

How to create invoice for tables merged with single KOT in HDRestaurant?



HDPOS smart Tutorials

To create an invoice for the tables merged with single KOT, follow the steps below:

Click on the below link to know how to merge tables and to assign single KOT for the merge group.

[http://www.hdpos.in/tutorials/How-to-merge-table\(s\)-with-single-KOT-in-HDRestaurant](http://www.hdpos.in/tutorials/How-to-merge-table(s)-with-single-KOT-in-HDRestaurant)

1. Run **HDRestaurant**.
2. From main screen, click on **Dine-in** icon or press **(F5)**.

Invoice Type	Payment Status	Order Status	Invoice Status	Invoice Date	Table Number	Inv Number	Gr To
Take Away	Pending	Preparing	Saved	13/03/2017 02:34 PM		Hyp-100007	
Home Delivery	Cleared	Delivered	Saved	13/03/2017 02:32 PM		Hyp-100006	
Take Away	Cleared	Prepared	Saved	13/03/2017 12:43 PM		Hyp-100005	
Take Away	Cleared	Prepared	Saved	13/03/2017 12:39 PM		Hyp-100004	
Home Delivery	Cleared	Delivered	Saved	13/03/2017 11:13 AM		Hyp-100003	
Take Away	Cleared	Order Placed	Saved	13/03/2017 11:09 AM		Hyp-100002	
Dine In	Awaiting Payment	Order Placed	Saved	13/03/2017 11:08 AM	Table 2 - AC	Hyp-100001	





- From **Table Dashboard**, select the table from the merge group and click on **Create Invoice** or right click on mouse/pad and choose the option of **Make Invoice** to proceed for sales invoice.

AC AC Hall

Non-AC Non AC Hall

Current Hall : AC

Table 1 No. of Chairs :4 Occupied Non-Smoking	Table 3 No. of Chairs :4 Occupied Non-Smoking	Table 5 No. of Chairs :2 Occupied Non-Smoking Merge(Same KOT)	Table 7 No. of Chairs :8 Occupied Non-Smoking Merge(Same KOT)	Table 9 No. of Chairs :4 Available Non-Smoking
Table 2 No. of Chairs :6 Occupied Non-Smoking Merge(Diff KOT's)	Table 4 No. of Chairs :4 Occupied Non-Smoking Merge(Diff KOT's)	Table 6 No. of Chairs :2 Occupied Non-Smoking	Table 8 No. of Chairs :2 Occupied Non-Smoking	Table 10 No. of Chairs :4 Occupied Non-Smoking

Tables Merged with same KOT

Note: You can choose any table from merge group and click on **Create Invoice** if tables are merged with same KOT.



4. Select the items for order form the pictorial section of the billing window or select the items from Item Name field.

The screenshot shows the 'Pictorial Billing' window. At the top, there are icons for 'KTR' and other functions. The main area is divided into a category selection section on the left and a list of items on the right. The category selection section shows 'Food' and 'Cuisine' with sub-categories like 'Chinese', 'Indian', and 'Italian'. Below this is a grid of food items with images and names. The list of items on the right includes 'Chicken Lollypop (Dru...)', 'Chicken Hariyali Masala', and 'Chicken Oyster Chill...'. The total amount is 792.00. The customer is Rakesh Gowda and the sales executive is Kishan J Yadav.



5. You can select **hold invoice** if order is not completed else directly proceed to



pay now for completing the invoice.

6. In **Pay Now** window enter the **Amount Received**, and click on **Save Invoice** or **Save & Print Invoice**.

