

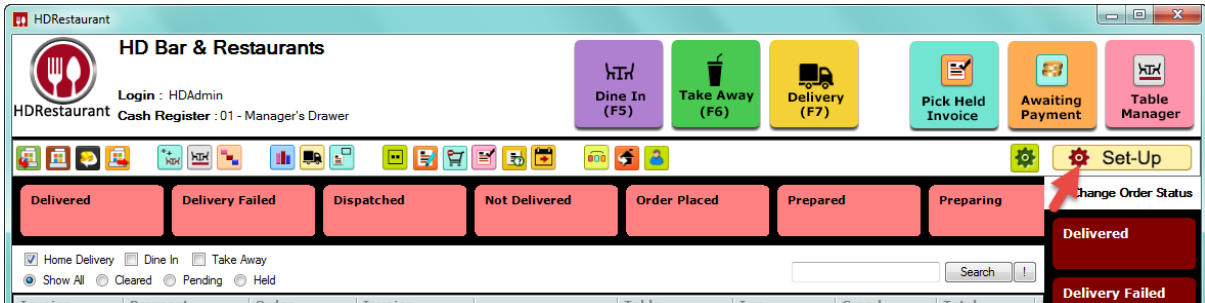
How to define an Item in HDRestaurant?



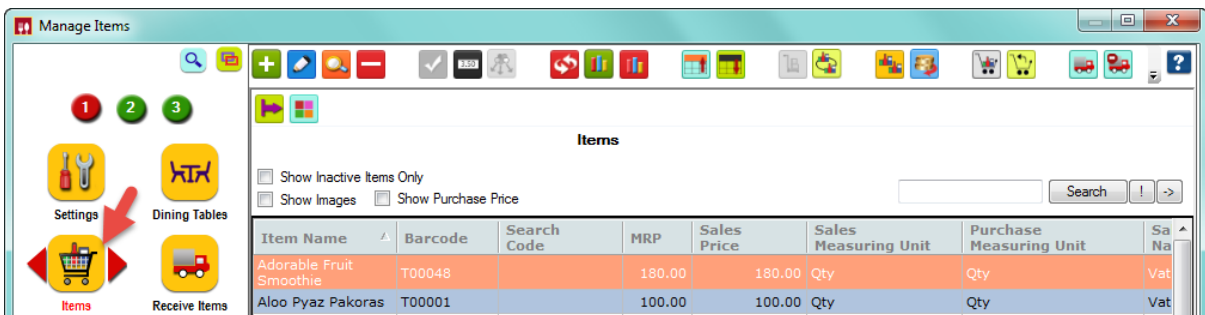
HDRestaurant Tutorials

The steps to create an item in HDRestaurant are given below:

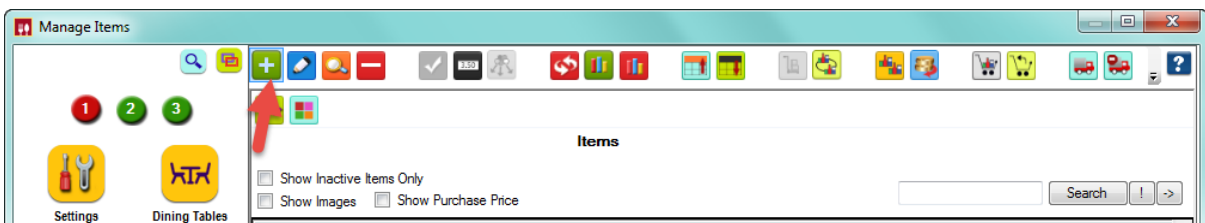
1. Run **HDRestaurant**. Click on **Set-up** button.



2. Go to 1st Page select **Items** icon.



3. From **Manage Items** window, click on **Add Item** button.



4. In **Add New Item** screen, fill the following details:
 - I. **Barcode:** Enter the barcode manually for the item by clicking on the Define My Own button, or let the application assign a barcode.
 - II. **Name:** Enter the Name of the Item.
 - III. **Name in Regional Language:** If you intend to provide the name of the item in regional language, please enter the name of the item in the regional language.
 - IV. **Search Code:** Enter the unique search code of the item if required, for selecting items easily.
 - V. **Category:** Select the Category for the item.
 - VI. **Item Attributes:** By default, The Is Active, Is Purchased and Need To Print Barcode Sticker attributes are selected.





- VII. **Tax detail:** A selection of the taxes paid while purchasing and selling the item is to be made in this section.
- Tax Paid While Purchasing:** Select the purchase Tax.
- Tax Paid While Selling:** Select the sales tax for the item.
- VIII. **Pricing:** The pricing details of the item are to be entered in this section.
- **Last Purchase Unit Price:** Enter the purchase price of the item.
 - **Sales Price before Tax:** This will be automatically updated based on the values provided in the Sales Price (My MRP) and the Tax Collected while Selling.
 - **Sales Price (My MRP):** Enter the sales price of the item.
 - **MRP (Printed MRP):** Enter the MRP of the item.
- IX. **Packaging:** Enter the packaging details of the item in this section.
- **Purchase Measuring Unit:** Select the measuring unit of the item used for purchasing, such as Qty, Kg, etc., as is the case. 'Qty' is selected by default.
 - **Sales Measuring Unit:** Select the measuring unit used for selling the item, such as Qty, Kg, etc., as is the case. By default, 'Qty' is selected.
 - **1 Purchase Unit is equal to:** Enter the conversion factor for converting the purchase measuring unit to sales measuring unit. E.g., if the Purchase measuring unit is Kg, and the sales measuring unit is grams, enter the conversion factor in this section as 1000 as 1Kg=1000g.
- X. **Opening stock:** Enter the opening stock of the item being created, if the item already has an existing stock
- Click on the **Add Opening Stock** button.
 - Select the Company, Business location and Godown. Provide the quantity for as Opening stock and click on **Ok**.
- XI. **Keywords:** Enter the keywords for the item if required.
- XII. **Item Description:** Enter the item description if required.
- XIII. **Item Image:** Click on Add Image button on the top left corner of the window to add an image to the item.
- XIV. **Preferred supplier:** Select the supplier name for the item



5. Finally click on **Create (F8)**

The screenshot shows the 'Add New Item' window with the following details:

- Barcode:** T00055
- Name:** Pepsi 250 ML
- Item Unique Name:** Pepsi 250 ML
- Item Group Name:** Pepsi 250 ML
- Category:** Beverages
- Search Code:** P250
- Item Attributes:**
 - Is Active
 - Not For Sale
 - Is Purchased
 - Is Service Item
 - HasBOM
 - Is Auto Make
 - Is Auto Break
 - Is Sortable Item
 - Has Manual Batch
 - Has Auto Batch
 - Is Gift Card
 - Create Time Token
 - Is Measured at the time of sale
 - Weighing scale used while selling
 - Is a Kit
 - Need To Print Barcode Sticker
 - Only For Online Shop
 - Not For Online Shop
 - Allow to purchase on eShop when not in stock
 - Is A Combo
- Tax Detail:**
 - Tax paid while purchasing: In State GST 12 %
 - Tax collected while selling: In State GST 12 %
 - My Sales Price Includes Tax
- Packaging:**
 - Purchase Measuring Unit: Qty
 - Sales Measuring Unit: Qty
 - 1 Purchase unit is equal to: 1 Sales Units.
- Pricing:**
 - Last Purchase Unit Price: 25.00
 - Sales Price Before Tax: 35.71
 - Sales Price (My MRP): 40.00
 - MRP (Printed MRP): 40.00

At the bottom, there are four buttons: 'Create & Clone (F6)', 'Create & Continue (F7)', 'Create (F8)', and 'Cancel'. A red arrow points to the 'Create (F8)' button.