VersiPOS

User Guide

VersiPOS Point-of-Sale
Version 1

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INTRODUCTION

Welcome to the **VersiPOS Restaurant Point-of-Sale Software, version 1**. The *VersiPOS* Point-of-Sale (POS) software is the flagship of the VersiPOS product line. It represents VersiPOS' commitment to providing restaurants and the food service industry with increased flexibility through quality features.

The **VersiPOS User Guide** is the primary source for instructions on operating and maintaining your *Versi*POS software. This manual should be used by any person actively involved with the training or maintenance of the *Versi*POS software. This manual does not provide detailed instructions for the initial setup of the *Versi*POS software. To order a **Back Office Technical Manual**, please contact your nearest authorized VersiPOS dealer or *VersiPOS Direct* at (503) 788-5933.

The **VersiPOS User Guide** is a task-oriented manual. It is divided into two sections, the first covering server operations while the second provides information about manager and back office functions. Basic daily procedures are found in the front of a section with less common or specialized procedures located at the back. Refer to the table of contents or index to find a specific task.

We at VersiPOS hope that the *Versi*POS software will help you meet your restaurant needs. For information on other VersiPOS products including VersiPay (credit card processing), VersiGCI (gift card interface), and the VersiHotel Property Management System interface, contact your nearest authorized VersiPOS dealer or *VersiPOS Direct* at (503) 788-5933.

GLOSSARY

Check: Can refer to either the payment type (*i.e. cash, **check**, or charge*) or to the on-screen check.

Function keys: The buttons located beneath the on-screen check. Refer to Appendix A for a list of the different function keys.

Manager privileges screen: Accessed through the Manager function key. Holds the functions that apply to items or tickets.

Manager's screen: Accessed through the POS Main screen. Holds the functions that apply to the entire system, including reports and maintenance features.

Menu item screen: The screens that make up a restaurant's menu. Every menu item screen is made up of three basic components: the on-screen check, the function keys, and the menu items (*including speed keys and links to other screens*).

Figure 1. The components of a menu item screen.
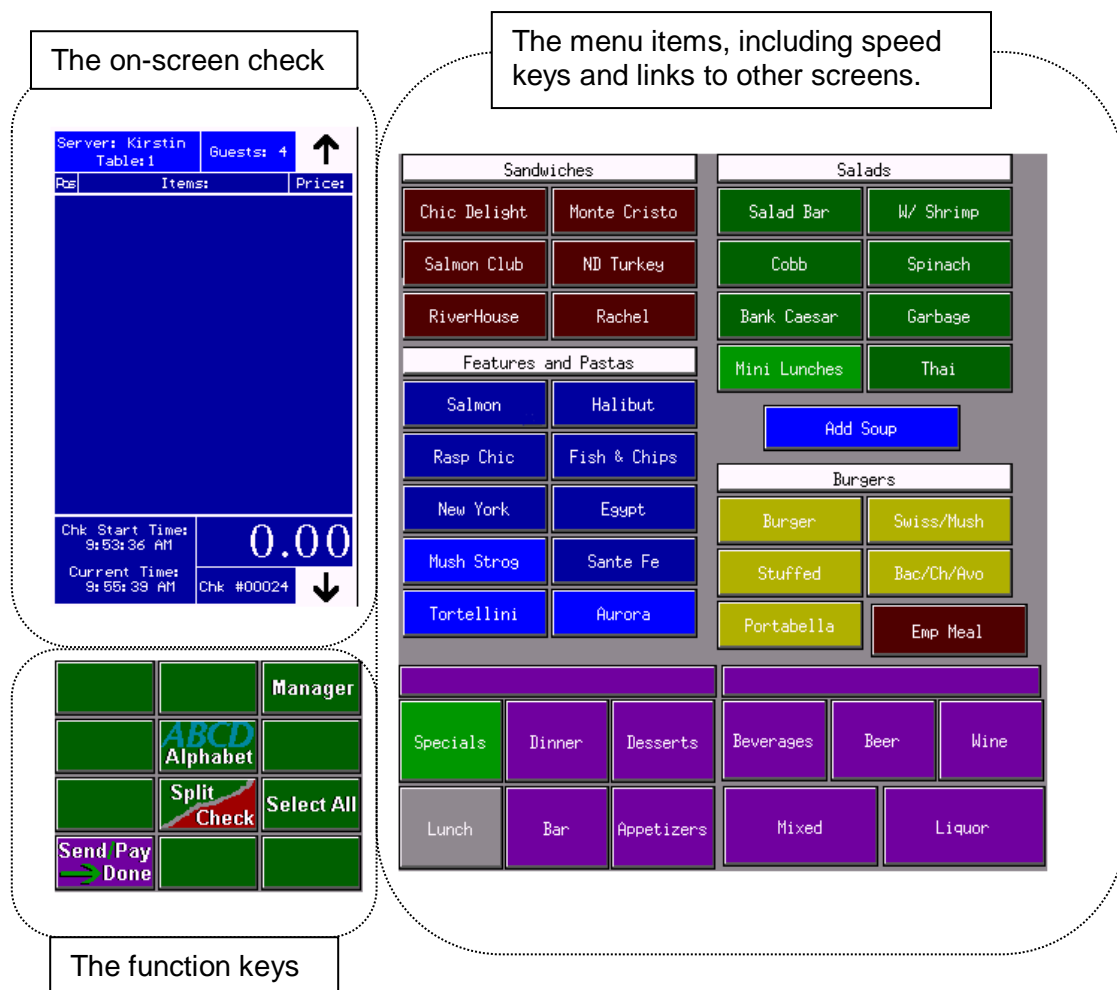
Modifier (or Mod) screen: A screen type accessed by pressing the "Modify Item" function key (available when an item is highlighted on the ticket) or that automatically appears when the item it is linked to has been selected. Contains the various modifiers that have been defined for the original item (*i.e. no onions,*

extra olives).

On-screen check: The portion of a menu item screen that displays the items that have been ordered. The on-screen check also shows the table number, number of guests, a time stamp of when the ticket was started, and the total due. *The delivery screen may also be accessed from the on-screen ticket, if the system administrator allows.*

VersiPOS Server: Refers to the point-of-sale station that has been designated as the system master. Daily closeouts may only be performed from this station.

Server privileges screen: Accessed through the Server function key. Holds functions that apply to items or tickets.

Speed keys: *See special item codes*.

Special Item codes: Often called speed keys. These are buttons on menu screens that allow the user to press a single button to perform a series of actions. Speed keys are most frequently used so that payments or printing options can be accessed directly from the server's Start screen.

Start screen: The menu item screen that first appears when a new check is started.

Ticket: Refers to the on-screen check.

CLOCKING IN AND OUT:

Figure 2. The *Versi*POS Main Screen

To Clock In

1. Press the button labelled "Timecards" located at the bottom of the *VersiPOS* Main Screen.

Figure 3. The *VersiPOS* Time Clock Screen.
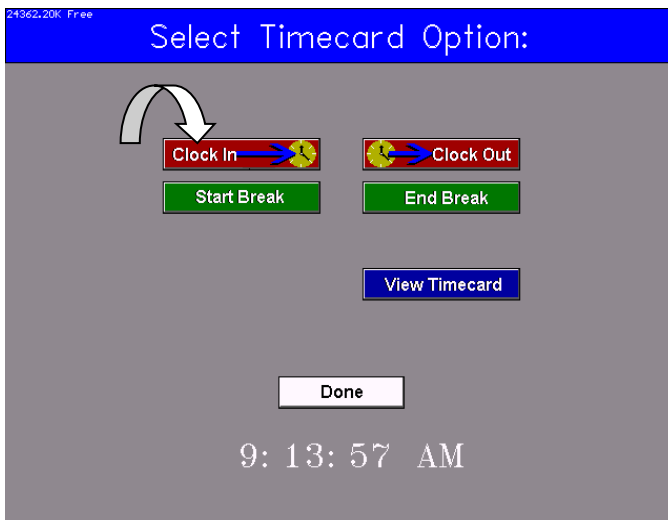
2. Press "Clock In".

3. Select your name from the list that appears.

You may be asked to select the job that you will be performing or to enter a Clock In/Out password.

4. At the confirmation message, press "OK" to return to the POS Main screen.

To clock out, press "Timecards" at the bottom of the POS Main screen. Press "Clock Out" and select your name from the list. *If the job you were performing was one that accrued sales, a screen may appear that states your total sales, credit card sales, credit card tips, and the amount of tips that will automatically be reported on your timecard. You are given the option of reporting additional tips.*

Figure 4. Tip out screen
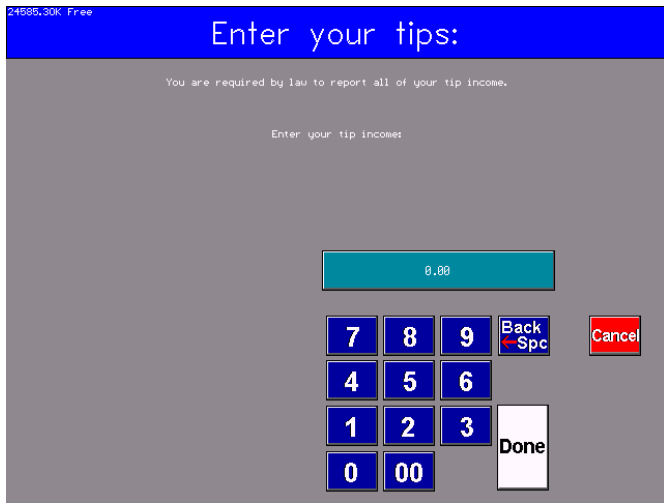
ENTERING AN ORDER

Figure 5. Opening a check.

1. Select your name from the POS Main Screen.

You may be prompted to enter a table number and/or the number of guests. There may also be a customized Order Type screen to specify special instructions (such as "To Go" or "Dine In").

The Start Screen (the most frequently used item screen) will appear next.

Figure 6. A *VersiPOS* Start Screen.
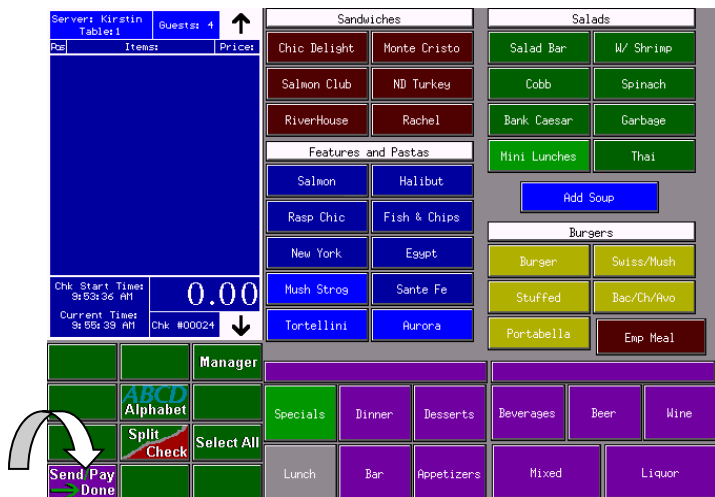
2. Touch the menu item buttons to order them.

3. When the order is ready to send to the prep printer, press the purple function key that is labelled "Send/Pay/Done".

Your restaurant may be using speed keys on a menu screen instead of the print options on the Payment screen.

4. Select and press one of the buttons under the

Figure 7. The Payment Screen.
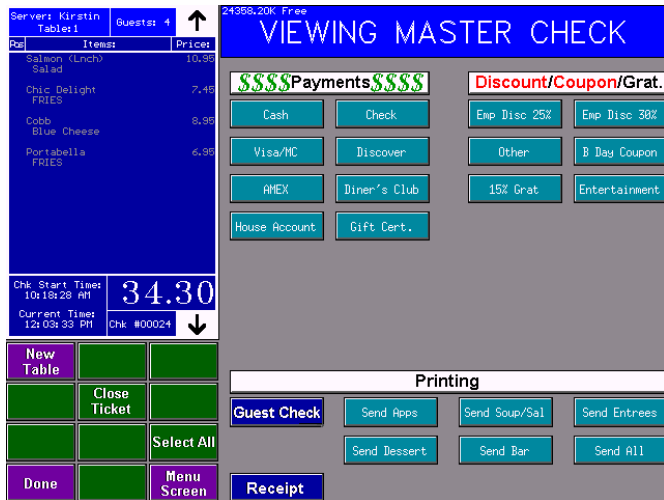
It may not be necessary to manually tell the system to fire a prep ticket. Your system administrator can specify that prep tickets automatically be generated upon QUIT or CLOSE of the ticket or when a Guest Check has been printed. In addition, high volume operations (such as fast food) may have items set to print as soon as they have been touched on the menu screen, generally to kitchen video display units.

RECALLING A CHECK TO PRINT A GUEST CHECK OR RECEIPT

As noted above, guest checks may be set to automatically print when you QUIT or CLOSE a check.

Figure   8.

Recalling a check.
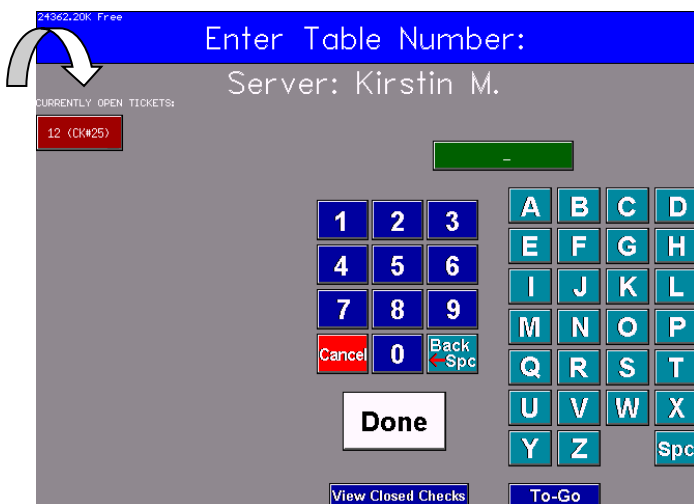
1. **Select your name from the POS Main screen.**

2. **From the list on the left side of the Table Number screen, press the button that corresponds with the check you want to print or edit.**

Figure 9. Printing a guest check.

2. Press the "Send/Pay/ Done" function key. *This step may be unnecessary if Speed Keys have been setup on a menu screen to allow printing of guest checks and/or receipts.*

Figure 10. The Payment Screen.
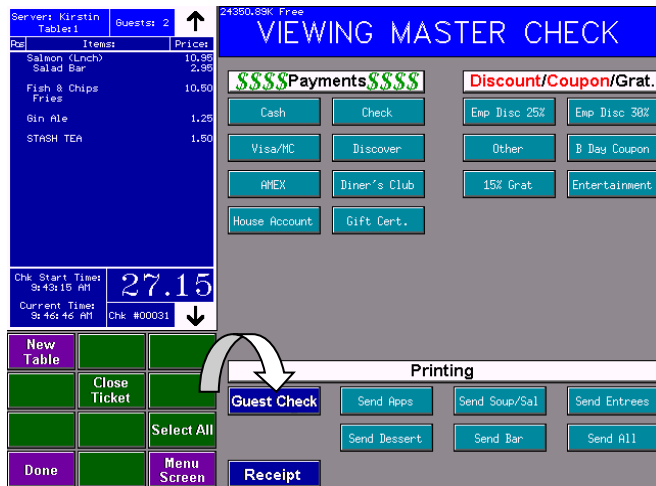
3. The "Guest Check" and "Receipt" buttons will appear near the bottom of the Payment screen, to the right of the function keys.

To print guest checks for split checks, follow the above procedure. When the GUEST CHECK button is pressed, you are given the options to print 'All Positions', individual guest checks, or the 'Master Check'.

PROCESSING A PAYMENT

Figure 11. Taking a payment.

When the customer tenders payment, recall the check and press "Send/Pay/Done".

Select the payment received from the list, then follow the on-screen prompts.

To take payment on split checks, access the Payment Screen and touch "VIEW POSITION" to bring up a list of the individual checks.

CREDIT CARD PROCEDURES

Standard Credit Card Payment: From the Payment screen, swipe the customer's credit card. A box displaying the authorization status will appear. Have the customer sign one of the two receipts. Keep the signed receipt.
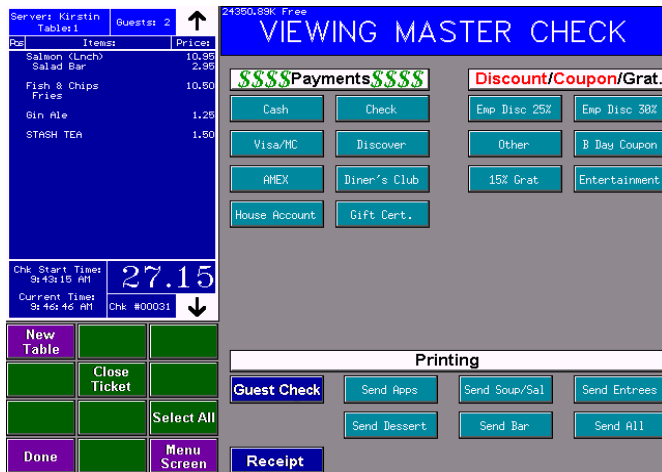
Credit Card with a Bad Magnetic Stripe: Access the Payment screen. Press the Credit Card button and enter the amount to be charged. Enter the account number, the expiration date, and the cardholder's name. Manually imprint the card.

Manual or Voice Authorization: The Manual or Voice Authorization buttons should ONLY be used when a VOICE AUTHORIZATION message is received. Call the merchant services help desk to obtain a Voice Authorization number.

Editing a Tip: To edit or add a tip to a credit card transaction after the voucher has been signed by the customer, access the Payment screen of the check. Highlight the credit card payment on the on-screen check. Press the EDIT TIP function key. Enter the amount of the tip, then press DONE.

Crediting an Account: To credit an account on the same day that a charge was made, recall the check, highlight the credit card payment, and then press the DELETE key. To credit an account for a charge made on a previous day, open a new ticket and hit the MANAGER key. Select a manager who can perform returns, then hit the RETURN key and enter the amount to be credited. Process the check as you normally would for a manual credit card transaction.

CLOSING A CHECK

In many cases, the payment type that you select will automatically close the ticket when the balance due reaches $0.00. Payments that require you to enter a tip (such as credit cards) will often leave the ticket open until you manually close it.

Figure 12. Closing a check.

Press the "Close Ticket" button on the Payment Screen.

The system will ask you to confirm your choice.

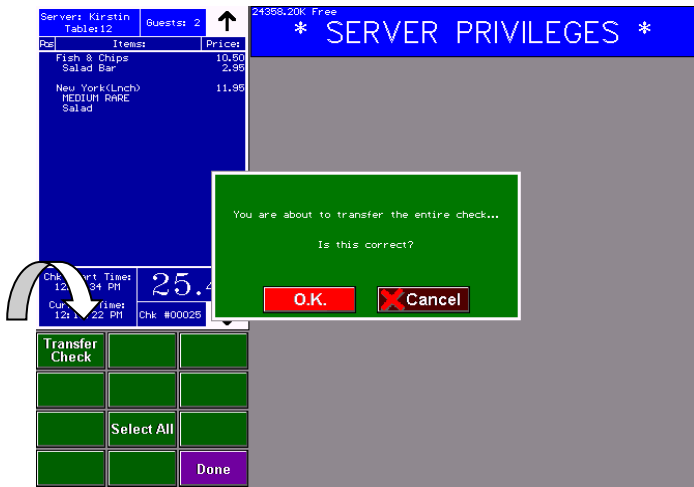## TRANSFERRING A CHECK TO ANOTHER SERVER

Figure 13. An open check.

Recall the check. *No items should be highlighted if you are transferring the entire check.*

1. Touch the "Server" or "Manager" function key.

Figure 14. Transferring a check.

2. Highlight the items that you wish to transfer. If you want to transfer the entire check, do not highlight any items.

3. Touch "Transfer Check". The system will ask you to verify the action.

Figure 15. Completing a transfer.

4. Select which server is to receive the check and then choose either a new ticket or an existing ticket for the transaction. Press "DONE" when you have finished. *The system may have the option set that only allows transferring to new checks.*

Transferred checks will appear in the list of open checks for the receiving server and they will be white in color.

Note: You can use this feature to transfer items from one check to another if they are rung in on the wrong ticket.

SPLITTING AN ITEM

Figure 16. Splitting an item.
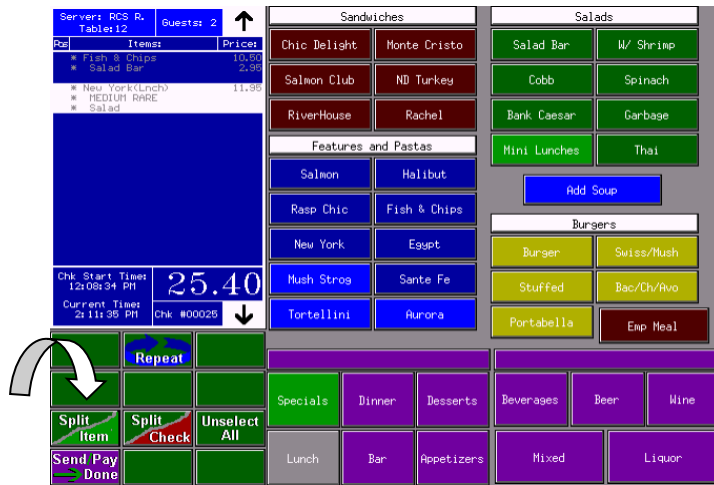
1. **Highlight the item on the check that you wish to split.**

2. **Press the "Split Item" function key.**

3. **Enter the number of times the item is to be split and press "DONE".**

An item can be split after it has been printed to a prep printer.

SPLITTING A CHECK

Figure 17. Splitting a check.

1. **On the on-screen check, highlight the items that go on a separate check.**

2. **Touch "Split Check" and enter a number for the separate check. Repeat the process for each separate check required.**

A check may be split, at any time, into as many as 99 separate checks.

QUANTITY KEY

Figure 18. The quantity key.
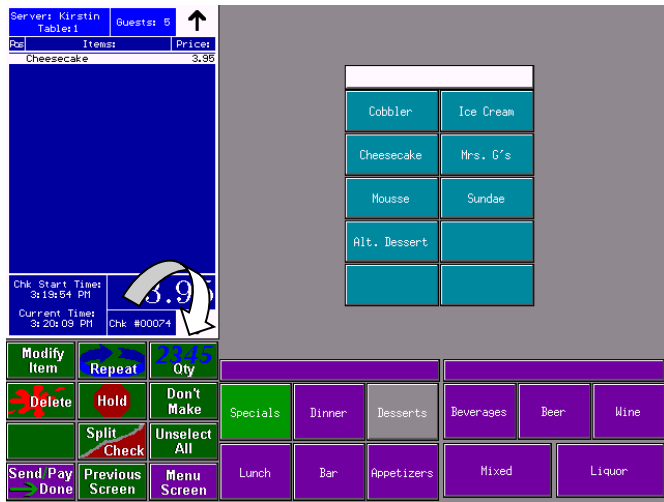
To order several of the same item

1. Order the item as normal.
2. Press the "QTY" button.
3. Enter the quantity.

REPEAT ORDER

To order another round of items on a check.

Figure 19. The Repeat Key.

1. Highlight the desired items on the check.
2. Press "Repeat".

CHANGE TABLE NUMBER

Figure 20. Changing the table number.
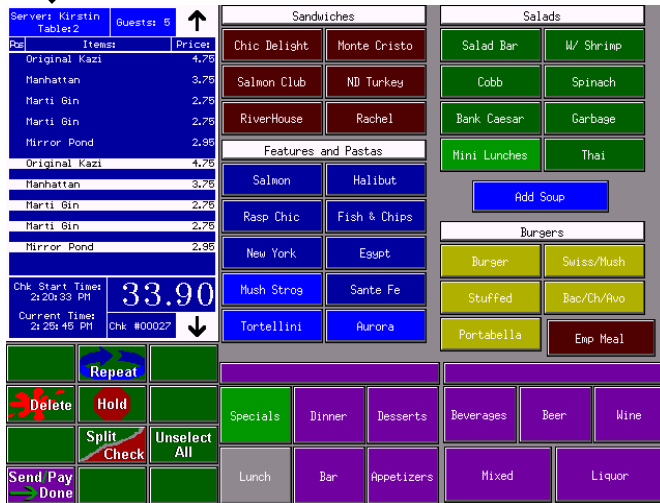
1. **Touch the table number box in the top left corner of the on-screen check.**

2. **Enter the new table number.**

CHANGE NUMBER OF CUSTOMERS

Figure 21. Changing the number of customers.

1. **Touch the guest count box on the top of the on-screen check.**

2. **Enter the new guest count.**

RUNNING A SERVER REPORT

Figure 22. Running a server report.

1. Press the "Serv. Reports" button at the bottom of the POS Main screen.

2. **Choose your name.** *You may also be asked to enter a password.*

3. **Select the report you wish to see.**

CASH COUNT (COUNTING THE TILL)

If the job being performed utilizes a cash drawer, the system can be set up to allow a cash count to be performed from the POS.

Figure 23. The Server Report Function.
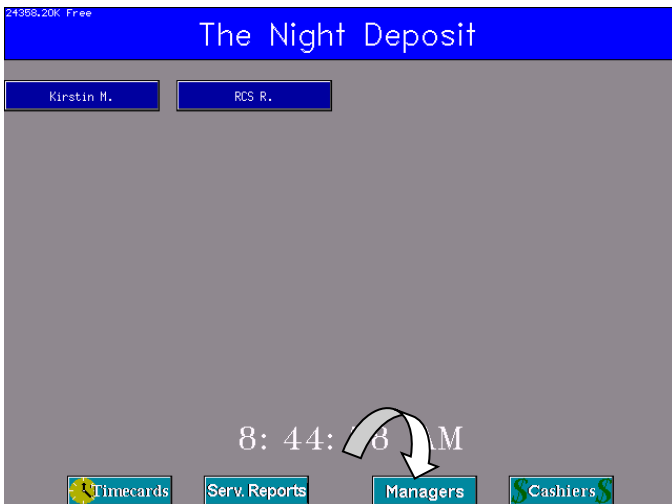
Managers:

1. Go to the Managers screen.

2. Select Cash Count.

3. Select the type of cash count you wish to perform.

Figure 24. Select Report Type.
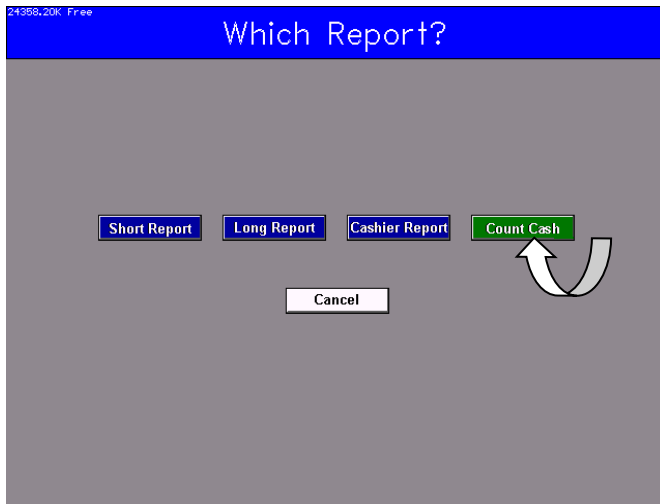
Servers:

1. Press the "Serv. Reports" button at the bottom of the POS Main screen.

2. Choose name.

3. Press the "Count Cash" button.

Figure 25. Count Cash Drawer Screen.
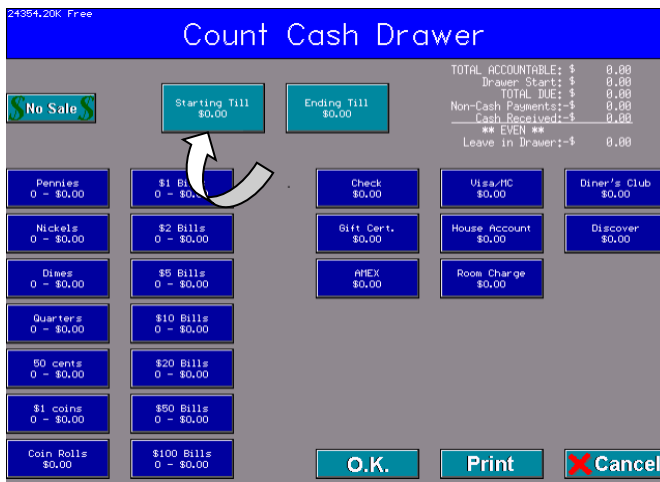
4. Enter the Starting Till amount.

5. Count the number of coins and bill-types, entering the numbers in the appropriate boxes.

6. Enter the values of the other payment types.

7. Press "Print" or "Done".

ACCESSING THE MANAGER'S SCREEN

Figure 26. Accessing the Manager's Screen.

1. **From the POS Main Screen, press "Managers".**

2. **Select your name and enter your password.**

The Manager's Screen will then appear with buttons visible for the various functions that you are allowed to perform.

Figure 27. The Manager's Screen.

You will be unable to view this screen if the job you are performing does not have Manager privileges.

PERFORMING THE DAILY SYSTEM CLOSEOUT

A daily closeout should be performed at the end of every business day. When a closeout is performed, all reports are reset, credit card payments are batch processed, and any automatic export files that have been defined are created.

Figure 28. Performing a system closeout.
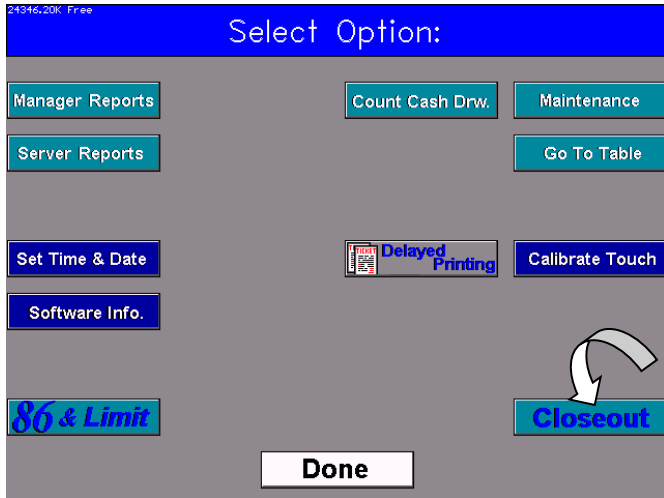
Access the Manager's Screen from the station designated as the VersiPOS Server and press the "Closeout" button.

MANAGER REPORTS

Figure 29. Manager Reports.
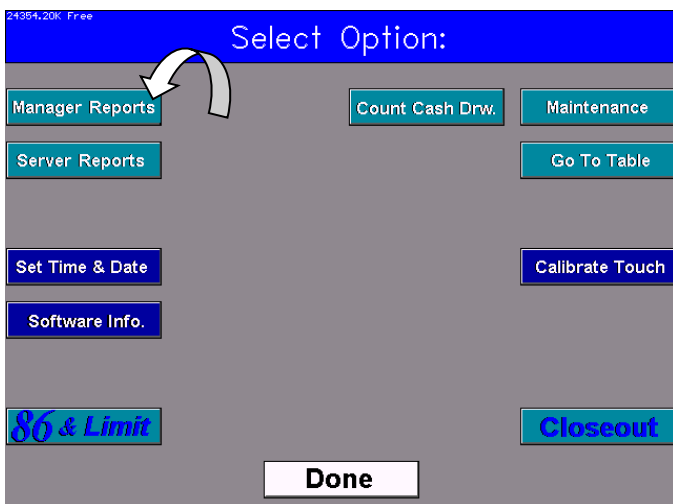
1. From the top left corner of the Manager's Screen, press "Manager Reports".

2. Select the reports that are to be generated and press O.K.

CHANGING THE DATE AND TIME

Figure 30. Changing the date and time.
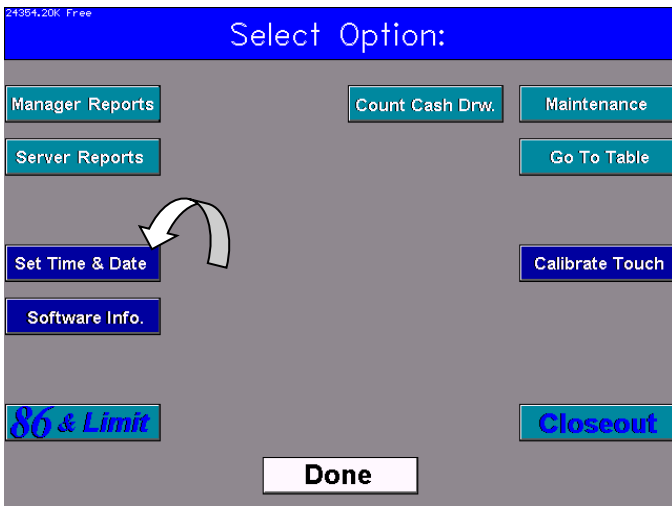
1. Press the button labeled "Set Time & Date" on the Manager's Screen.

2. Follow the on-screen instructions for making the change.

Most restaurants will only need to update the time and date at the network fileserver.

DISPLAYING SOFTWARE INFORMATION

Figure 31. Software information.
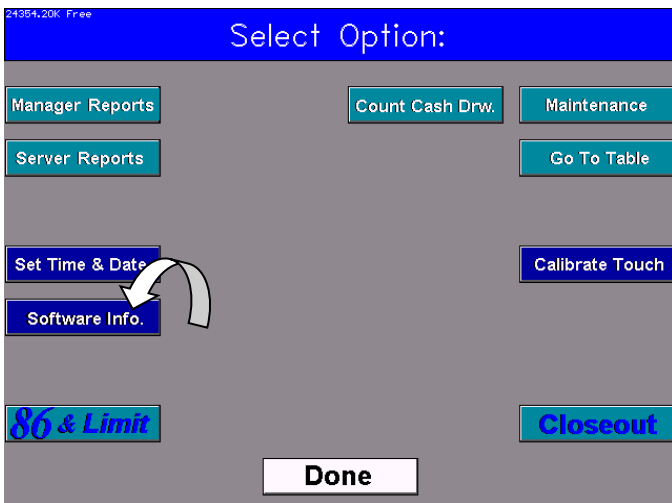
Access the Manager's Screen and press the "Software Info." button.

86 AND LIMIT ITEMS

Figure 32. 86 and Limit.
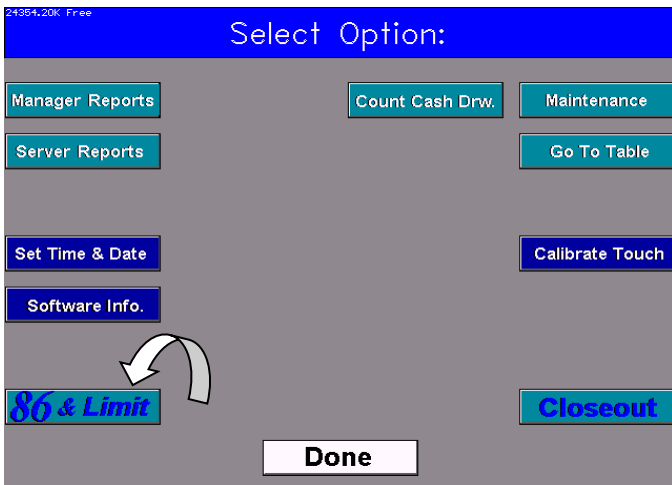
1. **Access the Manager's Screen and press the "86 & Limit" button.**

Figure 33. Select an item to limit.

2. **Use the onscreen keyboard to type in the name of the item you wish to limit.** *Touch the green button with the item name.*

3. **Enter the available quantity.**

ACCESSING SERVER CHECKS

Figure 34. Accessing a server check via the Manager's Screen.
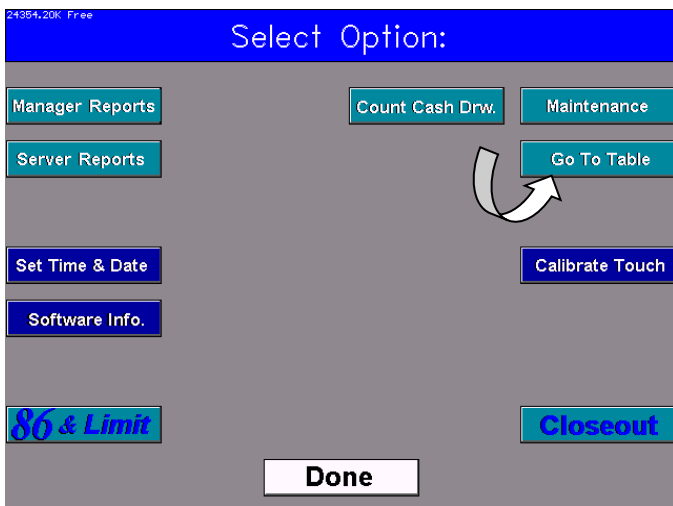
1. From the Manager's Screen, press the "Go to Table" button.

Figure 35. Selecting a server's checks to view.
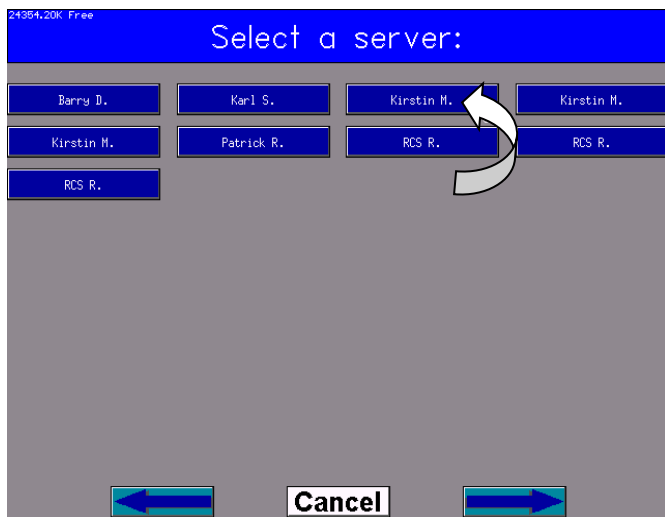
2. Select the name of the server.

Figure 36. Selecting a check to view.

3. Select the check you wish to view.

Closed checks can be viewed by pressing the "View Closed" button on the bottom of the screen; a "Reopen Ticket" option appears as a function key.

TRANSFERRING SERVER'S CHECKS

Figure 37. Transferring checks.
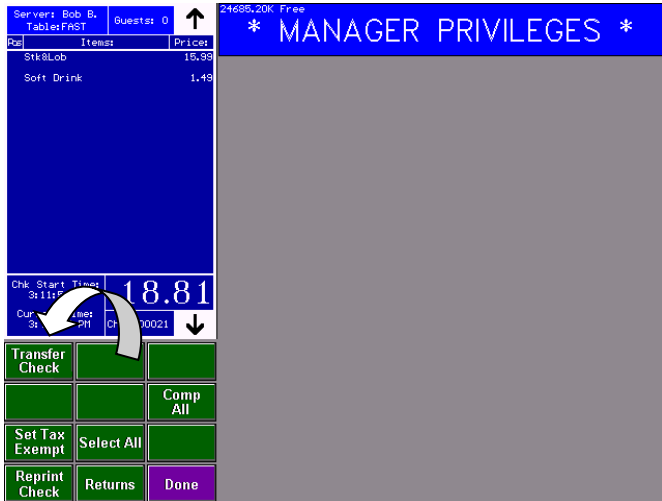
1. Access the Manager Privileges Screen and choose "Transfer Check". *You have the option of transferring items or the entire check.*

Figure 38. Transfer to whom:
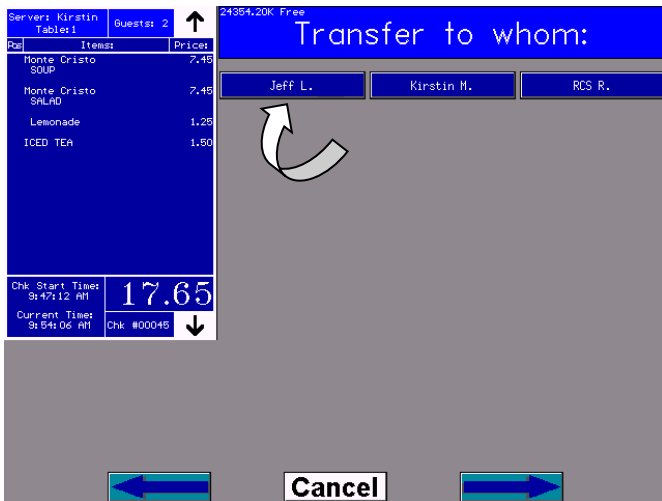
2. Select the name of server who will be receiving the check.

3. You must decide whether this will be a new ticket for the receiving server or if it is to be added to an existing check. *The option to add to an existing ticket may be turned off.*

4. Press DONE.

VOIDING AN ITEM

Figure 39. Voiding an item.

1. **Access the Manager Privileges screen.**

2. **Highlight the item to be voided.**

3. **Select either the "Void Waste" or "Void No Waste" button.**

4. **Enter a reason.**

5. **Press "Done".**

COMPING ITEMS

Figure 40.   Comping an item.
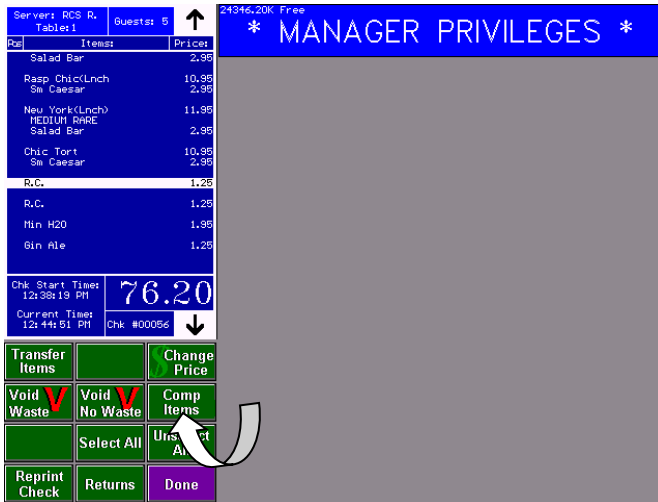
1.   **Access the Manager Privileges Screen.**

2. **Press the "Comp All" button or highlight items and press the "Comp Items" button.**

3. **Select the Comp type.** *If more than one has been defined.*

4. **Press "Done".**

Note: Comps can be dollar amounts or percentages. Be aware of how the system is defined.

EDITING AN ITEM'S PRICE

Figure 41. Editing an item's price.

1. **Access the Manager Privileges screen.**

2. **Highlight the item to be changed.**

3. **Press "Change Price".**

Figure 42. Enter the new price.
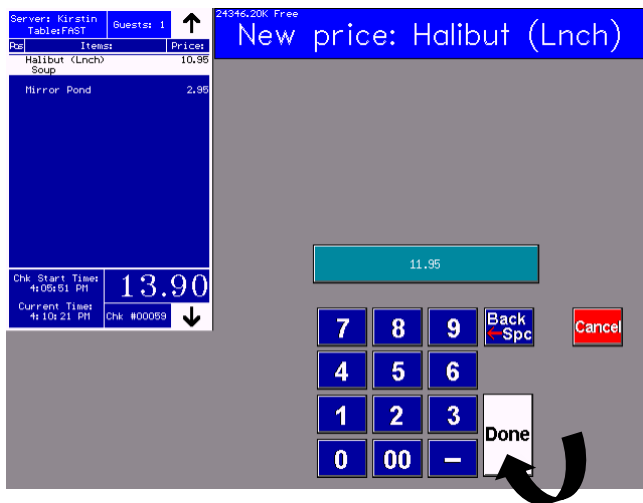
4. **Enter the new price and press "DONE".**

CALIBRATING THE TOUCH SCREEN

Figure 43. Calibrating the touch screen.
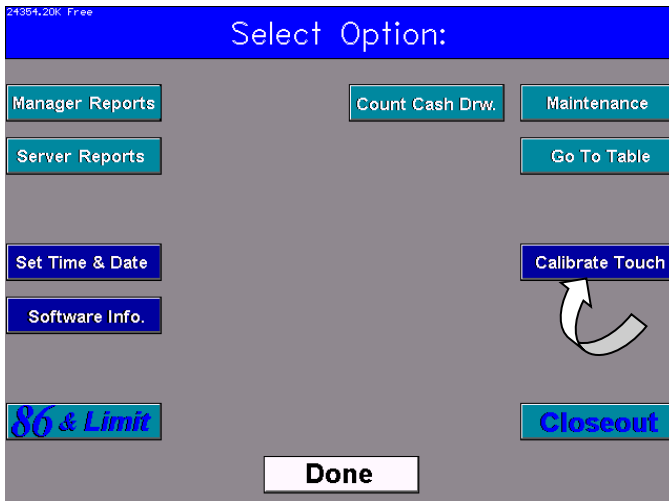
1. **Access the Manager's Screen from the POS Main Screen of the station to be calibrated.**

2. **Choose "Calibrate Touch" and follow the onscreen instructions.**

VIEWING A DELAYED PRINTING TICKET

Figure 44. Viewing a delayed printing ticket.
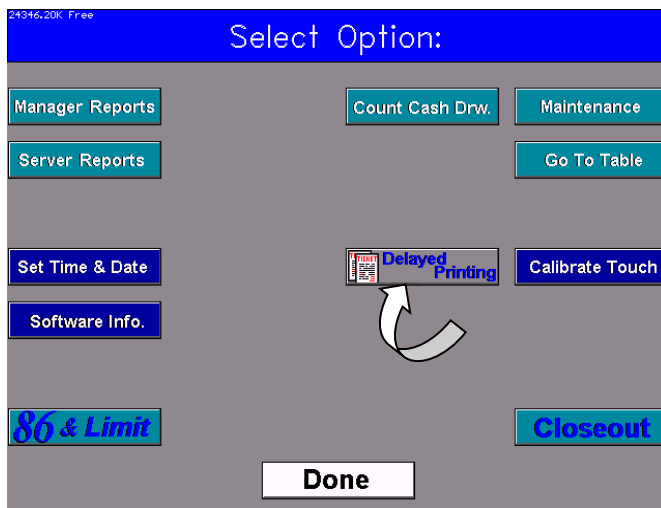
1. **Access the Manager's Screen from the POS Main Screen**

2. **Press the "Delayed Printing" button.**

3. **Select the ticket you wish to view.**

You may also have privileges that allow you to delete or print delayed tickets.

VALIDATING GRATUITIES, DISCOUNTS, AND COUPONS.

The system may be set to require a manager's approval to allow gratuities, discounts, or coupons.

Figure 45. Validating coupons, discounts and comps.
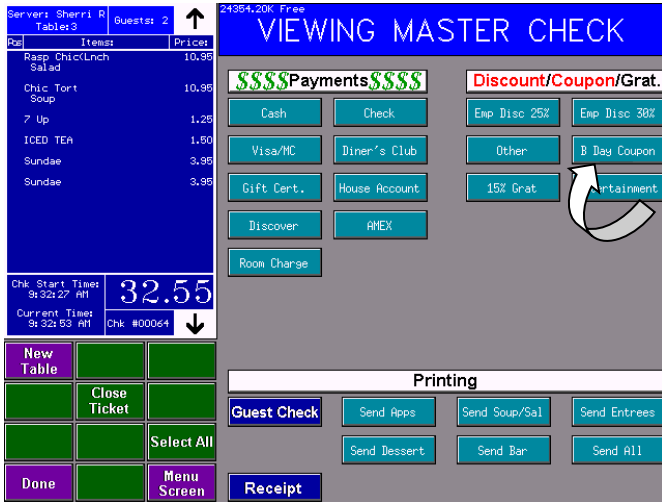
1. Select the gratuity, discount, or coupon from the list.

2. Enter a Manager's password when prompted.

PERFORMING A RETURN

Returns are performed after payment has been taken on a check.

Figure 46. Performing a return.
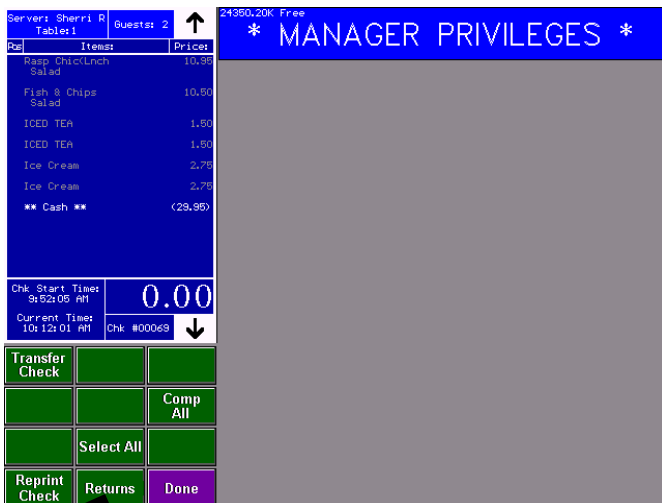
1. Access the Manager Privileges screen.

2. Press the "Returns" button.

3. Enter the amount for the return.

ENTERING AND EDITING EMPLOYEES

Figures 47, 48, 49, 50. Entering and editing employees.
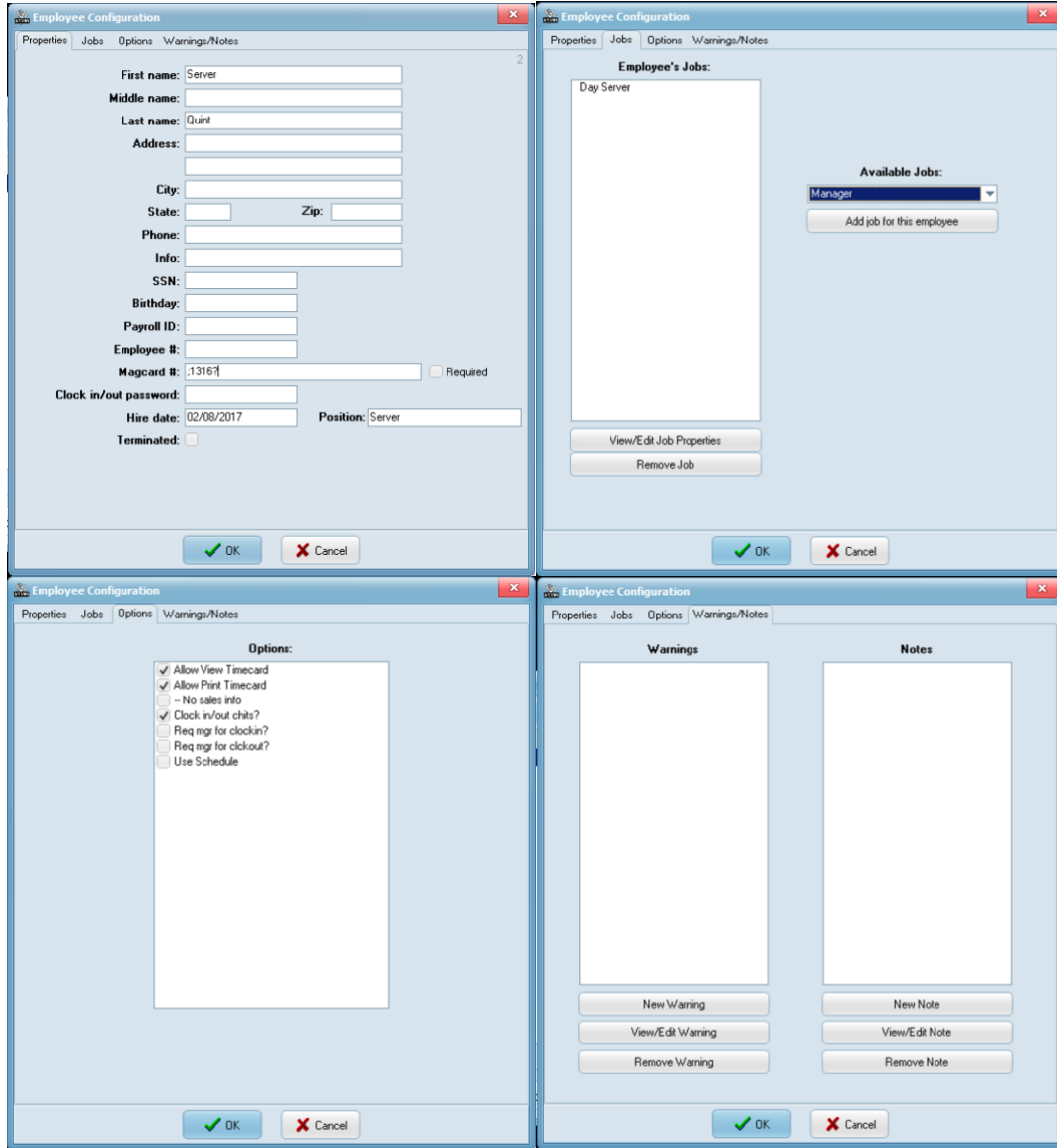
From the VersiAdmin Main Screen, click on "EMPLOYEES".

1. To enter a new employee, click on "CURRENT EMPLOYEES" and select the NEW button. To edit an existing employee, highlight the employee's name and click on MODIFY.

2. When entering a new employee, enter all personal information you'd like to maintain in the PROPERTIES tab.

3. The information entered in the Payroll ID field will also print on the Payroll Report. This is useful if you use a payroll company that assigns numbers to your employees.

4. The Employee # field is for numbers that you may have assigned.

5. Magcard # refers to magnetic swipe cards. Generally, mag cards will have a number printed on the front that you should enter into this field. VersiPOS will add codes that are necessary to read the card correctly.

6. At the bottom of the PROPERTIES tab, you can include the hire date and position for the employee.

7. **Do not** check the Terminated check box at this time, this will take the employee out of active status and place them in the Past Employees list.

8. You have the option to enter a Clock in/out Password. Employees that use mag cards to access the system should still have a password entered here.

9. To assign a job to an employee navigate to the JOBS tab. Click the Available Jobs dropdown and highlight the job to be performed. Click on "ADD JOB FOR THIS EMPLOYEE" and it will appear in the "Employee's Jobs" list on the left. Only one job can be added at a time.

10. To make changes to the default job settings, or to enter a different pay rate than the job default, highlight the job to be edited under Employee's Jobs and then click on "VIEW/EDIT JOB PROPERTIES".

Figures 51, 52. Editing an employee's job
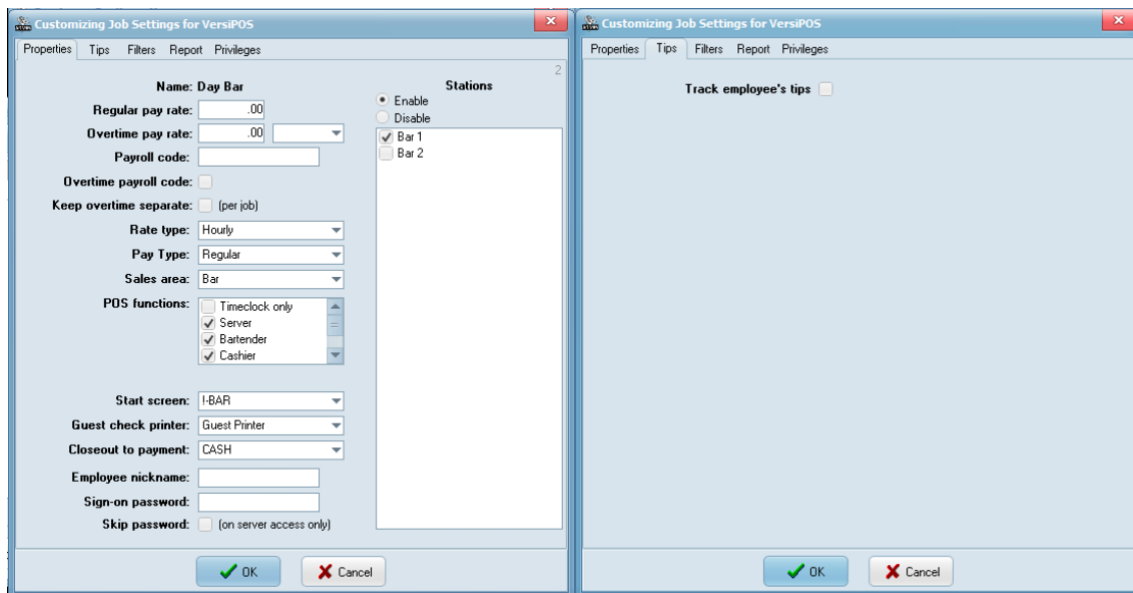
Note: In most cases, you will not need to edit an individual employee's job properties. By editing a specific employee's job properties, you override the job defaults. You may find it more useful to make the change once to a Job so that it will apply to all of the employees who have that job.

11. Enter regular and overtime (O/T) rates. Decide whether O/T is to be kept separate by job type.

12. Select Rate Type and Pay Type. Timeclock only is generally used by kitchen employees who don't have a need to enter orders. For other employees, select their Job Profile to add

those VersiPOS Functions. The <u>Track Employee's Tips</u> check box will instruct the system to account for the employee's tips.

13. The <u>POS Functions</u> section refers to the default system job this employee is to perform. Server, Bartender, Delivery Driver, or Cashier will need to be highlighted in order to use Service Privileges. Manager must be highlighted to activate Manager Privileges. Multiple POS Functions may be selected.

> *Note: There is a great deal of overlap in the default privileges and features defined for the POS Functions. Server is the system default. Bartender causes the system to ignore any modifier screens attached to menu items on the employee's Start Screen. Delivery Driver allows access to the Driver Pickup Screen. Cashier allows access to the Cashier Screen from the POS Main Screen. Manager allows access to the Manager's Screen and the Manager Privileges Screen.*

14. Define which <u>Start Screen</u> and <u>Guest Check Printer</u> the employee uses.

15. The <u>Closeout to payment</u> defines what to close a check out to if the Close Ticket button is pressed without a payment being taken first. Cash is the most common setting.

16. The <u>Employee Nickname</u> field can be used if the employee doesn't want their full name to appear at the point-of-sale.

17. If a number is entered in the <u>Sign-on Password</u> field, the system will require a password for all system access (every time the employee approaches the terminal to start a new check or add to an existing check). This is useful if a site has trouble with employees entering orders on other employee's names. This field is also important to use for all managers.

Figures 53, 54. Job Settings.
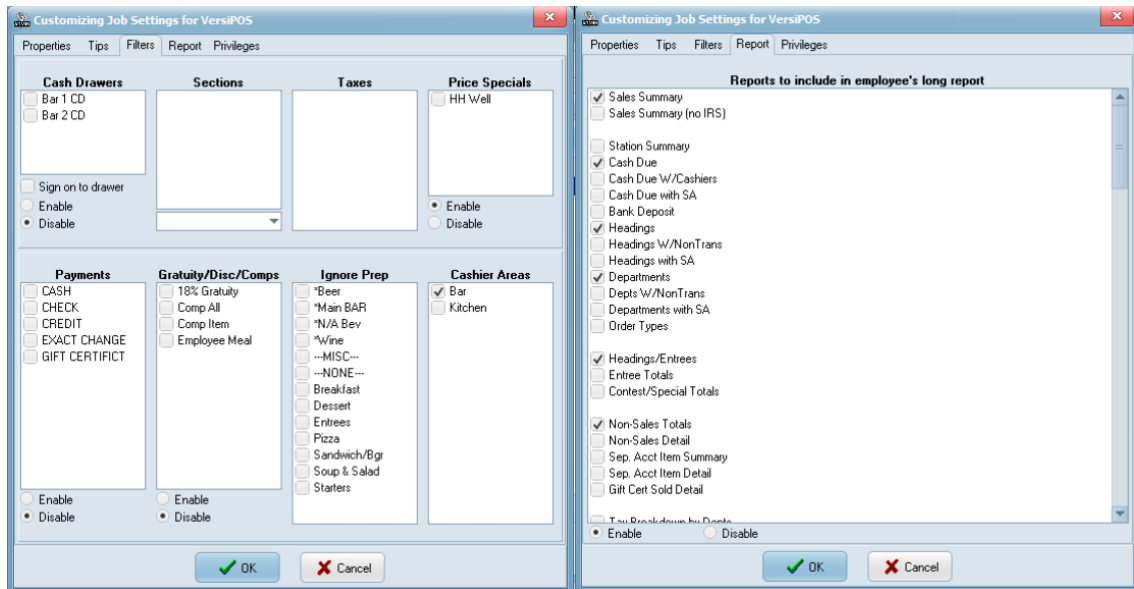
18. Enable or Disable cash drawers for employees.

19. Enable or Disable Price Specials / Gratuity / Discounts / Comps on this screen.

20. Enable or Disable Payment types for employees.

21. Highlight any taxes that may apply to this position.

22. The <u>Ignore Prep</u> section is used for disabling prep tickets for certain jobs. For example, bartenders prepare their own drinks so don't need a prep ticket for drinks that they enter. You would highlight the prep printer that normally prints drinks to prevent that prep ticket from printing.

23. Select the <u>Cashier Areas</u> this employee can take payment and close tickets on.

24. The <u>Report</u> tab is where you define information to print on employee's long report.

Figure 55. Job Privileges
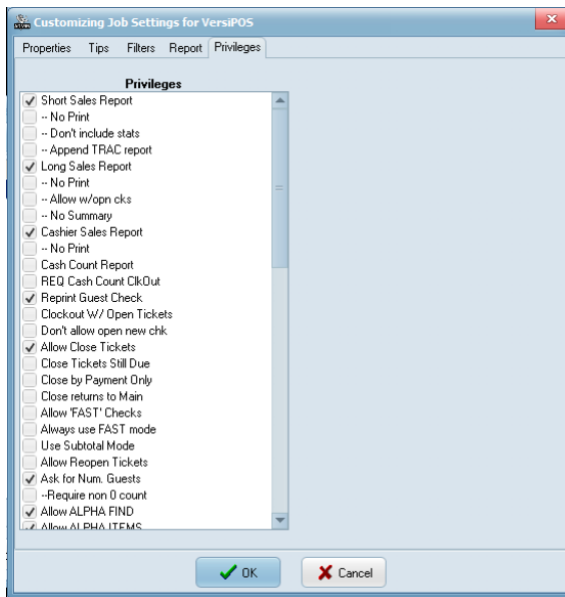
25. <u>Privileges</u> is a list of functions the employee is allowed or not allowed to do. Server, Bartender, Delivery Driver, or Cashier needs to be highlighted in POS Functions to activate these options.

EDITING TIMECARDS FROM THE BACK OFFICE PC

Figure 56. Viewing a Timecard

1. Click on "TIMECARDS" to bring up a list of all employee timecards.

2. Highlight the employee whose timecard you will be editing and double-click on their' name.

3. Once the timecard is on the screen, highlight the shift to be edited by clicking on it, then click on "EDIT".

4. Note that almost all information regarding the timecard entry can be edited. Make changes by clicking on the relevant field and typing in the correct information.

Figure 57. Editing a Timecard

EDITING TIMECARDS FROM A POS STATION

Figure 58.   Editing timecards from the POS.
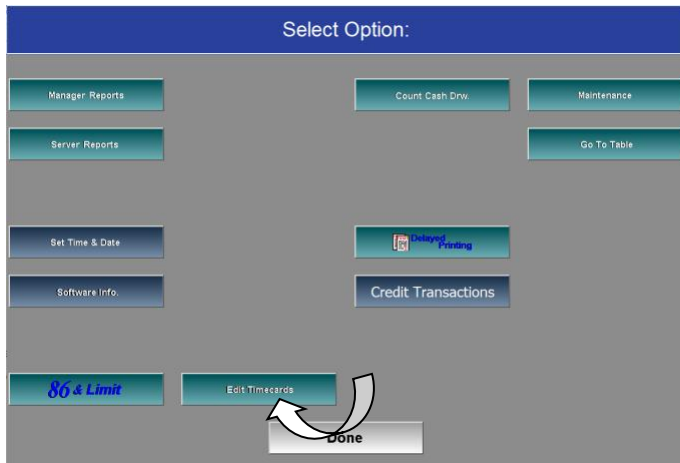
1. To edit a timecard from the POS, the employee must first be allowed to perform the function. This is a Manager Privilege located in either the "JOBS" or "EMPLOYEE INFO." section of the Back Office Main Screen.

2. From the POS Main Screen, select "Managers", select your name, and enter your password to access the Manager's Screen.

3. Touch "Edit Timecards" to bring up a list of employee names. Select the employee to be edited.

Figure 59. Select the employee to be edited
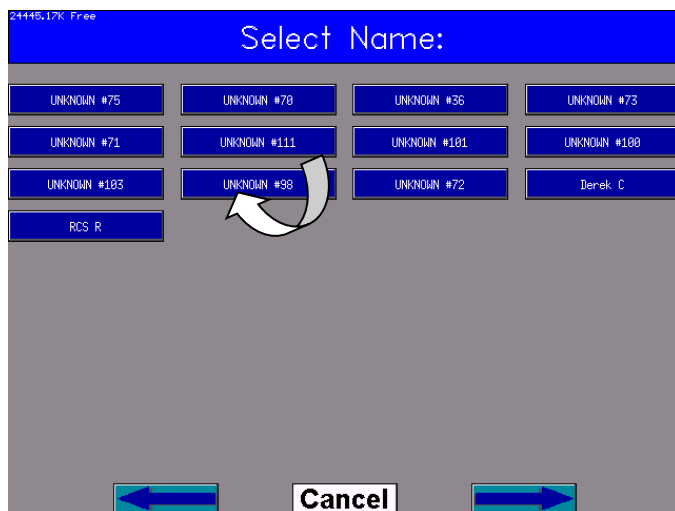
4. To change a field, simply touch it and enter the correct information. When editing is complete, press the "Done" key.

CHANGING SPECIALS

Figure 60. Changing daily specials.
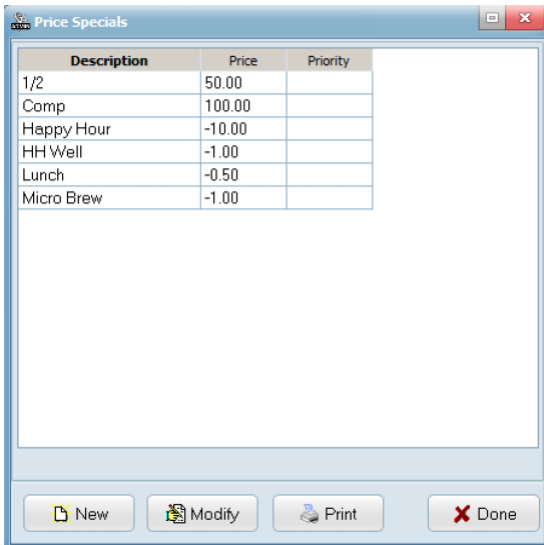
1. From the Back Office Main Screen, click on "PRICE SPECIALS".

2. Highlight the desired special item by clicking on it from the list Specials Screens.

3. Click on "MODIFY".

Figure 61. Edit Specials Screen
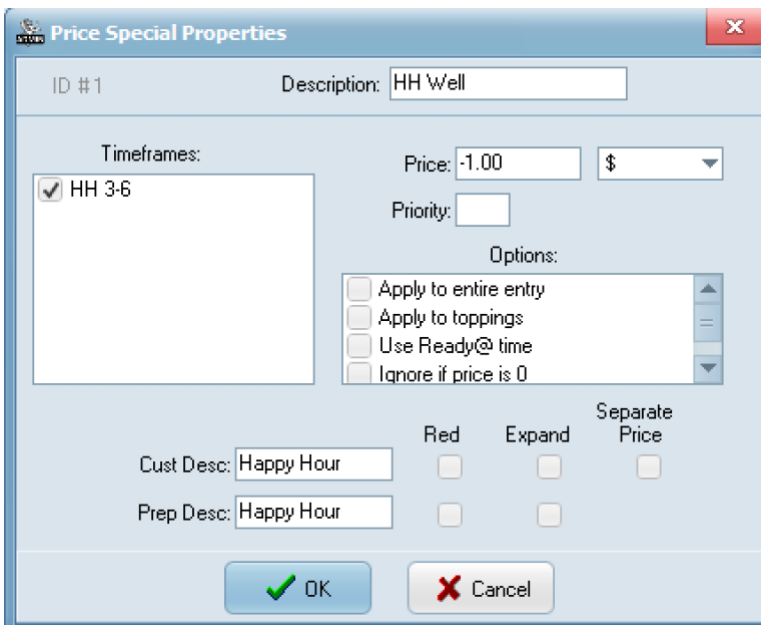
MAKING CHANGES TO AN EXISTING MENU

Figure 62. Editing the menu.

1. To change an item (the price, the customer, prep description, etc.) click on "EDIT MENU" from the Back Office Main Screen.

2. Three options will appear in a dropdown list. Select "ITEMS" from this dropdown list. Scroll down to the item to be edited and click on "MODIFY" to bring up the item definition screen.

3. Another way to bring up an item is by highlighting the name of the screen the button is on (from the list on the left) and clicking on "NEW/EDIT SCREEN", then on "EDIT BUTTONS".

4. Next, click on "EDIT ITEM" from the Editing Buttons and then clicking on the button to be edited. This will bring up the item definition screen.

Figure 63. Edit a menu Item

5. <u>CUST DESC</u>: How should the item be printed on the guest check?

6. <u>PREP DESC</u>: How should the item be printed to the prep printer?

7. <u>PRICE</u>: How much are you charging for this item?

8. <u>DEPARTMEN</u>T: Where should the sales from this item be reported?

9. <u>REQUIRED SCREENS</u>: Does this item need to require additional information such as steak temp, soup or salad?

10. <u>MODIFIERS</u>: Does the server need to be able to modify this item or hit "MODIFY ITEM"?

11. <u>PRINTER CATEGORIES</u>: Where should this item be printed for preparation?

12. The <u>PRINT</u> check boxes (top center) define how the item will look when printed (bold, expanded, red, etc.)

13. <u>PRICE SPECIAL</u>: Are there any Price Specials that need to be attached to this item, Happy Hour etc.?

14. <u>VALID TIMES</u>: Is this item only available at a certain time of the day?

15. Click on "OK" and then on "DONE EDITING" when finished with changes.

NOTES: Changes will not take effect until the "DONE" button has been clicked.

HOW TO END THE PAY PERIOD (PAYROLL REPORT)

Figure 63. Payroll Report.

1. Go to the VersiAdmin Back Office Main Screen and click on the "TIMECARDS" dropdown menu at the top of the screen. Next, click on "END PAYROLL PERIOD". A warning screen will appear. If you have already reviewed the timecards, click "O.K.". Enter the date and time for the period. Employees clocked-in across an end-of-period will automatically have their shifts split. The system will then go through its closing functions.

2. To print a report for a closed pay period, click on "TIMECARDS" from the Back Office Main Screen.

3. Click on "CHANGE PERIOD" and select the desired payroll period from the list.

4. Once those timecards have been loaded, click on "REPORTS". Be sure the printer is online and has paper. Click on "PAYROLL REPORT" to generate the report, the report can then be sorted by Job or Totals. Click on "PRINT RPT" to print.

GENERATING REPORTS FROM THE BACK OFFICE PC

Figure 64. Generating reports from the back office PC.
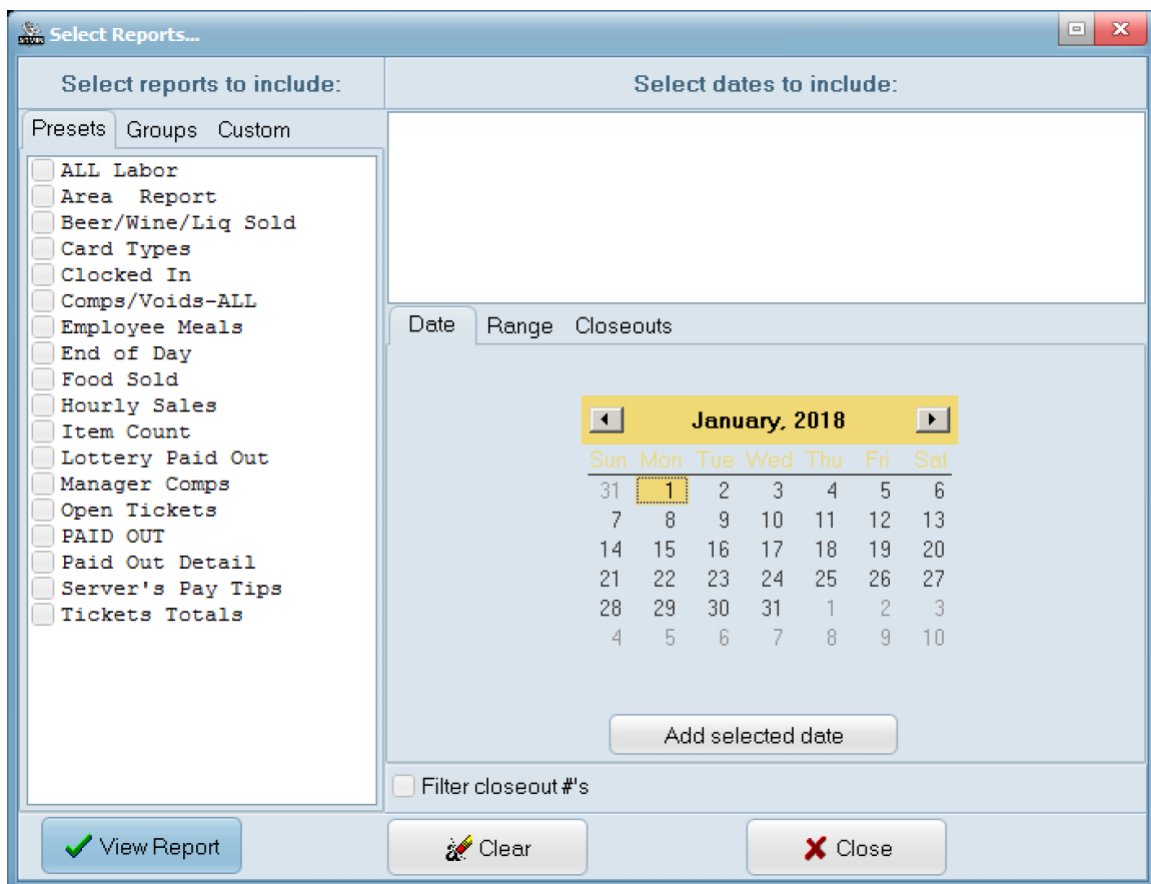
1. From the Back Office Main Screen, click on "REPORTS".

2. Two tabs will appear. Individual reports will be listed on the left, grouped reports in the center, and custom reports on the left. To run one of these reports, highlight it and click on "CONTINUE".

3. Choose a date from the list of closeouts and then click "OK". To select a range of dates, hold down the shift key and select the beginning and ending dates (the program will include all of the dates between the two selected).

4. Once the report has generated, it can be printed. Click "DONE" to exit.

GENERATING A REPORT FROM THE POS (MANAGER'S REPORTS)

Figure 65. Sample POS Reports.

1. From the POS Main Screen, touch "Managers". Select your name and enter your password.

2. In the top left corner of the screen, touch "Manager Reports". A list of reports that are allowed to be generated from the POS will appear.

3. Touch the report to be generated, then press "OK".

4. The report may also be printed. Press "Done" to exit.

Note: The reports generated from the POS will only include information from the current period.   Reports that include past closeout information can only be generated from the Back Office.

PRINTING A CREDIT CARD SETTLEMENT REPORT (BACK OFFICE)

1. From the Back Office Main Screen, click on "REPORTS".

2. Click on "RCS-CREDIT TRANSACTIONS".

3. Highlight the date of the settlement you'd like a report for by clicking on it and then click "OK".

4. You have the option to print the report.

Note: **All but the last four digits of credit card Primary Account Numbers are masked on reports generated by VersiPOS or VersiAdmin.**


```
Sterling Report                                                              □ ×

                        Company: Cazadero Inn
                        Run Time: 02/22/18 12:09PM
                     Reporting On: 02/17/2018 #2
                                   02/16/2018 #1
        -----------------------------------------------------------------


 CUSTOM REPORT


 RCS-Credit Transactions:

   Date      Time   Chk#  Seq#      Account        Exp Apprvl Refrnc    Paid   CashBack    Tip    Ttl Chrg
 --------|-------|-----|----|-----------------|----|-------|------|---------|--------|-------|---------
 02/15/18|09:48a|    1|   1|xxxxxxxxxxxx4264|xxxx|68497Z|      |   16.75|    0.00|   5.00|    21.75
 02/15/18|10:09a|    3|   2|xxxxxxxxxxxx0872|xxxx|00751D|      |   21.20|    0.00|   3.00|    24.20
 02/15/18|10:10a|    3|   3|xxxxxxxxxxxx5831|xxxx|01180D|      |   10.25|    0.00|   2.75|    13.00
 02/15/18|10:11a|    3|   4|xxxxxxxxxxxx3963|xxxx|04766Z|      |   18.90|    0.00|   0.00|    18.90
 02/15/18|11:43a|    9|   5|xxxxxxxxxxxx9953|xxxx|362550|      |   10.95|    0.00|   2.05|    13.00
 02/15/18|12:01p|   10|   6|xxxxxxxxxxxx2936|xxxx|020201|      |   14.95|    0.00|   3.00|    17.95
 02/15/18|12:02p|   10|   7|xxxxxxxxxxxx4134|xxxx|415120|      |   29.45|    0.00|   6.00|    35.45
 02/15/18|12:34p|   11|   9|xxxxxxxxxxxx6495|xxxx|01921D|      |   27.95|    0.00|   0.00|    27.95

                    ✔ Done        🖨 Print        💾 Save
```
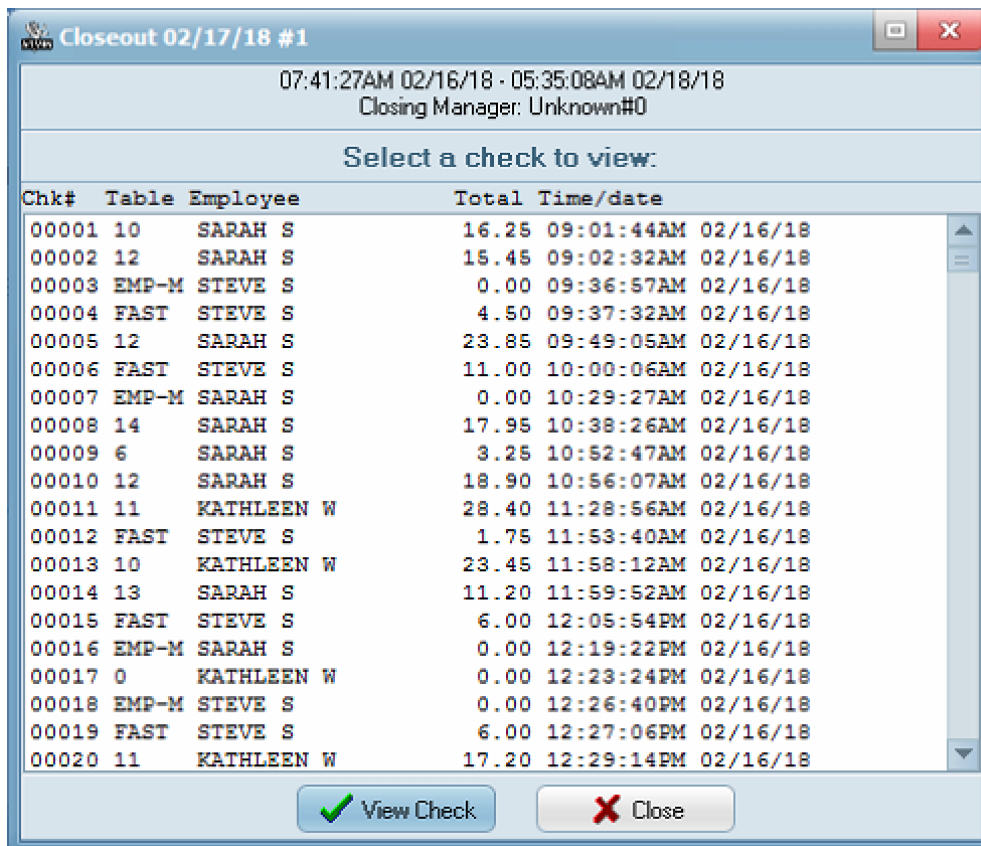
HOW TO VIEW/PRINT A CHECK FROM A PAST CLOSEOUT PERIOD

Figure 66. Viewing a check from a past closeout period.

1. From the Back Office Main Screen, click on the "REPORTS" menu at the top of the screen and then click on "VIEW A CHECK".

2. Select the date of the closeout period by highlighting it then click "OK".

3. A list of all checks for that closeout period will appear. The checks are listed with check number, table number, server name, time of day and amount.

4. To view a check, highlight it and click "VIEW CHECK". At this point the check can be printed.

CREATING A NEW REPORT OR MODIFYING AN EXISTING REPORT

1. From the Back Office Main Screen, click on "REPORT SETUP".

2. Four options will appear in a dropdown menu. "Grouped Reports", "Preset Reports", "Reporting Periods", and "Cash Counts".

3. To create a new report, click on "PRESET REPORTS" and double-click on the desired report to bring up the Preset Report Definition screen.

Figure 67. Preset Report Definition screen.

4. Give the report a name and check whether this will be an 'X' report or a 'Z' report (currently, the only 'Z' report available is the Sales Summary).

5. Click on "ADD" to bring up a list of the Reporting Objects.

Note: More than one object can be highlighted at a time by holding down the control key.

6. AREAS: Should this report be limited to a certain sales area?

7. REPORTING PERIODS: Will this report cover only certain times of the day?

8. Study the Print options. Will the report need to be generated from the POS? Can this report be printed?

9. <u>OPTIONS #1</u>: Click on "OPTIONS #1" to filter or limit the report to certain departments, cash drawers, and so forth.
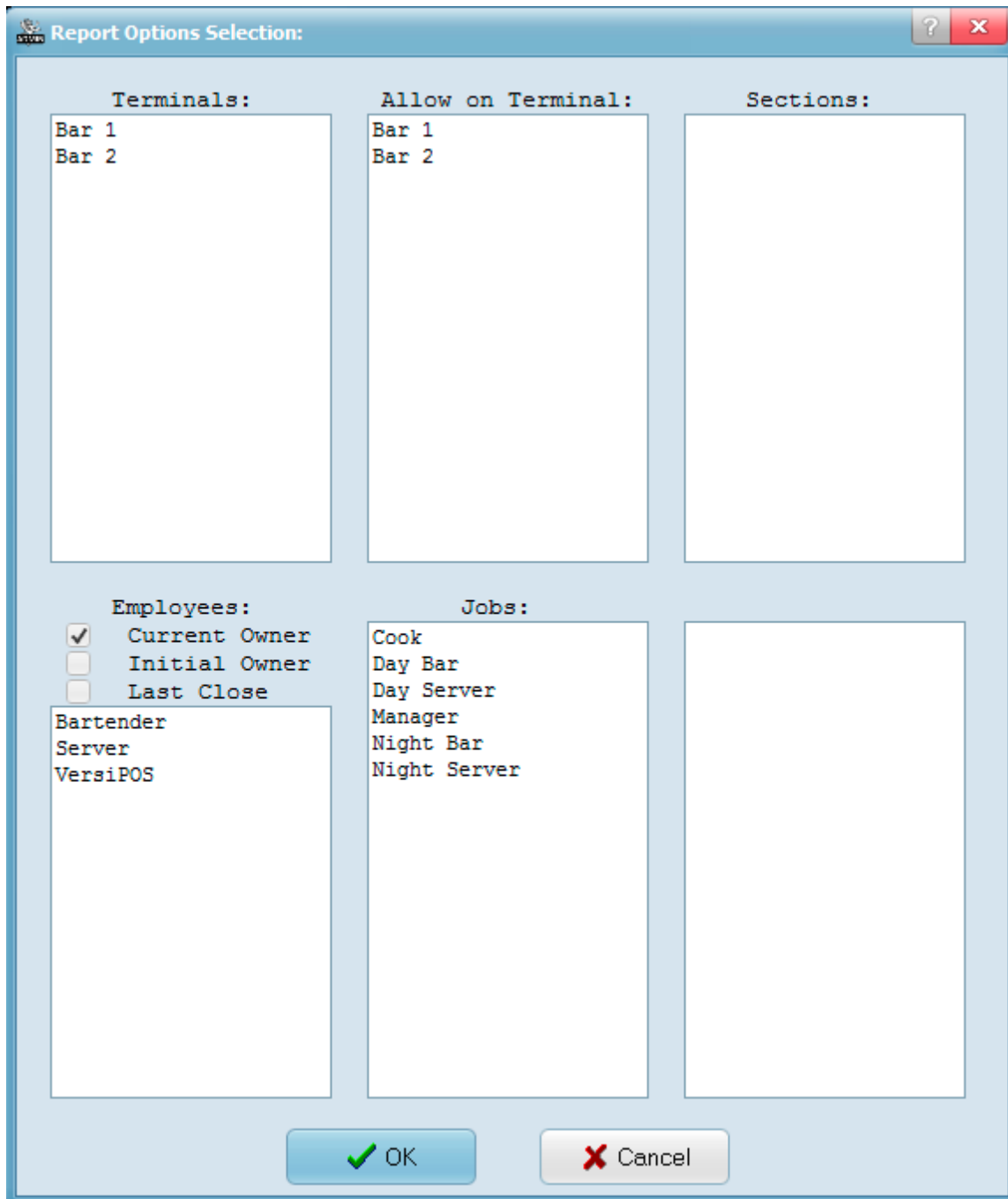
Figure 68. Report Options#1.
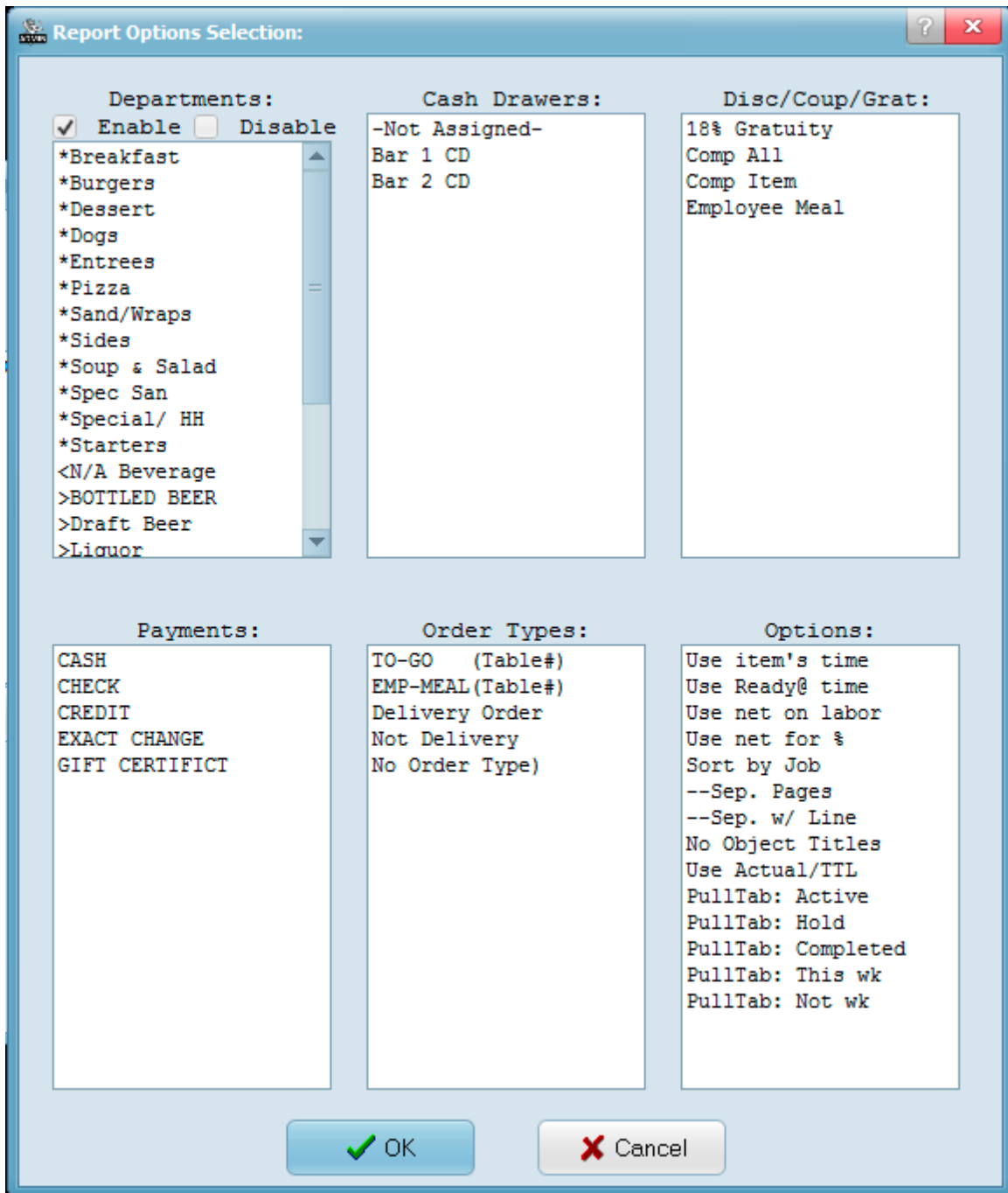
Note: Be aware when selecting your report filters from Options #1 and/or Options #2. To avoid confusion, make sure that your reports all use the same filters or none at all.

OPTIONS #2: "Click on "OPTIONS #2" to limit the report to certain terminals, employees, jobs, etc.

Figure 69. Options #2.

10. Click on "O.K." when finished.

11. To add an individual report to a group (if you'd like an individual report to print with the End of Day Report for example) highlight the group you'd like to add to from the list on the left, Report Groups, and then click on "NEW".

12. Two lists will appear, Preset Reports and Selected Reports. To include a Preset (individual) Report in the group, click on the Preset Report in the list on the left and then click on "ADD".