

# Operator Manual



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PM-SPS-2000 Manual Revision 1.28

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Revision 2.0 - April 1, 2005

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### **ATTENTION**



The product that you have purchased may contain a battery that may be recyclable. At the end of its useful life, under various state and local laws, it may be illegal to dispose of the battery into the municipal waste system.

Check with your local solid waste officials for details concerning recycling options or proper disposal.

# Precaution Statements

Follow these safety, servicing and ESD precautions to prevent damage and to protect against potential hazards such as electrical shock.

## 1-1 Safety Precautions

1. Be sure that all built-in protective devices are replaced. Restore any missing protective shields.
2. When reinstalling the chassis and its assemblies, be sure to restore all protective devices, including nonmetallic control knobs and compartment covers.
3. Make sure there are no cabinet openings through which people - particularly children - might insert fingers and contact dangerous voltages. Such openings include excessively wide cabinet ventilation slots and improperly fitted covers and drawers.
4. Design Alteration Warning:  
Never alter or add to the mechanical or electrical design of the SECR. Unauthorized alterations might create a safety hazard. Also, any design changes or additions will void the manufacturer's warranty.
5. Components, parts and wiring that appear to have overheated or that are otherwise damaged should be replaced with parts that meet the original specifications. Always determine the cause of damage or over-heating, and correct any potential hazards.
6. Observe the original lead dress, especially near the following areas : sharp edges, and especially the AC and high voltage supplies. Always inspect for pinched, out-of-place, or frayed wiring. Do not change the spacing between components and the printed circuit board. Check the AC power cord for damage. Make sure that leads and components do not touch thermally hot parts.
7. Product Safety Notice:  
Some electrical and mechanical parts have special safety-related characteristics which might not be obvious from visual inspection. These safety features and the protection they give might be lost if the replacement component differs from the original - even if the replacement is rated for higher voltage, wattage, etc.  
Components that are critical for safety are indicated in the circuit diagram by shading, () or (). Use replacement components that have the same ratings, especially for flame resistance and dielectric strength specifications. A replacement part that does not have the same safety characteristics as the original might create shock, fire or other hazards.

### CAUTION

Danger of explosion if battery is incorrectly replaced.  
Replace only with the same or equivalent type recommended by the manufacturer.  
Dispose used batteries according to the manufacturer's instructions.

### ATTENTION

Il y a danger d'explosion s'il y a un remplacement incorrect de la batterie.  
Remplacer uniquement avec une batterie du même type ou d'un type équivalent recommandé par le constructeur.  
Mettre au rebut les batteries usagées conformément aux instructions du fabricant.

**SAFETY NOTICE :** "For pluggable equipment, the socket-outlet shall be installed near the equipment and shall be easily accessible."



## 1-2 Servicing Precautions

**WARNING:** First read the-Safety Precautions-section of this manual. If some unforeseen circumstance creates a conflict between the servicing and safety precautions, always follow the safety precautions.

**WARNING:** An electrolytic capacitor installed with the wrong polarity might explode.

1. Servicing precautions are printed on the cabinet. Follow them.
2. Always unplug the units AC power cord from the AC power source before attempting to:
  - (a) Remove or reinstall any component or assembly
  - (b) Disconnect an electrical plug or connector
  - (c) Connect a test component in parallel with an electrolytic capacitor
3. Some components are raised above the printed circuit board for safety. An insulation tube or tape is sometimes used. The internal wiring is sometimes clamped to prevent contact with thermally hot components. Reinstall all such elements to their original position.
4. After servicing, always check that the screws, components and wiring have been correctly reinstalled. Make sure that the portion around the serviced part has not been damaged.
5. Check the insulation between the blades of the AC plug and accessible conductive parts (examples : metal panels and input terminals).
6. Insulation Checking Procedure:

Disconnect the power cord from the AC source and turn the power switch ON. Connect an insulation resistance meter (500V) to the blades of AC plug.

The insulation resistance between each blade of the AC plug and accessible conductive parts (see above) should be greater than 1 megohm.
7. Never defeat any of the B+ voltage interlocks. Do not apply AC power to the unit (or any of its assemblies) unless all solid-state heat sinks are correctly installed.
8. Always connect an instrument's ground lead to the instrument chassis ground before connecting the positive lead ; always remove the instrument's ground lead last.

## 1-3 Precautions for Electrostatically Sensitive Devices (ESDs)

1. Some semiconductor (solid state) devices are easily damaged by static electricity. Such components are called Electrostatically Sensitive Devices (ESDs); examples include integrated circuits and some field-effect transistors. The following techniques will reduce the occurrence of component damage caused by static electricity.
2. Immediately before handling any semiconductor components or assemblies, drain the electrostatic charge from your body by touching a known earth ground. Alternatively, wear a discharging wrist-strap device. (Be sure to remove it prior to applying power - this is an electric shock precaution.)
3. After removing an ESD-equipped assembly, place it on a conductive surface such as aluminum foil to prevent accumulation of electrostatic charge.
4. Do not use freon-propelled chemicals. These can generate electrical charges that damage ESDs.
5. Use only a grounded-tip soldering iron when soldering or unsoldering ESDs.
6. Use only an anti-static solder removal device. Many solder removal devices are not rated as anti-static; these can accumulate sufficient electrical charge to damage ESDs.
7. Do not remove a replacement ESD from its protective package until you are ready to install it. Most replacement ESDs are packaged with leads that are electrically shorted together by conductive foam, aluminum foil or other conductive materials.
8. Immediately before removing the protective material from the leads of a replacement ESD, touch the protective material to the chassis or circuit assembly into which the device will be installed.
9. Minimize body motions when handling unpackaged replacement ESDs. Motions such as brushing clothes together, or lifting a foot from a carpeted floor can generate enough static electricity to damage an ESD.



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# Introduction

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## SAM4s SPS-2000 Overview

### Hardware

The SPS-2000 features a 12.1” color LCD touch screen and many popular off-the-shelf POS peripherals can be connected by way of serial communication ports. The SPS-2000 has no hard disk drive, instead running its built-in application software from on-board flash memory and storing data on non-volatile RAM.

Equipped with an LCD touch screen, the SPS-2000 resembles in appearance and application a PC-based POS terminal. However, unlike open-architecture PC-based terminals, the SPS-2000 cannot run other PC applications – it is only capable of running the bundled, built-in POS application.

### Software

The built-in SPS-2000 POS application has considerable flexibility and can be configured for both retail sales and food sales in quick and table service environments

Like ECR programs, the SPS-2000 application program allows the reseller to configure the terminal to perform in a specific setting. After consulting with the merchant, the reseller uses S-Mode (secure) programs set to memory allocation, system configurations, key functions and locations, port assignments, passwords and other system settings. Then the P-Mode (program) is used to complete the end user program for the merchant with, price look-up (PLU) programs, messages, employees, taxes, and other system options.

### Options

Each SPS-2000 ECR is configured with all options included. Each SPS-2000 has maximum memory, a card reader, SD memory card reader, and a rear display standard. No additional terminal options are available.

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## Safe Operation

- Do not locate your SAM4s SPS-2000 in a damp or wet environment. Avoid high humidity, direct sunlight and temperature extremes.
- Always plug your SPS-2000 into a grounded three-prong outlet. Never use two-prong adaptors or ungrounded outlets.
- Check to make sure the power outlet provides the correct voltage: (120V +/- 10%).
- Immediately disconnect the ECR from the power source in case of spilled liquid in the ECR, smoke, or strange smells. Call your authorized dealer for assistance.
- Do not operate the ECR with wet hands.
- Use a soft dry cloth to clean the ECR cabinet. Do not use wet clothes or solvents.
- Do not open the ECR case to attempt repairs. Dangerous voltages can cause shock. Service attempts by untrained personnel can cause unnecessary damage to your ECR.

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## ECR Power Requirements

- Be aware that other electrical devices on the same circuit can cause your ECR to malfunction. Avoid plugging your ECR into outlets where other high-current devices are connected.
- Be aware that power quality issues, including voltage fluctuations, electrical noise, spikes, outages, interruptions, and other power viruses can disrupt or damage modern electronic equipment, including ECRs and PCs.
- When ECRs are interconnected in networks, connected to PCs or where communications cables connect peripherals, particular care must be taken with power sources and communication cable routing. Your authorized dealer can provide detailed power specifications for these applications. Failure to implement installation requirements for networked systems may cause system failures and/or poor system performance.

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# About Power Conditioning Equipment

## Surge Protectors and Power Conditioners

Most people are familiar with surge protectors, which guard against damage due to sudden spikes in the electrical current. A power conditioner provides protection against surges in power just as a surge suppressor does, but a power conditioner also maintains a continuous voltage during temporary voltage reductions, such as a brownout. This is referred to as *conditioning*. Power conditioners also can filter EMI emanating from a power source and can smooth the rhythmic cycle of alternating current. While surge protectors safeguard equipment, a power conditioner *cleans* the signal, eliminating interference on the line.



CRS recommends the PowerVAR ABC065-11 (CRS P/N 701002), a 0.65 amp power conditioner that is suitable for most ECR applications. POWERVAR standard power conditioners are for use with any microprocessor based electronic equipment. Thanks to their low impedance isolation transformer, you can trust these conditioners to protect your sensitive equipment from the biggest problems for today's computers.

## Ground Guard Conditioners

POS systems consisting of workstations connected in an Ethernet network must have the same point of reference, (i.e. common ground potential for all equipment in the system.) Unlike electronic loads, traditional electrical loads such as motors, lights, heavy appliances, etc. use the equipment ground for safety purposes only and do not rely on it for proper operation. Computer equipment, on the other hand, introduces the equipment-grounding conductor as an active part of the power supply in referencing digital logic. Therefore networked POS systems require isolated/dedicated ground circuits to insure proper operation.



CRS recommends POWERVAR ground guard conditioners for network applications. Only the “Ground Guard” conditioner from POWERVAR can be used as an alternative to isolated/dedicated ground circuits. Traditional power conditioners cannot be used as an alternative as they do not address the ground issues over a network. The Ground Guard conditioner must protect every piece of equipment in the POS system in order to operate properly. POWERVAR Ground Guard power conditioners are available in sizes from 0.65 to 16 amps, to protect single or multiple POS components.

## Uninterruptible Power Supplies (UPS)

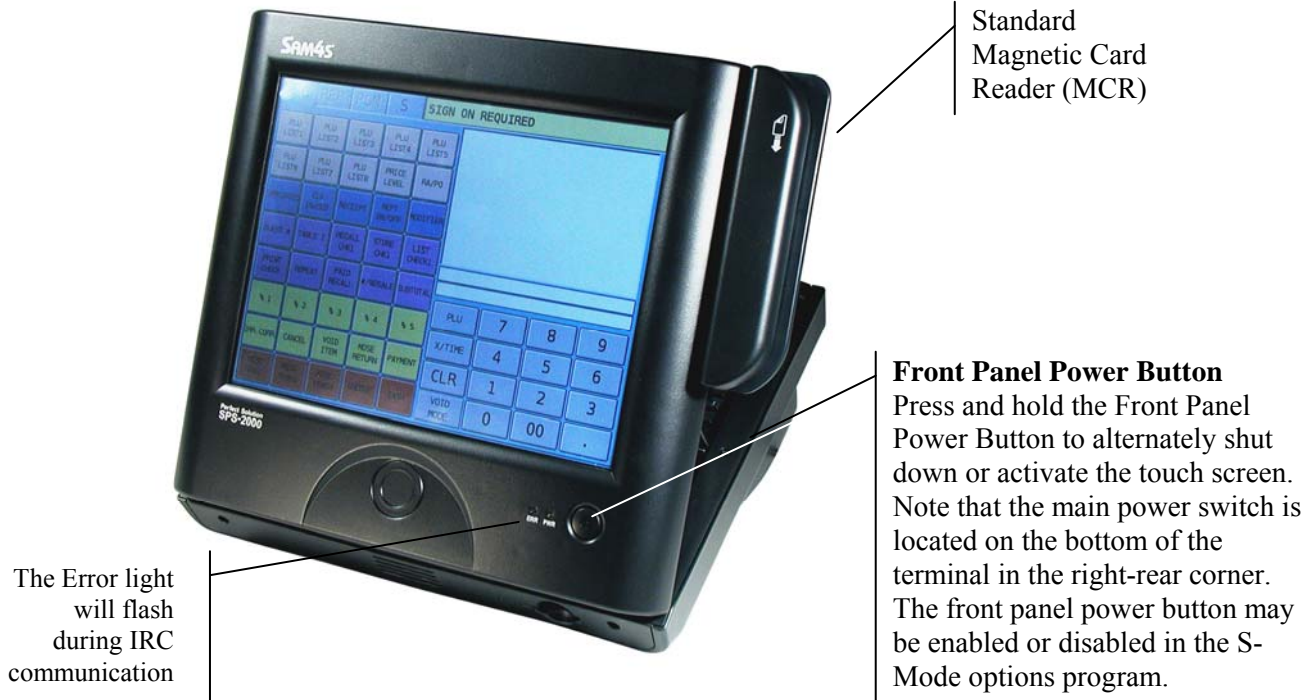
On sites where there is a known problem with temporary power outages or brownouts, battery back-up devices should be installed. Most battery back-up devices are known as Uninterruptible Power Supplies (UPS). When power to equipment is momentarily lost, the UPS devices draw power from an internal 'gel cell' battery to keep the equipment operating. The length of time these devices power the POS system is dependent on the capacity of the internal batteries. Many sizes are available, but typically the units installed on POS equipment keep the computers powered for about 20 minutes. This will give servers and managers time to settle bills, print checks and power down the system in an orderly fashion.



CRS recommends POWERVAR Security One Series Uninterruptible Power Supplies, the most advanced, line-interactive, true sine wave UPM products available for your application. Each model is designed to provide total protection for your system from a complete range of power quality problems. Security One Series Uninterruptible Power Supplies are available with or without the patented Ground Guard conditioning circuitry.

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## Terminal Controls & Connections



### Front Panel Angle Adjustment



## Rear Display



## SD Memory Card Slot



The SPS-2000 SD Memory Card slot can be used to:

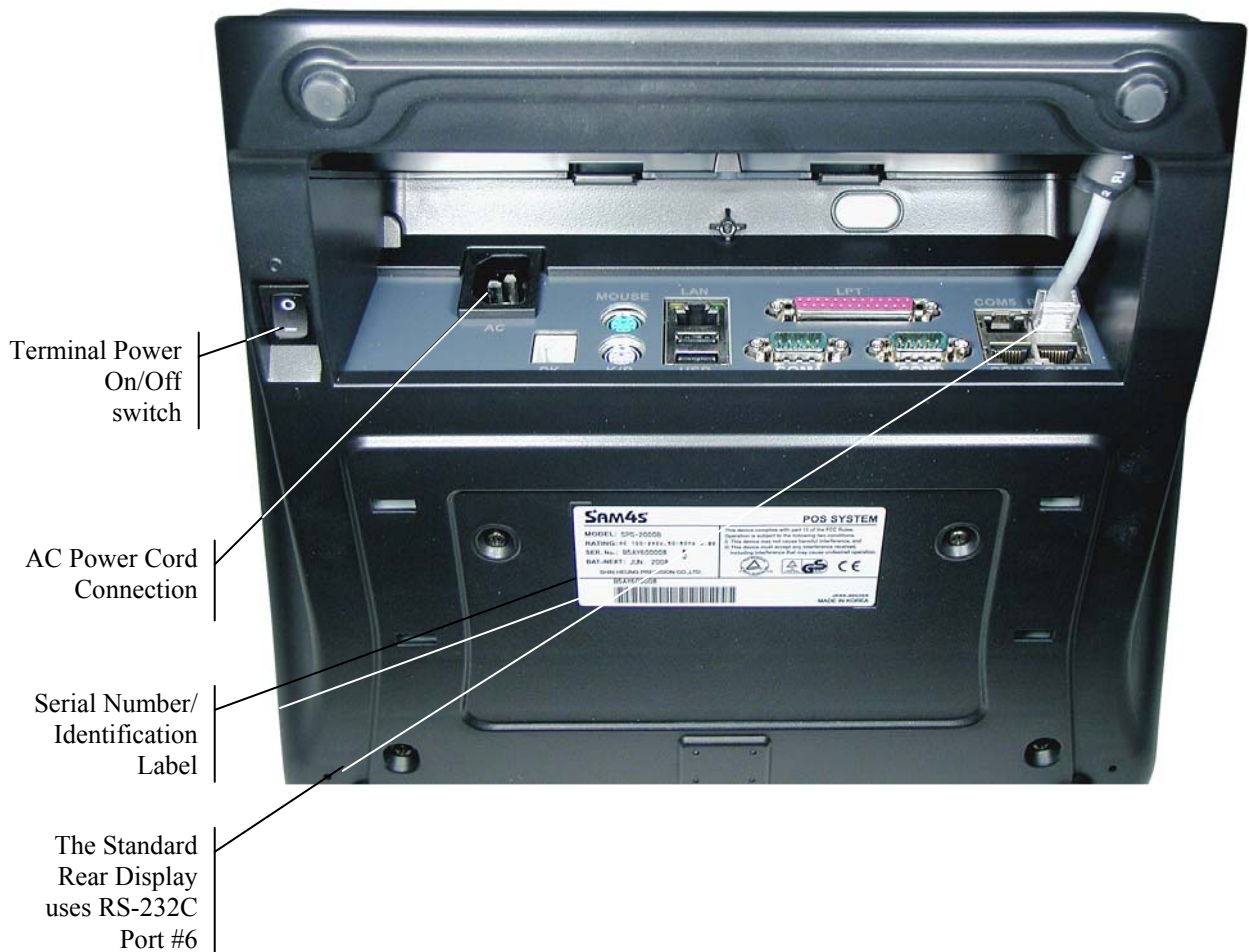
- Load Application Program Updates
- Save/Load End User Program Settings
- Load Key Images
- Save Screen Captures



## Connection Panel

Standard Terminal ports include:

- Cash Drawer Port (Supports 2-Drawers)
- LAN port
- Keyboard/Mouse Ports
- 2-USB Ports
- LPT Port (Parallel)
- 6-RS-232C Comm. Ports (2-DB9 Male/4-RJ45)





# Getting Started

## Default Screen Layout

### Mode Tabs

Touch one of the four Tabs to control the SPS-2000 Mode:

**REG** = Registration

**REP** = Reports

**PRG** = Program

**S** = Secure Mode

A password may be required for access to **REP**, **PRG** & **S** modes.

### Main Screen

Forty keys display on the main screen.

Keys can be items/categories (PLUs) or functions. A total of 200 different screens (Keylinks) can be displayed to organize items or functions.

REG		REP		PGM		S		SUB-TOTAL \$10.00	
PLU LIST1	PLU LIST2	PLU LIST3	PLU LIST4	PLU LIST5	1 PLU2			\$1.00	
					1 PLU3			\$2.00	
					1 PLU4			\$3.00	
					1 PLU5			\$4.00	
PLU LIST6	PLU LIST7	PLU LIST8	PRICE LEVEL	RA/PO					
EMPL OYEE1	CLK IN/OUT	RECEIPT	RCPT ON/OFF	MODIFIER					
GUEST #	TABLE 1	RECALL CHK1	STORE CHK1	LIST CHECK1					
PRINT CHECK	REPEAT	PAID RECALL	#/NO SALE	SUB-TOTAL	TAXES	0.00	TOTAL	10.00	
% 1	% 2	% 3	% 4	% 5	PO1		R0n	REG01	
ERR. CORR.	CANCEL	VOID ITEM	MDSE RETURN	PAYMENT	DONE	PLU	7	8	9
MISC TEND1	MISC TEND2	MISC TEND3	CHECK	CASH	PREV.	X/TIME	4	5	6
					SUB-TOTAL	CLEAR	1	2	3
					CASH	VOID MODE	0	00	.

**Message Line:**  
Displays Error Messages, Clerk Identification & Transaction totals.

**Transaction Detail**  
is displayed here. If over 12 items are registered, a scroll bar displays.

**Transaction Summary Line.**

**Status Line:**  
Displays current Price level, Receipt on/off status & register #.

**Fixed Keys**  
The 10-key pad, and eight essential function keys are fixed. *Fixed keys cannot be moved or changed.*

# Custom Screen Layouts

After your authorized dealer prepares your SPS-2000 for installation, your main screen and keylink screens will look different. Each screen will contain the variety of item and function keys that you require. Your screens will be designed using the following capabilities:

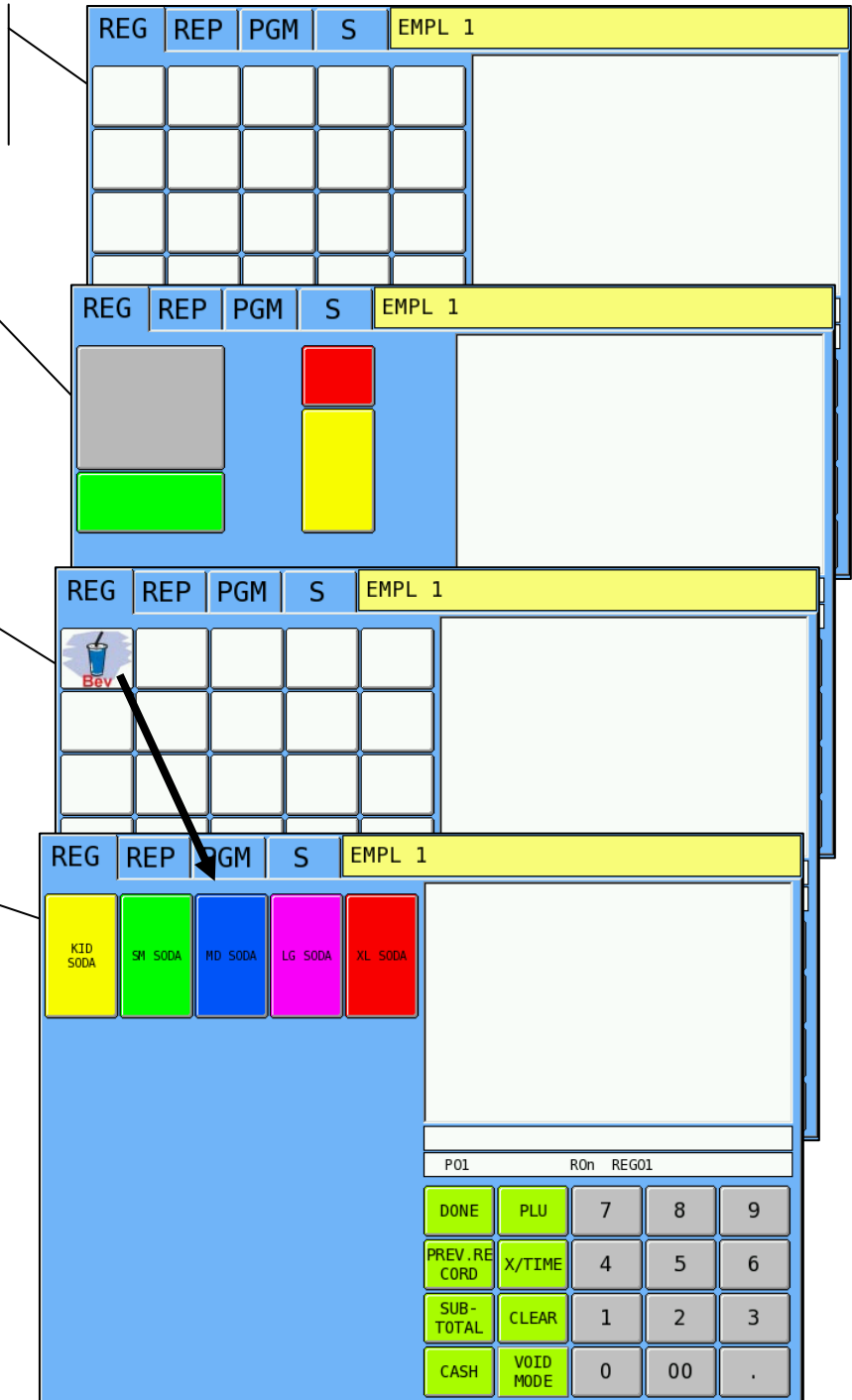
The Main Screen and each Keylink screen provide 40 single size key locations in a 5 x 8 matrix.

Large, wide and vertical keys may be used and unused locations may be eliminated.

Keys colors can be chosen from an 18-color palate.

Images may be used instead of text for key identification.

Keys may be set to open new screens (keylinks). In this example, the beverage key (above) is set to open a new screen offering 5-different beverage sizes



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## Screen Saver

A screen saver can be implemented; your authorized dealer can install a custom graphic image to display. Depending upon the setting, the screen saver will display after 1 to 99 minutes of inactivity.

When the screen saver is activated, simply touch the screen to restore the normal display.

---

## Initialize/Re-boot

The initialize function allows you to exit any register activity and return to a beginning or cleared state. Any transaction that is in progress will be exited and totals for that transaction will not be updated.

Here are some reasons you may want to initialize your ECR:

- The register is in an unknown state, and you wish to exit the current program or transaction without following normal procedures.
- You have performed a function that includes a compulsory activity, such as validating or printing, and you wish to bypass the compulsory activity.
- An initial clear may be necessary as part of servicing, or troubleshooting an SPS-2000 register or system.

Perform this procedure only as necessary. Contact your authorized SAM4S dealer first if you have questions about operating or programming your SPS-2000.

- ◆ To Initialize the SPS-2000, turn the main power switch off, then on again. The SPS-2000 will be ready for operation about 30 seconds after re-booting.

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**Warning: If you initialize while a transaction is in progress, the transaction will be aborted and totals/counters will not be updated.**

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## Function Key Definitions

Note that key descriptions are programmable. Key descriptions on your screen may be different than the function key name. For example, the “%1” function key may be programmed and labeled to operate as a store coupon key.

Key	Key #	Description
<b>ADD CHECK</b>	<b>013</b>	Use to add multiple guest checks (tracking balances or soft checks) for payment together. See “Combine Checks for Payment” on page 94. See "TRAY SUBTL" on page 25 to add separate transactions when you are not tracking balances.
<b>CANCEL</b>	<b>016</b>	Touch CANCEL to abort a transaction in progress. All current items are removed (voided).
<b>CASH</b>	<b>018</b>	Use CASH to finalize or tender cash sales. Change is computed when the amount of cash tendered is greater than the amount of the sale.
<b>TIP DECLARE</b>	<b>019</b>	Use to declare employee tips if you are not using the employee time keeping feature. (If you are using employee time keeping, you are prompted to declare tips when clocking out.)
<b>CHECK</b>	<b>021</b>	Use CHECK to finalize or tender check sales. Change is computed when the amount of the check tendered is greater than the amount of the sale.
<b>CHECK CASH</b>	<b>022</b>	Use the CHECK CASH key to exchange a check for cash outside of a sale.
<b>CHECK ENDORSE</b>	<b>023</b>	If compulsory check endorsement is set with the CHECK key, use the CHECK ENDORSE key to print the endorsement message after a check is inserted into the appropriate printer.
<b>CLEAR</b>	<b>024</b>	Use the CLEAR function to clear numeric entries or error conditions.
<b>CONTINUE</b>	<b>025</b>	Use to override the pop-up employee function after a transaction. Allows the employee to post an additional transaction without signing on again.
<b>CURR. CONV. 1-5</b>	<b>026-030</b>	Use to convert and display the value of the transaction in foreign currency. Only cash tender is allowed after touching a CURR CONV key. Change is calculated and issued in home currency.
<b>TABLE DSP</b>	<b>033</b>	Feature not currently available.
<b>NEXT DOLLAR</b>	<b>034</b>	Touch the NEXT DOLLAR key to tender an amount the next whole dollar above the sale total. For example, if the sale total were \$2.52, then the NEXT DOLLAR key would automatically tender \$3.00.

<b>REPORT</b>	<b>036</b>	You can print out reports from the REG tab using the REPORT key. Reports are generated by first entering the report code, then touching the REPORT key, i.e: [Report Code] [REPORT]. See “Report Function Key Report Code Structure” on page 151 in the appendix of this manual. Note: This feature is available on v2.00j or later software.
<b>DONE</b>	<b>037</b>	Touch the DONE key to exit a keylink screen and return to the main screen.
<b>DRIVE THRU</b>	<b>038</b>	DRIVE THRU is a subtotal function. Touch DRIVE THRU to record the amount of the transaction in the drive thru total on the financial report. Tax calculation can be changed to accommodate different tax rules for drive thru sales.
<b>EAT-IN</b>	<b>039</b>	EAT-IN is a subtotal function. Touch EAT-IN to record the amount of the transaction in the eat-in total on the financial report. Tax calculation can be changed to accommodate different tax rules for eat-in sales. Sales cannot be split between eat-in and take-out.
<b>EMPLOYEE</b>	<b>040</b>	The EMPLOYEE # key is used to sign on a cashier, clerk, server or employee.
<b>EMPLOYEE (1-10)</b>	<b>041-050</b>	The EMPLOYEE (1-10) keys can be programmed to sign on a specific employee when touched directly, without entering a code.
<b>ERR.CORR</b>	<b>052</b>	Touch ERR CORR immediately after an item to void that item.
<b>FD/S SHIFT</b>	<b>053</b>	Touch FD STMP SHIFT to shift the pre-programmed food stamp status of an item prior to its registration.
<b>FD/S SUBTL</b>	<b>054</b>	Touch FD STMP SUBTTL to display the total of food stamp eligible items registered in the current transaction.
<b>FD/S TEND</b>	<b>055</b>	Touch the FD STMP TEND key to tender Food Stamps after the display of the food stamp eligible subtotal. Depending upon function key programming, change less than \$1 may be applied to any cash balance or issued as cash change.
<b>GUEST #</b>	<b>056</b>	Use to record the number of guests served by a transaction. The entry may be compulsory. The entry appears on receipts and the kitchen printer/KVS.
<b>HOLD</b>	<b>057</b>	Use to identify an individual item, or an entire transaction so that the designated items will not print/display at the kitchen printer/KVS at the current finalization. Items designated as "hold" items will display on the screen with an "H".
<b>INACTIVE</b>	<b>058</b>	Use to define an inactive key location.
<b>LIST CHECK 1-4</b>	<b>064-067</b>	Touch LIST CHECK (for the appropriate tracking file) to display a list of all open soft checks in the file.
<b>DELIVERY</b>	<b>069</b>	The <b>Delivery</b> function key is used to initiate a delivery transaction. When touched, the <b>Delivery</b> key opens the customer record screen. Here existing accounts can be opened, new accounts created, or existing accounts deleted.

<b>PARK DELIVERY</b>	<b>070</b>	The <b>Park Delivery</b> function key allows you to accept orders and hold them for preparation and delivery at a later time.
<b>SERV DELIVERY</b>	<b>071</b>	The <b>Serv Delivery</b> function key releases held parked orders for preparation.
<b>DELIVERY LIST</b>	<b>072</b>	Touch the <b>Delivery List</b> function key to display a list of open delivery check numbers, with name, time and status. From the list, you can release a parked order for preparation.
<b>MACRO 1 - 40</b>	<b>077-116</b>	Use to execute one of forty possible preprogrammed key sequences. (\$1, \$5, \$10, and \$20 are the default preset tender keys for macros 1-4.)
<b>MACRO #</b>	<b>117</b>	Use to execute one of the forty possible macros by entering the macro number and touching the <b>MACRO #</b> key.
<b>MDSE RETURN</b>	<b>118</b>	Touch the MDSE RETURN key to adjust items inside or outside of a transaction.
<b>MISC TEND 1-16</b>	<b>119-134</b>	Touch a MISC TEND key to finalize or tender sales paid by various charges or other media. Tendering may or may not be allowed depending upon function key programming. (Charge is the default descriptor for MISC TEND #1)
<b>MISC TEND #</b>	<b>135</b>	Access any of the 16 possible miscellaneous tender functions by entering the tender number (1-16) and touching the <b>MISC TEND #</b> key.
<b>MODIFIER 1-10</b>	<b>136-145</b>	Preceding a PLU entry, a modifier key changes a digit of the PLU number, causing a different PLU to be registered. Modifier keys can be set to change any of the 14 PLU digit positions to any specified digit (0-9).
<b>#/NO SALE</b>	<b>147</b>	Use to enter a non-adding memo number during a transaction (# function) or use to open the cash drawer outside of a sale (no sale function). Beginning at version 3.00g31 (Sept 12, 2013) capability to scan a non-add number was added.
<b>P/BAL</b>	<b>148</b>	Enter an amount, and then touch the Manual Previous Balance (P/BAL) key to enter a beginning balance in a "Hard Check" system. Transactions where the P/BAL key is used must be finalized with one of the STORE CHECK keys.
<b>PAID OUT 1-5</b>	<b>151-155</b>	Touch a PAID OUT key to remove cash, check or miscellaneous media from the drawer.
<b>PAID RECALL</b>	<b>156</b>	The PAID RECALL key is used to recall last x number of transactions, starting with the last transaction finalized. (X is determined in memory allocation.) Once recalled, a transaction could be reviewed (touch PAID RECALL again to view the previous transaction). To exit the paid order view, touch CLEAR.
<b>%1 - %10</b>	<b>157-166</b>	Ten discount keys (%1 - %10) are available to handle various kinds of discounts, markdowns and adjustments to items or transactions.
<b>PLU</b>	<b>167</b>	Enter the PLU code number and touch PLU to register a PLU.



<b>PRICE INQ</b>	<b>169</b>	Touch the PRICE INQ to display the PLU price without actually registering the PLU.
<b>PRICE LVL 1-20</b>	<b>170-189</b>	Touch a LEVEL key prior to a PLU entry to shift the price of a PLU to a different price set in PLU programming.
<b>PRINT</b>	<b>190</b>	Touch the PRINT function to send items that require special preparation to the kitchen printer (or KVS) before the sale is finalized. An item can be programmed as an auto grill item, requiring the PRINT key to be touched every time the menu item is sold. This function does not affect normal kitchen printer/KVS routing. The PRINT function also sends items in group sequence using the "meal order feature" available at version 2.02n or later. Items are given a meal order priority through group programming. Each time the PRINT key is touched, the next priority of items will be release to the kitchen printer.
<b>PRINT CHECK</b>	<b>191</b>	Prints the soft guest check (tracking file) that is currently displayed. The PRINT CHECK key may be programmed to store (service) the check automatically.
<b>PRINT HOLD</b>	<b>192</b>	Use to remove the "hold" designation from an item or order, so that the items and their instructions are now sent to the kitchen printer/KVS at finalization.
<b>PROMO</b>	<b>193</b>	Touch the PROMO key to void the price (the item remains) of an item. Can be used for 2 for 1 promotions. A PROMO count is available for each menu item.
<b>QUIT</b>	<b>195</b>	Touch QUIT to automatically sign off the current cashier/clerk.
<b>RECEIPT ON/OFF</b>	<b>196</b>	Touch RECEIPT ON/OFF to toggle the receipt function from on to off (versions before V2.01r) or touch [1] [RECEIPT ON/OFF] to turn receipt on or [2] [RECEIPT ON/OFF] to turn receipt off (versions 2.01r or later.) You must first have a receipt printer connected, identified to the register, and the print receipt automatically option (see General Printing Options) turned on. Key also controls report printing.
<b>RECALL CHECK # 1-4</b>	<b>197-200</b>	The check tracking system can maintain only balances (hard check) or entire transactions (soft check) in the register memory. Four different tracking files can be separated to maintain, for example: restaurant checks, call-in orders, delivery orders, and/or table balances. Touch one of the four RECALL CHECK # keys directly to begin a tracking transaction, or enter the tracking number and touch the RECALL CHECK # key to access the existing tracking balance.
<b>RECD ACCT 1-5</b>	<b>201-205</b>	Touch a RECD ACCT key to add cash, check or miscellaneous media to the drawer.
<b>RECEIPT</b>	<b>206</b>	Touch the RECEIPT key to issue a transaction receipt at the designated receipt printer.
<b>REPEAT</b>	<b>207</b>	Touch the REPEAT key to quickly re-order a set of items. When a check is recalled, simply touch the REPEAT key to automatically register all of the items registered at the previous posting.

<b>SCALE</b>	<b>208</b>	Touch the SCALE key to automatically display the weight from a scale connected to the register, or to manually enter a weight for extension.
<b>SEAT #</b>	<b>209</b>	Use to identify a specific seat (or person) within a transaction. Facilitates separate payment by seat, and identifies to the food preparation staff (through the kitchen printer/KVS) how to assemble meals. Seat numbers may be assigned at the time of entry or, if necessary, later in the transaction.
<b>SPLIT ITEM</b>	<b>211</b>	When like items are consolidated in a transaction you can move the cursor to the item and touch the SPLIT ITEM key to display the items separately, instead of in consolidated form, used normally to assist the items to seat allocation.
<b>SPLIT PAY</b>	<b>212</b>	Touch the SPLIT PAY key to divide the amount of a guest check into equal segments for payment by more than one person.
<b>STOCK INQ</b>	<b>213</b>	Touch the STOCK INQ key, and then enter (or scan) an item to view the stock status of the item. (The item must be a stock item to use this function.)
<b>STORE CHECK 1-4</b>	<b>214-217</b>	The check tracking system can maintain only balances (hard check) or entire transactions (soft check) in the register memory. Four different tracking files can be separated to maintain, for example, restaurant checks, call-in orders, delivery orders, and/or table balances. Touch one of the four STORE CHECK # keys to finalize a tracking transaction. (This function is equivalent to a <i>SERVICE</i> function.)
<b>SUBTOTAL</b>	<b>218</b>	Touch SUBTOTAL to display the message “SUBTOTAL” on the display. Although a running total is always displayed on the bottom of the screen, the SUBTOTAL key may be required before some functions, such as subtotal discount.
<b>TABLE # (1-4)</b>	<b>219-222</b>	Use to enter the table number of the check. If a table number is entered, the TABLE # key can also be used to recall the check.
<b>TAKE-OUT</b>	<b>223</b>	TAKE-OUT is a subtotal function. Touch TAKE-OUT to record the amount of the transaction in the take-out total on the financial report. Tax calculation can be changed to accommodate different tax rules for take-out sales. Sales cannot be split between eat-in and take-out.
<b>TAX EXEMPT</b>	<b>224</b>	The TAX EXEMPT can be preprogrammed to exempt specific taxes from a sale.
<b>TAX SHIFT 1-6</b>	<b>225-230</b>	Use to shift the preprogrammed tax status of an item. Touch before an item entry to make taxable.
<b>CLK IN/OUT</b>	<b>231</b>	Touch the CLK IN/OUT key to record start and stop work times for the registered employee. Hours worked are maintained by the time clock system.
<b>TIP (1-3)</b>	<b>232-234</b>	Use to enter a tip amount on a check.

<b>TRANSFER CHECK (1-4)</b>	<b>235-238</b>	Use to transfer one or all open soft checks form one server to another server. A transfer check receipt will print.
<b>TRAY SUBTL</b>	<b>239</b>	Touch the TRAY SUBTL key to finalize a transaction that will be paid later with subsequent transactions. See "ADD CHECK" on page 20 to add multiple soft checks for payment.
<b>VALID</b>	<b>240</b>	Touch VALID to initiate a single line validation. (A printer with validation capability must be connected to the system and programmed appropriately.)
<b>VOID ITEM</b>	<b>241</b>	Touch the VOID ITEM key to remove an item from a transaction. Locate the cursor on the item you wish to remove and touch the VOID ITEM key.
<b>WASTE</b>	<b>242</b>	Used to start and end entries of items that are wasted. A waste count is maintained for each item and inventory is adjusted.
<b>FUNC.LIST#</b>	<b>243</b>	Use to manually advance to a specific Key Link. Enter the Key link # (1-200), touch the FUNC.LIST# key.
<b>X/TIME</b>	<b>244</b>	Use the X/TIME key to multiply, to register split price items, or display the time in the REG mode.
<b>STRING REPORT #</b>	<b>245</b>	Use to execute string report from <b>REG</b> mode. Enter number of string report to execute. Manager password may be required.
<b>PARK ORDER</b>	<b>246</b>	Used in conjunction with a kitchen video system and the SERVE ORDER function key. Enter a number and touch PARK ORDER to park or "suspend" an order on the video monitor until the order is completely filled. In the case of a drive through order that cannot be completed when the customer arrives at the pick-up window, the operator would park the order until it was completely filled. The order would then be served or bumped by using the SERVE ORDER key.
<b>SERVE ORDER</b>	<b>247</b>	Used in conjunction with a kitchen video system and the PARK ORDER function key. Enter a number and touch SERVE ORDER to serve or bump the order from a video monitor. No video keypad is needed for this function.
<b>KP ROUTING</b>	<b>248</b>	The KP ROUTING key is used to override KP Time Period control. For example, a restaurant might normally operate two kitchens at one time and one kitchen at other times. In case the volume of business changes, the manager might want to control the KP routing manually. Also, a single item, or large order might be required to be sent to a different printer than normal. Select STAYDOWN or TRANS. POP UP. To operate, before the transaction, touch [1] [KP ROUTING] for period one or [2] [KP ROUTING] for period two.

<b>SPLIT CHECK</b>	<b>249</b>	<p>The Split Check function provides another method of breaking down checks for payment. Note that this method works best when check numbers are not automatically assigned. Many programmers/installers will use the table number as the check number, and in this situation the feature works quite well.</p> <p>Place a “Split Check” key on the screen. Recall a check (table). Select the item you wish to place on a new check by touching the item on the display, then touching [Split Check]. Note that an asterisk (*) now displays next to the item. Continue to mark additional items to be assigned to a different check as necessary. Touch [Store Check]. The prompt will ask you to enter the number of the check you wish the designated items to be assigned to. Enter the check (table) number and touch OK. The original check will be stored automatically and the new check with the split items is open for storing or payment.</p> <p>If you wish to use the split check feature in applications where checks are automatically assigned, you must first open and store a new check. Make note of the check number. Then open the check from which you wish to split items from. Identify the items using the [Split Check] key as described above. Then when prompted to enter the number of the check where the selected items are to be assigned, enter the number of the new check you previously created.</p>
<b>ALPHA TEXT</b>	<b>250</b>	<p>Use to type a name or message that will be associated with a soft check. Touch the ALPHA TEXT key anytime after a check has been opened, then type a message (up to 15 characters) using the alpha keyboard overlay and touch <b>OK</b>. Multiple message lines can be entered. The message is saved and printed/displayed with the order. A system option controls whether the message is printed on the guest check.</p>
<b>NEW CHECK1-4</b>	<b>251-254</b>	<p>The standard recall check key allows a check to be opened if it does not already exist. This is excellent in hospitality tracking, however for account management credit may not so readily be given. Therefore when this button is programmed accounts are not opened automatically. A warning will indicate an account does not exist if an attempt is made to open using the recall check key. The new check button is used to open new accounts. The programmability for this key is automatically picked up from the status of the Recall check key.</p>
<b>PRICE CHANGE</b>	<b>256</b>	<p>This allows the pre-programmed price of an item to be changed. There are optionally programmed restrictions.</p>
<b>EFT FUNC.</b>	<b>258</b>	<p>When pressed (in REG Mode) a list of EFT functions display: <i>Open Batch, Close Current Batch, Close Batch with Debit, Gratuity Entry, Get Gift Card Balance</i>. See Authority Level Programming to restrict access to open/close batch functions. Note: available on software v2.00g or later.</p>

# Keylinks

The main screen provides 40 programmable locations. In addition to the main screen you can define 199 additional 40-location screens referred to as “Keylinks”. (Note that the default program pre-defines the first 12 keylinks for PLU lists and various function lists.)

In the example depicted below, the PLU List keys and the Payment key open new Keylink Screens.

The diagram illustrates a POS system interface. At the top, a header bar shows 'REG REP PGM S' and a 'SUB-TOTAL \$10.00'. Below this is a grid of 40 PLU keys (PLU1-PLU40) arranged in 8 rows and 5 columns. A central screen displays a transaction summary with a list of items: 1 PLU2 (\$1.00), 1 PLU3 (\$2.00), 1 PLU4 (\$3.00), and 1 PLU5 (\$4.00). Below the list, it shows 'TAXES 0.00 TOTAL 10.00' and 'POL ROn REG01'. A payment keypad is visible at the bottom right, with keys for 'CASH', 'CHECK', and 'MISC TEND1' through 'MISC TEND16'. A callout from the PLU List keys (PLU LIST1-PLU LIST5) points to a new Keylink Screen. Another callout from the 'PAYMENT' key points to a new Keylink Screen.

## More About Keylinks

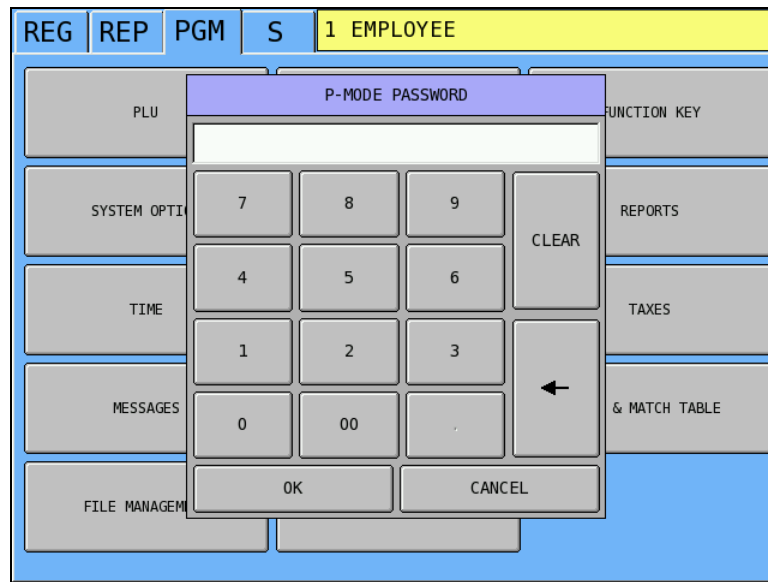
- Keylinks have multiple uses. Typically they will be used as menu screens containing like items such as entrees, appetizers or drinks or condiments. They may also be used to organize function keys such as discounts or payment keys.
- Keylinks can display any combination of PLU keys (menu items or condiments) or function keys such as % keys, media keys, etc.
- Keylinks can be opened (displayed) by touching a key on the Main screen or by touching a key on another Keylink. Keylinks can also be opened automatically after the entry of a PLU item (see PLU Programming).
- Keylinks can be programmed to remain open for unlimited entries, with the DONE key used to close the Keylink screen, or can be programmed to close automatically after a set number of entries are completed.

# Passwords

The correct password is required to access Report Mode, P-Mode and S-Mode. Also, manager controlled activities can be completed only after the correct password is entered.

## Password Notes

- Default S-Mode and P-Mode Passwords are: **2000**; the default Report Mode password is: **0000** (meaning no password entry is required to access this mode); the default manager password is: **9999**. You can set your own 4-digit passwords by selecting Passwords in S mode.
- Separate passwords for report levels (X and Z1-Z5) can be set in S-Mode System Option #7. Here the default password is also **0000**, meaning all report levels can be accessed without password entry.
- Authority Level option #40 (found in P-Mode/Employee) allows access to Report Mode, P-Mode and S-Mode without password entry. Employees (such as managers) linked to an authority level with this option selected, can conveniently access all modes without password entry.
- If an employee card system is used, and the MANAGER REQUIRED message displays, employees with manager status can swipe their card to complete the transaction. (Available at version 2.00s)



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## Error Messages

The SPS-2000 displays messages on the top line of the screen, immediately to the right of the function tabs. Note that each of the standard messages described below can be customized. Your program may display slightly different text messages.

### **AMOUNT REQUIRED**

This operation requires an amount entry.

### **BAD VALUE**

The number entered is incorrect for the task being performed.

### **BUFFER FULL**

The buffer for soft check, hard check, or buffered receipt has reached capacity. For hard checks, the operator must touch the SERVICE key to print the items and clear the buffer. The operator must then pick up the previous balance again in order to continue with finalization. In a soft check environment, this message will appear when the check has reached capacity (maximum lines stored). The register will require the sale to be finalized with the option of printing a bill if required

### **BUSY**

Destination register is busy (pre poll memory is in use). Requires a clear command from the P.C. or Register.

### **CASH DECLARATION REQUIRED**

Cash declaration has been programmed as compulsory, and must first be performed before reports

### **CASH-IN-DRAWER LIMIT EXCEEDED**

The programmed Cash-In-Drawer limit has been exceeded.

### **CHECK KEY POSITION**

The key lock is in the wrong position.

### **CHECK# IS ASSIGNED AUTOMATICALLY**

The operator has attempted to open a new guest check by assigning a check number. The register has been programmed to generate its own check numbers.

### **CHECK# REQUIRED!**

This register has been programmed to force check number entry to begin a transaction. An existing guest check must be recalled, or a new one started.

### **CONDIMENT REQUIRED!**

This PLU has been programmed to require a condiment entry.

### **CRC ERROR**

An error has occurred in the block check sum while transferring data in IRC mode.

### **DUPLICATE!**

This check already exists. May also apply to secret code programming.

### **ANALYSIS 1?/ANALYSIS 2?/ANALYSIS 3?**

This operation is set for compulsory entry of one of the three analysis keys.

**ENTER EMPLOYEE CODE**

The employee is required to sign on before performing a task.

**ENTER GUEST COUNT**

The operator must enter the number of guests when opening a guest check, or beginning a sale.

**ENTER SEAT#**

Seat # entry required before operation can continue.

**ENTER TABLE#**

Table number entry is required to open a guest check, or begin sale.

**ENTRY REQUIRED**

The function selected from the WLU requires a numeric entry, i.e. a percentage for an open percent discount.

**ERROR**

General error message.

**ERROR JAM**

Receipt / journal printer jammed message.

**GALLON AMOUNT REQUIRED**

This entry involves a gallonage PLU, and requires an amount entry.

**HALO OVER!**

The amount entered exceeds the programmed HALO i.e. the task exceeds the maximum amount allowed.

**ILLEGAL KEY SEQUENCE**

The operator has used an illegal key sequence.

**IN USE!**

This guest check or clerk number is already open elsewhere in the system. This is also applicable when the floating clerk system is activated and the operator is in use on another terminal.

**INACTIVE!**

The key touched is inactive. This message also appears if VOID Mode has been disabled.

**INPUT QTY**

Quantity input is required for a condiment WLU

**KITCHEN PRINTER FAILURE**

The kitchen printer has failed to respond. Printing has been re-routed to the designated back-up printer is programmed.

**MANAGER OVERRIDE REQUIRED**

The manager password must be input in order to override a HALO amount, or other restriction.

**MANAGER REQUIRED**

The manager password must be input to complete this operation.



**MEMORY FULL**

Memory is full.

**NEGATIVE**

This sale has gone negative. Negative sales are programmed as not allowed.

**NO CHECK #**

This message appears when the system cannot find this guest check number.

**NO DATA**

PLU can not be found (does not appear in Register Mode). Usually associated with stock entry on an IRC system when the PLU exists in one terminal but not another. On the terminal where the PLU does not exist the message not found will appear.

**NO DRAWER!**

The employee currently signed on is not assigned to a drawer, and is not allowed to perform cash sales, or the drawer is no longer attached and is required in order to continue.

**NO MANUAL ENTRY**

Manual entry is not allowed (scale function).

**NO PAPER**

Slip printer is out of paper, appears when printing to a loose-leaf printer.

**NO PLU!**

The number entered is not a valid PLU. This message will also appear if a PLU number “built” using modifier keys recalls an invalid PLU number.

**NONADD# REQUIRED**

This operation requires the entry of a Non-Add number to fulfill the compulsory requirements.

**NOT DISCOUNTABLE**

The preceding entry is not discountable, product is not available for discounting.

**NOT PROGRAMMED!**

This key has not been programmed

**NOT READY!**

Remote printer is not ready for printing tasks.

**NOT ZERO**

Displayed when trying to delete a PLU that still has sales counts and stock amounts. The PLU must first be reset and cleared from all Z Mode reports.

**OFF LINE!**

IRC communications have gone off line.

**OPEN DRAWER**

The register has been programmed not to operate with the cash drawer open.

**OVERRIDE NOT ALLOWED**

X-Mode override is not allowed for this operation.

**P/BAL REQUIRED!**

This register has been programmed to require a previous balance entry.

**PAPER END**

The guest check printer has reached the end of the form, or the Receipt/Journal paper is at, or near, the end of its roll.

**RANGE OVER**

The number entered is out of range.

**REMOVE PAPER**

Validation is complete and the paper must now be removed.

**SCALE FAIL!**

The register is not able to find the scale.

**SCALE REQUIRED!**

This item requires a weight this may be entered either manually or automatically.

**SEQUENCE ERROR!**

The preceding key sequence is not allowed.

**SINGLE ITEM!**

This PLU has been programmed as a single item PLU and cannot be used within a sale.

**SUBTOTAL REQUIRED**

The SUBTOTAL key must be touched before continuing.

**SYSTEM ERROR**

Normal Operation error.

**TARE# REQUIRED**

This PLU/scale item requires a tare weight entry.

**TRAY SUBTOTAL REQUIRED!**

This prompt appears while in a TRAY SUBTOTAL transaction. The operator must first touch the TRAY SUBTOTAL key before touching any tender keys.

**VALIDATION REQUIRED!**

This operation requires validation to complete the compulsory settings.

**WASTE REQUIRED!**

The operator is in the middle of a waste operation, and must touch the WASTE key in order to complete the operation.

**WRONG EMPLOYEE**

The employee attempting to open this guest check is not the original person who started the guest check. Also appears when attempting to sign on a new employee without first signing the current employee off, if overlap employee is not programmed.

**ZERO AMOUNT**

The register has been programmed to not allow negative sales, and to consider a zero amount as a negative sale.



# Basic Operations

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## Signing On/Off

### ***Notes for Clerk Operation***

- Choose between "Push Button", "Operating Code", "Employee Number" or "Fingerprint" for the employee sign on method. Clerks may also be signed on by MCR. (See "System Option Programming/General Function Options" in the *Program Manual*.)
- If you choose "Push Button" sign on, use any of the 10 direct employee keys to sign on by directly touching a key. (See "Keyboard Key Location" in the *Program Manual* to locate the appropriate functions.) You must also link a specific employee to each push button key. (To make these links, see "System Option Programming/General Function Options" in the *Program Manual*.)
- If you choose "Secret Code" sign on, use the EMPLOYEE key to sign on by code entry. (See "Keyboard Key Location" in the *Program Manual* to locate the appropriate function.) You must also program an operating code for each employee. (See "Employee Programming" in the *Program Manual*.)
- If you choose "Employee Number" sign on, use the EMPLOYEE key to sign on by employee number entry. (See "Keyboard Key Location" in the *Program Manual* to locate the appropriate function.) The employee number is the sequential number (i.e. 1-10) for each employee in the employee file.
- Fingerprint sign-on requires an optional DIGENT IZZEX FD 1000 Fingerprint identification device. Each employee fingerprint must be recorded in program mode. (Available in version 2.00s or later.)
- Employee operation can be stay down or pop up. (See "System Option Programming/General Function Options" in the *Program Manual*.)

## Sign On by the Employee Key

When the register is signed off, the message line displays: SIGN ON REQUIRED.

1. Enter the employee number (use the operating code number of the sequential employee number, depending upon the program).
2. Touch **EMPLOYEE**. The employee name displays in the message line.

## Sign On by Push Button Key

If your system is using individual push button employee keys:

- ◆ Touch the appropriate **EMPLOYEE** key. The employee name displays in the message line.

## Sign On by Employee Card

If your system is using employee cards:

- ◆ Swipe the employee card. The employee name displays in the message line.

## Sign On by Fingerprint

You can sign on by fingerprint if your system is using an optional DIGENT IZZEX FD 1000 Fingerprint identification device. (Available with version 2.00s or later.)

1. From the **REG** screen, enter the employee file number and touch **EMPLOYEE** key. The Fingerprints window displays.
2. Touch the employee's finger to scanner and touch **MATCH**.
3. The Please Wait message displays while the fingerprint is scanned. If the fingerprint matches, the sign on is completed; if the fingerprint does not match, an error message displays.

## Sign On by Continue Key

If a CONTINUE key is present on your keyboard, you can sign on the same employee for the next transaction.

- ◆ Touch **CONTINUE**.

## Sign Off

1. Enter "0".
2. Touch **EMPLOYEE**. The message line displays: SIGN ON REQUIRED.

Or,

Touch **QUIT** (if a **QUIT** key is present on your keyboard.)

## Clerk Interrupt

If allowed, a new employee can sign on while a transaction being processed by another employee is still in progress. Under the new employee, a new transaction can be entered and completed. When the employee processing the suspended transaction signs on again, the suspended transaction can be continued and finalized.

---

## Clocking In/Out

### Clock In

1. Enter the employee clock in code and touch the **CLK IN/OUT** function key to display the clock in/out window:

The screenshot shows a window titled "CLK IN/OUT #003 3 EMPLOYEE". At the top, it displays "DATE: TUE 02/21/2006 TIME 09:33". Below this, there are two columns labeled "IN" and "OUT", each with a list of dots representing time slots. To the right of these columns is a section labeled "JOB CODE" containing six buttons: "1 SERVER", "2 MANAGER", "3", "4", "5", and "6". At the bottom of the window are two buttons: "OK" and "CANCEL".

Job codes that are available for the employee are displayed.

2. Touch the job code button for the job you are performing to clock in.
3. Touch **OK** to complete the clock in.

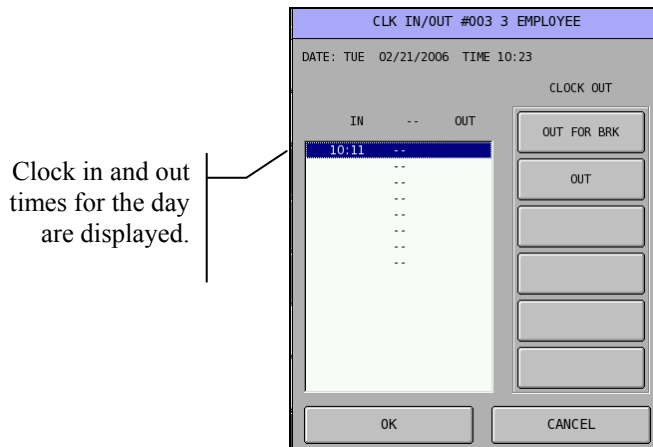
---

**Note:** Depending upon system programming, the employee may sign on with their employee number, or their employee clock in code. The employee clock in code may be different than the employee operating code.

---

## Clock Out for Break

1. Enter the employee clock in code and touch the **CLK IN/OUT** function key to display the clock in/out window:



2. Touch the **OUT FOR BRK** key.
3. Touch **OK** to complete the clock in.

## Clock In from Break

1. Enter the employee clock in code and touch the **CLK IN/OUT** function key to display the clock in/out window:
2. Touch the job code button for the job you are performing to clock in.
3. Touch **OK** to complete the clock in.

## Clock Out for Day

1. Enter the employee clock in code and touch the **CLK IN/OUT** function key to display the clock in/out window:
2. Touch the **OUT** key.
3. Touch **OK** to complete the clock in.

## Clock In/Out by Fingerprint

Fingerprint clock in/out requires an optional DIGENT IZZEX FD 1000 Fingerprint identification device. Each employee fingerprint must be recorded in program mode. (Available with version 2.00s or later.)

1. From the **REG** screen, touch the **CLOCK IN/OUT** key.
2. Touch the employee's finger to scanner and touch **MATCH**.
3. The Please Wait message displays while the fingerprint is scanned. If the fingerprint matches, the Clock In/Out screen for the employee is displayed; if the fingerprint does not match, an error message displays.
4. Complete the clock in by selecting a job code and touching **OK**.



## Time Clock Edit

If an employee forgets to clock in or out, authorized persons can use the time clock edit function to correct or add time incorrect clock entries.

1. Select the **REP** tab. (Password entry may be required)
2. Touch **X MODE PGM** and then **TIME CLOCK EDIT**.
3. Select the period to be edited, **X/Z (DAILY) EDIT**, or periodic edits, if they are used.
4. Enter the Employee #, touch **OK**. The Time Clock Edit screen displays:

IN	OUT	PAID BRK	JOB#	JOB NAME
00:00	- 00:00	NO	00	
00:00	- 00:00	NO	00	
00:00	- 00:00	NO	00	
00:00	- 00:00	NO	00	
00:00	- 00:00	NO	00	

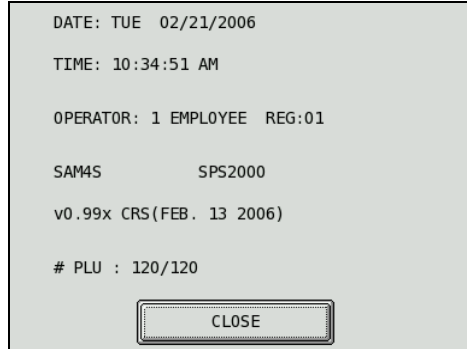
5. Touch the field to be corrected, and then enter the correct time and touch **OK**. Use the **PAGE UP** and/or **PAGE DOWN** keys as necessary to display all records.
6. When corrections are completed, touch **SAVE** to exit with changes saved.

---

# Outside of Sale Functions

## Time Display

- ◆ Touch the **X/TIME** key. The date, time, current operator, software version and PLU capacity display. Touch **Close** to exit.



## Received on Account

1. Touch the **RECD ACCT** key.

**Note:** After touching RECD ACCT, you must go directly to media functions, any other key will cause an error.

2. Enter media received:

Enter cash received, touch **CASH**

Enter checks received, touch **CHECK**

Enter miscellaneous tenders received, touch the appropriate key

3. The transaction detail area of the screen keeps a running total of media received. Touch **DONE** to finalize.

## Paid Out

1. Touch the **PAID OUT** key.

**Note:** After touching PAID OUT, you must go directly to media functions, any other key will cause an error.

2. Enter media paid out:

Enter cash paid out, touch **CASH**

Enter checks paid out, touch **CHECK**

Enter miscellaneous tenders paid out, touch the appropriate key

3. The transaction detail area of the screen keeps a running total of media paid out. Touch **DONE** to finalize.

---

# Registering PLUs/Items

## Preset PLUs

- ◆ Touch a preset PLU to register an item.

## Open PLUs

- ◆ Enter the price and touch an open PLU to register an open-priced PLU.

## Code Entry Preset PLUs

- ◆ Enter the PLU code number and touch the **PLU** key to register then item.

## Code Entry Open PLUs

1. Enter the PLU code number and touch the **PLU** key. The Amount Required window displays.
2. Enter the price and touch **OK**.

## PLU Price/HALO Override

PLU override must be allowed. See individual PLU programming and also see **P** Mode System Options – General Function Options to set the global override option. Both options must be set to perform an override.

- ◆ Enter the override price and touch the PLU to override the preprogrammed price.

## PLU Price Change

- ◆ In REG mode, the sequence: [PRICE CHANGE] [PLU] [PRICE] [PRICE CHANGE] will change the PLU price. The PLU flag “ALLOW PRICE CHANGE” controls this function.

## Repeat

- ◆ After an item has been registered, touch the PLU again to repeat the item.

## PLU Price Inquiry

Use the **PRICE INQ** key to check the price of an item without registering it.

1. Touch the **PRICE INQ** key.
2. Enter the PLU number and touch the PLU key. The item displays with the current price.
3. Touch the PLU key again if you wish to register the item.

## Registering a Not Found PLU

Designed to be used in a scanning system, the **NOT FOUND PLU** key allows the operator to immediately enter basic PLU information for an item that is not in the PLU file. If the "Not Found PLU" message displays when a PLU is entered (or when an item is scanned) the operator can touch the **NOT FOUND PLU** key and will be prompted to enter PLU price, and if programmed, the descriptor and linking information. The item is registered immediately.

1. Scan or enter a PLU that is not in the PLU file. The **NOT FOUND PLU** message displays.
2. Touch the **NOT FOUND PLU** key. The **PRICE/HALO** entry box displays.
3. Enter the price for the item, touch **OK**. The **LINK STATUS** entry box displays.
4. Enter the status link for the PLU, touch **OK**. The **LINK GROUP** entry box displays.
5. Enter the primary group link for the PLU, touch **OK**. The **DESCRIPTOR** entry box displays.
6. Use the alpha keyboard overlay to type the descriptor for the item, touch **OK**. The item is registered.

## Price Level Shift

The current price level can be set by price level key, or automatically by the time of day or day of week. Price levels can be locked into a specific level (stay down) or they can return to a default level after being shifted to another level for a single registration (pop up). When price level keys are used, touch the appropriate price shift key prior to entering the PLU.

## Scale Items

The SPS 2000 can be interfaced to an electronic scale, allowing direct entry of the item's weight by using the **SCALE** key.

### Scale Program Notes

- See *P-Mode Programming, PLU, PLU Status Group*. The following options affect each PLU linked to a PLU status group.
  - ⇒ Option # 13: IS PLU SCALEABLE? If yes, the PLU may be registered only by multiplying a weight by the PLU.
  - ⇒ Option #14: AUTO SCALE ON THIS PLU? If yes, the weight on the scale will be automatically multiplied when the PLU is registered.
  - ⇒ Option #15: AUTO TARE# (0-20) If a tare is selected here, the preprogrammed tare weight will be subtracted from the scale weight when the PLU is registered.
- See *P-Mode Programming, Function Key* to set the **SCALE** Key attributes:
  - ⇒ MANAGER REQUIRED?
  - ⇒ ALLOW MANUAL ENTRY OF WEIGHT?
  - ⇒ INHIBIT TARE WEIGHT ENTRY?
  - ⇒ MANAGER REQUIRED FOR TARE ENTRY?
  - ⇒ TARE ENTRY IS COMPULSORY?
  - ⇒ WEIGHT SYMBOL : Y=kg/N=lb

### Direct Sale Entry

1. Place the item on the scale.
2. Touch the **SCALE** key to display the weight.
3. Register the open or preset PLU.

### Manual Weight Entry

1. Enter the weight using the decimal key.
2. Touch the **SCALE** key to display the weight.
3. Register the open or preset PLU.

### **Auto Tare Weight**

1. Place the item on the scale.
2. Touch the **SCALE** key to display the weight.
3. Register the open or preset PLU.

### **Manual Tare Weight Entry**

1. Place the item on the scale.
2. Enter the tare # and touch the **SCALE** key to display the weight less the tare.
3. Register the open or preset PLU.

### **Open Tare Weight Entry**

1. Place the item on the scale.
2. Touch **20**. This will call for tare 20, which is an open tare.
3. Touch the **SCALE**
4. Touch the decimal [.] , then the numeric **3**. This will enter a tare weight of 0.3 lb.
5. Touch the **SCALE** key.
6. Register the open or preset PLU.

## **Print Key**

The **PRINT** key allows the operator to send items to the kitchen printer. Use the **PRINT** key (or label the key GRILL) to send items wouldn't normally go to a kitchen printer or send items that require special attention. All printer output made using the key is in addition to regular output.

To use the **PRINT** key function, touch the **PRINT** key before the first item and immediately after the last item you want printed for special attention.

1. Touch **PRINT**.
2. Enter the item and condiments or instructions.
3. Touch the **PRINT** key again to send the item & instructions to the printer identified on the **PRINT** key.

---

**Note: The PLU Status Group flag #28 “Print on KP?” must be set to Y (yes) for items that are to be sent to a printer via the PRINT key.**

---

The PRINT key also sends items in group sequence using the “meal order feature” available at version 2.02n or later. Items are given a meal order priority through group programming. Each time the PRINT key is touched, the next priority of items will be release to the kitchen printer.

## Auto Grill Item

Some items may be programmed as "AUTO GRILL" so they will always be sent to the designated grill printer. The advantage of using auto grill is the item is sent to the printer immediately when the next item is registered, or when the **PRINT** key is touched. This allows for speedy service in quick service environments.

1. Enter the auto grill item and condiments or instructions.
2. Enter the next item or touch the **PRINT** key to send the item and instructions to the kitchen printer group identified in the PLUs status group at "K-GRILL GROUP #".

## Promo

The **PROMO** key allows the operator to account for promotional items (i.e. by two, get one free). This key will remove the cost of the item from the sale, but not the count. In the case of by two, get one free the count remains three items, but the customer is only charged for two.

1. Register the items to be sold.
2. Touch **PROMO**.
3. Register the items to be promo'd.

### *Void of Promo Items*

The promo item must be voided before the charged item. For example, if a hot dog and a promo hot dog are registered, the promo hot dog must be voided before the paid hot dog is voided. If more than one paid hot dogs are registered, the promo hot dog must be voided before the last paid hot dog is voided.

## Waste

The **WASTE** key allows control of inventory by accounting for items that must be removed from stock due to spoilage, breakage, or mistakes. The **WASTE** key may be under manager control, requiring the manager code entry. The **WASTE** key is not allowed within a sale.

1. Touch **WASTE**.
2. Register the wasted items.
3. Touch **WASTE** to finalize.

## Price Inquiry

Use the **PRICE INQ** key to check the price of an item without registering it.

1. Touch **PRICE INQ**.
2. Touch the PLU item key on the screen or enter the PLU number and touch the **PLU** key.
3. Touch the PLU key again if you wish to register the item.

## Food Stamp Shift

---

**Note: Display (Yes or No) of food stamp eligible indicators is controlled by option #11 of System Option Programming – Tax Options.**

---

- ◆ To sell a non-food stamp eligible item with food stamp eligibility, touch the **FD/S SHIFT** key before the item entry.
- ◆ To sell a food stamp eligible item as non-food stamp eligible, touch the **FD/S SHIFT** key before the item entry.

## Tax Shift/Tax Exemption

---

**Note: Display (Yes or No) of taxable item indicators is controlled by option #5 of System Option Programming – Tax Options.**

---

### ***Excepting Tax from a Taxable Item***

To except tax 1, touch **TAX SHIFT1** before registering the item; to except tax 2, touch **TAX SHIFT2**; to except multiple taxes, touch each of the appropriate tax shift keys before registering the item.

### ***Adding Tax to a Non-Taxable Item***

To charge tax 1, touch **TAX SHIFT1** before registering the item; to charge tax 2, touch **TAX SHIFT2**; to charge multiple taxes, touch each of the appropriate tax shift keys before registering the item.

### ***Adding Tax to a Non-Taxable Item***

To charge tax 1, touch **TAX SHIFT1**; to charge tax 2, touch **TAX SHIFT2**; to charge multiple taxes, touch each of the appropriate tax shift keys,

### ***Excepting Tax on an Entire Sale***

Taxes can be removed from an entire sale by using a pre-programmed **TAX EXEMPT** key or by pressing the appropriate tax shift key before tendering the sale.



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## Corrections & Voids

### Clear

Touch the **CLEAR** key to erase numeric entries or clear an error condition.

### Error Correct

Touch the **ERR. CORR.** key to void the last item entered. Note that the **VOID ITEM** key may also be used to correct the last item entered.

### Void Item

Use the **VOID ITEM** key to void an item previously entered in a transaction. To void a previous item:

- ◆ Touch **CLEAR**, touch **VOID ITEM**, and then touch or enter the item to be voided.
- Or,
- ◆ Touch the item or condiment where it is displayed – note that the item touched is now selected and highlighted. Touch **VOID ITEM** to remove the item or condiment.

---

**Note: If an item is voided, condiments associated with the item are also removed.**

---

### Cancel

Use the cancel function to completely abort a transaction in progress. No totals or counters are updated for items registered prior to cancelling a transaction. Cancel cannot be used after tendering or finalization. Employee authority determines if the Cancel function is allowed. Cancel does not open the cash drawer.

- ◆ Touch **CANCEL** to abort a transaction in progress.

### Transaction Void

A **VOID MODE** key (key code #31) must be placed on the keyboard. Entry of the current time may be required before a transaction void sequence. See P Mode System Options/General Function Option #36. If time entry is required, the subsequent void operation will adjust the time report for the correct period. If **VOID MODE** is under manager control, entry of the manager password is required.

1. Touch the **VOID MODE** key. If required enter the manager password.
2. If required, enter the time of the original transaction, touch **X/TIME**.
3. Enter Items to be voided. Finalize the void sale using the appropriate tender.
4. If necessary, void additional transactions.
5. Touch the **VOID MODE** key again to exit void mode.

## Merchandise Return

Use this function to return (credit) merchandise inside or outside of a sale.

- ◆ Touch **MDSE RETURN**, and then enter the item to be returned.

---

## Discounts/Coupons/Surcharges

The % (percentage) key is programmable and may be set up to handle a variety of discounts, surcharges or coupons. Up to 10 keys are available, each can:

- Apply to a Sale or an Item,
- Accept an amount entry or calculate a percentage,
- Be positive (surcharge) or negative (discount),
- Be open or preset (preset may be price or percentage, depending upon other setup),
- Calculate taxes before or after the discount is applied,
- Allow the discount to reduce the food stamp subtotal,
- Allow the “do it” subtotal discount function,
- Enforce validation after the % key function,
- If the % key is preset at a set percentage, allow override of the percentage, or to allow override of the percentage in ‘X’ mode only,
- If the % key is an item discount/surcharge function, net the item total or not,
- If the % key is a subtotal amount function (vendor coupon), allow multiple coupons without pressing subtotal or allow only one coupon.

### Sale (Subtotal) Discounts

*To deduct an open percentage discount from a sale (or override a preset percentage):*

1. Register items.
2. Touch **SUBTOTAL**.
3. Enter discount percentage. If the discount is fractional, use the decimal key. For example, enter **15.5** for a 15.5% discount.
4. Touch the % key.
5. Finalize the transaction.

*To deduct a preset percentage discount from a sale:*

1. Register items.
2. Touch **SUBTOTAL**.
3. Touch the % key.
4. Finalize the transaction.

*To deduct a coupon against a sale:*

1. Register items.
2. Touch **SUBTOTAL**.
3. Enter the amount of the coupon.
4. Touch the % key.
5. Finalize the transaction.

*To apply a “Do It” discount:*

Note: This function allows the operator to accept a short tender as full payment for the sale. The amount short is automatically tracked in the discount key total.

1. Register items.
2. Touch **SUBTOTAL**.
3. Enter the amount of the tender, touch the % key.
4. Touch **CASH**.

## **Item Discounts**

*To deduct an open percentage discount from an item (or override a preset percentage):*

1. Register item.
2. Enter discount percentage. If the discount is fractional, use the decimal key. For example, enter **1 5 . 5** for a 15.5% discount.
3. Touch the % key.

*To deduct a preset percentage discount from an item:*

1. Register the item.
2. Touch the % key.

*To deduct a preset percentage discount from an item entered earlier in the sale:*

1. Touch the item or condiment where it is displayed – note that the item touched is now selected and highlighted.
2. Touch the % key.

*To deduct a store coupon against an item:*

1. Enter the amount of the coupon, touch the % key.
2. Enter or touch the PLU the discount is to be applied to.

## Surcharges

*To add an open percentage surcharge to a sale:*

1. Register items.
2. Touch **SUBTOTAL**.
3. Enter surcharge percentage. If the surcharge is fractional, use the decimal key. For example, enter **1 5 . 5** for a 15.5% surcharge.
4. Touch the **%** key.
5. Finalize the transaction.

*To add a preset percentage surcharge to a sale:*

1. Register items.
2. Touch **SUBTOTAL**.
3. Touch the **%** key.
4. Finalize the transaction.

*To add an open percentage surcharge to an item:*

1. Register item.
2. Enter surcharge percentage. If the surcharge is fractional, use the decimal key. For example, enter **1 5 . 5** for a 15.5% surcharge.
3. Touch the **%** key.

*To add a preset percentage surcharge to an item:*

1. Register the item.
2. Touch the **%** key.

---

## Totaling/Tendering

### Cash

- ◆ Touch the **CASH** key, or enter the amount of the cash tendered and touch the **CASH** key. The register will display the change due.

### Check

- ◆ Touch the **CHECK** key, or enter the amount of the cash tendered and touch the **CHECK** key. The register will display the change due.

## Check Cashing

A separate function key is available for check cashing. Check cashing limits may apply and a manager code may be needed to complete the transaction.

- ◆ Enter the amount of the check to be cashed, touch the **CHECK CASH** key. The cash and check-in-drawer totals will be adjusted appropriately.

## Miscellaneous (Charge) Tender

Up to sixteen miscellaneous tender keys are available for accepting various types of charges. Each key can be configured separately with maximum charge limits, tendering requirements/rules, tax exemption rules and validation requirements. Operation sequences will vary depending upon the situation. (See “Integrated Payment System Operations” below where an integrated electronic payment system is used.)

*To accept a miscellaneous tender payment:*

- ◆ Touch the **MISC TENDER** key, or (where allowed) enter the amount of the cash tendered and touch the **MISC TENDER** key. The register will display the change due.

## Preset Tender

Macro keys can be programmed to execute preprogrammed amount tenders for common currencies such as \$5, \$10 or \$20 cash.

## Split Tender

Multiple payments can be recorded for a single transaction. Cash, Check, and/or Misc. tenders can be recorded in any order, as many times as necessary to pay the entire transaction.

## Integrated Payment System Operations

### *Credit Transaction*

1. Enter items.
2. Touch or tender into the appropriate **MISC TEND** key. The message “SLIDE CARD” displays.
3. Swipe card. The message “WAITING RESP.” displays until the card verification is complete.
4. When verification is complete, the draft is printed.

### ***Debit Transaction***

1. Enter items.
2. Touch or tender into the appropriate **MISC TEND** key (with debit function). The message “SLIDE CARD” displays.
3. Swipe card. The message “GETTING PIN.” displays. (At the PIN pad, the ENTER PIN message displays.)
4. At the PIN pad, enter the PIN and touch the **OK** key. The terminal now displays “WAITING RESP.” until the card verification is complete.
5. When verification is complete, the draft is printed.

### ***Gift Card – Sale of Gift Card***

1. Register the gift card amount into a PLU linked to a unique PLU Status Group with the gift card activate function.
2. Touch or tender into the appropriate tendering key. The message “SLIDE GIFT” displays.
3. Swipe the gift card. The terminal displays “WAITING RESP.” until the card verification is complete.
4. When verification is complete, the receipt and the draft are printed.

### ***Gift Card – Add to Existing Card***

1. Register the gift card amount to be added into a PLU linked to a unique PLU Status Group with the gift card addition function.
2. Touch or tender into the appropriate tendering key. The message “SLIDE GIFT” displays.
3. Swipe the gift card. The terminal displays “WAITING RESP.” until the card verification is complete.
4. When verification is complete, the receipt and the draft are printed.

### ***Gift Card – Payment with Gift Card***

1. Register a normal transaction. Touch the Gift Card Tender key (a miscellaneous tender key programmed with the gift card function.)
2. Swipe the gift card. The terminal displays “WAITING RESP.” until the card verification is complete.
3. When verification is complete, the receipt and the draft are printed.

### ***Manual Card Entry***

1. Enter items.
2. Touch or tender into the appropriate **MISC TEND** key. The message “SLIDE CARD” displays.
3. If card will not read, touch **CLEAR** once, the message “Enter Acct No” Displays.

4. Enter the account number and touch **OK** (or touch **CLEAR** again to abort the transaction.)
5. The “WAITING RESP.” message displays and the transaction completes normally.

### ***Electronic Payment – Merchandise Return***

1. Complete the merchandise return transaction as you would a normal transaction. Touch **MDSE RTRN** prior to entering each returned item.
2. Touch the appropriate **MISC TEND** key. The message “SLIDE CARD” displays.
3. Swipe card. The message “WAITING RESP.” displays until the card verification is complete.
4. When verification is complete, the draft is printed.

### ***Electronic Payment – Void Transaction***

Transaction Void allows a transaction to be voided from the batch and not reported to the cardholder statement.

1. Touch the **VOID MODE** key.
2. Enter items.
3. Touch or tender into the appropriate **MISC TEND** key. The message “SLIDE CARD” displays.
4. Swipe card. The message “ENTER AUTH CODE.” displays.
5. Enter the authorization code printed for the transaction to be voided, touch **OK**.
6. The message “ENTER REF CODE” displays. Enter the Reference number from the transaction to be voided. Touch **OK**.
7. The message “WAITING RESP.” displays until the transaction is found and the original record voided.

### **Foreign Currency Subtotal & Tender**

1. Enter items
2. Touch the appropriate conversion key, which is pre-programmed with the exchange rate (for example, a Canadian Dollar may be worth \$0.75 US.)
3. Enter amount tendered in foreign currency and touch **CASH**. Note that change is computed in home currency.

### **Food Stamp Subtotal & Tender**

Food Stamp options include:

- The **FD/S TEND** key can be programmed to forgive tax on items paid for with food stamps.
- Food Stamp change of less than \$1 can be applied toward the sale or given as change.

Consult with your installing dealer to verify that food stamp programming is set to correspond with food stamp merchant rules in your area.

To complete a food stamp transaction:

1. Enter items. (Food stamp eligibility is pre-set for each item.)
2. Touch **FD/S SUBTL**. The total of items eligible for food stamp payment displays:
3. Enter food stamp tender amount, touch **FD/S TEND**.
4. Pay remainder due (if any) with **CASH**, **CHECK** or by one of the miscellaneous tender functions (charge).

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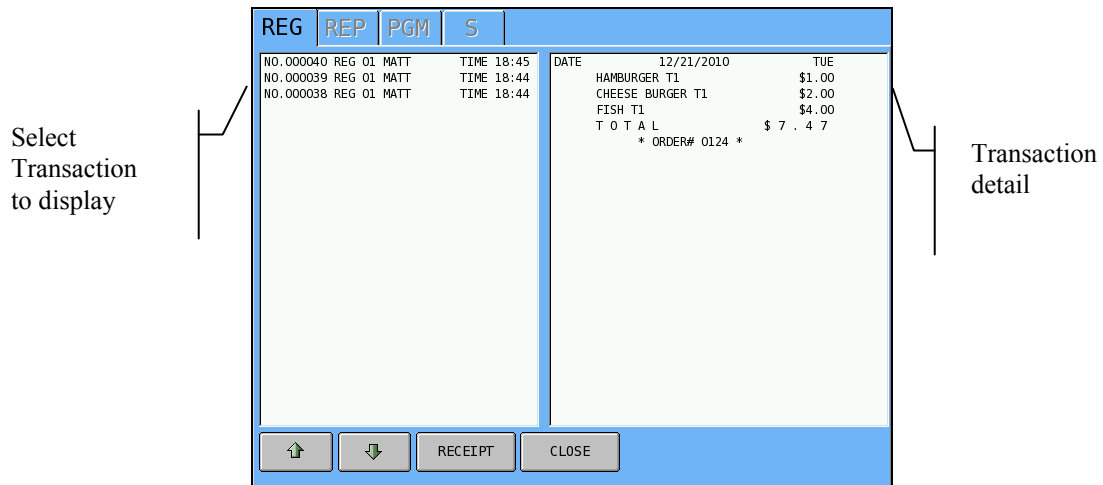
## Post-Finalization Procedures

### Paid Order Recall

Touch the **PAID RECALL** key to view the previous transaction. Touch the **PAID RECALL** key again to view the next previous transaction. Up to 10 preceding transactions (depending upon memory allocation) may be viewed by repeatedly pressing the **PAID RECALL** key.

- Use the scroll bar, if necessary, to view the entire transaction.
- Touch **RECEIPT** if necessary to print a recalled transaction.
- Touch **CLEAR** to exit.

At V3.00g29, the option “Use EJ Recall” was added to the function key program. When selected, this option will display a list of transactions on the left side of the screen. When a transaction is selected, the transaction detail is displayed in the right window of the screen as shown in the example below:



### Receipt Issue

Touch **RECEIPT** to print a transaction receipt. If the issue of multiple receipts is allowed, touch **RECEIPT** a second time to print a receipt copy.



## **Validate**

When a printer supporting single line validation is attached, insert paper into the printer and touch the **VALID** key to initiate the single line validation.

# Quick Service Operations

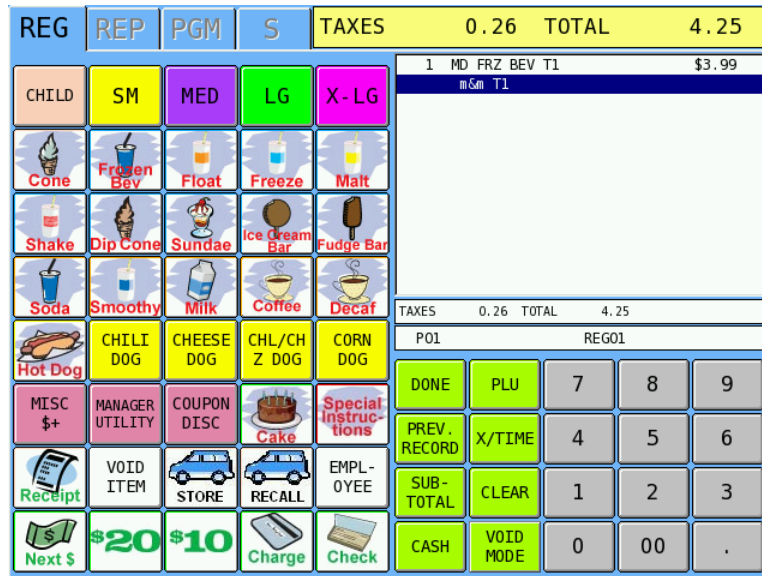
## Typical QSR Keyboard

REG	REP	PGM	S	EMPL 1					
CHILD	SM	MED	LG	X-LG					
Cone	Frozen Bev	Float	Freeze	Malt					
Shake	Dip Cone	Sundae	Ice Cream Bar	Fudge Bar					
Soda	Smoothy	Milk	Coffee	Decaf					
Hot Dog	CHILI DOG	CHEESE DOG	CHL/CH Z DOG	CORN DOG	P01 REG01				
MISC \$+	MANAGER UTILITY	COUPON DISC	Cake	Special Instructions	DONE	PLU	7	8	9
Receipt	VOID ITEM	STORE	RECALL	EMPL-OYEE	PREV. RECORD	X/TIME	4	5	6
Next \$	\$20	\$10	Charge	Check	SUB-TOTAL	CLEAR	1	2	3
					CASH	VOID MODE	0	00	.

- **CHILD, SM, MED, LG** and **X-LG** are modifier keys. When items are sold in different sizes, touch a modifier before touching the desired item. For example, touch **MED**, and then touch **FROZEN BEV**.

REG	REP	PGM	S	TAXES	0.26	TOTAL	4.25		
cookie dough	heath	butterfinger	m&M	oreo	1 MD FRZ BEV T1 \$3.99				
reese p.b.c.	snickers	mint cookie	mint m&M	capp heath					
georgia mud	choc extrem	mud pie	banana spl	brownie battr					
pecan cluster	tropical	hawaiian	capp heath	choc cov chrry	TAXES 0.26 TOTAL 4.25				
german choc	pnut buster	vienna berry	straw dip choc	pumpkin pie	P01 REG01				
french silk	choc chrry	key lime pie	banana cream pie	van wafer	DONE	PLU	7	8	9
ch.quk rasp	ch.quk blue	ch.quk strbrry	oreo fudge	p.b. crunch	PREV. RECORD	X/TIME	4	5	6
turtle cluster				MORE FLAVORS	SUB-TOTAL	CLEAR	1	2	3
					CASH	VOID MODE	0	00	.

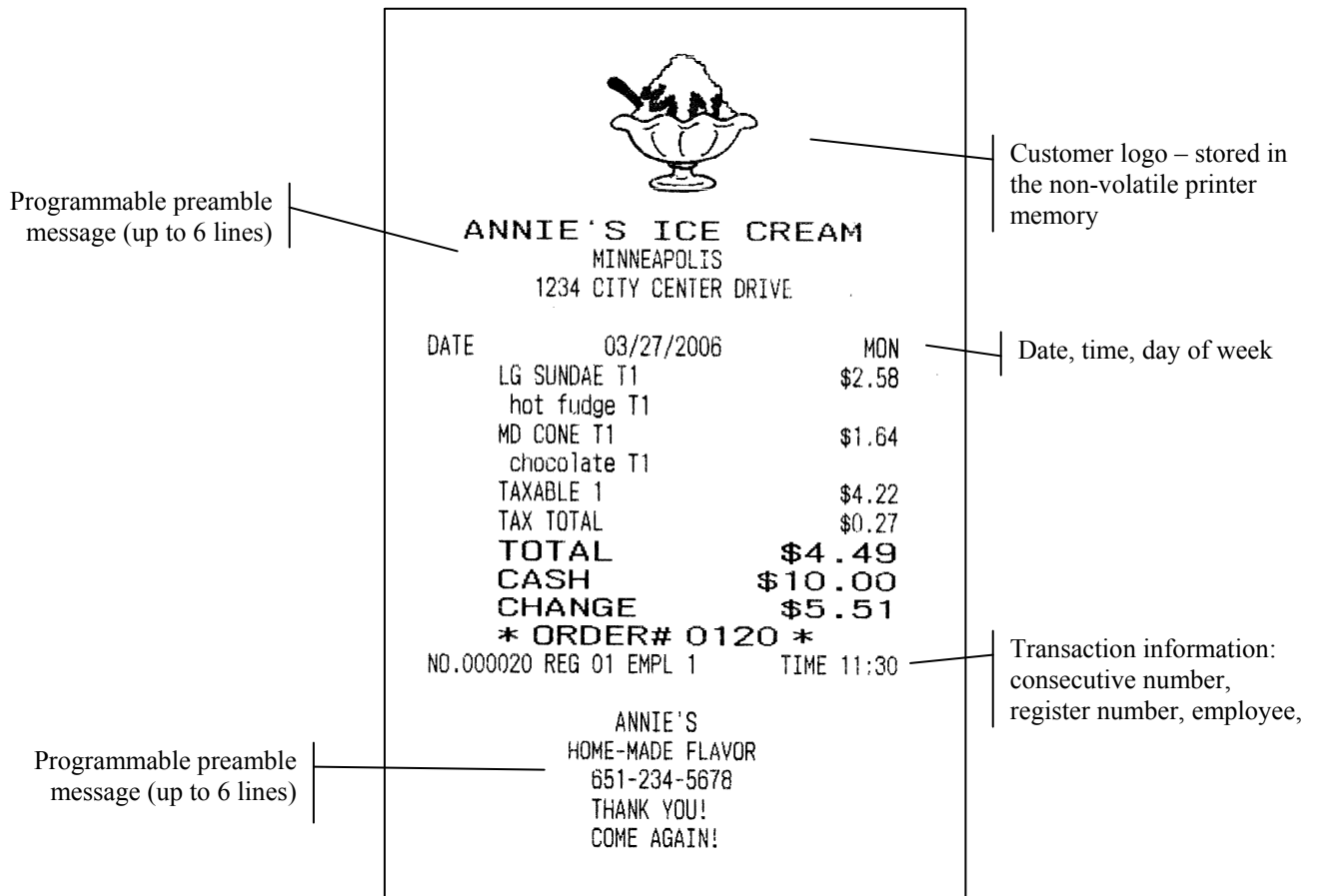
- When items are sold in different flavors, or with different options, registration of the item may trigger a new (keylink) screen. In this example, the frozen beverage is available in a variety of flavors. Touch the desired flavor to complete the item registration.



- After all options are selected, the completed item is displayed and the register is ready for another entry or finalization.

## Sample Transaction Receipt

A SAM4s Ellix 20S thermal receipt printer generated the receipt shown here (actual size).



## Drive Thru Operations


When drive thru operations are implemented, **Drive Thru Store**, **Drive Thru Recall** keys, will appear on the screen. (The **Drive Thru Store** key is one of the Store Check function keys with the “auto check management” feature enabled. The **Drive Thru Recall** key is one of the Recall Check function keys with the “Drive Thru” feature enabled.)

**Park Order** and **Serve Order** keys may also be used in conjunction with a kitchen video system option.

### Drive Thru Store

1. Enter items.
2. Press the **DRIVE THRU STORE** key.

*Drive Thru Order Number*



ANNIE'S ICE CREAM  
MINNEAPOLIS  
1234 CITY CENTER DRIVE

DATE 03/27/2006 MON  
CHECK# 3

2 X @1.62

CHILI DOG T1 \$3.24  
MD SUNDAE T1 \$2.25  
chocolate T1  
LG MALT T1 \$3.99  
raspberry T1  
TAXABLE 1 \$9.48  
TAX TOTAL \$0.62  
**TOTAL \$10.10**  
DRV-THR STORE \$10.10

**\* ORDER# 0123 \***  
NO.000023 REG 01 EMPL 1 TIME 11:33

ANNIE'S  
HOME-MADE FLAVOR  
651-234-5678  
THANK YOU!  
COME AGAIN!

### Drive Thru Recall

1. Press the **DRIVE THRU RECALL** key
2. Add or void items as necessary.
3. Finalize the transaction with **CASH**, **CHECK** or one of the miscellaneous tender (charge) functions.

*Note: Items added after recall are shown below the dotted line*

ANNIE'S ICE CREAM  
MINNEAPOLIS  
1234 CITY CENTER DRIVE

DATE 03/27/2006 MON  
**DRV-THR RECALL #3**

2 CHILI DOG T1 \$3.24  
1 MD SUNDAE T1 \$2.25  
chocolate T1  
1 LG MALT T1 \$3.99  
raspberry T1

-----  
1 FUDGE BAR T1 \$1.69  
TAXABLE 1 \$11.17  
TAX TOTAL \$0.73  
**TOTAL \$11.90**  
**CASH \$20.00**  
**CHANGE \$8.10**  
**\* ORDER# 0123 \***  
NO.000024 REG 01 EMPL 1 TIME 11:33

ANNIE'S  
HOME-MADE FLAVOR  
651-234-5678  
THANK YOU!  
COME AGAIN!

*Drive Thru Order Number*

### ***Drive Thru Park***

Enter a number and press **PARK ORDER** to park or "suspend" an order on the video monitor until the order is completely filled. In the case of a drive through order that cannot be completed when the customer arrives at the pick-up window, the operator would park the order until it was completely filled. The order would then be served or bumped by using the **SERVE ORDER** key.

### ***Drive Thru Serve***

Enter a number and press **SERVE ORDER** to serve or bump the order from a video monitor. No video keypad is needed for this function.

### ***Alpha Text***

The Alpha Text key can be used to type a name or message that will be associated with a stored order (soft check). Press the **ALPHA TEXT** key anytime after an order has been opened, then type a message (up to 15 characters) using the alpha keyboard overlay and press **ENTER**. The message is saved and printed/displayed with the order.

**Note:** Alpha text entries made after a held item will not follow the item when a check is recalled and the item is released.

---

## Training Mode

An employee file can be created and designated for training purposes. Sign on the designated training employee. The message “\*\*\*\*\*TRAINING\*\*\*\*\*” display on the screen and print on the receipt (if a receipt printer is attached and programmed).

**Note that if you are performing training in tracking file operations, training activity will be added to tracking files. Be sure to designated specific files for training purposes, and/or clear tracking files after training activity.**

### ***Training Mode Program Notes***

1. Designate an employee file to be used for training. Set the P Mode Employee Option for that employee to “Training Mode” = YES.
2. Refer to P Mode System Options/Training Mode Options select printing, drawer and other training related options.

---

# SPS-2000 Delivery System

## Delivery System Features

- Customer records (called “Delivery Tables”) are stored in the SPS-2000 memory. The number of Deliver Tables is defined in memory allocation (each requiring 660 bytes), with a maximum of 9999 records.
- Eleven customer information fields are stored for each delivery table.
- Orders are tracked by assigning one of the four available tracking files to hold delivery orders. Memory Allocation must be set for # of Tracking Files and Maximum # Of Checks.
- The **Delivery** function key is used to initiate a delivery transaction. When touched, the **Delivey** key opens the customer record screen. From here existing accounts can be opened, new accounts created, or existing accounts deleted.
- The **Last Purchase** function is available from the delivery customer record screen. Touch the **Last Purchase** key to view a record of the last 48 items purchased by the delivery customer. The items are viewed under three tabs, each listing up to 16 items. Items viewed here can be quickly selected and reordered.
- The **Park Delivery** function key allows you to accept orders and hold them for preparation and delivery at a later time.
- The **Serv Delivery** function key releases held parked orders for preparation.
- The **Delivery List** function key allows you to view all delivery orders or you can select to view just open delivery orders or view just the closed delivery orders.

## Delivery Related Programs

### ***S-Mode Memory Allocation***

- Set the number of delivery tables: S\Memory Allocation\Option #33.
- Set the number of lines per check and maximum number of checks: S\Memory Allocation\Option #'s 11 & 12.
- Set the number of tracking files: S\Memory Allocation\Option # 9

### ***S-Mode System Options***

- Choose the tracking file you want to use for delivery tracking: S\System Options\Option #21.
- Set Tracking files as you would any in other tracking system:
  - Set the register number that holds check tracking data and the register that hold backup data: S\System Options\Option #'s 10 & 11 – (for single register systems, do not set a backup register number).

### ***Key Assignment***

- Use the Key Relocation program to assign function keys as necessary: **Delivery** (function key code #069); **Delivery List** (function code #072); **Park Delivery** (function key code #070); **Serv Delivery** (function key code #071).
- Use the Key Relocation program to assign the appropriate **Store Check**, **Recall Check**, and **List Check** function keys. Use the default options for the **Recall Check** key, do not enable drive thru, set “assigned by register” to NO, and set the length of Check# in Digits” to 00.

### ***Printing Options***

- Print Delivery Info on Gusest Checks: - PGM\Tracking File Options\Option #27
- Print Delivery Info on KP: - PGM\KP Options\Option #19
- Print Delivery Info on Receipt: - PGM\General Printing Options\Option #39



## Delivery Operations

### Entering a Delivery Transaction

1. Touch the **Delivery** key to initiate a delivery order. A blank customer record screen displays with the entry fields grayed out:

The screenshot shows a customer record form with the following fields and controls:

- Buttons: OPEN NEW/EXISTING, DELETE ACCOUNT, LAST PURCHASE, AUTO ID, OK, CANCEL, PRINT
- Search options:  FIRST NAME,  LAST NAME,  TELEPHONE,  ZIP CODE
- Buttons: SEARCH, SAVE
- Fields: ACCOUNT NO, TITLE, FIRST NAME, LAST NAME, ADDRESS, ADDRESS2, CITY, ZIP CODE, TELEPHONE, E-MAIL, PRICE LEVEL(0-20), LAST VISIT(MMDDYYYY)

2. Touch the **Open New/Existing** key.

The screenshot shows the same customer record form, but with the **ACCOUNT NO** field active. A numeric keypad overlay is displayed over the form, allowing the user to enter the account number. The keypad includes digits 0-9, a CLEAR button, and a left arrow button. The **OK** and **CANCEL** buttons are also visible at the bottom of the keypad.

3. Enter the customer account number (up to 10 digits – in most cases the customer telephone number with area code will be used) and then touch **OK**.
4. You can also create a new account by pressing the **AUTO ID** button. The Auto ID button will create an account using the next lowest sequential account number available.
5. If you are opening an existing account you can use the **Search** feature to search by the customers First Name, Last Name, Telephone Number or Zip Code.

6. If the number entered is a new account, a blank record screen will display with customer record fields open for entry.

Each field will store information as shown below:

Field	# Characters
Account No	10
Title	12
First Name	12
Last Name	20
Address	40
Address 2	30
City	12
Post Code (Zip)	12
Telephone	15
E-mail	30
Price Level	Two Digit (1-20)
Last Vist	8 (MMDDYYYY)

Touch the field you wish to update.

Enter alphanumeric field data (see field size information) and touch **OK**. Information entered for the new customer will be stored under the account number.

7. If the customer account number is an existing account number, information for the customer will display:

8. After customer information is recalled or entered, touch **SAVE** to save your entries. Press the **OPEN NEW/EXISTING** button to enter another account or you can press **OK** to begin an order for the current account displayed. (A check will open with the customer account number as the check number.)
9. Register the items for the customer order.
10. Touch the **Store Check** key to save the order. Requisitions will be directed to the kitchen printer (if used). Deliver the order when complete.

### Recalling a Stored Delivery Order

1. When the delivery person returns with payment, open the order by using the **Recall Check** key to recall the order then enter the appropriate payment.
2. You can also use the **Delivery List** key to reopen the order – select **Open Only** on the delivery list and choose the appropriate order, then press **Open**.

ACCOUNT#	TITLE	NAME	STATUS
2710		SANDERSON	CLOSED
2726		REES	CLOSED
3		BOEHM	OPENED
2700	Mr.	JONES	OPENED

BOTH       OPEN ONLY       CLOSED ONLY

PREV  
NEXT  
OPEN  
CLOSE

### Parking an Order for Delivery at a Later Time

1. Enter a delivery transaction as described in 1-9 of “Entering a Delivery Transaction” on page 3. Do not touch the **Store Check** key at this time, instead touch **Park Delivery**. You will be prompted to enter the order park time.

2. Enter the time *preparation for the order should begin* in 24-hour (HHMM) format and then touch **OK**.
3. Touch the **Store Check** function key. Items will automatically be held (S) and not routed to kitchen printers.

REG	REP	PGM	S	TAXES	0.00	TOTAL	65.00
PLU LIST1	PLU LIST2	PLU LIST3	PAID RECALL	SCALE	CHK# 2780/TBL# 0/GST# 0/1 EMPLOYE	S 1 PLU11	\$11.00
DELI VERY	RECALL CHK2	STORE CHK2	PRICE LEVEL	RA/PO	S 1 PLU12	\$12.00	
PRICE INQ	CLK IN/OUT	RECEIPT	RCPT ON/OFF	#/NO SALE	S 1 PLU13	\$13.00	
GUEST #	TABLE 1	RECALL CHK1	STORE CHK1	LIST CHECK1	S 1 PLU14	\$14.00	
PRINT CHECK	REPEAT	SEAT #	#/NO SALE	PRINT	S 1 PLU15	\$15.00	
COUPON	ITEM DISCOUNT	50% EMPL DISC	WASTE	PROMO	TAXES 0.00 TOTAL 65.00		
ERR. CORR.	CANCEL	VALID	MDSE RETURN	MACRO30	POI TAKE OUT ROn REGOL		
MISC TEND1	ALPHA TEXT	VOID MODE	CHECK	EMPL OYEE1	DONE PLU 7 8 9		
					PREV. X/TIME 4 5 6		
					SUBTOTAL CLEAR 1 2 3		
					CASH VOID ITEM 0 00 .		

- When the time set for the parked order is reached, the message: “Order in Park, Press List Check” message will display. The error tone will sound every 5 seconds, providing a prompt for the operator to release the order for preparation.

Press the **List Check** key to display a list of open orders (there may be more than one):

TABLE#(4)	CHECK#	GUEST#	EMPL.	TIME	BALANCE
0	5	0	1 EMPLOYEE	15:43	40.55

PREV

NEXT

OPEN

CLOSE

Or press the **Delivery List** key to Display a list of open and closed orders:

ACCOUNT#	TITLE	NAME	STATUS
5	Mr.	JONES	OPENED

PREV

NEXT

OPEN

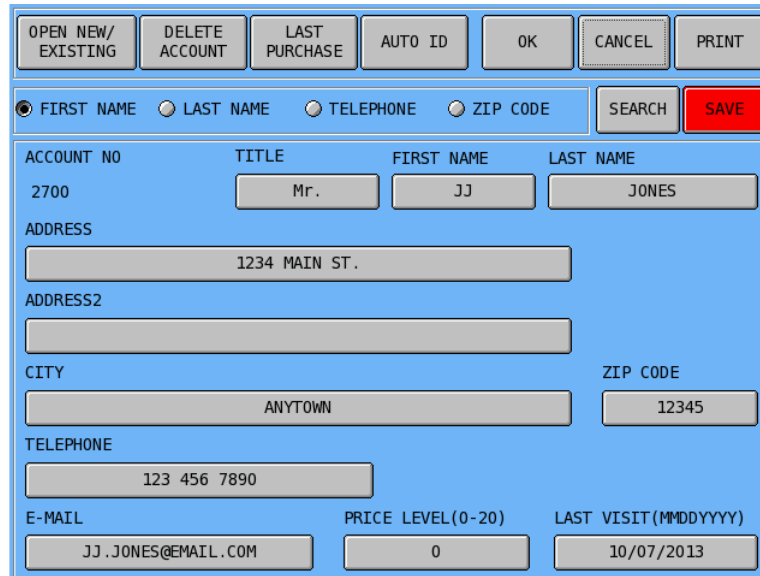
CLOSE

BOTH
 OPEN ONLY
 CLOSED ONLY

- Touch the “parked” order you wish to release for preparation, touch **OPEN**.
- The customer record screen will display, allowing the operator to verify the customer. Touch **OK**.
- The stored customer order will display (note hold status (H) for each item is still displayed.) Touch **Serv Delivery**.
- Touch **Store Check**.
- Requisitions will be directed to the kitchen printer(s) (if used). Deliver the order when compete. When the delivery person returns with payment, pay the check by using the **Recall Check** key and entering the appropriate payment.

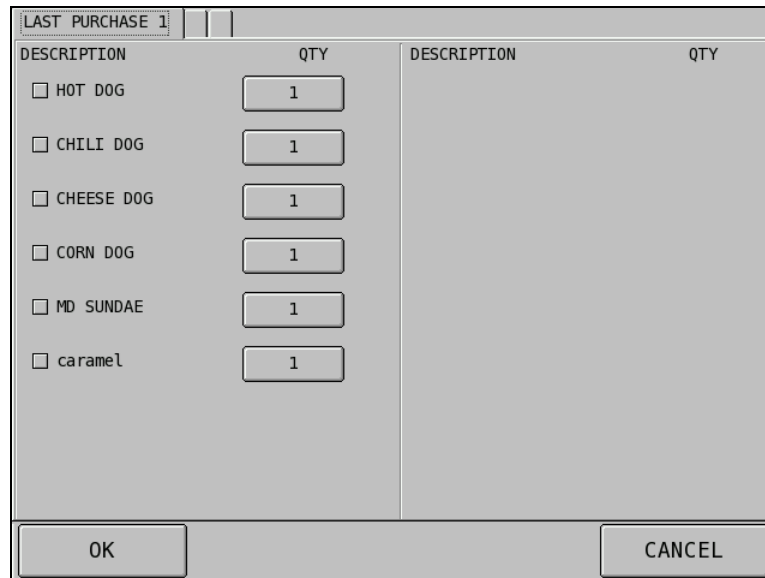
## Viewing/Re-Ordering from the Last Purchase Screen

1. Begin or recall a customer account (see “Entering a Delivery Transaction” on page 63 and follow steps 1-6).



ACCOUNT NO	TITLE	FIRST NAME	LAST NAME
2700	Mr.	JJ	JONES
ADDRESS			
1234 MAIN ST.			
ADDRESS2			
CITY		ZIP CODE	
ANYTOWN		12345	
TELEPHONE			
123 456 7890			
E-MAIL	PRICE LEVEL(0-20)	LAST VISIT(MMDDYYYY)	
JJ.JONES@EMAIL.COM	0	10/07/2013	

2. Touch the **Last Purchase** key.



DESCRIPTION	QTY	DESCRIPTION	QTY
<input type="checkbox"/> HOT DOG	1		
<input type="checkbox"/> CHILI DOG	1		
<input type="checkbox"/> CHEESE DOG	1		
<input type="checkbox"/> CORN DOG	1		
<input type="checkbox"/> MD SUNDAE	1		
<input type="checkbox"/> caramel	1		

3. The last 48 items ordered by this customer will display. If more than 16 items are in the record, items can be viewed by pressing the Last Purchase 2 or Last Purchase 3 tabs. If you wish to re-order an item(s) viewed on the Last Purchase screen, select the item(s) (a check mark will display for the item) and touch **OK**. The item(s) will automatically register on a new order for the customer.

---

# Guest Check Operations

## Overview

The *SPS 2000* can employ a manual previous balance, hard check, or soft check system. If manual previous balance is selected, the check balance is not saved in memory and is input manually by the operator (use the manual previous balance key). If a hard check system is selected, only the previous balance is maintained in memory. If a soft check system is selected, the check detail is kept in memory until the check is paid. (After a check is paid, check detail is available only through the **PAID RECALL** function, if it is implemented, or the closed check file, if it is implemented.)

For hard or soft check operations, the following tracking options are available:

1. Tracking by manually entering the check number. (The number of digits in the check number may be set from 0-10, with zero meaning no fixed length.) You must enable Alpha Check numbers (P MODE/SYSTEM OPTIONS/TRACKING FILE OPTION #17 if you wish to use 10-digit tracking numbers) Table number entry may be required.
2. Tracking by automatically assigning a check number. Starting check numbers can be set for each register in the system.
3. Tracking by Table Number, where a check number is also assigned. Multiple checks may be assigned at the same table.

In cases 1 & 3 above both a check # and a table # are connected to a balance. The balance can be recalled either by the check number, or by the table number. (If there are multiple checks at the same table, an attempt to recall by table number will result in a screen listing the open checks at the table. The operator may then select one of the checks to open.)

## **Multiple Tracking Files**

The *SPS 2000* allows up to four separate tracking files. This allows you to set up different files for guest check/table tracking, phone order tracking, drive thru tracking for multiple windows, delivery order tracking or whatever your application requires. The number of tracking files and the number of checks for each file are defined in memory allocation. The method of tracking you select (hard/soft) applies to all tracking files.

Because there are four possible tracking files, there are separate sets of keys for each of the following functions:

- RECALL CHECK (1-4)
- STORE CHECK (1-4)
- TABLE (1-4)
- LIST CHECK (1-4)
- TRANSFER CHECK (1-4)



Note that the tracking file number (1-4) is displayed on the screen in situations when checks are listed (i.e. checks with held items, multiple checks on the same table, the List Check screen and the Transfer Check screen.)

The screenshot shows the SPS-2000 operator interface. At the top, there are menu options: REG, REP, PGM, S, and 1 EMPLOYEE. Below this is a grid of buttons for PLU LIST1 through PLU LIST5, and PRICE LEVEL. A central window displays a table with the following data:

TABLE#(1)	CHECK#	GUEST#	EMPL.	TIME	BALANCE
5	1	0	1 EMPLOYEE	10:46	0.00

To the left of the table are buttons for EMPLOYEE, GUEST, and PRINT CHECK. To the right are buttons for PREV, NEXT, OPEN, and CLOSE. At the bottom is a numeric keypad with function keys like ERR. CORR., CANCEL, VOID ITEM, MDSE RETURN, PAYMENT, SUBTOTAL, CLEAR, CASH, and VOID ITEM. A callout box on the left points to the '5' in the TABLE# column with the text "Tracking File # is indicated".

**# Of Guests**

Entry is optional and is controlled by an option on the Recall Check key program. The number of guests may be required on all transactions or only on tracking transactions.

**Alpha Check Number**

Traditionally, check numbers are numeric, either manually entered or assigned by the register. However, the SPS-2000 has the capability of using an alphanumeric name for a check. (Alpha check numbers are set with P Mode System Option/Tracking File Option #17.)

Alpha check numbers are especially useful for ordering systems where the customer is called by name when the order is ready. When alpha check numbers are used, the alpha name is limited to nine characters.

## Manual Previous Balance

### NOTES:

Neither the new balance or transaction items are stored in memory and neither can be recalled when using manual previous balance posting.

You must set memory allocation to “Hard” check to post manual balances.

Although not commonly used, the *SPS 2000* has the capability of manual previous balance operations. Manual previous balance means that the balance amount is entered through the numeric keypad. New items entered are added to the previous balance and the new balance is computed when the transaction is finalized. Any of the four STORE 1-4 keys may be used to service the transaction.

### Function Key Notes:

- Use the P/BAL key (function key code #148) to enter the previous balance amount.

### Opening a Check

- Enter zero, touch **P/BAL**.
- Enter items.
- Touch any one of the four store check functions, i.e. **STORE #1**.

REG	REP	PGM	S	TAXES	0.00	TOTAL	6.00
PLU LIST1	PLU LIST2	PLU LIST3	PLU LIST4	PLU LIST5	P/BAL 0.00		
					1 PLU1 T1 \$1.00		
					1 PLU2 T1 \$2.00		
					1 PLU3 T1 \$3.00		
P/BAL	PLU LIST7	PLU LIST8	PRICE LEVEL	RA/PO			
EMPL OYEE1	CLK IN/OUT	RECEIPT	RCPT ON/OFF	MODIFIER			
GUEST #	TABLE 1	RECALL CHK1	STORE CHK1	LIST CHECK1			
PRINT CHECK	REPEAT	PAID RECALL	#/NO SALE	SUBT OTAL	TAXES 0.00 TOTAL 6.00		
% 1	% 2	% 3	% 4	% 5	P01 R0n REG01		
ERR. CORR.	CANCEL	VOID ITEM	MDSE RETURN	PAYMENT	DONE	PLU	7 8 9
MISC TEND1	MISC TEND2	MISC TEND3	CHECK	EMPL OYEE1	PREV.	X/TIME	4 5 6
					SUBT OTAL	CLEAR	1 2 3
					CASH	VOID ITEM	0 00 .

### Adding to a Check

1. Enter amount, touch **P/BAL**.
2. Enter items.
3. Touch **STORE #1**.

REG	REP	PGM	S	TAXES	0.00	TOTAL	13.00
PLU LIST1	PLU LIST2	PLU LIST3	PLU LIST4	PLU LIST5	P/BAL 6.00		
				1 PLU3 T1 \$3.00			
				1 PLU4 T1 \$4.00			
P/BAL	PLU LIST7	PLU LIST8	PRICE LEVEL	RA/PO			
EMPL OYEE1	CLK IN/OUT	RECEIPT	RCPT ON/OFF	MODIFIER			
GUEST #	TABLE 1	RECALL CHK1	STORE CHK1	LIST CHECK1			
PRINT CHECK	REPEAT	PAID RECALL	#/NO SALE	SUBTOTAL	TAXES 0.00 TOTAL 13.00		
% 1	% 2	% 3	% 4	% 5	P01 R0n REG01		
ERR. CORR.	CANCEL	VOID ITEM	MOSE RETURN	PAYMENT	DONE	PLU	7 8 9
MISC TEND1	MISC TEND2	MISC TEND3	CHECK	EMPL OYEE1	PREV.	X/TIME	4 5 6
				SUBTOTAL CLEAR 1 2 3			
				CASH VOID ITEM 0 00 .			

### Paying a Check

1. Enter amount, touch **P/BAL**.
2. Touch **CASH**, or enter the amount tendered and touch **CASH**, or Touch **CHECK**, or enter the amount tendered and touch **CHECK**, or Touch one of the miscellaneous tender keys, or enter the amount tendered and touch of the miscellaneous tender keys.

---

Note: If tender is less than balance, touch **STORE #1** to finalize.

---

## Hard Check Posting

With "hard check" posting, only current balances are stored in memory.

Procedures and options relating to *beginning*, *adding to* and *paying* a check are the same on "hard" and "soft" check posting, except it is necessary to print an update to the check at each posting. Note that when a hard check is recalled, the previous balance is displayed. (In soft check posting the previously registered items are recalled.)

### ***Opening a Hard Check***

Depending on the method used:

Enter check number, touch CHECK #, or

Enter table number, touch TABLE #.

Note that the previous balance is displayed.

## Soft Check Posting

It is not necessary to print the check at each posting. The **PRINT CHECK** key will print the check at the designated printer. The **PRINT CHECK** key can be programmed to automatically service the transaction.

### **Soft Check Tracking Program Notes:**

Discuss these options with your authorized SPS-2000 dealer or refer to the *SPS-2000 Program Reference Manual*.

- You must set the check tracking method to “Soft”. See S Mode Memory Allocation option #8.
- You must set the maximum number of lines per check. See S Mode Memory Allocation option #11.
- You must set the maximum number of check for each tracking file. See S Mode Memory Allocation option #12.
- You must set the register number that holds the check tracking file and backup file. See S Mode System options #10 and #11.
- You must set the options for the Recall Check key. See P Mode Function Keys #197-200. Options set here include:
  - Enforce Seat Number
  - Table Entry Required
  - Multiple Checks Allowed for each Table
  - Guest Count Entry Required
  - Compulsory for all Sales
  - (Check #) Assigned by Register
  - Opening Employee has Exclusive Access
  - Print Receipt after Store Check
  - Other related options
- Set P Mode System Options/Tracking File Options
  - Starting Check Numbers
  - Options to reset check numbers on Z of Financial or Open Check Reports
  - Option to print Barcodes on checks
  - Option to use Alpha Check Numbers (You must enable Alpha Check numbers (P MODE/SYSTEM OPTIONS/TRACKING FILE OPTION #17 if you wish to use 10-digit tracking numbers)

## Beginning a Check

1. Depending on how your system is programming, you can begin a check with either a check or table:
  - Enter check number: depending upon programming you may enter the check number and touch one of the Recall Check functions, i.e. **RECALL #1**, or touch the **RECALL** key to automatically assign a check number. (After beginning a check with the check number, you may be required to enter a table number, or if table enter is not required, you may optionally enter a table number.)
  - If Table# is compulsory, if only one check per table is allowed, and if checks are automatically assigned, you can enter the number of the table and touch **TABLE#**. The table is opened and the check is automatically assigned.
2. If guest entry is required, enter number of guests and touch the **GUEST #** key.
3. Enter the items ordered.
4. Touch the appropriate Store Check function, i.e. **STORE #1**. The message “SERVED” displays momentarily.

The check #, table #, guest count and employee associated with the check are displayed.

REG	REP	PGM	S	TAXES	1.29	TOTAL	21.18
RIBEYE STEAK	FILET MIGNON	BARE	MEDIUM	CHEF'S SALAD	CHK# 7/TBL# 5/GST# 2/1 EMPLOYE	1 CHEF'S SALAD T1	\$3.95
SHRIMP COCK TAIL	WINE BOTTLE	WELL	PRICE LEVEL	RA/PO	1 SHRIMP COCKTAIL T1	\$5.95	
EMPL OYEE1	CLK IN/OUT	RECEIPT	RCPT ON/OFF	MODIFIER	1 WINE BOTTLE T1	\$9.99	
GUEST #	TABLE 1	RECALL CHK1	STORE CHK1	LIST CHECK1	TAXES 1.29	TOTAL 21.18	
PRINT CHECK	REPEAT	PAID RECALL	#/NO SALE	SUBTOTAL	PO1	R0n	REG01
% 1	PRINT HOLD	HOLD	SPLIT ITEM	SEAT #	DONE	PLU	7 8 9
ERR. CORR.	CANCEL	VOID ITEM	MDSE RETURN	PAYMENT	PREV.	X/TIME	4 5 6
MISC TEND1	MISC TEND2	MISC TEND3	CHECK	EMPL OYEE1	SUBTOTAL	CLEAR	1 2 3
					CASH	VOID ITEM	0 00 .

## Adding to a Check

- If a table and check are both assigned you may either:
  - Enter the check number, touch the appropriate recall check function, i.e. **RECALL #1**
  - Enter the table number, touch the appropriate Table # function, i.e. **TABLE 1**.
- If you open a table where more than one check is open, the screen will list the open checks for the table:

REG	REP	PGM	S	1 EMPLOYEE																						
RIBEYE STEAK	FILET MIGNON	RARE	MEDIUM	CHEF'S SALAD																						
SHRIMP COCK TAIL	WINE BOTTLE	WELL	PRICE LEVEL	RA/PO																						
<table border="1"> <thead> <tr> <th>TABLE#(1)</th> <th>CHECK#</th> <th>GUEST#</th> <th>EMPL.</th> <th>TIME</th> <th>BALANCE</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>7</td> <td>2</td> <td>1 EMPLOYEE</td> <td>10:03</td> <td>21.18</td> </tr> <tr> <td>5</td> <td>8</td> <td>2</td> <td>1 EMPLOYEE</td> <td>10:05</td> <td>10.60</td> </tr> </tbody> </table>								TABLE#(1)	CHECK#	GUEST#	EMPL.	TIME	BALANCE	5	7	2	1 EMPLOYEE	10:03	21.18	5	8	2	1 EMPLOYEE	10:05	10.60	PREV
TABLE#(1)	CHECK#	GUEST#	EMPL.	TIME	BALANCE																					
5	7	2	1 EMPLOYEE	10:03	21.18																					
5	8	2	1 EMPLOYEE	10:05	10.60																					
								NEXT																		
								OPEN																		
								CLOSE																		
% 1	HOLD	ITEM		PREV.	X/TIME	4	5	6																		
ERR. CORR.	CANCEL	VOID ITEM	MDSE RETURN	PAYMENT	SUBT OTAL	CLEAR	1	2	3																	
MISC TEND1	MISC TEND2	MISC TEND3	CHECK	EMPL OYEE1	CASH	VOID ITEM	0	00	.																	

- Touch a check to select it and then touch **OPEN**.

A dotted line displays to separate items posted previously from items posted at this time.

REG	REP	PGM	S	1 EMPLOYEE																							
RIBEYE STEAK	FILET MIGNON	RARE	MEDIUM	CHEF'S SALAD																							
SHRIMP COCK TAIL	WINE BOTTLE	WELL	PRICE LEVEL	RA/PO																							
<table border="1"> <thead> <tr> <th>CHK#</th> <th>7/TBL#</th> <th>5/GST#</th> <th>2/1 EMPLOYE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td>CHEF'S SALAD T1</td> <td>\$3.95</td> </tr> <tr> <td>1</td> <td></td> <td></td> <td>SHRIMP COCKTAIL T1</td> <td>\$5.95</td> </tr> <tr> <td>1</td> <td></td> <td></td> <td>WINE BOTTLE T1</td> <td>\$9.99</td> </tr> </tbody> </table>								CHK#	7/TBL#	5/GST#	2/1 EMPLOYE	1			CHEF'S SALAD T1	\$3.95	1			SHRIMP COCKTAIL T1	\$5.95	1			WINE BOTTLE T1	\$9.99	
CHK#	7/TBL#	5/GST#	2/1 EMPLOYE																								
1			CHEF'S SALAD T1	\$3.95																							
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1			WINE BOTTLE T1	\$9.99																							
TAXES 1.29 TOTAL 21.18																											
P01 R0n REG01																											
EMPL OYEE1	CLK IN/OUT	RECEIPT	RCPT ON/OFF	MODIFIER																							
GUEST #	TABLE 1	RECALL CHK1	STORE CHK1	LIST CHECK1																							
PRINT CHECK	REPEAT	PAID RECALL	#/NO SALE	SUBT OTAL																							
% 1	PRINT HOLD	HOLD	SPLIT ITEM	SEAT #	DONE	PLU	7	8	9																		
ERR. CORR.	CANCEL	VOID ITEM	MDSE RETURN	PAYMENT	PREV.	X/TIME	4	5	6																		
MISC TEND1	MISC TEND2	MISC TEND3	CHECK	EMPL OYEE1	SUBT OTAL	CLEAR	1	2	3																		
					CASH	VOID ITEM	0	00	.																		

4. Enter the new items ordered.
5. Touch the appropriate Store Check function, i.e. **STORE #1**. The message “SERVED” displays momentarily.

REG	REP	PGM	S	TAXES	2.91	TOTAL	47.70
RIBEYE STEAK	FILET MIGNON	RARE	MEDIUM	CHEF'S SALAD	CHK# 7/TBL# 5/GST# 2/1 EMPLOYE		
					1	CHEF'S SALAD T1	\$3.95
					1	SHRIMP COCKTAIL T1	\$5.95
					1	WINE BOTTLE T1	\$9.99
-----					1	RIBEYE STEAK T1 RARE T1	\$9.95
					1	FILET MIGNON T1 MEDIUM T1	\$14.95
				TAXES	2.91	TOTAL	47.70
				PO1	R0n	REG01	
EMPL OYEE1	CLK IN/OUT	RECEIPT	RCPT ON/OFF	MODIFIER	DONE	PLU	7 8 9
GUEST #	TABLE 1	RECALL CHK1	STORE CHK1	LIST CHECK1	PREV.	X/TIME	4 5 6
PRINT CHECK	REPEAT	PAID RECALL	#/NO SALE	SUBT OTAL	SUBT OTAL	CLEAR	1 2 3
% 1	PRINT HOLD	HOLD	SPLIT ITEM	SEAT #	CASH	VOID ITEM	0 00 .
ERR. CORR.	CANCEL	VOID ITEM	MDSE RETURN	PAYMENT			
MISC TEND1	MISC TEND2	MISC TEND3	CHECK	EMPL OYEE1			

### Paying a Check

1. If a table and check are both assigned you may either:
  - Enter the check number, touch the appropriate recall check function, i.e. **RECALL #1**
  - Enter the table number and touch the appropriate Table # function, i.e. **TABLE 1**.
2. If you open a table where more than one check is open, the screen will list the open checks for the table. Touch a check to select it and then touch **OPEN**.

REG	REP	PGM	S	TAXES	2.91	TOTAL	47.70
RIBEYE STEAK	FILET MIGNON	RARE	MEDIUM	CHEF'S SALAD	CHK# 7/TBL# 5/GST# 2/1 EMPLOYE		
					1	CHEF'S SALAD T1	\$3.95
					1	SHRIMP COCKTAIL T1	\$5.95
					1	WINE BOTTLE T1	\$9.99
-----					1	RIBEYE STEAK T1 RARE T1	\$9.95
					1	FILET MIGNON T1 MEDIUM T1	\$14.95
				TAXES	2.91	TOTAL	47.70
				PO1	R0n	REG01	
EMPL OYEE1	CLK IN/OUT	RECEIPT	RCPT ON/OFF	MODIFIER	DONE	PLU	7 8 9
GUEST #	TABLE 1	RECALL CHK1	STORE CHK1	LIST CHECK1	PREV.	X/TIME	4 5 6
PRINT CHECK	REPEAT	PAID RECALL	#/NO SALE	SUBT OTAL	SUBT OTAL	CLEAR	1 2 3
% 1	PRINT HOLD	HOLD	SPLIT ITEM	SEAT #	CASH	VOID ITEM	0 00 .
ERR. CORR.	CANCEL	VOID ITEM	MDSE RETURN	PAYMENT			
MISC TEND1	MISC TEND2	MISC TEND3	CHECK	EMPL OYEE1			



3. If necessary, additional items can be registered at the time of payment.
4. If necessary, enter a tip amount and touch one of the TIP function keys, i.e. **TIP1**.
5. Touch **CASH**, or enter the amount tendered and touch **CASH**, or  
Touch **CHECK**, or enter the amount tendered and touch **CHECK**, or  
Touch one of the miscellaneous tender keys, or enter the amount tendered and touch of  
the miscellaneous tender keys.

---

Note: If tender is less than balance, touch **STORE #1** to finalize.

---

### **Sample Print of Soft Check**

#### **Guest Check before Settlement**

DATE	06/20/2006	TUE
<b>RECALL CHK1</b>		<b>#7</b>
<b>TABLE 1</b>		<b>#5</b>
CHEF'S SALAD T1		\$3.95
SHRIMP COCKTAIL T1		\$5.95
WINE BOTTLE T1		\$9.99
RIBEYE STEAK T1		\$9.95
RARE T1		
FILET MIGNON T1		\$14.95
MEDIUM T1		
-----		
TAX1 AMT		\$2.91
TOTAL		\$47.70
STORE CHK1		\$47.70
NC.000041 REG 01 1 EMPLOYEE	TIME 10:21	

#### **Guest Check after Settlement**

DATE	06/20/2006	TUE
<b>RECALL CHK1</b>		<b>#7</b>
<b>TABLE 1</b>		<b>#5</b>
1 CHEF'S SALAD T1		\$3.95
1 SHRIMP COCKTAIL T1		\$5.95
1 WINE BOTTLE T1		\$9.99
1 RIBEYE STEAK T1		\$9.95
RARE T1		
1 FILET MIGNON T1		\$14.95
MEDIUM T1		
-----		
TAX1 AMT		\$2.91
TOTAL		\$47.70
CASH		\$50.00
CHANGE		\$2.30
* ORDER# 0142 *		
NC.000042 REG 01 1 EMPLOYEE	TIME 10:22	

## Seat # Assignment

The seat # system may be employed in a soft check system. Its' purposes are:

- To separate orders by individuals so that orders are identified by individual on kitchen requisitions.
- To facilitate separate payments.

Seat # entry can be enforced, or if optional, seat #'s can be applied to items previously entered.

### Enforced Seat # Entry

#### Notes:

- When seat # is enforced, it is enforced for each main item. Seat # is not required for condiments.
- Items are displayed as they are entered.
- The seat number is displayed to the right of each main item.

#### Procedure:

1. Open a check.
2. If you attempt to enter an item without a seat number entry, the "ENTER SEAT#" prompt displays.
3. Enter seat # (up to 2 digits).
4. Enter main item and condiments.
5. Enter the seat number for the next item, touch the **SEAT #** key.
6. Enter the next item and its condiments.

The seat number "S1" displays after the item.

REG	REP	PGM	S	TAXES	1.62	TOTAL	26.52
RIBEYE STEAK	FILET MIGNON	RARE	MEDIUM	CHEF'S SALAD	CHK# 9/TBL# 6/GST# 2/1 EMPLOYE		
SHRIMP COCK TAIL	WINE BOTTLE	WELL	PRICE LEVEL	RA/PO	1 RIBEYE STEAK S1T1 \$9.95		
EMPL OYEE1	CLK IN/OUT	RECEIPT	RCPT ON/OFF	MODIFIER	1 RARE S1T1		
GUEST #	TABLE 1	RECALL CHK1	STORE CHK1	LIST CHECK1	1 FILET MIGNON S2T1 \$14.95		
PRINT CHECK	REPEAT	PAID RECALL	#/NO SALE	SUBTOTAL	WELL S2T1		
% 1	PRINT HOLD	HOLD	SPLIT ITEM	SEAT #	TAXES 1.62 TOTAL 26.52		
ERR. CORR.	CANCEL	VOID ITEM	MDSE RETURN	PAYMENT	P01 R0n REG01		
MISC TEND1	MISC TEND2	MISC TEND3	CHECK	EMPL OYEE1	DONE	PLU	7 8 9
					PREV.	X/TIME	4 5 6
					SUBTOTAL	CLEAR	1 2 3
					CASH	VOID ITEM	0 00 .

## Changing the Seat # on a Previously Entered Item

1. Touch the item you wish to change.
2. Touch **SEAT #**.
3. Enter a new number and touch **SEAT #**.

REG	REP	PGM	S	ENTER NEW SEAT#					
RIBEYE STEAK	FILET MIGNON	RARE	MEDIUM	CHEF'S SALAD	CHK#	9/TBL#	0/GST#	0/1	EMPLOYE
SHRIMP COCK TAIL	WINE BOTTLE	WELL	PRICE LEVEL	RA/PO	1	RIBEYE STEAK S1T1			\$9.95
EMPL OYEE1	CLK IN/OUT	RECEIPT	RCPT ON/OFF	MODIFIER		RARE S1T1			
GUEST #	TABLE 1	RECALL CHK1	STORE CHK1	LIST CHECK1	1	FILET MIGNON S2T1			\$14.95
PRINT CHECK	REPEAT	PAID RECALL	#/NO SALE	SUBTOTAL	WELL S3T1				
% 1	PRINT HOLD	HOLD	SPLIT ITEM	SEAT #	TAXES 1.62 TOTAL 26.52				
ERR. CORR.	CANCEL	VOID ITEM	MDSE RETURN	PAYMENT	P01 R0n REG01				
MISC TEND1	MISC TEND2	MISC TEND3	CHECK	EMPL OYEE1	DONE	PLU	7	8	9
					PREV.	X/TIME	4	5	6
					SUBTOTAL	CLEAR	1	2	3
					CASH	VOID ITEM	0	00	.

## Optional Seat # Entry

- When seat # is not compulsory, touch the item to which you wish to assign a seat number. Touch **SEAT #** and then enter a seat number and touch **SEAT #**.

REG	REP	PGM	S	SEAT#2					
RIBEYE STEAK	FILET MIGNON	RARE	MEDIUM	CHEF'S SALAD	CHK#	10/TBL#	0/GST#	0/1	EMPLOYE
SHRIMP COCK TAIL	WINE BOTTLE	WELL	PRICE LEVEL	RA/PO	1	RIBEYE STEAK T1			\$9.95
EMPL OYEE1	CLK IN/OUT	RECEIPT	RCPT ON/OFF	MODIFIER		RARE T1			
GUEST #	TABLE 1	RECALL CHK1	STORE CHK1	LIST CHECK1	1	FILET MIGNON S2T1			\$14.95
PRINT CHECK	REPEAT	PAID RECALL	#/NO SALE	SUBTOTAL	WELL S2T1				
% 1	PRINT HOLD	HOLD	SPLIT ITEM	SEAT #	TAXES 1.62 TOTAL 26.52				
ERR. CORR.	CANCEL	VOID ITEM	MDSE RETURN	PAYMENT	P01 R0n REG01				
MISC TEND1	MISC TEND2	MISC TEND3	CHECK	EMPL OYEE1	DONE	PLU	7	8	9
					PREV.	X/TIME	4	5	6
					SUBTOTAL	CLEAR	1	2	3
					CASH	VOID ITEM	0	00	.

## Splitting Consolidated Items

When like items are consolidated, touch the **SPLIT ITEM** key to separate items for separate seat assignment or split checks.

1. Touch the consolidated item you wish to split.

REG	REP	PGM	S	TAXES	2.13	TOTAL	34.93
RIBEYE STEAK	FILET MIGNON	RARE	MEDIUM	CHEF'S SALAD	2 CHEF'S SALAD T1 \$7.90		
SHRIMP COCK TAIL	WINE BOTTLE	WELL	PRICE LEVEL	RA/PO	1 RIBEYE STEAK T1 \$9.95 RARE T1		
EMPL OYEE1	CLK IN/OUT	RECEIPT	RCPT ON/OFF	MODIFIER	1 FILET MIGNON T1 \$14.95 MEDIUM T1		
GUEST #	TABLE 1	RECALL CHK1	STORE CHK1	LIST CHECK1	TAXES 2.13 TOTAL 34.93		
PRINT CHECK	REPEAT	PAID RECALL	#/NO SALE	SUBTOTAL	P01 R0n REG01		
% 1	PRINT HOLD	HOLD	SPLIT ITEM	SEAT #	DONE	PLU	7 8 9
ERR. CORR.	CANCEL	VOID ITEM	MUSE RETURN	PAYMENT	PREV.	X/TIME	4 5 6
MISC TEND1	MISC TEND2	MISC TEND3	CHECK	EMPL OYEE1	SUBTOTAL	CLEAR	1 2 3
					CASH	VOID ITEM	0 00 .

2. Touch **SPLIT ITEM** to split the items.

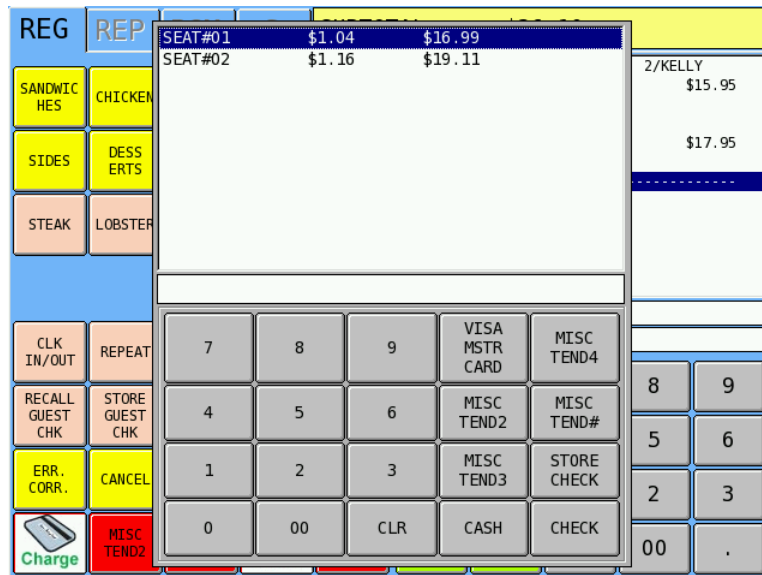
REG	REP	PGM	S	TAXES	2.13	TOTAL	34.93
RIBEYE STEAK	FILET MIGNON	RARE	MEDIUM	CHEF'S SALAD	CHK# 14/TBL# 4/GST# 0/1 EMPLOYE 1 CHEF'S SALAD T1 \$3.95		
SHRIMP COCK TAIL	WINE BOTTLE	WELL	PRICE LEVEL	RA/PO	1 CHEF'S SALAD T1 \$3.95 1 RIBEYE STEAK T1 \$9.95 RARE T1		
EMPL OYEE1	CLK IN/OUT	RECEIPT	RCPT ON/OFF	MODIFIER	1 FILET MIGNON T1 \$14.95 MEDIUM T1		
GUEST #	TABLE 1	RECALL CHK1	STORE CHK1	LIST CHECK1	TAXES 2.13 TOTAL 34.93		
PRINT CHECK	REPEAT	PAID RECALL	#/NO SALE	SUBTOTAL	P01 R0n REG01		
% 1	PRINT HOLD	HOLD	SPLIT ITEM	SEAT #	DONE	PLU	7 8 9
ERR. CORR.	CANCEL	VOID ITEM	MUSE RETURN	PAYMENT	PREV.	X/TIME	4 5 6
MISC TEND1	MISC TEND2	MISC TEND3	CHECK	EMPL OYEE1	SUBTOTAL	CLEAR	1 2 3
					CASH	VOID ITEM	0 00 .

### **Print Check by Seat Number**

1. Open a check. Identify items by seat number.
2. Touch Print Check. The print check dialog will offer the following options:
  - SINGLE CHECK – ALL SEATS
  - SEPARATE CHECKS – ALL SEATS
  - SINGLE CHECK –ONE SEAT (This option available at version 3.00g29 or later. When selected, you will be prompted to enter a seat number.)

### **Payment by Seat Number**

3. Open a check. Identify items by seat number.
4. Touch **Subtotal** and then touch **Seat #**. Each seat is displayed with the seat total and tax. If there are items without seat assignments, they will be displayed with the identification: “NO SEAT”.



5. Touch the seat you wish to pay and enter the appropriate payment, **CASH**, **CHECK** or **MISC TENDER**.
6. Continue to settle each seat until the check is completely paid, or touch **STORE CHECK** to store the unpaid seats.

## Split Check

The Split Check function key (Key #249) allows you to select item or items on a soft check for assignment to another check. To split items from one check to another:

1. Open an existing guest check.
2. Select an item by touching it.
3. Touch **Split Check**. Note that the item designated for assignment to another check is marked with an asterisk.
4. Continue to select additional items.

REG	REP	PGM	S	TAXES	2.26	TOTAL	37.06
RIBEYE STEAK	FILET MIGNON	RARE	MEDIUM	CHEF'S SALAD	CHK# 54/TBL# 0/GST# 0/1 EMPLOYE		
SHRIMP COCK TAIL	WINE BOTTLE	WELL	PRICE LEVEL	RA/PO	* 1 RIBEYE STEAK T1	\$9.95	
EMPL OYEE1	CLK IN/OUT	RECEIPT	RCPT ON/OFF	MODIFIER	1 RARE T1		
GUEST #	TABLE 1	RECALL CHK1	STORE CHK1	LIST CHECK1	1 FILET MIGNON T1	\$14.95	
PRINT CHECK	REPEAT	PAID RECALL	#/NO SALE	SUBT OTAL	* 1 CHEF'S SALAD T1	\$3.95	
% 1	PRINT HOLD	SPLIT CHECK	SPLIT ITEM	SEAT #	1 SHRIMP COCKTAIL T1	\$5.95	
ERR. CORR.	CANCEL	VOID ITEM	MDSE RETURN	PAYMENT	TAXES 2.26 TOTAL 37.06		
TIP DECLARE	CLK IN/OUT	TRANS CHK1	CHECK	EMPL OYEE1	P01	R0n	REG01
					DONE	PLU	7 8 9
					PREV.	X/TIME	4 5 6
					SUBT OTAL	CLEAR	1 2 3
					CASH	VOID ITEM	0 00 .

5. Touch the appropriate **Store Check** key. You will be prompted to enter the check number to which the selected items are to be transferred.

REG	REP	PGM	S	TAXES	2.26	TOTAL	37.06
RIBEYE STEAK	FILET MIGNON	CHECK#		CHK# 54/TBL# 0/GST# 0/1 EMPLOYE			
SHRIMP COCK TAIL	WINE BOTTLE	0		\$9.95			
EMPL OYEE1	CLK IN/OUT	7 8 9		\$14.95			
GUEST #	TABLE 1	4 5 6		\$3.95			
PRINT CHECK	REPEAT	1 2 3		\$5.95			
% 1	PRINT HOLD	0 00		7.06			
ERR. CORR.	CANCEL	OK CANCEL		G01			
TIP DECLARE	CLK IN/OUT	TRANS CHK1	CHECK	EMPL OYEE1	CASH	VOID ITEM	0 00 .

6. Enter the check number and touch **OK**.

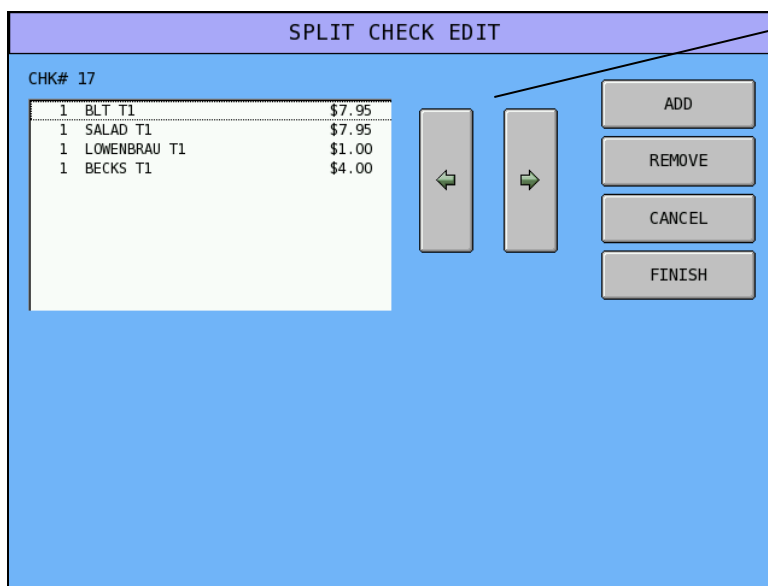
## Split Check—Graphical Method

Graphical split check is available at software version 3.00j or later. This feature is available for systems using check tracking (Not table tracking—if table tracking is required use check number representing the table number) and manually input check numbers (see “Checks Assigned by Register Notes” on page 88.)

Use the Split Check function key (Key #249) to select item or items on a soft check for assignment to another check. To split items from one check to another:

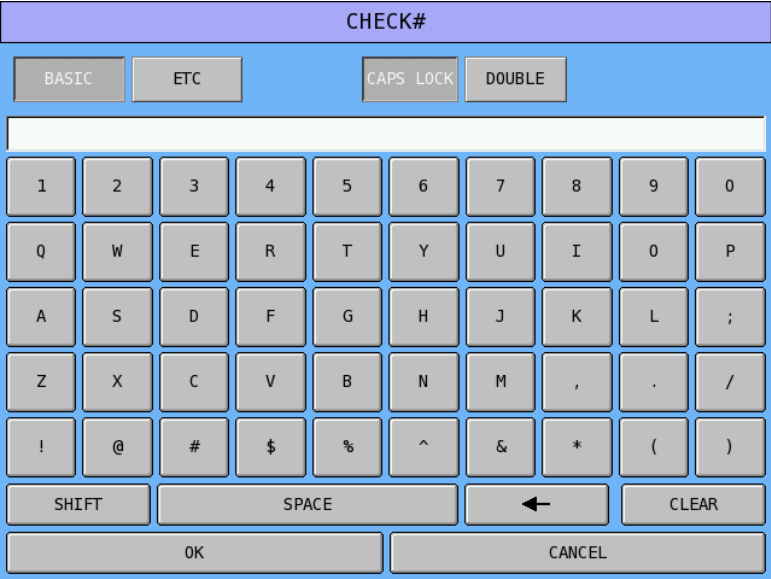
1. Open a new check and add items, or open an existing guest check.
2. Touch **Split Check**. The **Split Check Edit** screen displays with the current check items listed. Note that if you are consolidating like items (for example “2 BUD”) and you wish to split one of the items, you must first use the split item key to separate the items (“1 BUD” and “1 BUD”).

**Note:** Optionally, you can touch the number of new checks you wish to split, and then touch the **Split Check** function key, you will be immediately prompted to enter the new check numbers and then the Split Check Edit screen will open with the next checks available to move items.

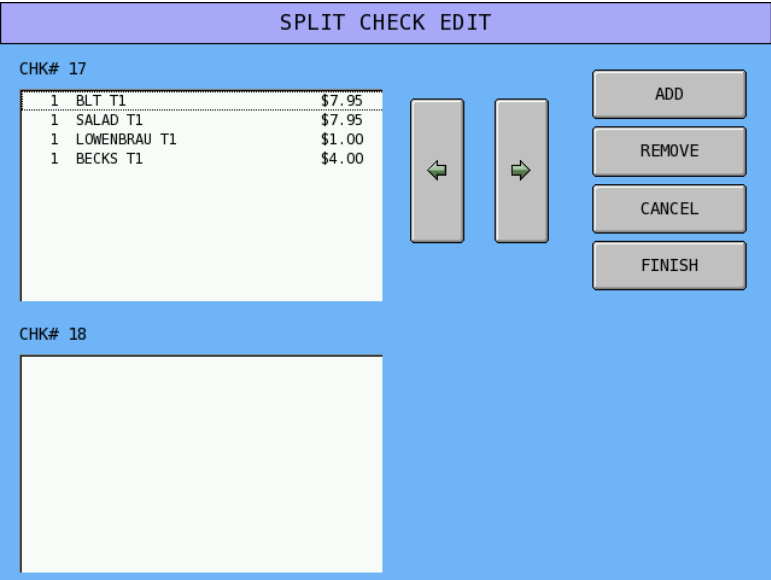


Left Arrow and Right Arrow keys are active only when you are separating into more than three checks. When four or more checks are open, use these keys to view the check where you wish to move items.

3. To create a new check, touch **Add**.



4. Enter a check number and touch **OK**. The new check displays on the Split Check Edit screen. Add additional check(s) as needed. The original check and two additional checks can be viewed simultaneously. If more than two checks are added, use the arrow left (←) and arrow right (→) keys to select the check you wish to view.





5. Touch an item that you wish to transfer to a new check. Note the item is highlighted.

The screenshot shows the 'SPLIT CHECK EDIT' interface. At the top, a purple header bar contains the text 'SPLIT CHECK EDIT'. Below this, the screen is divided into two main sections for check editing. The top section is for 'CHK# 17' and contains a list of items: '1 BLT T1 \$7.95', '1 SALAD T1 \$7.95', '1 LOWENBRAU T1 \$1.00', and '1 BECKS T1 \$4.00'. The '1 BECKS T1 \$4.00' item is highlighted with a blue background. To the right of this list are two vertical arrows, one pointing left and one pointing right. To the right of the arrows are four buttons: 'ADD', 'REMOVE', 'CANCEL', and 'FINISH'. The bottom section is for 'CHK# 18' and is currently empty.

6. Touch the check you wish where you wish the item to be added. Note that the item is moved. Continue to move items as necessary by touching to select the item you wish to move and then touching the check where you wish the item to be assigned. You can move items back-and-forth to correct mistakes.

The screenshot shows the 'SPLIT CHECK EDIT' interface after moving items. The top section for 'CHK# 17' now contains '1 SALAD T1 \$7.95' and '1 LOWENBRAU T1 \$1.00'. The bottom section for 'CHK# 18' now contains '1 BLT T1 \$7.95' and '1 BECKS T1 \$4.00'. The interface elements (arrows and buttons) remain the same as in the previous screenshot.

7. Touch **Cancel** to exit without making changes,

Touch **Remove** to remove a check (you cannot remove when items are assigned to the check).

Touch **Finish** to exit to the Split Check Edit screen saving all changes. Newly created checks will be serviced. The original check will remain open.

### ***Checks Assigned by Register Notes***

When the Split Check function is used and the Recall Check key is set with the “ASSIGNED BY REGISTER” option set to YES, simply touch the ADD key from the Split Check Edit screen and the next available check will be assigned.

If you touch the number of new checks you wish to split, and then touch the SPLIT CHECK function key, the Split Check Edit screen will open with the next checks available to move items. For example, touch [2] and SPLIT CHECK; the Split Check Edit screen will open with the next two available check numbers available.

## Hold/Print Hold

This feature is used in a table service restaurant. It prevents kitchen printer /KVS instructions from being sent immediately after items are registered and stored. For example, an employee registers a customer order consisting of appetizers and main course entrees. Without this feature, both the appetizer and main course items are sent to the kitchen at the same time. With this feature, the employee can "hold" main course items, which prevents them from being sent to the kitchen printer (even though they are programmed to be sent to a printer). Then, later, the employee can recall the check and print the main course items, so they can be prepared and served when the customer is ready to eat them.

A held item is indicated on the display with an 'H' to the left of the item.

See P Mode System Options/Tracking File Options to set the following related options:

- Option #4: Automatically select held items when a check is recalled, Yes or No. (This flag is to facilitate printing of held items.)
- Option #5: Display warning to operator that check(s) have held items when employee finalizes any check, Yes or No.

When using software version 2.02b or later, see PLU/PLU STATUS GROUP option #46 "Hold Automatically" to automatically hold items by group. (For example, you may wish to automatically hold dessert items when they are first entered.)

**Note:** Alpha text entries made after a held item will not follow the item when a check is recalled and the item is released.

### Hold an Item

1. Touch the item you wish to hold.
2. Touch the **HOLD** key. Note that when a main item is held, its condiments or instructions are also held. Note that an 'H' displays next to the held items.

REG	REP	PGM	S	TAXES	2.26	TOTAL	37.06
RIBEYE STEAK	FILET MIGNON	RARE	MEDIUM	CHEF'S SALAD	CHK# 26/TBL# 0/GST# 0/1 EMPLOYE		
SHRIMP COCK TAIL	WINE BOTTLE	WELL	PRICE LEVEL	RA/PO	1	CHEF'S SALAD T1	\$3.95
EMPL OYEE1	CLK IN/OUT	RECEIPT	RCPT ON/OFF	MODIFIER	1	SHRIMP COCKTAIL T1	\$5.95
GUEST #	TABLE 1	RECALL CHK1	STORE CHK1	LIST CHECK1	H 1	RIBEYE STEAK T1	\$9.95
PRINT CHECK	REPEAT	PAID RECALL	#/NO SALE	SUBTOTAL	H	RARE T1	
% 1	PRINT HOLD	HOLD	SPLIT ITEM	SEAT #	H 1	FILET MIGNON T1	\$14.95
ERR. CORR.	CANCEL	VOID ITEM	MOSE RETURN	PAYMENT	H	MEDIUM T1	
MISC TEND1	MISC TEND2	MISC TEND3	CHECK	EMPL OYEE1	TAXES 2.26 TOTAL 37.06		
				CASH	VOID ITEM	0	00

3. Store the check by touching the appropriate store check key, i.e. **STORE CHK1**.

- If the system is programmed to warn the operator if items are held when the check is stored, (See P mode System Options/Tracking File Options #5) the held item message displays. The message will list all checks with held items, so that the server is reminded of other checks/tables where held items may need to be released.

REG	REP	PGM	S	TAXES	2.26	TOTAL	37.06												
RIBEYE STEAK	FILET MIGNON	RARE	MEDIUM	CHEF'S SALAD	1	CHEF'S SALAD T1	\$3.95												
SHRIMP COCKTAIL	WINE BOTTLE	WELL	PRICE LEVEL	RA/PO	1	SHRIMP COCKTAIL T1	\$5.95												
					H	RIBEYE STEAK T1	\$9.95												
					H	RARE T1													
					H	FILET MIGNON T1	\$14.95												
<table border="1"> <thead> <tr> <th>TABLE#(1)</th> <th>CHECK#</th> <th>GUEST#</th> <th>TIME</th> <th>#HELD</th> <th>ITEM</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>26</td> <td>0</td> <td>13:37</td> <td>4</td> <td></td> </tr> </tbody> </table>								TABLE#(1)	CHECK#	GUEST#	TIME	#HELD	ITEM	0	26	0	13:37	4	
TABLE#(1)	CHECK#	GUEST#	TIME	#HELD	ITEM														
0	26	0	13:37	4															
EMPL OYEE																			
GUEST																			
PRINT CHECK																			
% 1																			
HOLD	ITEM			PREV.	X/TIME	4	5												
ERR. CORR.	CANCEL	VOID ITEM	MOSE RETURN	PAYMENT	SUBT OTAL	CLEAR	1												
MISC TEND1	MISC TEND2	MISC TEND3	CHECK	EMPL OYEE1	CASH	VOID ITEM	0												
							00												
							.												

- Touch **CLOSE** to store the check.

### **Print All Held Items**

- Recall an order with held items. (Flag is set to automatically select held items.) Touch any key except **PRINT HOLD** (or **Repeat**) to de-select items if you are proceeding with any other operation.
- Touch **PRINT HOLD**. (Hold status is removed for selected items; items will be sent to appropriate output when the check is serviced.)

---

**Note: This operation has been enhanced at software version 2.00x: items are now selected when the guest check is recalled (visually with a "S"). When a guest check with HELD items is recalled items can be selected using the ENTER function key. This will add a "S" in front of the item. When [PRINT HOLD] is pressed, the "S" will be removed and when the guest check is serviced those items will be released to the KP or KVS. Any item with a "H" will continue to be HELD.**

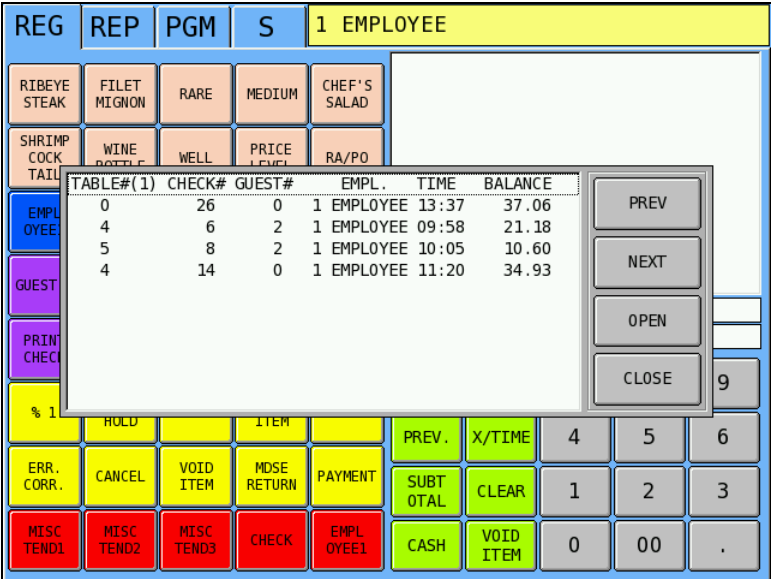
---

### **Print an Individual Item**

- Recall an order with held items. (Option to automatically select held items is set to "No".)
- Touch the item you wish to print.
- Touch **PRINT HOLD**. (Hold status is removed for selected item; item will be sent to appropriate output when the check is serviced.)

# List Check

1. Sign on an employee.
2. Touch **LIST CHECK** to display the employee's open checks. If more than eight checks are open, use the **PREV** and/or **NEXT** keys to scroll through the list.



3. Touch a check to select it. Touch **OPEN** to open the selected check, or touch **CLOSE** to close the list check window.

## Repeat

You can repeat the last items posted by using the **REPEAT** key. This simplifies registration of another round of drinks.

1. Open a check. Enter Items.
2. Touch the appropriate store check key, i.e. **STORE CHECK 1**.
3. Recall the Check.
4. Touch **REPEAT**. Note that the items posted previously are repeated.

REG	REP	PGM	S	TAXES	0.48	TOTAL	7.88
RIBEYE STEAK	FILET MIGNON	RARE	MEDIUM	CHEF'S SALAD	CHK# 36/TBL# 0/GST# 0/1 EMPLOYE 1 SCHELL'S PALE ALE T1 \$1.95 1 LEINIE HONEY WEISS T1 \$1.75 ----- 1 SCHELL'S PALE ALE T1 \$1.95 1 LEINIE HONEY WEISS T1 \$1.75		
SHRIMP COCK TAIL	WINE BOTTLE	WELL	PRICE LEVEL	RA/PO			
EMPL OYEE1	CLK IN/OUT	RECEIPT	RCPT ON/OFF	MODIFIER			
GUEST #	TABLE 1	RECALL CHK1	STORE CHK1	LIST CHECK1	TAXES 0.48 TOTAL 7.88 P01 R0n REG01		
PRINT CHECK	REPEAT	PAID RECALL	#/NO SALE	SUBTOTAL	DONE PLU 7 8 9 PREV. X/TIME 4 5 6 SUBTOTAL CLEAR 1 2 3 CASH VOID ITEM 0 00 .		
% 1	PRINT HOLD	HOLD	SPLIT ITEM	SEAT #			
ERR. CORR.	CANCEL	VOID ITEM	MDSE RETURN	PAYMENT			
MISC TEND1	MISC TEND2	MISC TEND3	CHECK	EMPL OYEE1			

# Transfer Table

If permitted by authority level programming, an employee is allowed to move a check to a different table by re-entering a different table number. This can be done multiple times, if necessary.

1. Recall a check by entering a table or check number.
2. Enter a new table number by entering the number and touching the **TABLE #** key.
3. Continue with the transaction by adding items, accepting payment or servicing

Current Table number is displayed.

REG	REP	PGM	S	TAXES	1.29	TOTAL	21.18
RIBEYE STEAK	FILET MIGNON	RARE	MEDIUM	CHEF'S SALAD	CHK# 6/TBL# 5/GST# 2/1 EMPLOYE 1 CHEF'S SALAD T1 \$3.95 1 SHRIMP COCKTAIL T1 \$5.95 1 WINE BOTTLE T1 \$9.99		
SHRIMP COCK TAIL	WINE BOTTLE	WELL	PRICE LEVEL	RA/PO	TAXES 1.29 TOTAL 21.18 PO1 R0n REG01		
EMPL OYEE1	CLK IN/OUT	RECEIPT	RCPT ON/OFF	MODIFIER	DONE	PLU	7 8 9
GUEST #	TABLE 1	RECALL CHK1	STORE CHK1	LIST CHECK1	PREV .	X/TIME	4 5 6
PRINT CHECK	REPEAT	PAID RECALL	#/NO SALE	SUBTOTAL	SUBTOTAL	CLEAR	1 2 3
% 1	PRINT HOLD	HOLD	SPLIT ITEM	SEAT #	CASH	VOID ITEM	0 00 .
ERR. CORR.	CANCEL	VOID ITEM	MDSE RETURN	PAYMENT			
MISC TEND1	MISC TEND2	MISC TEND3	CHECK	EMPL OYEE1			

## Combine Checks for Payment

1. Sign on an employee.
2. Touch the **ADD CHECK** key.
3. Enter the table # or check # of the first check to be paid. Touch the appropriate **Recall Check** or **Table #** key.
4. Enter the table # or check # of the next check to be paid. Touch the appropriate **Recall Check** or **Table #** key.
5. Pay the checks together using **CASH**, **CHECK**, and/or **MISC TEND**.

Checks listed for payment together

REG	REP	PGM	S	TAXES	3.55	TOTAL	58.24
RIBEYE STEAK	FILET MIGNON	RARE	MEDIUM	CHEF'S SALAD	ADD CHECK		
SHRIMP COCK TAIL	WINE BOTTLE	WELL	PRICE LEVEL	RA/PO	TBL CHECK#	GST	EMPL.TIME
EMPL OYEE1	CLK IN/OUT	RECEIPT	RCPT ON/OFF	MODIFIER	5	6	21 EMPLO9:58
GUEST #	TABLE 1	RECALL CHK1	STORE CHK1	LIST CHECK1	0	26	01 EMPL13:37
PRINT CHECK	REPEAT	PAID RECALL	#/NO SALE	SUBTOTAL	BALANCE \$21.18		
% 1	PRINT HOLD	HOLD	SPLIT ITEM	SEAT #	0 \$37.06		
ERR. CORR.	CANCEL	VOID ITEM	MDSE RETURN	PAYMENT	TAXES	3.55	TOTAL 58.24
MISC TEND1	MISC TEND2	ADD CHECK	CHECK	EMPL OYEE1	PO1 ROn REG01		
					DONE	PLU	7 8 9
					PREV.	X/TIME	4 5 6
					SUBTOTAL	CLEAR	1 2 3
					CASH	VOID ITEM	0 00 .

## Alpha Guest Check Notes

When using alpha check numbers, the procedure is slightly different:

1. Touch **Add Check**
2. Touch **Recall Check**, the entry keyboard displays.
3. Enter Name, touch **OK**.
4. Touch **Recall Check** and continue to enter check names until all the checks you wish to combine are entered.
5. Pay checks or service (if serviced checks are stored in the last check entered.)



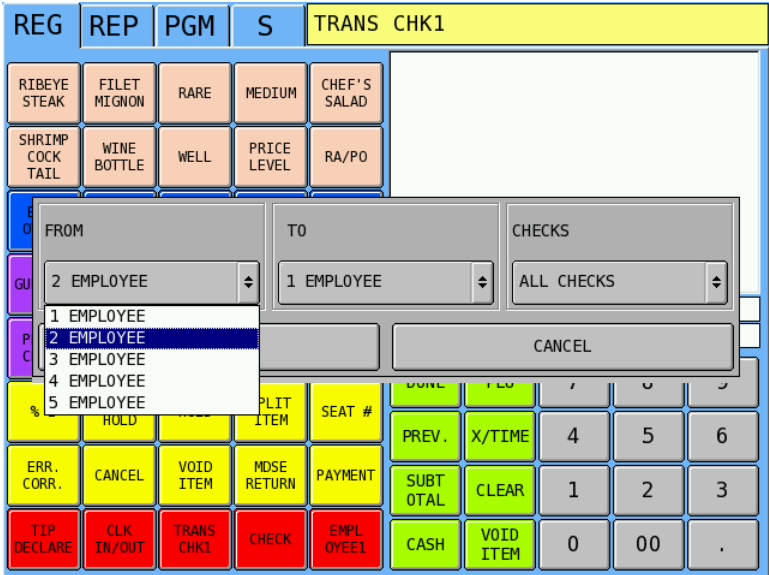
# Transfer Check

Checks can be transferred in two ways:

- Individually, by signing on a new employee and opening the check. The "Automatic transfer check" system flag must be set to "Yes" to allow this option and Authority level programming must be set to allow the employee to access checks that were not opened by them.
- Individually or in groups, using one of the transfer check function keys (TRANS CHECK 1-4).
- Totals accumulate to the employee that posted the charges.

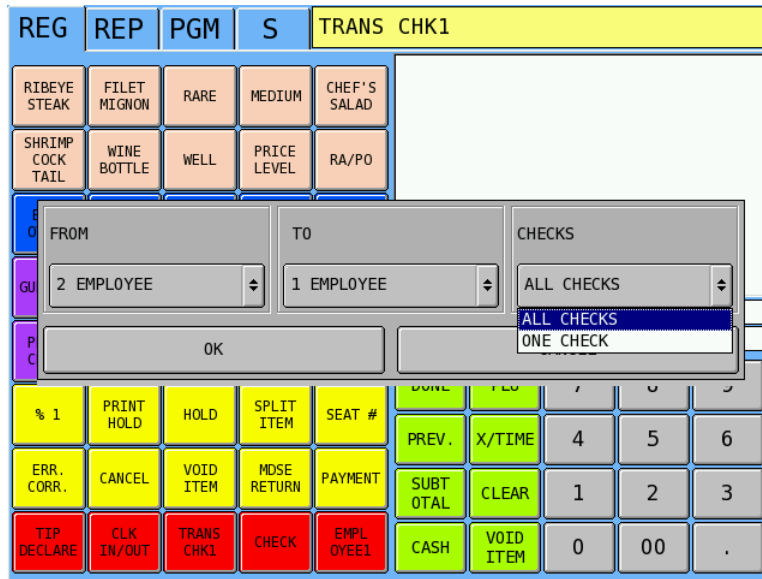
To transfer check through a transfer check key:

1. Sign on an employee.
2. Touch the **TRANS CHECK** key.
3. Select the *FROM* employee from the list.

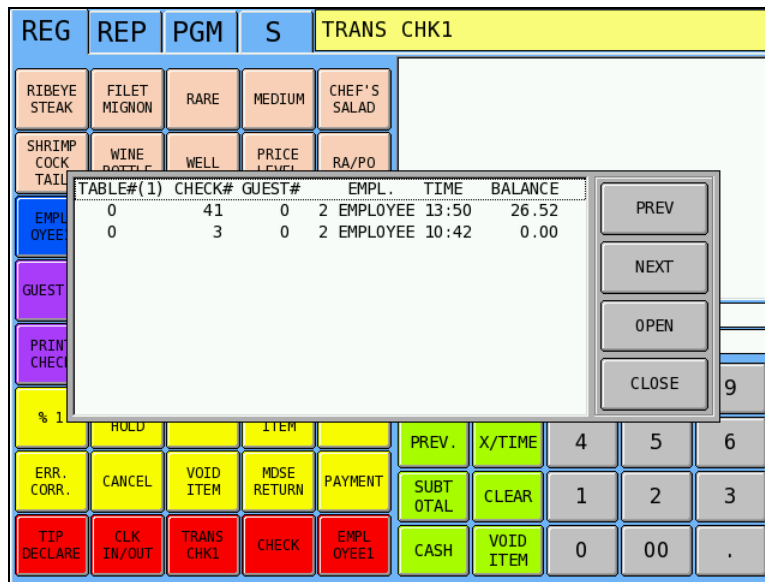


4. Select the *TO* employee from the list.

- Select "All Checks" or "One Check".



- If "One Check" is selected, a list will display from which you can select the check to transfer. Touch the check you wish to transfer and touch **OPEN**. If "All Checks" is selected, the "Check Transferred" message will display.



- The "Check Transferred" message displays.

**Printed Chit for  
Transferred Check**

```

DATE          06/21/2006          WED
                TRANS CHK1
FROM EMPLOYEE#3 (3 EMPLOYEE)
TO EMPLOYEE#2 (2 EMPLOYEE)
CHECK# 38 : $26.52
CHECK# 39 : $10.60
CHECK# 3 : $0.00
NO.000094 REG 01 2 EMPLOYEE  TIME 10:47
  
```

## Tip Declare

If the employee time keeping feature is used, the operator may be prompted to enter cash tips when clocking out. (Set the employee authority level option #33, “Compulsory Tip Entry” to Yes.) Sign on the employee.

1. Clock out the employee, the Declare Cash Tips window displays.
2. Enter the declared amount and touch **OK**

The **TIP DECLARE** key can be used to enter cash tips when the time keeping feature is not used.

1. Touch the **TIP DECLARE** key.
2. Enter the declared amount and touch **OK**

**Printed Chit for  
Tip Declaration**

DATE	06/21/2006	WED
	TIP DECLARE	
	06/21/2006	WED
EMPLOYEE	#	002
	TIP DECLARED	1.50
NO.000095	REG 01 2	EMPLOYEE TIME 10:49

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## Using Graphical Table Management

The SPS-2000 graphical table management display offers the following features:

- You can design a facsimile of the restaurant floor plan placing tables on up to five floors – for example a main floor, bar, counter, patio, or other serving locations.
- You can place up to 30 tables on each floor.
- Tables can be displayed in different shapes and sizes and moved to locations on the screen that represents their actual locations.

Once the tables are designed and located upon the table display screen, the screen can be used in the operation of the register.

- The table display screen can be displayed manually or automatically. If a manual display is used, press the **Table Display** key to view the table layout. If an automatic system is employed, the table layout displays immediately after an employee is logged on to operate the register.
- With the table layout displayed, the operator can touch a table to open or recall the check for the table. The table number or name will correspond with the check number.
- Guest counts can be entered from the table display screen.
- The color of the table on the display reflects the table's status:

**Pink** Tables are empty tables

**Orange** Tables are have open checks

**Green** Tables have printed checks

- Operators can move check balances from one table to another.
- Operators can add check balances from multiple tables to a single table.

### ***Table Management Program Notes***

Refer to the *SPS-2000 Program Reference Manual* for detailed setup instructions.

- S Mode System Option #16 determines whether the table display is automatic or manual. Set "Use Graphic Table Management" to YES for automatic table display; Set to NO for manual display.
- When using graphic table management, the table number or name corresponds with the guest check number (not the table number.) Set options for the appropriate recall check key as follows:

Set "Table Entry Required" to NO

Set "Assigned by Register" to NO

Set other Recall Check key options a necessary

- S Mode Memory allocation for maximum number of checks (option #12) must exceed the number of tables in use.
- S Mode System Options #10 and #11 must be set to locate the check file in the register system.

## Graphic Table Management Operations

- ◆ If table management is “manual” touch the Table Display key.
- or,
- ◆ If table management is “automatic” sign on an employee to display the Table screen.

The screenshot shows a 'TABLE' management interface. At the top, a purple bar contains the word 'TABLE'. Below this, a grid of six table cards is displayed. Each card shows a table number (e.g., #1, #2), a guest count (e.g., 1, 0), and a balance (e.g., 0.00). The cards are color-coded: #1 and #2 are green, #3 and #4 are pink, and #5 and #6 are pink. To the right of the grid are two buttons: 'ADD' and 'GUEST'. Below the grid is a 'FLOOR' dropdown menu with a list of options: 1. MAIN FLOOR, 2. BAR, 3. PATIO, 4., 5. The dropdown is currently set to '1. MAIN FLOOR'. At the bottom right is a 'PAYMENT' button. A yellow bar is visible at the bottom of the screen.

Each Table displays with basic table information:

- Check number/name
- Guest count
- Table balance

The table color reflects the status of the table:

- **Pink** = Empty
- **Orange** = Active
- **Green** = Check Printed

Touch Add to move or add table balances

Touch Guest to enter the guest count

Touch Payment to close the Table screen

Open the **Floor** list box to select and display the appropriate floor

### Opening a Table

- ◆ Touch a table to open the check associated with the table.

### Entering Table Guest Counts

- ◆ Touch **Guest** and enter the guest count. Then touch the appropriate table. If guest count is compulsory, you can either enter the guest count from the table screen or through the guest count key on the keyboard.

### Moving a Balance to another Table

- ◆ Touch **Add**. Select the table you wish to move to, and then touch **Add** again.

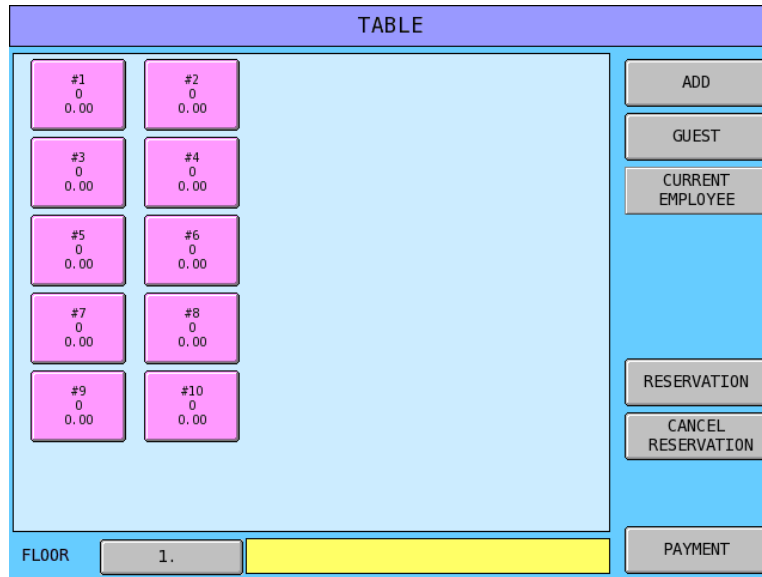
### Adding Two or More Tables

- ◆ Touch **Add**. Touch the tables you wish to add, and then touch **Add** again. All table balances are added to the last table selected.

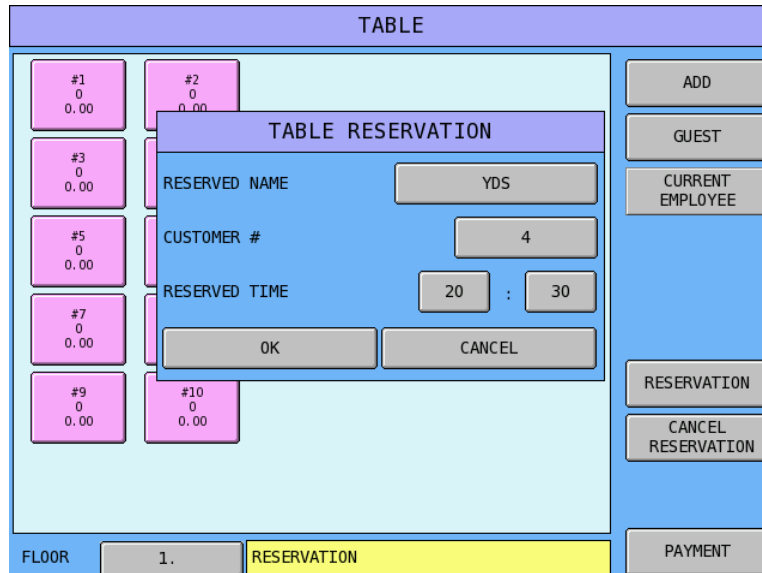
## SPS-2000 Table Reservation

A basic table reservation feature has been added to the SPS-2000 table management system at software version 2.03i. The feature allows you to mark a table as “reserved” with the customer name, number and reservation time. A reserved table will display on the table map in a yellow. When the customer arrives, the reservation can be canceled to remove the “reserved” status, and the check can be started.

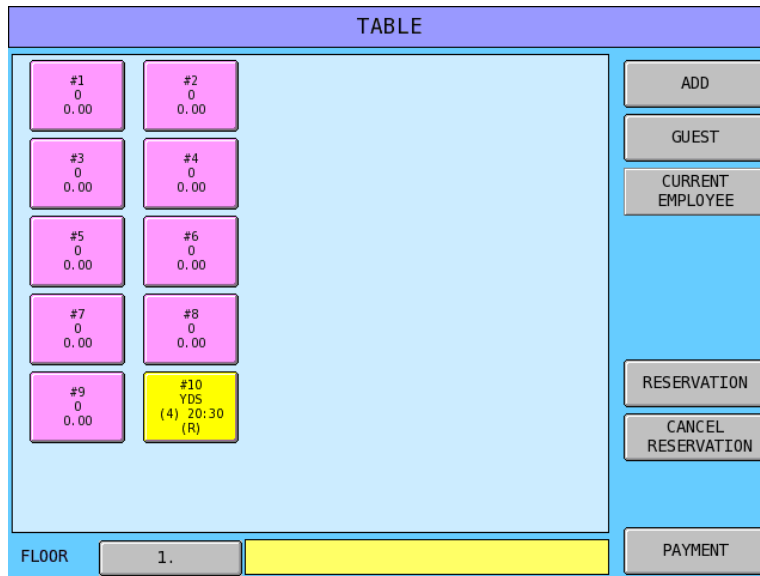
1. If table management is “manual” touch the Table Display key.  
or,  
If table management is “automatic” sign on an employee to display the Table screen.
2. Note the Reservation and Cancel Reservation touch keys.



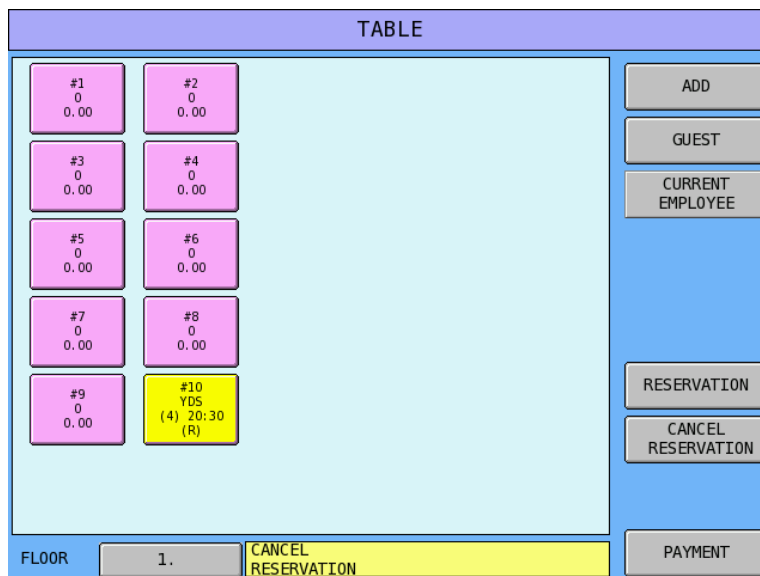
3. Touch Reservation. Note “Reservation” is displayed in yellow at the bottom of the screen.
4. Touch the table button representing the table you wish to reserve.



5. Touch the appropriate fields to enter the Reserved Name, Customer #, and Reserved Time fields. Touch OK to finalize the reservation.



6. The Reservation screen displays. Note the complete reservation information for the table is displayed in yellow on the table icon.
7. To cancel the reservation, touch the Cancel Reservation button. Note “Cancel Reservation” is displayed in yellow at the bottom of the screen.



8. Touch the reserved table you wish to cancel.



# Reports

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## Report Menu

- ◆ Touch the **REP** (report) tab to view the report menu. (Note: An employee must be signed on to activate the tab; password entry may be required.)

REG	REP	PGM	S	1 EMPLOYEE
FINANCIAL REPORT	PLU REPORTS	EMPLOYEE REPORTS		
GROUP REPORTS	PERIODIC REPORTS	CHECK TRACKING REPORTS		
PRODUCT REPORTS	STOCK REPORTS	STRING REPORTS		
OTHER REPORTS	CASH DECLARATION	X MODE PGM		
FTP TRANSMISSION	RECEIPT REPRINT	DATATRAN OPERATION		

NOTE: Screen layout modified at version 2.00s

## Report Table

The following table summarizes all of the *SPS-2000* reports, the mode in which they are available and whether the report is available from an individual register or from a group of registers through IRC.

Report Button	Report Name	Mode Available	Individual/IRC
FINANCIAL REPORT	Financial <sup>1</sup>	X1/Z1 - X5/Z5	Individual/IRC
PLU REPORTS	All PLUs <sup>1</sup>	X1/Z1 - X5/Z5	Individual/IRC
	From/To PLUs	X1/Z1 - X5/Z5	Individual/IRC
	PLUs By Group	X1/Z1 - X5/Z5	Individual/IRC
	PLUs By Selected Group	X1/Z1 - X5/Z5	Individual/IRC
	Top 20 PLUs	X1/Z1 - X5/Z5	Individual/IRC
	PLU Zero Sales	X1/Z1 - X5/Z5	Individual/IRC
	PLU Zero Sales By Group	X1/Z1 - X5/Z5	Individual/IRC
	PLU Sales By Price Level	X1/Z1 - X5/Z5	Individual/IRC
	Not Found PLU	X1/Z1	Individual/IRC
EMPLOYEE REPORTS	Employees <sup>1</sup>	X1/Z1 - X5/Z5	Individual/IRC
	Individual Employee	X1/Z1 - X5/Z5	Individual/IRC
	Employee Currently Signed On	X1/Z1 - X5/Z5	Individual/ (IRC with 2.00x or later)
	Active Employees	X1-X5	Individual/IRC
	Clocked In Employees	X1-X5	Individual/IRC
	Outstanding Interrupt Balance	X/Z	Individual/IRC
GROUP REPORTS	Groups by Employee <sup>1</sup>	X1/Z1 - X5/Z5	Individual/IRC
	Groups <sup>1</sup>	X1/Z1 - X5/Z5	Individual/IRC
	From/To Groups	X1/Z1 - X5/Z5	Individual/IRC
	Selective Group	X1/Z1 - X5/Z5	Individual/IRC

Report Button	Report Name	Mode Available	Individual/IRC
PERIODIC REPORTS	Sales By Time Period <sup>1</sup>	X1/Z1 - X5/Z5	Individual/IRC
	Groups By Time Periods <sup>1</sup>	X1/Z1 - X5/Z5	Individual/IRC
	Eat-In By Time Periods <sup>1</sup>	X1/Z1 - X5/Z5	Individual/IRC
	Take Out By Time Periods <sup>1</sup>	X1/Z1 - X5/Z5	Individual/IRC
	Drive Thru By Time Periods <sup>1</sup>	X1/Z1 - X5/Z5	Individual/IRC
	Track 1 By Time Periods <sup>1</sup>	X1/Z1 - X5/Z5	Individual/IRC
	Track 2 By Time Periods <sup>1</sup>	X1/Z1 - X5/Z5	Individual/IRC
	Track 3 By Time Periods <sup>1</sup>	X1/Z1 - X5/Z5	Individual/IRC
	Track 4 By Time Periods <sup>1</sup>	X1/Z1 - X5/Z5	Individual/IRC
CHECK TRACKING REPORTS	Open Check For Track 1 <sup>1</sup>	X/Z	IRC
	Open Check For Track 2 <sup>1</sup>	X/Z	IRC
	Open Check For Track 3 <sup>1</sup>	X/Z	IRC
	Open Check For Track 4 <sup>1</sup>	X/Z	IRC
	Open Check For Selected Employee	X/Z	IRC
	Open Check For Current Employee	X/Z	IRC
	Open Check For Track 1,2,3,&4	X/Z	IRC
PRODUCT REPORTS	Product Mix <sup>1</sup>	X1/Z1 - X2/Z2	Individual/IRC
	Product Projections	X	Individual/IRC
STOCK REPORTS	PLU Stock <sup>1</sup>	X/Z	Individual/IRC
	Stock by PLU Range	X/Z	Individual/IRC
	Stock by Group	X/Z	Individual/IRC
	Stock by Individual Group	X/Z	Individual/IRC
	Inventory <sup>1</sup>	X/Z	IRC
	PLU Minimum Stock	X/Z	IRC

Report Button	Report Name	Mode Available	Individual/IRC
STRING REPORTS	String Report #1	X1/Z1 - X5/Z5	Individual/IRC
	String Report #2	X1/Z1 - X5/Z5	Individual/IRC
	String Report #3	X1/Z1 - X5/Z5	Individual/IRC
	String Report #4	X1/Z1 - X5/Z5	Individual/IRC
	Labor Groups	X1/Z1-X2/Z2	IRC
	Sales and Labor %	X1 - X5	IRC
	Drawer Totals	X1 - X5	Individual/IRC
	Drawer 1/2/3	X1 - X5	Individual/IRC
OTHER REPORTS	Daily Sales <sup>1</sup>	X2/Z2 Only	Individual/IRC
	Station Totals	X/Z	IRC
	Time Keeping (Individual or all employee <sup>1</sup> )	X1/Z1 - X5/Z5	IRC <sup>2</sup>
	Day Shift	X/Z	Individual/IRC
	Food Cost	X/Z	IRC
	Electronic Journal <sup>1</sup>	X/Z	Individual
	Custom	X1 - X5	Individual/IRC
	Prepoll	X1/Z1 - X5/Z5	Individual/IRC
	Mix and Match <sup>1</sup>	X/Z	

<sup>1</sup> Indicated reports are pollable by SAM2000.

<sup>2</sup> Although Time Keeping reports reside in a designated register, and they are not consolidated, Time Keeping reports should be available at any from any register though IRC communication.

## Printing & Saving Reports

After a report is selected and displayed, **PRINT** and **SAVE** option buttons are displayed. Touch **PRINT** to print the report at the designated receipt printer. Touch **SAVE** to save the report in .txt (text) format on an SD card. The report will be saved on the SD card in the path:

sps2000/backup/xxxxxx/REP\_mmddyyyy

where “xxxxxx” is the six digit store number and mmddyyyy is the date of the report.

---

## Cash Declaration

- ◆ From the **REP** mode tab, touch **CASH DECLARATION** to display the Cash Declaration Screen

The screenshot shows a screen titled "CASH DECLARATION". At the top, there is a list of categories: CASH, CHECK, MISC, TEND#, and TOTAL. Below this list is a numeric keypad with the following buttons:

CASH	CHECK		CHARGE	G.C. REDEEM	7	8	9
eGC REDEEM	MISC TEND4	MISC TEND5	MISC TEND6	MISC TEND7	4	5	6
MISC TEND8	MISC TEND9	MISC TEND10	MISC TEND11	MISC TEND12	1	2	3
MISC TEND13	MISC TEND14	MISC TEND15		CLR	0	00	.

At the bottom of the screen, there are two buttons: "OK" and "CANCEL".

Enter an amount and press the appropriate tender key. Repeat to enter additional amounts.

After completing all entries, press **OK** to accept entries and exit the screen.

# X Mode Program

Beginning at software version 2.00s the REP mode screen was reorganized. The following function are now found on the X MODE PGM menu:

A screenshot of the 'X MODE PGM' menu. The title bar is purple and contains the text 'X MODE PGM'. Below the title bar are five rectangular buttons stacked vertically, each with a different function: 'TIME CLOCK EDIT', 'EDIT INVENTORY ITEM', 'DATE TIME SETTING', 'DRAWER ASSIGNMENT', and 'CLOSE'.

## Time Clock Edit

If an employee forgets to clock in or out, authorized persons can use the time clock edit function to correct or add time incorrect clock entries.

1. Select the **REP** tab. (Password entry may be required)
2. Touch **X MODE PGM** and then **TIME CLOCK EDIT**.
3. Select the period to be edited, **X/Z (DAILY) EDIT**, or periodic edits, if they are used.
4. Enter the Employee #, touch **OK**. The Time Clock Edit screen displays:

A screenshot of the 'TIME CLOCK EDIT X/Z1(DAILY)' screen. The title bar is purple and contains the text 'TIME CLOCK EDIT X/Z1(DAILY)'. Below the title bar, the screen displays the following information:

- Employee ID: #001 EMPL 1
- Date: DATE : THU 03-16-2006
- TIPS : 00000000.00

Below this information is a table with five columns: IN, OUT, PAID BRK, JOB#, and JOB NAME. The table contains five rows of data, each with a time field, a hyphen, another time field, 'NO', and '00'. At the bottom of the screen are four buttons: PAGE UP, PAGE DOWN, SAVE, and CLOSE.

5. Touch the field to be corrected, and then enter the correct time and touch **OK**. Use the **PAGE UP** and/or **PAGE DOWN** keys as necessary to display all records.
6. When corrections are completed, touch **SAVE** to exit with changes saved.

## Edit Inventory Item

1. Select the **REP** tab. (Password entry may be required)
2. Touch **X MODE PGM** and then **EDIT INVENTORY ITEM**.

EDIT INVENTORY ITEM	
ITEM #	01
MMM	\$ 000.250
ACTUAL INVENTORY	00000.000
RECEIPT	00000.000
TRANSFER IN	00000.000
TRANSFER OUT	00000.000
RAW WASTE	00000.000
PAGE UP PAGE DOWN CLOSE	

## Date Time Setting

1. Select the **REP** tab. (Password entry may be required)
2. Touch **X MODE PGM** and then touch **DATE TIME SETTING**. The **RTC SETTING** (real time clock) screen displays.

RTC SETTING		
10:53:32 3-16-2006 THU		
INPUT DATE/TIME(MMDDYYYYHHMMSS)		
[Empty Input Field]		
7	8	9
4	5	6
1	2	3
0	00	←
OK CANCEL		

3. Input the Date/Time in MMDDYYYYHHMMSS format. Touch **OK**.

## Drawer Assignment

Note: This function available at software version 2.01n or later. At version 2.02b or later drawer assignment is automatically downloaded to the IRC network.

With enhanced drawer assignment, cashiers can now be assigned to specific drawers at specific registers. If REG#0 is selected the drawer assignment will be valid at all terminals.

1. Select the **REP** tab. (Password entry may be required)
2. Touch **X MODE PGM** and then touch **DRAWER ASSIGNMENT**. The **RTC SETTING** (real time clock) screen displays.

EMPLOYEE REG# & DRAWER# PROGRAMMING			
EMP#	EMPLOYEE NAME	REG#	OPEN DRAWER#
# 1	1 EMPLOYEE	REG# [0]	DRAWER PORT 1
# 2	2 EMPLOYEE	REG# [0]	DRAWER PORT 1
# 3	3 EMPLOYEE	REG# [0]	DRAWER PORT 1
# 4	4 EMPLOYEE	REG# [0]	DRAWER PORT 1
# 5	5 EMPLOYEE	REG# [0]	DRAWER PORT 1

PREV. RECORD    NEXT RECORD    CLOSE

3. Set the drawer assignment for each employee (the number is determined by memory allocation – use the PREV. RECORD/NEXT RECORD key to view additional employees.) After making settings, touch **CLOSE**.

---

## FTP Transmission

Reports can be saved/restored to an SD card, USB memory stick or to an FTP site. All reports are saved simultaneously. Refer the the “SPS-2000 Program Reference Manual” for details.

---

## Receipt Reprint

Note: This feature is available at version 2.00t or later.

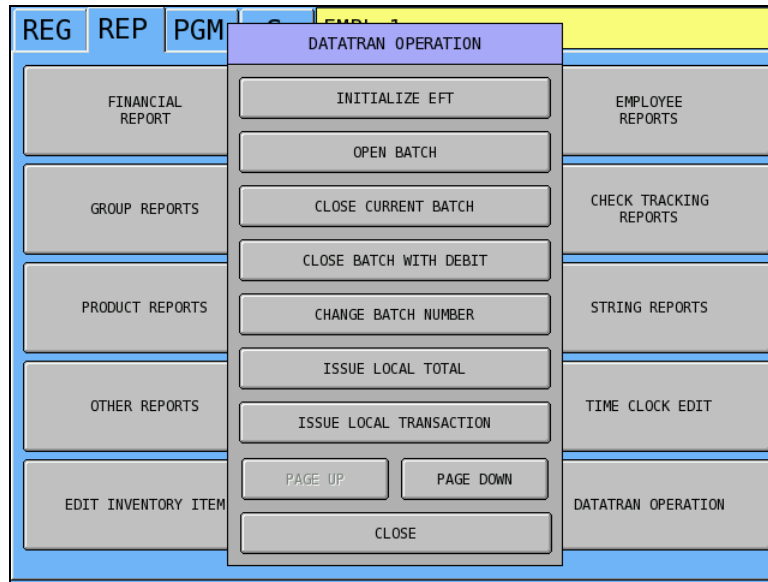
Receipt copies can be printed after the sale provided that the transaction data is resident in the electronic journal. (You must allocate for electronic journal and set the appropriate electronic journal system options.)

- ◆ From the REP menu, touch Receipt Reprint. At the prompt enter the consecutive number of the transaction you wish to reprint; touch **OK**. The transaction will be retrieved from the electronic journal and printed at the designated receipt printer.

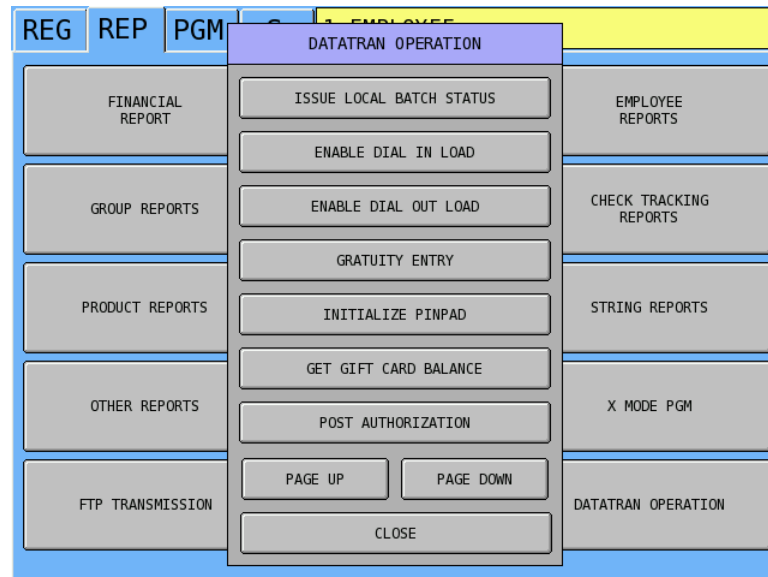


# DataTran Operation

1. Select the **REP** tab. (Password entry may be required.)
2. Touch **DATATRAN**. The **DATATRAN OPERATION** menu screen displays.
3. Touch the operation you wish to perform.

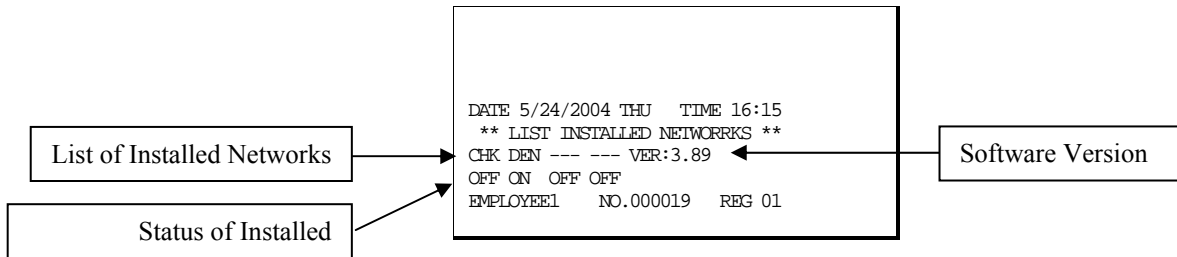


4. Touch **PAGE DOWN** to view the complete list.



## Initialize EFT

Select Initialize EFT to verify communications, software versions and installed networks.



## Open Batch

Manual batch opening and closing may be required by your payment processor. If required, it is recommended to open a new batch *right after* closing today's batch, so it is ready to go for the next day.

Touch **OPEN BATCH**. No printing takes place.

## Close Current Batch/ Close Current Batch with Debit

Manual batch opening and closing may be required by your payment processor. Touch **CLOSE CURRENT BATCH**, or **CLOSE BATCH WITH DEBIT** if the batch contains debit transactions. The message "WAITING RESP." displays. When communication is complete, the Local Batch Status prints and the batch is closed.

## Change Batch Number

The change batch number command is used to assign a new batch number to an existing batch. It is used with certain credit card processors to rectify settlement problems. It is used infrequently. (Attempt to change batch number will be denied if bank does not allow the feature.)

## Issue Local Total

This report is added for ease of customer balancing actual totals in the Datatran to the system wide reports. A summary of each kind of credit card and a batch total should match the totals within the SPS 2000 system-wide report before the Settle Batch is attempted.

```
DATE          5/24/2004          TUE
****LOCAL TOTAL REPORT ****
AMEX          .00          0
VISA         .00          5
MASTER      .00          0
DISCOVER     2.00          1
PRIVATE LABEL .00          0
DINERS       .00          0
JCB          .00          0
DEBIT        12.00         2
TOTAL        14.00         3
NO.000011 REG01 EMPLOYEE1    TIME 11:07
```

## Issue Local Transaction

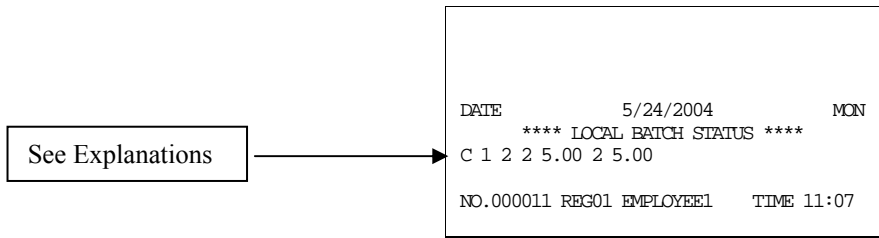
If “terminal based” processing is used, the Local Transaction Report contains details of each transaction in the current batch. When “host based” processing is used, transaction data is stored at the processor.

### Example

```
DATE          5/24/2004          MON
****LOCAL TRANSACTION REPORT ****
C 93 1 DB
6011000990139424 09/12
APP: VITAL2
REF: 506714501913
AMT: 6.00 TIP: *
03/08/05 08:37:40
=====
C 93 1 DB
400300123456781 09/08
APP: VITAL2
REF: 506715500507
AMT: 6.00 TIP: *
03/08/05 09:05:58
=====
A 54 1 D
6011000990139424 09/12
APP: VITAL1
REF: *
AMT: 2.00 TIP: *
03/08/05 09:26:51
=====
NO.000015 REG01 EMPLOYEE1    TIME 09:32
```

## Issue Local Batch Status Report

The Local Batch Status Report also prints when a batch is closed.



### **Local Batch Status Explanations:**

*(From Left to Right)*

- C Batch Status C=Closed/O=Open
- 1 Batch Number
- 2 Batch Transaction Count
- 2 Batch Item Count
- 5.00 Batch Balance
- 2 Batch Forwarded Transaction Count
- 5.00 Batch Forwarded Balance

### **Enable Dial In Load/Enable Dial Out Load**

If instructed by Datacap support, you can use these options to update DataTran software. Choose Enable Dial In Load to allow Datacap to call the DataTran and send updates. Choose Enable Dial Out Load to call Datacap to connect. You will be required to enter the phone number and terminal I.D.

## Gratuity Entry

The Gratuity Entry command allows the operator to add a tip to a pre-authorized credit sale. To add a tip,

1. Select the Gratuity Entry command from the Datatran Operation Menu. The Gratuity Entry window displays (the form shown below requires software version 2.01b.)

The screenshot shows a terminal window titled "DATATRAN OPERATION" with a sub-window titled "GRATUITY ENTRY". The background menu has tabs for REG, REP, and PGM. The "GRATUITY ENTRY" window contains the following fields and buttons:

EMPLOYEE	CARD TYPE
Anthony G.	CREDIT CARDS
RECORD #	ORIGINAL TIP AMOUNT
1	0.00
TRANSACTION AMOUNT	NEW TIP AMOUNT
5.40	1.00

Buttons: OK, CANCEL, CLOSE

2. Fill the form fields:
  - a. The EMPLOYEE drop-down box allows managers to enter a gratuity for other employees.
  - b. The CARD TYPE drop-down box allows tips to be assigned to multiple MISC TEND keys for reporting purposes.
  - c. Enter the Record number from the merchant credit draft (REC NO:).
  - d. Enter the original TRANSACTION AMOUNT (also from the merchant draft).
  - e. Use the ORIGINAL TIP AMOUNT and NEW TIP AMOUNT fields to fix an incorrect tip and also update the register reports
3. Click **OK**. When complete, the register will print a receipt of the tip entry. The tip amount is automatically added to the employee report (to the employee that enters the tip) and to the financial report.

## Initialize Pin Pad

Initializes the Pin Pad.

## Get Gift Card Balance

Select Gift Card Balance, the operator will be prompted to slide a gift card. The balance will be printed on the receipt printer.

## Post Authorization

*Note: This function was identified as “Credit Post Authorization” on versions prior to V3.00w.*

If electronic authorization is not approved and the merchant receives voice authorization, the transaction can be entered into the batch with this function:

1. Select POST AUTHORIZE from the DATATRAN OPERATION menu. The “SLIDE CARD” message displays.
2. If the card is present, slide the card and go to step 6.
3. If the card is not present, press **CLEAR**. The message “ENTER ACCT NO” displays.
4. Enter the card account number and press **ENTER**. The message “ENTER EXP DATE” displays.
5. Enter the expiration date (4-digit format: MMY). The message “ENTER ORIG TRAN AMT” displays.
6. Enter the original transaction amount and press **ENTER**. The message “ENTER AUTH CODE” displays.
7. Enter the authorization code from the call center and press **ENTER**. The message “WAITING RESPONSE” displays.
8. When the communication is complete, the credit transaction data will print.

# Report Samples

## Financial Report

If multiple price levels are used, the register will report (+) and (-) totals for each of 20 possible levels.

Ten destination functions are available for eat-in, take out, drive thru etc.

DATE	03/26/2013	TIME:	07:09:35 AM	TUE
FINANCIAL REPORT				
X1 REPORT				0003
DESCRIPTOR		COUNT		TOTAL
+PLU LVL1 TTL		0		\$0.00
-PLU LVL1 TTL		0		\$0.00
ADJUSTED TTL		0		\$0.00
-----				
NON-TAX		0		\$0.00
TAX1 SALES		0		\$0.00
TAX2 SALES		0		\$0.00
TAX3 SALES		0		\$0.00
TAX4 SALES		0		\$0.00
TAX5 SALES		0		\$0.00
TAX6 SALES		0		\$0.00
TAX1		0		\$0.00
TAX2		0		\$0.00
TAX3		0		\$0.00
TAX4		0		\$0.00
TAX5		0		\$0.00
TAX6		0		\$0.00
EXEMPT TAX1		0		\$0.00
EXEMPT TAX2		0		\$0.00
EXEMPT TAX3		0		\$0.00
EXEMPT TAX4		0		\$0.00
EXEMPT TAX5		0		\$0.00
EXEMPT TAX6		0		\$0.00
DESTINATION1		0		\$0.00
DESTINATION2		0		\$0.00
DESTINATION3		0		\$0.00
DESTINATION4		0		\$0.00
DESTINATION5		0		\$0.00
DESTINATION6		0		\$0.00
DESTINATION7		0		\$0.00
DESTINATION8		0		\$0.00
DESTINATION9		0		\$0.00
DESTINATION10		0		\$0.00
-----				
%1		0		\$0.00
%2		0		\$0.00
%3		0		\$0.00
%4		0		\$0.00
%5		0		\$0.00
%6		0		\$0.00
%7		0		\$0.00
%8		0		\$0.00
%9		0		\$0.00
%10		0		\$0.00
NET SALES		0		\$0.00
-----				

The Previous Void 2 total includes voids after Service and is informational only. The PREVIOUS VOID 2 total is included in the PREVIOUS VOID total and does not calculate into the NET SALES or the GROSS SALES total. A void after service in a restaurant means that a kitchen requisition has been generated and now the item is voided. The descriptor for this total can be reprogrammed, for example "VOID AFTER SERV".

Note: Audaction is the total of all sales ending in a negative balance.

CREDIT TAX1	0	\$0.00
CREDIT TAX2	0	\$0.00
CREDIT TAX3	0	\$0.00
CREDIT TAX4	0	\$0.00
CREDIT TAX5	0	\$0.00
CREDIT TAX6	0	\$0.00
FOOD STMP CREDIT	0	\$0.00
MDSE RETURN	0	\$0.00
ERROR CORRECT	0	\$0.00
PREVIOUS VOID	0	\$0.00
PREVIOUS VOID 2	0	\$0.00
TRANS VOID	0	\$0.00
CANCEL	0	\$0.00
GROSS SALES	0	\$0.00
-----		
CASH	0	\$0.00
CHECK	0	\$0.00
RECD ACCT	0	\$0.00
RECD ACCT2	0	\$0.00
RECD ACCT3	0	\$0.00
RECD ACCT4	0	\$0.00
RECD ACCT5	0	\$0.00
PAID OUT	0	\$0.00
PAID OUT2	0	\$0.00
PAID OUT3	0	\$0.00
PAID OUT4	0	\$0.00
PAID OUT5	0	\$0.00
HASH TOTAL	0	\$0.00
AUDACTION	0	\$0.00
NO SALE/NON-ADD#	0	0
-----		
CASH-IN-DRAWER	0	\$0.00
CHECK-IN-DRAWER	0	\$0.00
F/S-IN-DRAWER	0	\$0.00
MISC TEND 1	0	\$0.00
MISC TEND 2	0	\$0.00
MISC TEND 3	0	\$0.00
MISC TEND 4	0	\$0.00
MISC TEND 16	0	\$0.00
CURR.CONV1	0	\$0.00
CURR.CONV2	0	\$0.00
CURR.CONV3	0	\$0.00
CURR.CONV4	0	\$0.00
CURR.CONV5	0	\$0.00
CONV1 CHECK	0	\$0.00
CONV2 CHECK	0	\$0.00
CONV3 CHECK	0	\$0.00
CONV4 CHECK	0	\$0.00
CONV5 CHECK	0	\$0.00
CONV1 CHARGE	0	\$0.00
CONV2 CHARGE	0	\$0.00
CONV3 CHARGE	0	\$0.00
CONV4 CHARGE	0	\$0.00
CONV5 CHARGE	0	\$0.00



DRAWER1 TOTAL	0	\$0.00
DRAWER2 TOTAL	0	\$0.00
DRAWER3 TOTAL	0	\$0.00
SERIAL DWR1 TTL	0	\$0.00
SERIAL DWR2 TTL	0	\$0.00
SERIAL DWR3 TTL	0	\$0.00
SERIAL DWR4 TTL	0	\$0.00
SERIAL DWR5 TTL	0	\$0.00
SERIAL DWR6 TTL	0	\$0.00
PARALLEL DWR1 TTL	0	\$0.00
-----		
PROMO	00	\$0.00
WASTE	00	\$0.00
TRAINING TOTAL	0	\$0.00
NEW BALANCE	0	\$0.00
GUESTS	0	\$0.00
P/BAL	0	\$0.00
CHECKS PAID	0	\$0.00
SERVICE	0	\$0.00
TIP TOTAL	0	\$0.00
-----		
CASH DEC AMT	0	\$0.00
CHECK DEC AMT	0	\$0.00
MISC1 DEC AMT	0	\$0.00
MISC2 DEC AMT	0	\$0.00
MISC3 DEC AMT	0	\$0.00
MISC4 DEC AMT	0	\$0.00
MISC5 DEC AMT	0	\$0.00
MISC6 DEC AMT	0	\$0.00
MISC7 DEC AMT	0	\$0.00
MISC8 DEC AMT	0	\$0.00
MISC9 DEC AMT	0	\$0.00
MISC10 DEC AMT	0	\$0.00
MISC11 DEC AMT	0	\$0.00
MISC12 DEC AMT	0	\$0.00
MISC13 DEC AMT	0	\$0.00
MISC14 DEC AMT	0	\$0.00
MISC15 DEC AMT	0	\$0.00
MISC16 DEC AMT	0	\$0.00
COUPON SALES	0	\$0.00
ROUND TTL	0	\$0.00
M&M TTL	0	\$0.00
AVG SALES	0	\$0.00
TRANSFER TTL	0	\$0.00
CASH DEPOSIT	0	\$0.00
CHECK DEPOSIT	0	\$0.00
CHARGE DEPOSIT	0	\$0.00
AVG SALES	0	\$0.00
AVG GUEST	0	\$0.00
GRAND TOTAL (NEG)	0	\$0.00
GRAND TOTAL (NET)	0	\$0.00
GRAND TOTAL (GROSS)	0	\$0.00
NO.000010 REG01 ZAC		TIME 07:09

## Sales By Time Period

DATE 03/26/2013 TIME: 07:09:35 AM TUE			
SALES BY TIME PERIOD REPORT			
X1 REPORT			0003
TIME PERIOD	#/CUSTOMERS	TOTAL	
08:00 - 09:00	3	\$11.54	
09:00 - 10:00	15	\$186.82	
11:00 - 12:00	6	\$7.99	
12:00 - 13:00	1	2.40	
14:00 - 15:00	13	\$146.82	
TOTAL	38	\$355.07	
NO.000010 REG01 ZAC			TIME 07:09

## PLU Reports

*All Plus*

*From/To PLUs*

*PLUs By Group*

*PLUs By Group For Selected Group*

*Top 20 PLUs*

*PLU Zero Sales*

*PLU Zero Sales By Group*

*PLU Sales By Price Level*

Notes:

1. Whole unit reporting if there is no decimal activity.
2. Total/Counter capacity varies by memory allocation.  
Counters: 6-8 digits  
Totals: 8-10 digits

DATE 03/26/2013 TIME: 07:09:35 AM TUE			
PLU REPORT			
X1 REPORT			0003
ITEM	GROUP#	COUNT	PLU#/% TOTAL
-----			
MUG PABST		0000000000000000	2010
			100.00%
	#02/#00/#00	12	\$30.00
TOTAL			
		12	\$30.00
NO.000010 REG01 ZAC			TIME 07:09

# Employee Reports

## Individual Employee/Employee Currently Signed On/Active Employee

DATE	03/26/2013	TIME:	07:09:35 AM	TUE
INDIVIDUAL EMPLOYEE REPORT				
X1 REPORT				0003
EMPLOYEE #1				
DESCRIPTOR	COUNT	TOTAL		
NET SALES	0	\$0.00		
NON-TAX	0	\$0.00		
TAX1 SALES	0	\$0.00		
TAX2 SALES	0	\$0.00		
TAX3 SALES	0	\$0.00		
TAX4 SALES	0	\$0.00		
TAX5 SALES	0	\$0.00		
TAX6 SALES	0	\$0.00		
TAX1	0	\$0.00		
TAX2	0	\$0.00		
TAX3	0	\$0.00		
TAX4	0	\$0.00		
TAX5	0	\$0.00		
TAX6	0	\$0.00		
EXEMPT TAX1	0	\$0.00		
EXEMPT TAX2	0	\$0.00		
EXEMPT TAX3	0	\$0.00		
EXEMPT TAX4	0	\$0.00		
EXEMPT TAX5	0	\$0.00		
EXEMPT TAX6	0	\$0.00		
DESTINATION1	0	\$0.00		
DESTINATION2	0	\$0.00		
DESTINATION3	0	\$0.00		
DESTINATION4	0	\$0.00		
DESTINATION5	0	\$0.00		
DESTINATION6	0	\$0.00		
DESTINATION7	0	\$0.00		
DESTINATION8	0	\$0.00		
DESTINATION9	0	\$0.00		
DESTINATION10	0	\$0.00		
-----				
%1	0	\$0.00		
%2	0	\$0.00		
%3	0	\$0.00		
%4	0	\$0.00		
%5	0	\$0.00		
%6	0	\$0.00		
%7	0	\$0.00		
%8	0	\$0.00		
%9	0	\$0.00		
%10	0	\$0.00		
-----				

Ten destination functions are available for eat-in, take out, drive thru etc.

The Previous Void 2 total includes voids after Service and is informational only. The PREVIOUS VOID 2 total is included in the PREVIOUS VOID total and does not calculate into the NET SALES or the GROSS SALES total. A void after service in a restaurant means that a kitchen requisition has been generated and now the item is voided. The descriptor for this total can be reprogrammed, for example "VOID AFTER SERV".

Note: Audaction is the total of all sales ending in a negative balance.

CREDIT TAX1	0	\$0.00
CREDIT TAX2	0	\$0.00
CREDIT TAX3	0	\$0.00
CREDIT TAX4	0	\$0.00
CREDIT TAX5	0	\$0.00
CREDIT TAX6	0	\$0.00
FOOD STMP CREDIT	0	\$0.00
MDSE RETURN	0	\$0.00
ERROR CORRECT	0	\$0.00
PREVIOUS VOID	0	\$0.00
PREVIOUS VOID 2	0	\$0.00
TRANS VOID	0	\$0.00
CANCEL	0	\$0.00
GROSS SALES	0	\$0.00
-----		
CASH	0	\$0.00
CHECK	0	\$0.00
RECD ACCT	0	\$0.00
RECD ACCT2	0	\$0.00
RECD ACCT3	0	\$0.00
RECD ACCT4	0	\$0.00
RECD ACCT5	0	\$0.00
PAID OUT	0	\$0.00
PAID OUT2	0	\$0.00
PAID OUT3	0	\$0.00
PAID OUT4	0	\$0.00
PAID OUT5	0	\$0.00
HASH TOTAL	0	\$0.00
AUDACTION	0	\$0.00
NO SALE/NON-ADD#	0	0
-----		
CASH-IN-DRAWER	0	\$0.00
CHECK-IN-DRAWER	0	\$0.00
F/S-IN-DRAWER	0	\$0.00
MISC TEND 1	0	\$0.00
MISC TEND 2	0	\$0.00
MISC TEND 3	0	\$0.00
MISC TEND 4	0	\$0.00
MISC TEND 16	0	\$0.00
CURR.CONV1	0	\$0.00
CURR.CONV2	0	\$0.00
CURR.CONV3	0	\$0.00
CURR.CONV4	0	\$0.00
CURR.CONV5	0	\$0.00
CONV1 CHECK	0	\$0.00
CONV2 CHECK	0	\$0.00
CONV3 CHECK	0	\$0.00
CONV4 CHECK	0	\$0.00
CONV5 CHECK	0	\$0.00
CONV1 CHARGE	0	\$0.00
CONV2 CHARGE	0	\$0.00
CONV3 CHARGE	0	\$0.00
CONV4 CHARGE	0	\$0.00
CONV5 CHARGE	0	\$0.00

DRAWER1 TOTAL	0	\$0.00
DRAWER2 TOTAL	0	\$0.00
DRAWER3 TOTAL	0	\$0.00
SERIAL DWR1 TTL	0	\$0.00
SERIAL DWR2 TTL	0	\$0.00
SERIAL DWR3 TTL	0	\$0.00
SERIAL DWR4 TTL	0	\$0.00
SERIAL DWR5 TTL	0	\$0.00
SERIAL DWR6 TTL	0	\$0.00
PARALLEL DWR1 TTL	0	\$0.00
-----		
PROMO	00	\$0.00
WASTE	00	\$0.00
TRAINING TOTAL	0	\$0.00
BAL FORWARD	0	\$0.00
GUESTS	0	\$0.00
P/BAL	0	\$0.00
CHECKS PAID	0	\$0.00
SERVICE	0	\$0.00
TIP TOTAL	0	\$0.00
-----		
ROUND TTL	0	\$0.00
M&M TTL	0	\$0.00
TRANSFER IN	0	\$0.00
TRANSFER OUT	0	\$0.00
CASH DEPOSIT	0	\$0.00
CHECK DEPOSIT	0	\$0.00
CHARGE DEPOSIT	0	\$0.00
ESTIMATED TIPS	0	\$0.00
NO.000010 REG01 ZAC		TIME 07:09

## Group

#	DESCRIPTOR	COUNT	TOTAL	%
DATE 03/26/2013 TIME: 07:09:35 AM TUE				
GROUPS REPORT				
X1 REPORT				0001
01	BEER	0	\$0.00	0.00
02	WINE	0	\$0.00	0.00
GROUP TOTAL		0	\$0.00	
NO.000010 REG01 ZAC			TIME 07:09	

## Drawer Totals

DATE 03/26/2013 TIME: 07:09:35 AM TUE				
DRAWER TOTALS REPORT				
X1 REPORT				
RECD	ACCT	0	\$0.00	
RECD	ACCT2	0	\$0.00	
RECD	ACCT3	0	\$0.00	
RECD	ACCT4	0	\$0.00	
RECD	ACCT5	0	\$0.00	
PAID	OUT	0	\$0.00	
PAID	OUT2	0	\$0.00	
PAID	OUT3	0	\$0.00	
PAID	OUT4	0	\$0.00	
PAID	OUT5	0	\$0.00	
CASH-IN-DRAWER		0	\$0.00	
CHECK-IN-DRAWER		0	\$0.00	
F/S-IN-DRAWER		0	\$0.00	
MISC	TEND 1	0	\$0.00	
MISC	TEND 2	0	\$0.00	
MISC	TEND 3	0	\$0.00	
MISC	TEND 4	0	\$0.00	
MISC	TEND 5	0	\$0.00	
MISC	TEND 6	0	\$0.00	
MISC	TEND 16	0	\$0.00	
CURR.CONV1			\$0.00	
CURR.CONV2			\$0.00	
CURR.CONV3			\$0.00	
CURR.CONV4			\$0.00	
CURR.CONV5			\$0.00	
COUPON SALES		0	\$0.00	
NO.000010 REG01 ZAC			TIME 07:09	

## Labor Groups

```

DATE 03/26/2013 TIME: 07:09:35 AM TUE
LABOR GROUPS REPORT
X1 REPORT 0001

DESCRIPTOR HOURS/MINUTES
-----
COUNTER HELP 0.00
KITCHEN STAFF 0.00
MANAGER 0.00

TOTAL TIME WORKED 0.00
AVG. DAILY LABOR COST $0.00
NO.000010 REG01 ZAC TIME 07:09
  
```

## Sales and Labor %

```

DATE 03/26/2013 TIME: 07:09:35 AM TUE
SALES AND LABOR % REPORT
X1 REPORT IRC REG#01 0001

TIME PERIOD / ITEM
-----
00:00 - 00:59
  CUST: 0 NET SALES: $0.00
  AVG/CUST: $0.00
  HRS LBR: 00:0 LABOR COST: $0.00
  %/NET SALES: $0.00
  LABOR$/CUST: $0.00
  SALES/MANHOURL: $0.00

TOTAL
  CUST: 0 NET SALES: $0.00
  AVG/CUST: $0.00
  HRS LBR: 00:0 LABOR COST: $0.00
  %/NET SALES: $0.00
  LABOR$/CUST: $0.00
  SALES/MANHOURL: $0.00

NO.000010 REG01 ZAC TIME 07:09
  
```

**Notes:** The Sales and Labor Report uses data from the Sales by Time Period Report and the Time Keeping Report. *You must clear both reports daily to get meaningful Sales & Labor % Report data.*

There are eight items per every time unit in Sales and Labor Report. 'CUST' and 'NET SALES' values are from Sales by Time Period Report where 'AVG/CUST' is division of these two values. You can calculate 'HRS LBR' and 'LABOR COST' from Time Keeping Report and Pay Rate Program. 'HRS LBR' is sum of working hours for all employees who had worked in this time period. 'LABOR COST' is the sum of the product of working hours and pay rate for every employee. '%/NET SALES' is ratio of NET SALES to LABOR COST. 'LABOR\$/CUST' is labor cost for one customer which can be calculated dividing the LABOR COST by number of customers. Divide NET SALES by 'HRS LBR' to yield 'SALES/MANHOURL'.

## Daily Sales

DATE 03/26/2013 TIME: 07:09:35 AM TUE		
DAILY SALES REPORT		
X2 REPORT		0001
DAY	COUNT	TOTAL
1	3	11.54
2	15	186.82
3	6	7.99
13	1	2.40
17	13	146.82
TOTAL	38	355.07
NO.000010 REG01 ZAC		TIME 07:09

## Groups By Time Period

Reporting for each time period and each group. (Selected groups and periods shown here.)

DATE 03/26/2013 TIME: 07:09:35 AM TUE			
GROUPS BY TIME PERIOD REPORT			
X1 REPORT			0001
TIME PERIOD	COUNT	TOTAL	AVG/TRNS
00:00-00:59	0	\$0.00	
DESCRIPTOR	COUNT	TOTAL	
GROUP1	0	\$0.00	
GROUP2	0	\$0.00	
GROUP3	0	\$0.00	
GROUP4	0	\$0.00	
GROUP5	0	\$0.00	
GROUP6	0	\$0.00	
GROUP7	0	\$0.00	
GROUP8	0	\$0.00	
01:00-01:59	0	\$0.00	
DESCRIPTOR	COUNT	TOTAL	
GROUP1	0	\$0.00	
GROUP2	0	\$0.00	
GROUP3	0	\$0.00	
GROUP4	0	\$0.00	
GROUP5	0	\$0.00	
GROUP6	0	\$0.00	
GROUP7	0	\$0.00	
GROUP8	0	\$0.00	
NO.000010 REG01 ZAC			TIME 07:09



## Destination by Time Periods

**Note:**

See flag PGM\SYSTEM OPTIONS\REPORT OPTIONS\EXCLUDE TAX ON THE TIME PERIOD REPORT = Y/N.

- If the flag = N then the Time period report uses the NET SALES number.
- If the flag = Y then the Time period report uses the ADJST TTL number.

TIME PERIOD	#/CUSTOMERS	TOTAL
DATE 03/26/2013 TIME: 07:09:35 AM TUE		
DESTINATION1 BY TIME PERIOD REPORT		
X1 REPORT		0001
00:00 - 00:59	0	\$0.00
01:00 - 01:59	0	\$0.00
02:00 - 02:59	0	\$0.00
03:00 - 03:59	0	\$0.00
04:00 - 04:59	0	\$0.00
05:00 - 05:59	0	\$0.00
06:00 - 06:59	0	\$0.00
07:00 - 07:59	0	\$0.00
08:00 - 08:59	0	\$0.00
09:00 - 09:59	0	\$0.00
10:00 - 10:59	0	\$0.00
11:00 - 11:59	0	\$0.00
12:00 - 12:59	0	\$0.00
13:00 - 13:59	0	\$0.00
14:00 - 14:59	0	\$0.00
15:00 - 15:59	0	\$0.00
16:00 - 16:59	0	\$0.00
17:00 - 17:59	0	\$0.00
18:00 - 18:59	0	\$0.00
19:00 - 19:59	0	\$0.00
20:00 - 20:59	0	\$0.00
21:00 - 21:59	0	\$0.00
22:00 - 22:59	0	\$0.00
23:00 - 23:59	0	\$0.00
24:00 - 24:59	0	\$0.00
TOTAL	0	\$0.00
NO.000010 REG01 ZAC		TIME 07:09

## Track by Time Periods

*Track 1 by Time Periods*

*Track 2 by Time Periods*

*Track 3 by Time Periods*

*Track 4 by Time Periods*

DATE	03/26/2013	TIME:	07:09:35 AM	TUE
TRACK1 BY TIME PERIODS REPORT				
X1 REPORT				0001
TIME PERIOD	#/CUSTOMERS		TOTAL	
00:00 - 00:59	0		\$0.00	
01:00 - 01:59	0		\$0.00	
02:00 - 02:59	0		\$0.00	
03:00 - 03:59	0		\$0.00	
04:00 - 04:59	0		\$0.00	
05:00 - 05:59	0		\$0.00	
06:00 - 06:59	0		\$0.00	
07:00 - 07:59	0		\$0.00	
08:00 - 08:59	0		\$0.00	
09:00 - 09:59	0		\$0.00	
10:00 - 10:59	0		\$0.00	
11:00 - 11:59	0		\$0.00	
12:00 - 12:59	0		\$0.00	
13:00 - 13:59	0		\$0.00	
14:00 - 14:59	0		\$0.00	
15:00 - 15:59	0		\$0.00	
16:00 - 16:59	0		\$0.00	
17:00 - 17:59	0		\$0.00	
18:00 - 18:59	0		\$0.00	
19:00 - 19:59	0		\$0.00	
20:00 - 20:59	0		\$0.00	
21:00 - 21:59	0		\$0.00	
22:00 - 22:59	0		\$0.00	
23:00 - 23:59	0		\$0.00	
24:00 - 24:59	0		\$0.00	
TOTAL	0		\$0.00	
NO.000010 REG01 ZAC				TIME 07:09

## Open Check

*Open Check For Track 1*

*Open Check For Track 2*

*Open Check For Track 3*

*Open Check For Track 4*

*Open Check For Selected Employee*

*Open Check For Current Employee*

*Open Check For Track 1, 2, 3, & 4*

### Note:

The indicator [T] is used to identify training mode checks. Be sure to clear training mode checks after training activity.

DATE	03/26/2013	TIME:	07:09:35 AM	TUE
OPEN CHECK FOR TRACK 1 REPORT				
X1 REPORT				0001
TBL#	CHECK#	G#	EMPLOYEE	TIME TOTAL
-----				
				IRC REG#01
0001		0		10:17 [T]
	2	1	EMPLOYEE	\$0.00
0002		0		11:02
	1	1	EMPLOYEE	\$0.00
TRACK#1 TOTAL				\$0.00
NO.000010	REG01	ZAC	TIME	07:09

## Product Mix

DATE	03/26/2013	TIME:	07:09:35 AM	TUE
PRODUCT MIX REPORT				
X1 REPORT			X1 0003	X2 0001
PRODUCT/TIME	UNIT#PC	COUNT	TOTAL	
-----				
BOTTLE BECKS (CASE)				
-----				
00:00-05:59	0001#084	204	222.36	
00:00-15:59	0001#084	204	222.36	
00:00-23:59	0001#084	204	222.36	
TOTAL	0005#012	612	667.08	
NO.000010	REG01	ZAC	TIME	07:09

## Product Projections

DATE 03/26/2013 TIME: 07:09:35 AM TUE					
PRODUCT PROJECTIONS REPORT					
X1 REPORT					0001
BOTTLE BECKS (CASE)					TUE
TIME	WEEK1	WEEK2	WEEK3	WEEK4	AVG
06:00-07:59	5	5	5	5	5
08:00-08:29	10	20	30	40	25
08:30-08:59	0	0	0	700	175
09:30-09:59	0	0	68	1	17
TOTAL	15	25	103	746	222
NO.000010 REG01 ZAC					TIME 07:09

## Station Totals

Prints for each register in an IRC configuration.

DATE 03/26/2013 TIME: 07:09:35 AM TUE			
STATION TOTALS REPORT			
X1 REPORT			0001
DESCRIPTOR	COUNT	TOTAL	
-----			
			IRC REG#01
NET SALES	0	\$0.00	
GROSS SALES	0	\$0.00	
DRAWER 1	0	\$0.00	
DRAWER 2	0	\$0.00	
DRAWER 3	0	\$0.00	
NO.000010 REG01 ZAC			TIME 07:09

# Daily Time Keeping

DATE	03/26/2013	TIME:	07:09:35 AM	TUE
TIME KEEPING REPORT				
X1 REPORT				IRC REG#01
				0001
EMP#	SSN	NAME	TIPS	
-----				
001*		ZAC	\$0.00	
	08:00	- 12:00		
	13:00	- 17:00		
MANAGER	8:00	REG	0:00	OT
TOTAL REG	8:00	HR	\$120.00	CST
TOTAL OT	0:00	HR	\$0.00	CST
TOTAL LBR	8:00	HR	\$120.00	CST
002		RENEE	\$0.00	
	16:30	- 22:30	ASST MGR	
ASST MGR	6:00	REG	0:00	OT
TOTAL REG	6:00	HR	\$57.00	CST
TOTAL OT	0:00	HR	\$0.00	CST
TOTAL LBR	6:00	HR	\$57.00	CST
003		SAM	\$0.00	
	09:00	- 13:30	KITCHEN	
	14:00	- 19:30	COUNTER	
COUNTER	5:30	REG	0:00	OT
KITCHEN	4:30	REG	0:00	OT
TOTAL REG	10:00	HR	\$75.00	CST
TOTAL OT	0:00	HR	\$0.00	CST
TOTAL LBR	10:00	HR	\$75.00	CST
004		ANNIE	\$0.00	
	10:00	- 14:00	KITCHEN	
	15:00	- 19:00	COUNTER	
COUNTER	4:00	REG	0:00	OT
KITCHEN	4:00	REG	0:00	OT
TOTAL REG	8:00	HR	\$60.00	CST
TOTAL OT	0:00	HR	\$0.00	CST
TOTAL LBR	8:00	HR	\$60.00	CST
-----				
COUNTER				
REG	9:30	HR	\$71.25	CST
OT	0:00	HR	\$0.00	CST
TOTAL LBR	9:30	HR	\$71.25	CST
KITCHEN				
REG	8:30	HR	\$63.75	CST
OT	0:00	HR	\$0.00	CST
TOTAL LBR	8:30	HR	\$63.75	CST
ASST MGR				
REG	6:00	HR	\$57.00	CST
OT	0:00	HR	\$0.00	CST
TOTAL LBR	6:00	HR	\$57.00	CST

An asterisk will display if clock data is edited.

Summary of hours by job code, regular and overtime for each employee

Computed time worked is calculated in hundredths of hours or minutes, depending upon system setup.

MANAGER			
REG	8:00	HR	\$120.00 CST
OT	0:00	HR	\$0.00 CST
TOTAL LBR	8:00	HR	\$120.00 CST
TOTAL			
REG	32:00	HR	\$312.00 CST
OT	0:00	HR	\$0.00 CST
TOTAL LABOR	32:00	HR	\$312.00 CST
TOTAL TIPS	\$0.00	TIP%	\$0.00
NO.000022 REG 01 DAVE			TIME 10:51

## Period Time Keeping

**Note:** The Period Time Keeping report does not include individual time-punch data.

DATE	03/26/2013	TIME:	07:09:35 AM	TUE
TIME KEEPING REPORT				
X2 REPORT				0001
EMP#	SSN	NAME		TIPS
-----				
001		DAVE		\$0.00
MANAGER	16:00	REG		0:00 OT
TOTAL REG	16:00	HR	\$240.00	CST
TOTAL OT	0:00	HR	\$0.00	CST
TOTAL LBR	16:00	HR	\$240.00	CST
-----				
MANAGER				
REG	16:00	HR	\$240.00	CST
OT	0:00	HR	\$0.00	CST
TOTAL LBR	16:00	HR	\$240.00	CST
TOTAL				
REG	16:00	HR	\$240.00	CST
OT	0:00	HR	\$0.00	CST
TOTAL LABOR	16:00	HR	\$240.00	CST
TOTAL TIPS	\$0.00	TIP%	\$0.00	
NO.000011 REG 01 DAVE			TIME 14:17	

# Shift Report

Complete Financial Reporting is available for each of 4 possible shifts. Shifts can be changed automatically at a set time or manually.

If multiple price levels are used, the register will report (+) and (-) totals for each of 20 possible levels.

DATE	03/26/2013	TIME:	07:09:35 AM	TUE
DAY SHIFT#1 REPORT				
CONSOLIDATED (01)				
X1 REPORT				0003
DESCRIPTOR		COUNT		TOTAL
+PLU LVL1 TTL		0		\$0.00
-PLU LVL1 TTL		0		\$0.00
ADJUSTED TTL		0		\$0.00
-----				
NON-TAX		0		\$0.00
TAX1 SALES		0		\$0.00
TAX2 SALES		0		\$0.00
TAX3 SALES		0		\$0.00
TAX4 SALES		0		\$0.00
TAX5 SALES		0		\$0.00
TAX6 SALES		0		\$0.00
TAX1		0		\$0.00
TAX2		0		\$0.00
TAX3		0		\$0.00
TAX4		0		\$0.00
TAX5		0		\$0.00
TAX6		0		\$0.00
EXEMPT TAX1		0		\$0.00
EXEMPT TAX2		0		\$0.00
EXEMPT TAX3		0		\$0.00
EXEMPT TAX4		0		\$0.00
EXEMPT TAX5		0		\$0.00
EXEMPT TAX6		0		\$0.00
-----				
EAT IN SALES		0		\$0.00
TAKE OUT SALES		0		\$0.00
DRIVE THRU SALES		0		\$0.00
-----				
%1		0		\$0.00
%2		0		\$0.00
%3		0		\$0.00
%4		0		\$0.00
%5		0		\$0.00
%6		0		\$0.00
%7		0		\$0.00
%8		0		\$0.00
%9		0		\$0.00
%10		0		\$0.00
NET SALES		0		\$0.00
-----				
CREDIT TAX1		0		\$0.00
CREDIT TAX2		0		\$0.00
CREDIT TAX3		0		\$0.00
CREDIT TAX4		0		\$0.00
CREDIT TAX5		0		\$0.00
CREDIT TAX6		0		\$0.00

FOOD STMP CREDIT	0	\$0.00
MDSE RETURN	0	\$0.00
ERR.CORR.	0	\$0.00
PREVIOUS VOID	0	\$0.00
TRANS VOID	0	\$0.00
CANCEL	0	\$0.00
GROSS SALES	0	\$0.00
-----		
CASH	0	\$0.00
CHECK	0	\$0.00
RECD ACCT	0	\$0.00
RECD ACCT2	0	\$0.00
RECD ACCT3	0	\$0.00
RECD ACCT4	0	\$0.00
RECD ACCT5	0	\$0.00
PAID OUT	0	\$0.00
PAID OUT2	0	\$0.00
PAID OUT3	0	\$0.00
PAID OUT4	0	\$0.00
PAID OUT5	0	\$0.00
HASH TOTAL	0	\$0.00
AUDACTION	0	\$0.00
NO SALE/NON-ADD#	0	0
-----		
CASH-IN-DRAWER	0	\$0.00
CHECK-IN-DRAWER	0	\$0.00
F/S-IN-DRAWER	0	\$0.00
MISC TEND 1	0	\$0.00
MISC TEND 2	0	\$0.00
MISC TEND 3	0	\$0.00
MISC TEND 4	0	\$0.00
MISC TEND 16	0	\$0.00
CURR.CONV1	0	\$0.00
CURR.CONV2	0	\$0.00
CURR.CONV3	0	\$0.00
CURR.CONV4	0	\$0.00
CURR.CONV5	0	\$0.00
CONV1 CHECK	0	\$0.00
CONV2 CHECK	0	\$0.00
CONV3 CHECK	0	\$0.00
CONV4 CHECK	0	\$0.00
CONV5 CHECK	0	\$0.00
CONV1 CHARGE	0	\$0.00
CONV2 CHARGE	0	\$0.00
CONV3 CHARGE	0	\$0.00
CONV4 CHARGE	0	\$0.00
CONV5 CHARGE	0	\$0.00
DRAWER1 TOTAL	0	\$0.00
DRAWER2 TOTAL	0	\$0.00
DRAWER3 TOTAL	0	\$0.00
-----		

Note: Audaction is the total of all sales ending in a negative balance.



PROMO	00	\$0.00
WASTE	00	\$0.00
TRAINING TOTAL	0	\$0.00
NEW BALANCE	0	\$0.00
GUESTS	0	\$0.00
P/BAL	0	\$0.00
CHECKS PAID	0	\$0.00
SERVICE	0	\$0.00
TIP TOTAL	0	\$0.00
-----		
CASH DEC AMT	0	\$0.00
CHECK DEC AMT	0	\$0.00
MISC1 DEC AMT	0	\$0.00
MISC2 DEC AMT	0	\$0.00
MISC3 DEC AMT	0	\$0.00
MISC4 DEC AMT	0	\$0.00
MISC5 DEC AMT	0	\$0.00
MISC6 DEC AMT	0	\$0.00
MISC7 DEC AMT	0	\$0.00
MISC8 DEC AMT	0	\$0.00
MISC9 DEC AMT	0	\$0.00
MISC10 DEC AMT	0	\$0.00
MISC11 DEC AMT	0	\$0.00
MISC12 DEC AMT	0	\$0.00
MISC13 DEC AMT	0	\$0.00
MISC14 DEC AMT	0	\$0.00
MISC15 DEC AMT	0	\$0.00
MISC16 DEC AMT	0	\$0.00
COUPON SALES	0	\$0.00
ROUND TTL	0	\$0.00
M&M TTL	0	\$0.00
AVG SALES	0	\$0.00
TRANSFER TTL	0	\$0.00
CASH DEPOSIT	0	\$0.00
CHECK DEPOSIT	0	\$0.00
CHARGE DEPOSIT	0	\$0.00
SERIAL DWR1 TTL	0	\$0.00
SERIAL DWR2 TTL	0	\$0.00
SERIAL DWR3 TTL	0	\$0.00
SERIAL DWR4 TTL	0	\$0.00
SERIAL DWR5 TTL	0	\$0.00
SERIAL DWR6 TTL	0	\$0.00
PARALLEL DWR1 TTL	0	\$0.00
PREVIOUS VOID 2	0	\$0.00
DESTINATION1	0	\$0.00
DESTINATION2	0	\$0.00
DESTINATION3	0	\$0.00
DESTINATION4	0	\$0.00
DESTINATION5	0	\$0.00
DESTINATION6	0	\$0.00
DESTINATION7	0	\$0.00
DESTINATION8	0	\$0.00
DESTINATION9	0	\$0.00
DESTINATION10	0	\$0.00
NO.000010 REG01 ZAC		TIME 07:09

The Previous Void 2 total includes voids after Service and is informational only. The PREVIOUS VOID 2 total is included in the PREVIOUS VOID total and does not calculate into the NET SALES or the GROSS SALES total. A void after service in a restaurant means that a kitchen requisition has been generated and now the item is voided. The descriptor for this total can be reprogrammed, for example "VOID AFTER SERV".

# Inventory

An example of the inventory report follows:

DATE	03/26/2013	TIME:	07:09:35 AM	TUE
INVENTORY REPORT				
X1 REPORT		X1	0003	X2 0001
CONSOLIDATED 01-02				
INV #002	BURGER			
BEGINING INVENTORY				00.00
RECEIPTS				00.00
TRANSFER INS				00.00
TRANSFER OUTS				00.00
RAW WASTE				00.00
THEORETICAL USAGE				00.00
ACTUAL INVENTORY				00.00
ACTUAL USEAGE				00.00
ENDING INVENTORY				00.00
VALUE OF INVENTORY				00.00
VARIANCE +/-				00.00
VARIANCE COST				00.00
EFFICIENCY %				00.00
FOOD COST				00.00
FOOD COST %				00.00
INVENTORY TOTAL				
-----				
PLU RECIPE SALES				00.00
FOOD COST				00.00
FOOD COST %				00.00
VALUE OF INVENTORY			2245.50	
VARIANCE COST				-4.50
NO.000010	REG01	ZAC		TIME 07:09

## Inventory Definitions

### Beginning Inventory

The Beginning Quantity as entered in (inventory - register begin quantity), for the first report. Additional reports will get the begin quantity from the END value from the last "Z" reset

### Receipts

Receipt Quantity as entered in X-mode (inventory - edit inventory item-daily edit/period edit).

### Transfer In

The Transfer In Quantity as entered in X-mode (inventory - edit inventory item-daily edit/period)

### Transfer Out

Transfer Out Quantity as entered in X-mode (inventory - edit inventory item -daily edit/period)

**Raw Waste**

Raw Waste Quantity as entered in X-mode (inventory - edit inventory item -daily edit/period).

**Theoretical Usage**

The Theoretical Use Quantity. =[(PROMO+WASTE+SOLD (ITEM/PLU Report)] \* [COUNT (RECIPE TABLE)]

**Actual Inventory**

The Actual Inventory Quantity as entered in X-mode (inventory - edit inventory item - daily edit/period edit).

**Actual Usage**

The Actual Use Quantity. =[(BEGIN)+(RECPT)+(TR/IN)-(TR/OUT)-(RAW WASTE)-(SHELF)]

**Ending Inventory**

The Ending Quantity. If no actual inventory quantity is entered in X-mode. END = [(BEGIN)+(RECPT)+(TR/IN)-(TR/OUT)-(RAW WASTE)-(T.USE)]. If an actual inventory quantity entered. END=[(BEGIN)+(RECPT)+(TR/IN)-(TR/OUT)-(RAW WASTE)-(A.USE)]

**Value Of Inventory**

The Value of inventory items on hand. VALUE=[(END)\*(COST)]

**Variance +/-**

The Variance +/-. VR+/- =[(T.USE)-(A.USE)]

**Variance Cost**

The Variance Cost. V.CST=[(VR+/-)\*(COST)]

**Food Cost**

The Food Cost. FDCST=[(A.USE)\*(COST)]

## PLU Stock

PLUs designated as stock PLUs (see PLU Status Group Programming) will appear

DATE	03/26/2013	TIME:	07:09:35 AM	TUE
PLU STOCK REPORT				
X1 REPORT				0003
PLU#	DESCRIPTOR			COUNT
-----				
2367	BOTTLE BECKS			1234
NO.000010 REG01 ZAC				TIME 07:09

## PLU Stock by Group

Further stock reporting formats are available

DATE	03/26/2013	TIME:	07:09:35 AM	TUE
STOCK BY GROUP REPORT				
X1 REPORT				0003
GROUP/PLU#	DESCRIPTOR			COUNT
-----				
1234				
BOTTLE BEERS				
TOTAL				1234
NO.000010 REG01 ZAC				TIME 07:09

## **Electronic Journal**

All information can be selected by individual transaction type to be stored and reported extracted as required i.e. all Cash Transactions, VOIDS etc

### **CASH TRANSACTIONS**

All cash sales made during normal operation

### **CHECK TRANSACTIONS**

All check sales made during normal operation

### **MISC TEND TRANSACTIONS**

All Miscellaneous tender operations made during normal operation

### **TRANSACTIONS WITH %**

All sales containing a discount or premium operation

### **RECD ACCT & PAID OUT**

All received on account or Paid out sales transactions

### **RETURN TRANSACTIONS**

All Merchandise Return sales transactions

### **WITH ERROR CORRS & VOIDS**

All Transactions containing an error correct or voids.

### **NO SALES**

All Transactions containing no sale operations.

### **CANCEL TRANSACTIONS**

All Register Mode cancelled transactions

### **TRANSACTIONS NEGATIVE**

All Transactions with negative product sales.

### **REPORTS**

All Read & Reset reports which are printed

### **PROGRAM SCANS**

All Program scans which are printed.

### **CHECK TRACKING**

All sales registered for open checks.

## Food Cost

FOOD COST REPORT			
X1 REPORT			0003
BURGER	PRICE \$		1.95
-----			
PLU#01234567890123456			
FOOD COST %		17.11%	
USAGE COUNT		28	
ITEM COST		1.200	
USAGE COST		33.60	
SALES COUNT		28	
NET SALES		54.60	
-----			
TOTAL FOOD COST %		17.11%	
TOTAL FOOD COST		269.85	
TOTAL SALES COUNT		133	
NET SALES TOTAL		1309.35	
EMPLOYEE:	KELLY		#01
TIME 09:03			NO.000000

### **Definitions**

#### **Usage Count**

(SALES COUNT + PROMO COUNT + WASTE COUNT)

#### **Item Food Cost**

COMBINED COST OF ALL INGREDIENTS\RECIPIES ASSOCIATED WITH THE ITEM.

#### **Usage Cost**

(USAGE \* ITEM FOOD COST)

#### **Sales Count**

(SALES COUNT)

#### **Net Sales**

(SALES COUNT \* PRICE)

#### **Shelf Count**

The Shelf is the Actual Inventory Quantity as entered in X-mode (inventory - edit inventory item - daily edit/period edit).

## Balancing Formulas

+/-	NET SALES
=	PLU Sales Total
+	Tax 1 Amount
+	Tax 2 Amount
+	Tax 3 Amount
+	Tax 4 Amount
+	Tax 5 Amount
+	Tax 6 Amount
+	Item Coupon Total (when NET=N)
+	Item Percentage Discount (when NET=N)
+	Sale Coupon Amounts
+	Sale Percentage Discounts
+	Sale Surcharge Amounts
=	Net Sales

+/-	GROSS SALES
=	Net Sales
+	Negative PLU Total
+	Item Coupon Total (when NET=Y)
+	Item Percentage Discount (when NET=Y)
+	Sale Coupon Amounts
+	Sale Percentage Discounts
+	Credit Tax 1
+	Credit Tax 2
+	Credit Tax 3
+	Credit Tax 4
+	Credit Tax 5
+	Credit Tax 6
+	Merchandise Return
+	VOID Position Total
+	Mix & Match Total
=	Gross Sales

Grand Total (NEG)	Accumulation of Negative PLUs and Transaction Void totals
Grand Total (NET)	Accumulation of Daily NET Sales
Grand Total (GROSS)	Acculmuation of Daily Gross Sales



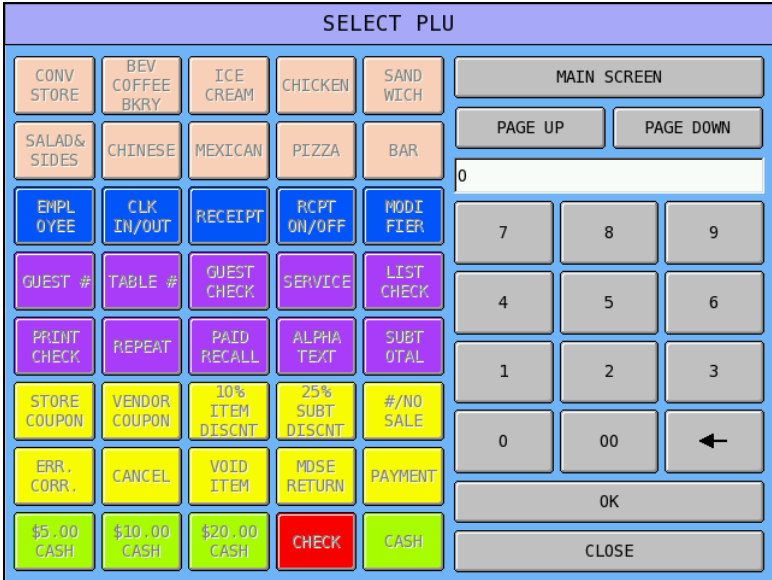


# Program Maintenance

## PLU Maintenance

### Changing Item Prices

1. From the **PGM** mode PROGRAMMING MENU touch **PLU** to view the PLU program selection window.
2. Touch **PLU ADD & CHANGE** to view the SELECT PLU screen.



3. Select a PLU to edit in one of two ways:

Touch a PLU key located on the keyboard. (If the PLU you wish to edit is not displayed on the MAIN SCREEN, touch the key that displays the keylink where the PLU is located, or touch **PAGE UP/PAGE DOWN** until the appropriate Key Link where you wish to edit a PLU displays.)

*or*

Enter the PLU number and touch **OK**.

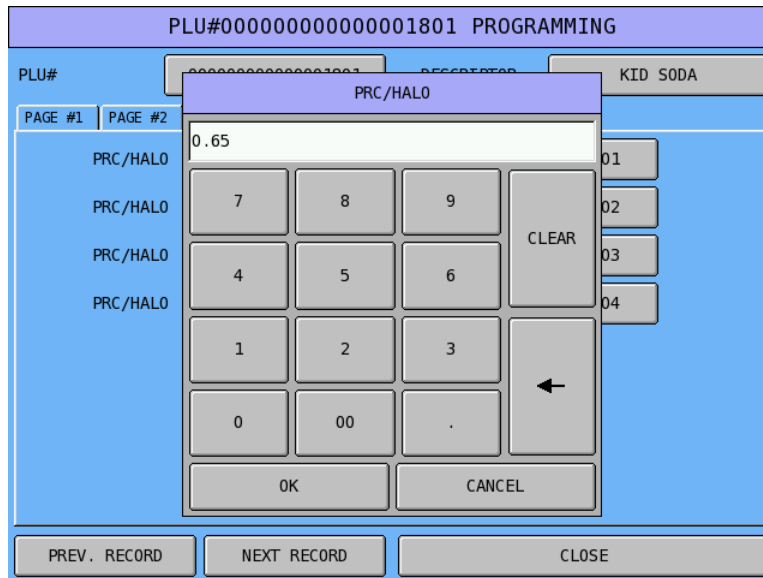
4. After a PLU is selected, the PLU PROGRAMMING screen displays at the **PAGE #1** tab:

PLU#000000000000001801 PROGRAMMING				
PLU#	000000000000001801		DESCRIPTOR	KID SODA
PAGE #1	PAGE #2	PRICES		
STOCK LINK PLU #				0000000000000000
MODIFIER QTY				00.00
GROUP LINK #1				18
PLU STATUS	GROUP LINK#			003
PIECE COUNT				000
PRODUCT MIX #1				00
RECIPE#				0
MIX&MATCH TABLE#				000
PREV. RECORD		NEXT RECORD		CLOSE

5. Touch the **PRICES** tab.

PLU#000000000000001801 PROGRAMMING				
PLU#	000000000000001801		DESCRIPTOR	KID SODA
PAGE #1	PAGE #2	PRICES		
PRC/HALO	000000.65	PRC L1	01	
PRC/HALO	000000.00	PRC L2	02	
PRC/HALO	000000.00	PRC L3	03	
PRC/HALO	000000.00	PRC L4	04	
PREV. RECORD		NEXT RECORD		CLOSE

6. Depending upon memory allocation, prices or HALOs (high amount lock outs that apply to open price entry PLUs) will display for one to five price levels. Touch the current price to make a price change.



7. Enter a new price and touch **OK**.
8. If you wish to change prices on another PLU, touch the **PREV. RECORD** or **NEXT RECORD** keys to display the price screen for the previous or next sequential PLU, or touch **CLOSE** to return to the PLU Select screen.

# Employee File Maintenance

The employee file contains information for register operators as well as employees who use the register only to clock in or out (employee time keeping.) Specific functions that are allowed or disallowed for each employee are determined by assigning the employee to an authority level.

Two 10-digit code numbers may be assigned for each employee. A clock-in code is used to clock in or out and a separate sign on code used to operate the register. The social security number is for reference only and appears only on reports.

The total number of employees (up to 999) is set in memory allocation.

1. Select **EMPLOYEE** from the P-Mode menu, and then select **EMPLOYEE** to display the **EMPLOYEE** selection screen. The program screen for the first employee in the file displays with the first of two pages of options in view.

EMPLOYEE# 1 PROGRAMMING						
EMPLOYEE #	1			NAME	SAM	
PAGE #1	PAGE #2					
SOCIAL SEC #						
CLOCK IN CODE	000000001					
OPERATING CODE	000000001					
LINK TO AUTHORITY LEVEL	1					
	JOB1	JOB2	JOB3	JOB4	JOB5	JOB6
JOB CODE#	01	00	00	00	00	00
PAY RATE#	01	00	00	00	00	00
OPEN DRAWER# DIRECT (0-2) VIA (3-9)	1					
PREV. RECORD		NEXT RECORD		CLOSE		

2. Select an employee to program or edit by employee number (touch the current number and enter a new one) or by touching the **NEXT RECORD** or **PREV. RECORD** keys until the appropriate employee is in view. If you are adding a new employee, touch the **NEXT RECORD** key until the next unused employee file displays.

3. Touch fields as necessary to set the options on page #1.

EMPLOYEE# 19 PROGRAMMING						
EMPLOYEE #	19		NAME	19 EMPLOYEE		
PAGE #1	PAGE #2					
SOCIAL SEC #						
CLOCK IN CODE	0000000019					
OPERATING CODE	0000000019					
LINK TO AUTHORITY LEVEL	1					
	JOB1	JOB2	JOB3	JOB4	JOB5	JOB6
JOB CODE#	00	00	00	00	00	00
PAY RATE#	00	00	00	00	00	00
OPEN DRAWER# DIRECT (0-2) VIA (3-9)	1					
PREV. RECORD		NEXT RECORD		CLOSE		

**NAME**

Set the employee name here.

**SOCIAL SEC #**

Enter the employee social security number.

**CLOCK IN CODE**

Enter a number (up to 10 digits in length) that will be used by this employee to clock in and/or out.

**OPERATING CODE**

Enter the secret code number (up to 10 digits in length) that can be used to sign in/out.

**LINK TO AUTHORITY LEVEL**

Operations and programs that can be accessed by this employee are determined by selecting a authority level here.

**JOB CODE#/PAY RATE#**

An employee might have more than one job, possibly with a different pay rate for each job. For example, in a restaurant, an employee might work as a server one day, and on a different day or shift, work as a cashier. Here you can list up to six different job codes and six different pay rates for each employee.

By assigning separate job codes and pay rates for each employee, the built in time clock can track and report hours and wage costs appropriately.

Note that the job code you assign for JOB1 is the default job code for clocking in/out.

**OPEN DRAWER# DIRECT (0-2) VIA (3-9)**

4. Touch the page #2 tab to set the remaining employee file options.

EMPLOYEE# 19 PROGRAMMING	
EMPLOYEE #	19
NAME	19 EMPLOYEE
PAGE #1	PAGE #2
TRAINING MODE	NO
DEFAULT PRICE LEVEL	00
DEFAULT SCREEN LEVEL (0-200)	000
MANAGER	NO
EDIT JOB CODES	EDIT JOB CODES
EDIT PAY RATES	EDIT PAY RATES
DALLAS KEY LINK	00000000000000
PREV. RECORD	NEXT RECORD
CLOSE	

### TRAINING MODE?

If Y, this employee will be in training, regardless of the training mode status of the entire register.

### DEFAULT PRICE LEVEL

If multiple price levels are used, set the default level for this employee.

### DEFAULT SCREEN LEVEL (0-200)

You can set a default screen level (keylink) to display when this employee is signed on to operate.

### MANAGER

You can assign this employee "manager" status to perform manager controlled functions without password entry.

### EDIT JOB CODES

---

**Note:** An employee with the appropriate authority level must be signed on to perform job code programming.

---

Job codes are used to break down the hours worked for all employees into different categories (See "Labor Groups" report in the *Operation Manual*.) A breakdown of hours by job is also reported for each employee (See "Time Keeping" reports in the *Operation Manual*.)

The job codes to be used by all employees are set up here. There are 20 possible job codes. Each job code you wish to activate must be given a descriptor here.

### EDIT PAY RATES

---

**Note:** An employee with the appropriate authority level must be signed on to perform pay rate programming.

---

The pay rates set here can be used by all employees. There are up to 50 pay rates.

### DALLAS KEY LINK

This option is not available.

## Employee Field Definitions

### SOCIAL SEC #

### CLOCK IN CODE

Enter a number (up to 10 digits in length) that will be used by this employee to clock in and/or out.

### OPERATING CODE

Enter the secret code number (up to 10 digits in length) that can be used to sign in/out. Note that system option # 21 "EMPLOYEE SIGN-ON" must be set to "SECRET CODE" to use this number.

### LINK TO AUTHORITY LEVEL

Operations and programs that can be accessed by this employee are determined by selecting a authority level here.

### OPEN DRAWER# (0-2)

If drawer 0 is assigned, the employee can only perform check track postings (not payments).

### JOB CODE#/PAY RATE#

An employee might have more than one job, possibly with a different pay rate for each job. For example, in a restaurant, an employee might work as a server one day, and on a different day or shift, work as a cashier. Here you can list up to six different job codes and six different pay rates for each employee.

By assigning separate job codes and pay rates for each employee, the built in time clock can track and report hours and wage costs appropriately.

See "Time Clock Procedures" in the *SPS-2000 Operation Manual* for instructions on clocking on/off for different jobs. Note that the job code you assign for JOB1 is the default job code for clocking in/out.

### OPEN DRAWER# DIRECT (0-2) VIA (3-9)

### TRAINING MODE?

If Y, this employee will be in training, regardless of the training mode status of the entire register.

### DEFAULT PRICE LEVEL

### DEFAULT SCREEN LEVEL (0-200)

### MANAGER

### EDIT JOB CODES

---

**Note:** An employee with the appropriate authority level must be signed on to perform job code programming.

---

Job codes are used to break down the hours worked for all employees into different categories (See "Labor Groups" report in the *Operation Manual*.) A breakdown of hours by job is also reported for each employee (See "Time Keeping" reports in the *Operation Manual*.)

The job codes to be used by all employees are set up here. There are 20 possible job codes. Each job code you wish to activate must be given a descriptor here.

### **EDIT PAY RATES**

---

**Note:** An employee with the appropriate authority level must be signed on to perform pay rate programming.

---

The pay rates set here can be used by all employees. There are up to 50 pay rates.

### **DALLAS KEY LINK**

This option is not available.



# Appendix

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## Report Function Key Report Code Structure

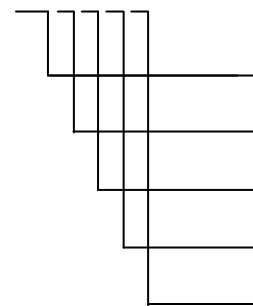
You can print out reports from the REG tab using the REPORT key. Reports are generated by first entering the report code, then touching the REPORT key, i.e:

[Report Code] [REPORT]

The REPORT key code is #36 and is available on software versions 2.00j or later.

### Report Code Structure

010100



1. Enter the 2-digit report number. See the "Report Table" below.
2. Enter "0" for X reports; enter "1" for Z reports
3. Enter the report level: "1" through "5"
4. Enter "0" for standalone reports: enter "1" for IRC reports, (or "2" to view IRC for all registers without entering the IRC range with v.2.02b or later).
5. Enter the option code, 1-4 digits. See the "Report Option Table" below. If no option is selected, enter "0".

*The report code example above "010100" generates an X1 Standalone Financial Report.*

### Report # Table

NO.	REPORT NAME	X/Z & REPORT LEVEL	IRC
01	Financial	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
02	Sales by Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
03	All PLU's	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
04	From/To PLU (available version 3.00g31 or later)	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
05	PLU's by Group	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC

06	PLU's by Group for Selected Group	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
07	Top 20 PLU's	X1 to X5 read only	INDIVIDUAL & IRC
08	PLU Zero Sales	X1 to X5 read only	INDIVIDUAL & IRC
09	PLU Zero Sales by Group	X1 to X5 read only	INDIVIDUAL & IRC
10	PLU Sales by Price Level	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
11	Mix and Match report	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
12	Not Found	X1 & Z1 only	INDIVIDUAL
13	Employees	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
14	Individual Employees	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
15	Employee Currently Signed on	X1 & Z1 also X5 to Z5	Individual/(IRC with 2.00x or later)
16	Groups by Employee	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
17	Groups	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
18	From/To Groups	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
19	Selective Groups	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
20	Drawer Totals	X1 to X5 read only	INDIVIDUAL & IRC
21	Drawer 1/2/3	X1 to X5 read only	INDIVIDUAL & IRC
22	Labour Groups	X1 & Z1 also X5 to Z5	IRC
23	Sales & Labour %	X1 & Z1 also X2 & Z2	IRC
24	Daily Sales	X2 & Z2	INDIVIDUAL & IRC
25	Groups By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
26	Analysis 1 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
27	Analysis 2 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
28	Analysis 3 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
29	Track 1 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
30	Track 2 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
31	Track 3 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
32	Track 4 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
33	Checks for Track 1	X1 & Z1	IRC from REG holding data
34	Checks for Track 2	X1 & Z1	IRC from REG holding data
35	Checks for Track 3	X1 & Z1	IRC from REG holding data
36	Checks for Track 4	X1 & Z1	IRC from REG holding data
37	Checks for Selected Employee	X1 & Z1	IRC from REG holding data
38	Checks for Current Employee	X1 & Z1	IRC from REG holding data
39	Checks for Track 1,2,3,4	X1 & Z1	IRC from REG holding data
40	Product Mix	X1 & Z1 also X2 & Z2	INDIVIDUAL & IRC
41	Product Projections	X1 read only	INDIVIDUAL & IRC

42	Station Totals	X1	IRC
43	Active Employees—time keeping	X1 read only	IRC
44	Daily Time Keeping	X1 & Z1 also X5 to Z5	IRC
45	Shift Reporting	X1 & Z1	INDIVIDUAL & IRC
46	Inventory	X1 & Z1	IRC
47	PLU Stock	X1 & Z1	INDIVIDUAL & IRC
48	Not use this by REPORT key function.		
49	Stock by Group	X1 & Z1	INDIVIDUAL & IRC
50	Stock by Individual Group	X1 & Z1	INDIVIDUAL & IRC
51	Food Cost	X1 & Z1	IRC
52	PLU Minimum Stock	X1 & Z1	INDIVIDUAL & IRC
53	Not use this by REPORT key function.		
54	String Report 1 – as defined by program	X1 & Z1*	INDIVIDUAL & IRC
55	String Report 2 – as defined by program	X1 & Z1 *	INDIVIDUAL & IRC
56	String Report 3 – as defined by program	X1 & Z1*	INDIVIDUAL & IRC
57	String Report 4 – as defined by program	X1 & Z1*	INDIVIDUAL & IRC
58	Custom Report	X1 & Z1	INDIVIDUAL
59	Pre-Poll Report – Hard Copy Print Out	X1 & Z1	INDIVIDUAL & IRC
60	Not use this by REPORT key function.		
61	Clocked in employees	X1 read only	INDIVIDUAL & IRC

\* Generates X/Z Level based on string report programming in PGM mode.

### Report Option Table

NO.	REPORT NAME	OPTION
04	From/To PLU	Enter the From PLU #, “.”then the To PLU#. For example if the report is a the PLU range from PLU # 38000 to 41000, enter “38000.41000”.
06	PLU’s by Group for Selected Group	Group number (1~2 digit)
14	Individual Employees	Employee number (1~3 digit)
18	From/To Groups	Frome/To Group number (4 digits) If from group number is 1 and to group number is 2, option data is 0102.
19	Selective Groups	Group number (1~2 digit)
41	Product Projections	Week data (1 digit)
45	Shift Reporting	Shift number (1 digit)
50	Stock by Individual Group	Group number (1~2 digit)

## Special Report Commands

NO.	REPORT NAME
99000	Print Super Macro (available at version 3.00y or later)
99100	Print Super Macro and Reset (available at version 3.00y or later)
98000	Save PGM/Reports to SD card (available at version 3.00g29 or later)
98100	Save PGM/Reports to USB Memory (available at version 3.00g29 or later)

# Manual Revision Record

<b>Edition</b>	<b>Date published</b>	<b>Revision contents</b>
V1.0	6/29/2006	Revision 1.0
V1.1	9/05/2006	Added support for V2.00c/d software.
V1.2	9/22/2006	Add features associated with software V2.00g
V1.3	11/16/2006	Add features associated with software V2.00l.
V1.4	12/13/2006	Add Balancing Formulas
V1.5	12/19/2006	Add features associated with software V2.00t
V1.6	1/26/2007	Improved Add Check Sequence Instructions
V1.7	3/29/2007	Added feature associated with software V2.00x/2.01b
V1.8	5/1/2007	Add features associated with software V2.01n;
V1.9	6/6/2007	Add features associated with software V2.01r; clarify function of KP Routing key; IRC of “Employee Signed On” report available at 2.00x or later
V1.10	6/29/2007	Use CLEAR to exit Paid Recall p20, p52
V1.11	10/23/2007	Added features associated with V2.02n
V1.12	1/24/2008	Split Check Function Key explanation added. Explanation of Sales and Labor % report, pg 113.
V1.13	5/14/2008	Added features associated with V2.03k
V1.14	11/10/2008	Added features associated with V3.00w; Alpha Add Check operation notes; Added Graphical Split check operation instructions
V1.15	5/27/2009	Paid Recall function clarified. Pollable reports indicated. Available Daily Sales report clarified. Active Employee Report clarified.
V1.16	9/29/2009	Corrected delivery field information. Clarified P/Bal function.
V1.17	10/6/2009	Added precaution pages
V1.18	3/24/2010	Time Period Report notes added.
V1.19	10/20/2010	Print check with separate seats option added. REPORT function key commands added.

V1.20	6/24/2011	“Use EJ Recall” option added for Paid Recall function key. Added features associated with v.3.00g30 application software release.
V1.21	12/20/2011	Clarify check transfer: totals accumulate to server that posted items.
V1.22	9/06/2012	Daily Sales Report mode updated (p.148). From/To PLU report added to Report Function Key.
V1.23	10/01/2012	Explanation of PREVIOUS VOID 2 total on financial & clerk reports added.
V1.24	2/08/2012	Added note about alpha text and held items-text will not follow held items.
V1.25	3/28/2013	Updated report samples and balancing information.
V1.26	9/17/2013	Software version 3.00g31 (SEPT 12-2013) features/changes added.
V1.27	10/10/2013	Delivery system operations updated.
V1.28	12/16/2015	Sample Time Keeping report updated