

2-2 Close Menu

Explaining Buttons on Close Menu.

The screenshot shows the Auphan POS interface. At the top, the user is identified as 'Jose (Super Admin)' and the date is 'Wednesday, Jun 19 5:01PM'. Below this is a payment type selection bar with buttons for [F5] Credit Card, [F6] Tab (0.00/0.00), [F7] GC, [F8] USD (1.02 ~10.77), and [F9] Tab (0.00/0.00). The left sidebar contains menu options: Manager Meal, Cash, 10% Discount, FOH Employee Meal, Investor Discount, More Discounts, X Amt Off, and Tax/Charges. The central display area shows 'Guest' and 'Invoice not printed' with a red warning 'Items have not been sent'. Below this is a summary table:

Subtotal	\$10.99
Total	\$10.99
Owing	\$10.99

The central area also features a numeric keypad with buttons for digits 0-9, a decimal point, a left arrow, and a 'Cash' button. Above the keypad is a display showing '10.99' and a 'Clear' button. Below the keypad are 'Print' and 'Back' buttons. The right sidebar contains buttons for cash amounts: \$100.00 Cash, \$50.00 Cash, \$20.00 Cash, \$11.00 Cash, X% Amount, 1/X Amount, and Open Cash Drawer. The invoice number '118253' and the name 'Chinese' are also visible.

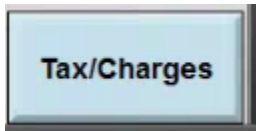
Your payment type is showing up here. The options you will typically see are Credit Card, GC, or Tabs if the customer uses this type.

This is a close-up screenshot of the payment type selection bar from the Auphan POS interface. The bar contains five buttons: [F5] Credit Card, [F6] Tab (0.00/0.00), [F7] GC, [F8] USD (1.02 ~10.77), and [F9] Tab (0.00/0.00). A red rectangular box highlights these five buttons.

There also some invoice Discounts are typically found in this area.



You can click on the Taxes/Charges button. So you can remove charges or taxes from the account.



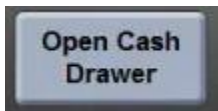
You will see Cash Denominations.



This will print a Print Preview.



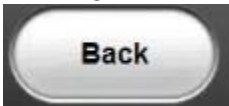
You can use the Open Cash Drawer button to open the drawer.



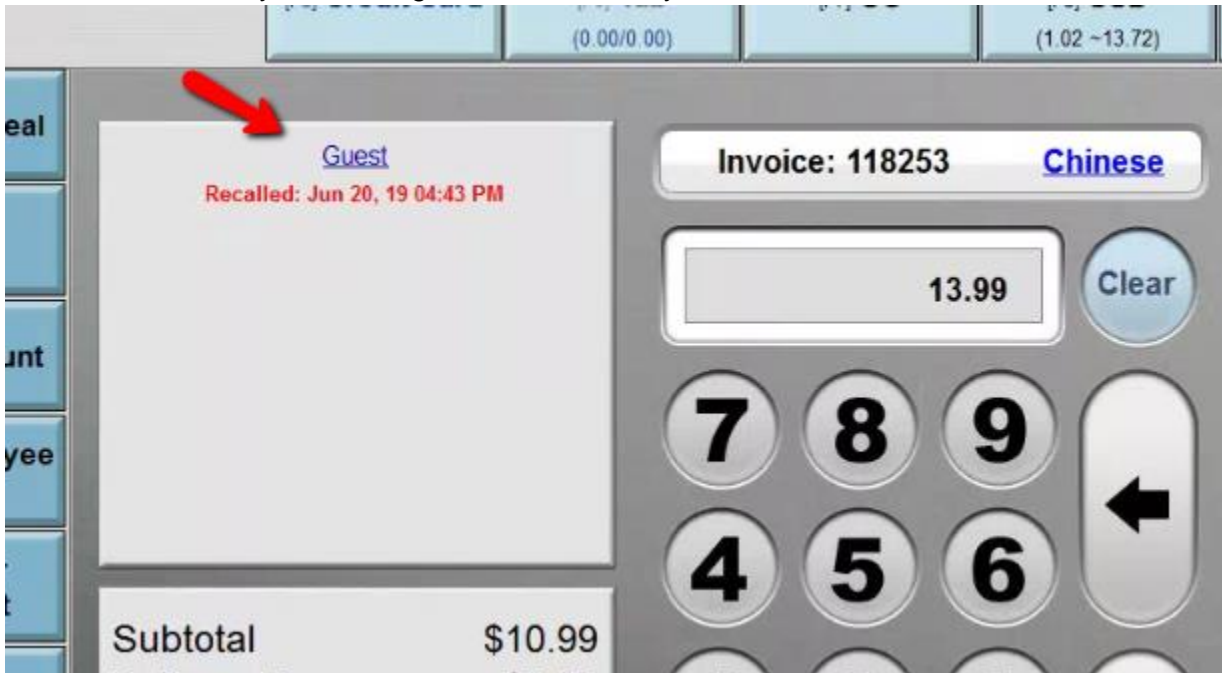
You can use the keypad to enter the payment amount.



Clicking on the Back button will allow you to back of the Close Screen.



This area will allow you to change the Customer. By default it will be Guest.



You can then search the name of the desired customer.

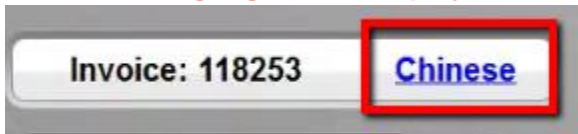
Customers				
Customer	Phone	Address	Edit	Select
1234			Edit	Select
Aalok Shah	(604) 639-7049		Edit	Select
Adam Food			Edit	Select
Alhot			Edit	Select

If you select a name it will show up here.



If you have a secondary language. You can click on these to switch it.

Note: The language it will display is the next one it will cycle to.



3-1 Ring in an order:Closing w/ Cash

Closing with Cash (Table Service)

Follow steps to SIGN-ON to the POS

If you are using the table service feature. Then you you will then need to select a table. Let's open a table on Table 1. You will first have to select the table.



Then click on Add[+]



You will then be able to ring an order up. Under that table.

The screenshot shows a POS interface with a menu grid on the right and an order summary on the left. The menu grid is organized into categories: Apps & More, Burgers & Sandwiches, Specials, Beverages, Bottles, Salads, Entrees, Tacos, Draft, and Cocktails. Items include Lake Tai Starter, Chili Fries, Oven Roasted Wings, Kansas City Hog Wild Wings, Madeleine Pastry, Alaskan Beef Pie, Macho Man Salad, Deviled Eggs, Cheese Toast, Garden Salad, Fruit and Cheese Plate, Kino's Salad, Bacon Cheddar Fries, Andys Fries, Michael's Special, Special Starter, Garlic Bread, Figgy Cinnamon Sticks, Breadsticks, Pub Special, Cheesy Breadsticks, Spicy Wings, BBQ Wings, and Fancy Breadsticks. The order summary on the left shows 'Table 01 07', 'Subtotal (0) \$0.00', and 'Total \$0.00'. At the top, there are buttons for Send, Delete, Modify, Close, Print, Exit, and More. At the bottom, there are buttons for Se 1 through Se 5 and Auto.

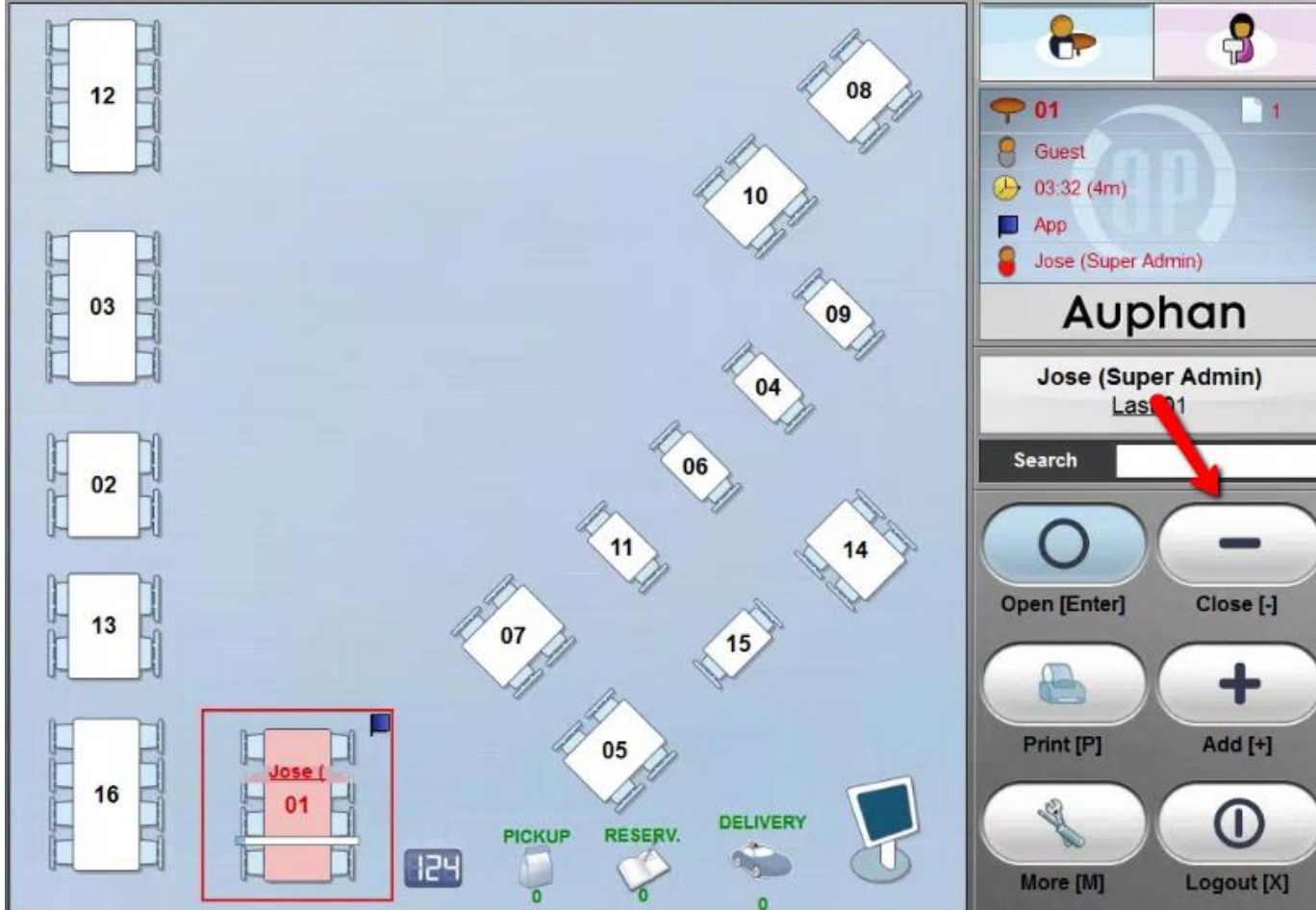
If you wanted to send the order to the kitchen. Click on Send.

A close-up of the 'Send' and 'Delete' buttons. A red arrow points to the 'Send' button, which is highlighted in blue.

This will kick you back to the Table Selection Screen.

The screenshot shows a table selection screen with a grid of tables numbered 01 through 16. Table 01 is highlighted in red and labeled 'Jose (Super Admin)'. To the right, there is a control panel with a search bar and buttons for Open [Enter], Close [-], Print [P], Add [+], More [M], and Logout [X]. At the bottom, there are icons for PICKUP, RESERV., and DELIVERY.

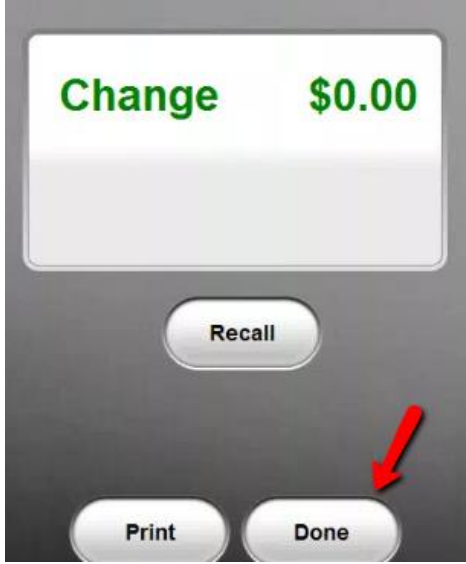
To close it you can click on the table. The select Close.



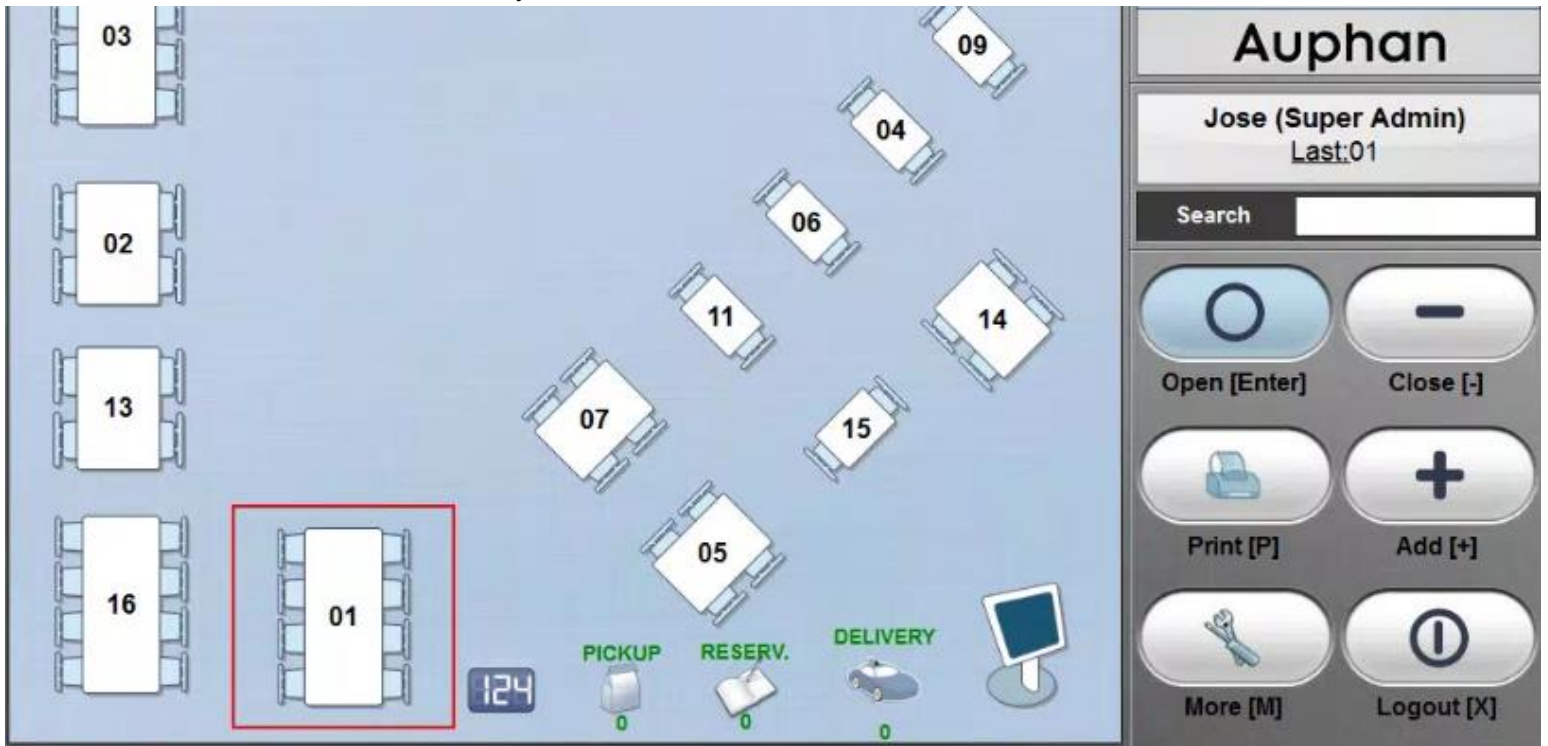
You can click on Cash. To close it out.



You can click on Done.



The table is now closed. It is vacant so you can use it for another transaction.



You can then click on Logout. To exit the software.

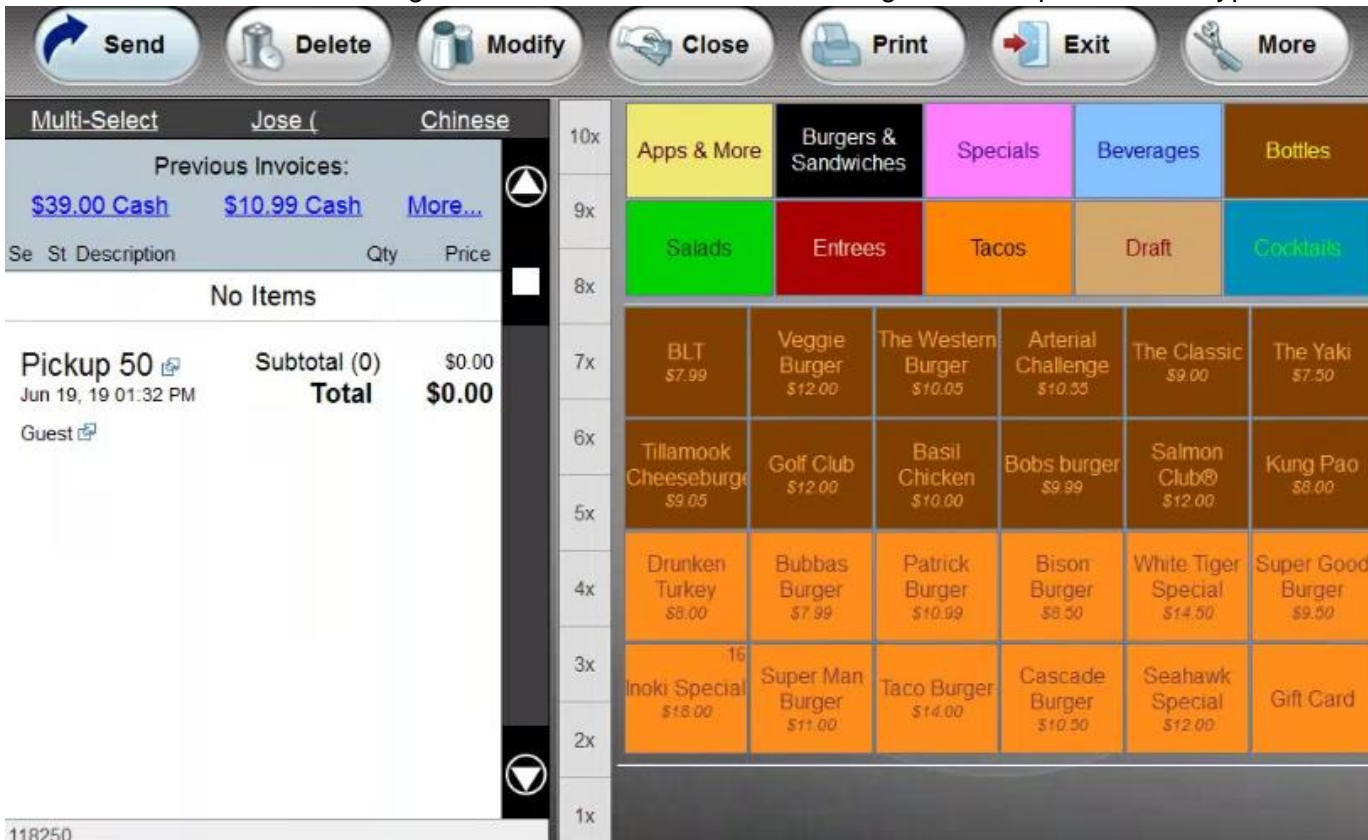


Closing with Cash (Quick Service)

If you are using Quick Service. When you log in. You will be taken to the Dining Type Selection screen. Selected the desired Dining Type. The click on Add.



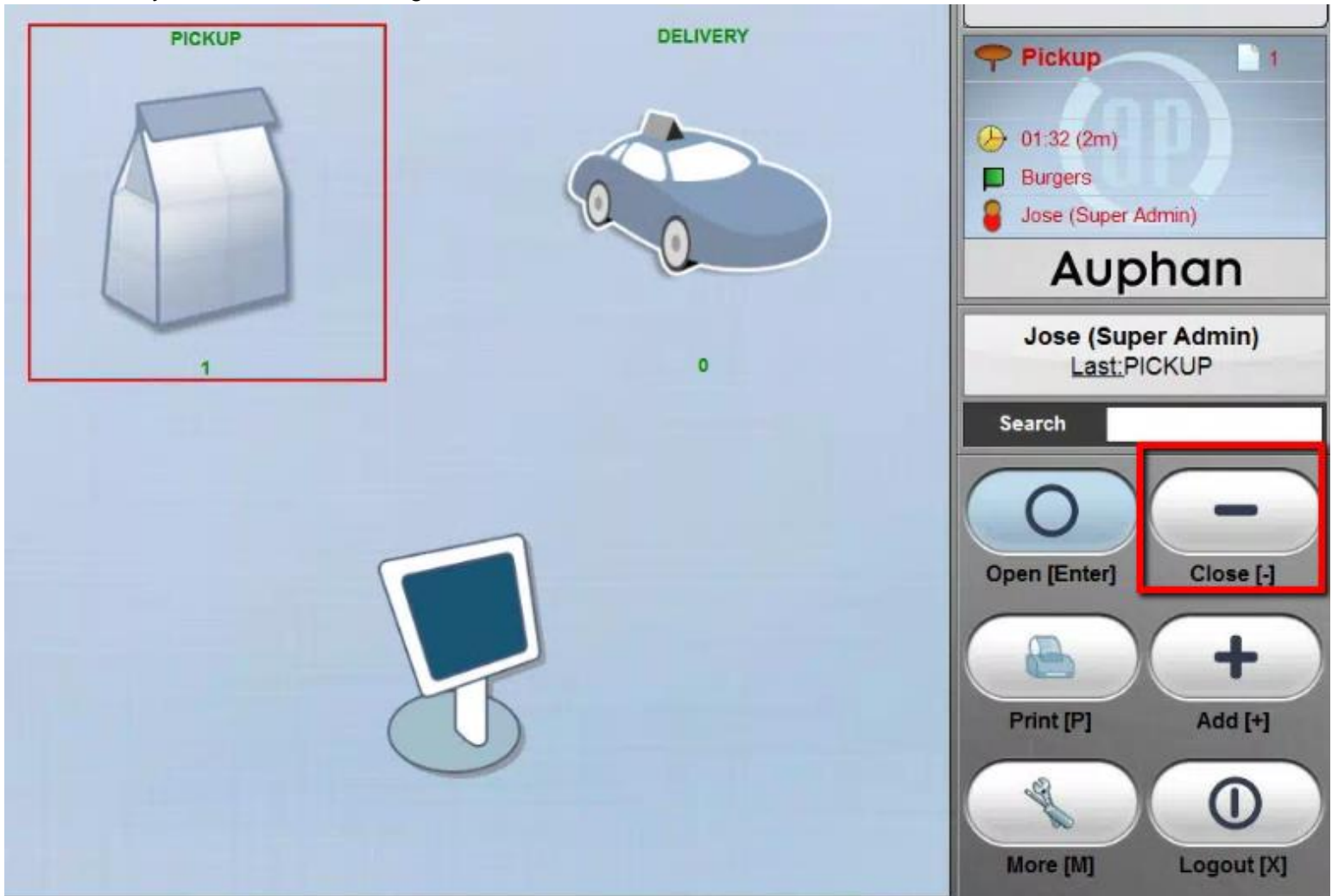
You will be taken to the ordering screen. You will then be able to ring an order up. Under the type that was selected.



If you wanted to send the order to the kitchen. Click on Send.



This will kick you back to the ordering screen. Then click on Close.



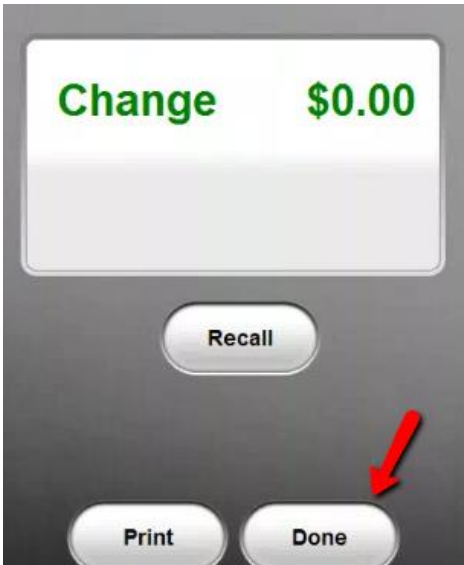
Then select the invoice.



You can then click on Cash.



You can click on Done.



Auphan POS-X Saturday, May 25 8:39AM

Send Delete Modify Close Print Exit More

Multi-Select	POS-X	French
St Description	Qty	Price
Italian [Rg]	1	\$7.00
Traditional [Rg]	1	\$7.00
Pick Up 25	Subtotal (2)	\$14.00
May 25, 19 08:39 AM	Tax	\$1.18
Guest	SV Fee	\$0.60
	Total	\$15.78

10x	Subs	Salad / Soup / Pasta	Kids / Sides	Breakfast	Catering
9x	BTL Drinks	RG Fountain Drink	LG Fountain Drink	Chips	Cookie
8x	Turkey Ranch Swiss	Cheesy Meatball Marinara	Tuna Melt	Roasted Tomato Melt	Avocado Caprese
7x	1 Italian	1 Traditional	Turkey Avocado Bacon	Honey Bacon Club	Ultmte Trky Club
6x	Chicken Parmesan	Chicken Bacon Carbonara	Chicken Pesto	Southwest Chicken Chipotle	BBQ Chicken Ranch
5x	Black Angus Steakhouse	Italian Black Angus Steak	Chipotle Steak Cheddar	Peppercorn Steak	Au Jus
4x	Lobster Sub				
3x					
2x					
1x	Sm \$5.00	Rg \$7.00	Lg \$9.00		

100225 - Added by POS-X - 08:39 AM

2. Press 'CLOSE'



3. Select the destination 'HERE'/'TO GO'/'DELIVERY'/'PICK UP'

Note: This is only for QuickService.

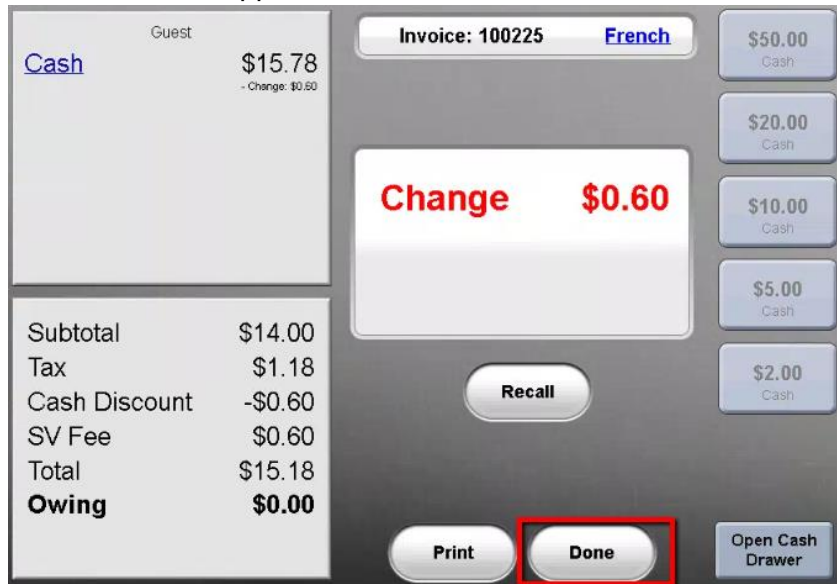
Dining Type
Here
To Go
Pick Up
Delivery

4. **Tender** the ticket accordingly;

You can Press Cash. If they got exact change. In the example below. You will cash it out for exactly "15.78".



Be Careful with this. It will automatically close it out. If done in error you will have to recall it. But for now we will click on "Done" to finish the transaction. This prints the receipt, opens the drawer, will also send an order to kitchen or bump screens if applicable.



We shall re-ring up another transaction.

(Trainer Note: Re-ring up another order for something above 50 and below 55)

If we go back to the sales screen with this new order. You will notice these options on the right hand side.



These can be used to enter the amounts. If for example they paid you with two \$20.00 bills, one \$10.00 bill and one \$5.00 dollar bill. If you don't want to do the math in your head. What you can do is press the amounts of the bills you were given.



Press the \$5.00 button.



You'll start to notice it's adding the amounts on the left hand side you can then Press \$10.00 button.

Guest
Recalled: May 25, 19 08:51 AM
Invoice not printed

Cash \$5.00

Invoice: 100226 French

45.71

Clear

7 8 9

4 5 6

1 2 3

0 .

Cash

Print Back

\$50.00 Cash

\$20.00 Cash

\$10.00 Cash

\$5.00 Cash

\$2.00 Cash

\$46.00 Cash

Subtotal	\$45.00
Tax	\$3.78
SV Fee	\$1.93
Total	\$50.71
(Total with Cash Discount)	\$48.78
Owing	\$45.71

You can then press \$20.00 button.

Guest
Recalled: May 25, 19 08:51 AM
Invoice not printed

Cash \$5.00
Cash \$10.00

Invoice: 100226 French

35.71

Clear

7 8 9

4 5 6

1 2 3

0 .

Cash

Print Back

\$50.00 Cash

\$20.00 Cash

\$10.00 Cash

\$5.00 Cash

\$2.00 Cash

\$36.00 Cash

Subtotal	\$45.00
Tax	\$3.78
SV Fee	\$1.93
Total	\$50.71
(Total with Cash Discount)	\$48.78
Owing	\$35.71

You can then press \$20.00 button once more.

Guest
Recalled: May 25, 19 08:51 AM
Invoice not printed

Cash	\$5.00
Cash	\$10.00
Cash	\$20.00

Subtotal	\$45.00
Tax	\$3.78
SV Fee	\$1.93
Total	\$50.71
(Total with Cash Discount	\$48.78)
Owing	\$15.71

Invoice: 100226 French \$50.00 Cash

15.71 Clear

7 8 9
4 5 6
1 2 3
0 .

←
Cash

\$20.00 Cash
\$10.00 Cash
\$5.00 Cash
\$2.00 Cash
\$16.00 Cash

Print Back

When you hit the last \$20.00. It will automatically charge it out. Giving you the expected change. If a mistake was made. You can follow the next step to correct it.

Guest

Cash	\$5.00	- Change: \$1.93
Cash	\$10.00	
Cash	\$20.00	
Cash	\$20.00	- Change: \$4.29

Subtotal	\$45.00
Tax	\$3.78
Cash Discount	-\$1.93
SV Fee	\$1.93
Total	\$48.78
Owing	\$0.00

Invoice: 100226 French \$50.00 Cash

Change \$4.29

Recall

Print Done Open Cash Drawer

\$20.00 Cash
\$10.00 Cash
\$5.00 Cash
\$2.00 Cash

Let's say the customer actually gave us \$60.00. So we need to recall the order and correct that. You will have to hit "Recall".

Note: You will need to have the permission to do this. Reserved for trusted users.

Guest

Invoice: 100226 French

Cash	\$5.00
	- Change: \$1.93
Cash	\$10.00
Cash	\$20.00
Cash	\$20.00
	- Change: \$4.29

Change \$4.29

Subtotal \$45.00
Tax \$3.78
Cash Discount -\$1.93
SV Fee \$1.93
Total \$48.78
Owing \$0.00

Recall

Print Done Open Cash Drawer

\$50.00 Cash
\$20.00 Cash
\$10.00 Cash
\$5.00 Cash
\$2.00 Cash

You will then need to click on Yes.

Recall invoice?

Yes

No

Click on these lines.

Guest

Recalled: May 25, 19 08:51 AM

Invoice not printed

Cash	\$5.00
	- Change: \$1.93
Cash	\$10.00
Cash	\$20.00
Cash	\$20.00
	- Change: \$4.29

Payment is complete

Subtotal \$45.00
Tax \$3.78
Cash Discount -\$1.93
SV Fee \$1.93
Total \$48.78
Owing \$0.00

Close Exit

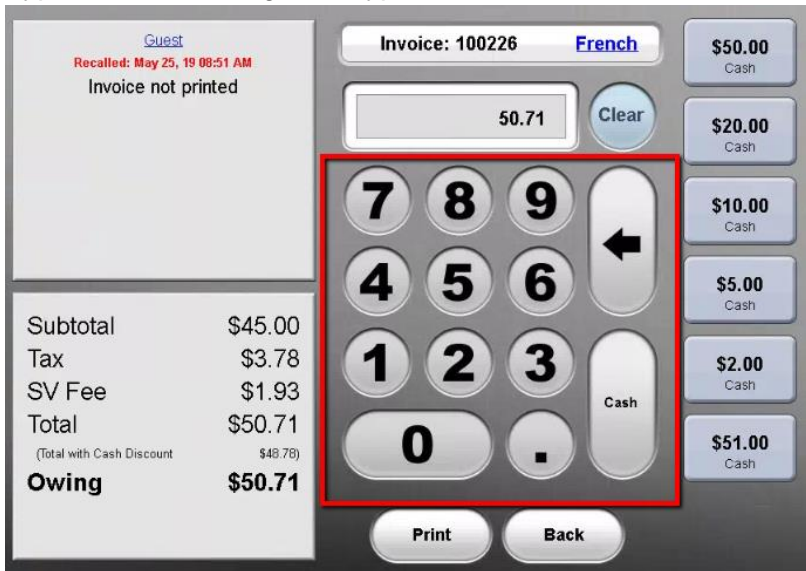
Print Back

\$50.00 Cash
\$20.00 Cash
\$10.00 Cash
\$5.00 Cash
\$2.00 Cash

You will be able to re-enter the right amount.



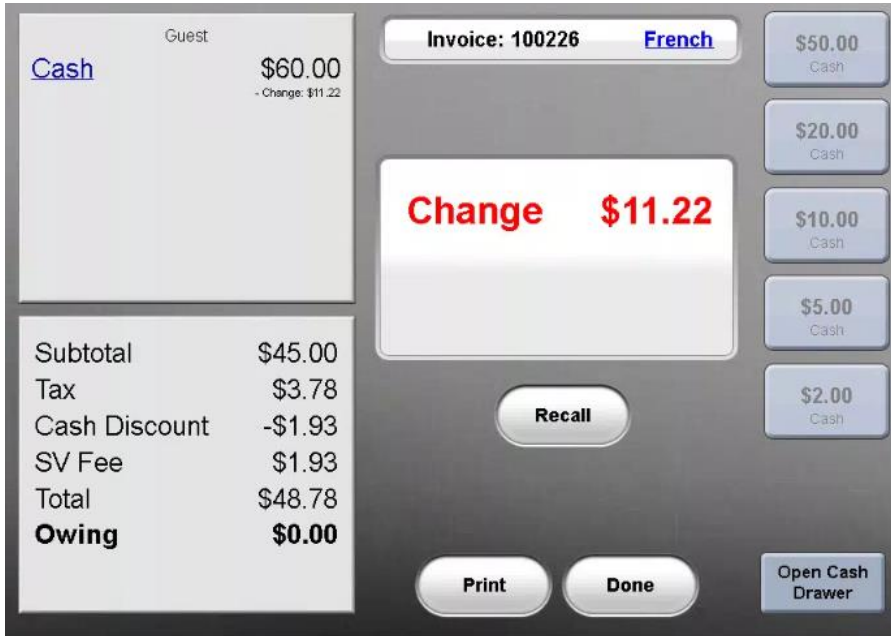
Now since we know the amount. We can do the easier way. Which would be to just type in the total of the payment. Type in \$60.00 using the keypad.



Then type **Cash**.



You can then click on **Done** to Accept the Order.



3-2 Ring in an order:Closing w/ Credit

Closing with Credit Card (Table Service)

Follow steps to SIGN-ON to the POS

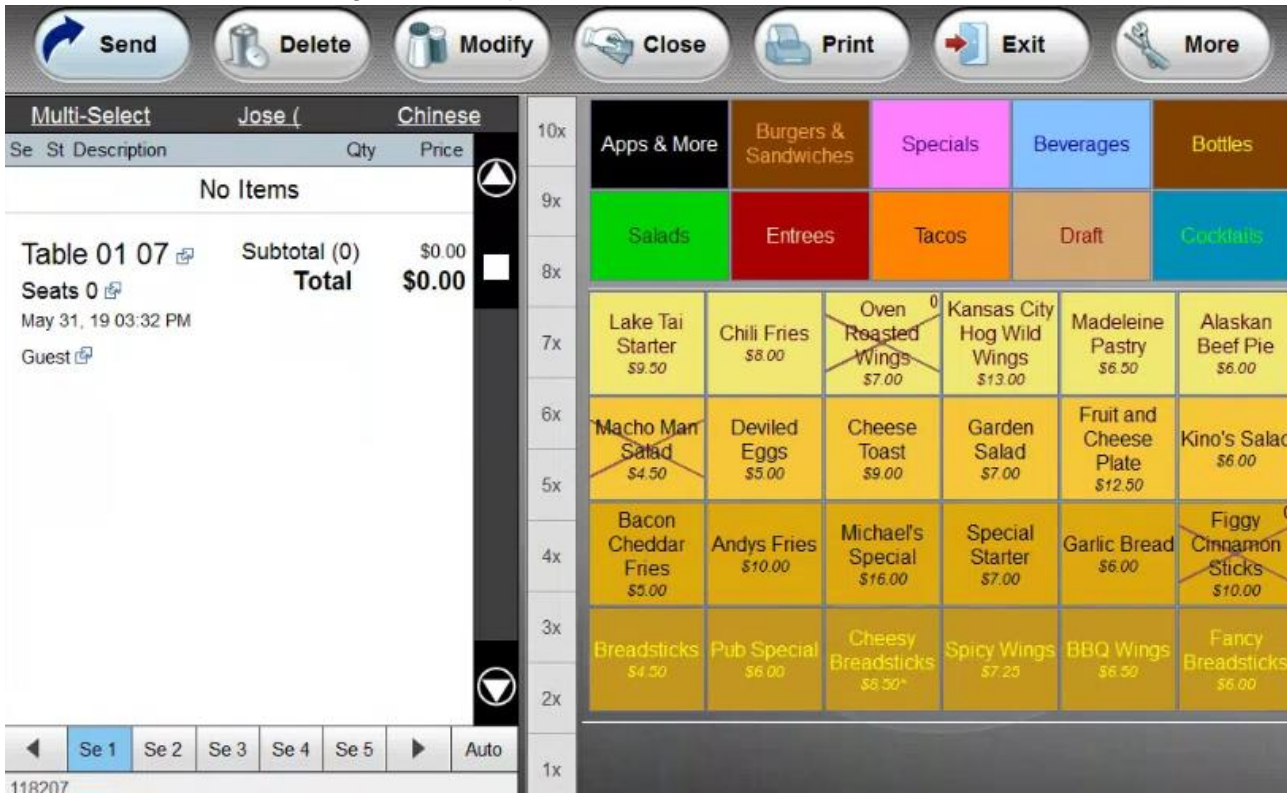
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Then click on Add[+]



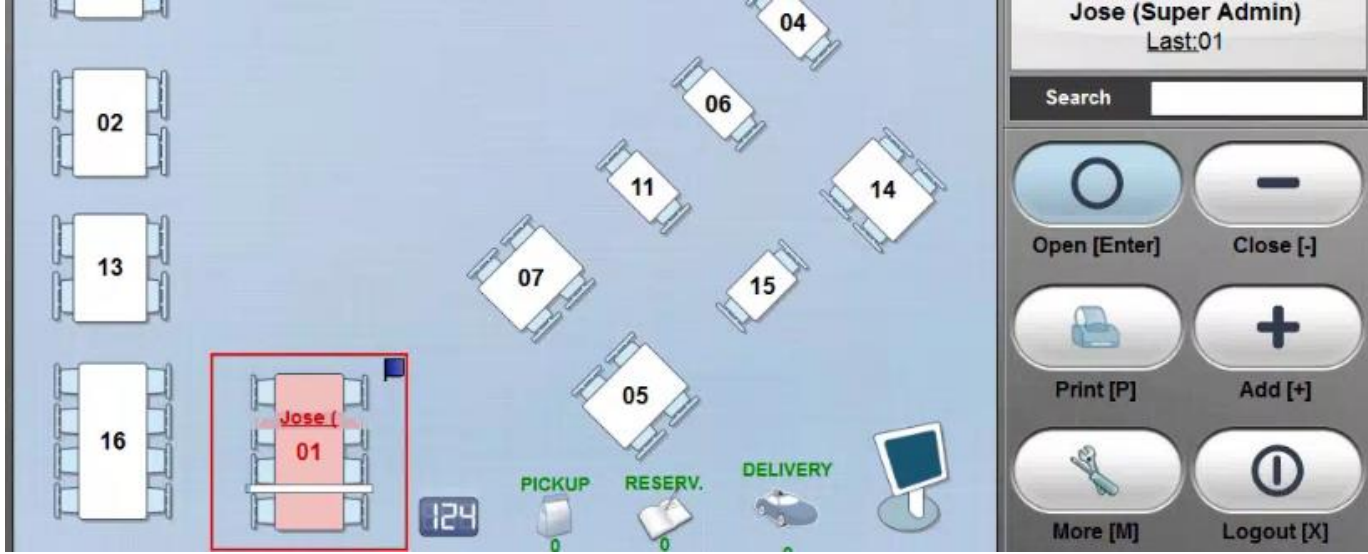
You will then be able to ring an order up. Under that table.



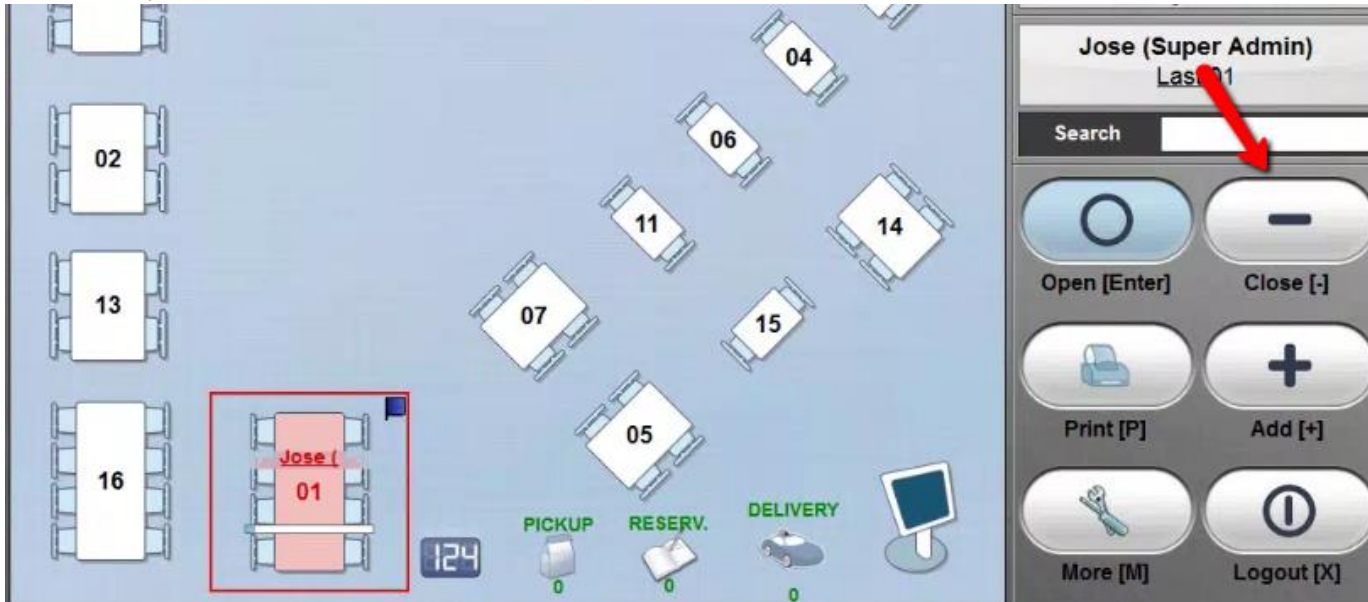
If you wanted to send the order to the kitchen. Click on Send.



This will kick you back to the Table Selection Screen.



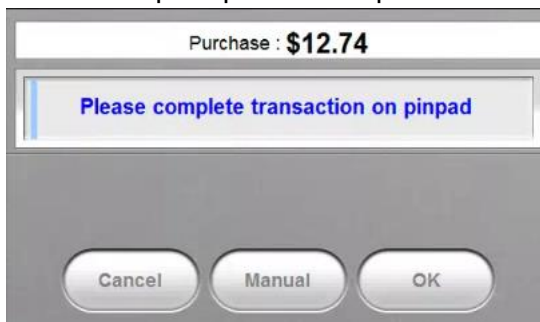
To close it you can click on the table. The select Close.



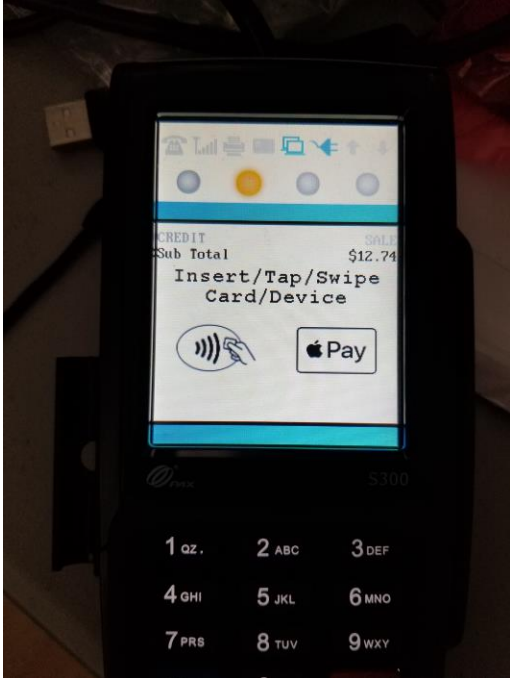
You can click on Credit Card. To close it out.



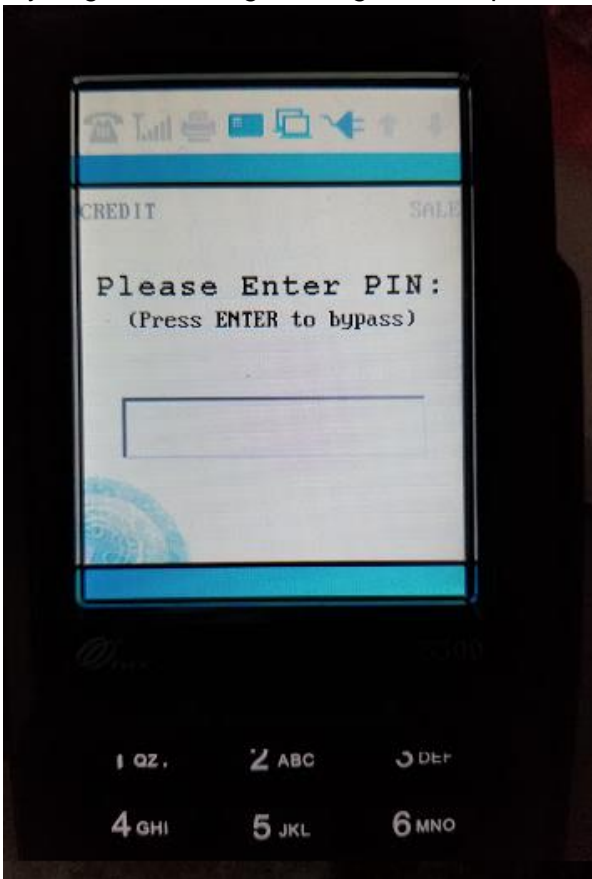
You will be prompted to complete the transaction on the Pinpad.



The rest of the transaction will be completed from the pinpad. If you have a PAX S300. It will prompt the customer to Insert to Tap to Swipe.



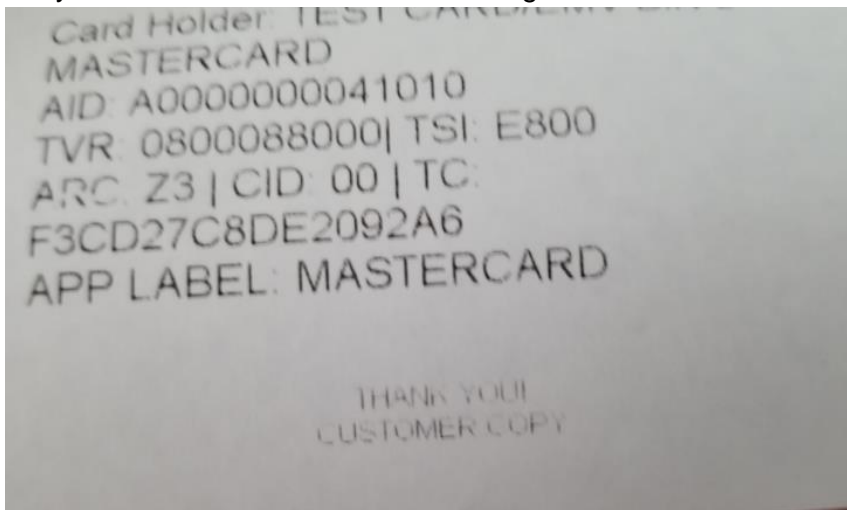
If you get a message asking to add a pin. You can bypass it by pressing Enter.



Once it completes it should print out two slips. One for the Customer and one for the Merchant.



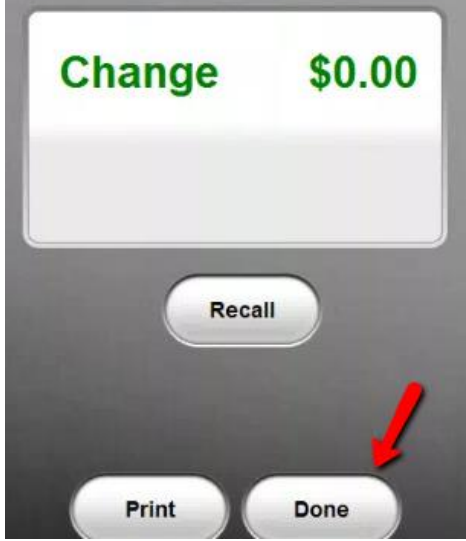
They will be labeled at the bottom. This goes to the customer.



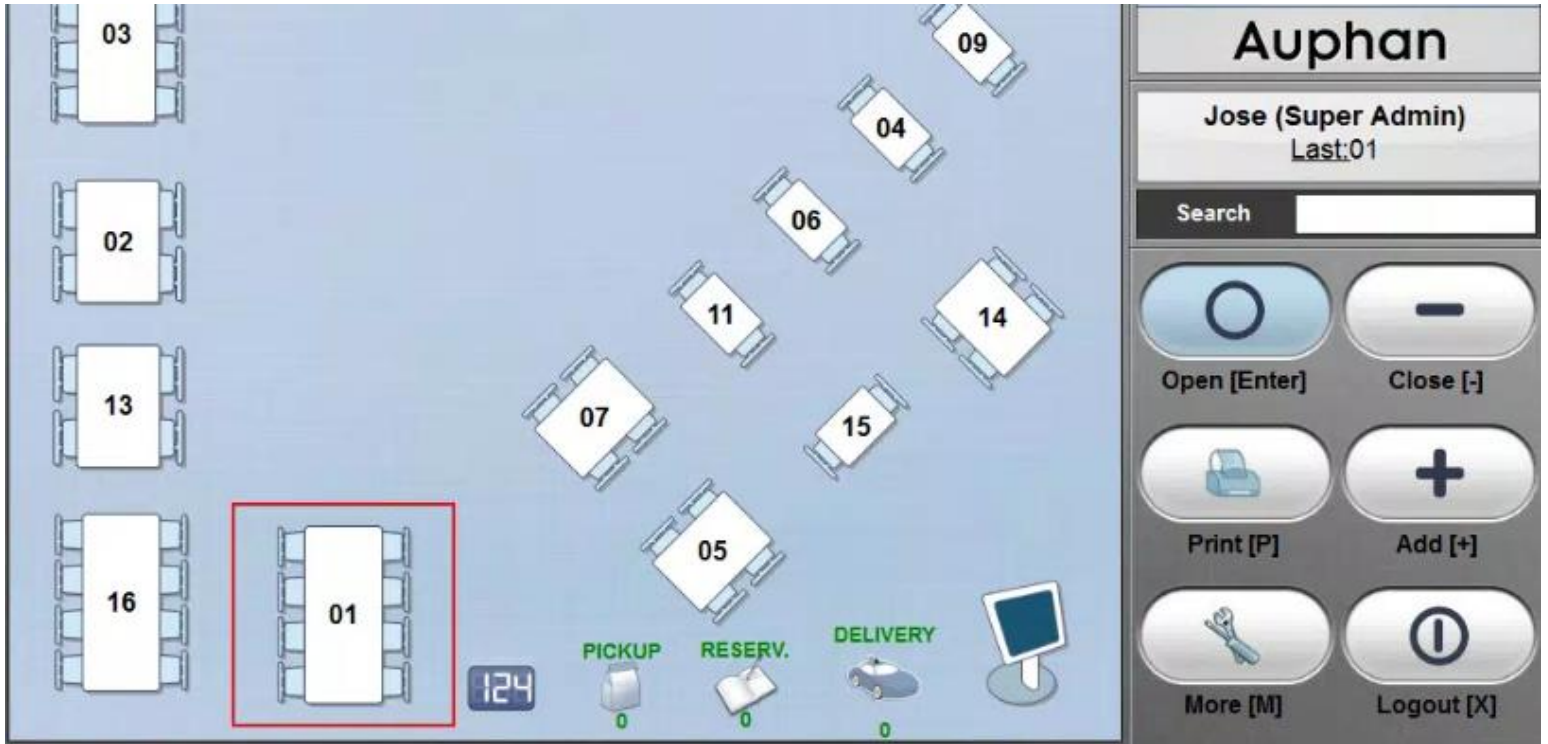
Here is the Merchant Copy. This the copy the restaurant will keep.



You can click on Done.



The table is now closed. It is vacant so you can use it for another transaction.



You can then click on Logout. To exit the software.

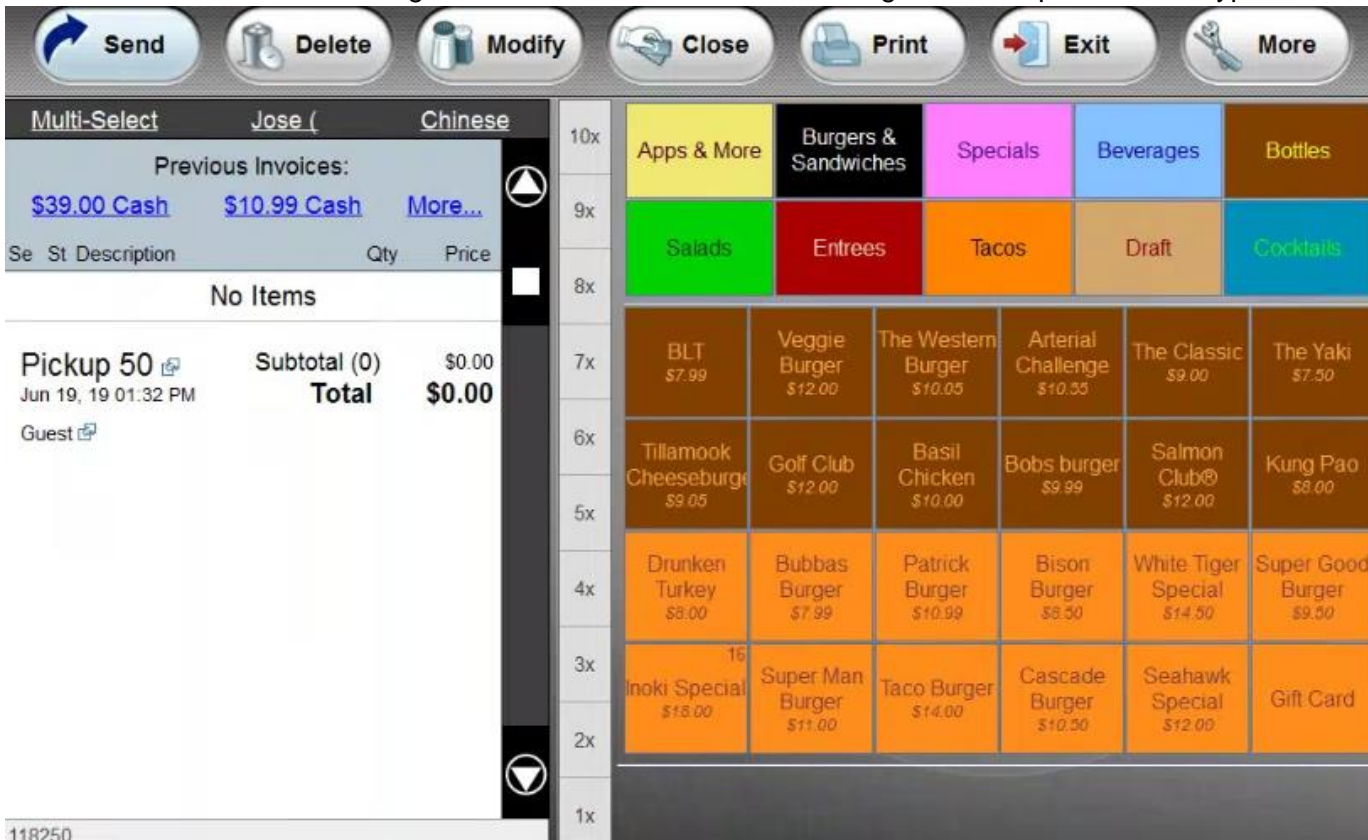


Closing with Credit card (Quick Service)

If you are using Quick Service. When you log in. You will be taken to the Dining Type Selection screen. Selected the desired Dining Type. The click on Add.



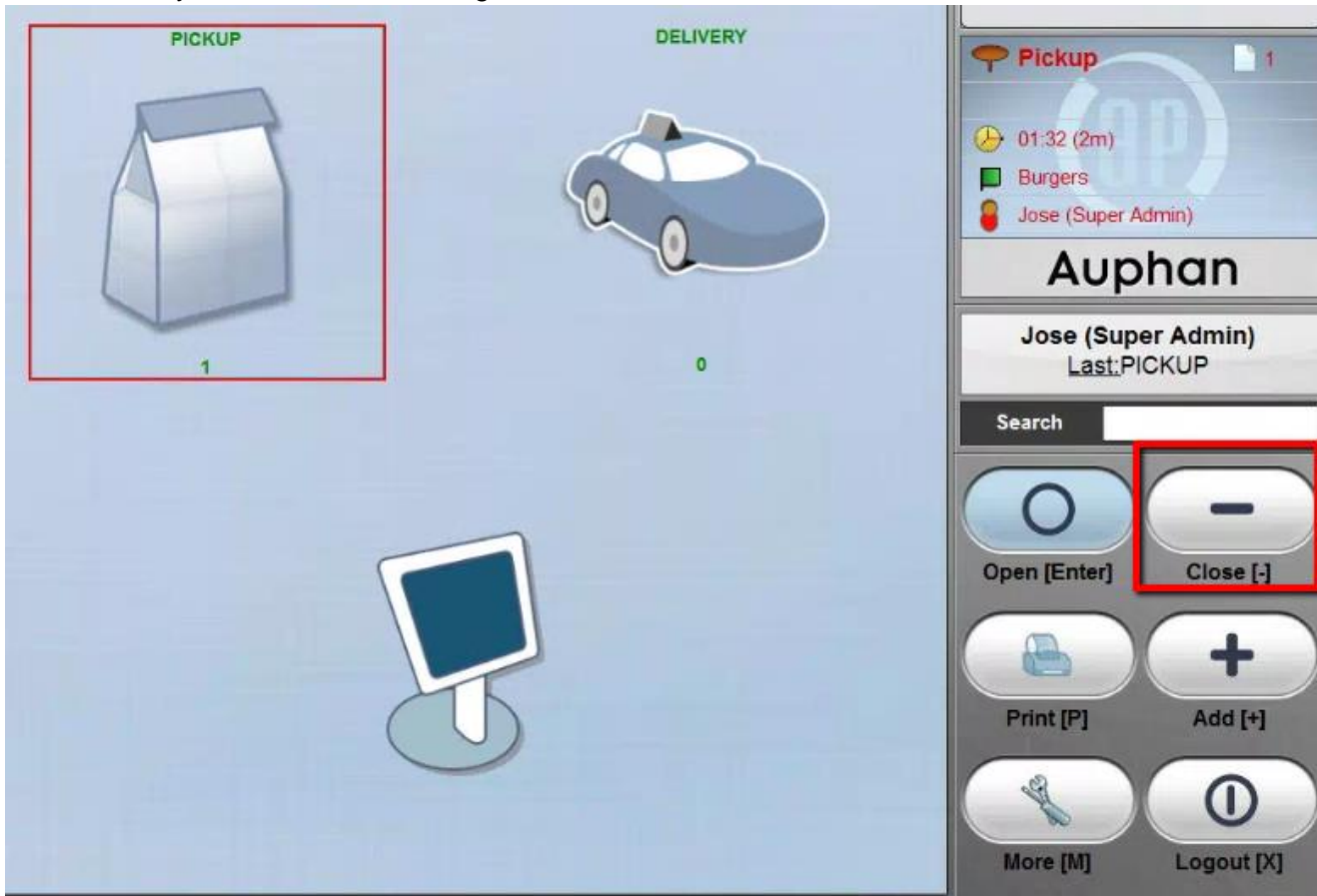
You will be taken to the ordering screen. You will then be able to ring an order up. Under the type that was selected.



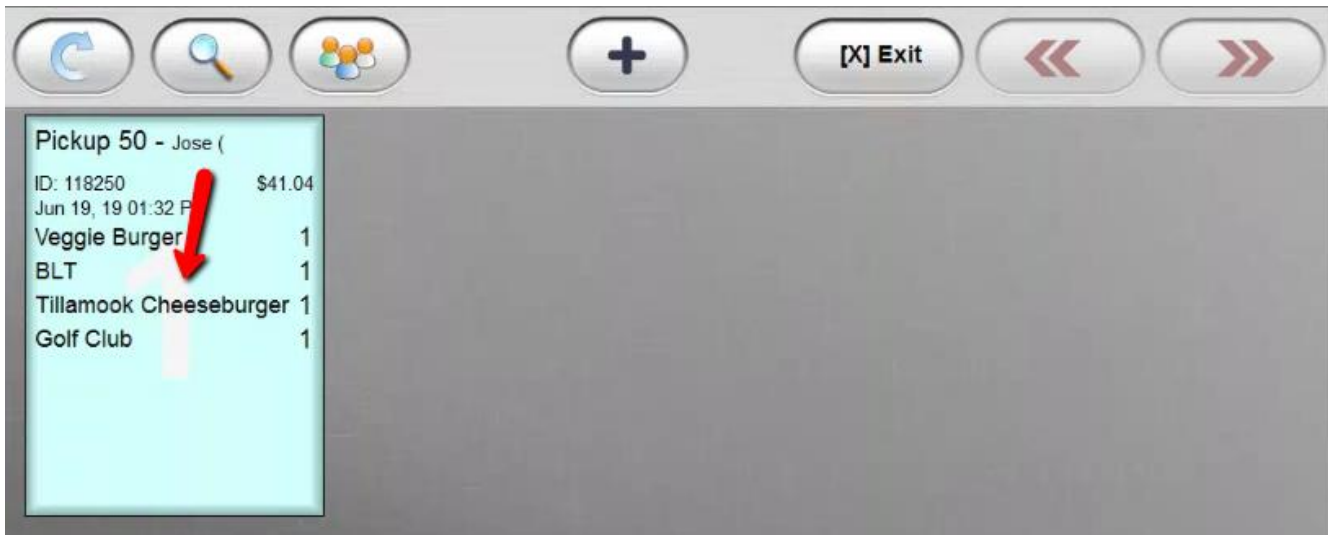
If you wanted to send the order to the kitchen. Click on Send.



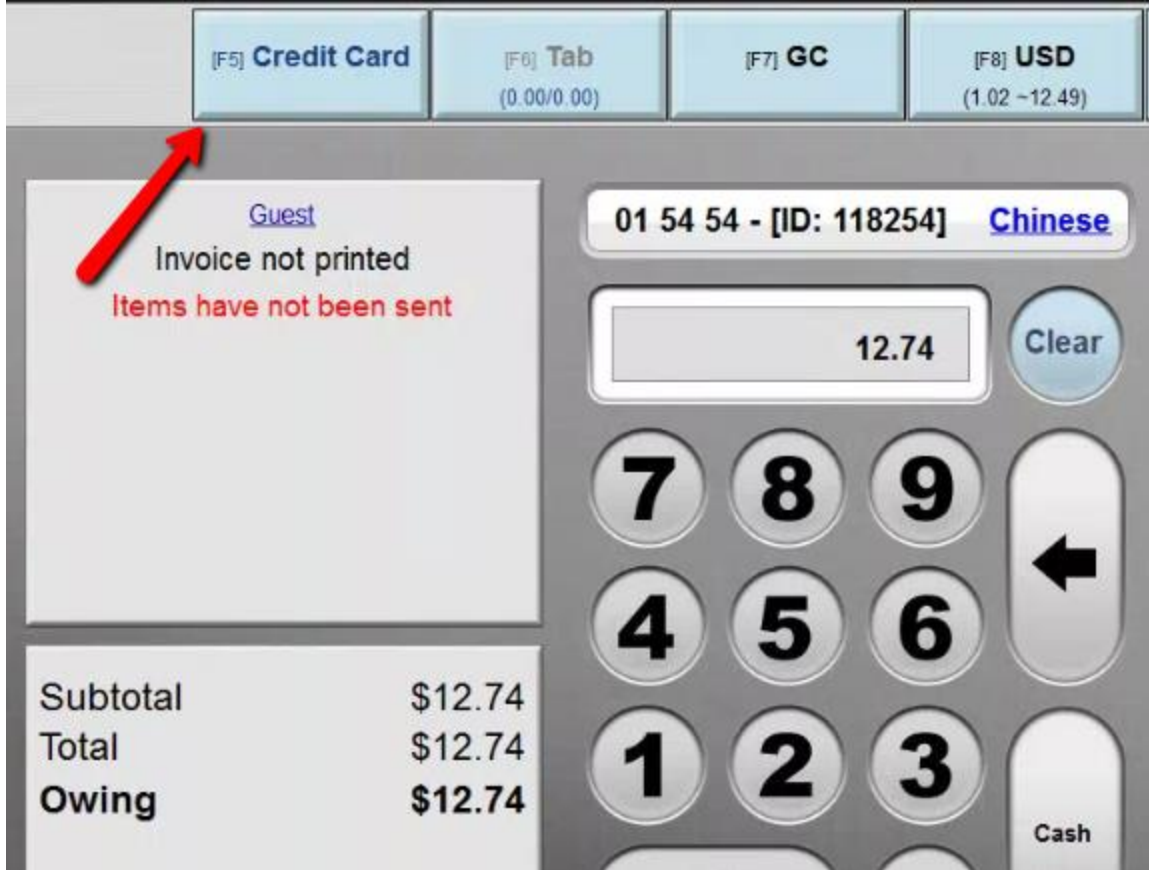
This will kick you back to the ordering screen. Then click on Close.



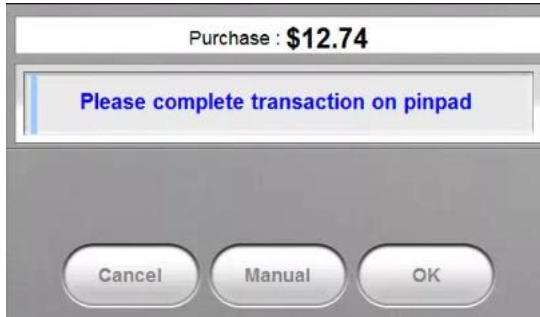
Then select the invoice.



You will then need to click on Credit Card. To close it out.



You will be prompted to complete the transaction on the Pinpad.



You can click on Done.

