



Account Guide

Version 1

USER GUIDE



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To Take an Order

Overview

The Orders screen is the heart of *HungerRush*. Here the order begins to take form.

| NAME | IMAGE | | | | | | | | |
|--|---|-------------|-------------|-------|-------|--|--|--|--|
| <p>The Order Screen</p> | <div data-bbox="251 493 738 693"> <p>Order #: New User: Training E. Table #:</p> <p>Order Type: Dine In 1 10:42 AM</p> <p>Gratuity Customer</p> </div> <div data-bbox="251 693 738 1249"> <table border="1"> <thead> <tr> <th>Qty</th> <th>Description</th> <th>S#</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center; vertical-align: middle;">3</td> </tr> </tbody> </table> <p style="text-align: center;">Seat #1</p> </div> <div data-bbox="251 1249 738 1428"> <p>Remove Item Clear All Quantity</p> <p>Manager Functions Order No Coupons Repeat Item</p> </div> <div data-bbox="755 493 1510 693"> <p>Sharables Wings Salads Sides Pizza</p> <p>Burgers & Sandwiches Flatbreads & Wraps Kids Desserts Beverages</p> <p>Items Modifiers Sizes Styles Preferences CANCEL</p> </div> <div data-bbox="755 693 1510 1249"> <p>Share ables</p> <p>6 Chicken Tenders 6 Naked Tenders 14 8pc Shrimp Cocktail Bread Sticks Cheeseburger Slammers</p> <p>Chicken Tender Slammers Chili Con Queso Dip Chips & Salsa Tender & Shrimp Combo Fried Pickles</p> <p>Jalapeno Pepper Bites Mozzarella Sticks Popcorn Shrimp Pulled Pork Slammers Roasted Garlic Mushrooms</p> <p>Sliced Steak Slammers Pretzel Spinach & Artichoke Dip The Sampler Ultimate Nachos</p> </div> <div data-bbox="755 1249 1510 1428"> <p>Caller ID No Sale Order Lookup Deferred Orders Quick Credit Collect</p> <p>Gift Card Logoff Print Exit New Order Send</p> </div> | Qty | Description | S# | Price | 3 | | | |
| | Qty | Description | S# | Price | | | | | |
| 3 | | | | | | | | | |

Orders continued...

| # | NAME | IMAGE | DESCRIPTION |
|---|--------------------|-------|---|
| 1 | Order Parameters | | Defines the parameters and details the order will need before being completed. |
| 2 | Order Groups | | Groups of your menu items will be organized into these selectable sections. Color, size, organization, and the contents are all customizable. |
| 3 | Order Display | | Area reserved for representing your actions while creating an order. Item selection, notes, payments, and discounts are tracked here. |
| 4 | Menu Group Display | | When an Order Group is selected, its contents are displayed here. Color, size, shape, organization, and the contents are all customizable. |
| 5 | Order Functions | | Within this group are buttons that allow you to manipulate items. Whether or not they are selectable is dependent on if they're applicable. |
| 6 | Order Actions | | Customizable group of buttons that allow for a range of different Order Actions . |

To Take Payment

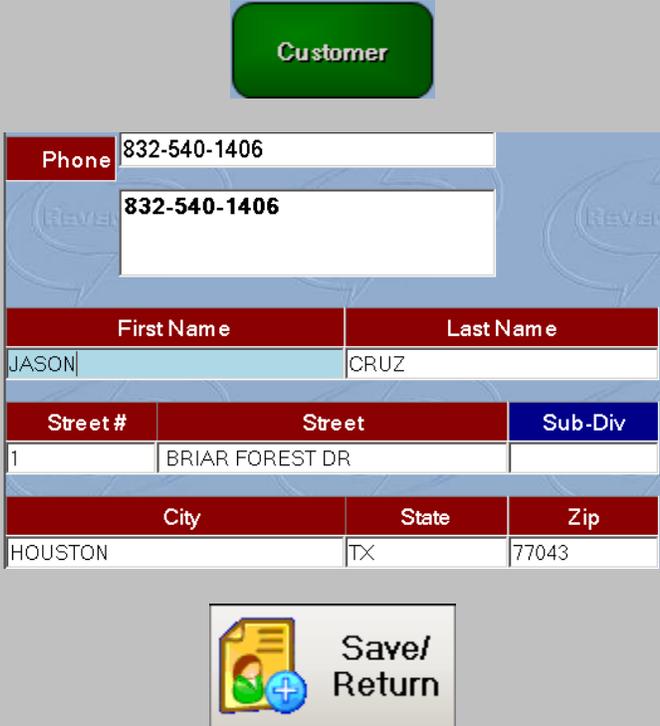
Overview

A to take an account payment certain criteria must first be met:

1. That customer must have an active account
2. A customer must be attached to the order
3. The account payment option will be enabled during the collection period

How to create an active customer account

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.

| STEP | IMAGE | DESCRIPTION |
|------|---|--|
| 1 |  | <p>Once the bare minimum information needed to create a customer in <i>HungerRush</i> is a Phone number and Name</p> <p>To create an account, you'll need to fill out Last Name, Street #, Street, City, State, and Zip in addition to the basic information need to create a customer.</p> <p>Make sure to press save afterwards.</p> |
| 2 |  | <p>Press the account button</p> |

| | | |
|---|---|---|
| 3 | <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <div style="border: 1px solid #ccc; border-radius: 15px; padding: 10px; background-color: #e0e0e0;">Open New Account</div> <div style="border: 1px solid #ccc; border-radius: 15px; padding: 10px; background-color: #e0e0e0;">Link to Existing Account</div> </div> | <p>You'll be presented with a choice to either open a new account or Link this customer to an existing account.</p> |
|---|---|---|

Account Options

| | | IMAGE | | |
|---|-------------------|----------|---------------|----------------|
| 1 | Account #: | 10034 | | |
| 2 | Status: | Open | Change Status | |
| 3 | Credit Limit: | 1,000.00 | Change Limit | |
| 4 | Current Balance: | 0.00 | Apply Payment | Adjust Balance |
| 5 | Available Credit: | 1,000.00 | | |

| STEP | NAME | IMAGE | DESCRIPTION |
|------|------------------|----------------------------|---|
| 1 | Account # | Account #: 10034 | Account number automatically assigned to this customer. Can also be used to identify a user just like their phone number. |
| 2 | Status | Status: Open | Current status of the account. Status are Open, Hold and Closed |
| 3 | Credit Limit | Credit Limit: 1.000.00 | The maximum number of Credit this customer is allowed |
| 4 | Current Balance | Current Balance: 0.00 | Balance the customer is currently responsible for. |
| 5 | Available Credit | Available Credit: 1,000.00 | How much credit the customer still has on their account currently |

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 Account Payment located in the Config Screen. | | | | | | | | | | | | |
| 2 | Customer Account | <table border="1"> <thead> <tr> <th>Acct #</th> <th>Last Name</th> <th>First Name</th> </tr> </thead> <tbody> <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> </tbody> </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. | | | | | | | | | | | | |

How the information shows in in reports

Overview

Being a payment method, accounts will appear as its own category separate from cash, credit and others types of payment. When a customer is ready to pay for their balance, *HungerRush* intakes the payment as a paid in.

| NAME | IMAGE | DESCRIPTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------------------|--|------------------------|-------|-------------------|---------------|------------------|--------------|------------------------|---------------|---------------------|---------------|----------------|---------|-------------------------|---------------|----------|----------|-------|-----------|--------|------------|--------|------|---------------------------|----------------|------|---------|---------------|-------|--|----------------|----------------|---------|-------------------|---------------|---|
| Payment and Drawer Balance | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Subtotal</td> <td style="text-align: right;">14.38</td> </tr> <tr> <td style="text-align: right;">Tax</td> <td style="text-align: right;">1.19</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">15.57</td> </tr> <tr> <td style="text-align: right; color: red;">Account Payment</td> <td style="text-align: right; color: red;">-15.57</td> </tr> <tr> <td style="text-align: right; color: green;">Paid in Full</td> <td></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Req Validation</th> <th style="text-align: right;">Actuals</th> <th style="text-align: right;">Totals</th> </tr> </thead> <tbody> <tr> <td>Cash</td> <td style="text-align: right;">\$525.00</td> <td style="text-align: right;">525.10</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">\$120.21</td> <td style="text-align: right;">120.21</td> </tr> <tr> <td>Credit</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Gift</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr style="border: 2px solid red;"> <td style="border: 2px solid red;">Account</td> <td style="text-align: right; border: 2px solid red;">\$15.57</td> <td style="text-align: right; border: 2px solid red;">15.57</td> </tr> </tbody> </table> | Subtotal | 14.38 | Tax | 1.19 | Total | 15.57 | Account Payment | -15.57 | Paid in Full | | Req Validation | Actuals | Totals | Cash | \$525.00 | 525.10 | Other | \$120.21 | 120.21 | Credit | \$0.00 | 0.00 | Gift | \$0.00 | 0.00 | Account | \$15.57 | 15.57 | <p>Example of a payment and how it reflects in the cash balancing screen</p> | | | | | | |
| | Subtotal | 14.38 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tax | 1.19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 15.57 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Account Payment | -15.57 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Paid in Full | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Req Validation | Actuals | Totals | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cash | \$525.00 | 525.10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other | \$120.21 | 120.21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Credit | \$0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gift | \$0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Account | \$15.57 | 15.57 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Daily Performance Report | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Payment Summary</th> </tr> </thead> <tbody> <tr> <td>Gross Cash</td> <td style="text-align: right;">971.44</td> </tr> <tr> <td>Tips Paid Out(-)</td> <td style="text-align: right;">148.34</td> </tr> <tr> <td>Grats Paid on Payroll</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Net Cash</td> <td style="text-align: right;">823.10</td> </tr> <tr> <td>Payment Method</td> <td style="text-align: right;">120.21</td> </tr> <tr> <td>Cash & Other</td> <td style="text-align: right;">943.31</td> </tr> <tr> <td>AmEx</td> <td style="text-align: right;">5 176.98</td> </tr> <tr> <td>MC</td> <td style="text-align: right;">15 448.78</td> </tr> <tr> <td>Visa</td> <td style="text-align: right;">53 1549.79</td> </tr> <tr> <td>Driver</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Credit Cards Total</td> <td style="text-align: right;">2175.55</td> </tr> <tr> <td>Gift</td> <td style="text-align: right;">0.00</td> </tr> <tr style="border: 2px solid red;"> <td style="border: 2px solid red;">Customer Acct</td> <td style="text-align: right; border: 2px solid red;">15.57</td> </tr> <tr> <td>Total Payments</td> <td style="text-align: right;">3134.43</td> </tr> <tr> <td>Total Receipts</td> <td style="text-align: right;">2584.97</td> </tr> <tr> <td>Over/Short</td> <td style="text-align: right;">549.46</td> </tr> </tbody> </table> | Payment Summary | | Gross Cash | 971.44 | Tips Paid Out(-) | 148.34 | Grats Paid on Payroll | 0.00 | Net Cash | 823.10 | Payment Method | 120.21 | Cash & Other | 943.31 | AmEx | 5 176.98 | MC | 15 448.78 | Visa | 53 1549.79 | Driver | 0.00 | Credit Cards Total | 2175.55 | Gift | 0.00 | Customer Acct | 15.57 | Total Payments | 3134.43 | Total Receipts | 2584.97 | Over/Short | 549.46 | <p>Orders being paid via customer account will show up on the date of the transaction of the sale.</p> <p>Here is a portion of the DPR report showing a payment via account in a separate line.</p> |
| Payment Summary | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gross Cash | 971.44 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tips Paid Out(-) | 148.34 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Grats Paid on Payroll | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Net Cash | 823.10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Payment Method | 120.21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cash & Other | 943.31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AmEx | 5 176.98 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MC | 15 448.78 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Visa | 53 1549.79 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Driver | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Credit Cards Total | 2175.55 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gift | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Customer Acct | 15.57 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Payments | 3134.43 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Receipts | 2584.97 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Over/Short | 549.46 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Account Reports continued...

Customer paying for Account



When a customer pays for this account it will show up as a paid-in for that day. It won't count towards your sales but you're still responsible for depositing the extra funds.

| Req Validation | Actuals | Totals | Over/(Short) |
|----------------|---------|--------|--------------|
| Cash | \$0.00 | 0.00 | 0.00 |
| Other | \$0.00 | 15.57 | -15.57 |

| | | |
|-----------|-------|-----|
| Drops | 0.00 | ... |
| Paid Outs | 0.00 | ... |
| Paid-Ins | 15.57 | ... |

| Description | Amt | By | Time |
|--------------------|---------|---------------|----------------------|
| Acct #10034 (CRUZ) | \$15.57 | Revention POS | 7/24/2018 2:32:00 PM |

DPR account payments

| Daily Sales & Revenue | |
|----------------------------------|----------------|
| Total Sales | 2611.30 |
| Adjustments (-) | 9.95 |
| Coupons (-) | 2.58 |
| Gross Sales | 2598.77 |
| SalesTax (-) | 52.09 |
| StateTax (-) | 145.99 |
| Net Sales | 2400.69 |
| Tax (+) | 198.08 |
| Gift Cards(+) | 0.00 |
| Delivery Fees (+) | 0.00 |
| Delivery Comp (-) | 18.00 |
| Cash Receipts (+) | 15.57 |
| Cash Payouts (-) | -4.20 |
| Other Income (+) | 0.00 |
| Total Receipts | 2600.54 |

Shows up as Cash Receipts and also shows up in the Paid outs/in section.

| Paid-outs/Paid-ins | | | | |
|---------------------------|--------------------|------------|---------------|------------------|
| Acct Cat | Description | Amt | By | Time |
| None | No Payouts | 0.00 | | |
| None | Acct #10034 (CRUZ) | 15.57 | Revention POS | 07/24/18 02:32PM |



Technical Support

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