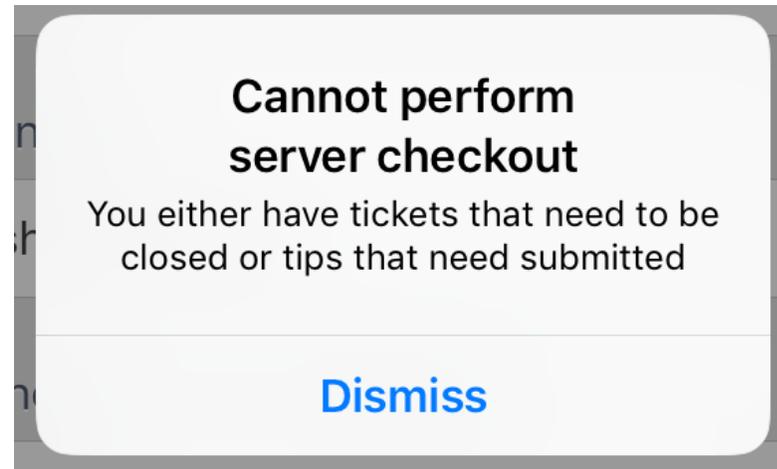


# How to Perform a Server Checkout

Depending on your system settings, checkouts may be required or optional. To allow Heartland Restaurant to best track the flow of money, it is recommended to require checkouts.

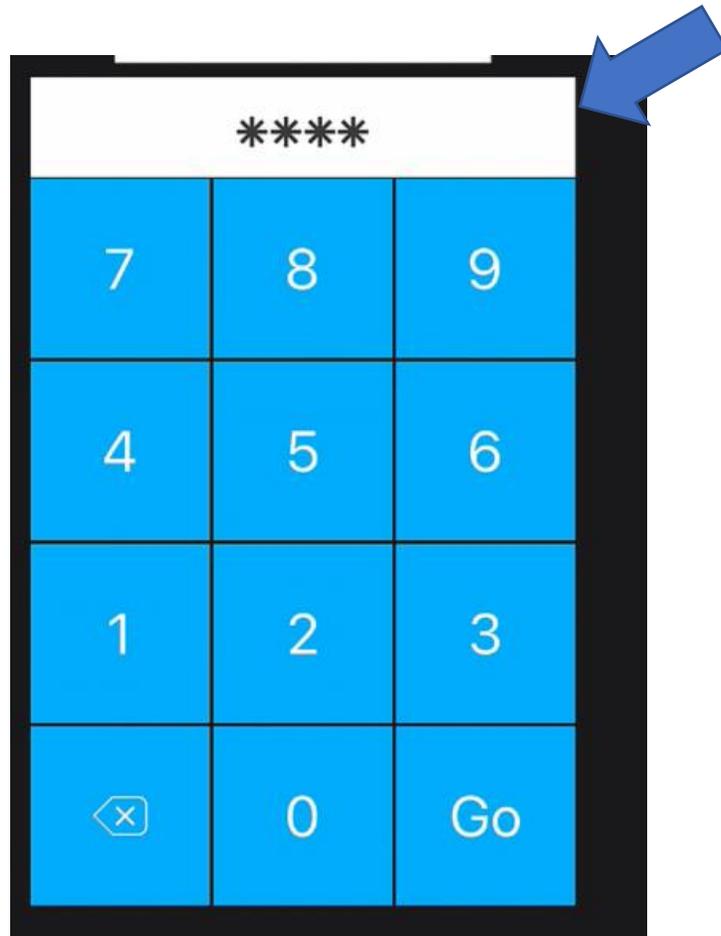
## ***Server Bank Checkout***

All tickets must be closed under the particular server in order to perform a checkout. Failure to do so will result in a message saying you cannot checkout until the tickets are paid and closed.



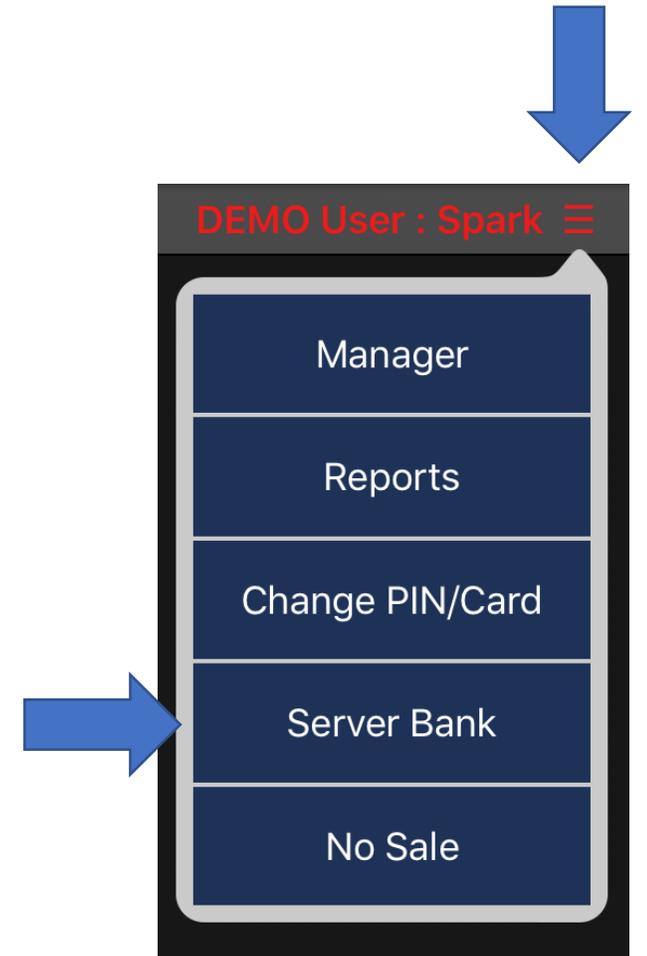
# How to Run “Server Checkout”

1. Enter your **Login PIN**



2. Tap your name at the top right

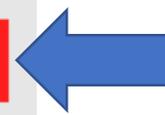
3. Tap on “**Server Bank**”



A screen will display with the option to checkout and pertinent information to the current server bank.

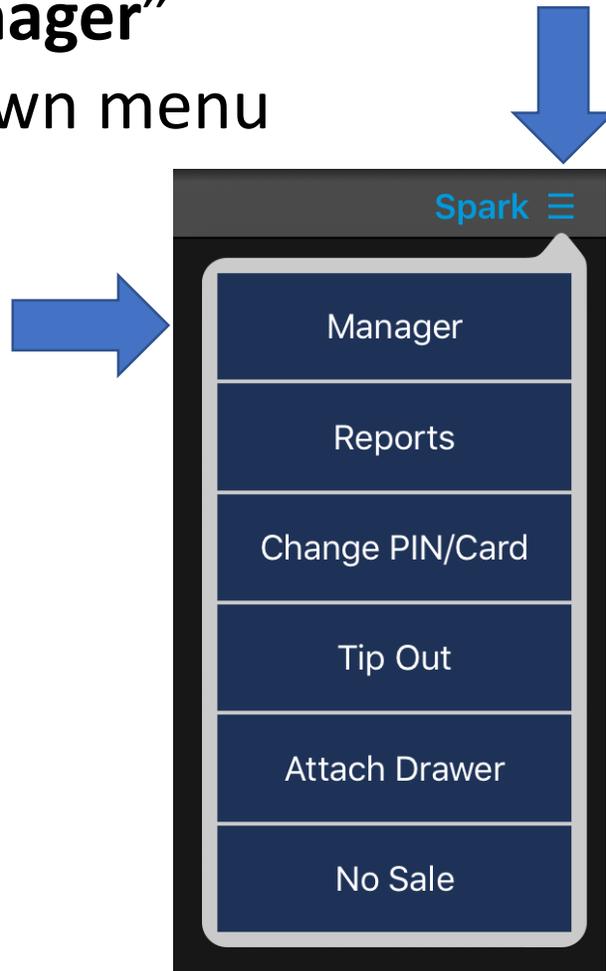
| Spark Spark Server Bank   |   |               |
|---|---|---------------|
| ***** PREVIEW *****   |   |               |
| SERVER CHECKOUT REPORT<br>Spark Spark<br>Opened: 5/30/19, 1:20 PM<br>CASHIER NOT CHECKED OUT! |   |               |
| -----   |   |               |
| TICKETS   |   |               |
| -----   |   |               |
| 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 *****   |   |               |
| Cash Summary  |   |               |
| Cash Transactions   |   | \$3.86        |
| Total Tips  |   | \$0.00        |
| Paid In/Out   |   |               |
| Server Balances   |   |               |
| Server Owes Merchant  |   | \$3.86        |
| Pay In/Out  |   |               |
| No Cash Pay Types   |   |               |
| Balance Server - Select One   |   |               |
| No open server checkouts  |   |               |
| Transfer Tickets  |   |               |
| Select Staff  |   | 0 Open Ticket |
| Back  |   |               |
| Checkout  |   |               |

4. Tap "Checkout"

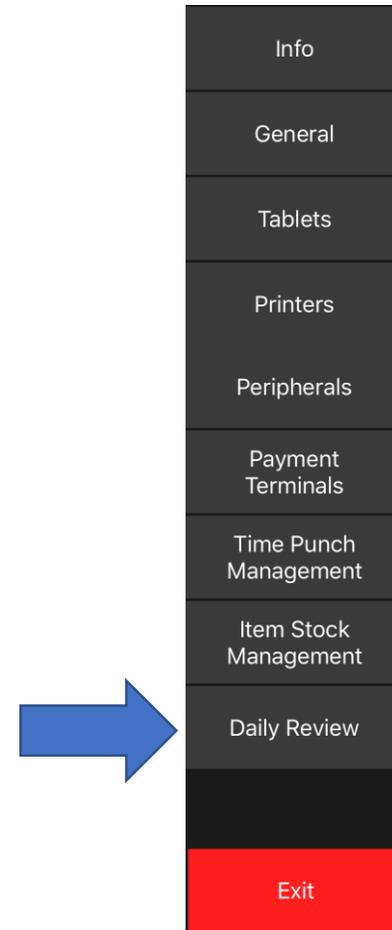


To view a checkout for an individual employee

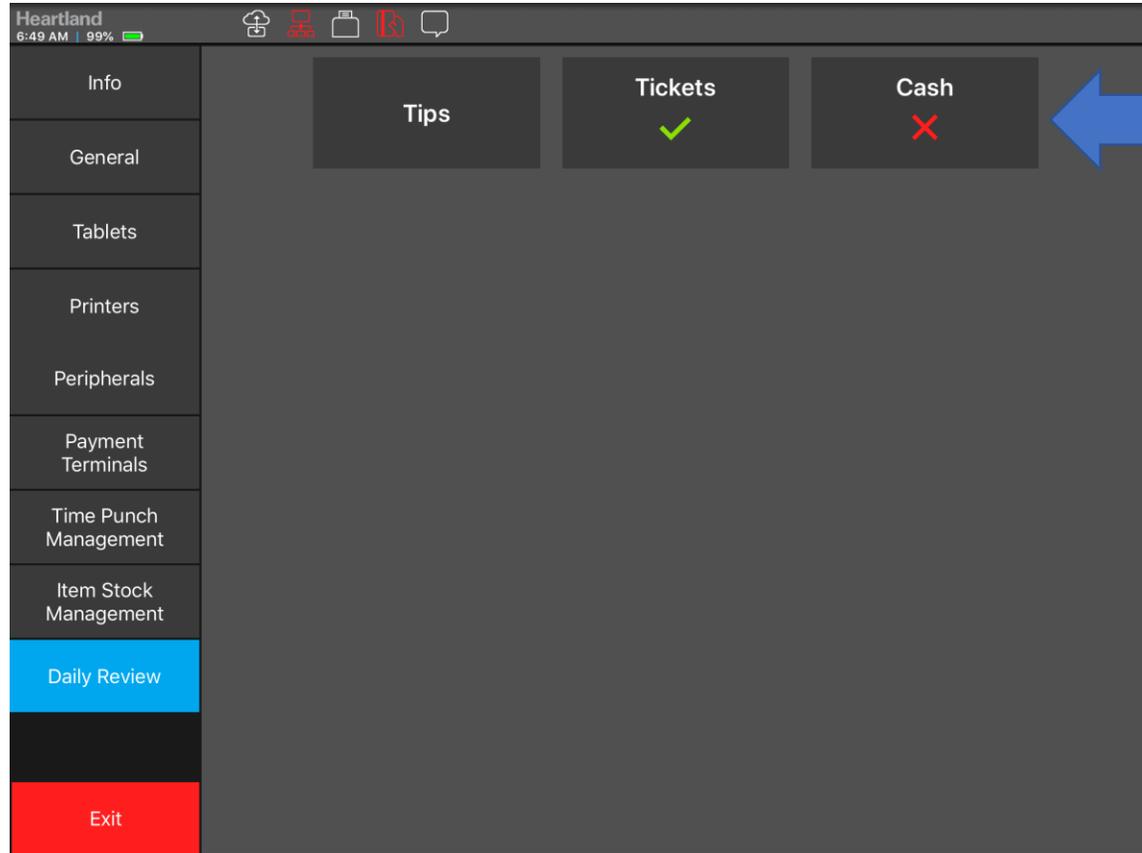
1. Tap on your name on the top right corner
2. Tap on “**Manager**” on the drop down menu



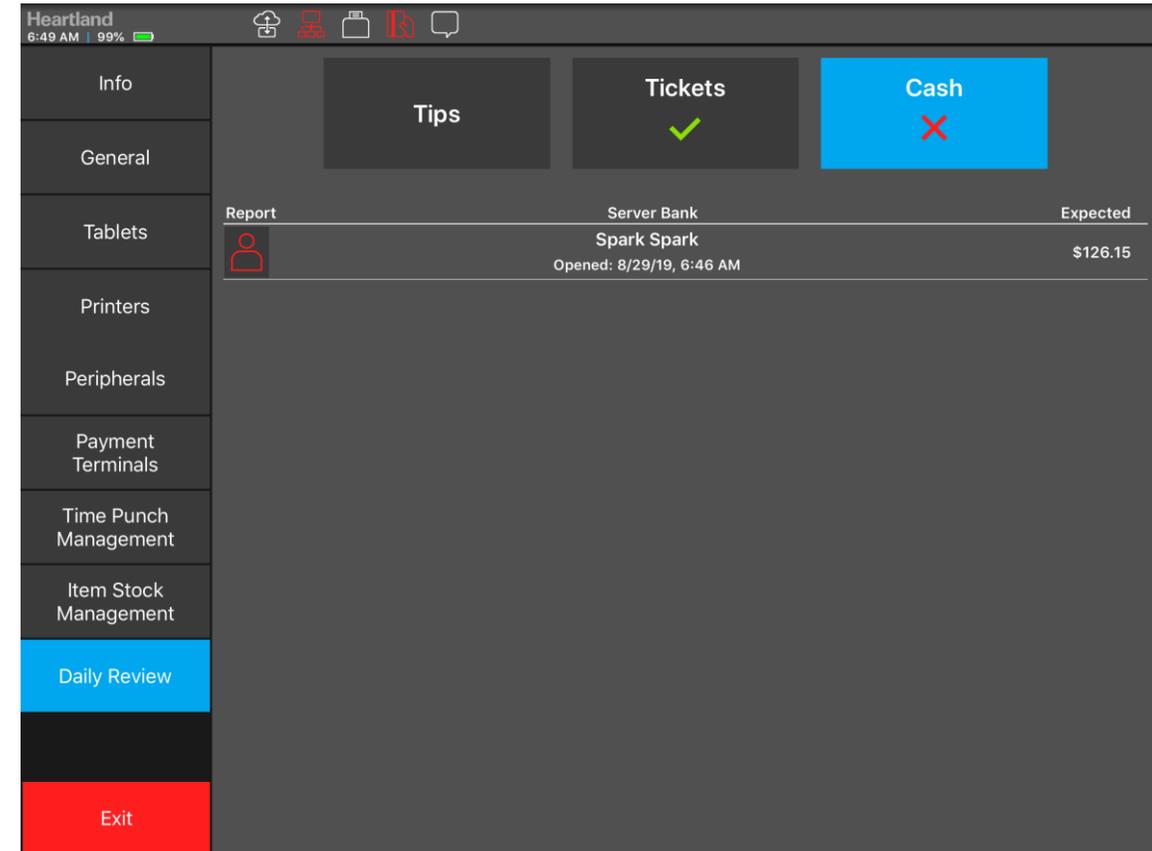
3. Tap on “**Daily Review**” on your bottom left hand corner.



## 4. Tap on the box named "Cash"



## 5. Select the Employee that you would like to view



# To force a Server Bank checkout that has not checked out.

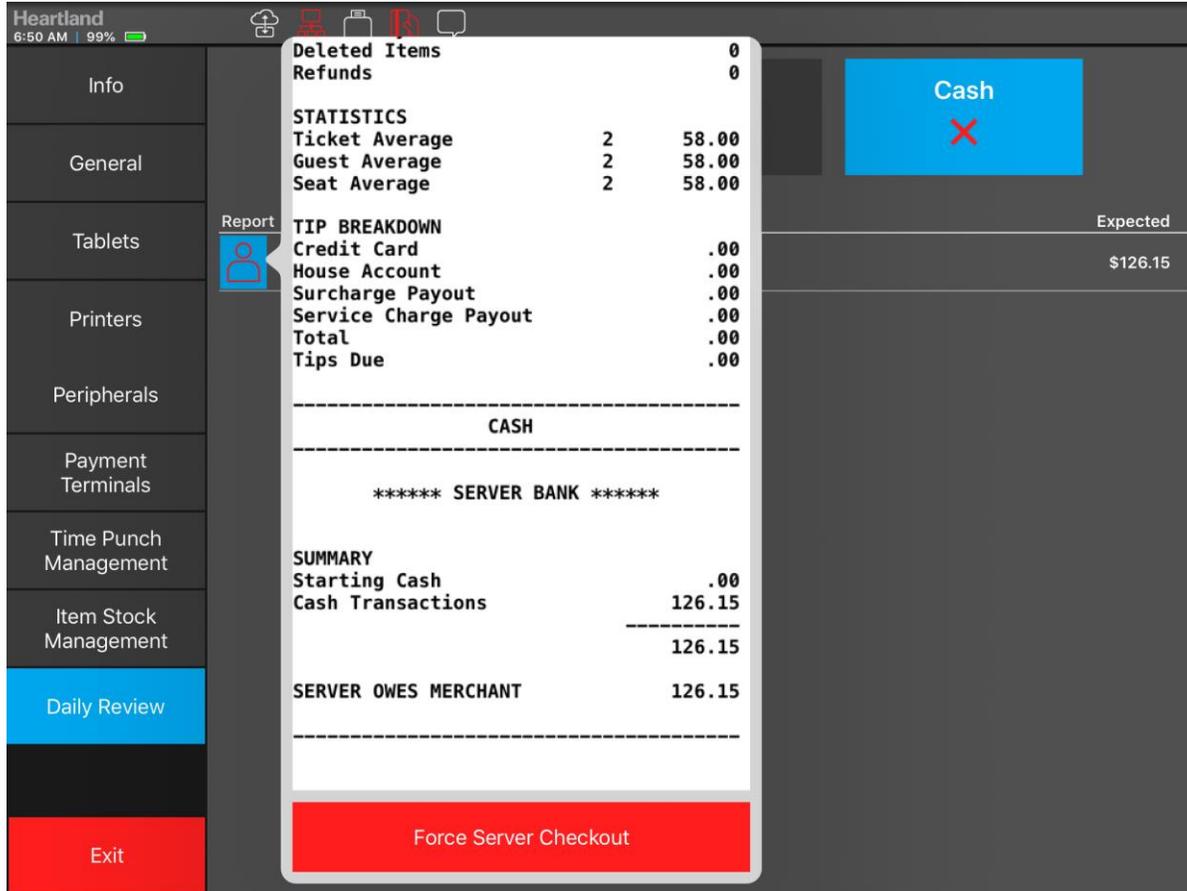
permissions you will have the option to **Force Server Checkout**. Please note this still **does not** override if they still have open tickets or pending transactions.

## 1. Tap on the Red icon on the person's name

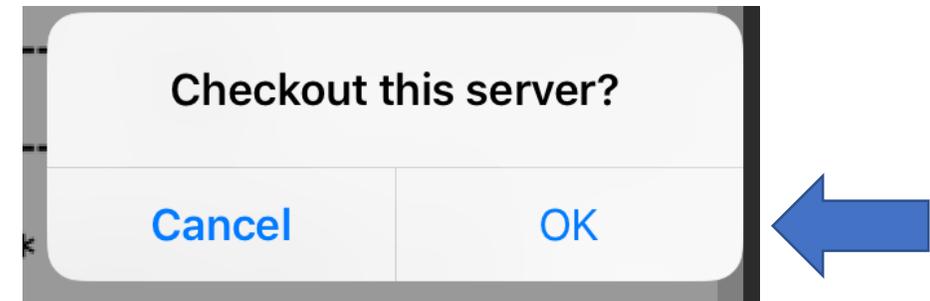


| Report  | Server Bank                             | Expected |
|---|---|----------|
|  | Spark Spark<br>Opened: 8/29/19, 6:46 AM | \$126.15 |

On the Checkout preview swipe to the bottom and tap **“Force Server Checkout”**



You will then be prompted to confirm. Tap **“OK”** a Checkout will print of the employee



If you select a Server Bank that is checked out you can **“Print a Summary”** report for that checkout.

The screenshot shows a mobile application interface with a sidebar menu on the left and a main content area. The sidebar menu includes: Info, General, Tablets, Printers, Peripherals, Payment Terminals, Time Punch Management, Item Stock Management, Daily Review (highlighted in blue), and Exit (highlighted in red). The main content area displays a 'Cash' screen with a blue button and a red 'X' icon. A report overlay is shown in the center, containing the following data:

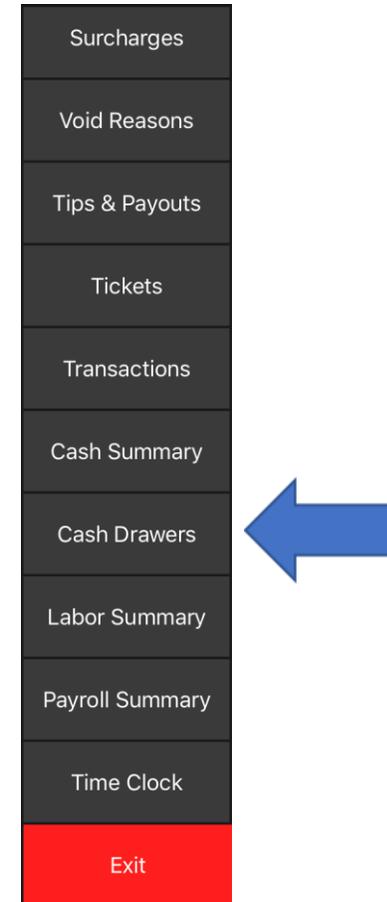
| Deleted Items               |        | 0      |
|-----------------------------|--------|--------|
| Refunds                     |        | 0      |
| <b>STATISTICS</b>           |        |        |
| Ticket Average              | 2      | 58.00  |
| Guest Average               | 2      | 58.00  |
| Seat Average                | 2      | 58.00  |
| <b>TIP BREAKDOWN</b>        |        |        |
| Credit Card                 |        | .00    |
| House Account               |        | .00    |
| Surcharge Payout            |        | .00    |
| Service Charge Payout       |        | .00    |
| Total                       |        | .00    |
| Tips Due                    |        | .00    |
| -----                       |        |        |
| CASH                        |        |        |
| -----                       |        |        |
| ***** SERVER BANK *****     |        |        |
| <b>SUMMARY</b>              |        |        |
| Starting Cash               |        | .00    |
| Cash Transactions           | 126.15 |        |
|                             | -----  |        |
|                             | 126.15 |        |
| <b>SERVER OWES MERCHANT</b> |        | 126.15 |
| -----                       |        |        |

At the bottom of the report overlay is a green button labeled 'Print Summary'. A blue arrow points upwards from the bottom center of the image towards this button.

If you want to see information on a Server Bank from a previous date you can tap **“Reports”** in user menu



In reports, Tab on **“Cash Drawers”** on your left



# In this report you can select what “Server Bank” and or “Cash Drawer”

Heartland 6:52 AM | 99% DEMO MODE

Thu, 8/29/19 Export

Data as of 2019-08-29 6:47:32 am

| Cash Drawers             |             |                   |                   |
|--------------------------|-------------|-------------------|-------------------|
| Drawer                   | Staff       | Opened ▲          | Closed            |
| Server Bank: Spark Spark | Spark Spark | 08/29/19, 06:46am | 08/29/19, 06:51am |

Below is the following information that can be viewed

Data as of 2019-08-29 6:47:32 am

Cash Drawers -> Server Bank: Spark Spark

| Cash Drawer Summary                  |                   |
|--------------------------------------|-------------------|
| <a href="#">View Checkout Report</a> |                   |
| Opened by: Spark Spark               | 08/29/19, 06:46am |
| Closed                               | 08/29/19, 06:51am |
| Cash Transactions                    | \$126.15          |
| Cash Voids                           | \$0.00            |
| Pays In/Out                          | \$0.00            |
| Server Balances                      | \$0.00            |

| Transactions |                   |             |         |
|--------------|-------------------|-------------|---------|
| Ticket       | Date              | Staff       | Amount  |
| X1           | 08/29/19, 06:46am | Spark Spark | \$51.11 |
| X2           | 08/29/19, 06:47am | Spark Spark | \$75.04 |

| Voids                  |  |
|------------------------|--|
| No data for this range |  |

| Pays In/Out            |  |
|------------------------|--|
| No data for this range |  |

| Server Balances        |  |
|------------------------|--|
| No data for this range |  |