

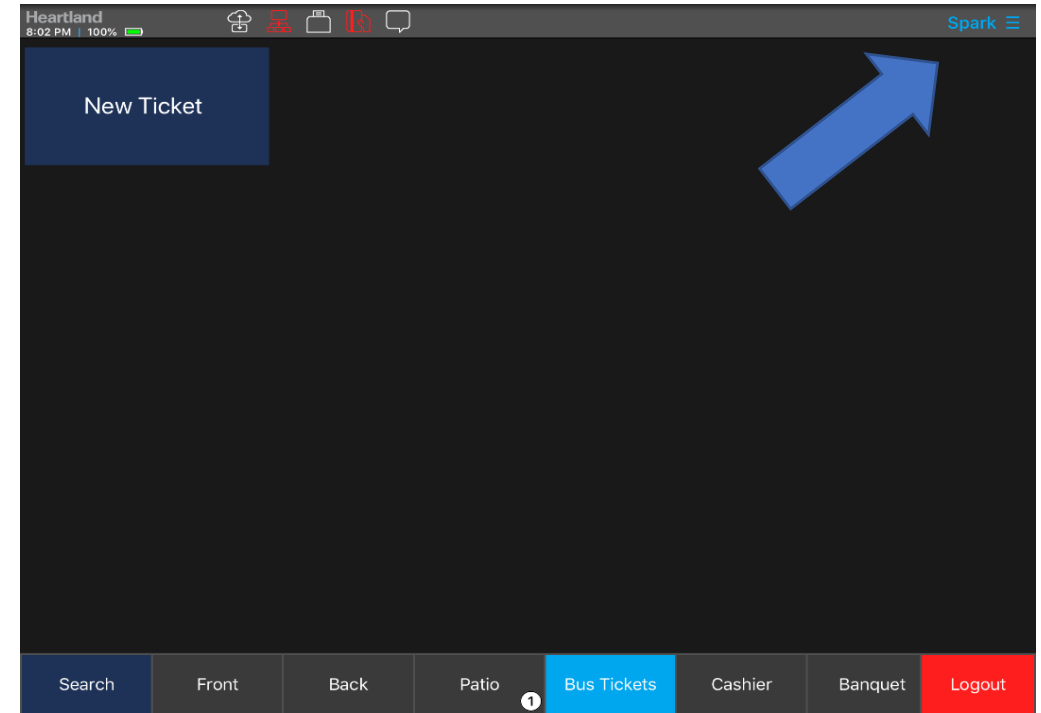
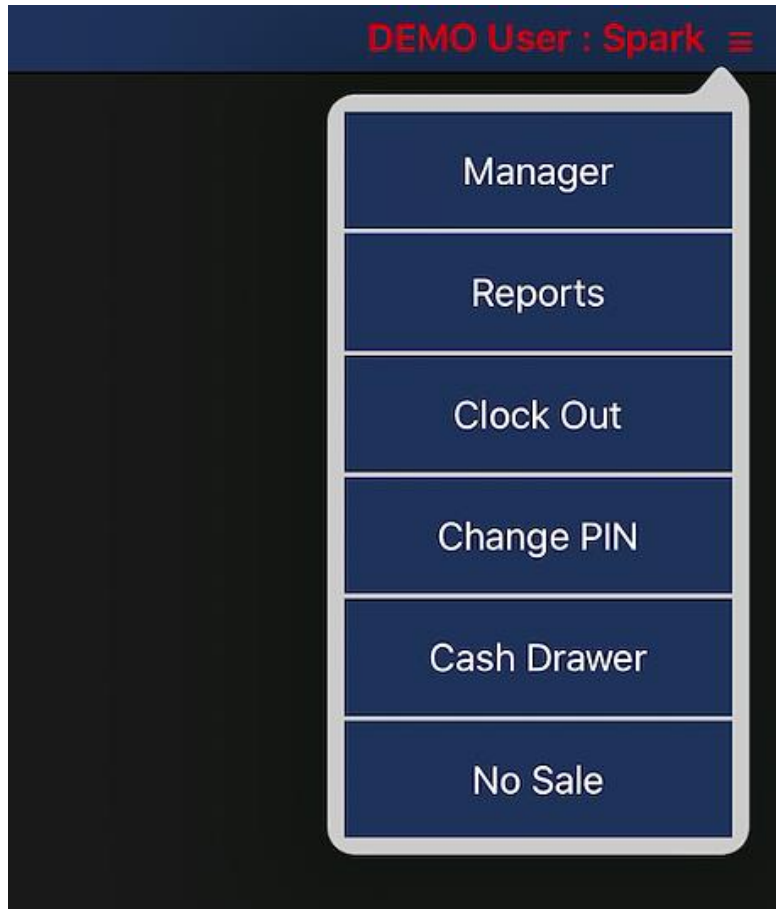
How to End Your Day with Heartland Restaurant

1. Enter **PIN** to Log In



7	8	9
4	5	6
1	2	3
< x	0	Go

2. Tap on Your Name at the Top Right



3. Tap on Cash Drawer

Spark Spark Server Bank		
***** PREVIEW *****		
SERVER CHECKOUT REPORT Spark Spark Opened: 5/20/19, 1:20 PM CASHIER NOT CHECKED OUT!		

TICKETS		
TICKET SALES		
Gross Sales	3.60	
Net Sales	3.60	
CASH TICKETS		
Total	1	3.86
CREDIT CARD TICKETS		
Total	0	.00
REPORT CATEGORY GROSS SALES		
Food	1	3.60
Uncategorized	0	.00
Total	1	3.60
EXCEPTIONS		
No Sales	0	
Voided Tickets	0	
Voided Payments	0	
Deleted Items	0	
Refunds	0	
STATISTICS		
Ticket Average	1	3.60
Guest Average	1	3.60
Seat Average	1	3.60
TIP BREAKDOWN		
Credit Card	.00	
House Account	.00	
Surcharge Payout	.00	
Service Charge Payout	.00	
Total	.00	
Tips Due	.00	

CASH		
***** SERVER BANK *****		

4. Tap on Checkout

Cash Summary for Spark Cashier	
Starting Amount	
Cash Transactions	
Total Tips	
Paid In/Out	
Expected Cash in Drawer	
Expecte	
Pay In	
No Cash	
Transfer Tickets	
Select Staff	

**Checkout & detach
from drawer?**

Cancel
OK

5. You Will be Prompted by a Pop-up Window Asking “Checkout and Detach From Drawer?” – Tap OK

6. Checkout Will Print and Drawer Will Pop Open –Remove Cash Drawer Insert and Take Cash and Checkout Report with you to Reconcile the Day/Shift

7. Count Cash in Cash Drawer Insert, Record Total

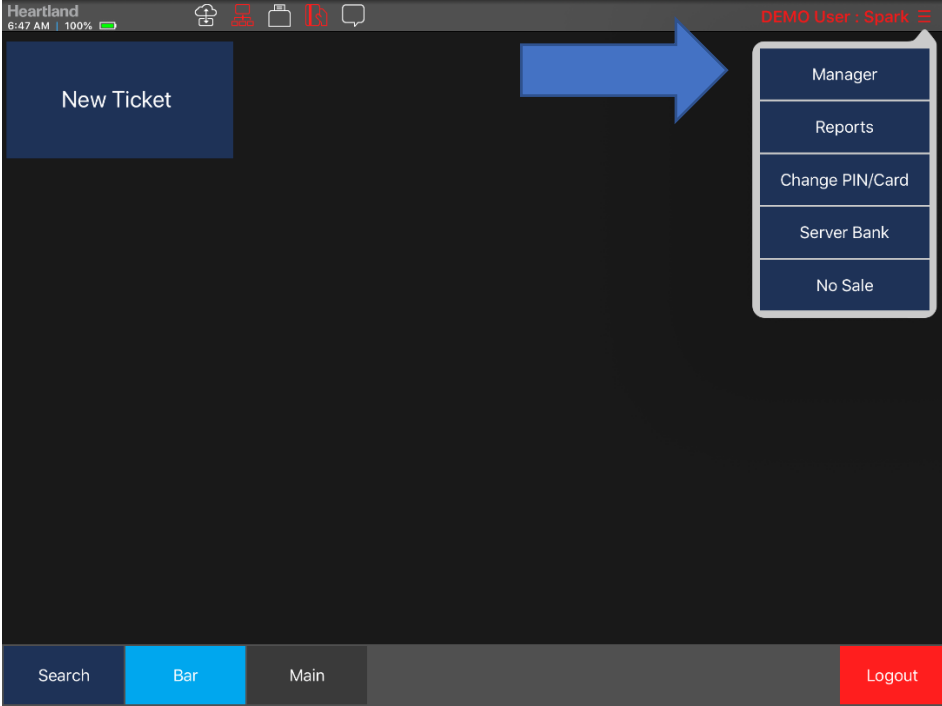
8. Refer to Cash Drawer Report and Compare Your Count to “*Expected Cash in Drawer*” Amount on Report, Record Variance



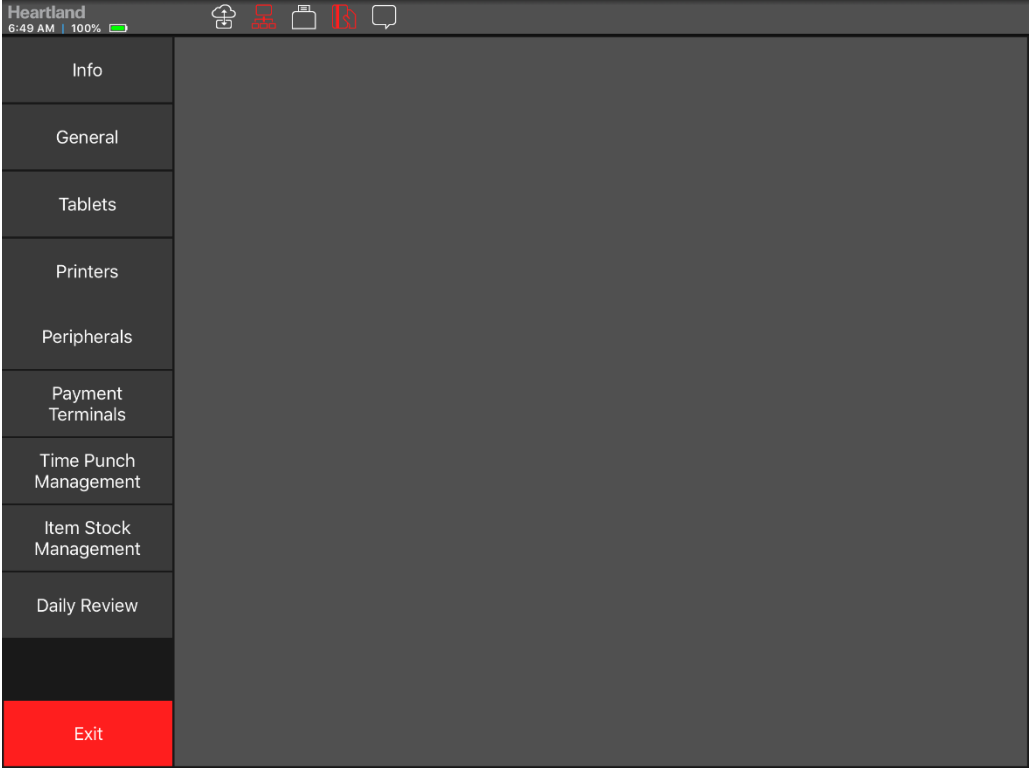
CASH	
***** Merit 1 *****	
CASH DRAWER SUMMARY	
Starting Cash	150.00
Cash Transactions	15.50
Your Tips	.00

	165.50
EXPECTED CASH IN DRAWER	165.50

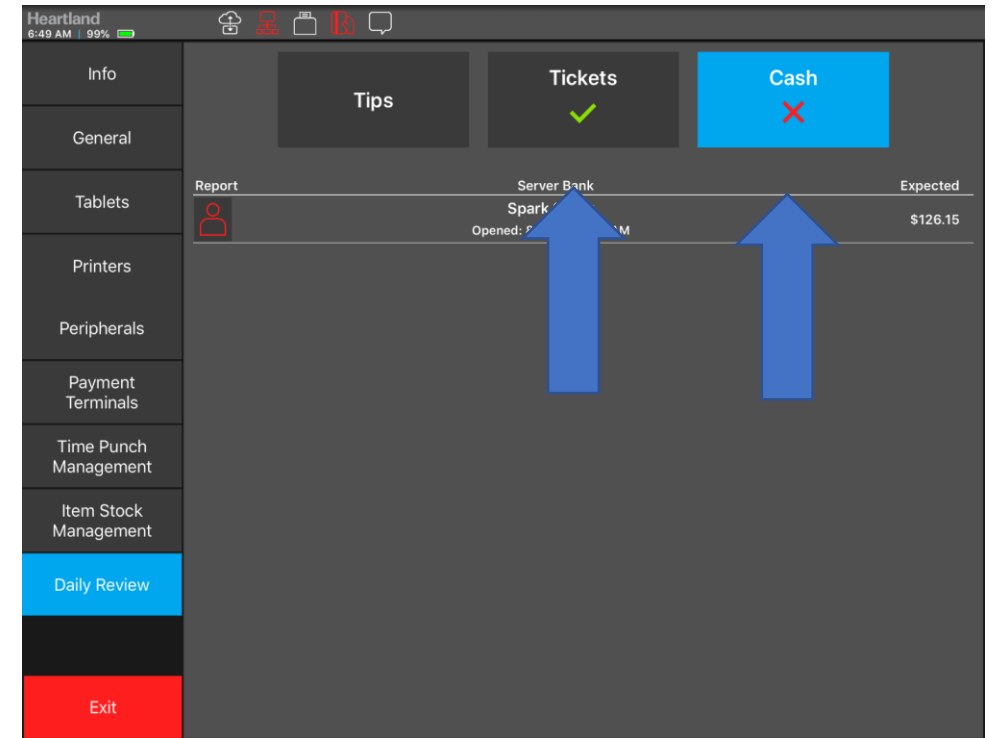
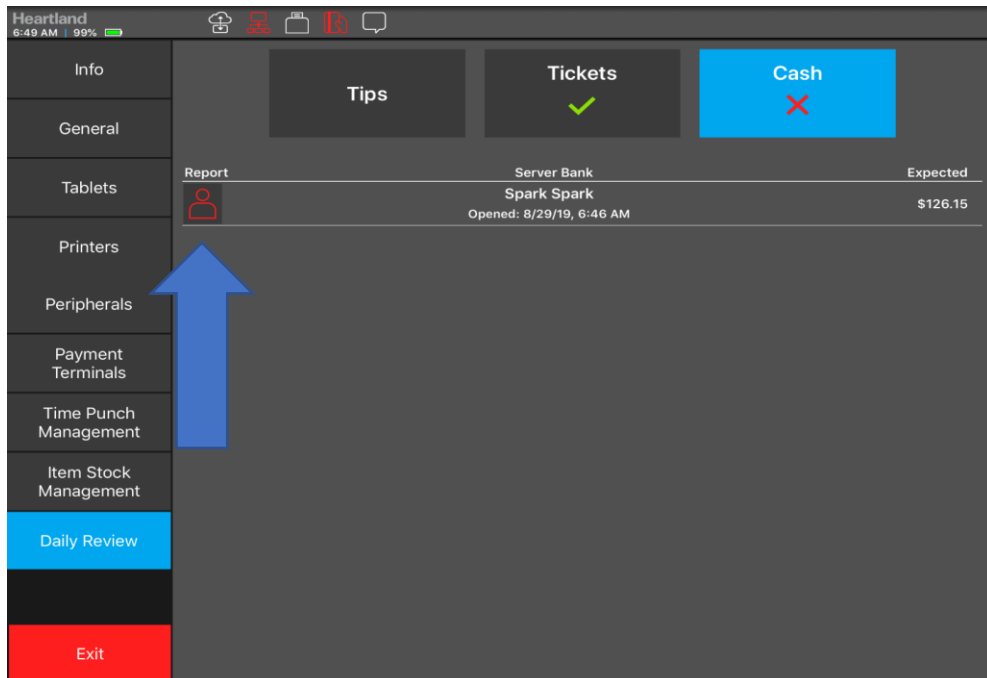
9. For Mgr End of Day Procedures, Return to iPad (any) and Log In, Tap on Your Name, and then on Manager



10. Tap on Daily Review

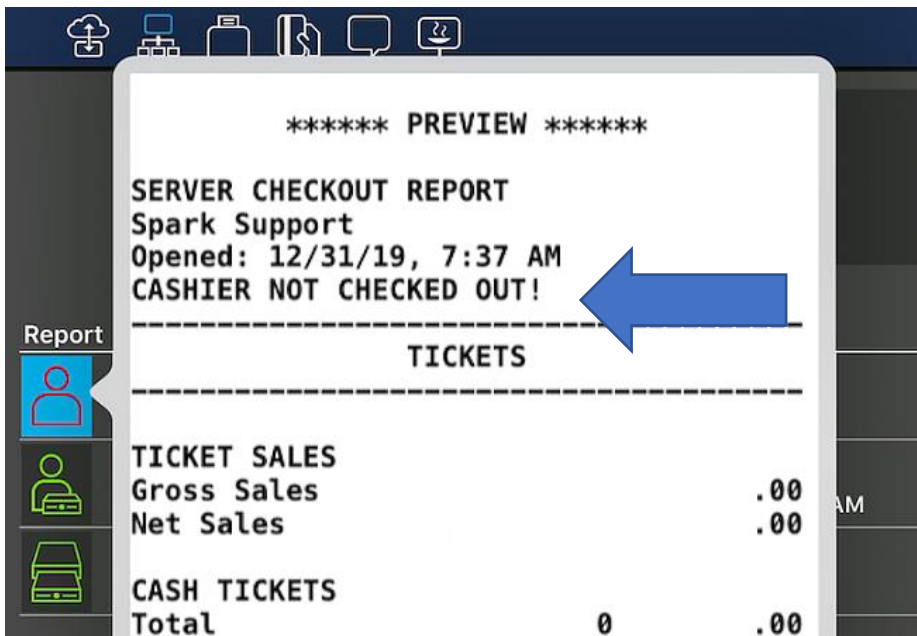


11. The Goal on this Screen is to see Green Checks (Tickets and Cash Boxes) – if you DO NOT, That Field is not yet Ready for End of Day – Tap on any That Have an “X”



12. Tap on any Field With a Red “X” and Then Tap on any Report That Appears in Red

13. Any Report Listed in Red Indicates that a Server or Employee has not Checked Out; Assist that Employee with Closing out Their Tickets or Running Their Checkout so you can End Your Day



14. The POS is now Ready for End of Day – it will run End of Day on its' own

