

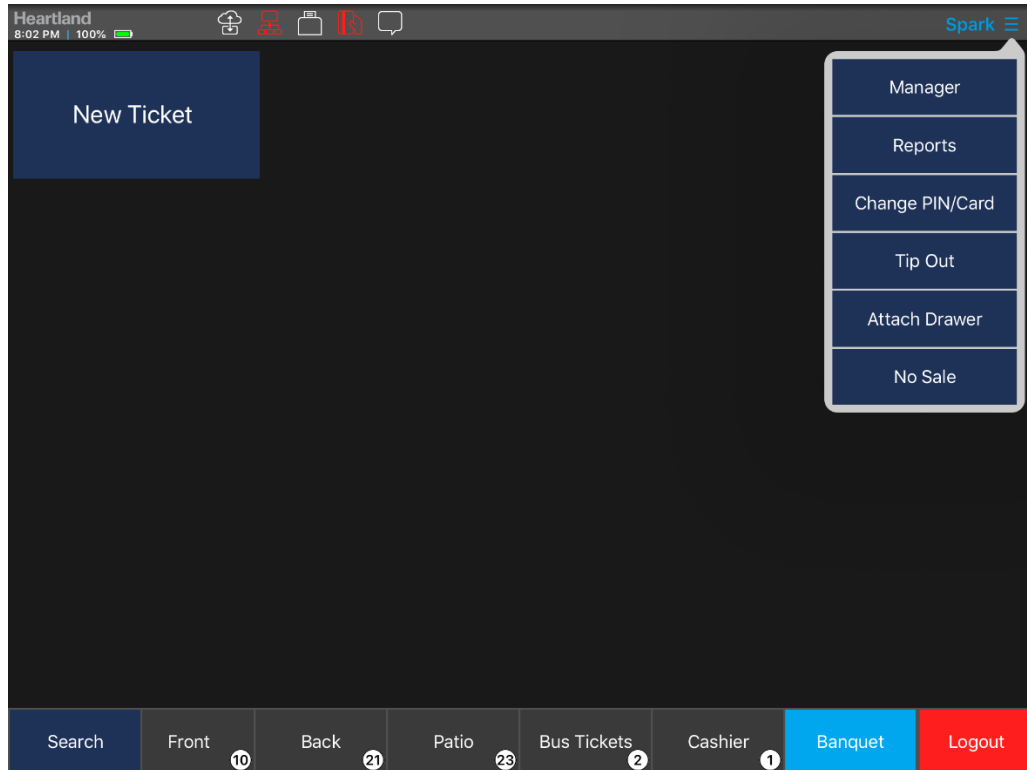
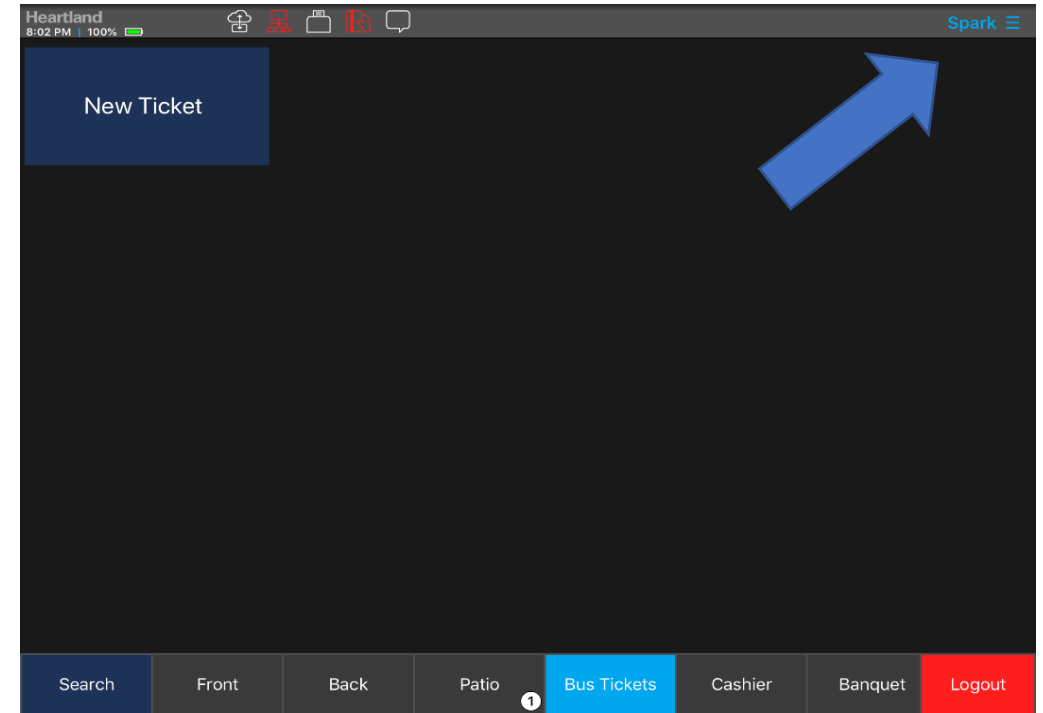
How to End Your Day with Heartland Restaurant

1. Enter **PIN** to Log In



7	8	9
4	5	6
1	2	3
< x	0	Go

2. Tap on Your Name at the Top Right



3. Tap on Cash Drawer*

Spark Spark Server Bank		
***** PREVIEW *****		
SERVER CHECKOUT REPORT Spark Spark Opened: 5/20/19, 1:20 PM CASHIER NOT CHECKED OUT!		

TICKETS		

TICKET SALES		
Gross Sales		3.60
Net Sales		3.60
CASH TICKETS		
Total	1	3.86
CREDIT CARD TICKETS		
Total	0	.00
REPORT CATEGORY GROSS SALES		
Food	1	3.60
Uncategorized	0	.00
Total	1	3.60
EXCEPTIONS		
No Sales		0
Voided Tickets		0
Voided Payments		0
Deleted Items		0
Refunds		0
STATISTICS		
Ticket Average	1	3.60
Guest Average	1	3.60
Seat Average	1	3.60
TIP BREAKDOWN		
Credit Card		.00
House Account		.00
Surcharge Payout		.00
Service Charge Payout		.00
Total		.00
Tips Due		.00

CASH		

***** SERVER BANK *****		

4. Tap on Checkout



5. You Will be Prompted by a Pop-up Window Asking “Checkout and Detach From Drawer?” – Tap Yes*



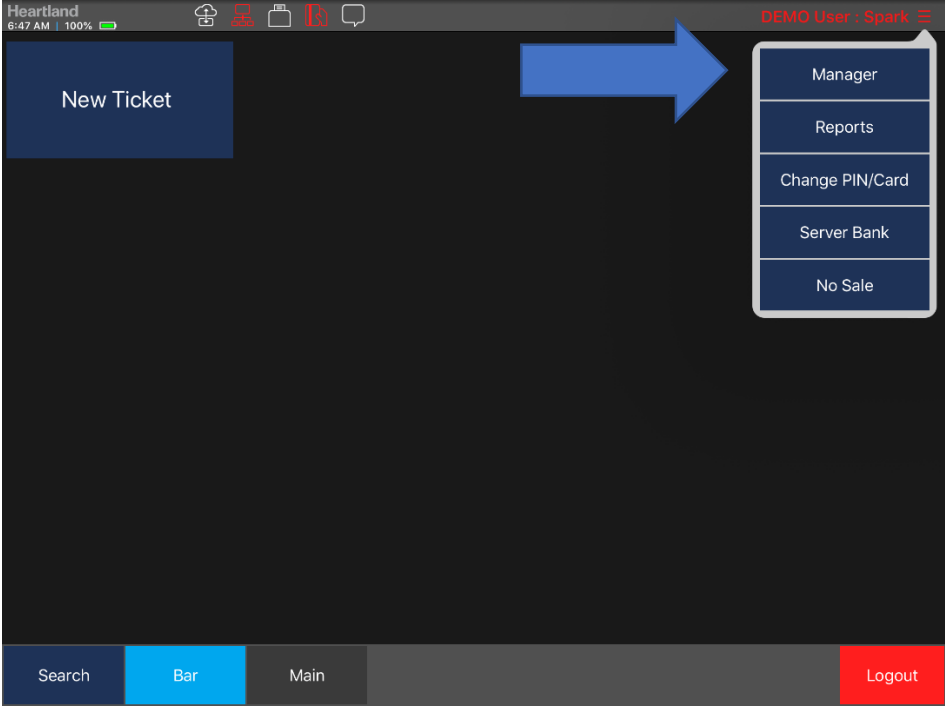
6. Checkout Will Print and Drawer Will Pop Open –Remove Cash Drawer Insert and Take Cash and Checkout Report with you to Reconcile the Day/Shift

7. Count Cash in Cash Drawer Insert, Record Total

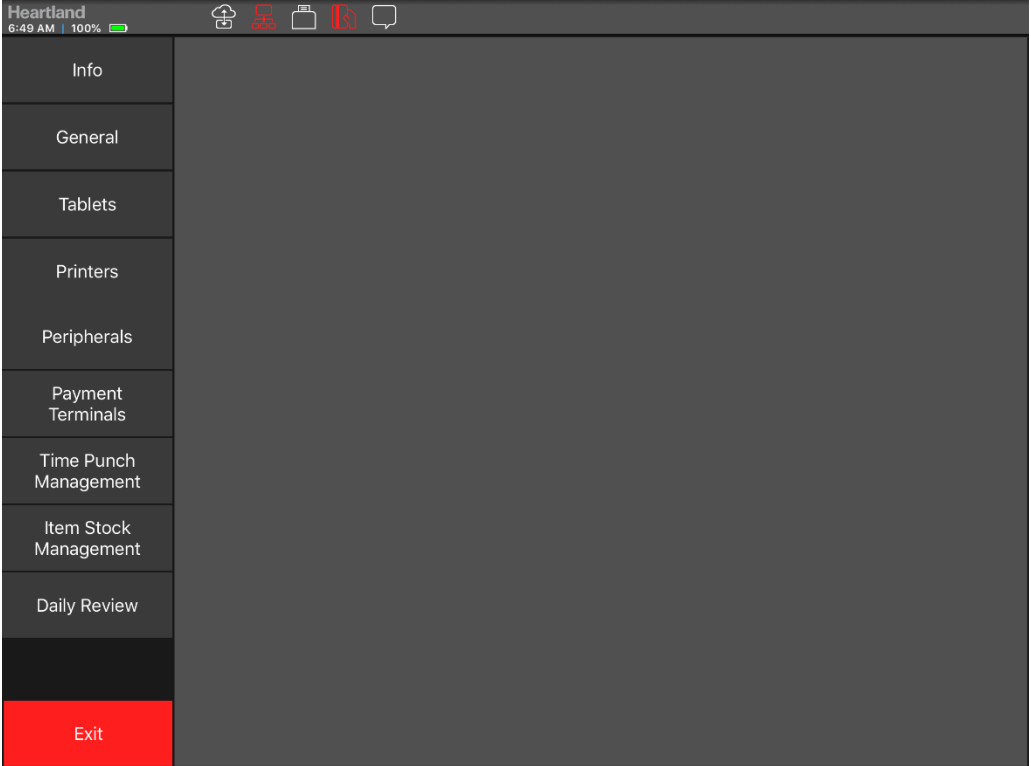
8. Refer to Cash Drawer Report and Compare Your Count to “*Expected Cash in Drawer*” Amount on Report, Record Variance*



9. Return to iPad (any) and Log In Again, Tap on Your Name Again, and then on Manager



10. Tap on Daily Review



11. The Goal on this Screen is to see 3 Green Checks (in the Tips, Tickets and Cash Boxes) – if you DO NOT, That Field is not yet Ready for End of Day – Tap on any That Have an “X”

