



Close the Day

USER GUIDE



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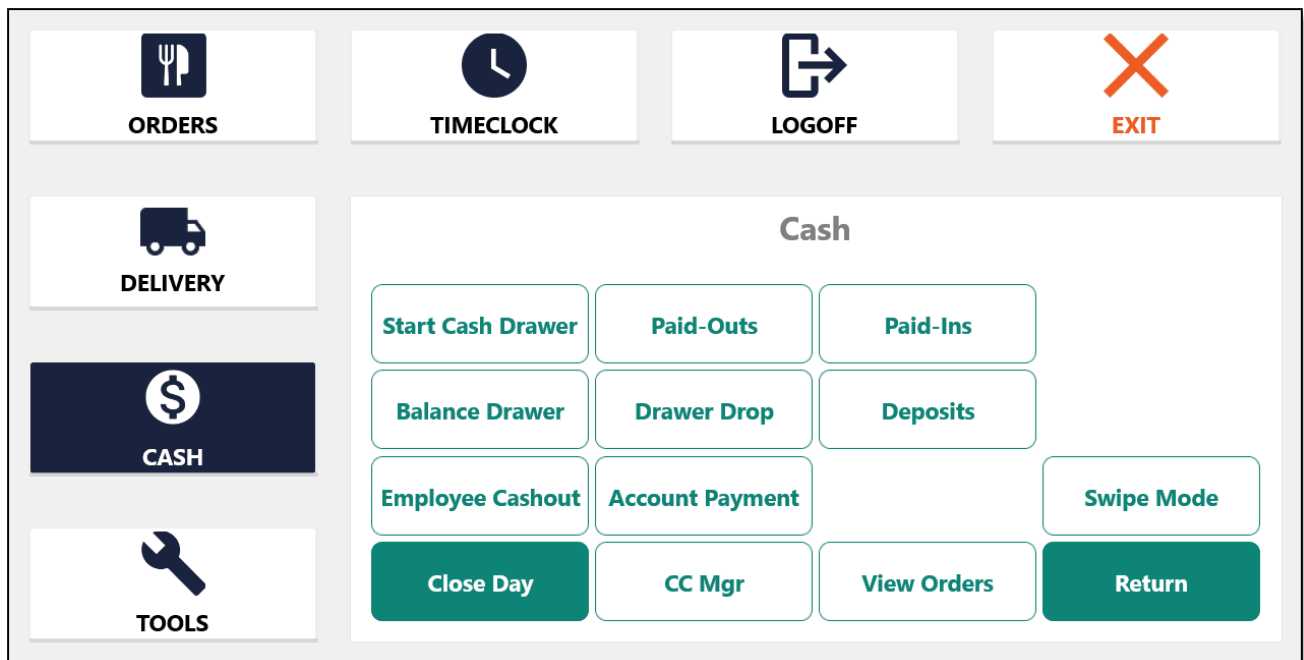
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Overview

Proper cash management is essential to all businesses. The purpose of this guide is to help you familiarize yourself with how HungerRush handles a company's cash flow and payments.

Things can get puzzling when trying to understand the multitudes of income collection methods. Cash-and-carry, driver drops, daily deposits, and credit card tips are just a few of the common procedures used by our customers. The next step is to understand and manage the security settings that affect all aspects of cash to close any loopholes.

This guide starts by introducing basic cash functions and then delves deeper into advanced functionality.



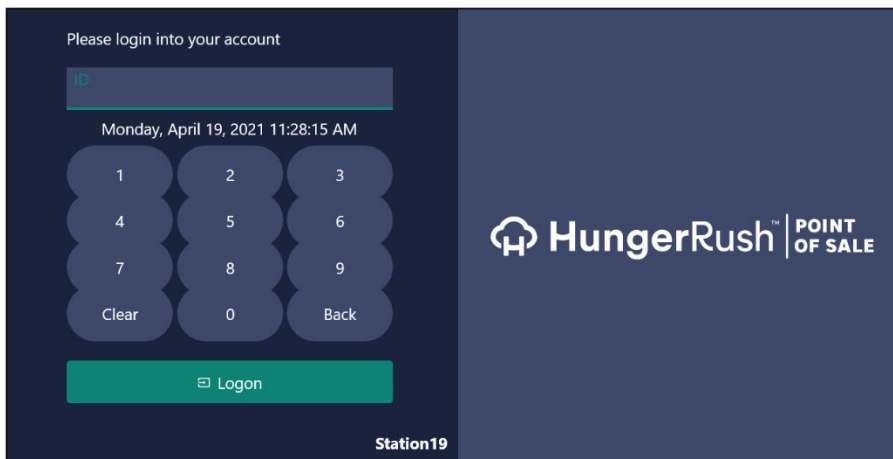
Logging In and Accessing Cash Management

The **Cash** button includes the following cash activities:

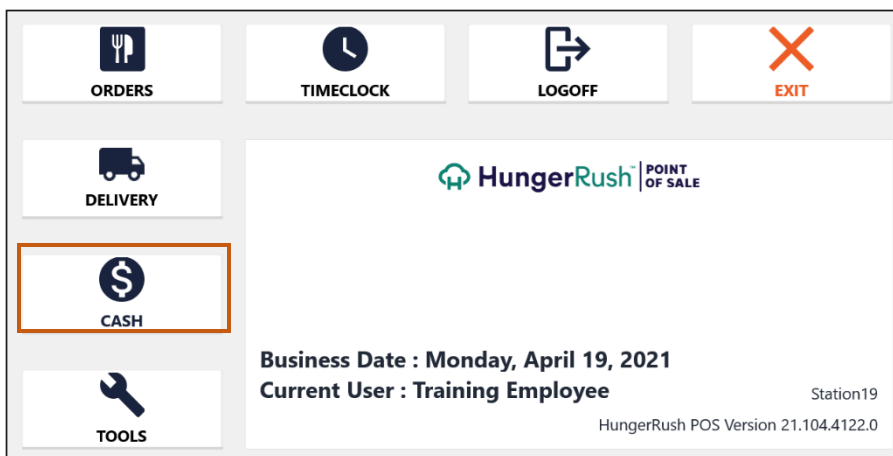
- Start Drawer
- Paid Outs
- Paid Ins
- Balance Drawer
- Drawer Drop
- Deposits
- Employee Cashout,
- Account Payments

To perform any of these **Cash Management** activities, follow the steps below to login to *HungerRush* and access **Cash Management**:

1. Open **HungerRush** app
2. Enter your login credentials and tap **Logon**



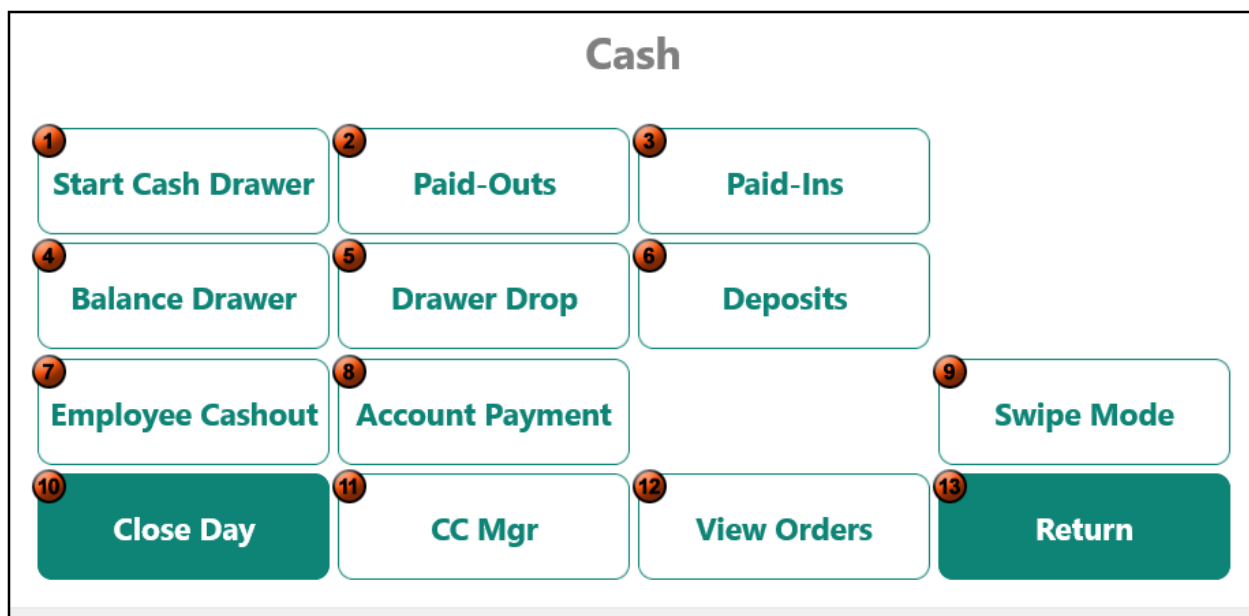
3. Select **Cash**



Please Note: To access the **Cash** button, you must have **Allow Cash Function** security access. Otherwise, the **Cash** button will not appear on your *HungerRush* Home screen.

Navigating Cash Management Activities

After logging in and accessing the **Cash Management** function, options/activities display as buttons on the **Cash** screen. See descriptions of each **Cash Management** option/activity in the image and table below.



#	BUTTON NAME/DESCRIPTION	#	BUTTON NAME/DESCRIPTION
1	Start Drawer initiates a cash drawer on the workstation and gives users the option to accept a defaulted starting total, manually enter the amount for the shift, and/or require starting amount to be verified by entering denomination counts.	2	Paid-Outs allows Paid Outs to be tracked within the point of sale. Paid outs must be processed on a physical cash drawer and will affect cash balance for the business day. Accounting code and description can be assigned to each paid out.
3	Paid-Ins Allows Paid Ins to be tracked within the point of sale. Accounting code and description can be assigned to each paid ins. Paid in will affect the payment balance for the business day. Paid ins must be processed on a physical cash drawer and can be tendered as cash, check or credit card.	4	Balance Drawer initiates the cash drawer reconciliation for the workstation.
5	Drawer Drop allows money to be removed and recorded to the Safe to prevent a large amount of cash within the cash drawer. Drawer drops will appear on the deposit screen.	6	Deposits allow the user to select all or specific cash drawers, server cashouts and driver cashouts to be totaled and readied into a deposit.
7	Employee Cashout initiates the reconciliation of a server or delivery driver.	8	Account Payment allows a payment to be made on a specific customer charge account. The payment will appear in the cash drawer as a paid in.
9	Swipe Mode	10	Close Day initiates the closing of the fiscal day and is comprised of closing all open orders, closing all open sources of unaccounted money like drivers or servers, and ensuring all staff members are clocked out.
11	CC Mgr overrides old credit card manager and displays only when HungerRush Payments Services is used.	12	View Orders allows you to view any/all open orders.
13	Return closes the Cash screen and returns the user to the HungerRush Home screen		

Cash Security Settings

The table below shows a listing of the security settings related to Cash Management and Cash Tendering.

MODULE	SECURITY RIGHT	DESCRIPTION	DEFAULT
Cash	Allow Assign Drawer	Assign a cash drawer to an employee	✗
	Allow Cash Function	Access Cash button	✗
	Allow Delete Payout/Ins	Access to delete a paid out or paid in	✗
	Allow Giftcard Rpt	Allows access to Gift Card reporting	✗
	Drops	Perform a drop	✗
	Paidouts	Perform a paid out/paid in	✗
	Start Cash Drawer	Open cash drawer for current business day	✗
Cash - Reconcile	Allow Edit Drawer	Allows editing of cash drawer reconciliation.	✗
	Allow Reconcile	Performs cash drawer reconcile.	✗
	Allow Reopen Drawer	Allows reopening of cash drawer reconciliation.	✗
	Allow Select All Credit Cards	Can select All Credit Cards on credit card reconciliation.	✓
	Allow Validation Override	Allows access to uncheck Validation on cash out screen.	✗
	Blind Reconcile	Removes totals in cash drawer reconciliation screen.	✗
	Blind Reconcile – Print O/S	Removes totals in cash drawer reconciliation screen but does print over/short of the cash out receipt.	✗
	Require Credit Card Validation	Requires credit cards to be reconciled in the detail screen. This setting should be used when credit cards are run through the HungerRush program.	✓
	Require Validation	Requires all tender types to use the detailed validation screen. Actual fields cannot be modified.	✗
Delivery	Cashout All	Gives the ability to cash out any driver	✗
	Cashout Self	Allows driver to cash out his/her own personal bank	✗
Management	Access to Exclusive Cash Drawer	Allows access to a drawer that is set up to be exclusive.	✗
Management - Servers	Access Orders with Closed Drawer	Access to orders if server's drawer is closed.	✗
	Allow Server No Sale	Access for a server to select No Sale.	✗
	Can Collect Cashier Orders	Ability for a server to collect on an order that originated at a cash drawer.	✗
	Cash Out Self	Provides a server access to cash out himself/herself.	✗
	Collect Payment for Server	Ability for a server to collect on an order.	✗
	Reassign Server Orders	Access to reassign an order from one server to another or to the house.	✗
	Update Orders for Server	Ability to edit a server's orders.	✗

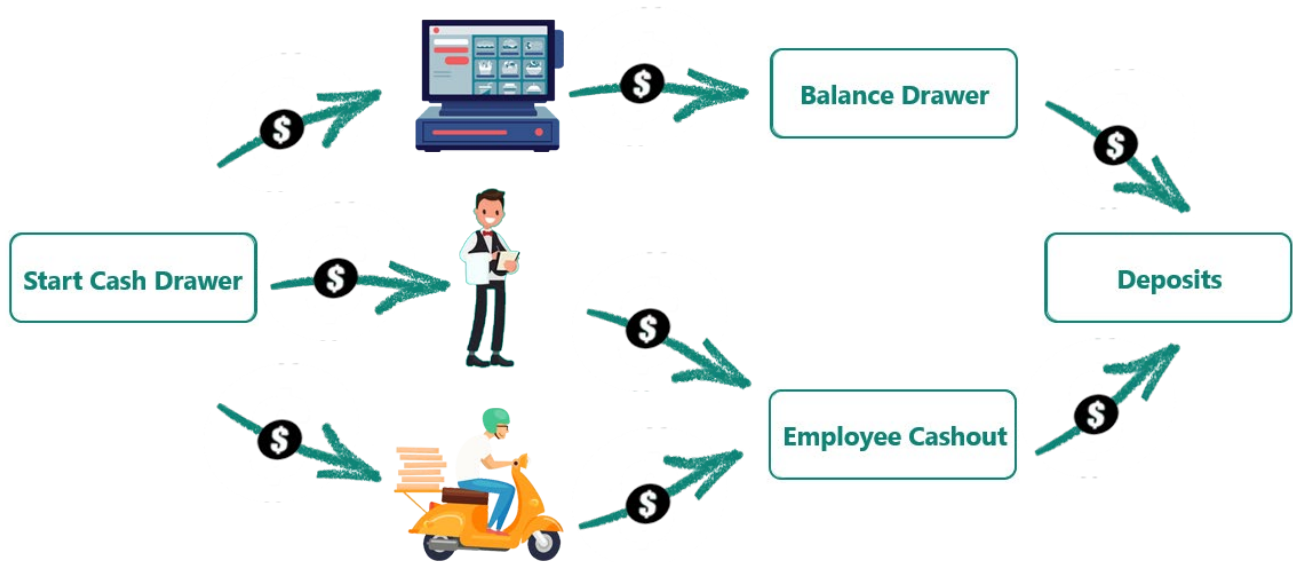
Cash Security Settings, Continued...

MODULE	SECURITY RIGHT	DESCRIPTION	DEFAULT
Orders	Collect on Order	Ability for a server to collect on an order	✗
	No Sale	Access to open cash drawer using "No Sale".	✗
EMV CC Mgr	Allow Batch	Allows user to batch from EMV Credit Card Manager.	✓
	Allow Config	Allows user to adjust account settings and configure Lane settings when using EMV Readers.	✗
	Allow Void	Allows user to void from the EMV Credit Card Manager.	✗
	Process Transactions	Allows user to void from the EMV Credit Card Manager.	✗

Cash Drawers, Servers and Drivers

There are three entities within **HungerRush** who can tender orders:

- Cash Drawer
- Server
- Delivery Driver



Cash Drawer

A **Cash Drawer** is a physical drawer attached to a workstation. An employee with proper security can start or be assigned to a cash drawer. The cash drawer can be set up to allow only one user at a time or multiple users and must be reconciled at the end of the shift or business day.

Server

A **Server** is a floating cash drawer, no physical cash drawer is present. Each server is responsible for the orders they tender, which they can tender on any workstation set up for servers.

There are several options and security settings that can be used to accommodate various operational needs related to server **Cash Management**. Each server is required to perform a **Cashout/Reconciliation** at the end of their shift.

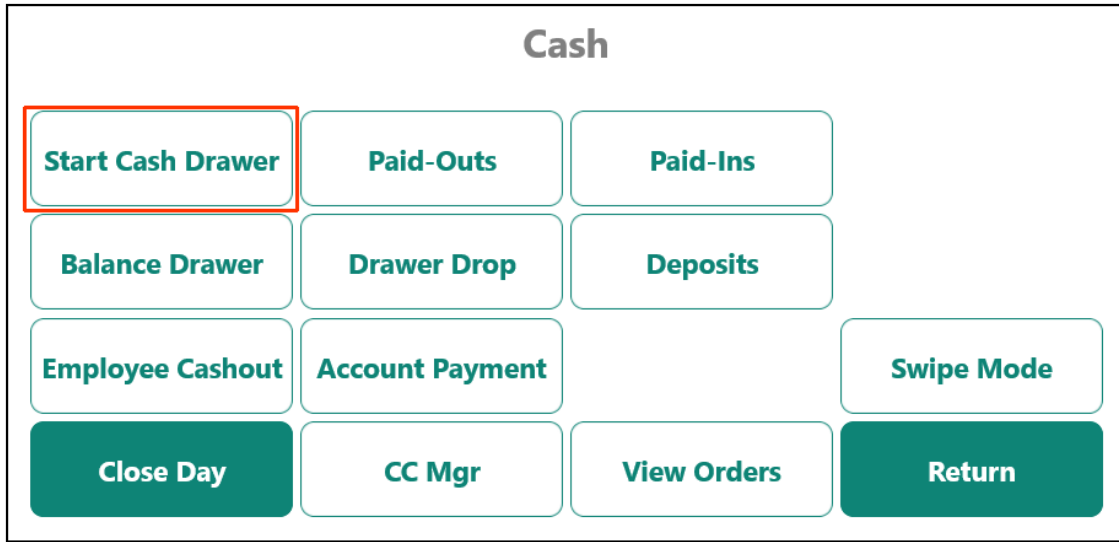
Driver

A **Driver** is responsible for the orders assigned to them from the **Dispatch** screen. Delivery orders are typically not tendered through the collect screen like a server order and cashier order.

A driver may also be assigned a bank from the business upon taking their first delivery. When a driver completes their shift, they must perform a **Driver Cashout** that tenders and closes all their order at one time.

Start Cash Drawer

Start Cash Drawer initiates a cash drawer on the workstation. The drawer includes a defaulted **Starting Cash** amount or the user can enter the **Starting Cash** amount for that shift.

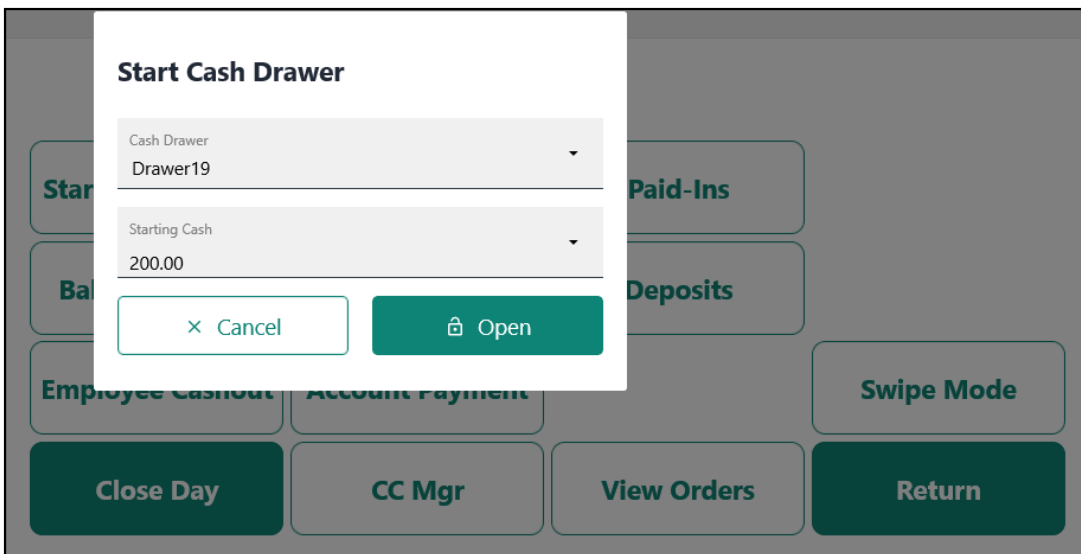


To start a **Cash Drawer**, follow the steps below:

1. From the **Cash** screen in **HungerRush**, tap **Start Cash Drawer**.



2. Verify the **Cash Drawer** and **Starting Cash** in the drawer, ensuring the cash in the drawer matches the **Starting Cash** amount.



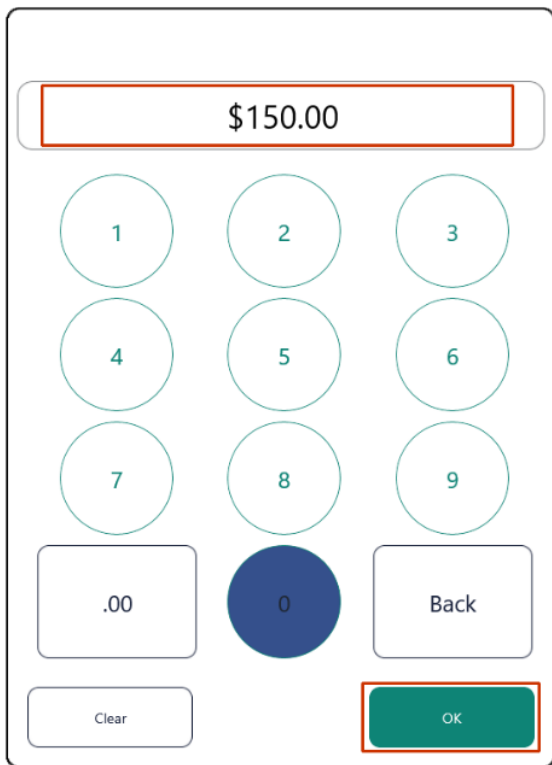
If the cash in the drawer differs from the **Starting Cash** amount:

- a. Tap the drop-down in the **Starting Cash** field.



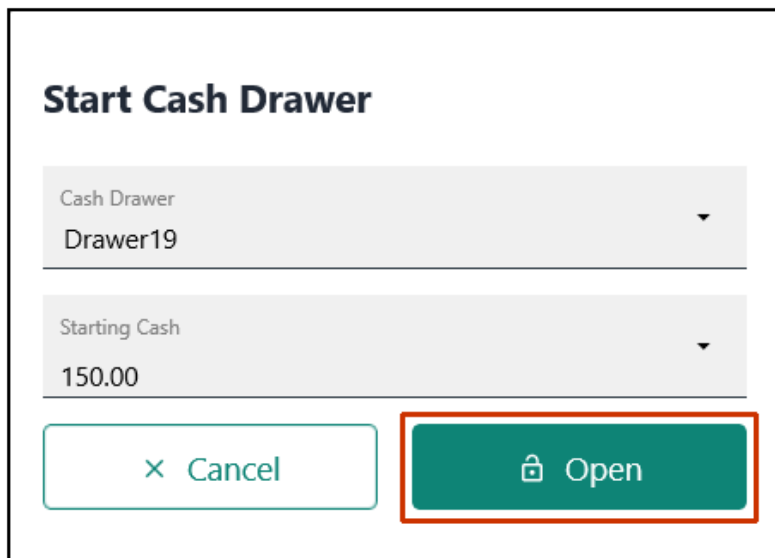
A rectangular input field with a light gray background. The text "Starting Cash" is at the top, and "200.00" is below it. A small downward-pointing arrow is on the right side, enclosed in a red rectangular box.

- b. Enter the verified cash amount in the drawer and tap **OK**.



A numeric keypad interface. At the top, a white box displays "\$150.00" and is outlined with a red border. Below it is a 3x3 grid of circular buttons with numbers 1-9. Below the grid are three rectangular buttons: ".00", a large blue circular button with "0", and "Back". At the bottom are two rectangular buttons: "Clear" and "OK". The "OK" button is green and outlined with a red border.

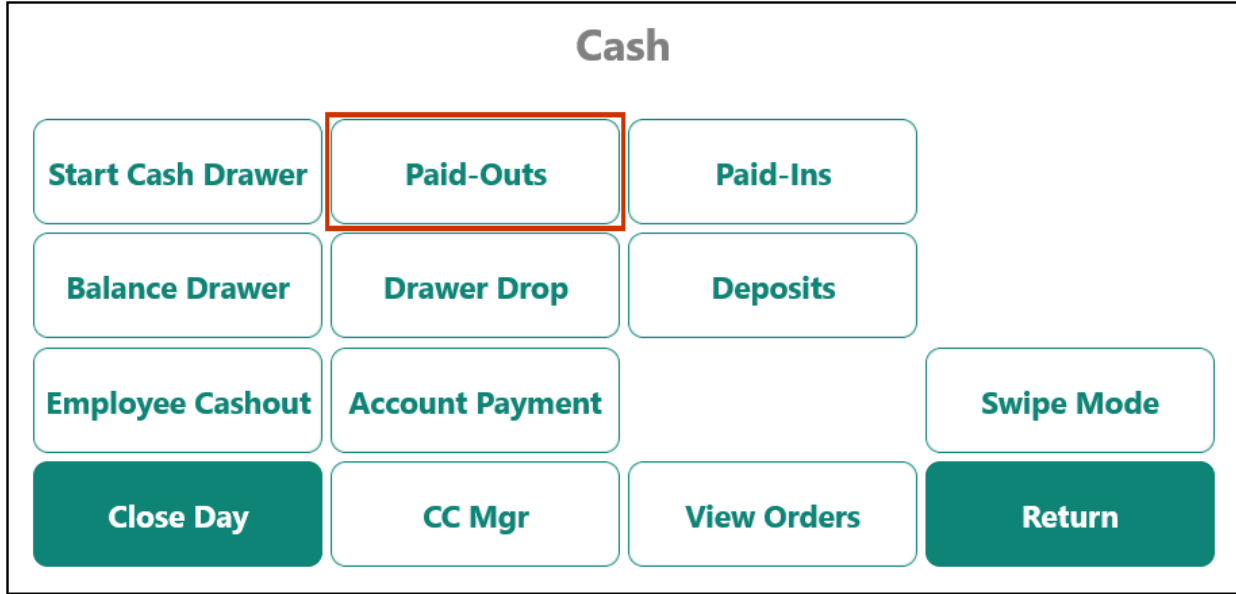
3. Tap **Open**.



A screen titled "Start Cash Drawer". It has two dropdown menus. The first is labeled "Cash Drawer" and shows "Drawer19". The second is labeled "Starting Cash" and shows "150.00". At the bottom are two buttons: "Cancel" (with a red 'x' icon) and "Open" (with a padlock icon). The "Open" button is green and outlined with a red border.

Paid-Outs

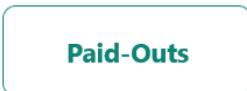
A **Paid Out** is performed when a vendor, service, or expense is incurred by the business and the payment must be made using cash from the cash drawer. Each **Paid Out** includes a description and can be assigned to an **Account Category**.



The image shows the 'Cash' screen of the HungerRush 360 interface. It features a grid of buttons. The 'Paid-Outs' button is highlighted with a red border. Other buttons include 'Start Cash Drawer', 'Paid-Ins', 'Balance Drawer', 'Drawer Drop', 'Deposits', 'Employee Cashout', 'Account Payment', 'Swipe Mode', 'Close Day', 'CC Mgr', 'View Orders', and 'Return'.

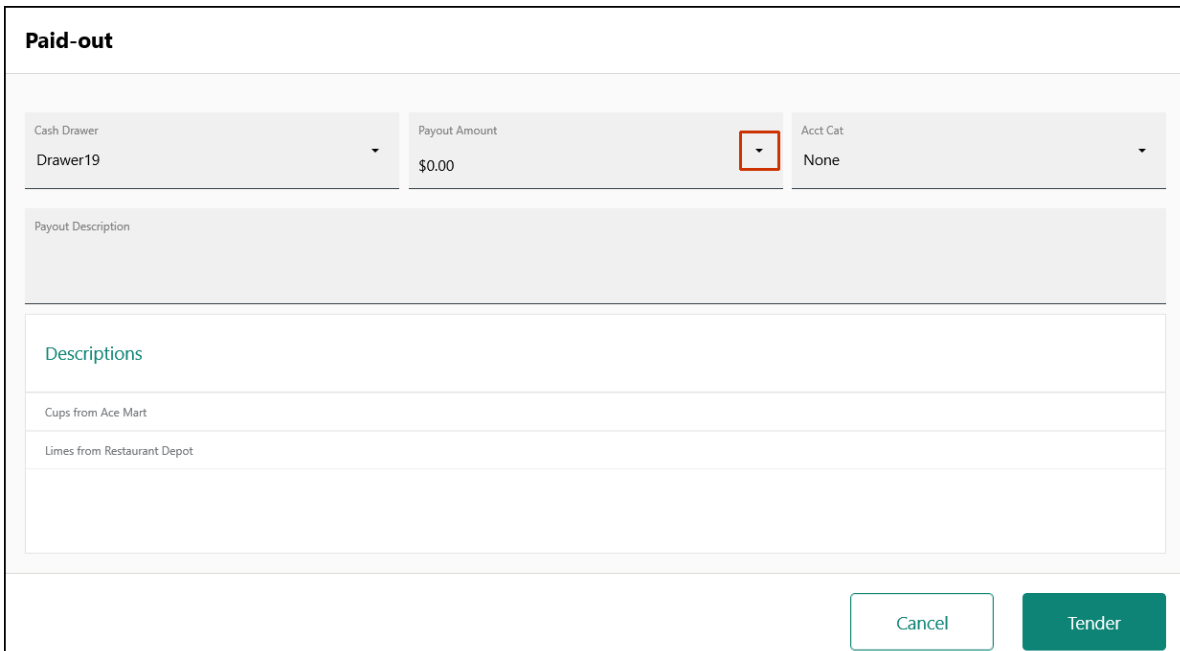
To initiate a **Paid-Out**, follow the steps below:

1. From the **Cash** screen in *HungerRush*, tap **Paid-Outs**.



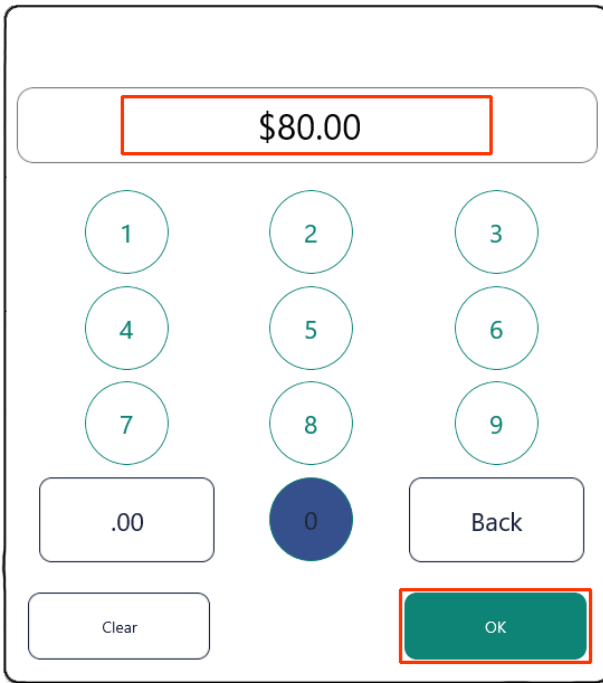
A button labeled 'Paid-Outs' with a teal border and text.

2. Tap the drop-down in the **Payout Amount** field.

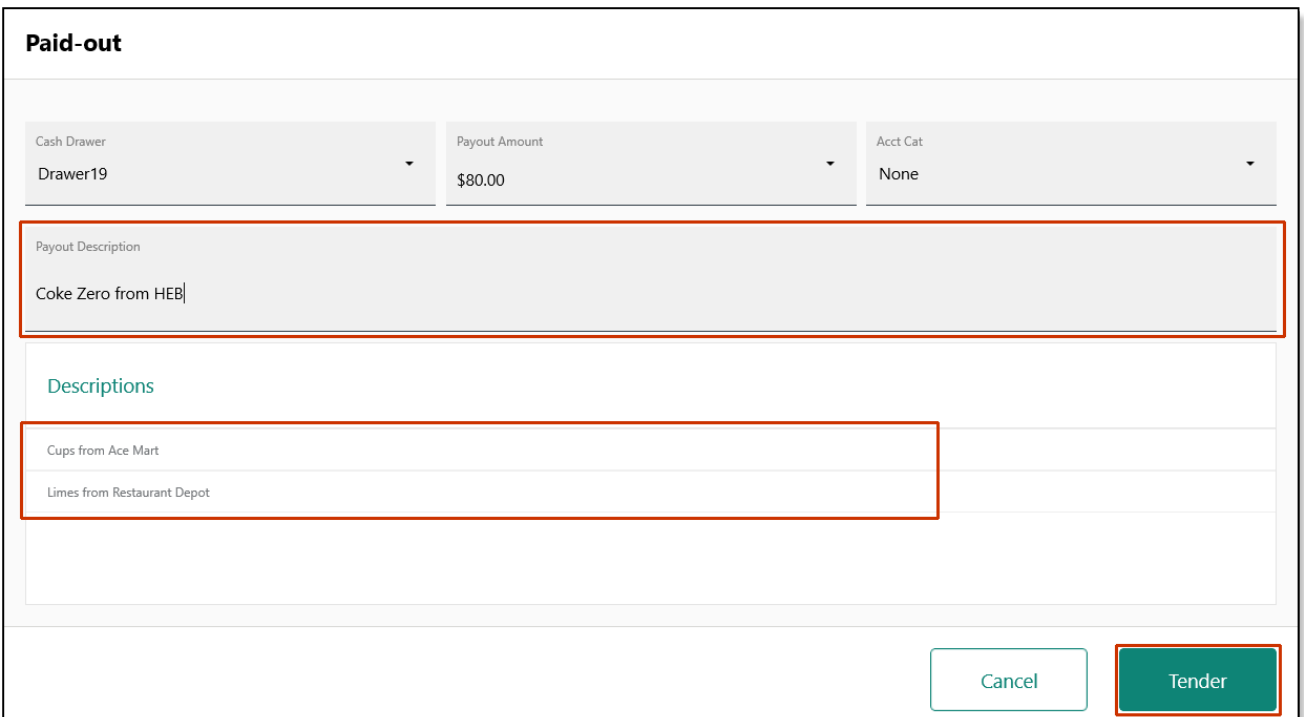


The image shows the 'Paid-out' form interface. It includes fields for 'Cash Drawer' (set to 'Drawer19'), 'Payout Amount' (set to '\$0.00'), and 'Acct Cat' (set to 'None'). The 'Payout Amount' field has a red box around its drop-down arrow. Below these fields is a 'Payout Description' section with a list of descriptions: 'Cups from Ace Mart' and 'Limes from Restaurant Depot'. At the bottom right, there are 'Cancel' and 'Tender' buttons.

3. Enter the **Paid-Out** amount and tap **OK**.

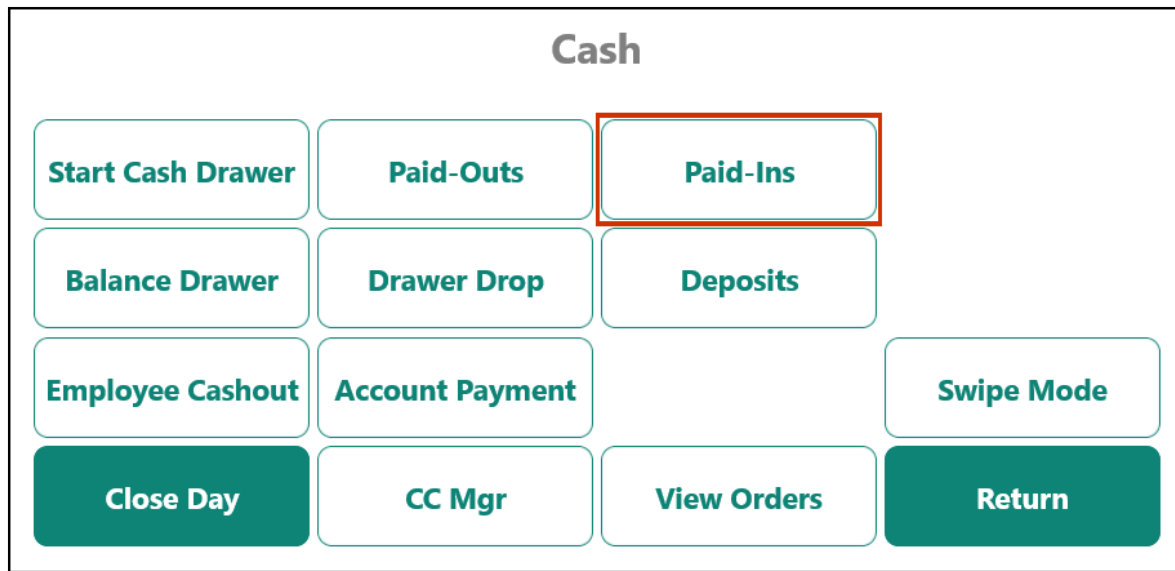


4. Enter a description of the **Payout** in the **Payout Description** field or select an existing **Payout Description** from the **Descriptions** field, then tap **Tender**.



Paid-Ins

A **Paid-In** is a payment made to the business that is separate from a sale. A **Paid-In** could be a payment on a customer account or a bad debt and can be tendered as cash, check, or credit card. Each **Paid-In** includes a description and can be assigned to an **Account Category**.

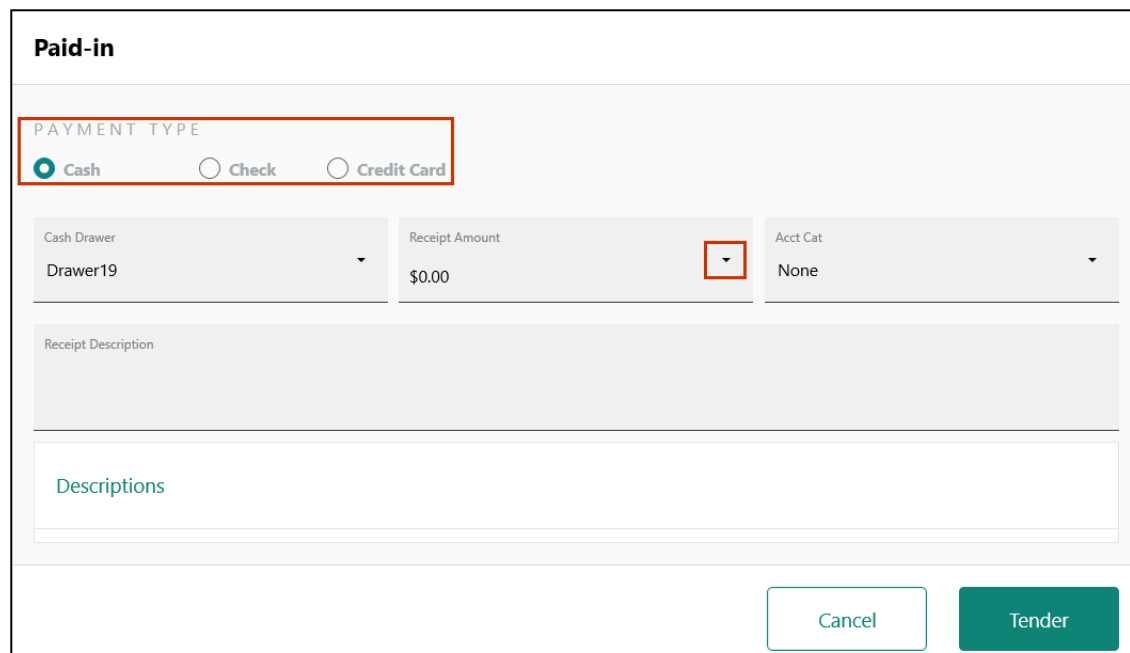


To initiate a **Paid-In**, follow the steps below:

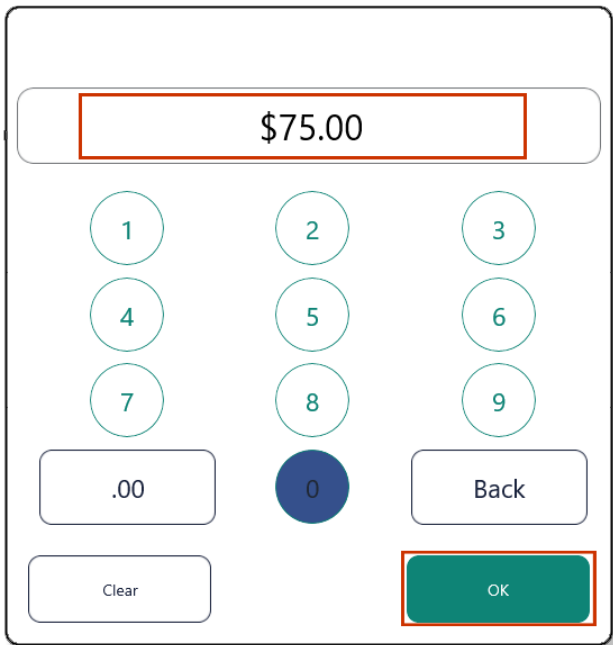
1. From the **Cash** screen in **HungerRush**, tap **Paid-Ins**.



2. Select the **Payment Type: Cash, Check, or Credit Card** and tap the drop-down in the **Receipt Amount** field.

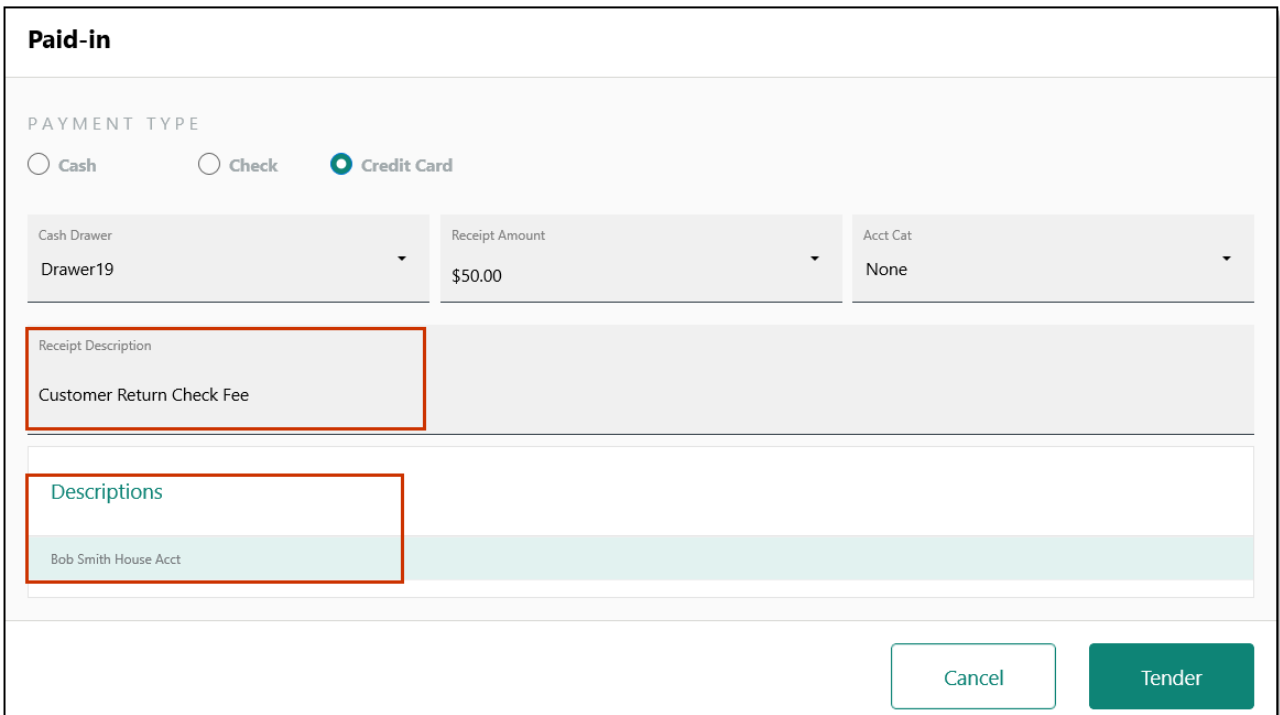


3. Enter the **Paid-In** amount and tap **OK**.



A payment entry screen with a numeric keypad. The top section shows a display with the amount '\$75.00' highlighted by a red rectangle. Below the display is a numeric keypad with buttons for digits 1-9, a decimal point (.00), and a zero (0). The zero button is highlighted with a blue circle. To the right of the zero button is a 'Back' button. At the bottom left is a 'Clear' button, and at the bottom right is an 'OK' button highlighted with a red rectangle.

4. Enter a description of the **Paid-In** in the **Receipt Description** field or select an existing **Paid-In Description** from the **Descriptions** field, then tap **Tender**.



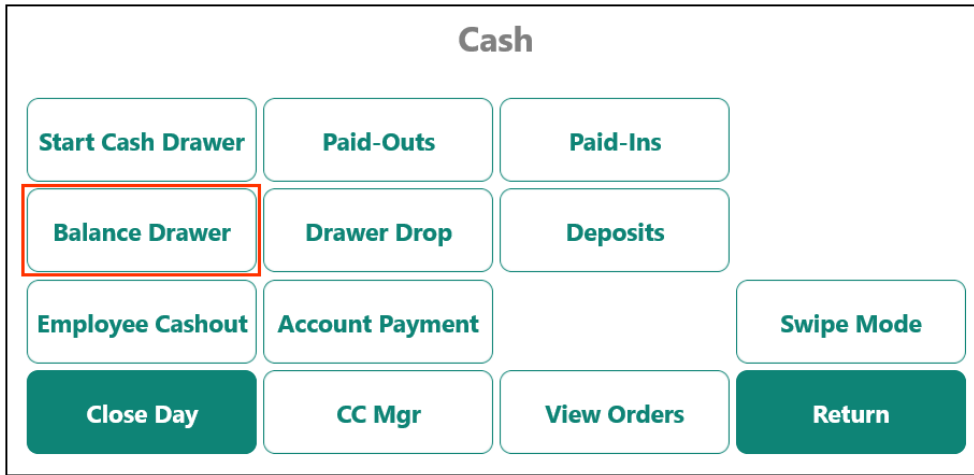
A 'Paid-in' screen with the following fields and options:

- PAYMENT TYPE**: Radio buttons for ☐ Cash, ☐ Check, and ☒ Credit Card.
- Cash Drawer**: A dropdown menu showing 'Drawer19'.
- Receipt Amount**: A dropdown menu showing '\$50.00'.
- Acct Cat**: A dropdown menu showing 'None'.
- Receipt Description**: A text field containing 'Customer Return Check Fee', highlighted with a red rectangle.
- Descriptions**: A section with a header 'Descriptions' and a list item 'Bob Smith House Acct', both highlighted with a red rectangle.
- Buttons**: 'Cancel' and 'Tender' buttons at the bottom right.

Balance Drawer

A cash drawer can be balanced at any point during the business day by accessing **Balance Drawer**.

Please Note: If the cash drawer to be balanced is the last open cash drawer for the day, ensure all orders have been tendered before closing the final cash drawer.



Navigating Balance Drawer

The Balance Drawer screen is complex with many options. The image and table below will help familiarize you with these options.

Closed: 4/26 0:00 AM

Business Date

April 26 2021

Opened By:

Training Employee

Other Users

Training Employee

Cash Drawer

Drawer19 - 4/26/2021 8:34:31 AM

Computer

Station19

Start Amount

\$200.00

Req Validation

Actuals

Totals

Over(Short)

Cash	0.00	111.78	-111.78
Other	0.00	0.00	0.00
Credit	0.00	0.00	0.00
Gift	0.00	0.00	0.00
Account	0.00	0.00	0.00
Total	0.00	111.78	-111.78
Drops		0.00	***
Paid-Outs		15.00	***
Paid-Ins		25.00	***
Grand Total		111.78	-111.78

No sales

0

Tips

0.00

Grats

0.00

Total Cash

111.78

0.00% credit card tip fee = \$0.00

Detail

No Sale

Print

Re-Open

Balance Drawer

Exit

#	BUTTON NAME/DESCRIPTION	#	BUTTON NAME/DESCRIPTION
1	Drawer Status Displays the Drawer's current status (Open , Closed/Not Balanced or Closed).	2	Business Date Current business date. The date can be changed by selecting the drop-down in this field.
3	Opened By Shows the name of the employee who started the cash drawer; most likely a manager or primary user.	4	Other Users Includes any other employee who has access the drawer. Will have no users listed if drawer is not shared with other employees.
5	Cash Drawer Defaults to the last cash drawer opened on the workstation and can be changed by selecting the drop-down in this field.	6	Computer Current computer/POS workstation name, can be changed by selecting the drop-down in this field. Allows drawer to be balanced from another computer.
7	Start Amount The starting cash amount that was declared in the cash drawer.	8	Req Validation If an employee's security access requires validation, the Detail screen must be used to enter actual funds for the cash drawer. An actual amount cannot be entered from the Summary screen.
9	Actuals Represents actual amount that is in the drawer for each payment method at reconciliation. These fields are grayed out until the cash drawer is closed. If validation is required a field may also be grayed out. This is common for the Credit Card Actual field.	10	Totals Represents what should be in the cash drawer for each Payment Method . These fields are auto-populated.
11	Over/Short Over/Short for each Payment Method . Until case drawer actuals are entered, these fields should not be of concern.	12	No Sales Keeps track of the number of times No Sale was performed on drawer.
13	Tips Show the total tips earned on credit cards tendered to this drawer. Tips can be entered from the Credit Card Detail screen or from within the Order Lookup screen on the cash drawer workstation. Credit Card tips should be removed from the cash drawer prior to balancing.	14	Grats Shows the total gratuity added to orders tendered on the cash drawer. Gratuity should be removed from the cash actual amount if gratuity is not paid on payroll.
15	Total Cash Display the total cumulative cash that was declared to be collected to the drawer.	16	Ellipse Pressing the corresponding ellipses to button open a detailed submenu that allows reprinting or deletion of Drops, Paid Outs or Paid-Ins. Highlight the line item in the submenu and press Delete to remove the line and Print to reprint a copy.
17	Detail Opens the detail reconciliation screen for each payment method. The Detail button will not work until the cash drawer is closed.	18	No Sale Opens the Cash Drawer attached to this Workstation.
19	Print Changes based on what the drawers current status is. If drawer status is either Open or Closed/Not Balanced then pressing Print will print a quick audit of the drawer while pressing print in the Closed state will print a copy of the drawer balance sheet.	20	Re-Open Allows additional orders to be tendered to the drawer and the entire reconciliation process will need to be completed.
21	Balance Drawer Balances/reconciles cash drawer. If out of balance from actual totals, a pop-up message will appear warning of the overage/shortage.	22	Close Drawer Puts the cash drawer in the Closed/Not Balanced state. A drawer insert can be removed from the workstation and taken to a secure area for counting.
23	Exit Closes the cash drawer balance screen.		

Balance Drawer

To **Balance Drawer**, follow the steps below:

1. From the **Cash** screen in **HungerRush**, tap **Balance Drawer**.

Balance Drawer

2. Choose the drawer to balance.

Balance Cash Drawer

Opened: 4/26 8:34 AM

Business Date
April 26 2021

Opened By:
Training Employee

Other Users

Cash Drawer
Drawer19 - 4/26/2021 8:34:31 AM

Computer
Station19

Start Amount
\$200.00

Training Employee

☒ Req Validation

	Actuals	Totals	Over(Short)
Cash	0.00	55.89	-55.89
Other	0.00	0.00	0.00

No sales
0

- **Business Date** defaults to the current business date
- **Cash Drawer** defaults to the last cash drawer opened on the workstation
- **Computer** defaults to the current workstation

3. Tap **Close Drawer**.

Please Note: The **Total** line will show \$0.00 in the **Actuals** column until the cash in the drawer has been verified.

Balance Cash Drawer

Opened: 4/26 8:34 AM

Business Date
April 26 2021

Opened By:
Training Employee

Other Users

Cash Drawer
Drawer19 - 4/26/2021 8:34:31 AM

Computer
Station19

Start Amount
\$200.00

Training Employee

☒ Req Validation

	Actuals	Totals	Over(Short)
Cash	0.00	55.89	-55.89
Other	0.00	0.00	0.00
Credit	0.00	0.00	0.00
Gift	0.00	0.00	0.00
Account	0.00	0.00	0.00
Total	0.00	55.89	-55.89
Drops		0.00	***
Paid-Outs		15.00	***
Paid-Ins		25.00	***
Grand Total		55.89	-55.89

No sales
0

Tips
0.00

Grats
0.00

Total Cash
55.89

0.00% credit card tip fee = \$0.00

Detail

No Sale

Print

Close Drawer

Exit

Once the drawer is closed, no more orders can be tendered to the drawer. At this point the drawer insert can be removed and the cash can be counted. The drawer status will be changed from **Open** to **Closed** and the **Detail** button changes from grayed out to active.

4. Tap **Detail** to open the *HungerRush* counting tools.

Business Date

April 26 2021

Opened By:

Training Employee

Cash Drawer

Drawer19 - 4/26/2021 8:34:31 AM

Computer

Station19

Start Amount

\$200.00

Other Users

Training Employee

Req Validation

Actuals

Totals

Over(Short)

Cash	0.00	55.89	-55.89
Other	0.00	0.00	0.00
Credit	0.00	0.00	0.00
Gift	0.00	0.00	0.00
Account	0.00	0.00	0.00
Total	0.00	55.89	-55.89
Drops		0.00	***
Paid-Outs		15.00	***
Paid-Ins		25.00	***
Grand Total		55.89	-55.89

No sales

0

Tips

0.00

Grats

0.00

Total Cash

55.89

0.00% credit card tip fee = \$0.00

Detail

No Sale

Print

Re-Open

Balance Drawer

Exit

5. The **Detail** screen defaults to the Credit tab. Review all credit card transactions (as applicable), verifying tips and totals.

Cash

Other

Credit

Gift

Account

Order #	Type	Amount	Tip	Rec	From

Summary

Select All

Clear All

Total

0.00

Tips

0.00

Total Credit

0.00

Please Note: Tip amounts can be edited by highlighting the tip field, entering the adjusted tip amount on the keypad, and tapping **Add Tip**.

6. Verify transactions on other **Payment Type** tabs (**Gift**, **Other**, **Account**) and tap the **Cash** tab to verify cash transactions and count down the cash drawer. Tap each denomination to enter the number of bills for each denomination.

Cash	Other	Credit	Gift	Account
Count	Rolls	Total		
100.00	0	0.00		
50.00	0	0.00		
20.00	6	120.00		
10.00	6	60.00		
5.00	10	50.00		
1.00	25	25.00		
.50	0	0.00		
.25	3	0.75		
.10	1	0.10		
.05	0	0.00		
.01	4	0.04		
			Cash in Drawer	255.89
			Start Amt	200.00
			Total Cash	55.89

Summary

7. After cash is verified, the **Actuals** column will show the actual cash in the drawer. Tap **Balance Drawer**.

Balance Cash Drawer

Closed: 4/26 0:00 AM

Business Date: April 26 2021

Opened By: Training Employee

Cash Drawer: Drawer19 - 4/26/2021 8:34:31 AM

Computer: Station19

Start Amount: \$200.00

Other Users: Training Employee

Req Validation	Actuals	Totals	Over(Short)	
<input checked="" type="radio"/>	Cash	55.89	55.89	0.00
	Other	0.00	0.00	0.00
	Credit	0.00	0.00	0.00
	Gift	0.00	0.00	0.00
	Account	0.00	0.00	0.00
	Total	55.89	55.89	0.00
	Drops		0.00	***
	Paid-Outs		15.00	***
	Paid-Ins		25.00	***
	Grand Total		55.89	0.00

No sales: 0

Tips: 0.00

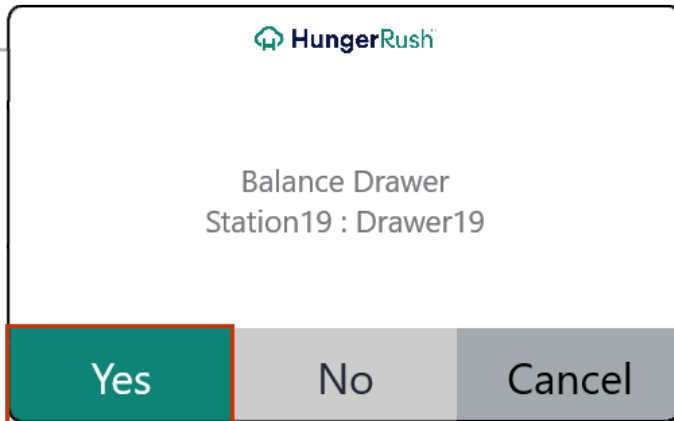
Grats: 0.00

Total Cash: 55.89

0.00% credit card tip fee = \$0.00

Balance Drawer

- A verification pop-up opens. If the drawer is out of balance the pop-up will warn denoting the drawer is either over or short. To complete the drawer balancing, tap **Yes**.



Editing/Reopening Balanced Cash Drawer

With proper security access, a drawer can be edited or reopened. These changes are audited and appear on the **Cash Audit** report. To **Edit** or **Re-Open** a cash drawer, follow the steps below:

- Tap **Edit Drawer**.

Balance Cash Drawer

Closed: 4/26 0:00 AM

Business Date
April 26 2021

Opened By:
Training Employee

Cash Drawer
Drawer19 - 4/26/2021 8:34:31 AM

Computer
Station19

Start Amount
\$200.00

Other Users

Training Employee

Req Validation

	Actuals	Totals	Over(Short)
Cash	55.89	55.89	0.00
Other	0.00	0.00	0.00
Credit	0.00	0.00	0.00
Gift	0.00	0.00	0.00
Account	0.00	0.00	0.00
Total	55.89	55.89	0.00
Drops		0.00	***
Paid-Outs		15.00	***
Paid-Ins		25.00	***
Grand Total		55.89	0.00

No sales
0

Tips
0.00

Grats
0.00

Total Cash
55.89

0.00% credit card tip fee = \$0.00

Detail

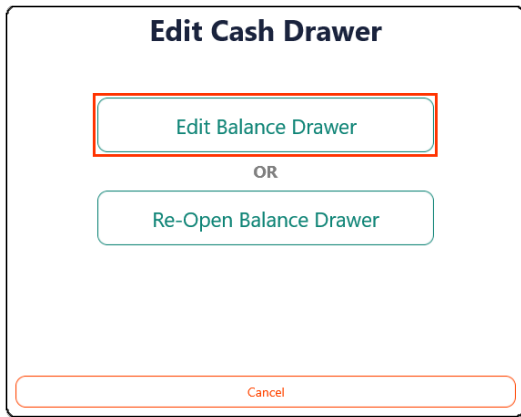
No Sale

Print

Edit Drawer

Exit

2. Tap either **Edit Balanced Drawer** or **Re-Open Balance Drawer**.

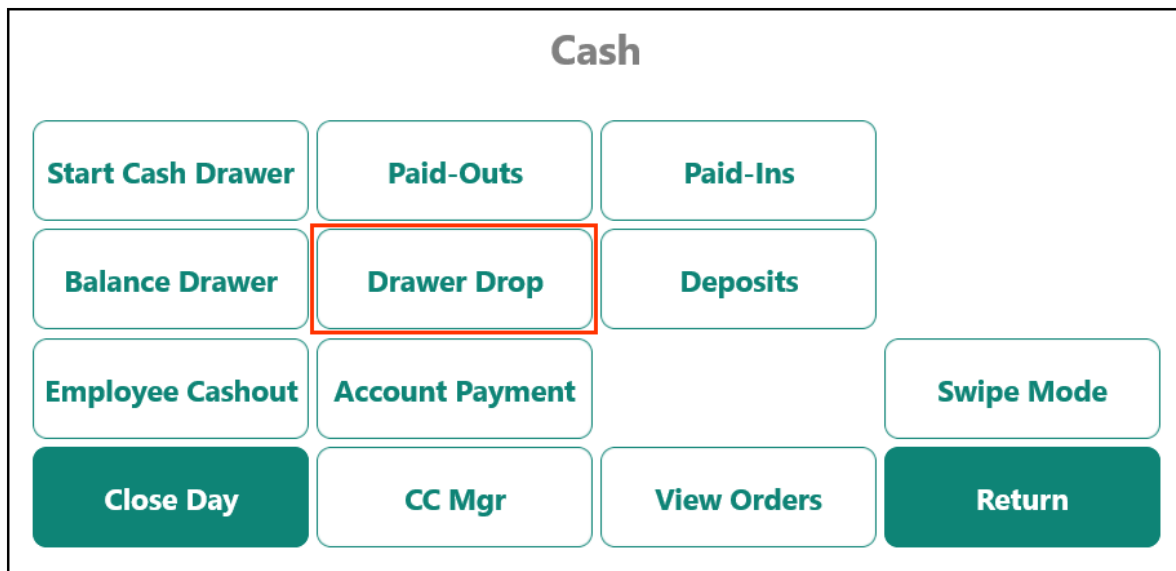


- **Edit Balance Drawer** allows the actual totals to be changed
- **Re-Open Balance Drawer** allows additional orders to be tendered to the drawer, requiring the Balance Drawer process to be recommenced.

Please Note: If the cash drawer has already been added to a [Deposit](#), the cash drawer cannot be edited.

Drawer Drop

A drawer drop allows money to be removed from a specific drawer and transferred to a safe or another cash drawer. The purpose of dropping money is to remove an excess amount of cash from a cash drawer to limit liability. Once the drop is complete the responsibility of the cash is transferred to the safe or other drawer.



To initiate a **Drawer Drop**, follow the steps below:

1. Tap **Drawer Drop**.



- From the Drops screen, select the drawer to perform the drop on and then tap **New Drop**.

Drops

Cash Drawer

Drawer1-3

No Drops for selected cash drawer.

New Drop

Exit

- Enter the amount of cash and/or checks to be dropped in the corresponding fields.

Please Note: Drop-downs beside the Payment Methods indicate these Payment Methods have tender available to be dropped.

Drops

Credit

Accounts

Ord #	Type	Amount	Tip	Drop

Current Drop Info

Cash	\$25.00	⌵
Checks	\$350.00	⌵
Credit Cards	\$0.00	
Accounts	\$0.00	
Total Drop	\$375.00	

To Drawer

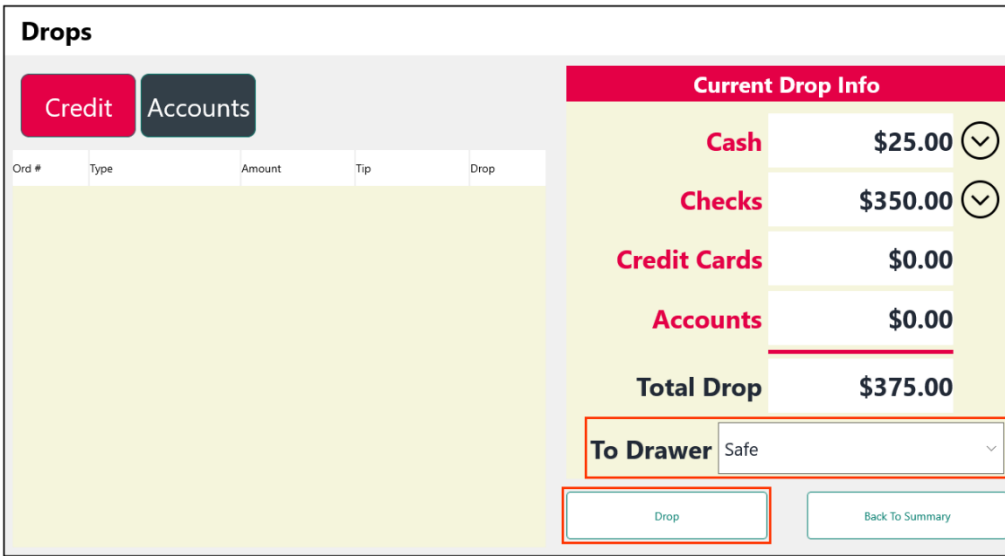
Safe

Drop

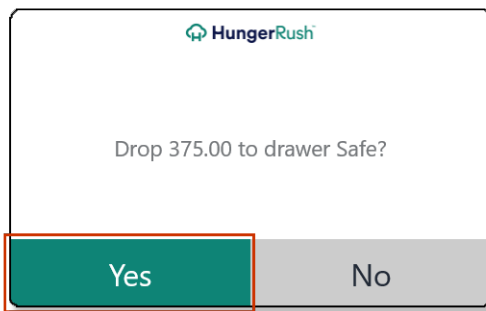
Back To Summary

Please Note: To drop credit card receipts, each transaction needs to be checked off. The credit card total will auto-populate in the **Credit Card** field.

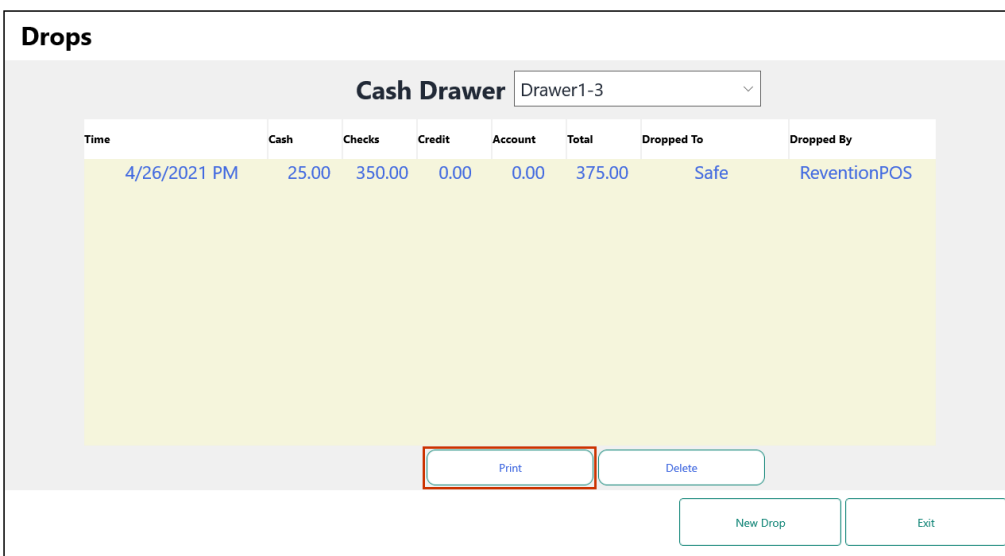
4. In the **To Drawer** field, select where the dropped cash/checks will be dropped, then tap **Drop**.



5. On the **Confirmation** screen, tap **Yes** to confirm the drop.



6. Select which printer to print the **Drawer Drop** receipt and tap **Print**. Two copies will print, one for the **Payee** and one for the **Payer**.



Please Note: It is a good practice to place the printed receipt in the cash drawer and move funds to the drop location.

Reprint Drawer Drop Receipt

To reprint a **Drawer Drop receipt**, follow the steps below:

1. Tap **Drawer Drop**.

Drawer Drop

2. Highlight the drop you wish to reprint to select it.

Drops

Cash Drawer

Drawer1-3

Time	Cash	Checks	Credit	Account	Total	Dropped To	Dropped By
4/26/2021 PM	25.00	350.00	0.00	0.00	375.00	Safe	ReventionPOS

3. Tap **Print** and select the printer where the receipt should reprint.

Drops

Cash Drawer

Time	Cash	Checks	Credit	Account	Total	Dropped To	Dropped By
4/26/2021 PM	25.00	350.00	0.00	0.00	375.00	Safe	ReventionPOS

Delete a Drawer Drop Receipt

To **Delete a Drawer Drop receipt**, follow the steps below:

1. Tap **Drawer Drop**.

Drawer Drop

2. Highlight the drop you wish to delete to select it.

Drops								
Cash Drawer Drawer1-3 ▾								
Time	Cash	Checks	Credit	Account	Total	Dropped To	Dropped By	
4/26/2021 PM	25.00	350.00	0.00	0.00	375.00	Safe	ReventionPOS	

3. Tap **Delete** to confirm the deletion of the **Drawer Drop Receipt**.

Drops

Cash Drawer

Drawer1-3

Time	Cash	Checks	Credit	Account	Total	Dropped To	Dropped By
4/26/2021 PM	25.00	350.00	0.00	0.00	375.00	Safe	ReventionPOS

Print

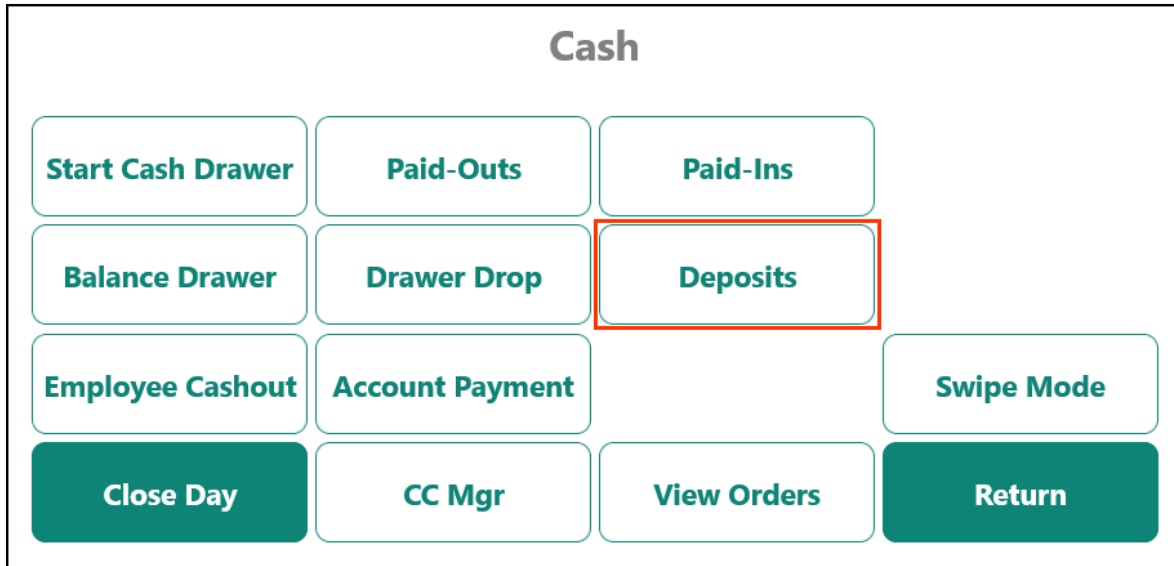
Delete

New Drop

Exit

Deposits

A deposit consolidates funds from all reconciled cash drawers, servers, drivers and drawer drops for a bank deposit. A deposit can be made at any time during the day. Deposits are typically made at shift change or at the close of business.

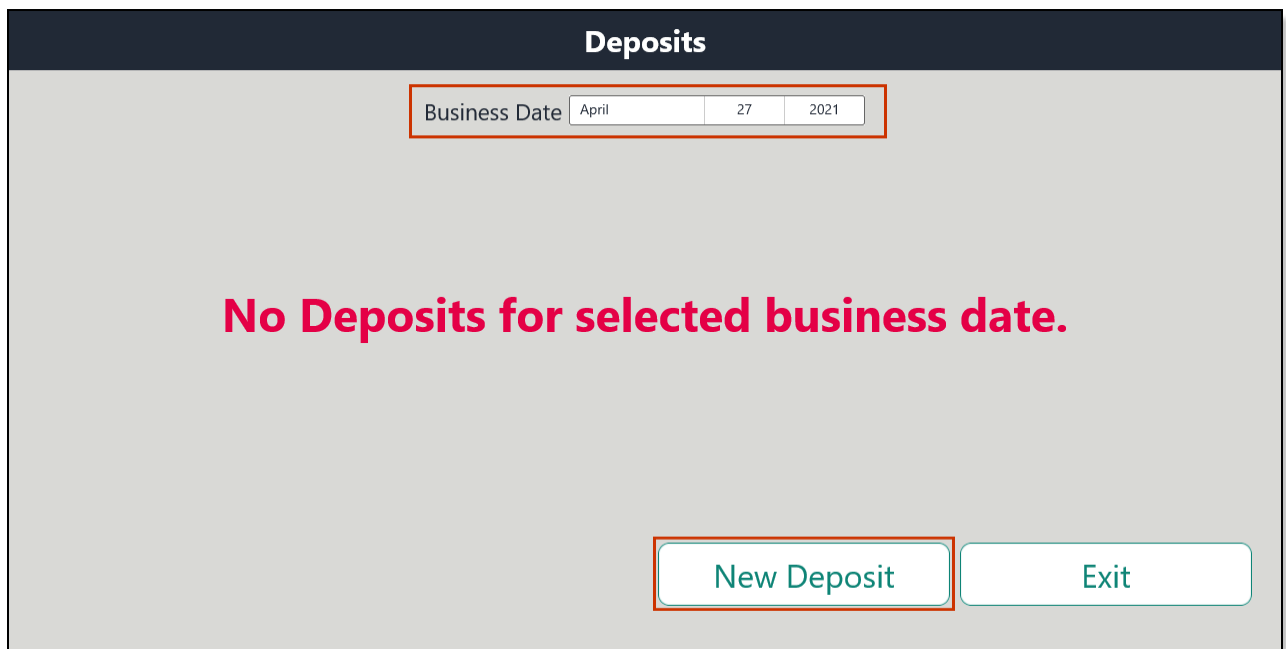


To initiate a **Deposit**, follow the steps below:

1. Tap **Drawer Drop**.



2. **Business Date** defaults to current business date, select the **Business Date** from the drop-down dials if different from current date. Then tap **New Deposit**.



3. Select the individual cash entities you wish to deposit, or tap **Select All**.

Please Note: Only cash drawers, drivers, and servers that have been reconciled will display, and all drawer drops that have been completed will appear. If drivers and/or servers are reconciled into cash drawers, only the cash drawers will appear.

Deposits

Cash Drawer	Deposit
4/26/2021 8:03:59 PM	✗

Set Actuals Exact

	Actuals	Totals	Over(Short)
Cash	\$0.00	0.00	0.00
Checks	\$0.00	0.00	0.00
Credit	\$0.00	0.00	0.00
Gift	\$0.00	0.00	0.00
Account	\$0.00	0.00	0.00
TOTAL	0.00	0.00	0.00

Bank

None

Bag #

None

Cancel

Save

Select All

4. **Totals** and **Credit Actuals** will also auto populate, based on your selections. Enter **Cash Actuals**, all other **Payment Method Actuals**, if necessary, or if all funds match **Totals**, select **Set Actuals Exact**.

Deposits

Cash Drawer	Deposit
4/26/2021 8:03:59 PM	✓

Set Actuals Exact

	Actuals	Totals	Over(Short)
Cash	\$0.00	25.00	-25.00
Checks	\$0.00	350.00	-350.00
Credit	\$0.00	0.00	0.00
Gift	\$0.00	0.00	0.00
Account	\$0.00	0.00	0.00
TOTAL	0.00	375.00	-375.00

Bank

None

Bag #

None

Cancel

Save

Select All

5. Select a **Bank** and **Bank Bag** from the drop-down selectors, as necessary, then tap **Save**.

Deposits

Cash Drawer	Deposit
4/26/2021 8:03:59 PM	

Set Actuals Exact

	Actuals	Totals	Over(Short)
Cash	\$25.00	25.00	0.00
Checks	\$350.00	350.00	0.00
Credit	\$0.00	0.00	0.00
Gift	\$0.00	0.00	0.00
Account	\$0.00	0.00	0.00
TOTAL	375.00	375.00	0.00

Bank
CHASE

Bag #
ZKT01

Cancel
Save

Select All

6. Select the **Deposit**, tap **Print**, and select the printer to print a copy of the deposit slip.

Deposits

Business Date April 26 2021

Deposits

#1 at 4/26/2021 8:36:50 PM By Revention POS

Print
Delete
Edit

New Deposit

Exit

Please Note: Deposits can be reprinted, deleted or edited by selecting the button corresponding with these actions (**Print**, **Delete**, or **Edit**).

Employee Cashout

A driver can be reconciled using two methods: **Driver Summary** or **Employee Cashout** in **Cash Management**. **Driver Summary** is used when a driver has security access to perform his/her own cashout and **Employee Cashout** in **Cash Management** is used when a manager is required to cashout a driver.

Please Note: The **Driver Summary** method is not covered in this User Guide, it is addressed in the *Delivery User Guide*. In this guide we will cover the **Employee Cashout** function available for managers in **Cash Management**.

Cash

Start Cash Drawer

Paid-Outs

Paid-Ins

Balance Drawer

Drawer Drop

Deposits

Employee Cashout

Account Payment

Swipe Mode

Close Day

CC Mgr

View Orders

Return

To initiate an **Employee Cashout**, follow the steps below:

1. Tap **Employee Cashout**.

Employee Cashout

2. Select the **Server/Delivery Driver** from the drop-down list.

Driver Cashout

Opened: 4/27 13:00 PM

Business Date

April 27 2021

Driver

Daisy Driver - 4/27/2021 1:00:51 PM

Danny Driver - 4/27/2021 11:27:47 AM

Opened By:

Daisy Driver

	Actuals	
Cash	0.00	<div style="display: flex; justify-content: space-between;"> <div> <p>Delivery Info</p> <p>DRIVER SUMMARY</p> <p>Total Pre-Paid Orders 27.52</p> <p>Total Orders Due 0.00</p> <p>+ Bank 0.00</p> <p>- Driver Comp. 0.00</p> <p>- Drops 0.00</p> <p>Balance Due 0.00</p> <p>Mapped Mileage <input type="text" value="0.00"/></p> </div> <div> <p>CC Tips 0.00 + Grat 0.00 + Other Tips <input type="text"/></p> <p>Total 0.00</p> <p style="color: red; font-size: small;">0.00% credit card tip fee = \$0.00</p> </div> </div>
Other	0.00	
Credit	0.00	
Gift	0.00	
Account	0.00	
Total	0.00	
Balance Due	0.00	
Over/Short	0.00	

Detail

Print

Close Driver

Exit

3. Tap **Close Driver**.

Driver Cashout

Opened: 4/27 11:27 AM

Business Date
April 27 2021

Driver
Danny Driver - 4/27/2021 11:27:47 AM

Opened By:
Danny Driver

	Actuals
Cash	0.00
Other	20.72
Credit	0.00
Gift	0.00
Account	0.00
Total	20.72
Balance Due	40.24
Over/Short	-19.52

Delivery Info

DRIVER SUMMARY

ORDER DETAIL

COUPONS

Total Pre-Paid Orders

22.81

Total Orders Due

16.50

+ Bank

0.00

- Driver Comp.

0.00

- Drops

0.00

Balance Due

16.50

Mapped Mileage

0.00

CC Tips

0.00

Grat

0.00

Other Tips

Total

0.00

0.00% credit card tip fee = \$0.00

Detail

Print

Close Driver

Exit

4. In the **Actuals** section, any Method of Payment not grayed-out is editable. Tap corresponding field to open **Calculator** and input tender.

Actuals

Cash

0.00

Other

Credit

Gift

Account

Total

Balance Due

Over/Short

0.00

1

2

3

4

5

6

7

8

9

.00

0

Exact

Clear

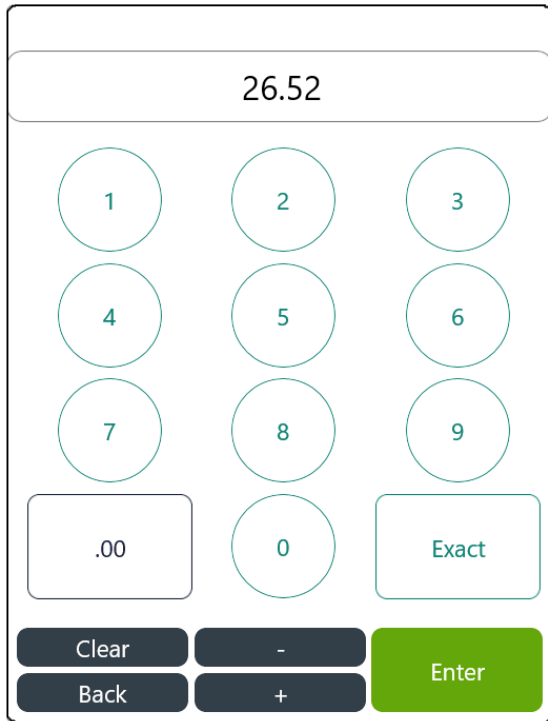
-

+

Enter

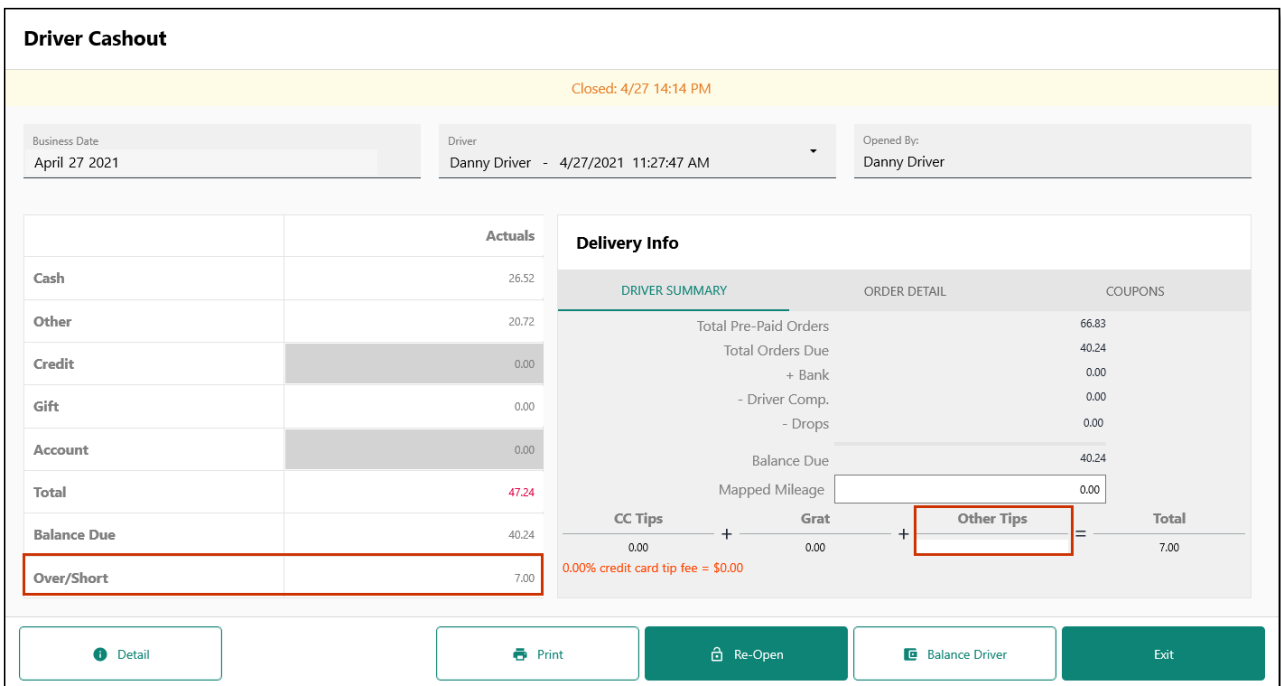
Back

- On the Calculator, enter the amount for the tender. In this example we're entering **Cash**. After counting the cash, type in the amount collected or tap **Exact** if cash counted matches the **Actual Balance Due**. In this example, the Driver's bank is over the **Actual Balance Due**.



Calculator interface showing the amount 26.52 entered. The interface includes buttons for digits 1-9, a decimal point (.00), a zero (0), and an 'Exact' button. Below these are buttons for 'Clear', '-', '+', 'Back', and 'Enter'.

- A Server/Driver should not be over or short and any shortage is their responsibility. In this example the overage is due to the Driver's cash tips received. Cash tips can be claimed during Cashout by entering them in the **Other Tips** field.



Driver Cashout

Closed: 4/27 14:14 PM

Business Date: April 27 2021 | Driver: Danny Driver - 4/27/2021 11:27:47 AM | Opened By: Danny Driver

	Actuals
Cash	26.52
Other	20.72
Credit	0.00
Gift	0.00
Account	0.00
Total	47.24
Balance Due	40.24
Over/Short	7.00

Delivery Info

DRIVER SUMMARY	ORDER DETAIL	COUPONS
Total Pre-Paid Orders		66.83
Total Orders Due		40.24
+ Bank		0.00
- Driver Comp.		0.00
- Drops		0.00
Balance Due		40.24
Mapped Mileage		0.00
CC Tips	+	0.00
Grat	+	0.00
Other Tips	+	7.00
		Total
		7.00

0.00% credit card tip fee = \$0.00

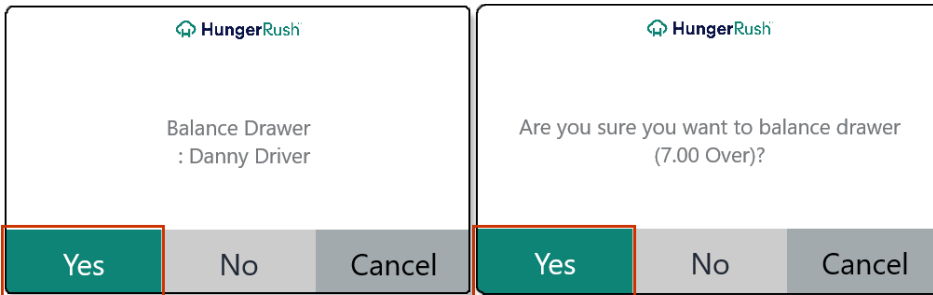
Buttons: Detail, Print, Re-Open, Balance Driver, Exit

7. Tap **Balance Driver** to complete the **Employee Cashout**.



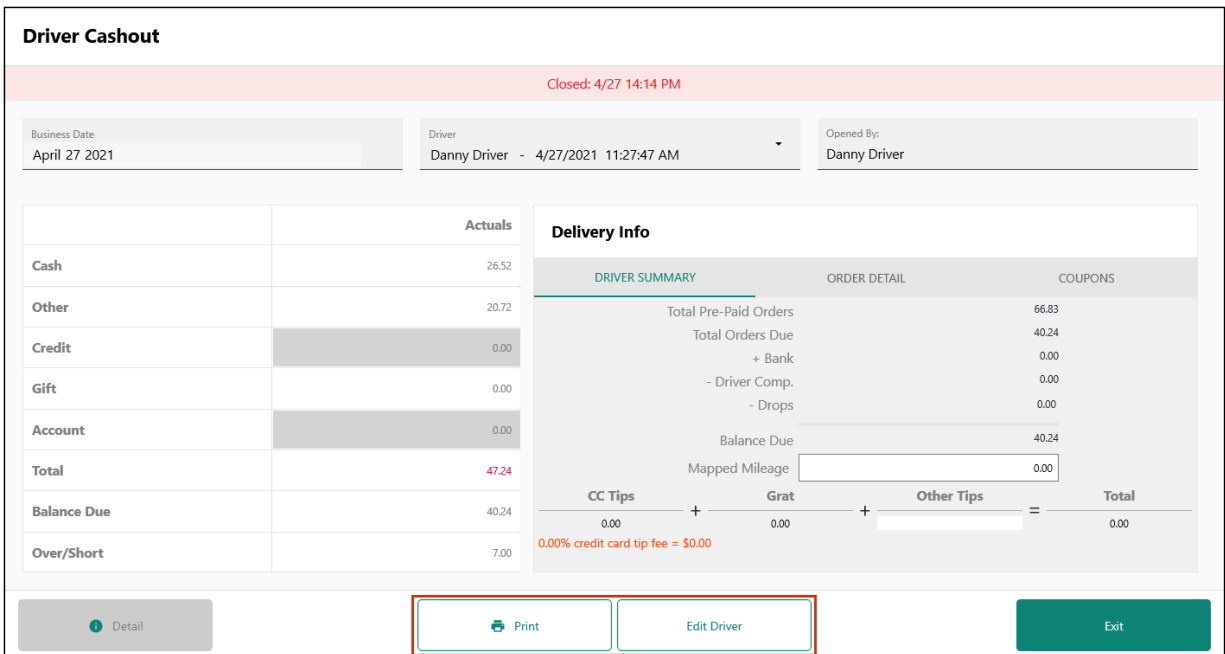
Navigation bar with buttons: Detail, Print, Re-Open, Balance Driver (highlighted), and Exit.

8. Two pop-up messages display. The first pop-up prompts you to confirm the closure and the second alerts you of any overage/shortage and is the final confirmation.



Two pop-up messages from HungerRush. The first says "Balance Drawer : Danny Driver" with buttons Yes, No, and Cancel. The second says "Are you sure you want to balance drawer (7.00 Over)?" with buttons Yes, No, and Cancel. The "Yes" buttons in both are highlighted.

9. Employee Cashout is complete. A receipt for the **Employee Cashout** can be printed by tapping **Print** and/or the employee's drawer can be edited or re-opened by tapping **Edit Driver**.



Driver Cashout
Closed: 4/27 14:14 PM

Business Date: April 27 2021
Driver: Danny Driver - 4/27/2021 11:27:47 AM
Opened By: Danny Driver

	Actuals
Cash	26.52
Other	20.72
Credit	0.00
Gift	0.00
Account	0.00
Total	47.24
Balance Due	40.24
Over/Short	7.00

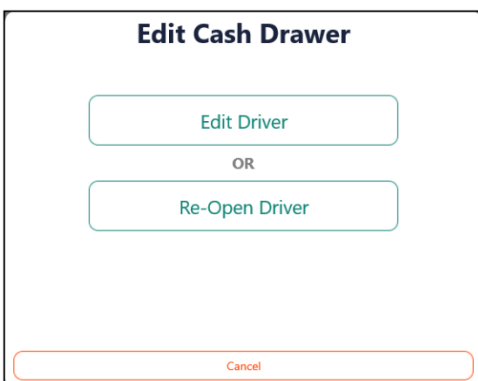
Delivery Info

DRIVER SUMMARY	ORDER DETAIL	COUPONS
Total Pre-Paid Orders		66.83
Total Orders Due		40.24
+ Bank		0.00
- Driver Comp.		0.00
- Drops		0.00
Balance Due		40.24
Mapped Mileage		0.00
CC Tips	0.00	
Grat	0.00	
Other Tips		
Total	0.00	0.00

0.00% credit card tip fee = \$0.00

Navigation bar: Detail, Print (highlighted), Edit Driver (highlighted), Exit.

10. The **Cash Drawer** can be edited by tapping **Edit Driver** or re-opened by tapping **Re-Open Driver**.



Edit Cash Drawer

Edit Driver

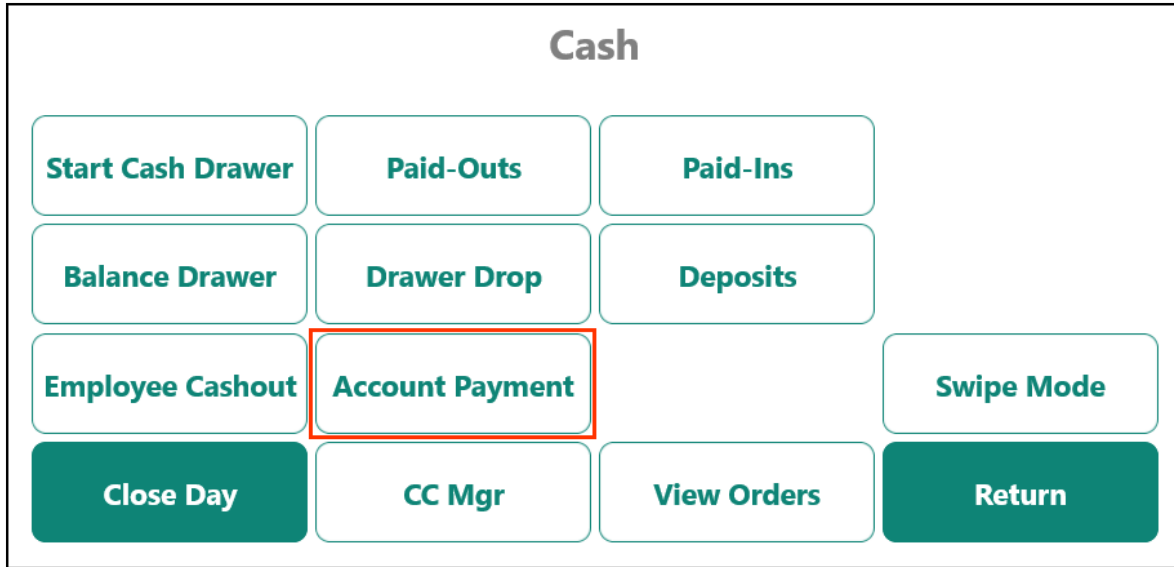
OR

Re-Open Driver

Cancel

Account Payment

Account Payment allows a payment to be made on a specific customer charge account. The payment will appear in the cash drawer as a paid in. The user must have access to security right Apply Payment to Account under Customer Accounts heading.



To initiate an **Account Payment**, follow the steps below:

1. Tap **Account Payment**.

Account Payment

2. Highlight the **Customer Account** where the payment should be applied.
3. Select **Make Payment**.
4. The **Current Balance** appears on the left. Enter the **Payment Amount**, **Acct Cat** (if required), and select the **Payment Method**.
5. Tap **Tender**.
6. Select a printer to print a copy of the deposit slip to and provide the receipt to the payee.
7. The payment will appear as a **Paid In** on the cash drawer.

CC Mgr

Credit Card Manager allows you to access and make changes to credit card transaction, such as:

- Removing a credit card payment
- Increasing a credit card transaction
- Reducing a credit card transaction
- Changing a credit card payment to partial payment

Cash

Start Cash Drawer	Paid-Outs	Paid-Ins
Balance Drawer	Drawer Drop	Deposits
Employee Cashout	Account Payment	Swipe Mode
Close Day	CC Mgr	View Orders
Return		

Navigating CC Mgr

Credit Card Manager

May

3

2021

-1 day

+1 day

Refresh

Batch Status: ●

Trans Id	Ord#	Trans Type	Trans Status	Init Time	Trans Time	Card Type	Entry Mode	Amount	Tip	Total	Station
Could not find any transaction records.											

Details

Void

Trans

Batch

Config

Exit

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Updated February 28, 2022

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#	BUTTON NAME/DESCRIPTION	#	BUTTON NAME/DESCRIPTION
1	Date Use the dials and the -1 day and/or +1 day buttons to select the desired date and tap Refresh to retrieve data.	2	Batch Status gives a quick indication whether your credit cards have been sent to the processing company from HungerRush . This is not a guarantee that cards have been processed; it only means that the batch has been sent to the processor to be processed.
3	Transaction Info Grid displays detailed credit card transactions and allows you to select a credit card as your target when querying Details or attempting to Void.	4	Details opens a submenu containing detailed information about the transaction when selected in conjunction with a transaction from the Transaction Info Grid .
5	Void cancels a credit card transaction when selected in conjunction with a transaction from the Transaction Info Grid .	6	Trans opens a submenu and attempts to run a transaction through the EMV reader. Enter an amount to be charged in the numerical field and tap Auth , Sale , or Refund . Then tap Authorize to initialize the transaction and attempt to engage the EMV reader and have the Reader prompt for a card reading.
7	Batch will batch all the transactions in the log.	8	Config opens a submenu of settings for the EMV reader, Gift Cards, and processor accounts. Only a HungerRush Service Expert should configure these settings.
9	Exit returns you to the HungerRush Home screen.		

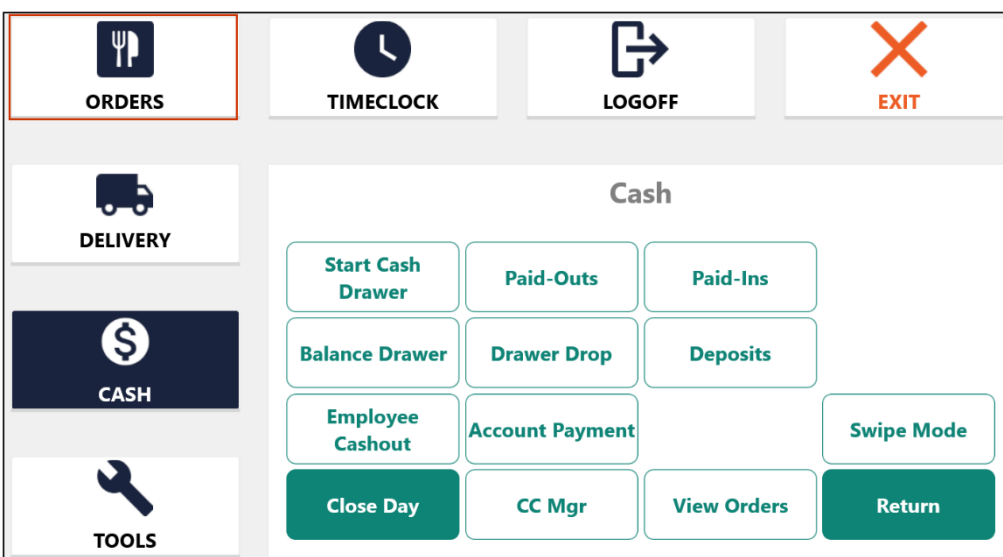
CC Mgr Securities

MODULE	SECURITY RIGHT	DESCRIPTION	DEFAULT
EMV CC Mgr	Allow Batch	Allows user to batch from the EMV Credit Card Manager.	✓
	Allow Config	Allows user to adjust account settings and configure Lane settings when using EMV Readers.	✗
	Allow Void	Allows user to void from the EMV Credit Card Manager.	✗
	Process Transactions	Allows user to create new transactions from the CC Manager screen.	✗

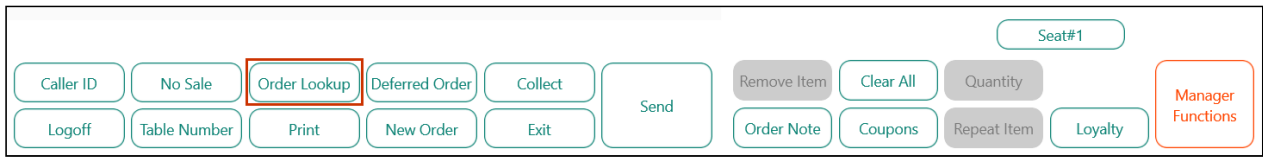
Removing a Credit Card Payment

To remove a **Credit Card Payment**, follow the steps below:

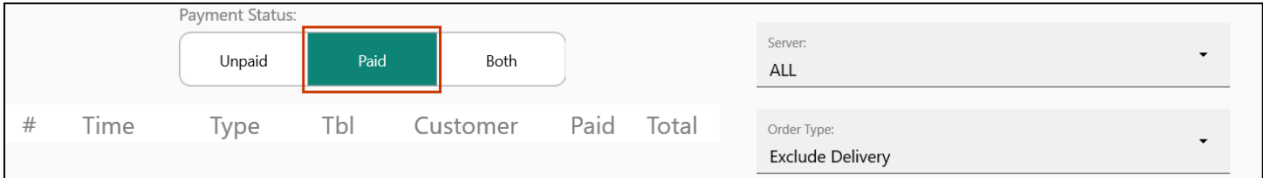
1. From the **HungerRush POS Home** screen, tap **Orders**.



2. Tap **Order Lookup**.



3. Select **Paid**.

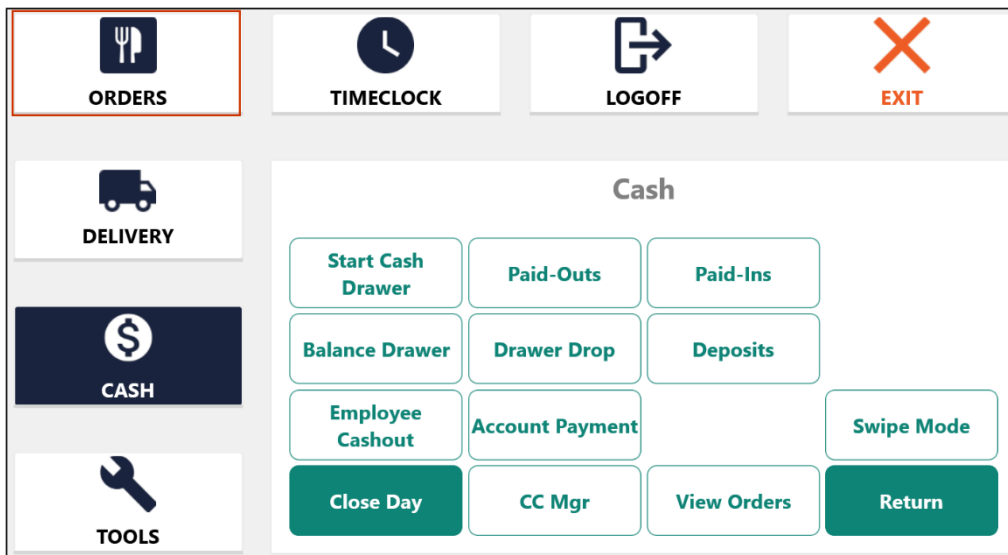


4. Select the **Order** with the credit card payment you would like to remove.
5. Select the credit card payment.
6. Tap **Remove Payment**.
7. On the pop-up **Confirmation** message, tap **Yes** to confirm the credit card removal.
8. The payment will be removed from the order and the credit card transaction will be voided.

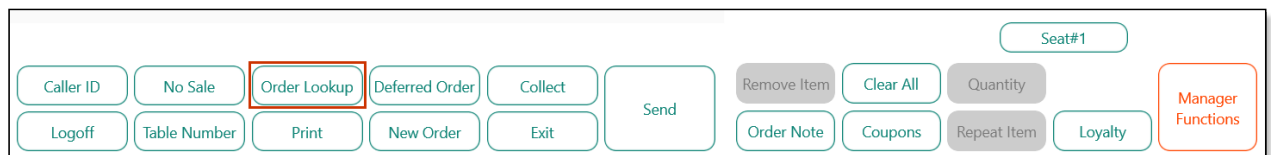
Increasing Credit Card Transaction

To increase a **Credit Card Transaction**, follow the steps below:

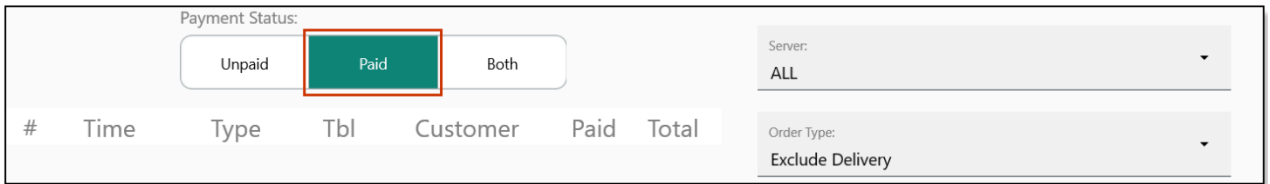
1. From the **HungerRush POS Home** screen, tap **Orders**.



2. Tap **Order Lookup**.



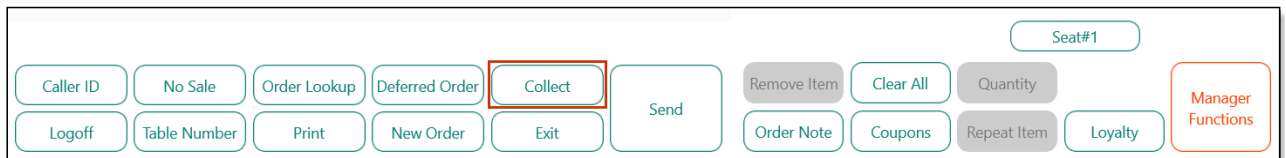
3. Select **Paid**.



4. Select the **Order** with the credit card transaction you would like to increase.
5. Add additional items to the order.

Please Note: Unsent items will display in a different color font.

6. Tap **Collect**.

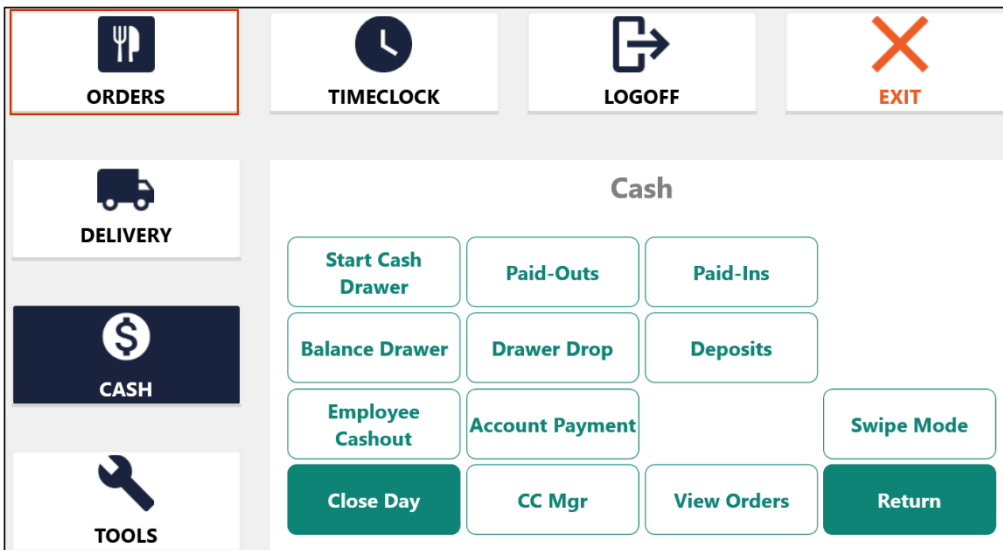


7. Select **Credit Card** as the Payment Method.
8. Tap Same Card to charge the same card again.
9. On the pop-up **Confirmation** message, tap **Yes** to confirm the credit card transaction payment amount increase.
10. The transaction amount will increase and the undated amount will display.

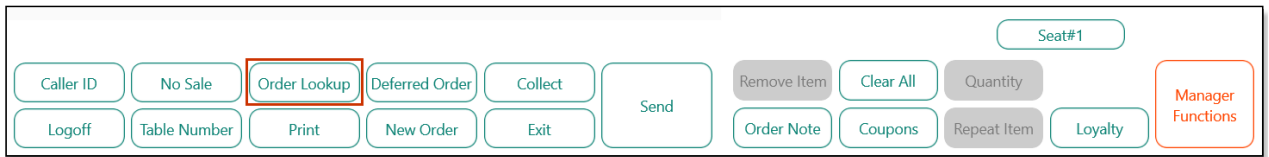
Reducing Credit Card Transaction

To reduce a **Credit Card Transaction**, follow the steps below:

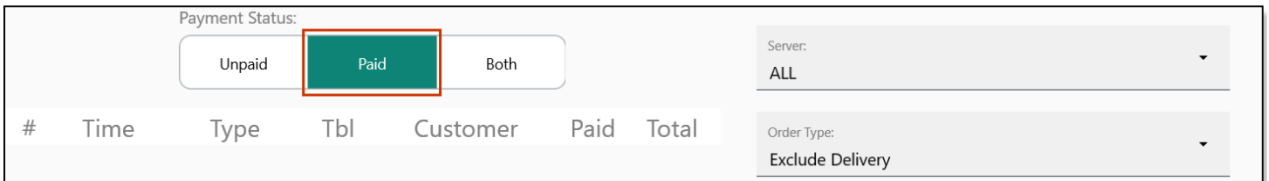
1. From the **HungerRush POS Home** screen, tap **Orders**.



2. Tap **Order Lookup**.



3. Select **Paid**.

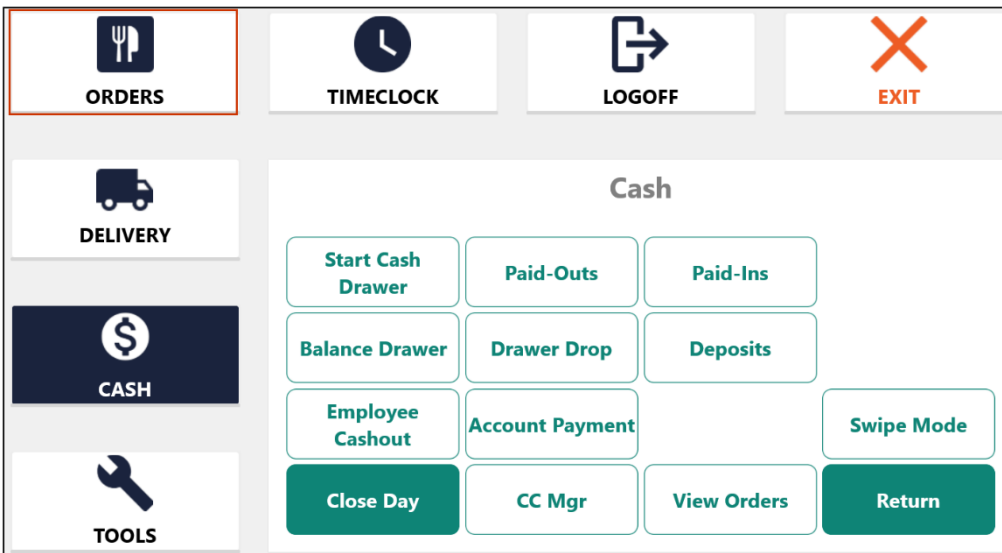


4. Select the **Order** with the credit card transaction you would like to decrease.
5. Modify the order by voiding, discounting, or decreasing the quantity of item(s), changing the order type, eliminating a delivery fee, etc.
6. Making a change will result in a credit card overpayment.
7. Tap **Send** to save changes. The credit card transaction will be updated to the reduced amount on the order and in the **HungerRush Credit Server**.

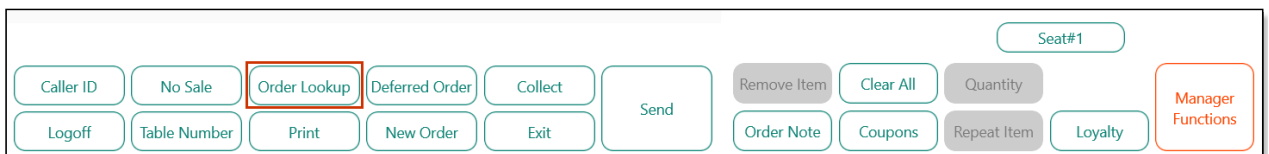
Credit Card Partial Payment

To reduce a **Credit Card Transaction**, follow the steps below:

1. From the **HungerRush POS Home** screen, tap **Orders**.



2. Tap **Order Lookup**.



3. Select **Paid**.

Payment Status:

Unpaid

Paid

Both

#TimeTypeTblCustomerPaidTotal

Server:

ALL

Order Type:

Exclude Delivery

4. Select the **Order** with the credit card transaction you would like to provide a partial payment to.
5. Tap **Collect**.

The diagram shows a POS system interface with a grid of buttons. The buttons are arranged in two rows. The top row contains: 'Caller ID', 'No Sale', 'Order Lookup', 'Deferred Order', 'Collect' (highlighted with a red border), and 'Send'. The bottom row contains: 'Logoff', 'Table Number', 'Print', 'New Order', 'Exit', and 'Send'. To the right of the grid are several other buttons: 'Remove Item', 'Clear All', 'Quantity', 'Order Note', 'Coupons', 'Repeat Item', 'Loyalty', and 'Manager Functions' (highlighted with a red border). Above the 'Quantity' button is a label 'Seat#1'.

6. Have customer cancel the transaction by using the credit card terminal's Back button.
7. Enter the partial payment amount using the keypad in the **Amount** field and tap **Authorize**.
8. Have customer swipe or dip credit card.
9. A **Balance Due** pop-up message displays. Tap **OK** and tender the remaining balance using customer's preferred payment method.

View Orders

[View Orders....](#)

Cash

Start Cash Drawer	Paid-Outs	Paid-Ins	
Balance Drawer	Drawer Drop	Deposits	
Employee Cashout	Account Payment		Swipe Mode
Close Day	CC Mgr	View Orders	Return

To **View Order**, follow the steps below:

1. Tap **View Orders**.

[View Orders](#)

- Enter the **Search** criteria for the orders to be viewed. In this example, the **Date Range** selected is the current day and the **Payment Type** selected is **Checks**. Then tap **Search**.

View Orders

Date Range

From

To

May

13

2021

May

13

2021

Order Type

All

Employee

All

Order Amount

All

\$0.00

Payment Info

Payment Type

Check

CC Last 4

0

Has Void

Has Adjustment

Has Coupon

Search

Exit

Date	Ord #	Ord Type	Amt
------	-------	----------	-----

- All orders with the matching **Search** criteria display.

View Orders

Date Range

From

To

May

13

2021

May

13

2021

Order Type

All

Employee

All

Order Amount

All

\$0.00

Payment Info

Payment Type

Check

CC Last 4

0

Has Void

Has Adjustment

Has Coupon

Search

Exit

Date	Ord #	Ord Type	Amt
5/13/2021	2	Dine In	\$43.38

- Select the order to see the **Order** details.

View Orders

Order#2
Dine In
Taken By: Training Employee 8:51 AM
Collected By: 5/13/2021 8:51 AM Training Employee
Table: 2

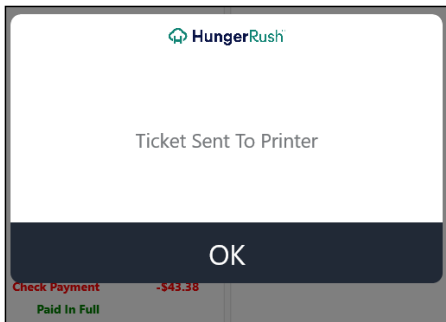
QTY	DESCRIPTION	PRICE
1	Pork Chop	\$13.99
	SD Caesar Salad	
1	Ribeye	\$17.29
	Med Rare	
	SD Greek Salad	
	Subtotal	\$40.07
	Tax	\$3.31
	Total	\$43.38
	Check Payment	-\$43.38
	Paid In Full	

Date	Ord #	Ord Type	Amt
5/13/2021	2	Dine In	\$43.38

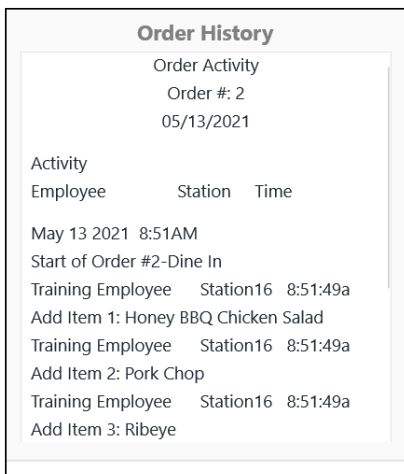
Print
History
Email
Return to Search
Print List
Exit

- Select the desired action:

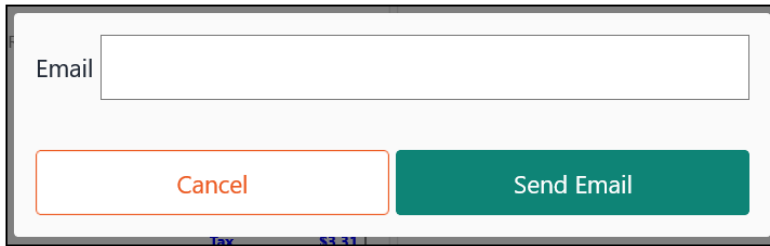
- Print:** Prints the selected order



- History:** Shows the **Order History**



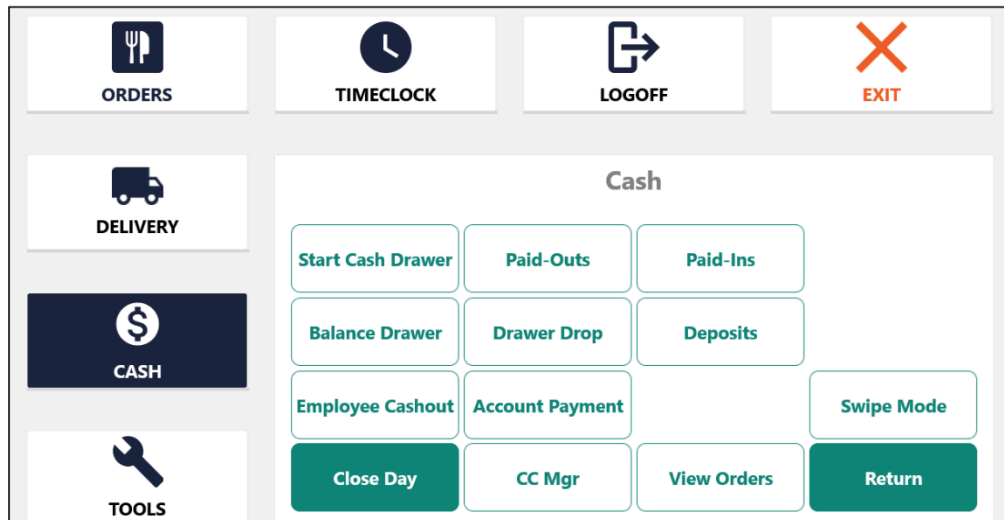
- **Email:** Allows you to email a copy of the **Order**



Email

Cancel Send Email

- **Return to Search:** Returns user to the **View Order Search Criteria** screen
- **Print List:** Allows user to print a list of the orders displayed
- **Exit:** Returns user to **Cash** screen



ORDERS TIMECLOCK LOGOFF EXIT

DELIVERY

CASH

TOOLS

Cash

Start Cash Drawer Paid-Outs Paid-Ins

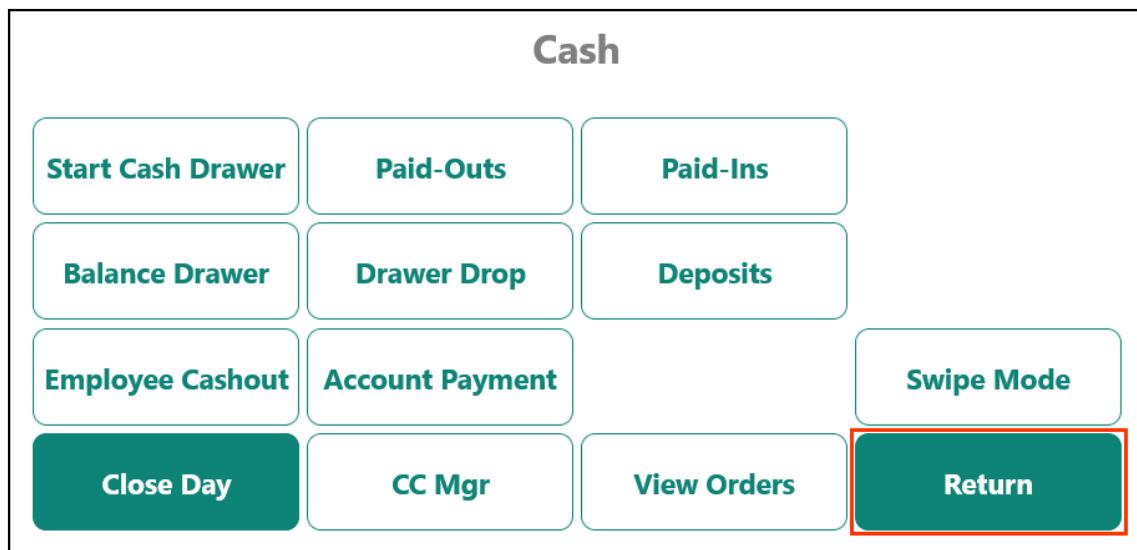
Balance Drawer Drawer Drop Deposits

Employee Cashout Account Payment Swipe Mode

Close Day CC Mgr View Orders Return

Return

Return closes the **Cash** screen and returns the user to the **HungerRush** Home screen.



Cash

Start Cash Drawer Paid-Outs Paid-Ins

Balance Drawer Drawer Drop Deposits

Employee Cashout Account Payment Swipe Mode

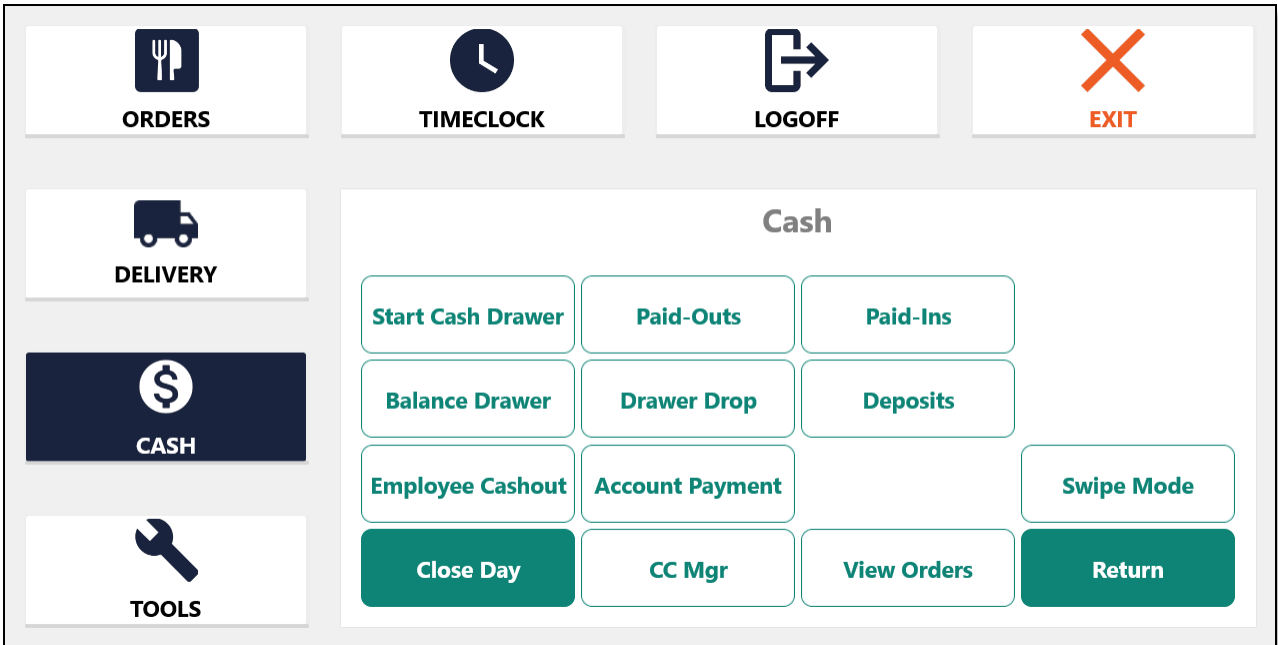
Close Day CC Mgr View Orders **Return**

To close out the Cash screen and return to the HungerRush Home screen:

1. Tap **Return**.



2. You are returned to the **HungerRush** Home screen.



Technical Support

For technical support, contact **HungerRush Technical Support** at 1.877.738.7444 or go to <https://www.hungerrush.com/support>.