Heartland

Digital Dining
Restaurant Revitalization Fund Report

This document describes how to define a Restaurant Revitalization Fund Report in the Digital Dining Back Office program. You can use this report definition to generate receipts reports for 2019 and 2020 receipts.

Defining the Restaurant Revitalization Fund Report

1. Run the Back Office program.
2. In the **Reports** menu, click **Receipts Report.**
3. In the Receipts Report window, click **Define.** The Receipts Report Maintenance window will open.
4. Click **Add,** and then enter "Rest. Revital Fund" (abbreviation of "Restaurant Revitalization Fund") in the **Report Name** box.
5. In the **Report Format** list, click **Summary.**
6. Click **Exit.** The Restaurant Revitalization Fund Report is now ready to use.

Running the Restaurant Revitalization Fund Report

Once you define the Restaurant Revitalization Report, you can run it in the Receipts Report window. These procedures describe how to generate two reports, one for 2019 and one for 2020.

1. In the Back Office program, in the **Reports** menu, click **Receipts Report.** The Receipts Report window will appear.
2. In the **Report** list, select **Rest. Revital Fund.**
3. In the **Date Range** boxes, enter a range from 01/01/2019 to 12/01/2019.

4. Click **Print.** The program will generate a report that lists the debits and credits for all the transactions during 2019.
5. In the **Date Range** boxes, enter a range from 01/01/2020 to 12/01/2020.

6. Click **Print.** The program will generate a report that lists
    the debits and credits for all the transactions during 2020.

QA DEPARTMENT

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Operator: SisTech

Rest. Revital Fund
Filtered By: Receipt Trans Types

Receipt Type	Count	Tip	Expected Amount	Actual Amount	Over/Short
Cash	1	0.00	1,034.71	_____	_____
Visa	1	0.00	840.58	_____	_____
Master Card	1	0.00	572.40	_____	_____
Discover Card	1	0.00	804.54	_____	_____
American Express	1	0.00	1,650.95	_____	_____
Total Receipts			4,903.18	_____	_____
Total Tips			0.00	_____	_____
Server Credit Card Fees			0.00	_____	_____
Net Tips			0.00	_____	_____
Charge Tips Paid			0.00	_____	_____
Other Paidouts			0.00	_____	_____
Gift Certificate Paidin			0.00	_____	_____
Open Account Paidins			0.00	_____	_____
Debitek Card Paidins			0.00	_____	_____
Net Cash			1,034.71	_____	_____
Others Receipts Turned In			0.00	_____	_____
Server Drops			0.00	_____	_____
Server Deposits			0.00	_____	_____
Turned In			1,034.71	_____	_____
Restaurant Credit Card Fees			0.00	_____	_____
Estimated Deposit			1,034.71	_____	_____

*** End of Report ***