

How to split kitchen order token (KOT) as per serving counter in HDPOS smart?



HDPOS smart Tutorials

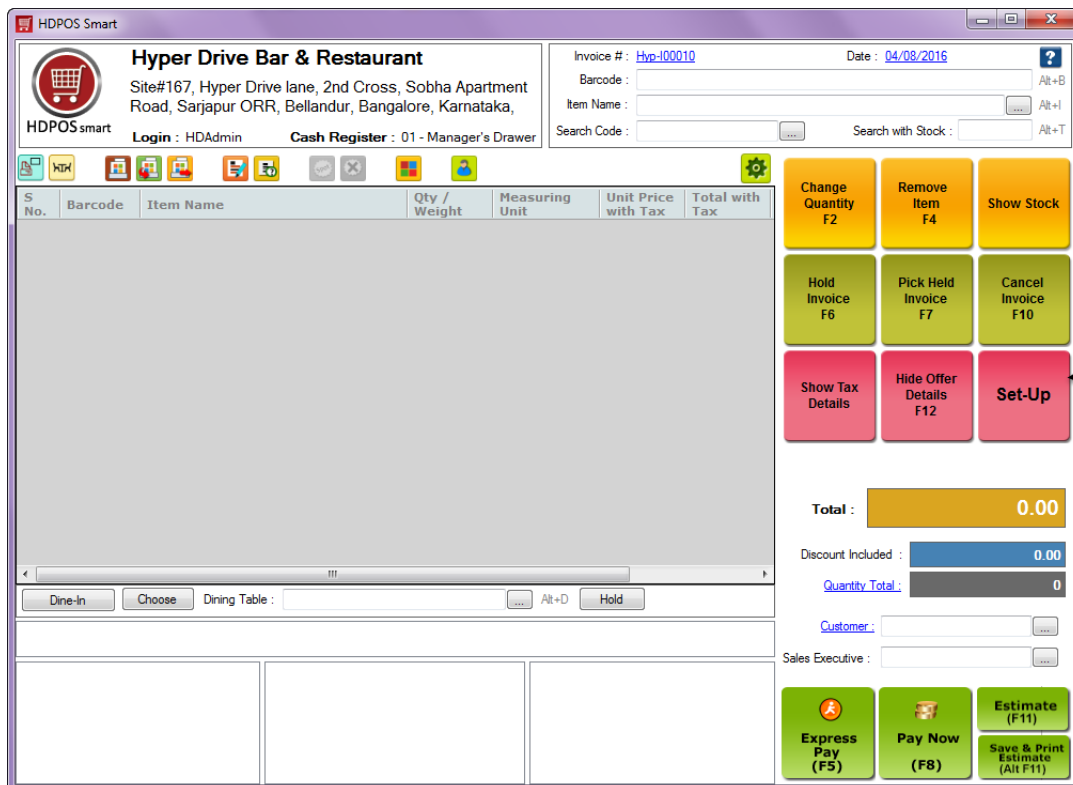
In restaurant business KOT is very important. When a customer orders anything, that order detail should be documented for effective control. In restaurants there will be different counters where food and beverage sales take place, so KOT should be split as per items serving kitchen. Like single order have multiple items which concerning to different kitchen.

To print a KOT with all these details in HDPOS smart, follow the below steps:

- 1) Create item collection to specify counter name /number.
- 2) Set the printer setting for counter wise order token.
- 3) Print Kitchen Order Token.

Step 1): Create item collection

1. Run **HDPOS smart**.
2. From Main Invoice screen, select **Set-Up**.





3. From 1st page of Set-Up, select **Items**.

Image	Item Name	Barcode	Search Code	MRP	Sales Price	Sales Measure
	Adorable Fruit Smoothie	T00048		180.00	180.00	Qty
	Aloo Pyaz Pakoras	T00001		100.00	100.00	Qty
	Amruth Fusion 60 ml	T00047		300.00	300.00	Qty
	Assorted Pakoras	T00003		110.00	110.00	Qty

4. From **Manage Items**, click on item filters and select the category or sub category available from the list. Here I have selected **Food** from category list.

Image	Item Name	Barcode	Search Code	MRP	Sales Price	Sales Measure
	Aloo Pyaz Pakoras	T00001		100.00	100.00	Qty
	Assorted Pakoras	T00003		110.00	110.00	Qty
	Baigan ka Bharta	T00021		210.00	210.00	Qty
	Bread Paneer Pakoras	T00002		100.00	100.00	Qty

5. Select **Create Collection** tool strip button. You will see **Quick Collection** window, enter the required details (Counter Name) and click on **Create**.





Quick Collection

Create New Collection
New Collection Name :

Update Existing Collection
Collection Name to Update:

Description :

Step 2): Set the printer setting for counter wise order token.

6. Select your business location and click on **Edit Business Location** option from **Manage Business Location** tool strip.

Manage Business Location

Shop Name | Document Prefix | Document Start Number | TINNo | Company Name | Address 1 | Address

Hyper Drive Bar & Restaurant	Hyp	00001	93245345815858	Hyper Drive Bar & Restaurant	Site#167, Hyper Drive lane, 2nd Cross	Sobha Ape Road, Sarj ORR
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Total Records : 1

Go Back To Main Screen | About Us | Feedback

7. Click on **Additional Receipt Printers** tab in **Additional Receipt Settings** section of the **Edit Business Location** screen that opens.





Edit Business Location

Business Location Details

Company Name : Hyper Drive Bar & Restaurant

Shop Name (Business Location) : Hyper Drive Bar & Restaurant

Prefix for Documents : Hyp

Start Number for all documents : 00001

TIN Number : 93245345815858

Address Line 1 : Site#167, Hyper Drive lane, 2nd Cross

Address Line 2 : Sobha Apartment Road, Sarjapur ORR

City : Bellandur, Bangalore

State : Karnataka

Country : India

Pin : 560103

Phone No : 08042717700

Mobile No : 9916-717700

E Mail : Support@hyperdriveinfotech.com

Website : www.hdpos.in

Business Location TIN No :

ESIC No :

LBT No :

CST No :

PT Registration No :

Fax No :

Service Tax No :

Select Your Default Godown : Hyper Drive Bar & Restaurant !

Document Settings

Printer Setting : Drive Bar & Restaurant !_Printer Setting

SMS Setting : Drive Bar & Restaurant !_SMS Setting

Enable Email Email Setting : Drive Bar & Restaurant !_Email Setting

Email Template Setting : & Restaurant !_Email Template Setting

Additional Receipt Settings

Print second receipt on different printer Ask to print everytime

Second Receipt Printer :

Second Receipt Print Format :

Number of second receipts to print : 1 **Additional Receipt Printers**

Move Stock Setting

Move stock of deleted invoices to a specified godown.

Godown to keep stock of deleted invoices :

Attachments Update (F8) Cancel

8. Select **Add Printer** option from **Additional Receipts Printer Manager** screen.

Additional Receipts Printer Manager

Active Receipts Inactive Receipts Show All

Search

Name	Is Active	Print Format	Printer Name	Print Count	Is Printed With Invoice	Is Printed With Estimate	Is Printed With ABD	Is A
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Total Records : 0





9. In **Add New Printer** window that appears, enter the required details,

Add a new printer

Setting Name : Is Active

Create As Order Token Create with Invoice Create with Estimate Create With Advance Booking

Order Token Settings

For Items in Collection :

Additional Prefix for Token :

Print Settings

Additional Receipt Print Format : ...

Additional Receipt Printer : ▼

Number of Additional Receipts To Print :

Print on Save

SMS Settings

Additional Receipt Sms Format : ...

Send SMS to Customer Send SMS on Save

Send SMS to Number :

Print with Invoice Print with Estimate Print With Advance Booking

Create **Cancel**

- **Setting Name:** Enter the KOT printer setting name.
- **Create As Order Token:** Check the check box in order to document the KOT details. Once this option is checked you will get options along which document you want to record token details. In the above example I have chosen to record KOT along with sales invoice. You can choose as per your requirement.
- **For Items In Collection:** Select the item collection by down arrow key (Counter Name) for which these settings should be applied.
- **Additional Prefix For Token:** Enter the additional prefix for kitchen order token in order differentiate KOT from other counters.
- **Additional Receipt Print Format:** Select the KOT print format by clicking on 3 dotted button.
- **Additional Receipt Printer:** Select the printer where KOT need to be printed.



- **Number of Additional Receipts To Print:** Enter the number of additional receipts to print.
- **Print On Save:** Check this check box if you want to print KOT on saving sales invoice.
- **Additional Receipt Format:** Select the SMS format to notify the customer/admin on KOT creation.
- **Send SMS To Customer:** Select this check box if you send notification to customer.
- **Print With Invoice/Print With Estimate/Print With Advance Booking:** This check boxes will be checked automatically when you select create order token with invoice, create with estimate, create with advance booking respectively. You can uncheck these check boxes if you just want to create KOT document.

10. Click on **Create**.

11. Now cancel the Additional Receipts Printer Manager window and click on **Update** button in Edit Business Location screen.

Step 3): Print Kitchen Order Token

12. Click on **Go Back To Main Screen** and Select the items to make invoice.

HDPOS Smart

Hyper Drive Bar & Restaurant
Site#167, Hyper Drive lane, 2nd Cross, Sobha Apartment Road, Sarjapur ORR, Bellandur, Bangalore, Karnataka,
HDPOS smart Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice #: Hyp-100011 Date : 04/08/2016

Barcode : Alt+B
Item Name : Alt+I
Search Code : Search with Stock : Alt+T

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00021	Baigan ka Bharta	1	Qty	210.00	210.00
2	T00012	Chicken Lollypop (Drums of heaven)	1	Qty	180.00	180.00
3	T00027	Coriander Chicken Curry	1	Qty	300.00	300.00
4	T00050	Diet Pepsi	1	Qty	90.00	90.00
5	T00049	Passion Fruit Caprioska Zero	1	Qty	180.00	180.00

Change Quantity F2 Remove Item F4 Show Stock

Hold Invoice F6 Pick Held Invoice F7 Cancel Invoice F10

Show Tax Details Hide Offer Details F12 Set-Up

Total : **960.00**

Discount Included : 0.00

Quantity Total : 5

Customer : Anurag Ghosh

Sales Executive : Ananth Murthy

Express Pay (F5) Pay Now (F8) Estimate (F11) Save & Print Estimate (Alt F11)

Dine-In Choose Dining Table : Table 1 Alt+D Hold

There are no offers applied to the selected item.





13. Click on **Pay Now**.
14. Enter amount and all other required details in Pay Now screen and click on **Save & Print**.
15. Now you can see your KOT split as per items serving counter along with sales invoice as shown below

Kot generated Food Items

KOT

Hyp-K-FO00005 04/08/2016 06:13 PM

Customer : Anurag Ghosh

Table No. : Table 1

Sl.No	Item Name	Qty.
1	Baigan ka Bharta	1
2	Chicken Lollypop (Drums of hea	1
3	Coriander Chicken Curry	1
Total Items :		3

KOT

Hyp-K-BE00006 04/08/2016 06:13 PM

Customer : Anurag Ghosh

Table No. : Table 1

Kot created for Beverages

Sl.No	Item Name	Qty.
1	Corona	1
2	Diet Pepsi	1
3	Passion Fruit Caprioska Zero	1
Total Items :		3



Sales Invoice

Hyper Drive Bar & Restaurant
 Site#167, Hyper Drive lane, 2nd Cross
 Sobha Apartment Road, Sarjapur ORR
 Bellandur, Bangalore, Karnataka, 560103
 TINNo:93245345815858
 Phone:08042717700, 9916-717700

Customer: Anurag Ghosh	Date: 04/08/2016			
Pyt. Type: Cash	CR: 01			
BILL NO: Hyp-I00020				
Sl.No	Item Name	Qty.	Rate	Total
1	Baigan ka Bharta	1	210.00	210.00
2	Chicken Lollypop (Drums of heaven)	1	180.00	180.00
3	Coriander Chicken Curry	1	300.00	300.00
4	Diet Pepsi	1	90.00	90.00
5	Passion Fruit Caprioska Zero	1	180.00	180.00
6	Corona	1	350.00	350.00
Total Qty: 6		Grand Total :		1,310.00
		Tendered-AMT:		1,310.00
Tax: Service Tax : 69.47		Change Due:		0.00

