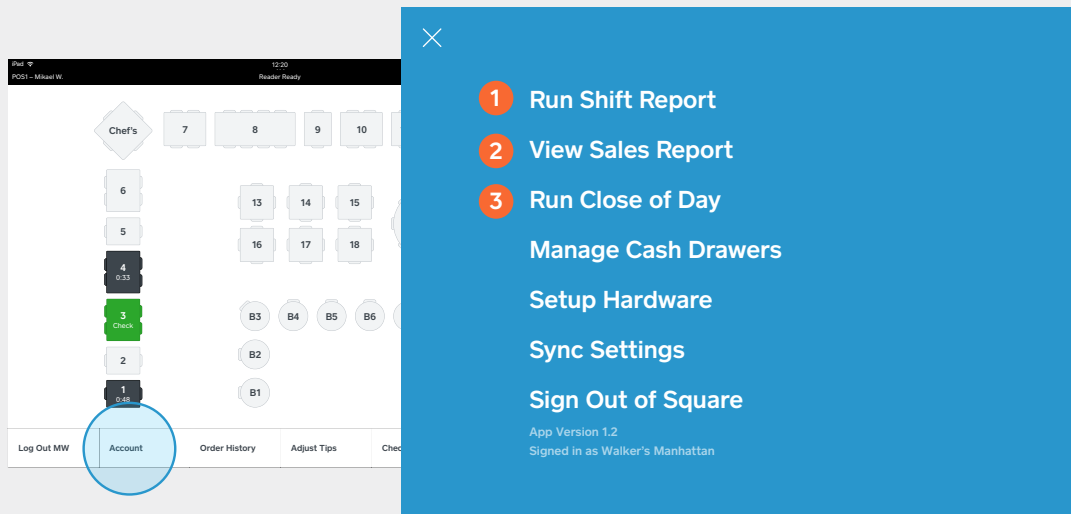


Close of Day and Shift Reports



To locate your in-app reporting options, tap the **Account** button on the POS home screen.

When should I run a Shift Report?

This option is for individual tipped employees (like servers or bartenders) looking for a running total of their sales, open checks and Cash Owed.

Note: The Cash Owed calculation is specifically for restaurants who want to pay out all employee tips in cash at the end of a shift. This way you'll know exactly how much of an employee's cash sales should go back to the house, or how much cash they're still due in order to account for their credit card tips.

When should I run a Sales Report?

This option is typically for managers with passcode access who would like to see a comprehensive report on today's sales organized by category and item, in addition to other rubrics.

Managers can use this screen to export the daily sales numbers via printout or email, or as shortcut access to Dashboard reporting features.

Note: The Sales Report only shows transactions where the tip has been settled. Pending transactions will not be factored into the sales numbers, which may cause differences to the Shift Report.

When should I run a Close of Day Report?

This option is for a manager, at the end of a service shift or the entire day, to close out all open checks, close out the remaining cash drawers, and run the service report. You'll also be able to clock out any employees who are still clocked in! You can use Dashboard to customize which summary features must be completed in order to run the Close of Day report (e.g. closing out all open checks, closing the active drawers, etc.)