

# Documentor<sup>®</sup> Manual Series 5.9



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# CHAPTER 1

## **Quick Overview**

### **Security Password Levels**

The security password level on each register controls access to the register, management reports, system clears and change functions.

There are four security levels of operation (1- 4). Refer to diagram below.

To log on press Sign In & enter your password (#) to access the register functions.

Store functions performed at each level are determined by the store manager and are under his control. Each Security Password Level can access one or more of the five operation levels. For example, Security Password Levels can control functions such as locking cash drawers; changing menu item names, prices, and classes; designating system options, changing tax and recipe tables; entering inventory information, and determining class taxability.

Each Manger Security Password Level can access the following levels:

Security Level	Levels accessible
4	1 - 4
3	1 - 3
2	1 - 2
1	1

The Manager or a store representative can change the security password level of any report, function, or control via the Manager Security Level Change Function 86M. Security Password Level settings for the program are described below:

#### **Level Four**

Level 4 is a service level only.

#### **Level Three**

Level 3 is the Manager mode and requires Security Password Level 3 for operation. Sales transactions, Manager Change Functions and Management Reports are allowed at this level. Other units are not affected if one counter unit is in Managers mode.

#### **Level Two**

Level 2 is the Manager mode and requires Security Password Level 2 or 3 for operation. Sales transactions, Manager Change Functions and Management Reports are allowed at this level. Other units are not affected if one counter unit is in Managers mode.

#### **Level One**

Level 1 Security Password Level should be used for non-managers. Sales transactions and basic functions are allowed at this level.

# Daily Procedures for Call-In, Delivery & Quick Casual Counter Open Card Orders

## 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.
- Close all Open Credit Cards on Counter Orders using the 'Manage Counter Orders' button.
- Press 'Revenue Related Menu' then 'Revenue Reports'
- Choose 'Daily Revenue (Layout A)' [1M].
- Payout any Tips owed to the server associated to the drawer.
- 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 amount.

## Nightly Procedures:

- Make OVERRINGS if needed.
- Go to each register and close all Open Credit Cards on Counter Orders using the 'Manage Counter Orders' button.
- Go to each register and close any Open Credit Cards on Delivery and Call-In Orders using the 'Manage Call-In\Delivery' button.
- Close any Open Delivery and Call-In's that have been picked up and delivered using the 'Manage Call-In\Delivery' button.
- 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

## 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

## **Quick Service Order Procedures:**

### **Regular (Non-Drive Thru) Order:**

1. If Eat In or Carry Out key is required (68 Enter <M>), press the Eat In or Carry Out key.
2. If a drink is being ordered hit a drink size key then the flavor, if the drink is a medium simply press the drink flavor.
3. Enter the number of items ordered, then the item key. If the item requires a modifier, select modifier will be displayed and the modifier is to be entered. If the item needs type 5 modifiers, the number of Sides needed is displayed in the lower section of the order screen. All of the required modifiers and sides must be entered. After the item (and any modifiers) have been entered, the item price will be displayed and the screen will show the number of items ordered, the item name, and the item price. All modifiers or condiments ordered will be displayed and printed on separate lines. Enter any discounts, coupons, or alternate tax (1, 2 or 3 must be entered before alternate tax is entered) as needed. To enter a coupon hit coupons followed by the item and modifier (if required) or touch the item in the order screen and press coupon. The display will show the amount of the entries.
4. Enter Total 1 or Total 2 on the non-open account unit. The order total price (including tax) will be displayed. Additional items may be added. Order number will be 1 – 99 with the register number preceding.
5. Enter the digits for the amount tendered and enter the Amount Tendered key or swipe Credit or Gift card. The display will show the change due and the amount tendered, total, tax, and change will display.

### **Drive Thru Order:**

1. Enter Items. The items are entered, displayed and printed as in a regular order. Items and/or coupons may be entered after the order is recalled (Order Options- Drive Thru Options).
2. Enter coupons or alternate tax as needed. The entries are displayed and printed as in a regular order. Discounts are displayed at total.
3. Enter Total 1 or Total 2 key on the open account unit on a system with more than one unit. Display and printing will be the same as a regular order. Order numbers are 1 – 20 for Drive Thru Lane #1 and 21-40 for Drive Thru Lane #2. Lane #2 is only used if 4 registers are in Drive Thru. Open check reports are 17M and 350M.
4. Recall Order. Enter the order number and Recall key. The order will be displayed.
5. Enter Coupons and/or items, or alternate tax (1, 2 or 3 must be entered before alternate tax entered).
6. After order is recalled press Tender, enter digit and "AMT. TEND" or swipe Credit or Gift Card.

### **Delete:**

To delete an item before amount tender, touch the item to be deleted and then touch the Delete Item button.

### **Overring:**

To back an item from the system requires the manager's security level of 2 or higher. Hit the overring key, and then the items to be backed out (this is an Overring). \*\*If a DT ticket needs to be deleted it MUST be recalled and paid out before it can be deleted.

## Quick Casual Eat-In & Take-Out, Delivery and Call-In Order Procedures:



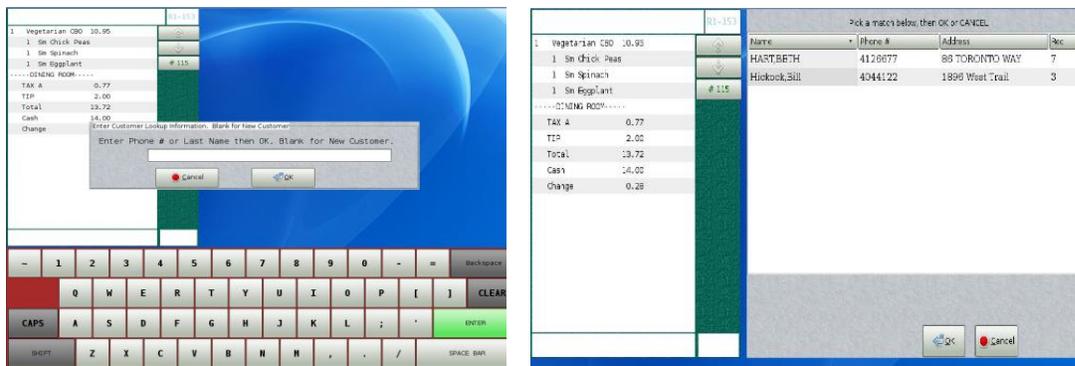
### Quick Casual Eat-In and Take-Out Order Procedures using Tip Adjust

Touch Eat-In or Take-Out to start the order. The menu will now display to add items. Once the order has been entered, touch Cash or Credit to pay the order. If the order is paid in Cash, the order is then closed and can not be modified. If the order is paid with Credit, once the credit has been approved the order is stored to allow Tip Adjust only. To adjust the Tip and close the open Credit, use the Counter Orders button on the Main Screen.

### Delivery/Call-In Order Procedures

#### Starting a Delivery or Call-In

Touch Call-In or Start Delivery.



For existing customers enter the Phone # or Last Name then touch OK. The full phone number or name is not required but may be entered. For example, if 4 is entered then OK, the phone numbers that start with 4 will only be listed so touch the customer needed to highlight and touch OK.

For new customers, touch OK to enter the new customer information. Enter First name, Last name, Phone number, Address, Delivery Notes and Other Notes if needed. Please note that First Name and Phone Number are required. If the 10-digit phone number entered is not found in the search, the new number will be saved to a blank customer information screen so the remaining information can be entered and saved for future lookups.



Once the customer information has been verified, touch Start New Blank Order. The menu will now display to add items. Once the order has been entered, touch Store Order to save as a Call-In/Delivery Order.

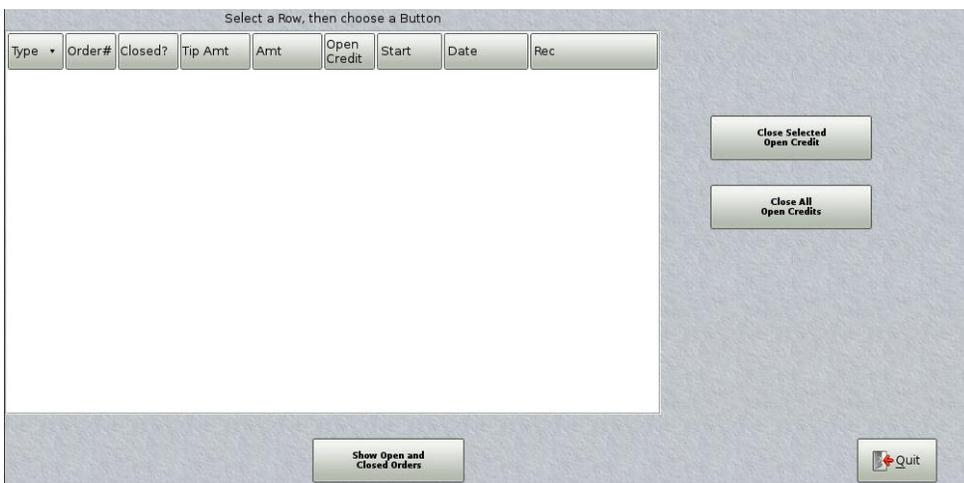
Please note that Save Edits must be touched if you modify an existing customers information and would like to save for future orders.

### Manager Open Orders:



There are five options to view and complete an open order: simply touch one of the buttons which are categorized to simplify the process.

### Manage Open Counter Orders 186M



**Counter Orders** – This function shows all Eat-In and Take-Out orders with open credit cards when first accessed. Open counter orders will allow for Tip Adjust only, no changes to the order can be made. This function allows close selected with Open Credit, close all with Open Credit and show Open and Closed Orders.

Close Selected Open Credit – This function closes the selected Open Credit order.

Close All Open Credits – This function closes All Open Credit orders.

Show Open and Closed Orders – This function will display all current business day orders, both open and closed.

Quit – Touch to close menu.

## Manage Open Unassigned Delivery Orders 241M

Type	Name & Phone #	Order# Rec#	Driver	Address	Closed	Tip Amt	Amt	Open Credit	Paid	Time Date	Rec
Deliv	Parson,Jim 555-5434	100 1		543 Old Medely Way A	<input type="checkbox"/>	0.00	3.84	<input type="checkbox"/>	<input type="checkbox"/>	1142 20190611	1

Orders Search	Recall Order	Close Order	Close Selected With Cash	Close Select Open Credit	
Show Open and Closed Orders	Recall Order Print Receipt	Assign/Reassign Delivery Driver	Close All With Cash	Close All Open Credits	Delete Order

**Delivery Driver Needed** – This function allows a Driver to be assigned to a Delivery order. The Delivery orders that do not have a driver assigned are displayed on the screen. Select the order then touch Assign/Reassign Delivery Driver to see a list of available drivers. Touch the Driver then OK to select a Driver. Please note that the Driver is designated in the 88 Enter<M> function by using 3 as the Type for the employee. Touch Quit to exit screen.

## Manage Open Delivery Orders 240M

Type	Name & Phone #	Order# Rec#	Driver	Address	Closed	Tip Amt	Amt	Open Credit	Paid	Time Date	Rec
Deliv	Parson,Jim 555-5434	100 1		543 Old Medely Way A	<input type="checkbox"/>	0.00	3.84	<input type="checkbox"/>	<input type="checkbox"/>	1142 20190611	1
Deliv	Jones,Bobby 1234567890	115 3	KEITH	123 Street Name Payetteville, Ga	<input checked="" type="checkbox"/>	0.00	11.74	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1252 20190827	3

Orders Search	Recall Order	Close Order	Close Selected With Cash	Close Select Open Credit	
Show Open and Closed Orders	Recall Order Print Receipt	Assign/Reassign Delivery Driver	Close All With Cash	Close All Open Credits	Delete Order

**Delivery Orders** – This function shows all the open Delivery orders when first accessed. The Delivery orders are allowed to be modified, add or adjust Tip, assign or re-assign a driver, close selected or all with cash, close selected or all with credit, delete the entire order and show closed orders.

**Order Search** – This function allows the entry of a Record number to quickly find an open order.

**Show Open and Closed Orders** – This function will display all current business day orders, both open and closed.

**Recall Order** -This function allows the order to be modified and/or paid.

**Recall Order Print Receipt** – This function will print the receipt then allows the order to be modified and/or paid.

**Close Order** – This function allows the order to be closed, the order must be paid before closing.

**Assign/Reassign Delivery Driver** – This function allows the Driver to be assigned or changed to a Delivery order, this must be done before closing the order.

**Close Selected with Cash** – This function closes the selected order with Cash.

**Close All with Cash** – This function closes the All Open order with Cash that do not have an Open Credit applied.

**Close Selected Open Credit** – This function closes the selected Open Credit order.

**Close All Open Credits** – This function closes All Open Credit orders.

**Delete Order** – This function removes the order from the database. The customer information is retained for future use.

**Quit** – Touch to close menu.

## Manage Open Call-In Orders 242M

Type	Name & Phone #	Order# Rec#	Driver	Address	Closed	Tip Amt	Amt	Open Credit	Paid	Time Date	Rec
CallIn	Smith, Sam 6788176400	111 2			<input type="checkbox"/>	0.00	7.48	<input type="checkbox"/>	<input type="checkbox"/>	1059 20190827	2

Orders Search	Recall Order	Close Order	Close Selected With Cash	Close Select Open Credit							
Show Open and Closed Orders	Recall Order Print Receipt	Assign/Reassign Delivery Driver	Close All With Cash	Close All Open Credits	Delete Order						Quit

**Call-In Orders** - This function shows all the open Call-In orders when first accessed. The Call-In orders are allowed to be modified, add or adjust Tip, close selected or all with cash, close selected or all with credit, delete the entire order and show closed orders.

**Order Search** – This function allows the entry of a Record number to quickly find an open order.

**Show Open and Closed Orders** – This function will display all current business day orders, both open and closed.

**Recall Order** -This function allows the order to be modified and/or paid.

**Recall Order Print Receipt** – This function will print the receipt then allows the order to be modified and/or paid.

**Close Order** – This function allows the order to be closed, the order must be paid before closing.

**Close Selected with Cash** – This function closes the selected order with Cash.

**Close All with Cash** – This function closes the All Open order with Cash that do not have an Open Credit applied.

**Close Selected Open Credit** – This function closes the selected Open Credit order.

**Close All Open Credits** – This function closes All Open Credit orders.

**Delete Order** – This function removes the order from the database. The customer information is retained for future use.

**Quit** – Touch to close menu.

## Manage Open Delivery and Call-In Orders 176M

Select a Row, then choose a Button											
Type	Name & Phone #	Order# Rec#	Driver	Address	Closed	Tip Amt	Amt	Open Credit	Paid	Time Date	Rec
CallIn	Smith, Sam 6788176400	111 2			<input type="checkbox"/>	0.00	7.48	<input type="checkbox"/>	<input type="checkbox"/>	1059 20190827	2
Deliv	Parson, Jim 555-5434	100 1		543 Old Medely Way A	<input type="checkbox"/>	0.00	3.84	<input type="checkbox"/>	<input type="checkbox"/>	1142 20190611	1

Orders Search	Recall Order	Close Order	Close Selected With Cash	Close Select Open Credit							
Show Open and Closed Orders	Recall Order Print Receipt	Assign/Reassign Delivery Driver	Close All With Cash	Close All Open Credits	Delete Order						Quit

**Delivery & Call-In Orders** – This function shows all the Open Delivery and Call-In orders when first accessed. The open orders are allowed to be modified, add or adjust Tip, assign or re-assign a driver, close selected or all with cash, close selected or all with credit, delete the entire order and show closed orders. Each order is displayed with Type, Name & Phone #, Order # & Record #, Driver, Address, if the order is Closed, Tip Amount, Amount, Open Credit, Paid, Start order time & Date and Record number of every order.

**Order Search** – This function allows the entry of a Record number to quickly find an open order.

**Show Open and Closed Orders** – This function will display all current business day orders, both open and closed.

Recall Order -This function allows the order to be modified and/or paid.

Recall Order Print Receipt – This function will print the receipt then allows the order to be modified and/or paid.

Close Order – This function allows the order to be closed, the order must be paid before closing.

Assign/Reassign Delivery Driver – This function allows the Driver to be assigned or changed to a Delivery order, this must be done before closing the order.

Close Selected with Cash – This function closes the selected order with Cash.

Close All with Cash – This function closes the All Open order with Cash that do not have an Open Credit applied.

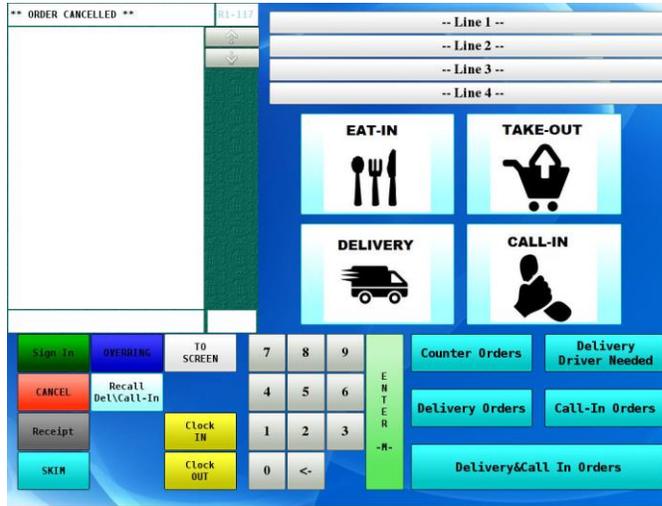
Close Selected Open Credit – This function closes the selected Open Credit order.

Close All Open Credits – This function closes All Open Credit orders.

Delete Order – This function removes the order from the database. The customer information is retained for future use.

Quit – Touch to close menu.

## Quick Casual Eat-In & Take-Out, Delivery, Call-In Order Procedures with Caller ID:



### Caller ID

An optional Caller ID Box may be used with the Documentor System to help speed through call-in and delivery ordering. The system currently supports 2 and 4 line boxes to be integrated to the system.

When Caller ID is enabled the start-up screen will change to show the four possible lines. The Line background colors and the text will change as the state of the phone line changes.

On the hook (no caller) – Line 1-4 will be White and display 'Line 1: Waiting on Caller'

Line ring – Line 1-4 will be Yellow when the line is ringing

Line picked up - Line 1-4 will be Green when the line is picked up

Line 1-4 selected – Once a line is selected the button changes to Red and will display 'Line 1: Off-Hook #8641234567 :: S. Smith'.

Once Line 1 – 4 has been selected, press Delivery or Call-In and the phone # from that line will be searched through the customer database. If the customer is found, the full customer information as well as their last order information will be displayed. The last order can be reordered and allows modification of the order or a new order can be started.

### Caller ID Setup

To setup Caller ID box, follow the directions from Caller ID to connect to the existing phone lines or VOIP. Next, turn on the Caller ID option on the Documentor system. On the master register, enter 70 Enter <M>, choose "Order Options 1" then press the "Caller ID Setup" button. The "Caller ID Setup" screen will be displayed. Touch the dropdown box to display the choices available then select and Save.

Caller ID can be enabled or disabled on each register and the telephone line information will be the same. To setup the register, enter 68 Enter <M> and touch the dropdown box by Caller ID option to choose the setting then Save. The choices available are "No Caller ID" to disable, 2 Line for a 2 Line Caller ID box or 4 Line Caller ID box.

## List of Functions

### General

- 40M Drawer Lock/Unlock
- 41M Date
- 42M Time
- 43M Store Number
- 45M Store Name and Receipt Message
- 46M Store and Forward Totals
- 60M Catering Sales
- 70M Option Changes
- 71M Discount Percent
- 78M Tax Table
- 86M Security Password Level Change
- 99M Recap last or current Order
- 131M Assign Class to Kitchen Video Zone, Low Volume
- 133M Assign Special Order to Kitchen Video Zone
- 134M Set Up High/Low Volume Videos
- 135M Assign Kitchen/Expeditor Videos & Printer Setup
- 138M Assign Register Types –Wired or Wireless
- 139M Assign Devices--Printers, Coin Change, Modem, Drv Thru Order Confirmation & Drv Dollar Confirmation \*
- 142M Credit Card Setup Screen \*
- 150M Designate Register as a Drive Thru Order Taker \*
- 151M Designate Register as a Drive Thru Recall Register Only \*
- 152M Designate Register as a Counter Register \*
- 153M Designate Register as a 2<sup>nd</sup> Drive Thru Order Taker (Must have 4 Drive Thru Registers) \*
- 154M Designate Register as a 2<sup>nd</sup> Drive Thru Recall Register Only (Must have 4 Drive Thru Registers) \*
- 155M Enter Meal Period Information
- 163M Memo Report from Office
- 179M Training Mode Set/Change

### Item Information

- 54M Menu Item Class
- 55M Menu Item Price
- 56M Menu Item Cost
- 57M Coupon Price
- 58M Menu Item Type
- 59M Touch Menu Screen
- 72M Item Sequence on Orders
- 73M Item Report Sequence
- 75M Item Line Information for Receipt Printer
- 79M Non Food Costs
- 82M Menu Item Identification
- 87M Set Item to Negative Price

### Inventory

- 51M Modified Pieces Per Item
- 52M Modified Pieces Per Head
- 63M Inventory Purchases, Raw Product Waste, Transfers and Nightly Closing Inventory
- 85M Raw Product Inventory Name and Cost
- 77M Raw Product Recipe Portion

### Finished Product

- 76M Finished Product Recipe
- 84M Finished Product Identification
- 100M Finished Product Waste

Server

- 49M Employee Station Assignment
- 50M Employee Activation
- 68M Individual Register Options Change \*
- 69M Server Assignment \*
- 80M Payroll Setup Screen
- 81M Timekeeping Adjustment Clock In/Out Records For Current Day (Edit/Add)
- 83M Productivity Item Assignment
- 88M Employee Data

Delivery, Call-In and Counter Open Orders

- 176M - Manage Open Delivery and Call-In Orders
- 186M - Manage Open Counter Orders
- 240M - Manage Open Delivery Orders
- 241M - Manage Open Unassigned Delivery Orders
- 242M - Manage Open Call-In Orders

System Clearing

- 91M Daily System Clear
- 92M Weekly System Clear
- 93M Monthly System Clear
- 94M Daily Payroll Clear
- 95M Period Payroll Clear (Weekly)
- 98M Extended Payroll Clear (Bi-Weekly or Semi-Monthly)

Utilities

- 136M Description Editor
- 143M Electronic Journal Setup
- 144M Currency Exchange Setup
- 161M Enter Telecommunication option (Email or Dial)
- 162M Internet Setup Screen \*
- 164M Turn on/off ntpd time server
- 171M Version Status
- 172M Delete Old Call-In/Delivery Data
- 177M Distribute Call-In/Delivery Database to Remotes
- 200M - 209M Load data from ASCII
- 210M - 218M Save data from ASCII
- 252M Set Screen Colors \*
- 253M Set Register Unit Number \*
- 260M Set TCIP Address for Store \*
- 261M Set Master Unit Number
- 262M Distribute Program to all registers from the Master
- 263M Units On-Line (Master Only)
- 401M Allows resend of clear email
- 516M Re-Index Call-In/Delivery Database

\* MUST BE ASSIGNED ON EACH INDIVIDUAL UNIT

## List of Reports-

REPORTS: MAY BE PRINTED OR DISPLAYED ON SCREEN

Access Reports by going to the Manager's Main Selection Screen or entering the \*Quick Code & Enter <M>.

### Quick Code

1. Daily Revenue
2. Daily Item Quantity Sold and Revenue
3. Daily Item Cost
4. 24-Hour
5. Finished Products Usage per Half Hour
6. Item Class, Type, Pieces and Price
7. Raw Product Recipe
8. Weekly Revenue
9. Daily Consolidated Inventory
10. Daily Inventory A - Open, Receipts and Waste
11. Daily Inventory B - Revenue Factor, Computed Usage, and Cost
12. Daily Inventory C- Close, Variance, and Variance Dollars
13. Weekly Consolidated Inventory
14. Weekly Inventory A
15. Weekly Inventory B
16. Weekly Inventory C
17. Open Checks
18. Weekly Item Quantity Sold and Revenue
19. Finished Product Usage for a Selected Day
20. Service Employee Assignment
21. Service Employee Sales
22. Selectable Service Employee Report
23. Coupon Quantity Sold and Revenue
24. Daily Class Totals and Percent
25. Employee Data - All
26. Employee In and Out Hours and Daily Hours Pay
27. Employee Hours - Daily, Period, and Extended
28. Weekly Class Totals
29. Chicken Pieces and Head
30. Not used
31. Monthly Consolidated Inventory
32. Monthly Inventory A
33. Monthly Inventory B
34. Monthly Inventory C
35. Monthly item Quantity Sold and Revenue
36. Daily, Weekly, and Monthly Quantity Sold by Chicken Type
37. Monthly Class Totals
38. Monthly Revenue
39. Finished Product Recipe
101. Store and Forward Totals
102. Class Taxability
103. Options List
104. Tax Table
105. Gift Cards Sold
106. Coupon Prices
107. Employee Deletes and Voids
108. Daily Item Quantity Sold by Eat In, Take Out, and Drive Thru
109. Weekly Item Quantity Sold by Eat In, Take Out, and Drive Thru

REPORTS CONTINUED ON NEXT PAGE

- 110. Monthly Item Quantity Sold by Eat In, Take Out, and Drive Thru
- 111. Item Sequence Numbers
- 145. Non-Food Costs & Item Costs Report
- 180. Chicken Usage (Day)
- 181. Daily Chicken Sales Graph
- 182. Finished Product Items Graph
- 190. Item Cost - Weekly
- 191. Item Cost - Monthly
- 192. Coupon Sales Report - Weekly
- 193. Coupon Sales Report - Monthly
- 194. Electronic Journal Report – Must have 143M setup
- 195. Previous Payroll Clear Report
- 196. Current Period Payroll Report
- 197. Detail Period Payroll Report for ALL Payroll Types
- 199. Payroll Option Report (80M Information)
- 225. Meal Period Report
- 226. Credit / Debit Card Audit Report
- 227. Credit / Debit Card Summary Report
- 228. Offline Credit Card Report
- 231. Keylock Report
- 232. Print Last Clear Report
- 233. Daily Revenue Report C
- 247. Hourly Special Sales on selected Finished Product
- 251. Employee List with Security Levels and Passwords
- 313. Restaurant Table and Order History
- 314. Current Table Usage by Server
- 349. List of Employees on the Clock
- 350. Drive Thru 1&2 Open Checks. \*Drive Thru 1 Open Checks 1-20, Drive Thru 2 Open Checks 21-40
- 360. Menus Assigned List

Delivery Reports-

- 175. Delivery Detail 1
- 236. Delivery Report Summary
- 237. Delivery Report 2
- 238. Delivery Report for Selected Driver
- 511. Delivery Order History
- 514. Delivery/Call-In Customers by Last Name or Phone Number

## CHAPTER 2 - Manager's Main Selection Screen

<b>Daily Store Procedures</b>
<b>Revenue Related Menu</b>
<b>End of Day Menu</b>
<b>Employee/Payroll Setup and Reports</b>
<b>Server Setup and Reports</b>
<b>Menu Items Setup and Reports</b>
<b>Coupons Setup and Reports</b>
<b>Inventory (Raw Product) Setup and Reports</b>
<b>Finished Product Setup and Reports</b>
<b>Store Operation Setup and Reports</b>
<b>Chicken and Cooking Type Reports</b>
<b>Delivery/Call-In Menu</b>
<b>Other Features</b>

- o Reports to Printer
- o [Reports to Screen](#)

The Manager's Main Selection Screen allows access to functions and reports. To enter this section, a manager must be signed in with a level 2 security or higher. A quick access to each function or report is available by entering in the Quick Code number followed by M (enter).

### Daily Store Procedures - Common Daily Tasks Menu

<b>Assign Servers to this registers Cash Drawer</b>	<b>69M</b>
<b>Assign Servers to Stations (Storewide)</b>	<b>49M</b>
<b>Open Checks (Drive-Thru Orders)</b>	<b>17M</b>
<b>Manage/Close Cash Drawers</b>	<b>48M</b>
<b>Enter Daily Waste (Finished Product)</b>	<b>100M</b>
<b>Skim from Drawer #1</b>	<b>325M</b>
<b>Skim from Drawer #2</b>	<b>326M</b>
<b>Start a Catering Sale</b>	<b>60M</b>
<b>Group Reports #1 (Printer Only)</b>	<b>221M</b>
<b>Group Reports #2 (Printer Only)</b>	<b>222M</b>

- o Reports to Printer
- o [Reports to Screen](#)

**Enter by touching the function or from the operation screen enter the Quick Code & M.**

#### Assign Server to this Cash Drawer - 69M

This function is used to assign an active server to a register and must be entered on each individual register.

To initiate, enter: 69 Enter <M>

Assign Server to Cash Drawer by touching the drop down box and choosing the server then press Save to keep changes or Cancel to discard change.

\*\*\*After the 91M (Closing) is complete all employee numbers will be de-assigned, this will insure correct employee assignment for the day shift.

## Assign Servers to Stations (Storewide) - 49M

This function will allow the assigning of active servers to all registers and must be entered on the master register. To initiate, enter: 49 Enter <M>

- Choose an active register by touching the drop down box
- Press the Change button to Change or Select a Server
- Press Quit to end and save changes

Report 20, Server Assignment, lists all stations and server assigned. Sales data for each server is reported in Revenue Report 1, Server Sales Report 21, and in Report 22, Selectable Server Report.

## Open Checks (Drive-Thru Orders) - Report 17M

This report list all open Drive-Thru orders and must be done on a Drive-Thru register. To initiate enter: 17 Enter <M> View Report or Print Report.

Each line includes, from left to right, the open check number, the time of the order, the server number and the dollar amount of the check. The total reflects the total dollar amount and the number of checks still outstanding.

NOTE: When 20 checks have been accumulated in this report, the drive-thru register displays error Table Full. The Open checks must then be recalled and paid.

# 1				
DRIVE THRU OPEN CHECK, REPORT 17				
May 15 12:40:11 2014				
#	Recalled	Time	Server	Total
1		12:39	1	1.17
2		12:40	1	3.67
TOTAL			4.48	
CHECKS			2	

## Manager/Close Cash Drawers - 48M

This function allows a cash drawer to be closed, reassigned to an employee and the drawer count entered for a closed cash drawer. To initiate, enter: 48 Enter <M>.

Select Register then the Drawer.

Drawer#, Register#

Computed Cash \$\$\$ (Actual Cash Responsibility for Drawer)

Drawer Count \$ \_\_\_\_\_ (The cash in drawer less beginning)

Over/Short \$\$\$ (Displays the Difference from Computed Cash & Drawer Count \$)

\*\*Drawers will be closed automatically once the closing report 91M is done.

## Enter Daily Finished Product Waste - 100M

At the close of each business day the leftover cooked products and packaged throw-away products (for example, salads, potatoes, gravy, etc.) are recorded using this function. These figures report on Raw Product Waste.

To initiate, enter: 100 Enter <M> View Report or Print Report.

Enter a waste quantity (1-99) and press either an item key or an item key followed by a modifier key.

(nn) ITEM

OR Waste quantity entered

(nn) ITEM MODIFIER

The amount is recorded and displayed. Continue this process to record waste for additional menu items and modifiers. When all quantities are entered, terminate the function by pressing: CANCEL CANCEL

NOTE: After totaling, there is a 10-second delay while the data is calculated and press M will display when complete. Raw Product Waste all daily report is amended.

## Skim from Drawer #1 - 325M

This function allows the cash to be skimmed from Drawer #1 and receipt will print. To initiate this function, enter: 325M & Follow instructions.

### **Skim from Drawer #2 - 326M**

This function allows the cash to be skimmed from Drawer #2 and receipt will print. To initiate this function, enter: 326M & Follow instructions.

### **Start A Catering Sale - 60M**

The system can track Catering Sales separately on the Revenue Report by using the 60M function. To initiate, enter: 60 ENTER <M>

1. *Catering Sale Started displays in center of screen.*
2. Press OK
3. Enter order

To terminate this function: Start the Order & press CANCEL Twice

### **Group Reports #1 (Printer Only)- 221M**

Allows up to 6 reports to be printer as a group. Setup in the Option Setup Screen (70M). To initiate, enter: 221 ENTER <M> and choose View Report or Print Report.

### **Group Reports #2 (Printer Only)- 222M**

Allows up to 6 reports to be printer as a group. Setup in the Option Setup Screen (70M). To initiate, enter: 222 Enter <M> and choose View Report or Print Report.

## Revenue Related Menu

<b>Manage/Close A Cash Drawer</b>	<b>48M</b>
<b>Open Checks (Drive-Thru Orders)</b>	<b>17M</b>
<b>Daily Revenue Report (Layout A)</b>	<b>1M</b>
<b>Electronic Journal</b>	<b>194M</b>
<b>Meal Period Usage Breakdown</b>	<b>225M</b>
<b>All Revenue Reports</b>	

Reports to Printer
  [Reports to Screen](#)

**Enter by touching the function or from the operation screen enter the Quick Code & M.**

### Manage/Close A Cash Drawer - 48M

This function allows a cash drawer to be closed, reassigned to an employee and the drawer count entered for a closed cash drawer.  
 \*\*Drawers will be closed automatically once the closing report 91M is done. To initiate, enter: 48 Enter <M>

#### Select the Register#

Choose a Register

Register 1

Register 2

Register 3

Register 4

Register 5

Register 6

Register 7

Register 8

#### Select the Drawer

Choose a Till

OPEN Drawer, Drawer #1 Server #1

REGISTER 1, Drawer #1 OPEN  
 Opened by #1:Cashier Mode

	TRANS	AMOUNT	AVERAGE
VOIDS<TOT	17	0.00	0.00
TOT COUP	0	0.00	0.00
DISCOUNT	0	0.00	0.00
DINE IN	21	373.40	17.78
CARRY-OUT	1	11.77	11.77
TOTAL	22	385.17	17.51
-CREDIT	0	0.00	0.00
-DEBIT	0	0.00	0.00
+TIPS	1	2.00	2.00
TOT CASH	22	387.17	17.60

Choose an Option

CLOSE DRAWER

ENTER CASH COUNT

ADD SKIM

CORRECT SKIM

ADD PAID-OUT

CORRECT PAID-OUT

PRINT DRAWER

Enter information need and press Quit.

## Open Checks (Drive-Thru Orders) - Report 17M

This report list all open Drive-Thru orders and must be done on a Drive-Thru register. To initiate enter: 17 Enter <M> View Report or Print Report.

Each line includes, from left to right, the open check number, the time of the order, the server number and the dollar amount of the check. The total reflects the total dollar amount and the number of checks still outstanding.

NOTE: When 20 checks have been accumulated in this report, the drive-thru register displays error Table Full. The Open checks must then be recalled and paid.

# 1			
DRIVE THRU OPEN CHECK, REPORT 17			
May 15 12:40:11 2014			
# Recalled	Time	Server	Total
1	12:39	1	1.17
2	12:40	1	3.67
TOTAL		4.48	
CHECKS		2	

## Daily Revenue Report 1 (Layout A)

This report contains Daily Revenue, Daily Drawer breakdown, Forever Totals and Over/Short with Deposits. See next section for report breakdown.

## Electronic Journal Report 194

Electronic Journal Report provides a journal of transactions for each register. To print this report, sign in with the correct security level and enter: 194 Enter <M> and choose View Report or Print Report. Enter Register # 1-8 or 0 for All Registers.

# 1			
Electronic Journal, REPORT 194			
MAY 25 8:52:44 2014			
For register #1			
7:42A	R1	Register Start-Up	
7:42A	R1	M Function 139	
7:42A	R1	M Function 31	
7:42A	R1	M Function 32	
7:42A	R1	M Function 33	
7:42A	R1	M Function 34	
7:42A	R1	M Function 35	
7:42A	R1	M Function 194	
8:42A	R1	Start Order #1	
		5 2PC DARK/BISC	7.50
		> ORIG	
		TOTAL 1 KEY	7.50
8:42A	R1	S01 TAX A 0.68 TAX B 0.00	
8:42A	R1	TOTAL	8.18
		CREDIT	0.00

## Meal Period Report 225

Meal Period Report provides a breakdown of # of sales, sales dollars, average check, labor dollars and labor % of sales by meal periods. Up to 10 meal periods can be setup, this is done through the 155M.

To print this report, sign in with the correct security level and enter: 225 Enter <M> View Report or Print Report.

# 1			
MEAL PERIOD REPORT, REPORT 225			
May 26, 2014			
PERIOD	#SALES	\$AMOUNT	AVERAGE
BREAKFAST	40	212.00	5.30
LABOR	54.00	% SALE	0.25
LUNCH	75	525.00	7.00
LABOR	120.00	% SALE	0.23
AFTER LUNCH	0	0.00	
LABOR	0.00	% SALE	
DINNER	0	0.00	
LABOR	0.00	% SALE	
AFTER DINNER	0	0.00	

## Revenue Reports Menu

<b>Daily Revenue (Layout A)</b>	<b>1M</b>
<b>Daily Revenue (Layout B)</b>	<b>249M</b>
<b>Weekly Revenue (Layout A)</b>	<b>8M</b>
<b>Weekly Revenue (Layout B)</b>	<b>250M</b>
<b>Monthly Revenue (Layout A)</b>	<b>38M</b>
<b>Monthly Revenue (Layout B)</b>	<b>248M</b>
<b>Half Hour Sales</b>	<b>4M</b>
<b>Hourly Sales on FPI</b>	<b>247M</b>
<b>Gift Cards Sold Report</b>	<b>105M</b>
<b>Credit/Debit Detail Report</b>	<b>226M</b>
<b>Credit/Debit Summary Report</b>	<b>227M</b>

Reports to Printer              
 Reports to Screen

**Enter by touching the function or from the operation screen enter the Quick Code & M.**

### Revenue Report (Layout A)- 1M

To initiate this report, sign in with the correct security level and enter:

1 Enter <M> View Report or Print Report

**Part A**

The DAILY TOTALS section consists of:

- TRANSAC: Total number of transactions processed.
- AVG. CHECK Average Check
- CR/DE ORING: The number and dollar amount of Credit/Debit Card overring sales.
- TRAINING MODE: Total number and \$ amount of Training Mode Orders.
- CATERING: Total number and \$ amount of catering orders
- VOIDS: Voided orders occur when the cashier presses the CANCEL key twice. The first CANCEL cancels the last item rung, and the second CANCEL voids the rest of the order. The net amount of that order is added to the void amount.\*If allowed, Should be Managers Level Only.
- DEL/OVR\$: Overrings - Total number and dollar amount of orders refunded.
- MANL/CR The number and \$ amount using manual Credit key.
- MISC: The number and \$ amount of sales using miscellaneous key.
- SKIM: Total Skim amount from all cash drawers.
- NON TAX: Non tax items \$ amount
- TAXABLE: Taxable items \$ amount.
- NON FOOD: Dollar amount of non-food items.
- FOOD SALES: Dollar amount of food items.
- NET SALES: Total \$ amount of food and Nonfood items.
- TAX A: Tax to be added to taxable sale
- TAX B: Alternate tax to be added.
- GROSS: Net sales plus tax
- TIPS: Tips
- GIFT SOLD: Total amount of gift card Transactions and \$ amount.
- Total Income: Gross sales plus Tips and Gift Card Sold.
- CREDIT: Total amount of credit card Transactions and \$ amount.
- CASH: Total dollars cash collected.
- Total Collected: Total Income plus Gift Redeemed.
- COUPON: Dollar amount for each coupon and quantity.
- MISC CPN: The dollar amount of all misc. coupons redeemed.
- TOTAL CPN: The dollar amount of all coupons redeemed.
- DISC: Dollar amount of each type of discount. A maximum of six different discounts is allowed.
- ADJ. GROSS: =Net Sales +Tax +Misc Coupon +Discounts  
Gross Sales Including
- Voids & Overrings: =Adjusted Gross + Voids + Overrings

<b>Part A</b>	
#1234	REPORT 1
DAILY REVENUE,	MAR 03 11:06:03 2014
TRANSACTIONS	10
AVG. CHECK	
0 CR/DEB ORING	0.00
0 TRAINING MODE	0.00
0 CATERING	0
1 VOID \$	2.22
1 DEL/ORING \$	1.45
1 MANUAL CREDIT	1.09
MISC SALE	.0
SKIM	0.00
NON TAXABLE	0.00
TAXABLE	6.98
NON-FOOD	.52
FOOD SALES	6.46
NET SALES	6.98
TAX A	.36
TAX B	0.00
GROSS	7.34
0 TIPS	0.00
0 GIFT SOLD	0.00
Total Income	7.34
0 GIFT REDEEM	0.00
1 CREDIT	1.09
CASH	6.25
Total Collected	7.34
GROSS	7.34
1 COUPON	.20
0 MISC COUPON	
1 TOTL COUPON	.20
EMPLOYEE DIS	.52
SENIOR DIS	.10
POL/FIRE	.10
MGR COMP	1.04
SPECIAL COMP	1.04
OWNER COMP	1.04
ADJ. GROSS	11.38
VOID \$	2.22
DEL/ORING \$	1.45
Gross Sales Including	
Voids & ORING\$	15.05

REPORT CONTINUED ON NEXT PAGE:

**Part B**

The Drawer Report section presents a breakdown of daily sales by drawer.

Printed in drawer number sequence, each entry includes the following for Voids Before and After Total, Coupons, Discounts, Eat In, Take Out, Drive Thru, Credit and Gift Card transactions:

- o Number of sales.
- o Dollar Amount
- o Average dollar amount

Next prints the Total number of sales, total dollar amount and overall average dollar amount per check for the drawer.

The Drawer Count and Over/Short section will display the cash in the drawer entered through the 48M (Manage/Close a Cash Drawer).

Order Type Totals are printed at the bottom of Part B. This section presents the total number and dollar amount of the EAT IN, TAKE OUT, and DRIVE-THRU transactions for all above drawers.

**Part C**

The CONTROL Totals section of this report contains year-to-date totals for the same items contained in Part A, Daily Totals.

Data for each item is updated through the 91M, Daily Clear.

When year-to-date totals must be cleared, contact your Documentor customer support representative.

**Part D**

The final section of the report OVER /SHORT includes:

- ADJ NET: Net Sales + Coupon + Disc 1 - 6.
- TAX: Total amount of tax collected.
- ADJ.GROSS: Adjusted Net + Tax
- GIFT SOLD: Dollar amount of gift card sold.
- OTHER INCOME: Other Income (Store and Forward).
- DWR. RESP: Cash responsibility. (Adj. Gross + Gift + Other Income ).
- COUPON \$: Coupon Value + Coupon Other
- DISCOUNT: Total \$ amount of Discounts 1-6.
- GIFT REDEEM: Dollar amount of redeemed gift card
- CHARGE SALES: Charge Sales
- PAID OUTS: Other Expense (Store and Forward).
- TOT DEDUCT: Deduction Total. (Coupon + Disc + Gift + Charge + Paid Outs).
- TOT CASH: Cash to be accounted for. (DRAWER RESP - TOT DEDUCT).
- DEPOSITS: Deposits (Total Dollar amount of entries 1-10 Store and Forward).
- OVER/SHORT: Total calculated by register. (DEPOSIT - TOTAL CASH)

**Part B**

DRAWER REPORT			
Register 1, DR#1 Total 1 OPEN			
Opened by #655: Justin Smith			
	TRANS	AMT	AVG
VOIDS<TOT	1	2.22	
VOIDS>TOT	0	0.00	
COUPON 1	1	.20	.20
TOT COUP	1	.20	.20
DISCOUNT	6	3.84	.64
EAT IN	10	7.34	.73
TAKEOUT	0	0.00	.00
GC SOLD	0	0.00	.00
TOTAL	10	7.34	.73
-CREDIT	1	1.09	1.09
-DEBIT	0	0.00	0.00
+TIPS	0	0.00	0.00
-GC Redeem	0	0.00	0.00
-SKIM	0	0.00	0.00
-PAID-OUT	0	0.00	0.00
TOT CASH	9	6.25	.69
Drawer Count		6.25	
Over/Short		0.00	
Drawer Count by (Name)			
Open From 10:00 to 11:15			
ORDER TYPE TOTALS			
EAT IN	10	7.34	
TAKE OUT	0	0.00	
DRIVE	0	0.00	
TOTAL	10	7.34	
Daily Labor +/-		0.00	

CONTROL TOTALS	
Part D	
OVER/SHORT	
ADJ NET	11.02
TAX	.36
ADJ GROSS	11.38
GIFT SOLD	0.00
OTHER INCOME	0.00
DRAWER RESP	11.38
COUPON \$	.20
DISCOUNT	3.84
GIFT REDEEM	0.00
CHARGE SALES	1.09
PAID OUTS	0.00
TOT DEDUCT	5.13
TOT CASH	6.25
DEPOSITS	6.25
OVER /SHORT	0.00

## Revenue Report (Layout B)- 249M

To initiate this report, sign in with the correct security level and enter:

249 Enter <M> View Report or Print Report

**TRANSAC:** Total number of transactions processed.  
**AVG. CHECK:** Average Check  
**CR/DE ORING:** The number and dollar amount of Credit/Debit Card overring sales.  
**TRAINING MODE:** Total number and \$ amount of Training Mode Orders.  
**CATERING:** Total number and \$ amount of catering orders  
**VOIDS\$:** Voided orders occur when the cashier presses CANCEL key twice. The first CANCEL cancels the last item rung, and the second CANCEL voids the rest of the order. The net amount of that order is added to the void amount.\*If allowed, Should be Managers Level Only.  
**DEL/OVR\$:** Overrings - Total number and dollar amount of orders refunded.  
**MANL/CR:** The number and \$ amount using manual Credit key.  
**MISC:** The number and \$ amount of sales using miscellaneous key.  
**SKIM:** Total Skim amount from all cash drawers.  
**NON TAX:** Non tax items \$ amount  
**TAXABLE:** Taxable items \$ amount.  
**NON FOOD:** Dollar amount of non-food items.  
**FOOD SALES:** Dollar amount of food items.  
**NET SALES:** Total \$ amount of food and Nonfood items.  
**TAX A:** Tax to be added to taxable sale  
**TAX B:** Alternate tax to be added.  
**GROSS:** Net sales plus tax  
**TIPS:** Tips  
**GIFT SOLD:** Total amount of gift card Transactions and \$ amount  
**Total Income:** Gross sales plus Gift Card Sold.  
**CREDIT:** Total amount of credit card transactions and \$ amount.  
**CASH:** Total dollars cash collected.  
**Total Collected:** Total Income plus Gift Redeemed.  
**COUPON:** Dollar amount for each coupon and quantity.  
**MISC CPN:** The dollar amount of all misc. coupons redeemed.  
**TOTAL CPN:** The dollar amount of all coupons redeemed.  
**DISC:** Dollar amount of each type of discount. A maximum of six different discounts is allowed.  
**ADJ. GROSS:** =Net Sales +Tax +Misc Coupon+Discounts  
**Gross Sales Including**  
**VOIDs & Overrings:** =Adjusted Gross + Voids + Overrings

DAILY REVENUE, MAR 03 11:06:03 2014		#1234 REPORT 249
	TRANSACTIONS	10
	AVG. CHECK	
0	CR/DEB ORING	0.00
0	TRAINING MODE	0.00
0	CATERING	0
1	VOID \$	2.22
1	DEL/ORING \$	1.45
1	MANUAL CREDIT	1.09
	MISC SALE	.0
	SKIM	0.00
	NON TAXABLE	0.00
	TAXABLE	6.98
	NON-FOOD	.52
	FOOD SALES	6.46
	NET SALES	6.98
	TAX A	.36
	TAX B	0.00
	GROSS	7.34
0	TIPS	0.00
0	GIFT SOLD	0.00
	Total Income	7.34
0	GIFT REDEEM	0.00
1	CREDIT	1.09
	CASH	6.25
	Total Collected	7.34
1	COUPON	.20
0	MISC COUPON	
1	TOTL COUPON	.20
	EMPLOYEE DIS	.52
	SENIOR DIS	.10
	POL/FIRE	.10
	MGR COMP	1.04
	SPECIAL COMP	1.04
	OWNER COMP	1.04
	ADJ. GROSS	11.38
	VOID \$	2.22
	DEL/ORING \$	1.45
	Gross Sales Including	
	VOIDs & ORING\$	15.05

## Weekly Revenue Report (Layout A)-8M

Weekly Revenue Report 8 provides revenue statistics, control information and reference totals for a one-week period.

To initiate this report, sign in with the correct security level and enter:

8 Enter <M> View Report or Print Report

TRANSAC: Total number of transactions processed.  
 AVG. CHECK: Average Check  
 CR/DE ORING: The number and dollar amount of Credit/Debit Card overring sales.  
 TRAINING MODE: Total number and \$ amount of Training Mode Orders.  
 CATERING: Total number and \$ amount of catering orders  
 VOID\$: Voided orders occur when the cashier presses CANCEL key twice. The first CANCEL cancels the last item rung, and the second CANCEL voids the rest of the order. The net amount of that order is added to the void amount \*If allowed, Should be Managers Level Only.  
 DEL/OVRS: Overrings -Total number and dollar amount of orders refunded.  
 MANL/CR The number and \$ amount using manual Credit key.  
 MISC: The number and \$ amount of sales using miscellaneous key.  
 NON TAX: Non tax items \$ amount  
 TAXABLE: Taxable items \$ amount.  
 NON FOOD: Dollar amount of non-food items.  
 FOOD SALES: Dollar amount of food items.  
 NET SALES: Total \$ amount of food and Nonfood items.  
 TAX A: Tax to be added to taxable sale  
 TAX B: Alternate tax to be added.  
 GROSS: Net sales plus tax  
 TIPS: Tips  
 GIFT SOLD: Total amount of gift card Transactions and \$ amount.  
 Total Income: Gross sales plus Gift Card Sold.  
 CREDIT: Total amount of credit card transactions and \$ amount.  
 CASH: Total dollars cash collected.  
 Total Collected: Total Income plus Gift Redeemed.  
 COUPON: Dollar amount for each coupon and quantity.  
 MISC CPN: The dollar amount of all misc. coupons redeemed.  
 TOTAL CPN: The dollar amount of all coupons redeemed.  
 DISC: Dollar amount of each type of discount. A maximum of six different discounts is allowed.  
 ADJ. GROSS: =Net Sales +Tax +Misc Coupon+Discounts  
 VOID\$: The number and \$ amount of all orders cleared or corrected after Total and before the sale was tendered.  
 CR/DE ORING: The number and dollar amount of Credit/Debit Card overring sales.

**Gross Sales Including**

Voids & Overrings: =Adjusted Gross + Voids + Overrings

Information on the weekly report is updated with each 91M Daily System Clear.

0 CR/DEB ORING	0.00
TRAINING MODE	0.00
0 CATER	0.00
3 VOID \$	27.48
3 DEL/ORING \$	8.00
0 MANUAL CRED	0.00
0 MISC SALE	0.00
NON TAXABLE	0.00
TAXABLE	110.40
NON FOOD	0.00
FOOD SALES	110.40
NET	110.40
TAX A	7.93
TAX B	0.00
GROSS	118.33
0 TIPS	0.00
0 GIFT SOLD	0.00
TOTAL INCOME	118.33
0 GIFT REDEEM	0.00
0 CREDIT	0.00
CASH	118.33
Total Collected	118.33
GROSS	118.33
3 COUPON 1	5.55
0 MISC COUPON	0.00
3 TOT COUPON	5.55
ADJ GROSS	123.88
VOID \$	27.48
DEL/ORING \$	8.00
Gross Sales Including	
Voids & ORING \$=-	159.36

## Weekly Revenue Report (Layout B)-250M

Weekly Revenue Report 250M provides revenue statistics, control information and reference totals for a one-week period.

To initiate this report, sign in with the correct security level and enter:

250 Enter<M> View Report or Print Report

TRANSAC:	Total number of transactions processed.
AVG. CHECK:	Average Check
CR/DE ORING:	The number and dollar amount of Credit/Debit Card overring sales.
TRAINING MODE:	Total number and \$ amount of Training Mode Orders.
CATERING:	Total number and \$ amount of catering orders
VOIDS:	Voided orders occur when the cashier presses CANCEL key twice. The first CANCEL cancels the last item rung, and the second CANCEL voids the rest of the order. The net amount of that order is added to the void amount.*If allowed, Should be Managers Level Only.
DEL/OVR\$:	Overrings -Total number and dollar amount of orders refunded.
MANL/CR	The number and \$ amount using manual Credit key.
MISC:	The number and \$ amount of sales using miscellaneous key.
NON TAX:	Non tax items \$ amount
TAXABLE:	Taxable items \$ amount.
NON FOOD:	Dollar amount of non-food items.
FOOD SALES:	Dollar amount of food items.
NET SALES:	Total \$ amount of food and Nonfood items.
TAX A:	Tax to be added to taxable sale
TAX B:	Alternate tax to be added.
GROSS:	Net sales plus tax
TIPS:	Tips
GIFT SOLD:	Total amount of gift card Transactions and \$ amount.
Total Income:	Gross sales plus Gift Card Sold.
CREDIT:	Total amount of credit card transactions and \$ amount.
CASH:	Total dollars cash collected.
Total Collected:	Total Income plus Gift Redeemed.
COUPON:	Dollar amount for each coupon and quantity.
MISC CPN:	The dollar amount of all misc. coupons redeemed.
TOTAL CPN:	The dollar amount of all coupons redeemed.
DISC:	Dollar amount of each type of discount. A maximum of six different discounts is allowed.
ADJ. GROSS:	=Net Sales +Tax +Misc Coupon+Discounts
VOIDS:	The number and \$ amount of all orders cleared or corrected after Total and before the sale was tendered.
CR/DE ORING:	The number and dollar amount of Credit/Debit Card overring sales.

Gross Sales Including

Voids & Overrings: =Adjusted Gross + Voids + Overrings

Information on the weekly report is updated with each 91M Daily System Clear.

#1	
WEEKLY REVENUE, REPORT 250	
May 17 23:45:38 2014	
TRANSACTIONS	32
AVG. CHECK	
TRAINING MODE	0.00
0 CATER	0.00
3 VOID \$	27.48
3 DEL/ORING \$	8.00
0 MANUAL CRED	0.00
0 MISC SALE	0.00
NON TAXABLE	0.00
TAXABLE	110.40
NON FOOD	0.00
FOOD SALES	110.40
NET	110.40
TAX A	7.93
TAX B	0.00
GROSS	118.33
0 TIPS	0.00
0 GIFT SOLD	0.00
TOTAL INCOME	118.33
0 GIFT REDEEM	0.00
0 CREDIT	0.00
CASH	118.33
Total Collected	118.33
GROSS	118.33
3 COUPON 1	5.55
0 MISC COUPON	0.00
3 TOT COUPON	5.55
ADJ GROSS	123.88
VOID \$	27.48
DEL/ORING CT	3
DEL/ORING \$	8.00
Gross Sales Including	
Voids & ORING \$=	159.36

## Monthly Revenue Report (Layout A)- 38M

Monthly Revenue Report 38 is a management tool that provides cumulative revenue information for the month.

To initiate this report, sign in with the correct security level and enter:

38 Enter <M> View Report or Print Report

TRANSAC: Total number of transactions processed.  
 AVG. CHECK: Average Check  
 CR/DE ORING: The number and dollar amount of Credit/Debit Card overring sales.  
 TRAINING MODE: Total number and \$ amount of Training Mode Orders.  
 CATERING: Total number and \$ amount of catering orders  
 VOID\$: Voided orders occur when the cashier presses CANCEL key twice. The first CANCEL cancels the last item rung, and the second CANCEL voids the rest of the order. The net amount of that order is added to the void amount.\*If allowed, Should be Managers Level Only.  
 DEL/OVRS: Overrings -Total number and dollar amount of orders refunded.  
 MANL/CR The number and \$ amount using manual Credit key.  
 MISC: The number and \$ amount of sales using miscellaneous key.  
 NON TAX: Non tax items \$ amount  
 TAXABLE: Taxable items \$ amount.  
 NON FOOD: Dollar amount of non-food items.  
 FOOD SALES: Dollar amount of food items.  
 NET SALES: Total \$ amount of food and Nonfood items.  
 TAX A: Tax to be added to taxable sale  
 TAX B: Alternate tax to be added.  
 GROSS: Net sales plus tax  
 TIPS: Tips  
 GIFT SOLD: Total amount of gift card Transactions and \$ amount  
 Total Income: Gross sales plus Gift Card Sold.  
 CREDIT: Total amount of credit card transactions and \$ amount.  
 CASH: Total dollars cash collected.  
 Total Collected: Total Income plus Gift Redeemed.  
 COUPON: Dollar amount for each coupon and quantity.  
 MISC CPN: The dollar amount of all misc. coupons redeemed.  
 TOTAL CPN: The dollar amount of all coupons redeemed.  
 DISC: Dollar amount of each type of discount. A maximum of six different discounts is allowed.  
 ADJ. GROSS: =Net Sales +Tax +Misc Coupon+ Discounts  
 VOID\$: The number and \$ amount of all orders cleared or corrected after Total and before the sale was tendered.  
 CR/DE ORING: The number and dollar amount of Credit/Debit Card overring sales.  
 Gross Sales Including  
 Voids & Overrings: =Adjusted Gross + Voids + Overrings

NOTE: The Monthly Revenue Report accumulates totals from Revenue Report 1 through 91M Daily System Clear.

#1 MONTHLY REVENUE, REPORT 38 5/17/2014 23:45	
TRANSACTIONS	32
AVG. CHECK	
0 CR/DEB ORING	0.00
TRAINING MODE	0.00
0 CATER	0.00
3 VOID \$	27.48
3 DEL/ORING \$	8.00
0 MANUAL CRED	0.00
0 MISC SALE	0.00
NON TAXABLE	0.00
TAXABLE	110.40
NON FOOD	0.00
FOOD SALES	110.40
NET	110.40
TAX A	7.93
TAX B	0.00
GROSS	118.33
0 TIPS	0.00
0 GIFT SOLD	0.00
TOTAL INCOME	118.33
0 GIFT REDEEM	0.00
0 CREDIT	0.00
CASH	118.33
Total Collected	118.33
GROSS	118.33
3 COUPON 1	5.55
0 MISC COUPON	0.00
3 TOT COUPON	5.55
ADJ GROSS	123.88
VOID \$	27.48
DEL/ORING \$	8.00
Gross Sales Including Voids & ORING \$=	159.36

## Monthly Revenue Report (Layout B)-248M

Monthly Revenue Report 248 is a management tool that provides cumulative revenue information for the month.

To initiate this report, sign in with the correct security level and enter:

248 Enter <M> View Report or Print Report

TRANSAC: Total number of transactions processed.  
 AVG. CHECK: Average Check  
 CR/DE ORING: The number and dollar amount of Credit/Debit Card overring sales.  
 TRAINING MODE: Total number and \$ amount of Training Mode Orders.  
 CATERING: Total number and \$ amount of catering orders  
 VOID\$: Voided orders occur when the cashier presses CANCEL key twice. The first CANCEL cancels the last item rung, and the second CANCEL voids the rest of the order. The net amount of that order is added to the void amount.\*If allowed, Should be Managers Level Only.  
 DEL/OVR\$: Overrings -Total number and dollar amount of orders refunded.  
 MANL/CR MISC: The number and \$ amount using manual Credit key. The number and \$ amount of sales using miscellaneous key.  
 NON TAX: Non tax items \$ amount  
 TAXABLE: Taxable items \$ amount.  
 NON FOOD: Dollar amount of non-food items.  
 FOOD SALES: Dollar amount of food items.  
 NET SALES: Total \$ amount of food and Nonfood items.  
 TAX A: Tax to be added to taxable sale  
 TAX B: Alternate tax to be added.  
 GROSS: Net sales plus tax  
 TIPS: Tips  
 GIFT SOLD: Total amount of gift card Transactions and \$ amount.  
 Total Income: Gross sales plus Gift Card Sold.  
 CREDIT: Total amount of credit card transactions and \$ amount.  
 CASH: Total dollars cash collected.  
 Total Collected: Total Income plus Gift Redeemed.  
 COUPON: Dollar amount for each coupon and quantity.  
 MISC CPN: The dollar amount of all misc. coupons redeemed.  
 TOTAL CPN: The dollar amount of all coupons redeemed.  
 DISC: Dollar amount of each type of discount. A maximum of six different discounts is allowed.  
 ADJ. GROSS: =Net Sales +Tax +Misc Coupon+Discounts  
 VOID\$: The number and \$ amount of all orders cleared or corrected after Total and before the sale was tendered.  
 CR/DE ORING: The number and dollar amount of Credit/Debit Card overring sales.

Gross Sales Including

Voids & Overrings: =Adjusted Gross + Voids + Overrings

NOTE: The Monthly Revenue Report accumulates totals from Revenue Report 1 through 91M Daily System Clear.

#1 MONTHLY REVENUE, REPORT 248 5/17/2015 23:45	
TRANSACTIONS	32
AVG. CHECK	
TRAINING MODE	0.00
0 CATER	0.00
3 VOID \$	27.48
3 DEL/ORING \$	8.00
0 MANUAL CRED	0.00
0 MISC SALE	0.00
NON TAXABLE	0.00
TAXABLE	110.40
NON FOOD	0.00
FOOD SALES	110.40
NET	110.40
TAX A	7.93
TAX B	0.00
GROSS	118.33
0 TIPS	0.00
0 GIFT SOLD	0.00
TOTAL INCOME	118.33
0 GIFT REDEEM	0.00
0 CREDIT	0.00
CASH	118.33
Total Collected	118.33
GROSS	118.33
3 COUPON 1	5.55
0 MISC COUPON	0.00
3 TOT COUPON	5.55
ADJ GROSS	123.88
VOID \$	27.48
DEL/ORING CT	3
DEL/ORING \$	8.00
Gross Sales Including	
Voids & ORING \$=	159.36



### Gift Card Sold Report- 105M

This report contains Gift Cards sold by each drawer. To initiate this report, sign in with the correct security level and enter: 105 Enter <M> View Report or Print Report.

Store #12345			
Gift Cards Sold, REPORT 105			
May 12 11:36:50 2014			
=====	=====	=====	=====
DRAWER	REFUNDS	SOLD	TOTAL
1	0.00	5.00	5.00
2	0.00	0.00	0.00
=====	=====	=====	=====
TOT	0.00	5.00	5.00
-----END REPORT-----			

### Credit/Debit Detail Report – 226M

Credit/Debit Audit Report 226 provides all the credit card orders for the day. To initiate this report, sign in with the correct security level and enter: 226 Enter <M> View Report or Print Report.

# 1			
CREDIT/DEBIT AUDIT, REPORT 226			
7/24/2014 14:25			
For Register # 1			
JANE Q. PUBLIC on 07/24/14, 14:25			
Type Card	:	Type 0	
Result	:	Appr #####	
Process Code	:	##	
Action Code	:	###	
Total Amount	:	5.25	
Trace#	:	7	
Ref Data:	:	#####	
Drawer:	1	Server:	1 Order: 1
=====	=====	=====	=====
TYPE	CREDITS	CASH-BACK	TOTAL
Type 0	5.25	0.00	5.25
=====	=====	=====	=====
Total DR1	5.25	0.00	5.25

### Credit/Debit Summary Report – 227M

Credit/Debit Summary Report 227 provides the total of all credit card orders for the day. To initiate this report, sign in with the correct security level and enter: 227 Enter <M> View Report or Print Report.

# 1			
CREDIT/DEBIT SUMMARY, REPORT 227			
MAY 25 17:50:33 2014			
For Register # 1			
TYPE	CREDITS	CASH-BACK	TOTAL
Type 0	5.25	0.00	5.25
=====	=====	=====	=====
Total DR1	5.25	0.00	5.25

## Offline Credit Detail Report – 228M

Offline Credit Detail Report 228 provides all the offline credit card orders for the day. To initiate this report, sign in with the correct security level and enter: 228 Enter <M> View Report or Print Report.

# 1			
OFFLINE CREDIT TRANS, REPORT 228			
7/24/2014 14:25			
8881 on 7/24/2014			
Type Card	:AMEX		
Result	:CCSale:APPROVAL		
Process Code	: OL000011		
Ref Data:	#####		
Total Amount	: 10.51		
Drawer: 1	Server: 1	Order: 5	
=====			
TYPE	CREDITS	CASH-BACK	TOTAL
Type 0	10.51	0.00	10.51
=====			
Total DR1	10.51	0.00	10.51

**End of Day Menu**  
(Many can be automatically run)

Enter Miscellaneous Daily Store Data	<b>46M</b>
<b>Close Credit Card by Batching</b>	<b>90M</b>
<b>Daily Clear or Closing</b>	<b>91M</b>
<b>Reprint Last Daily Clear or Closing</b>	<b>232M</b>
<b>Weekly Clear</b>	<b>92M</b>
<b>Monthly Clear</b>	<b>93M</b>
<b>Daily Payroll Clear</b>	
<b>Weekly or Period Payroll Clear</b>	<b>95M</b>
<b>Bi-Weekly Payroll Clear</b>	<b>98M</b>

Reports to Printer              
 Reports to Screen

**Enter by touching the function or from the operation screen enter the Quick Code & M.**

**Daily Store and Forward Totals - 46M**

This function is used to calculate overages/shortage on the Revenue Report 1. It is also used to enter data not accumulated in the register. These entries must be made by the close of the business day and are cleared during a Daily System Clear, 91M. The entries made are recorded in the 101 Store and Forward Report.

To initiate this function, enter: 46 Enter <M>

For each number in sequence, enter the amount & press Enter. The data is recorded and the display advances to the next entry, at any time press enter to advance to the line needed. The table ends automatically after the last entry is completed. To terminate the function at any time, press: CANCEL Twice.

Description of Daily Store and Forward Entries: \*Do not enter Credit and Debit if integrated.

- |  |   |
|--|---|
| 1 DEPOSIT 1<br>2 DEPOSIT 2<br>3 DEPOSIT 3<br>4 DEPOSIT 4<br>5 DEPOSIT 5<br>6 DEPOSIT 6<br>7 DEPOSIT 7<br>8 DEPOSIT 8<br>9 DEPOSIT 9<br>10 DEPOSIT 10<br>11 CATER CHARGE<br>12 CHARGE SALES 1<br>13 CHARGE SALES 2<br>14 OTHER INCOME 1 CODE<br>15 OTHER INCOME 1 \$<br>16 OTHER INCOME 2 CODE<br>17 OTHER INCOME 2 \$<br>18 OTHER EXP 1 CODE<br>19 OTHER EXP 1 \$<br>20 OTHER EXP 2 CODE | 21 OTHER EXP 2 \$<br>22 OTHER EXP 3 CODE<br>23 OTHER EXP 3 \$<br>24 OVER/SHORT ACTUAL<br>25 CHANGE FUND<br>26 GIFT CERTS SOLD \$<br>27 GIFT CERTS REDEEMED \$<br>28 GIFT CERTS INVEN \$<br>29 TRANSFER 1 CODE<br>30 TRANSFER 1 \$<br>31 TRANSFER 2 CODE<br>32 TRANSFER 2 \$<br>33 TRANSFER 3 CODE<br>34 TRANSFER 3 \$<br>35 TRANSFER 4 CODE<br>36 TRANSFER 4 \$<br>37 TRANSFER 5 CODE<br>38 TRANSFER 5 \$<br>39 TRANSFER 6 CODE<br>40 TRANSFER 6 \$ |
|--|---|

### **Close Credit Card / Gift Card By Batching - 90M**

This function is done automatically at the close of business each day to Batch the Credit Cards & Gift Cards once the 91M Daily Clear is ran. To run any other time, enter 90 & press Enter.

### **Daily Clear (Daily Closing) - 91M**

Daily Clear - Revenue, Quantity, and Daily Timekeeping - This report is done at the close of business each day. The report updates both Weekly and Monthly Inventory, Quantity, and Revenue.

To initiate enter: 91 Enter <M> & Follow prompt to continue

If the end of the week, the Weekly clear will automatically start once the Daily is complete. If end of the month, the Monthly clear will automatically start after the Daily is complete.

\*\*See 70M Store Operations Setup Menu

### **Reprint Last Daily Clear (Daily Closing) - 232M**

This function allows the reprint of the last Daily Clear. To print, enter 232 & press Enter.

### **Weekly Clear - 92M**

Weekly Clear - Inventory, Quantity, and Revenue - This report is done once a week. The weekly totals are updated when the 91M is done and is independent of the Monthly Clear. \*\*Usually ran automatically after 91M.

To initiate, enter: 92 Enter <M>

### **Monthly Clear - 93M**

Monthly Clear - Inventory, Quantity, and Revenue - This report is done once a month. The monthly totals are updated when the 91M is done and is independent of the Weekly Clear. \*\*Usually ran automatically after 91M.

To initiate, enter: 93 Enter <M>

### **Daily Payroll Clear - 94M**

Daily Payroll Clear- This report is done at the close of business each day. The report updates the Period only. \*\*Usually ran automatically after 91M.

To initiate, enter: 94 Enter <M>

### **Weekly or Period Payroll Clear - 95M**

Period Payroll Clear - Weekly - This report is done once a week. The Period totals are updated when the Daily Payroll is done. \*\*Usually ran automatically after 91M.

To initiate, enter: 95 Enter <M>

### **Bi-Weekly or Semi-Monthly Payroll Clear - 98M**

Bi-Weekly or Semi-Monthly Period Payroll Clear - This report is done at the end of the Pay Period. The totals are updated when the Period Payroll Clear (Weekly) is done. \*\*Usually ran automatically after 91M.

To initiate, enter: 98 Enter <M>

## Employee/Payroll Menu

<b>Add/Edit Employee Information</b>	<b>88M</b>
<b>Employee Information Report</b>	<b>25M</b>
<b>Adjust Daily Clock In/Out</b>	<b>81M</b>
<b>Adjust Cleared Payroll Records</b>	<b>89M</b>
<b>View/Change Payroll Options</b>	<b>80M</b>
<b>Clock In and Out Daily Payroll Report</b>	<b>26M</b>
<b>Employee Hours Reports for All Periods</b>	<b>27M</b>
<b>Payroll Detail Report (Normal)</b>	<b>196M</b>
<b>Payroll Detail Report (All Pay Types)</b>	<b>197M</b>
<b>Selective Payroll Report (Cleared Data)</b>	<b>195M</b>

o Reports to Printer

o [Reports to Screen](#)

**Enter by touching the function or from the operation screen enter the Quick Code & M.**

### Add/Edit Employee Information - 88M

This function is used to enter or change employee data associated with payroll, maximum of 200 employees. Changes are reflected in the Employee Data Report 25. To initiate this function, enter: 88 Enter <M>.

Emp #	Name	Status	Finger
1	Cashier Mode	1	Yes
3	DERICK	1	No
7	KEITH	3	No
8	RAY	1	No
9	Manager Mode	1	Yes

Emp #	Name	Status	Finger
1	Cashier Mode	1	Yes
3	DERICK	1	No
7	KEITH	3	No
8	RAY	1	No
9	Manager Mode	1	Yes

**Employee Maintenance**

Employee #

Password

Password Level   Employee Active?

Name

Social Security #

Status/Type  In Emp 2 = Manager, 3 = Other

Laber Categories

Rate for Categories

Max. Daily Hours

Max. Period Hours

-	1	2	3	4	5	6	7	8	9	0	-	=	Backspace
	Q	W	E	R	T	Y	U	I	O	P	[	]	CLEAR
CAPS	A	S	D	F	G	H	J	K	L	;	'		ENTER
SHIFT	Z	X	C	V	B	N	H	,	.	/		SPACE BAR	

**To edit** an existing employee, pick the employee and select Edit, make the changes needed and press Save Changes or Cancel.

**To add** a new employee, select Add and enter the new number (valid numbers are 1-32000), please note the new employee number must be unique.

**Password-** The default password will be the Employee number. The password must be unique.

**Password Level(security)-** Enter key (1-4) \*Default is 1

**Employee Active?-** Employee Active is checked by default

**Employee name-** Enter key (21 characters maximum) \*Must be entered

**Social security number-** Enter key (12 digits)

**Employee Status/Type-** Enter key (1-9) \*Default is 1 \*Delivery Driver must be set to 3

**First category-** Enter key (01-10) \*Default is 1

**Second category-** Enter key (01-10) \*Default is 1

**Third category-** Enter key (01-10) \*Default is 1

**First pay rate-** Enter key (0-99.99, must include the decimal point) \*Default is 0.00

**Second pay rate-** Enter key (0-99.99, must include the decimal point) \*Default is 0.00

**Third pay rate-** Enter key (0-99.99, must include the decimal point) \*Default is 0.00

**Maximum daily hours-** Enter key (0-24) \*Default is 24

**Maximum period hours-** Enter key (0-999) \*Default is 999

**Press Save** to exit saving changes made.

**Press Cancel** to exit without saving any changes made.

Now you are returned to the previous screen "Pick an Employee", make entries needed or press cancel cancel to exit function.

**To remove** an employee, pick the employee number, select Remove, and choose Yes or No to complete. (An employee cannot be deleted if hours are pending in Daily, Weekly, or Extended)  
**Press Quit** to exit function.

### Employee Information Report – 25M

This report contains detailed timekeeping information for all active employees. It includes data entered through Change Function 88 Enter <M>., daily clocking activity and a summary of daily, period and extended period hours.

To initiate this report, sign in with the correct security level and enter:  
 88 Enter <M> View Report or Print Report

The following line items print for each employee with clocking activity during the day:  
 Employee number, name, status, Social Security number, maximum work hours per day and per pay period.  
 Labor categories and their associated pay rates.  
 Clocking activity, this includes labor category, time in, time out and hours worked for the day.  
 A summary of daily regular, overtime hours and pay listed by category.

If an employee has not clocked out when this report prints, an asterisk appears next to the labor category used for clock-in time. Clock-out time is the time the report is printed and therefore shows the hours accumulated for the day so far.

EMPLOYEE DATA, REPORT 25									
AUG 18 17:04:34 2014									
111 SAM SIMMONS 0									
111-11-1111			MAX HRS	DAY 24	PER	40			
CAT/PAY	1/ 4.75	1/ 0.00		1/ 0.00					
	CAT		IN		OUT		HRS		
	1		6:22		6:58		0.60		
	1		7:33		10:18		2.75		
CAT	R HRS		REG PAY\$		O HRS		OVT PAY\$		
1	3.25		15.44		0.00		0.00		
			3.25		0.00		0.00		
CAT	PER		PER OVT		EXT		EXT OVT		
1	10.00		0.00		0.00		0.00		
1	0.00		0.00		0.00		0.00		
1	0.00		0.00		0.00		0.00		
222 JESSIE JAMES 0									
222-22-2222			MAX HRS	DAY 24	PER	40			
CAT/PAY	1/ 4.75	1/ 0.00		1/ 0.00					
	CAT		IN		OUT		HRS		
*	1		10:02		17:02		7.00		
CAT	R HRS		REG PAY\$		O HRS		OVT PAY\$		
1	0.00		0.00		0.00		0.00		
CAT	PER		PER OVT		EXT		EXT OVT		
1	0.00		0.00		0.00		0.00		
1	0.00		0.00		0.00		0.00		
1	0.00		0.00		0.00		0.00		
-----	-----		-----		-----		-----		
1	3.25		15.44		0.00		0.00		

## Adjust Clock In/Out Records for Current Day - 81M

The function is used to correct or create a Daily In/Out record for an employee before the 91 Enter <M> Clear (Closing) is run. Do not use this function if the Documentor Back Office software is enabled. To initiate this change function enter:

81 Enter <M>

Select Employee and Press OK. The following fields will be available-

**In** -Clock In Time (Enter HH.MM) (Current Clock In Time for the Employee)

**Out** -Clock Out Time(Enter HH.MM) (Current Clock Out Time for the Employee)

**Time** -Decimal Time (HH.DD DD= 1/100 hour) – Time displayed is based upon the clock out time, if the clock out time is 0 then it is based on the current time of day. The in/out time must not equal zero it must be at least one minute.

**Cat** -Labor Category (Can not be 0) (Current Clock In Category for the Employee)

**Changed** –The box will be checked if changed.

### Change Record:

Choose the record to Edit by touching the record to be adjusted. Once the record is highlighted, double tap the entry to be edited and enter the changes in the 00.00 (HH.MM) format then press Enter. The hours will be updated and appear under the Employee Name.

The Clock In/Out for \*Employee Name\* will be displayed with the current record information as below:

Once the changes are made:

Press OK to save all the changes & close this screen.

Or

Press Cancel to close the screen without changes.

### Add Record:

Choose Add only if the Employee did not clock in. The In field will be highlighted, enter the Clock In Time and Press Enter then Press OK to Save. If a Clock Out Time is also required, double tap the Out field and enter the Out Time.

Once the record is complete:

Press OK to save changes & close this screen.

Or

Press Cancel to close the screen without changes.

Now you are returned to the previous screen “Adjust Clock In/Out Record”, add or change another employee in/out record if needed or press Exit to end the function.

## Timekeeping Hours Adjustment for Previous Day - 89M

This function may be used only to adjust the previous days (after 91 Enter <M> Clear) timekeeping entries (i.e., an employee forgets to clock out), if changes are for the current day & before the 91 Enter <M> use the 81 Enter <M> function to adjust or add the clock in/out record. Do not use this function if the Documentor Back Office software is enabled.

To initiate this change function enter: 89 Enter <M>

To Change Record or Add Record-

1) Enter Employee # and Press Change Record:

Pick the Date & Pay Type (Daily or Weekly) and Press OK.

Enter the correct hours and Press Enter.

Press OK to keep the changes, CANCEL to disregard changes or DELETE to remove record.

2) Enter Employee # and Press Add Record: \*Only use if the Employee did not clock in at all for a previous day. This addition will update the 196 Enter <M> & the 27 Enter <M>.

Choose the Pay Type and Enter the Date

Enter the correct hours and Press Enter.

Press OK to save the record. To erase the record, press Delete.

System Payroll settings in 80 Enter <M> determine, respectively, how many hours must be worked daily and for the current period before overtime is calculated.

System Payroll settings in 80 Enter <M> Timekeeping Mode, determines whether entries are changed in hours and minutes, or tenths, quarters, or hundredths of an hour.

## Payroll Setup Screen - 80M

- Set payroll type to Weekly, Bi-Weekly or Semi-Monthly.
- Set the Daily overtime hours to start after :
  - 8 = Overtime starts after 8 hours
  - 24 = No Overtime
- Set the Weekly overtime hours to start after:
  - 40 = Overtime after 40 hours in a week
- Overtime Multiplier (Normally 1.50 of Payrate):
  - # = Overtime payrate
- Timekeeping Mode:
  - 1/100 of an hour
  - Minutes
  - 1/4 of an hour
  - 1/10 of an hour
- Use Category Timekeeping: No or Yes
- Print In/Out Receipt?: No or Yes
- Nightly Clock Out Option:
  - Allow Employees on Clock
  - Don't Allow with Auto Clock-Out
  - Don't Allow and Alert
- Pay for Breaks? No or Yes
- Minimum Break Time
  - Enter Minutes (Example for a 30 minute lunch enter 30)
  - (Will not allow an employee to clock in before break is over)
- Max. Break Time
  - Enter max break time minutes
- Maximum Paid Break
  - Number of breaks allowed in a day
- Ask if a paid break?
  - Touch the box to change, check indicates Yes
- Days to keep Daily Payroll
  - 30
- Days of other Pay Types
  - 365
- Show Payroll Salary on Reports (26M): No or Yes
- Allow Payroll Editing of ? \_\_ Daily \_\_ Weekly \_\_ Semi, \_\_ Other
  - \*Touch box in front of the payroll data to mark with a √ to allow editing.

## Time Clock

Clock In/Out time and accumulated work hours are recorded for each employee daily. These hours are accumulated for a specific time period and for an extended time period.

All Clock In/Out time and accumulated work hours are recorded in hours and minutes, tenths of an hour, quarters of an hour, or hundredths of an hour. Clock In/Out times utilize a 24 - hour clock (military time).

Clocking in and out can be done in two different ways, you may choose to only require the employee number or you may require the employee number plus the category number. Refer to the 80M (Enter) Payroll Setup Screen.

The Time In/Out keys are under optional Manager password level control. They may require the Manager Security Level to be inserted into a timekeeping unit to allow clocking activity. If the Manager Security Level is required, the security level necessary is set through Manger Change Function 86 Enter <M>.

## To Clock In

1. Enter an employee number on the 10 -keypad. A valid number is between one and five digits long and may be within the range from 1 to 32000.
2. If category timekeeping, the employee must enter a labor category number immediately after his/her employee number. Labor categories are numbered from 1 to 10. They must be entered as two-digit numbers when used for clocking in or out. For example, category 1 would be entered as 01.  
If option is No in the 80 Enter <M>, the employee does not have to enter a labor category number. The system assumes that all hours being accumulated for an employee belong to the first labor category entered him/her via Manager Function 88 Enter <M>.
3. Press TIME IN or TIME OUT.

The employee number, the labor category and the clock-in time. An example follows:

EMP #	CAT	IN
1	1	10:25

Clocking In Receipt

## To Clock Out

Enter the employee number (1 - 32000) on the 10 - keypad.

If required, enter a labor category number. Enter this as a two - digit number right after the employee number.

Press CLOCK OUT.

The employee is now clocked out and the time is recorded. A verification is printed on the receipt printer, if used, that includes the employee number, the labor category, the time and OUT identification, the total work hours for the present day, and the cumulative hours for the current period.

An example follows:

EMP#	CAT	IN	OUT	DAILY	PERIOD
1	1	10:25	15:25	5.00	5.00

### Clocking Out Receipt

## Payroll Adjustments:

1. If the Daily hours are adjusted before the 91 Enter <M>, ONLY adjust the Daily record in the 81 Enter <M>.
2. If the Daily hours are adjusted after the 91 Enter <M>, ALWAYS adjust the Previous Daily & Weekly record in the 89 Enter <M>.
3. If adjusting the hours and the total is going to go over 40 hours, adjustment must be made in the overtime slot.
4. If someone forgets to Clock In & Out , you can clock him/her in and adjust the time later.
5. No adjustments can be made after the Period is ran.

## Error Codes:

The following error codes may display during clocking activity:

- Invalid Employee Number (Digits Error)
- Employee Already Clocked In
- Employee Not on the Clock
- In/Out Employee Table Full (Employee has already clocked In/Out the maximum daily allowable times)

## Timekeeping Reports

The management reports are used to keep track of timekeeping functions. They show when employees clocked in and out, their total hours for the day, the period and the extended period, and employee pay rates. This information is for payroll purposes and can be displayed or printed at any time.

The reports are:

Report 25	Employee Data
Report 26	Employee In/Out and Daily Hours
Report 27	Employee Hours - Daily, Period (Weekly)
Report 195	Previous Payroll Clear
Report 196	Current Payroll Records
Report 197	Payroll Detail Report

## Clearing Functions

The timekeeping Clearing Functions cause the above timekeeping management reports to be printer and the totals on these reports to be set to zero.

The Clearing Functions that affect timekeeping are:

- 91 Enter <M>, System Clear causes the program to clear the daily total hours on Daily Hours Report 26. See 70 Enter <M> Store Operations Setup Menu under Clear Options for settings.
- 94 Enter <M>, Daily Timekeeping Clear causes the program to clear the daily total hours on Daily Hours Report 26.
- 95 Enter <M>, Period Timekeeping Clear, causes the program to add the period - to - date accumulated hours to Extended Period hours on Report 27. This report prints and the period hours are reset to zero.
- 98 Enter <M>, Extended Period Timekeeping Clear, causes the program to print Employee Hours Report 27. The extended period hours are then reset to zero.

## Daily Employee In/Out Hours Report – 26M

This report includes timekeeping information for all active employees. In addition, it provides total hours worked and total pay earned by all employees for the day. To initiate this report, sign in with the correct security level and enter: 26 Enter <M> View Report or Print Report.

For each employee who has completed a clocking in/out cycle, the report prints:

- Employee number, name and status from the W-2 form. The status feature is optional; if it is not used, 0 prints to the right of the employee name.
- Labor categories and their associated pay rates.
- A breakdown by labor category of clocking activity. This includes category number, time in, time out and hours worked.
- A summary, by labor category, of regular and overtime hours worked and pay earned.
- Total regular and overtime hours and pay for that employee in all labor categories.

#12456									
EMPL IN/OUT , REPORT 26									
AUG 18 17:04:34 2014									
111 SAM SIMMONS 0									
111-11-1111 MAX HRS DAY 24 PER 40									
CAT/PAY 1/ 4.75 1/ 0.00 1/ 0.00									
CAT		IN		OUT		HRS			
1		6:22		6:58		0.60			
1		7:33		10:18		2.75			
CAT	R HRS	REG PAY\$		O HRS		OVT PAY\$			
1	3.25	15.44		0.00		0.00			
	3.25	15.44		0.00		0.00			
222 JESSIE JAMES 0									
222-22-2222 MAX HRS DAY 24 PER 40									
CAT/PAY 1/ 4.75 1/ 0.00 1/ 0.00									
CAT		IN		OUT		HRS			
*	1	10:02		17:02		7.00			
CAT	R HRS	REG PAY\$		O HRS		OVT PAY\$			
1	0.00	0.00		0.00		0.00			
1	3.25	15.44		0.00		0.00			
	3.25	15.44		0.00		0.00			
		TOTAL							
		15.44		0.00		0.00			

The hours worked by this employee are not added to Totals or Grand Totals until the employee clocks out. A Total line prints after the information for the last labor category used. This line reflects grand totals of regular and overtime hours and pay for all employees in all labor categories for the day.

If an employee is still clocked in when Report 26 runs, an asterisk appears next to the labor category the employee used for Clock-In. Clock out time appears as the time the report was run. The number of hours worked from Clock In until the report was run prints under the HRS column.

## Employee Hours Report – 27M

This report provides a record of accumulated Daily, Period, and Extended Period hours for each employee. Information prints only for those employees who have clocked in and out at least once during this report period. Statistics for employees who have clocked in but not out are not included on the report. All information is printed in employee number order. The first line contains the employee number, name and W-2 form status. If a status number is not entered through Function 88 Enter <M>, nothing prints to the right of the employee name.

To initiate this report, sign in with the correct security level and enter: 27 Enter <M> View Report or Print Report.

#12456 EMPLOYEE HOURS, REPORT 27 AUG 18 17:04:34 2014						
111 SAM SIMMONS 0						
DAY	OVT	PER	P OVT	EXT	E OVT	
1	3.25	0.00	0.00	0.00	0.00	0.00
1	0.00	0.00	0.00	0.00	0.00	0.00
1	0.00	0.00	0.00	0.00	0.00	0.00
222 JESSIE JAMES 0						
DAY	OVT	PER	P OVT	EXT	E OVT	
1	0.00	0.00	0.00	0.00	0.00	0.00
1	0.00	0.00	0.00	0.00	0.00	0.00
1	0.00	0.00	0.00	0.00	0.00	0.00
TOT	3.25	0.00	0.00	0.00	0.00	0.00

## Detailed Payroll Report (Normal)– 196M

Current Payroll Report provides a detailed list of current payroll. To initiate this report, sign in with the correct security level and enter: 196 Enter <M> View Report or Print Report.

# 1 DETAILED PAYROLL REPORT, REPORT 197 DEC 11 13:50:04 2014						
Current Payroll for Bi-Weekly						
On data from 12/4/2014 to 12/10/2014						
1123 SAM SMITH 1						
TYPE	CAT	DOM	REG	OVT	OTHER	CHG
Daily	1	4	8.00	0.00	0.00	
Daily	1	5	7.00	0.00	0.00	
Daily	1	6	7.00	0.00	0.00	Yes
Daily	1	8	8.00	0.00	0.00	
Daily	1	9	8.00	0.00	0.00	
Daily	1	10	2.00	6.00	0.00	
Weekly	1	10	40.00	6.00	0.00	
Current Bi-Weekly Totals						
	1		40.00	6.00	0.00	
1178 JANE HOUSTON						
Daily	1	4	5.00	0.00	0.00	
Daily	1	5	5.00	0.00	0.00	
Daily	1	6	7.00	0.00	0.00	Yes
Daily	1	8	6.00	0.00	0.00	
Daily	1	9	6.00	0.00	0.00	
Daily	1	10	5.00	0.00	0.00	
Weekly	1	10	34.00	0.00	0.00	
Current Bi-Weekly Totals						
	1		34.00	0.00	0.00	
TOTALS			74.00	6.00	0.00	

## Detailed Payroll Report (All Pay Types) 197M

Detailed Payroll Report provides a detailed list of All Payroll Types that are being saved in the registers. (See function 80 Enter <M>) To print this report, sign in with the correct security level and enter: 197Enter <M> View Report or Print Report.

# 1 DETAILED PAYROLL REPORT, REPORT 197 12/18/2015 13:50						
All Payroll Types						
All Dates						
1123 SAM SMITH					1	
TYPE	CAT	DOM	REG	OVT	OTHER	CHG
Daily	1	4	8.00	0.00	0.00	
Daily	1	5	7.00	0.00	0.00	
Daily	1	6	7.00	0.00	0.00	Yes
Daily	1	8	8.00	0.00	0.00	
Daily	1	9	8.00	0.00	0.00	
Daily	1	10	2.00	6.00	0.00	
Weekly	1	10	40.00	6.00	0.00	
Bi-Weekly	1	10	40.00	6.00	0.00	
-----						
1178 JANE HOUSTON						
Daily	1	4	5.00	0.00	0.00	
Daily	1	5	5.00	0.00	0.00	
Daily	1	6	7.00	0.00	0.00	Yes
Daily	1	8	6.00	0.00	0.00	
Daily	1	9	6.00	0.00	0.00	
Daily	1	10	5.00	0.00	0.00	
Weekly	1	10	34.00	0.00	0.00	
Bi-Weekly	1	10	34.00	0.00	0.00	
-----						
TOTALS			74.00	6.00	0.00	
TOTAL			Reg\$ 444.00	Ovt \$ 54.00		

## Previous Payroll Clear Report – 195M

Previous Payroll Clear Report allow the last payroll clear to be printed or viewed. To print or view this report, sign in with the correct security level and enter: 195 Enter <M> Choose Payroll Type to View or Print.

## Server Setup and Reports Menu

<b>Assign Servers to Stations</b>	<b>49M</b>
<b>Activate/Deactivate Servers</b>	<b>50M</b>
<b>Server Assignment Report</b>	<b>20M</b>
<b>All Servers Sales Report</b>	<b>21M</b>
<b>Selectable Server Sales Report</b>	<b>22M</b>
<b>Deletes and Voids Report</b>	<b>107M</b>

- o Reports to Printer
- o Reports to Screen

X Cancel

← Back

**Enter by touching the function or from the operation screen enter the Quick Code & M.**

### Assign Servers to Stations - 49M

This function allows a server to be assigned to a station (register).

- To initiate, enter: 49 Enter <M>
- Choose an active register from the drop down box.
- Press Change to assign servers for each active register.
- Press Quit to exit.

Report 20, Server Assignment, lists all stations and server number. Sales data for each server is reported in Report 21, Server Sales Report, and in Report 22, Selectable Server Report.

### Activate/Deactivate Servers – 50M

Server numbers are made active or non-active. To initiate, enter: 50 Enter <M> & Select Server, touch box in active column to Activate or Deactivate.

### Server Assignment Report- 20M

Server Assignment Report 20 lists, in station number order, all stations and the server number assigned to each.

Servers are assigned to stations via Manager Change Function 49 Enter <M> on the master or by the 69 Enter <M> on each remote.

To initiate this report, sign in with the correct security level and enter: 20 Enter <M> View Report or Print Report

Each line includes the station number at the left and the assigned server number at the right. Each register has 2 stations, for example register 1 has station 1 and 2. Stations that have no server assigned are indicated by a server number of 0.

#1			
SERVER ASSIGN, REPORT 20			
MAY 15 12:41:06 2014			
STATION # 1 <-	SERVER	# 1	
STATION # 2 <-	SERVER	# 2	
STATION # 3 <-	SERVER	# 3	
STATION # 4 <-	SERVER	# 4	
STATION # 5 <-	SERVER	# 5	
STATION # 6 <-	SERVER	# 6	
STATION # 7 <-	SERVER	# 7	
STATION # 8 <-	SERVER	# 8	
STATION # 9 <-	SERVER	# 9	
STATION # 10 <-	SERVER	# 10	
STATION # 11 <-	SERVER	# 11	
STATION # 12 <-	SERVER	# 12	
STATION # 13 <-	SERVER	# 13	
STATION # 14 <-	SERVER	# 14	
STATION # 15 <-	SERVER	# 15	

## All Servers Sales Report- 21M

Server Sales Report 21 reflects the sales summary of all active servers. These amounts should balance with the gross in the DAILY TOTALS section of the Daily Revenue Report 1.

To print this report, sign in with the correct security level and enter: 21 Enter <M> View Report or Print Report.

Information prints in server number sequence and includes:

- Server number and name.
- Number void before & after total, deletes before & after total, coupons, discounts and tips.
- The dollar amount of the Eat In, Take Out and Drive Thru.
- The average dollar amount of the check.
- The quantity sold of productivity items selected through Manager Change Function 83M.

The last section reflects daily totals for all active servers.

The average check is determined by dividing the total number of checks into the total cash revenue.

The number of checks is updated by all sales transactions whether the cash collected was full or partial value (discounts, coupons or adjustments).

Deletes are subtracted from totals.

## Selectable Server Report – 22M

Selectable Server Report 22 reflects the sales summary of an individual server.

For the server selected, this report contains the same items that are listed on Report 21. Refer to Report 21 for a complete description of each item that prints.

To print this report, sign in with the correct security level and enter:

- 22 Enter <M>
- Choose Server from Dropdown Box
- Select View Report or Print Report

Store #12345  
SERVER SALES, REPORT 21  
Mar 4 10:55:07 2015

--- #5	Bill Smith ---	COUNT	DOLLARS	AVERAGE	IT PROD
VOIDS		1	3.50		BEFORE TOTAL
VOIDS		0	0.00		AFTER TOTAL
DELETES		0	0.00		BEFORE TOTAL
DELETES		2	6.25		AFTER TOTAL
TOT COUP		0	0.00	0.00	
DISCOUNT		0	0.00	0.00	
TAKE/DRIVE		3	50.20	16.73	
TOTAL		3	50.20	16.73	1
CREDIT		3	50.20	16.73	
TIPS		1	5.00	5.00	
MISORDER		1	8.55	8.55	
REFUND		1	1.99	1.99	
ORINGS T		2	10.54	5.27	
CR/DEB O		0	0.00		
DT AVG #3			Paid 2:31	End 0:0	

VOIDS		1	3.50		BEFORE TOTAL
VOIDS		0	0.00		AFTER TOTAL
DELETES		0	0.00		BEFORE TOTAL
DELETES		2	6.25		AFTER TOTAL
TOT COUP		0	0.00	0.00	
DISCOUNT		0	0.00	0.00	
TAKE/DRIVE		3	50.20	16.73	
TOTAL		3	50.20	16.73	1
CREDIT		3	50.20	16.73	
TIPS		1	5.00	5.00	
MISORDER		1	8.55	8.55	
REFUND		1	1.99	1.99	
ORINGS T		2	10.54	5.27	
CR/DEB O		0	0.00		

-----END REPORT-----

Store #12345  
SERVER SALES, REPORT 22  
Mar 4 10:55:07 2015

--- #5	Bill Smith ---	COUNT	DOLLARS	AVERAGE	IT PROD
VOIDS		1	3.50		BEFORE TOTAL
VOIDS		0	0.00		AFTER TOTAL
DELETES		0	0.00		BEFORE TOTAL
DELETES		2	6.25		AFTER TOTAL
TOT COUP		0	0.00	0.00	
DISCOUNT		0	0.00	0.00	
TAKE/DRIVE		3	50.20	16.73	
TOTAL		3	50.20	16.73	1
CREDIT		3	50.20	16.73	
TIPS		1	5.00	5.00	
MISORDER		1	8.55	8.55	
REFUND		1	1.99	1.99	
ORINGS T		2	10.54	5.27	
CR/DEB O		0	0.00		
DT AVG #3			Paid 2:31	End 0:0	

## Deletes and Voids Report Per Server – 107M

This report records information, by server, on the use of Overrings and Voids.

To print this report, sign in with the correct security level and enter: 107 Enter <M> View Report or Print Report

The following items print in server number sequence:

- Server number.
- The number of Overrings per server broken down by Misordered and Refund.
- The dollar amount of all Overrings per server by Misordered and Refund.
- The number of times the server voided an order, pre-total and after total.
- The dollar amount of all voids by the server, pre-total and after total.

Store #12345				
SVR DEL & VOID, REPORT 107				
Fri May 8 15:43:34 2015				
NR	#MISORDERED	\$	#REFUNDED	\$
	#VOIDS	PRETOT\$	#VOIDS	AFTER \$
3414	0	0.00	1	17.93
	4	35.67	1	7.80
1717	0	0.00	0	0.00
	3	13.11	1	5.00
1015	1	5.55	1	10.91
	1	5.24	2	34.30
-----END REPORT-----				

## Item Menu

<b>Item Sales Report Menu</b>	
<b>Change/Add Menu Keys</b>	<b>59M</b>
<b>Change/View All Item Information</b>	<b>82M</b>
<b>Quick Change Only Class, Price, etc.</b>	
<b>Extra Item Receipt Data Setup</b>	<b>75M</b>
<b>Enter Daily Waste (Finished Product)</b>	<b>100M</b>
<b>Set Up the Productivity Item Menu</b>	<b>83M</b>
<b>Item Detail Listing Report</b>	<b>6M</b>
<b>Portions by Item Report</b>	<b>234M</b>
<b>Item Report Sequence Report</b>	<b>111M</b>
<b>Cost Report – Non-Food and Food</b>	<b>145M</b>

Reports to Printer  
 [Reports to Screen](#)

**Enter by touching the function or from the operation screen enter the Quick Code & M.**

## Item Sales Report Menu

<b>Daily Quantity Sold Report</b>	<b>2M</b>
<b>Weekly Quantity Sold Report</b>	<b>18M</b>
<b>Monthly Quantity Sold Report</b>	<b>35M</b>
<b>Daily Sold by Dine-In/Take-Out</b>	<b>108M</b>
<b>Weekly Sold by Dine-In/Take-Out</b>	<b>109M</b>
<b>Monthly Sold by Dine-In/Take-Out</b>	<b>110M</b>
<b>Daily Cost of Sales Report</b>	<b>3M</b>
<b>Weekly Cost of Sales Report</b>	<b>190M</b>
<b>Monthly Cost of Sales Report</b>	<b>191M</b>
<b>Daily Sales by Class Report</b>	<b>24M</b>
<b>Weekly Sales by Class Report</b>	<b>28M</b>
<b>Monthly Sales by Class Report</b>	<b>37M</b>

Reports to Printer  
 [Reports to Screen](#)

**Enter by touching the function or from the operation screen enter the Quick Code & M.**

### **Daily Quantity Sold Report - 2M**

The Daily Quantity Sold Report lists menu items and the quantities sold during the day for all revenue centers combined.

To initiate the report, sign in with the correct security level and enter: 2 Enter <M> View Report or Print Report

If suppress lines with zero quantities on some reports is checked in the Store Wide System Setup 70 function, only those menu items sold during the day will be listed on this report, if not checked then all will print.

For each menu items, listed in menu item sequence, the report contains:

- Menu item number & name.
- Total number of that item sold at all revenue centers during the day.
- Net revenue [Number sold x item price].
- The percentage of total revenue for the day. This figure is calculated by dividing Revenue by Total Revenue.

If the menu item is a modified item, the number sold, revenue and revenue percentage are listed by cooking type (modifier).

A summary of the number of modified items sold by cooking type is also included in this report. These totals may be used as a crosscheck with Pieces and Heads Report 29.

The total number of items sold and the total dollar amount prints next.

The total number sold does not include cooking type of entries. Total Revenue is a Net amount.

#1			
DAILY QTY SOLD, REPORT 2			
May 14 23:46:36 2014			
# ITEM	# SOLD	REVENUE	REV%
1 2PC DARK/BISC MIX	5	13.25	28.27
2 LEMON PARFAIT	7	6.93	14.78
3 KIDS HAMBURGER	6	5.94	12.68
4 CHEESE DOG COM	4	15.80	33.70
5 TEA	5	4.95	10.57
TOTAL	27	46.87	

### Weekly Quantity Sold Report – 18M

This report provides revenue information on each menu item and the number of each item sold at all revenue centers during the week.

To initiate this report, sign in with the correct security level and enter: 18 Enter <M> View Report or Print Report

The weekly report prints the same items as Daily Quantity Sold Report 2. Refer to Report 2 for a full description of the report format and a definition of the column headings.

The Total that prints at the end of the Weekly report reflects the total number of all menu items sold during the week and total weekly revenue.

The item total does not include cooking type (modifier) entries that appear on this report.

Total revenue is a Net amount.

Information on this report is updated each day through Daily System Clear 91M.

#1			
WEEKLY QTY SOLD, REPORT 18			
May 14 23:46:36 2014			
# ITEM	# SOLD	REVENUE	REV%
1 2PC DARK/BISC MIX	5	13.25	28.27
2 LEMON PARFAIT	7	6.93	14.78
3 KIDS HAMBURGER	6	5.94	12.68
4 CHEESE DOG COM	4	15.80	33.70
5 TEA	5	4.95	10.57
TOTAL	27	46.87	

## Monthly Quantity Sold Report – 35M

This report provides sales and revenue data on each menu item sold during the current month. To initiate this report, sign in with the correct security level and enter: 35 Enter <M> View Report or Print Report.

This report prints monthly information for the same items that are listed in Daily Quantity Sold Report 2. See Report 2 for an explanation of the report format and a definition of each column heading. A total prints at the end of this report, indicating the total number of all menu items sold and the corresponding dollar sales amount for the month. The total number of items sold does not include cooking type (modifier) entries. The total sales amount is Net revenue.

Information on this report is updated through Weekly System Clear 92M.

#1			
MONTHLY QTY SOLD, REPORT 35			
May 17 23:46:36 2014			
# ITEM	# SOLD	REVENUE	REV%
1 2PC DARK/BISC			
CRISPY	3	8.55	10.59
16 2PC WHITE MEAL			
CRISPY	1	5.09	6.30
17 KIDS HAMBURGER	6	5.94	12.68
32 CHEESE DOG COM	4	15.80	33.70
35 TEA	5	4.95	10.57
TOTAL	19	40.33	

## Daily Sold by Dine-In/Take-Out Report – 108M

The Daily Dine Type Report provides menu items and the quantities sold by dine type during the day for all revenue centers combined. To initiate the report, sign in with the correct security level and enter: 108 Enter <M> View Report or Print Report.

If suppress lines with zero quantities on some reports is checked in the Store Wide System Setup 70 function, only those menu items sold during the day will be listed on this report, if not checked then all will print.

For each menu item listed in menu item sequence, the report contains:

- Menu item number and name.
- Total numbers of that item sold by dine type at all revenue centers during the day.
- Total number of all the items sold by Eat In, Carry & Drive.

If the menu item is a modified item, the number sold, revenue and revenue percentage are listed by cooking type (modifier).

A summary of the number of modified items sold by cooking type is also included in this report. These totals may be used as a crosscheck with Pieces and Heads Report 29.

#1			
DAILY DINE TYPE, REPORT 108			
May 14 23:46:36 2014			
# ITEM	EAT IN	CARRY	DRIVE
1 2PC DARK/BISC			
MIX	2	2	1
2 LEMON PARFAIT	3	2	2
3 KIDS HAMBURGER	1	2	3
4 CHEESE DOG COM	1	0	3
5 TEA	2	0	3
** TOTAL **	9	6	12

## Weekly Sold by Dine-In/Take-Out Report – 109M

The Weekly Dine Type Report provides menu items and the quantities sold by dine type during the week for all revenue centers combined. To initiate the report, sign in with the correct security level and enter: 109 Enter <M> View Report or Print Report.

If suppress lines with zero quantities on some reports is checked in the Store Wide System Setup 70 function, only those menu items sold during the day will be listed on this report, if not checked then all will print.

For each menu items, listed in menu item sequence, the report contains:

- Menu item number and name.
- Total numbers of that item sold by dine type at all revenue centers during the week.
- Total number of all the items sold by Eat In, Carry & Drive.

If the menu item is a modified item, the number sold, revenue and revenue percentage are listed by cooking type (modifier).

A summary of the number of modified items sold by cooking type is also included in this report. These totals may be used as a crosscheck with Pieces and Heads Report 29.

#1			
WEEKLY DINE TYPE, REPORT 109			
May 17 23:46:36 2014			
# ITEM	EAT IN	CARRY	DRIVE
1 2PC DARK/BISC			
MIX	2	2	1
2 LEMON PARFAIT	3	2	2
3 KIDS HAMBURGER	1	2	3
4 CHEESE DOG COM	1	0	3
5 TEA	2	0	3
* TOTAL *	9	6	12

## Monthly Sold by Dine-In/Take-Out Report – 110M

The Monthly Dine Type Report provides menu items and the quantities sold by dine type during the month for all revenue centers combined.

To initiate the report, sign in with the correct security level and enter: 110 Enter <M> View Report or Print Report.

If suppress lines with zero quantities on some reports is checked in the Store Wide System Setup 70 function, only those menu items sold during the day will be listed on this report, if not checked then all will print.

For each menu items, listed in menu item sequence, the report contains:

- Menu item number.
- Total numbers of that item sold by dine type at all revenue centers during the month.
- Total number of all the items sold by Eat In, Carry & Drive.

If the menu item is a modified item, the number sold, revenue and revenue percentage are listed by cooking type (modifier).

A summary of the number of modified items sold by cooking type is also included in this report. These totals may be used as a crosscheck with Pieces and Heads Report 29.

#1			
MONTHLY DINE TYPE, REPORT 110			
May 17 23:46:36 2014			
# ITEM	EAT IN	CARRY	DRIVE
1 2PC DARK/BISC			
MIX	2	2	1
2 LEMON PARFAIT	3	2	2
3 KIDS HAMBURGER	1	2	3
4 CHEESE DOG COM	1	0	3
5 TEA	2	0	3
* TOTAL *	9	6	3

## Daily Cost of Sales Report – 3M

Item Cost Report 3 presents the cost per item per day and the total item cost per day for all menu items sold. To initiate this report, sign in with the correct security level and enter: 3 Enter <M> View Report or Print Report.

The following prints for each menu item, in menu item sequence.

- Menu item number.
- Menu item name.
- Cost per item. This information is entered into the system through Manager Change Function 56M Menu Item Cost.
- Dollar Cost: This figure equals the Cost Per Item x the Number Sold that day. (See Report 2 for Number Sold).

After all menu items are listed, a Total day of all menu items sold.

prints. This figure is the total cost for the

#1			
DAILY ITEM COST, REPORT 3			
May 14 23:46:36 2014			
#	ITEM	COST	COSTDOL
1	2PC DARK/BISC		
	MODIFIER 1	1.190	0.00
	MODIFIER 2	1.190	0.00
	MODIFIER 3	1.190	0.00
	MODIFIER 4	1.190	0.00
	MIX	1.190	5.95
2	LEMON PARFAIT	0.570	3.99
3	KIDS HAMBURGER	0.600	3.60
4	CHEESE DOG COM	1.590	6.36
5	TEA	0.200	1.00
	TOTAL	8.910	20.90

## Weekly Cost of Sales Report – 190M

Weekly Item Cost Report 190 provides the cost per item and the total item cost per week for all menu items sold. To initiate this report, sign in with the correct security level and enter: 190 Enter <M> View Report or Print Report.

The following prints for each menu item, in menu item sequence.

- Menu item number.
- Menu item name.
- Cost per item. This information is entered into the system through Manager Change Function 56M Menu Item Cost.
- Dollar Cost: This figure equals the Cost Per Item x the Number Sold that week. (See Report 18 for Number Sold).

After all menu items are listed, a Total prints. This figure is the total cost for the week of all menu items sold.

#1			
ITEM COST WEEKLY, REPORT 190			
May 14 23:46:36 2014			
#	ITEM	COST	COSTDOL
1	2PC DARK/BISC		
	MODIFIER 1	1.190	0.00
	MODIFIER 2	1.190	0.00
	MODIFIER 3	1.190	0.00
	MODIFIER 4	1.190	0.00
	MIX	1.190	5.95
2	LEMON PARFAIT	0.570	3.99
3	KIDS HAMBURGER	0.600	3.60
4	CHEESE DOG COM	1.590	6.36
5	TEA	0.200	1.00
	TOTAL	8.910	20.90

## Monthly Cost of Sales Report – 191M

Monthly Item Cost Report 191 provides the cost per item and the total item cost per month for all menu items sold. To initiate this report, sign in with the correct security level and enter: 191 Enter <M> View Report or Print Report.

The following prints for each menu item, in menu item sequence.

- Menu item number.
- Menu item name.
- Cost per item. This information is entered into the system through Manager Change Function 56M Menu Item Cost.
- Dollar Cost: This figure equals the Cost Per Item x the Number Sold that month. (See Report 35 for Number Sold).

After all menu items are listed, a Total prints. This figure is the total cost for the month of all menu items sold.

#1			
ITEM COST MONTHLY, REPORT 191			
May 14 23:46:36 2014			
# ITEM		COST	COSTDOL
1	2PC DARK/BISC		
	MODIFIER 1	1.190	0.00
	MODIFIER 2	1.190	0.00
	MODIFIER 3	1.190	0.00
	MODIFIER 4	1.190	0.00
	MIX	1.190	5.95
2	LEMON PARFAIT	0.570	3.99
3	KIDS HAMBURGER	0.600	3.60
4	CHEESE DOG COM	1.590	6.36
5	TEA	0.200	1.00
	TOTAL	8.910	20.90

## Daily Sales by Class Report – 24M

This report summarizes daily menu item sales and revenue by item class. Every present item key must be assigned to one of the 60 item classes available. The classes are used for record keeping; they are assigned through Manager Change Function 82 Enter <M> & 54 Enter <M> and listed on Item Data Report 6.

To initiate the Daily Class Totals report (which does not include modifier classes 21-25), sign in with the correct security level and enter: 24 Enter <M> View Report or Print Report.

The report prints, from left to right:

- Menu item class number.
- Total quantity sold (item count).
- Total dollar value.
- Percent of item by class to the total quantity of items sold.
- Percent of dollar volume by class to the total dollar volume may be either gross or net depending on the setting of System Option 142.

The report total represents the total quantity sold and total dollar value of all classes. The net and gross sales amounts correspond to the Daily Net and Gross totals in Report 1.

# 1				
DAILY CLASS TOTALS, REPORT 24				
May 16 05:04:36 2014				
CLASS	#SOLD	DOLLARS	QTY%	DOL%
2	10	4.90	34.5%	14.7%
9	10	9.90	34.5%	29.7%
10	9	18.55	31.0%	55.6%
TOTAL	29	33.35		
	NET	33.35		
	GROSS	35.87		

## Weekly Sales by Class Report – 28M

Weekly Class Totals Report 28 presents an analysis of weekly menu item sales based on 60 of the item classes available and the condiment class 30.

To initiate this report, sign in with the correct security level and enter: 28 Enter <M> View Report or Print Report.

This report reflects weekly class totals for the same items contained in Daily Class Totals and Percent Report 24. Refer to Report 24 for an explanation of the report format and a definition of all line items that print.

NOTE: This report accumulates totals from the Daily Class Totals and Percent Report 24 through 91M System Clears.

#1				
WEEKLY CLASS TOTALS, REPORT 28				
May 25 02:37:17 2014				
CLASS	#SOLD	DOLLARS	QTY%	DOL%
5	64	26.42	15.6%	4.0%
6	142	351.30	34.7%	53.2%
10	4	17.86	1.0%	2.7%
16	8	1.65	2.0%	0.2%
17	191	262.85	46.7%	39.8%
TOTAL	409	660.08		
	NET		660.08	
	GROSS		708.29	

## Monthly Sales by Class Report – 37M

Monthly Class Totals Report 37 summarizes the accumulated monthly item revenue in each of 60 classes and the total discount amounts. The total balances with the net dollars in the monthly totals on the Monthly Revenue Report 38.

To initiate this report, sign in with the correct security level and enter: 37 Enter <M> View Report or Print Report.

This report reflects monthly class totals for the same items contained in Daily Class Totals and Percent Report 24. Refer to Report 24 for an explanation of the report format and a definition of all line items that print.

NOTE: This report accumulates totals from the Daily Class Totals and Percent Report 24 through 91M System Clears.

#1				
MONTHLY CLASS TOTALS, REPORT 37				
May 25 02:37:17 2014				
CLASS	#SOLD	DOLLARS	QTY%	DOL%
5	64	26.42	15.6%	4.0%
6	142	351.30	34.7%	53.2%
10	4	17.86	1.0%	2.7%
16	8	1.65	2.0%	0.2%
17	191	262.85	46.7%	39.8%
TOTAL	409	660.08		
	NET		660.08	
	GROSS		708.29	

## Item Menu Continued

<b>Item Sales Report Menu</b>	
<b>Change/Add Menu Keys</b>	<b>59M</b>
<b>Change/View All Item Information</b>	<b>82M</b>
<b>Quick Change Only Class, Price, etc.</b>	
<b>Extra Item Receipt Data Setup</b>	<b>75M</b>
<b>Enter Daily Waste (Finished Product)</b>	<b>100M</b>
<b>Set Up the Productivity Item Menu</b>	<b>83M</b>
<b>Item Detail Listing Report</b>	<b>6M</b>
<b>Portions by Item Report</b>	<b>234M</b>
<b>Item Report Sequence Report</b>	<b>111M</b>
<b>Cost Report – Non-Food and Food</b>	<b>145M</b>

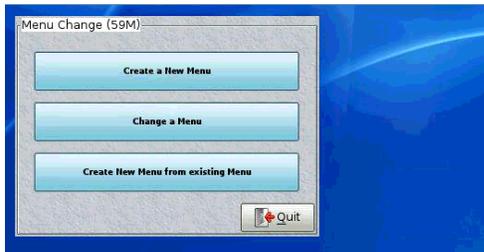
Reports to Printer  
 Reports to Screen

Enter by touching the function or from the operation screen enter the Quick Code & M.

### Change/Add Menu Keys - 59M

This function allows the touch menu to be modified (i.e. buttons moved, modified, added or deleted) and new item can be created.

Determine what menu to put the item on and the details of the item; (Price of item, Class of item, Is the item an item only or can it be rang as a side to another item (if the item is not a side does it require sides, a drink is considered a side) and if it does get sides how many, and also the item cost if you are tracking it.) Once you have this information do the following:



Enter 59M and choose one of the following; Create a New Menu to add a new menu, Change a Menu to access an existing menu or Create a New Menu from an existing Menu to copy a complete menu with the item buttons. To terminate this function at any time, press Quit.

To Change or Make a New Item:

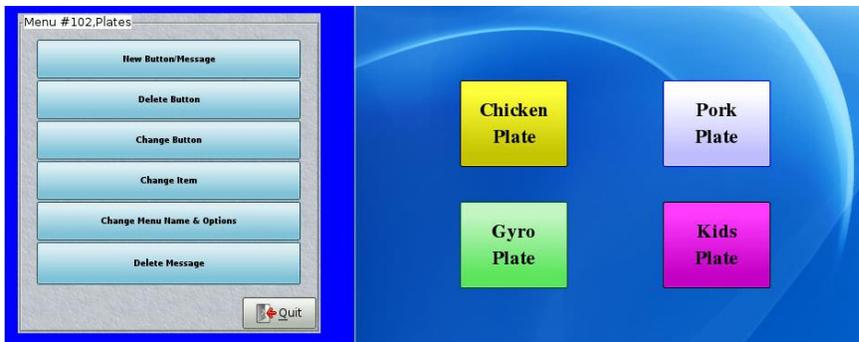
Choose Change a Menu

Select the appropriate menu in the box that appears and press OK



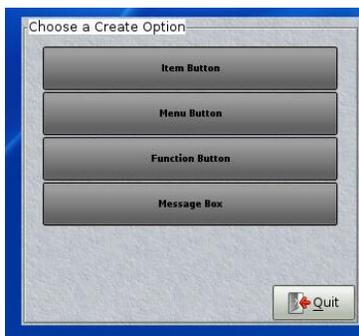
Once a menu has been selected the following choices are available-

- New Button/Message – Press New Button/Message then choose Item Button, Menu Button, Function Button or Message Box.
- Delete Button – Press Delete Button then press the button to be deleted.
- Change Button – Press Change Button then press button to modify or move.
- Change Item – Press Change Item to modify item information, same as 82M.
- Change Menu Name & Options – Press Change Menu Name & Options to modify how the Button or Menu will act.
- Delete Messages – Press Delete Messages then press the message to be deleted.



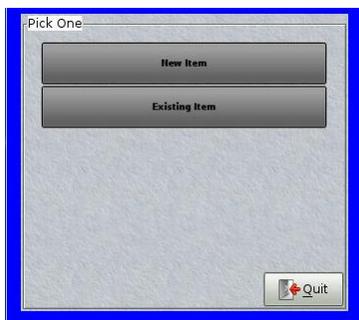
Once New Button/Message has been selected the following choices are available-

- Item Button – Press Item Button to create a New Item or
- Menu Button – Press Menu Button to add a link to an existing menu.
- Function Button – Press Function Button to add modifiers, i.e. Small, Large and Extra Large.
- Message Box – Press Message Box to add a message to this menu.



Once Item Button has been selected the following choices are available-

- New Item – Press New Item to create an item.
- Existing Item – Press Existing Item to choose from a list of items in the system, items may be used in multiple menus.



To make a New Item, press New Item

Item Maintenance

Long Name  Button Key Text or Picture Ref.

Short Name

**Used on Menu(s)**

Class   Can Also be a Side Item

Meal Type  If Item, # Sides required

Order Sort Value  Reporting Sort Value

Chicken Pieces  (If applicable) Whole Part # (PPN)

**Number 557-1**

Allow this Item?

Universal #  Combo Discount

Price  Cost  Non-Food Cost

Coupon Discount 1  2  3

Enter the Item Information on the screen that appears, required fields include: Long Name, Short Name, Button Key Text, Class, Meal Type, and Price, the other fields are optional. Refer to Change/View All Item Information - 82M and Setup Classes and Assign to Video Zones - 131M.

Once all the information is entered press save, and the button will appear in the center of the following screen, here you will be able to position the button as well as change the font, color of button and the position of the button on the menu.

Up

Left

Down  X 2

Place/Change Menu Key

Background Color  Foreground Color

Font  Change Key Text

Forced Menu

Once the button is positioned and looks like you want it press save and then quit twice.

Tip: If making an item that performs the same as an existing item copy the Item Class, Meal Type and Side information. Once the item information has been entered and a button for the new item has been created, use Forced Menu assignment of like item (forced menu can be used to make a button go to a menu), this feature can be changed at any time by using the change button and change item selections. To check an Items functionality simply choose:

59m

Change a menu

Highlight appropriate menu and press OK

Press change button and choose the working button and you can view the forced menu assignment, press cancel to return to the previous menu.

Choose change Item and select the item you want to "copy": here you can view the details of the working item: press cancel when you are done.

## Sample of How to Add an Item -

### Change/Add Menu Keys-59M

This function allows the touch menu to be modified; it can be used to move add or delete a button.

The process to create a new menu key is as follows:

#### 59M

Choose change a menu, a window appears displaying the available menus in the system, highlight the menu you want to add a button to and press ok.

-The chosen menu will display with a new window with available selections, choose New Button/Message.

-This will prompt a new window: choose Item Button.

-This will prompt another window: choose New Item.

-In the screen that follows you will have the opportunity to create the new menu button.

-The required fields are as follows:

-Long Name – this is what shows up on the receipt.

-Short Name – this is what goes to the video system.

-Button key text or picture ref. – this is what shows up on the button.

-Choose a class – 1 through 60 are available classes and can be used to categorize similar items or for ease of reporting.

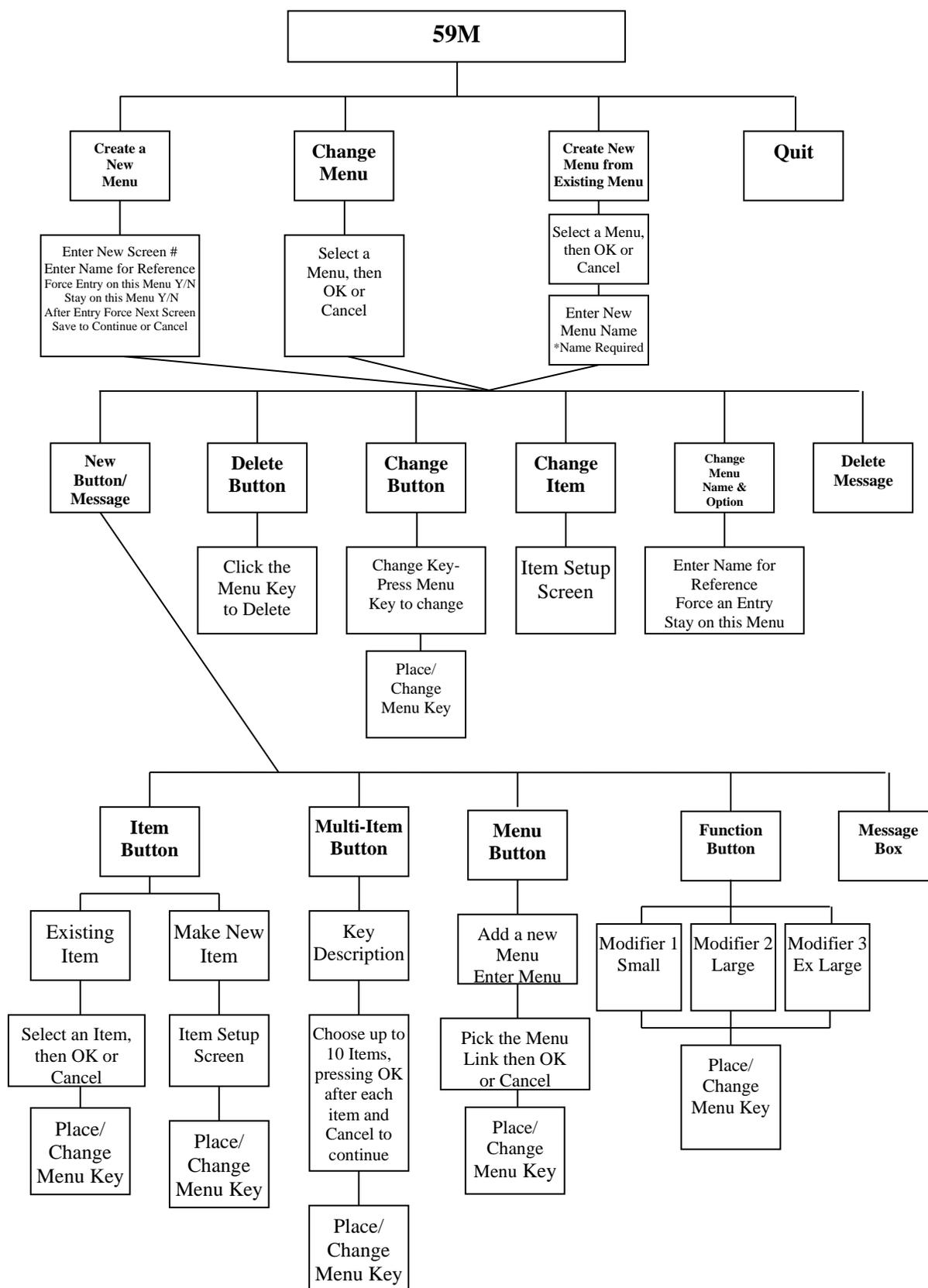
-Designate a price.

-Press save and you will be taken to the actual menu to customize the appearance and location of the button.

This procedure creates a simple menu button. There are multiple modifications that can be made to menu buttons that change the way they act, if more information is needed please contact a Documentor support technician for further guidance.

A flow chart of the 59M is on the following page.

Change/Add Menu Keys - 59M



## Change/View All Item Information - 82M

This function allows the editing of items information.

To initiate enter, 82 Enter <M> and Select an Item or Cancel to exit.

The screenshot shows the 'Item Maintenance' window with the following fields and values:

- Long Name: Regular Coleslaw
- Short Name: RG Cole Slaw
- Button Key Text or Picture Ref.: Regular/Coleslaw
- Used on Menu(s): 103,150,152
- Class: 6: Included Sides and Drinks
- Meal Type: Meal A La Carte
- Can Also be a Side Item:
- If Item, # Sides required: 0
- Order Sort Value: 0
- Reporting Sort Value: 0
- Chicken Pieces: 0
- Whole Part # (PPN): 201182
- Number: 1055-1
- Allow this Item?: Allow this item
- View/Change Portions: [Button]
- Universal #: 201182
- Combo Discount: -2.59
- Price: 2.59
- Cost: 0.000
- Non-Food Cost: 0.000
- Coupon Discount 1: 0.00
- Coupon Discount 2: 0.00
- Coupon Discount 3: 0.00

Buttons: Cancel, Save, Choose a Picture.

Keyboard overlay includes: ~, 1-0, -, =, Backspace, Q-W-E-R-T-Y-U-I-O-P-[ ] CLEAR, CAPS, A-S-D-F-G-H-J-K-L-; ' ENTER, SHIFT, Z-X-C-V-B-N-M-., / SPACE BAR.

- 1) Enter the item long name (up to 24 characters).
- 2) Enter the item short name (up to 14 characters).
- 3) Enter the button key text (up to 24 characters).
- 4) Class – Refer to Setup Classes and Assign to Video Zones – 131M.
  - 0= Non Active Class (the 82M will display Item Not Active Class)
  - 1 - 9 = Standard Item Class
  - 10 - 15 = Modified Item Class (Requires a modifier) or can be Standard Item
  - 16 - 20 = Drink Class or can be Standard Item
  - 21 - 25 = Modifier Class or can be Standard Item
  - 26 - 29 = Cooking instructions Class (See Condiments)
  - 30 = Condiment Class
  - 31- 60 = Standard Item Class
- 5) # of Sides Needed
- 6) Option – Can be an Item Only or Can ALSO be a Side Item
- 7) Order Sort Value
- 8) Report Sort Value
- 9) Chicken Pieces per Item (If applicable)
- 10) Whole Part #(PPN)
- 11) Allow this item? – Disallow this item (item can not be used) or Allow this item
- 12) View/Change Portions
- 13) Universal #
- 14) Combo Discount
- 15) Price
- 16) Cost
- 17) Non-Food Cost
- 18) Coupon Discount (up to 3 discounts per item)

Press Save to keep the change or Cancel to end without any change.

## Item Menu Continued -Quick Change Only Class, Price, etc.

<b>Class of an Item</b>	<b>54M</b>
<b>Price</b>	<b>55M</b>
<b>Negative Price (Promo)</b>	<b>87M</b>
<b>Cost</b>	<b>56M</b>
<b>Non Food Cost</b>	<b>79M</b>
<b>Coupon Price</b>	<b>57M</b>
<b>Type</b>	<b>58M</b>
<b>Chicken Pieces</b>	<b>51M</b>
<b>Order Sequence</b>	<b>72M</b>
<b>Report Sequence</b>	<b>73M</b>

Reports to Printer  
 Reports to Screen

**Enter by touching the function or from the operation screen enter the Quick Code & M.**

### Class of an Item -54M

This function is used to assign menu items, coupons, and miscellaneous keys to sales classifications as follows:

0 =	Non Active Class (the 82M will display Item Not Active Class)
1 - 9 =	Standard Item Class
10 - 15 =	Modified Item Class (Requires a modifier) or can be Standard Item
16 - 20 =	Drink Class or can be Standard Item
21 - 25 =	Modifier Class or can be Standard Item
26 - 29 =	Cooking instructions Class (See Condiments)
30 =	Condiment Class
31- 60 =	Standard Item Class

To initiate this function, enter: 54 Enter <M>. Once the 54M code identification has been entered, it does not need to be re-entered prior to each additional menu item class assignment. It remains in effect until a closing keying sequence is entered.

-Enter a class number and press the particular menu item key.

-To view an item class, press the item key and the class will be displayed.

Continue this process for all class assignment entries. To terminate this function at any time, press: (CANCEL) Twice

### CONDIMENTS:

Five classes are available to deal with condiments. Condiments classes are routed to the videos and expedite printers with the item. The condiment classes and functionality are:

CLASS	FUNCTION
26	EXTRA KEY -Expects one or more condiments. If there is a price associated with the condiment it is added to the order. A Condiment with an extra price might be cheese.
27	NO KEY -Expects one or more condiments. No price will be added or subtracted using this function.
28	PLAIN OR COOKING TYPES -The name associated with the key will be printed (14 characters). It expects no condiments. PLAIN, MEDIUM, RARE, CUT IN HALF, ETC. could be descriptions for this class.
29	ONLY KEY -Expects one or more condiments. No price will be added or subtracted using this function.
30	CONDIMENTS CLASS -All condiments should be assigned to this class. KETCHUP, MUSTARD, ONION, ETC. could be descriptions for this class.

After pressing a condiment function as many condiments may follow without pressing the condiment function again. For example, to ring up a hamburger with extra ketchup, mustard, and pickles with no onions press the following keys:  
HAMBURGER, EXTRA, KETCHUP, MUSTARD, PICKLES, NO, ONIONS

## Item Price - 55M

This function is used to assign prices to menu items. Valid entries are 0 - 9999.99. A zero price is often used for condiments to which a price is not assigned. To display the current item price press the item key only.  
To initiate, enter: 55 Enter <M>

Once the 55 Enter <M> code identification has been entered, it need not be reentered prior to each additional menu item price assignment. It remains in effect until a closing keying sequence is entered.

There are three methods that may now be used to assign prices.

Method A assigns a price to a menu item that has no modifier:

1. Enter a price.
2. Press the particular menu item key.

Method B can assign several different prices to a modified item with different modifiers. The keying sequence is:

1. Enter the dollar amount.
2. Press the item key.
3. Press the first modifier key.
4. Enter the next dollar amount.
5. Press the same item key.
6. Press the second modifier key.

Repeat this sequence for the remaining modifiers.

Method C assigns item prices to drink items that require a size modifier (class 16-20):

Zero priced items are not allowed in these classes.

1. Enter the price.
2. Press the Drink Size key.
3. Press the Drink item key.
4. Repeat Steps 1-3 for each modifier drink item.

The data is recorded. Continue this process for all entries. To terminate this function at any time press: CANCEL Twice

## Negative Priced Item - 87M

This function is used to change the value of a negative item or assign a menu item as a negative price.  
To initiate, enter: 87 Enter <M>.

Once the 87 Enter <M> code identification has been entered, it need not be re-entered prior to each additional change or assignment. It remains in effect until a closing keying sequence is entered.

There are two methods that may be used to assign negative prices. Enter the dollar and cents value of the item (0-99.99), press the appropriate item key and the price is recorded.

To terminate the function at any time, press: CANCEL Twice

## Item Cost - 56M

This function assigns a cost amount to a menu item, enter in 1000ths. To initiate the function, enter: 56 Enter <M>.

The cost of an unmodified menu item is entered as follows:

1. (item)
2. (nn.nnn) Item Cost & Press M

This method is also used to assign an item cost to a medium size drink.

The cost of a modified item is entered through the following key sequence:

1. (item)
2. (modifier #1)
3. (nn.nnn) Item Cost & Press M
4. Repeat Steps 1 through 3 for the remaining modifiers.

Modified drink items (these do not include medium size drinks) are assigned cost amounts as outlined below:

1. (drink size) & (drink)
2. (nn.nnn) Item Cost & Press M

The data is recorded. Continue this process for all entries. To terminate this function at any time press: CANCEL Twice

## **Non-Food Costs - 79M**

This function allows non-food cost to be applied to a menu item (i.e. kids toy for a kids meal).  
To initiate this function, enter: 79 Enter <M>.

To Add/Change	Enter Amount & Press Item Key
To Delete	Enter 0 & Press Item Key
To View	Press Item Key
To End	Cancel Twice

The data is recorded and the function ends.

## **Coupon Price - 57M**

Up to three coupons may be assigned to each item. If the item is a modified item, a coupon may be assigned to each of the five modifiers.  
To initiate the function, enter: 57 Enter <M>.

Prices may be assigned to a coupon for an unmodified menu item or a medium size drink through the following procedure:

1. Enter the amount of the coupon,
2. Press one of the three coupon keys,
3. Press the item key of the item being assigned the coupon,

Repeat Steps 1-3 for each coupon being assigned a price.

To assign coupon prices to items with modifiers:

1. Enter the amount of the coupon,
2. Press one of the three coupon keys,
3. Press the item key of the item being assigned the coupon,
4. Press the modifier key.
5. Repeat Steps 1-4 for each coupon being assigned a price.

To assign coupon prices to drinks that require one of the first two modifier keys are assigned as follows:

1. Enter the amount of the coupon,
2. Press one of the three coupon keys,
3. Press the Drink Size key.
4. Press the Drink key.
5. Repeat Steps 1-4 for each coupon being assigned a price.

The data is recorded. Continue this process for all entries. To terminate this function at any time press: CANCEL Twice

## **Pieces Per Item - 51M**

All modified (usually only Boned Chicken) menu items must identify the pieces per item (0-255). This is required for inventory control and Report 29, Pieces per Head. To initiate this function, enter: 51 Enter <M>.

Enter the number of pieces in the item, press M and item or items key representing this piece count.

(Pieces) M ITEMS or ITEMS

Press cancel when done with the number of pieces chosen and continue this process above for additional entries for pieces per item. It is not necessary to enter 51 Enter <M> for each change. To terminate the function at any time, press: CANCEL Twice

Report 6, Item Data, lists each modified item along with the number of pieces per item.

## **Item Order Sequence - 72M**

This function allows a sequence number to be assigned to the menu item based on priority when printing or sending to the video. To assign, enter 72 & Enter.

Enter the Sequence #, press M, press all items for that number and press cancel once. If entering another grouping, enter the next sequence #, press M, press all items for that number and press cancel once. If more entries are need continue or press Cancel Twice to exit.

## **Item Report Sequence - 73M**

This function allows a sequence number to be assigned to the menu item based on priority when printing or viewing a report. To assign, enter 73 & Enter.

Enter the Sequence #, press M, press all items for that number and press cancel once. If entering another grouping, enter the next sequence #, press M, press all items for that number and press cancel once. If more entries are need continue or press Cancel Twice to exit.

## Item Menu Continued

Item Sales Report Menu	
Change/Add Menu Keys	59M
Change/View All Item Information	82M
<b>Quick Change Only Class, Price, etc.</b>	
Extra Item Receipt Data Setup	75M
Enter Daily Waste (Finished Product)	100M
Set Up the Productivity Item Menu	83M
Item Detail Listing Report	6M
Portions by Item Report	234M
Item Report Sequence Report	111M
Cost Report – Non-Food and Food	145M

- o Reports to Printer
- o [Reports to Screen](#)

X Cancel

← Back

**Enter by touching the function or from the operation screen enter the Quick Code & M.**

### Extra Item Receipt Data Setup for Printer - 75M

This function allows additional receipt information to be printed for an item.

To initiate this function, enter: 75 Enter <M>.

Following the entry of the 75 Enter <M>, the display will read Pick an Item then adjust information or To End, Cancel Twice.

Once the Item is chosen another box is displayed to allow adding or deleting of the line information.

To Add- Touch Add and enter the information on the line to be printed for this item on the receipt printer. A font type designator may be used at the start of each line:

- ~B- Bold Print
- ~X- Expanded (Large) characters
- ~C- Compressed print

To Delete- Touch the line to be deleted and press Delete.

To Save Changes- Touch Save

To Quit- Press Cancel

### Enter Daily Finished Product Waste - 100M

At the close of each business day the leftover cooked products and packaged throw-away products (for example, salads, potatoes, gravy, etc.) are recorded using this function. These figures report on Raw Product Waste.

To initiate, enter: 100 Enter <M>.

Enter a waste quantity (1-99) and press either an item key or an item key followed by a modifier key.

```
(nn)  ITEM
OR    Waste quantity entered
(nn)  ITEM MODIFIER
```

The amount is recorded and displayed. Continue this process to record waste for additional menu items and modifiers. When all quantities are entered, terminate the function by pressing: CANCEL CANCEL

NOTE: After totaling, there is a 10-second delay while the data is calculated and press M will display when complete. Raw Product Waste is amended on all daily reports.

### Set Up the Productivity Item Menu - 83M

One menu item may be selected for special sales reporting by server.

To initiate this function, enter: 83 Enter <M>.

Enter the menu item selected.

ITEM

Press M

The data is recorded and the function ends.

If you wish to cancel the selected menu item, enter: Enter<M> Enter<M>

NOTE: If a previously entered productivity item is being replaced, it is not necessary to cancel.

## Item Setup Listing Report -6M

The item data report provides class, type and price information for each menu item. To initiate this report, sign in with the correct security level and enter: 6 Enter <M> and choose options for report.

The report options are as follows:

- Sort by – Item#, Item Name, Report Sequence #, Order Sequence # or By Class
- Show – All Items, Active Items Only, Items Assigned to a Menu or Items Unassigned to a Menu
- Send to- Printer or Display

Each line of the report includes:

- Menu item number and description..
- Item class and type.
- Number of pieces of modified items used in the menu item. Non-modified items record a 0 in this column.
- Item price: Modified item prices are listed by cooking type (modifier) below the menu item description.
- Non-modified items listed the menu item price on the same line as the other entries.
- Menus the Item are used

Class - Every item key must be assigned to a sales classification, or class. These are assigned through Change Function 54 Enter <M>.

NR	FULL NAME	CL	INFO	PRICE
	STORE #12345			
	ITEM DATA, REPORT 6			
	Mar 10 12:40:11 2015			
	MENU USED IN			
2	#3 3PC Combo			
	#3 3PC Combo	11	3 CHICK 3 SDS	
	112			
	MODIFIER 1			7.99
	MODIFIER 2			7.99
	MODIFIER 3			7.99
	MODIFIER 4			7.99
7	Coke			
	COKE	16		
	107,136,145			
	MEDIUM			2.99
	SMALL			1.99
	LARGE			4.00
	EXTRA LARGE			0.00
8	Diet Coke			
	DIET COKE	16		
	107,136,145			
	MEDIUM			2.99
	SMALL			1.99
	LARGE			4.00
	EXTRA LARGE			0.00

## Item Portions Report -234M

The item data report provides item inventory portion, subitem and price information for each menu item. To initiate this report, sign in with the correct security level and enter: 234 Enter <M> and choose options for report.

#	Item Name		Price
	Store #1234		
	ITEM PORTIONS, REPORT 234		
	Mar 4 15:47:10 2015		
	-X# Portion Name	Quan	
	X=(I=Inventory,S=SubItem)		
1	Classic Roast Beef		3.29
	Side Item Price		3.29
I1	Roast Beef	0.1875	
I21	Reg Bun	1.0000	
2	Crispy Chicken		4.49
	Side Item Price		4.49
I4	Chick Breast	1.0000	
I34	Double Cut	1.0000	

## Item Report Sequence Report – 111M

The item report sequence report provides class, type and price information for each menu item. To initiate this report, sign in with the correct security level and enter: 111 Enter <M> and choose options for report.

The report options are as follows:

- Sort by – Item#, Item Name, Report Sequence #, Order Sequence # or By Class
- Show – All Items, Active Items Only, Items Assigned to a Menu or Items Unassigned to a Menu
- Send to- Printer or Display

Each line of the report includes:

- Menu item number and description.
- Item class and type.
- Number of pieces of modified items used in the menu item. Non-modified items record a 0 in this column.
- Item price: Modified item prices are listed by cooking type (modifier) below the menu item description.
- Non-modified items listed the menu item price on the same line as the other entries.
- Menus the Item are used

To setup Item Sequence on Orders, enter sequence number for each item to print in the order via the 72 Enter <M> and allow the option by enabling in 70 Enter <M> under Order Options 1.

To setup Item Sequence on Reports, enter sequence number for each item to print on reports via the 73 Enter <M> and allow the option by enabling in 70 Enter <M> under Report Options.

NR	FULL NAME	CL	INFO	PRICE
STORE #12345				
ITEM DATA, REPORT 111				
Tue Mar 10 12:40:11 2015				
-----Report Sequence #1-----				
2	#3 3PC Combo			
	#3 3PC Combo	11	3 CHICK 3 SDS	
	112			
	MODIFIER 1			7.99
	MODIFIER 2			7.99
	MODIFIER 3			7.99
	MODIFIER 4			7.99
-----Report Sequence #2-----				
7	Coke			
	COKE		16	
	107,136,145			
	MEDIUM			2.99
	SMALL			1.99
	LARGE			4.00
	EXTRA LARGE			0.00
8	Diet Coke			
	DIET COKE		16	
	107,136,145			
	MEDIUM			2.99
	SMALL			1.99
	LARGE			4.00
	EXTRA LARGE			0.00

## Item Cost Report (Non-Food and Food) – 145M

Item Cost Report 145 provides the non-food cost and the cost per item for all menu items.

To initiate this report, sign in with the correct security level and enter: 145 Enter <M> View Report or Print Report

The following prints for each menu item, in menu item sequence.

- Menu item number.
- Menu item name.
- The non-food cost per item. Entered non-food cost into the system through Manager Change Function 79 Enter <M>, Menu Item Cost.
- Cost per item. Entered the item cost into the system through Manager Change Function 56 Enter <M>, Menu Item Cost.

After all menu items are listed, a Total prints. This figure is the total cost for all the menu items.

Store #12345			
ITEM COSTS, REPORT 145			
Tue Mar 10 13:06:26 2015			
#	ITEM	NON FOOD	TOT COST
1	4PC Snack		
	MODIFIER 1	0.00	1.800
	MODIFIER 2	0.00	1.800
	MODIFIER 3	0.00	1.800
	MODIFIER 4	0.00	1.800
	MODIFIER 5	0.00	1.800
4	SM Jambalaya	0.00	0.800
	SIDE	0.00	0.800
5	Lrg Jambalaya	0.00	1.600
	SIDE	0.00	1.600
11	1\4 Baguette	0.00	0.300
	SIDE	0.00	0.300
12	2 CORN	0.00	0.500
	SIDE	0.00	0.500

## Screen Menu List and Usage – 360M

Store #12345		
Menus Assignment, REPORT 360		
Fri May 1 11:22:07 2015		
#	Name	Assigned
1	Main Menu	No
20	2PCS FREE	No
90	MODIFIRES	No
100	Dinners	Yes
101	Cravers	Yes
102	Big Easys	No
103	Family Meals&Boxes	Yes
104	Sides	Yes
105	Biscuits	Yes
106	Desserts	Yes
107	Drinks	Yes
108	Local Favorites	Yes
109	Kid's Meals	Yes
110	Indv Pcs	Yes
111	Seafood	No
112	Combos	Yes
113	Coupons	Yes
114	Specials	No
115	Special Condiments	Yes

## Coupon Menu

<b>Set the Item Coupon Price</b>	<b>57M</b>
<b>Coupon Price Report</b>	<b>106M</b>
<b>Daily Coupon Sales Report</b>	<b>23M</b>
<b>Weekly Coupon Sales Report</b>	<b>192M</b>
<b>Monthly Coupon Sales Report</b>	<b>193M</b>

Reports to Printer  
 Reports to Screen

**Enter by touching the function or from the operation screen enter the Quick Code & M.**

### Set up Item Coupon Price - 57M

Up to three coupons may be assigned to each item. If the item is a modified item, a coupon may be assigned to each of the five modifiers. To initiate the function, enter: 57 Enter <M>.

Prices may be assigned to a coupon for an unmodified menu item or a medium size drink through the following procedure:

1. Enter the amount of the coupon,
2. Press one of the three coupon keys,
3. Press the item key of the item being assigned the coupon,
4. Repeat Steps 1-3 for each coupon being assigned a price.

To assign coupon prices to items with modifiers:

1. Enter the amount of the coupon,
2. Press one of the three coupon keys,
3. Press the item key of the item being assigned the coupon,
4. Press the modifier key.
5. Repeat Steps 1-4 for each coupon being assigned a price.

To assign coupon prices to drinks that require one of the first two modifier keys are assigned as follows:

1. Enter the amount of the coupon,
2. Press one of the three coupon keys,
3. Press the Drink Size key.
4. Press the Drink key.
5. Repeat Steps 1-4 for each coupon being assigned a price.

The data is recorded. Continue this process for all entries. To terminate this function at any time press: CANCEL Twice

## Coupon Price Report – 106M

This report lists each menu item and the price of each coupon assigned to that item. Up to three coupons may be assigned to a menu item.

To print this report, sign in with the correct security level and enter: 106 Enter <M> View Report or Print Report.

The data that prints for each item includes:

- Menu item number.
- Menu item description.
- The price of each of the three coupons associated with that menu item.

If no price has been assigned to a coupon, 0.00 prints.

If the menu item is a modified item, coupon prices are listed by cooking type (modifier).

Coupon prices are assigned through Manager Change Function 82 & 57.

# 1				
COUPON PRICE, REPORT 106				
May 16 05:05:58 2014				
NR ITEM		CPN 1	CPN 2	CPN 3
1	(9)HOT WINGS	1.00	1.99	2.99
5	2PC DARK/BISC			
Modifier 1		1.00	1.50	2.00
Modifier 2		1.00	1.50	2.00
Modifier 3		1.00	1.50	2.00
6	2 PC DARK MEAL			
Modifier 1		1.00	1.50	2.00
Modifier 2		1.00	1.50	2.00
Modifier 3		1.00	1.50	2.00
8	2PC WHITE/BISC			
Modifier 1		1.00	1.50	2.00
Modifier 2		1.00	1.50	2.00
Modifier 3		1.00	1.50	2.00
9	PEPSI			
	MEDIUM	0.20	0.00	0.00
	SMALL	0.10	0.00	0.00
	LARGE	0.30	0.00	0.00
	EXTRA LARGE	0.40	0.00	0.00
14	3PC WING/BISC			
Modifier 1		1.25	0.00	2.00
Modifier 2		1.25	0.00	2.00
Modifier 3		1.25	0.00	2.00
25	20 HOT WINGS	3.39	4.00	6.00
29	LEMON PARFAIT	0.20	0.00	0.00
31	LIVER MEAL	1.00	1.80	0.00
33	2PC WHITE MEAL			
Modifier 1		1.00	1.50	2.00
Modifier 2		1.00	1.50	2.00
Modifier 3		1.00	1.50	2.00

## Daily Coupon Sales Report – 23M

Daily Coupon Report provides a breakdown of coupon sales by item number and coupon number. Three separately priced coupons may be assigned to each menu item. To initiate this report, sign in with the correct security level and enter: 23 Enter <M> View Report or Print Report.

If 70M, Report Options, Suppress Lines with Zero Quantities on Some Reports is checked then only those items with coupon sales print on this report. If the option is not checked, all menu items print.

For each menu item listed on the report, the following information prints:

- Menu item number.
- Menu item description.
- #SOLD: Total number of that coupon redeemed for that menu item.
- Discount: Dollar amount of the coupons redeemed.
- Disc%: Percentage of all coupon revenue. This figure is Revenue divided by Total amount of all coupons (from Revenue Report 1)

When all coupon sales information has printed for individual menu items, a Total section appears.

Each line contains the coupon identification, the total dollar amount of those coupons redeemed.

# 1			
DAILY COUPON, REPORT 23			
May 16 05:04:28 2014			
NR ITEM	# SOLD	DISCOUNT	DIS %
1 2PC DARK/BISC CRISPY			
COUPON 1	2	5.30	100.00
-----			
TOT COUPON # 1	2	5.30	100.00
MISC COUPONS	0	0.00	0.00
<< ALL COUPONS >>	2	5.30	

## Weekly Coupon Sales Report- 192M

Weekly Coupon Report provides a breakdown of coupon sales by item number and coupon number. Three separately priced coupons may be assigned to each menu item. To initiate this report, sign in with the correct security level and enter: 192 Enter <M> View Report or Print Report.

If 70M, Report Options, Suppress Lines with Zero Quantities on Some Reports is checked then only those items with coupon sales print on this report. If the option is not checked, all menu items print.

For each menu item listed on the report, the following information prints:

- Menu item number.
- Menu item description.
- #SOLD: Total number of that coupon redeemed for that menu item.
- Discount: Dollar amount of the coupons redeemed.
- Disc%: Percentage of all coupon revenue. This figure is Revenue divided by Total amount of all coupons (from Revenue Report 8)

When all coupon sales information has printed for individual menu items, a Total section appears.

Each line contains the coupon identification, the total dollar amount of those coupons redeemed.

# 1			
WEEKLY COUPON, REPORT 192			
May 17 05:04:28 2014			
NR ITEM	# SOLD	DISCOUNT	DIS %
1 2PC DARK/BISC MODIFIER 1			
COUPON 1	2	5.30	100.00
-----			
TOT COUPON # 1	2	5.30	100.00
MISC COUPONS	0	0.00	0.00
<< ALL COUPONS >>	2	5.30	

## Monthly Coupon Sales Report – 193M

Monthly Coupon Report provides a breakdown of coupon sales by item number and coupon number. Three separately priced coupons may be assigned to each menu item. To initiate this report, sign in with the correct security level and enter: 193 Enter <M> View Report or Print Report.

If 70M, Report Options, Suppress Lines with Zero Quantities on Some Reports is checked then only those items with coupon sales print on this report. If the option is not checked, all menu items print.

For each menu item listed on the report, the following information prints:

- Menu item number.
- Menu item description.
- #SOLD: Total number of that coupon redeemed for that menu item.
- Discount: Dollar amount of the coupons redeemed.
- Disc%: Percentage of all coupon revenue. This figure is Revenue divided by Total amount of all coupons (from Revenue Report 38).

When all coupon sales information has printed for individual menu items, a Total section appears.

Each line contains the coupon identification, the total dollar amount of those coupons redeemed.

# 1			
MONTHLY COUPON, REPORT 193			
May 17 05:04:28 2014			
NR ITEM	# SOLD	DISCOUNT	DIS %
1 2PC DARK/BISC			
MODIFIER 1			
COUPON 1	2	5.30	100.00
-----			
TOT COUPON # 1	2	5.30	100.00
MISC COUPONS	0	0.00	0.00
<< ALL COUPONS >>	2	5.30	

## Inventory (Raw Product) Setup and Reports

<b>Enter Inventory Name &amp; Cost</b>	<b>85M</b>
<b>Enter Daily Receipts, Waste, Transfers &amp; Closing Inv.</b>	<b>61M</b>
<b>Recipe (Portions)</b>	<b>77M</b>
<b>Reports</b>	

Reports to Printer       Reports to Screen

X Cancel
← Back

**Enter by touching the function or from the operation screen enter the Quick Code & M.**

### Enter Raw Inventory Name - 85M

This function is used to change raw product identifications. To initiate, enter: 85 Enter<M> & Follow on Screen Instructions.

### Enter Inventory Daily Receipts (Purchases), Waste, Transfers & Nightly Closing Inv. -61M

Enter Daily Inventory Information

Inv #	Name	Purchases	Waste	Transfers	Closing	✓
1	Chicken	0.00	0.00	0.00	871.20	<input type="checkbox"/>
2	MILD STRIP	0.00	0.00	0.00	101.10	<input type="checkbox"/>
3	SPICY STRI	0.00	0.00	0.00	47.80	<input type="checkbox"/>
4	BISCUITS	0.00	99.00	0.00	190.00	<input type="checkbox"/>
5	CAJUN MEAT	0.00	0.00	0.00	35.90	<input type="checkbox"/>
6	CORN	0.00	0.00	0.00	2.10	<input type="checkbox"/>
7	FRIES	0.00	0.00	0.00	69.00	<input type="checkbox"/>
8	APPLE PIE	0.00	0.00	0.00	253.95	<input type="checkbox"/>
9	FLOUR	0.00	0.00	0.00	281.00	<input type="checkbox"/>
10	RICE	0.00	0.00	0.00	676.80	<input type="checkbox"/>
11	RED BEANS	0.00	0.00	0.00	0.00	<input type="checkbox"/>

Note: Touch a field to select it, or a column to change order.  
 Use ENTER or Double-Touch a field to Select it.  
 After changes are made press ENTER.

Quit

This function now combines Purchases, Waste, Transfers and Closing and is accessible via 61, 62, 66 and 63. Follow on screen instructions.

Raw Product Waste information is reported in Reports 9, 12, and 34.

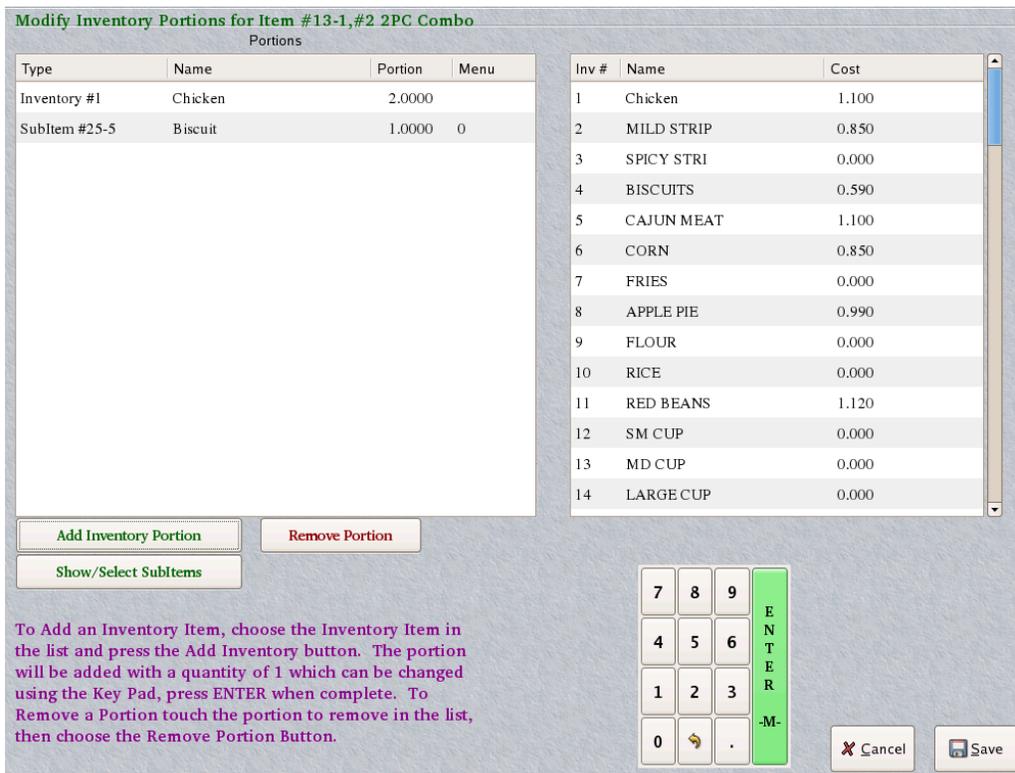
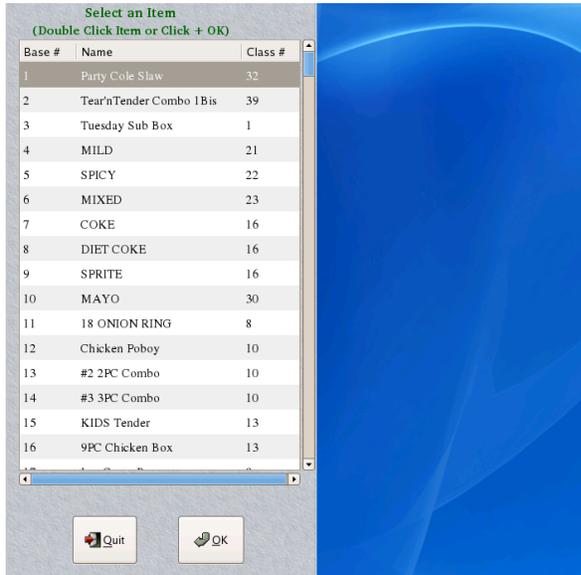
Reports 9 & 11 lists the Night Closing Inventory.

## Raw Product Recipe Change - 77M

To establish a raw product control system, it is necessary to identify raw products that are important or significant. This is done through change function **85**, Raw Product Identification. Once the raw products have been identified, a recipe table can be built.

The 77 function sets up the raw products for inventory control. The menu items in which the raw products are used are entered, with the quantities used expressed in ten thousandths. These raw product quantities are depleted from inventory each time a menu item is sold.

To initiate this function, sign in with the correct security level and enter: 77 Enter <M> and follow instructions on screen.



## Inventory Reports Menu

<b>Recipe (Portions) Report by Inventory</b>	<b>7M</b>
<b>Daily-Consolidated (Long) Report</b>	<b>9M</b>
<b>Inventory A – Open, Receipts and Waste</b>	<b>10M</b>
<b>Inventory B – Rev Factor, Usage and Cost</b>	<b>11M</b>
<b>Inventory C – Closing and Variances</b>	<b>12M</b>
<b>Weekly- Consolidated (Long) Report</b>	<b>13M</b>
<b>Inventory A – Open, Receipts and Waste</b>	<b>14M</b>
<b>Inventory B – Rev Factor, Usage and Cost</b>	<b>15M</b>
<b>Inventory C – Closing and Variances</b>	<b>16M</b>
<b>Monthly- Consolidated (Long) Report</b>	<b>31M</b>
<b>Inventory A – Open, Receipts and Waste</b>	<b>32M</b>
<b>Inventory B – Rev Factor, Usage and Cost</b>	<b>33M</b>
<b>Inventory C – Closing and Variances</b>	<b>34M</b>

Reports to Printer

**Enter by touching the function or from the operation screen enter the Quick Code & M.**

### Raw Recipe (Portions) Report by Inventory – 7M

Raw Recipe Report 7 is a list of the quantities of raw products used in each related menu item. Each time a menu item is sold these amounts are subtracted from inventory. To initiate this report, sign in with the correct security level and enter: 7 Enter <M> View Report or Print Report.

The following information prints:

- Raw product number & name.
- Menu item number & description of the menu item containing the raw product named above.
- The quantity of the raw product used in the menu item. This is based on the portion of a whole unit used.

Report 7 prints only the raw products identified for inventory tracking through Manager Change Function 85. Manager Change Function 77, Raw Product Recipe, is used to record raw product recipe usage rates.

#1		
RAW PRD RECIPE, REPORT 7		
Tue May 14 23:45:22 2014		
1. CHICKEN		
1	2PC DARK/BISC	0.2500
103	3PC WING/BISC	0.3750
2. HOT DOG		
4	CHEESE DOG COM	1.0000
10	HOT DOG	1.0000
11	KID HOTDOG COM	1.0000
3. NUGGET		
21	6 NUGGETS	6.0000
22	9 NUGGETS	9.0000
23	12 NUGGETS	12.0000
4. HOT WING		
29	6 HOT WINGS	6.0000
30	9 HOT WINGS	9.0000
31	12 HOT WINGS	12.0000
5. BBQ WING		
40	6 BBQ WINGS	6.0000
41	9 BBQ WINGS	9.0000

## Daily Consolidated Inventory Report – 9M

This report identifies the daily activity for each product listed in Raw Product Recipe Report 7. It also provides an inventory accounting for those products that have had an inventory entry as listed below.

To initiate this report, sign in with the correct security level and enter: 9 Enter <M> View Report or Print Report.

For each product identified, this report contains:

OPENING INV: Opening Inventory.  
 RECEIPT: Receipt of raw products, entered via Manager Change Function 61M.  
 WASTE: Raw product waste entered through Managers Change Function 61M and 100M.  
 THEO. Recipe: Theoretical Recipe Usage. This figure is calculated by multiplying menu item usage (Report 2) by raw product usage from the menu item (Report 7).  
 TRANSFERS: Raw product transfers entered through Managers Change Function 66M.  
 SHELF: Computed Shelf Status.  
 CLOSE: Closing Inventory entered through Manager Change Function 63M.  
 ACTUAL REC: Actual Recipe Usage. (Opening Inv. + Receipt - Waste - Closing Inv.).  
 VARIANCE: Actual Usage - Theo. Usage  
 VARIANCE \$: Variance times Cost. (Actual - Theo. x Cost)  
 EFFICIENCY: Theo. Usage Divided by Actual Usage = (%) Efficiency

		#12456
		DAILY CONS INV, REPORT 9
		AUG 18 17:04:34 2014
1 CHICKEN	*****	
OPENING INV		100.00
RECEIPT		26.00
WASTE		5.00
THEO. RECIPE		22.50
TRANSFERS		0.00
SHELF		98.50
CLOSING		96.50
ACTUAL REC		24.50
VARIANCE		2.00
VARIANCE \$		2.00
EFFICIENCY		91.84
2 HOT DOG	*****	
OPENING INV		25.00
RECEIPT		25.00
WASTE		20.00
THEO. RECIPE		10.75
TRANSFERS		0.00
SHELF		19.25
CLOSING		19.25
ACTUAL REC		10.75
VARIANCE		0.00
VARIANCE \$		0.00
EFFICIENCY		100.00
3 NUGGETS	*****	
OPENING INV		25.00
RECEIPT		25.00
WASTE		20.00
THEO. RECIPE		10.75
TRANSFERS		0.00
SHELF		19.25
CLOSING		19.25
ACTUAL REC		10.75
VARIANCE		0.00
VARIANCE \$		0.00
EFFICIENCY		100.00

## Daily Inventory A Report – 10M

This report contains daily opening inventory, receipts and waste for all raw products tracked for inventory. To initiate this report, sign in with the correct security level and enter: 9 Enter <M> View Report or Print Report.

Each line includes, from left to right:

- Raw product item number & description.
- Opening, Receipt and Waste.

Raw product receipts and waster are entered through Manager Change Function 61M.

#1				
DAILY INV A, REPORT 10				
May 16 02:37:17 2014				
NR	RP NAME	OPEN	RECEIPT	WASTE
1.	CHICKEN	100.00	26.00	5.00
2.	HOT DOG	25.00	25.00	20.00
3.	NUGGET	25.00	25.00	20.00
4.	HOT WING	50.00	0.00	0.00
5.	BBQ WIN	50.00	0.00	0.00
6.	L PARFAIT	20.00	0.00	0.00
7.	SSC	20.00	0.00	0.00
8.	CC PAR	21.00	0.00	0.00
9.	FUDGE B	22.00	0.00	0.00
10.	STRIPS	50.00	10.00	0.00

## Daily Inventory B Report – 11M

This report includes the revenue factor, computed usage and raw product cost of each raw product identified for inventory tracking. To initiate this report, sign in with the correct security level and enter: 11 Enter <M> View Report or Print Report.

The following information prints:

- Raw product item number.
- Raw product description.
- Revenue factor entered through Manager Change Function 65.

Computed usage, based on menu item usage (Report 2) and the raw product recipe (Report 7).

Raw product cost, this figure equals the Revenue Factor multiplied by Computed Usage.

A TOTAL raw product cost prints at the end of the report.

#1				
DAILY INV B, REPORT 11				
5/16/2014 2:37				
NR	RP NAME	REV FAC	COMPUSE	RP COST
1.	CHICKEN	1.400	8.55	11.97
2.	HOT DOG	0.300	10.00	3.00
3.	NUGGET	0.400	8.00	3.20
4.	HOT WING	0.700	7.00	4.90
5.	BBQ WIN	0.700	6.00	4.20
6.	L PARFAIT	0.250	8.00	2.00
7.	SSC	0.250	2.00	0.50
8.	CC PAR	0.250	6.00	1.50
9.	FUDGE B	0.300	5.00	1.50
10.	STRIPS	0.800	6.00	4.80

## Daily Inventory C Report- 12M

This report should be printed both before and after closing inventory is entered through Change Function 61 or 63. When printed before closing inventory is entered, the amount in the VARANCE column represents estimated shelf status. When printed after, it represents variances (overages and shortages). These variances reflect the difference between what the system calculated for inventory and what the manager physically counted.

To initiate this report, sign in with the correct security level and enter: 12 Enter <M> View Report or Print Report.

Information printed for each raw product is:

- Raw product item number.
- Raw product name.
- Closing inventory: This appears as .00 if the report is ran before closing inventory is entered.
- Estimated shelf status or variance.
- Dollar variance. This figure is computed by multiplying the amount in the VARANCE column by the Revenue Factor (Report 11).

A TOTAL of all dollar variance amounts print at the end of the report.

#1			
DAILY INV C, REPORT 12			
May 16 02:37:32 2014			
NR RP NAME	CLOSE	VARIANCE	VAR DOL
1. CHICKEN	96.500	2.00	2.80
2. HOT DOG	19.250	4.00	1.20
3. NUGGET	19.250	0.00	0.00
4. HOT WING	50.000	0.00	0.00
5. BBQ WIN	52.000	0.00	0.00
6. L PARFAIT	20.000	0.00	0.00
7. SSC	20.000	0.00	0.00
8. CC PAR	20.000	0.00	0.00
9. FUDGE B	20.000	0.00	0.00
10. STRIPS	20.000	0.00	0.00
TOTAL			4.00
* = Closing Inventory not entered			

## Weekly Consolidated Inventory Report – 13M

This report provides weekly inventory accounting for the same raw products listed in Daily Consolidated Inventory Report 9.

To initiate this report, sign in with the correct security level and enter: 13 Enter <M> View Report or Print Report.

Refer to Report 9 for a full description of the line items that print for each raw product on the report. Information on the weekly report updates each day through Daily Clear Function 91.

#1		
Wkly Con Inv, REPORT 13		
5/17/2014 2:37		
1. CHICKEN	*****	
OPENING INV		100.00
RECEIPT		26.00
WASTE		5.00
THEO. RECIPE		22.50
TRANSFERS		0.00
SHELF		98.50
CLOSING		96.50
ACTUALREC		24.50
VARIANCE		2.00
VARIANCE \$		2.00
EFFICIENCY		91.84
2. HOT DOG	*****	
OPENING INV		25.00
RECEIPT		25.00
WASTE		20.00
THEO. RECIPE		10.75
TRANSFERS		0.00
SHELF		19.25
CLOSING		19.25
ACTUAL REC		10.75
VARIANCE		0.00
VARIANCE \$		0.00

## Weekly Inventory A- 14M

Weekly data for opening inventory, receipts and raw product waste are reflected on this report. To initiate this report, sign in with the correct security level and enter: 14 Enter <M> View Report or Print Report.

Refer to Report 9 for a full description of the line items that print for each raw product on the report. Information on the weekly report updates each day through Daily Clear Function 91.

#1 WEEKLY INV A, REPORT 14 May 16 02:37:17 2014			
NR RP NAME	OPEN	RECEIPT	WASTE
1. CHICKEN	100.00	26.00	5.00
2. HOT DOG	25.00	25.00	20.00
3. NUGGET	25.00	25.00	20.00
4. HOT WING	50.00	0.00	0.00
5. BBQ WIN	50.00	0.00	0.00
6. L PARFAIT	20.00	0.00	0.00
7. SSC	20.00	0.00	0.00
8. CC PAR	21.00	0.00	0.00
9. FUDGE B	22.00	0.00	0.00

## Weekly Inventory B Report – 15M

Weekly computed usage and raw product cost, as well as the revenue factor for each raw product are recorded by Weekly Inventory B Report 15. To initiate this report, sign in with the correct security level and enter: 15 Enter <M> View Report or Print Report.

Refer to Report 9 for a full description of the line items that print for each raw product on the report. Information on the weekly report updates each day through Daily Clear Function 91.

#1 WEEKLY INV B, REPORT 15 May 17 02:37:26 2014			
NR RP NAME	REV FAC	COMPUSE	RP COST
1. CHICKEN	1.400	8.55	11.97
2. HOT DOG	0.300	10.00	3.00
3. NUGGET	0.400	8.00	3.20
4. HOT WING	0.700	7.00	4.90
5. BBQ WIN	0.700	6.00	4.20
6. L PARFAIT	0.250	8.00	2.00
7. SSC	0.250	2.00	0.50
8. CC PAR	0.250	6.00	1.50
9. FUDGE B	0.300	5.00	1.50

## Weekly Inventory Report C – 16M

Weekly Inventory C Report 16 provides weekly data on closing inventory, variance or estimated shelf status, and dollar variance of raw products tracked for inventory. To initiate this report, sign in with the correct security level and enter: 16 Enter <M> View Report or Print Report.

Refer to Report 9 for a full description of the line items that print for each raw product on the report. Information on the weekly report updates each day through Daily Clear Function 91.

#1 WEEKLY INV C, REPORT 16 May 17 02:37:32 2014			
NR RP NAME	CLOSE	VARIANCE	VAR DOL
1. CHICKEN	96.500	2.00	2.80
2. HOT DOG	19.250	4.00	1.20
3. NUGGET	19.250	0.00	0.00
4. HOT WING	50.000	0.00	0.00
5. BBQ WIN	52.000	0.00	0.00
6. L PARFAIT	20.000	0.00	0.00
7. SSC	20.000	0.00	0.00
8. CC PAR	20.000	0.00	0.00
9. FUDGE B	20.000	0.00	0.00
10. STRIPS	20.000	0.00	0.00
TOTAL			4.00

\* = Closing Inventory not entered

## Monthly Consolidated Inventory Report – 31M

This report contains monthly inventory accounting data for the same raw products listed on Daily Consolidated Inventory Report 9. To initiate this report, sign in with the correct security level and enter: 31 Enter <M> View Report or Print Report.

Refer to Report 9 for a definition of the data items included under each raw product name. The items listed on both reports are identical. Data contained in the monthly inventory report are updated through Weekly Clear Function 92.

#1		
MON CONS INV, REPORT 31		
5/17/2014 2:37		
1. CHICKEN	*****	
OPENING INV		100.00
RECEIPT		26.00
WASTE		5.00
THEO. RECIPE		22.50
TRANSFERS		0.00
SHELF		98.50
CLOSING		96.50
ACTUALREC		24.50
VARIANCE		2.00
VARIANCE \$		2.00
EFFICIENCY		91.84
2. HOT DOG	*****	
OPENING INV		25.00
RECEIPT		25.00
WASTE		20.00
THEO. RECIPE		10.75
TRANSFERS		0.00
SHELF		19.25
CLOSING		19.25
ACTUAL REC		10.75
VARIANCE		0.00
VARIANCE \$		0.00
EFFICIENCY		100.00
3. NUGGET	*****	
OPENING INV		25.00
RECEIPT		25.00
WASTE		20.00
THEO. RECIPE		10.75
TRANSFERS		0.00
SHELF		19.25
CLOSING		19.25
ACTUAL REC		10.75
VARIANCE		0.00
VARIANCE \$		0.00
EFFICIENCY		100.00

## Monthly Inventory Report A – 32M

Opening inventory, raw product receipts and waste for a one-month period are reflected on this report. To initiate this report, sign in with the correct security level and enter: 32 Enter <M> View Report or Print Report.

Monthly Inventory A Report 32 contains the same items as Daily Inventory A Report 10. Look at Report 10 for a complete description of these items. Data in the monthly inventory report updates through 92, Weekly System Clear.

#1			
MONTHLY INV A, REPORT 32			
May 17 02:37:17 2014			
NR RP NAME	OPEN	RECEIPT	WASTE
1. CHICKEN	100.00	26.00	5.00
2. HOT DOG	25.00	25.00	20.00
3. NUGGET	25.00	25.00	20.00
4. HOT WING	50.00	0.00	0.00
5. BBQ WIN	50.00	0.00	0.00
6. L PARFAIT	20.00	0.00	0.00
7. SSC	20.00	0.00	0.00
8. CC PAR	21.00	0.00	0.00
9. FUDGE B	22.00	0.00	0.00
10. STRIPS	50.00	10.00	0.00

## Monthly Inventory Report B – 33M

Raw product revenue factors plus computed usage and raw product cost for the month is contained in this report. To initiate this report, sign in with the correct security level and enter: 33 Enter <M> View Report or Print Report.

The same items that appear in Daily Inventory B Report 11 also appear in this monthly report. See Report 11 for a full explanation of each item. Information contained in the Monthly Inventory B Report is updated through 92, Weekly System Clear.

#1			
MONTHLY INV B, REPORT 33			
May 17 02:37:26 2014			
NR RP NAME	REV FAC	COMPUSE	RP COST
1. CHICKEN	1.400	8.55	11.97
2. HOT DOG	0.300	10.00	3.00
3. NUGGET	0.400	8.00	3.20
4. HOT WING	0.700	7.00	4.90
5. BBQ WIN	0.700	6.00	4.20
6. L PARFAIT	0.250	8.00	2.00
7. SSC	0.250	2.00	0.50
8. CC PAR	0.250	6.00	1.50
9. FUDGE B	0.300	5.00	1.50
10. STRIPS	0.800	6.00	4.80

## Monthly Inventory Report C – 34M

This report reflects monthly closing inventory, variance or estimated shelf status, and dollar variance amounts. To initiate this report, sign in with the correct security level and enter: 34 Enter <M> View Report or Print Report.

Reported items are the same as those on Daily Inventory C Report 12. Refer to Report 12 for a detailed explanation of these items. Information on this monthly report updates through Weekly System Clear Function 92.

#1			
MONTHLY INV C, REPORT 34			
May 17 02:37:32 2014			
NR RP NAME	CLOSE	VARIANCE	VAR DOL
1. CHICKEN	96.500	2.00	2.80
2. HOT DOG	19.250	4.00	1.20
3. NUGGET	19.250	0.00	0.00
4. HOT WING	50.000	0.00	0.00
5. BBQ WIN	52.000	0.00	0.00
6. L PARFAIT	20.000	0.00	0.00
7. SSC	20.000	0.00	0.00
8. CC PAR	20.000	0.00	0.00
9. FUDGE B	20.000	0.00	0.00
10. STRIPS	20.000	0.00	0.00
TOTAL			4.00
* = Closing Inventory not entered			



## Finished Product Recipe Report – 39M

This report identifies the quantity of finished products used in each menu item. To initiate this report, sign in with the correct security level and enter: 39 Enter <M> View Report or Print Report.

For each finished product, the report prints:

- Finished product number and name.
- Menu item number and description.
- Quantity of the specified finished product used in that menu item.

If the finished product is a modified item, then the quantity represents the number of pieces used in the menu item.

#1		
FIN PROD RECIPE, REPORT 39		
May 14 23:45:22 2014		
1.	HOT DOG	
4	CHEESE DOG COM	1.0000
10	HOT DOG	1.0000
11	KID HOTDOG COM	1.0000
3.	NUGGET	
21	6 NUGGETS	6.0000
22	9 NUGGETS	9.0000
23	12 NUGGETS	12.0000
4.	HOT WING	
29	6 HOT WINGS	6.0000
30	9 HOT WINGS	9.0000
31	12 HOT WINGS	12.0000
5.	BBQ WING	
40	6 BBQ WINGS	6.0000
41	9 BBQ WINGS	9.0000

## Finished Product Usage per Half Hour Report – 5M

This report lists up to 55 finished products (50 plus modifiers) and the quantity of each used during half-hour periods of the current day. Only those finished products identified through Manager Change Function 84 are included on this report. To initiate this report, sign in with the correct security level and enter: 5 Enter <M> View Report or Print Report.

This report lists the finished product number and name, in double-width print.

Below this, each line contains:

- ❖ The half-hour being reported.
- ❖ The number of portions of the finished product used during that half-hour of the day.
- ❖ The average usage for that day of the week over the previous 28-day period. This figure is determined by dividing the Total of all days reported by the number of weeks reported.

Listed under the Average column on this report, the number may be used as a crosscheck with AVG column on the Report 19.

When all 30-minute periods have been reported for a finished product, the word Total appears. Total usage for that day and Total Average Usage over the previous 28 days print on the same line.

The section labeled Total By 1/2 Hour follows. Each line in this section includes:

- ❖ Total usage of all finished products during that half-hour of the day.
- ❖ Total of the averages for all finished products used during that half-hour of the day.

NOTE: The averages for each half hour that are summed for this total are unrounded averages, not the rounded averages that appear in the AVERAGE column of the report. After they are added together, the resulting total average is rounded before it is printed or displayed.

The last line of the report includes:

- ❖ Total usage of all finished products for the entire day.
- ❖ Total of all averages listed in the TOTAL section

1234			
FIN PROD USAGE			
REPORT 5			
AUG 18 17:04:34 2014			
HOUR		TODAY	AVERAGE
1.	HOT DOG		
12:30		25	15
TOTAL		25	15
2.	BURGERS		
12:30		3	2
TOTAL		3	2
3.	FRIES		
TOTAL		0	2
4.	HOT WINGS		
11:30		1	0
12:30		88	60
TOTAL		89	60
5.	BBQ WINGS		
13:00		1	1
TOTAL		1	1
6.	LEMON PARFAIT		
12:30		2	1
TOTAL		2	1
51.	MODIFIER 1		
11:30		2	1
12:30		80	35
TOTAL		82	36
55.	MIXED		
12:30		5	3
TOTAL		5	3
	TOTAL BY 1/2 HOUR		
11:30		3	1
12:30		203	116
13:00		1	1
TOTAL		207	118

## Finished Product Usage per Half Hour for Selected Day – 19M

This report contains finished product usage information for any day of the week you select. It includes a breakdown of usage for each half-hour period during that day of the week, over the past 28 days.

To print or view this report, sign in with the correct security level and enter:

1. 19 ENTER M
  2. A weekday digit from the list below:
    - 1 = Sunday
    - 2 = Monday
    - 3 = Tuesday
    - 4 = Wednesday
    - 5 = Thursday
    - 6 = Friday
    - 7 = Saturday
  3. Press M

The dates for each reported day and the week number print in columns across the top of the register tape. The half-hour periods appear in the first column down the tape.

For each finished product, the following information then prints:

- The finished product number and name.
- Usage for that half-hour during the first week reported.
- Usage for that half-hour during the second Week reported.
- Usage for that half-hour during the third week reported.
- Usage for that half-hour during the fourth week reported.
- The last column, labeled AVG, contains average use of the finished product, during the selected day of the week, over the past 28 days. This figure is calculated by:  
Total usage for all weeks reported and Number of weeks reported

The total printed under each selected date column represents finished product usage for the entire day.

1234					
FIN PROD/DAY REPORT 19 NOV 29 17:04:34 2014					
FOR DAY = FRIDAY					
DATE HOUR	11/1 WEEK1	11/8 WEEK2	11/15 WEEK3	11/22 WEEK4	AVG
<b>1. HOT DOG</b>					
12:30	0	0	0	25	6
TOTAL	0	0	0	25	25
<b>2. BURGERS</b>					
TOTAL	0	0	0	0	0
<b>3. FRIES</b>					
TOTAL	0	0	0	0	0
<b>4. HOT WINGS</b>					
11:30	0	0	0	1	0
12:30	0	0	0	88	22
TOTAL	0	0	0	89	89
<b>5. BBQ WINGS</b>					
13:00	0	0	0	1	0
TOTAL	0	0	0	1	1
<b>6. LEMON PARFAIT</b>					
TOTAL	0	0	0	0	0
<b>51. MODIFIER 1</b>					
11:30	0	0	0	2	1
12:30	0	0	0	80	20
TOTAL	0	0	0	82	82
<b>52. MODIFIER 2</b>					
TOTAL	0	0	0	0	0
<b>53. MODIFIER 3</b>					
12:30	0	0	0	5	1
TOTAL	0	0	0	5	5
<b>54. MIXED</b>					
TOTAL	0	0	0	0	0
<b>TOTAL</b>					
11:30	0	0	0	3	1
12:30	0	0	0	198	50
13:00	0	0	0	1	0
TOTAL	0	0	0	202	50

## Graph Finished Product Usage For Day or Date Range – 182M

This function will graph Finished Product Usage. To initiate this report, sign in with the correct security level and enter: 182 Enter <M> and follow screen instructions.

## Store Operation Setup and Reports

<b>Assign Printers and other Devices</b>	<b>139M</b>
<b>Network Setup and Report</b>	
<b>Store-Wide Options: Setup</b>	<b>70M</b>
<b>Report</b>	<b>103M</b>
<b>Register and Devices Setup Menu</b>	
<b>Delivery/Call-In Setup</b>	
<b>Home Office Communications Setup</b>	
<b>Electronic Journal Setup</b>	<b>143M</b>
<b>MORE Setup Options Menu 1</b>	
<b>MORE Setup Options Menu 2</b>	

Reports to Printer  
 Reports to Screen

Enter by touching the function or from the operation screen enter the Quick Code & M.

### Assign Printers and other devices Menu -139M

This function is used to assign devices to each register. More than one register may be assigned to the same printer. This function must be done on each individual unit. To initiate this function, enter:

139 Enter <M> & Follow the screen

Device Setup	Address	Port #	Type	Lines Before	Lines After
<b>--Printers--</b>					
Receipt/Report	Not Assigned	1 (COM 1)	EPSON TM-T85	None	10 Lines
Hospitality	Not Assigned	1 (COM 1)	EPSON TM-T85	None	10 Lines
* Kitchen #1	Not Assigned	1 (COM 1)	EPSON TM-T85	None	10 Lines
* Kitchen #2	Not Assigned	1 (COM 1)	EPSON TM-T85	None	None
<b>--Other Devices--</b>					
* Drive-Thru OCD	Not Assigned	1 (COM 1)	Accuview	Assigned to	Order Taker
Total Display	Not Assigned	Unassigned	Texas Digital		
Coin Changer		Unassigned			
* Modem Port		Unassigned			

**Change Hospitality Printer Options**

Print on: TOTAL KEY

If Print on Total, and the order is changed after would you like to print a changed receipt? YES

Receipt Typ: BIG PRINT

### Options Change Hospitality Printer Options

NOTES: IF THE DEVICE IS ATTACHED TO A REGISTER, ENTER THE REGISTER # (1-8) AND PORT #. IF THE DEVICE IS A NETWORK PRINTER ENTER THE DEVICE # (20-29) AT THE REG/DEVICE PROMPT (NO NEED TO ENTER THE PORT). \*MAY BE SET BY THE MASTER REGISTER ONLY.

\*\*\*\*\*Printer Types available are as follows:

- Generic (will not cut paper)
- Epson TM-60
- Epson TM-85 (also for TM-88 & TM-20)
- Omni TM-200
- TM-U300D
- Belt TM-P60

\*\*\*\*\*Drive-Thru Display Types available are as follows:

- MPO Display
- Accuview (Texas Digital)
- WenView (Wendy's only)
- Accuview 15
- TechKnow

The data is recorded only after SAVE and the function ends, if Cancel no changes are made and the function closes.

## Network Setup Menu

<b>Set this Register Unique Number</b>	<b>253M</b>
<b>Assign the Master Register Number</b>	<b>261M</b>
<b>Set the Stores TCIP Address</b>	<b>260M</b>
<b>Assign Register Types</b>	<b>138M</b>
<b>Report Register's On-Line Status</b>	<b>263M</b>

Reports to Printer  
 Reports to Screen

**Enter by touching the function or from the operation screen enter the Quick Code & M.**

### **Set this Registers Unique Number - 253M**

This function allows you to assign each unit a register number and the numbers available are 1 thru 8, no duplicate register numbers allowed.

To initiate this function, enter: 253 Enter <M>

- Choose new register by touching the dropdown box, 1-8 are available (duplicate register numbers are not allowed in system).
- Press OK to change or Cancel to quit without change.
- After OK a confirmation screen appears, Yes will continue and No cancels function.

### **Assign the Master Register Number - 261M**

This function allows the master register to be changed, default is 1. \*Must call Documentor, Inc. to change.

### **Set the Stores TCIP Address - 260M**

This function allows the TCIP address to be changed, default is 10.10.1.x.. \*Must call Documentor, Inc. to change.

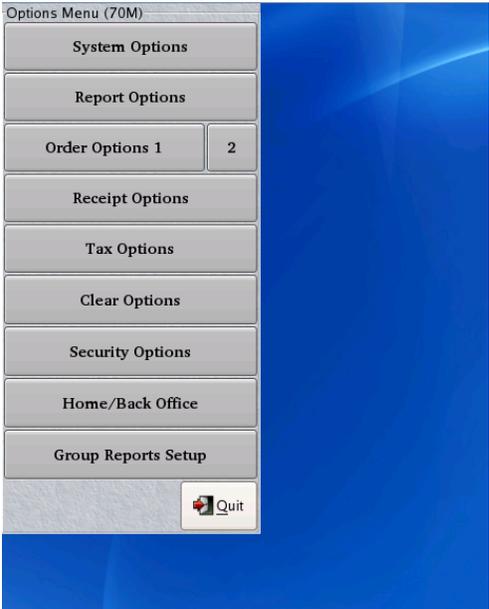
### **Assign Register Types - 138M**

This function allows a wireless register to be assigned. \*Must call Documentor, Inc. to use.

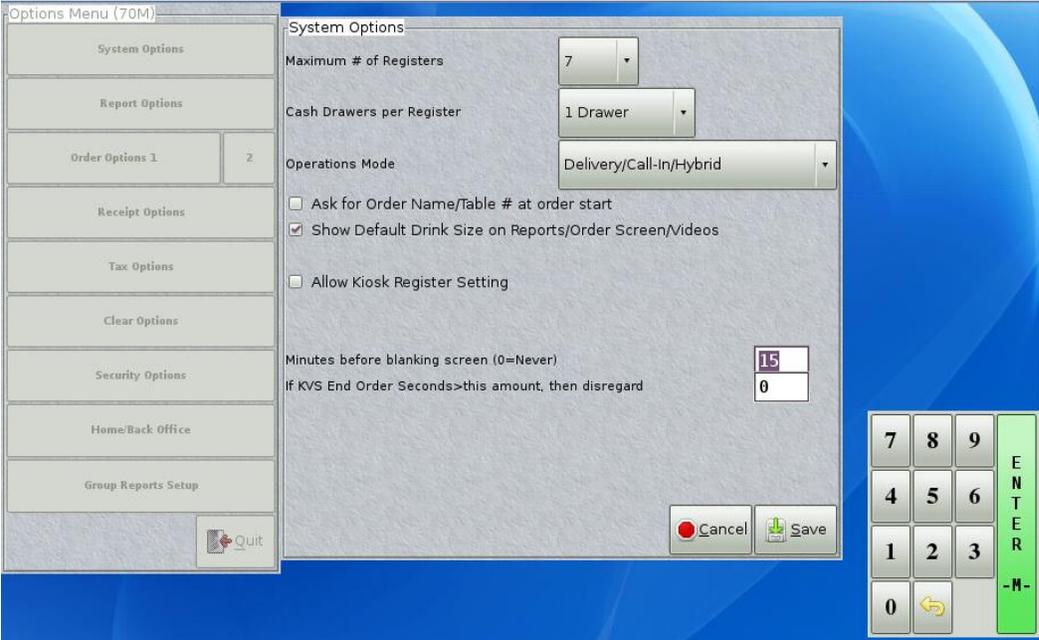
### **Report Registers On-Line Status – 263M**

This function allows you to check the units on line. To initiate this report, sign in with the correct security level and enter: 263 Enter <M> View Report or Print Report.

# Store-Wide Options: Setup – 70M



## Store-Wide Options Setup System Options Menu



## Store-Wide Options Setup Report Options Menu

Options Menu (70M)

Report Options

- Net on 24 Hour Report (else Gross)
- On Listing Reports, Skip Blank Names
- Suppress Lines with Zero Quantities on some Reports
- Include Prices on Expediter (Hospitality) Printer
- Half Hour Report (4M) will show Lunch Hours Only
- Do not include non-food sales on Half Hour Report (4M)
- Use Waste when calculating Inventory Efficiency
- Include Class Sales on the Daily Revenue Report(1M)
- Include Math Symbols on Revenue Report(s)

Sort Items on Reports by:

End of day Occurs on:

Hourly Report (247M) starts at:  to

## Store-Wide Options Setup Order Options Menu 1

Options Menu (70M)

Order Options (Check Mark=True)

- Post Order on Amount Tender (else Total)
- Sort Orders by Order Sequence #, Item #
- Require Server # with Eat-In/Out
- Use Only Servers marked Active
- Allow Item Cancels after Total
- Max Quantity per Item is 9
- Allow Zero Total Orders with no Coupons
- Allow Cash Back up to \$100 on a Manual Credit
- Allow Partial Cash then Credit when Paying
- Use Long Descriptions on Order Screen
- Also use pricing(must use small font)
- Use 75M Item Descriptions on Order Pad
- Validate Discounts on Combo Items

Options if no amount entered on Tender:

Maximum Miscellaneous Amount Allowed:

## Store-Wide Options Setup Order Options Menu 1 - Cash Drawer Options

Cash Drawer Order Options

- Don't Allow Open Cash Drawer during Order
- Don't Open CD on Credit-Only Orders
- Don't Open CD on Delivery Orders
- Open Cash Drawer on Overrings
- Reverse Cash Drawer Sense Logic

## Store-Wide Options Setup Order Options Menu 1 - Drive-Thru Options

Drive-Thru Order Options

- Allow Additions after Recall
- Allow Subtractions after Recall
- Receipt after Total on Order Taker
- Receipt after Total on Recall Register

## Store-Wide Options Setup Order Options Menu 1 - Coupon Options

Coupon Order Options

Maximum Miscellaneous Coupon Amount

Automatically Give this type Coupon

- Allow Item Class to be used as Coupons
- Allow Coupons after Total

## Store-Wide Options Setup Order Options Menu 1 – Caller ID Setup

Caller ID Setup

Caller ID Box Attached

## Store-Wide Options Setup Order Options Menu 2

Options Menu (70M)

- System Options
- Report Options
- Order Options 1 2
- Receipt Options
- Tax Options
- Clear Options
- Security Options
- Home/Back Office
- Group Reports Setup

Quit

Order Options Screen 2

Allow the Order Store Key on All Registers

Save the last 20 Counter Orders NO

Show SubTotal after every item D-Thru Only

Default Condiment Menu # (0=None) 105

Enter Mixed Chicken Class or 0 to disable 0

Delivery Charge Base Item# or 0 to disable 0

Cancel Save

7	8	9	E N T E R  -M-
4	5	6	
1	2	3	
0	↩		

## Store-Wide Options Setup Receipt Options Menu

Options Menu (70M)

- System Options
- Report Options
- Order Options 1 2
- Receipt Options
- Tax Options
- Clear Options
- Security Options
- Home/Back Office
- Group Reports Setup

Quit

Receipt Options

- Print Receipt #
- Print Tender info on Hospitality
- Allow Order Printing to Recap Printer ONLY after order finished
- Do NOT Print Classes 16-19 and 9 to Expedite Printer
- Allow Partial Printing for Multiple Order Subtotals

**Auto Receipt to Receipt Printer:**

NO Receipt   
  Counter Only   
  All Regs   
  D-Thru Only

Open Credit Receipt Options: Open CC Info Only

Closed Open Credit Receipt Opts: No Receipt

Cancel Save

## Store-Wide Options Setup Tax Options Menu 1

Options Menu (70M)

System Options

Report Options

Order Options 1 2

Receipt Options

Tax Options

Clear Options

Security Options

Home/Back Office

Group Reports Setup

Quit

Tax Options (Check Mark=True)

Miscellaneous Amount Taxable

Coupons Taxable

Station #1 Tax Mode (Reg.1 Total 1) Tax Only Classes using Tax A

Station #2 Tax Mode (Reg.1 Total 2) Tax Only Classes using Tax A

Station #3 Tax Mode (Reg.2 Total 1) Tax Only Classes using Tax A

Station #4 Tax Mode (Reg.2 Total 2) Tax Only Classes using Tax A

Station #5 Tax Mode (Reg.3 Total 1) Tax Only Classes using Tax A

Station #6 Tax Mode (Reg.3 Total 2) Tax All Classes with Tax A

Station #7 Tax Mode (Reg.4 Total 1) Tax Only Classes using Tax A

Station #8 Tax Mode (Reg.4 Total 2) Tax Only Classes using Tax A

More Tax Options

Cancel Save

## Store-Wide Options Setup More Tax Options Menu

Options Menu (70M)

System Options

Report Options

Order Options 1 2

Receipt Options

Tax Options

Clear Options

Security Options

Home/Back Office

Group Reports Setup

Quit

Tax Options (Check Mark=True)

Miscellaneous Amount Taxable

Coupons Taxable

Station Tax Options

Station #9 Tax Mode (Reg.5 Total 1) Tax Only Classes using Tax A

Station #10 Tax Mode (Reg.5 Total 2) Tax Only Classes using Tax A

Station #11 Tax Mode (Reg.6 Total 1) Tax Only Classes using Tax A

Station #12 Tax Mode (Reg.6 Total 2) Tax Only Classes using Tax A

Station #13 Tax Mode (Reg.7 Total 1) Tax Only Classes using Tax A

Station #14 Tax Mode (Reg.7 Total 2) Tax Only Classes using Tax A

Station #15 Tax Mode (Reg.8 Total 1) Tax Only Classes using Tax A

Station #16 Tax Mode (Reg.8 Total 2) Tax Only Classes using Tax A

Alternate Tax Setup

Cancel Save

## Store-Wide Options Setup Alternate Tax Setup Menu

Options Menu (70M)

System Options

Report Options

Order Options 1 2

Receipt Options

Tax Options

Clear Options

Security Options

Home/Back Office

Group Reports Setup

Quit

Check Mark = True

Tax Options

Miscellaneous

Coupons

Station Tax Options

Alternate Tax Options

Station #1 Tax Alternate Tax #1 Entire Sale Tax Exempt

Station #2 Tax Alternate Tax #2 Tax Only Classes using Tax A

Station #3 Tax Alternate Tax #3 Tax Only Classes using Tax A

Station #4 Tax

Station #5 Tax

Station #6 Tax

Station #7 Tax

Station #8 Tax

Cancel Save

## Store-Wide Options Setup Clear Options Menu

Options Menu (70M)

System Options

Report Options

Order Options 1 2

Receipt Options

Tax Options

Clear Options

Security Options

Home/Back Office

Group Reports Setup

Quit

Clear Options

Daily Clear (91M) Automation Options Week Ends on Sunday Night

Automate Neither  Daily Payroll Only  Daily&Wkly Pay/Clears

Period Payroll Type Bi-Weekly Payroll

Automate Monthly Clear

Allow Drive-Thru Stored Orders during Clear

Create Specialized Item Sales File (XXX.IT2)

Daily Clear Reports Setup

Daily Clear Email Reports

Weekly Clear Reports Setup

Weekly Clear Email Reports

Monthly Clear Reports Setup

Monthly Clear Email Reports

Cancel Save

## Store-Wide Options Setup Daily Clear Reports Setup Menu

Options Menu (70M)

System Options

Report Options

Order Options 1 2

Receipt Options

Tax Options

Clear Options

Security Options

Home/Back Office

Group Reports Setup

Quit

Clear Options

Daily Clear (91M) Automation Options

Automate Neither  Automate Monthly Clear

Allow Drive-Thru Stored Orders during Clear

Create Specialized Item Sales File (XXX.IT2)

Period Payroll Type

Da

We

Mon

Daily Clear Reports/Functions

Set Options for up to 20 Reports/Functions

#1 1M-Daily Revenue	#2 2M-Daily Qty Sold
#3 3M-Item Cost Daily	#4 4M-1/2 Hour Sales
#5 9M-Daily Inv (All)	#6 21M-Server Sales-All
#7 23M-Daily Coupon Sales	#8 225M-Meal Period
#9 27M-Employee Hours	#10 -Available-
#11 -Available-	#12 -Available-
#13 -Available-	#14 -Available-
#15 -Available-	#16 -Available-
#17 -Available-	#18 -Available-
#19 -Available-	#20 210M-Save All Data

Cancel Save

## Store-Wide Options Setup Weekly Clear Reports Setup Menu

**Options Menu (70M)**

- System Options
- Report Options
- Order Options 1: 2
- Receipt Options
- Tax Options
- Clear Options
- Security Options
- Home/Back Office
- Group Reports Setup
- Quit

**Clear Options**

Daily Clear (91M) All

Automate Neith  
 Automate Mo  
 Allow Drive-Th  
 Create Specia

Period Payroll Type:

Da  
Wee  
Mon

**Weekly Clear Reports/Functions**

Set Options for up to 10 Reports/Functions

#1	8M-Weekly Revenue	#2	13M-Weekly Inv (All)
#3	18M-Weekly Qty Sold	#4	190M-Item Cost Weekly
#5	192M-Weekly Coupon Sales	#6	27M-Employee Hours
#7	-Available-	#8	-Available-
#9	-Available-	#10	-Available-

Cancel Save

## Store-Wide Options Setup Monthly Clear Reports Setup Menu

**Options Menu (70M)**

- System Options
- Report Options
- Order Options 1: 2
- Receipt Options
- Tax Options
- Clear Options
- Security Options
- Home/Back Office
- Group Reports Setup
- Quit

**Clear Options**

Daily Clear (91M) All

Automate Neith  
 Automate Mo  
 Allow Drive-Th  
 Create Specia

Period Payroll Type:

Da  
Wee  
Mon

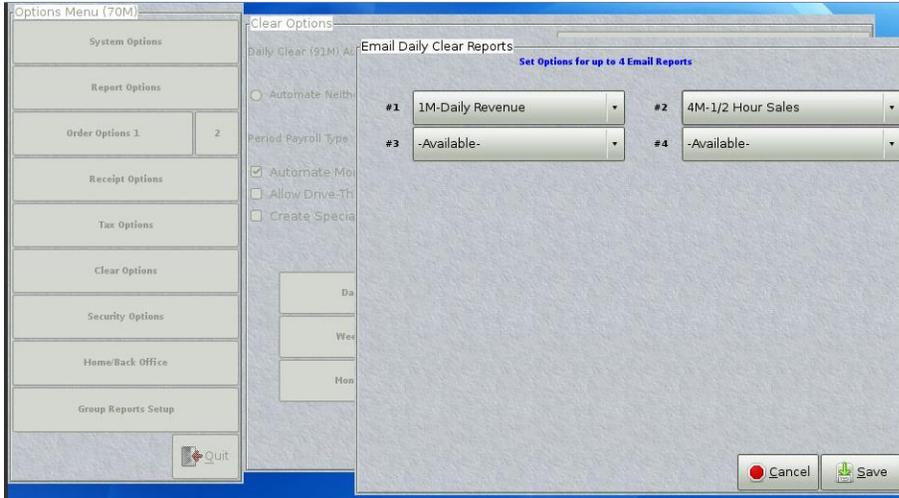
**Monthly Clear Reports/Functions**

Set Options for up to 10 Reports/Functions

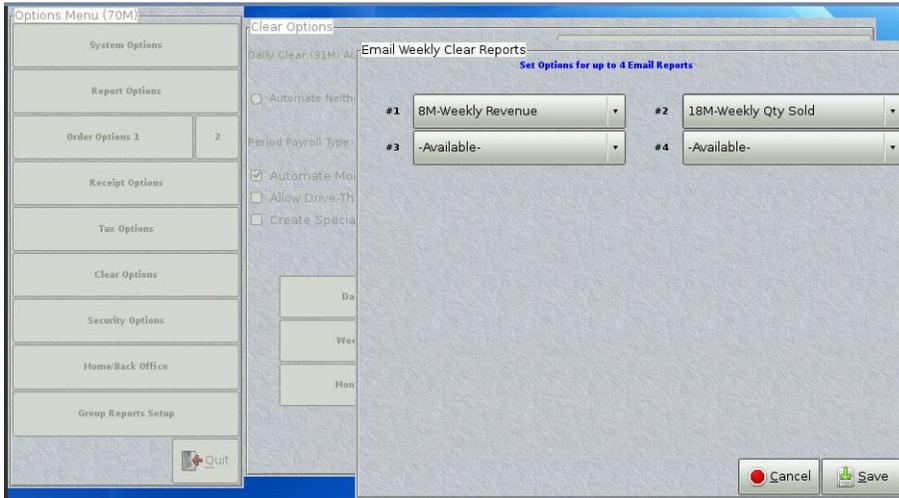
#1	31M-Monthly Inv (All)	#2	35M-Monthly Qty Sold
#3	38M-Monthly Revenue	#4	191M-Item Cost Monthly
#5	193M-Monthly Coupon Sales	#6	-Available-
#7	-Available-	#8	-Available-
#9	-Available-	#10	-Available-

Cancel Save

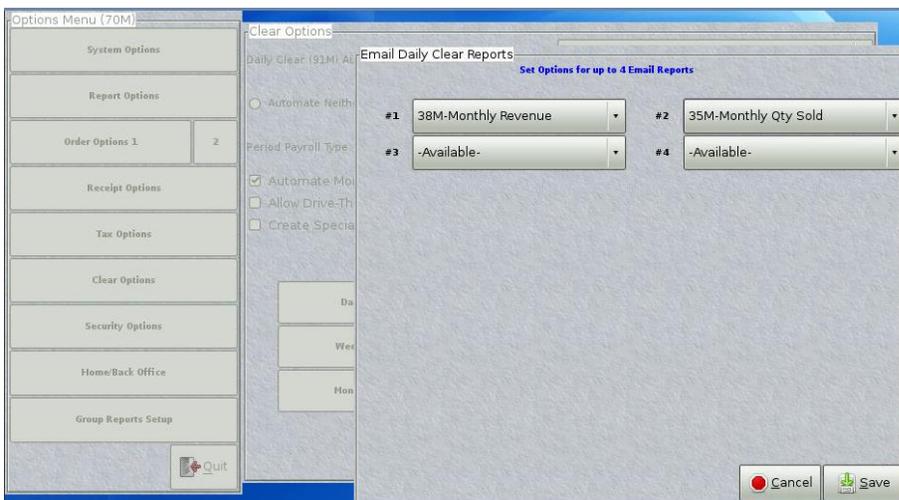
## Store-Wide Options Setup Daily Clear Email Reports Setup Menu



## Store-Wide Options Setup Weekly Clear Email Reports Setup Menu



## Store-Wide Options Setup Monthly Clear Email Reports Setup Menu



## Store-Wide Options Setup Security Options Menu

Options Menu (70M)

System Options

Report Options

Order Options 1 2

Receipt Options

Tax Options

Clear Options

Security Options

Home/Back Office

Group Reports Setup

Quit

Security Options

Define Managers Level as >= this level

Seconds to stay in Managers Level before logout

On-Screen Alert & Red Order # if Managers Level

Require Server # and Password on Sign-in (else Password Only)

-- Fingerprint Reader Options --

On security, allow keypad passwords on non-managers

On clock-in/out, also allow keypad login

Cancel Save

7 8 9  
4 5 6  
1 2 3  
0 ↻ -M-  
ENTER

## Store-Wide Options Setup Home/Back Office Options Menu

Options Menu (70M)

System Options

Report Options

Order Options 1 2

Receipt Options

Tax Options

Clear Options

Security Options

Home/Back Office

Group Reports Setup

Quit

Home/Back Office Options

Enable Home Office (TCOM). Create Clear Files for Home Office.

Send Journal Files to Home Office

Send Clock In/Out Files to Home Office

Enable Cloud Software and Features

Back Office System Type

Cancel Save

## Store-Wide Options Setup Group Reports Setup Menu

Options Menu (70M)

System Options

Report Options

Order Options 1 2

Receipt Options

Tax Options

Clear Options

Security Options

Home/Back Office

Group Reports Setup

Quit

Group Reports Setup

Each Group Report Can Have up to 6 Reports Included Below

Group Report #1

#1 1M-Daily Revenue #2 2M-Daily Qty Sold #3 4M-1/2 Hour Sales

#4 27M-Employee Hour #5 -Available- #6 -Available-

Group Report #2

#1 -Available- #2 -Available- #3 -Available-

#4 -Available- #5 -Available- #6 -Available-

Cancel Save

## System Options Report- 103M

This report lists the current setting for 70 Store-Wide Options Setup. To initiate this report, sign in with the correct security level and enter: 103 Enter <M> View Report or Print Report.

Store #12345  
OPTIONS LIST, REPORT 103  
Fri Apr 17 15:32:32 2015

### <System Options>

Maximum # of Registers -> 6  
Cash Drawers per Register -> 1  
1=Delivery,2=Counter Store Active -> 0  
Ask Order Name/Table # -> No  
Show default drink size -> No  
Enable Restaurant Mode Options -> No  
Allow Kiosk Setting on 68M -> No  
Minutes before blanking screen -> 15  
Max Seconds before bad KVS Time -> 0

### <Report Options>

Net on 24 Hour Report (else Gross) -> Yes  
On Items, Skip Blank Names -> Yes  
Zero Suppress some Reports -> Yes  
Prices on Hospitality -> Yes  
4M Shows 1/2 hour from 11-2 -> Yes  
Use Food Sales Only on 4M -> No  
Use waste in inv. efficiency -> No  
Include Class Sales on 1M -> No  
Use Math Symbols on Revenue -> Yes  
SORT ITEMS:0=#,1=NAME,2=REP# -> 0  
End of the Day Hour (0-12) -> 11  
Start of Hourly -> 10  
End of Hourly -> 23

### <Order Options>

Post Order on Amount Tender -> Yes  
Long item description and no prices -> Yes  
Sort Orders by Order Sequence # -> Yes  
Use 75M Description on Order Pad -> No  
Require Server # with Eat-In/Out -> No  
Use Only Servers marked Active -> No  
Allow Deletes after Total? -> Yes  
Max Quantity per Item is 9 -> No  
Allow Zero Total Orders no Coupons -> No  
Man. Credit:Allow Order+\$100 -> No  
Allow Partial Cash then Credit -> Yes  
Amount Tender Mode -> 0  
Max MISC + -> 6  
2=Use Store Key ALL,1=DT Only,0=Off -> 0  
Show Last Counter Order -> No  
Show SubTotal:0=None,1=D-Thru,2=All -> 1  
Mixed Class. 0 for no Mixed Entries -> 0  
Default Condiment Screen # -> 149  
Delivery Charge Item -> 526

### <Cash Drawer Order Options>

No Open Cash Drawer during Order -> Yes  
Open Cash Drawer on Overruns -> No  
Reverse Cash Drawer Sense Logic -> Yes  
Don't Open on Credit-Only Order -> Yes  
Don't Open on Delivery Orders -> No

### <Drive-Thru Order Options>

Allow Additions after Recall -> Yes  
Allow Subtractions after Recall -> Yes  
Receipt after Total on Order Taker -> No  
Receipt after Total on Recall -> No

### <Coupon Options>

Maximum Miscellaneous Coupon Amount -> 3  
1-3=Auto Coupon,0=Disable -> 2  
Allow Item Class Coupons -> No  
1=Allow Coupons after total -> No

### <Receipt Options>

Print Receipt # -> Yes  
Receipt to Expediter on Tender -> No  
Recap only after order closed -> No  
Class 9,16-19 don't print on HP -> No  
Partial Receipt Printing -> No  
Auto Receipt Option -> 2

### <Taxation Options>

Miscellaneous Amount Taxable -> Yes  
Coupons Taxable -> Yes  
Station #1 Tax Mode (Reg.1 Total 1) -> 2  
Station #2 Tax Mode (Reg.1 Total 2) -> 2  
Station #3 Tax Mode (Reg.2 Total 1) -> 2  
Station #4 Tax Mode (Reg.2 Total 2) -> 2  
Station #5 Tax Mode (Reg.3 Total 1) -> 2  
Station #6 Tax Mode (Reg.3 Total 2) -> 2  
Station #7 Tax Mode (Reg.4 Total 1) -> 2  
Station #8 Tax Mode (Reg.4 Total 2) -> 2  
Station #9 Tax Mode (Reg.5 Total 1) -> 2  
Station #10 Tax Mode (Reg.5 Total 2) -> 2  
Station #11 Tax Mode (Reg.6 Total 1) -> 2  
Station #12 Tax Mode (Reg.6 Total 2) -> 2  
Station #13 Tax Mode (Reg.7 Total 1) -> 2  
Station #14 Tax Mode (Reg.7 Total 2) -> 2  
Station #15 Tax Mode (Reg.8 Total 1) -> 2  
Station #16 Tax Mode (Reg.8 Total 2) -> 2  
Alternate Tax #1 -> 0  
Alternate Tax #2 -> 0  
Alternate Tax #3 -> 0

### <Daily Clear Options/Reports>

Nightly Rollover Options,XXX=Auto -> 111  
Period Payroll.0=Wkly,1=Bi,2=Semi -> 0  
Allow D-Thru Stores during Clear -> No  
Create Specialized Sales File -> No  
Report or Function #1 -> 1  
Report or Function #2 -> 2  
Report or Function #3 -> 24  
Report or Function #4 -> 0  
Report or Function #5 -> 0  
Report or Function #6 -> 0

Report or Function #7 -> 0  
Report or Function #8 -> 0  
Report or Function #9 -> 0  
Report or Function #10 -> 0  
Report or Function #11 -> 0  
Report or Function #12 -> 0  
Report or Function #13 -> 0  
Report or Function #14 -> 0  
Report or Function #15 -> 0  
Report or Function #16 -> 0  
Report or Function #17 -> 0  
Report or Function #18 -> 0  
Report or Function #19 -> 0  
Report or Function #20 -> 210  
Report to Email #1 -> 1  
Report to Email #2 -> 21  
Report to Email #3 -> 0  
Report to Email #4 -> 0

-----  
<Weekly Clear Reports/Functions>

Report or Function #1 -> 8  
Report or Function #2 -> 0  
Report or Function #3 -> 0  
Report or Function #4 -> 0  
Report or Function #5 -> 0  
Report or Function #6 -> 0  
Report or Function #7 -> 0  
Report or Function #8 -> 0  
Report or Function #9 -> 0  
Report or Function #10 -> 0  
Report to Email #1 -> 0  
Report to Email #2 -> 0  
Report to Email #3 -> 0  
Report to Email #4 -> 0

-----  
<Monthly Clear Reports/Functions>

Report or Function #1 -> 38  
Report or Function #2 -> 35  
Report or Function #3 -> 0  
Report or Function #4 -> 0  
Report or Function #5 -> 0  
Report or Function #6 -> 37  
Report or Function #7 -> 0

Report or Function #8 -> 0  
Report or Function #9 -> 0  
Report or Function #10 -> 0  
Report to Email #1 -> 0  
Report to Email #2 -> 0  
Report to Email #3 -> 0  
Report to Email #4 -> 0

-----  
<Security Options>

Managers Level is >= to -> 2  
Seconds to stay in Managers Level -> 100  
Alert on Managers Mode? -> Yes  
Server Sign In:0=Password Only.1=All -> 0  
Finger and keys on funcns -> Yes  
Finger and keys on clock In/Out -> No

-----  
<Home Office>

Enable Home Office -> Yes  
Send Journal Files to Home Office -> Yes  
Send In/Out Files to Home Office -> Yes  
Cloud Data Enabled -> No

-----  
<Back Office>

1=Doc,2=RTI,3=Both,4=Doc/Syrus -> 4  
-----

<Group Reports Setup>

Group 1 Report #1 -> 1  
Group 1 Report #2 -> 0  
Group 1 Report #3 -> 0  
Group 1 Report #4 -> 0  
Group 1 Report #5 -> 0  
Group 1 Report #6 -> 0  
Group 2 Report #1 -> 0  
Group 2 Report #2 -> 0  
Group 2 Report #3 -> 0  
Group 2 Report #4 -> 0  
Group 2 Report #5 -> 0  
Group 2 Report #6 -> 0

-----END REPORT-----

## Register and Devices Setup Menu

<b>Assign Printers, etc. to Locations/Ports</b>	<b>139M</b>
<b>Assign Servers to this registers Cash Drawer(s)</b>	<b>69M</b>
<b>Set Up Other Register Options</b>	<b>68M</b>
<b>Set this Registers Type (Counter, etc.)</b>	
<b>Kitchen Video/Printer Setup Menu</b>	
<b>Credit Card Setup</b>	<b>142M</b>
<b>Graphical Customer Display Setup</b>	<b>148M</b>
<b>Recalibrate Touch Screen</b>	<b>47M</b>
<b>Reattach to Slave Registers</b>	<b>140M</b>
<b>Set Up Smart Commercial Kitchen (SCK)</b>	<b>146M</b>
<b>Send XML information files to SCK</b>	<b>147M</b>

Reports to Printer  
 Reports to Screen

Enter by touching the function or from the operation screen enter the Quick Code & M.

### Device Setup Screen - 139M

This function is used to assign devices to each register. More than one register may be assigned to the same printer. This function must be done on each individual unit. To initiate this function, enter: 139 Enter <M> & Follow the screen

Device Setup

**--Printers--**

	Address	Port #	Type	Lines Before	Lines After
Receipt/Report	Not Assigned	1 (COM 1)	EPSON TM-T85	None	10 Lines
Hospitality	Not Assigned	1 (COM 1)	EPSON TM-T85	None	10 Lines
* Kitchen #1	Not Assigned	1 (COM 1)	EPSON TM-T85	None	10 Lines
* Kitchen #2	Not Assigned	1 (COM 1)	EPSON TM-T85	None	None

**--Other Devices--**

* Drive-Thru OCD	Not Assigned	2 (COM 2)	Accu 15	Assigned to	Order Taker
Total Display	Not Assigned	Unassigned	Unassigned		
Coin Changer		Unassigned			
* Modem Port		Unassigned			

NOTES: IF THE DEVICE IS ATTACHED TO A REGISTER, ENTER THE REGISTER # (1-8) AND PORT #. IF THE DEVICE IS A NETWORK PRINTER ENTER THE DEVICE # (20-29) AT THE REG/DEVICE PROMPT (NO NEED TO ENTER THE PORT). \*MAY BE SET BY THE MASTER REGISTER ONLY.

\*\*\*\*\*Printer Types available are as follows:

- Generic (will not cut paper)
- Epson TM-60
- Epson TM-85 (also for TM-88 & TM-20)
- Omni TM-200
- TM-U300D
- Belt TM-P60

\*\*\*\*\*Drive-Thru Display Types available are as follows:

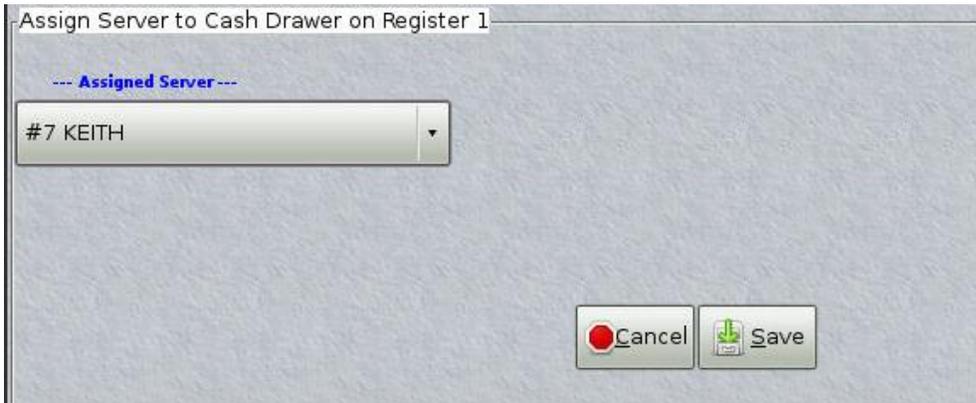
- MPO Display
- Accuview (Texas Digital)
- WenView (Wendy's only)
- Accuview 15 (Also used for Delphi)
- TechKnow

**Receipt Printer Setting** for Register 1– Address Register 1, Port# 1(Com 1), Type Epson TM-85, Lines Before 5, Lines After 10  
**Drive Thru OCD - Delphi (Network Unit) Setting** - Address #29, Port 1 or 2, Type Accu 15, Assigned to Order Taker

The data is recorded only after SAVE and the function ends, if Cancel no changes are made and the function closes.

## Assign Servers to this Cash Drawer - 69M

This function is used to set the individual options on each register. To initiate, enter: 69 Enter <M>



Assign Server to Cash Drawer on Register 1

--- Assigned Server ---

#7 KEITH

Cancel Save

Touch the dropdown box to change server and press Save. If 2 Drawers as set under the 70 System Options: Cash Drawers per register then 2 Drawers will be available to assign. To terminate the function at any time, press Cancel.

\*\*\*After the 91 (Closing) is complete all employee numbers will be de-assigned, this will insure correct employee assignment for the day shift.

## Set Up Other Register Options - 68M

This function is used to set the individual options on each register. To initiate, enter: 68 Enter <M>

Dine-In/Take-Out key required before order starts? Touch dropdown box and choose Yes or No.  
 Enable Fingerprint login, touch box to the left to enable.  
 Choose operating more, touch dropdown box to choose Quick Service, Call-In/Delivery/Hybrid or Restaurant Mode.  
 Allow All-Table Access (Restaurant Cashier), touch box to the left to enable.  
 Print Customer Tip and Total line on receipt if open, touch box to the left to enable.  
 Caller ID option, touch dropdown box to choose No Caller ID, 2Line or 4 Line.

Press Save to keep the change or Cancel to end without any change

## Pick a Type for this Register Menu

Enter by touching the function or from the operation screen enter the Quick Code & M.

Front Counter Register	<b>152M</b>	This function is used to designate a register as a front counter register. This function must be done on each Front Counter Register.
Drive-Thru #1 Order Taker *If only 2 registers in Drive-Thru use 150M & 151M	<b>150M</b>	This function is used to designate a register as a drive thru #1 order taker, which allows orders to be stored to drive thru #1's bin when total is pressed. This function must be done on each Drive Thru #1Order Taker (2 Units Max.). You may also recall an order on this register. Open check reports are 17M and 350M.
Drive-Thru #1 Recall *If only 2 registers in Drive-Thru use 150M & 151M	<b>151M</b>	This function is used to designate a register as a drive thru #1 recall register, which allows orders to be recalled only. This function must be done on each Drive Thru #1Recall Register. Open check reports are 17M and 350M.
Drive-Thru #2 Order Taker *If only 4 registers in Drive-Thru use 150M & 151M on first line and 153M & 154M on second line.	<b>153M</b>	This function is used to designate a register as a drive thru #2 order taker, which allows orders to be stored to drive thru #2's bin when total is pressed. This function must be done on each Drive Thru #2 Order Taker (2 Units Max.). You may also recall an order on this register. Open check reports are 17M and 350M.
Drive-Thru #2 Recall *If only 4 registers in Drive-Thru use 150M & 151M on first line and 153M & 154M on second line.	<b>154M</b>	This function is used to designate a register as a drive thru #2 recall register, which allows orders to be recalled only. This function must be done on each Drive Thru Recall Register. Open check reports are 17M and 350M.

## Kitchen Video Menu

<b>Setup for Kitchen &amp; Expedite Videos/Printers</b>	<b>135M</b>
<b>Setup Classes and Assign to Video Zones</b>	<b>131M</b>
<b>Assign Special Orders to Kitchen Video Zone</b>	<b>133M</b>
<b>Set-Up High/Low Volume Videos</b>	<b>134M</b>
<b>Exclude Zones for this Register</b>	<b>141M</b>

Reports to Printer       Reports to Screen

X Cancel
← Back

Enter by touching the function or from the operation screen enter the Quick Code & M.

### 135M – Setup for Kitchen & Expedite Videos/Printers

This function allows the setup of full order videos (entire order), kitchen videos (by class), kitchen printers and designate when items are written to the devices, i.e. immediately, on total or on amount tender. To initiate this function, enter: 135 Enter <M> & Follow the screen.

135M - Kitchen Order Routing Setup

--- KVS Hardware Type ---

NONE (OFF)

Change Network Settings

-Expediter Videos Mode-

Send on Total

-Kitchen Printers-

Kitchen Printer Setup

Kitchen Options

	-- Low Volume Expediter Setup --		-- Hi Volume Expediter Setup --		-- Kitchen Lo --		-- Kitchen Hi --	
Reg#1	Screen #1	Upper/Full	Screen #1	Upper/Full	Not Assigned	Not Assigned		
Reg#2	Screen #1	Upper/Full	Screen #1	Upper/Full	Not Assigned	Not Assigned		
Reg#3	Screen #1	Upper/Full	Screen #1	Upper/Full	Not Assigned	Not Assigned		
Reg#4	Screen #2	Upper/Full	Screen #2	Upper/Full	Not Assigned	Not Assigned		
Reg#5	Screen #2	Upper/Full	Screen #2	Upper/Full	Not Assigned	Not Assigned		
Reg#6	Not Assigned	Upper/Full	Not Assigned	Upper/Full	Not Assigned	Not Assigned		
Reg#7	Not Assigned	Upper/Full	Not Assigned	Upper/Full	Not Assigned	Not Assigned		
Reg#8	Not Assigned	Upper/Full	Not Assigned	Upper/Full	Not Assigned	Not Assigned		

X Cancel
Save

## Kitchen Video System Setup Menu Change Network Settings Menu

HathawayHie KVS Setup

Expedite Monitor #1	01	1	1	Expediter used for DT Timer
Expedite Monitor #2	02	2	2	
Expedite Monitor #3	00	0	0	DO NOT USE
Expedite Monitor #4	00	0	0	

Kitchen Monitors

Set A Zone 1,2	0	0	Not Assigned	Not Assigned
Set A Zone 3,4	0	0	Not Assigned	Not Assigned
Set B Zone 1,2 or A 5,6	0	0	Not Assigned	Not Assigned
Set B Zone 3,4 or A 7,8	0	0	Not Assigned	Not Assigned

Instructions: Address -> Enter 0 to disable or 50-59  
VGA # -> Where monitor is plugged in, 1-4

CANCEL
SAVE

~	1	2	3	4	5	6	7	8	9	0	-	=	Backspace
CANCEL	Q	W	E	R	T	Y	U	I	O	P	[	]	CLEAR
CAPS	A	S	D	F	G	H	J	K	L	:	'	ENTER	
SHFT	Z	X	C	V	B	N	M	,	.	/		SPACE BAR	

## Kitchen Video System Setup Menu Kitchen Printer Setup Menu

195M - Kitchen Video System Setup

KVD System: OFF Change Network Settings

Kitchen Printer Setup
Kitchen Options

---

**Kitchen Printer Setup**

	Address	Port #	Type	Lines Before	Lines After
Kitchen #1	Not Assigned	1 (COM 1)	EPSON TM-T85	None	10 Lines
Kitchen #2	Not Assigned	1 (COM 1)	EPSON TM-T85	None	None

X Cancel
Save

## Kitchen Video System Setup Menu Kitchen Options Menu

195M - Kitchen Video System Setup

KVD System: OFF Change Network Settings

Kitchen Printer Setup
Kitchen Options

---

Expediter Videos Mtr: Send on Order End

Reg#	-- Low Volume Expediter Setup --	-- Full Volume Expediter Setup --	-- Full Volume Expediter Setup --
1	Not Assigned	Upper/Full	Not Assigned
2	Not Assigned	Upper/Full	Not Assigned
3	Not Assigned	Upper/Full	Screen #1
4	Not Assigned	Upper/Full	Screen #1
5	Not Assigned	Upper/Full	Not Assigned

**Kitchen Options**

Use Volume Setting: Low Volume

Send to Kitchen: Immediately

Stop Updating Kitchen d: Total

**Kitchen Header Type on Screens and Printers**

Summary Only

X Cancel
Save

## Class Setup Menu

### 131M - Setup Classes and Assign to Video Zones

This function allows 60 different classes or groupings of items. Each class allows a description to be added, the functionality of the class, class taxability and class video settings. The function of the class can be as follows; Standard Item, Item Coupon, Combo Item, Modified Chicken, Modified Drink, Extra Condiment Key, No Condiment Key, Plain/Description Condiment Key, Only Condiment Key, Condiment, Cooking Modifier Key1, Cooking Modifier Key2, Cooking Modifier Key3, Cooking Modifier Key4 and Cooking Modifier Key5.

Class #		
0 =	Non Active Class (the 82M will display Item Not Active Class)	
1 - 9 =	Standard Item Class	
10 - 15 =	Modified Item Class (Requires a modifier) or can be Standard Item	
16 - 20 =	Drink Class or can be Standard Item	
21 - 25 =	Modifier Class or can be Standard Item	
26 - 29 =	Cooking instructions Class (See Condiments)	
30 =	Condiment Class	
31- 60 =	Standard Item Class	

To initiate, 131 Enter <M> or use Managers Menu



This function allows the class information to be modified. Each class can be assigned or deassigned to the videos.

### Assign Special Order to Kitchen Video Zone - 133M

This function is used to assign items with Condiments (class 26 - 28) to a video zone 1 - 4 (1st Video has Zone 1 and 2, 2nd Video has Zone 3 and 4). The special order is routed to the assigned zone ONLY if the item class is already assigned to a zone, this prevents item duplication.

To initiate this function, enter: 133 Enter <M>  
Zone # & Enter <M>

The data is recorded and the function ends.

### Set Up High/Low Volume Videos - 134M

This function allows quick setting of High or Low Volume for the Videos. To initiate this function, enter: 134 Enter and follow the screen.

### Exclude Zones for this Register - 141M

This function allows class exclusion per video zones on a register-by-register basis. Place a √ next to the zone to exclude for this register.

To initiate this function, enter: 141 Enter and follow the screen.

## **Register/Devices Setup Menu Continued**

### **Credit Card Setup Screen - 142M**

This function allows the enabling of an integrated Credit Card device. To initiate this function, enter: 142 Enter and follow the screen.

### **Graphical Customer Display Setup Screen - 148M**

This function allows the enabling of a Graphical Customer Display, if attached to the register. To initiate this function, enter: 148 Enter and follow the screen.

### **Recalibrate Touch Screen - 47M**

This function allows the touch screen to be calibrated. To initiate this function, enter: 47 Enter and follow the screen.

### **Reattach to Slave Register - 140M**

This function will reattach a wireless slave register. To initiate this function, enter: 140 Enter and follow the screen.

### **Setup Smart Commercial Kitchen (SCK) - 146M**

This function sets up communication to the SCK unit. To initiate this function, enter: 146 Enter and follow the screen.

### **Send XML information files to SCK - 147M**

This function allows generating and sending of the XML from the register to SCK. To initiate this function, enter: 147 Enter and file will be sent to SCK.

## Home Office Communications Setup Telecommunications Menu

<b>Setup Telecommunications Options</b>	<b>161M</b>
<b>Internet Setup (Gateway)</b>	<b>162M</b>
<b>Assign Modem Port (and other devices)</b>	<b>139M</b>
<b>Main Office Memo</b>	<b>163M</b>

Reports to Printer  
 Reports to Screen

X Cancel

← Back

**Enter by touching the function or from the operation screen enter the Quick Code & M.**

### Setup Telecommunications Options - 161M

This function is used to assign telecommunications options via Dial-Up or Internet

**For Dial-Up- Enter 161M** & choose “Use Direct Dial to Send and Receive Data” from the drop-down box, press OK & follow steps below:

- 1) Choose Modem Type (drop down box)
- 2) Enter Password (Must match the Doc-Com password)
- 3) Enter the start time and press Enter. The time is 4 digits with the first 2 digits being the hour based on a 24-hour clock, and the second two digits being the minute. i.e. 1530 would be 3:30 PM.
- 4) Enter the ending time and press Enter. The modem will answer the phone only between the start and ending time. This keeps from requiring a dedicated phone line for telecommunications. Normally telecommunications are done at night when the phone line is clear and rates are lower. A good setting for start and ending times would be 100 and 500 (1:00 to 5:00 AM). Entering a start and stop time of 0 will disable telecommunications.
- 5) Enter the baud rate (drop down box). Valid baud rates are 9600, 19200, 28800 or 38400.
- 6) Enter the number of rings before answering the phone and press Enter. This is useful when there is someone at the store when telecommunication is active. By setting this value high (6 rings) someone can answer the phone before the modem does. If polling only at night when the store is empty set this value to 1.
- 7) Press OK to save changes or Cancel to exit without changes.

**For Internet Setup- Enter 161M** & choose “Use the Internet to Send and Receive Data, press OK & follow steps below:

**\*\*Please note the store email address is unique to this store and only used for the register system in this store to communicate to the Doc-com computer at the office.**

- 1) Enter the email POP3 server information for this store provided by ISP or Email provider (see Initial Setup for Internet for email restrictions) and press Enter.
- 2) Press Enter to skip or touch dropdown box to select from the following: POP3 Server is usually “Standard Login” but some providers require “Secure Login (SSL)”.
- 3) Enter the POP3 User Login for the dedicated store email account and press Enter.
- 4) Enter the POP3 Password for the dedicated store email account and press Enter.
- 5) Set “Minutes between mail checks” to 10 and press Enter. (Minutes may be set to 1 for testing then change to 10 for normal use.)
- 6) Enter the email SMTP server information for this store provided by ISP or Email provider and press Enter.
- 7) Touch dropdown box to choose “Standard Login”, “TLS Secure Login” or “TLS/SSL Secure” and press Enter. Determine whether or not your provider requires “secure login” for the SMTP Server.
- 8) Enter the SMTP User Login for the dedicated store email account and press Enter.
- 9) Enter the SMTP Password for the dedicated store email account and press Enter.
- 10) Enter the SMTP Port # and press Enter. If on step #7, “Standard Login” was chosen enter 25 otherwise enter 587.
- 11) Enter # of days to keep Backup Data (closing information) and press Enter.
- 12) Enter the Register Email address & press enter.
- 13) Enter the email address of Doc-com computer (Office polling computer). This email address is used for all of the stores to email back to the office but is only used for the Doc-com system and nothing else. Press Enter.
- 14) Enter Copy to Email Address and press Enter. \*If more than one destination separate addresses by placing a comma “,” (no quotations) between addresses.
- 15) Enter Store Password and press Enter. \*\*Password must match the store password in the Doccom program.
- 16) Enter Clear Reports Email- Enter Email Address and press Enter. If more than one destination separate addresses by placing a comma “,” (no quotations) between addresses. Up to 4 Closing Reports may be emailed out to the address(es) entered. The Email Closing Reports are setup in the 70M Option Menu- Clear Options, choose from Daily, Weekly and Monthly.
- 17) Enter Change Email- Enter the Email Address to send any item change for the day, i.e. price change or new item.
- 18) Press OK to save changes or Cancel to exit without changes.

### Email On Demand -

This feature allows an email report request to be sent to the register from any cell phone or computer. The information needed would be the email address and the password found in the 161M of the register and the report requested.

Example-

To: Register Email Address

Subject: Report:<store password>:<report #>

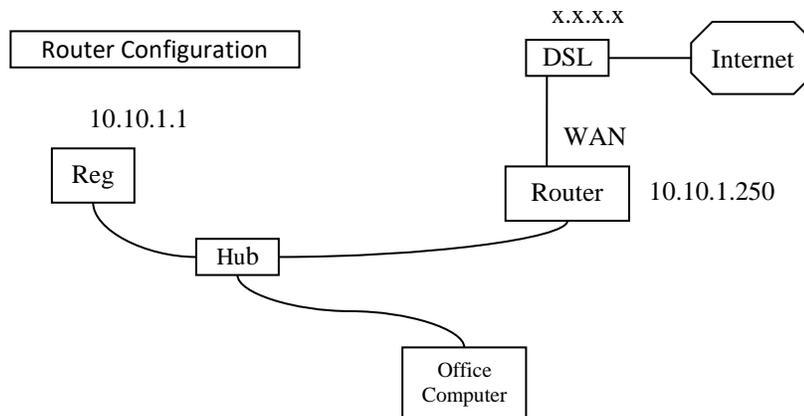
Where <store password> is the tcom password and <report #> is the report # requested.

i.e.: Report:12345:1 would send a 1 report back to you if the password 12345 was valid.

### Initial Setup for Internet

- 1) \*\* Prior to setting up email information on the register a router preconfigured from Documentor must be installed in the store.
- 2) \*\*\* A separate and dedicated email address must be setup for each store, please call Documentor.
- 3) Check the Store Number- Under 43M, the store # (Not telephone #) must match the store # field in Store Maintenance of the Doc-com program in the office computer. This is critical for getting information to and from the register.
- 4) Set Gateway under 162M. Enter "Gateway Address" as determined by your router and ISP provider. Set "Uses Manually Entered Name Servers (DNS) below" to yes. Enter the "Name Server 1 Address" as determined by your router and ISP provider.

### Sample Router Configuration below:



---

### TELECOMMUNICATIONS PROCEDURE:

During the nightly clears (91,92,93M) and payroll clears (94,95,98M) telecommunications files are created. These file names are based on the clear date and will remain in the directory until successfully tcomed; after a successful tcom, the files are saved for one day in another directory called prev-data. This is done as a precautionary measure in case the files need to be transferred again.

### Internet Set up Screens - 162M

This function allows the gateway and the DNS to be entered allowing the internet access for the register.

To initiate this function, enter: 162 Enter <M>

Enter Gateway Address (10.10.1.250) & press Enter

Use Manually Entered Name Server (DNS) – Choose YES & press Enter

Name Server 1 Address (10.10.1.250) & press Enter

Name Server 2 Address – This is not needed.

Press OK to save and exit. Press Cancel to end without saving changes.

### Assign Modem Port and Other Devices - 139M

This function allows the Modem to be setup ONLY if 161M is set for Dial UP. Make changes and Press Save to keep changes or Cancel to exit without changes.

### Office memo Report - 163M

This function will display or print the message from the office after a poll has been completed. To initiate this function, enter: 163 Enter <M> View Report or Print Report.



## Set Up Tax Table - 78M

This function is used to modify the tax table. Tax charts are normally supplied by the Chamber of Commerce, banks or local taxing authorities. (Three alternate tax methods are provided with this system in the event additional tax rates are required.)

Tax is calculated automatically when an order is entered. The program searches the tax table for the appropriate tax code, computes the tax and adds this amount to the order. Revenue Report 1 contains updated tax information. Tax Table Report 104 lists the current tax bracket ranges.

To initiate this function, enter:

78 M (Enter)

1 M

Enter <M>, enter Non-Taxable, Enter<M> (\*\*Non-Taxable must be entered)

Next Options are as follows-

**Enter**=Non-Repeating pattern (\*go to step A)

**1 Enter**=Repeating pattern (\*go to step B)

**2 Enter**=If no repeating entries, enter the tax percentage (Example 4% = 4.000) & press Enter <M> -- This is considered a Flat Tax and may not be as accurate as using the Repeating pattern as described below.

\*Step A)- Enter the Non-Repeating if any & press Enter <M>

Once all the Non-Repeating entries are entered press 1 Enter (step B)

\*Step B)- Enter all the Repeating entries, pressing Enter <M> after each entry.

Once all entries are entered press 2 to save & close. Run 104M to check tax table.

Tax bracket amounts increment by one cent as the dollar amount of a sale increases. The purpose of the tax table entries is to establish the difference between each of these tax bracket amounts. Varying differences are entered in the table until these differences repeat in a pattern. At that point, the pattern is continually repeated until the total of a sale is reached.

As shown in Table 4-1, no tax is charged through \$.14. A one cent tax is charged starting at \$.15 through \$.31. Therefore, the difference between the \$.14 at which no tax is charged and the maximum amount that \$.01 is taxed (\$.31) is 17.

In the table which follows, under the Difference column, 14 is shown as the first difference and 17 as the second. A repeating pattern becomes evident as the differences continue to be calculated in this manner.

### 4% Tax Rate

TAX	FROM		TO		DIFFERENCE
					14
None	.01	-	.14	>	17
1	.15	-	.31	>	20
2	.32	-	.51	>	20
3	.52	-	.71	>	37
4	.72	-	1.08	>	23
5	1.09	-	1.31	>	20
6	1.32	-	1.51	>	20
7	1.52	-	1.71	>	37
8	1.72	-	2.08	>	23

\ Repeating  
/ Pattern

The following method is used to modify the tax table. The tax table example can be used as a guide.

Step 1- Count the number of differences that occur before the repeating pattern starts. In the difference column illustrated, 17 is the difference before the repeat in pattern. Therefore, in this case the count is 1.

Step 2-Count the number of differences making up the repeating pattern. In the example, 20, 20, 37 and 23 represent the pattern since this pattern is repeated consistently.

NOTE: The repeating pattern is equal to the tax percentage rate. The example uses a 4% tax rate and has a repeat pattern.

Fractional percentage rates such as 5 1/2% have a pattern from multiplying the fractional rate to make a whole number (5 1/2% x 2 = 11). A rate ending with 1/4% is multiplied by 4 to establish the length of the repeating pattern.

Step 3 -Establish the maximum amount of sale upon which no tax is charged (0 - 2.50). In this example the amount is \$.14.

Step 4 -Establish the remaining differences which exist prior to the start of the repeating pattern. In the example, there is only one - the difference 17.

Step 5 -Calculate the differences that comprise the repeating pattern. In the example 20, 20, 37 and 23 make up this pattern.

When the above steps have been completed, you are ready to change the tax table entries. When an entry does not require a change, press M to advance to the next entry.

This display indicates the first table entry. Example of entries for 4% tax rate (taken from the five steps from the previous pages):

```

78 M
1 MM
14 MM
31 M
1 M
51 MM
71 MM
108 MM
131 M2

```

The change is recorded and the display advances to the next entry.

### Tax Table Report – 104M

Tax Table Report 104 lists specific local tax bracket ranges that enable proper taxing to be applied to sales. To print this report, sign in with the correct security level and enter: 104 ENTER <M>

For a detailed explanation of tax table values that appear on this report, refer to Manager Change Function 78 in Chapter 4.

# 1			
TAX TABLE, REPORT 104			
May 16 05:05:46 2014			
TAX TABLE #1			
Nontaxable Sales Amount			0.14
1 Non Repeating Entries (NR)			
4 Repeating Entries (RP)			
#	Diff	Range	Tax
NR-1	17	0.15- .031	1
RP-1	20	0.32- 0.51	2
RP-2	20	0.52- 0.71	3
RP-3	37	0.72- 1.08	4
RP-4	23	1.09- 1.31	5
Tax Table #2			

### Set Up Meal Period Selection - 155M

This function allows meal periods to track labor and sales within that period. Up to 10 meal periods may be entered. The first entry will be for the description of the first meal period, enter up to 14 characters and press Enter <M>. The second entry will be for the start time of the meal period, enter time and press Enter <M>. The third entry will be for the end time of the meal period, enter time and press Enter <M>. The remaining meal periods are entered the same.

To initiate this function, enter: 155 Enter <M>

DESCRIPTION Enter <M>

START TIME Enter <M>

END TIME Enter <M>

Press Save to keep changes or Cancel to exit without changes.

### Set Up Currency Conversions - 144M

This function allows use of multi currencies.

### Change the Date - 41M

This function is used to replace the date stored in the computer's memory.

To initiate, enter:

41 Enter <M>

The calendar is displayed with the current date, if incorrect press the correct date & press SAVE.

Or press CANCEL to end without changes.

## Change the Time - 42M

Time is recorded with a 24-hour clock. This function is used to replace the time stored by the register.

To initiate, enter:

42 Enter <M>

Enter two digits each for the hour (valid numbers are 00 - 23) and minutes (valid numbers are 00 - 59).

(nn) (nn) Enter <M>

The new time is displayed and press M is displayed at the bottom of the screen. Press Enter <M> to end the function. To terminate the function at any time press:

CANCEL Twice

## Change the Store Number - 43M

The store number can be any number from zero (0) through 999999 (6 digits).

To indicate, enter: 43 Enter <M>.

Enter from one to six digits for the store number & press Enter.

The new store number is displayed and Enter <M> is displayed at the bottom of the screen. Press Enter <M> to end the function & Save.

To terminate the function at any time press: CANCEL Twice

## Change Store Name/Receipt - 45M

This function allows the entry of Store Name, Receipt Header, Receipt Server Option, Print Receipt # and Top & Bottom Receipt Messages.

To initiate, enter: 45 Enter <M>

The screenshot shows a software interface titled "Receipt/Report Options". It contains several input fields and buttons:

- Store Name:** A text box with "Store" and "(At the top of reports with the Store #)" below it.
- Receipt Header:** A text box with "Your Store" and "(At the top of receipts in large print)" below it.
- Receipt Server Option:** A dropdown menu showing "Your Server:(First Ni)".
- Print Receipt #:** A dropdown menu showing "YES".
- Top of Receipt Message (Blank=Skip):** A text box containing "WELCOME" and "THANKS FOR SHOPPING WITH US".
- Bottom of Receipt Message:** A text box containing "THANK YOU".
- Buttons:** A red "CANCEL" button and a green "SAVE" button.

Below the interface is a virtual keyboard with the following layout:

~	1	2	3	4	5	6	7	8	9	0	-	=	Backspace
CANCEL	Q	W	E	R	T	Y	U	I	O	P	[	]	CLEAR
CAPS	A	S	D	F	G	H	J	K	L	;	'	ENTER	
SHIFT	Z	X	C	V	B	N	M	,	.	/		SPACE BAR	

Enter information and press Enter to move to next entry.

Press Save to keep changes or Cancel to exit without changes.

## Enter Pieces - 52M

This function identifies your store as having an 8 or 9 piece cut of chicken. This is for inventory control, and is printed on the Pieces Per Head Report 29.

To initiate, enter:

52 Enter <M>

Enter an 8 or a 9 to identify the number of pieces there are to a whole chicken.

Press Enter

The data is recorded and the function ends.

## Display Version and Status - 171M

This function displays the version of the Documentor Program that is currently running in the registers.

To initiate this function, enter: 171 Enter <M> View Report or Print Report. If viewed, press Enter to end function.

## MORE OPTIONS Miscellaneous Setup Menu 2

<b>Setup Reports/Functions Security Level</b>	<b>86M</b>
<b>Report Security Level</b>	<b>231M</b>
<b>Default Starting Menus for Registers</b>	<b>74M</b>
<b>Set/Change Training Mode</b>	<b>179M</b>
<b>Class Taxability Report</b>	<b>102M</b>
<b>Lock or Unlock the Register Stations</b>	<b>40M</b>
<b>Store and Forward Report</b>	<b>101M</b>
<b>Change/View Report &amp; System Text</b>	<b>136M</b>
<b>Set Debugging Level</b>	<b>308M</b>

Reports to Printer  
 Reports to Screen

Enter by touching the function or from the operation screen enter the Quick Code & M.

### Setup Reports/Function Security Levels - 86M

There are six levels of control for the register system (0-5). These are referred to as security password levels and are accessed by Signing In. The security level 4 can access one or more of these levels. The levels are designated as 0, 1, 2, 3, 4 and 5.

Security password levels protect access to Management Reports, Change Functions and certain physical keys on the register. Run/View the setting on report 231.

The entries for security levels are:

- 0 = No Security.
- 1 = Security Level 1 (Accessed by Levels 1 thru 4)
- 2 = Security Level 2 (Accessed by Levels 2 thru 4)
- 3 = Security Level 3 (Accessed by Levels 3 and 4)
- 4 = Security Level 4 (Accessed by Levels 4)
- 5 = Security Level 5 (Access is denied)

To initiate this function, enter: 86 Enter <M>

- 1- 39= Reports
- 40- 89= Change Functions
- 90= Reserved
- 91- 98= Clears
- 99= Claim Key and Print Last Receipt 99M
- 100= Finished Product Waste
- 101-111= Reports
- 112-117= Discount Keys
- 118= Miscellaneous + (plus) Key
- 119= Miscellaneous - (minus) Key
- 123= Alternate Tax
- 124= Delete Order (Overring)
- 125= Delete Key used as a Subtract
- 126= Time In
- 127= Time Out
- 128= Error Correction Key
- 129= Single Cancel
- 130= Double Cancel = Void
- 131-149= Manager Functions
- 150-152= Manager Functions
- 155= Meal Period Information
- 160-163= Telecommunications (only in telecommunications package)
- 164-170= Reserved

Continued on Next Page

171-178= Manager Functions (Utilities)  
 181-182= Report  
     189= Manager Functions (Utilities)  
 190-193= Report  
 200-218= Manager Functions (Utilities)  
 223-224= Manager Functions  
     225= Report  
 252-263= Manager Functions (Utilities)

Enter a digit to denote the control level:

- (n) Enter <M> Assigns the control level
- Enter <M> Enter (leaves unchanged) displayed entry

To Select # may be used to quickly access an entry for change. To make changes in this way, enter:

- (n) Entry number of manager report, change function, or other function.
- Select #
- (n) Enter <M> Assigns the control level

The table ends automatically after the last entry is completed. To terminate the function at any time, press: CANCEL Twice

### Report Security Level - 231M

This report list the security levels set for reports and functions.

### Default Starting Menus for Registers - 74M

This function allows the menu to be selected for each register; the default sets all registers to the Main Menu.

### Training Mode Set/Change - 179M

This function allows the Training Mode to be On or Off ( Set on individual registers).

### Class Taxability Report – 102M

The report reflects the taxable or nontaxable status of each menu item class. To print this report, sign in with the correct security level and enter: 102 Enter <M> View Report or Print Report.

Each of the 60 menu item classes that could be taxed (1-60) is listed in sequence with either Taxable or Non-Taxable to the right of the class. For example, if biscuits are assigned to Class 4, and are taxable, then Taxable appears in the right-hand column opposite the Class number 4. Manager Change Function 131 Enter <M> records tax class changes.

# 1	
CLASS TAX, REPORT 102	
May 16 05:05:19 2014	
1	TAXABLE
2	TAXABLE
3	TAXABLE
4	TAXABLE
5	TAXABLE
6	TAXABLE
7	TAXABLE
8	TAXABLE
9	TAXABLE
10	TAXABLE
11	TAXABLE
12	TAXABLE
13	TAXABLE
14	TAXABLE
15	TAXABLE
16	TAXABLE
17	TAXABLE
18	TAXABLE
19	TAXABLE
20	TAXABLE

## Lock or Unlock the Register Stations - 40M

Access to a cash drawer can be restricted through station lock. This function controls up to 16 <TOTAL> Stations, two per unit.

To initiate, enter: 40 Enter <M>

The display indicates the first station number. For each station number in sequence, enter one:

1	M	Locks displayed station
0	M	Unlocks displayed station
	M	Skips (leaves unchanged) displayed station

The data is recorded and the display advances to the next station number. To terminate the function at any time, press: CANCEL Twice

## Store and Forward Report – 101M

Teleprocessing transfers up to 40 numeric data entries that are not tracked in the program or that must be further identified (transfers). The information contained in the Store and Forward Report may be used to verify the data to be transmitted.

To print this report, sign in with the correct security level and enter: 101 Enter <M> View Report or Print Report.

Each line of this report includes, from left to right, the entry number (1-40), entry description, and entry amount (up to eight digits). This information is entered into the system through Manager Change Function 46, Store and Forward Totals.

# 1		
STORE & FORWARD TOTALS, REPORT 101		
May 16 05:05:00 2014		
1	DEPOSIT 1	0.00
2	DEPOSIT 2	0.00
3	DEPOSIT 3	0.00
4	DEPOSIT 4	0.00
5	DEPOSIT 5	0.00
6	DEPOSIT 6	0.00
7	DEPOSIT 7	0.00
8	DEPOSIT 8	0.00
9	DEPOSIT 9	0.00
10	DEPOSIT 10	0.00
11	CATER CHARGE	0.00
12	CHARGE SALES 1	0.00
13	CHARGE SALES 2	0.00
14	OTHER INCOME 1 CODE	0.00
15	OTHER INCOME 1 \$	0.00
16	OTHER INCOME 2 CODE	0.00
17	OTHER INCOME 2 \$	0.00
18	OTHER EXP 1 CODE	0.00
19	OTHER EXP 1 \$	0.00
20	OTHER EXP 2 CODE	0.00
21	OTHER EXP 2 \$	0.00
22	OTHER EXP 3 CODE	0.00
23	OTHER EXP 3 \$	0.00
24	OVER/SHORT ACTUAL	0.00
25	CHANGE FUND	0.00
26	GIFT CERTS SOLD \$	0.00
27	GIFT CERTS REDEEMED \$	0.00
28	GIFT CERTS INVEN \$	0.00
29	TRANSFER 1 CODE	0.00
30	TRANSFER 1 \$	0.00
31	TRANSFER 2 CODE	0.00
32	TRANSFER 2 \$	0.00
33	TRANSFER 3 CODE	0.00
34	TRANSFER 3 \$	0.00
35	TRANSFER 4 CODE	0.00
36	TRANSFER 4 \$	0.00
37	TRANSFER 5 CODE	0.00
38	TRANSFER 5 \$	0.00
39	TRANSFER 6 CODE	0.00
40	TRANSFER 6 \$	0.00

## Change/View Report & System Text - 136M

This function allows editing of descriptions on the 1M report, Receipt Messages, Tax, Drink Modifiers & Sides. To initiate this function, enter: 136 Enter <M> and follow the screen.

## Set Debugging Level - 308M

This function allows the debug level to be set.

## Chicken and Cooking Type Reports Menu

<b>Chicken Pieces and Heads Report</b>	<b>29M</b>
<b>Chicken Usage by Cooking Type- All Periods</b>	<b>36M</b>
<b>Chicken Usage by Cooking Type- Half Hour</b>	<b>180M</b>
<b>Graph Chicken Usage by Cooking Type</b>	<b>181M</b>

Reports to Printer  
 Reports to Screen

Enter by touching the function or from the operation screen enter the Quick Code & M.

## Pieces & Heads Report 29

This report is generated on a daily basis and provides, at 1/2-hour intervals and total for day, by receipt, heads and pieces produced. Total pieces by modifier divided by 8 or 9 equals heads - remainder equals pieces.

To initiate this report, sign in with the correct security level and enter: 29 Enter <M> View Report or Print Report.

#12456				
PIECES, REPORT 29				
AUG 18 17:04:34 2014				
8 PIECE PER HEAD				
MODIFIER	TOT	PCS	#HEAD	#PIECES
15:00				
MODIFIER1		12	1	4
MODIFIER2		5	0	5
MODIFIER3		10	1	2
15:30				
MODIFIER1		12	1	4
MODIFIER3		16	2	0
16:00				
MODIFIER2		4	0	4
MODIFIER3		6	0	6
16:30				
MODIFIER1		2	0	2
MIXED		8	1	0
TOTAL				
MODIFIER1		26	3	2
MODIFIER2		9	1	1
MODIFIER3		22	2	6
MIXED		18	2	2
GRAND TOTAL		75	9	3

## Quantity Sold by Modified Item Type – 36M

This report identifies by cooking type (modifier) the total number of modified item pieces sold for the day, the week, and the month. To print this report, sign in with the correct security level and enter: 36 Enter <M> View Report or Print Report.

The information presented for each cooking type includes modifier name, daily number of modified items sold for that modifier, daily percentage, weekly number and percentage sold, and monthly number and percentage sold.

The three percentages are found by comparing the daily, weekly, or monthly amount sold for a cooking type to the total amount sold.

The last line of the report lists the total number of modified items sold, across all cooking types, for the current day, week and month.

#1						
QTY SLD/CKTYPE, REPORT 36						
May 25 02:37:17 2014						
	DAILY %		WEEKLY %		MONTHLY %	
MODIFIER 1	18	20.5	18	20.5	513	69.7
MODIFIER 2	30	34.1	30	34.1	157	21.3
MODIFIER 3	10	11.4	10	11.4	64	8.7
MODIFIER 4	12	13.6	12	13.6	0	0.0
MIXED	18	20.5	18	20.5	2	0.3
TOTAL	88		88		736	

## Daily Modified Item Sold Chart 181

Daily Modified Item Sold Report provides the quantity of each modifier used during the current day. To initiate, sign in with the correct security level and enter: 181 Enter <M>, touch dropdown box to select data needed then touch Graph to view.

181M Graphed Chicken Usage

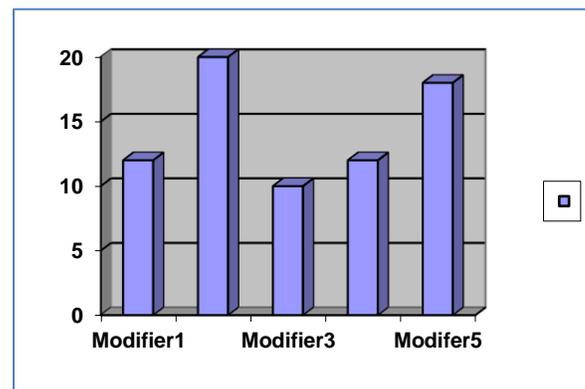
Show Sales from 12:00AM to 11:30PM

Daily Cooking Type Sales for: Today Friday Graph

Average Cooking Type Sales for: Today Friday Graph

Sales for last 28 days Graph

Quit



## Delivery/Call-In Menu

<b>Delivery/Call-In Customer Listing</b>	<b>514M</b>
<b>List Delivery on Given Date</b>	<b>175M</b>
<b>Recall and Close a Delivery Order</b>	<b>240M</b>
<b>Delivery/Call-In Customer Maintenance</b>	<b>177M</b>

Reports to Printer            
  
 Reports to Screen

**Enter by touching the function or from the operation screen enter the Quick Code & M.**

For Delivery/Call-In Order Procedures, please see page 13.

### Delivery/Call-In Customer Listing 514M

The Delivery/Call-In Customer Listing report will list all customers by Last Name or Phone #. To print this report, sign in with the correct security level and enter: 514 Enter <M>, choose Customers by Last Name or Customers by Phone # then the report will print. Press Cancel to Quit.

Store #54321												
Delivery Cust by Name, REPORT 514												
Tue Aug 27 16:09:15 2019												
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Last Name</th> <th style="text-align: left;">First</th> <th style="text-align: left;">Phone#</th> </tr> </thead> <tbody> <tr> <td>Jones</td> <td>Bobby</td> <td>1234567890</td> </tr> <tr> <td>Parson</td> <td>Jim</td> <td>555-5434</td> </tr> <tr> <td>Smith</td> <td>Sam</td> <td>6788176400</td> </tr> </tbody> </table>	Last Name	First	Phone#	Jones	Bobby	1234567890	Parson	Jim	555-5434	Smith	Sam	6788176400
Last Name	First	Phone#										
Jones	Bobby	1234567890										
Parson	Jim	555-5434										
Smith	Sam	6788176400										

### List Delivery on Given Date 175M

The List Delivery on Given Date report will list all orders for a date chosen. To print this report, sign in with the correct security level and enter: 175 Enter <M>, choose the date from the calendar then the report will print. Press Cancel to Quit.

#1					
DELIVERY DETAIL 1, REPORT 175					
MAY 25 17:48:45 2014					
Del #24 for Sam Smith					
Phone # 687-817-6400					
Driver #2,					
Order #106, Reg # 1, Server #30					
Started on 5/25/2014 at 13:01 for \$14.15					
--- Order still open ---					
DRIVER SUMMARY					
DRIVER	#	Amount	Avg	Tips	Avg
2	1	14.15	14.15	2.00	2.00
	1	14.15	14.15	2.00	2.0
CALL-IN SUMMARY					
Call-In	#	Amount	Avg	Tips	Avg
	0	0.00	0.00	0.00	0.00
	0	0.00	0.00	0.00	0.00

## Recall and Close a Delivery Order 240M or Touch Delivery Orders on Main Screen



## Manage Open Delivery Orders 240M

Select a Row, then choose a Button

Type	Name & Phone #	Order# Rec#	Driver	Address	Closed	Tip Amt	Amt	Open Credit	Paid	Time Date	Rec
Deliv	Parson,Jim 555-5434	100 1		543 Old Medely Way A	<input type="checkbox"/>	0.00	3.84	<input type="checkbox"/>	<input type="checkbox"/>	1142 20190611	1
Deliv	Jones,Bobby 1234567890	115 3	KEITH	123 Street Name Fayetteville, Ga	<input checked="" type="checkbox"/>	0.00	11.74	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1252 20190827	3

Orders Search	Recall Order	Close Order	Close Selected With Cash	Close Select Open Credit		
Show Open and Closed Orders	Recall Order Print Receipt	Assign/Reassign Delivery Driver	Close All With Cash	Close All Open Credits	Delete Order	Quit

**Delivery Orders** – This function shows all the open Delivery orders when first accessed. The Delivery orders are allowed to be modified, add or adjust Tip, assign or re-assign a driver, close selected or all with cash, close selected or all with credit, delete the entire order and show closed orders.

**Order Search** – This function allows the entry of a Record number to quickly find an open order.

**Show Open and Closed Orders** – This function will display all current business day orders, both open and closed.

**Recall Order** -This function allows the order to be modified and/or paid.

**Recall Order Print Receipt** – This function will print the receipt then allows the order to be modified and/or paid.

**Close Order** – This function allows the order to be closed, the order must be paid before closing.

**Assign/Reassign Delivery Driver** – This function allows the Driver to be assigned or changed to a Delivery order, this must be done before closing the order.

**Close Selected with Cash** – This function closes the selected order with Cash.

**Close All with Cash** – This function closes the All Open order with Cash that do not have an Open Credit applied.

**Close Selected Open Credit** – This function closes the selected Open Credit order.

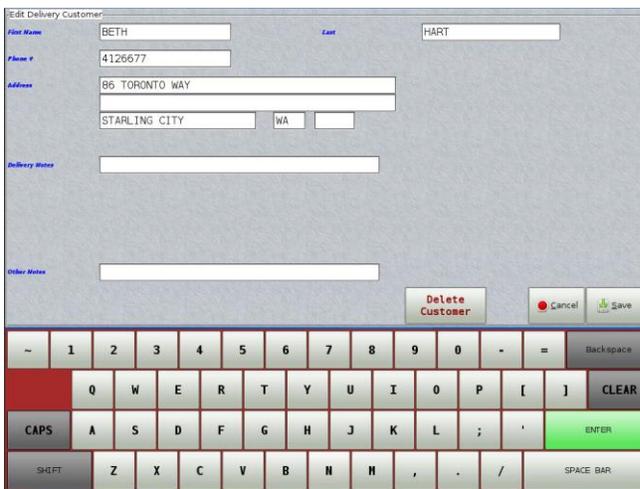
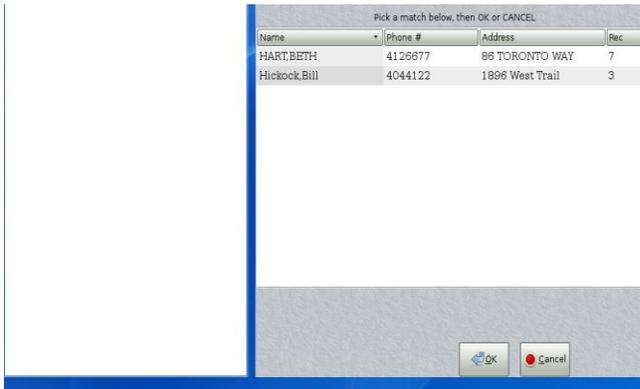
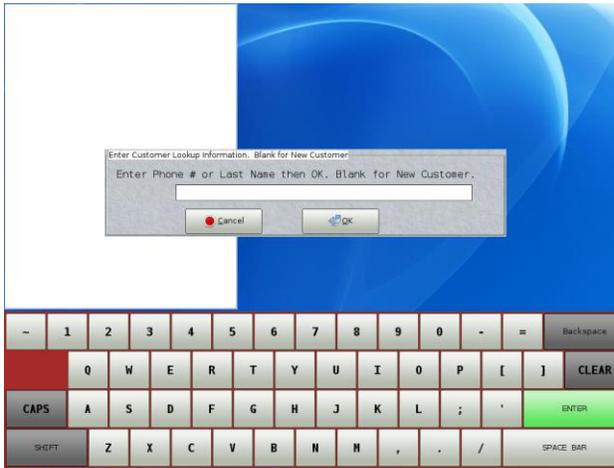
**Close All Open Credits** – This function closes All Open Credit orders.

**Delete Order** – This function removes the order from the database. The customer information is retained for future use.

**Quit** – Touch to close menu.

## Delivery/Call-In Customer Maintenance 177M

The Delivery/Call-In Customer Maintenance function allows correction and deletion of customer information.



## Other Features Menu

<b>Setup Classes and Assign to Video Zones</b>	<b>131M</b>
<b>Setup Budgeted Labor to Sales</b>	<b>158M</b>
<b>Report Average Drive-Thru Times</b>	<b>230M</b>
<b>Save Data to Disk</b>	
<b>Load Data from Disk (WARNING: Use Caution)</b>	

Reports to Printer            
  
 Reports to Screen

**Enter by touching the function or from the operation screen enter the Quick Code & M.**

### 131M Setup Classes and Assign to Video Zones

This function allows naming of classes, class taxability and class video settings. To initiate, sign in with the correct security level and enter: 131 Enter <M>

Classes Setup      Touch ACTIVE Column to Change

#	Description	Function	Tax Type	CPN Menu	Low Vol KVS	Hi Vol KVS	Send to Expditer
1	Class #1	Items Class	Use Tax Table A	0	Not Assigned	Not Assigned	<input type="checkbox"/>
2	Class #2	Items Class	Use Tax Table A	0	Not Assigned	Not Assigned	<input type="checkbox"/>
3	Class #3	Items Class	Use Tax Table A	0	Not Assigned	Not Assigned	<input type="checkbox"/>
4	Class #4	Items Class	Use Tax Table A	0	Not Assigned	Not Assigned	<input type="checkbox"/>
5	Class #5	Items Class	Use Tax Table A	0	Not Assigned	Not Assigned	<input type="checkbox"/>
6	Class #6	Items Class	Use Tax Table A	0	Not Assigned	Not Assigned	<input type="checkbox"/>
7	Class #7	Items Class	Use Tax Table A	0	Not Assigned	Not Assigned	<input type="checkbox"/>
8	Class #8	Items Class	Use Tax Table A	0	Not Assigned	Not Assigned	<input type="checkbox"/>
9	Class #9	Items Class	Use Tax Table A	0	Not Assigned	Not Assigned	<input type="checkbox"/>
10	Class #10	Items Class	Use Tax Table A	0	Not Assigned	Not Assigned	<input type="checkbox"/>

Touch a column twice to select that column. Touch a header button to change the list order.

~	1	2	3	4	5	6	7	8	9	0	-	=	Backspace
	Q	W	E	R	T	Y	U	I	O	P	[	]	CLEAR
CAPS	A	S	D	F	G	H	J	K	L	;	'		ENTER
SHIFT	Z	X	C	V	B	N	M	.	,	/			SPACE BAR

Description of Classes available:

- 1-9 = Regular Item Class
- 10-15 = Chicken Class (Requires a modifier)
- 16-20 = Drink Class
- 21-25 = Modifier Class
- 26-29 = Cooking Instructions Class (See below)
- 30 = Condiment Class
- 31-60 = Regular Item Class

\*\*\*Regular Item Classes (1-9 & 31-60) may be set as a Coupon Class

#### Cooking Instructions & Condiment Class:

Five classes are available to deal with condiments and the functionality of each class is listed below. Condiments are routed to the videos and expedite printers with the item.

CLASS	FUNCTION
26	<b>EXTRA KEY</b> Expects one or more condiments. If there is a price associated with the condiment it is added to the order. A Condiment with an extra price might be cheese.
27	<b>NO KEY</b> Expects one or more condiments. No price will be added or subtracted using this function.
28	<b>PLAIN OR COOKING TYPES</b> The name associated with the key will be printed (14 characters). It expects no condiments. PLAIN, MEDIUM, RARE, CUT IN HALF, ETC. could be descriptions for this class.
29	<b>ONLY KEY</b> Expects one or more condiments. No price will be added or subtracted using this function.
30	<b>CONDIMENTS CLASS</b> All condiments should be assigned to this class. KETCHUP, MUSTARD, ONION, ETC. could be descriptions for this class.

## **Setup Budget Labor to Sales - 158M**

This function allows setting up the 247 Hourly Labor per FPI sold.

## **Average Drive-Thru Times Report - 230M**

\*Function not available at this time.

## **Save and Load Data -**

**WARNING--PLEASE READ BEFORE PERFORMING ANY OF THE FOLLOWING MANAGERS FUNCTIONS TO AVOID PROGRAM LOSS.**

The following manager functions were added for two reasons:

1-To allow you to upgrade with any new version that might be sent to you at a later date.

2-The Documentor 6000 saves all that you do in the working files called \*.dat and the manager functions below will save the information in an additional file called \*.sav, so if you wish to use the information in other formats you may (such as back office).

KEY IN THE NUMBER OF THE MANAGER FUNCTION YOU WISH TO DO AND PRESS ENTER <M>, THEN WAIT FOR THE FUNCTION TO FINISH.

**LOAD -\*\*\*\* TO ONLY BE USED WHEN YOU ARE INSTRUCTED TO BY DOCUMENTOR.**

(THE MANAGER FUNCTIONS 200M - 209M SHOULD BE HIGH SECURITY KEY LOCK (LEVEL 5) TO INSURE THAT OLD DATA IS NOT LOADED BACK INTO THE DOCUMENTOR.

- 200M- Load all data from ASCII file (in new format)
- 201M- Load items from ASCII (all item information)
- 202M- Load finished products from ASCII
- 203M- Load raw products from ASCII
- 204M- Load finished product recipes from ASCII
- 205M- Load raw product recipes from ASCII
- 207M- Load employee data from ASCII (Name, cumulative hours)
- 208M- Load clock in-out records from ASCII
- 209M- Load miscellaneous

**SAVE- \*\*\*IF YOU MAKE MANY CHANGES TO YOUR PROGRAM IT IS RECOMMENDED THAT YOU MAKE A SAVE.**

- 210M- Save all data to ASCII files \*\*Should be included in the 91M
- 211M- Save items to ASCII (all item information)
- 212M- Save finished products to ASCII
- 213M- Save raw products to ASCII
- 214M- Save finished product recipes to ASCII
- 215M- Save raw products recipes to ASCII
- 216M- Save items sales to ASCII
- 217M- Save employee data to ASCII
- 218M- Save employee clock in-out to ASCII
- 219M- Save miscellaneous

## **CHAPTER 3 – Other Helpful Information**

### **When Adding an Item**

FOLLOW ALL INSTRUCTIONS BELOW: ITEM INFORMATION, RAW PRODUCT, AND FINISHED PRODUCT.

#### **Item Information**

**82 Enter <M> or 59 Enter <M>** ITEM NMENONICS

**51 Enter <M>** PIECES (Usually Chicken)

#### **Raw Product**

**77 Enter <M>** - Check 7 Report to see if item falls into an existing category, if it does then add the item to the category. If a category does not exist, you must add a category.

**85 Enter <M>** - Adds a category for Raw Product

#### **Finished Product**

**76 Enter <M>** - Check 39M to see if the item falls into an existing category if it does, then add to the category. If a category does not exist, you must add a category.

**84 Enter <M>** - Adds a category for Finished Product

## **Error Conditions**

This section contains error messages and recovery actions. Error appears on the register display.

For each error condition described in this appendix, the following information is included:

- the error and a description.
- the cause or condition which results in the display of an error.
- the correction process.

Below is a list of errors and conditions relevant to the system operations described in this manual.

### No Server Assigned

Cause: An Employee number was not assigned through Change Function 69 or 49 Server Activation.

Correction: Press Close. If the Employee number was not assigned, use 69 or 49 to assign the Employee number.

### Cash Drawer Open

Cause: The cash drawer is not closed and cannot accept a new order.

Correction: Close the cash drawer & clear the error box.

### Closing Inventory Not Entered

Cause: Closing inventory was not entered before using 91M, System Clear.

Correction: Press CANCEL twice. Use 63 Enter <M>, Night Closing Inventory, to enter closing inventory. Proceed with the 91 function.

### Coupon Error

Cause: No coupon price was entered for this item or an incorrect keying sequence was used to enter a coupon.

Correction: Press OK once to clear the error condition. If the coupon price was not entered, enter it via Manager Change Function 57 before re-entering the keying sequence. If an incorrect keying sequence was entered, press OK once to clear the error condition and then touch the item, select COUPON button and select the coupon to be applied.

### Digits Invalid

Cause: More than 10 digits were entered or more digits were entered than the function requires, such as item description changes or price changes.

Correction: Press Close and enter the correct amount.

### Employee Already on Clock

Cause: An employee is trying to clock in and has not clocked out from previous day or break.

Correction: Press Close. Have the employee clock out. (Make a notation on the timecard of the correct time.)

### Not on Clock (Employee)

Cause: An employee is trying to clock out and has not clocked in.

Correction: Press Close. Have the employee clock in and then out. (Make a notation on the timecard of the correction times.)

### Invalid Keystroke

Cause: An invalid keystroke was made.

Correction: Press Close and re-enter the transaction.

### Side Needed

Cause: Item requires a side to follow.

Correction: Press Close. Re-enter the item, then enter a side.

### Higher Security Level Needed

Cause: A Manager function is being performed without the required Security Level.

Correction: Press Close. Sign on with the correct security level and proceed.

### Managers Register Only

Cause: A Manager function is being performed that is only allowed on the Master.

Correction: Press Close. Perform the managers function on the Master register.

### Open Check Still Exist on Register #

Cause: The Daily System Clear (91 Enter <M>) cannot be performed until all open checks are paid.

Correction: Recall all open checks and process them.

### The maximum # of entries was reached, the last item was not accepted

Cause: Too many items have been ordered.

Correction: Press Close and continue to close the order.

Order Table Full (Open Check Unit)

Cause: The open check table limit has been exceeded; 20 open accounts are allowed.

Correction: Checks must be paid out before new accounts can be processed.

Recall Error

Cause: An incorrect account number was entered during the recall function or the account has been paid.

Correction: Press CANCEL and enter the correct information.

Drawer is Locked by Manager

Cause: The drawer is locked.

Correction: Press Close. Use 40 Enter <M>, Station Lock and Unlock, to unlock the station. Press CANCEL twice. The numbers of the stations that have been unlocked are displayed.

Can't Subtract – 0 Sold

Cause: An attempt was made to subtract an item not on the original order.

Correction: Press CANCEL once, then press the correct item key. Or, press CANCEL twice to void the order and re-enter the correct order.

System Locked

Cause: All stations are locked.

Correction: A System Clear is being performed or System is loading.

## Documentor Electrical Specifications

1. Clamp the DOCUMENTOR 3rd wire ground to the incoming building earth ground. Clean this connection thoroughly before clamping. **DO NOT use the main neutral bus for this connection.**
2. Connect the DOCUMENTOR isolated neutral (white wire), to the distribution panel neutral bus as close as possible to the main neutral feeder from the main panel.
3. Hubbell IG 5262 (or equivalent), duplex receptacles may be used in place of the IG 5261 simplex only if the DOCUMENTOR system will utilize both outlets. No extra receptacles of any kind are to be installed on this circuit.
4. Conduit or conduit grounded receptacles can not be connected to any part of this isolated circuit. **No exceptions.**
5. The neutral (white) and hot (black) wires in this circuit can be either #12 solid or #12 stranded single insulated wire. **No wire nuts** (break of any kind).

## DOCUMENTOR ELECTRICAL SCHEMATIC

6. The electrical schematic (page 2) indicates a typical isolated AC wiring requirement for the DOCUMENTOR system. The quantity and type of Hubbell isolated grounded receptacles will depend on the actual system configuration.
7. The distribution panel portion of this schematic is intended only to represent the required isolated 120 volt 15 amp distribution to the DOCUMENTOR receptacles.
8. One (1) 15 amp 120 volt circuit breaker is required to power the entire system. The phase selected to power the DOCUMENTOR system is not to have voltage spikes greater than 20 volts. These voltage spikes are typically created by large current carrying loads such as ovens, electrical grills and air conditioning systems turning on and off. An oscilloscope should be used to check for spikes or noise.
9. The conduit containing the isolated 3 wire circuit for the DOCUMENTOR system **shall not be shared by any other electrical wiring. This also means NO sharing of any or part of the circuit, as in junction boxes, sub panel, etc...**
10. Metal counter tops should be grounded to the nearest water pipe or other ground, if any part of the system is to be installed on this type of counter. **Do not use the DOCUMENTOR 3rd wire ground for this ground.**

**Failure to comply with the above Electrical Spec's and Schematics will void the warranty for ANY Documentor Equipment.**

**DOCUMENTOR SYSTEMS  
ELECTRICAL DIAGRAM**

