





Rise with Technology

## 1. Contents

1.	Contents.....	1
2.	Executive Summary.....	4
2.1	Purpose of Document.....	4
3	..... Login Screen.....	5
4	..... Login Screen.....	8
5.	User Control .....	10
4.1	Add User.....	11
4.2	Chang Right.....	14
4.3	Reset Password .....	155
4.4	Disable User .....	166
6.	Company Information.....	187
7.	Chart of Account .....	21
7.1	First level Type .....	22
7.2	Second Level Type.....	232
7.3	Third Level Type .....	243
7.4	Final Account.....	254
8.	Other Information and Control.....	277
8.1	Add units.....	28
8.2	Sales Price.....	29
8.3	Reorder Level.....	30
8.4	T-G Category.....	31
9.	Customers and Suppliers .....	32
8.1	Customers .....	35
8.2	Suppliers.....	36
8.3	Cash Customers.....	37
10.	Accounts.....	39
9.1	Add Voucher .....	40



Rise with Technology

9.1.2    Journal Vouchers Cash Receipt/Payment, Bank Receipt/Payment .....	422
9.2    View Voucher .....	433
11.    Sales .....	45
11.1 Dine-In Sales (Fast food industry) .....	45
11.2 Takeaway Sales (Fast food industry) .....	476
11.3 Delivery Sales (Fast food industry) .....	47
11.4 View Invoice (Fast food industry) .....	48
11.4.1 Saved .....	49
11.4.2 Void .....	50
11.4.3 Holding Invoices .....	51
12. Stock Receipt .....	52
12.1 Raw Material Purchased on "Credit" .....	53
12.2 Raw Material Purchased on "Cash" .....	54
12.3 Return of Raw Material .....	55
12.4 Adjustments .....	56
12.5 Wastage .....	57
12.6 View Invoices .....	58
13. Manufactured/ Costing Items .....	60
13.1 Recipe .....	61
13.2 Manufactured .....	62
13.3 Adjustment .....	63
13.4 Wastage .....	64
12. Reports .....	65
14.1 Accounts Report .....	677
14.1.1 Ledger Report .....	688
14.1.2 Trial Balance .....	72



Rise with Technology

14.1.3	P&L.....	745
14.1.4	Balance Sheet.....	766
14.1.5	SOCIE .....	777
14.2	Sales Report .....	788
14.2.1	Sale Details Date Wise Report.....	79
14.2.2	Product Wise Sale Report.....	80
14.2.3	Process Time variance.....	81
14.2.4	Date Wise Total Sales Discount and Net Sale.....	82
14.2.5	Till Reconciliation.....	83
14.3.1	Inventory Report.....	84
14.3.2	Item Wise Detail.....	85
14.3.2	Cumulative Inventory Details .....	86
15.	Back Up & Restore .....	87
15.1	Backup.....	88
<b>15.2</b>		
Restore.....		89



Rise with Technology

4

## 2. Executive Summary

This document is designed to provide information which will be used to aid in understanding of MAB Fast Food (a complete solution for fast food restaurants) and its functionalities. Within this Document are narrative and graphical documentation of screen shots and other supporting information. The software can be installed by double clicking the setup provided by the MAB Solutions. Upon installation you can login in using the user information provided by the MAB Solution.

### 2.1 Purpose of Document

The purpose of the User Manual is to provide a description of the system and to exhibit the way in which it operates successfully in a business environment of your organization. This will also help in the implementation of the MAB Fast Food. It provides the authorized user with information on the based on multiple collection of data entered into the system e.g. the amount of raw material coming into the organization and the amount converted into finished goods and number of finished goods sold and the number remaining in stock in the form of reports issued.

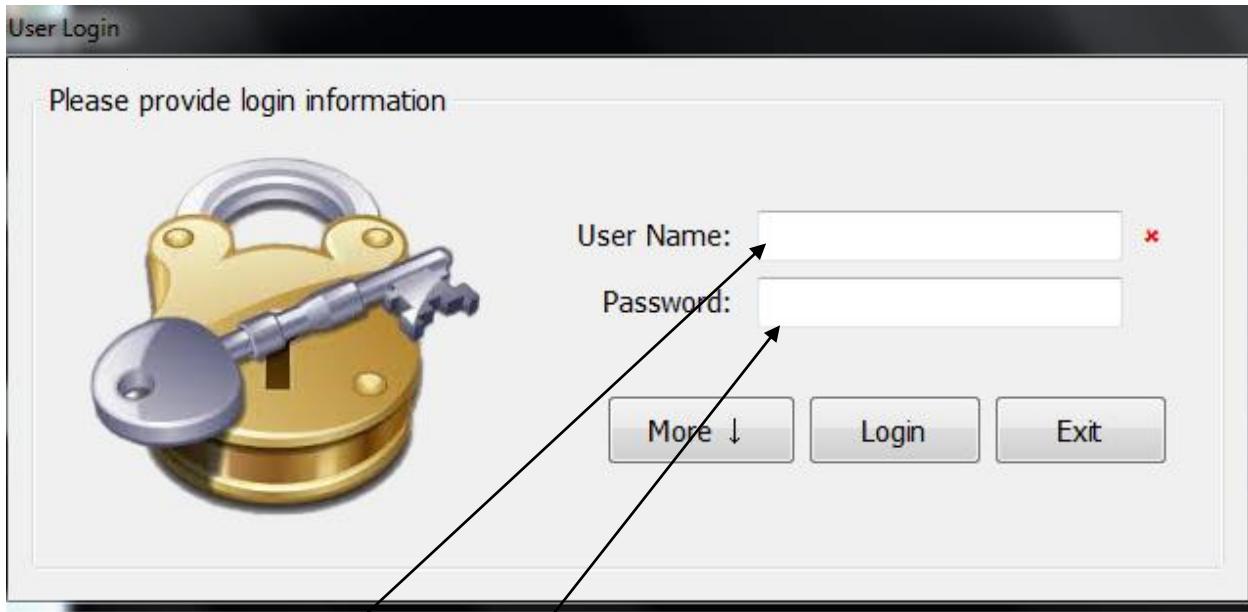


Rise with Technology

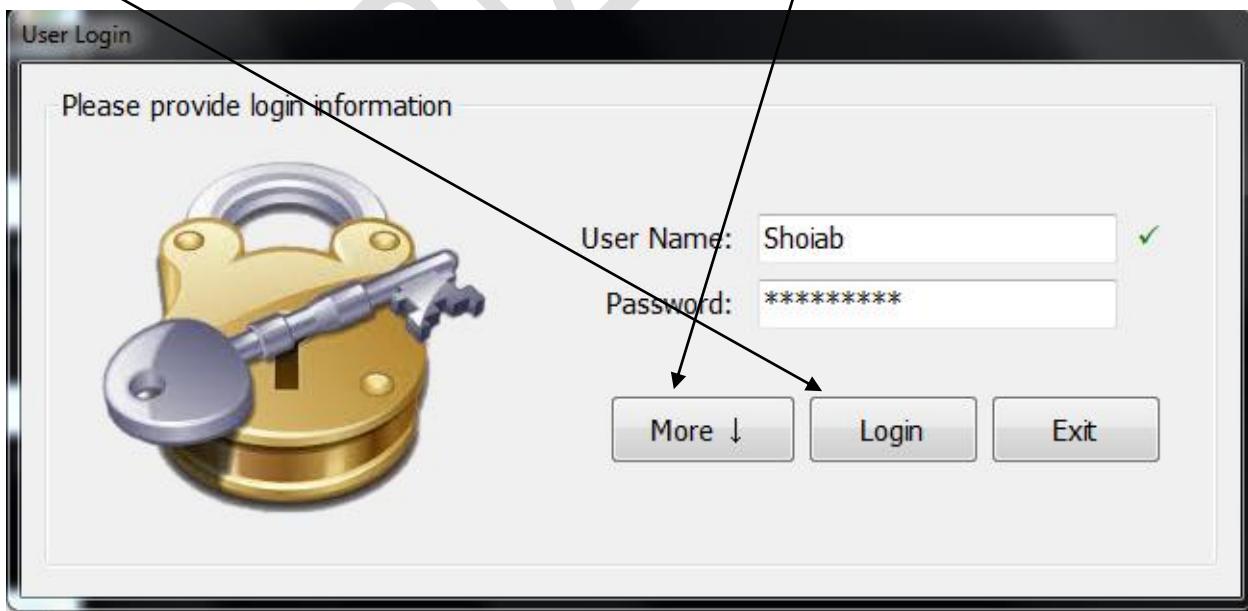
5

### 3. Login Screen

When you open the icon the following screen is shown to you



You have to insert User Name and password provider by the software provider like then press enter key or Login. You can change your password. This option is given in "More"





Rise with Technology

User Login

Please provide login information



User Name:  x

Password:  x

More ↓    Login    Exit

Change Password



User name:  x

Enter old password:  x

Enter new password:  x

Re-Enter password:  x

Change Password    Cancel

The users is advised to change the password fortnightly for the better security. As MAB Fast Food is for multi-users and the password and user ID must kept secret and users should not share it with any unauthorized person.

MAB Biz Solutions, 188 D-1Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)



Rise with Technology

7

# Home Screen

MAB Biz Solutions, 188 D-1 Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)



Rise with Technology

8

## 4. Home Screen

After login following screen is displayed

On the top you will see greetings and the user name along with name of organization on the top of left side. Left column shows the links of related modules such as; Sales, Reports, other voucher, chart of accounts, User Controls, Other Info & Controls, Backup & Restore and Logout.

On the right bottom there is logo of manufacturer of software along with contact details. You can send email for any suggestions and query.

Home Screen is just like dashboard you have options to drill down in any of the module.



MAB Biz Solutions, 188 D-1 Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)



Rise with Technology

9

# User Controls

MAB Biz Solutions, 188 D-1 Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)

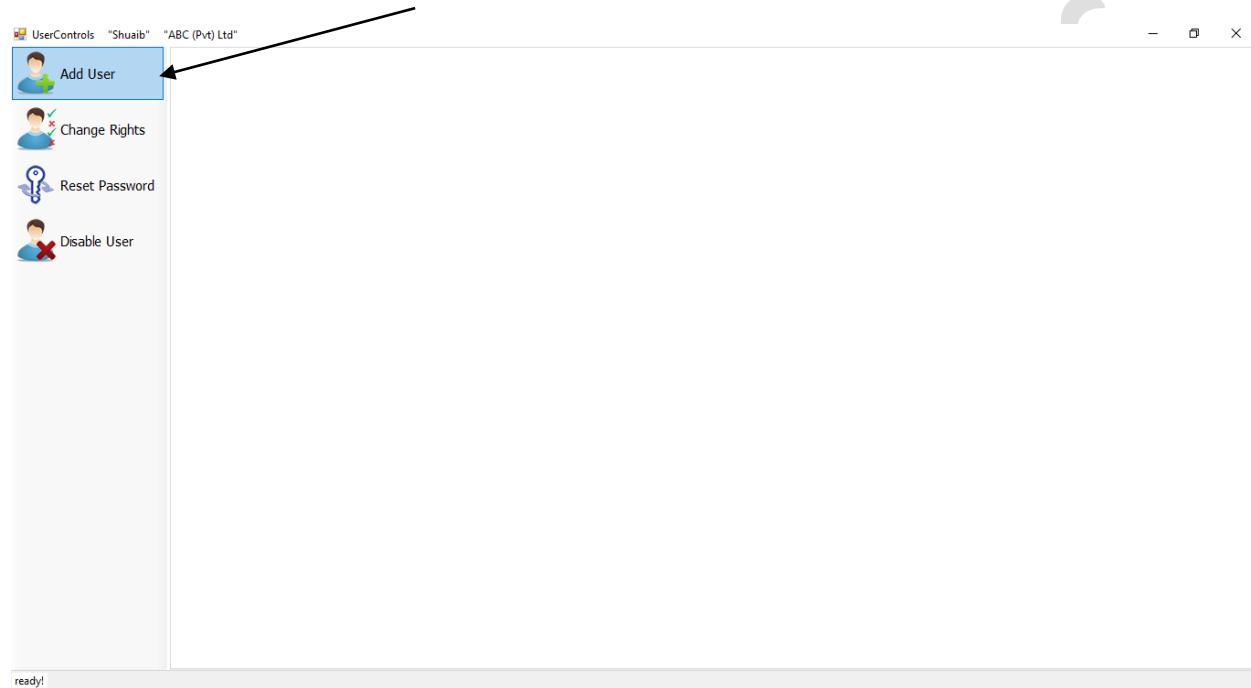


Rise with Technology

10

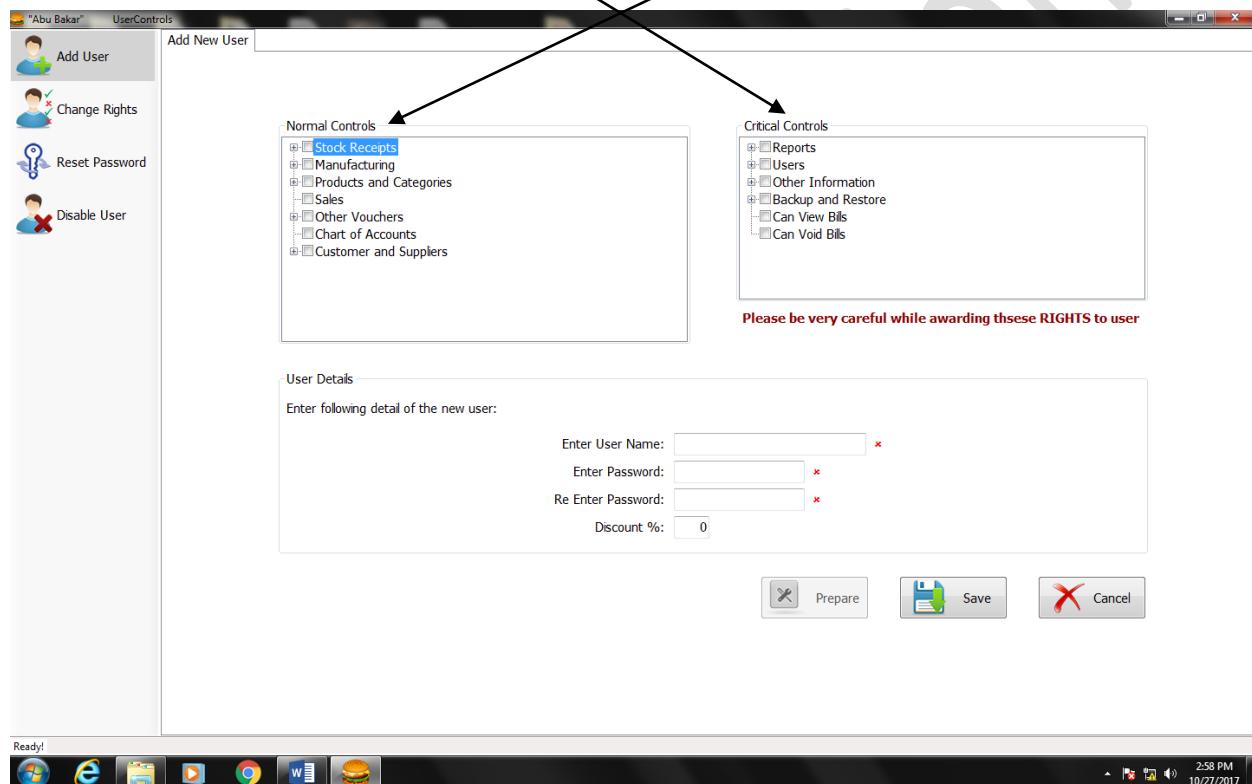
## 5. User Control

The first major control you are advised to implement is to insert user account. The icon is shown on home screen. When you press “User Control” the following window is shown on your computer screen. You have options there inn “Add User”, “Change Rights”, “Reset Password” and “Disable User”. To add new user you should go for the “Add User”



## 4.1 Add User

In this window first of all press "Prepare" shown bottom left. You can tick the different fields which you want to allow specific user. The control have two major categories; the first one is "Normal Control" and the second is "Critical Control". The normal controls are normally allowed to a standard user but the Critical Controls must be allowed to Admin only especially to add new user and other information should not be awarded to a standard user. After awarding controls to the user the next information required is to enter Name and password of the user. This is the prime control of the admin over information.



The admin can also insert control in further depth. By pressing "+" with each of the control. The possible options that you can allot rights are shown. The following options are given each field;

### 1. Stock Receipt

Credit Purchase

Cash Purchase

Purchase Return

Material Adjustment



Rise with Technology

Material Wastage

View Invoices

12

## **2. Manufacturing**

Manufactured

Material Adjustment

Manufacturing Wastage

Manufacturing Receipt

## **3. Product and Categories**

Category

Add Product

Add Deal

## **4. Sales**

4.1. Credit Sales

4.2. Cash Sales

4.3. Sales Return

4.4. View Invoices

## **5. Accounts**

5.1. Add voucher

5.2. View Voucher

5.3. Chart of Account

## **6. Customers & Suppliers**

6.1. Customers

6.2. Suppliers

6.3. Cash Customers

## **Critical Controls**

## **7. Reports**

7.1. Accounts

7.2. Sales

7.3. Inventory

## **8. User**

8.1. Add User

8.2. Change Rights

MAB Biz Solutions, 188 D-1 Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)



Rise with Technology

13

8.3. Reset Password

8.4. Disable User

## 9. Other Information

9.1. Record Level

9.2. Sale Price

9.3. Set Trading Good Category

9.4. Add Unit

9.5. Locations

9.6. Can enter Printer Name

9.7. Company Info

## Backup & Restore

9.8. Backup

9.9. Restore

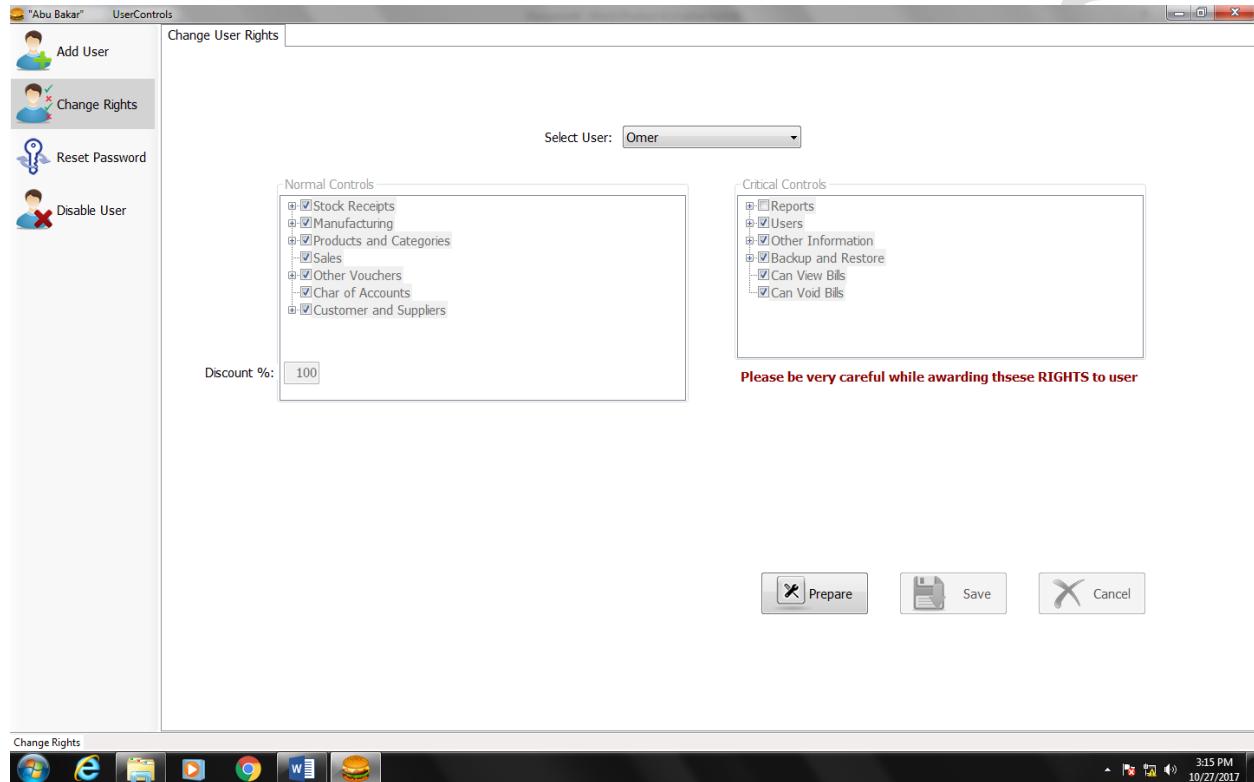


Rise with Technology

14

## 4.2 Change Rights

The Next option in the user control is to change the rights of any user. This window is similar like the previous one but you have options to check or uncheck any of the control. For the first step click prepare the go for the change. This right should have in the hands of admin to change the control any time. If it is awarded to standard user the misuse can be expected.



MAB Biz Solutions, 188 D-1 Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)

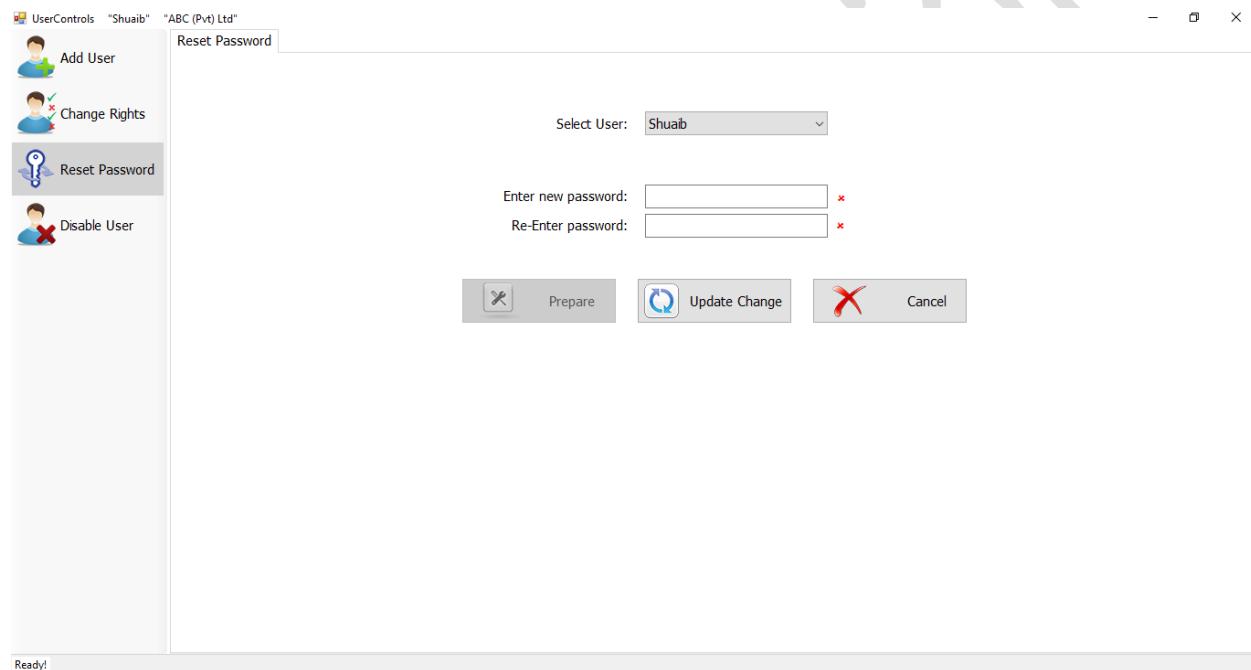


Rise with Technology

15

#### 4.3 Reset Password

You can also have option here to reset the password in user control. The short cut to change the password on the login window. That option is given to every user but this option is available to the admin only or the user having the rights of “user control”. Here you have to insert new password and re-enter new password for the verification the update the changes. Old password is not required for the admin because to give admin the free right to change password of any user any time.



MAB Biz Solutions, 188 D-1 Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)

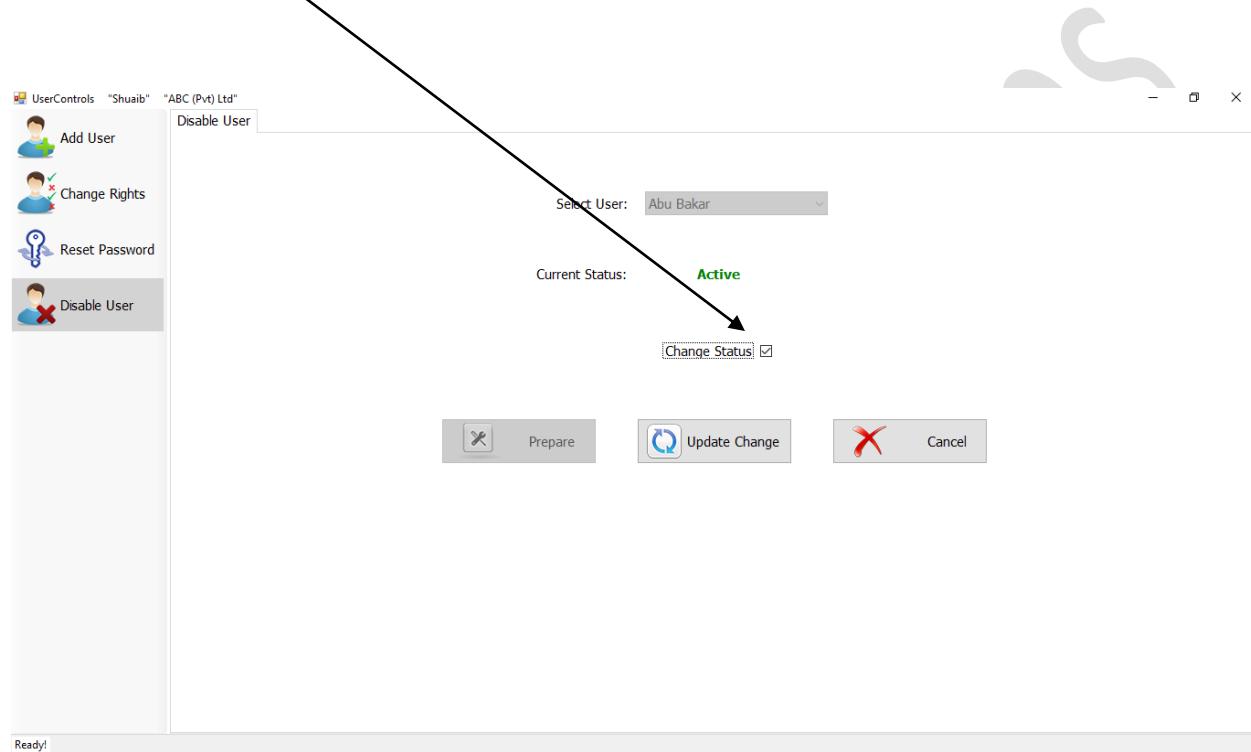


Rise with Technology

16

#### 4.4 Disable User

The last option on the “user control” is to disable any of the user any time. If the reporting person is changed or the standard user is replaced the admin can deactivate the user any time. Just admin have to uncheck the “Change Status” and the “Update Change” if admin want to cancel the change then press cancel.





Rise with Technology

17

# Company Information

on

MAB Biz Solutions, 188 D-1 Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)

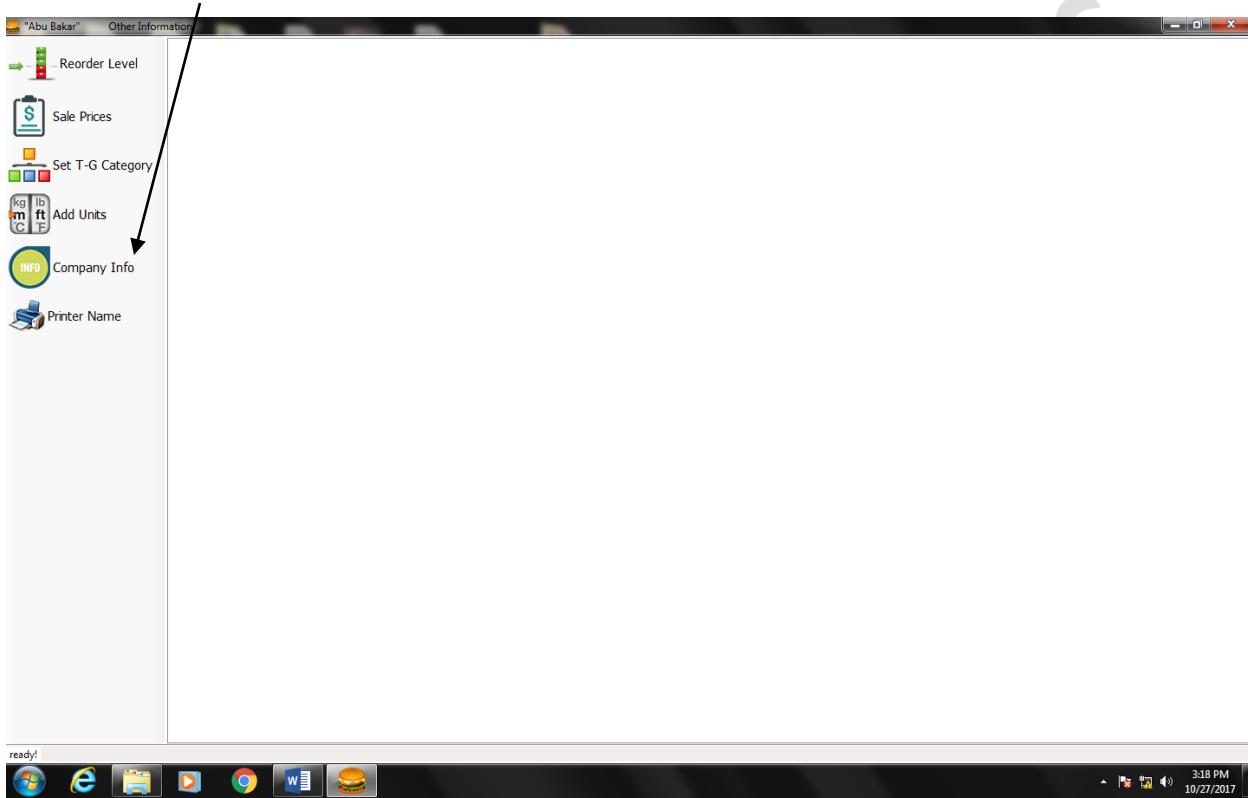


Rise with Technology

18

## 6. Company Information

To setup a company press the icon Other Information & Control then following screen will be appeared then go to Company Info



Press the icon prepare then put the company detailed information and then press Update as sample is given below. The company information should be filled carefully because this information will be printed on every report of the company.

Company information contain the complete name of organization, complete address, city in which it operate, Zip code of city above mention, province of the city, National Tax Number, Sales Tax Registration Number, Telephone of Head Office, Email account of the organization and website of the company.

The purpose of this information is to prepare the accounts and issue invoices with the name of the organization which is as per requirement of the taxation rules.

MAB Biz Solutions, 188 D-1 Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)



Rise with Technology

Abu Bakar Other Information

Company Information

Reorder Level

Sale Prices

Set T-G Category

Add Units

Company Info

Printer Name

Company Name: NY212 \*

Address: 9M (Next to OPTP), Johar Town \*

City: Lahore \*

Zip Code: 54782

Province: Punjab \*

NTN #: -

STRN #: -

Telephone: 421-11169212 \*

Fax: -

E-Mail: info@ny-212.com

Web site: www.ny-212.com

Prepare

Update

Cancel

Company Info

3:19 PM  
10/27/2017

MAB Biz Solutions, 188 D-1Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)



Rise with Technology

20

# Chart of Account

MAB Biz Solutions, 188 D-1 Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)



Rise with Technology

21

## 7. Chart of Account

You will see the home screen. The next step is to insert the chart of account. The MAB Fast food Management make this step so easy for you. On main screen click on the Chart of Accounts button.



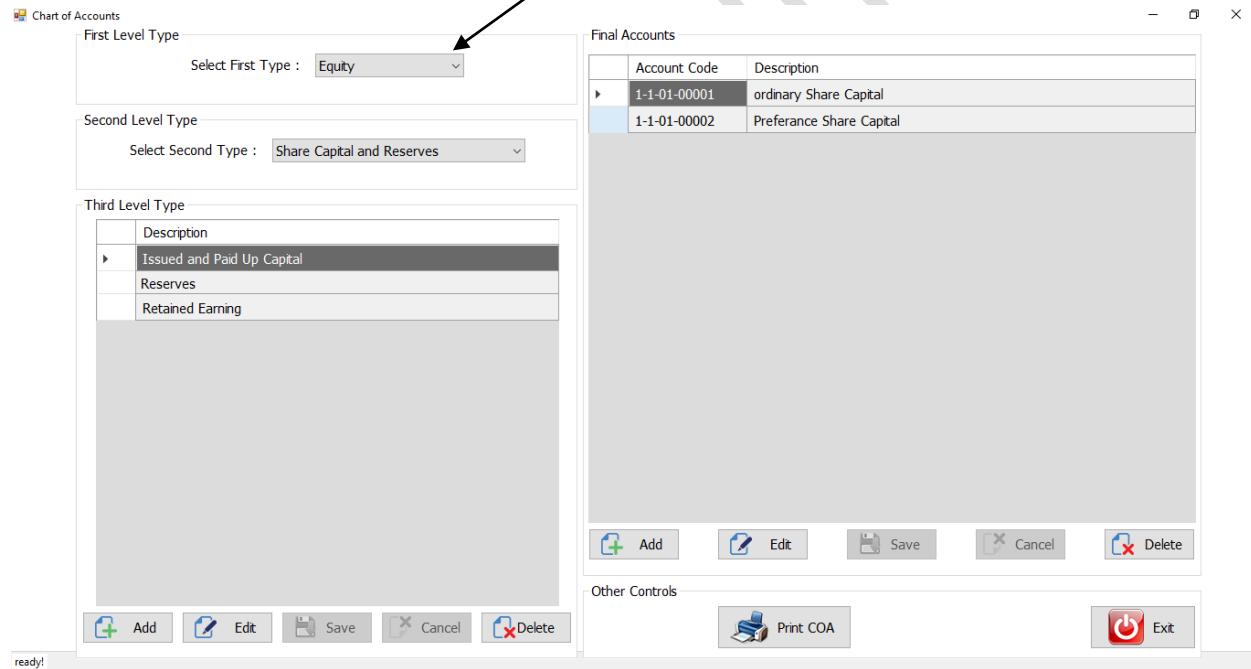
MAB Biz Solutions, 188 D-1 Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)

## 6.1 First level Type

MAB Fast Food gives you the segregation of Chart of account with the name of "level". The First level means the broader category of the account we can say the major types of accounts that contains; Equity, Liability, Income, Assets and Expenses. These are the major types of accounts which contains the further classification in each of the type.

You can access the first type of chart of account from "Select First Type". The user is not permitted to change or edit the First type chart of account because there is no further head to be added to any accounting system.

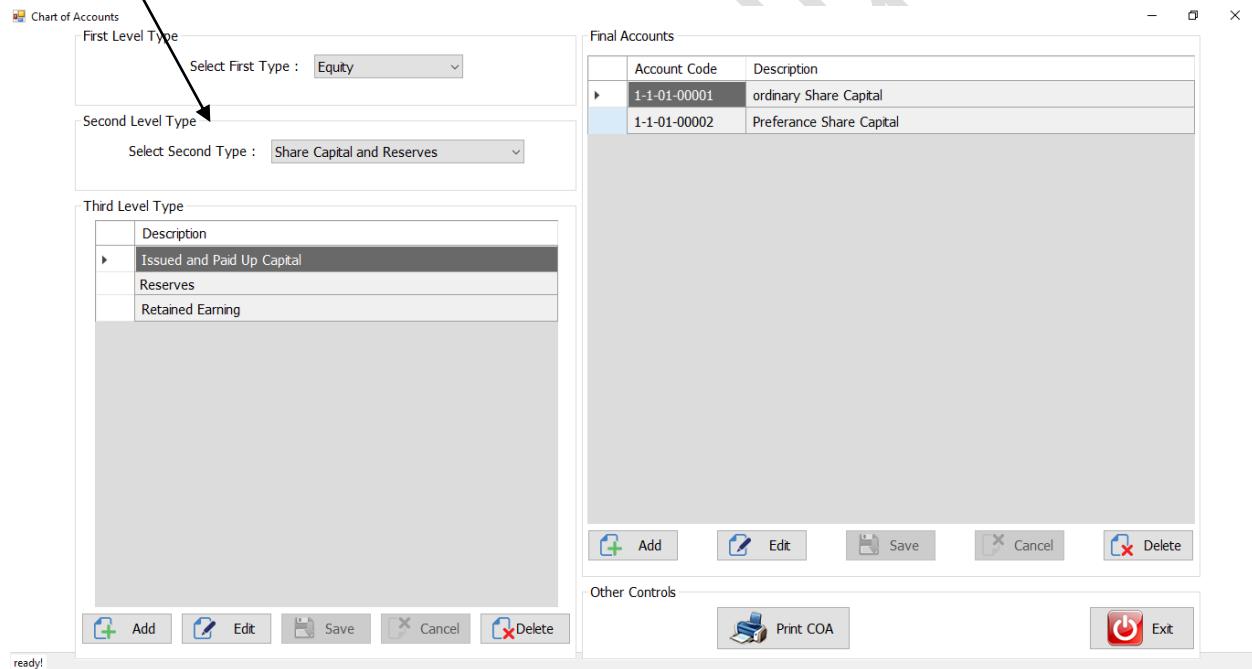


## 6.2 Second Level Type

The second type or level COA show the further sub heads possible within the first type of account i.e. in Equity there is Further sub-class “Share Capital and Reserves” in Liability there is “current liabilities & Non-current Liabilities” such as in Income there exists “Operational income & Non-operational income and gain” in Assets there are two sub-categories “Non-Current Assets and Current Assets”, and in Expenses there are four categories “Cost of Sales, Operational Expenses, Non-operational Expenses and losses and Taxation.

These are the all possible sub-categories which a business can have in their book of accounts and to avoid you from any confusion MAB-BIZ does not provide you the option to amend it.

In 2<sup>nd</sup> type level there exists the further categories of the main type like non-current liabilities and current liabilities in main type liabilities accounts, Current assets and non-current assets in Assets accounts, operational and non-operational income or gain and operational and non-operational expenses in expenses section.



Account Code	Description
1-1-01-00001	ordinary Share Capital
1-1-01-00002	Preference Share Capital



Rise with Technology

24

### 6.3 Third Level Type

In 3<sup>rd</sup> level type of account there exists the further categories for each 2<sup>nd</sup> type of accounts. Like issue and paid up capital, reserves and Retained earnings in share capital and reserves. Finance lease, notes payables, Mortgages payable accounts in non-current liabilities. Trade creditors and payables accruals and other liabilities in current liability account. The admin have full control over this field. Admin can add field that it seems fit for the particular category of final or second type account. User can categorize this type as per its ease.

Chart of Accounts

First Level Type

Select First Type : Equity

Second Level Type

Select Second Type : Share Capital and Reserves

Third Level Type

Description

Issued and Paid Up Capital

Reserves

Retained Earnings

Final Accounts

Account Code	Description
1-1-01-00001	ordinary Share Capital
1-1-01-00002	Preference Share Capital

Add Edit Save Cancel Delete

Other Controls

Print COA Exit



Rise with Technology

25

#### 6.4 Final Account

The sequence we have to follow is, 1<sup>st</sup> of all select the first level type of account then select second level type of account and then select the 3<sup>rd</sup> level type of account and then finally insert the individual accounts like individual creditor account.

The account code is generated by the software by itself and each code is unique. So u need not to worry about the uniqueness of the code or code sequence. To insert account for the 1<sup>st</sup> step press "Add" then simply insert the name of the account you want then press save and repeat the process.

The screenshot shows the 'Chart of Accounts' application interface. On the left, a tree view displays the account structure across three levels: First Level Type (Equity), Second Level Type (Share Capital and Reserves), and Third Level Type (Issued and Paid Up Capital, Reserves, Retained Earnings). On the right, a list titled 'Final Accounts' shows two entries: 1-1-01-00001 (ordinary Share Capital) and 1-1-01-00002 (Preference Share Capital). At the bottom, there are buttons for Add, Edit, Save, Cancel, and Delete, along with other controls like Print COA and Exit.

Account Code	Description
1-1-01-00001	ordinary Share Capital
1-1-01-00002	Preference Share Capital



Rise with Technology

26

# Other Information

MAB Biz Solutions, 188 D-1 Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)



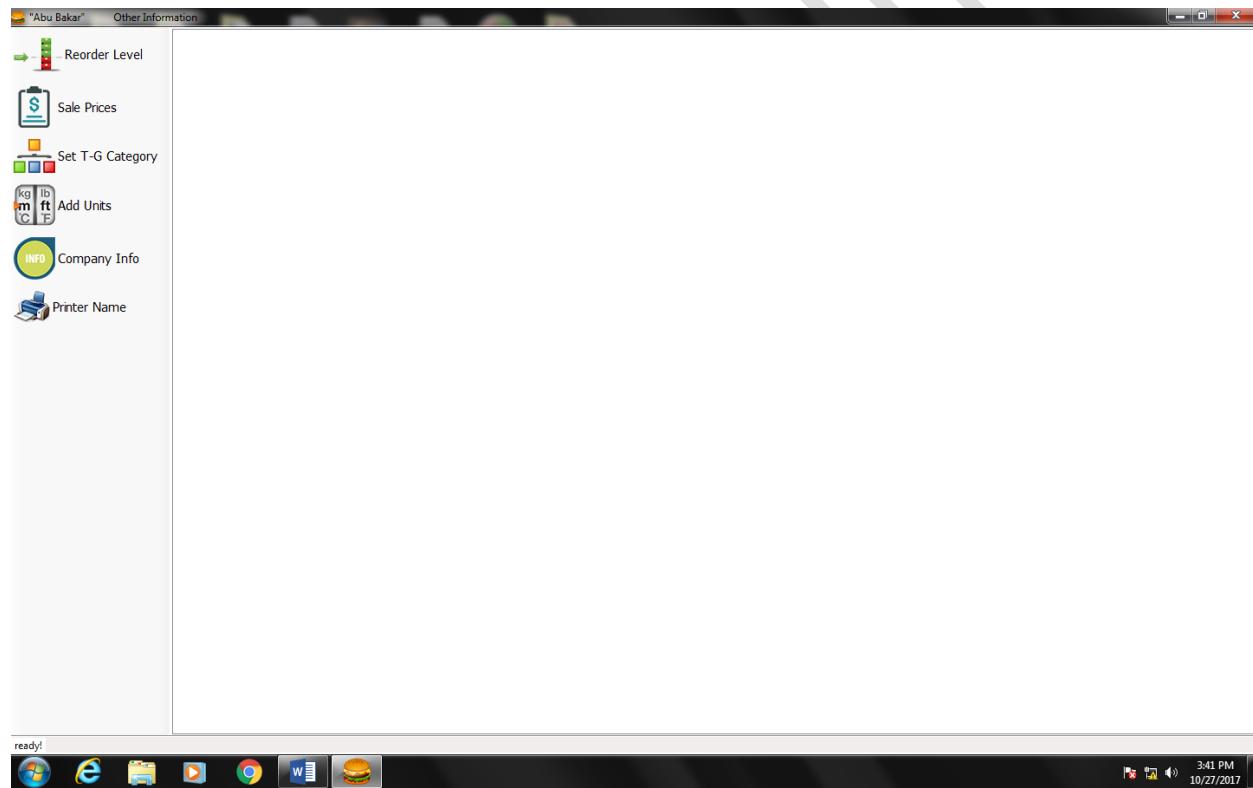
Rise with Technology

27

## 8. Other Information and Control

After adding all chart of accounts the next step to do is add units. Return to "Home Screen" and click the "Other Information" the following window is open on your screen. In other information and controls contains the following items

- Add Unit
- Sale Price
- Recorder Level
- Set T-G Category
- Printer Name
- Company Info (also discussed)



MAB Biz Solutions, 188 D-1 Model Town, Lahore.

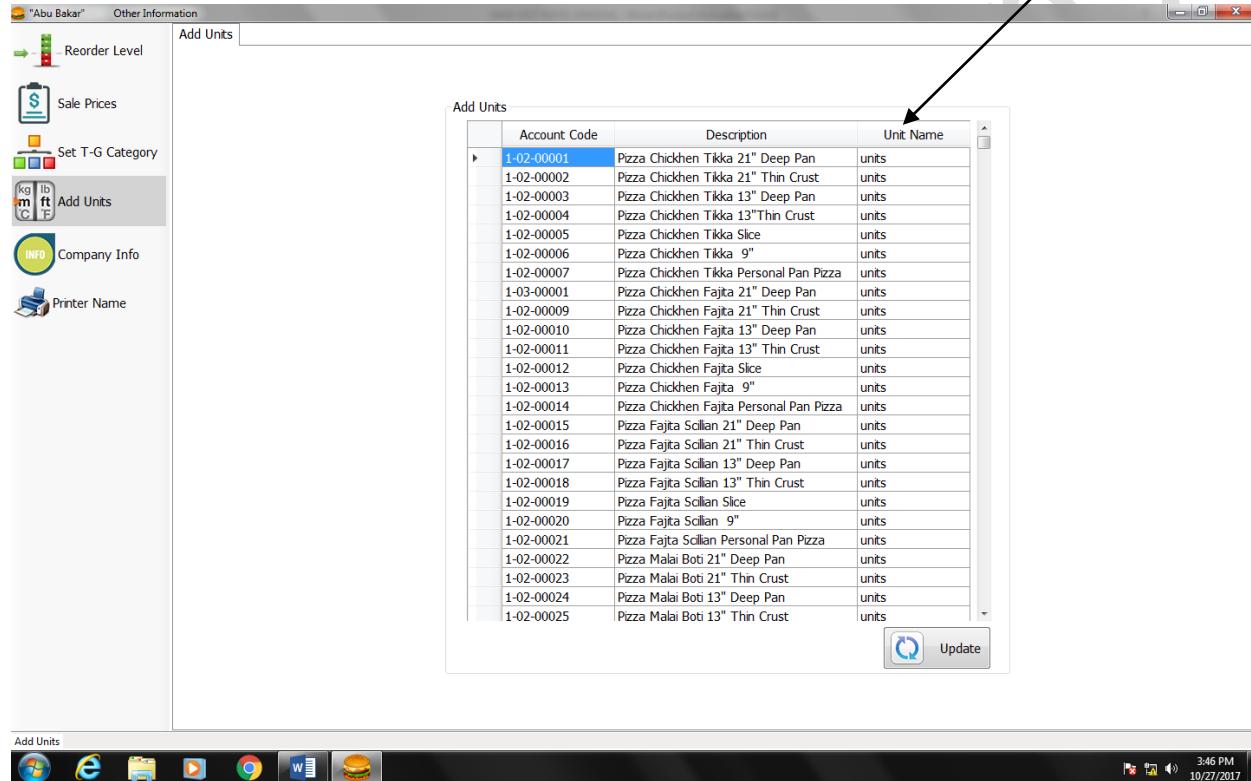
Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)



Rise with Technology

## 8.1 Add Units

You can add the individual units to quantify individual products, these include accounts entered in the "Chart of Account". Just click at the unit name and type the unit to quantify the products e.g. kg or gm and then press update button.



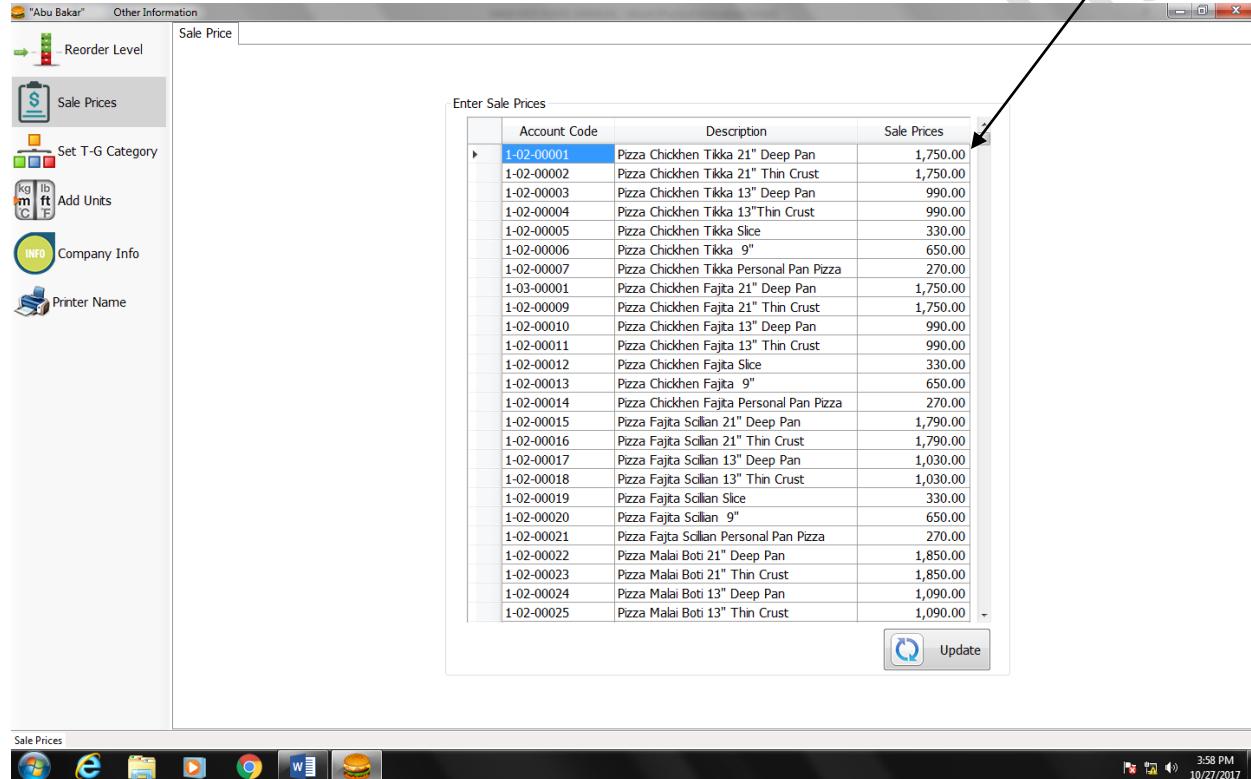


Rise with Technology

29

## 8.2 Sale Price

The sale price can be entered once the unit is added and individual price can be entered in the sale price section for individual price.



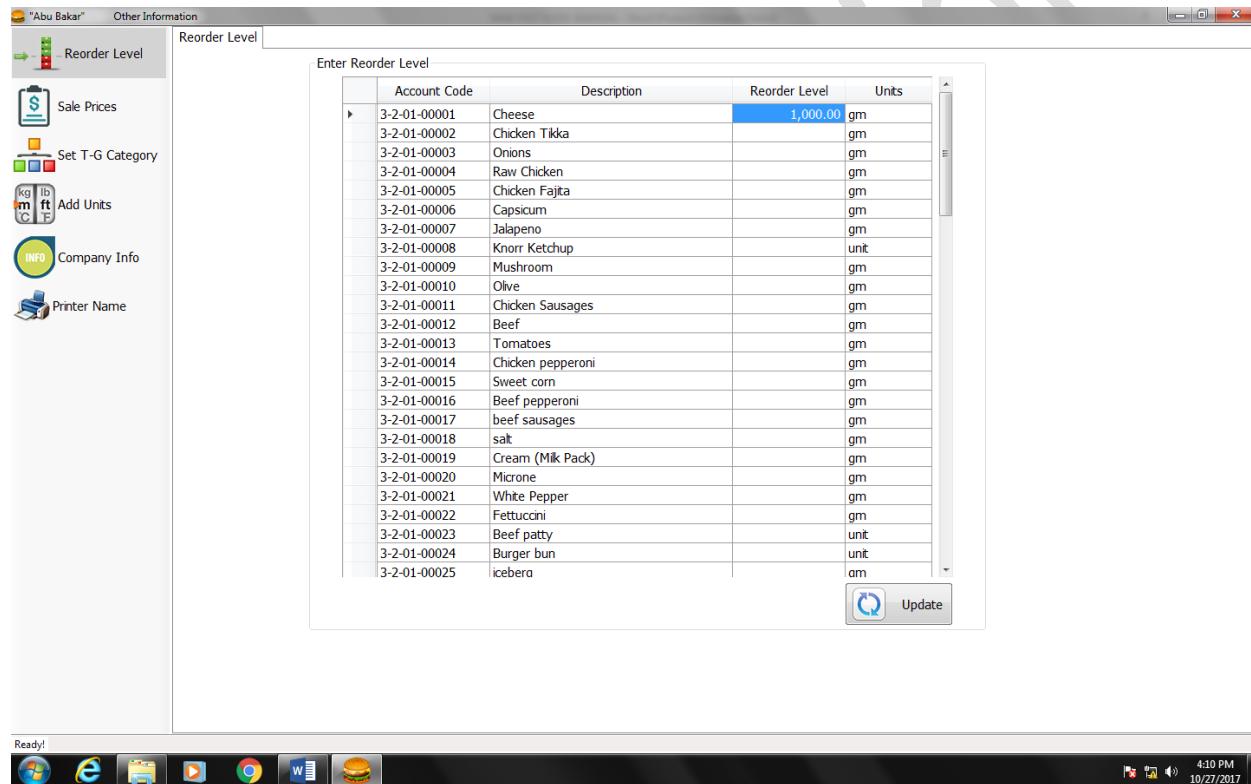


Rise with Technology

30

### 8.3 Reorder Level

After adding the reorder level once the inventory drops below this level the management and then press the update button.

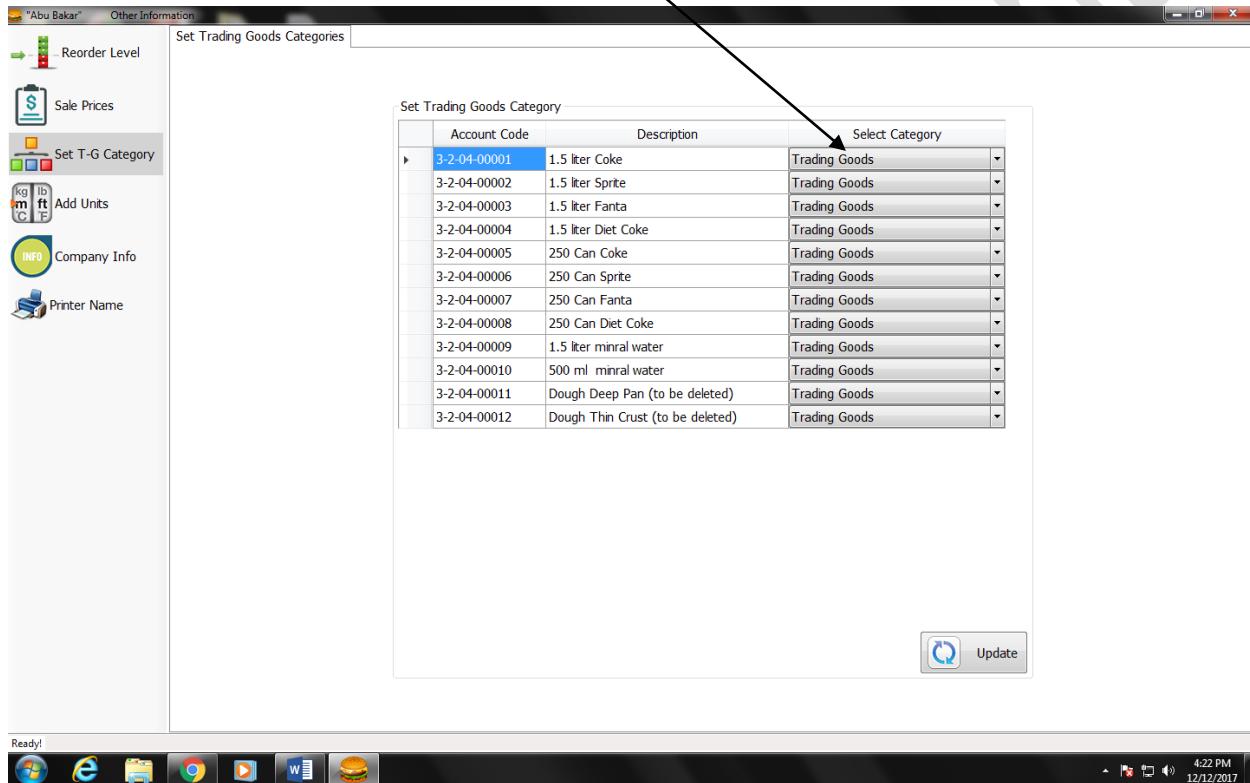


MAB Biz Solutions, 188 D-1 Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)

#### 8.4 T- G Category

Trading goods are those goods that are ready made items purchased directly sold to customers and therefore they are classified as trading goods.





Rise with Technology

32

MAB Solutions

# Customers & Suppliers

MAB Biz Solutions, 188 D-1 Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)



Rise with Technology

33

## 9. Customers and Suppliers

As you can notice we are still putting initial information related to different fields of the business. The next important information related to the business is related to the customers and suppliers. As this information is also important for the business, admin should also apply control on this field. As this information is entered once when you are started business with any customer or supplier on cash or credit so admin can reserve the right on it. It may depend on the nature of the business.

From the main window you can enter in the “customers and suppliers”.



MAB Biz Solutions, 188 D-1 Model Town, Lahore.

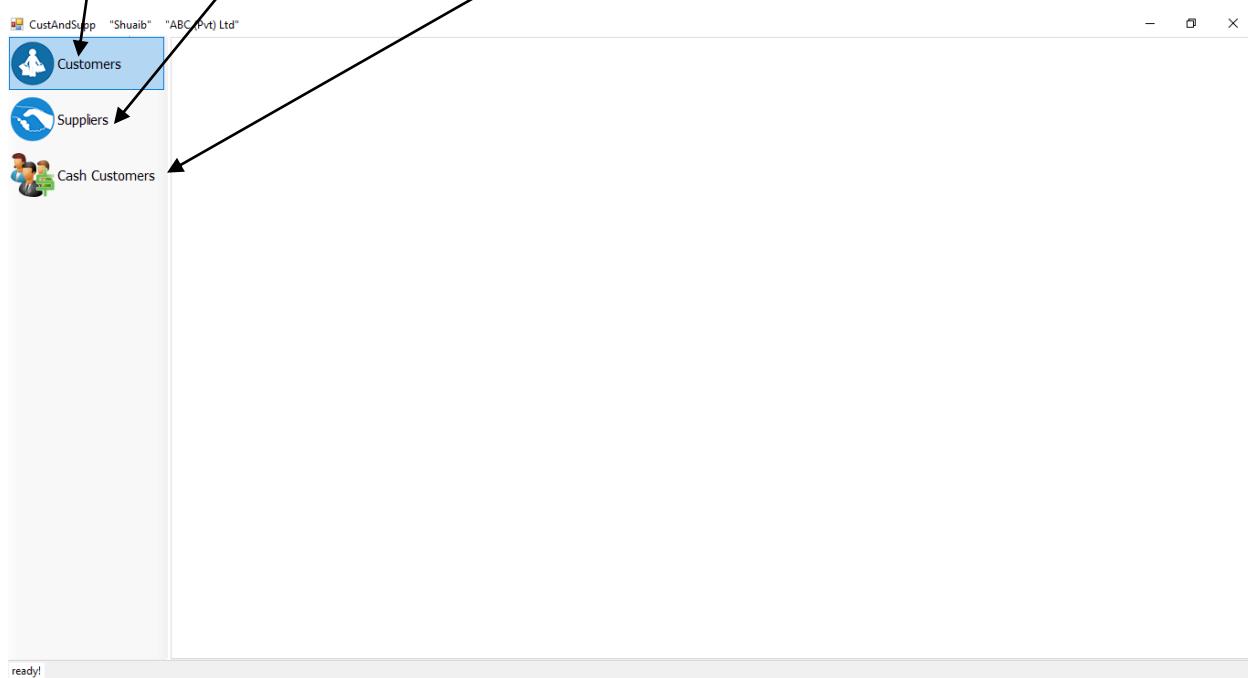
Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)



Rise with Technology

The following window will appear on your screen. In this window there are three icons shown in the left side of the window.

“Customers”, “Suppliers” and “Cash Customers”



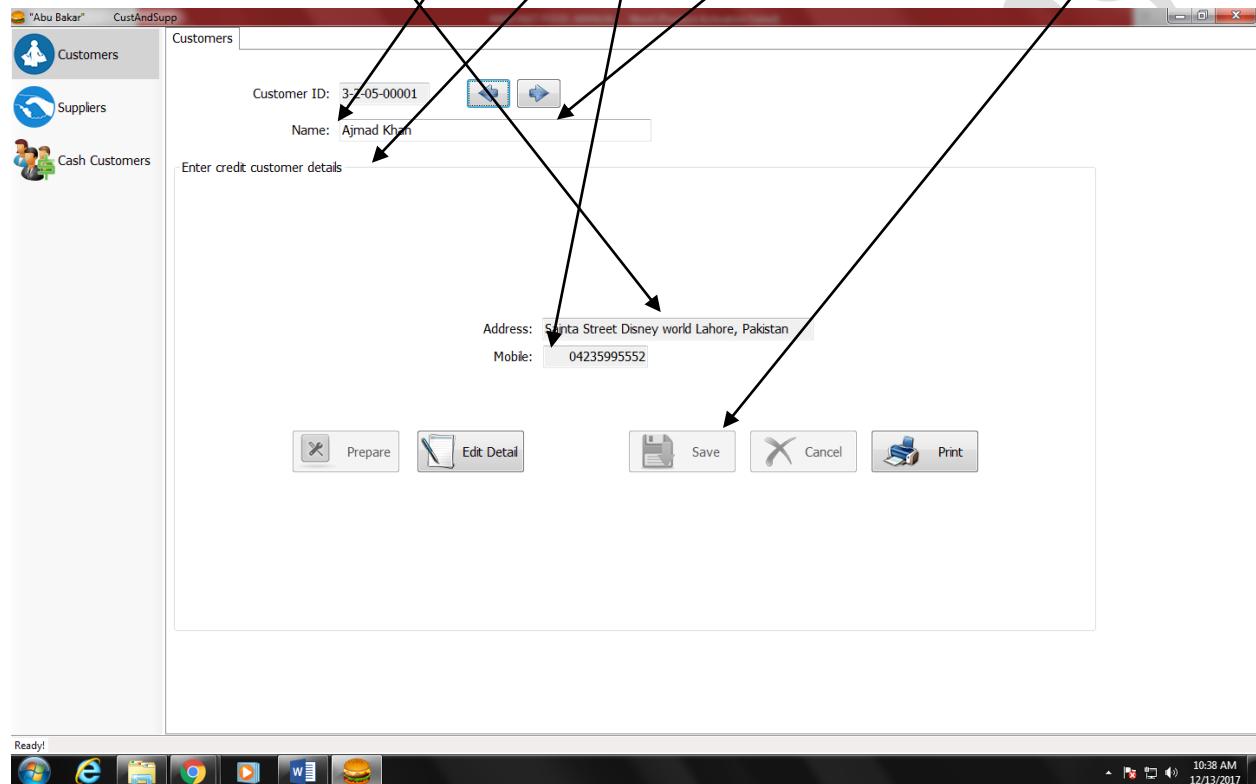


Rise with Technology

## 8.1 Customers

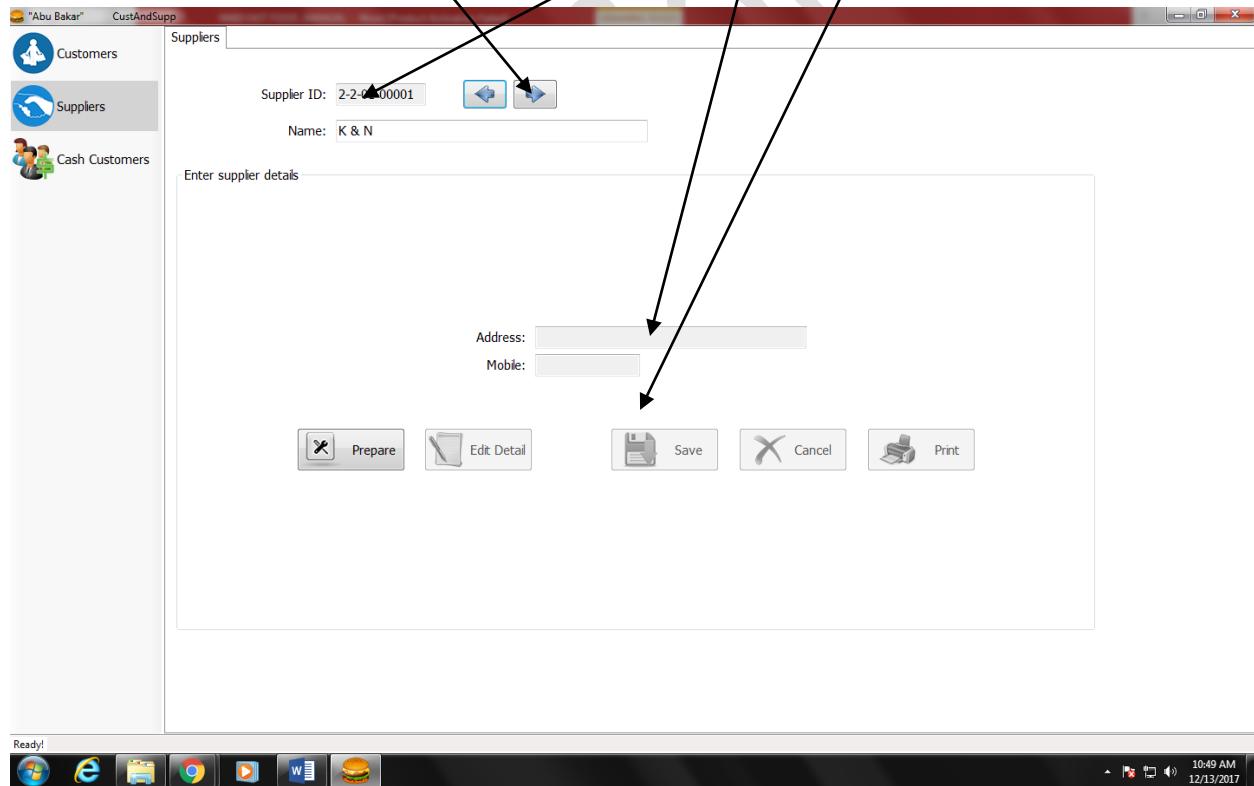
Only credit sales customers are given here. Which you have already inserted in the chart of account as debtors. In this section you will enter all information related to the customers.

In this field you can notice on the top customer ID, there are two arrows left and right which are used to switch the customers. Right below to it the name of the customer is shown. Name and ID is shown by the software. You can add the address and mobile number of the customers and press save.



## 8.2 Suppliers

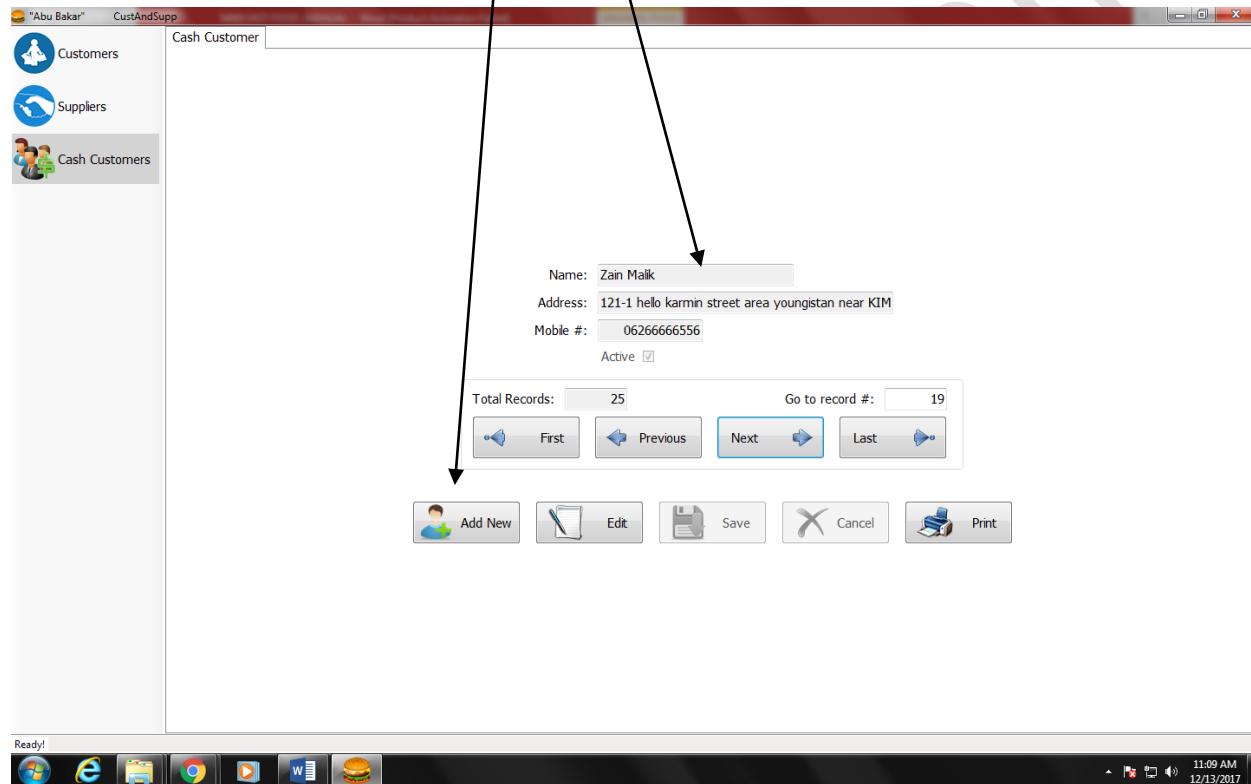
You can enter cash or credit purchase suppliers. Only those will appear which you have already entered in the chart of account in the field creditors/suppliers. In this field you can notice on the top supplier ID, there are two arrows left and right which are used to switch the Suppliers. Right below to it the name of the Supplier is shown. Name and ID is shown by the software. Address is normally the registered office address or the address where the supplier instructed to send payment/Bank notes and any other communication that would be necessary for the better relationship and mobile number is the contact number of the supplier. To insert any information in this form, first of all press "Prepare" then insert information which are required by this form and finally press "Save". You can edit any of the information by press "Edit Detail". If you want to cancel the updates then press "Cancel". The information related to any supplier can be printed through "Print".



Rise with Technology

### 8.3 Cash Customers

The customers which deals in cash with you are entered here. If the customer is any company or is not a final consumer and want to have receipt with its name can be added in this field. As a default the software provides you an account with the name. No other specific detail is given for this account. You can add new customer by pressing "Add New".





Rise with Technology

38

# Accounts

MAB Biz Solutions, 188 D-1 Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)



Rise with Technology

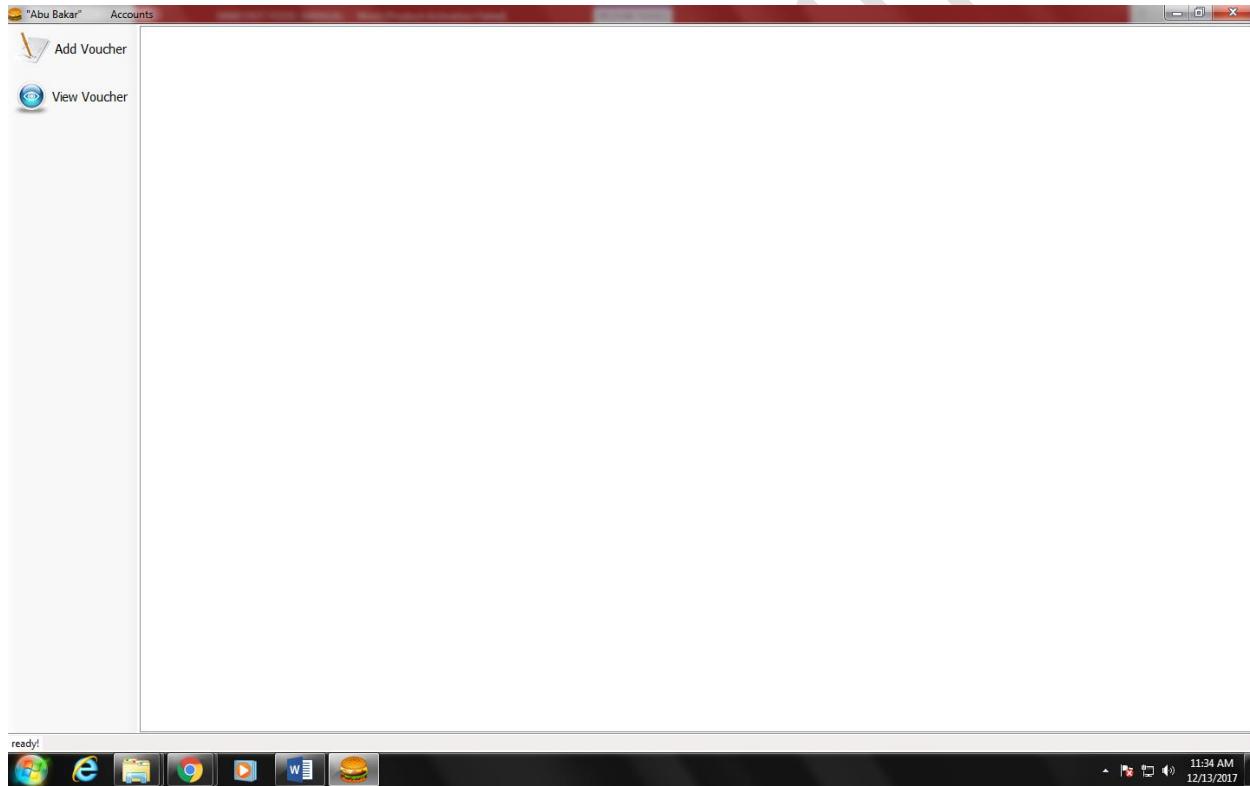
39

## 10. Accounts

In the next step go to the home screen and then enter in the “Other Voucher” module. In this module you have to enter primary entries and the opening entries of the business. The following subfields are given in the “Other Voucher”.

- Add Voucher
- View Voucher

The two fields are discussed below.



MAB Biz Solutions, 188 D-1Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)



Rise with Technology

40

## 9.1 Add Voucher

To enter any transaction press “Add Voucher” on the top of the left column. The following window will open on your screen. The following fields are available in this window.

- Journal Vouchers
- Cash Receipt
- Cash Payment
- Bank Receipt
- Bank Payment

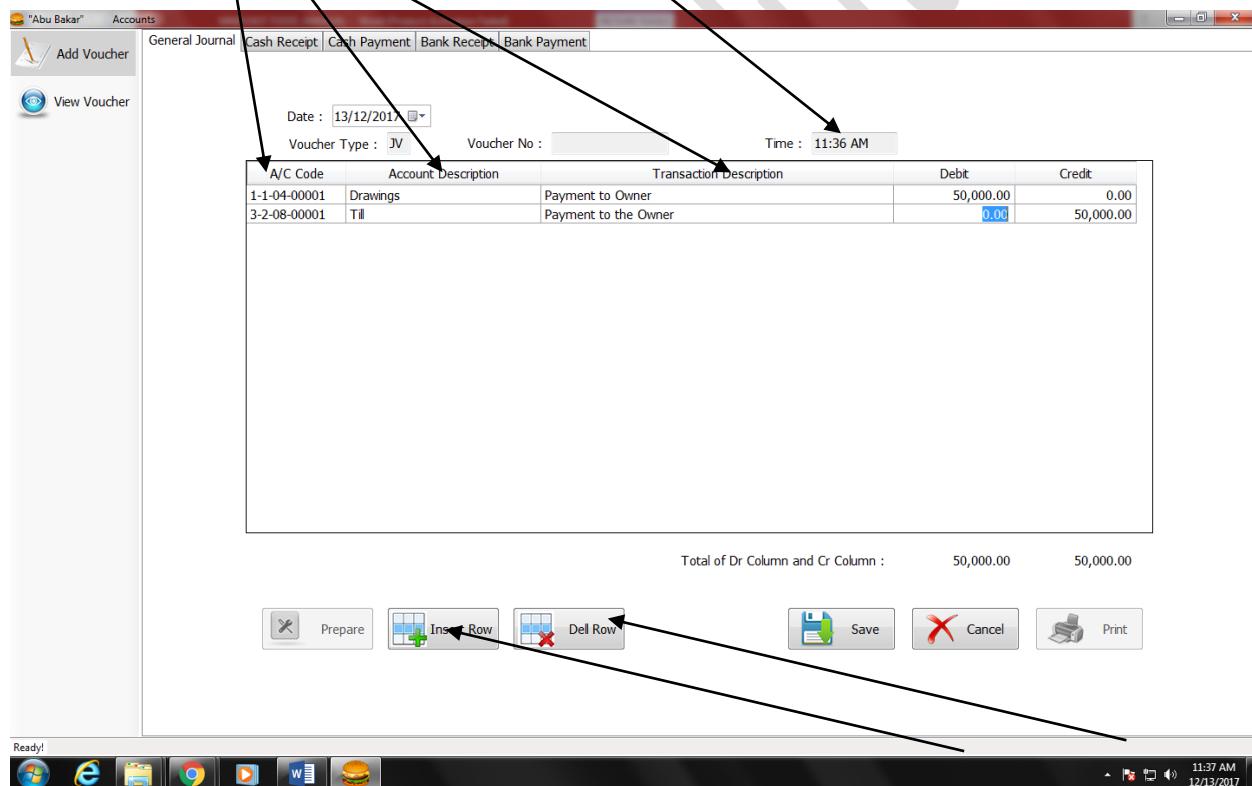
All are shown in this row. You can enter any of the field by click on any of the field.

### 9.1.1 Journal Voucher

The those transactions which do not belongs to the other four specified type i.e. Cash Receipt, Cash Payment, Bank Receipt, and Bank Payment journals are recorded in the journal Vouchers. At the start the detailed trial balance is inserted as an opening entry in this field (if they do not belong to other four specified type). The following window will be shown on your screen. To insert in voucher press “Prepare”. The features of the screen are as below;

Rise with Technology

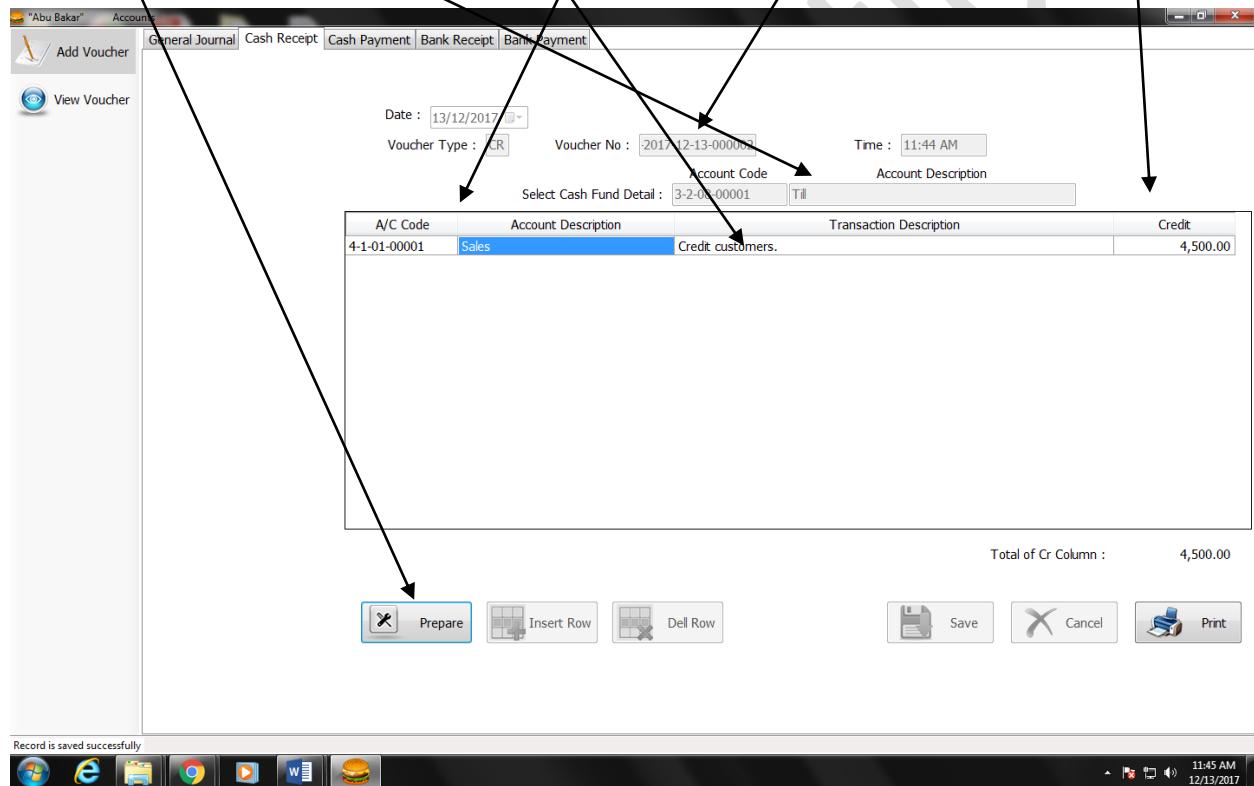
- “Date” date of entry is shown as a default date (you can select any date if voucher does not belong to current date)
- “Time” the time of entry is the current time as per PST
- “Voucher type” voucher type is assigned by the software and you cannot change it “JV” is used for Journal Voucher
- “Voucher No” it is assigned by the software and user is not allowed to change. It is also a useful control.
- “A/c Code” you need not to remember the code by heart. It is also selected by MAB-RM for your convenience.
- “Account Description” you are required to insert account description. For this purpose move your cursor to this cell and the press spacebar then all possible accounts will be shown, you are required to select the relevant account.
- “Transaction Description” it is further explanation of the transaction.



After inserting the transaction description you are required to insert the amount in Rs. The total at Dr. and Cr. Sides must be equal. You can insert row or delete row by pressing “Insert Row” & “Delete Row” respectively.

### 9.1.2 Cash Receipt/Payment, Bank Receipt/Payment

To record the cash receipt/payment & Bank receipt/payment the procedure is same. First of all press prepare and then select date (no need to select if the transaction belong to current date) then select account & write account description or press space bar the options for possible accounts are shown. In the next step write the transaction description (like quantity for inventory) then finally the amount which have to be debited or credited to the specific account. You can insert more than one rows finally save the transaction and your will see the system has generated voucher number automatically. Now you can print the invoice for manual record.





Rise with Technology

## 9.2 View Voucher

Vouchers of all type can be viewed in this section for this purpose first of all select type then month of transaction and press load. In the right column you can notice the all voucher numbers belong to specified month. More over this form also contain the other information like the "Total Voucher Found" Total of Dr. column and Cr. Column. It can also be kept in printed form by pressing "Print"

The screenshot shows a software application window titled "Accounts "Shuaib" "ABC (Pvt) Ltd"". On the left, there is a sidebar with icons for "Add Voucher", "View Voucher" (which is selected and highlighted in blue), and "Chart of Accounts". The main area is titled "View Vouchers". It has dropdowns for "Select Type: CP" and "Select Month: Nov 2016", and a "Load" button. Below these are fields for "Voucher Type: CP", "Voucher No: CP-2016111100001", "Date: 11/11/2016", and "Time: 4:43 PM". A table displays three rows of voucher details:

A/C Code	Account Description	Transaction Description	Debit	Credit
2-2-02-00004	Water Bill Payable	Bill for the month October	4,500.00	0.00
2-2-02-00003	Electricity Bill Payable	Bill for the month October	54,000.00	0.00
3-2-08-00002	Cash at head Office	Bill for the month October, Bill for the month October,	0.00	58,500.00

At the bottom, it shows "Total Vouchers Found: 3", "Total of Dr Column and Cr Column : 58,500.00", and a "Print" button. To the right, there is a sidebar with a list of voucher numbers: CP-2016111100001, CP-2016111100002, and CP-2016111100003. A watermark "MAB" is diagonally across the page.



Rise with Technology

44

# Sales

MAB BIZ Solutions

MAB Biz Solutions, 188 D-1 Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)



Rise with Technology

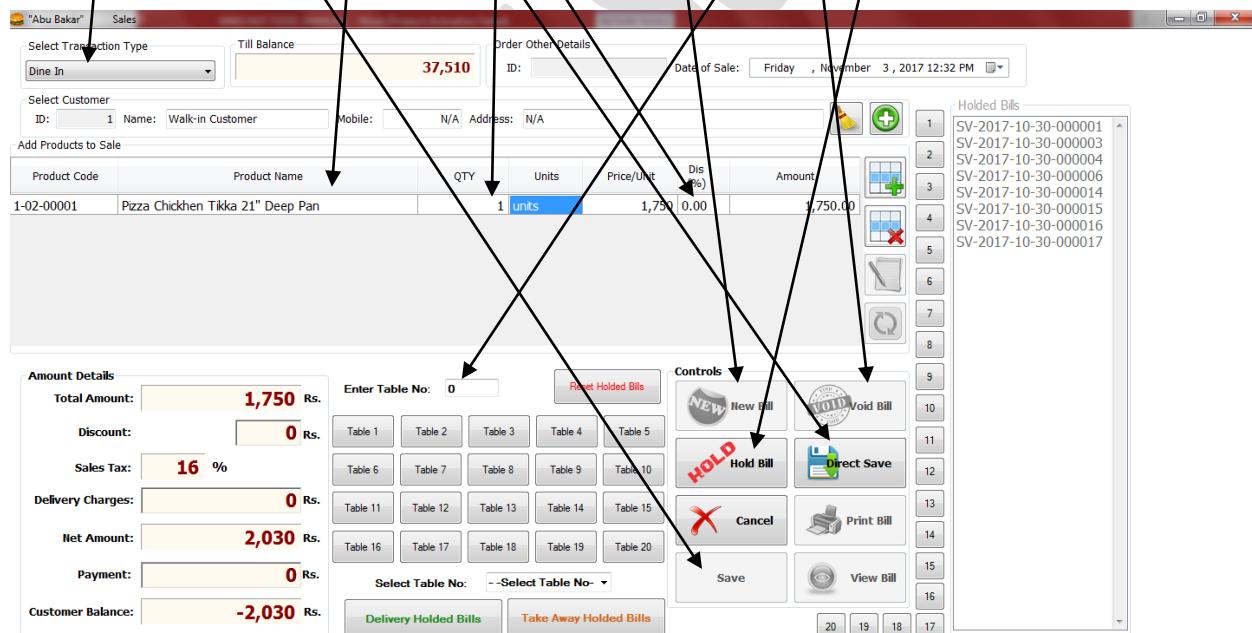
45

## 11. Sales

Sale are made on cash and credit. There are three types of transactions that this software caters. The Dine in, Take away and Delivery. The user must choose the transaction type. Let's look at them individually.

### Dine- in

In order to make sale the user must click on the new bill icon and enter the table no. on where they are sitting and then enter the Products order and its quantity (unit and price will appear automatically) and the user can enter a percentage of discount applicable and then click at the hold button to record this transaction and when the customer pays the amount then the accountant can enter this amount and push the save button to record the transaction. Alternative if the customer pays in advance in then alternatively it could directly save the order. The company can void bill if it orders are wastage for any reason.



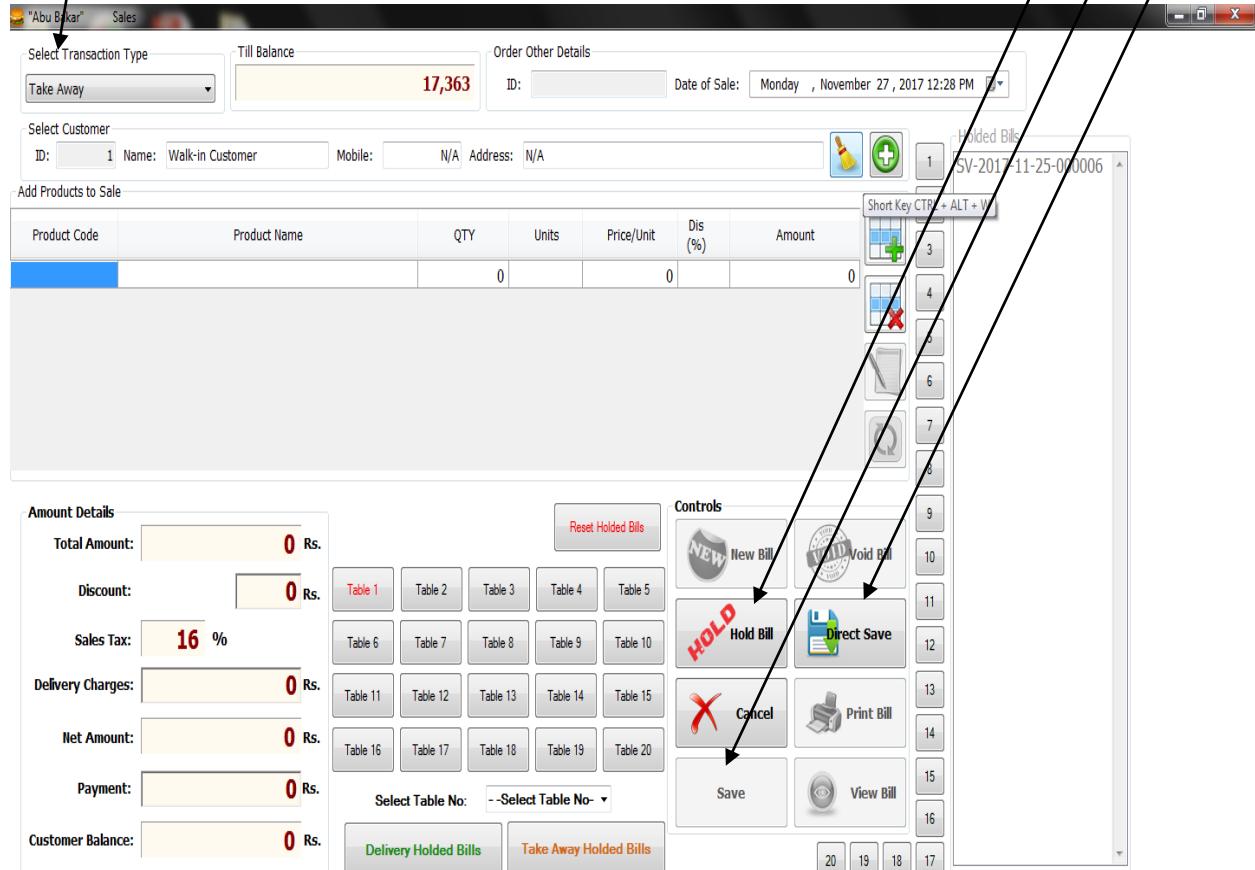


Rise with Technology

46

## Takeaway

Alternatively, if the customer would like to take away then select transaction types by selecting the "Takeaway". Record the transaction (as discussed above) and again this can be put it hold or direct sales and if put on hold then when the customer pays then enter the payment and press the save.





Rise with Technology

47

## Delivery

Select the transaction type to "delivery" then to record the customer name their Phone number and then the address then press the plus button icon to save it. Record the transaction (as discussed above) and could be put on hold and save it when the customer pays or alternatively if customers pay in advance then direct save this transactions. You can view the transactions by clicking on the View Bill.

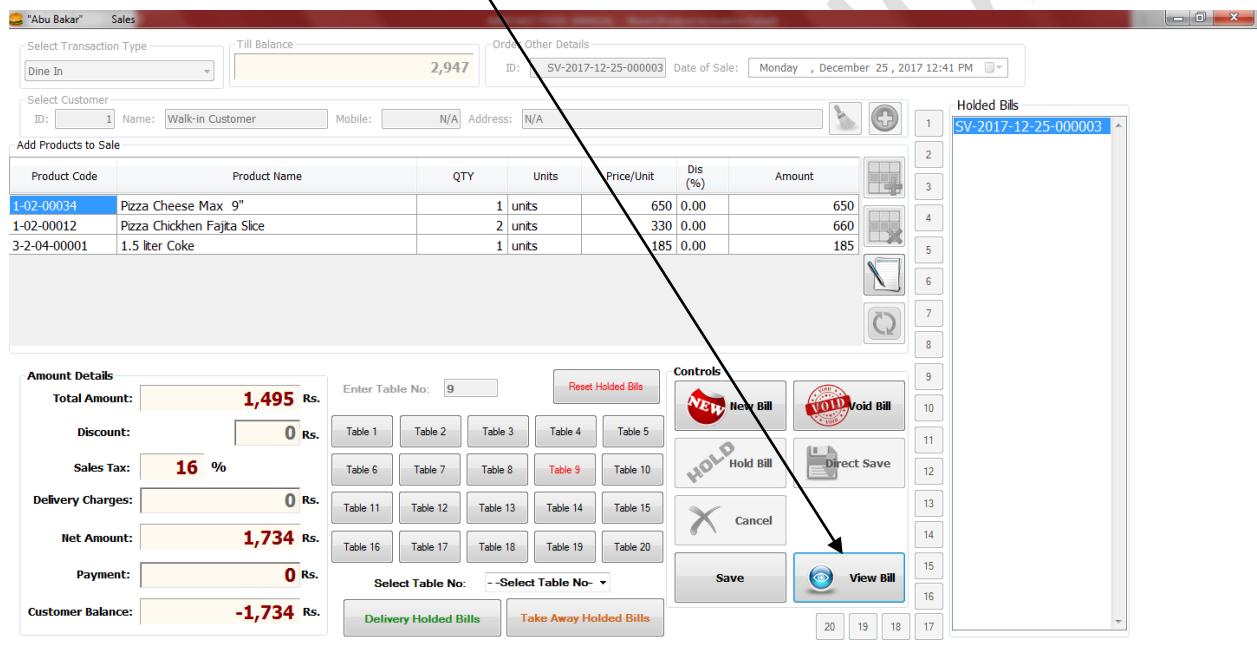


Rise with Technology

48

## Invoice Viewing

All the Bills can be viewed as "View Bill" by clicking the view bill button. This can be further categorized into Saved, Holding and Void Bills and we will look at this in more details now please scroll below.



MAB Biz Solutions, 188 D-1 Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)



Rise with Technology

49

### 11.4.1 View Invoice Saved

To view the sales invoices or Void or on Hold invoice you have to select "Type" then select the month in which the invoice took place or simply insert the invoice number in the "Search Bar" and finally press "Load" and there is also the option to "Print" any of the following transactions.

The screenshot shows the 'View Bills' application window. At the top, there are fields for 'Select Transaction Type' (set to 'Dine In'), 'Cash Account Details' (Code: [redacted], Name: [redacted], ID: [redacted]), 'Order Other Details' (Date: [redacted], Time: [redacted]), and 'Select Customer' (ID: [redacted], Name: [redacted], Mobile: [redacted], Address: [redacted]). Below these are sections for 'Add Products to Sale' and 'Amount Details'. The 'Amount Details' section shows: Total Amount: 0 Rs., Discount: 0 Rs., Sales Tax: 16 %, Delivery Charges: 0 Rs., Net Amount: 0 Rs., Payment: 0 Rs., and Customer Balance: 0 Rs. To the right, there is a 'Controls' panel with 'Select Month: Nov-2017' and 'Select Type: Saved'. Below the controls are 'Load' and 'Print' buttons. A list titled 'Held Bills' shows several entries: SV-2017-11-17-000001, SV-2017-11-17-000002, SV-2017-11-17-000003, SV-2017-11-17-000004, and SV-2017-11-17-000005. Arrows point from the text in the first two paragraphs to the 'Type' dropdown in the controls, the 'Month' dropdown, and the 'Print' button.





Rise with Technology

50

## 11.4.2 View Invoice (Void)

The “Void Bill” can be viewed by choosing the “void bill” and Press “Load” Button and print can one of the transaction.

View Bills Abu Bakar

Select Transaction Type: Dine In

Select Customer: ID: 1 Name: Walk-in Customer Mobile: N/A Address: N/A

Order Other Details: ID: SV-2017-12-25-00004 Date: 25-12-2017 Time: 12:42 PM

Holded Bills: SV-2017-12-25-000004

Product Code	Product Name	QTY	Units	Price/Unit	Dis (%)	Amount
1-02-00003	Pizza Chicken Tikka 13" Deep Pan	1	units	990	0.00	990
3-2-04-00006	250 Can Sprite	1	units	65	0.00	65
1-02-00001	Pizza Chicken Tikka 21" Deep Pan	1	units	1,750	0.00	1,750

Amount Details:

Total Amount:	2,805	Rs.
Discount:	0	Rs.
Sales Tax:	16	%
Delivery Charges:	0	Rs.
Net Amount:	3,254	Rs.
Payment:	0	Rs.
Customer Balance:	-3,254	Rs.

Controls:

Select Month: Dec-2017

Select Type: Void

Load Print



MAB Biz Solutions, 188 D-1 Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)



Rise with Technology

51

### 11.4.3 View Invoice (Holding Invoices)

The Holding Bills can be viewed by selecting "Holding invoices" and press "Load".

View Bills Abu Bakar

Select Transaction Type: Dine In

Select Customer: ID: 1 Name: Walk-in Customer Mobile: N/A Address: N/A

Order Other Details: ID: SV-2017-12-25-000003 Date: 25-12-2017 Time: 12:41 PM

Add Products to Sale

Product Code	Product Name	QTY	Units	Price/Unit	Dis (%)	Amount
1-02-00034	Pizza Cheese Max 9"	1	units	650	0.00	650
1-02-00012	Pizza Chicken Fajita Slice	2	units	330	0.00	660
3-2-04-00001	1.5 liter Coke	1	units	185	0.00	185

Amount Details:

Total Amount:	1,495	Rs.
Discount:	0	Rs.
Sales Tax:	16	%
Delivery Charges:	0	Rs.
Net Amount:	1,734	Rs.
Payment:	0	Rs.
Customer Balance:	-1,734	Rs.

Controls:

Select Month: Dec-2017

Select Type: Holded

Load Print

Held Bills: SV-2017-12-25-000003





Rise with Technology

52

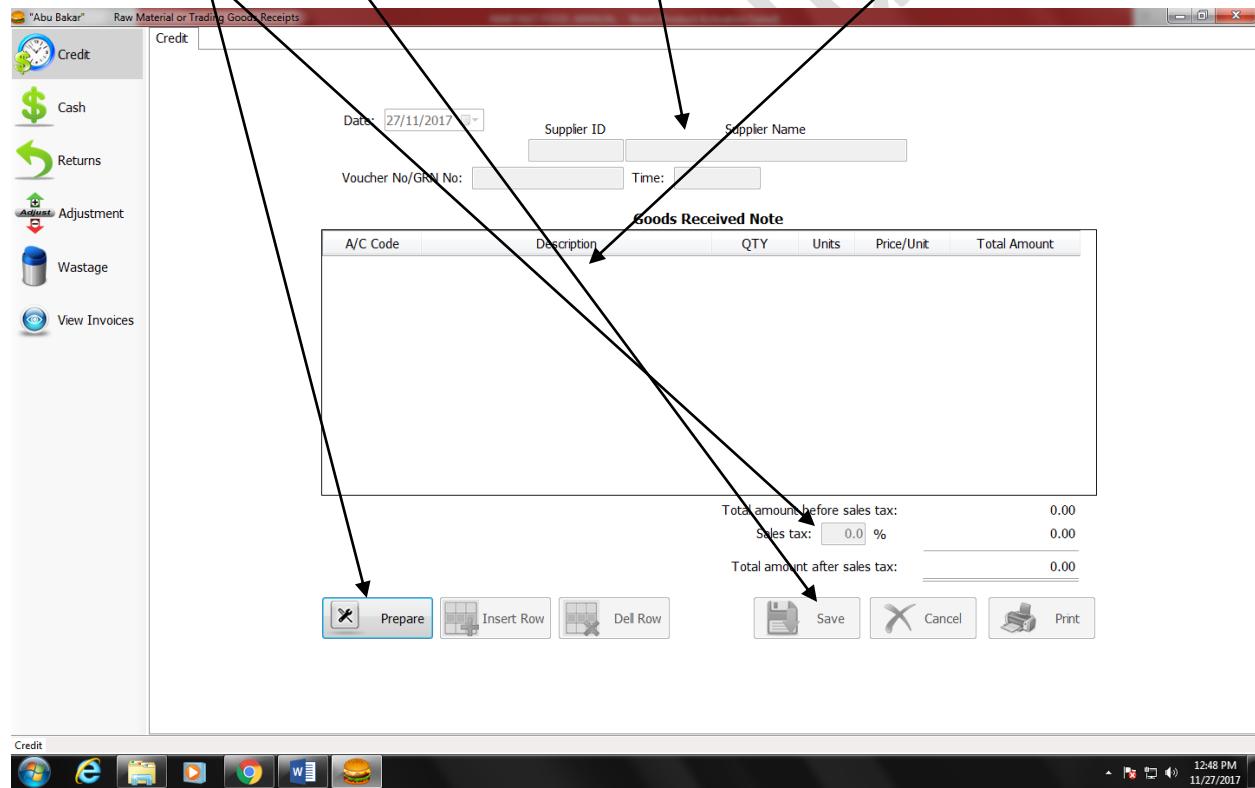
# Stock Receipts

MAB Biz Solutions, 188 D-1 Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)

## Raw Material Purchase (on credit)

Click the “prepare” button and choose the Supplier name and enter the product details and you can enter the tax rate and save the transactions.

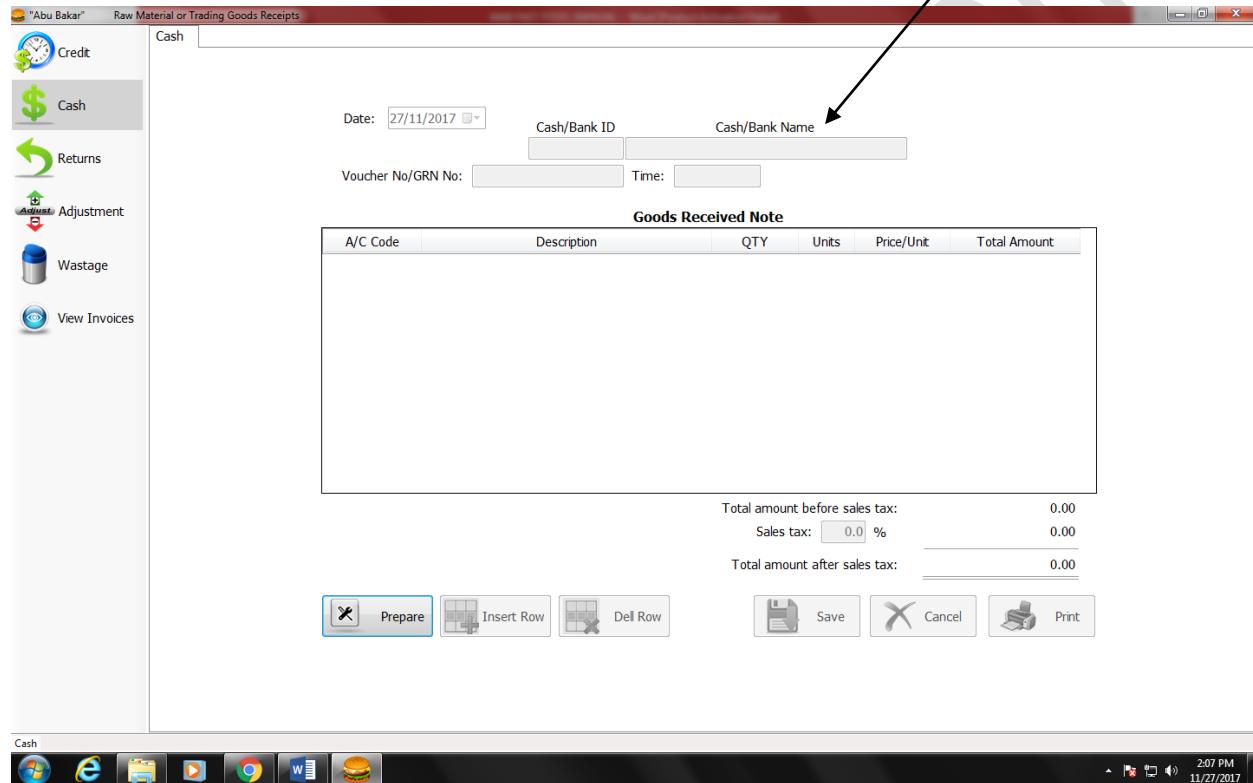




Rise with Technology

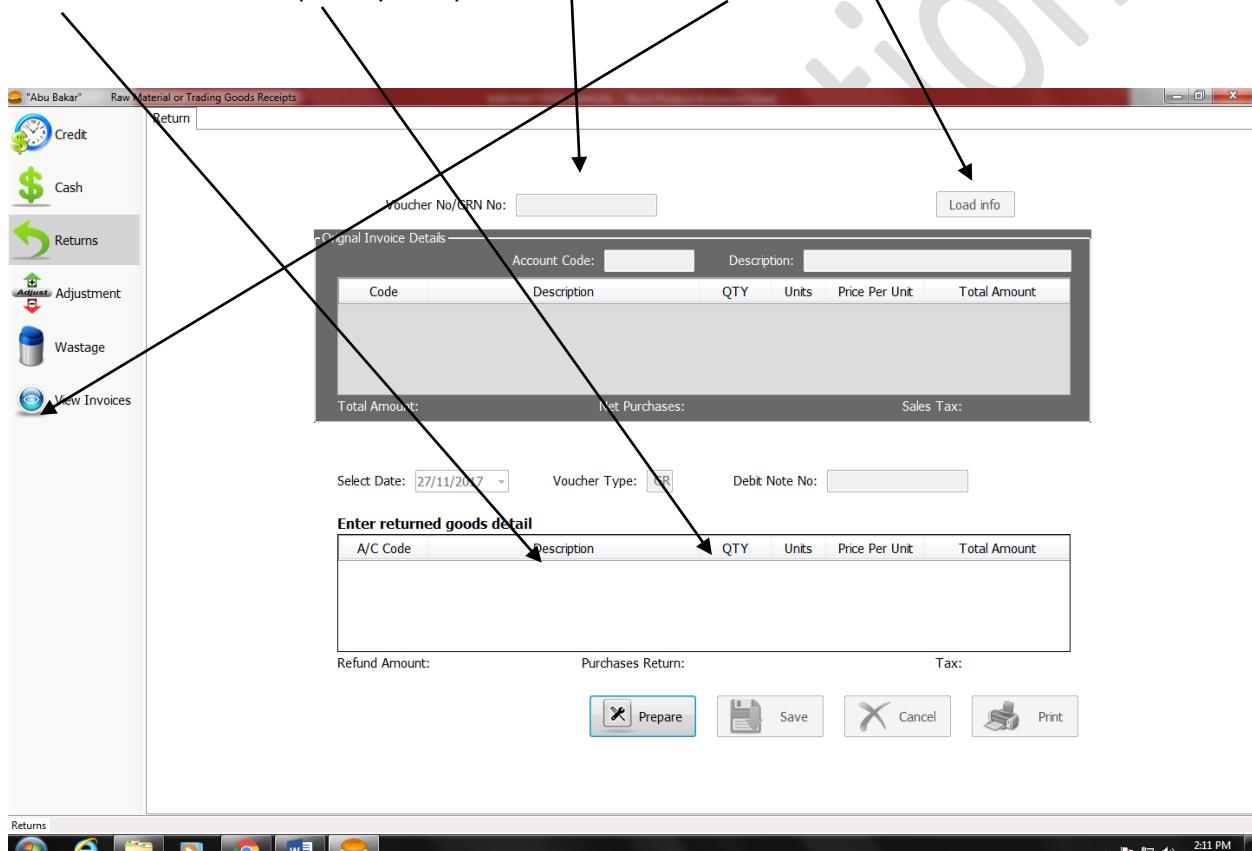
## Raw Material Purchase (on Cash)

Again the entire process is the same but instead of supplier's name is you enter cash or bank details other than this the entire process is the same.



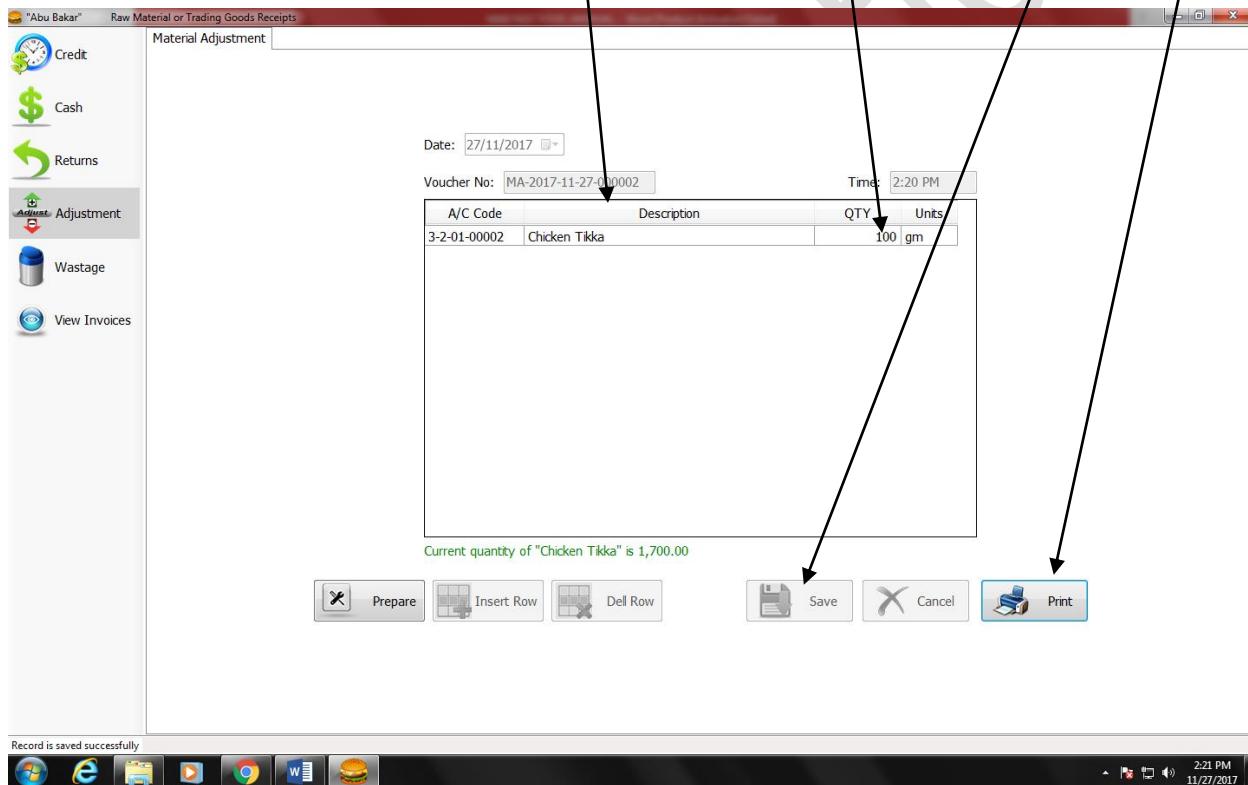
## Return of raw material

First of all, you can enter voucher no. or GRN No. and then press "Load info" and then the entire information appear on the top section and then, in the lower section you can enter the quantity of Products and enter the quantity that you want to return.



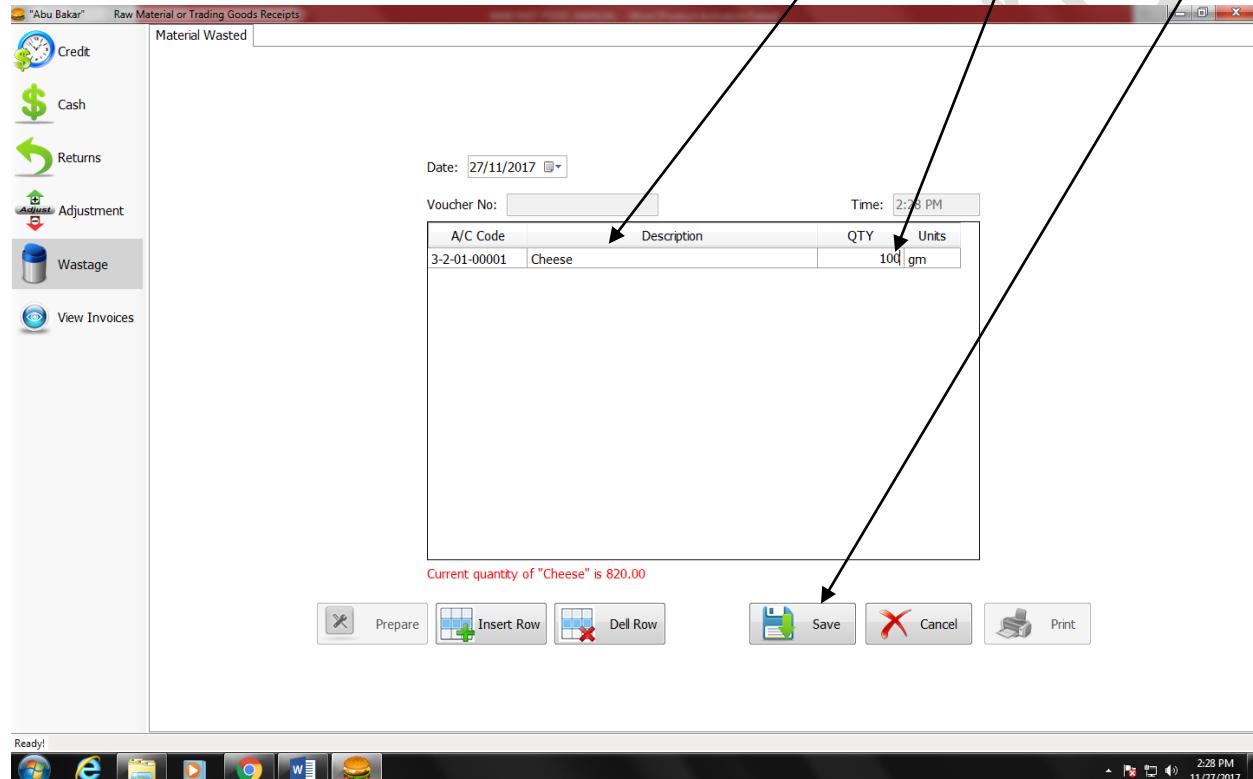
## Adjustment

When stock count is conduct, there would be some sort of amendments will be require there those products can be amended by entering the product and entering the quantity and press save and print of this is available.



## Wastage

The wastage process is the same as the adjustment. You enter the product the quantity and press save.





Rise with Technology

## View Invoice

You can view purchase voucher or Good Return voucher by choosing the type and select the month and press "load". This would open the voucher processed and you can choose the voucher to want to see and can print it.

Raw Material or Trading Goods Receipts

View Invoices

Type: PV Select Month: Nov 2017 Load

Account Code: 29-01-00003 Name: Suspense supplier

Date: 4/11/2017 Voucher/GRN/Debit Note #: PV-2017-11-04-000001 Time: 11:11 AM

Goods Received Note

Code	Description	QTY	Units	Price Per Unit	Total Amount
3-2-01-00044	Flour	5,000	gm	0.100	500
3-2-01-00027	Oil	55	gm	0.100	6
3-2-01-00057	Water	2,600	gm	0.100	260
3-2-01-00062	Blend	200	gm	0.100	20

Total Records: 3 Total amount before sales tax: 786  
Sales tax: 0 % 0  
Total amount after sales tax: 786

Print

Enter voucher no to short list.

PV-2017-11-04-000001  
PV-2017-11-04-000002  
PV-2017-11-04-000003

Ready! 2:37 PM 11/27/2017



Rise with Technology

59

# ***MANUFACTURED/ COSTING***

MAB Biz Solutions, 188 D-1 Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)

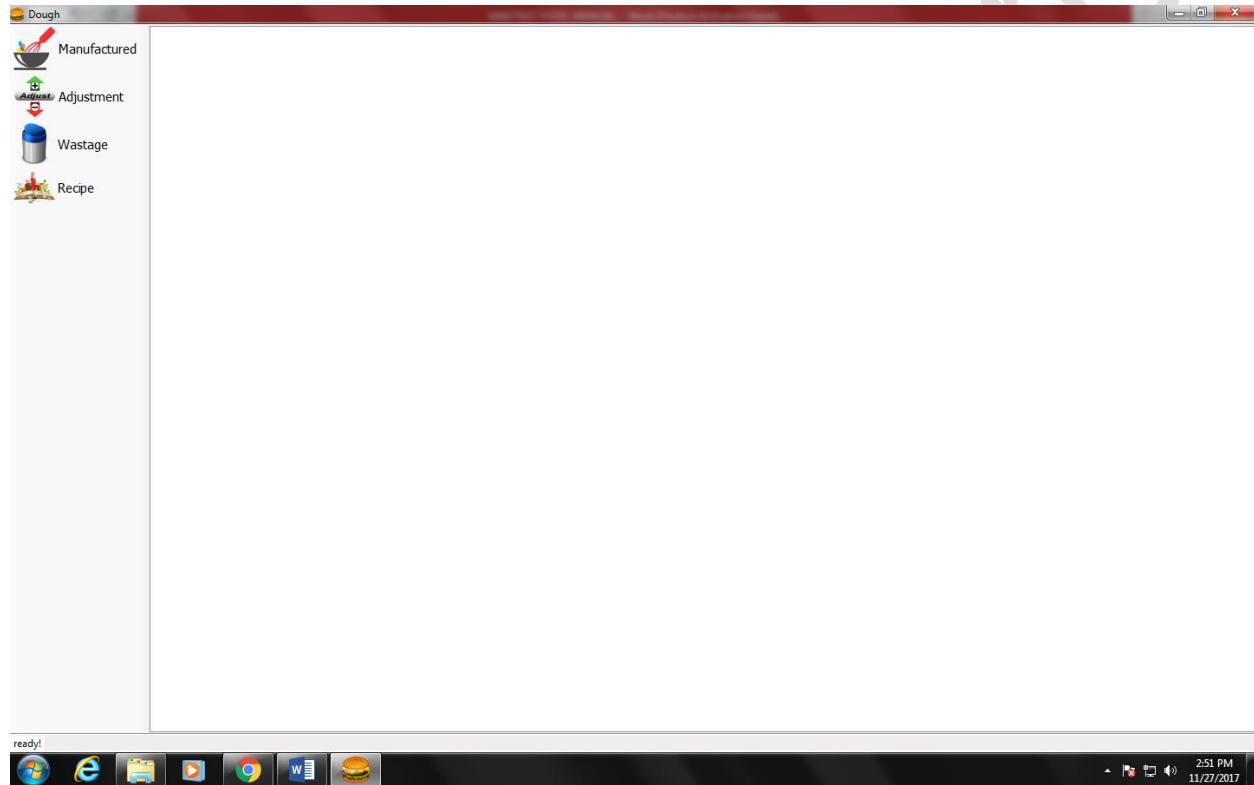


Rise with Technology

60

## Costing

There are four section in Costing. First we look at the recipe.

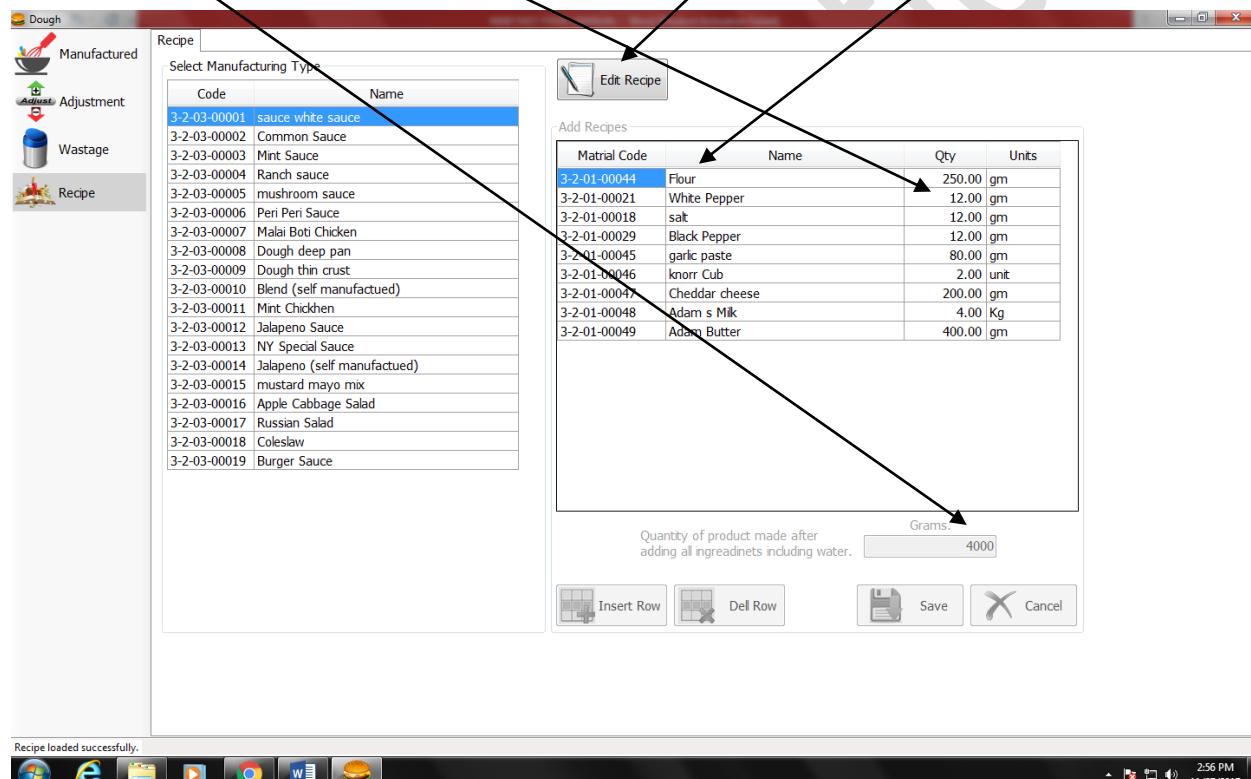


MAB Biz Solutions, 188 D-1 Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)

## Recipe

Work-in-Progress are automatically be shown here and you can enter edit recipe from the raw material and the quantity of item for that particularly item and at the bottom of the recipe you can enter the quantity of the specific product.



Recipe

Select Manufacturing Type

Code	Name
3-2-03-00001	sauce white sauce
3-2-03-00002	Common Sauce
3-2-03-00003	Mint Sauce
3-2-03-00004	Ranch sauce
3-2-03-00005	mushroom sauce
3-2-03-00006	Peri Peri Sauce
3-2-03-00007	Malai Boti Chicken
3-2-03-00008	Dough deep pan
3-2-03-00009	Dough thin crust
3-2-03-00010	Blend (self manufactured)
3-2-03-00011	Mint Chicken
3-2-03-00012	Jalapeno Sauce
3-2-03-00013	NY Special Sauce
3-2-03-00014	Jalapeno (self manufactured)
3-2-03-00015	mustard mayo mix
3-2-03-00016	Apple Cabbage Salad
3-2-03-00017	Russian Salad
3-2-03-00018	Coleslaw
3-2-03-00019	Burger Sauce

Edit Recipe

Add Recipes

Material Code	Name	Qty	Units
3-2-01-00044	Flour	250.00	gm
3-2-01-00021	White Pepper	12.00	gm
3-2-01-00018	salt	12.00	gm
3-2-01-00029	Black Pepper	12.00	gm
3-2-01-00045	garlic paste	80.00	gm
3-2-01-00046	knorr Cub	2.00	unit
3-2-01-00047	Cheddar cheese	200.00	gm
3-2-01-00048	Adam s Milk	4.00	Kg
3-2-01-00049	Adam Butter	400.00	gm

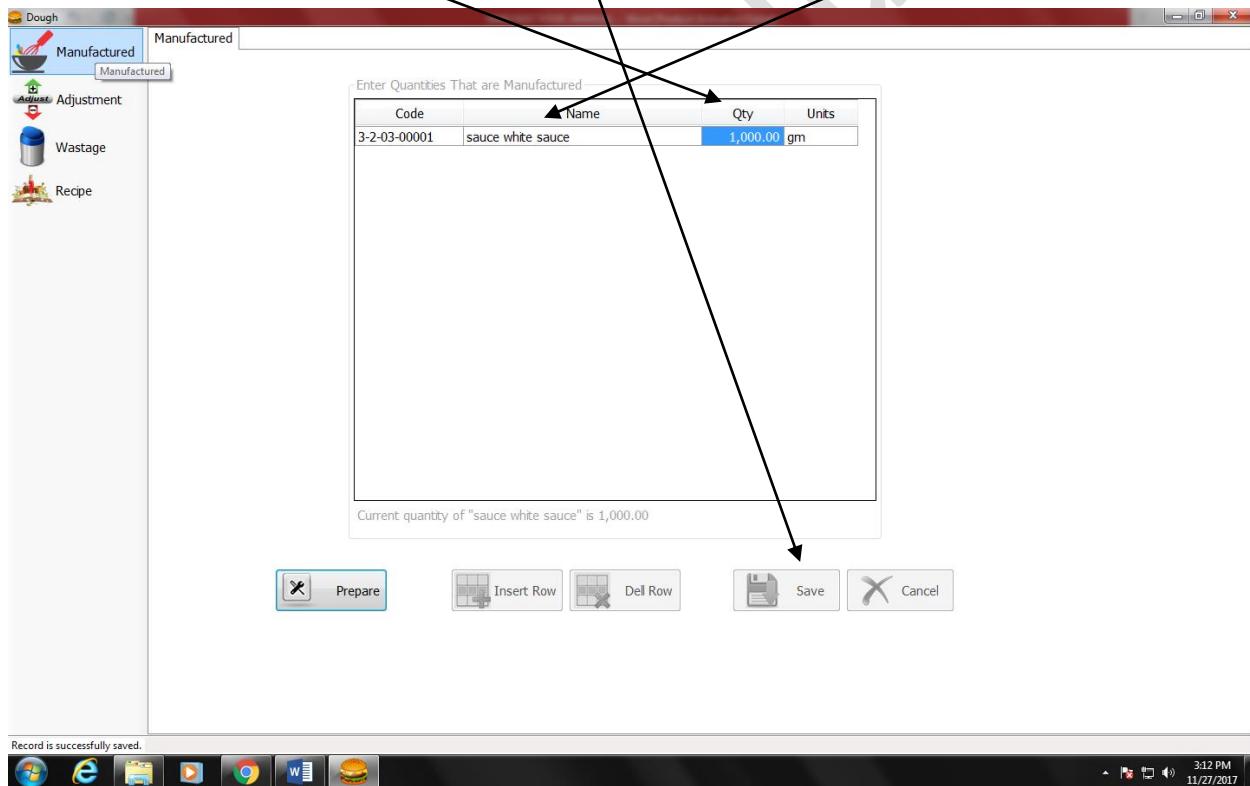
Quantity of product made after adding all ingredients including water.  Grams.

Insert Row  Delete Row  Save  Cancel 

Recipe loaded successfully.

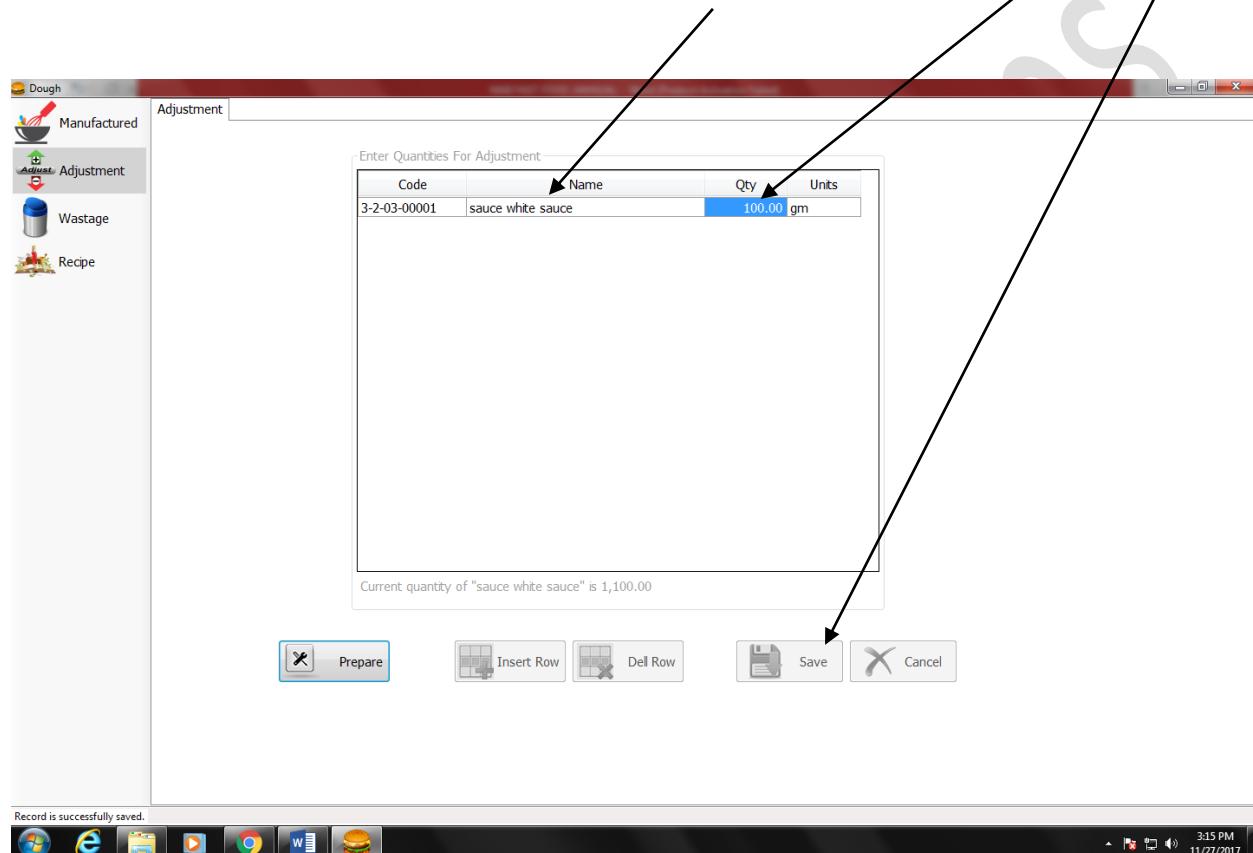
## Manufactured

Where ever a product it has to be entered it into the system by entering the name of the product and enter quantity manufactured and then press save.



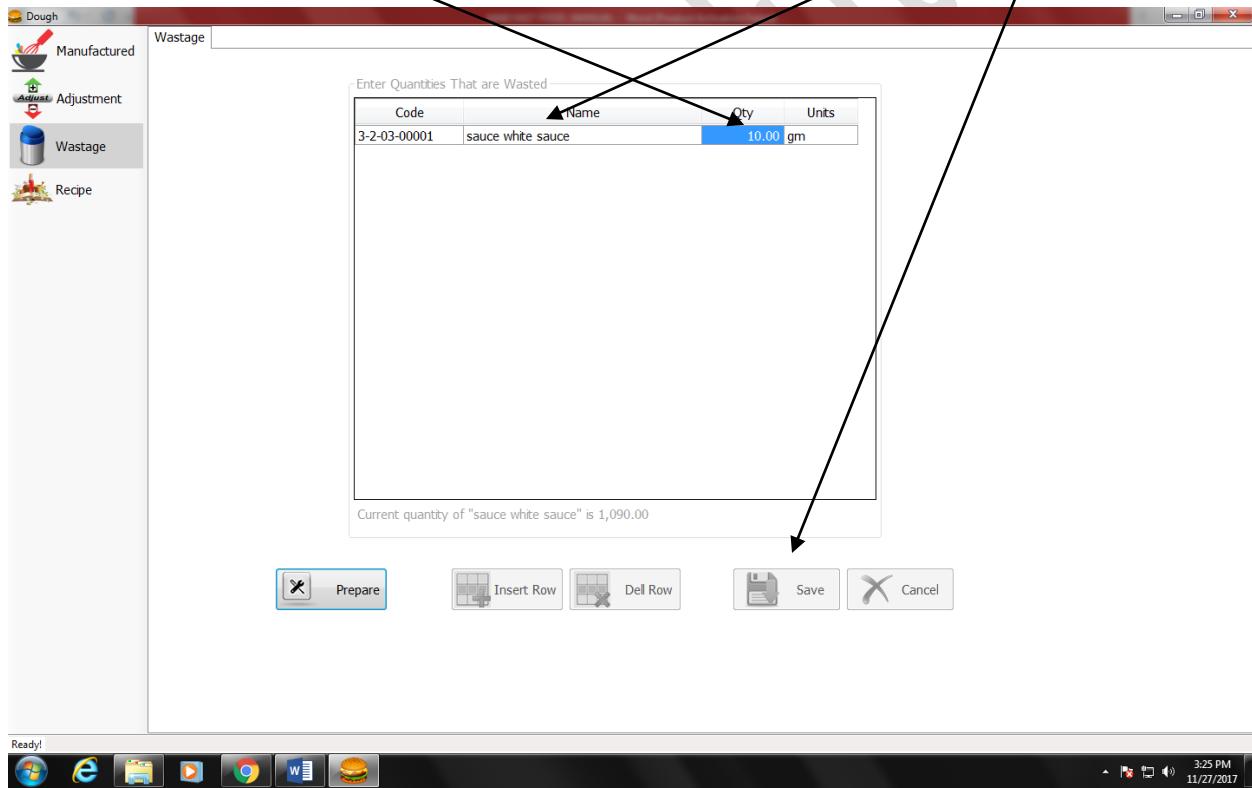
## Adjustment

Similar to the adjustment of raw material the manufacturing produce to quantity can be amended and product can be amended by entering the manufacturing produce and enter the quantity and save it.



## Wastage

Again the wastage for these manufactured product are waste of raw material and the product can be entered and the quantity which has been wasted can be entered into system and save it.





Rise with Technology

65

# REPORTS

MAB Biz Solutions, 188 D-1 Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)

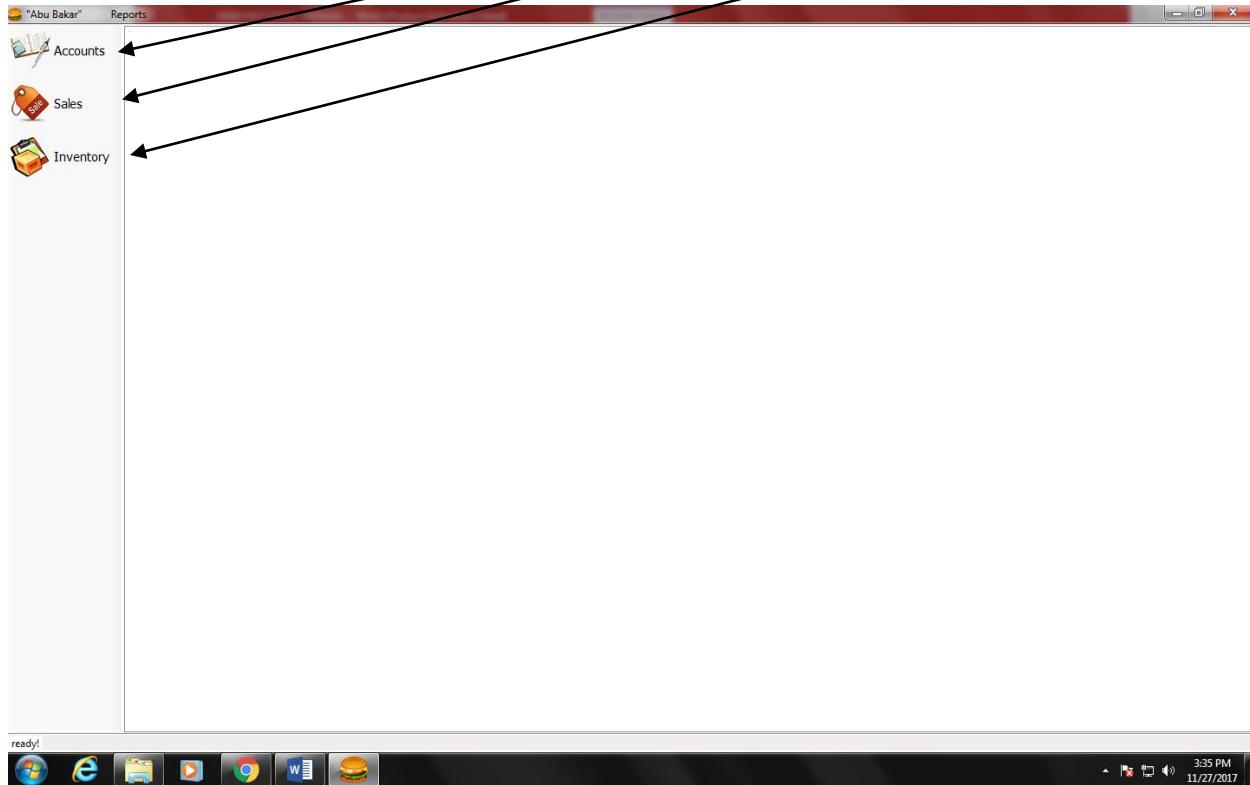


Rise with Technology

66

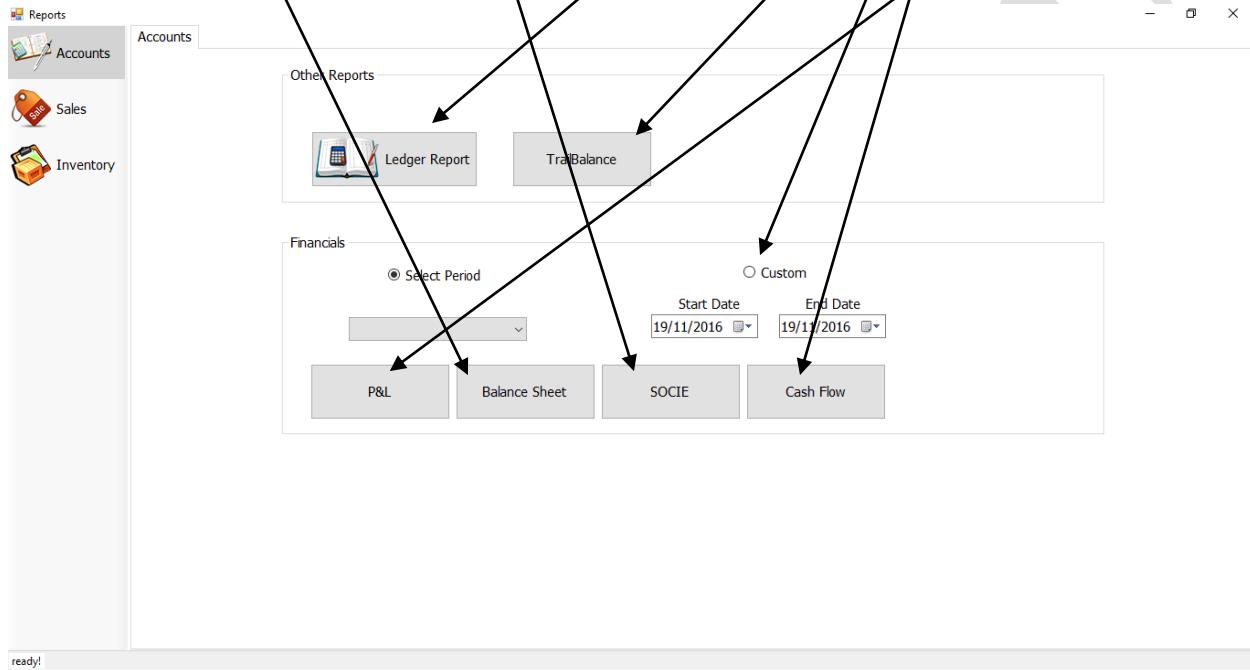
## 12. Reports

The field reports contains the reports related to "Accounts", "Sales" and "Inventory". In the next step we will discuss all the sections one by one



## 14.1 Accounts Report

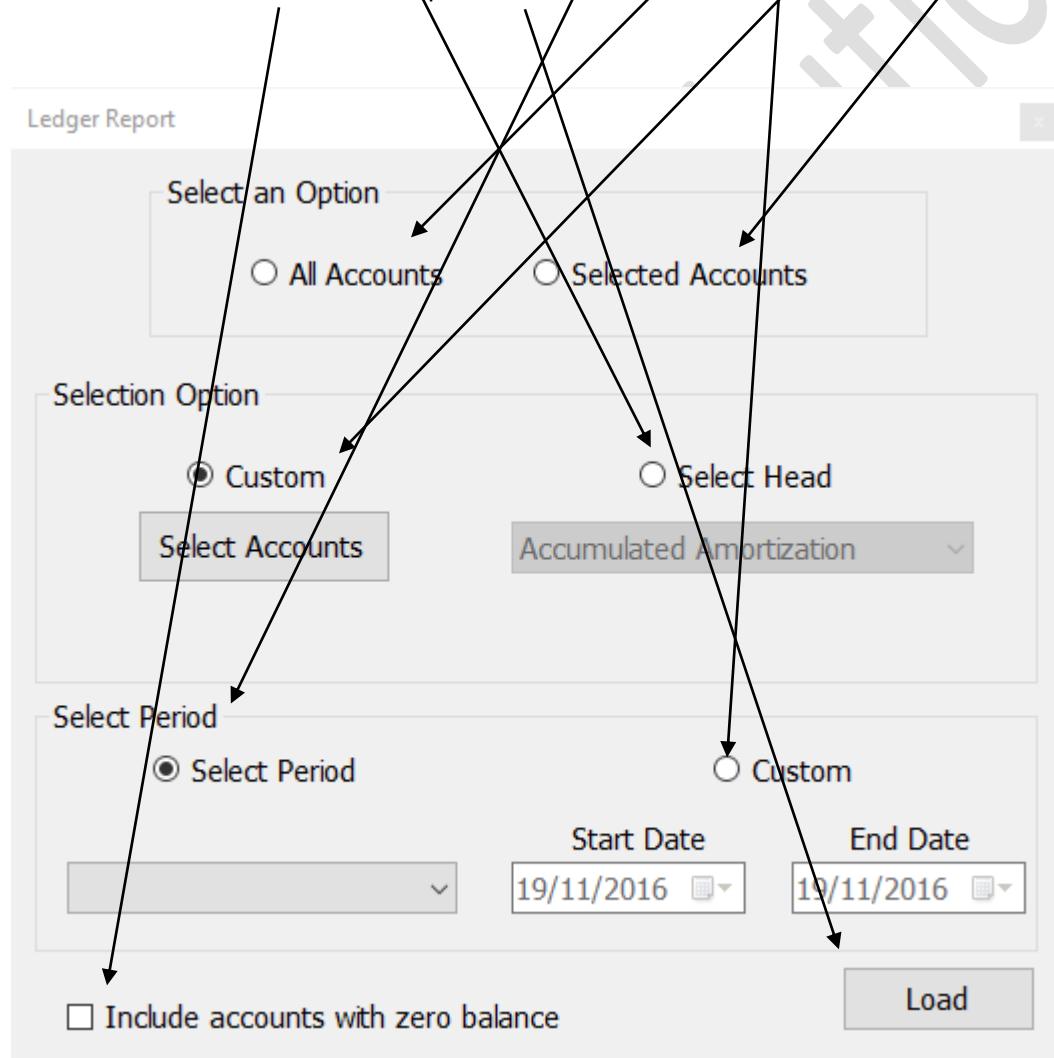
In the account following options for reports are given; "Ledger report", "Trial Balance", Profit and loss Account", "Balance Sheet", "Statement of Changes in Equity (SOCIE)" and "Cash Flow". For each of the account type you can view report for specified period (Financial Year) or customize period (other than financial period).



### 13. 14.1.1 Ledger Report

If you want to view report of ledger for any specific or all general accounts you can click "Ledger Report" on the previous window. The following window is open on your screen. You have following options to have customize report or the report of your own desire.

1<sup>st</sup> of all you have to select any of the option on the 1<sup>st</sup> box either "All Accounts" or "Selected Accounts". If you have chosen "selected accounts" then you have to select Head or "Custom". Both serves the customization of the report. Then finally select the period. If company have specified financial year then select the period that can be current or any of the previous or "Custom" is used for any of the period. That can be for any period that you want to define. Finally you can check or uncheck "include the accounts with zero balance". Then press "Load".



The screenshot shows the "Ledger Report" window with several options highlighted by red arrows:

- Select an Option:** A box containing two radio buttons:  All Accounts and  Selected Accounts.
- Selection Option:** A box containing two radio buttons:  Custom and  Select Head. Below these are two buttons: "Select Accounts" and a dropdown menu set to "Accumulated Amortization".
- Select Period:** A box containing two radio buttons:  Select Period and  Custom. Below these are two date pickers: "Start Date" (19/11/2016) and "End Date" (19/11/2016).
- Include accounts with zero balance:** A checkbox labeled  Include accounts with zero balance.
- Load:** A button labeled Load.

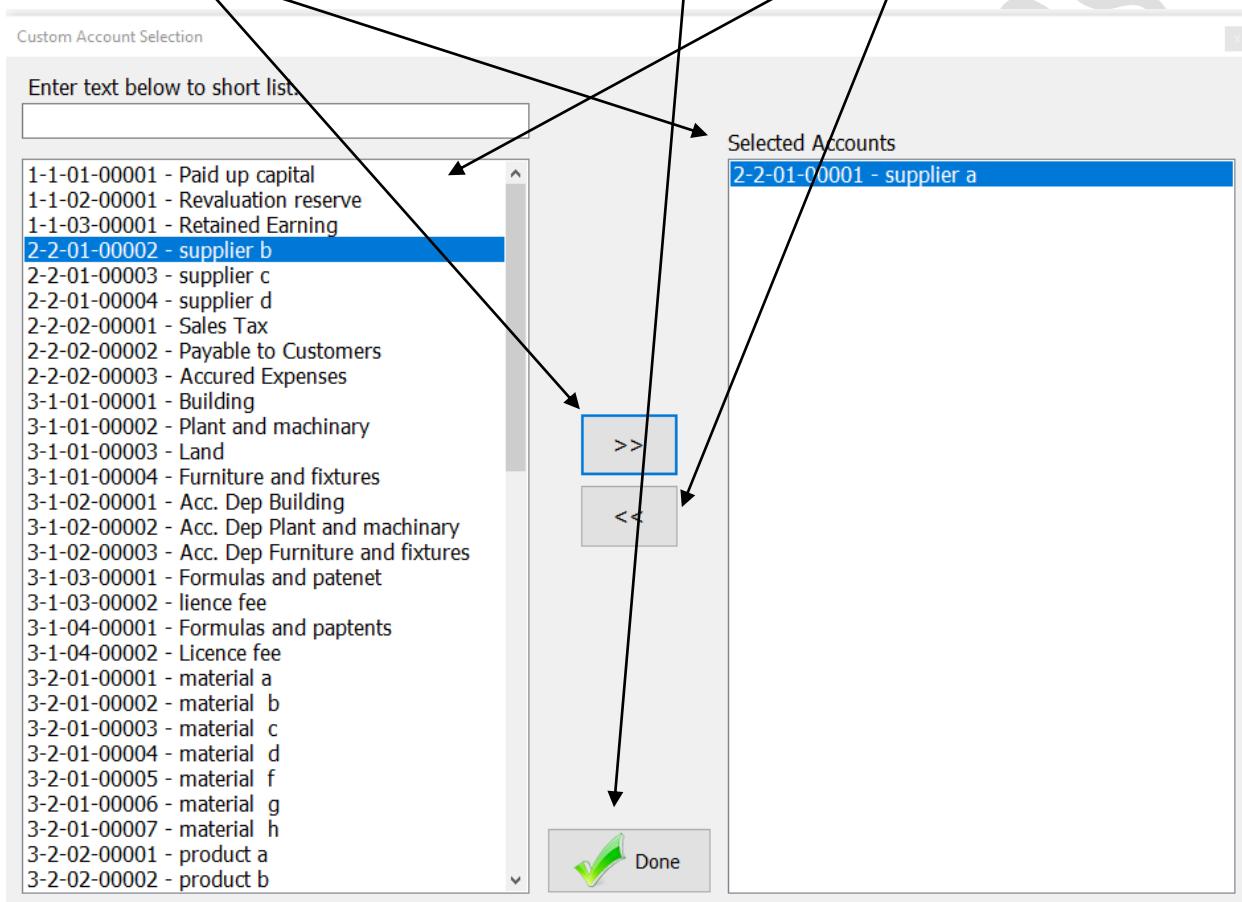
In each of the ledger following information can be view. "Date" of each transaction, "Type" of voucher "Voucher number" description of the transaction amount debited to the ledger and amounts credited to the ledger and the closing balance of the ledger.

**ahmed**

Date	Type	Vou No	Description	Dr	Cr
<b>1-1-01-00001 Paid up capital</b>					
11/18/2016	JV	JV-2016111800002	Opening Entry	0	25,190,000
11/18/2016	BR	BR-2016111800001	Opening Balance	0	125,460
11/18/2016	BR	BR-2016111800002	Opening Balance	0	125,845
11/18/2016	BR	BR-2016111800003	Opening Balance	0	542,145
<b>Totals</b>					
<b>Balance</b>					
<b>1-1-02-00001 Revaluation reserve</b>					
11/18/2016	JV	JV-2016111800001	Revaluation of Building	0	1,500,000
<b>Totals</b>					
<b>Balance</b>					

Rise with Technology

If you want to view ledger report of any of the specific account then you have to select the account head. For the purpose of selection following window will be shown on your account. On the left side of the window the list of all accounts are given and you have to select the desire account or accounts then press “>>” button for the selection, if you want to remove selection then press “<<” button on the right column the selected accounts are shown. Finally press “Done” button to view results.





Rise with Technology

71

Now you can observe the ledger report of the above selected account is shown on your screen.

Ledger Report

1 of 1 Page Width Find Next

ahmed

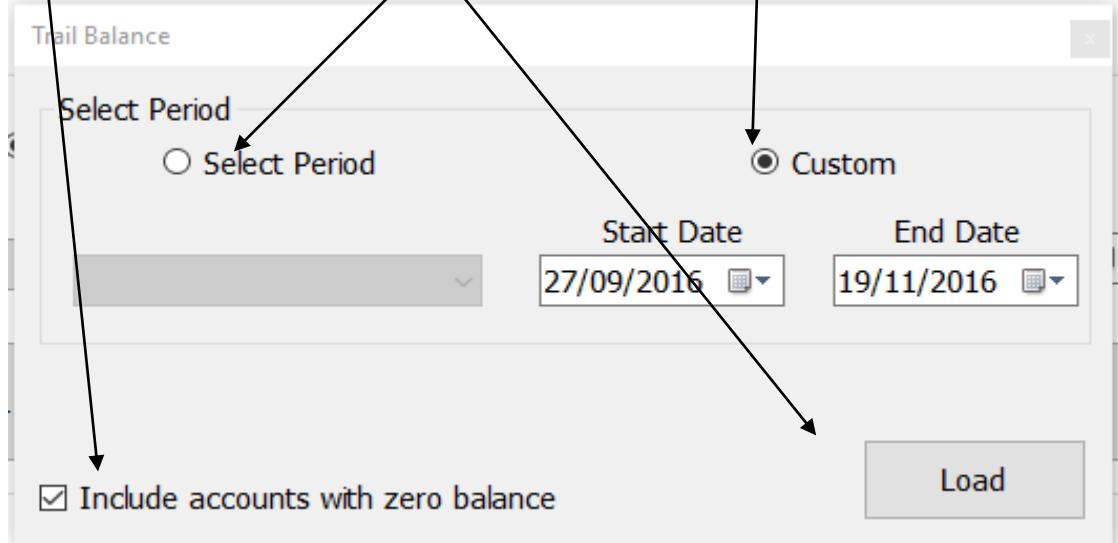
Date	Type	Vou No	Description	Dr	Cr
<b>2-2-01-00001 supplier a</b>					
11/7/2016	PV	PV-201611070001	Payable against invoice # : PV-201611070001	0	50,050
11/8/2016	GR	GR-201611080001	adjustment for goods returned against invoice # : GR-201611080001	4,235	0
11/16/2016	PV	PV-201611160003	Payable against invoice # : PV-201611160003	0	166,386
11/16/2016	GR	GR-201611160003	adjustment for goods returned against invoice # : GR-201611160003	6,045	0
11/19/2016	PV	PV-201611190004	Payable against invoice # : PV-201611190004	0	100
<b>Totals</b>				10,280	216,536
<b>Balance</b>				0	206,256

MAB Biz Solutions, 188 D-1 Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)

#### 14.1.2 Trial Balance

In this window you have following options. "Select Period" if you have already defined accounting period. Current or previous periods, if any, can be selected. In "Custom" you can view the trial balance for any of the period, period can be in days, months, or years. You can also view the accounts with the zero balance and finally press "Load" button.



Rise with Technology

The trial balance format is detailed and can be helpful for the decision making. It shows the "Account Code" of each single account as entered in the chart of account, "Description" of each account you can say account title as specified in chart of account, "opening balance" means the balances at start of the period the "Movements" during the period and finally the "closing Balance" at the end of the selected period

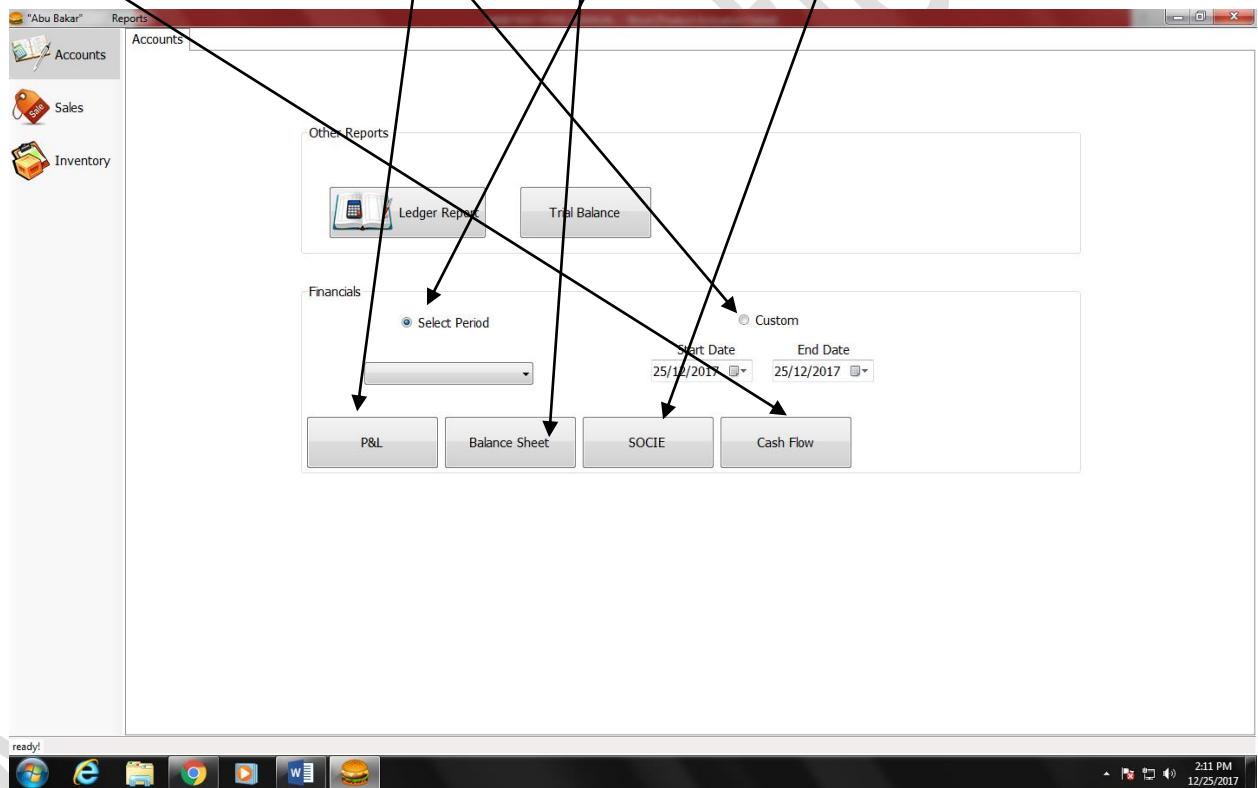
ahmed

**Trial Balance**

Acc Code	Description	Opening Balances		Movement		Closing Balances	
		Dr	Cr	Dr	Cr	Dr	Cr
1-1-01-00001	Paid up capital	0	0	0	25,983,450	0	25,983,450
1-1-02-00001	Revaluation reserve	0	0	0	1,500,000	0	1,500,000
1-1-03-00001	Retained Earning	0	0	0	0	0	0
2-2-01-00001	supplier a	0	0	10,280	216,536	0	206,256
2-2-01-00002	supplier b	0	0	0	0	0	0
2-2-01-00003	supplier c	0	0	1,350	9,210	0	7,860
2-2-01-00004	supplier d	0	0	0	0	0	0
2-2-02-00001	Sales Tax	0	0	28,876	79,085	0	50,209
2-2-02-00002	Payable to Customers	0	0	0	200	0	200
2-2-02-00003	Accured Expenses	0	0	0	28,080	0	28,080
3-1-01-00001	Building	0	0	16,500,000	0	16,500,000	0

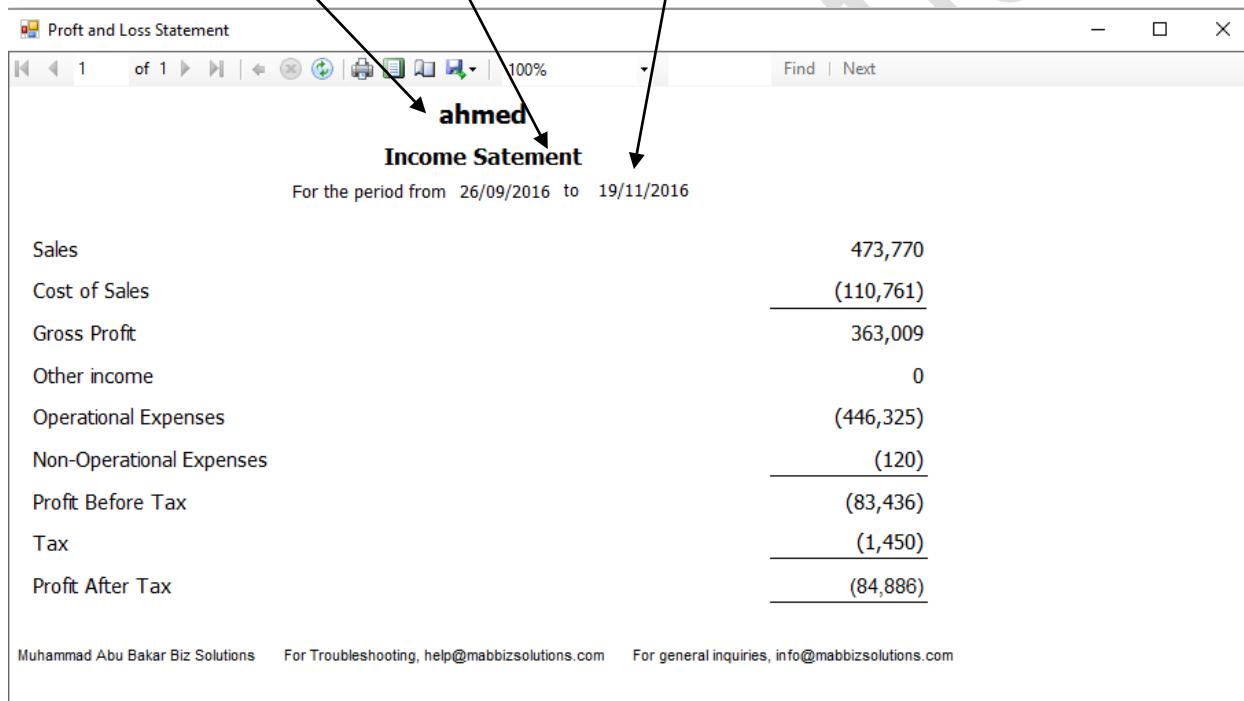
## Other Reports

Here we provide you the option view Financial Information on any specific point of time. Firstly, you must select the period whether by choosing to view the entire duration e.g. from the beginning till today or alternatively you can customize the process and then choose any of the four Statements that you want to view. You can choose from the P/L Account, Balance Sheet, Statement of changes in Equity and cash flow.



### 14.1.3 P&L

For the Income Statement return to the account reports then select the period as specified earlier and the press "P&L" button. Profit and Loss for the period specified by you will be shown on your screen. The format of the balance sheet is as per International Financial Reporting Standard. It simply show the name of the company name of report and start and end date of period for which report is being watch.



ahmed

**Income Statement**

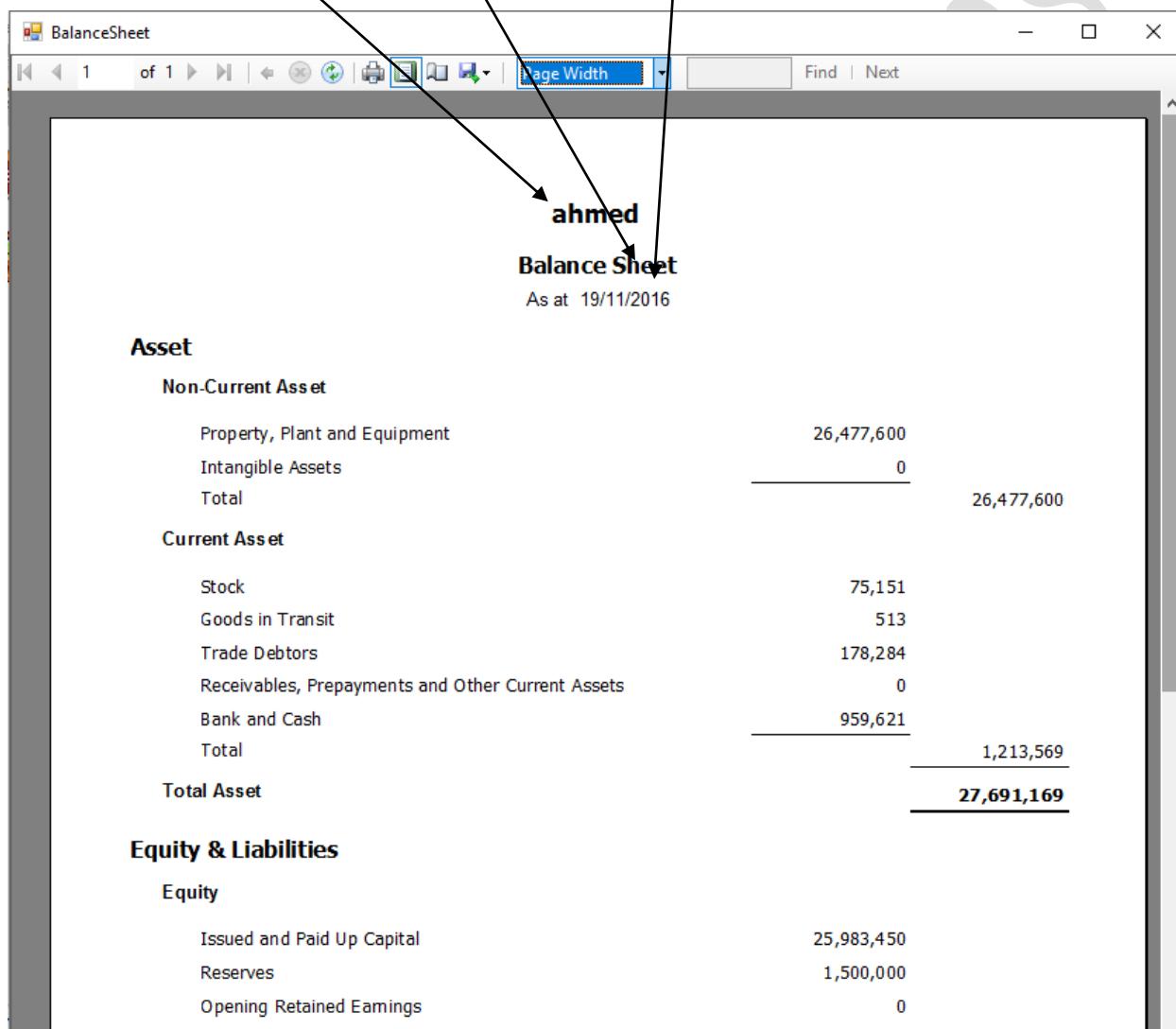
For the period from 26/09/2016 to 19/11/2016

Sales	473,770
Cost of Sales	(110,761)
Gross Profit	363,009
Other income	0
Operational Expenses	(446,325)
Non-Operational Expenses	(120)
Profit Before Tax	(83,436)
Tax	(1,450)
Profit After Tax	(84,886)

Muhammad Abu Bakar Biz Solutions For Troubleshooting, [help@mabbizsolutions.com](mailto:help@mabbizsolutions.com) For general inquiries, [info@mabbizsolutions.com](mailto:info@mabbizsolutions.com)

#### 14.1.4 Balance Sheet

For the balance sheet return to the account reports then select the period as specified earlier and the press "Balance Sheet" button. Balance sheet for the period specified by you will be shown on your screen. The format of the balance sheet is as per International Financial Reporting Standard. It simply show the name of the company name of report and end date of period for which report is being watch.



ahmed

Balance Sheet  
As at 19/11/2016

**Asset**

**Non-Current Asset**

Property, Plant and Equipment	26,477,600
Intangible Assets	0
<b>Total</b>	<b>26,477,600</b>

**Current Asset**

Stock	75,151
Goods in Transit	513
Trade Debtors	178,284
Receivables, Prepayments and Other Current Assets	0
Bank and Cash	959,621
<b>Total</b>	<b>1,213,569</b>

**Total Asset**

**27,691,169**

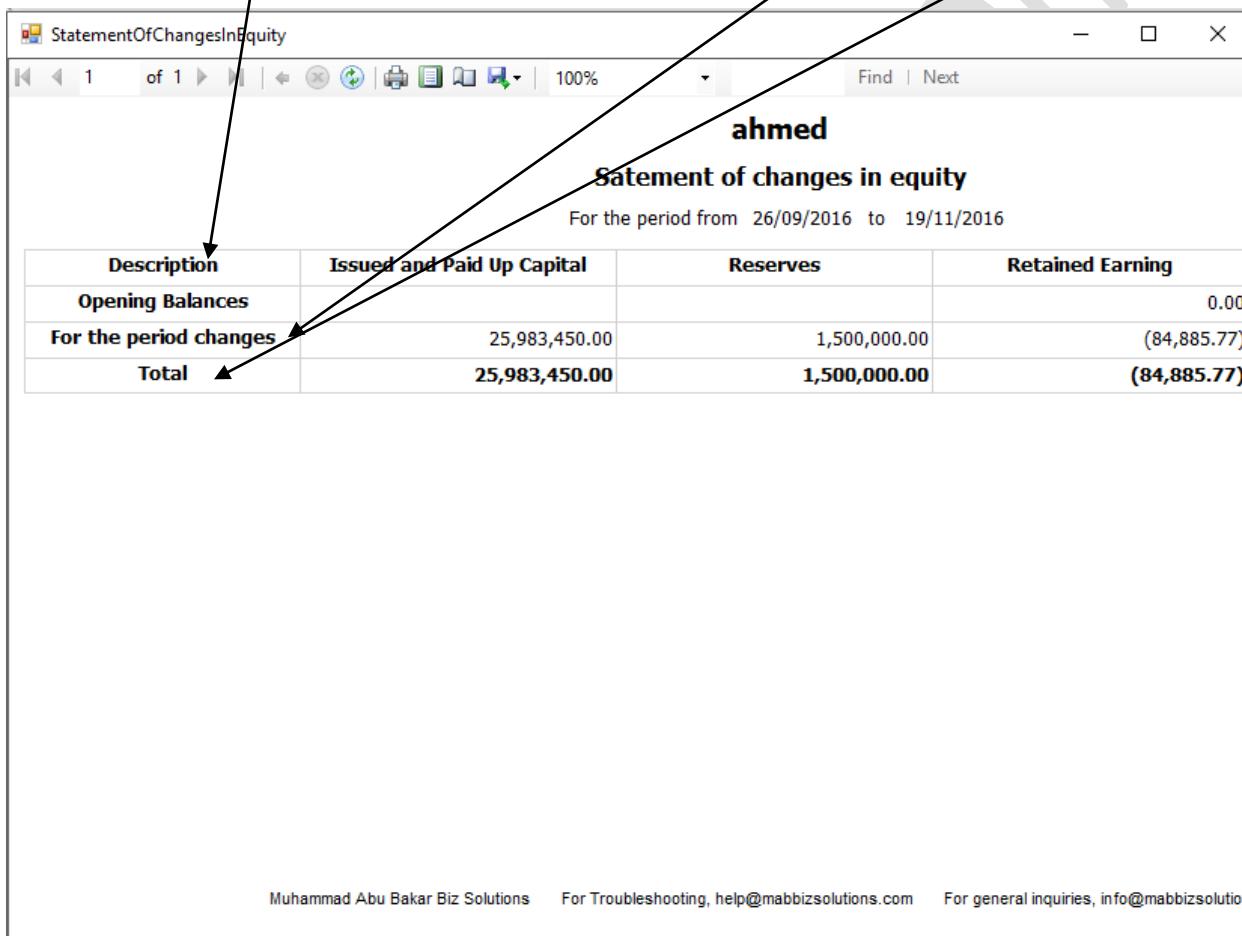
**Equity & Liabilities**

**Equity**

Issued and Paid Up Capital	25,983,450
Reserves	1,500,000
Opening Retained Earnings	0
<b>- - - - -</b>	<b>- - - - -</b>

**14.1.5 SOCIE**

For the Statement of Changes in Equity" return to the account reports then select the period as specified earlier and the press "SOCIE" button. Statement for the period specified by you will be shown on your screen. The format of the balance sheet is as per International Financial Reporting Standard. It simply show the name of the company name of report and start and end date of period for which report is being watch. Description of each capital opening balances and changes during the period and total amounts are shown in report.

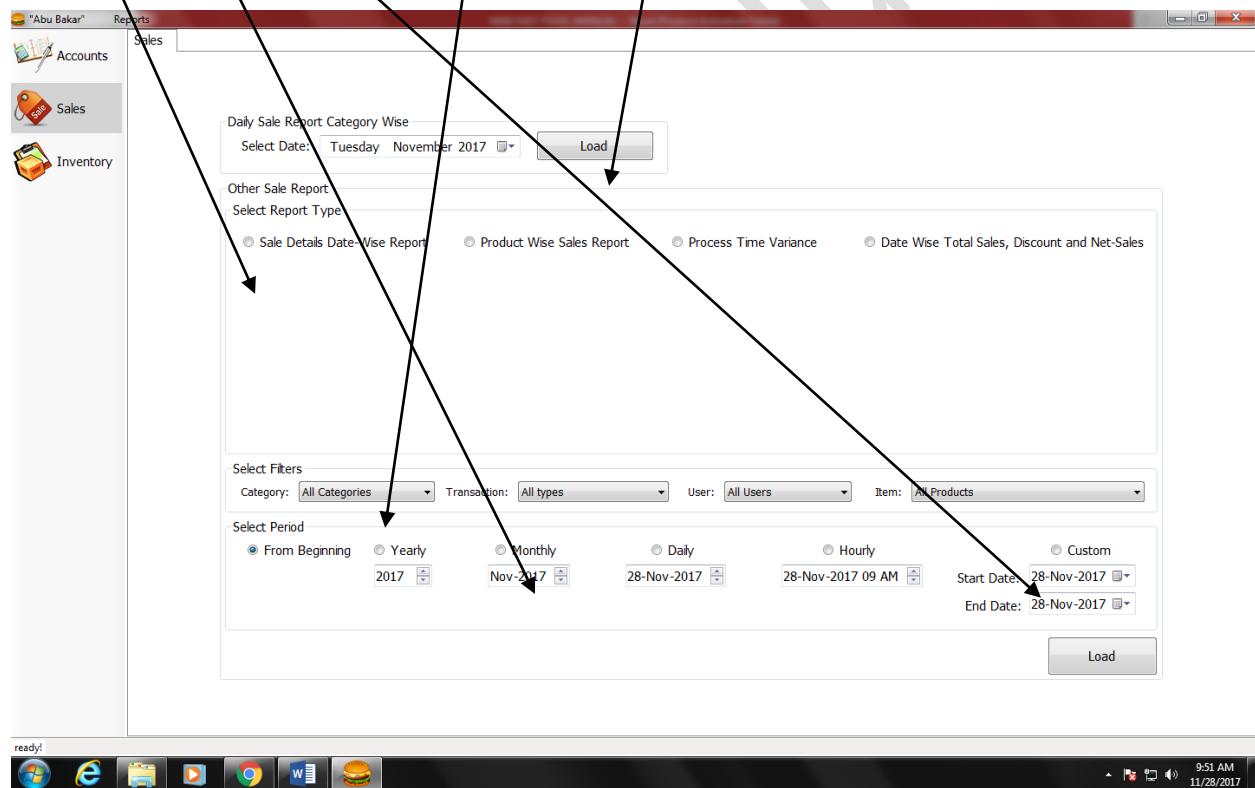


Description	Issued and Paid Up Capital	Reserves	Retained Earnings
<b>Opening Balances</b>			0.00
<b>For the period changes</b>	25,983,450.00	1,500,000.00	(84,885.77)
<b>Total</b>	<b>25,983,450.00</b>	<b>1,500,000.00</b>	<b>(84,885.77)</b>

Muhammad Abu Bakar Biz Solutions    For Troubleshooting, [help@mabbisolutions.com](mailto:help@mabbisolutions.com)    For general inquiries, [info@mabbisolutions.com](mailto:info@mabbisolutions.com)

## 14.2 Sales Report

The sales reports have multiple customization. For the purpose when you press "Sales" in the report section. The following window is shown on your screen. The customizations available in sales are; "Daily" shows the report showing the sales of specific date, "Monthly" will show the report on sales of specific month for the period specified by you, "Period" shows the sales for the specified period, custom shows the customize period. If you have multiple locations then you have option to have cumulative report or the report for any of the period. The final format can contain transactions type by which user and the category of the product.





Rise with Technology

### 14.2.1 Sales Details Date-Wise Report

The sales details date shows all the transaction recorded in the chosen period and provide the precise details about the transactions.

The screenshot displays the 'Sales Details DateWise Report' application window. The interface includes a toolbar at the top with various icons, a header section with the date range (Start Date: 12/19/2017, End Date: 12/19/2017), and a main data grid. The data grid shows two separate transactions. Transaction 1 (Inv #: SV-2017-12-19-000001) is for a '250 Can Diet Coke' with a quantity of 15, a rate of 65, and a total amount of 878. Transaction 2 (Inv #: SV-2017-12-19-000002) is for a 'Pizza Chicken Tikka 21" Thin Crust' with a quantity of 1, a rate of 1750, and a total amount of 1,663. Both transactions were processed in 4 minutes and saved at 7:12:00 PM. The software also shows the total number of records (1 Of 1) and the date (12/25/2017) at the bottom.

Sr #	Product Code	Product Name	QTY	Rs./U	Amount
1	3-2-04-00008	250 Can Diet Coke	15	65	878

Sr #	Product Code	Product Name	QTY	Rs./U	Amount
1	1-02-00002	Pizza Chicken Tikka 21" Thin Crust	1	1750	1,663

MAB Biz Solutions, 188 D-1Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)



Rise with Technology

80

## 14.2.2 Product Wise Sale Report

The Report show quantity of all the items sold along with their price and there Sale Amount.

Product Code	Product Name	Quantity	Sale Price	Sales Amount
1-02-00002	Pizza Chickhen Tikka 21" Thin Crust	1	1,750	1,663
3-2-04-00008	250 Can Diet Coke	15	65	878
Total :				2,541

MAB Biz Solutions, 188 D-1Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)



Rise with Technology

### 14.2.3 Process Time Variance

This includes categorizes transactions by their type and showing the processing time and order time and their difference shown in the variance box.

Report Process Time Variance

NY212

Start Date : 12/19/2017 End Date : 12/19/2017

Date	Invoice #	Transaction Type	Process Time	Order Time	Variance
12/19/2017	SV-2017-12-19-000001	Dine In	4	0	4
12/19/2017	SV-2017-12-19-000002	Dine In	4	0	4

Muhammad Abu Bakar Biz Solutions For general inquiries, 0321-7969779 1 Of 1

ready!

2:53 PM 12/25/2017

MAB Biz Solutions, 188 D-1Model Town, Lahore.

Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)



Rise with Technology

#### 14.2.4 Date wise Total Sale, Discount and Net-Sale

This is the complete summary of Total Net amount received plus the Total Discount given and Gross Amount at any specified period.

Report DateWise Total Sales, Discount and Net-Sales

NY212

Start Date : 12/19/2017 End Date : 12/19/2017

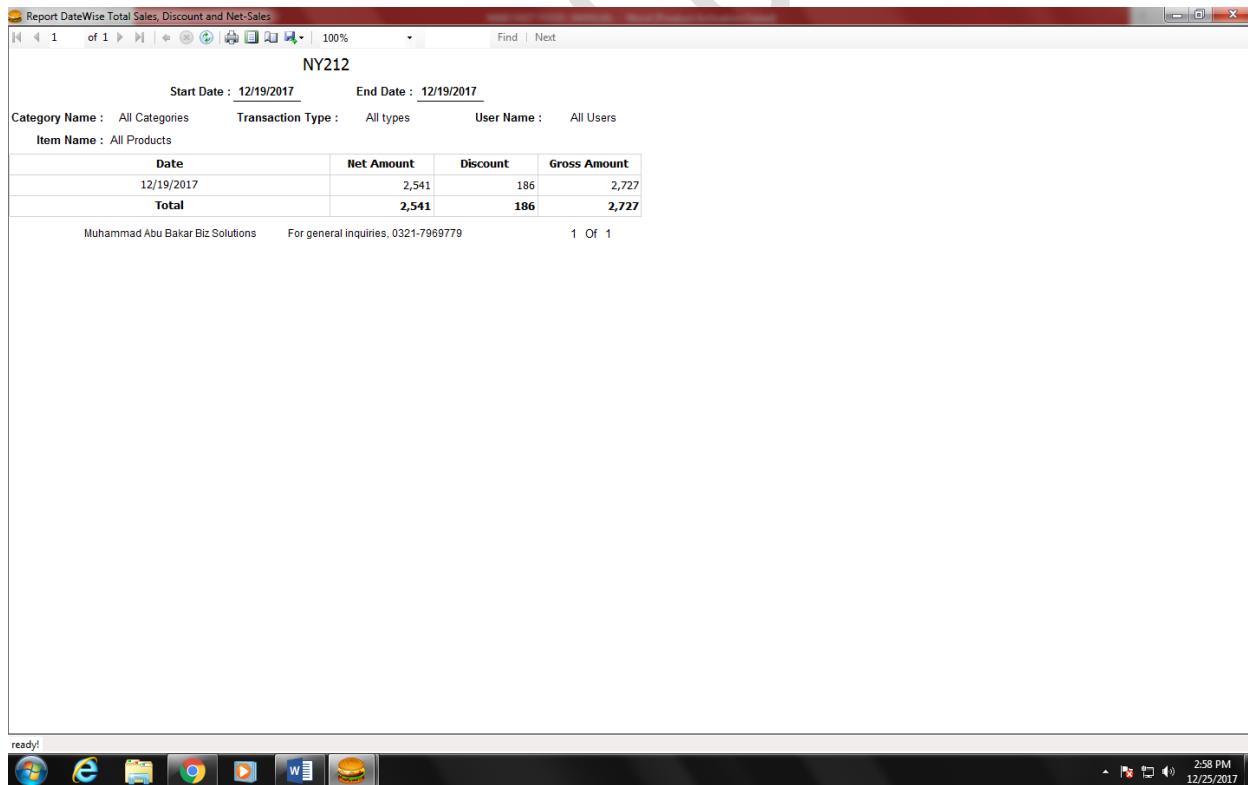
Category Name : All Categories Transaction Type : All types User Name : All Users

Item Name : All Products

Date	Net Amount	Discount	Gross Amount
12/19/2017	2,541	186	2,727
<b>Total</b>	<b>2,541</b>	<b>186</b>	<b>2,727</b>

Muhammad Abu Bakar Biz Solutions For general inquiries, 0321-7969779 1 Of 1

ready! 2:58 PM 12/25/2017



MAB Biz Solutions, 188 D-1Model Town, Lahore.

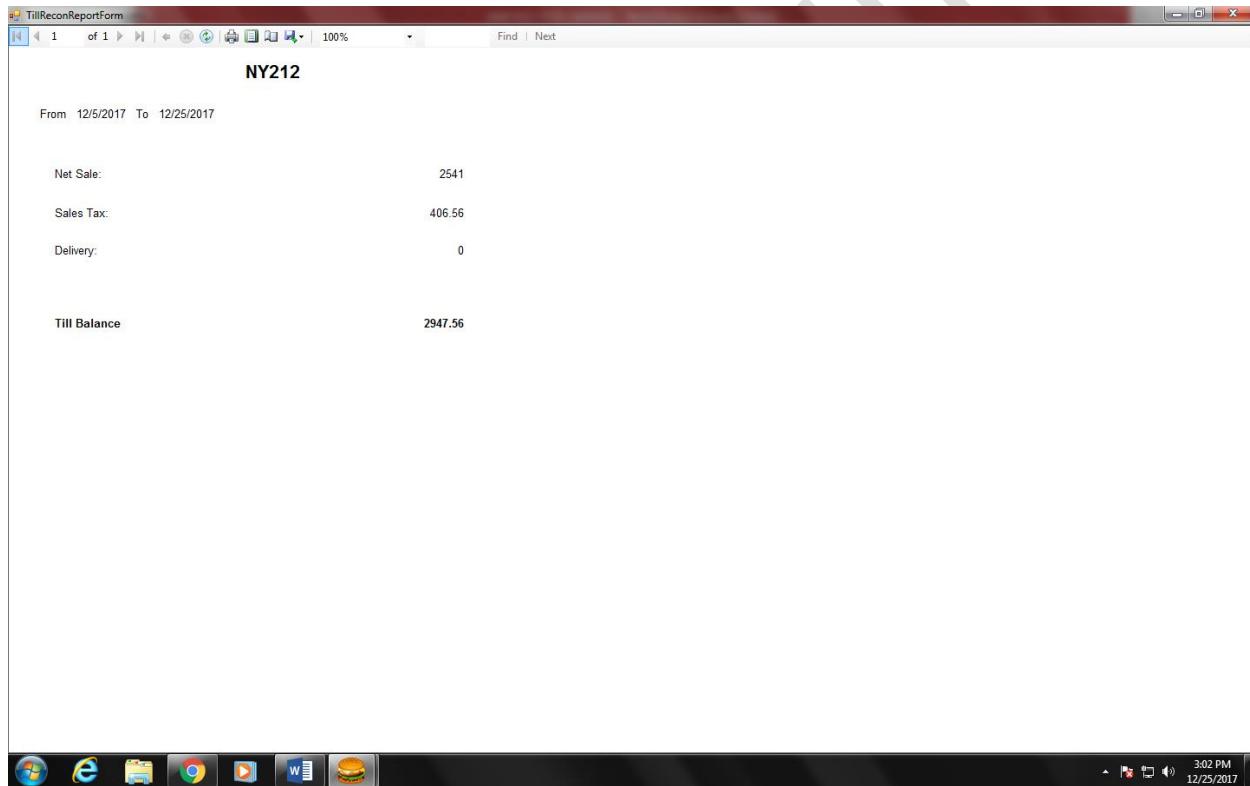
Visit us: [www.mabbizsolutions.com](http://www.mabbizsolutions.com)



Rise with Technology

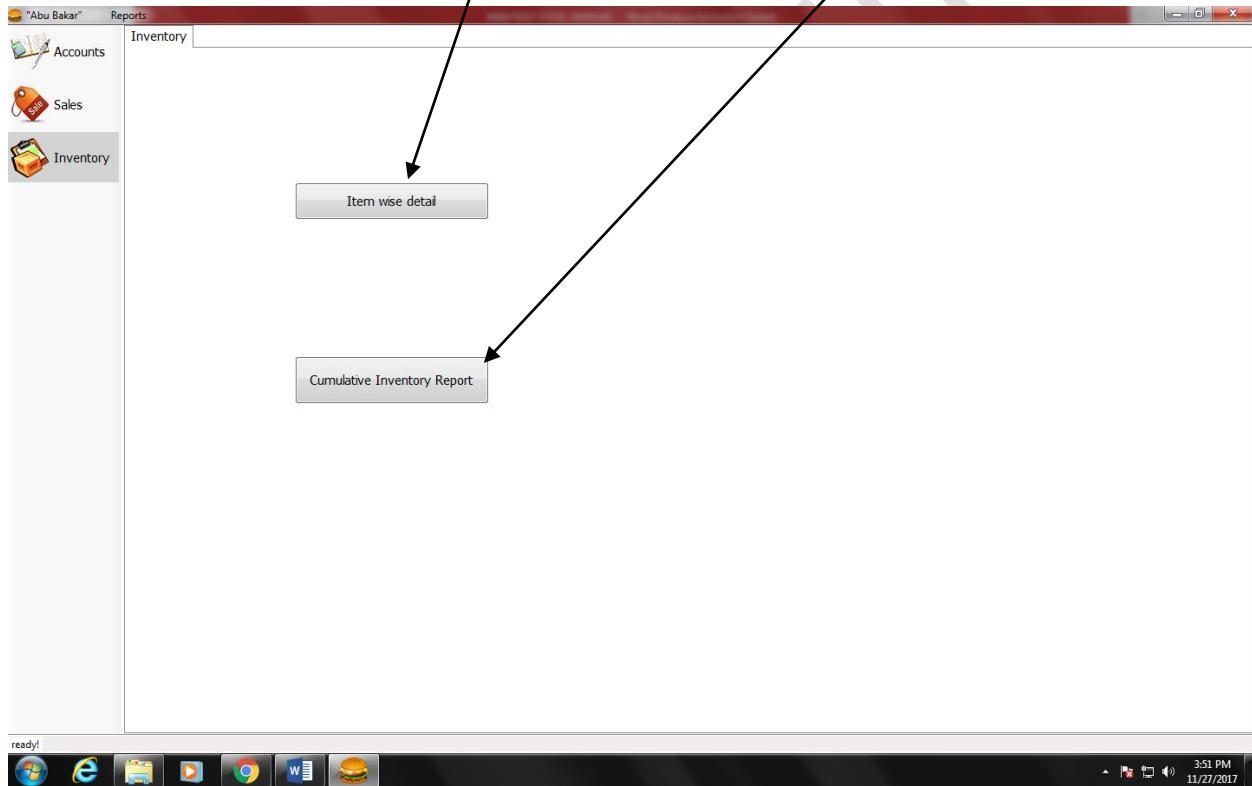
#### 14.2.5 Till Reconciliation

This new Feature has been included for the comparison with the till balance. It includes the net sales plus sales tax plus any delivery charges and this should be equal to Till Balance.



## Inventory

There are two options here are “Item wise detail” and “Cumulative Inventory Report”. Let’s look at these two in detail.



## Item wise Details

This gives you access to the individual raw material cost per unit and quantity. Firstly, select the product and select the period for which you want to see the result of and press “view detail” and the entire history of movement’s inventory of that item and a summary shows that quantity, Cost per unit and Total cost and this sheet can be printed.

Item Wise Inventory Detail

Period Selection

Select Period

Custom

Start Date: 27/01/2017

End Date: 27/11/2017

01/07/2017 - 30/06/2018

Period Selection

Select Stock Account : 3-2-01-00001

Account Code: 3-2-01-00001

Account Description: Cheese

[View Detail](#)

Opening Balance			
Date	Quantity	Cost Per Unit	TotalCost
30/06/2017	0.00	0.00	0.00

Receipt			Issue			
Date	Quantity Received	Cost Per Unit	Total Received Cost	Quantity Issued	Cost Per Unit	Total Cost Issue
04/11/2017	4,000.00	0.10	400.00			
04/11/2017	1,000.00	0.10	100.00	1,000.00	0.10	100.00
17/11/2017				860.00	0.10	86.00
17/11/2017				180.00	0.10	18.00
17/11/2017				860.00	0.10	86.00
17/11/2017				180.00	0.10	18.00
17/11/2017				540.00	0.10	54.00
17/11/2017				200.00	0.10	20.00
17/11/2017				360.00	0.10	36.00

Closing Balance			
Date	Quantity	Cost Per Unit	TotalCost
30/06/2018	820.00	0.10	82.00

Units are in: gm

[Print](#)



### Cumulative Inventory Details

In cumulative Inventory details it shows the entire inventory available all you have to do is to select the period for with you want to view the inventory at any point in time from the start or alternative you can customize the period you want to view and press "Load Details".

**Cumulative Inventory Detail**

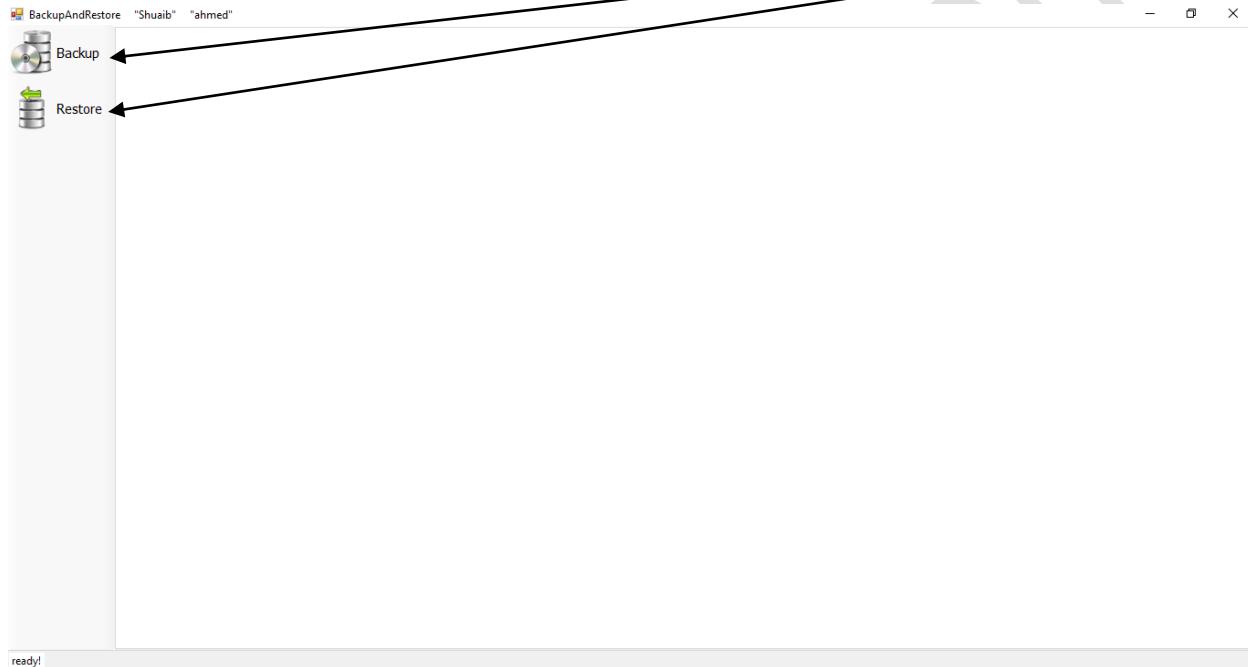
Product Code	Product Name	Opening Balance	Received QTY	Issued QTY	Closing Balance
3-2-01-00001	Cheese	0.00	5,000.00	4,180.00	820.00
3-2-01-00002	Chicken Tikka	0.00	5,100.00	3,400.00	1,700.00
3-2-01-00003	Onions	0.00	3,000.00	1,409.00	1,591.00
3-2-01-00018	salt	0.00	0.00	3.00	-3.00
3-2-01-00021	White Pepper	0.00	0.00	3.00	-3.00
3-2-01-00027	Oil	0.00	49.50	27.50	22.00
3-2-01-00029	Black Pepper	0.00	0.00	3.00	-3.00
3-2-01-00043	Garlic and Mayo Sauce	0.00	0.00	42.00	-42.00
3-2-01-00044	Flour	0.00	4,900.00	2,562.50	2,337.50
3-2-01-00045	garlic paste	0.00	0.00	20.00	-20.00
3-2-01-00046	knor Cub	0.00	0.00	0.50	-0.50
3-2-01-00047	Cheddar cheese	0.00	0.00	50.00	-50.00
3-2-01-00048	Adam s Milk	0.00	0.00	1.00	-1.00
3-2-01-00049	Adam Butter	0.00	0.00	100.00	-100.00
3-2-01-00053	Tomato paste	0.00	1,600.00	761.90	838.10
3-2-01-00054	Pizza Spices	0.00	80.00	38.10	41.91
3-2-01-00057	Water	0.00	2,574.00	1,300.00	1,274.00
3-2-01-00062	Blend	0.00	180.00	100.00	80.00
3-2-03-00001	sauce white sauce	0.00	1,100.00	10.00	1,090.00
3-2-03-00002	Common Sauce	0.00	800.00	1,778.00	-978.00

**Print**



## 14. Back Up & Restore

For the back up or restore the database on home screen an icon is given. When you press this icon the following window is shown on your screen. Two options are given "Backup" and "Restore"



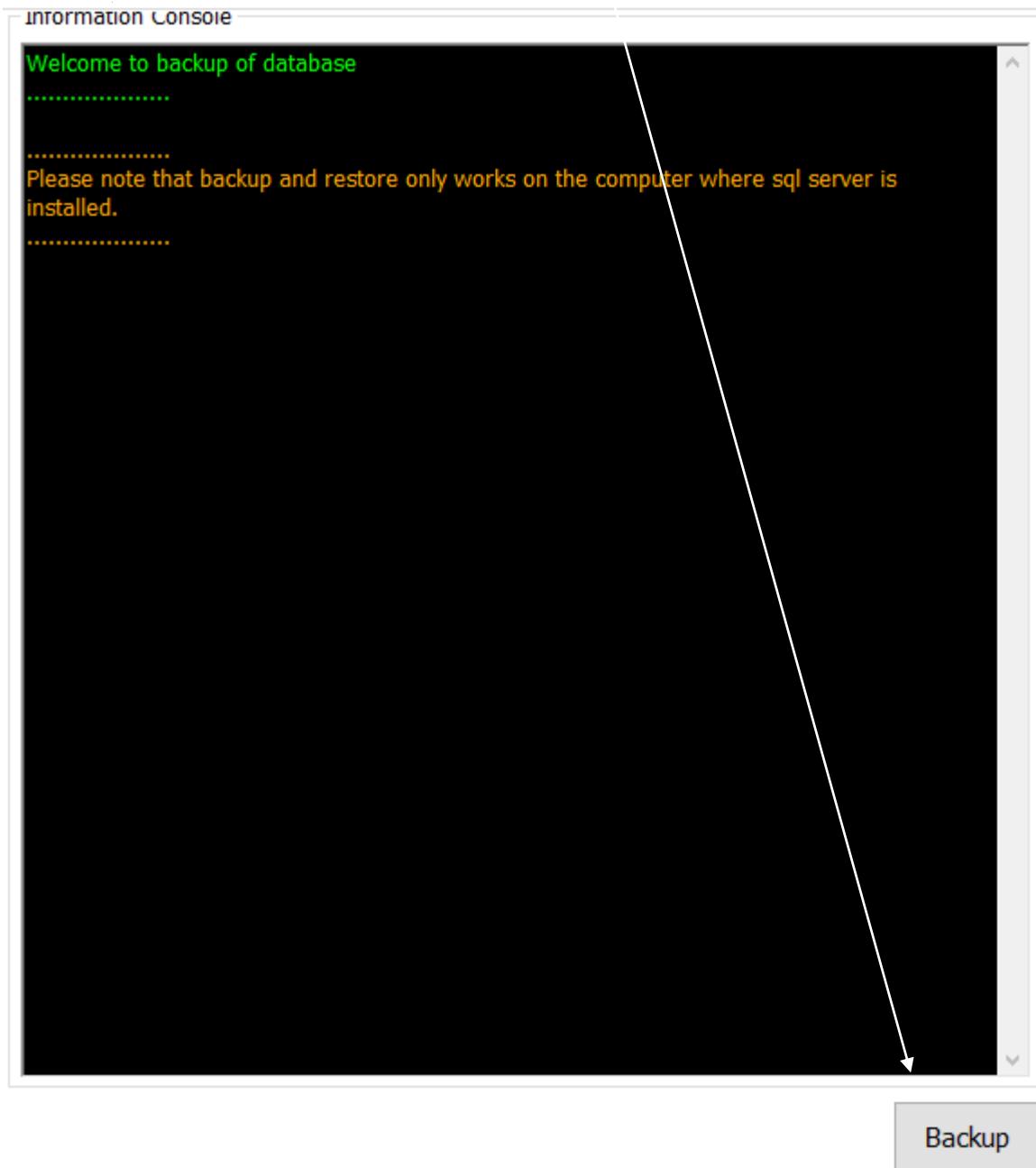


Rise with Technology

88

## 15.1 Backup

It is basically a security tool used for the protection of data. When you press the backup button the following screen appears on your computer window. Create a folder with the name backup in "D' Drive" at server. For the backup you have to press Backup to Proceed.



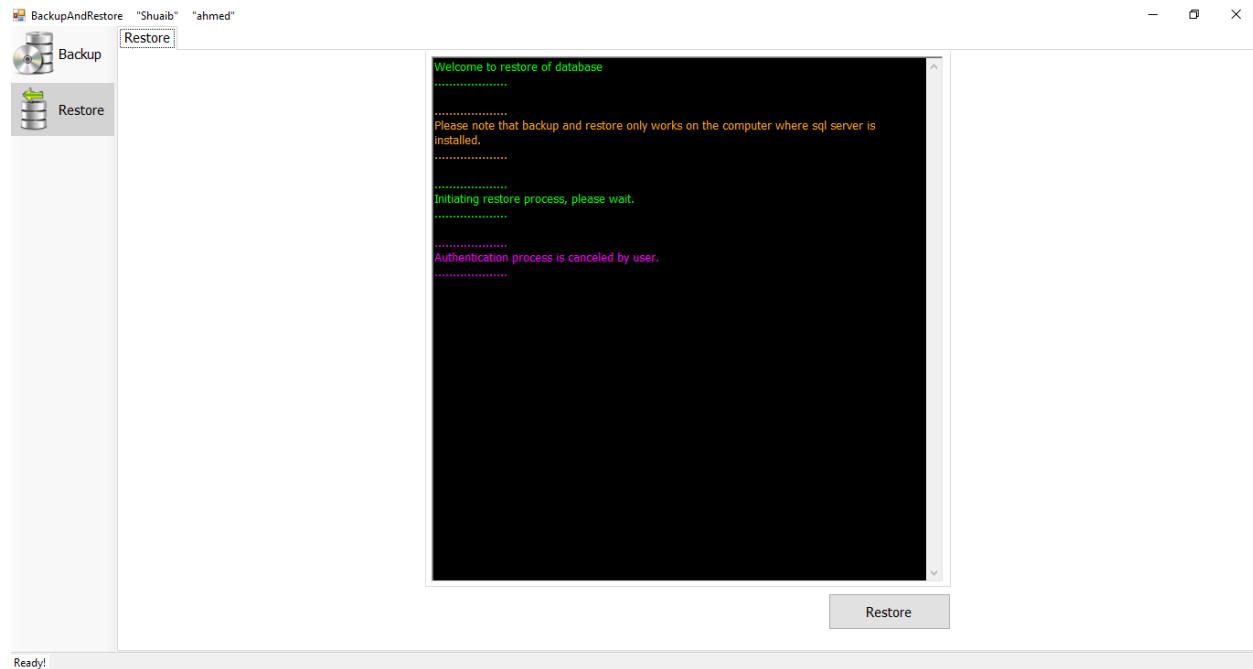


Rise with Technology

89

## 15.2 Restore

For the purpose of restore press restore icon. The following window will be open on your screen.



When you press Restore button the system will require the authentication. You have to provide "User Name" and "Password" then press "authenticate"

