

Selecting What Prints at Cashout and Close Day

Cash Out Option

The Cash Out report for each cashier has 2 options to turn transaction detail on or off.

## Order Detail

- 1. Go to back office
- 2. Select FILE drop down, the BUSINESS INFORMATION

F	Customers 🔹 Reporting 👻 🔇 🔆	ŧ 🕒 [
	avigation Control Pa <u>n</u> el	
	tup Checklist	
(	usiness Information	Cu
	usiness <u>F</u> loat Banks	
	omputers and Cash Drawer System Configurations	
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3. Select the LABOR button to edit Labor related detail

Distance	-		_	T				
Business 5	election:							<b>N</b> +
Business Detail	Labor	Special Pricing	Delivery Info.	Corporate Info.	Redemp- tion	Rental Details	Mercury CC	
Jusiness ID:	Green Frog	Na	ne: Green f	Trog Café Acou	stic Tavem	Acti	ve? 🔽	
Address 1:	902 N Stat	e St				Pref	ixes:	
Address 2:	<u> </u>			_			Prefi - S -	
<u>C</u> ity:	Bellingham		State	B: WA ZI	p: 98225-	*	0	
Country:	USA	8						
Phone:	(360) 354-5	588 <b>E</b> a	oc:					
Phone:	1	I.	icense:					
Special	Comment							
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Managers:		1		6	Decentri	C.X		
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T3C, Inc. DBA Vital Link POS 8567 Vinup Rd. Lynden WA 98264 (360) 318-9946 Voice (360) 318-9025 Fax 4. Find the check box on the right hand side labeled 'ORDER DETAIL ON STAFF CASHOUT RECEIPT?' and uncheck it

Hourly Payroll Information:	0.0	
Bi-Weekly Start Date: 12/15/2007		
Start of Week For Payroll?	L'AND	
Sun CWed CSat	Brea	ks Paid For2
Mon C Thur		
Tues C Fri	Employee Meal optio	n on logott?:
House in a day before Questime?	Allow logout if payme	nts are due?
ours in a week before Overtime?	Pay Employee Compensati	ion at Close?
tous in a week before overtailes. 1 40	Out a Date 1 On Chaff Cont	Descional IT
Include salaries in Labor Performance Reporting?	Urder Detail Un Starr Cash	out neceipt r. IV
Calculate Labor Against?		
Net Sales?		
Gross Sales?	Allow employee to clock in	minutes early
Both?	Allow employee to clock in	minutes late.

## **Coupon Detail**

Note that each COUPON (these are also in Back Office, under the GENERAL drop down, labeled "Order Adjustments(Coupons)") also has a check box that determines whether a coupon's use should be on the cashout report.

Adjustment:	Specials item	Act	ive? Г	Start Date:		Exp Date:		
Label:	Specials Item (set \$0)	Description:	Specia	ls Item				
Display Seq:	0 Coupon Sour	ce Req?:				1	-	
Adjustment	ype:			Break	out Type:	Coupon	-	
C. Calasting from the Many Dad at the View of a Colored					ales Type:	Adjustments		
Selecting	Limit to O	rder Type:						
O Dollar am	- Valid	on Menu?:		-				
C Set Price Employee Enters Price?				Approval F	Required?:	V		
	Reason F	Required?:	17:					
Percent Off 100.00% To Specialty and Addons? User entering adjustment Void				Apply adju	Apply adjustment against menu item? otherwise, system will apply against orde			
				Not appli to Tax	icable Type:		•	
Comp. (N	o Charge)			Apply Tax	To Adjust	ed Amount?:	<b>u</b>	
Valid For Gro	Valid For Size	Valid Fo	ог Туре	Tax Type:				
		•	2	Show on	Staff Cash	Out Coupons	2 5	

## Close Day Report

The Close Day function features an "all or none" report option. You can have whatever it prints, or suppress it and use the back office reports. To suppress these, just go to the CLOSE DAY button in the POS application and find the "Reporting" option and uncheck it.

Dusiness.	Groon Frog		Close Out Activity				
Status: Act	ive		Batch Close View				
Business Day	Next	Day Selection	Time Keeping				
06/11/2008 -	• 06/12/2008 🖨		Tax Summary				
Wednesday Thursday		hursday	Cashier Summary				
-		_	Accounting Summary				
Start Daily Close			Inventory Summary				
			Redemption Center				
			Station Movement Summary				
Run Report	Postpone	Exit	Sales Summary				
			Customer History				
			Reporting				
			Corporate Transfer				
Help	eopen Dav		Purge Information	View			

This will print NOTHING at each close day, but you have the option of using an back office report you'd like (these are best printed on an inkjet printer).