

EXONITA DOCS · EXONITA POS

Exonita POS user manual

Restaurant · Tenant Admin, Cashier, Captain

Guides for everyone who runs a restaurant on Exonita POS: the owner who sets it up, the cashier at the counter and the captain taking orders at the table.

Screens captured 13 October 2026

Latest version online: <https://docs.exonita.com/billing/>

Contents

1. Tenant Admin guide
2. Cashier guide
3. Captain guide

Tenant Admin guide

Set up your restaurant once (business details, counters, invoice numbers, menu, tables, kitchen and staff), then check every till and close the business day.

What you can do

- Everything a cashier and a captain can do
- Set up business details, counters, invoice numbering, the menu, tables, waiters and the kitchen
- Add staff and choose what each role can do
- Change prices and give discounts at the counter
- Check every till, receive cash and close the business day
- See dashboards and reports and export them

Ask your administrator

- Your licence decides how many billing counters you can register. To add more, contact Exonita support.

Your administrator can change what your login can see. If a button in this guide is missing for you, ask them.

TASK 1

Open Exonita POS

Start from the Restaurant Dashboard and find each screen in the left menu.

WHERE App launcher → **Billing App**

- 1 Sign in and open **Billing App** from the app launcher (Exonita POS shows as **Billing App** there). It opens on the **Restaurant Dashboard**. The icons on the left open every other screen.

You'll see: You see today's sales, bills and kitchen load for your branch.



TIP

New tenants also get a **Getting started** checklist (bottom-left) that lists these setup tasks in order. This guide follows the same order.

TASK 2

Set your branch to Restaurant

Choose what each branch sells, so the right counter opens.

WHERE Settings → Branch POS types

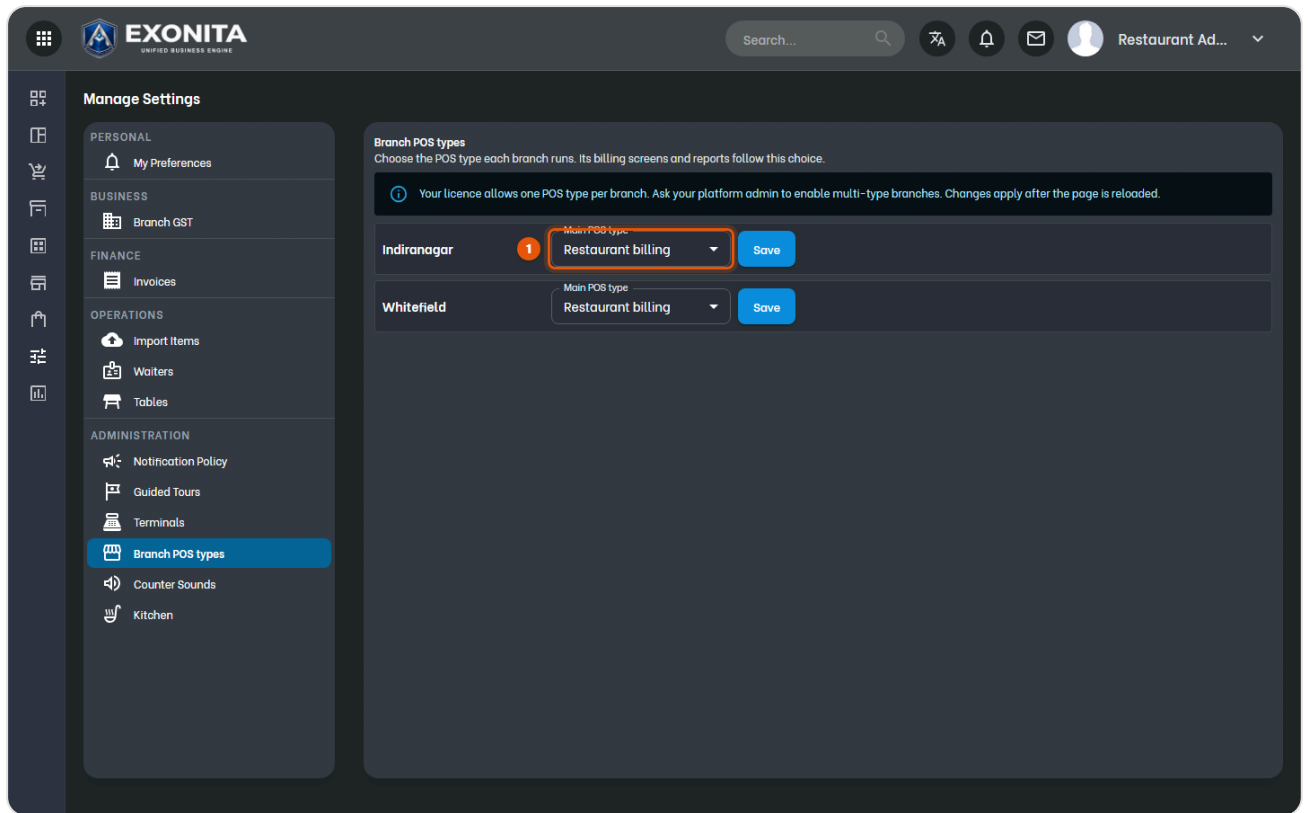
1 Open **Settings**. The setting groups are listed on the left.

You'll see: Settings opens on **Branch GST**. Enter your **Branch GSTIN** and address, then select **Save Branch GST**.

The screenshot displays the Exonita POS user interface. On the left, a sidebar titled "Manage Settings" lists various configuration categories: PERSONAL (My Preferences), BUSINESS (Branch GST), FINANCE (Invoices), OPERATIONS (Import Items, Waiters, Tables), and ADMINISTRATION (Notification Policy, Guided Tours, Terminals, Branch POS types, Counter Sounds, Kitchen). The "Branch GST" option under the BUSINESS category is highlighted with a blue bar and an orange border. The main content area is titled "Branch GST overrides" and includes a warning message: "Company name, address, phone, GSTIN and UPI ID are now set once for every app in Common App → Settings → Company Profile. Use this tab only when this branch has its own GST registration or address." Below this, there are input fields for "Branch GSTIN" (not set), "Branch State" (Company Profile (not set)), "Registered Name" (Demo Restaurant), "Branch Address" (not set), "Branch City" (not set), "GST Scheme" (Company Profile (Regular)), and "Reverse Charge" (Company Profile (No)). At the bottom right of the form are "Discard" and "Save Branch GST" buttons.

- 2 Select **Branch POS types**. For each branch, choose **Restaurant billing** as the **Main POS type** and select **Save**.

You'll see: Cashiers at this branch get the restaurant counter.



TASK 3

Register a billing counter

Allow a computer to bill. Each counter is one terminal on your licence.

WHERE Settings → Terminals

1 Select **Terminals**.

You'll see: You see every registered counter, its branch, its last user and how many of your licence's terminals are in use.

Manage Settings

- PERSONAL
 - My Preferences
- BUSINESS
 - Branch GST
- FINANCE
 - Invoices
- OPERATIONS
 - Import Items
 - Waiters
 - Tables
- ADMINISTRATION
 - Notification Policy
 - Guided Tours
 - Terminals**
 - Branch POS types
 - Counter Sounds
 - Kitchen

Terminals

Billing devices registered for this business. Revoking a terminal frees a seat and stops that device from billing.

9 terminals in use (no limit on this license).

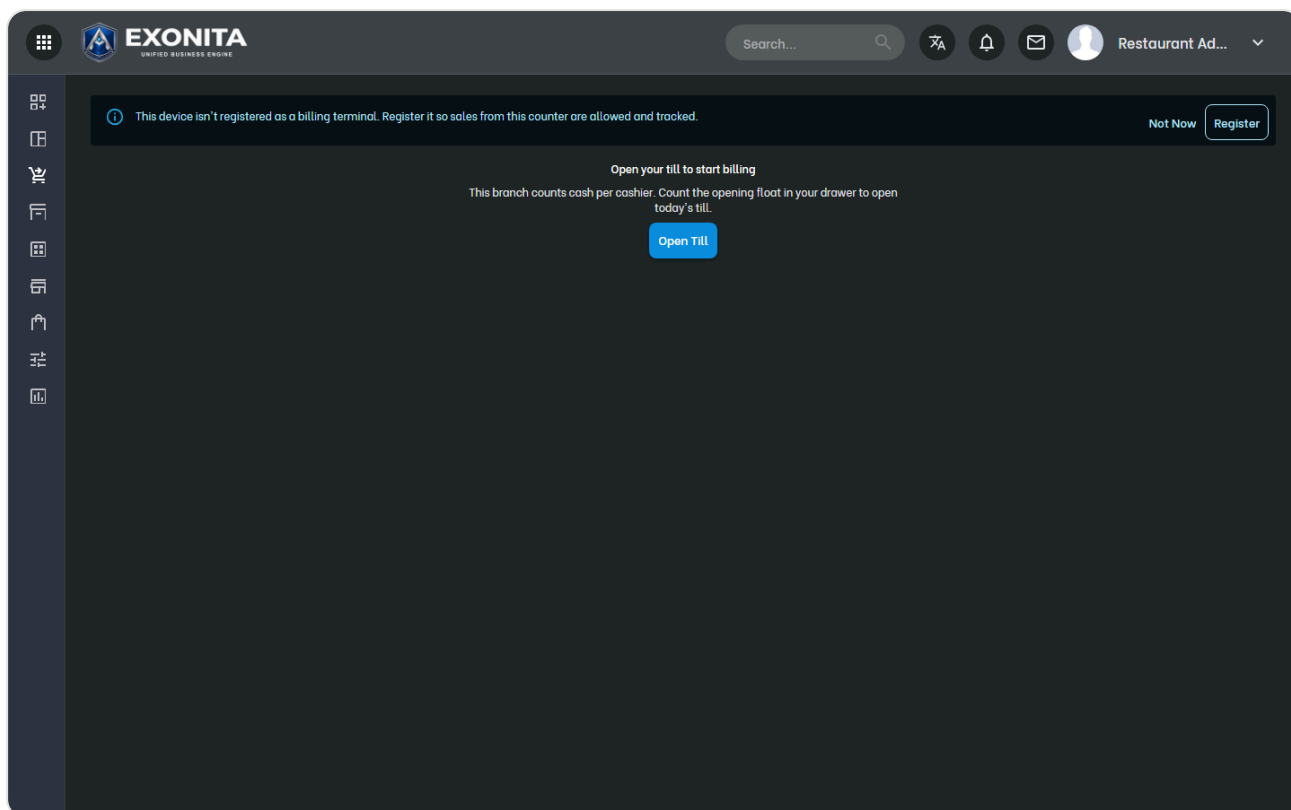
Search terminals

Export

Terminal name	Branch	Status	POS type	Last used	Last user	Edit	Revo
C1	Whitefield	Active	Branch default	Oct 12, 5:17 PM	Counter One	Edit	Revo
Manual Capture Count	Whitefield	Active	Branch default	Oct 13, 4:00 AM	Counter One	Edit	Revo
counter1	Indiranagar	Active	Branch default	Oct 7, 1:27 AM	Restaurant Admin	Edit	Revo
counter1	Indiranagar	Active	Branch default	Oct 12, 7:03 AM	Restaurant Admin	Edit	Revo
counter1	Indiranagar	Active	Branch default	Oct 8, 4:16 AM	Restaurant Admin	Edit	Revo
counter1	Whitefield	Active	Branch default	Oct 9, 10:21 PM	Counter One	Edit	Revo
counter1	Indiranagar	Active	Branch default	Oct 10, 11:58 PM	Restaurant Admin	Edit	Revo
counter1	Indiranagar	Active	Branch default	Oct 13, 2:25 AM	Restaurant Admin	Edit	Revo
t1	Indiranagar	Active	Branch default	Oct 12, 1:34 PM	Restaurant Admin	Edit	Revo

- 2 On the computer at the counter, open the restaurant counter. Select **Register this device**, give it a name such as **Counter 1** , and select **Register**.

You'll see: The computer is now a billing counter for your current branch.



TIP

To stop a lost or old computer from billing, select **Revoke** next to it in **Terminals**. That frees a seat on your licence.

TASK 4

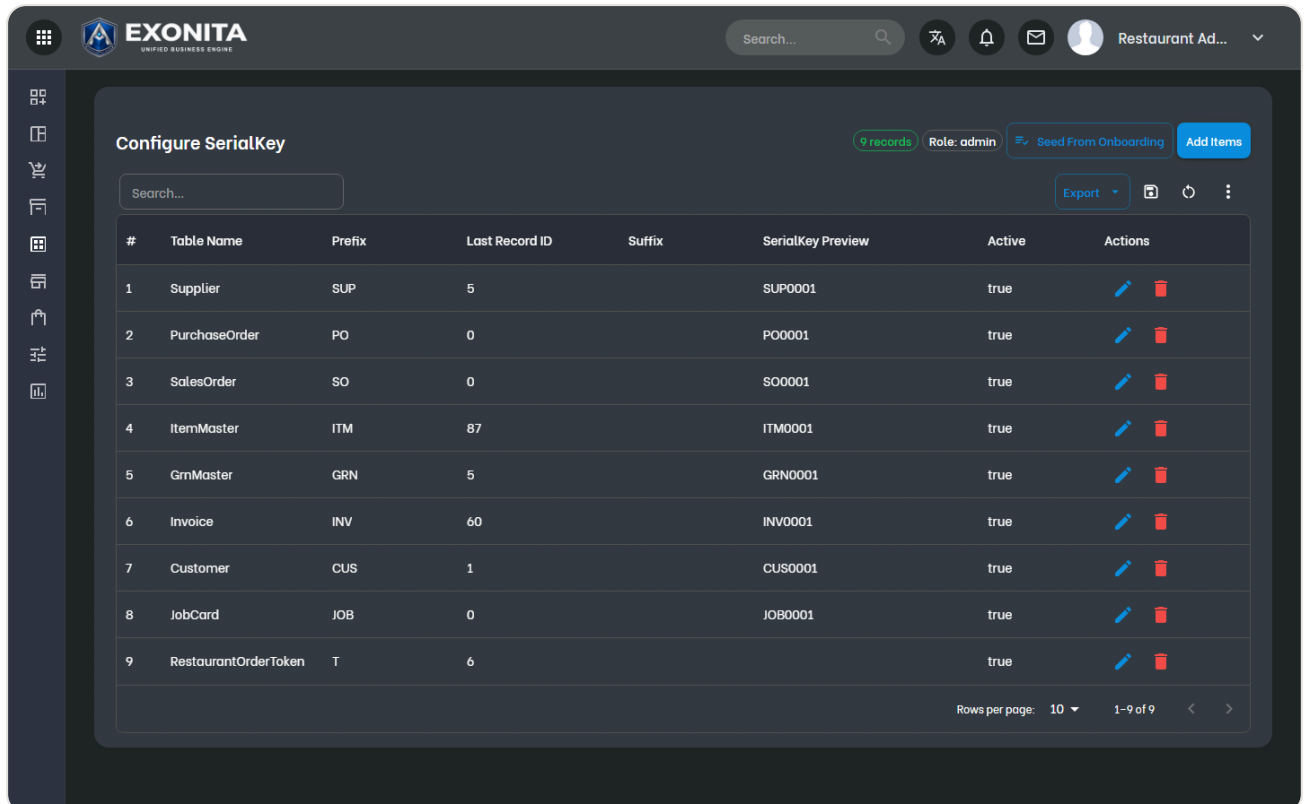
Set invoice numbering

Choose the number series printed on every bill.

WHERE Serial Numbers

1 Open **Serial Numbers** and set the prefix and starting number for your bills.

You'll see: New bills use this series.



The screenshot shows the EXONITA 'Configure SerialKey' interface. At the top, there's a search bar and a '9 records' indicator. Below the search bar is a table with 9 rows, each representing a different table in the system. The columns are: #, Table Name, Prefix, Last Record ID, Suffix, SerialKey Preview, Active, and Actions. The table lists configurations for Supplier, PurchaseOrder, SalesOrder, ItemMaster, GrnMaster, Invoice, Customer, JobCard, and RestaurantOrderToken. Each row has a 'true' value in the 'Active' column and a 'SerialKey Preview' showing the format (e.g., SUP0001, PO0001, etc.). The 'Actions' column contains edit and delete icons for each record.

#	Table Name	Prefix	Last Record ID	Suffix	SerialKey Preview	Active	Actions
1	Supplier	SUP	5		SUP0001	true	 
2	PurchaseOrder	PO	0		PO0001	true	 
3	SalesOrder	SO	0		SO0001	true	 
4	ItemMaster	ITM	87		ITM0001	true	 
5	GrnMaster	GRN	5		GRN0001	true	 
6	Invoice	INV	60		INV0001	true	 
7	Customer	CUS	1		CUS0001	true	 
8	JobCard	JOB	0		JOB0001	true	 
9	RestaurantOrderToken	T	6			true	 

Rows per page: 10 1-9 of 9

IMPORTANT

Set this before your first bill. Changing it later can leave gaps in your invoice numbers.

TASK 5

Add categories, units and tax

Create the lists your menu items use.

WHERE Master Data

- 1 Open **Master Data**. Choose a list on the left, such as categories or tax, and select **Add Category** (or **Add Child** for a sub-category).

You'll see: The new entry can be used on your items.

The screenshot shows the EXONITA Master Data configuration interface. On the left, a sidebar lists various categories: South Indian Breakfast, Meals & Rice, North Indian Curries, Breads, Chinese & Starters, Beverages, Desserts, Grains & Pulses, Dairy, Vegetables & Fruits, Oils & Ghee, and Spices & Masala. The 'Add Category' button is highlighted with a red box and a red '2'. The main area displays a table of existing categories.

Text	Value	Active	Actions
South Indian Breakfast	product_category:South Indian Breakfast	✓	
Meals & Rice	product_category:Meals & Rice	✓	
North Indian Curries	product_category:North Indian Curries	✓	
Breads	product_category:Breads	✓	
Chinese & Starters	product_category:Chinese & Starters	✓	
Beverages	product_category:Beverages	✓	
Desserts	product_category:Desserts	✓	

TIP

Create kitchen-friendly categories, such as Starters, Mains, Breads and Beverages. Kitchen stations are set up per category.

TASK 6

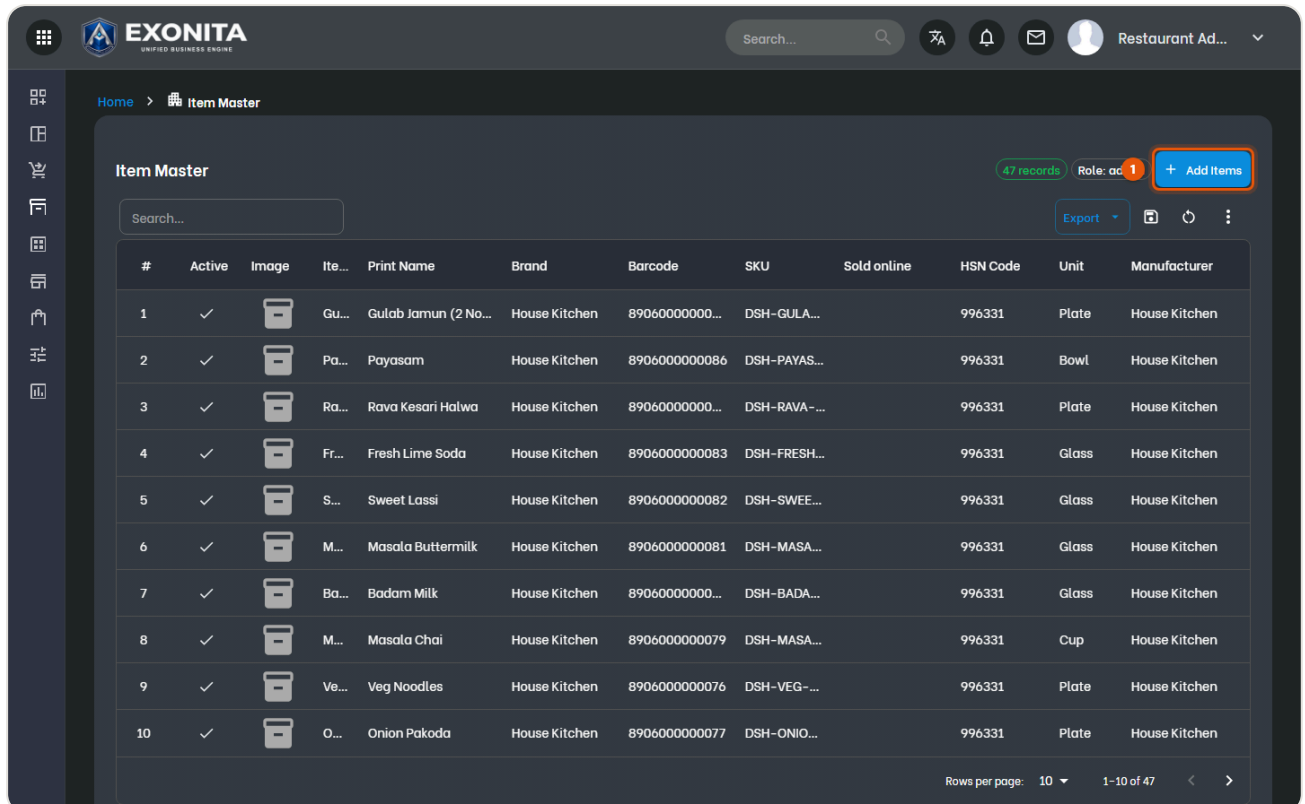
Add your menu items

Put every dish on the menu with its price and tax.

WHERE Item Master

1 Open **Item Master**. Your dishes are listed with their category and price.

You'll see: Select **Add** for one dish, or **Import** to load a spreadsheet of many.



The screenshot shows the EXONITA Item Master interface. At the top, there's a search bar and a '+ Add Items' button. Below the search bar is a table with 10 rows of menu items. The table columns are: #, Active, Image, Item Name, Print Name, Brand, Barcode, SKU, Sold online, HSN Code, Unit, and Manufacturer. The items listed are: 1. Gulab Jamun (2 No...), 2. Payasam, 3. Rava Kesari Halwa, 4. Fresh Lime Soda, 5. Sweet Lassi, 6. Masala Buttermilk, 7. Badam Milk, 8. Masala Chai, 9. Veg Noodles, and 10. Onion Pakoda. All items are marked as 'Active' and 'House Kitchen'.

#	Active	Image	Ite...	Print Name	Brand	Barcode	SKU	Sold online	HSN Code	Unit	Manufacturer
1	✓		Gu...	Gulab Jamun (2 No...	House Kitchen	890600000000...	DSH-GULA...		996331	Plate	House Kitchen
2	✓		Pa...	Payasam	House Kitchen	89060000000086	DSH-PAYAS...		996331	Bowl	House Kitchen
3	✓		Ra...	Rava Kesari Halwa	House Kitchen	890600000000...	DSH-RAVA-...		996331	Plate	House Kitchen
4	✓		Fr...	Fresh Lime Soda	House Kitchen	89060000000083	DSH-FRESH...		996331	Glass	House Kitchen
5	✓		S...	Sweet Lassi	House Kitchen	89060000000082	DSH-SWEE...		996331	Glass	House Kitchen
6	✓		M...	Masala Buttermilk	House Kitchen	89060000000081	DSH-MASA...		996331	Glass	House Kitchen
7	✓		Ba...	Badam Milk	House Kitchen	890600000000...	DSH-BADA...		996331	Glass	House Kitchen
8	✓		M...	Masala Chai	House Kitchen	89060000000079	DSH-MASA...		996331	Cup	House Kitchen
9	✓		Ve...	Veg Noodles	House Kitchen	89060000000076	DSH-VEG-...		996331	Plate	House Kitchen
10	✓		O...	Onion Pakoda	House Kitchen	89060000000077	DSH-ONIO...		996331	Plate	House Kitchen

2 Select **Add**. Enter the dish name, category, price and tax, then select **Save**.

You'll see: The dish appears on the counter and the Captain screen.

The screenshot shows the EXONITA POS system interface with the 'Add Item' modal open. The modal is titled 'Add Item' and has a close button (X) in the top right corner. It contains several sections for entering item details:

- Status:** Includes a checkbox for 'Active' (checked) and a checkbox for 'Tax Included In Price' (unchecked).
- Identification:** Includes input fields for 'Item Name', 'Print Name', 'Barcode', 'QR Code', 'HSN Code', 'SKU', and 'Description'.
- Classification:** Includes input fields for 'Brand', 'Item Location', 'Product Category' (with a dropdown menu), 'Sub Cat.', 'Unit of', and 'Manufar..'. There is also a 'So...' dropdown menu.
- Pricing & Tax:** Includes input fields for 'Purchase Price', 'Cost Price', 'MRP', 'Retail Price', 'Wholesale Price', 'GST %', 'Discount Type' (with a dropdown menu), and 'Discount (%)'. All price fields have a currency symbol (₹) and the value '0'.
- Inventory & Logistics:** Includes input fields for 'Current Stock', 'Reorder Qty', 'Safety Stock Qty', 'Max Stock Qty', and 'Opening Stock'. All quantity fields have the value '0'. Below these fields, it says 'Computed from stock movements'.

At the bottom right of the modal, there are three buttons: 'Create more' (with a plus icon), 'Cancel', and 'Add' (in blue). Below the modal, the main interface shows a table with columns for 'Rows per page' (set to 10) and '1-10 of 47'.

TASK 7

Check the invoice layout

Make sure the printed bill looks right.

WHERE Settings → Invoices

- 1 Open **Invoices** and check the preview of your bill: business name, GST number, address and footer.

You'll see: Bills print with this layout.

The screenshot shows the Exonita POS settings interface. The top header includes the Exonita logo, a search bar, and user profile information. The left sidebar contains navigation icons. The main content area is divided into two sections: 'Receipt Branding' and 'Payment Modes'.

Receipt Branding
Shown on printed bills, Z-reports and payment receipts.

Fields for Receipt Branding:

- Company Name
- Address
- Phone Number
- GSTIN on Sale
- Receipt Footer Text: Thank you for dining with us!
- Currency: ₹ - INR (Indian Rupee)

Save Branding

Payment Modes
Toggle which payment methods appear at checkout. At least one must remain enabled.

Payment Modes:

- Cash
- Card
- UPI
- Wallet
- Split Payment

Save Payment Modes

TASK 8

Add tables and waiters

Set up your floor so orders can be taken per table.

WHERE Settings → Tables / Waiters

1 Select **Tables** and add each table with its name, for example **T1**, and its seats.

You'll see: The tables appear on the counter's table map and the Captain screen.

Table Master
Configure restaurant tables by floor and seating capacity

All (12) Active (12) Inactive (0)

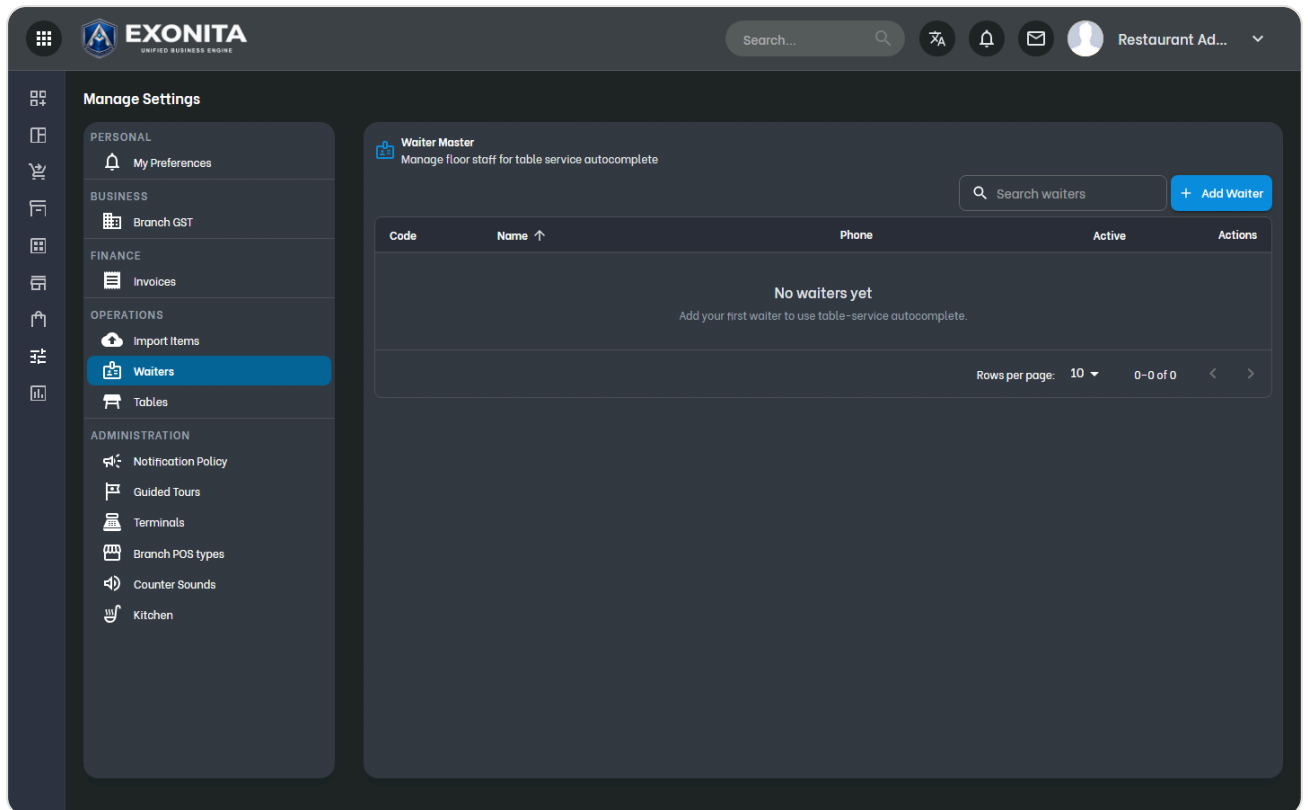
Search tables + Add Table

Name ↑	Floor	Capacity	Status	Active	Actions
T1	Ground Floor	4 seats	Occupied	☒	
T2	Ground Floor	4 seats	Occupied	☒	
T3	Ground Floor	2 seats	Available	☒	
T4	Ground Floor	6 seats	Occupied	☒	
T5	Ground Floor	4 seats	Occupied	☒	
T6	Ground Floor	2 seats	Available	☒	
T7	Ground Floor	4 seats	Available	☒	
T8	Ground Floor	6 seats	Available	☒	

Rows per page: 10 1-10 of 12

2 Select **Waiters** and add each waiter.

You'll see: Cashiers can choose the waiter on an order, and reports show sales per waiter.



TASK 9

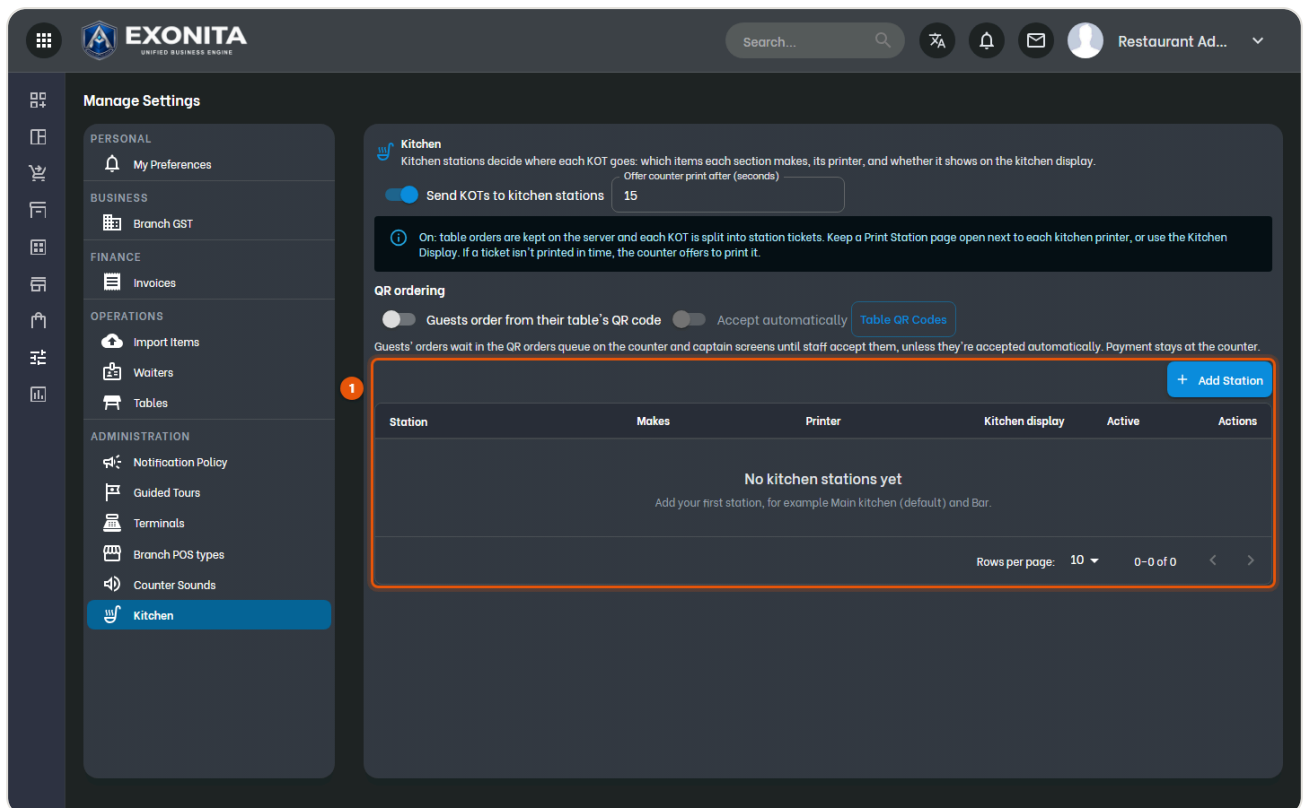
Set up the kitchen

Send each dish's ticket to the right station and printer.

WHERE Settings → Kitchen

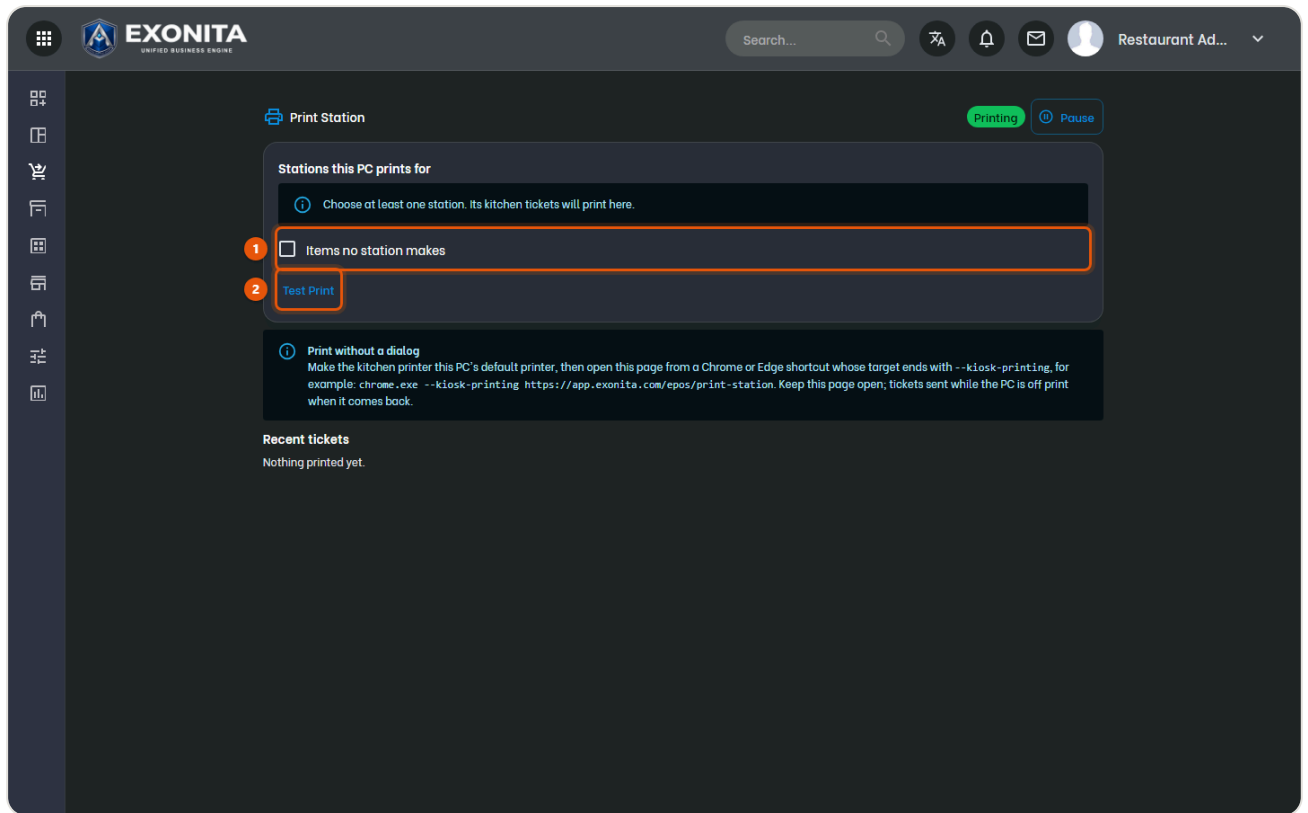
- 1 Select **Kitchen**. Add a station for each part of your kitchen, such as Main kitchen, Bar or Tandoor, and pick the categories it makes. Make one station the default.

You'll see: KOTs from the counter and from captains go to the right station.



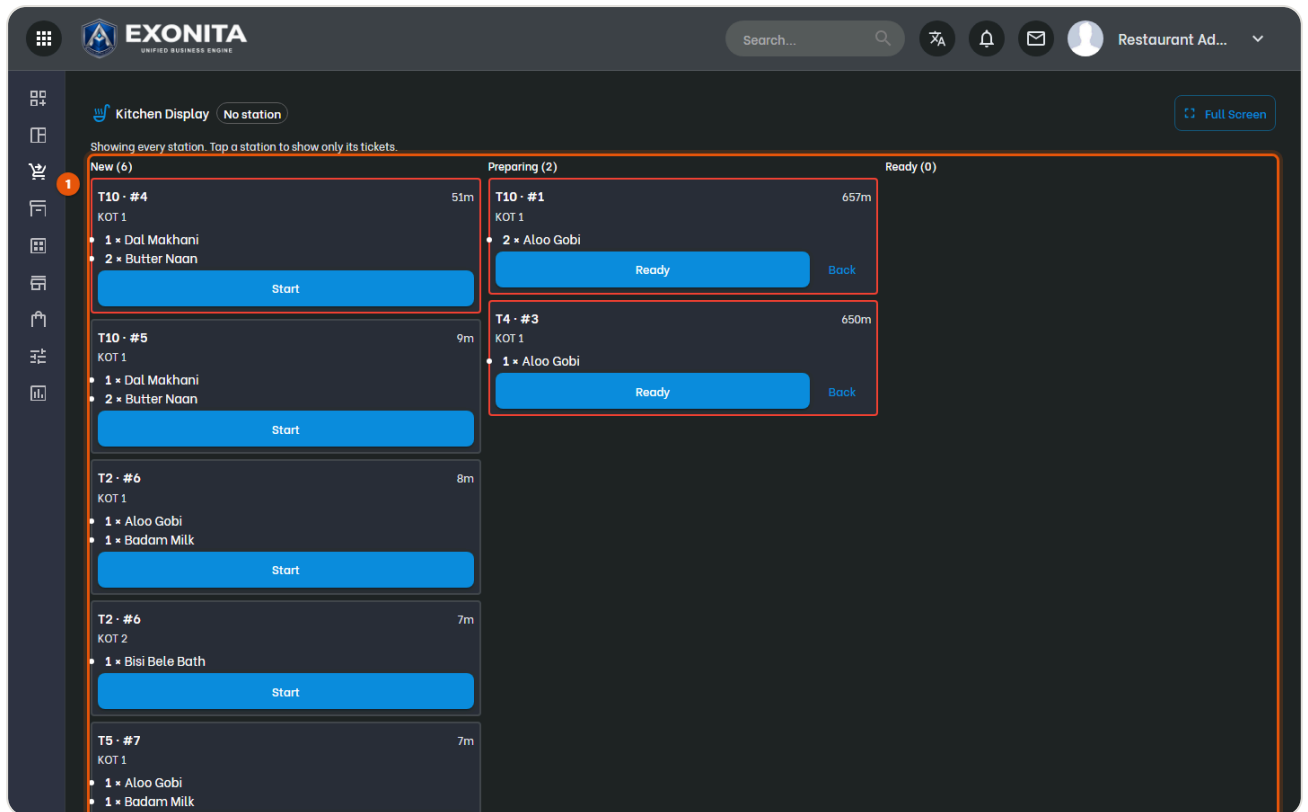
- 2 On the computer next to a kitchen printer, open **Print station**. Tick the stations this printer serves and print a test ticket.

You'll see: Kitchen tickets print here automatically while this page stays open.



3 If your kitchen uses a screen instead of paper, open **Kitchen display** on it.

You'll see: New tickets appear with a chime. Kitchen staff tap **Start**, **Ready** and **Served**.



TASK 10

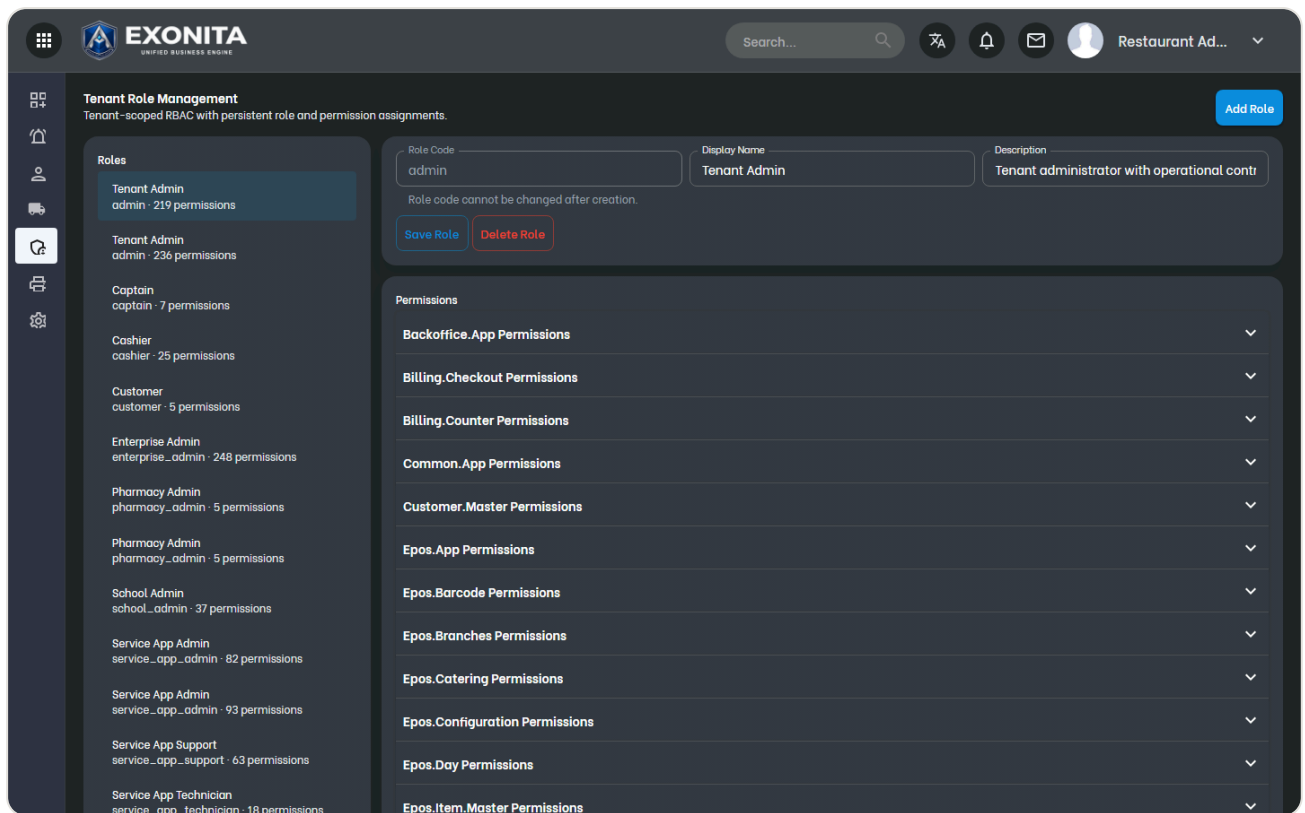
Choose what each role can do

Decide which screens and actions cashiers and captains get.

WHERE Common App → Role Management

- 1 Open **Role Management**, choose a role such as **Cashier** or **Captain**, and switch permissions on or off.

You'll see: The change applies the next time those users open a screen.



TIP

Cashiers can't give discounts or change prices by default. Turn on those permissions only for people you trust with them.

TASK 11

Close the business day

Check every till, receive the cash and close the day.

WHERE Day Close

1 Open **Day Close. Today's totals** show sales and cash for the whole branch.

You'll see: Below, every till is listed with its cash difference.

Day Close

Business day 2026-10-13 **Open** ↺

Bills		Sales	Tills open		Cash difference (closed tills)			
3		₹674.10	0		₹-1,013.75			

Cashier	Opened	Status	Bills	Sales	Expected cash	Counted	Difference	Action
Counter One	03:14 am	Closed - cash with cashier	1	₹320.25	₹2,620.25	₹2,620.00	₹-0.25	Receive Cash
Counter One	03:39 am	Closed - cash with cashier	0	₹0.00	₹2,000.00	₹2,000.00	₹0.00	Receive Cash
Counter One	03:56 am	Closed - cash with cashier	2	₹353.85	₹3,333.50	₹2,320.00	₹-1,013.50	Receive Cash

[Close Day](#)

Day settings

☒ Cashiers must open a till (count the float) before billing

Daily sales summary goes to (emails, comma separated)

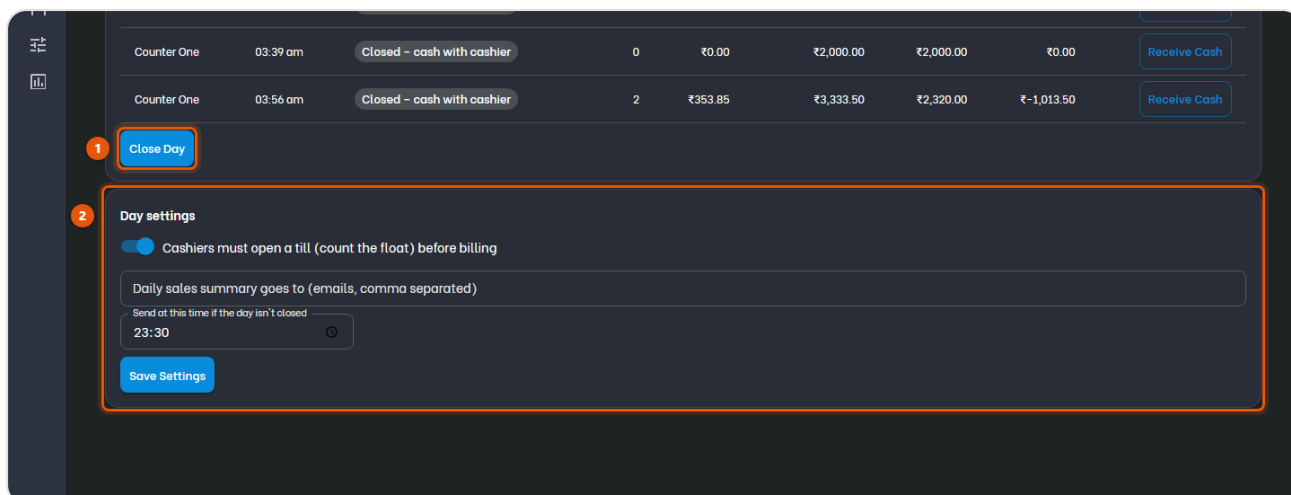
Send at this time if the day isn't closed

23:30

[Save Settings](#)

- 2 Receive the cash from each closed till. Close the till for any cashier who has left. When every till is closed, select **Close the day**.

You'll see: The day is closed and the daily summary is emailed to the people in **Day settings**.



IMPORTANT

After the day is closed, no more bills can be posted for it. You can reopen it from this page if needed.

TASK 12

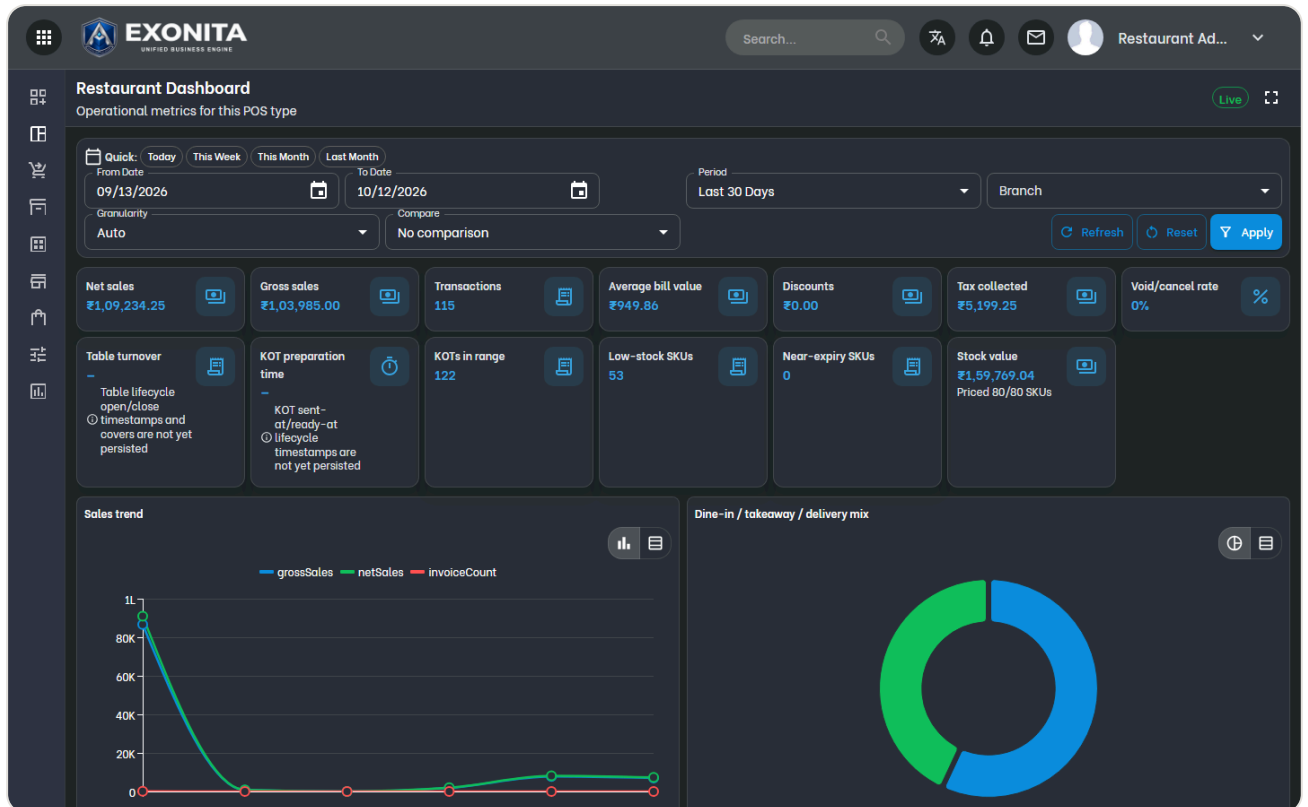
Check sales and reports

See how the restaurant is doing.

WHERE Dashboard / Reports

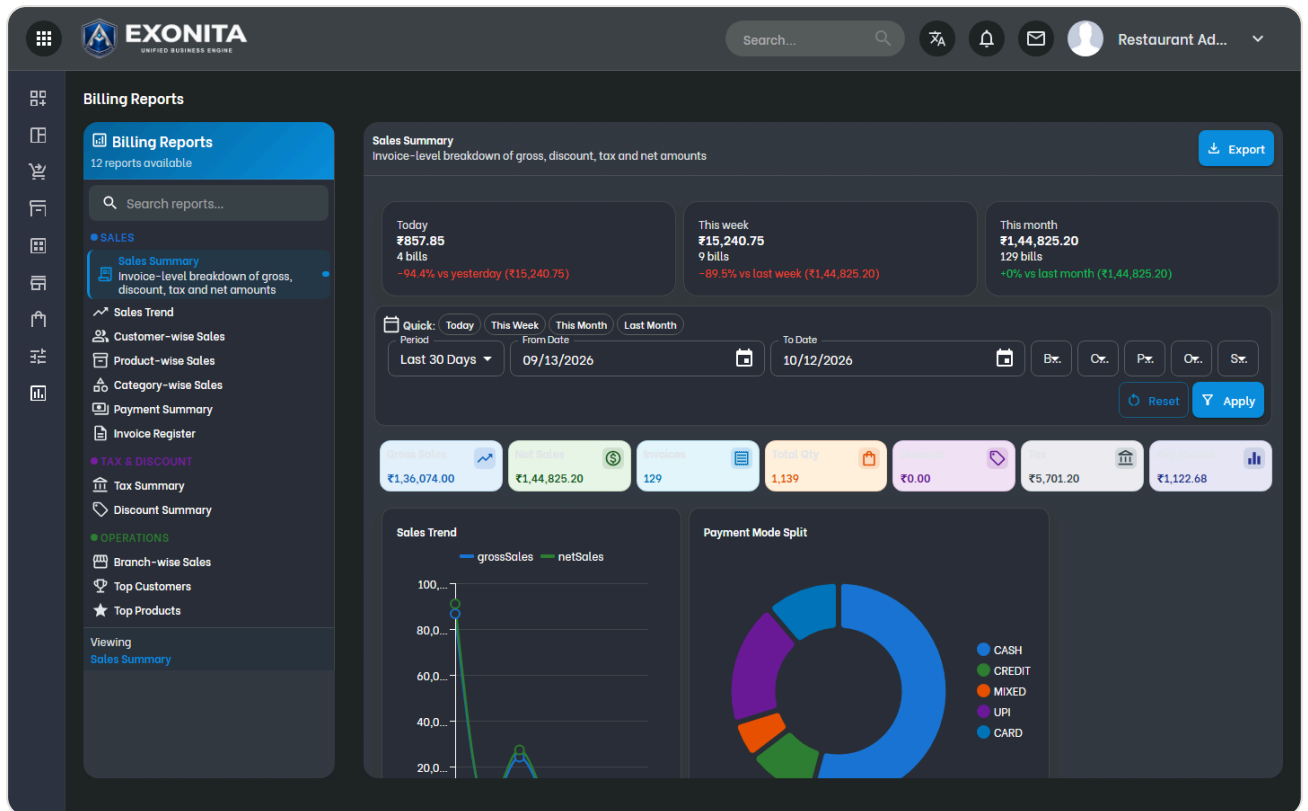
1 Open **Dashboard** → **Restaurant Dashboard** for today's sales, orders and top dishes.

You'll see: The dashboard updates as bills are posted.



- 2 Open **Reports** and choose a report. Set the dates and branch, then download or share it.

You'll see: The report opens with your filters.



3 Open the **EOD report** for the day's totals by payment mode, tax and cashier.

You'll see: Use it to check the day before you close it.

The screenshot shows the EXONITA software interface for an "End of Day Sales Report". The header includes the EXONITA logo and a search bar. The main section displays the report title and a subtitle: "Same period totals as sales-summary for the selected IST day". Below this, there are three summary cards: "Total Sales" showing ₹857.85, "Transactions" showing 4, and "Total Discounts" showing ₹0.00. A table below these cards lists individual transactions with columns for #, Invoice No, Date, Payment Method, Discount, and Net Amount. The table contains four rows of data for transactions on 13 Oct 2026. At the bottom right of the table, there is a pagination control showing "Rows per page: 10" and "1 - 4 of 4".

#	Invoice No	Date	Payment Method	Discount	Net Amount
1	INV0061	13 Oct 2026	CASH	₹0.00	₹33.60
2	INV0060	13 Oct 2026	CASH	₹0.00	₹320.25
3	INV0059	13 Oct 2026	CASH	₹0.00	₹320.25
4	INV0070	13 Oct 2026	CASH	₹0.00	₹183.75

Cashier guide

Open your till, take dine-in and pickup orders, send them to the kitchen, take payment, check your bills and close your till at the end of your shift.

What you can do

- Take dine-in, pickup and delivery orders
- Send orders to the kitchen (KOT)
- Take cash, card, UPI and wallet payments, or split a payment
- See today's bills and cancel a bill if needed
- Open and close your own till and check your sales in **My Shift**

Ask your administrator

- If the counter says **This device isn't registered as a billing terminal**, ask your administrator to register it.
- If **Open Till** says it couldn't open the till, the previous business day may still be open. Ask your administrator to close it in **Day Close**.
- Closing the business day, reports, stock and menu changes are done by your administrator.

Your administrator can change what your login can see. If a button in this guide is missing for you, ask them.

TASK 1

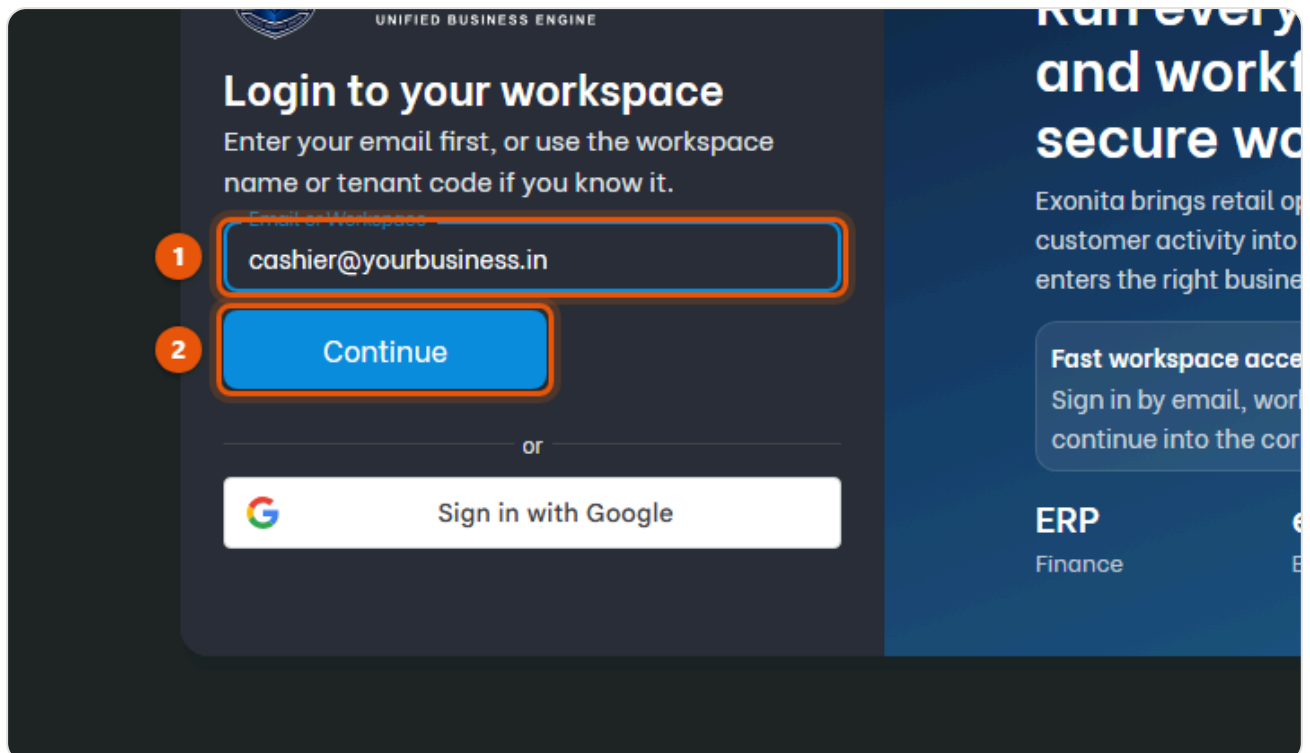
Sign in

Open your workspace with your own login.

WHERE Your web browser

- 1 Open the address your administrator gave you. Enter your email in **Email or Workspace**, then select **Continue**.

You'll see: The password screen opens with your business name.



- 2 Enter your **Password** and select **Login**.

You'll see: The restaurant counter opens.

The screenshot shows the Exonita login interface. At the top, there is a 'Code: TEN0001' and a 'Password Sign-In' button. Below this is an 'Email' input field. A red circle with the number '1' highlights the 'Password' input field, which has a toggle eye icon to its right. Below the password field is a 'Remember Me' checkbox and a link for 'Forgot Your Password?'. A red circle with the number '2' highlights the blue 'Login' button. Below the login button is a horizontal line with the word 'or' in the center, and a 'Sign in with Google' button featuring the Google logo. To the right of the login form, there is a dark blue sidebar with the text 'secure wo', 'Exonita brings retail op', 'customer activity into', 'enters the right busine', 'Fast workspace acce', 'Sign in by email, worl', 'continue into the cor', 'ERP', and 'Finance'.

TIP

Always sign in with your own login. Every bill is recorded under your name. If you see **Signed in on too many devices**, sign out a device you no longer use, or ask your administrator.

TASK 2

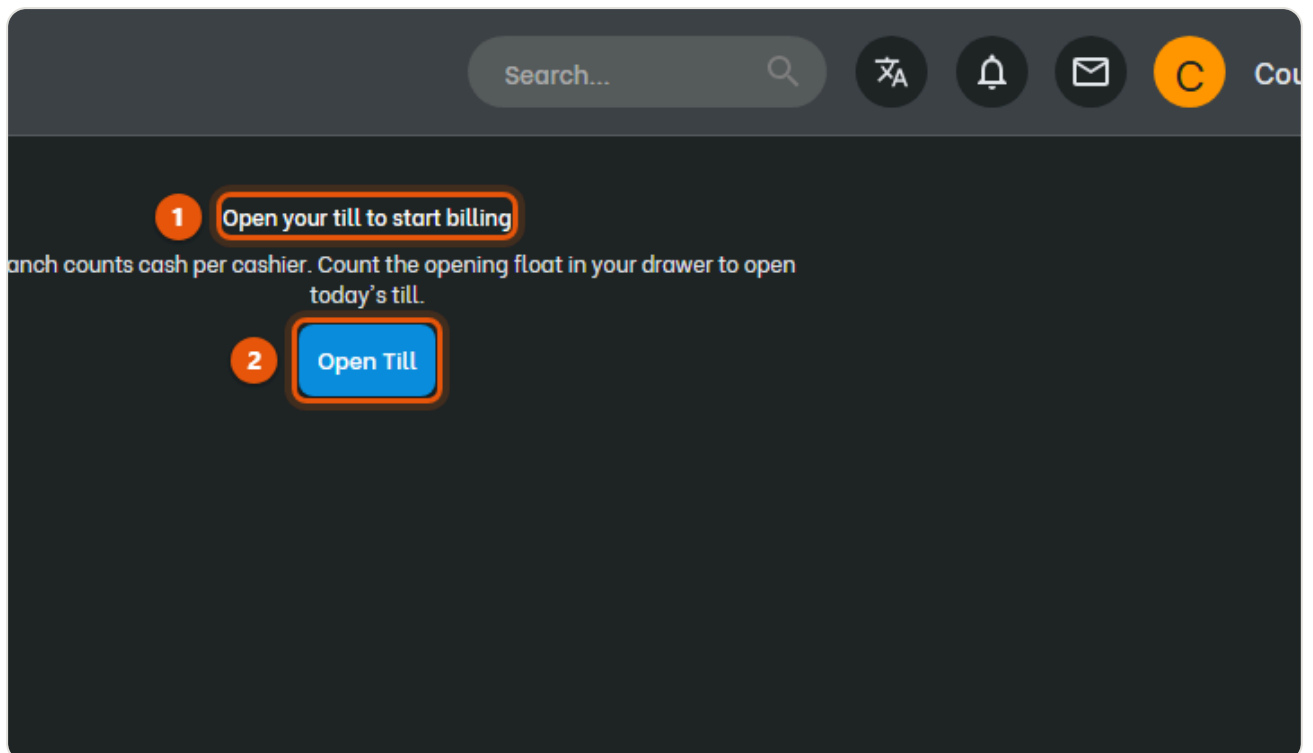
Open your till

Start your shift by counting the cash already in your drawer.

WHERE Restaurant counter

- 1 After you sign in, the restaurant counter opens and asks you to open your till. Select **Open Till**.

You'll see: The **Open till** window opens.



- Count the cash in your drawer and enter how many of each note and coin you have. Leave everything at 0 if the drawer is empty.

You'll see: **Total** shows your opening cash.

Open till

Count the cash already in the drawer (opening float). Leave everything at 0 if the drawer is empty.

₹500 *	₹200 *	₹100 *
2		8
₹1,000.00		₹800.00
₹50 *	₹20 *	₹10 *
4		
₹200.00		
₹5 *	₹2 *	₹1 *

Total: ₹2,000.00

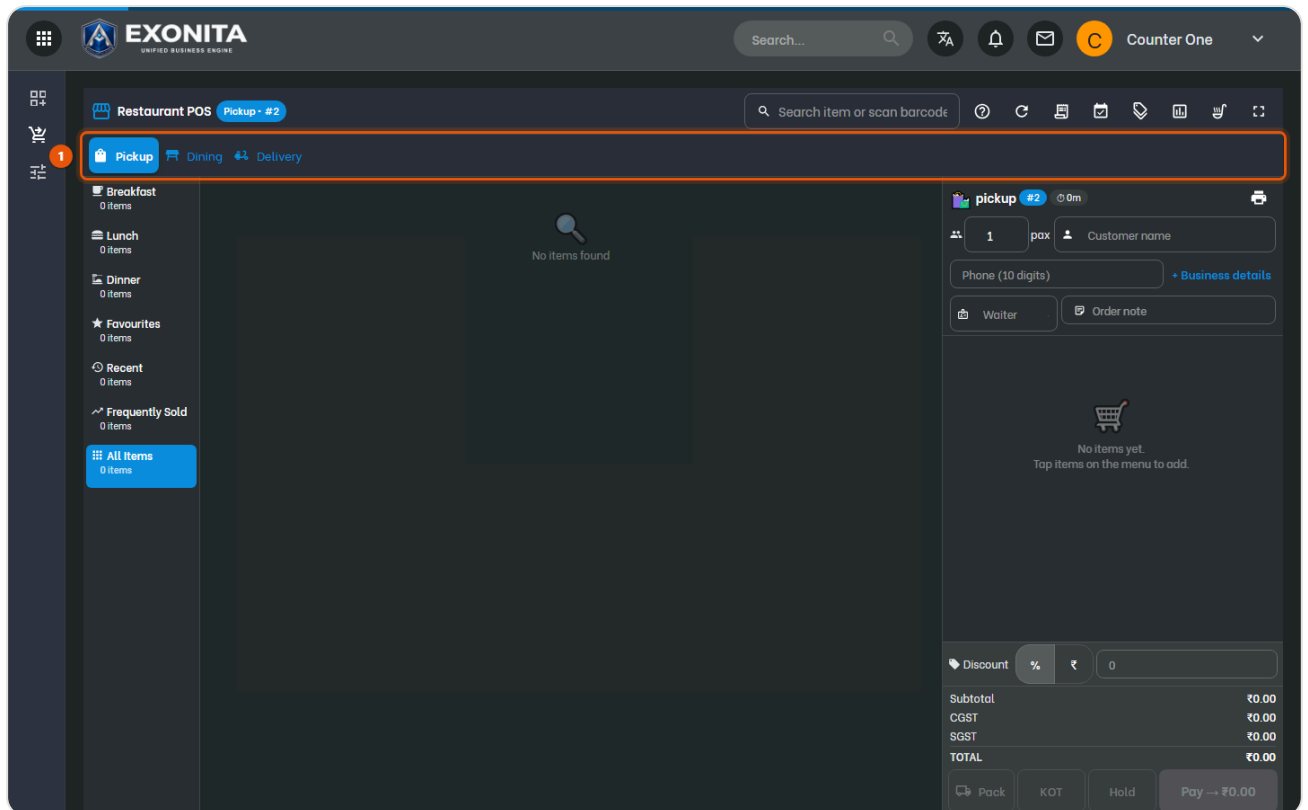
Cancel **Open Till**

IMPORTANT

Count carefully. When you close your till, the system compares your drawer with this amount plus the cash you collected.

3 Select **Open Till**.

You'll see: The counter is ready for orders.



TASK 3

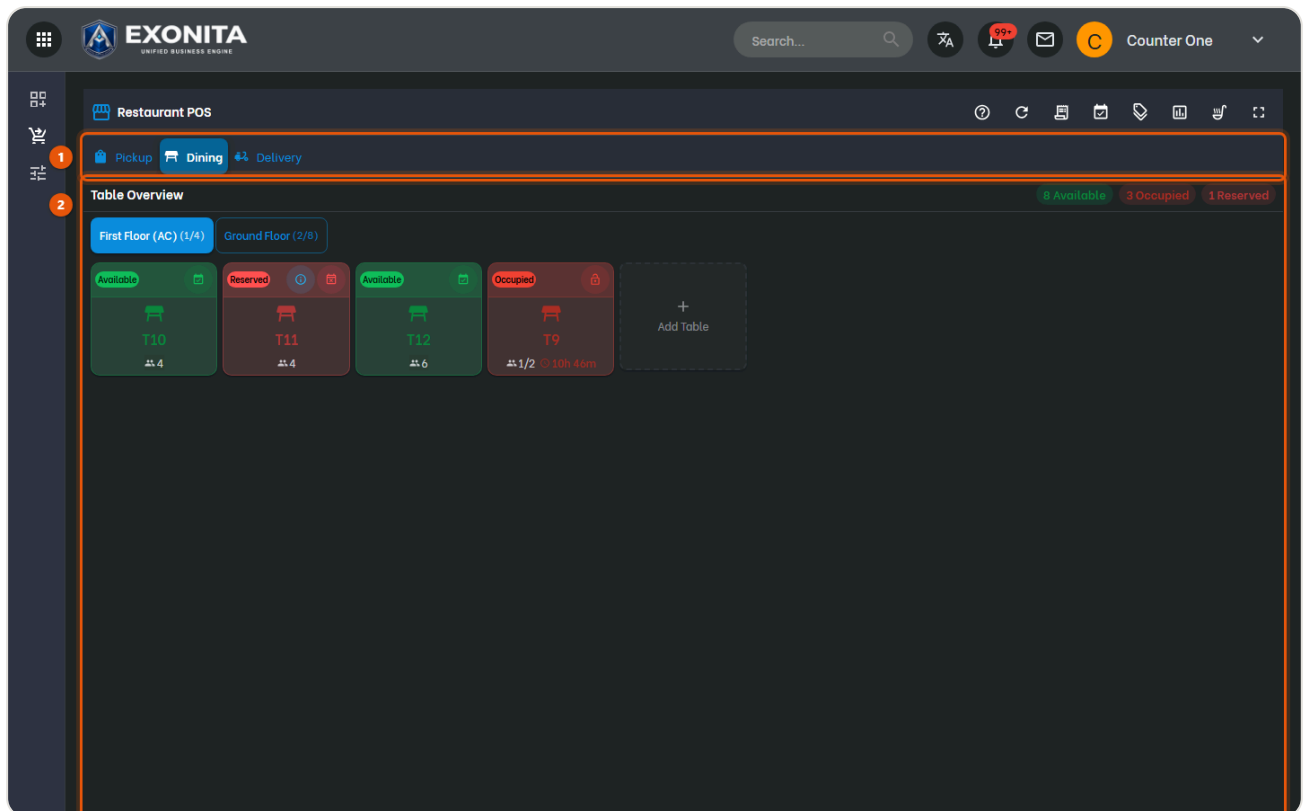
Take a dine-in order

Open a table and add what the guests ordered.

WHERE Restaurant counter → Dining

1 Select **Dining**.

You'll see: **Table Overview** shows your tables by floor. **Available** tables are green, **Occupied** and **Reserved** tables are red.

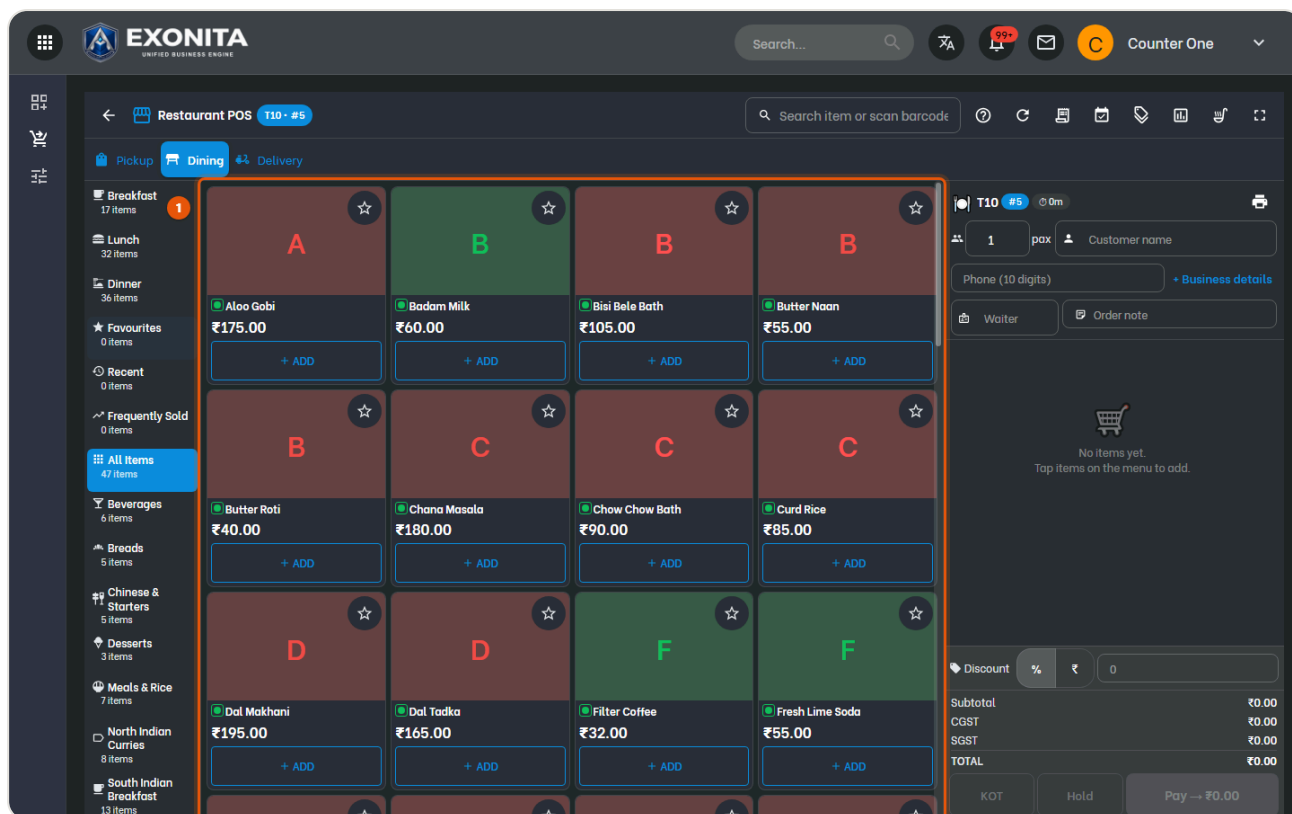


TIP

Select a floor, such as **Ground Floor**, to see its tables.

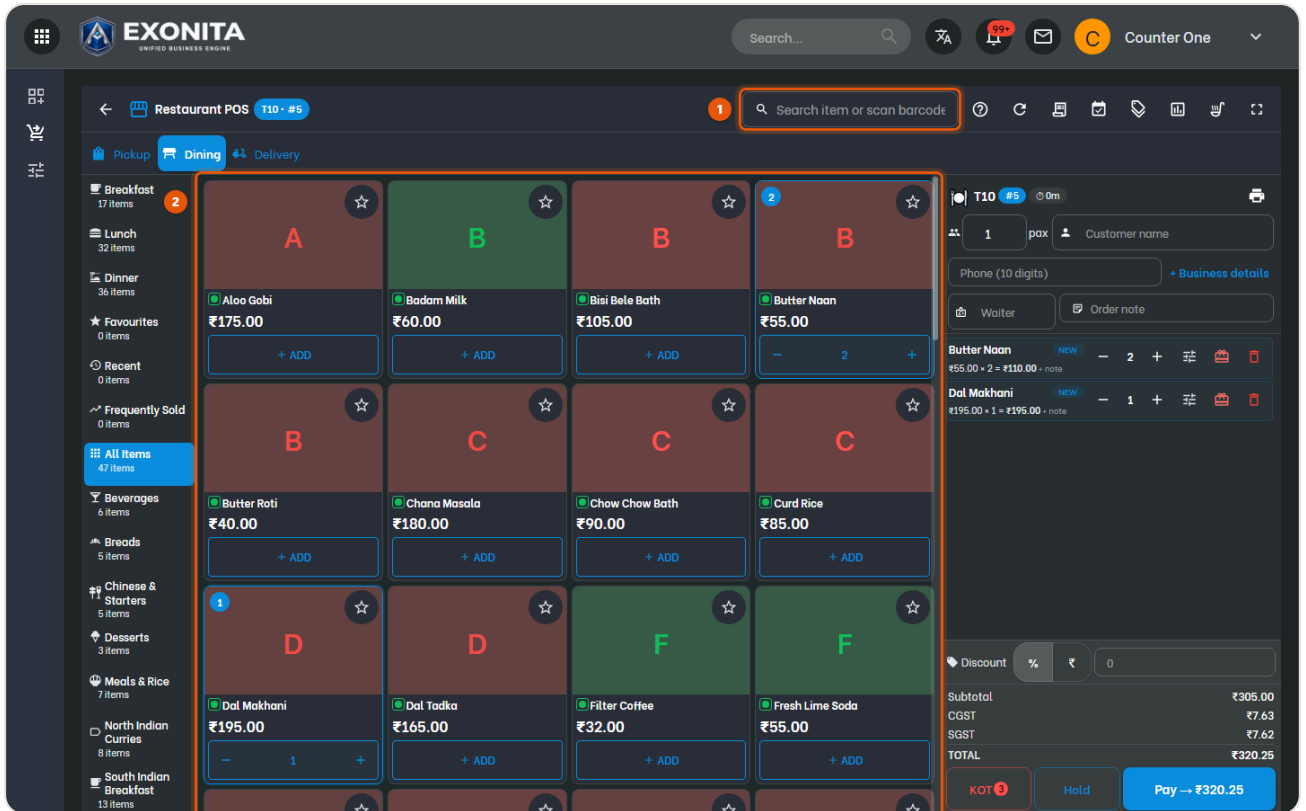
2 Select an **Available** table.

You'll see: The table's order opens, with the menu on the left and the order on the right.



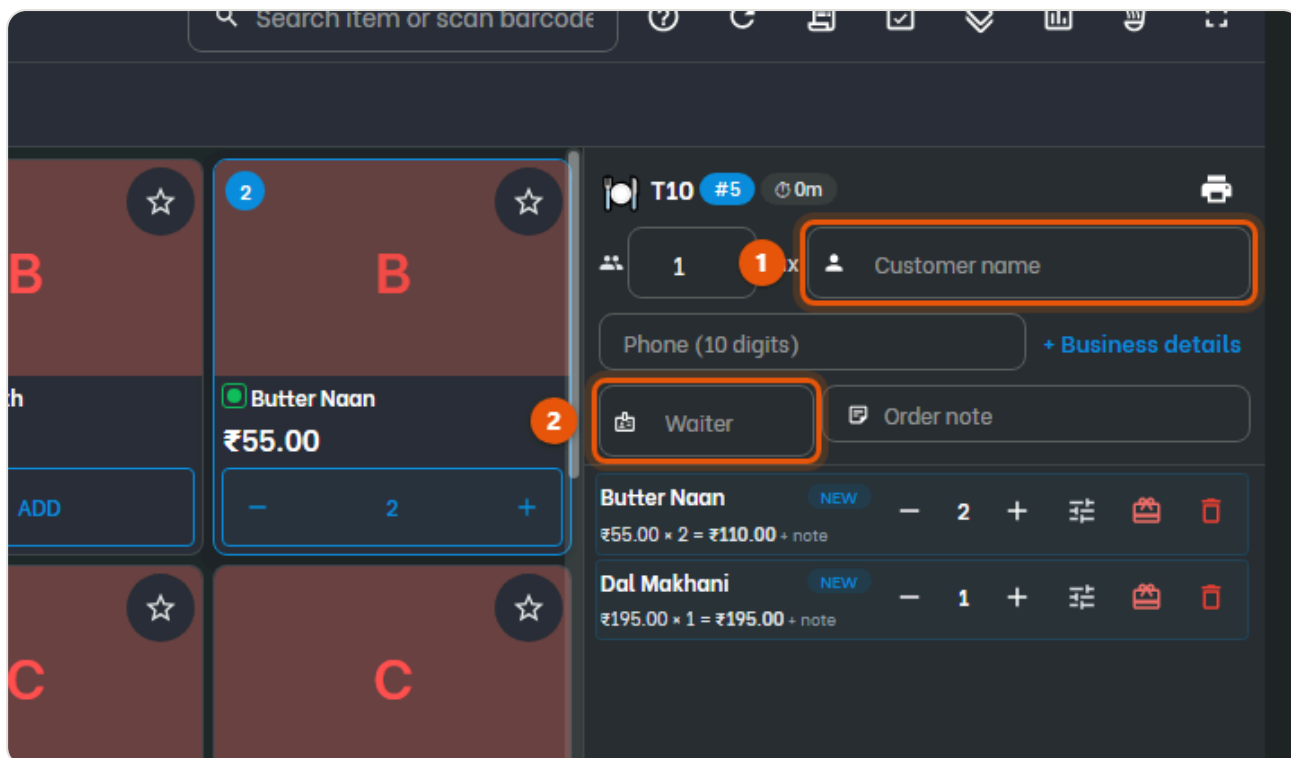
- 3 Pick a category on the left, then select + **ADD** on each dish. Select + to add one more. To find a dish fast, type its name in **Search item or scan barcode**.

You'll see: The dishes appear in the order marked **NEW**, with the total at the bottom.



- 4 Enter the number of guests in **pax**. Add the customer's name or phone if they want it on the bill, and choose the **Waiter** serving the table.

You'll see: The details print on the bill and show in reports.



TIP

Leave the customer empty for walk-in guests. Use **Order note** for instructions to the kitchen.

TASK 4

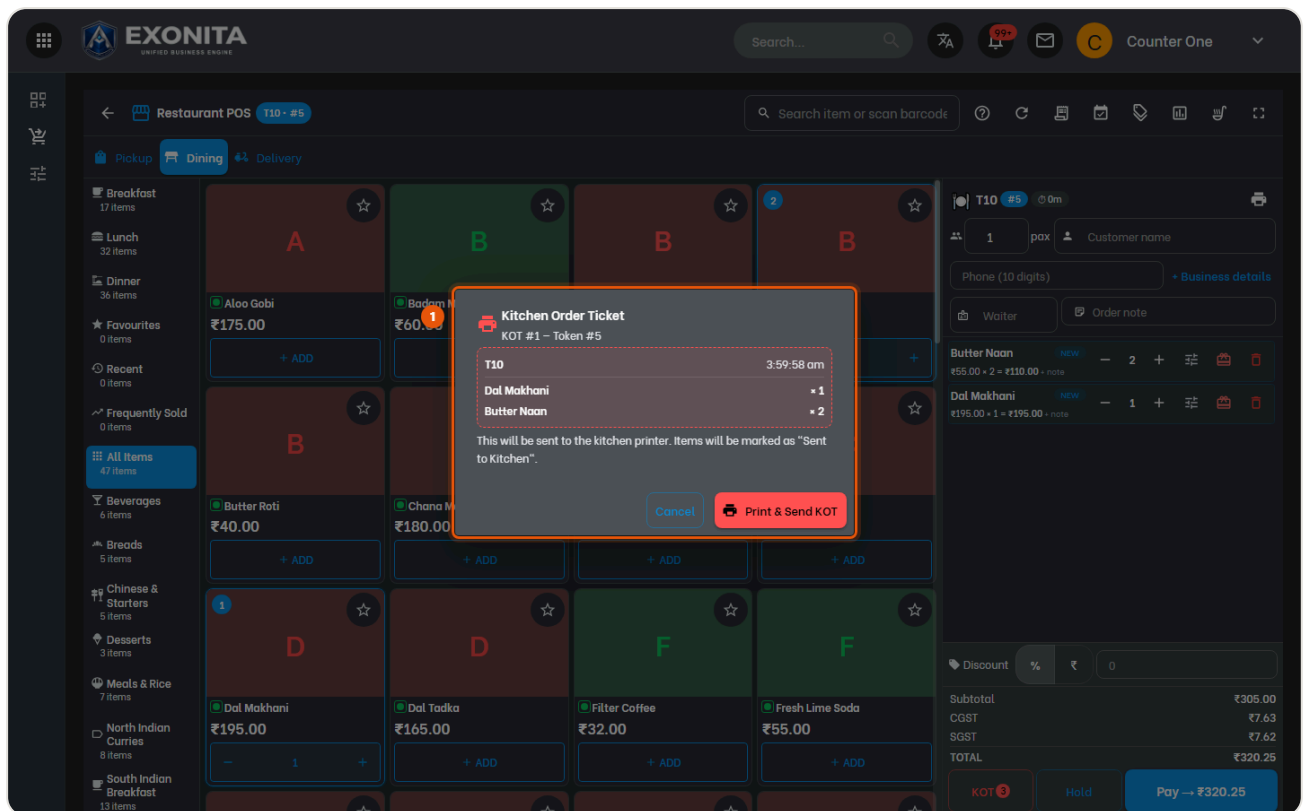
Send the order to the kitchen

Print the kitchen order ticket (KOT) for the new dishes.

WHERE Restaurant counter → open table

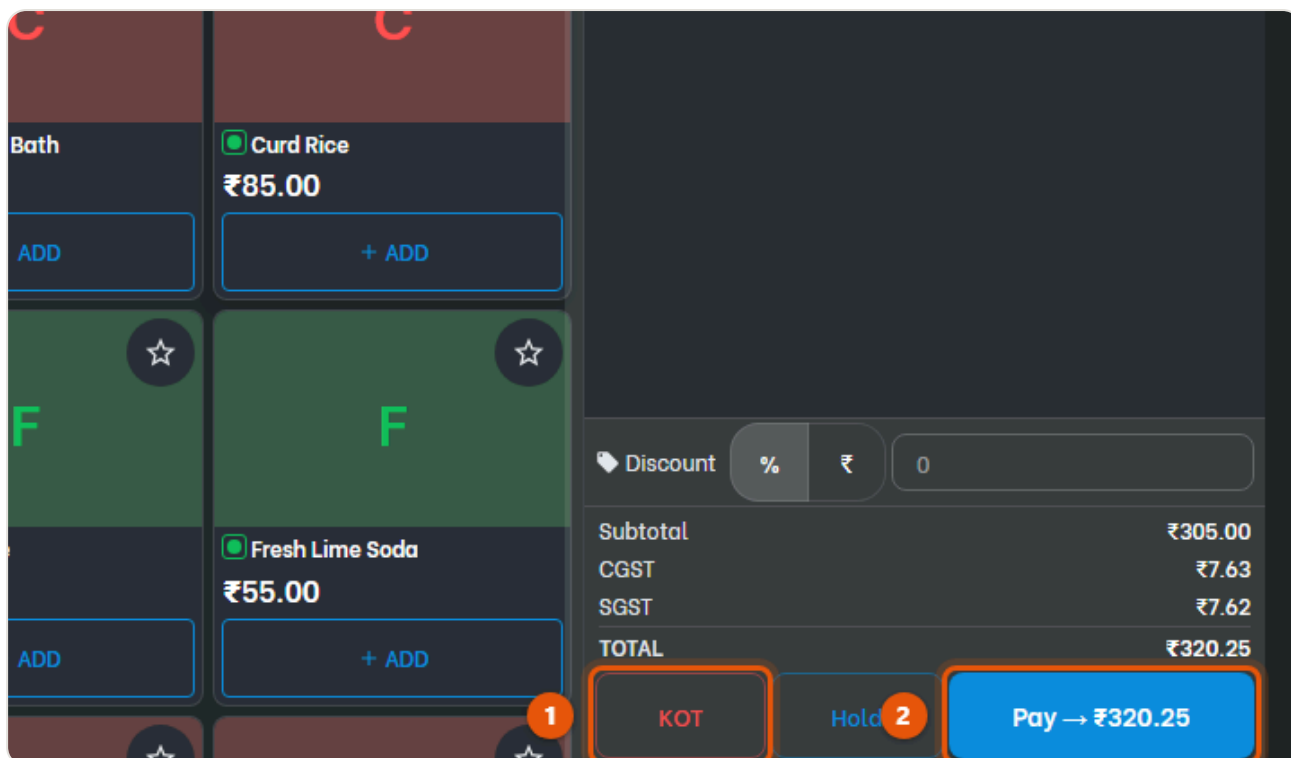
1 Select **KOT** or press **F9**. The number on the button is how many dishes are not sent yet.

You'll see: The **Kitchen Order Ticket** window shows the dishes that will go to the kitchen.



2 Select **Print & Send KOT**.

You'll see: The ticket prints in the kitchen and the dishes are marked as sent.



TIP

If the guests order more, open the same table, add the dishes and send a KOT again. Only the new dishes go to the kitchen.

IMPORTANT

Send a KOT before you leave the table. Dishes that are not sent are kept only on this computer.

TASK 5

Take payment

Settle the table when the guests are ready to pay.

WHERE Restaurant counter → open table → Pay

1 Select **Pay** or press **F4**.

You'll see: The **Payment** screen shows the order summary on the left and payment modes on the right.

EXONITA
UNITED BUSINESS ENGINE

Search...

Counter One

Payment 110 • #5

ORDER SUMMARY

Dal Makhani	₹195.00
Butter Naan	₹55.00
2	₹110.00

Subtotal ₹305.00
CGST (2.5%) ₹7.63
SGST (2.5%) ₹7.63

Tip 0
Packaging 0
Delivery 0
Round Off 0

NET PAYABLE ₹320.25

Cash Card UPI Wallet Split

Amount to collect ₹320.25

QUICK AMOUNT

₹50 ₹100 ₹200 ₹500 ₹1000 ₹2000 Exact

Cash Tended (₹)
₹320.25

Change to Return ₹0.00

Cancel Pay Later Confirm Payment ₹320.25

- 2 Choose **Cash**, **Card**, **UPI** or **Wallet**. For cash, select a **Quick amount** such as ₹500, or type what the guest gave you in **Cash Tendered**.

You'll see: **Change to Return** shows how much to give back.

₹50 ₹100 ₹200 ₹500 ₹1000 ₹2000 Exact

Cash Tendered (₹)

₹ 500

1 Change to Return

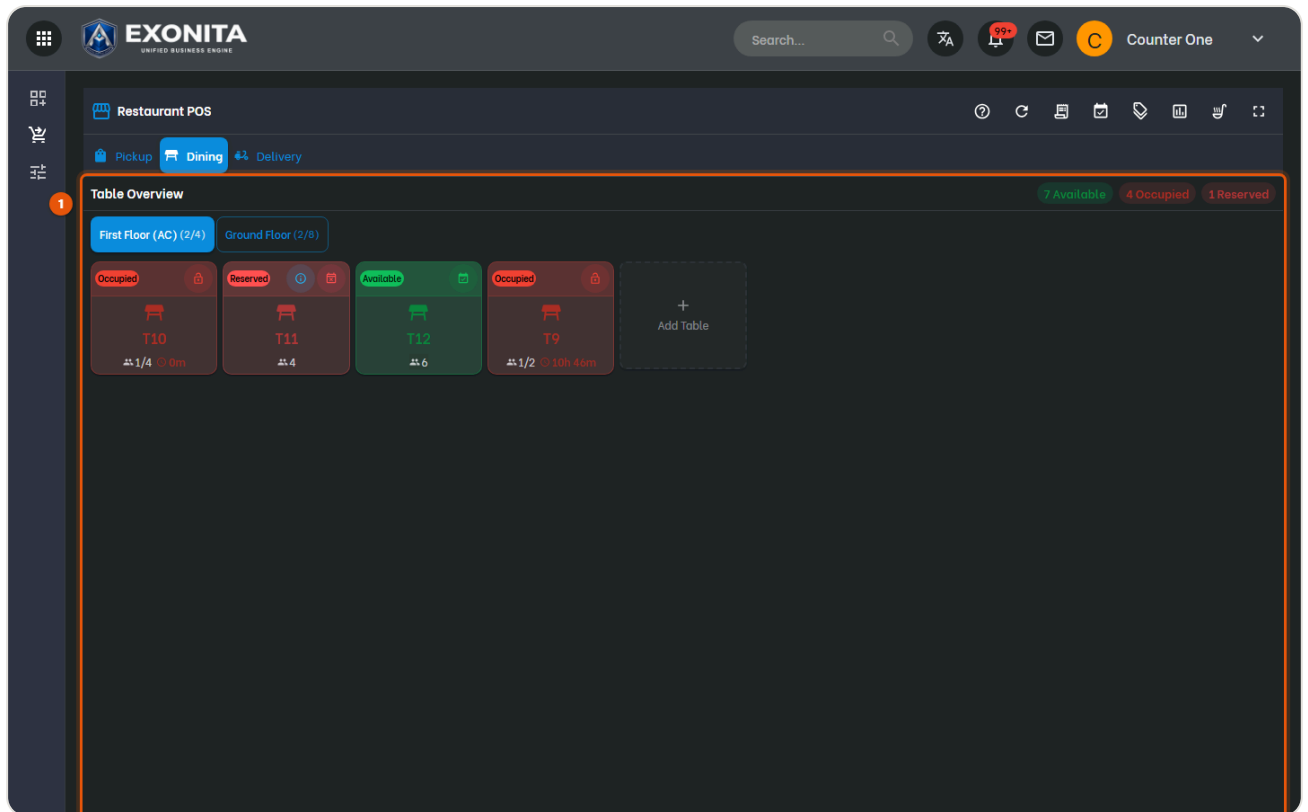
₹305.00

TIP

To take part in cash and part by card, select **Split**. Add tip, packaging or delivery charges on the left.

3 Select **Confirm Payment**.

You'll see: The bill is posted and printed, and the table is **Available** again.



IMPORTANT

Check the amount before you confirm. A posted bill can be cancelled, but not edited.

TASK 6

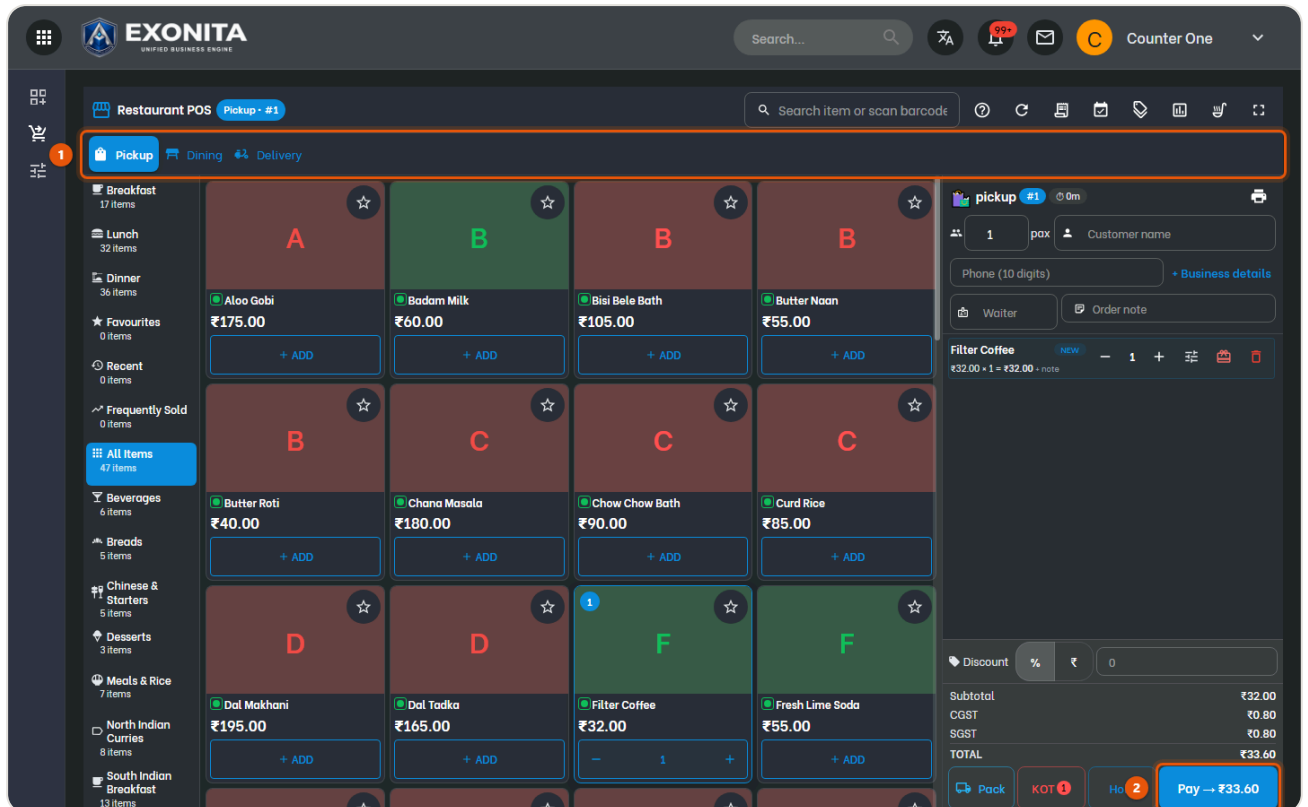
Take a pickup order

Bill a takeaway order without a table.

WHERE Restaurant counter → Pickup

1 Select **Pickup** and add the dishes.

You'll see: The order gets a token number, shown next to **pickup**.



- 2 Select **Pay**, choose the payment mode, select **Exact** if the guest paid the exact amount, then **Confirm Payment**.

You'll see: The bill is posted and a new pickup order starts.

EXONITA
UNIFIED BUSINESS ENGINE

Search...

Counter One

Payment pickup #1

ORDER SUMMARY

Filter Coffee	₹32.00
₹32.00 * 1	
Subtotal	₹32.00
CGST (2.5%)	₹0.80
SGST (2.5%)	₹0.80
Tip	0
Packaging	0
Delivery	0
Round Off	0
NET PAYABLE	₹33.60

Cash Card UPI Wallet Split

Amount to collect ₹33.60

QUICK AMOUNT

₹50 ₹100 ₹200 ₹500 ₹1000 ₹20 **Exact**

Cash Tendered (₹)
₹ 33.6

Change to Return ₹0.00

Cancel Pay Lc 2 **Confirm Payment ₹33.60**

TASK 7

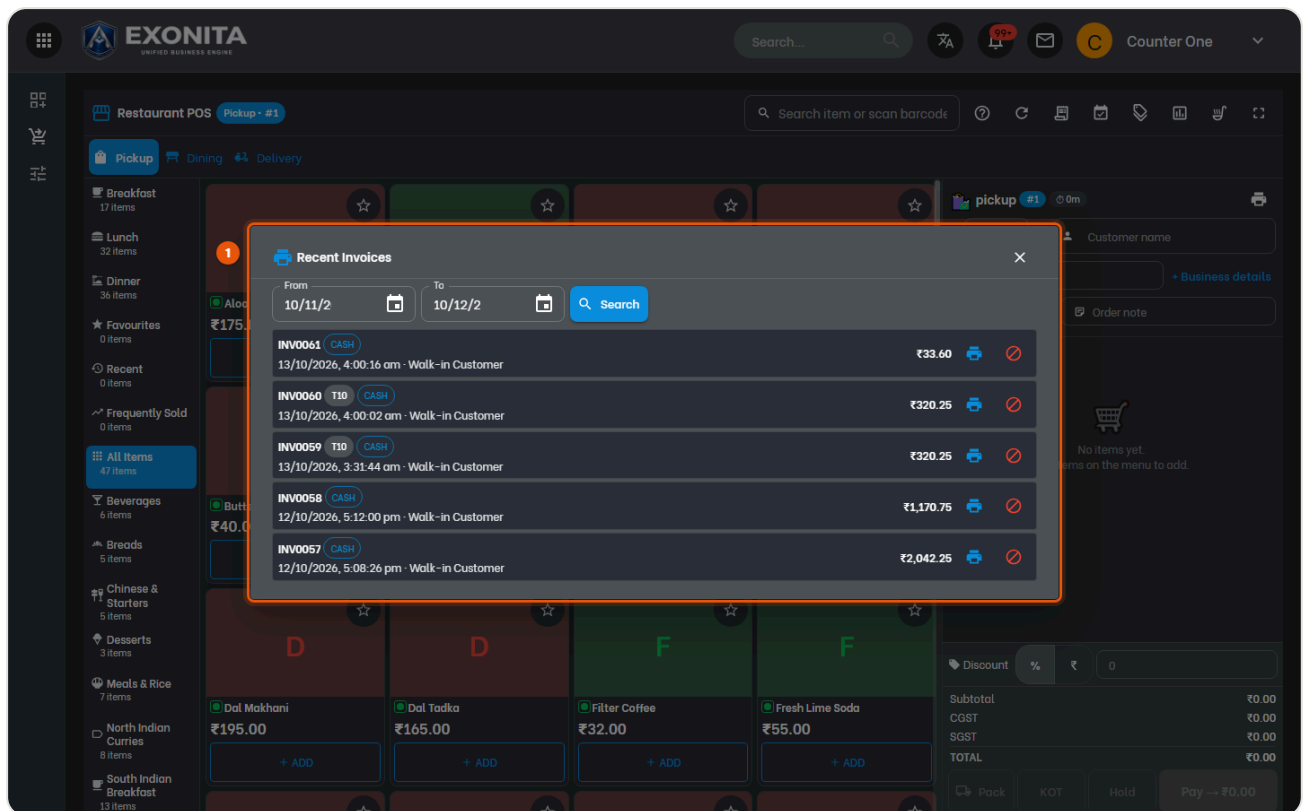
Find, reprint or cancel a bill

Look up a bill you posted today.

WHERE Restaurant counter → Recent Invoices

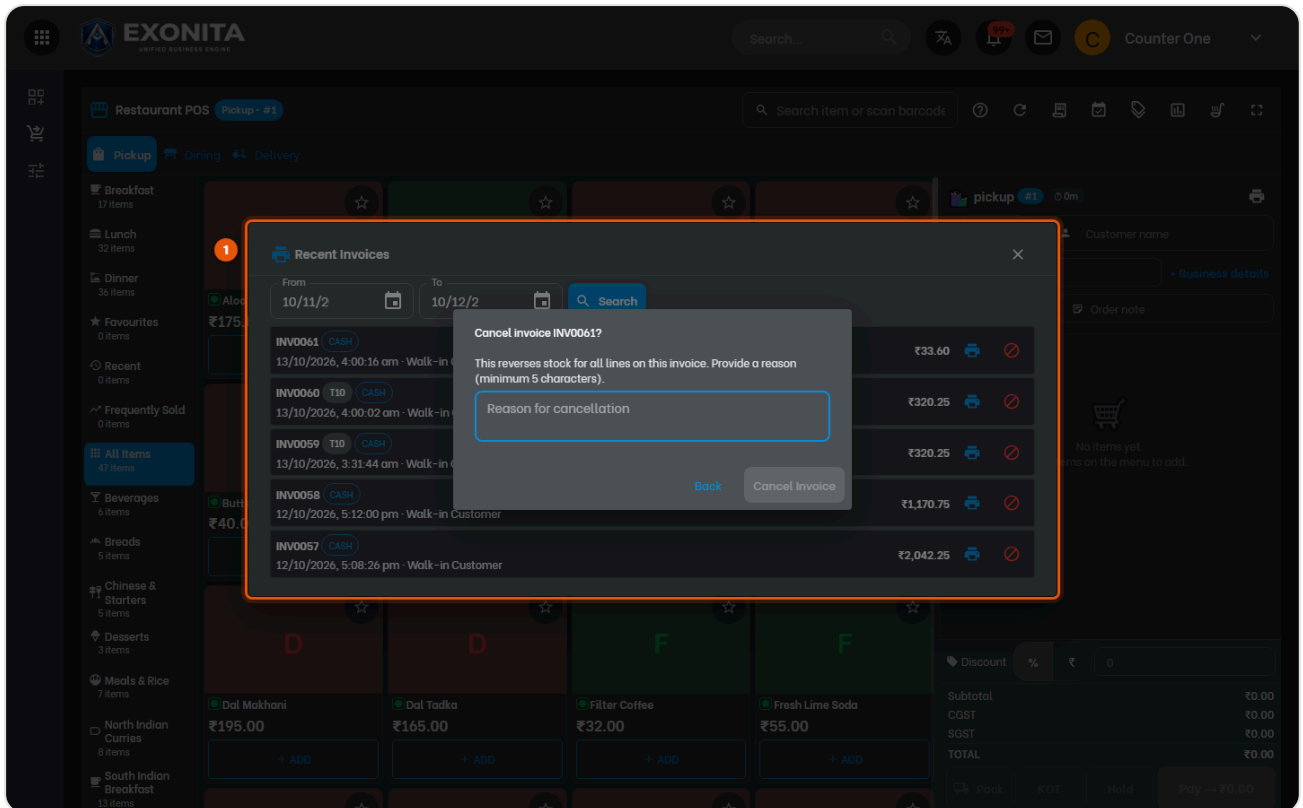
- 1 Select the **Recent Invoices** icon at the top of the counter, or press **Alt+2**. Choose the dates and select **Search**.

You'll see: Your bills are listed with the invoice number, table, payment mode, time and amount.



- 2 To reprint a bill, select its printer icon. To cancel a bill, select the red cancel icon next to it, enter the **Reason for cancellation** (at least 5 characters) and select **Cancel Invoice**. Select **Back** to keep the bill.

You'll see: A cancelled bill reverses the stock of its dishes and is counted under **Cancelled** in My Shift.



IMPORTANT

Cancel only a bill that was posted by mistake. Every cancellation is recorded with your name and the reason.

TASK 8

Check your shift

See your bills and the cash you should have in your drawer.

WHERE My Shift

1 Open **My Shift** from the left menu.

You'll see: **My till** shows your opening float, cash collected and what should be in your drawer. Below it are your sales and the split by payment mode.

My Shift

Date: 12-10-2026 ↻ Your own bills at this branch only.

1 My till Open since 03:56 am

Opening float ₹2,000.00	Cash collected ₹0.00	Expected in drawer ₹2,000.00	Bills / total 0 · ₹0.00
----------------------------	-------------------------	---------------------------------	----------------------------

[Close Till \(Count Cash\)](#)

2

Collected ₹3,533.25	Bills 3 05:08 pm - 03:31 am	Average bill ₹1,177.75	Cancelled 3 ₹560.70
------------------------	-----------------------------------	---------------------------	---------------------------

By payment mode

Mode	Bills	Amount
CASH	3	₹3,533.25

TIP

Match the **Card** and **UPI** totals with your card machine and UPI app before you close your till.

TASK 9

Close your till

End your shift by counting the cash in your drawer.

WHERE My Shift

- 1 Select **Close Till (Count Cash)** and enter how many of each note and coin are in your drawer.

You'll see: If the count doesn't match, you see how much you are short or over.

EXONITA
UNIFIED BUSINESS ENGINE

Search... [Icons: Settings, Notifications, Messages, Counter One]

My Shift

Date: 12-10-2026 [Refresh] Your own bills at this branch only.

1 My till Open since 03:56 am

Opening float ₹2,000.00	Cash collected ₹1,333.50	Expected in drawer ₹3,333.50	Bills / total 2 - ₹353.85
----------------------------	-----------------------------	---------------------------------	------------------------------

Count every note and coin in the drawer:

₹500 × 4	₹200 × 3	₹100 × 3
₹2,000.00	₹20 × 1	₹300.00
₹50 × 1	₹20.00	₹10 × 1
₹5 × 1	₹2 × 1	₹1 × 1

Total: ₹2,320.00

⚠ Short by ₹1,013.50.

Reason for the difference

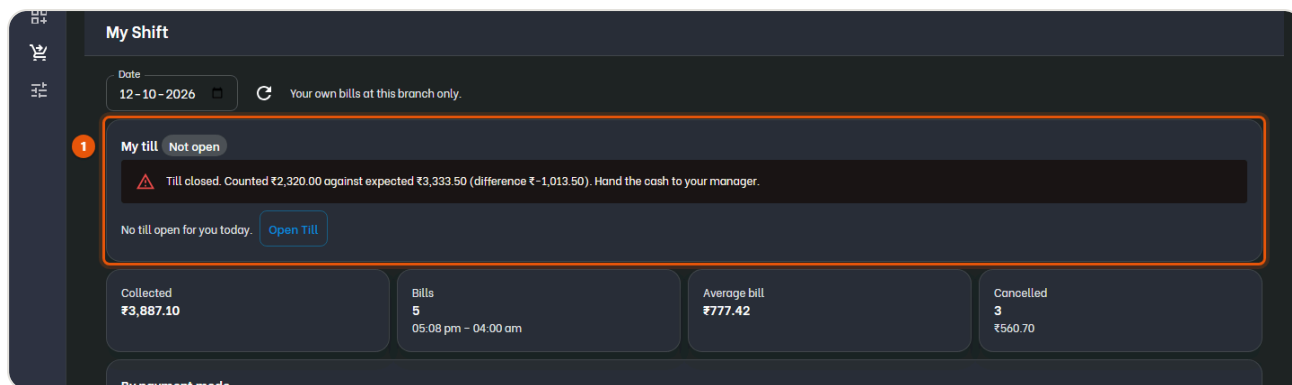
Cancel Close Till

Collected ₹3,887.10	Bills 5 05:08 pm - 04:00 am	Average bill ₹777.42	Cancelled 3 ₹560.70
------------------------	-----------------------------------	-------------------------	---------------------------

By payment mode

2 If there is a difference, enter the **Reason for the difference**. Then select **Close Till**.

You'll see: Your till is closed. Hand the cash to your administrator.



IMPORTANT

After you close your till you can't bill until you open a new one.

Captain guide

Take a table's order on your phone, send it to the kitchen, add to it, move guests to another table and ask the counter for the bill.

What you can do

- See every table and which ones are free
- Take an order and add notes for the kitchen
- Send dishes to the kitchen
- Move a table's order to another table
- Ask the counter for the bill

Ask your administrator

- Taking payment, discounts and cancelling bills are done at the counter by the cashier.
- If a dish shows **Not available**, tell the guest and ask the kitchen when it will be back.

Your administrator can change what your login can see. If a button in this guide is missing for you, ask them.

TASK 1

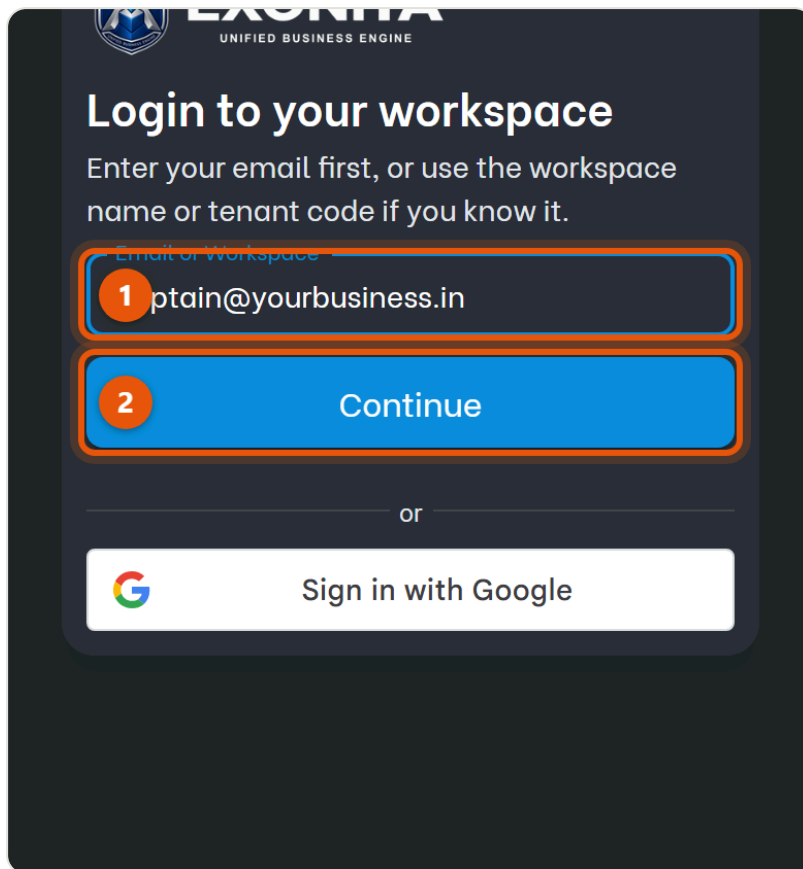
Sign in on your phone

Open the Captain screen with your own login.

WHERE Your phone's browser

- 1 Open the address your manager gave you in your phone's browser. Enter your email in **Email or Workspace** and select **Continue**, then enter your password.

You'll see: You are signed in.



TIP

Add the page to your home screen so it opens like an app next time.

TASK 2

Open your tables

See which tables are free and which have guests.

WHERE Captain (table orders)

1 Open **Captain (table orders)**.

You'll see: Your tables appear. **Free** tables are green; **Occupied** and **reserved** tables are red.



TASK 3

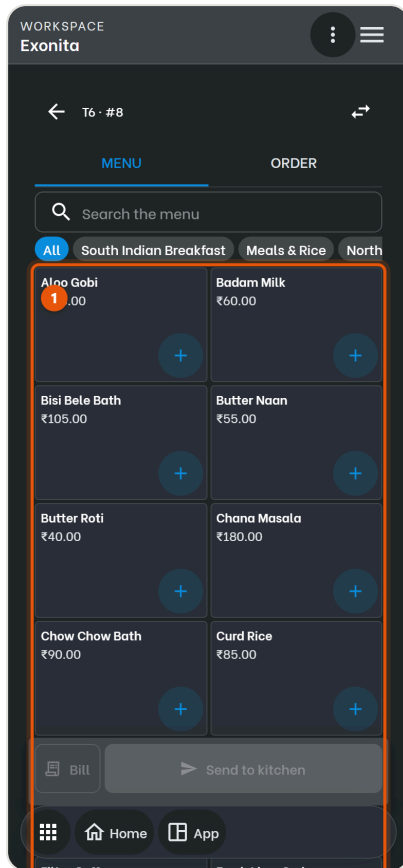
Take an order

Add what the guests ordered to their table.

WHERE Captain → table

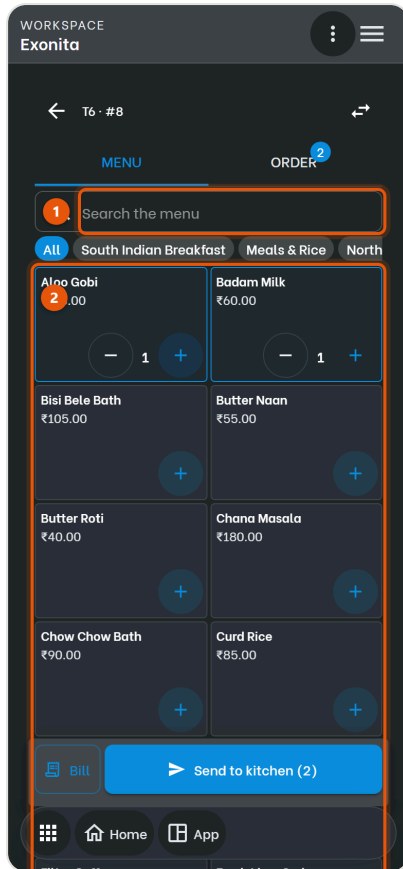
1 Tap the guests' table.

You'll see: The table's menu opens. The counter and the kitchen see the order straight away.



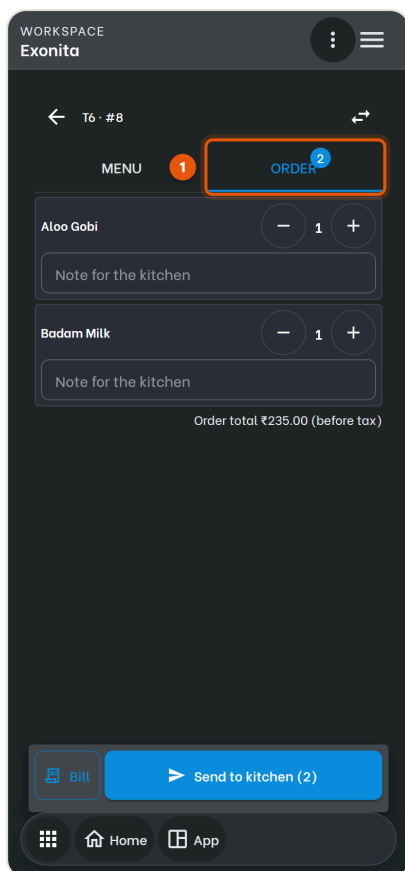
- 2 Tap a dish to add it, and tap again to add one more. Use **Search the menu** or a category to find it fast.

You'll see: The count on the **Order** tab goes up.



- 3 Tap the **Order** tab to check the order. Use + and – to change quantities, and add a **Note for the kitchen** if the guest asks for something special.

You'll see: The order shows each dish with its quantity.



TIP

Notes go to the kitchen on the ticket, for example **less spicy** or **no onion**.

TASK 4

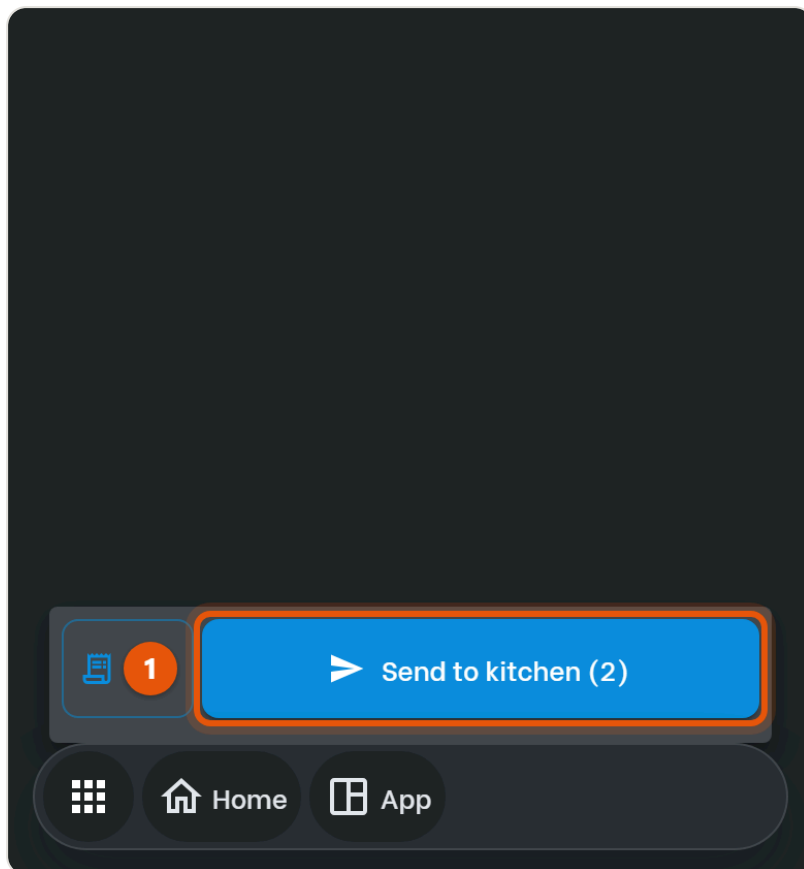
Send the order to the kitchen

Print the order at the right kitchen station.

WHERE Captain → table → Order

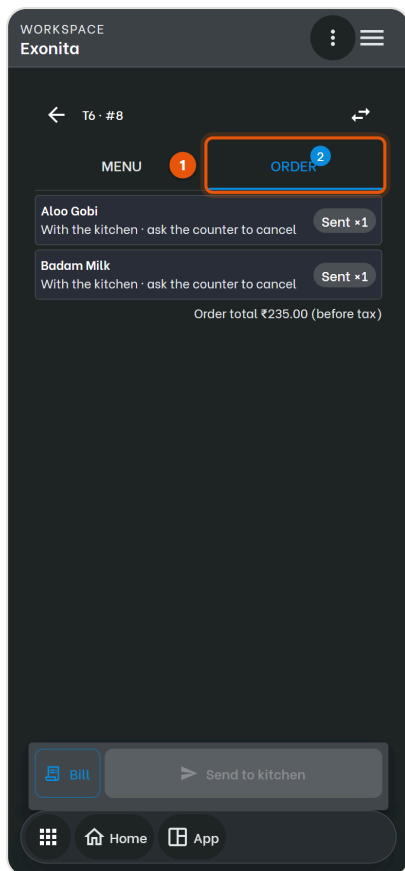
1 Tap **Send to kitchen**.

You'll see: The ticket prints at the right kitchen station. Sent dishes are marked **Sent** x with their quantity.



2 Check that the dishes now show as sent.

You'll see: The order is with the kitchen.



TASK 5

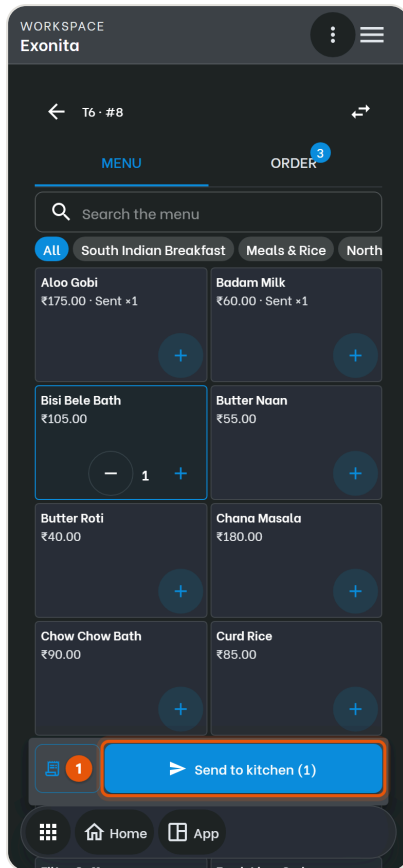
Add to a running order

Guests ordered more after the first round.

WHERE Captain → table

1 Open the same table, tap **Menu**, add the new dishes and tap **Send to kitchen** again.

You'll see: Only the new dishes go to the kitchen.



TASK 6

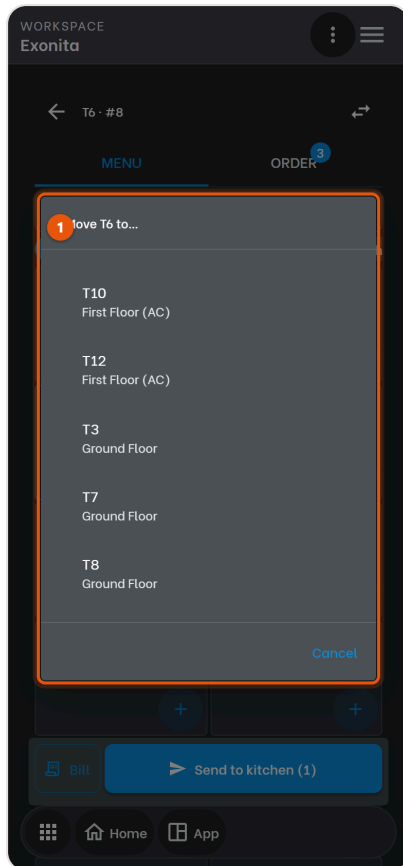
Move guests to another table

Keep the order when guests change tables.

WHERE Captain → table

1 Tap the **Move table** icon at the top, then choose the new table.

You'll see: The order moves to the new table, and the old table is free again.



TIP

Only free tables are listed.

TASK 7

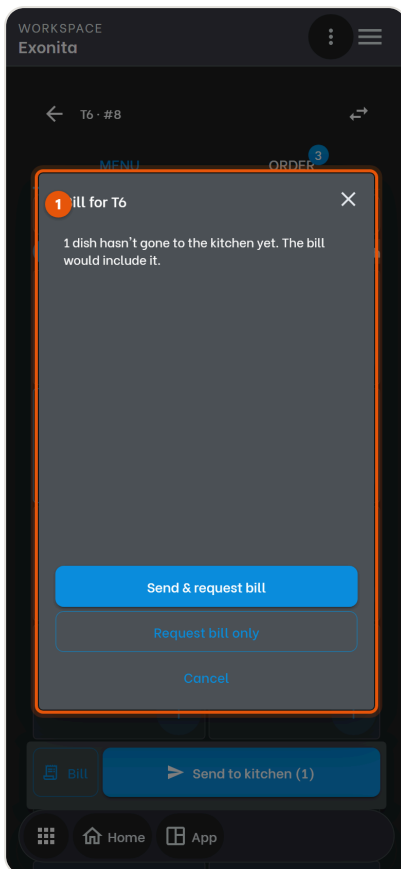
Ask for the bill

Tell the counter the guests are ready to pay.

WHERE Captain → table → Order

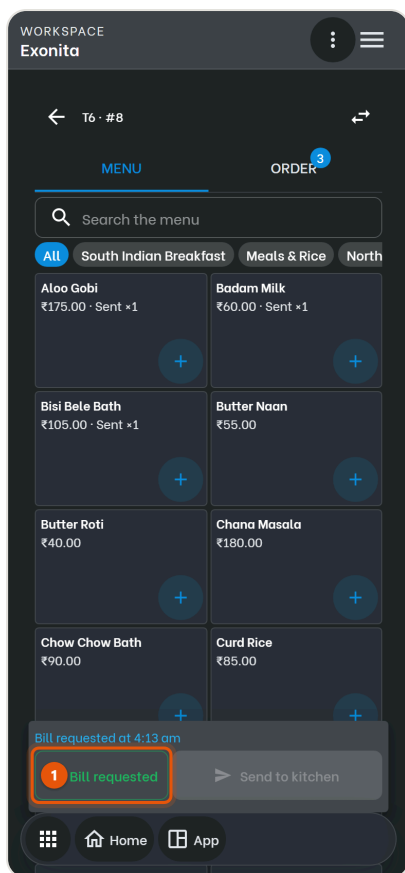
1 When the guests are done, tap **Bill**.

You'll see: If some dishes were never sent, you're asked whether to **Send & request bill** or **Request bill only**.



2 Confirm.

You'll see: The button changes to **Bill requested** with the time, and the counter prints the bill.



IMPORTANT

You can't take payment on the Captain screen. The cashier settles the bill at the counter.