

DOCUMENTOR DAILY PROCEDURES FOR QUICK SERVICE

Accessing 'Manager's Main Selection Screen':

- 'Sign In' using a 'Manager' password.
- Press 'Enter'.

** Reports and Functions can be accessed through this screen. **

Opening Procedures:

- Press 'Enter' then choose 'Revenue Related Menu'.
- Choose 'Revenue Reports.'
- Press 'Daily Revenue (Layout A [1M] and view to make sure the system has been cleared.
- Press 'Back' twice then choose 'Daily Store Procedures'.
- To assign a server to the Master register only choose 'Assign Server to this Cash Drawer only' [69].
- To assign servers to all the registers from this terminal choose "Assign Servers to Stations' [49M].
- Press 'back' then choose 'Inventory (Raw Products) Setup and Reports' then choose "Reports'.
- Choose 'Daily Consolidated (Long) Report'. [9M]

Shift Change Procedures:

- Make OVERRINGS if needed on the individual registers.
- Press 'Revenue Related Menu' then 'Revenue Reports'
- Choose 'Daily Revenue (Layout A)' [1M].
- Refer to '**Opening Procedures**' to assign a new server.
- Countdown Drawers.
- Count Inventory Waste then choose 'Inventory (Raw Product) Setup and Reports'.
- Press 'Enter Daily Receipts, Waste Transfers and Closing Inv' [61M] and enter amt.

Nightly Procedures:

- Make OVERRINGS if needed.
- Run 350M to show open checks in Drive Thru.
- Repeat '**Shift Change Procedures**' with drawers.
- Run reports necessary to complete paperwork.
- Press 'Employee/Payroll Setup and Reports' then choose 'Clock In and Out Daily Payroll Report' [26M] to make sure all Employees are Clocked Out.
- To adjust Employee incorrect time choose 'Adjust Daily Clock In/Outs' [81M].
- Enter Store & Forward totals by choosing 'End of Day menu' from Manager's screen.
- Choose 'Enter Miscellaneous Daily Store Data' [46M].
- Count and enter Closing Inventory by choosing 'Inventory (Raw Products) Setup and Reports' from Manager's screen then choose 'Enter Daily Receipts, Waste, Transfers & Closing' [61M].
- Check Inventory entries by choosing 'Reports' in this screen and choosing 'Daily Consolidated Report' or 'Inventory C Closing report' [12M].
- Run closing by choosing 'End of Day Menu' from Manager's screen then 'Daily Clear or Closing' [91M].

Training Mode for a register - 179M