



Set up your menu

Add categories and items once — then every bill, KOT and report uses them. Type your menu in, or import a whole menu from Excel or a photo.

3-page guide

About 15 minutes

Owner or manager login



Type it in

Best for a small menu or a few new items.

Steps 1–3 · pages 1–2



Import a file or photo

Best for a full menu — even from a photo of your menu card.

Page 3

1

Open the Menu screen

Click **More** → **Menu** at the top of TezBill.

The screenshot shows the TezBill interface with the 'Menu' tab selected. The left sidebar shows 'Categories' with a '+' icon (callout 1) and a list of categories: All Items (26), Starters (6), Main Course (6), Breads (4), Rice & Biryani (4), Beverages (4), and Desserts (2). The main area shows 'Menu Items' with a search bar and a table of items. The table has columns: ITEM, CODE, CATEGORY, PRICE, GST, IN STOCK, and TODAY'S SPECIAL. Items listed include Paneer Tikka, Veg Crispy, Chicken Tikka, Chicken Lollipop, Hara Bhara Kabab, and Veg Manchurian. Callouts point to: 1. '+' next to Categories; 2. '+ Add item' button; 3. 'Import CSV' button; 4. 'Format' button; 5. 'IN STOCK' toggle switch; 6. 'TODAY'S SPECIAL' star icon.

ITEM	CODE	CATEGORY	PRICE	GST	IN STOCK	TODAY'S SPECIAL
Paneer Tikka	PT	Starters	₹260.00	5%	☒	☆
Veg Crispy	VC	Starters	₹210.00	5%	☒	☆
Chicken Tikka	CT	Starters	₹320.00	5%	☒	☆
Chicken Lollipop	CL	Starters	₹300.00	5%	☒	☆
Hara Bhara Kabab	HBK	Starters	₹220.00	5%	☒	☆
Veg Manchurian	VM	Starters	140.00 / 240.00 Half / Full	5%	☒	☆

- 1 + next to Categories — add a category (step 2)
- 2 **Add item** **Alt+N** — add a dish (step 3)
- 3 **Import CSV** — load a whole menu at once (page 3)
- 4 **Format** — download the Excel template or copy the AI prompt (page 3)
- 5 **In stock** — switch off when a dish is finished for the day
- 6 **Today's Special** star — shows the dish first at billing

2

Add your categories

Click + next to **Categories**, type a name and save. Add them in the order you want at billing.

Starters

Main Course

Breads

Rice & Biryani

Beverages

Desserts



Kitchen printer per category: edit a category and choose its **Kitchen station (KOT printer)** — for example drinks to the bar printer, food to the kitchen printer.

3 Add an item

Click **Add item** **Alt+N**, fill in the form and press **Save**. Repeat for every dish.

The 'New item' form contains the following fields and options, numbered 1 through 9:

- ITEM NAME**: A text input field for the item name.
- SHORT CODE**: A text input field for a short code.
- CATEGORY**: A dropdown menu with 'Starters' selected.
- TYPE**: A dropdown menu with 'Veg' selected.
- GST %**: A dropdown menu with '5%' selected.
- HSN / SAC CODE**: A text input field.
- DISPLAY ORDER**: A text input field with '0' entered.
- In stock**: A checked checkbox.
- Price (₹)**: A text input field for the price.
- Buttons**: 'Cancel' and 'Save' buttons at the bottom right.

Additional features shown in the form include:

- Combo / meal deal**: A toggle switch with a description: 'One price for several items, e.g. Thali + Lassi ₹199. The kitchen gets each item.'
- Variants (sizes / portions)**: A toggle switch with a description: 'e.g. Half / Full, 500 ml / 1 Ltr / 2 Ltr — each with its own price.'

- 1 Item name**
As it should print on the bill, e.g. **Paneer Butter Masala**.
- 2 Short code**
A few letters, e.g. **PBM**. Type it at billing to find the item instantly.
- 3 Category**
Where the item shows at billing and which printer gets its KOT.
- 4 Type**
Veg or **Non-veg** — shows the green / red dot.
- 5 GST %**
Usually **5%** for restaurants. Only used when GST is on in Settings.
- 6 HSN / SAC code**
For the GST report. Restaurant service: **996331**. Can be left empty.
- 7 In stock**
Keep ticked. Untick when the dish is finished — it can't be billed.
- 8 Price (₹)**
The selling price. Has sizes? Turn on **Variants** instead (below).
- 9 Save**
The item is ready to bill straight away.

⚡ Extras that make billing faster

All optional — add them now or later.



Sizes & portions

Half / Full or 500 ml / 1 Ltr? In the item, turn on **Variants (sizes / portions)** and add each size with its own price.



Add-ons

Extra cheese, extra butter: create groups in **Settings** → **Add-ons**, then attach them to items with the **Add-ons** chips.



Combo / meal deal

One price for several items, e.g. **Thali + Lassi ₹199**. Turn on **Combo / meal deal**, pick the items and set the combo price.



Today's Special

Click the **star** next to an item in the Menu list. It shows first on the billing screen for today.



Import your whole menu at once

From an Excel sheet, or straight from a photo of your menu card.

A · From Excel

Fill in the template

1. In **More** → **Menu**, click **Format** → **Download template**.
2. Open **menu-template.csv** from **Documents** → **TezBill Exports** in Excel.
3. One row per item, like the example below. Save it as CSV.

B · From a photo

Let AI type it for you

1. Click **Format** → **Copy AI prompt**.
2. Open ChatGPT, Gemini or Claude, paste the prompt and attach a clear photo or PDF of your menu.
3. Save the answer as **menu.csv**.

category *	item *	size	price *	veg	gst	short_code	hsn
Starters	Paneer Tikka		260	veg	5	PT	996331
Starters	Chicken Lollipop		300	nonveg	5	CL	
Starters	Veg Manchurian	Half	140	veg	5	VM	
Starters	Veg Manchurian	Full	240	veg	5	VM	
Main Course	Paneer Butter Masala		280	veg	5	PBM	
Beverages	Mineral Water	500 ml	20	veg	5		

category, **item**, **price** are required (marked *).

size: one row per size, same item name.

veg: veg or nonveg (guessed from the name if empty).

gst: 0, 5, 12, 18 or 28 — default 5.



Import the file

Click **Import CSV**, choose your file, then pick how to import it.

Add new items only

Items that already exist (same name) are left as they are. Safest choice.

Add new + update existing

Existing items get the new price, sizes, GST and veg flag from the file.

Replace whole menu

Deletes all items and categories first. You must type **REPLACE**; a backup is taken. Old bills don't change.



Check the preview, then import

Rows with problems are listed by line number — fix them or skip them.



Always check prices in the preview. AI can misread a photo — a ₹260 dish can come out as ₹26 or ₹2600. A minute of checking saves wrong bills.



Changing many prices later? Click **Export** to save your menu as menu.csv, change the prices in Excel, and import it with **Add new + update existing**.



Stuck? We'll set it up with you.

Send us your menu card photo on WhatsApp — we help you import it.

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