

Cash Trays



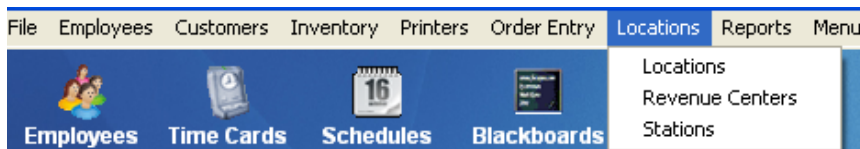
Cash trays are used to track an employee's activity with sales and cash handling. Each employee is assigned to a cash tray and the money in it. Cash trays can be prompted to open at clock in. All employees can access cash trays or a manager can assign a cash tray. Several cash trays can be assigned and open at the same time and used on the same register. If several are assigned on the same register, each cash tray will need to be opened at the beginning of a transaction. All activity with cash trays can be tracked by employee and register on the Drawer report.

Cash Tray options must be configured for correct initialization and operation. Cash tray options are located in Locations, Jobs, and Packages.

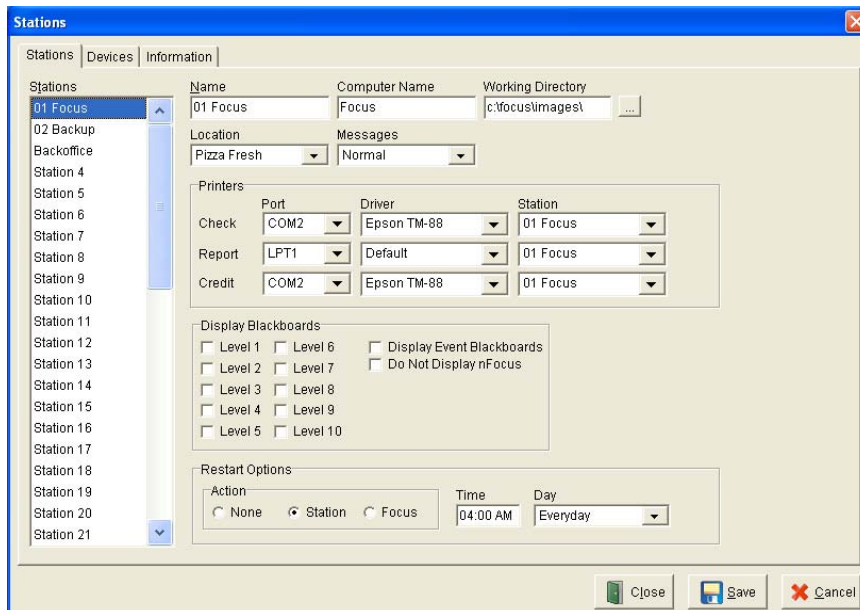
Configure the drawer

Advcontrol file must be unlocked

1. access setup
2. select locations from tool bar
3. select stations from drop down



4. select devices tab



Cash Trays



5. station 01 focus will be highlighted; this is register 1

Device	Device 1	Device 2	Device 3	Device 4	Device 5	Device 6
Device	Drawer	<None>	<None>	<None>	<None>	<None>
Port	COM2	<None>	<None>	<None>	<None>	<None>
Baud	9600	<None>	<None>	<None>	<None>	<None>
Parity	None	<None>	<None>	<None>	<None>	<None>
Data Bits	8	<None>	<None>	<None>	<None>	<None>
Stop Bits	1	<None>	<None>	<None>	<None>	<None>
Initialize						
Access	1B70000A64					

Pole Display Options

Idle Messages

1. Welcome to

2. Pizza Fresh

☒ Display Running Total

Rear Display Options

Format: <None>

Width: 1024 Height: 786

6. set up another device named drawer
 - any empty column can be used
 - the device number is the cash tray number that will be displayed
7. all fields should match the existing drawer (device 1)

Device	Device 1	Device 2	Device 3	Device 4
Device	Drawer	Drawer	<None>	<None>
Port	COM2	COM2	<None>	<None>
Baud	9600	9600	<None>	<None>
Parity	None	None	<None>	<None>
Data Bits	8	8	<None>	<None>
Stop Bits	1	1	<None>	<None>
Initialize				
Access	1B70000A64	1B70000A64		

Pole Display Options

Idle Messages

1. Welcome to

2. Pizza Fresh

☒ Display Running Total

Rear Display Options

Format: <None>

Width: 1024 Height: 786

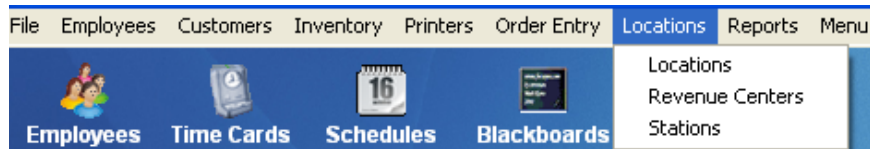
8. repeat the additional cash tray setup for all stations; i.e. 02 backup
9. select save
10. select close

Cash Trays



Configure cash tray options

1. select locations from tool bar
2. select locations from drop down



3. select cash trays tab

A screenshot of the 'Locations' window in the software. The window has a title bar 'Locations' and a close button. It features a tabbed interface with tabs: Locations, Menus, CC Voucher, Guest Check, Guest Check (Formats), Printer Assignments, Screen Layout, and Cash Trays. The 'Locations' tab is active. On the left is a list of locations: Kahala, Pizza Fresh, Drive Thru, Delivery, Driver, Fundraiser-In, Fundraiser-Go, and Kahala Corp. The main area contains various configuration options for the selected location (Kahala). These include: Name (Kahala), Revenue Center (Kahala), Order Type (Take Out), Order Access Options (Access Method: Check #, Floor Plan Canvas: 1, Floor Plan Times: unchecked), Guest Options (Default # of: 1, Verify If More Than: 10, Automatic Gratuity: <None>, If More Than: 6), Menu Items to Charge Gratuity (All (Reserved)), Hold Menu Item Filter (Exclude) (<None>), Position Options (Display Position: unchecked, Increment Position by Meal Stage: unchecked), Kitchen Video Options (None: selected, On The Fly: unselected, One Behind: selected, At Payment: unselected), Auto Combo Options (None: selected, At Subtotal: unselected), Delete Last Item Only: checked, Print Loyalty Receipt: checked, Manual Close Check Required: unchecked, Highlight One Item Only: unchecked, Taxes (Food Tax: checked, Beverage Tax: checked, Retail Tax: checked, Soda Tax: checked, Non-Tax EBT: checked), Age Verification (Verify Age: unchecked, Age: 0, Menu Item Filter: All (Reserved)). At the bottom are buttons for Close, Save, Copy, Paste, and Cancel.

4. select the options to link to the cash tray; do this for all applicable locations

Cash Trays



- require open before use
- prompt for starting bank
- one user per tray; do not select if several cashiers will be sharing a tray
- enter default bank amount
- select drawer report as the close tray report and enter the number of reports to print when the tray is closed

A screenshot of a software window titled "Locations". It has a menu bar with "Locations", "Menus", "CC Voucher", "Guest Check", "Guest Check (Formats)", "Printer Assignments", "Screen Layout", and "Cash Trays". On the left is a list of locations: Kahala, Pizza Fresh, Drive Thru, Delivery, Driver, Fundraiser-In, Fundraiser-Go, and Kahala Corp. "Kahala" is selected. On the right is a "Drawer Cash Tray Options" section with three checkboxes: "Require Open Before Use" (unchecked), "Prompt for Starting Bank" (unchecked), and "One User Per Tray" (unchecked). Below these are three input fields: "Bank Amount" with "\$0.00", "# of Reports" with "0", and "Close Tray Report" with a dropdown menu showing "Daily Sales". At the bottom is a "Shift Inventory Worksheet" dropdown menu showing "<None>".

5. example tray below

A screenshot of the same "Locations" software window, but with "Cold Stone" selected in the location list. The "Drawer Cash Tray Options" section now has "Require Open Before Use" checked. The "Bank Amount" field shows "\$200.00", the "# of Reports" field shows "2", and the "Close Tray Report" dropdown menu shows "Drawer Report". The "Shift Inventory Worksheet" dropdown menu still shows "<None>".

- drawer will open before use; this is to enter beginning bank
- starting bank is \$200.00; this can be changed when entering actual bank amount
- drawer reports is the close tray report

6. repeat steps for all applicable locations; i.e. drive thru

7. select save

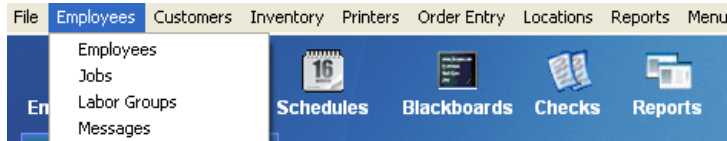
8. select close

Cash Trays



Configure cash tray options for the Job code

1. select employees from tool bar
2. select jobs

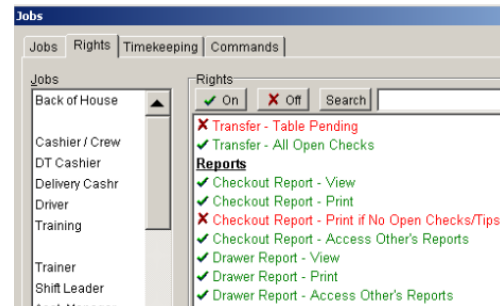
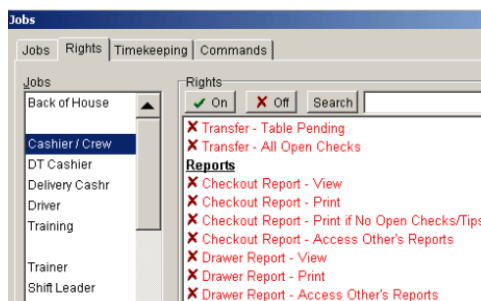
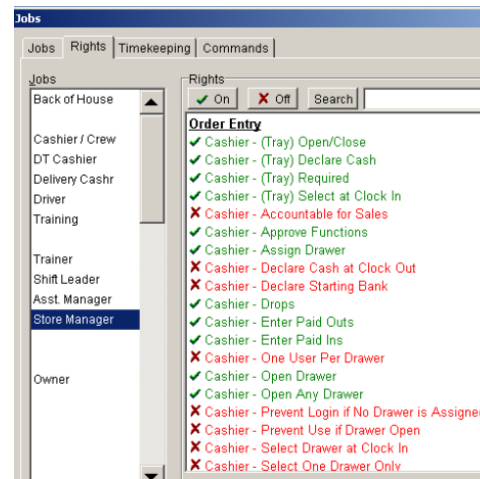
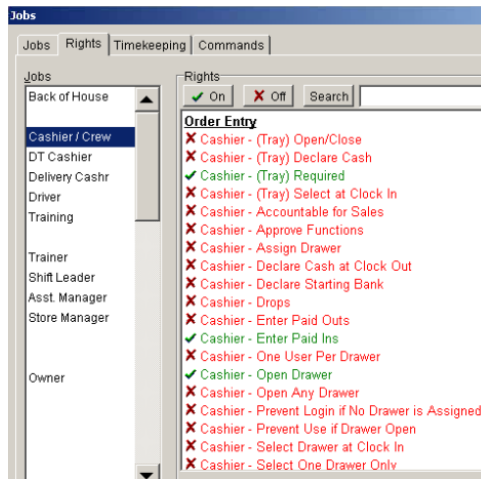


3. select the job(s) that will open and assign cash trays
 - this would usually be a shift lead or manager position
 - crew members can also be given this ability
4. select the rights tab
5. double-click to turn rights on or off

Cashier Example

Shiftlead/Manager Example

The default is to set a manager or shiftlead to open a cash tray and then assign employees after clock in.



Cash Trays



- order entry job rights
 - cashier – (tray) open/close
 - select if employee is allowed to assign another employee to cash tray after clocking in; this also allows an employee to close a cash tray at the end of a shift
 - cashier – (tray) declare cash
 - select if employee is allowed to enter the ending amount of cash in the drawer
 - cashier – (tray) required
 - if this job right is on and an employee has not been assigned to a tray then the following operations and commands are unavailable; accept payment, refund, paid out, paid in, and drop
 - cashier – (tray) select at clock in
 - allows employee to open/assign themselves to a cash tray at clock in
- note: the employee will be automatically prompted to enter the starting bank if 'prompt for starting bank' option is selected in locations/locations/cash trays***
- cashier – approve functions
 - allows employee to assign an employee to a cash tray, enter a starting bank or declare cash
- cashier – declare cash at clock out
- cashier – declare starting bank
- note: do not turn this on if a starting bank is already set – step 5***
- reports job rights
 - drawer report – view
 - select if employee is allowed to view the drawer report before the cash tray is closed
 - drawer report – print
 - select if employee is allowed to print the drawer report before the cash tray is closed
 - drawer report – access other's reports
 - select if employee is allowed to view/print a drawer report not assigned to

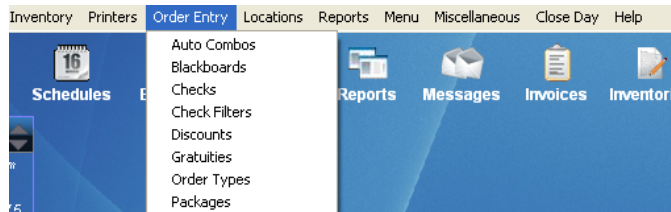
6. select save
7. select close

Cash Trays

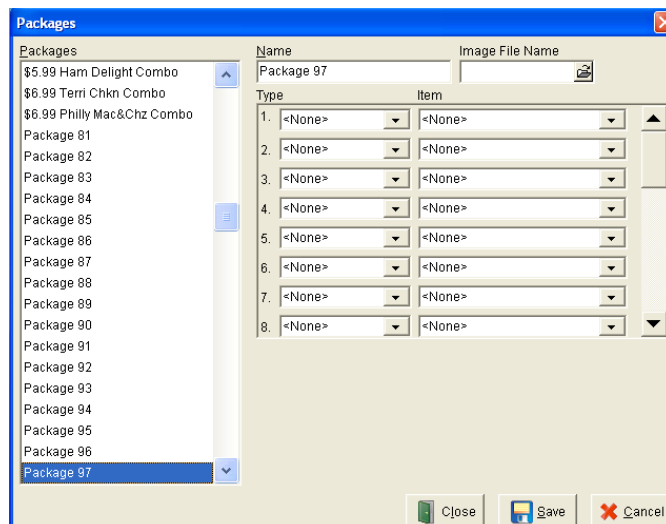


Create a Cash Tray Package

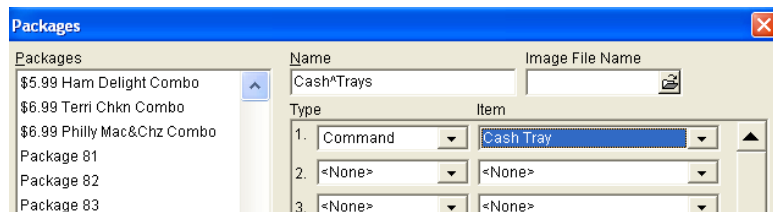
1. select order entry from tool bar
2. select packages



3. select package 97



4. enter new name as Cash^Trays
5. select command for type
6. select cash tray for item



7. select save
8. select close

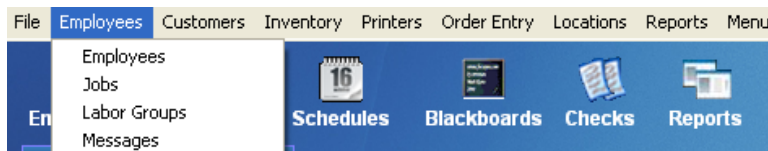
Cash Trays



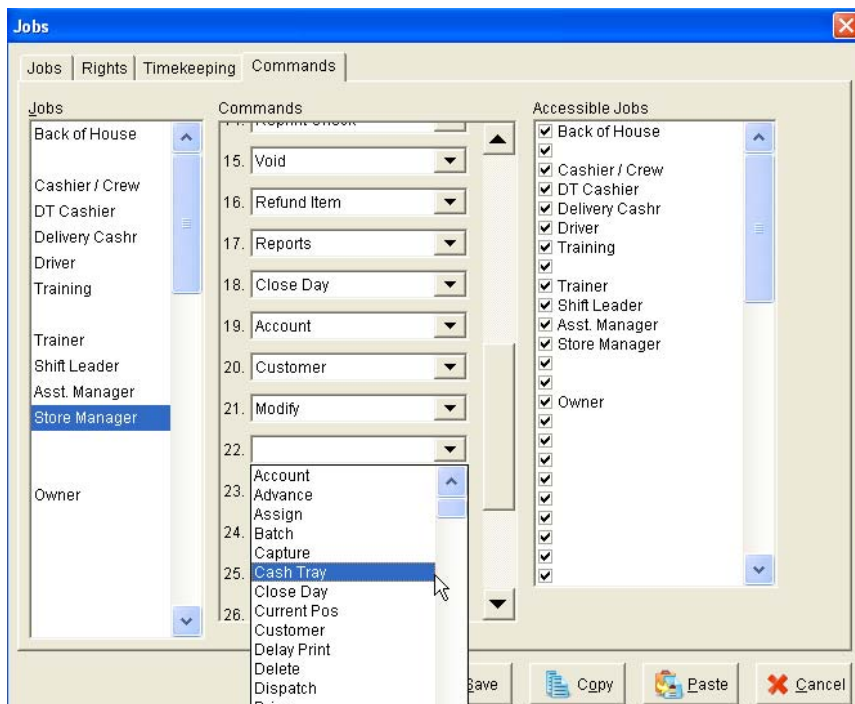
Add Cash Tray command to command bar

This must be done by job code

1. select employees from tool bar
2. select jobs



3. select job to add command to
4. select commands tab
5. select an open slot to add cash tray



6. repeat steps for all applicable job codes
7. select save
8. select close

Cash Trays



Ringling

Opening Cash Trays

A cash tray must be opened before payments may be tendered to it. Depending on setup, a cash tray can be opened by selecting a drawer at clock in or by selecting cash try from the command bar.

The default is to set a manager or shiftlead to open a cash tray and then assign employees after clock in.

Opening cash trays at clock in – manager function

1. clock in
2. highlight a drawer to select a cash tray

The "Select Cash Tray" dialog box is shown. It has a title bar with a green icon and the text "Select Cash Tray". Below the title bar is a table with three columns: "Drawer", "Count", and "Assigned". The table has two rows: "Drawer 1" and "Drawer 2". Below the table is a large empty white area. At the bottom of the dialog box are two buttons: "Ok" with a green checkmark icon and "Cancel" with a red X icon.

Drawer	Count	Assigned
Drawer 1		
Drawer 2		

3. select ok
4. select yes to open drawer

The "Confirm" dialog box is shown. It has a title bar with the text "Confirm" and a yellow icon with the number "885". Below the title bar is a blue area with a white question mark icon. To the right of the icon is the text "Open 01 Focus (Drawer 1) with a starting bank of \$200.00 to Stanley S.?". At the bottom of the dialog box are two buttons: "Yes" with a green checkmark icon and "No" with a red X icon.

Confirm (885)

Open 01 Focus (Drawer 1) with a starting bank of \$200.00 to Stanley S.?

5. ring

Cash Trays



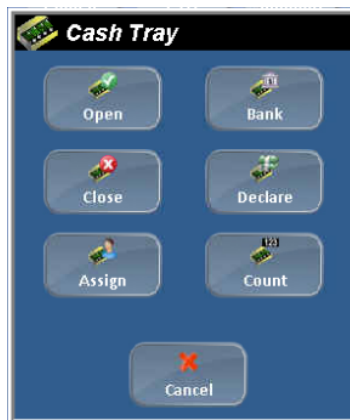
Ringling

Entering Starting Bank

1. touch cash tray from function bar



2. touch bank



3. touch a drawer to highlight

4. touch ok



Cash Trays



- the default of \$200.00 will display

A screenshot of a touch-screen interface titled 'Enter Starting Bank'. It features a digital display showing '200.00'. Below the display is a numeric keypad with buttons for digits 1-9, 0, and a left arrow. There are also buttons for 'C' (clear), 'OK', and 'Cancel'.

- touch ok or enter new amount and ok

A screenshot of a confirmation screen titled 'Confirm' with a yellow '(889)' in the top right corner. It contains a large question mark icon and the text 'Set starting bank on 01 Focus (Drawer 1) to \$200.00?'. At the bottom are two buttons: 'Yes' with a green checkmark and 'No' with a red X.

- touch yes to confirm

Cash Trays



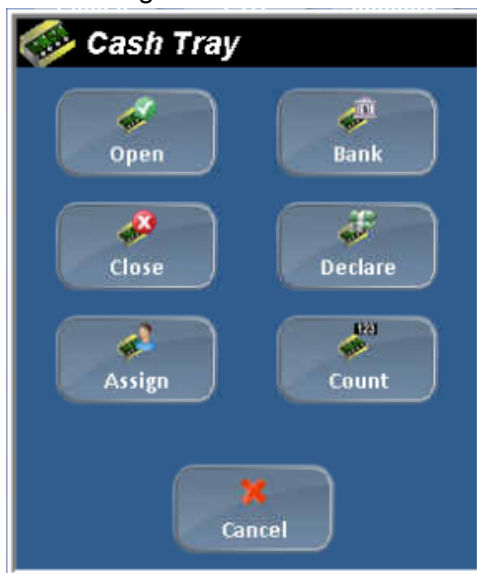
Ringling

Assigning Cash Trays

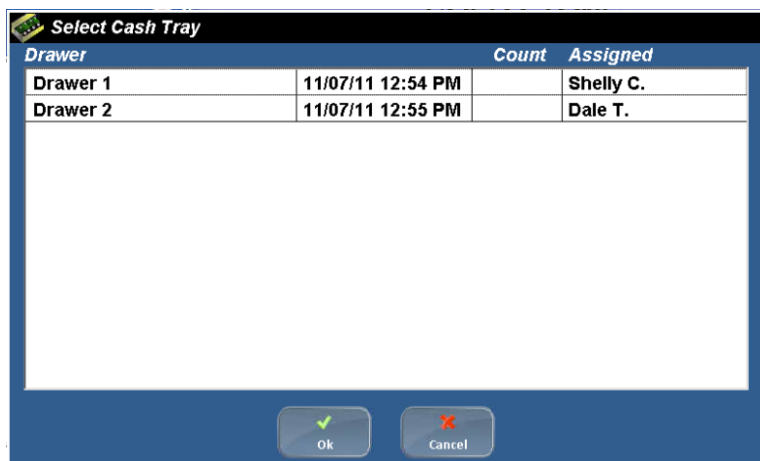
1. touch cash tray from function bar



2. touch assign



3. touch a drawer to highlight

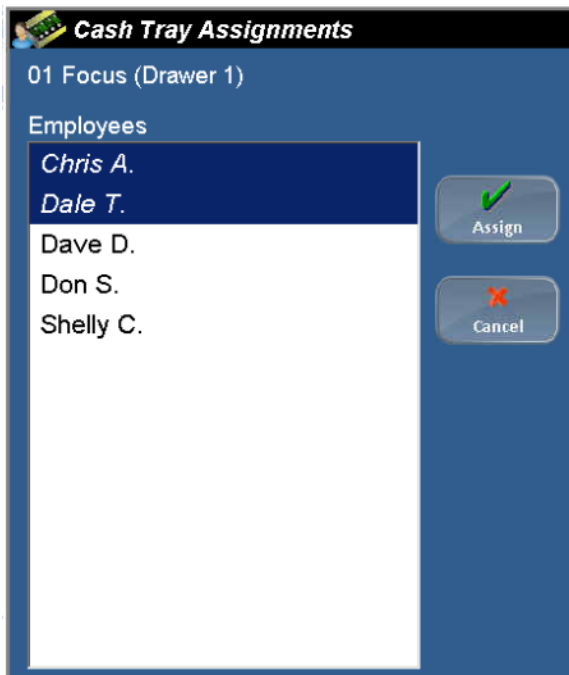


4. touch ok

Cash Trays



- highlight employees to assign to drawer



- touch assign



- touch yes

Cash Trays



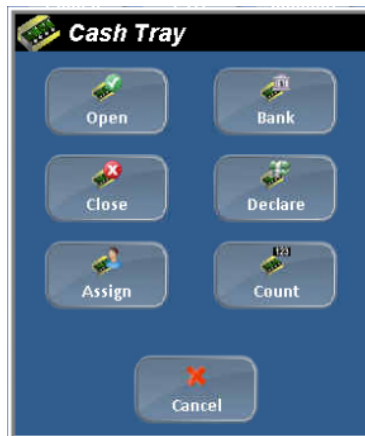
Ringling

Closing Cash Trays

1. count money, gift cards in drawer
2. touch cash tray from function bar



3. touch declare



4. touch a drawer to highlight
5. touch ok



6. enter total cash, total checks, total gift cards
7. touch ok

Cash Trays



note: touching the italicized words total cash will display another count screen to enter number of bills and coins

Cash Tray Count

Total Cash

Total Checks

Total Gift Cards

1 2 3 OK

4 5 6 Next

7 8 9

C 0 < Cancel

Drawer Tray Count

\$100 X = \$0.00

50 X = \$0.00

20 X = \$0.00

10 X = \$0.00

5 X = \$0.00

1 X = \$0.00

.50 X = \$0.00

.25 X = \$0.00

.10 X = \$0.00

.05 X = \$0.00

.01 X = \$0.00

Total Cash \$0.00

7 8 9 OK

4 5 6

1 2 3 Next

C 0 < Cancel

8. touch yes to confirm

Confirm (890)

Cash declaration on 01 Focus (Drawer 2) is \$150.00?

Yes No

9. touch cash trays

Cold Stone Rocky Mountain ID Lookup Cash Tray Modify Functions

10. touch close

Cash Tray

Open Bank

Close Declare

Assign Count

Cancel

11. touch a drawer to highlight

Cash Trays



12. touch ok

Select Cash Tray

Drawer	Count	Assigned
Drawer 1	11/07/11 12:54 PM	Shelly C.
Drawer 2	11/07/11 12:55 PM	Dale T.

Ok

Cancel

13. touch yes to confirm

Confirm

(887)

Close 01 Focus (Drawer 1)?

Yes

No

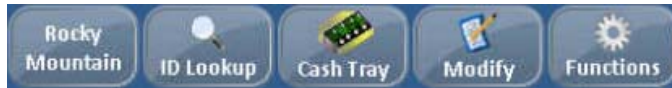
Cash Trays



Reports

Drawer Report

1. touch functions from function bar



2. touch reports

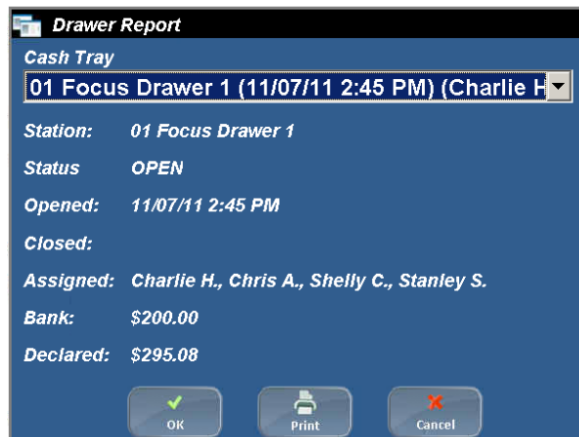


3. touch drawer report



4. use drop-down to select drawer

5. touch ok to display or touch print



Cash Trays



Payment section of report will list employees assigned to drawer and payment details

Drawer Report			
Kahala Test Lab			
Drawer Report Page 1			
11/7/2011 2:57:19 PM			
01 Focus (Drawer 1)			
STATUS : OPEN			
TIME OPENED : 11/07/11 2:45 PM			
TIME CLOSED :			
ASSIGNED : Charlie M.			
Chris A.			
Shelly C.			
Stanley S.			
P A Y M E N T S U M M A R Y			
Gross Cash	4	95.08	
Paid Outs	0	0.00	
CC Tip Fee		0.00	
Tips Paid Out		0.00	
Net Cash		95.08	
Check	0	0.00	
Credit Cards	0	0.00	
House Charge	0	0.00	
Gift Cert.	0	0.00	
Visa	0	0.00	
M/C	0	0.00	
Amex	0	0.00	
Discover	0	0.00	
Gift Card Redm	0	0.00	
Gift Card Redm	1	10.00	
Cust. Account	0	0.00	
College Card 0 0.00			
Online Cakes 0 0.00			
TOTAL PAYMENTS 105.08			
G R A T U I T I E S			
Tips Owed To:			
Total Tips Owed : 0.00			
P A Y M E N T D E T A I L			
Cash			
Chk #	Amount	Tip	Total
1	24.54	0.00	24.54
2	26.07	0.00	26.07
3	3.95	0.00	3.95
4	40.52	0.00	40.52
Total	95.08	0.00	95.08
Gift Card Redm			
Chk #	Amount	Tip	Total
3-1	10.00	0.00	10.00
Total	10.00	0.00	10.00

Cash Detail section of report will list declared and net cash, starting bank, gift cards, and any over/short amounts.

Payment	Amount	Tip	Total
Check	0.00	0.00	0.00
Credit Card	0.00	0.00	0.00
House Charg	0.00	0.00	0.00
Gift Cert.	0.00	0.00	0.00
Visa	0.00	0.00	0.00
M/C	0.00	0.00	0.00
Amex	0.00	0.00	0.00
Discover	0.00	0.00	0.00
Gift Card R	0.00	0.00	0.00
Gift Card R	10.00	0.00	10.00
Cust. Accou	0.00	0.00	0.00
College Car	0.00	0.00	0.00
Online Cake	0.00	0.00	0.00
C A S H D E T A I L			
Declared Cash			295.08
Net Cash			-95.08
Starting Bank			-200.00
Cash [Over]/Short			0.00
Declared Check Total			0.00
Check Total			0.00
Checks [Over]/Short			0.00
Declared Gift Card Total 10.00			
Gift Card Total -10.00			
Gift Card [Over]/Short 0.00			
R E F U N D S			
NO REFUNDS			
R E T U R N I T E M S			
P A I D O U T S			
NO PAID OUTS			
P A I D I N S			
NO PAID INS			
D R O P S			
NO DROPS			
D R A W E R O P E N S			
NO DRAWER OPENS			