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.

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.

To approve it first check mark the shift.

Then click on Save.

This will now approve the shift for that day.

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. .

Adjust the start time of the shift. 0

Then click on Recalculate.

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

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

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.
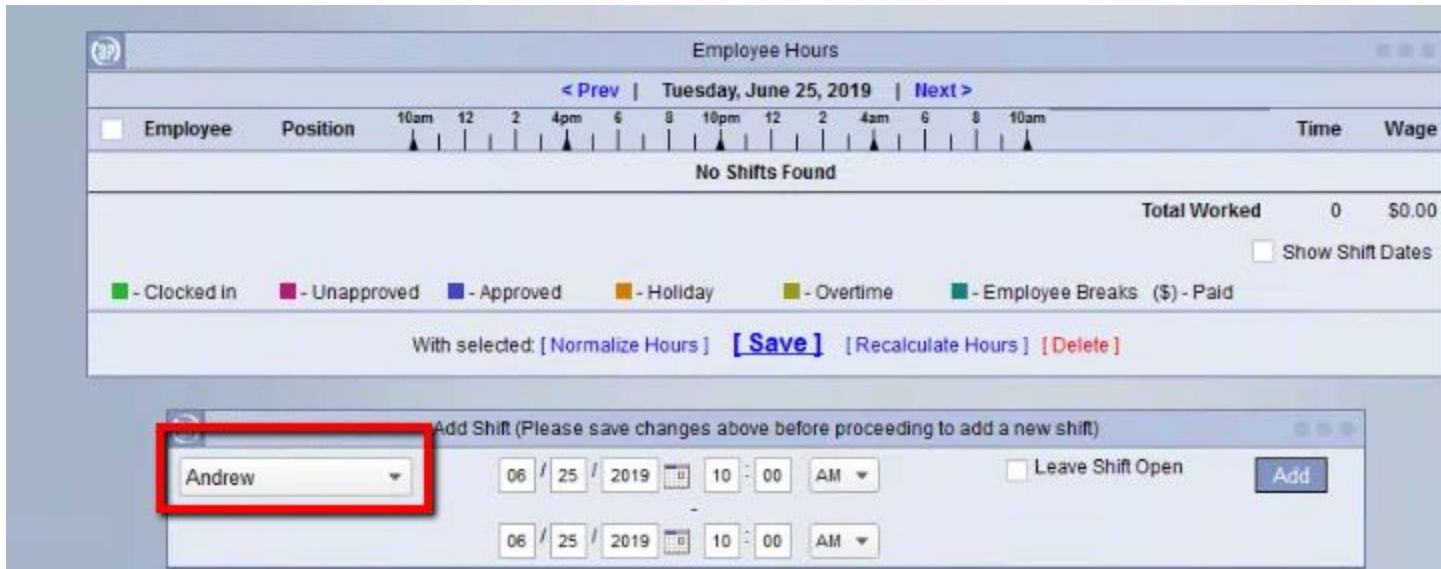
Put in the time for the clock in.
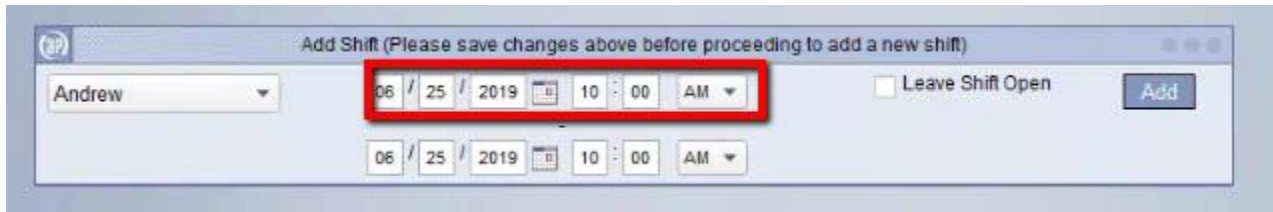
Make sure to check Mark Leave Shift Open.
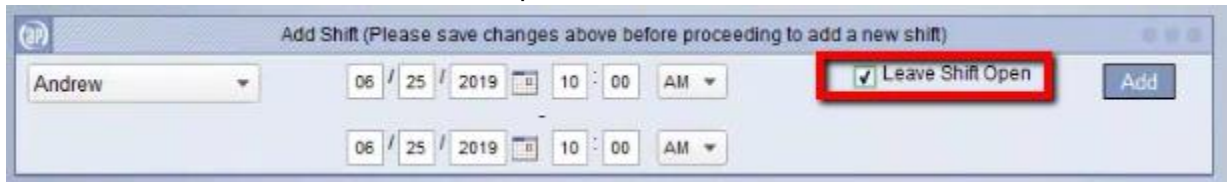
You can then click on Add.
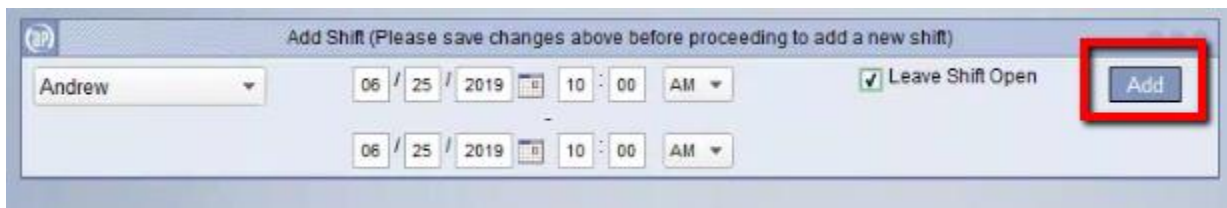
This will add them and leave them clocked in.

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.
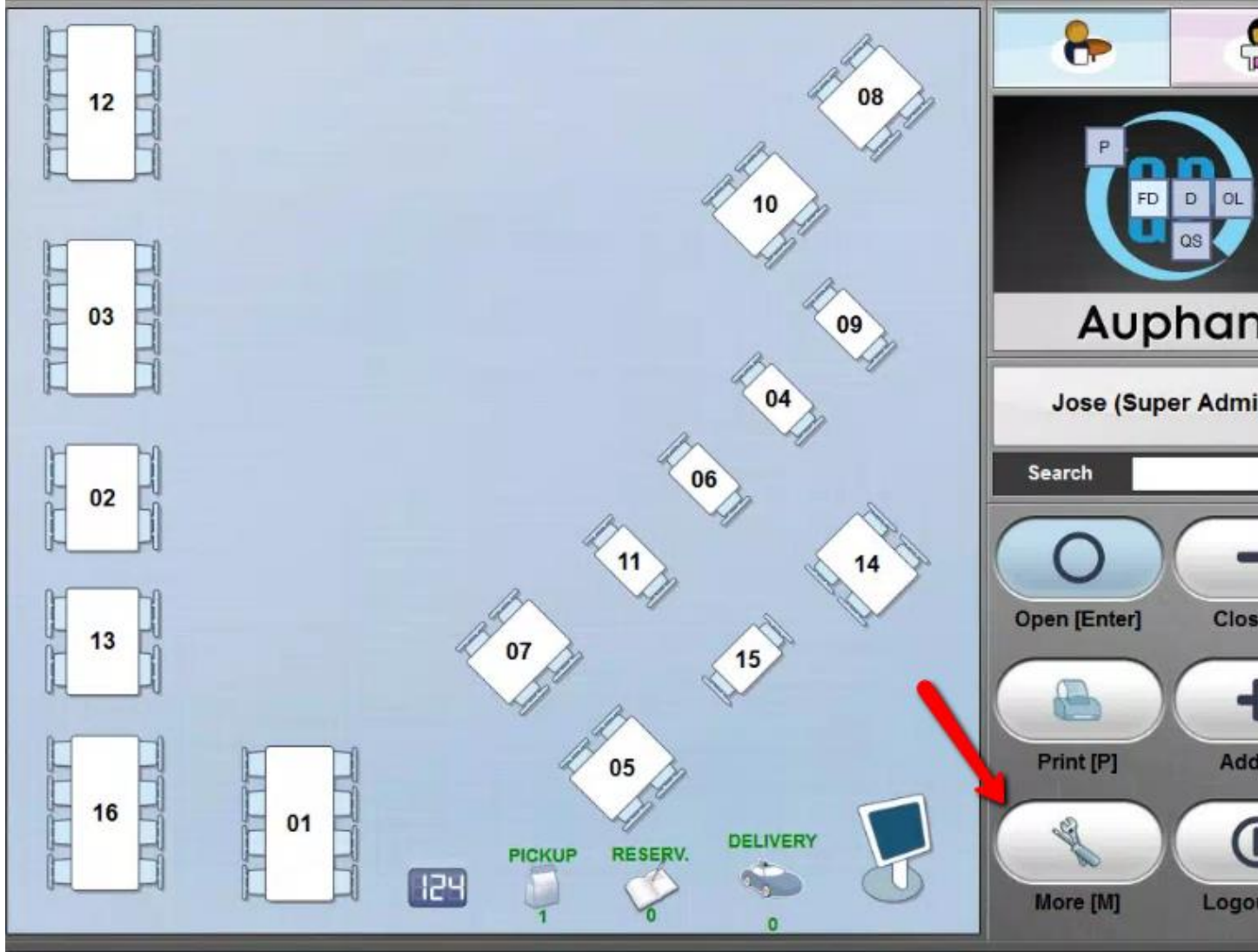
Then click on Credit Card Captures.
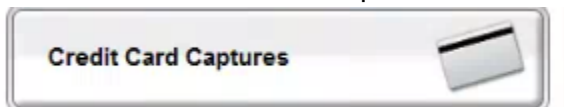
Otherwise you will have to go under more from the order screen. If you don't have the layout.

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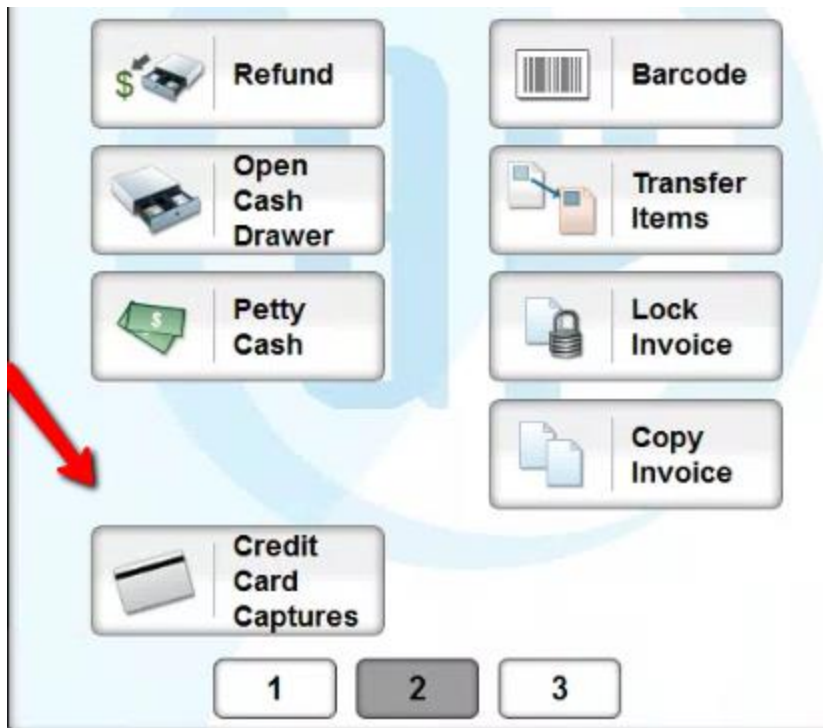
Once you get to the area. You will see a list of all the transactions that have been processed for the day.

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.

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

You will then click on Yes.

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.
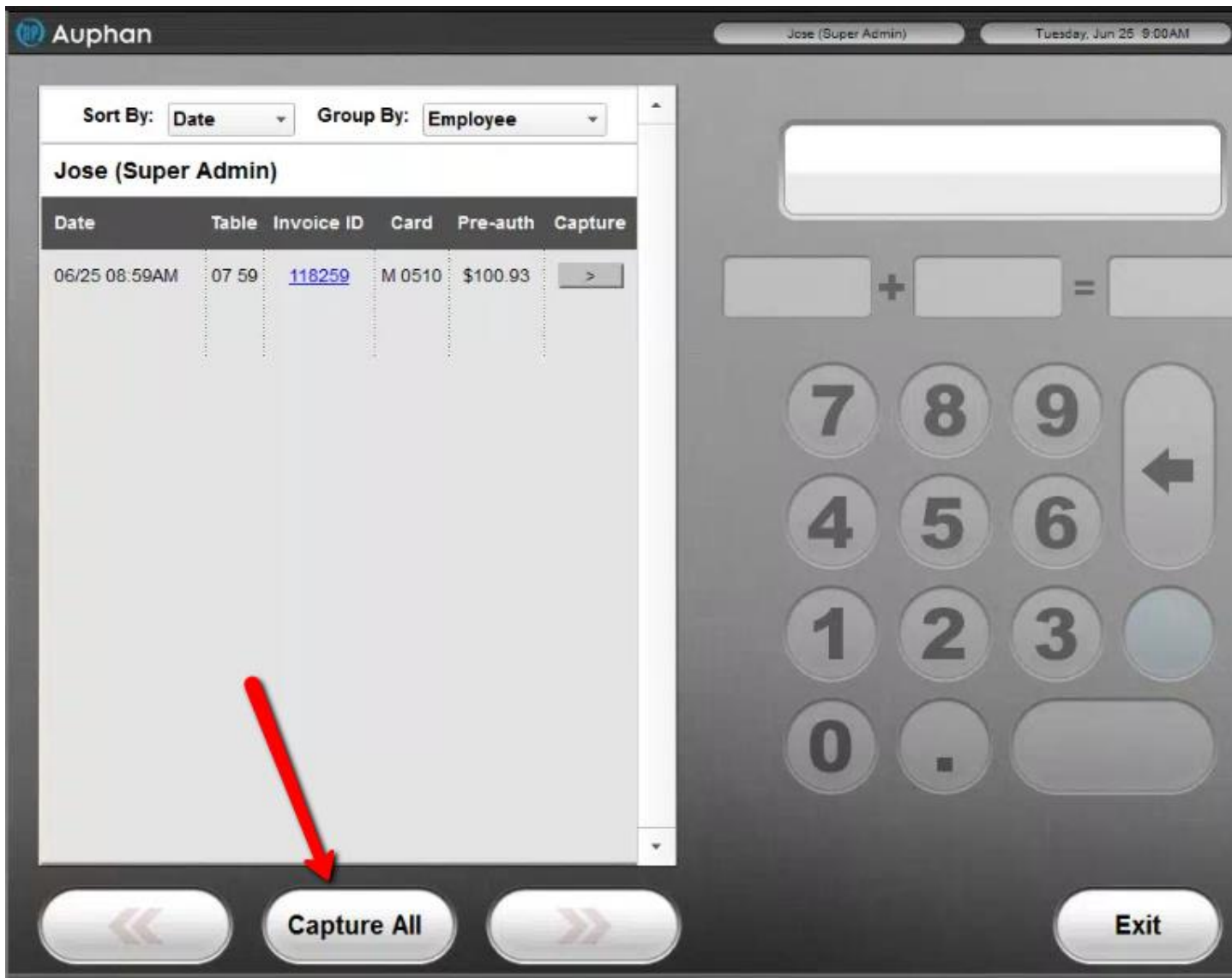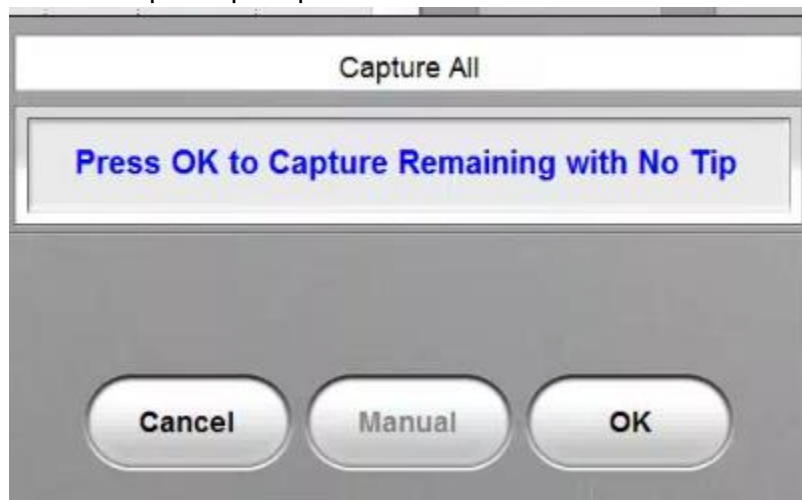
Then Accept the prompt.

You should then get a message saying Captures Successful.
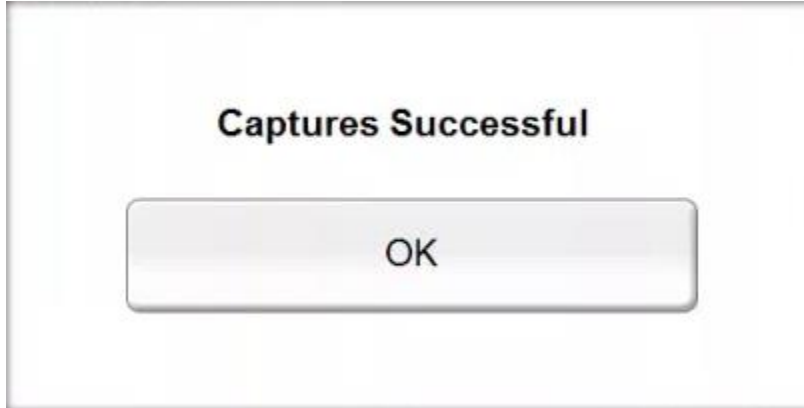
You can then go into the Reports. To print out your end of day reports. You'll have to go back to the login screen.

Type in your login code. Then press Reports.

Declaring Cash Tips

From this screen. You can declare Cash Tips.

| Batch Close | Tips | Print | Preview | Exit |

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

Auphan   Auphan   Tuesday, Jun 25 6:23AM

Jun 25, 2019 12:00AM - Jun 26, 2019 12:00AM
Today
Direct Tip Method [Tips: $0.00]

No Tips Entered

Enter your tips (less deductions)

20

7	8	9	←
4	5	6	
1	2	3	Clear
0	.	Enter	

| « | Today | » | Direct | Exit |

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

You can then hit yes to Save.

Closing Batch

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

You can then Press OK to Batch Close.
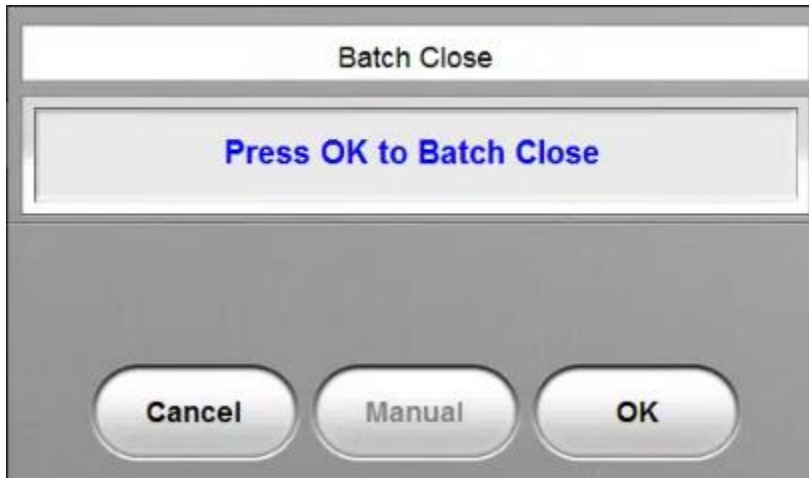
It should be begin to process.
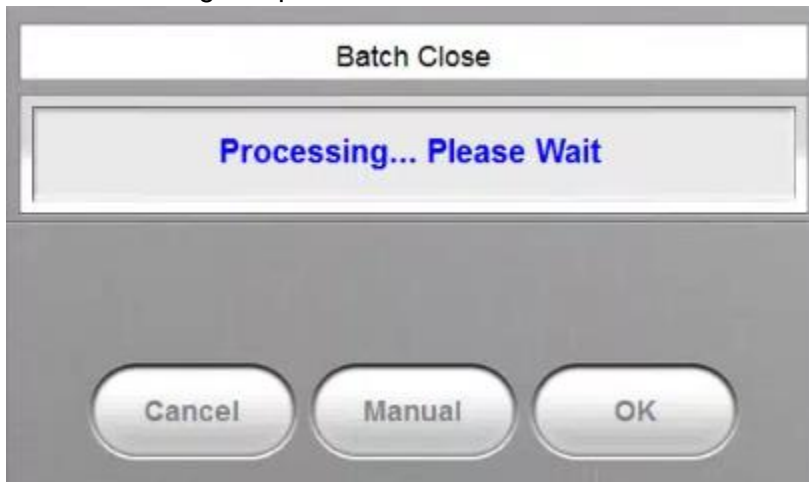
You will then see a summary. This will show you how many cards you processed. Also the total of all the credit cards.

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.

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

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.

Daily Reports & Maintenance
Reports
Advanced Reporting
Automated Reports
Trend Analysis
Invoice Logs
Inventory Logs
Management Logs
Access Logs
Archive Data
Often Dining Sync
System Backup
System Maintenance
Report Management
Login Reports
Export Data
Scheduler Data Sets

You can adjust the reports that will show up from this screen. The can deselect and select using the arrows.
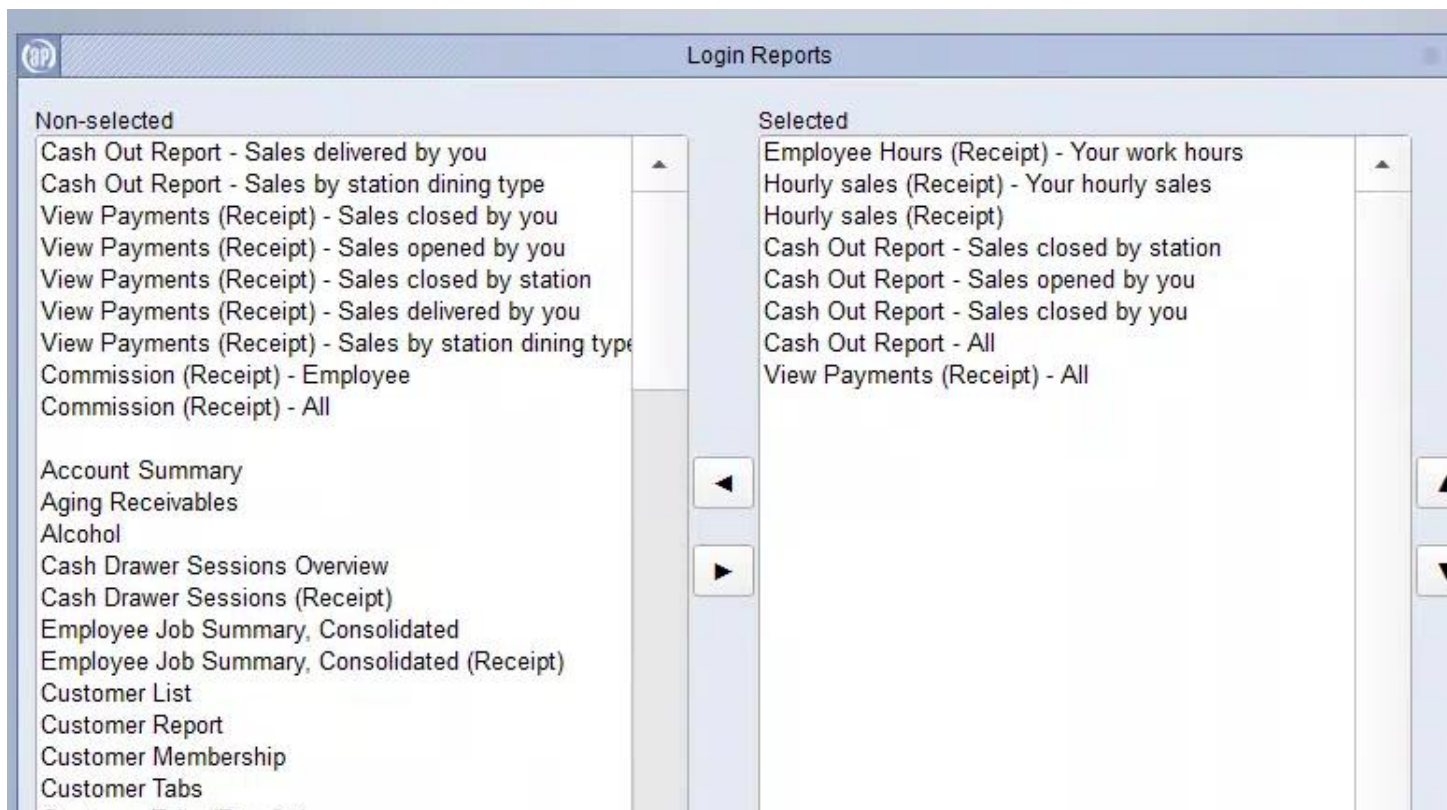
These are the most common reports. You can save your changes. Once you have the desired reports.
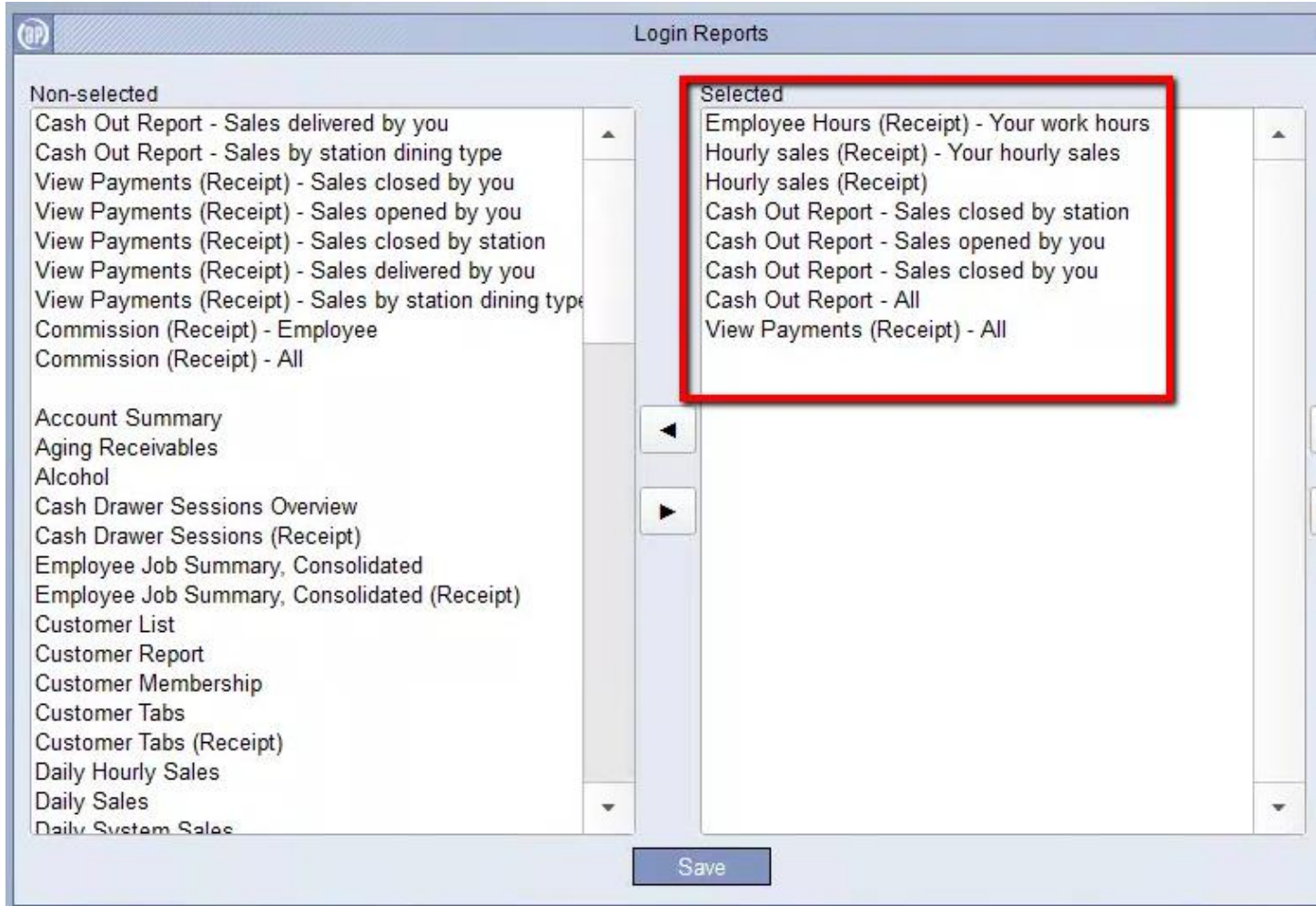
Your Work Hours

This will print out the hours worked for the user that logged into the Reports area.
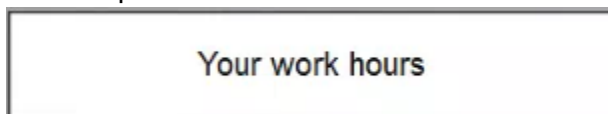
If you click on the Your Work hours report. You can then click preview to preview the receipt.

Start Time

Jun 27, 19 10:00 AM

End Time

Now

Manual

Your work hours

Sales closed by station
(Station Cashout)

Sales opened by you
(Server Cashout)

Current Summary

Batch Close   Tips   Print   Preview   Exit
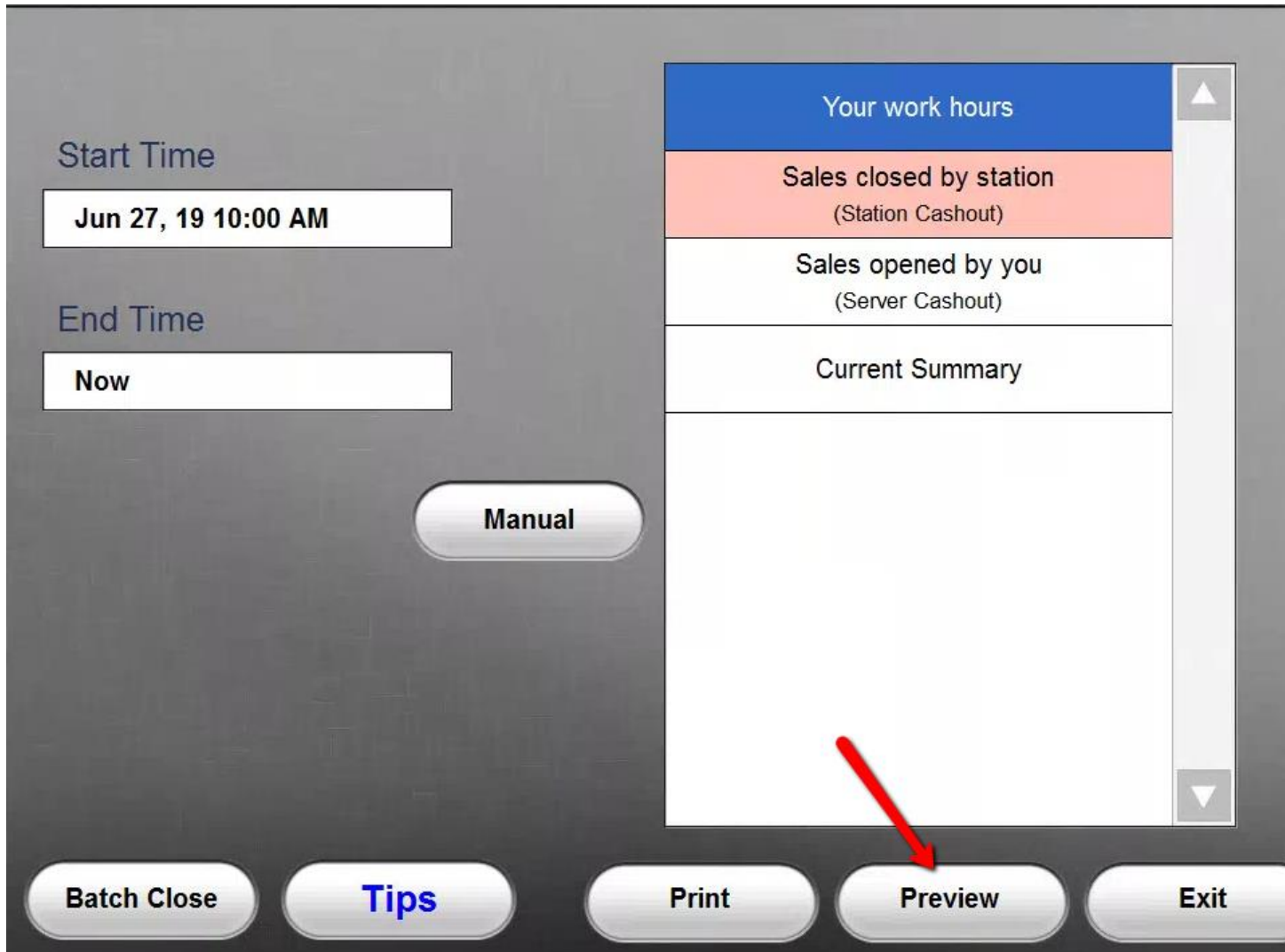
You will get a print preview in the middle of the screen. You can then print it from here. Copy the text in the report. Or close the print preview window.
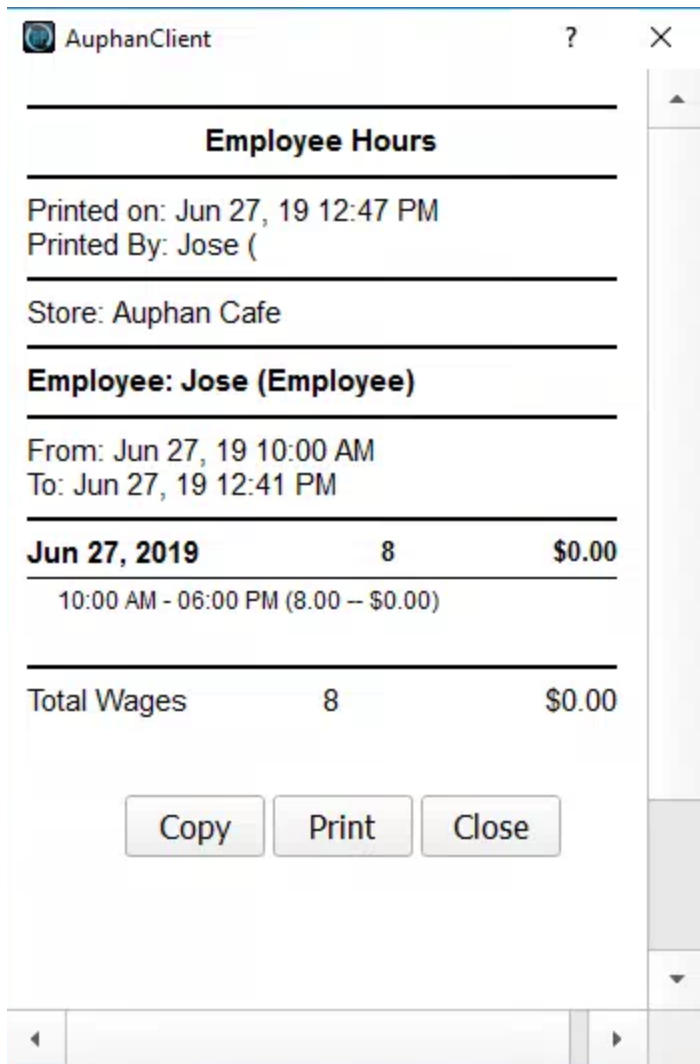
You can also print the select report from the Print button next to Preview.

Sales Closed by Station

This serves as the Station Cash out report. This will print out a report for just the station. It 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.

Sales closed by station
(Station Cashout)
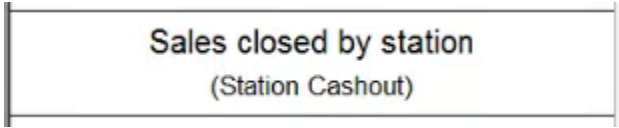
However, if you have an open invoice. You will see that report is marked red.

Sales closed by station
(Station Cashout)
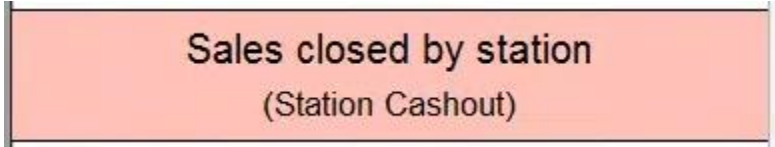
When you click on it. It will show you open invoices. You can click on said invoice to go to it and close it.

There are open/suspended invoices

| K1 | Bar OL | Bar OL | K1 | 35 |

Incomplete Pre-Auths: 0
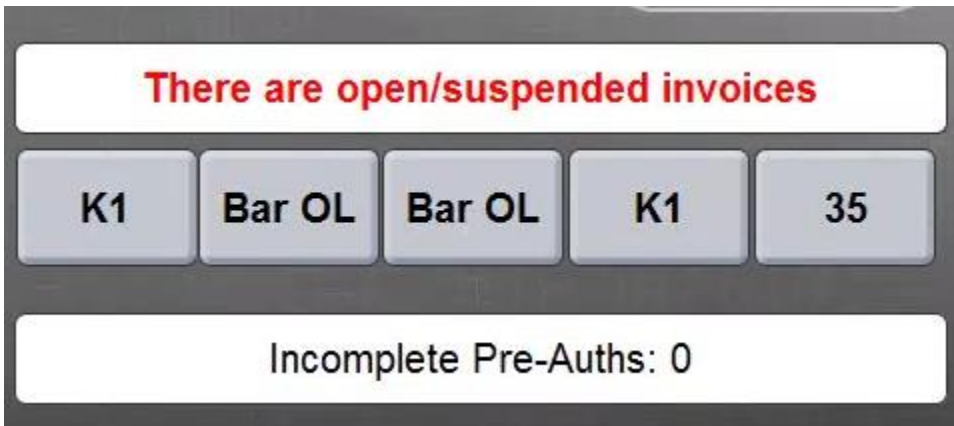
The report will look like the image below.

AuphanClient ? ×

Cash Out Report

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

Closing Station: Server

Payment Summary

Cash (1):	$6.95
Included Gratuity:	($1.16)
Net Cash Excl. Foreign $:	$5.79
Subtotal:	$5.79
Total:	$5.79

Revenue Summary

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.

Sales opened by you
(Server Cashout)

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

AuphanClient ? ✕

Cash Out Report

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

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

Store: Auphan Cafe

Opened By: Anthony

Payment Summary

Cash (1):	$16.50
Net Cash Excl. Foreign $:	$16.50
Subtotal:	$16.50
Total:	$16.50

Revenue Summary

Gross Sales:	$16.50
Discounts:	$0.00
Refunds:	$0.00
Net Sales:	$16.50

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.

Cash Report

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

```
AuphanClient                        ?    X

           Cash Out Report

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

           Payment Summary

Cash (6):                         $59.35
Included Gratuity:               ($1.16)
Net Cash Excl. Foreign $ :        $58.19
Subtotal:                         $58.19

Total:                            $58.19

           Revenue Summary

Gross Sales:                      $56.21
Discounts:                         $0.00
Refunds:                           $0.00
Net Sales:                        $56.21

20% Banquet 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.

AuphanClient   ?   ✕

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:

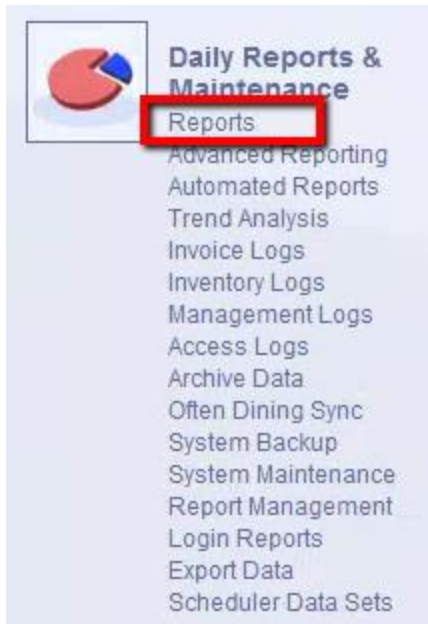|	**Total**
117977 - 44 77	$2.10
117978 - 44 78	$5.75
117979 - 44 79	$7.60
117981 - K1	$6.95
118109 - 40 09	$16.50
118265 - 07 65	$20.45
Total (6):	$59.35

[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.

You can select the report you want.

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