

SERVER CHECKOUT PROCESS



BEFORE YOU START

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

Date	User	Order/ Payment	Payment	Amount/ Total	Tip
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- **Confirm all Tables are Closed**
 - Go to the "Tables Screen"
 - Confirm the message "No Data To Display"

Total: \$0.00 Guests Count: 0 Open Orders: 0

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

Preview

Main Dining

SERVER CHECKOUT PROCESS



UNDERSTANDING THE ACTIVITY REPORT

USER X-REPORT			
11/09/2021			
Jess Server			
Daily Report			
Printed @ 11/10/2021 12:51:25 PM			
=====			
SALES SUMMARY	Guests	PPA	Amount
CLOSED Orders:			
Net Sales	9	111.73	838.00
Taxes			69.15
Mandatory Service			167.60
Tips			9.00
Fees			0.00
Total			1083.75
=====			
OPEN Orders:			
Net Sales	0	0.00	0.00
Taxes			0.00
Mandatory Service			0.00
Tips			0.00
Fees			0.00
Total			0.00

CONFIRM NET SALES READS 0.00

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
Cash On Hand				291.09
Credit Tips				9.00
Tips withheld				0.00
Mandatory Service Charge				167.60
Total cash owed to RESTAURANT				114.49
Eligible Amount For Withholding Fee				0.00
=====				
Total Tips/Auto Gratuity				176.60
=====				
Audit/Exceptions	Qty		Total	
OTH Orders		0		0.00
OTH Dishes		0		0.00
Voids		3		44.00
Returns		0		0.00
Discount		5		118.00
=====				

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
 - Tap Ok
 - Select appropriate printer

Clock In/Out

Jess Server - shift summary

Clock-In time

Clock-Out time

Time in shift

12:47 PM

1:02 AM

18:15

Enter Tips Amount

\$5

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