

Tenant Admin guide

Exonita POS · Restaurant

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

Screens captured 13 October 2026

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

Contents

1. Before you begin
2. Open Exonita POS
3. Set your branch to Restaurant
4. Register a billing counter
5. Set invoice numbering
6. Add categories, units and tax
7. Add your menu items
8. Check the invoice layout
9. Add tables and waiters
10. Set up the kitchen
11. Choose what each role can do
12. Close the business day
13. Check sales and reports

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

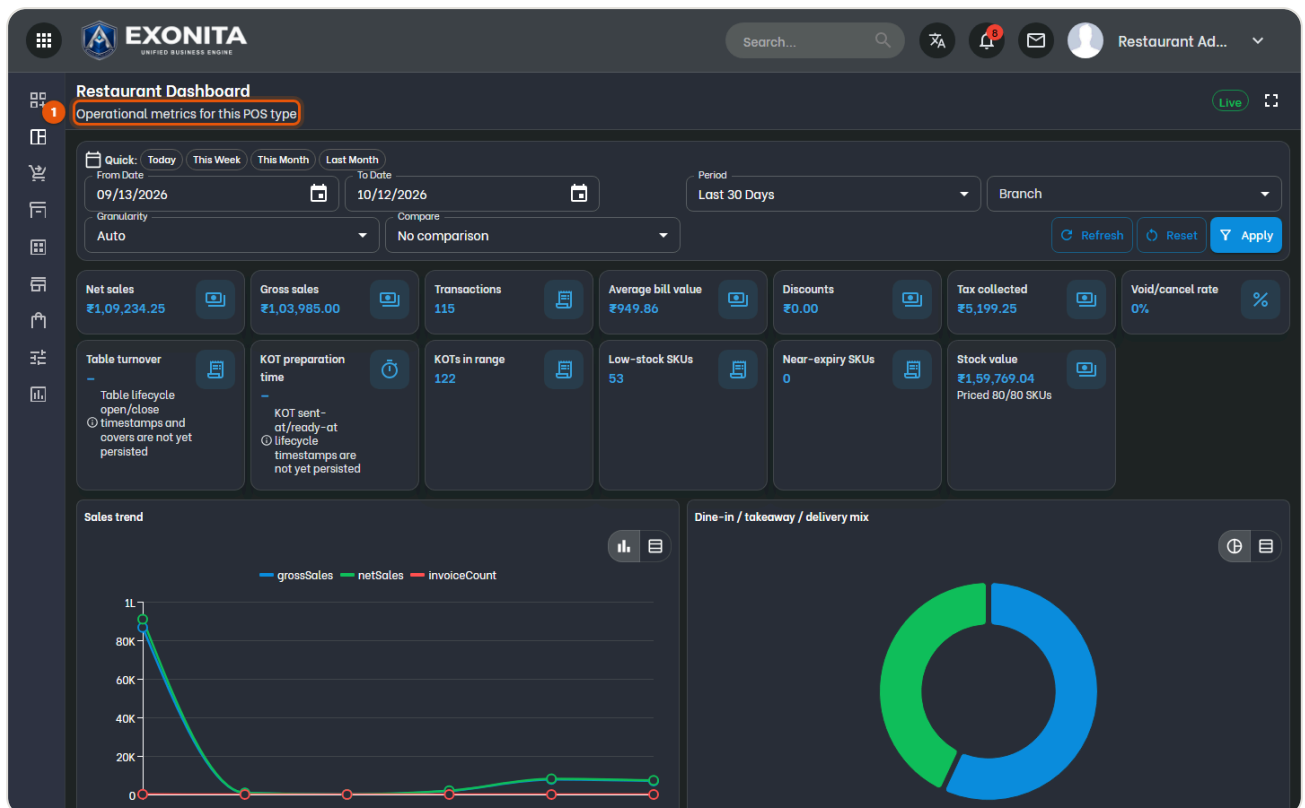
Open Exonita POS

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

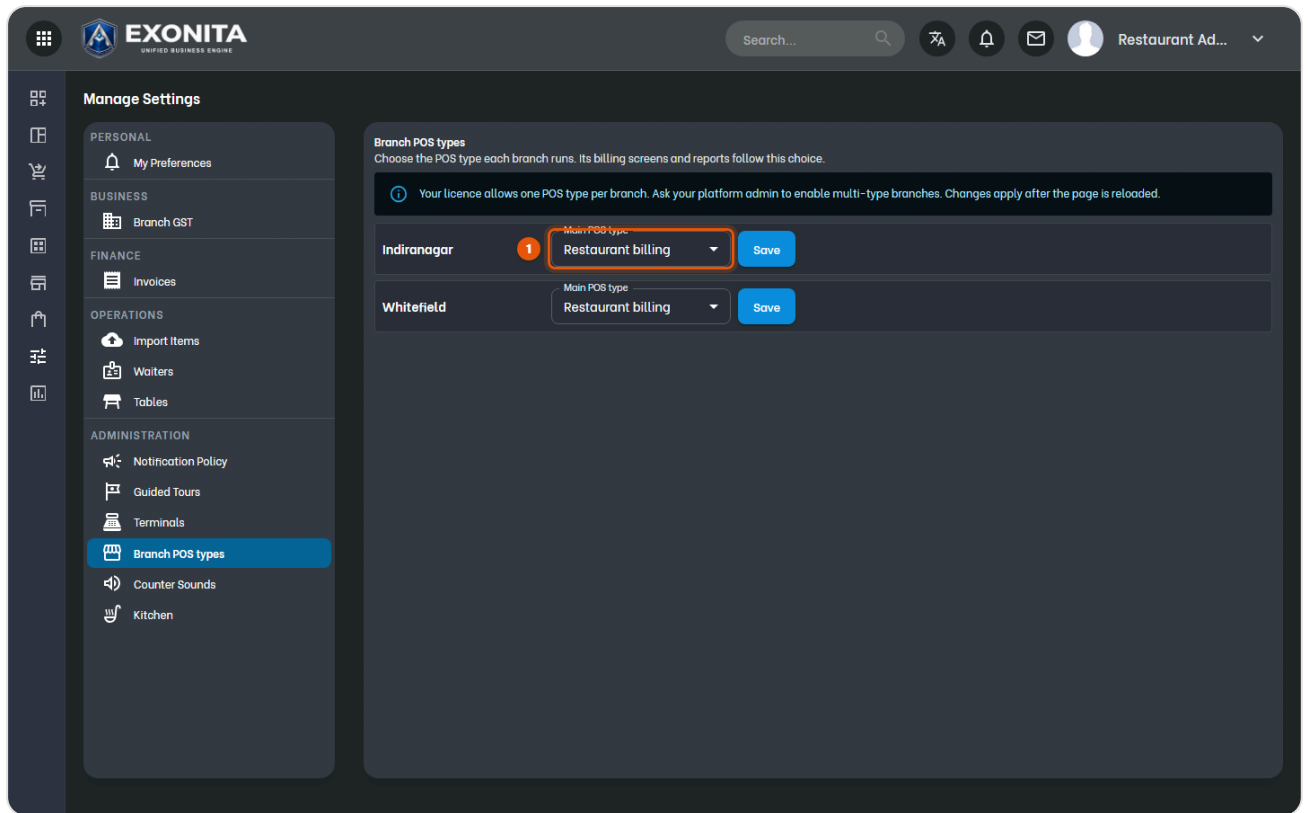
1 Open **Settings**. The setting groups are listed on the left.

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

The screenshot shows the Exonita POS Tenant Admin interface. The top header includes the Exonita logo, a search bar, and user profile information. The left 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 displays the 'Branch GST overrides' form. A top banner states: '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.' The form includes 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**.

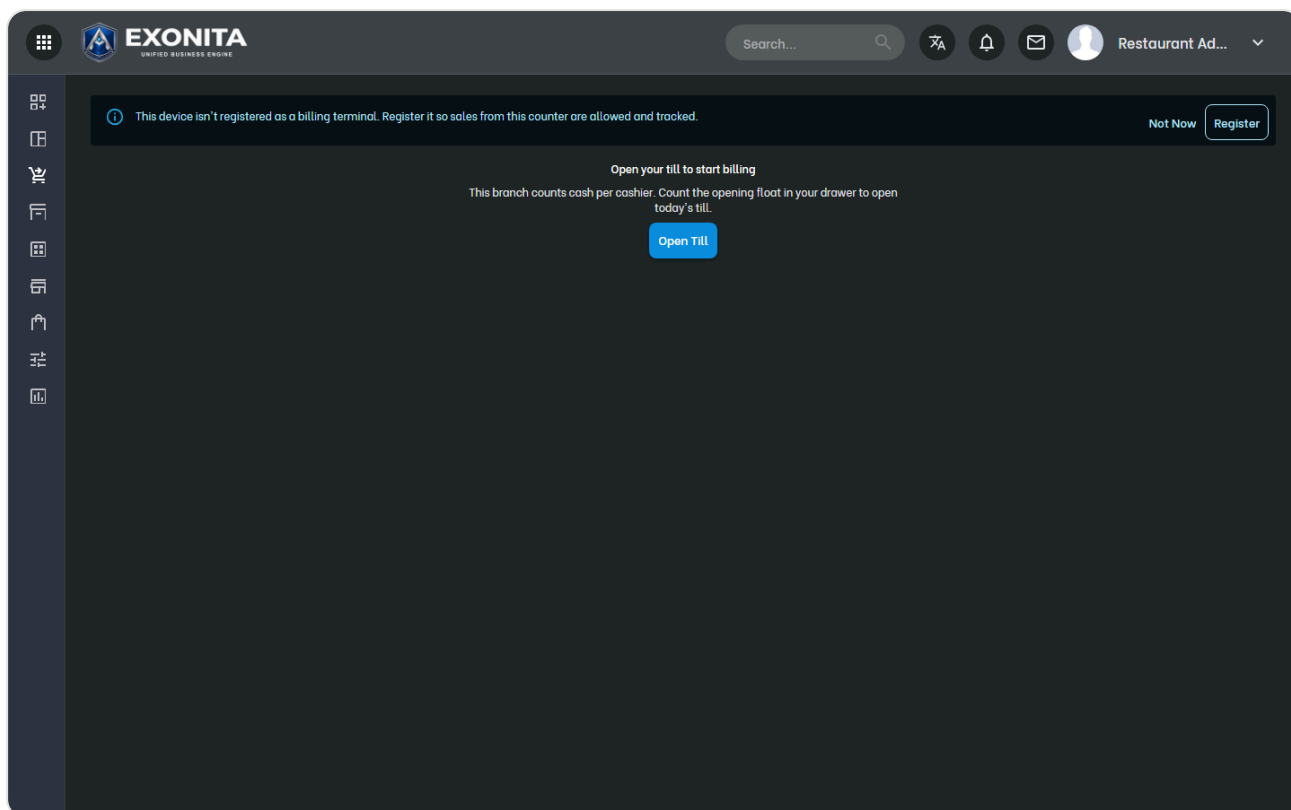
You'll see: You see every registered counter, its branch, its last user and how many of your licence's terminals are in use.

The screenshot displays the Exonita POS Tenant Admin interface. The top navigation bar includes the Exonita logo, a search bar, and user profile information. The left sidebar contains a 'Manage Settings' menu with 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 'Terminals' option is highlighted. The main content area is titled 'Terminals' and includes a sub-header: 'Billing devices registered for this business. Revoking a terminal frees a seat and stops that device from billing.' A blue button 'Register This Device' is in the top right. Below this, a status bar indicates '9 terminals in use (no limit on this license)'. A search bar 'Search terminals' and an 'Export' button are present. The main table lists terminals with columns: Terminal name, Branch, Status, POS type, Last used, and Last user. Each row has 'Edit' and 'Revo' (Revoke) links.

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

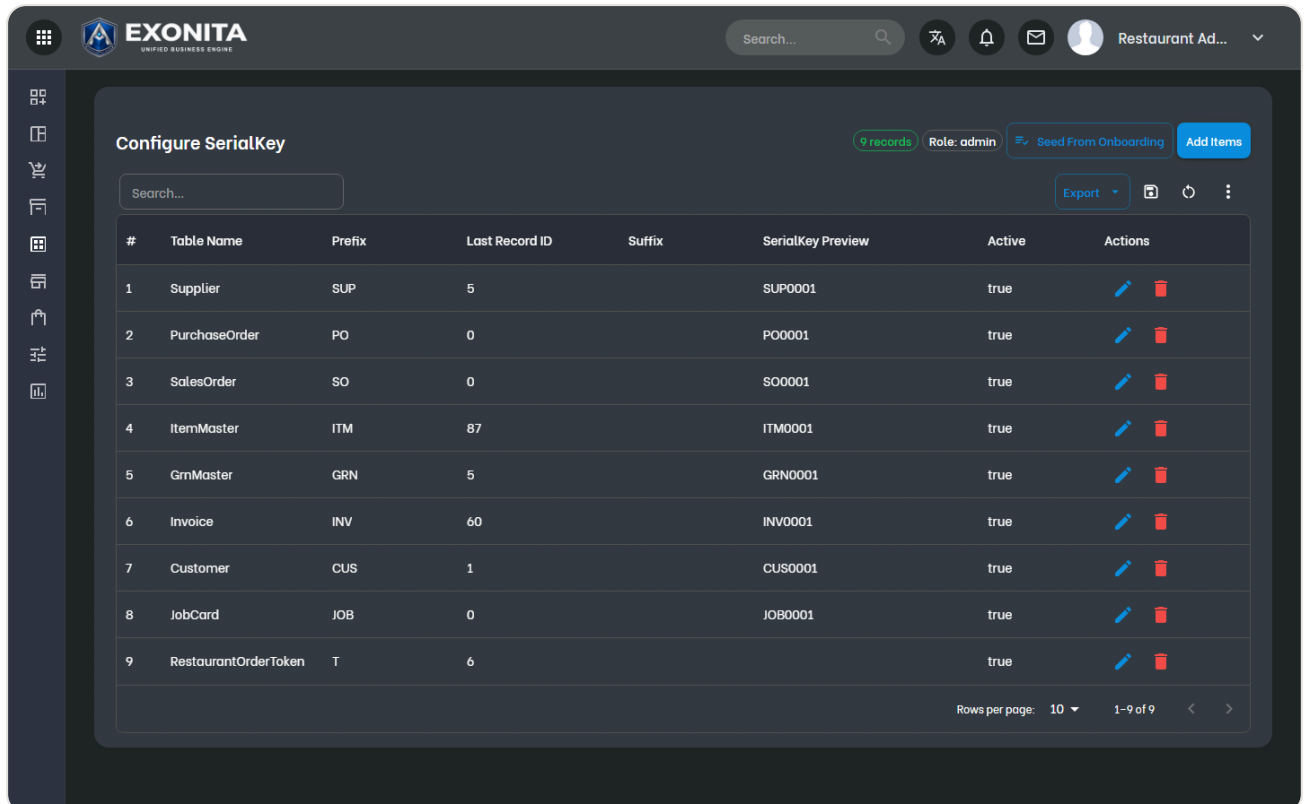
Set invoice numbering

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

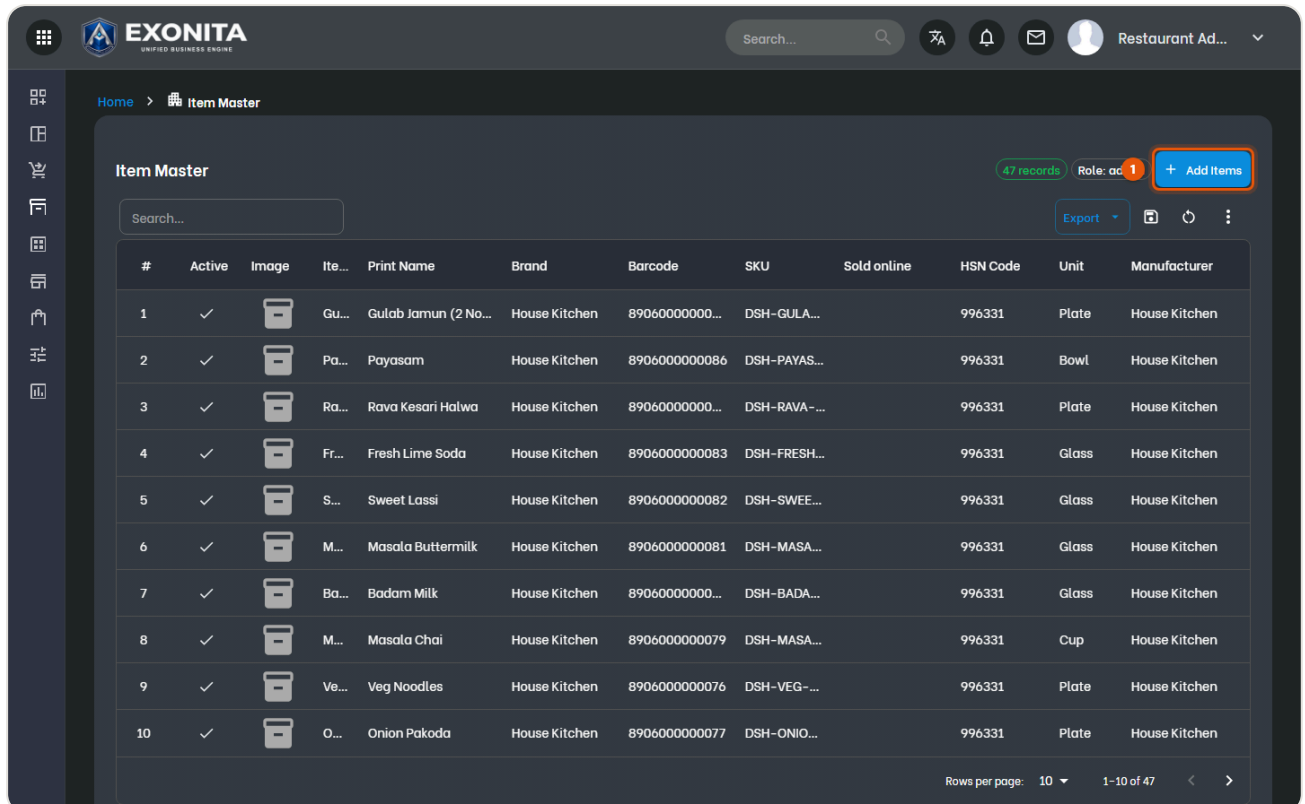
Add your menu items

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. Each row includes an item number, an 'Active' checkbox, an image placeholder, a truncated item name, a print name, a brand, a barcode, an SKU, a 'Sold online' checkbox, an HSN Code, a unit, and a manufacturer. The items listed are Gulab Jamun, Payasam, Rava Kesari Halwa, Fresh Lime Soda, Sweet Lassi, Masala Buttermilk, Badam Milk, Masala Chai, Veg Noodles, and Onion Pakoda. At the bottom right, there's a pagination control showing 'Rows per page: 10' and '1-10 of 47'.

#	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 'Add Item' form in the Exonita POS system. The form is titled 'Add Item' and has a close button (X) in the top right corner. It is divided into several sections:

- 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', and 'Retail Price', all with a currency symbol (₹) and a value of 0. It also includes input fields for 'Wholesale Price' (₹ 0), 'GST %' (0 %), 'Discount Type' (Percent (%)), and 'Discount (%)' (0 %).
- Inventory & Logistics:** Includes input fields for 'Current Stock' (0), 'Reorder Qty' (0), 'Safety Stock Qty' (0), 'Max Stock Qty' (0), and 'Opening Stock' (0). Below these fields is a note: 'Computed from stock movements'.

At the bottom right of the form, there are three buttons: 'Create more' (with a plus icon), 'Cancel', and 'Add' (in blue). Below the form, there is a footer that says 'Rows per page: 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 displays the 'Receipt Branding' settings page in the Exonita POS Tenant Admin interface. The page is dark-themed and features a sidebar with various icons on the left. The main content area is titled 'Receipt Branding' and includes a subtitle 'Shown on printed bills, Z-reports and payment receipts.' Below this, there are several input fields for configuration: 'Company Name', 'Address', 'Phone Number', 'GSTIN on Sale', 'Receipt Footer Text' (with the example text 'Thank you for dining with us!'), and 'Currency' (set to '₹ - INR (Indian Rupee)'). A blue 'Save Branding' button is located below these fields. Further down, the 'Payment Modes' section is visible, with a subtitle 'Toggle which payment methods appear at checkout. At least one must remain enabled.' It lists four payment methods: 'Cash', 'Card', 'UPI', and 'Wallet', each with a corresponding toggle switch. A 'Split Payment' option is also present. A blue 'Save Payment Modes' button is at the bottom of this section. The top of the interface shows the Exonita logo, a search bar, and user profile information for 'Restaurant Ad...'.

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.

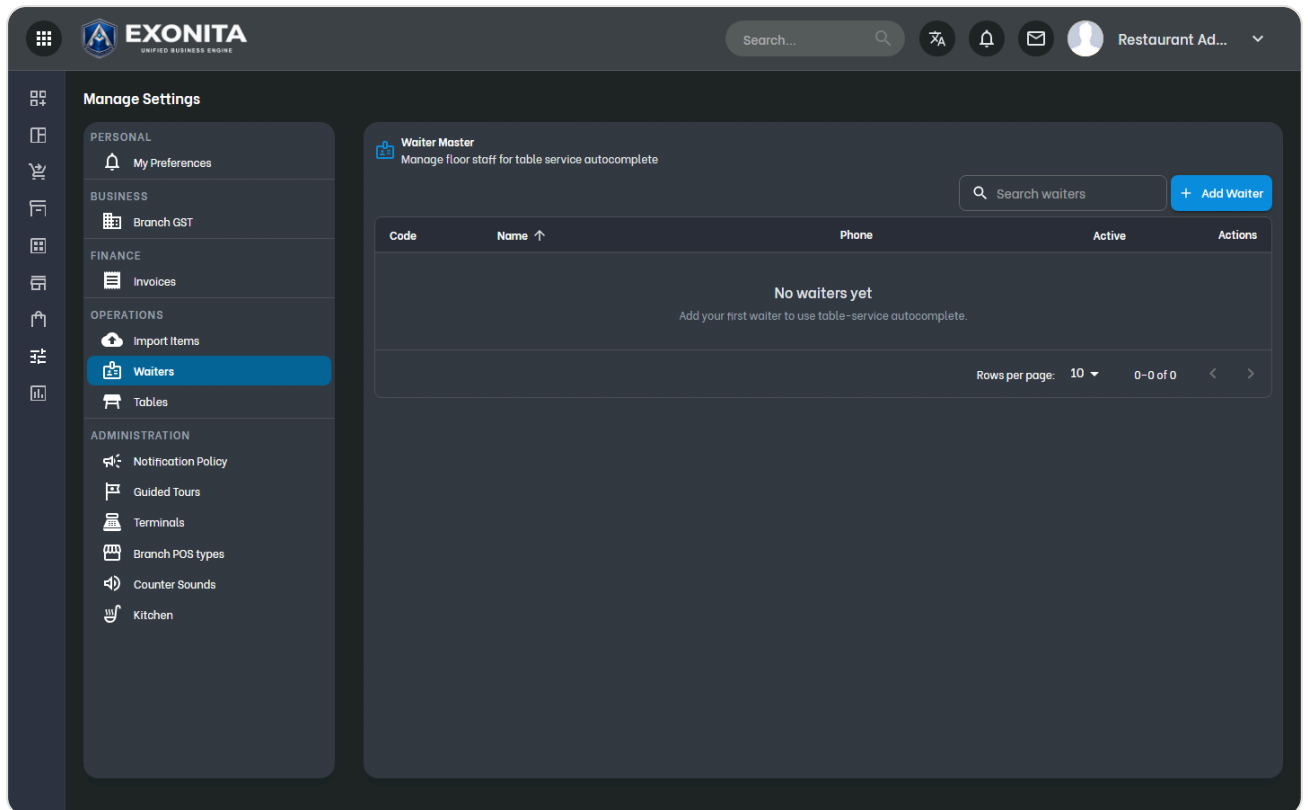
You'll see: The tables appear on the counter's table map and the Captain screen.

The screenshot shows the Exonita POS Tenant Admin interface. The left sidebar contains a 'Manage Settings' section with 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 'Tables' option is highlighted. The main content area is titled 'Table Master' and includes a subtitle 'Configure restaurant tables by floor and seating capacity'. It features filters for 'All (12)', 'Active (12)', and 'Inactive (0)'. A search bar and an 'Add Table' button are present. Below is a table listing 8 tables (T1-T8) on the 'Ground Floor'. Each row shows the table name, floor, capacity, status (Occupied or Available), an active toggle switch, and action icons (edit and delete). The status of each table is indicated by a colored pill: red for 'Occupied' and green for 'Available'. The active toggle switches are all turned on (green). The bottom of the table shows 'Rows per page: 10' and '1-10 of 12'.

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	☒	

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

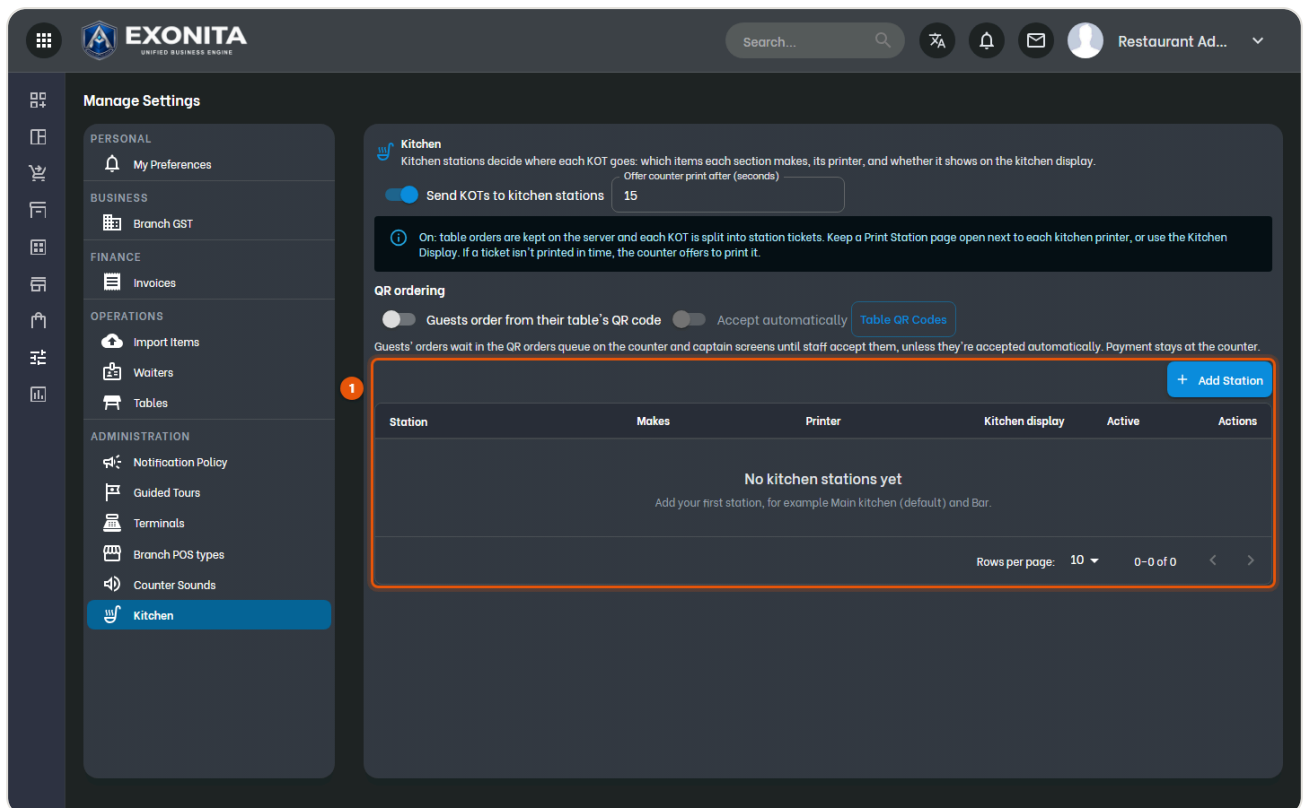
Set up the kitchen

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

WHERE Settings → Kitchen

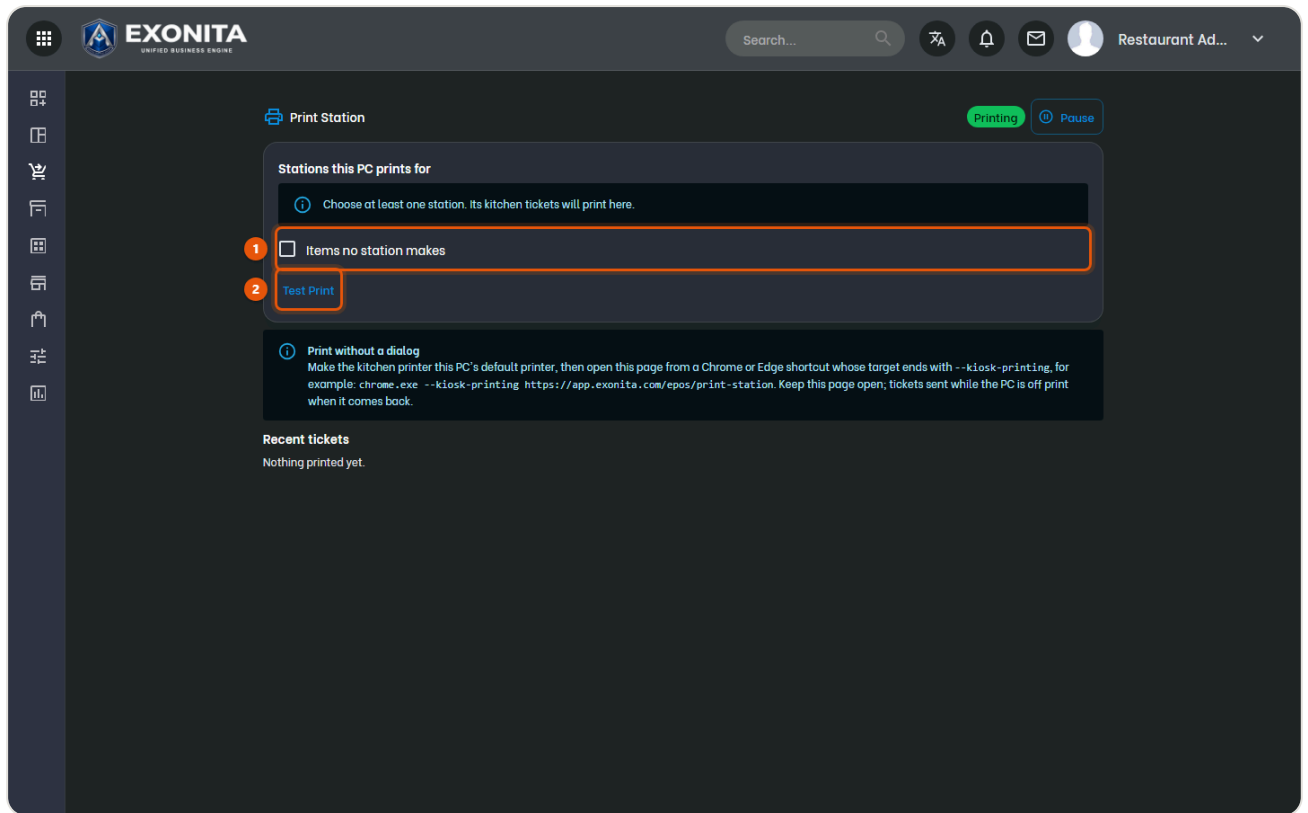
- 1 Select **Kitchen**. Add a station for each part of your kitchen, such as Main kitchen, Bar or Tandoor, and pick the categories it makes. Make one station the default.

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



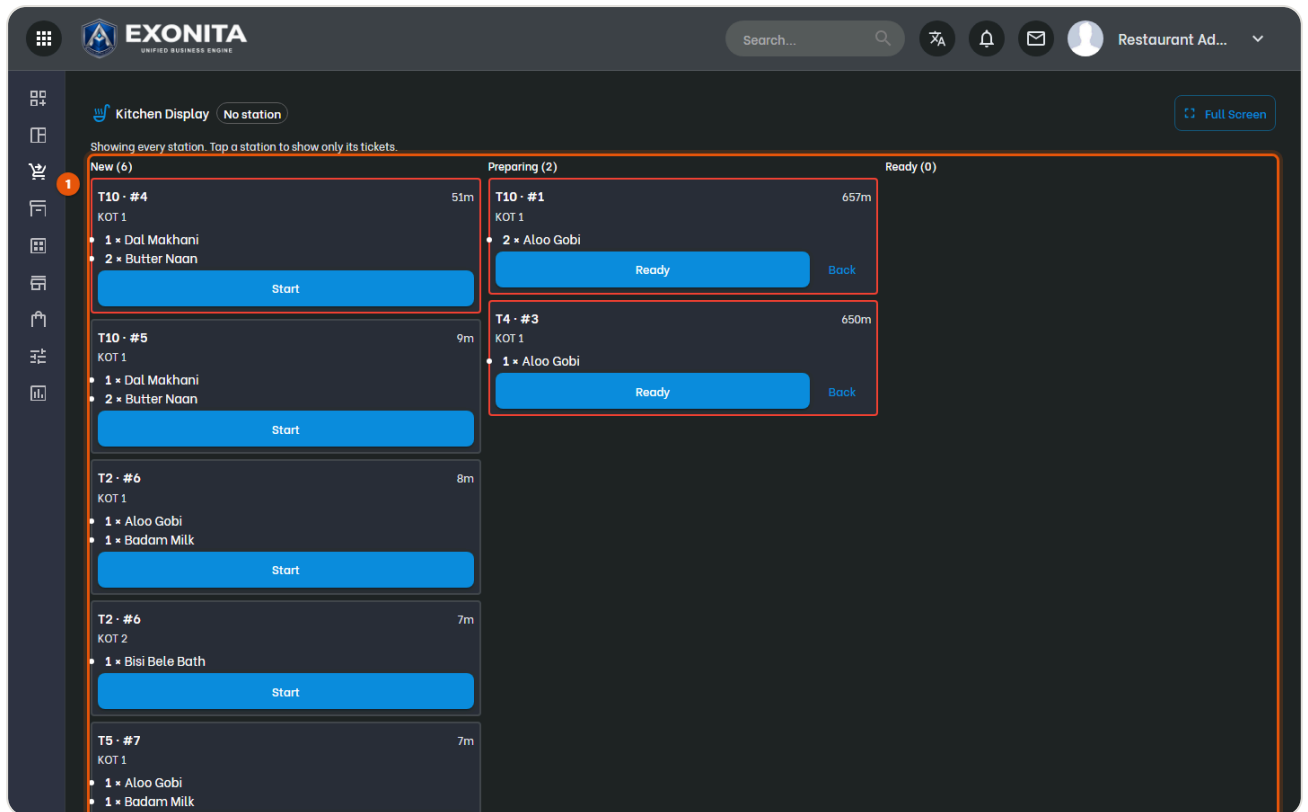
- 2 On the computer next to a kitchen printer, open **Print station**. Tick the stations this printer serves and print a test ticket.

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

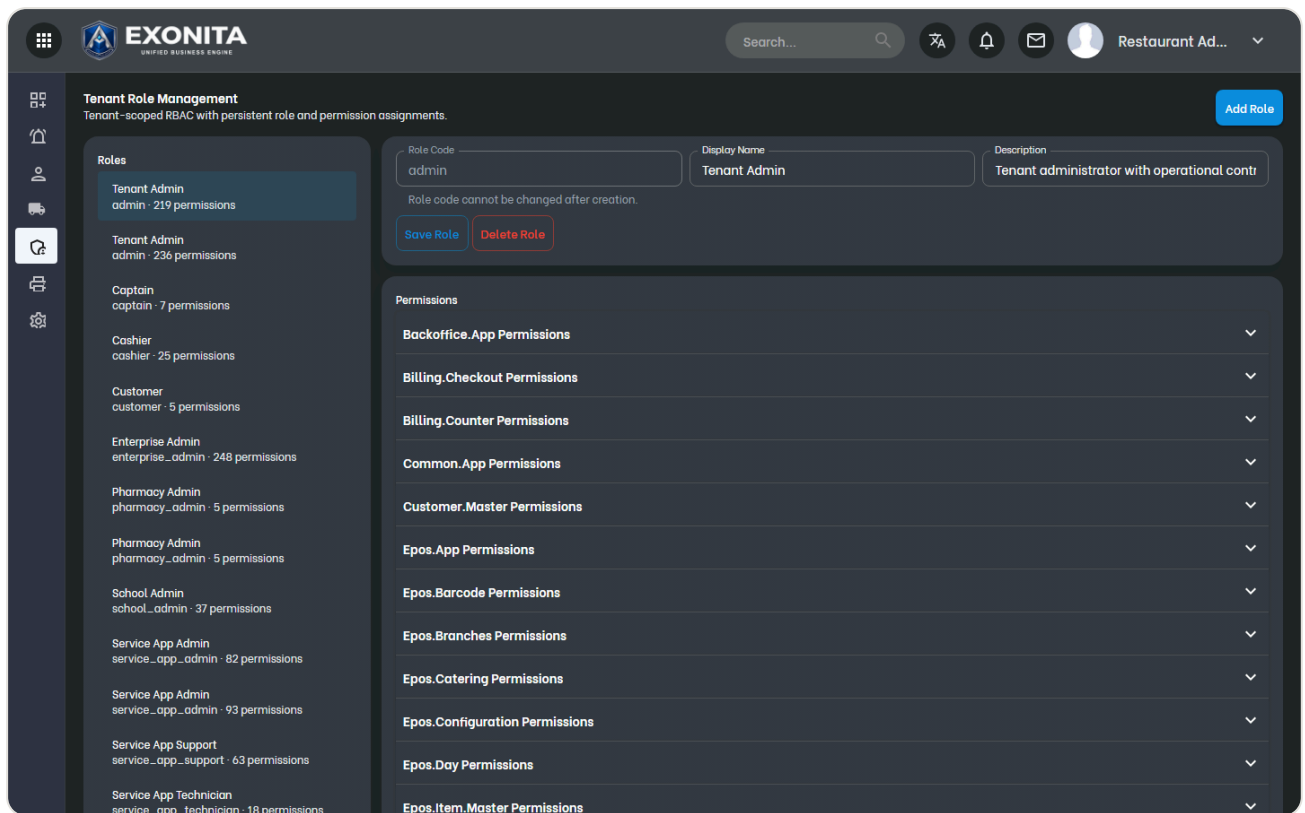
Choose what each role can do

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.

The screenshot displays the EXONITA 'Day Close' interface. At the top, the header shows the EXONITA logo and a search bar. The main section is titled 'Day Close' and shows the business day '2026-10-13' with an 'Open' button. Below this, a summary table provides totals for the day:

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

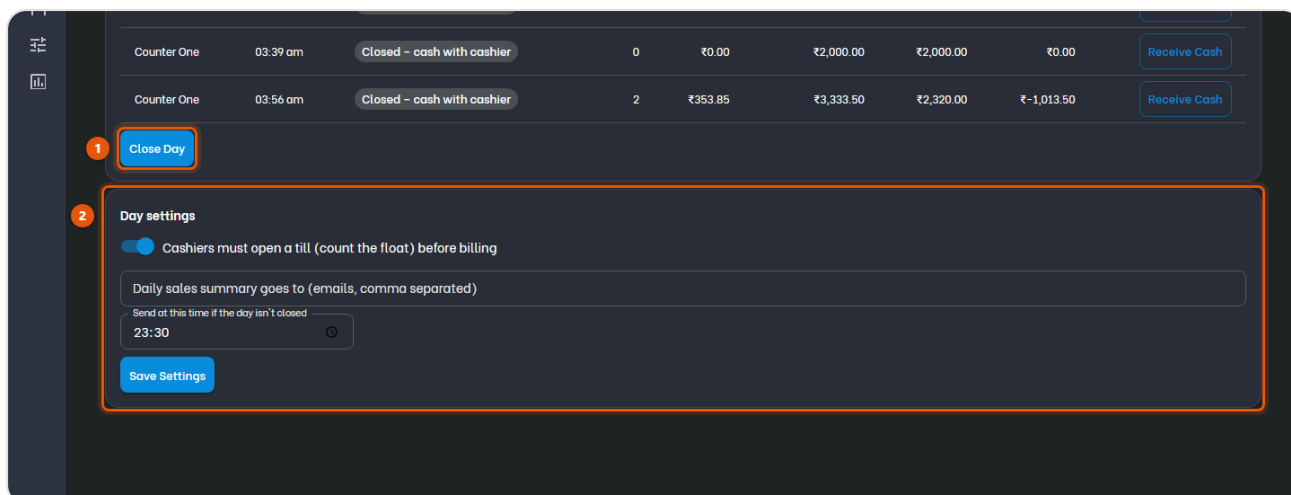
Below the summary table, a list of cashiers and their tills is shown. Each row includes the cashier name, the time the till was opened, the status (e.g., 'Closed - cash with cashier'), the bill number, sales amount, expected cash, counted cash, difference, and an action button labeled 'Receive Cash'.

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

At the bottom of the interface, there is a 'Close Day' button and a 'Day settings' section. The settings include a toggle for 'Cashiers must open a till (count the float) before billing', a text field for 'Daily sales summary goes to (emails, comma separated)', and a time selector for 'Send at this time if the day isn't closed' set to 23:30. A 'Save Settings' button is also present.

- 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

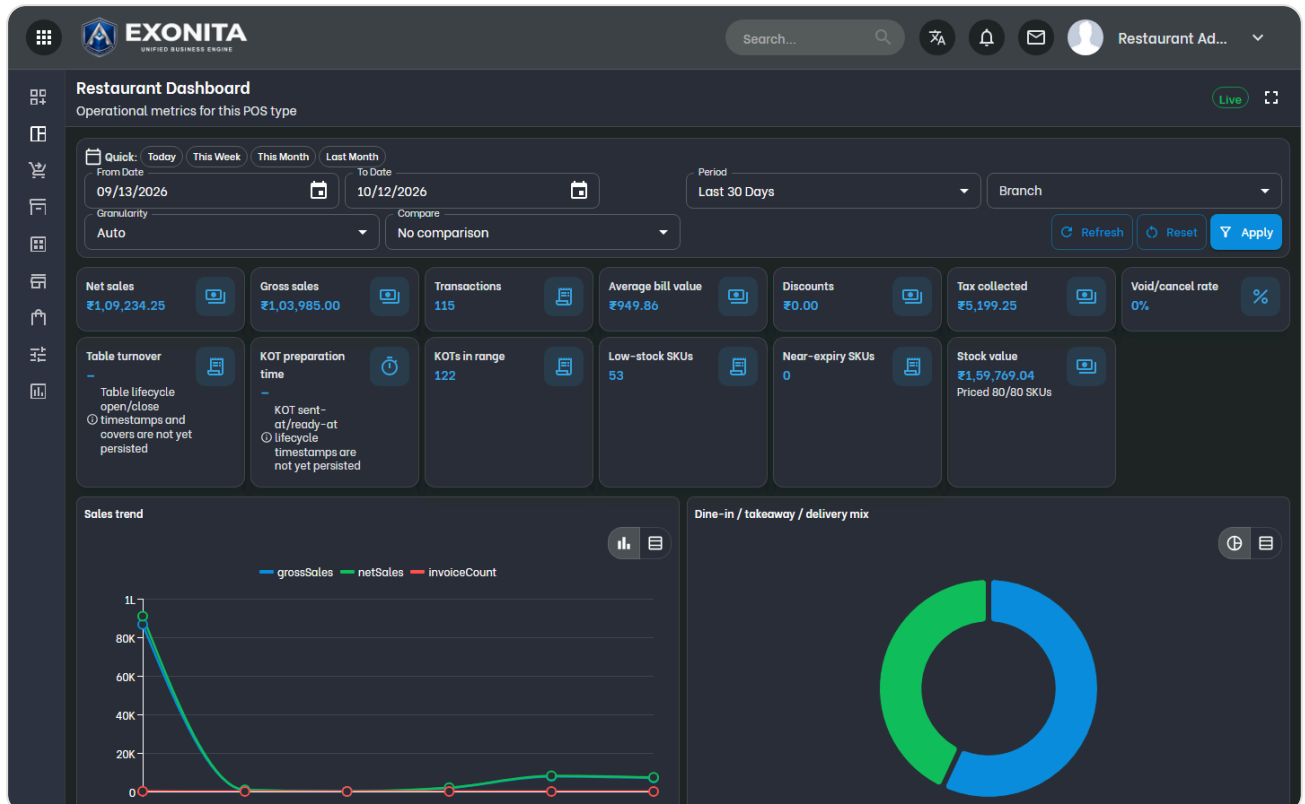
Check sales and reports

See how the restaurant is doing.

WHERE Dashboard / Reports

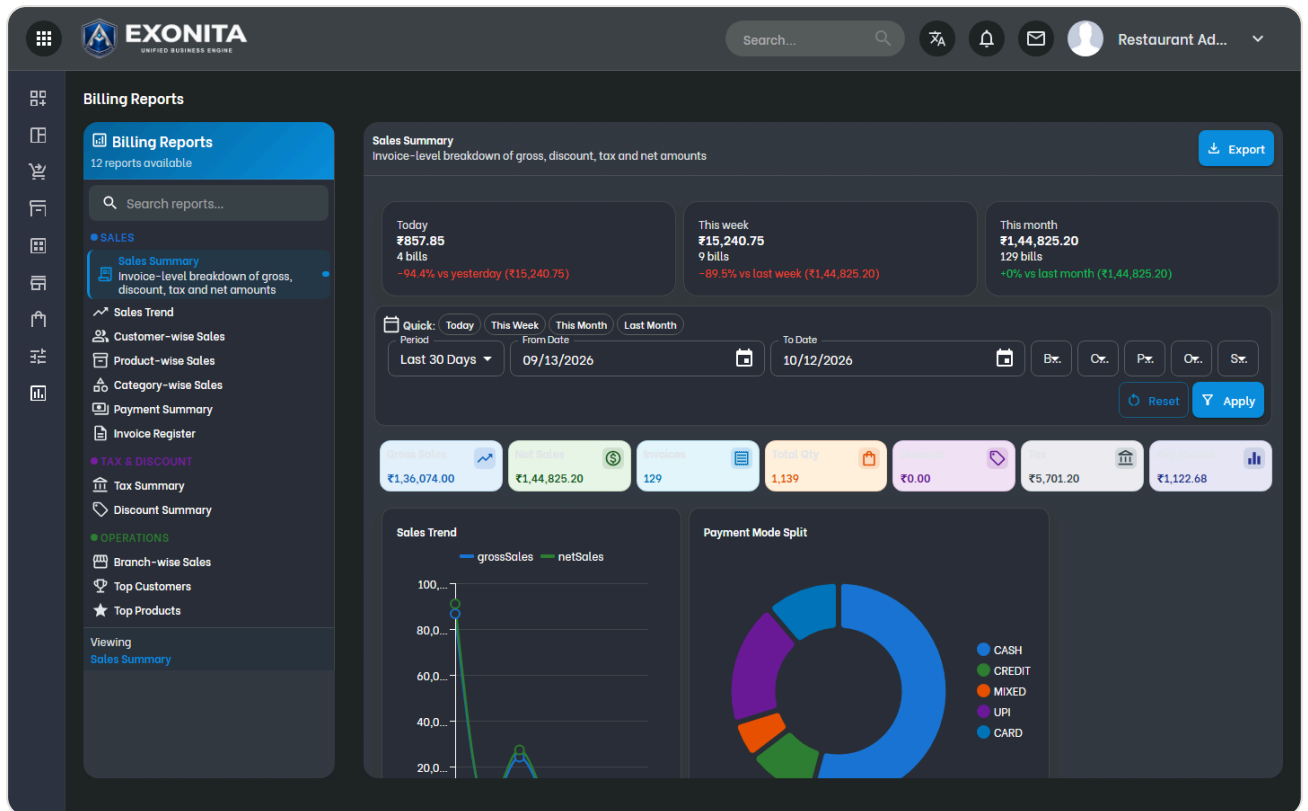
1 Open **Dashboard** → **Restaurant Dashboard** for today's sales, orders and top dishes.

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 'End of Day Sales Report' interface. The header includes the EXONITA logo and a search bar. The main title is 'End of Day Sales Report' with a subtitle 'Same period totals as sales-summary for the selected IST day'. Below this, there's a date selector set to '10/13/2026'. Three summary cards are displayed: 'Total Sales' at ₹857.85, 'Transactions' at 4, and 'Total Discounts' at ₹0.00. A table below shows a list of invoices with columns for #, Invoice No, Date, Payment Method, Discount, and Net Amount. The table contains 4 rows of data for invoices from 13 Oct 2026. At the bottom right of the table, it says '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