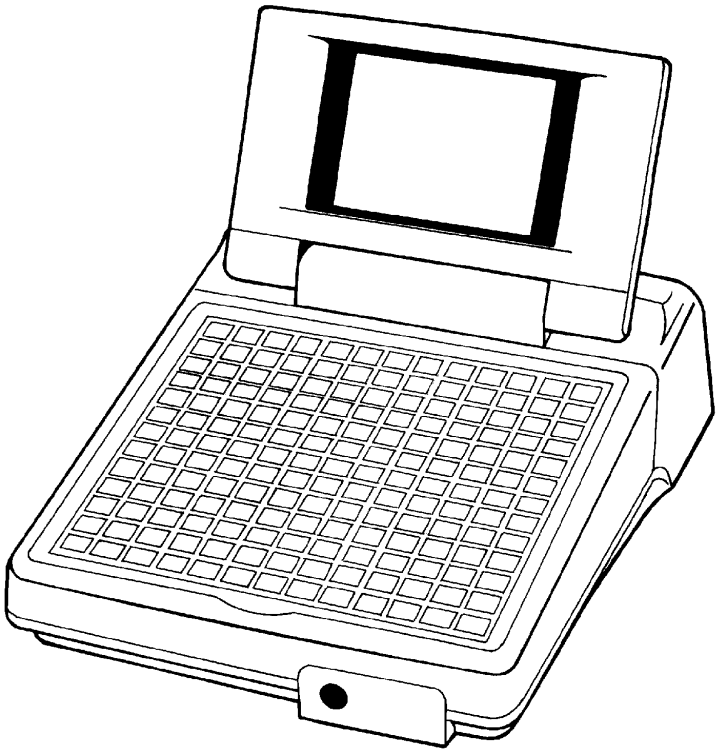
SAM4s

SAM4s SPS-1000

Operation Manual



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OM-SPS1000 Version 2.1

CRS, Inc.
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Revision 2.0 - April 1, 2005

WARNING - U.S.

THIS EQUIPMENT GENERATES, USES AND CAN RADIATE RADIO FREQUENCY ENERGY, AND IF NOT INSTALLED AND USED IN ACCORDANCE WITH THE INSTRUCTIONS MANUAL, MAY CAUSE INTERFERENCE TO RADIO COMMUNICATIONS. IT HAS BEEN TESTED AND FOUND TO COMPLY WITH THE LIMITS FOR A CLASS A COMPUTING DEVICE PURSUANT TO SUBPART J OF PART 15 OF FCC RULES WHICH ARE DESIGNED TO PROVIDE REASONABLE PROTECTION AGAINST SUCH INTERFERENCE WHEN OPERATED IN A COMMERCIAL ENVIRONMENT. OPERATIONS OF THE EQUIPMENT IN A RESIDENTIAL AREA IS LIKELY TO CAUSE INTERFERENCE IN WHICH CASE THE USER, AT HIS OWN EXPENSE, WILL BE REQUIRED TO TAKE WHATEVER MEASURES MAY BE REQUIRED TO CORRECT THE INTERFERENCE.

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CET APPAREIL EST CONFORME AUX NORMES CLASS “A” D’INTERFERENCE RADIO TEL QUE SPECIFIER PAR MINISTRE CANADIEN DES COMMUNICATIONS DANS LES REGLEMENTS D’INTERFERENCE RADIO.

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.

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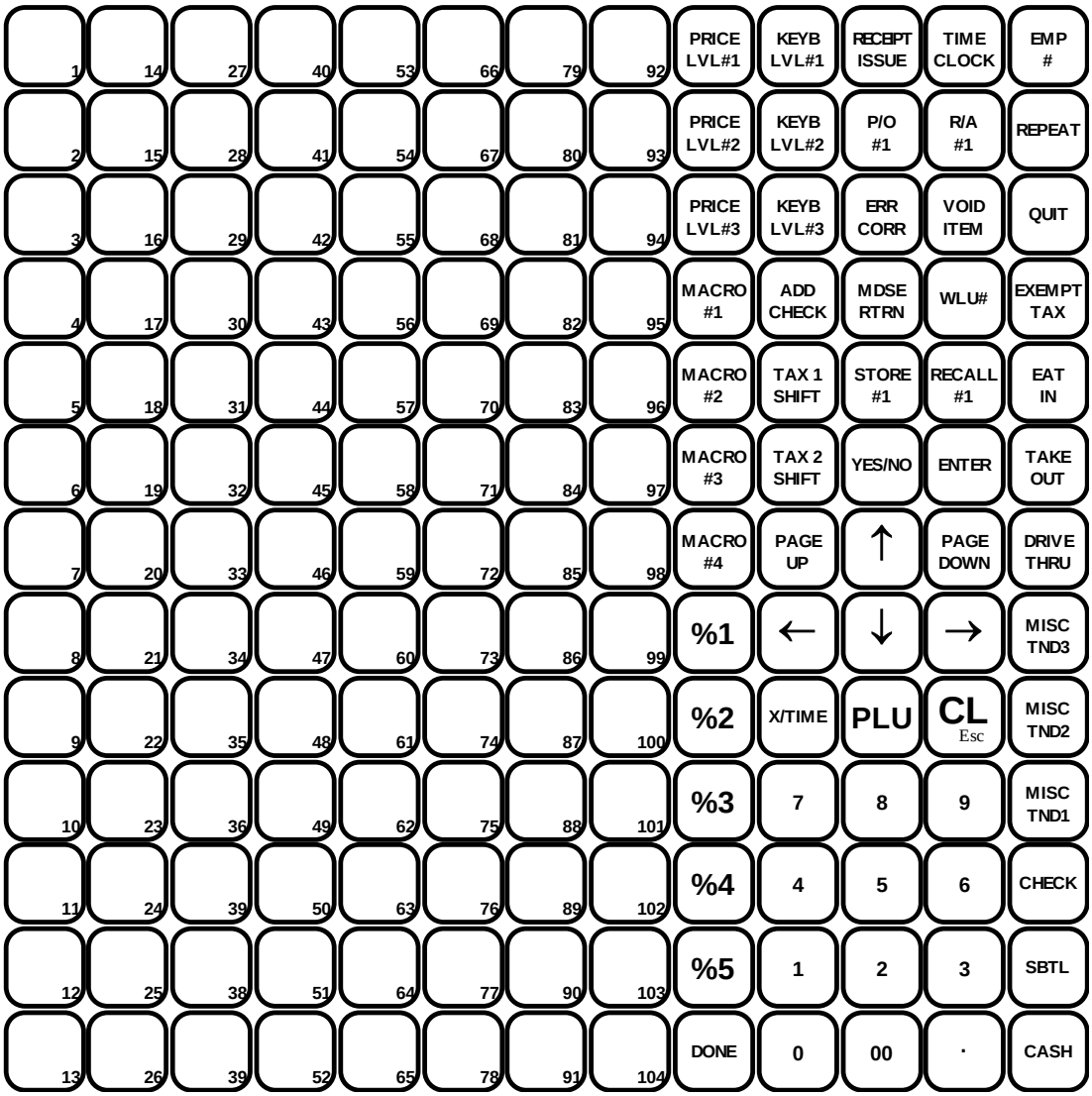
Keyboard

Default Keyboard



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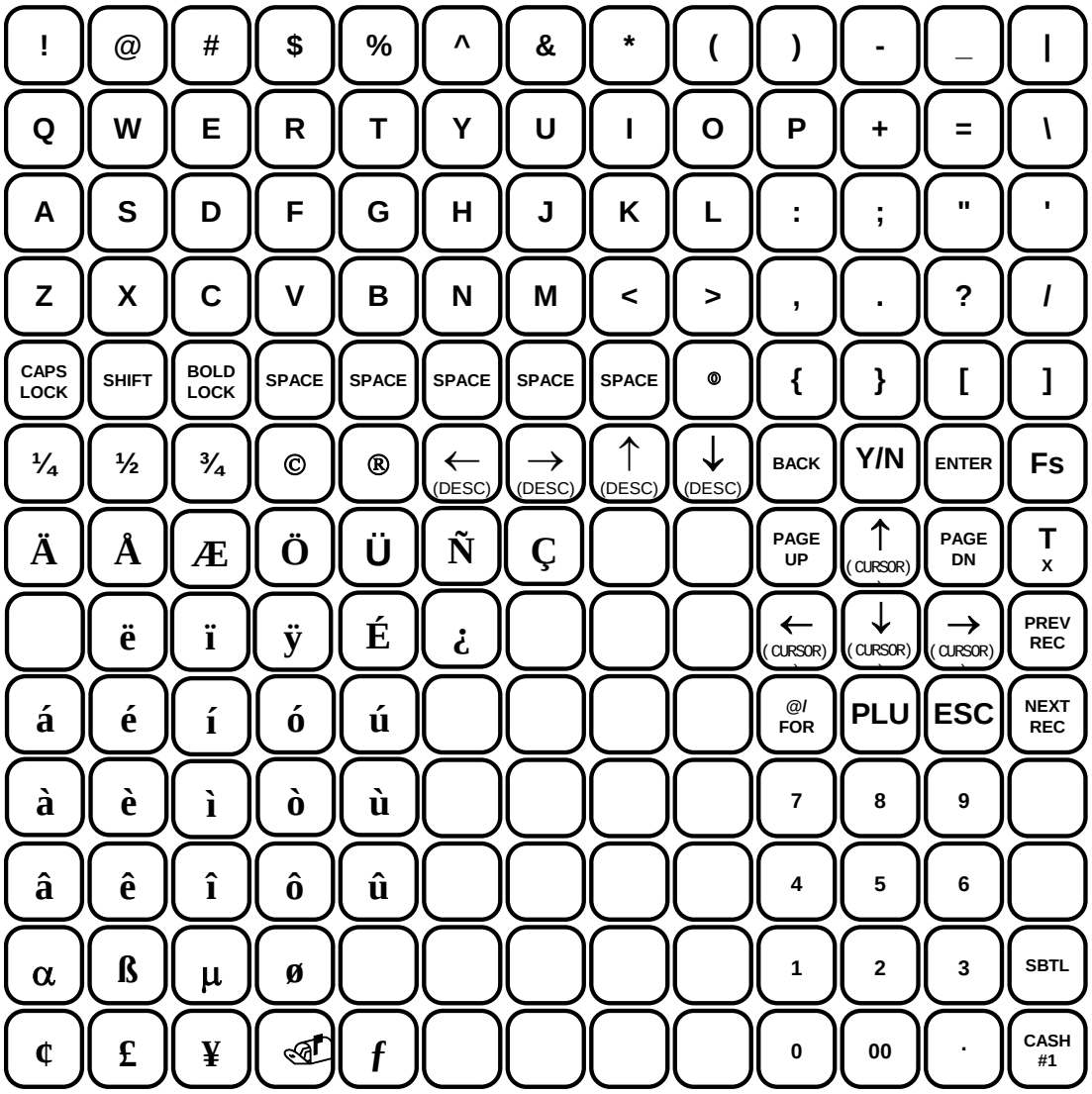
Alpha Overlay



Key Descriptions

Key	Description
0 - 9, 00, 000 (Numeric Keys)	Used in all modes to enter numeric information such as prices or quantities.
ADD CHECK	Use to add multiple guest checks (tracking balances or soft checks) for payment together. See "TRAY SUBTL" on page 9 to add separate transactions when you are not tracking balances.
ALPHA TEXT	Use to type a name or message that will be associated with a soft check. Press 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 press **ENTER**. The message is saved and printed/displayed with the order.
CANCEL	Press **CANCEL** to abort a transaction in progress. All current items are removed (voided).
CASH	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.
CHECK	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.
CHECK CASH	Use the **CHECK CASH** key to exchange a check for cash outside of a sale.
CHECK ENDORSE	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.
CLEAR/ESC	Use the **CLEAR** function to clear numeric entries or error conditions. Use the **ESC** (escape) function to exit program screens and return to the previous menu or screen.
CONTINUE	Use to override the pop-up employee function after a transaction. Allows the employee to post an additional transaction without signing on again.
CURR. CONV. 1-5	Use to convert and display the value of the transaction in foreign currency. Only cash tender is allowed after pressing a **CURR CONV** key. Change is calculated and issued in home currency.

Key	Description
CURSOR CONTROL KEYS (↑↓←→)	1. On menu screens, press the up or down keys to move the cursor to the menu item you wish to select. 2. On program screens, press the cursor control keys (up, down, left, right) to move the cursor (highlighted field) to the field you wish to edit. 3. On program screens, use the cursor keys to finalize your entry in the current field and move the cursor to the next field. 4. On operation screens, press the up or down cursor keys to select a main item that has been registered in the current transaction. The last item entered is automatically selected.
DECIMAL (.)	Use the decimal key to enter fractional rates or percentages. Do not use to enter amounts; the decimal is automatically inserted in the proper position.
DONE	Press the **DONE** key to exit a WLU, or to execute a report after all report options have been selected.
DRIVE THRU	**DRIVE THRU** is a subtotal key. Press **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.
EAT-IN	**EAT-IN** is a subtotal key. Press **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.
EMPLOYEE	The **EMPLOYEE #** key is used to sign on a cashier, clerk, server or employee who is clocking in or out.
EMPLOYEE (1-10)	The **EMPLOYEE (1-10)** keys can be programmed to sign on a specific employee when pressed directly, without entering a code.
ENTER	When programming or selecting from window look-ups, press **ENTER** to enter data into a field with the cursor remaining in the field.
ERR.CORR	Press **ERR CORR** immediately after an item to void that item.
FD STMP SHIFT	Press **FD STMP SHIFT** to shift the pre-programmed food stamp status of an item prior to its registration.
FD STMP SUBTTL	Press **FD STMP SUBTTL** to display the total of food stamp eligible items registered in the current transaction.
FD STMP TEND	Press 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.

Key	Description
GUEST #	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.
HOLD	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".
INACTIVE	The **INACTIVE** function key can be re-used as many times as necessary to inactivate key locations.
KP ROUTING	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, TICKET POP UP or ITEM POP up operation. To operate, enter a routing period # (1-4) and press the key at any time inside or outside of a transaction.
KEYBOARD LEVEL 1-5	Use to select one of the five keyboard levels.
LIST CHECK 1-4	Press **LIST CHECK** (for the appropriate tracking file) to display a list of all open soft checks in the file.
MACRO OFF, P, R, X, Z, VOID	Press the **MACRO OFF, P, R, X, Z,** or **VOID** key while programming a macro sequence to allow the macro to set the register in the indicated control lock position (without actually turning the control lock.)
MACRO PAUSE	Press the **MACRO PAUSE** key during macro programming to indicate a pause in the macro. A macro will stop when it reaches the pause, and then accept an operator key entry before continuing the macro sequence.
MACRO SET	Press the **MACRO SET** key to create a macro at any time without going through the P-mode macro program.
MACRO 1 - 40	Use to execute one of forty possible preprogrammed key sequences.
MACRO #	Use to execute one of the forty possible macros by entering the macro number and pressing the **MACRO #** key.
MDSE RETURN	Press the **MDSE RETURN** key to adjust items inside or outside of a transaction.
MISC TEND 1-16	Press 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.

Key	Description
MISC TEND #	Access any of the 16 possible miscellaneous tender functions by entering the tender number (1-16) and pressing the **MISC TEND #** key.
MODIFIER 1-10	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).
NEXT RECORD	Use the **NEXT RECORD** key when programming areas with multiple records, i.e. PLUs, PLU Status Groups, Groups, Function Keys, WLUs, or Employees. Press the **NEXT RECORD** key from any field on the program screen and the next sequential record will display with the cursor in the same field position.
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 press the **NOT FOUND PLU** key and will be prompted to enter PLU price, descriptor and linking information. The item is registered immediately.
#/NO SALE	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).
P/BAL	Enter an amount, and then press the Manual Previous Balance (**P/BAL**) key to use the simplest form of Charge Posting/Table Service. The **P/BAL** key may be used any time within a transaction. Transactions where the **P/BAL** key is used must be finalized with one of the **STORE CHECK** keys.
PAGE DOWN **PAGE UP**	When a transaction, menu or program contains more information than can be displayed on the screen at one time, press the **PAGE UP** or **PAGE DN** keys to shift your view of the information up or down. Note that the scroll indicators (▼, ▲, ▲▼) tell you whether there is more information above, below, or above and below your current view.
PAID OUT 1-5	Press a **PAID OUT** key to remove cash, check or miscellaneous media from the drawer.
PAID RECALL	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 (using the cursor keys or **PAGE UP**/**PAGE DN**) and/or corrected as necessary. To exit the paid order view, press **DONE**.

Key	Description
PARK ORDER	Used in conjunction with a kitchen video system and the **SERVE ORDER** function key. 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.
%1 - %10	Ten discount keys (**%1 - %10**) are available to handle various kinds of discounts, markdowns and adjustments to items or transactions.
PLU	Enter the PLU code number and press **PLU** to register a PLU.
PREV. RECORD	Use the **PREV. RECORD** key when programming areas with multiple records, i.e. PLUs, PLU Status Groups, Groups, Function Keys, WLUs, or Employees. Press the **PREV. RECORD** field from any field on the program screen and the previous sequential record will display with the cursor in the same field position.
PRICE INQ	Press the **PRICE INQ** to display the PLU price without actually registering the PLU.
PRICE LVL 1-20	Press a **LEVEL** key prior to a PLU entry to shift the price of a PLU to a different price set in PLU programming.
PRINT	Press 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 pressed every time the menu item is sold. This function does not affect normal kitchen printer/KVS routing.
PRINT CHECK	Prints the soft guest check (tracking file) that is currently displayed. The **PRINT CHECK** key may be programmed to store (service) the check automatically.
PRINT HOLD	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.
PROMO	Press 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.
PRINT SCREEN	Press **PRINT SCREEN** to print a copy of the current screen on the designated receipt printer.
QUIT	Press **QUIT** to automatically sign off the current cashier/clerk.

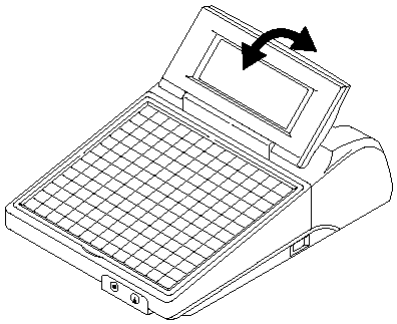
Key	Description
RECEIPT ON/OFF	Press **RECEIPT ON/OFF** to toggle the receipt function from on to off. You must first have a receipt printer connected, identified to the register, and the print receipt automatically option (see General Printing Options) turned on.
RECALL CHECK # 1-4	The check tracking 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. Press one of the four **RECALL CHECK #** keys directly to begin a tracking transaction, or enter the tracking number and press the **RECALL CHECK #** key to access the existing tracking balance.
RECD ACCT 1-5	Press a **RECD ACCT** key to add cash, check or miscellaneous media to the drawer.
RECEIPT	Press the **RECEIPT** key to issue a transaction receipt at the designated receipt printer.
REPEAT	Press the **REPEAT** key to quickly re-order a set of items. When a check is recalled, simply press the **REPEAT** key to automatically register all of the items registered at the previous posting.
SCALE	Press the **SCALE** key to automatically display the weight from a scale connected to the register, or to manually enter a weight for extension.
SEAT #	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.
SERVE ORDER	Used in conjunction with a kitchen video system and the **PARK ORDER** function key. 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.
SPLIT CHECK	Function key not in use with current feature set.
SPLIT PAY	Press the **SPLIT PAY** key to divide the amount of a guest check into equal segments for payment by more than one person.
STOCK INQ	Press 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.)

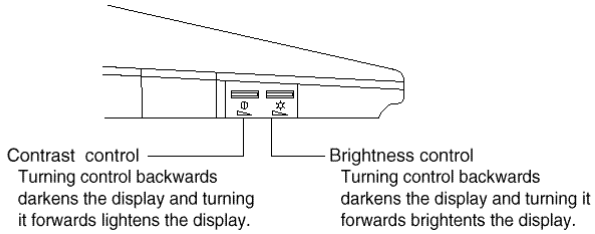
Key	Description
STORE CHECK 1-4	The check tracking system can maintain only balances (hard check) or entire transactions (soft check) in the register memory. Four different tracking files can be separated to maintain, for example, restaurant checks, call-in orders, delivery orders, and/or table balances. Press one of the four **STORE CHECK #** keys to finalize a tracking transaction. (This function is equivalent to the *SERVICE* function.)
SUBTOTAL	Press **SUBTOTAL** to display the message "SUBOTAL" 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.
TABLE # (1-4)	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.
TAKE-OUT	**TAKE-OUT** is a subtotal key. Press **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.
TAX EXEMPT	The **TAX EXEMPT** can be preprogrammed to exempt specific taxes from a sale.
TAX SHIFT 1-6	Use to shift the preprogrammed tax status of an item. Press before an item entry to make taxable.
TIME IN/OUT	Press the **TIME IN**/**OUT** key to record start and stop work times for the registered employee. Hours worked are maintained by the time clock system.
TIP (1-3)	Use to enter a tip amount on a check.
TIP DECLARE	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.)
TRANSFER CHECK (1-4)	Use to transfer one or all open soft checks form one server to another server. A transfer check receipt will print.
TRAY SUBTL	Press the **TRAY SUBTL** key to finalize a transaction that will be paid later with subsequent transactions. See "ADD CHECK" on page 3 to add multiple soft checks for payment.
VALID	Press **VALID** to initiate a single line validation. (A printer with validation capability must be connected to the system and programmed appropriately.)
VOID ITEM	Press the **VOID ITEM** key to remove an item from a transaction. Locate the cursor on the item you wish to remove and press the **VOID ITEM** key.
WASTE	Used to start and end entries of items that are wasted. A waste count is maintained for each item and inventory is adjusted.

Key	Description
WLU	Use to access a WLU by entering the numeric WLU number and pressing the **WLU** key.
X/TIME	Use the **X/TIME** key to multiply, to register split price items, or display the time in the REG mode.
Y/N	When programming, press **Y/N** to toggle a selection from yes to no or no to yes.

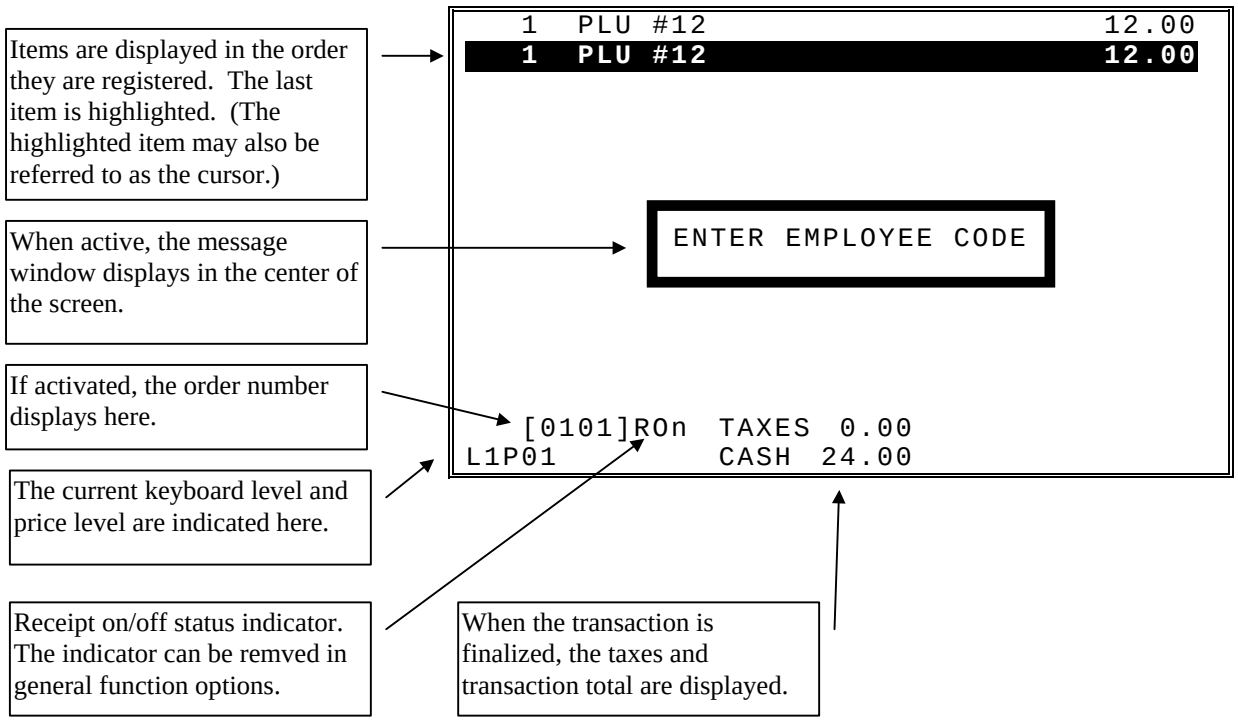
Display

Display Adjustments





Sample Transaction



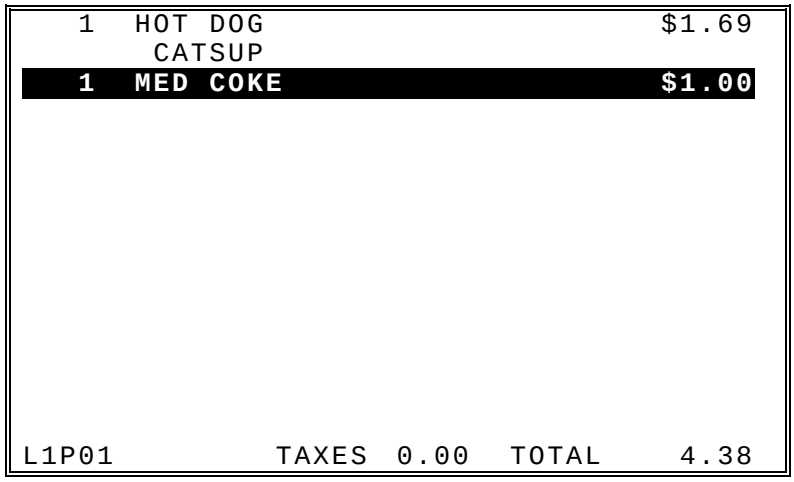
Cursor Control (↑ ↓ ← →)

The Cursor Control (↑ ↓ ← →) keys are used to select an item (on operation screens or WLUs) or a field (on program screens).

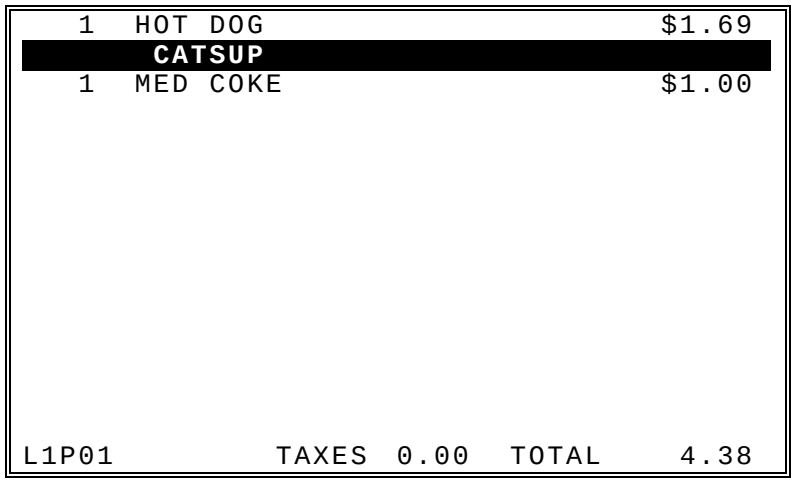
Selecting an Item

The cursor on the screen is the highlighted item. On the register mode screen, the last item entered is always selected. The CURSOR UP (↑) or CURSOR DOWN (↓) keys may be used to select a different item for an action (such as void or split item). In the case of a WLU the first item of the WLU is automatically selected when the WLU is first displayed.

1. The last item entered is selected.



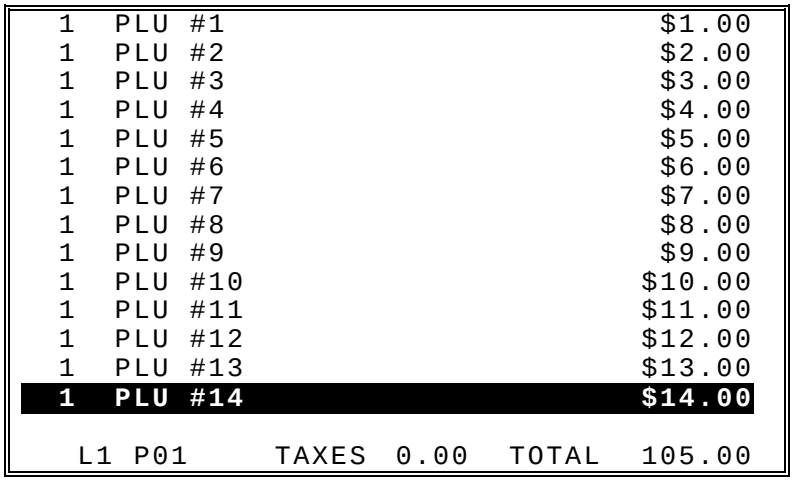
2. Press the ↑ key.



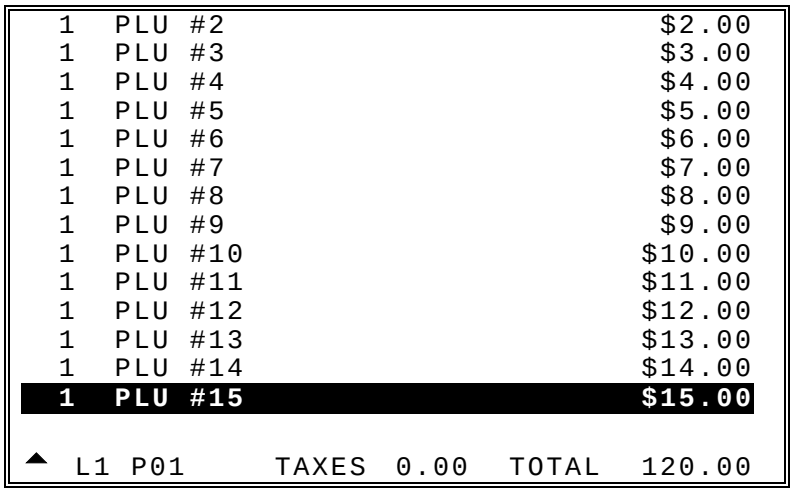
Page Up and Page Down

Use the **PAGE UP** and **PAGE DN** keys to view information that will not display completely on the screen. For example:

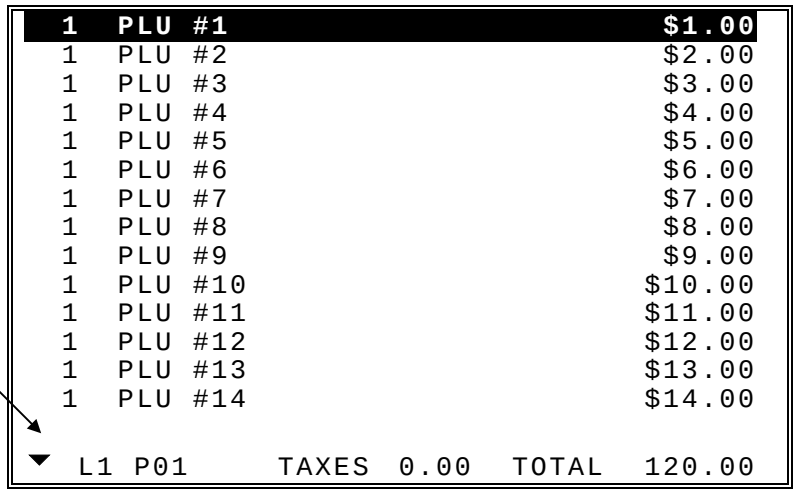
1. The display is shown with the maximum of 14 items displayed.



2. When the fifteenth item is registered, the view shifts to the most current items and the scroll indicator shows that more items are located above those displayed.



3. Press **PAGE UP**. Items above the previous view are now displayed.



Scroll Indicators:
- ▲ indicates more items above.
- ▼ indicates more items below.
- ▲▼ indicated more items above & below.

Display Messages

AGE RESTRICTION	The item cannot be registered due to age verification.
AMOUNT REQUIRED	This operation requires an amount entry.
AVAILABLE ONLY IN CHECK	A guest check must be opened for this operation.
BAD VALUE	The number entered is wrong.
BUFFER EMPTY	No information in the buffer.
BUFFER FULL	The buffer for soft check, hard check, or buffered receipt has reached capacity. For hard checks, the operator must press 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. In a soft check environment, this message will appear when the check has reached capacity (maximum lines stored). The register will maintain the correct balance, but does not print additional items and will give the BUFFER FULL error after each additional item.
BUSY	Destination register is busy (pre poll memory is in use). Requires a clear command from the PC or register.
CASH DECLARATION REQUIRED	Cash declaration has been programmed as compulsory, and must first be performed before reports may be generated.
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 TRACKING ERROR	The register is not able to communicate with the check track master register, or the register is not set in system options.
CHECK# IS ASSIGNED AUTO	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 require a check number entry to begin a guest check 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.

EAT-IN? TAKE-OUT? or DRIVE-THRU?	This operation requires a depression of either the EAT-IN, TAKE-OUT, or DRIVE-THRU keys.
EMPLOYEE SHOULD BE DIFFERENT	You cannot transfer a check from same employee to same employee.
ENTER EMPLOYEE CODE	Employee is required to sign on.
ENTER EMPLOYEE	Enter the employee (not sign on code).
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.
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.
ILLEGAL KEY SEQUENCE	The operator has used an illegal key sequence.
IN USE!	This guest check number is already open elsewhere in the system.
INACTIVE!	The key pressed is inactive. This message also appears if VOID Mode has been disabled.
INPUT QTY	Quantity input is required for a condiment WLU.
JOB CODE REQUIRED	For time in/out and time edits.
JOB CODE CHANGE NOT ALLOWED	Employee is not authorized.
KITCHEN PRINTER FAILURE	The kitchen printer has failed to respond. Printing has been re-routed to the designated back-up printer.
MANAGER OVERRIDE REQUIRED	The key lock has to be moved to the X-Mode position in order to override a HALO amount, or other restriction.
MANAGER REQUIRED	This operation requires the key to be turned to the X position.
MEMORY FULL	Memory is full.
MEMORY NOT ALLOCATED	Memory has not been allocated for this function, i.e., groups by employee.
MCR REQUIRED	Magnetic card reader required for this operation.
MISC TEND REQUIRED	Check to determine if the TIP key is programmed to require finalization with a Misc. Tender key.
MODE ERROR	Key turned during a transaction.

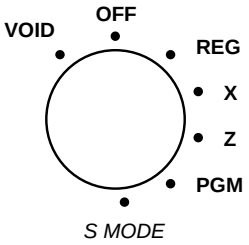
MULTIPLICATION LIMIT EXCEEDED	The maximum digits for multiplication (set in general function options) has been exceeded.
NEGATIVE	This sale has gone negative. Negative sales are not allowed.
NO CHECK #	Can not find this guest check number.
NO DATA	PLU can not be found (does not appear in Register Mode).
NO DRAWER!	The employee currently signed on is not assigned to a drawer, and is not allowed to perform cash sales, or drawer is no longer attached and is required in order to continue.
NO FOOD STAMP AMOUNT	The food stamp subtotal must be displayed before food stamps can be tendered.
NO FUNCTION KEY	The selected key (when promped to select a function key) is not a function key.
NO MANUAL ENTRY	Manual entry is not allowed (scale function).
NO PAPER	Slip printer is out of paper.
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.
NO PROGRAMMABLE KEY	There is no programming on the key.
NONADD# REQUIRED	This operation requires the entry of a Non-Add number.
NOT DISCOUNTABLE	The preceding entry is not discountable.
NOT PROGRAMMED!	This key has not been programmed.
NOT READY!	Remote printer is not ready.
NOT ZERO	Displayed when trying to delete a PLU which still has sales counts and amounts. PLU must first be reset in Z Mode.
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.
OVER WEIGHT	The weight on the scale exceeds the capacity of the scale.
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.
PRICE LEVEL MISMATCH	PLU does not have the selected price level programmed.
PRINTER OFF LINE	A printer is turned off.
RANGE OVER	The number entered is out of range.
REMOVE PAPER	Validation is complete and the form must now be removed.

SIGN OFF REQUIRED	Operation requires the employee to sign off.
SCALE FAIL!	The register is not able to find the scale.
SCALE MOTION	Scale error; the weight is not stable on the scale.
SCALE REQUIRED!	This item requires a quantity entry (weight) via the SCALE key. Weight 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 can not be used within a sale.
SUBTOTAL REQUIRED	The SUBTOTAL key must be depressed before continuing.
SYSTEM ERROR	The operation requires a change in S-Mode system options.
TABLE# IN USE	Operator has entered a dublicate table # when one check per table is programmed.
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 press the TRAY SUBTOTAL key before pressing any tender keys.
VALIDATION REQUIRED!	This operation requires validation.
VOID PROMO FIRST	The operator is not allowed to void sold item before the promo'd item.
WASTE REQUIRED!	The operator is in the middle of a waste operation, and must depress the WASTE key in order to complete the operation.
WRONG EMPLOYEE	The employee attempting to open this guest check is not the original clerk who started the guest check. Also appears when attempting to sign on a new employee without first signing the current employee off.
WRONG SEQUENCE	String of bad commands.
ZERO AMOUNT	The register has been programmed to not allow negative sales, and to consider a zero amount as a negative sale.

Operation Sequences

Control Lock

♦ Turn the control lock to the **REG** position to operate the register.



VOID	Use to void (correct) items outside of a sale.
OFF	The register is inoperable.
REG	(Register) use for normal registrations.
X	Use to read register reports and perform other manager functions.
Z	Use to read register reports and reset totals to zero.
PGM	(Program) Use to program the register.
S MODE	Use for tests and special settings. This position is not marked on the control lock.

The *SPS 1000* includes two sets of keys that can be used to access the following control lock positions.

Key	Positions Accessible
VOID	VOID, OFF, REG , X
X	OFF, REG, X
Z	OFF, REG, X, Z
PGM	VOID, OFF, REG, X, Z, PGM
C	ALL POSITIONS

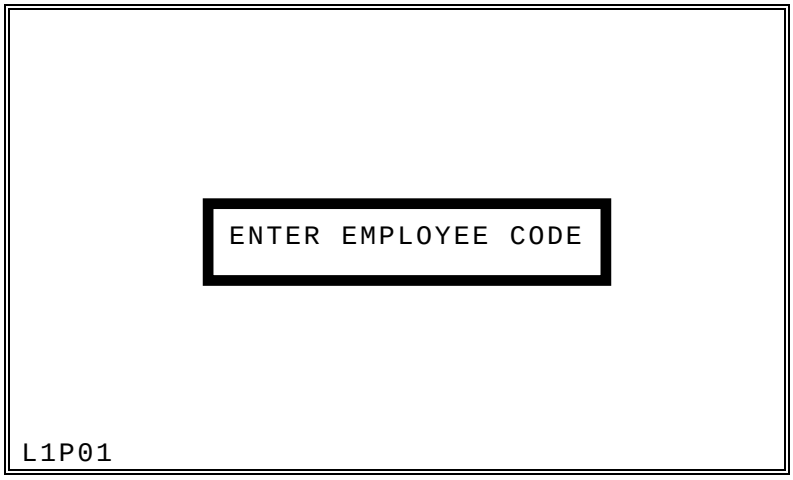
Employee Sign-On/Sign-Off

Program Notes for Clerk Operation

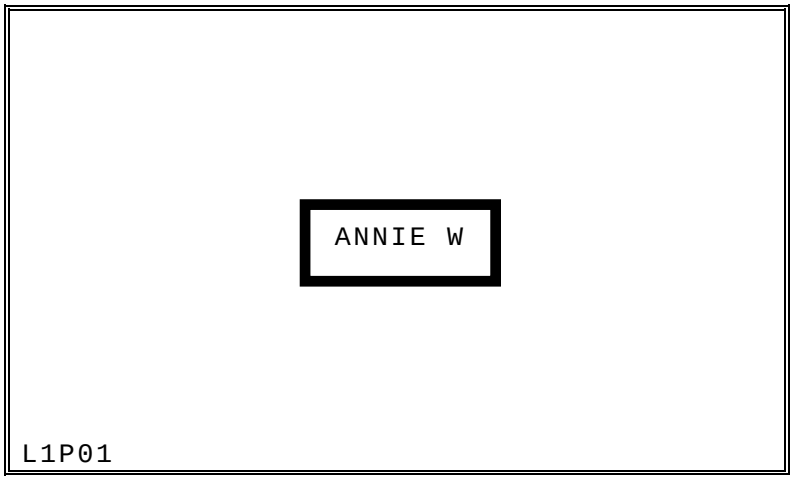
- Choose between "Push Button", "Secret Code", "Employee Number", or "MCR" for the employee sign on method. (See "System Option Programming/General Function Options" in the *Program Manual.*)
- If you choose "Push Button" sign on, use any of the 10 direct employee keys to sign on by direct key depression. (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.
- Employee operation can be stay down or pop up. (See "System Option Programming/General Function Options" in the *Program Manual.*)

Push Button Entry Method - Stay Down

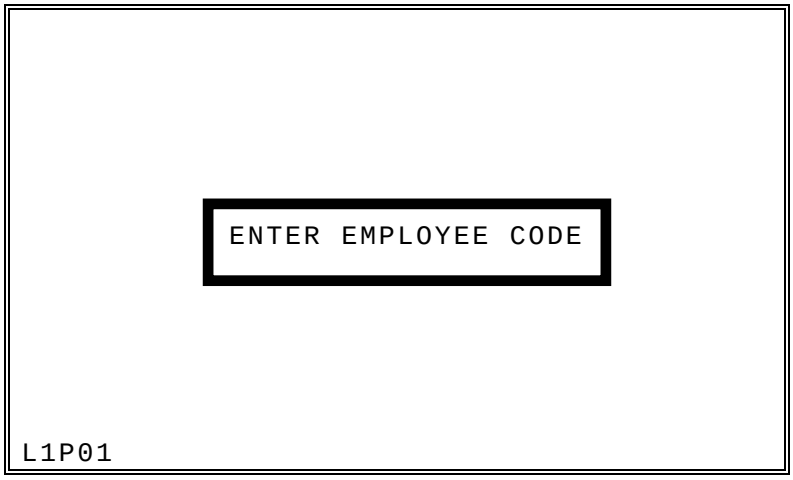
1. The message "ENTER EMPLOYEE CODE" displays when the register is in the **REG** (register) control lock position and is in a signed off condition.



2. Press the **EMPLOYEE (1-10)** key to sign on. The employee name displays. This employee remains signed on until sign off.

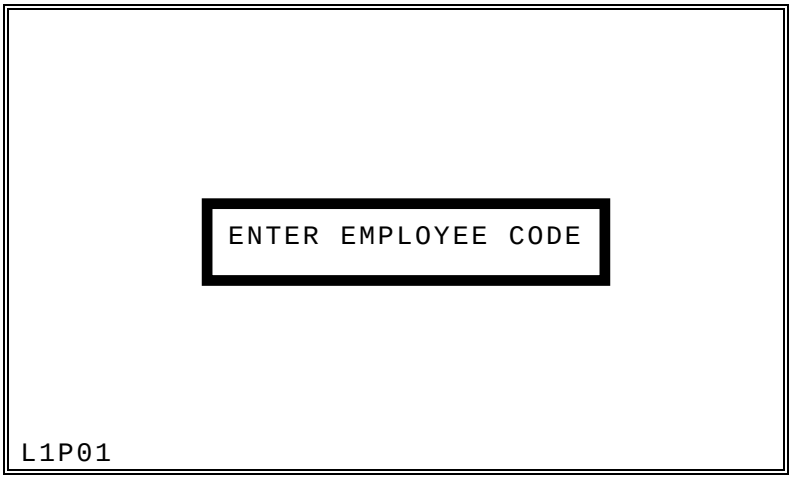


3. Press the **EMPLOYEE (1-10)** or QUIT key to sign off. You cannot sign off inside of a transaction.

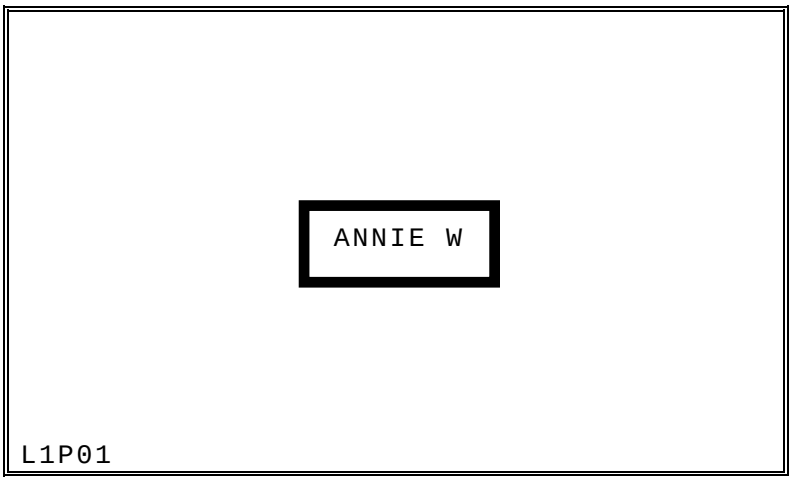


Push Button Entry Method - Pop-Up

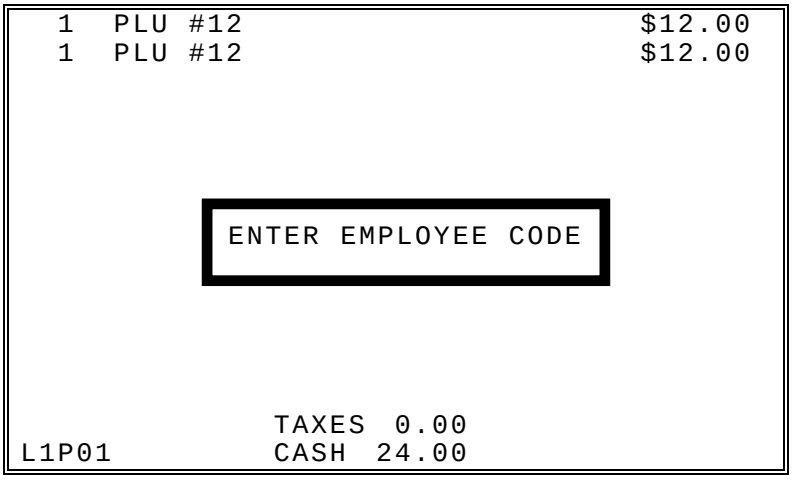
1. The message "ENTER EMPLOYEE CODE" displays when the register is in the **REG** (register) control lock position and is in a signed off condition.



2. Press the **EMPLOYEE (1-10)** key to sign on. The employee name displays. This employee remains signed on until the following transaction is complete.

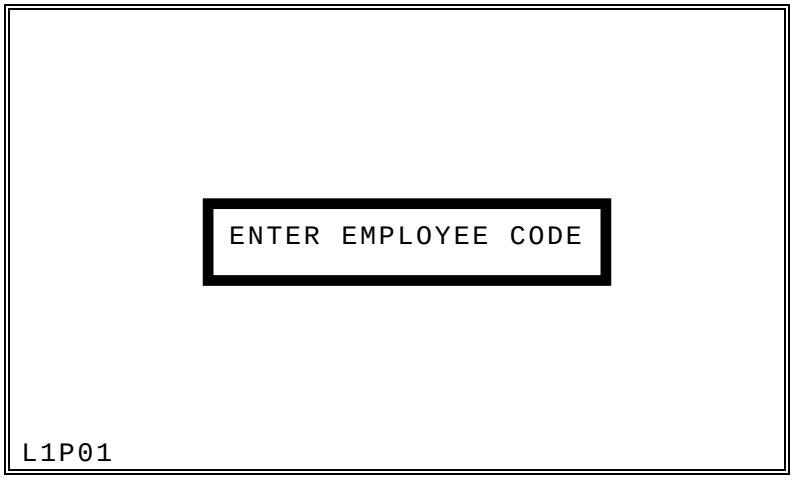


3. Enter the transaction. When the transaction is finalized, the "ENTER EMPLOYEE CODE" message automatically displays, prompting the entry for the next transaction.

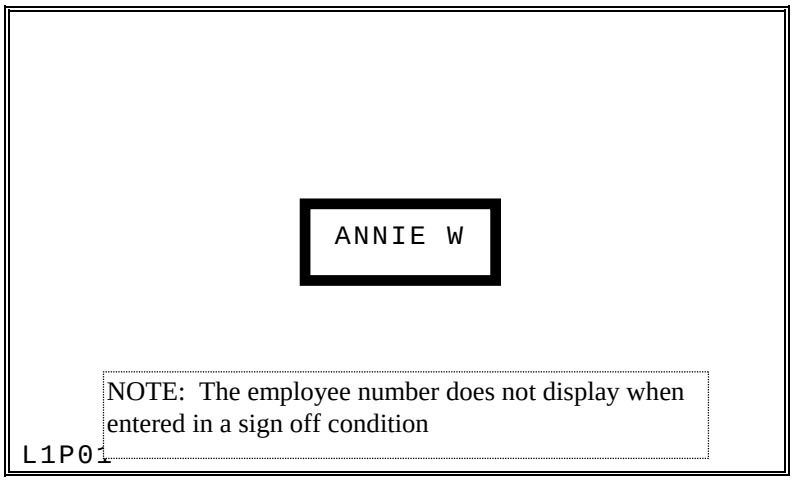


Code Entry Method - Stay-Down

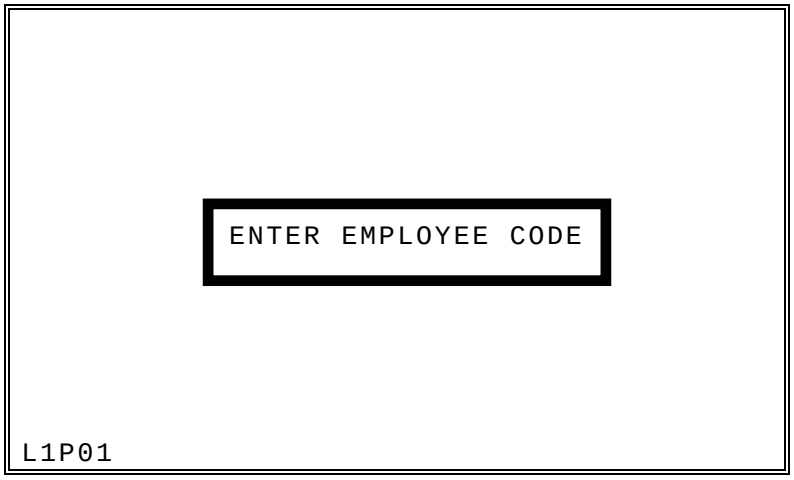
1. The message "ENTER EMPLOYEE CODE" displays when the register is in the **REG** (register) control lock position and is in a signed off condition.



2. Enter the employee number, press the **EMP#** key to sign on. The employee name displays. This employee remains signed on until sign off.

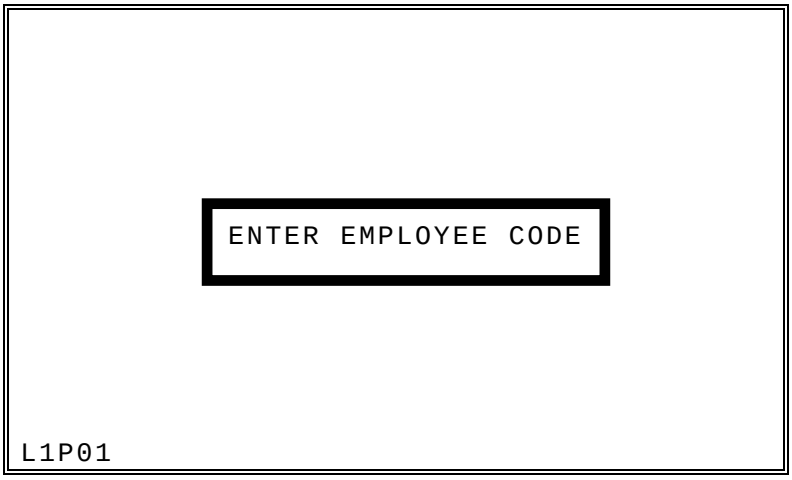


3. Press the **EMP#** key or **QUIT** to sign off. You cannot sign off inside of a transaction.

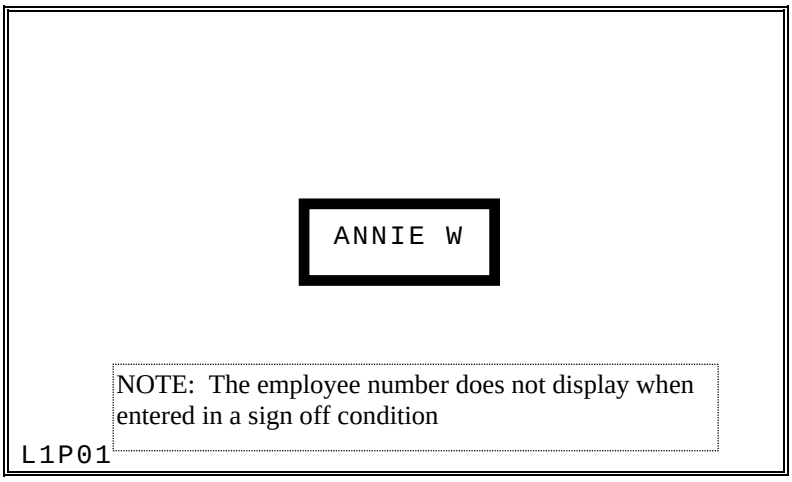


Code Entry Method - Pop-Up

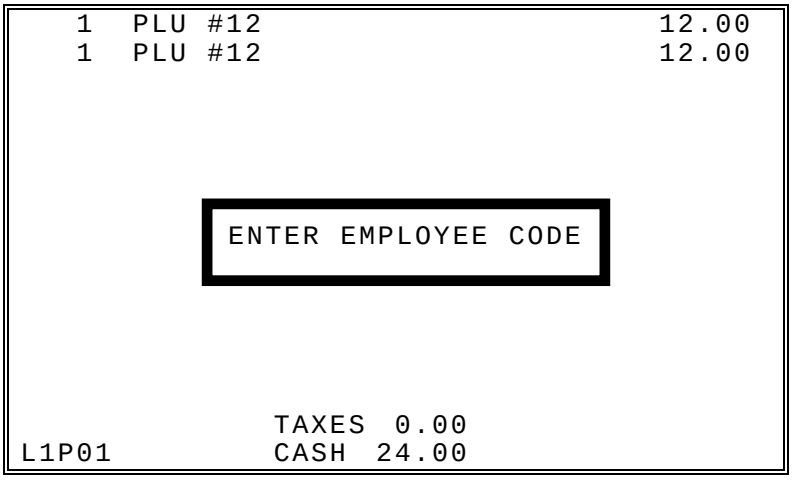
1. The message "ENTER EMPLOYEE CODE" displays when the register is in the **REG** (register) control lock position and is in a signed off condition.



2. Enter the employee number, press the **EMP#** key to sign on. The employee name displays. This employee remains signed on until the following transaction is complete.



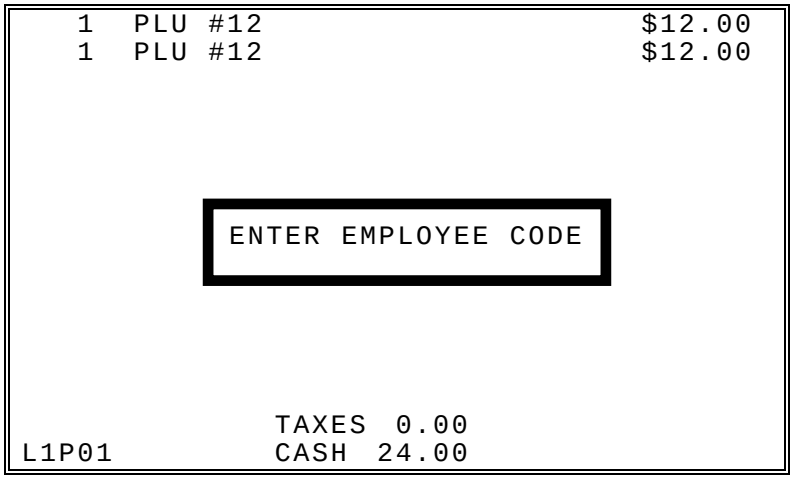
3. Enter the transaction. When the transaction is finalized, the "ENTER EMPLOYEE CODE" message automatically displays, prompting the entry for the next transaction.



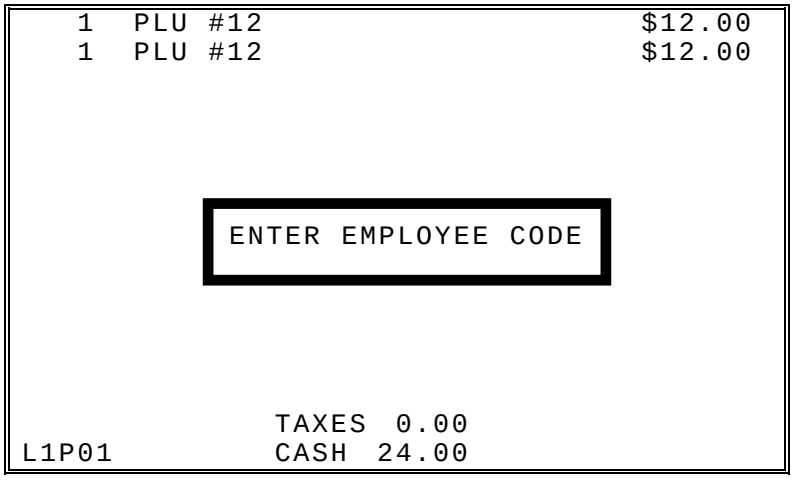
Sign Off/Quit

The **QUIT** key or the sequence **0 EMP#** will sign off the current employee.

1. Press **QUIT**. The "ENTER EMPLOYEE CODE" message displays. Or:

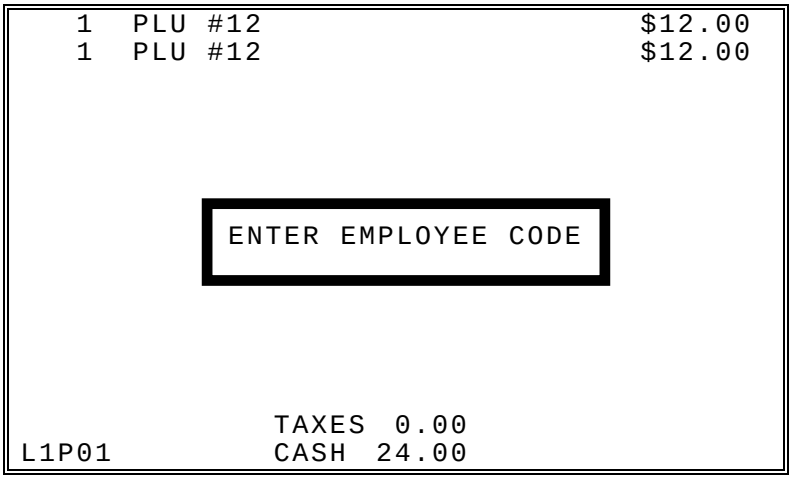


2. Enter **0** on the numeric key pad, press **EMP#**. The "ENTER EMPLOYEE CODE" message displays.

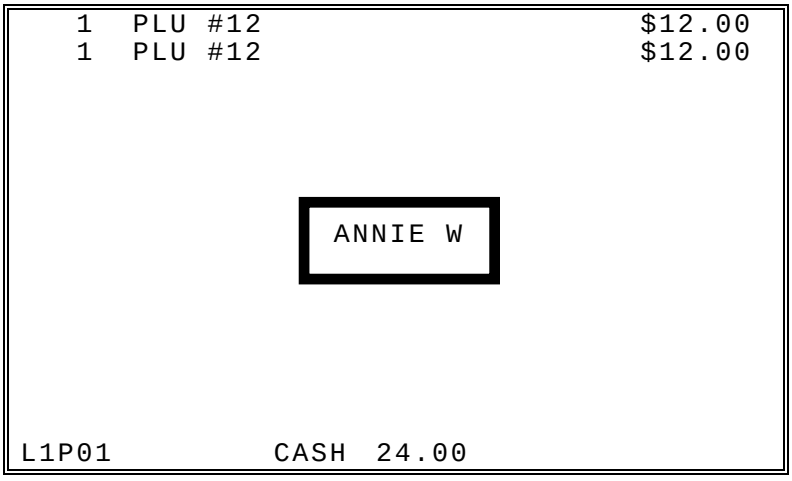


Continue

1. The "ENTER EMPLOYEE CODE" message is displayed.



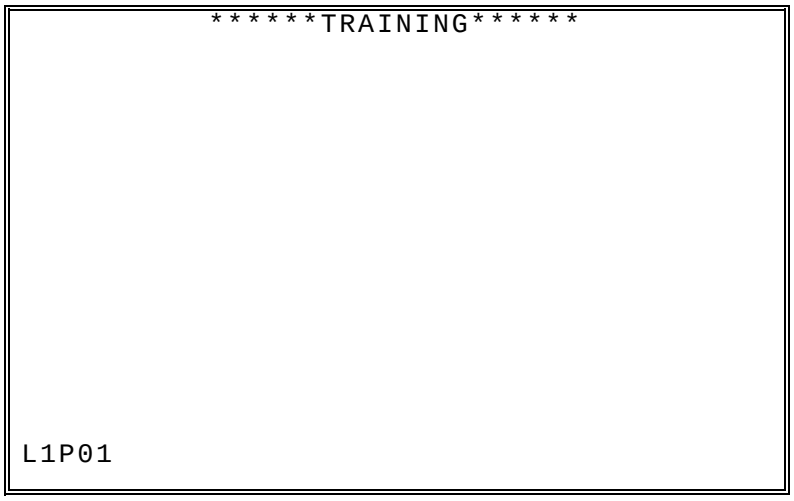
2. Press **CONTINUE** to sign on the previous employee for the next transaction.



Training Mode - Clock-in and Sign-on

The entire register can be locked into training mode. Turn the key to the **X** control lock position and select TRAINING from the X-MODE MANAGER MENU. See "X Mode Procedures" for more information.

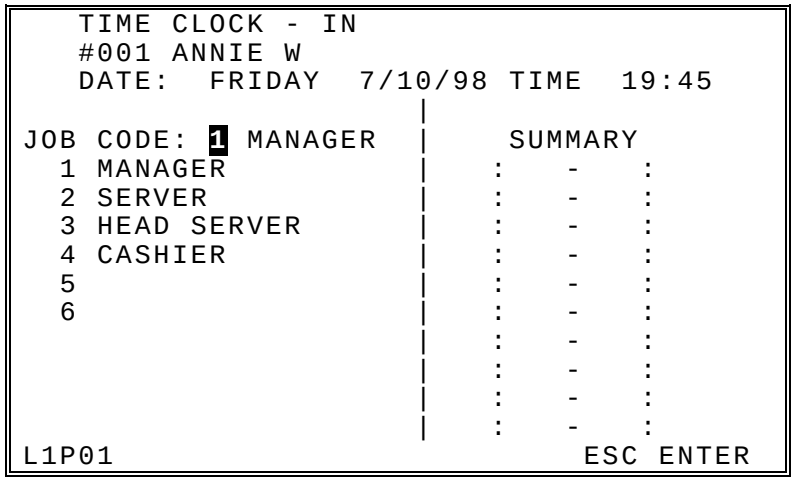
1. When training mode is active, the "TRAINING" message displays at the top of the operator screen.
2. Operate the register as you would in register mode.



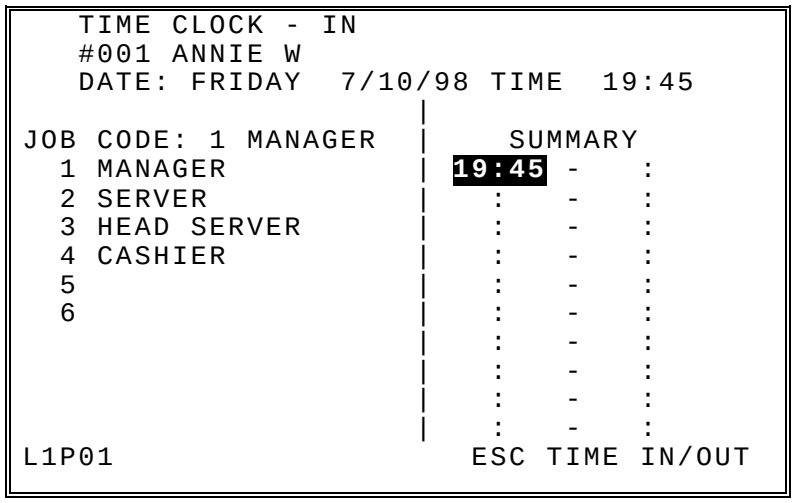
Time Clock Procedures

Clock-In Entry

1. Enter the employee number and press **TIME IN/OUT**.

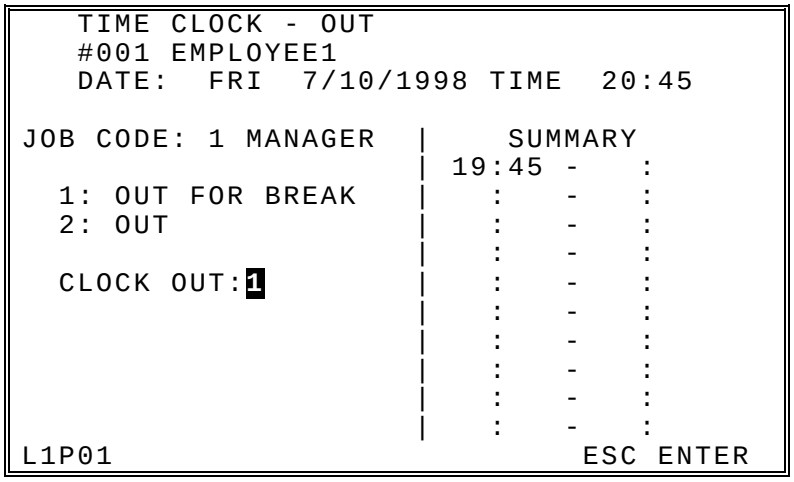


2. Select the job code by entering the digit corresponding to the job code and pressing **ENTER**, or just press **ENTER** to select the default job code.
3. Press **TIME IN/OUT** to complete the procedure.

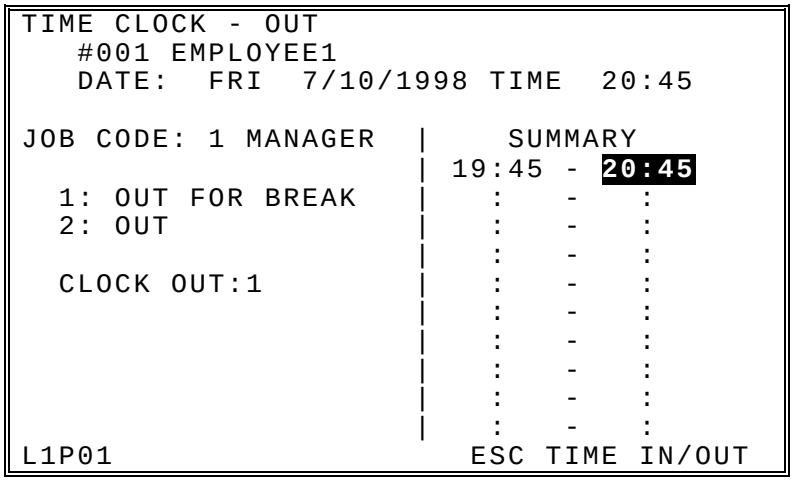


Clock Out for Break

1. Enter the employee number and press **TIME IN/OUT**.

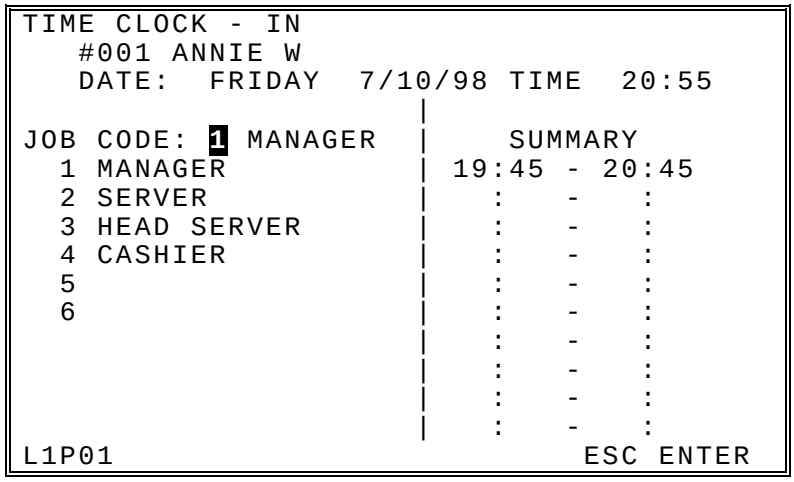


2. Type **1** (out for break) and press **ENTER**.
3. Press **TIME IN/OUT** to complete the procedure.

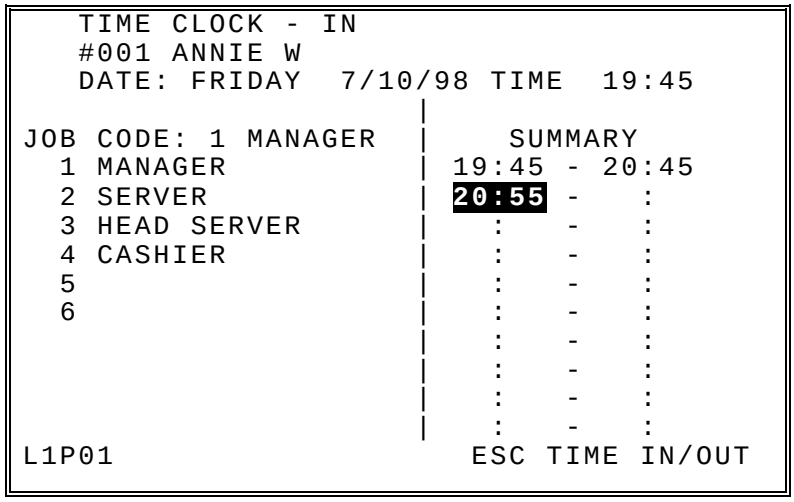


Clock In From Break

1. Enter the employee number and press **TIME IN/OUT**.

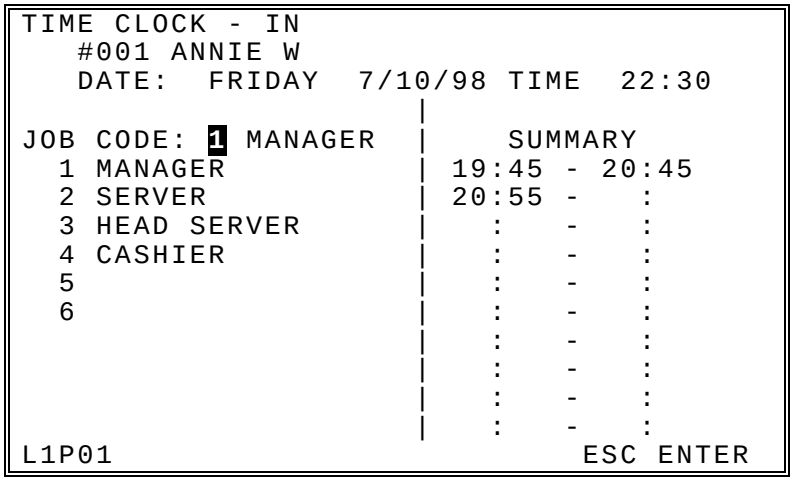


2. Select the job code by entering the digit corresponding to the job code and pressing **ENTER**, or just press **ENTER** to select the default job code.
3. Press **TIME IN/OUT** to complete the procedure.

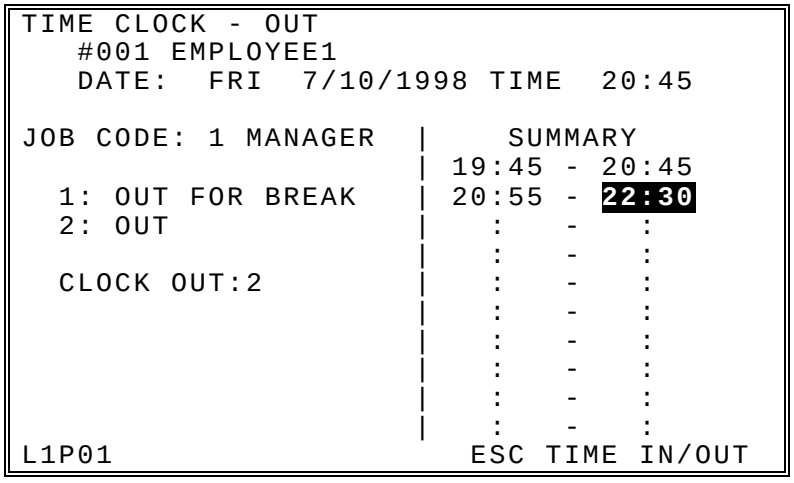


Clock Out for the Day

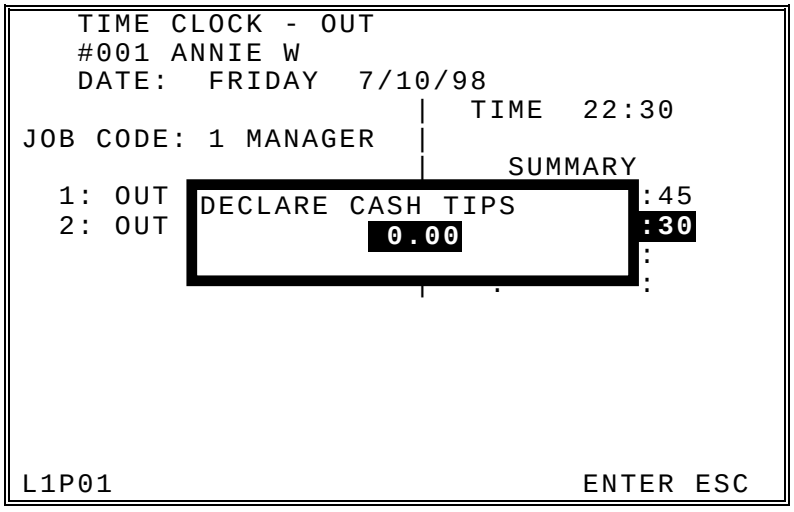
1. Enter the employee number and press **TIME IN/OUT**.



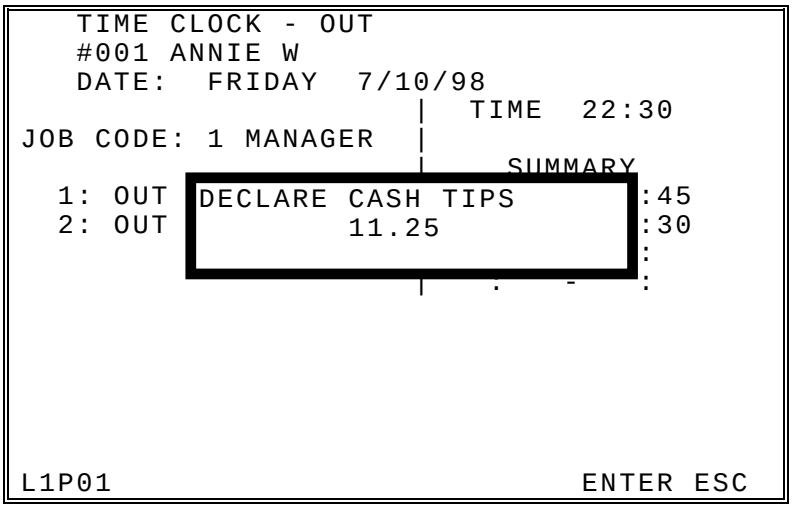
2. Enter **2** (out) and press **ENTER**.
3. Press **TIME IN/OUT** to complete the procedure.



4. The DECLARE CASH TIPS window displays.



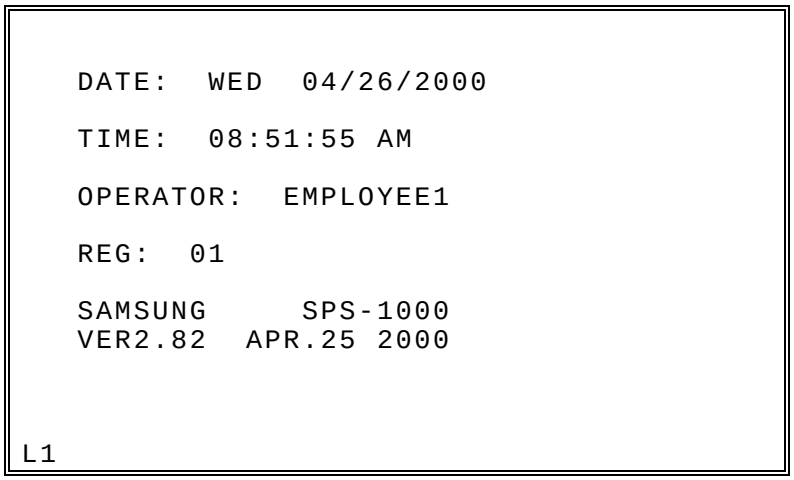
5. Enter a tip declaration amount and press **ENTER**, or press **ENTER** to exit the window.



Outside of Sale Functions

Time Display

1. Press **X/TIME** to display the time and register information.
2. Press **X/TIME**, **CLEAR**, **DONE**, or turn the key lock to clear the display.



Selecting Keyboard Levels

Levels may be set by:

- Function Key
- X-Mode Menu Selection (see “X-Mode Procedures”)
- Time Control (see the “Samsung SPS 1000 Program Manual”)

Function key selection is shown here.

1. Press **KEYB LVL# 1**.

2. Press **KEYB LVL# 2**.

3. Press **KEYB LVL# 5**.

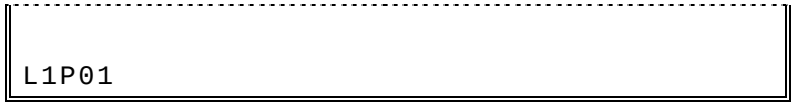
Selecting Price Levels

Levels may be set by:

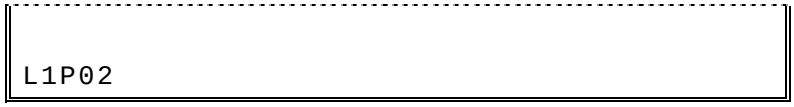
- Function Key
- X-Mode Menu Selection
- Time Control

Function key selection is shown here.

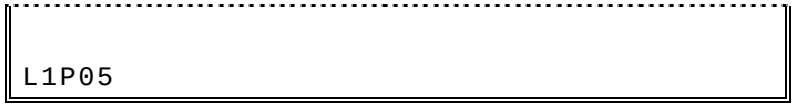
1. Press **PRICE LVL# 1**.



2. Press **PRICE LVL# 2**.

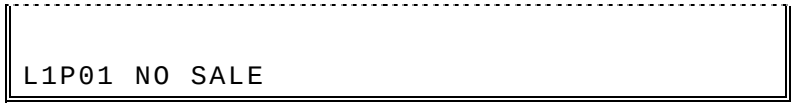


3. Press **PRICE LVL# 5**.



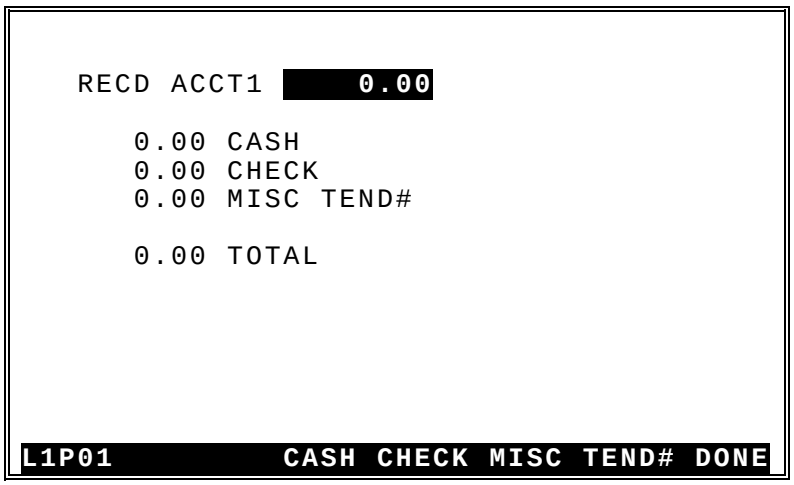
No Sale

1. Press **NO SALE**.

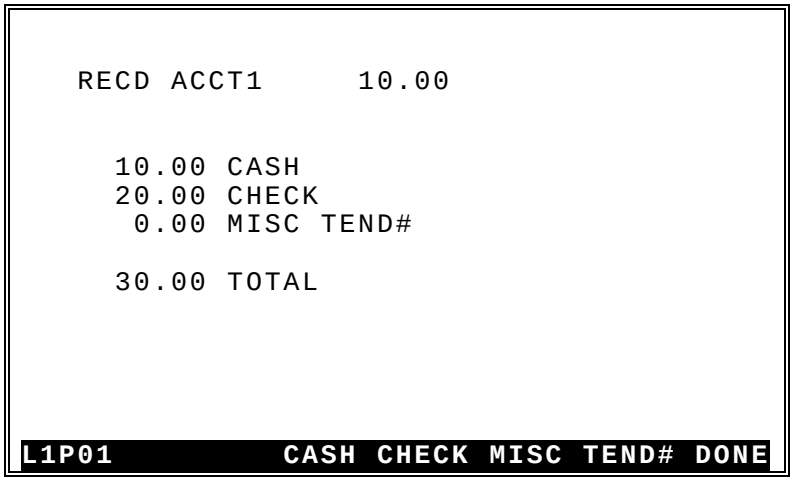


Received on Account (Loan)

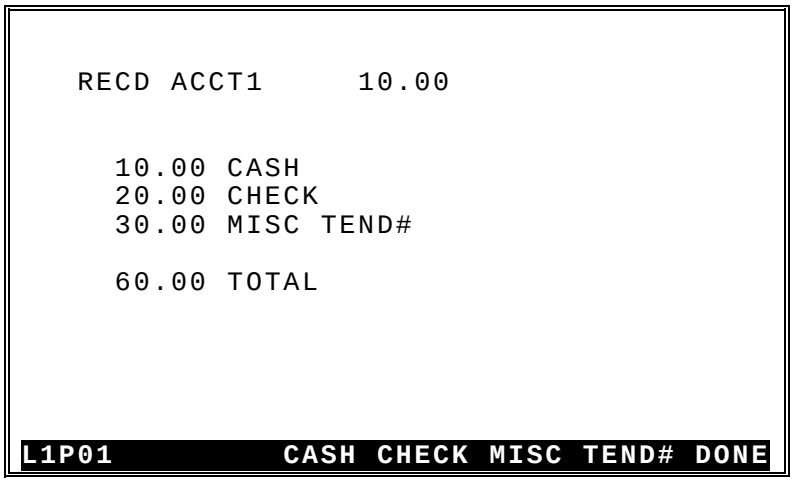
1. Press the appropriate received on account key, i.e. **R/A #1**.



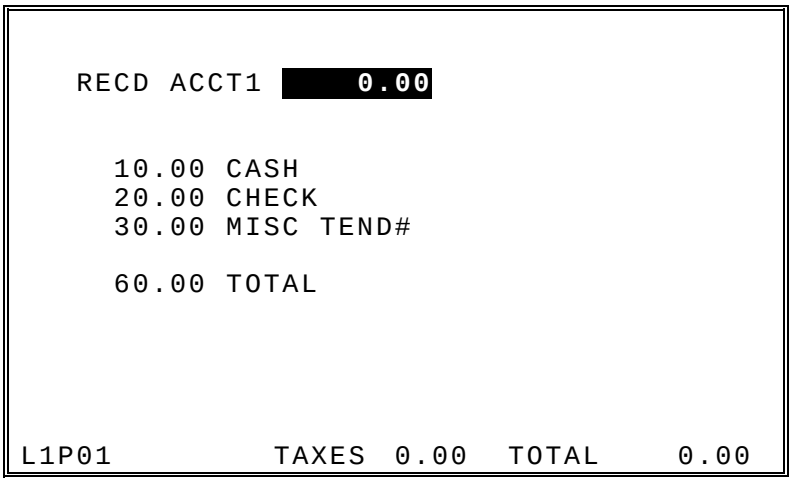
2. Enter the amount of cash received; press **CASH**.
3. Enter the amount of check or checks received; press **CHECK**.



4. Enter the amount of charge or other media, press the appropriate miscellaneous tender key, i.e. **MISC TND1**.

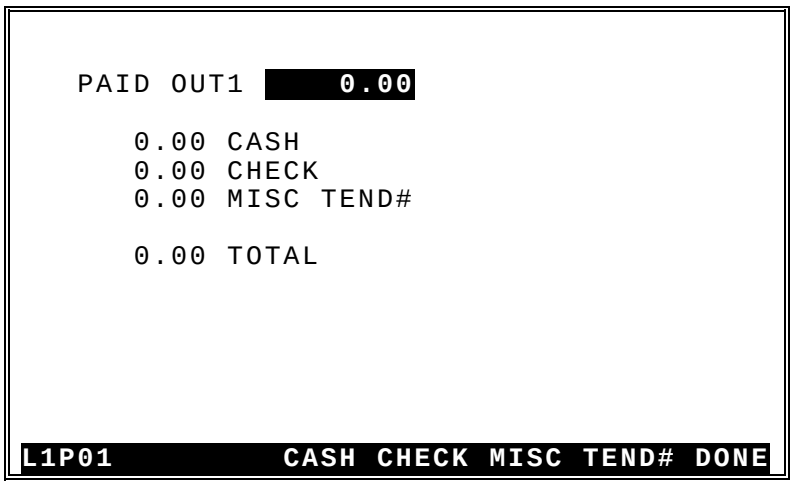


5. Press **DONE** to finalize and total the amounts received**.**

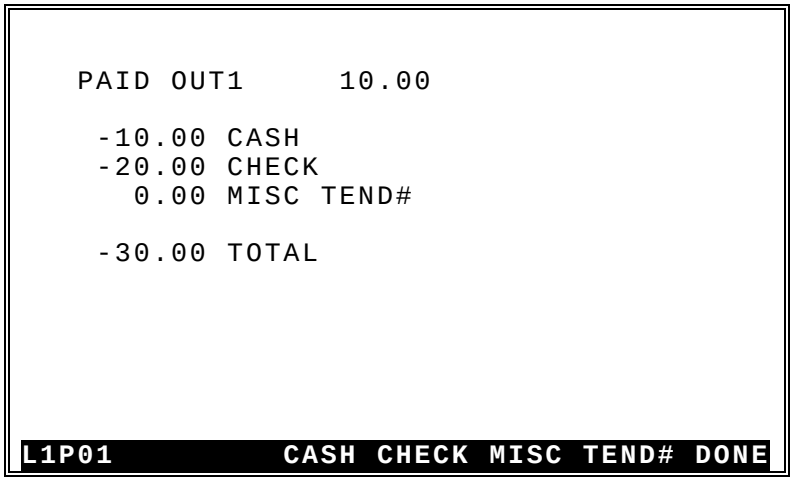


Paid Out (Pick Up)

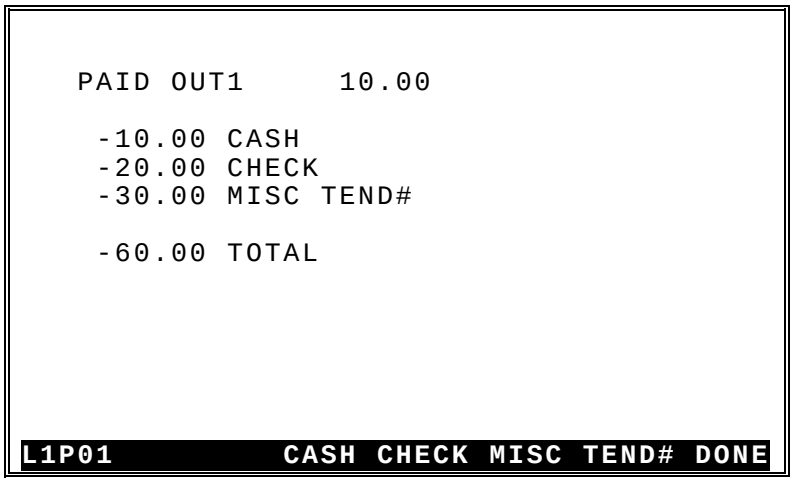
1. Press the appropriate paid out key, i.e. **P/O #1.**



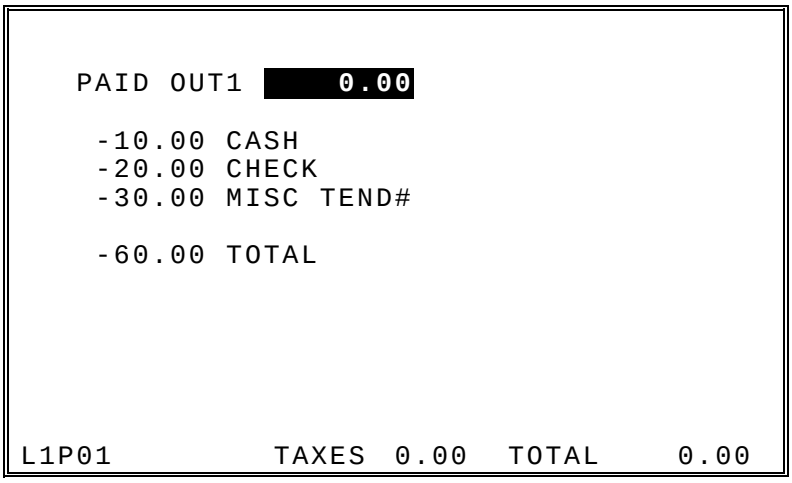
2. Enter the amount of cash paid out; press **CASH**.
3. Enter the amount of check or checks paid out; press **CHECK**.



4. Enter the amount of charge or other media and press the appropriate miscellaneous tender key, i.e. **MISC TND1**.



5. Press **DONE** to finalize and total the amounts paid out**.**



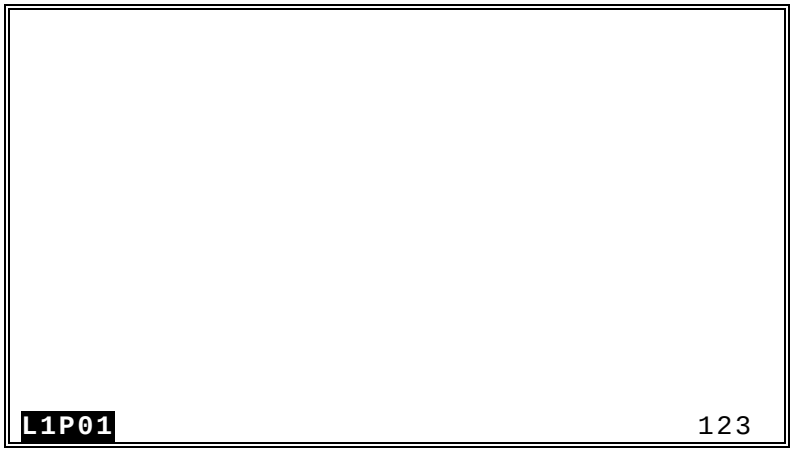
Item Registrations

Open PLU/Item Entries

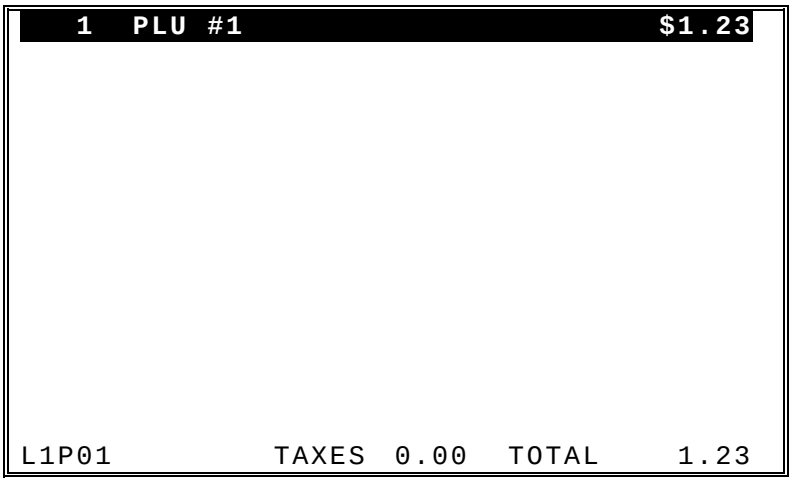
Keyboard PLU

NOTE: To prevent operator confusion, TAXES and TOTAL information does not appear until the first item is registered. Press CLEAR to clear the display of any previous transaction information.

1. Enter the amount of the item.

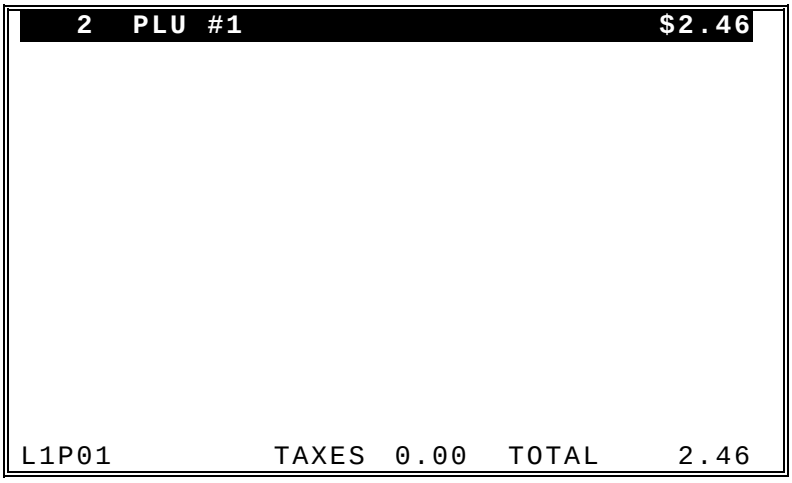


2. Press **PLU #1**.



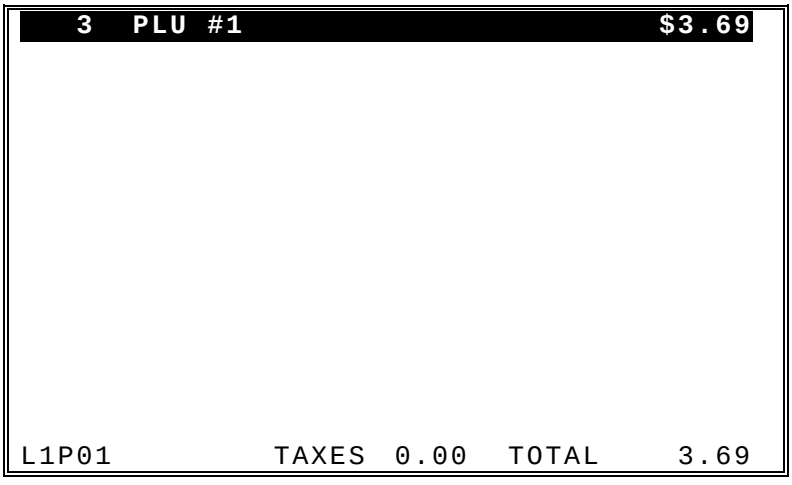
Repeat

1. Enter the amount of the item.
2. Press **PLU #1**.
3. Press **PLU #1** again to register the second item.



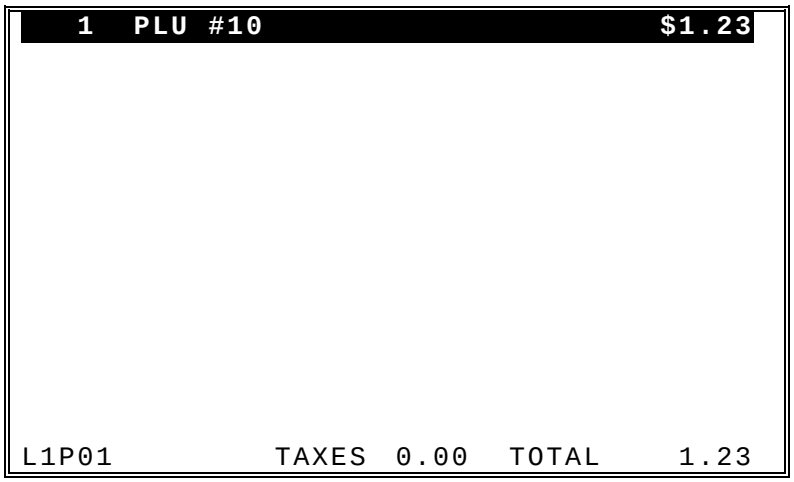
Multiplication

1. Enter the quantity.
2. Press **X/TIME**.
3. Enter the amount of the item.
4. Press **PLU #1**.



Code Entry PLU

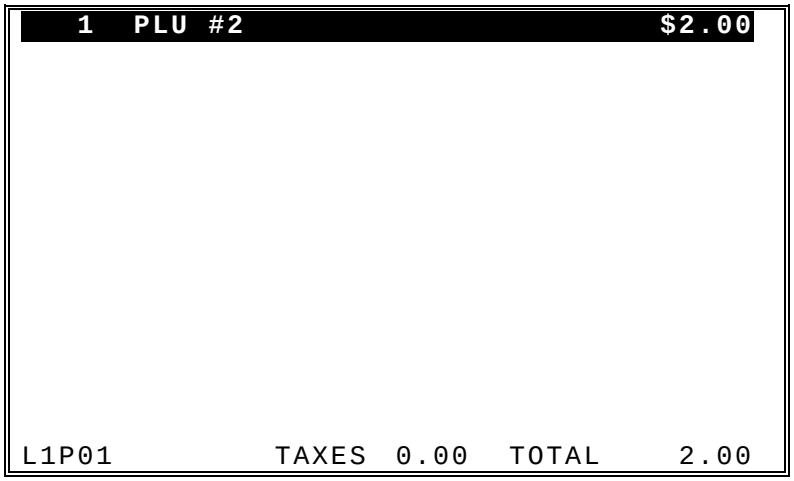
1. Enter the PLU code number.
2. Press **PLU**. The AMOUNT REQUIRED prompt displays.
3. Enter the amount of the item.
4. Press **PLU**.



Preset PLU/Item Entries

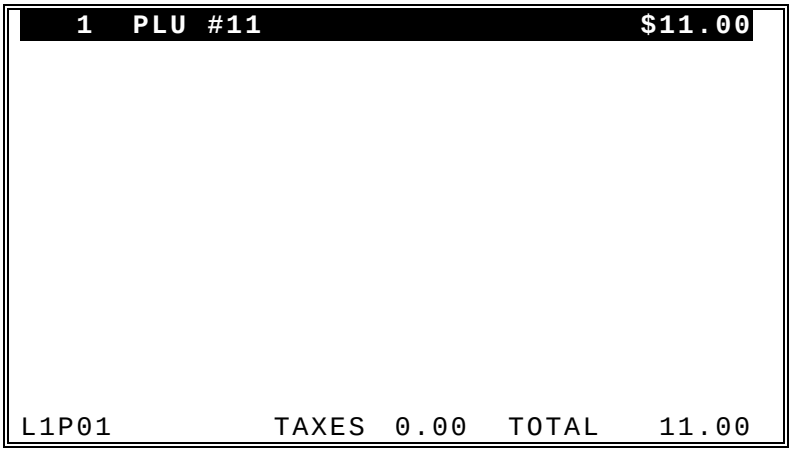
Keyboard PLU

1. Press **PLU #2**.



Code Entry PLU

1. Enter the PLU code number.
2. Press **PLU**.



Condiment/PLU/Function Entry from a WLU

What is a WLU?

WLU stands for "Window Look Up". A WLU window displays on the right half of the screen.

- A WLU can be triggered by registering a PLU that is programmed to activate a WLU,
- By pressing a WLU function key on the keyboard that is assigned to a specific WLU,
- By entering the number of the WLU you wish to display and pressing the **WLU#** key, or
- A WLU can be linked to another WLU, so that when selection(s) from the first WLU are completed, another WLU is automatically opened.

Up to 10 items can be displayed at one time in a WLU. If there are more than 10 items in the WLU, an arrow "▼" displays in the bottom left corner of the WLU window. Press the **PAGE DN** key to view the next 10 items in the WLU. Press the **PAGE UP** key to view the previous 10 items in the WLU. (The "▲▼" indicator will display if there are items both above and below the current view; the "▲" indicator will display if you are at the bottom of the list and there are items only above the current view.)

Selecting Items from WLUs

You can select an item from a WLU in one of several ways:

- Type the number of the WLU and press **ENTER**.
- Press the ↑ or ↓ keys to select an item and press **ENTER**:
- With the appropriate option flag set, you can select an item from a WLU by simply typing the number of the WLU item. If there are more than nine selections on the menu, you must enter single digit selections with a preceding zero, i.e. enter **01** to select item #1. You cannot use this method if function keys are allowed on the WLU. (See "General Function Option #41" in the "Samsung SPS 1000 Program Manual" to allow this method.)
- If a WLU can be displayed by pressing a WLU key on the keyboard, you can select an item from that WLU without first displaying the WLU window. Type the number of the item you wish to register, then press the appropriate WLU key and the item will be immediately registered.

WLU Applications

A WLU can list PLUs with condiment status, ordinary PLUs, and/or functions.

- A WLU listing condiments may be linked to an item so that immediately after the item is registered, condiment options for that item are displayed.
- A WLU listing PLUs can be displayed by pressing a WLU function key on the keyboard. In this way, a list of similar items, such as a wine list, can be displayed for easy selection and entry.
- A WLU listing functions can be displayed by pressing a WLU key on the keyboard. In this way, functions that are only used occasionally can be accessed indirectly, or if there are insufficient key locations on the keyboard for all the functions you wish to use, some of them could be located on a WLU. (A function need not be on the keyboard in order to be placed on a WLU.)
- Any WLU can be set to list combinations of Condiment PLUs, ordinary PLUs or functions.

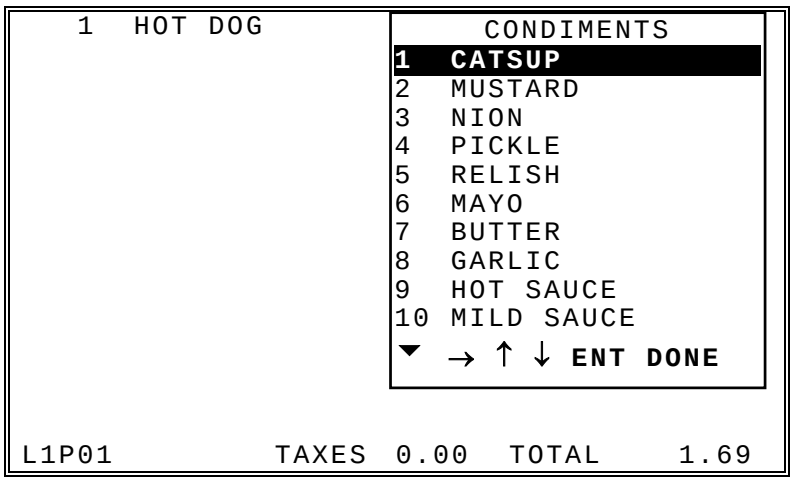
Programs Notes for Setting up WLUs

- Check your memory allocation settings (see "S-Mode Programming-Memory Allocation" in the *Program Manual*.) The total number of WLUs available is determined in memory allocation. The default is 10 WLUs; the maximum is 999 WLUs, if memory is available. The number of items that can be listed in a WLU is also set in memory allocation. The default is 28 items: the maximum is 50 items.
- Program the items for each WLU. First, set the options for each individual WLU, then add or delete items as necessary. (See "P-Mode Programming-Window Look Up (WLU)" in the *Program Manual*.)
- If a WLU is to be activated by the registration of an item, go to PLU programming and enter the WLU number in the ACTIVATE WLU# field. (See "P-Mode Programming-PLU Programming" in the *Program Manual*.)
- If a WLU is to be activated by pressing a function key, identify the key as a WLU key and set the WLU# that is to be activated. (See "P-Mode Programming-Keyboard Key Relocation " in the *Program Manual*.)

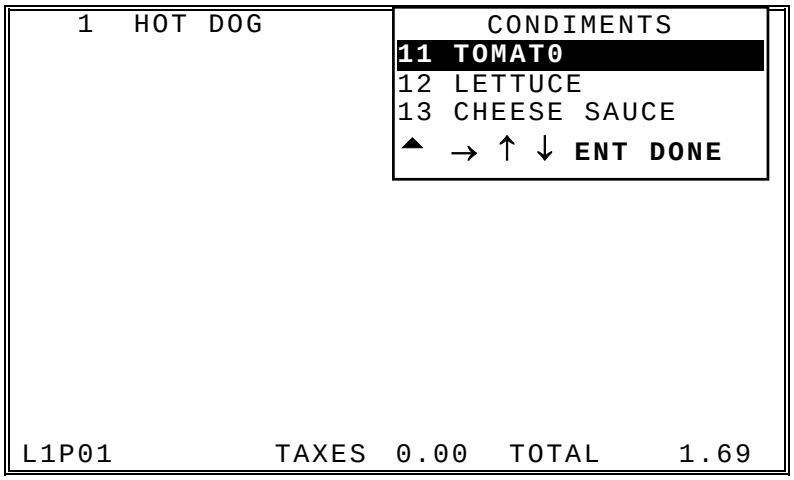
Viewing a WLU

In this example a WLU with the title “CONDIMENTS” is programmed with 13 items. PLU #7 is set to activate the WLU.

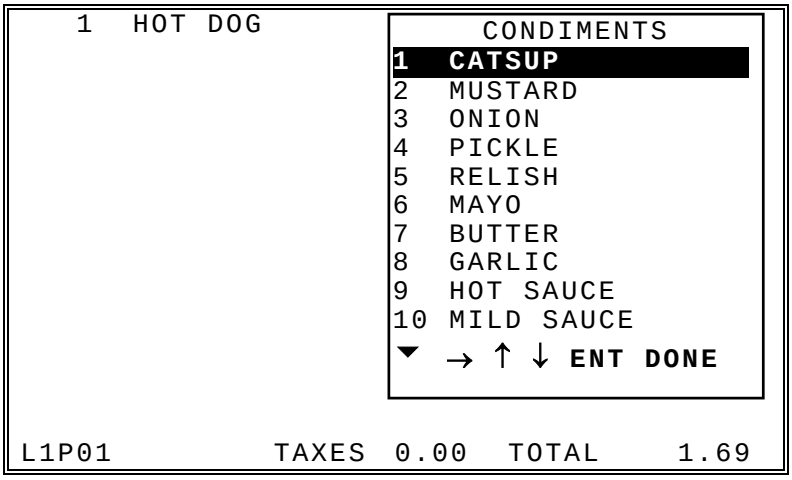
1. Press **PLU #7**. The WLU displays with the first condiment item highlighted.



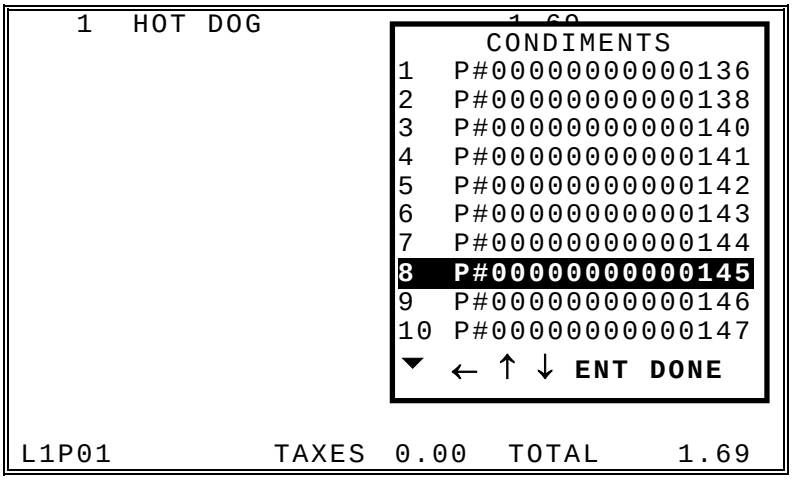
2. If there are more than 10 items on the WLU, press **PAGE DN** to display the next group of items.



3. Press **PAGE UP** to return to a view of previous items in the WLU.



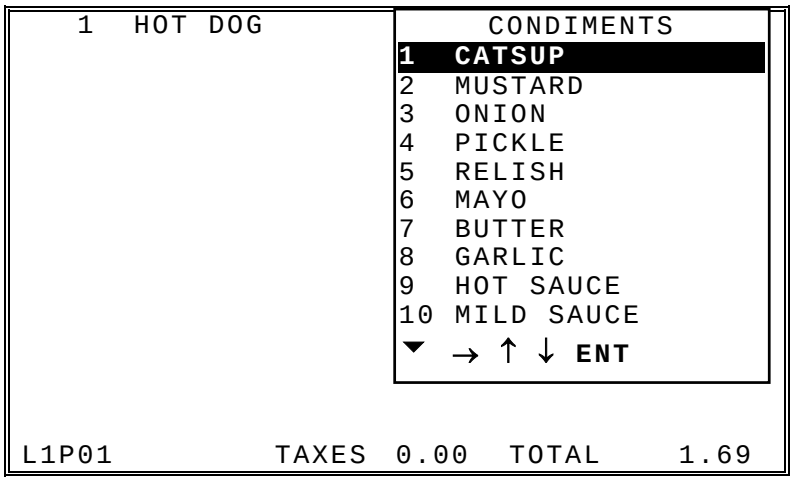
4. Press → to change the view of the WLU from PLU descriptors to PLU numbers.
5. Press ← to return the WLU view to PLU descriptors.



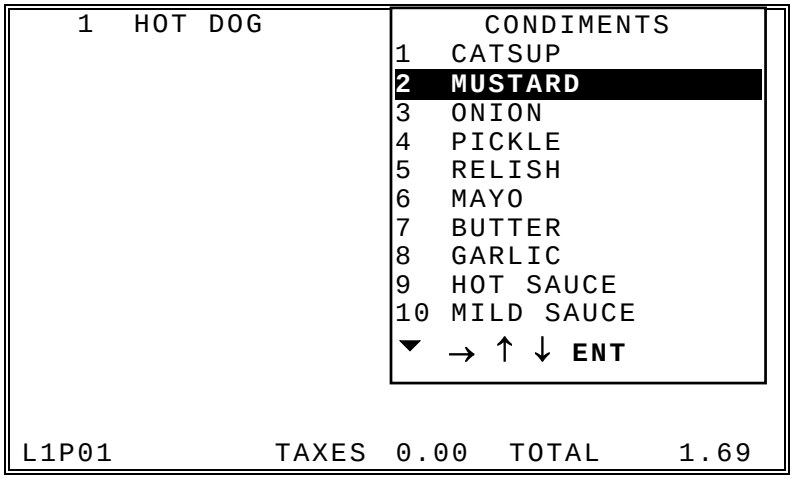
Selecting a Single Item from a WLU by Cursor Selection

In this example a WLU with the title "CONDIMENTS" is programmed with 13 items. The WLU is set to close automatically after one item is selected. PLU #7 is set to activate the WLU.

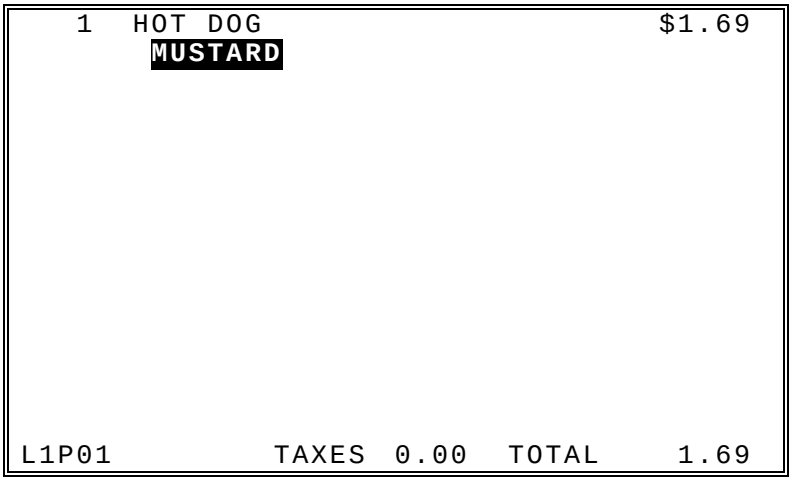
1. Press **PLU #7**. The WLU displays with the first condiment item highlighted.



2. Press the ↓ key to move the cursor to the second item on the WLU.



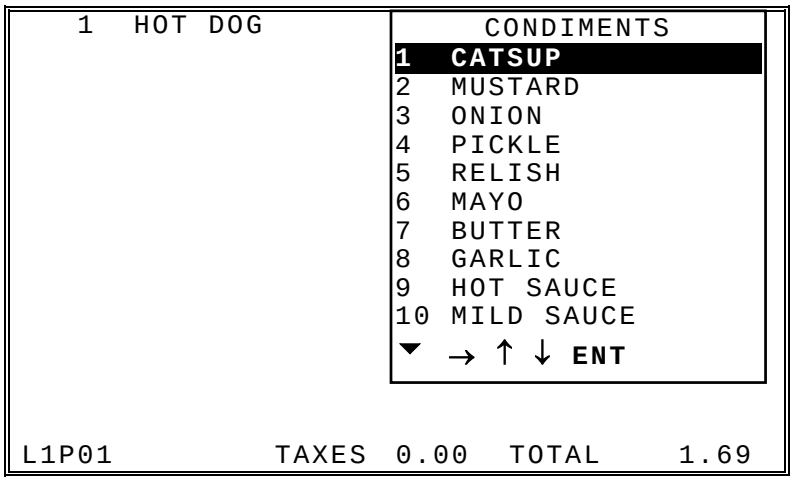
3. Press **ENTER** to register the item. The WLU automatically closes.



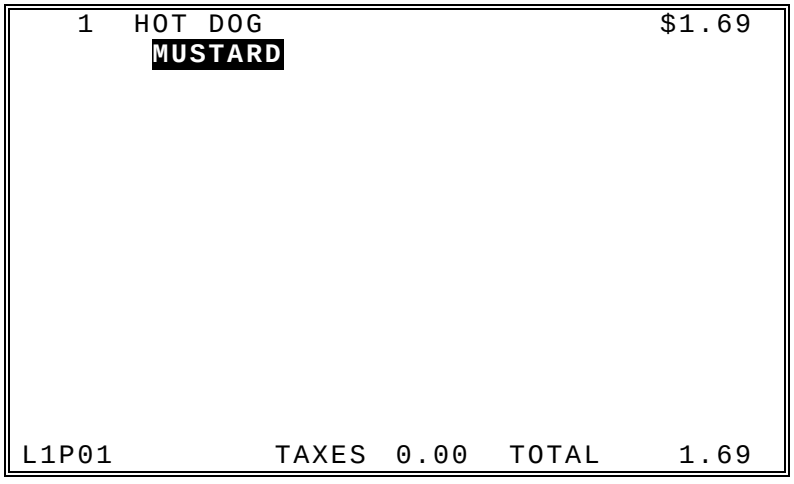
Selecting a Single Item from a WLU by Numeric Selection

In this example a WLU with the title “CONDIMENTS” is programmed with 13 items. The WLU is set to close automatically after one item is selected. PLU #7 is set to activate the WLU.

1. Press **PLU #7**. The WLU displays with the first condiment item highlighted.



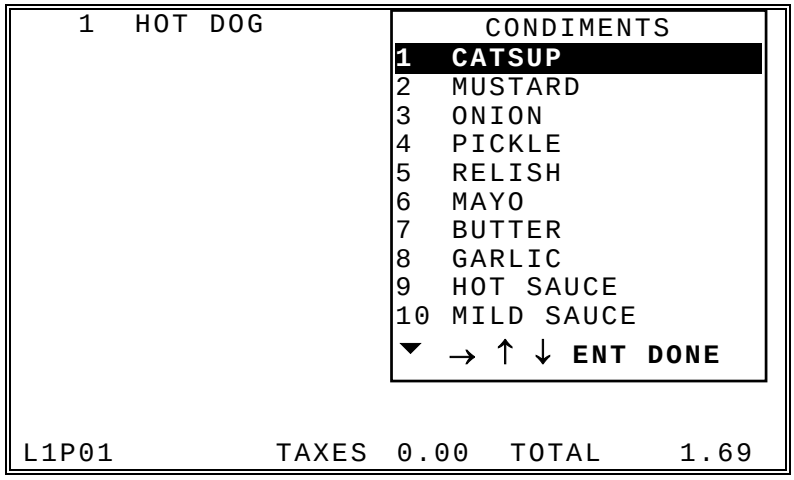
2. Type **2** (to select mustard).
3. Press **ENTER**. The WLU automatically closes.



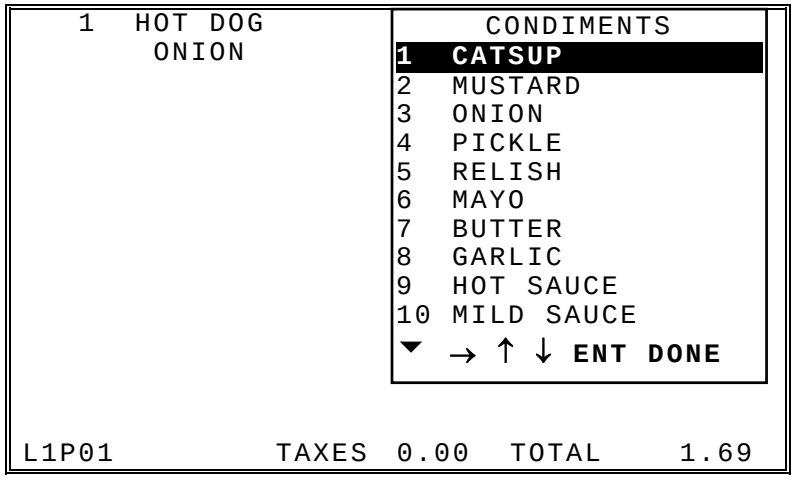
Selecting Multiple Items from a WLU - Closing with the Done Key

In this example a WLU with the title “CONDIMENTS” is programmed with 13 items. The WLU is set to allow multiple items selection and can be closed with the **DONE** key. PLU #7 is set to activate the WLU.

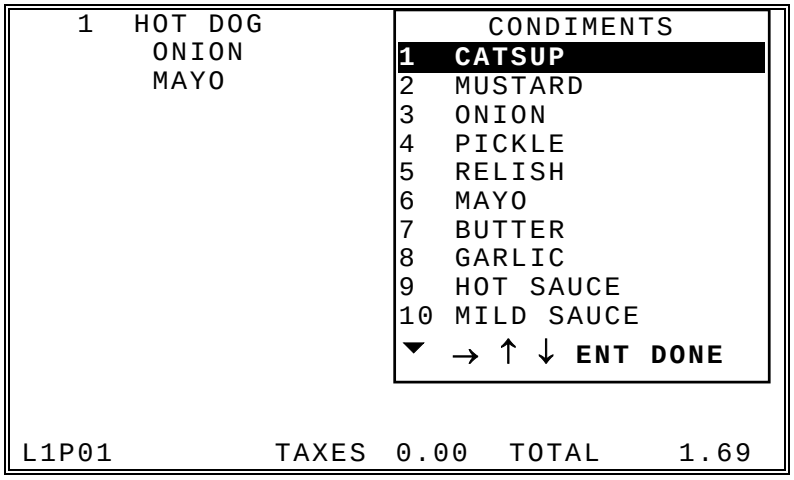
1. Press **PLU #7**. The WLU displays with the first condiment item highlighted.



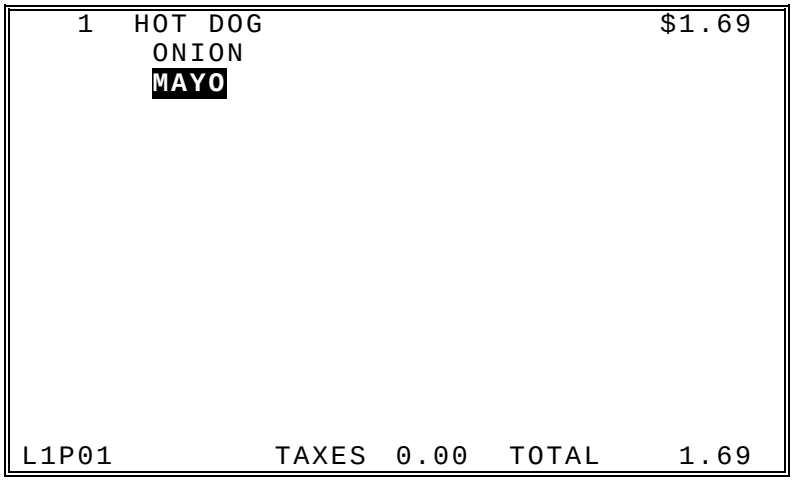
2. Type **3**.
3. Press **ENTER**. (The WLU remains open.)



4. Type **6**.
5. Press **ENTER**. (The WLU remains open.)



6. Press **DONE** to close the WLU.



Entering an Item from a WLU Without Opening the WLU Window

In this example item #10 from WLU #8 is registered without opening the WLU window.

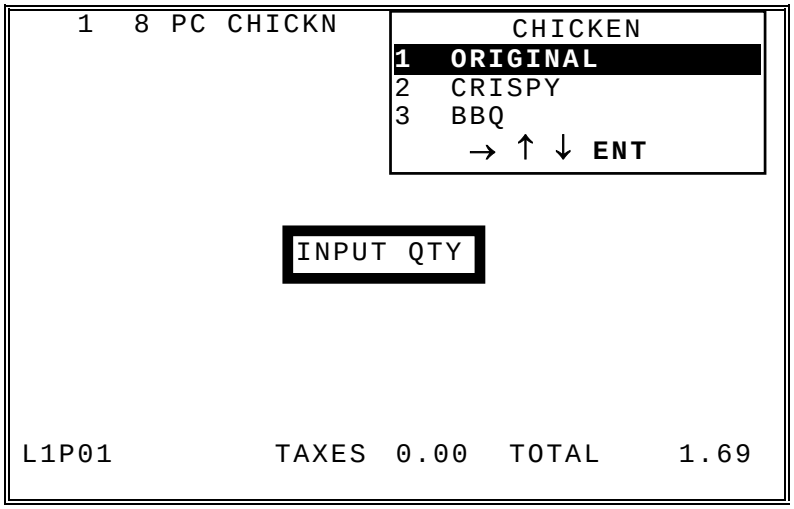
1. Enter an item that is not linked to a WLU.
2. Type **10**, press **WLU#8** (or type **8** and press the **WLU** key.)

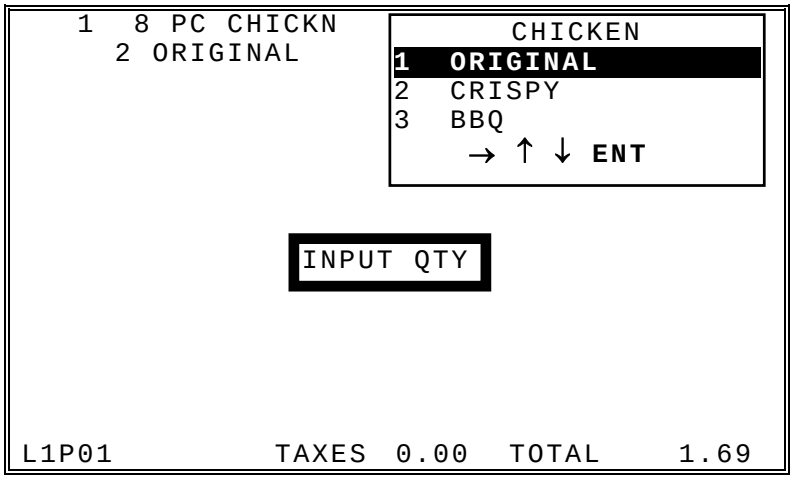
Multiplication of Condiments in a WLU

In this example a WLU with the title “CHICKEN” is programmed with 3 items describing the ways chicken can be prepared. The WLU is set to require eight item choices and item multiplication is set to Y(es). PLU #8 is set to activate the WLU.

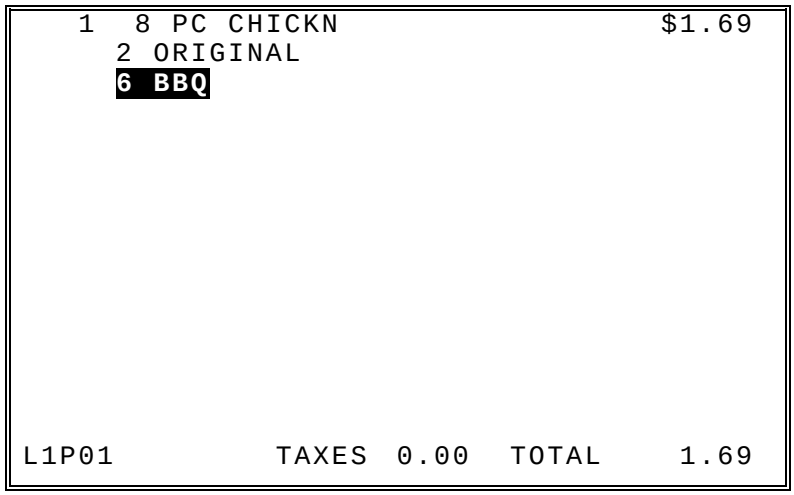
Note: Functions cannot be allowed on a WLU to enable this function. (Functions must equal N.)

1. Press **PLU #8.** The WLU displays with the first condiment item highlighted. The Input Qty message displays.
2. Press the ↑ or ↓ keys to move the cursor to the condiment you wish to select.
3. Enter **2**.
4. Press **X/TIME**.
5. Press **ENTER**. (The Input Qty prompt and WLU window do not clear until the total quantity set for the # of choices on the WLU are selected.)





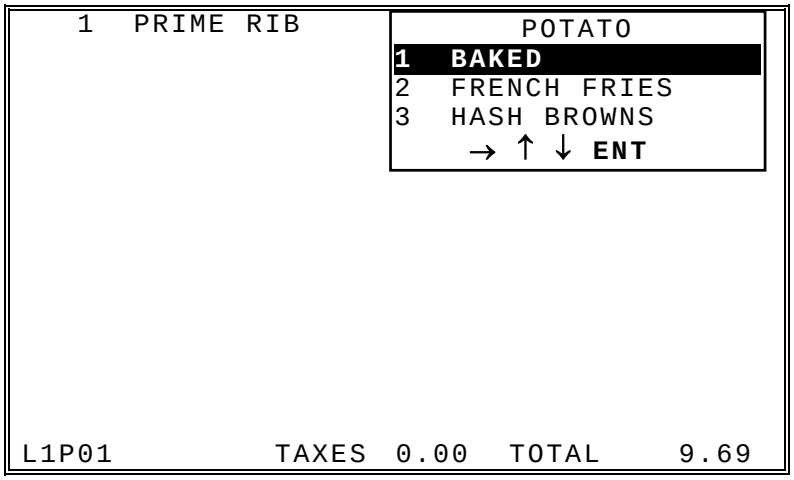
6. Enter **6**.
7. Press **X/TIME**.
8. Enter **3**.
9. Press **ENTER**. (The Input Qty prompt and WLU window clear because the total quantity required of eight has been fulfilled.)



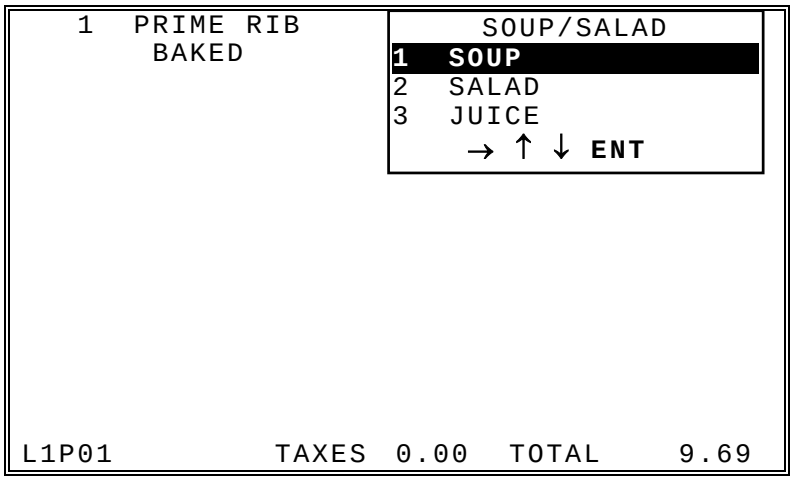
Multiple WLUs

A WLU maybe linked to another WLU, so that when the first WLU is completed, the second is automatically displayed. In this example, the first WLU displays the choices of potato for the item. The potato WLU is linked to the soup/salad WLU so that when the potato is selected, the soup/salad WLU is automatically opened. The salad selection on the soup/salad WLU is programmed to open the dressing WLU, so that only if salad is selected, you are required to enter a dressing selection. PLU #9 opens the potato WLU.

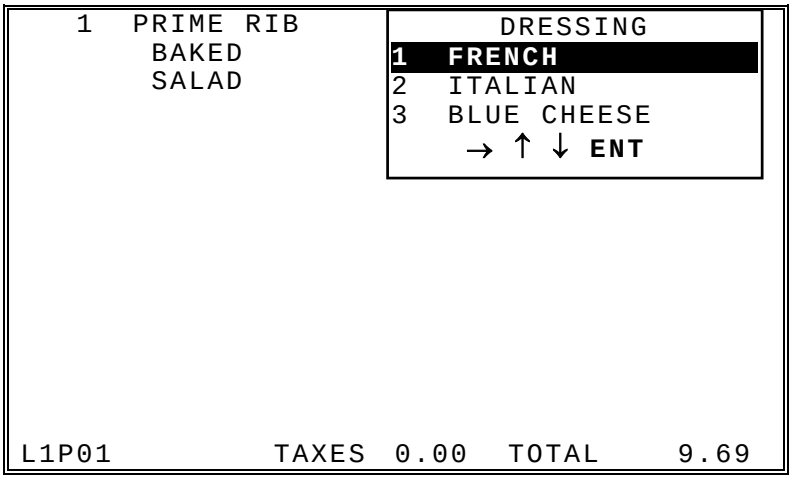
1. Press **PLU #9**. The potato WLU displays with the first item highlighted.
2. Press the ↑ or ↓ keys to move the cursor to an item and press **ENTER.**



3. The potato WLU is closed and the soup/salad WLU is opened.
4. Type **2** and press **ENTER** to select salad.



5. The soup/salad WLU is closed and the dressing WLU is opened.
6. Select a dressing to complete the sequence.



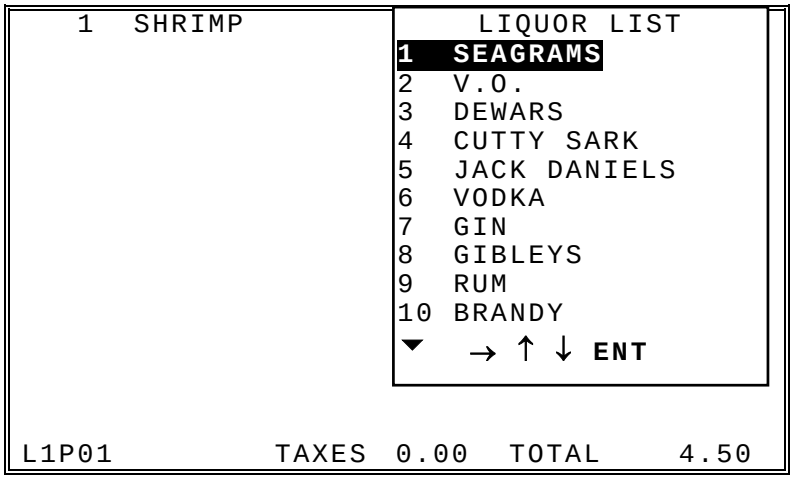
7. The dressing WLU is closed.

PLU Registration from Window Look Up (WLU)

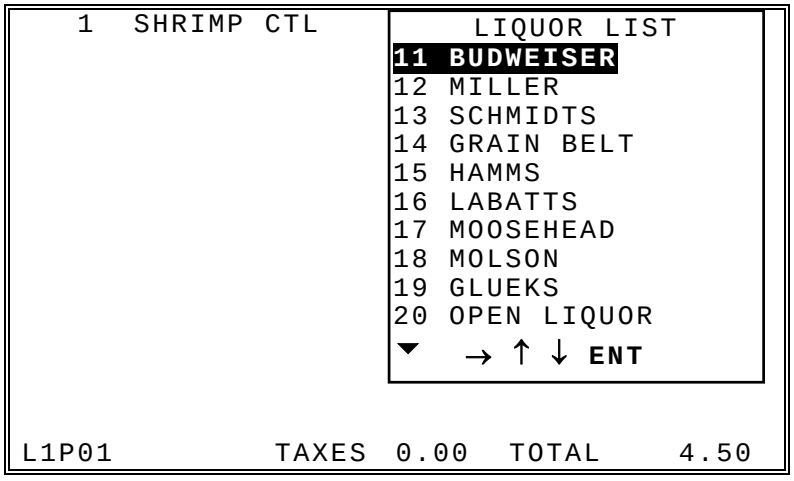
A WLU can serve as a menu of PLUs that are not located on the keyboard. In a restaurant, for example, a wine or liquor item list could be on a WLU menu to save space on the keyboard. The capacity of a WLU is defined in memory allocation, up to 50 items per WLU. The WLU display window can view up to 10 items. The **PAGE UP** and **PAGE DN** keys can be used to view additional WLU items when the there are more than ten PLUs in the WLU.

If the PLU on the WLU is preset, it is executed upon selection. If the PLU selected requires an amount entry, then a prompt will display. After making the appropriate entry, press **PLU**.

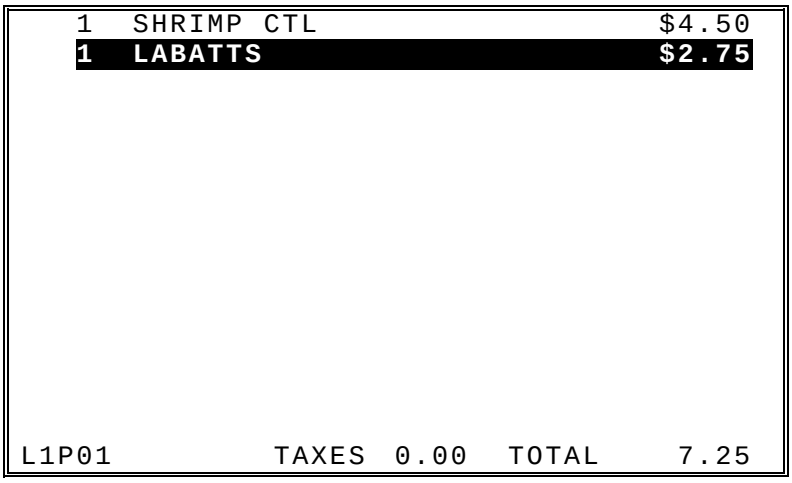
1. Press the PLU list WLU.



2. Press **PAGE DN** to view the second page of the WLU.

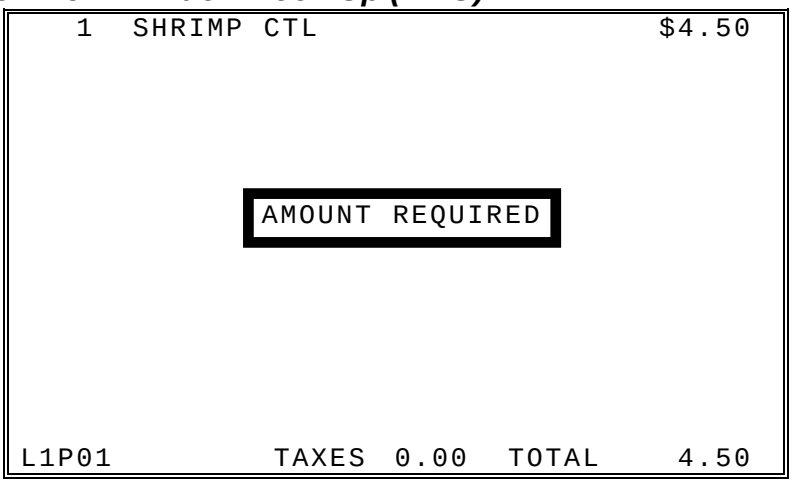


3. Select a PLU entering the numeric digit corresponding to your selection, or press the ↑ or ↓ keys to select your choice and press **ENTER**.

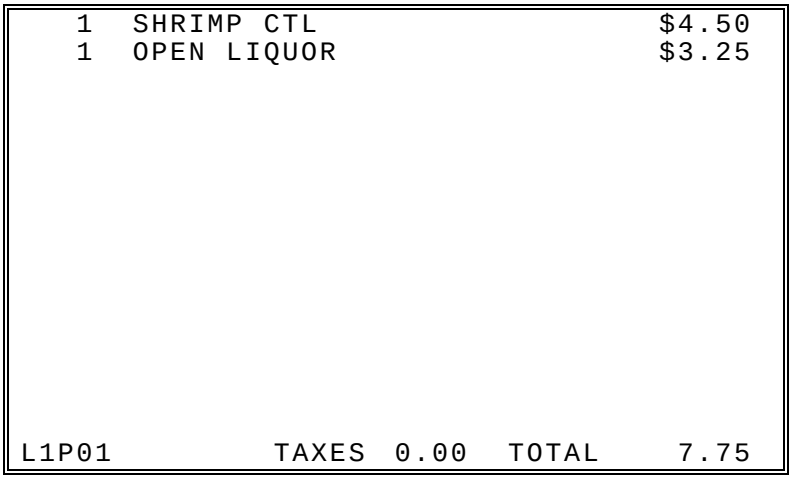


Open PLU Registration from Window Look Up (WLU)

4. If the PLU requires an amount entry, a prompt will display.



5. Type the amount, press **PLU**.

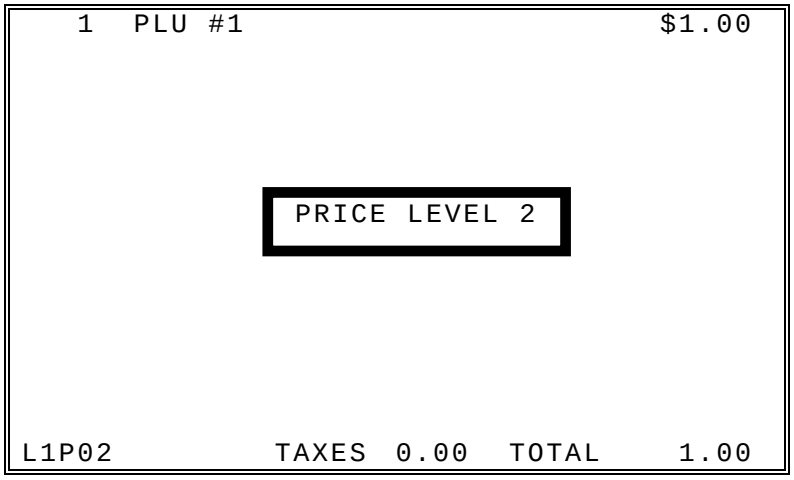


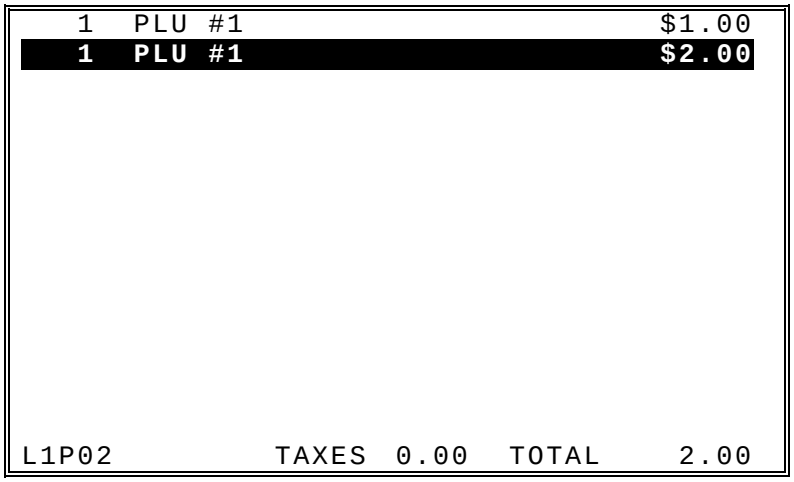
Price Level Shift

The current price level can be set by an X mode program, 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, press the appropriate price shift key prior to entering the PLU.

In this example, price levels are set to pop up after each item and the default level is price level 1. PLU #1 is preset at $1.00 for price level 1 and at $2.00 for price level 2.

1. Press PLU#1.
2. Press the **PRICE LVL#2** key.
3. Press **PLU#1**.





Scale Items

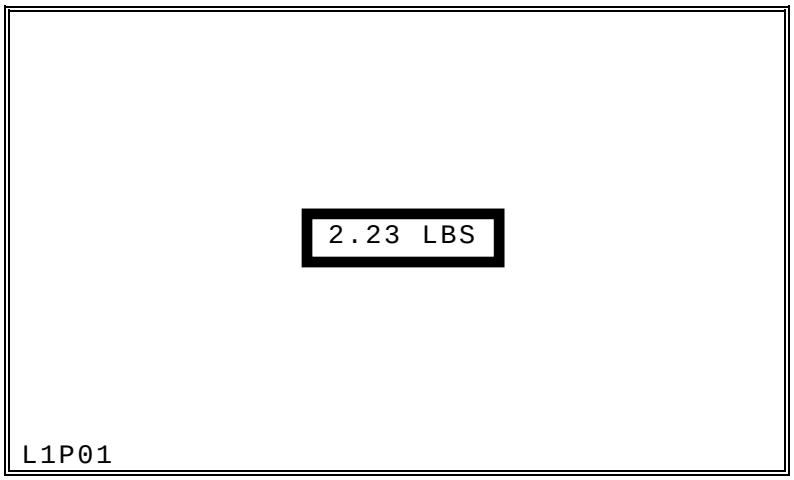
The SPS 1000 can be interfaced to an electronic scale, allowing direct entry of the item's weight by using the SCALE key.

Scale Program Notes:

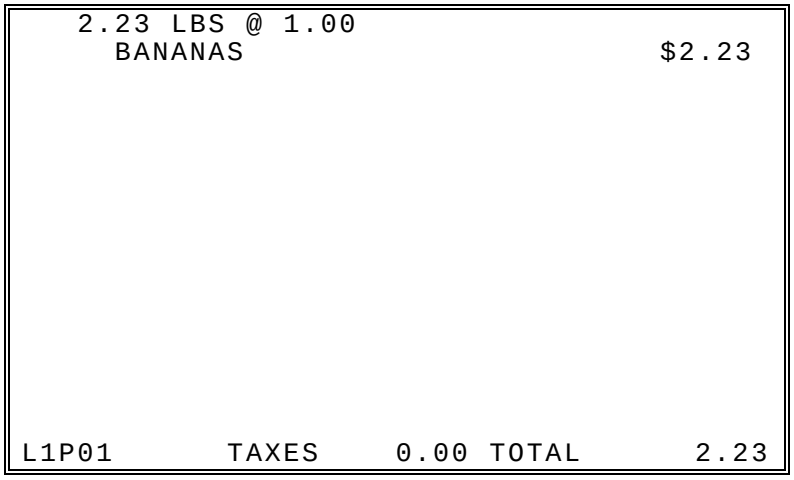
- See "P-Mode Programming", "PLU Status Group" in the *Program Manual*. The following options affect each PLU linked to a PLU status group.
  - ⇒ IS PLU SCALEABLE? If yes, the PLU may be registered only by multiplying a weight by the PLU.
  - ⇒ AUTO SCALE ON THIS PLU? If yes, the weight on the scale will be automatically multiplied when the PLU is registered.
  - ⇒ 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" in the *Program Manual* to set the **SCALE** Key attributes:
  - ⇒ ACTIVE IN X ONLY?
  - ⇒ ALLOW MANUAL ENTRY OF WEIGHT?
  - ⇒ INHIBIT TARE WEIGHT ENTRY?
  - ⇒ TARE ENTRY IN X ONLY?
  - ⇒ TARE ENTRY IS COMPULSORY?
  - ⇒ WEIGHT SYMBOL : Y=kg/N=lb

Direct Scale Entry

1. Place the item on the scale.
2. Press the **SCALE** key to display the weight.



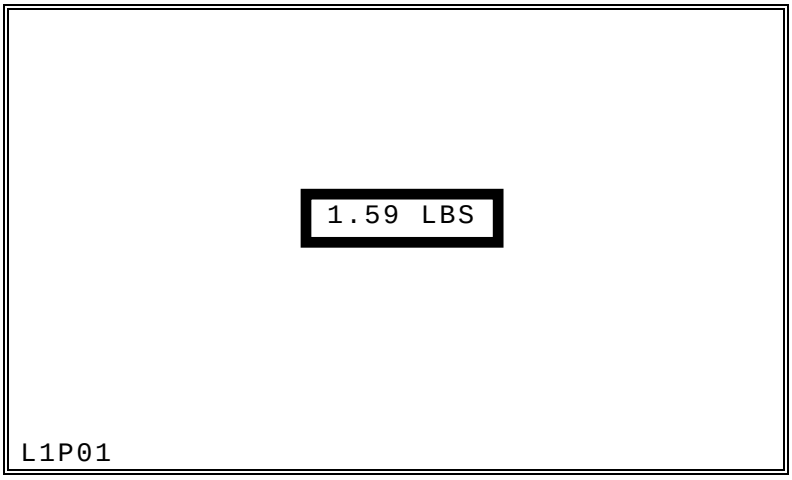
3. Register the open or preset PLU.



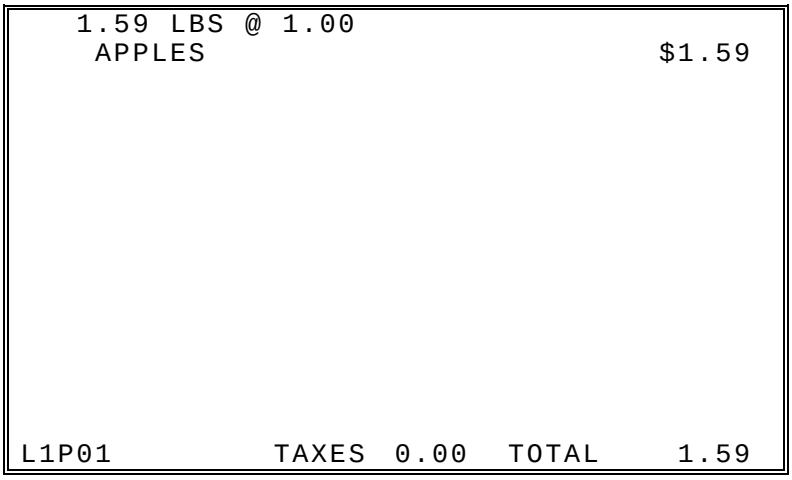
Manual Weight Entry

Manual weights may not be entered if a scale is programmed in S-Mode port selections.

1. Enter the weight using the decimal key
2. Press the **SCALE** key to display the weight.



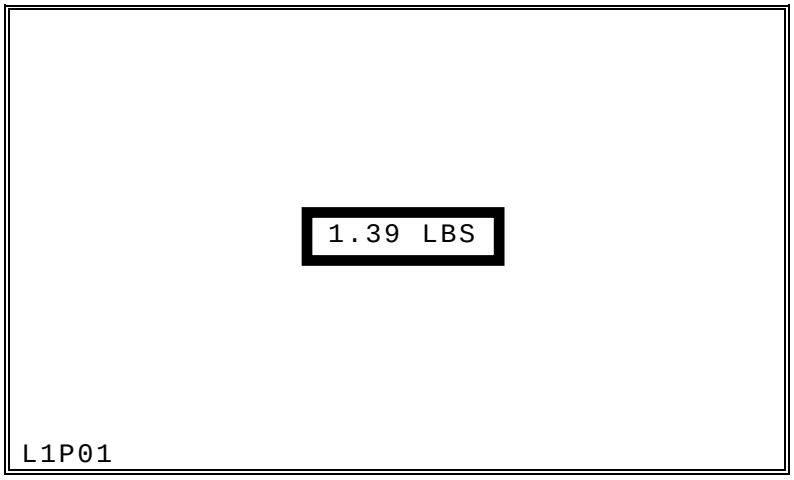
3. Register the open or preset PLU.



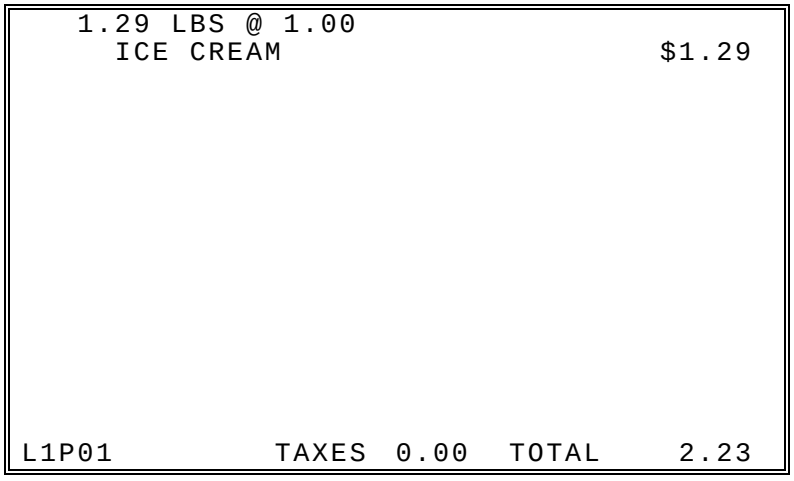
Auto Tare Weight

In this example, the tare weight of 0.10 lbs. is automatically subtracted when the ICE CREAM PLU is registered.

1. Place the item on the scale.
2. Press the **SCALE** key to display the weight.

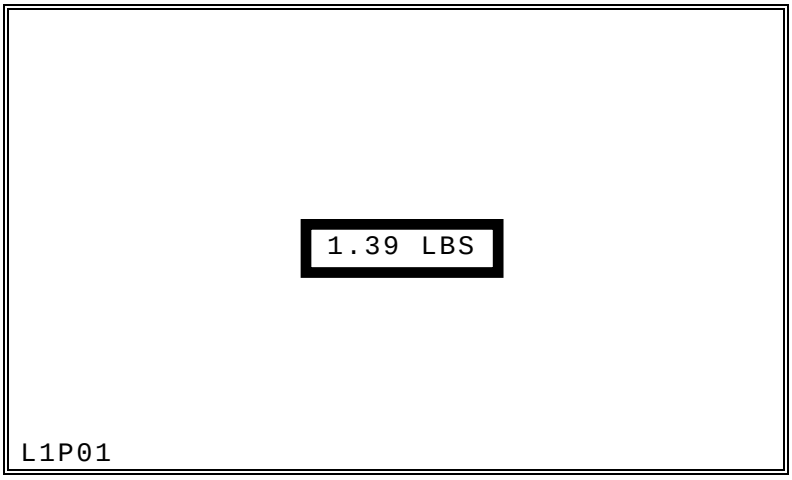


3. Register the open or preset PLU.

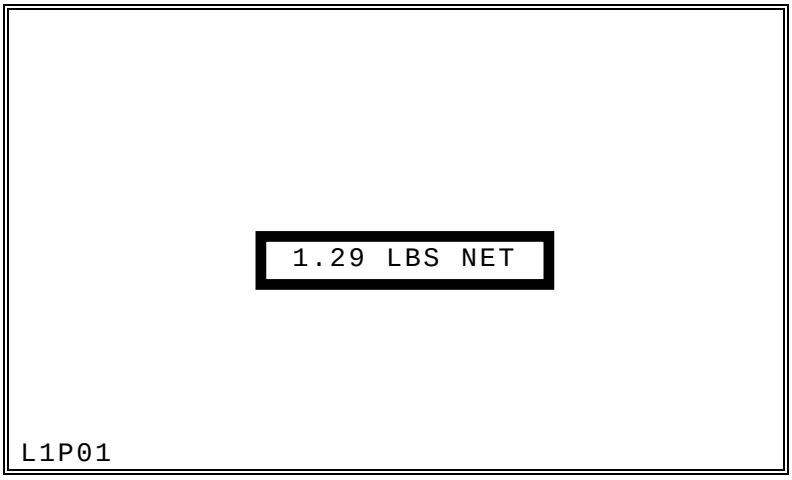


Manual Tare Weight Entry

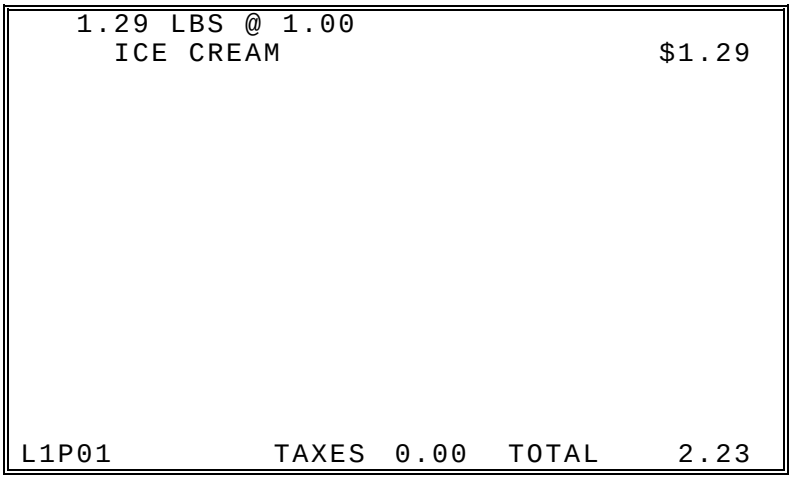
1. Place the item on the scale.



2. Enter the tare # and press the **SCALE** key to display the weight less the tare.

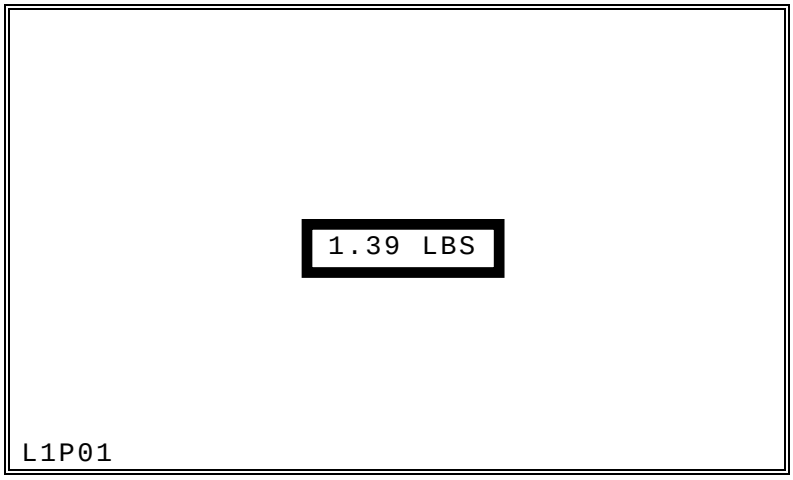


3. Register the open or preset PLU.

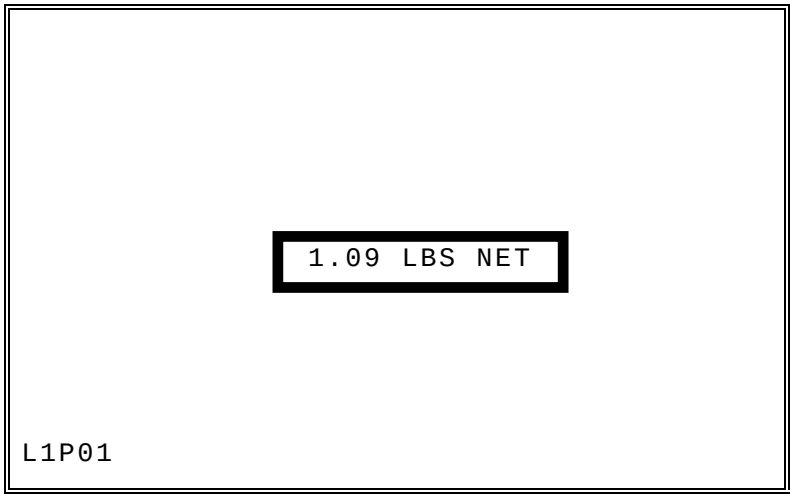


Open Tare Weight Entry

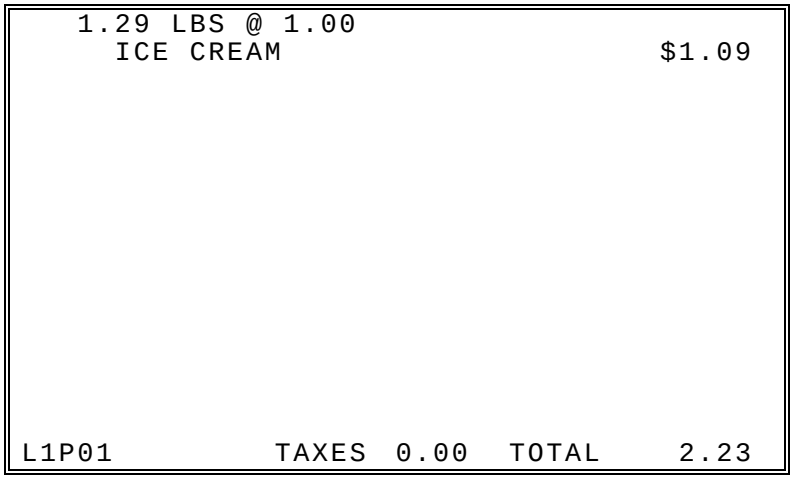
1. Place the item on the scale.



2. Press **20**. This will call for tare 20, which is an open tare.
3. Press the **SCALE**
4. Press the decimal [.], then the numeric **3**. This will enter a tare weight of 0.3 lb.
5. Press the SCALE key.



6. Register the open or preset PLU.



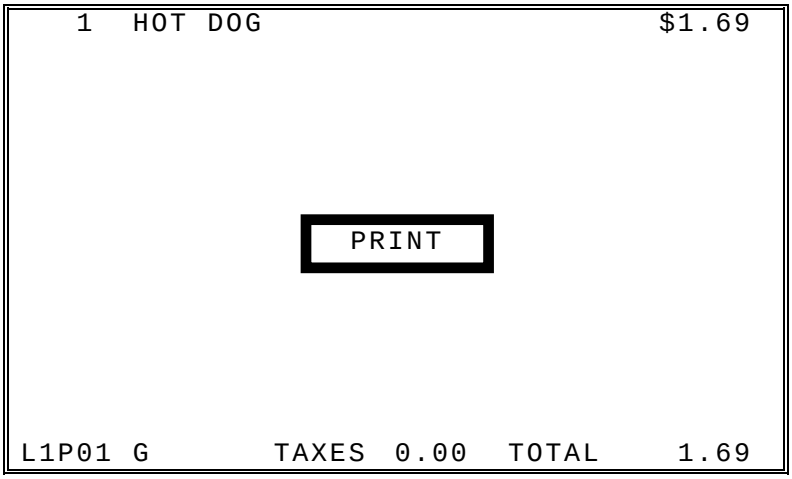
PRINT Key

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.

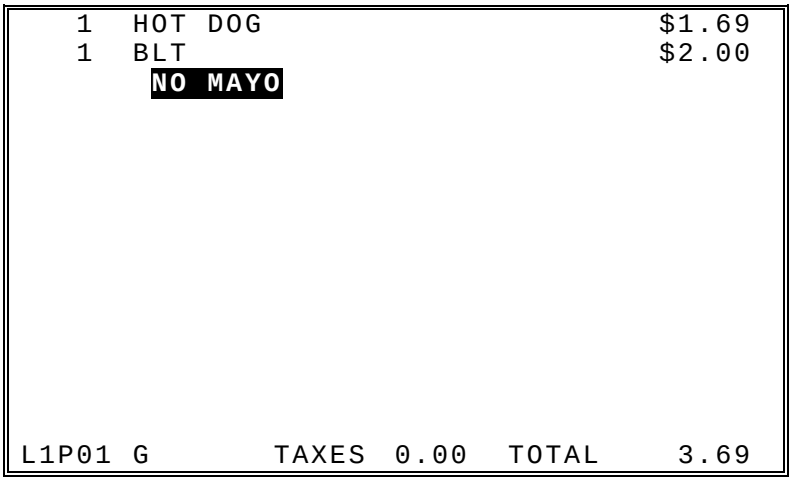
To use the **PRINT** key feature, press the **PRINT** key before the first item and immediately after the last item to want printed for special attention. In this example, a BLT sandwich has been ordered without mayo.

Note: The PLU Status Group flag #30 "Print on KP?" must be set to Y (yes) for items that are to be sent to a printer via the PRINT key.

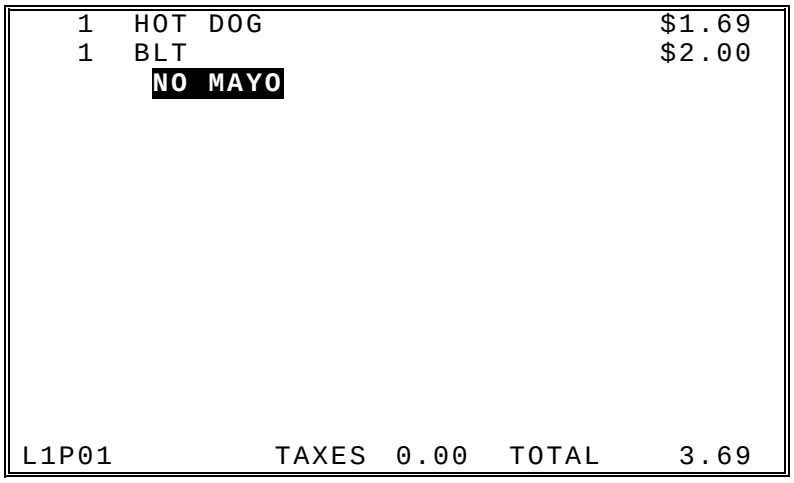
1. Press **PRINT**.



2. Enter the item and condiments or instructions.



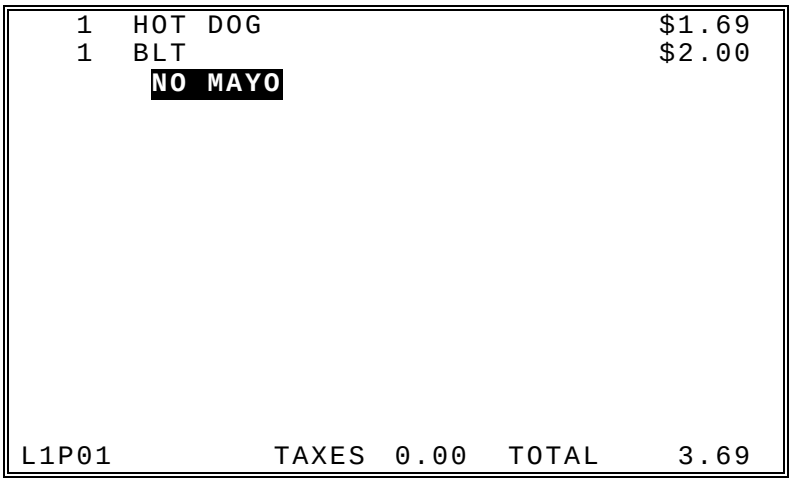
3. Press the **PRINT** key again to send the item & instructions to the printer identified on the **PRINT** key.



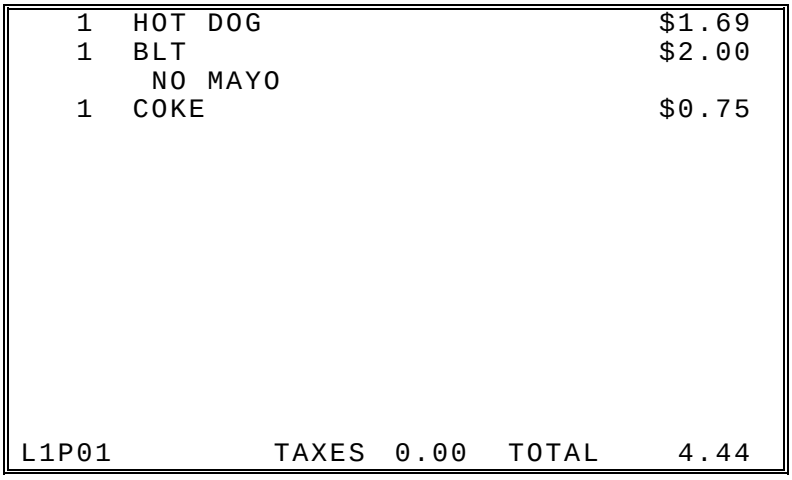
Auto Grill Item

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 pressed. This allows for speedy service in fast food environments.

1. Enter the auto grill item and condiments or instructions.



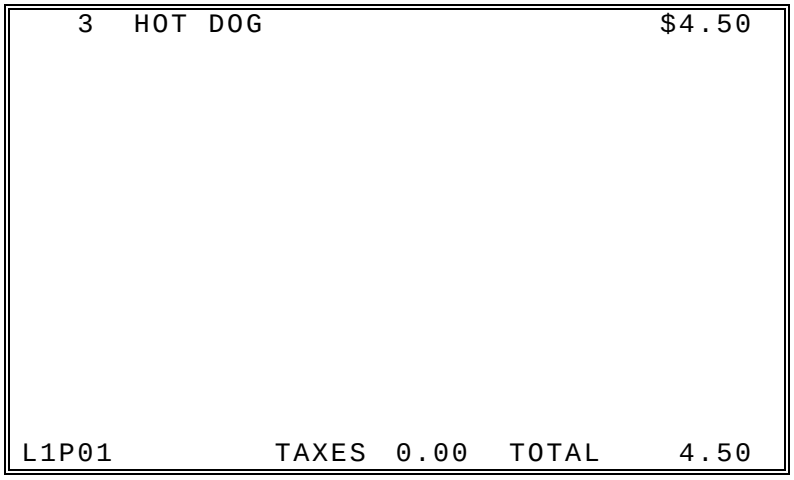
2. Enter the next item or press the **PRINT** key to send the item and instructions to the kitchen printer group identified in the PLUs status group at "K-GRILL GROUP #".



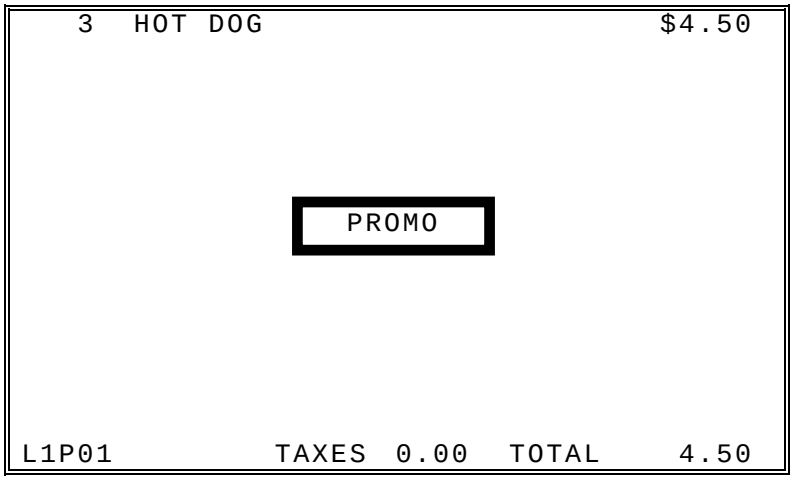
Promo

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.

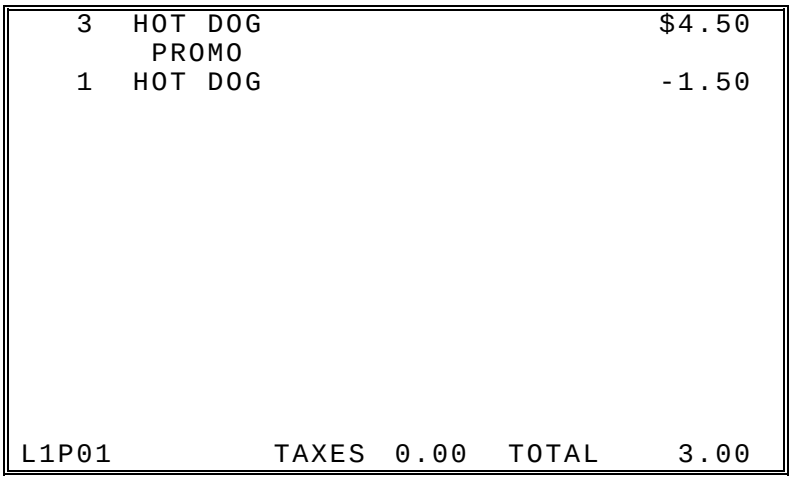
1. Register the items to be sold.



2. Press **PROMO**.



3. Register the items to be promo'd.



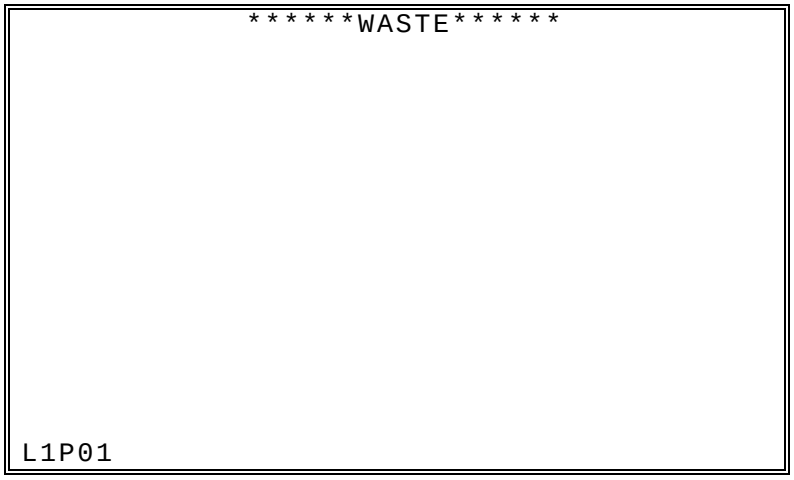
Void of Promo Items

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.

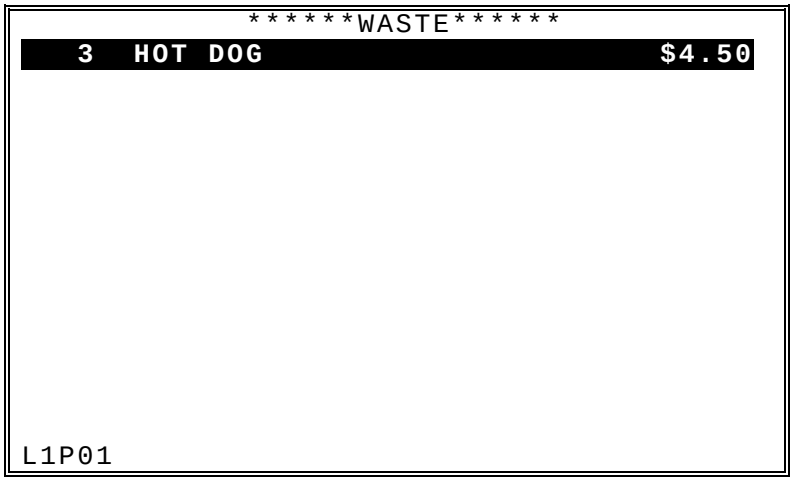
Waste

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 control lock to be in the **X** position. The **WASTE** key is not allowed within a sale.

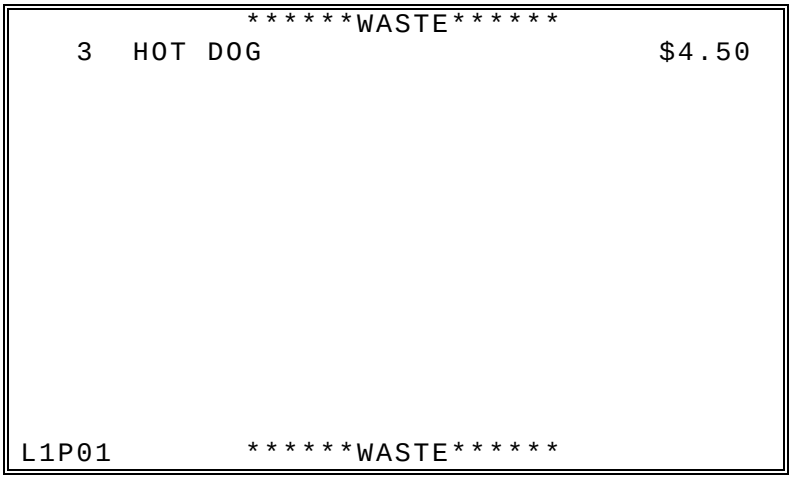
1. Press **WASTE**.



2. Register the wasted items.



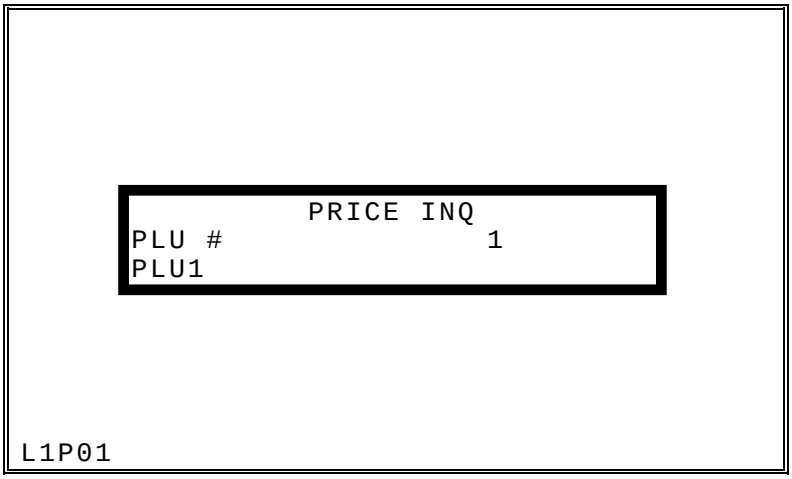
3. Press **WASTE** to finalize.



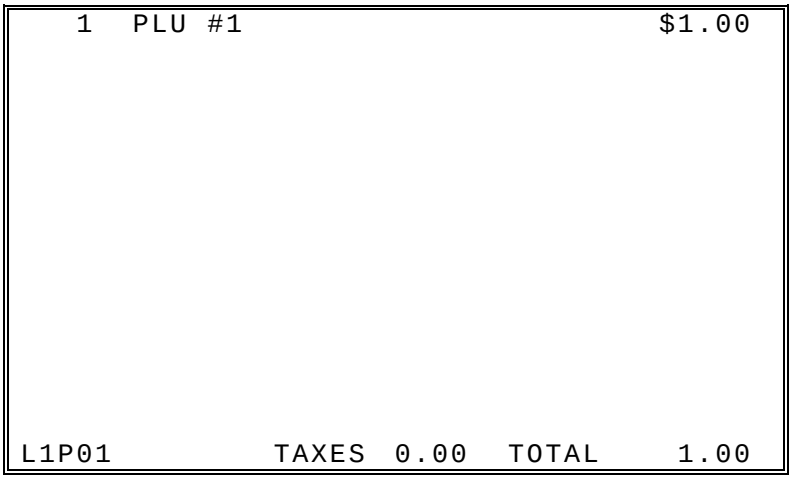
Price Inquiry

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

1. Press **PRICE INQ**.
2. Enter the PLU number and press the PLU key.



3. Press 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 an option flag.

In the following examples:

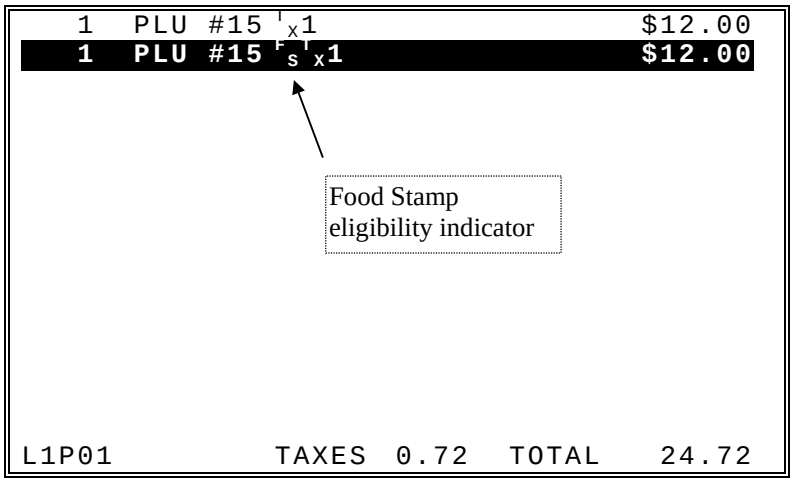
- Tax 1 is 6%
- PLU #15 is taxable by tax 1 and is not food stamp eligible
- PLU #16 is taxable by tax 1 and is food stamp eligible

Selling a Non-Food Stamp Eligible Item with Food Stamp Eligibility

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

1. Enter amount, press **PLU#15**.
2. Press the **FD/S SHIFT** key, enter amount, press **PLU#15**, or

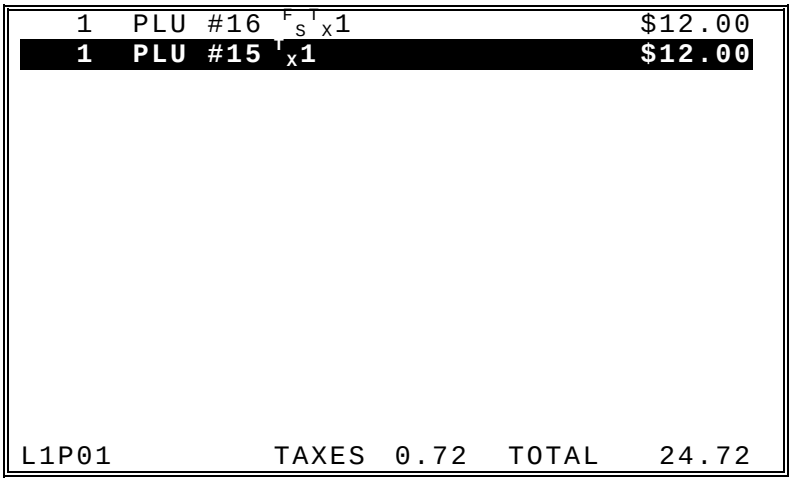
   Enter amount, press **FD/S SHIFT**, press **PLU#15**.



Selling a Food Stamp Eligible Item as Non-Food Stamp Eligible

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

1. Enter amount, press **PLU#16**.
2. Press the **FD/S SHIFT** key, enter amount, press **PLU#15**.



Tax Shift and Tax Exemption

Note: Display (Yes or No) of Taxable Item indicators is controlled by an option flag. See "Tax Options" in the *Program Manual*.

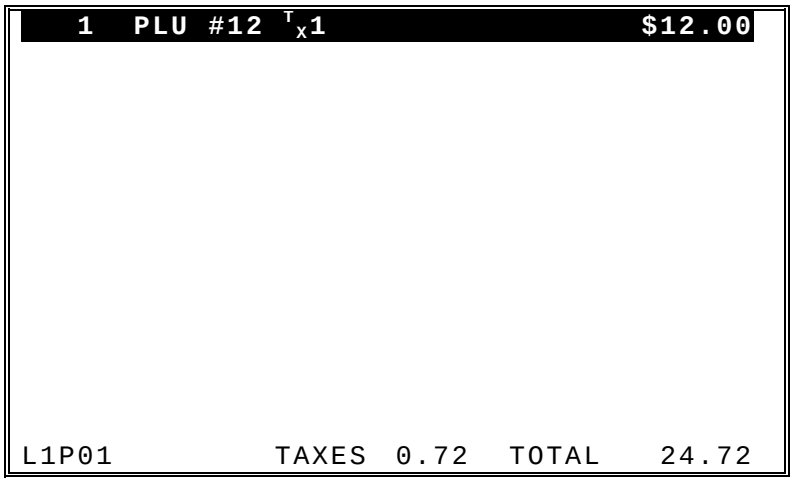
In the following examples:

- Tax 1 is 6%, tax 2 is 10%
- PLU #11 is nontaxable
- PLU #12 is taxable by tax 1
- PLU #13 is taxable by tax 2
- PLU #14 is taxable by tax 1 & 2

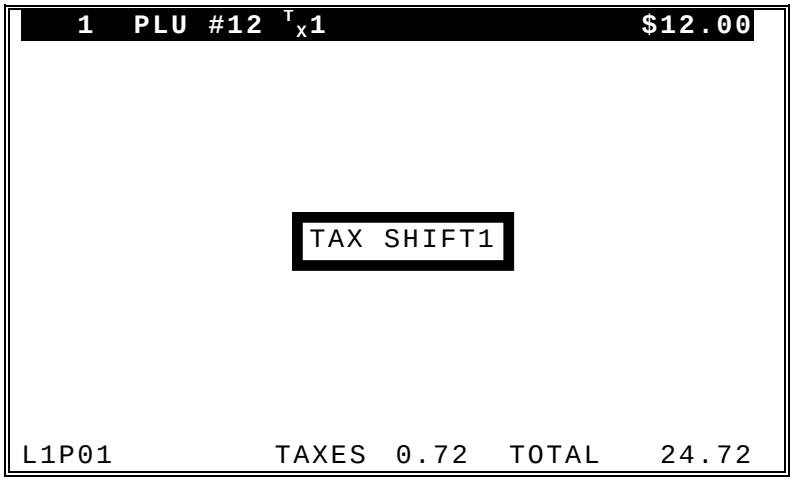
Excepting Tax from a Taxable Item

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

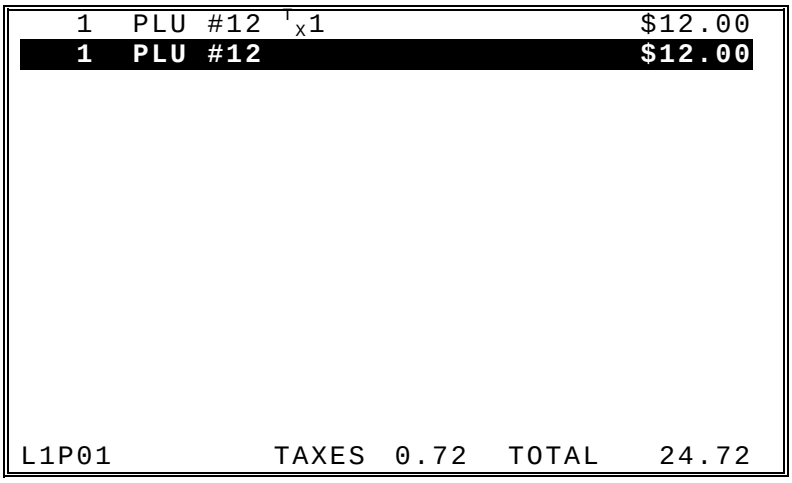
1. Press **PLU#12**.



2. Press **TAX SHIFT1**.



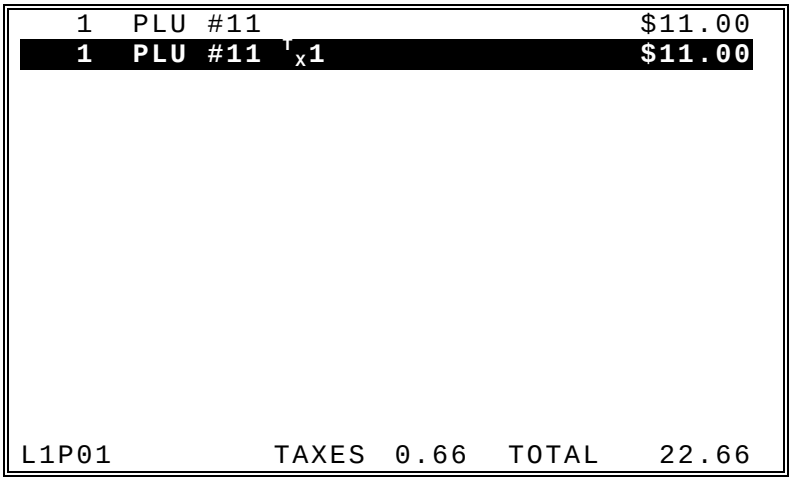
3. Press **PLU#12**.



Adding Tax to a Non-Taxable Item

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

1. Press **PLU#11**.
2. Press **TAX SHIFT1**.
3. Press **PLU#11**.



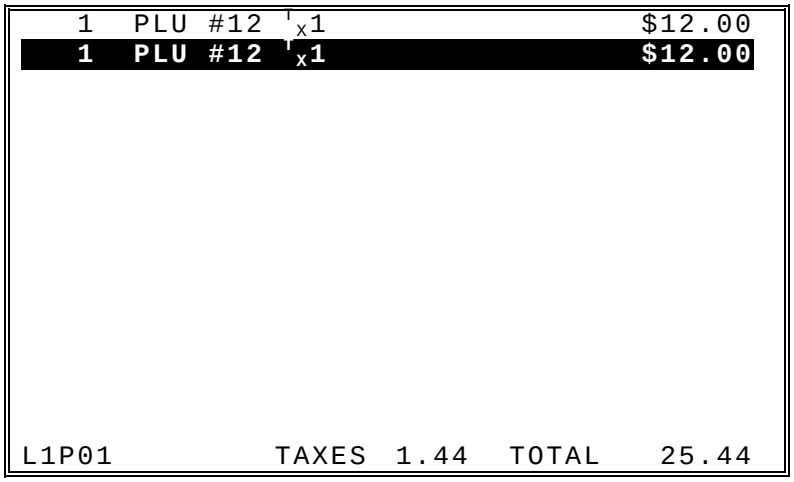
Excepting Tax on an Entire Sale

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

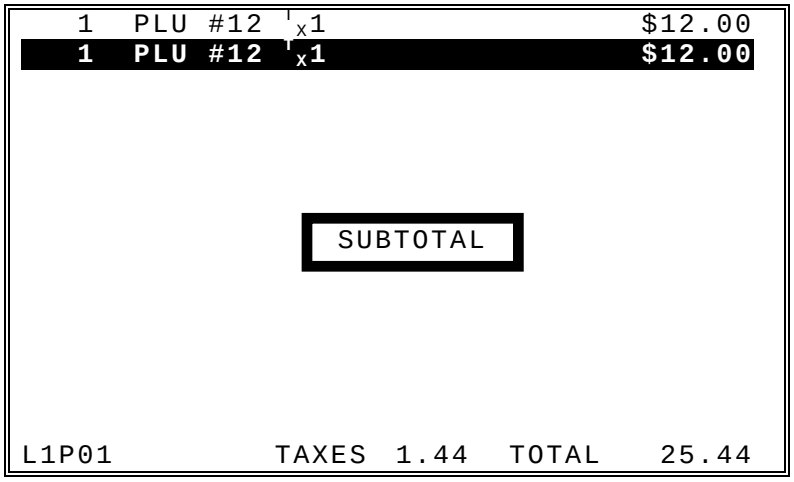
Tax Exception with TAX EXEMPT Key

In this example the **TAX EXEMPT** key has been programmed to remove all taxes.

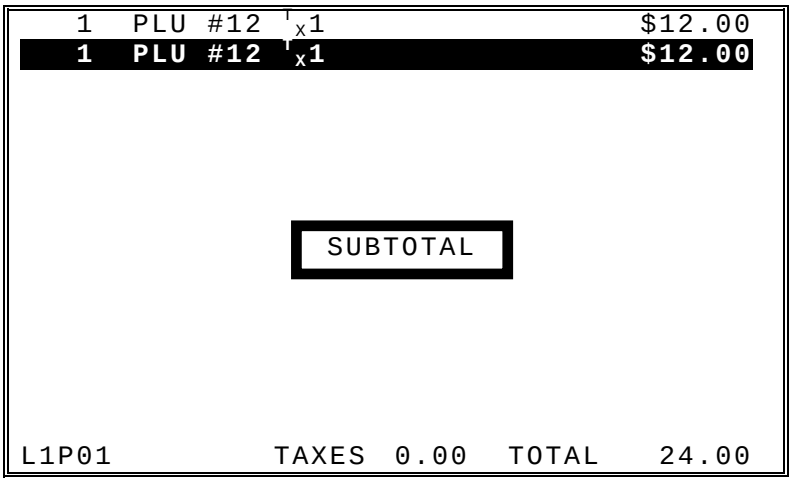
1. Press **PLU#12**.
2. Press **PLU#12**.



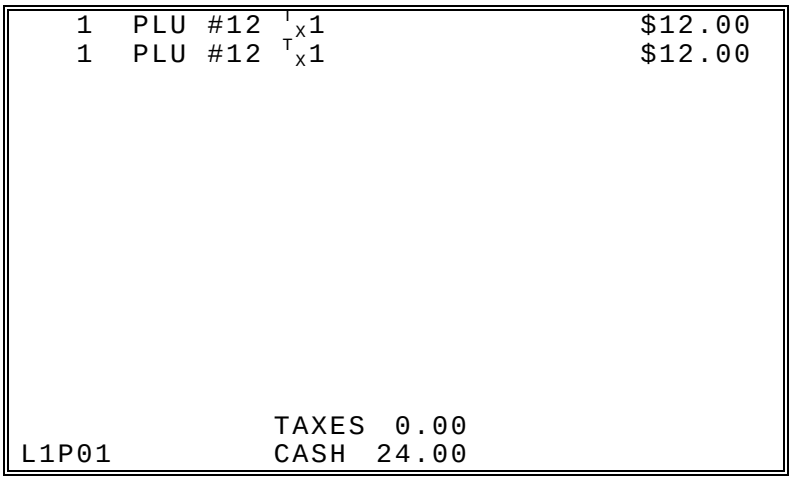
3. Press **SBTL**.



4. Press **TAX EXEMPT**.

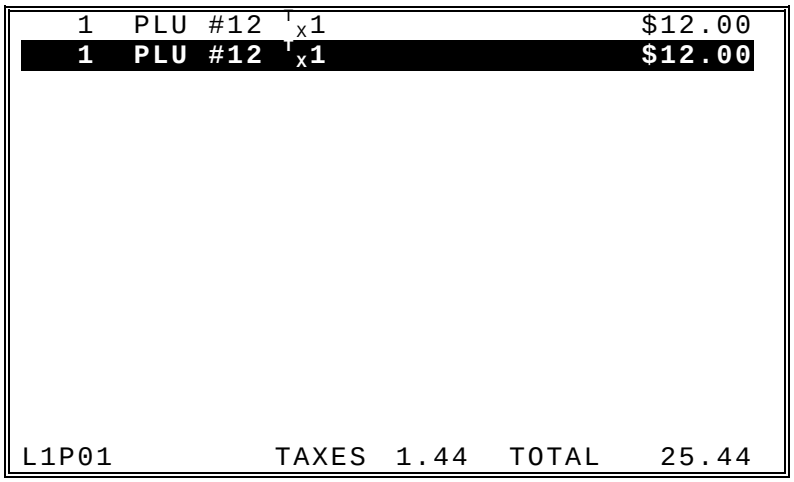


5. Press **CASH**.

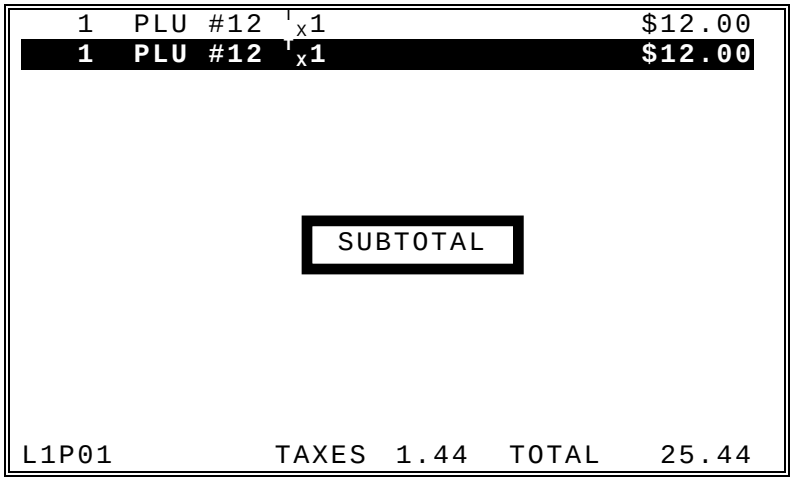


Tax Exemption with TAX Shift Keys

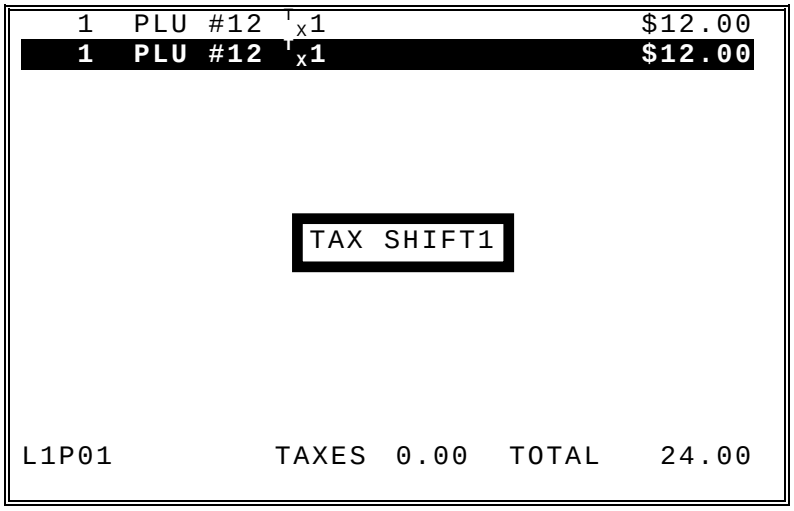
1. Press **PLU#12**.
2. Press **PLU#12**.



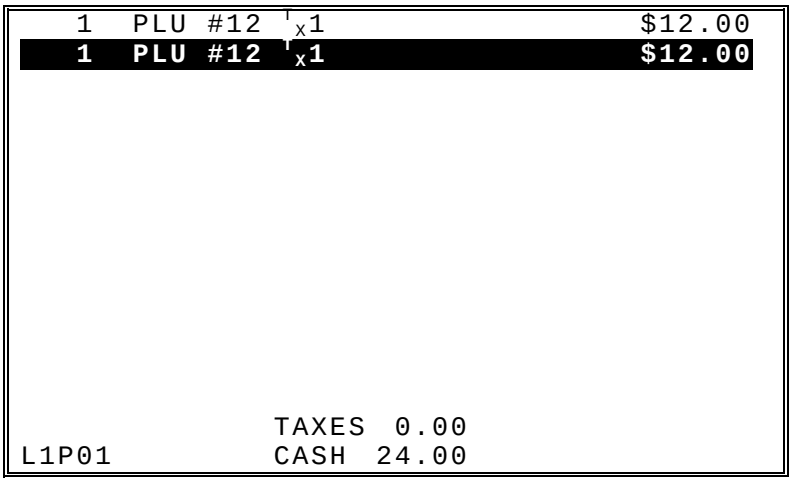
3. Press **SBTL**.



4. Press **TAX SHIFT1**.



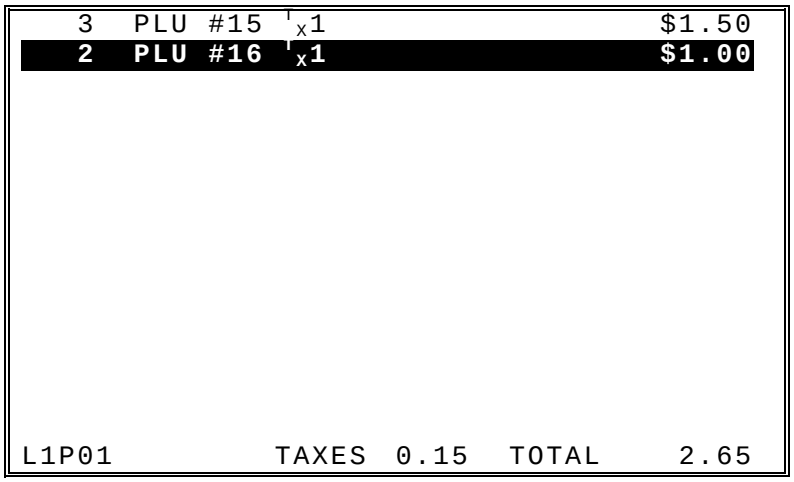
5. Press **CASH**.



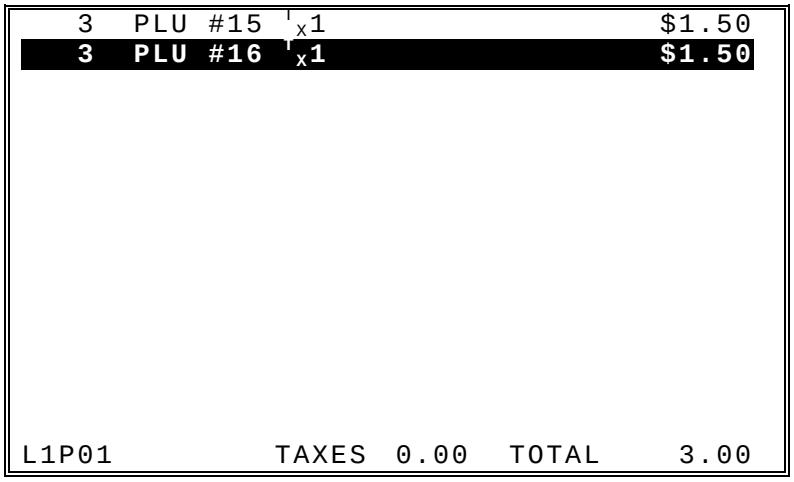
Canadian Donut Tax Exemption

- PLU #15 & #16 are taxable and are linked to a status group with the option "Eligible for Canadian Donut Law? " set as "Y".
- The tax-exempt quantity is set at "6".

1. Press **PLU#15**.
2. Press **PLU#16**.
3. Press **PLU#15**.
4. Press **PLU#16**.
5. Press **PLU#15**.



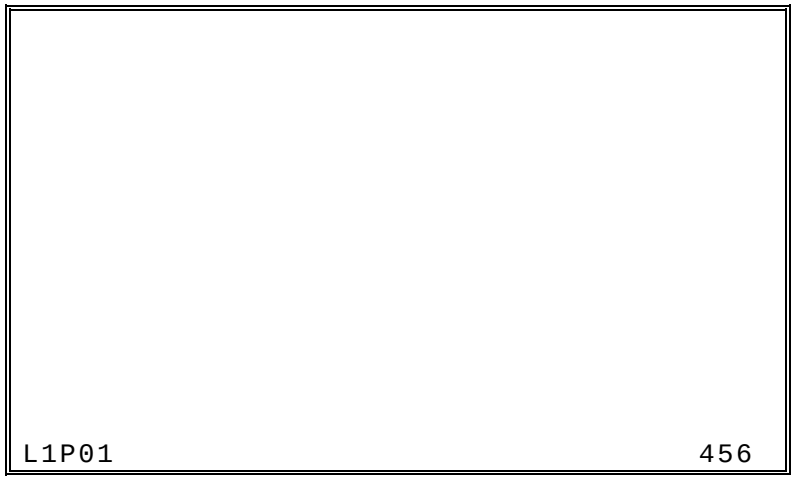
6. Press **PLU#16**.



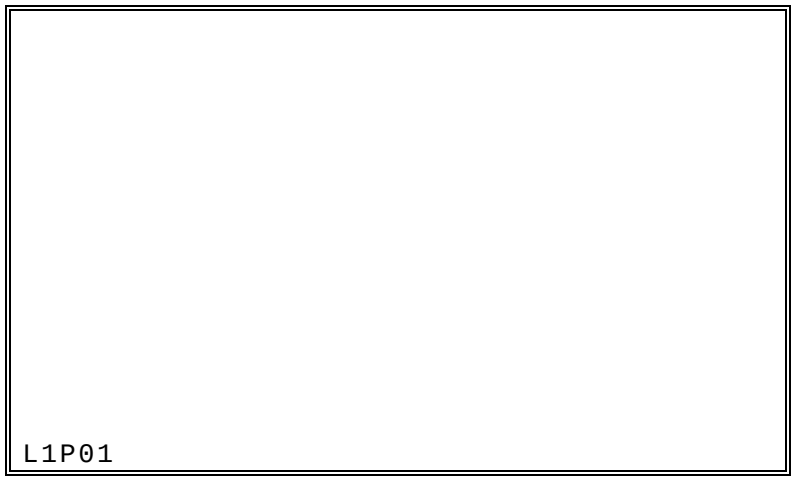
Corrections

Clear

1. Press numeric keys, i.e. **4**, **5**, **6**.

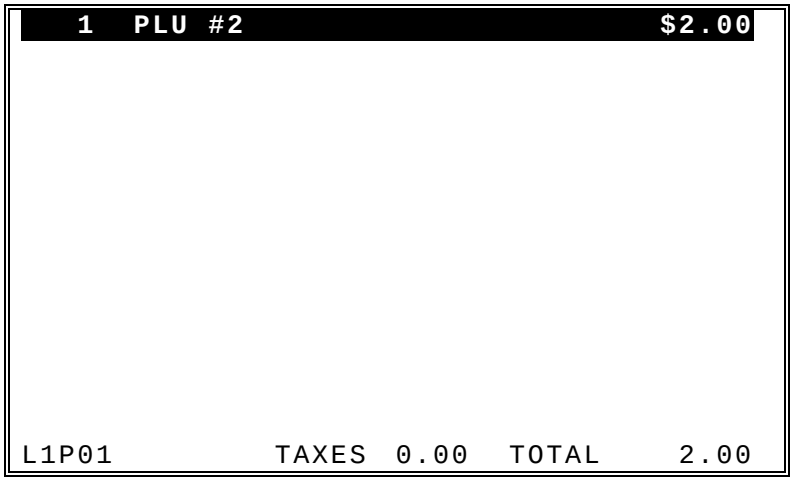


2. Press **CLEAR**.

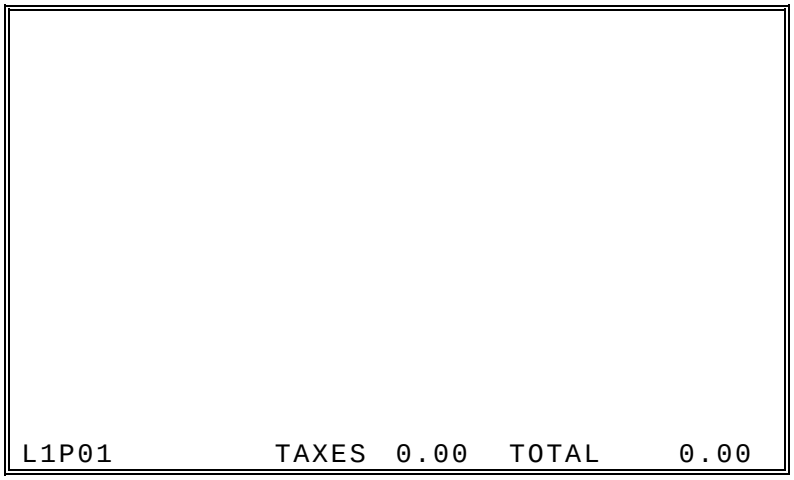


Error Correct

1. Register an item.



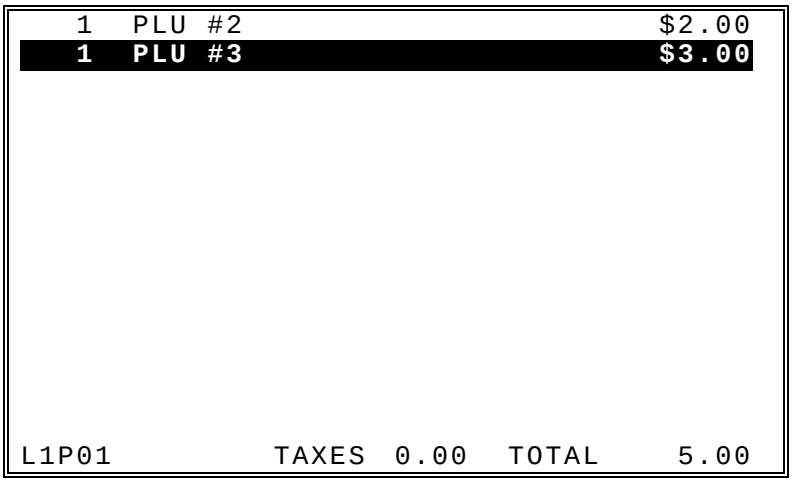
2. Press **ERR CORR**.



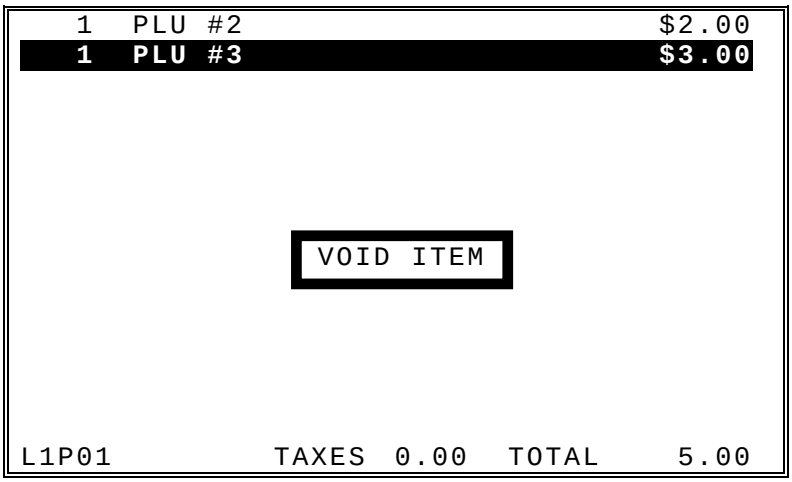
Void

Void Previous Item

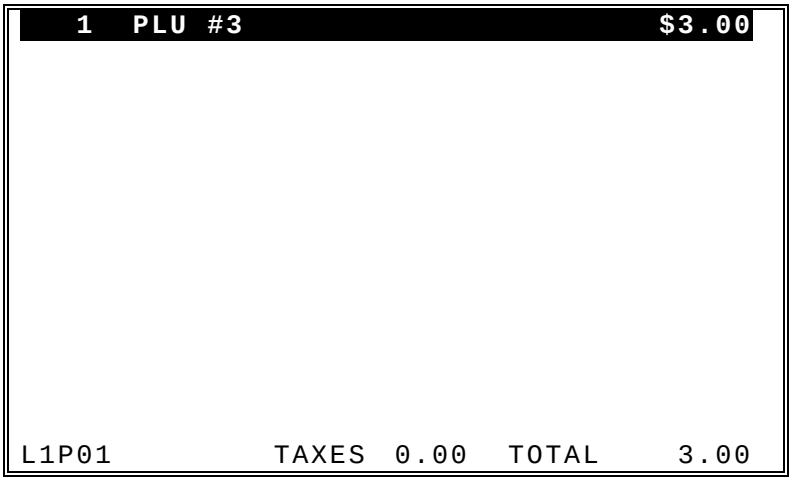
1. Press **PLU#2**.
2. Press **PLU#3**.



3. Press **CLEAR**.
4. Press **VOID ITEM**.

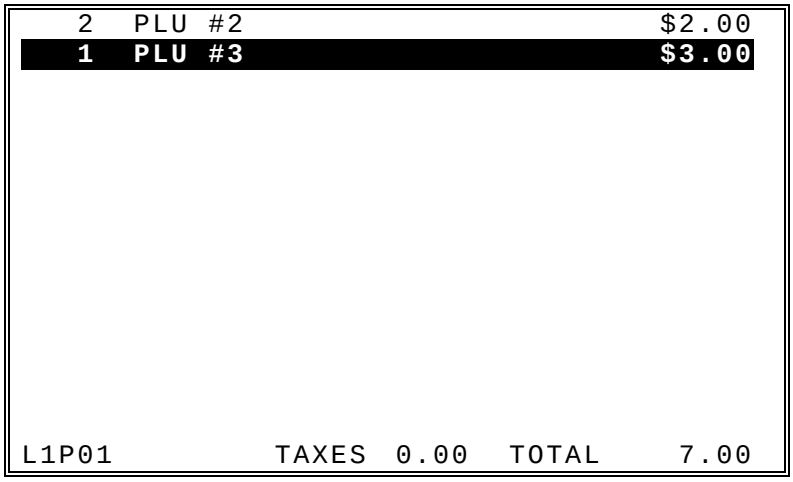


5. Press **PLU#2**.

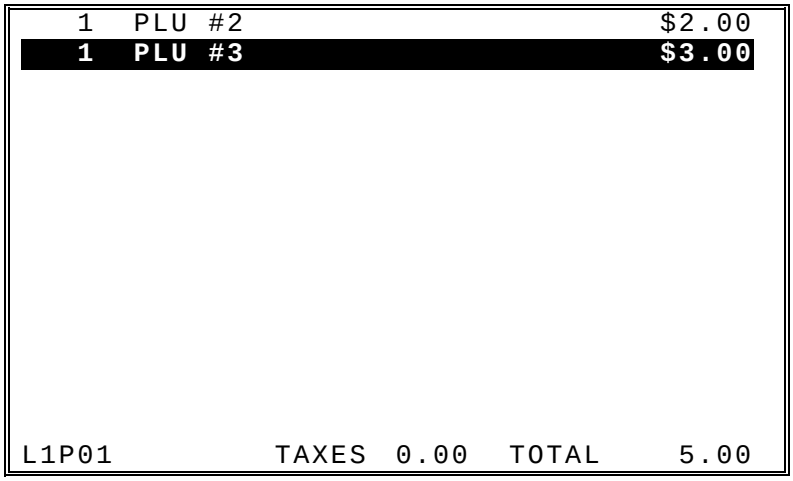


Void One of Multiple Items

1. **PLU#2**.
2. **PLU#2**.
3. **PLU#3**.

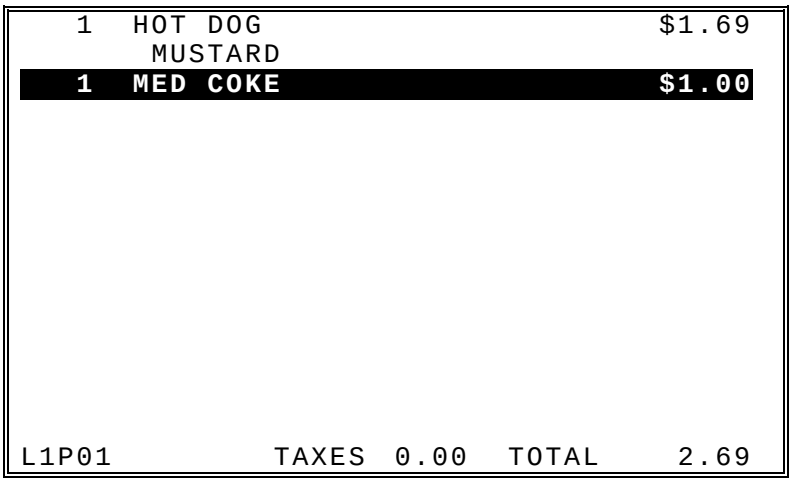


3. Press **CLEAR**.
4. Press **VOID**.
5. Press **PLU#2**.

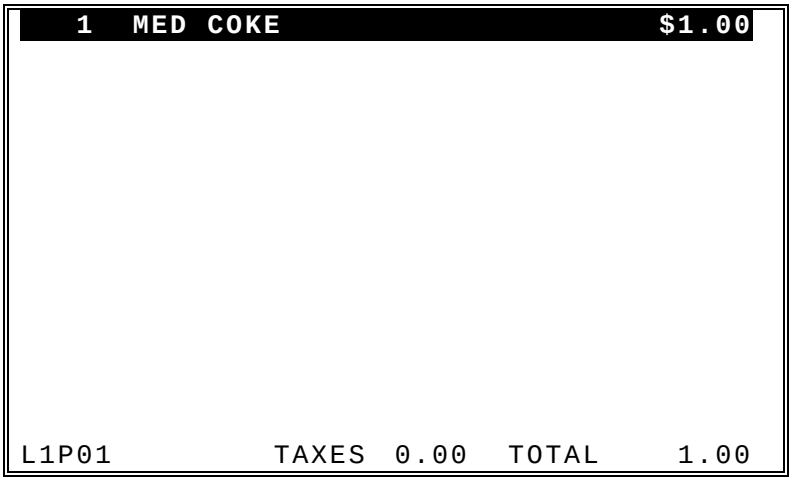


Void Item with Condiments

1. Enter Items.



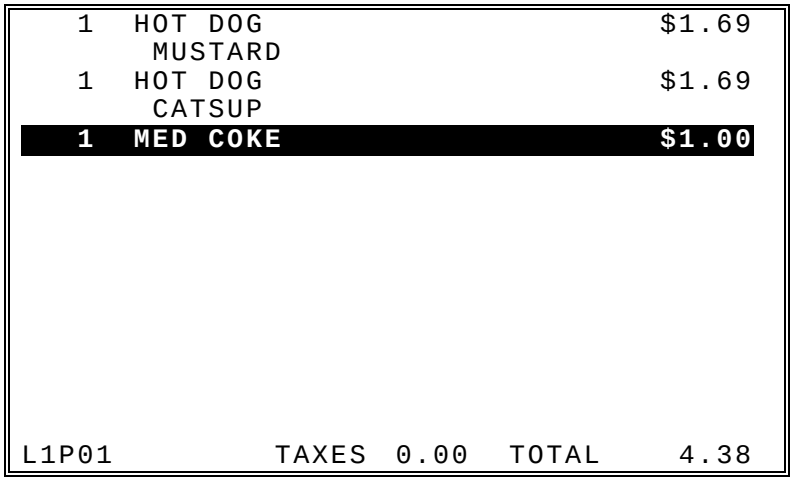
2. Press **CLEAR**.
3. Press **VOID**.
4. Press **HOT DOG**.



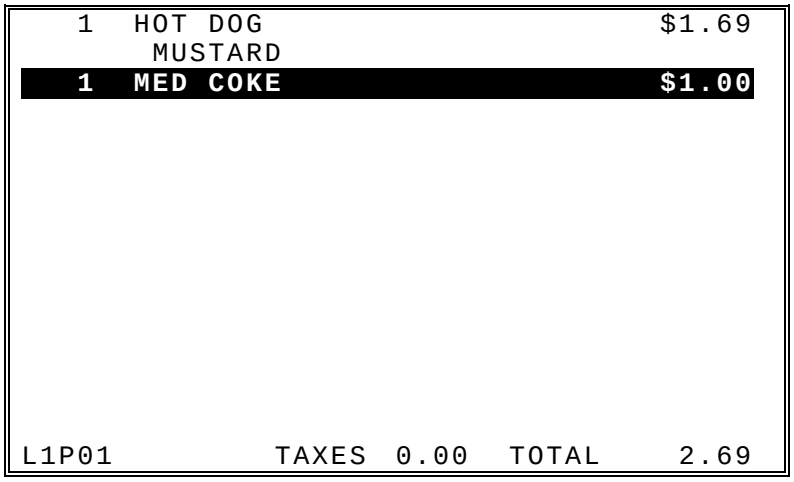
Void Multiple Items with Different Condiments

Note: The void item sequence will remove last of multiple items with different condiments. Use the cursor void method to select an item for void.

1. Enter Items.

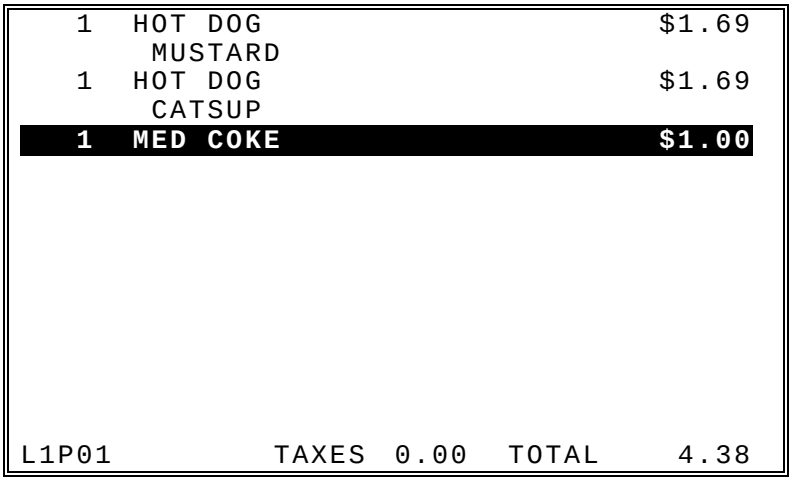


2. Press **CLEAR**.
3. Press **VOID**.
4. Press **HOT DOG**.

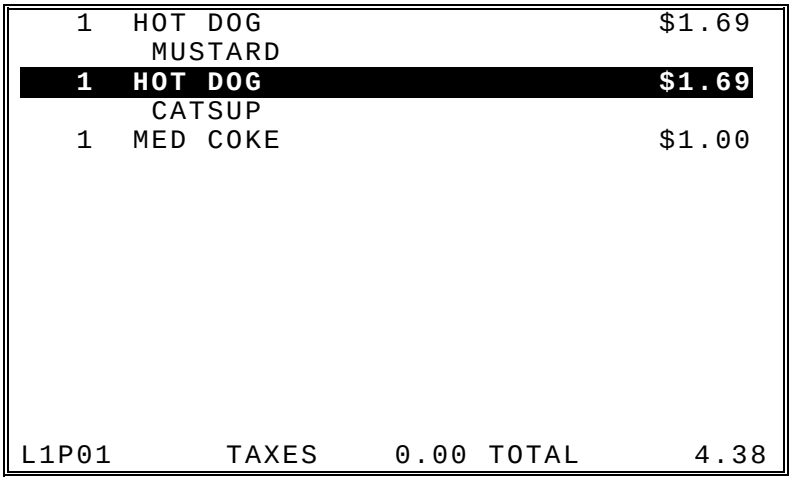


Cursor Void (Using Cursor Up & Cursor Down)

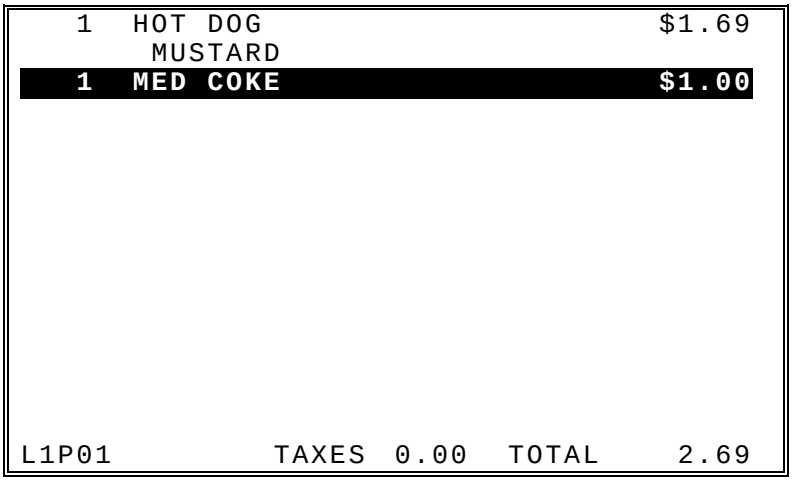
1. Enter Items.



2. Use the ↑ or ↓ keys to highlight the item you wish to void

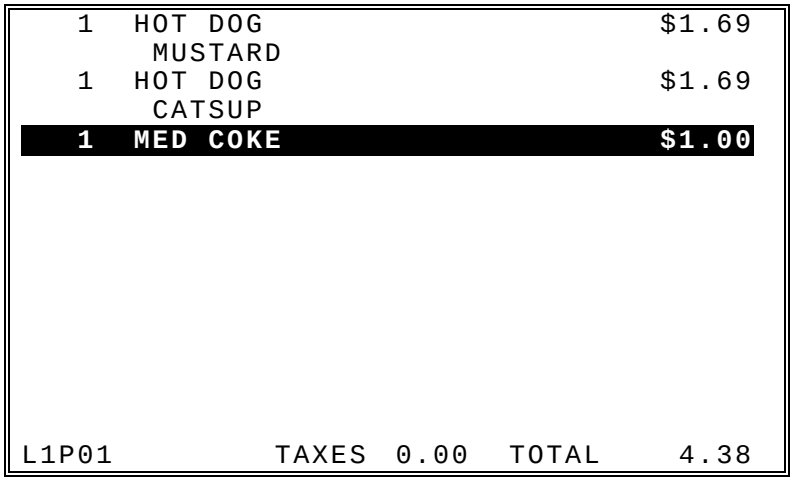


3. Press **VOID ITEM**. (If you are voiding a main item, the item and its' condiments are removed.)

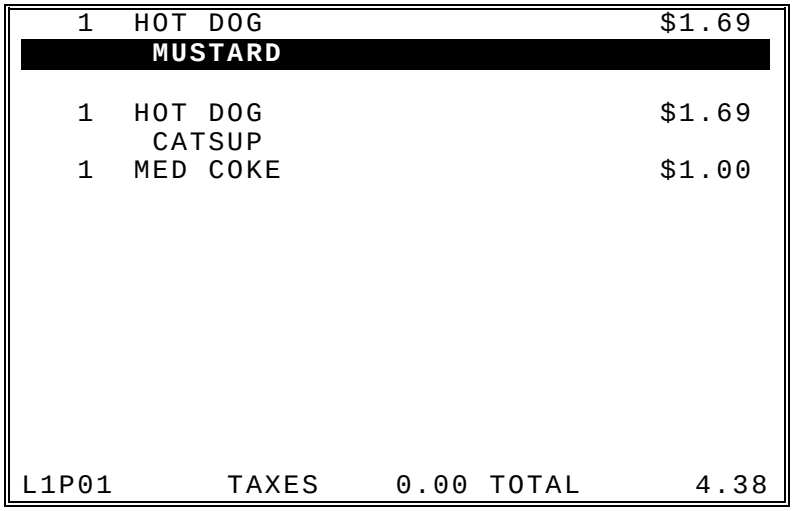


Cursor Void a Condiment

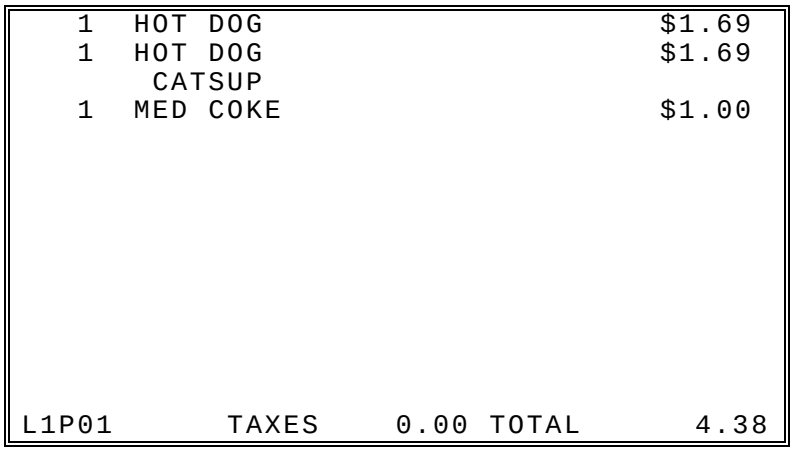
1. Enter Items.



2. Use the ↑ or ↓ keys to highlight the condiment you wish to void



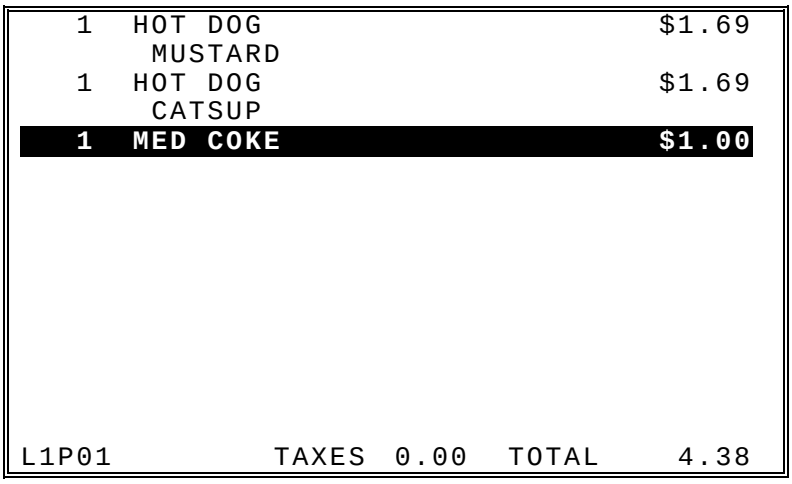
3. Press **VOID ITEM**.



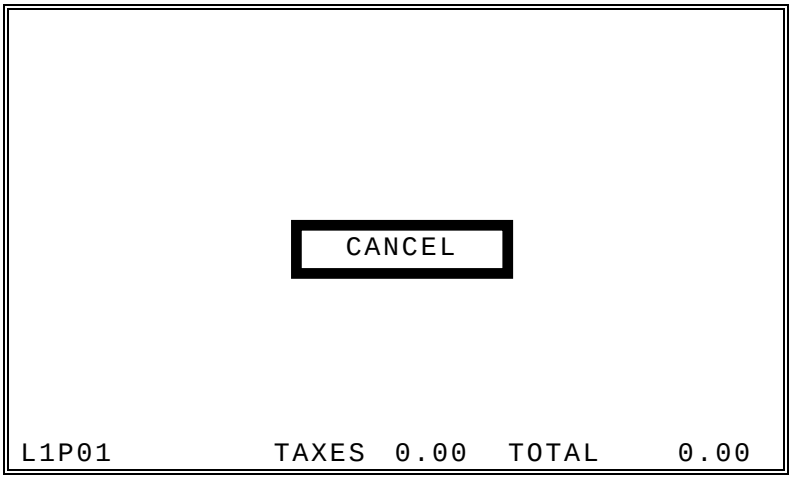
Cancel

Note: May not be allowed - see authority level programming. Cancel does not open cash drawer.

1. Enter Items.



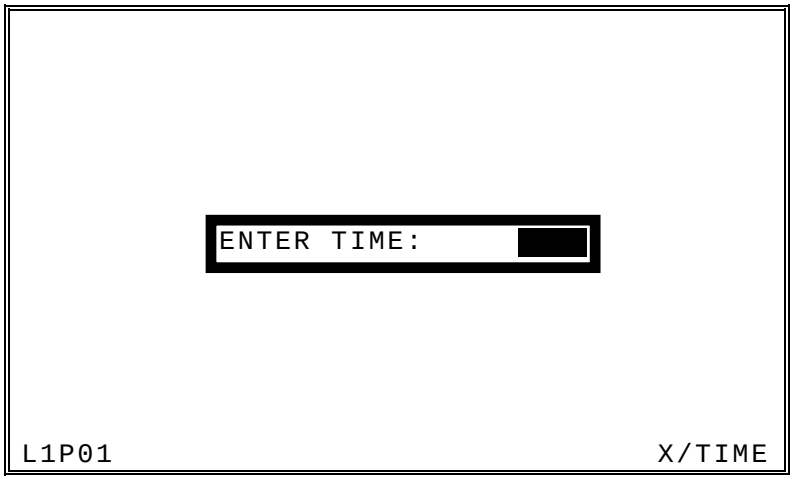
2. Press **CANCEL**.



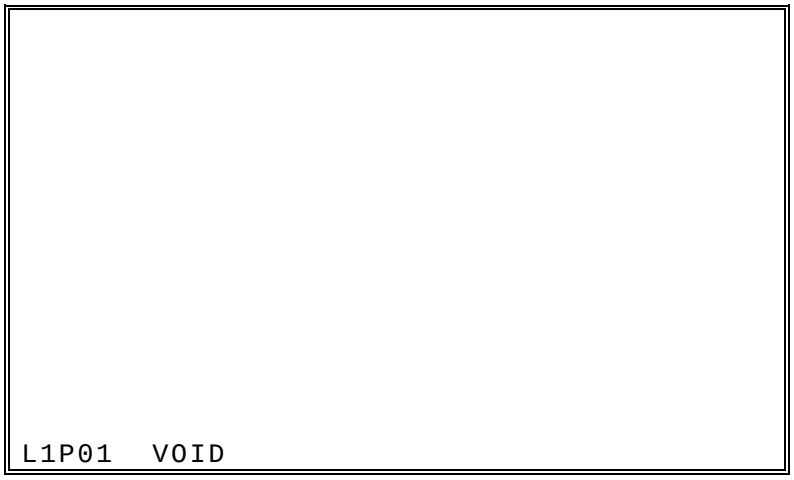
Transaction Void

Entry of the current time may be required before a transaction void sequence. See "General Function Options" in the *Program Manual*. If time entry is required, the subsequent void operation will adjust the time report for the correct period.

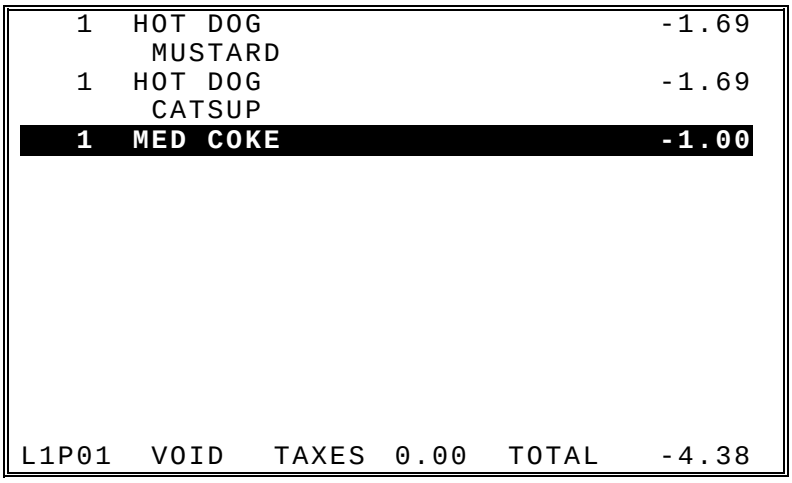
1. Turn the control lock to **VOID** position.



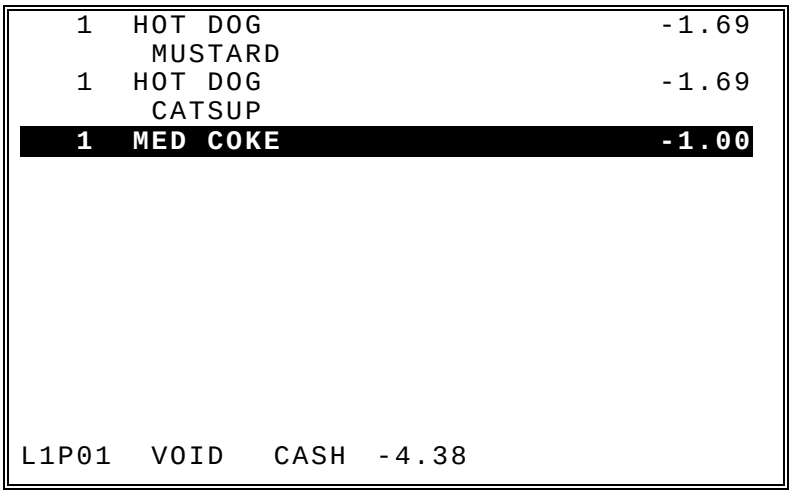
2. Enter time, press **X/TIME**.



3. Enter Items to be voided.

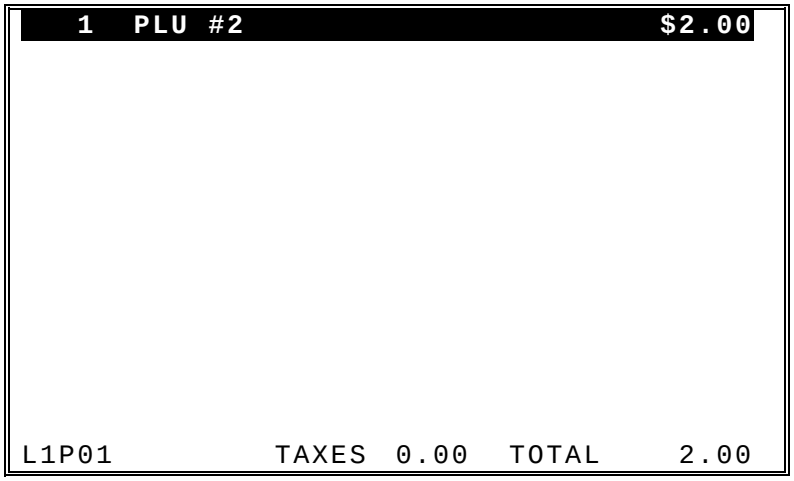


4. Finalize the void sale using the appropriate tender.
5. If necessary, void additional transactions for the same time.
6. Return the control lock to the **REG** position.

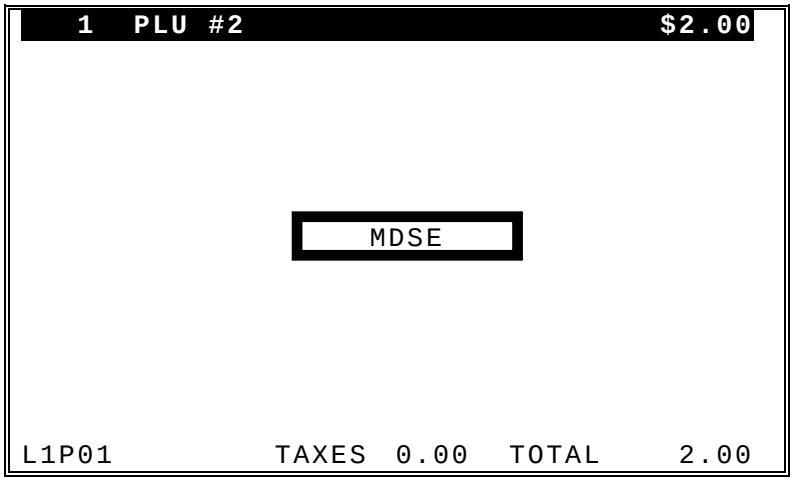


Merchandise Return

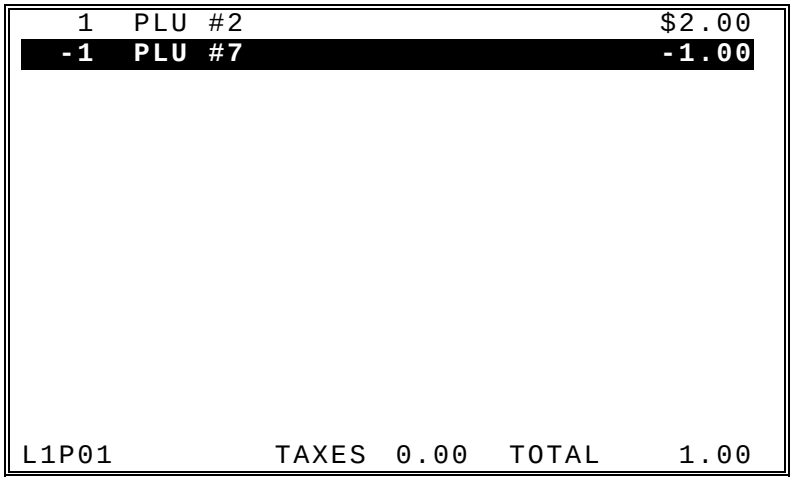
1. Press **PLU #2**.



2. Press **MDSE RTRN**.



3. Enter item to be returned.



% Key Operations

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

Open Percentage Discount (Or Overriding a Preset Percentage)

%1 key is programmed as an open percentage discount on the entire sale, taxable by tax 1 at 6%.

1. Press **PLU#2**.
2. Press **PLU#3**.

```
   1  PLU #2                              $2.00
   1  PLU #3                              $3.00




L1P01          TAXES  0.30   TOTAL      5.30
```

3. Press **SBTL**.
4. Enter **1 5 . 5** (15.5%), press **%1**.

```
   1 PLU #2                               $2.00
   1 PLU #3                               $3.00
     %1                                   -0.78




L1P01          TAXES  0.25   TOTAL      4.47
```

5. Press **CASH**.

```
    1   PLU #2                          $2.00
    1   PLU #3                          $3.00
        %1                              -0.78









                    TAXES  0.25
L1P01               CASH   4.47
```

Preset Percentage Discount

%2 key is programmed as a preset (10%) discount on the entire sale, taxable by tax 1 at 6%.

1. Press **PLU#2**.
2. Press **PLU#3**.

```
   1  PLU #2                              $2.00
   1  PLU #3                              $3.00




L1P01          TAXES  0.30   TOTAL     5.30
```

3. Press **SBTL.**
4. Press **%2**.

```
   1  PLU #2                              $2.00
   1  PLU #3                              $3.00
      %2                                 -0.50




L1P01          TAXES  0.27   TOTAL     4.77
```

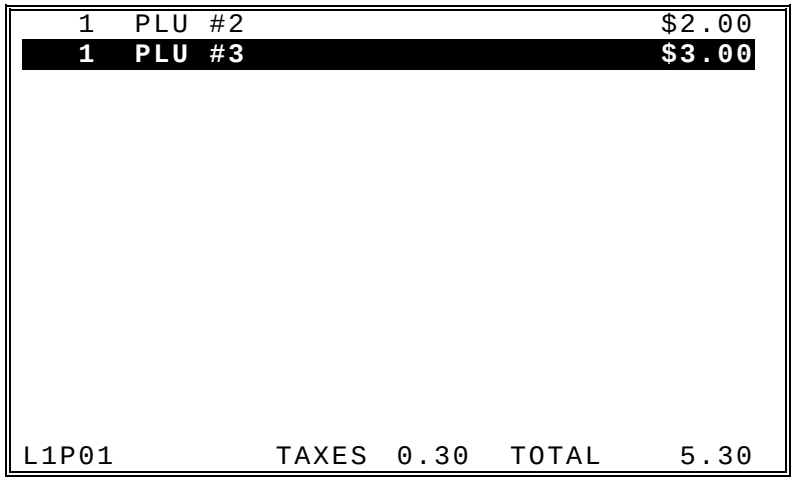
5. Press **CASH**.

```
   1  PLU #2                              $2.00
   1  PLU #3                              $3.00
      %2                                 -0.50




               TAXES  0.27
L1P01          CASH   4.77
```

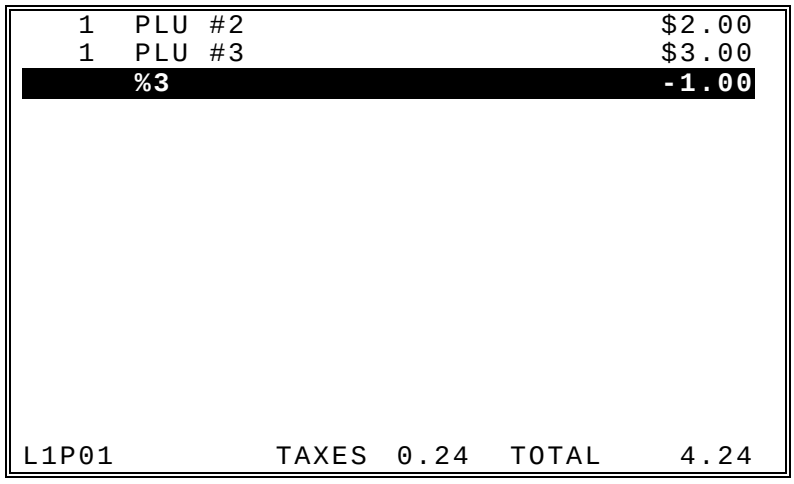
Amount Subtotal Discount

%3 key is programmed as an open amount discount on the entire sale, taxable by tax 1 at 6%.

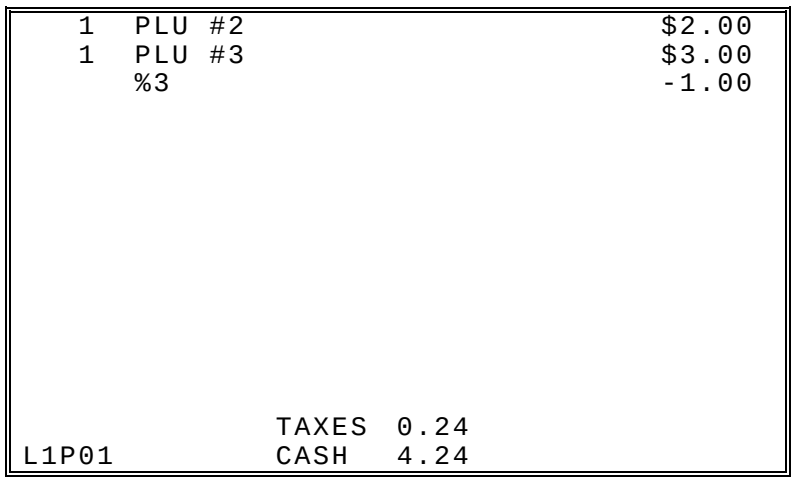
1. Press **PLU#2**.
2. Press **PLU#3**.



3. Press **SBTL.**
4. Enter the amount of the discount, press **%3**.



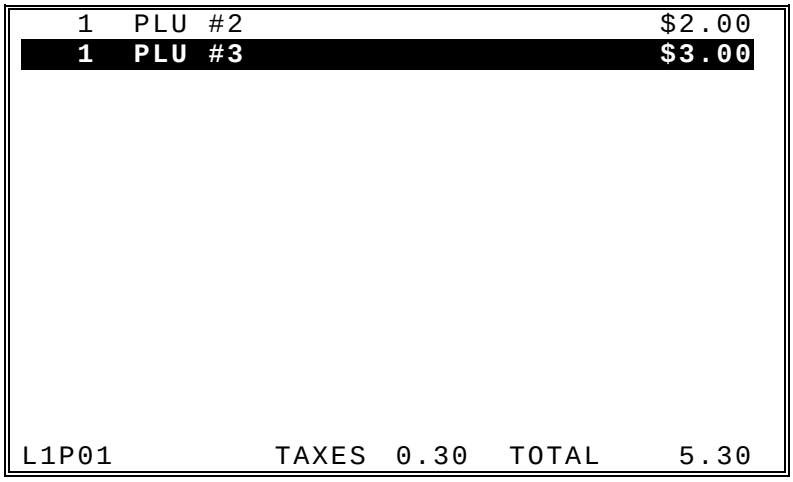
5. Press **CASH**.



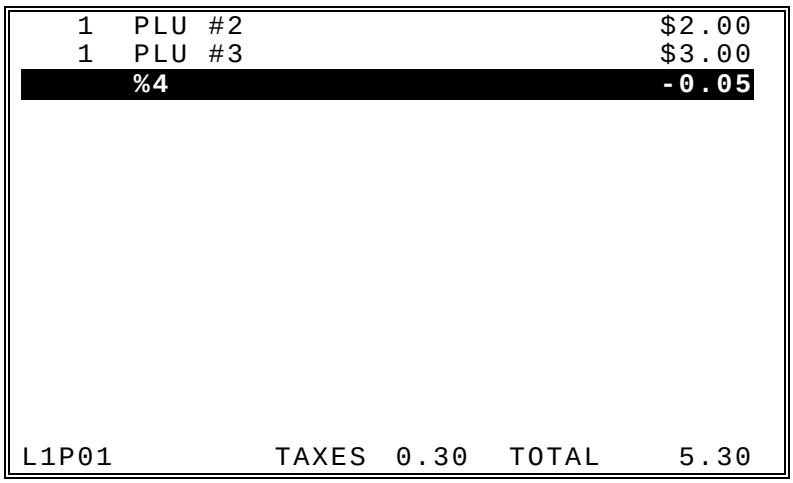
"Do It" Discount

%4 key is programmed as a "Do It" entire sale, taxable by tax 1 at 6%.

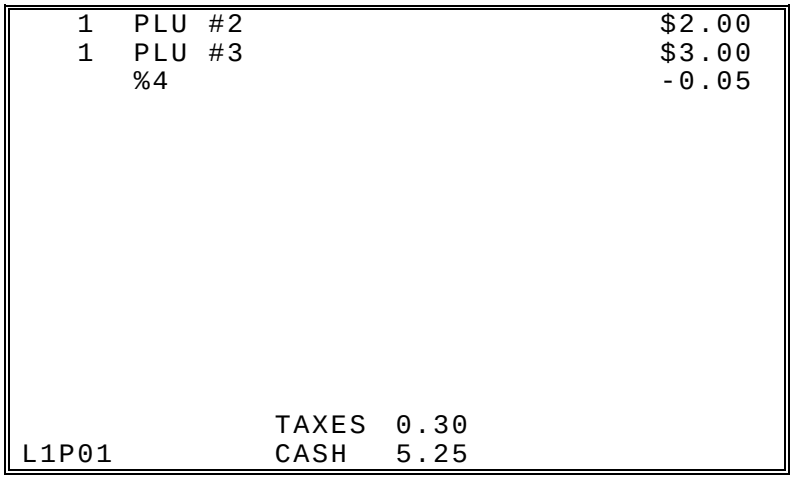
1. Press **PLU#2**.
2. Press **PLU#3**.



3. Press **SBTL**.
4. Enter the amount of the tender ($5.25 in this example), press **%4**.



5. Press **CASH**.

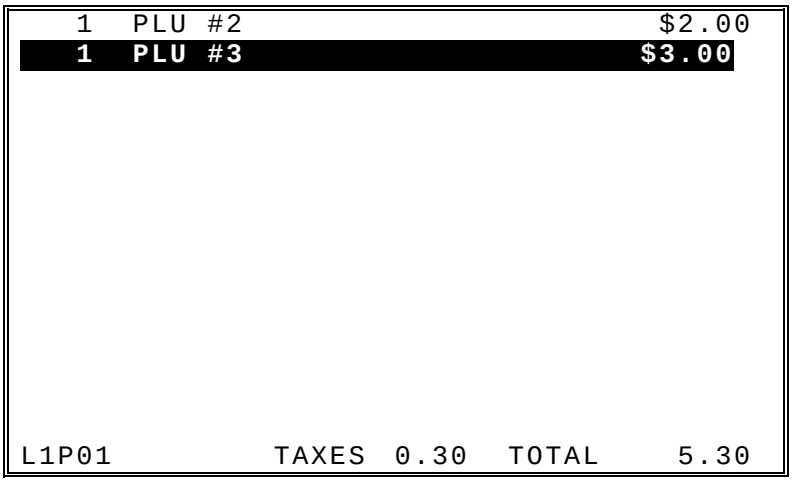


Item Discounts

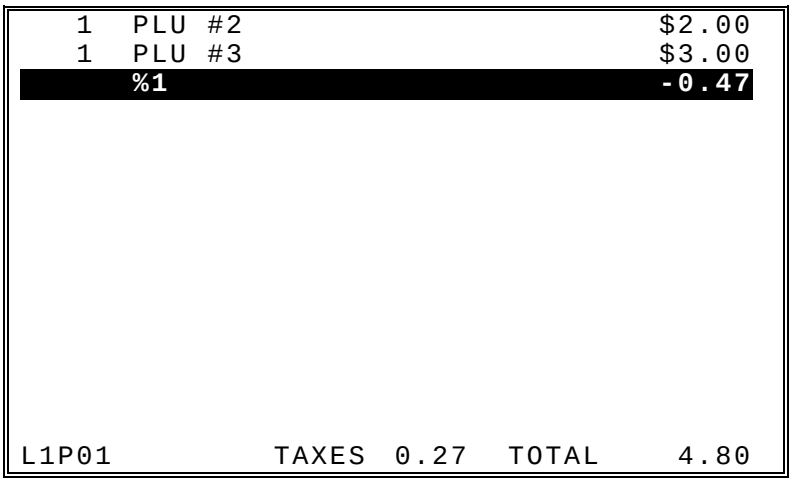
Open Percentage Discount (Or Overriding a Preset Percentage)

The **%1** key is programmed as an open percentage discount on an item, taxable by tax 1 at 6%.

1. Press **PLU#2**.
2. Press **PLU#3**.



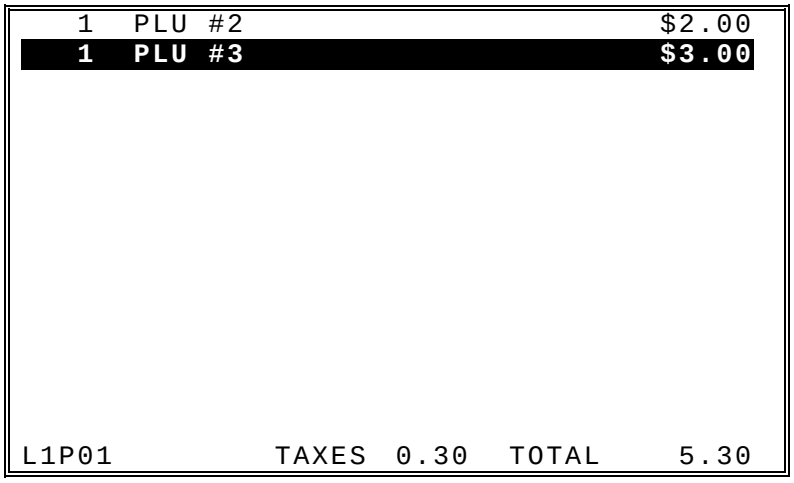
3. Enter **1 5 . 5** (15.5%), press the **%1** key.



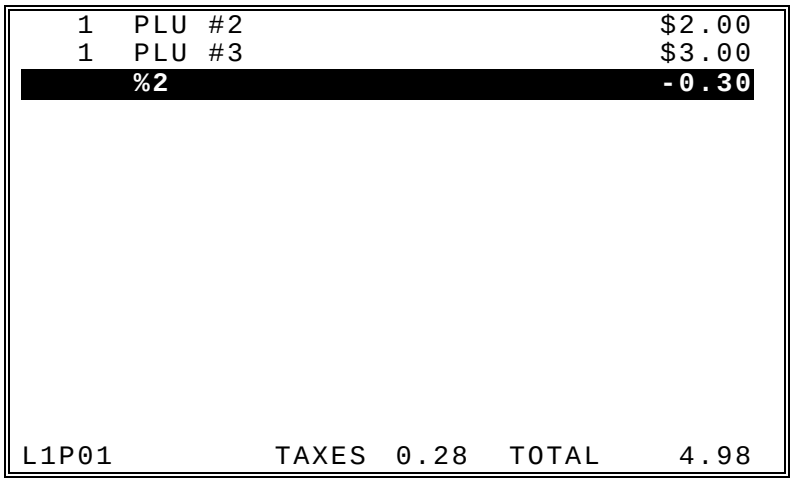
Preset Percentage Discount

The **%2** key is programmed as a preset (10%) discount on an item, taxable by tax 1 at 6%.

1. Press **PLU#2**.
2. Press **PLU#3**.



3. Press the **%2** key.



Discount on Cursor Selected Item

The **%3** key is programmed as a preset (10%) discount on an item, taxable by tax 1 at 6%.

1. Press **PLU#2**.
2. Press **PLU#3**.

```
   1  PLU #2                          $2.00
   1  PLU #3                          $3.00

L1P01          TAXES  0.30  TOTAL     5.30
```

3. Press the ↑ key.

```
   1  PLU #2                          $2.00
   1  PLU #3                          $3.00

L1P01          TAXES  0.30  TOTAL     5.30
```

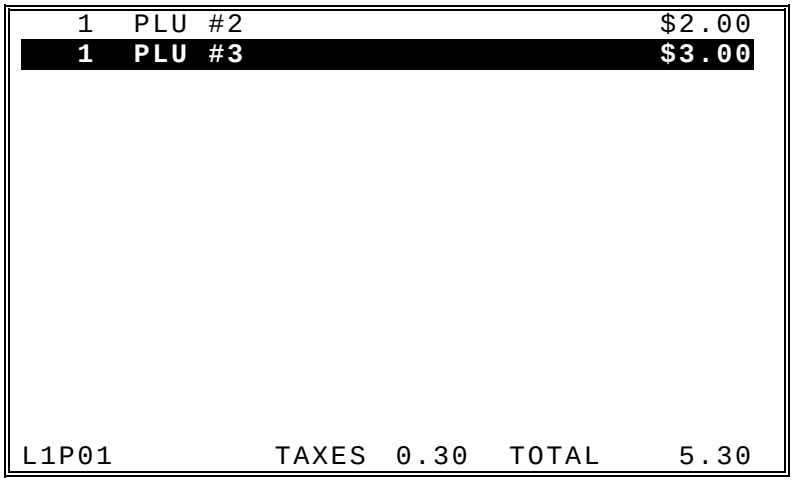
4. Press the **%3** key.

```
   1  PLU #2                          $2.00
      %3                              -0.20
   1  PLU #3                          $3.00

L1P01          TAXES  0.29  TOTAL     5.09
```

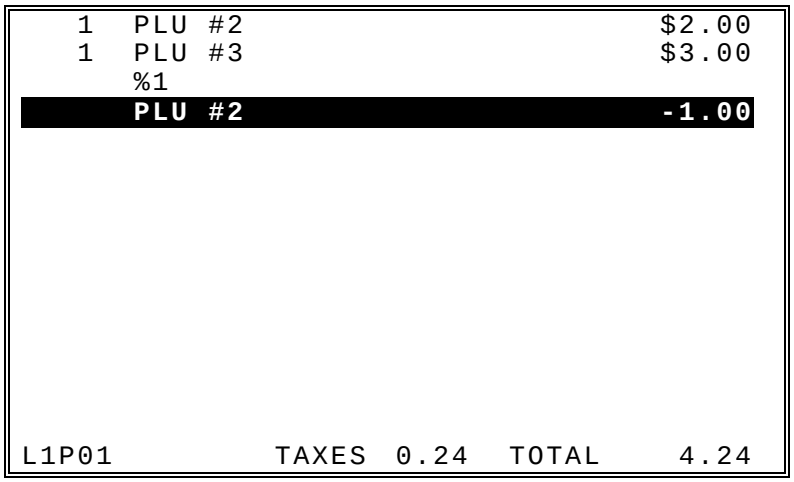
Store (Item) Coupon

The **%1** key is programmed as an open amount discount on an item (store coupon) , taxable by tax 1 at 6%.

1. Press **PLU#2**.
2. Press **PLU#3**.



3. Enter the amount, press the **%1** key.
4. Press the **PLU#2** (the PLU the coupon is to be subtracted from.)

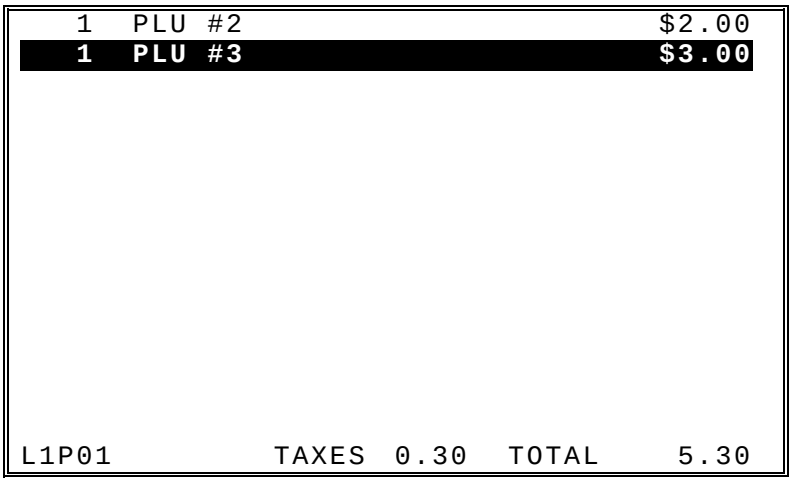


Surcharges

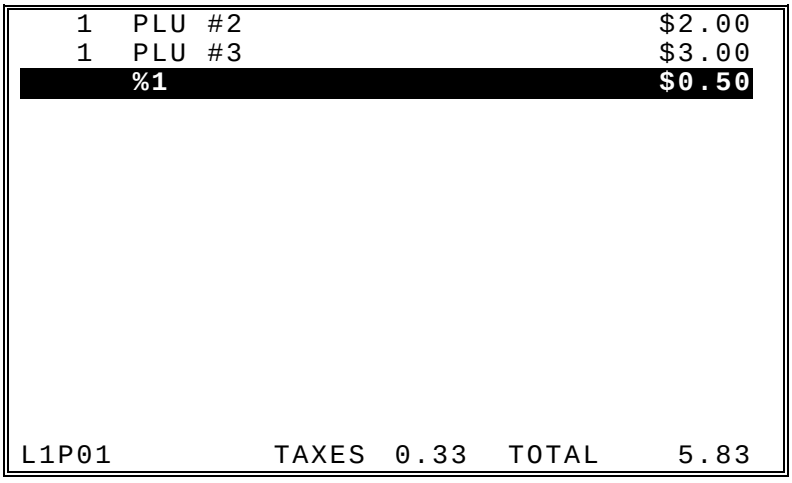
Preset % Surcharge on an Entire Sale

The **%1** key is programmed as a preset (10%) surcharge on the entire sale, taxable by tax 1 at 6%.

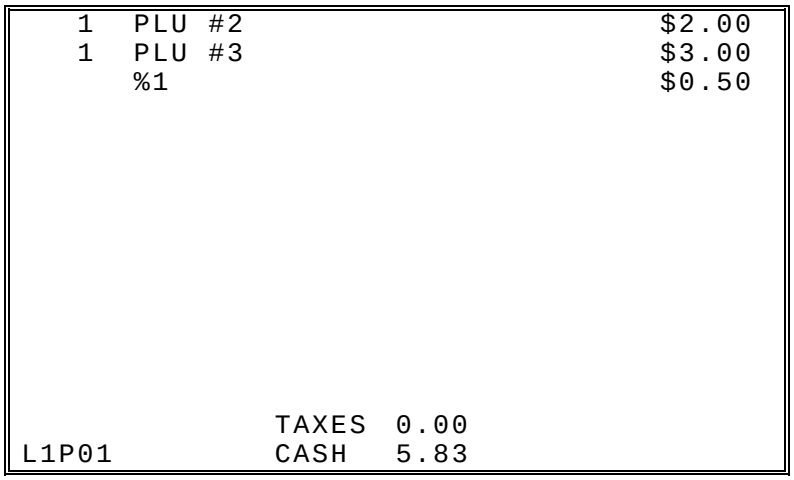
1. Press **PLU#2**.
2. Press **PLU#3**.



3. Press **SBTL**.
4. Press the **%1** key.



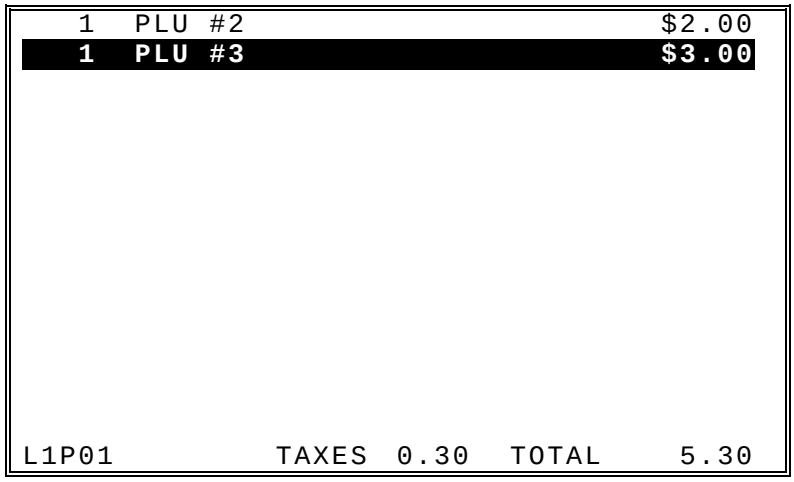
5. Press **CASH**.



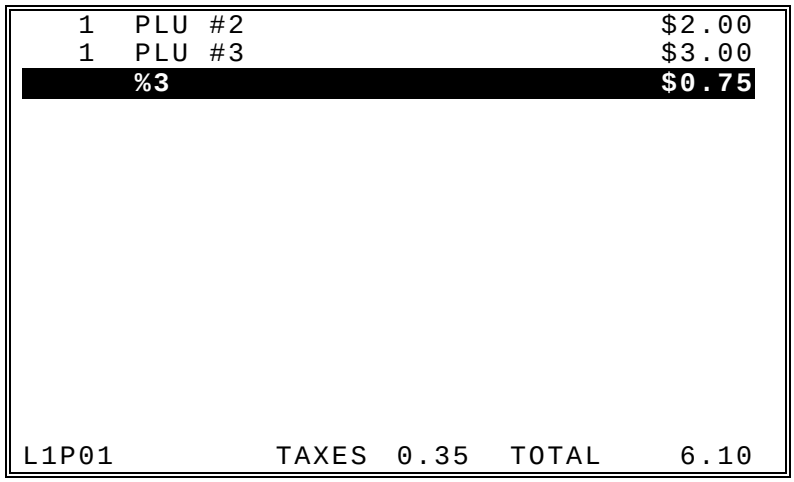
Open % Key Surcharge (Or Overriding a Preset Percentage)

The **%3** key is programmed as an open percentage surcharge on the entire sale, taxable by tax 1 at 6%.

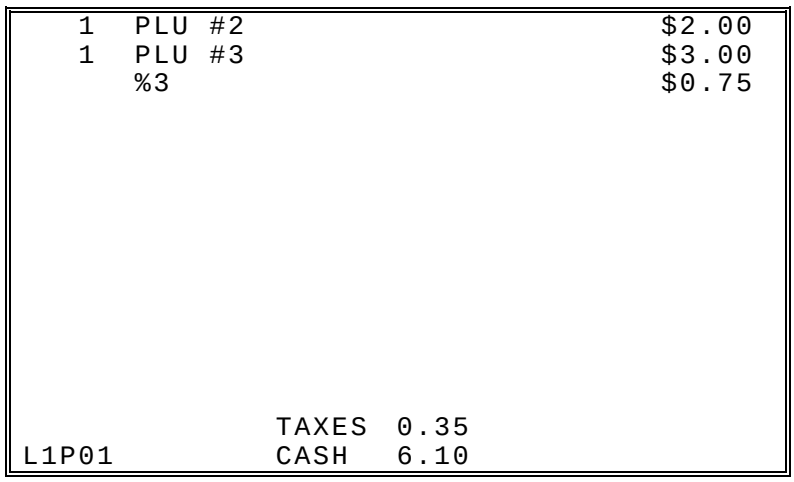
1. Press **PLU#2**.
2. Press **PLU#3**.



3. Press **SBTL**.
4. Enter **1 5** (15%), press the **%3** key.



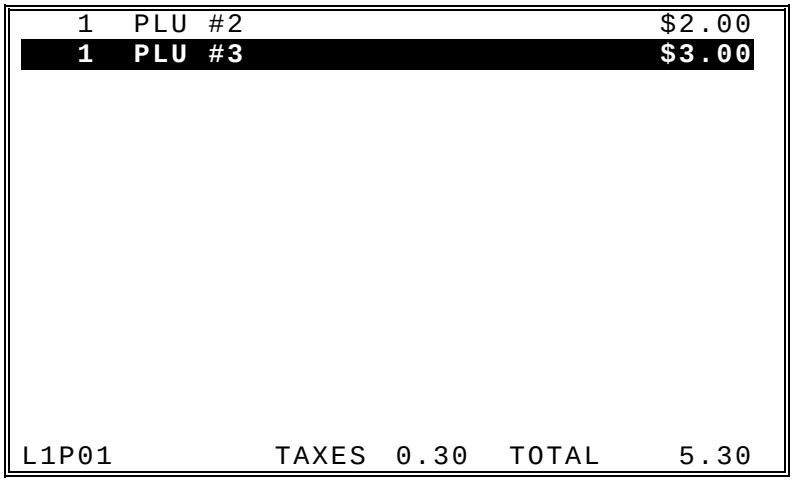
5. Press **CASH**.



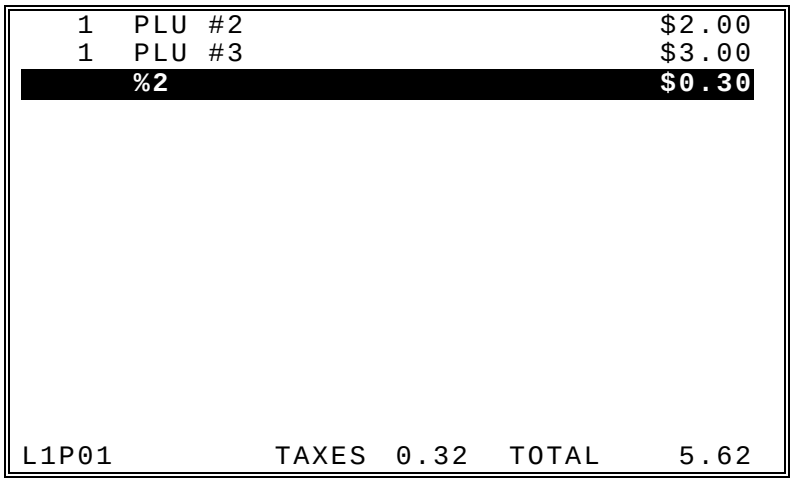
Preset % Surcharge on an Item

The **%2** key is programmed as a preset (10%) surcharge on an item, taxable by tax 1 at 6%.

1. Press **PLU#2**.
2. Press **PLU#3**.



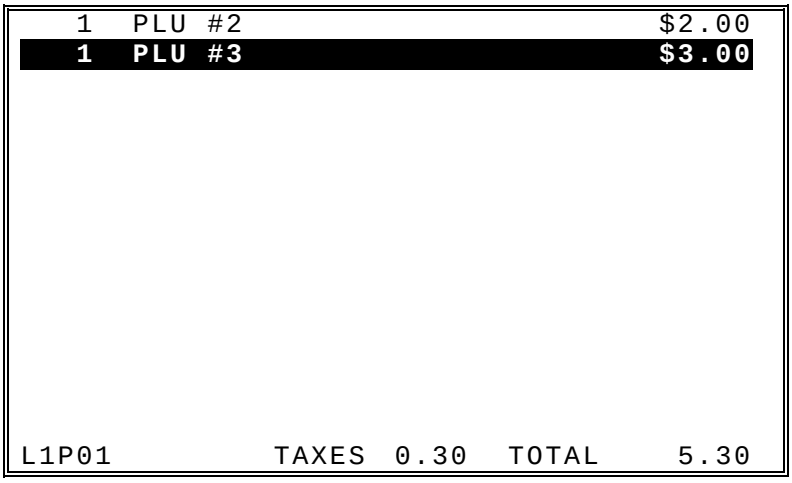
3. Press the **%2** key.



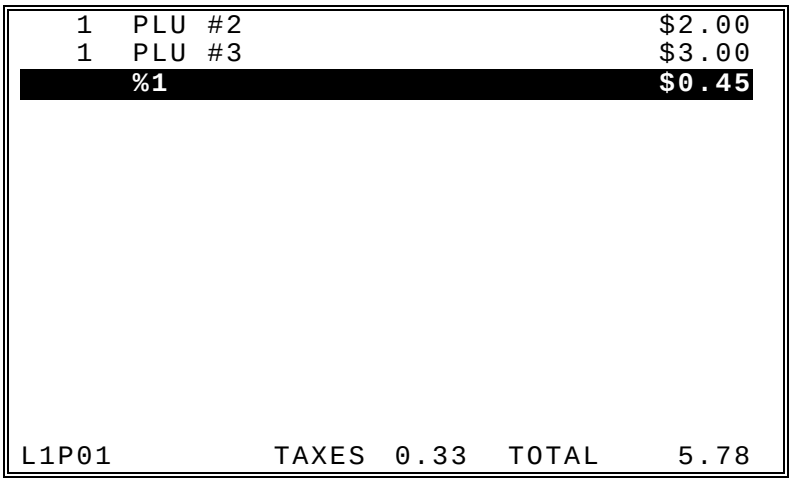
Open % Key Surcharge (Or Overriding a Preset Percentage)

The **%1** key is programmed as an open percentage surcharge on an item, taxable by tax 1 at 6%.

1. Press **PLU#2**.
2. Press **PLU#3**.



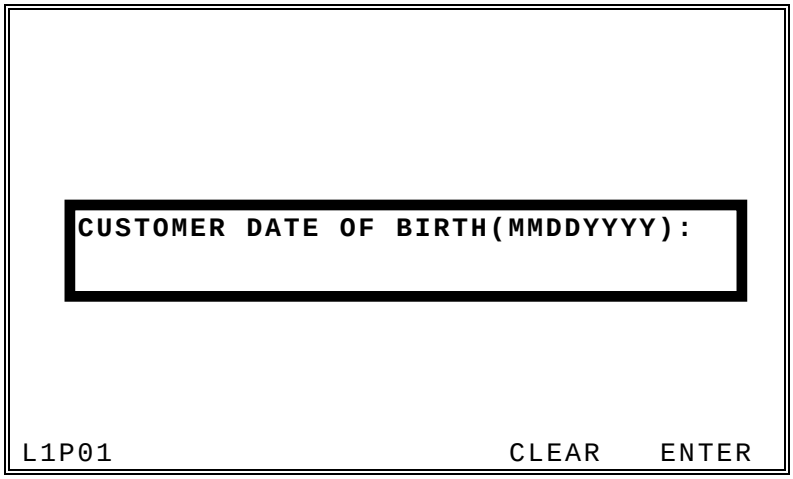
3. Enter **1 5** (15%), press the **%1** key.



Age Verification

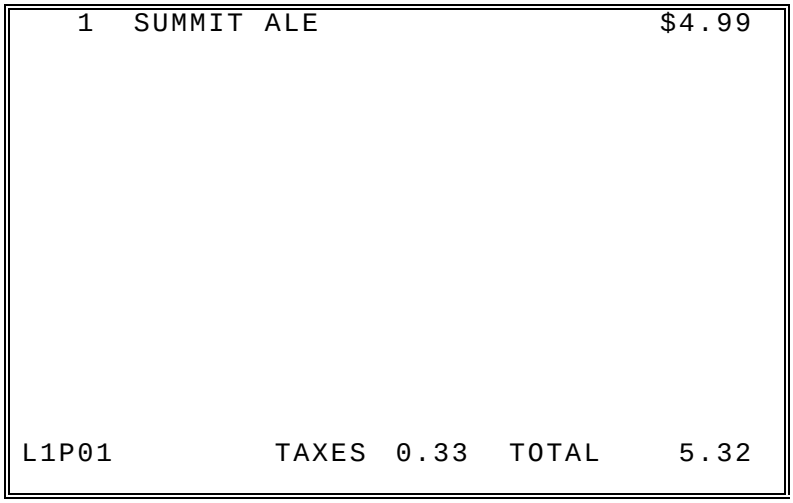
Sale of age restricted items (i.e. alcohol, tobacco) can be controlled at the point of sale by forcing to operator to enter a date of birth before a controlled item can be registered.

1. egister an item that has been programmed for age restriction. The CUSTOMER DATE OF BIRTH entry box displays.



2. Enter the date of birth in MMDDYYYY format, press **ENTER**.
3. If the date of birth entered represents an age greater than the age restriction, the item registers.

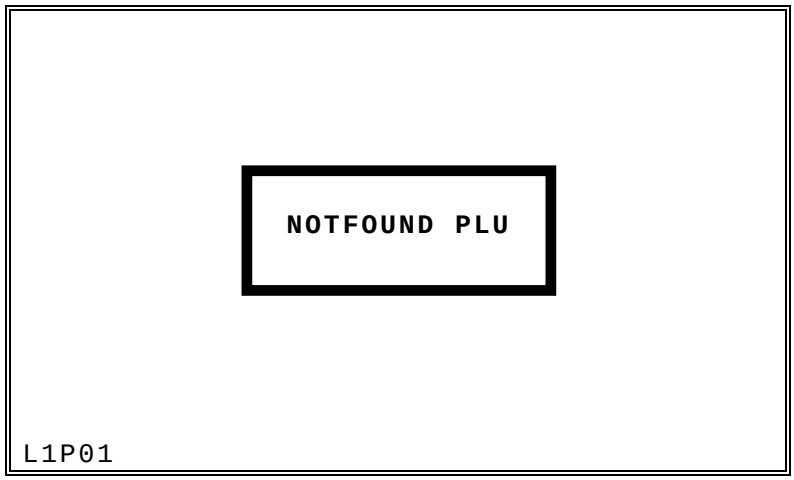
   If the date of birth entered represents an age less than the age restriction, the message "AGE RESTRICTION" displays and the item is not registerd.



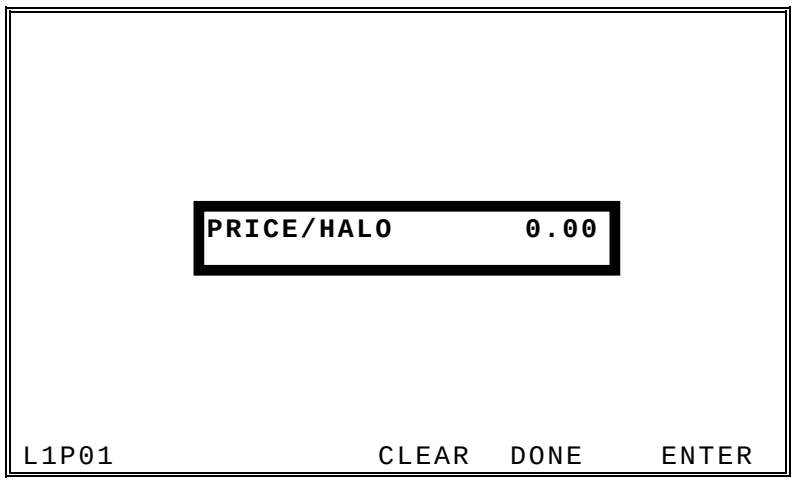
Not Found PLU

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 press the **NOT FOUND PLU** key and will be prompted to enter PLU price, descriptor and linking information. The item is registered immediately.

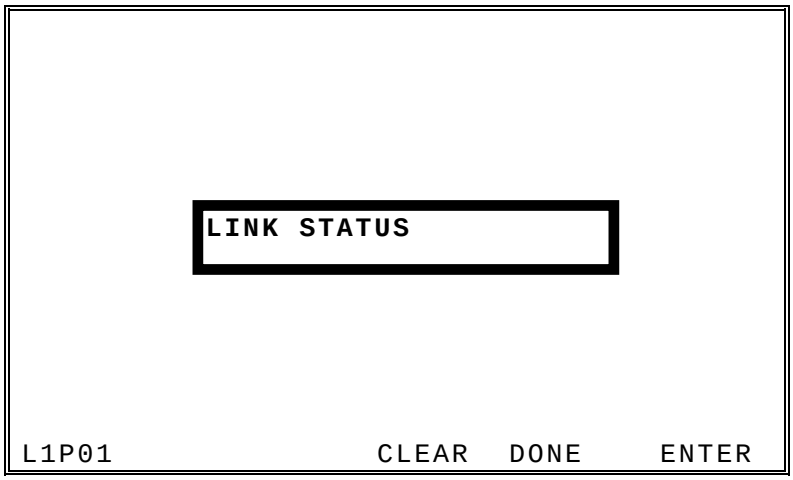
1. Scan or enter a PLU that is not in the PLU file. The NOT FOUND PLU message displays.



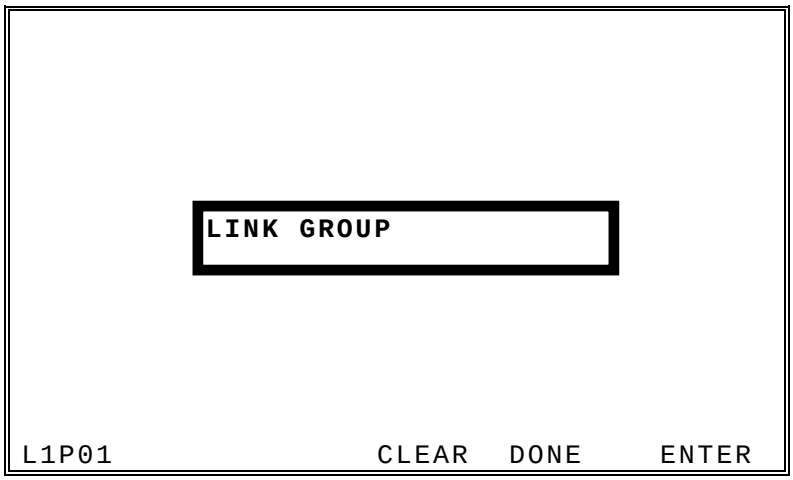
2. Press the **NOT FOUND PLU** key. The PRICE/HALO entry box displays.



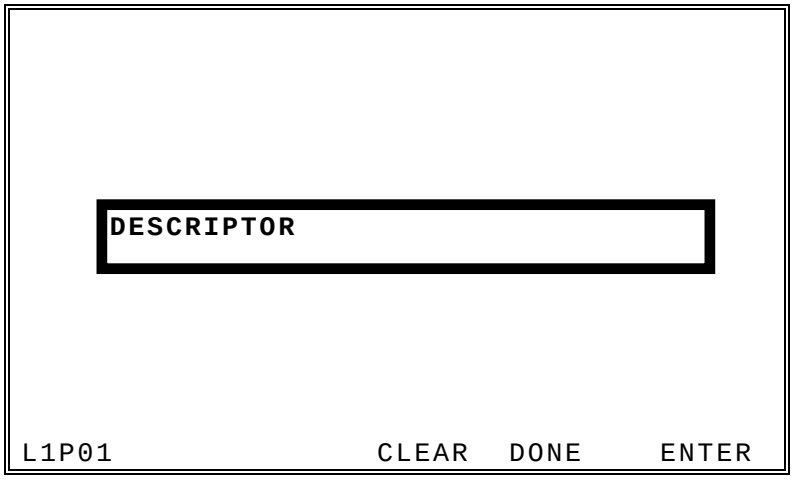
3. Enter the price for the item, press **ENTER**. The LINK STATUS entry box displays.



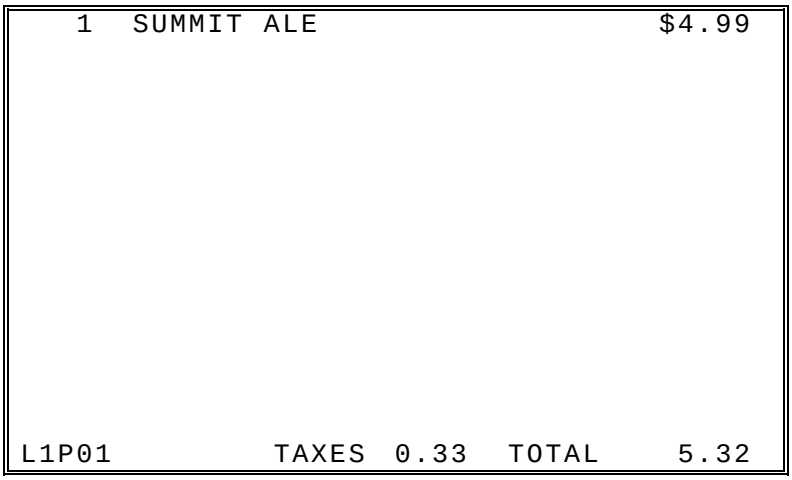
4. Enter the status link for the PLU, press **ENTER**. The LINK GROUP entry box displays.



5. Enter the primary group link for the PLU, press **ENTER**. The DESCRIPTOR entry box displays.



6. Use the alpha keyboard overlay to type the descriptor for the item, press ENTER. The item is registered.



KP Routing

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, TICKET POP UP or ITEM POP up operation.

To operate, enter a routing period # (1-4) and press the key at any time inside or outside of a transaction.

Guest Check Operations

Overview

The *SPS 1000* 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.) 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.)

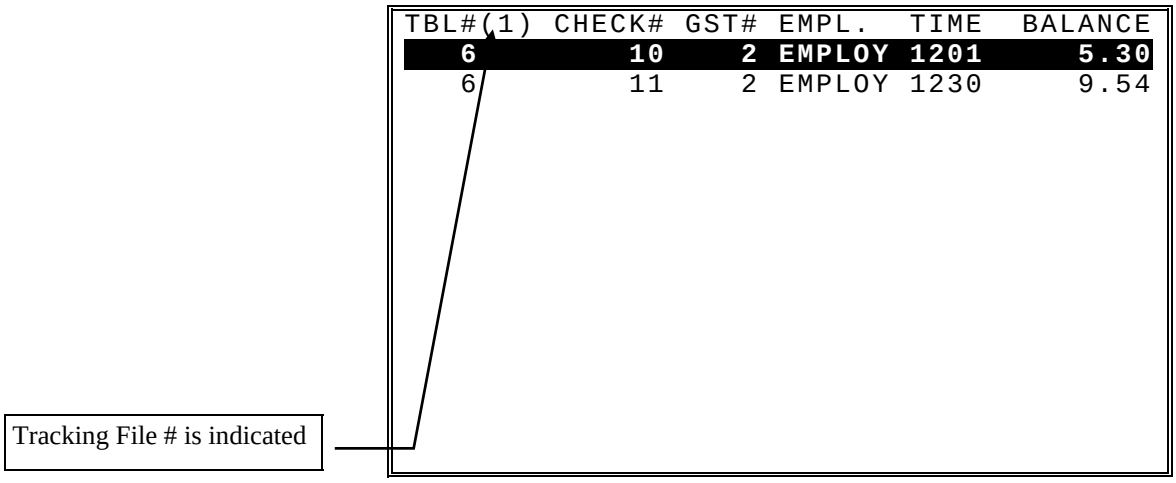
Multiple Tracking Files

The *SPS 1000* 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, or whatever your application requires. The number of tracking files and the total number of checks 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.)



 # Of Guests

Entry is optional and is controlled by system flag. The number of guests may be required on all transactions or only on tracking transactions.

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.

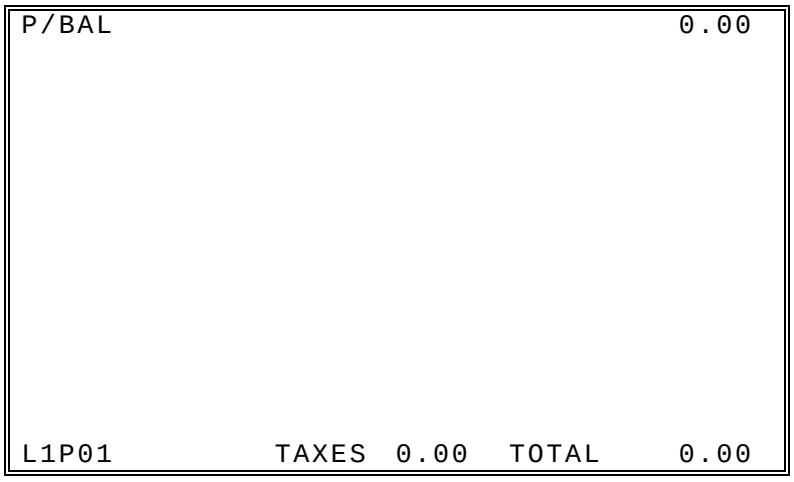
Although not commonly used, the *SPS 1000* has the capability of manual previous balance operations. Manual previous balance means that the balance amount is entered through the numeric keypad. New items entered are added to the previous balance and the new balance is computed when the transaction is finalized. Any of the four STORE 1-4 keys may be used to service the transaction.

Function Key Notes:

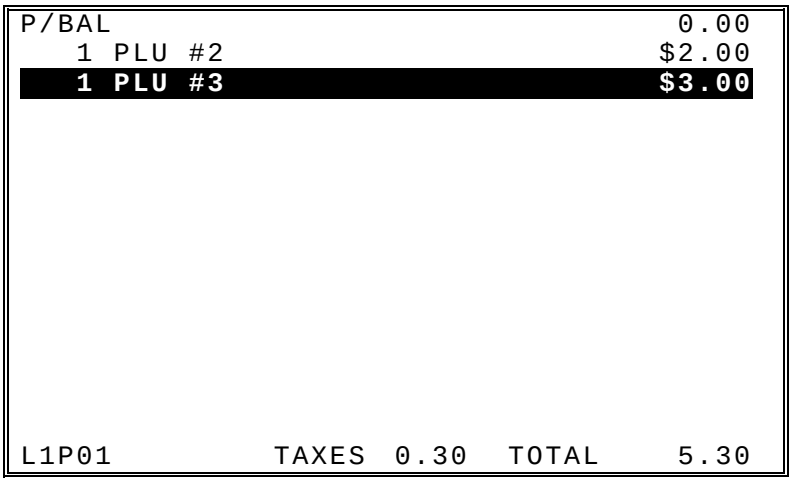
- Use the P/BAL key (function key code #148) to enter the previous balance amount.

Opening a Check

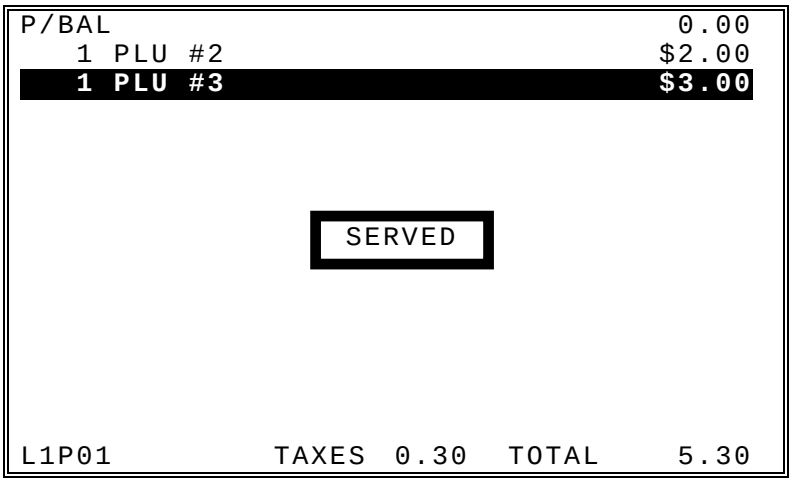
1. Enter zero, press **P/BAL**.



2. Enter items.

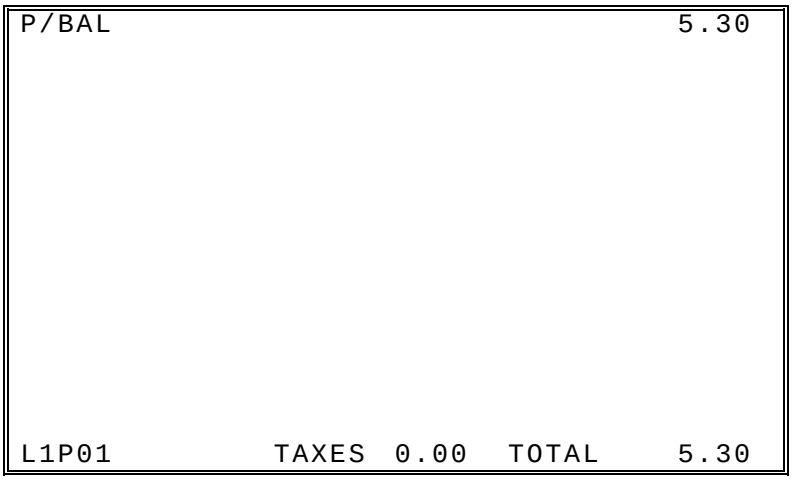


3. Press any one of the four store check functions, i.e. **STORE #1**.

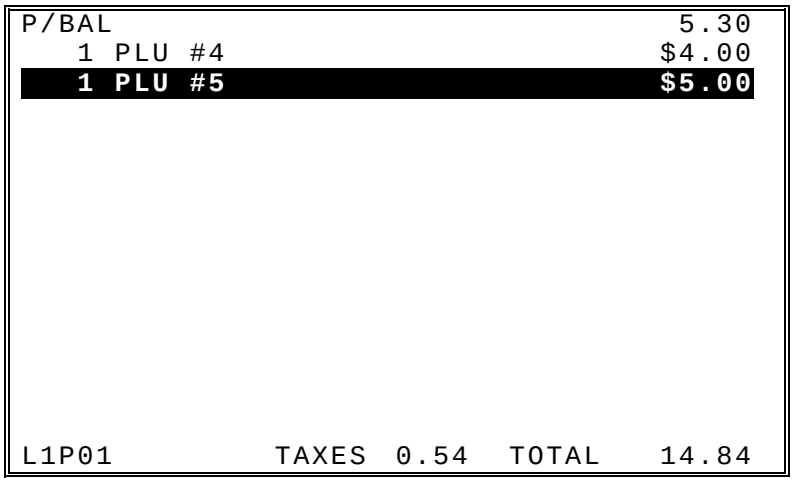


Adding to a Check

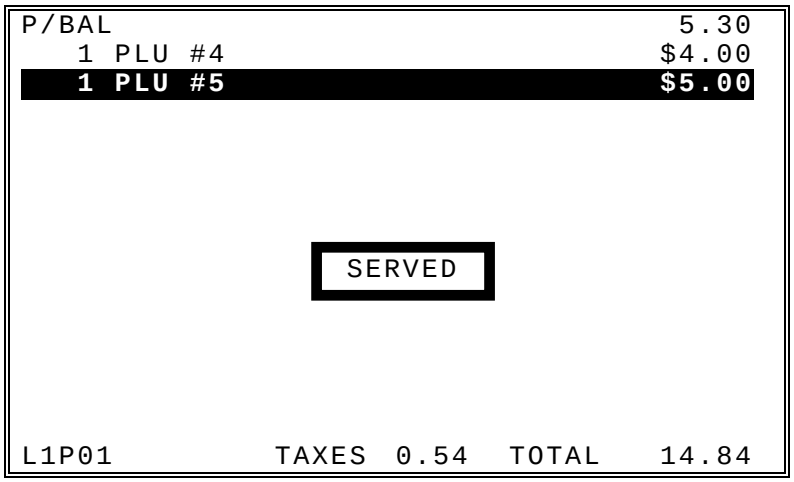
1. Enter amount, press **P/BAL**.



2. Enter items.

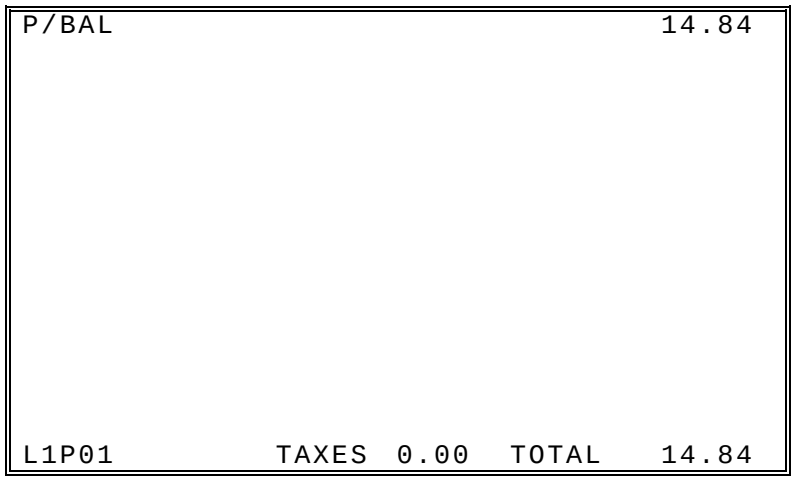


3. Press **STORE #1**.



Paying a Check

1. Enter amount, press **P/BAL**.



2. Press **CASH**, or:

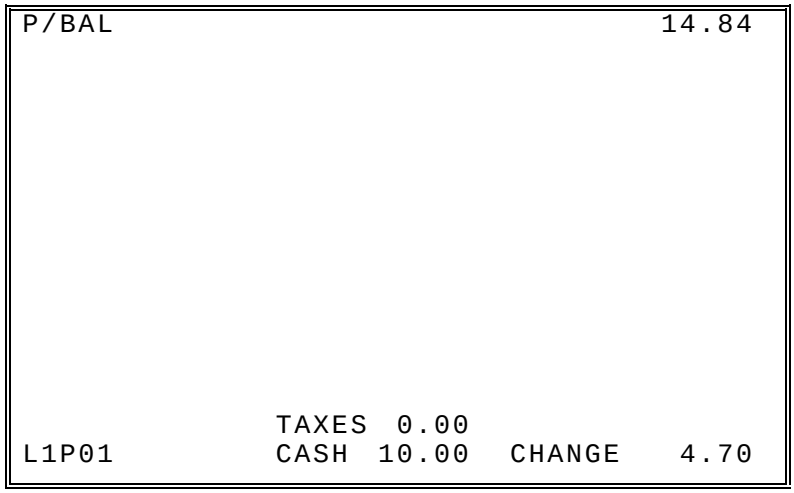
   Enter amount and press **CASH**, or

   Press **CHECK**, or

   Enter amount and press **CHECK**, or

   Press one of the miscellaneous tender keys, or

   Enter amount and press of the miscellaneous tender keys.



Note: If tender is less than balance, press **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.)

Recalling a Hard Check

1. Depending on the method used:

   Enter check number, press CHECK #, or

   Enter table number, press TABLE #.

2. Note that the previous balance is displayed.

```
CK#   11/TBL#   6/GST#  2/ANNIE W
PBAL                                5.00









L1P01         TAXES  0.30  TOTAL    5.30
```

Sample Print of Hard Check

```
DATE           03/23/2000              THU
R E C A L L   C H K 1                  # 2
P/BAL                                 0.00
   2  PLU1                           $2.00
      TOTAL                          $2.00
            * ORDER# 0107 *
NO.000007 REG 01 EMPLOYEE1    TIME 08:10
P/BAL                                 $2.00
   1  PLU2                           $2.00
   1  PLU3                           $3.00
      TOTAL                          $7.00
            * ORDER# 0107 *
NO.000008 REG 01 EMPLOYEE1    TIME 08:11
P/BAL                                 $7.00
   1  PLU3                           $3.00
      TOTAL                         $10.00
      CASH                          $10.00
            * ORDER# 0107 *
NO.000009 REG 01 EMPLOYEE1    TIME 08:11
```

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.

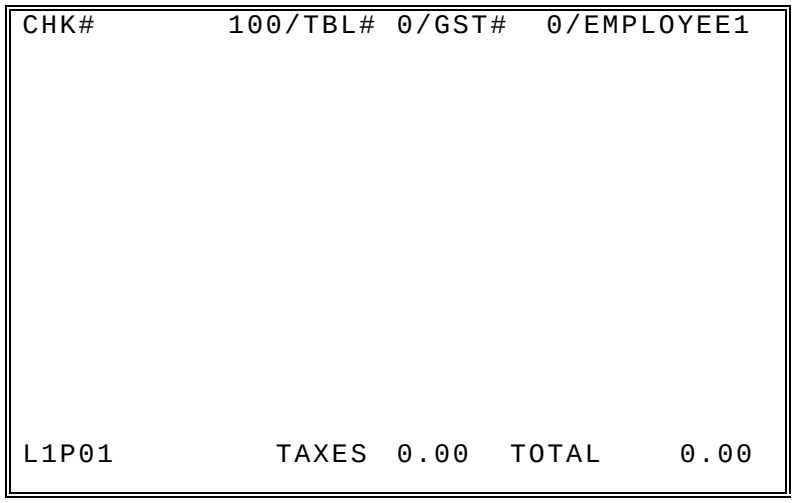
Beginning a Check

1. Depending on programming:

a) Enter check number, press one of the Recall Check functions, i.e. **RECALL #1**, or

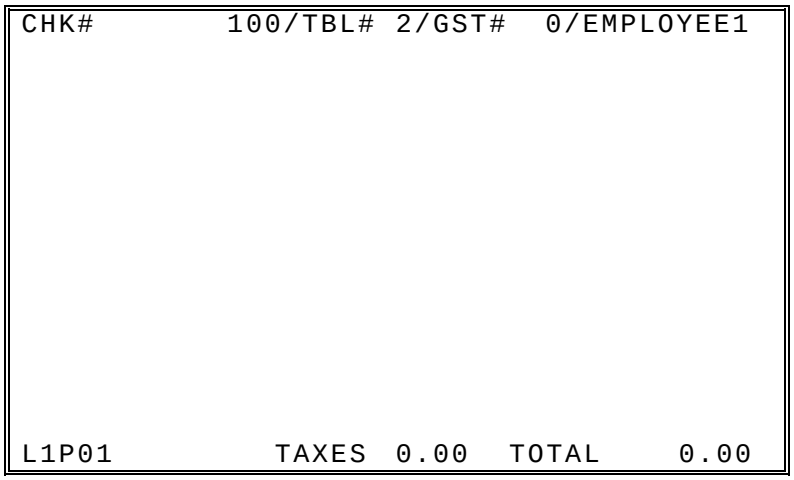
b) Press **RECALL #1** to automatically assign a check number.

c) If Table# is compulsory and only one check per table is allowed, enter the table# and press **TABLE#**.



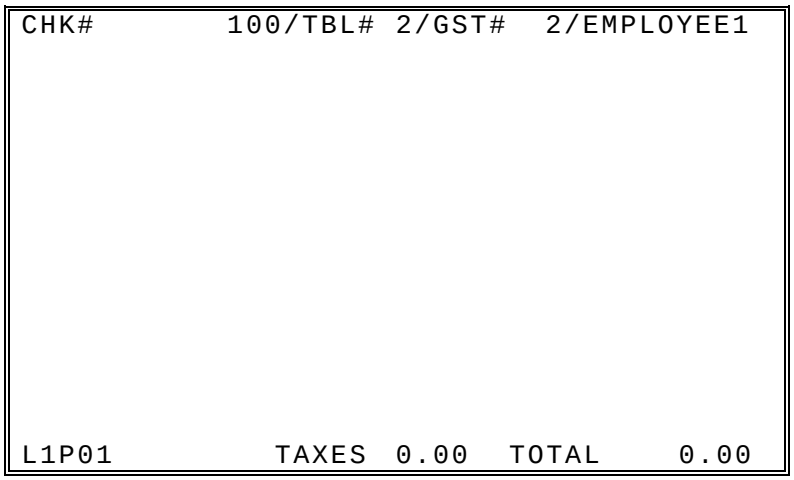
2. Optional:

   Enter table number, press **TABLE 1**.

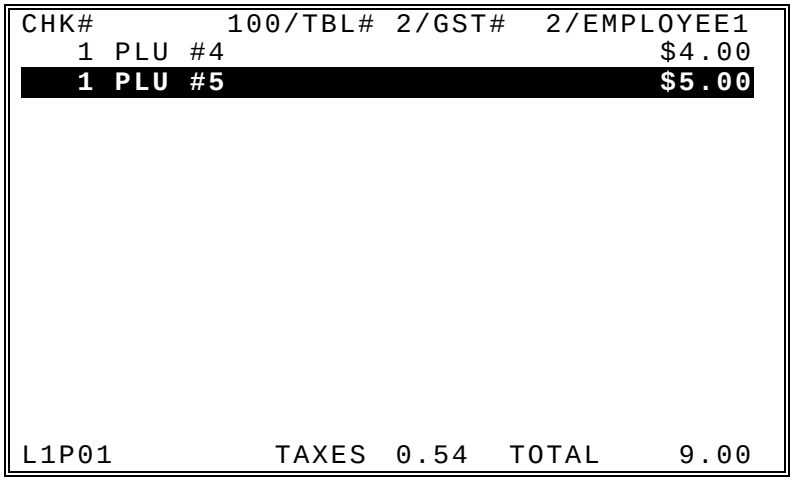


3. Optional:

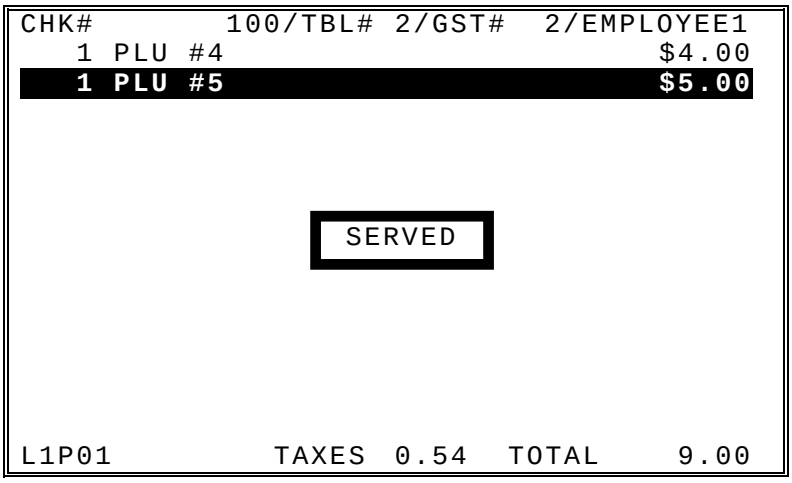
   Enter number of guests, press **GUEST #**.



4. Enter items.



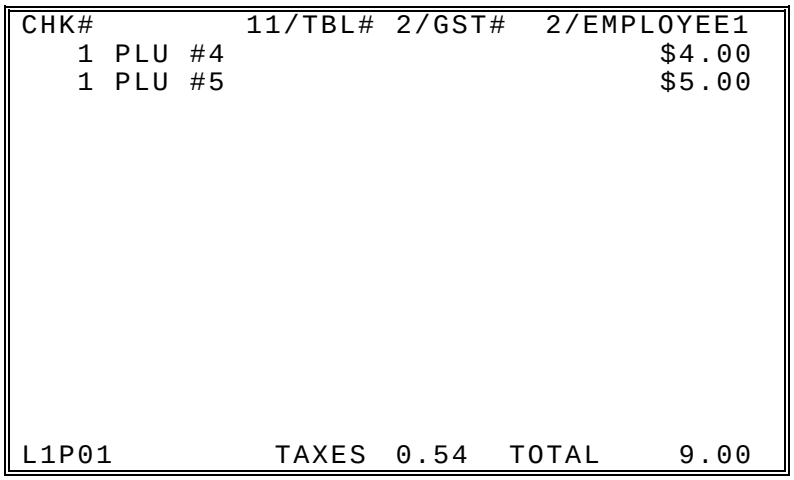
5. Press the appropriate Store Check function, i.e. **STORE #1**.



Adding to a Check

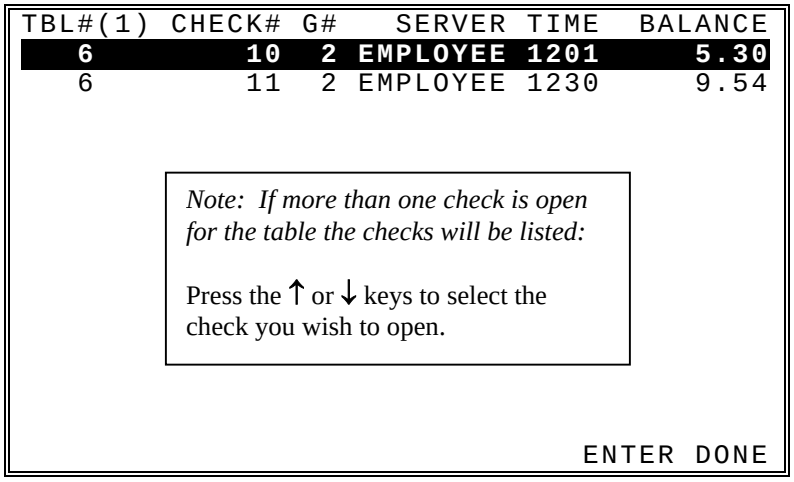
1. *Check Method:*

   Enter the check number, press the appropriate recall check function, i.e. **RECALL #1**

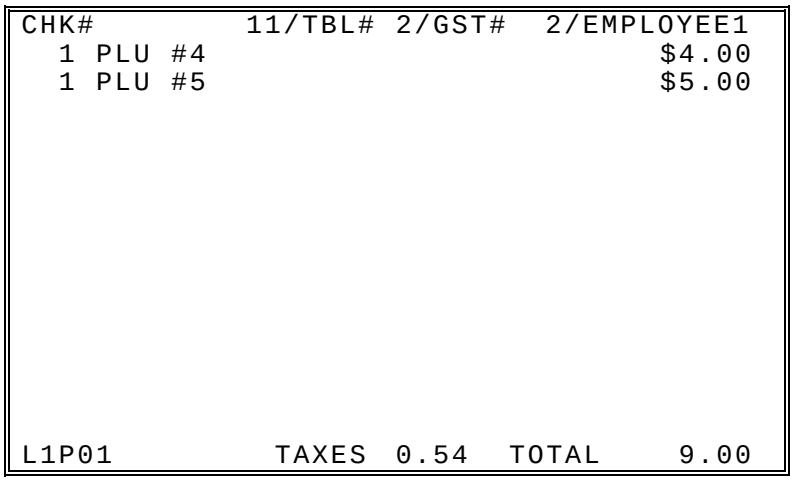


2. *Table Method:*

   Enter the table number, press the appropriate Table # function, i.e. **TABLE 1**.

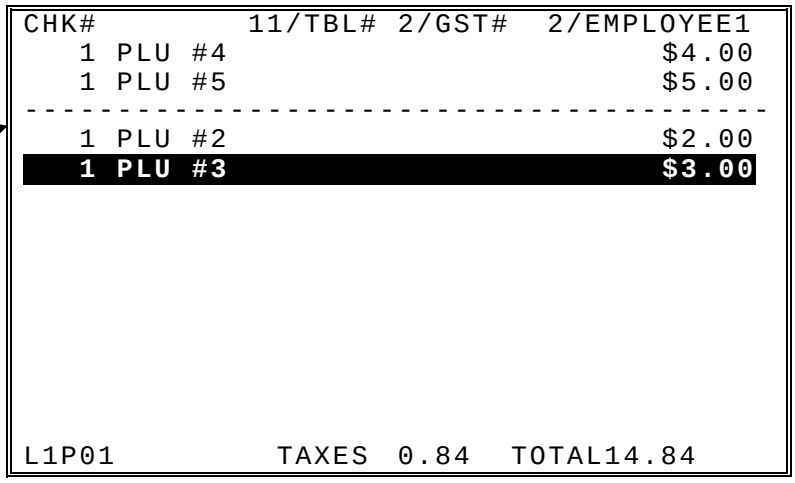


3. Press **ENTER**.

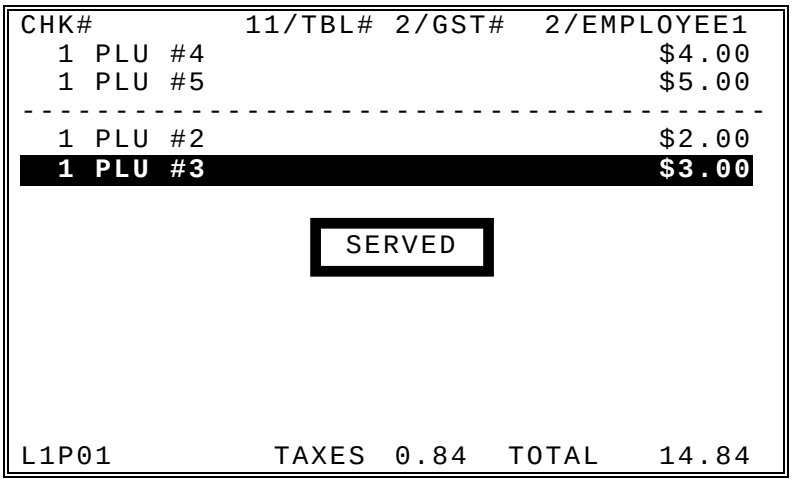


2. Enter items.

The dotted line represents the division of the previously serviced items (before the line) and the new items (after the line.)



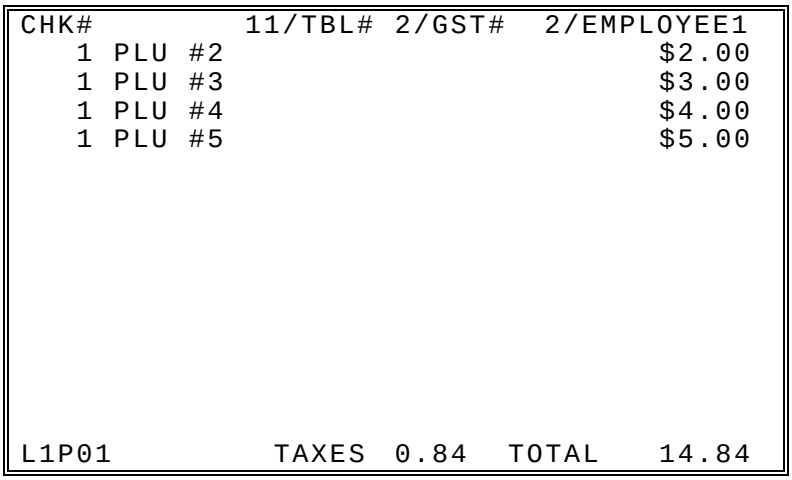
3. Press the appropriate Store Check function, i.e. **STORE #1**.



Paying a Check

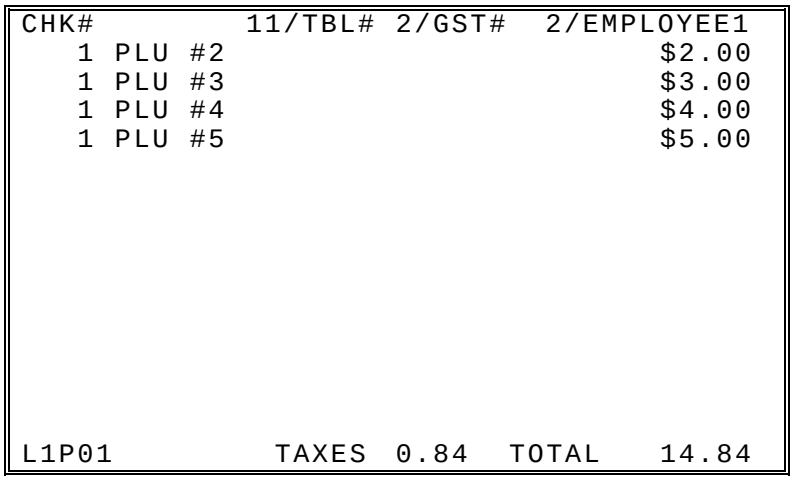
1. *Check Method:*

   Enter the check number, press the appropriate recall check function, i.e. **RECALL #1**, or



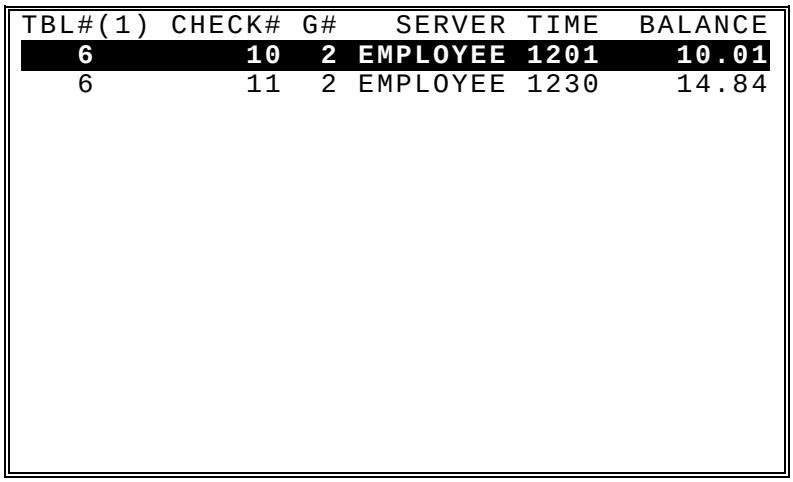
1. *Table Method:*

   Enter the appropriate Table # function, i.e. **TABLE 1.**

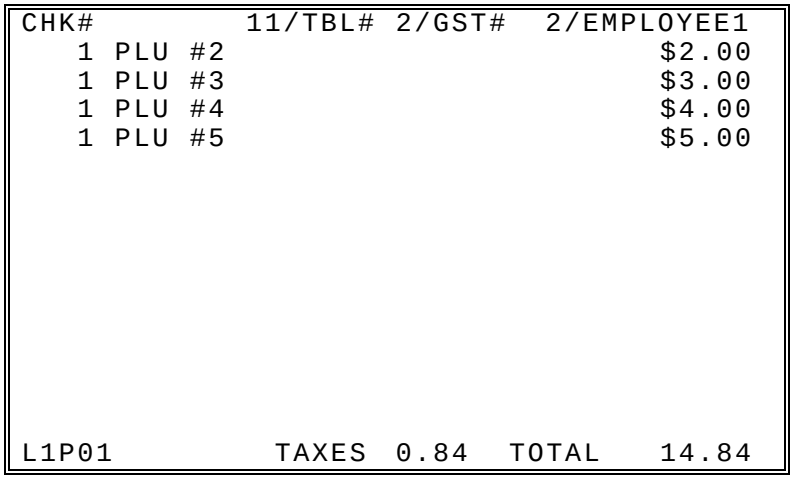


   If more than one check is open for the table, the checks will be listed:

   Press the ↑ or ↓ keys to select the check you wish to open.

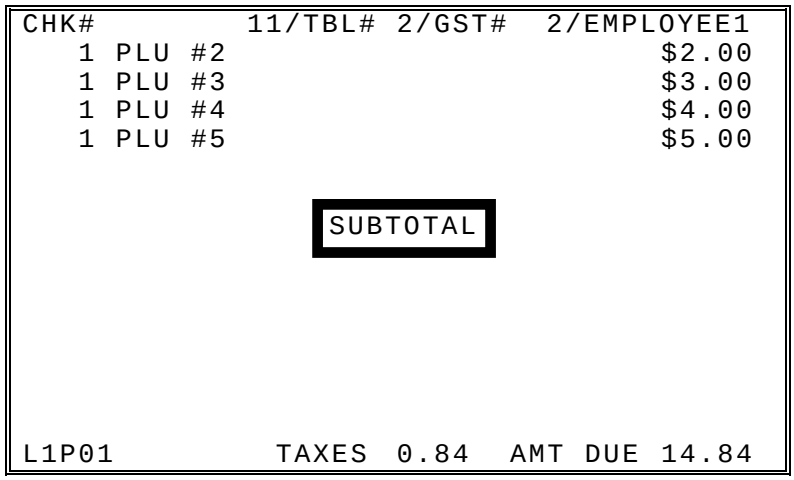


2. Press **ENTER**.



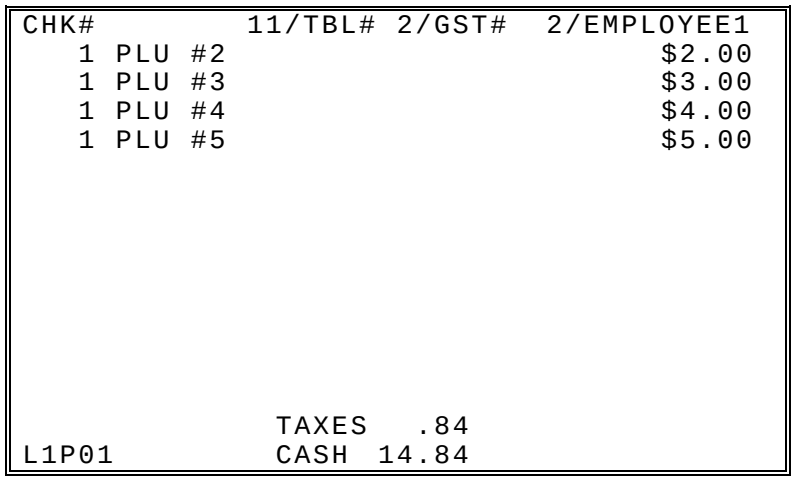
2. *Optional*:

   Press **SBTL**.



3. Press **CASH**, or

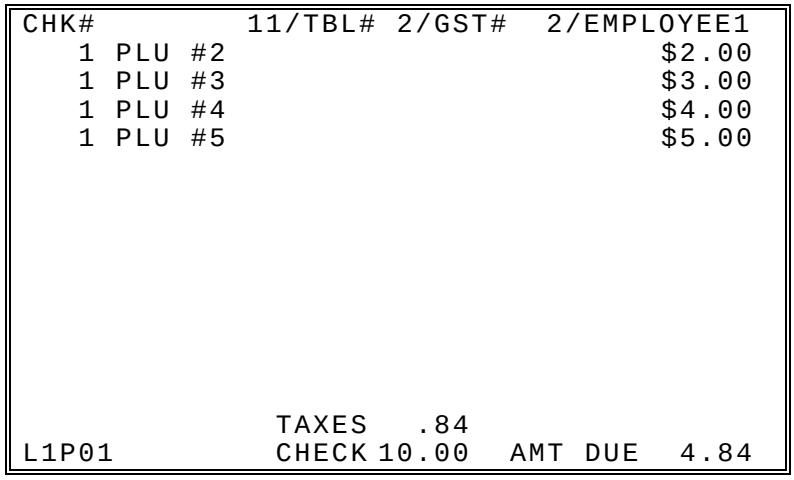
   Enter amount and press **CASH**.



or,

4. Press **CHECK**, or

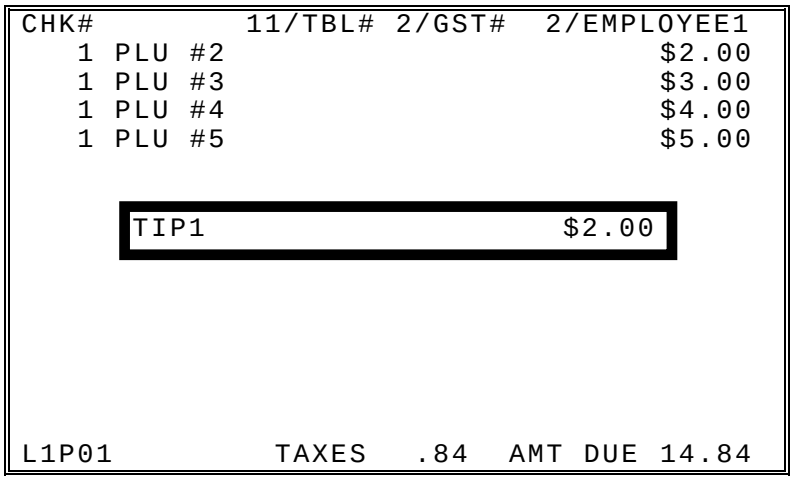
   Enter amount and press **CHECK**.



or,

5. Optional:

   Enter amount and press one of the TIP function keys, i.e. **TIP1**.



6. Press **CASH**, or:

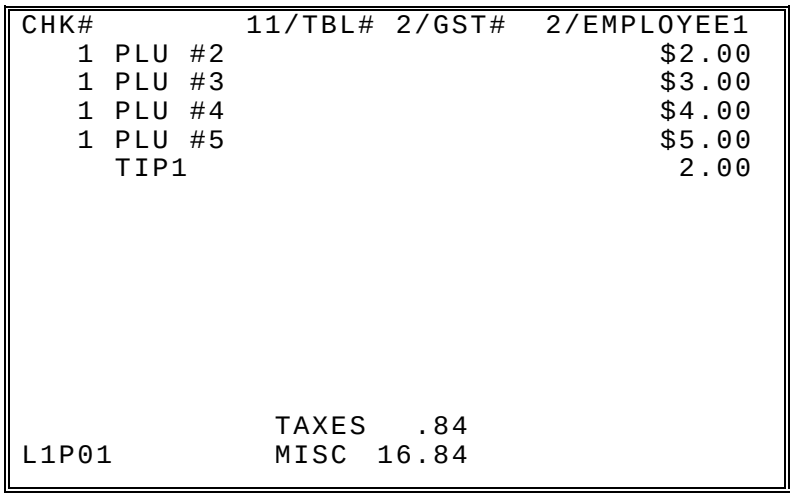
   Enter amount and press **CASH**, or

   Press **CHECK**, or

   Enter amount and press **CHECK**, or

   Press one of the miscellaneous tender keys, or

   Enter amount and press of the miscellaneous tender keys..



Note: If tender is less than balance, press STORE to finalize.

Sample Print of Soft Check

```
                THE BEST
               RESTURANT
DATE           12/15/1999              WED
RECALL CHK1       #2
TABLE 1          #25
   1  FILET MIGNON T1                $14.99
   1  MARGARITA T2                    $3.75
   1  TROUT T1                       $16.95
   1  PINA COLADA T2                  $4.00
-----------------------------------------
      SUBTOTAL                       $39.69
      TAX TOTAL                       $3.62
      TOTAL             $43.31
           *** STORE CHK1 ***
           -- CHECK PRINT COUNT : 3 --
NO.000005 REG 01 ETHAN         TIME 10:41
               THANK YOU!
```

Seat # Assignment

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

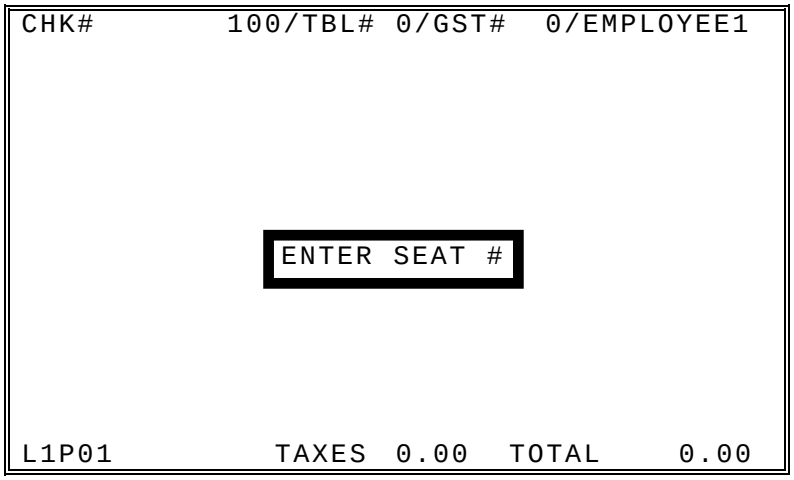
- To separate orders by individuals so that orders are identified by individual on kitchen requisitions.
- To facilitate separate payments.

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

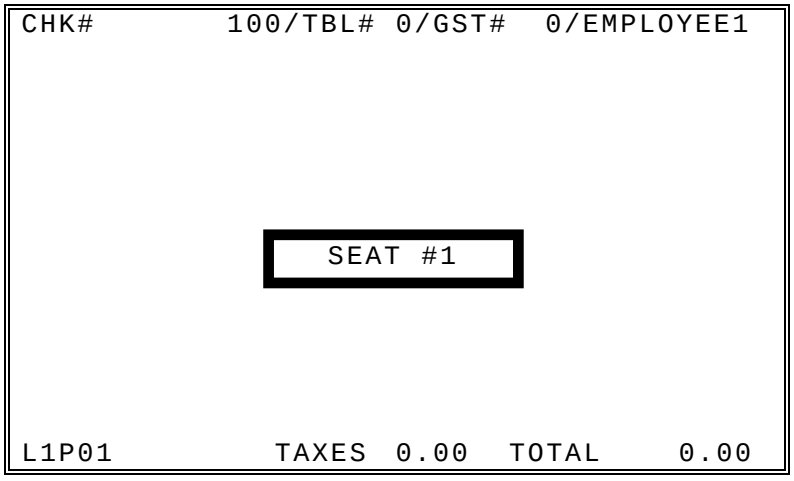
Enforced Seat # Entry

- 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.

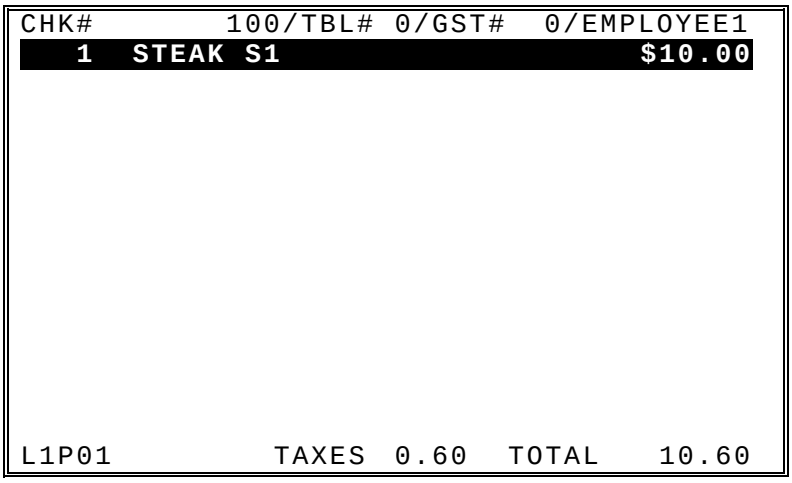
1. Open a check.
2. If you attempt to enter an item without a seat number entry, the "ENTER SEAT#" prompt displays.



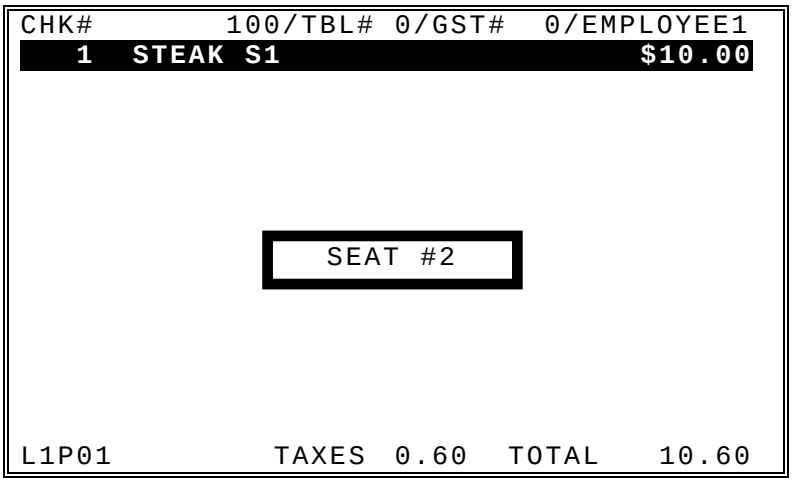
3. Enter seat # (up to 2 digits). Note that the seat number for the subsequent item displays.



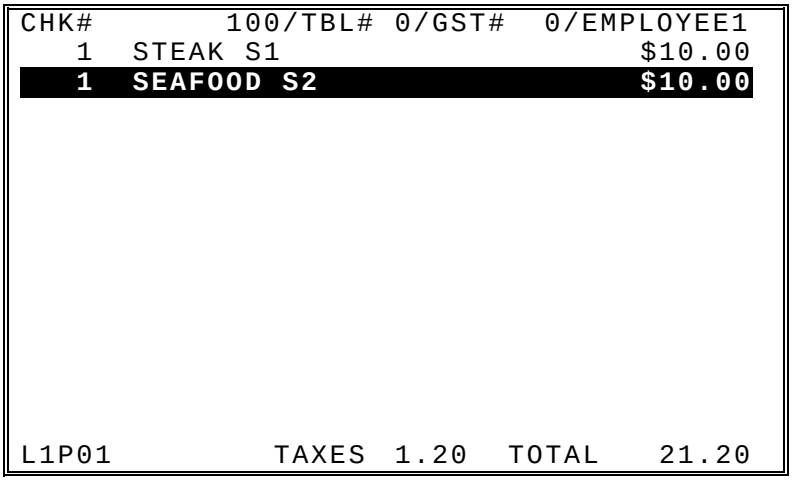
4. Enter main item and condiments.



5. Enter the seat number for the next item, press the **SEAT #** key.

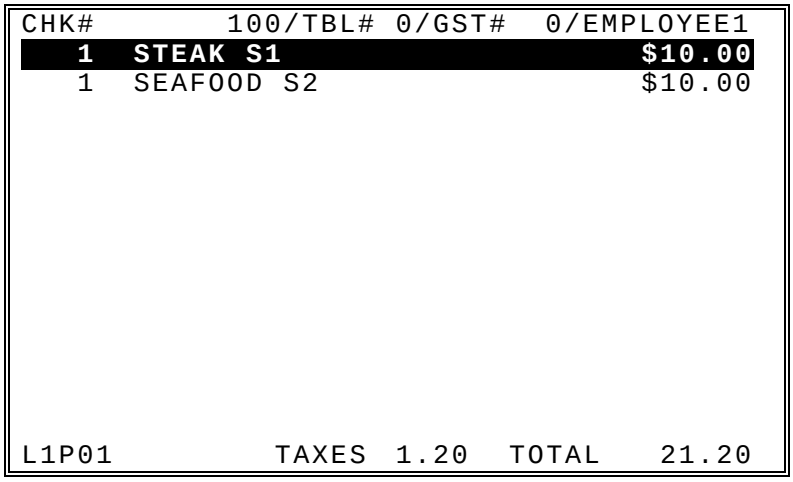


6. Enter the next item and its' condiments.

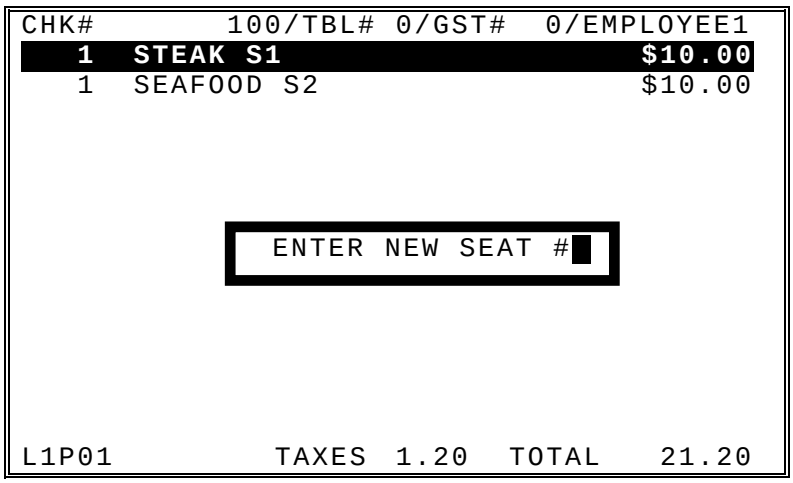


Changing the Seat # On A Previously Entered Item

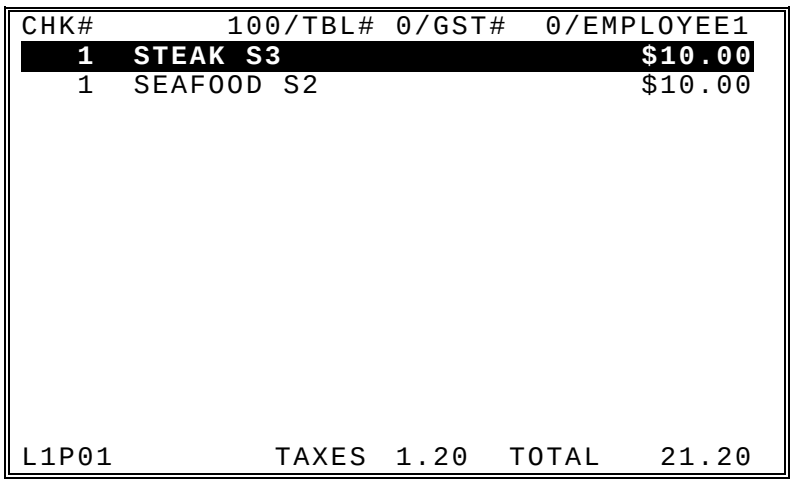
1. Move cursor to the item you wish to change



2. Press **SEAT #**.



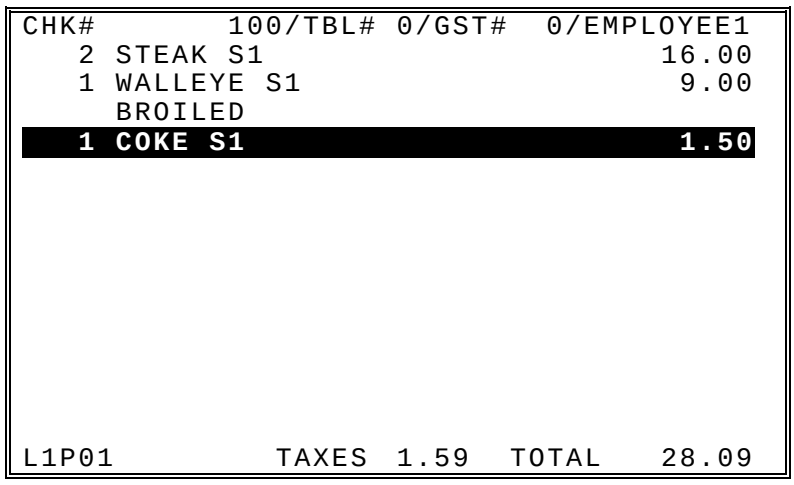
3. Enter a new number and press **SEAT #**.



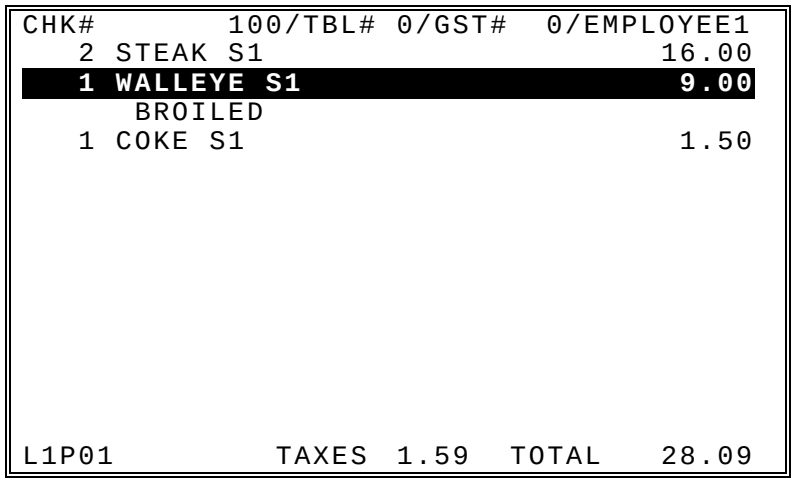
Optional Seat # Entry

- When seat # is not compulsory, press the ↑ or ↓ keys to select a main item (not a condiment). Press **SEAT #**, then enter a seat number for that item.
- Items not assigned to a different seat number will default to seat #1.

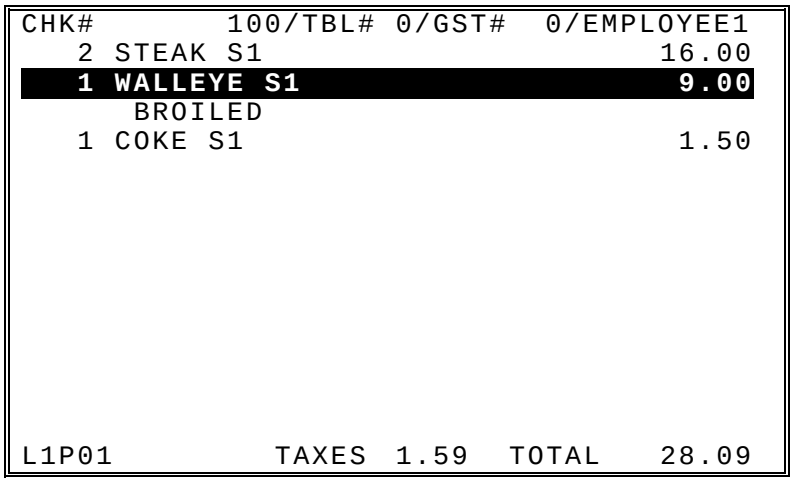
1. Enter items normally without a seat #. Note that the default seat number is seat #1.



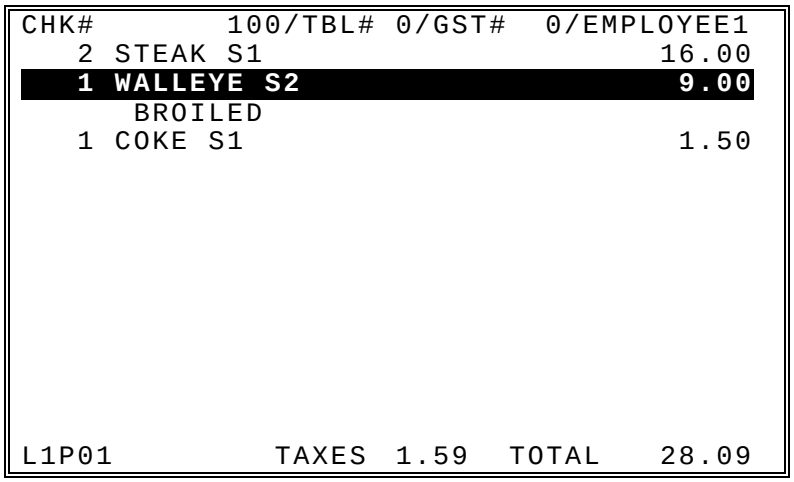
2. Press the ↑ key to select the item to which you wish to assign a seat #.



3. Press **SEAT #**.



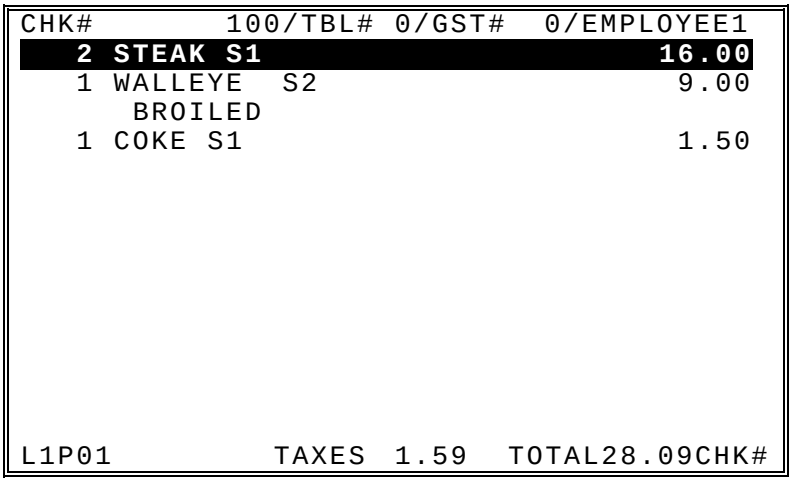
4. Enter a new number and press **SEAT #**.



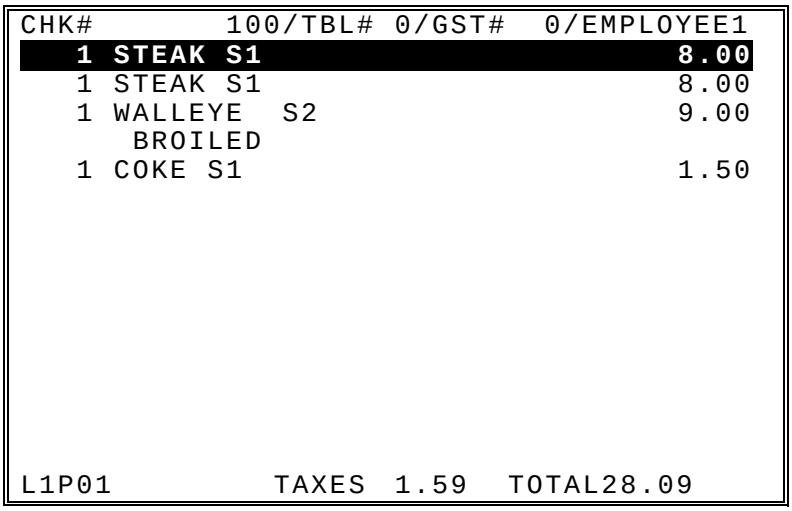
Splitting Consolidated Items for Seat Assignment

When like items are consolidated, press the **SPLIT ITEM** key to separate items for separate seat assignment.

1. Press the ↑ key to select items that are consolidated on the screen.

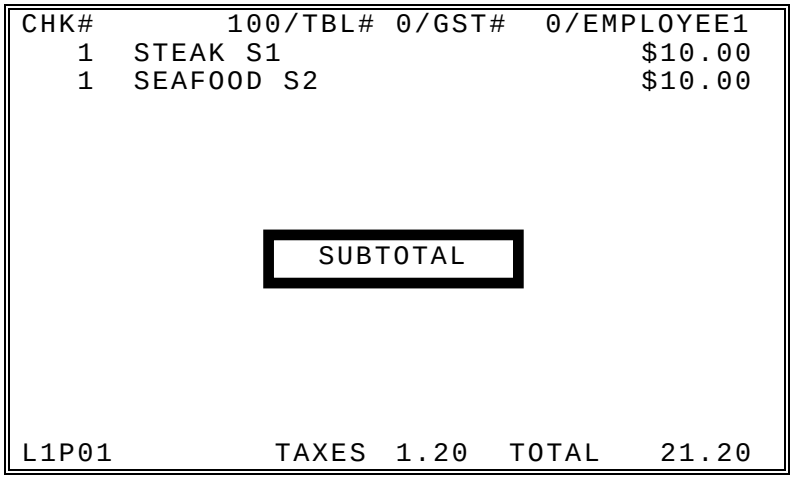


2. Press **SPLIT ITEM**.
3. Assign seat numbers for the separated items by selecting the item, then pressing **SEAT #** and entering a new seat #.

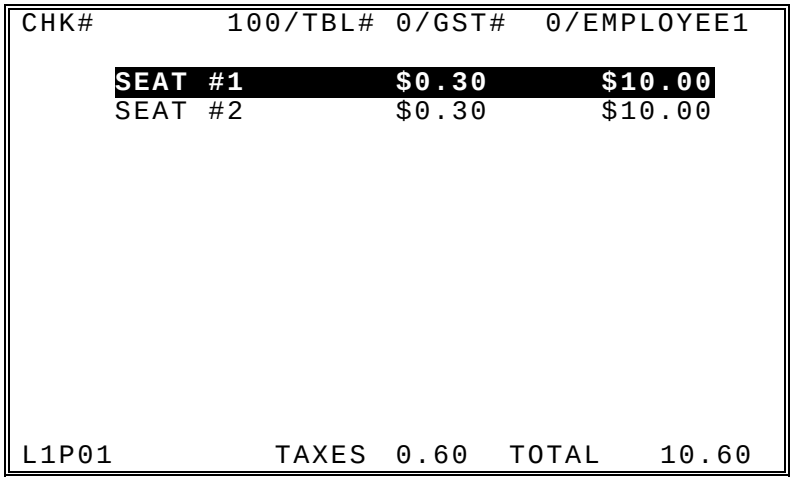


Payment by Seat Number

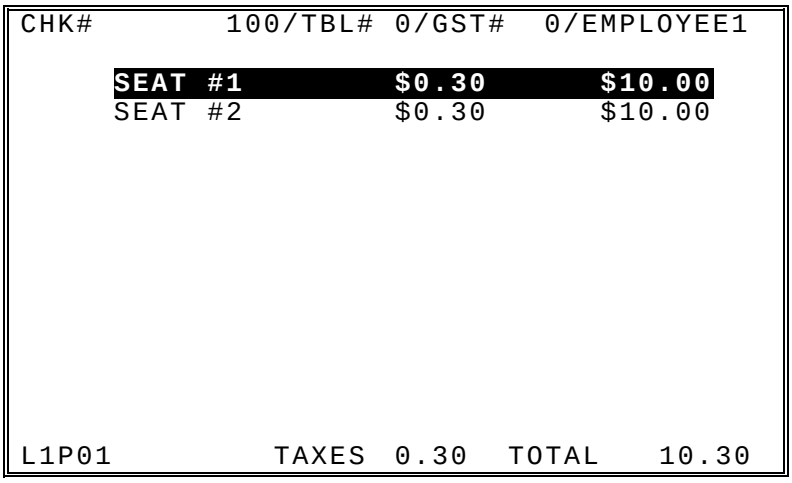
1. Press **SBTL**.



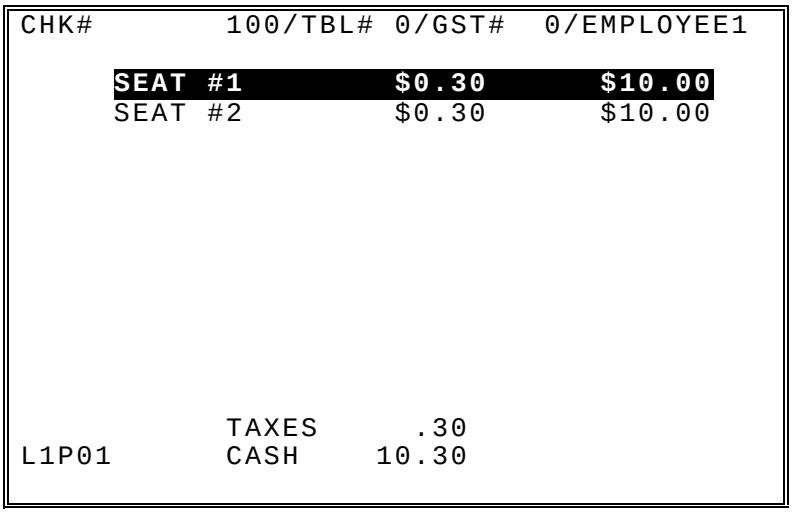
2. Press **SEAT #** to display the seat number totals.



3. Press the ↑ or ↓ keys as necessary to select a different seat. Note that the taxes and the total for the seat are displayed when it is selected.



4. When the appropriate seat is selected for payment, tender payment for the seats as you would pay a complete check. The paid seat is removed from the list.
5. Continue to pay each seat until the check is paid. Pay one seat at a time. You cannot service once a seat is paid.



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 thought 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.

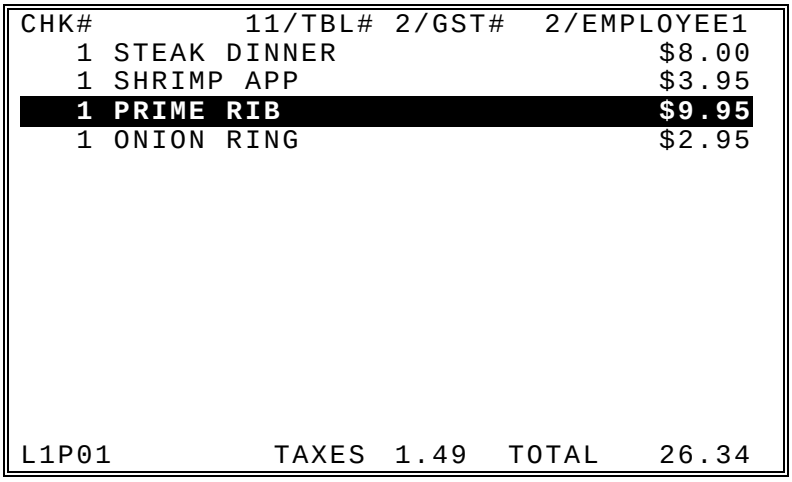
A held item is indicated on the display with an 'H' to the left of the item.

See "Tracking File Options" in the *Program Manual* to set the following related options:

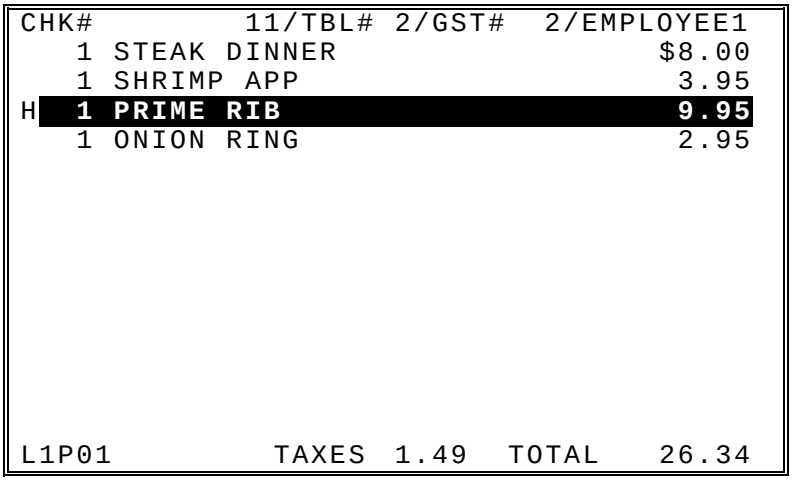
- Automatically select held items when a check is recalled, Yes or No. (This flag is to facilitate printing of held items.)
- Display warning to operator that check(s) have held items when employee finalizes any check, Yes or No.

Hold an Item

1. Press the ↑ or ↓ keys to position the cursor on the item you wish to hold.



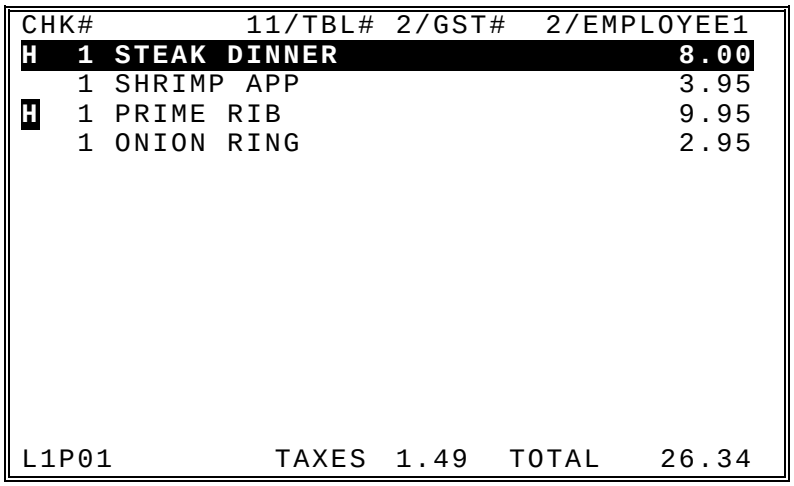
2. Press **HOLD** to apply hold status to the selected item.
3. If necessary, select and hold additional items.



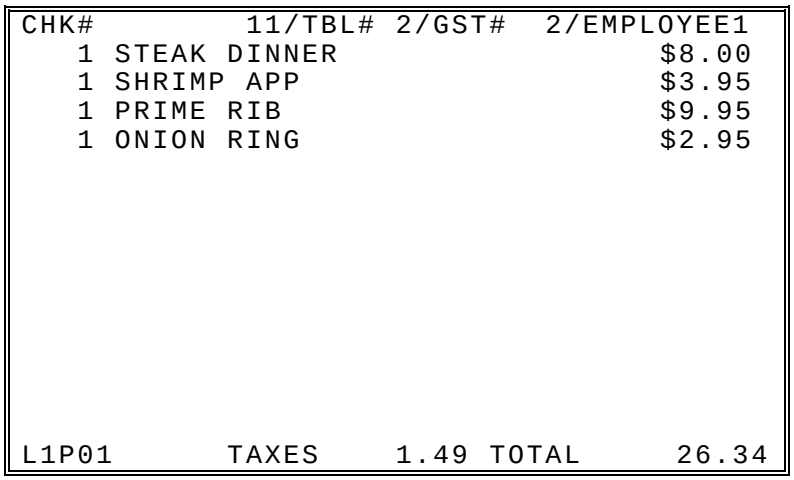
4. Press the appropriate Store Check function, i.e. **STORE #1**. If the option to prompt when held items are stored is set to Yes, the display will show the held item.
5. Press **DONE** to continue.

Print All Held Items

1. Recall an order with held items. (Flag is set to Yes to automatically select held items. Press any key except **PRINT HOLD** (or **Repeat**) to de-select items if you are proceeding with any other operation.)

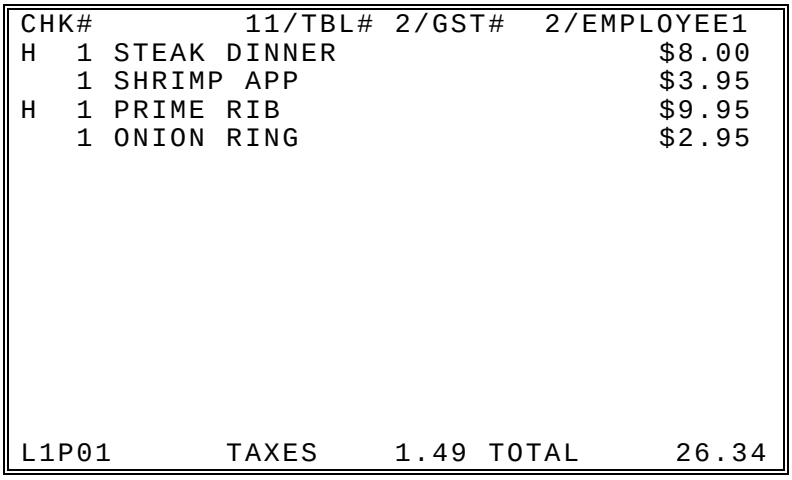


2. Press **PRINT HOLD**. (Hold status is removed for selected items; items will be sent to appropriate output when the check is serviced.)

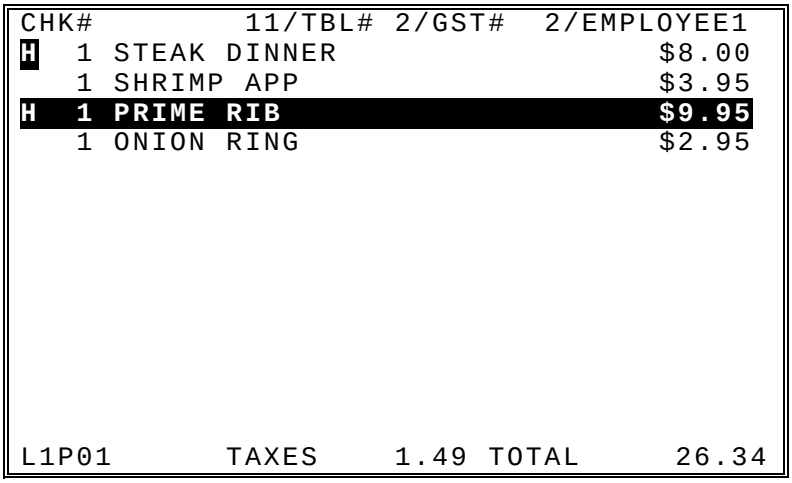


Print an Individual Item

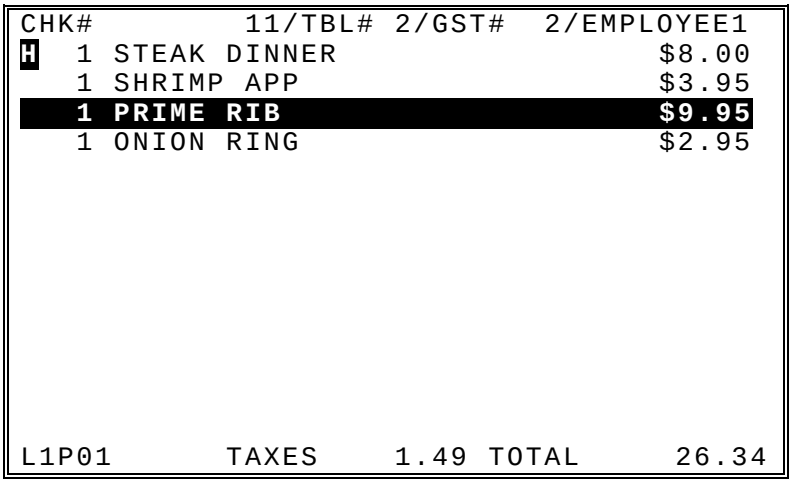
1. Recall an order with held items. (Flag is set to No to not automatically select held items.)



2. Press the ↑ or ↓ keys to position the cursor on the item you wish to print.

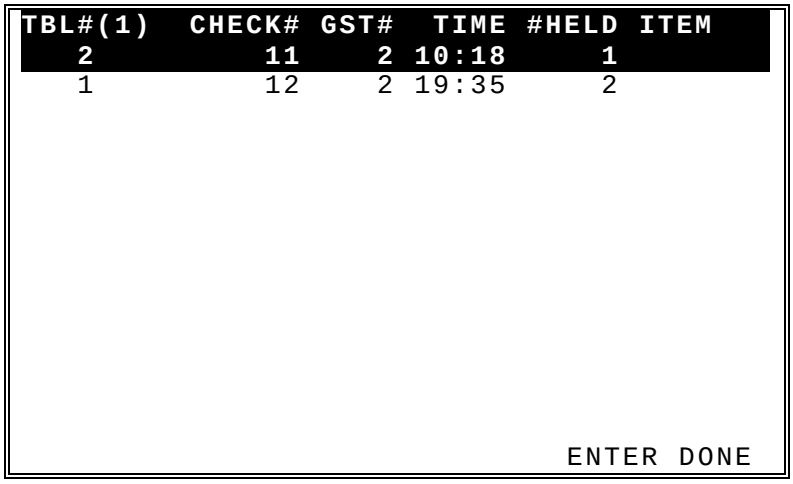


3. Press **PRINT HOLD**. (Hold status is removed for selected items; items will be sent to appropriate output when the check is serviced.)

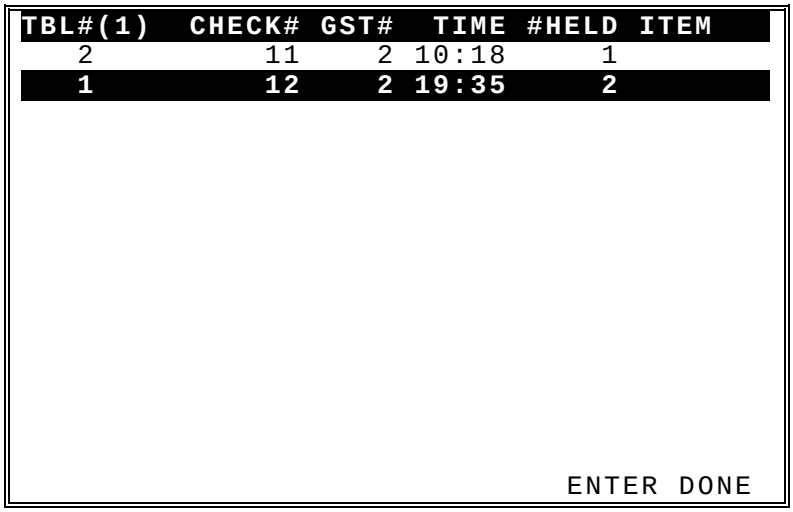


Display Warning to Operator

1. Service any check for an employee. If the employee has held items, the following warning is displayed when flag is set to *Yes*. The warning lists any check with held items.

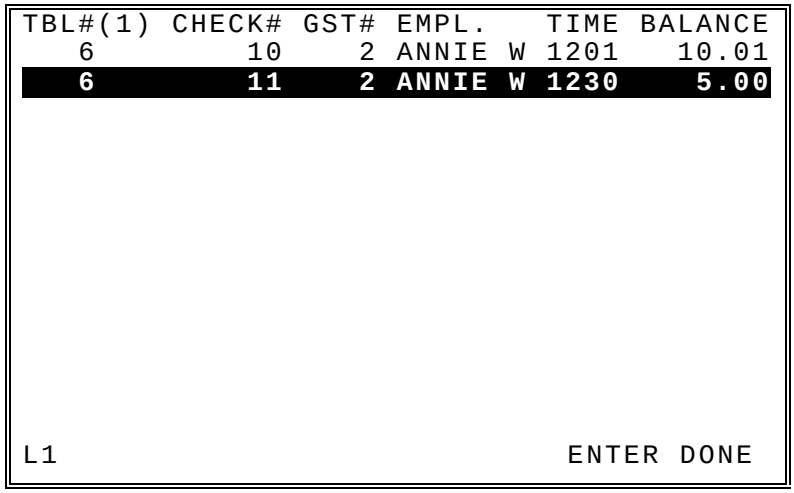


2. Press the ↑ or ↓ keys to select a check. Then press **ENTER** to open the selected check. Press **DONE** to remove warning message.



List Check

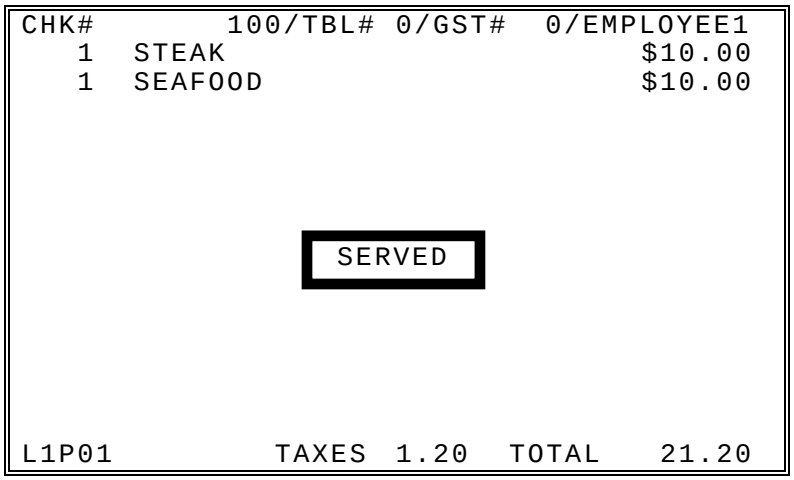
1. Sign on an employee.
2. Press **LIST CHECK**.
3. Press the ↑ or ↓ keys to select a specific check.
4. Press **ENTER** to open the selected check. Or, press **DONE** to exit the list check screen without opening a check.



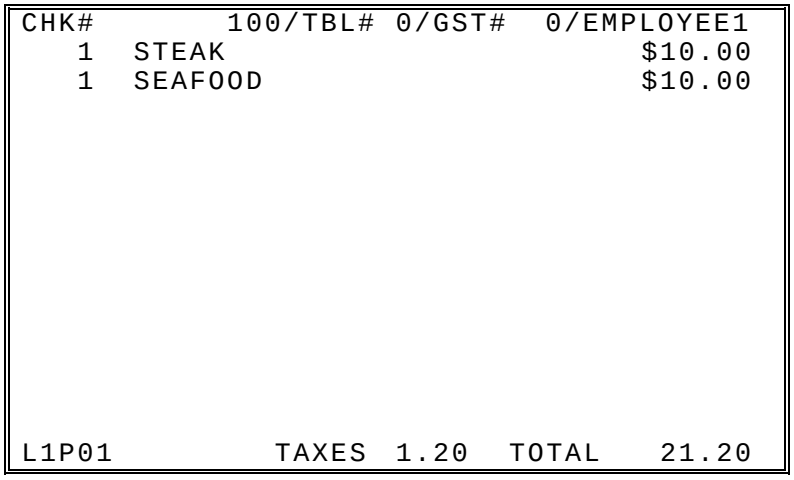
Repeat

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

1. Open a check.
2. Enter Items.
3. Press the appropriate store check key, i.e. **STORE CHECK 1**.



4. Recall the Check.



5. Enter new items. When the first item is entered, a line displays, separating old from new items. If items are the same, they are not consolidated.
6. Press the appropriate store check key, i.e. **STORE CHECK 1**.

```
CHK#       100/TBL# 0/GST#  0/EMPLOYEE1
   1  STEAK                        $10.00
   1  SEAFOOD                       $0.00
----------------------------------------
   1  BEER                         $2.00
   1  WINE                         $2.50

              SERVED


L1P01         TAXES  1.47  TOTAL   25.97
```

7. Recall the Check.

```
CHK#       100/TBL# 0/GST#  0/EMPLOYEE1
   1  STEAK                        $10.00
   1  SEAFOOD                      $10.00
   1  BEER                         $2.00
   1  WINE                         $2.50









L1P01         TAXES  1.47  TOTAL   25.97
```

8. Press **REPEAT**. Note that new items are not consolidated.
9. Press the appropriate store check key, i.e. **STORE CHECK 1**.

```
CHK#       100/TBL# 0/GST#  0/EMPLOYEE1
   1  STEAK                        $10.00
   1  SEAFOOD                      $10.00
   1  BEER                         $2.00
   1  WINE                         $2.50
----------------------------------------
   1  BEER                         $2.00
   1  WINE                         $2.50
              SERVED


L1P01         TAXES  1.74  TOTAL   30.74
```

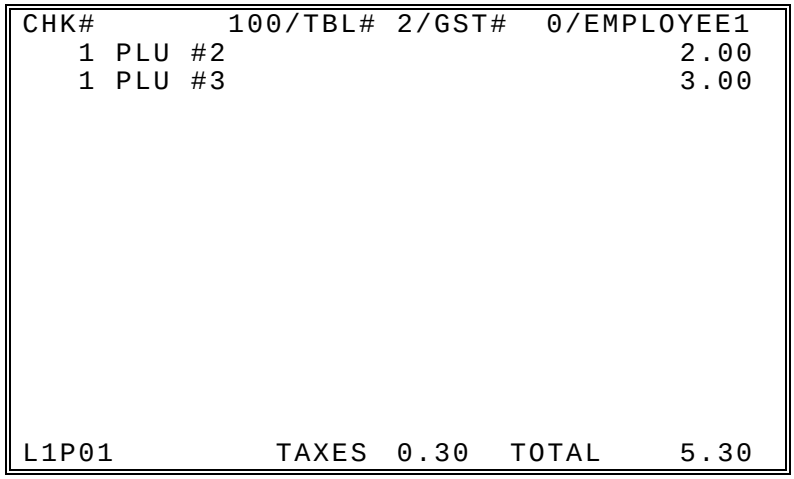
10. Recall the Check. Repeated items are now consolidated.

```
CHK#        100/TBL# 0/GST#  0/EMPLOYEE1
   1  STEAK                        $10.00
   1  SEAFOOD                      $10.00
   2  BEER                          $4.00
   2  WINE                          $5.00









L1P01          TAXES  1.74  TOTAL    30.74
```

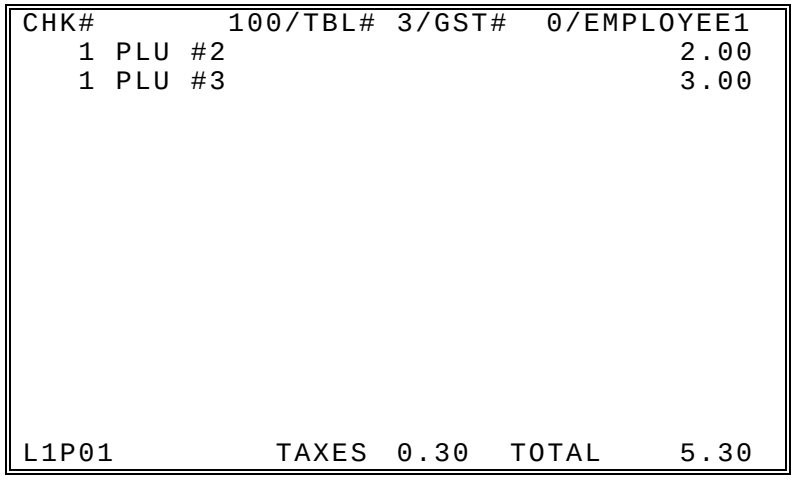
Transfer Table

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.

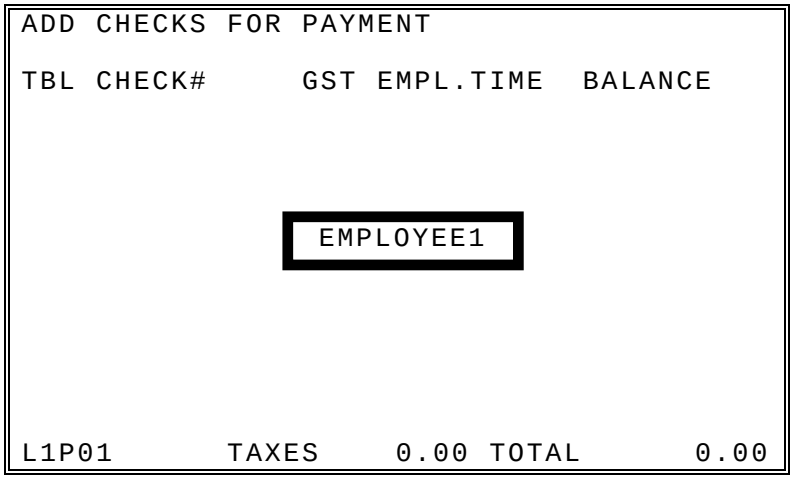


2. Enter a new table number by entering the number and pressing the **TABLE #** key.
3. Continue with the transaction by adding items, accepting payment or servicing.

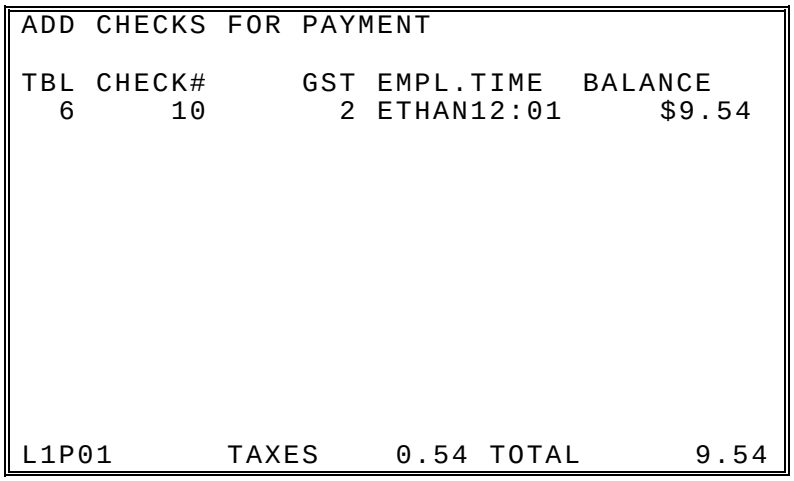


Combine Checks for Payment

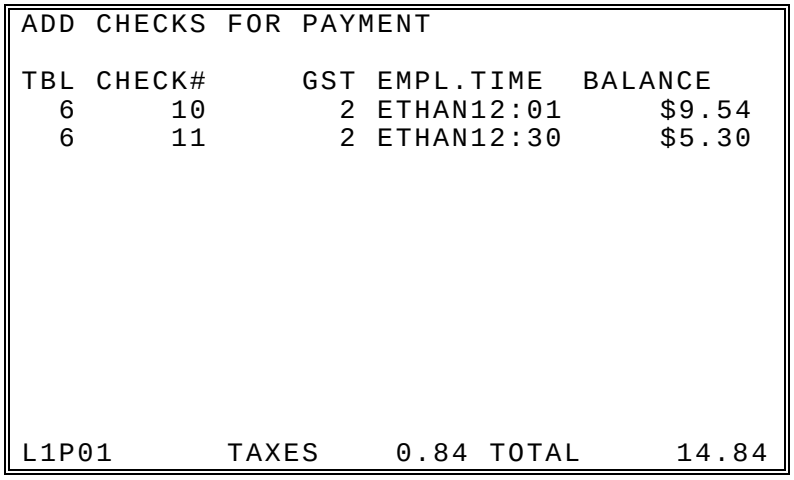
1. Press the **ADD CHECK** key.
2. Sign on an employee.



2. Enter the table # or check # of the first check to be paid.



3. Enter the table # or check # of the next check to be paid. If the next check is assigned to a different employee, the appropriate employee must be signed on before the check can be called up for payment.



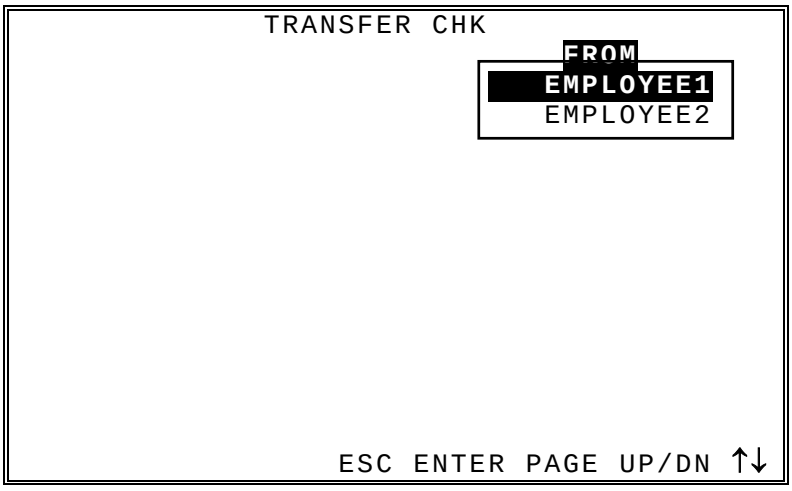
Transfer Check

Checks can be transferred in two ways:

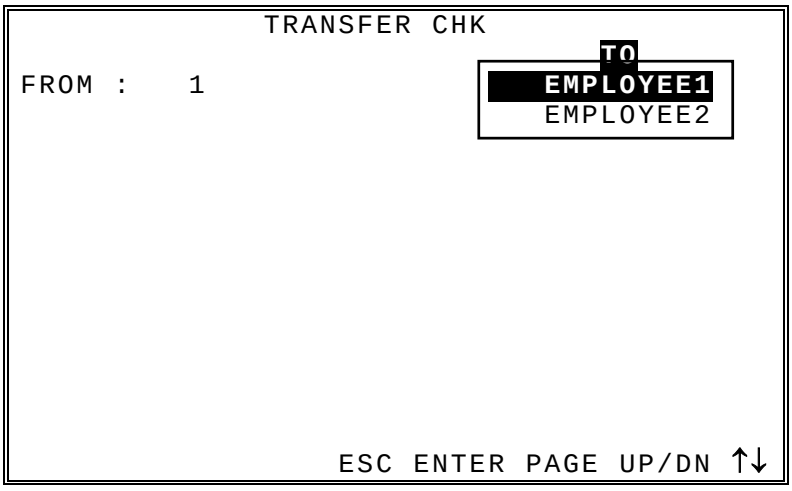
- Individually, by signing on a new employee and opening the check. The "Automatic transfer check" system flag must be set to Y to allow this option and Authority level programming must be set to allow the employee to access checks that were not opened by them.
- Individually or in groups, from the TRANSFER CHECK screen.

A system flag determines whether totals are transferred with the check to the new employee.

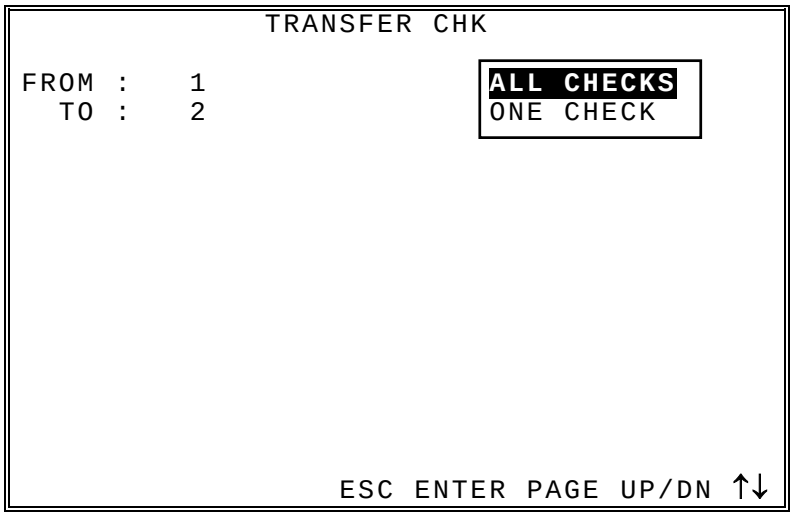
1. Sign on an employee.
2. Press **TRANSFER CHECK**.
3. Enter the FROM employee file # or select the FROM employee from the list.



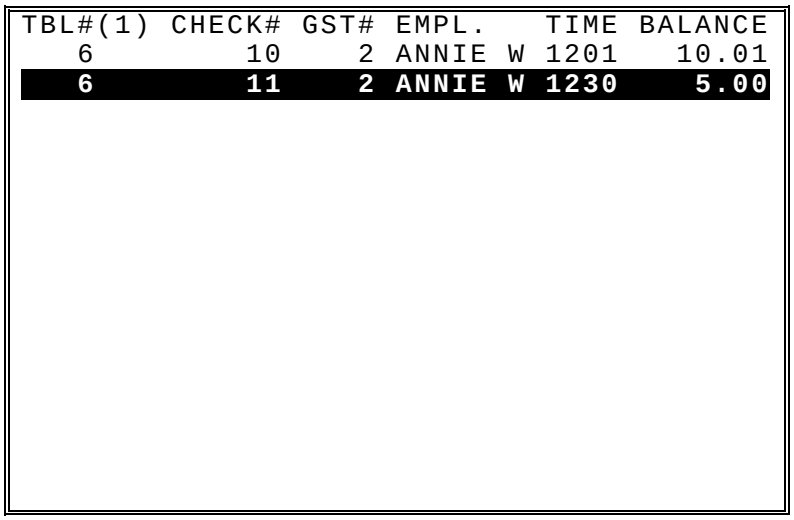
4. Enter the TO employee file # or select the TO employee from the list.



5. When the TO employee is entered, choose to transfer a single check or all checks.
6. To transfer all, select **ALL CHECKS** and press enter. The message "CHECKS TRANSFERRED" will display.



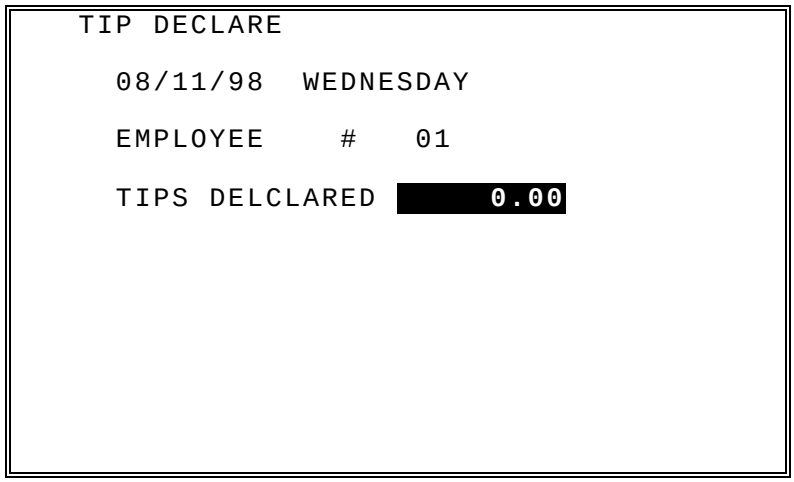
7. To transfer a single check, select **ONE CHECK**.
8. From the List Check screen, press the ↑ or ↓ keys to select a c check.
9. Press **ENTER** to transfer the selected check, or press **DONE** to abort the transfer procedure.



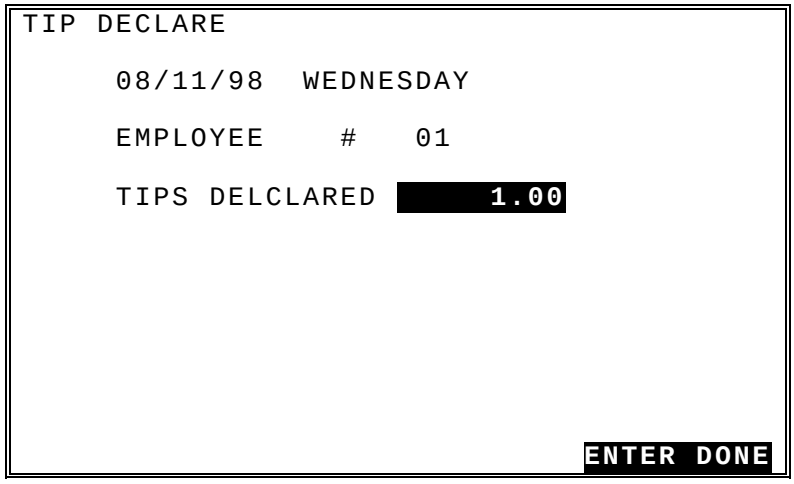
Tip Declare

If the employee time keeping feature is used, the operator is prompted to enter cash tips when clocking out. See "Time Clock Procedures" on page 28. The **TIP DECLARE** key can be used to enter cash tips when the time keeping feature is not used.

1. Sign on the employee.
2. Press the **TIP DECLARE** key.



3. Enter the declared amount and press **ENTER**.
4. Press **DONE** to exit the Cash Tips Declared screen.



Fast Food Operations

The SPS1000 offers four distinct tracking files. It is possible to use the tracking files for different purposes within the same system. For example, (in a restaurant) one tracking file could be used for check/table tracking, another for phone in orders, and a third for drive thu orders. The function keys RECALL CHECK # 1-4 are used to open or recall balances. The function keys STORE CHECK 1-4 are used to store balances.

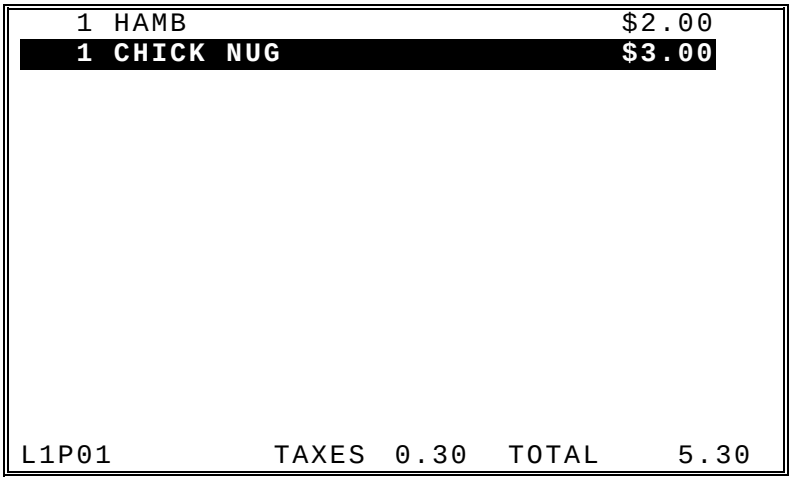
To facilitate fast food operations (i.e. drive through or phone in orders) the drive through function can be assigned to the RECALL CHECK # keys. When in place, the drive through function allows the lowest open tracking number to be recalled when the CHECK # key is pressed directly. Alternatively, a balance can be recalled out of sequence by entering the check number and then pressing the RECALL CHECK # key.

The drive through function may also be applied to the STORE CHECK keys. When this option is selected, the transaction can be finalized without first assigning a tracking number. The next sequential tracking number is automatically assigned and the finalized balance is stored with that number. Note that the drive thru option also controls the display; when selected the taxes and the total are displayed rather than the P/B, Total, and Service total which are displayed for non-drive thru posting.

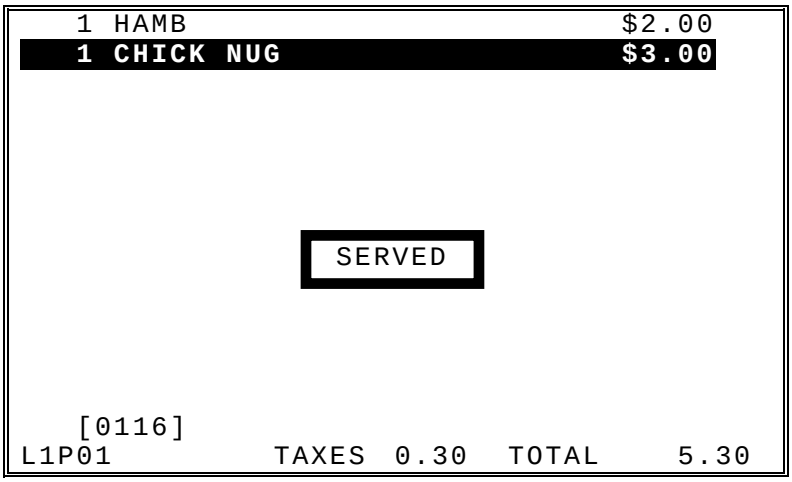
Drive Thru Store

In the following examples, RECALL CHECK # and STORE CHECK keys have been programmed with the "drive thru" function.

1. Enter items.

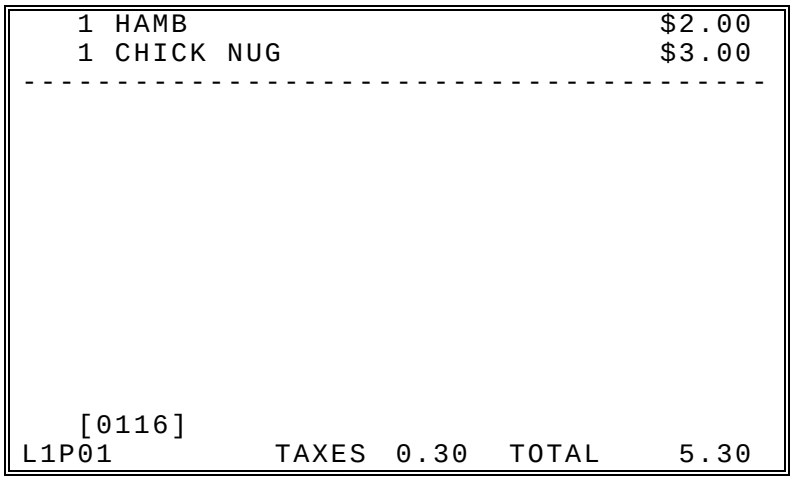


2. Press the appropriate store check key, i.e. **STORE #1**.

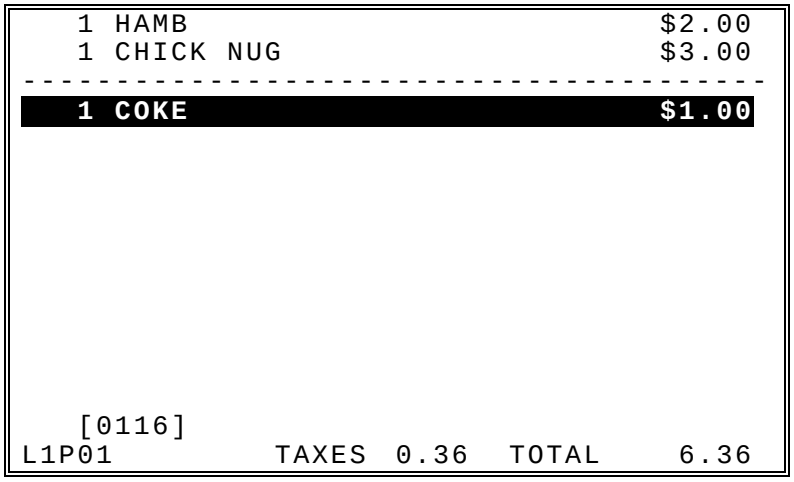


Drive Thru Recall

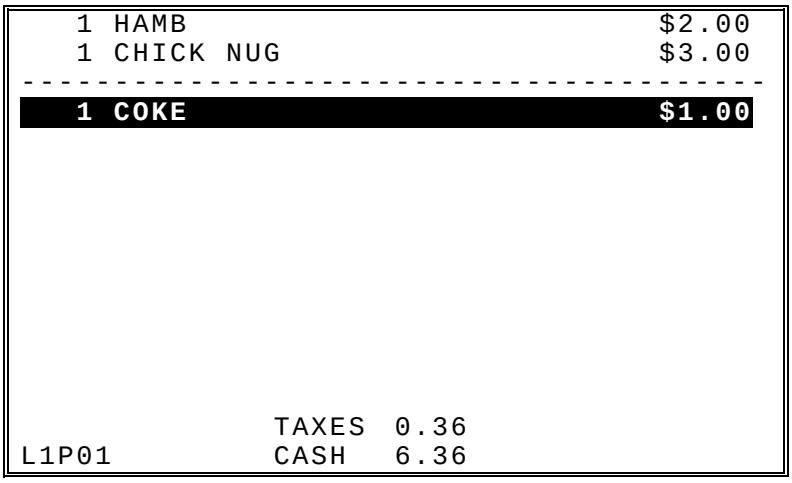
1. Press the appropriate recall order key, i.e. **RECALL #1**.



2. Add or void items as necessary.



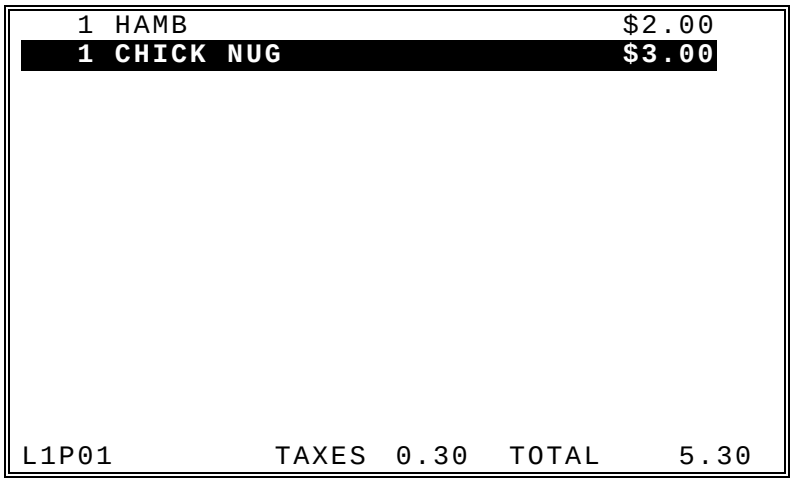
3. Finalize the transaction with **CASH**, **CHECK** or one of the miscellaneous tender functions.



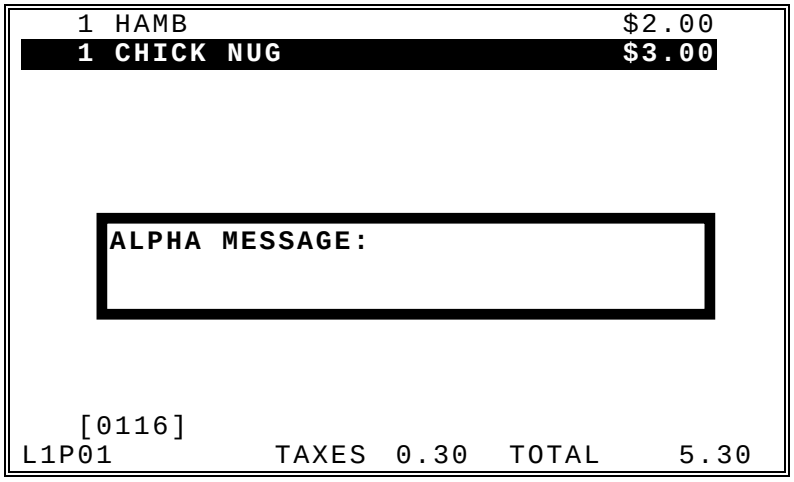
Alpha Text

Use to type a name or message that will be associated with a soft check. Press 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 press **ENTER**. The message is saved and printed/displayed with the order.

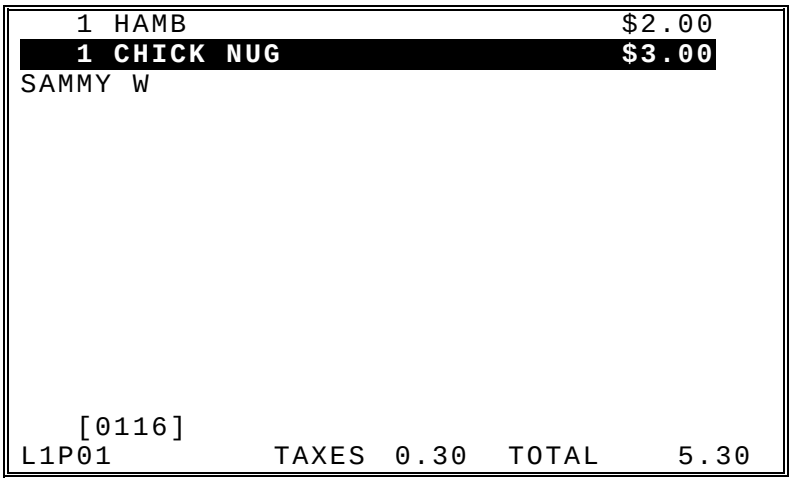
1. Enter items.



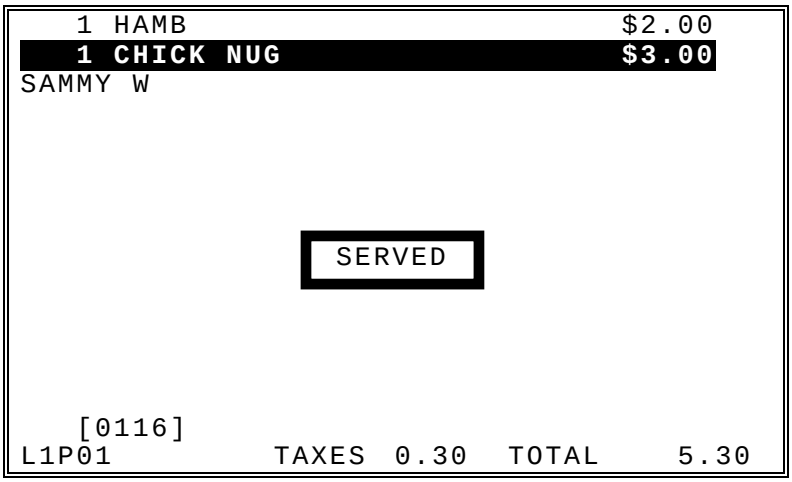
2. Press the **ALPHA TEXT** key. The ALPHA MESSAGE entry box displays.



3. Type a message of up to 15 characters, press **ENTER**. If you make a mistake, press **CLEAR** and start over.
4. Press **ENTER** to accept the message.



5. Press the appropriate store check key, i.e. **STORE #1**. The alpha message will be saved and displayed when the soft check is recalled.



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.

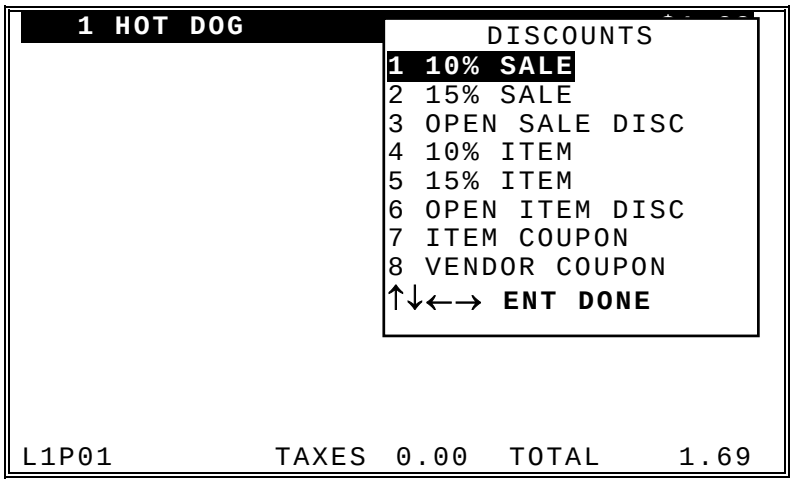
Miscellaneous Operations

Function Key WLU

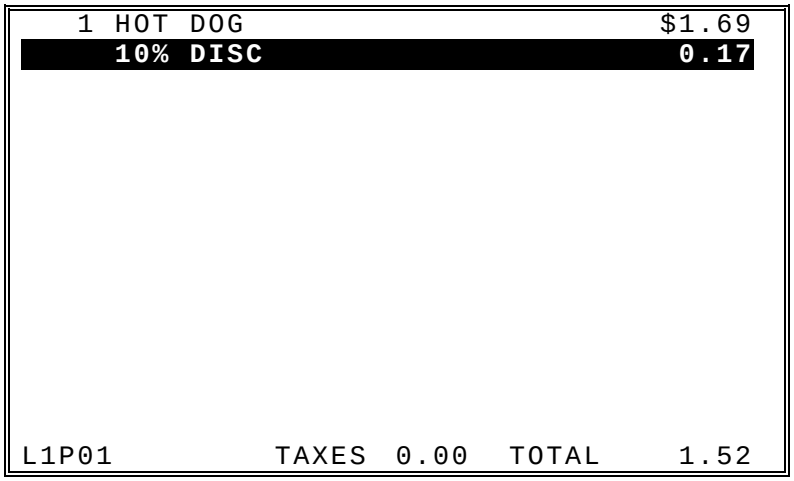
A WLU can serve as a menu of function keys that are not located on the keyboard. For example, manager functions, or different types of discounts and coupons could be kept on a WLU menu to save space on the keyboard.

If the function selected requires no preceding numeric entries, the function is executed upon selection. If the function selected requires an entry, i.e. amount, or discount percentage, then a prompt will display. After making the appropriate entry, press **ENTER**.

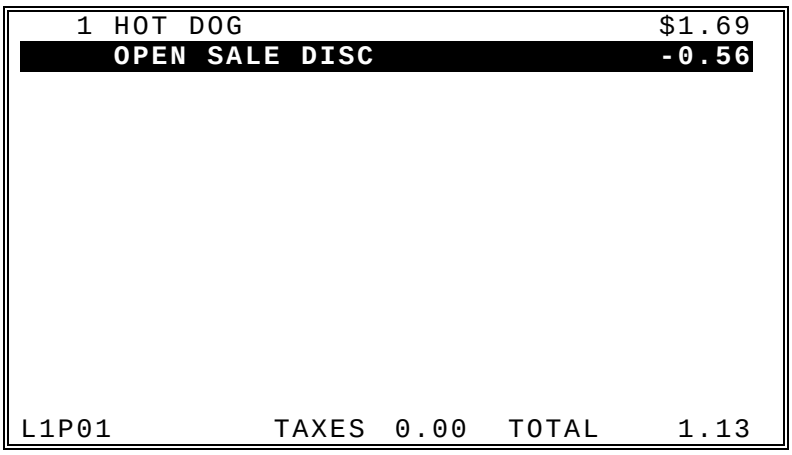
1. Press the function key WLU.



2. Select a function by entering the numeric digit corresponding to your selection, or press the ↑ or ↓ keys to select your choice and press **ENTER**.



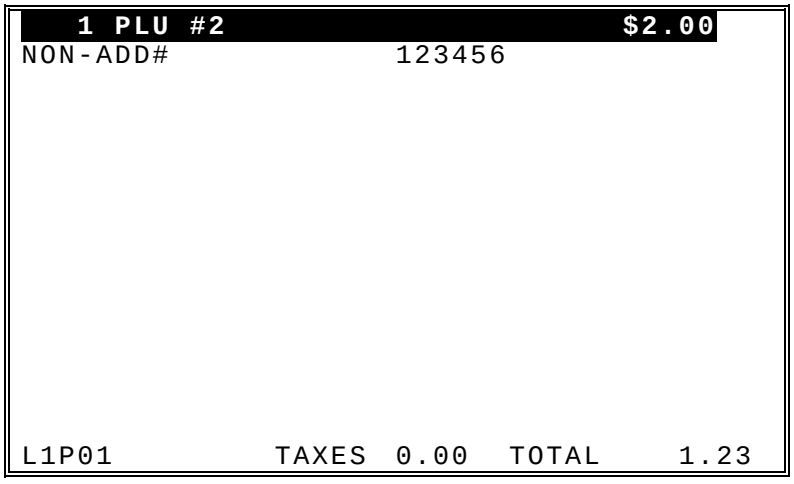
3. If the function requires an entry (i.e. #3, OPEN SALE DISCOUNT), enter the value required (i.e. 33 for 33% discount, press **ENTER**.



(Non-Add) Key

You can enter a reference number for an item or transaction. For example, you could enter a customer number, drivers license identification number, check number or SKU number for an item.

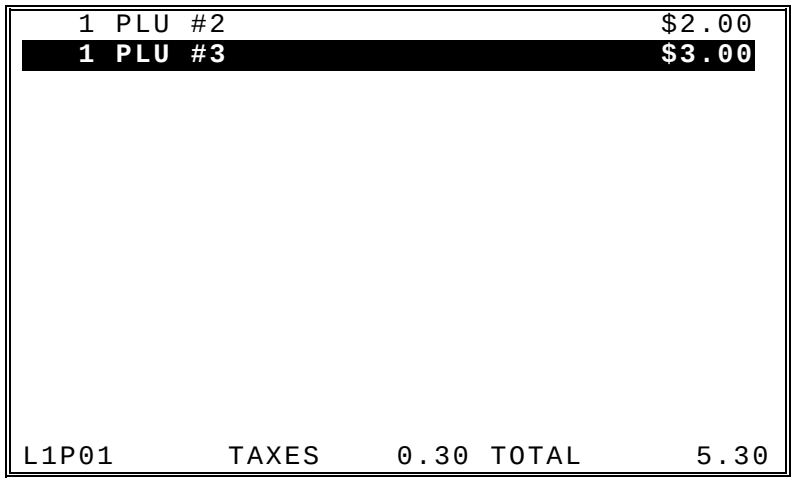
1. Enter a non-adding number (entry limit set in function key program), press the **#/NO SALE** key.



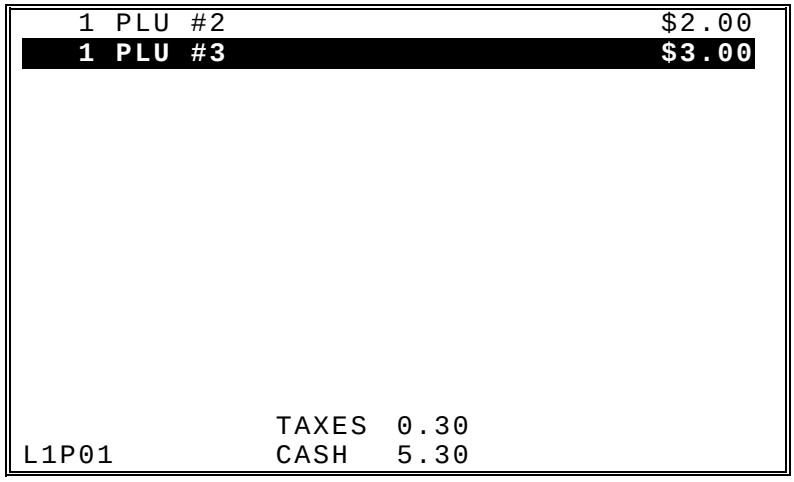
Finalizing Transactions

Cash Tender

1. Enter items.

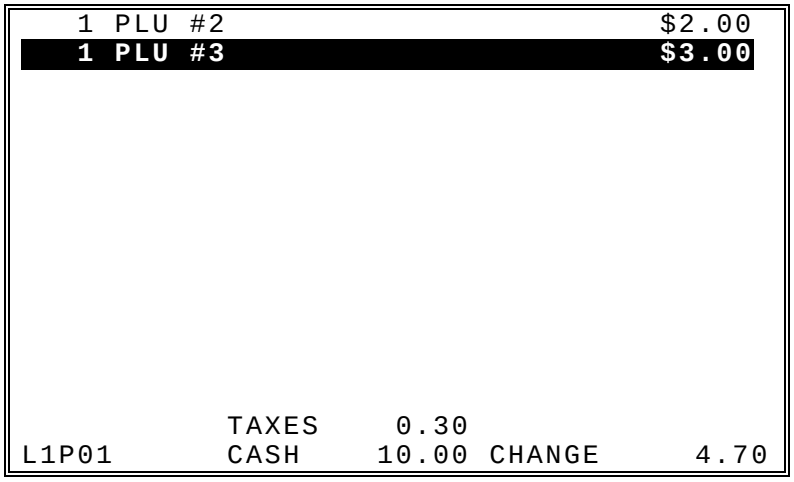


2. Press **CASH**.



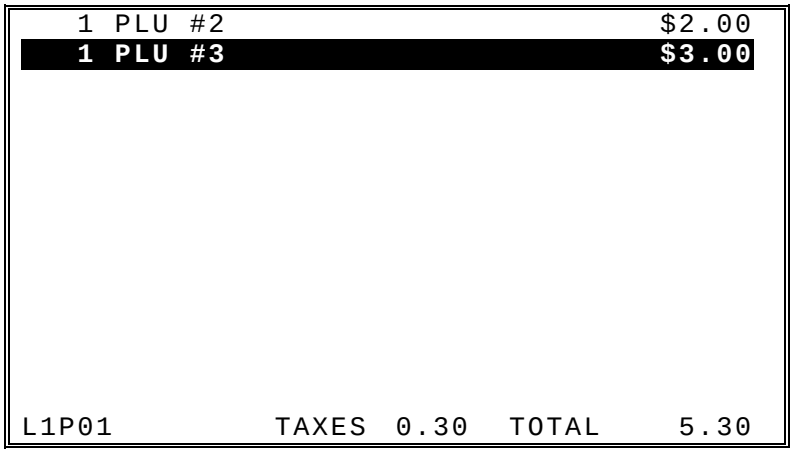
or,

Enter amount tendered and press **CASH**.

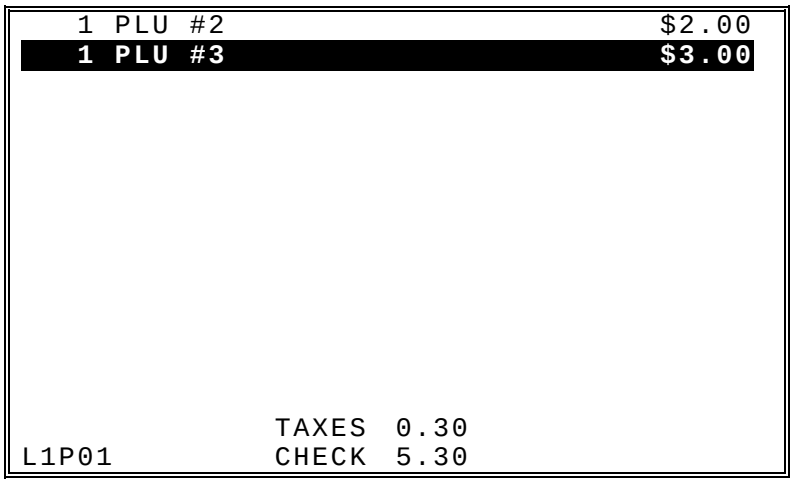


Check Tender

1. Enter items.

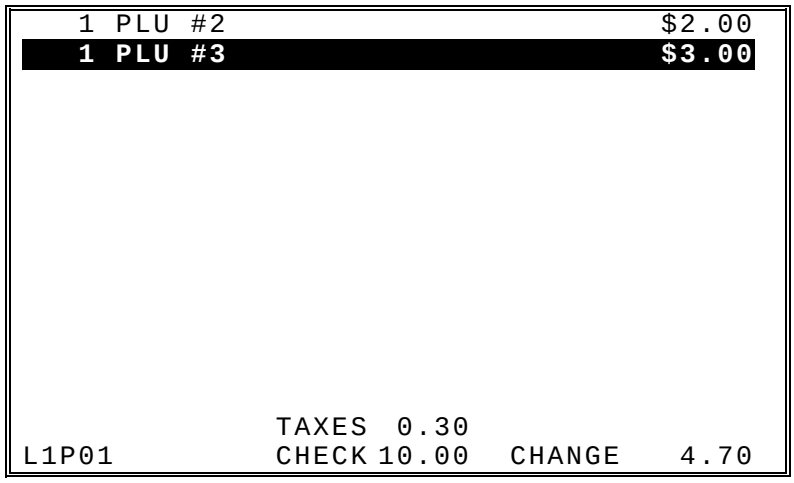


2. Press **CHECK**.



Or,

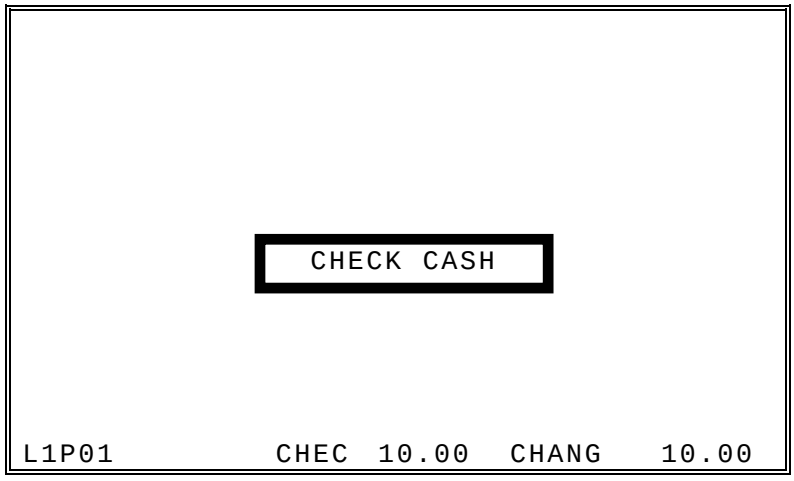
Enter amount tendered and press **CHECK**.



Check Cashing

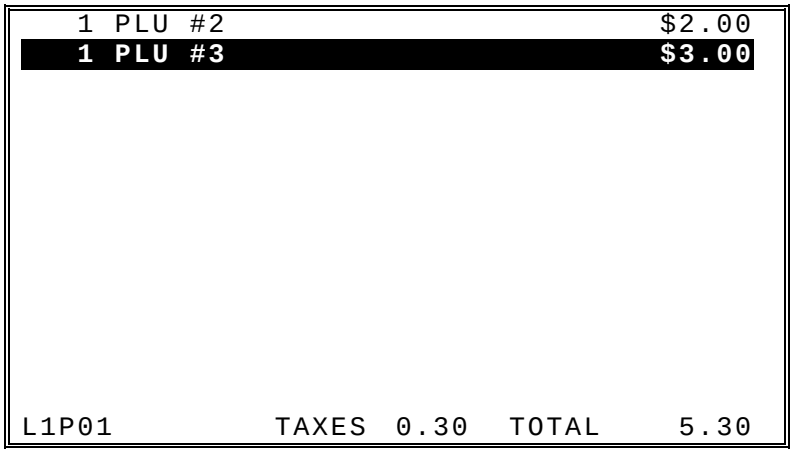
A function key is available for cashing checks.

1. Enter amount, press the **CHECK CASH** key.

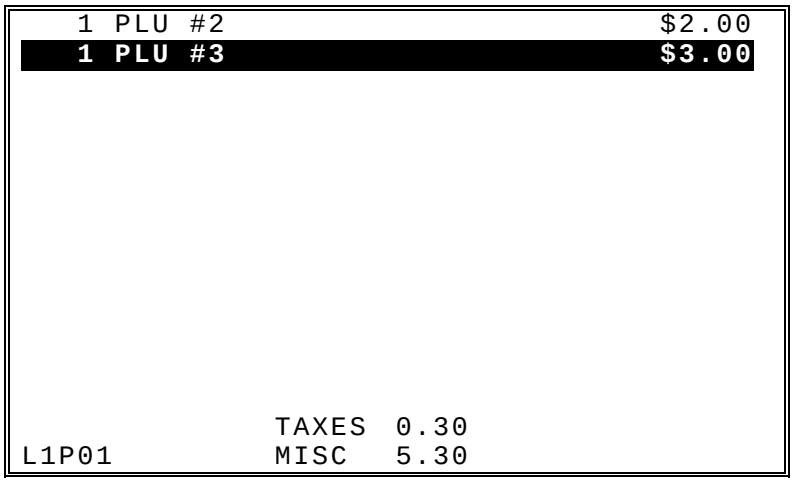


Misc (Charge) Tender

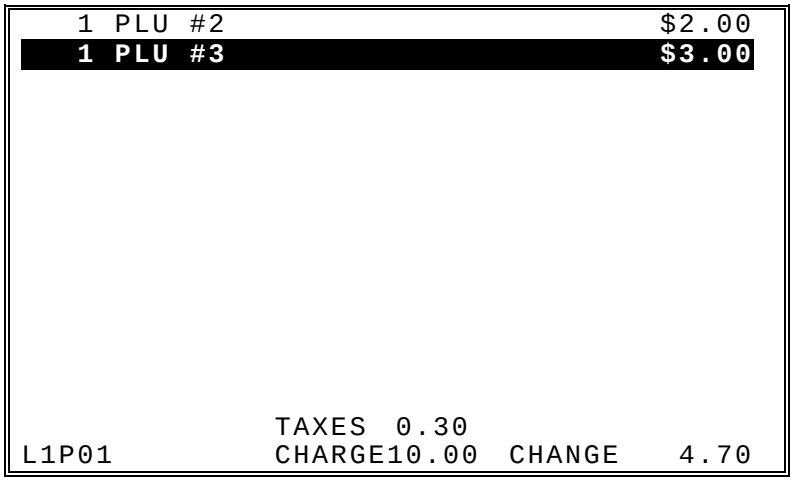
1. Enter items.



2. Press the appropriate miscellaneous tender function, i.e. **MISC TEND1**.



Or, enter amount tendered and press the appropriate miscellaneous tender function, i.e. **MISC TEND1**.



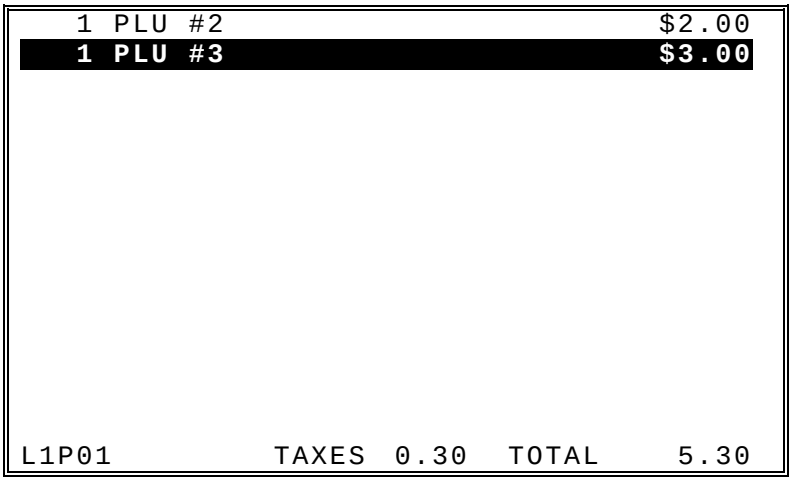
Preset Tender

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

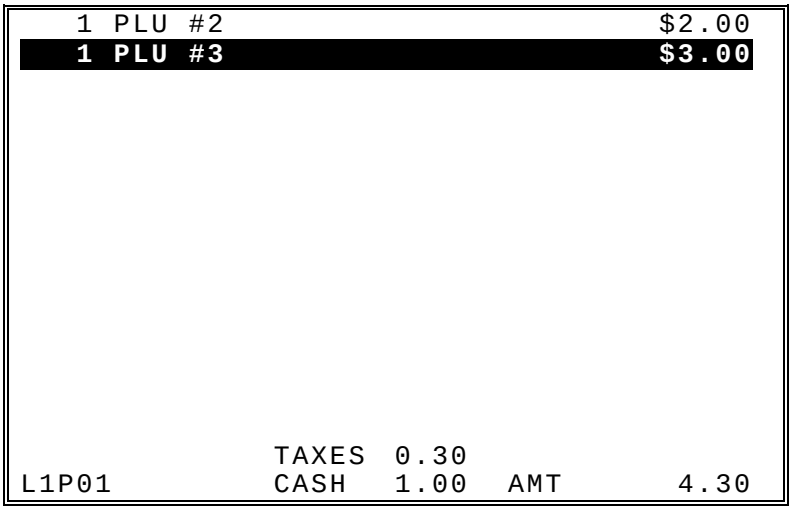
Split Tender

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.

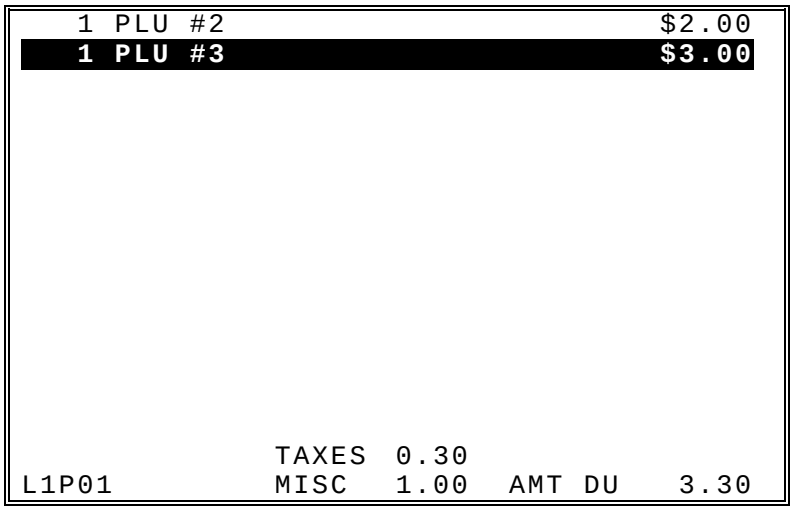
1. Enter items.



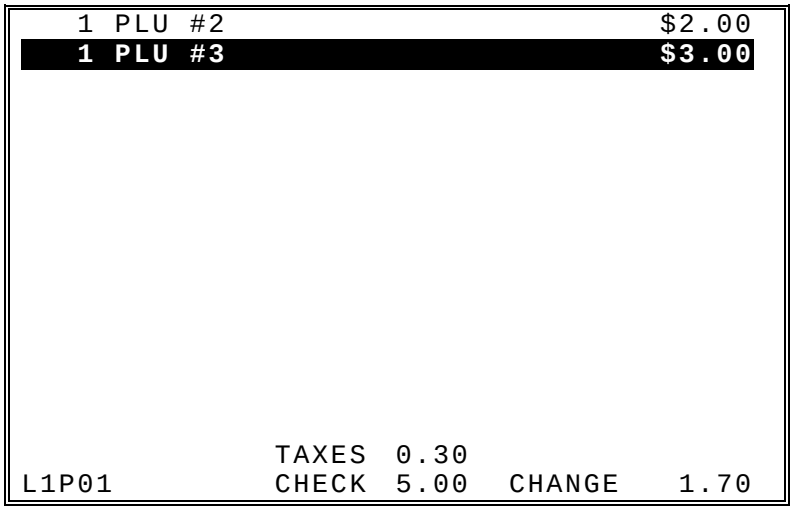
2. Enter amount, press the first partial tender ($1 CASH).



3. Enter amount, press the second partial tender ($1 MISC).

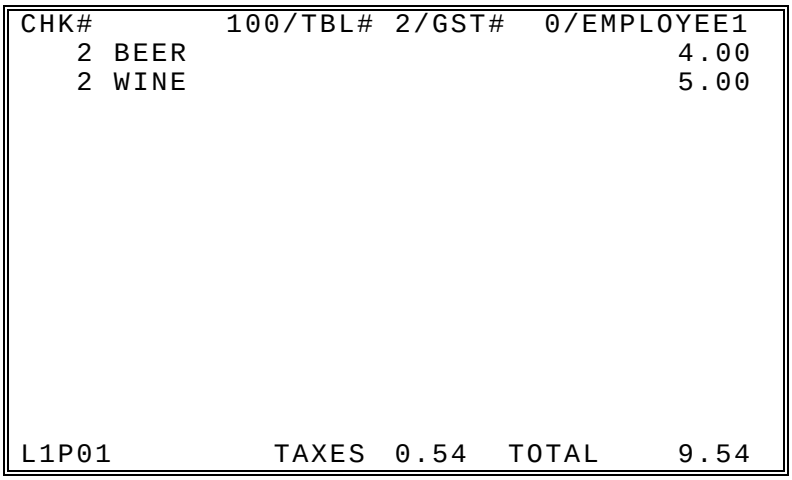


4. Enter amount, press the last partial tender ($5 CHECK).

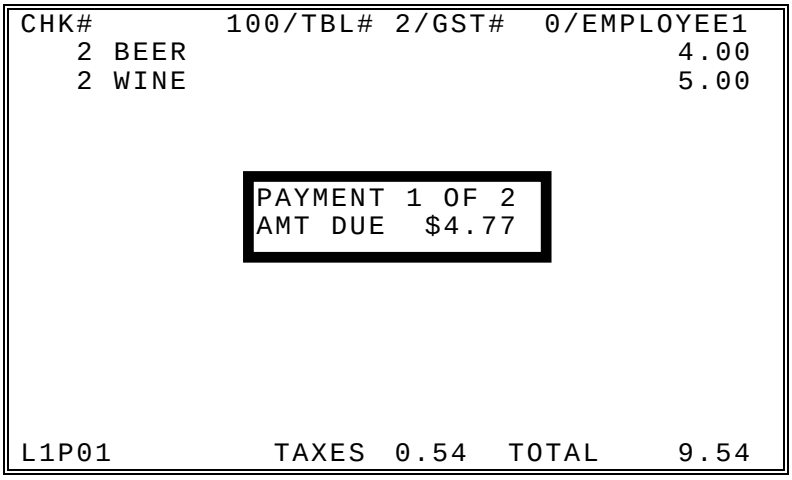


Split Payment

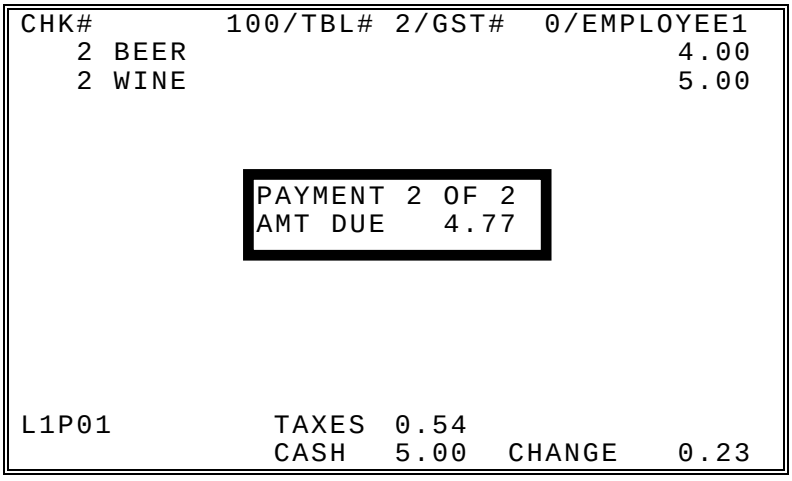
1. Recall the Check.



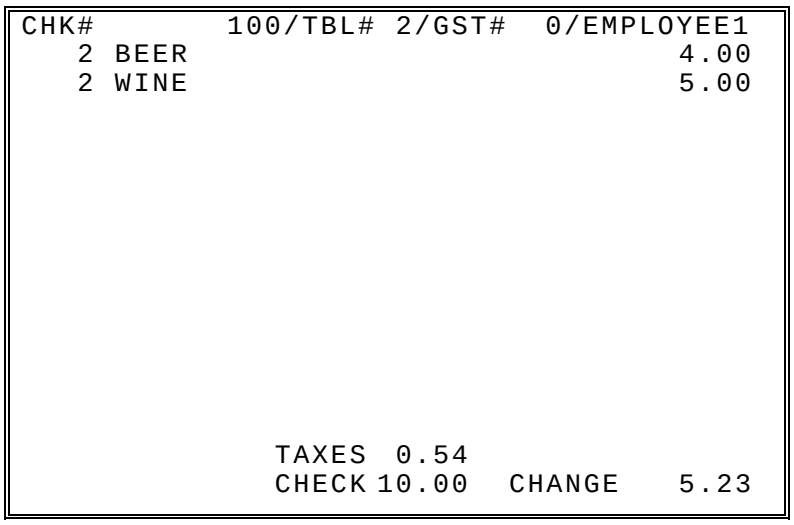
2. Enter the number of equal portions into which the check will be divided for payment. Press the **SPLIT PAY** key. The check is divided and the display prompts for the first payment.



3. Enter the payment for the first segment, press the appropriate tender key (**5 0 0 CASH** in this example). The display indicates the first payment and prompts for the second payment.



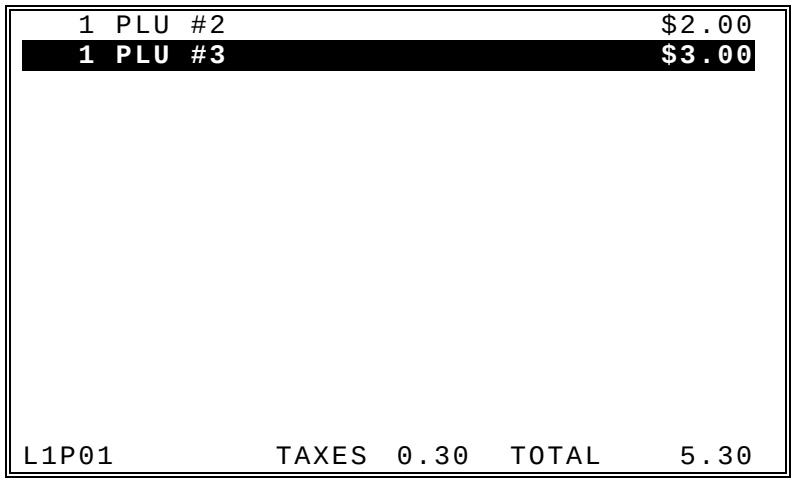
4. Enter the payment for the second segment, press the appropriate tender key (**1 0 0 0 CHECK** in this example). The display indicates the second payment. When all split portions are paid, the display prompt is removed.



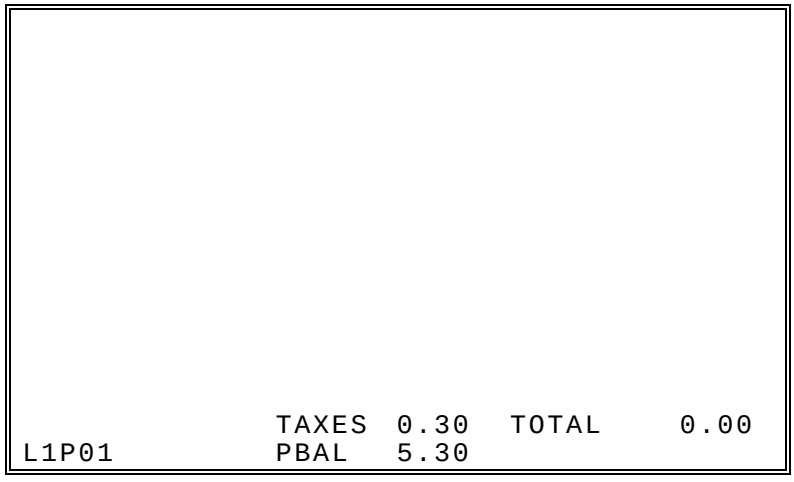
Tray Subtotal

(Do not to confuse **TRAY SUBTOTAL** with **ADD CHECK**, which is used to add separate tracking transactions for payment.) If necessary, subtotal discounts can be applied to different segments of the transaction.

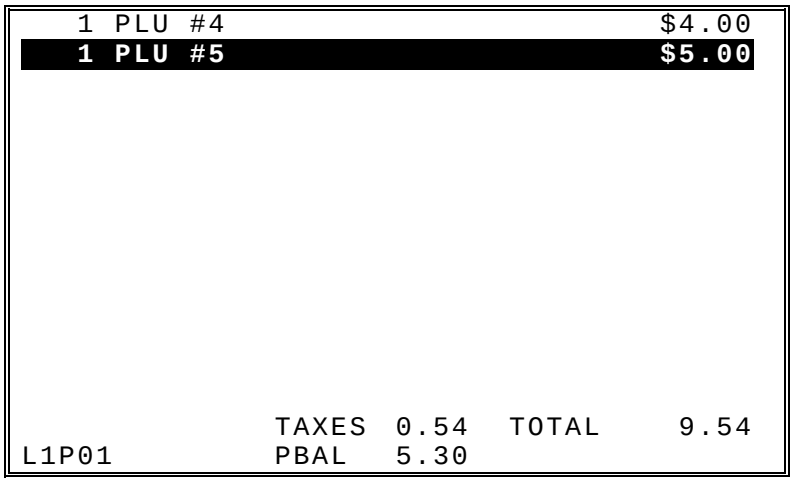
1. Enter items.



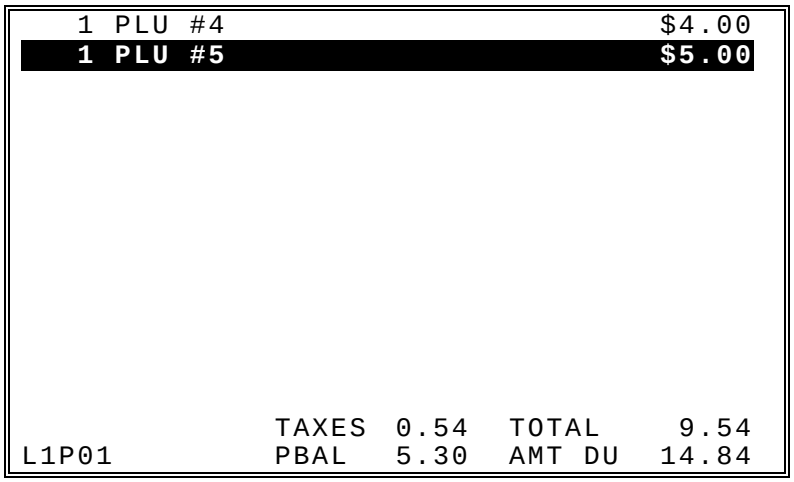
2. Press **TRAY SUBTL**.



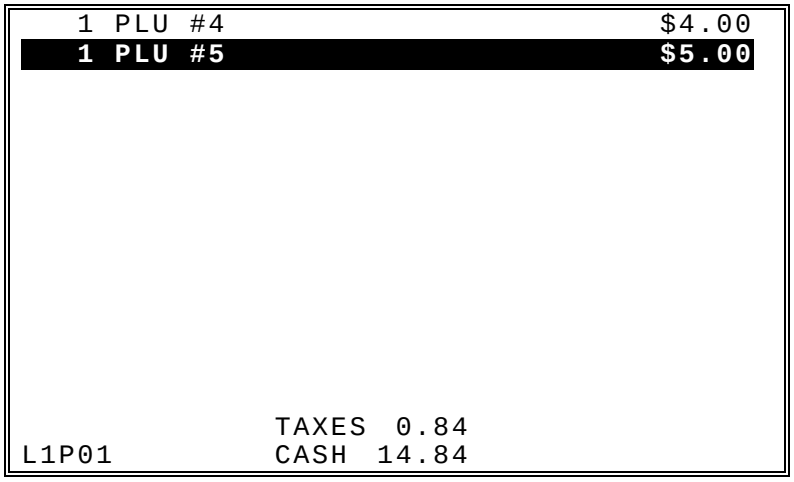
3. Enter additional items.



4. Press **TRAY SUBTL**.

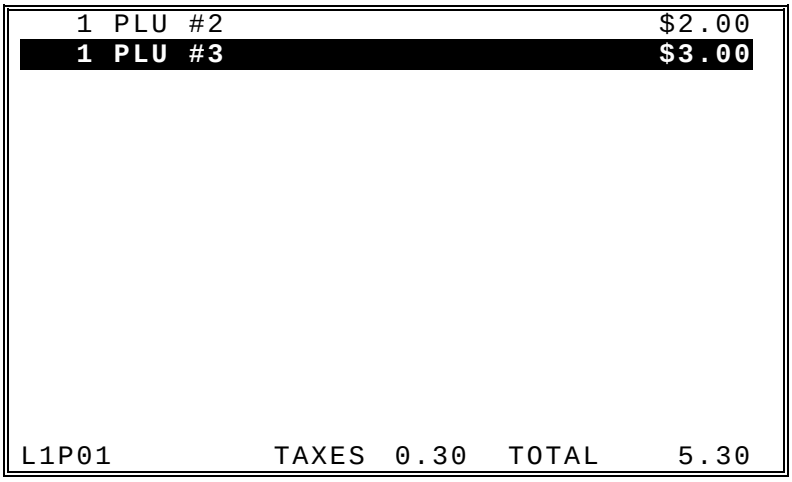


5. Pay entire sale with **CASH**, **CHECK** or by one of the miscellaneous tender functions (charge).

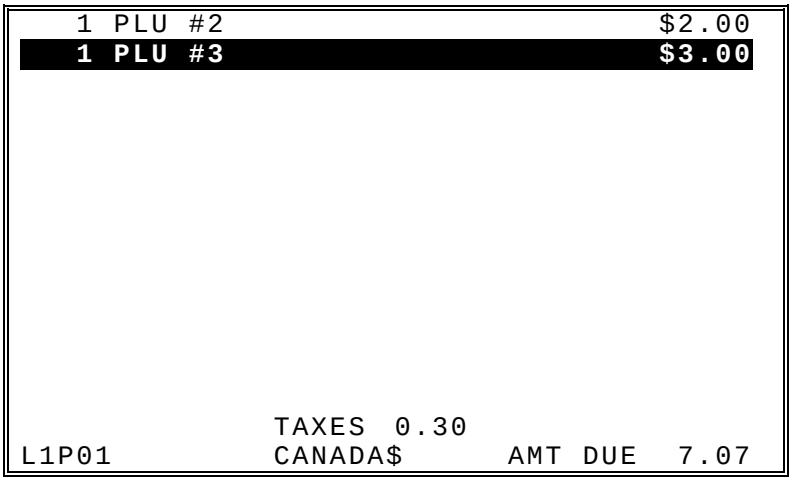


Foreign Currency Subtotal & Tender

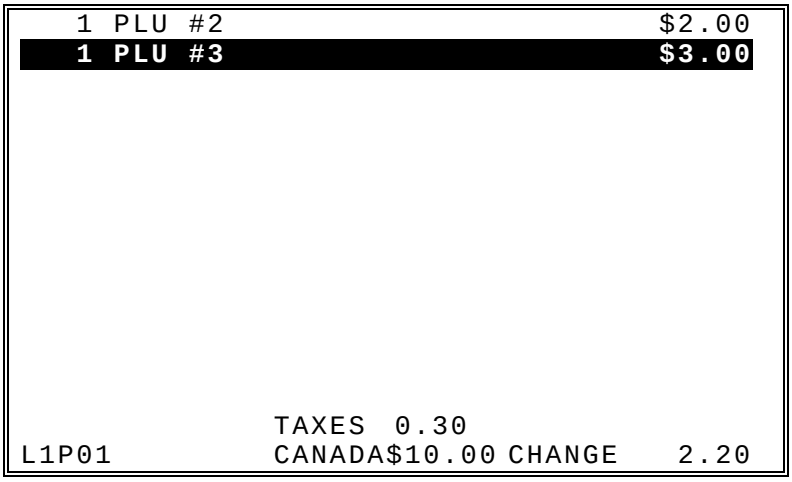
1. Enter items.



2. Press the appropriate conversion key, which is pre-programmed with the exchange rate (in this example, a Canadian Dollar worth $0.75 US.)



3. Enter amount tendered in foreign currency and press **CASH**. Note that change is computed in home currency.

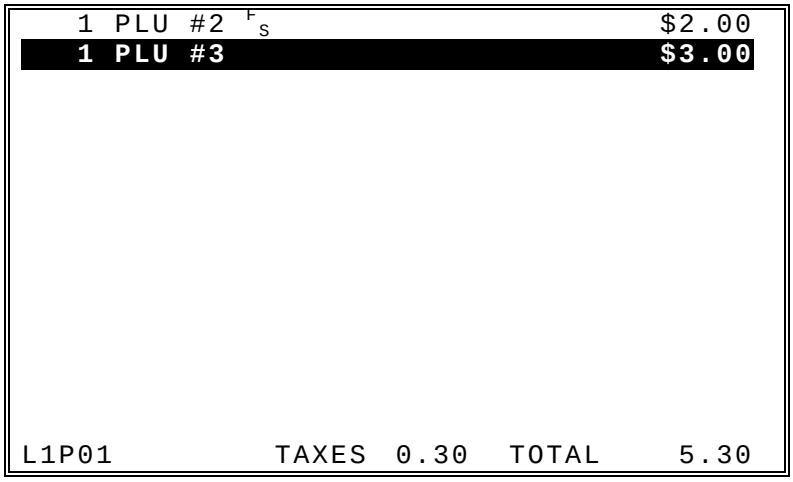


Food Stamp Subtotal & Tender

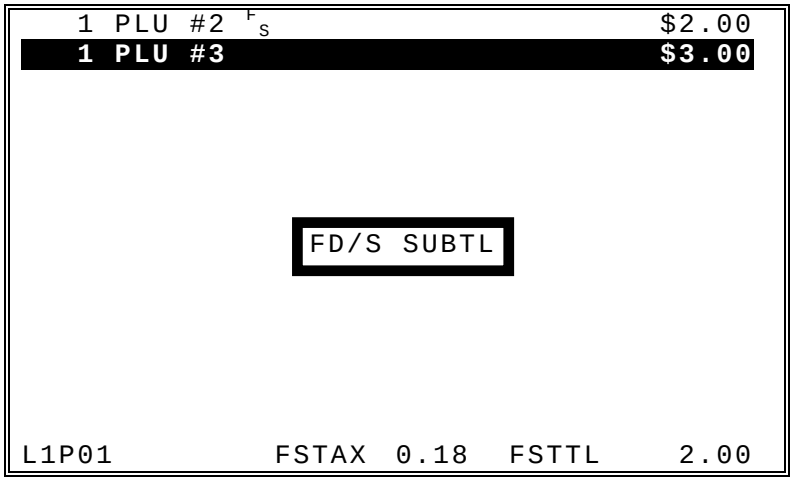
Food Stamp options include:

- 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.

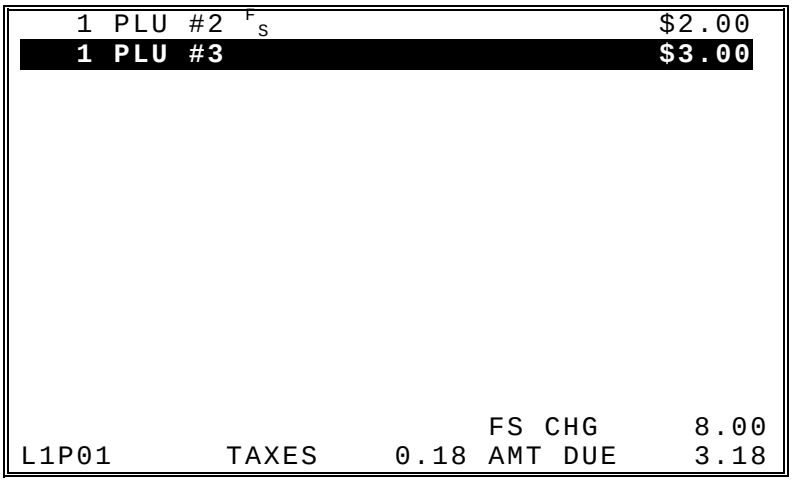
1. Enter items. (PLU #2 is food stamp eligible, PLU #3 is not food stamp eligible.)



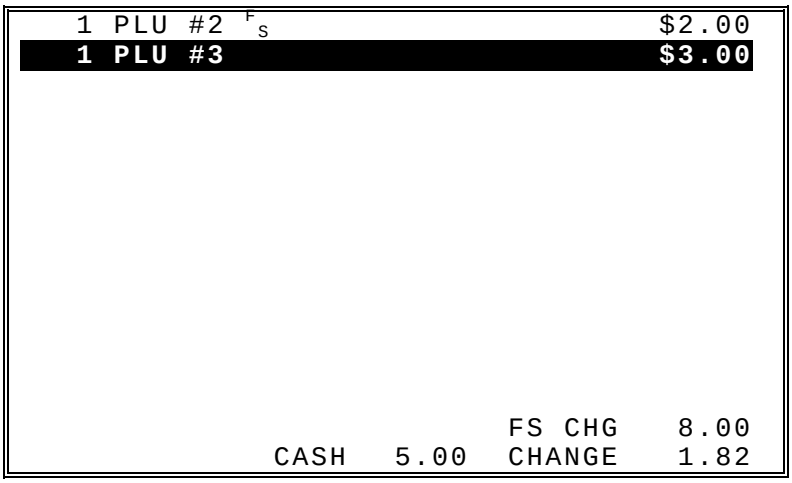
2. Press **FD/S SUBTL**.



3. Enter food stamp tender amount, press **FD/S TEND**.



4. Pay remainder due with **CASH**, **CHECK** or by one of the miscellaneous tender functions (charge).



Post-Finalization Procedures

Paid Order Recall

Press the **PAID RECALL** key to view the previous transaction. Press 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.

- Press **PAGE UP, PAGE DN** or the ↑ or ↓ keys to view the entire recalled transaction.
- Press **RECEIPT** if necessary to print a recalled transaction.
- Press **DONE** to exit.

Receipt Issue

Press **RECEIPT** to print a transaction receipt. If the issue of multiple receipts is allowed, press **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 press the **VALID** key to initiate the single line validation.

Integrated Payment Operations

Please refer to the separate “Integrated Payment Operator's and Programming Manual” for credit card payment operation information.

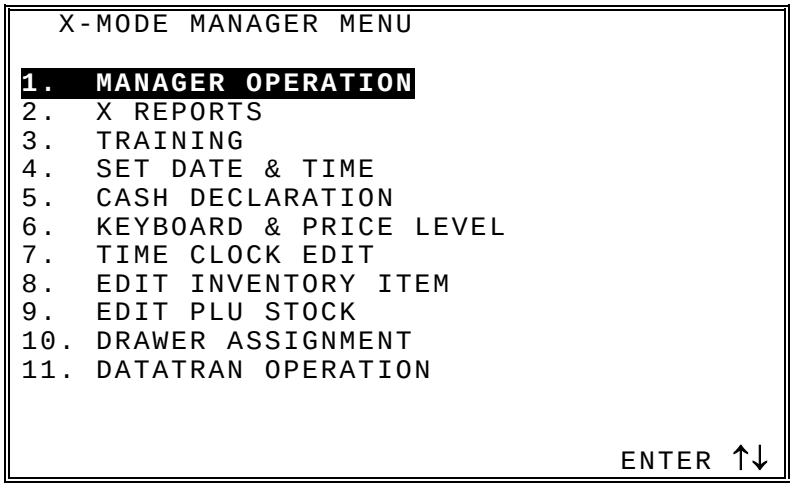
X-Mode Procedures

X-Mode Manager Menu

1. Turn the control lock to the **X** position to display the X-MODE MANAGER MENU.
2. Choose an item from the menu in one of two ways:

   Type the number for your choice and press **ENTER**.

   Press the ↑ or ↓ keys to move the cursor to your choice and press **ENTER**.



Manager Operation

Some functions may be programmed to operate only when the register is in Manager Operation mode.

Manager Control of Functions Inside of a Sales Transaction

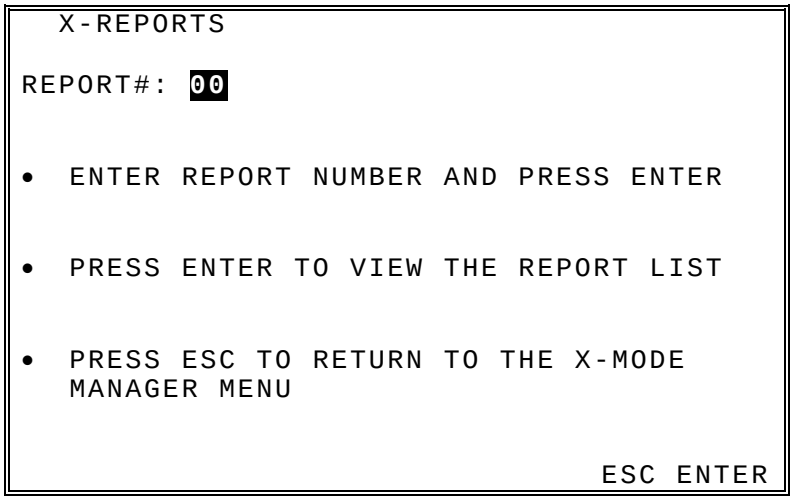
If manager control is required to access a function inside of a sale, the message "MANAGER REQUIRED" will display when the function is attempted. Turn the control lock to the **X** position to perform the restricted function, and then return the control lock to the **REG** position. The indicator MGR will display in the lower left portion of the display when the register is in manager operation mode.

Manager Control of Functions Outside of a Sales Transaction

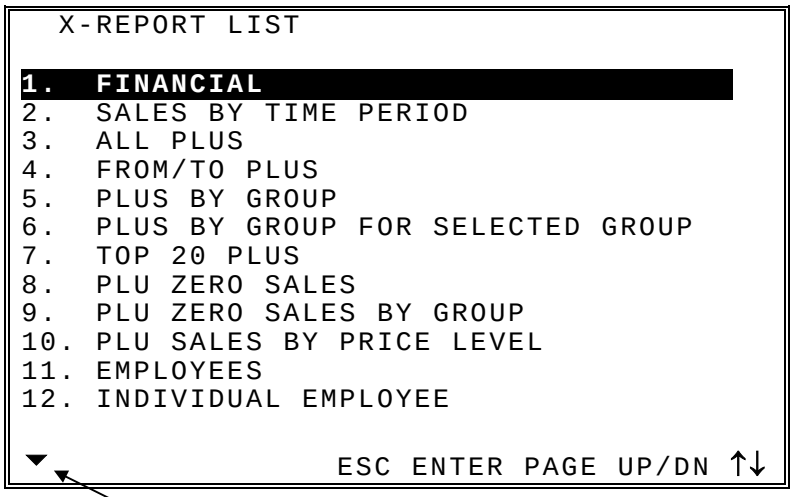
If manager control is required to access a function outside of a sale, the message "MANAGER REQUIRED" will display when the function is attempted. Turn the control lock to the **X** position, select MANAGER OPERATION (by pressing **1**, then **ENTER**) to perform the restricted function, and then return the control lock to the **REG** position. The indicator MGR will display in the lower left portion of the display when the register is in manager operation mode.

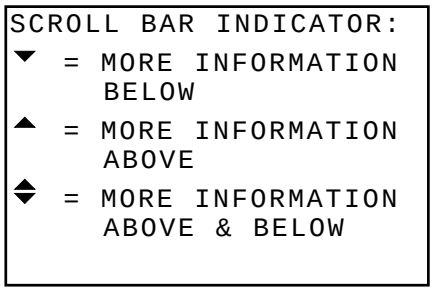
X Reports

1. Select X REPORTS from the X MODE MANAGER MENU. The X-REPORTS screen displays.



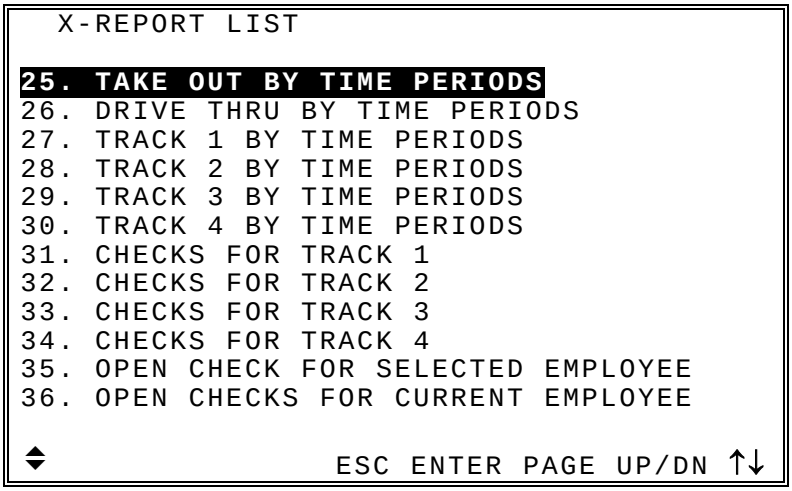
2. If you know the number of the report you wish to generate, type the number and press **ENTER**, then go to step 8 to select the report options. Or, if you wish to select a report from the report list, press **ENTER**.



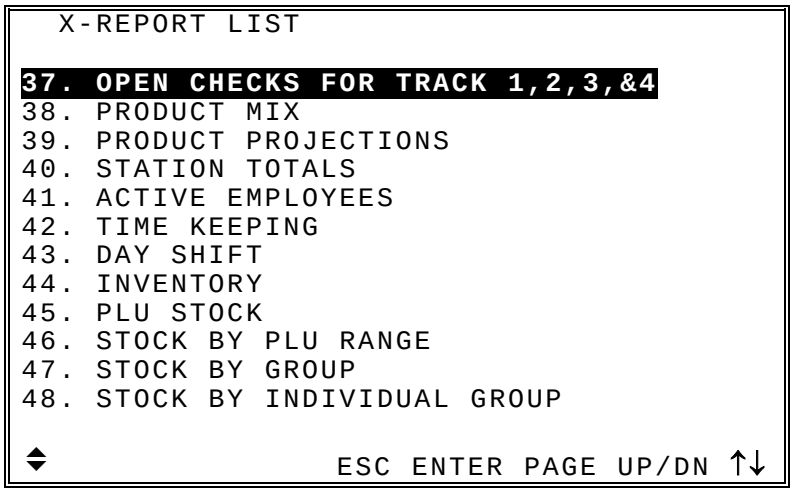


3. Press **PAGE DN** to view the next page of the list, press **PAGE UP** to move back up the list.
4. Press the ↑ or ↓ keys to move the cursor up or down to a specific report.

5. Press **PAGE DN** to view the next page of the list, press **PAGE UP** to move back up the list.

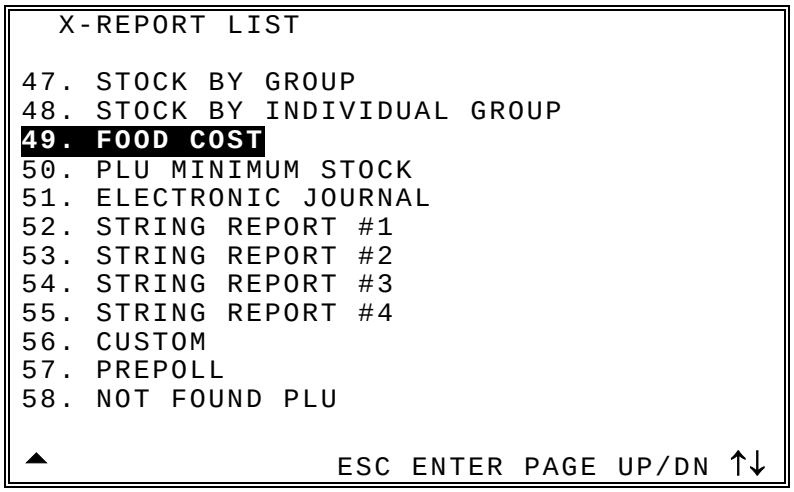


6. Press **PAGE DN** to view the next page of the list, press **PAGE UP** to move back up the list.

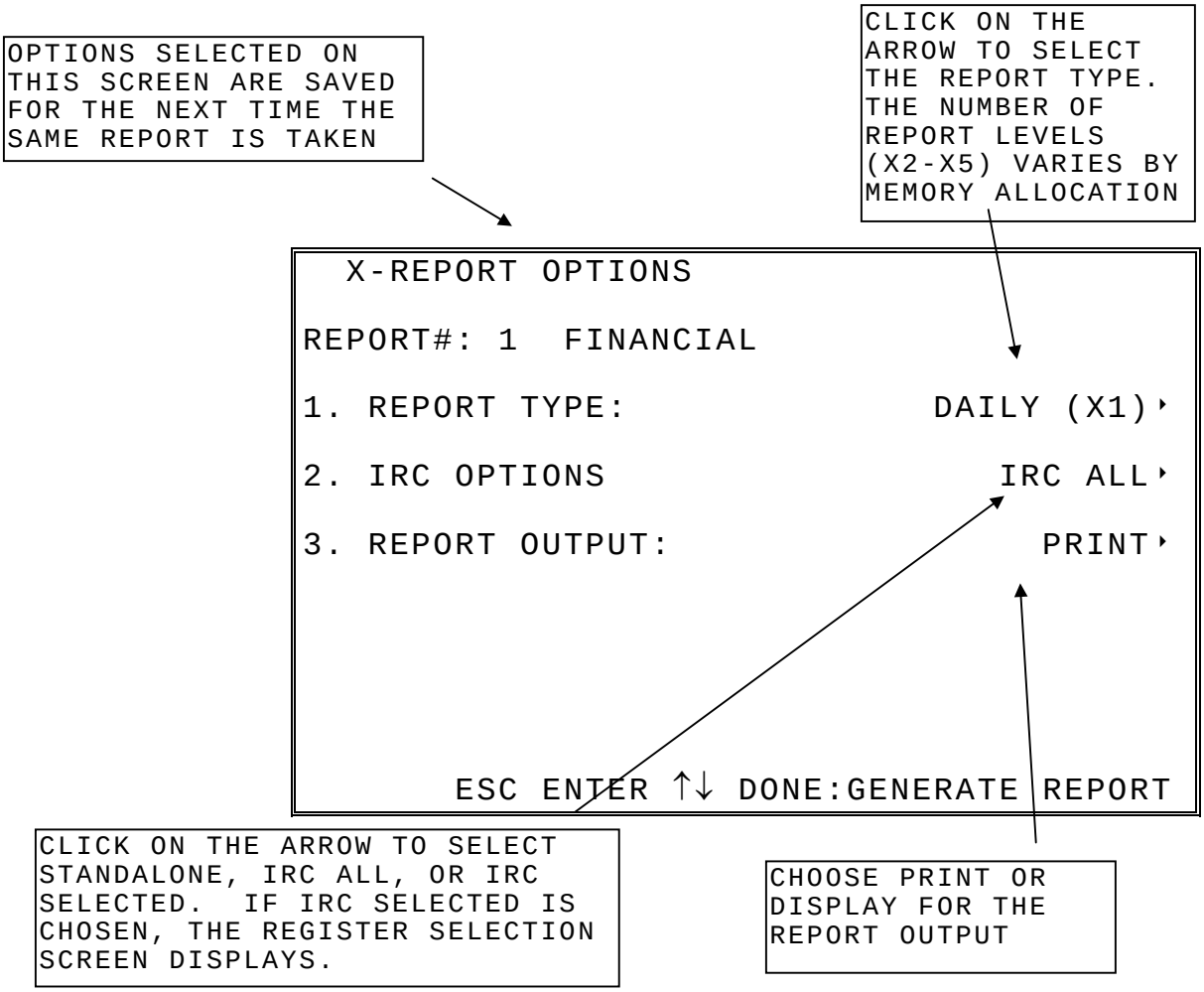


7. Press **ENTER** to view the options screen for the selected report.

   Or, press **ESC** to return to the X-MODE MANAGER MENU.



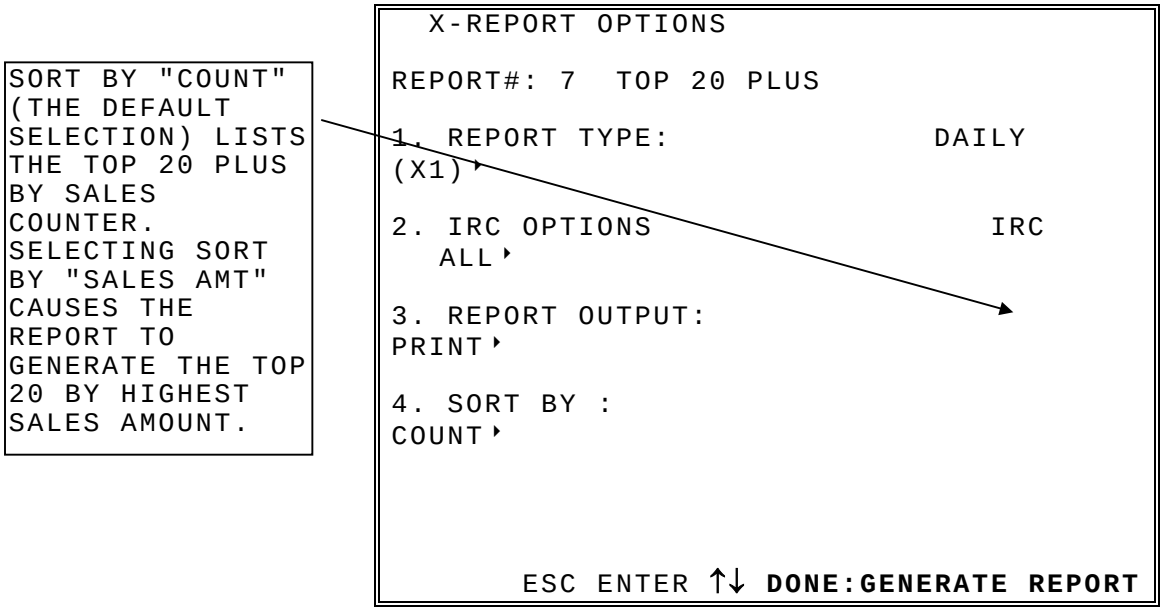
8. After selecting a report, the X-REPORT OPTIONS screen displays.



9. Press the ↑ or ↓ keys to select a field.
10. The arrow indicates that the selections for the field are made from a pop-up window. Press **ENTER** to open the selection window.
11. Press the ↑ or ↓ keys to make your choice, then press **ENTER** to close the pop-up window. Your new choice is displayed.
12. After completing selections, press **DONE** to generate the report, or press **ESC** to return to the X-REPORTS screen.

Top 20 PLUs Report Selection Window

The Report Option window for the Top 20 PLUs Report is different, as there is an additional option to select the sorting method. This example shows the familiar X-REPORT OPTIONS screen with the additional option #4, "SORT BY", available only on this report.

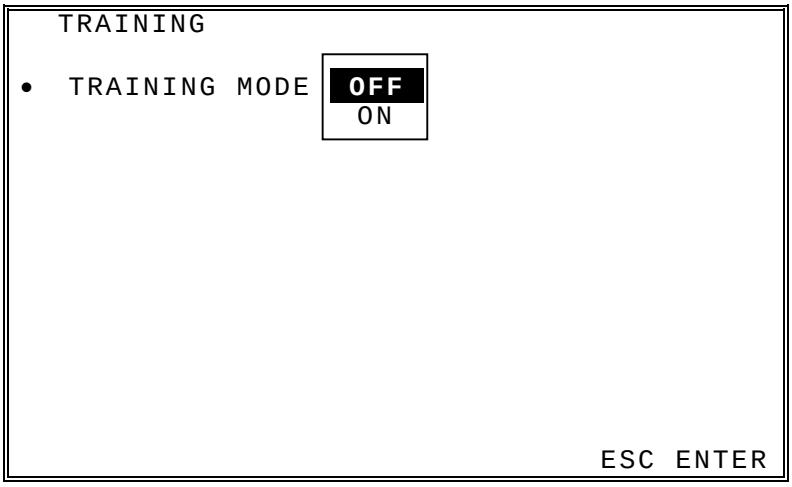


Training

Training mode allows operations without updating totals and counters.

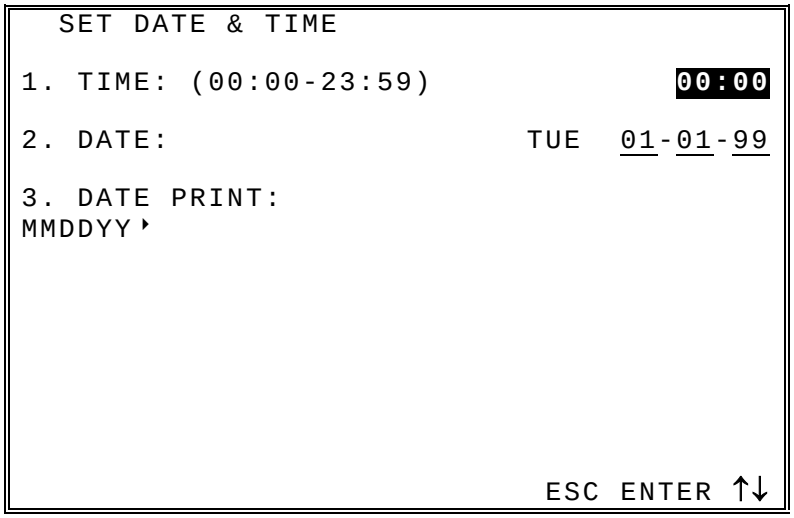
Use this option to set the entire register in training mode.

1. Select TRAINING from the X MODE MENU.
2. Press the ↑ or ↓ keys to select OFF or ON, press **ENTER**.
3. After selection, press **ESC** to exit the screen.



Set Date & Time

1. Select SET DATE & TIME from the X MODE MENU.
2. Press the ↑ or ↓ keys to select a field.
3. Type the time and date into the appropriate fields. Press **ENTER** at the DATE PRINT field to select the date print format.
4. After selection, press **ESC** to exit the screen

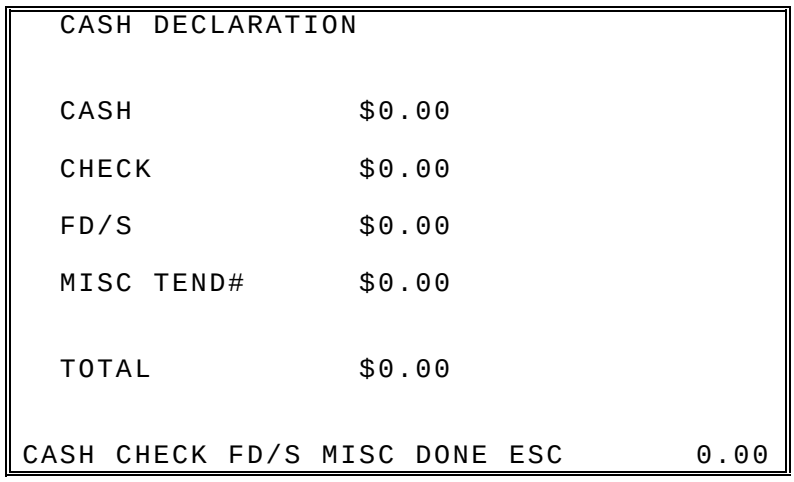


Cash Declaration

See “Report Options” in the *Samsung SPS 1000 Program Manual* to make cash declaration compulsory. If cash declaration is compulsory, the operator must first enter the cash drawer totals before generating a report that reveals the expected totals. This procedure helps to ensure accurate cash reporting.

1. Select CASH DECLARATION from the X MODE MENU.
2. Enter an amount, press the appropriate tender key. Repeat to enter additional amounts. Running totals are updated on the screen.

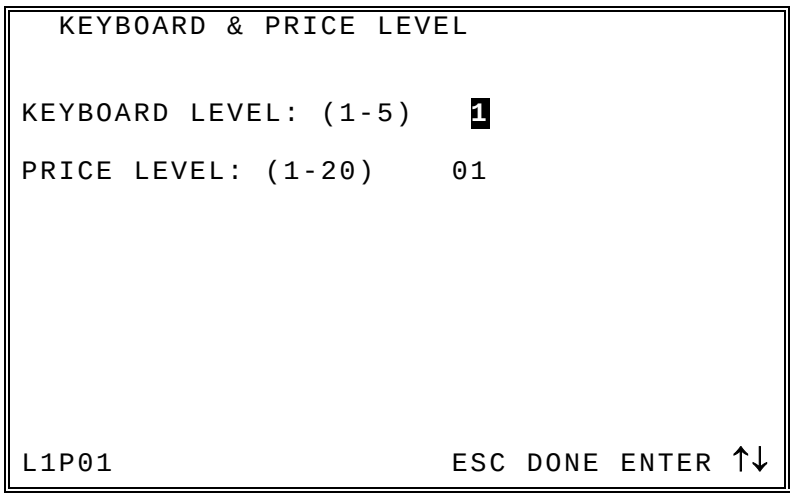
   If necessary, use the **X/TIME** key to enter quantities of media, i.e. 5 - **X/TIME** - 25 - **CASH** for five quarters.
3. After completing all entries, press **DONE** to accept entries and exit the screen.



Keyboard & Price Level

The current keyboard level and/or price levels are set with this program.

1. Select KEYBOARD & PRICE LEVEL from the X MODE MENU.
2. Press the ↑ or ↓ keys to select KEYBOARD LEVEL or PRICE LEVEL.
3. Enter a new level, press **ENTER**.
4. After completing all entries, press **DONE** to accept entries and exit the screen.



Time Clock Edit

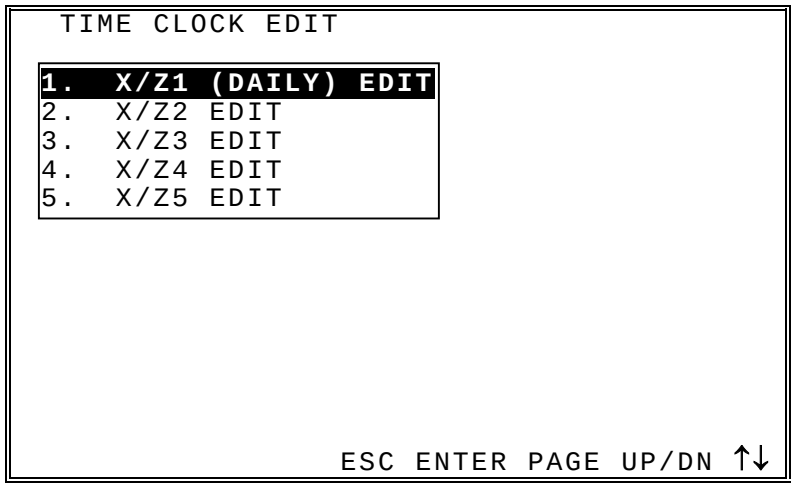
Daily, weekly, or period-to-date time clock errors can be corrected with this function.

Note: Memory must be allocated for Z1-Z5 reports in order to access data for editing.

1. Select TIME CLOCK EDIT from the X MODE MENU.
2. Choose an item from the menu in one of two ways:

   Type the number for your choice and press **ENTER**, or

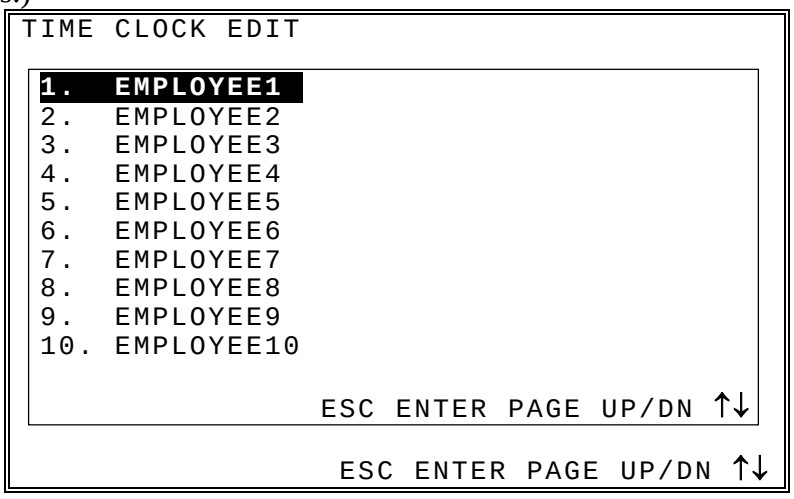
   Press the ↑ or ↓ keys to move the cursor to your choice and press **ENTER**.



X/Z1 (Daily Edit)

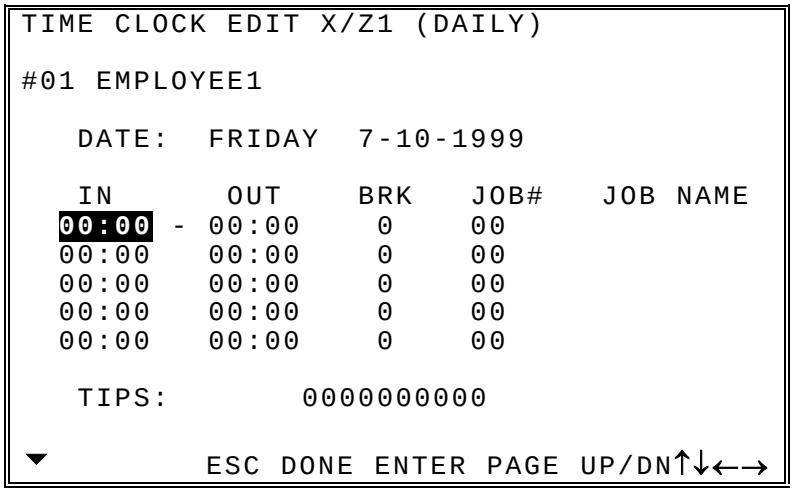
The X/Z1 (Daily Edit) function allows you to edit actual punch in/out times for the day. (After the Z1 TIME KEEPING report is taken, only hours worked totals can be edited at the Z2-Z5 levels.)

1. Select X/Z1 (DAILY EDIT).
2. At the Employee Selection window, select the employee you wish to edit and press **ENTER**.



Note: Press the PAGE UP/PAGE DN keys to view the entire employee list. Only the number of employees allocated in memory will display.

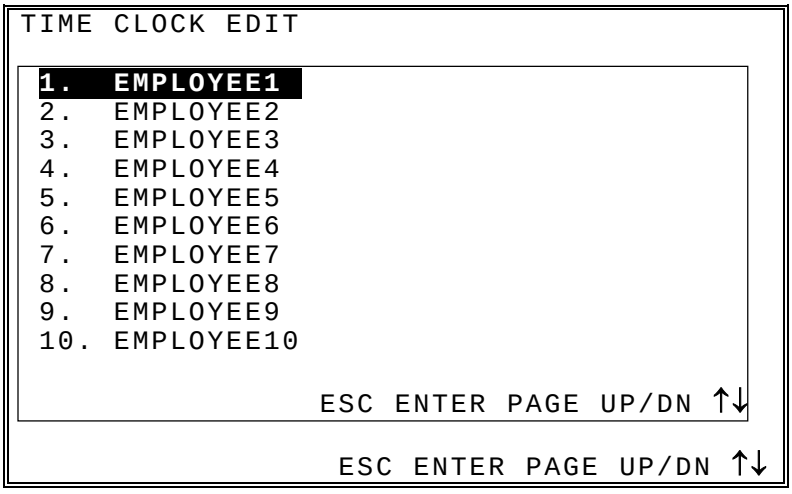
3. The TIME CLOCK EDIT X/Z1 (DAILY) screen displays. Press the ↑, ↓, ←, or → keys to select the field you wish to edit.
4. Enter new data, press **ENTER**.
5. After completing all entries, press **DONE** to accept entries and exit the screen.



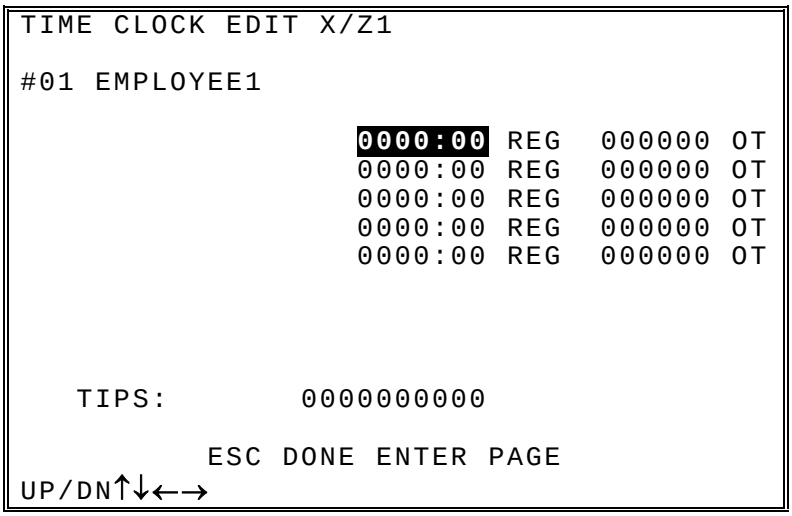
X/Z2 to X/Z5 Edit

Note: Memory must be allocated for Z2-Z5 reports in order to access data for editing.

1. Select X/Z2 EDIT-X/Z5 EDIT from the TIME CLOCK EDIT screen.
2. At the Employee Selection window, select the employee you wish to edit and press **ENTER**.



3. The appropriate TIME CLOCK EDIT screen displays. Press the ↑, ↓, ←, or → keys to select the field you wish to edit.
6. Enter new data, press **ENTER**.
7. After completing all entries, press **DONE** to accept entries and exit the screen.



Edit Inventory Item

A *menu-explosion type inventory system* is set up when PLUs are linked to a recipe. (See "PLU Status Group" in the *Samsung SPS 1000 Program Manual.*) Recipes and their inventory items are set up and maintained from the INGREDIENT INVENTORY selection on the P-Mode Programming Menu.

Once recipes and inventory items are set up, the EDIT INVENTORY ITEM selection on the X-MODE MANAGER MENU is used to enter:

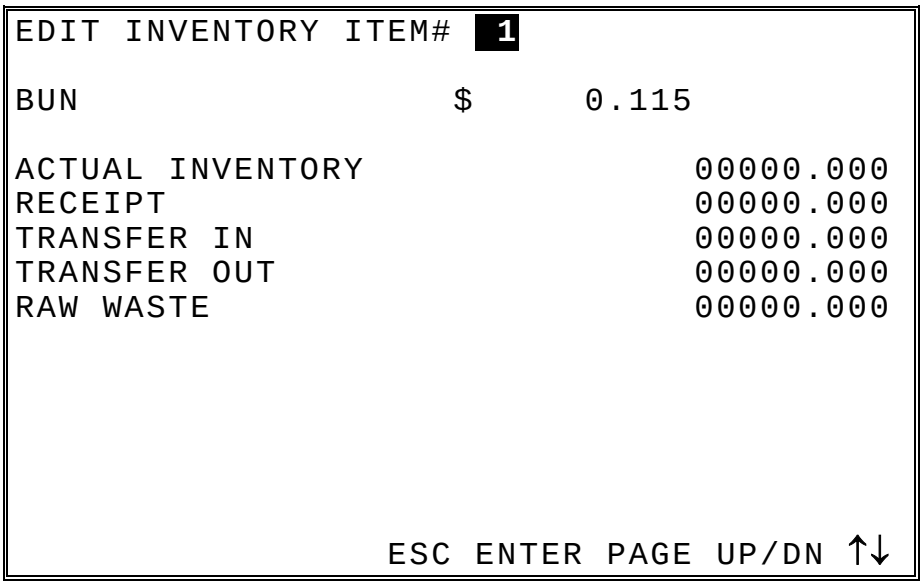
- Actual inventory counts
- Receipts
- Transfer in or out from other stores or warehouses
- Raw waste

The appropriate usage of these functions is essential to controlling inventory by comparing actual inventory (from a physical inventory count) with actual usage (from the sales of menu items). The results of this comparison (showing variances) are available on the Inventory Report.

NOTE: Be careful not to confuse the separate and distinct inventory features of the SPS 1000:

- **Recipes and Ingredients (inventory item maintenance is described here.)**
- **Product Mix Groups (see "Product Mix Groups in the Samsung SPS 1000 Program Manual)**
- **PLU Stock (see "PLU Stock" in the Samsung SPS 1000 Program Manual)**

1. Select EDIT INVENTORY ITEM from the X-MODE MANAGER MENU. The EDIT INVENTORY ITEM# screen displays for the first inventory item.



2. Enter an inventory item number and press **ENTER**, or press **PAGE UP** or **PAGE DOWN** until inventory item you wish to maintain is selected.
3. The descriptor and cost of the selected inventory item is displayed. Press the ↑ or ↓ keys to move the cursor to the field you wish to edit.
4. Enter an inventory quantity and press **ENTER**. Note that inventory can be entered in decimal units. For example, to enter 12 whole units, type **1**, **2**, **Decimal**, or type **1**, **2**, **0**, **0**, **0**, then press **ENTER**.
5. Select another inventory item to maintain, or press **ESC** to exit.

Inventory Maintenance Tip:

Frequently, the operator will enter physical inventory or receipts for many items at the same time. After editing a field for the first item, press PAGE DOWN. The cursor will remain on the same field for the next item.

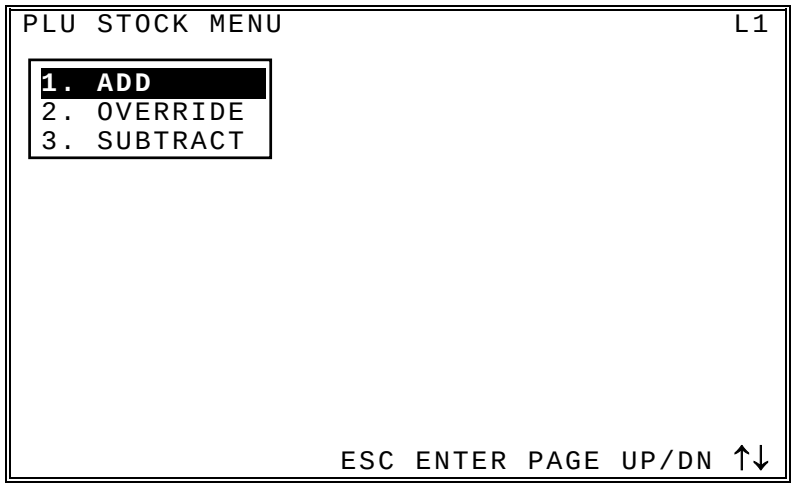
Edit PLU Stock

PLU stock is a simple inventory system where each whole unit PLU activity subtracts a value of "1" from the stock counter. (Note that if multiplication or decimal multiplication is used when the PLU is registered, the resulting quantity of activity will subtract from the stock counter. Stock is maintained in increments to the second decimal position, i.e. “X.XX”.)

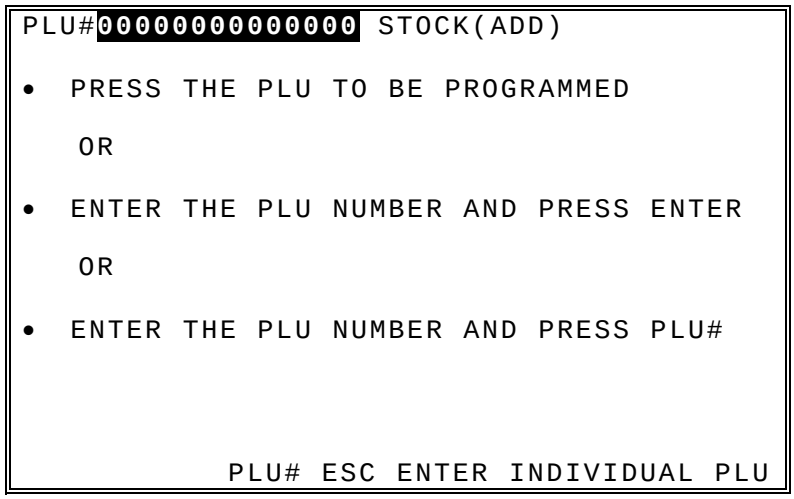
PLU stock applies only to PLUs that are assigned to a PLU status group with the STOCK PLU? setting set to Y (See "PLU Status Group" in the *Program Manual*.)

Select EDIT PLU STOCK from the X MODE MANAGER MENU to maintain stock levels on PLUs selected for stock unit inventory. (PLU Stock can also be maintained from the P-MODE PROGRAMMING MENU.)

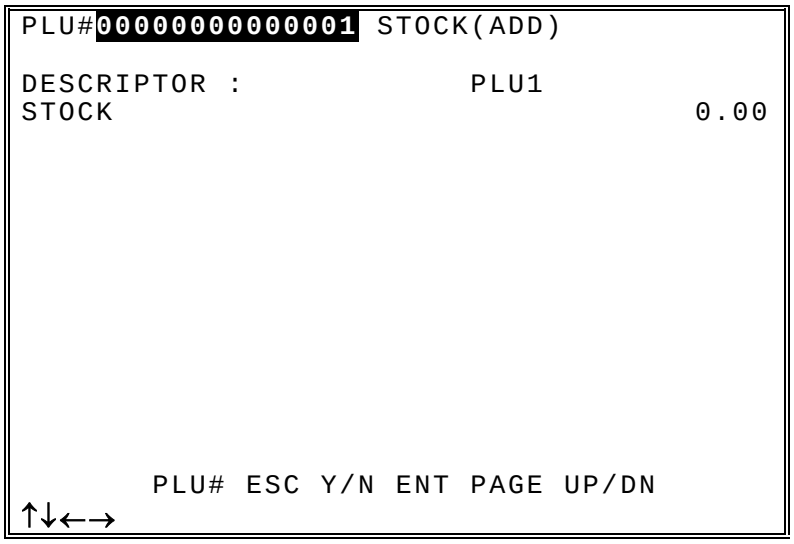
1. Select PLU STOCK from the X-MODE MANAGER MENU to display the PLU STOCK MENU screen.
2. Choose ADD, OVERRIDE or SUBTRACT and press **ENTER**.



3. Select the PLU to be programmed by entering the number or pressing the PLU key on the keyboard.



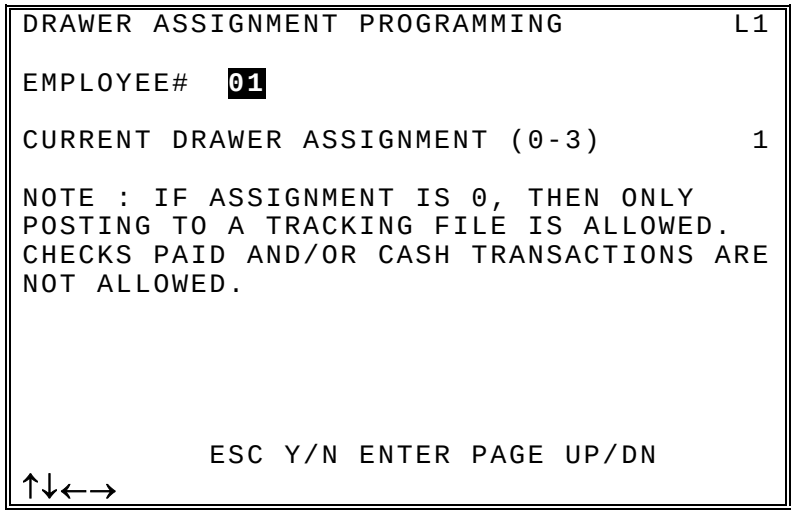
4. The screen displays stock for first PLU. Enter the number of the PLU you wish to edit, or press the **PAGE UP** or **PAGE DN** keys until the PLU you wish to edit is viewed on the screen.
5. Press the ↓ key to move the cursor to the stock field.
6. Enter a value assuming a two digit decimal position (i.e. enter 2000 to display 20.00 for 20 units.) Press **ENTER** or ↓ to a set the entry and advance the cursor to the next PLU.



Drawer Assignment

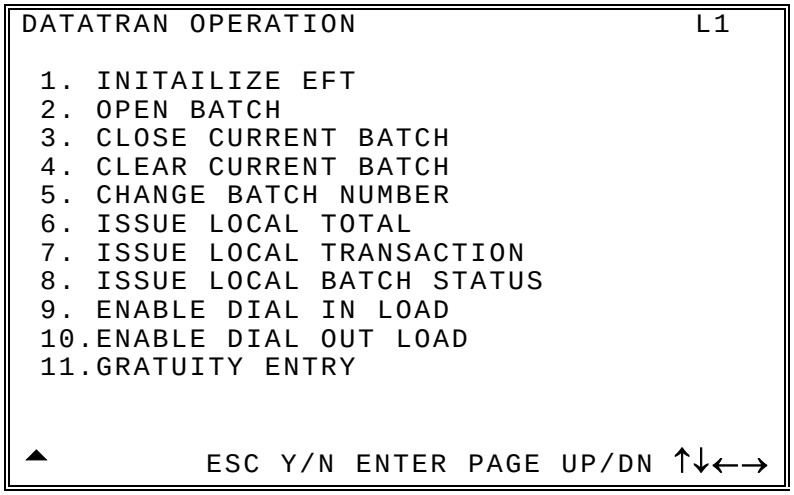
Drawer Assignment allows you to choose the cash drawer that will open for each employee. If you connect optional multiple drawers, you can select the employee or employees that will work out of each drawer. You can also choose not to assign a drawer for an employee. In that case, the employee cannot perform register functions that would normally open the drawer, such as cash transactions or checks paid operations.

1. Select DRAWER ASSIGNMENT from the X-MODE MANAGER MENU to display the DRAWER ASSIGNMENT PROGRAMMING screen.
2. Type the EMPLOYEE number and press **ENTER**, or press **PAGE UP** or **PAGE DN** to scroll to the Employee you wish to program.
3. Press ↓ to move the cursor to the next field, then type the digit representing the drawer you wish to assign (where zero means only posting allowed.)
4. Press **ESC** to exit the DRAWER ASSIGNMENT PROGRAMMING screen.



DataTran Operation

1. Choose DATATRAN OPERATION from the X-Mode menu.
2. Select the appropriate operation. Refer to the separate "Integrated Paymnet Operator's and Programming Manual" for credit card payment operation information.



Reports & Balancing

Report Table

The following table summarizes all of the *SPS-1000* 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 Number/Name	Mode Available	Individual/IRC
1. Financial	X1/Z1 - X5/Z5	Individual/IRC
2. Sales By Time Period	X1/Z1 - X5/Z5	Individual/IRC
3. All PLUs	X1/Z1 - X5/Z5	Individual/IRC
4. From/To PLUs	X1/Z1 - X5/Z5	Individual/IRC
5. PLUs By Group	X1/Z1 - X5/Z5	Individual/IRC
6. PLUs By Group For Selected Group	X1/Z1 - X5/Z5	Individual/IRC
7. Top 20 PLUs	X1 - X5	Individual/IRC
8. PLU Zero Sales	X1 - X5	Individual/IRC
9. PLU Zero Sales By Group	X1 - X5	Individual/IRC
10. PLU Sales By Price Level	X1/Z1 - X5/Z5	Individual/IRC
11. Employees	X1/Z1 - X5/Z5	Individual/IRC
12. Individual Employee	X1/Z1 - X5/Z5	Individual/IRC
13. Employee Currently Signed On	X1/Z1 - X5/Z5	Individual/IRC
14. Groups by Employee	X1/Z1 - X5/Z5	Individual/IRC
15. Groups	X1/Z1 - X5/Z5	Individual/IRC
16. From/To Groups	X1/Z1 - X5/Z5	Individual/IRC
17. Selective Group	X1/Z1 - X5/Z5	Individual/IRC

Report Number/Name	Mode Available	Individual/IRC
18. Drawer Totals	X1 - X5	Individual/IRC
19. Drawer 1/2/3	X1 - X5	Individual/IRC
20. Labor Groups	X1/Z1-X2/Z2	IRC
21. Sales and Labor %	X1 - X5	IRC
22. Daily Sales	X/Z	Individual/IRC
23. Groups By Time Periods	X1/Z1 - X5/Z5	Individual/IRC
24. Eat-In By Time Periods	X1/Z1 - X5/Z5	Individual/IRC
25. Take Out By Time Periods	X1/Z1 - X5/Z5	Individual/IRC
26. Drive Thru By Time Periods	X1/Z1 - X5/Z5	Individual/IRC
27. Track 1 By Time Periods	X1/Z1 - X5/Z5	Individual/IRC
28. Track 2 By Time Periods	X1/Z1 - X5/Z5	Individual/IRC
29. Track 3 By Time Periods	X1/Z1 - X5/Z5	Individual/IRC
30. Track 4 By Time Periods	X1/Z1 - X5/Z5	Individual/IRC
31. Open Check For Track 1	X/Z	IRC
32. Open Check For Track 2	X/Z	IRC
33. Open Check For Track 3	X/Z	IRC
34. Open Check For Track 4	X/Z	IRC
35. Open Check For Selected Employee	X/Z	IRC
36. Open Check For Current Employee	X/Z	IRC
37. Open Check For Track 1,2,3,&4	X/Z	IRC
38. Product Mix	X1/Z1 - X2/Z2	Individual/IRC
39. Product Projections	X	Individual/IRC
40. Station Totals	X/Z	IRC
41. Active Employees	X	Individual/IRC
42. Time Keeping	X1/Z1 - X5/Z5	IRC*
43. Day Shift	X/Z	Individual/IRC
44. Inventory	X/Z	IRC
45. PLU Stock	X/Z	Individual/IRC
46. Stock by PLU Range	X/Z	Individual/IRC
47. Stock by Group	X/Z	Individual/IRC

Report Number/Name	Mode Available	Individual/IRC
48. Stock by Individual Group	X/Z	Individual/IRC
49. Food Cost	X/Z	IRC
50. PLU Minimum Stock	X/Z	IRC
51. Electronic Journal	X/Z	Individual
52. String Report #1	X1/Z1 - X5/Z5	Individual/IRC
53. String Report #2	X1/Z1 - X5/Z5	Individual/IRC
54. String Report #3	X1/Z1 - X5/Z5	Individual/IRC
55. String Report #4	X1/Z1 - X5/Z5	Individual/IRC
56. Custom	X1 - X5	Individual/IRC
57. Prepoll	X1/Z1 - X5/Z5	Individual/IRC
58. Not Found PLU	XI/Z1	Individual/IRC

* 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.

Z-Reports

1. Turn the control lock to the **Z** position to display the Z-REPORTS screen.

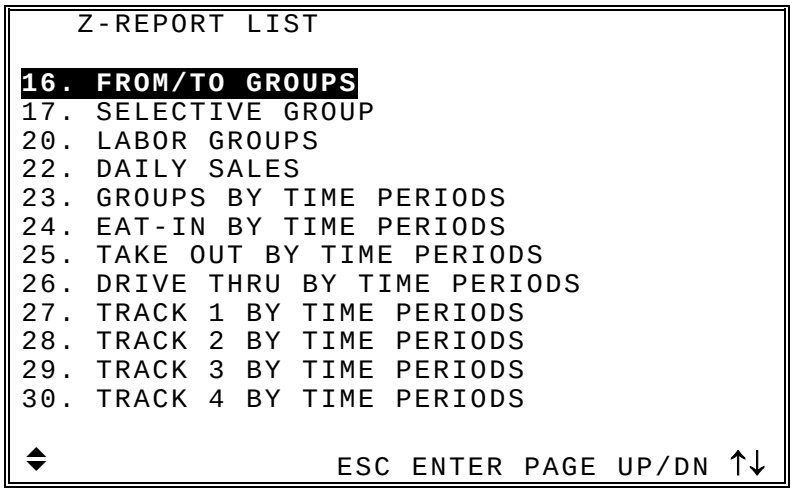
```
  Z-REPORTS

REPORT#: 00

ENTER REPORT NUMBER AND PRESS ENTER

•  PRESS ENTER TO VIEW THE REPORT LIST




                                        ENTER
```

2. If you know the number of the report you wish to generate, type the number and press **ENTER**, then go to step 6 to select the report options. Or, if you wish to select a report from the report list, press **ENTER**.

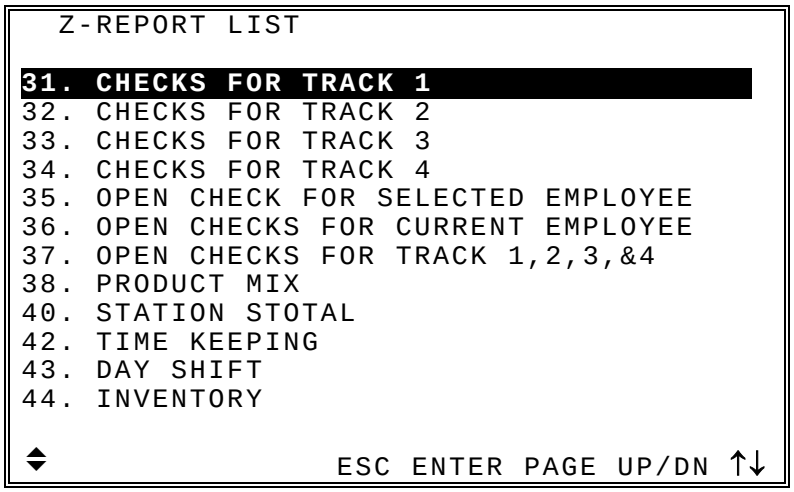
```
  Z-REPORT LIST

1.  FINANCIAL
2.  SALES BY TIME PERIOD
3.  ALL PLUS
4.  FROM/TO PLUS
5.  PLUS BY GROUP
6.  PLUS BY GROUP FOR SELECTED GROUP
10. PLU SALES BY PRICE LEVEL
11. EMPLOYEES
12. INDIVIDUAL EMPLOYEE
13. EMPLOYEE CURRENTLY SIGNED ON
14. GROUPS BY EMPLOYEE
15. GROUPS

▼                    ESC ENTER PAGE UP/DN ↑↓
```

```
SCROLL BAR INDICATOR:
▼  = MORE INFORMATION
     BELOW
▲  = MORE INFORMATION
     ABOVE
◆  = MORE INFORMATION
     ABOVE & BELOW
```

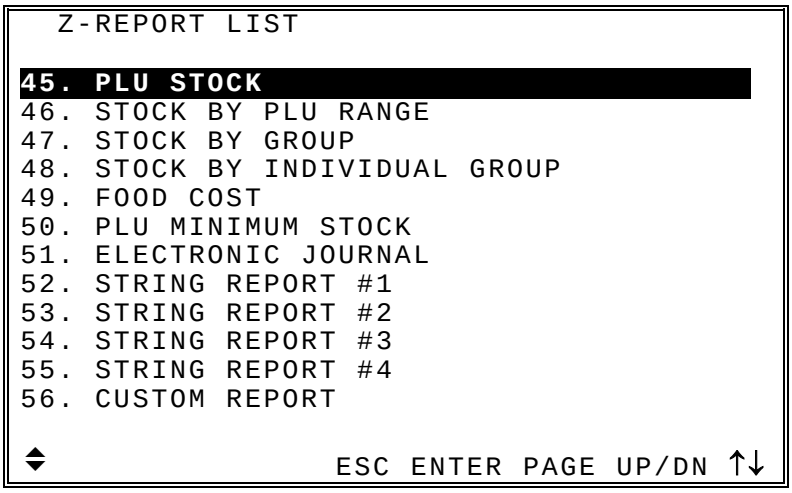
3. Press **PAGE DN** to view the next page of the list, press **PAGE UP** to move back up the list.
4. Press the ↑ or ↓ keys to move the cursor up or down to a specific report.



5. Press **PAGE DN** to view the next page of the list, press **PAGE UP** to move back up the list.

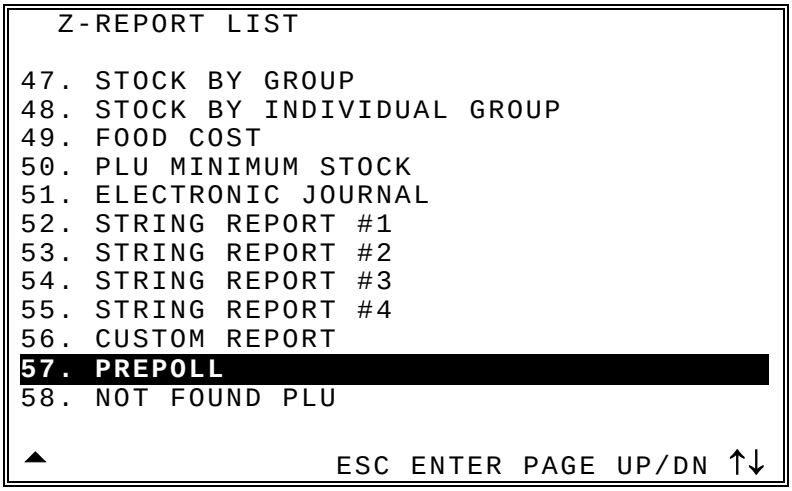


6. Press **PAGE DN** to view the next page of the list, press **PAGE UP** to move back up the list.

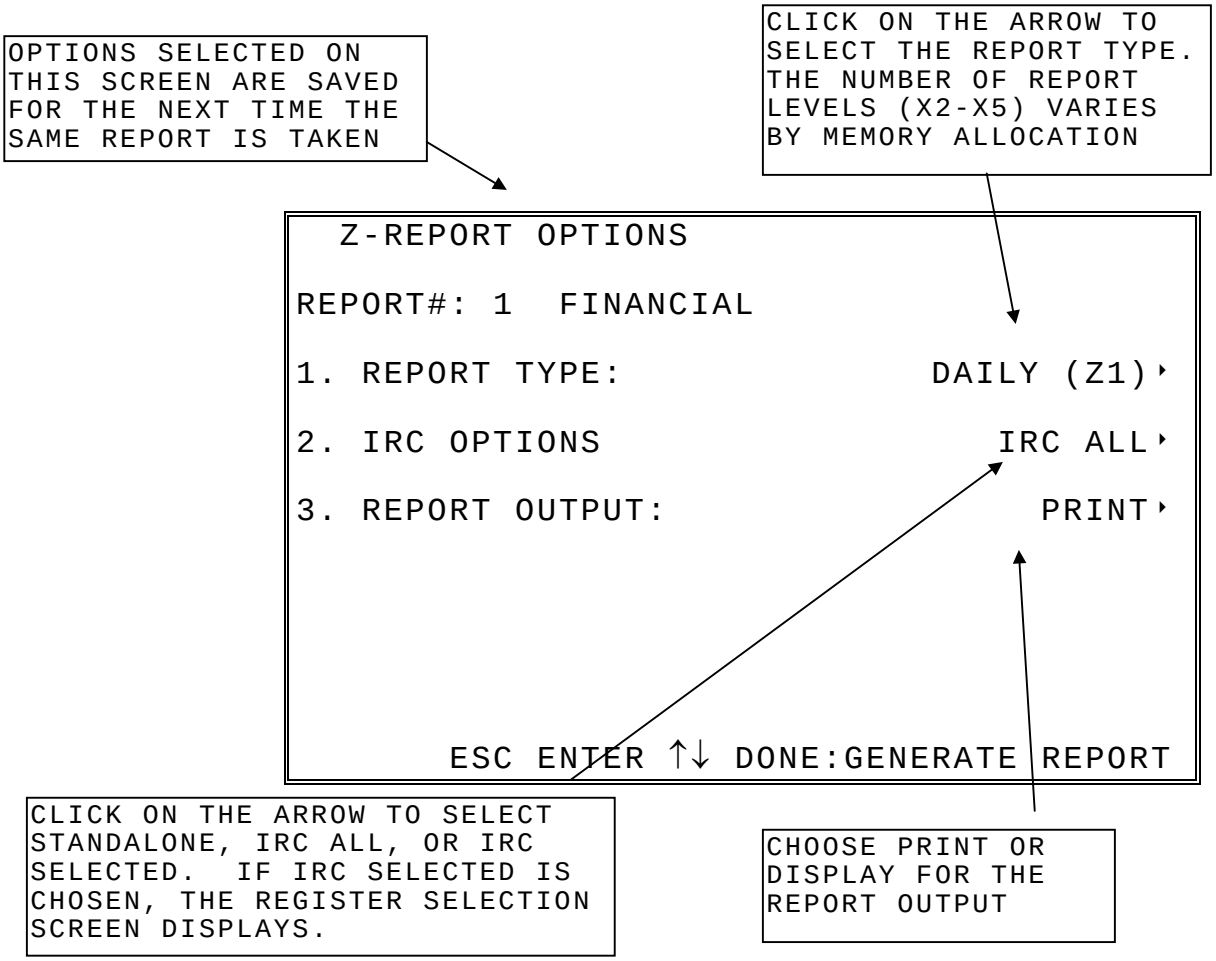


7. Press **ENTER** to view the options screen for the selected report.

   Alternatively, press ESC to return to the Z REPORT MENU.



8. After selecting a report, the Z-REPORT OPTIONS screen displays.



9. Press the ↑ or ↓ keys to select a field.
10. The arrow indicates that the selections for the field are made from a pop-up window. Press **ENTER** to open the selection window.
11. Press the ↑ or ↓ keys to make your choice, then press **ENTER** to close the pop-up window. Your new choice is displayed.
12. After completing selections, press **DONE** to generate the report, or press **ESC** to return to the X-REPORTS screen.
13. If the system option "CONFIRM PRINTING BEFORE RESETTING TOTALS ON Z" is selected, then the following message will display upon completion of each Z report.

```
Z REPORT COMPLETED
SUCCESSFULLY.
DO YOU WISH TO RESET
TOTALS?

PRESS DONE TO RESET AND
END THIS REPORT

PRESS ESC TO EXIT REPORT
WITHOUT RESETTING TOTALS
```

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

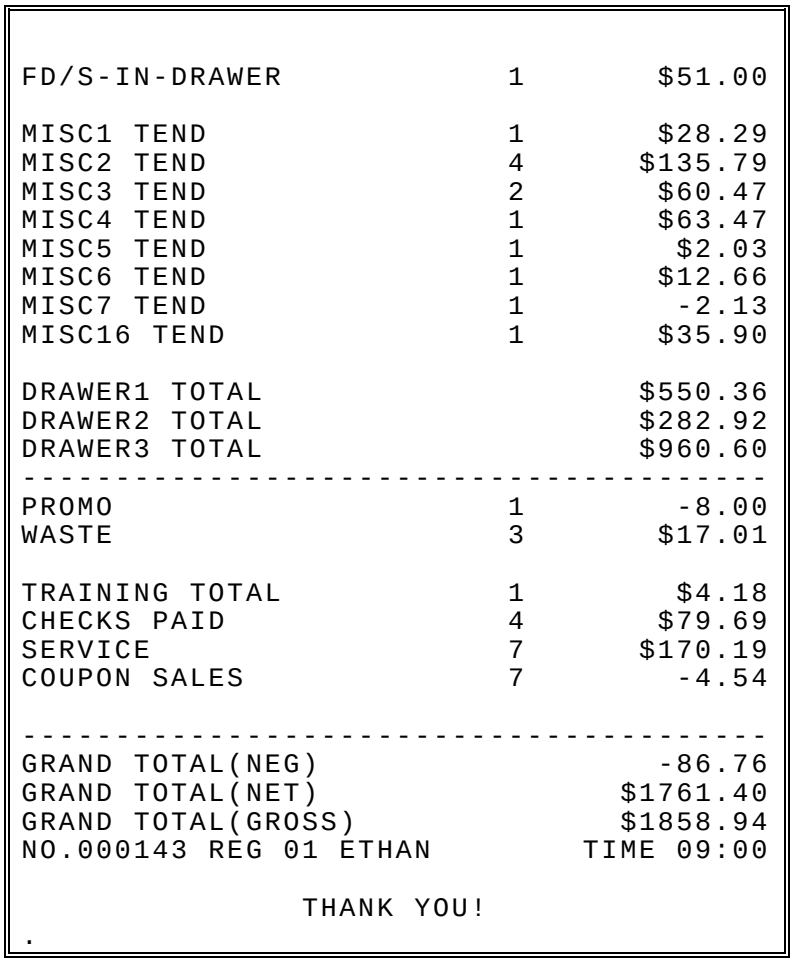
+/-	GROSS SALES
=	Net Sales
+	Negative PLU Total
+	Item Coupon Total (when NET=Y)
+	Item Percentage Discount (when NET=Y)
+	Sale Coupon Amounts
+	Sale Percentage Discounts
+	Credit Tax 1
+	Credit Tax 2
+	Credit Tax 3
+	Credit Tax 4
+	Credit Tax 5
+	Credit Tax 6
+	Merchandise Return
+	VOID Position Total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

Sample Reports

Financial Report

```
                THE BEST
               RESTURANT

DATE           01/13/2000              THU
            FINANCIAL REPORT

X1 REPORT                              0001

DESCRIPTOR              COUNT         TOTAL

+PLU LVL1 TTL             249      $1440.74
-PLU LVL1 TTL               1         -1.01
+PLU LVL2 TTL               3         $3.06
-PLU LVL2 TTL               1         -1.02
+PLU LVL3 TTL               1         $1.03
+PLU LVL4 TTL               4         $4.00
+PLU LVL5 TTL               1         $1.05
+PLU LVL6 TTL               2         $4.12
+PLU LVL7 TTL               1         $2.07
-PLU LVL8 TTL               1         -2.08
+PLU LVL9 TTL               1         $2.09
+PLU LVL10 TTL              1         $2.10
+PLU LVL13 TTL              3         $9.39
-PLU LVL13 TTL              1         -3.13
+PLU LVL14 TTL              2         $6.28
+PLU LVL15 TTL              1         $3.15
-PLU LVL15 TTL              1         -3.15
+PLU LVL16 TTL              3        $12.48
-PLU LVL16 TTL              2         -8.32
+PLU LVL17 TTL              1         $4.17
-PLU LVL17 TTL              1         -4.17
ADJST TTL                281      $1472.85
----------------------------------------
NON-TAX                             $171.20
TAX1 SALES                           $34.38
TAX2 SALES                          $313.02
TAX3 SALES                          $329.00
TAX4 SALES                          $256.00
```

TAX5 SALES		$288.00
TAX6 SALES		$90.00
TAX1		$2.08
TAX2		$15.57
TAX3		$9.45
TAX4		$92.80
TAX5		$130.50
TAX6		$36.00
XMPTAX1 SALES		$3.00
XMPTAX2 SALES		$30.00
XMPTAX3 SALES		$14.00
XMPTAX4 SALES		$24.00
XMPTAX5 SALES		$27.00
XMPTAX6 SALES		$30.00
% 1	1	-0.50
% 2	1	-0.21
% 3	3	$6.15
% 4	1	-0.75
% 5	1	-0.16
% 6	1	-0.66
% 7	1	-0.77
% 8	2	-1.76
% 10	1	-0.10
NET SALES	79	$1761.40
CREDIT TAX1	1	-0.13
CREDIT TAX2	1	-0.33
CREDIT TAX3	1	-0.21
CREDIT TAX4	1	-3.20
CREDIT TAX6	1	-6.00
FOOD STMP CREDIT		$0.88
MDSE RETURN	7	-40.00
ERROR CORRECT	1	-1.01
PREVIOUS VOID	1	-1.00
TRANS VOID	2	-63.88
CANCEL	1	$71.00
GROSS SALES		$1858.94
CASH SALES	63	$1354.03
CHECK SALES	2	$32.13
R/A 1	1	$20.00
R/A 2	1	$204.49
P/O 1	1	-16.51
P/O 5	1	-85.00
HASH TOTAL	4	$44.00
AUDACTION	5	-59.40
NO SALE/NON-ADD#	2	0
CASH-IN-DRAWER		$1322.58
CHECK-IN-DRAWER	5	$83.82



```
FD/S-IN-DRAWER              1        $51.00

MISC1 TEND                  1        $28.29
MISC2 TEND                  4       $135.79
MISC3 TEND                  2        $60.47
MISC4 TEND                  1        $63.47
MISC5 TEND                  1         $2.03
MISC6 TEND                  1        $12.66
MISC7 TEND                  1         -2.13
MISC16 TEND                 1        $35.90

DRAWER1 TOTAL                       $550.36
DRAWER2 TOTAL                       $282.92
DRAWER3 TOTAL                       $960.60
----------------------------------------
PROMO                       1         -8.00
WASTE                       3        $17.01

TRAINING TOTAL              1         $4.18
CHECKS PAID                 4        $79.69
SERVICE                     7       $170.19
COUPON SALES                7         -4.54

----------------------------------------
GRAND TOTAL(NEG)                     -86.76
GRAND TOTAL(NET)                    $1761.40
GRAND TOTAL(GROSS)                  $1858.94
NO.000143 REG 01 ETHAN            TIME 09:00

                THANK YOU!
.
```

Sales By Time Period

```
                THE BEST
               RESTURANT

DATE           01/13/2000            THU
      SALES BY TIME PERIOD REPORT

X1 REPORT                             0001

TIME PERIOD     #/CUSTOMERS         TOTAL

09:45 - 09:59             2         $3.03
10:00 - 10:14             1        $16.90
10:30 - 10:44             1         $1.01
10:45 - 10:59            12       $237.01
11:00 - 11:14            12         $6.86
11:15 - 11:29             6       $130.10
12:45 - 12:59            -1        -26.16
13:00 - 13:14            17       $554.52
13:15 - 13:29             6       $211.85
13:45 - 13:59             3        $57.86
14:15 - 14:29             8       $215.02
14:30 - 14:44             2        $47.16
14:45 - 14:59            10       $306.24

TOTAL                    79     $1761.40
NO.000144 REG 01 ETHAN        TIME 09:01

               THANK YOU!
```

PLU

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

Whole unit reporting if there is no decimal activity.

Total/Counter capacity varies by memory allocation.
Counters: 6-8 digits
Totals: 8-10 digits

```
                 THE BEST
                RESTURANT

DATE            01/13/2000            THU
            ALL PLUS REPORT

X1 REPORT                            0001

ITEM        PROMO  WASTE  USAGE   PLU#/%
           GROUP#  COUNT           TOTAL

PLU1                       00000000000001
                0      1     41    2.70%
         01/00/00     40          $39.86

PLU2                       00000000000002
                0      0      5    0.70%
         02/00/00      5          $10.38

PLU3                       00000000000003
                0      0      6    1.27%
         03/00/00      6          $18.82

PLU4                       00000000000004
                0      0      4    1.13%
         04/00/00      4          $16.65

PLU5                       00000000000005
                0      0     24    1.62%
         01/00/00     24          $24.00

PLU6                       00000000000006
                0      0     52   21.18%
         01/00/00     52         $312.00
```

```
PLU7                          00000000000007
                0      1     48   22.33%
         01/00/00     47          $329.00

PLU8                          00000000000008
                1      0     32   16.83%
         01/00/00     31          $248.00

PLU9                          00000000000009
                0      1     33   19.55%
         01/00/00     32          $288.00

PLU10                         00000000000010
                0      0      9    6.10%
         01/00/00      9           $90.00

PLU11                         00000000000011
 [H]            0      0      4    2.98%
         01/00/00      4           $44.00

PLU12                         00000000000012
                0      0      6    5.10%
         01/00/00      6           $75.18

PLU13                         00000000000013
                0      0     10
         13/00/00     10            $0.00

PLU14                         00000000000014
                0      0      2
         14/00/00      2            -2.03

PLU15                         00000000000015
                0      0      1
         01/00/00      1            -2.08

PLU16                         00000000000016
                0      0      2
         01/00/00      2            -6.28

PLU17                         00000000000017
                0      0      3
         01/00/00      3           -12.49

TOTAL
                1      3    282
                     278        $1473.01
NO.000145 REG 01 ETHAN        TIME 09:02

               THANK YOU!
```

Employees

Individual Employee

Employee Currently Signed On

Active Employee

```
                THE BEST
               RESTURANT

DATE           01/13/2000              THU
           EMPLOYEES REPORT

X1 REPORT                              0001

EMPLOYEE #1   ETHAN

DESCRIPTOR              COUNT         TOTAL

NET SALES                  14       $397.88
NON-TAX                              $27.51
TAX1 SALES                           $15.26
TAX2 SALES                           $84.00
TAX3 SALES                           $63.00
TAX4 SALES                           $32.00
TAX5 SALES                           $72.00
TAX6 SALES                           $30.00

TAX1                                  $1.01
TAX2                                  $4.62
TAX3                                  $1.89
TAX4                                 $12.80
TAX5                                 $36.00
TAX6                                 $18.00
----------------------------------------
EAT IN SALES                1        $26.16
TAKE OUT SALES              1        $25.62
% 2                         1         -0.21

GROSS SALES                          $398.09
----------------------------------------
CASH SALES                 11       $305.04
R/A 2                       1       $204.49
P/O 1                       1        -16.51
HASH TOTAL                  1        $11.00
----------------------------------------
CASH-IN-DRAWER             11       $354.47
CHECK-IN-DRAWER             2        $43.19
MISC2 TEND                  1        $95.36
MISC3 TEND                  1        $55.31
MISC5 TEND                  1         $2.03
```

DRAWER1 TOTAL		$550.36
CHECKS PAID	2	$58.75
SERVICE	3	$94.25
ESTIMATED TIPS		$59.68

EMPLOYEE #2 ZACHARY

DESCRIPTOR	COUNT	TOTAL
NET SALES	13	$310.00
NON-TAX		$6.21
TAX1 SALES		$2.06
TAX2 SALES		$18.00
TAX3 SALES		$77.00
TAX4 SALES		$32.00
TAX5 SALES		$63.00
TAX6 SALES		$40.00
TAX1		$0.13
TAX2		$0.99
TAX3		$2.31
TAX4		$12.80
TAX5		$31.50
TAX6		$24.00
EAT IN SALES	4	$77.53
TAKE OUT SALES	2	$88.50
DRIVE THRU SALES	4	$112.65
GROSS SALES		$314.16
CASH SALES	11	$251.01
AUDACTION	1	-1.97
NO SALE/NON-ADD#	1	0
CASH-IN-DRAWER	11	$251.01
MISC2 TEND	1	$31.91
DRAWER2 TOTAL		$282.92
SERVICE	1	$27.08
ESTIMATED TIPS		$46.50

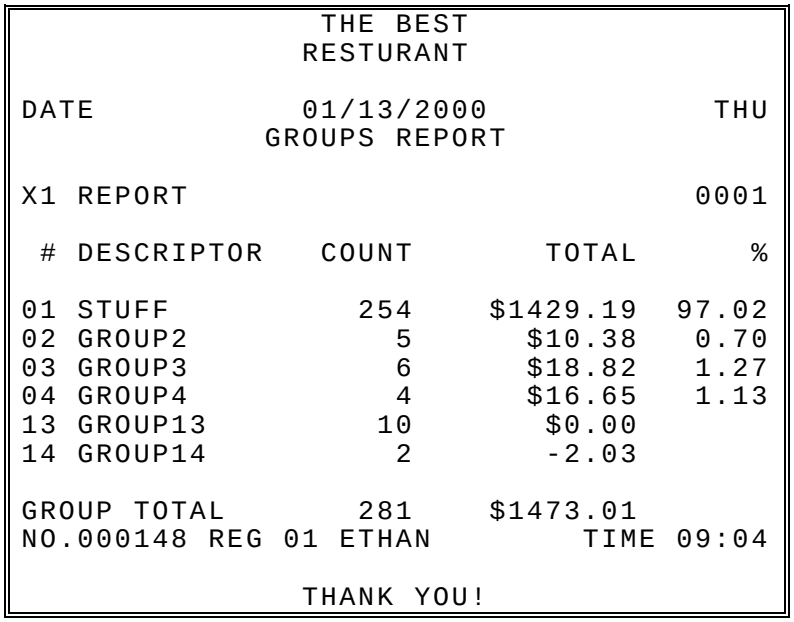
EMPLOYEE #3 GALILEO

DESCRIPTOR	COUNT	TOTAL
NET SALES	52	$1053.52
NON-TAX		$137.48
TAX1 SALES		$17.06
TAX2 SALES		$211.02
TAX3 SALES		$189.00
TAX4 SALES		$192.00
TAX5 SALES		$153.00
TAX6 SALES		$20.00

TAX1		$0.94
TAX2		$9.96
TAX3		$5.25
TAX4		$67.20
TAX5		$63.00
TAX6		-6.00
XMPTAX1 SALES		$3.00
XMPTAX2 SALES		$30.00
XMPTAX3 SALES		$14.00
XMPTAX4 SALES		$24.00
XMPTAX5 SALES		$27.00
XMPTAX6 SALES		$30.00
EAT IN SALES	1	$28.99
TAKE OUT SALES	1	$23.86
DRIVE THRU SALES	1	$28.93
% 1	1	-0.50
% 3	3	$6.15
% 4	1	-0.75
% 5	1	-0.16
% 6	1	-0.66
% 7	1	-0.77
% 8	2	-1.76
% 10	1	-0.10
CREDIT TAX1	1	-0.13
CREDIT TAX2	1	-0.33
CREDIT TAX3	1	-0.21
CREDIT TAX4	1	-3.20
CREDIT TAX6	1	-6.00
FOOD STMP CREDIT		$0.88
MDSE RETURN	7	-40.00
ERROR CORRECT	1	-1.01
PREVIOUS VOID	1	-1.00
TRANS VOID	2	-63.88
CANCEL	1	$71.00
GROSS SALES		$1190.69
CASH SALES	41	$797.98
CHECK SALES	2	$32.13
R/A 1	1	$20.00
P/O 5	1	-85.00
HASH TOTAL	3	$33.00
AUDACTION	4	-57.43
NO SALE/NON-ADD#	1	0
CASH-IN-DRAWER	41	$717.10
CHECK-IN-DRAWER	3	$40.63
F/S-IN-DRAWER	1	$51.00
MISC1 TEND	1	$28.29
MISC2 TEND	2	$8.52
MISC3 TEND	1	$5.16
MISC4 TEND	1	$63.47

```
MISC6 TEND                  1        $12.66


MISC7 TEND                  1         -2.13
MISC16 TEND                 1        $35.90
DRAWER3 TOTAL                       $960.60
----------------------------------------
PROMO                       1         -8.00
WASTE                       3        $17.01
CHECKS PAID                 2        $20.94
SERVICE                     3        $48.86
ESTIMATED TIPS                      $158.02


NO.000147 REG 01 ETHAN          TIME 09:03

                THANK YOU!
```

Group



```
                THE BEST
               RESTURANT

DATE           01/13/2000              THU
             GROUPS REPORT

X1 REPORT                              0001

 # DESCRIPTOR   COUNT        TOTAL       %

01 STUFF          254     $1429.19   97.02
02 GROUP2           5       $10.38    0.70
03 GROUP3           6       $18.82    1.27
04 GROUP4           4       $16.65    1.13
13 GROUP13         10        $0.00
14 GROUP14          2        -2.03

GROUP TOTAL       281     $1473.01
NO.000148 REG 01 ETHAN         TIME 09:04

               THANK YOU!
```

Drawer Totals

```
                 THE BEST
                RESTURANT

DATE            01/13/2000            THU
          DRAWER TOTALS REPORT

X1 REPORT

DESCRIPTOR             COUNT        TOTAL

R/A 1                      1       $20.00
R/A 2                      1      $204.49
P/O 1                      1       -16.51
P/O 5                      1       -85.00
CASH-IN-DRAWER                   $1322.58
CHECK-IN-DRAWER            5       $83.82
FD/S-IN-DRAWER             1       $51.00

MISC1 TEND                 1       $28.29
MISC2 TEND                 4      $135.79
MISC3 TEND                 2       $60.47
MISC4 TEND                 1       $63.47
MISC5 TEND                 1        $2.03
MISC6 TEND                 1       $12.66
MISC7 TEND                 1        -2.13
MISC16 TEND                1       $35.90

COUPON SALES               7        -4.54
NO.000149 REG 01 ETHAN        TIME 09:04

                THANK YOU!
```

Labor Groups

```
DATE            02/04/2000              FRI
          LABOR GROUPS REPORT
                                  IRC REG#01
X1 REPORT                               0001

DESCRIPTOR                   HOURS/MINUTES

OWNER                                  4.16
MANAGER                                4.00
COUNTER                               12.00
KITCHEN                                4.00

TOTAL TIME WORKED                     24.16
AVG. DAILY LABOR COST              $   2.57
NO.000228 REG 01 ETHAN          TIME 12:03
DATE            02/04/2000              FRI
```

Sales and Labor %

```
        SALES AND LABOR % REPORT
                                IRC REG#01
X1 REPORT                            0001

TIME PERIOD / ITEM

09:00 - 09:14
  CUST:          6  NET SALES:    $  52.07
                    AVG/CUST:      $  8.67
  HRS LBR:    0.56  LABOR COST:    $  5.42
                    %/NET SALES:    17.94%
  LABOR$/CUST:                     $  0.90
  SALES/MANHOUR:                   $  0.00

09:15 - 09:29
  CUST:          4  NET SALES:    $  35.41
                    AVG/CUST:      $  8.85
  HRS LBR:    0.56  LABOR COST:    $  5.42
                    %/NET SALES:    12.20%
  LABOR$/CUST:                     $  1.35
  SALES/MANHOUR:                   $  0.00

09:30 - 09:44
  CUST:          5  NET SALES:    $  65.19
                    AVG/CUST:      $  13.03
  HRS LBR:    0.56  LABOR COST:    $  5.42
                    %/NET SALES:    22.46%
  LABOR$/CUST:                     $  1.08
  SALES/MANHOUR:                   $  0.00

09:45 - 09:59
  CUST:          3  NET SALES:    $  51.08
                    AVG/CUST:      $  17.02
  HRS LBR:    0.56  LABOR COST:    $  5.42
                    %/NET SALES:    17.60%
  LABOR$/CUST:                     $  1.80
  SALES/MANHOUR:                   $  0.00

10:00 - 10:14
  CUST:          5  NET SALES:    $  43.73
                    AVG/CUST:      $  8.74
  HRS LBR:    0.56  LABOR COST:    $  5.42
                    %/NET SALES:    15.06%
  LABOR$/CUST:                     $  1.08
  SALES/MANHOUR:                   $  0.00

10:15 - 10:29
  CUST:          4  NET SALES:    $  41.49
                    AVG/CUST:      $  10.37
  HRS LBR:    0.56  LABOR COST:    $  5.42
                    %/NET SALES:    14.29%
  LABOR$/CUST:                     $  1.35
  SALES/MANHOUR:                   $  0.00
```

```
23:15 - 23:29
  CUST:          1  NET SALES:     $  1.23
                    AVG/CUST:      $  1.23
  HRS LBR:    0.00  LABOR COST:    $  0.00
                    %/NET SALES:     0.42%
  LABOR$/CUST:                     $  0.00
  SALES/MANHOUR:                   $  0.00

TOTAL
  CUST:         28  NET SALES:   $  290.20
                    AVG/CUST:     $  10.36
  HRS LBR:    5.36  LABOR COST:   $  32.52
                    %/NET SALES:   100.00%
  LABOR$/CUST:                     $  1.16
  SALES/MANHOUR:                  $  58.04

NO.000260 REG 01 ETHAN         TIME 10:16
DATE            02/04/2000              FRI
```

Daily Sales

```
                 THE BEST
                RESTURANT

DATE            01/13/2000            THU
            DAILY SALES REPORT

X2 REPORT                            0001

DAY                    COUNT        TOTAL

12                        79     $1761.40
13                        15      $310.28

TOTAL                     94     $2071.68
NO.000182 REG 01 ETHAN        TIME 09:30

                THANK YOU!
```

Groups By Time Period

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

```
                THE BEST
               RESTURANT

DATE           01/13/2000            THU
     GROUPS BY TIME PERIODS REPORT

X1 REPORT                            0001

TIME PERIOD   COUNT         TOTAL AV/TRNS

09:45-09:59       3        $3.03    1.01
  DESCRIPTOR           COUNT         TOTAL
  STUFF                    3         $3.03


10:00-10:14       8       $16.63    2.07
  DESCRIPTOR           COUNT         TOTAL
  STUFF                    4         $4.14
  GROUP2                   2         $4.16
  GROUP4                   2         $8.33


10:30-10:44       1        $1.01    1.01
  DESCRIPTOR           COUNT         TOTAL
  STUFF                    1         $1.01


10:45-10:59      54      $203.22    3.76
  DESCRIPTOR           COUNT         TOTAL
  STUFF                   42       $193.87
  GROUP2                   1         $2.06
  GROUP3                   1         $3.13
  GROUP4                   1         $4.16
  GROUP13                  9         $0.00


11:00-11:14      20        $8.08    0.40
  DESCRIPTOR           COUNT         TOTAL
  STUFF                   14         -2.38
  GROUP2                   1         $2.06
  GROUP3                   2         $6.27
  GROUP4                   1         $4.16
  GROUP14                  2         -2.03


11:15-11:29      20      $102.26    5.11
  DESCRIPTOR           COUNT         TOTAL
  STUFF                   18        $97.02
  GROUP2                   1         $2.10
  GROUP3                   1         $3.14
```

```
12:45-12:59       -3        -21.00
  DESCRIPTOR             COUNT          TOTAL
  STUFF                     -3         -21.00


13:00-13:14       77       $488.30      6.34
  DESCRIPTOR             COUNT          TOTAL
  STUFF                     76        $485.17
  GROUP3                     1          $3.13


13:15-13:29       26       $173.06      6.65
  DESCRIPTOR             COUNT          TOTAL
  STUFF                     25        $173.06
  GROUP13                    1          $0.00


13:45-13:59        7        $42.00      6.00
  DESCRIPTOR             COUNT          TOTAL
  STUFF                      7         $42.00


14:15-14:29       26       $179.01      6.88
  DESCRIPTOR             COUNT          TOTAL
  STUFF                     26        $179.01


14:30-14:44        5        $32.16      6.43
  DESCRIPTOR             COUNT          TOTAL
  STUFF                      4         $29.01
  GROUP3                     1          $3.15


14:45-14:59       37       $246.00      6.64
  DESCRIPTOR             COUNT          TOTAL
  STUFF                     37        $246.00


TOTAL            281     $1473.76      5.24


NO.000152 REG 01 ETHAN          TIME 09:08

                THANK YOU!
```

Eat-In By Time Periods

```
                THE BEST
               RESTURANT

DATE           01/13/2000             THU
     EAT-IN BY TIME PERIODS REPORT

X1 REPORT                            0001

TIME PERIOD     #/CUSTOMERS         TOTAL

14:15 - 14:29              3        $83.07
14:30 - 14:44              1         $4.16
14:45 - 14:59              2        $45.45

TOTAL                      6       $132.68
NO.000153 REG 01 ETHAN         TIME 09:10

               THANK YOU!
```

Take Out By Time Periods

```
                THE BEST
               RESTURANT

DATE           01/13/2000             THU
    TAKE OUT BY TIME PERIODS REPORT

X1 REPORT                            0001

TIME PERIOD     #/CUSTOMERS         TOTAL

14:15 - 14:29              2        $49.48
14:30 - 14:44              1        $43.00
14:45 - 14:59              1        $45.50

TOTAL                      4       $137.98
NO.000154 REG 01 ETHAN         TIME 09:10

               THANK YOU!
```

Drive Thru By Time Periods

```
                THE BEST
               RESTURANT

DATE           01/13/2000             THU
   DRIVE THRU BY TIME PERIODS REPORT

X1 REPORT                              0001

TIME PERIOD     #/CUSTOMERS         TOTAL

14:15 - 14:29              3        $82.47
14:45 - 14:59              2        $59.11

TOTAL                      5       $141.58
NO.000155 REG 01 ETHAN         TIME 09:10

               THANK YOU!
```

Track By Time Periods

Track 1 By Time Periods

Track 2 By Time Periods

Track 3 By Time Periods

Track 4 By Time Periods

```
                THE BEST
               RESTURANT

DATE           01/13/2000            THU
     TRACK 1 BY TIME PERIODS REPORT

X1 REPORT                            0001

TIME PERIOD     #/CUSTOMERS         TOTAL

13:00 - 13:14             2        $20.94
14:45 - 14:59             2        $58.75

TOTAL                     4        $79.69
NO.000156 REG 01 ETHAN         TIME 09:11

                THANK YOU!
```

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

```
      OPEN CHECK FOR TRACK 1 REPORT

X1 REPORT                                0001

TBL#  CHECK#  G# EMPLOYEE   TIME   TOTAL

                               IRC REG#01
0001           3             10:27
  0000000003     ETHAN             $  22.72
0005           2             10:27
  0000000004     ETHAN             $  44.95
0044           1             10:28
  0000000005     ZACHARY           $  10.63
0008           2             10:28
  0000000006     ZACHARY           $  13.80
0000           0             10:28
  0000000007     GALILEO           $  46.59
0000           0             10:28
  0000000008     GALILEO            $  6.71
0000           0             10:28      [T]
  0000000009     ORION             $  10.63
TRACK#1 TOTAL                     $  156.03

NO.000275 REG 01 ZACHARY       TIME 10:31
DATE            02/04/2000              FRI
```

Product Mix

```
DATE            02/07/2000              MON
            PRODUCT MIX REPORT
CONSOLIDATED   (01) (02)

Z1 REPORT                                0003

PRODUCT/TIME  UNIT#PC   COUNT       TOTAL

ORIGINAL     (HEAD)
----------------------------------------
11:00-11:59  0015#004     124  $  172.98
12:00-12:59  0021#002     170  $  237.15
13:00-13:59  0027#004     220  $  306.90

TOTAL        0064#002     514  $  717.03


EXTRA CRISPY (HEAD)
----------------------------------------
11:00-11:59  0033#006     270  $  341.10
12:00-12:59  0031#007     255  $  322.15
13:00-13:59  0046#007     375  $  473.75

TOTAL        0112#004     900 $ 1137.00


ALL CHICKEN  (HEAD)
----------------------------------------
11:00-11:59  0049#002     394  $  514.08
12:00-12:59  0053#001     425  $  559.30
13:00-13:59  0074#003     595  $  780.65

TOTAL        0176#006    1414 $ 1854.03


NO.000301 REG 01 ETHAN        TIME 13:03
```

Product Projections

```
DATE            03/28/2000              TUE
       PRODUCT PROJECTIONS REPORT

X1 REPORT                                0001

ORIGINAL          (HEAD)               TUES

TIME         WEEK1 WEEK2 WEEK3 WEEK4   AVG
08:00-08:59    17    15    13    13   14.5

  TOTAL        17    15    13    13   14.5


EXTRA CRISPY      (HEAD)               TUES

TIME         WEEK1 WEEK2 WEEK3 WEEK4   AVG
08:00-08:59    41    45    43    43   43.0

  TOTAL        41    45    43    43   43.0


ALL CHICKEN       (HEAD)               TUES

TIME         WEEK1 WEEK2 WEEK3 WEEK4   AVG
08:00-08:59    58    60    57    57   58.0

  TOTAL        58    60    57    57   58.0


NO.000043 REG 01 ETHAN          TIME 08:55
```

Station Totals

Prints for each register in an IRC configuration.

```
DATE            03/28/2000              TUE
          STATION TOTALS REPORT

X1 REPORT                                0001

DESCRIPTOR              COUNT          TOTAL

                                   IRC REG#01
NET SALES                  20    $  6698.39
GROSS SALES                      $  6699.14
COUPON TRANS                1     $  214.44
AVG CPN SALE                      $  214.44

NO.000045 REG 01 ETHAN           TIME 09:02
```

Time Keeping

Daily Time Keeping

```
                THE BEST
               RESTURANT

DATE           01/13/2000             THU
          TIME KEEPING REPORT
                                IRC REG#01
X1 REPORT                            0001

EMP#          SSN    NAME            TIPS

001   000-00-0000  ETHAN            $0.00
     08:45 - 15:02       OWNER
     07:52 - 16:49       OWNER
     07:55 - 16:44       MANAGER
 OWNER           8.00 REG         7.13 OT
 MANAGER         8.00 REG         0.49 OT
 TOTAL REG      16.00 HR       $120.00 CST
 TOTAL OT        8.02 HR        $76.14 CST
 TOTAL LBR      24.02 HR       $196.14 CST

002   000-00-0000  ZACHARY          $0.00
     08:02 - 14:45       MANAGER
     07:54 - 16:52       MANAGER
     09:32 - 13:54       OWNER
 OWNER           4.22 REG         0.00 OT
 MANAGER         8.00 REG         7.40 OT
 TOTAL REG      12.22 HR        $98.16 CST
 TOTAL OT        7.40 HR       $103.68 CST
 TOTAL LBR      20.02 HR       $201.84 CST

----------------------------------------
OWNER
 REG            12.22 HR        $74.16 CST
 OT              7.13 HR        $65.07 CST
 TOTAL LBR      19.35 HR       $139.23 CST

MANAGER
 REG            16.00 HR       $144.00 CST
 OT              8.29 HR       $114.75 CST
 TOTAL LBR      24.29 HR       $258.75 CST

TOTAL
 REG            28.22 HR       $218.16 CST
 OT             15.42 HR       $179.82 CST
TOTAL LABOR     44.04 HR       $397.98 CST
TOTAL TIPS        $0.00    TIP%   $306.94

NO.000166 REG 01 ETHAN         TIME 09:28

                THANK YOU!
```

Weekly Time Keeping

Period Time Keeping

```
DATE            02/23/2000              WED
          TIME KEEPING REPORT
                                  IRC REG#01
X2 REPORT                              0001

EMP#          SSN    NAME              TIPS

002   000-00-0000  ZACHARY         $  1.00
 MANAGER       32.00 REG          4.40 OT
 KITCHEN        8.00 REG          0.00 OT
 TOTAL REG     40.00 HR     $  320.00 CST
 TOTAL OT       4.40 HR      $  63.04 CST
 TOTAL LBR     44.40 HR     $  383.04 CST

003   000-00-0000  GALILEO         $  0.00
 COUNTER       25.00 REG          0.00 OT
 KITCHEN       12.45 REG          0.00 OT
 TOTAL REG     37.45 HR     $  157.25 CST
 TOTAL OT       0.00 HR       $  0.00 CST
 TOTAL LBR     37.45 HR     $  157.25 CST

----------------------------------------
MANAGER
 REG           32.00 HR     $  288.00 CST
 OT             4.40 HR      $  63.04 CST
 TOTAL LBR     36.40 HR     $  351.04 CST

COUNTER
 REG           25.00 HR     $  106.25 CST
 OT             0.00 HR       $  0.00 CST
 TOTAL LBR     25.00 HR     $  106.25 CST

KITCHEN
 REG           20.45 HR      $  83.00 CST
 OT             0.00 HR       $  0.00 CST
 TOTAL LBR     20.45 HR      $  83.00 CST

TOTAL
 REG           77.45 HR     $  477.25 CST
 OT             4.40 HR      $  63.04 CST
TOTAL LABOR    82.25 HR     $  540.29 CST
TOTAL TIPS     $  1.00     TIP%  $  72.17

NO.000041 REG 01 ETHAN        TIME 23:57
```

Shift Report

Complete Financial Reporting is available for each of 4 possible shifts.

```
DATE            02/24/2000              THU
          DAY SHIFT#1 REPORT
CONSOLIDATED    (01) (02)

X1 REPORT                                0002
LUNCH                          11:00-14:00
DESCRIPTOR              COUNT          TOTAL

+PLU LVL1 TTL              15     $  242.39
+PLU LVL2 TTL               1       $  1.02
+PLU LVL3 TTL               1       $  1.03
+PLU LVL4 TTL               1       $  1.04
+PLU LVL6 TTL               2       $  4.12
+PLU LVL11 TTL              2       $  6.22
+PLU LVL13 TTL              1       $  3.13
+PLU LVL16 TTL              1       $  4.16
ADJST TTL                  24     $  263.11
-----------------------------------------
NON-TAX                            $  27.99
TAX1 SALES                        $  206.12
TAX3 SALES                          $  3.00
TAX4 SALES                         $  20.00
TAX5 SALES                         $  10.00
TAX6 SALES                        $  200.00

TAX1                               $  13.39
TAX3                                $  0.20
TAX4                                $  1.30
TAX5                                $  0.66
TAX6                               $  13.00
% 4                          1        -0.75

NET SALES                    5     $  301.91
CANCEL                       1     $  107.00

GROSS SALES                        $  291.66
-----------------------------------------
CASH SALES                   4     $  159.43
CHECK SALES                  1     $  142.48
R/A 1                        1     $  100.00
P/O 1                        1        -25.00
-----------------------------------------
CASH-IN-DRAWER                     $  234.43
CHECK-IN-DRAWER              1     $  142.48
DRAWER2 TOTAL                      $  376.91
-----------------------------------------
PROMO                        1        -4.00
COUPON SALES                 1        -0.75

NO.000057 REG 01 ETHAN        TIME 11:04
```

Inventory

The Inventory report can only be taken in IRC, Consolidate All Registers mode. There is no inventory reporting by register, only store-wide. An example of the inventory report follows:

```
DATE          03/28/2000              TUE
            INVENTORY REPORT
CONSOLIDATED   (01) (02)

Z1 REPORT                              0001

INV #001  PATTY

 BEGINNING INVENTORY                    00.000
 RECEIPTS                              200.000
 TRANSFER INS                           00.000
 TRANSFER OUTS                          00.000
 RAW WASTE                              00.000
 THEORETICAL USAGE                      07.000
 ACTUAL INVENTORY                      193.000
 ACTUAL USAGE                           07.000
 ENDING INVENTORY                      193.000
 VALUE OF INVENTORY                     96.500
 VARIANCE                           00.000
 VARIANCE COST                      $  00.000
 EFFICIENCY %                         100.000
 FOOD COST                          $  03.500
 FOOD COST %                            21.94%

INV #002  BUN

 BEGINNING INVENTORY                    00.000
 RECEIPTS                              450.000
 TRANSFER INS                           00.000
 TRANSFER OUTS                          00.000
 RAW WASTE                              00.000
 THEORETICAL USAGE                      05.000
 ACTUAL INVENTORY                      445.000
 ACTUAL USAGE                           05.000
 ENDING INVENTORY                      445.000
 VALUE OF INVENTORY                     44.500
 VARIANCE                           00.000
 VARIANCE COST                      $  00.000
 EFFICIENCY %                         100.000
 FOOD COST                          $  00.500
 FOOD COST %                             3.13%

INV #007  MUSTARD

 BEGINNING INVENTORY                    00.000
 RECEIPTS                             1800.000
 TRANSFER INS                           00.000
 TRANSFER OUTS                          00.000
 RAW WASTE                              00.000
```

THEORETICAL USAGE	10.000
ACTUAL INVENTORY	1790.000
ACTUAL USAGE	10.000
ENDING INVENTORY	1790.000
VALUE OF INVENTORY	17.900
VARIANCE	00.000
VARIANCE COST	$ 00.000
EFFICIENCY %	100.000
FOOD COST	$ 00.100
FOOD COST %	0.62%

INV #008 ONIONS

BEGINNING INVENTORY	00.000
RECEIPTS	1900.000
TRANSFER INS	00.000
TRANSFER OUTS	00.000
RAW WASTE	00.000
THEORETICAL USAGE	15.000
ACTUAL INVENTORY	1884.000
ACTUAL USAGE	16.000
ENDING INVENTORY	1884.000
VALUE OF INVENTORY	56.520
VARIANCE	-1.000
VARIANCE COST	-0.030
EFFICIENCY %	09.334
FOOD COST	$ 00.480
FOOD COST %	3.00%

INV #009 KETCHUP

BEGINNING INVENTORY	00.000
RECEIPTS	2000.000
TRANSFER INS	00.000
TRANSFER OUTS	00.000
RAW WASTE	00.000
THEORETICAL USAGE	10.000
ACTUAL INVENTORY	1980.000
ACTUAL USAGE	20.000
ENDING INVENTORY	1980.000
VALUE OF INVENTORY	39.600
VARIANCE	-10.000
VARIANCE COST	-0.200
EFFICIENCY %	00.000
FOOD COST	$ 00.400
FOOD COST %	2.50%

INVENTORY TOTAL

PLU RECIPE SALES	$ 15.95
FOOD COST	4.980
FOOD COST %	31.22%
VALUE OF INVENTORY	255.020
VARIANCE COST	-0.230

Definitions

Beginning Inventory

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

Receipts

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

Transfer Ins

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

Transfer Outs

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

Raw Waste

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

Theoretical Usage

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

Actual Inventory

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

Actual Useage

The Actual Use Quantity. A.USE=[(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 is entered in X-mode. 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 Varience +/-. VR+/- =[(T.USE)-(A.USE)]

Variance Cost

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

Efficiency %

The Efficiency Percentage. EFF.%=[(100)-((T.USE)-(A.USE))*100)]

Food Cost

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

Food Cost %

The Food Cost Percentage. FC %=[((FDCST)/(PLU RECIPE SALES))*(100)]

PLU Stock

PLUs designated as stock PLUs (see PLU Status Group Programming) will appear on this report.

```
DATE           03/28/2000              TUE
            PLU STOCK REPORT
CONSOLIDATED   (01) (02)

X1 REPORT                              0001

PLU#           DESCRIPTOR             COUNT

00000000000002 PLU2                     15
00000000000005 PLU5                    -14
00000000000006 PLU6                     36
00000000000013 70                       48
00000000000026 PLU26                    42
00000000000032 HAMBURGER                 9
00000000000033 DOUBLE BURGER            12
00000000000050 FILET MIGNON              6
00000000000051 BAKED POTATO             40
00000000000052 SALAD                    22
00000000000053 MARGARITA                48
00000000000054 TROUT                     9
00000000000055 AU GRATIN                17
00000000000056 SOUP                     58
00000000000057 SOUP OF DAY cup          32
00000000000058 PINA COLADA              66
00000000000060 WING                      1
00000000000061 BREAST                   25
00000000000062 LEG                     102
00000000000096 PLU96                    25
NO.000051 REG 01 ETHAN         TIME 13:30
```

Food Cost

PLUs assigned to a recipe (see PLU Status Group Programming) will appear on this report.

```
DATE           03/28/2000                TUE
            FOOD COST REPORT
CONSOLIDATED   (01)
X1 REPORT                                0001

HAMBURGER          PRICE $               2.79

PLU#00000000000032
  FOOD COST %              26.88%
  USAGE COUNT                 3
  ITEM COST             $  0.750
  USAGE COST            $  2.250
  SALES COUNT                 3
  NET SALES              $  8.37

DOUBLE BURGER      PRICE $               3.79

PLU#00000000000033
  FOOD COST %              32.98%
  USAGE COUNT                 2
  ITEM COST             $  1.250
  USAGE COST            $  2.500
  SALES COUNT                 2
  NET SALES              $  7.58

PLU COST TOTAL

TOTAL FOOD COST %                      29.78%
TOTAL FOOD COST                     $  4.750
TOTAL SALES COUNT                          5
NET SALES TOTAL                     $  15.95

NO.000048 REG 01 ETHAN            TIME 13:22
```

Definitions

Food Cost %

((FOOD COST)\(NET SALES)*100)

Usage Count

(SALES COUNT + PROMO COUNT + WASTE COUNT)

Item Food Cost

COMBINED COST OF ALL ANGREDIENTS\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).

Electronic Journal

```
DATE            03/28/2000              TUE
        ELECTRONIC JOURNAL REPORT

X1 REPORT                                0001


DATE            03/31/2000              FRI
   1  PLU1                           $  2.00
   1  PLU1                              0.00
   1  PLU1                              0.00
   1  PLU1                              0.00
   1  PLU1                              0.00
   1  PLU2              T1           $  2.06
   1  PLU2              T1           $  2.07
   1  PLU2              T1           $  2.08
   1  PLU2              T1           $  2.09
   1  PLU2              T1           $  2.10
              ITEMS 10.00
      SUBTOTAL                      $  12.40
      TAX TOTAL                      $  0.68
      TOTAL            $  13.08
      CASH              $  13.08
      * ORDER# 0101 *
NO.000001 REG 01 ETHAN          TIME 05:49
DATE            03/31/2000              FRI
   1  PLU1                           $  2.00
              ITEMS 1.00
      SUBTOTAL                       $  2.00
      TOTAL             $  2.00
      CASH               $  2.00
      * ORDER# 0102 *
NO.000002 REG 01 ETHAN          TIME 06:16
```

```
DATE            03/31/2000              FRI
   1  PLU1                          $  2.00
                ITEMS 1.00
      SUBTOTAL                      $  2.00
      TOTAL               $  2.00
      CASH                 $  2.00
      * ORDER# 0103 *
NO.000003 REG 01 ETHAN          TIME 06:18
DATE            03/31/2000              FRI
   3  PLU1                          $  6.00
                ITEMS 3.00
      SUBTOTAL                      $  6.00
      TOTAL               $  6.00
      CASH                 $  6.00
      * ORDER# 0104 *
NO.000004 REG 01 ETHAN          TIME 06:18
DATE            03/31/2000              FRI
   3  PLU1                          $  6.00
                ITEMS 3.00
      SUBTOTAL                      $  6.00
      TOTAL               $  6.00
      CASH                 $  6.00
      * ORDER# 0105 *
NO.000005 REG 01 ETHAN          TIME 06:20
```

Not Found PLU Report

```
                THE BEST
              LIQUOR STORE

DATE           01/13/2000             THU
         NOT FOUND PLUREPORT

X1 REPORT                              0001

DESCRIPTOR                 NOT FOUND PLU#
----------------------------------------
SUMMIT ALE                 00000123700259

NO.000148 REG 01 ETHAN        TIME 09:04

               THANK YOU!
```

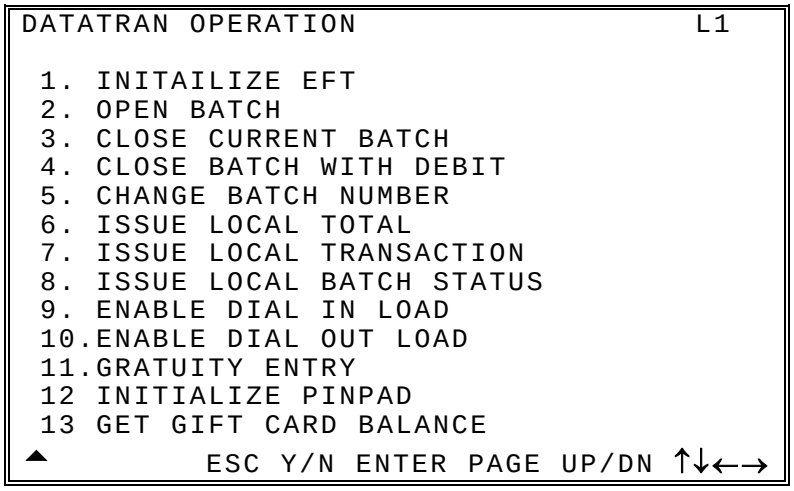
Integrated Payment Appendix

One Day Example of Credit Authorization

Open Batch

NOTE: To present things in a logical order, OPEN BATCH is shown at the *beginning* of the day, but in practical day-to-day operation it is recommended to open a new batch ***right after*** closing today's batch, so it is ready to go for the next day.

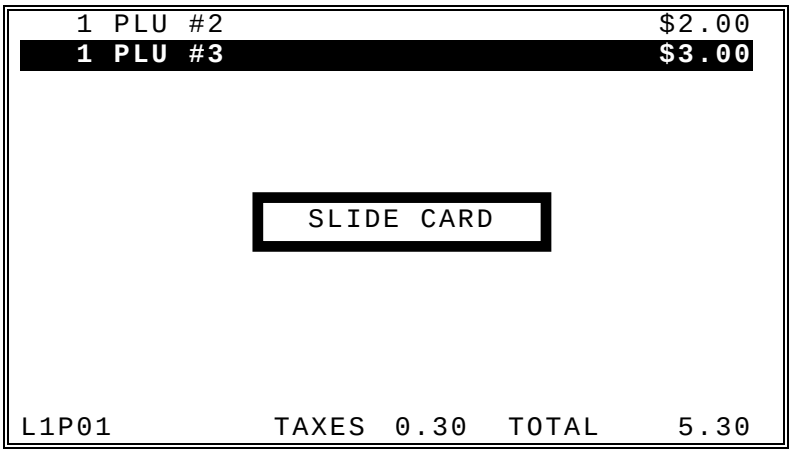
1. Choose DATATRAN OPERATION from the X-Mode menu.
2. Select #2 OPEN BATCH. No printing takes place.



Sample Credit Transaction

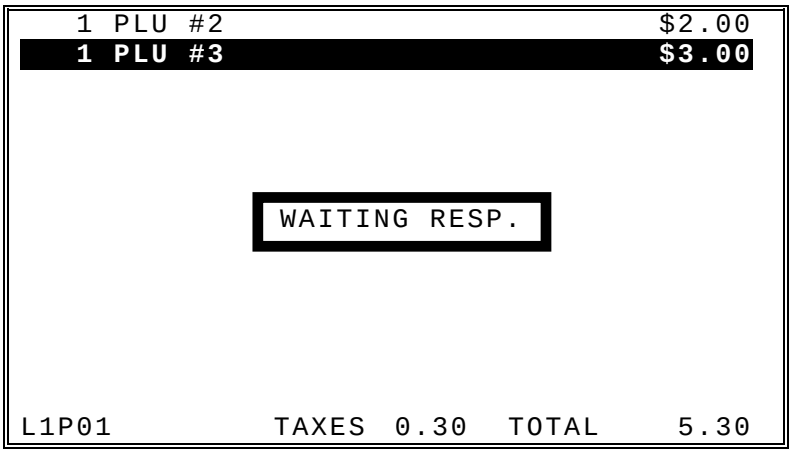
1. Register a normal transaction.
2. Press the appropriate MISC TEND key.

   The message "SLIDE CARD" displays.

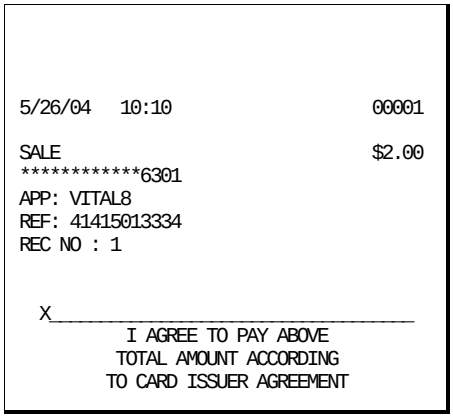


3. Swipe card.

   The message "WAITING RESP." displays until the card verification is complete.
4. When verification is complete, the draft is printed.

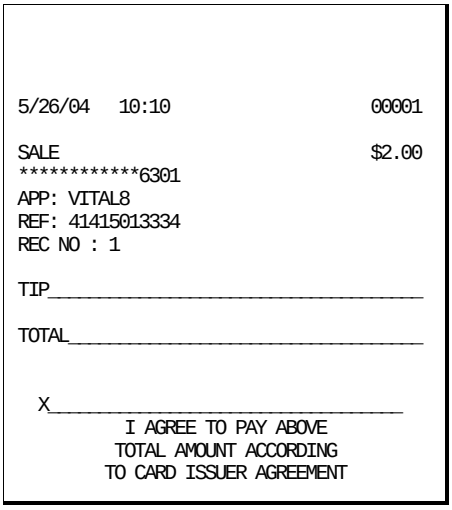


Sample Draft



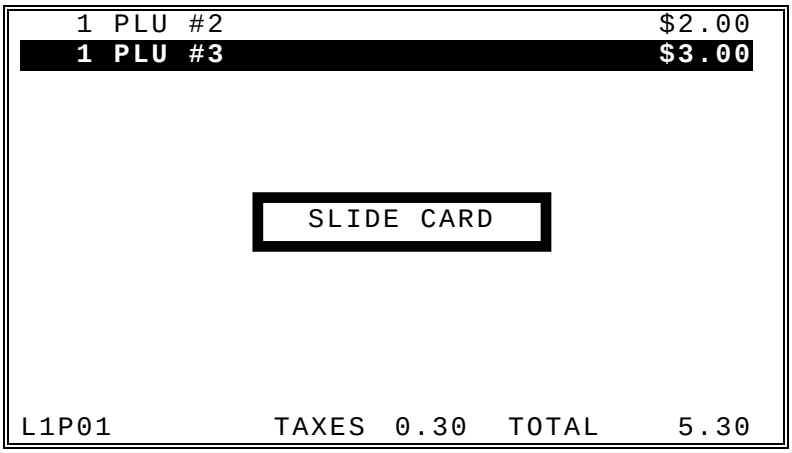
Sample Draft – With Gratuity

To print the tip entry line, see P-Mode General Printing Options (see page SPS-1000 Program Manual) and set option #31, "*Print Tip on EFT Receipt*" to **Y**(es).

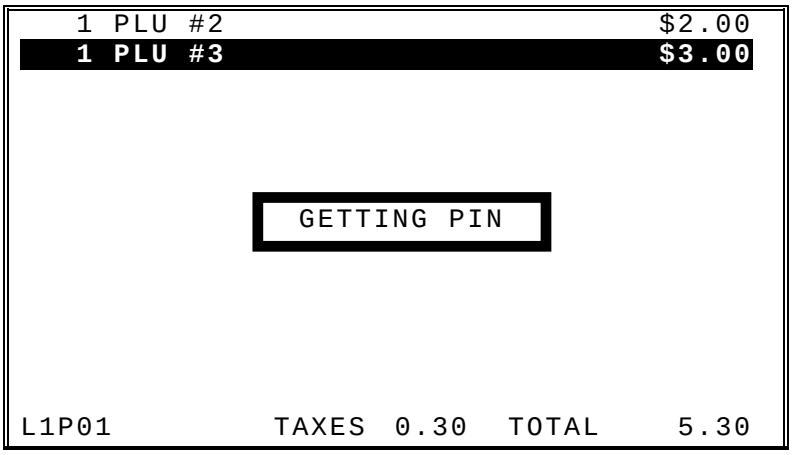


Sample Debit Transaction

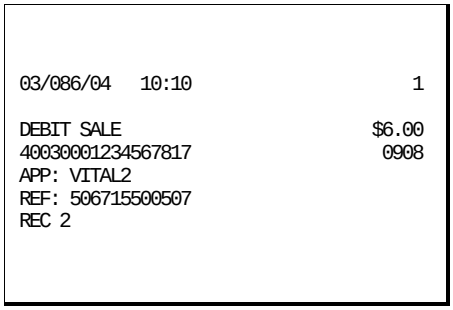
1. Register a normal transaction.
2. Press the appropriate MISC TEND key (with debit function). The message "SLIDE CARD" displays.



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 press the ENTER key. The terminal now displays "WAITING RESP." until the card verification is complete.
5. When verification is complete, the draft is printed.



Sample Draft

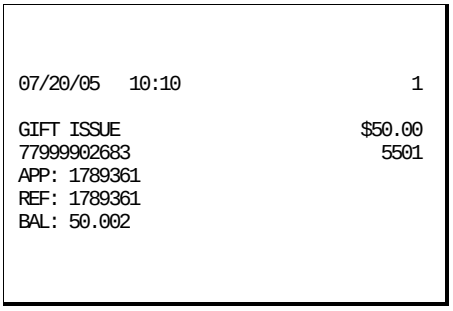


Gift Card Operations

Sale of Gift Card

1. Register the gft card amount into a PLU linked to a unique PLU Status Group with the gift card activate function.
2. Press the appropriate MISC TEND key (with gift function). 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.

Sample Draft



Addition to Gift Card

The procedure is identical to to sale of gift card, except enter the amount of the addition into a distinct PLU programmed linked to a separate PLU Status Group set with the gift card add function.

Payment with Gift Card

1. Register a normal transaction..
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.

Sample Draft

Note:
Gift Balance is printed

```
07/20/05   10:10                    1

GIFT CARD REDEMPTION            $20.00
77999902682                       5501
APP: 1789323
REF: 1789323
BAL: 30.00
```

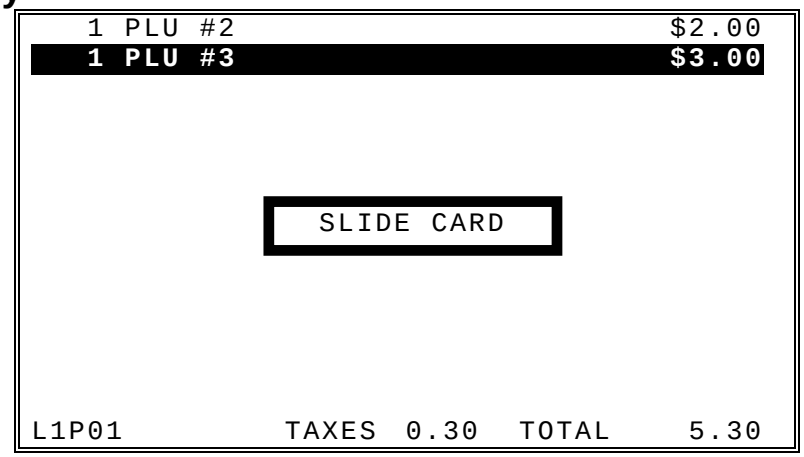
Sample Receipt

```
DATE 07/20/2005 WED          TIME 10:10

   1  PLU1                       $20.00
      TOTAL                      $20.00
      GIFT CARD                  $20.00
SALE                             $20.00
*******2682
APP: 1789323
REF: 1789323
REC: 1789323
        * ORDER# 0166 *
EMPLOYEE1    NO.000066           REG 01
```

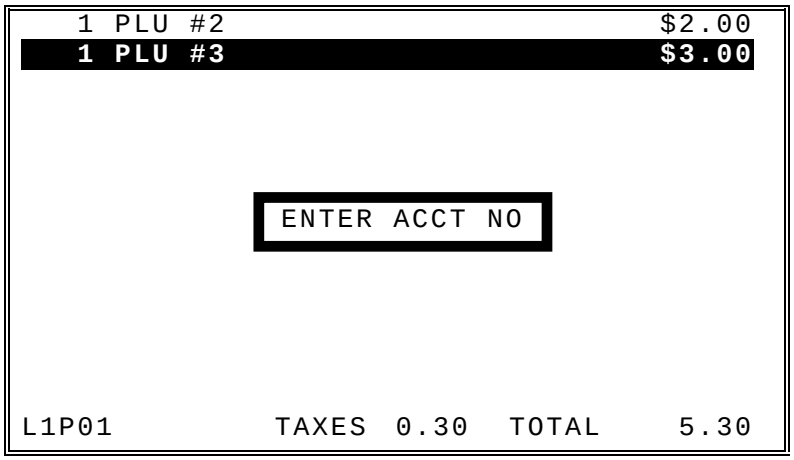
Manual Card Entry

1. Register a normal transaction.
2. Press the appropriate MISC TEND key.

   The message "SLIDE CARD" displays.



3. If card will not read, press Clear once, the message "Enter Acct No" Displays.
4. Enter the account number and press ENTER (or press Clear again to abort the transaction.)
5. At the message "ENTER EXP DATE" enter the 4-digit month/year, press ENTER.
6. The "WAITING RESP." message displays and the transaction completes normally.

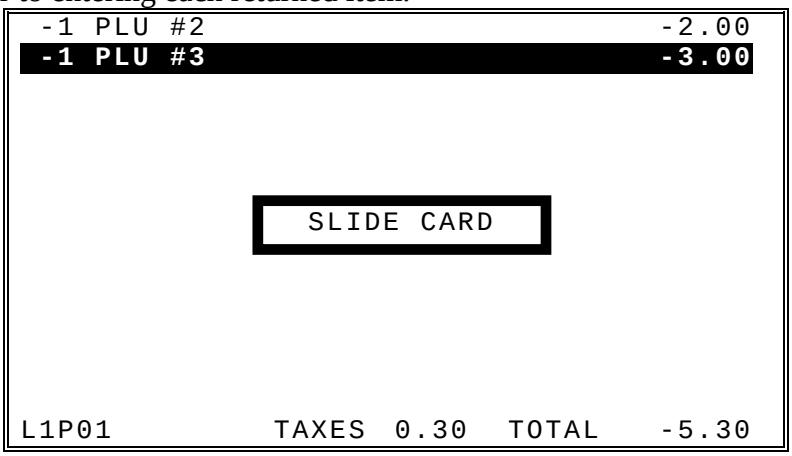


Merchandise Return

Complete the merchandise return transaction as you would a normal transaction. Press MDSE RTRN prior to entering each returned item.

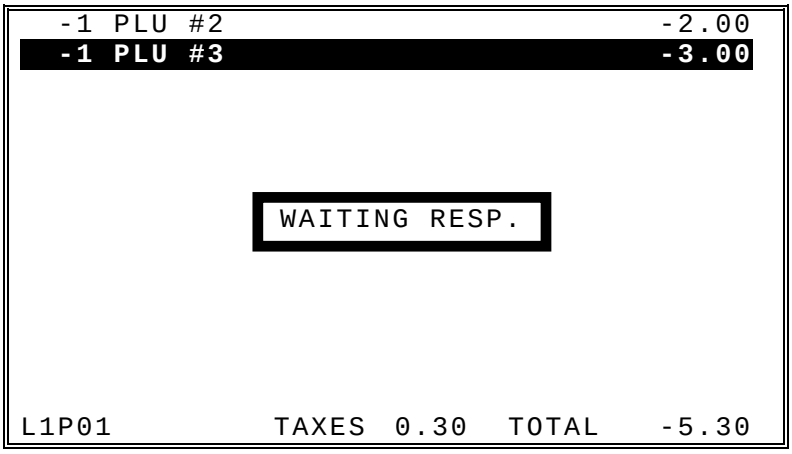
1. Register a normal transaction.
2. Press the appropriate MISC TEND key.

   The message "SLIDE CARD" displays.

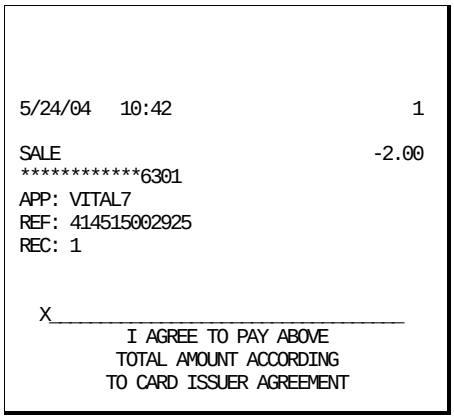


3. Swipe card.

   The message "WAITING RESP." displays until the card verification is complete.
4. When verification is complete, the draft is printed.



Sample Draft

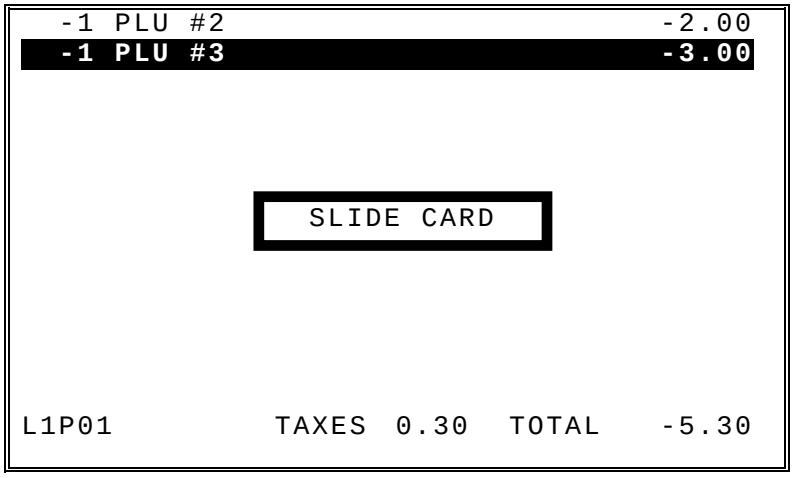


Void Transaction

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

1. Turn the keylock to the VOID position
2. Register a normal transaction.
3. Press the appropriate MISC TEND key.

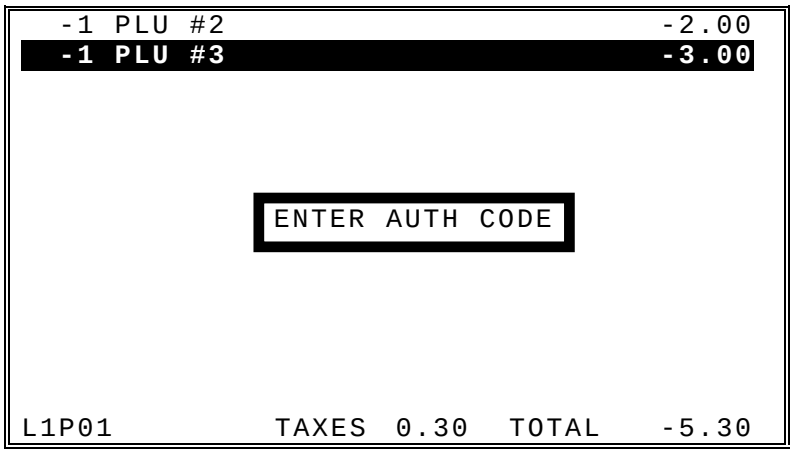
   The message "SLIDE CARD" displays.



4. Swipe card.

   The message "ENTER AUTH CODE." displays.

5. Enter the authorization code printed for the transaction to be voided, press ENTER.

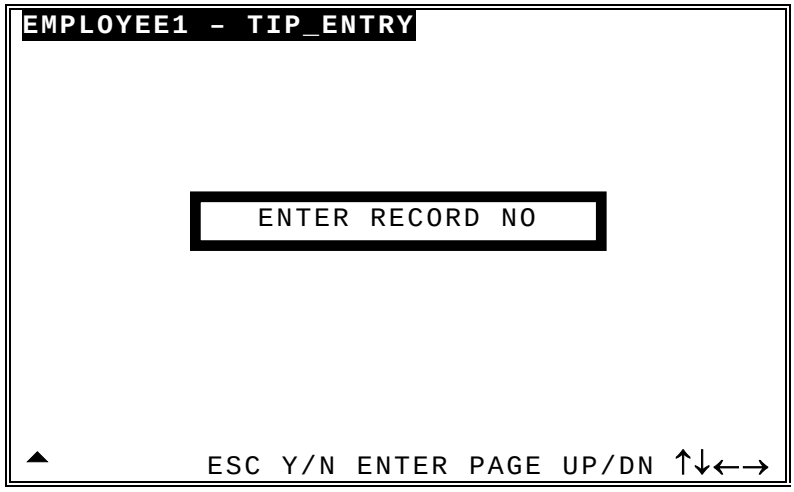


6. The message "ENTER REF CODE" displays. Enter the Reference number from the transaction to be voided. Press ENTER.
7. The message "WAITING RESP." displays until the transaction is found and the original record voided.

Local Total Report

Run an Issue Local Total report to confirm that credit totals match the financial report before closing the batch. See "Issue Local Total" on page 255.

Gratuity Entry



1. Choose DATATRAN OPERATION from the X-Mode menu.
2. Select #11 DATATRAN OPERATION.
3. Select #11 GRATUITY ENTRY from the DATATRAN OPERATON menu.
4. Follow the prompts to enter the record number, original transaction amount and tip amount.
5. If the record number and transaction number are valid, the tip amount is entered in the batch and a tip entry chit prints as shown below.

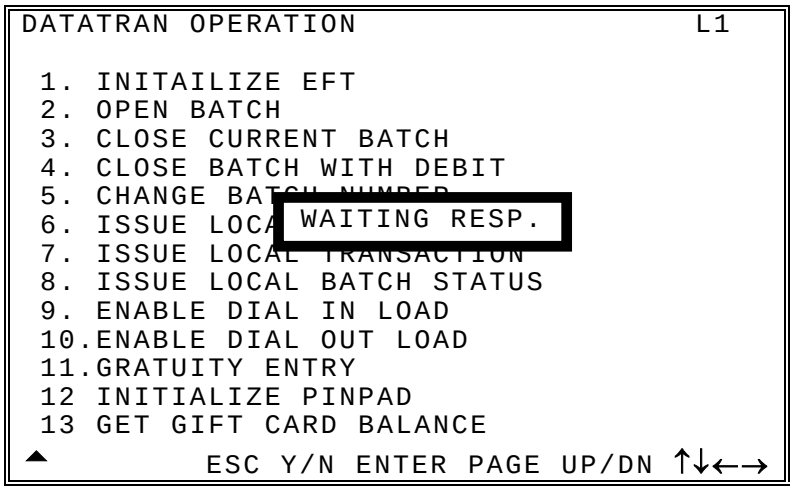
Sample Tip Chit

```
DATE 09/27/2004 MON   TIME 10:41
SALE AMOUNT: $426
TIP AMOUNT: $1.50
REF: *
REC: 2
EMPLOYEE1    NO.000023    REG 01
```

Close Batch

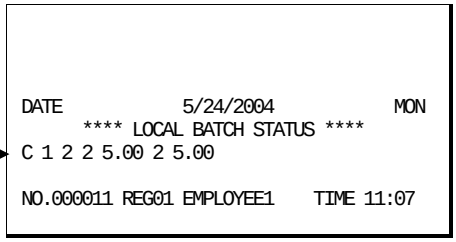
NOTE: To present things in a logical order, OPEN BATCH is shown at the *beginning* of the day, but in practical day-to-day operation it is recommended to open a new batch ***right after*** closing today's batch, so it is ready to go for the next day.

1. Choose DATATRAN OPERATION from the X-Mode menu.
2. Select #3 CLOSE CURRENT BATCH.
   or CLOSE BATCH WITH DEBIT if the batch contains debit transactions.
   The message "WAITING RESP." displays.
3. When communication is complete, the Local Batch Status prints and the batch is closed.



Close Batch

See Explanations →



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

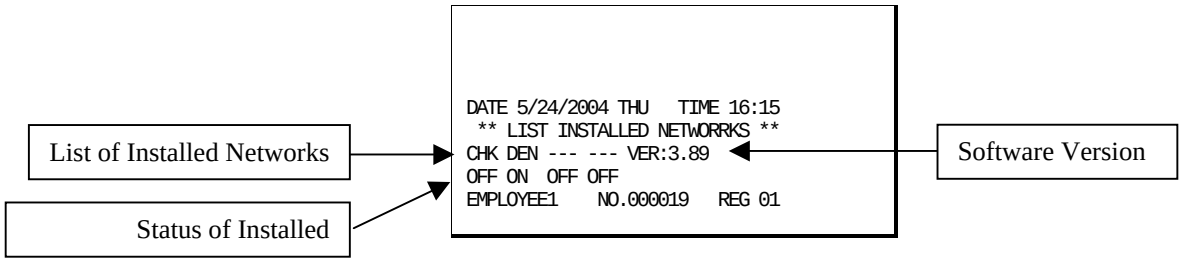
DataTran Operation Menu

1. Choose DATATRAN OPERATION from the X-Mode menu.
2. Review the explanations that follow and select the appropriate operation.

```
DATATRAN OPERATION                          L1

 1. INITAILIZE EFT
 2. OPEN BATCH
 3. CLOSE CURRENT BATCH
 4. CLOSE BATCH WITH DEBIT
 5. CHANGE BATCH NUMBER
 6. ISSUE LOCAL TOTAL
 7. ISSUE LOCAL TRANSACTION
 8. ISSUE LOCAL BATCH STATUS
 9. ENABLE DIAL IN LOAD
 10.ENABLE DIAL OUT LOAD
 11.GRATUITY ENTRY
 12 INITIALIZE PINPAD
 13 GET GIFT CARD BALANCE
▲          ESC Y/N ENTER PAGE UP/DN ↑↓←→
```

Initialize EFT

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



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 1000 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

The Local Transaction Report contains details of each transaction in the current batch.

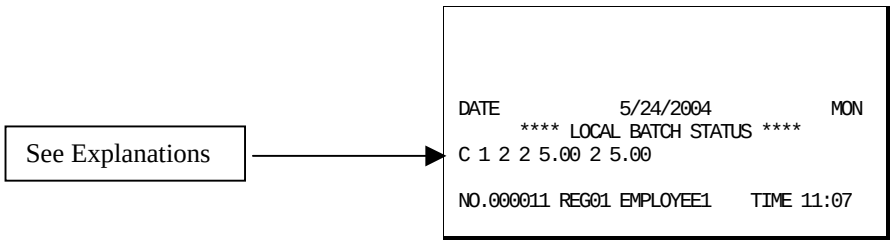
Example

(Note: New format for version 4.17d and later. Refer to appendix for report key.)

```
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, select the Gratuity Entry command from the Datatran Operation Menu. When Prompted, enter the Record number from the merchant credit draft (REC NO:). The register will prompt the operator for the original sale amount (also from the merchant draft) and the tip amount. 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.

Glossary of Terms

Activity Count

The activity counter keeps track of the number of times an entry is made on a PLU, or function key.

Add Check

The Add Check function is used to add multiple guest checks (tracking balances or soft checks) for payment together. (Use Tray Subtotal to add separate transactions when you are not tracking balances.)

Alpha Keyboard Overlay

The alpha keyboard overlay represents a new set of functions and characters for each key on the keyboard. When you are programming a field that requires alpha numeric entries, the keyboard automatically shifts into the alpha keyboard so that you can simply type the message or descriptor you wish to program. An overlay legend sheet is provided to place on the keyboard while you are programming.

Audaction

Refers to the total of all sales ending in a negative balance.

Authority Levels

Each employee must be assigned to one of nine authority levels. Each of the levels is set up to determine the operations that are allowed for each employee.

For example, in a restaurant an authority level with the descriptor kitchen help could be set to allow only clocking in/out, or an authority level with the descriptor owner could be set up to allow all functions. Other authority levels could be defined for servers, cashiers and managers that allow only the appropriate functions.

Auto Grill

Use the Auto Grill option to send items individual items to the designated kitchen printer. Items are sent with a one item delay (at the next item or at subtotal.)

Auto Scale

Registrations of PLUs with auto scale status will automatically multiply by the weight placed upon a scale connected to the register. Use for items such as produce that are always sold by weight.

Auto Tare

With auto tare status assigned, a preprogrammed tare weight will automatically subtract from the weight from the scale.

Bitmap File

The bitmap file is an image, i.e. a logo that can be printed on a receipt or guest check. The bitmap file is downloaded to the SPS 1000 from a PC, and then downloaded to the memory of the appropriate printer.

Canadian Donut Law

Refers to special Provincial or State sales tax laws that change the taxable status of an item depending upon the quantity sold. Donuts, for example, might be taxable when sold individually at a bakery. However, if a customer purchases a dozen, the food sale is considered non-taxable.

Cancel

Press the CANCEL function to abort a transaction in progress. All current items are removed (voided).

Check Cash

Use the CHECK CASH function to exchange a check for cash outside of a sale.

Check Endorse

If compulsory check endorsement is set with the CHECK key, use the CHECK ENDORSE function to print the endorsement message after a check is inserted into the appropriate printer.

Compulsory

When an operation is programmed compulsory, a function (i.e. Non-add number entry) must be performed in order to complete the operation.

Condiment

Condiment PLUs are different from non-condiment PLUs in the manner they display and print during operations. Non-condiment PLUs are used for "main" items. Condiment items are indented and displayed/printed below a main item so that condiments or cooking instructions are easily understood for each "main" item.

Continue

Use the Continue function to override the pop-up employee function after a transaction. Allows the employee to post an additional transaction without signing on again.

Currency Conversion

Use one of the 5 available currency conversion functions to convert and display the value of the transaction in foreign currency. Only cash tender is allowed after pressing a CURR CONV key. Change is calculated and issued in home currency.

Custom Report

One custom report can be created, with up to 50 totals and counters. The report is built by selecting totals that also appear on either the financial or sales by time period reports. When the custom report is created, totals and counters separate from the original report are also created (in other words, you can clear the custom report independently without affecting totals in any other report.)

Another feature of the custom report is the ability to add or subtract selected totals to create a new subtotal of selected information.

Default Program

The original program installed in the *SPS-1000*. The register has a default program, which makes it operational after a RAM clear. Nearly all option, rate, and status programs are set to zero as the default condition.

Destination

Refers to the destination for the sale i.e. eat-in, take out, drive thru.

Discount (Item)

An item discount (coupon or %) subtracts an amount or percentage from the price of an item. This subtraction nets the Department or PLU total.

Discount (Sale)

A sale discount (coupon or %) subtracts an amount or percentage from the entire sale.

Electronic Journal

The electronic journal is an area of memory designated to keep a sales journal. The electronic journal can be printed, if necessary, to provide a traditional record of all register activity.

Error Condition

An error condition signals that an incorrect operation has occurred. It is identified by an audible tone and an error descriptor appearing on the display.

Error Correct

An error correct operation voids the last item entered, it must be used within a sale.

Food Stamps

In the United States, Food Stamps may be used to purchase eligible food items at food stores that participate in the program. The SPS 1000 can assist a retailer in handling food stamp transactions by sorting food stamp and non-food stamp eligible items within each sale and tracking food stamp payments for eligible items.

Gallonage

Gallonage is a status that can be assigned to a PLU. Gallonage PLUs accept a price, but print both the price and the quantity of gallons sold. The quantity of gallons is computed from the price per gallon, which is set as the preset price.

Groups

Groups are totals that collect information from designated PLUs. For example all PLU dessert items could collect in a group total called "desserts". You can send each PLU to up to three groups. The first group is designated in PLU programming, the second and third groups are designated in PLU Status Group programming.

HALO

The high amount lock-out (HALO) limits the amount allowed to be entered in a PLU, or function key.

Ingredient Inventory

A menu-explosion type inventory system is set up when PLUs are linked to a recipe# . The X-MODE MANAGER MENU provides functions to receive, transfer in/out, or enter raw waste for ingredients used in the recipe system.

Initial Clear

The initial clear 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.

IRC

Inter Register Communications (IRC) is the term used to describe communications within a network of registers. Information exchanged between registers includes check information for posting to guest checks, information to be printed or displayed at printers or videos, and sales information for consolidated reporting.

The SPS 1000 uses ETHERNET at 10Mbps for IRC.

Job Codes

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.)

Keyboard Level

Each keyboard level is a separately defined set of keyboard functions for each key on the keyboard. For example, separate levels might be required for different lunch/dinner menus. Or, within a restaurant different keyboards might be set up for pre-check, bar and/or cashier stations. Each register might contain the functions for each station on a separate level, so that any register could function at any station by simply changing keyboard levels and key legend sheets.

The SPS 1000 has five keyboard levels.

Link PLU

If you wish the registration of a PLU to automatically cause the registration of another PLU, enter the number of the PLU you wish to register automatically in the LINK PLU field of the appropriate PLU Status Group.

Macro

Macros record key sequences for later execution. Up to 40 macros may be recorded and executed by pressing a function key or by entering the appropriate macro number and pressing a function key.

Memo PLUs

Use Memo PLUs to display a descriptor on the screen or print a descriptor at a printer. Memo PLUs do not add to any total in the SPS 1000.

Memory Allocation

Memory allocation is a program that determines how the system memory is divided to provide the correct features for your application. For example, you may require more or less employee memory, PLUs, or reporting. Memory allocation allows you to maximize the features you need while minimizing the features you do not need.

Modifier

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). More than one modifier key can be pressed in succession to alter the PLU code.

No Sale

No sale is an operation to simply open the cash drawer.

NON-PLU Code

The NON-PLU Code program must be set if you wish to scan UPCs (using the EAN 13 code) with embedded prices, weights or quantities.

Within the EAN 13 code, the first two digits (part a) are used as an identifier and the last digit (part c) is used as a check digit. The remaining 10 digits (part b) contain the product code and the price (or weight or quantity).

Override

Override is an operation used to bypass a programmed price or HALO.

Password

A four digit password can be set to control access to reports. Different passwords can be set for X and Z1, Z2 etc. reports.

A system password can be set to allow service access to all of the functions of the *SPS 1000*. For example, use the system password if you are servicing a users system and you do not know an employee code that allows you to access necessary functions, or if authority level programming prohibits you from accessing functions you need to access in order to complete your tasks.

Piece Count

The piece count is the value assigned to a PLU item that represents the number of unit pieces sold when the PLU is registered. For example, the number of pieces of

chicken can be counted when a chicken dinner is sold. The number of units set as the piece count will be reflected in product mix reporting.

PLU Status Link

Also referred to as PLU Status Group. The status link # contains the many of the configurable options for a PLU.

PLUs

Price look-ups (PLUs) are used to register items. PLUs can be fixed keys on the keyboard or they can be accessed by indexing a code number and pressing the PLU key. PLUs can be programmed with a preset or open price. PLUs record their own activity count and dollar total on any of the PLU reports.

Post Tendering

The Post Tendering feature allows the operator to use the register to compute change on cash transactions after the sale has been finalized.

To calculate change due after finalizing the sale, enter the cash amount presented by the customer and then press **CASH**. The amount of change due the customer is then displayed, and the cash drawer may open.

This is a calculation function only, and no totals or counters are updated by the use of this feature.

Price Level

Prices may be assigned at up to five different price levels for each item. One of up to 20 price level keys is identified for each different PLU price.

Product Mix Groups/Product Mix Reporting

Product Mix Groups can be used to implement a simplified ingredient system for tracking only essential ingredients associated with items (i.e. cups for beverages or number of pieces for chicken menus.)

Product mix groups also report usage by time period and optional Product Projections reporting is also available. The Product Projection report provides a history of each item's sales by day of week.

Promo

The PROMO operation allows items to be sold without cost, i.e. buy two, and get one free. PROMO activity will remove the item cost from the sale, but the sales count will include the promo item.

Receipt

A receipt is a printed tape given to a customer as a record of the sale transaction.

Recipe

A menu-explosion type inventory system is set up when PLUs are assigned to a recipe number.

Register Number

The register number is a programmable number, which prints on the receipt and journal tapes. It identifies the electronic cash register the sale or report was performed on.

Stay-Down

When a function is programmed as a stay-down function, it is valid until changed. For example, a stay-down clerk remains signed on until either signed off, or another clerk is signed on.

Stock PLU

Stock PLUs track the quantity of the PLU item in stock. Each time the PLU is registered, a whole unit subtracts from the stock counter. (Note that if multiplication or decimal multiplication is used when the PLU is registered, the resulting quantity of activity will subtract from the stock counter. Stock is maintained increments to the second decimal position, i.e. "X.XX".)

Super Macro

The super macro records transaction keystrokes, including key position changes. The size of the super macro, in keystrokes, is set in memory allocation (see "Memory Allocation" on page 37.) When the super macro memory is full, the most recent entries will be added and the oldest discarded. The super macro is designed to be used as a troubleshooting tool.

Surcharge (Item)

An item percent surcharge adds a percentage to the price of an item. This addition nets the PLU total.

Surcharge (Sale)

A sale percent surcharge adds a percentage to the entire sale.

Tare Weight

A tare is the amount of weight accounted for by the container or packaging. By entering a tare weight (as required by law in some areas) the weight of the container is subtracted and only the true weight of the product is measured on the scale.

Tax Exempt

Tax exempt is used to exclude the tax from an entire sale.

Tax Shift

Tax shift keys are used to reverse the tax status of a PLU entry.

Tender

The method of register operation in which payment is made and the transaction is finalized.

Transaction Number

A count appears at the bottom of each receipt and after each transaction on the journal tape. This count increases by one with each transaction, report, or scan.

Void

A void operation will erase a previous item entry. It must be used inside of a sale only.

Waste

The Waste function is used to start and end entries of items that are wasted. A waste count is maintained for each item and inventory is adjusted.

WLU

WLU stands for Window Look Up. A WLU pops up and displays a list of items on the operator screen. Three types of items that can be found on a Window Look-Up (WLU): condiments, functions, and PLUs.

Typically, a WLU is used to display a list of instructions or choices associated with an item. A WLU can be linked to a subsequent WLU in order to prompt an operator through a sequence of selections. The default capacity of each WLU is 28 items; the maximum capacity is 50 items.

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