收据样本 Receipt Samples

	Hibac	hi sup	buffet
	4315 Com	nerce D	r. Suite 420
	Lafaye	tte IN	47905
Tel:	765/838-173	1 Fax	x:765/838-1732
	1	able: 3	32
	(Cust #:	6
02/0	01/13 1	6:49	No.0001
	Serve	r: Ken,	Check
4	Beef		75.80
4	->MISO S	OUP	
3	Chicken		47.85
3	->CEAZA	R SALA	D
2	Jambo Sh	rimp	51.90
2	->SEAFOO	DD SOL	JP
	Subto	tal:\$	175.55
		Tax:	\$11.41
	Servic	e: (20%	\$37.39

Additional Tip:

Total:\$224.35

Suggest Tip(15%) \$26.33

Thank you for coming

Figure 4-0 Dinning In Customer Receipt

Tel:	765/838-1731 Fax:765/8	838-1732
00/	TakeOut(In)	N 0000
02/0	01/13 16:53	NO.0002
	Server: Ken,Chec	k
1	VEGETABLE LO MEIN	6.00
1	ROAST PORK C.M	6.50
1	EGG DROP SOUP	1.50
1	WONTON EGG DROP	2.00
	SOUP	
1	CHICKEN F.RICE	6.50
1	PORK EGG ROLL(EACI	H) 1.52
1	ROAST PORK W.GARL	IC 7.50
	SAUCE	
1	BEEF W. BROCCOLI	8.50
	Subtotal: \$40.0	2
	Total: \$40.	.02
	Thank you for com	ing

Figure 4-1 TakeOut Customer Receipt

	Hi	bachi sup	buffet		
	4315 Co	ommerce	Dr. Suite	420	
	Laf	ayette IN	47905		
Tel:7	65/838-	1731 Fax	x:765/838	-1732	
		Delivery			
		717/555/	1212		
		Steve	Т5		
		09253 Ma	ain st		
	Lafaye	ette	47905		
02/01	1/13	16:53	1	No.0002	
	Se	rver: Ker	,Check		
1	VEGET	ABLE LO	MEIN	6.00	
1	ROAST	FPORK C	.M	6.50	
1	EGG D	ROP SOU	JP	1.50	
1	WONT SOUP	ON EGG	DROP	2.00	
1	CHICK	EN F.RICI	E	6.50	
1	PORK	EGG ROL	L(EACH)	1.52	
1	ROAST	F PORK W	.GARLIC	7.50	
	SAUCE	5			
1	BEEF	W. BROCO	COLI	8.50	
	Su	btotal:	\$40.02		
		Total:	\$40.0	2	
	Than	k you fo	or comin	g	Figure 4-1 Delivery Customer Receip

报表 Report



Figure 5-0 Main Screen Report Button

这一部分允许用户以不同的方式查看报表,有常用报表、服务员报表、其它报表、宽报 表。每一组报表又包含了一些小报表。单击常用报表(figure 5-0),然后在常用报表中你可以看 到有四种报表可以选择:日报表、统计报表、驾驶员报表以及外卖外送收款员报表。

This feature allows a user view a report in different ways. There are general report, Waiter reports, and other reports, Wide Report. Every Group (report) contains more mini-reports. Click on the General report (figure 5-0) and then on General Button and you will see four reports to chose: Daily Report, General Report, Drivers Report and Cashier Report.



Figure 5-1 General Report menus

日报表 Daily report

单击日报表按钮,然后将会出现一个弹出窗口,选择一个类型查看某个日期的报表。Click on Daily report and small window popup. Type a date to see a report on this day(Figure (5-2).



Figure 5-2

单击打印/预览按钮, 然后将会显示一个报表(Figure 5-2a) Click Print/Preview and a report will show up. (Figure 5-2a)

Print time: 12/01/2003 02:03:26 PM

General Report

12/01/2003 : All Day

Description	Amount				
Net Sales	\$365.45				
Тах	\$21.17				
Gross	\$386.62				
Balance	\$289.34				
Total Amount	\$386.62				
Total Cash	\$97.28				
Net Cash	\$97.28				
Total Table	\$350.39				
Cash	\$97.28				
2					
22					
Total T&D	\$36.23				

Figure 5-2a

统计报表 General report

1 统计报表:提供关于某段时期已经销售的钱数及订单数的统计,这使用者可以选择某一段时期及统计报表的类型(Figure 5-3, 5-4)来查看报表 Offers General report: Offers you the general information on how much money you have made and how many orders have been taken on each type of food during the period. The user can select a date and the type of general report. (Figure 5-3, 5-4)

2 所有的报表将会被打印出来,通过单击这个打印按钮,如图(figure5-2b) All the reports can be printed out at any time by click on the printer image (figure5-2b..

Print Preview		×
	100% 💌	1

Figure 5-2b

所有统计报表:按时期段提供给你统计报表。**All General Report:** Offer you the general report by period.

				G	en	erall	All	Re	epo	rt				
		Beg	jin D	ate						Er	nd Da	ate		
	Dec 20	003	Dec		• 2	003 💌		C)ec 20	003	Dec			2003 💌
Sı	n Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6		30	1	2	3	4	5	6
7	8	9	10	11	12	13		7	8	9	10	11	12	13
14	15	16	17	18	19	20		14	15	16	17	18	19	20
21	22	23	24	25	26	27		21	22	23	24	25	26	27
28	29	30	31	1	2	3		28	29	30	31	1	2	3
4	5	6	7	8	9	10		4	5	6	7	8	9	10

Figure 5-3 (选择日期)

F10III.1 1/05/200.	J TU. TZ/UZ/ZUUJ
Description	Amount
Net Sales	\$764.51
Tax	\$44.29
Gross	\$808.80
Balance	\$703.67
Paid Out	\$4.00
Total Amount	\$804.80
2	
Total Cash	\$105.11
Net Cash	\$105.11
Total Table	\$458.14
Cash	\$105.11
10	
Total T&D	\$350.64

Figure 5-4

服务员报表(服务员) Waiter Report (Waiter)

1 服务员报表:按照服务员名子产生报表(),你可以打印任何一个服务员报表并且可以看到

他的所有工作信息。**Waiter Report**: report sort by waiter name. (Figure 5-5). You can print any waiter report and see all information about employee's work (Figure 5-5a).

Tain Menu	Art & Article of		×
General	Waiter	Ţip	
	Login/Logout	Select Waiter For Waiter Report	Remak: .unch:08:0016:30 inner:16:3024:00
Waiter	The De De De D	Print ID Name ▶ Print 001 Super,Man	
			- C Lunch - C Dinner
Others			• All Day
			-
ide Report			
			Quit
In	foserve Technologie	5	
	718-326-8888 www		×

Figure 5-5

01/0	5/13					18.42
01/0	0110		Waiter F	enort		10.42
			vvaller r	run		
			01/0	5/13		
			001:Ker	r,Checl	K	
		2	Cas	h: 130	1.00	
		4 C	credit Ca	rd: 291	7.86	
			Total	: 4218	.86	
	1	Total	Reven	ues: 42	18.86	
		Auto	Gratuit	ies: 11	8.00	
		Ser	vice Ca	sh: 28	6.20	
		Se	rvice Of	her 48	02	
		C.	sch Salo	e. 1301	00	
		000	Tine+Ce	a. roor	188 0	2
		.622	TIPSTOR	IVICE.	-100.0	6
			Jash Du	e: 1134	.98	-
	S	itatis	sitcal Inf	ormatio	on	
	1	Total	Reven	use: 42	18.86	
			Che	cks:	4	
			Custom	ers:	24	
		A	vg Chec	ks: 10	25.22	
			Ava Cu	st: 17	0.87	8
		Tot	al Delet	ion:	0.00	1
		O	nen Che	cks :	0	
		Iner	Chacks	Amt	0.00	
	n	ETA		DEDI	STIN	
Ord	# Tim	a Thi	Amt	Pmt	Tin	Service
0004	40.50	22	E04.00	Cash	ΠP	VOIVICO
0001	16:53	32	501.00	Cash		
0000	12.57	22	900.04	Cred		206 20
0002	12:07	23	047.40	Cash		280.20
0004	12.00	21	917.19	Cred		286.20
0004	13:06	21	200.12	Cred	110.00	48.02
0005	18:42	31	120.01	Cred	118.00	

Figure 5-5a Waiter Sales Report

Login & Logout Report From:01/01/13 To:01/13/13 Detail

001	Check,Ken	:	\$0.00/Hr
01/02/13	L 11:03	17:11	6.13Hrs
01/03/13	L 11:02	15:02	4.00Hrs
	D 16 03	21:03	5.00Hrs
01/05/13	L 11:08	15:08	4.01Hrs
	D 16:09	20:10	4.00Hrs
01/06/13	L 11 10	15:11	4.00Hrs
	D 16:11	20:11	4.00Hrs
01/09/13	L 11:11	17:12	6.01Hrs
01/10/13	L 11:02	17:03	6.01Hrs
01/12/13	L 11:03	15:03	4 00Hrs
	D 16:04	20:04	4.00Hrs
01/13/13	L 11:04	15:04	4.00Hrs
	D 16:05	20:05	4.00Hrs
Total Lun	ch Time(Hrs)		38.16
Total Din	ner Time(Hrs)	1	21.00
Totai Wa	ge(\$)		an and a state of the state of

Figure 5-5a Waiter Sales Report

Waiter (Tip Report)

2 It shows the tip on each table or each invoice. Click on the tip button in Waiter report to choose a day you wish to see tip report.(Figure 5-6, 5-7). Click Preview/Print to see report.

General Image: Solution 2003 (Solution 2003) Waiter Image: Solution 2003 (Solution 2003) Waiter Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003 (Solution 2003) Image: Solution 2003	
General Select Date Range for Tip Report Naiter Dec 2003 Dec 2003 Sun Mon Tue Wed Thu Fri Sat 1 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 200 21 22 23 24 25 26 27	
General Select Date Range for Tip Report Waiter Dec 2003 Dec 2003 Waiter Sun Mon Tue Wed Thu Fri Sat 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 Sun 19 20 20 20 3	
General Select Date Range for Tip Report Tip Report Dec 2003 Dec • 2003 • Waiter Sun Mon Tue Wed Thu Fri Sat 30 Sat 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27	
Sun Mon Tue Wed Thu Fri Sat 30 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27	
Sun Mon Tue Wed Thu Fri Sat 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27	
Sun Mon Tue Wed Thu Fri Sat 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27	
Sun Mon Tue Wed Thu Fri Sat 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27	
7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27	
14 15 16 17 18 19 20 21 22 23 24 25 26 27	Done
21 22 23 24 25 26 27	
Others 28 29 30 31 1 2 3	
4 5 6 7 8 9 10	
Nide Report Preview/print Print Quit	

Figure 5-7

其它报表: Other Reports

图表 5-8 显示了一些其它报表,因为你可以用不同的方式看到所有信息。Figure 5-8 shows a many other Reports so you can see all information in many different ways.



Figure 5-8

1	账单 Invoice	组合并显示不同类型的账单,你可以列出外卖、外送、堂吃、支付或列出所有。 Group and report different type of invoices. You can list by take out, by delivery, by eat in, by pay out or list all.
2	代用券 Gift	当你支付一个账单时,除了用现金、信用卡、支票,还可以使用代用券。下面这个报表就可以查看以代用券支付方式的账单(figure 5-9)。 When you pay a bill, besides pay by cash, by credit, by check, there is a selection for pay by gift card. The following report records the payment by gift card.(figure 5-9)
3	分类报表 Group	它将按分类信息产生报表,这些分类信息是由管理员来定义的,(如:饮料、啤酒可以分成为一个类) It shows a items report sorted in many groups defined by the manager,(for example: drink and beer can be in one group)
4	删除的菜 Void	提供显示已经删除的菜的信息 offer information on void food items
5	月报表 <mark>Monthly</mark>	按月提供一月的所有的销售报表信息并且累积整年的全部收入,单 击月报表按钮然后输入一个你想打印的年的数字,单击打印按钮来 打钮一个报表。单击退出按钮退出打印。 Offers you the total sale report in each month and the cumulated gross income you have made in this year. Click on the paper sign select the number of copy you wish to print out. Click on the printer sign to print the report. Click on the book sign to close the window. (Figure (5-11)

Detail	始日期和结束日期(figure 5-10)。 Offers you the information more detail to each food item. By viewing this report, the manager will know what kinds of foods are more welcomed by the customer. The manager will define the beginning date and the ending date for the report.(figure 5-10)
支票	显示或打印一个支票清单。
Check	show or print a list of paid check

免税 Tax Exempt

7

8

这个报表将会显示免税的账单 It shows a report about exempted tax bills



外卖及外送报表 Take out and delivery report

10 现金 Take Cash

显示现金支付报表 Show the report for petit cash.

 Gift Report

 11/17/2002

 Invoice Date:11/17/2002

 0012
 E
 123456789
 42.27

 0013
 T
 987456321
 19.42

 Total:
 61.69

Figure 5-9

12/01/20	03 02:35:15 PM	page	e:1	Print Preview	×				
DE	TAIL SALES R	EPORT	(No Tax)		🗵 100% 💽 📭 🎒				
F roi	m: 12/01/2003 1	Го: 12/01	/2003	08/20/2001					
				MONTHL	Y REPORT FOR YEAR:				
ltem	i Desc	ription		200	01				
	U/Price	Qty	Amount	MONTH	SALES AMOUNT				
D001	MISTICANZA		274	Janurarv	34315.28				
	5.95	1	5.95	Febuary	40262.86				
D002	INSALATA CE	SARE		March	42217.60				
	6.50	3	19.50	April	11/35/52				
D003	BEEF			Артії	53503.02				
	19.00	3	57.00	iviay	53583.80				
D009	INSALATA DI PESCE			June	48524.00				
	9.95	1	9.95	July	11047.30				
D010	SALMONE MARINATO			August	6267.33				
	8.95	5	44.75	September					
D011	SALMONE MARINATO 8.95 2 17.90 TERINA VEGIC CAPRINO			October					
				November					
D013				December					
	7.75	1	7.75	YEAR TOTAL:	247653 69				
D014	IMPEPATA C	oz von	Э	12AK 101AL: 24/003.09					
	8.95	1	8.95	£	1 (
D022	PAPPARDE F	RAGU D'	Ą	figure 5-1	i (monthly report)				
	14.50	2	29.00						
	Figu	ire5-1	0						

宽报表(内勤) Wide Reports (Back Office)

图表 5-12 显示了宽报表部分。 Figure 5-12 shows reports from Wide Report section.



Figure 5-12 Back Office Report menus

FIINC	Date: 03/26/03	7633	SALES	REPORT			
		From: 0	3/25/03	To: 03/25/03			
			്ചെ				
AYM	ENTS		ſ	CASH TRAY TOTAL	LS		
	Cash:	2933.46		Table Sales	In: In: S In:		
	Credit Card:	11779.55		Bar Sales Carry_out Sales			
	Manager Comp:	0.00	1	Gift Sales	In:		
	Travel Check:	100.00	14	Total sales	s In		
Gift	Ceritificates:	85.94	16	Sushi Bar T	ips:		
	Pheonix:	0.00	- T. D	Cash Paid Other Paid	l out: ld in: ance \$		
т	otal Payments:	14898.95	t.	Cash Balan			
			-16	Actual Cash T Travel Che	ry \$ ck \$		
			L.				
SALE	S			Co. Sec.			
	Table: \$	12658.62					
	Bar: \$	795.89		Lunch: \$	1790.21 12149.95		
	Carry Out: \$	1444.44		Dinner: \$			
tion ()	Gift Sales \$	0.00		Midnight: \$	958.79		
999 1	TOTAL SALES: \$	14898.95	in i	TOTAL SALES: \$	14898.95		
			18. S. L. L.	the second			
Gr	oup Amount	Percent	т	ax			
BEER	\$797.80	5.62%	\$39.	89			
BEVERAG	GE \$425.50	2.99%	\$21.	28			
FOOD	\$11831.75	83.27%	\$591.	59			
LIQUOR	\$394.75	2.78%	\$19.	74			
WINE	\$758.25	5.34%	\$37.	91			
	Total: \$14208.05		\$710.	41			

Discount Amount: 18.87 Discount Tax: Total Amount: \$14189.18 Total Tax: \$709.47

Figure 5-11a Sample Sales Report

1	销售 Sales	这个报表将会按支付方式(现金)、类型(外 卖)及时间(午餐)显示 This report shows the information by payments (cash-credit), type (tables-takeout) and time (lunch- dinner).
2	员工 Employee Activity	显示所有员工的工作信息 Report all about actions done by any employee.
3	折扣 Discount	显示所有关于有折扣的订单和菜。 Report about Invoice and items discount
4	删除的菜 Item Void	显示所有已经删除的菜 Report the items voided.
5	年销售 Year Sales	统计每个月的销售(一月 → 十二月) Totalize every month sales. (Jan-dec).
6	菜单项 年销售 Year Item Sales	显示这些菜单项在一年内的销售量 Shows the items have been sale in one year.

7	Reserve status	Print the reservation information status.					
8	支付 Payment	显示所有已经支付的账单 Invoices have been paid by period. 分析每一个食物菜单项,显示每一种菜项一年有					
9	菜单项分析 Item Analyze	销售多少及销售了多少钱,为了分析每一个菜单 项,你可以将多个菜单项组成一组并打印出来。 这是非常有用的对管理者控制库存购入和出售 Analysis on each food item, display how many Qty has been sold and how much money has been collected. For analyzing an items from food category. You can group items and print a report. Very useful to control in & out for inventory control.					
10		(Figure 5-13) 显示客户信息(图表 5-14)。提供客户信息搜 索、编辑及添加功能。					
10	各尸标签 Customer label	Show customer information (figure 5-14) Offer the edit and search function to create customers labels					
11	每周销售 weekly sales	一周销售统计(周一→周日) Sales totalize by one week (mon-sun).					
12	月销售 month sales	一月销售统计(1 号→30 号) Sales made in one month. (1 – 30)					
13	菜单项月销售 month item sales	显示一个菜项在一个月内的销售例表。 Shows the list of the items sold in one month.					
14	驾驶员报表 Driver report	显示外送司机工作日志。 Shows the activity by driver. (delivery)					

Category	Seq	Group	-	Sele	c Item	Description	-
APPT	01				D001	MISTICANZA	
PASTA	03				D002	INSALATA CESARE	
ENTREE'S	05				D004	INSALATA BOCCA	- 32
SOUP	07				D005	INSALATA DE CASA	
SALADS	08				D006	BRUSCHETTA PO FR	
VEG	09				D007	CALAMARI FRITTI	
SOFT DRINK	11				D008	ZUPPA DEL GIORNO	
DRINK	13				D011	SALMONE MARINATO	
DELI CH	14				D012	POLENTA TEGAMINO	
DD1	15				D013	TERINA VEG C CAPRINO	
DD02	17				D014	IMPEPATA COZ VONG	
BEER	19				D015	ANTIPASTO TO DI SARA	
					D009	INSALATA DI PESCE	
					D010	SALMONE MARINATO	
					3		
				1.55	1	ф. Ф	
			-				
							_

Figure 5-13

	Phone No:		From:	1 1		To:	Г	1 1				
	Zip Code:		From:	-	- To: -							
	Last date:		From:	1 1	/ To: / /							
	Times:		From:	0		To:	To: 0					
	Purchase:		From:	0.00		To: 0.00			00			
П	Phone	Ext	Name	Addre	ss	City	state	Zip	F/date	L/date	Purchase	Times
	217/449/3345		MELANIE	8TH AND BEI	8TH AND BENTON		IL	61455	11	11	0.00	0
	217/449/3403		DENNIS	RR	RR		IL	61455	11	11	0.00	0
	309/254/3220		DEAN	202 N PRICE	202 N PRICE ST		IL	61455	11	11	0.00	0
	309/254/3247		CHRIS	103 S COWD	EN ST	MACOMB	IL	61455	11	11	0.00	0
	309/254/3319		ROBERT	306 S PRICE	ST	MACOMB	IL	61455	11	11	0.00	0
	309/254/3390		CHRIS	201 W HICKO	RYST	MACOMB	IL	61455	11	11	0.00	0
	309/254/3419		ANGELO	305 S PRICE	305 S PRICE ST		IL	61455	11	11	0.00	0
	309/254/3474		GREG	204 E MCGO	204 E MCGOWEN ST		IL	61455	11	11	0.00	0_1
	200/254/2400				חכ	Імасомв	lu –	81466	11.1	11.1	l 0.00	 ▶
	Process Print Exit Restore											

Figure 5-14 Customer label (客户信息)