

# **Point-of-Sale System Guide**

(Version 2.0)

## Introduction

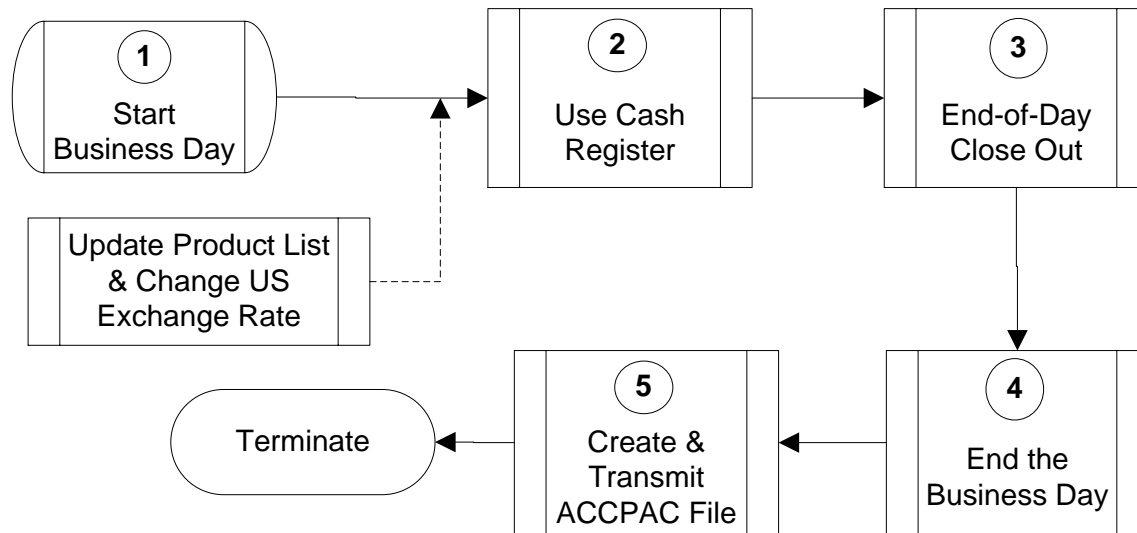
The Point-of-Sales (POS) system was developed in order to meet the ongoing needs of the retail operations. There was almost an immediate need to expand the application to include a number of additional features which were not included as part of the first version. Not the least of which was the desire to centrally manage the product list, including pricing, from a central location (see Product List Management System Guide Version 2.0 for more information).

With input from both accounting and operations, the POS System Version 2.0 includes the following features:

- An easily updateable product list using an external file;
- The use of SKUs/UPCs to input sales line items;
- Multiple payment methods for a single sale;
- Multiple payment methods for a return;
- US Funds are included as a form of payment;
- Gift Certificates are included as a form of payment;
- The Ontario Meal Tax Rule can be applied;
- Paid outs are included as a separate function;
- The ability to manage the US Exchange rate;
- Accpac file generation, export and transmission; and
- The generation of customized sales slips and reports.

In order to insure the proper operating environment for the POS system, please make reference to the document Setup Information for POS (Ver. 2.0) and PLMS (Ver. 2.0)

The daily Cash Register Cycle is:



In order to properly track sales on a day-by-day basis all five steps must be completed each day.

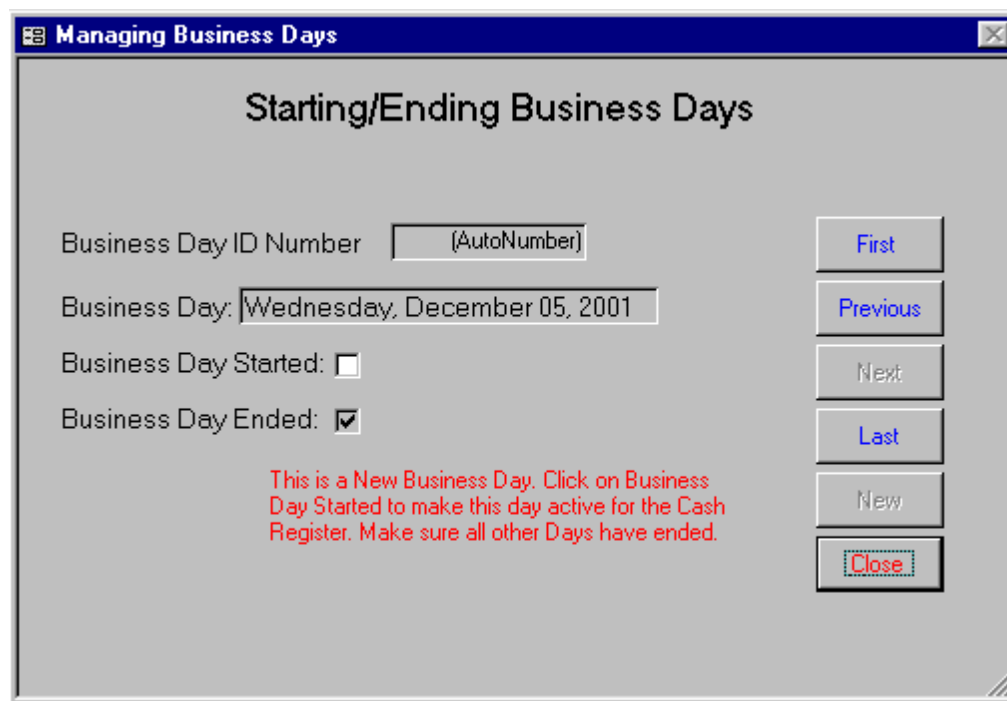
It is the Manager's/Supervisor's responsibility to complete Steps ①, ③, ④, and ⑤. When necessary, it is also the Manager's/Supervisor's responsibility to update the product list and change the US Exchange Rate.

### ① **Start the Business Day** (Managerial Function Only)

A manager or supervisor can start a business day by selecting **Start/End Business Day** from the **Main Menu**. After entering the appropriate login and password, the **Managing Business Days** window becomes accessible (see Figure 1: Managing Business Days).

n.b. If a business day has not been started (activated) or more than one business day has been started at the same time, the cash register will not work.

It is the Manager's/Supervisor's responsibility to insure that the correct business day is active. This can be checked by using the **Managing Business Days** window (see text box labelled: Business Day) or by reviewing the date displayed on the POS System window (see text box labelled: For Business Day - **Figure 3: Sales Receipt**).



**Figure 1: Managing Business days**

In the event that more than one business day has been started the Managing Business Days window allows the user to navigate between business days, starting and ending business days as necessary.

### ③ **End-of-Day Close Out** (Managerial Function Only)

**Select End-of-Day Close Out from the Main Menu.**

At the end of each business day the manager/supervisor manually tallies the totals for each form of payment and inputs these actual totals in their appropriate text boxes on End-of-Day Close Out window (see **Figure 2: End-of-Day Close Out**). A difference column is provided in order to easily see any variances between what was recorded by the POS system (Ideal column) versus what was actually counted from the cash drawer (Actual column).

A close-out slip can only be printed after the user clicks the Apply button. This insures that the data is saved prior to printing.

- n.b. It is possible to apply changes to the Actual column as many times as is needed, right up until the business day is has been ended by a Manager/Supervisor.
- n.b. When completing the end-of-day close out, remember to use negative numbers where appropriate. When inputting the actual cash value do not include the value of the cash float.

**End-of-Day Close Out**

For Business Day: Saturday, December 30, 1899

Payment Name	Ideal	Actual	(+)Over/Short
Cash	\$0.00		
American Express	\$0.00	\$0.00	\$0.00
Diners Club	\$0.00	\$0.00	\$0.00
Discover Card	\$0.00	\$0.00	\$0.00
Entertainment	\$0.00	\$0.00	\$0.00
Gift Certificate	\$0.00	\$0.00	\$0.00
Interac	\$0.00	\$0.00	\$0.00
MasterCard	\$0.00	\$0.00	\$0.00
Paid Out	\$0.00	\$0.00	\$0.00
US Funds	\$0.00	\$0.00	\$0.00
Visa Card	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$0.00	\$0.00	\$0.00

Buttons: Apply, Print, Close

**Figure 2: End-of-Day Close Out**

#### ④ **End the Business Day** (Managerial Function Only)

Select Start/End Business Day from the Main Menu.

n.b. **DO NOT** end a business day without first having closed the day. If the Actual Cash text box contains a value of zero, the system will provide a warning indicating this condition. This should prompt you to consider whether you entered the close out actual numbers.

n.b. Once a business day has been ended, it **CANNOT** be restarted.

#### ⑤ **ACCPAC Creation and Transmittal** (Managerial Function Only)

After ending the business day one of the final steps that must be performed is to create the ACCPAC file which will be transmitted to head office. This can be accomplished in one of two ways.

Once you have completed Step 4 for a specific day and closed the Managing Business Days window you will immediately be presented with the ACCPAC External File Creation window. The start date and end date have been filled in automatically with the date of the business day that you just ended. Proceed by clicking the Export button.

OR

From the Main Menu select Admin Utilities and then select Create and Transmit ACCPAC File. The ACCPAC External File Creation window allows the user to input a range of days. If the user just wants to create a file for a single day then enter the same date twice, once as the Start Date and a second time as the End Date; then click Export.

Upon successful creation of the ACCPAC file, a message is displayed in the ACCPAC External File Creation window indicating the file name and location of the newly created file. Successful transmission of the ACCPAC file is indicated with the display of a "Transmission Successful" message. Remember to review the information presented in the MS DOS window and close the window as instructed.

The ACCPAC file can also be transmitted to head office manually by clicking on the appropriate Windows desktop icon.

## ② Using the Cash Register

Select Use Cash Register from the Main Menu. The POS System (sale receipt) window is displayed (see Figure 3: Sales Receipt). To gain access to the sales receipt window the user must logon as either a cashier or a manager/supervisor.

### 1.0 General Information and Sales

The time that is shown in the receipt window is the time that the displayed receipt was first opened. All printed receipts and slips have the time that the transaction was actually completed.

The date that is displayed on the printed sales receipt is the current date, which is not necessarily the active business day date.

Nearly all transactions can be completed by using just the keyboard. This can be accomplished with the use of functions keys (F1 - Payment Tendered, F3 - Print Receipt, F5 - New Receipt, F8 - toggle Check Meal Tax, F10 – Delete a Line, F12 - enter Total Amount) and certain combination key strokes that make use of the Alt key (e.g. Alt-L is cashier login).

Transactions are recorded as completed with the printing of a receipt or transaction slip.

Whether a transaction is completed or not completed, all line item entries are recorded by the system and are associated with the cashier ID that is displayed on the screen.

Where appropriate, use the Esc key to cancel an entry in a text box.

SKUs/UPCs can be scanned or typed, whichever is easiest.

While the cursor is positioned on a line item the product code, quantity, product price and prices for tax purposes can be changed. Once you have exited from a line item the user cannot go back and edit the line item information. If changes are required, simply delete the line item by clicking on the trash can icon located on the left side of the line item of interest and then enter a new line item.

Price changes result in taxes automatically being calculated on the basis of the new price.

While the user is working on a particular line item one-time new prices for tax calculation purposes can be input by clicking on the button labeled Tx

The Payment Tendered line requires two entries, a payment method and a payment amount. Once the user starts to complete the Payment Tendered line, both entries must be completed.

- n.b. The payment method must be one of the methods listed in the payment method combo box. US Funds or Gift Certificates cannot be used together for a given sales receipt. If choosing either US Funds or Gift Certificates, it must be the first method of payment chosen.**
- n.b. Payment Tendered lines cannot be edited. If a change is required then delete the appropriate line or lines and re-enter the payment tendered information.**
- n.b. Once the payment tendered information has been entered, adding or deleting line items requires that you delete ALL of the payment tendered lines. This will insure that the correct change due will be calculated and recorded. While the application will provide a message to remind you of this procedure, failure to delete the payment tendered lines may result in an incorrect closing balance at the end of the day.**

**Figure 3: Sales Receipt**

n.b. US Funds are never used to provide change.

n.b. A sales receipt can only be printed after entering a total payment amount that is either equal to or greater than the sales Total.

n.b. The same method of payment cannot be used two or more times for a given sales receipt.

The function key F12 can be used to enter the sales receipt Total amount into the payment amount text box. This is helpful when the customer is using only one form of payment.

### Meal Tax (Ontario Only)

In the province of Ontario, if a customer purchases a meal (food plus a drink) and the total (on the sales receipt - the subtotal) is less than or equal to four dollars before tax then PST is not applied, but GST is applied. If a customer has purchased a meal and you want to attempt to apply the Ontario Meal Tax Rule, click the toggle button labelled Check Meal Tax. If the subtotal is less-than-or-equal-to four dollars the appropriate taxes will be applied to the sale.



While the Check Meal Tax toggle button is toggled on (Meal Tax Checked is displayed), no additional line items can be added to the list of items purchased. To allow additional items to be added (or deleted) click the toggle button now labelled Meal Tax Checked.

**Think of the Check Meal Tax toggle button like a light switch. When the toggle button is displaying the label Check Meal Tax the Ontario Meal Tax Rule is NOT being applied (i.e. the light is off). When the toggle button is displaying the label Meal Tax Checked, the four dollar limit of the Ontario Meal Tax Rule has been checked and the taxes have been applied appropriately (i.e. the light is on).**

**n.b. Meals must be sold separately from other items, and from each other, in order to be able to apply the four dollar limit of the Ontario Meal Tax Rule.**

The function key F8 can be used to toggle the Check Meal Tax toggle button.

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## **2.0 Voids (Managerial Function Only)**

Voids can only be completed on sales for the presently active business day.

Once a void has been completed it cannot be undone.

A void slip is automatically printed when the user clicks the Void Receipt button. Additional copies can be generated by clicking the Print Void Slip button.

To see if a receipt has been previously voided, look at the check box labeled Previously Voided.

Void a Sales Receipt from Today's Sales Receipts

### Void Form

Select a Sales Receipt #:

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Sales Receipt Number: 
 Previously Voided: ☐
 Cashier ID:

Time of Sale: 
 Sales Receipt Date:

Product Code	Product Description	Qty	Price	Amount
<input type="text" value="101"/>	<input type="text" value="Coffee"/>	<input type="text" value="1"/>	<input type="text" value="\$1.52"/>	<input type="text" value="\$1.52"/>

Subtotal:

PST:

GST:

Total:

Method of Payment:

**Figure 4: Void Form**

### 3.0 Returns (Managerial Function Only)

The Sales Return window has text boxes that allow the user to input the original receipt number (Original Receipt No.) and a reason for the return (Reason for Return).

**n.b. When completing a return, take care to enter the correct method or methods of payment and their associated payment amounts.**

**n.b. US Funds CANNOT be used as a method of payment when completing a return.**

Gift Certificates can be used as a method of payment (reimbursement) when completing a return.

### 4.0 Paid Outs (Managerial Function Only)

The Paid Out window allows a manager/supervisor to enter the details surrounding the purchase of either food supplies or office supplies for store use.

**Paid Out Form**

Paid Out No: 77      Cashier ID: m

Business Day Date: Wednesday, December 05, 2001

Supply Type: [dropdown]

Supplier Name: [text box]

Supply Description: [text box]

Supplier's Receipt - Total: [text box]

Supplier's Receipt - GST Total: [text box]

Buttons: Apply, Print Paid Out Slip, Close

**Figure 5: Paid Out Form**

- n.b. The type of supply, the total cost of the supplies, and the amount of GST paid are all required entries.

## **Update POS System Product List (Managerial Function Only)**

- n.b. Prior to updating the product list it is strongly recommended that a full backup of the POS be completed.

From the Main Menu of the Point-of-Sale system select **Update Product List**. The ability to update the POS system's product list is password protected, please enter your login ID and password. Once you have access to the Update Product List window, click on the command button labeled **Update**. You are asked one last time if you wish to proceed with updating the product list.

If you click yes to proceed with the product list update, the application proceeds to automatically update the POS's product list. Upon successful completion of the update, a message is displayed indicate a successful update. Closing the message window returns you to the Main Menu.

If you select no, a cancellation message is displayed. Closing the message window returns you to the Main Menu.

Select **Cash Register** from the Main Menu, login, and check to see if the new product list is displayed properly by opening the dropdown window of the **Product Code** combo box. If no products are available, please contact your database administrator immediately.

## **POS System Product List Backup (Managerial Function Only)**

Unfortunately, it is possible that a product list file may become corrupted during the transmission process. In addition, human error may also have produced a product list that contains unacceptable errors. In both case this may not be realized by the POS user until some time after the updating of the POS product list.

While the optimal solution may be to simply reissue a corrected version of the product list, it may not always be possible to do so in a timely fashion. In order to avoid a situation where a POS system may be rendered inoperable due to a corrupted product list, each POS system has a backup copy of the most recently replaced product list.

**n.b. It is critical that once a product list has been determined to be corrupted that it NOT be reinstalled on the POS system. Attempting to do so will destroy the working backup and at the same time create a backup of the corrupted product list**

To install the backup copy of the POS system's product list, from the POS system's Main Menu, select Admin Utilities and then select Install Backup Product List. Once the user has provided the proper managerial level user ID and password, the Install Backup Product List window becomes the active window. Proceed to install the backup product list by clicking the Install button and clicking Yes when asked if you want to proceed with the installation process.

## **US Exchange Rate (Managerial Function Only)**

From the Main Menu of the Point-of-Sale system select Admin Utilities and then select Alter US Exchange Rate. The ability to update the change the exchange rate is password protected, please enter your login ID and password. Once you have access to the Change US Exchange Rate window, the present exchange rate is displayed. The rate can easily be change by entering a new rate and clicking the Apply button.

**n.b. Only change the exchange rate at the beginning of a new business day. Changing the rate at any other time during the day may cause the funds in the cash register not to balance at the end of the day.**

## **Reports**

To access the Reports menu, click on the command button next to Reports on the Main Menu.

The following reports are available:

- Card Transactions - Single Day
- List of Active Products
- Menu Mix - Single Day
- Menu Mix - Range of Days
- Sales Report - Single Day
- Sales Report - Range of Days

The **POS Card Transaction Report** can be used to review all of the card transactions for a specified day of interest. Only card payment methods for which there was at least one transaction for the day are displayed (please see **POS Card Transaction Report** in Appendix 1). The transaction information includes the receipt number, the type of transaction (when neither the return or void check boxes are checked, the transaction was a normal sale), and the transaction amount. A total for each payment method is provided, along with a grand total for all the payment methods.

The **List of Active Products** report is a list of all the active products that are registered on the POS system for which the report is being printed (please see the **List of Active Products** report in Appendix 1).

- n.b. If a location has two or more POS systems and the product list for each machine has not been properly maintained, it is possible for each POS system to have a different product list. If this has occurred, it should be rectified immediately by applying the most recent product list update to each POS system at the location where the condition exists.

The menu mix reports provide a quick and easy way to determine which products have been selling for over any given time period. The reports also provide the percentage of sales revenue generated by each product and by each product category for the time period of interest. The **Menu Mix Report** can be printed for a single day or for a range of days (please see Appendix 1 for an example of each type of report.)

The **Sales Report** can also be printed for a single day or for a range of days (please see Appendix 1 for an example of each type of report.) The **Sales Report** is divided into a top portion, which includes the Net Sales Summary by department section and the Sales Tax Summary, and the lower portion, which includes the Payment Summary, Actual US Foreign Exchange and the Cash (Over/Short).

- n.b. The Actual US Foreign Exchange is calculated using the most recently stored US Exchange Rate. If this rate has been changed during the course of the business day then it should be expected that the Actual Total will not equal the Ideal Total. To avoid this situation, remember to change the US Exchange Rate only at the beginning of the business day, prior to recording any sales for the day.
- n.b. The Total of Sales plus Taxes should be exactly equal to the Total of Actual Tender Collected + Paid Outs plus Actual US Foreign Exchange plus Cash (Over)/Short. If the two values are different, please inform your accounting department and your database administrator.

## **User Security** (Managerial Function Only)

**Select Admin Utilities from the Main Menu and then select User Security.**

From the User Security menu, a manager has access to the following menu items:

- Add a New User;
- Change a User's Password; and
- Delete a User.

**n.b. The User ID can be up to 14 alphanumeric characters in length and the Password can be a 15-character alphanumeric in length (should be at least 4 alphanumeric characters long). Because the User ID is printed on sales receipts the User IDs must be unique and cannot be reused.**

## **Appendix 1**

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## POS Card Transactions Report

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POS System No: 1

Card Transactions for: Wednesday, August 01, 2001

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PaymentMethod: Interac

	Return	Voided	Total
Receipt No: 9933	<input type="checkbox"/>	<input type="checkbox"/>	\$10.30
<hr/>			
Total	For Interac (1 transaction)		\$10.30
Void Count: 0			
Return Count: 0			
Normal Transaction Count: 1			

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PaymentMethod: MasterCard

	Return	Voided	Total
Receipt No: 9955	<input type="checkbox"/>	<input type="checkbox"/>	\$33.00
Receipt No: 9876	<input type="checkbox"/>	<input type="checkbox"/>	\$32.00
<hr/>			
Total	For MasterCard (2 transactions)		\$65.00
Void Count: 0			
Return Count: 0			
Normal Transaction Count: 2			

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PaymentMethod: Visa Card

	Return	Voided	Total
Receipt No: 9977	<input type="checkbox"/>	<input type="checkbox"/>	\$79.01
Receipt No: 9976	<input type="checkbox"/>	<input type="checkbox"/>	\$40.02
Receipt No: 9965	<input type="checkbox"/>	<input type="checkbox"/>	\$20.53
Receipt No: 9906	<input type="checkbox"/>	<input type="checkbox"/>	\$33.00
Receipt No: 9895	<input type="checkbox"/>	<input type="checkbox"/>	\$8.80
<hr/>			
Total	For Visa Card (5 transactions)		\$181.36
Void Count: 0			
Return Count: 0			
Normal Transaction Count: 5			

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**Grand Total** Summary for 08/01/2001 (8 transactions) \$256.66

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## List of Active Products

Location Name: Senses Bayview

POS System No: 1

SKU/UPC	Product Description	Price	Price For GST	Price For	Department	Category	PLU
4310	BAK - 6 Croissants	\$10.50	\$0.00	\$0.00	Bakery	Bakery	
4312	BAK - 6 Danish	\$11.70	\$0.00	\$0.00	Bakery	Bakery	
4311	BAK - 6 Muffins	\$9.00	\$0.00	\$0.00	Bakery	Bakery	
4305	BAK - Chelsea Bun	\$1.95	\$1.95	\$1.95	Bakery	Bakery	
4301	BAK - Croissant	\$1.75	\$0.00	\$0.00	Bakery	Bakery	
4327	BAK - Danish	\$1.50	\$1.50	\$1.50	Bakery	Bakery	
4326	BAK - Mini Pastry box	\$8.95	\$8.95	\$8.95	Bakery	Bakery	
4304	BAK - Muffin- Rg	\$1.50	\$1.50	\$1.50	Bakery	Bakery	
4300	BAK - Open Breakfast Pastr	\$1.00	\$1.00	\$1.00	Bakery	Bakery	
4307	BAK - Scone	\$1.25	\$1.25	\$1.25	Bakery	Bakery	
4321	BAK - Sm Lemon Cake	\$12.00	\$0.00	\$0.00	Bakery	Bakery	
4325	BAK - Sticky Bun	\$1.25	\$1.25	\$1.25	Bakery	Bakery	
0415088004022	BEV - Aranciata	\$2.25	\$2.25	\$2.25	Rtl Goods	Beverages	
4103	BEV - Café au lait Rg	\$2.75	\$2.75	\$2.75	Rtl Goods	Beverages	
4113	BEV - Cappuccino Rg	\$2.75	\$2.75	\$2.75	Rtl Goods	Beverages	
4101	BEV - Coffee Rg	\$1.52	\$1.52	\$1.52	Rtl Goods	Beverages	
678290	BEV - Coke	\$1.25	\$1.25	\$1.25	Rtl Goods	Beverages	
679280	BEV - Diet Coke	\$1.25	\$1.25	\$1.25	Rtl Goods	Beverages	
4104	BEV - Espresso	\$1.50	\$1.50	\$1.50	Rtl Goods	Beverages	
4105	BEV - Espresso Dbl	\$1.95	\$1.95	\$1.95	Rtl Goods	Beverages	
	BEV - Evian Water	\$1.50	\$1.50	\$1.50	Rtl Goods	Beverages	
4110	BEV - Fresh Juice	\$2.95	\$2.95	\$2.95	Rtl Goods	Beverages	
4109	BEV - Hot Chocolate Rg	\$1.75	\$1.75	\$1.75	Rtl Goods	Beverages	
0415088004400	BEV - Limonata	\$2.25	\$2.25	\$2.25	Rtl Goods	Beverages	
4118	BEV - Milk	\$1.50	\$1.50	\$1.50	Rtl Goods	Beverages	
4106	BEV - Mocha Latte Rg	\$2.95	\$2.95	\$2.95	Rtl Goods	Beverages	
4107	BEV - Mochaccino	\$2.95	\$2.95	\$2.95	Rtl Goods	Beverages	
4100	BEV - Open Beverage	\$1.00	\$1.00	\$1.00	Rtl Goods	Beverages	
41508800075	BEV - San Pellegrino	\$2.25	\$2.25	\$2.25	Rtl Goods	Beverages	
4108	BEV - Tea	\$1.52	\$1.52	\$1.52	Rtl Goods	Beverages	
4201	CAK - Apple Crumble Cake	\$32.00	\$0.00	\$0.00	Bakery	Cakes	
4205	CAK - Black Forest Cake-	\$32.00	\$0.00	\$0.00	Bakery	Cakes	
4206	CAK - Black Forest Cake-	\$28.00	\$0.00	\$0.00	Bakery	Cakes	
4209	CAK - Carrot Cake- Lg	\$32.00	\$0.00	\$0.00	Bakery	Cakes	
4210	CAK - Carrot Cake- Md	\$28.00	\$0.00	\$0.00	Bakery	Cakes	

# Menu Mix Report

Page 1 of 1  
Monday, December 10, 2001

POS System No: 1

Category	Qty	Amount	% Catg.	Total	Category	Qty	Amount	% Catg.	Total
<b>Beverages</b>					Smoked Ham Brie Sndwch	1	\$5.95	12.75%	1.23%
03961 Bev - Café au Lait	7	\$19.25	17.12%	3.98%	CATEGORY TOTALS	7	\$46.65		9.65%
03962 Bev - Cappuccino	4	\$11.00	9.78%	2.28%	<b>Starch/Veggies</b>				
03964 Bev - Coffee	42	\$63.84	56.78%	13.21%	Potato - Crisp Cake	2	\$7.90	21.70%	1.63%
03970 Bev - Coke	1	\$1.25	1.11%	0.26%	Potato - Lobster Mashed	1	\$5.50	15.11%	1.14%
Bev - Fresh Juice	4	\$11.80	10.50%	2.44%	Veg - Nappa Cabage Roll	4	\$14.00	38.46%	2.90%
03989 Bev - San Pellegrino	1	\$2.25	2.00%	0.47%	Veg - Roasted Antipasto	2	\$9.00	24.73%	1.86%
03991 Bev - Tea	2	\$3.04	2.70%	0.63%	CATEGORY TOTALS	9	\$36.40		7.53%
CATEGORY TOTALS	61	\$112.43		23.26%					
<b>Breakfast/Pastry</b>									
06138 Croissant - Rg	2	\$3.50	26.42%	0.72%					
06141 Croissant Almond - Rg	1	\$1.75	13.21%	0.36%					
06142 Croissant Chocolate	1	\$1.75	13.21%	0.36%					
06181 Scone	5	\$6.25	47.17%	1.29%					
CATEGORY TOTALS	9	\$13.25		2.74%					
<b>Cakes</b>									
Blnd Choco Butter Swirl	1	\$0.99	100.00%	0.20%					
CATEGORY TOTALS	1	\$0.99		0.20%					
<b>Chocolate</b>									
Thomas Haas Large	4	\$7.00	82.35%	1.45%					
Thomas Haas Small	1	\$1.50	17.65%	0.31%					
CATEGORY TOTALS	5	\$8.50		1.76%					
<b>Entrée</b>									
Fillet of Salmon	2	\$17.98	70.57%	3.72%					
Veal Meat Loaf	1	\$7.50	29.43%	1.55%					
CATEGORY TOTALS	3	\$25.48		5.27%					
<b>Pastries</b>									
02905 Apple Crumble	3	\$14.25	6.34%	2.95%					
02881 Berry Tart	2	\$11.90	5.29%	2.46%					
02956 Lemon Tart	5	\$22.50	10.01%	4.66%					
02935 Milk Chocolate Dome	1	\$4.50	2.00%	0.93%					
02955 Milk Chocolate Praline	6	\$35.70	15.88%	7.39%					
02912 Mixed Fruit Tart - 4"	1	\$5.95	2.65%	1.23%					
02895 Open Pastries	11	\$54.40	24.20%	11.26%					
02941 Pear Frangipane Tart	1	\$5.95	2.65%	1.23%					
02961 Pecan Macadamia - 4"	4	\$23.80	10.59%	4.92%					
02889 Rasp Vanilla Bavarian	2	\$11.90	5.29%	2.46%					
02939 Raspberry Symphony	2	\$11.90	5.29%	2.46%					
02883 Tiramisu	4	\$22.00	9.79%	4.55%					
CATEGORY TOTALS	42	\$224.75		46.50%					
<b>Salads</b>									
Cous Cous Salad	1	\$4.95	33.33%	1.02%					
Salad - Indo Cabbage Slaw	2	\$9.90	66.67%	2.05%					
CATEGORY TOTALS	3	\$14.85		3.07%					
<b>Sandwiches</b>									
Charred Flank Wrap Sndwch	2	\$13.90	29.80%	2.88%					
Sandw - Roasted Vegetable	1	\$5.95	12.75%	1.23%					
Sandw-Pastrami Sd Salmon	3	\$20.85	44.69%	4.31%					

## Menu Mix Report

Page 1 of 1

Monday, December 10, 2001

POS System No: 1

Category	Qty	Amount	% Catg.	Total	Category	Qty	Amount	% Catg.	Total
<b>Beverages</b>					02881 Berry Tart	5	\$29.75	5.71%	2.43%
03963 Bev - Aranciata	1	\$2.25	0.95%	0.18%	02882 Chestnut Cake - Ind	8	\$47.60	9.13%	3.89%
03961 Bev - Café au Lait	13	\$35.75	15.17%	2.93%	02956 Lemon Tart	7	\$31.50	6.04%	2.58%
03962 Bev - Cappuccino	5	\$13.75	5.83%	1.13%	02935 Milk Chocolate Dome	5	\$22.50	4.32%	1.84%
03964 Bev - Coffee	84	\$127.68	54.16%	10.45%	02955 Milk Chocolate Praline	7	\$41.65	7.99%	3.41%
03970 Bev - Coke	1	\$1.25	0.53%	0.10%	02912 Mixed Fruit Tart - 4"	3	\$17.85	3.42%	1.46%
03974 Bev - Espresso	1	\$1.50	0.64%	0.12%	02895 Open Pastries	29	\$124.35	23.86%	10.17%
03976 Bev - Evian	3	\$4.50	1.91%	0.37%	02906 Opera Classic	1	\$5.25	1.01%	0.43%
Bev - Fresh Juice	10	\$29.50	12.51%	2.41%	02936 Passion Fruit Charlotte	3	\$17.85	3.42%	1.46%
03969 Bev - Limonata	2	\$4.50	1.91%	0.37%	02941 Pear Frangipane Tart	5	\$29.75	5.71%	2.43%
03988 Bev - Mochaccino	1	\$2.95	1.25%	0.24%	02961 Pecan Macadamia - 4"	7	\$41.65	7.99%	3.41%
03989 Bev - San Pellegrino	2	\$4.50	1.91%	0.37%	02889 Rasp Vanilla Bavarian	6	\$35.70	6.85%	2.92%
03991 Bev - Tea	5	\$7.60	3.22%	0.62%	02939 Raspberry Symphony	4	\$23.80	4.57%	1.95%
CATEGORY TOTALS	128	\$235.73		19.29%	02883 Tiramisu	6	\$33.00	6.33%	2.70%
<b>Breakfast/Pastry</b>					CATEGORY TOTALS	100	\$521.20		42.65%
06146 Chelsea Bun	1	\$1.95	6.91%	0.16%	<b>Salads</b>				
06138 Croissant - Rg	3	\$5.25	18.62%	0.43%	Cous Cous Salad	1	\$4.95	10.00%	0.41%
06141 Croissant Almond - Rg	2	\$3.50	12.41%	0.29%	Salad - BBQ Chicken	6	\$29.70	60.00%	2.43%
06142 Croissant Chocolate	1	\$1.75	6.21%	0.14%	Salad - Indo Cabbage Slaw	3	\$14.85	30.00%	1.22%
Muffin - Reg	3	\$4.50	15.96%	0.37%	CATEGORY TOTALS	10	\$49.50		4.05%
06181 Scone	9	\$11.25	39.89%	0.92%	<b>Sandwiches</b>				
CATEGORY TOTALS	19	\$28.20		2.31%	BBQ Chicken Sandwich	1	\$5.95	9.08%	0.49%
<b>Cakes</b>					Charred Flank Wrap Sndwch	3	\$20.85	31.83%	1.71%
Blnd Choco Butter Swirl	1	\$0.99	0.88%	0.08%	Sandw - Roasted Vegetable	2	\$11.90	18.17%	0.97%
Chocolate Halva Cake - Md	1	\$28.00	24.78%	2.29%	Sandw-Pastrami Sd Salmon	3	\$20.85	31.83%	1.71%
06850 Milk Choc Praline Cake Lg	1	\$28.00	24.78%	2.29%	Smoked Ham Brie Sndwch	1	\$5.95	9.08%	0.49%
Passionfrt Chlt Cake - Md	1	\$28.00	24.78%	2.29%	CATEGORY TOTALS	10	\$65.50		5.36%
Tiramisu Cake - Md	1	\$28.00	24.78%	2.29%	<b>Starch/Veggies</b>				
CATEGORY TOTALS	5	\$112.99		9.25%	Potato - Crisp Cake	3	\$11.85	16.89%	0.97%
<b>Chocolate</b>					Potato - Lobster Mashed	2	\$11.00	15.68%	0.90%
Thomas Haas Large	15	\$26.25	68.63%	2.15%	Scalloped Potatoes	2	\$7.90	11.26%	0.65%
Thomas Haas Small	8	\$12.00	31.37%	0.98%	Veg - Nappa Cabage Roll	7	\$24.50	34.93%	2.00%
CATEGORY TOTALS	23	\$38.25		3.13%	Veg - Roasted Antipasto	2	\$9.00	12.83%	0.74%
<b>Cookies</b>					Veg - Stuffed Tomatoes	2	\$5.90	8.41%	0.48%
06751 Open Cookies	4	\$28.90	100.00%	2.36%	CATEGORY TOTALS	18	\$70.15		5.74%
CATEGORY TOTALS	4	\$28.90		2.36%					
<b>Entrée</b>									
Fillet of Salmon	3	\$26.97	56.28%	2.21%					
Open Entrée	2	\$13.45	28.07%	1.10%					
Veal Meat Loaf	1	\$7.50	15.65%	0.61%					
CATEGORY TOTALS	6	\$47.92		3.92%					
<b>Lunch Other</b>									
Onion/Gruyere Quiche	2	\$11.90	50.00%	0.97%					
Smoked Chkn/Sclln Quiche	1	\$5.95	25.00%	0.49%					
Spinach/Mushroom Quiche	1	\$5.95	25.00%	0.49%					
CATEGORY TOTALS	4	\$23.80		1.95%					
<b>Pastries</b>									
02905 Apple Crumble	4	\$19.00	3.65%	1.55%					

## Sales Report

Page 1 of 1  
Monday, December 10, 2001

Net Sales Summary	
Department	Net Sales
Bakery	\$119.20
Food	\$4.95
Rtl Goods	\$5.99
<b>Total</b>	<b>\$130.14</b>

Sales Tax Summary			
	PST On Sales	GST On Sales	Tax Collected
<b>Totals</b>	<b>\$2.22</b>	<b>\$1.95</b>	<b>\$4.17</b>

**Total of Sales plus Taxes: \$134.31**

Payment Summary				
Transaction	Count	Ideal	Actual	Difference
Cash:	4	\$44.15	\$44.15	\$0.00
Amex:	1	\$5.70	\$5.70	\$0.00
Diners Card:	0	\$0.00	\$0.00	\$0.00
Discover Card:	0	\$0.00	\$0.00	\$0.00
Entertainment:	0	\$0.00	\$0.00	\$0.00
Gift Certificate:	2	\$20.00	\$20.00	\$0.00
Interac:	0	\$0.00	\$0.00	\$0.00
MasterCard:	1	\$35.40	\$35.40	\$0.00
Paid Out:	3	\$19.26	\$19.26	\$0.00
US Funds:	2	\$7.00	\$7.00	\$0.00
US Foreign Exchange	N/A	\$2.80	\$2.80 *	\$0.00
Visa Card:	0	\$0.00	\$0.00	\$0.00
<b>Totals</b>	<b>13</b>	<b>\$134.31</b>	<b>\$134.31</b>	<b>\$0.00</b>
<b>Avg. Receipt</b>		<b>\$10.33</b>		

\* Actual US Foreign Exchange calculated using the present exchange rate

<b>Actual Tender Collected + Paid Out</b>	<b>\$131.51</b>
<b>Actual US Foreign Exchange</b>	<b>\$2.80</b>
<b>Cash (Over)/Short</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$134.31</b>