



# Cash Management

Version 1

**USER GUIDE**



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## Introduction

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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 loop holes.

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

#### CASH MANAGEMENT

### Cash



Start  
Drawer



Paid-Outs



Paid-Ins



Balance  
Drawer



Drawer  
Drop



Deposits



Gift  
Cards



Employee  
Cashout



Account  
Payment



Assign  
Drawer

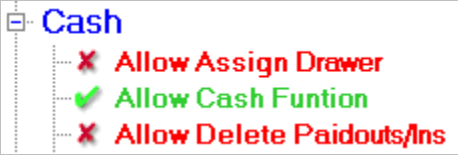


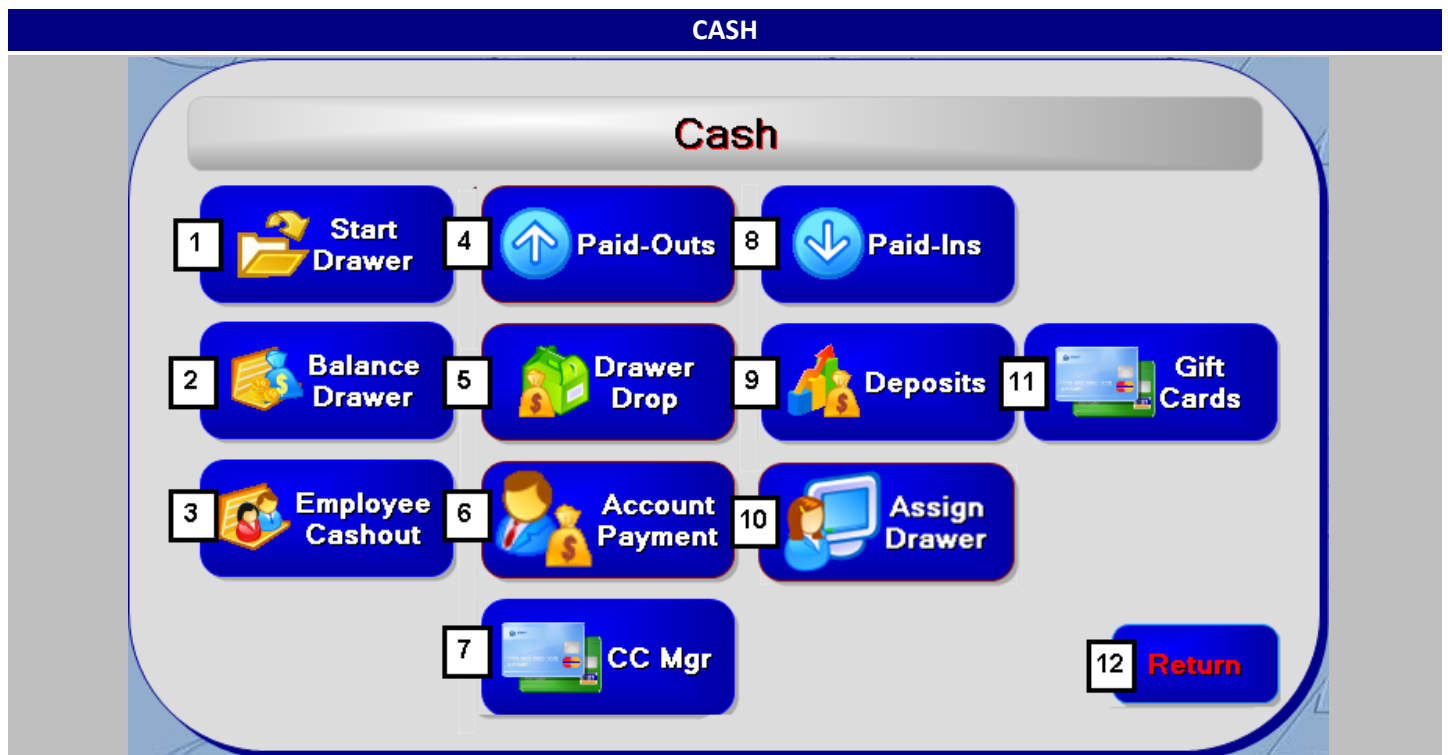
CC Mgr


Return

## Cash Button

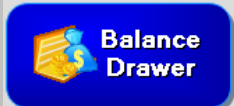
The Cash button includes the following cash activities; Start Drawer, Paid Outs, Paid Ins, Balance Drawer, Drawer Drop, Deposits, Employee Cashout, and Account Payments. To access the Cash button you must have the following security access.

NAME	IMAGE
Needed Security	



#	NAME	IMAGE	DESCRIPTION
1	Start Drawer		<b>Start Drawer</b> will initiate a cash drawer on the workstation. Options include a default starting amount or the user can enter the amount for that shift. You may also require the starting amount be verified by entering in the denomination counts.

Cash Button continued...

2	Balance Drawer		<b>Balance Drawer</b> initiates the cash drawer reconciliation for the workstation.
---	----------------	---	---

3	Employee Cashout		<b>Employee Cashout</b> initiates the reconciliation of a server or delivery driver.
4	Paid Outs		Allows <b>Paid Outs</b> to be tracked within the point of sale. Accounting code and description can be assigned to each paid out. Paid outs must be processed on a physical cash drawer and will effect cash balance for the business day.
5	Drawer Drop		<b>Drawer Drop</b> 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	Account Payment		<b>Account Payment</b> allows a payment to be made on a specific customer charge account. The payment will appear in the cash drawer as a paid in.
7	CC Mgr		<b>CC Mgr</b> overrides the old credit card manager and is only displayed when <i>HungerRush</i> Payment Services (RPS) is used.
8	Paid Ins		Allows <b>Paid Ins</b> to be tracked within the point of sale. Accounting code and description can be assigned to each paid ins. Paid ins must be processed on a physical cash drawer and can be tendered as cash, check or credit card. Paid in will affect the payment balance for the business day.
9	Deposits		<b>Deposits</b> allow the user to select all or specific cash drawers, server cashouts and driver cashouts to be totaled and readied into a deposit.
10	Assign Drawer		<b>Assign Drawer</b> is used to assign a cash drawer to a specific cashier/employee. For this feature to be available the manager must have access to the security setting <i>Allow Assign Drawer</i> . Cash Drawer being assigned must also be a Non-Shared Cash Drawer.
11	Gift Cards		The <b>Gift Cards</b> button only appears if you are set up to accept <i>HungerRush</i> Gift Cards. <i>HungerRush</i> Gift Cards is a single unit gift card solution. See the Gift Card section for more information.
12	Return		<b>Return</b> closes the Cash screen and returns the user to the main <i>HungerRush</i> screen.

## Cash Security Settings

The table below shows all 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 Payouts/Ins	Access to delete a paid in or paid out	✗
	Allow Giftcard Rpt	Allows access to <i>HungerRush</i> Gift Card reporting	✗
	Drops	Perform a drop	✗
	Payouts	Perform a paid out/paid in	✗
	Start Cash Drawer	Open cash drawer for current business day	✗
Cash - Reconcile	Allow Edit Drawer	Allow editing of cash drawer reconciliation	✗
	Allow Reconcile	Perform cash drawer reconcile	✗
	Allow Reopen Drawer	Allow reopen of cash drawer reconciliation	✗
	Allow Select All Credit Cards	Allow user to select All Credit Cards in credit card reconciliation screen	✓
	Allow Validation Override	Ability to uncheck Validation on the cash out screen	✗
	Blind Reconcile	Remove totals in cash drawer reconciliation screen	✗
	Blind Reconcile - Print O/S	Remove totals in cash drawer reconciliation screen, but does print over/short of the cash out receipt	✗
	Require Credit Card Validation	Require credit cards to be reconciled in the detail screen. This setting should be used when credit cards are run through the <i>HungerRush</i> program	✓
	Require Validation	Required all tender types to use the detailed validation screen. Actual fields cannot be modified	✗

Cash Security Settings continued...

MODULE	SECURITY RIGHT	DESCRIPTION	DEFAULT
Delivery	Cashout All	Ability to cashout any driver	✗
	Cashout Self	As a driver, the ability to only cashout your personal bank	✗
MODULE	SECURITY RIGHT	DESCRIPTION	DEFAULT
Management	Access to Exclusive Cash Drawer	Allows access to a drawer that is set up to be exclusive	✗
MODULE	SECURITY RIGHT	DESCRIPTION	DEFAULT
Management – Servers	Access Orders with Closed Drawer	Access to orders if server 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 the server to access to cashout themselves	✗
	Collect Payment for Server	Ability to collect on an order for a server	✗
	Reassign Server Orders	Access to reassign an order from a server to a new server or the house	✗
	Update Orders for Server	Ability to edit a servers orders	✗
MODULE	SECURITY RIGHT	DESCRIPTION	DEFAULT
Orders	Collect on Order	Ability to collect on an order for a server	✗
	No Sale	Access to open cash drawer using no sale	✗
MODULE	SECURITY RIGHT	DESCRIPTION	DEFAULT
EMV CC Mgr	Allow Batch	Allows the user to batch from the EMV Credit Card Manager	✓
	Allow Config	Allows the user to adjust account settings and configure Lane settings when using EMV Readers	✗
	Allow Void	Allows the user to void from the EMV Credit Card Manager	✗
	Process Transactions	Allows the user to void from the EMV Credit Card Manager	✗



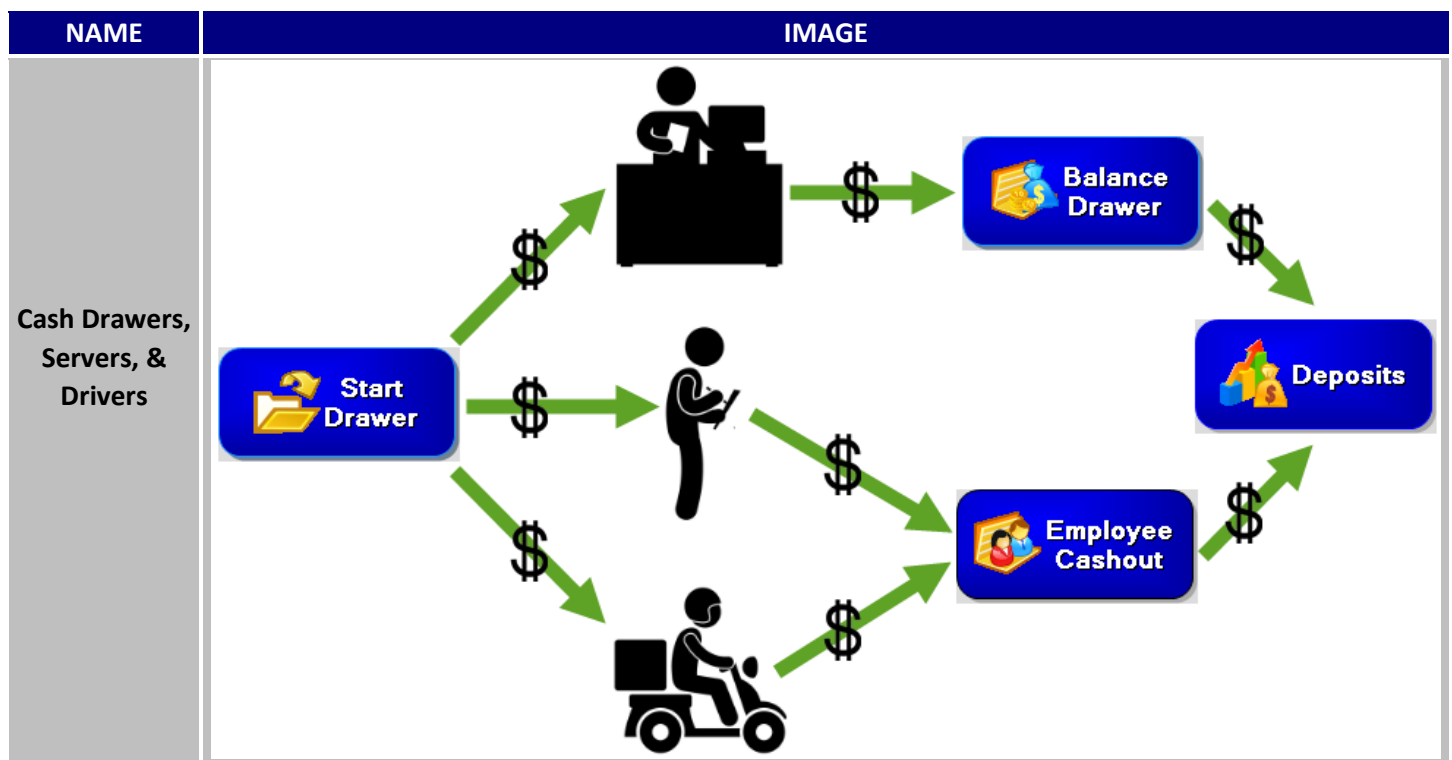
## Cash Drawers, Servers, & Drivers

There are three entities within *HungerRush* that can tender orders; a cash drawer, a server, and a delivery driver.

A cash drawer is a physical drawer attached to a workstation. An employee with proper security can start a cash drawer 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. The cash drawer must then be reconciled at the end of the shift or business day.

A server is a floating cash drawer. No physical cash drawer is present. Each server is responsible for the orders they tender. Orders can be tendered on any workstation as a server. 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.

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 perform a driver cashout that tenders and closes all of their order at one time.



# Cash Drawer Management

## Cash Drawer Configuration

CASH DRAWER CONFIGURATION

Cash Drawer Configuration

1

→ Computer

Station1

2

→ Cash Drawer

Drawer1-1

3

Default Starting Amount:

200.00

4

☐ Shared

5

☐ Tipped Employee

6

☐ Receive Online Credit Card Payments

Drawer Type

7

☐ Serial

Port

Com1

☐ USB

8

☐ 2310

☐ 3310

☐ 4310

Printer

Printer1

9

☒ Windows

10

☒ Primary

☐ Secondary

Alerts/Restrictions

11

Maximum Cash:

300.00

12

→ Number of warnings after max cash exceeded:

2

13

Delete

14

Edit

15

New

16

Exit

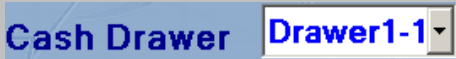




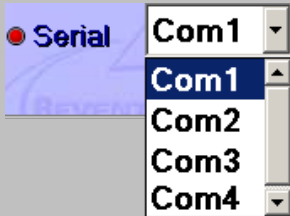
#	NAME	IMAGE	DESCRIPTION
*	Navigate to Cash Drawers		Open the Config. menu form the main navigation screen and press the 'Cash Drawers' button to access the Cash Drawer Configuration screen
1	Computer	<div style="background-color: #e6f2ff; padding: 5px; display: flex; align-items: center;"> <div style="font-weight: bold; margin-right: 10px;">Computer</div> <div style="border: 1px solid black; padding: 2px 10px;">Station1</div> </div>	<b>Computer</b> name where the cash drawer will reside. Use the pull down menu change Workstations.

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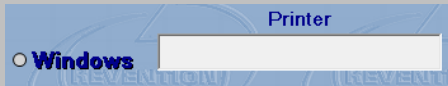


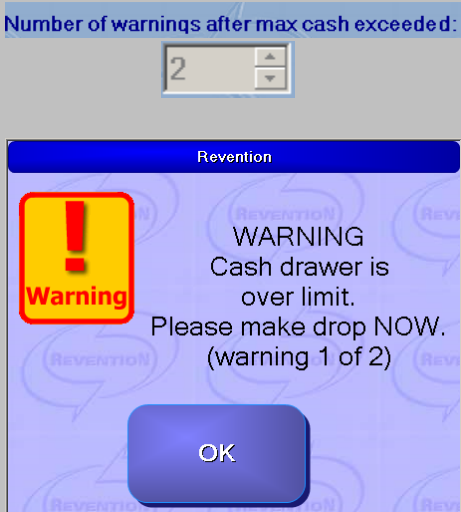
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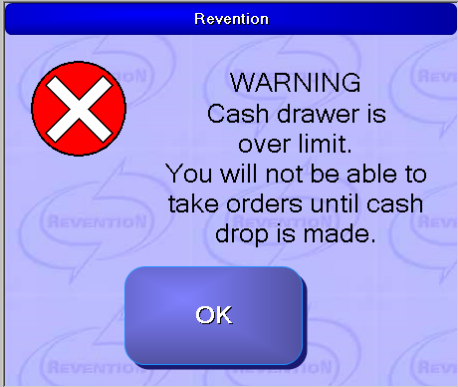
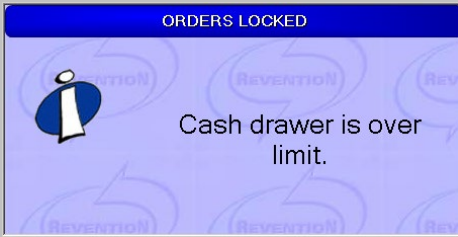




7

## Cash Drawer Configuration continued...

2	Cash Drawer		<b>Cash Drawer</b> unique name. If there were two cash drawers on one workstation, the names would be Drawer1-1 and Drawer2-1. The first number represents the station number. Use the pull down menu to change Cash Drawers when multiple drawers are used on this one Workstation.
3	Default Starting Amount		When the cash drawer is opened, this is the <b>Default Starting Amount</b> . It is recommended this is a consistent value that does not change to eliminate confusion.
4	Shared		<b>Shared</b> allows the drawer to be accessed by multiple employees who have the security to access a cash drawer. Turning this off will allow you to assign this one drawer to a signal user.
5	Tipped Employee		<b>Tipped Employee</b> option can only be used if the cash drawer is NOT shared. All sales and tips entered on this cash drawer for the shift will be linked to the cashier/bartender that is responsible for the drawer. This function is mandatory if “Pay Tips on payroll” is enabled.
6	Receive Online Credit Card Payments		<b>Receive Online Credit Card Payments</b> means the cash drawer is responsible for the credit card payments processed for online orders. If the order is delivery, the credit card transaction will be transferred to the driver upon dispatch.
7	Serial Connection		<b>Serial</b> dictates how the cash drawer will be triggered to open. The Cash Drawer is plugged into the receipt printer via a cable and the printer’s port is responsible for opening the Cash Drawer. Once chosen use the pulldown menu to choose the Com port.

## Cash Drawer Management continued...

8	Other Connection Types		<p><b>USB</b> dictates how the cash drawer will be triggered to open. The Cash Drawer is plugged into the receipt printer via a cable and the printer's <b>USB</b> port connection is responsible for opening the Cash Drawer.</p> <p><b>2310/3310/4310</b> indicates the cash drawer is plugged into the Cash Drawer port on the workstation itself and bypasses the printer entirely.</p>
9	Windows		<p><b>Windows Printer</b> must be configured if the cash drawer is a serial drawer and is plugged into the receipt printer. Use the pull down menu to pick the windows printer responsible for opening the Cash Drawer</p>
10	Primary or Secondary		<p><b>Primary and Secondary</b> is only necessary if the Workstation has two cash drawers are set up on one workstation. Controls how the Cash Drawers behaves and when it opens.</p>
11	Maximum Cash		<p><b>Maximum Cash</b> is a setting that disables the Cash Drawer when the allotted amount is reached.</p>
12	Number of warnings after max cash exceeded	<p>Number of warnings after max cash exceeded:</p>  <p>continued...</p>	<p>Once the Maximum Cash amount is exceed, this controls how many warnings are prompted before <i>HungerRush</i> locks orders from being sent.</p> <p>Warning with counts of when Order Lock will happen.</p>



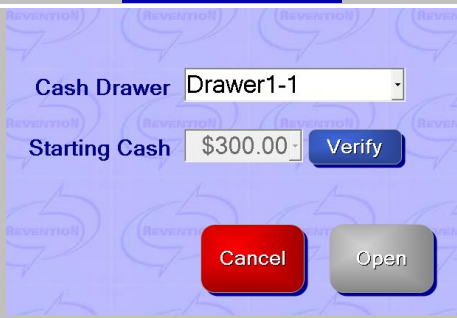
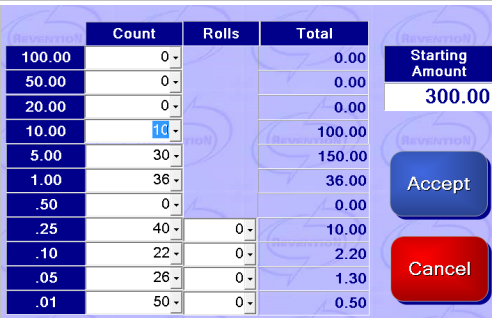

	Number of warnings after max cash exceeded	 	<p>Warning displayed when warnings are exceeded the warning count and Order Lock is employed.</p> <p>Message received when an attempt to place an order is made without performing a drop.</p>
13	Delete		<b>Delete</b> will allow the cash drawer to be removed from the system configuration.
14	Edit		<b>Edit</b> allows the cash drawer configuration to be modified.
15	New		<b>New</b> opens a new cash drawer configuration screen.
16	Exit		<b>Exit</b> will exit the Cash Drawer Configuration screen.

## Starting a Drawer



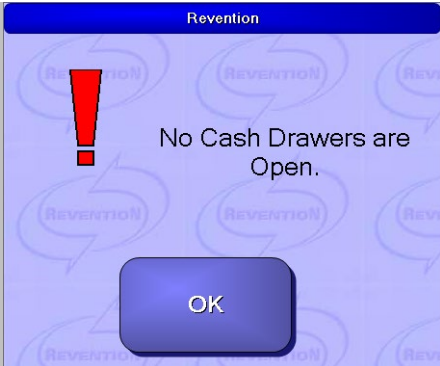
**Start Drawer** will initiate a cash drawer on the workstation. Options include a default starting amount or the user can enter the amount for that shift. You may also require the starting amount be verified by entering in the denomination counts.

### STARTING A DRAWER



STEP	NAME	IMAGE	DESCRIPTION
1	Cash		Select Cash.
2	Start Drawer		Select Start Drawer.
3	Verify		If option to Verify funds is required, select Verify. If not proceed to select Open.
4	Count Sheet		Enter the counts for each denomination.
5	Accept		Select Accept.







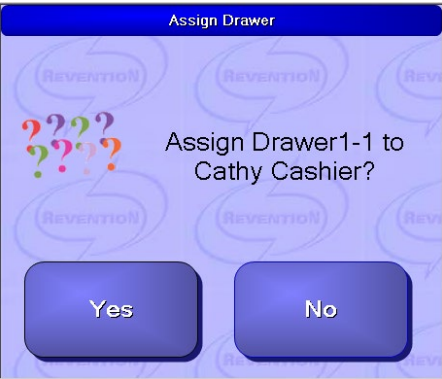
## Starting a drawer continued...

6	Select Open		Select Open.
7	Change Due		Orders can now be tendered in the cash drawer.
8	No Cash Drawer Open		Note: If the Collect button is selected in Orders prior to a cash drawer being opened the following error will occur



## Assign and Reassign Drawers



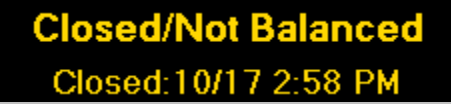
Assign Drawer is used to assign a cash drawer to a specific cashier/employee. For this feature to be available the manager must have access to the security setting *Allow Assign Drawer*. Cash Drawer being assigned must also be a Non-Shared Cash Drawer and an employee must be clocked in with a labor type that is defined to require a cash drawer.

STEP	NAME	IMAGE	DESCRIPTION
1	Cash		Log in to <i>HungerRush</i> and Select Cash.
2	Assign Drawer		Select Assign Drawer
3	Start Drawer		Select Start Drawer. The person starting the Drawer is now assigned to the Cash Drawer.
To reassign a cash drawer follow these steps below			
1	Cash Drawer Selection		Select the Cash Drawer to assign by selecting the drop down arrow.
2	Employee Selection		Select the Employee by selecting the drop down arrow.
3	Assign		Select Assign arrow button.
4	Confirm		Select Yes to reassign the Cash Drawer.





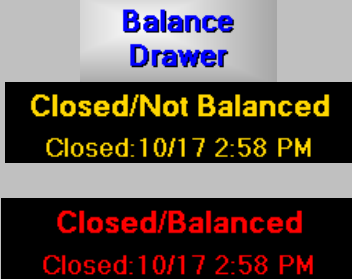
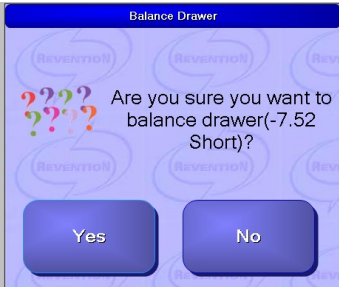



## Cash Drawer Reconciliation

A cash drawer can be reconciled at any point during the business day. If the cash drawer being reconciled is the last open cash drawer for the day, it is important to make sure all orders have been tendered before closing the final cash drawer.

STEP	NAME	IMAGE	DESCRIPTION
1	Cash		Log in to <i>HungerRush</i> at the Cash Drawer workstation. Select Cash.
2	Balance Drawer		Select Balance Drawer.
3	Choose your Drawer		The business date will default to the current business day. Computer will default to current workstation. Cash Drawer will default to the last cash drawer opened on that workstation. Any of those fields can be changed if required, based on the cash drawer that needs to be reconciled,
4	Close Drawer	  	Select Close Drawer. Once drawer is closed, no more orders can be tendered to the drawer. The cash drawer insert can be removed and cash counting can occur in a back office, if available.  This will change the Cash Drawer Status from Open to Closed/Not Balanced and allow the detail button to be pressed.
5	Detail		Opens the Count Screen to use a <i>HungerRush's</i> counting tools.
6	Credit tab		The Credit tab will open. Review each credit card transaction and validate the tip is accurate.

## Cash Drawer Reconciliation continued...

7	Tip Adjustment		To update a tip, highlight the tip field, enter the new tip amount on the keypad, and select Add Tip.
8	Select All		Check off each transaction or hit the Select All button.
9	Payment Tabs		Proceed to verify the transactions under the Account tab, Gift tab, and Checks tab. If transactions are present, select each transaction or use the Select All option.
10	Summary		Select <b>Summary</b> to return the Cash Balance screen.
11	Balance Drawer		Select Balance Drawer and the will change the status form Closed/Not Balanced to Closed/Balanced
12	Confirm Closure		A warning prompt will appear if balance owed is negative or positive and then an additional confirmation is needed before finally closing the drawer.
13	Print Cashout		Select Yes to print the cashout receipt





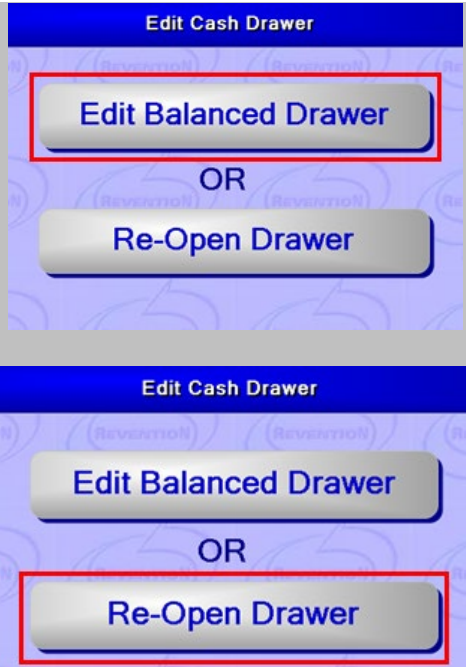
## Cash Drawer Balance Receipt

CASH DRAWER BALANCE RECEIPT			
Revention, Inc. 1315 W. Sam Houston Pkwy N. Houston, TX 77043 3/12/2014 11:06:38 PM			
Business Day: 3/12/2014 :Drawer1-1 Opened By:Luis Ortega Balanced By:Revention POS			
	Actual	Total	Over/Short
	-----	-----	-----
Cash	87.64	87.92	-0.28
Checks	0.00	0.00	0.00
Credit	3107.12	3107.12	0.00
Gift	0.00	0.00	0.00
Acct.	149.20	149.20	0.00
	-----	-----	-----
TOTAL	3343.96	3344.24	-0.28
Sales By Report Group			
Grp	Qty	Amt	
-----	-----	-----	
Appetizers	9	59.10	
Beverages	10	25.76	
Pizza	51	426.38	
Salads	11	39.10	
Sides	7	7.70	
Desserts	1	6.95	
Beer	1	4.95	
Wine	4	12.00	
Calzones	4	33.60	
Pasta	14	145.40	
Slices	9	45.50	
Soups	1	4.95	

CASH DETAIL				
	Count	Rolls	Total	
	-----	-----	-----	
100.00	0	0	0.00	
50.00	1	0	50.00	
20.00	3	0	60.00	
10.00	3	0	30.00	
5.00	33	0	165.00	
1.00	74	0	74.00	
.50	0	0	0.00	
.25	21	0	5.25	
.10	27	0	2.70	
.05	7	0	0.35	
.01	34	0	0.34	
			-----	
Total Detail			387.64	
Starting Amt(-)			300.00	
			-----	
Total			87.64	
Credit Cards				
Ord#	Sales	Grat	Tip	Total
-----	-----	-----	-----	-----
1-6122	82.59	0.00	16.00	98.59
10-7538	12.38	0.00	3.62	16.00
26-1007	80.31	0.00	15.00	95.31
38-1012	23.76	0.00	5.00	28.76
72-0716	85.19	0.00	0.00	85.19
... all credit card transactions will be listed.				
	-----	-----	-----	-----
	2795.99	0.00	311.13	3107.12
Paid-Outs				
HEB Lemonas				39.95
Dry Ice				36.70
Driver Comp: Michael Oliver				0.60
Driver Comp: Armaan Hammer				5.40
Driver Comp: Gus Kellie				4.20
Driver Comp: William Jones				13.80
				-----
				100.65

## Editing a Balanced Cash Drawer

With proper security a cash drawer can be re-opened or edited. These changes are audited and appear on the Cash Drawer Audit report. To edit or re-open a cash drawer follow the steps below.

STEP	NAME	IMAGE	DESCRIPTION
1	Cash		Log in to <i>HungerRush</i> at the Cash Drawer workstation and press the Cash button.
2	Balance Drawer		Press the Balance Drawer button.
3	Choose the Date, Station and Drawer		Select the drawer to edit by changing the following fields, Business Date, Computer, and Cash Drawer name.
4	Edit Drawer		Select the <b>Edit Drawer</b> button.
5	Edit and Re-Open		<p>Select <b>Edit Balanced Drawer</b> or Re-Open Drawer. Edit will allow the actual totals to be changed.</p> <p><b>Re-open Drawer</b> will allow additional orders to be tendered to the drawer and the entire reconciliation process will need to be completed.</p>

**Please Note:** If a cash drawer has already been added to a Deposit within *HungerRush*, the cash drawer cannot be edited. See Removing Cash Drawer from Deposit section.

## Balance Cash Drawer Screen

**BALANCE CASH DRAWER**

**Balance Cash Drawer**

1 Business Date 1/24/2099

2 Computer Station1

3 Cash Drawer Drawer 1-1 - 1/24/2016 3:01:59 PM

4 Opened By: Todd

5 Start Amt: \$150.00

6 Open  
Opened: 1/24 3:01 PM

7 Other Users:  
Erich

8 ☐ Req Validation

9 Actuals	10 Totals	11 Over/(Short)
Cash	\$0.00	168.49
Checks	\$0.00	0.00
Credit	\$0.00	358.71
Gift	\$0.00	50.77
Account	\$0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>577.97</b>
Drops	0.00	...
Paid Outs	16.40	...
Paid-Ins	0.00	...
<b>GRAND TOTAL</b>	<b>577.97</b>	<b>-577.97</b>

12 No Sales: 1

13 CC Tips: 12.00

14 Grats: 0.00

15 Ttl Cash: \$168.49



17 Detail

18 No Sale

19 Print

20 Close Drawer

21 Exit

#	NAME	IMAGE	DESCRIPTION
1	Business Date		Current <b>business date</b> . The business date can be changed by selecting the drop down arrow.
2	Computer		Current <b>computer/POS</b> workstation name. The computer can be changed by selecting the drop down arrow. This allows cash drawers to be reconciled from a back office computer.

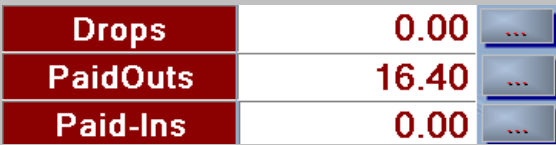



**Balance Cash Drawer Screen continued...**

3	Cash Drawer	Cash Drawer Drawer 1-1 - 1/24/2016 3:01:59 PM	Cash Drawer will default to the last cash drawer opened on the workstation. The cash drawer can be changed by selecting the drop down arrow.												
4	Opened By	Opened By: Michael Carrera	Opened By shows name of the employee that started the cash drawer. This is most likely a manager or the primary user.												
5	Start Amt.	Start Amt: \$300.00	The starting cash amount that was declared in the cash drawer.												
6	Drawer Status	Open Opened:1/24 3:01 PM	This section displays the Drawer's current status. The three states of a drawer are Open, Closed/Not Balanced and Closed.												
7	Other Users	Other Users: John Wells	Other Users include any other employee that has accessed the drawer. If the drawer is not shared this section will have no users listed.												
8	Req. Validation	Req Validation	Require Validation is a security setting. If an employees' security access requires validation, then the Detail screen must be used to enter all actual funds for the cash drawer. An actual amount cannot be entered from the Summary screen.												
9	Actuals	<table><tr><th></th><th>Actuals</th></tr><tr><td>Cash</td><td>\$0.00</td></tr><tr><td>Checks</td><td>\$0.00</td></tr><tr><td>Credit</td><td>\$0.00</td></tr><tr><td>Gift</td><td>\$0.00</td></tr><tr><td>Account</td><td>\$0.00</td></tr></table>		Actuals	Cash	\$0.00	Checks	\$0.00	Credit	\$0.00	Gift	\$0.00	Account	\$0.00	Actual totals represent what is actually in the drawer for each payment method at reconciliation. These fields are greyed out until the cash drawer is Closed. If validation is required a field may also be greyed out. This is typical of the credit card actual field.
	Actuals														
Cash	\$0.00														
Checks	\$0.00														
Credit	\$0.00														
Gift	\$0.00														
Account	\$0.00														

# Balance Cash Drawer Screen continued...




10	Totals	Totals		Total represents what should be in the cash drawer for each payment method. These fields are auto populated.
		Cash	122.12	
		Checks	0.00	
		Credit	3571.97	
		Gift	0.00	
		Account	168.01	
11	Over/(Short)	Over/(Short)		Over/ (Short) is the over and short for each payment method. Until the cash drawer actuals are entered these fields should not be a concern.
		Cash	-122.12	
		Checks	0.00	
		Credit	-3571.97	
		Gift	0.00	
		Account	-168.01	
12	No Sales	No Sales: 1		Keeps the count of amount of times a No Sale was performed on this drawer.
13	CC Tips	CC Tips: 12.00		CC Tips show the total tips earned on credit cards tendered to this drawer. CC 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	Gratuities	Grats: 0.00		Grats shows the total gratuity added to orders tendered on this cash drawer. Gratuity should be removed from the cash actual amount if gratuity is not paid on payroll.
15	Ttl Cash	Ttl Cash: \$168.49		Total Cash will display the total cumulative cash that was declared to be collected to this drawer.

# Balance Cash Drawer Screen continued...

16	Ellipse	 <p>continued...</p> 	<p>Pressing the corresponding ellipses to button open a detailed submenu that allows reprinting or deletion of Drops, Paid Outs or Paid-Ins.</p> <p>Highlight the line item in the submenu and press Delete to remove the line and Print to reprint a copy.</p>
17	Detail		<p><b>Detail</b> will open the detail reconciliation screen for each payment method. The Detail button will not work until the cash drawer is closed.</p>
18	No Sale		<p><b>No Sale</b> will open the Cash Drawer attached to this Workstation.</p>



# Balance Cash Drawer Screen continued...


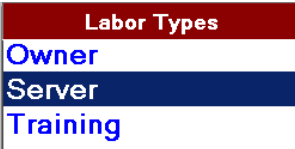

19	Print		<b>Print's</b> function will change based on what the drawers current status is. If the drawer status is either Open or Closed/Not Balanced then pressing Print will print a quick audit of the drawer while pressing print in the Closed state will print a copy of the drawer balance sheet.
20	Close Drawer		<b>Close Drawer</b> 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.
21	Exit		<b>Exit</b> closes the cash drawer balance screen.

# Server Banking Management

Server is a property of Labor Types. For a user to be able to tender orders as a Server, the user must be clocked in with a Labor Type configured as Server. The server will hold on to their collected funds until they reconcile at the end of their shift.

SERVER BANKING MANAGEMENT			
<div>Server Info</div> <div> <div>Server Summary</div> <div>Order Detail</div> <div>Coupons</div> </div> <div> <div>Total Orders Due</div> <div>629.50</div> </div> <div> <div>+ Bank</div> <div>0.00</div> </div> <div> <div>-Drops</div> <div>0.00</div> </div> <div> <div>-Other Pmts</div> <div>0.00</div> </div> <div> <div>Balance Due</div> <div>629.50</div> </div> <div> <div>CC Tips</div> <div>61.82</div> </div> <div> <div>Grat</div> <div>0.00</div> </div> <div> <div>Other Tips</div> <div>\$0.00</div> </div> <div> <div>Total</div> <div>61.82</div> </div>			

## The Setup

STEP	NAME	IMAGE	DESCRIPTION
1	Labor Tab		Navigate to the Labor tab found by pressing Config followed by pressing Systems and then pressing the Labor Tab.
2	Labor Type		Choose the Labor Type to add the 'Server' labor tag to.
3	Labor Type Properties		To change the selected Labor Type to a server click the radio button 'Server?'. Doing so will dramatically change how the labor type behaves by adding several server specific related restrictions and enhancements.

## Server Cashout/Reconciliation by Management

A server can be set up to perform a self cashout or a server cashout can be performed by a manager. A server will access their cashout button through the Cash section.

**SERVER CASHOUT**

**Server Cashout**

Business Date 10/06/2016

Opened By: Allison

Server Allison - 6/19/2016 8:58:08 AM

**Open**  
Opened: 10/6 3:02 PM

☐ Req Validation
**Actuals**

Cash	\$0.00
Checks	\$0.00
Credit	\$0.00
Gift	\$0.00
Account	\$0.00
<b>TOTAL</b>	<b>0.00</b>
Balance Due	370.20
Over/Short	-370.20

**Server Info**

Server Summary

Order Detail

Coupons

**Total Orders Due** 370.20

+ Bank 0.00

-Drops 0.00

-Other Pmts 0.00

**Balance Due** 370.20

CC Tips

Grat

Other Tips

Total

51.25

+

0.00

+

\$0.00

=

51.25




4.00% credit card tip fee = 2.05

Detail


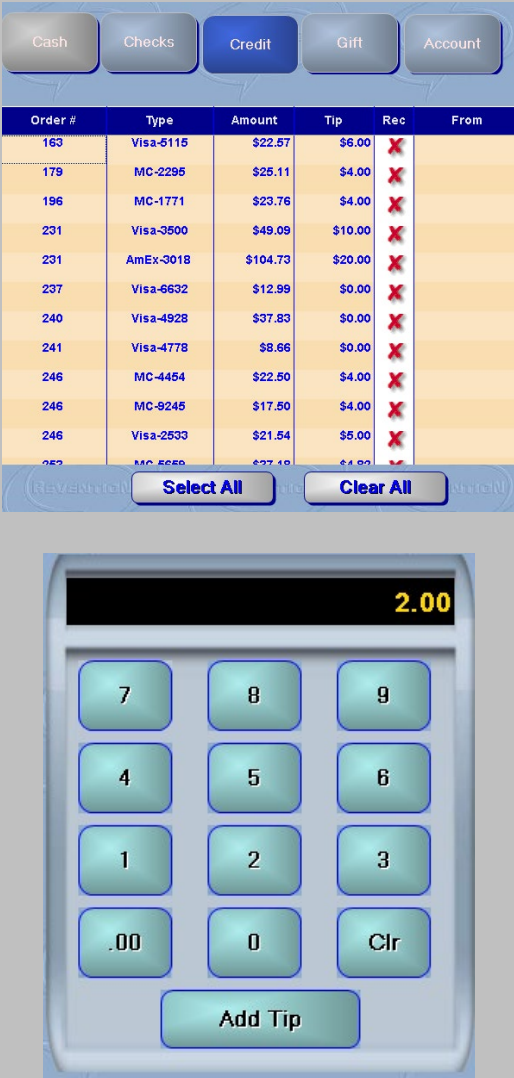

Print





Close Server

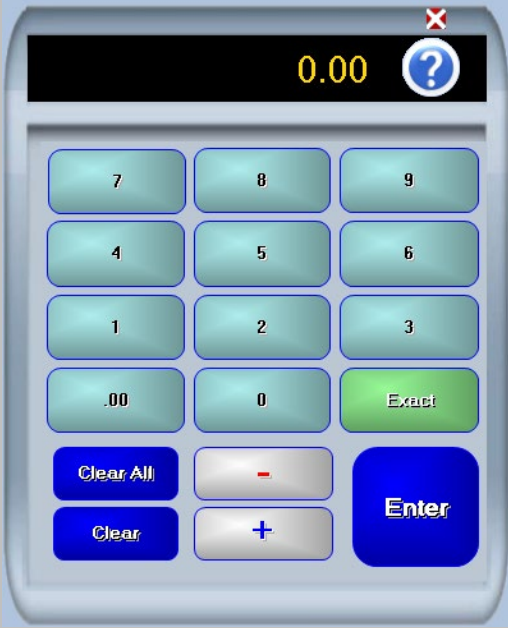
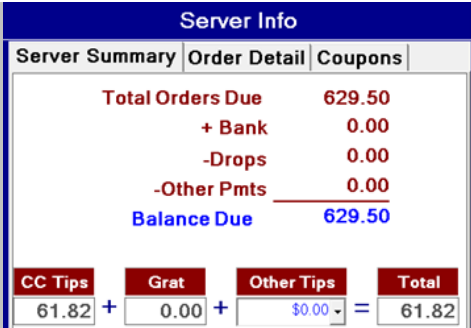
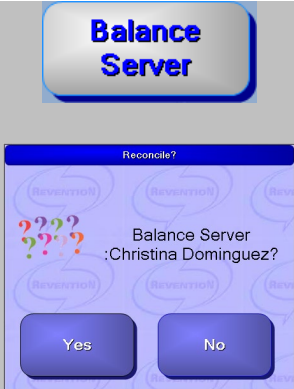
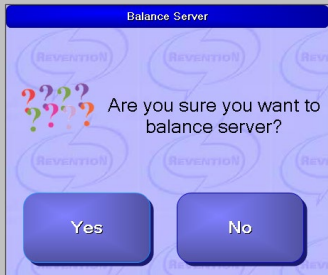
Exit

STEP	NAME	IMAGE	DESCRIPTION
1	Labor Tab	 	Navigate to the Employee Cashout screen found by pressing Cash button followed by pressing Employee Cashout button.
2	Server Select	<div style="display: flex; align-items: center;"> <div style="background-color: #003366; color: white; padding: 2px; font-weight: bold; margin-right: 5px;">Server</div> <div style="border: 1px solid black; padding: 2px;">           Brandon Torres - 8/19/2016 5:20:55 PM            Brandon Torres - 8/19/2016 5:20:55 PM            Christina Dominguez - 8/19/2016 2:51:4            Miranda Henry - 8/19/2016 5:44:13 PM         </div> </div>	Select the Employee Name from the Server/Driver drop down list.
3	Close Server		Select Close Server to start the closing process.

# Server Cashout/Reconciliation continued...

4	Detail		Pressing 'Close Server' will unlock the 'Detail' button. Press the 'Detail' button to open the payment validation screen.
5	Credit Payment Tab	 <p>continued...</p> 	<p>The Credit tab will open. Review each credit card transaction and validate the tip is accurate.</p> <p>To update a tip, highlight the tip field, enter the new tip amount on the keypad, and select Add Tip.</p> <p>Proceed to verify every transaction by</p>

	Credit Payment Tab		checking off each transaction or by clicking the Select All button.
6	Payment Tabs		Proceed to verify the transactions under the Account tab, Gift tab, and Checks tab. If transactions are present, reconcile each transaction or use the Select All option.
7	Summary		Return to the main cash out screen by pressing the 'Summary' button
8	Cash		<p>Input the amount of cash to be owed or the amount of cash to be tipped out due to overpayment.</p> <p>Depending on the amount of tips and payment methods, the cash could be positive or negative.</p> <p>Press the drop menu button next to Cash to open the virtual keypad or use a</p>

		Cash		<p>connect keyboard to input the cash amount.</p> <p>Enter the cash amount due by the Server. A Server should never be over or short. A shortage is the responsibility of the Server.</p>
9		Tips		<p>Credit Card tips and Gratuities will automatically populate, Other Tips are any cash tips received by the server.</p> <p>A Server can claim their cash tips upon clock out.</p>
10		Balance Drawer	 <p>continued...</p> 	<p>Select Balance Drawer to complete the procedure. Once selected two prompts will appear.</p> <p>The first prompt will ask to confirm to closure. Press yes to proceed to the second and final confirmation. Pressing No will return you to the Server Cashout Screen.</p> <p>A final prompt will appear. Press yes to proceed to the second and final confirmation. Pressing No will return you to the Server Cashout Screen.</p>

<p>*</p>	<p><b>Print Options</b></p>		<p><b>Print's</b> function will change based on what the drawers current status is. If the drawer status is either Open or Closed/Not Balanced then pressing Print will print a quick audit of the Server while pressing print in the Closed state will print a copy of the drawer balance sheet. If the Auto Print feature is not used then a prompt for which printer to print to will be displayed.</p>
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## Server Cashout Receipt

SERVER CASHOUT RECEIPT				
Business Day: 3/9/2014				
SERVER:Michelle Chaperone				
Cashout By:Michael Oliver				
Cashout Time:03/09/2014 09:36 PM				
Ticket Count:15				
Avg Ticket:36.91				
Head Count:33				
PPA:16.78				
TOTAL ORDERS DUE	599.38			
-----				
Balance Due	599.38			
Cash Sales	132.78			
CC Tips (-)	67.97			
-----				
Cash Due	64.81			
CC Sales	466.60			
-----				
TOTAL	599.38			
Bal. Due	599.38			
-----				
O/S	0.00			
Credit Cards				
Ord#	Sales	Grat	Tip	Total
-----	-----	-----	-----	-----
50-8831	18.84	0.00	5.00	23.84
64-3080	40.54	0.00	6.00	46.54
77-9276	38.43	0.00	0.00	38.43
81-7528	32.42	0.00	4.00	36.42
105-5907	15.86	0.00	4.00	19.86
107-7681	37.38	0.00	0.00	37.38
108-4004	73.29	0.00	15.00	88.29
110-3144	51.74	0.00	10.00	61.74
112-0066	81.03	0.00	8.97	90.00
124-6357	77.07	0.00	15.00	92.07
-----	-----	-----	-----	-----
	466.60	0.00	67.97	534.57

Orders			
Ord#	Table	Sales	Grat
-----	-----	-----	-----
48	14	27.17	0.00
50	10	18.84	0.00
63	14	35.56	0.00
64	52	40.54	0.00
73	33	20.38	0.00
77	13	38.43	0.00
78	10	17.43	0.00
81	31	32.42	0.00
105	10	15.86	0.00
107	12	37.38	0.00
108	13	73.29	0.00
110	53	51.74	0.00
112	32	81.03	0.00
114	20	32.24	0.00
124	50	77.07	0.00
Sales By Report Group			
Grp	Amt	TipOut	
-----	-----	-----	
Appetizers	8.95	0.00	
Beverages	49.30	0.00	
Pizza	205.31	0.00	
Salads	55.50	0.00	
Desserts	2.00	0.00	
Kids	4.50	0.00	
Wine	109.00	0.00	
Calzones	10.95	0.00	
Pasta	60.75	0.00	
Slices	31.25	0.00	
Soups	24.75	0.00	
Credit Card Tips By Drawer			
Drawer	Tips		
-----	-----		



## Editing a Balanced Server

With proper security a server cashout can be re-opened or edited. These changes are audited and appear on the Cash Drawer Audit report. To edit or re-open cash drawers follow the steps below.

**EDITING A BALANCED SERVER**

**Server Cashout**

Business Date 10/07/2016

Opened By: Alfonso Rosales

**Edit Cash Drawer**

Edit Balanced Server

OR

Re-Open Server



Cancel

Detail




Print

Edit Server

Exit

STEP	NAME	IMAGE	DESCRIPTION
1	Labor Tab	 	Navigate to the Employee Cashout screen found by pressing Cash button followed by pressing Employee Cashout button.
2	Server Select	<div style="border: 1px solid #002060; padding: 2px;"> Server </div> <div style="border: 1px solid #002060; padding: 2px;"> Brandon Torres - 8/19/2016 5:20:55 PM  Brandon Torres - 8/19/2016 5:20:55 PM  Christina Dominguez - 8/19/2016 2:51:4  Miranda Henry - 8/19/2016 5:44:13 PM </div>	Select the Employee Name from the Server/Driver drop down list to edit

### Editing a balanced Server continued...

3	Edit Server		Select the Edit Server button.
4	Edit Balanced Server		Select Edit Balanced Server or Re-Open Server. Edit will allow the actual totals to be changed.
5	Re-Open Server		Re-open will allow additional orders to be tendered to the server and the entire reconciliation process will need to be completed again.


If the system is set for a server to cashout to drawer, and the cash drawer has already been reconciled, the drawer will need to be re-opened. If the cash drawer or server cashout has already been added to a Deposit within *HungerRush*, the server cashout cannot be edited. See Removing Cash Drawer from Deposit section.

# Delivery Driver Bank Management

## Driver Configuration

Delivery Driver is a property of Labor Types. For orders to be assigned or dispatched to a user, the user must be clocked in with a Labor Type configured as Delivery. The delivery driver is responsible to payment of orders dispatch to him/her.

DRIVER SETUP	
	<div>Drivers <input type="checkbox"/> Filter Orders</div>
	<div>GEORGE GOFOR Cnt:0 333-333-3333</div>
	<div>DONNY DRIVER Cnt:2 222-222-2222</div>
	<div>COURTNEY COURIER Cnt: 0 111-111-1111 Road: 1 Time: 0</div>


STEP	NAME	IMAGE	DESCRIPTION
1	Labor Tab		Navigate to the Labor tab found by pressing Config followed by pressing Systems and then pressing the Labor Tab.
2	Labor Types		Choose the Labor Type to be given the 'Delivery?' labor type.
3	Labor Type Properties		Choose the 'Delivery?' radio button to bestow the chosen labor type with Driver properties. This allows them to be chosen as a Driver from the dispatch screen as well as making some minor changes to how this labor type is handled like the addition of banks if so configured.

## Dispatching an Order to a Driver

A driver becomes responsible for order payment when the order is dispatched. There may be an instance when the order has been pre-paid. This will result in the driver having a pre-paid total within their cashout. To dispatch an order to a driver follow the steps below.

DISPATCHING ORDERS

5 Orders Waiting

 **Dispatch**

OTD avg. for last 3 orders - 69 minutes  
 Drivers In - 2 Drivers Out - 1

#	Name	Address	Note/R em	Zone/ Grid	Items	Time
4	HANK PRIM Pay by - Cash	444 BRIAR FOREST 281-325-5555			3	30
5	BRIAR WOOD SCHOOL Pay by - Cash	12207 WHITTINGTON DRIV 713-555-5566	+		4	30
6	ABBY AT ELDRIDGE Pay by - Cash	5730 TIMBER CREEK PL I 832-540-1406			2	37
7	ABBEY ON ENCLAVE Pay by - Cash	1 S DAIRY ASHFORD 281-555-5555			3	33
8	BERT SMITH Pay by - Cash	1321 PARK BAYOU DR 281-679-6695			2	0

Dispatch

Re-Assign

View Order

Map Order

Driver Summary

Logon

Config

Print

Add/Rem Drivers

Exit

**Drivers** Filter Orders

GEORGE GOFOR  
333-333-3333 Cnt: 0

DONNY DRIVER  
222-222-2222 Cnt: 1

COURTNEY COURIER  
111-111-1111 Cnt: 1  
Road: 1  
Time: 26

Ready

On Road

Complete

**Sort By:**  

Time

Grid

Zone

2:52 PM

STEP	NAME	IMAGE	DESCRIPTION															
1	Delivery		Navigate to the Dispatch Screen found by pressing Delivery.															
2	Labor Types	<table><tr><td>6</td><td>ABBY AT ELDRIDGE Pay by - Cash</td><td>5730 TIMBER CREEK PL I 832-540-1406</td><td>2</td><td>43</td></tr><tr><td>7</td><td>ABBEY ON ENCLAVE Pay by - Cash</td><td>1 S DAIRY ASHFORD 281-555-5555</td><td>3</td><td>39</td></tr><tr><td>8</td><td>BERT SMITH Pay by - Cash</td><td>1321 PARK BAYOU DR 281-679-6695</td><td>2</td><td>6</td></tr></table>	6	ABBY AT ELDRIDGE Pay by - Cash	5730 TIMBER CREEK PL I 832-540-1406	2	43	7	ABBEY ON ENCLAVE Pay by - Cash	1 S DAIRY ASHFORD 281-555-5555	3	39	8	BERT SMITH Pay by - Cash	1321 PARK BAYOU DR 281-679-6695	2	6	Highlight the order(s) to be dispatched.
6	ABBY AT ELDRIDGE Pay by - Cash	5730 TIMBER CREEK PL I 832-540-1406	2	43														
7	ABBEY ON ENCLAVE Pay by - Cash	1 S DAIRY ASHFORD 281-555-5555	3	39														
8	BERT SMITH Pay by - Cash	1321 PARK BAYOU DR 281-679-6695	2	6														

3	Choose a Driver	<div> <div>Drivers <input type="checkbox"/> Filter Orders</div> <div> <div>GEORGE GOFOR 333-333-3333 Cnt:0</div> <div>DONNY DRIVER 222-222-2222 Cnt:1</div> <div>COURTNEY COURIER 111-111-1111 Cnt:2</div> </div> </div>	Highlight the driver's name.
4	Dispatch	<div>Dispatch</div> <div> <div>DONNY DRIVER 222-222-2222 Cnt:1</div> <div>COURTNEY COURIER 111-111-1111 Cnt: 1 Road: 1 Time: 0</div> </div>	<p>Select Dispatch, the order is now the driver's responsibility.</p> <p>Driver will be highlighted in red until the driver returns. The count of total deliveries completed and pending completion is also displayed.</p>
5	Return Driver	Return Driver	To return the driver, highlight the driver's name and select Return Driver.

## Delivery Driver Cashout/Reconciliation

A driver can be reconciled via two different screens; the Driver Summary button or the Employee Cashout button within Cash. The Driver Summary method is used when a Driver has the security to perform his or her own cashout. The Employee Cashout method is used when a manager is required to cashout a driver.

**DRIVER CASHOUT**

**Driver Cashout**

Business Date 10/19/2016

Opened By: Courtney Courier

Driver Courtney Courier - 10/19/2016 12:38:4

**Open**  
 Opened: 10/19 12:38 PM

☐ Req Validation
 

	Actuals
Cash	\$0.00
Other	\$0.00
Credit	\$0.00
Gift	\$0.00
Account	\$0.00
<b>TOTAL</b>	<b>0.00</b>
<b>Balance Due</b>	<b>114.88</b>
<b>Over/Short</b>	<b>-114.88</b>

**Delivery Info**

Driver Summary

Order Detail

Coupons

**Total Pre-Paid Orders**

**0.00**

**Total Orders Due**

**135.88**

**+ Bank**

**0.00**

**-Driver Comp.**

**21.00**

**-Drops**

**0.00**

**+ CC Tips**

**0.00**

**Balance Due**

**114.88**

CC Tips
0.00

+

Grat
0.00

+

Other Tips
\$0.00

=

Total
0.00

\*\* Grats paid on payroll.  
 \*\* CC tips paid on payroll.

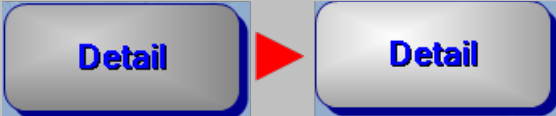



Detail





Print

Close Driver

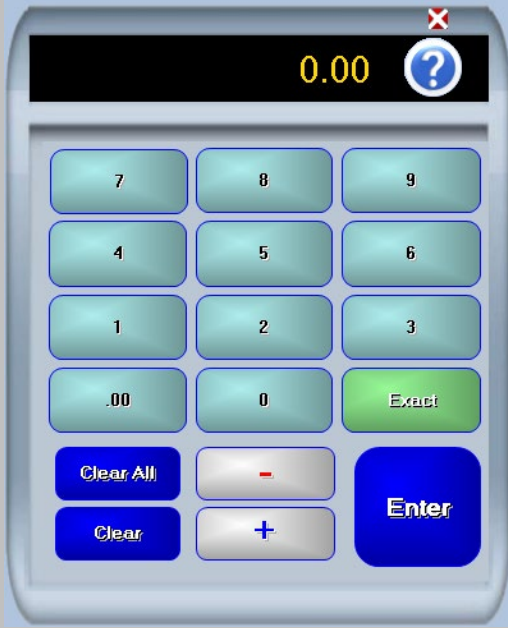
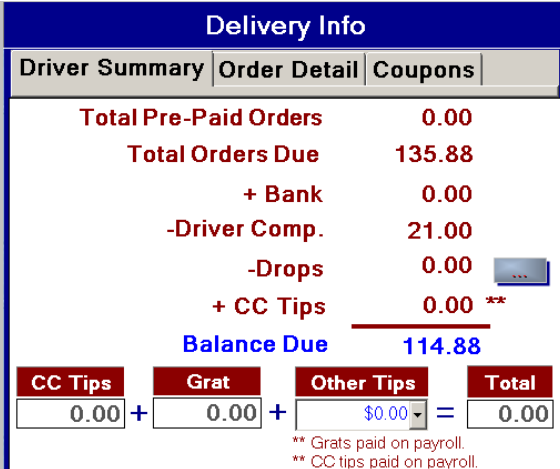
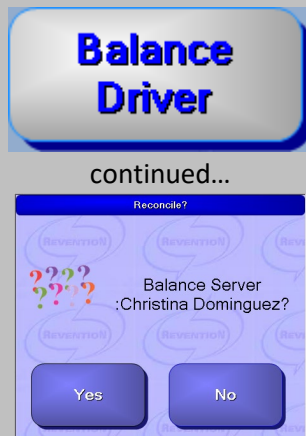
Exit

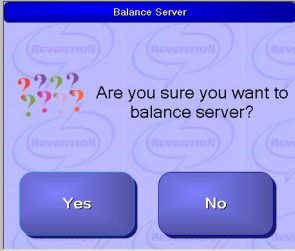

STEP	NAME	IMAGE	DESCRIPTION
1	Delivery		Navigate to the Dispatch Screen found by pressing Delivery.
2	Driver Selection	<div style="border: 1px solid #000080; padding: 5px;">                         Driver <span>Courtney Courier - 10/19/2016 12:38:4</span>                          Courtney Courier - 10/19/2016 12:38:44                          Donny Driver - 10/19/2016 12:38:38 PM                          George Gofor - 10/19/2016 3:00:59 PM                     </div>	Use the pull down menu to choose the Driver you wish to balance. <i>The Driver is required to be returned from the last run before cashout can be performed.</i>
3	Close Driver		Select Close Driver.

4	Detail		Pressing 'Close Driver' will unlock the 'Detail' button. Press the 'Detail' button to open the payment validation screen.
5	Credit Payment Tab	<div>  </div> <div>  <p>continued...</p>  </div>	<p>The Credit tab will open. Review each credit card transaction and validate the tip is accurate.</p> <p>To update a tip, highlight the tip field, enter the new tip amount on the keypad, and select Add Tip.</p> <p>Proceed to verify every transaction by checking off each transaction or by clicking the Select All button.</p>

	Credit Payment Tab		
6	Payment Tabs		Proceed to verify the transactions under the Account tab, Gift tab, and Checks tab. If transactions are present, reconcile each transaction or use the Select All option.
7	Summary		Return to the main cash out screen by pressing the 'Summary' button
8	Cash		<p>Enter the cash amount due by the Driver. A Driver should never be over or short. A shortage is the responsibility of the Driver.</p> <p>Input the amount of cash to be owed or the amount of cash to be tipped out due to overpayment.</p> <p>Depending on the amount of tips and payment methods, the cash could be positive or negative.</p> <p>Press the drop menu button next to Cash to open the virtual keypad or use a</p>



	Cash		<p>connect keyboard to input the cash amount.</p> <p>Enter the cash amount due by the Driver. A Driver should never be over or short. A shortage is the responsibility of the Driver.</p>
9	Tips		<p>Credit Card tips and Gratuities will automatically populate, Other Tips are any cash tips received by the driver.</p> <p>A Driver can claim their cash tips upon clock out.</p>
10	Balance Drawer		<p>Select Balance Drawer to complete the procedure. Once selected two prompts will appear.</p> <p>The first prompt will ask to confirm to closure. Press yes to proceed to the second and final confirmation. Pressing No will return you to the Driver Cashout Screen.</p>




			<p>A final prompt will appear. Press yes to proceed to the second and final confirmation. Pressing No will return you to the Driver Cashout Screen.</p>
*	Print Options		<p><b>Print's</b> function will change based on what the drawers current status is. If the drawer status is either Open or Closed/Not Balanced then pressing Print will print a quick audit of the Server while pressing print in the Closed state will print a copy of the drawer balance sheet. If the Auto Print feature is not used then a prompt for which printer to print to will be displayed.</p>

This whole procedure can also be done from the Driver Dispatch Screen. The difference in the choices is what type of access is needed to complete the task. This method described above requires access to the Cash portion of *HungerRush* and in essence requires giving employees access to the sensitive cash section.

## Editing a Balanced Driver

With proper security a driver cashout can be re-opened or edited. These changes are audited and appear on the Cash Drawer Audit report. To edit or re-open cash drawers follow the steps below.



STEP	NAME	IMAGE	DESCRIPTION
1	Labor Tab	 	Navigate to the Employee Cashout screen found by pressing Cash button followed by pressing Employee Cashout button.
2	Driver Selection		Use the pull down menu to choose the Driver you wish to balance. <i>The Driver is required to be returned from the last run before cashout can be performed.</i>

### Editing a Balanced Driver continued...

3	Edit Server		Select the Edit Driver button.
4	Edit Balanced Driver		Select Edit Balanced Driver or Re-Open Driver. Edit will allow the actual totals to be changed.
5	Re-Open Driver		Re-open will allow additional orders to be tendered to the Driver and the entire reconciliation process will need to be completed again.

If the system is set to Driver cashout to drawer, and the cash drawer has already been reconciled, the drawer will need to be re-opened. If the cash drawer or driver cashout has already been added to a Deposit within *HungerRush*, the server cashout cannot be edited. See Removing Cash Drawer from Deposit section.

## Driver Cashout Receipt

DRIVER CASHOUT RECEIPT	
Business Day:3/20/20XX	
Driver:Gus Daniels	
Cashout By:Michael Oliver	
Cashout Time:3/20/20XX 10:10 PM	
Number of Runs:7	
Avg. Del. Time:18.77	
Avg. Ord/Deliv:1.86	
Orders Delivered:13/342.95	
TOTAL ORDERS DUE	342.95
+ Bank	0.00
- Drv Comp.	7.80
- Drops	0.00
-----	
Balance Due	355.15
Cash	107.18
Checks	0.00
Credit	227.97
Gift	0.00
Acct.	0.00
-----	
TOTAL	335.15
Balance Due	335.15
-----	
O/S	0.00

Order Detail		
Ord #	Address	Amt
-----	-----	---
47	7 RIVER WAY	22.68
53	5614 PIPING ROCK LN	37.67
69	2420 YOURK TOWN	19.43
79	34 WEST BROAD OAKS	29.34
84	2525 MCCUE RD	23.71
95	5250 BROWNWAY ST	39.84
101	726 BERING	23.71
111	3525 SAGE	25.76
113	6221 RICHMOND AVE.	17.54
120	4944 WOODWAY DRIVE	18.56
122	2638 YORKTOWN	28.31
132	3300 SAGE RD	39.19
137	3323 MCCUE RD	17.21

## Cash Management Options

There are a few configuration settings that dictate how the system handles various actions, such as cashouts and deposits. Cash Management Options is under Config > System.

**CASH MGMT.**

**System Configuration**

General
**1 Cash Mgmt.**
Order Types & Stages
Customer
Labor
Tax
Report Groups
Report Cats/Day Parts
Delivery
Install Settings

**2 General**
3 Payment Types
4 Revenue Centers

**Cash Management Options**

5 ☒ **Use Starting Amt for All Cash Drawers**

6 ☐ Driver cashout to drawer

7 ☐ Server cashout to drawer

8 **Default Drawer**  
Drawer1-3

9 ☐ Calculate overtime daily (Over 8 hrs.)

10 ☐ Pay driver comp through payroll

11 ☒ Pay for employee breaks

12 Max Paid Break (Minutes):

13 ☐ Collect Server Orders to Cash Drawer

14 ☐ Require Acct. Cat. on PaidOuts/Paidins

15 ☐ Assign 'Other' payments to driver

16 ☐ Restrict drop to amount owed

17 **Royalty Info**  
Royalty Rate:  %  
Advert. Rate:  %

18 ☒ Include Delivery Fees in Net Sales

19 CC Fee on Tips:  %

20 Default Cash Tips:  %

21 ☒ Pay CC tips through payroll

22 ☒ Pay Gratuity through payroll

23 ☐ Verify starting amount

24 ☐ Require deposit



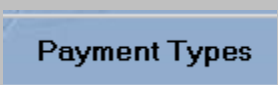
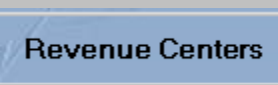
25 ☐ Require deposit bag #

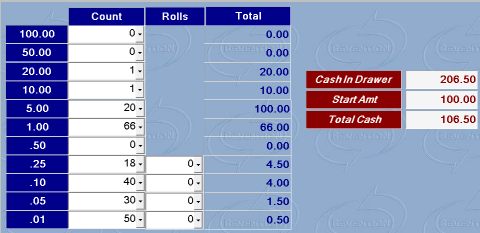

26 ☐ Do not allow tips

27 ☐ Allow OT on Out-Of-Store rate.

28 ☐ Hide CC's on Balance Receipt

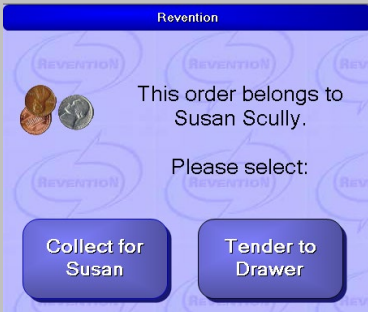

29 Save
30 Exit

#	NAME	IMAGE	DESCRIPTION
1	Cash Mgmt. Tab		This Tab contains Cash Settings that affect all the Workstations and how they behave.
2	General		This is the default subtab that houses the basic settings for Cash Mgmt. Tab
3	Payment Types		This sub tab is used to create and control different payments types. More about this later in this section.
4	Revenue Center		This sub tab is used to create and edit Revenue Center settings. More about this later in this section.

5	Use Starting Amt for All Cash Drawers	<input type="radio"/> <b>Use Starting Amt for All Cash Drawers</b> 	<p>When reconciling a cash drawer, there is a Detail screen which includes a cash counting tool. If this option is <b>ON</b>, the starting amount of the drawer will be included when using the cash counting tool.</p> <p>If this option is <b>OFF</b>, the starting amount should not be included in the cash counts.</p>
6	Driver cashout to drawer	<input checked="" type="radio"/> <b>Driver cashout to drawer</b>	<p>This feature allows a driver's cashout to be placed in the Default Drawer. This includes cash, credit card receipts and any other payment forms. The cashier of the Default Drawer is now responsible for these funds. This feature is typically used if there is no back office or safe to hold the driver's cashout funds. This feature is also recommended if the driver's banks are pulled from a cash drawer.</p>
7	Server cashout to drawer	<input type="radio"/> <b>Server cashout to drawer</b>	<p>This feature allows a server's cashout to be placed in the Default Drawer. This includes cash, credit card receipts and any other payment forms. The cashier of the Default Drawer is now responsible for these funds. This feature is typically used if there is no back office or safe to hold the server's cashout funds. This feature may be beneficial for locations that receive a lot of credit card transactions. Many times the house will owe the server cash due to the credit card transactions and tips exceeding cash orders. The feature will track the cash deduction necessary to provide the server with their credit card tips.</p>
8	Default Drawer		<p>The <b>Default Drawer</b> is the drawer that will be used for the driver or server cashouts. This must be a cash drawer that is opened every day. If the default drawer is not open, the system will allow another drawer to be selected.</p>

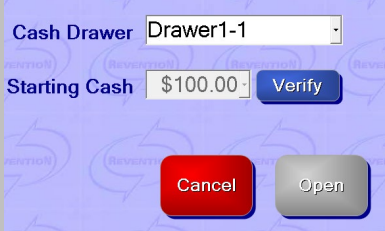
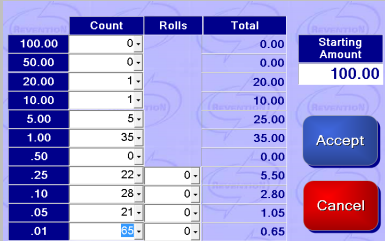





## Cash Management Options continued...

9	Calculate overtime daily	<input type="radio"/> <b>Calculate overtime daily (Over 8 hrs.)</b>	Overtime will be calculated on a daily basis, with 8 hours being the total regular time allowed. This feature is required by some states such as California.
10	Pay driver comp through payroll	<input type="radio"/> <b>Pay driver comp through payroll</b>	Depending on Delivery settings, delivery drivers will be compensated for each order they deliver. This compensation is typically paid when the driver is cashed out. This feature allows the compensation to be paid on payroll.
11	Pay for employee breaks	<input checked="" type="radio"/> <b>Pay for employee breaks</b>	This option allows an employee to be paid for their break.
12	Max Paid Breaks	<b>Max Paid Break (Minutes):</b> <input type="text" value="-2"/>	A maximum paid break time can be defined as well. <u>Example:</u> Each employee receives a 10 minute paid break every two hours; if they stay on break for 12 minutes, only 10 minutes of the break will be paid for. If multiple break types are used with different minimum break times, place a negative number here and the minimum break times will be used as the new Max amount that is considered payable.
13	Collect Server Orders to Cash Drawer	<input type="radio"/> <b>Collect Server Orders to Cash Drawer</b>  	If this option is <b>ON</b> ; a server's order that is collected on a cash drawer workstation by a manager or cashier will automatically be tendered into the cash drawer. The order payment will no longer be the responsibility of the server. If this option is <b>OFF</b> ; a message will appear on the workstation asking if the order should be tendered for the server or to the drawer.
14	Requires Acct. Cat on Paid Outs/ Paid Ins	<input type="radio"/> <b>Require Acct. Cat. on PaidOuts/PaidIns</b>  	This option will require an Account Category to be associated with each Paid Out or Paid In. Account Categories can be defined in Config > Accting Config.
15	Assign 'Other' payments to driver	<input type="radio"/> <b>Restrict drop to amount owed</b>	Allows drivers to take other forms of payments. This is based off the creation of different nonstandard payment methods like currency only accepted on college campuses commonly referred to as "Funny Money".



16	Restrict drop to amount owed	<div><input type="radio"/> <b>Restrict drop to amount owed</b></div>	This option will prevent a driver from dropping more money than they owe. This option can be beneficial if the driver is required to pay for each order as they return from the delivery.										
17	Royalty Info	<div><div>Royalty Info</div><div><div>Royalty Rate: <input type="text" value="7.000"/> %</div><div>Advert. Rate: <input type="text" value="0"/> %</div></div><div><table><tr><td>Total Net Sales</td><td>41888.58</td></tr><tr><td>Royalty %</td><td>7.000</td></tr><tr><td>Royalty \$</td><td>2932.20</td></tr><tr><td>Advertising %</td><td>0.000</td></tr><tr><td>Advertising \$</td><td>0.00</td></tr></table></div></div>	Total Net Sales	41888.58	Royalty %	7.000	Royalty \$	2932.20	Advertising %	0.000	Advertising \$	0.00	The <b>Royalty Rate</b> and <b>Advert. Rate</b> appear on the two royalty reports; Monthly Royalty and Monthly Royalty by Period.
Total Net Sales	41888.58												
Royalty %	7.000												
Royalty \$	2932.20												
Advertising %	0.000												
Advertising \$	0.00												
18	Include Delivery Fees In Net Sales	<div><input type="radio"/> <b>Include Delivery Fees In Net Sales</b></div>	<b>Include Delivery Fees in Net Sales</b> affects all sales reports. This option may be used to inflate the appearance of net sales, as well as decrease labor and food cost percentage.										
19	CC Fee on Tips	<div><div>CC Fee on Tips: <input type="text" value="0"/> %</div></div>	Servers and Drivers can be charged a % of their credit card tips at cashout. This allows the house to recoup the credit card percentage they pay to their processor. This fee appears on the server and/or driver receipt but does not reflect on the cashout screen.										
20	Default Cash Tips	<div><div>Default Cash Tips: <input type="text" value="0"/> %</div><div><table><tr><td>Cash Sales</td><td>10.0%</td><td>Tips</td></tr><tr><td>153.85</td><td></td><td>15.39</td></tr></table></div></div>	Cash Sales	10.0%	Tips	153.85		15.39	<p>A percentage can be set for average cash tips received by a server. The percentage will then appear on the Server Sales report.</p> <p>This is not a recommended method of tracking tips. Servers are required to claim 100% of the tips they receive.</p>				
Cash Sales	10.0%	Tips											
153.85		15.39											
21	Pay CC tips through payroll	<div><input type="radio"/> <b>Pay CC tips through payroll</b></div>	This option will hold credit card tips to be paid on payroll, as opposed to the tips being paid to the server or driver upon their cashout.										
22	Pay Gratuity through payroll	<div><input checked="" type="radio"/> <b>Pay Gratuity through payroll</b></div>	This option will hold Gratuities to be paid on payroll, as opposed to the tips being paid to the server or driver upon their cashout.										
23	Verify starting amount	<div><input type="radio"/> <b>Verify starting amount</b></div>	<p>This option requires the cashier to enter their drawer counts before allowing the drawer to be opened to tender orders.</p> <p>1. Select Verify.</p>										

		 	<ol style="list-style-type: none"> <li>2. Enter your counts.</li> <li>3. Select Accept.</li> <li>4. Select Open.</li> </ol> <p>This count is also shown on cash drawer balance sheet that's printed out on closing.</p>
24	Require deposit	<input type="radio"/> <b>Require deposit</b> 	<p>This option will require a deposit to be entered before the day can be closed.</p> <p>Press to Complete Deposit will open the Deposit screen. The Skip option will require a reason to be entered as to why the deposit cannot be completed.</p>
25	Require deposit bag #	<input type="radio"/> <b>Require deposit bag #</b>	<p>Some banks provide deposit bags with a unique number on each bag. This option will require that number to be entered when creating a deposit. Bank name and bag numbers can be created within Config &gt; Business Information.</p>
26	Do not allow tips	<input type="radio"/> <b>Do not allow tips</b>	<p>Turns off all instances in <i>HungerRush</i> that deals with tips. Gratuities can still be applied.</p>
27	Allow OT on Out-Of-Store Rate	<input type="radio"/> <b>Allow OT on Out-Of-Store rate.</b>	<p>Toggling this on will apply over time rates to employees' out of store rate also.</p>
28	Hide CC's on Balance Receipt	<input type="radio"/> <b>Hide CC's on Balance Receipt</b>	<p>Toggle this option on to hide credit cards on the balance receipts.</p>
29	Save		<p>Press <b>Save</b> to solidify your changes.</p>
30	Exit Edit		<p>Press <b>Exit</b> to leave and return to the main navigation screen. If changes were made and unsaved, a prompt will appear asking whether or not to save and exit or just discarded the changes and just exit.</p>

## Payment Types Tab

This tab was created to allow user to easily control their available payment methods, create new forms of payments and organize them appropriately.

**PAYMENT TYPES**

General
**Payment Types**
Revenue Centers

**1** Default

**2** POS Name

**3** Sequence

**4** Open Drawer  
☒

<input checked="" type="checkbox"/> <b>Cash</b>	<input type="text" value="Cash"/>	<input type="text" value="1"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> <b>Check</b>	<input type="text" value="Check"/>	<input type="text" value="3"/>	<input checked="" type="checkbox"/>
<b>5</b> <input checked="" type="checkbox"/> <b>CreditCard</b>	<input type="text" value="CreditCard"/>	<input type="text" value="2"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> <b>Account</b>	<input type="text" value="Account"/>	<input type="text" value="6"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> <b>Integrated Gift</b>	<input type="text" value="GiftCard"/> <small>Save</small>	<input type="text" value="10"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> <b>Non-Integrated Gift</b>	<input type="text" value="Gift"/> <small>Save</small>	<input type="text" value="10"/>	<input checked="" type="checkbox"/>

**6** Add New Type  
  



Add

**7**

	Payment Type	Seq	Open Drawer	
1	GrubHub PrePaid	4	<input checked="" type="checkbox"/>	<small>Delete</small>
2	Funny Money	10	<input checked="" type="checkbox"/>	<small>Delete</small>

**8** Save

**9** Exit

#	NAME	IMAGE	DESCRIPTION
1	Default Payment	<div style="text-align: center;"> <b>Default</b>  <input style="width: 100%;" type="text" value="Cash"/> </div> <div style="display: grid; grid-template-columns: repeat(3, 1fr); gap: 5px; margin-top: 10px;"> <div style="text-align: center;"> Cash</div> <div style="text-align: center;">CreditCard</div> <div style="text-align: center;"> Check</div> <div style="text-align: center;">Account</div> <div style="text-align: center;">Gift Card</div> <div style="text-align: center;">GiftCard</div> </div>	This pull down menu controls which <b>Default Payment</b> will be auto selected when entering the collection screen.

Payment Types Tab continued...

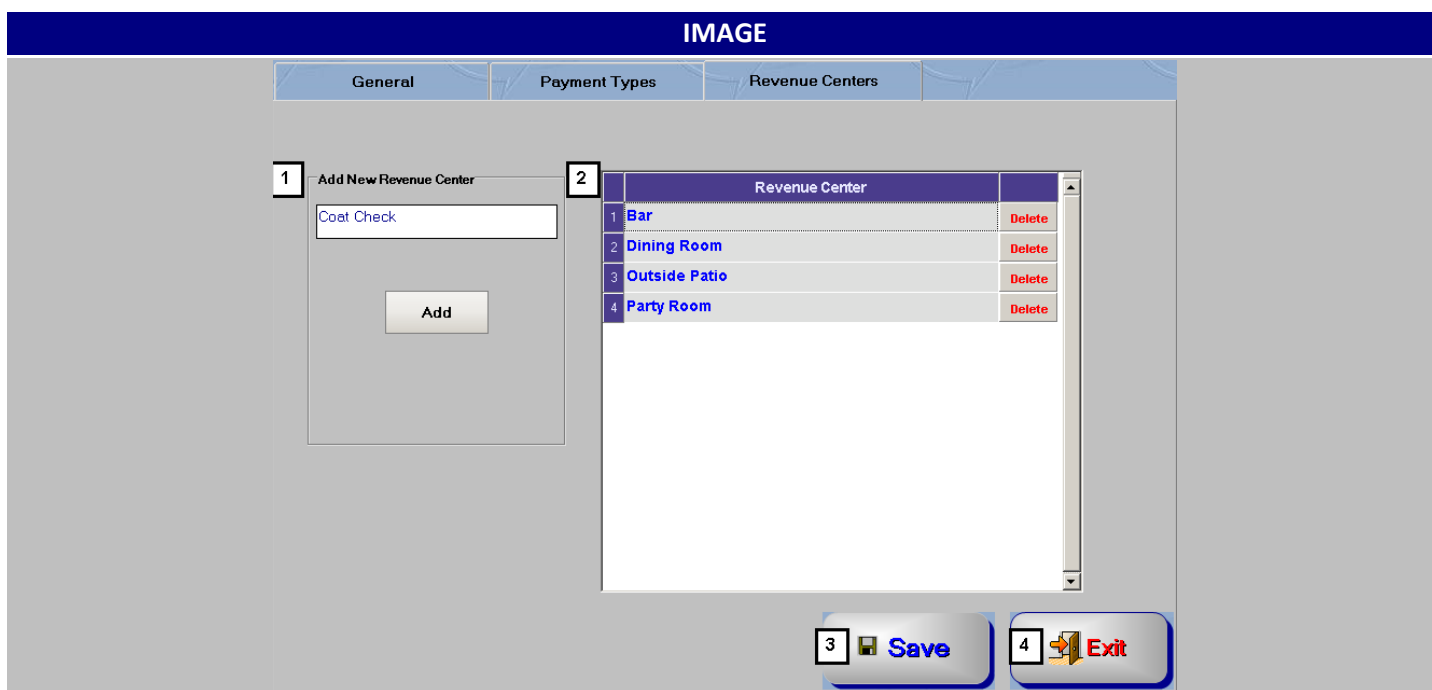
2	POS Name	<div> <div>POS Name</div> <div>Cash</div> <div>Check</div> <div>CreditCard</div> <div>Account</div> <div>GiftCard</div> <div>Save</div> </div>	Controls how the Payment method is displayed when viewed in <i>HungerRush's</i> collection screen.
3	Sequence	<div> <div>Sequence</div> <div>1</div> <div>3</div> <div>2</div> <div>6</div> <div>10</div> <div>10</div> </div>	Organizes the sequential order in which the payments types will be displayed.
4	Open Drawer	<div> <div>Open Drawer</div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> </div>	Placing a check mark next to this setting will cause the drawer to open when that type of payment is chosen as the collection method.
5	Enable Payment Types	<div> <div><input checked="" type="checkbox"/> Account</div> <div><input checked="" type="checkbox"/> Integrated Gift</div> <div><input type="checkbox"/> Non-Integrated Gift</div> </div>	Placing a check mark next to the selected payment method allows for them to be used as a possible collection method in <i>HungerRush</i> .
6	Add New Type	<div> <div>Add New Type</div> <div>Funny Money</div> <div>Add</div> </div>	Create new payment methods by added them here and clicking add. These payment types added here will be kept track of in the 'Other' payment sections.

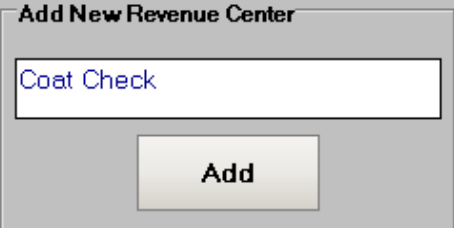
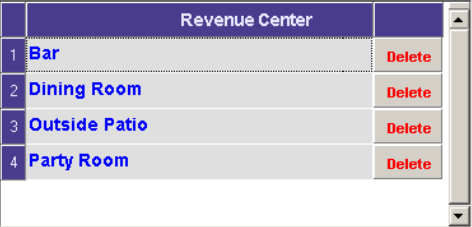


## Payment Types Tab continued...

7	Other Payment Types Properties		This display controls the settings of the 'Other' payments types or allows the deletion of them entirely.
8	Save		Press <b>Save</b> to solidify your changes.
9	Exit		Press <b>Exit</b> to leave and return to the main navigation screen. If changes were made and unsaved, a prompt will appear asking whether or not to save and exit or just discarded the changes and just exit.

## Revenue Centers

This tab will allow you to create Revenue Centers that can be applied to separate workstations; afterwards the Revenue Center Report can be utilized.



#	NAME	IMAGE	DESCRIPTION
1	Add New Revenue Center		Type the name of the new Revenue Center to be created and then click add.
2	Revenue Center Display		Display all existing Revenue Centers that can be assigned and also allows for their deletion. These user created categories will then be displayed under Computer Configuration > General Tab > Revenue Center.
3	Save		Press <b>Save</b> to solidify your changes.
4	Exit		Press <b>Exit</b> to leave and return to the main navigation screen. If changes were made and unsaved, a prompt will appear asking whether or not to save and exit or just discarded the changes and just exit.

## Paid-Outs & Paid-Ins

A paid out is performed when a vendor, service or expense is incurred by the business and the payment must be made in cash from the cash drawer. A paid in is a payment made to the business that is exclusive of sales. A paid in may be a payment on a customer account or payment on a bad debt. A paid in can be tendered as cash or credit card. Each paid out/paid in includes a description and can be assigned to an Account Category.

### PAID OUTS

**Descriptions**

- Kroger for Ranch Dressing
- Kroger for Ricotta cheese
- Kroger for salary
- Kroger For Sausage & Coke Can
- kroger for Soda Cans
- Kroger for Soft drink
- Kroger for Spaghtti
- Kroger for Sprite
- Kroger for Sprite

**Payout**

Cash Drawer
Drawer1-1

Payout Amount
\$0.00

Acct Cat

**Payout Description**

Delete Description

Cancel
Tender

1 2 3 4 5 6 7 8 9 0 - = Backspace




q w e r t y u i o p [ ] \

Caps Lock a s d f g h j k l ; ' Enter



Shift z x c v b n m , . / Shift




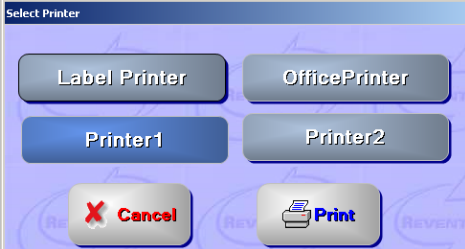
Clear Space Clear

## Performing a Paid-Out

STEP	NAME	IMAGE	DESCRIPTION
1	Paid-Outs	 <b>Cash</b> 	Navigate your way to Paid-Outs button through the Cash section.
2	Cash Drawer	 Drawer1-1	Cash Drawer will default to workstation cash drawer.

Performing a Paid-Out continued...

3	Payout Amount	 \$0.00 	Either type in the amount or press the down arrow to display a virtual keypad and use that to input the amount.
---	---------------	--	---

4	Acct Cat		Select Acct Cat from the drop down list if required.
5	Payout Description		Select a description from the list or type in a new description. New descriptions will automatically be saved to the list.
6	Tender		Select Tender to complete the payout.
7	Select Print		Select the printer responsible for printing out the payout receipt or press Cancel to cancel the process. Two copies will print, one for the payee and one for the payer. Have the recipient of the payment sign the receipt and place the receipt in the cash drawer.

## Paid-Ins

**PAID-INS**

**Descriptions**

back to register

Credit from Take the Cake

fresh line cancel

from schepps milk

Gift card

Mistake for paid out Cake

sam's club back to register

**Receipt**

Cash

Check

Credit Card

**Cash Drawer** Drawer1-1

**Receipt Amount** \$0.00 ↓

**Acct Cat**

**Receipt Description**

Delete Description



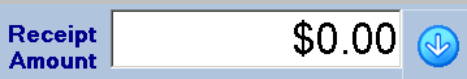
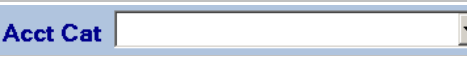


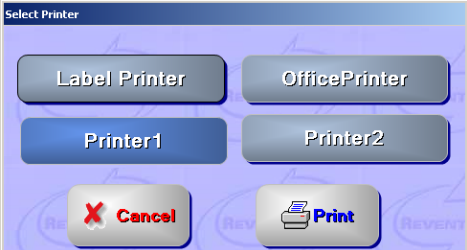
Cancel

Tender





## Performing a Paid-In

STEP	NAME	IMAGE	DESCRIPTION
1	Paid-Ins		Navigate your way to Paid-Ins button through the Cash section.
2	Cash Drawer		Cash Drawer will default to workstation cash drawer.
3	Receipt Amount		Either type in the amount or press the down arrow to display a virtual keypad and use that to input the amount.
4	Acct Cat		Select Acct Cat from the drop down list if required.
5	Receipt Description		Select a description from the list or type in a new description. New descriptions will automatically be saved to the list.
6	Tender		Select Tender to complete the payout.
7	Select Printer		Select the printer responsible for printing out the paid-in receipt or press Cancel to cancel the process. Two copies will print, one for the payee and one for the payer.

## Deleting a Paid In, Paid Out and Drops

Both a Paid in and Paid Out can be deleted with proper security. Access to Reconcile Cash Drawer and Allow Delete Paid out/ins is required.

### DELETING PAID INS AND OUTS

**Cash Payouts**

Description	Amt	By	Time
Window Washing	\$20	Revention POS	10/4/2016 8:46:00 AM
DJ for Tuesday 3 Hours	\$48	Revention POS	10/4/2016 8:47:00 AM
Window for the Month	\$28	Revention POS	10/4/2016 8:49:00 AM

















Necessary securities needed before a deletion can be performed

### NEEDED SECURITIES

- Cash
  - ✓ Allow Assign Drawer
  - ✓ Allow Cash Function
  - ✓ Allow Delete Payouts/Ins
  - ✓ Allow Giftcard Ppt
  - ✓ Drops
  - ✓ Payouts
  - ✓ Start Cash Drawer
- Cash - Reconcile
  - ✓ Allow Edit Drawer
  - ✓ Allow Reconcile
  - ✓ Allow Reopen Drawer
  - ✓ Allow Select All Credit Cards

STEP	NAME	IMAGE	DESCRIPTION																
1	Balance Drawer		Navigate your way to Balance Drawer																
2	Ellipses Button	<table><tr><td>Drops</td><td>16.66</td><td></td></tr><tr><td>PaidOuts</td><td>96.00</td><td></td></tr><tr><td>Paid-Ins</td><td>72.46</td><td></td></tr></table>	Drops	16.66		PaidOuts	96.00		Paid-Ins	72.46		Press the ellipse button next to the category you wish to perform the deletion.							
Drops	16.66																		
PaidOuts	96.00																		
Paid-Ins	72.46																		
3	Highlight the entry	<table><thead><tr><th>Description</th><th>Amt</th><th>By</th><th>Time</th></tr></thead><tbody><tr><td>Window Washing</td><td>\$20</td><td>Revention POS</td><td>10/4/2016 8:46:00 AM</td></tr><tr><td>DJ for Tuesday 3 Hours</td><td>\$48</td><td>Revention POS</td><td>10/4/2016 8:47:00 AM</td></tr><tr><td>Windex for the Month</td><td>\$28</td><td>Revention POS</td><td>10/4/2016 8:49:00 AM</td></tr></tbody></table>	Description	Amt	By	Time	Window Washing	\$20	Revention POS	10/4/2016 8:46:00 AM	DJ for Tuesday 3 Hours	\$48	Revention POS	10/4/2016 8:47:00 AM	Windex for the Month	\$28	Revention POS	10/4/2016 8:49:00 AM	Highlight the entry that needs to be deleted.
Description	Amt	By	Time																
Window Washing	\$20	Revention POS	10/4/2016 8:46:00 AM																
DJ for Tuesday 3 Hours	\$48	Revention POS	10/4/2016 8:47:00 AM																
Windex for the Month	\$28	Revention POS	10/4/2016 8:49:00 AM																
4	Delete		Press the Delete button to delete the highlighted entry.																
5	Confirmation		Select Yes to complete the deletion. Pressing No will return you to the Description screen.																

## Accounting Config for Paid-Outs/Paid-ins

Accounting Config is used to set up General Ledger accounts that can be linked to Paid Ins and Paid Outs for Maintenance, Supplies and other purchases. Additional General Ledger accounts can be created and linked to Sales, Report Categories, Coupons and Adjustments. These General Ledger totals will then appear on the GL Accounts Report under Cash/Adjustments reports section.

**ACCOUNTING CONFIG**

Accounts
Account Mapping

Account	PaidIn	PaidOut	Accting
▶ DJ	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Food	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

STEP	NAME	IMAGE	DESCRIPTION								
1	Accting Config		Navigate your way to <b>Accting Config</b> located in the Config menu.								
2	Account Name	<div><input type="text" value="Cleaning Supplies"/><input type="button" value="Add"/></div>	Enter the name of the GL Account and press Add.								
3	General Ledger Accounts	<table><tr><th>Account</th><th>PaidIn</th><th>PaidOut</th><th>Accting</th></tr><tr><td>▶ Cleaning Supplies</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr></table>	Account	PaidIn	PaidOut	Accting	▶ Cleaning Supplies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	The new GL Account will appear in the list below.
Account	PaidIn	PaidOut	Accting								
▶ Cleaning Supplies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								
4	Applicable fields	<table><tr><th>PaidIn</th><th>PaidOut</th><th>Accting</th></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr></table>	PaidIn	PaidOut	Accting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Select the appropriate type of GL Account. If you want the GL Account to appear in the Paid Out or Paid Ins check the appropriate boxes. All GL Accounts should be flagged for Accting.		
PaidIn	PaidOut	Accting									
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>									
*	Account Mapping Tab	<div><input type="button" value="Account Mapping"/></div>	Account Mapping is at this time slated to be a future feature.								

## Paid In/Paid Out Receipts

Revention, Inc.  
1315 W. Sam Houston Pkwy N.  
Houston, TX 77043

PAID-OUT

Time: 9/29/20XX 02:27 PM

Employee: Revention POS

Description: Silverware Buckets

Amount: \$36.54

\*\*\*\*Payee Copy\*\*\*\*

Revention, Inc.  
1315 W. Sam Houston Pkwy N.  
Houston, TX 77043

PAID-IN

Time: 9/29/20XX 02:32 PM

Employee: Revention POS

Payment Method: Cash

Description: Brittney Smith

Amount: \$12.00

Cashier Signature

---

\*\*\*\* Guest Copy \*\*\*\*

## 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 the liability. Once the drop is complete the responsibility of the cash is transferred to the safe or other drawer.

**DRAWER DROP**

**Drawer Drop**

**Credit**

	Ord #	Type	Amount	Tip	Drop
1	8	MC	\$159.89	\$35.00	✗
2	10	Discover	\$67.98	\$14.00	✗
3	11	Visa	\$25.87	\$0.00	✗
4	15	Visa	\$41.41	\$0.00	✗
5	16	AmEx	\$40.54	\$8.00	✗
6	38	Visa	\$13.96	\$0.00	✗
7	40	Visa	\$6.71	\$1.00	✗
8	40	MC	\$4.87	\$3.00	✗
9	40	Visa	\$8.34	\$2.00	✗
10	48	Visa	\$17.27	\$3.00	✗
11	73	Visa	\$19.38	\$3.00	✗
12	78	Visa	\$24.74	\$4.00	✗
13	102	Visa	\$5.95	\$0.00	✗
14	103	AmEx	\$125.46	\$10.00	✗

**Current Drop Info**

**Cash**

**Checks**




**Credit Cards**

**Total Drop**

**To Drawer**

Drop

Return To Summary

STEP	NAME	IMAGE	DESCRIPTION
1	Drawer Drop	 	Navigate your way to <b>Drawer Drop</b> located in the Config menu.
2	New Drop		Choose the affected drawer and Select <b>New Drop</b> from the Drawer Drop screen.

## Drawer Drop continued...

3	Current Drop Info	<div><div>Current Drop Info</div><div><div>Cash</div><div><div></div><div>\$0.00</div><div>↓</div></div></div><div><div>Checks</div><div><div></div><div>\$0.00</div><div>↓</div></div></div><div><div>Credit Cards</div><div><div></div><div>\$0.00</div><div></div></div></div><div><div>Total Drop</div><div><div></div><div>\$0.00</div><div></div></div></div></div>	Enter the amount of cash or Checks to be dropped in the corresponding fields.																								
*	Credit Card Drops	<table><thead><tr><th></th><th>Ord #</th><th>Type</th><th>Amount</th><th>Tip</th><th>Drop</th></tr></thead><tbody><tr><td>1</td><td>8</td><td>MC</td><td>\$159.89</td><td>\$35.00</td><td>✗</td></tr><tr><td>2</td><td>10</td><td>Discover</td><td>\$67.98</td><td>\$14.00</td><td>✗</td></tr><tr><td>3</td><td>11</td><td>Visa</td><td>\$25.87</td><td>\$0.00</td><td>✗</td></tr></tbody></table>		Ord #	Type	Amount	Tip	Drop	1	8	MC	\$159.89	\$35.00	✗	2	10	Discover	\$67.98	\$14.00	✗	3	11	Visa	\$25.87	\$0.00	✗	To drop credit card receipts, each transaction will need to be checked off. The credit card total will auto-populate in the Credit Card field.
	Ord #	Type	Amount	Tip	Drop																						
1	8	MC	\$159.89	\$35.00	✗																						
2	10	Discover	\$67.98	\$14.00	✗																						
3	11	Visa	\$25.87	\$0.00	✗																						
4	To Drawer	<div><div>To Drawer</div><div>Safe</div></div>	Use <b>To Drawer</b> to select where the dropped money will be placed.																								
5	Drop	<div>Drop</div>	Select Drop to complete the drop transaction.																								
6	Confirmation Screen	<div><div>Driver Drop</div><div>Drop 500.00 to drawer Safe?</div><div>Yes</div><div>No</div></div>	Select Yes to confirm the amount.																								
7	Select Printer	<div><div>Select Printer</div><div>Label Printer</div><div>OfficePrinter</div><div>Printer1</div><div>Printer2</div><div>Cancel</div><div>Print</div></div>	Select the printer responsible for printing out the payout receipt or press Cancel to cancel the process. Two copies will print, one for the payee and one for the payer.																								

A good practice to get into is to place the printed receipt in the cash drawer and then move the funds to selected drop location.

## Reprint a Drawer Drop Receipt

### DRAWER DROP

Drawer Drop

CashDrawer

Drawer1-1



Time	Cash	Checks	Credit	Total	Drop To	Dropped By
10/21/2016 2:44 PM	500	0	0	500	Safe	Revention POS

Print

Delete

New Drop

Exit

STEP	NAME	IMAGE	DESCRIPTION				
1	Drawer Drop		Navigate your way to <b>Drawer Drop</b> located in the Config menu. The Drawer Drop screen will appear.				
2	Select the Drop	<table><tr><th>Time</th><th>Cash</th></tr><tr><td>8/14/2014 9:52 AM</td><td>100</td></tr></table>	Time	Cash	8/14/2014 9:52 AM	100	Highlight the drop you wish to reprint by clicking on it.
Time	Cash						
8/14/2014 9:52 AM	100						
3	Print		Select Print and choose the corresponding printer you would like the copy to come from.				



## Delete a Drawer Drop Receipt

**DRAWER DROP**

**Drawer Drop**

**CashDrawer**

Drawer1-1



Time	Cash	Checks	Credit	Total	Drop To	Dropped By
10/21/2016 2:44 PM	500	0	0	500	Safe	Revention POS

Print

Delete

New Drop

Exit

STEP	NAME	IMAGE	DESCRIPTION				
1	Drawer Drop		Navigate your way to <b>Drawer Drop</b> located in the Config menu. The Drawer Drop screen will appear.				
2	Select the Drop	<table><tr><th>Time</th><th>Cash</th></tr><tr><td>8/14/2014 9:52 AM</td><td>100</td></tr></table>	Time	Cash	8/14/2014 9:52 AM	100	Highlight the drop you wish to reprint by clicking on it.
Time	Cash						
8/14/2014 9:52 AM	100						
3	Delete		Select <b>Delete</b> and confirm your choice.				

Remember to return the dropped funds to original cash drawer.


## Drawer Drop Receipt

Drawer Drop	
Time: 9/29/20XX 2:35 PM	
From Drawer: Drawer1-1	
To Drawer: Safe	
Dropped By: Revention POS	
Cash:	\$200.00
Checks:	\$0.00
Credit:	\$0.00
	-----
TOTAL:	\$200.00

## Driver Drop

A driver drawer drop allows money to be taken away from a driver and transferred to a cash drawer. The purpose of dropping money is to remove an excess amount of cash from a driver to limit the liability. Once the drop is complete the responsibility of the cash is transferred to the cash drawer.

**DRIVER DROP**

0 Orders Waiting
 Dispatch
OTD avg. for last 10 orders - 30 minutes  
Drivers In- 1 Drivers Out - 0

**Credit**

Ord #	Type	Amount	Tip	Drop
11	Visa-8105	\$25.87	\$0.00	X
15	Visa-1362	\$41.41	\$0.00	X
48	Visa-5049	\$17.27	\$3.00	X
107	AmEx-1016	\$36.78	\$8.22	X
125	Visa-4090	\$71.73	\$10.00	X
139	Visa-3228	\$21.05	\$3.95	X
144	AmEx-4009	\$17.23	\$4.00	X
166	Visa-9023	\$23.76	\$5.00	X
184	Visa-8171	\$25.06	\$5.00	X
188	Visa-8898	\$79.51	\$10.00	X
208	Visa-5285	\$20.73	\$5.00	X
211	Visa-5427	\$16.18	\$3.00	X
233	MC-0637	\$21.54	\$4.00	X
235	MC-3358	\$21.60	\$5.00	X

**Current Drop Info**

**Cash** \$0.00

**Checks** \$0.00

**Credit Cards** \$0.00

**Total** \$0.00

**Amt Due**  
760.28

**Drop**  
0.00

**Remaining**  
0.00

**To Drawer** Drawer1-1

**Driver Drop Summary**

Cash 0.00

Checks 0.00

Credit Cards 0.00

**TOTAL** 0.00


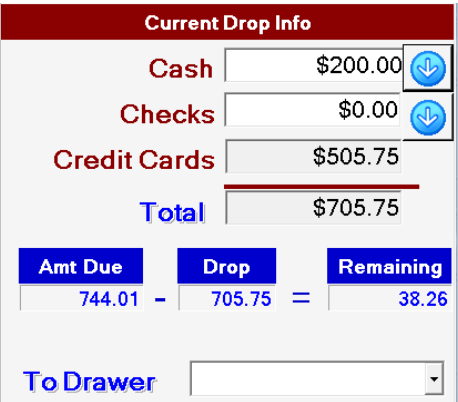


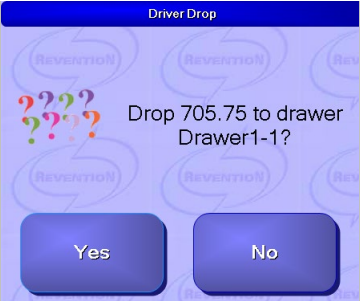
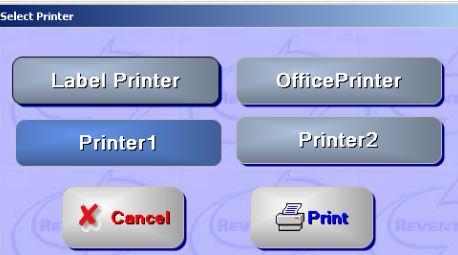
# DROPS 0 View Drops

Drop

Return To Summary

STEP	NAME	IMAGE	DESCRIPTION
1	Driver Summary	 	Navigate your way to <b>Driver Summary</b> located in the Delivery Screen.
2	Select the Driver	<div style="background-color: #003366; color: white; padding: 5px; text-align: center; margin-bottom: 5px;"><b>Drivers</b> <span style="float: right;">Filter Orders</span></div> <div style="background-color: #90ee90; padding: 5px; margin-bottom: 5px;">DONNY DRIVER 222-222-2222 <span style="float: right;">Cnt:0</span></div> <div style="background-color: #0000ff; color: white; padding: 5px; margin-bottom: 5px;">COURTNEY COURIER 111-111-1111 <span style="float: right;">Cnt:0</span></div> <div style="background-color: #90ee90; padding: 5px;">GEORGE GOFOR 333-333-3333 <span style="float: right;">Cnt:0</span></div>	Highlight the Driver you wish to perform the drop with and click on Driver Summary button.

# Driver Drop continued...

3	Drop		Press the <b>Drop</b> button to transition to the driver drop screen
4	Current Drop Info		Enter the amount of cash to drop in the Cash field. Checks and Credit Cards may also be dropped. To drop credit card receipts, each transaction will need to be checked off. The credit card total will auto-populate in the Credit Card field.
5	To Drawer		Select the To Drawer /Safe drop down selection.
6	Drop		Select Drop to complete the drop transaction.
7	Confirm		Confirm Drop amount by clicking Yes.
8	Print Drop		Print receipt and provide copy to Driver.

## Driver Drop Receipt

Driver Drop

Time: 9/29/20XX 02:41 PM

From Driver: Gus Daniels

To Drawer: Drawer1-1

Dropped By: Michael Oliver

Cash:	\$150.00
Checks:	\$0.00
Credit:	\$0.00
	-----
<b>TOTAL:</b>	<b>\$150.00</b>

Driver drop appears in the Driver Cashout as a reduction in orders due.

Delivery Info	
Driver Summary	Order Detail   Coupons
Total Pre-Paid Orders	0.00
Total Orders Due	761.01
+ Bank	0.00
-Driver Comp.	22.00
-Drops	705.75
Balance Due	33.26


## 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. Typically deposits are made at shift change or at the close of business.

**DEPOSITS**

**Deposits**

Cash Drawer	Deposit	Cash	Checks	Credit	Gift	Account	TOTAL
Drawer1-2 3/8/20XX 12:45:21 PM	✗	\$0.00	\$0.00	\$2,180.22	\$0.00	\$0.00	2180.22
Drawer1-3 3/8/20XX 12:45:35 PM	✓						
Jose Valladares 3/8/20XX 1:59:08 PM	✗						
Melsar Merida 3/8/20XX 6:42:47 PM	✗						
Ruby Rivera 3/8/20XX 4:41:25 PM	✗						
		182.00	0.00	2180.22	0.00	0.00	2362.22
		-182.00	0.00	0.00	0.00	0.00	-182.00

STEP	NAME	IMAGE	DESCRIPTION
1	Deposits	 	Navigate your way to <b>Deposits</b> located in the Delivery Screen.
2	Select the Driver		Business date will default to current Business date. Select drop down arrow to change the date if necessary.

## Creating Deposits continued...

3	New Deposit	<div>New Deposit</div>	Select <b>New Deposit</b> and the Deposit screen will appear.																					
4	Balanced Drawers	<table><thead><tr><th>Cash Drawer</th><th>Deposit</th></tr></thead><tbody><tr><td>Drawer1-1 3/7/2014 9:37:20 AM</td><td>✓</td></tr><tr><td>Gustavo Diaz 3/7/2014 10:35:20 PM</td><td>✓</td></tr><tr><td>Martin Cantera 3/7/2014 11:41:09 AM</td><td>✓</td></tr><tr><td>Micaela Orozco 3/7/2014 1:06:42 PM</td><td>✓</td></tr><tr><td>Suzy Server 8/13/2014 2:18:36 PM</td><td>✓</td></tr><tr><td>Drawer Drop 8/14/2014 9:59:28 AM</td><td>✓</td></tr></tbody></table>	Cash Drawer	Deposit	Drawer1-1 3/7/2014 9:37:20 AM	✓	Gustavo Diaz 3/7/2014 10:35:20 PM	✓	Martin Cantera 3/7/2014 11:41:09 AM	✓	Micaela Orozco 3/7/2014 1:06:42 PM	✓	Suzy Server 8/13/2014 2:18:36 PM	✓	Drawer Drop 8/14/2014 9:59:28 AM	✓	<p>The only cash drawers, drivers, and servers that will appear are the ones that have already been reconciled. All drawer drops that have been completed will appear. If drivers or servers are reconciled into cash drawers, then only the cash drawers will appear.</p> <p>Select the cash entities you wish to deposit.</p>							
Cash Drawer	Deposit																							
Drawer1-1 3/7/2014 9:37:20 AM	✓																							
Gustavo Diaz 3/7/2014 10:35:20 PM	✓																							
Martin Cantera 3/7/2014 11:41:09 AM	✓																							
Micaela Orozco 3/7/2014 1:06:42 PM	✓																							
Suzy Server 8/13/2014 2:18:36 PM	✓																							
Drawer Drop 8/14/2014 9:59:28 AM	✓																							
5	Totals	<div><div>Set Actuals Exact</div><table><thead><tr><th></th><th>Actuals</th><th>Totals</th></tr></thead><tbody><tr><td>Cash</td><td>\$0.00</td><td>595.49</td></tr><tr><td>Checks</td><td>\$0.00</td><td>0.00</td></tr><tr><td>Credit</td><td>\$904.05</td><td>904.05</td></tr><tr><td>Gift</td><td>\$0.00</td><td>0.00</td></tr><tr><td>Account</td><td>\$0.00</td><td>0.00</td></tr><tr><td>TOTAL</td><td>904.05</td><td>1499.54</td></tr></tbody></table></div>		Actuals	Totals	Cash	\$0.00	595.49	Checks	\$0.00	0.00	Credit	\$904.05	904.05	Gift	\$0.00	0.00	Account	\$0.00	0.00	TOTAL	904.05	1499.54	The Totals will auto update based on your selection. Credit Actuals will also auto populate.
	Actuals	Totals																						
Cash	\$0.00	595.49																						
Checks	\$0.00	0.00																						
Credit	\$904.05	904.05																						
Gift	\$0.00	0.00																						
Account	\$0.00	0.00																						
TOTAL	904.05	1499.54																						
6	Actuals	<div><div>Set Actuals Exact</div><table><thead><tr><th></th><th>Actuals</th><th>Totals</th></tr></thead><tbody><tr><td>Cash</td><td>\$595.49</td><td>595.49</td></tr><tr><td>Checks</td><td>\$0.00</td><td>0.00</td></tr><tr><td>Credit</td><td>\$904.05</td><td>904.05</td></tr><tr><td>Gift</td><td>\$0.00</td><td>0.00</td></tr><tr><td>Account</td><td>\$0.00</td><td>0.00</td></tr><tr><td>TOTAL</td><td>1499.54</td><td>1499.54</td></tr></tbody></table></div>		Actuals	Totals	Cash	\$595.49	595.49	Checks	\$0.00	0.00	Credit	\$904.05	904.05	Gift	\$0.00	0.00	Account	\$0.00	0.00	TOTAL	1499.54	1499.54	Enter the Cash Actuals. Enter the other payment method actuals if necessary. If all funds match the Totals, you can select Set Actuals Exact.
	Actuals	Totals																						
Cash	\$595.49	595.49																						
Checks	\$0.00	0.00																						
Credit	\$904.05	904.05																						
Gift	\$0.00	0.00																						
Account	\$0.00	0.00																						
TOTAL	1499.54	1499.54																						

## Creating Deposits continued...

7	Bank and Bag #		Select a Bank and Bank Bag, if required. See Creating Bank Name and Bag Numbers.
8	Save		Select <b>Save</b> to solidify your changes.
9	Select Printer		Select a printer to print a copy of the deposit slip to.

Deposits can be re-printed, deleted and edited by using the actions button shown below.

DEPOSITS ACTIONS		
		



## Deposit Receipt

Revention, Inc.  
1315 W. Sam Houston Pkwy N.  
Houston, TX 77043

### Deposit

Business Date: 3/19/2017

Deposit ID: 0

Bank: Capital One

Bag Number: 84576

### Actual

Cash	\$3550.67
Checks	\$0.00

---

TOTAL	\$3550.67
-------	-----------

Credit	\$1140.37
Gift	\$52.00
Acct	\$411.03

---

TOTAL Non-Cash	\$1603.40
----------------	-----------

Date/Time: 3/9/2014 11:46 PM  
Employee: Michael Oliver

## Bank Information Set Up

**BANK INFO**

**Business Info**

General
Payroll Export
Bank Info
Hot Sched
Punchh
Inventory Integ
Drive-Thru
Honeycomb

**Bank Names**

Bank Name

Add

Delete

**Bag Numbers**

Bag Number



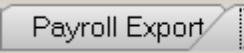

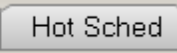


Add

Delete

Revention ID

0

Save
Exit

STEP	NAME	IMAGE	DESCRIPTION
1	Business Info	 	Navigate your way to <b>Business Info</b> located in the Config Screen.
2	Bank Info	  	Select the Bank Info tab.
3	Bank Name		Enter the Bank Name and select Add.
4	Bag Number		Enter the Bag Number, if needed and then select add.

## Bank Information Set Up continued...

*	Add additional information		Continue to add additional Bag Numbers if required.
6	Save		Press <b>Save</b> to solidify your changes.
7	Exit		Press <b>Exit</b> to leave and return to the main navigation screen. If changes were made and unsaved, a prompt will appear asking whether or not to save and exit or just discarded the changes and just exit.

## 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.

**ACCOUNT PAYMENT**

### Account Payment to Drawer

Acct #	Last Name	First Name
10048	SANDAVOL	KIM
10049	ARMELIN	RENICE
10050	OFFICE	CORPORATE
10051	HOUSTON	HOTEL L
10052	KEMP	KATHELEEN
10055	GRUBHUB	GRUB HUB-
10056	DENT	RAPHAEL
10057	MILLER	STEPHANIE
10058	MORTON	ERIC
10059	DICKERSON	JB
10060	REINA	PUMA
10061	CRAWFORD	JOHN






Please Select Account





Cancel

Make Payment

Sort by Name

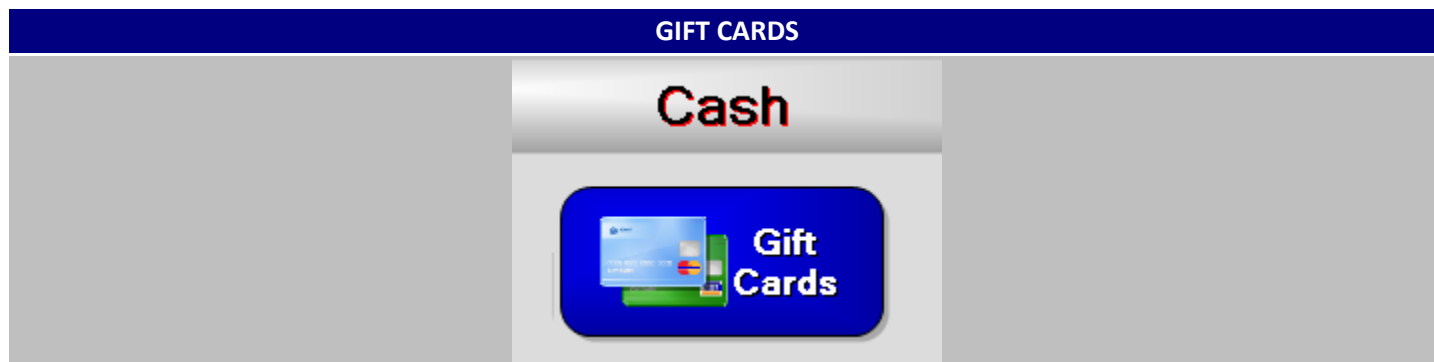
STEP	NAME	IMAGE	DESCRIPTION												
1	Account Payment	 	Navigate your way to <b>Account Payment</b> located in the Config Screen.												
2	Customer Account	<table><tr><th>Acct #</th><th>Last Name</th><th>First Name</th></tr><tr><td>10036</td><td>SHERWIN</td><td>NANCY</td></tr><tr><td>10031</td><td>SIMON</td><td>TECIA</td></tr><tr><td>10037</td><td>TRUONG</td><td>LY</td></tr></table>	Acct #	Last Name	First Name	10036	SHERWIN	NANCY	10031	SIMON	TECIA	10037	TRUONG	LY	Highlight the Customer Account that has the payment being applied to it.
Acct #	Last Name	First Name													
10036	SHERWIN	NANCY													
10031	SIMON	TECIA													
10037	TRUONG	LY													
3	Make Payment		Select Make Payment.												

# Account Payment continued...

4	Account Payment		Current Balance appears on the left. Enter the Payment Amount, Acct Cat (if required) and select the payment method.
5	Tender		Select Tender.
6	Select Printer		Select a printer to print a copy of the deposit slip to and provide the receipt to the payee.
*	Location of Account Payment		The payment will appear as a Paid In on the cash drawer.

## HungerRush Gift Cards

If *HungerRush* Gift Cards are active, an additional button will appear under Cash. Security rights must be updated to include 'Allow Giftcard Rpt' access. Gift Cards provides tools to review card history as well as reporting. You will have the ability to search for the history of a specific card number as well as search by activation date, last use date and balance. All queries can be printed in a report format.



STEP	NAME	IMAGE	DESCRIPTION
1	HungerRush Gift Cards		Navigate your way to <b>Gift Cards</b> located in the Config Screen.

MODULE	SECURITY RIGHT	DESCRIPTION	DEFAULT
Gift	<b>Activate</b>	Allows the user to activate unused gift cards and place an initial amount of funds.	✗
	<b>Add Money</b>	Allows user to add additional funds to an already active gift card.	✗
	<b>Check Balance</b>	Allows a user to check the current status of a gift card and what its current standing balance is.	✗
	<b>Deactivate</b>	Allows a user to decommission a gift card and return it to its dormant state.	✗

## Gift Cards Screen Definition

### GIFT CARDS

Search Criteria

**1** Card Number

**2** Activation Dates **3** Last Use **4** Balance **5**


☐ All

Start    
End

☒ All ☐ All


Prior to


Greater Than


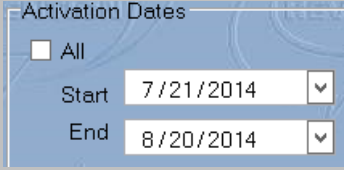
Card Number	Activation Date	Activation Amt	Status	Balance	Name	Phone
 7845249511166408	7/22/2014	\$100.00	Active	\$38.25		
			<b>1</b>	<b>\$38.25</b>		

**6**

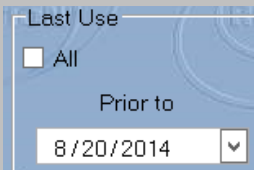
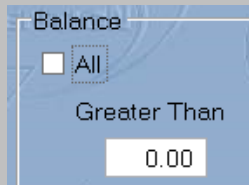




**7** ☒ Include transactions when printing.

**8**  Print

**9**  Exit

#	NAME	IMAGE	DESCRIPTION
1	Card Number Search		Enter card number to search.
2	Activation Dates		<b>Activation dates</b> filter. Enter the date range required or check All to look for all gift cards that have been activated.

### Gift Cards Screen Definition continued...

3	Last Use		<b>Last use</b> filter. Enter the date required for last use search or check All to look for the last used date for all cards. Filters work together. Be aware of the other filter settings.																				
4	Balance		<b>Balance</b> filter. Enter the greater than amount or check All to search for all cards regardless of balance.																				
5	Search		Runs the query defined by the filter selections.																				
6	Results	<table><thead><tr><th>Card Number</th><th>Activation Date</th><th>Activation Amt</th><th>Status</th><th>Balance</th></tr></thead><tbody><tr><td>7845249511166621</td><td>7/21/2014</td><td>\$50.00</td><td>Active</td><td>\$50.00</td></tr><tr><td>7845249511166004</td><td>7/28/2014</td><td>\$50.00</td><td>Active</td><td>\$50.00</td></tr><tr><td>7845249511157408</td><td>7/30/2014</td><td>\$50.00</td><td>Active</td><td>\$50.00</td></tr></tbody></table>	Card Number	Activation Date	Activation Amt	Status	Balance	7845249511166621	7/21/2014	\$50.00	Active	\$50.00	7845249511166004	7/28/2014	\$50.00	Active	\$50.00	7845249511157408	7/30/2014	\$50.00	Active	\$50.00	<b>Results</b> panel populates once the query has completed. This is the data that will be printed should you choose to print the report.
Card Number	Activation Date	Activation Amt	Status	Balance																			
7845249511166621	7/21/2014	\$50.00	Active	\$50.00																			
7845249511166004	7/28/2014	\$50.00	Active	\$50.00																			
7845249511157408	7/30/2014	\$50.00	Active	\$50.00																			
7	Transactions Option		Check Include transactions when printing if you would like to see the activity history for each card shown in the results panel.																				
8	Print		Once results panel is populated with data you can select Print to print the results.																				
9	Exit		Exits the Gift Card reporting screen.																				



## Query Results and Printing

Once you have entered your criteria and select search the result panel will show the list of gift card numbers that fulfill the parameters entered.

The filters below will generate a list of gift cards activated between 7/21/20XX through 8/20/20XX, have been used prior to 8/20/20XX and have a balance greater than \$40.00.

### GIFT CARD FILTERS

**Activation Dates**  
☐ All  
Start   
End

**Last Use**  
☐ All  
Prior to

**Balance**  
☐ All  
Greater Than

### REPORT RESULTS

Card Number	Activation Date	Activation Amt	Status	Balance	Name	Phone
+ 7845249511166621	7/21/2014	\$50.00	Active	\$50.00		
+ 7845249511166004	7/28/2014	\$50.00	Active	\$50.00		
+ 7845249511157408	7/30/2014	\$50.00	Active	\$50.00		
+ 7845249511156103	7/30/2014	\$50.00	Active	\$50.00		
+ 7845249511177000	8/6/2014	\$100.00	Active	\$100.00		
+ 7845349511101216	8/6/2014	\$50.00	Active	\$50.00		
+ 7845249511176928	8/8/2014	\$50.00	Active	\$50.00		
+ 7845349511103215	8/9/2014	\$50.00	Active	\$50.00		
+ 7845349511101905	8/9/2014	\$50.00	Active	\$50.00		
+ 7845349511103406	8/10/2014	\$50.00	Active	\$50.00		
+ 7845349511100509	8/13/2014	\$100.00	Active	\$55.12		
+ 7845349511100903	8/13/2014	\$50.00	Active	\$50.00		
+ 7845349511101025	8/14/2014	\$50.00	Active	\$50.00		
+ 7845349511101410	8/14/2014	\$100.00	Active	\$100.00		
+ 7845349511101802	8/17/2014	\$50.00	Active	\$50.00		
+ 7845249511155514	8/18/2014	\$50.00	Active	\$50.00		
+ 7845349511100218	8/19/2014	\$50.00	Active	\$50.00		
		<b>17</b>		<b>\$955.12</b>		

The results appear in a grid format.

### DETAILED RESULTS

Card Number	Activation Date	Activation Amt	Status	Balance
+ 7845249511166305	7/22/2014	\$100.00	Active	\$10.55

Date	Type	Prev Bal	Amt	Balance
7/22/2014	Activation	\$0.00	\$100.00	\$100.00
7/25/2014	Redeem	\$100.00	(\$54.60)	\$45.40
8/15/2014	Redeem	\$45.40	(\$34.85)	\$10.55

If you would like to review the transaction detail of the cards listed you may select the + next to the card to open the detailed transactions tied to the gift card.

## Query Results and Printing continued...

Select Print to print results panel.

### PRINT RESULTS

#### Gift Cards

Card Number	Activation Date	Activation Amt	Status	Balance	Name	Phone
- 7845249511156006	8/1/2014	\$100.00	Active	\$29.40		
	<b>Date</b>	<b>Type</b>	<b>Prev Bal</b>	<b>Amt</b>	<b>Balance</b>	
	8/1/2014	Activation	\$0.00	\$100.00	\$100.00	
	8/7/2014	Redeem	\$100.00	(\$70.60)	\$29.40	
Card Number	Activation Date	Activation Amt	Status	Balance	Name	Phone
- 7845249511156718	8/4/2014	\$40.00	Active	\$40.00		
	<b>Date</b>	<b>Type</b>	<b>Prev Bal</b>	<b>Amt</b>	<b>Balance</b>	
	8/4/2014	Activation	\$0.00	\$40.00	\$40.00	
Card Number	Activation Date	Activation Amt	Status	Balance	Name	Phone
- 7845249511156619	8/5/2014	\$30.00	Active	\$30.00		
	<b>Date</b>	<b>Type</b>	<b>Prev Bal</b>	<b>Amt</b>	<b>Balance</b>	
	8/5/2014	Activation	\$0.00	\$30.00	\$30.00	

## *HungerRush* Payment Services

*HungerRush* processes credit cards through its own software called *HungerRush* Payment Services. It is not required to process credit cards through *HungerRush*. A stand-alone credit card unit may be used. Users can still select the Credit Card tender method, but the card will not be swiped on the *HungerRush* system. The recommended and the most secure solution is to process credit cards through *HungerRush*. *HungerRush* does not store credit card numbers for future use. Do not use Special Notes or Delivery Notes to store customers' credit card numbers.

The screenshot displays the "Credit Card Manager" application window from HUNGERRUSH PAYMENT SERVICES. At the top, there's a header bar with the company name. Below it, a control area includes a date selector set to "Date 11/28/2017", navigation buttons "-1 day" and "+1 day", a "Refresh" button, and a "Batch Status:" indicator with a red light icon.

The main part of the screen features a grid with columns labeled: Trans Id, Ord #, Trans Type, Trans Status, Init Time, Trans Time, Card Type, Entry Mode, Amount, Tip, Total, and Station. A yellow modal dialog titled "New Transaction" is centered over the grid. This dialog contains a numeric input field showing "5.00". Below the input are three buttons: "Auth", "Sale", and "Refund". Further down is an "Authorize" button, and at the bottom right of the dialog is a prominent red "Cancel" button.

A footer toolbar at the very bottom provides quick access to various functions via icons and labels: "Details" (document icon), "Void" (red X icon), "Trans" (+ icon), "Batch" (stack of coins icon), "Config" (gear icon), and "Exit" (door exit icon).

## CC Mgr

**IMAGE**

Credit Card Manager

1

Date

11/28/2017

▼

-1 day

+1 day

Refresh

2

Batch Status.

3	Trans Id	Ord #	Trans Type	Trans Status	Init Time	Trans Time	Card Type	Entry Mode	Amount	Tip	Total	Station

4

**Details**

5

**Void**

6

**Trans**

7

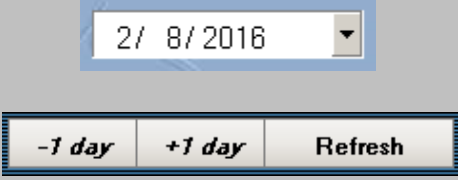
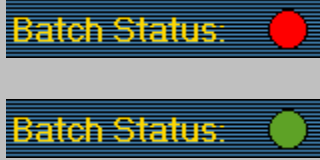



**Batch**

8

**Config**

9






**Exit**

#	NAME	IMAGE	DESCRIPTION
1	Date		Use the pulldown menu to select the desired date and press refresh to retrieve the data.
2	Batch Status		Gives a quick indication whether your credit cards have been sent to the processing company from <i>HungerRush</i> . 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		This area is used to display detailed credit card transactions. Also use this grid to select particular credit card as your target when querying Details or attempting to Void.
4	Details		Select a transaction form the Transaction Info Grid and press <b>Details</b> and a submenu will appear containing detailed information about the transaction.
5	Void		Select a transaction form the Transaction Info Grid and press <b>Void</b> to void a credit card transaction.

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Updated August 16, 2021

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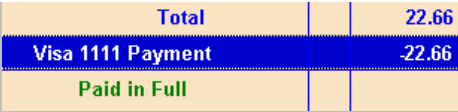

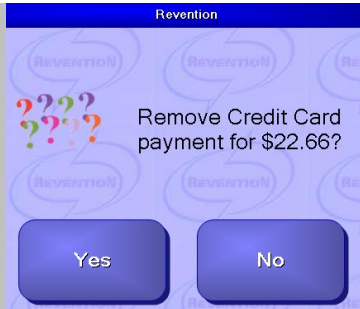
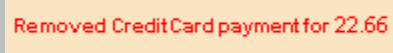
6	Trans	 	<p>Clicking <b>Trans</b> will cause a submenu to appear and attempt to run a transaction through the EMV reader.</p> <p>Place the amount to be charged in the numerical field and establish whether it is a Auth, Sale or Refund by pressing the corresponding buttons.</p> <p>Next Press Authorize to initialize the transaction and attempt to engage the EMV reader and get the Reader to prompt for a card reading.</p>
7	Batch		<p>Batches all the transactions in the log.</p>
8	Config		<p>The <b>Config</b> button houses the settings for your EMV reader, Gift Cards and processor accounts. Only a <i>HungerRush</i> Service Expert should configure these settings.</p>
9	Exit		<p>Press <b>Exit</b> to return to the Main Navigation hub.</p>

## CC Mgr Securities

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

## Removing a Credit Card Payment





REMOVING A CREDIT CARD PAYMENT			
Qty	Description	Price	
1	Regular LG Create Your Own Calzone	10.95	
	With Garlic Sauce	0.00	
	Pepperoni		
	Meatball		
	Spinach		
	Ricotta Cheese		
1	Fountain Drink	2.25	
1	Fountain Drink	0.00	
	[VOID ITEM 2.25]		
	Subtotal:	13.20	
	Tax:	1.09	
	Total:	14.29	
	Removed CreditCard payment for 16.72		

STEP	NAME	IMAGE	DESCRIPTION
1	Lookup Paid Orders		Navigate to the Paid orders.
2	Order Selection		Highlight the order credit card you wish to perform the removal.
3	Payment Selection		Highlight the credit card payment.
4	Remove Payment		Select the Remove Payment button.
5	Confirmation Message		Select Yes on the confirmation message to confirm the removal.
*	Recording of Removal		Payment will be removed from the order and the credit card transaction will be voided in <i>HungerRush</i> Payment Services.

## Increasing Credit Card Transaction

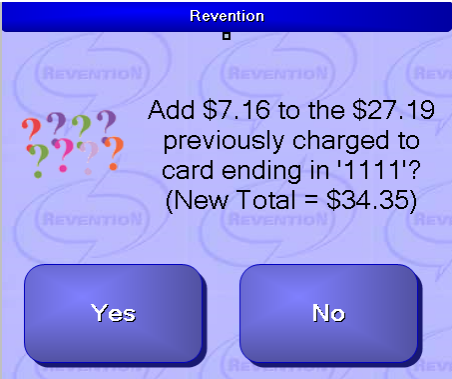
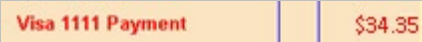
### SAME CARD BUTTON



STEP	NAME	IMAGE	DESCRIPTION																																																	
1	Lookup Paid Orders		Navigate to the Paid orders.																																																	
2	Order Selection	<table><thead><tr><th>Ord</th><th>Time</th><th>Order Type</th><th>Tbl</th><th>Customer</th><th>Pd</th><th>Total</th></tr></thead><tbody><tr><td>1</td><td>9:00 AM</td><td>Delivery</td><td></td><td>BAUNGARN, CONNIE 757 N ELDORIDGE PARKWAY LOBBY</td><td>X</td><td>413.62</td></tr><tr><td>2</td><td>9:22 AM</td><td>Delivery</td><td></td><td>V, JESSICA 1254 ENCLAVE PARKWAY LOBBY</td><td>X</td><td>84.49</td></tr><tr><td>3</td><td>11:19 AM</td><td>Carry Out</td><td></td><td>JERED</td><td>X</td><td>13.21</td></tr><tr><td>4</td><td>11:21 AM</td><td>Dine In</td><td>15</td><td></td><td>X</td><td>10.77</td></tr><tr><td>5</td><td>11:40 AM</td><td>Dine In</td><td>24</td><td></td><td>X</td><td>13.21</td></tr><tr><td>6</td><td>11:41 AM</td><td>Dine In</td><td>31</td><td></td><td>X</td><td>17.27</td></tr></tbody></table>	Ord	Time	Order Type	Tbl	Customer	Pd	Total	1	9:00 AM	Delivery		BAUNGARN, CONNIE 757 N ELDORIDGE PARKWAY LOBBY	X	413.62	2	9:22 AM	Delivery		V, JESSICA 1254 ENCLAVE PARKWAY LOBBY	X	84.49	3	11:19 AM	Carry Out		JERED	X	13.21	4	11:21 AM	Dine In	15		X	10.77	5	11:40 AM	Dine In	24		X	13.21	6	11:41 AM	Dine In	31		X	17.27	Highlight the order credit card you wish to perform the removal.
Ord	Time	Order Type	Tbl	Customer	Pd	Total																																														
1	9:00 AM	Delivery		BAUNGARN, CONNIE 757 N ELDORIDGE PARKWAY LOBBY	X	413.62																																														
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5	11:40 AM	Dine In	24		X	13.21																																														
6	11:41 AM	Dine In	31		X	17.27																																														
3	Add Items	<table><thead><tr><th>Qty</th><th>Description</th><th>S#</th><th>Price</th></tr></thead><tbody><tr><td>1</td><td>Popcorn Shrimp</td><td>1</td><td>7.95</td></tr><tr><td>1</td><td>Mozzarella Sticks</td><td>1</td><td>6.19</td></tr><tr><td>1</td><td>Lime Limeade</td><td>1</td><td>1.99</td></tr><tr><td>1</td><td>Sam Adams</td><td>1</td><td>5.00</td></tr><tr><td colspan="3">Subtotal</td><td>32.11</td></tr><tr><td colspan="3">Tax</td><td>2.24</td></tr><tr><td colspan="3">Total</td><td>34.35</td></tr><tr><td colspan="3">Visa 1111 Payment</td><td>-27.19</td></tr><tr><td colspan="3">Amount Due</td><td>7.16</td></tr></tbody></table>	Qty	Description	S#	Price	1	Popcorn Shrimp	1	7.95	1	Mozzarella Sticks	1	6.19	1	Lime Limeade	1	1.99	1	Sam Adams	1	5.00	Subtotal			32.11	Tax			2.24	Total			34.35	Visa 1111 Payment			-27.19	Amount Due			7.16	Add additional items to the order. These unsent items will be shown in a different color.									
Qty	Description	S#	Price																																																	
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Total			34.35																																																	
Visa 1111 Payment			-27.19																																																	
Amount Due			7.16																																																	
4	Collect		Procced to the Collection Screen.																																																	
5	Select Credit Card		Select Credit Card as the payment method.																																																	
6	Same Card		Select 'Same Card' to attempt to charge the card again previously charged card.																																																	






Increasing Credit Card Transaction continued...

7	Confirmation Message		A confirmation screen appears, select Yes to confirm
*	Recording of additional Payment		Credit card transaction will update to 34.35 on the order and in <i>HungerRush</i> Credit Card Server.

## Reducing a Credit Card Transaction

### REDUCING CREDIT CARD TRANSACTIONS

Subtotal	35.00
Tax	2.89
Total	37.89
Visa 1111 Payment	-39.89
OVERPAID	2.00

STEP	NAME	IMAGE	DESCRIPTION																																																	
1	Lookup Paid Orders	  	Navigate to the Paid orders.																																																	
2	Order Selection	<table><tr><th>Ord</th><th>Time</th><th>Order Type</th><th>Tbl</th><th>Customer</th><th>Pd</th><th>Total</th></tr><tr><td>1</td><td>9:00 AM</td><td>Delivery</td><td></td><td>BAUMGARN, CONNIE 757 N ELDORIDGE PARKWAY LOBBY</td><td>X</td><td>413.62</td></tr><tr><td>2</td><td>9:22 AM</td><td>Delivery</td><td></td><td>V. JESSICA 1254 ENCLAVE PARKWAY LOBBY</td><td>X</td><td>84.49</td></tr><tr><td>3</td><td>11:19 AM</td><td>Carry Out</td><td></td><td>JERED</td><td>X</td><td>13.21</td></tr><tr><td>4</td><td>11:21 AM</td><td>Dine In</td><td>15</td><td></td><td>X</td><td>10.77</td></tr><tr><td>5</td><td>11:40 AM</td><td>Dine In</td><td>24</td><td></td><td>X</td><td>13.21</td></tr><tr><td>6</td><td>11:41 AM</td><td>Dine In</td><td>31</td><td></td><td>X</td><td>17.27</td></tr></table>	Ord	Time	Order Type	Tbl	Customer	Pd	Total	1	9:00 AM	Delivery		BAUMGARN, CONNIE 757 N ELDORIDGE PARKWAY LOBBY	X	413.62	2	9:22 AM	Delivery		V. JESSICA 1254 ENCLAVE PARKWAY LOBBY	X	84.49	3	11:19 AM	Carry Out		JERED	X	13.21	4	11:21 AM	Dine In	15		X	10.77	5	11:40 AM	Dine In	24		X	13.21	6	11:41 AM	Dine In	31		X	17.27	Highlight the order credit card you wish to perform the reduction.
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5	11:40 AM	Dine In	24		X	13.21																																														
6	11:41 AM	Dine In	31		X	17.27																																														
3	Reduce the Price	<table><tr><th>Qty</th><th>Description</th><th>S#</th><th>Price</th></tr><tr><td>1</td><td>Gnocchi Bolognese</td><td>1</td><td>6.47</td></tr><tr><td></td><td>[50% OFF ITEM]</td><td></td><td></td></tr><tr><td>1</td><td>Fountain Drink</td><td>1</td><td>1.13</td></tr><tr><td></td><td>[50% OFF ITEM]</td><td></td><td></td></tr><tr><td></td><td>Subtotal</td><td></td><td>7.60</td></tr><tr><td></td><td>Tax</td><td></td><td>0.63</td></tr><tr><td></td><td>Total</td><td></td><td>8.23</td></tr><tr><td></td><td>Visa 1111 Payment</td><td></td><td>-16.45</td></tr><tr><td></td><td>OVERPAID</td><td></td><td>8.22</td></tr></table>	Qty	Description	S#	Price	1	Gnocchi Bolognese	1	6.47		[50% OFF ITEM]			1	Fountain Drink	1	1.13		[50% OFF ITEM]				Subtotal		7.60		Tax		0.63		Total		8.23		Visa 1111 Payment		-16.45		OVERPAID		8.22	Modify the order by causing a reduction in the Total. This may be voiding an item, discounting an item or changing the order type eliminating a delivery fee.									
Qty	Description	S#	Price																																																	
1	Gnocchi Bolognese	1	6.47																																																	
	[50% OFF ITEM]																																																			
1	Fountain Drink	1	1.13																																																	
	[50% OFF ITEM]																																																			
	Subtotal		7.60																																																	
	Tax		0.63																																																	
	Total		8.23																																																	
	Visa 1111 Payment		-16.45																																																	
	OVERPAID		8.22																																																	
4	OVERPAID	<table><tr><td>Subtotal</td><td>7.60</td></tr><tr><td>Tax</td><td>0.63</td></tr><tr><td>Total</td><td>8.23</td></tr><tr><td>Visa 1111 Payment</td><td>-16.45</td></tr><tr><td>OVERPAID</td><td>8.22</td></tr></table>	Subtotal	7.60	Tax	0.63	Total	8.23	Visa 1111 Payment	-16.45	OVERPAID	8.22	An overpayment amount will appear below the credit card payment.																																							
Subtotal	7.60																																																			
Tax	0.63																																																			
Total	8.23																																																			
Visa 1111 Payment	-16.45																																																			
OVERPAID	8.22																																																			

Send the order to save the 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

### PARTIAL PAYMENT






The screenshot shows the 'New Order' screen in the HungerRush POS system. On the left, a list of items is displayed with their quantities and prices. On the right, a payment summary shows the total amount due. Below the summary, there are buttons for 'Cash', 'CreditCard', 'Account', and 'Gift Card'. A numeric keypad is also present for entering a partial payment amount. At the bottom, there are buttons for 'Split Payment', 'Exit', and 'Tender'.




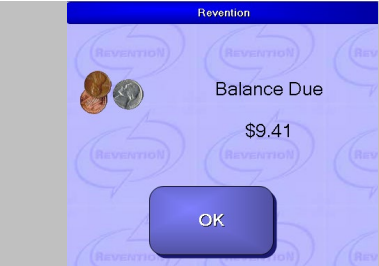
Qty	Description	Price
1	Chicken Tender Slammers	8.89
	Tender Slammers	0.00
	Teriyaki	0.00
	Cheddar Cheese	0.00
	Side Chips n Salsa	0.00
1	6 Naked Tenders®	6.95
Subtotal:		15.84
Tax:		1.31
Total:		17.15

Payment Summary:

- Total: 17.15
- Amount Paid: 0.00
- Amount Due: 17.15
- Collected: 0.00

Buttons: Cash, CreditCard, Account, Gift Card, Split Payment, Exit, Tender

STEP	NAME	IMAGE	DESCRIPTION
1	Partial Payment Order		Navigate to an order to perform a partial payment to.
2	Collect		Press Collect to proceed to the collection screen.
3	Credit Card		Select the Credit Card payment type.

4	Cancel Initialization		Wait for the customer to cancel the transaction by using the pin pad's back button
4	Amount		Enter partial amount using keypad in Amount field and press authorize.
5	Obtain Payment		The chip reading unit should light back up, now instruct the customer to swipe or dip their credit card. Have the customer swipe or dip their credit cards.
6	Balance Due Prompt		Balance due message will appear. Select OK. Tender the remaining amount due to preferred payment method.

## HungerRush Credit Server Options

HungerRush Credit Server options can be found on the Computer Configuration screen for each workstation. The options are specific to each workstation, so each workstation needs to be updated individually.

**CREDIT CARD OPTIONS**

**Computer Configuration**

1 **Computer:** Station1

General

2 **Revention Credit Server**

Customer Display

Order Confirmation Display

Order Button Layout

Apps

LevelUp

Advanced Settings

**Credit Card Options**

3 **Client Name:** TERM001    **Station ID:** 1

4 ☒ **Accept Credit Cards**    Revention EMV

5 ☒ **Print Merchant Receipt First**

6 ☐ **Reset After Approval**

7 ☐ **Allow Pre-Authorization**    ☐ **Print Receipt**

8 **Pre-Auth Default Amount:** \$50.00

9 **Server Timeout Seconds:** 60

10 **Security Required for Tip Over** (0 = No Security) 50 %

11 **Minimum for Required Signature:** \$0.00

12 ☐ **Print Customer Summary Receipt**    13 ☐ **Only**

14 ☐ **Print Credit Card Receipt Upon Order Dispatch**

15 ☒ **Allow Batch When Closing Day**    ☐ **Default ON**

16 ☐ **Use CVV Number**    ☐ **Require CVV Number**

17 **Use Zip Code:** ☐ **Swiped**    ☐ **Manual**

☐ **Require Zip Code**    **First 3 Digits:**

18 **Use Street Number:** ☐ **Swiped**    ☐ **Manual**

☐ **Require Street Number**    19 ☐ **AVS Always Ask**

20 ☒ **Accept Gift Cards**    21 ☐ **Accept Revention Cards**

22 **Allow Tips**    23 **\$5.00 Increments Only**    24 Number Range





25 **Minimum Gift Card Amount**  
☒ **5.00**    ☐ **10.00**    ☐ **20.00**

26 **Allow Edit Card Price**




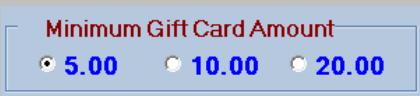
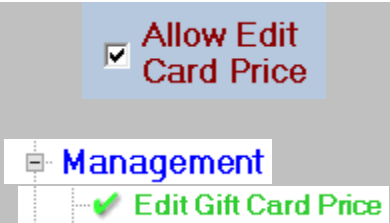


27 **Save**

28 **Exit**

#	NAME	IMAGE	DESCRIPTION
1	Computer	<span style="border: 1px solid black; padding: 2px 10px;">Computer: Station1</span>	Choose the workstation to configure Credit Card Options.
2	HungerRush Credit Server Tab	<span style="background-color: #000080; color: white; padding: 5px; border: 1px solid #000080;">Revention Credit Server</span>	This tab contains all the different options regarding Credit Card settings.
3	Client Name/ Station ID	<b>Client Name:</b> TERM001 <b>Station ID:</b> 1	Default database settings for the credit card server workstation. The parameters cannot be changed.

4	Accept Credit Cards	<input checked="" type="checkbox"/> <b>Accept Credit Cards</b>  <div> <div>Revention EMV</div> <div>Revention Credit</div> <div>Revention EMV</div> </div>	<p>This option toggles whether the station can accept credit cards. You can turn this off for Kitchen display systems or when using 3<sup>rd</sup> party devices to run credit cards.</p> <p>A pull down menu is also available to toggle whether this workstation is using the legacy credit card server option or <i>HungerRush</i> Payment Systems. Only a certified <i>HungerRush</i> Specialist should configure this.</p>
5	Print Merchant Receipt First	<input checked="" type="checkbox"/> <b>Print Merchant Receipt First</b>	Option to <b>Print Merchant Receipt First</b> to allow the customer to begin signing the merchant copy.
6	Reset After Approval	<input checked="" type="checkbox"/> <b>Reset After Approval</b>	Workstation will go to Start New Order or Log Off, depending on the computer configuration upon an order receiving a credit card approval. The other option is the credit card approval remains on the screen and a tip can be entered.
7	Allow Pre-Authorization	<input checked="" type="checkbox"/> <b>Allow Pre-Authorization</b> <input type="checkbox"/> <b>Print Receipt</b>	<p><b>All Pre-Authorization</b> allows a credit card to be authorized for a set up to secure an open tab. The dollar value to the right is how much the card will be preauthorized for.</p> <p><b>Print Receipt</b> will print a customer receipt for the pre-authorization.</p>
8	Pre-Auth Default Amount	Pre-Auth Default Amount: <input type="text" value="\$25.00"/>	The <b>Pre-Auth Default Amount</b> is the amount used for a credit card pre-authorization. The amount can be changed on the fly with the appropriate security.
9	Server Timeout Seconds	Server Timeout Seconds: <input type="text" value="60"/>  	<b>Server Timeout Seconds</b> is the amount of time the Credit Card Server will attempt a credit card transaction before timing out due to connectivity issues.
10	Security Required for Tip Over %	Security Required for Tip Over (0 = No Security) <input type="text" value="50"/> %  	The Tip % allowed without requiring a security override. This setting also helps prevent issues when tips are entered incorrectly.
11	Minimum for Required Signature	Minimum for Required Signature: <input type="text" value="\$10.00"/>	Minimum credit card amount for a required customer signature. This feature needs to be validated with your credit card processing company. A merchant copy will not print for orders that meet this requirement.
12	Print Customer Summary Receipt	<input type="checkbox"/> <b>Print Customer Summary Receipt</b>	<b>Print Customer Summary Receipt</b> will print a short summary credit card receipt for the customer. This option creates a total of 3

			receipts being printed – merchant copy, customer short copy and detailed receipt.
13	Only	<input type="checkbox"/> Only	Directly tied to ‘Print Customer Summary Receipt’, placing a checkmark here will cause to print the Customer Summary Receipt here
14	Print Credit Card Receipt Upon Order Dispatch	<input checked="" type="checkbox"/> Print Credit Card Receipt Upon Order Dispatch	<b>Print Credit Card Receipt Upon Order Dispatch</b> should be used if the Delivery order is set to use Stages and you want the customer’s credit card receipt to print when the order is dispatched.
15	Allow Batch When Closing Day	<input checked="" type="checkbox"/> Allow Batch When Closing Day <input checked="" type="checkbox"/> Default ON <input checked="" type="checkbox"/> Batch Credit Cards	<p>An option will be present on the Close Day screen that allows you to batch credit cards during the Close Day process.</p> <p>Placing a checkmark next to Default ON will cause the option to be already checked.</p>
16	Use CVV Number	<input checked="" type="checkbox"/> Use CVV Number <input type="checkbox"/> Require CVV Number	<b>Use CVV Number</b> allows the employee to enter the CVV number when processing a manual credit card.
17	Use Zip Code	Use Zip Code: <input type="checkbox"/> Swiped <input checked="" type="checkbox"/> Manual <input checked="" type="checkbox"/> Require Zip Code First 3 Digits: <input type="text"/>	<b>Use Zip Code</b> allows the employee to enter a Zip Code for a manual or swiped credit card transaction. Check with your merchant processing company to find out which setting will provide the best transaction rate.
18	Use Street Number	Use Street Number: <input type="checkbox"/> Swiped <input type="checkbox"/> Manual <input type="checkbox"/> Require Street Number	<b>Use Street Number</b> allows the employee to enter a Street Number for a manual or swiped credit card transaction. Check with your merchant processing company to find out which setting will provide the best transaction rate.
19	AVS Always Ask	<input checked="" type="checkbox"/> AVS Always Ask	<b>AVS Always Ask</b> should be flagged if you are requiring Zip Code or Street Number. If this option is not used, the system will look at the Customer’s address first and attempt the credit card transaction.
20	Accept Gift Cards/	<input checked="" type="checkbox"/> Accept Gift Cards	<b>Accept Gift Cards</b> option should be flagged if Gift Card processing is set up within the <i>HungerRush</i> Credit Card Manager. Turning this option on will also enable the Gift Card button when assigning action buttons.
21	Accept HungerRush Cards	<input type="checkbox"/> Accept Revention Cards	<b>Accept HungerRush Gift Cards</b> option should be flagged if <i>HungerRush</i> Gift Cards are set up on the system.

22	Allow Tips		<b>Allow Tips</b> allows tips to be added to the gift card transaction.
23	\$5.00 Increments Only		<b>\$5.00 Increments Only</b> will only allow Gift Cards to be purchased in \$5 increments.
24	Number Range		Pressing <b>Number Range</b> opens up a submenu that allows the user to enter in new ranges that can be accepted for both 3 <sup>rd</sup> Party and <i>HungerRush</i> Gift Cards. Should only be configured by a <i>HungerRush</i> Service Specialist.
25	Minimum Gift Card Amount		<b>Minimum Gift Card Amount</b> sets the least denomination that can be purchased for a gift card.
26	Allow Edit Card Price		<b>Allow Edit Card Price</b> allows a Gift Card to be processed for one amount by the price the customer pays can be modified with proper security.
27	Save		Press <b>Save</b> to solidify your changes.
28	Exit Edit		Press <b>Exit</b> to leave and return to the main navigation screen. If changes were made and unsaved, a prompt will appear asking whether or not to save and exit or just discarded the changes and just exit.



## Batching Credit Cards at Close of Day

The recommended method for credit cards to be batched is automatically at close of day. There is an option in *HungerRush* Credit Card Server configuration to turn this on.

**BATCHING CREDIT CARD AT CLOSED OF DAY**

**Close Day**

**Business Date** 2/23/20XX

**Status: Open**

**Open Orders**  
87 - 24.90 (Dine In)  
89 - 36.80 (Delivery)  
91 - 8.97 (Dine In)  
92 - 18.72 (Dine In)

**Open Cash Drawers**  
Drawer1 [10/6/2016 8:46:07 AM] - OPEN

**Employees on Clock**  
Cashier, Cat  
Driver, Danny  
POS, Revention

**Comments**

Close Drawer

☒ **Batch Credit Cards**

**Start New Business Date**  

2/24/20XX

**Starting Order Number**  
1 thru 999  




1

☐ Random

CC Mgr

Close Day


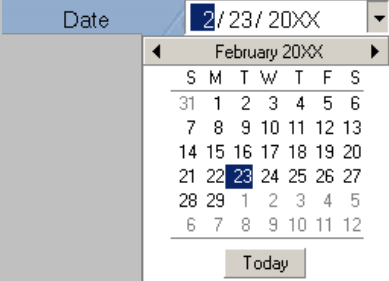
Exit

STEP	NAME	IMAGE	DESCRIPTION
1	<b>HungerRush Credit Server</b>	  	Navigate to the <i>HungerRush</i> Credit Server Tab by going through Systems menu and clicking computer.
2	<b>Allow Batch When Closing Day</b>	<input checked="" type="checkbox"/> <b>Allow Batch When Closing Day</b>	Place a check mark next to 'Allow Batch When Closing Day' will enable a Batch to be performed when closing the day.
3	<b>Default ON</b>	<input checked="" type="checkbox"/> <b>Default ON</b>	Causes the default state of batching to be ON when attempting to close.


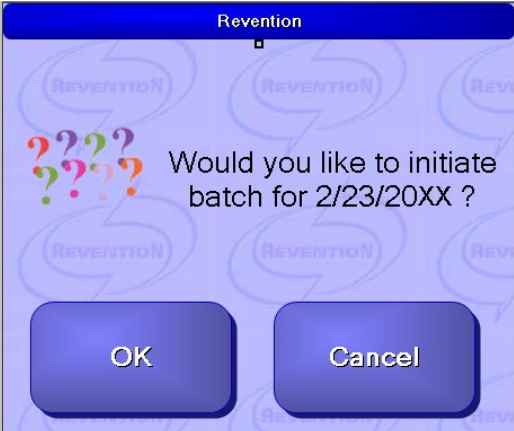
## Batching Credit Cards Manually

## BATCHING CREDIT CARD AT CLOSED OF DAY

The screenshot displays the 'Credit Card Manager' application interface. At the top, there is a 'Date' dropdown menu set to '2/23/20XX' and a 'Refresh' button. Below this is a table with the following columns: Trans Id, Trans Type, Trans Status, Trans Time, Card Type, Entry Mode, Amount, Tip, Total, Appr Code, and Station Id. The table rows are alternating white and light gray. A modal dialog box titled 'Revention' is centered on the screen. It contains a graphic of five colorful question marks and the text 'Would you like to initiate batch for 2/23/20XX ?'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'. The background of the dialog has a repeating pattern of the 'REVENTION' logo. At the bottom of the application window, there is a toolbar with five buttons: 'Details' (with a document icon), 'Void' (with a red X icon), 'Trans' (with a plus icon), 'Batch' (with a stack of coins icon), and 'Config' (with a gear icon). An 'Exit' button with a door icon is also visible on the far right.

STEP	NAME	IMAGE	DESCRIPTION
1	<b>HungerRush Credit Server</b>		Navigate to the Credit Card Manager section by clicking on Cash and CC Mgr.
2	<b>Batch Date</b>		Select the Date to perform the Batch by typing in the date or use the pull down menu.

## Batching Credit Cards Manually continued...

3	Batch		<p>Press the Batch button to initiate the Batch process.</p>
4	Confirmation Prompt		<p>A prompt will appear asking for confirmation of your actions. Press OK to proceed.</p> <p>Press Cancel to return to the Credit Card Manager.</p>

## Gift Cards

There are two different options for Gift Cards in *HungerRush*;

- Third Party Gift Card Integrations
- *HungerRush* Gift Cards

Third Party Gift Card Integrations means your gift cards are processed through the *HungerRush* Payment Services and the physical gift card must be ordered through your third party vendor. *HungerRush* Gift Cards is a single unit gift card solution. An additional software program is added to the *HungerRush* system. All gift card data is stored on the local computers.

There are no transaction or activation fees. Physical gift cards can be purchased from any third party plastic card manufacturer. *HungerRush* will provide the gift card numbers to be encoded on the gift cards. It is extremely important the gift card numbers for this solution come from *HungerRush*. *HungerRush* Gift Cards only work with specific card number ranges.

*HungerRush's* Product Integration department will set up your system to process gift cards. A new button, Gift Card, will appear on the button panel within Orders.

### GIFT CARDS

## Gift Card

Enter Gift Card Amount

Activate New  
Card

Add \$\$ to Card

Check Balance

0.00

Minimum Amount \$5.00

## Gift Card Submenu

GIFT CARD SUBMENU

### Gift Card

Enter Gift Card Amount

1 Activate New Card

2 Add \$\$ to Card

3 Check Balance

4 Deactivate Card

5

0.00

Minimum Amount \$5.00

Activate New Card

\$20.00

\$10.00

\$5.00

\$1.00

1

2

3

4

5

6

7

8

9




Clear




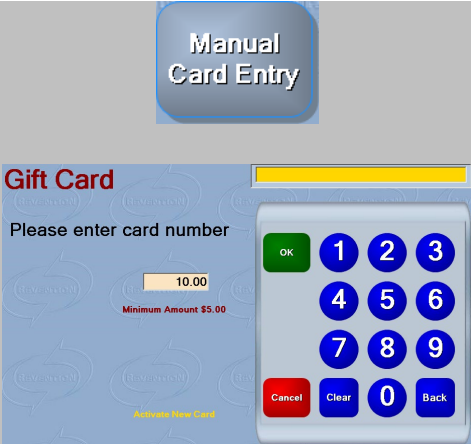

0

.00

7 Manual Card Entry

8 Exit

#	NAME	IMAGE	DESCRIPTION								
1	Activate New Card	 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Qty</th><th>Description</th><th>S#</th><th>Price</th></tr> </thead> <tbody> <tr> <td></td><td>Activate Gift Card 0138</td><td></td><td>20.00</td></tr> </tbody> </table>	Qty	Description	S#	Price		Activate Gift Card 0138		20.00	<b>Activate New Card</b> will change a dormant gift card into an Active gift card capable of holding a charges and increase its' existing balance. After Pressing this button and determining the amount to place on the gift card; swipe the gift card. Activate Gift Card or Credit to Gift Card will appear on the order. Additional items can be added to the order or the order can be tendered.
Qty	Description	S#	Price								
	Activate Gift Card 0138		20.00								
2	Add \$\$ to Card		<b>Add \$\$ to Card</b> is used add additional funds to already activated cards. Place the amount to be added and swipe the card.								
3	Check Balance		Press <b>Check Balance</b> and swipe the gift card to learn its' remaining balance.								

4	Deactivate Card		Returns a card to its' inactivated state. The gift card will be available to be activated again.
5	Charge Amount		Display how much is being charged/add to the card and also display what the current balance of the card is.
6	Virtual Keyboard		Use the <b>Virtual Keyboard</b> to input the desire amount to be added or charged.
7	Manual Card Entry		After adding in a desired amount to be added, press <b>Manual Card Entry</b> button to display the manual entry submenu. In lieu of swiping the gift card, manually enter the card number using the provided keypad or a connected keyboard.
8	Exit		Press <b>Exit</b> to leave the Gift Card submenu and return to the order screen.

## Removing Gift Card Transaction

### REMOVING A GIFT CARD TRANSACTION

Qty	Description	S#	Price
	Activate Gift Card 0138		20.00
	Subtotal		20.00
	Tax		0.00
	Total		20.00

STEP	NAME	IMAGE	DESCRIPTION								
1	Recall the Order	<table> <tr> <th>Qty</th><th>Description</th><th>S#</th><th>Price</th></tr> <tr> <td></td><td>Activate Gift Card 0138</td><td></td><td>20.00</td></tr> </table>	Qty	Description	S#	Price		Activate Gift Card 0138		20.00	Recall the order with the Gift Card
Qty	Description	S#	Price								
	Activate Gift Card 0138		20.00								
2	Select the Line Item	<table> <tr> <th>Qty</th><th>Description</th><th>S#</th><th>Price</th></tr> <tr> <td></td><td>Activate Gift Card 0138</td><td></td><td>20.00</td></tr> </table>	Qty	Description	S#	Price		Activate Gift Card 0138		20.00	Highlight the transaction.
Qty	Description	S#	Price								
	Activate Gift Card 0138		20.00								
3	Remove Gift Card		Once highlighted <b>Remove Gift Card</b> will replace Remove Item. Press Remove Gift Card to cancel								
4	Confirmation		A confirmation message will appear. Select Yes to remove the gift card charge.								

\* Gift card transaction will be removed from the order. If the Gift Card was just processed as an activation, the card will no longer be active.

## Account

The account payment method is used when customers can open a charge account and be billed for their orders. If you choose not to use Customer Accounts, the option can be turned off and the Account payment can be removed.

**OPENING AN ACCOUNT**

### Customer Account

Account #: **10034**

Status: **Open** Change Status

Credit Limit: **1,000.00** Change Limit

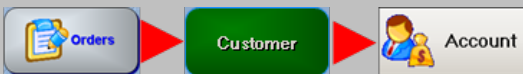
Current Balance: **0.00** Apply Payment Adjust Balance

Available Credit: **1,000.00**

Current Customer:

**BRUCE BANNER**  
**1 MARVEL ST**  
**ROSWELL, NM 30075**  
**503-333-5555**

Exit

STEP	NAME	IMAGE	DESCRIPTION
1	Account		<p>Navigate to Accounts by heading to the order screen and then customer. A customer must be eligible first before they can be turned into an account. A full address, customer phone number, address and both last and first name. Make sure the customer is saved before attempting to attach an account to them. Once done, the account configuration screen will appear with their accounting options. When this customer is attached to an order the account payment in will become available.</p>



## Technical Support

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For technical support, contact **HungerRush 360 Technical Support** at 1.877.738.7444 or go to <https://www.HungerRush.com/support>.