Server Checkouts

At the end of their shift cashiers, servers or bartenders will need to checkout and print their server report.

1. Close or transfer your tickets
2. Adjust your tips
   a.

→ **Tip**

Move

Server Manage Adjust → "Batch" checkbox → **to Batch**

	2:37 PM		Terminal: T1
			Menu View:
Server Manage		Cash Service	Sign Off
	Receipt		Approx. Total

Tip Adjust Credit Cards

					Authorized (Not In Batch)			
Txn Id	**Txn Date**	**Order**	**Card**	**Amount**	**Tip**		**Batch**	**Zero Okay**
2	08/02/19	0001	3211	16.02	2.22		✔	

Move to Batch

Back to Checkout

3. Declare your tips in Sapphire *If applicable*
   a. **Server Manage** → **Checkout** → **Declare Tips** → Enter declared tips

Declare Tips

Declare Tips - Khamu

Record | **Print Recent**

Back to Checkout

6. Finish the **Cash Drawer Checkout** *If applicable*

    a. Remove your Credit Card Tips from the cash drawer *If applicable*

    b. **Server Manage → Checkout → Cash Drawer Checkout**

Cash/Bank Checkout

    c. Confirm the correct Till is selected at top drop down box

    d. Confirm your Till Start is entered

    e. Add in your cash drawer amounts

    f. **Recalculate → Record → Print Receipt**

7. Print your **Server Report**

    a. Click Back → **Server Report** → Print

Back to Checkout

Server Report

    Note: Once a Server Report has been printed, the employee can no longer access the Orders Terminal. They will need to clock out and back in to create a new table.

8. **Clock Out** once all your off-work is complete

    a. From the main screen of Sapphire select Clock Out

Clock In   Clock Out

    b. Select your name, and enter your PIN