

## 4-1 End of Day Procedures

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### Approve Employee Hours

Log out back into the Login Screen. Then type in your code and then click on Management.

Click on Employee Hours.





## Explaining Customer Employee Hours

You will find all of the employees that are clocked in or that have clocked in for that day. Depending on if the employees are clocked in or not. You will start seeing the bar will change Colors.

If the Entry is Green the employee is still clocked. They will need to clock out. So that can Approved.

Employee Hours

< Prev | Saturday, June 22, 2019 | Next >

Employee	Position	10am	12	2	4pm	6	8	10pm	12	2	4am	6	8	10am	Time	Wage
(Admin), Jose	None															
02 : 03 PM - 02 : 03 PM (02:03 PM - 00:00 XX) <input type="checkbox"/> Leave Shift Open <input checked="" type="checkbox"/> Calc OT <input checked="" type="checkbox"/> Calc Hol.																
(Manager), Jose	None															
02 : 03 PM - 02 : 03 PM (02:03 PM - 00:00 XX) <input type="checkbox"/> Leave Shift Open <input checked="" type="checkbox"/> Calc OT <input checked="" type="checkbox"/> Calc Hol.																
(Employee), Jose	None															
02 : 03 PM - 02 : 03 PM (02:03 PM - 00:00 XX) <input type="checkbox"/> Leave Shift Open <input checked="" type="checkbox"/> Calc OT <input checked="" type="checkbox"/> Calc Hol.																
														Total Worked	0	\$0.00
<input type="checkbox"/> Show Shift Dates																
■ - Clocked in   ■ - Unapproved   ■ - Approved   ■ - Holiday   ■ - Overtime   ■ - Employee Breaks (\$)- Paid																
With selected: [ Normalize Hours ] [ Save ] [ Recalculate Hours ] [ Delete ]																

Approving Shifts of Clocked out Employees

Here we see a shift of an employee that has clocked out. If the clock in and out times are correct. You can approve this.

The screenshot shows the 'Employee Hours' interface for Thursday, March 21, 2019. The employee 'Bender, Joe' is listed with position 'Server@10.00'. A shift is shown from 10:06 AM to 12:19 PM, which is currently unapproved (indicated by a pink bar). A red box highlights the time selection fields: '10 : 06 AM' and '12 : 19 PM'. The total worked time is 2.22 hours with a wage of \$22.20. The interface includes a legend for shift statuses and buttons for 'Save', 'Recalculate Hours', and 'Delete'.

To approve it first check mark the shift.

This screenshot shows the same 'Employee Hours' interface. A red arrow points to the checkmark in the 'Employee' column next to 'Bender, Joe', indicating that the shift has been checked. The shift details remain the same: 10:06 AM - 12:19 PM, 2.22 hours worked, and \$22.20 wage. The 'Save' button is highlighted in blue.

Then click on Save.

Employee Hours

< Prev | Thursday, March 21, 2019 | Next >

Employee	Position	10am	12	2	4pm	6	8	10pm	12	2	4am	6	8	10am	Time	Wage
<input checked="" type="checkbox"/> Bender, Joe	Server@10.00														2.22	\$22.20
10 : 06 AM - 12 : 19 PM (10:06 AM - 12:19 PM) <input checked="" type="checkbox"/> Calc OT <input checked="" type="checkbox"/> Calc Hol.																
Total Worked 2.22 \$22.20																
<input type="checkbox"/> Show Shift Dates																
<input checked="" type="checkbox"/> - Clocked in <input checked="" type="checkbox"/> - Unapproved <input type="checkbox"/> - Approved <input type="checkbox"/> - Holiday <input type="checkbox"/> - Overtime <input type="checkbox"/> - Employee Breaks (\$) - Paid																
With selected: [ Normalize Hours ] [ Save ] [ Recalculate Hours ] [ Delete ]																

This will now approve the shift for that day.

Employee Hours

< Prev | Thursday, March 21, 2019 | Next >

Employee	Position	10am	12	2	4pm	6	8	10pm	12	2	4am	6	8	10am	Time	Wage
<input checked="" type="checkbox"/> Bender, Joe	Server@10.00														2.22	\$22.20
10 : 06 AM - 12 : 19 PM (10:06 AM - 12:19 PM) <input checked="" type="checkbox"/> Calc OT <input checked="" type="checkbox"/> Calc Hol.																
Total Worked 2.22 \$22.20																
<input type="checkbox"/> Show Shift Dates																
<input type="checkbox"/> - Clocked in <input type="checkbox"/> - Unapproved <input checked="" type="checkbox"/> - Approved <input type="checkbox"/> - Holiday <input type="checkbox"/> - Overtime <input type="checkbox"/> - Employee Breaks (\$) - Paid																
With selected: [ Normalize Hours ] [ Save ] [ Recalculate Hours ] [ Delete ]																

### Changing Times on a shift

You can make adjustments on a shift. Let's say the two shifts need to get the clock in time adjusted to 9:00 AM

Let's say we have a shift that is ready to get approved. But we need to adjust the time then approve it. .

Employee	Position	10am	12	2	4pm	6	8	10pm	12	2	4am	6	8	10am	Time	Wage
<input type="checkbox"/> (Admin), Jose	None														0.24	
02 : 03 PM - 02 : 17 PM (02:03 PM - 02:17 PM) <input type="checkbox"/> Leave Shift Open <input checked="" type="checkbox"/> Calc OT <input checked="" type="checkbox"/> Calc Hol.																
<input type="checkbox"/> (Manager), Jose	None														0.24	
02 : 03 PM - 02 : 17 PM (02:03 PM - 02:17 PM) <input type="checkbox"/> Leave Shift Open <input checked="" type="checkbox"/> Calc OT <input checked="" type="checkbox"/> Calc Hol.																

Adjust the start time of the shift. 0

Employee Hours									
< Prev   Saturday, June 22, 2019   Next >									
Employee	Position	10am 12 2 4pm 6 8 10pm 12 2 4am 6 8 10am						Time	Wage
<input checked="" type="checkbox"/> (Admin), Jose	None							0.24	
		09 : 00 AM	-	02 : 17 PM	(02:03 PM - 02:17 PM)		<input type="checkbox"/> Leave Shift Open	<input checked="" type="checkbox"/> Calc OT	<input checked="" type="checkbox"/> Calc Hol.
<input checked="" type="checkbox"/> (Manager), Jose	None							0.24	
		09 : 00 AM	-	02 : 17 PM	(02:03 PM - 02:17 PM)		<input type="checkbox"/> Leave Shift Open	<input checked="" type="checkbox"/> Calc OT	<input checked="" type="checkbox"/> Calc Hol.
<input type="checkbox"/> (Employee), Jose	None								
		02 : 03 PM	-	02 : 03 PM	(02:03 PM - 00:00 XX)		<input type="checkbox"/> Leave Shift Open	<input checked="" type="checkbox"/> Calc OT	<input checked="" type="checkbox"/> Calc Hol.

Then click on Recalculate.

Employee Hours									
< Prev   Saturday, June 22, 2019   Next >									
Employee	Position	10am 12 2 4pm 6 8 10pm 12 2 4am 6 8 10am						Time	Wage
<input checked="" type="checkbox"/> (Admin), Jose	None							0.24	
		09 : 00 AM	-	02 : 17 PM	(02:03 PM - 02:17 PM)		<input type="checkbox"/> Leave Shift Open	<input checked="" type="checkbox"/> Calc OT	<input checked="" type="checkbox"/> Calc Hol.
<input checked="" type="checkbox"/> (Manager), Jose	None							0.24	
		09 : 00 AM	-	02 : 17 PM	(02:03 PM - 02:17 PM)		<input type="checkbox"/> Leave Shift Open	<input checked="" type="checkbox"/> Calc OT	<input checked="" type="checkbox"/> Calc Hol.
<input type="checkbox"/> (Employee), Jose	None								
		02 : 03 PM	-	02 : 03 PM	(02:03 PM - 00:00 XX)		<input type="checkbox"/> Leave Shift Open	<input checked="" type="checkbox"/> Calc OT	<input checked="" type="checkbox"/> Calc Hol.
							<b>Total Worked</b>	0.48	\$0.00
							<input type="checkbox"/> Show Shift Dates		
<span style="color: green;">■</span> - Clocked in <span style="color: magenta;">■</span> - Unapproved <span style="color: blue;">■</span> - Approved <span style="color: orange;">■</span> - Holiday <span style="color: yellow;">■</span> - Overtime <span style="color: teal;">■</span> - Employee Breaks              (\$) - Paid									
With selected: [ Normalize Hours ] [ <b>Save</b> ] [ Recalculate Hours ] [ Delete ]									

We can then click on Save to Approve both of these shifts.

Employee Hours

< Prev | Saturday, June 22, 2019 | Next >

Employee	Position	10am	12	2	4pm	6	8	10pm	12	2	4am	6	8	10am	Time	Wage
<input checked="" type="checkbox"/> (Admin), Jose	None													5.28		
		06 / 22 / 2019	09 : 00	AM	-	06 / 22 / 2019	02 : 17	PM	(02:03 PM - 02:17 PM)		<input type="checkbox"/> Leave Shift Open	<input checked="" type="checkbox"/> Calc OT	<input checked="" type="checkbox"/> Calc Hol.			
<input checked="" type="checkbox"/> (Manager), Jose	None													5.28		
		06 / 22 / 2019	09 : 00	AM	-	06 / 22 / 2019	02 : 17	PM	(02:03 PM - 02:17 PM)		<input type="checkbox"/> Leave Shift Open	<input checked="" type="checkbox"/> Calc OT	<input checked="" type="checkbox"/> Calc Hol.			
<input type="checkbox"/> (Employee), Jose	None															
		06 / 22 / 2019	02 : 03	PM	-	06 / 22 / 2019	02 : 03	PM	(02:03 PM - 00:00 XX)		<input type="checkbox"/> Leave Shift Open	<input checked="" type="checkbox"/> Calc OT	<input checked="" type="checkbox"/> Calc Hol.			
														<b>Total Worked</b>	10.56	\$0.00
														<input checked="" type="checkbox"/> Show Shift Dates		
<input checked="" type="checkbox"/> - Clocked in <input checked="" type="checkbox"/> - Unapproved <input type="checkbox"/> - Approved <input type="checkbox"/> - Holiday <input checked="" type="checkbox"/> - Overtime <input type="checkbox"/> - Employee Breaks           (\$) - Paid																
With selected: [ Normalize Hours ] [ Save ] [ Recalculate Hours ] [ Delete ]																

Now we will have two shifts that are approved. But we still have a shift of an employee that is still clocked in.

Employee Hours

< Prev | Saturday, June 22, 2019 | Next >

Employee	Position	10am	12	2	4pm	6	8	10pm	12	2	4am	6	8	10am	Time	Wage
<input checked="" type="checkbox"/> (Admin), Jose	None													5.28		
		06 / 22 / 2019	09 : 00	AM	-	06 / 22 / 2019	02 : 17	PM	(02:03 PM - 02:17 PM)		<input type="checkbox"/> Leave Shift Open	<input checked="" type="checkbox"/> Calc OT	<input checked="" type="checkbox"/> Calc Hol.			
<input checked="" type="checkbox"/> (Manager), Jose	None													5.28		
		06 / 22 / 2019	09 : 00	AM	-	06 / 22 / 2019	02 : 17	PM	(02:03 PM - 02:17 PM)		<input type="checkbox"/> Leave Shift Open	<input checked="" type="checkbox"/> Calc OT	<input checked="" type="checkbox"/> Calc Hol.			
<input type="checkbox"/> (Employee), Jose	None															
		06 / 22 / 2019	02 : 03	PM	-	06 / 22 / 2019	02 : 03	PM	(02:03 PM - 00:00 XX)		<input type="checkbox"/> Leave Shift Open	<input checked="" type="checkbox"/> Calc OT	<input checked="" type="checkbox"/> Calc Hol.			

Let's say that employee left at 2:15 because of an emergency. We shall change the clock out time to 2:15.

Then click Save.

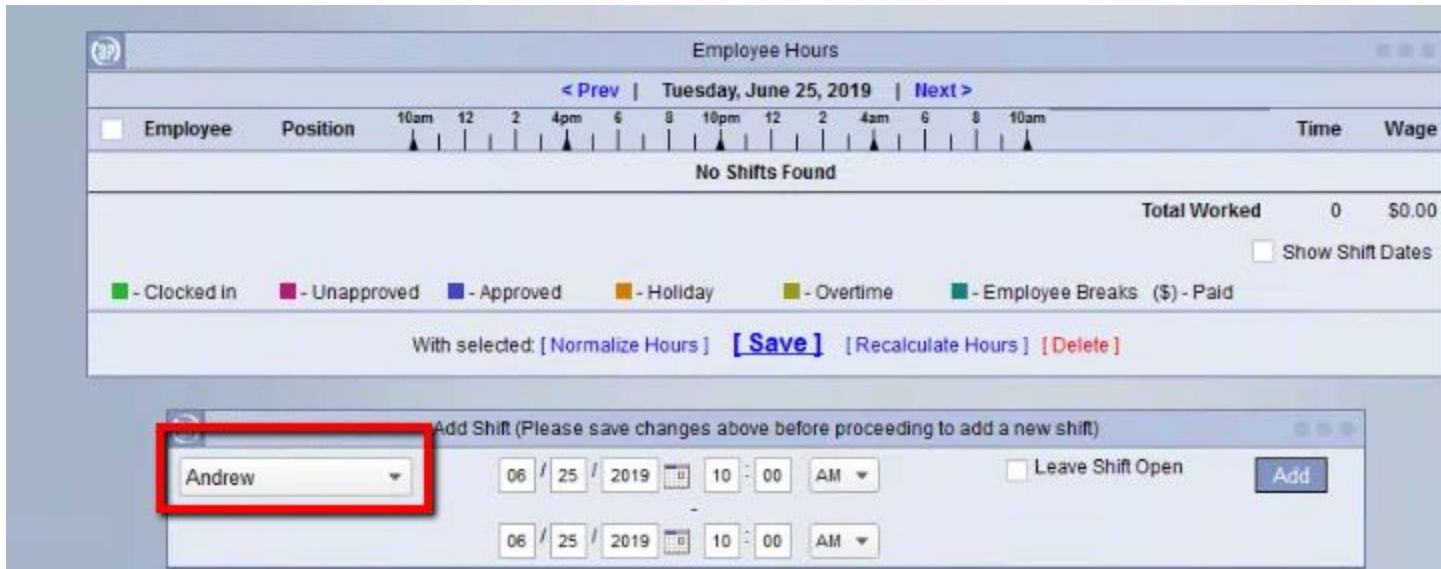
You will see that all of the shifts have been approved.

**Tech Note:** Make sure this reflects the work hours for the location. So there isn't any overlap between days. Shifts can look weird if they overlap between days. If there a night shifts especially.

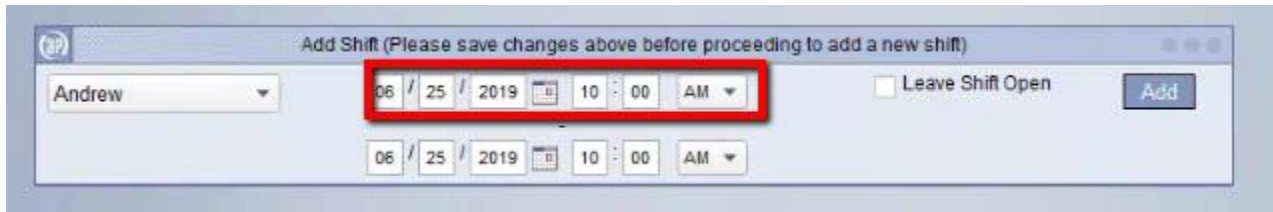
## How to clock someone In

You can clock someone in. By creating a shift and leaving it open.

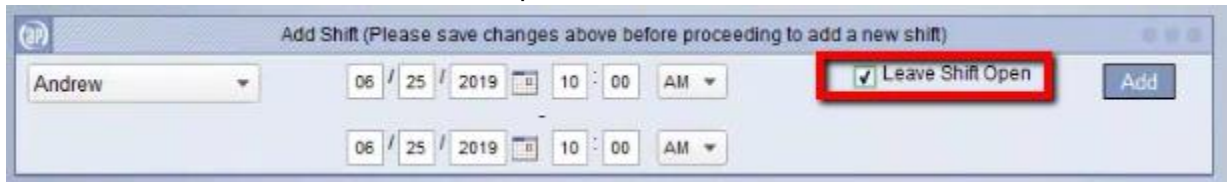
Let's say we want to clock someone that forgot to clock in. What we have to do is select the from the drop down.



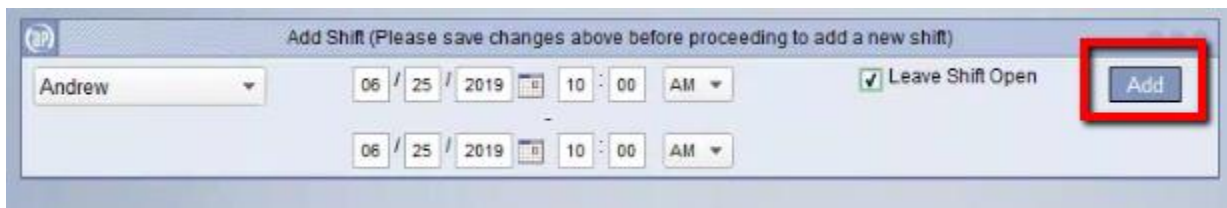
Put in the time for the clock in.



Make sure to check Mark Leave Shift Open.



You can then click on Add.



This will add them and leave them clocked in.



Employee Hours

< Prev | Tuesday, June 25, 2019 | Next >

Employee	Position	10am	12	2	4pm	6	8	10pm	12	2	4am	6	8	10am	Time	Wage		
<input type="checkbox"/> Andrew	Tip Pool@0.00														0	\$0.00		
<input type="text" value="10"/> : <input type="text" value="00"/> AM - <input type="text" value="10"/> : <input type="text" value="00"/> AM (10:00 AM - 10:00 AM)																		
															Total Worked		0	\$0.00
																	<input type="checkbox"/> Show Shift Dates	
<input type="checkbox"/> - Clocked in <input type="checkbox"/> - Unapproved <input type="checkbox"/> - Approved <input type="checkbox"/> - Holiday <input type="checkbox"/> - Overtime <input type="checkbox"/> - Employee Breaks (\$)- Paid																		
With selected: [ Normalize Hours ] [ Save ] [ Recalculate Hours ] [ Delete ]																		

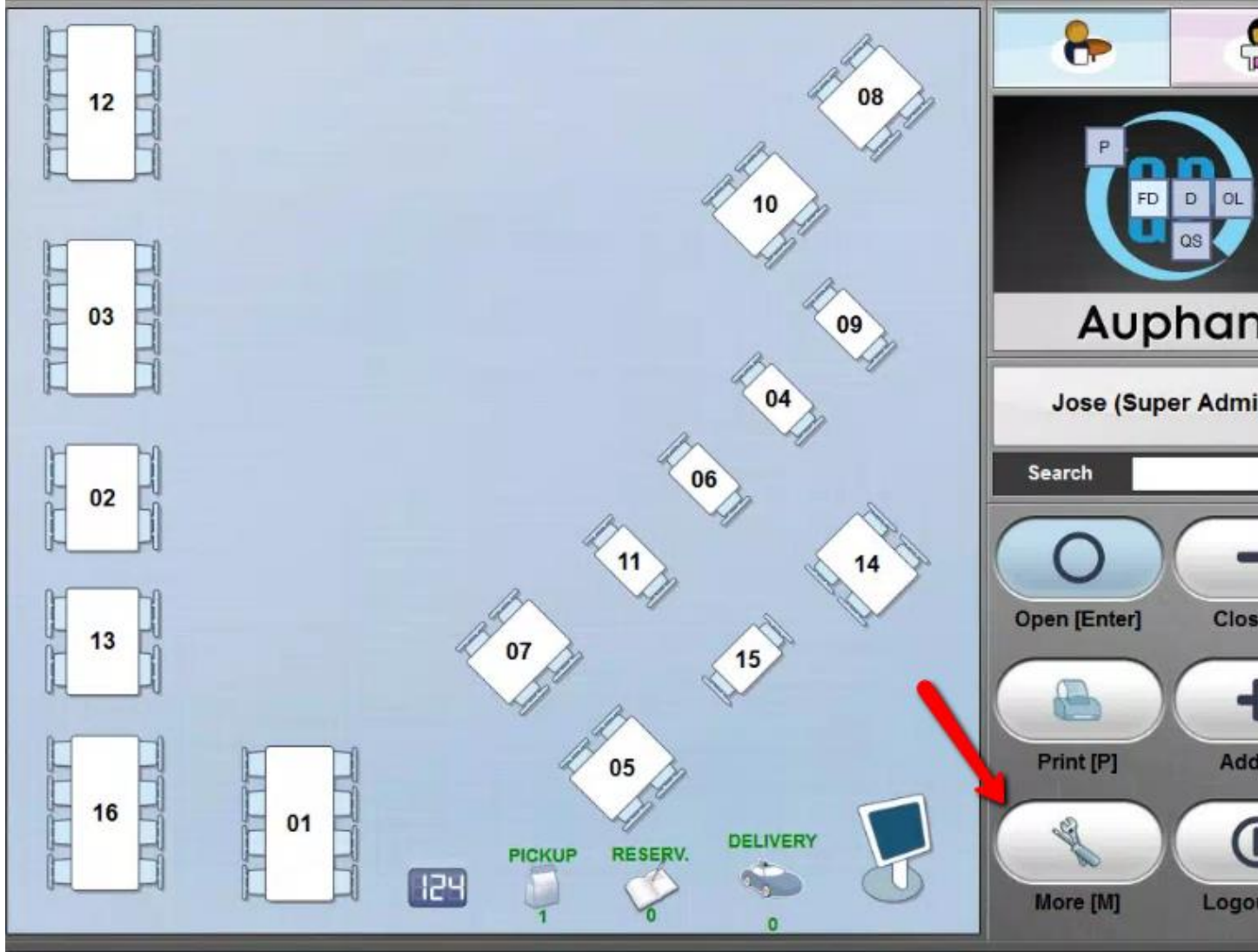
## 5-1 Closing out Tips

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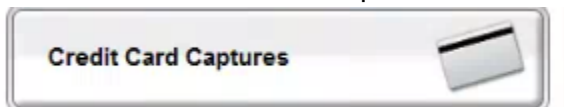
### How to process tips.

You need to close out tips. This can change depending on what mode the POS station is setup the layout will differ.

If you are using Table Service. You can click on More.



Then click on Credit Card Captures.



Otherwise you will have to go under more from the order screen. If you don't have the layout.

Send
 Delete
 Modify
 Close
 Print
 Exit
 More

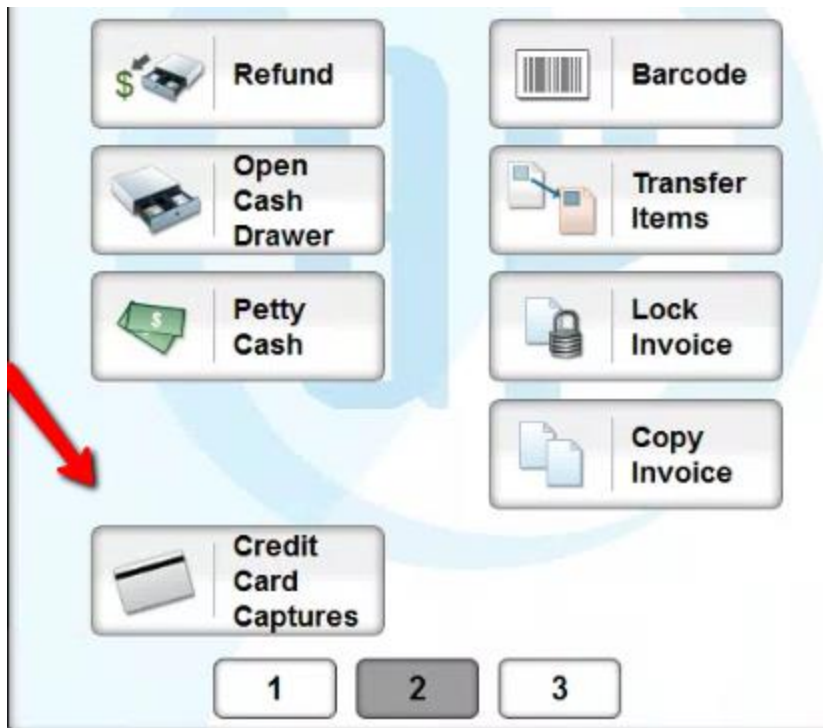
Multi-Select		Jose (	Chinese
Se	St	Description	Qty Price
No Items			
Table 01 57		Subtotal (0)	\$0.00
Seats 0		<b>Total</b>	<b>\$0.00</b>
Jun 22, 19 02:53 PM			
Guest			

10x	Apps & More	Burgers & Sandwiches	Specials	Beverages	Bo
9x	Salads	Entrees	Tacos	Draft	Co
8x	Lake Tai Starter \$9.50	Chili Fries \$8.00	Oven Roasted Wings \$7.00	Kansas City Hog Wild Wings \$13.00	Madeleine Pastry \$6.50
7x	Macho Man Salad \$4.50	Deviled Eggs \$5.00	Cheese Toast \$9.00	Garden Salad \$7.00	Fruit and Cheese Plate \$12.50
6x	Bacon Cheddar Fries \$5.00	Andys Fries \$10.00	Michael's Special \$16.00	Special Starter \$7.00	Garlic Bread \$6.00
5x	Breadsticks \$4.50	Pub Special \$6.00	Cheesy Breadsticks \$6.50	Spicy Wings \$7.25	BBQ Wings \$6.50
4x					
3x					
2x					
1x					

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 118257

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Then select Credit Card Captures.



Once you get to the area. You will see a list of all the transactions that have been processed for the day.

**Auphan** Jose (Super Admin) Saturday, Jun 22 3:18PM

Sort By: **Date** Group By: **Employee**

**Jose (Super Admin)**

Date	Table	Invoice ID	Card	Pre-auth	Capture
06/22 11:39AM	01 54	<a href="#">118254</a>	M 0510	\$12.74	>
06/22 12:43PM	01 55	<a href="#">118255</a>	M 0510	\$1.75	>
06/22 02:57PM	01 57	<a href="#">118257</a>	M 0510	\$83.50	>
06/22 02:57PM	01 58	<a href="#">118258</a>	M 0510	\$1.75	>

Calculator interface with numeric keypad and buttons for '+', '=', and '<'. Bottom navigation buttons: <<, Capture All, >>, Exit.

Let's say we need to add a tip of 5 dollars to the first transaction. Click on the Capture Icon next to the Invoice.

**Jose (Super Admin)**

Date	Table	Invoice ID	Card	Pre-auth	Capture
06/22 11:39AM	01 54	<a href="#">118254</a>	M 0510	\$12.74	>
06/22 12:43PM	01 55	<a href="#">118255</a>	M 0510	\$1.75	>
06/22 02:57PM	01 57	<a href="#">118257</a>	M 0510	\$83.50	>
06/22 02:57PM	01 58	<a href="#">118258</a>	M 0510	\$1.75	>

A red arrow points to the Capture icon (>) next to the first transaction.

You will then need to enter in your tip amount. Then click on Capture.

Purchase Amount: \$12.74

Base      Tip      Total

12.74 + 5 = 17.74

7 8 9 ←

4 5 6

1 2 3 Cancel

0 . Capture

You will then click on Yes.

Invoice: 118254 - Capture: \$17.74

Yes

No

You can also add the tip. By the whole total. Then click Capture.



### Capturing Cards

Once you have processed all of the tips. You can click on Capture All.

Auphan

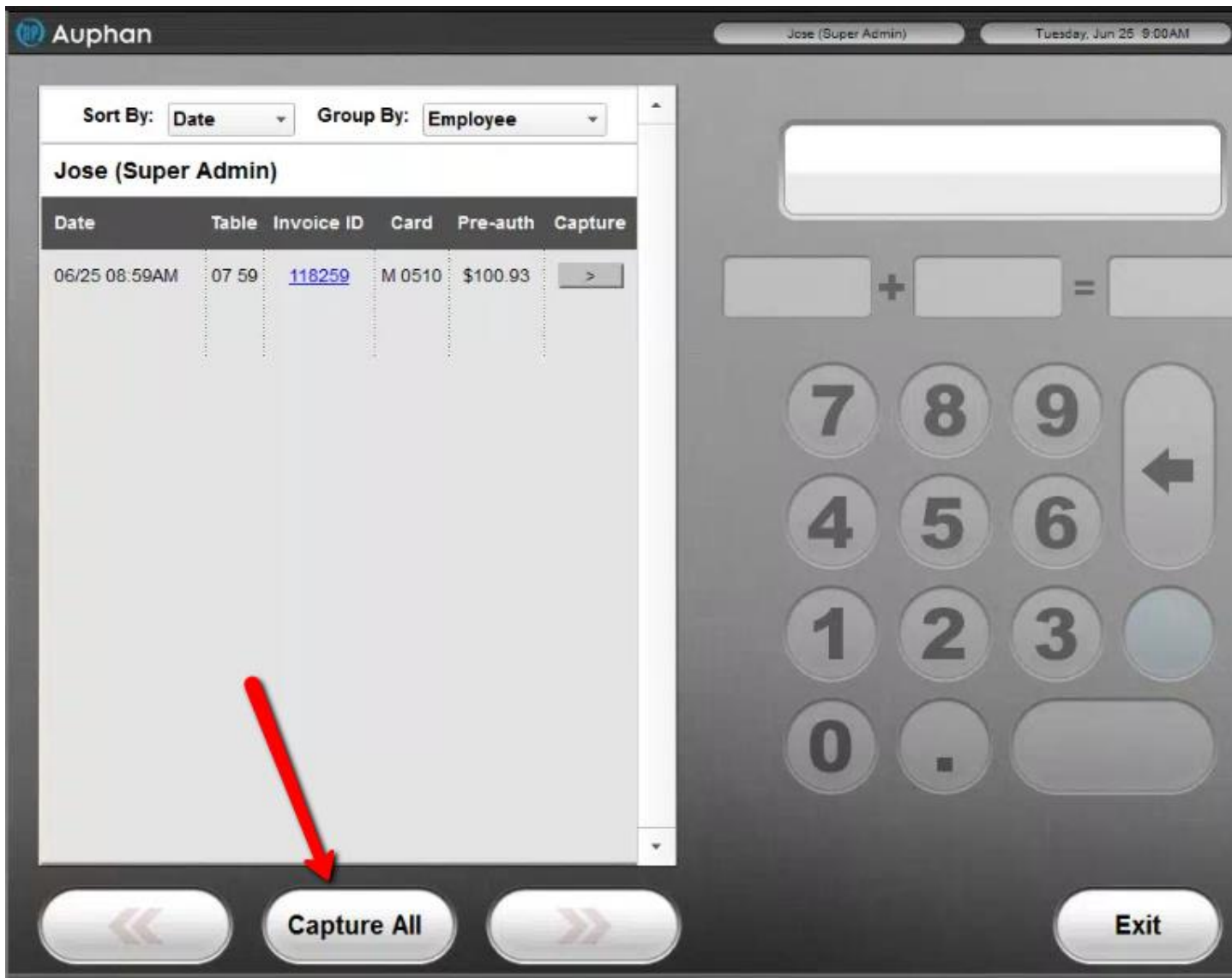
Jose (Super Admin) Tuesday, Jun 25 9:00AM

Sort By: **Date** Group By: **Employee**

**Jose (Super Admin)**

Date	Table	Invoice ID	Card	Pre-auth	Capture
06/25 08:59AM	07 59	<a href="#">118259</a>	M 0510	\$100.93	>

**Capture All** **Exit**

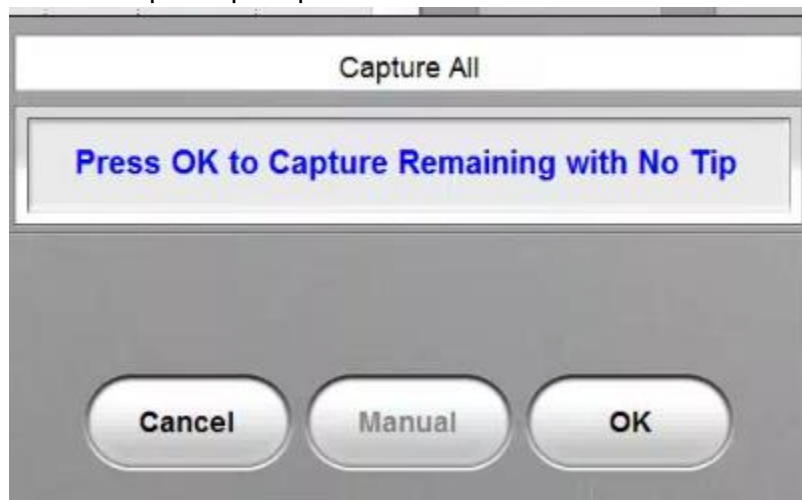


Then Accept the prompt.

Capture All

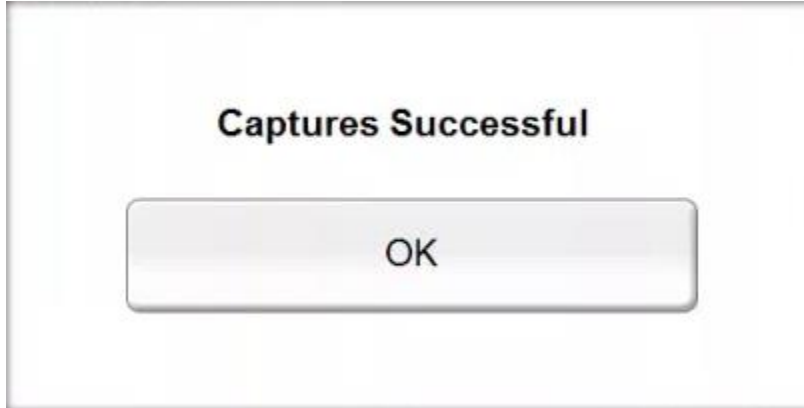
**Press OK to Capture Remaining with No Tip**

**Cancel** **Manual** **OK**





You should then get a message saying Captures Successful.



You can then go into the Reports. To print out your end of day reports. You'll have to go back to the login screen.

Type in your login code. Then press Reports.



## Declaring Cash Tips

From this screen. You can declare Cash Tips.




Let's say we got a total of 20 dollars in Tips. You'll need to put in the amount and then click Enter.



You can also Delete the Entry if a mistake was made.


Jun 25, 2019 12:00AM - Jun 26, 2019 12:00AM  
Today  
Direct Tip Method [Tips: \$20.00]

Date	Tips	
Jun 25, 2019 06:23AM	20.00	<a href="#">Delete</a>



You can then hit yes to Save.

Delete tip entry? Jun 25, 2019 06:23AM



## Closing Batch

To close out the batch. You will have to do it from the Login screen. Click on Batch Close.

Start Time

Jun 24, 19 10:00 AM

End Time

Now

Manual

Your work hours

Your hourly sales

Hourly sales (Receipt)

Sales closed by station  
(Station Cashout)

Sales opened by you  
(Server Cashout)

Current Summary



Batch Close

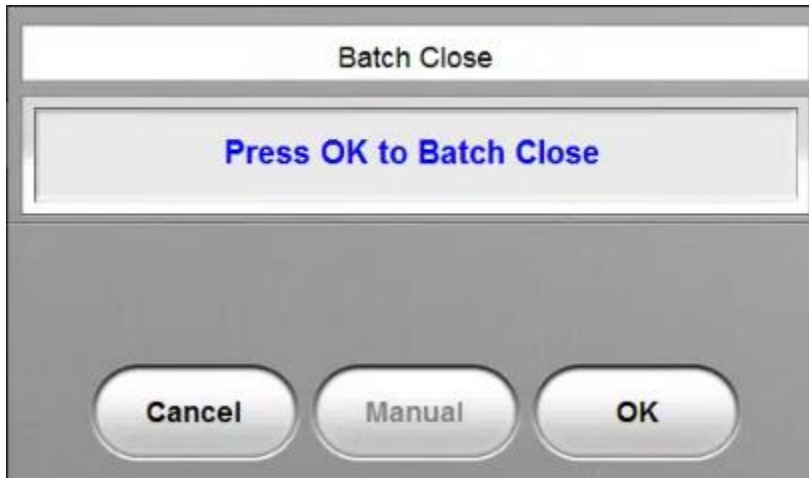
Tips

Print

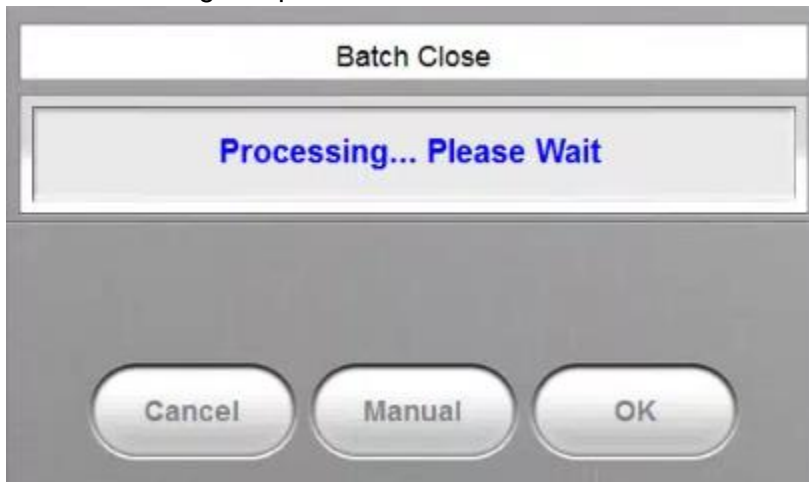
Preview

Exit

You can then Press OK to Batch Close.



It should be begin to process.



You will then see a summary. This will show you how many cards you processed. Also the total of all the credit cards.



## 6-1 Printing out End of Day Reports

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Depending on what is needed. There are a couple of different reports that need to be printed. Some can be found from the report screen. Or you can go into the Management Report area to generate some of the more advanced reports.

Firstly will go through the reports that are under the report area. If you type in your login and then click on Reports. You'll go into the Reports area.



(ap) Auphan

Log





Here are the reports you can see from the Reports area.

The screenshot shows the Auphan Reports area. At the top left is the Auphan logo. The top right shows the user 'Jose (Super Admin)' and the date 'Thursday, Jun 27 5:14PM'. On the left side, there are two input fields: 'Start Time' with the value 'Jun 27, 19 10:00 AM' and 'End Time' with the value 'Now'. Below these fields is a 'Manual' button. On the right side, there is a vertical list of report options: 'Your work hours', 'Your hourly sales', 'Hourly sales (Receipt)', 'Sales closed by station (Station Cashout)', 'Sales opened by you (Server Cashout)', 'Cash Out Report (All)', 'View Payments (Receipt) (All)', and 'Current Summary'. A scrollbar is visible on the right side of the list.

## Customizing Login Screen Reports

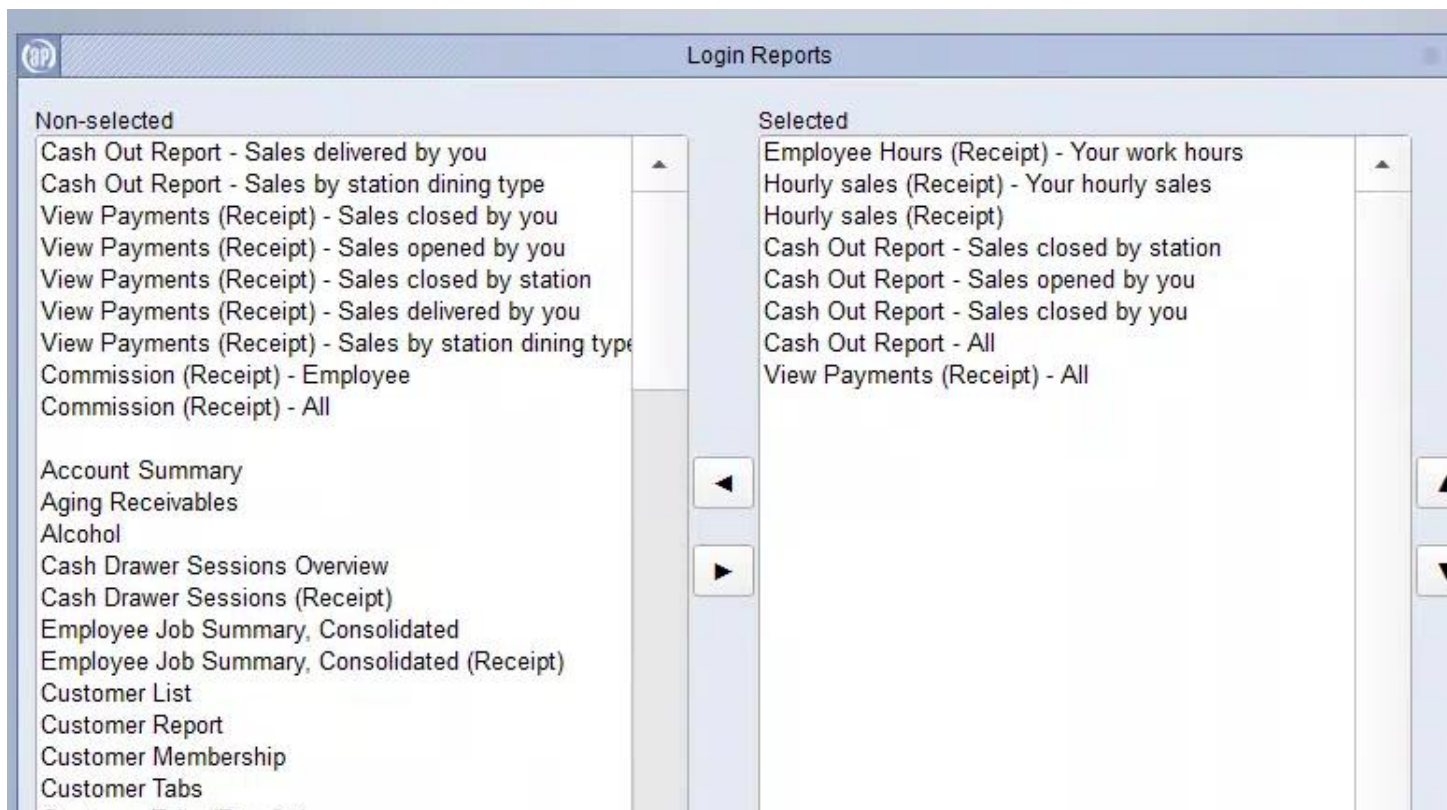
If you are missing reports. You can go into the management screen. To see add or remove reports.



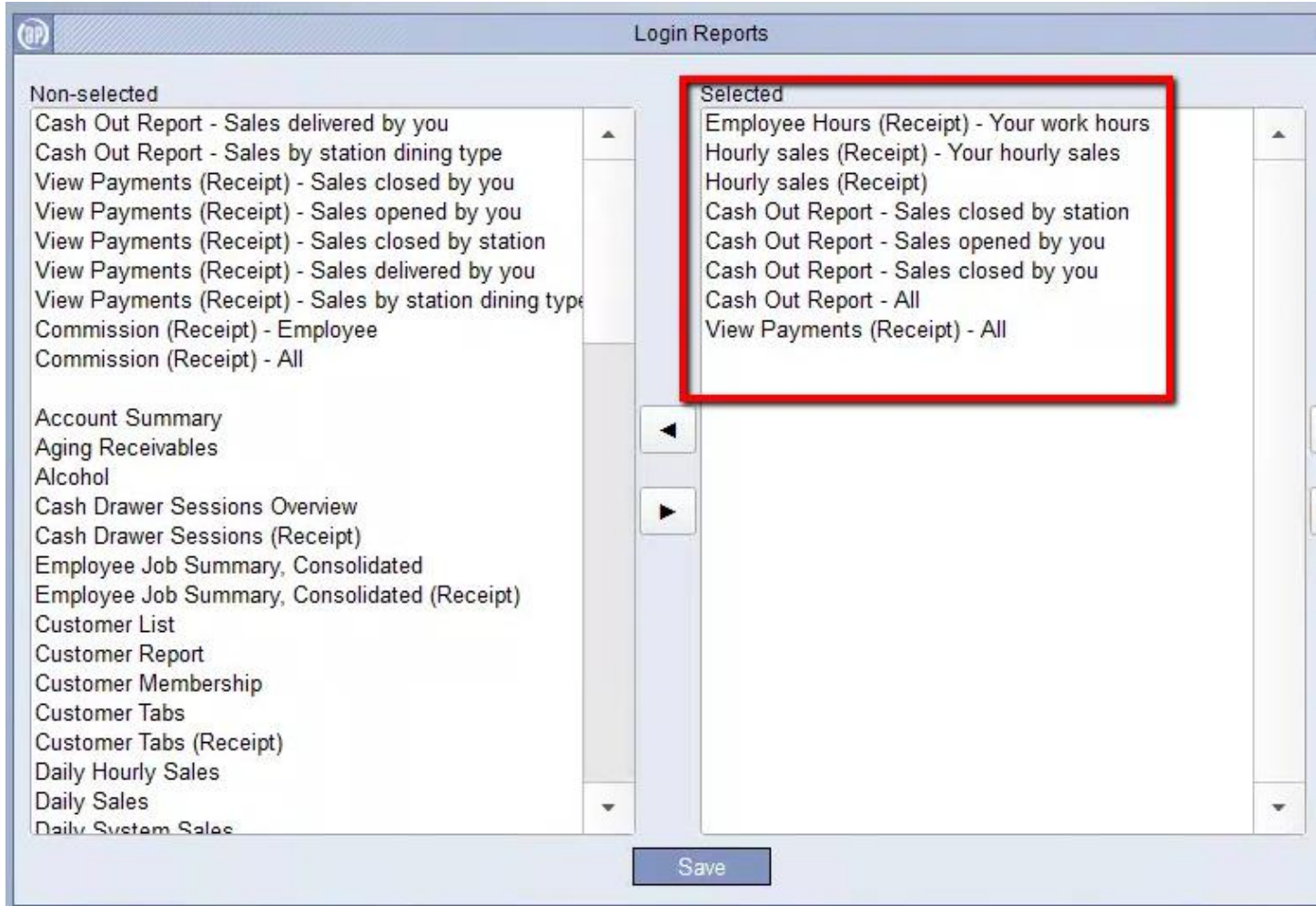
You can click on Login Reports.



You can adjust the reports that will show up from this screen. The can deselect and select using the arrows.

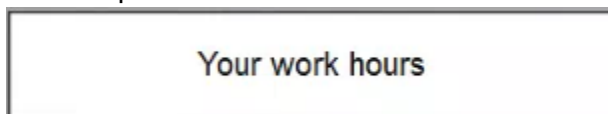


These are the most common reports. You can save your changes. Once you have the desired reports.

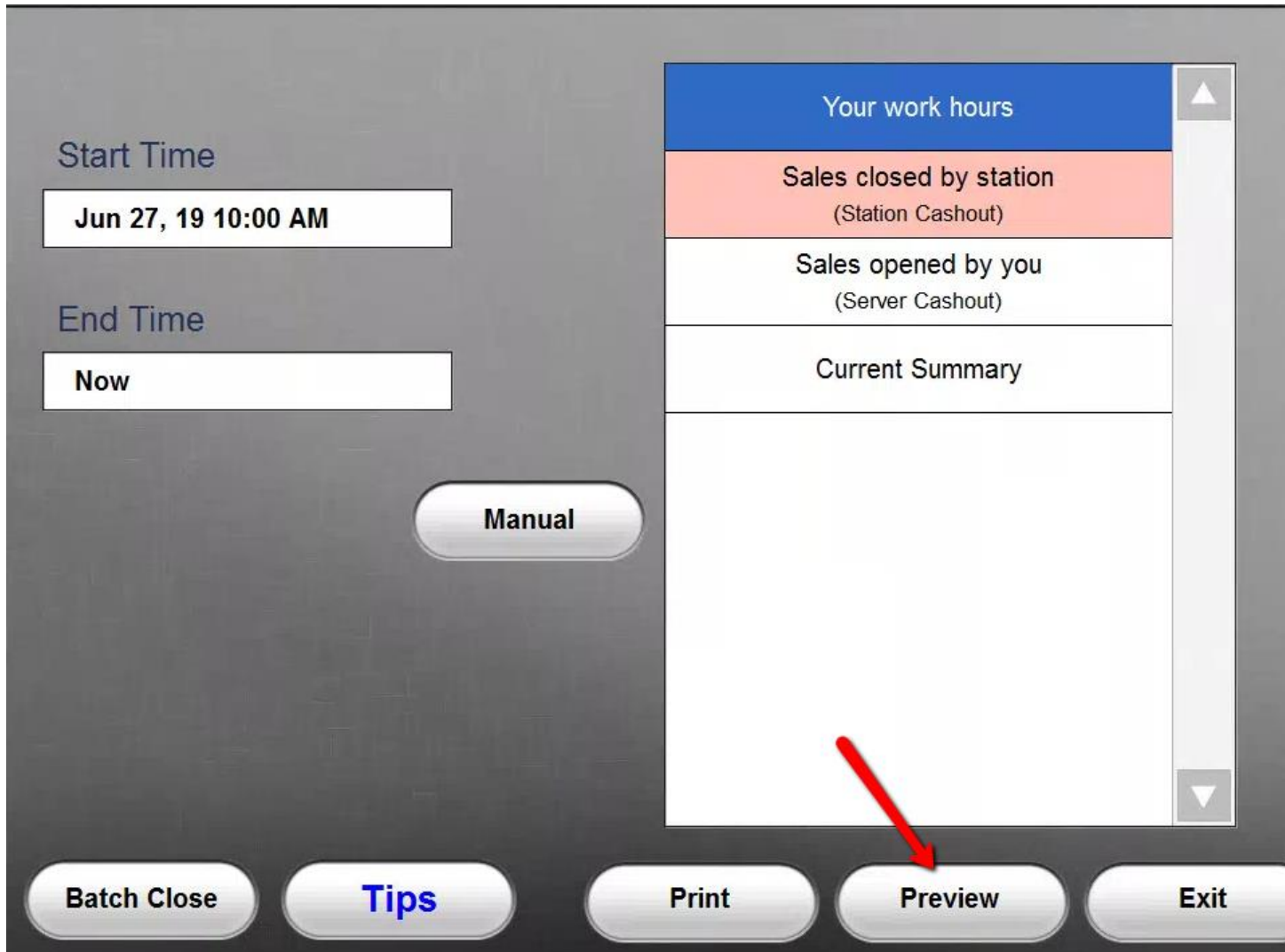


## Your Work Hours

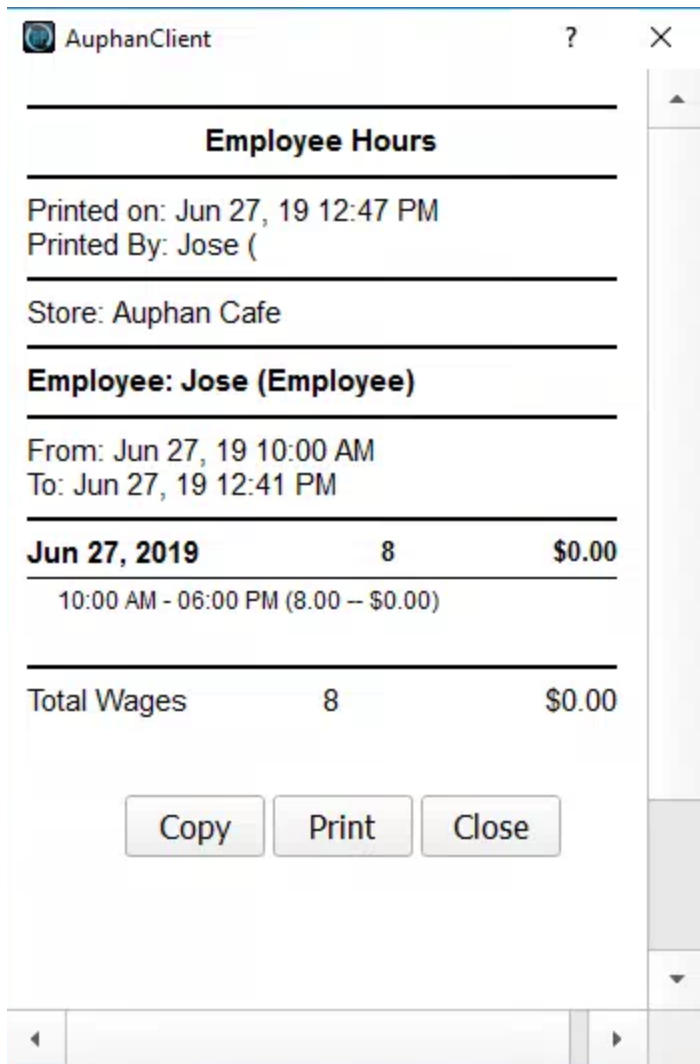
This will print out the hours worked for the user that logged into the Reports area.



If you click on the Your Work hours report. You can then click preview to preview the receipt.



You will get a print preview in the middle of the screen. You can then print it from here. Copy the text in the report. Or close the print preview window.



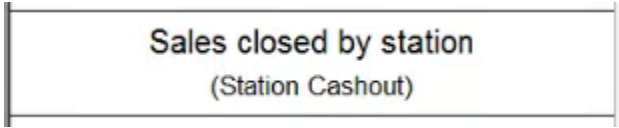
You can also print the select report from the Print button next to Preview.



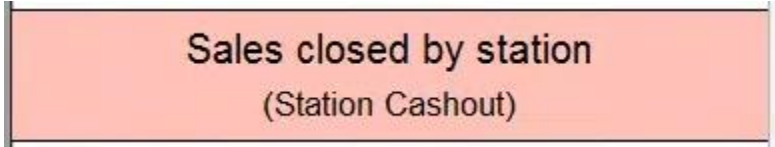
## Sales Closed by Station

This serves as the Station Cash out report. This will print out a report for just the station. If the customer wishes to see the sales for a particular station. This can be useful, if they wanted to separate sales by terminal. A common reason for this would be if there is a "Bar Station".

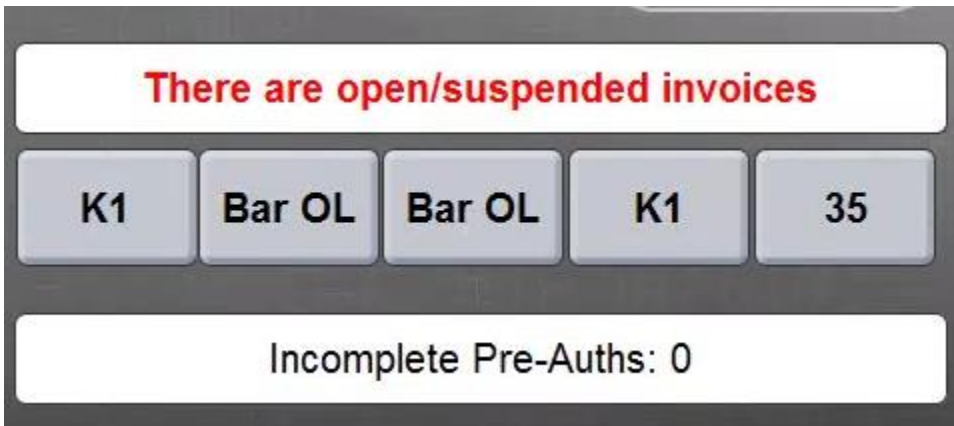
Customers sometimes want to have the sales reported from the bar and restaurant areas separately.



However, if you have an open invoice. You will see that report is marked red.



When you click on it. It will show you open invoices. You can click on said invoice to go to it and close it.



The report will look like the image below.

<b>Cash Out Report</b>	
Printed on: Jun 27, 19 01:04 PM	
Printed By: Jose (	
From: Jun 27, 19 10:00 AM	
To: Jun 27, 19 01:04 PM	
Store: Auphan Cafe	
<b>Closing Station: Server</b>	
<b>Payment Summary</b>	
Cash (1):	\$6.95
Included Gratuity:	(\$1.16)
Net Cash Excl. Foreign \$ :	\$5.79
Subtotal:	\$5.79
Total:	\$5.79
<b>Revenue Summary</b>	
Gross Sales:	\$5.50
Discounts:	\$0.00
Refunds:	\$0.00
Net Sales:	\$5.50

## Sales Close by You

This serves as the user cashout. All of the transactions will be reported in this report. For the user account that was used to open up the report area.

<p><b>Sales opened by you</b> (Server Cashout)</p>
--

You can preview this as well or print it out. This is going to show any activity for the user.

AuphanClient ? X

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**Cash Out Report**

---

Printed on: Jun 27, 19 01:20 PM  
 Printed By: Anthony

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From: Jun 27, 19 10:00 AM  
 To: Jun 28, 19 03:00 AM

---

Store: Auphan Cafe

---

**Opened By: Anthony**

---

**Payment Summary**

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Cash (1):	\$16.50
Net Cash Excl. Foreign \$ :	\$16.50
Subtotal:	\$16.50
<b>Total:</b>	<b>\$16.50</b>

---

**Revenue Summary**

---

Gross Sales:	\$16.50
Discounts:	\$0.00
Refunds:	\$0.00
<b>Net Sales:</b>	<b>\$16.50</b>

You can also adjust the date range it's looking at. You can click on Manual to reveal the settings

**Start Time**

**Jun 27, 19 10:00 AM**

**End Time**

**Now**

**Manual**



You can adjust the date and time by clicking on the arrows.

**Note:If you have ran it. Then you come back to reprint the report. It will default to the next day.**

Start Date	06	/	27	/	19	▼	▲
Start Time	10	:	00	AM	▼	▲	
End Date	06	/	28	/	19	▼	▲
End Time	03	:	00	AM	▼	▲	
							Manual

## Cash Report

This report will print totals for all sales and all users. This will a report for all sales for the day.

Cash Out Report (All)
--------------------------

<b>Cash Out Report</b>	
Printed on: Jun 28, 19 09:46 AM	
Printed By: Jose (	
From: Jun 27, 19 10:00 AM	
To: Jun 28, 19 09:40 AM	
Store: Auphan Cafe	
<b>Payment Summary</b>	
Cash (6):	\$59.35
Included Gratuity:	(\$1.16)
Net Cash Excl. Foreign \$ :	\$58.19
Subtotal:	\$58.19
Total:	\$58.19
<b>Revenue Summary</b>	
Gross Sales:	\$56.21
Discounts:	\$0.00
Refunds:	\$0.00
<b>Net Sales:</b>	\$56.21
20% Request Gratuity:	\$1.16

## View Payments

This will show you a list of all the payments along with the invoices.

**View Payments (Receipt)**  
(All)

It will show you a list of all the payments taken in for the day.

---

**Payments**

---

Printed on: Jun 28, 19 09:39 AM  
Printed By: Jose (

---

From: Jun 27, 19 10:00 AM  
To: Jun 28, 19 09:37 AM

---

Store: Auphan Cafe

---

**Cash:**

	<b>Total</b>
117977 - 44 77	\$2.10
117978 - 44 78	\$5.75
117979 - 44 79	\$7.60
117981 - K1	\$6.95
118109 - 40 09	\$16.50
118265 - 07 65	\$20.45
Total (6):	<hr/> \$59.35

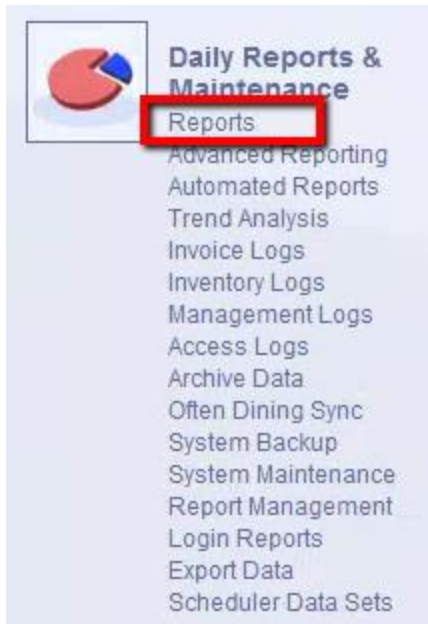
Copy

Print

Close

## Reports under Management

You can find another report screen under the Management screen. Under Daily Reports and Maintenance.



From this screen you have access to all reports.

Reports

Report Type:

Use Time:

Start Date:  /  /   :

End Date:  /  /   :

Open Employee:

Closing Employee:

Driver:

Open Station:

Closing Station:

Dining Type:

Customer:

Email:

You can select the report you want.

Report Type:

Use Time:

Start Date:

End Date:

Open Employee:

You can adjust the date. To run a custom report.

Use Time:

Start Date: 06 / 28 / 2019 10 : 00 AM

End Date: 06 / 29 / 2019 03 : 00 AM

It will default to the designated open hours. But you can uncheck this checkbox to have it look throughout the whole day.

Use Time:

Start Date: 06 / 28 / 2019 10 : 00 AM

End Date: 06 / 29 / 2019 03 : 00 AM

You can filter out reports by who opened the invoices.

Open Employee: All Employees

You can also filter them out by closed the invoices.

Closing Employee: All Employees

You can also filter by these less used filters: Drivers, Opened by Station, Closed by station, Dining Type, and Customer.

Driver: All Employees

Open Station: All Stations

Closing Station: All Stations

Dining Type: All Dining Types

Customer: All Customers

You can export the report, see a print preview, print the report, or send an email.

Export URL Export Preview Print

Email:  Send