TranPOS for Restaurant
Manual

VERSION 5.1.0

Introduction

Overview

TranPOS is a Point of Sale (POS Software) specifically designed to aid any size bars, clubs, and restaurants all of the tools you need to manage your successful business at affordable price. Built-in with rich functionalities, TranPOS software will help you streamline your business in no time, while paying so little that would cost hundreds, even thousands more elsewhere in POS community.

TranPOS for Restaurant was designed with features that work well for any types of restaurant from quick service, casual to formal fine dining restaurants and bars. From table management for fine dining to tag assignment for quick service restaurants, TranPOS for Restaurant is built with all bells and whistles for a "must have" with all types of restaurants.

Features

TranPOS for Restaurant software includes everything you need to enter orders, manage table layout, serve your guests and track financial information. Additional features along with various types of reporting would help you to run your business more efficiently while improve your financial performance.

- *Integrated with* **Merchant Warehouse** *for credit card processing*
- *Pricing Discount*
- *Inventory*
- *Schedule Appointment*
- *Employee Clock Time*
- *Customer Database*
- *Gift Cards*
- *Track any item deletions*
- *Import from Microsoft Excel*
- *Export to Microsoft Excel*
- *Integrate with pole display*
- *28 Categories/56 Menu Items per category*
- *Table Layout Management*
- *Transfer tab/Order to another table*
- *Place order on tab*
- *Recall Orders from tab*
- *Flexible Discount/Extra*
- *Split Quantity within Order*
- *Split Order*
- *Combine Orders*
- *Clear Payment/Clear Order buttons*
- *Modifiers*
- *Print Order before settle*
- *Print/Preview Order options*
- *Touch items on an order to edit or delete the item*

- *Reminder message on an item, i.e. for legal age alcohol usage*
- *Tag assignment*
- *Ticket modifications*
- *Up to 3 bar printers and 3 kitchen printers*
- *Item can be set up to send to bar printer or kitchen printer or both*
- *Print up to 5 copies of store and credit card receipts*
- *Print discount coupon on demand*
- *Automatically print discount coupon when amount exceeds threshold*
- *Able to change fonts for receipt and reports*
- *Print to kitchen*
- *Print any special message on receipt*
- *Print custom header and footer on receipts*
- *Print your own logo image (optional)*
- *Display your own Logo image on main screen*
- *Flexible payment options*
- *Various reports*
- *Archives and backup*
- *Touch screen order entry*
- *Works with a keyboard and mouse*
- *Large, easy-to-read order entry buttons*
- *Multi Languages support*

System Requirements and Hardware Recommendations

TranPOS for Restaurant uses common, inexpensive computer hardware and networking components. Any compatible system may be used if it meets these requirements:

Workstation Computer
Touch panel or touch monitor: Elo Touchsystems LCD touch panel is recommended, with other brands of touch panels and monitors supported. Touch display must support Windows mouse control. Minimum resolution of 1024x768 is required. Standard computer monitors are supported with the use of a mouse to navigate the program. TranPOS for Restaurant has been tested for operating systems such as Windows XP or Vista 32 bits. Choose the best combination of price and performance for your needs. Recommended minimum 512 MB RAM with at least 40 GB of hard drive for storage.

Receipt Printers
Although TranPOS for Restaurant works any type of POS receipt printer that uses a Windows printer driver, we recommend selection of one of the following printers to simplify set up of your system:

Epson TM-T88III
Epson TM-T88IV
Star SP500
Star TSP600
Star TSP650
Star SP700
SNBC BTP-2002NP
Samsung Bixolon SRP-275

Samsung Bixolon SRP-500
Ithaca POSJet 1000 (Also known as KITCHENjet 1000)
Ithaca iTherm 280
Citizen IDP3551

Cash Drawers

TranPOS for Restaurant works with any make or model of printer-connected cash drawer. Purchase a cash drawer designed to work with your POS printer. Depending upon the printer selected, one or two cash drawers may be used for each printer

Software Installation

You can download the TranPOS software from our web site: www.TranPOS.com

Installation

Please follow the instructions below to install our TranPOS software.

1. Double click on the file you just downloaded.
2. Click on "Next" to continue.
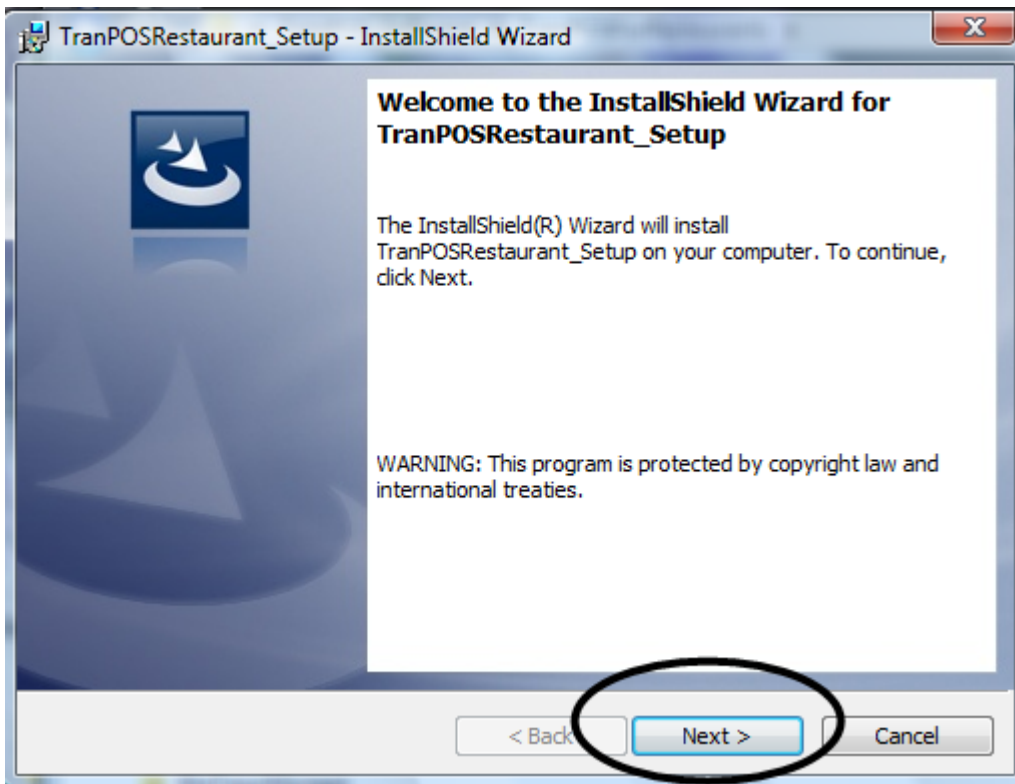
1. Please review the license agreement. To continue, click on "I accept the terms in the license agreement" then click on "Next".
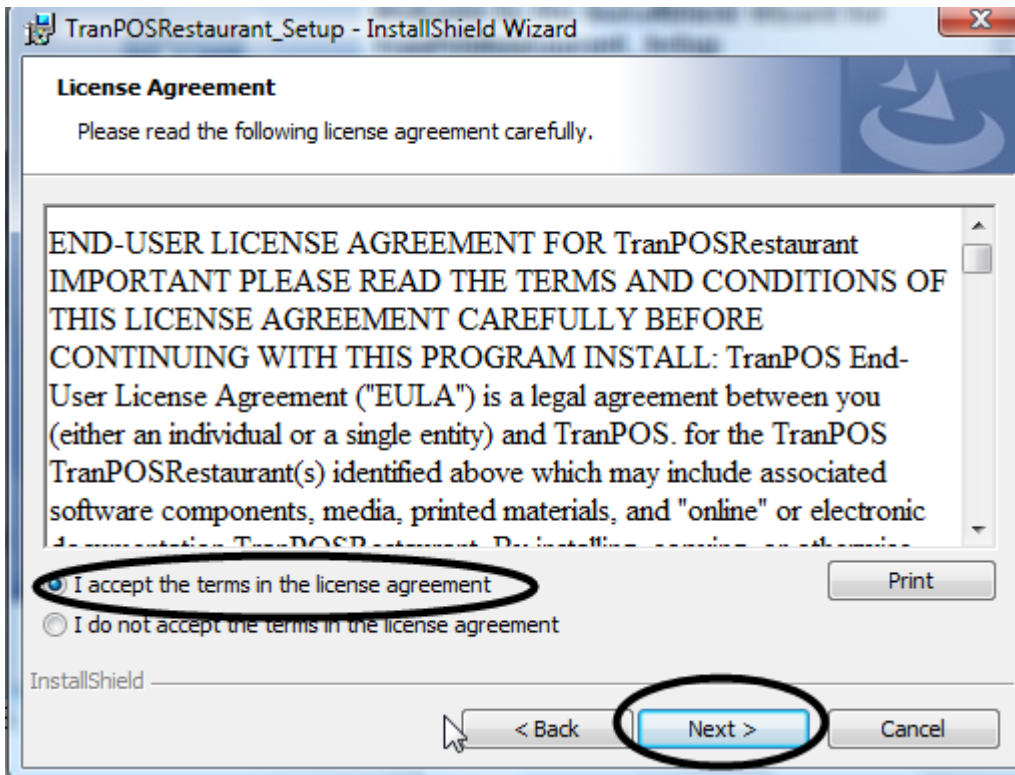
2. Change the User Name and Organization where applicable. Then click "Next".
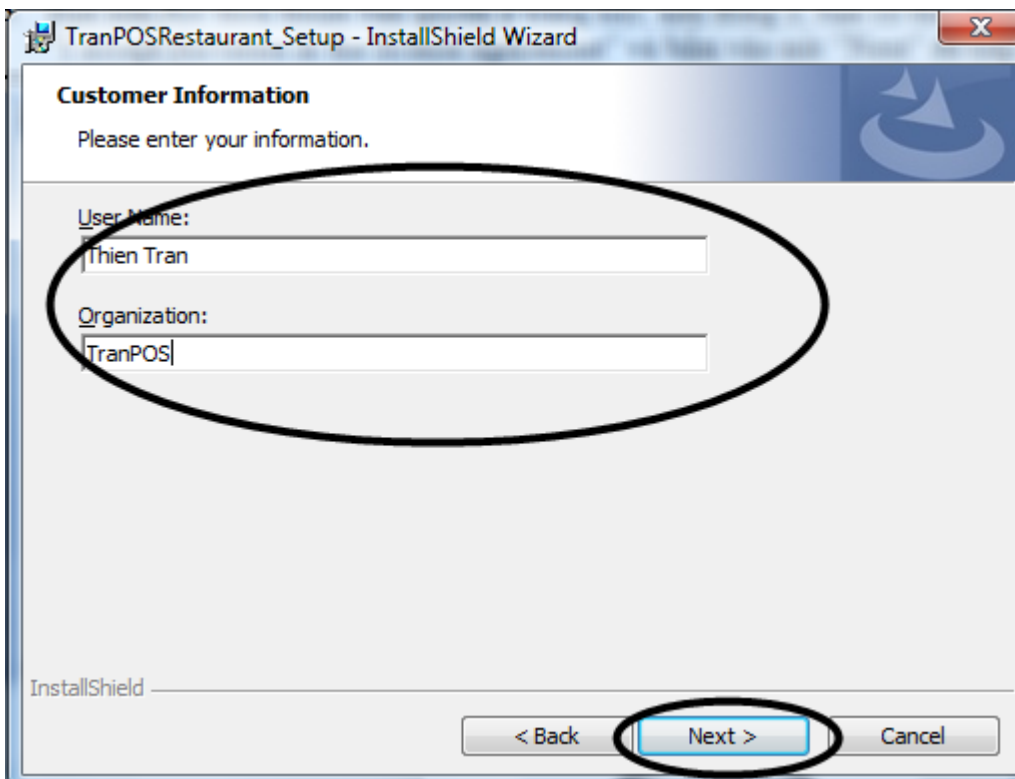
3. Click on "Install" to confirm.
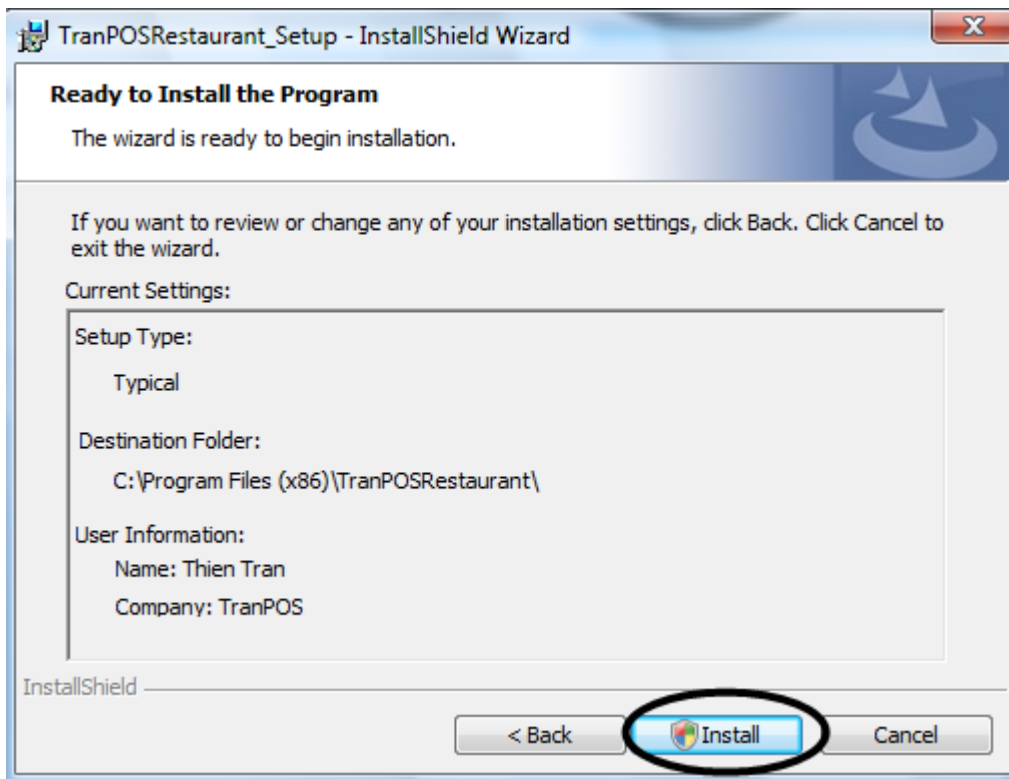
4. Click on "Finish" to complete the installation.
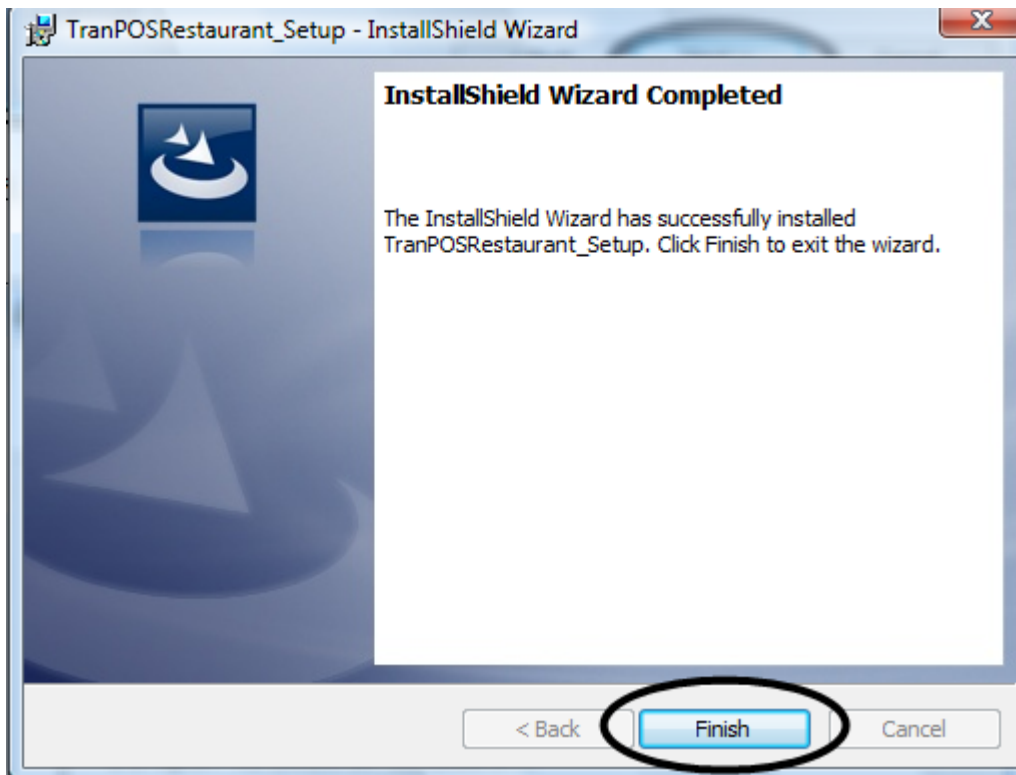
Password

The password to sign in for this software is: 1234. Please change it as soon as possible.

Product Key Entry

The TranPOS software on the web site is a trial version with full features. It will expire in 30 days after installation. If you are happy with the product, please purchase it at www.TranPOS.com.

Once you purchase the license, we will send you a file with product key on it via your email. Please follow the instructions below to register the product key.

1. Download the file that contains the product key.
2. Use notepad to open it. You can do that as follow:
    a. Right-click on mouse on file you just downloaded.
    b. Select on "Open With" → "Notepad"
3. From Notepad, select "Edit" → "Select All"
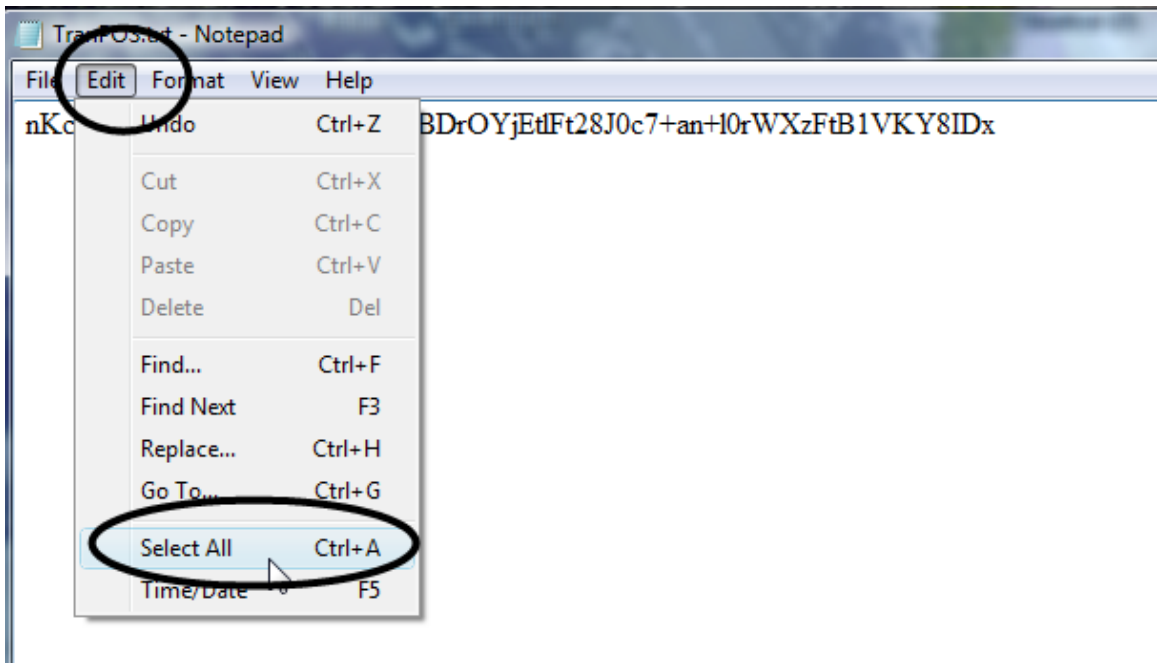
4. Then, select "Edit" → "Copy"
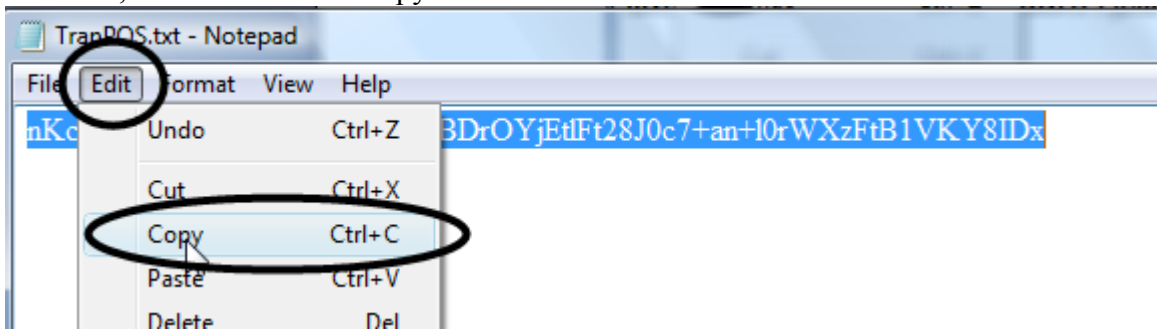
5. Next, start TranPOS application (Start → TranPOS → TranPOSRestaurant). Click on "About TranPOS" menu in upper top-left.

6. Click on "Product Key Entry"
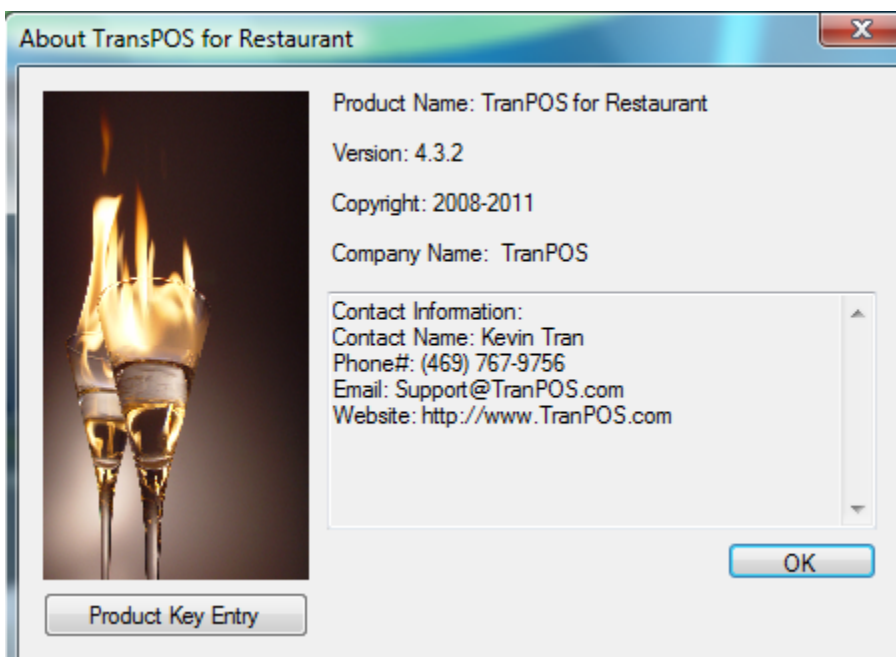
7. Move the mouse into the box on the right of "Please Enter the Product Key:", then right-click on the mouse. Select "Paste".
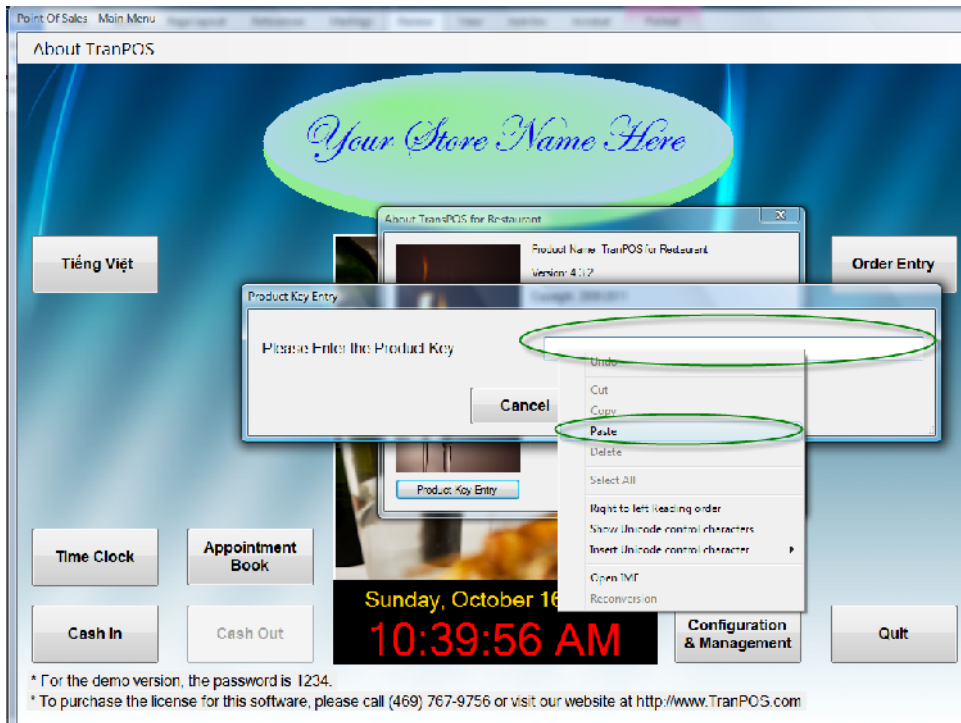
8. Click on "OK" to confirm.
9. Restart the TranPOS application to take effect.

Getting Started

First of all, we need to set up the store information, which would appear on the receipt, along with general information such as sales tax, accepting payments, and printer information. Please refer to General Setup section for the instructions.

Next, we need to assign an employee to perform daily operations, such as taking orders, seating customers, etc… So, we want to create an employee profile and assign a password to that employee. Please refer to Employee Profiles section and Password Management section for such tasks.

Finally, we need to create a menu, so that the employee can take orders and perform the transactions. Please refer to "Menu Configuration" section for details.

Set up and Configuration

Setup Service Menu

Setup Service Menu allows you to assign categories and sales items, which dictate how each item button appears and behaves on Order Entry screen. Setup Service Menu categorizes all related Menu Items into a group for easy access when taking orders. These include name, price, item image, color settings, tax, and whether the item appears on Order Entry screen.

1. Category Setup
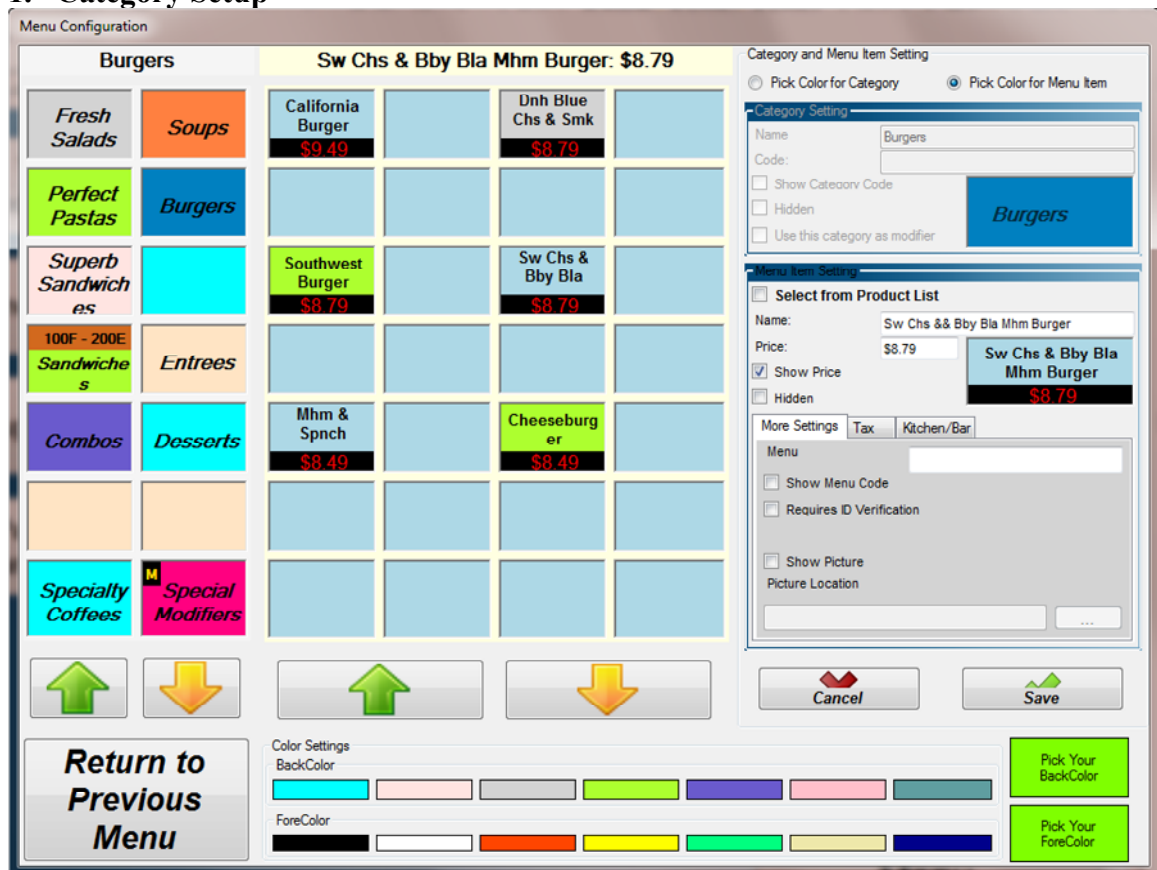
a. Select the Category button on the left box that you wish to work on.
b. Make any changes in Category Setting box on the right if applicable.
   - Show Category Code: Will show the designate code on the button for this category
   - Use this category as modifier: if checked, all of menu items in this category will be treated as modifiers.
c. You could change Category button background or foreground colors by selecting the buttons on Color Settings box at the bottom of the screen.
d. Click "Save" to save changes.

2. Menu Item Setup
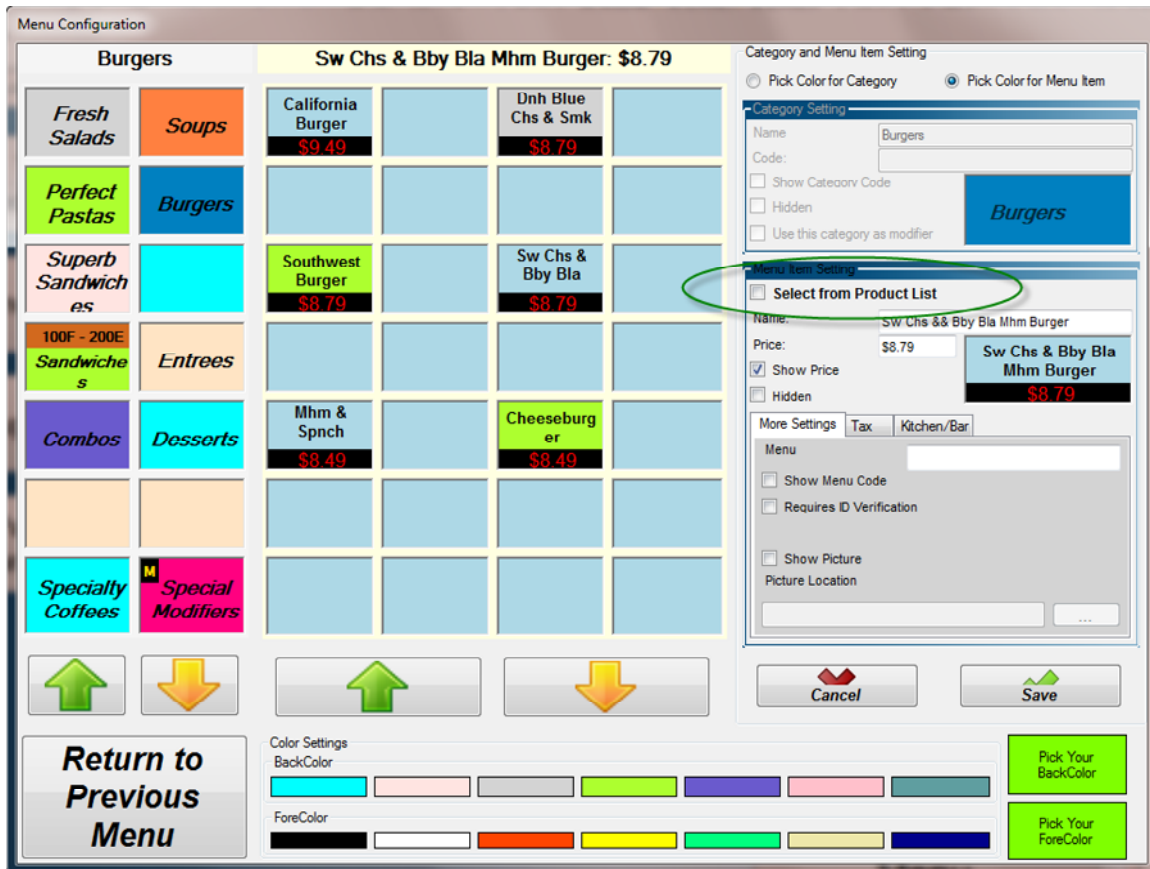
a. Select the Category button on the left box that Menu Item would be in.
b. Select Menu Item button on the middle box.
c. Make any changes in Menu Item Setting box if applicable. If you'd like an image to appear on the button at Order Entry screen, select an image from navigated button for Picture Location, and then click on Show Picture checkbox. Check the checkbox "Show Price" if you'd like the price to be appeared on the button.
   You can select a product from the product list by clicking on the checkbox "Select from Product List".
d. You can config the option for tax, whether to show Menu Item Code, required ID verification, and how to print this item in kitchen/bar printers.
e. You could change the Menu Item button background and foreground colors by selecting the buttons on Color Settings at the bottom of the screen.
f. Click "Save" to save changes.

Setup Modifiers

Modifiers are used to make changes or give more instructions to a menu item during ordering and are printed on the customer's receipt. Modifiers can have an extra
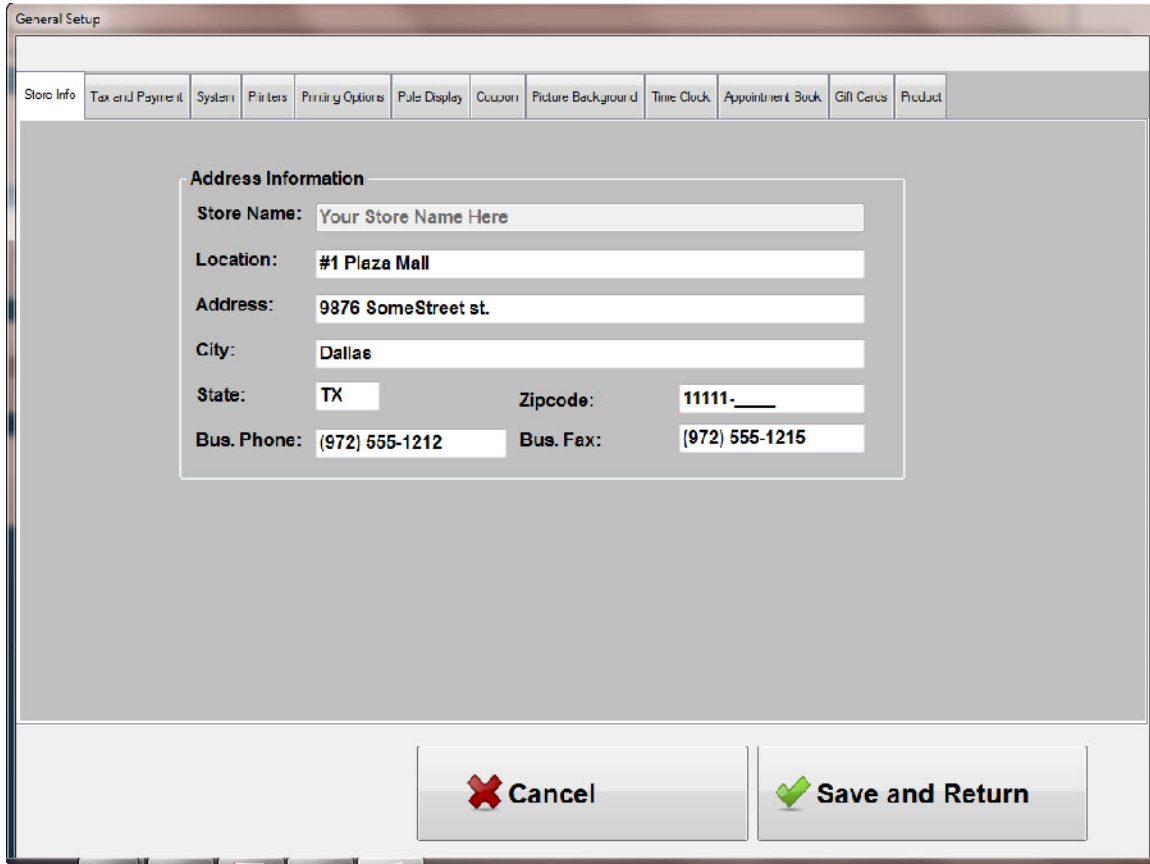
cost associated with them or no price at all, which would be used as the instructions to kitchen staff to prepare for orders. There are two ways to setup modifiers:

1. Through Category Setup
   a. While in "Category Setup", check the box "Use this category as modifiers". By selecting this option, all of the menu items on this category would be used as modifiers.
   b. Click on "Save" button to save changes and exit.
2. Through each modifier button directly.
   a. Select "Setup Modifiers" from "Configuration and Management" screen.
   b. Click on the modifier button that you wish to make changes. Note that the button would not appear at Order Entry if no text is assigned to that button.
   c. Click on "Save" button to save changes and exit.

General Setup

From the Main screen, click on "Configuration and Management", then "General Setup".

Store Information

This tab allows to you enter your address along with other information such as location, business phone number, business fax number. This information would also appear on the customer's receipt. Note that you can't change you store name. When you purchase the license of this software, the key will be sent to you, which will import your store name into this software.

Tax and Payment

This tab allows you to configure the taxes, method of payment acceptance, and whether you use "Merchant Warehouse" as the credit card processor. This option requires you to open a merchant account with Merchant Warehouse.

Merchant Warehouse has been recognized as one of the largest, most reputable merchant account providers in industry. They have upheld this reputation because of their unbeatable prices offering and provide unrivaled service and support to businesses nationwide.

Merchant Warehouse will provide you with the attention and benefits that you deserve, including:

- The Guaranteed Lowest Overall Costs on Your Processing Services
- No Contracts!
- No Annual, Termination, Application, Setup, or Programming Fees
- Knowledgeable, Dedicated Account Managers
- Free Review & Honest Analysis of Competitive Offers
- A Fully Disclosed & Detailed Merchant Processing Agreement
- Quick & Easy Account Setup
- Accessible & Dependable In-House Customer & Technical Support
- Committed Teams Working to Ensure Your Ongoing Business Operations

Please see Merchant Warehouse contact information below:
Phone#: (800) 498-0823
Email: referrals@merchantwarehouse.com
Website: www.merchantwaresolutions.com/merchants-home.php

a. Sales Tax

You can configure up to 3 different tax options. Enter the tax name and its percentage. Note that if you change the percentage, this percentage amount would automatically update the sales tax item amount in Menu Item. Please refer to [“Setup Service Menu”](#) section.

b. Accepting Payment

The payment method acceptance can be selected or de-selected here. If selected, it will appear on ticketing screen as acceptable method of payment.

c. Use “Merchant Warehouse”

Check the box if you'd like to use “Merchant Warehouse” as a credit card processor.

System
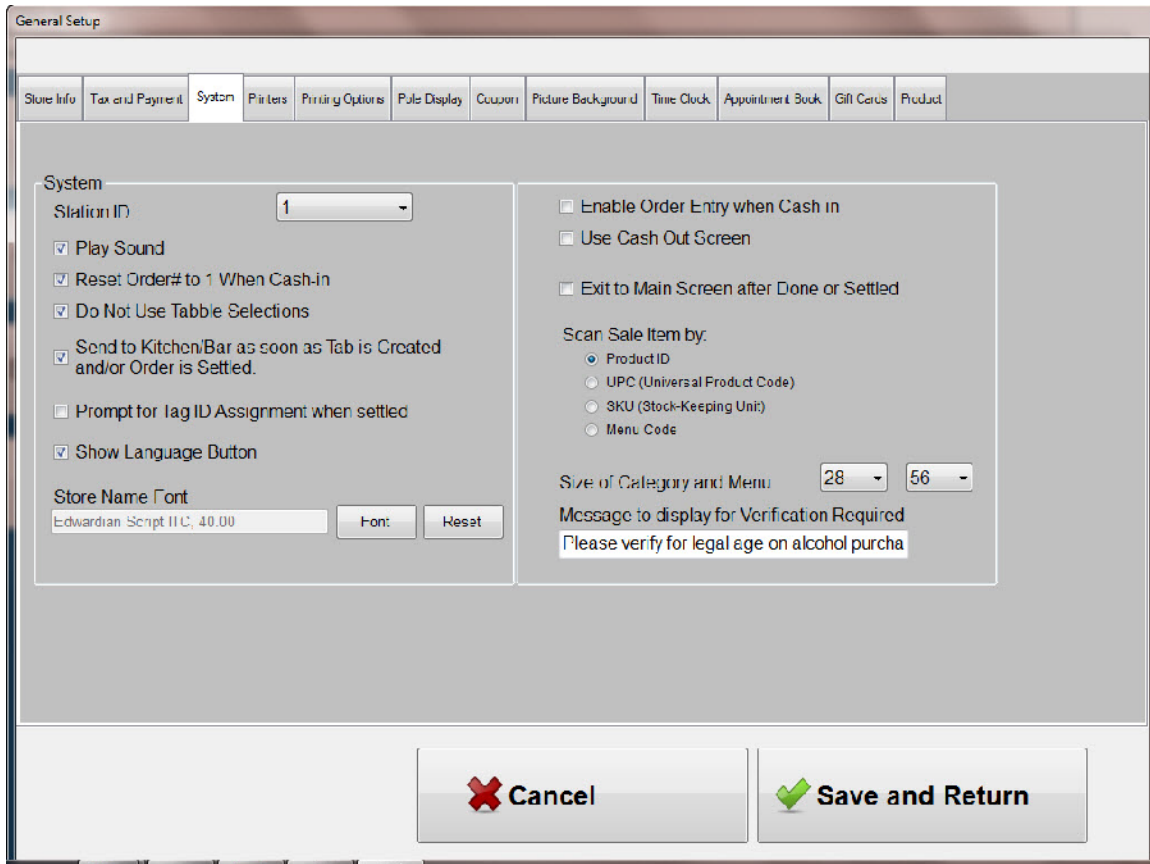
a. Station ID
Assign station ID to this station.

b. Play Sound
Play sound when a certain button is clicked. This feature is helpful in a noisy environment.

c. Reset Order# to 1 When Cash-in
If checked, the Order Number will be reset to 1 every time the Cash-In function is performed.

d. Do Not Use Table Selections
If you don't want to use "Table Selections" screen, you can check this box to turn it off. In some types of restaurant, this option is not suitable. If turn on (uncheck), you can use table layout screen to visualize how your restaurant's floor is arranged. You can also use this screen to take orders, or manage the flow of guests.

e. Send to kitchen as soon as Tab is created and/or Order is settled.
If this option is selected, the order will be sent directly to kitchen when the order is tabbed ("Done" button is clicked from Order Entry screen.) In some

environment where "Done" is rarely used, the order will be sent to kitchen as soon as the order is settled.

f. Prompt for Tag ID Assignment When Settled.
In some restaurants, it is useful to assign a Tag ID to the order while it is being prepared. When the food is ready, the servant can bring out the food and bring to the correct table where the Tag ID is assigned.

g. Show Language Button
If you would like to hide the language button from the main screen, uncheck this box.

h. Store Name Font
This option allows you to change the font and its size where your business's name is being displayed at the main screen.

i. Enable Order Entry When Cash-In
For some restaurant, there is no need to utilize the options Cash-In/Cash-Out. Use this option to disable such functionalities. Please refer to the Cash-In/Cash-Out for details.

j. Use Cash Out Screen
When checked, together with the option above, the Cash Out screen would be displayed, thus allows you to review the information before printing out the report. Otherwise, the Liability report would be printed out automatically.

k. Exit to Main Screen When Done or Settled
In some restaurants, each servant is responsible to enter his/her own order and the station is being shared among all of the servers. It is preferable that as soon as the order is done or settled, it exits out to the main screen, so that the other servant can log in and enter the next order. This option is intended for that task.

l. Size of Category and Menu
Select the size of category and menu that you would like to use for your menu.

m. Scan Sale Item by
Select the default option when entering sale item into receipt. There are 4 options available.
- **Product ID**
- **UPC (Universal Product Code)**
- **SKU (Stock-Keeping Unit)**
- **Menu Code**

n. Message to display for verification required
This is a message to display when a menu item is set up as "Required ID Verification" in "Setup Service Menu" section. This is useful option when ID is required for alcohol sales, for example.

Printers

This tab allows you to set up and configure your printers to work with TranPOS software. It also permits you to select the printer so that the cash draw can be open.
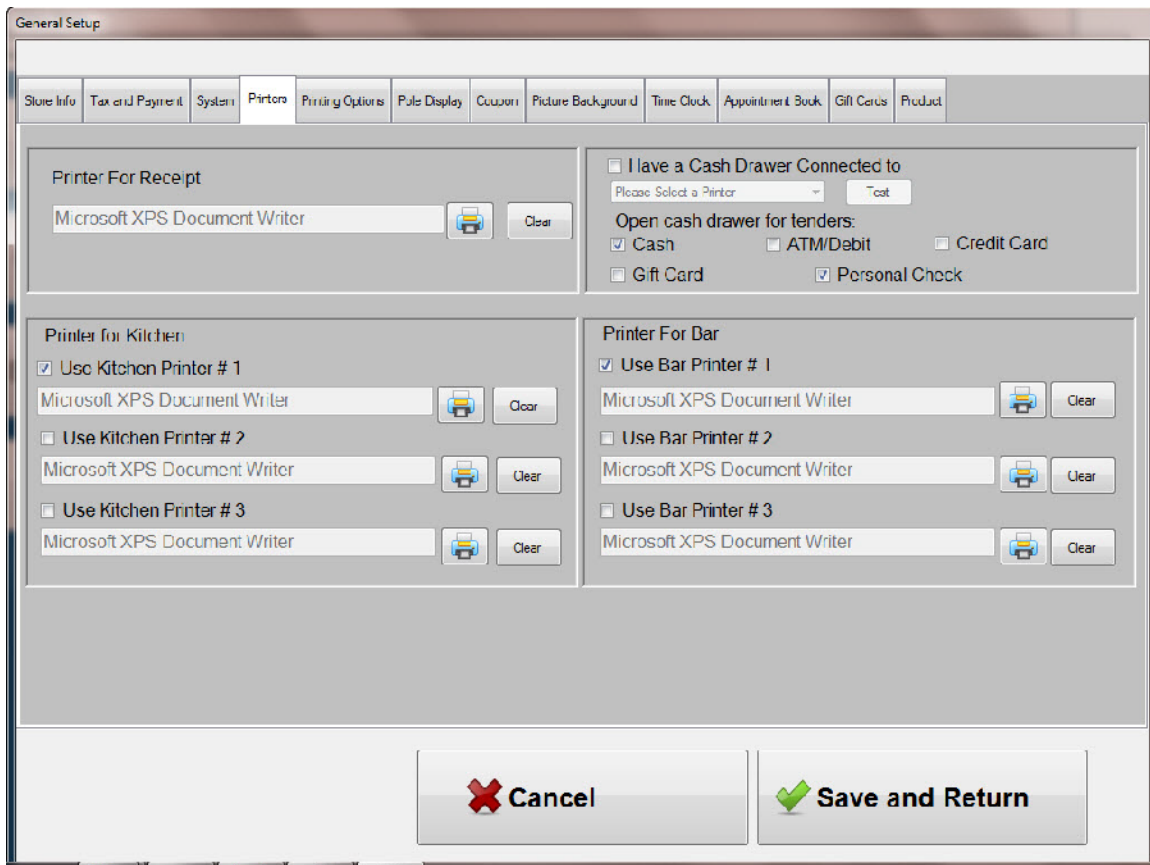
Printer for Receipt drop down box allows you to select the type of printer you are using for printing receipt.

Printer for Kitchen drop down box allows you to select the type of printer you are using to send orders to kitchen. It allows you to use up to 3 printers for the kitchen. Only check the box above the printer's name if you have it connect to POS.

Printer for Bar drop down box allows you to select the type of printer you are using to send orders to the bar. It allows you to use up to 3 printers for the bar. Only check the box above the printer's name if you have it connect to POS.

Have Cash Drawer Connected to: Select the printer from the list where cash drawer is connected to. In POS environment, most of cash drawer has a telephone type connector to the receipt printer. Check the applicable for "Open cash drawer for tenders". Only checked options would cause the cash drawer to open when performing the transaction with those tenders.

Printing Options

These options would allow you to select fonts for receipt, reports, and kitchen/bar. The receipt header and footer can also be configured here. Header is the text lines that appear on the top of the receipt and footer is the text lines that show up at the bottom of the receipt. Also, there are a few more options to let you control the printing options, which would be explained more details below.

Show Preview: if selected, it will show the receipt on the screen for preview.
Send to Printer: if selected, it will automatically print the receipt when the ticket is completed.

Print Employee Receipt When Clocks: when checked, the receipt will automatically print whenever the employees clock-in or clock-out. Please refer to the Time Clock section.

Print Receipt when Making Credit Card Adjustment: when checked, the receipt will print automatically when the adjustment is made to the credit card transaction, including adjustment for tip, void, and return. Please refer to the section "Credit Card Adjustment."

Prompt Receipt Printing Question: when checked, the question "Do you want to print receipt?" will appear when settled, thus allow you a chance to skip printing the receipt.

Number of decimals printed for quantity: The default is zero. In some businesses, the fraction of the quantity is required.

Number of Copy for Receipt: This option is setting number of copy for receipt to be printed. It can range from zero to five copies.

Number of Copy for Credit Card Receipt (For Merchant): This option is setting number of copy for credit card receipt (Merchant copy) to be printed. It can range from zero to five copies.

Number of Copy for Credit Card Receipt (For Customer): This option is setting number of copy for credit card receipt (Customer copy) to be printed. It can range from zero to five copies.

Receipt Font

> Font: Click on this button to select font name, font style, and font size for the receipt.
>
> Test: Click on this to test how receipt would look like with the new font.
>
> Reset: This would reset the font back to "Times New Roman" with size 9.

Report Font

> Font: Click on this button to select font name, font style, and font size for the reports.
>
> Test: Click on this to test how the report would look like with the new font.
>
> Reset: This would reset the font back to "Times New Roman" with size 9.

Kitchen/Bar Font

> Font: Click on this button to select font name, font style, and font size for the kitchen/bar printer.
>
> Test: Click on this to test how kitchen/bar printout would look like with the new font.
>
> Reset: This would reset the font back to "Times New Roman" with size 9.

Print Logo on Receipt: if selected, the logo will appear on customer's receipt. Note that this feature can be purchased separately from the standard license of this software.

Custom Header: Enter text here where you want them to appear on the header of the customer's receipt, after the store address. It is useful to notify customers for your business hours.

Custom Footer: Enter text here where you want them to appear at the bottom of the customer's receipt. It is useful for your advertisement or appreciation of customer's business.

Pole Display
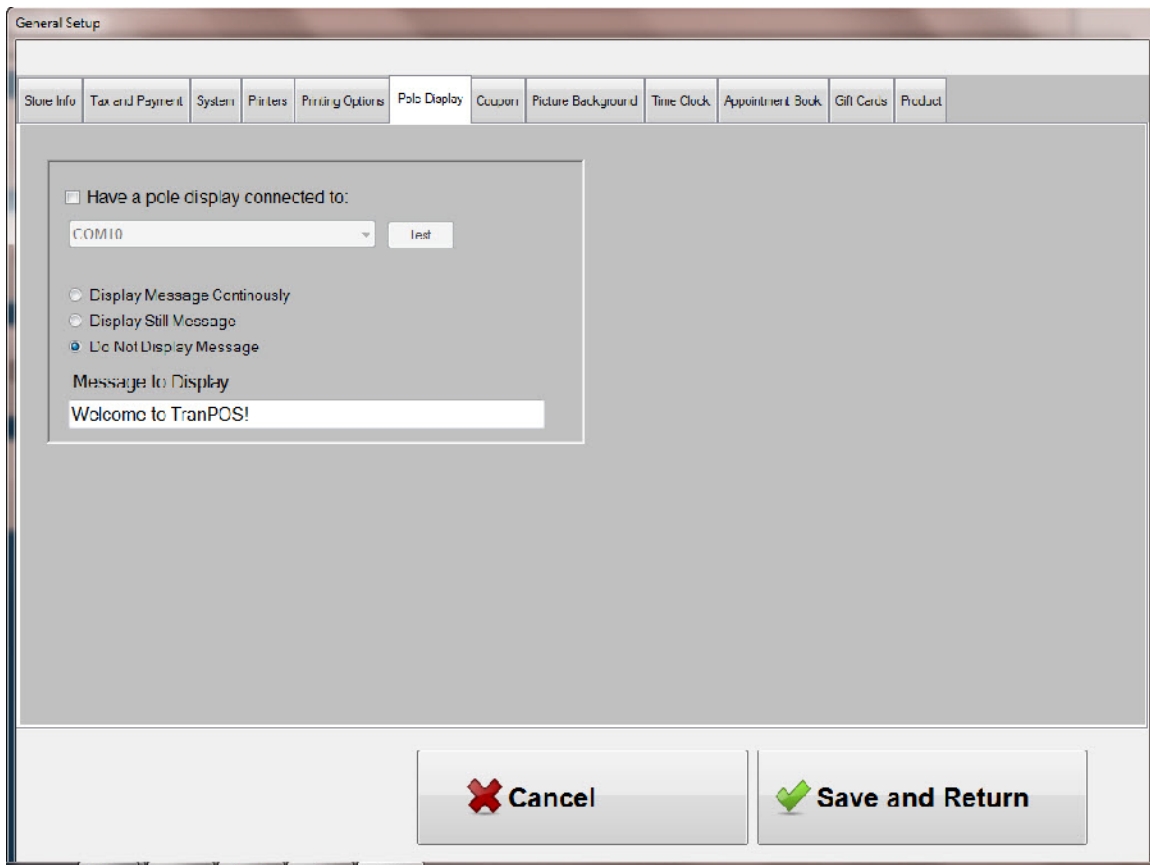
Check the option "Have a pole display connected to" when you have a pole display attached. Make sure to select the COM dropdown list that is configured for the pole display.

You can choose one of the three options below. This is the message that would display on the pole when the software is started.

Display Message Continuously:
Display Still Message
Do Not Display Message

Message to Display: The message to be displayed in the pole screen.

Coupon
This tab allows you to configure how and when the coupon will be printed.

On Receipt: This option allows the discount coupon to be printed at the bottom of the receipt.

> **Print Discount Coupon on Receipt**
> Use option to turn on or turn off whether the discount coupon would be printed on the receipt. If this option is unchecked, all other options in this box would have no effects.
>
> **Coupon Text**
> The text would appear on discount coupon box. Normally, it would have something like "Discount on Next Service", "Discount on Next Visit".
>
> **Print only when ticket is above**
> This is a threshold to trigger the discount coupon to be printed. Sometimes, you don't want to give out discount coupon to everyone. This is a way to control how coupon is automatically printed when customer's spending reaches a predefine amount (before tax).

Expiration Date

This is the date that the coupon will be expired. The expiration date would be printed on the coupon, if option other than "None" is selected.

> *None:* No expires
>
> *In 30 Days*: will print the expiration date that is 30 days from the printed date.
>
> *In 60 Days*: will print the expiration date that is 60 days from the printed date.
>
> *On a Specific Date*: When selected, the calendar will appear and any specific date can be picked. This date would be printed on the discount coupon as expiration date.
>
> *Pick Number of Days*: You can pick any number of days from the printed date that the coupon would be expired. When this option is selected, the box would appear and you can fill in the number of days.

Discount by Percent

If selected, the discount coupon would print the percent that would be discounted. For example, if this option is selected and the value of 20 is entered on the box next to this line, then the discount coupon would print "20% Off".

Discount by Fixed Amount

If selected, the discount coupon would print the fixed amount that would be discounted. For example, if this option is selected and the value of 5 is entered on the box next to this line, then the discount coupon would print "$5.00 Off".

Sample of the coupon on the receipt is showed below:

Your Store Name Here

Printed Date Time: 10/20/2010 8:37:55 PM

Discount on Next Service

20% Off

Expires 12/19/2010

Thank you, please come again!

On Demand: This option allows the discount coupon to be printed at any time as desired. This button is located under "Advanced" option in ticketing screen.

Print Store Information on Coupon
When selected, the stored information, such as address, contact information, custom header will be printed on the discount coupon.

Coupon Text
The text would appear on discount coupon box. Normally, it would have something like "Discount on Next Service", "Discount on Next Visit".

Expiration Date
This is the date that the coupon will be expired. The expiration date would be printed on the coupon, if option other than "None" is selected.
> *None:* No expires
> *In 30 Days*: will print the expiration date that is 30 days from the printed date.
> *In 60 Days*: will print the expiration date that is 60 days from the printed date.
> *On a Specific Date*: When selected, the calendar will appear and any specific date can be picked. This date would be printed on the discount coupon as expiration date.

Pick Number of Days: You can pick any number of days from the printed date that the coupon would be expired. When this option is selected, the box would appear and you can fill in the number of days.

Picture Background

This option allows you to change customize the pictures at the main screen and at the employee selection screen.
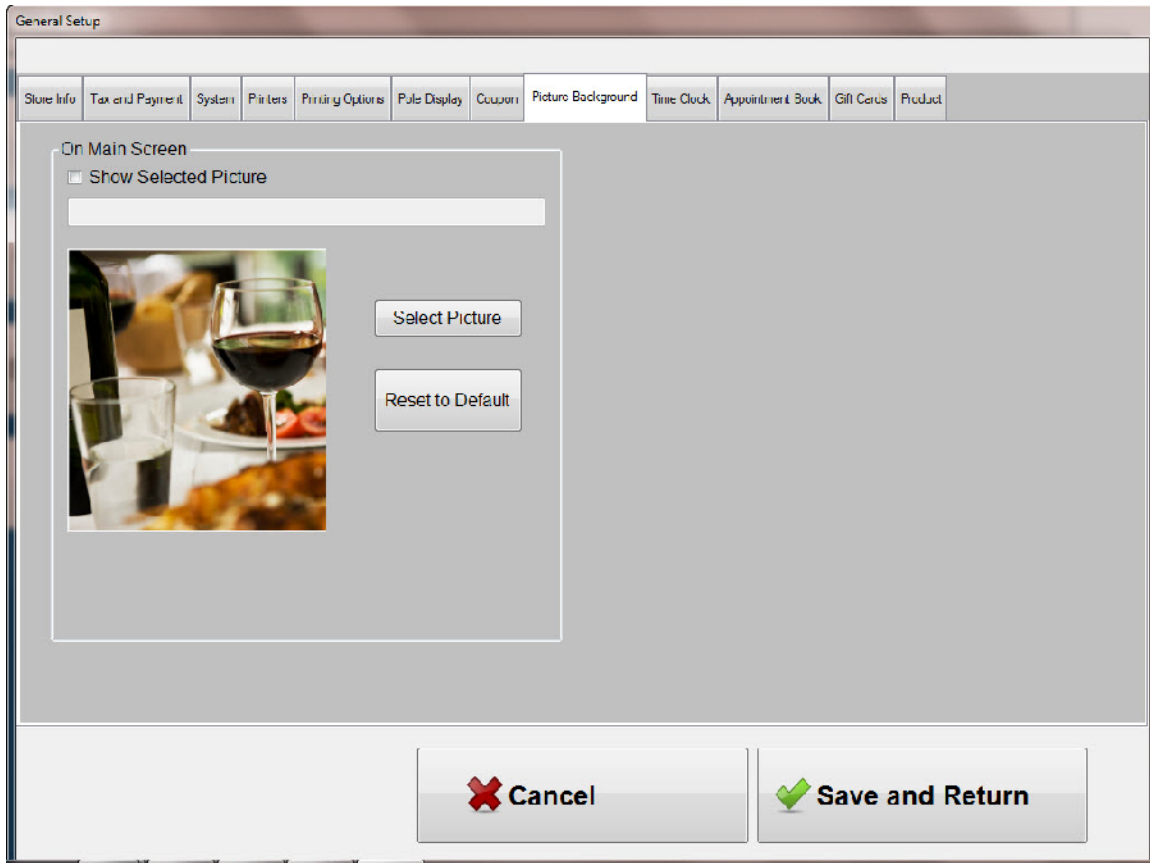
On Main Screen
When "Show Selected Picture" is checked, the picture that you have chosen will appear on the picture box on the main screen. Otherwise, the default picture will be displayed instead.
Click on the "Select Picture" button and browse through Windows folders and pick out the picture that you want to be displayed.
When "Reset to Default" button is clicked, the default picture will be displayed.

Time Clock

Reminder to Clock In when Taking Orders: if checked, the message's reminder will pop-up when a person is clicking on "Order" button in attempting to take the orders.
Reminder Time Clock for Owner: if checked, the person with owner's role will be reminded when attempting to take orders (given that the first option in this screen is checked.)
Reminder Time Clock for Manager: if checked, the person with manager's role will be reminded when attempting to take orders (given that the first option in this screen is checked.)
Show Time Clock Button: if your operation does not required an employee to clock in/out, you can hide the "Time Clock" button from the main screen. This option here allows you to do that.

Appointment Book

Business Hour Open: The starting hour that will be displayed on the calendar.
Business Hour Close: The closing hour that will be displayed on the calendar. *The appointment can only be created during the business open.*
Default Appointment Time in Minutes: This is the default time slot in minutes when appointment is created.
Turn on Reminder when Appointment is created: Whether the reminder is turned on automatically when the appointment is created.
Reminder in minutes: The default time in minutes for reminder.
Default Snooze Time in Minutes: The default time in minutes for the snooze. The snooze time will occur right after the first reminder.
Include Customer Name and Phone Number on Appointment Description: If checked, it will display the customer name and phone number from the customer's database.

Turn on Master Scheduler for Reminder: This is the main scheduler for the reminder. Turning on or off will have the full control of the master's reminder.
Turn on Master Scheduler for Snooze: This is the main scheduler for the snooze. Turning on or off will have the full control of the master's snooze.

Gift Cards
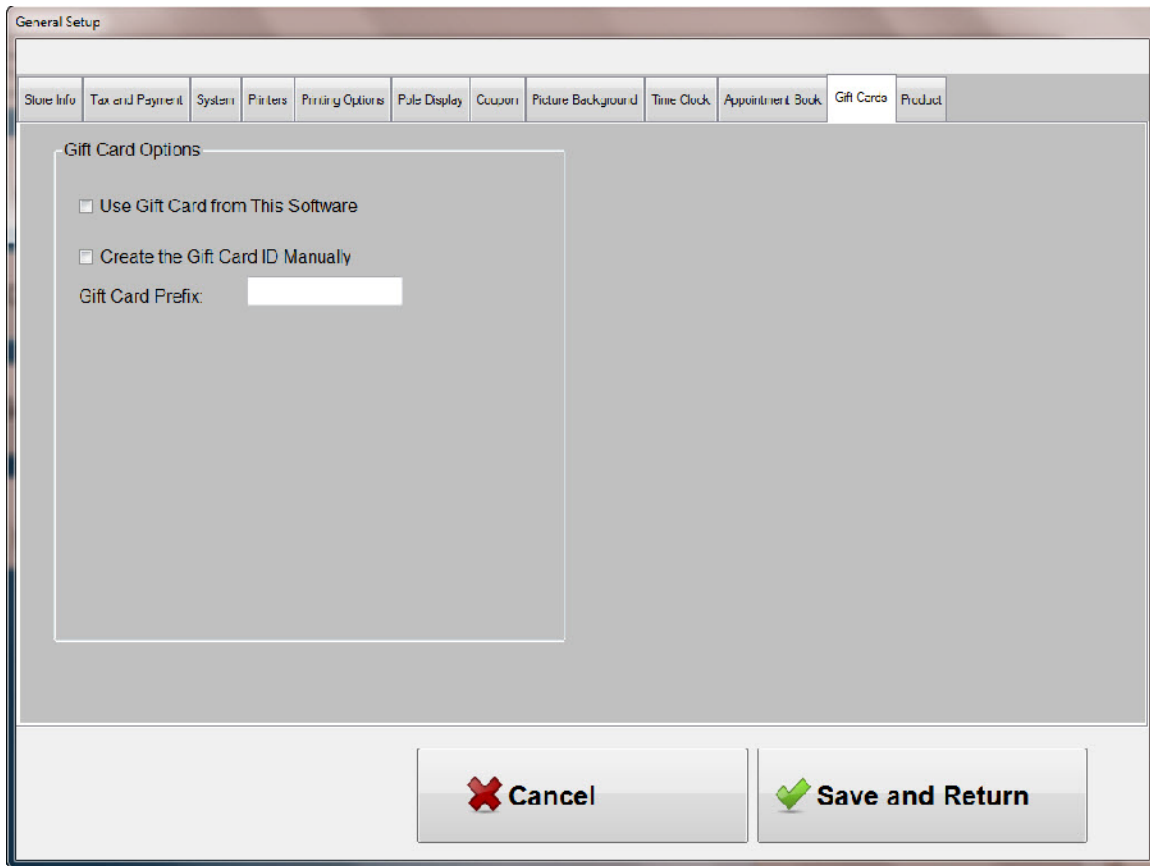
Use Gift Card from this Software: If checked, the gift card from this software will be used when settling. Currently, there are 2 options regarding to Gift Card "Settled" button: One will just to keep track of the settle amount for Gift Card, and another one, is to allow to track gift card sales through this POS.

Create the Gift Card ID Manually: If checked, the Gift Card ID must be entered manually when creating one. Otherwise, it will be create automatically. It might be useful if you already have some gift cards in circulation, turning on this option would allow you to track your gift cards, which have been sold previously.

Gift Card Prefix: when creating the gift card ID automatically, it would use this gift card prefix as part of the gift card ID.

Product

Create the Product ID Manually: If checked, Product ID must be entered manually when creating one. Otherwise, it will be create automatically. It might be useful if you already have some inventories elsewhere, and now want to integrate into TranPOS software.

Product Prefix: when creating the Product ID automatically, it would use this Product prefix as part of Product ID.

Security Setting

This screen provides you a tool to control who and how other users can access to certain features within this application. You can get here from the main screen by clicking on "Configuration and Management", then "Security Setting"

There are 3 levels of access: Owner, Manager, and Employee. Select appropriate column to enable/disable the features

- Access to "Order Entry"
- Access to "Configuration & Management"
- Access to Cash In
- Access to Cash Out
- Access to Ticket Modification
- Access to Setup Service Menu
- Reports
- Allow to "Clear Order"
- Allow to Delete Item on Order
- Access to General Setup
- This Security Setting

- Access to Employee Profiles
- Access to Set up Modifiers
- Access to Password Management
- Access to "Database Utility"
- Access to Print Coupon
- Access to Credit Card Adjustment
- Access to Time Clock Management
- Access to Change Price
- Allow to Give Item Discount
- Allow to Give Ticket Discount
- Access to Gift Cards
- Access to Appointment Book
- Access to Product Management
- Access to Customer Database
- Access to Pricing Discount Management

Employee Profiles

Use this option to manage employees' profiles. You can add, delete, or modify employee's profile. Note that employee's nick name should be unique among all the employees and it is used to appear as servant's name on the Order Entry.

Password Management

Password	User Name	Access Level	
1234	Owner	Owner	
4321	Manager	Manager	
1111	Employee	Employee	

Password: [   ]

Access Level: Employee ▾

Assign to: Select a Name (Optional) ▾

| ⊕ Add | ⊖ Delete | ✔ Save | Return |

Use this option to add, delete, or modify password associated to each employee.   The system uses the password to identify employee when signed in, thus password must be unique among all employees. Only active employees are showed up on the list to be assigned. There are 3 levels of access: Owner (everything), Manager (some limited access), and employee (very limited access). Please see "Security Setting" section on how to grant each level on access options.

Database Utilities
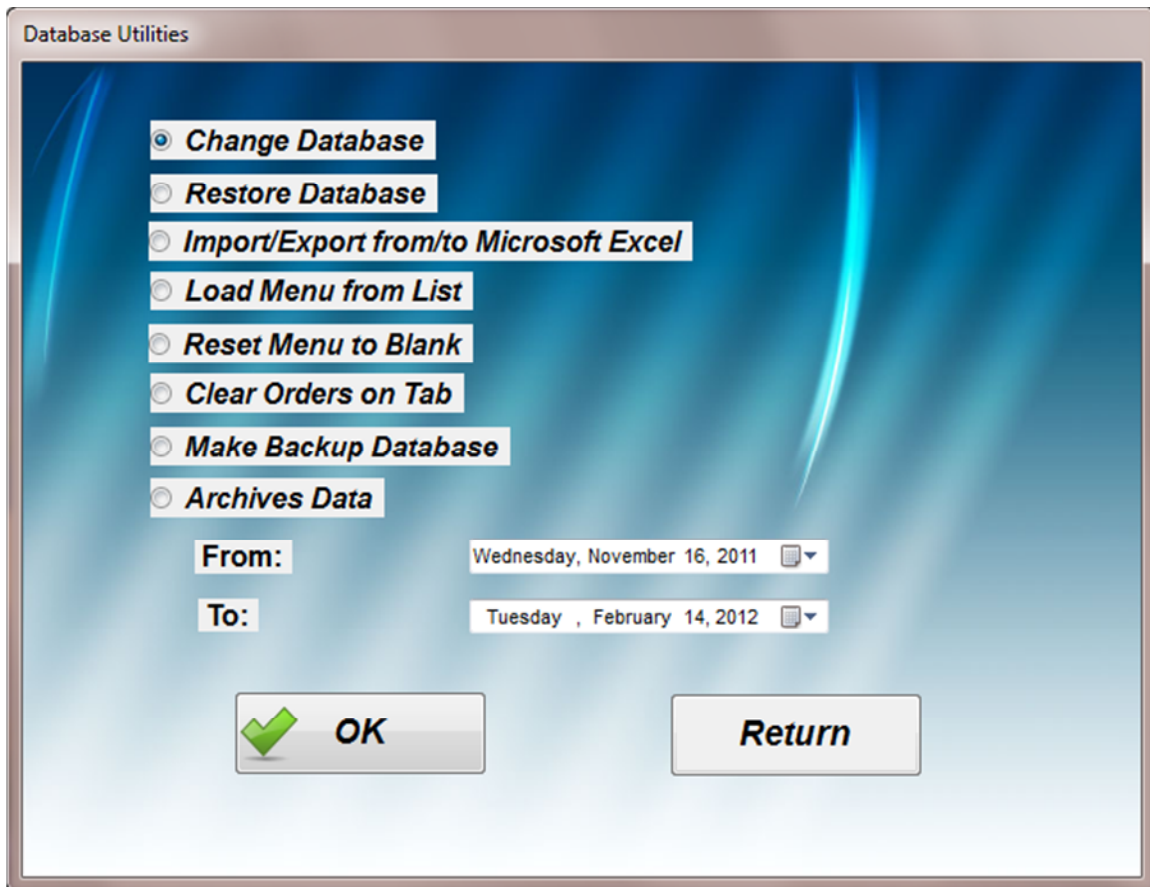
Change Database

This option allows you to change the database location. For example, if you want to have the database on the network, so that multiple stations could share the same database, then use this task to do so. *However, be careful when you use this option, it might cause the application NOT to function correctly if an invalid database location is given.*

Restore Database

This function uses the selected database and restores all the data, including menus, orders, and archives data back to the current database. This function is useful after you do the software upgrades and want to bring the data back for future reporting. This process might take a while, depending on how much the data in the database that you want to bring back.

Import/Export from/to Microsoft Excel
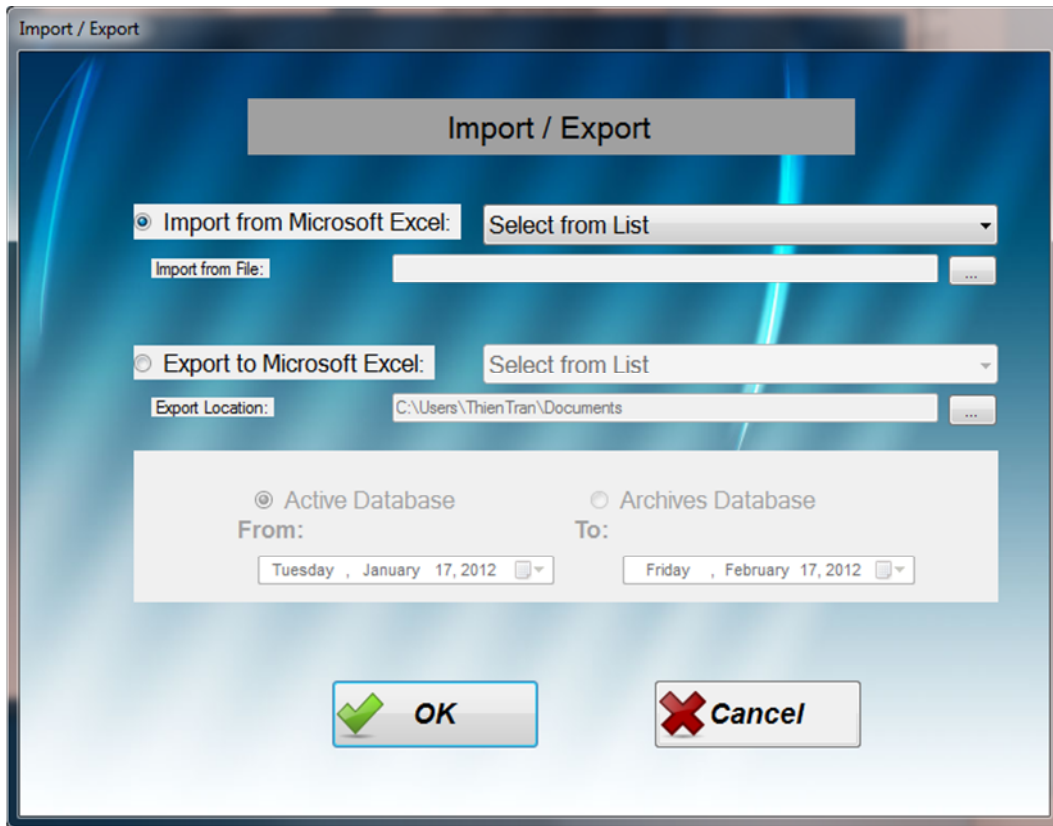
This option allows to import or export the data from and to Microsoft Excel. There are 5 Excel Templates, which locate under My Documents\TranPOSForRestaurant\Import. You can follow those to import data into TranPOS Software. Some of the export functions require date ranges to be selected, along with the database from which the data will be taken from.

Import from Microsoft Excel
> Category
> Menu
> Customers
> Gift Cards
> Products

Export to Microsoft Excel
> Order Payments
> Orders
> Order History
> Credit Card Payments
> Gift Card with Orders
> Product Sales
> Category
> Menu

Customers
Gift Cards
Gift Card History
Products

Load Menu from List

This function allows you to load from some pre-define menus.

Reset Database

This function allows you to set all categories and menus to blank.

Clear Orders on Tab

This function is used to delete all orders currently on tab.

Make Backup Database

Backup makes a snapshot of an existing database and save it number different name. In an event of database's failure, you can recover from the snapshot of that database.

Archives Data

The sales records from main tables would be moved to other tables for better performance. Please see "Reports" section on how to run reports from archives tables.

Operations

Cash-In
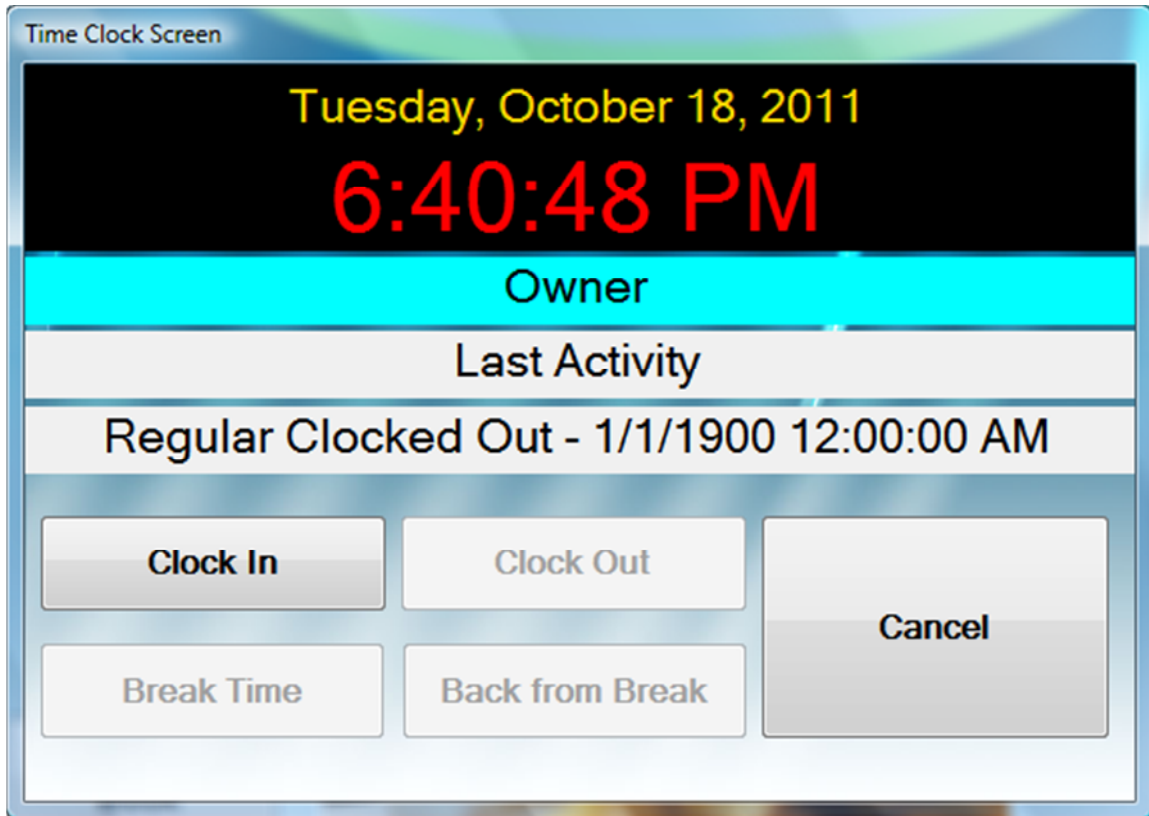
This option allows you to put in cash (for changes) and track how much cash in and out during the operations until Cash-out function is performed. The report will be printed for you as a record when you cash in.

Cash-Out

This option allows you to take cash out, normally by the end of the day. The Cashier Liability Report automatically prints out for your record for the period since you cashed in.

Time Clock and Time Clock Management

Time Clock

Clock In: Stamp date and time as clock in.
Clock Out: Stamp date and time as clock out.
Break Time: Stamp date and time as break. The break time will be excluded from the report.
Back from Break: Stamp date and time as ending break period.

Time Clock Management

This function allows you to view how much time each employee has spent during a certain period.

Appointment Book

Appointment Book

	John	Kathy	Kevin
	Tuesday, Oct-18	Tuesday, Oct-18	Tuesday, Oct-18

9 00 / 30
10 00 / 30
11 00 / 30
12 PM / 30 — Name: Matt Smith. Ph#: (972) 555-1212.
1 00 / 30
2 00 / 30 — Name: Cindy Jones. Ph#: (214) 555-1212. Cindy needs services to be on-time.
3 00 / 30
4 00 / 30
5 00 / 30
6 00 / 30
7 00 / 30

October, 2011 — November, 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	1	2	3
30	31						4	5	6	7	8	9	10

Today: 10/18/2011

Appt Date Time	Customer Name	Customer Phone#	Employee Name
10/18/2011 12:00:00 PM	Matt Smith	(972) 555-1212	John
10/18/2011 2:00:00 PM	Cindy Jones	(214) 555-1212	Kathy

Return — Add — Delete — Modify

Appointment Time

Modify Appointment

Employee Name:	Kathy	Tuesday, October 18, 2011

Customer Name: Cindy Jones   [Customer Database]

Customer Phone#: (214) 555-1212

Start Time: 2:00 PM

End Time: 4:00 PM

Description: Cindy needs services to be on-time.

Color:

Reminder: ✓

October, 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today: 10/18/2011

OK   Cancel

Appointment book allows you to book any appointment in advance. It has been built in with functionalities for reminder and snooze. Also, it has been integrated with customer database.

Customer Database

You can access to the customer database in many ways: Through appointment book, order entry, and "Customer Database" button from "Configuration & Management". The customer database is where it houses customer information. You could also use it to keep track of customer's preference, thus it would help you to serve your customers better.

Gift Cards

You can access to the gift cards through "Configuration & Management". On the Gift Card screen, you could create a new gift card, delete the existing one, or change the values of the card.

If you check the box in "Create the Gift Card ID Manually" on "Gift Card" tab of "General Setup" screen, the gift card ID box would be grayed out and disable. Once you have entered all the required fields and click on "New", the new ID would be created automatically. Otherwise, you have to enter this ID by yourself. Some other fields will be explained below:

Never Expire: If checked, this card would never expire. Otherwise, this card will not be accepted when settled.

Current Face Value: This field is for information only and can't be edited. It shows the current value of this card, which can be used to purchase to that amount.

New Purchase Value: This is the value the customer must pay out of the pocket in exchange for the card with face value. Most of the time, the purchase value is the same with face value. However, sometimes you want to have some promotions that give the customers with better deal when purchasing the gift card by having the customers pay less now for better value to be spend later on.

New Face Value: This is the value that can be used to purchase or exchange for the service.

Create a new gift card: Enter the values in New Purchase Value and Face Value boxes and click on "New" to create a new gift card.

Delete a gift card: Select the gift card ID on the left that you want to delete, and click on "Delete".

Change the gift card: Select the gift card ID on the left that you want to change, then make any changes for this card and click "Save". You can use this function to add more money into the gift card.

Product

You can access to the Product through "Configuration & Management". Here you can create a new product, delete the existing one, modify product information, or quickly add the quantity to the inventory.

Product ID: Product Identification.
Product Name: The name of the product. This name will be displayed on the receipt.
Description: Detail description on the product.
UPC (Universal Product Code): The common 12-digit standard barcode printed on the retail merchandise.
SKU (Stock-Keep Unit): Stock made up code for inventory. You can use any code to identify the product.
Unit Current Price / Unit Sales Price: Current Sale Price.
Units in Stock: Number of units available in stock and ready for sales.
Unit Average Cost: The average cost of the unit. This value is calculated whenever the new quantity is added into stock. The formula below is used to calculated average cost:

((Units in Stock * Unit Cost) + (Received Quantity * Received Unit Cost) / (Units in Stock + Received Cost))

Tax Name: The name of the tax used.

Tax: Percentage of the tax.
Last Enter Date: The date last time this product was updated.
Last Date Sold: The date last time this product was sold.

Unit Cost: Received Unit Cost.
Quantity Add: Quantity received.

Calculates Unit Average Cost Automatically: If checked, the Unit Average Cost will be calculated automatically. Otherwise, you must enter this value manually in order to maintain accurately of the inventory's value.

New: Create a new record for a product.
Delete: Delete the existing product out of stock.
Modify: Change the information on the product.

Pricing Discount Management

This feature allows you to manage your item sale prices for any sales events, or promote your product through discount prices.

There are total 5 different discount types and 3 levels for each type. The discount for each type can have mixed and matched items. That means you can put together any items/products with different pricing for the same discount type. Also, the same items/products can appear in more than one discount at the same time. In this case, the discount type 1 would be applied first, follow by the start date of the schedule (the date closer to today's date would be applied first). In an event of no dates scheduled, then the latest modified date will be applied.

If "No Schedule" is checked, the discount will be on effects as long as the "Active" is checked.

Active: Turn on or off the discount. If checked, the discount is on effects.

New: Create a new discount event.
Delete: Delete an existing one.
Modify: Modify an existing one.

Save: Allows you to quickly manage a few settings for the selected discount, such as start date, end date (or No Schedule), along with Active setting.

Discount Type:
1. Price Off.
   Price will be off on the selected quantity. This is by far the most common method for sales promotions. Example: Buy 1 and get 20% off; Buy 3 and get 25% off.

   This is the highest priority discount type.

2. Price Fixed.
   Discount Price will be fixed. Example: Buy 3 for $21.00; Buy 5 for $30.00; Buy 10 for $50.00.

3. Price Quantity Off.
   Price will be off on the next quantity. Example: Buy 1 and get next one 50% off; Buy 3 get 1 free (1 with 100% off).

4. Price Percentage Off.
   Price will be off on percentage of the whole selected quantity. Buy 3 or more and get 10% off.

5. Price Amount Off.
   Price will be off on the amount of the whole selected quantity. Buy 3 or more and get $2.00 off each.

Price Discount Levels
There are 3 different levels for price break based on the quantity purchased. The quantity for the next level must be higher than the previous one.

On New/Modify Price Discount screen, you can add an item or a product from the menu list or product list into the list of discount.

Report:
        Click on "Report" on top, left to access to the report for discount. There are currently 2 reports available.
        All Available Price Discount: These are for all price discounts regardless of their status.
        Price Discounts in Effect: Only show price discounts that are currently in effect.

PriceEntry

Price Discount - Modify

○ From Menu List
○ From Product List

Item Description	Price
Pasta Capri	$9.99
Pasta Amore	$7.89
Pasta Marinara	$7.89

Discount Type. | 3. Price Qty Off; Example: Buy 3 get 1 free (1 with 100% off)

Discount Discription | Buy 3 get 1 free; Buy 5 get 2 free.

☑ No Schedule   ☑ Active

Discount Level 1 | Discount Level 2 | Discount Level 3

Level 1 Description. Buy 3 get 1 free
Level 1 Qty - Buy. 3.00
and get 1.00
100.00 % Off

[Add]   [Delete]

[Save]   [Cancel]

Price Discount List Management

Menu - Price Discount List

Available Items

Item Description	Price
Shrimp && Avocado	$10.59
Grill Chicken Salad	$8.89
Signature Triple Deli	$8.79
Grill Chicken	$8.39
Grl Chk && Psta Pesto Deli	$8.39
Smoke Turkey Cobb	$7.99
Veggie Chef	$7.99
Fresh Fruit && Muffin	$7.79
Classic Greek	$6.99
Spinach && Penne Pasta	$6.89
Caesar Salad	$6.49
Test	$5.46
Homemk Veg Blk Been	$4.29
Homemade Chicken	$4.29
Hmemk Crmy New Potato	$4.29
Hmemk S.W. Chili	$4.29
Grl Chk Brst && Side Linguine	$8.59
Linguine && Soup or Salad	$7.99

Already Added Items

Item Description	Price
Pasta Capri	$9.99
Pasta Amore	$7.89
Pasta Marinara	$7.89

[OK]   [Cancel]

From: Friday , February 17, 2012

To: Friday , February 17, 2012

Refresh   Return

◁ ◀ 1   of 1 ▶ ▶| ← ⊗ ⊕   🖨 🗔 📖 💾▾   100%   ▾   Find | Next

Your Store Name Here

Price Discounts Currently in Effect Report

Discount Description	Type ID	Level 1	Off Qty 1	Off Val.1	Level 2	Off Qty 2	Off Val. 2	Level 3	Off Qty 3	Off Val. 3	Start Date	End Date	Discount Item Desc
Buy 1 get 10% off; 3 get 15% off; 5 get 20% off.	1	1.00	0.00	10.00	3.00	0.00	15.00	5.00	0.00	20.00	1/1/1900	1/1/1900	Shrimp && Avocado
	1	1.00	0.00	10.00	3.00	0.00	15.00	5.00	0.00	20.00	1/1/1900	1/1/1900	Grill Chicken Salad
	1	1.00	0.00	10.00	3.00	0.00	15.00	5.00	0.00	20.00	1/1/1900	1/1/1900	Signature Triple Deli
	1	1.00	0.00	10.00	3.00	0.00	15.00	5.00	0.00	20.00	1/1/1900	1/1/1900	Grill Chicken
	1	1.00	0.00	10.00	3.00	0.00	15.00	5.00	0.00	20.00	1/1/1900	1/1/1900	Grl Chk && Psta Pesto Deli
Buy 3 for $21.00; Buy 5 for $30.	2	3.00	0.00	21.00	5.00	0.00	30.00	0.00	0.00	0.00	1/1/1900	1/1/1900	
Buy 3 get 1 free; Buy 5 get 2 free.	3	3.00	1.00	100.00	5.00	2.00	100.00	8.00	3.00	100.00	1/1/1900	1/1/1900	Pasta Capri
	3	3.00	1.00	100.00	5.00	2.00	100.00	8.00	3.00	100.00	1/1/1900	1/1/1900	Pasta Amore
	3	3.00	1.00	100.00	5.00	2.00	100.00	8.00	3.00	100.00	1/1/1900	1/1/1900	Pasta Marinara
Buy 1 and get second one half price; Buy 3 get 1 free	3	1.00	1.00	50.00	3.00	1.00	100.00	8.00	3.00	100.00	2/16/2012	2/23/2012	Southwest Burger
	3	1.00	1.00	50.00	3.00	1.00	100.00	8.00	3.00	100.00	2/16/2012	2/23/2012	Sw Chs && Bby Bla Mhm Burger
	3	1.00	1.00	50.00	3.00	1.00	100.00	8.00	3.00	100.00	2/16/2012	2/23/2012	Rustica Chicken
	3	1.00	1.00	50.00	3.00	1.00	100.00	8.00	3.00	100.00	2/16/2012	2/23/2012	Roast Beef w. Swiss Cheese
Buy 5 or more get 10% off. Buy 10 or more get 20% off.	4	5.00	0.00	10.00	10.00	0.00	20.00	0.00	0.00	0.00	12/30/2011	12/28/2012	

Order Entry

Click on "Order Entry" to begin daily operations. If option "Do Not Use Table Selections" in "General Setup" is NOT checked, you will come to Table Layout section. Otherwise, Menu Screen would appear.

Table Layout Screen

 You can use this screen here for daily operations, or change the way how your restaurant floors are lay out.
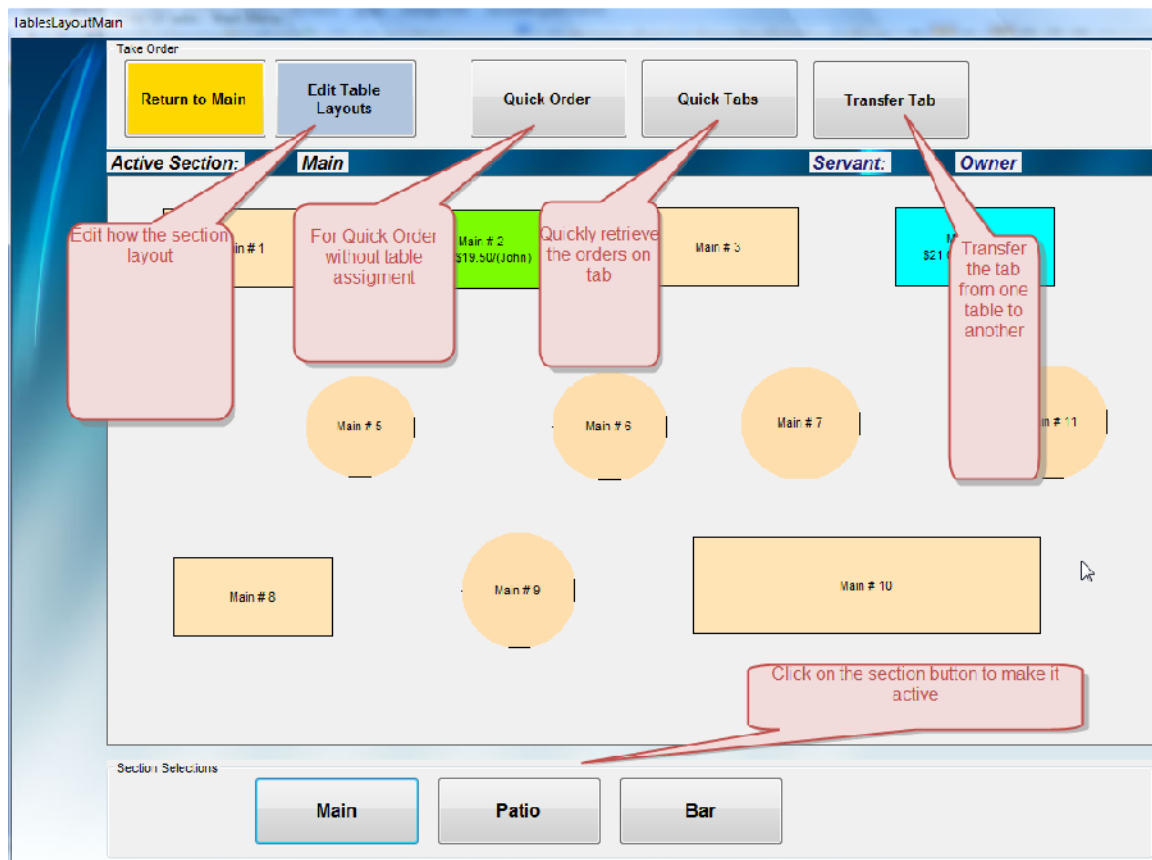
Setup Table Layout

Before using this option, you need to set up the table layout to mimic your restaurant's floor layout. Furthermore, you can make any changes to the layouts as needed later on. Click on "Edit Table Layouts" to begin lay out the restaurant's table floors.
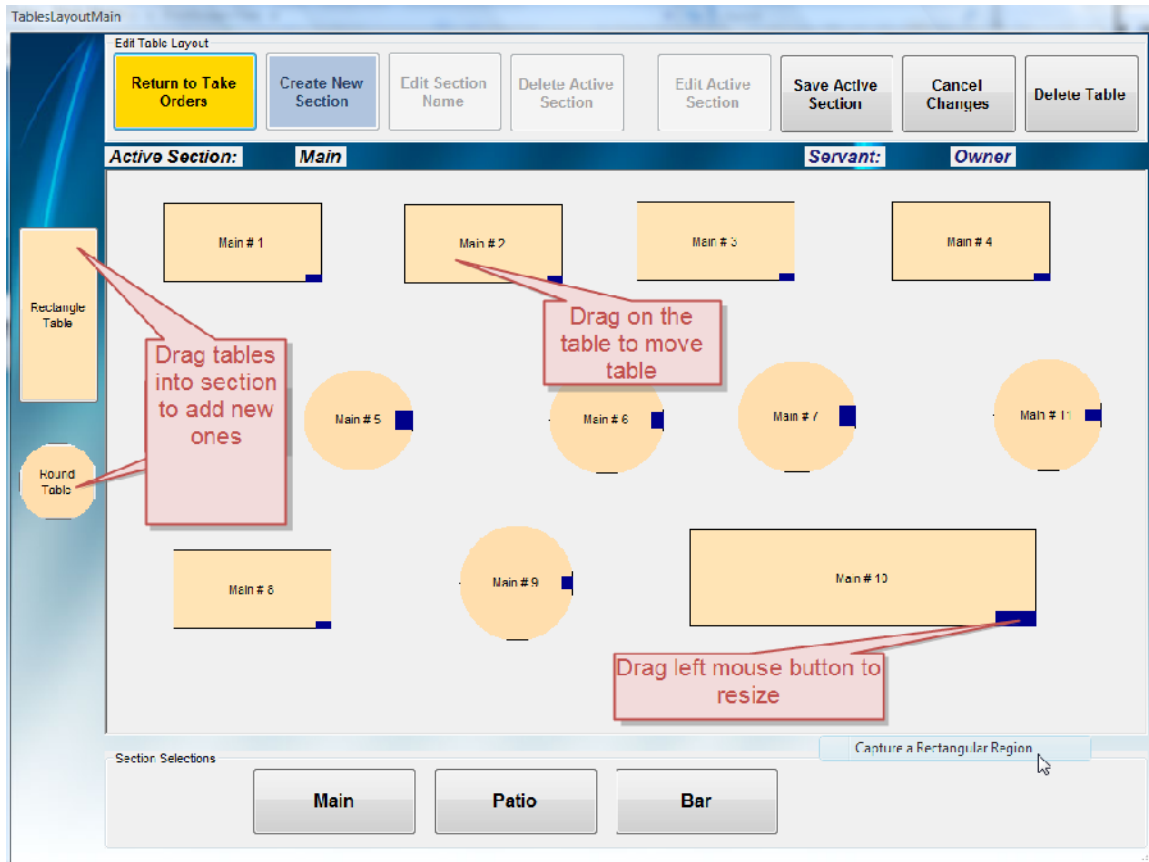
- To create a new section:
  - Click on "Create New Section"
  - Enter the section name and click "OK"
  - A blank layout will appear, and the name of the new section now becomes the active section.
  - Click on "Edit Active Section" to begin making changes to this layout.
- To edit the layout:
  - Select the section button on the bottom of the screen that you want to make changes. This section now becomes active section.
  - Click on "Edit Active Section"
    - To "Add table": Drag and drop the table button on the left into the section layout. The system automatically names the next available table.
    - To "Delete table": Click on the table you want to delete, and then click on "Delete Table" button. The system will automatically rename all the tables on that section.
    - To "Move table": Click (or touch) the table that you want to move, while the left mouse button is pressed, move the mouse to a desired location, and then release the left mouse button.
    - To "Resize table": While pressing down the left mouse button on the dark blue rectangle on the table button, move the mouse to

resize the table and release the left mouse button when you achieve the desirable size.

- o Click on "Save Active Section" to save changes or click on "Cancel Changes" to discard the changes.
- To Change section name:
  - o Select the section button on the bottom of the screen that you want to change the name. This section now becomes active section.
  - o Click on "Edit Section Name" button.
  - o Enter the new section name and click "OK".
  - o The system will rename all the tables in that section accordingly.
- To Delete section:
  - o Select the section button on the bottom of the screen that you want to change the name. This section now becomes active section.
  - o Click on "Delete Active Section".
  - o Click on "Yes" to confirm the action.
- To return to layout screen for normal operations, click on "Return to Take Orders".

Table Layout Screen Activities
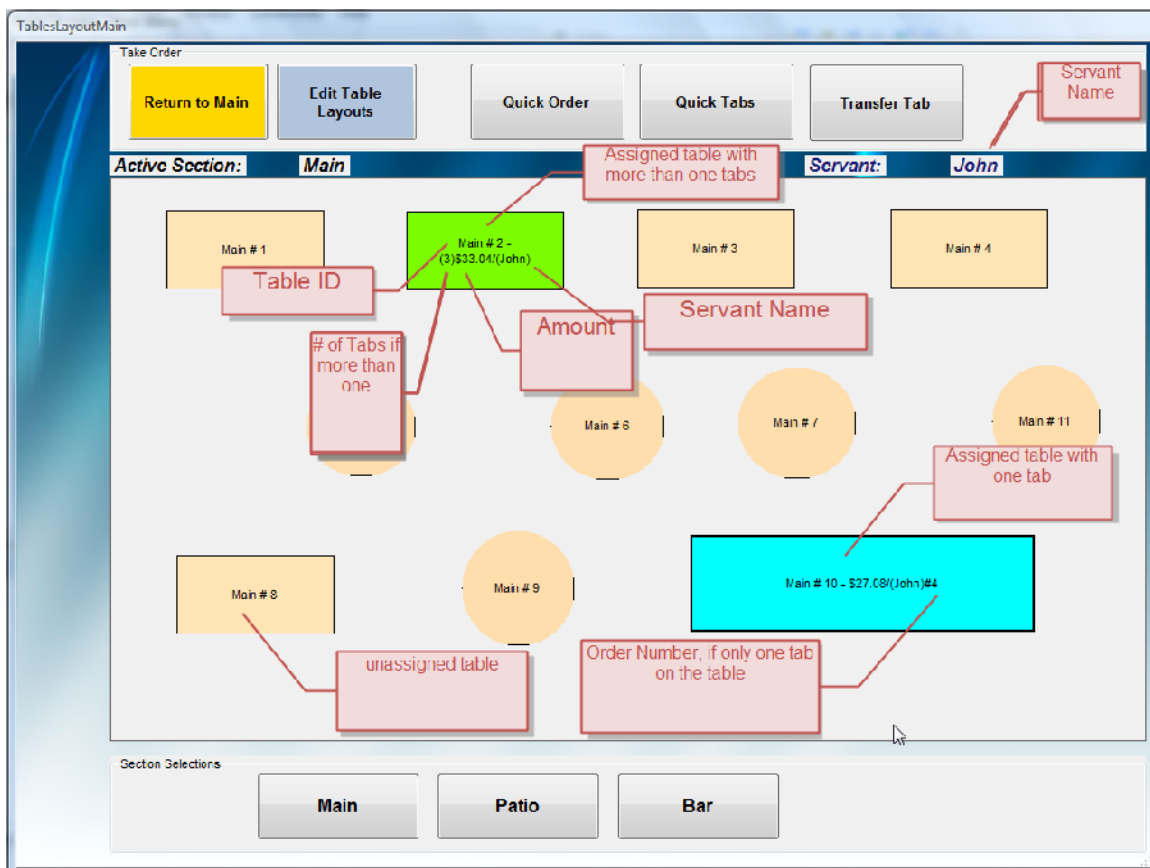
Taking Orders: There are a few ways to take the orders: You can either click on table button that guests are assigned to, or click on "Quick Order" if table assignment is not applicable.

If the table button, which has been assigned with one tab, is clicked, it will recall back this order from tab.

If the table button, which has been assigned with more than one tab, is clicked, the system will display all the orders for this table currently on tab.

Transfer Tab: Use this option to transfer tab from one table to another table. Note that you can only do this to transfer the order, which has been tabbed previously to another un-assigned table. If you want to transfer the tab to another assigned table, please use "Combine" option on "Menu" screen.

- o Click on "Transfer Tab" button, only assigned tables with tab would appear. To show orders with assigned tables and with un-assigned tables, click on "Show All Tabs".   Select the desired table for this action.
- o After that selection, the un-assigned tables would appear, now select the table where you'd like to tab to be transferred to.

Quick Tabs:

This option allows you to quickly access to all the orders – with or without table assignments, which have been placed on hold.

Colors and Descriptions:

Colors:

Unassigned table: NavajoWhite

Tab: Cyan

More than one tabs: GreenLawn

Descriptions for the context of table button:

Table ID - (Number of Tabs)Amount/(Servant Name)#Order Number

Number of Tabs shows up only if there is more than one tab on that table

Order Number shows up only if only one tab on that table

For example:

Main # 2 – (3)$33.04/(John)

Main # 10 - $27.08/(John)#4

Taking Orders

There are 2 versions of Order Screen: One for Merchant Warehouse and one without Merchant Warehouse.

This is for a regular Ordering Screen without using Merchant Warehouse. Note that the button "Payment Methods" is available along with "Payment Type" displayed on the screen.

This is for an Ordering Screen using Merchant Warehouse account. Note that there is no "Payment Methods" button. The methods of payment will be displayed when you are ready to take a payment and click on "Settle" button.
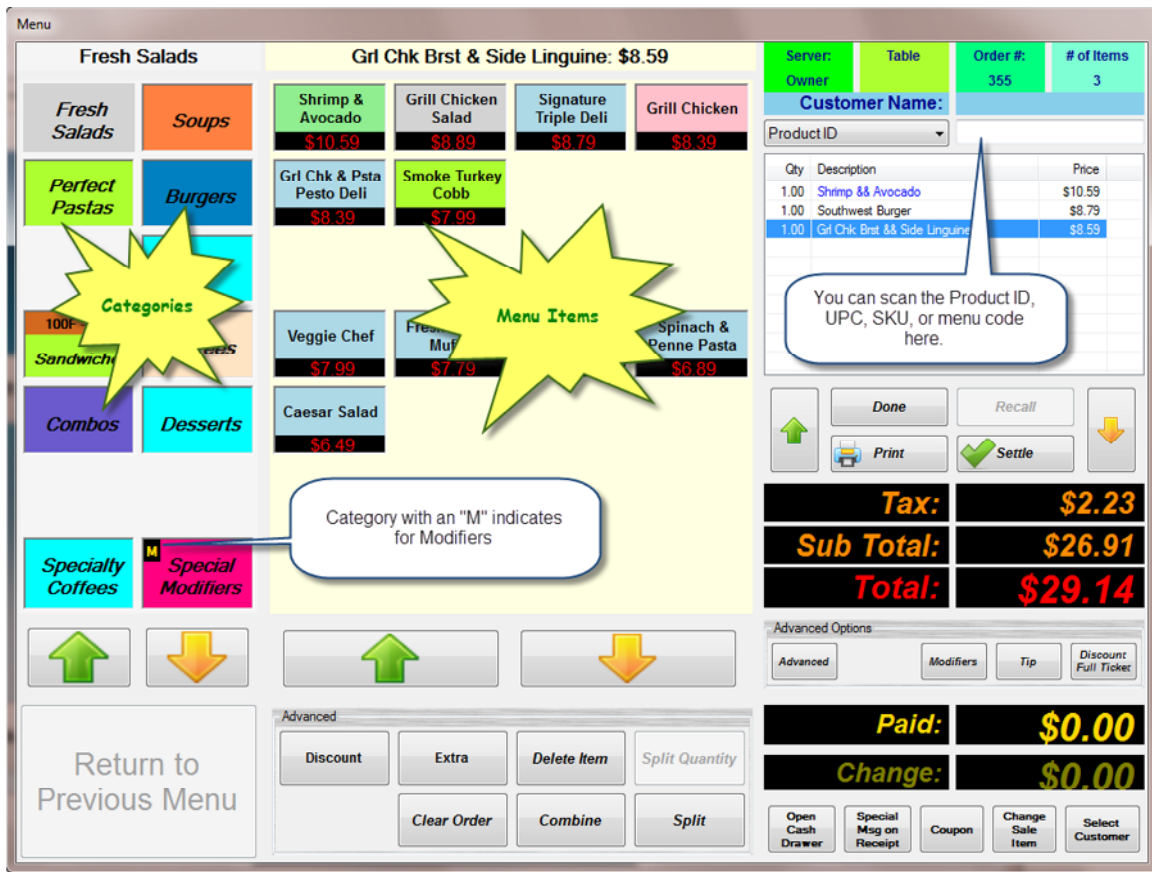
Click on the buttons in Categories Box on the left to select the category of the menu. As the category button is clicked, the menu items will display on the middle of the screen. Click the menu item to add that menu to the order.

You can also scan or enter the Product ID, UPC, SKU, or Menu Code in the box on upper right corner

Done: Place the current order on hold (place on tab). After the order is placed on tab, or after the order is settled, the order might be sent to kitchen or bar printers, similar with the one below:

```
###############################
Date: 10/18/2011 9:28:34 PM
Table:
Order Number: 53
Server: Owner
*************************************************
1  Grill Chicken Salad
1  Signature Triple Deli
1  Smoke Turkey Cobb
###############################
```

Recall: Retrieve the orders that have been placed on tab previously.
Print: Print the order without transaction
Settle: Make final transaction for that order and print order's receipt.   If you use
"Merchant Warehouse" account, you would be able to pick the methods of payment as
shown below:
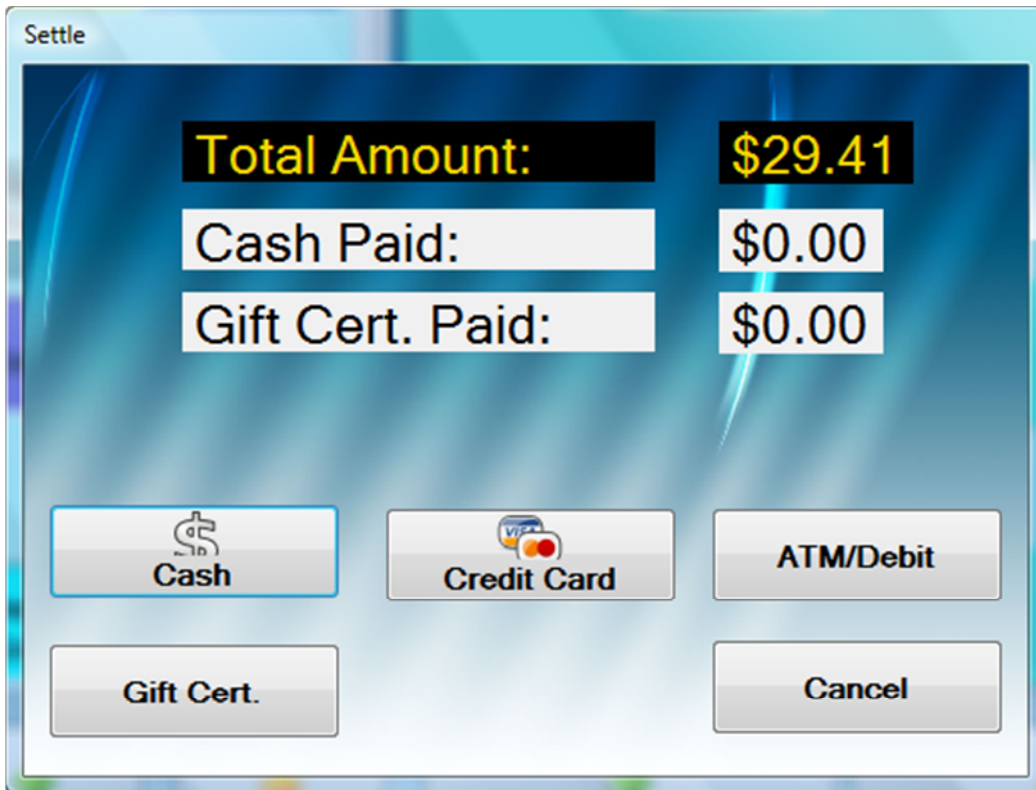
From here, if credit card is chosen, then Merchant Warehouse's Process Secure Payments
screen will appear, similar with the one below:
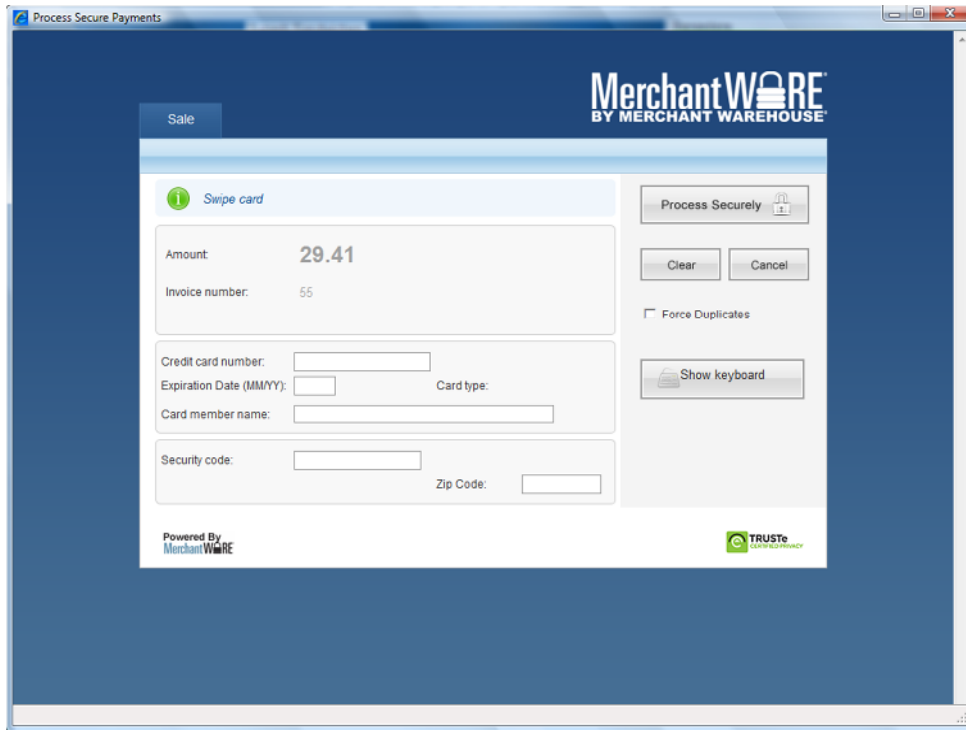
In the "General Setup", tab "System", if you check the box "**Prompt for Tag ID Assignment When Settled",** one of the screen would prompt you to enter the Tag ID. This tag ID would appear on the kitchen printouts and on the receipt.

Advanced: More advanced options will be displayed.
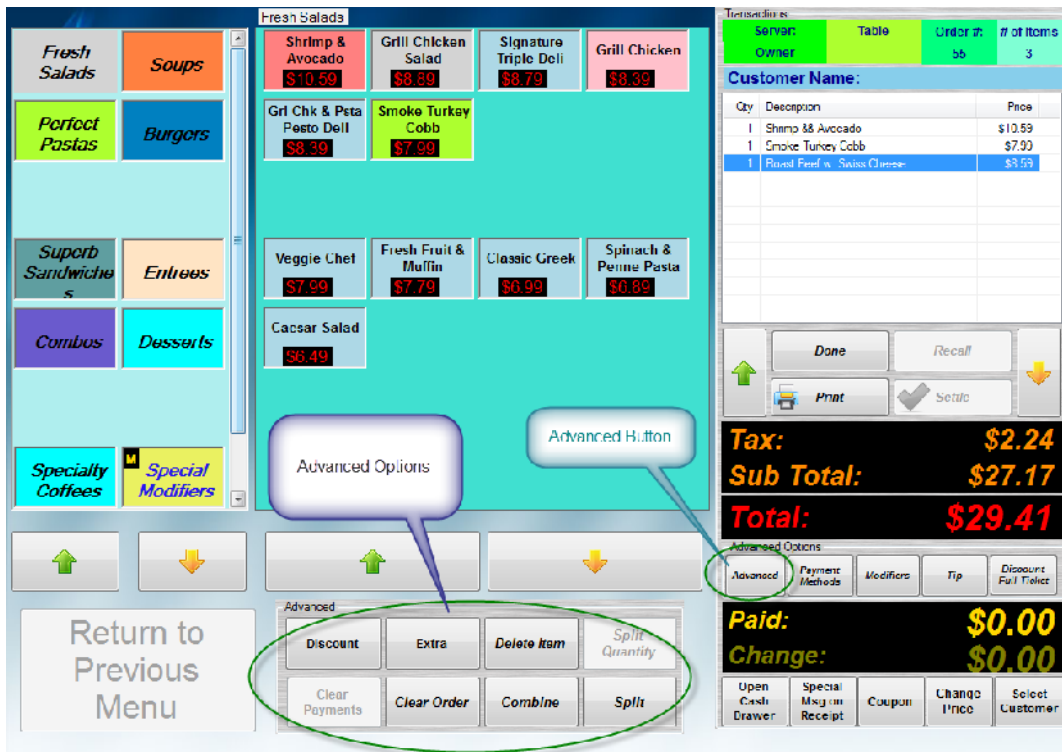
Discount: Give a discount for each order item. The order item must be selected before proceeding.

Extra: Charge an extra to the order item. The order item must be selected before proceeding.

Delete Item: Delete order item.

Split Quantity: Break down the order item individually with order item's quantity greater than 1. This option is useful when you want to split orders

Clear Payments: Clear out the amount paid. This option will not be displayed if using Merchant Warehouse account.

Clear Order: Delete the entire current order. This option might require a manager/owner access level if the order was retrieved from tab.

Combine: Allow to combine the current order with another order on tab.

Split: Split the current order up to 5 individual orders. Any order items in tab 1 will remain as the current order, the rest will be placed on tab automatically. If you want to split to more than 5 individual orders, then you have to perform this task more than once.

Modifiers: This option allows to access to pre-defined modifiers. This is a convenient way to give additional information on the order or specific instructions to the kitchen staff. The Custom button on the lower right corner allows you to key in any specific instruction of your own.

Note that there is a Custom modifier button, which allows you to add a custom modifier specifically for that order.
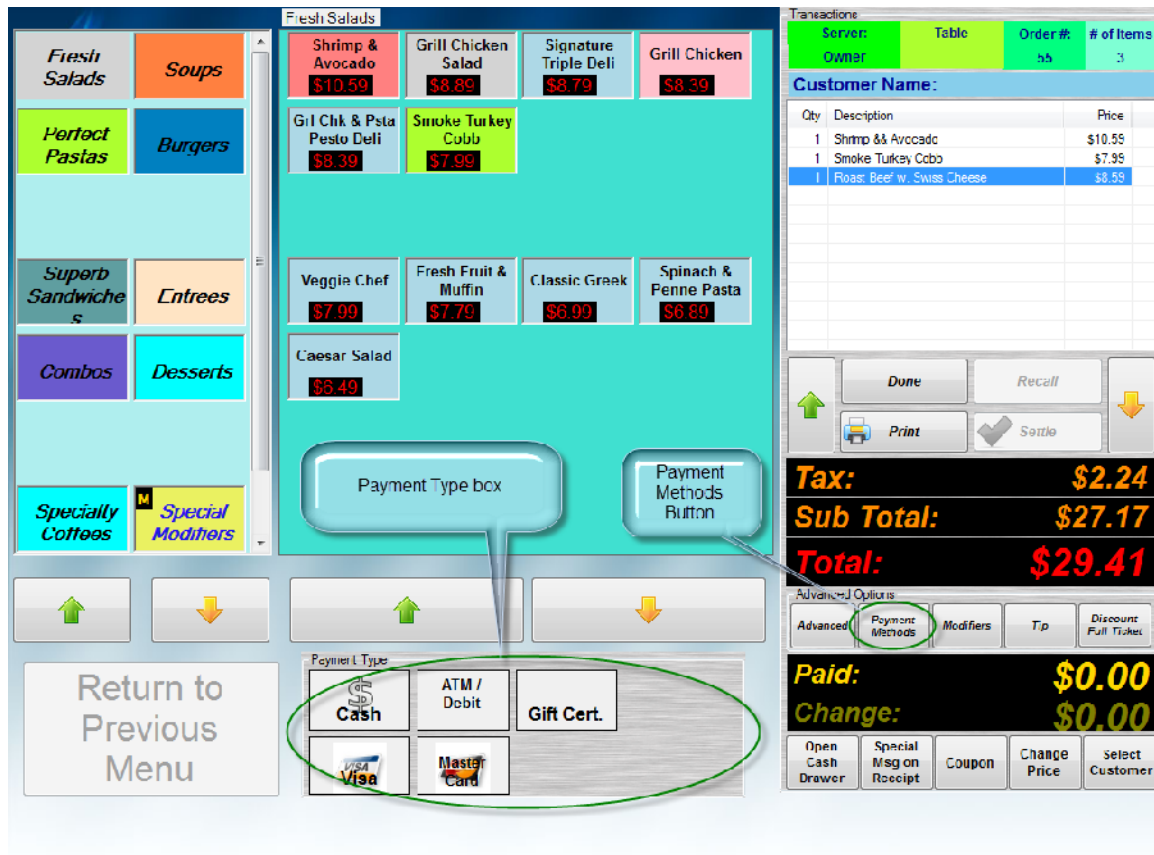
Payment Methods: Show the method of payment options for the order.

Tip: quick way to add tip to the current order.

Discount Full Order: Give a discount to the whole order instead of individual menu item.

Open Cash Drawer: Open the cash drawer without a transaction is made.

Special Msg On Receipt: Use this option if you want to print a message on the receipt. It is useful to give some instructions, or print address for delivery orders.

Coupon: This will print the discount coupon on demand. The sample is shown below:

Your Store Name Here

Printed Date Time: 10/20/2010 9:04:55 PM

Discount on Next Visit

$5.00 Off

Expires 12/19/2010

Change Price: This option allows you to change the service's price on the fly. Password might be required to use this option.

Select Customer: select a customer who is associated to this order. This option would allow you to keep track of customer frequent visits and spending.

Ticket Modifications

This option allows you to modify the tickets that have been settled, but "Cash-out" option has not been executed yet.

To access to this option from Main Menu, select "Configuration and Management", then "Ticket Modifications"

The screen will display all the tickets eligible for these tasks. Click on the ticket record on the box in the left, the ticket details will be displayed on the box on the right.

Void Ticket: Cancel/Delete the ticket

Re-Print Receipt: Simple re-prints the ticket

Remove Payment and Place on Tab: This function removes the payment, which was used to paid for this order, and place the order back on tab.

Edit Sale Item: allows making changes to the item's details such as quantity, price per item, tax, and other adjustment (discount or extra).

Delete Sale Item: delete the selected sale item.

Add Tip: allows adding tip.

Credit Card Adjustment

This screen allows you to make any adjustments to the settled tickets such as adding tip, void or refund the credit card payment. *These functionalities are applicable if you are using Merchant Warehouse account to process credit card payments.*

Make Adjustment on the ticket: if checked, any of the 3 functions below would automatically update the original, in addition to make adjustment with the credit card transactions.

Tip Adjust: This function allows you to make the tip adjustment, normally at the end of the day and before the batch has been processed. Simply enter the amount in "Tip Amount" box and click "Tip Adjust" button. Keep in mind that the last action would supersede any previous one.

For example, if you had made one "Tip Adjust" with $5.00 previously for the same ticket number and now make another one with $7.00, then the final transaction for this adjustment is $7.00. The previous $5.00 adjustment is voided automatically.

Void: This function would void the payment with the full paid amount. Partly amount void is not allowable. If you had made any tip adjustment for this ticket, the original amount on the ticket, plus the tip adjustment would be voided. This function will work

when the batch has not been closed. Please consult with Merchant Warehouse for more information.

After the transaction is successful, you will be asked whether to place this ticket back on tab. The order status will be placed back on tab if the answer is yes, otherwise, it would be set to void status. The report will exclude any orders with void status.

Refund: This function would refund the money back to the card holder. Please consult with Merchant Warehouse for more information. Partly refund is allowable. You can return up to the amount of the original ticket. Keep in mind that the ticket will not be adjusted automatically if partly refund is performed. This function can be done even the batch has been closed.
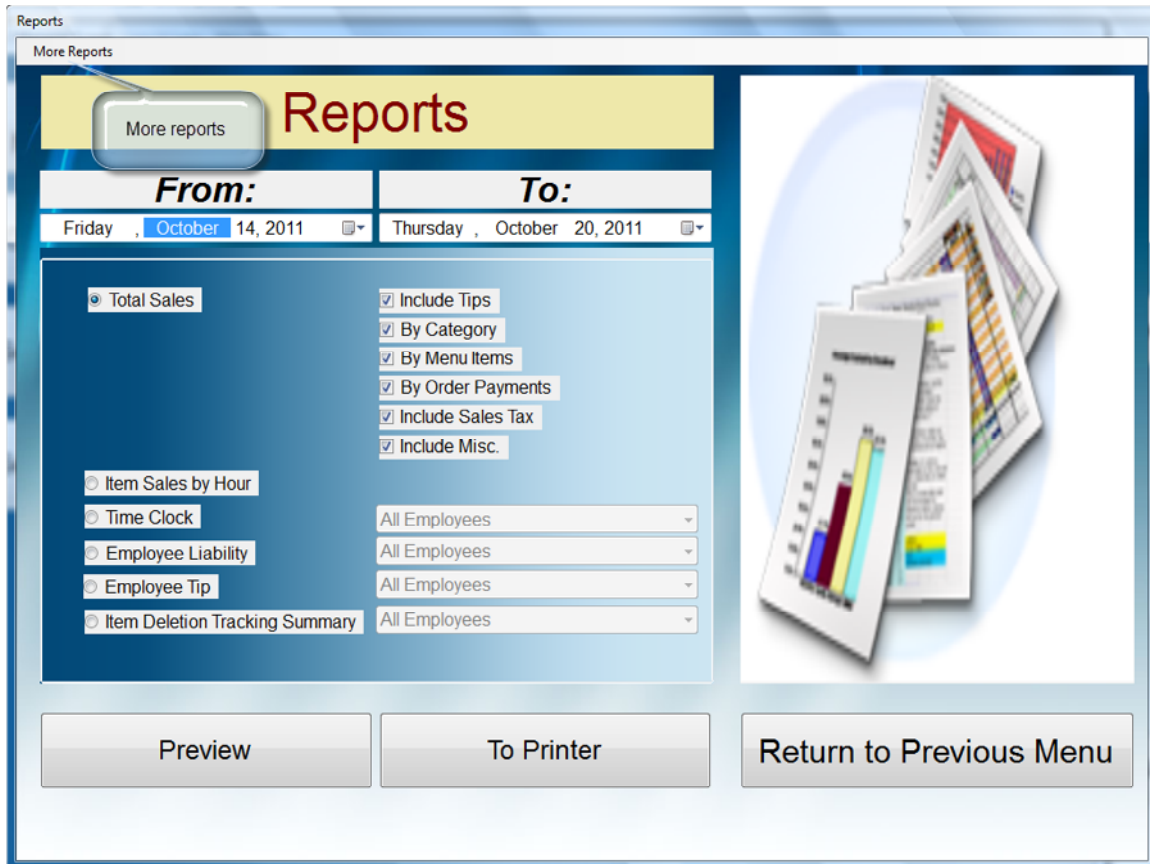
To perform this function, enter the amount to be refunded on the Amount Box, and click "Refund" button.

If you check the box "Print Receipt When Making Credit Card Adjustment" in the "Printing Options" in General Setup, then the receipt will be printed when you perform one of the three tasks above.

Reports

There are 2 types of reporting. One is to print out on the receipt printer and another is Crystal Report that can print out to a standard desktop printer. For the later one, you need to down load the 2 files from www.TranPOS.com website and install them on your PC.

Reports for Receipt Printer

You can get to this report from "Configuration & Management" and then "Reports".

You can report by date ranges when select the drop down from "From" as start date and "To" as end date. There are quite a few options to pick, which would be explained briefly below:

❖ Total Sales
- Include Tip
  Include summary of tips reported during that period.
- By Category
  Include summary of sales for that period by categories.
- By Menu Items

Include summary of sales for that period by order items.
- By Order Payments
Break down by each order with its methods of payment during that period.
- Include Sales Tax
Include sales tax collected during that period.
- Include Misc.
Include summary of discount and/or extra charges during that period.

❖ Item Sales by Hour

It reports item sales by the hours. This would allow you to monitor when would be the busiest hours of the day and which items are ordered most by the customers.

❖ Time Clock

It shows the hours that employees work during that period. It might be useful for payroll purpose. You can select each employee individually or all employees to be reported.

❖ Employee Liability

It shows the sales amounts by each employee, breaking down by methods of payment. You can select each employee individually or all employees to be reported.

❖ Employee Tip

It shows the tip earned by each employee if tip is given prior to ticket's settle. You can select each employee individually or all employees to be reported.

❖ Item Deletion Tracking Summary

It shows total of item sales, which were deleted out of the tickets. You can select each employee individually or all employees to be reported.

More Reports

You can access to this report by clicking on option "More Reports", which is located on the upper-left of the reporting screen.

You can report by date ranges when select the drop down from "From" as start date and "To" as end date. Also, you pick which database the report will take its data from, by selecting either "Active Database" or "Archives Database". Then select which report you want, and click on "Refresh" button the show the report.

Once the report is shown on the screen, you can click on the icons on the report box to perform some actions such as save, export, or print the report.

- ❖ Credit Card Summary Report (for Merchant Warehouse account only)
  It shows summary of credit card payments during that period.
- ❖ Credit Card Detail Report (for Merchant Warehouse account only)
  It shows detail transaction for each credit card payments during that period.
- ❖ Sales by Payments
  The report shows method of payment and its amount for each ticket, breaking down by dates and ticket numbers.

- ❖ Sales per Ticket Details
  It shows the details for each ticket sale with net amount, tip, tax, discount, and extra along with the total for each ticket.
- ❖ Sales by Categories
  It shows the sales amount (before tax) for each category during that period.
- ❖ Sales by Menu Items
  It shows the sales amount (before tax) for each menu item during that period.
- ❖ Item Sales by Hour
  It shows summary of each menu item sale breaking down by the hour.
- ❖ Sales by Products
  It shows sales by products, break down by dates. You can pick to sorting, by sales count, sales amount, or profits.
- ❖ Top 15 Product Sales
  It shows the top 15 products that you sell most.
- ❖ Bottom 15 Product Sales
  It shows the slowest 15 products in sales.
- ❖ Products in Stock
  It shows your current inventory.
- ❖ Customer Spend
  It shows how much the customer spent during the report period.
- ❖ Customer Visits
  It shows how many times the customer visits during the report period.
- ❖ Customer Birthday
  It shows the customer birthday, so you can send out any birthday promotion for those customers.
- ❖ Employee Liability
  It shows the sales amounts by each employee, breaking down by methods of payment.
- ❖ Gift Card Sales
  It shows the details of each gift card sales for that period.
- ❖ Gift Card Redemptions
  It shows the details of each card usage.
- ❖ Gift Card Liability
  It shows the details of each gift card with the outstanding value.
- ❖ Item Deletion Tracking
  It shows the details of each menu item deleted by an employee.

Appendix

Receipt Reports

Total Sales

Payment Summary

CASH	$96.45
ATM	$0.00
GiftCert	$9.62
Visa	$55.69
MasterCard	$62.60
Amex	$14.90
TOTAL:	$239.26

Tips Summary

TIP/GRATUITY	$5.00
TOTAL:	$5.00

Category Sales

Burgers	$19.04
Combos	$8.65
Desserts	$3.22
Entrees	$8.43
Fresh Salads	$158.39
Perfect Pastas	$19.35
Soups	$4.64
Specialty Coffees	$3.24
Superb Sandwiches	$9.30
TOTAL:	$234.26

Order Items Sales

Shrimp && Avocado	$45.84
Grill Chicken Salad	$28.86
Signature Triple Deli	$9.52
Grl Chk && Psta Pesto Deli	$9.08
Smoke Turkey Cobb	$34.60
Fresh Fruit && Muffin	$8.43
Classic Greek	$7.57
Spinach && Penne Pasta	$7.46
Caesar Salad	$7.03
Homemade Chicken	$4.64
Pasta Capri	$10.81
Pasta Marinara	$8.54
Dnh Blue Chs && Smk Bacon	$9.52
Sw Chs && Bby Bla Mhm Burger	$9.52
Roast Beef w. Swiss Cheese	$9.30
Rst Veg Tart && Spg Mx Salad	$8.43
Soup, Salad, Sndwch && Bev	$8.65
Choclte Chunk && Cookie	$3.22
Cafe Latte	$3.24
TOTAL:	$234.26

Order Payments

Order# 17 - 10/20/2011 3:19:59 PM $26.06

Item Sales by Hour

Date/Hour	Item	Amount	Qty
10/20/2011 15	Homemade Chicken	$4.64	1
10/20/2011 15	Grill Chicken Salad	$9.62	1
10/20/2011 15	Signature Triple Deli	$9.52	1
10/20/2011 15	Grl Chk && Psta Pesto Deli	$9.08	1
10/20/2011 15	Smoke Turkey Cobb	$25.95	3
10/20/2011 15	Shrimp && Avocado	$22.92	2
10/20/2011 15	Caesar Salad	$7.03	1
10/20/2011 15	Pasta Capri	$10.81	1
10/20/2011 15	Pasta Marinara	$8.54	1
10/20/2011 15	Dnh Blue Chs && Smk Bacon	$9.52	1
10/20/2011 15	Sw Chs && Bby Bla Mhm Burger	$9.52	1
10/20/2011 15	Roast Beef w. Swiss Cheese	$9.30	1
10/20/2011 15	Rst Veg Tart && Spg Mx Salad	$8.43	1
10/20/2011 15	Soup, Salad, Sndwch && Bev	$8.65	1
10/20/2011 15	Choclte Chunk && Cookie	$1.61	1
10/20/2011 15	Spinach && Penne Pasta	$7.46	1
10/20/2011 20	Cafe Latte	$3.24	1
10/20/2011 20	Classic Greek	$7.57	1
10/20/2011 20	Fresh Fruit && Muffin	$8.43	1
10/20/2011 20	Smoke Turkey Cobb	$8.65	1
10/20/2011 20	Grill Chicken Salad	$19.24	2
10/20/2011 20	Choclte Chunk && Cookie	$1.61	1

Employee Liability

Employee Liability

Printed Date Time: 10/20/2011 9:43:42 PM
Report From Date: 10/1/2011
Report To Date: 10/20/2011

Employee Name: Owner

CASH	$45.72
Visa	$55.69
MasterCard	$62.60
Amex	$14.90

TOTAL:	$178.91

$$

Employee Name: John

CASH	$25.62

TOTAL:	$25.62

$$

Employee Name: Kathy

CASH	$25.11
GiftCert	$9.62

TOTAL:	$34.73

$$

Item Deletion Tracking Summary

Your Store Name Here

Item Deletion Tracking

Printed Date Time: 10/20/2011 9:44:04 PM
Report From Date: 10/1/2011
Report To Date: 10/20/2011

Manager	$8.89
Owner	$25.52

TOTAL:	$34.41

Other Reports

Credit Card Summary Report

Your Store Name Here

Transaction Summary Report

Reported From 10/14/2011 to 10/20/2011

Card Type	Sale Count	Approved Amount	Tip Amount	Total Amount
AMEX	1	S14.90	$0.00	$14.90
MASTERCARD	1	S27.78	$0.00	$27.78
VISA	1	S29.63	$0.00	$29.63
Totals	**3**	**$72.31**	**$0.00**	**$72.31**

This report is for your reference only. Please refer to your Merchant report for actual transactions.

10/20/2011   9:37:45PM

Credit Card Detail Report

Your Store Name Here

Transaction Detail Report

Reported From 10/14/2011 to 10/20/2011

Ref. Num	Ticket #	Auth Code	CC Last 4	Card Type	Trans Type	Approved Amount	Tip Amount	Date and Time
19502	56	VI2963	0315	VISA	SALE	$29.63	$0.00	
19503	57	MC2778	0347	MASTERCARD	SALE	$27.78	$0.00	
19504	58	AX1490	0002	AMEX	SALE	$14.90	$0.00	

This report is for your reference only. Please refer to your Merchant report for actual transactions.

10/20/20   9:38:01PI

Sales by Payments

Your Store Name Here

Sales by Payment Report

Reported From 10/14/2011 to 10/20/2011

Ticket#	Cash	ATM/Debit	Gift Cert.	Check	Visa	MasterCard	Amex	Discover	Tota
10/20/2011									
17	S0.00	$0.00	$0.00	$0.00	S26.06	$0.00	$0.00	$0.00	
53	S0.00	$0.00	$0.00	$0.00	$0.00	$34.82	$0.00	$0.00	
55	S29.41	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
56	S0.00	$0.00	$0.00	$0.00	S29.63	$0.00	$0.00	$0.00	
57	S0.00	$0.00	$0.00	$0.00	$0.00	$27.78	$0.00	$0.00	
58	S0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$14.90	$0.00	
59	S16.31	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
60	$25.62	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
61	S25.11	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
62	S0.00	$0.00	$9.62	$0.00	$0.00	$0.00	$0.00	$0.00	
	$96.45	$0.00	$9.62	$0.00	S55.69	$62.60	$14.90	$0.00	
	$96.45	S0.00	$9.62	S0.00	S55.69	S62.60	S14.90	$0.00	

Sales per Ticket Details

Your Store Name Here

Order Details Report

Reported From 10/14/2011 to 10/20/2011

Ticket Date	Ticket#	Sub Total	Tip	Tax	Discount	Extra	Total
10/20/2011							
10/20/2011 3:19:59PM	17	$24.07	$0.00	S1.99	$0.00	$0.00	$26.06
10/20/2011 3:20:13PM	53	$32.16	$0.00	S2.66	$0.00	$0.00	$34.82
10/20/2011 3:18:01PM	55	$27.17	$0.00	S2.24	$0.00	$0.00	S29.41
10/20/2011 3:47:42PM	56	$27.37	$0.00	S2.26	$0.00	$0.00	$29.63
10/20/2011 3:53:58PM	57	$25.67	$0.00	$2.11	$0.00	$0.00	$27.78
10/20/2011 3:55:47PM	58	$13.77	$0.00	S1.13	$0.00	$0.00	$14.90
10/20/2011 8:14:34PM	59	$15.07	$0.00	S1.24	$0.00	$0.00	S16.31
10/20/2011 8:23:23PM	60	$23.67	$0.00	S1.95	$0.00	$0.00	$25.62
10/20/2011 8:26:35PM	61	$18.58	$5.00	S1.53	$0.00	$0.00	S25.11
10/20/2011 8:51:20PM	62	S8.89	$0.00	S0.73	$0.00	$0.00	$9.62
10/20/2011		**$216.42**	**$5.00**	**$17.84**	**$0.00**	**$0.00**	**$239.26**
Grand Total:		**$216.42**	**$5.00**	**$17.84**	**$0.00**	**$0.00**	**$239.26**

Sales by Categories

Your Store Name Here

Sales by Categories Report

Reported From 10/14/2011 to 10/20/2011

Ticket Date	Category Description	Sales Price (before tax)
10/20/2011		
10/20/2011	Burgers	$17.58
10/20/2011	Combos	$7.99
10/20/2011	Desserts	$2.98
10/20/2011	Entrees	$7.79
10/20/2011	Fresh Salads	$146.33
10/20/2011	Perfect Pastas	$17.88
10/20/2011	Soups	$4.29
10/20/2011	Specialty Coffees	$2.99
10/20/2011	Superb Sandwiches	$8.59
10/20/2011		**$216.42**
Grand Total:		**$216.42**

Sales by Menu Items

Your Store Name Here

Sales by Menu Items Report

Reported From 10/14/2011 to 10/20/2011

Ticket Date	Menu Item Description	Sales Price (before tax)
10/20/2011		
10/20/201	Caesar Salad	$6.49
10/20/201	Cafe Latte	$2.99
10/20/201	Choclte Chunk && Cookie	$2.98
10/20/201	Classic Greek	$6.99
10/20/201	Dnh Blue Chs && Smk Bacon	$8.79
10/20/201	Fresh Fruit && Muffin	$7.79
10/20/201	Grill Chicken Salad	$26.67
10/20/201	Grl Chk && Psta Pesto Deli	$8.39
10/20/201	Homemade Chicken	$4.29
10/20/201	Pasta Capri	$9.99
10/20/201	Pasta Marinara	$7.89
10/20/201	Roast Beef w. Swiss Cheese	$8.59
10/20/201	Rst Veg Tart && Spg Mx Salad	$7.79
10/20/201	Shrimp && Avocado	$42.36
10/20/201	Signature Triple Deli	$8.79
10/20/201	Smoke Turkey Cobb	$31.96
10/20/201	Soup, Salad, Sndwch && Bev	$7.99
10/20/201	Spinach && Penne Pasta	$6.89
10/20/201	Sw Chs && Bby Bla Mhm Burger	$8.79
10/20/2011		**$216.42**
Grand Total:		**$216.42**

Item Sales by Hour

Your Store Name Here

Item Sales by Hours Report

Reported From 10/14/2011 to 10/20/2011

Date	Hour	Menu Item Description	Item Count	Total (incl. Tax)
10/20/2011	15	Homemade Chicken	1	S4.64
10/20/2011	15	Grill Chicken Salad	1	S9.62
10/20/2011	15	Signature Triple Deli	1	S9.52
10/20/2011	15	Grl Chk && Psta Pesto Deli	1	S9.08
10/20/2011	15	Smoke Turkey Cobb	3	S25.95
10/20/2011	15	Shrimp && Avocado	2	S22.92
10/20/2011	15	Caesar Salad	1	S7.03
10/20/2011	15	Pasta Capri	1	S10.81
10/20/2011	15	Pasta Marinara	1	S8.54
10/20/2011	15	Dnh Blue Chs && Smk Bacon	1	S9.52
10/20/2011	15	Sw Chs && Bby Bla Mhm Burger	1	S9.52
10/20/2011	15	Roast Beef w. Swiss Cheese	1	S9.30
10/20/2011	15	Rst Veg Tart && Spg Mx Salad	1	S8.43
10/20/2011	15	Soup, Salad, Sndwch && Bev	1	S8.65
10/20/2011	15	Choclte Chunk && Cookie	1	S1.61
10/20/2011	15	Spinach && Penne Pasta	1	S7.46
15			**19.00**	**$162.60**
10/20/2011	20	Cafe Latte	1	S3.24
10/20/2011	20	Classic Greek	1	S7.57
10/20/2011	20	Fresh Fruit && Muffin	1	S8.43
10/20/2011	20	Smoke Turkey Cobb	1	S8.65
10/20/2011	20	Grill Chicken Salad	2	S19.24
10/20/2011	20	Choclte Chunk && Cookie	1	S1.61
10/20/2011	20	Shrimp && Avocado	2	S22.92
20			**9.00**	**$71.66**
10/20/2011			**28.00**	**$234.26**
			28.00	**$234.26**

10/20/2011   9:39:25PM

Sales by Products

Reports

Report From
- ● Active database
- ○ Archives database

From: Saturday , February 11, 2012

To: Friday , February 17, 2012

Refresh   Return

Select the database and date range, then click on Reports menu to pick a report type.

◄◄ 1 of 1 ► ►◄ | ← ⊗ ⊕ | 🖨 ▤ 🔖 🖫▾ | 100% ▾   Find | Next

Your Store Name Here

Product Sales Report

Reported From 2/11/2012 to 2/17/2012

Sales Date	Product Name	Sales Count	Sales Count %	Sales Amount	Sales Amount %	Profits	Profits %
⊟ 02/17/2012	DEMO007	3.00	30.00%	$212.97	36.73%	$17.22	30.00%
	DEMO003	2.00	20.00%	$61.98	10.69%	$11.48	20.00%
	DEMO010	1.00	10.00%	$100.99	17.42%	$5.74	10.00%
	DEMO0022	1.00	10.00%	$20.99	3.62%	$5.74	10.00%
	DEMO0033	1.00	10.00%	$30.99	5.34%	$5.74	10.00%
	DEMO0066	1.00	10.00%	$60.99	10.52%	$5.74	10.00%
	DEMO0099	1.00	10.00%	$90.99	15.69%	$5.74	10.00%
	Total	10.00		$579.90		$57.40	
Total		10.00		$579.90		$57.40	

2/17/2012 12:39:06 PM   1

Top 15 Product Sales

Reports

Report From
- ● Active database
- ○ Archives database

From: Saturday , February 11, 2012

To: Friday , February 17, 2012

Refresh   Return

Select the database and date range, then click on Reports menu to pick a report type.

|◁ ◁ 1 of 1 ▷ ▷| ← ⊗ ⊙ | 🖶 ▢ ▢ 💾▾ | 100%   ▾   Find | Next

Your Store Name Here

Product Top 15 Sales Report

Reported From 2/11/2012 to 2/17/2012

Product Name	Sales Count	Sales Count Pct	Sales Price	Sales Price Pct	Profits	Profits Pct
DEMO007	3.00	30.00%	$212.97	37.00%	$17.22	30.00%
DEMO003	2.00	20.00%	$61.98	11.00%	$11.48	20.00%
DEMO00099	1.00	10.00%	$90.99	16.00%	$5.74	10.00%
DEMO00066	1.00	10.00%	$60.99	11.00%	$5.74	10.00%
DEMO00033	1.00	10.00%	$30.99	5.00%	$5.74	10.00%
DEMO00022	1.00	10.00%	$20.99	4.00%	$5.74	10.00%
DEMO010	1.00	10.00%	$100.99	17.00%	$5.74	10.00%
Total	**10.00**		**$579.90**		**$57.40**	

2/17/2012 12:37:26 PM   1

Bottom 15 Product Sales

Reports

Report From
- ● Active database
- ○ Archives database

From: Saturday , February 11, 2012

To: Friday , February 17, 2012

Refresh   Return

Select the database and date range, then click on Reports menu to pick a report type.

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Product Bottom 15 Sales Report

Reported on latest date and time

Product ID	Product Name	Last Date Sold	Qty Sold
TST1041	DEMO00011	12/13/2011 9:50:51 PM	0.00
DEMO002	DEMO002TST	12/9/2011 9:15:52 AM	0.00
DEMO004	DEMO004	12/13/2011 1:29:50 PM	0.00
DEMO005	DEMO005	1/1/1900 12:00:00 AM	0.00
DEMO006	DEMO006	12/9/2011 9:13:00 AM	0.00
DEMO008	DEMO008	1/1/1900 12:00:00 AM	0.00
DEMO001	DEMO001	12/9/2011 9:14:11 AM	0.00
DEMO009	DEMO009	1/1/1900 12:00:00 AM	0.00
TST1050	DEMO00100	1/1/1900 12:00:00 AM	0.00
TST1044	DEMO00044	1/1/1900 12:00:00 AM	0.00
TST1045	DEMO00055	1/1/1900 12:00:00 AM	0.00
TST1047	DEMO00077	12/21/2011 8:51:45 PM	0.00
TST1048	DEMO00088	12/21/2011 9:01:14 PM	0.00
TST1042	DEMO00022	2/17/2012 12:35:54 PM	1.00
TST1043	DEMO00033	2/17/2012 12:35:10 PM	1.00
Total			**2.00**

2/17/2012 12:38:19 PM   1

Products in Stock

Reports

Report From
- ● Active database
- ○ Archives database

From: Monday , January 11, 2010

To: Friday , February 17, 2012

Refresh | Return

Select the database and date range, then click on Reports menu to pick a report type.

|◄ ◄ 1 of 1 ► ►| | ← ⊗ ⊕ | 🖨 ▤ 📖 💾▾ | 75% ▾ | Find | Next

Your Store Name Here

Products in Stock Report

Reported From 1/11/2010 to 2/17/2012

Product ID	Product Name	Unit Price	Unit Average Cost	Units In Stock	Product Value
DEM0001	DEM0001	$10.99	$5.25	0.00	$0.00
DEM0002	DEM0002TST	$20.99	$15.25	0.00	$0.00
DEM0003	DEM0003	$30.99	$25.25	3.00	$75.75
DEM0004	DEM0004	$40.99	$36.00	0.00	$0.00
DEM0005	DEM0005	$50.99	$45.25	5.00	$226.25
DEM0006	DEM0006	$60.99	$55.25	5.00	$276.25
DEM0007	DEM0007	$70.99	$65.25	7.00	$456.75
DEM0008	DEM0008	$80.99	$75.25	8.00	$602.00
DEM0009	DEM0009	$90.99	$85.25	9.00	$767.25
DEM0010	DEM0010	$100.99	$95.25	10.00	$952.50
TST1041	DEM00011	$10.99	$5.25	0.00	$0.00
TST1042	DEM00022	$20.99	$15.25	2.00	$30.50
TST1043	DEM00033	$30.99	$25.25	3.00	$75.75
TST1044	DEM00044	$40.99	$35.25	4.00	$141.00
TST1045	DEM00055	$50.99	$45.25	5.00	$226.25
TST1046	DEM00066	$60.99	$55.25	5.00	$276.25
TST1047	DEM00077	$70.99	$65.25	0.00	$0.00
TST1048	DEM00088	$80.99	$75.25	6.00	$451.50
TST1049	DEM00099	$90.99	$85.25	7.00	$596.75
TST1050	DEM00100	$100.99	$95.25	10.00	$952.50
Total		$1119.80	$1005.75	89.00	$6107.25

2/17/2012 12:27:04 PM   1

Employee Liability

Your Store Name Here

Employee Liability Report

Reported From 10/14/2011 to 10/20/2011

| Employee Name	Cash	ATM	Gift Cert	Check	Visa	MasterCard	Amex	Discover	Total
John									
John	$25.62	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
John	$25.62	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25.62
Kathy									
Kathy	$25.11	$0.00	$9.62	$0.00	$0.00	$0.00	$0.00	$0.00	
Kathy	$25.11	$0.00	$9.62	$0.00	$0.00	$0.00	$0.00	$0.00	$34.73
Owner									
Owner	$45.72	$0.00	$0.00	$0.00	$55.69	$62.60	$14.90	$0.00	
Owner	$45.72	$0.00	$0.00	$0.00	$55.69	$62.60	$14.90	$0.00	$178.9
Grand Total:	$96.45	$0.00	$9.62	$0.00	$55.69	$62.60	$14.90	$0.00	$239.26

10/20/2011   9:39:42PM

Gift Card Sales

Your Store Name Here

Gift Card Sales Report

Reported From 10/1/2011 to 10/20/2011

Gift Card Sales by Date
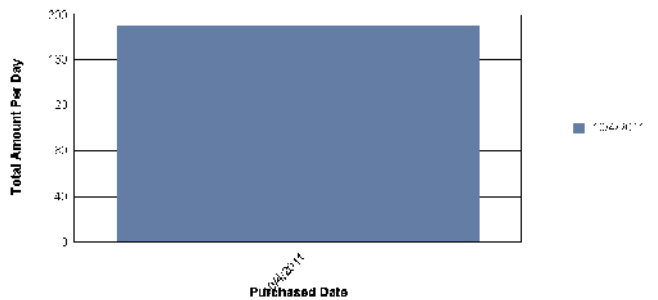
Purchased Date	Gift Card ID	Purchased Value	Face Value
10/4/2011			
10/4/2011	1005	50.00	50.00
10/4/2011	1006	90.00	100.00
10/4/2011	1007	20.00	20.00
10/4/2011	1008	30.00	30.00
10/4/2011		**190.00**	**200.00**
Grand Total:		**190.00**	**200.00**

10/20/2011   9:40:16PM

Gift Card Redemptions

Gift Card Redemption by Date
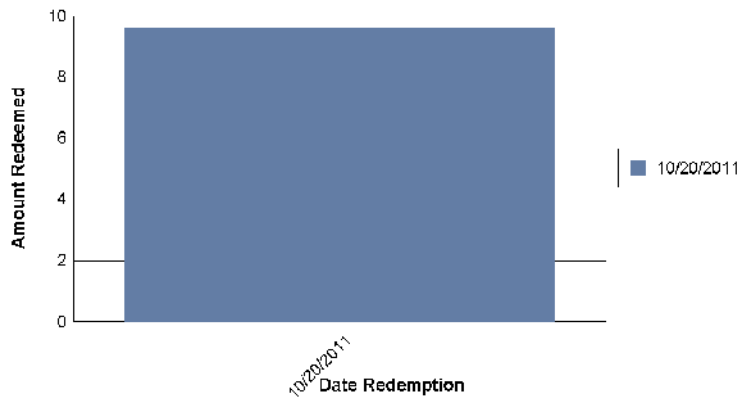
Redeemed Date	Gift Card ID	Redeemed Amount
10/20/2011		
10/20/201	1006	9.62
10/20/2011		**9.62**
Grand Total:		**9.62**

Gift Card Liability

Your Store Name Here

Gift Card Liability Report

Gift Card ID	Current Value
1005	26.38
1006	12.31
1007	0.00
1008	0.00
Grand Total:	38.69

Item Deletion Tracking

Your Store Name Here
Item Deletion Tracking Report

Reported From 10/14/2011 to 10/20/2011

Sum of TotalAmount / EmpNickName
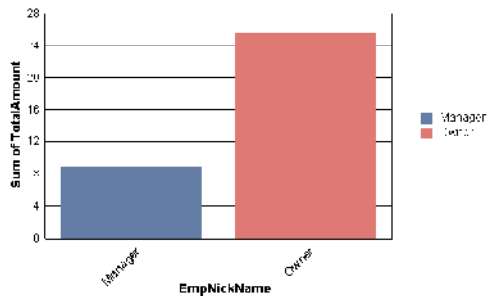
Employee Name	Delete Date	Order#	Qty	Item Description	Amount	Action*
Manager						
	10/20/2011					
Manager	10/20/2011 8:26:05PM	61	1	Grill Chicken Salad	$8.89	DI
			1.00		$8.89	
			1.00		$8.89	
Owner						
	10/18/2011					
Owner	10/18/2011 9:42:41PM	54	1	Extra Fries	$1.25	DI
Owner	10/18/2011 9:42:42PM	54	1	Spicy	$0.00	DI
			2.00		$1.25	
	10/20/2011					
Owner	10/20/2011 2:17:41PM	55	1	Grill Chicken Salad	$8.89	DO

* DO: Delete Order
* DI: Delete Item

10/20/20