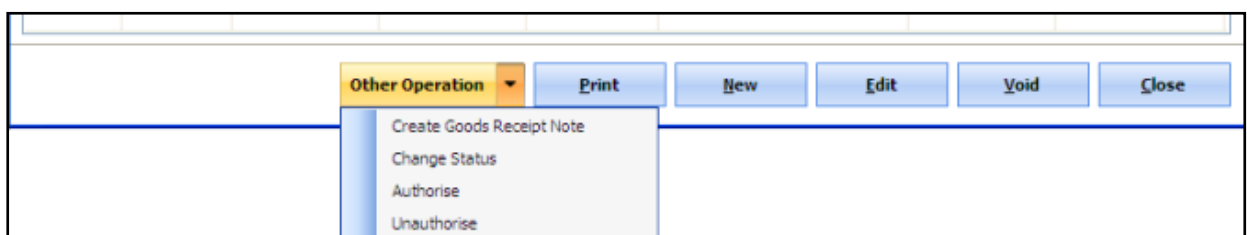
Create Goods Receipt Note: Based on the previously created purchase order user can create a goods receipt note. This can be best done when all the items ordered, were received by the store.

Change Status: User can select the purchase order from the list and change the status to completed or not completed based on the actual status of the order.

Authorize: Use this option to authorize the Purchase order in the list.

Unauthorize: Use this option to unauthorize the Purchase order in the list.

Print: Print option allows user to take a print for the previously created purchase order.

New: This option allows user to create a new purchase order. User is supposed to enter date, vendor and items that need to be procured with the quantity and unit.

Edit: This option allows user to edit a previously created purchase order and make all necessary changes in it.

Void: This option allows user to delete a previously created purchase order. User is supposed to enter a reason in order to complete the void process.

Goods Receipt Note

Based on the purchase order, when the store receives the items, store can make a 'Goods Receipt Note' to list the items they got against the items requested.

New Goods Receipt Note: User can create a 'Goods Receipt Note' and can match the list of items that were ordered against actually received. If any item is pending then the same can be procured from other vendor. User is supposed to enter voucher no, date, vendor and items that are received with the quantity and unit.

Goods Receipt Note List: This option allows user to select a list of the entire 'Goods Receipt Note' that has been made by the selected store.

From Date / To Date: This option allows user to select goods receipt note based on the dates selected.

GRN No: If user wants to view data for a specific 'Goods Receipt Note', the user can enter the GRN no. and can view details.

Voucher No: If user wants to view data for a voucher number then the user can enter the voucher no. and can view details for that voucher no.

Vendor: This option allows user to view 'Goods Receipt Note' made for the specified vendor.

Print: Print option allows user to take a print for the previously created GRN.

New: This option allows user to create a 'Goods Receipt Note'. User is supposed to enter voucher no, date, vendor and items that are received with the quantity and unit.

Edit: This option allows user to edit a previously created goods receipt note and make all necessary changes in it.

Delete: Void option allows user to delete a previously created 'Goods Receipt Note'. User is supposed to enter a reason in order to complete the delete process.

Issue Voucher

If the store has any item in excess then the store can pass the items to the other store.

New Issue Voucher: User can create a 'New Issue Voucher'. User is supposed to enter date, type and store. The list of items can then be selected with the quantity and unit.

Get Buffet Item: If user clicks on this button, he will get a screen where the buffet name, date and time needs to be mentioned. Based on the details given user will get a list of items that will be used for that buffet.

Coupon PAX: After user clicks this option, user will get a count of PAX that have meal plan selected for their desired stay at property.

Get FD PAX: After user clicks this option, user will get a count of PAX that are staying at the property. Rooms having 'Suspense' status are not counted.

Add Suspense PAX: After user clicks this option user will get a count of PAX that are staying at the property in rooms with 'Suspense' status. If the option is checked on user won't see an update in the PAX count. User will again have to click on 'Get FD PAX' to see a change in the PAX count.

Issue Voucher List: This option allows user to select list of the issue voucher that have been made by the selected store.

From Date / To Date: This option allows user to select goods receipt note based on the dates selected.

Voucher No: If user wants to view data for a voucher number then the user can enter the voucher no. and can view details for that voucher no.

Receiving Store: If user wants to view list of vouchers based on a selected store then user can select this option.

Print: Print option allows user to take a print for the previously created issue voucher.

New: This option allows user to create a 'New' issue voucher. User is supposed to enter date, type and store. The list of items can then be selected with the quantity and unit.

Edit: Edit option allows user to edit a previously created issue voucher and make all necessary changes in it.

Void: Void option allows user to delete a previously created issue voucher. User is supposed to enter a reason in order to complete the void process.

Goods Return: If the store has received some items with expiry date or in damaged condition then the store can return the items to the other vendor.

Good Return Voucher

New Goods Return Voucher
User can enter details like voucher no, date and vendor. User can then enter the list of the items with the quantity and unit that needs to be returned.

Goods Return Voucher List
 The option allows user to select a list of the entire goods return voucher that has been made by the selected store.

From Date/To Date: This option allows user to select goods return voucher based on the dates selected.

GRN No: If user wants to view data for a specific goods return voucher then the user can enter the GRN no. and can view details for that GRN no.

Voucher No: If user wants to view data for a goods return voucher then the user can enter the voucher no. and can view details for that voucher no.

Vendor: This option allows user to view goods return voucher made for the specified vendor.

Print: Print option allows user to take a print for the previously goods return voucher.

New: This option allows user to create a new goods return voucher. User can enter details like voucher no, date and vendor, then the list of the items with the quantity and unit that needs to be returned.

Edit: Edit option allows user to edit a previously created goods return voucher and make all necessary changes in it.

Void: Void option allows user to delete a previously created goods return voucher. User is supposed to enter a reason in order to complete the void process.

Inventory Transaction

Physical Stock Taking

All stores must capture physical inventory periodically. It is essential to compare how much of each item you have physically presented in store and what the computers notify. By doing physical stock taking, you

will find where inventory reduction occurs. You may also find areas of your store that are more prone to theft.

Click on 'Physical Stock Taking' → 'Physical Stock Taking' list will open as shown below.

Computer Stock: Computer Stock column will give you the remaining Stock of computer.

Physical Stock: Allows entering actual physical stock quantity present in the store.

Variances: Software will auto calculate the variance between Computer and Physical Stock

Reason: You can put editing stock reason as remark.

Report: There are 3 reports which management can print and keep for record purposes. The reports previewed and printed are for single dates. You can take out reports like –

1. Physical Inventory Count Report.
2. Physical Inventory Count Variance Report.

3. Item Stock Ledger with Stock Taking.

Inventory Adjustment

Inventory Adjustment is to adjust/rectify Physical Count/Inventory of items. It gives you the full list of items with stock details for this particular selected store.

Adjustment Tab

Physical Stock: This Row allows you to edit the Inventory. You can make changes against each item name. Other related fields are automatically updated in Inventory.

Add: After editing the Quantity, hit on 'Add' button to synchronize physical quantity with computer stock.

Note: The changes you make in this screen will reflect in Correction Tab.

Fetch from Physical Stock data of date: Use this option to fetch the data you have entered in the Physical Stock Taking screen. You can select the date for which you want to fetch the data. Make the adjustments and save the changes.

Click on 'Add' button to add to computer stock.

Correction Tab

Displays the History list to keep track of changes done to inventory quantities and serves as a permanent record of the change.

Quantity: Minus sign with the amount shows that this much quantity has been added for this item.

Delete: If you delete the Item, it will go back to the original/previous inventory.

Inventory Consumption

Inventory Consumption is used to adjust Stock Balance. Revenues that haven't been collected yet and are not expected to be collected will be entered in Inventory Consumption.

On adding Consumption computer stock will be reduced.

Consumption Tab

Consumption: This row allows entering the consumption.

Fetch From:

Issue Voucher: If any other store has issued voucher to this store, then this store can fetch the inventory items and add as consumption from here.

Buffet: If any Buffet schedule has been made, then the mapped store on the Buffet outlet can fetch the inventory items and add as consumption.

Click on Buffet → Buffet consumption screen will open as shown below →

Buffet Information: Specify the buffet name, date and time. Based on the details given user will get a list of items that has been entered in Buffet Schedule.

Note: Buffet schedule can be made from Outlets only.

Coupon PAX: This option will allow outlet staff to get a count of guest/pax who are having meal plan selected for their desired stay at property.

Get FD PAX: This option will allow outlet staff to get a count of guest/pax that is staying at the property. Rooms in 'suspense' status are not counted.

Add Suspense PAX: This option will allow outlet staff to get a count of guest/pax staying at the property under room status 'suspense'. If the option is checked on user won't see an update in the PAX count, user will again have to click on Get FD PAX to see a change in the PAX count.

Correction Tab

Displays the history list to keep track of changes done to inventory quantities and serves as a permanent record of the change.

Look Up: You can use this search criteria's located at the top of the window to quickly locate. After giving filter criteria hit on search icon .

Quantity: Shows that this much quantity has been added for this item.

Delete: If you delete the Item, it will go back to the original/previous inventory.

Wastage

Some stocks like vegetables and fruits, if not consumed within few days, gets damaged. This stock can be defined as wastage.

The process of wastage is somewhat similar to the process of consumption. Refer to 'Inventory Consumption' section of this manual.

Manufacturing

Manufacturing is for Intermediate Items.

We consider an example of tomato puree. This is an intermediate item and is manufactured in bulk quantity and will be used in small quantities while cooking outlet menu item.

Click on 'Manufacturing' → it will show the list of all the intermediate items

Manufacturing Tab

Quantity: This Row allows entering the quantity of the intermediate item to be manufactured. Other related fields are automatically updated in Inventory.

Add: After editing the Quantity, hit on 'Add' button to synchronize the inventory.

The items added will add as consumption to inventory.

Note: The changes you make in this screen will reflect in Correction Tab.

Correction Tab

Displays the History list to keep track of changes done to inventory quantities and serves as a permanent record of the change.

Quantity: Shows that this much quantity has been added for this item.

Delete: If you delete the Item, it will go back to the original/previous inventory.

Configuration Options under eZee Icon

Click on eZee Icon [icon] on top left corner of the main screen.
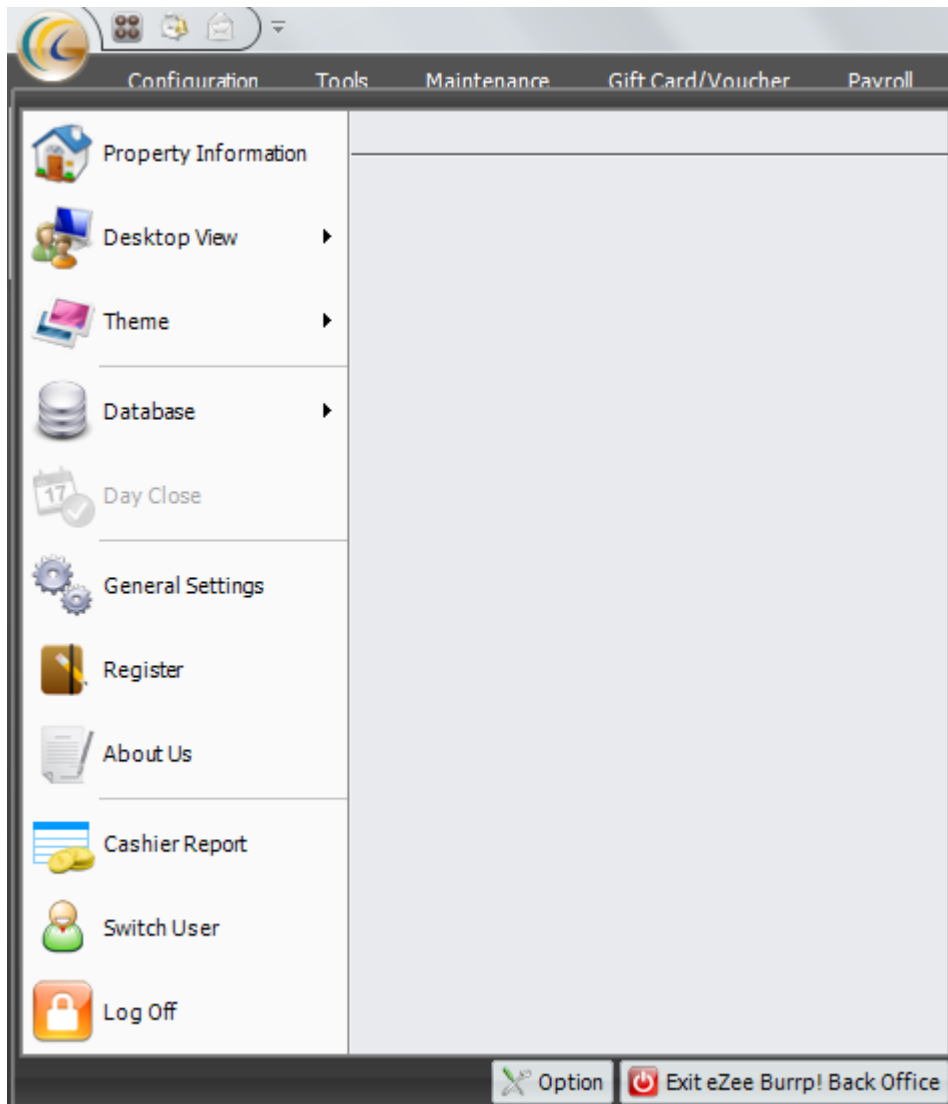
Property Information

Enter your hotel contact information on this screen. This information will be used to print on the reports and receipts.

Click on the 'Property Information' a screen will open as shown below.

This screen allows to enter all basic information →'Save'.

Other Information:

Registration: As a statutory requirement Outlet owners may need to display the business registration number like VAT, TRN, ABN etc on the receipts. This screen allows entering such registration no in these boxes. You will be able to set such 3 numbers in Registration1, Registration2 and Registration3. You may see different caption then Registration1, Registration2 and Registration3.

Logo: You can upload your logo in eZee database. This logo will be used to print on receipt and report. Click on 'Browse' button and browse through your logo. If you want to remove your logo, click on 'Remove' button.

Desktop View

eZee Point Of sale allows you to set different views to display for better look and feel. There are different views eZee offers users to see. You can set only one view at a time.

Note: For each of the options given below there is a calendar given at the top left corner we can click on it and edit the date for which we want to view the details.

Summary View

Displays brief Outlet summary of current date's business including Total Receipts Cut, settlement Information, Active Terminals, etc.

Note: It will display brief summary of all the Outlets which are mapped to one Store.

Report View

Report view helps user view all the reports offered by eZee.

Banquet View

Banquet view helps users to view all the Banquet booked or reserved in a Graphical structure as per the schedule.

Theme

Theme is the look and feel of a graphical user interface (GUI). You can select one theme as per your choice out of given themes. Changes window border style, colors and fonts of the title bars at the top of Screens.

Blue theme: This option gives the system an effect of color blue.

Black theme: This option gives the system an effect of color black.

Silver theme: This option gives the system an effect of color silver.

System theme: This option gives the system an effect of golden color.

Database

Back Up

Backup refers to making copies of data base, so that in case of system crash, these copies can be used to restore the original. These additional copies are typically called 'backups'. This way user will protect your database from any possible disaster. eZee strongly recommends user to take back up and if possible take back ups on external drive.
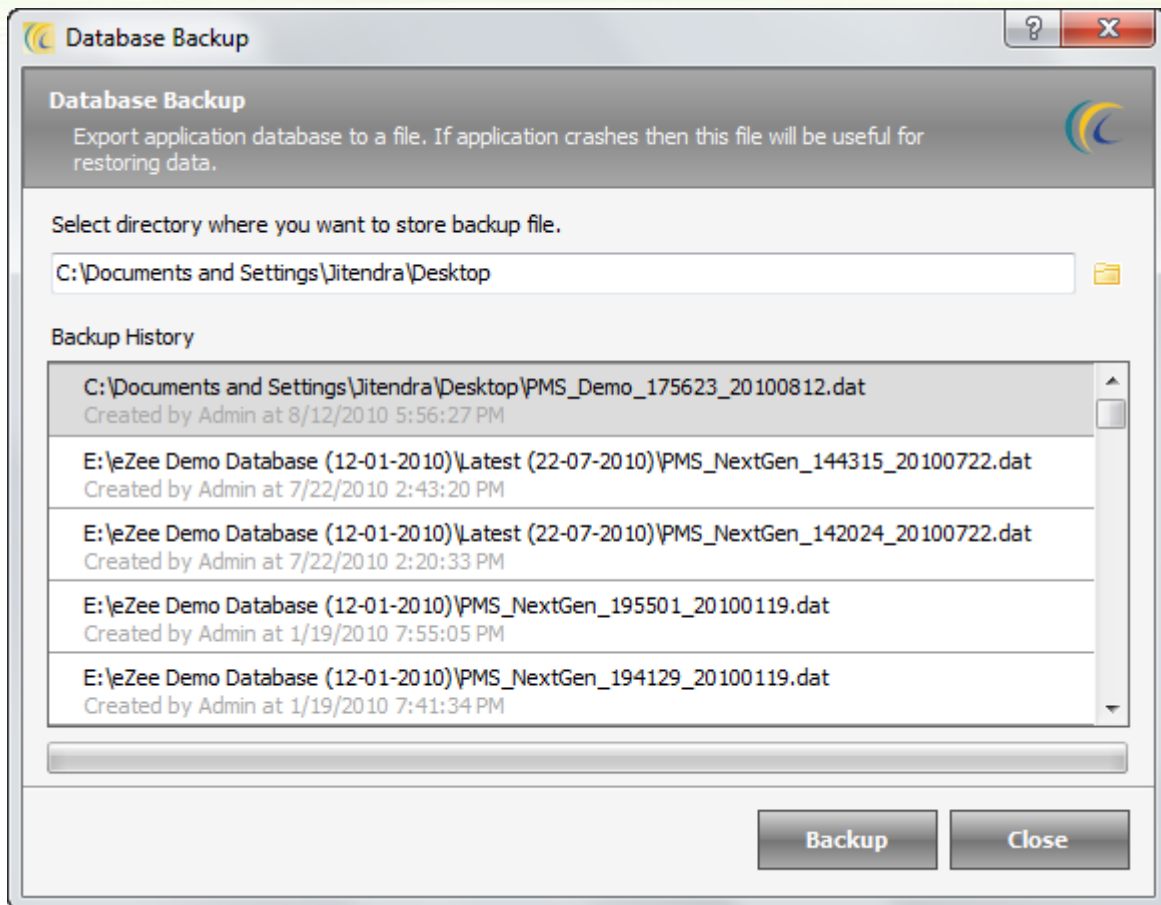
Click on 'Backup' button → 'Database Backup' screen will open as shown below.

In order to take Backup → Browse the path → hit on 'Start Backup' button.

Restore

Restore is a process that involves copying backup files from secondary storage (backup media) to the system. This is useful to restore the data in previous state in the event of malfunctioning or failure.

Click on 'Restore' button → 'Database Restore' screen will open as shown below
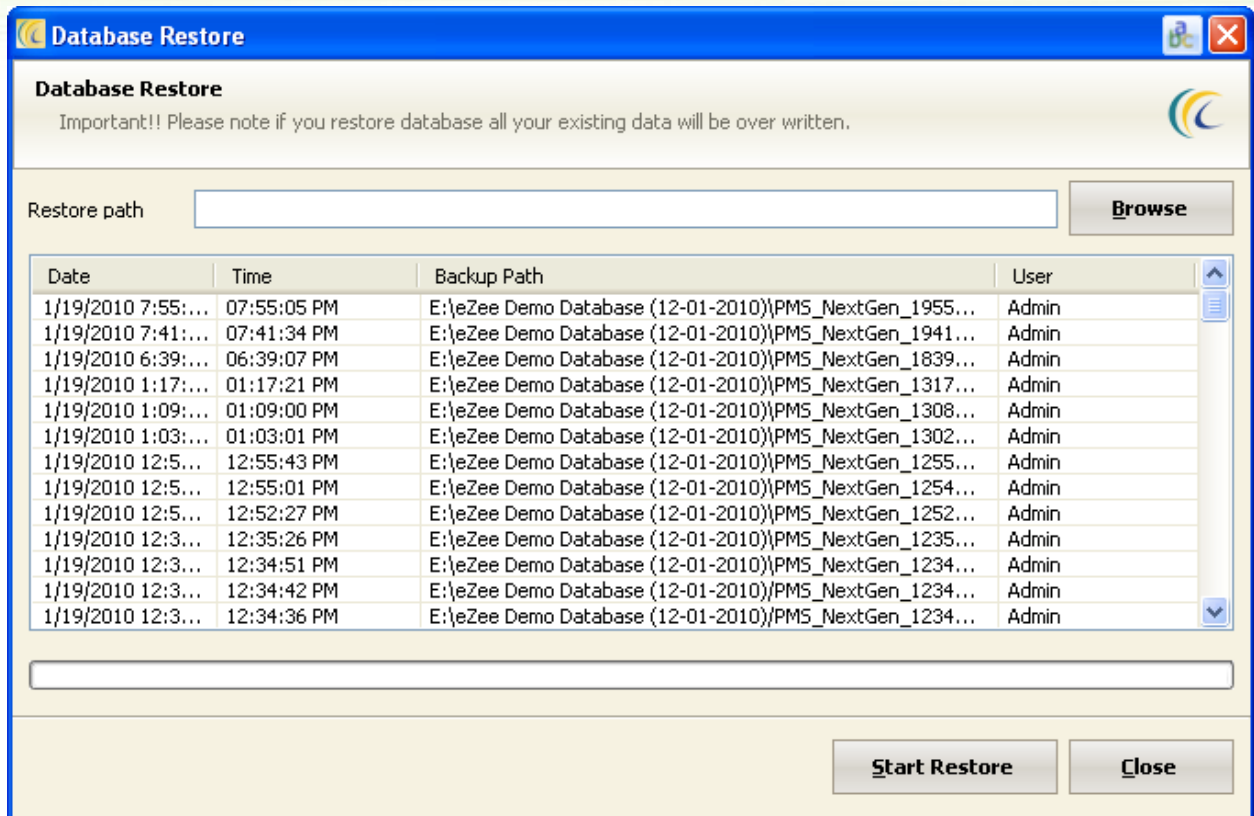
In order to restore a database → Browse the path → hit on 'Start Restore' button.

Note: Restore feature is Active only in Licensed/Purchased version of the Software.

Cleanup

This wizard will remove the voided transactions permanently from system for the selected outlet.

The voided transactions can be seen in Void and Audit Trail reports.

For Example: - A case may be >> someone has changed your system date and you did not notice this and did Night Audit till system date and by mistake waiters also punched the orders on that wrong date. Then in this case, they can void the transactions and enter the transactions in correct date and you can use Cleanup transaction wizard to remove the voided entries from the system.

Click on Cleanup Transaction → 'Data Clean Up Wizard' will open as shown below.

Remove all transactions: - Selecting this option will remove all the voided transactions from the starting date till Software working date.

Remove transactions as on a selected date: - Selecting this option will offer you to delete the voided transactions for single selected date in 'On Date'.

Click on 'Next' to select the Transaction which needs to be removed.
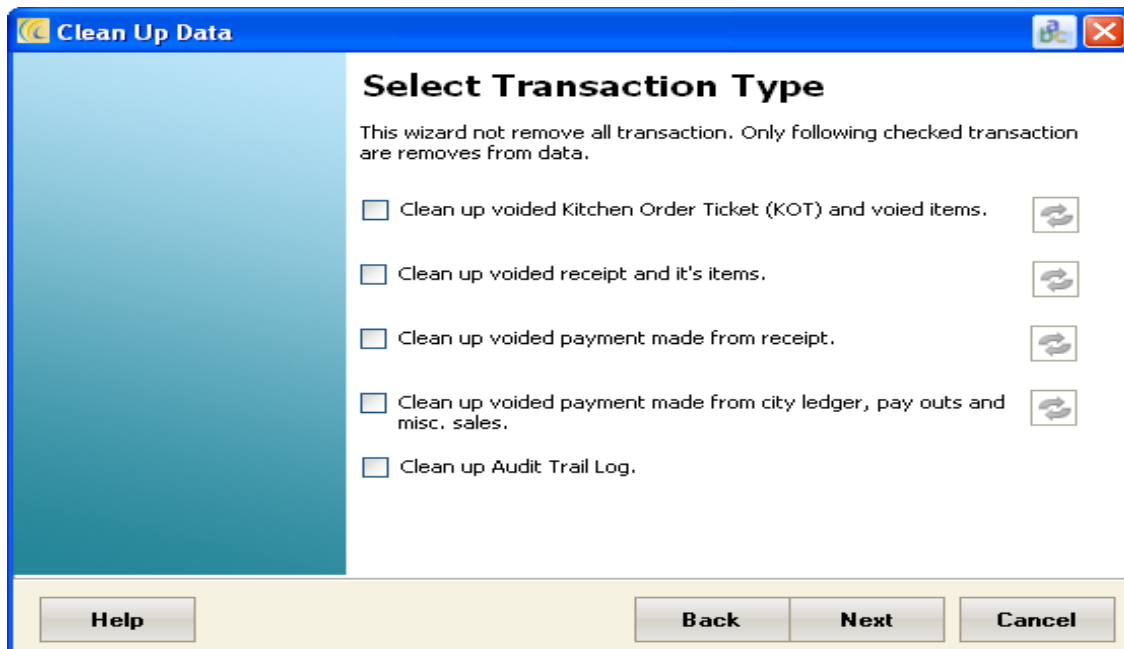
User have an option to clean data from the above shown 5 categories. User can select any specific category to remove the voided data.

User can see the changes in relevant void and audit trail reports after cleaning the data.

Auto Backup Schedule Task

Lose of data is a risk factor. Using this option, user can configure a period so that the system takes a database backup automatically on the specified period and saves it on the mentioned path.

Refresh System Default Data

This option is used to reset the settings of the software. Please contact eZee Live Chat Support for any queries or before using it.

Day Close

Day Close (similar to Night Audit in FD) is the process by which user do the day close for the system. It allows user to change working/business date for the software. This process has been kept compulsory because it gives admin a clean status of finances and activities done on a particular day and which can be quickly monitored too. It is recommended that this operation should be done by Admin/Management or Night Auditor.

Note: Day Close process has been explained above. Refer to 'Day Close' chapter of manual.

General Setting

Client/Server

This setting determines the Server/Client Architecture for eZee Point Of Sale to work in relationship between two/more computers. One computer must be responsible for maintaining the software database (Server).
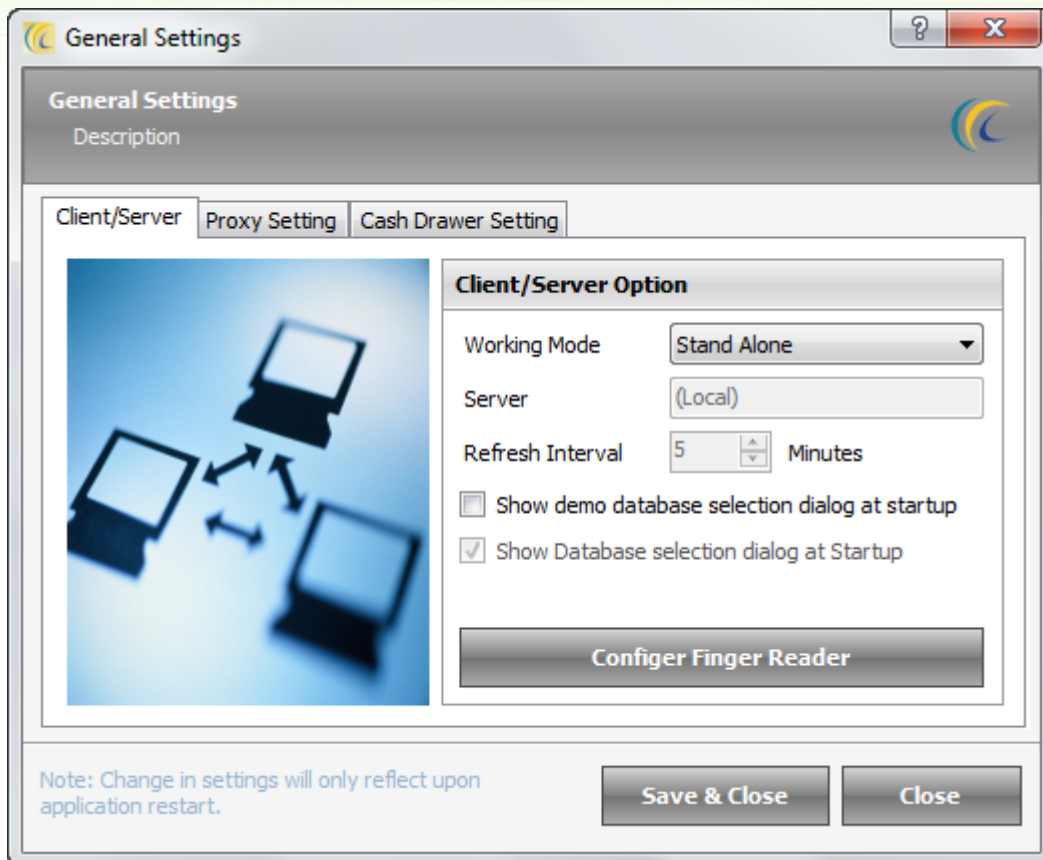
Working Mode: Select the Working Mode.

Stand Alone: Makes machine as a Separate/Individual entity.

Server: Makes machine as a Server machine.

Client: Works as a Client machine. In server field Key in the Server IP address or Computer Name.

Refresh Interval: The setting defines the interval of time (in minutes) to exchange data between server and client machines.
Note: These settings are going to affect after restarting application.

Proxy Settings

Users can use this option to set the proxy settings for the Internet/LAN connection to be used while running the software. You can contact your Internet Service Provider for more information regarding the same.

Cash Drawer Settings

eZee Burrp can be integrated with different Cash Drawers available in the market. This tab is used to configure the Cash Drawer to be connected with the software. Please contact eZee Live Chat Support Desk for more information regarding it.

Register

This screen offers dynamic license numbers for registering or licensing your software copy.

About us

This option displays business information of eZee Technosys.

Change User

At the time of shift change, 'Switch User' feature is used.

Cash Count: In quantity field enter the number of currencies you have in your cash drawer against the denominations of each currency.

Cashier Report block: Gives all the details of user shift with financial transactions.

Print Detail: "Print Detail" task gives a detailed report of the shift.

Print: Print task gives only the visible report of the screen of Cashier.

Close Shift: To close the shift for this User.

Close: Just to change the User, without closing the Shift.

Button: On hitting this 'X' button, will not end the application and will not save any changes in

Cashier Report.

After closing 'Log In' screen will display. Select your name and supply your password. Click on 'Log In' button.

All the changes are reflected on the left hand side frame of the screen 'Cashier Report'.

Log Off

This option is used to Log Off from the Application and Log in through different user without closing the shift.

Exit

Allows the user to Exit the eZee Point of Sale application.

Option Button

Localization Tab

Allows filling in the information about the physical location of the property. Also, management can change the Tax caption as per the Taxes prevailing in your Country.

Text Alignment Right to Left: In most of the language orientation of text is from left to right. In few countries where people use Arabic and Middle Eastern languages the flow of text is right to left, so if the user want to flip the language of the software from right to left, tick this check box.

Extra Charge Settings
Mention the Tax Captions to be applied on all the extra Charges.

Financial Tab

Financial Period: Define accounting year's reference dates.

Decimal Option:

No. Of digits after decimal point (currency): to display the number of digits after the decimal for financial requirement.

No. Of digits after decimal point (Store Item): to display the number of digits after the decimal for financial requirement.

No. Of digits after decimal point (Outlet Item): to display the number of digits after the decimal for financial requirement.

Round Off Settings:

Type: Allows adjusting the remaining amount in receipts in amount paid field. (+) plus or (-) minus whatever is nearer to the remaining balance. This can be done manually or through the pre-configured options available in the software.

Limit: define the round off limit to facilitate round off feature. User will not be able to give adjustments more than the defined amount.

Other Options
Menu Item Default Tax Configuration: Allows setting Default Tax Configuration. Also, there is an area where 'Sample Calculation' can be done.

Others Tab
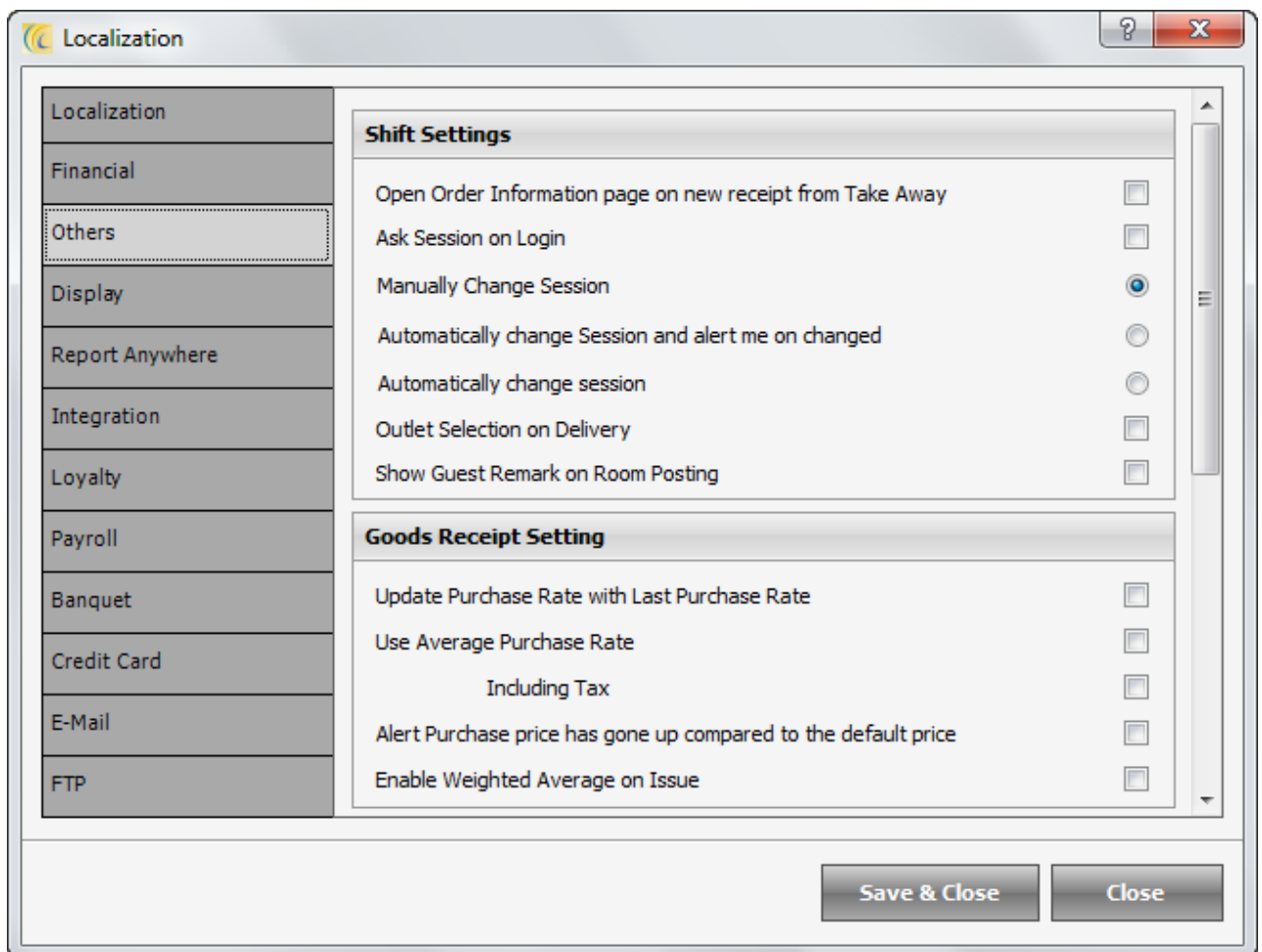
Shift Settings:

Open order information page on new receipt from take away: If the guest occupies a table and wants food which will not be consumed at the outlet and will be taken away by the guest, then we can check this option on so the details of the table and the waiter can be entered.

Ask Session on Log-In: When the user logs in to eZee Burrp! If the option is checked on, user will get one more screen where the user will be needed to select a session. The sessions can be used for reporting purpose.

Goods Receipt Settings:

Update last purchase rate to default purchase rate: Instead of finding and entering last cost of an item ordered on the purchase order. Check mark this option, system will update the rate automatically at the time of making purchase order.

Use Average Purchase Rate:

Instead of finding and entering average cost of an item ordered on the Goods Received Note. Check mark this option, system will update the rate automatically at the time of making Goods Received Note.

Alert Purchase price has gone up compared to the last purchase:

While making a purchase order if the price has gone high.Check mark this option if user wants system to alert user that there is price rise.

Application Folder Settings:

Image Path: Allows to select the default Image path of every image, which eZee Software stores. If set up is client/server, then should use Server Network Path.

Backup Path: This path will be selected by default whenever you perform a backup. User can also browse the path.

Ask to Take Backup on Day Close Process: When Night Auditor is done with the Day Close/Night Audit process, then on the last screen a pop up screen 'Database Backup' will appear for taking backup. User can browse the path and store the backup.

Purchase Order

Keep a tick on this option to get the Property information to be printed on the Purchase Orders Created.
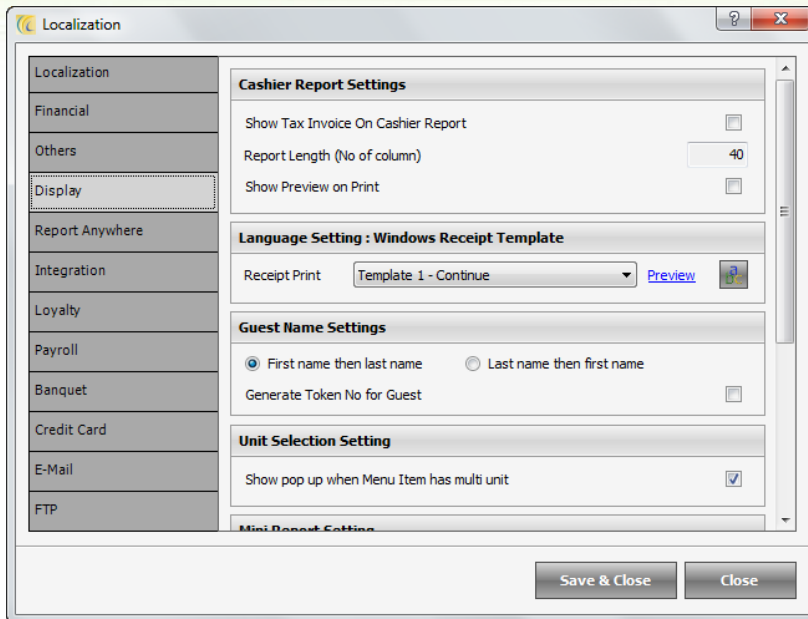
Indent

Keep a tick on this option to show the Store item Rates and the total amount in the Indents.

Menu Item

Keep a tick on this option if you want to keep it mandatory for the users to Enter Menu Item code while Creating a new Menu item.

Display Tab

Cashier Report Settings:

Show Tax Invoice on Cashier Report: Activating this setting will make Tax Invoice show on cashier report.

Report Length (No. of column): This field allows you to adjust the columns on the cashier report while closing shift.

Show Preview on Print: Keep a tick on this option, to show the preview of the Cashier report on the computer screen while printing it.

Language Setting: Windows Receipt Template

This field allows you to select Receipt templates for Windows Printer. This is fixed templates. User is allowed to change the language of the templates.

This template user can select in Burrp! →Settings → Peripheral → Custom Template.

Preview: Allows viewing the Template for your selection from all the given templates.

abc: Allows user to change the default language of the template.

Guest Name Settings:

First name then last name and Last name then first name: Allows the user to see guest name in sorting selected in Order Information Screen.

Unit Selection Settings:

Show pop up when menu Item has multi unit: If you have mapped menu item in more than 1 unit, then while punching the menu item in Burrp! There will be a pop up which will give you all the units to select from.

Mini Report Settings:

User can use this option to set the Paper size and the Margins for the mini reports which are to be printed from the software.

Print Option

Print Receipt at Settlement: Users can keep a tick on this option so they can have a preview of the payment settlement done in the software while printing the receipt.

Screen Saver

This option enables locking the software after the specific period as mentioned, so that when a user is not around the computer screen, and no action is done on the software or computer for the period mentioned, no other person can do any changes in the software. It works the same as the Windows Screensaver function.

Report Anywhere Tab
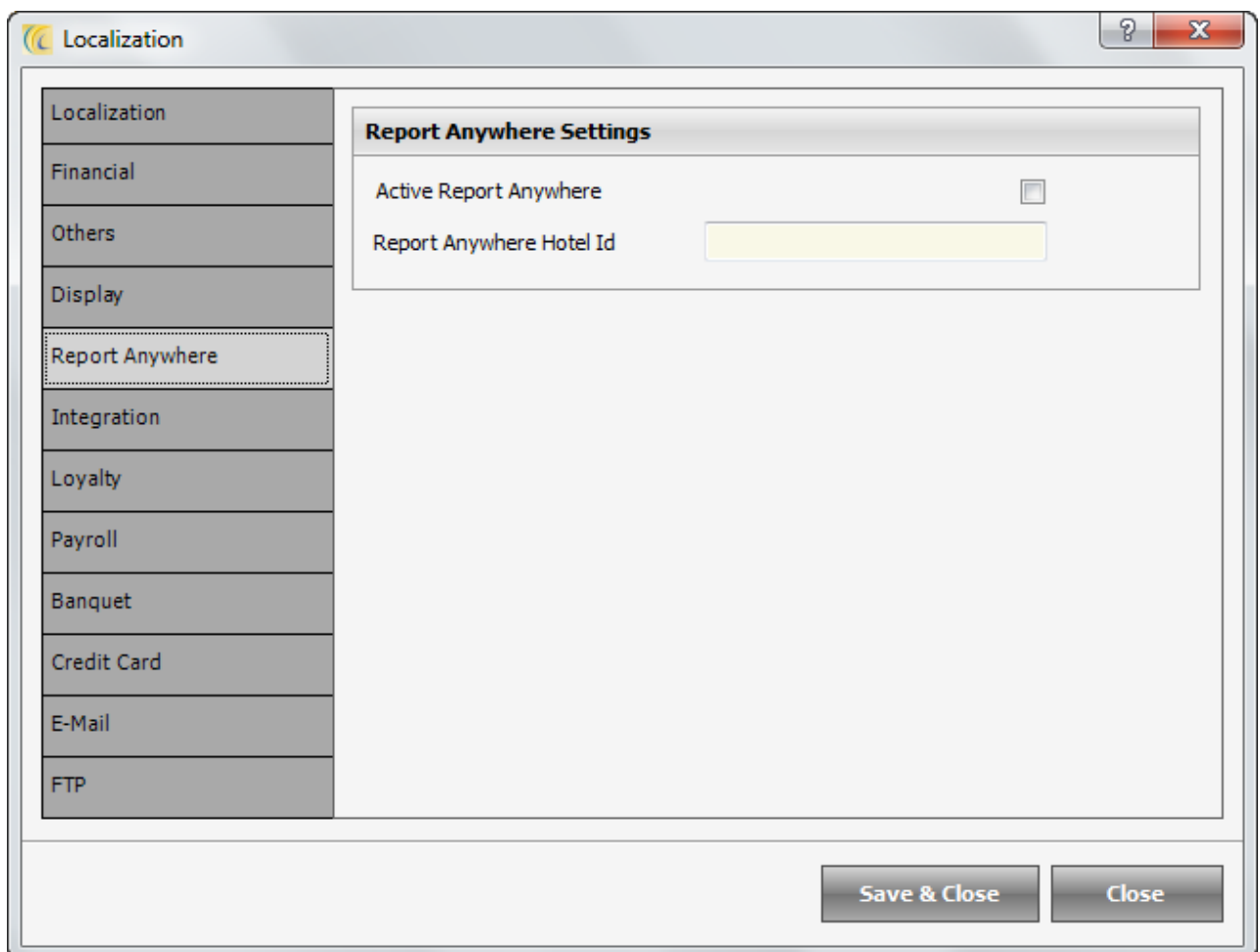
Through 'Report Anywhere Module' hotel owners/managers can see the reports for the outlets through internet. For further details please contact eZee sales and support team for 'report anywhere outlet id' as it is customized solution. Please contact eZee support team on more details regarding eZee RAW module features and purchase options.

Integration Tab

This is a customized solution for a client, for further details contact eZee sales and support team.

Loyalty Tab

This is a customized solution for a client, for further details contact eZee sales and support team.

Payroll Tab

User can set the Numbering of documents to be printed in the Payroll module. It is an Add on module used to manage the Payroll of the Employees. Please contact eZee Live Chat Support for more information on the same.

Banquet Tab

User can set the Numbering of documents to be printed in the Banquet module. It is an Add on module used to manage the Banquet room sold or rented by the property. Please contact eZee Live Chat Support for more information on the same.

Credit Card Server Tab

This is settings of integration with Credit Card processing, for further details contact eZee sales and support team.

Email Tab

This setting helps in configuring the email account through which mails are to be sent to the guest. You can contact your Internet service provider for the information needed regarding it.

FTP Tab

Administration can use this tab to configure the FTP details of their website for the Database and reports to be upload on it at the time of Night Audit.

Congratulations!!!

We have successfully completed the configuration of POS Back Office and you can start using POS Burrp now. If you need more assistance in using POS Burrp, you can refer to our help file for POS Burrp.