## SERVER CHECKOUT PROCESS

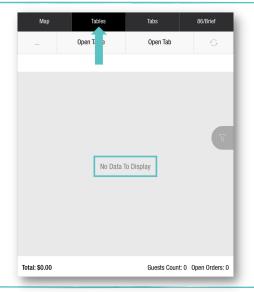


### BEFORE YOU START

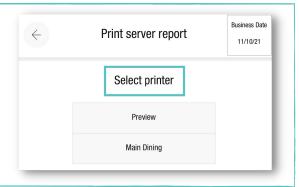
- Confirm all Tips are Settled
  - Tap on the "..." in the upper left-hand corner
  - o Go to "Credit Tip Settlement"
  - Confirm "Not Settled" reads 0



- Confirm all Tables are Closed
  - o Go to the "Tables Screen"
  - Confirm the message "No Data To Display"



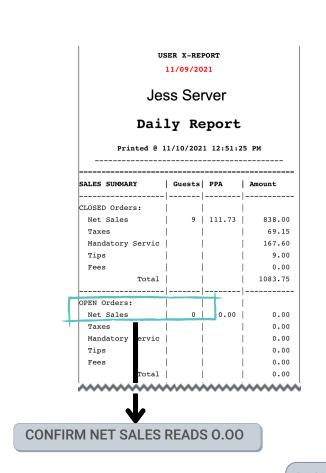
- Print Server Report
  - o Tap on the "..." in the upper left-hand corner
  - o Go to "Server Report"
  - Select appropriate printer



### SERVER CHECKOUT PROCESS



# UNDERSTANDING THE ACTIVITY REPORT



····· Total Sales | 9 | 111.73 | 1083.75 PAYMENTS |Qty | Amount | Tips | Total Cash | 2 | 291.09 | 0.00 | 291.09 Checks | 0 | 0.00 | 0.00 | 0.00 Credit EMV | | Mastercard | 1 | 223.16 | 0.00 | 223.16 Visa | 4 | 560.50 | 9.00 | 569.50 Totals | | 1074.75 | 9.00 | 1083.75 Cash Out Amount Credit Tips 9.00 Tips withheld Mandatory Service Charge 167.60 Total care owed to RESTAURANT \_\_\_\_\_ Total Tims/Auto Gratuity 176.60 Audit/Exceptions | Oty | Total OTH Orde 0 | 0.00 OTH Dish 0 | 0.00 Voids 3 | 44.00 0 | 0.00 Returns 5 | 118.00 Discount <<<<<<<

CASH ON HAND PROVIDES A SUMMARY OF ALL CASH
PAYMENTS INCLUDING SERVICE CHARGES, FEES, TAXES, ETC
CREDIT TIPS INDICATES ADDITIONAL CREDIT CARD TIPS
MANDATORY SERVICE CHARGE PROVIDES A SUMMARY OF
TOTAL MANDATORY SERVICE CHARGES

### WHEN YOU CLOCK OUT

#### Declare Tips

- After selecting "Clock In/Out" enter in additional cash tips
- o Tap Ok
- Select appropriate printer

