

Money Drop

There are two types of money drops. One is driver money drop which happens in a restaurant that offers delivery service. The driver will give the money to the store at the end of the day or the shift. And the system will calculate how much he own to the restaurant based on the number of orders he delivered.

Daily Report		<u>Supermenu Money Drop</u>
		Supermenu Money Drop is for the restaurant to collect money from Drivers, Waiters at the end of the day and close credit card transactions and run daily reports.
Driver Money Drop	Waiter Money Drop	For Driver Money Drop, select the date range, the default is today. Please pay attention to hours. Then select the driver, the click on OK. All the ordered delivered by the selected driver will be displayed. Then you click on Summary button to view the total amount and print the details.
Daily Credit Close	Delayed Credit Close	Waiter money drop is similar to driver money drop You select the date range and select a waiter, click on OK or click on Today's Lunch, Dinner, or All Day. The orders will show and you can
	Pay Out Management	click on Summary to view the summary info. The daily credit card close is used when you choose to manully close their batch everyday.
Till Management		All credit card transactions will be final after close The delayed credit card close is used when you forget to close the batch at the end of the day.
	Close	It will close all the open credit card transactions during the past 5 days.

To access the Driver Money Drop Screen, go to Main, click on Money Drop Button, Then Click Driver Money Drop & Tips Button, the following screen will appear:



User Guide

Select Driver Employee Fo	or Money Drop						×
Show Only	/ Current D	rivers					
Driver							
	Year	2012			Year	2012	
From:	Month	02		To:	Month	02	
From.	Day	05		10.	Day	06	
	Hour	05			Hour	05	
A	All Drivers OK Cancel						

On the screen, select name of the driver and the range of time, then click on OK to show the orders delivered by the Driver. (Please see Delivery Dispatcher to find out how to assign driver to orders).





S Order Status for All of the Orders By Employee <html< th=""><th><font color="</th"><th>black>Unspecified</th><th>on 02/05/20</th><th>12 (Sun Fe</th><th>eb 05 05:00:00 E</th><th>5T 2012 - Mo</th><th>n Feb 06 05:0</th><th>0:00 EST 2012</th><th>2) 🔰</th></th></html<>	<font color="</th"><th>black>Unspecified</th><th>on 02/05/20</th><th>12 (Sun Fe</th><th>eb 05 05:00:00 E</th><th>5T 2012 - Mo</th><th>n Feb 06 05:0</th><th>0:00 EST 2012</th><th>2) 🔰</th>	black>Unspecified	on 02/05/20	12 (Sun Fe	eb 05 05:00:00 E	5T 2012 - Mo	n Feb 06 05:0	0:00 EST 2012	2) 🔰
	Delivery Order # 1								
	(Order Status: Delivered)								
All Orders			PI	aced at: 0	2/05/2012 02:31:	40 PM			
DEL#1- (02:31 PM 02/05/12) Total: \$25.27					ustomer:				
					e: 202-33333333				
			3		3445454, DC, 20 es: Pager: #3	0171			
			Drive		ned to Deliver th	is order at .			
	Qty	Na	ime_		Req	uirements		Amount	
	1	Lam	в Gyro						\$6.99
	1	Medium Pepp	eroni Sausa	ge				\$6.49	
	1	X-Large Sliced	X-Large Sliced Turkey Breast						\$9.49
					Subtotal:			\$22.97	
					Tax:			\$2.30	
					Total:				\$25.27
				Delivery Charge: \$1.25					
					Grand Total: \$26.52				
					Payment:				
4									
Quick Tips									
Summary Notes C		int Print Ritchen	Pay	Tips	Price +/-	Order Type	Repeat Order	Modify Order	Go Back

Click on Summary button to show the summary of the delivery orders for the driver



User Guide

Driver Money Drop Summary				
	Driver Money Drop S	Summary		
	02/05/2012 05AM - 02/06/2	2012 05AM		
	Employee:	Unspecified		
	Number of Orders:	1		
	Total Credit Card:	0.00		
	Total Check:	0.00		
	Total Cash:	26.52		
	Total Account:	0.00		
	Total Amount:	26.52		
	Commission:	0.00		
	Account Tips:	0.00		
	Credit Card Tips:	0.00		
	Total Tips:	0.00		
	Total Tips + Commission:	0.00		
	Cash Owed By Driver:	26.52		
	Total Delivery Charge:	1.25		
Print	All Print Only Summ	nary	Close	

You can print the summary results.

For Waiter Money Drop, The following is the screen:



User Guide

Select Waiter Employee	e For Money Drop					<u>×</u>		
Show Only Current Waiters								
All Carry-Out & Pick-Up Orders								
All Dine-In	Orders							
Waiter								
Toda	Today Lunch		Today Dinner		Today All Day			
	Year	2012			Year	2012 💌		
From	Month	02	•	To:	Month	02 💌		
From:	From: Day 0			10:	Day	06 💌		
	Hour	05	•		Hour	05 💌		
		ок		Cance				

The rest is similar to Driver Money Drop.