

At most locations, our guests pay at the table and the server is responsible for cash handling.

By doing this, we give our guests better service as they don't have to go to the register to pay their bill. They can continue to enjoy their drinks at the table while the server gets their change/processes the credit card.

## How it works:

- Print out each table's check and deliver it in a check presenter to the guest as soon as they are done eating
- When they have put payment (cash or card) in the check presenter, pick it up and go process payment
  - If it is a credit card, process the payment using the reader at the terminal
  - If it is cash, you will need to make exact change. The POS will tell you how much change to give them back if you enter how much the guest put in the check presenter. If there is a line at the terminal, you can subtract the final amount of the check from the amount of cash that was given. This will give their change.
- As the guest leaves, take the check presenter off the table. It will contain your tip (cash or credit card voucher). Enter this amount as your tip for each table. By law, you must declare 100% of your tips

Each server is responsible for bringing in their own bank. A bank consists of smaller bills and coins so you are able to give change to guests who pay with cash. Recommendation is \$25.00. Be sure to have a mix of \$1, \$5, and \$10 bills and coin change. It is important to give guests back exact change.

The Point of Sale (POS) computer system (Aloha) keeps track of every transaction made by each server and includes the following:

- What each table ordered
- How much they were charged
- How much they paid
  - If a guest pays with cash, you enter the amount they gave you and it will calculate their change
- Discounts/Voids
- How they paid (cash/credit card/gift card)
- Tips (entered by server)

At the end of the shift that summarizes these items for the server. Because the computer keeps a running tally of all your transactions, it tells the amount you owe the restaurant at the end of the shift or what the restaurant owes you.

*Review the next page describing the cash out report.*

# SHIFT 4



\*\*\* Checkout \*\*\*  
Unit # 337 08/03/2016  
Brandi Frye (Brandi) 01:39 PM  
SHIFT: 1  
REV: Dine-In  
JOB CODE: Server

\*\*\* SALES \*\*\*  
Drinks: 39.74(+)  
2 Egg BFst: 60.30(+)  
Bfst Sand: 40.32(+)  
Omelets: 14.27(+)  
BH Bsft: 15.38(+)  
Waffles: 7.49(+)  
Sand Plate: 12.78(+)  
Dinner Lite: 7.59(+)  
Salads: 6.99(+)  
Kids: 9.78(+)  
Sides & Veggies: 10.76(+)  
Side Meats: 2.99(+)  
Modifiers: 0.00(+)  
Specials: 16.58(+)  
Biscuits: 0.00(+)

SALES: 244.97  
TOTAL: 244.97(=)

\*\*\* TAXES \*\*\*  
EXCLUSIVE:  
FOOD: 19.61(+)  
TOTAL: 19.61

\*\*\* COMPS \*\*\*  
01 Senior: 0.77(+)  
TOTAL COMPS: 0.77

\*\*\* PROMOS \*\*\*  
01 2 Egg Bac/Sa \$3.99: 2.70(+)  
01 MVP \$5.99: 1.50(+)  
02 Phil Chstk Oml \$4.79: 6.00(+)  
05 Free Waffle WED: 31.41(+)  
01 Ham & Chs Om \$4.69: 2.30(+)  
TOTAL PROMOS: 43.91

\*\*\* VOIDS \*\*\*  
09 VOIDS: 16.97(+)  
GROSS SALES: 326.23(=)

\*\*\* PAYMENTS \*\*\*  
13 CASH: 170.73  
05 VISA: 79.31(-)  
02 M/C: 21.03(-)  
TOTAL PAYMENTS: 271.07

\*\*\* CC TIPS \*\*\*  
02 VISA: 4.00  
02 M/C: 2.49  
TOTAL TIPS: 6.49

09 VOIDS: 16.97(-)  
TOTAL PROMOS: 43.91(-)  
TOTAL COMPS: 0.77(-)  
ROUNDING BENEFIT: 0.00  
TOTAL CASH OWED: 164.24(=)

Sales  
Total Sales: \$ 245.74  
Total Food: \$ 245.74  
Total Retail: \$ 0.00

Payments  
Cash:  
Total Cash Tenders: 13 \$ 170.73  
Non-Cash Tenders  
Total American Express: 0 \$ 0.00  
Total Visa: 5 \$ 79.31  
Total MasterCard: 2 \$ 21.03  
Total Discover: 0 \$ 0.00  
Total Gift Card: 0 \$ 0.00  
Total Non-Cash Tenders: 7 \$ 100.34

Discounts:  
Total Promos: 10 \$ 43.91  
Total Comps: 1 \$ 0.77

Stats  
Total Guests: 28  
Total Checks: 20  
Per Person Average: \$ 8.78  
Beverage Percentage: 16.24%

Tips  
Tips from Credit Tender: \$ 6.49  
Auto Gratuity: \$ 0.00  
Credit Tips + Auto Gratuity: \$ 6.49

Cash Owed  
Total Cash Owed: \$ 164.24

Employee X \_\_\_\_\_  
Cash Rcvd By X \_\_\_\_\_

\*\*\* CASH \*\*\*  
CASH PAYMENTS: 170.73(+)  
CC TIPS/CASH GRATS: 6.49(-)  
TOTAL CASH OWED: 164.24(=)

\*\*\* AUDIT \*\*\*  
09 VOIDS: 16.97  
28 GUESTS 20 CHECKS  
004 SPLIT CHECKS  
\*\*\*\*\*  
\*\*\* SALES DETAIL \*\*\*  
GROSS SALES \$326.23  
NET SALES \$244.97  
FOOD \$244.97  
Charity \$0.00  
Drink to Entree 56%  
Paid Drinks 22 \$38.00  
Entree Items 39 \$224.71

\*\*\* Sales Prior To EOD  
Sales: 0.00  
Exclusive Taxes: 0.00  
Surcharges: 0.00  
Mode Charges: 0.00  
Payments: 0.00  
Comps: 0.00  
Promos: 0.00  
Cash Owed: 0.00

- Shows items and amount you sold.
- Comps & promos show amount of discounts applied at your tables. For some items you will be required to turn in proof of discount (coupon)

3. Voids—should be a low number. Usually used for misrings.

4. Tips you were given by credit card. You must declare all your tips.

5. Amount to give manager/shift leader before leaving.

6. Drink to Entrée % should be above 80%. If not, try to sell more drinks!