e Recipe

Users Manual

Linkway

Software Solutions

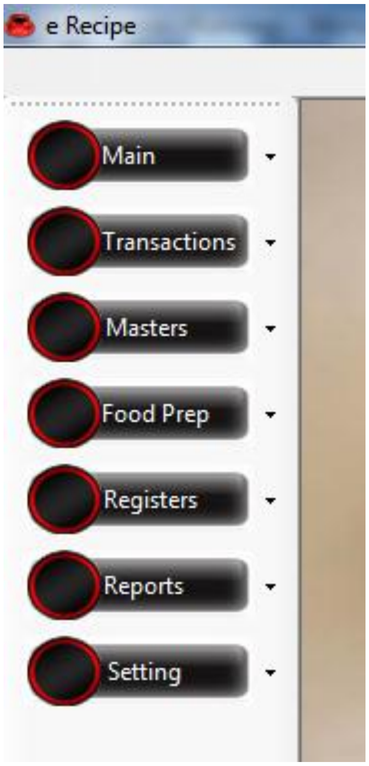
Contents

E Recipe is the best software for Restaurant and other food courts to manage their business well. It's an inventory and accounting software, to make your billing process and accounting smooth and easy. Using this software order taking and table management can be done very easily and thereby you can improve the customer satisfaction. This software has a strong accounting module that helps you to track all income and expense statements and finally the wealth statement of your business. Below you will get the different features of this software one by one.

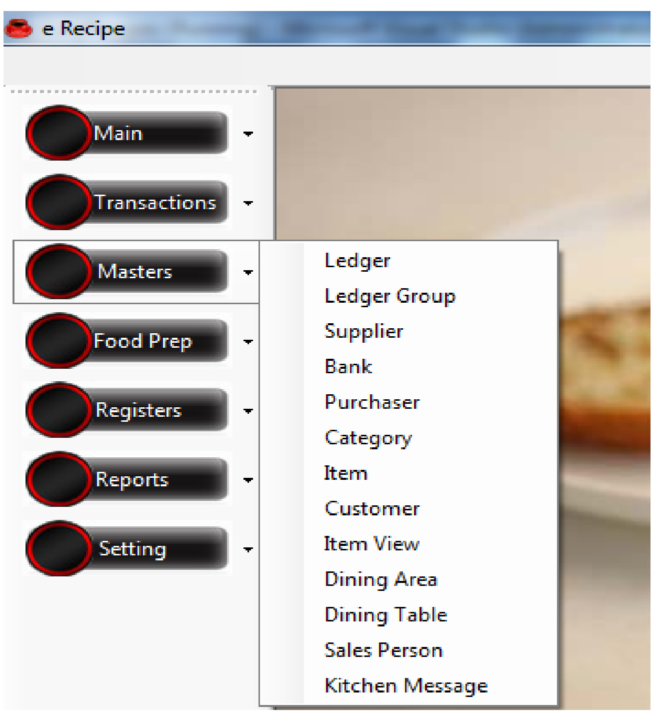
Login Form

Above show the login form of the e Recipe software. Enter your username and password and press login button to login to the software.

The above is the Main window that you will get after login to the software. Here you will get menus and short cut buttons to access different features and options of this software.



Above show the main menus. By clicking that you will get respective sub menus under it like the figure below. By clicking sub menus you can access respective features of this software.

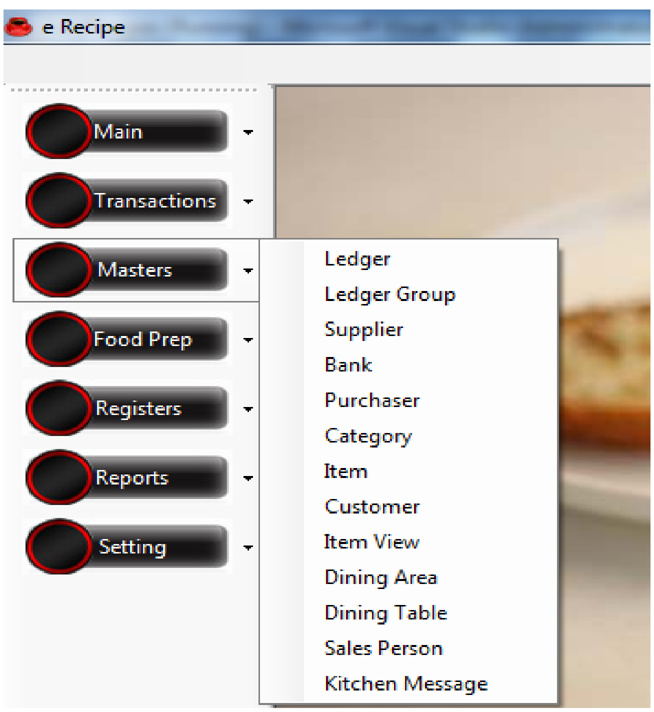


Here have 7 Main menus.

- Main
- Transactions
- Masters
- Food Preparation
- Registers
- Reports.
- Settings

First we can go through Masters

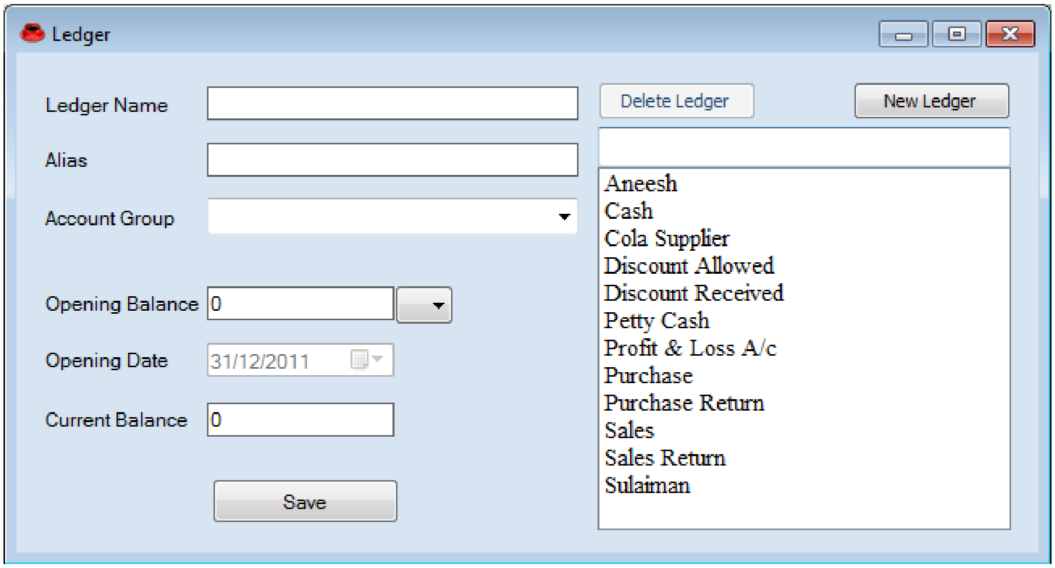
Masters



Master Menu contains sub menus that will help you to create new Ledgers,Ledger Groups, Suppliers,Banks, Purchaser, item category, Items, customers, Item View, Dining Area, Dining- Table, Sales Person and Kitchen Messages.

Ledger

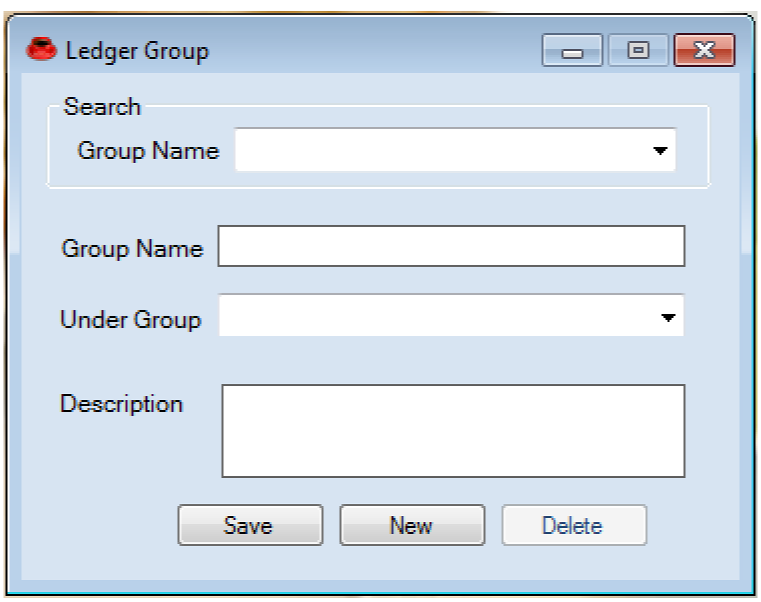
By clicking Ledger Menu you will get the below form. Here we can create new ledgers.



Enter ledger Name, Code, Account group, opening balance and finally press save button to create new ledger. By selecting Ledger from the side list you can see that Ledger details. Make changes and save again if you want and also you can use delete button to delete that Ledger.

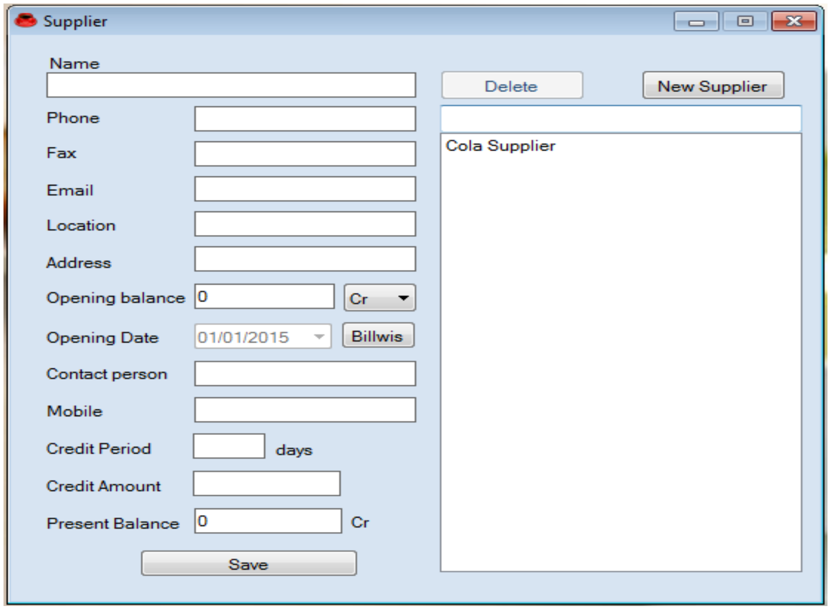
Ledger Group

By clicking Ledger Group you will get the Ledger group form. You can create new ledger groups in that window. You can see the existing ledger group in Search Group Name area and can modify it if you want.



Supplier

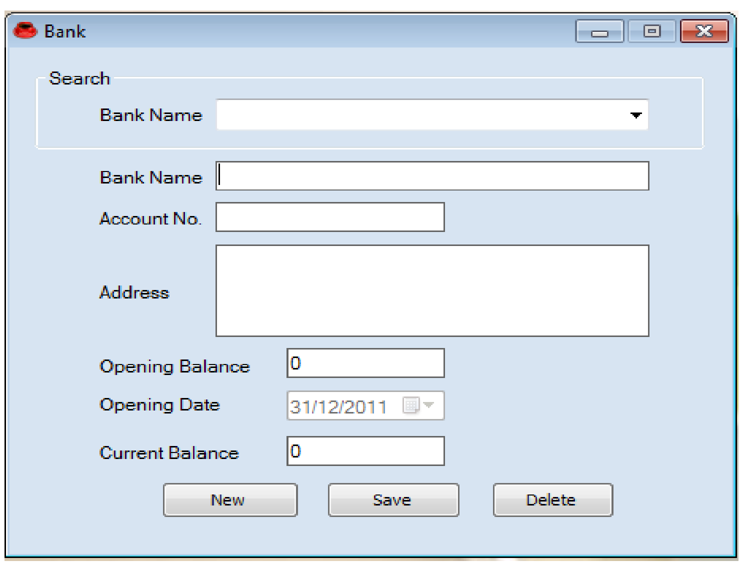
By clicking Supplier menu you will get the below form.The Supplier form is like the figure below.



Enter the details you want to store about the Supplier and press save to add new Supplier. Supplier name is mandatory and should be unique. By selecting Supplier from the side list you can see the Supplier details. Make changes and save it again if you want and also you can use delete button to delete that Supplier. By clicking bill wise button you can enter bill wise opening balance of that Supplier.

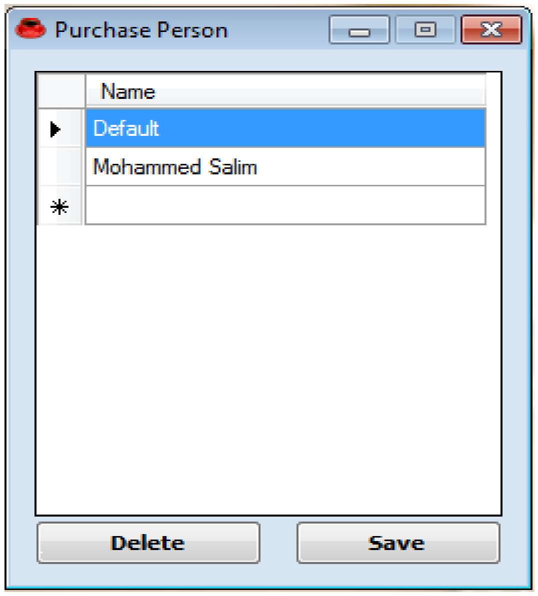
Bank

By clicking Bank sub menu you will get bank account creation form. You can create new bank accounts in that window. Also you can see the existing bank accounts in search bank name area and can modify it if you want.



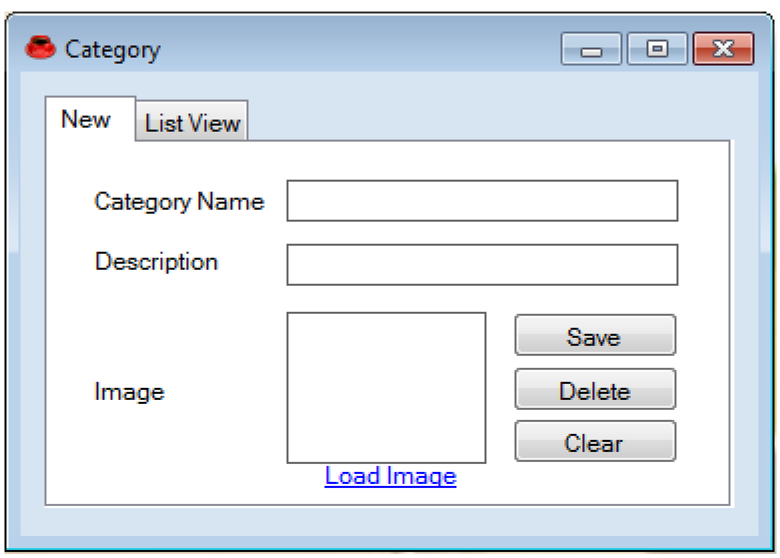
Purchase Person

This is the option to create new purchase person. By clicking this menu, you will get the purchase person master form. Here we can create new sales person and can modify the existing.



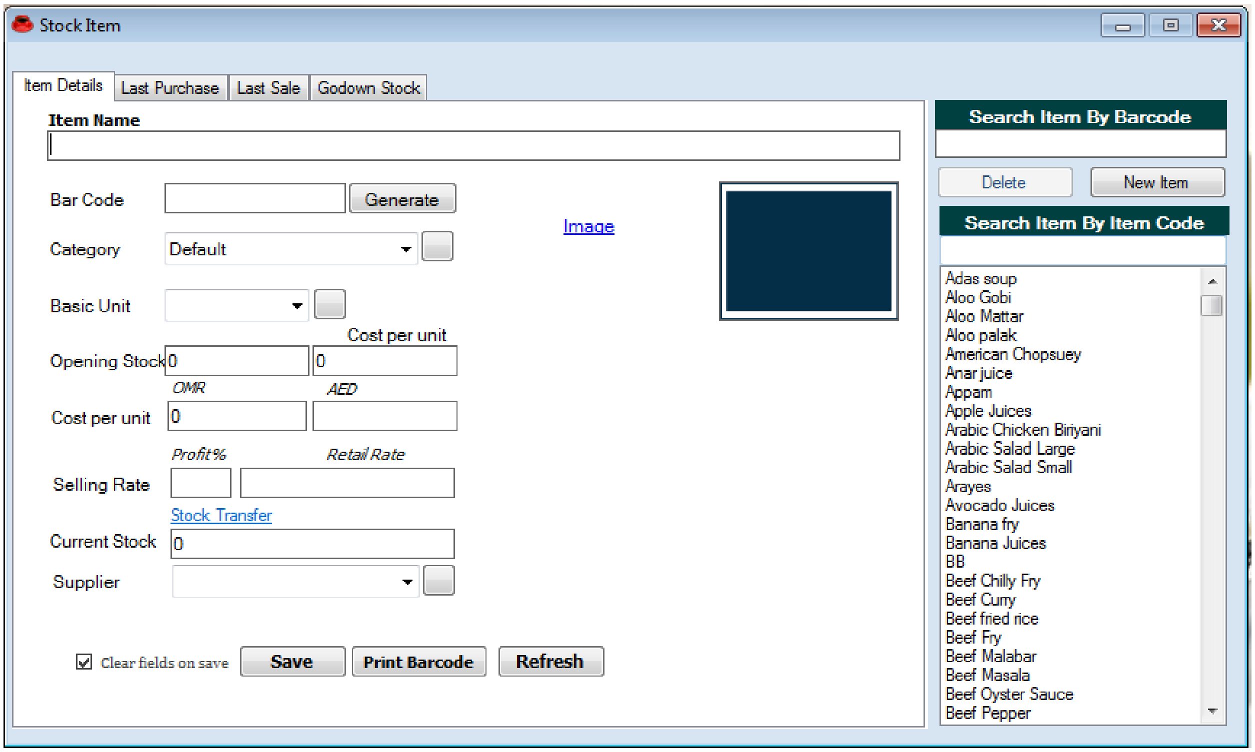
Category

This is the menu to get the Item category master form. Here we can create new Item category and modify the existing.



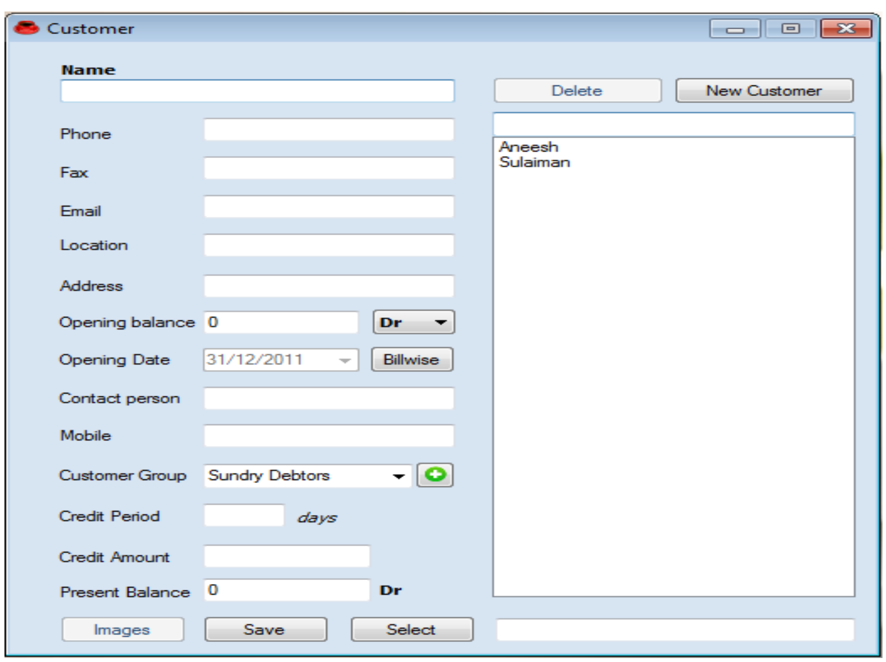
Stock Item

This is the menu to get the stock item creation window.Enter the item details like Item name, barcode, category, measure unit, opening stock, opening stock cost per unit, cost per unit, selling rate, etc. Finally click the save button to save the item.



Customers

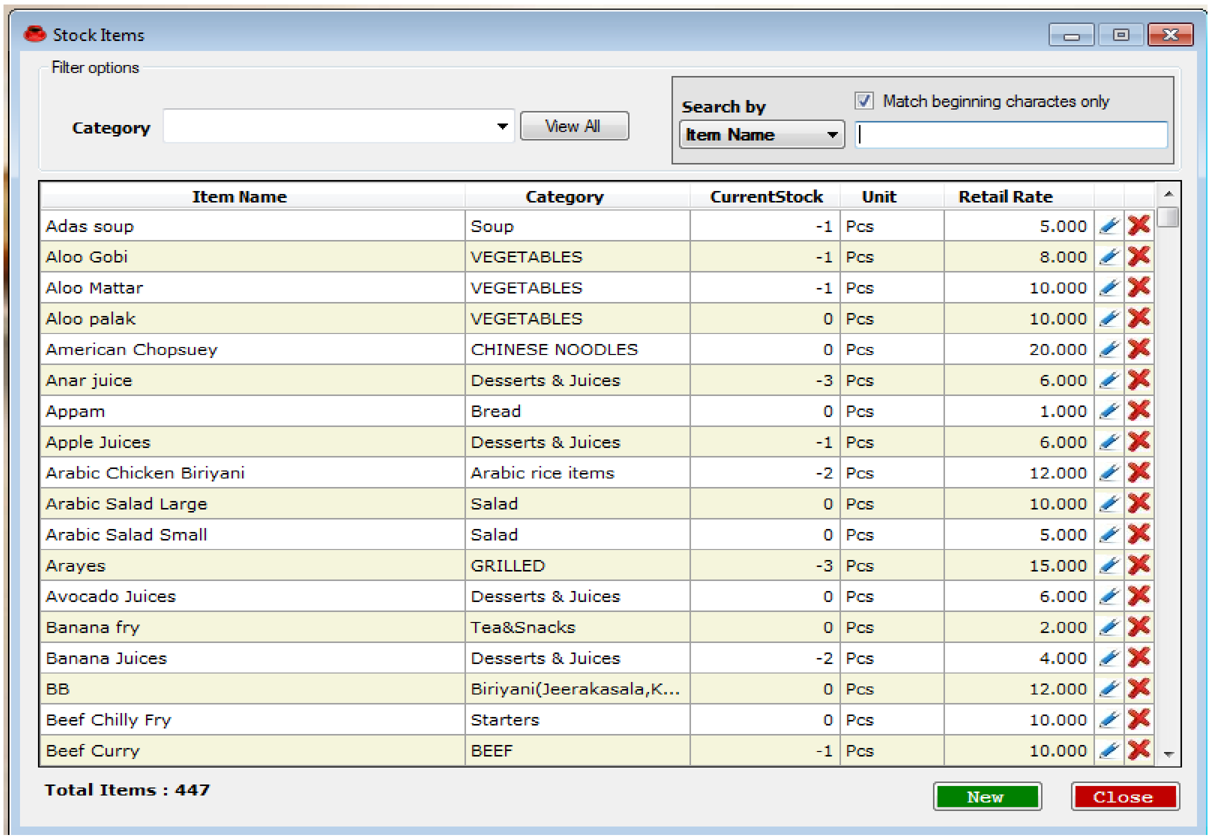
By clicking customers you will get the below form.



Enter the details you want to store about the customer and press save to add new customer. Customer name is mandatory and should be unique. By selecting customer from the side list you can see that customer details. Make changes and save it again if you want and also you can use delete button to delete that customer. By clicking bill wise button you can enter bill wise opening balance of that customer.

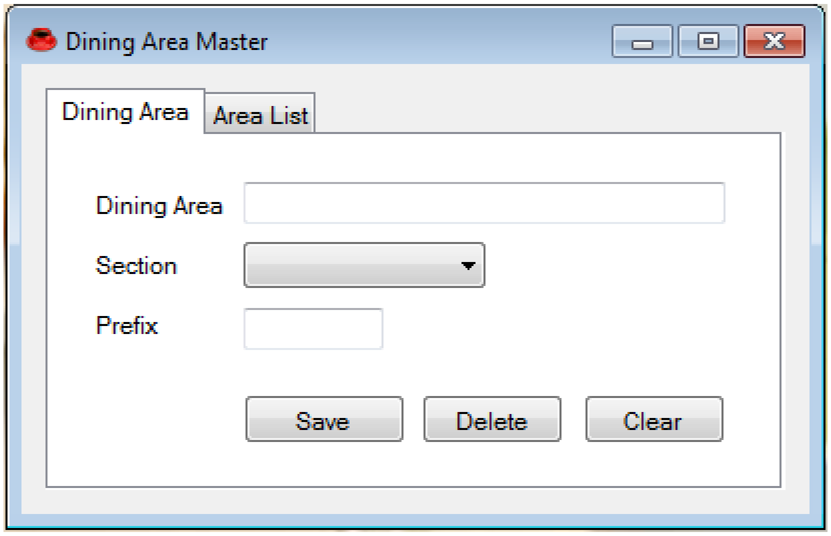
Item View

This is the menu to get the stock item list window. This window shows the existing item list. By double clicking specific item row, you can see the transaction list of that item. In every item row, there have a pencil like symbol, clicking on that you can edit that item details.



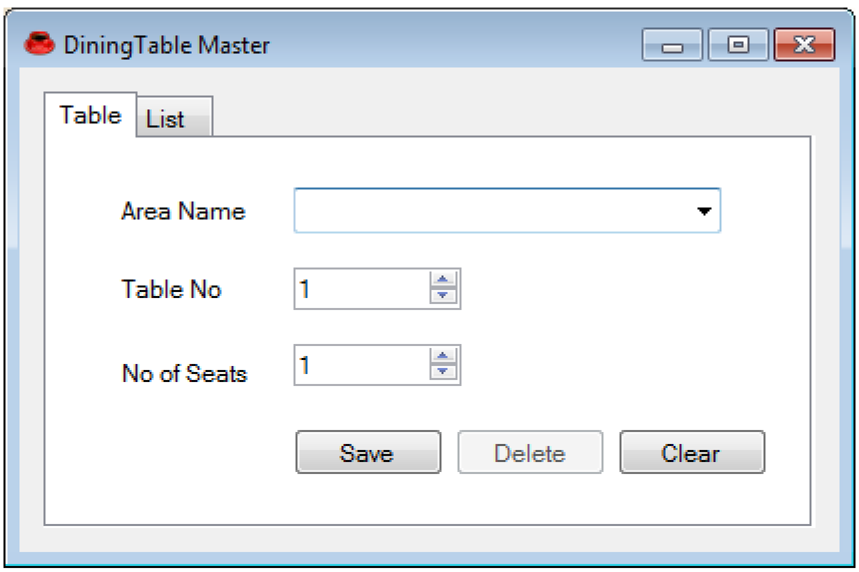
Dining Area

This is the menu to get the Dining Area creation window. Here we can create dining area. Please enter the dining area name, select Section and a prefix to the dining area and save it. In Area List tab in this window provides the list view of all saved dining areas and by double clicking on respective area name you will get it in editing mode. The Dining Area Creation window shows below.



Dining Table

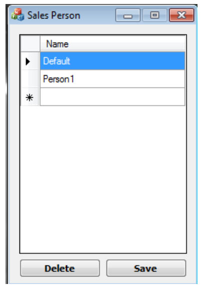
This is the menu to get the Dining Table creation window in different dining areas.



To create a new table you have to select dining area, table number and no of seats in that table. Click Save button to save the new table. List tab in this window provides list view of all saved tables. Double click on respective table, it will open in edit mode to edit and delete.

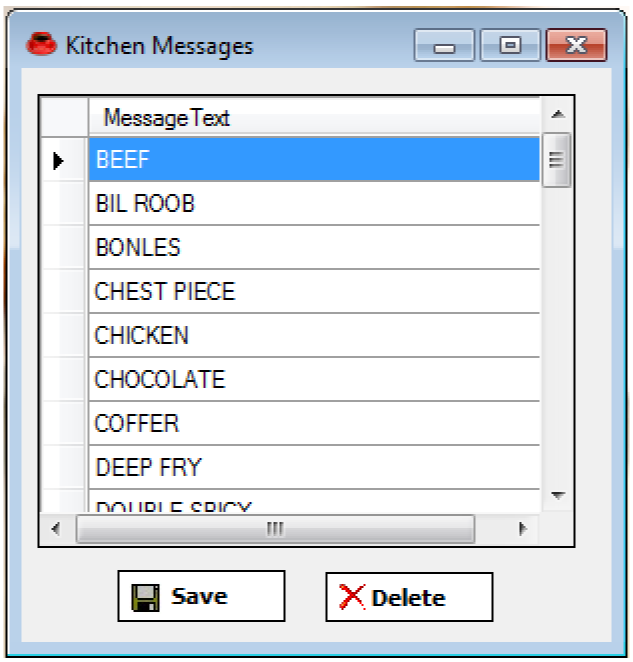
Sales Person

This is the option to create new sales person. By clicking this menu, you will get the sales person master form. Here we can create new sales person and can modify the existing.



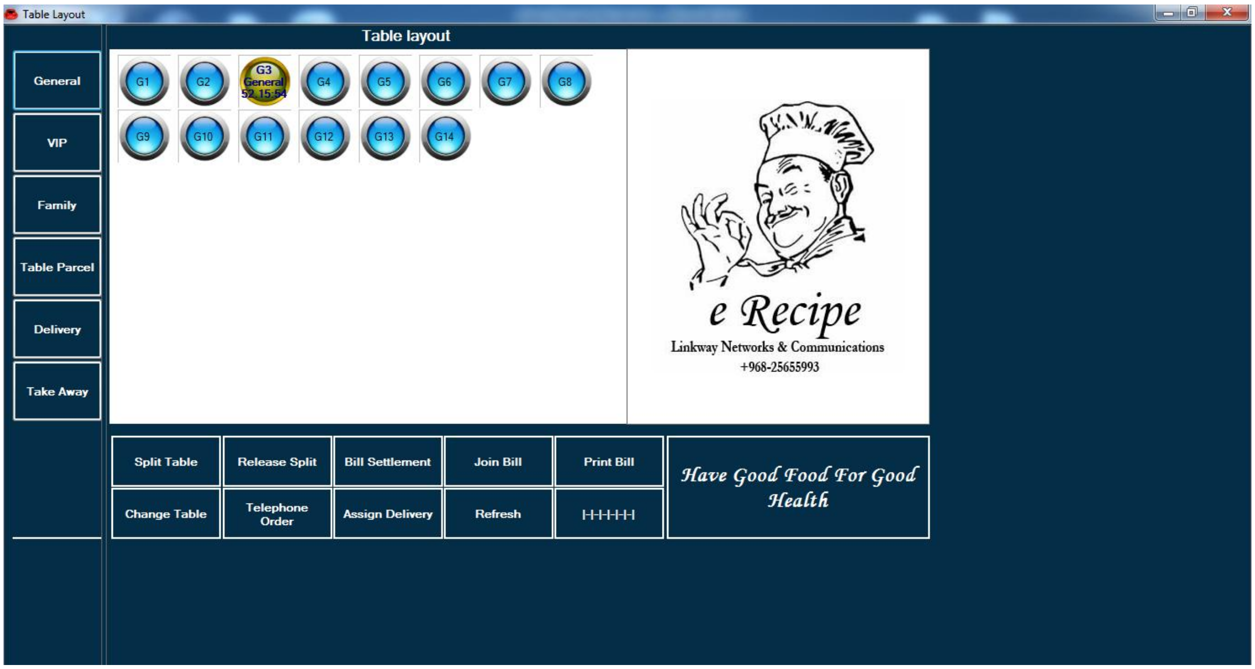
Kitchen Messages

This is the option to create new Kitchen Messages.

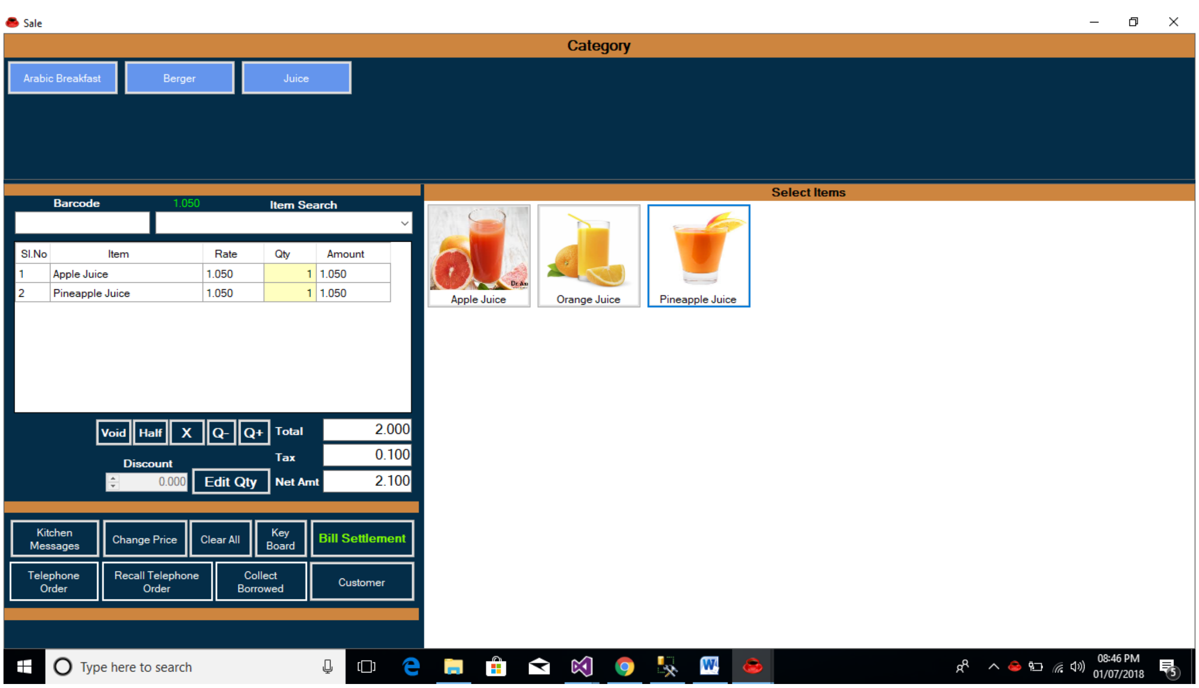


Master Menu

This is the menu to get the table layout window; here we can manage order and billing processes.



In the above window,buttons in the left side are dining areas. By clicking on dining area button you can see all tables in that area in table layout window. On double click in table icon you can take order of customers in that table. The order window shows below.



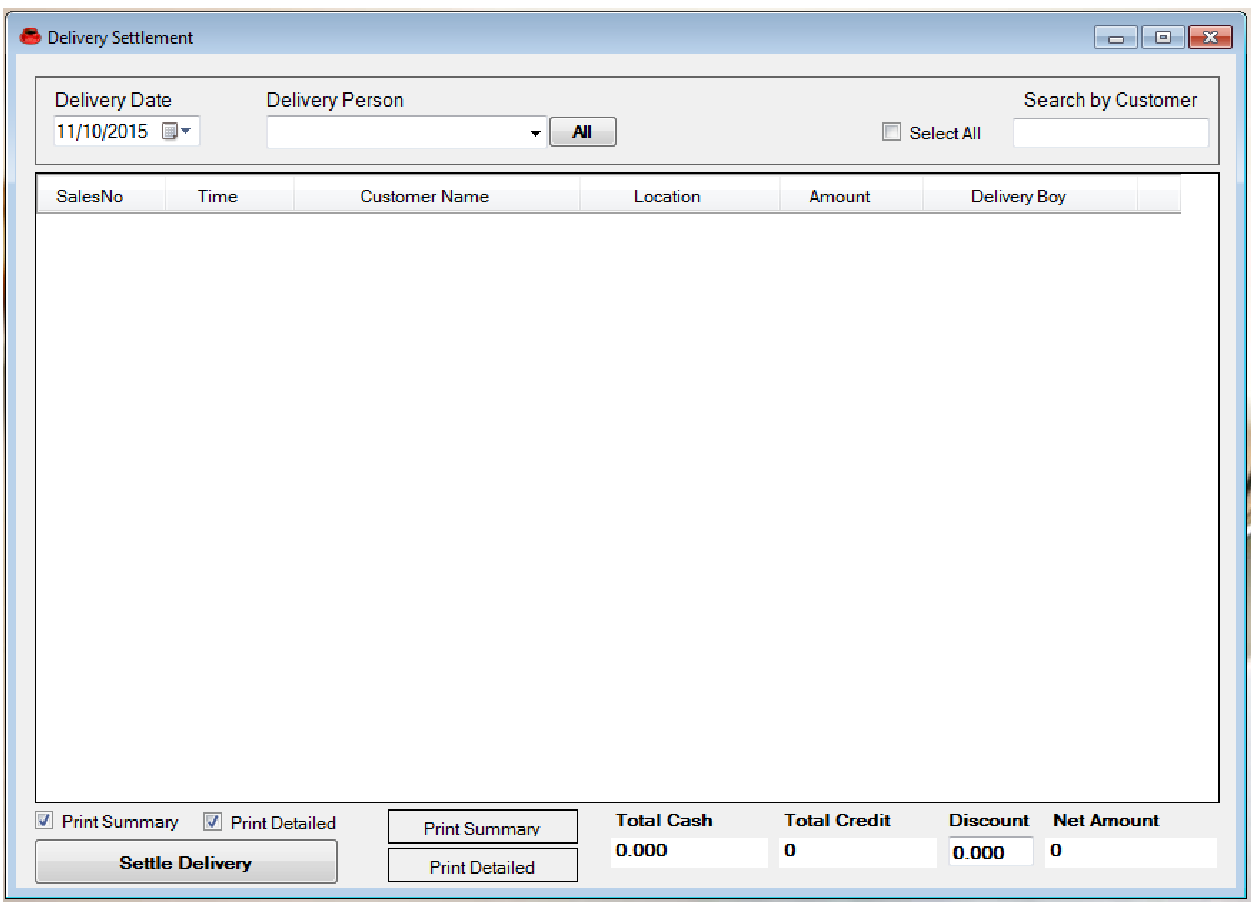
Transactions Main Menu

Here have 6 sub menus

- Delivery Settlement
- Purchase
- Receipt
- Payment
- Journal
- Contra

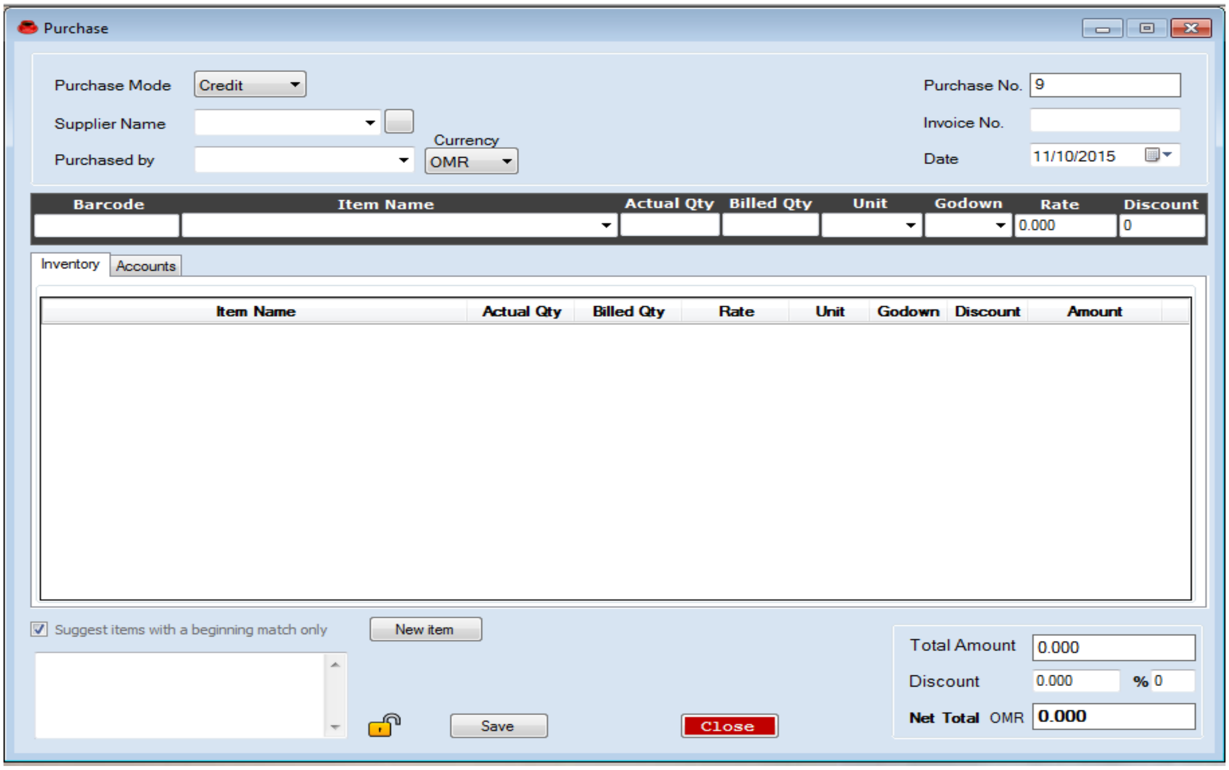
Delivery Settlement

This is the window to settle amount from delivery person after food delivery. The Delivery settlement window shows below.



Purchase

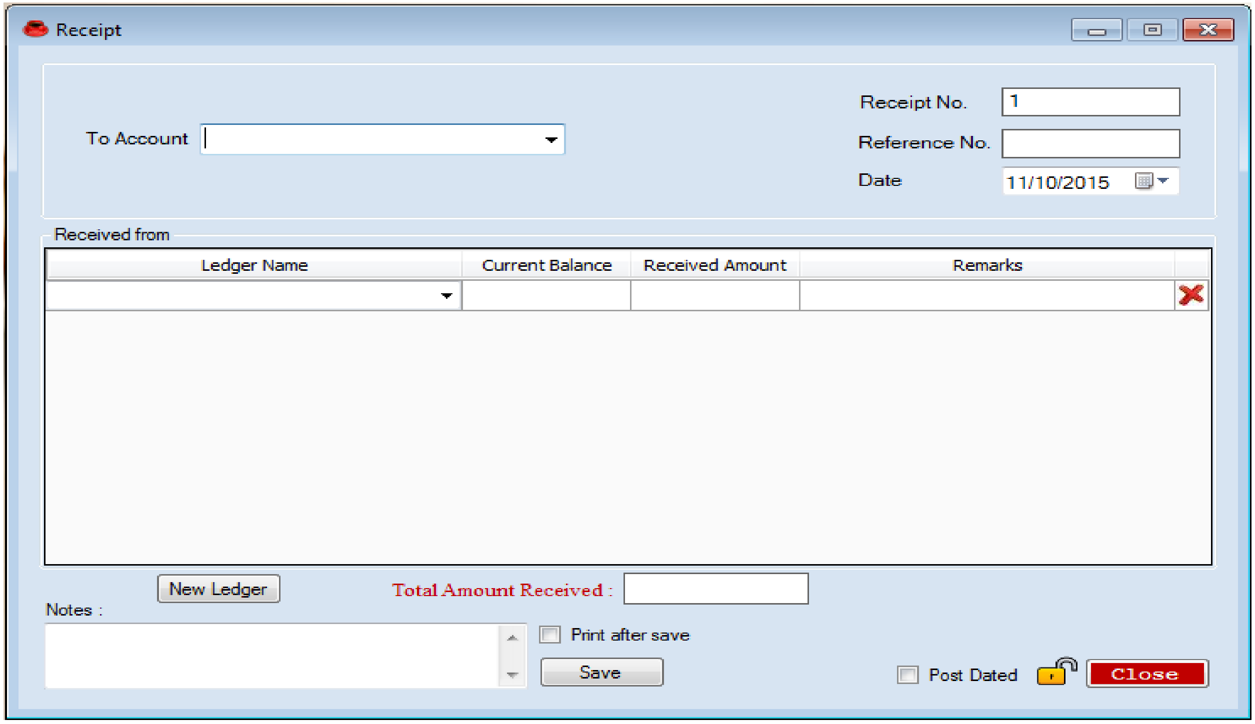
By clicking purchase menu you will get the purchase form. Here you can make the purchase entry. Below show the Purchase form.



For a purchase entry you have to select purchase mode first, means is it a cash purchase or credit purchase or bank. Then select supplier name if already exist, otherwise you have to create new supplier by clicking the short cut button near the supplier column. Enter purchase invoice number, select purchaser if you want and purchase date. This voucher support multi currency. You can select the respective currency of purchase. Enter purchased items one by one by selecting items from item list with quantity, unit, godown, purchase rate and discount. There have also option to enter discount amount in the total purchase invoice. Finally click save button to save the transaction.

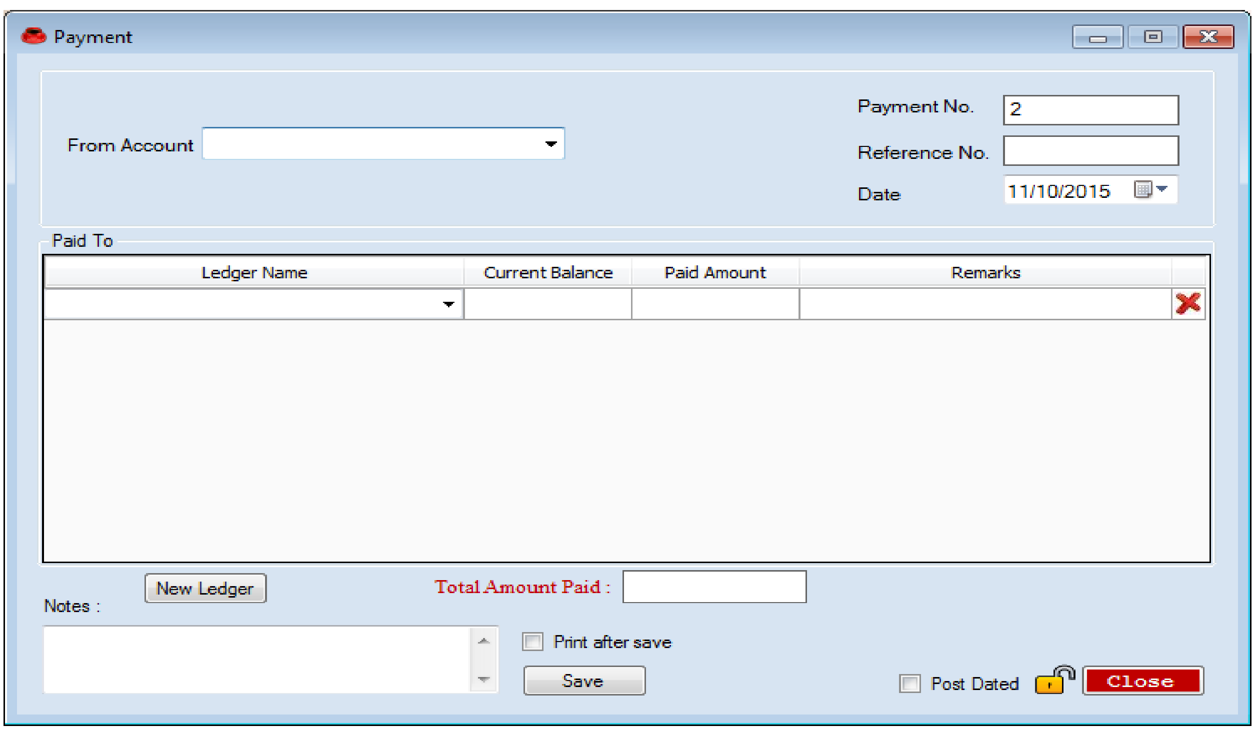
Receipt

This is the menu to get Receipt voucher. Using Receipt voucher you can account all types of receipts related to your business.To make a receipt first enter voucher no if any, otherwise keep it same as S.No in the receipt window. Select “To account”, in to which account you are going to make the receipt and enter proper receipt date. After that select ledger name from which account you are going to make receipt, receipt amount, remarks if any. Repeat this process if you want to include more ledgers in the same voucher. Type your note in the “Notes” and click Save Button to save the transaction. Below you can see the receipt voucher window.



Payment

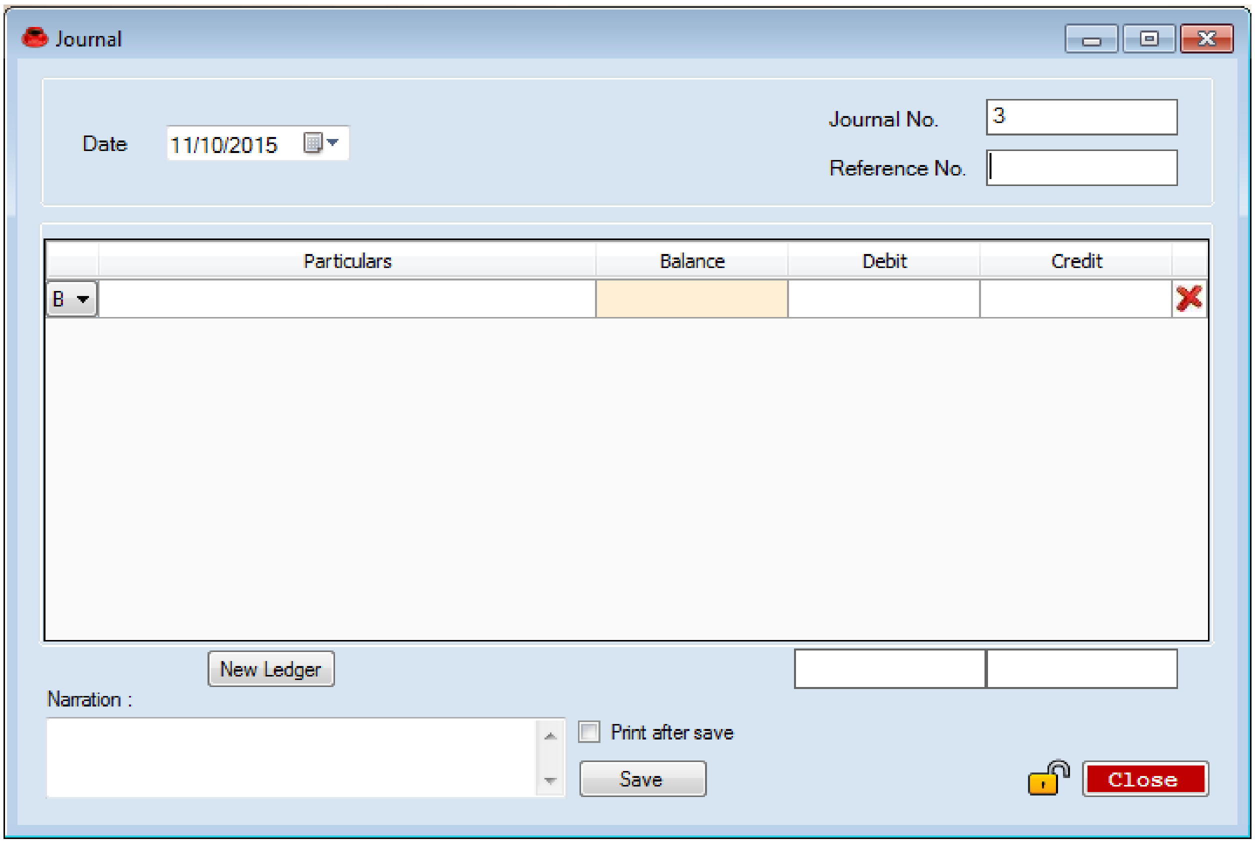
By clicking this menu you will get the payment voucher. Using this voucher you can account all your payments. The figure of payment voucher shows below.



To make a payment fist you have to enter the voucher number or keep the same number as S.No. Then select ''From Account'' that, from which account you are making payment and enter proper payment date. After that select Ledger name to which you are going to make payment followed by payment amount and remarks if any. Repeat the process if you want to include more ledgers in same voucher. In the "Notes" region you can mention the notes regarding the payment voucher. Click Save Button to save the transaction.

Journal

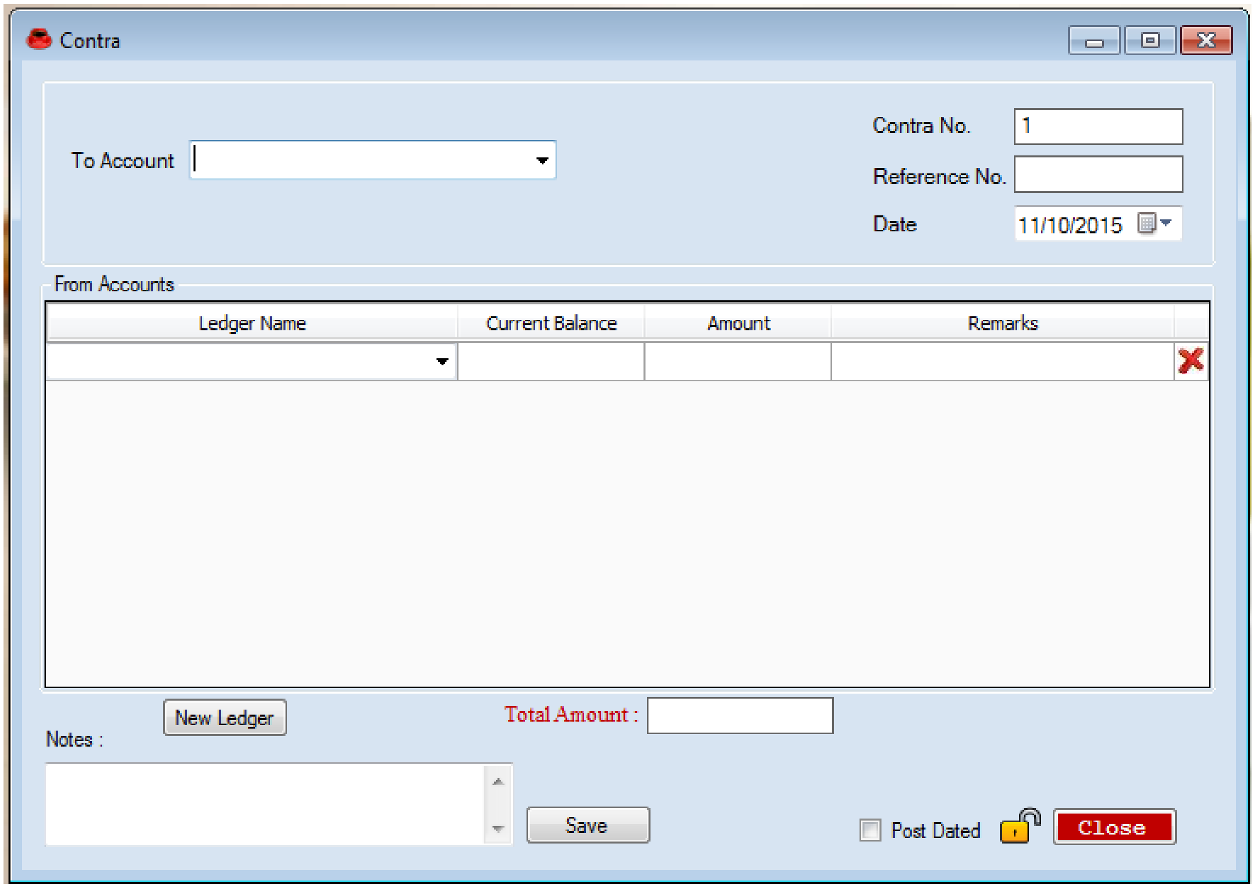
By clicking this menu you will get journal voucher. Using this voucher you can make journal transaction between different ledgers.



To make a journal entry you have to select journal date first followed by reference number. Select the ledgers and respective transaction amounts there in the grid. Don't forget to specify "By" or "To" option with respect to the account which is Debited or Credited. Make narration in narration entry portion and press Save Button to save the transaction.

Contra

This is the menu to get contra voucher. This is the voucher to account transaction between bank and cash accounts.



To make a contra enter reference number and select transaction date first. Select "To account" that which account is get debited and select Ledger which is get credited in "From Accounts" grid followed by the transaction amount. You can make notes in "Notes" region and finally press "Save" button to save the transaction.

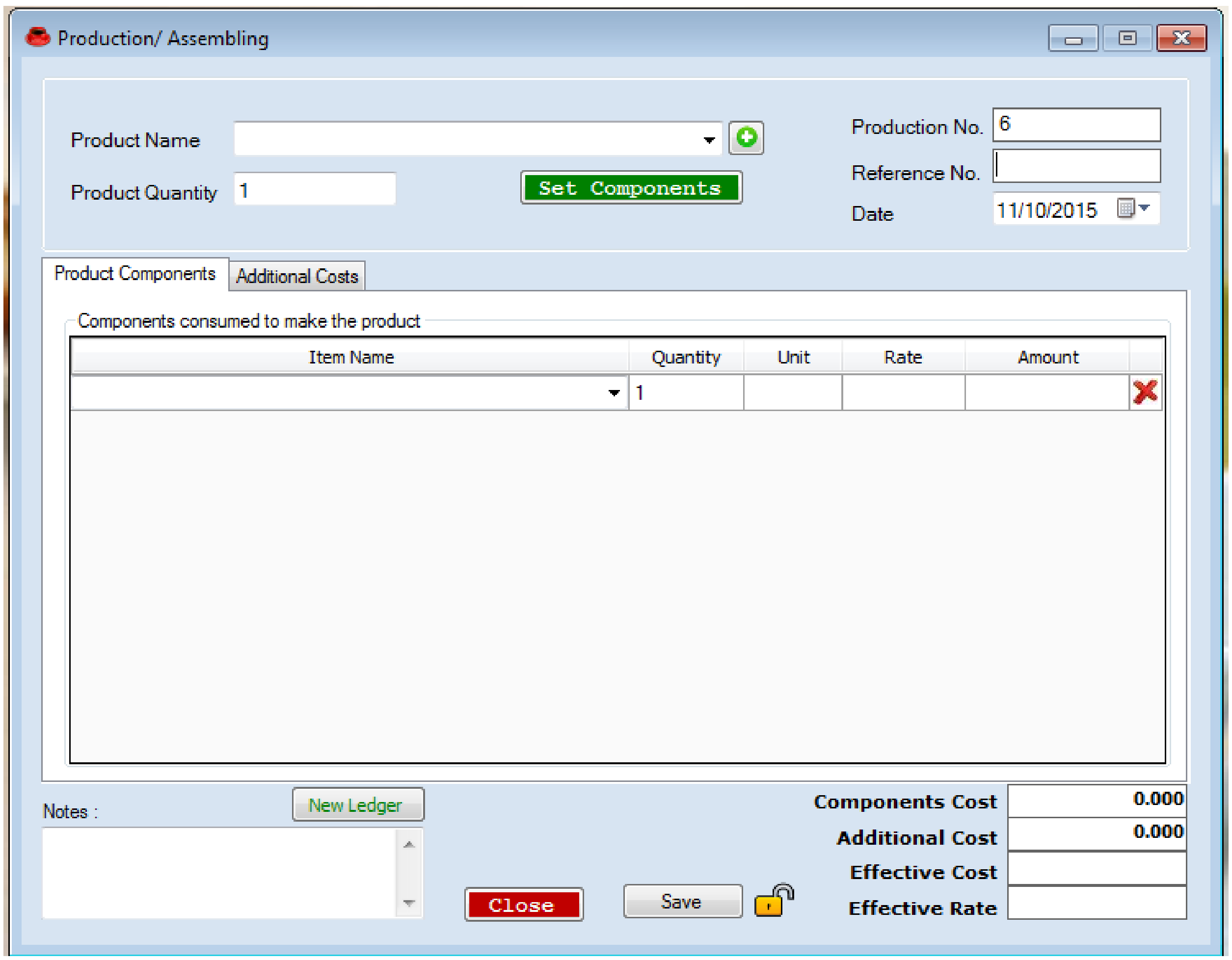
Food Preparation

This main menu contains two sub menus.

- Prepare
- Physical Stock

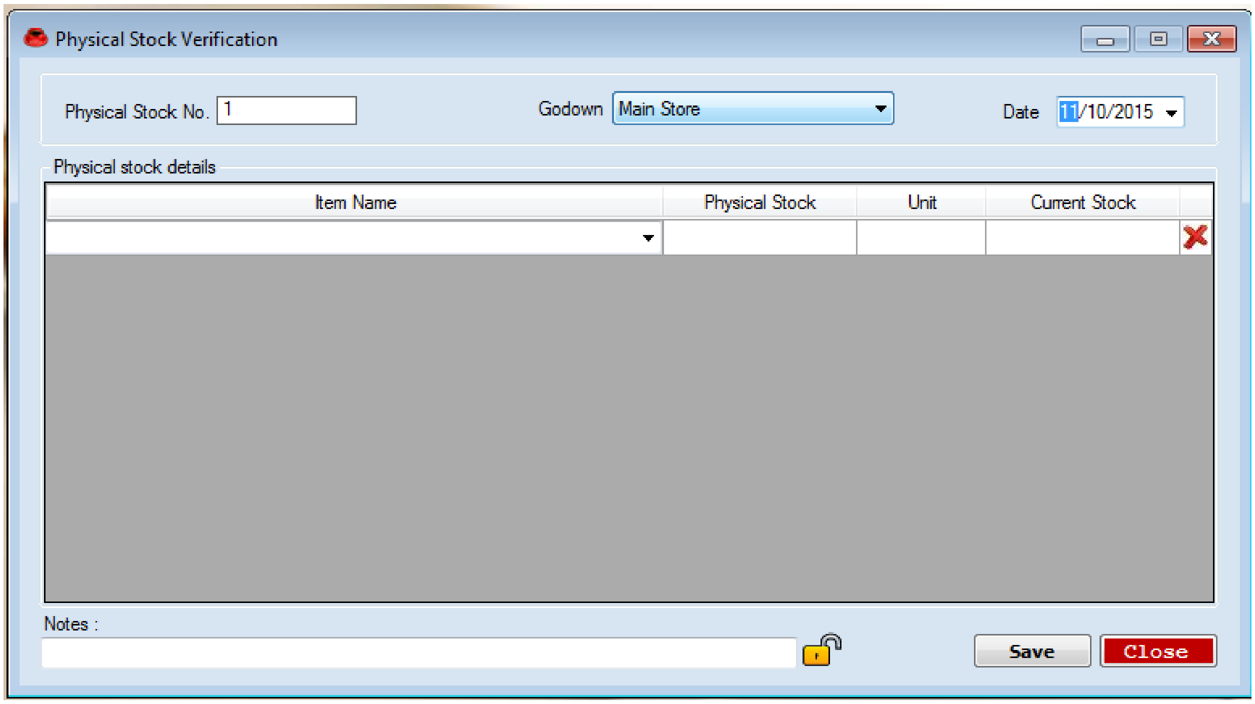
Prepare

This is the window to record food production details.In this voucher you can enter all production details in your firm. Select the finished product from product name combo box and enter number of quantities produced. In product component tab you can enter the materials you are using for production includes the quantity, measure unit, rate and amount. In Additional cost tab you can enter other additional cost for the respective production. There have option to set the row materials using for the production of each product by clicking the “Set Components” button. After this row material will come automatically when you select that product in product section. Figure of the production window shows below.



Physical Stock

This is the menu to get Physical stock voucher. Using this voucher you can make the physical stock entry of items and thereby you can remove all damaged and unidentified stocks in your firm.

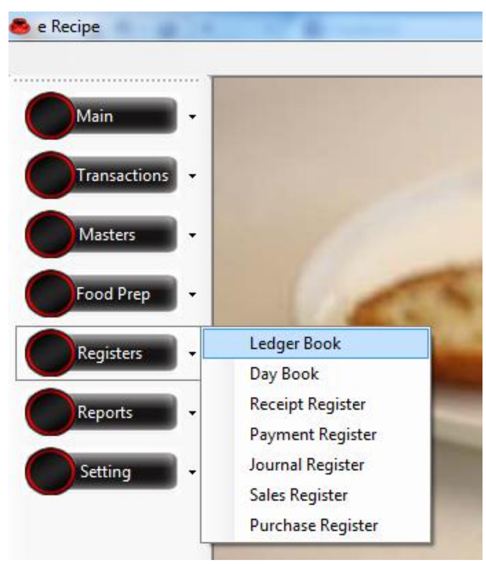


To make physical stock entry select the item from item list or by barcode followed by the physical stock with unit of measurement. Do this process for next items.Finally press save button to save the physical stock entry.

Register Main Menu

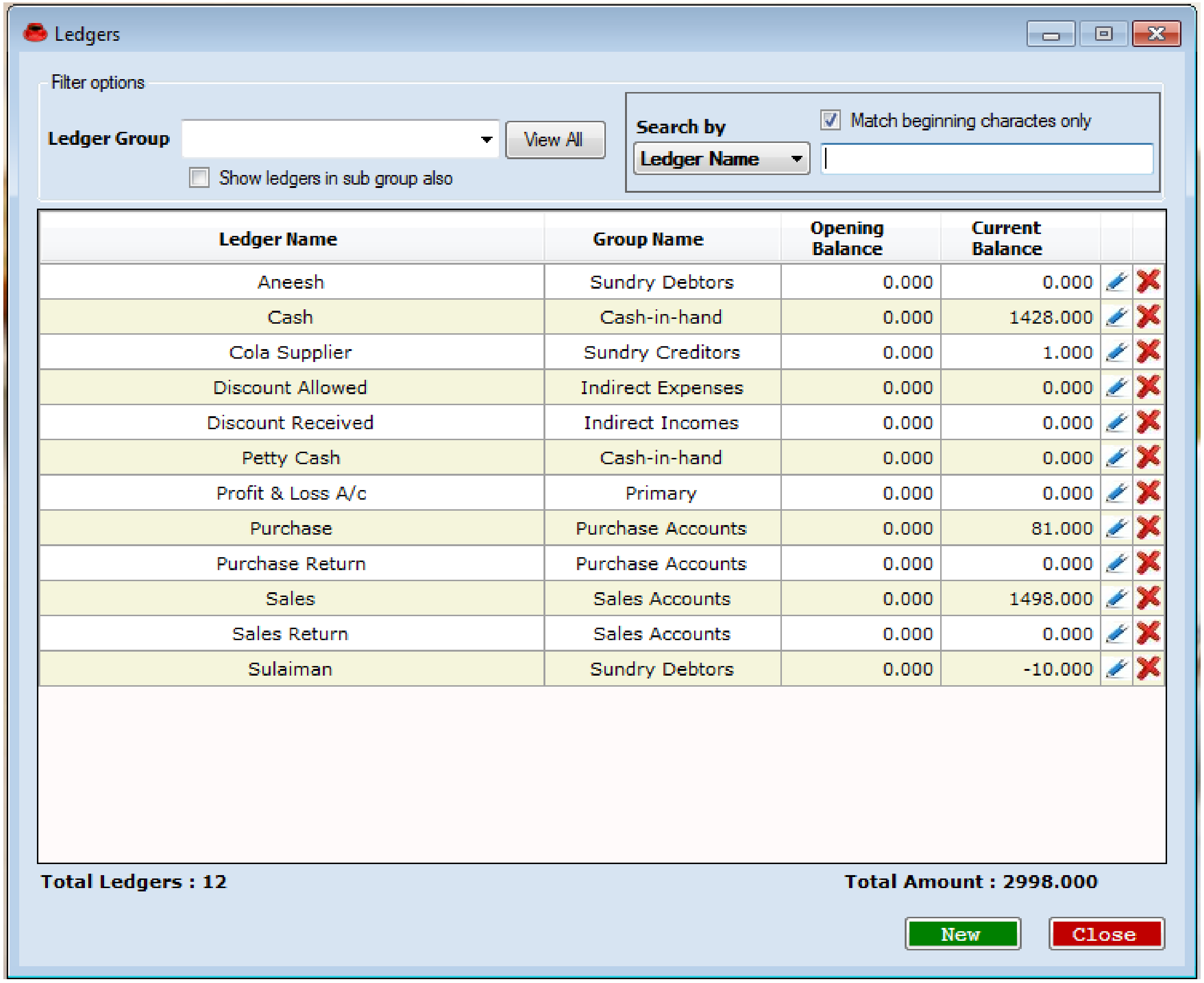
This menu contains 7 Sub Menus.

- Ledger Book
- Day Book
- Receipt Register
- Payment Register
- Journal Register
- Sales Register
- Purchase Register

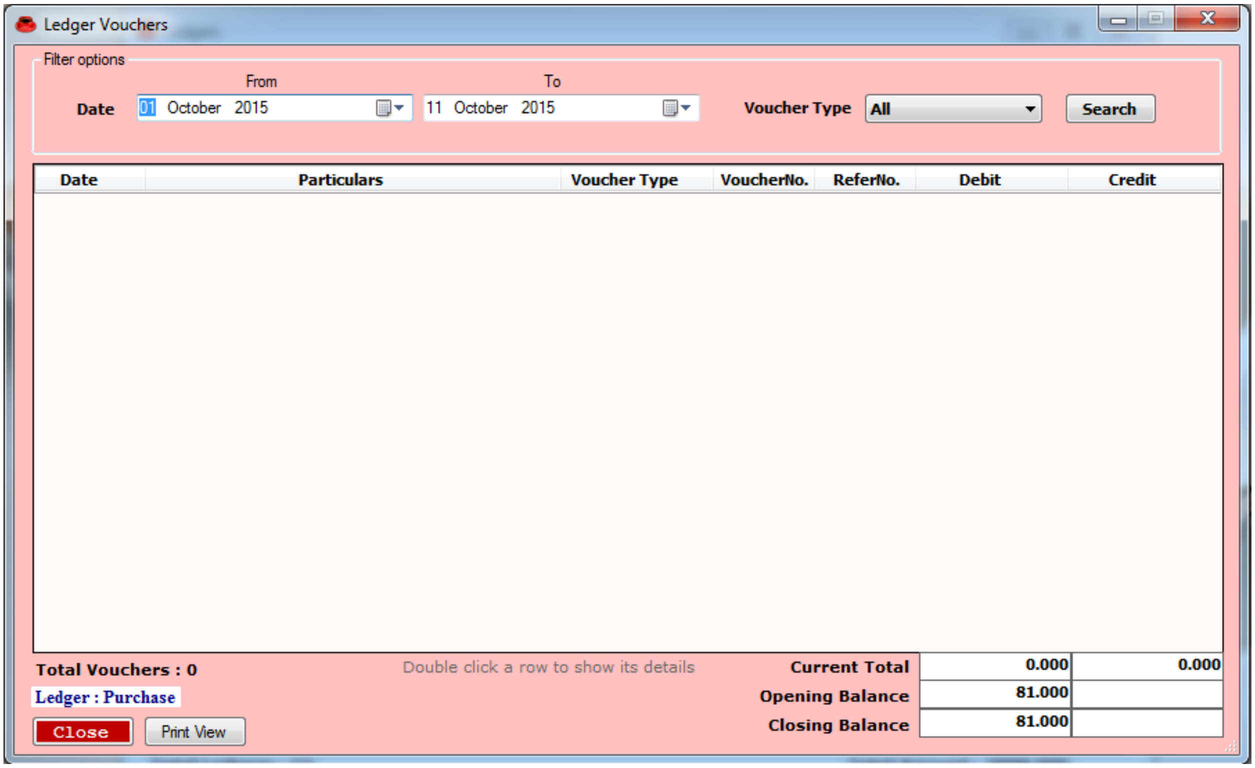


Ledger Book

This is the menu to get Ledger Book. In Ledger Book you can see all the saved ledgers in this software. You can filter ledgers by ledger group and can search by name, description, opening balance, current balance etc. Here you can open the ledger details in editing mode by clicking edit symbol at the end of each ledger row. Delete symbol near it help you to delete ledger if there have no transaction in that ledger.

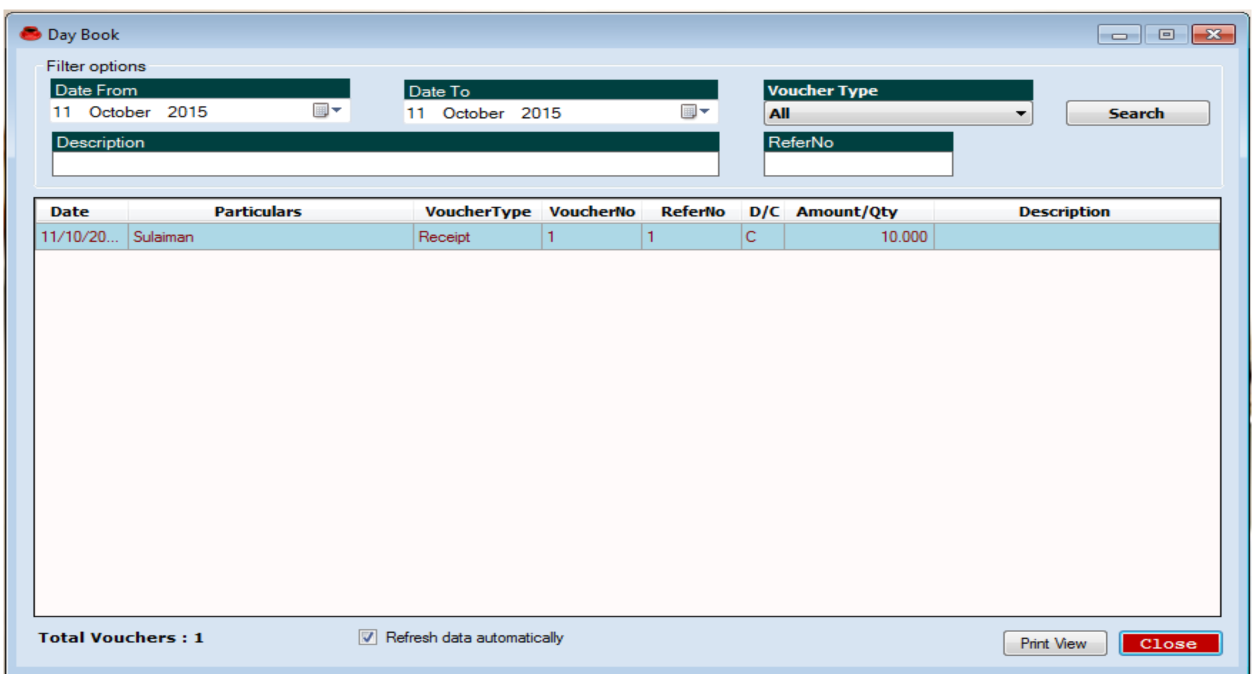


By double clicking on ledger name you can see all the transaction under that in a ledger vouchers window that shows below.



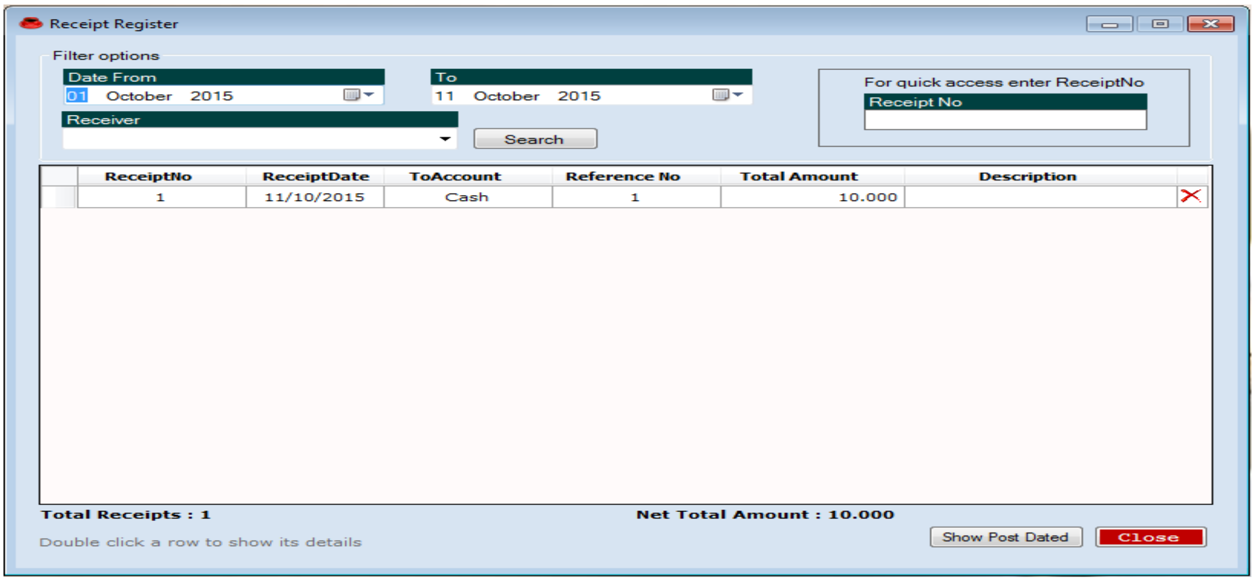
Day Book

This is the menu to get Day book. Here you will get all daily transactions that you made in the software. You can view each transaction in respective vouchers on double click.



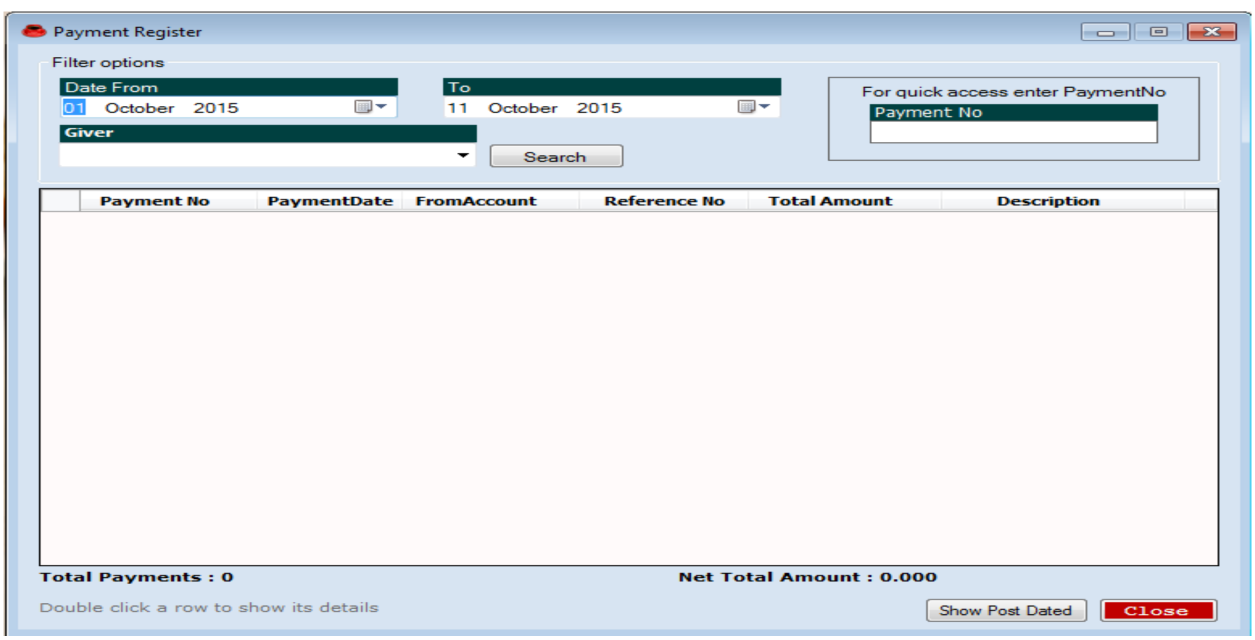
Receipt Register

This is the menu to get Receipt Register. In receipt register you can see all the receipt vouchers that you have made in the software. You can filter transactions by date, by receiver and by receipt number to track transactions easily. Double click on each transaction, you can see the respective receipt voucher in editing mode and can make modifications if any.



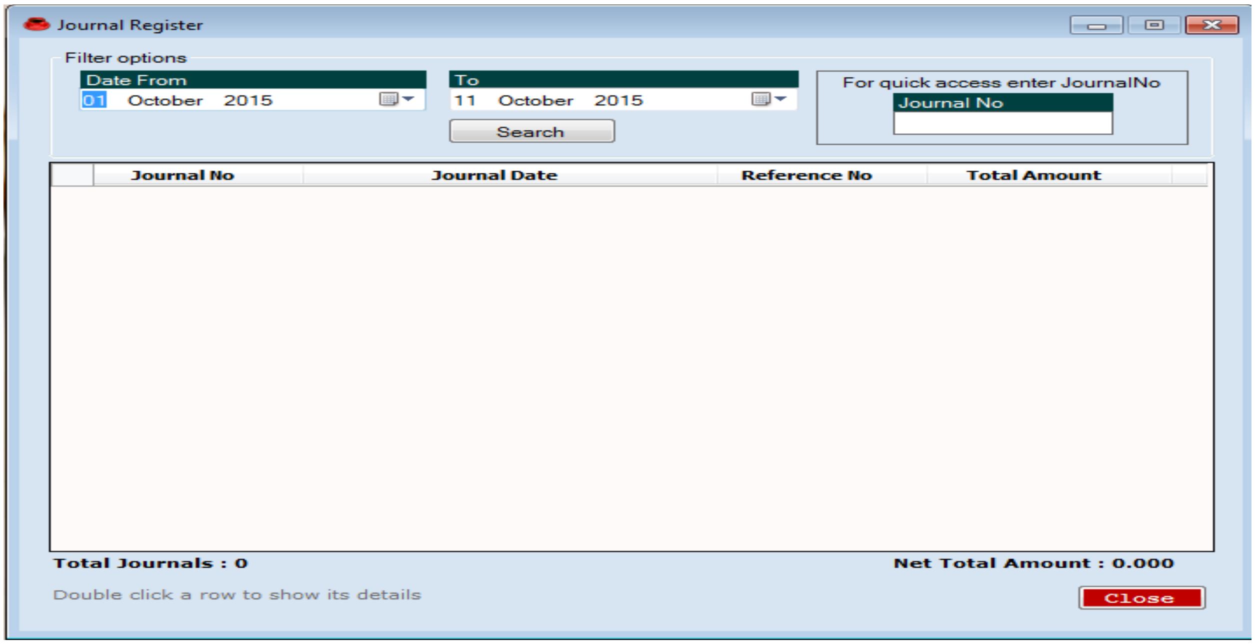
Payment Register

This is the menu to get Payment Register. In payment register you can see all the payment vouchers that you have made in the software. You can filter transactions by date, by giver and by payment number to track transactions easily. Double click on each transaction, you can see the respective payment voucher in editing mode and can make modifications if any.



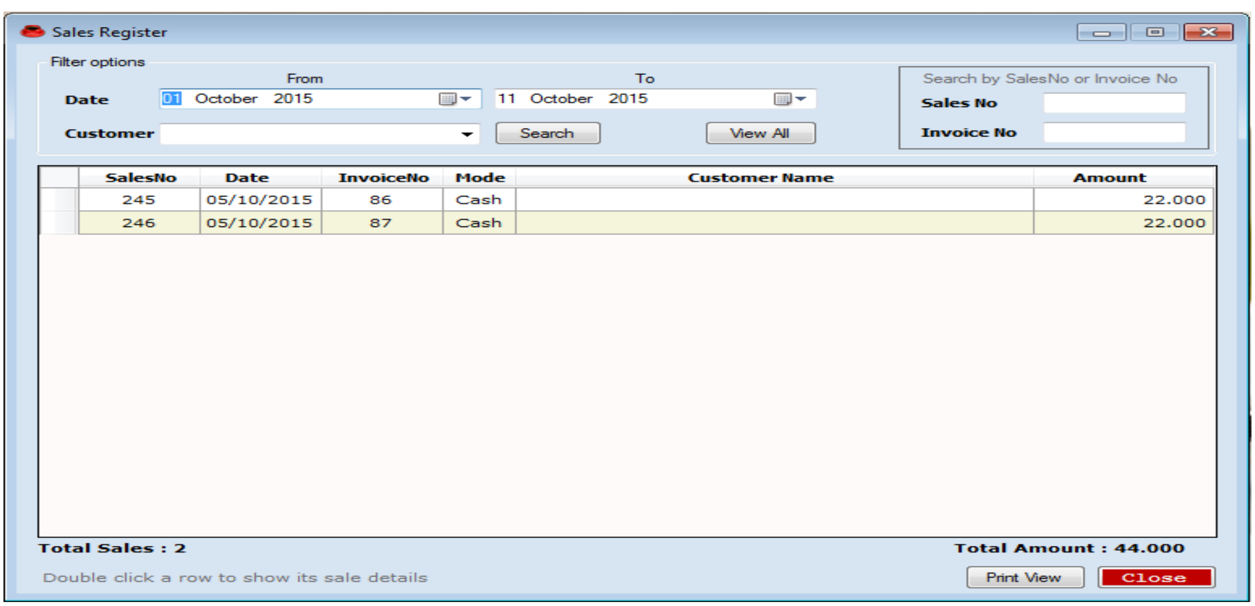
Journal Register

This is the menu to get Journal Register. In Journal register you can see all the journal vouchers that you have made in the software. You can filter transactions by date and by journal number to track transactions easily. Double click on each transaction, you can see the respective journal voucher in editing mode and can make modifications if any.

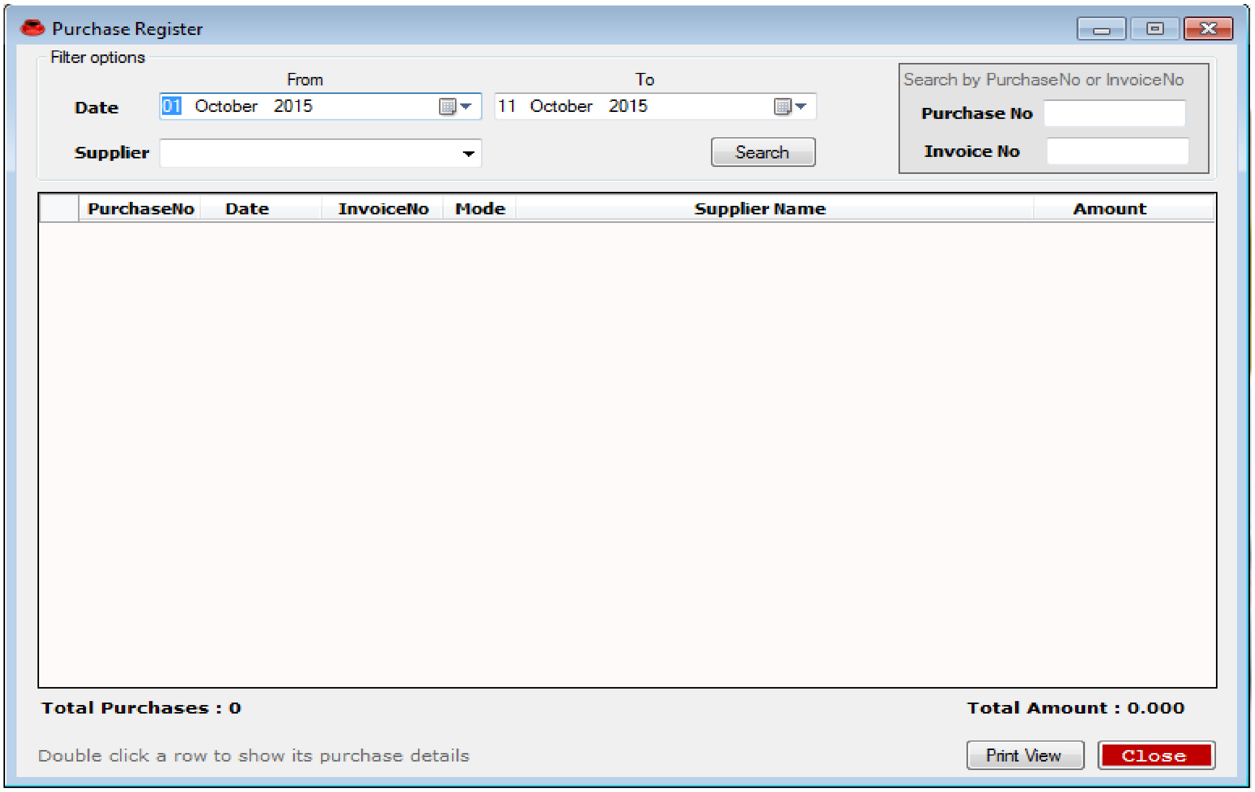


Sales Register

This is the menu to get Sales Register. In sales register you can see all the sales vouchers that you have made in the software. You can filter transactions by date, by customer, by sales no and by invoice number to track transactions easily. Double click on each transaction, you can see the sales voucher in editing mode and can make modifications if any.



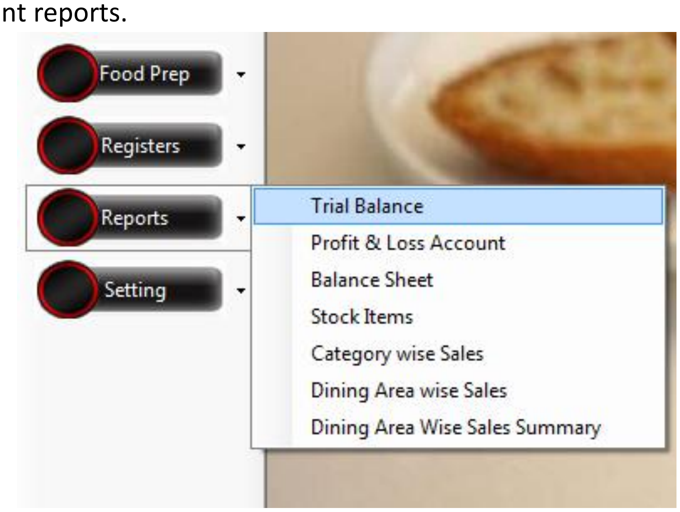
This is the menu to get Purchase Register. In purchase register you can see all the purchase vouchers that you have made in the software. You can filter transactions by date, by supplier, by purchase number and by invoice number to track transactions easily. Double click on each transaction, you can see the respective purchase voucher in editing mode and can make modifications if any.



Reports Main Menu

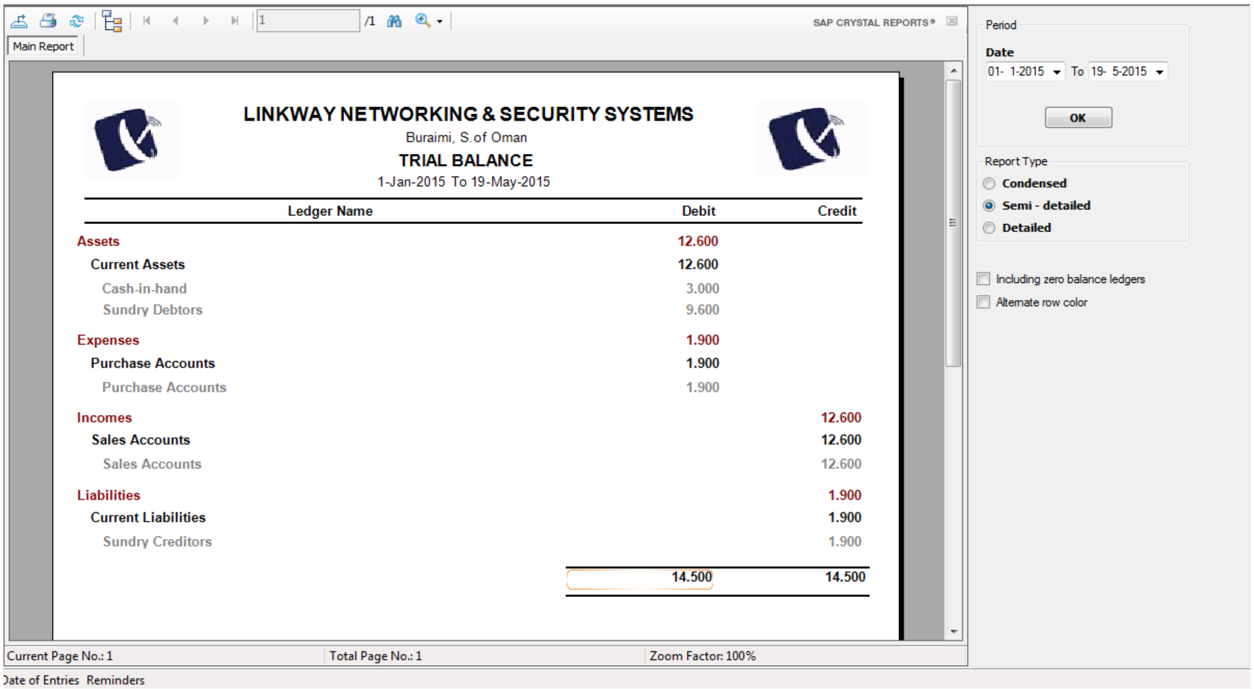
This menu contains 7 menus to get different reports.

- Trial Balance
- Profit & Loss Account
- Balance Sheet
- Stock Items
- Category Wise Sales
- Dining Area Wise Sales
- Dining Area Wise Sales Summary



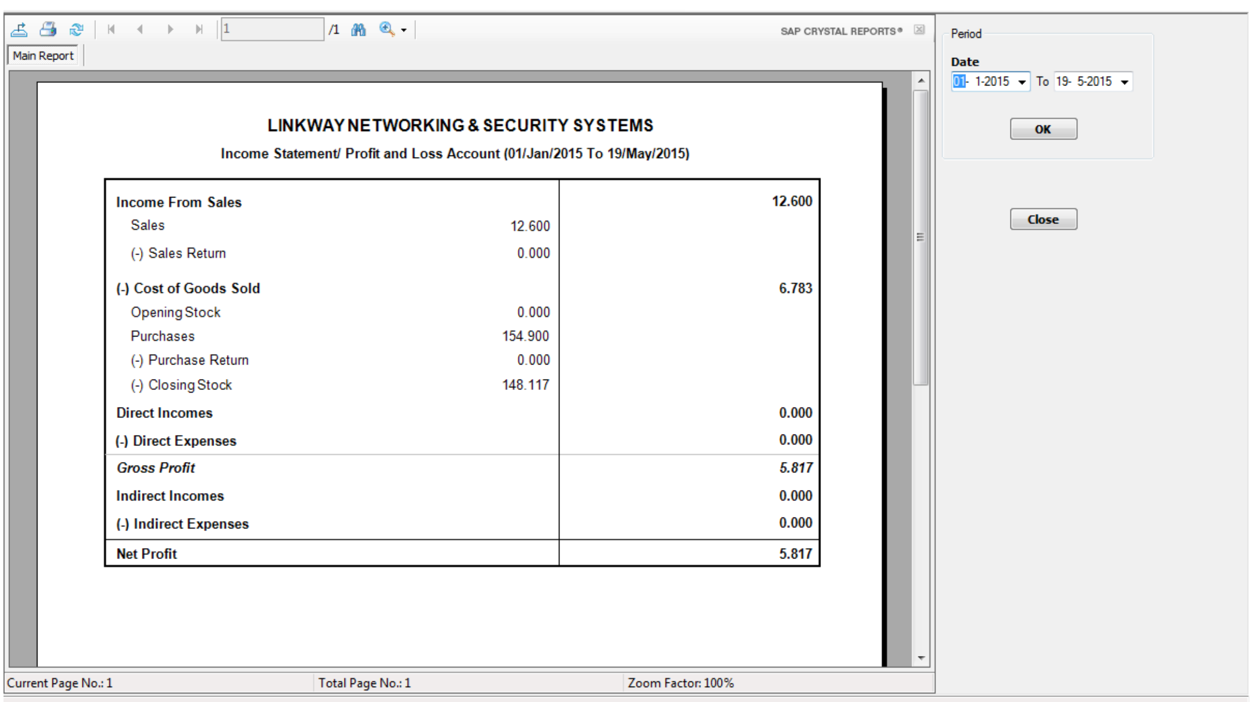
Trial Balance

This is the menu to get trial balance report. Here you will get your company accounts trial balance. You can make this report between two dates. There have three types of trial balance report. Condensed, semi detailed and detailed.



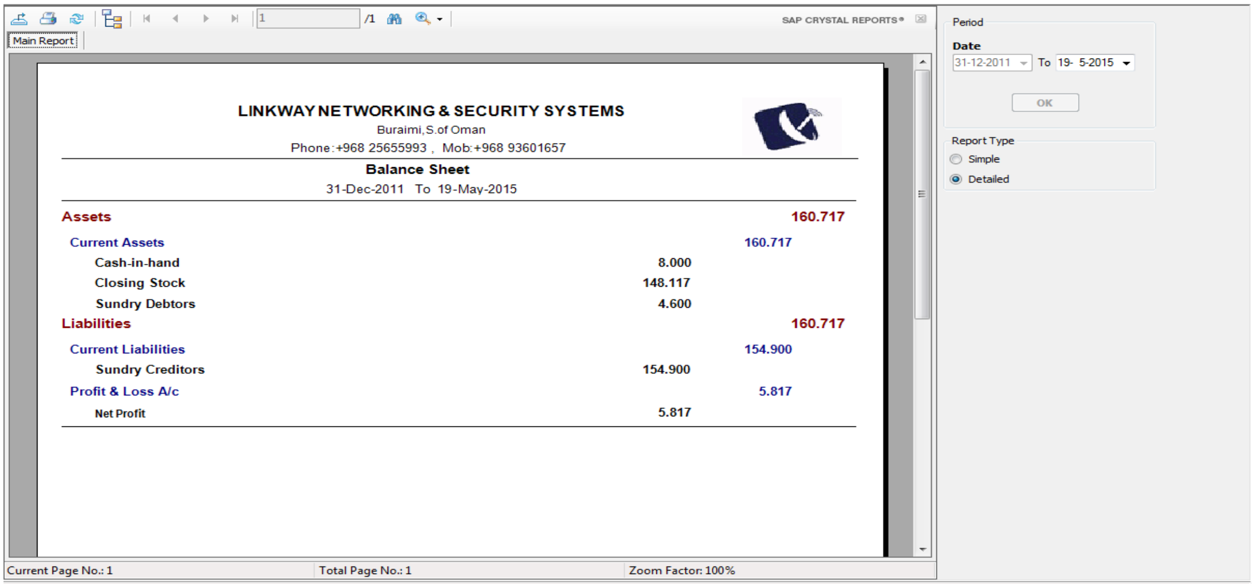
Profit & Loss Account

This is the menu to get Profit & Loss Account. In this report you can see the accounts status of your firm, means the business is in profit or loss.



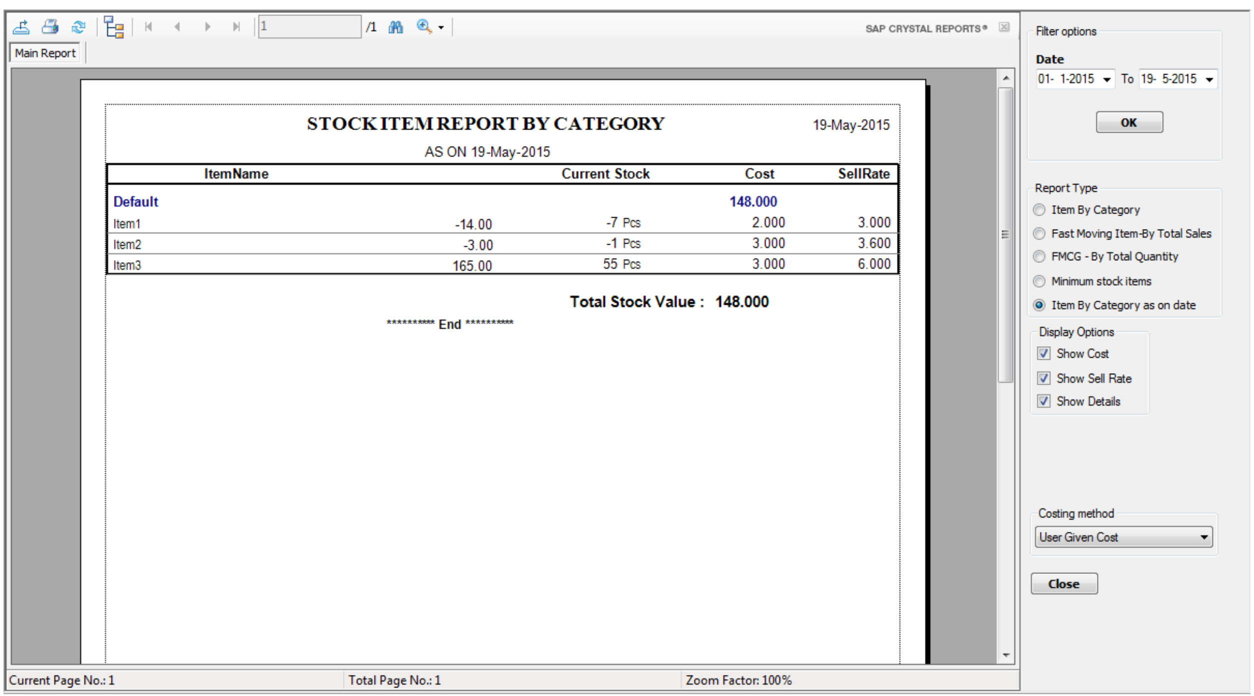
Balance Sheet

This is the menu to get Balance Sheet. Here you will get your accounts balance sheet. Two type of reports are available here, simple and detailed.



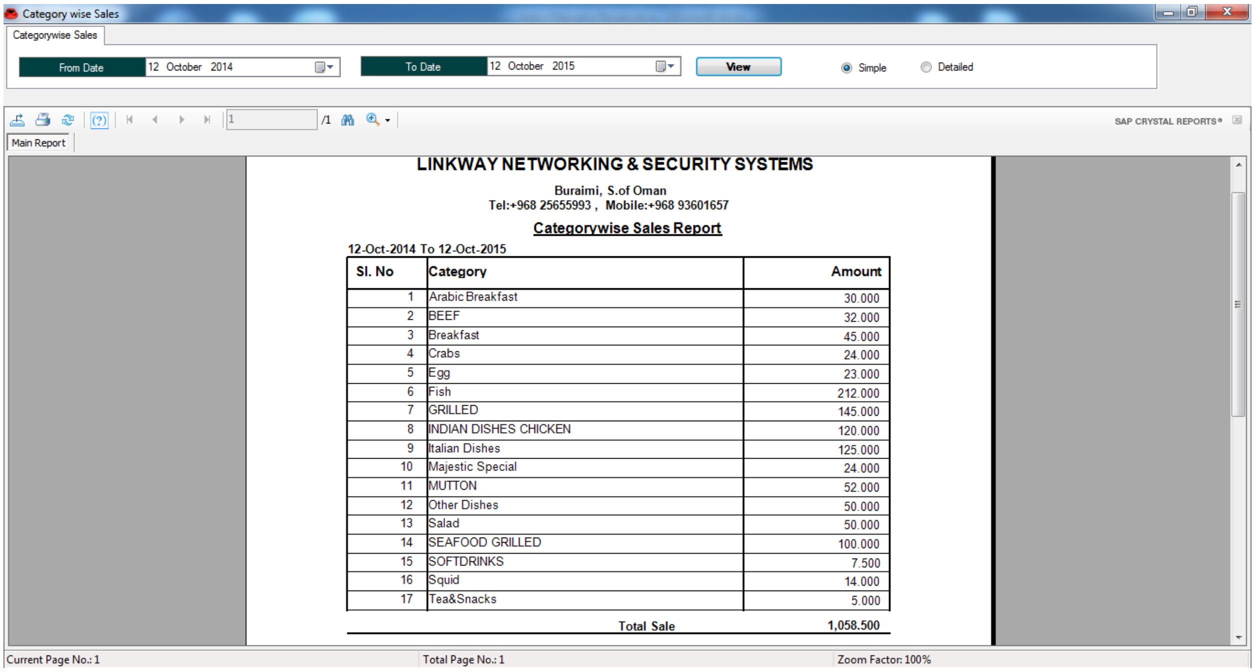
StockItem

By clicking this menu you will get stock item list. This is the report of item stock in your firm. You will get stock report by category, items with minimum stock, fast moving items list etc. You can print this list and also can export to word, excel etc.



Category Wise Sales Report

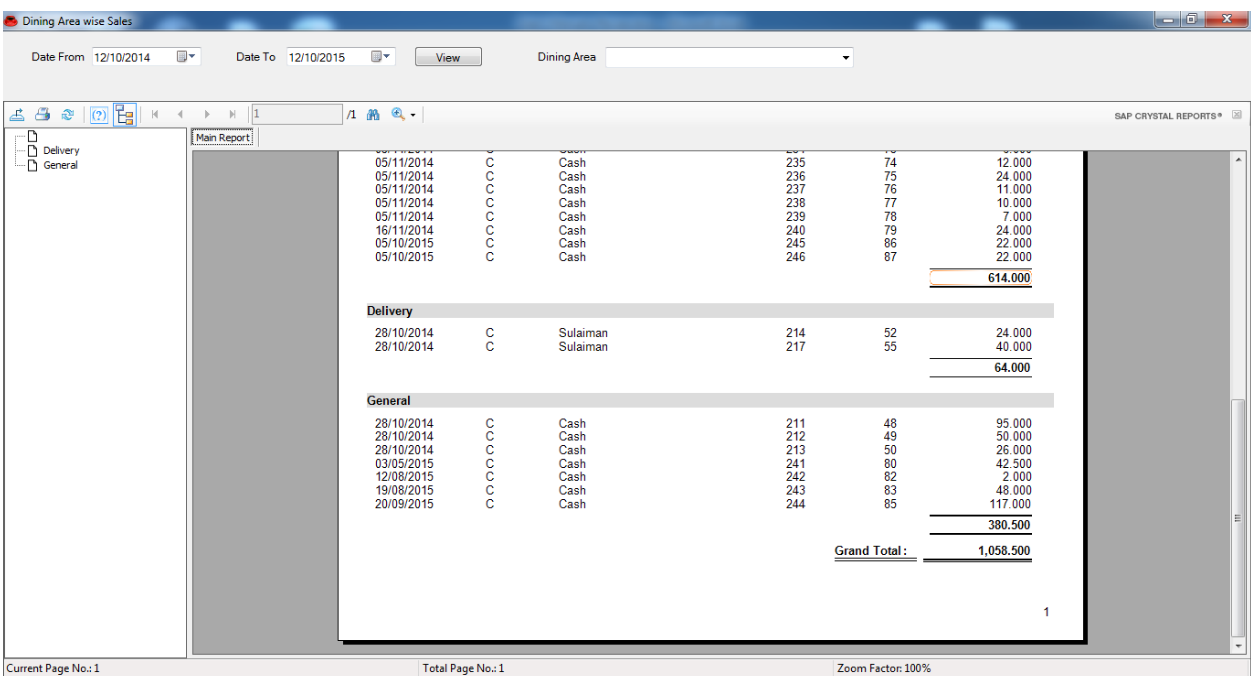
This is the menu to get category wise sales report.



Sl. No	Category	Amount
1	Arabic Breakfast	30.000
2	BEEF	32.000
3	Breakfast	45.000
4	Crabs	24.000
5	Egg	23.000
6	Fish	212.000
7	GRILLED	145.000
8	INDIAN DISHES CHICKEN	120.000
9	Italian Dishes	125.000
10	Majestic Special	24.000
11	MUTTON	52.000
12	Other Dishes	50.000
13	Salad	50.000
14	SEAFOOD GRILLED	100.000
15	SOFTDRINKS	7.500
16	Squid	14.000
17	Tea&Snacks	5.000
	Total Sale	1,058.500

Dining Area Wise Sales Report

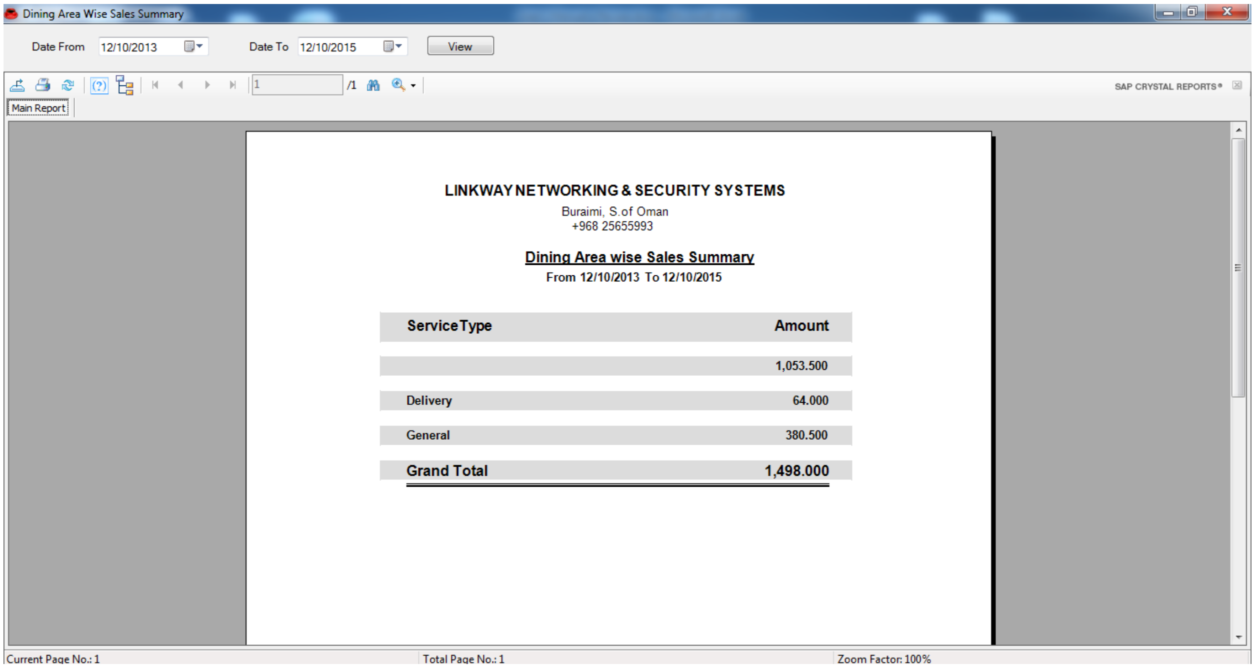
This is the menu to get dining area wise sales between two dates.



05/11/2014	C	Cash	235	74	12.000
05/11/2014	C	Cash	236	75	24.000
05/11/2014	C	Cash	237	76	11.000
05/11/2014	C	Cash	238	77	10.000
05/11/2014	C	Cash	239	78	7.000
16/11/2014	C	Cash	240	79	24.000
05/10/2015	C	Cash	245	86	22.000
05/10/2015	C	Cash	246	87	22.000
					614.000
Delivery					
28/10/2014	C	Sulaiman	214	52	24.000
28/10/2014	C	Sulaiman	217	55	40.000
					64.000
General					
28/10/2014	C	Cash	211	48	95.000
28/10/2014	C	Cash	212	49	50.000
28/10/2014	C	Cash	213	50	26.000
03/05/2015	C	Cash	241	80	42.500
12/08/2015	C	Cash	242	82	2.000
19/08/2015	C	Cash	243	83	48.000
20/09/2015	C	Cash	244	85	117.000
					380.500
				Grand Total :	1,058.500

Dining Area Wise Sales Summary

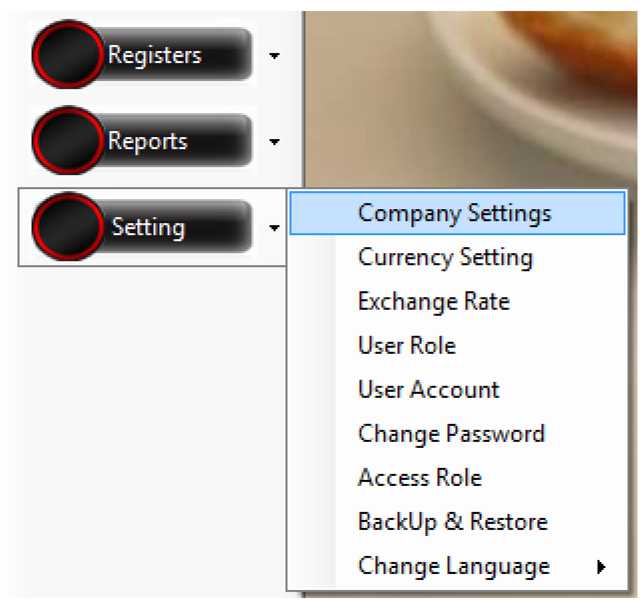
This is the menu to get Dining Area wise Sales Summary.



Settings Main Menu

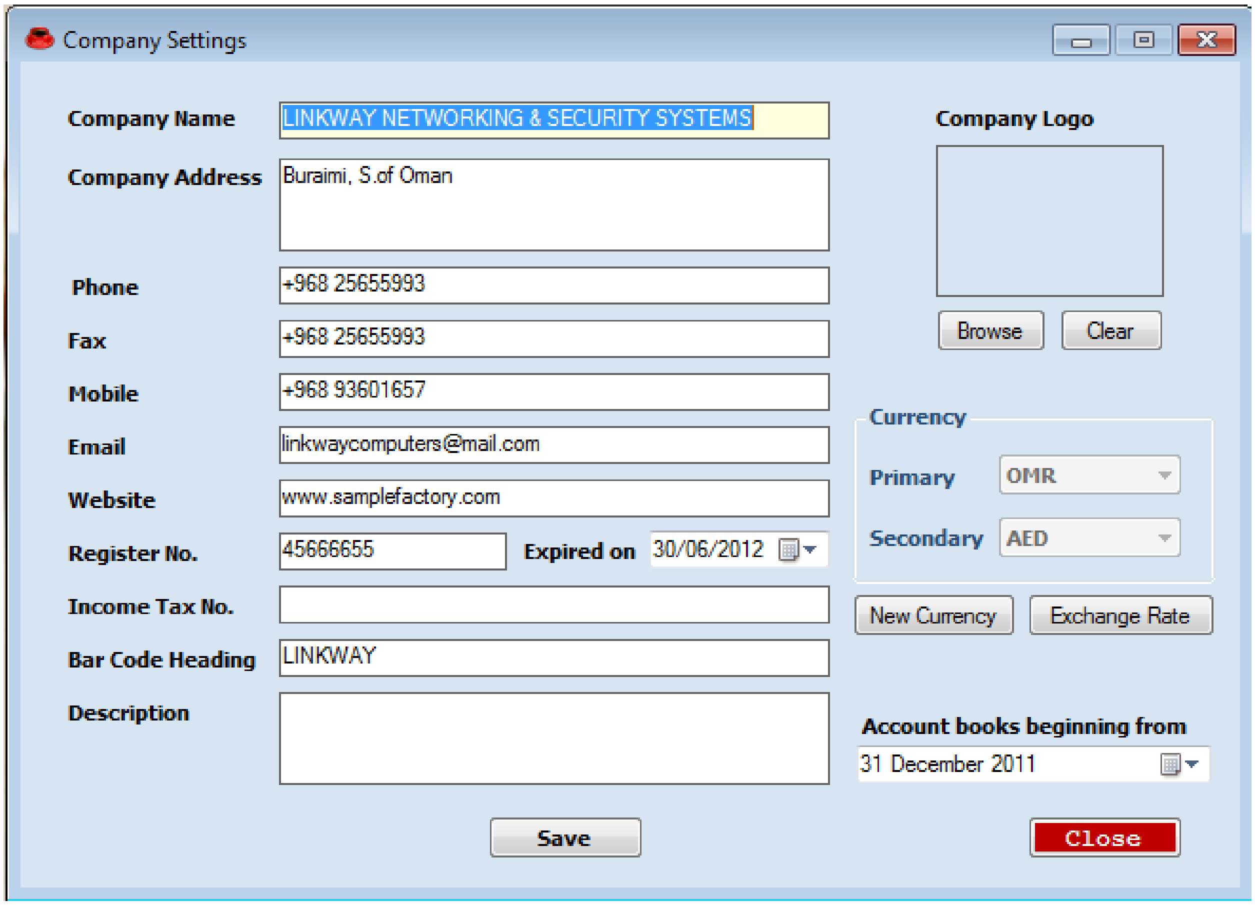
In this menu there are nine Sub Menus.

- Company Settings
- Currency Setting
- Exchange Rate
- User Role
- User Account
- Change Password
- Access Role
- Backup & Restore
- Change Language



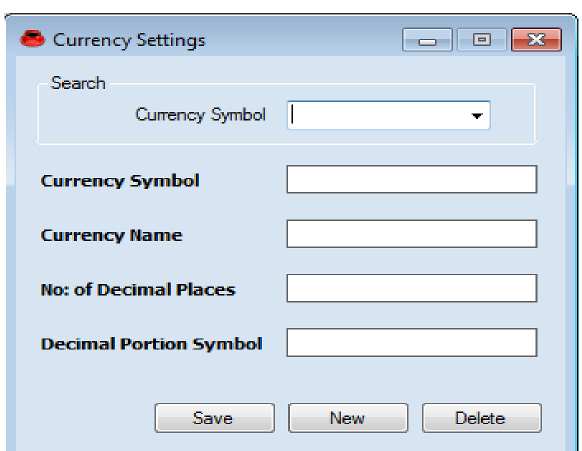
Company Settings

This is the menu to get Company Settings Form. In this form you can save company details like address, phone, fax, mobile number, email, Company registration number with expiry date, company logo, primary and secondary currency etc.



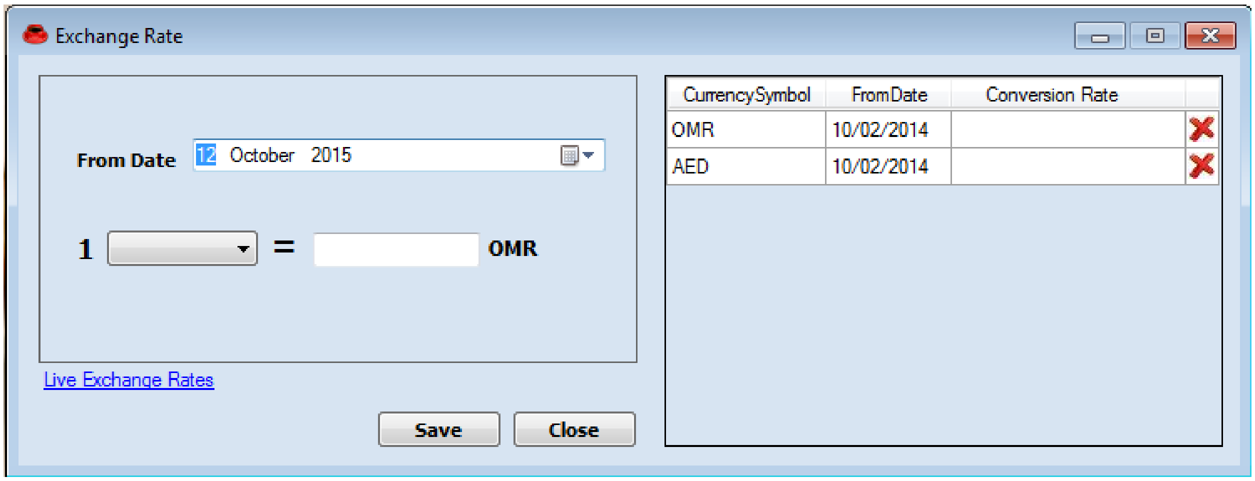
Currency Settings

This is the menu to set currencies of your business transaction in this software.



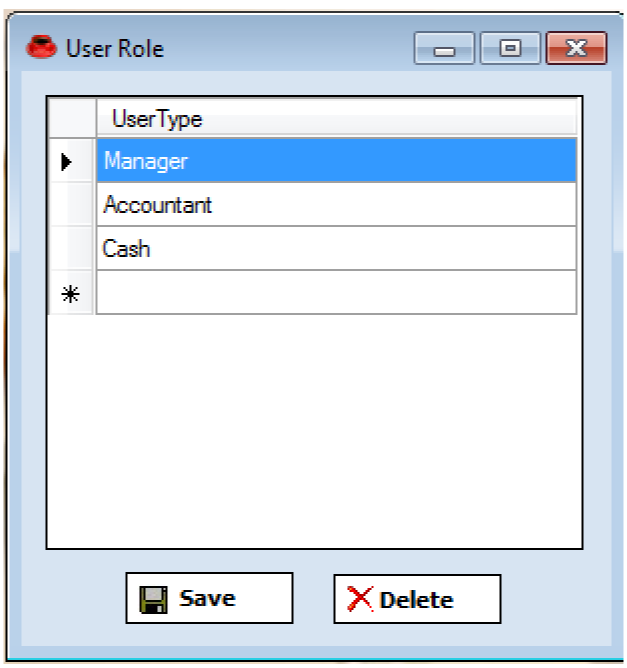
Exchange Rate

This is the menu to set different currency exchange rates with respect your main currency of your business transaction in this software.



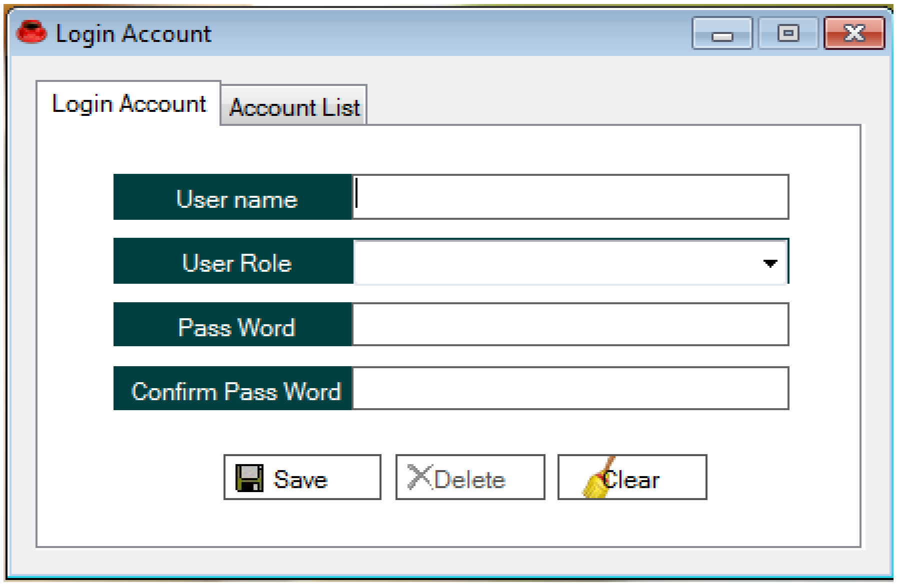
User Role

This is the menu to create different user role of your employees to create users.



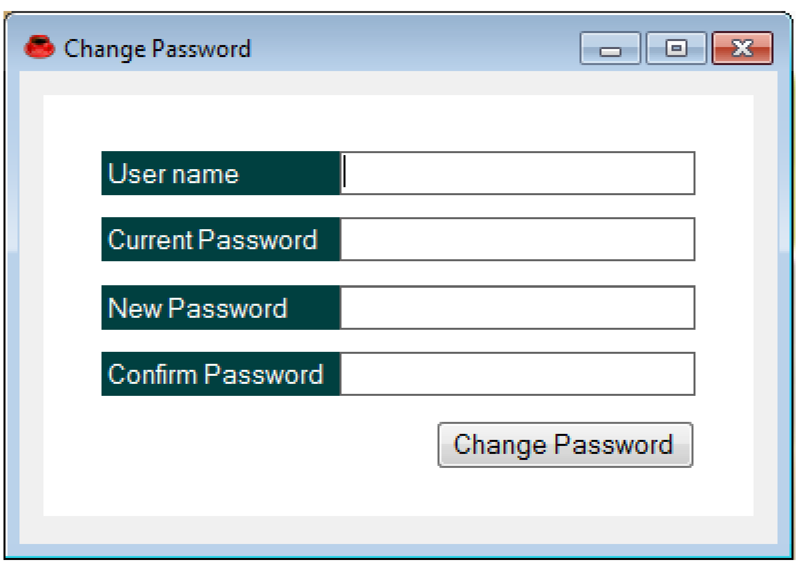
User Account

This is the menu to get User Management Form. Here the administrator can create new login users for other employees. You can create different user role respective of their designation and nature of job. Administrator can define each user roles provision in the software.



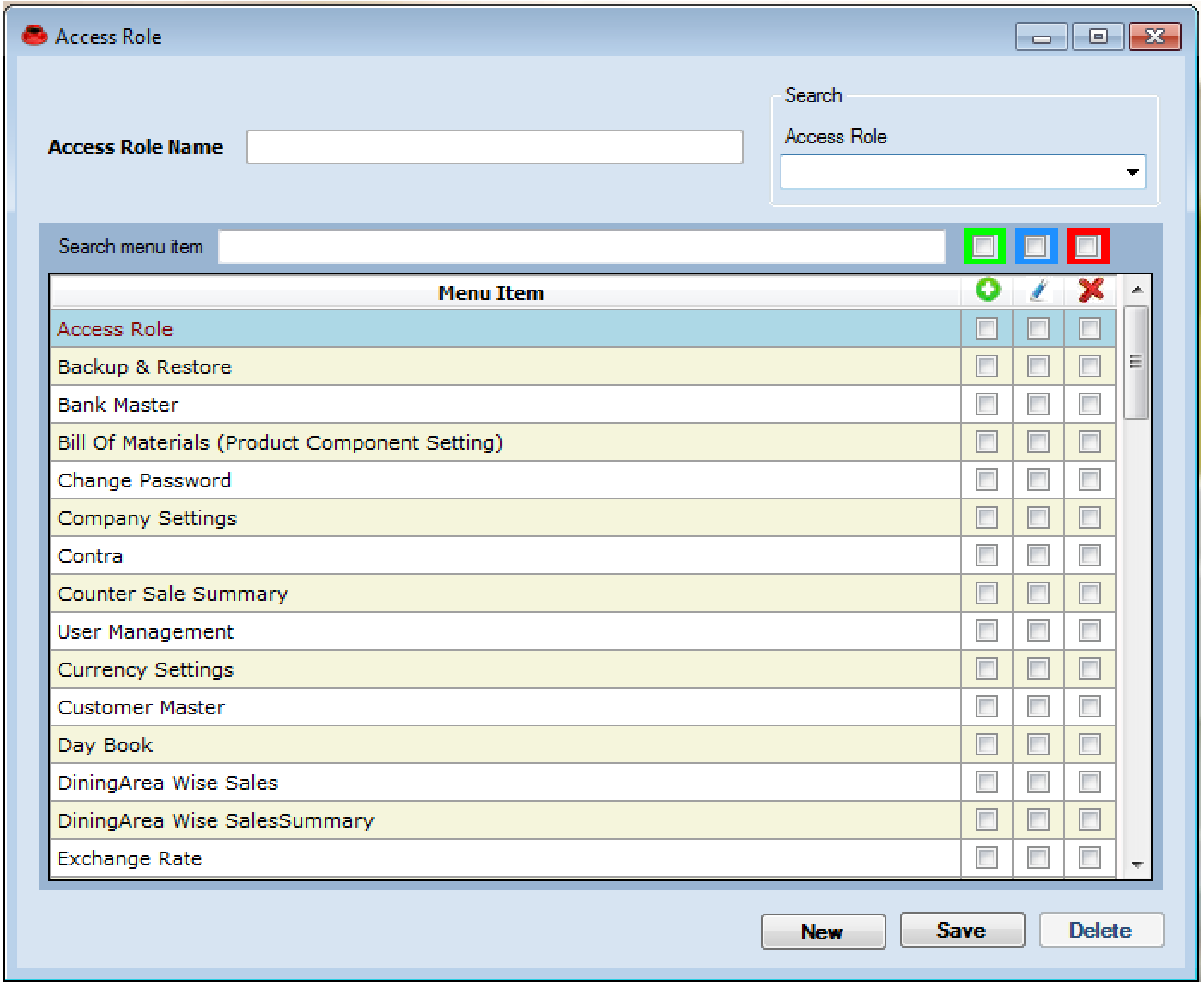
Change Password

By clicking this menu you will get a window there you can change your login password. To do that, you just enter your current password, then new password and confirm the new password again to avoid mistakes in respective columns in the window. The figure of Password Change window shows below.



Access Role

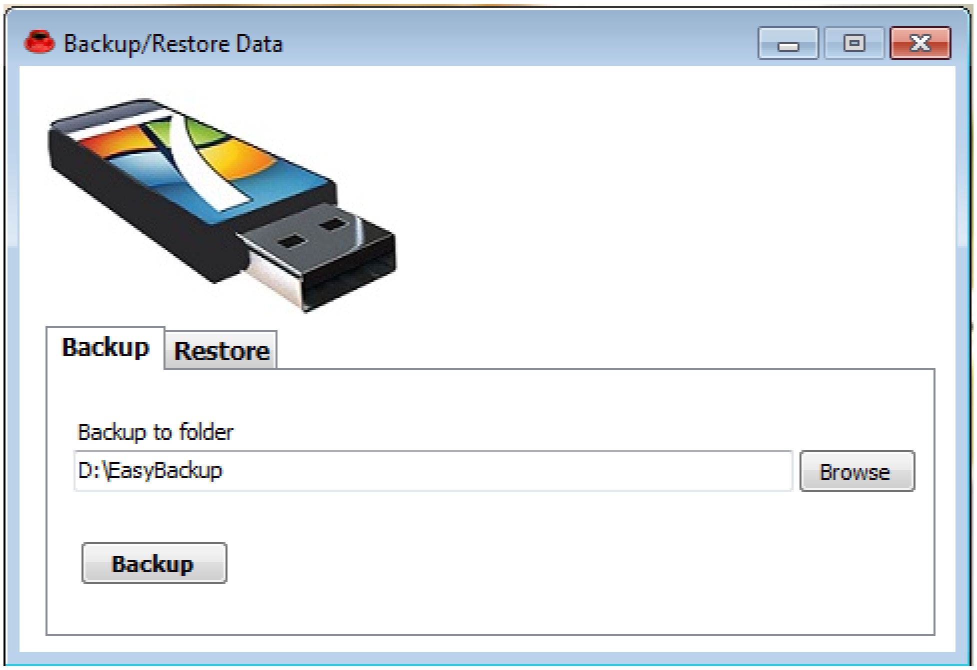
This is the menu to get access role setting window.



To create new access role, you just enter role name in Access Role Name column and give permission to the features of the software that listed in the grid. Here you can see three checkboxes in each row, first permission for save, second for edit, third for delete. After giving permission, click “Save button” to save the new access role. Existing access roles will display in search access role combo box. By Selecting role from that, its permission details will show in the grid and you can make modification if any.

Backup & Restore

This is the menu to get Backup & Restore form. Here you can take the back up of the database.



Change Interface Language

This is the menu to get Change Interface Language option. This software support Arabic and English language and you can change interface language as you wish.