



**BUSINESS** *plus* **ACCOUNTING**  
RESTAURANT *PROFESSIONAL*

**Quick Start Guide**

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## 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

**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.

Bottle Wine	Desserts	Open Keys	Soup/Salad	Classic/Rice/Noodle	Veggie/Low Carb	Server: Anna Masters															
Appetizers	Saucy Meals	Sandwiches	Pizzas	Salads	Wing Fest	Drinks	Glass Wine	Tran #: 0													
<table border="1"> <tr> <td>Cheese Sticks</td> <td>Nacho Platter</td> <td>Cheese Quesadilla</td> <td>Chicken Quesadilla</td> <td>Buffalo Wings (12)</td> <td>Buffalo Wings (24)</td> <td>Cheese Fries</td> </tr> <tr> <td>Appetizer Combo</td> <td>Potato Skins</td> <td colspan="5"></td> </tr> </table>							Cheese Sticks	Nacho Platter	Cheese Quesadilla	Chicken Quesadilla	Buffalo Wings (12)	Buffalo Wings (24)	Cheese Fries	Appetizer Combo	Potato Skins						Table:
Cheese Sticks	Nacho Platter	Cheese Quesadilla	Chicken Quesadilla	Buffalo Wings (12)	Buffalo Wings (24)	Cheese Fries															
Appetizer Combo	Potato Skins																				
							Taxes: 0.00														
							<b>Total: \$0.00</b>														

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.

**Edit Menu** Menu Set Names

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	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 7	Wing Fest	6	<input checked="" type="checkbox"/>	<input 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 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 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 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 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 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 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 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"/>	

Add Menu Exit

## 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. 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 cheeseburger, you would type “Cheeseburger.”
  - 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 “Cheeseburger” example, you can place this product under the “Food Items” 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.
3. Press Save when finished.

The screenshot shows the 'Define Products' window with the 'Define Product' form. The form is divided into two main sections: 'Product Information' and 'Pricing & Cost'. The 'Product Information' section includes fields for Product/Service (CHEESEBURGER), UPC Code, Description 1 (Cheeseburger), Description 2, Description 3, Department, Product Type (FOD), and Product/Service (P). It also has checkboxes for Sales Taxable, Tax Included In Price, Goods Taxable, Tax Dine In, and Tax Dine Out, along with input fields for Bar Tax % (0.000) and Unique Tax% (0.000). The 'Pricing & Cost' section includes input fields for Price Level 1 (Dine In) (5.950), Price Level 2 (Dine Out), Price Level 3, Price Level 4, Price Level 5, Compare At, Happy Hour Price, Lunch Price, Other Price, Member Price, and Sunday through Saturday prices. The window has a sidebar with navigation options like 'Product Information', 'Pricing & Cost', etc., and a bottom toolbar with buttons like 'Pick-F8', 'Top', 'Prev', 'Next', 'Bottom', 'Find', 'Print', 'Save-F3', 'Cancel', 'Delete', and '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:

Product ID:

Baked Beans

Price:

Member Price:

Enable side for EatOnTheWeb

EOW Text:

Display Order:

Print Order:

Hold/Fire:

Color:

Sublist ID:

Sublist Name:

EatOnTheWeb Description:

Buttons: Add Item, Delete Item, Exit



## Define Per Topping Price Matrix

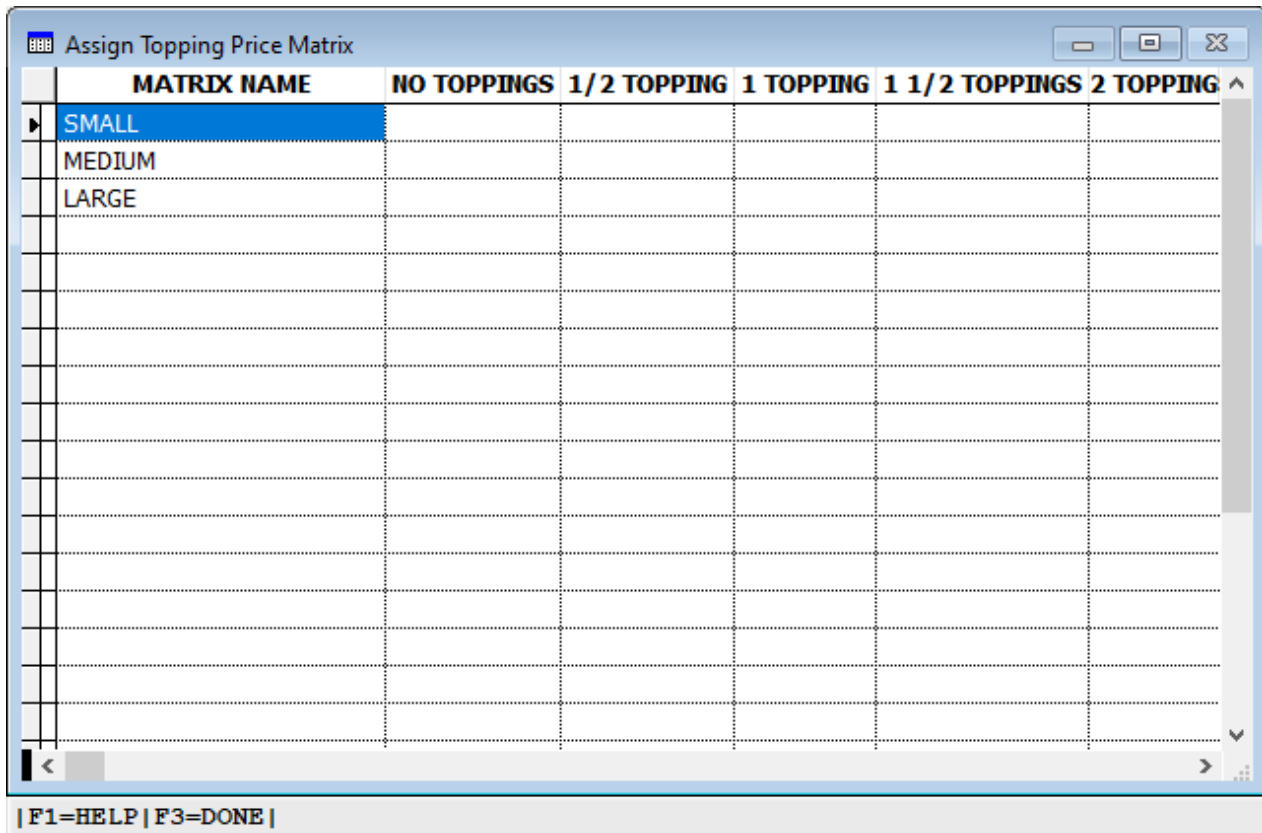
Some restaurants want to make ordering as simple as possible to speed up operations. This is important to the pizza industry because such a large portion of your daily business happens during a short period of time. One way to accomplish this is to use a pricing matrix for each type of pizza you sell (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 software window titled "Assign Topping Price Matrix". The window contains a table with the following columns: "MATRIX NAME", "NO TOPPINGS", "1/2 TOPPING", "1 TOPPING", "1 1/2 TOPPINGS", and "2 TOPPING". The rows are labeled "SMALL", "MEDIUM", and "LARGE". The "SMALL" row is currently selected and highlighted in blue. 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 TOPPINGS	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, 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→Add.
2. Enter the following fields:
  - a. Product Code (SKU) - This is the name of the products that you added in Define Products. To view a list of these products, 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, 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 Cheeseburger, you could just enter “Cheeseburger” 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. Item Modifiers – This is where you will select which side list will appear when the menu item is added to the ticket. Press Assign Side Lists and select the required lists.
  - d. 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 when finished.

**Define Menu Items**


### ASSIGN PRODUCTS TO MENUS

Create a Copy

**Product Information**

Product Code (SKU): CHEESEBURGER  Dine In Price: 5.95  
Description: Cheeseburger Dine Out Price: 0.00  
Description: Happy Hr Price: 0.00  
Description: Lunch Price: 0.00

**Menu Item Options**

Select Menu: Sandwiches  
Button Text Top: Cheese  
Button Text Bottom: Burger  
Menu Button Picture:   
  
Menu Item Group:

**Item Modifiers**

Assign Sides and Modifier Lists to this menu item.

Modifier List	Min	Max	Order	Topping Price Matrix	Default Toppings

Pick-F8 Top Prev Next Bottom End Save-F3 Cancel Delete 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):

---

**GST Tax**

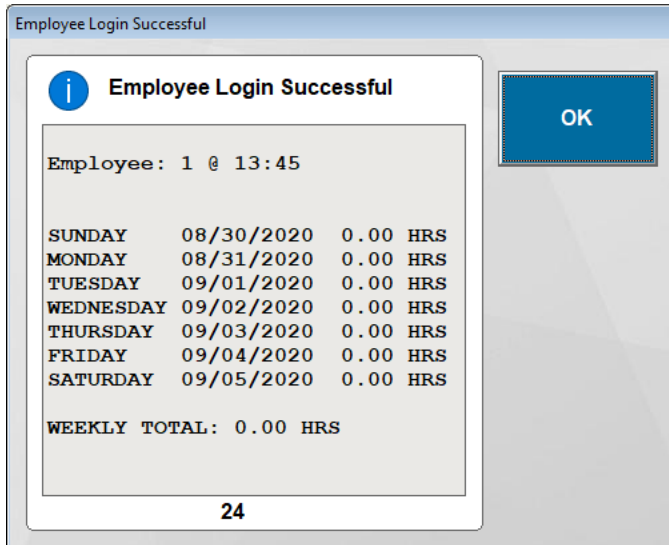
Goods And Services Tax Rate (Used In Canada):

Goods & Services Tax name to print on invoices:

## Clocking In and Out of the Time Clock

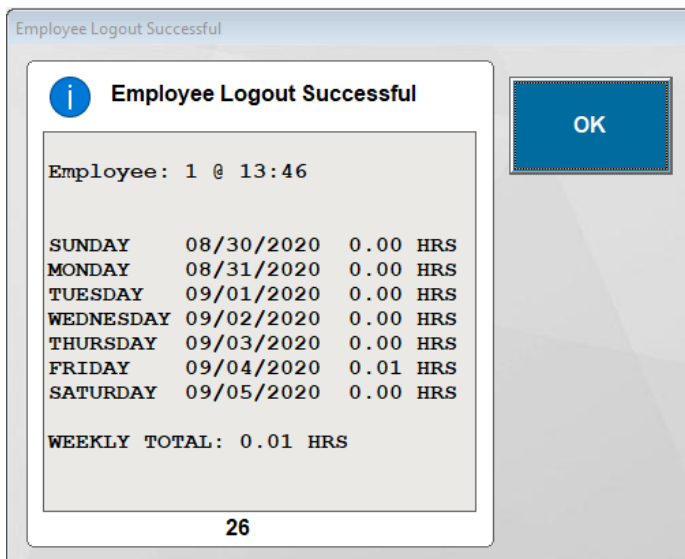
Before you can perform sales in the system, you must be clocked into the time clock. To clock in, perform the following steps:

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 Server Log In screen will appear. Enter your employee number, then press OK.
3. You will then see the Open Table screen. To create a new sale, click the New Table button.
4. The next screen will show table numbers where you can seat a guest. Click on the appropriate table number.
  - a. This table layout can be changed in Restaurant System → Manager Functions → Define Table Areas.
5. At this point, you may begin adding items to the ticket.

Bottle Wine	Desserts	Open Keys	Soup/Salad	Classic/Rice/Noodle	Veggie/Low Carb	Server: Anna Masters	Tran #: 1496	Table: 1
Appetizers	Saucy Meals	Sandwiches	Pizzas	Salads	Wing Fest	Drinks	Glass Wine	Cheese Quesadilla 5.95
Cheese Sticks	Nacho Platter	Cheese Quesadilla	Chicken Quesadilla	Buffalo Wings (12)	Buffalo Wings (24)	Cheese Fries		Buffalo Wings (12) 9.95
Appetizer Combo	Potato Skins							Blazin' Hot Sauce
							Taxes: 0.95	Total: \$16.85
		Review Order	Misc	Repeat Item	Enter A Specific Customer	Redeem Loyalty Credit	<input type="button" value="Up"/> <input type="button" value="Down"/>	
Enter SKU	Special Notes	\$17	\$20	\$50	\$100	\$100	Exact Cash	Open Drawer Quick Sale
Exit	Comp Discount	Remove/ Edit Item	Send To Cook	Split Ticket	Close Table	Print Ticket	Server Out	Server In Table

## How to Close a Sale

To close a sale, perform the following steps:

1. If you do not have the order pulled up, in Restaurant Sales, click on the Table button (bottom right corner), and select the table number you want to close.
2. Click the Close Table button.
3. 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."
4. Press the appropriate payment type button. For example, if the customer gave you cash, click the Cash button
5. Press Close Guest.

The screenshot shows a POS interface for 'Table: 1' and 'Ticket: 1497'. The main area is titled 'CASH OUT'. On the left is a numeric keypad with values \$20, \$10, \$5, \$1, \$50, and \$100. Below the keypad are buttons for 'Exit Without Closing' and 'Close Guest'. To the right is a payment selection table:

Guest	Select Guest	Amount
1	1	\$16.85
Gratuity	Use Change As Tip	\$0.00
Card	Exact Card	\$0.00
Check	Exact Check	\$0.00
Cash	Exact Cash	\$0.00
Pay With Gift Card		\$0.00
<b>Net Due:</b>		<b>\$16.85</b>

Additional buttons on the right include 'SPLIT PAYMENT', 'AUTHORIZE CREDIT CARD', 'REPRINT CREDIT CARD SLIP', 'ON ACCOUNT', and 'OFF ACCOUNT'. The bottom menu contains buttons for 'Enter SKU', 'Special Notes', '\$17', '\$20', '\$50', '\$100', '\$100', 'Exact Cash', 'Open Drawer', 'Quick Sale', 'Exit', 'Comp Discount', 'Remove/ Edit Item', 'Send To Cook', 'Split Ticket', 'Close Table', 'Print Ticket', 'Server Out', 'Server In', and 'Table'. A status bar at the bottom right shows 'Ready to process: 7'.

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