



**BUSINESS** *plus* **ACCOUNTING**  
RESTAURANT *DELIVERY*

**Quick Start Guide**

## Contents

Initial System Startup .....	3
Defining Employees .....	4
Creating Your Menu .....	5
Changing Menu Tab Names .....	5
Adding Product Information to Your System .....	6
Creating Side Lists .....	7
Creating Priced & Non-Priced Toppings Lists.....	8
Define Per Topping Price Matrix .....	9
Adding Menu Items (buttons to your menu).....	10
Adding Side Lists to Menu Items (buttons to your menu).....	11
Adding Sales Tax.....	12
Clocking In and Out of the Time Clock.....	13
How to Create an Order.....	14
How to Close a Sale.....	15

## Initial System Startup

When you initially open the BPA software, you will be asked to enter your company information. At minimum, you should enter your company name. All other information can be entered later by going to Business System → Definitions → Companies → Modify.

Select A Company



### Select The Company You Would Like To Work With

ID	Company Name
1	Paul's Wing Shack
2	The Rib Roost

**Name:** Paul's Wing Shack  
**Street:** 334 Marshall Way  
**City:** Layton  
**State:** UT  
**Zip:** 84041  
**Phone:** (801)-336-3303  
**Fax:** (801)-336-3313

Company ID:

## Defining Employees

The first thing you should do is create an employee in the system. To do this, go to Restaurant System → Manager Functions → Define Employees → Add. At minimum, you will want to fill out the following fields:

- Employee # - This is a number that you will define for each employee. Use a unique number that you can identify the employee by.
- Last Name.
- First Name.
- Sale Person ID – When a sale is made in the software, this field will be printed on the customer receipt, indicating who made the sale. We recommend either entering the Employee number, or the first name of the employee.

**Define Employees**  
EMPLOYEE #:,

### EMPLOYEES

**Employee Information**

**Define Employee**

**Employee Information**

Employee #: 5656 Telephone: ( ) -  
Last Name: Doe Telephone: ( ) -  
First Name: John Fax: ( ) -  
Sale Person ID: JOHN Position:   
Street: Full/Part Time:   
City:  Allow Non-approved Clock Outs  
State:  Require Clock In To Access POS  
Zip:  Allow Cashout In Restaurant POS  
Email:   
Web Site:

**Commissions**

Use Commission Levels  
Commission % on Sales:   
Commission % on GPM:

**Work History**

Hire Date: / /

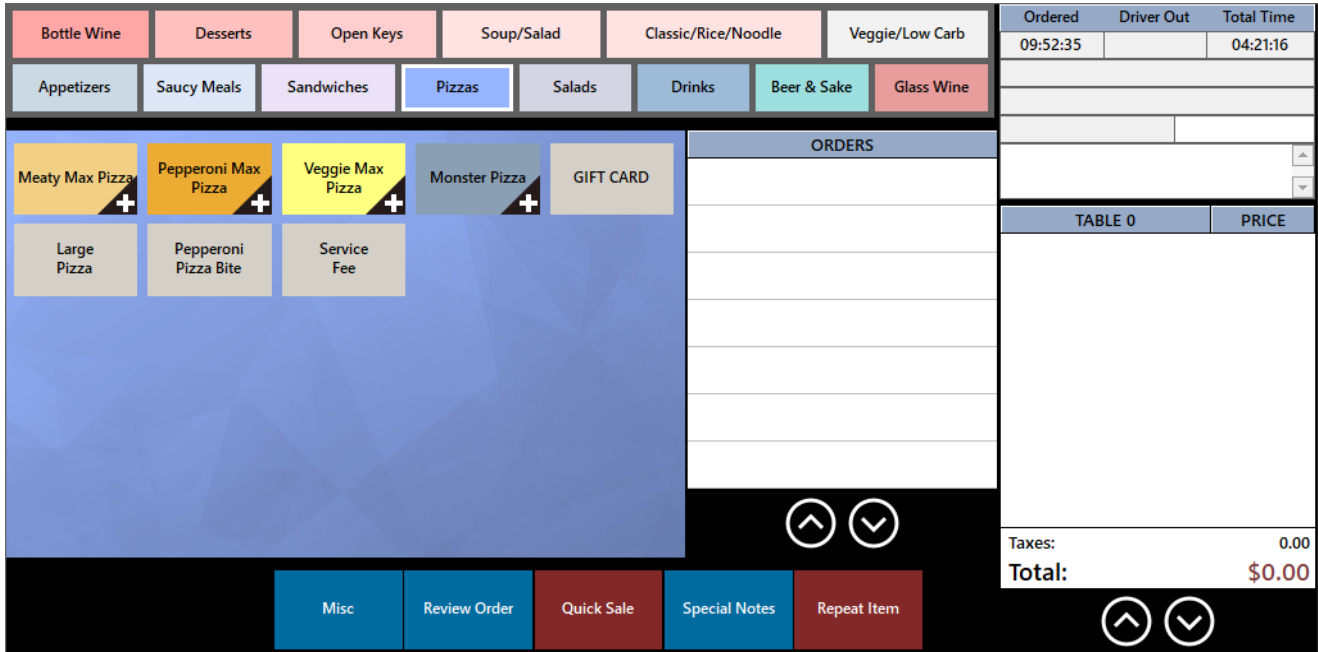
Pick-F8 Top Prev Next Bottom End Print Save-F3 Cancel Delete Exit

## Creating Your Menu

To create your menu, you should perform the following steps:

### Changing Menu Tab Names

On your restaurant menu, you can have unlimited tabs. The more tabs that you add the less space you will have for menu buttons so try to limit the number of tabs and length of the description.



To change the tab names, perform the following steps:

1. Go to Restaurant System→Manager Functions→Assign Menu Names.
2. Menu sets will allow you to display defined tabs when that set is selected.
3. Change the menu names in Your Menu Name field as needed, then press the Exit.

The screenshot shows the 'Edit Menu' interface with a table of menu items. The table has columns for Default Menu Name, Your Menu Name, Display Order, Active, Show On Web, and six menu sets (SET 1 to SET 6). The 'Your Menu Name' column is currently set to 'Appetizers' for Menu 1.

Default Menu Name	Your Menu Name	Display Order	Active	Show On Web	SET 1	SET 2	SET 3	SET 4	SET 5	SET 6	Web Description
Menu 1	Appetizers	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Menu 2	Saucy Meals	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Menu 3	Sandwiches	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Menu 4	Salads	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Menu 5	Pizzas	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Menu 6	Drinks	6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Menu 7	Beer & Sake	7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Menu 8	Glass Wine	8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Menu 9	Bottle Wine	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Menu 10	Desserts	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Menu 11	Open Keys	11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Menu 12	Soup/Salad	12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Menu 13	Classic/Rice/Noodle	13	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Menu 14	Veggie/Low Carb	14	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

## Adding Product Information to Your System

Anything that may possibly be sold in the system should be defined as a product. This would include side items and toppings. To create the product record, perform the following steps:

1. Go to Restaurant System→Manager Functions→Define Products→Add.
2. At minimum, fill out the following fields:
  - a. Product/Service – This will be the name of the product that you are selling. For example, if you are adding a Large Pizza, you would type “Large Pizza.”
  - b. Description 1 – Again, this is the name of the product you are selling. This field appears on the customer receipt, so try not to use any abbreviations in this field. If you run out of space, you can use Description 2 and 3.
  - c. Product Type – This field allows you to categorize the product for reporting purposes. Using our “Large Pizza” example, you can place this product under the “Pizza” category. Press the F8 key to view a list of categories, then select the appropriate category.
    - i. If you need to add an additional Product type to the system, you can do this by going to Restaurant System→Manager Functions→Define Products→Define Product Types.
  - d. Sales Taxable – Place a Y in this field if this product needs to be taxed. This will be checked by default.
  - e. Price Level 1 – This is the price that you are charging for this product.
    - i. NOTE: If the product you are adding is a pizza that will have optional priced toppings added to it, you will want to enter the **base price** of that pizza. In our Large Pizza example, the base price is \$10.00. Each additional topping requires an extra cost (defined later in this guide).
3. Press Save when finished.

**PRODUCTS** PRODUCT #: Create a Copy

### Define Product

**Product Information**

Product/Service: LARGE PIZZA  Sales Taxable  
UPC Code:  Tax Group: Sales Tax  
Description 1: Large Pizza  Tax Included In Price  
Description 2:   Goods Taxable  
Description 3:   Tax Dine In  
Department:   Tax Dine Out  
Product Type: PIZ Bar Tax %: 0.000  
Product/Service: P Unique Tax%: 0.000  
 Product is Active  Print Delivery Label

**Pricing & Cost**

Price Level 1 (Dine In): 5.950 Happy Hour Price:  Sunday Price:   
Price Level 2 (Dine Out):  Lunch Price:  Monday Price:   
Price Level 3:  Other Price:  Tuesday Price:   
Price Level 4:  Member Price:  Wednesday Price:   
Price Level 5:  Thursday Price:   
Compare At:  Friday Price:   
Saturday Price:

Pick-F8 Top Prev Next Bottom End Print Save-F3 Cancel Delete Exit

## Creating Side Lists

The next step would be to create side lists. The system allows you to create unlimited side lists. To create a side list, perform the following steps:

1. Go to Restaurant System→Manager Functions→Define Side & Modifier Lists. The system comes with several pre-defined side list names. If these lists apply to your business then click on the list and click on Edit list Items and add the item that you need. If you do not need the default list items then ignore them. Do not delete any of the default lists because the program uses them for reference even if they are not in use.
2. Click the New List button
3. Under list Details enter the name of the list in the Name field, then click on Edit List Items
4. On the next screen, the following fields will need to be entered under Item Details:
  - a. Name - This is the text that will show on the button on your menu. For example, if the product was Bacon, you could just enter “Bacon” in this field.
  - b. Product ID - This is the name of the topping that you added in Define Products. To view a list of these products, click in the product ID field and then press the F8 key on the keyboard. This will be used to track sales and inventory for that item. If you leave the product ID field blank the item will not be tracked on your reports.
  - c. If it is a Non-Priced List then skip step d.
  - d. Price – The system allows you to define pricing specific pricing for each item on your list. If this item requires an up-charge on the order, type in the up-charge price here. Otherwise, leave it at 0.
5. Press Exit when finished.
  - a. You can also define your Priced Toppings and Non-Priced Toppings lists in this screen which is explained in the next section.

**Side & Modifier Lists**  
Appetizer Combo

Search:  Clear

List Name	Menu Items Assigned
Appetizer Combo	1
Cooking Instructions	1
Crust	1
Dressing	1
Mixing Modifiers	1
Pho	1
Potato Options	1
Premium Toppings	1
Priced Toppings 3	1
Priced Toppings 4	1

**List Details**

Name:

Print items with Accent on Cook's ticket       This is a toppings list

Show on EatOnTheWeb Online Ordering       Show on Point of Sale screen

## Creating Priced & Non-Priced Toppings Lists

The BPA Restaurant Delivery software allows for unlimited priced & non-priced toppings lists. These lists are used when a pizza/entrée requiring topping is ordered by a customer. To add items to a toppings list, perform the following steps:

1. Go to Restaurant System→Manager Functions→Define Side & Modifier Lists
2. Click the New List button
3. Under list Details enter the name of the list in the Name field, check the box next to the option that says This is a toppings list, then click on Edit List Items
4. On the next screen, the following fields will need to be entered under Item Details:
  - a. Name - This is the text that will show on the button on your menu. For example, if the product was Bacon, you could just enter “Bacon” in this field.
  - b. Product ID - This is the name of the topping that you added in Define Products. To view a list of these products, click in the product ID field and then press the F8 key on the keyboard. This will be used to track sales and inventory for that item. If you leave the product ID field blank the item will not be tracked on your reports.
  - c. If it is a Non-Priced Toppings List then skip step d.
  - d. Price/Half Top Price – The system allows you to define separate full and half pizza pricing for your toppings. If this topping requires an up-charge on the order, type in the up-charge price here. Otherwise, leave it at 0.
5. Press Exit when finished.

Non-Priced Toppings Lists are also used in the Per Topping Price Matrix (explained later in this guide).

The screenshot shows a software window titled "Sides & Modifiers: Appetizer Combo" with a sub-header "Baked Beans". The window is divided into two main sections: "List Items" and "Item Details".

**List Items**

Product ID	Name	Price	Order	EOW Enable
SID_BAKED_BEANS	Baked Beans	0.00	0	<input checked="" type="checkbox"/>
SID_CHEESE_FRIES	Cheese Fries	0.00	0	<input checked="" type="checkbox"/>
SID_FRENCH_FRIES	French Fries	0.00	0	<input checked="" type="checkbox"/>

**Item Details**

Name:  Display Order:

Product ID:   Print Order:

Baked Beans Hold/Fire:

Price:  Color:

Member Price:  Sublist ID:

Enable side for EatOnTheWeb Sublist Name:

EOW Text:  EatOnTheWeb Description:

Buttons:



## Define Per Topping Price Matrix

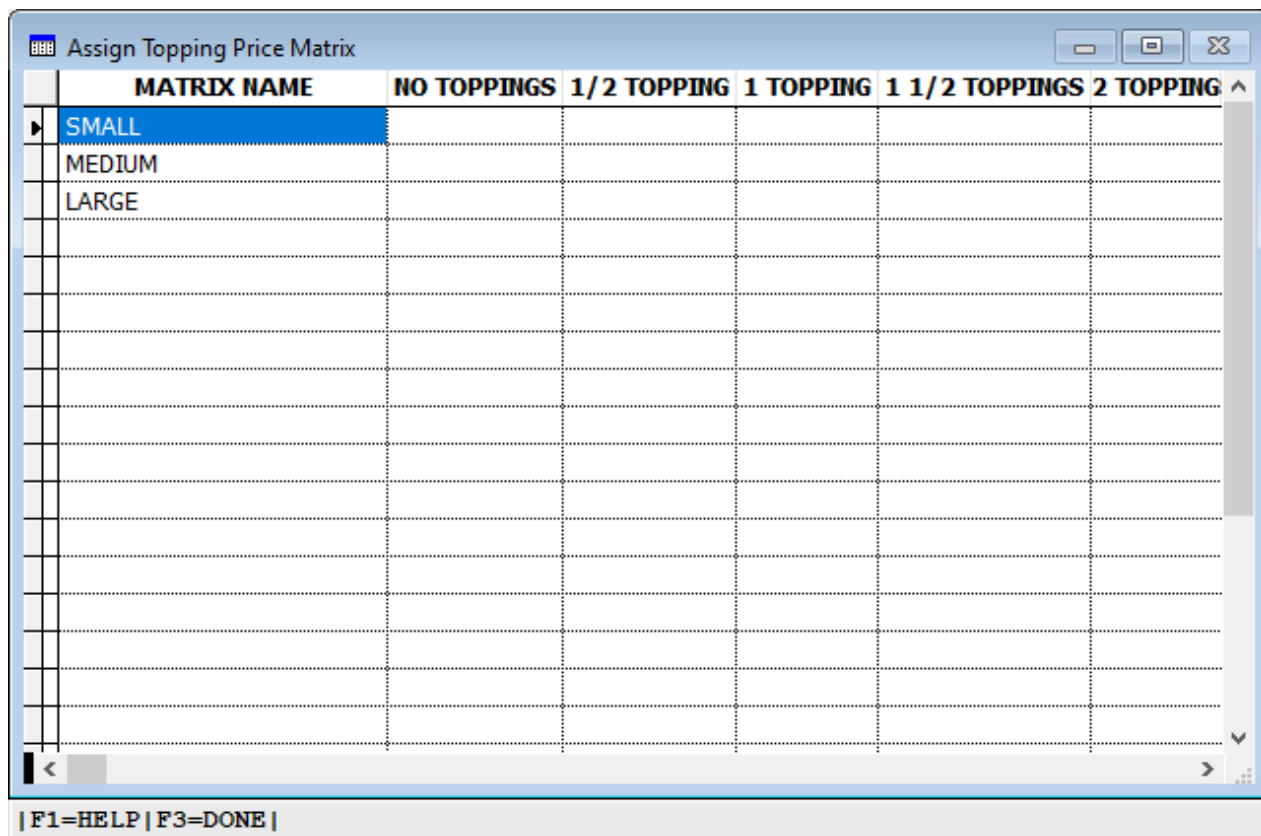
Some restaurants want to make ordering as simple as possible to speed up operations. This is important to the pizza industry because such a large portion of your daily business happens during a short period of time. One way to accomplish this is to use a pricing matrix for each type of pizza you sell (such as Large, Medium, Small, etc.).

An example of a Per Topping Price Matrix would be you sell a large pizza at the base price of \$10.00. Each additional topping is \$1.00. So, a one topping pizza would be \$11.00.

The Per Topping Price Matrix option will be using your Non-Priced Toppings list. Ensure that all of your toppings are entered into this list.

To define the Per Topping Price Matrix, perform the following steps:

1. Go to Restaurant System→Manager Functions→Define Per Topping Price Matrix
2. By default, your system will come with three default pizza matrix sizes – Small, Medium and Large. However, you can add as many different sizes as you like in the matrix.
3. For each matrix, enter the **Additional Price** for each column. For example, if 3 toppings on a Large Pizza requires an additional cost of \$3.00, enter 3.00 in this field.
  - a. Note: Remember, the base price for each pizza was already defined in Define Products.
4. Press F3 on your keyboard when finished.



The screenshot shows a window titled "Assign Topping Price Matrix". It contains a table with the following columns: "MATRIX NAME", "NO TOPPINGS", "1/2 TOPPING", "1 TOPPING", "1 1/2 TOPPING", and "2 TOPPING". The rows are labeled "SMALL", "MEDIUM", and "LARGE". The "SMALL" row is currently selected. The table is empty, indicating that no prices have been entered yet. At the bottom of the window, there is a status bar that reads "F1=HELP | F3=DONE".

MATRIX NAME	NO TOPPINGS	1/2 TOPPING	1 TOPPING	1 1/2 TOPPING	2 TOPPING
SMALL					
MEDIUM					
LARGE					

NOTE: Make sure you put a dollar amount for each choice. The system will not charge extra if nothing is defined. For example, if you charge a dollar per topping up to 8 toppings you would have to put \$8 for the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, etc.... topping.

## Adding Menu Items (buttons to your menu)

Once you have created all product records, defined side lists, define your toppings lists, and created menu tabs, you can now begin placing products into your menu. To do this, perform the following steps:

1. Go to Restaurant System→Manager Functions→Define Menu Items→ Click on Add.
2. Enter the following fields:
  - a. Product Code (SKU) - This is the name of the product that you added in Define Products. To view a list of these products, click in the field and press the F8 key on the keyboard.
  - b. Select Menu – This is where you will place the product in the appropriate menu tab. To view a list of your menu tabs, click in the field select the F8 key on the keyboard.
  - b. Button Text Top/Bottom – This is the text that will show on the button on your menu. For example, using our Large Pizza, you could just enter “Large Pizza” in this field.
    - i. Each line allows you to type in ten (10) characters. So, if you do not have enough space on the Button Text Top, you can use the Button Text Bottom to fill this space.
  - c. Menu Item Group – This is an optional feature which allows you to group several menu items into the same group. Any items added to the group will show up as one button on your menu. Then when the one button is pressed you will see all the menu items in that group and can select them from there.
  - d. Item Modifiers – This is where you will select which side list or toppings lists, will appear when the menu item is added to the ticket. Click on Assign Side Lists and check box in the Enabled field to add the list to your menu item.
    - i. If you are using the **Per Topping Price Matrix**, perform the following steps:
      1. Select the list that will have a topping matrix by clicking on the lists Topping Price Matrix field.
      2. Press the F8 key on the keyboard which will display your topping matrix list.
      3. Highlight the Price Matrix you want to use, then click Pick This Record.
  - e. Kitchen Printing – The system allows for five (5) kitchen printers, and one (1) expediter printer. For example, you can have one printer assigned for your cooks in the kitchen, one assigned for a bar, etc. If the item needs to be sent to the cook, you will want to place a Y next to the appropriate kitchen printer. If you only have one (1) kitchen printer, then you can just put a Y next to “Print on Cook’s Printer 1.”
3. Press Save or F3 when finished.

The screenshot displays the 'Define Menu Items' application window. The main title is 'ASSIGN PRODUCTS TO MENUS'. On the left, there is a navigation menu with options: Product Information, Menu Item Options, Item Modifiers, Kitchen Printing, Other Options, and EatOnTheWeb. The main area is divided into several sections:

- Product Information:** Fields for Product Code (SKU) (LARGE PIZZA), Description (Large Pizza), Dine In Price (5.95), Dine Out Price, Happy Hr Price, and Lunch Price.
- Menu Item Options:** Fields for Select Menu (Pizzas), Button Text Top (Large), Button Text Bottom (Pizza), Menu Button Picture (with a 'No Image Selected' warning), and Menu Item Group (New Group).
- Item Modifiers:** A table for assigning modifier lists with columns for Modifier List, Min, Max, Order, Topping Price Matrix, and Default Toppings. Buttons for 'Assign Side Lists' and 'Remove Assigned List' are present.

At the bottom, there are navigation buttons: Pick-F8, Top, Prev, Next, Bottom, End, Save-F3, Cancel, Delete, and Exit.

## Adding Side Lists to Menu Items

If you have created all menu items and need to add side lists to menu items, you can do this easily doing the following:

1. Go to Restaurant System→Manager Functions→Define Side & Modifier Lists
2. Click on Assign List to Menu Items
3. This will bring up a list of all the buttons on your menu. You can filter them in the upper right-hand corner under menu by choosing the menu that the buttons are under
4. Under Side and Modifier Lists choose the modifier list that you want to add to the menu item
5. In the Enabled field click on the box by the menu item that you want to add the side list to.
  - a. Placing a number in the Min field will require the cashier to choose the minimum number of items that you define. Placing a number in the Max field will prevent the cashier from selecting more than the maximum number that you define.
6. Press OK to finish

Menu	Item	Enabled	Min	Max
Appetizers	Appetizer Combo	<input checked="" type="checkbox"/>	0	0
Appetizers	Buffalo Wings (12)	<input type="checkbox"/>		
Appetizers	Buffalo Wings (24)	<input type="checkbox"/>		
Appetizers	Cheese Fries	<input type="checkbox"/>		
Appetizers	Cheese Quesadilla	<input type="checkbox"/>		
Appetizers	Chicken Quesadilla	<input type="checkbox"/>		
Appetizers	Fried Cheese Sticks	<input type="checkbox"/>		
Appetizers	Nacho Platter	<input type="checkbox"/>		
Appetizers	Potato Skins	<input type="checkbox"/>		
Drinks	20oz Coke	<input type="checkbox"/>		
Drinks	20oz Diet Coke	<input type="checkbox"/>		
Drinks	20oz Sprite	<input type="checkbox"/>		
Drinks	2L Coke	<input type="checkbox"/>		
Drinks	2L Diet Coke	<input type="checkbox"/>		
Drinks	2L Sprite	<input type="checkbox"/>		
Drinks	Fountain Drink	<input type="checkbox"/>		
Pizzas	Everything Monster - Lrg	<input type="checkbox"/>		

## Adding Sales Tax

To enter your sales tax percentage, perform the following steps:

1. Go to Business System→Definitions→Sales Tax Table.
2. Under Tax Code 1, enter your City, State, and Tax Rate.
3. Press Save and Exit when finished.

**Define Sales Tax Rates**

**Customer Sales Tax Rates** | **Product Tax Reporting Groups**

When customers are defined they are given a sales tax table number. That table number corresponds to a sales tax rate. All customers given the same table number will have the same sales tax rate.

Use this screen to assign tax rates to the tax table numbers. To change a sales tax rate for a group of customers you only have to change the rate in the tax table. For exempt customers create a 0.0 tax rate.

If you have products that should be charged at a different rate from your standard sales tax rate, you can specify their tax unique tax rate using product definitions.

**Sales Tax**

TAX CODE	CITY - COUNTY	STATE	TAXRATE
1	Your City	UT	6.0000
2			0.0000
3			0.0000
4			0.0000
5			0.0000
6			0.0000
7			0.0000

Sales Tax name to print on invoices:

Minimum Sales Amount for Sales Tax In Restaurant POS (If Applicable):

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**GST Tax**

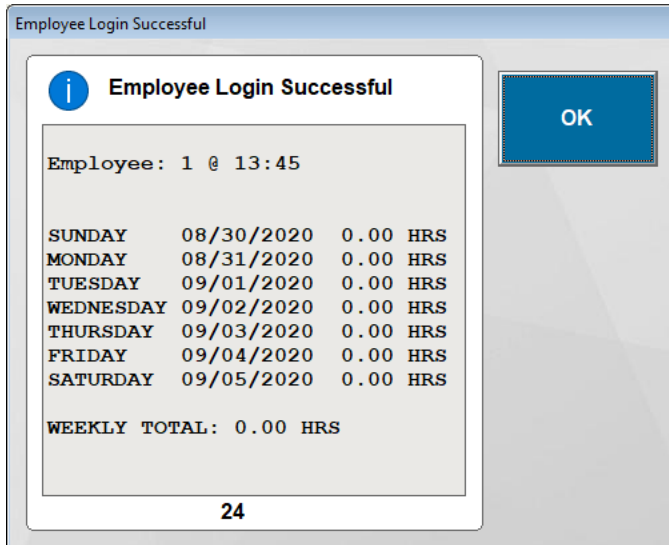
Goods And Services Tax Rate (Used In Canada):

Goods & Services Tax name to print on invoices:

## Clocking In and Out of the Time Clock

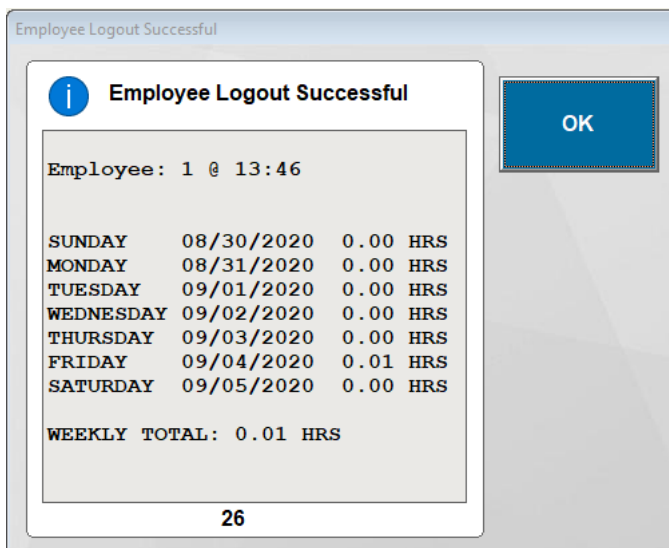
Before you can perform sales in the system, you must be clocked into the time clock. To clock in, perform the following steps:

1. Go to Restaurant System→Employee Time Clock→Employee Clock In.
2. Enter the employee number you wish to clock in, then press OK.
3. You should now receive a message that says “Employee Login Successful.”



At the end of the day, to clock out of the time clock, perform the following steps:

1. Go to Restaurant System→Employee Time Clock→Employee Clock Out.
2. Enter the employee number you wish to clock out, then press OK.
3. You should now receive a message that says “Employee Logout Successful.”



## How to Create an Order

Once you have created an employee, and you have built your menu, you can begin creating sales in the system. Remember, you must be logged into the time clock to ring up sales.

To create an order, perform the following steps:

1. Go to Restaurant System → Restaurant Sales.
2. A Cashier Log In screen will appear. Enter your employee number, then press OK.
3. You will then see your menu and any open orders. To create a new sale, you can either click the Dine In button, the Dine Out button, or the Quick Sale button.
  - a. Dine In would be used to seat a guest at a table. When you choose the Dine In option, the next screen will show table numbers where you can seat a guest. Click on the appropriate table number.
    - i. This table layout can be changed in Restaurant System → Manager Functions → Define Table Areas.
  - b. Dine Out would be used for Pick-Up or Delivery orders. When you choose the Dine Out option, the next screen will allow you to define any customer information, such as Name, Address, Phone Number, etc.
  - c. Quick Sales are used in quick service environments, or for Take Out orders.
4. At this point, you may begin adding items to the ticket.

The screenshot displays a restaurant POS interface. At the top, there are menu categories: Bottle Wine, Desserts, Open Keys, Soup/Salad, Classic/Rice/Noodle, and Veggie/Low Carb. Below these are sub-categories: Appetizers, Saucy Meals, Sandwiches, Pizzas, Salads, Drinks, Beer & Sake, and Glass Wine. The main menu area shows items like Cheese Sticks, Nacho Platter, Cheese Quesadilla, Chicken Quesadilla, Buffalo Wings (12), Buffalo Wings (24), Cheese Fries, Appetizer Combo, and Potato Skins. The 'ORDERS' section shows '1554 Table 1 0:00' and 'DINE IN CUSTOMER'. A table summary on the right lists 'TABLE 1' with items: Pepp Max Large (16.99), Bacon, and Nacho Platter (6.95). Taxes are 2.39, and the total is \$26.33. The bottom bar contains buttons for Misc, Review Order, Quick Sale, Special Notes, Repeat Item, and a numeric keypad (\$27, \$30, \$40, \$50, \$100, Exact Cash). Further right are buttons for Order Complete, Delivery Management, Dine In, Dine Out, Exit, Comp Discount, Remove/Edit Item, Send To Cook, Split Ticket, Close Order, Print Ticket, Cashier Out, Cashier In, and Open Drawer.

## How to Close a Sale

To close a sale, perform the following steps:

1. Click the Close Order button.
2. Using the number pad, type in the amount that the customer is giving you. For example, if the customer gave you a \$20 bill, then enter "20.00."
3. Press the appropriate payment type button. For example, if the customer gave you cash, click the Cash button
4. Press Close Guest.

The screenshot shows a POS interface for 'Table: 1' with 'CASH OUT' and 'Ticket: 1554'. The top navigation bar includes categories like Bottle Wine, Desserts, Open Keys, Soup/Salad, Classic/Rice/Noodle, Veggie/Low Carb, Appetizers, Saucy Meals, Sandwiches, Pizzas, Salads, Drinks, Beer & Sake, and Glass Wine. A table summary on the right shows 'TABLE 1' with items like 'x Large' (16.99) and 'atter' (6.95), totaling 23.94. The main screen features a numeric keypad (0-9, ., Clear) and a 'Value:' input field. To the right of the keypad are buttons for \$20, \$10, \$5, \$1, \$50, and \$100. A 'Guest' section shows 'Select Guest 1' and 'Ticket Total: \$26.33'. Below this are payment options: 'Gratuity Use Change As Tip \$0.00', 'Card Exact Card \$0.00', 'Check Exact Check \$0.00', 'Cash Exact Cash \$0.00', and 'Pay With Gift Card \$0.00'. The 'Net Due: \$26.33' is displayed. At the bottom, there are buttons for 'ON ACCOUNT' and 'OFF ACCOUNT'. The bottom-most grid contains buttons: \$27, \$30, \$40, \$50, \$100, Exact Cash, Order Complete, Delivery Management, Dine In, Dine Out, Exit, Comp Discount, Remove/Edit Item, Send To Cook, Split Ticket, Close Order, Print Ticket, Cashier Out, Cashier In, and Open Drawer.

*If you have any other questions, feel free to give us a call at 801-336-3303.*