



HOW TO PRINT KITCHEN ORDER TICKET (KOT) IN BILLING REGISTER?



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Customers

Purchases

Suppliers

Inventory

Production

Labels/Stickers

Accounting

Marketing

Administrative Tasks

Statutory Master Data

General Settings

General Master Data

Organization

Click on the Sales menu button

Holidays :

Holiday Name	Date	Refresh
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Check Invalid Records

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Search forms here

Sales

Sales

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Customer

Customer

Bulk Printing Of Invoice/Estimate

Pending Tasks

Sale Orders

Sale Performance - General

Sale Performance - By Receipt

Sale Performance - By Customer

Sale Performance - By Items

Sale Performance - By WWT Items

Sale Log

Point Of Service Management

Customers

Purchases

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Inventory

Production

Labels/Stickers

Accounting

Marketing

Administrative Tasks

Holidays :

Holiday Name	Date	Refresh
--------------	------	---------

Check Invalid Records

Events/Reminders

Statutory Reports

Click on Sales button

DashboardSales

SALES

E+

Date	Sr. No.	Customer
28-03-2023	52	Megan Johnson
28-02-2023	51	Ella Dean
28-02-2023	50	Oscar Brent
28-02-2023	49	Anthony Carter
28-02-2023	48	Steven Jefferson
28-02-2023	47	David Gill
28-02-2023	46	Tommy Rowe
27-02-2023	45	Connor Langley
27-02-2023	44	Beth Asheton
27-02-2023	43	Anthony Carter
27-02-2023	42	
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27-02-2023	40	Oscar Brent
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27-02-2023	38	Hannah Bishop
26-02-2023	37	Josh White
26-02-2023	36	
26-02-2023	35	Corkery Inc
26-02-2023	34	Charlotte Newman
26-02-2023	33	Blake Hutchinson
26-02-2023	32	Rebecca Hill
26-02-2023	31	Stanton LLC
26-02-2023	30	Rebecca Hill
25-02-2023	29	
25-02-2023	28	Holly Compton
25-02-2023	27	
25-02-2023	26	Natalie Kennedy
25-02-2023	25	Hudson Hughes
25-02-2023	24	
25-02-2023	23	Connor Langley
25-02-2023	22	Samuel James
24-02-2023	21	Oberbrunner and Sor
24-02-2023	20	
24-02-2023	19	Kanika Kapoor
24-02-2023	18	Keebler Inc
24-02-2023	17	Samantha Chambers
24-02-2023	16	
24-02-2023	15	Josh Halsey

Record: 1 of 52No FilterSearchAllStart TextEnd Text

Basic DetailsMiscellaneousShipping/Service Address

^ Sale No: 2022-23/52SB Sec: Date: 28-03-2023Sale Type: Cash Sale to Consumer

Customer Choose CustomerC+ ^ID: MJ2AssignClear^ADDRESS

Phone: Name : Megan JohnsonClear

City: State:

Local (Intra-Country) Cash ^ Status > Initiated

Sale To Registered Dealer

POS For Tax

Billing Address

Apply Discount

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	9.74 /Pc	0.00 /Pc	0	0.00	9.74	9.74	0.00	9.74	0.75	10.49
^Item Boneless WingsWithW/O^ I-NoteMisc ^ Status Initiated												
2	1	Ct	10.20 /Ct	0.00 /Ct	0	0.00	10.20	10.20	0.00	10.20	0.79	10.99
^Item All Meat Pizza - SmallWithW/O^ I-NoteMisc ^ Status Initiated												
3	1	Pc	3.70 /Pc	0.00 /Pc	0	0.00	3.70	3.70	0.00	3.70	0.29	3.99
^Item Organic Chocolate MilkWithW/O^ I-NoteMisc ^ Status Initiated												

Delete ItemSelectedAllQuantity1Item Order3

ItemsWith-WithoutAdditional ChargesLoad Items From SO

Search Item HereScan Barcode Here

Main Category	Items	Internal Code	List Price	Tax
Appetizers	100% Organic Apple Juice 96 Fl. Oz		2.99	Incl
Bakery	Aquafina 20 oz bottle		2.49	Incl
Beverages	CocaCola		2.49	Incl
Desserts	Gatorade Glacier Freeze		2.99	Incl
Pizzas	Mountain Dew		2.49	Incl
Salads	Organic Chocolate Milk		3.99	Incl

Gross Price(Excl.) 23.64Discount % : 0Discount : 0.00Sale Price(Excl.) 23.64Addl. Chrgs(Excl.) 0.00^ Tax Amount :Net Price :^ Round Off :Receivable Amt:^ Change Paid :Amt Balance :

^ Current Credit Balance Pay/Take Balance0.00

Received IN ^ AmountCash0.00 D0.00 D

Clear

InvoiceInvoice

Sale Slip 1L 80(70) mmPrint AllPrint/Send PDF

In Billing Register, we call KOT as 'Sale Slip'. Click here to Print the Sale Slip.

SALES

E+

Record: 1 of 52No Filter

SearchAllStart TextEnd Text

Date	Sr. No.	Customer
28-03-2023	52	Megan Johnson
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28-02-2023	46	Tommy Rowe
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24-02-2023	18	Keebler Inc
24-02-2023	17	Samantha Chambers
24-02-2023	16	
24-02-2023	15	Josh Halsey

Basic DetailsMiscellaneousShipping/Service Address

^ Sale No: 2022-23/52SBSec:Date: 28-03-2023Sale Type: Cash Sale to Consumer

Customer Choose CustomerC+^ID: MJ2AssignClear^ADDRESS

Phone:Name: Megan JohnsonClear

CityState

Local (Intra-Country)Cash^ Status > Initiated

Sale To Registered Dealer

POS For TaxBilling AddressApply Discount

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	9.74 /Pc	0.00 /Pc	0	0.00	9.74	9.74	0.00	9.74	0.75	10.49
^Item Boneless WingsWithW/O^ I-NoteMisc^ Status Initiated												
2	1	Ct	10.20 /Ct	0.00 /Ct	0	0.00	10.20	10.20	0.00	10.20	0.79	10.99
^Item All Meat Pizza - SmallWithW/O^ I-NoteMisc^ Status Initiated												
3	1	Pc	3.70 /Pc	0.00 /Pc	0	0.00	3.70	3.70	0.00	3.70	0.29	3.99
^Item Organic Chocolate MilkWithW/O^ I-NoteMisc^ Status Initiated												

Delete ItemSelectedAllQuantity1Item Order3

ItemsWith-WithoutAdditional ChargesLoad Items From SO

Search Item Here

Main Category	Items	Internal Code	List Price	Tax
Appetizers	100% Organic Apple Juice 96 Fl. Oz		2.99	Incl
Bakery	Aquafina 20 oz bottle		2.49	Incl
Beverages	CocaCola		2.49	Incl
Desserts	Gatorade Glacier Freeze		2.99	Incl
Pizzas	Mountain Dew		2.49	Incl
Salads	Organic Chocolate Milk		3.99	Incl

Gross Price(Excl.)23.64

Discount % :0

Discount :0.00

Sale Price(Excl.)23.64

Addl. Chrgs(Excl.)0.00

^ Tax Amount :1.83

Net Price :25.47

^ Round Off :0.00

Receivable Amt:25.47

^ Change Paid :0.00

Amt Balance :25.47

^ Current Credit BalancePay/Take Balance

0.000.00

Received IN^ Amount

Cash0.00D

\*0.00D

Amt Rec0.00Clear

Print Set

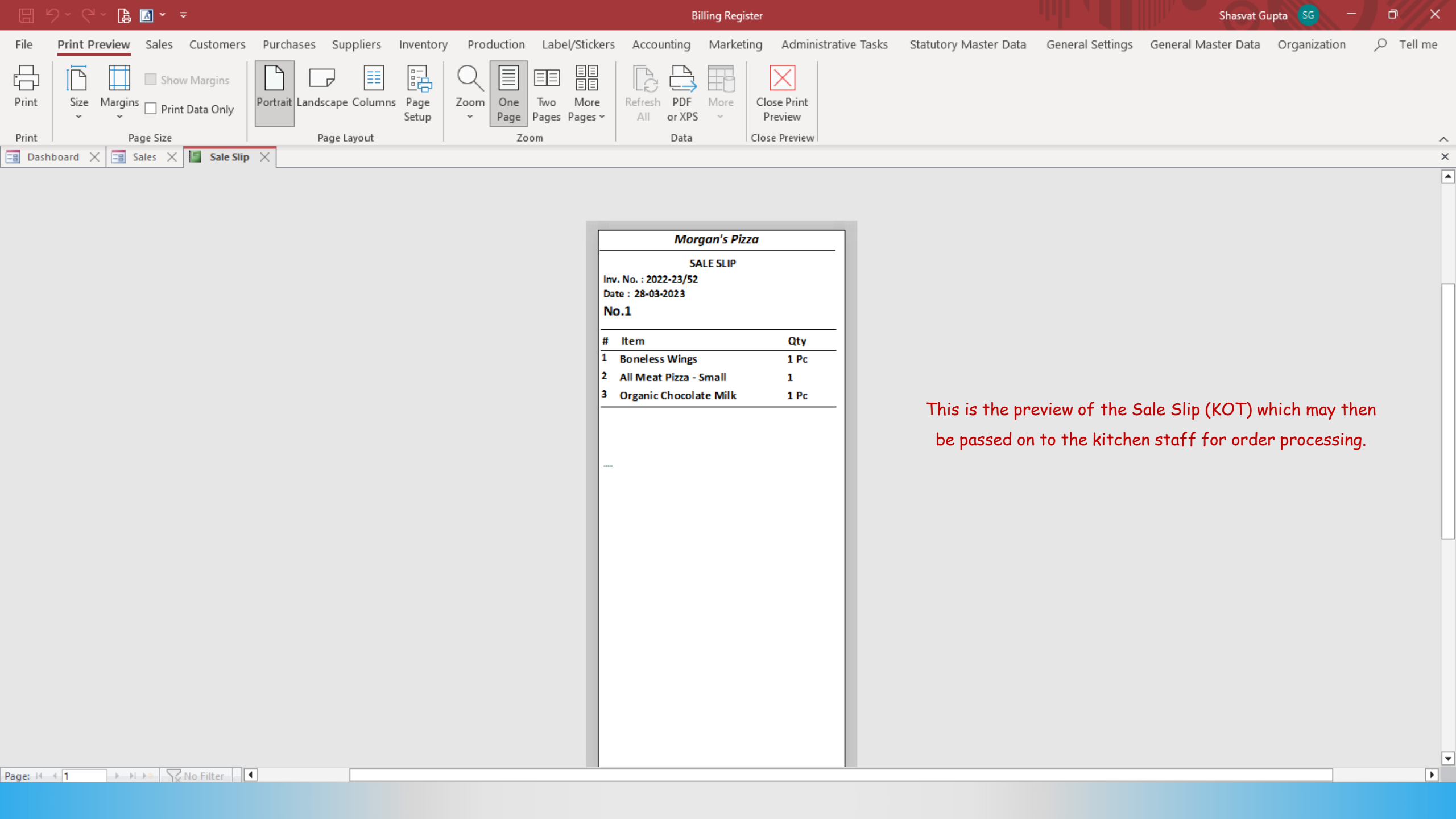
CopyInvoice

SizeInvoice

Sale Slip1L 80(70) mm

Print AllPrint/Send PDF

Or, you can click here to Print Preview the Sale Slip.



**Morgan's Pizza**

**SALE SLIP**

Inv. No. : 2022-23/52

Date : 28-03-2023

**No.1**

#	Item	Qty
1	Boneless Wings	1 Pc
2	All Meat Pizza - Small	1
3	Organic Chocolate Milk	1 Pc

This is the preview of the Sale Slip (KOT) which may then be passed on to the kitchen staff for order processing.

SALES

E+

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24-02-2023	21	Oberbrunner and Sor
24-02-2023	20	
24-02-2023	19	Kanika Kapoor
24-02-2023	18	Keebler Inc
24-02-2023	17	Samantha Chambers
24-02-2023	16	
24-02-2023	15	Josh Halsey

Record: 1 of 52No FilterSearchAllStart TextEnd Text

Basic DetailsMiscellaneousShipping/Service Address

^ Sale No: 2022-23/52SB Sec: Date: 28-03-2023Sale Type: Cash Sale to Consumer

Customer Choose Customer C+ ^ID: MJ2 Assign Clear ^ADD RESS

Phone: Name : Megan Johnson City State

Local (Intra-Country) Cash ^ Status > Initiated

Sale To Registered Dealer

POS For Tax Billing Address Apply Discount

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	9.74 /Pc	0.00 /Pc	0	0.00	9.74	9.74	0.00	9.74	0.75	10.49
^Item Boneless Wings With W/O ^ I-Note Misc ^ Status Initiated												
2	1	Ct	10.20 /Ct	0.00 /Ct	0	0.00	10.20	10.20	0.00	10.20	0.79	10.99
^Item All Meat Pizza - Small With W/O ^ I-Note Misc ^ Status Initiated												
3	1	Pc	3.70 /Pc	0.00 /Pc	0	0.00	3.70	3.70	0.00	3.70	0.29	3.99
^Item Organic Chocolate Milk With W/O ^ I-Note Misc ^ Status Initiated												

Delete Item Selected All Quantity 1 Item Order 3

Items With-Without Additional Charges Load Items From SO

Search Item Here

Main Category	Items	Internal Code	List Price	Tax
Appetizers	100% Organic Apple Juice 96 Fl. Oz		2.99	Incl
Bakery	Aquafina 20 oz bottle		2.49	Incl
Beverages	CocaCola		2.49	Incl
Desserts	Gatorade Glacier Freeze		2.99	Incl
Pizzas	Mountain Dew		2.49	Incl
Salads	Organic Chocolate Milk		3.99	Incl

Gross Price(Excl.) 23.64

Discount % : 0

Discount : 0.00

Sale Price(Excl.) 23.64

Addl. Chrgs(Excl.) 0.00

^ Tax Amount : 1.83

Net Price : 25.47

^ Round Off : 0.00

Receivable Amt: 25.47

^ Change Paid : 0.00

Amt Balance : 25.47

^ Current Credit Balance Pay/Take Balance

0.00

Received IN ^ Amount

Cash 0.00 D

\* 0.00 D

Amt Received 0.00 Clear

Print Set Two Copies

Copy All Invoice Invoice

Sale Slip 1L 80(70) mm

Print All Print/Send PDF

As soon as the 3 items are served to the customer (let's assume that she is dining at a table in the restaurant), we proceed to mark the items as 'Completed'.



SALES

E+

Record: 1 of 52No Filter

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24-02-2023	17	Samantha Chambers
24-02-2023	16	
24-02-2023	15	Josh Halsey

Basic DetailsMiscellaneousShipping/Service Address

^ Sale No: 2022-23/52SBSec:Date: 28-03-2023Sale Type: Cash Sale to Consumer

Customer Choose CustomerC+^ID: MJ2AssignClear^ADDRESS

Phone:Name: Megan Johnson

CityState

Local (Intra-Country)Cash^ Status > Initiated

Sale To Registered Dealer

POS For TaxBilling Address

Apply Discount

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	9.74 /Pc	0.00 /Pc	0	0.00	9.74	9.74	0.00	9.74	0.75	10.49
^Item Boneless WingsWithW/O^ I-NoteMisc^ Status Initiated												
2	1	Ct	10.20 /Ct	0.00 /Ct	0	0.00	10.20	10.20	0.00	10.20	0.79	Initiated
^Item All Meat Pizza - SmallWithW/O^ I-NoteMisc^ Status Completed												
3	1	Pc	3.70 /Pc	0.00 /Pc	0	0.00	3.70	3.70	0.00	3.70	0.29	3.99
^Item Organic Chocolate MilkWithW/O^ I-NoteMisc^ Status Initiated												

Delete ItemSelectedAllQuantity1Item Order1

ItemsWith-WithoutAdditional ChargesLoad Items From SO

Search Item Here

Scan Barcode Here

Main Category	Items	Internal Code	List Price	Tax
Appetizers	100% Organic Apple Juice 96 Fl. Oz		2.99	Incl
Bakery	Aquafina 20 oz bottle		2.49	Incl
Beverages	CocaCola		2.49	Incl
Desserts	Gatorade Glacier Freeze		2.99	Incl
Pizzas	Mountain Dew		2.49	Incl
Salads	Organic Chocolate Milk		3.99	Incl

Gross Price(Excl.)23.64

Discount % :0.00

Sale Price(Excl.)23.64

Addl. Chrgs(Excl.)0.00

^ Tax Amount :1.83

Net Price :25.47

^ Round Off :0.00

Receivable Amt:25.47

^ Change Paid :0.00

Amt Balance :25.47

^ Current Credit BalancePay/Take Balance

0.00

Received IN^ Amount

Cash0.00D

\*0.00D

Amt Received0.00Clear

Print SetTwo Copies

CopyAllInvoice

Size1L 80(70) mmInvoice

Sale Slip1L 80(70) mm

Print AllPrint/Send PDF



SALES	Date	Sr. No.	Customer
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	24-02-2023	15	Josh Halsey

Basic Details Miscellaneous Shipping/Service Address

^ Sale No: 2022-23/52 SB Sec: Date: 28-03-2023 Sale Type: Cash Sale to Consumer

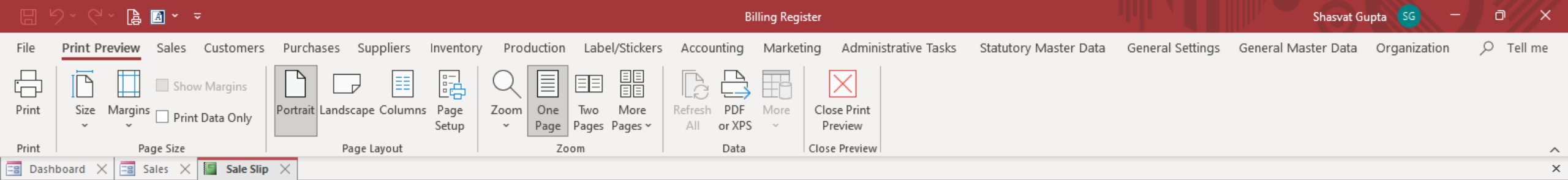
Customer: Choose Customer C+ ^ID: MJ2 Assign Clear ^ADDRESS

Phone: Name: Megan Johnson Clear

City: State: Billing Address: Apply Discount

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	9.74 /Pc	0.00 /Pc	0	0.00	9.74	9.74	0.00	9.74	0.75	10.49
^Item Boneless Wings With W/O ^ I-Note Misc ^ Status Completed												
2	1	Ct	10.20 /Ct	0.00 /Ct	0	0.00	10.20	10.20	0.00	10.20	0.79	10.99
^Item All Meat Pizza - Small With W/O ^ I-Note Misc ^ Status Completed												
3	1	Pc	3.70 /Pc	0.00 /Pc	0	0.00	3.70	3.70	0.00	3.70	0.29	3.99
^Item Organic Chocolate Milk With W/O ^ I-Note Misc ^ Status Completed												
4	1	Pc	7.42 /Pc	0.00 /Pc	0	0.00	7.42	7.42	0.00	7.42	0.58	8.00
^Item Strawberry Crunch Dessert With W/O ^ I-Note Misc ^ Status Initiated												

Now, suppose, after a while the customer orders another item - say, Strawberry Crunch Dessert. We add it here on the Sales form and then print a Sale Slip again for the kitchen staff to process the order. Let's see how it turns up.



As you can see, the first 3 items which were already served to the customer and marked as 'Completed' are struck-through, therefore the kitchen staff would ignore those and prepare only the fourth item (Strawberry Crunch Dessert).

This was the process by which you could use (printed) KOT to manage the kitchen workflow. But there's another way too.

If you want to have one or more screen(s) installed in the kitchen for the staff to directly see the pending tasks for them to process/cook, you can use the 'Pending Tasks' feature of Billing Register. Hence, you wouldn't need to print the KOT.

Let's see how to use it.

Search forms here

Sales

Customers

Purchases

Suppliers

Inventory

Production

Labels/Stickers

Accounting

Marketing

Administrative Tasks

Statutory Master Data

General Settings

General Master Data

Organization

Holidays :

Holiday Name	Date
--------------	------

Refresh

First of all, we need to define the 'tasks' in the system.

Check Invalid Records

Events/Reminders

Statutory Reports

Search forms here

Sales

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Statutory Master Data

General Settings

General Master Data

Organization

Click on General Master Data menu button

Holidays :

Holiday Name	Date	Refresh
--------------	------	---------

Check Invalid Records

Events/Reminders

Statutory Reports

Search forms here

Inventory

Production

Labels/Stickers

Accounting

Marketing

Administrative Tasks

Statutory Master Data

General Settings

General Master Data

General Master

Employees Master

Money Wallets

Attributes Master

Sales Master

Status/Record Type

State

Countries

Currency Denomination

Exchange Rate Providers

Measurement Units

Transport Modes

Item Sale/Service Tasks

Holiday Calendar

Events/Reminders

Organization

Click here on this button

Holidays :

Holiday Name	Date	Refresh
--------------	------	---------

Check Invalid Records

Events/Reminders

Statutory Reports

# ITEM SALE/SERVICE TASKS

Task Name

Task Name

Default Responsible Person

Sort Order

100

Default

Active

Record: 14

No Filter

Search

All

Start Text

End Text

After unlocking the form, click here to add a new task

ITEM SALE/SERVICE TASKS

Task Name

Default Responsible Person

Sort Order

100

Default

☐

Active

☒

Add Item Sale/Service Task

ADD ITEM SALE/SERVICE TASK

Task Name

Cooking

Default Responsible Person

EmployeeName	EmployeeNo	Active
David Morgan	1	Yes
Kristen Reid	2	Yes
Kyle Simpson	3	Yes
Nathan Holmes	4	Yes

Record: 14

No Filter

Search

All

Start Text

End Text

We would add a task named 'Cooking' to assign it to those items which need to be 'cooked'.  
Also, we would assign a chef 'Kyle Simpson' as the 'Default Responsible Person' to complete the task.



ITEM SALE/SERVICE TASKS

Task Name

Cooking

'Cooking'  
task is  
now added

Record: 1 of 1

No Filter

Search

AllStart TextEnd Text

Task Name	Cooking
Default Responsible Person	Kyle Simpson
Sort Order	100
Default	<input checked="" type="checkbox"/> Active <input checked="" type="checkbox"/>

Task Name

Cooking

Let's add another task

Record: 1 of 1

No Filter

Search

AllStart TextEnd Text

Task Name

Cooking

Default Responsible Person

Kyle Simpson

Sort Order

100

Default

☒

Active

☒

Task Name

Cooking

Record: 1 of 1

No Filter

Search

AllStart TextEnd Text

Task Name

Cooking

Default Responsible Person

Kyle Simpson

Sort Order

100

Default

☒ Active☒

Add Item Sale/Service Task

ADD ITEM SALE/SERVICE TASK

Task Name

Preparation

Default Responsible Person

Nathan Holmes

Add

Cancel

We would add another task named 'Preparation' to assign it to those items which just need to be 'prepared', not cooked.  
Also, we would assign another chef 'Nathan Holmes' as the 'Default Responsible Person' to complete the task.

Task Name

Cooking

Preparation

Record: 2 of 2

No Filter

Search

AllStart TextEnd Text

Task Name

Preparation

Default Responsible Person

Nathan Holmes

Sort Order

100

Default

☒

Active

☒

'Preparation' task is now added too

Search forms here

Sales

Customers

Purchases

Suppliers

Inventory

Production

Labels/Stickers

Accounting

Marketing

Administrative Tasks

Statutory Master Data

General Settings

General Master Data

Organization

Holidays :

Holiday Name	Date	Refresh
Next, we need to define the tasks at the item-level in the Inventory.		

Check Invalid Records

Events/Reminders

Statutory Reports

Search forms here

Sales

Customers

Purchases

Suppliers

Inventory

Production

Labels/Stickers

Accounting

Marketing

Administrative Tasks

Statutory Master Data

General Settings

General Master Data

Organization

Click on the 'Inventory' menu button

Holidays :

Holiday Name	Date	Refresh

Check Invalid Records

Events/Reminders

Statutory Reports

Search forms here

Sales

Customers

Purchases

Suppliers

Inventory

Items

Item Categories

Additional

Stock

Stock Adjustments

Items Transfer

With-Without Items

With-Without Item Categories

Storage Locations

Production

Labels/Stickers

Accounting

Marketing

Administrative Tasks

Statutory Master Data

General Settings

General Master Data

Organization

Click on the 'Items' button

Holidays :

Holiday Name	Date
--------------	------

Refresh

Check Invalid Records

Events/Reminders

Statutory Reports





ITEMS

Category

Item Name

Code

100% Organic Apple Juice 96 Fl. Oz.

All Meat Pizza - Extra Large

All Meat Pizza - Large

All Meat Pizza - Medium

All Meat Pizza - Small

Aquafina 20 oz bottle

BarBQ Chicken Pizza - Extra Large

BarBQ Chicken Pizza - Large

BarBQ Chicken Pizza - Medium

BarBQ Chicken Pizza - Small

Boneless Wings

Bread Sticks

Cinnamon Cubes

Classic Wings

CocaCola

Deluxe Pizza - Extra Large

Deluxe Pizza - Large

Deluxe Pizza - Medium

Deluxe Pizza - Small

Double Chocolate Brownie

Fruit Bun

Garlic Twists

Gatorade Glacier Freeze

Gourmet Cookies

Hawaiian Chicken Pizza - Large

Hawaiian Chicken Pizza- Extra Large

Hawaiian Chicken Pizza- Medium

Hawaiian Chicken Pizza- Small

Record: 2 of 44

No Filter

Search

All

Start Text

End Text

Basic Details

Notes

Miscellaneous

Stock

Applicable To: SalePurchaseSort Order

Category: PizzasID: 1Active

Item Name: All Meat Pizza - Extra Large

Item Short Name

Item ID (SKU): 4Internal Code

Goods/Services: GoodsDefault Item Label Format

HSN/SAC

Generate Barcode IDComments

TypeBarcode IDDefault

Accounting Ledger (For Inventory/Accounting Purpose)Item Location

For SaleCLSetMajor

For PurchaseCLSetMinor

Create Sub-Ledger based on Tax Percentage

Note: When Accounting Ledger is blank, value will be "Sale Of Goods" or "Sale of Services"

Sales TaxesOnly taxes matching between Item and Sale Type will load in Sales.

^ Sale Tax	Charging Method	^ Tax Rate (%)	Considerable Value (%)	Apply On	Tax Amount	Per Unit	Input Credit Disallowed	^ Cess / Surcharge Name
Meals Tax	Percentage	7.75	100	Sale Price	0.00			
*			100	Sale Price	0.00			

Note: Quantity Pricing/Customer Specific Discounting (when applied) supersedes Default General Discounting

Quantity Pricing

Category

Item Name	Code
100% Organic Apple Juice 96 Fl. Oz.	
All Meat Pizza - Extra Large	
All Meat Pizza - Large	
All Meat Pizza - Medium	
All Meat Pizza - Small	
Aquafina 20 oz bottle	
BarBQ Chicken Pizza - Extra Large	
BarBQ Chicken Pizza - Large	
BarBQ Chicken Pizza - Medium	
BarBQ Chicken Pizza - Small	
Boneless Wings	
Bread Sticks	
Cinnamon Cubes	
Classic Wings	
CocaCola	
Deluxe Pizza - Extra Large	
Deluxe Pizza - Large	
Deluxe Pizza - Medium	
Deluxe Pizza - Small	
Double Chocolate Brownie	
Fruit Bun	
Garlic Twists	
Gatorade Glacier Freeze	
Gourmet Cookies	
Hawaiian Chicken Pizza - Large	
Hawaiian Chicken Pizza- Extra Large	
Hawaiian Chicken Pizza- Medium	
Hawaiian Chicken Pizza- Small	

Record: 2 of 44No FilterSearchAllStart TextEnd Text

Basic DetailsNotesMiscellaneousStock

Item Tasks

Task Name	Default Responsible Person	Sort Order	Active
Cooking		100	<input checked="" type="checkbox"/>
Preparation			

Let's assign 'Cooking' task for this item.

POS Buttons Display Settings

All Meat Pizza - Extra LargeBack ColorFont Color

Category

Item Name

Code

100% Organic Apple Juice 96 Fl. Oz.

All Meat Pizza - Extra Large

All Meat Pizza - Large

All Meat Pizza - Medium

All Meat Pizza - Small

Aquafina 20 oz bottle

BarBQ Chicken Pizza - Extra Large

BarBQ Chicken Pizza - Large

BarBQ Chicken Pizza - Medium

BarBQ Chicken Pizza - Small

Boneless Wings

Bread Sticks

Cinnamon Cubes

Classic Wings

CocaCola

Deluxe Pizza - Extra Large

Deluxe Pizza - Large

Deluxe Pizza - Medium

Deluxe Pizza - Small

Double Chocolate Brownie

Fruit Bun

Garlic Twists

Gatorade Glacier Freeze

Gourmet Cookies

Hawaiian Chicken Pizza - Large

Hawaiian Chicken Pizza- Extra Large

Hawaiian Chicken Pizza- Medium

Hawaiian Chicken Pizza- Small

Record: 2 of 44

No Filter

Search

All

Start Text

End Text

Basic Details

Notes

Miscellaneous

Stock

Item Tasks

Task Name	Default Responsible Person	Sort Order	Active	
Cooking	Kyle Simpson	100	<input checked="" type="checkbox"/>	
		100	<input checked="" type="checkbox"/>	

POS Buttons Display Settings

All Meat Pizza - Extra Large

Back Color

Font Color

# ITEMS

Category

Item NameCode

Classic Wings

CocaCola

Deluxe Pizza - Extra Large

Deluxe Pizza - Large

Deluxe Pizza - Medium

Deluxe Pizza - Small

Double Chocolate Brownie

Fruit Bun

Garlic Twists

Gatorade Glacier Freeze

Gourmet Cookies

Hawaiian Chicken Pizza - Large

Hawaiian Chicken Pizza- Extra Large

Hawaiian Chicken Pizza- Medium

Hawaiian Chicken Pizza- Small

Mountain Dew

Organic Chocolate Milk

Pepperoni Fresco - Extra Large

Pepperoni Fresco - Large

Pepperoni Fresco - Medium

Pepperoni Fresco - Small

Pepsi

Regular Chicken Caesar Salad

Regular Garden Salad

Regular Greek Salad

Regular Italian Chef Salad

Strawberry Crunch Dessert

White Cheezy Pizza - Extra L

Record: 37 of 44No FilterSearchAllStart TextEnd Text

Next, let's select this item

Basic DetailsNotesMiscellaneousStock

Applicable To:SalePurchaseSort Order: 100

Category: SaladsID: 3Active

Item Name: Regular Garden Salad

Item Short Name:

Item ID (SKU): 28Internal Code:

Goods/Services: GoodsDefault Item Label Format:

HSN/SAC:

Generate Barcode IDComments:

Type:Barcode ID:Default:

Accounting Ledger (For Inventory/Accounting Purpose)

For SaleFor Purchase

CLSetCLSet

MajorMinor

Create Sub-Ledger based on Tax Percentage

Note: When Accounting Ledger is blank, value will be "Sale Of Goods" or "Sale of Services"

Sales TaxesOnly taxes matching between Item and Sale Type will load in Sales.

^ Sale Tax	Charging Method	^ Tax Rate (%)	Considerable Value (%)	Apply On	Tax Amount	Per Unit	Input Credit Disallowed	^ Cess / Surcharge Name
Meals Tax	Percentage	7.75	100	Sale Price	0.00			
*			100	Sale Price	0.00			

Measurement: CountUnit: Pc

Unit Printed PricePrinted Price Inclusive Of All Taxes

Unit List Price For Sale: 9.99Price Inclusive Of All Taxes

Unit List Price For PurchasePrice Inclusive Of All Taxes

Maximum Discount%

General DiscountingBased On: PercentageDefaultNone

Best Discount %: 0Avg. Discount %: 0Nominal Discount %: 0

Note: Quantity Pricing/Customer Specific Discounting (when applied) supersedes Default General Discounting

Quantity Pricing

Category

Item NameCode

Classic Wings	
CocaCola	
Deluxe Pizza - Extra Large	
Deluxe Pizza - Large	
Deluxe Pizza - Medium	
Deluxe Pizza - Small	
Double Chocolate Brownie	
Fruit Bun	
Garlic Twists	
Gatorade Glacier Freeze	
Gourmet Cookies	
Hawaiian Chicken Pizza - Large	
Hawaiian Chicken Pizza- Extra Large	
Hawaiian Chicken Pizza- Medium	
Hawaiian Chicken Pizza- Small	
Mountain Dew	
Organic Chocolate Milk	
Pepperoni Fresco - Extra Large	
Pepperoni Fresco - Large	
Pepperoni Fresco - Medium	
Pepperoni Fresco - Small	
Pepsi	
Regular Chicken Caesar Salad	
Regular Garden Salad	
Regular Greek Salad	
Regular Italian Chef Salad	
Strawberry Crunch Dessert	
White Cheezy Pizza - Extra Large	

Record: 37 of 44No FilterSearchAllStart TextEnd Text

Basic DetailsNotesMiscellaneousStock

Item Tasks

Task Name	Default Responsible Person
Preparation	

POS Buttons Display Settings

Regular Garden Salad

Back ColorFont Color

Click on Miscellaneous tab

Then assign 'Preparation' task for this item

Category

Item Name

Code

Classic Wings

CocaCola

Deluxe Pizza - Extra Large

Deluxe Pizza - Large

Deluxe Pizza - Medium

Deluxe Pizza - Small

Double Chocolate Brownie

Fruit Bun

Garlic Twists

Gatorade Glacier Freeze

Gourmet Cookies

Hawaiian Chicken Pizza - Large

Hawaiian Chicken Pizza- Extra Large

Hawaiian Chicken Pizza- Medium

Hawaiian Chicken Pizza- Small

Mountain Dew

Organic Chocolate Milk

Pepperoni Fresco - Extra Large

Pepperoni Fresco - Large

Pepperoni Fresco - Medium

Pepperoni Fresco - Small

Pepsi

Regular Chicken Caesar Salad

Regular Garden Salad

Regular Greek Salad

Regular Italian Chef Salad

Strawberry Crunch Dessert

White Cheezy Pizza - Extra Large

Record: 37 of 44

No Filter

Search

All

Start Text

End Text

Basic Details

Notes

Miscellaneous

Stock

Item Tasks

Task Name	Default Responsible Person	Sort Order	Active	
Preparation	Nathan Holmes	100	<input checked="" type="checkbox"/>	
		100	<input checked="" type="checkbox"/>	

POS Buttons Display Settings

Regular Garden Salad

Back Color

Font Color

Now, let's move to 'Sales' form



Date	Sr. No.	Customer
29-03-2023	52	
28-02-2023	51	Ella Dean
28-02-2023	50	Oscar Brent
28-02-2023	49	Anthony Carter
28-02-2023	48	Steven Jefferson
28-02-2023	47	David Gill
28-02-2023	46	Tommy Rowe
27-02-2023	45	Connor Langley
27-02-2023	44	Beth Asheton
27-02-2023	43	Anthony Carter
27-02-2023	42	
27-02-2023	41	Tom Stratford
27-02-2023	40	Oscar Brent
27-02-2023	39	
27-02-2023	38	Hannah Bishop
26-02-2023	37	Josh White
26-02-2023	36	
26-02-2023	35	Corkery Inc
26-02-2023	34	Charlotte Newman
26-02-2023	33	Blake Hutchinson
26-02-2023	32	Rebecca Hill
26-02-2023	31	Stanton LLC
26-02-2023	30	Rebecca Hill
25-02-2023	29	
25-02-2023	28	Holly Compton
25-02-2023	27	
25-02-2023	26	Natalie Kennedy
25-02-2023	25	Hudson Hughes
25-02-2023	24	
25-02-2023	23	Connor Langley
25-02-2023	22	Samuel James
24-02-2023	21	Oberbrunner and Sor
24-02-2023	20	
24-02-2023	19	Kanika Kapoor
24-02-2023	18	Keebler Inc
24-02-2023	17	Samantha Chambers
24-02-2023	16	
24-02-2023	15	Josh Halsey

Basic DetailsMiscellaneousShipping/Service Address

^ Sale No:2022-23/52SBSec:Date:29-03-2023Sale Type:Cash Sale to Consumer

CustomerChoose CustomerC+^ID:AssignClear^ADD RESS

Phone:Name:CityState

Local (Intra-Country)Cash^ Status >Initiated

Sale To Registered Dealer

POS For TaxBilling AddressApply Discount

Item No.	>Selling Qty.^	Selling Unit	^ Unit List Price	Unit Extra Charge	Discount %	Unit Discount	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Ct	18.55 /Ct	0.00 /Ct	0	0.00	18.55	18.55	0.00	18.55	1.44	19.99
^Item All Meat Pizza - Extra LargeWithW/O^ I-NoteMisc^ StatusInitiated												
2	1	Pc	9.27 /Pc	0.00 /Pc	0	0.00	9.27	9.27	0.00	9.27	0.72	9.99
^Item Regular Garden SaladWithW/O^ I-NoteMisc^ StatusInitiated												

Delete ItemSelectedAllQuantity1Item Order2

ItemsWith-WithoutAdditional ChargesLoad Items From SO

Search Item Here

Main Category	Items	Internal Code	List Price	Tax
Appetizers	Regular Chicken Caesar Salad		8.99	Incl
Bakery	Regular Garden Salad		9.99	Incl
Beverages	Regular Greek Salad		9.99	Incl
Desserts	Regular Italian Chef Salad		9.99	Incl
Pizzas				
Salads				

Gross Price(Excl.)27.82Discount % :0Discount :0.00Sale Price(Excl.)27.82Addl. Chrgs(Excl.)0.00^ Tax Amount :2.16Net Price :29.98^ Round Off :0.00Receivable Amt:29.98^ Change Paid :0.00Amt Balance :29.98

^ Current Credit BalancePay/Take Balance0.00

Received IN^ Amount

Cash0.00D

Amt Received0.00Clear

Print SetTwo Copies

CopyAllInvoice

Size1L 80(70) mmInvoice

Sale Slip1L 80(70) mm

Print AllPrint/Send PDF

We added those two items (for which we defined tasks) in this new Sale for this demo.

Now let's open the 'Pending Tasks' form.

Search forms here

Sales

Customers

Purchases

Suppliers

Inventory

Production

Labels/Stickers

Accounting

Marketing

Administrative Tasks

Statutory Master Data

General Settings

General Master Data

Organization

Click on the Sales menu button

Holidays :

Holiday Name	Date
--------------	------

Refresh

Check Invalid Records

Events/Reminders

Statutory Reports

Search forms here

Sales

Sales

Sales - Touch Interface

Customer Screen

Customer Receipts/Refunds

Bulk Printing Of Invoice/Estimate

Pending Tasks

Sale Orders

Sale Performance - Customer

Sale Performance - By Customer

Sale Performance - By Items

Sale Performance - By WWT Items

Sale Log

Point Of Service Management

Customers

Purchases

Suppliers

Inventory

Production

Labels/Stickers

Accounting

Marketing

Administrative Tasks

Click on the 'Pending Tasks' button

Holidays :

Holiday Name	Date
--------------	------

Refresh

Check Invalid Records

Events/Reminders

Statutory Reports

DayMonthYear

From29-03-2023To29-03-2023

Day -

Sale No. MVSection MVItem MVCustomer: Choose Customer

Pending Task where Previous Task is CompletedResponsible PersonAddress Info

Mark Selected Tasks As Completed

Auto Refresh Data On Marking Task As Completed

Apply FilterRemove Filter

Sort

>Select		Date	^ Sale No.	Order No	Section	Item Name	Internal Code	Qty	Total Qty Across Sales	Task Name	Responsible Person	^ Customer Name	Phone	Address	City
<input type="checkbox"/>	Complete Task	29-03-2023	2022-23/52	1		All Meat Pizza - Extra Large		1	1	Cooking	Kyle Simpson				
<input type="checkbox"/>	Complete Task	29-03-2023	2022-23/52	1		Regular Garden Salad		1 Pc	1 Pc	Preparation	Nathan Holmes				

Clearly, the tasks for the 2 items we added in the Sale are visible here as pending tasks for the respective employees.

You can install a computer in the kitchen with Billing Register running on it and this 'Pending Tasks' form open for the kitchen staff to get orders from.

PENDING TASKS

Data Production Time29-03-2023 10:47:21Refresh DataFormatPending TasksFile Format:ExcelCSVExport

DayMonthYear

From29-03-2023To29-03-2023

Mark Selected Tasks As Completed

Auto Refresh Data On Marking Task As Completed

Sale No. MVSection MVItem MVCustomer: Choose Customer

Pending Task where Previous Task is CompletedResponsible PersonAddress Info

Apply FilterRemove FilterSort

>Select		Date	^ Sale No.	Order No	Section	Item Name	Internal Code	Qty	Total Qty Across Sales	Task Name	Responsible Person	^ Customer Name	Phone	Address	City
<input type="checkbox"/>	Complete Task	29-03-2023	2022-23/52	1		All Meat Pizza - Extra Large		1	1	Cooking	Kyle Simpson				
<input type="checkbox"/>	Complete Task	29-03-2023	2022-23/52	1		Regular Garden Salad		1 Pc	1 Pc	Preparation	Nathan Holmes				

DayMonthYear

From29-03-2023To29-03-2023

Day -

Sale No. MVSection MVItem MVCustomer: Choose Customer MV

Pending Task where Previous Task is Completed

Responsible PersonAddress Info

Mark Selected Tasks As Completed

Auto Refresh Data On Marking Task As Completed

Apply FilterRemove Filter

Sort

>Select		Date	^ Sale No.	Order No	Section	Item Name	Internal Code	Qty	EmployeeName	Address	City
	<input type="checkbox"/> Complete Task	29-03-2023	2022-23/52	1		All Meat Pizza - Extra Large		1	David Morgan		
	<input type="checkbox"/> Complete Task	29-03-2023	2022-23/52	1		Regular Garden Salad		1 Pc	Kristen Reid		
									Kyle Simpson		
									Nathan Holmes		

You can filter pending tasks by Employee Name. It's especially useful if you plan to install a separate PC for each member of your staff.

PENDING TASKS

Data Production Time29-03-2023 10:47:21Refresh DataFormatPending TasksFile Format:ExcelCSVExport

DayMonthYear

From29-03-2023To29-03-2023

Sale No. MVSection MVItem MVCustomer: Choose Customer

Pending Task where Previous Task is CompletedResponsible PersonAddress Info

Mark Selected Tasks As CompletedAuto Refresh Data On Marking Task As Completed

Apply FilterRemove FilterSort

>Select		Date	^ Sale No.	Order No	Section	Item Name	Internal Code	Qty	Total Qty Across Sales	Task Name	Responsible Person	^ Customer Name	Phone	Address	City
<input type="checkbox"/>	Complete Task	29-03-2023	2022-23/52	1		All Meat Pizza - Extra Large		1	1	Cooking	Kyle Simpson				
<input type="checkbox"/>	Complete Task	29-03-2023	2022-23/52	1		Regular Garden Salad		1 Pc	1 Pc	Preparation	Nathan Holmes				

Clicking on 'Complete Task' button removes the task from the list.



DayMonthYear

From29-03-2023To29-03-2023

Day - Day -

Sale No. MVSection MVItem MVCustomer: Choose Customer

Pending Task where Previous Task is CompletedResponsible PersonAddress Info

Mark Selected Tasks As Completed

Auto Refresh Data On Marking Task As Completed

Apply FilterRemove Filter

Sort

>Select	Date	^ Sale No.	Order No	Section	Item Name	Internal Code	Qty	Total Qty Across Sales	Task Name	Responsible Person	^ Customer Name	Phone	Address	City
<input type="checkbox"/>	Complete Task	29-03-2023	2022-23/52	1	All Meat Pizza - Extra Large		1	1	Cooking	Kyle Simpson				