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**Easy Bill P Series- Foods n Beverages**

**Android Tablet Application**

**User Manual**

**Version 1.0**

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WeP Solutions Limited

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## 1. Login Screen

Login Screen is the first screen, when application launches. User can login the application by entering valid credentials. Default Login credential are:

**Username: admin**

**Password: admin**

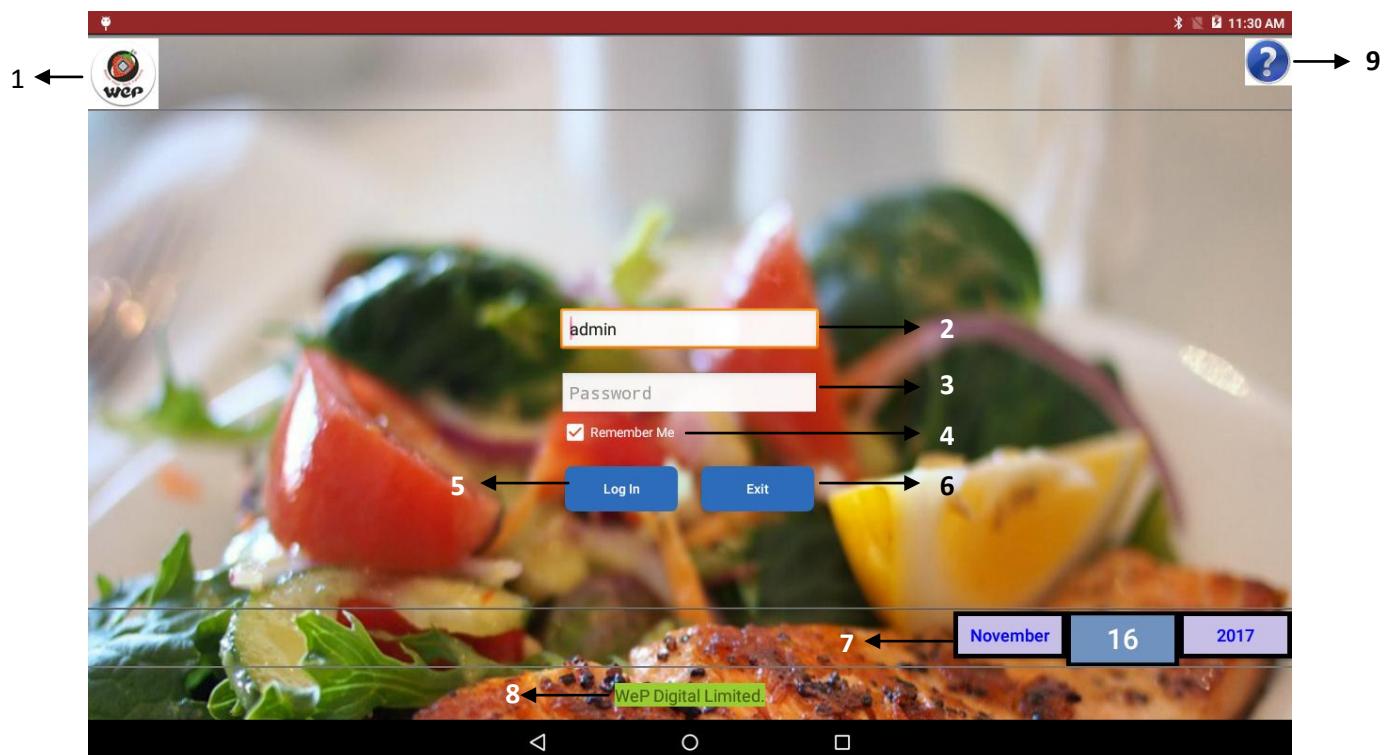


Figure 1: Login Screen

Label	Field	Description
1	WeP Logo	Click on WeP logo to get information about the application like app version and organization.
2	Username	User has to enter his username as configured in the application
3	Password	User has to enter his password relevant to his username.



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4	Remember me	If user selects remember me option then on re-launching of app, the app will automatically populate the last username used for login in username field.
5	Log in	Log in button to enter into the application if login credentials are valid.
6	Exit	To exit from the system.
7	Date	Current system date.
8	WeP Branding	WeP Solutions Ltd. Branding.
9	Help	User can access Quick start guide and User manual

#### 1.1 WeP Logo – on top left corner

On clicking on WeP logo, user will get all the information about the current version of application running on device and about the Organization, e.g.: WeP Solutions Limited.

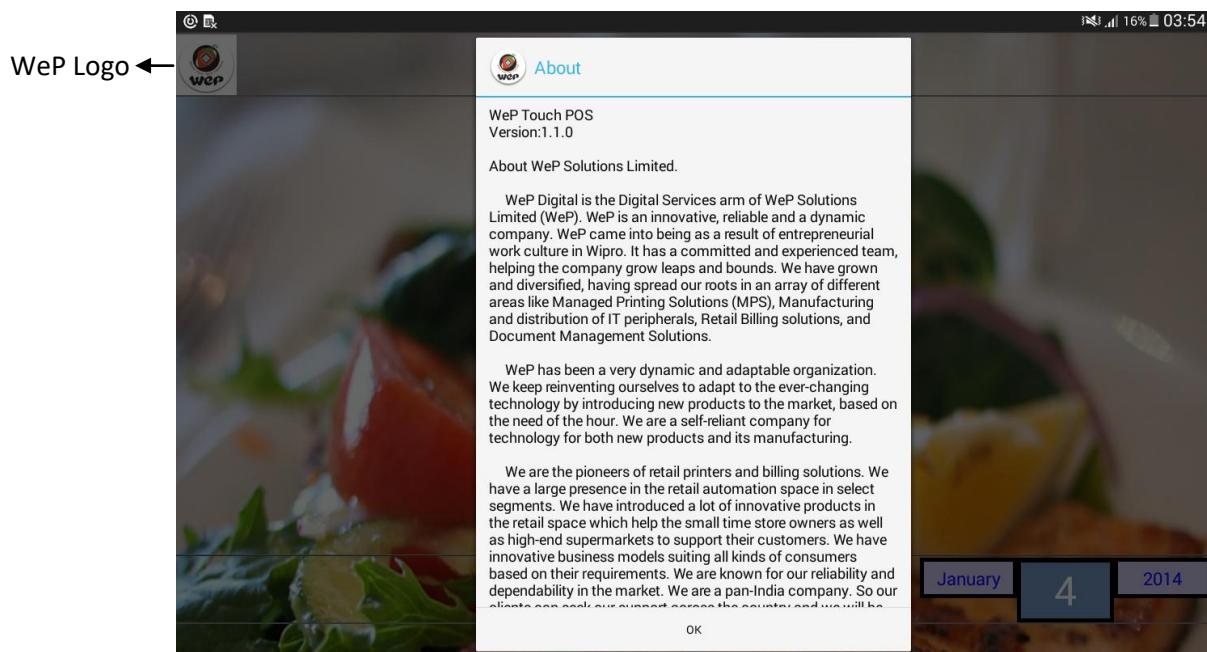


Figure 2: About



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## 2. Owner's Details Screen

When a user logs in for the first time then user has to fill the details as shown in Owner Details.

Note:

1. *Owner Details screen will appear every time user logs in until he makes his first bill.*
2. *After making first Bill/Invoice, user will no longer be able to modify these details except GSTIN, Ref No., Bill No. prefix. Before that user can modify "Owner Details".*

The screenshot shows the 'Owner Details' screen for an administrator. The top bar indicates 'ADMIN Date:06-09-2017'. The screen lists the following fields with their values:

Field	Value
1 NAME*	Jaggi Sweets
2 GSTIN	24TTBCR1718E1Z5
3 Reference No	reference no
4 PHONE*	9876543201
5 E-MAIL*	jaggisweets@xyz.com
6 ADDRESS*	Near Anardana chowk, Adalat bazaar, Patiala
7 BillNo Prefix	JS
8 POS*	Punjab 03
9 IS MAIN OFFICE	Yes

At the bottom are three buttons: 'Add' (blue), 'Clear' (blue), and 'Close' (blue). Arrows below the buttons are labeled 10, 11, and 12 respectively.

Figure 3 : Owner's Detail

Label	Field	Description
1	Name	Name of the firm.
2	GSTIN	GSTIN code of the owner. Must be 15 characters.
3	Reference number	Reference number is unique number generated



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		while registering on the WeP GSP Panel.
4	Phone	Phone number of the owner. (Limit: 10 digits only)
5	Email	Email id of the owner.
6	Address	Address of the owner.
7	Bill number Prefix	Bill number Prefix. (If any)
8	POS	Place of supply of the owner.
9	Is Main Office?	Whether the mentioned address is main office or not.
10	Add	Add/Update owner's details into the database.
11	Clear	Clear all the fields.
12	Close	Close the current screen.



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### 3. Home Screen

Home Screen provides mechanism to access various billing and configuration modules.



Figure 4 : Home Screen

Label	Field	Description
1	Username	Shows name of the user currently logged in.
2	Date	System Date.
3	Screen Name	Name of the current screen.
4	Screenshot	Allows user to take screenshots. Screenshots will be saved at Device Storage >WeP_ScreenShots
5	Logout	Logout.



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### 3.1 Dine In

Upon selecting DineIn service, user first has to select the table and waiter. Once table and waiter are selected, it will automatically be redirected towards DineIn Service module.

User can also do advance table booking, check status of table(s) being occupied or directly go to DineIn without selecting table and waiter, if he wants to access already made KOT.

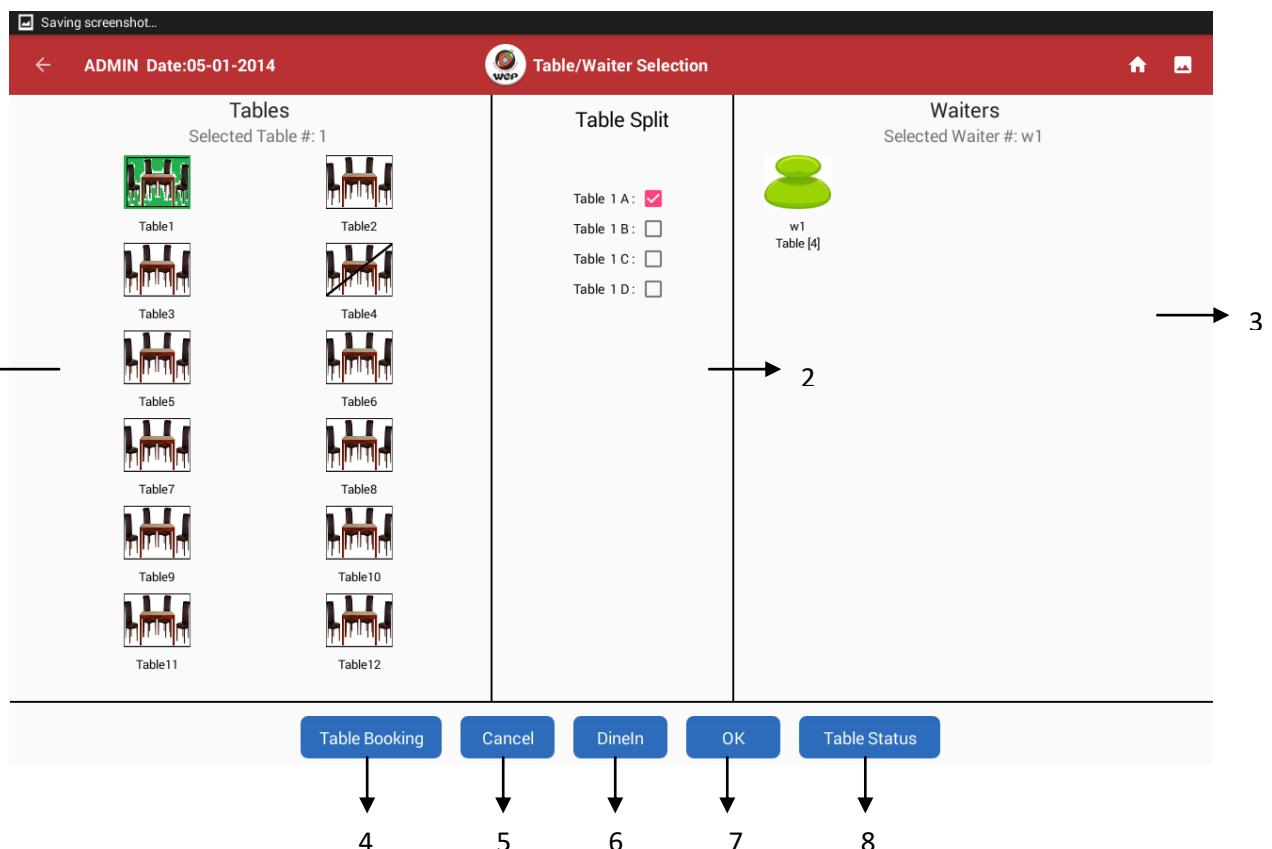


Figure 5: Table Waiter Selection

Label	Field	Description
1	Tables List	<p>It shows all the tables of his restaurant whether it is already booked or available for booking.</p> <p>Table with strike through depicts, not available for booking.</p> <p>Green table is the user selected table.</p>



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		Orange Table shows advance booked table.
2	Table Split	Application provides facility for user to split a table so that two or more different consumers can share it. This option can be enabled/disabled from settings. <a href="#">See Details</a> in Section 3.6.9.4.
3	Waiters	Waiters can be assigned to the table. Same waiter can also be assigned to multiple tables.
4	Table Booking	To book a table for a customer in advance for the same day. <a href="#">See Details</a> in Section 3.1.1.
5	Cancel	To cancel and go back to home screen.
6	Dine in	It will redirect you to the DineIn screen without table and waiter selection.
7	OK	Once table is selected and waiter has been assigned user will enter to the "Dine In" screen where KOT can be made for customer.
8	Table Status	Here user can find out which all tables are occupied/booked



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### 3.1.1 Table Booking

Allows a user to book a table in advance.

S.No	Customer Name	Time For Booking	Table No	Mobile No	Delete
1	Sachin verma	11:44	1	9876543201	
2	Vishal	11:49	2	7890654321	
3	Mustang garg	11:50	3	5698740321	
4	Rajesh kumar	16:50	3	9865412302	
5	Pankaj gupta	11:51	6	4569873201	
6	Mahesh sharma	15:52	8	1478523690	
7	Rishav goyal	16:48	7	4758963201	
8	Tammana	12:54	11	9874562581	
9	Shawti verma	16:50	12	8523697410	
10	Iresh mehta	13:56	8	9876542031	
11	Ram singh	15:01	3	6258931458	

1      2      3      4      5      6      7      8      9      10

Figure 6: Table Booking

Label	Field	Description
1	Customer Name	Name of the customer.
2	Time	Booking time.
3	Search Mobile no.	Search table by customer mobile number.
4	Table	Choose table to book.
5	Search	Search.
6	Clear	Clears all fields.



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7	Close	Closes the current screen.
8	Customer Mobile	Mobile number of the customer.
9	Book	Saves the details into database.
10	Update	Updates an existing record.

#### 3.1.2 Table Status

Allows a user to check table booking status.

S.No	Table No	In Time	Status
1	5	12:22:12	Occupied
2	10	12:22:36	Occupied
3	2	12:23:40	Occupied
4	9	12:23:55	Occupied
5	12	12:24:14	Occupied
6	1	12:24:38	Occupied
7	4	12:24:54	Occupied
8	3	12:25:09	Occupied
9	6	12:25:21	Occupied
10	7	12:25:35	Occupied
11	8	12:25:47	Occupied

1 → 1  
5 → 2  
2 → 3  
3 → 4

Figure 7: Table Status

Label	Field	Description
1	Tables List	List of tables with their booking status.



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2	Search	Search table by table number.
3	Clear	Clears all fields.
4	Close	Closes the current screen.
5	Search Table	Check status by searching table.

#### 3.1.3 Dine in Billing Screen



Figure 8 : Dine in Screen

Label	Field	Description
1	Mobile number	User can fetch customer data by entering his mobile number. If the mobile number already exists in the system, it will automatically be fetched and populate customer GSTIN in field 2.



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		<i>Note: User cannot add a new customer here.</i>
2	Customer GSTIN	Customer's GSTIN.
3	Table Number	Table number for which KOT is being generated.
4	Waiter Name	Name of the waiter who is assigned to that table.
5	Items List	User can choose items from the items list according to customer's choice.
6	Interstate	If user is supplying items out of the state, then he has to check the Interstate checkbox and select the state to which he is supplying his items. <i>Note: IGST will be applied.</i>
7	Search Item Name	User can search for an item by its name.
8	Search Item Code	User can search for an item by its code.
9	Kitchen Order Taken (KOT)	The list shows the selected items that customer ordered. Items can be added and removed from the list before paying for the bill.
10	Order Number	Shows which order number it is.
11	Save KOT	This saves the KOT for particular table. Multiple KOTs can be saved for a table. After billing for that table, KOT is cleared.
12	Print/Save KOT	Besides saving the KOT for a table, it also prints the KOT.
13	Print Bill	User can directly print the bill. Directly printing the bill will make payment mode by cash by default.
14	Pay bill	Provide various modes of payment. e.g.: credit card, e-Wallet.



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15	Clear	Clear all the details and fields.
16	Delete Bill	Deletes the existing bill from the database by bill date and bill number. Deleting a bill requires manager's authentication. <a href="#">See details</a> in Section 3.4.3
17	Reprint Bill	User can reprint an existing bill by the bill no. and bill date. <a href="#">See details</a> in Section 3.4.4
18	KOT Status	Tells user about "In time" which the time the table has been occupied.
19	Load KOT	Allows user to load a saved KOT of a table
20	Modify KOT	Allows user to modify KOT of a table. <i>Note: Modification can be done only after loading KOT for a table.</i>
21	Reprint KOT	Allows user to print KOT again according to table number and table split number.
22	Cancel Order	Allows user to void KOT.
23	Shift Table	Allows user to shift KOT from one table to another. e.g.: If a KOT was generated for table 4 and now the customer has shifted to another table, say table no. 1 then Shift table will help user to shift table 4 KOT to table 1.
24	Merge Table	Allows user to merge KOTs of two or more different tables. e.g.: Suppose a party came and user is not able to accommodate all of them in one table then user can merge KOTs of two or more tables.
25	Business Date	Business Date will appear on billing screen if user changes his business day other than present day.



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26	Preview Bill	Prints a preview of bill.
27	Barcode Search	User can search for an item by its barcode.

Note: After DayEnd whether auto or manual ([See Details](#) in Section 7) all KOTs will be cleared.

### 3.1.3.1 Load KOT

Allows user to load already saved KOT.

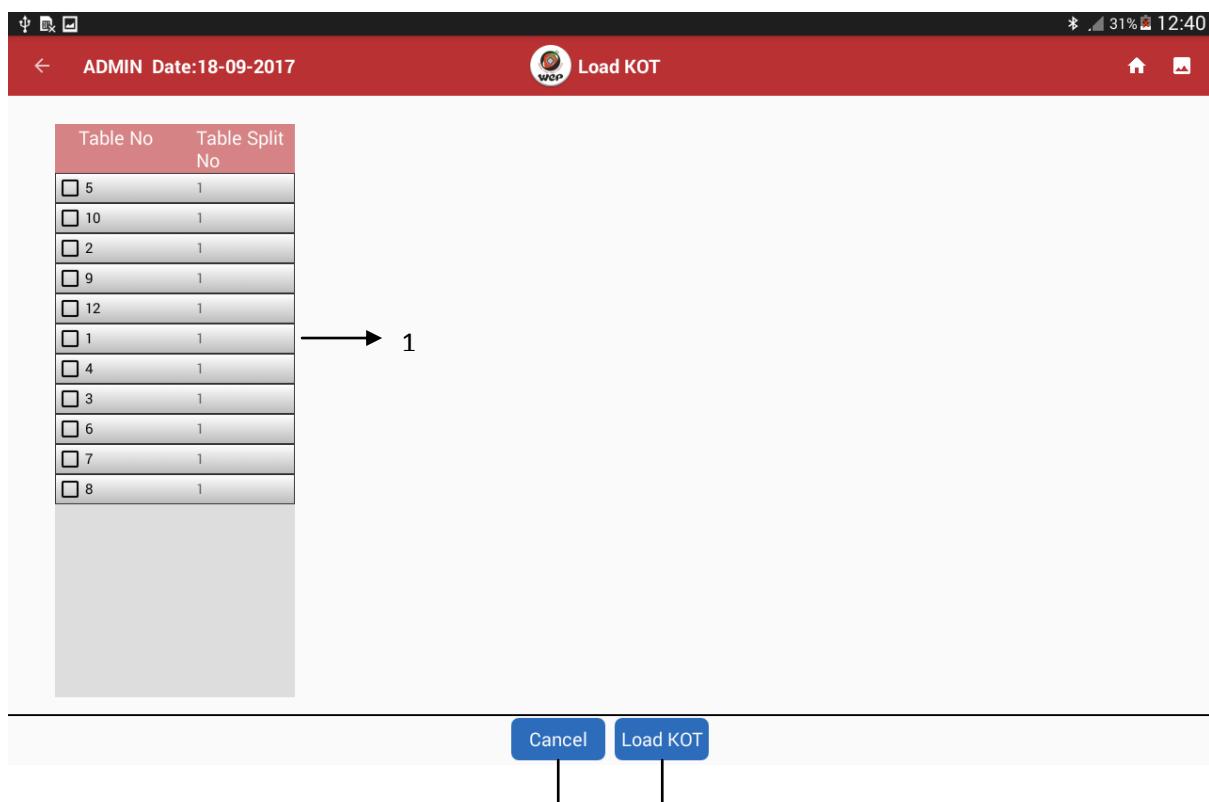


Figure 9: Load KOT

Label	Field	Description
1	List of Saved KOTs	List of KOTs.
2	Cancel	Closes the current screen.
3	Load KOT	Load KOT of selected table.



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### 3.1.3.2 Modify KOT

Allows user to modify an already existing KOT.

Figure 10: First load KOT of a table to modify.

### 3.1.3.3 Re Print KOT

To re-print a KOT user has to put Table number, split number if split is enabled and KOT number. There can be a case that multiple KOTs exists for one Table.

Table No	5
Table Split No.	3
KOT No.	76

CANCEL    REPRINT

Figure 11: Re-print KOT



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### 3.1.3.4 Shift Table

Allows user to shift existing KOT to a different table number.

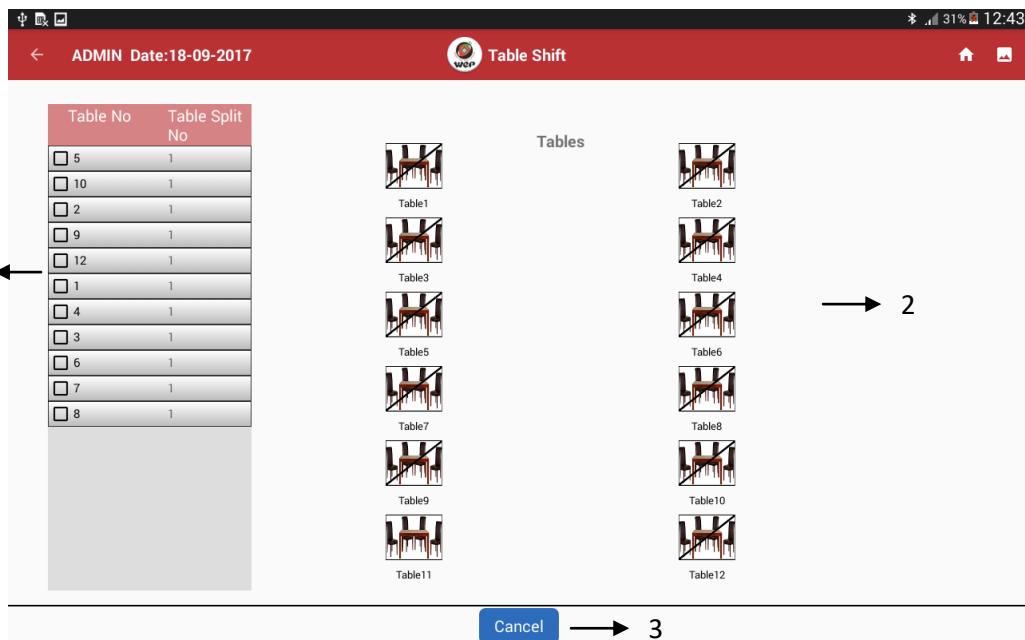


Figure 12: Shift Table w/o split

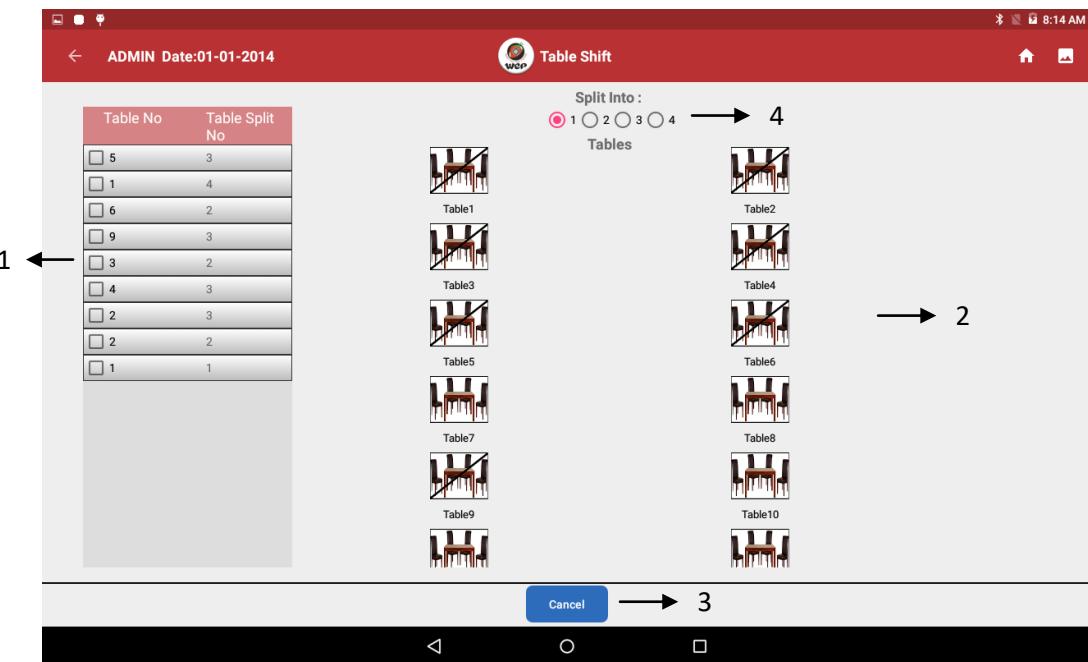


Figure 13: Shift Table w/ split



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<b>Label</b>	<b>Field</b>	<b>Description</b>
1	List of Tables	Select table for which you want to shift KOT.
2	Tables	Click on table to which you want to shift KOT.
3	Cancel	Closes the current screen.
4	Split Number	Split number.

### 3.1.3.5 Merge Table

Allows user to merge KOTs of different table into one.

Table No	Table Split No
<input checked="" type="checkbox"/> 5	1
<input type="checkbox"/> 10	1
<input type="checkbox"/> 2	1
<input type="checkbox"/> 9	1
<input checked="" type="checkbox"/> 12	1
<input type="checkbox"/> 1	1
<input type="checkbox"/> 4	1
<input type="checkbox"/> 3	1
<input type="checkbox"/> 6	1
<input type="checkbox"/> 7	1
<input type="checkbox"/> 8	1

Table No
<input type="checkbox"/> 5
<input type="checkbox"/> 12

Figure 14: Merge Table

<b>Label</b>	<b>Field</b>	<b>Description</b>
1	List of Tables	Select two tables for which you want to merge KOTs.



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2	Merge	KOTs of the selected tables will be merged.
3	List of merged tables	List of merged tables.
4	Cancel	Closes the current screen.



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### 3.2 Counter Sales

This module provides billing for counter sales service. Order can be made even without entering the customer details and without saving KOT.



Figure 15 : Counter Sales

Label	Field	Description
1	GSTIN	Customer's GSTIN.
2	Name*	Name of the customer.
3	Mobile number*	Customer's mobile number. User can also search his customer through his mobile number. If any record exists of the customer corresponding to that mobile number the data in fields 1, 2 and 4 will automatically be populated.



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4	Address	Address of the customer.
5	Add	If no customer record exists corresponding to the mobile number entered then user can add a new customer by clicking on the "Add" button after filling all the mandatory details of the customer.
6	Items List	User can choose items from the items list according to customer's choice.
7	Search Item Name	User can search for an item by its name.
8	Search Item Code	User can search for an item by its code.
9	Interstate	If user is supplying items out of the state, then he has to check the Interstate checkbox and select the state to which he is supplying his items. <i>Note: IGST will be applied.</i>
10	Order number	Shows which order number it is.
11	Kitchen Order Taken (KOT)	The list shows the selected items that customer wants to buy. Items can be added and removed from the list before printing/paying for the bill.
12	Print Bill	User can directly print the bill. Directly printing the bill will make payment mode by cash by default.
13	Pay bill	Provide various modes of payment. e.g.: credit card, e-Wallet.
14	Clear	Clear all the details and fields.
15	Delete Bill	Deletes the existing bill from the database by bill date and bill number. Deleting a bill requires manager's credentials. <a href="#">See details</a> in Section 3.4.3
16	Reprint Bill	User can reprint an existing bill by the date on bill that bill has been generated & the bill number. <a href="#">See</a>



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		<a href="#">details</a> in Section 3.4.4
17	Barcode Search	User can search for an item by its barcode.

\*Mandatory fields

### 3.3 Take Away

This module facilitates the billing for take away service. Here entering the customer details are mandatory.

Figure 16 shows the Take Away module interface with various numbered callouts:

- 1: Customer GSTIN: GSTIN
- 2: Customer Name: tia
- 3: Phone No.: 1234567890
- 4: Address: mg rd
- 5: Add button
- 6: Item grid navigation arrows
- 7: Search Item Name
- 8: Search Item Code
- 9: Search Item Barcode
- 10: Order No.: 147
- 11: Ordered items table
- 12: Save KOT
- 13: Print & Save KOT
- 14: Print Bill
- 15: Pay Bill
- 16: Clear
- 17: Delete Bill
- 18: Reprint Bill
- 19: PickUp Status

Figure 16 : Take Away

Label	Field	Description
1	GSTIN	Customer's GSTIN.
2	Name*	Name of the customer.
3	Mobile number*	Customer's mobile number. User can also search



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		his customer through his mobile number. If any record exists of the customer corresponding to that mobile number the data in fields 1, 2 and 4 will automatically be populated.
4	Address	Address of the customer.
5	Add	If no customer record exists corresponding to the mobile number entered then user can add a new customer by clicking on the "Add" button after filling all the mandatory details of the customer.
6	Items List	User can choose items from the items list according to customer's choice.
7	Search Item Name	User can search for an item by its name.
8	Search Item Code	User can search for an item by its code.
9	Interstate	If user is supplying items out of the state then he has to check the Interstate checkbox and select the state to which he is supplying his items. <i>Note: IGST will be applied.</i>
10	Oder number	Shows which order number it is.
11	Kitchen Order Taken (KOT)	The list shows the selected items that customer wants to buy. Items can be added and removed from the list before paying for the bill.
12	Save KOT	Saves the KOT in database which can be modified before printing/paying the bill. This doesn't print the KOT.
13	Print/Save KOT	First saves the KOT in database and then prints it.
14	Print Bill	Bill can be printed only after saving the KOT. If KOT is not saved into the database print bill option will remain disabled. Directly printing bill is used



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		when mode of payment is cash.
15	Pay Bill	Provides different modes of payment. e.g.: credit card, e-wallet. The option will remain disabled until KOT is not saved.
16	Clear	Clear all the details and fields.
17	Delete Bill	Deletes the existing bill from the database by bill date and bill number. Deleting a bill requires manager's credentials. <a href="#">See details</a> in Section 3.4.3
18	Reprint Bill	User can reprint an existing bill by the date on bill that bill has been generated & the bill number. <a href="#">See details</a> in Section 3.4.3
19	Pickup Status	<p>Pickup status shows whether the order has been picked up by the customer or not. It also shows user whether the bill amount has been paid or not. After order has been placed user can see Customer Pending Orders in pickup status.</p> <p>Print Bill that means mode of payment is cash and customer has picked up his order. Therefore this order will not appear in pickup status.</p> <p>If PayBill is used to make payment (even cash), then those orders will appear in pickup status.</p> <p>If payment is not done then user can still modify/cancel the order. After payment has been done, user can confirm the pickup status by finishing the order. Once the order has been finished, it will be removed from customer pending orders.</p>
20	Barcode Search	User can search for an item by its barcode.

\*Mandatory fields



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Note: After DayEnd whether auto or manual ([See Details](#)in Section 7) all KOTs will be cleared.

### 3.3.1 Pickup Status

Pickup Status screen shows whether the orders made in Take away service modules are picked up by the customers or not. If PrintBillis used, then it's assumed that payment is made by cash and order has been picked up, hence order will not display here. Else if Pay Bill was used, then it's assumed that order is yet to be picked and hence will be displayed here.

Even if payment is not made but order is made for the customer, it will be displayed here, with payment status: Not paid.

The screenshot displays the 'PickUp' application interface on a mobile device. The top bar shows the date 'ADMIN Date:01-08-2017' and the time '14:42'. The main screen is divided into three main sections:

- Customer Pending Orders:** A list of pending orders for three customers: Vishal Singh, Sachin Verma, and Muskan Garg. Each entry includes the customer name and phone number.
- Pending Order Details:** A table showing the details of the pending orders. The table has columns for S.No, Item Name, and Qty.
- Customer Details:** A form to enter customer information. Fields include Cust. Id, Name, Phone, Address, Bill Amount, and Status.

At the bottom, there are five blue buttons labeled 'MODIFY ORDER', 'PAY BILL', 'CANCEL ORDER', 'CLEAR', and 'CLOSE'. Arrows numbered 1 through 8 indicate specific points of interest:

- An arrow pointing to the 'Customer Pending Orders' section.
- An arrow pointing to the 'Customer Details' section.
- An arrow pointing to the 'Phone' field in the 'Customer Details' section.
- An arrow pointing to the 'MODIFY ORDER' button.
- An arrow pointing to the 'PAY BILL' button.
- An arrow pointing to the 'CANCEL ORDER' button.
- An arrow pointing to the 'CLEAR' button.
- An arrow pointing to the 'CLOSE' button.

Figure 17 : Pickup Status



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Label	Field	Description
1	Customer Pending order	List of customers, whose orders are yet to pick up.
2	Pending order details	KOT ordered by customer.
3	Customer Details	Details of the customer.
4	Modify Order*	Allows user to modify the order for the customer only if bill is not paid yet.
5	Pay bill	Allows user to make payment for the customer only if bill is not paid yet.
6	Cancel Order	User can cancel the order if its bill is not paid yet. But if bill is paid then cancelling the order will delete the bill.
7	Clear	Clear will clear all the fields.
8	Close	Closes the current screen.

Note:

1. Once bill amount is paid, user cannot modify the order but he will be provided with options to finish the order or to print the bill again.
2. The bill will be deleted if paid order is being cancelled.



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### 3.4 Home Delivery

This module facilitates the billing for Home Delivery. Entering customer details is mandatory to make order.

The screenshot shows the WeP Solutions Limited Home Delivery application interface. At the top, there are input fields for Customer GSTIN (1), Customer Name (2), Phone No. (3), and Address (4). Below these are search fields for Item Name (7), Item Code (8), and Item Barcode (20). An 'Add' button (5) is located in the top right. The main area contains a grid of food items with images and names like Aloo Baigan Masala, Aloo Gobi, etc. A table at the bottom shows tax details: IGST-Tax 38.40, CGST-Tax 19.50, SGST-Tax 0.00, and a total of 447.90. At the bottom are buttons for Save KOT, Print & Save KOT, Print Bill, Pay Bill, Clear, Delete Bill, Reprint Bill, and Delivery Status. Arrows numbered 1 through 20 point to specific elements: 1 (Customer GSTIN), 2 (Customer Name), 3 (Phone No.), 4 (Address), 5 (Add button), 6 (grid of items), 7 (Search Item Name), 8 (Search Item Code), 9 (Customer Name input), 10 (Item grid header), 11 (Search Item Barcode), 12 (Save KOT), 13 (Print & Save KOT), 14 (Print Bill), 15 (Pay Bill), 16 (Clear), 17 (Delete Bill), 18 (Reprint Bill), 19 (Delivery Status), and 20 (Search Item Barcode).

Figure 18 : Home Delivery

Label	Field	Description
1	GSTIN	Customer's GSTIN.
2	Name*	Name of the customer.
3	Mobile number*	Customer's mobile number. User can also search his customer through his mobile number. If any record exists of the customer corresponding to that mobile number the data in fields 1, 2 and 4 will automatically be populated.



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4	Address	Address of the customer.
5	Add	If no customer record exists corresponding to the mobile number entered then user can add a new customer by clicking on the "Add" button after filling all the mandatory details of the customer.
6	Items List	User can choose items from the items list according to customer's choice.
7	Search Item Name	User can search for an item by its name.
8	Search Item Code	User can search for an item by its code.
9	Interstate	If user is supplying items out of the state then he has to check the Interstate checkbox and select the state to which he is supplying his items. <i>Note: IGST will be applied.</i>
10	Oder number	Shows which order number it is.
11	Kitchen Order Taken (KOT)	The list shows the selected items that customer wants to buy. Items can be added and removed from the list before paying for the bill.
12	Save KOT	Saves the KOT in database which can be modified before printing/paying the bill.
13	Print/Save KOT	First saves the KOT in database and then sends a print command to the printer to print the KOT.
14	Print Bill	Bill can be printed only after saving the KOT. If KOT is not saved into the database print bill option will remain disabled. Directly printing the bill will make payment mode by cash by default.
15	Pay Bill	Provides different modes of payment. e.g.: credit card, e-wallet. The option will remain disabled until KOT is not saved.



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16	Clear	Clear all the details and fields.
17	Delete Bill	Deletes the existing bill from the database by bill date and bill number. Deleting a bill requires manager's credentials. <a href="#">See details</a> in Section 3.4.3
18	Reprint Bill	User can reprint an existing bill by the date on bill that bill has been generated & the bill number. <a href="#">See details</a> in Section 3.4.4
19	Deliver Status	Once KOT is saved user can see customer pending orders in deliver status where he can assign a rider for that order who is going to deliver the order.  If payment is done then the amount due will be 0.  If payment is not done then the amount due will be the bill amount.  Once the rider has been assigned then user can update the order delivery status from "COD Settlement" by updating the amount that that rider has received from the customer.
20	Barcode Search	User can search for an item by its barcode.

\*Mandatory fields

Note:

1. Unless COD settlement is made for the bill, a bill details won't be reflected in reports.
2. After DayEnd whether auto or manual ([See Details](#) in Section 7) all KOTs will be cleared.



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#### 3.4.1 Delivery Status

Here list of order to get delivered are displayed. After clicking on the order, its details are displayed along with the customer details, for which the order is made. Payment status is also displayed as Paid or Cash on Delivery. Rider is assigned for home delivery of order and later COD settlement is made.

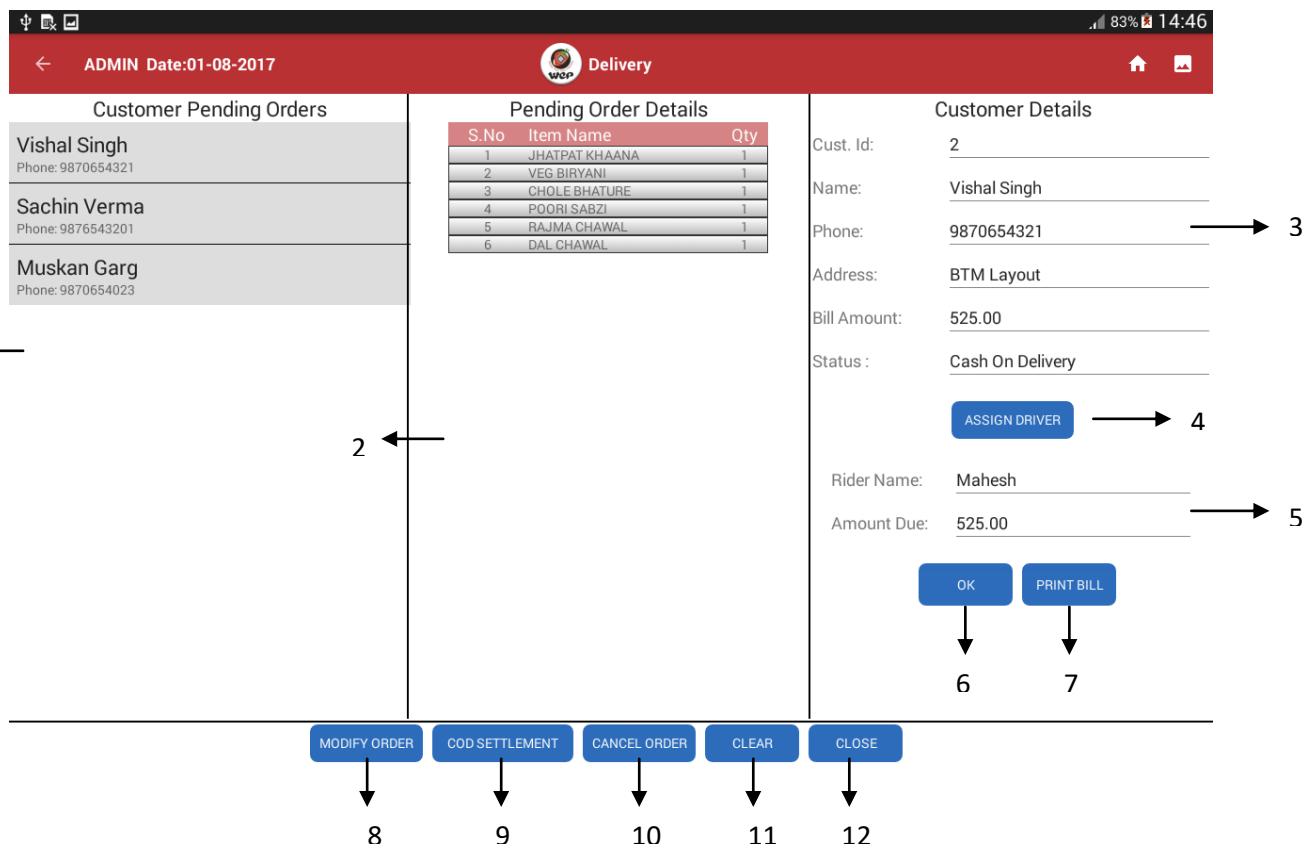


Figure 19 : Home Delivery Status

Label	Field	Description
1	Customer Pending order	List of customers whose orders are pending or home delivery.
2	Pending order details	KOT ordered by customers.
3	Customer Details	Details of the customer.
4	Assign Rider	Allows user to see a list of all the riders and



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		choose one of them in order to assign delivery of order.
5	Rider details	Details of the rider.
6	Ok	Allows user to assign the rider for that order.
7	Print Bill	Print the bill.
8	Modify Order	Allows user to modify the order for the customer if bill is not paid yet.
9	COD Settlement	Allows user to update the due amount once rider come back after delivering the order.
10	Cancel Order	User can cancel the order if its bill is not paid yet.
11	Clear	Clear will clear all the fields.
12	Close	Closes the current screen.

Note:

1. Once bill amount is paid, user cannot modify the order.
2. The bill will be deleted if paid order is being cancelled.



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### 3.4.2 COD Settlement

Rider Code	Bill Number	Total Items	Bill Amount	Petty Cash
2	4	7	870	0
2	5	6	525	0
2	6	7	1380	0

**1** ← Order & Rider Details

**2** → Bill Amount Details

**3** CLOSE

**4** CLEAR

**5** UPDATE

Bill Number:  6

Bill Amount:  1380

Other Charges:  0

Petty Cash:  0

Discount Amt:  0

Coupon Amt:  0

Amount Due:  1380

Settled Amount:  1380

Figure 20: Cash on Delivery Settlement

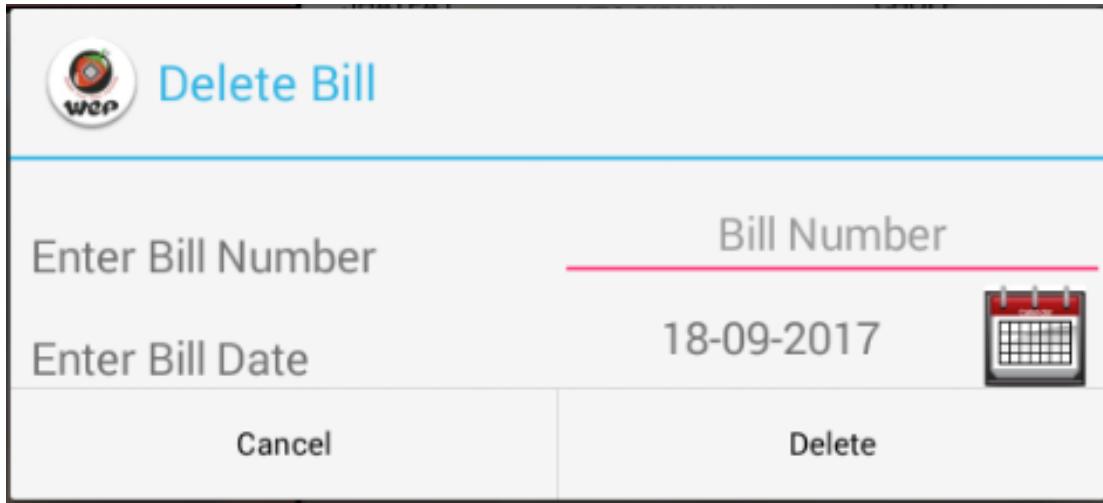
Label	Field	Description
1	Order & Rider Details	Details of the order and the rider assigned to it.
2	Bill Amount Details	Details of the bill.
3	Close	Closes the current screen.
4	Clear	Clears will clear all the fields.
5	Update	Updates the due amount and closes the order.



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### 3.4.3 Delete Bill

To delete a bill, user has to put the bill number and the date on which the bill was made. For deleting bill user requires manager's credentials.

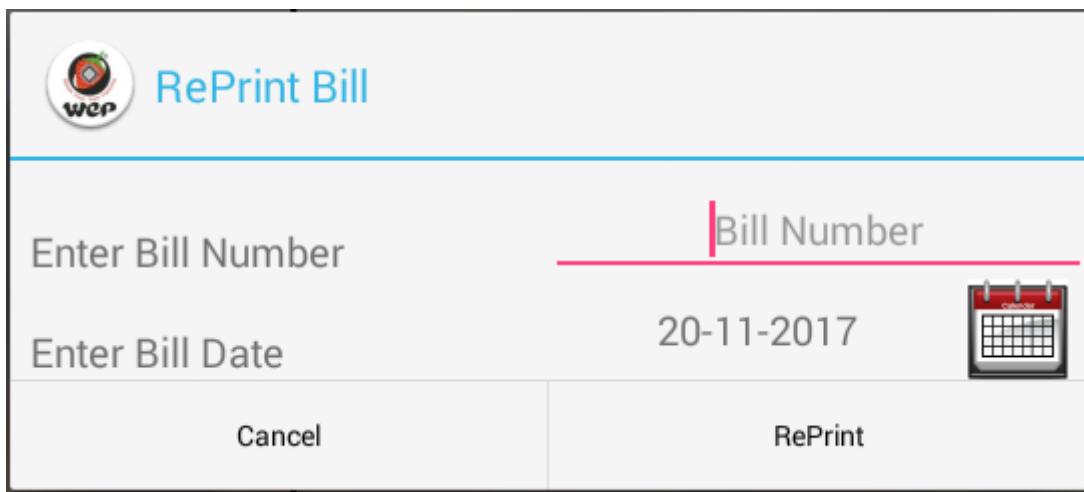


The screenshot shows a 'Delete Bill' interface. At the top left is the WeP logo. To its right, the title 'Delete Bill' is displayed in blue. Below the title, there are two input fields: 'Enter Bill Number' on the left and 'Bill Number' on the right, which is currently empty and highlighted with a red border. Below these fields is another row with 'Enter Bill Date' on the left and '18-09-2017' on the right, accompanied by a calendar icon. At the bottom of the interface are two buttons: 'Cancel' on the left and 'Delete' on the right.

Figure 21: Delete Bill

### 3.4.4 Re Print Bill

To re-print a bill user has to put bill number and the date on which the bill was made.



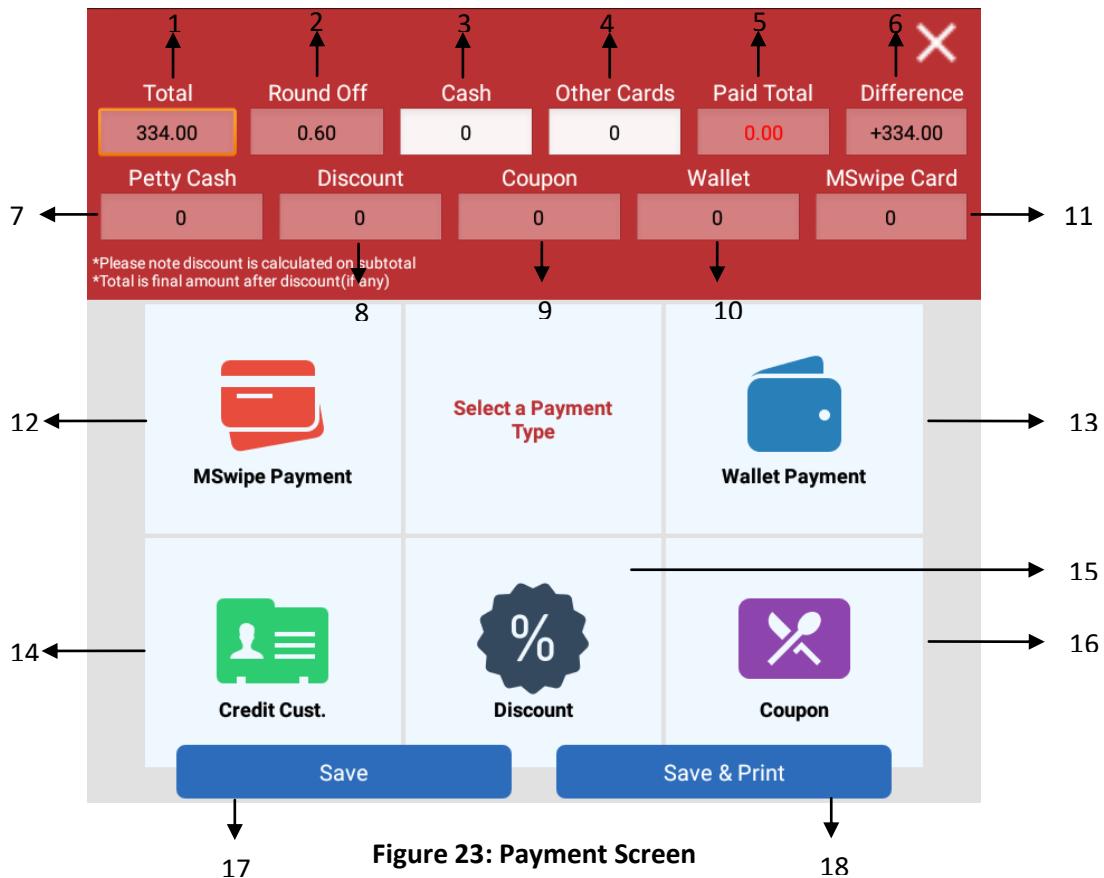
The screenshot shows a 'RePrint Bill' interface. At the top left is the WeP logo. To its right, the title 'RePrint Bill' is displayed in blue. Below the title, there are two input fields: 'Enter Bill Number' on the left and 'Bill Number' on the right, which is currently empty and highlighted with a red border. Below these fields is another row with 'Enter Bill Date' on the left and '20-11-2017' on the right, accompanied by a calendar icon. At the bottom of the interface are two buttons: 'Cancel' on the left and 'RePrint' on the right.

Figure 22: Re-print bill



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### 3.5 Making Payments



Label	Field	Description
1	Total	Total amount to be paid by customer.
2	Round off	Rounded off value (Only if round off is enabled in settings. <a href="#">See Details</a> in Section 3.6.4.9)
3	Cash	Amount paid in cash by customer.
4	Other cards	Amount paid by card other than MSwipe machine.
5	Paid Total	Total amount paid by customer.
6	Difference	Balance amount. Positive sign reflects, due amount to be received from customer, whereas negative sign depicts return amount to be given to



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		customer.
7	Petty Cash	Amount paid by credit customer.
8	Discount	Applied discount amount.
9	Coupon	Applied coupon amount.
10	Wallet	Amount paid through e-wallets.
11	MSwipe Card	Amount paid by MSwipe card.
12	MSwipe Payment	Payments through cards via MSwipe machine. To avail this, user should be enrolled on mSwipe website for credentials. ( <a href="#">See Details</a> in Section 3.5.1)
13	Wallet Payment	Payments through e-wallets. To avail this mode, user is required to register with Razor pay on their website to get Key Id & Secret Key. These credentials can be configured in Payment mode configuration module. ( <a href="#">See Details</a> in Section 3.7.5).
14	Credit Customer	To make payment through credit amount of that customer.
15	Discount	To apply discount that is configured in configuration. <a href="#">See Details</a> in Section 3.7.1.5.
16	Coupon	To apply coupons which are configured in configuration. <a href="#">See Details</a> in Section 3.7.1.6.
17	Save	Save the bill without print.
18	Save & Print	To save and print the bill.



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### 3.5.1 MSwipe Payments

To make payments through cards user should be enrolled on MSwipe website to get credentials. To register [Click Here](#) or visit <http://www.mswipe.com/>

Kindly turn on device's Wi-Fi to process the transaction and Bluetooth to connect to MSwipe machine.

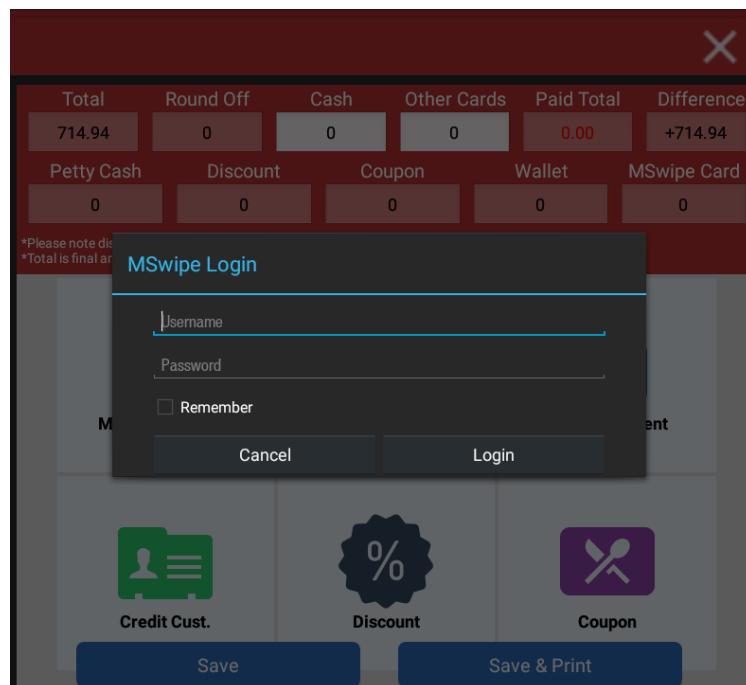


Figure 24: Once you get your login credentials, use them to login

Card sale

+1.00  
1.00  
+91 82 1234 5678

Email(optional)  
Receipt(optional)  
Notes(optional)  
Extra1(optional)  
Extra2(optional)

11:09 AM  
host connected

Figure 25: Enter customer's mobile no. as it is mandatory, then scroll down and click on next



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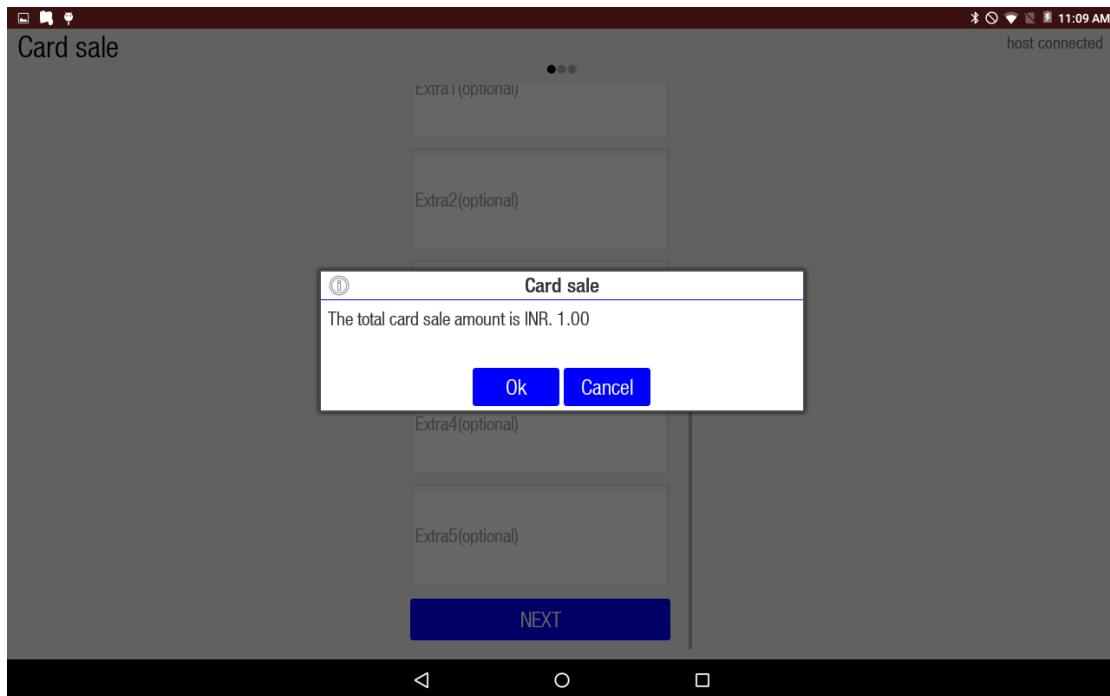


Figure 26: Confirm the amount and then click on OK

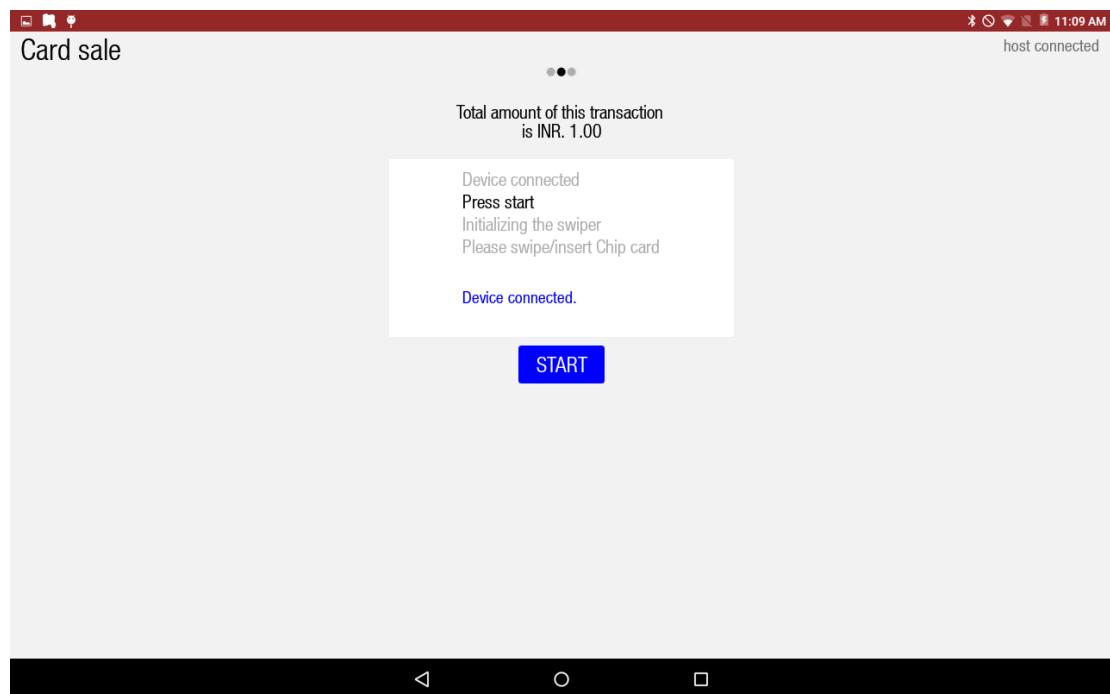
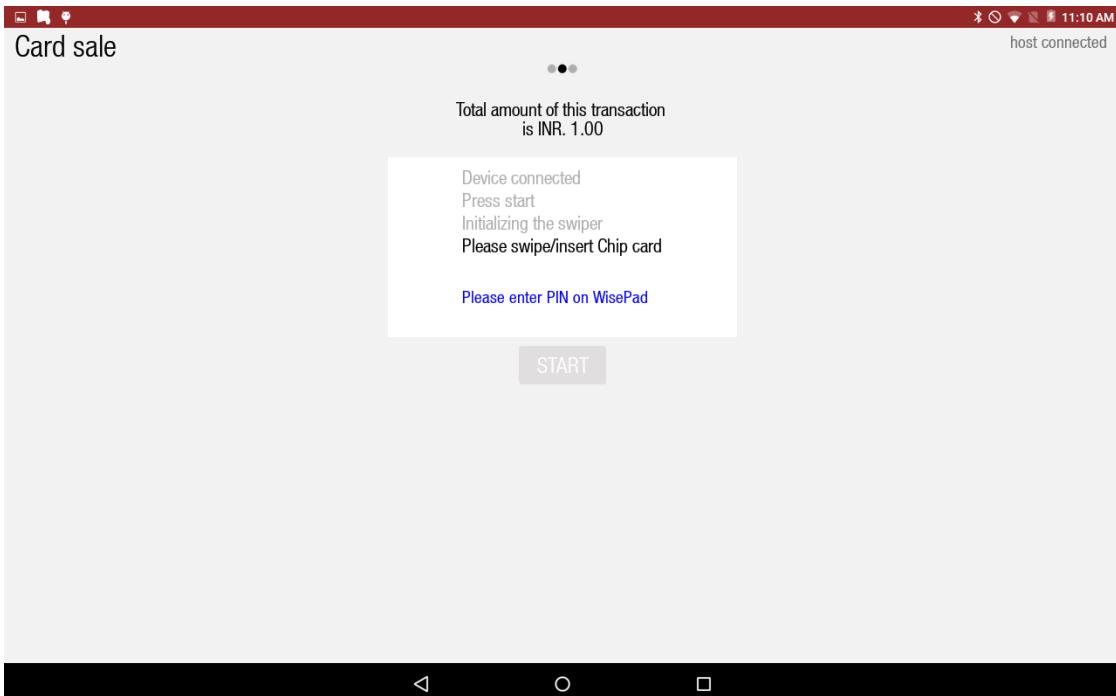


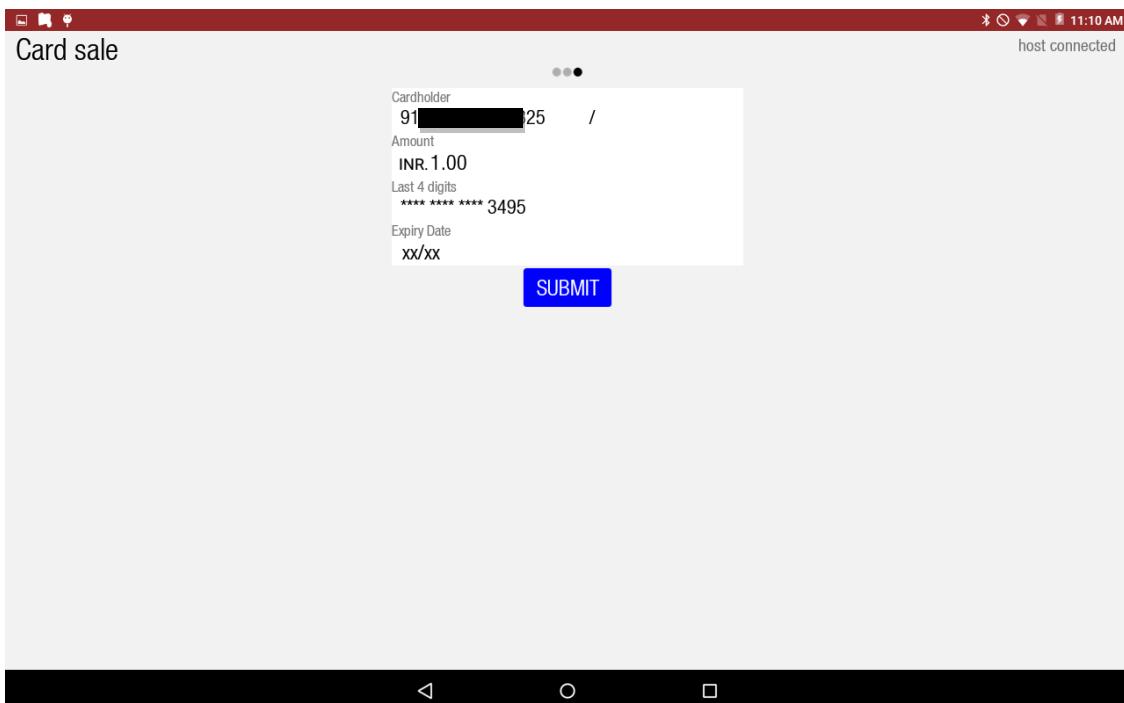
Figure 27: ConnectMSwipe Machine via Bluetooth (if not already) and click on start to initiate the transaction



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**Figure 28:** Once the application detects the machine it will ask user to insert or swipe the card



**Figure 29:** After swiping and entering the PIN click on Submit



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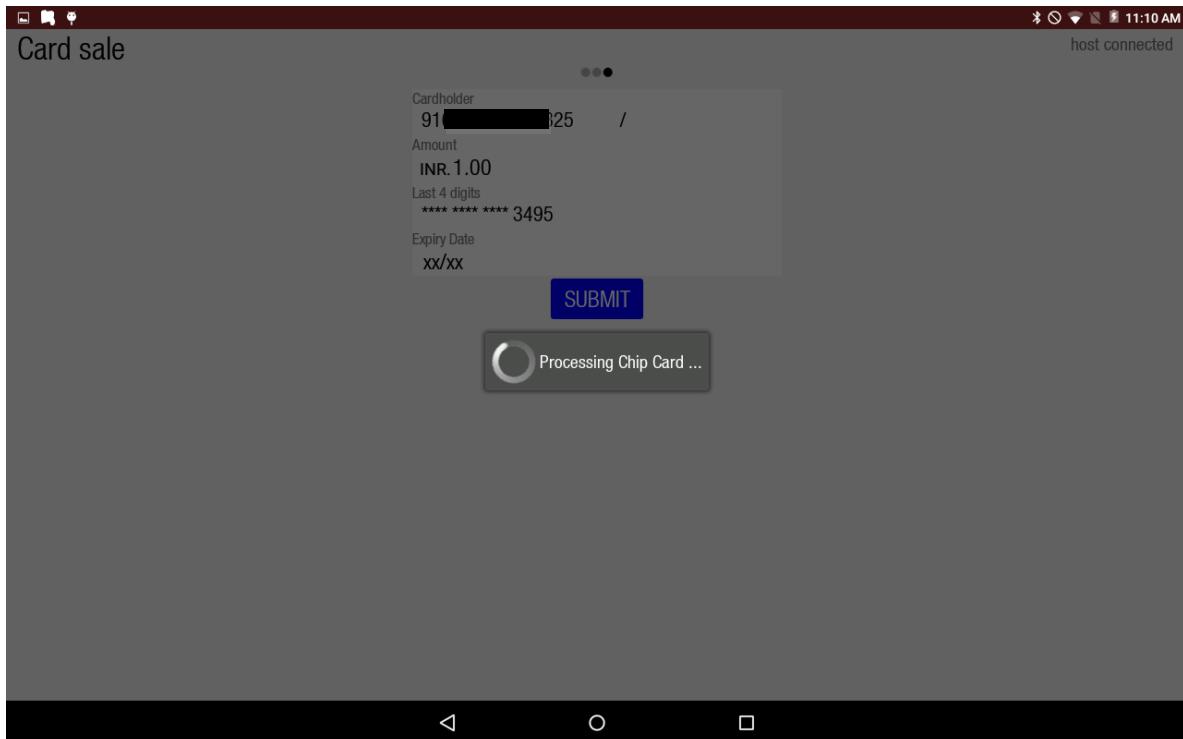


Figure 30: Verification of credentials will happen

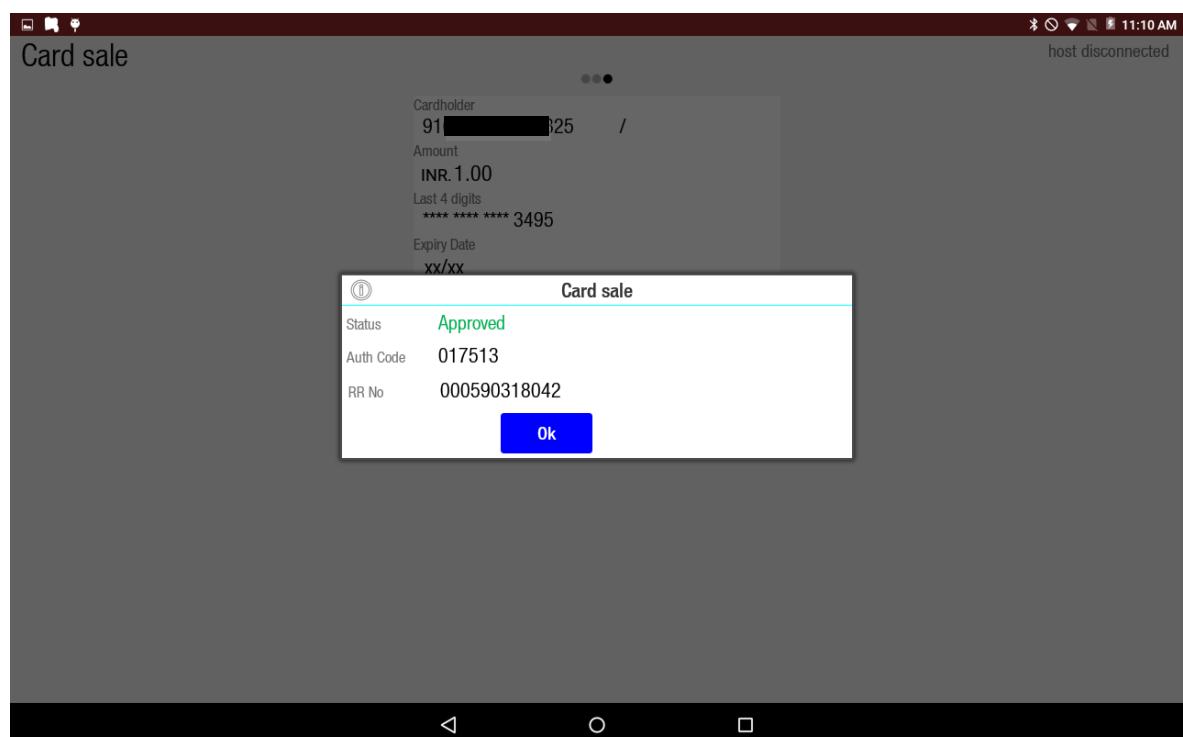


Figure 31: A message will pop up for transaction status as success or failed



## WeP Solutions Limited

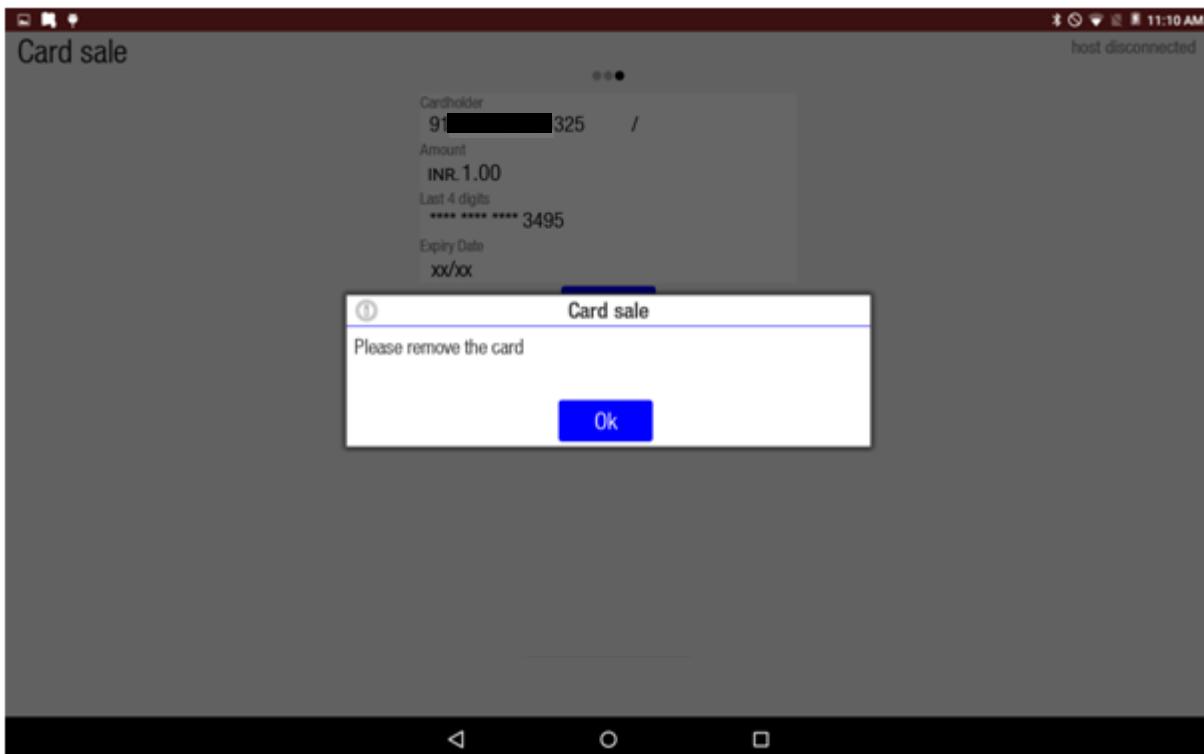


Figure 32: Remove the card once transaction is done

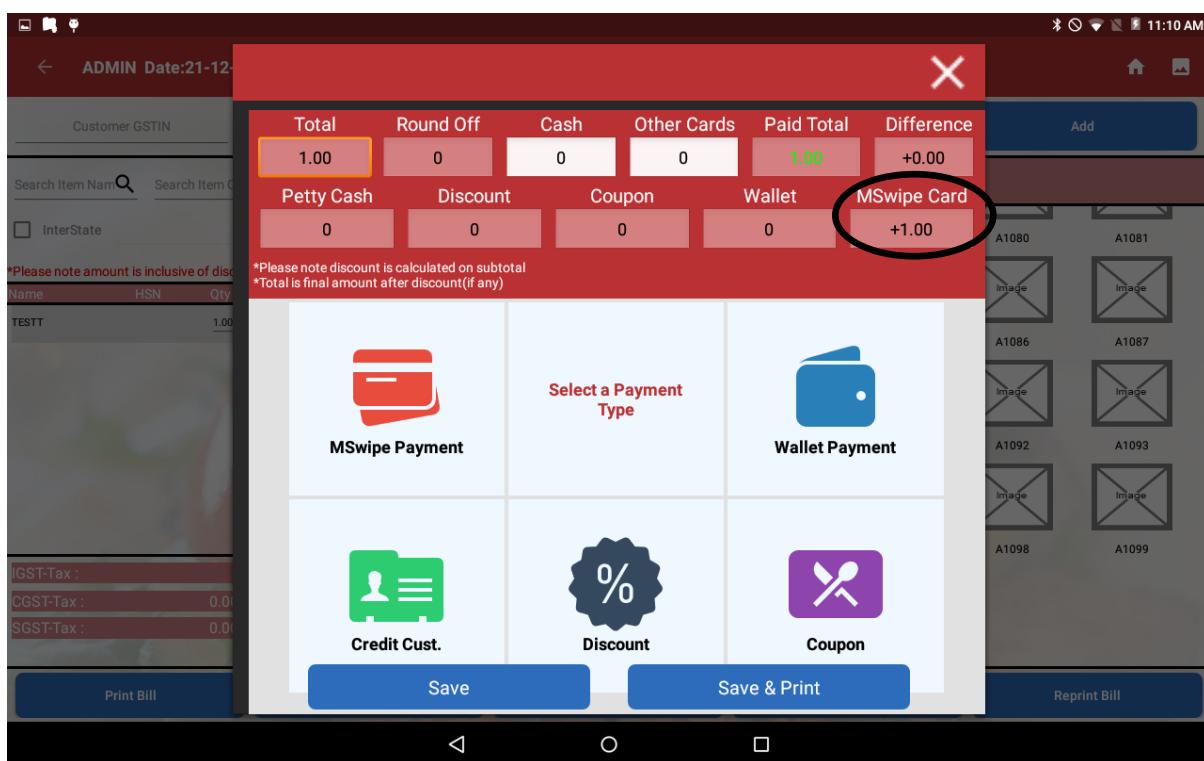


Figure 33: Paid amount by MSwipe will be shown in payment screen



## WeP Solutions Limited

### 3.5.2 Wallet Payments

For making e-wallet payments user needs to configure Razor Pay Key id([See details](#) in Section 3.7.5).To get Key id user needs to register on Razor Pay website, to register [Click Here](#) or visit <https://razorpay.com/>.Kindly note that valid key id is compulsory to configure, secret key is optional.Once user has configured a valid key id provided by Razor Pay, then connect the device to Wi-Fi and follow the following steps:-

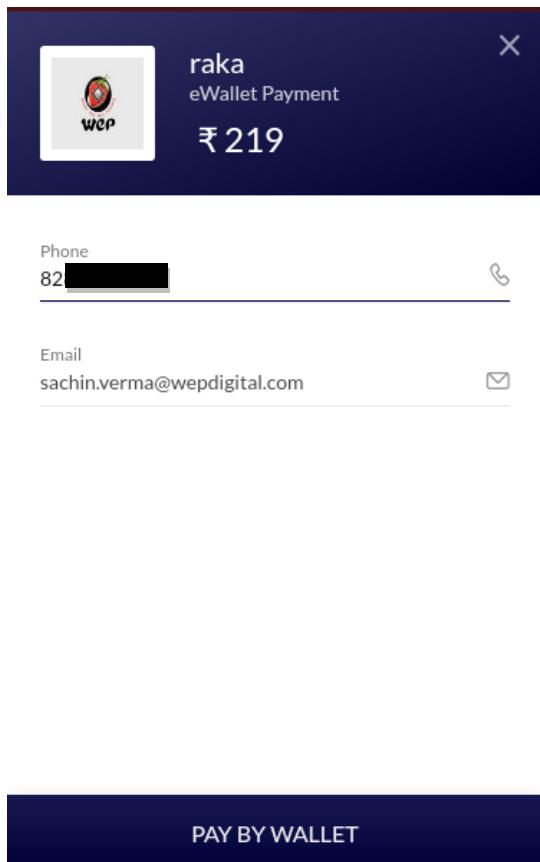


Figure 34: 1. Click on wallet payment and enter customer's details phone no & email

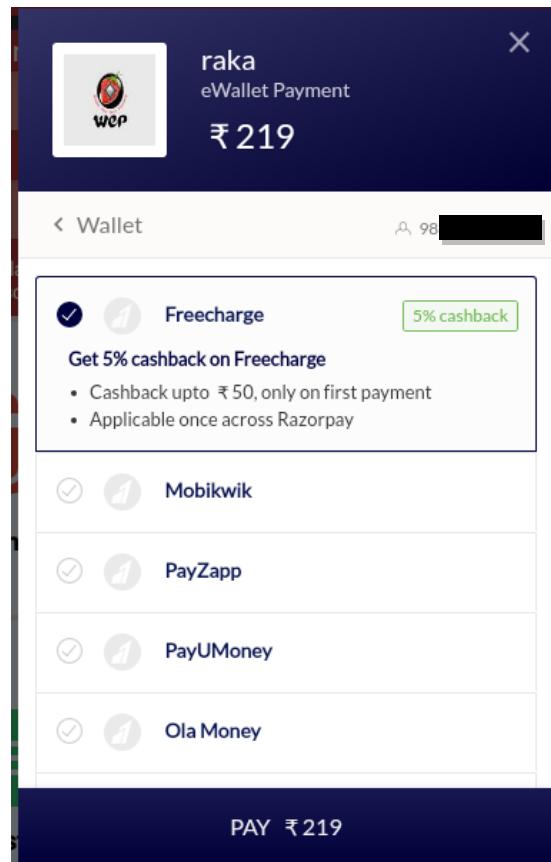
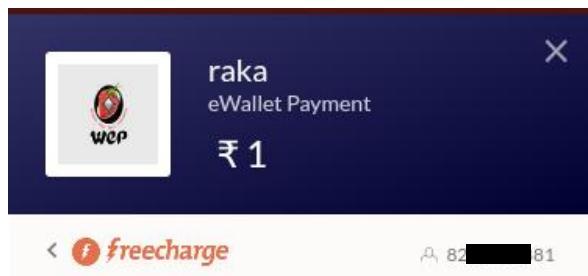


Figure 35: 2. Select a wallet through which customer wants to make payment



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Sending OTP to 82 [REDACTED] 81

An OTP has been sent on  
82 [REDACTED] 81

1 7 4 1  
— — — —

[Resend OTP](#)

**VERIFY**

**Figure 36: 3. OTP will be sent to entered mobile number**

**Figure 37: 4. Enter the received OTP**



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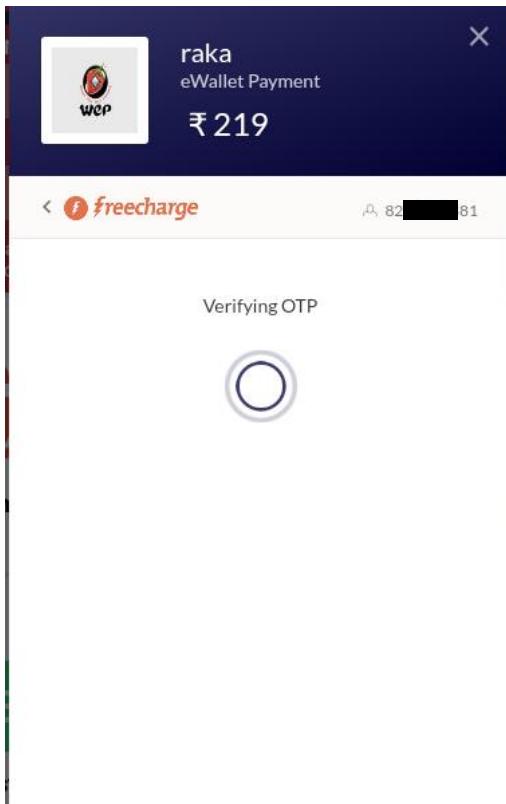


Figure 38: 5. After OTP verification, amount will be deducted from customer's e-Wallet

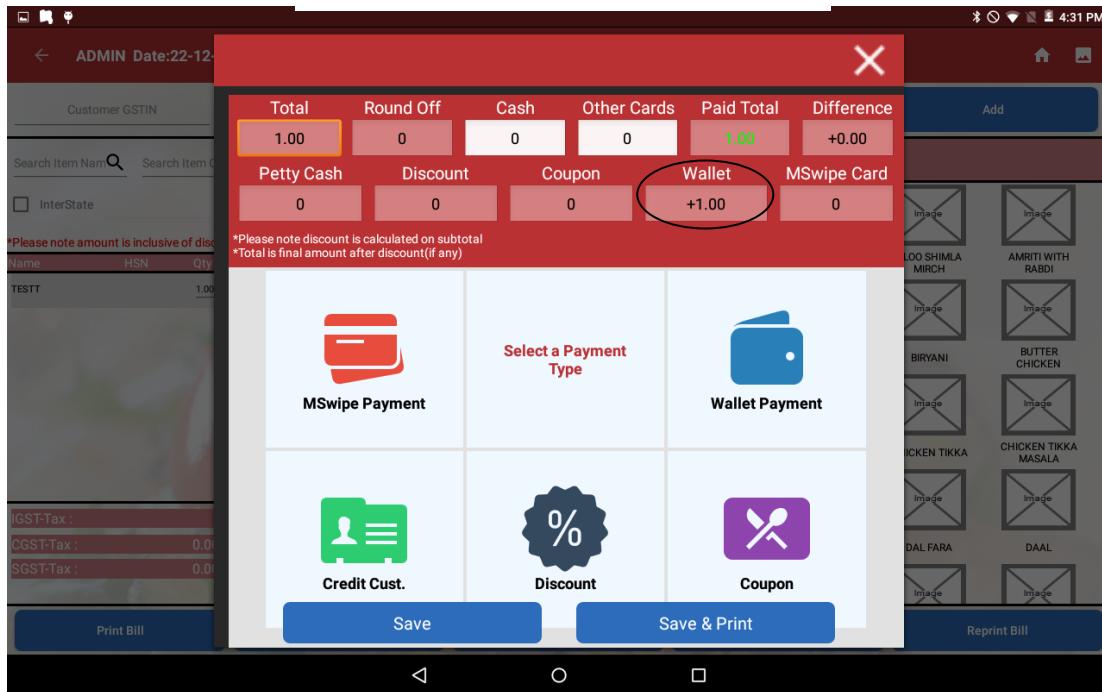


Figure 39: After paying through e-Wallet, amount will display on payment screen



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#### 3.5.3 Credit Customer

For using credit customer payment, user has to add customer with credit limit and credit amount([See Details](#) in Section 3.7.8).

Now follow the following steps to make payment by credit customer:-

Credit Customer

Mobile No : 98XXXX101

Name : Sachin Verma

Credit Amount : 5000.00

Credit Limit : 9000.00

Amount to Pay : 829.56

Balance After Payment: 5000.00-829.56=4170.44

Cancel Credit & Pay

**Figure 40:** Enter customer's mobile no. and click on credit and pay

The amount will automatically be deducted from customer's credit amount.

Customer GSTIN

Total: 829.56 Round Off: 0 Cash: 0 Other Cards: 0 Paid Total: 829.56 Difference: +0.00

Petty Cash: 829.56 Discount: 0 Coupon: 0 Wallet: 0 MSwipe Card: 0

\*Please note discount is calculated on subtotal  
\*Total is final amount after discount(if any)

MSwipe Payment Wallet Payment

Credit Cust. Discount Coupon

Save Save & Print

**Figure 41:** After payment is made, the paid amount will be shown in Petty Cash



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#### 3.5.3.1 If credit amount is less than the amount to pay

In case the amount to be pay by customer is more than the customer's credit amount than customer can make partial payment as well. For example:-

Amount to pay = ₹ 800

Customer's Credit Amount = ₹200

Customer's Credit Limit = ₹300

Then Amount to pay –(Credit's Customer Amount + Credit's Credit Limit) = ₹ 300, now due amount of ₹ 300 can be paid by any other mode of payment.

Mobile No :	98XXXX101
Name :	Sachin Verma
Credit Amount :	200.00
Credit Limit :	300.00
Amount to Pay :	1439.62
Maximum allowed payment :	500.00

Your Credit Balance Amount is less than Payable Amount.  
You can Pay by Credit or Other Mode.

Cancel      Pay Partially

Figure 42: Enter customer's mobile no. and click on pay partially



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### 3.5.4 Discount

User can apply discount on bill amount generated and these discounts can be configured in configuration. [See Details](#) in Section 3.7.1.5.

Note: Please note discount is calculated on subtotal.

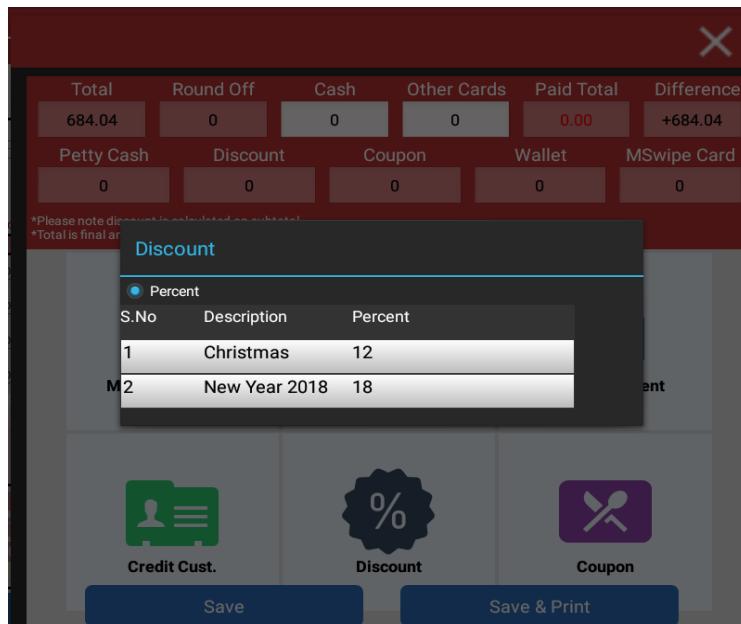


Figure 43: Click on discount you want to apply.

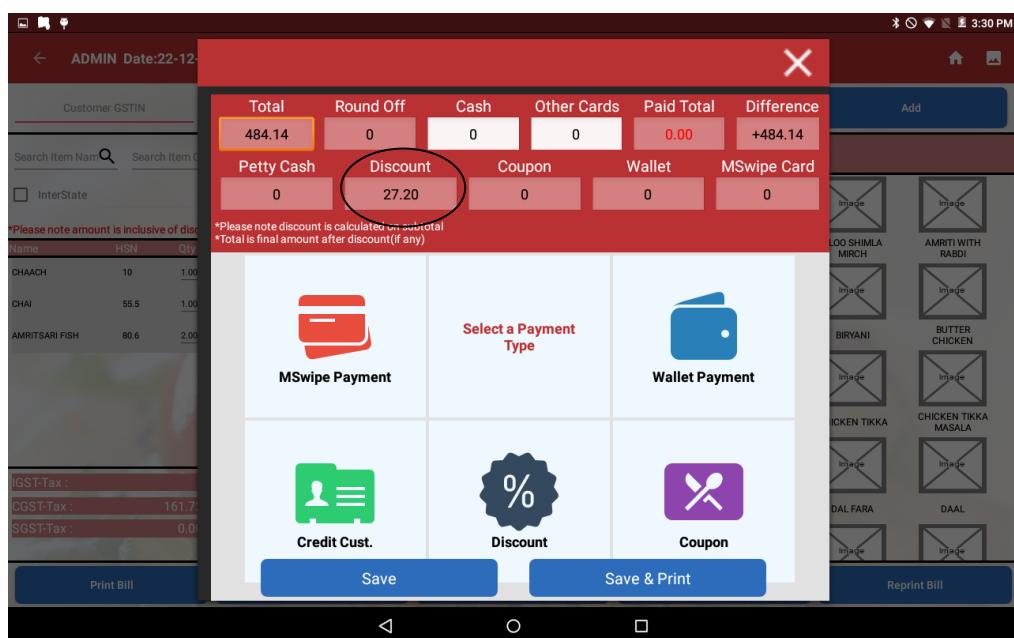


Figure 44: After applying discount, the discounted amount is display.



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### 3.5.5 Coupon

User can apply coupons on bill amount. User has to configure coupons in configuration. [See Details](#) in Section 3.7.1.6. User can apply more one coupon.

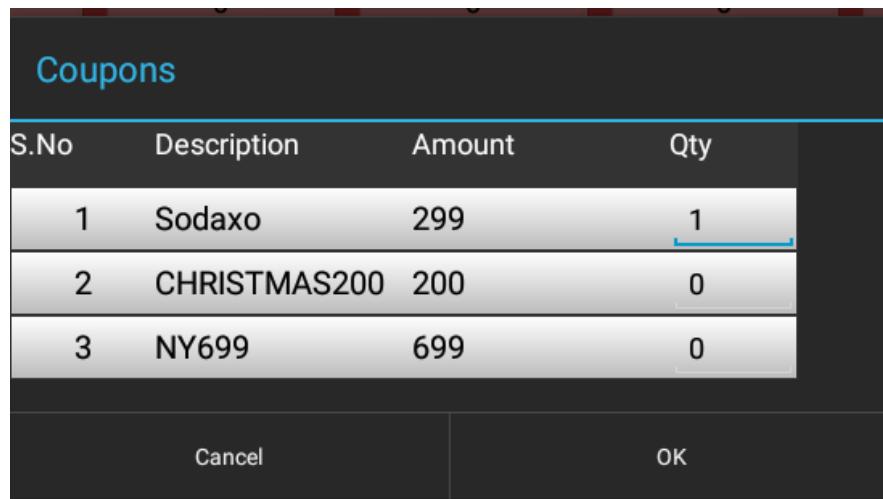


Figure 45: Enter the count and click on ok to apply coupon



Figure 46: After applying coupon, coupon amount is displayed.



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### 3.6 Payment/Receipt

This module provides mechanism to enter expenses like electricity bill, water bill, etc.

The screenshot shows a mobile application interface for entering a payment or receipt. At the top, there is a red header bar with the text "ADMIN Date:31-07-2017" on the left and "Payment/Receipt" in the center. On the right side of the header are icons for home, back, and search. Below the header, the main form area contains the following fields:

- 1**: A radio button labeled "Payment" (selected) and "Receipt".
- 2**: A date input field showing "28-07-2017" with a calendar icon to its right.
- 3**: A description input field containing "electricity" with a dropdown arrow.
- 4**: A reason input field containing "electricity bill".
- 5**: An amount input field containing "1200".

At the bottom of the form, there are three blue buttons: "Save", "Clear", and "Close". Below these buttons are three numbered arrows pointing downwards: **6** under "Save", **7** under "Clear", and **8** under "Close".

Figure 47: Payment & Receipt

Label	Field	Description
1	Payment/Receipt	User can choose whether he is making an entry for a payment or receipt.
2	Date	Allows user to choose a date on which payment/receipt was made.
3	Description	Description for the payment/receipt. Descriptions can be configured. <a href="#">See Details</a> in Section 3.6.1.4.
4	Reason	Reason for making payment/receipt.
5	Amount	The amount paid for payment/receipt.



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### 3.7 Masters

Masters Screen provides mechanism to access modules.



Figure 48: Master Screen

#### 3.7.1 Configuration Screen

Configurations screen allows user to configure the application by providing few options that will help him a lot to manage many things.

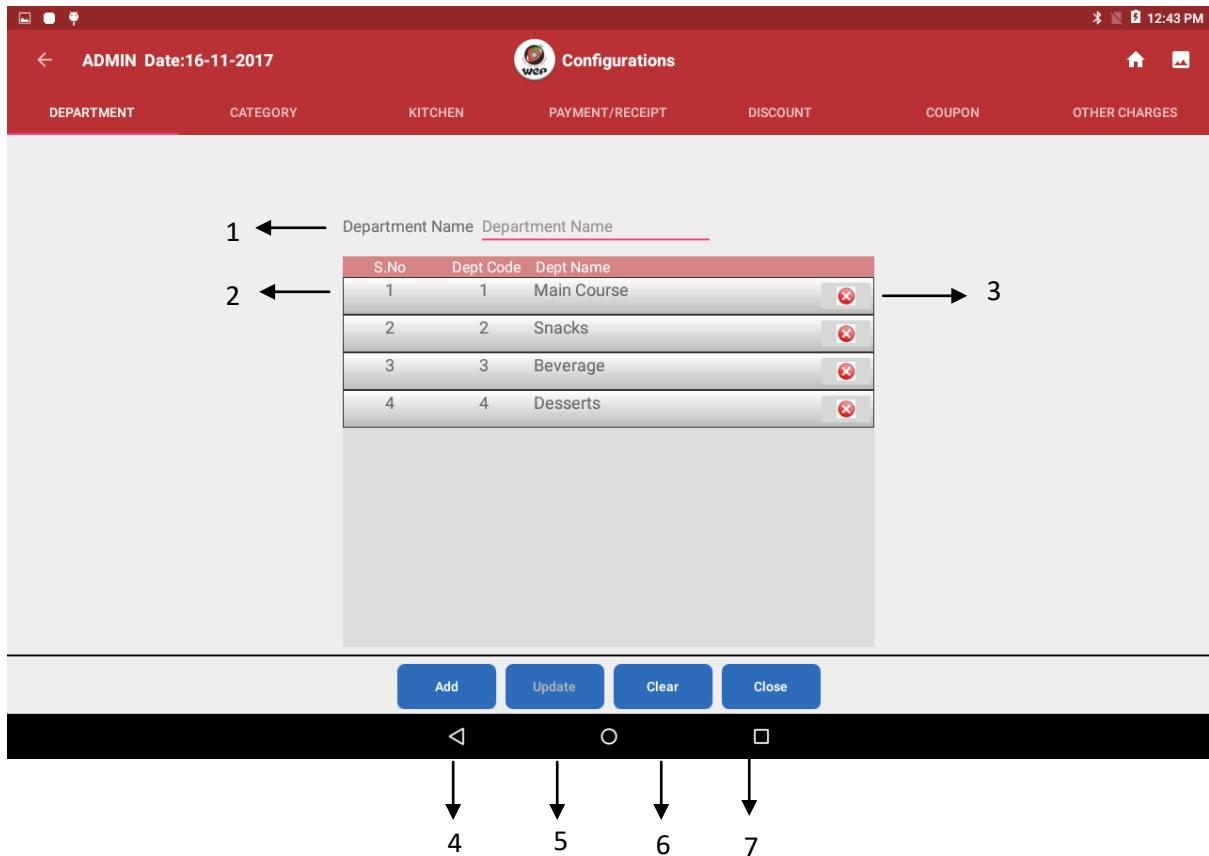
- User can manage by categorizing food items and beverages under department and category.
- It allows user to configure kitchens.
- User can configure various Payments/Receipts in an organized manner.
- Discounts & Coupons can be configured and availed to the customer at the time of billing.
- User can also add “**Othercharges**” which are customizable and applicable while billing.



### WeP Solutions Limited

#### 3.7.1.1 Department

A restaurant can have multiple departments according to what type of food & beverages they are providing. e.g.: Beverages, Main Course.



**Figure 49: Department Configuration**

Label	Field	Description
1	Department name	Name of the department user wants to add.
2	Department List	List of the departments.
3	Delete	Delete department from the list.
4	Add	Button to add new department name into database.
5	Update	Update details of an existing department.



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6	Clear	Clears all the fields.
7	Close	Closes the current screen.

#### 3.7.1.2 Category

User can categorize the items in their own way. e.g.: a restaurant has a department which take care of beverages. Now beverages can be categorized into “Soft Drinks” & “Alcohol”.

Category Name:

S.No	Categ Code	Categ Name	Dept Name
1	1	Soft drinks	Beverage
2	2	Alcohol	Beverage
3	3	Dry	Main Course
4	4	Cury	Main Course

Add    Update    Clear    Close

Figure 50: Category Configuration

Label	Field	Description
1	Category name	Name of the Category user wants to add.
2	Category List	List of the Category.
3	Delete	Delete Category from the list.



### WeP Solutions Limited

4	Add	Button to add new Category name into database.
5	Update	Update details of an existing Category.
6	Clear	Clear will clear all the fields.
7	Close	Closes the current screen.

#### 3.7.1.3 Kitchen

User can configure different types of kitchens; they have in their restaurants. e.g.: A kitchen where vegetarian food is prepared and a kitchen where non-vegetarian food is prepared.

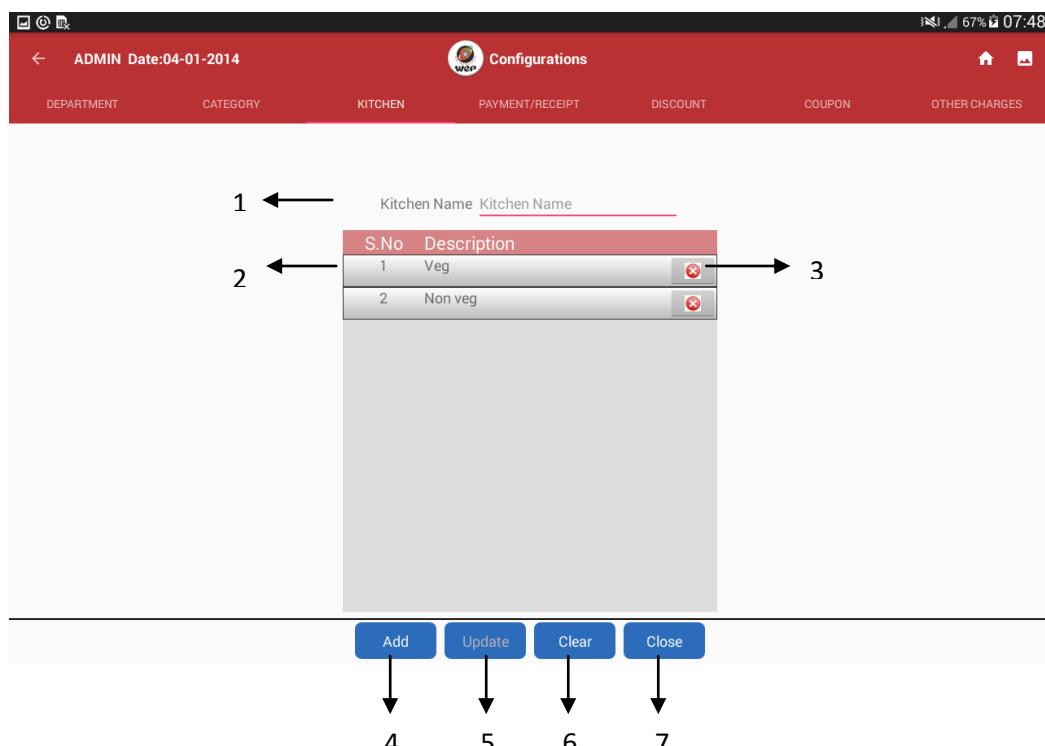


Figure 51: Kitchen Configuration

Label	Field	Description
1	Kitchen name	Name of the Kitchen user wants to add.
2	Kitchen List	List of the Kitchen.
3	Delete	Delete Kitchen from the list.



### WeP Solutions Limited

4	Add	Button to add new Kitchen name into database.
5	Update	Update details of an existing Kitchen.
6	Clear	Clear will clear all the fields.
7	Close	Closes the current screen.

#### 3.7.1.4 Payment/Receipt

This application allows user to manage user's expenditures in an organized way by allowing configuration of their payments or receipts and use later. [See Details](#) in Section 3.5.

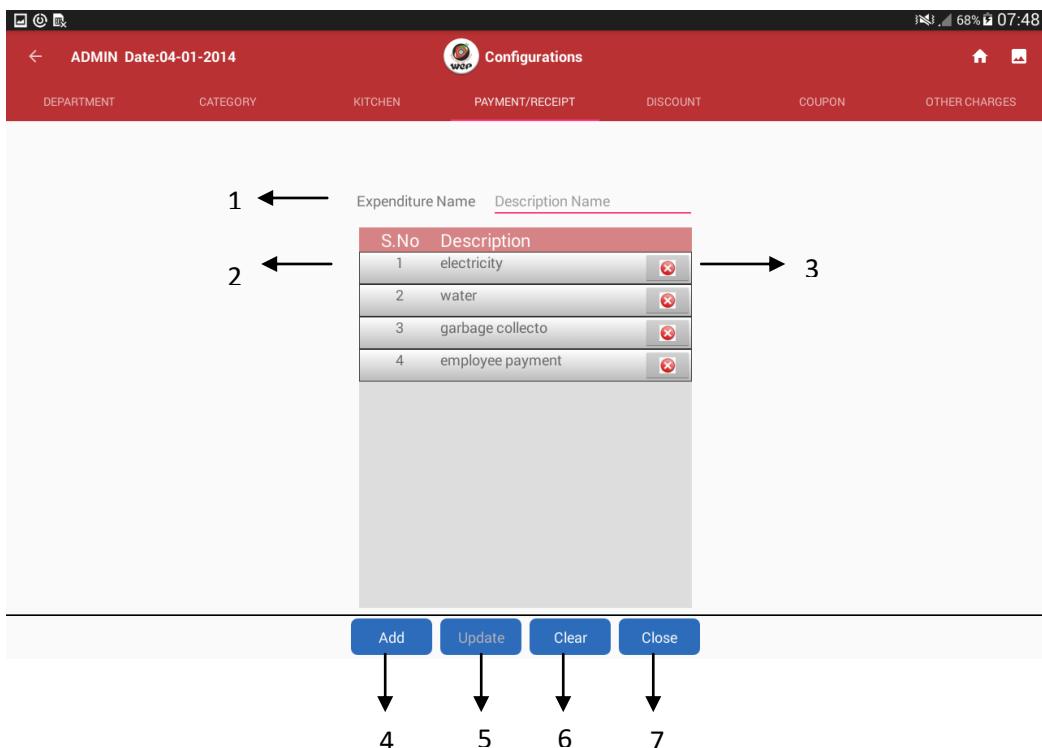


Figure 52: Payment & Receipts Configuration

Label	Field	Description
1	Payment/Receipt	Name of the Payment/Receipt user wants to add.
2	Payment/Receipt List	List of the Payment/Receipt.
3	Delete	Delete Payment/Receipt from the list.



### WeP Solutions Limited

4	Add	Button to add Payment/Receipt into database.
5	Update	Update details of an existing Payment/Receipt.
6	Clear	Clear will clear all the fields.
7	Close	Closes the current screen.

#### 3.7.1.5 Discount

Availing discounts to the customers is now made easy. User can configure various types of discounts, in percentage and can be used at the time of billing.

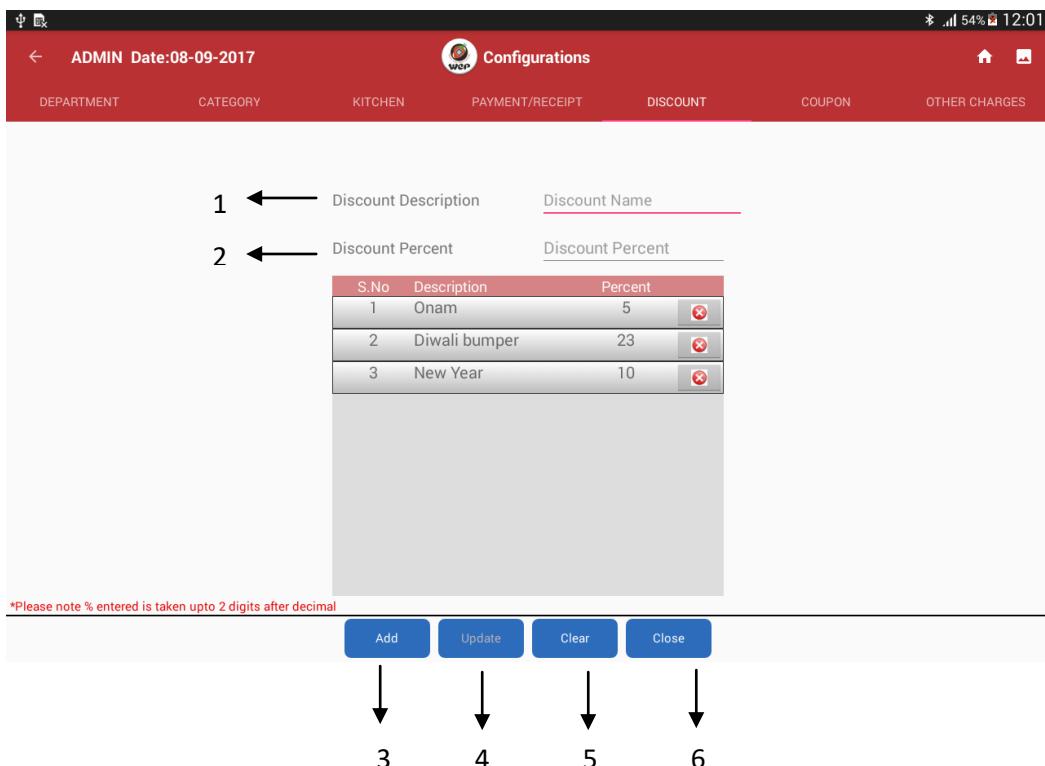


Figure 53: Discount Configuration

Label	Field	Description
1	Discount Description	Description of the discount provided by the user.
2	Discount percentage	Discount in percentage.



### WeP Solutions Limited

3	Add	Button to add discount into database.
4	Update	Update details of an existing discount.
5	Clear	Clear will clear all the fields.
6	Close	Closes the current screen.

#### 3.7.1.6 Coupon

User can configure various coupons with amount and can use them at the time of billing.

e.g.: Sodexo coupons.

The screenshot shows the 'Configurations' screen of the WeP app. At the top, there's a navigation bar with icons for back, refresh, and search, followed by the date '04-01-2014'. Below the navigation is a toolbar with tabs: DEPARTMENT, CATEGORY, KITCHEN, PAYMENT/RECEIPT, DISCOUNT, COUPON, and OTHER CHARGES. The 'COUPON' tab is selected. The main area contains a form for adding a new coupon. It has fields for 'Coupon Description' (labeled 1), 'Coupon Barcode' (labeled 2), and 'Coupon Amount' (labeled 3). Below these is a table showing existing coupons:

S.No	Description	Amount
1	sodexo 50	50

At the bottom of the screen are four blue buttons: 'Add', 'Update', 'Clear', and 'Close'. Arrows labeled 4, 5, 6, and 7 point from these buttons down to the corresponding numbered labels in the text below.

Figure 54: Coupons Configuration

Label	Field	Description
1	Coupon Description	Description of the Coupon provided by the user.
2	Coupon Amount	Coupon in amount.
3	Delete	Delete a coupon from the list.



### WeP Solutions Limited

4	Add	Button to add Coupon into database.
5	Update	Update details of an existing Coupon.
6	Clear	Clear all the fields.
7	Close	Closes the current screen.

#### 3.7.1.7 Other Charges

User can apply extra charges to a particular service and can decide whether to charge customer or not by clicking on the check box. If check box is checked, then the amount is chargeable and will automatically be added into total bill. User can apply charges on a single or multiple services'. e.g.: User can apply other charges (as packing charges) to Home delivery mode and/or to take away mode.

S.No	Description	Amount	Chargeable	Modes
1	packing charges	70	Yes	Take Away <input checked="" type="checkbox"/>
2	packing charges	70	Yes	Home Delivery <input checked="" type="checkbox"/>

Figure 55: Other Charges Configuration

Label	Field	Description
1	Other charge Description	Description of the Other charge provided by the user.



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2	Other charge Amount	Other charge in amount.
3	Chargeable	Check the checkbox if user wants to charge for this other charges.
4	Charges mode	To which mode the other charge will be applied.
5	Delete	Delete Other charge from the list.
6	Add	Button to add Other charge into database.
7	Update	Update details of an existing Other charge.
8	Clear	Clear will clear all the fields.
9	Close	Closes the current screen.

#### 3.7.2 Outward Supply Items

This allows user to configure an item that he is going to sell to the customer. User can configure following attributes about an item:

- a. Item name
- b. Kitchen
- c. Department
- d. Category
- e. Goods/Service
- f. Three different rates (Rate 1, Rate 2, Rate 3) {which rate is to apply can be configured in configuration. [See Details](#)in Section 3.6.1.}
- g. Stock
- h. Unit of measurement
- i. CGST, SGST, IGST and cess tax if applicable
- j. Item code, if enabled in settings ([See Details](#) in Section 3.6.9.4.)
- k. HSN code



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- I. Discount (in percentage. Item wise discount can be enabled or disabled. [See Details](#) in Section 3.6.9.4.)

These attributes can be modified for an existing item. He can also upload an image for the item for a visual reference.

For huge amount of data about items, user can use a .csv file to import/load items from that file. Items in list are displayed in ascending order of Item code.

*Note: Previous data will be replaced on loading a .csv file. To save the previous data we recommend you to create a backup of the database first.*

The screenshot shows the 'Outward Items Master' interface. At the top, there's a header bar with the date '19-09-2017'. Below the header is a table listing items with columns for Item Code, Item Name, Rate 1, Rate 2, Rate 3, Quantity, Image, and Delete. Each item row has a small image thumbnail and a delete icon. Below the table is a detailed input form. The input form includes fields for Item Name\*, Barcode, UoM\*, Kitchen, Department, Category, G/S, CGST Tax(%), UTGST / SGST Tax(%), IGST Tax(%),cess Tax(%), Item Code, HSNCode, and various tax and file selection fields. Buttons at the bottom include Generate Sample CSV, Add, Update, Clear, and Close. Callout numbers 1 through 21 point to specific fields and buttons on the form.

Figure 56: Outward Supply Items

Label	Field	Description
1	Item Name	Name of the item. Items can be searched by name also



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2	Barcode	Barcode of the item.
3	Kitchen	Kitchen assigned to that item. (Can be configured in configuration. <a href="#">See details</a> in Section 3.6.1.3.)
4	Department	Department to which that item belongs to. (Can be configured in configuration. <a href="#">See details</a> in Section 3.6.1.1.)
5	Category	Category of the item. (Can be configured in configuration. <a href="#">See details</a> in Section 3.6.1.2.)
6	G/S	Goods or services
7	Rate 1	First rate applicable on the item.
8	Rate 2	Second rate applicable on the item.
9	Rate 3	Third rate applicable on the item.
10	Stock	Present stock of the item.
11	Discount	Discount Percent available on the item.
12	CGST/SGST/IGST/cess	CGST/SGST/IGST in percentage and cess rate in percentage. (If applicable)
13	HSN code	HSN code for the item.
14	Browse Image	Image for the item.
15	Browse File	Browse CSV file present in device's memory for bulk upload.
16	Upload file	Bulk upload of item details into application.
17	Generate Sample CSV	Generates a sample CSV. Patch where sample CSV is stored: Device Storage >WeP_FnB_CSVs
18	Add	Add a new item in the file manually one by one.



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19	Update	Update an existing item.
20	Clear	Clears all the fields.
21	Close	Closes the current screen.

### 3.7.2.1 Configuring Barcode Scanner (Recommended)

For using barcode of an item, user needs to configure barcode scanner to add line feed suffix.

For example: In case of Honeywell Barcode scanner, use below barcodes to turn on & off the line feed suffix.

**Warning:** Without line feed user won't be able to add an item directly into KOT after scanning barcode rather, it will show the item in barcode search results and user has to select the item from there.



Figure 57: Turn on line feed suffix



Figure 58: Turn off line feed suffix



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#### 3.7.3 Price & Stock

Price & Stock screen facilitates user to modify stock and three different rates for that item in outward supply.

*Note: New stock will be added to existing stock.*

The screenshot displays the 'Price and Stock' screen of the WeP Solutions Limited app. At the top, it shows the date '16-11-2017'. The main area is divided into two sections: a grid of items on the left and a detailed view on the right. The grid contains 24 items with images and names: Aloo Baingan Masala, Aloo Gobi, Aloo Ki Tikki, Aloo Matar, Aloo Methi, Aloo Shimla Mirch, Amriti with Rabdi, Amritsari Fish, Chai, Chaach, Bhindi Masala, Biryani, Butter Chicken, Chaat, Chana Masala, Chapati, Chicken Razala, Chicken Tikka, Chicken Tikka Masala, Chole Bhature, Daal Batti Churma, Daal Puri, Dal Makhani (Kali), Dal Fara, Daal, Dal Fry with Tadka, Dum Aloo, Poha, Fara, French Bean Aloo. On the right, there's a form for modifying item details:

Item Name	ALOO BAINGAN MASALA	2
Item Barcode	BC1234561	6
Existing Stock	9999.00	
New Stock	0	
Rate1	10.00	
Rate2	20.00	
Rate3	30.00	

Below the form, notes state: \*Please note, new stock will be added to existing stock. \*\*Only rate(s) and quantity are configurable here.

At the bottom, there are three buttons: 'Update', 'Clear', and 'Close'. Below these buttons are three navigation icons: back, home, and exit.

Figure 59: Price & Stock

Label	Field	Description
1	Items List	List of all the items. Items can be searched by item name also.
2	Item details	Details of the item where details can be modified.
3	Update	Update an existing item.
4	Clear	Clear will clear all the fields.



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5	Close	Closes the current screen.
6	Search by barcode	User can search an item by barcode.

#### 3.7.4 Inward Management

This module facilitates configuration of inward supply details. Like supplier details, purchase order, inward item masters, etc.



Figure 60: Inward Module

##### 3.7.4.1 Supplier Details

User can enter and save the supplier details in the database through this module.

Entered user details can be auto populated later at the time of Purchase order and Goods Inward.



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ADMIN Date:02-08-2017      Supplier Details      83% 10:06

S.N	Supplier Name	Supplier Phone	Supplier GSTIN	Supplier Address	Delete
1	ASHISH	8976540321	TT0783	myself road	<input type="checkbox"/>
2	MAHESH	9876054321	TTYL8R	banerghatta road	<input type="checkbox"/>
3	MIKESH	9870645321	TT9U387	m.g road	<input type="checkbox"/>
4	PANKAJ	9870456102	T00E638	m.g road	<input type="checkbox"/>
5	SACHIN	9876540321	TT0678	m.g road	<input type="checkbox"/>
6	SAURABH	7890456123	TT0123	mangalore	<input type="checkbox"/>
7	SHIV	7856904123	T00345	mysore road	<input type="checkbox"/>
8	SURESH	9870645321	TT0983	m.g road	<input type="checkbox"/>
9	VISHAL	8790654123	TT0456	BTM Layout	<input type="checkbox"/>
10	VYOM	7098654123	TT0912	mysore road	<input type="checkbox"/>

1 Supplier Name\*  🔍

2 Supplier GSTIN

3 Supplier Phone

4 Supplier Address

Add Supplier
Update Supplier
Clear
Close

5     
  6     
  7     
  8

Figure 61: Supplier's Details

Label	Field	Description
1	Supplier Name	Name of the supplier. User can search for a supplier through supplier name.
2	Supplier GSTIN	GSTIN code of the supplier.
3	Supplier Phone	Phone number of the supplier.
4	Supplier Address	Address of the supplier.
5	Add Supplier	Button to add supplier details into database.
6	Update Supplier	By default, this button is disabled. If existing supplier is clicked from displayed list then this button gets enabled and his details can be updated.



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7	Clear	Clear will clear all the fields.
8	Close	Closes the current screen.

#### 3.7.4.2 Inward Item Masters

User can configure inward items here. Saved items then can be used while Supplier item linkage, purchase order and Goods Inward Module.

The screenshot shows the 'Inward Items Master' screen with the following details:

- Header:** ADMIN Date:19-09-2017, Inward Items Master
- List View:** Shows a table of items with columns: S.No, Item Name, Rate, UoM, and Delete (checkbox).
- Detail View:** Shows a form with the following fields and values:
  - Supply Type (Goods/Supply): G
  - Item Name\*: Rice
  - Barcode: 111110
  - Rate\*: 80.60
  - HSNCode: 11
  - UoM\*: Pk
  - CGST Rate (%): 80.60
  - UTGST / SGST Rate (%): 80.60
  - IGST Rate (%): 80.60
  - cess Rate (%): 80.60
  - Select FileName: (button)
  - Browse File: (button)
  - Upload File: (button)
- Notes:**
  - \*To enter/update quantity , kindly make GoodsInwardNote
  - \*\*Please note any value entered is taken upto 2 digits after decimal
- Buttons:** Generate Sample CSV, Add, Update, Clear, Close.

Callouts numbered 1 through 18 point to specific elements on the screen:

- Supply Type (Goods/Supply)
- Item Name\*
- Barcode
- Rate\*
- HSNCode
- HSNCode
- UoM\*
- CGST Rate (%)
- UTGST / SGST Rate (%)
- IGST Rate (%)
- cess Rate (%)
- Select FileName
- Browse File
- Upload File
- Generate Sample CSV
- Add
- Update
- Clear
- Close

Figure 62: Inward Item Masters

Label	Field	Description
1	Supply Type	Goods or Services
2	Item Name	Enter item name and user can search an item by its name as well.
3	Barcode	Barcode of the item. (Future Use)



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4	Rate	Rate of the item.
5	Quantity	Quantity of items.
6	HSN code	HSN code for the item.
7	Unit of Measurement	UoM for items.
8	CGST Rate	CGST rate in percentage.
9	SGST Rate	SGST rate in percentage.
10	IGST Rate	IGST rate in percentage.
11	Cess Rate	Cess rate in percentage. (If applicable)
12	Browse File	Browse CSV file present in device's memory for bulk upload.
13	Upload file	Bulk upload of item details into application.
14	Generate Sample CSV	Generates a sample CSV. Patch where sample CSV is stored: Device Storage >WeP_FnB_CSVs
15	Add	Add a new item in the file manually one by one.
16	Update	Update an existing item.
17	Clear	Clear will clear all the fields.
18	Close	Closes the current screen.

#### 3.7.4.3 Supplier Item Linkage

This module provides mechanism to link the supplier already saved in database, with the inward items being entered in database. This linkage is easing the process of making entry in Purchase Order and Goods Inward. During Purchase Order or Goods Inward generation, upon entering the supplier details, all the items linked to that supplier is made available, instead of whole list of items.



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ADMIN Date:02-08-2017      Supplier Item Linkage

S.No	Supplier Name	Item Name	Average Rate	UoM
1	ASHISH	RICE	50.00	Kg
2	MAHESH	YELLOW DAAL	23.00	Kg
3	MAHESH	CHICKPEAS	43.00	Kg
4	MAHESH	RICE	50.00	Kg
5	MIKESH	PIGEON PEA	22.00	Kg
6	MIKESH	CAPSICUM	28.00	Kg
7	PANKAJ	GARLIC	23.00	Kg
8	PANKAJ	PEA	20.00	Kg
9	SACHIN	CARROT	30.00	Kg
10	SAURABH	MILK	12.00	Lt
11	SHIV	MILK	12.00	Lt
12	VISHAL	JACKFRUIT	30.00	Kg
13	VISHAL	CARROT	30.00	Kg

Supplier Name\*  1      Supplier GSTIN  6  
 Item Name\*  5      Average Rate  10      CGST Rate (%)  0      SGST Rate (%)  0  
 HSNCode  11      HSN code  7      Supplier Phone  +91 11      Supply Type (Goods/Services)  12 G  
 Supplier Address  8      eg. M.G Road  9      UoM\*  13      Select   
 Link Item  14      DeLink Item  15      Clear  16      Close  17

Figure 63: Supplier Item Linkage

Label	Field	Description
1	Supply Name	Name of the supplier. User can search an existing supplier by his name as well.
2	Supplier GSTIN	GSTIN code of the supplier.
3	Supplier Phone	Phone number of the supplier.
4	Supplier Address	Address of the supplier.
5	Item Name	Enter item name and user can search an item by its name as well.
6	Rate	Rate of the item.
7	HSN code	HSN code for the item.



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8	Supply Type	Goods or Services.
9	Unit of Measurement	UoM for items.
10	CGST Rate	CGST rate in percentage.
11	SGST Rate	SGST rate in percentage.
12	IGST Rate	IGST rate in percentage.
13	cess Rate	cess rate in percentage. (If applicable)
14	Link Item	Link an item to the supplier.
15	DeLink Item	De-link an item from the supplier.
16	Clear	Clears all the fields.
17	Close	Closes the current screen.



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#### 3.7.4.4 Inward Price & Stock

This module allows user to manage stock and pricing of inward items.

1 ←

2 →

3 ↓

4 ↓

5 ↓

**Figure 64: Inward Price & Stock**

Label	Field	Description
1	Items List	List of all the items from inventory.
2	Item Details	Details of the item.
3	Update	Allows user to update a record an item.
4	Clear	Clears all the fields.
5	Close	Closes the current screen.



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### 3.7.4.5 Purchase Order

Purchase Order can be made for the items being purchased or inward.

The screenshot shows the WeP Purchase Order screen. At the top, there are fields for Supplier Name (MAHESH), Supplier Phone (9876054321), and Supplier Address (banerghatta road). Below these are buttons for 'Purchase Order' (labeled 4), 'Add Item' (labeled 9), and 'Supplier StateCode' (labeled 8). The main area displays a table of items with columns for Sno, HSNCode, Item Name, Rate, Qty, UoM, Taxable Value, IGST Amt, CGST Amt, SGST Amt, cess Amt, Amount, and Del. The items listed are YELLOW DAAL, CHICKPEAS, RICE, GINGER, PEA, and RAJMA. At the bottom, there are buttons for 'Additional Charge' (labeled 10), 'Add Supplier' (labeled 15), 'Generate PO' (labeled 16), 'Update PO' (labeled 17), 'Clear' (labeled 18), and 'Close' (labeled 19). Arrows numbered 1 through 19 point to various UI elements: 1 to Supplier Name, 2 to Supplier Phone, 3 to Supplier Address, 4 to Purchase Order button, 5 to Item Name field, 6 to 'Enter the quantity' input, 7 to Supplier GSTIN, 8 to Supplier StateCode checkbox, 9 to Add Item button, 10 to Additional Charge checkbox, 11 to Additional Charge Name input, 12 to Additional Amount input, 13 to Sub Total, 14 to Grand Total, 15 to Add Supplier button, 16 to Generate PO button, 17 to Update PO button, 18 to Clear button, and 19 to Close button.

**Figure 65: Purchase Order**

Label	Field	Description
1	Supplier Name	Name of the supplier. User can search an existing supplier by his name as well.
2	Supplier Phone	Phone number of the supplier.
3	Supplier Address	Address of the supplier.
4	Purchase Order	Purchase Order Number
5	Item Name	Enter item name and user can search an item by its name as well.



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6	Enter quantity	Quantity of the item.
7	Supplier GSTIN	GSTIN code of the supplier.
8	Supplier State code	State code of the supplier in case items to be purchased from different state.
9	Add Item	Allows user to add an item to PO.
10	Additional Charges	Check the checkbox in case there are some additional charges to apply.
11	Additional charge name	Name of the additional charge.
12	Additional amount	Additional amount to be applied.
13	Sub total	Bill amount without additional charges
14	Grand Total.	Bill amount inclusive of all taxes and other charges.
15	Add Supplier	Add supplier details into database, in case supplier is not already present in the database.
16	Generate PO	Generate a Purchase Order.
17	Update PO	Allows user to update a record for purchase order.
18	Clear	Clears all the fields.
19	Close	Closes the current screen.



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### 3.7.4.6 Goods Inward Note

Goods Inward Note: mechanism to enter the inward item supply details in database, either with Purchase Order generated or without Purchase Order.

The screenshot shows the 'Goods Inward Note' screen with the following field mappings:

- Supplier Name:** 1 (Text input)
- Supplier Phone:** 2 (Text input)
- Supplier Address:** 3 (Text input)
- Supplier GSTIN:** 4 (Text input)
- Purchase Order:** 6 (Text input)
- Invoice No.:** 7 (Text input)
- Invoice Date:** 8 (Calendar icon)
- Item Name:** 9 (Text input)
- Add Item:** 11 (Blue button)
- Enter the quantity:** 10 (Text input)
- Table Headers:** Sno., HSNCODE, Item Name, Rate, Qty, UoM, Taxable Value, IGST Amt, CGST Amt, SGST Amt, cess Amt, Amount, Del
- Table Data:** 1 (RICE, 50.00, 90.00, Kg, 4500.00, 0.00, 360.00, 360.00, 0.00, 5220.00)
- Buttons:**
  - 12 (Additional Charge, Additional Charge Name, Save Note, Goods Inward, Clear, Close)
  - 13 (Additional Charge Name)
  - 14 (Additional Amount)
  - 15 (Sub Total)
  - 16 (Grand Total)
  - 17 (Add Supplier)
  - 18 (Save Note)
  - 19 (Goods Inward)
  - 20 (Clear)
  - 21 (Close)

Figure 66: Goods Inward Note

Label	Field	Description
1	Supply Name	Name of the supplier. User can search an existing supplier by his name as well.
2	Supplier Phone	Phone number of the supplier.
3	Supplier Address	Address of the supplier.
4	Supplier GSTIN	GSTIN code of the supplier.
5	Supplier State code	State code of the supplier in case items to be supplied from different state.



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6	Purchase Order	Purchase Order Number
7	Invoice number	Invoice number.
8	Invoice Date	Invoice Date.
9	Item Name	Enter item name and user can search an item by its name as well.
10	Enter quantity	Quantity of the item.
11	Add Item	Allows user to add an item into the database.
12	Additional Charges	Check the checkbox in case there are some additional charges to apply.
13	Additional charge name	Name of the additional charge.
14	Additional amount	Additional amount to be applied.
15	Sub total	Bill amount without other charges.
16	Grand Total	Grand total amount.
17	Add Supplier	Add supplier details into database, if supplier is not already present in database.
18	Save Note	Save note to the database.
19	Goods Inward	Goods inward.
20	Clear	Clears all the fields.
21	Close	Closes the current screen.



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### 3.7.4.7 Ingredient Management

Relating the inward items with outward items

The screenshot shows the Ingredient Management screen with various numbered callouts:

- 1**: Item Name input field containing "ALOO PARANTHA".
- 2**: Select ingredient input field containing "Type Ingredient Here".
- 3**: Search icon above the ingredient list.
- 4**: Quantity input field containing "900.0".
- 5**: First item in the list: "ALOO PARANTHA".
- 6**: Search bar at the bottom right.
- 7**: Print Ingred. List button.
- 8**: Save button.
- 9**: Submit button.
- 10**: Clear button.
- 11**: Close button.

SNo	Items	Delete
1	ALOO PARANTHA	X
2	CHOLE BHATURE	X
3	COLD DRINK	X
4	DAL CHAWAL	X
5	FRESH LIME SODA	X
6	JHATPAT KHAANA	X
7	LASSI	X
8	ONION PARANTHA	X
9	POORI SABZI	X
10	RAJMA CHAWAL	X
11	SAMOSA CHAT	X
12	SANDWICH	X
13	SINGLE PARANTHA	X
14	VEG BIRYANI	X

\*Please click on Item to convert ingredients into item

Figure 67: Ingredient Management

Label	Field	Description
1	Item Name	Enter item name for which user wants to enter ingredient. User can also search for the item by its name.
2	Select ingredient	Enter ingredient name. User can also search ingredient by its name.
3	Enter quantity	Quantity of the item.
4	Enter quantity	Quantity of the ingredient.
5	Add Item	Allows user to add an ingredient for the outward



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		item.
6	Search Item	Search for the item by its name which has its ingredient list submitted in database.
7	Print ingredient list	Print ingredient list
8	Save	Save ingredient list for the outward items. But it is not the final list until it is submitted.
9	Submit	Submits the ingredient list for outward item.
10	Clear	Clear will clear all the fields.
11	Close	Closes the current screen.

#### Convert inward to outward

Allows user to convert inward items to outward items.

Note: Ingredients only appear if there exists goods inward note for that ingredient.

The screenshot shows the 'Ingredient List' window. At the top, there are search fields for 'Select Item' (Type Item Here) and 'Select Ingredient' (Type Ingredient Here). Below these are two tabs: 'Items' (selected) and 'Delete'. The main area displays a table of ingredients:

SNo	Ingredient	Quantity	UoM	Delete
1	OIL	60.0	No	X
2	ONION	60.0	Bx	X
3	GARLIC	60.0	Mt	X
4	CARROT	60.0	Pl	X
5	BREADS	60.0	Gm	X

At the bottom of the window, there are three buttons: 'Print Ingred. List', 'Save', 'Submit Changes', 'Convert Inward to Outward', and 'Close'. Arrows below the window point to the 'Convert Inward to Outward' button (labeled 3), the 'Close' button (labeled 4), and the 'Submit Changes' button (labeled 2).

Figure 68: Convert inward to outward



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Label	Field	Description
1	Add	Add more ingredients.
2	Submit Changes	Submit the changes made if any.
3	Convert inward to outward	Converts inward items into outward items.
4	Close	Closes the current screen.

### 3.7.5 Payment Mode Configuration

User can configure Key Id & Secret Key for enabling the ability to make payments through Razor Pay. To generate Key Id & Secret Key, user needs to register on Razor Pay website. To register [Click Here](#) or visit <https://razorpay.com/>

The screenshot shows a mobile application interface titled "Payment Mode Configuration". At the top, there is a header bar with the title "Payment Mode Configuration" and a back arrow. Below the header, there is a section for "Razor Pay" configuration. It contains two input fields: "Key Id" with value "xx" and "Secret Kev" with value "xx". Arrows labeled 1 and 2 point from the right side of the screen to the "Key Id" and "Secret Kev" fields respectively. At the bottom of the screen, there are three buttons: "Update", "Clear", and "Close". Arrows labeled 3, 4, and 5 point from the bottom of the screen down to the "Update", "Clear", and "Close" buttons respectively.

Figure 69: Payment mode configuration.

Label	Field	Description
1	Key Id	Razor Pay Key Id



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2	Secret Key	Razor Pay Secret Key
3	Update	Updates the changes made.
4	Clear	Clears all fields.
5	Close	Closes the current screen.

#### 3.7.6 Add Role

Add role screen allows user to define roles that can be assigned to other employees. User can also change the access for that particular role. e.g.: Sweeper is the new role that is added by the user. Now user can configure, what module can be accessed by that role (Rider).

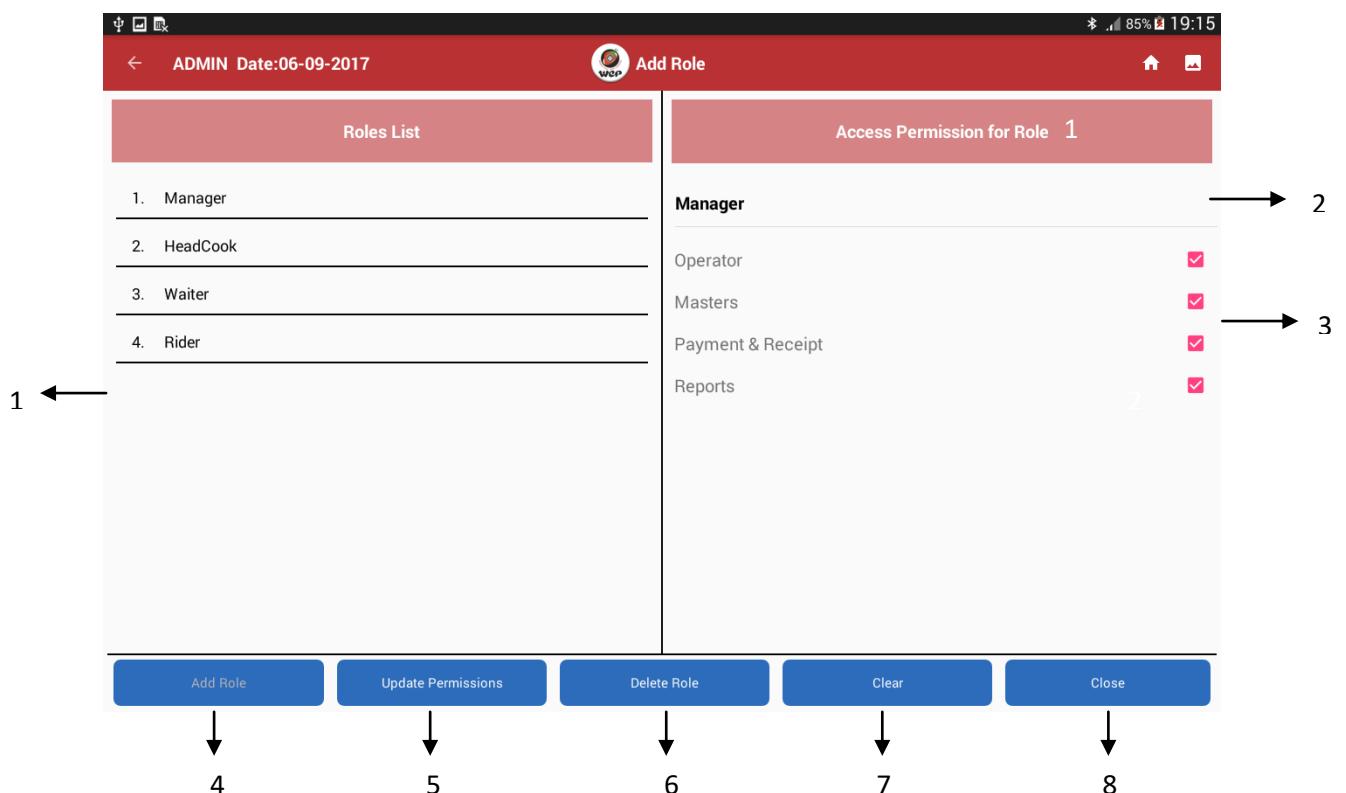


Figure 70: Add Role

Label	Field	Description
1	Role List	List of all roles including pre-added roles by



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		system and user added roles.
2	Role Name	Name of the role user wants to add.
3	Permissions	List of permissions user wants to give to that role.
4	Add Role	Add a new role into database.
5	Update Permissions	<p>Update permissions of an existing role.</p> <p><u>Note:</u></p> <ol style="list-style-type: none"><li><u>Operator permission is default permission and will be given to every new role defined by user by default.</u></li><li><u>User cannot modify/update system default roles like "Manager, Head cook, Waiter".</u></li></ol>
6	Delete Role	<p>Delete a role added by user only.</p> <p><u>Note: User cannot delete system added roles like "Manager".</u></p>
7	Clear	Clears all field.
8	Close	Closes the current screen.

#### 3.7.7 User management

This screen allows user to insert and delete a record of an employee and assign a role to him. User can also modify the employee details and change the role assigned to him earlier.

Default user admin can neither be updated nor deleted.



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ADMIN Date:01-01-2014      User Management      8:54 AM

1	Name *:	Vishal
2	Mobile *:	9876543201
3	Designation :	Rider
4	Role *:	Rider
5	Login *:	r1
6	Password *:	r1
7	Aadhar :	Enter Aadhar
8	Email :	Enter Email (ex: xyz@gmail.com)
9	Address :	Enter Address

S.No	Name	Role
1	admin	Manager
2	Muskan	Waiter
3	Vishal	Rider

▲      ○      □

↓      ↓      ↓      ↓  
 10      11      12      13

**Figure 71: User management**

Label	Field	Description
1	Name	Name of the waiter/rider.
2	Mobile	Contact number of the waiter/rider.
3	Designation	Designation of the person.
4	Role	Role of the person.
5	Login	Username of the person.
6	Password	Password to login into the system.
7	Aadhar	Aadhar card number.
8	Email	Email id of the person.



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9	Address	Address of the person.
10	Submit	Save/Updates the details.
11	Delete	Delete a record.
12	Clear	Clear the whole form.
13	Close	Close the current screen.

#### 3.7.8 Customers

This application also provides a facility to the user to add a record of his regular/premium customers and record can be updated later on. User can search for the customer by customer's mobile number or by customer's name.

SNo	Name	Last Transn.	Total Transn.	Credit Amt	Delete
1	Sachin	160.00	1451718.62	10000.00	<input type="button" value="X"/>
2	Muskan	500.00	2019.20	-500.00	<input type="button" value="X"/>
3	Vishal	77.00	12379.25	-77.00	<input type="button" value="X"/>
4	tia	311.00	2582.00	-2582.00	<input type="button" value="X"/>
5	neha	0.00	0.00	0.00	<input type="button" value="X"/>

1 ← Mobile No    2 →  
 3 ← Customer GSTIN    4 ← Customer Name \* Sachin    5 ← Mobile No \* 9876543201    6 ← Address m.g. road    7 ← Credit Amount 10000.00    8 ← Credit Limit 10000.00

9 →

Add    Update    Clear    Close

10    11    12    13

Figure 72: Customer Details



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<b>Label</b>	<b>Field</b>	<b>Description</b>
1	Mobile no.	Customer's mobile. User can search for customers by customer's mobile number.
2	Customer's Name	Name of the customer. User can also search by his customer name.
3	Customer's GSTIN	Customer's GSTIN.
4	Customer's Name	Customer's Name.
5	Mobile no.	Customer's mobile no.
6	Address	Customer's Address.
7	Credit Amount	Customer's credit amount on the user.
8	Credit Limit	Maximum amount a customer can credit on merchant.
9	Delete	Delete a record.
10	Add	Add a new record.
11	Update	Update an existing record.
12	Clear	Clear the details of fields 3 to 7.
13	Close	Close the current screen.

#### 3.7.9 Settings

Settings screen allows user to configure:

- Header and footer that is going to be printed on bill.
- Different prices for different services provided by the restaurant
- Configure tables for dine-in.



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- Owner details
- Settings for Inward supply configuration and Outward supply configuration.
- Application settings like Reset all settings, create a backup of current database image and factory reset to erase everything.
- Printers settings, like what will be printed from which printer.
- Other settings allow user to set options for date and time, fast billing mode, table splitting and etc.

#### 3.7.9.1 Header Footer

Header will be printed at the top of the bill and footer will be printed at the end of the bill.

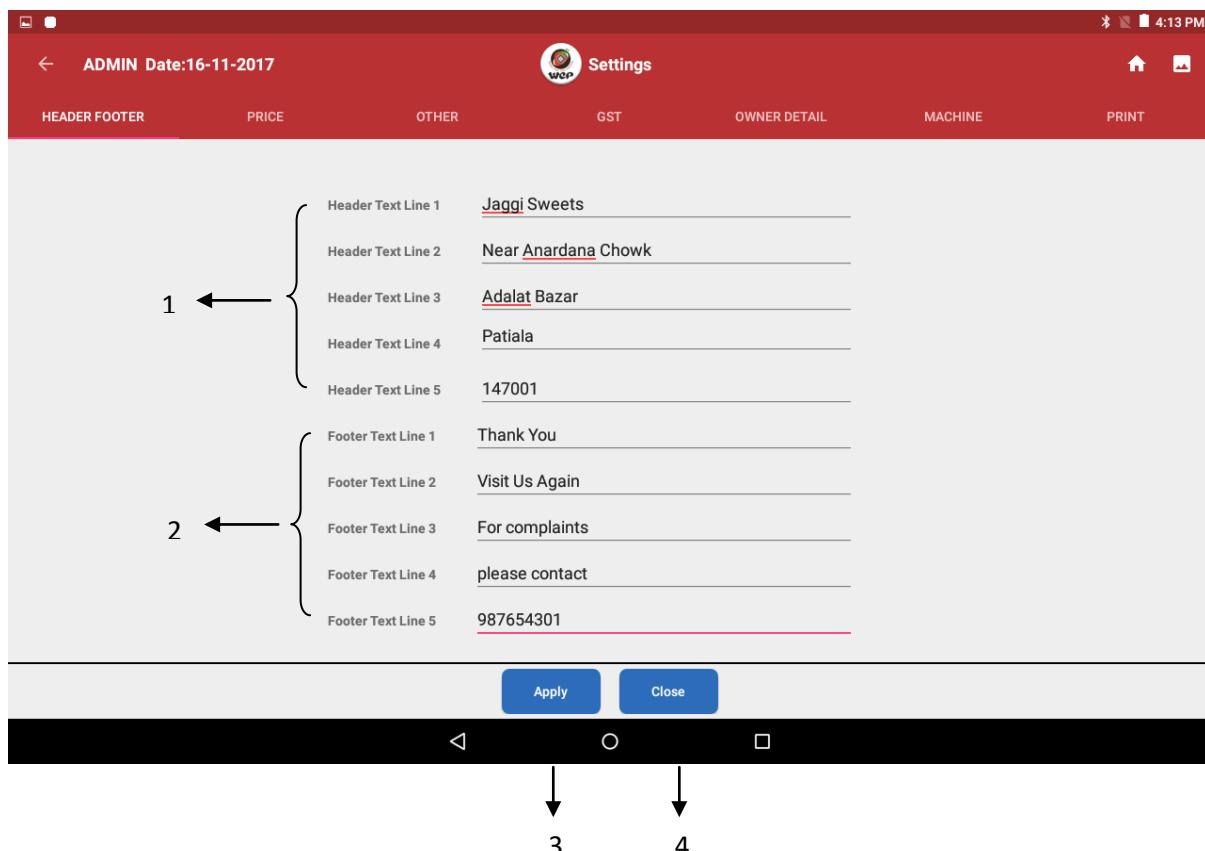


Figure 73: Header Footer Settings

Label	Field	Description
1	Header	The text will appear in the starting of the bill.



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2	Footer	The text will appear in the end of the bill.
3	Apply	Apply changes.
4	Close	Close the current screen.

OUTWARDS INVOICE  
Jaggi Sweets ← Header

GSTIN : 09ANTPA0870E1Z6  
Name : Jaggi Sweets  
Address : Near Anardana market, Baradari chowk,  
, Patiala

Bill no : WeP1  
Date : 08-09-2017 Time : 12:05:58  
Cashier : admin  
Customer Name : ---  
Service : Counter Sales

SI	ITEM NAME	QTY	RATE	AMOUNT
HSN				
1	RICE	1.0P1	32.75	38.00A
Total Item(s) : 1 /Qty : 1				38.00
Tax(%)	TaxableVal	CGSTAmt	SGSTAmt	TaxAmt
A 16.00	32.75	2.62	2.62	5.24
Total Tax Amount				5.24
TOTAL				38.00

Thank you  
Visit us again ← Footer

#### 3.7.9.2 Price

User can provide different services (service names are configurable) and for every service user can choose one of the three different rates for the item. User can also configure numbers of tables they have in their restaurant.



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ADMIN Date:06-09-2017      Settings

HEADER FOOTER      PRICE      OTHER      GST      OWNER DETAIL      MACHINE      PRINT

Price Range

For	Dine In	Counter Sales	Take Away	Home Delivery	
Rate 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Rate 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
Rate 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maximum Table	12	→ 3			

  
 
  
 ↓                    ↓

4                    5

Figure 75: Price Settings

Label	Field	Description
1	Modes	Name of service modules are configurable
2	Rates	Chosen rate will be applicable for particular service.
3	Maximum Tables	Maximum number of tables that are available.
4	Apply	Apply changes.
5	Close	Close the current screen.

#### 3.7.9.3 Owner Detail

User can see owner details which he has filled in starting.



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**Note:** After printing first Bill/Invoice, user will no longer be able to modify these details.

Before that user can modify "Owner's Details" except for GSTIN, Ref No., bill No. & pre-fix.

ADMIN Date:08-09-2017      Settings

HEADER FOOTER	PRICE	OTHER	GST	OWNER DETAIL	MACHINE	PRINT
1 ← NAME*	Jaggi Sweets					
2 ← PHONE*	8283836881					
3 ← E-MAIL*	sachin.verma@wepdigital.com					
4 ← ADDRESS*	Near Anardana market, Baradari chowk, Patiala					
5 ← POS*	03					
6 ← IS MAIN OFFICE	YES					
7 ← GSTIN	09ANTPA0870E1Z6					
8 ← Reference No	WEP0072					
9 ← BillNo Prefix	WeP					

Apply      Close  
 ↓            ↓  
 10          11

**Figure 76: Owner Details Display**

Label	Field	Description
1	Name	Name of the owner.
2	Phone	Phone number of the owner.
3	Email	Email id of the owner.
4	Address	Address of the owner.
5	POS	Place of supply of the owner.
6	Is Main Office?	Whether the address of owner details is main



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		office or not.
7	GSTIN	GSTIN code of the owner.
8	Reference number	Reference number with respect to WeP GST panel.
9	Bill no prefix	Prefix of bill number.
10	Apply	Apply changes.
11	Close	Close the current screen.

#### 3.7.9.4 Other

The screenshot shows the 'OTHER' tab selected in the WeP Settings application. The interface includes a header with tabs for HEADER FOOTER, PRICE, OTHER (selected), GST, OWNER DETAIL, MACHINE, and PRINT. Below the tabs are various configuration options with numbered callouts:

- 1: Date and Time (Auto or Manual)
- 2: Price Change (Enable or Disable)
- 3: Bill with Stock (Enable or Disable)
- 4: Item Code (Auto or Manual)
- 5: Bill No Daily Reset (Enable or Disable)
- 6: Tax (Forward or Reverse)
- 7: Discount Type (Itemwise or Billwise)
- 8: Fast Billing Mode (Items, Dept / Items, Dept / Categ / Items)
- 9: Cumulative Report Heading (Enable or Disable)
- 10: Table Splitting (Enable or Disable)
- 11: Owner's Details Print (Enable or Disable)
- 12: Header Print Bold (Enable or Disable)
- 13: Service Name Print (Enable or Disable)
- 14: Bill Amount Round off (Enable or Disable)
- 15: Navigation arrow
- 16: Search icon

Figure 77: Other Settings

Label	Field	Description
1	Date and Time	<b>Auto:</b> Application will automatically picks up the device's date and time.



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		<b>Manual:</b> User can manually select a date and time.
2	Price Change	If enabled, user has the facility to change the price of an item at the time of billing.
3	Bill with stock	If enabled then on every bill generated, quantity of items will be deducted from the stock.
4	Item no. reset	<b>Auto:</b> Application will auto pick the initial count. e.g.: default is 1.  <b>Manual:</b> User has the facility to enter the item code of his choice in item masters.
5	Bill no. daily reset	If enabled bill number will be changed to 1 count after a day is ended.
6	Tax	Allows user to select a Type of Tax from Forward and Reverse tax.  <u>Note: Bill-wise Discount and cess is not applicable in Reverse Tax. Only Item-wise discount is applicable.</u>
7	Discount type	User can provide discount on item or on bill.
8	Fast Billing Mode	<b>Items:</b> Only items will be shown at the time of billing.  <b>Department/Item:</b> Department and Items both will be shown at the time of billing. User can sort items according to departments.  <b>Department/Category/Item:</b> All three things will be shown at the time of billing and user can sort items according to departments and then by



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		category.
9	Cummulative Report Heading	If enabled, then a cummulated report will be generated for all the services provided by the user.
10	Table Splitting	If enabled, then user can allow his customers to share theirtable with other party.
11	Owner's details print	If enabled, then own details will be printed on bill.
12	Header print bold	If enabled, header will be printed in bold.
13	Bill amount round off	If enabled, the bill amount will be rounded off.
14	Service name print	If enabled, then service name will be printed on bill.
15	Apply	Apply changes.
16	Close	Close the current screen.



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### 3.7.9.5 GST

The screenshot shows the GST Settings page with two main sections:

- Inward Supply Configuration:**
  - 1 → GSTIN (Choose One)  Enable  Disable
  - 2 → POS (Choose One)  Enable  Disable
  - 3 → HSN Code (Choose One)  Enable  Disable
- Outward Supply Configuration:**
  - 4 → POS (Choose One)  Enable  Disable
  - 5 → HSN Code (Choose One)  Enable  Disable
  - 6 → UTGST (Choose One)  Enable  Disable
  - 7 → Print HSN in Bill (Choose One)  Enable  Disable

At the bottom are two buttons: **Apply** and **Close**. Arrows labeled 8 and 9 point downwards from the bottom of the configuration sections towards these buttons.

**Figure 78: GST Settings**

Label	Field	Description
1	GSTIN	If enabled, user can configure GSTIN.
2	POS	If enabled, user can configure POS.
3	HSN Code	If enabled, user can configure HSN code for each item in inward supply.
4	POS	If enabled, user can configure POS in outward supply.
5	HSN Code	If enabled, user can configure HSN code for each item in outward supply.
6	UTGST	If enabled, then UTGST will be applicable on items



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		in outward supply.
7	Print HSN in Bill	If enabled, then HSN will be printed in bill.
8	Apply	Apply changes.
9	Close	Close the current screen.

#### 3.7.9.6 Machine

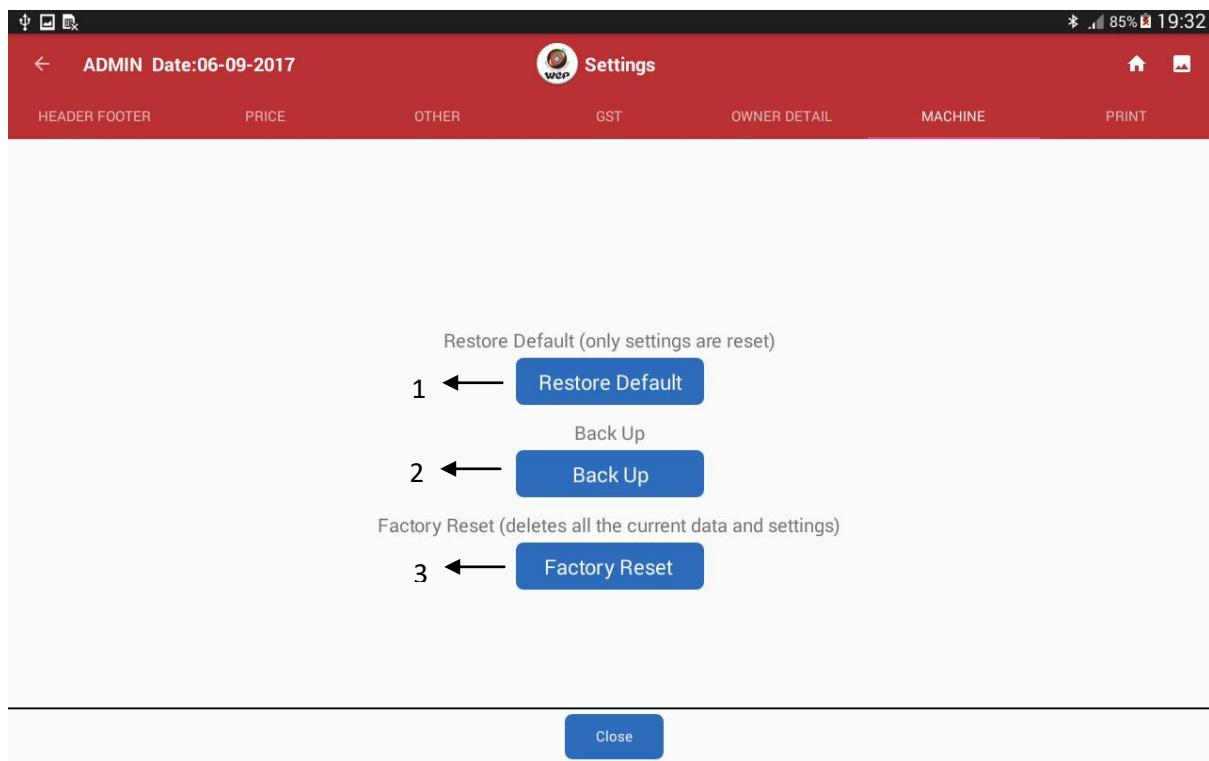


Figure 79: Machine Settings

Label	Field	Description
1	Restore Default	This option will restore all default settings in the system.
2	Back up	User can take a backup of the database and can create as many as backups user wants. Backups



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		will be stored in device's internal memory under "WeP_FnB_Backup" directory.
3	Factory Reset	Factory reset will erase everything and application will come in its initial stage as it was installed for first time.
4	Close	Close the current screen.

Note: All these settings require manager's credentials.

#### 3.7.9.7 Print

User can set all printers settings here that which printer will print what. e.g.: which printer will print bill and which will print receipt.

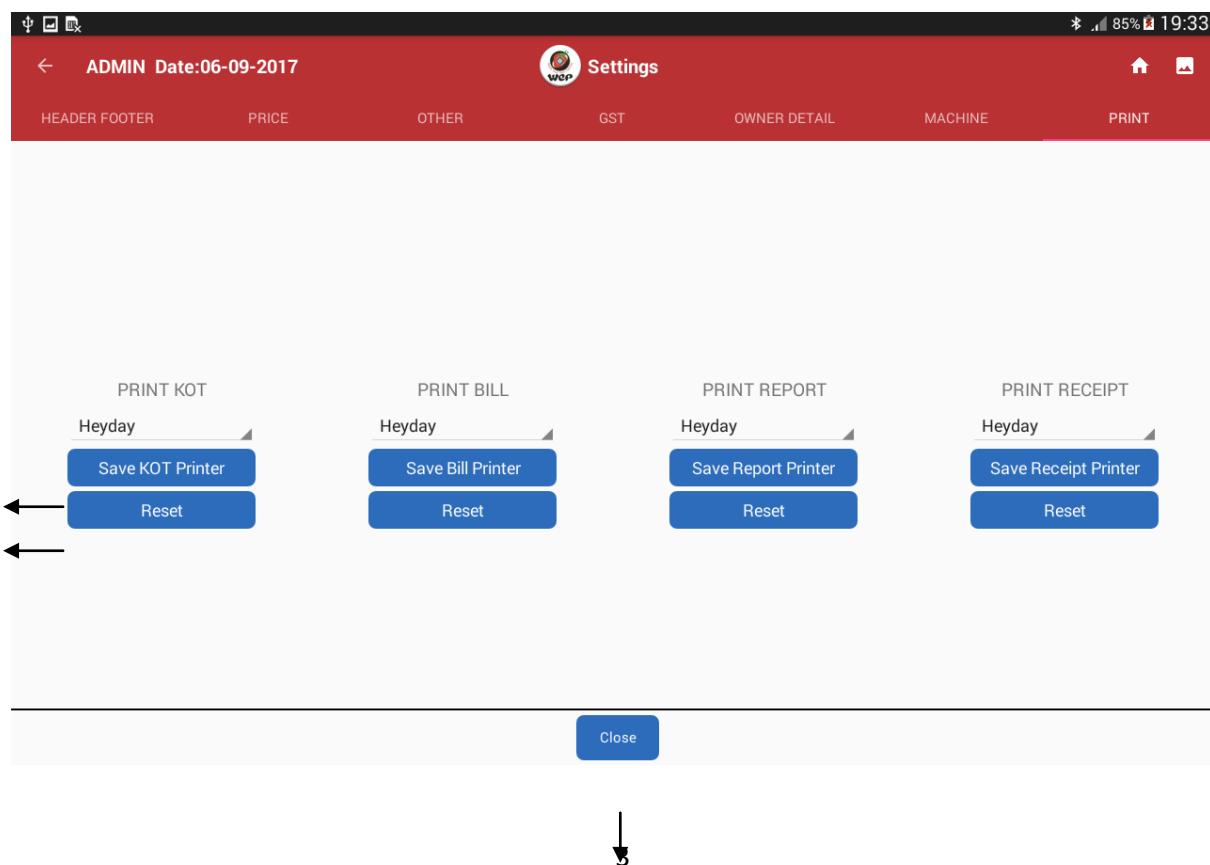


Figure 80: Print Settings



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Label	Field	Description
1	Save Printer	Save a particular printer for a particular thing.
2	Reset	Reset settings.
4	Close	Close the current screen.

## 4. Reports

### 4.1 Sales Report

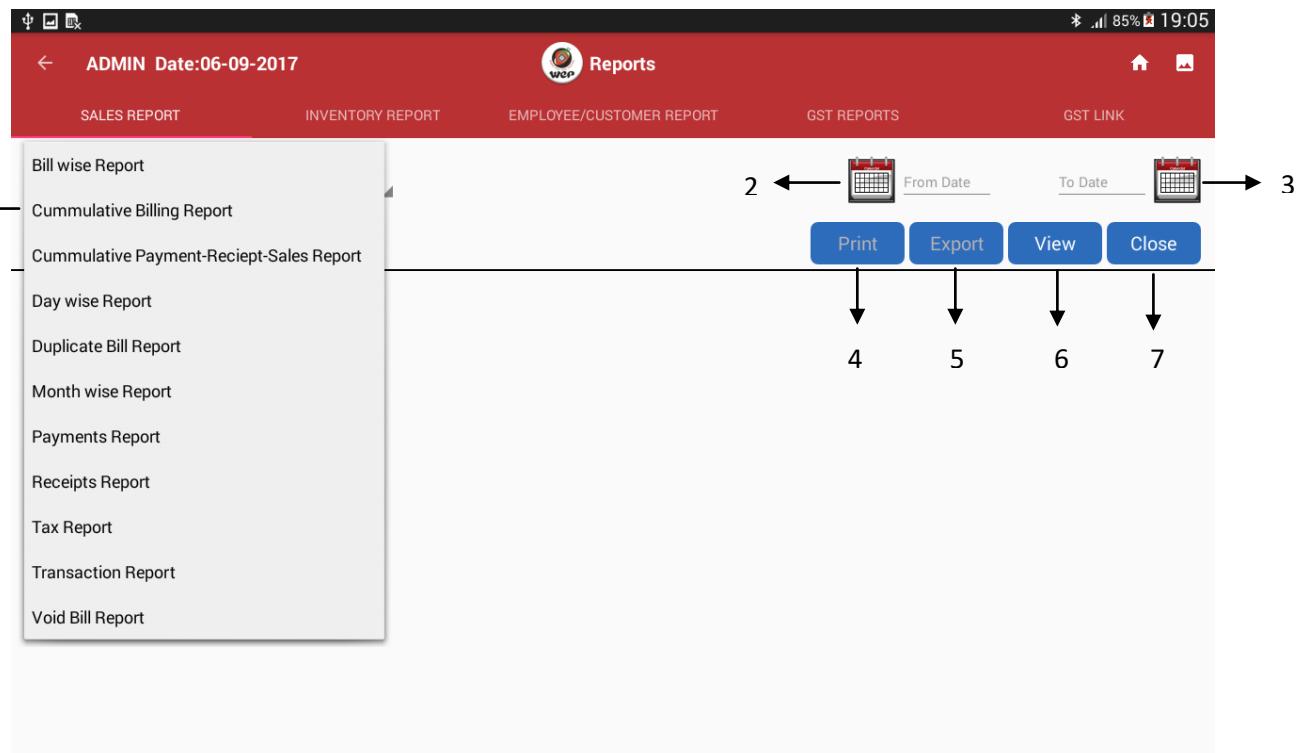


Figure 81: Sales Report

Label	Field	Description
1	Sales Report	Application provides different views in which user can see the sales report.
2	From Date	Start date from which user wants to see the



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		report.
3	To Date	End date to which user wants to see the reports.
4	Print	Allows user to print the report.
5	Export	Allows user to export the report in .csv format.
6	View	Shows report within the range of date mentioned.
7	Close	Closes the reports screen.

Date	Bill Number	Items	Discount	Tax	Bill Amount
06-09-2017	1	2	0.00	799.59	1816.59
06-09-2017	2	1	0.00	86.71	385.71
06-09-2017	3	2	0.00	55.20	250.20
06-09-2017	4	3	0.00	100.31	484.31
06-09-2017	5	3	0.00	1400.96	2681.96
06-09-2017	6	3	0.00	112.31	521.31
06-09-2017	7	2	0.00	98.40	353.40
06-09-2017	8	3	0.00	538.84	2184.84
06-09-2017	9	2	0.00	96.31	455.31
06-09-2017	10	1	0.00	1387.36	2583.36
06-09-2017	11	1	0.00	86.71	385.71
06-09-2017	12	1	0.00	16.00	66.00
06-09-2017	13	1	0.00	86.40	266.40
06-09-2017	14	3	0.00	324.93	1476.93
06-09-2017	15	2	0.00	346.53	1423.53
06-09-2017	16	2	0.00	209.42	882.42
06-09-2017	17	1	0.00	0.00	48.00
06-09-2017	18	2	0.00	780.39	1713.39
06-09-2017	19	2	0.00	4.00	41.00
06-09-2017	20	2	0.00	9.60	81.60
<b>Total</b>			<b>0.00</b>	<b>6539.97</b>	<b>18101.97</b>

**Figure 82: Bill wise report format**



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### 4.2 Inventory Report

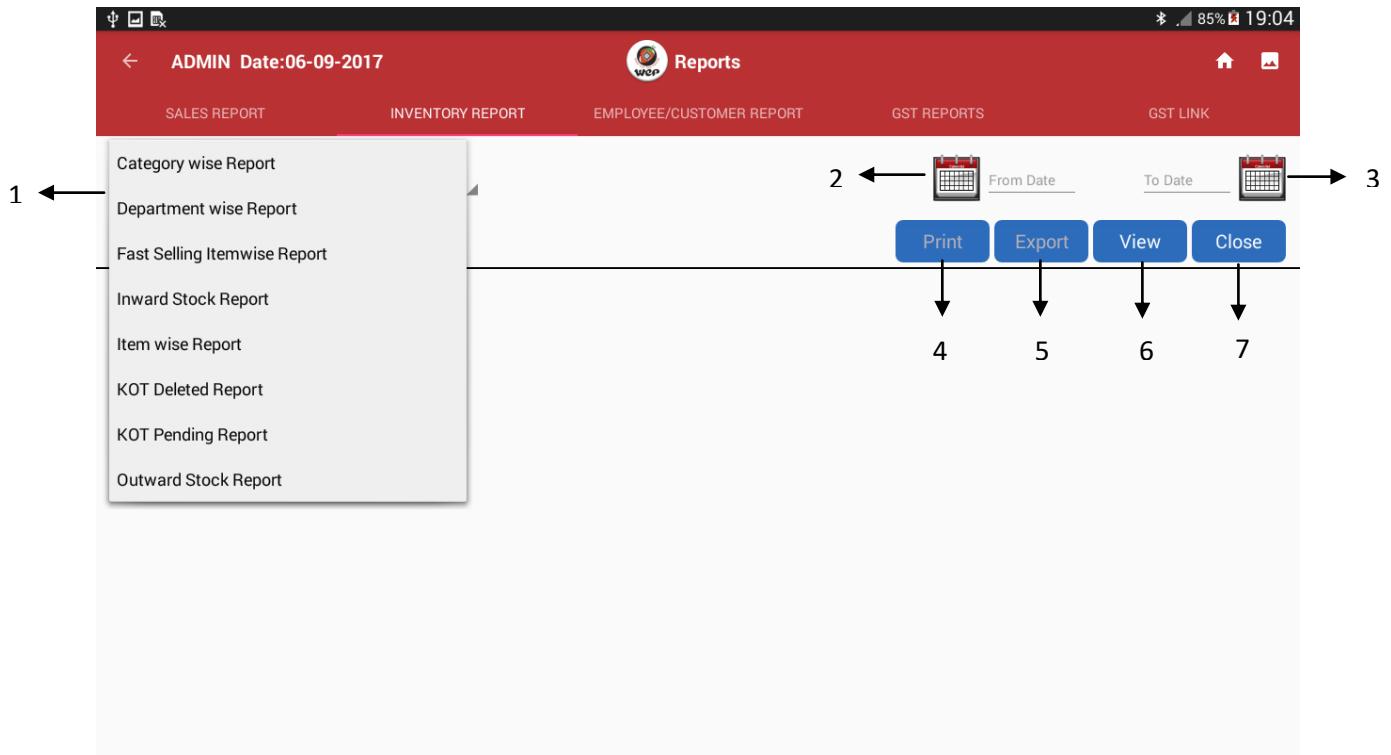


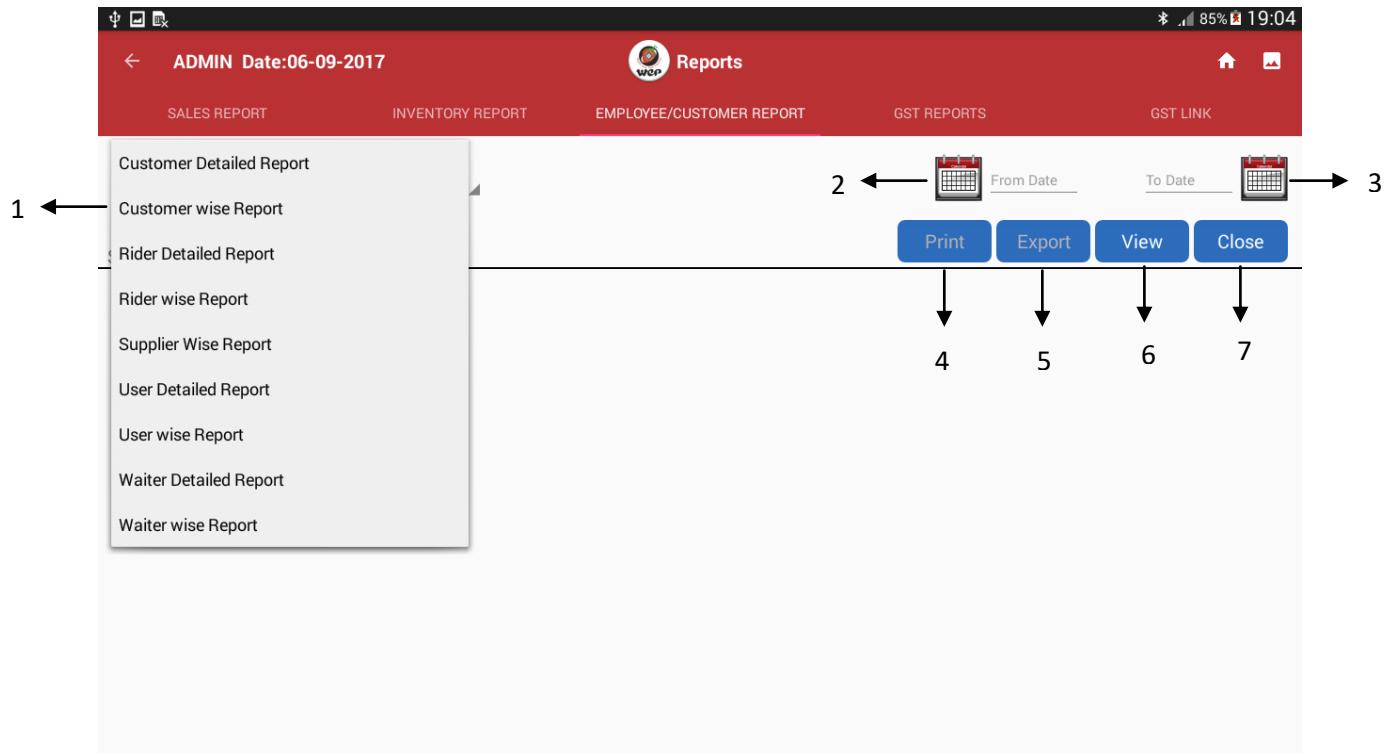
Figure 83 : Inventory Report

Label	Field	Description
1	Inventory Report	Application provides different views in which user can see the inventory report.
2	From Date	Start date from which user wants to see the report.
3	To Date	End date to which user wants to see the reports.
4	Print	Allows user to print the report.
5	Export	Allows user to export the report in .csv format.
6	View	Shows report within the range of date mentioned.
7	Close	Closes the reports screen.



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### 4.3 Employee/Customer Report



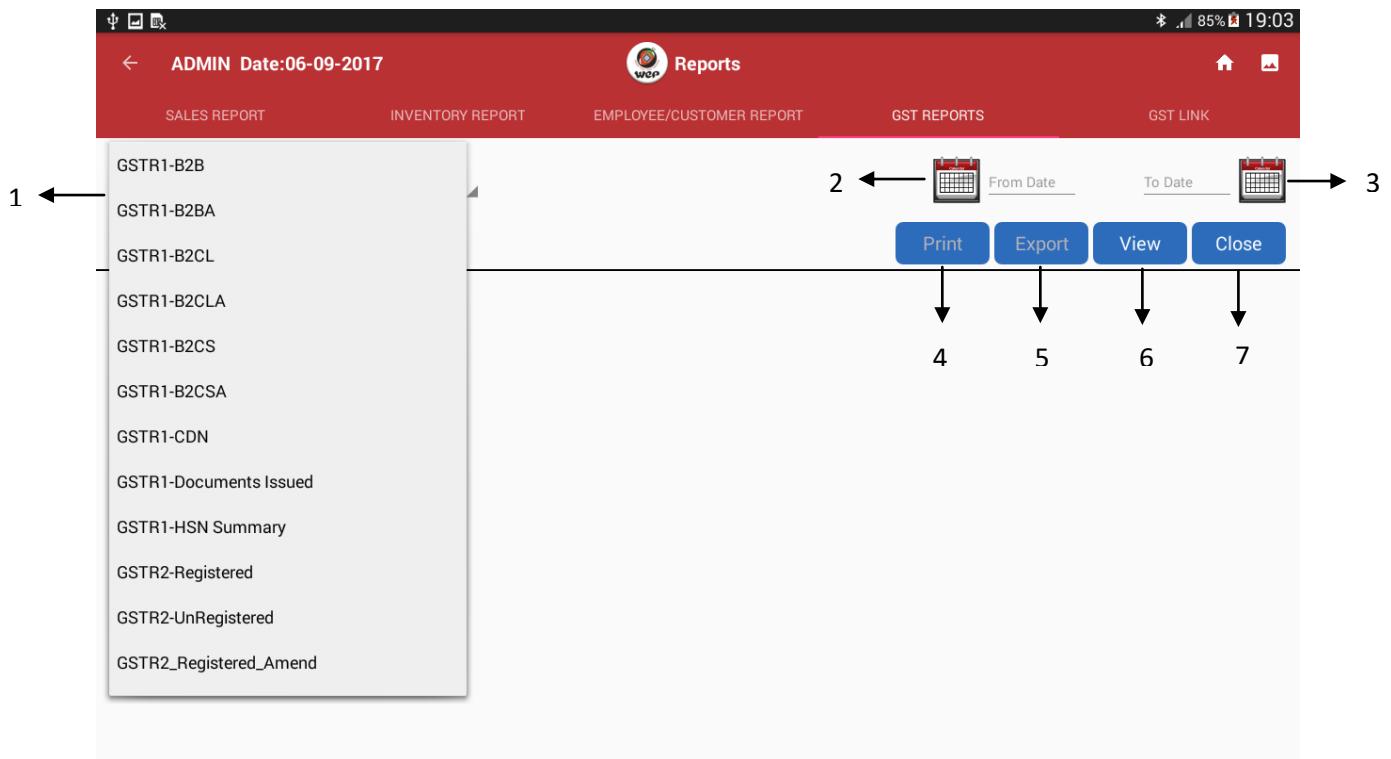
**Figure 84: Employee /Customer Report**

Label	Field	Description
1	Employee/Customer Report	Application provides different views in which user can see the employee/customer report.
2	From Date	Start date from which user wants to see the report.
3	To Date	End date to which user wants to see the reports.
4	Print	Allows user to print the report.
5	Export	Allows user to export the report in .csv format.
6	View	Shows report within the range of date mentioned.
7	Close	Closes the reports screen.



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### 4.4 GST Report



**Figure 85: GST Report**

<b>Label</b>	<b>Field</b>	<b>Description</b>
1	GST Report	Application provides different views in which user can see the GST report.
2	From Date	Start date from which user wants to see the report.
3	To Date	End date to which user wants to see the reports.
4	Print	Allows user to print the report.
5	Export	Allows user to export the report in .csv format.
6	View	Shows report within the range of date mentioned.
7	Close	Closes the reports screen.



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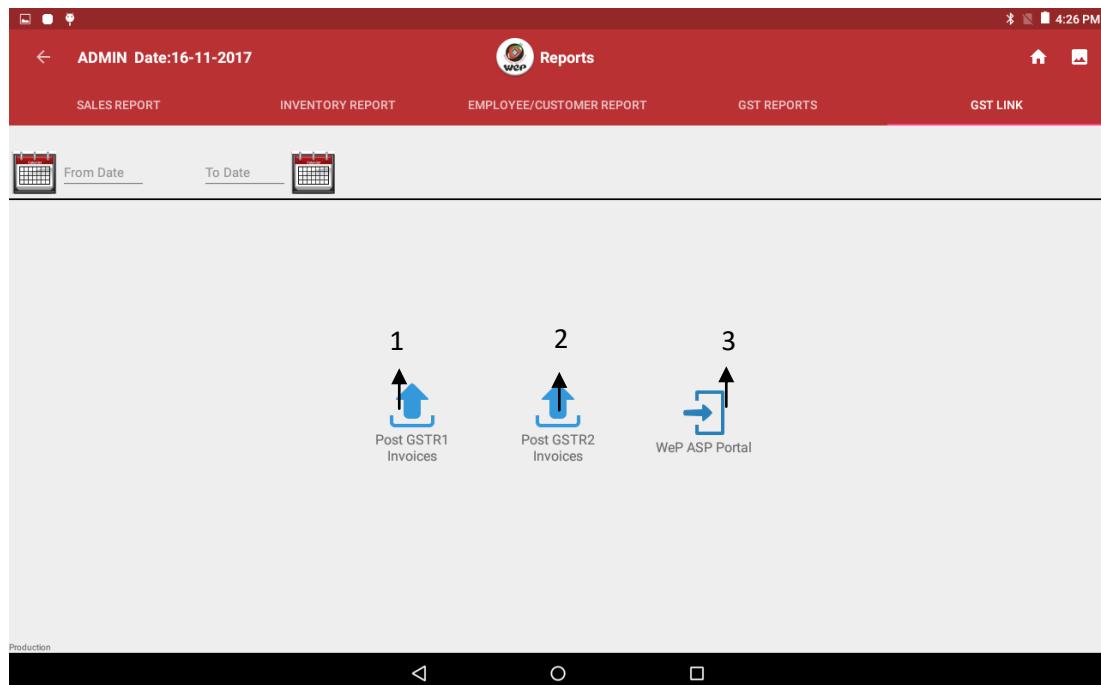
**GSTR1-B2B**

\*Please note GSTR reports exported here, will be not suitable for bulk upload at WeP GST Panel

S.No	Recipient GSTIN	Invoice No.	Invoice Date	Value	GST Rate	Taxable Value	IGST Amt	CGST Amt	SGST Amt	cess Amt	Cust StateCode
1	12TTBCR1718C4Z3	6	06-09-2017		409.00	0.00	48.68	48.68	14.95	03	
i				25.00	16.00	50.00	0.00	8.00	8.00	0.00	
ii				60.00	16.00	60.00	0.00	4.80	4.80	0.00	
iii				299.00	24.00	299.00	0.00	35.88	35.88	14.95	
2	12TTBCR1718C4Z3	7	06-09-2017		255.00	0.00	49.20	49.20	0.00	03	
i				25.00	16.00	75.00	0.00	6.00	6.00	0.00	
ii				60.00	16.00	180.00	0.00	43.20	43.20	0.00	
3	24AABCR1718E1Z5	1	06-09-2017		1017.00	0.00	332.52	332.52	134.55	03	
i				299.00	24.00	897.00	0.00	322.92	322.92	134.55	
ii				60.00	16.00	120.00	0.00	9.60	9.60	0.00	
4	24AABCR1718E1Z5	2	06-09-2017		299.00	0.00	35.88	35.88	14.95	03	
i				299.00	24.00	299.00	0.00	35.88	35.88	14.95	
5	24AABCR1718E1Z5	3	06-09-2017		195.00	0.00	27.60	27.60	0.00	03	
i				25.00	16.00	75.00	0.00	18.00	18.00	0.00	
ii				60.00	16.00	120.00	0.00	9.60	9.60	0.00	
6	24AABCR1718E1Z5	5	06-09-2017		1281.00	0.00	580.88	580.88	239.20	03	
i				299.00	24.00	1196.00	0.00	574.08	574.08	239.20	
ii				25.00	16.00	25.00	0.00	2.00	2.00	0.00	
iii				60.00	16.00	60.00	0.00	4.80	4.80	0.00	

**Figure 86: GSTR1 B2B report format**

### 4.5 GST Link



**Figure 87: GST Link**



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Label	Field	Description
1	Post GSTR1 Invoices	Uploads GSTR1 invoices.
2	Post GSTR2 Invoices	Uploads GSTR2 invoices.
3	WeP ASP Portal	Go to WeP GSP Portal.

## 5. Amend Module

### 5.1 GSTR2

The screenshot shows the 'Amendments' screen for GSTR2. The interface is organized into four main sections: GSTR2, GSTR1\_B2B, GSTR1\_B2CL, and GSTR1\_B2CS. The GSTR1\_B2CL section is highlighted with a large bracket and labeled with the number 8. Numbered arrows (1-12) point to various fields and buttons across the screen. A note at the bottom left specifies that decimal values will be taken up to 2 decimal digits, and it asks for GSTIN for registered suppliers and supplier name for unregistered ones.

Sno	Original Details			Revised Details			Taxable	IGST	CGST	UTGST / SGST	cess	Delete
	GSTIN	Inv No	Inv Date	GSTIN	Inv No	Inv Date	G/S	Value	Amt	Amt	Amt	Amt
9	Load	Add	Clear	Close	9	10	11	12				

Figure 88 : GSTR Amend

Label	Field	Description
1	Supplier Type	User can choose the supplier type – registered or unregistered



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2	GSTIN/Name	User can enter either GSTIN or Name of the supplier.
3	Invoice number	Invoice number for which amends are supposed to me made.
4	Invoice date	Date on which the invoice was generated.
5	Taxable Value	Applicable taxable value.
6	G/S	Whether it was goods or services.
7	IGST/CGST/SGST (%)	Percentage of tax which is applicable on goods/services
8	IGST/CGST/SGST/cess amount	Tax applicable on goods/services in amount.
9	Load	Load any existing amends for that invoice number and invoice date.
10	Add	Add a new amend to the database.
11	Clear	Clears all the fields.
12	Close	Closes the current screen.



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### 5.2 GSTR1 B2B

The screenshot shows the 'Amendments' section of the WeP GSTR1 B2B software. The interface is divided into several panels:

- GSTR2**: Contains fields for GSTIN\*, InvoiceNo\*, and Invoice Date\*.
- GSTR1\_B2B**: Contains fields for GSTIN(Ecommerce), Invoice No\*, and Invoice Date\*.
- GSTR1\_B2CL**: Contains fields for Taxable Value\*, G/S, and a dropdown menu.
- GSTR1\_B2CS**: Contains fields for IGST Rate(%), CGST Rate(%), UTGST / SGST Rate(%), CustStateCode, and cess Amount.
- Table Area**: Shows a grid for managing multiple invoices. Columns include Sno, Original Details (GSTIN, Inv No, Inv Date), Revised Details (GSTIN(Ecomm), Inv No, Inv Date), Taxable, IGST, CGST, UTGST / SGST, cess, and Delete.
- Buttons**: At the bottom are Load, Add, Clear, and Close buttons.

Annotations with numbers 1 through 11 point to specific fields and buttons:

- GSTIN\*
- InvoiceNo\*
- Invoice Date\*
- Taxable Value\*
- G/S
- CustStateCode
- IGST Amount, CGST Amount, UTGST / SGST Amount, cess Amount
- Load
- Add
- Clear
- Close

Figure 89 : GSTR1 B2B Amend

Label	Field	Description
1	GSTIN	User can enter either GSTIN of the supplier.
2	Invoice number	Invoice number for which amends are supposed to me made.
3	Invoice date	Date on which the invoice was generated.
4	Taxable Value	Applicable taxable value.
5	G/S	Whether it was goods or services.
6	IGST/CGST/SGST (%)	Percentage of tax which is applicable on goods/services



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7	IGST/CGST/SGST/cess	Tax applicable on goods/services in amount.
8	Load	Load any amend if already existing for that invoice.
9	Add	Add a new amend to database.
10	Clear	Clear every field.
11	Close	Closes the current screen.

#### 5.3 GSTR1 B2CL

← ADMIN Date:01-01-2014

**Amendments**

GSTR2	GSTR1_B2B	GSTR1_B2CL	GSTR1_B2CS						
Original Details	Revised Details	IGST Rate(%) 0 IGST Amount 0 cess Amount 0 G/S G Cust StateCode*							
Recipient's Name*	Taxable Value*	6							
InvoiceNo*	Invoice No*	4							
Invoice Date*	dd-MM-yyyy	Invoice Date*	dd-MM-yyyy						
*Please note, decimal values entered will be taken upto 2 decimal digit									
Sno	Ori.Inv No	Ori. Inv Date	Rev.Inv No	Rev. Inv Date	G/S	Taxable Value	IGST Amount	cess Amount	Delete
5									

Load Add Clear Close

< O □ >

7 8 9 10

Figure 90 : GSTR1 B2CL Amend



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<b>Label</b>	<b>Field</b>	<b>Description</b>
1	Recipient's Name	Name of the recipient.
2	Invoice number	Invoice number for which amends are supposed to me made.
3	Invoice date	Date on which the invoice was generated.
4	G/S	Whether it was goods or services.
5	Customer State Code	Customer's state code.
6	IGST & cess	Applicable IGST in percentage and amount and cess if applied in amount.
7	Load	Load any amends if already present for that invoice.
8	Add	Add a new amend to database
9	Clear	Clear every field.
10	Close	Closes the current screen.



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### 5.4 GSTR1 B2CS

The screenshot shows the 'Amendments' screen for GSTR1\_B2CS. At the top, there are tabs for GSTR2, GSTR1\_B2B, GSTR1\_B2CL, and GSTR1\_B2CS. The GSTR1\_B2CS tab is selected. The main area has a red header 'Revised Details'. It includes fields for 'Cust StateCode' (1), 'Tax Period' (2), 'GST Rate(%)', 'CGST Rate(%)', 'UTGST / SGST Rate(%)', 'Aggregate Taxable Value', 'IGST Amount', 'CGST Amount', 'UTGST / SGST Amount', and 'cess Amount'. A note at the bottom says 'Please note, decimal values entered will be taken upto 2 decimal digit'. Below this is a table with columns: Sno, Tax Month, G/S (Ori), StateCode (Ori), G/S (Rev), State Code (Rev), Taxable Value, IGST Amt, CGST Amt, UTGST / SGST Amt, cess Amt, and Delete. A button labeled '3' is positioned between the date fields and the table. A bracket labeled '5' groups the tax rate and amount fields. Arrows numbered 1 through 9 point to various elements: 1 to Cust StateCode, 2 to Tax Period, 3 to the date field, 4 to the table, 5 to the bracketed group, 6 to the Load button, 7 to the Add button, 8 to the Clear button, and 9 to the CLOSE button.

Figure 91 : GSTR1 B2CS Amend

Label	Field	Description
1	Customer State Code	Customer's state code.
2	Tax Period	Tax period.
3	IGST/CGST/SGST	Tax rate in percentage.
4	Aggregate Taxable Value	Applicable aggregate taxable value.
5	IGST/CGST/SGST/cess	Tax rate in amount.
6	Load	Load already existing data for that month period
7	Add	Add a new record to database.



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8	Clear	Clear every field.
9	Close	Closes the current screen.

## 6. Credit Debit Note

The screenshot shows the 'Credit/Debit Note' screen with the following details:

- Original Invoice :** (Field 1)
- Date :** (Field 2)
- Reason :** (Field 3)
- Information :** (Recipient Name/GSTIN, Total Invoice Amount: 0.00, Attracts Reverse Charge, Note Type (Credit/Debit))
- Differential :** (IGST, CGST, UTGST/SGST, cess) (Fields 5, 6, 7, 8)
- Value :** (Field 9)

Buttons at the bottom:

- Load (Field 10)
- Add (Field 11)
- Clear (Field 12)
- Close (Field 13)

\*Please note all fields are compulsory  
Any value entered in decimals will be taken upto 2 digits after decimal

Figure 92 : Credit Debit Note

Label	Field	Description
1	Number	Invoice number.
2	Date	Date on which note has been created.
3	Reason	Reason for taking or giving credit/debit note.
4	OK	Ok button to load details of that invoice number.



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5	IGST/CGST/SGST/cess	Percentage and amount of tax which is applicable on goods/services
6	Recipient Name/GSTIN	Name of the recipient or GSTIN.
7	Total invoice amount	The total amount of invoice.
8	Attracts reverse charge	Yes/No
9	Note Type	Note type can be of either credit or debit.
10	Load	Load Credit/Debit notes if exists in database.
11	Add	Add a record.
12	Clear	Clear every field.
13	Close	Close the current screen.



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## 7. Day End

User can end hisday of business by clicking on “Day End” in home screen. If Date and Time is set to automatic then application will automatically pick the device’s date and time and if user has set date and time to manual then user will get an option to choose the date on which he wants to end his day. For settings [click here](#) in Section 3.6.9.4.

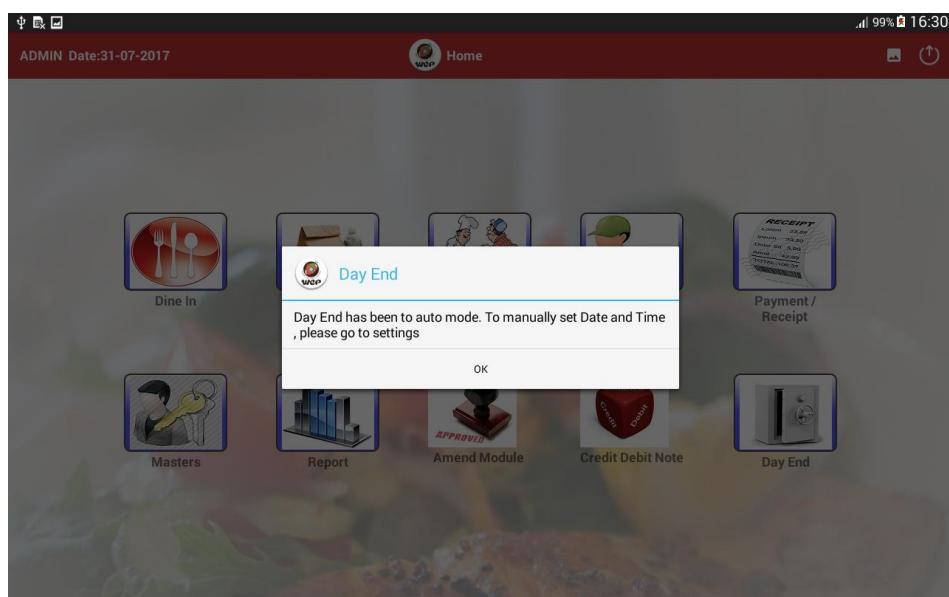


Figure 93 : Day End Auto

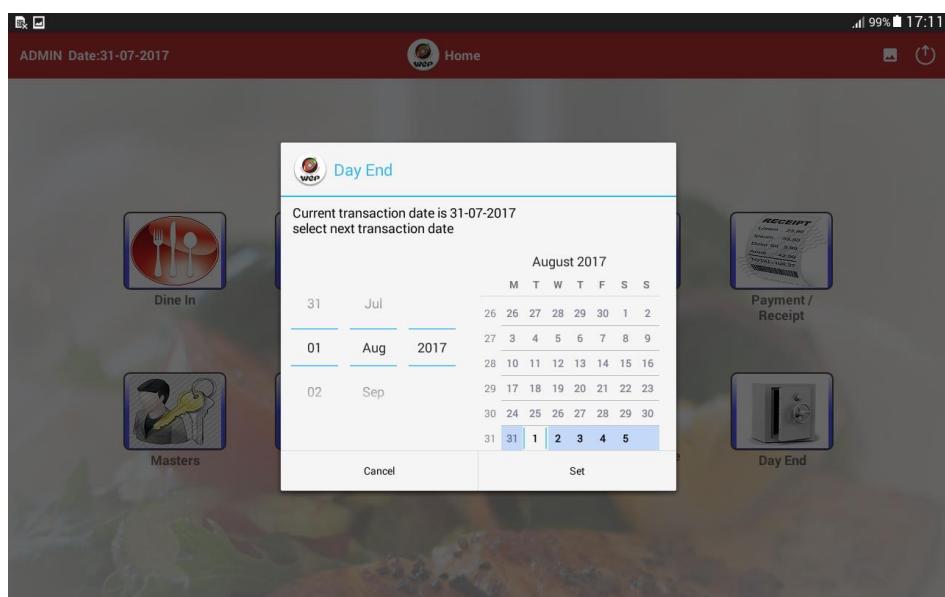


Figure 94 : Day End Manual



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## 8. Pay Per Use

In this model user can pay according to the usage of application. User will be charged based on number of invoices generated per month. Here, whenever the bill is made, application will update the bill count for that business date in the database and will send the data to WeP Metering Server, if connected to the Wi-Fi. If device is not connected to Wi-Fi for more than 30 days then the application will get locked and will only be accessible after connecting to Wi-Fi and sending the bill count to WeP Metering Server. Based on the bill count, the bill will be generated and posted on the panel. Customer has to go to panel and pay the bill.



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## 9. FAQs

**Q. Is any configuration required for barcode before using?**

A. Yes, kindly configure your barcode scanner to return line feed after scanning.

**Q. Upon using clicking MSwipe Payment, I am being asked for username and password. Where do I get these?**

A. You will be provided with username and password at the time of purchase of MSwipe Machine.

**Q. On clicking Wallet Payment, I am getting message “Invalid credentials”**

A. You have to go to RazorPay website and get register. Upon successful registration, you will be provided with Key Id. Go to payment mode configuration and enter this Key Id and save it. Now you will be able to use Wallet Payment.

**Q. After scanning barcode of an item, it is not added into KOT**

A. User needs to configure their barcode scanner to add line feed suffix, only then you will be able to add item in KOT directly after scanning item's barcode. [See Details](#) in section 3.6.2.1.