

MANUAL

&

REPORTS WEB BASED CANTEEN MANAGEMENT SOFTWARE

INDEX:

INTRODUCTION

1. Masters:

- 1.1 Item Master
- 1.2 Employee Master
- 1.3 Machine Master
- 1.4 Designation Master
- 1.5 Category Master
- 1.6 Department Master

2. Transactions:

- 2.1 Cash Deposit Entry
- 2.2 Adjust Employee Transaction

3. Information Reports:

- 3.1 Item Information
- 3.2 Employee Information
- 3.3 Machine Information
- 3.4 Cash Deposit Information

4. Transaction Reports:

- 4.1 Emp. Daily Consumption Report
- 4.2 Emp. Monthly consumption Report
- 4.3 Emp. Daily Consumption Summary
- 4.4 Emp. Monthly Consumption Summary
- 4.5 Item Daily Consumption Report
- 4.6 Item Monthly Consumption Report
- 4.7 Employee Current Balance
- 4.8 Employee Deleted Token Summary

5. Import Data:

5.1 Import Cash Deposit

Introduction:

Canteen Management, a window or web based management system which stores the records of the employee who is using Canteen for Breakfast, Lunch or dinner. This software maintains the current balance amount of the employees and their meal details.

This software is designed to cater the needs of all kind of possible users e.g., factories, offices etc. to cater the needs of factories where canteen is required to provide meal facilities to the employees.

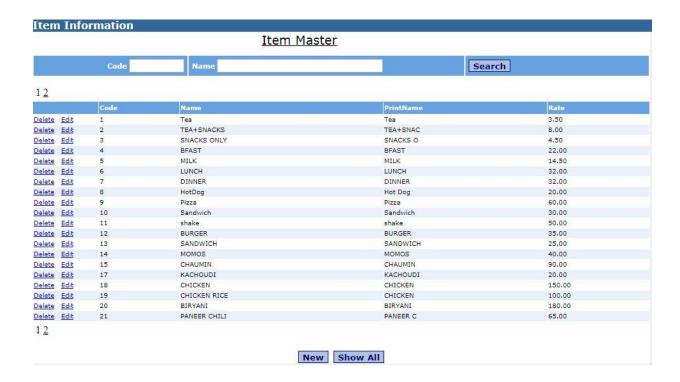
Advantages of Canteen Management System are:

- The system maintains the record of the employees like, which items they take at meal time and the cost of each item and total amount of all items.
- It maintains the record of employee's current balance amount.
- The system maintains the record of every transaction.
- It checks the balance of the employee's meal card before issuing any meal. As per the balance it allows the slip to be generated, else it denies the action.



Master: - There are six types of master information in the Canteen Management System namely item, employee, machine, designation, category & department master.

• **Item Master:** - In the Item Master you can make entry of the new item, edit and delete the existing Item.



For a new entry of the item press the option "NEW" at the bottom of the page. A new window will appear on the screen. Enter, item code, item name, and rate of the item in the related fields. Press save button to save the Item information in the software.

	New Item Entry
Code	
Name	
Print Name	
Rate	
	Save Cancel

To make changes in the existing information of the item press edit button in front of the item which you want to edit. A new window will appear on the screen in which you will see all the information of the selected item, edit the field which you want to edit, and press the update button to active all changes that you made. You can't edit the item code of the item.

To delete the item from the software, press delete button in front of the item you want to delete. Then a message will appear "Are you sure to delete the Item...." Press Ok button to delete the item from the software. An item will not delete from the software, if the Item has any transaction.

• **Employee Master:** - In the Employee Master you can make entry of the new Employee, edit and delete the existing Employee from the Canteen Management System.

		Paycode	Employ	ee Name			Search	
234	<u>567</u>	<u>8 9 10</u>						
		PayCode	Card No	Employee Name	Туре	Active	Credit Limit	Unlimited Credi
elete E	<u>dit</u>	00000001	00000001	Rahul	PostPaid	Yes		.00 N
elete E	dit	0001	00006754	bhaanunath	PostPaid	Yes		00 N
elete E	dit	010001	00010001	Raju	PrePaid	Yes		0 N
elete E	dit	0260	00000260	sanjay Mau <mark>r</mark> ya	PrePaid	Yes		0 N
elete E	dit	0282	00000282	Ashish	PrePaid	Yes	10	000 N
elete E	<u>dit</u>	0789	00000789	Demo	PostPaid	Yes	1	.00 N
elete E	<u>dit</u>	0990	00005252	Santy	PrePaid	Yes	3	00 N
elete E	<u>Edit</u>	1003		RAMVIR SINGH	PostPaid	Yes		
elete E	Edit	1006		K.VENUGOPALAN	PostPaid	Yes		
elete E	<u>Edit</u>	1007		JAWAHAR LAL YADAV	PostPaid	Yes		
elete E	dit	1010		D.P.SINHA	PostPaid	Yes		
elete E	dit	1022		RAJINDER SINGH	PostPaid	Yes		
elete E	Edit	1032		BAHADUR SINGH	PostPaid	Yes		
elete E	<u>Edit</u>	1033		CHOTTEY LAL	PostPaid	Yes		
elete E	<u>Edit</u>	1039		ARSHAD SIDDIQUE	PostPaid	Yes		
elete E	<u>Edit</u>	1044		DHARMENDER KUMAR YADAV	PostPaid	Yes		
elete E	Edit	1050		P.G.SURENDERA NATHAN	PostPaid	Yes		
elete E	<u>dit</u>	1057		KAMAL SINGH NEGI	PostPaid	Yes		
elete E	Edit	1094		PADAM SINGH	PostPaid	Yes		
elete E	Edit	1105		S.S.RAWAT	PostPaid	Yes		

For a new entry of the Employee, press NEW button of the Employee master page. A new window will appear on the screen. In this window enter, Pay code, and Card no, Employee Name, Employee Type, and Credit Limit in the related fields. Then press save button to save the Employee information in the software.

To make changes in the existing information of the employee, press edit button in front of the employee to which employee you want to edit. A new window will appear on the screen in which you will see all the information of the selected employee, edit the field you want to edit, and press update button to active all changes that has been made. You can't edit the employee pay code and employee type.

To delete the Employee from the software, press Delete button in front of the Employee you want to delete. A message will appear "Are you sure to delete the Employee..." Press Ok button to delete the employee from the software. An Employee's entry will not get deleted from the software, if the employee has any transaction.

• Machine Master: - In this you can make entry of the new Machine, also you can edit and delete the existing machine from the Canteen Management System.

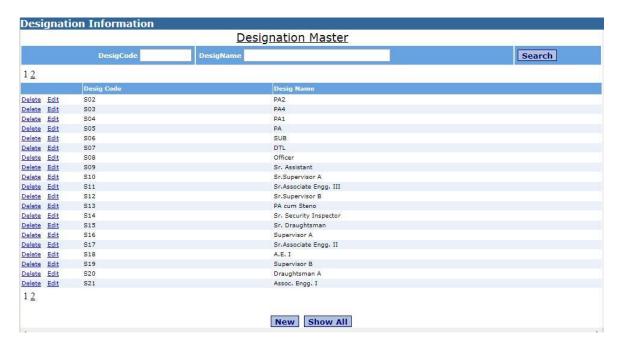
For a new entry of the machine, press NEW button on the Machine Master page. A new window will appear on the screen. In this window enter, Machine code, Machine Name, Machine IP in the related fields. Then press save button to save the Machine information in the software.

3		<u>Machine Master</u>		
	MachineCode	Machine Name	Search	
	Machine Code	Machine Name	Machine IP	
<u>Delete</u> <u>Edit</u>	M01	CANTEEN1	192.168.6.90	
		New Show All		
* C				E

To make changes in the existing information of the machine, press EDIT button in front of the machine you want to edit. A new window will appear on the screen in which you will see all the information of the selected Machine, edit the field which you want to edit, and press update button to active all changes that you made. You can't edit the Machine code.

To delete the Machine from the software, Press DELETE button in front of the Machine you want to delete. Then a message will appear "Are you sure to delete the Machine...." Press Ok button to delete the Machine from the software. A Machine will not get deleted from the software, if the Machine has any transaction.

• **Designation Master:** in this feature, you can add, edit or delete any of the designations in your office. You can also search by Desig Code, Desig Name to find a particular entry.



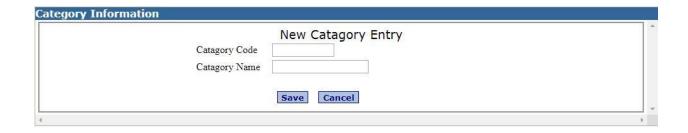
To add a new designation, click on New, enter the Designation Code & Designation Name and click on save.

Designation I	Desig Code Desig Name	New Designation Entry Save Cancel	
4			

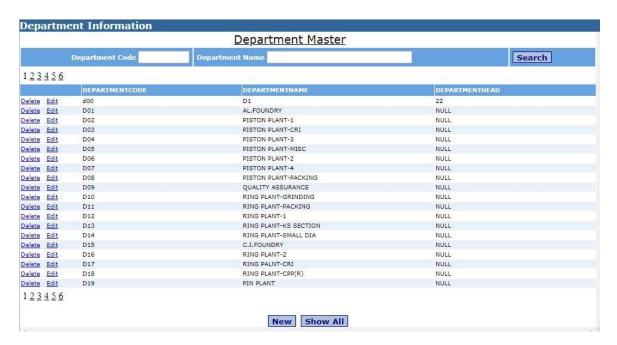
• Category Master: this feature enables you to add different staff categories in the software. You can also search by Category Code, Category Name to find a particular entry.



To add a new category, click on New, enter the Category Code & Category Name and click on save.



• **Department Master:** in this you can add a new department from your office. You can also search by Department Code, Department Name to find a particular entry.

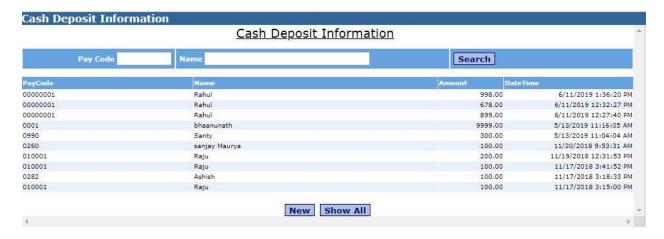


To add a new category, click on New, enter the Department Code, Department Name & Department Head and click on save.



Transactions: - There are two submenu in transactions; Cash Deposit Entry and Adjust Employee Transaction in payroll.

• Cash Deposit Entry: In this you can make the entry of cash deposit by the employee.



For doing new entry of the Cash deposit of the employee press new button of the Cash deposit page. A new window will appear on the screen. In this window press Append Button in front of the employee to which employee you want to make cash deposit. Then information like employee code and name of the employee will appear in the related fields, enter amount of cash deposit in the amount field and press save button the cash deposit information will in the software.

• Adjust Employee Transaction: this option shows an employee's meal transaction details and history on daily, weekly or monthly basis. if any incorrect transaction has been made, click on the delete button and the amount deducted will be reversed into the employee's meal account.



Information Reports: - Through the Information Report you can see the master information like, Item Master Information, Employee Master Information, Machine Master Information, and Cash Deposit Information.

• **Item Information:** You can see all the information of all the item of the canteen through this Item Master Information.

1 <u>2</u>		The second secon	
Item Code	Item Description	Item Print Name	Rate
1	Tea	Tea	3.50
2	TEA+SNACKS	TEA+SNAC	8.00
3	SNACKS ONLY	SNACKS O	4.50
4	BFAST	BFAST	22,00
5	MILK	MILK	14,50
6	LUNCH	LUNCH	32,00
7	DINNER	DINNER	32.00
8	HotDog	Hot Dog	20,00
9	Pizza	Pizza	60.00
10	Sandwich	Sandwich	30.00
11	shake	shake	50.00
12	BURGER	BURGER	35,00
13	SANDWICH	SANDWICH	25.00
14	MOMOS	MOMOS	40.00
15	CHAUMIN	CHAUMIN	90.00
17	KACHOUDI	KACHOUDI	20.00
18	CHICKEN	CHICKEN	150.00
19	CHICKEN RICE	CHICKEN	100.00
20	BIRYANI	BIRYANI	180.00
21	PANEER CHILI	PANEER C	65.00
1 2			

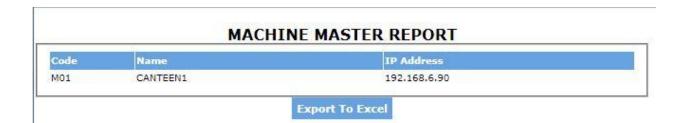
• **Employee Information:** You can see all the information of the employees who uses the canteen for his lunch and dinner through this Employee Master Information.

EMPLOYEE MASTER REPORT

PayCode	Card No	Employee Name	Type	Active	Credit Limit
00000001	00000001	Rahul	PostPaid	Yes	100
0001	00006754	bhaanunath	PostPaid	Yes	500
010001	00010001	Raju	PrePaid	Yes	
0260	00000260	sanjay Maurya	PrePaid	Yes	
0282	00000282	Ashish	PrePaid	Yes	1000
0789	00000789	Demo	PostPaid	Yes	100
0990	00005252	Santy	PrePaid	Yes	300
1003		RAMVIR SINGH	PostPaid	Yes	
1006		K.VENUGOPALAN	PostPaid	Yes	
1007		JAWAHAR LAL YADAV	PostPaid	Yes	
1010		D.P.SINHA	PostPaid	Yes	
1022		RAJINDER SINGH	PostPaid	Yes	
1032		BAHADUR SINGH	PostPaid	Yes	
1033		CHOTTEY LAL	PostPaid	Yes	
1039		ARSHAD SIDDIQUE	PostPaid	Yes	
1044		DHARMENDER KUMAR YADAV	PostPaid	Yes	
1050		P.G.SURENDERA NATHAN	PostPaid	Yes	
1057		KAMAL SINGH NEGI	PostPaid	Yes	
1094		PADAM SINGH	PostPaid	Yes	
1105		S.S.RAWAT	PostPaid	Yes	

Export To Excel

• Machine Information: You can see all the information of all the Machine of the canteen through this Machine Master Information.



• Cash Deposit Information: You can see all the information of employee who was deposit the cash through this cash deposit information.

PayCode	Employee Name	Туре	Date	Amount
00000001	Rahul	PostPaid	6/11/2019 1:36:20 PM	998.00
00000001	Rahul	PostPaid	6/11/2019 12:32:27 PM	678.00
00000001	Rahul	PostPaid	6/11/2019 12:27:40 PM	899.00
0001	bhaanunath	PostPaid	5/13/2019 11:16:05 AM	9999.00
0990	Santy	PrePaid	5/13/2019 11:04:04 AM	300.00
0260	sanjay Maurya	PrePaid	11/20/2018 9:53:31 AM	100.00
010001	Raju	PrePaid	11/19/2018 12:31:53 PM	200.00
010001	Raju	PrePaid	11/17/2018 3:41:52 PM	100.00
0282	Ashish	PrePaid	11/17/2018 3:18:33 PM	100.00
010001	Raju	PrePaid	11/17/2018 3:15:00 PM	100.00

Transaction Reports: - Through transaction reports you can see the transaction information like employee wise consumption information and item wise consumption information.

• **Employee Daily Consumption Report:** You can see the information of all employees who was uses the canteen for lunch or dinner on the particular giving day.



• **Employee Monthly Consumption Report:** You can see the information of all employees who was uses the canteen for lunch or dinner on the particular giving period or month.

From Date	112	To Date	- 0
PayCode			
	Generate Can	cel Selection	

• Employee Daily Consumption summary: You can see the information of all employees who was uses the canteen for lunch or dinner on the particular giving day.

EMPLOYEE DAILY CONSUMPTION SUMMARY

From Date		9
PayCode	1	
	Generate (Cancel Selection
	Concrate	Coloction

• Employee Monthly Consumption summary: You can see the information of all employees who was uses the canteen for lunch or dinner on the particular giving period or month.

EMPLOYEE MONTHLY CONSUMPTION SUMMARY

From Date PayCode	To Date	1.0
	Generate Cancel Selection	
	Generate Cancel Selection	

• **Item Daily Consumption Report:** You can see the information of all items which was consumed in the canteen for lunch and dinner on the particular giving day.

ITEM DAILY CONSUMPTION REPORT

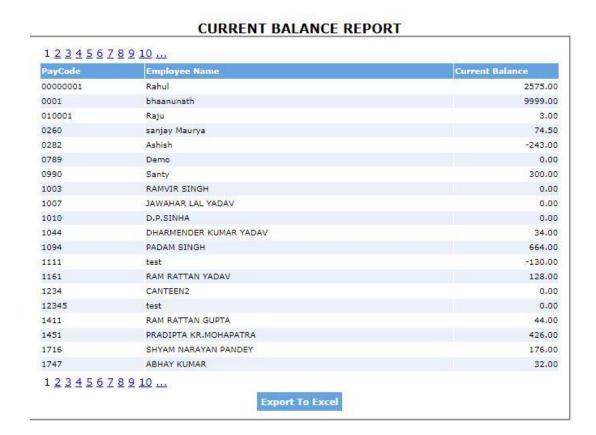
From Date		
	Generate Cancel	
	55 55 55	

• **Item Monthly Consumption Report:** You can see the information of all items which was consumed in the canteen for lunch and dinner on the particular giving period or month.

ITEM MONTHLY CONSUMPTION REPORT

From Date	To Date	6
	Generate Cancel	

• **Employee Current Balance**: You can see the information of all employees' current balance for the canteen uses.



• Employee Deleted Token Summary: this option shows the summary of all the deleted tokens of an employee. The details which can be seen are Date, Employee Name, Time, Date, Token Number, Meal, Amount Deducted and The Total Amount Left.



Import Data: - the last option in the Canteen Management software is Import Data which consist of the option Import Cash Deposit.

• Import Cash Deposit: this option helps in cash adjustment on the meal card. Any balance left in the card will be added with the new recharged amount. In case of postpaid plan, the amount can be adjusted with the new balance.



Import Cash Deposit

REPORTS

1. <u>Item Information</u>:

Item Code	Item Description	Item Print Name	Rate
1	Badathali	B.thali	11.00
2	Chotathali	Ch.thali	8.00
3	Nashta	Nashta	4.00
5	Tea	Tea	2.50
6	Additional food	Add.food	2.50

2. Employee Information:

PayCode	Card No	Employee Name	Туре	Active	Credit Limit
00001	00000001	AMIT	PostPaid	Yes	1600.00
10004	00010004	Munna Yadav	PostPaid	Yes	1300.00
10011	00010011	Akhand Singh	PostPaid	Yes	1300.00
10029	00010029	Pappu Yadav	PostPaid	Yes	1300.00
1003	00001003	JALANDER GOUD	PostPaid	Yes	1300,00
10032	00010032	Rajendra Yadav	PostPaid	No	0.00
10039	00010039	Shyam Narayan Yadav	PostPaid	No	0.00
10041	00010041	Manoj Kumar Yadav	PostPaid	No	0.00
10043	00010043	Upendra Yadav	PostPaid	Yes	1300.00
10049	00010049	Sibban Chaudhary	PostPaid	No	0.00
10064	00010064	Sohan Lal Sharma	PostPaid	No	0.00
10067	00010067	Suvash Yadav	PostPaid	No	0.00
10068	00010068	Shankar Kurmi	PostPaid	No	0.00
1011	00001011	Firoj Khan	PostPaid	No	0.00
1026	00001026	Sabir Ali	PostPaid	Yes	1300.00
1031	00001031	Uma Shankar Mauray	PostPaid	Yes	1300.00
1038	00001038	Balram Maurya	PostPaid	Yes	1300.00
1042	00001042	Arjun Prasad Chaudhary	PostPaid	Yes	1300.00
1043	00001043	Ramesh Yadav	PostPaid	No	0.00
1046	00001046	RAJESH KUMAR PANDEY	PostPaid	Yes	1300.00

3. <u>Machine Information</u>:

Code	Name	IP Address	
can1	canteen1	192.168.0.28	
can2	canteen2	192.168.0.29	

4. Cash Deposit Information:

PayCode	Employee Name	Туре	Date	Amount
10039	Shyam Narayan Yadav	PostPaid	8/8/2011 4:40:37 PM	1700.00
1043	Ramesh Yadav	PostPaid	8/8/2011 4:40:30 PM	1800.00
1042	Arjun Prasad Chaudhary	PostPaid	8/8/2011 4:40:24 PM	1500.00
00001	AMIT	PostPaid	8/8/2011 4:12:28 PM	2000.00
20541	BIJAY SHARMA	PostPaid	8/8/2011 4:12:17 PM	1000,00

5. <u>Employee Daily Consumption Report</u>:

PayCode	Employee Name	Туре	Date	Token No	Serial No	Item Code	Quantity	Rate	Amount	Total Amount
20541	BIJAY SHARMA	PostPaid	7/1/2008 7:04:29 AM	25996	1	3	1	4,00	4,00	4.00
20541	BIJAY SHARMA	PostPaid	7/1/2008 7:48:26 AM	26149	1	1	1	11.00	11.00	11.00
20541	BIJAY SHARMA	PostPaid	7/1/2008 7:48:37 AM	26151	1	1	1	11.00	11.00	11.00

6. <u>Employee Monthly consumption Report</u>:

1234										
PayCode	Employee Name	Туре	Date	Token No	Serial No	Item Code	Quantity	Rate	Amount	Total Amount
20541	BIJAY SHARMA	PostPaid	7/1/2008 7:04:29 AM	25996	1	3	1	4.00	4.00	4.00
20541	BIJAY SHARMA	PostPaid	7/1/2008 7:48:26 AM	26149	1	1	1	11.00	11.00	11.00
20541	BIJAY SHARMA	PostPaid	7/9/2008 7:32:44 AM	38592	1	1	1	11.00	11,00	11.00
20541	BIJAY SHARMA	PostPaid	7/9/2008 7:32:54 AM	38595	1	1	1	11.00	11.00	11.00
20541	BIJAY SHARMA	PostPaid	7/9/2008 7:33:57 AM	38608	1	3	1	4.00	4.00	4.00
20541	BIJAY SHARMA	PostPaid	7/10/2008 10:38:11 AM	40733	1	1	1	11.00	11.00	11.00
20541	BIJAY SHARMA	PostPaid	7/10/2008 10:38:26 AM	40735	1	1	1	11.00	11.00	11.00
20541	BIJAY SHARMA	PostPaid	7/10/2008 10:38:36 AM	40737	1	3	1	4.00	4.00	4.00
20541	BIJAY SHARMA	PostPaid	7/10/2008 10:38:46 AM	40740	1	3	1	4.00	4.00	4.00

7. Employee Daily Consumption Summary:

1234567	<u>8 9 10</u>		
PayCode	Employee Name	Employee Type	Amount
1003	JALANDER GOUD	PostPaid	5.00
1026	Sabir Ali	PostPaid	26.00
1038	Balram Maurya	PostPaid	35.00
1069	Sushil Kumar Varma	PostPaid	32.50
1072	Manoj Kumar Singh	PostPaid	22.00
1085	Santosh Yadav	PostPaid	26.00
1097	Santosh Sharma	PostPaid	28.50
1100	Tuntun Baretha	PostPaid	8.00

8. Employee Monthly consumption Summary:

1003	JALANDER GOUD	PostPaid	61.50
1026	Sabir Ali	PostPaid	731.00
1038	Balram Maurya	PostPaid	417.50
1042	Arjun Prasad Chaudhary	PostPaid	398.50
1057	Arjun Kumar Mishra	PostPaid	8.00
1069	Sushil Kumar Varma	PostPaid	938.50
1072	Manoj Kumar Singh	PostPaid	824.00
1085	Santosh Yadav	PostPaid	710.00
1090	KRISHNA POUDEL	PostPaid	215.50
1097	Santosh Sharma	PostPaid	308.50
1100	Tuntun Baretha	PostPaid	359.00

9. <u>Item Daily Consumption Report</u>:

Item Code	Item Name	Date	Quantity	Amount
1	Badathali	7/1/2008 7:06:01 AM	1	11,00
1	Badathali	7/1/2008 7:06:10 AM	1	11.00
1	Badathali	7/1/2008 7:06:34 AM	1	11.00
1	Badathali	7/1/2008 7:09:48 AM	1	11.00
1	Badathali	7/1/2008 7:09:58 AM	1	11.00
1	Badathali	7/1/2008 7:11:12 AM	1	11.00
1	Badathali	7/1/2008 7:11:22 AM	1	11.00
1	Badathali	7/1/2008 7:17:35 AM	1	11.00
1	Badathali	7/1/2008 7:17:48 AM	1	11,00
1	Badathali	7/1/2008 7:18:51 AM	1	11.00
1	Badathali	7/1/2008 7:18:58 AM	1	11.00
1	Badathali	7/1/2008 7:20:09 AM	1	11.00

10. <u>Item Monthly consumption Report</u>:

Item Code	Item Name	Date	Quantity	Amoun
5	Tea	7/12/2008 10:43:04 AM	1	2.50
1	Badathali	7/18/2008 8:25:41 AM	1	11.00
3	Nashta	7/4/2008 7:53:17 AM	1	4.00
3	Nashta	7/5/2008 12:37:54 PM	1	4.00
3	Nashta	7/7/2008 11:53:18 AM	1	4.00
5	Tea	7/11/2008 8:03:59 AM	1	2.50
1	Badathali	7/18/2008 8:39:38 PM	1	11,00
5	Tea	7/31/2008 12:20:12 PM	1	2,50
3	Nashta	7/12/2008 11:07:34 AM	1	4.00
1	Badathali	7/27/2008 8:35:23 AM	1	11.00
5	Tea	7/30/2008 12:59:22 PM	1	2.50
3	Nashta	7/7/2008 8:11:35 AM	1	4.00
5	Tea	7/7/2008 8:32:09 AM	1	2,50
3	Nashta	7/11/2008 12:25:10 PM	1	4.00
3	Nashta	7/18/2008 12:58:27 PM	1	4.00
1	Badathali	7/23/2008 12:01:21 PM	1	11.00
1	Badathali	7/28/2008 8:39:24 AM	1	11.00
3	Nashta	7/4/2008 8:09:46 AM	1	4.00
3	Nashta	7/10/2008 10:55:12 AM	1	4,00
1	Badathali	7/13/2008 8:42:26 AM	1	11.00
1	Badathali	7/18/2008 8:43:37 PM	1	11.00
3	Nashta	7/20/2008 7:09:51 AM	1	4.00
1	Badathali	8/1/2008 7:55:02 AM	1	11,00
1	Badathali	7/27/2008 12:22:55 PM	1	11.00
3	Nashta	7/30/2008 11:33:39 AM	1	4.00

11. Employee Current Balance:

PayCode	Employee Name	Current Balance
00001	AMIT	2000.00
10004	Munna Yadav	0.00
10011	Akhand Singh	0,00
10029	Pappu Yadav	-13,00
1003	JALANDER GOUD	-39.00
10043	Upendra Yadav	0,00
1026	Sabir Ali	-20,00
1031	Uma Shankar Mauray	0.00
1038	Balram Maurya	-608.00
1042	Arjun Prasad Chaudhary	-85.00
1046	RAJESH KUMAR PANDEY	0,00
1057	Arjun Kumar Mishra	0.00
1058	Santosh Yadav	0.00
1067	Promod Kumar Singh	0.00
1069	Sushil Kumar Varma	-28,50
1071	Ram Lakhan Chauhan	0.00
1072	Manoj Kumar Singh	-32.50
1085	Santosh Yadav	-71.00
1088	R. Pandey	0,00

THE END