

Focus Manager Register Guide – IGC / EMV



← Command Bar 1 (CMD 1)

← Command Bar 2 (CMD 2)
(Access by selecting double arrows on CMD 1)

← Menu Bar

← Payments Bar

How to Enable/Disable Training Mode

1. Select the Wrench icon on the Access Screen
2. Select Training
3. Enter Manager Code Select OK
4. Training Banner will display on the Access screen
The order screen will not show that you are in training mode
5. Repeat steps 1-4 to Disable Training Mode

How to Edit Menu Item Price

1. Select Item Edit from CMD 2 bar
The listed items will reflect the current background menu.
2. Highlight Item to edit
3. Select Prices
4. Select box with "..." to open on-screen keypad
5. Enter desired price
6. Select Save
7. Select Close

How to do a Refund (Previous day transaction)

1. Select Refund Item
2. Select item to refund
3. Repeat steps 2 and 3 for each refund item
4. *Tender out to original form of payment

*For PAX EMV transactions you must call First Data
To have them issue the refund to the customer's credit card

How to Void a Tendered order (Same day refund)

1. Select Functions from CMD 1 bar
2. Select Reopen Check (*First Column Third Button*)
3. Select the desired check to reopen
4. Select YES to Void Payment
5. Highlight all items in the order or Highlight Subtotal
6. Select Void from CMD 1 bar
7. Select reason
8. Select Tender Even when Balance Due is \$0.00

How to Void Items on an Open Check

1. Select Item(s) to highlight
2. Select Void from CMD 1 bar
3. Select Reason
4. Select Discount

How to Ring a Tax Exempt Order

1. Ring Item(s)
2. Highlight Items to remove tax
3. Select Functions from CMD 1 bar
4. Select Tax Exempt
5. Select Exempt All
6. Tax /D can also be entered
(Select the keyboard icon)
7. Select OK

How to do a Drop

1. Select Functions from CMD 1 bar
2. Select Drops
3. Select New
4. Enter Amount
5. Choose Employee from the drop-down list
6. Select OK
7. Select Yes to confirm
8. Drawer will open, receipt will print
9. Select Close

How to do a Paid-In

1. Select Functions from CMD 1 bar
2. Select Paid Ins
3. Select New
4. Select Type of Paid In
5. Select Type of Payment
6. Enter Amount
7. Select OK
8. Select OK to confirm
(Drawer will open, receipt will print)
9. Select Close

How to do a Paid-Out

1. Select Functions from CMD 1 bar
2. Select Paid Outs
3. Select New
4. Select Type of Paid Out from drop-down list
(Optional) You may enter Invoice, Vendor and Comment
5. Enter Amount
6. Select OK
(Drawer will open, receipt will print)
7. Select Close

How to Void a Drop, Paid-In, or Paid-Out

1. Select Functions from CMD 1 bar
2. Select Drop, Paid-In, or Paid-Out
3. Select Transaction
4. Select Void, Select Void Reason for Paid-In
5. Select Close

How to Enter a Fundraiser Donation

This moves the \$ amount out of net sales.

1. Select All Payments
2. Select Fundraiser Donation
3. Enter Amount
4. Select OK

How to Access Reports

1. Select Functions on CMD 1
2. Select Reports (*Last Column First Button*)
3. Select the report you wish to view

General Closing Procedures

1. Select Functions from CMD 1 bar
2. Select Open Checks (*Third Column Second Button*)
3. Close any Open orders, if applicable
4. Select Reports from Functions menu
5. Print your desired financial report
6. Count Cash Drawer
7. Balance Cash Drawer to you financial report
8. Close of Day will run automatically overnight.

How to check Close of Day Status

1. Select Close Day from CMD 2 bar
2. Select Status
3. Select OK to close if successful