

SubwayPOS User Manual

Rev. 4.0
March 2014

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Technical Support

FC:	7, 1, 102, 12300
DSH:	7.1.102.12301
OS:	Windows 7 Service Pack 1
SPM:	7.1.30.6
ESET:	Undefined
<hr/>	
POS Opened for:	Mon 1/20
System Date/Time:	02/17/2014 14:05:30
SubEx Update Status:	Not Installed
Help Desk Phone:	1 800-888-4848 x 4767

Close

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Home Screen

The home screen contains buttons for access to the POS system as well as restaurant functions (cash, operations, labor, inventory, and utilities).

Menu Status: 1 Up to date

Welcome to SubwayPOS. 2

Time Punch

Restaurant Functions

Support Screen

Ring Sales

Productivity		
PERIOD	CURRENT	4 WK AVG
DAY	0.00	0.00
WTD	0.00	0.00

3

4

SubwayPOS Home

SubEx	Store #	Business Date	System Date/Time
●	1	Mon 1/20	Fri 2/7 11:08:45 AM

Home Screen Key

- 1 The menu status line indicates whether the menu is up-to-date or if there is a menu ready for publishing.
- 2 A message box displays any system messages from either POS or SubEx.
- 3 The productivity pane shows the current productivity as well as the four-week average for the current day as well as week-to-date.
- 4 The status bar appears at the bottom of almost all screens and contains the information described below.

Status Bar

SubwayPOS Home	SubEx ●	Store # 1	Business Date Mon 1/20	System Date/Time Fri 2/7 11:08:45 AM
----------------	------------	--------------	---------------------------	---

- The active screen title appears in the left of the status bar.
- The SubEx status indicator has the following options:
 - Indicates that POS is properly connected to SubEx and you can publish and transmit week data.
 - Indicates that there is no communication between POS and SubEx; call the help desk immediately for assistance.
- The store number indicates which store number for this POS. This is helpful anyone connecting via Teamviewer to ensure they are connected to the right store.
- The business date indicates on which date all sales and inventory transactions are occurring; this may be different than the system date.
- The system date and time indicates the current date and local time as configured by Windows.

Log in Procedure

To use most features, any user below the role of owner must be punched in. The only exception to this is the support screen. See the following page for the procedure to punch in/out.

1. Press Time Punch, Ring Sales or Restaurant Functions on the home screen to initiate the log in procedure.
2. The log in screen opens.
3. Enter your user ID and password and press Enter to complete the function.

If you are not an owner, a message appears stating You need to clock in before you may continue. Would you like to clock in now? Answering Yes takes you to the clock in screen. Answering No closes the message and returns you to the home screen.

User Id <input type="text"/>	7	8	9	Back
Password <input type="text"/>	4	5	6	Tab
	1	2	3	Enter
	ABC	0	.	
		Ok		Cancel

Time Keeping Functions

This section explains the clock in/out procedure as well as how to review and edit time punches and generate weekly time clock reports for payroll.

Clocking In and Out

Records the time the employee punched in and the time the employee punched out. If an employee has not clocked out by 2:00 AM, the system will automatically clock the employee out. If the restaurant is Opened 24 Hours or After 2:00 AM, the system will also automatically clock him/her back In, if the 24-hour box is checked on the Store Hours screen.

Note For details on how to activate/deactivate the 24 Hour function, see Store Options in this document.

Clocking In

1. Press Time Punch on the home screen and log in. The clock in/clock out screen displays.
2. Press Clock In. The clock in time appears as shown here.

User: James Owner
Labor Date: 02/17/2014

Type	Date	Time
	02/17/2014	05:34 PM
	02/17/2014	05:35 PM

Total Hours: 0.02

Buttons: Clock In, Clock Out, Print, Close

Clocking Out

1. Press Time Punch on the home screen and log in. The clock in/clock out screen displays.
2. Press Clock Out to clock out. the clock out time appears below the last clock in time as shown here.

Printing or Saving

1. Press Print to view the time punch report screen.
2. Press Print again to send the report to the printer.
3. Press Save to save the report as a file.
4. Press Close to close the time punch report screen and Close again to return to the home screen.

Subway Store # 39407
9201 S Dadeland Blvd. Suite 13
786-670-0042

Time Punch Report

Business Date: 10/11/2012
Employee: Sherman Potter

Clock In: 8:30 am
Hours Worked Today: 0.00
Hours Worked This Week: 4.88
Printed on: 10/11/2012 8:30 am

Buttons: Load, Print, Save, Close

Reviewing/Editing Time Clock Entries

This function allows you to view and edit time punch data for any employee.

1. Press Restaurant Functions on the home screen, log in, and press Labor.
2. Press Time Clock Review.

Week Ending Date: 2/25/2014 **View All Employees** **Select an Employee**

EMPLOYEE NAME	WED 2/19	THU 2/20	FRI 2/21	SAT 2/22	SUN 2/23	MON 2/24	TUE 2/25	TOTAL
Cashier, Jane 40-Cashier	IN OUT Hours: 0.00	IN OUT Hours: 0.00	IN OUT Hours: 0.00	IN OUT Hours: 0.00	IN OUT Hours: 0.00	IN OUT Hours: 0.00	IN OUT Hours: 0.00	0.00
Employee, Ja 30-Employee	IN OUT Hours: 0.00	IN OUT Hours: 0.00	IN OUT Hours: 0.00	IN OUT Hours: 0.00	IN OUT Hours: 0.00	IN OUT Hours: 0.00	IN OUT Hours: 0.00	0.00
Manager, Jan 20-Manager	IN OUT Hours: 0.00	IN OUT Hours: 0.00	IN OUT Hours: 0.00	IN OUT Hours: 0.00	IN OUT Hours: 0.00	IN OUT Hours: 0.00	IN OUT Hours: 0.00	0.00
Owner, James 10-Owner	IN OUT 08:58 02:00^	IN OUT Hours: 0.00	IN OUT Hours: 0.00	IN OUT Hours: 0.00	IN OUT Hours: 0.00	IN OUT Hours: 0.00	IN OUT Hours: 0.00	17.02
Supervisor, J 30-Supervis	IN OUT Hours: 0.00	IN OUT Hours: 0.00	IN OUT Hours: 0.00	IN OUT Hours: 0.00	IN OUT Hours: 0.00	IN OUT Hours: 0.00	IN OUT Hours: 0.00	0.00
TOTAL HOURS	17.02	0.00	0.00	0.00	0.00	0.00	0.00	17.02

^ Indicates system time punch.
* Indicates a user-edited time punch.

Close

Weekly User Clockings **Owner, James** SubEx Store # 1 Business Date CLOSED System Date/Time Tue 2/25 12:14:18 PM

3. Use the Week Ending Date navigation bar to select the week ending date of the week to be reviewed.

Week Ending Date:

2/25/2014

4. Press either View All Employees or press an employee and select the desired employee from the dropdown list.
5. Find the employee and then the day with the punches that need to be edited. Press the punch to be edited.
6. The time punch edit screen for the selected employee and date opens showing the selected time punch.
7. Choose the clock in to be edited by selecting either the hour or the minutes in either the In or Out column.

Employee Name **Owner, James** Labor Date **02/19/2014**

IN	OUT			
08:58	02:00	7	8	9
		4	5	6
		1	2	3
		Clear	0	00

Hours: **17.02**

Save Cancel

Adjust User Clocking **Owner, James** SubEx Store # 1 Business Date Tue 2/25 System Date/Time Sat 2/21 11:12:38 AM

8. Use the up/down arrows to increase or decrease the selected hour or minute value, or use the on screen keypad or attached keyboard. Time values are entered in 24-hour format (e.g. 10:00 PM is entered as 22:00).

An entire line of Clock In/Clock Out values may be deleted by pressing Delete; or an entirely new line added by pressing Add.

Note that the "total hours" worked by the selected employee for the selected day are displayed in decimal fractions of an hour at the bottom of the screen; and that this value changes when the time is edited. For example, 1 hour and 30 minutes is displayed as 1.50 hours, which is 1½ (or 1.50) hours.

9. When completed, press Save to save the changes, close the screen and return to the main Time Punch Edit screen. Note that edits now appear in red with an asterisk (*) after each edited time.
10. Press Close to end this procedure and return to the main Labor screen.

Note For system clock outs and clock ins (if 24 hour box is checked in Store Options) at 2:00 AM, these punches will appear with a blue background and a caret (^), like this 02:00 ^.

Weekly Time Punch Report

This report can be used to see which employees time punches, as well as the hours for any Business Week selected that is available on the system.

1. Press Restaurant Functions on the home screen, log in, press Labor, and press the Weekly Time Punch Report button. The Time Punch Report screen opens, showing each employee's time punches for the business week (default is current business week) with the total hours the employees have logged each day.
2. The total number of hours worked (sum of all employees' time) is shown at the bottom of the Hrs Wrkd column.

Employee Name	09-18-2012 Wednesday	09-19-2012 Thursday	09-20-2012 Friday	09-21-2012 Saturday	09-22-2012 Sunday	09-23-2012 Monday	09-24-2012 Tuesday	Hrs
Burns, Frank 35-Supervisor	18:21 - 02:00*						07:40 - 07:45	9.80
Total	9.65	0.00	0.00	0.00	0.00	0.00	0.15	9.80
Houlihan, Margaret 35-Supervisor						09:38* - 10:44* 11:01 - 02:00*		17.12
Total	0.00	0.00	0.00	0.00	0.00	17.12	0.00	17.12
Mullins, Francis 40-Cashier		07:58 - 02:00*						18.88
Total	0.00	18.88	0.00	0.00	0.00	0.00	0.00	18.88
O'Reilly, Walter 50-Employee	18:00* - 22:01*							4.82
Total	4.82	0.00	0.00	0.00	0.00	0.00	0.00	4.82
Rienck, Benjamin 40-Cashier	18:20 - 02:00*	10:20 - 02:00*				10:38 - 02:00*		40.83
Total	9.67	15.60	0.00	0.00	0.00	15.37	0.00	40.63
Polter, Sherman 25-Manager						10:40 - 02:00*		15.33
Total	0.00	0.00	0.00	0.00	0.00	15.33	0.00	15.33
Hours Worked	23.33	34.48	0.00	0.00	0.00	47.82	0.15	195.78

* Indicates system time punch.
* Indicates a user-edited time punch.

3. Use the calendar function Week Ending Date to select the week ending date for the report of a week other than the current one, then press Load.

4. On the report screen, use the report screen toolbar to move through and/or zoom in on the report.

5. Press Print to print the report to a printer other than your receipt printer.

6. Press Save to save the report. A message providing the filename and location appears when the report is saved.
7. Press Yes to view the saved file in Adobe Reader; or press No to continue.
8. Press Close to close the screen and return to the main Labor screen

Support Screen

The support screen provides the help desk phone number as well as important information required by the help desk to assist you.

1. On the home screen, press Support Screen.
2. Provide the help desk with any information requested from this screen.
3. Press Close to exit this screen and return to the home screen.

FC:	7, 1, 102, 12300
DSH:	7.1.102.12301
OS:	Windows 7 Service Pack 1
SPM:	7.1.30.6
ESET:	Undefined
POS Opened for:	Mon 1/20
System Date/Time:	02/17/2014 14:05:30
SubEx Update Status:	Not Installed
Help Desk Phone:	1 800-888-4848 x 4767

Close

Restaurant Functions

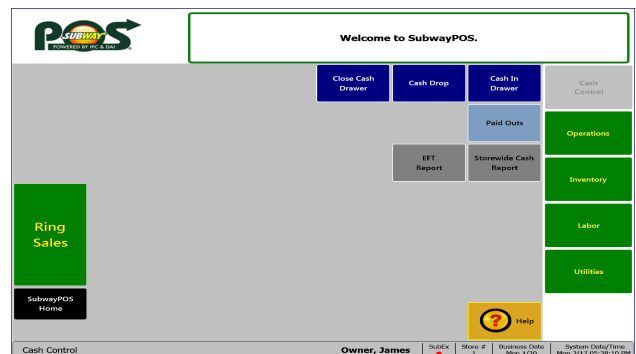
Restaurant functions contain all screens used for SubwayPOS management not included in the ring sales functionality. This section presents the following topics:

- [Cash Control Screen](#)
- [Operations Screen](#)
- [Inventory Screen](#)
- [Labor Screen](#)
- [Utilities Screen](#)
- [Help Screen](#)

Cash Control Screen

The Cash Control screen contains the functionality to open and close the cash drawer, make cash drops, record cash used from the register to make local purchases and generate daily reports, each as outlined in the sections below.

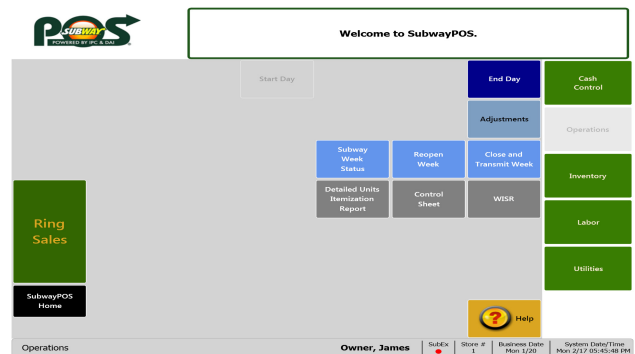
- is used to close the cash drawer against further sales entries either at the end of a shift or at the end of the day.
- is used to record the removal of excess cash from the drawer to the safe.
- is used to open the cash drawer at the beginning of a shift, if the drawer was closed at the end of the previous shift. It can also be used to record midday bread counts or cash-in-drawer checks throughout the day.
- is used to record the use of cash from the drawer that is used to make local purchases.
- generates a report to show all non-cash electronic transactions during the day.
- generates a report to show all transactions and carrier usage information for the day.



Operations Screen

The Operations screen contains the functionality to start and end the business day, make adjustments to recorded information, manage the subway weeks and generate reports, each as outlined in the sections below.

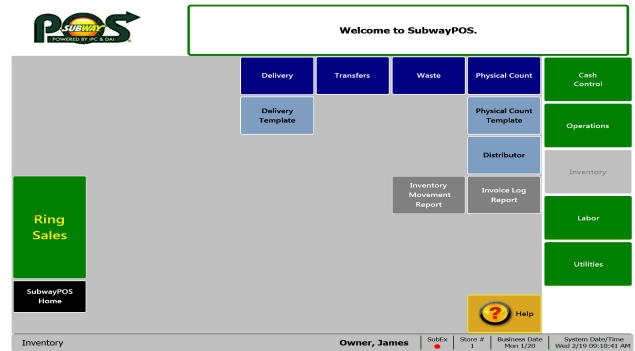
- is used to start a business day.
- is used to end a business day.
- is used to edit previously created entries for:
 - Cash in drawer
 - Cash drops
 - Close cash drawer
 - Finish waste
 - Paid outs
 - Bread credits
- is used to view the status of the current and previous five weeks.
- is used to open the last closed business week only.
- is used to transmit the weekly sales and inventory report (WISR) to FWH.
- is used to close the current business week.
- generates a report showing what inventory units were used on any given business day.
- generates a report showing the key indicators for the business week.
- generates the weekly sales and inventory report.



Inventory Screen

The Inventory screen contains the functionality used to Manage Inventory and Waste.

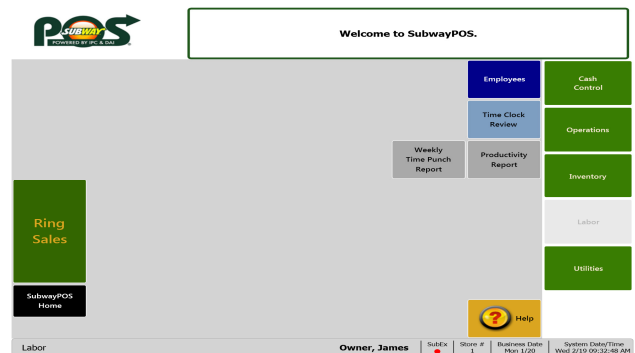
- is used to record deliveries from all suppliers and distribution centers into the inventory database.
- is used to record transfers between Subway restaurants, both in and out.
- is used to record all waste not previously recorded using bread credits or finished waste.
- is used to record all inventory counts, regardless of frequency.
- is used to create or modify templates used for physical counts and waste.
- is used to create or modify distributors, suppliers and other Subway restaurants used in transfers.



Labor Screen

The labor screen contains the functionality used to manage employee labor records.

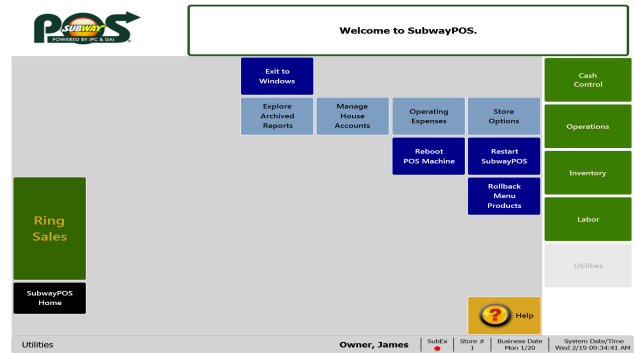
- is used to enter new employees or modify the records of existing employees.
- is used to review and edit employee time punches.
- generates the employee time punch report for a business week; this is normally used for payroll.
- generates a report that shows restaurant productivity on an hourly basis for any given business day.



Utilities Screen

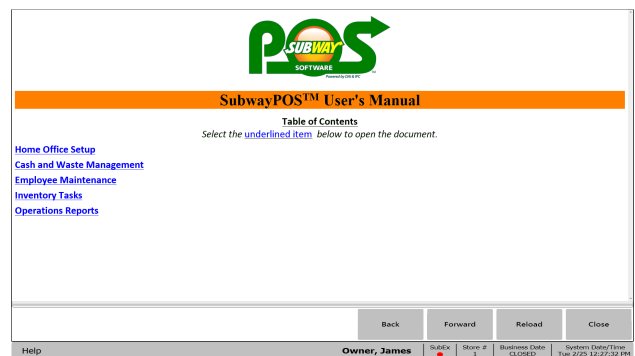
The utilities screen contains functionality used to manage restaurant data and deal with computer tasks.

- Closes SubwayPOS and returns to the Windows screen.
- is used to create and modify house accounts.
- is used to record the weekly operating expenses used in the WISR and Control Sheet reports.
- is used to enter the restaurant number, address, phone and email; as well as to set the store operating hours.
- is used to reboot the computer.
- is used to restart SubwayPOS without rebooting the computer.
- is to be used only if asked by the help desk personnel.
- is used to return the menu to the menu used before the last publishing.



Help Screen

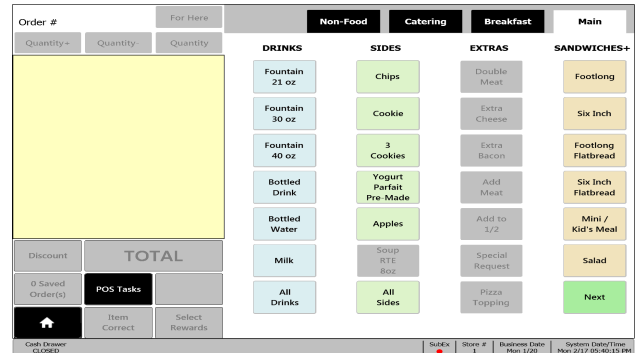
The help screen provides access to this user manual.



Ring Sales (Cash Register) Functions

The ring sales portion of SubwayPOS contains all functions required to place and accept payment for orders, apply discounts, save and find orders, manage Subway cash cards (points and cash), reprint receipts, enter finished waste and bread credits, void transactions and perform refunds.

1. Press Ring Sales on the home screen and log in.
2. The ring sales functionality is divided into five screens:
 - The Main Screen is the default screen displayed when you press Ring Sales on the home screen and contains food and drink items available all day.
 - The Breakfast Screen contains only breakfast food items and drinks.
 - The Catering Screen contains all items associated with catering orders (platters, giant subs, boxed lunches, etc.).
 - The Extras
 - Trays
 - Non-food Screen contains all non-food related items available for sale in your restaurant; particularly Subway Cash Cards and the Kid's Toy Pak.
 - The POS Tasks Screen provides access to tools you may use to do additional tasks not part of the other four ring sales screens.



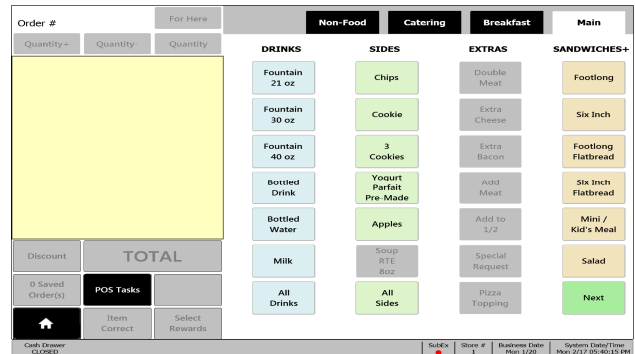
In addition to these brief descriptions of the available screens, this section also presents these major topics:

- Entering Orders
- Tendering Orders
- Managing Subway Cash/Reward Cards

Main Screen

The main screen which contains all the items normally associated with being available all day is the default screen when entering ring sales.

- The list of sandwich types is available under the heading SANDWICHES+. Press Next to see more sandwich type options. Press Back to return to the previous menu.
- The list of extras is available under the heading of EXTRAS. The list of extras is active only after a sandwich has been selected.
- The list of sides is available under the heading of SIDES. Press All Sides to view a complete selection of side options.
- The list of drinks is available under the heading of DRINKS. Press All Drinks to view a complete selection of drinks.

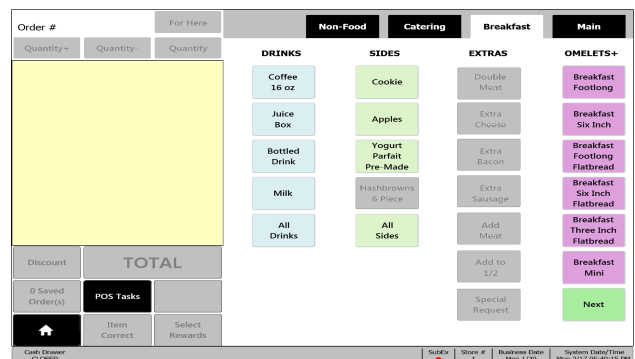


Breakfast Screen

The breakfast screen contains all Items associated with a Subway breakfast. Press the Breakfast tab to change to the breakfast screen and note the following:

Press Next to see more breakfast sandwich type options. Press Back to return to the previous menu.

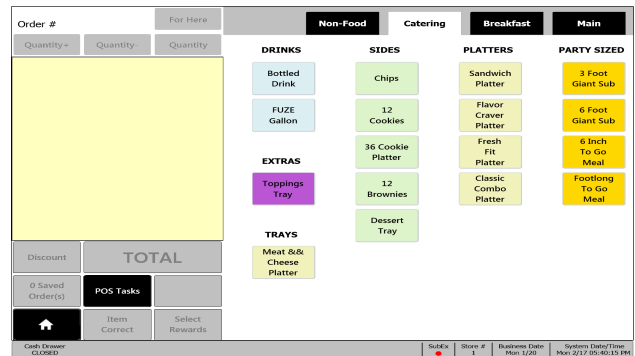
- The list of sandwich types available under the heading OMELETS+.
- The list of extras available for breakfast menu items.
- The list of sides available. Press All Sides to view a complete menu of side options.
- The list of drinks available. Press All Drinks to view the complete drink menu.
- The list of available extras is active only after an omelet has been selected.



Catering Screen

The catering screen contains all items associated with catering orders. Press the Catering tab to change to the catering screen with the following items available for catering:

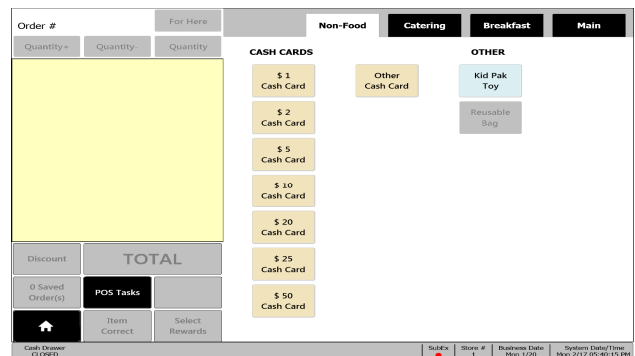
- Party subs
- Platters
- Sides
- Drinks
- Extras
- Trays



Non-food Screen

The Non-food screen includes Subway Cash Cards and Kid's Pak Toy. Press the Non-Food tab to change to the non-food screen and note the following:

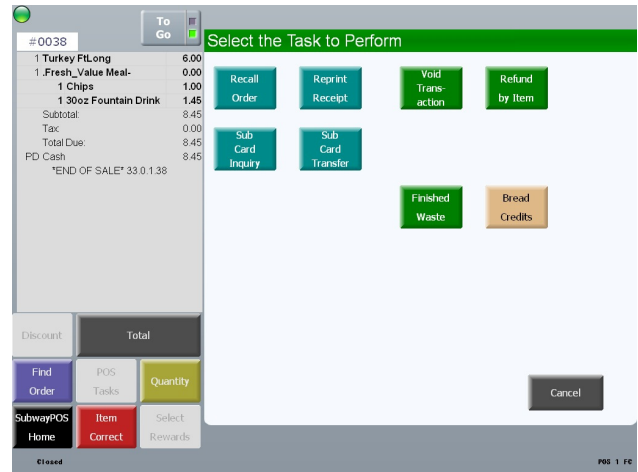
- The list of default Subway Cash Card values are under the column heading CASH CARDS.
- The Other Cash Card button is used for an amount that isn't listed to be added to a card.
- The Kid Pak Toy and reusable bag are under the column heading of OTHER.



POS Tasks Screen

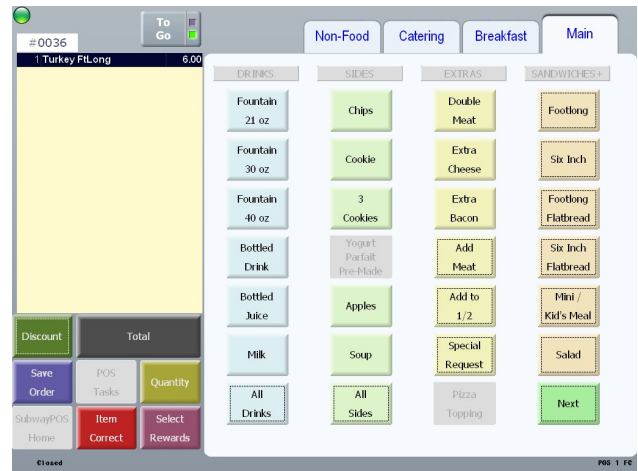
The POS Tasks screen contains eight functions outlined below.

1. On the Ring Sales screen, press POS Tasks.
2. On the POS tasks screen, press one of these options:
 - Press Recall Order to view all stored orders.
 - Press Reprint Receipt to print the receipt from a previous order on the same business day.
 - Press Void Transaction to void a previously complete transaction. This function is available to manager and above roles only.
 - Press Refund by Item to Refund (a) particular previously purchased item(s). This function is available to manager and above roles only.
 - Press Sub Card Inquiry to determining the amount of money and points on a Subway Cash Card.
 - Press Sub Card Transfer to combine money and/or points on two different Subway Cash Cards.
 - Press Finished Waste to record wasted sales items. This function is available to manager and above roles only.
 - Press Bread Credits to record wasted carrier items (e.g. expired sub rolls). This function is available to manager and above roles only.



Entering Orders

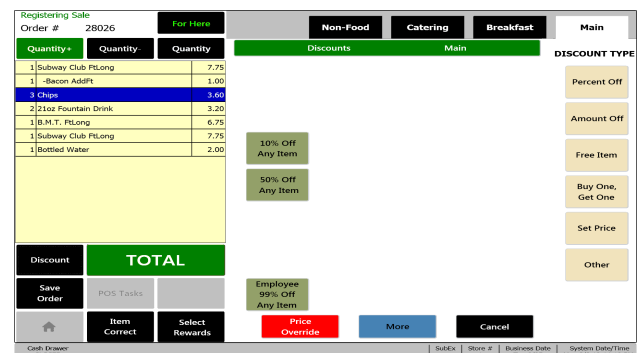
1. On one of the ring sales screens, press a sandwich/carrier type.
2. Press Next for more sandwich options. These options will vary depending on your market.
3. Press the sandwich. POS adds the sandwich to the ticket.
4. Select the requested extras.
5. Select any requested sides.
6. Select any requested drinks.
7. Press Total to open the tender screen and complete the sale. Refer to the section on tendering sales later in this document for more details.



Applying Discounts

Discount buttons are not available unless the specific criteria associated with that discount are met. The number and value of discounts applied is reported on the closing cash in drawer report and on the storewide cash report.

1. After entering an order and before pressing Total, press Discount. The main discounts screen contains the most frequently used discounts.
2. Press the Percent Off button to apply a specific percentage discount to any given item.
 - To apply the discount, first select the item, then press the appropriate discount percent button.
 - This process may be used multiple times, but only once per item on the order.
3. Press the Amount Off button to use discounts associated with coupons that provide a certain amount of money off the order when specific criteria are met.
4. Press the Free Item button to view discounts that require a coupon indicating that the customer receives the specified item at no charge, once all purchasing requirements have been met.
5. Press the Buy One, Get One button to view discounts that require a coupon indicating that the customer receives the specified item at no charge when the same item of the same or lesser value is purchased.



6. Press the Set Price button to view discounts that require a coupon indicating that the customer receives the specified item at the specified price, once all purchasing requirements have been met.
7. Press the Other button to view all other discounts/coupons not covered on the other discount pages.
8. If necessary, press Cancel to close the discounts screen; then press Total. Note how the various discounts are applied on the ticket.
9. Complete the tender to close the order.

Percent Off Any Item for Multiple Items in Same Order

1. Enter an order with at least five different Items, including multiples of at least one item, and select the first item to be discounted; then press Discount.
2. Press the Percent Off navigation button; then select one of the discounts.
3. The discount is added to the ticket.
4. Now select another item and apply a second discount.
5. Select an item with multiples and apply another percent off discount, then press the Same Item and Apply.
6. If necessary, press Cancel to close the discounts screen; then press Total. Note how the various discounts are applied on the ticket.
7. Complete the tender to close the order.

Item Correct

Item correct is used to remove an item from the ticket before the sale is completed. The number of times item correct is used, and the total value, is reported on the closing cash in drawer report and on the storewide cash report.

1. Enter an order; then select the item to be removed from the order.
2. Press Item Correct and note that the item was removed from the order.
3. Complete the order and tender as required.

Adjusting Quantities

Quantity can be used to change the quantity of any identical item, except extras. Each extra must be selected again to add multiples to a single sandwich.

1. Enter an order; then select (highlight) an item on the on-screen ticket.
2. Press Quantity.
3. POS displays the Enter New Quantity screen.
4. Select the new quantity (e.g. 2), then press Enter.
5. Note the changes to the quantity and cost on the ticket.
6. Complete the transaction by pressing Total and tender.

Enter New Quantity

1

◀

7	8	9
4	5	6
1	2	3
CLEAR	0	00

Enter

Cancel

Saving and Recalling Orders

All saved orders must be cashed out before the cash drawer can be closed.

1. Enter an order; then press Save Order.
2. On the save information screen, enter a descriptor to identify your saved order using the on-screen keyboard. You must use the touch screen for the onscreen keyboard.
3. When completed, press Save.

Note Note that the on-screen ticket shows that the order is stored; and that the button has changed from Save Order to the total number of orders currently in the stored orders queue.

4. To recall any order, press the Saved Orders button.
5. On the open orders recall screen, all orders currently in the stored orders queue are displayed.
6. Select the desired order; then press Recall to re-open the ticket.
7. The recalled order opens as the active order on the register with the tender screen active. The order can be modified and tendered or modified and saved again. There is no Cancel button on this screen.

Save order

Order Description
Starr

Save Cancel

Q W E R T Y U I O P
A S D F G H J K L
Shift Z X C V B N M Back
?123 Space Enter

Recall order

Id	Description	Saved Date
9396	Starr	3/3/2014 5:08:54 PM
9398	Mike	3/3/2014 5:30:20 PM

QTY ITEM TOTAL
1 Subway Club F Long \$7.75
1 Bacon Addn \$1.00
3 Chips \$3.00
1 Chip Fountain Drink \$3.00
1 Diet F Long \$0.75
1 Subway Club F Long \$7.75

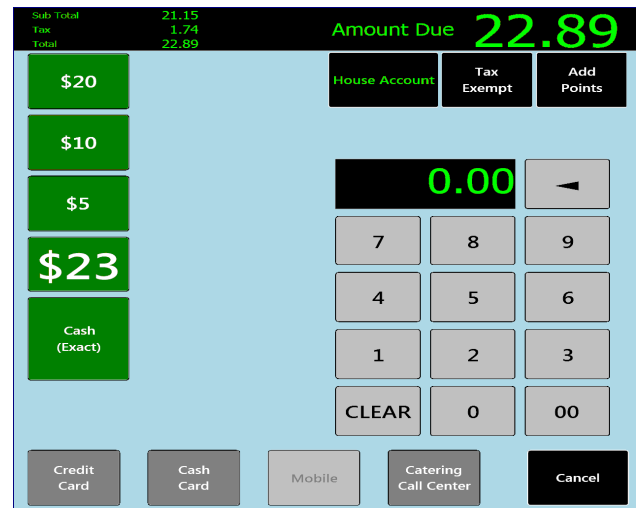
Recall Cancel

Tendering Orders

Tender methods available on SubwayPOS include cash, credit card, Subway cash card, catering call center, and house account. When the order is completed, press Total to open the tender screen.

Using Exact Cash

1. Enter the customer's order and apply all discounts.
2. Press Total to go to the tender screen.
3. When the exact amount has been tendered by the customer, press Cash (Exact).
4. Note that the receipt is now closed, showing the amount paid as cash.



Using On-Screen Keypad

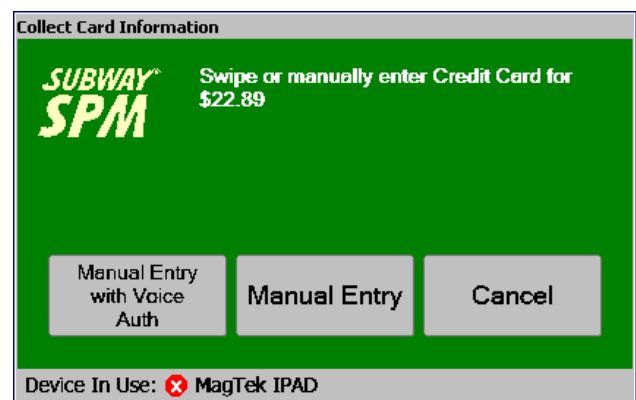
If a customer has presented a \$10 bill and 38¢ change for payment of an order totaling \$9.38, press 1 0 3 8 (no decimal), on the onscreen keypad and press Cash to complete the sale. Note that the receipt is now closed, showing the amount paid as cash.

Cash Using the Speed Keys

1. If a customer has presented \$30.00 for payment, press \$20, then press \$10.
2. If the customer's order totals \$22.89, the speed key immediately above the Cash (Exact) button shows the next highest dollar amount (\$23.00) over the sale amount. If \$23.00 has been presented by the customer, you can use the \$23.00 button. Note that the receipt is now closed, showing the amount paid as cash.

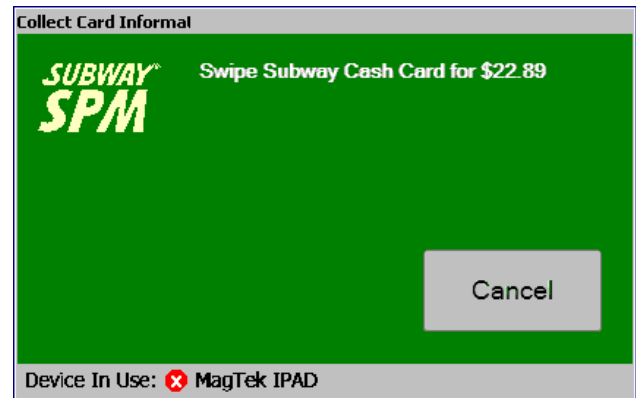
Using Credit Cards

1. If the customer has presented a credit card for payment, press Credit Card.
2. When the Collect Card Information screen appears, swipe the credit card through the card reader. There are the three different options for this screen:
 - Manual Entry with Voice Authorization
 - Manual Entry
 - Cancel



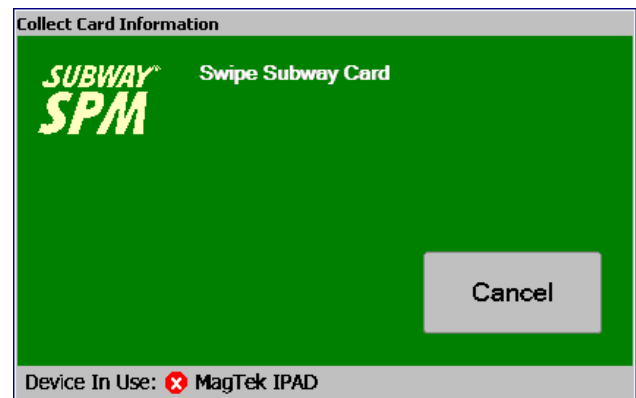
Using Subway Cash Cards

1. If the customer has presented a Subway cash card for payment, press Cash Card to accept payment using the Subway cash card.
2. When the Collect Card Information screen appears, swipe the credit card through the card reader.
3. The final sales receipt shows USD x.xx Redeemed along with the remaining cash balance and rewards balance.



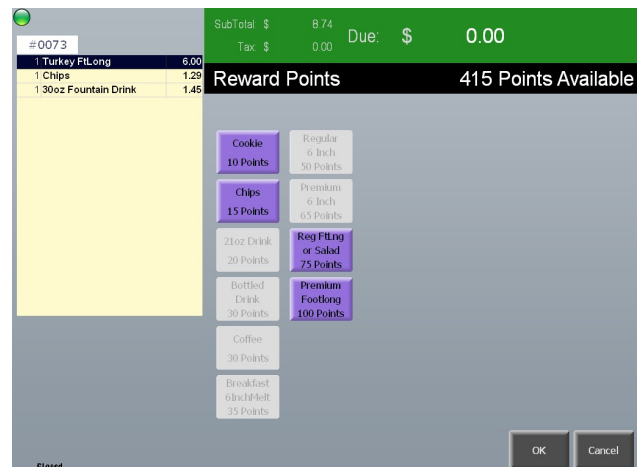
Using Subway Reward Points Cards

1. If the customer has presented a Subway Card and requested that only the points portion on the card be used as payment, press Select Rewards before pressing Total.
2. When the Collect Card Information screen appears, swipe the card through the card reader.
3. When the Reward Points screen opens, note that only certain items can be purchased using points based on the total points available on the card which is displayed on the screen.
4. Press the buttons for items already on the order, until completed or all available points are used.

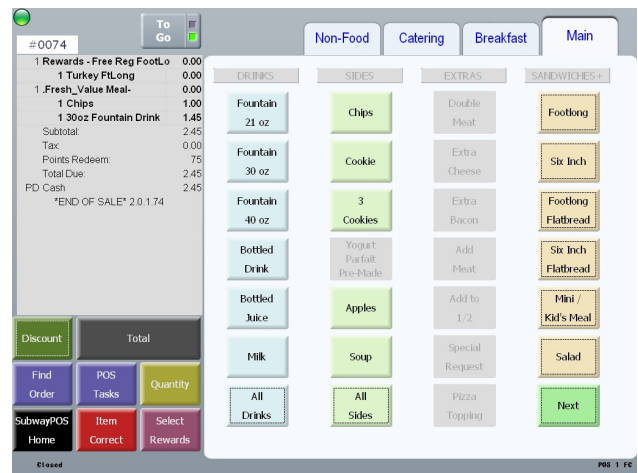


To pay for the entire order using points, press each of the required buttons on the reward points screen, until all items available for point credits are included.

5. When finished, press OK.
6. Press Total and payment tender type. If the customer wants to use a cash balance on the same card, swipe the same card again.

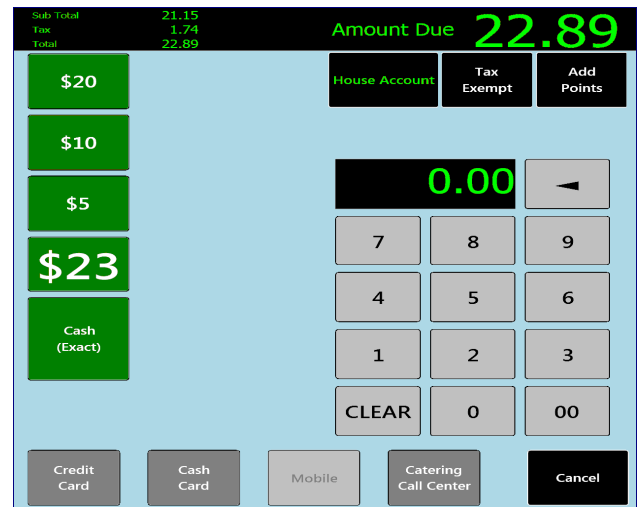


7. Any items not covered by reward points will be on the onscreen ticket with their extended price. Collect the required payment and complete the tender.
- Note that all items covered by points have been reduced to \$0.00 cost.
 - The total number of points used is shown on the receipt.
 - If the entire order was covered by points, the tender screen re-appears without any options other than Done.



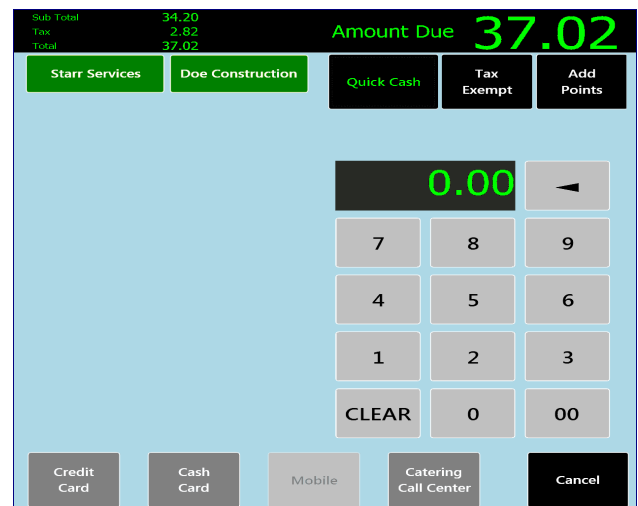
Catering Call Center Orders

1. If an order has been placed using the catering call center, enter the order as shown in the email or fax; then press More Options.
2. Press Catering Call Center. The receipt shows the amount prepaid to the catering call center.



Using House Accounts

1. If a customer requests that the order be charged to an existing house account, press More Options.
2. Press the appropriate house account (example: 1st Baptist). The receipt shows the amount charged to the selected house account for billing later.



Tax Exempt Sales

1. Enter the sale; then press Total.
2. On the tender screen, press Tax Exempt.
3. Enter the Name and Federal Tax ID lines as these are required, then press Save. Note that the tax amount on the ticket now shows 0.00.
4. Press Total again and complete the tender as required.

Splitting Tenders

Tenders can be split and paid for using the following combinations. Details for each follow.

- [Subway Points and Cash](#)
- [Subway Points and Subway Cash Card](#)
- [Subway Points and a Credit Card](#)
- [Cash and a Credit Card](#)
- [Using Two \(or more\) Credit Cards](#)
- [Using Cash and Subway Cash Card](#)
- [Multiple Tenders](#)

Subway Points and Cash

Note Subway points must be deducted first; press Select Rewards before pressing Total.

1. When the Collect Card Information screen appears, swipe the card through the card reader.
2. Press the buttons for items already on the order, until completed or all available points are used; then press OK.
3. The points reward(s) is added to the ticket and press Total.
4. Enter the remaining cash amount tendered using the speed keys, the onscreen keypad, or Cash (Exact).

5. When the Collect Card Information screen appears again, swipe the card through the card reader.
6. Subway points used, the cash tendered and the amount of change due to the customer are printed on the receipt.

Subway Points and Subway Cash Card

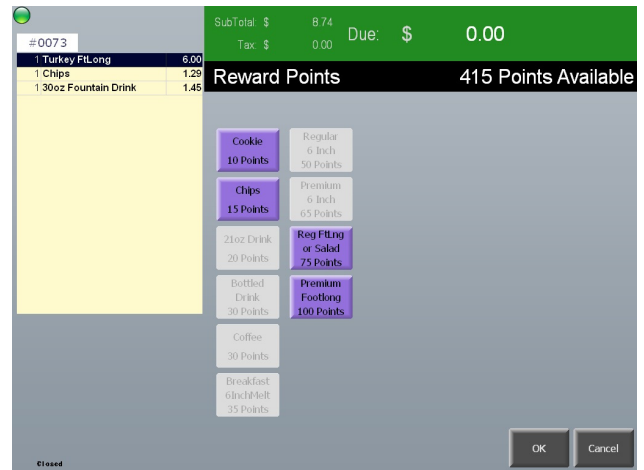
Note Subway points must be deducted first; press Select Rewards before pressing Total.

1. When the Collect Card Information screen appears, swipe the card through the card reader.
2. Press the buttons for items already on the order, until completed or all available points are used; then press OK.
3. The points reward(s) is added to the on screen ticket and press Total.
4. Press Cash Card.
5. When the Collect Card Information screen appears, swipe the card through the card reader.
6. Subway points used, and the amount of cash used from the Subway Cash Card are printed on the receipt.

1 Turkey FtLong	6.00
1 30oz Fountain Drink	1.45
1 Rewards - Free Chips (15	0.00
1 Chips	0.00
Subtotal:	7.45
Tax:	0.00
Points Redeem:	15
Total Due:	7.45
PD SubCard	7.45
END OF SALE 12.0.1.83	

Subway Points and a Credit Card

1. Subway points must be deducted first; press Select Rewards before pressing Total.
2. When the Collect Card Information screen appears, swipe the card through the card reader.
3. Press the buttons for items already on the order, until completed or all available points are used; then press OK.
4. The points reward(s) is added to the on screen ticket and press Total.
5. Press Credit Card.
6. When the Collect Card Information screen appears, swipe the credit card through the card reader.
7. The total Subway Points used and the amount charged to the credit card as shown on the receipt.



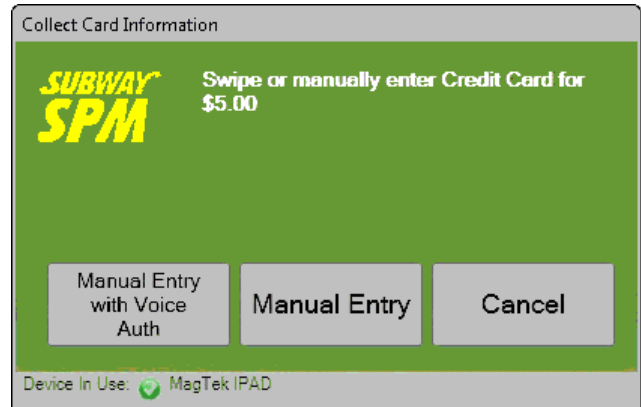
1 .Fresh_Value Meal-	0.00
1 Chips	1.00
1 30oz Fountain Drink	1.45
1 Rewards - Free Reg FootLo	0.00
1 Turkey FtLong	0.00
Subtotal:	2.45
Tax:	0.00
Points Redeem:	75
Total Due:	2.45
PD Credit Card	2.45
END OF SALE 15.0.1.86	

Cash and a Credit Card

1. After selecting, use one of the following:
 - You can either enter the credit card amount and press Credit Card, then enter the cash amount to pay the balance
...or...
 - Enter the cash amount, press Cash, then press Credit Card to pay the balance

This example shows entering a cash payment first then using a credit card to pay the balance.

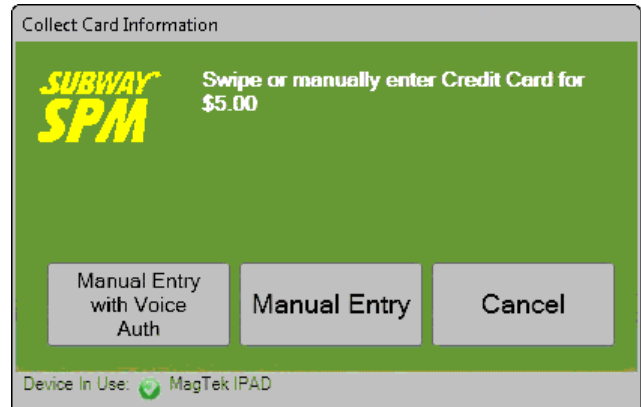
2. Press the appropriate speed key(s) for the cash amount.
3. Press Credit Card.
4. When the Collect Card Information screen appears, swipe the credit card through the card reader. The amount of cash and the amount charged to the credit card is shown on the receipt.



1 Turkey FtLong	6.00
1 .Fresh_Value Meal-	0.00
1 Chips	1.00
1 30oz Fountain Drink	1.45
Subtotal:	8.45
Tax:	0.00
Total Due:	8.45
PD Credit Card	5.00
PD Cash	4.00
END OF SALE 7.0.1.78	
Change :	0.55

Using Two (or more) Credit Cards

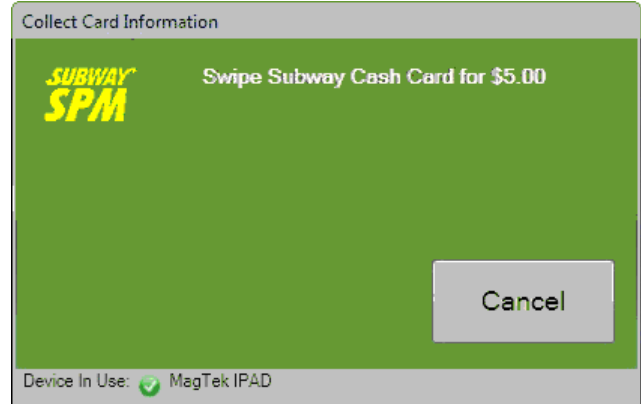
1. For the first credit card, enter the amount to be charged to this credit card using the onscreen keypad; then press Credit Card.
2. When the Collect Card Information screen appears, swipe the credit card through the card reader.
3. On the receipt, note the amount charged to the first credit card and note the remaining dollar amount still required to close the transaction; then press Credit Card again.
4. When the Collect Card Information screen appears, swipe a different credit card through the card reader.
5. For the last credit card, swipe the new card without entering any values to pay the amount remaining on the bill.
6. The two (or more) different credit card amounts tendered are shown on the receipt.



1	Turkey FtLong	6.00
1	.Fresh_Value Meal-	0.00
	1 Chips	1.00
	1 30oz Fountain Drink	1.45
	Subtotal:	8.45
	Tax:	0.00
	Total Due:	8.45
	PD Credit Card	5.00
	PD Credit Card	3.45
	END OF SALE 17.0.1.88	

Using Cash and Subway Cash Card

1. After pressing Total, use one of the following:
 - Enter the Subway cash card amount and press Cash Card, then enter the cash amount;
 or...
 - Enter the cash amount, press Cash, then press Cash Card for the balance.
2. Press Cash Card.
3. When the Collect Card Information screen appears, swipe the card through the card reader. The amount of cash and the amount charged to the cash card are shown on the receipt.



1 Turkey FtLong	6.00
1 .Fresh_Value Meal-	0.00
1 Chips	1.00
1 30oz Fountain Drink	1.45
Subtotal:	8.45
Tax:	0.00
Total Due:	8.45
PD SubCard	0.80
PD Cash	3.45
PD Cash	4.20
END OF SALE 18.0.1.89	

Multiple Tenders

Multiple tenders is defined as three or more methods of payment used for one order. For example, first use a Subway points card, then enter the cash used; then enter the amount to be paid with a Subway cash card; finally pay the remaining amount using two different credit cards.

1. Subway points must be deducted first; press Select Rewards before pressing Total.
2. Select each of the required buttons on the reward points screen.
3. Select the buttons for items already on the order, until completed or all available points are used; then press OK. Note that the buttons pressed have been added to the ticket and press Total.
4. On the receipt, note the points redeemed from the previous action and note the remaining dollar amount still required to close the transaction; then press the appropriate speed key.
5. Using the on-screen keypad, enter the amount to be paid using the cash card; then press Cash Card.
6. When the Collect Card Information screen appears, swipe the card through the card reader. Note that the ticket now shows the amount of cash paid, the points used, the amount paid with a Subway Cash Card and the remaining amount due.

7. Using the on-screen keypad, enter the amount to be paid using the first credit card; then press Credit Card.
8. When the Collect Card Information screen appears, swipe the credit card through the card reader. Note that the ticket now shows the amount of cash paid, the points used, the amount paid with a Subway card, the amount paid with the first credit card and the new balance remaining; then press Credit Card again.
9. For the last credit card, swipe the card without entering any values to pay the amount remaining on the bill.
10. When the credit card information screen appears, swipe the next credit card through the card reader. Note that all methods of payment for this transaction are shown on the receipt.

Managing Subway Cash/Reward Cards

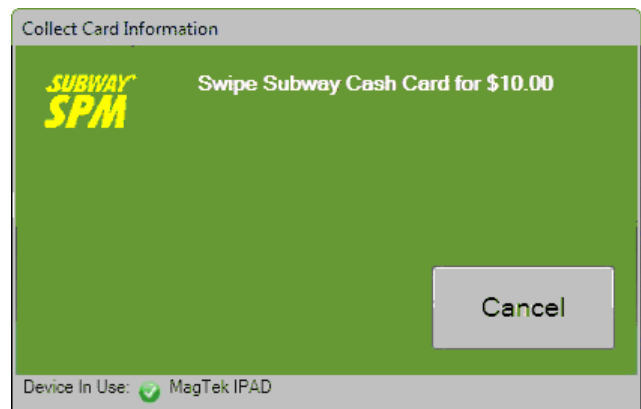
As Subway cards can contain both money and points, and customers may have more than one card, the following functionality allows you to determine the amount of cash and points on any card and to combine the total points and cash from two or more different cards onto one. This section presents the following topics:

- [Selling a Subway Cash/Gift Card](#)
- [Issuing Reward Points](#)
- [Checking Cash/Points on Card](#)
- [Transferring Cash/Points to another Card](#)

Selling a Subway Cash/Gift Card

Subway cash cards are sold and useable at all Subway restaurants. This procedure explains how to load new or existing Subway cash cards.

1. Press the Non-Food tab on the Ring Sales screen.
2. Press the value (for example \$10 Cash Card) for each card to be purchased.
3. Use Other Cash Card for any value not displayed.
4. When completed, press Total.



5. After tendering the sale, the card reader activates and the Collect Card Information screen appears with the value for the first card, if multiple cards were purchased.
6. For multiple cards, continue swiping new cards until completed.
7. When swiping a card, the card reader will repeat the Collect Card Information screen and the amount for the next card. If the card swipe failed, it will read Swipe Card Again.

Issuing Reward Points

Any Subway restaurant, whether participating in the Subway Loyalty Rewards Program or not, can add points to a card for purchases using the procedure below.

1. Press Ring Sales and log in, to open the Ring Sales screen.
2. Ring in the customer's order as required.
3. When completed, press Total to open the tender screen.
4. On the tender screen, press Add Points to add points to a new or existing cash card.
5. A message appears to swipe the cash card or Key In Alias.
6. Complete the tender as required.
7. Points added will appear only on the printed receipt.

Collect Card Information

SUBWAY SPM To add Points, Swipe Subway Card or Key in "Alias"

|

1	2	3	Enter
4	5	6	
7	8	9	
	0	Cancel	

Device In Use: MagTek IPAD

Tax	0.00
Total (Take Out)	8.45
Cash	8.45
Change	0.00

Call us with your Comments
Phone (800) 888-4848

Take our 1 minute Survey at
www.tellsubway.com and receive a free
cookie. Keep your receipt and write
your unique coupon code
here

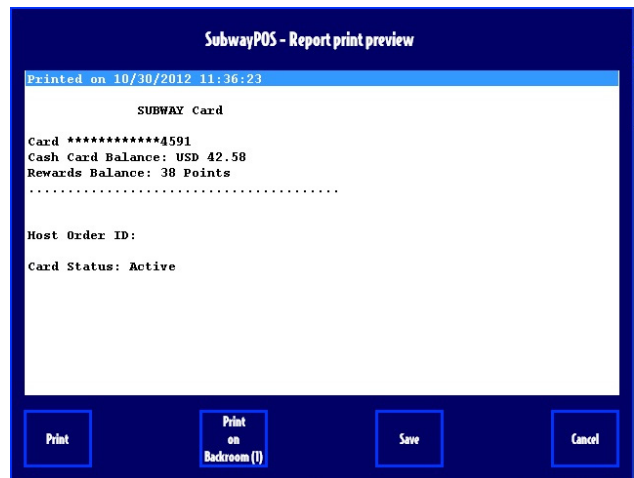
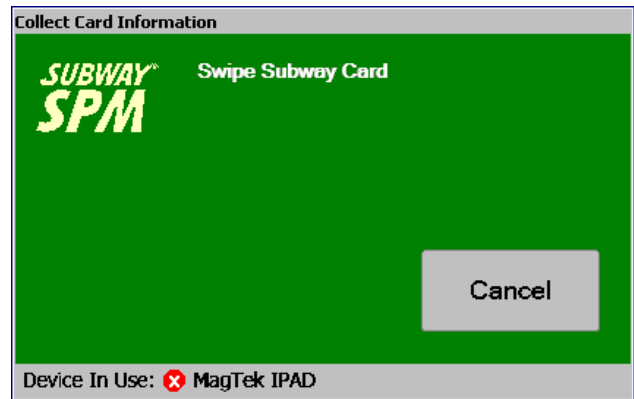
Thank you for making Subway
the World's Best Sandwich!
SUBWAY Card

Card *****4246
8 Points Added
Cash Card Balance: USD 0.00
Rewards Balance: 334 Points
.....

Checking Cash/Points on Card

Use this procedure when a customer requests to have the amount of cash and/or points available on their card(s) checked.

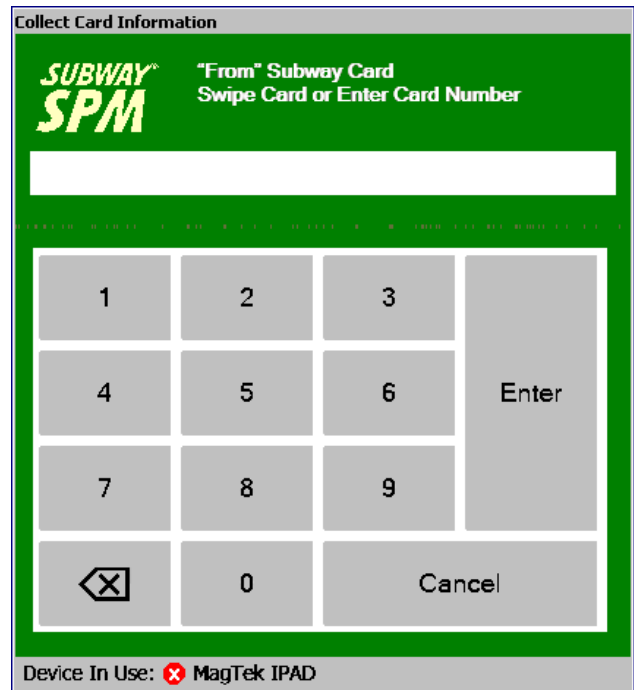
1. Press POS Tasks on the ring sales screen.
2. Press Sub Card Inquiry.
3. When the Swipe Subway Card message appears, swipe the card.
4. After the request is processed, a report screen appears and the information can be sent to the receipt printer to be given to the customer.
5. Press Print to print; or press Cancel to close the screen.



Transferring Cash/Points to another Card

Customers may request the amount of cash and/or points moved from multiple cards to a single card.

1. Press POS Tasks on the Ring Sales screen.
2. Press Sub Card Transfer.
3. When the "From" Subway Card message appears, swipe the first card.
4. The "To" Subway Card message appears, swipe the next card through the card reader. All points and cash amounts are now transferred to the second card; and the first card is no longer active.



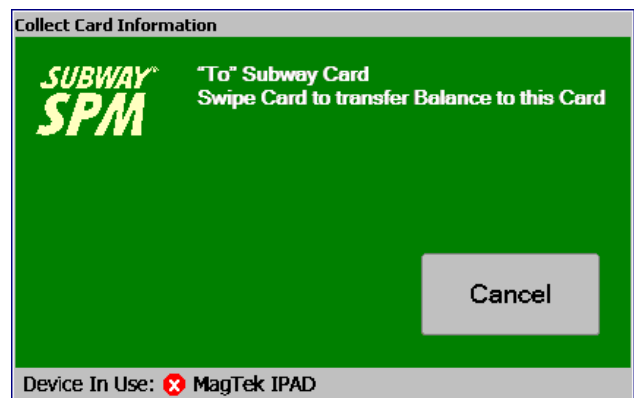
Collect Card Information

SUBWAY[®] SPM "From" Subway Card
Swipe Card or Enter Card Number

[Empty input field for card number]

1 2 3
4 5 6 Enter
7 8 9
⬅️ 0 Cancel

Device In Use: ❌ MagTek IPAD



Collect Card Information

SUBWAY[®] SPM "To" Subway Card
Swipe Card to transfer Balance to this Card

[Empty input field for card number]

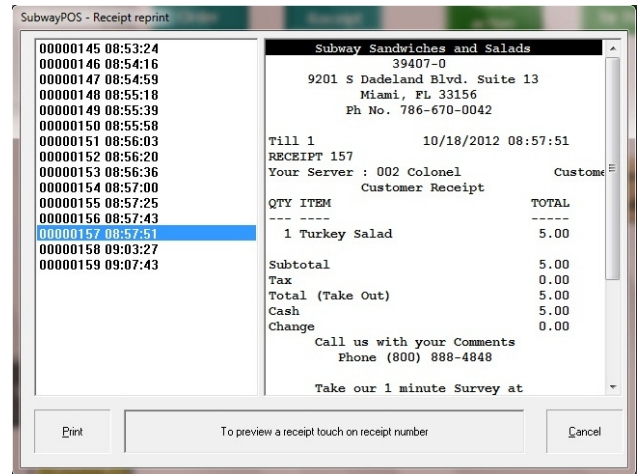
Cancel

Device In Use: ❌ MagTek IPAD

Reprinting Receipts

Reprinting receipts can be done only on the business day in which the order was rung. The business day must be open to do this.

1. Press POS Tasks on the Ring Sales screen.
2. Press Print Receipt.
3. Select the desired receipt from the left side of the screen and verify that it is the correct receipt on the right side of the screen.
4. Press Print to print the receipt on the receipt printer.



Daily Tasks

This section presents the following topics:

- [Start Day](#)
- [Cash Drops](#)
- [End Day](#)
- [Determining Cashier Cash Handling](#)
- [Void Transactions](#)
- [Refunds by Item](#)
- [Reprinting Receipts](#)
- [Bread Credits](#)
- [Finished Waste](#)
- [Paid Outs](#)

Start Day

Used by cashier level and above employees to start a business day that records all time punch, inventory, sales, etc. during that date.

1. Press Restaurant Functions on the home screen, log in, and press Operations.
2. Press Start Day.
3. Validate business date displayed and press Yes, Start [date]; then press OK again on the POS Opened Successfully message.
4. POS automatically detects the current terminal and drawer and displays a Cash-In screen similar to the one shown here.

Terminal 1 / Drawer A

Cash	Bread
Loose Currency	Bread Count
\$62.00	12
Coin Dispenser	Flatbreads
\$18.97	6
Change Fund	Salad
\$84.50	2
Total Starting	Muffin
\$165.47	0
	Pizza
	0
	Other
	0

7	8	9	Back
4	5	6	Tab
1	2	3	Enter
	0	.	
Save		Cancel	

Cash-In	Owner, James	SubEx ●	Store # 1	Business Date Mon 1/20	System Date/Time Mon 2/24 11:21:07 AM
---------	--------------	------------	--------------	---------------------------	--

Cash In Drawer

Use the Cash In Drawer procedure to open a cash drawer.

1. On the Cash In screen, use the keypad to enter the values for each item as defined below
 - Loose Currency: All bills and change in the drawer.
 - Coin Dispenser: All coins in the coin dispenser only.
 - Change Fund: All cash in the safe (bills and coins).
 - Bread Count: All sub roll bread (including footlong =1, 6-inch= 0.50 and mini= 0.33).
 - Flatbreads: All flatbread types (including footlong =1, 6-inch= 0.50 and mini= 0.33).
 - Salad: All salad bowls.
 - Muffin: All breakfast muffins.
 - Pizza: All pizza bases.
 - Other: All other carrier types combined (such as wraps, bagels, croissants, etc.).
2. Press Save when completed. You will be asked Are you sure you want to save the Drawer Count with Total \$xxx.xx? Press Yes to continue.
3. On report screens, press:
 - Print to print a copy of the report.
 - Save to save a copy of the report to the hard drive.
 - Close to exit.

Subway Store # 39407
9201 S Dadeland Blvd. Suite 13
786-670-0042

CASH IN DRAWER REPORT

Business Date:	10/15/2012
Requested By:	Sherman Potter
Printed:	10/15/2012 11:45 am
Register / Drawer	1 / B
ADJ PROCEEDS	\$0.00
+ OP LOOSE CURRENCY	\$100.00
+ OP COIN DISPENSER	\$75.00
+ OP CHANGE FUND	\$300.00
= OPENING CASH	\$475.00
- PAID OUTS	\$0.00
- NON CASH SALES	\$0.00
CREDIT CARD	\$0.00

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 200%

Cash Drops

During the course of the day, cash must be removed from the cash drawer and placed in the safe for deposit to the bank. This procedure records those movements so they can be tracked later.

1. Press Restaurant Functions on the home screen, log in, and press Cash Control.
2. Press Cash Drop.
3. On the cash drop screen, enter the amount of the cash drop by using the keypad on the screen or a keyboard attached to the POS.
4. Verify that you have entered the correct amount and press Save to continue.
5. On report screens, press:
 - Print to print a copy of the report.
 - Save to save a copy of the report to the hard drive.
 - Close to exit.

Cash Drop Amount
274.00

7	8	9	Back
4	5	6	Tab
1	2	3	Enter
	0	.	

Save

Subway Store # 1-0
300 Sic Dr
1-800-888-4848

Cash Drop Report

Business Date: 1/20/2014

Drop: 853
Cashier: James Owner
User Id:
Cash Drop Amount: \$274.00

Signature: _____

Printed on: 2/24/2014 11:14 AM

Print

Save

Close

End Day

Used by cashier and above employees to end a business day, after which no additional sales can be made for that business date.

1. Press Restaurant Functions on the home screen, log in, and press Operations.
2. Press End Day.
3. If the cash drawer has not been closed, you will be prompted to close it. Press Yes to enter the close cash drawer procedure. Selecting No will take you back to the main Operations screen. If no cash drawer is open, skip to Step 10.
4. Enter the amount of the cash drop and press Save.

Cash Drop Amount
274.00

7	8	9	Back
4	5	6	Tab
1	2	3	Enter
	0	.	

Save

5. POS displays the cash drop report.

6. On report screens, press:

- Print to print a copy of the report.
- Save to save a copy of the report to the hard drive.
- Close to exit.

7. On the Cash In Drawer screen, use the keypad to enter the values for each item below:

- Loose Currency: All bills and change in the drawer.
- Coin Dispenser: All coins in the coin dispenser only.
- Change Fund: All cash in the safe (bills and coins).
- Bread Count: All sub roll type bread (including footlong =1, 6-inch= 0.50 and mini= 0.33).
- Flatbreads: All Flatbread types (including footlong =1, 6-inch= 0.50 and mini= 0.33).
- Salad: All salad bowls.
- Muffin: All breakfast muffins.
- Pizza: All pizza bases.
- Other: All other carrier types combined (such as wraps, bagels, croissants, etc.).

8. Press Save when completed. You will be asked Are you sure you want to save this Drawer Count with Total Starting \$xxx.xx? Press Yes to continue.

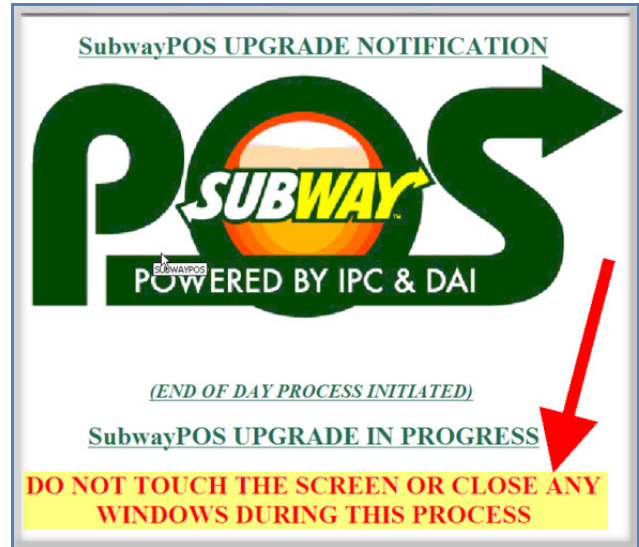
9. On the Cash in Drawer Report screen press Close to continue.

10. In the Close Cash Drawer confirmation message box displays the question Would you like to close the drawer?; press Yes to continue and then press Ok on the Cash Out Successful Message to complete this procedure.

11. One of two end day screens appears. If the day is being closed early (more than 2 hours before closing hour as entered in Store Hours under Store Options the screen with Are you certain that you are done with operations for Today? appears with a 10-second countdown timer. Validate the business date displayed and press Yes, close today's operations.

12. Otherwise, the screen with End Day will CLOSE the day for: ... appears and the button Yes, close October 15 (or whatever the actual business date is).
13. Press Ok on the SubwayPOS has been closed. message.
14. Press Print or Save on the storewide cash control report, if required; then press Close to return to the operations screen.
15. Upgrades to SubwayPOS may run automatically during the end day procedure. An upgrade notification window appears during the upgrade process. Do not close any windows that appear during this process. SubwayPOS will automatically close to the desktop, followed by a black window for a few short moments.

End Day
End Day will CLOSE the day for: Monday, October 15, 2012 You will NOT be able to Ring Sales for Monday, October 15, 2012
<input type="button" value="Yes, close October 15"/> <input type="button" value="No, keep day open"/>



16. More screens may appear while the notification screen is up. These screens are making backups of your existing installation of SubwayPOS, and will be used in an emergency situation to revert you to the previous build.
17. When the installation completes, it will leave the system back at the Windows desktop.
18. You can then launch SubwayPOS again.

Determining Cashier Cash Handling

Use the following procedures to determine discrepancies in cash overage/shortage, excessive item corrections, voids, refunds and/or discounts.

1. Press Restaurant Functions on the home screen, log in, and press Operations.
2. Press Adjustments.
3. Select the date of the discrepancy; then press Drawer A.
4. Press the Cash & Bread Count Close line; then press edit.
5. Without making any changes, press done on the Cash In Drawer screen, followed by answering yes to Are you sure you want to save this Drawer Count with Total Starting \$xxx.xx.
6. Print or Save the Cash In Drawer report; then close the report.
7. Repeat Steps 2-6 for each additional drawer (drawer B and C).
8. Compare each of the reports to find the shift where the discrepancy occurred.

Business Date	Drawer #	All	Cash Drop
10/15/2012	A	<input type="radio"/> All	<input type="radio"/> Cash Drop
		<input type="radio"/> Cash In	<input type="radio"/> Finished Waste
		<input type="radio"/> Cash Close	<input type="radio"/> Bread Credit
		<input type="radio"/> Paid Outs	

Type	Date	Employee Name	Details
Cash & Bread Count In	10/15 10:14	Imbert, John/Owner	Cash Drawer Total: \$475.00 Bread Total: 0.00
Cash Drop	10/15 11:29	Imbert, John/Owner	Amount: \$0.00 Drop #: 40
Cash & Bread Count Close	10/15 11:29	Imbert, John/Owner	Cash Drawer Total: \$475.00 Bread Total: 0.00

* Indicates the value has been adjusted.

Edit Close

Adjustments Imbert, John Store # 39407 Sub# Business Date Mon 10/15 System Date/Time Mon 10/15 04:11:13 PM

Subway Store # 17360

9300 Dadeland Blvd

305-670-6655

CASH IN DRAWER REPORT

Business Date: 06/25/2012
Requested By: Tester User
Printed: 6/29/2012 5:27 pm

Register / Drawer 1 / A

ADJ PROCEEDS \$1,116.46
+ OP LOOSE CURRENCY \$200.00
+ OP COIN DISPENSER \$0.00
+ OP CHANGE FUND \$0.00
- PAID OUTS \$0.00
- NON CASH SALES \$647.78
CREDIT CARD \$642.11
UNKNOWN \$121.13
DISCOVER \$12.31
VISAMC \$518.67
OTHER \$5.67
CASH CARDS \$5.67
= REQUIRED CASH \$648.68

CASH DROPS \$448.68

#	User	Time	Amount
243	7	13:31:57	\$400.00
244	11	17:04:24	\$58.68
245	11	17:04:41	\$0.00

+ CASH IN DRAWER \$200.00
+ COIN DISPENSER \$0.00
+ CHANGE FUND \$0.00
= ACTUAL CASH \$648.68
OVER / SHORT \$10.00

NET SUBWAY SALES \$1,042.17
TAX \$73.29
TAXABLE SALES \$1,042.17
NON-TAXABLE SALES \$1.00
CASH CARD LOADS \$1.00
OTHER \$0.00

COUPONS 56
AVERAGE TICKET \$5.96
ITEM CORRECTS 24 / \$58.10
REFUNDS 0 / \$0.00
VOIDS 2 / \$22.01
CUST FREE 0 / \$0.00
CUST DISC 88 / \$169.46
EMP FREE 0 / \$0.00
EMP DISC 0 / \$0.00
TOTAL DISC 88 / \$169.46

OPENING BIFFS/MPFO 629.88
+ DELIVERIES 0.00
- CREDIT 0.00
- LEFT 514.21
= USED 115.47
- SOLD 115.50
= OVER/SHORT 3.03

SUB BREAD LEFT 289.21
OVER/SHORT 0.03
FLAT BREAD LEFT 69.00
OVER/SHORT 0.00
SALAD LEFT 114.00
OVER/SHORT 0.00
MUFFIN LEFT 13.00
OVER/SHORT 3.00
PIZZA LEFT 29.00
OVER/SHORT 0.00
OTHER LEFT 0.00

Subway Store # 17360

9300 Dadeland Blvd

305-670-6655

CASH IN DRAWER REPORT

Business Date: 06/25/2012
Requested By: Tester User
Printed: 6/29/2012 5:29 pm

Register / Drawer 1 / B

ADJ PROCEEDS \$1,084.32
+ OP LOOSE CURRENCY \$200.00
+ OP COIN DISPENSER \$0.00
+ OP CHANGE FUND \$0.00
- PAID OUTS \$63.52
- NON CASH SALES \$571.45
CREDIT CARD \$571.45
UNKNOWN \$44.10
VISAMC \$527.35
OTHER \$0.00
= REQUIRED CASH \$649.35

CASH DROPS \$449.35

#	User	Time	Amount
246	7	10:08:25	\$188.32
247	10	18:03:55	\$211.78
248	9	06:46:49	\$49.25

+ CASH IN DRAWER \$200.00
+ COIN DISPENSER \$0.00
+ CHANGE FUND \$0.00
= ACTUAL CASH \$649.35
OVER / SHORT \$0.00

NET SUBWAY SALES \$1,009.94
TAX \$70.88
TAXABLE SALES \$1,009.94
NON-TAXABLE SALES \$3.50
CASH CARD LOADS \$3.50
OTHER \$0.00

COUPONS 11
AVERAGE TICKET \$7.83
ITEM CORRECTS 6 / \$22.01
REFUNDS 0 / \$0.00
VOIDS 1 / \$4.82
CUST FREE 0 / \$0.00
CUST DISC 76 / \$48.18
EMP FREE 0 / \$0.00
EMP DISC 0 / \$0.00
TOTAL DISC 76 / \$48.18

OPENING BIFFS/MPFO 513.18
+ DELIVERIES 0.00
- CREDIT 0.00
- LEFT 411.68
= USED 101.50
- SOLD 101.50
= OVER/SHORT 0.00

SUB BREAD LEFT 213.68
OVER/SHORT 0.00
FLAT BREAD LEFT 60.00
OVER/SHORT 0.00
SALAD LEFT 104.00
OVER/SHORT 0.00
MUFFIN LEFT 11.00
OVER/SHORT 0.00
PIZZA LEFT 23.00
OVER/SHORT 0.00
OTHER LEFT 0.00

Subway Store # 17360

9300 Dadeland Blvd

305-670-6655

CASH IN DRAWER REPORT

Business Date: 06/25/2012
Requested By: Tester User
Printed: 6/29/2012 5:25 pm

Register / Drawer 1 / C

ADJ PROCEEDS \$1,138.75
+ OP LOOSE CURRENCY \$200.00
+ OP COIN DISPENSER \$0.00
+ OP CHANGE FUND \$0.00
- PAID OUTS \$0.00
- NON CASH SALES \$655.91
CREDIT CARD \$655.91
UNKNOWN \$63.05
DISCOVER \$9.64
VISAMC \$583.22
OTHER \$0.00
= REQUIRED CASH \$682.84

CASH DROPS \$482.84

#	User	Time	Amount
249	11	15:06:44	\$200.00
250	7	20:09:27	\$210.00
251	7	20:12:52	\$72.50
252	7	20:13:45	\$0.34
253	7	20:38:55	\$0.00
254	7	20:40:50	\$0.00

+ CASH IN DRAWER \$200.00
+ COIN DISPENSER \$0.00
+ CHANGE FUND \$0.00
= ACTUAL CASH \$682.84
OVER / SHORT \$0.00

NET SUBWAY SALES \$1,063.89
TAX \$74.86
TAXABLE SALES \$1,063.89
NON-TAXABLE SALES \$0.00
CASH CARD LOADS \$0.00
OTHER \$0.00

COUPONS 59
AVERAGE TICKET \$5.66
ITEM CORRECTS 35 / \$63.80
REFUNDS 0 / \$0.00
VOIDS 2 / \$16.78
CUST FREE 0 / \$0.00
CUST DISC 100 / \$182.60
EMP FREE 0 / \$0.00
EMP DISC 0 / \$0.00
TOTAL DISC 100 / \$182.60

OPENING BIFFS/MPFO 389.88
+ DELIVERIES 528.00
- CREDIT 102.00
- LEFT 700.93
= USED 105.75
- SOLD 115.75
= OVER/SHORT 10.00

SUB BREAD LEFT 459.18
OVER/SHORT 0.00
FLAT BREAD LEFT 112.75
OVER/SHORT 0.00
SALAD LEFT 70.00
OVER/SHORT 0.00
MUFFIN LEFT 10.00
OVER/SHORT 10.00
PIZZA LEFT 49.00
OVER/SHORT 0.00
OTHER LEFT 0.00

Void Transactions

Void transactions can be performed on credit card, Subway card or cash orders and are only available for current day. Once the business day is closed, this function can no longer be used for that day's transactions.

If a credit card or Subway card transaction is voided, it will be removed from the batch before the batch is sent to Bank of America Merchant Services (BAMS) for settlement (settlement time is 2 AM local time each day). The card need not be present in order to void a transaction.

1. Press Ring Sales on the home screen, log in, and press POS Tasks.
2. Press Void Transaction.
3. Press the desired transaction from the list on the left.
4. Check on the right-hand pane to ensure that this is the correct order.
5. Press Select.
6. The receipt prints showing all the items on that transaction as void, indicating the form of payment at the bottom (cash, credit card, Subway card, etc.).

Select order to void

Order #	Date	\$ Amount
28030	02/25/2014	\$37.02
28028	02/25/2014	\$6.02
28026	02/25/2014	\$22.89

subway sandwiches and salads
1-800-851-8848
111009, CT 06461
ph No. 1-800-888-8848

Till 1
RECEIPT 28028
Your Server : James
3/4/2014 10:08:27 AM

Customer Receipt

QTY	ITEM	TOTAL
1	Footlonger Trio	\$6.00
1	Turkey & Ham Flatbread	\$5.10
1	40oz Fountain drink	\$2.00
1	Chips	\$1.00
Sub Total		\$8.10
General Sales Tax		\$0.67
Total (Est TD)		\$8.77
Cash		\$2.00
Change		\$6.77

Call us with your Comments
phone (860)888-8848

Thank you for making Subway
the world's best sandwich!

HOST order ID: SPH20140304100827

Void **Cancel**

Refunds by Item

Refunds are done on an Item-by-Item basis. They can be used to refund any sale item for cash.

1. Press Ring Sales on the home screen, log in, and press POS Tasks.
2. Press Refund by Item.
3. The onscreen ticket displays Registering Refunds.
4. Press the items to be refunded.
5. Press Total and provide the customer with the cash amount.

Registering Refund

Order # For Here

Quantity	Quantity	Quantity
1 (B.M.T. 6 inch)		4.50

Discount **TOTAL**

0 Saved Orders POS Tasks Select Rewards

Cancel Transaction **Item Correct**

Non-Food	Catering	Breakfast	Main
DRINKS Fountain 21 oz Fountain 30 oz Fountain 40 oz Bottled Drink Bottled Water Milk All Drinks	SIDES Chips Cookie 3 Cookies Yogurt Parfait Pre-Made Apples Soup RTE Box All Sides	EXTRAS Double Meat Extra Cheese Extra Bacon Add Meat Add to 3/2 Special Request Pizza Topping	SANDWICHES+ Footlong Six Inch Footlong Flatbread Six Inch Flatbread Mini / Kid's Meal Salad Next

SubX Store # 1 Business Date Mon 3/2/2015 System Date/Time Mon 3/2/15 05:40:15 PM

Reprinting Receipts

Reprinting receipts can be done only on the business day in which the order was rung. The business day must be open to do this.

1. From the home screen, press Ring Sales, log in, and press POS Tasks.
2. Press Print Receipt.
3. Press the desired receipt from the left side of the screen and verify that it is the correct receipt on the right side of the screen.
4. Press OK to print the receipt on the receipt printer.

Select order to reprint

Transaction Date: 3/5/2014

Order #	Date	Order Type
28030	03/05/2014	Sale

subway Sandwiches and Salads
3-20
3000 Mt. Dr.
Willingboro, NJ 08051
PH No. 1-800-888-4848

Till 1
Receipt 28030
Your Server: James
3/5/2014 3:28:43 PM

customer Receipt

QTY ITEM	TOTAL
6 E.M.T. 6 inch	\$27.00
6 chips	\$7.20
Sub Total	\$34.20
General Sales Tax	\$2.82
Taxes (est. 10)	\$17.00
Server Service	\$0.00
Change	\$0.00

Call us with your comments
phone (800)888-4848

Thank you for making Subway
the world's Best Sandwich!

Host order ID: SPK20140305032843

Ok Cancel

Bread Credits

Bread credits are used to register carriers that were damaged or expired. This includes stale or damaged breads, salad plates, etc. The actual delivery cost is used for report calculations.

Bread credits can only be entered for the current day, before the business day has been closed. To enter for a previous day, see the section of this document on waste.

The dollar amounts shown next to each carrier type are not used in any report calculations.

1. Press Ring Sales on the home screen, log in, and press POS Tasks.
2. Press Bread Credits.
3. The onscreen receipt shows Registering Bread Credits.
4. Press the carrier types to be credited and enter the quantity for each.

Registering Bread Credits

Order # 28032 For Here

Quantity	Quantity	Quantity
4 Plain P.L.Ong		

Eng Muffin Melt Footlong Sub Footlong Flatbread 6 inch Sub 6 inch Flatbread

Salad Mini Sub Personal Pizza Wrap

Discount TOTAL

0 Saved Order(s) POS Tasks

Cancel Transaction Item Correct Select Rewards

Cash Drawer CLOSING Owner: James Sub # Store # Business Date System Date/Time

5. Press Total to complete the transaction. Waste/bread credits will not affect movement values on the WISR, but will be reflected in the variance amounts.

Note Finished waste can only be entered for the current day, before the business day has been closed. To enter for a previous day, see the section of this document on waste.

Finished Waste

Finished waste records a wasted menu item including the bread, protein and extras added to a carrier.

1. Press Ring Sales on the home screen; log in, and press POS Tasks.
2. Press Finished Waste.
3. Note that the onscreen receipt shows "Registering Waste".
4. Enter the wasted item(s) as it was prepared.
5. Press Total and the transaction completes. Finished waste will not affect movement values on the WISR, but will be reflected in the variance amounts.

Paid Outs

The paid out function is used to record a cash amount taken from the register and the purpose for which it was used.

1. Press Restaurant Functions on the home screen, Log in, and press Cash Control.
2. Press Paid Outs.
3. Using the onscreen keyboard, enter the amount paid and then a paid out comment. Press Save to save the entry and open the cash drawer to pay the amount out.
4. On report screens, press:
 - Print to print a copy of the report.
 - Save to save a copy of the report to the hard drive.
 - Close to exit.
5. Press Close to exit and return to the cash control screen.

Weekly Cash and Waste Tasks

The following functions can be performed for any day in an open Subway business week. This section presents the following topics:

- [Adjustments](#)
- [Entering Waste](#)

Adjustments

This function allows the manager/owner to adjust the cash in, cash close, paid outs, cash drop, finished waste or the bread credit. Adjustments may only be made for already existing items and in a currently open week.

1. Press Restaurant Functions on the home screen, log in, and press Operations.
2. Press Adjustments.
3. Select the appropriate date using Business Date calendar.
4. If required, select the desired Drawer # from the dropdown list.
5. Select the desired item to be adjusted by selecting (highlighting) it, then press Edit.
6. The appropriate screen opens, make required changes and save.
7. After returning to the Adjustments screen, the date of the adjustment remains the original transaction date but is followed by an asterisk (*), indicating that this item has been edited.
8. Press Close to return to the Operations screen.
9. Access the on-screen keyboard/keypad by pressing Show Keyboard at the bottom left of the screen.

Type	Date	Employee Name	Details
Cash & Bread Count In	02/25 13:13	Owner, James/Owner	Cash Drawer Total: \$227.50 Bread Total: 60.00
Bread Credit	03/05 16:32	Owner, James/Owner	9 Bread Carriers
Finished Waste	03/05 16:44	Owner, James/Owner	2 Menu Items

* Indicates the value has been adjusted.

Adjustments Owner, James Store # 1 Business Date Tue 2/25 System Date/Time Wed 3/5 05:37:42 PM

Note Entering waste for a previous day defaults the time to 14:00.

Entering Waste

The waste function is used to record all wasted items not recorded as Finished Waste or bread credits. This section presents the following topics:

- [New Waste](#)
- [View/Edit Waste](#)

New Waste

1. Press Restaurant Functions on the home screen, log in, and press Inventory.
2. Press Waste.
3. Press New Waste and change the date and time if necessary.
4. Press the wasted item(s) from the dropdown list and press Add/Search to add the item or enter the first few letters of the item you

Item	Unit Qty	Inner Qty	Loose Qty	
Prot.Mem.10.BlackF.6/3	3	Case	0	Pound
Prot.Turkey.Rnd.12/1.5	3	Case	0	Pound
Prot.Sausage.Italian.2/5	2	Case	0	Pound

require, select the desired item from the suggested items, and press Add/Search to add the item.

5. Enter the quantity wasted. Partial amounts can be entered using up to two decimal places.
6. Quantities can be adjusted by using Qty+ and Qty- to increase/decrease the amounts.
7. Use Delete to remove items from the wasted items list.
8. As the quantities of each item are entered, the Waste Total Amount changes to reflect the quantity of units wasted times the per unit cost based on the last entered invoice price.
9. After completing the entries, press Save to save your entries.

View/Edit Waste

1. Press Restaurant Functions on the home screen, log in, and press Inventory.
2. Press Waste.
3. Press View/Edit Waste. If you want to look at a previous month, select it from the Business Month drop down.
4. Press the desired waste entry from the list and press View/Edit to view or edit this report.
5. Use Delete to permanently remove an Item from the screen.
6. The waste sheet can only be edited if it is in an open week.
7. Press Save to save the changes and return to the main inventory screen.

Date	# of Items	Amount	Created By
3/7/2014	3	\$94.41	Owner, James
3/5/2014	3	\$312.20	Owner, James

Inventory and Weekly Tasks

Inventory is initially set up and controlled by the franchisee/manager in Home Office. Items that display for deliveries, transfers and physical counts are based on this initial setup. For instructions regarding Home Office setup, please click [this link](#).

Creating a Physical Count Template

The physical count template will control the sort order of the items on the physical count sheet and the physical count entry screen. This step is not required but is recommended as customizing the template will streamline the Inventory process.

1. Select Restaurant Functions on the home screen, log in, and press Inventory.
2. Select Physical Count Template.
3. To find items, enter the first two or three letters of the Item Description and press Search to find the item you are searching for.
4. Select Move Up or Move Down to change the order of the items in the list.
5. Press Save to save your work and return to the Inventory functions screen.

Count Type: Weekly

Item Description: Search Move Up Move Down

Item Name	Item Description	Item Price
Bag, Catering Tray, 50/1		
Bag, Specialty, 2000/1		
Bag, Sub2, 30/100		
Bag, TShirt, 13/77		
Bowl, 32oz Salad, 116/1		
Box, Pizza, FlatBrd, 100/1		
Box, To Go, 150/1		
Bnd, 9 Grain, 70/1		
Bnd, FlatBrd, Plain, 6/10		
Bnd, Gluten Free, 48/1		
Bnd, Whl, Sub Rolls, 70/1		
Bnd, Garlic Butter, 6/1		
Bnd, Parmesan Oregano, 6/2		
Udon, Cnch, 200oz, 24/1		

Save Close

Inventory Count Template Owner, James Subway # 1 Business Date Tue 2/25 System Date/Time Fri 3/7 12:46:25 PM

Inventory Counts

An important part of inventory control is maintaining a weekly inventory of items used in your restaurant. As mentioned above, Inventory can be customized in HomeOffice to reflect only the items that are carried in your restaurant.

Note The following functions are related to inventory control and/or are normally performed on a weekly basis.

Print Count Sheet

Count sheets are printed to record inventory in the restaurant.

1. Select Restaurant Functions on the home screen, log in, and press Inventory.
2. Press Physical Count.
3. Press Print Count Sheet.
4. Select the printer and press Print.

New Count

1. Select Restaurant Functions on the home screen, log in, and press Inventory.
2. Select Physical Count.
3. Select New Count to enter a new physical count.

When entering the weekly count, it is important to enter the date for Tuesday and the time entered as 23:59. This will ensure all of your deliveries, transfers and sales are included on the WISR for inventory purposes.

4. The default date and time is the current date/time. To perform a spot check leave the date time as default.
5. To find an item, enter the first two or three letters of the item description, select the item from the pick list, and press Search. The screen shows all of the stock locations and count sizes for this item.
6. The selected item will be highlighted in the item description list.

Item Description	Location	Unit Qty	Inner Qty	Loose Qty
Spinach, Baby, 4/1	Freezer	5	Case	0
Americana, 4/5	Cooler	1	Case	0
Avocado, Frozen, 12/12	Bain / Line	0.2	Case	0
TLin, 33x39, Heavy, 250/1				
Bacon, Strips, 4/150				
Tissue, 18x18, 12/1				
Apple Pie, 60/1				
TLin, 24x33, Medium, 1000/1				
TLin, 33x39, Heavy, 500/1				
TLin, 33x39, Heavy, 250/1				
TLin, 38x50, Heavy, 200/1				

WISR Total: 3720 Each

Report, Save, Close buttons are visible on the right side of the screen.

8. If desired, change the quantity of items (Unit Qty, Inner Qty, Loose Qty) at each location within the store and note that the WISR count updates with the appropriate amounts.
9. Press Report to generate an inventory report that can be viewed, printed, and/or saved.
10. Press Close when finished with the report screen.
11. Select Save to save your work and return to the inventory functions screen.

Note If the Subway week is closed, the system will not allow changes to the count. Re-open the Subway week from the operations screen if edits are needed for a closed week.

Distributors and Stores

This procedure allows you to add, modify and remove approved distributors and stores (Subway restaurants) for deliveries and transfers.

Distributors

1. Select Restaurant Functions on the home screen, log in, and press Inventory.
2. Select Distributor.
3. Select New Distributor to continue.
4. Select Vendor from the Type dropdown list then enter the name of the distributor.
5. Type in other information as desired; then press Save.

Note For DC and Coke, the type and name cannot be changed. However, these options may be changed for any vendor or store added.

Stores

1. Select Restaurant Functions on the home screen, log in, and press Inventory.
2. Select Distributor.
3. Select New Distributor to continue.
4. Select Store from the Type dropdown list then enter the name of the store.
5. Type in other information as desired then press Save.

Creating Delivery Templates

Templates can be created and used for the Delivery and Physical Count procedures in order to speed the entry process.

New Delivery Template from Invoice

1. Select Restaurant Functions on the home screen, log in, and press Inventory.
2. Select Delivery Template.
3. Select New Delivery Template.
4. Select an invoice from the list to create a template using the items in a previously entered invoice; then press OK.
5. Complete the following as required:
6. Enter a name for the template.
7. Select the distributor if different from the displayed distributor name.
8. Enter item description and press Add/Search to add items to the template.
9. Select an item and press Delete to remove it from template.
10. Select Move Up or Move Down to change the order in which the items appear in the template.
11. The total units field displays the total number of items in the template.
12. Select Save to save your work and return to the Inventory screen.
13. Pressing Close without first saving prompts you to save the changes. Pressing Do Not Save discards the changes.

Select a previous invoice to base your entry on.

Date	Number	Distributor	Amount
1/14/2014	1221083203	Coca Cola	\$311.09
1/13/2014	3592425	DC	\$2,182.29
1/9/2014	3590709	DC	\$1,609.01
1/7/2014	1221082104	Coca Cola	\$197.45
1/6/2014	3588855	DC	\$1,341.23
1/2/2014	9597641	DC	\$1,879.34
12/31/2013	1221081701	Coca Cola	\$302.25
12/30/2013	3585759	DC	\$2,112.74
12/24/2013	1221081301	Coca Cola	\$140.87
12/23/2013	3582665	DC	\$1,816.00
12/17/2013	1221080803	Coca Cola	\$269.62

New Invoice Owner, James SubEx Store # 1 Business Date Nov 1/20 System Date/Time Mon 1/28 11:08:17 AM

Existing Delivery
Delivery Templates
New Delivery (Blank)
OK
Close

*Distributor: Coca Cola *Invoice #: *Invoice Date: 2/5/2014 Delivery Time: Expected Total: \$0.00

Item Description Search Other Counts Qty + Qty - Delete

Item	Qty	UOM	Unit Price	Tax	Total
Bvg.Carb.20floz.24/1	0	Case	\$18.37	\$0.00	\$0.00
Bvg.Juice.12floz.24/1	0	Case	\$21.06	\$0.00	\$0.00
Bvg.V8Water.16.9.24/1	0	Case	\$17.00	\$0.00	\$0.00
Bvg.Water.20floz.24/1	0	Case	\$8.50	\$0.00	\$0.00
Bvg.Fountain.1/2.5	0	Case	\$33.76	\$0.00	\$0.00
Bvg.Fountain.1/5	0	Case	\$64.74	\$0.00	\$0.00

Expected Total: \$0.00
Total: \$0.00

Save Close

Show keyboard

Invoice Owner, James SubEx Store # 1 Business Date Tue 2/25 System Date/Time Sat 3/8 12:35:07 AM

New Blank Delivery Template

1. Select Restaurant Functions on the home screen, log in, and press Inventory.
2. Select Delivery Template.
3. Select New Delivery Template.
4. Select New Template (Blank) to create a new template, where you can select the options to be Included; then complete the following as required.
5. Enter a unique name for the template.
6. Select the distributor from the dropdown list.
7. To find items, enter the first two or three Letters of the item name and highlight it in the drop down list. Then press Add/Search to add that item to the list.
8. Select an item and press Delete to remove items from the template.
9. Select or to change the order of the items in the template.
10. Total units displays the total number of items in the template.
11. When completed, press Save to end this procedure.
12. Pressing Close without first saving prompts you to save the changes. Pressing Do Not Save discards the changes.

Item	Qty	UOM	Unit Price	Tax	Total
Bvg.Carb,20fz,24/1	0	Case	\$18.37	\$0.00	\$0.00
Bvg.Juice,12fz,24/1	0	Case	\$21.06	\$0.00	\$0.00
Bvg.VitWater,16.9,24/1	0	Case	\$17.00	\$0.00	\$0.00
Bvg.Water,20fz,24/1	0	Case	\$8.50	\$0.00	\$0.00
Bvg.Fountain,1/2.5	0	Case	\$33.76	\$0.00	\$0.00
Bvg.Fountain,1/5	0	Case	\$64.74	\$0.00	\$0.00

Expected Total: \$0.00
Total: \$0.00

Owner: James
SubEx: 1
Store # 1
Business Date: Tue 2/25
System Date/Time: Sat 3/18 12:13:07 AM

View/Edit Delivery Template

1. Select Restaurant Functions on the home screen, log in, and press Inventory.
2. Select Delivery Template.
3. Select View/Edit Delivery Template to view or edit an existing template.
4. Select a template from the list and press OK to open it for editing.
5. The name of the template and distributor may be changed if desired.
6. To find items, enter the first two or three letters of the item name and highlight it in the dropdown list. Then press Add/Search to add that item to the list.
7. Highlight an item and press Delete to remove it from the list.
8. Select Move Up or Move Down to change the order of the items in the template.
9. Total units displays the total number of items in the template.
10. When completed, press Save to save your work and return to the Inventory functions screen.
11. Press Delete to permanently remove the template from the list.

Select the Delivery Template you wish to view or edit.

Delete

Name	# of Items
Roma	92
Coca Cola	6
opening inventory	124

View/Edit

Close

Edit Delivery Template Owner, James SubEx Store # 1 Business Date Tue 2/25 System Date/Time Mon 3/19 1:00:38 PM

Record Deliveries

Recording a delivery is the process of entering, editing or viewing items received from distributors and suppliers as shown on their invoices; including costs and quantities.

1. Press Restaurant Functions on the home screen, log in, and press Inventory.
2. Select Delivery.
3. Press New Delivery. This section describes three different procedures for recording a delivery:

- To record a delivery based on a previous delivery invoice, see [Record a Delivery Based on a Previous Delivery Invoice](#).
- To record a delivery based on a template, see [Record a Delivery Based on a Template](#).
- To record a delivery based on a new, blank form, see [Record a Delivery Using a New Blank Form](#).



Record a Delivery Based on a Previous Delivery Invoice

If previous delivery invoices have been entered, they will appear and can be used as the basis for entering the new invoice.

1. Highlight a previous invoice and press OK. POS displays a new invoice based on the selected previous invoice. All quantities are set to zero.
2. Enter Invoice number and the expected total (the total shown on the invoice

Select a previous invoice to base your entry on.

Date	Number	Distributor	Amount
1/14/2014	1221083203	Coca Cola	\$311.09
1/13/2014	3592425	DC	\$2,182.29
1/9/2014	3590709	DC	\$1,609.01
1/7/2014	1221082104	Coca Cola	\$197.45
1/6/2014	3588855	DC	\$1,341.23
1/2/2014	9597641	DC	\$1,879.34
12/31/2013	1221081701	Coca Cola	\$302.25
12/30/2013	3585759	DC	\$2,112.74
12/24/2013	1221081301	Coca Cola	\$140.87
12/23/2013	3582665	DC	\$1,816.00
12/17/2013	1221080803	Coca Cola	\$269.62

Existing Delivery
Delivery Templates
New Delivery (Blank)
OK
Close

New Invoice Owner: James

received with the delivery). This value is used as a control check to ensure that the invoice is entered correctly.

3. Select the invoice date and delivery time that the delivery was received. Default is current system date/time
4. Select the quantity box for each item and enter the number of cases/units from the invoice; or use Qty+ and Qty- to change the quantity.
5. Enter the unit price and tax (if applicable) if it needs to be changed.
6. If partial cases were received, press Other Counts.

Distributor: Coca Cola Invoice #: Invoice Date: 1/9/2014 Delivery Time: From: To: Expected Total: \$0.00

Item Description	Qty	UOM	Unit Price	Tax	Total
Bvg.Carb.20floz.24/1	0	Case	\$18.37	\$0.00	\$0.00
Bvg.Juice.12floz.24/1	0	Case	\$21.06	\$0.00	\$0.00
Bvg.VfWater.16.9.24/1	0	Case	\$17.00	\$0.00	\$0.00
Bvg.Water.20floz.24/1	0	Case	\$8.50	\$0.00	\$0.00
Bvg.Fountain.1/2.5	0	Case	\$33.76	\$0.00	\$0.00
Bvg.Fountain.1/5	0	Case	\$64.74	\$0.00	\$0.00

Expected Total: \$0.00
Total: \$0.00

Save
Close

Show keyboard
Invoice Owner: James

Case: 0 Case Broken Case: 0 Each Loose/Unit: 0 Each Confirm

7. Select the Broken Case or Loose/Unit box and enter the appropriate quantity; then press Confirm to enter the quantities and return to the previous screen.
8. When delivery entry is complete, the total in the black area should be the same as the expected total and the = number should be \$0.00. If there is a variance (see right hand side of the screen) an alert message appears when saving the delivery. This example shows a discrepancy of \$0.02 between the expected total and the sum of the line entries that were recorded for this invoice. Either one of the line entries was entered incorrectly or the addition on the invoice received with the delivery was incorrect. Review the line entries recorded to determine if you've made an error. If not, add the entries on the invoice received with the delivery to determine if the vendor made a mistake.
9. Select Save to save your work and return to the Inventory screen.

Expected Total
\$311.07
-Total
\$311.09
=
(\$0.02)

Record a Delivery Based on a Template

1. Press Delivery Template
2. Highlight a delivery template to use then press OK.
3. Enter Invoice # and the expected total (the total shown on the invoice received with the delivery). This value is used as a control check to ensure that the invoice is entered correctly.
4. Select the invoice date and delivery time that the delivery was received. Default is current system date/time.
5. Select the quantity box for each item and enter the number of cases/units from the invoice; or use Qty+ and Qty- to change the quantity.
6. Enter the unit price and tax (if applicable) if it needs to be changed.
7. If partial cases were received, press Other Counts.

Select a template to base your entry on.

Name	Existing Delivery
Roma	
Coca Cola	
opening inventory	

New Delivery (Blank)

OK

Close

New Invoice Owner, James Sub's Store # Business Date System Date/Time

Case	Broken Case	Loose/Unit	Confirm
0 Case	0 Each	0 Each	

8. Select the Broken Case or Loose/Unit box and enter the appropriate quantity; then press Confirm to enter the quantities and return to the previous screen.

9. When delivery entry is complete, the total in the black area should be the same as the expected total and the = number should be \$0.00. If there is a variance (see right hand side of the screen) an alert message appears when saving the delivery. This example shows a discrepancy of \$0.02 between the expected total and the sum of the line entries that were recorded for this invoice. Either one of the line entries was entered incorrectly or the addition on the invoice received with the delivery was incorrect. Review the line entries recorded to determine if you've made an error. If not, add the entries on the invoice received with the delivery to determine if the vendor made a mistake.

Expected Total
\$311.07
-Total
\$311.09
=
(\$0.02)

10. Select Save to save your work and return to the Inventory screen.
11. Pressing Close without first saving prompts you to save the changes. Pressing Do Not Save discards the changes.

Record a Delivery Using a New Blank Form

1. Press New (Blank) Entry to start with a blank entry page.
2. Select the distributor from the dropdown list.
3. Enter the invoice number and the expected total (the total shown on the invoice received with the delivery). This value is used as a control check to ensure that the invoice is entered correctly.
4. Select the invoice date and delivery time that the delivery was received. Default is current system date/time.
5. To find items, enter the first two or three letters of the item name, select the item in the drop down list and press Add/Search to add the item to the screen.
6. Select the quantity box and enter the number of cases/units from the invoice; or use Qty+ and Qty- to change the quantity.
7. Now enter the unit price and tax (if applicable) if it needs to be changed.
8. If partial cases were received, press Other Counts.

Case 0 Case	Broken Case 0 Each	Loose/Unit 0 Each	Confirm
-----------------------	------------------------------	-----------------------------	----------------

9. Select the Broken Case or Loose/Unit box and enter the appropriate quantity; then press Confirm to enter the quantities and return to the previous screen.

10. When delivery entry is complete, the total in the black area should be the same as the expected total and the = number should be \$0.00. If there is a variance (see right hand side of the screen) an alert message appears when saving the delivery. This example shows a discrepancy of \$0.02 between the expected total and the sum of the line entries that were recorded for this invoice. Either one of the line entries was entered incorrectly or the addition on the invoice received with the delivery was incorrect. Review the line entries recorded to determine if you've made an error. If not, add the entries on the invoice received with the delivery to determine if the vendor made a mistake.

Expected Total
\$311.07
-Total
\$311.09
=
(\$0.02)

11. Press Save to save your work and return to the Inventory screen.
12. Pressing Close without first saving prompts you to save the changes. Pressing Do Not Save discards the changes.

View/Edit Delivery

1. Select Restaurant Functions on the home screen, log in, and press Inventory.
2. Select Delivery.
3. Select View/Edit Delivery to view or edit an existing delivery.
4. Highlight the invoice to view or edit, then press View/Edit.
5. To find items to add to the delivery, enter the first two or three letters of the item name and press Add/Search to bring it up in the dropdown list; then press it again to add that item to the list.
6. Edit existing items or enter the quantity for new items by selecting the quantity box and enter the number of cases/units from the invoice; or use Qty+ and Qty- to change the amount.
7. Use Delete to permanently remove an item from the invoice.
8. When delivery entry is complete, the total in the black area should be the same as the expected total and the = number should be \$0.00. If there is a variance (see right hand side of the screen) an alert message appears when saving the delivery. This example shows a discrepancy of \$0.02 between the expected total and the sum of the line entries that were recorded for this invoice. Either one of the line entries was entered incorrectly or the addition on the invoice received with the delivery was incorrect. Review the line entries recorded to determine if you've made an error. If not, add the entries on the invoice received with the delivery to determine if the vendor made a mistake.
9. Press Save to save your work and return to the Inventory functions screen.
10. Pressing Close without first saving prompts you to save the changes. Pressing Do Not Save discards the changes.

Select the Delivery you wish to view or edit.

Business Month: [Show all] Distributor: [Show all] [Delete]

Date	Number	Distributor	Total	Created By
1/14/2014	1221083203	Coca Cola	\$311.09	10, 10
1/13/2014	3592425	DC	\$2,182.29	10, 10
1/9/2014	3590709	DC	\$1,609.01	10, 10
1/7/2014	1221082104	Coca Cola	\$197.45	10, 10
1/6/2014	3988839	DC	\$1,941.23	10, 10
1/3/2014	3587641	DC	\$1,870.24	Manager, Jane
12/31/2013	1221081701	Coca Cola	\$302.25	Manager, Jane
12/30/2013	3585759	DC	\$2,112.74	Manager, Jane
12/24/2013	1221081301	Coca Cola	\$140.87	Manager, Jane
12/23/2013	3582665	DC	\$1,816.00	10, 10

[View/Edit] [Close]

Edit Invoice Owner, James [Save] [Share # 1] [Business Date Tue 1/2/14] [System Date/Time Sat 1/18/14 12:13:00 AM]

Distributor: [Coca Cola] Invoice #: [] Invoice Date: [1/14/2014] Delivery Time: [] Expected Total: [\$311.07]

Item Description [Search] Other Counts Qty + Qty - Delete

Item	Qty	UOM	Unit Price	Tax	Total
Bvg.Carb_20floz_24/1	1	Case	\$18.37	\$0.00	\$18.37
Bvg.Juice_12floz_24/1	0	Case	\$21.06	\$0.00	\$0.00
Bvg.VitWater_16.9_24/1	0	Case	\$17.00	\$0.00	\$0.00
Bvg.Water_20floz_24/1	0	Case	\$8.50	\$0.00	\$0.00
Bvg.Fountain_1/2.5	1	Case	\$33.76	\$0.00	\$33.76
Bvg.Fountain_1/5	4	Case	\$64.74	\$0.00	\$258.96

Expected Total \$311.07
Total \$311.09
= (\$0.02)

[Save] [Close]

Show keyboard Invoice Owner, James [Save] [Share # 1] [Business Date Tue 1/2/14] [System Date/Time Sat 1/18/14 12:13:00 AM]

Expected Total
\$311.07
-Total
\$311.09
=
(\$0.02)

Record Transfers

On occasion, it may be necessary to borrow, lend or return items from/to another store, either within your corporate network or outside it. This procedure is used to Track these inventory movements.

New Transfers

1. Press Restaurant Functions on the home screen, log in, and press Inventory.
2. Press Transfers.
3. Press New Transfer.
4. Press the store from the dropdown list.
5. If the date/time of the transfer is other than the current date/time, enter the transfer date and time.
6. Select the type (in or out) , then enter the name of the receiving employee.
7. Enter any notes regarding the transfer.
8. To find items to add to the transfer, enter the first two or three letters of the item name and highlight it in the drop down list. Then press Add/Search to add that item to the list.
9. Press the quantity box and enter the number of cases/units received or transferred out; or use Qty + and Qty - to change the quantity.
10. When completed, the total amount at the top of the screen will automatically populate based on the last invoice entry for each item.
11. Press Save to save your work and return to the inventory screen.
12. Pressing Close without first saving prompts you to save the changes. Pressing Do Not Save discards the changes.

View/Edit Transfers

1. Select Restaurant Functions on the home screen, log in, and press Inventory.
2. Select Transfers.
3. Select View/Edit Transfer.
4. Highlight the transfer to view or edit, then press View/Edit.
5. Use Delete to delete any transfer in an open week.
6. To find items to add to the transfer, enter the first two or three letters of the item name and highlight it in the drop down list. Then press Add/Search to add that item to the list.
7. Select the Quantity Box and enter the Number of Cases/Units received or transferred out; or use and to change the amount.
8. Select Delete to delete the highlighted item off the Transfer
9. When completed, the total amount at the top of the screen will automatically populate based on the last invoice entry for each item.
10. Select Save to save your work and return to the Inventory screen.
11. Pressing Close without first saving prompts you to save the changes. Pressing Do Not Save discards the changes.

Select the Transfer you wish to view or edit.

Business Month: 10/2012 Transfer Type: Show all Delete

Date	Type	Amount	# of Items	Created By
10/9/2012	In	\$50.00	1	1
10/4/2012	In	\$8.50	2	1

* Indicates the value has been adjusted.

View/Edit Close

Transfer Edit View Potter, Sherman Store # 39407 SubEx Business Date Fri 10/12 System Date/Time Fri 10/12 08:30:54 AM

*Store: Subway 38057 *Transfer Date: 10/4/2012 Time Transferred: 16 : 02 Total Amount: \$55.84

*Type: In *Receiving Employee: Richie Notes:

☐ All Items Add / Search Qty + Qty - Delete

Item Description: Ham,10 Black Forest,6/3

Item	Unit Qty	Inner Qty	Loose Qty	
Roast Beef,6/2	0	Case	1	Box 0 Pound
Ham,10 Black Forest,6/3	1	Case	0	Pouch 0 Pound

Show keyboard Save Close

Transfer Potter, Sherman Store # 39407 SubEx Business Date Fri 10/12 System Date/Time Fri 10/12 08:36:37 AM

Operating Expenses

The weekly operating expenses are required to complete the WISR.

1. Press Restaurant Functions on the home screen, log in, and press Utilities.
2. Press Operating Expenses.
3. Press Weekending Date.
4. Enter all appropriate operating expenses for the week.

Rent can be either or both of the following options, depending on your contract with the property owner.

- Rent Fixed: preset amount
- Rent %: percentage of sales

Enable Blended Hourly Rate is used to override the calculation using labor hours used x the actual rate entered for each employee in the employee setup.

- Labor costs are calculated by multiplying each employee's hours x their specific wage rate as entered in the employee function + the salaries of weekly employees.
- This function is generally used if the hourly/weekly rates are not entered when setting up your employees.

5. Press Save to save your work and return to the Utilities screen.
6. Pressing Close without first saving prompts you to save the changes. Pressing Do Not Save discards the changes.

Operating Expenses		
Week Ending Date: 02/25/2014		
Gas	Rent Fixed	Local Advertisement
\$0.00	\$0.00	\$0.00
Electric	Rent Percentage	Loans
\$0.00	0.00	\$0.00
Telephone	Laundry	Enable Blended-Labor Rate
\$0.00	\$0.00	
Insurance	Miscellaneous	
\$0.00	\$0.00	
	Repairs and Maintenance	
	\$0.00	

Save Close

Show keyboard

Operating Expenses Owner, James SubEx Store # Business Date CLOSED System Date/Time Tue 02/25 12:20:38 PM

Managing Subway Weeks

This document contains procedures to determine the status of business weeks, close a business week, reopen a business week and transmit end of week data.

Subway Week Status

Shows whether a business week is open or closed, whether it has been re-opened and the weekly data transmission status.

1. Press Restaurant Functions on the home screen, log in, and press Operations.

2. Press Subway Week Status.

3. On the Subway Week Status screen:

- The last six weeks are listed and the current status of each as opened or closed.
- Weeks that have been reopened, will have the date of the last time the week was reopened in the Reopen Date column.
- The transmission status of each week in the list is – or Accepted.
- Press Close to leave this screen.

Week Ending	Status	Reopen Date	Transmission Status
02/25/2014	OPEN	-	-
02/18/2014	OPEN	-	-
01/21/2014	OPEN	-	-
01/14/2014	CLOSED	-	ACCEPTED
01/07/2014	CLOSED	-	ACCEPTED
12/31/2013	CLOSED	-	ACCEPTED

Close

Close and Transmit Subway Week

Closes the next open week in the status list.

1. Press Restaurant Functions on the home screen, log in, and press Operations.
2. Press Close and Transmit Week.
3. If an invoice has not been entered for the week, POS displays the message There is no invoice entered for Subway Week <mm/dd>. Would you like to enter one now? You are not required to enter an invoice.
4. If a weekly inventory has not been entered, POS displays the message There is no weekly inventory count entered for the Subway Week <mm/dd>. You may not close the week without one. Would you like to enter one now? A weekly inventory is required for closing the week.
5. When the Subway week has been closed, POS displays the message The Subway Week <mm/dd> was closed and transmitted successfully. Press Ok. To close the message.

Re-Open Subway Week

Re-opens the last closed week so that adjustments can be made to all functions locked by a closed week status such as editing and/or adding inventory, deliveries and/or transfers; making adjustments to cash in, cash close, cash drop, finished waste, bread credits and/or paid outs. Only the last closed week can be re-opened. All previous weeks remain locked.

1. Press Restaurant Functions on the home screen, log in, and press Operations.
2. Press Re-Open Week.
3. POS displays the message Are you sure you want to reopen Subway Week ending <mm/dd>? Press Yes to confirm and continue.
4. POS displays the message The Subway Week <mm/dd> was reopened successfully appears. Press Ok to continue.
5. You may now make changes to this week. When the week is closed, it will be retransmitted.

Employee Maintenance

Use this procedure to add, edit, terminate an employee, and change their password or security role.

Employee Roles and Security Access

All security access functionality is controlled by the employee role.

POS Screen	Function/Button	Owner	Manager	Supervisor	Cashier	Employee	POS Screen	Function/Button	Owner	Manager	Supervisor	Cashier	Employee
Home screen	Time Punch	√	√	√	√	√	Operations	Start Day	√	√	√	√	
	Restaurant Function	√	√	√	√	√		End Day	√	√	√	√	
	Ring Sales	√	√	√	√			Adjustment	√	√	√		
	Support Screen	√	√	√	√	√		Subway Week status	√	√			
Labor	Employees	√	√					Re-open Week	√	√			
	Time Clock Review	√	√	√				Transmit Week Data	√	√			
	Productivity Report	√	√	√				Close Week	√	√			
	Weekly Time Punch Report	√	√	√				Detailed Units Itemization Report	√	√			
Inventory	Enter Inventory Count	√	√					Control Sheet	√	√			
	Enter Raw Waste	√	√					WISR	√	√			
	Enter Transfers	√	√				Cash control	Close Cash Drawer	√	√	√	√	
	Enter Delivery	√	√					Cash Drop	√	√	√	√	
	Distributor/Suppliers	√	√					Cash In Drawer	√	√	√	√	
	Print Waste Sheet	T	B	D				Paid Outs	√	√	√		
Utilities	Print Inventory Count Sheet	T	B	D				EFT Report	√	√	√		
	Exit to Windows	√	√	√	√	√	Ring sales	Storewide Cash Report	√	√	√		
	Manage House Accounts	√	√					Bread Credits	√	√	√		
	Operations Expenses	√	√					Dashboard	√	√	√	√	
	System Options	√	√					Discount	√	√	√	√	
	Store Hours	√	√					Find Order	√	√	√	√	
	Reboot POS	√	√	√	√	√		Finished Waste	√	√	√		
	Restart POS	√	√	√	√	√		Item Correct	√	√	√	√	
	Rollback Menu Products	√	√	√	√	√		POS Tasks	√	√	√	√	
	Select Rewards	√	√	√	√			Price Override	√	√	√	√	
	SubCard Inquiry	√	√	√	√			Quantity	√	√	√	√	
	SubCard Transfer	√	√	√	√			Recall Order	√	√	√	√	
	Void Transaction	√	√	√				Refund by Item	√	√	√		
								Reprint Receipt	√	√	√	√	

Change Employee Password

On occasion it may be necessary for an employee to change his/her password. The manager or owner must log in to allow the employee to create a new or change the password.

6. Press Restaurant Functions on the home screen and log in.
7. Press the Labor button then press View/Edit Employee.
8. Navigate through the records using the green and blue arrow keys or use the search function to find the desired employee.
9. Press View/Edit to modify the selected employee record.
10. Enter the new password in the POS Password box; then reenter the same password in the Confirm POS Password field.
11. Press Save to complete this procedure.
12. Pressing Close without first saving prompts you to save the changes. Pressing Do Not Save discards the changes.

Select the Employee you wish to view or edit.

First Name	Last Name	User Id	Status	
Jane	Cashier	4	Active	View/Edit
James	Employee	5	Active	
Nykesia	Jones	14	Inactive	
Jane	Manager	2	Active	
Diana	Mukweyi	11111	Inactive	
James	Owner	1	Active	
Kendra	Palmer	27	Inactive	
Natasha	Parnell	24	Inactive	
John	Supervisor	3	Active	
Jamal	Unger	33	Inactive	

Close

Employee Edit View Owner, James SubEx Store # 2 Business Date CLOSED System Date/Time Tue 2/25 12:00:12 PM

Employee Information

<p>*First Name Jane</p> <p>Middle Name</p> <p>*Last Name Manager</p> <p>*Date of Birth 2/12/2013</p> <p>Customer Receipt Short Name Jane</p>	<p>Security Active <input checked="" type="checkbox"/></p> <p>*Role 20-Manager</p> <p>*SubwayPOS User Id 2</p> <p>*SubwayPOS Password *****</p> <p>*Confirm Password *****</p>	<p>Employment Corporate ID</p> <p>Employment Date Select a date</p> <p>Separation Date Select a date</p> <p>Compensation Type Salary</p> <p>Weekly Salary \$500.00</p>	<p>Employee Information</p> <p>Contact Details</p> <p>Save</p> <p>Close</p>
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Show keyboard

Employee Information Owner, James SubEx Store # 2 Business Date CLOSED System Date/Time Tue 2/25 12:00:30 PM

Add an Employee

1. Press Restaurant Functions on the home screen, log in, and press Labor.
2. Press Employees.
3. Press Add New Employee and enter the information. Required fields are marked with a Red asterisk (*).
 - First name and last name are required; middle name is not.
 - Enter date of birth using mm/dd/yyyy format.
 - Customer Receipt Short Name: This is the name that will appear on the receipt. If Customer Receipt Short Name is left blank, the employee's first name will appear on customer receipts.

Employee Information

<p>*First Name</p> <p>Middle Name</p> <p>*Last Name</p> <p>*Date of Birth Select a date</p> <p>Customer Receipt Short Name</p>	<p>Security Active <input checked="" type="checkbox"/></p> <p>*Role 50-Employee</p> <p>*SubwayPOS User Id</p> <p>*SubwayPOS Password</p> <p>*Confirm Password</p>	<p>Employment Corporate ID</p> <p>Employment Date Select a date</p> <p>Separation Date Select a date</p> <p>Compensation Type Hourly</p> <p>Hourly Rate \$0.00</p>	<p>Employee Information</p> <p>Contact Details</p> <p>Save</p> <p>Close</p>
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Show keyboard

Employee Information Owner, James SubEx Store # 2 Business Date CLOSED System Date/Time Tue 2/25 12:12:24 PM

4. Enter the security information:
 - Active: Allows an employee's log in rights to be temporarily disabled when the checkmark is removed
 - Role: Select one of the roles from the dropdown. Refer to Employee Roles and Security Access for information on security roles.
 - SubwayPOS User Log in: Limited to ten digits, no alpha characters.
 - SubwayPOS Password/Confirm Password: Limited to eight digits, no alpha characters.
5. Enter the employment information:
 - Corporate ID: This is a cross-reference for MUOs who use a payroll program or service to process payroll.
 - Employment Date: Use the mm/dd/yyyy format.
 - Separation Date: Use the mm/dd/yyyy format.
 - Compensation Type: Select either Hourly or Salary from the drop down:
 - Hourly Rate or Weekly Salary: The Information entered here is used to calculate the labor\$ used in the productivity section of the Control Sheet and the labor\$ in the Sales Summary section of the WISR.
6. If terminating an employee, enter the termination date and uncheck Active.
7. When completed, press Contact Details to enter the optional employee Contact Information.
8. When completed, press Save to save the data and return to the Labor screen.
9. Pressing Close without first saving prompts you to save the changes. Pressing Do Not Save discards the changes.

Edit, Restrict, or Terminate an Employee

1. Press Restaurant Functions on the home screen and log in.
2. Press the Labor button then press View/Edit Employee.
3. Navigate through the records using the green and blue arrow keys or use the search function to find the desired employee.
4. Press View/Edit to modify the selected employee record.

Select the Employee you wish to view or edit.

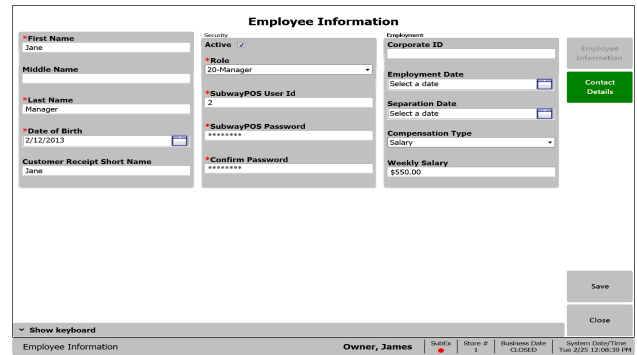
First Name	Last Name	User Id	Status
Jane	Cashier	4	Active
James	Employee	5	Active
Nykesia	Jones	14	Inactive
Jane	Manager	2	Active
Diana	Mukweyi	11111	Inactive
James	Owner	1	Active
Kendra	Palmer	27	Inactive
Natasha	Parnell	24	Inactive
John	Supervisor	3	Active
Jamal	Unger	33	Inactive

Employee Edit View

Owner, James SubEx 1

- To restrict an employee from using the POS, uncheck the Active box.
- To terminate an employee, enter a Separation Date.

5. Press Contact Details to change the employee Contact Information.
6. When completed, press Save to save the data and return to the Labor screen.
7. Pressing Close without first saving prompts you to save the changes. Pressing Do Not Save discards the changes.



Employee Information

First Name: Jane
 Middle Name:
 Last Name: Manager
 Date of Birth: 01/12/2013
 Customer Receipt Short Name: Jane

Security: Active ☒
 Role: 20-Manager
 SubwayPOS User Id: 2
 SubwayPOS Password: *****
 Confirm Password: *****

Employment: Corporate ID:
 Employment Date: Select a date
 Separation Date: Select a date
 Compensation Type: Salary
 Weekly Salary: \$550.00

Employee Information
 Contact Details

Save
 Close

Show keyboard
 Employee Information
 Owner, James
 SubEx:
 Store: # 2
 Business Date: CLOSED
 System Date/Time: Tue 2/25/12 09:39 PM



Contact Details

Address Line 1:
 Address Line 2:
 City:
 State:
 Postal Code:
 Country:
 Home Phone:
 Mobile Phone:
 Email:
 Emergency Contact: Name:
 Relationship:
 Home Phone:
 Cell Phone:
 Employee Information
 Contact Details

Save
 Close

Show keyboard
 Contact Details
 Owner, James
 SubEx:
 Store: # 2
 Business Date: CLOSED
 System Date/Time: Tue 2/25/12 09:39 PM

Reports

The following reports are generated on demand and cover the Subway week.

Daily Reports

Various reports are available to assess the daily cash handling and sales information. This section presents the following topics:

- [Storewide Cash Report](#)
- [Productivity Report](#)
- [EFT Report](#)
- [Invoice Log Report](#)
- [Inventory Movement Report](#)

Storewide Cash Report

The storewide cash report is used to determine cash handling and bread usage in the store on any given day. It can also be used to create a monthly or quarterly tax report.

1. From the home screen, press Restaurant Functions, log in, and press Cash Control.
2. Press Storewide Cash Report.
3. The report opens with today's date in both Business Date Range boxes and with today's information automatically loaded.
4. To generate a report for a different business day, use the calendar control to enter the same date in both date boxes; then press Load.

Note To review monthly or quarterly taxable sales, enter the beginning and ending dates in Business Date Range area. Use the toolbar navigation options to move to the last page of the report and locate the tax, taxable sales and non-taxable sales amounts.

5. Use the report toolbar and scroll options to move through and/or zoom in on the report.
6. On report screens, press:
 - Print to print a copy of the report.
 - Save to save a copy of the report to the hard drive.
 - Close to exit.



Productivity Report

The productivity report is used to determine the productivity of the restaurant during any given day.

1. From the home screen, press Restaurant Functions, log in, and press Labor.
2. Press Productivity Report.
3. The productivity report screen opens with today's date in the Business Date field and with today's information automatically loaded.
4. To generate a report for a different business day, use the calendar control to enter the new date in the date box; then press Load.

Subway Store # 1-0
300 BIC Dr
1-800-888-4848

PRODUCTIVITY REPORT

Business Date: 1/20/2014
Requested By: James Owner
Printed: 2/25/2014 12:17 PM

TIME PERIOD	SALES	UNITS	HOURS WORKED	PROD	SPLH
2-3	\$0.00	0	0.00	0.00	\$0.00
3-4	\$0.00	0	0.00	0.00	\$0.00
4-5	\$0.00	0	0.00	0.00	\$0.00
5-6	\$0.00	0	0.00	0.00	\$0.00
6-7	\$0.00	0	0.75	0.00	\$0.00
7-8	\$0.00	0	1.00	0.00	\$0.00
8-9	\$0.00	0	1.00	0.00	\$0.00
9-10	\$0.00	0	1.00	0.00	\$0.00
10-11	\$0.00	0	1.00	0.00	\$0.00
11-12	\$0.00	0	1.00	0.00	\$0.00
12-13	\$0.00	0	1.00	0.00	\$0.00
13-14	\$0.00	0	1.00	0.00	\$0.00
14-15	\$0.00	0	1.00	0.00	\$0.00
15-16	\$0.00	0	1.00	0.00	\$0.00
16-17	\$0.00	0	1.00	0.00	\$0.00
17-18	\$0.00	0	1.00	0.00	\$0.00
18-19	\$0.00	0	1.00	0.00	\$0.00
19-20	\$0.00	0	1.00	0.00	\$0.00
20-21	\$0.00	0	1.00	0.00	\$0.00
21-22	\$0.00	0	1.00	0.00	\$0.00
22-23	\$0.00	0	1.00	0.00	\$0.00
23-24	\$0.00	0	1.00	0.00	\$0.00
0-1	\$0.00	0	1.00	0.00	\$0.00
1-2	\$0.00	0	0.98	0.00	\$0.00
Total	\$0.00	0	19.73	0.00	\$0.00

Business Date: 1/20/2014

Load

Print

Save

Close

Note the Time Period column on the left of the report is broken down into one hour increments.

For each hour, the following information is calculated and displayed:

- Sales \$: Total value of all sales for that hour.
 - Units: Total number of carrier units sold in that hour.
 - Hours Worked: Total man-hours worked during that hour.
 - Prod: The Productivity Factor for that hour (Unit ÷ Hours Worked).
 - SPLH \$: Sales Per Labor Hour (Sales \$ ÷ Hours Worked).
5. On report screens, press:
 - Print to print a copy of the report.
 - Save to save a copy of the report to the hard drive.
 - Close to exit.

EFT Report

The EFT report is used to show all electronic funds transfer amounts for the given business day.

1. From the home screen, press Restaurant Functions, log in, and press Cash Control.
2. Press EFT Report.
3. The EFT report screen opens with today's date in the Business Date field and with today's information automatically loaded.
4. To generate a report for a different business day, use the calendar control to enter the new date; then press load.
5. The EFT report displays the catering call center orders first, followed by credit cards with breakdown by card type, number (last 4 digits) and transaction, Cash cards by card number (last 4 digits) and transaction amount and finally house accounts by account and transaction amount.
6. On report screens, press:
 - Print to print a copy of the report.
 - Save to save a copy of the report to the hard drive.
 - Close to exit.

The screenshot shows the EFT Report interface. On the left, a scrollable area displays the following text:

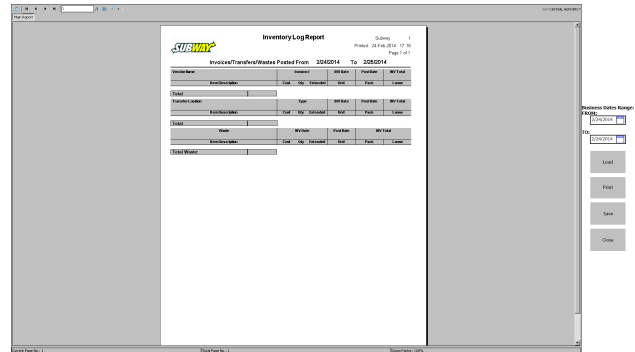
```
Subway Store # 1-0
300 BIC Dr
1-800-888-4848
*****
EFT Report
*****
Business Date: 1/20/2014
Requested By: James Owner
Printed: 2/24/2014 11:29 AM
Lasts order # $ Amount
```

On the right, there is a 'Business Date:' field with a calendar icon, currently showing '1/20/2014'. Below this field are four buttons: 'Load', 'Print', 'Save', and 'Close'.

Invoice Log Report

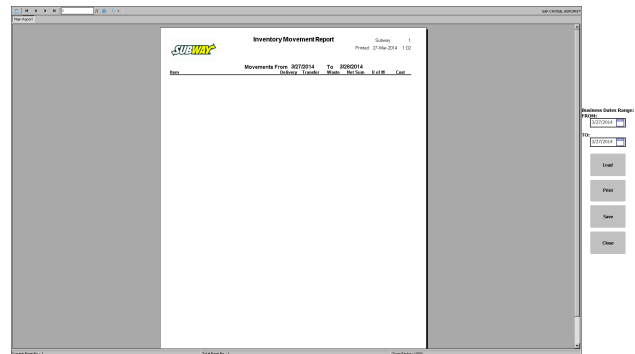
This report is used to show all inventory adjustments for the given business day.

1. From the home screen, press Restaurant Functions, log in, and press Inventory.
2. Press Invoice Log Report.
3. The Inventory Log Report screen opens with today's date in the Printed field and with today's information automatically loaded.
4. This report displays the inventory, transfer, and waste transactions for the selected day..
5. The report opens with today's date in both Business Date Range boxes and with today's information automatically loaded.
6. To generate a report for a different business date range, use the calendar controls to enter the dates in both date boxes; then press Load.
7. On report screens, press:
 - Print to print a copy of the report.
 - Save to save a copy of the report to the hard drive.
 - Close to exit.



Inventory Movement Report

1. From the home screen, press Restaurant Functions, log in, and press Inventory.
2. Press Inventory Movement Report.
3. The Inventory Movement Report screen opens with today's date in the Printed field and with today's information automatically loaded.
4. This report displays the inventory, transfer, and waste transactions for the current day..
5. On report screens, press:
 - Print to print a copy of the report.
 - Save to save a copy of the report to the hard drive.
 - Close to exit.



Weekly Reports

- [Weekly Inventory and Sales Report \(WISR\)](#)
- [Control Sheet](#)
- [Detail Sales and Units Itemization Report](#)

Weekly Inventory and Sales Report (WISR)

The Weekly Inventory and Sales Report (WISR) is used to determine royalties due to DAI by each franchisee. Follow these steps to generate the WISR.

1. Select Restaurant Functions on the home screen, log in, and press Operations.
2. Select WISR.
3. The default week displayed. To select a different week, press Week ending date and change to the desired week.
4. On report screens, press:
 - Print to print a copy of the report.
 - Save to save a copy of the report to the hard drive.
 - Close to exit.

[illegible]

A list of all terms used within the WISR document with the definition and/or formulae for each is provided in the tables of each section below.

[illegible]

Notes

The left side of the WISR is an estimate, due to the fact we only display Inventory Items and not the Individual Ingredients. A good example of this is Avocado. Note that fresh and frozen are not displayed, only the summary inventory item level of generic “avocado.” As a result, the estimated numbers will always vary from the detailed calculations that are displayed on the rest of the report. To minimize this variance, weighted cost averaging for the WISR:

- If an item was delivered, take the average cost/unit of all items belonging to the same ingredient (Total Cost ÷ Total Received).
- If an item was not delivered, take the average cost/unit of all items belonging to the same ingredient which are active.
- If an item was not delivered and no inventory items are active within that ingredient, take the average of All Items belonging to that Ingredient (SubEx default is that Items are set to IsActive = 0 until an override is created for them. If all items in an ingredient are 0, it is assumed that the owner has not yet specified which items the franchisee wants to see).

Adjusted Cost of Goods Section

.Notes

- Free Units, Employee Free, Employee Discounts, and Other Unit Disc Value apply to units only.
- FVM Discount Value applies to units, drinks, and misc items discounted by a 'Value Meal' type discount (Currently 'Value Meal FVM', 'Value Meal Kids Meal', and 'Value Meal SOTD' are defined in SubEx).
- Discounts applied to units by 'Value Meal' type discounts are not included in Other Unit Disc Value.
- All other discounts (both "Free" and "Discount") applied to Miscellaneous or Drink items are totaled in Misc & Drink Disc Value.
- Qty columns are the number (quantity) of discounts which meet the criteria, not the number of discounted items (i.e. 2 Footlongs for \$8.99 is Qty 1 in Other Unit Disc Value).
- For discounts which apply to multiple categories, each category is increased by 1 (i.e. 'Buy One 21 Oz Drink and 6 In Sub, Get One 21 Oz Drink and 6 In Sub Free' is Qty 1 in Free Units and Qty 1 in Misc & Drink Disc Value).
- Total Discount Value Qty is the sum of the six discount fields. It is not the true number of discounts, because discounts may apply to multiple Qty fields.
- See Table 1: Adjusted Cost of Goods Discount Categorization in REFERENCES for examples of how quantities are assigned.
- (Cust) Free Units does not include Employee Free.
- Numbers are rounded to nearest Whole \$ and nearest Whole %. Exceptions to this: Disc Value Percent of Sales and Adjusted Cost of Goods are rounded to the nearest Tenth of a Percent (e.g. 28.5%).
- Disc. Value Percent Of Sales label is formatted across three cells as seen above.
- Adjusted Cost Of Goods label is formatted across three cells as seen above.

ADJUSTED COST OF GOODS	QTY	\$	%
FREE UNITS	0	0	0
EMPLOYEE FREE	0	0	0
EMPLOYEE DISCOUNTS	0	0	0
OTHER DISCOUNT VALUE	0	0	0
FVM DISCOUNTS VALUE	3	1	100
MISC & DRINK DISC VALUE	0	0	0
TOTAL DISCOUNT VALUE	3	1	100
DISCOUNT VALUE % OF SALES			0.3
ADJUSTED COST OF GOODS			117.2

Adjusted Cost of Goods	Quantity	\$	%
Free Units	Number of customer discounts which discount a unit to \$0.00 (sandwich, salad, wrap, etc.)	Value discounted from units by these discounts	$(\text{Free Units \$} \div \text{Total Discount Value}) \times 100$
Employee Free	Number of employee discounts which discount a unit to \$0.00 (sandwich, salad, wrap, etc.)	Value discounted from units by these discounts	$(\text{Employee Free \$} \div \text{Total Discount Value}) \times 100$
Employee Discounts	Number of employee discounts which discount a unit to greater than \$0.00 (sandwich, salad, wrap, etc.)	Value discounted from units by these discounts	$(\text{Employee Discounts \$} \div \text{Total Discount Value}) \times 100$

Adjusted Cost of Goods	Quantity	\$	%
Other Unit Disc Value	All other discounts which discount a unit (sandwich, salad, wrap, etc.) – Value Meal discounts to units are NOT included.	Value discounted from units by these discounts	$(\text{Other Unit Disc. Value } \$ \div \text{Total Discount Value}) \times 100$
FVM Discount Value (New)	Number of discounts of type 'FVM' (includes Kids Pak)	Value discounted from units by these discounts	$(\text{FVM } \$ \div \text{Total Discount Value}) \times 100$
Misc & Drink Disc Value	Number of discounts of any value applied to drinks or misc items, not including discounts of type FVM	Value discounted from units by these discounts	$(\text{Misc \& Drink Disc Value } \$ \div \text{Total Discount Value}) \times 100$
Total Discount Value	Free Units + Employee Free + Employee Discounts + FVM Discount Value + Other Discount Value	Free Units + Employee Free + Employee Discounts + FVM Discount Value + Other Discount Value	$(\text{Total Discount Value } \$ \div \text{Total Discount Value } \$) \times 100$
Disc. Value Percent of Sales			$(\text{Total Discount Value } \$ \div \text{Net Subway Sales}) \times 100$
Adjusted Cost of Goods			$\text{Adjusted Cost of Goods } \$ \div \text{Net Subway Sales}$

Category Summary Section

Notes

- \$Used and \$Diff are rounded to Whole Dollars.
- Percentages are rounded to nearest Tenth of a Percent (28.3%)

Category Summary	\$USED	\$DIFF	ACT%	EXP %	%
CHEESE	0	0	0.0	0.0	0.0
MEAT/PROTEIN	376	-228	35.2	13.8	-21.3
BREAD/CARRIER	-23	29	-2.2	0.5	2.7
VEGGIES	192	-136	18.0	5.3	-12.7
TOPPINGS	-33	57	-3.0	2.2	5.3
PAPERGOODS	0	8	0.0	0.7	0.7
UNITS COST	513	-271	47.9	22.6	-25.3
DRINKS COST	45	-43	104.1	4.3	-99.8
MISC COST	-92	113	-57.3	12.7	70.0
COST OF GOODS	455	-201	117.6	65.6	-52.0
DISTRIBUTION COST	-10		-3		

Category Summary	\$ Used	\$ Diff	Act%	Exp%	% Diff
Cheese	Taken from Cheese Subtotal line				
Meat/Protein	Taken from Meat/Protein Subtotal line				
Bread/Carrier	Taken from Bread/Carrier Subtotal line				
Veggies	Taken from Veggies Subtotal line				
Toppings	Taken from Toppings Subtotal line				
Paper Goods	Taken from Paper Goods Subtotal line				
Units Cost	Taken from Units Cost line				
Drink Cost	Taken from Drink Cost line				
Misc Cost	Taken from Misc Cost line				
Cost of Goods	Taken from Cost of Goods line				

Ingredient Items Section

Notes

- OPEN = Opening Count (equal to last week's closing), denominated in std count units.
- + DEL = Deliveries entered (denominated in std count units) plus Sum of Transfers In (+) and Transfers Out (-).
- - LEFT Last = Physical Count entered.
- = USED = (OPEN + DEL) – LEFT
- POS DIFF (formerly = COMP DIFF) = Comp Used – USED where:

OPEN	+DEL	-LEFT	=USED	POS DIFF	COST	ITEM	\$ USED	\$ DIFF	ACT %	EXP %	% DIFF
0.0	0.0	0.0	0.0	0.1	2.03	Cheese, Shredded Mont	0	0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	2.62	Cheese, crumbled	0	0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	1.91	Cheese, Shredded, Mozz	0	0	0.0	0.0	0.0
			0.0	0.0		Cheese Subtotal	0	0	0.0	0.0	0.0
0.0	600.0	2100.0	-1500.0	1552.0	0.08	Bacon	-125	129	-11.7	0.4	12.1
0.0	0.0	0.0	0.0	0.3	2.50	Chicken Strips	0	1	0.0	0.1	0.1
0.0	75.0	0.0	75.0	-74.7	2.40	Chicken, oven roasted ..	180	-179	16.8	0.1	-16.8
0.0	0.0	0.0	0.0	1.2	0.75	Cold Cut Combo	0	1	0.0	0.1	0.1
0.0	0.0	0.0	0.0	1.4	2.72	Salami	0	4	0.0	0.3	0.3
0.0	72.0	0.0	72.0	-64.6	2.63	Ham	189	-170	17.7	1.8	-15.9
0.0	0.0	0.0	0.0	25.2	1.80	Meatballs	0	45	0.0	4.2	4.2
0.0	0.0	0.0	0.0	1.4	2.75	Pepperoni	0	4	0.0	0.3	0.3
0.0	0.0	0.0	0.0	7.0	4.50	Roast Beef	0	31	0.0	2.9	2.9
0.0	0.0	0.0	0.0	1.4	3.85	Steak, Shaved	0	5	0.0	0.5	0.5
0.0	0.0	0.0	0.0	0.4	7.88	Tuna	0	3	0.0	0.3	0.3
0.0	54.0	0.0	54.0	-42.6	2.44	Turkey	132	-104	12.3	2.6	-9.7
0.0	0.0	0.0	0.0	0.0	0.00	BBQ Chicken	0	0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	4.0	0.36	Egg Omelets	0	1	0.0	0.1	0.1
0.0	0.0	0.0	0.0	0.0	2.32	Egg, liquid	0	0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	1.90	Sausage Patties	0	0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	1.94	Seafood Sensation, Sea	0	0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	1.75	Sausage Pizza crumble	0	0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	2.40	Pepperoni for Pizza	0	0	0.0	0.0	0.0
						Meat/Protein Subtotal	376	-228	35.2	13.8	-21.3
0.0	280.0	0.0	280.0	-91.5	0.00	Bread	0	0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.32	Flatbread	0	0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.19	Biscuits	0	0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	4.45	Croissant	0	0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.15	French Macaroni	0	0	0.0	0.0	0.0

- Comp Used = Usage Per Ingredient (Menu Item × Qty Sold × Recipe Amount)
- USED = (OPEN + DEL) – LEFT
- COST (formerly PRICE) = Price per Std Count Unit (generally per each or LB); a weighted average of received Cost per Standard Unit during the week (5 lbs received for \$13 and 1 lb received for \$5, with Standard Unit in lb, is a COST of \$3/lb)
- ITEM = Item Short Description
- \$ USED = USED × COST
- \$ DIFF = POS DIFF × COST
- ACT % = \$ USED ÷ NET Subway SALES for the related group (Units, Drinks, etc.)
- Exp % = (Computed Used \$ + Waste \$) ÷ NET Subway SALES for that category (Units, Drinks, etc.)
- % DIFF = EXP % – ACT %
- The Cheese Subtotal group is the only group designed to have +Used and -POS Diff subtotals..

Sales Summary Section

Notes

- ROYALTIES and FAF AD FUND are now combined on the +ROYALTY & AD FUND line. The combined % is 12.5% (8.0% Royalty + 4.5% FAF Fund)
- \$ are rounded to nearest whole number.
- % is rounded to nearest whole number.

SALES SUMMARY	\$	%
+ UNIT SALES	18	5
+ CATERING SALES	329	85
+ DRINK SALES	4	1
+ MISC SALES	35	9
= NET SUBWAY SALES	387	100
GAS	0	0
ELECTRIC	60	16
TELEPHONE	25	6
GARBAGE	40	10
INSURANCE	65	17
RENT	89	23
LAUNDRY	15	4
MISC.	0	0
REPAIR/MAINT	50	13
=OPERATING EXPENSES	344	89
+LABOR & TAXES	75	19
+COST OF GOODS	455	118
+ROYALTY & AD FUND	48	13
+LOCAL ADVERTISING	0	0
=TOTAL EXPENSES	922	238
= BALANCE	-535	-138

Financial Strength Section

Notes

- Other Expenses has not been implemented in the Operating Expenses module of SubwayPOS.

FINANCIAL STRENGTH	-5
-LOANS	200 52
-OTHER EXPENSES	

Financial Strength	= Balance ÷ 100	N/A
- Loans	From 'Operating Expenses' in RMS	$(\text{Loan \$} \div \text{Net Subway Sales}) \times 100$
- Other Expenses	From 'Operating Expenses' in RMS	$(\text{Other Expense \$} \div \text{Net Subway Sales}) \times 100$

Units Summary Section

Notes

- This replaces the Units Sold Summary and has been expanded to include the percentage of each type of unit sold. A Catering Summary with breakdown has also been added. Catering uses the current units calculation (e.g. 6' Giant Sub = 1 unit; Sandwich Platter = 1 unit, etc.).
- Sold includes only items sold for \$0.01 or more; no Free Units. Voids are deducted, Refunds are not deducted.
- All numbers are rounded to the nearest whole number except units/cust, Factor, and Average Ticket.
- Factor and Average Ticket numbers are centered across two columns (Qty and % columns).
 - Factor cell spans two cells to the right of the label.
 - Average Ticket \$ cell spans two cells to the right of the label.

UNITS SUMMARY	QTY	%
FOOTLONG (30cm)	3	100
6 INCH (15cm)	0	0
3 INCH (7.5cm) / MUFFIN	0	0
SALADS	0	0
PIZZA	0	0
OTHER UNITS	0	0
TOTAL UNITS	3	100
CUSTOMER COUNT-UNITS/CUST	4	0.8
DRINKS - DRINK PCT	3	100
FACTOR	6.00	
AVERAGE TICKET	96.72	
CATERING SUMMARY	QTY	\$
GIANT SUBS	2	105
SANDWICH PLATTERS	9	225
BOXED MEALS	0	0
DESSERT PLATTERS	2	31

Units Summary	Qty	%
Footlong	From Control Sheet	$(Qty\ Footlongs \div Total\ Units\ Sold) \times 100$
6 Inch	From Control Sheet	$(Qty\ 6\ Inch \div Total\ Units\ Sold) \times 100$
3 Inch	From Control Sheet	$(Qty\ 3\ Inch \div Total\ Units\ Sold) \times 100$
Salads	From Control Sheet	$(Qty\ Salads \div Total\ Units\ Sold) \times 100$
Pizza	From Control Sheet	$(Qty\ Pizza \div Total\ Units\ Sold) \times 100$
Other Units	From Control Sheet	$(Qty\ Other\ Units \div Total\ Units\ Sold) \times 100$
Total Units	Sum of Units Sold	$(Total\ Units\ Sold \div Total\ Units\ Sold) \times 100$
Customer Count – Units ÷ Cust	From Control Sheet	$Total\ Units\ Sold \div Customer\ Count$
Drinks ÷ Drinks %	From Control Sheet	$(Qty\ Drinks\ Sold \div Total\ Units\ Sold) \times 100$
Factor	From Control Sheet	
Average Ticket	From Control Sheet	
Catering Summary	QTY	\$
Giant Subs	Quantity Giant Subs Sold (3 and 6 Foot both Count as 1)	Total Sale Price of All Giant Subs
Sandwich Platters	Quantity Sandwich Platter Sold (Platters of any Size Each Count as 1)	Total Sale Price of All Sandwich Platters
Boxed Meals	Quantity Box Lunches Sold	Total Sale Price of All Box Lunches
Dessert Platters	Quantity Dessert Platters Sold	Total Sale Price of All Dessert Platters

Cash—Bread Over/Short

Notes

- All Cash and Bread Over/Short numbers are taken from the Control Sheet and displayed for Each Day of the Subway Week.
- Cash and Bread Over/Short fields are formatted to Two Decimal places (e.g. -2.00).
- Shortages are shown with the '-' Sign.

+/- OVER / SHORT		
Cash	Day	Bread
0.00	Wed	0.00
0.00	Thu	0.00
0.00	Fri	0.00
0.00	Sat	0.00
0.00	Sun	0.00
0.00	Mon	0.00
-1.29	Tue	73.00
-1.29	TOTAL	73.00

Cost of Goods Section

DELIVERY FEE	0		0		
DISTRIBUTOR CREDIT	0		0		
ANNUAL IPC PATRONAGE	-10		-3		
DISTRIBUTION COSTS	-10		-3		
COST OF GOODS	455	-201	118	66	-52

Item	\$ Used	\$ Diff	Act %	Exp %	% Diff
Delivery Fee	Delivery Fee from The Same Line on the Invoice Entry (if exists)		$(\text{Delivery Fee} \div \text{Net Subway Sales}) \times 100$		
Distributor Credits (on Invoice)	DC Credits / Discounts from the Same Line on the Invoice Entry		$(\text{Distributor Credits} \div \text{Net Subway Sales}) \times 100$		
Annual IPC Patronage	\$ Usage Not Including Surcharges, Credits or Tax ×.0225 Displayed as a Negative Number		$(\text{Annual IPC Patronage} \div \text{Net Subway Sales}) \times 100$		
Distribution Costs	Delivery Fee + Distributor Credits + Annual IPC Patronage		$(\text{Distribution Costs} \div \text{Net Subway Sales}) \times 100$		
Cost of Goods	Units Cost\$ + Drink Cost\$ + Misc Cost\$ + Distribution Costs	Units Cost \$Diff + Drinks Cost \$Diff + Misc Cost \$Diff	† $(\text{Cost of Goods} \div \text{Net Subway Sales}) \times 100$	‡ $[\text{Sum}(\text{Expected Cost of Each Item}) + \text{Distribution Costs} \div \text{Net Subway Sales}] \times 100$	Expected Cost of Goods% – Actual Cost of Goods %

† Actual Cost of Goods %

‡ Expected Cost of Goods %: Expected Cost for each item is Not shown on WISR, but is used in this calculation.

Reference

Adjusted Cost of Goods Discount Categorization

	Free Units	Employee Free	Employee Discounts	Other Unit Disc Value	FVM Discount Value	Misc & Drink Disc Value	Total Discount Value
Employee 50% 6 inch			1				1
Employee Free 6 inch		1					1
Employee 50% 6 inch and cookie			1			1	2
Employee Free 6 inch and cookie		1				1	2
FVM (20 cents off drink and chips)					1		1
\$4.50 SOTD Meal (Value Meal SOTD in SubEx)					1		1
2 footlong for \$8.99				1			1
BOGO Footlong and 21 oz drink free with footlong and 21 oz drink purchase	1					1	2
BOGO Footlong and 21 oz drink 50% off with footlong and 21 oz drink purchase				1		1	2
Kids Pack (Value Meal Kids Meal in SubEx)					1		1

Control Sheet

The Control Sheet is a report with weekly cash control, bread report, labor/productivity, detailed sales and itemization Numbers taken from different existing reports and consolidated in a single report. Follow these steps to generate the control sheet.

1. Select Restaurant Functions on the home screen, log in, and press Operations.
2. Press Control Sheet.
3. The default week is the current Subway week. To select a different week, press WeekEnding Date, change to the desired week and press Load.
4. On report screens, press:
 - Print to print a copy of the report.
 - Save to save a copy of the report to the hard drive.
 - Close to exit.

A list of all terms used within the control sheet report with the definition and/or formulae for each is provided in each section below. The control sheet is comprised of the following sections:

- 1 Header
- 2 Cash Control
- 3 Bread Control
- 4 Labor Summary
- 5 Sales Itemization
- 6 Units Itemization

Control Sheet

NET SALES 886.92

WEEK ENDING October 16, 2012

STORE # 39407

SATELLITE # 0

Printed: 10/23/2012 1:41 pm

CASH CONTROL	Oct 10	Oct 11	Oct 12	Oct 13	Oct 14	Oct 15	Oct 16	TOTALS
	WED	THU	FRI	SAT	SUN	MON	TUE	
CLOSING QT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	987.02
-OPENING QT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52.63
*ADJ. PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	934.39
+OPENING CASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	475.00
-PAID OUTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00
-CREDIT SALES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	652.85
*REQUIRED CASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	696.54
ACTUAL CASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	697.00
+OVERSHORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.46
CLOSING KEEF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	475.00
DEPOSIT IN BANK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	222.00
CASH CHARGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.35
DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VISA/MC/MSTCARD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.90
DIVIDOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AMERICAN EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CATERING/CALL CENTER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	297.03
OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	322.57

BREAD / CARRIER CONTROLS (BREAD / FLATBREAD / SALAD / MUFFIN / PIZZA / OTHER)	Oct 10	Oct 11	Oct 12	Oct 13	Oct 14	Oct 15	Oct 16	TOTALS
	WED	THU	FRI	SAT	SUN	MON	TUE	
OPENING/GETM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DELTRANS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	280.00
-CREDITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.00
-LEFT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
USED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	269.00
SOLD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	141.00
+OVERSHORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-128.00
SUB BREAD LEFT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OVERSHORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-154.00
FLATBREAD LEFT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OVERSHORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00
SALAD LEFT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OVERSHORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.00
MUFFIN LEFT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OVERSHORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PIZZA LEFT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OVERSHORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER LEFT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OVERSHORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

LABOR	07:00-07:00	07:00-07:00	07:00-07:00	07:00-07:00	07:00-07:00	07:00-07:00	07:00-07:00	TOTALS
HOURS OPEN	15.00	15.00	15.00	14.00	13.00	12.00	15.00	102.00
HOURS WORKED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71.68
PRODUCTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.85
SALES PER LABOR HR (\$)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.02

SALES ITEMIZATION	Oct 10	Oct 11	Oct 12	Oct 13	Oct 14	Oct 15	Oct 16	TOTALS	%
	WED	THU	FRI	SAT	SUN	MON	TUE		
TOTAL SUBWAY SALES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	886.92	100.0
FOOTLONG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	186.75	21.1
6 INCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.75	4.0
3 INCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
MUFFIN MELT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
SALAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	2.3
PIZZA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
OTHER CARRIER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
ADD ON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
CATERING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	520.30	58.7
-COUPONS/DISCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-37.50	-4.2
-REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-3.25	-0.4
-VOIDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
TOTAL UNITS SALES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	722.65	81.4
FOUNTAIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.50	4.1
BOTTLED BEVERAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.65	0.4
HOT BEVERAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.25	0.1
OTHER BEVERAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
-COUPONS/DISCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-2.16	-0.2
-REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
-VOIDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
TOTAL DRINKS SALES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39.06	4.4
CHIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	94.03	10.6
COOKIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.60	0.4
SOUPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.65	0.7
OTHER MISC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.05	3.6
-COUPONS/DISCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-8.43	-1.0
-REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
-VOIDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1.29	-0.1
TOTAL MISC SALES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.81	14.2
CASH CARD SALES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	4.5
SALESTAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.47	0.8
OTHER RECEIPTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0

UNITS ITEMIZATION	Oct 10	Oct 11	Oct 12	Oct 13	Oct 14	Oct 15	Oct 16	TOTALS	%
	WED	THU	FRI	SAT	SUN	MON	TUE		
FOOTLONG	0	0	0	0	0	0	0	31	48.4
6 INCH	0	0	0	0	0	0	0	5	7.8
3 INCH	0	0	0	0	0	0	0	0	0.0
MUFFIN MELT	0	0	0	0	0	0	0	0	0.0
SALAD	0	0	0	0	0	0	0	1	1.6
PIZZA	0	0	0	0	0	0	0	0	0.0
OTHER CARRIER	0	0	0	0	0	0	0	0	0.0
CATERING	0	0	0	0	0	0	0	18	28.1
FREE UNITS	0	0	0	0	0	0	0	5	7.8
TOTAL UNITS SOLD	0	0	0	0	0	0	0	54	100.0
DRINK	0	0	0	0	0	0	0	27	42.2
DRINK PERCENT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	73.0	73.0
FACTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.45	5.45
CUSTOMER COUNT	0	0	0	0	0	0	0	32	32
AVERAGE TICKET	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.72	27.72

Header

The header section displays key fields from the WISR providing information consolidated with other key information, making it easier to manage the restaurant..

Title	Definition	Formula
COST OF GOODS %	Percentage Cost of Goods used for Sales	$(\$ \text{ Amount Cost of Goods} \div \text{Net Sales}) \times 100$
COST OF UNITS %	Percentage Cost of Units for Unit Sales	$(\$ \text{ Amount of Group Cost of Units} \div \text{Unit Sales}) \times 100$
DRINK COST %	Percentage Cost of Drinks for Drink Sales	$(\$ \text{ Amount of Group Cost of Drinks} \div \text{Drink Sales}) \times 100$
ADJUSTED COST OF GOODS %	Adjusted Percentage Cost of Goods	$(\$ \text{ Amount of Cost of Goods} / (\text{Net Sales} + \text{Total Discounts})) \times 100$
ADJUSTED COST OF UNITS	Adjusted Percentage of Cost of Units	$(\$ \text{ Amount of Group Cost of Units} \div (\text{Unit Sales} + \text{Total Unit Discounts})) \times 100$
MISC COSTS %	Percentage Cost of Misc for Misc Sales	$(\$ \text{ Amount of Group Cost of Misc} \div \text{Misc Sales}) \times 100$
PRODUCTIVITY	Taken from the Weekly TOTAL line under PROD column of POS Productivity Report.	$(\text{Weekly Total Units Sold} \div \text{Weekly Total Hours Worked})$
FACTOR	<p>The average selling price per unit sold for that day/week. Factor is always expressed as a monetary figure. Factor is calculated as:</p> <p>This means that on average, you receive \$4.08 for every unit sold. An increase in factor allows you to increase your sales without increasing the number of customers or the number of units sold. There are four effective ways to increase factor:</p> <ul style="list-style-type: none"> Suggest double meat sandwiches. Suggest higher priced sandwiches. Suggest footlong (30 cm) sandwiches rather than 6-Inch (15 cm) or Mini Subs. Suggest bacon or extra cheese as an add-on ingredient to menu items. 	$\$1,444.91 (\text{Adj. Unit Sales}) \div 354 (\text{Adj. Units Sold}) = \4.08 Factor
CUSTOMER COUNT	<p>This is the actual number of transactions that occurred for that day/week. This should not be confused with the number of persons being served during the transaction. For example, two people who together purchase three sandwiches would constitute a customer of one. To calculate this figure, take the customer count for the day/week and subtract the number of adjustments for that day/week.</p>	$\text{Total Weekly Transaction (Guest Sales + All Employee Meal Sales(100% and <100%) - voids, refunds, waste or bread credit) Count Number}$

Cash Control

The Cash Control section contains summary information from the Weekly Cash.

Title	Definition	Formula
CLOSING GRAND TOTAL	The Closing Grand Total comes from the Closing GT line of the Storewide Cash Report. Closing GT is used by FWH and the IRS to perform audits. It can be used to track and balance items sold Vs. Items reported. It is also used by Franchisees to ensure that all newly configured SOP's/MOP's are reporting. Other report fields depend on departments but Closing GT should report all sales regardless of department configuration.	$\text{Dollar Amount figure of Current Business Day's Sales - Menu Items Sales + Sales Tax+ Sub Card sales before Discounts, Voids and Refunds. (Our equivalent of Gross Sales)}$

Title	Definition	Formula
– OPENING GRAND TOTAL	The Opening Grand Total comes from the Opening GT line of the Storewide Cash Report.	<i>Dollar Amount figure of Previous Business Day's sales – Menu Items Sales + Sales Tax+ Sub Card sales before Discounts, Voids and Refunds.(Our equivalent of Gross Sales)</i>
– ADJUSTMENTS	Refunds number comes from the 'Adjustments' line of the Storewide Cash Report.	<i>Dollar Amount figure of current Business Day's Adjustments –Defined as the sum of 'Adj – Discounts', 'Adj –Voids' and 'Adj – Refunds'.</i>
= ADJ. PROCEEDS		<i>Closing Grand Total – Opening Grand Total – Co-Branded Sales – Adjustments – Taxes = Adj. Subway Proceeds.</i>
+ OPENING CASH	Opening Cash number comes from the Opening Cash line of the Storewide Cash Report.	
– PAID OUTS	Paid Outs number comes from the Paid Outs line of the Storewide Cash Report.	
– CREDIT SALES	Credit Sales number comes from the Credit Sales line of the Storewide Cash Report.	
= REQUIRED CASH	Required Cash number comes from the Required Cash line of the Storewide Cash Report.	<i>Adj. Subway Proceeds + Opening Cash – Paid Out – Credit Sales</i>
ACTUAL CASH	Actual Cash number comes from the Actual Cash line of Storewide Cash Report.	
= OVER/SHORT	Over/Short number comes from the Over/Short Cash line of the Storewide Cash Report.	
CLOSING KEEP	Closing Keep number comes from the total of Cash in Drawer, Coin Dispenser and Change Fund lines of Storewide Cash Report.	<i>Cash in Drawer + Coin Dispenser + Change Fund</i>
DEPOSIT IN BANK		<i>Actual Cash – Closing Keep</i>
GIFT CARDS	Gift Cards comes from Sub Card Sales line of the Storewide Cash Report.	
VISA	VISA payment amount comes from the VISA Transactions Total in the SubwayPOS Database.	
MASTERCARD	MASTERCARD payment amount comes from the MASTERCARD Transactions Total in the SubwayPOS Database.	
DISCOVER	DISCOVER payment amount comes from the DISCOVER Transactions Total in the SubwayPOS Database.	
AMERICAN EXPRESS	AMERICAN EXPRESS payment amount comes from the AMERICAN EXPRESS Transactions Total in the SubwayPOS Database.	
OTHER	Currently not used.	

Note Total Proceeds should be called Adj. Subway Proceeds (since co-branded sales are already removed from this field). The definition should indicate Closing Grand Total – Opening Grand Total – Co-Branded Sales – Adjustments – Taxes = Adj. Subway Proceeds..

Bread Control

The Bread Control section contains information from the Storewide Cash Report.

Title	Definition
OPENING B/F/S/M/P/O	Taken from OPENING B/F/S/M/P/O line of the Storewide Cash Report.
+/- B/F/S/M/P/O DELIVERIES	Taken from +/- DELIVERIES line of the Storewide Cash Report.
– B/F/S/M/P/O CREDITS	Taken from - CREDIT line of the Storewide Cash Report.
– B/F/S/M/P/O LEFT	Taken from - LEFT line of the Storewide Cash Report..
B/F/S/M/P/O USED	Taken from =USED line of the Storewide Cash Report.rt.
B/F/S/M/P/O SOLD	Taken from - SOLD line of the Storewide Cash Report.

Title	Definition
= B/F/S/M/P/O OVER/SHORT	Taken from =OVER/SHORT line of the Storewide Cash Report..
SUB BREAD LEFT	Taken from SUB BREAD LEFT line of the Storewide Cash Report.
OVER/SHORT	Taken from OVER/SHORT line of the Storewide Cash Report under SUB BREAD LEFT.
FLATBREAD LEFT	Taken from FLAT BREAD LEFT line of the Storewide Cash Report.
OVER/SHORT	Taken from OVER/SHORT line of the Storewide Cash Report under FLAT BREAD LEFT.
SALAD LEFT	Taken from SALAD LEFT line of the Storewide Cash Report.
OVER/SHORT	Taken from OVER/SHORT line of the Storewide Cash Report under SALAD LEFT.
MUFFIN LEFT	Taken from MUFFIN LEFT line of the Storewide Cash Report.
OVER/SHORT	Taken from OVER/SHORT line of the Storewide Cash Report under MUFFIN LEFT.
PIZZA LEFT	Taken from PIZZA LEFT line of the Storewide Cash Report.
OVER/SHORT	Taken from OVER/SHORT line of the Storewide Cash Report under PIZZA LEFT.
OTHER CARRIER USED	Taken from OTHER CARRIER LEFT line the Storewide Cash Report.
OVER/SHORT	Taken from OVER/SHORT line of the Storewide Cash Report under OTHER CARRIER LEFT.

Labor Summary

The Labor Summary section is a report that contains information from the POS Productivity Report.

Title	Definition
HOURS WORKED	Taken from the TOTAL line under LABOR HOURS column of POS Productivity Report.
PRODUCTIVITY	Taken from the TOTAL line under PROD column of POS Productivity Report.
SALES PER LABOR HOUR	Taken from the TOTAL line under SPMH column of POS Productivity Report.
HOURS OPEN	<i>Closing Time – Opening Time = HOURS OPEN</i> from those values in the SubwayPOS Database.
BUSINESS HOURS	Taken from the SubwayPOS Database.

Sales Itemization

The Sales Itemization section is a report that contains sales information from the Detailed Sales and Units Itemization Report.

Title	Definition
TOTAL Subway SALES	Taken from the TOTAL Subway SALES line on the Detailed Sales and Units Itemization Report.
FOOTLONG	Taken from the FOOTLONG line under TOTAL Subway SALES on the Detailed Sales and Units Itemization Report.
6 INCH	Taken from the 6 INCH line under TOTAL Subway SALES on the Detailed Sales and Units Itemization Report.
SALAD	Taken from the SALAD line under TOTAL Subway SALES on the Detailed Sales and Units Itemization Report.
MUFFIN MELT	Taken from the MUFFIN line under TOTAL Subway SALES on the Detailed Sales and Units Itemization Report.
PIZZA	Taken from the PIZZA line under TOTAL Subway SALES on the Detailed Sales and Units Itemization Report.
OTHER CARRIER	Taken from the OTHER CARRIER line under TOTAL Subway SALES on the Cumulative Daily Sales and Itemization Report.
ADD ON	Taken from the ADD ON line under TOTAL Subway SALES on the Detailed Sales and Units Itemization Report.
CATERING	Taken from the CATERING line under TOTAL Subway SALES on the Detailed Sales and Units Itemization Report.
– COUPONS /DISCOUNTS	Taken from the COUPONS/DISCOUNTS line above the TOTAL UNIT SALES line on the Detailed Sales and Units Itemization Report.
TOTAL UNIT SALES	Taken from the TOTAL UNIT SALES line in the TOTAL DRINKS SALES section on the Detailed Sales and Units Itemization Report.
FOUNTAIN	Taken from the FOUNTAIN line in the TOTAL DRINKS SALES section on the Detailed Sales and Units Itemization Report.

Title	Definition
BOTTLED BEV	Taken from the BOTTLED BEVERAGE line in the TOTAL DRINKS SALES section on the Detailed Sales and Units Itemization Report.
COFFEE	Taken from the COFFEE line in the TOTAL DRINKS SALES section on the Detailed Sales and Units Itemization Report.
OTHER BEVERAGE	Taken from the OTHER BEVERAGE line in the TOTAL DRINKS SALES section on the Detailed Sales and Units Itemization Report.
– COUPONS /DISCOUNTS	Taken from the COUPONS/DISCOUNTS line above the TOTAL DRINK SALES line on the Detailed Sales and Units Itemization Report.
TOTAL DRINK SALES	Taken from the TOTAL DRINK SALES line under TOTAL Subway SALES on the Detailed Sales and Units Itemization Report.
CHIPS	Taken from the CHIPS line in TOTAL MISC SALES section on the Detailed Sales and Units Itemization Report.
COOKIES	Currently not used.
SOUPS	Taken from the SOUPS line in TOTAL MISC SALES section on the Detailed Sales and Units Itemization Report.
OTHER MISC.	Taken from the OTHER MISC line under TOTAL MISC SALES section on the Detailed Sales and Units Itemization Report.
– COUPONS /DISCOUNTS	Taken from the COUPONS/DISCOUNTS line above the TOTAL MISC SALES line on the Detailed Sales and Units Itemization Report.
TOTAL MISC SALES	Taken from the TOTAL MISC SALES line under TOTAL Subway SALES on the Detailed Sales and Units Itemization Report.
SALES TAX	Taken from the SALES TAX line under TOTAL MISC SALES line on the Detailed Sales and Units Itemization Report.
GIFT CARDS	Taken from the GIFT CARD SALES line under TOTAL MISC SALES on the Detailed Sales and Units Itemization Report.
OTHER RECEIPTS	Currently not used.

Units Itemization

The Units Itemization section is a report that contains units information from the Detailed Sales and Units Itemization Report.

Title	Definition
FOOTLONG	Taken from the FOOTLONG UNITS line in the TOTAL UNITS SOLD section of the Detailed Sales and Units Itemization Report.
6 INCH	Taken from the 6 INCH UNITS line in the TOTAL UNITS SOLD section of the Detailed Sales and Units Itemization Report.
SALAD	Taken from the SALAD UNITS line in the TOTAL UNITS SOLD section of the Detailed Sales and Units Itemization Report.
MUFFIN	Taken from the MUFFIN UNITS line in the TOTAL UNITS SOLD section of the Detailed Sales and Units Itemization Report.
PIZZA	Taken from the PIZZA UNITS line in the TOTAL UNITS SOLD section of the Detailed Sales and Units Itemization Report.
OTHER CARRIER	Taken from the OTHER CARRIER line in the TOTAL UNITS SOLD section of the Detailed Sales and Units Itemization Report.
CATERING	Unit counts methodology (how units are counted) TBD by the OPAT.
TOTAL UNITS	Taken from the UNITS FREE line in the TOTAL UNITS SOLD section of the Detailed Sales and Units Itemization Report.
TOTAL UNITS	<i>TOTAL UNITS SOLD + UNITS FREE = TOTAL UNITS.</i>
TOTAL UNITS SOLD	Taken from the TOTAL UNITS SOLD line of the Detailed Sales and Units Itemization Report.
DRINK	Taken from the TOTAL DRINK UNITS line under the TOTAL UNITS SOLD line of the Detailed Sales and Units Itemization Report.
DRINK PERCENT	Taken from the DRINK PERCENT line under the TOTAL DRINK UNITS line of the Detailed Sales and Units Itemization Report.
FACTOR	Taken from the FACTOR line of the Detailed Sales and Units Itemization Report.
CUSTOMER COUNT	Taken from the CUSTOMER COUNT line in the Detailed Sales and Units Itemization Report.
AVERAGE TICKET	Taken from the AVERAGE TICKET line in the Detailed Sales and Units Itemization Report.

Detail Sales and Units Itemization Report

The Detail Units Itemization Report shows all transaction information for a preselected period sorted by item description. This is a detailed report for the right side of the Control Sheet. The report provides the information for each item, as it is added, as outlined below. Follow these steps to generate the Detail Sales and Units Itemization Report.

The Detail Sales and Units Itemization Report provides the detailed information for daily PLU menu transactions, of which the total for the business week comprises the right side of the control sheet.

Note If a category of an item is not sold, it will not appear on this report. For example, "Total Qty Sold" is not displayed. You must take the Sum of 'Qty Sold' + 'Free'. You must also understand the recipes (i.e. The 12 cookie platter is sold on a Salad Plate)

1. Select Restaurant Functions on the home screen, log in, and press Operations.
2. Select Detailed Units Itemization Report.
3. Select the Date Range and Load to generate the report.
4. On report screens, press:
 - Print to print a copy of the report.
 - Save to save a copy of the report to the hard drive.
 - Close to exit.



Detail Sales and Units Itemization Report

Store # 46128
Satellite # 0

Start Date: 10/2/2012
End Date: 10/25/2012

PLU	DESCRIPTION	MENU PRICE	QTY SOLD	SALES	- COUPONS / DISCOUNTS	- REFUNDS	- VOIDS	= ADJ SALES	FREE
411000216	Subway Cash Card Activate \$25	25.00	1	25.00	0.00	0.00	0.00	25.00	0
	= CASH CARD SALES		1	25.00	0.00	0.00	0.00	25.00	0
	= CASH CARD SALES		1	25.00	0.00	0.00	0.00	25.00	0
	= TOTAL CASH CARD SALES		1	25.00	0.00	0.00	0.00	25.00	0
111000004	Ham FtLong	5.00	1	5.00	0.00	0.00	0.00	5.00	0
111000006	Tuna FtLong	5.50	1	5.50	0.00	0.00	0.00	5.50	0
111000012	Turkey FtLong	6.25	4	31.25	6.25	6.25	0.00	18.75	1
111000015	Subway Melt FtLong	6.75	1	6.75	0.00	0.00	0.00	6.75	0
111000063	Plain FtLong	5.00	0	0.00	0.00	0.00	0.00	0.00	0
	= FOOTLONG SUB SALES		7	48.50	6.25	6.25	0.00	36.00	1
112000063	Plain FtFbd	5.00	0	0.00	0.00	0.00	0.00	0.00	0
	= FOOTLONG FLATBREAD SALES		0	0.00	0.00	0.00	0.00	0.00	0
	= FOOTLONG SALES		7	48.50	6.25	6.25	0.00	36.00	1
121000003	Meatball 6 inch	3.50	1	3.50	0.00	0.00	0.00	3.50	0
121000011	Turkey & Ham 6 inch	4.25	0	4.25	0.00	0.00	4.25	0.00	0
121000012	Turkey 6 inch	4.25	1	4.25	0.25	0.00	0.00	4.00	0
121000017	Subway Club 6 inch	4.75	1	4.75	0.00	0.00	0.00	4.75	0
	= 6 INCH SUB SALES		3	16.75	0.25	0.00	4.25	12.25	0
	= 6 INCH SALES		3	16.75	0.25	0.00	4.25	12.25	0
141000063	Plain EngMf	2.25	0	0.00	0.00	0.00	0.00	0.00	0
	= MUFFIN MELT SALES		0	0.00	0.00	0.00	0.00	0.00	0
181000207	Flavor Craver SndPit	34.95	1	34.95	0.00	0.00	0.00	34.95	0
181000208	Subway Fresh Fit SndPit	34.95	1	34.95	0.00	0.00	0.00	34.95	0
181000209	Classic Combo SndPit	34.95	1	34.95	0.00	0.00	0.00	34.95	0
181000210	Standard Base SndPit	34.95	1	34.95	0.00	0.00	0.00	34.95	0
	= SANDWICH PLATTER SALES		4	139.80	0.00	0.00	0.00	139.80	0
185000210	Standard Base 3FTGnt	41.22	1	41.22	0.00	0.00	0.00	41.22	0
	= 3 FT GIANT SUB SALES		1	41.22	0.00	0.00	0.00	41.22	0
185100210	Standard Base 6FTGntSub	82.44	1	82.44	0.00	0.00	0.00	82.44	0
	= 6 FT GIANT SUB SALES		1	82.44	0.00	0.00	0.00	82.44	0
	= CATERING SALES		6	263.46	0.00	0.00	0.00	263.46	0
	= TOTAL UNITS SALES		16	328.71	6.50	6.25	4.25	311.71	1
212000126	21 oz Fountain Drink	1.49	2	2.98	0.38	0.00	0.00	2.60	0
	= FOUNTAIN DRINK 21 OZ. SALES		2	2.98	0.38	0.00	0.00	2.60	0
215000145	30oz Fountain Drink	1.69	5	10.14	1.65	0.00	1.69	6.80	0
	= FOUNTAIN DRINK 30 OZ. SALES		5	10.14	1.65	0.00	1.69	6.80	0
	= FOUNTAIN SALES		7	13.12	2.03	0.00	1.69	9.40	0
	= TOTAL DRINKS SALES		7	13.12	2.03	0.00	1.69	9.40	0
311000100	Chips Chips	1.09	5	6.54	2.09	0.00	0.00	4.45	1
	= CHIPS SALES		5	6.54	2.09	0.00	0.00	4.45	1
	= CHIPS SALES		5	6.54	2.09	0.00	0.00	4.45	1
321000101	Cookie	0.49	2	1.96	0.09	0.00	0.98	0.89	0
	= COOKIES SALES		2	1.96	0.09	0.00	0.98	0.89	0
	= COOKIES SALES		2	1.96	0.09	0.00	0.98	0.89	0
	= TOTAL MISC SALES		7	8.50	2.18	0.00	0.98	5.34	1
	= TOTAL SUBWAY SALES		30	350.33	10.71	6.25	6.92	326.45	2

Page 1 of 1

Report Details and Definitions

Title	Definition
PLU	The Price Look Up code is the menu item identification number supplied through SubEx (Subway Exchange).
DESCRIPTION	The Description of the item associated with the PLU as identified in Home Office.
MENU PRICE	The \$ price of a standard sale of an individual PLU/Menu Item excluding sales tax
QTY SOLD	The total quantity number of PLU/Menu Items sold including discounted, voided and refunded items
SALES	The total receipts for all Sales of the item during the period of the report. (MENU PRICE x QTY SOLD)
- COUPONS/DISCOUNTS	Minus the value of any Coupons or Discounts applied to this item during the period of the report.
- REFUNDS	Minus the value of any Refunds applied against this item during the period of the report.
- VOIDS	Minus the value of any Voids applied against this item during the period of the report.

Title	Definition
= ADJ SALES	Equals the value of: (<i>SALES – COUPONS/DISCOUNTS – REFUNDS – VOIDS</i>)
FREE	The total number of item units provided free as a result of Coupons (such as BOGO), Employee Free Meals, etc.
=CASH CARD SALES	Total of all Cash Card activations
= FOOTLONG SUB SALES	Total of all flavors of footlong sub sales
= FOOTLONG FLATBREAD SALES	Total of all flavors of footlong flatbread sales
=FOOTLOG BREAKFAST SUBS SALES	Total of all breakfast flavors footlong sub sales
= FOOTLONG BREAKFAST FLATBREAD	Total of all breakfast flavors footlong breakfast flatbread sales
= FOOTLONG SALES	Total of all types footlong sales (<i>FOOTLONG SUB SALES + FOOTLONG FLATBREAD SALES</i>)
= 6 INCH SUB SALES	Total of all flavors of 6 Inch sub sales
= 6 INCH FLATBREAD SALES	Total of all flavors of 6 Inch flatbread sales
= 6 INCH BREAKFAST SALES	Total of all breakfast flavors subs sales
= 6 INCH BREAKFAST FLATBREAD SALES	Total of all breakfast flavors flatbread sales
= 6 INCH SALES	Total of all types 6 Inch sales (<i>6 INCH SUB SALES + 6 INCH FLATBREAD SALES</i>)
= SALAD SALES	Total of all flavors of salad sales
= SALAD SALES	Total of all salad sales
= ENG MUFFIN MELT SALES	Total of all flavors of Eng Muffin Melt Sales
= PERSONAL PIZZA SALES	Total of all flavors of personal pizza sales
= MINI SUB SALES	Total of all flavors of mini sub sales
= ADD ON FT PORTION SALES	Total of all flavors of footlong portion sales
= ADD ON 6 INCH PORTION SALES	Total of all flavors of 6 Inch portion sales
= ADD ON SALAD PORTION SALES	Total of all flavors of salad portion sales
= ADD ON SALES	Total of all add on sales (<i>ADD ON FT PORTION SALES + ADD ON 6 INCH PORTION SALES + ADD ON SALAD PORTION SALES</i>)
= SANDWICH PLATTER SALES	Total of all types of sandwich platter sales
= 3 FT GIANT SUB SALES	Total of all flavors of 3 ft giant sub sales
= 6 FT GIANT SUB SALES	Total of all flavors of 6 ft giant sub sales
= BOX LUNCH SALES	Total of all flavors of Box Lunch sales
= CATERING SALES	Total of all catering sales (<i>SANDWICH PLATTER SALES + 3 FT GIANT SUB SALES + 6 FT GIANT SUB SALES + BOX LUNCHES</i>)
= TOTAL UNIT SALES	Total of all carrier sales (<i>FOOTLONG SALES + 6 INCH SALES + SALAD SALES + ADD ON SALES + CATERING SALES</i>)
= FOUNTAIN DRINK 21 OZ SALES	Total of all flavors of 21 oz fountain drink sales
= FOUNTAIN DRINK 30 OZ SALES	Total of all flavors of 30 oz fountain drink sales
= FOUNTAIN DRINK 40 OZ SALES	Total of all flavors of 40 oz fountain drink sales
= FOUNTAIN SALES	Total of all fountain drink sales (<i>FOUNTAIN DRINK 21 OZ SALES + FOUNTAIN DRINK 30 OZ SALES + FOUNTAIN DRINK 40 OZ SALES</i>)
= BOTTLE DRINK SALES	Total of all types of bottled drink sales (<i>BOTTLED CARBONATED DRINK SALES + BOTTLED UNCARBONATED DRINK SALES</i>)
= BOTTLED BEVERAGE SALES	Total of all bottled beverage sales (<i>BOTTLED WATER DRINK SALES + BOTTLED DRINK SALES + BOTTLED JUICE SALES</i>)
=	Total of all types of drink sales (<i>FOUNTAIN SALES + BOTTLED BEVERAGE SALES</i>)

Title	Definition
= CHIP SALES	Total of all types and flavors of chip sales
= CHIP SALES	Total of all types and flavors of chip sales
= COOKIE SALES	Total of all types and flavors of cookie sales
= COOKIE SALES	Total of all types and flavors of cookie sales
= SIDE ITEM SALES	Total of all types and flavors of side item sales
= OTHER MISC SALES	Total of all types of miscellaneous sales
= TOTAL MISC SALES	Total of all miscellaneous sales (CHIP SALES + COOKIE SALES + OTHER MISC SALES)
= TOTAL Subway SALES	Total of all types of sales (TOTAL UNIT SALES + TOTAL DRINK SALES + TOTAL MISC SALES)

Creating House Accounts

This section describes how to create house accounts for selected repeat customers who arrange to an alternate payment method, like paying later with a company check.

1. Press Restaurant Functions on the home screen, Log in, and press Utilities.
2. Press Manage House Accounts.
3. Enter a name for the account.
4. Place a ☒ to activate this house account or deselect this box to deactivate the account. House accounts without the ☒ will not appear on the POS.
5. When completed, press Save to save your data and return to the Utilities screen. POS displays the message SPM Configuration Settings were saved successfully. Please remember to reboot the Front Counter application to reload configuration changes. reminding you to press Restart POS to enable the changes.

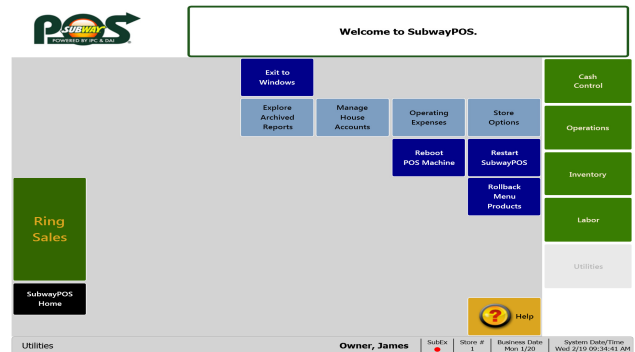
<input checked="" type="checkbox"/>	House Account :	Salgado Tires
<input checked="" type="checkbox"/>	House Account :	1st Baptist
<input type="checkbox"/>	House Account :	
<input type="checkbox"/>	House Account :	
<input type="checkbox"/>	House Account :	
<input type="checkbox"/>	House Account :	
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Save
Cancel

Utilities

This section presents the following topics:

- [Setting Store](#)
- [Setting Store Hours](#)



Setting Store Options

Store Information is used in all reports and receipts. This information is set at the go live stage and the only information that may need to be updated is the fax number, 24-hour store flag and currency (US or CAD).

1. Press Restaurant Functions on the home screen, log in, and press Utilities
2. Press Store Options. POS displays the Store Information page.
3. Store Number and Satellite fields are not editable. The remaining fields can be edited. Enter or edit the required information.
4. Checking Is 24-Hour flags the restaurant as a 24 hour operation which will enable auto clock in at 2:00 AM for employees who were auto clocked out at 2:00 AM
5. When completed, press Save to save the changes and return to the Utilities screen. This also restarts POS to make the changes effective immediately.

Setting Store Hours

The store hours function is used to determine which days and hours each day of the week the restaurant is open for business, which is used in the control sheet.

Note This function is required when making changes to house accounts.

1. Press Restaurant Functions on the home screen, log in, and press Utilities.
2. Press Store Options.
3. Press Store Hours.
4. To change the time (hr/min) in either the opening time or closing time columns using a 24-hour clock (e.g. 22:00 = 10:00pm), press in that space; then enter the new time as hh:mm (eg.09:30).
5. To select days of the week that the restaurant is open, place a checkmark in the Open column for that day.
6. When finished making changes, press Save to save changes and return to the Utilities screen.
7. Pressing Close without first saving prompts you to save the changes. Pressing Do Not Save discards the changes.

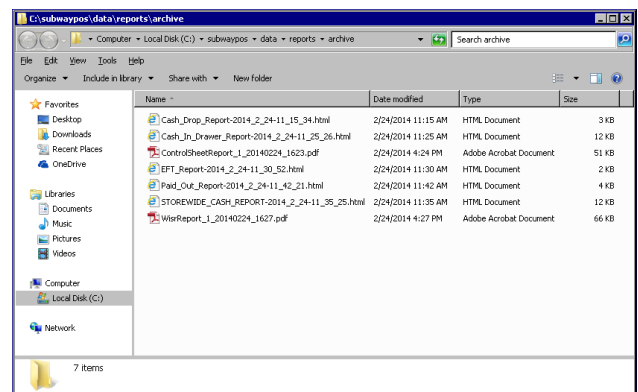
	Opening Time	Closing Time	Open
Sunday	09:00	22:00	<input checked="" type="checkbox"/>
Monday	07:00	22:30	<input checked="" type="checkbox"/>
Tuesday	07:00	22:30	<input checked="" type="checkbox"/>
Wednesday	07:00	22:30	<input checked="" type="checkbox"/>
Thursday	07:00	22:30	<input checked="" type="checkbox"/>
Friday	07:00	22:30	<input checked="" type="checkbox"/>
Saturday	08:00	22:30	<input checked="" type="checkbox"/>

Exit to Windows

Use Exit to Windows to exit POS and go to Microsoft Windows.

Explore Archived Reports

Use Explore Archived Reports to open Windows Explorer to the C:/subwaypos/data/reports/archive folder which is where POS stores archived reports.



Reboot POS Machine

Use Reboot POS Machine to close POS and all other open software on the terminal and reboot the computer.

Restart POS

Use Restart POS to close and restart POS.

Rollback Menu Products

Use Rollback Menu Products to reset your menu to the last good menu. This function is only used if an error has occurred in doing a publish from home office.

SubwayPOS
Are you sure you want to rollback to the previous version? You will not be able to undo this action.
<div>Yes</div> <div>No</div>

A confirmation message appears reminding you that this action is not reversible; press Yes to continue or No to end this procedure without any changes.