

VITAL LINK

Point of Sale

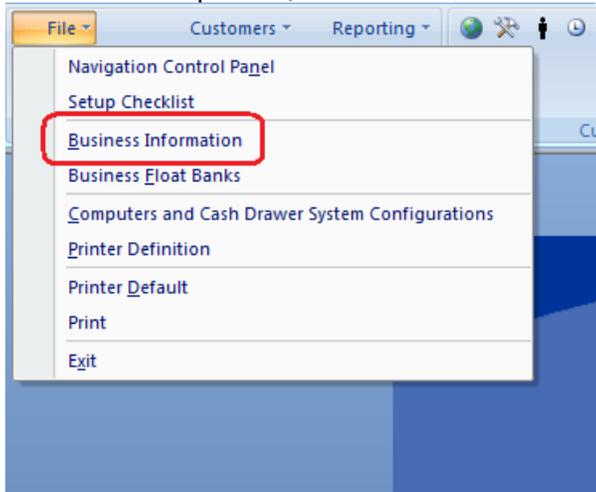
Selecting What Prints at Cashout and Close Day

Cash Out Option

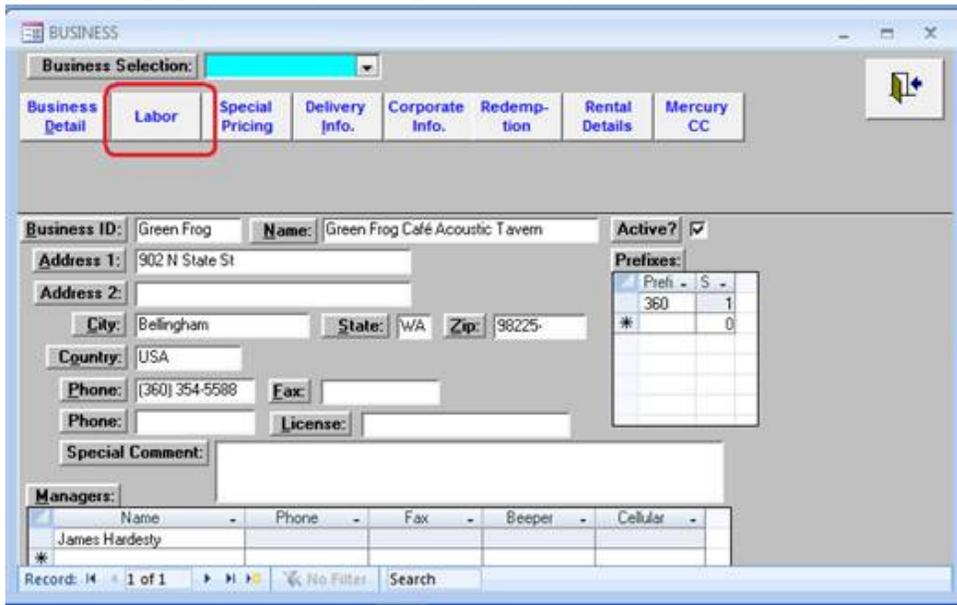
The Cash Out report for each cashier has 2 options to turn transaction detail on or off.

Order Detail

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



3. Select the LABOR button to edit Labor related detail



4. Find the check box on the right hand side labeled 'ORDER DETAIL ON STAFF CASHOUT RECEIPT?' and uncheck it

Business Detail Labor: Green Frog / Green Frog Café Acoustic Tavern

Hourly Payroll Information:

Bi-Weekly Start Date: 12/15/2007

Start of Week For Payroll?

Sun Wed Sat
 Mon Thur
 Tues Fri

Hours in a day before Overtime?: 8
Hours in a week before Overtime?: 40

Include salaries in Labor Performance Reporting?

Calculate Labor Against?

Net Sales?
Gross Sales?
Both?

Breaks Paid For?
Employee Meal option on logoff?
Allow logout if payments are due?
Pay Employee Compensation at Close?
Order Detail On Staff Cashout Receipt?

Allow employee to clock in minutes early.
Allow employee to clock in minutes late.
Allow employee to clock out 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.

Order Adjustments

Adjustment: Specials Item Active? Start Date: Exp Date:

Label: Specials Item (set \$0) Description: Specials Item

Display Seq: 0 Coupon Source Req?:

Adjustment Type:

Selecting from the Menu Pad at the time of adjustment.
 Dollar amount to discount.
 Set Price Employee Enters Price?
To Specialty and Addons?
 Percent Off 100.00% To Specialty and Addons?
 User entering adjustment
 Void
 Comp. (No Charge)

Valid For Group Valid For Size Valid For Type

Breakout Type: Coupon
Sales Type: Adjustments
Limit to Order Type:
Valid on Menu?:
Approval Required?:
Reason Required?:
Apply adjustment against menu item? otherwise, system will apply against order:
Not applicable to Tax Type:
Apply Tax To Adjusted Amount?:
Tax Type:

Show on Staff Cash Out Coupons?

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.

Close Out Day

Business: **Green Frog**

Status: **Active**

Business Day: **06/11/2008**
Wednesday

Next Day Selection: **06/12/2008**
Thursday

Start Daily Close

Run Report **Postpone** **Exit**

Help **Reopen Day**

Close Out Activity

- Batch Close View
- Time Keeping**
- Tax Summary**
- Cashier Summary**
- Accounting Summary**
- Inventory Summary**
- Redemption Center**
- Station Movement Summary**
- Sales Summary**
- Reporting**
- Corporate Transfer**
- 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).