

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.

Receipts Report Maintenance

Find Next Prev View Add Sort List

Rest. Revital Fund Report Name Rest. Revital Fund

1-Main 2-Receipt 3-Register 4-Profit Cnt 5-Rec Type 6-Day 0-Memo

Report Format Summary Server ID 1 To 32766
Cashier ID 1 To 32766
Sort By Time 03:00 To 02:59
Group By None
Optional Input None
Default Range Today

Save Reset Delete Report Locked Exit

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.

Receipts Reports

Report Rest. Revital Fund

Custom

Date Range 01/01/2019 12/31/2019

Preview Print

Define Print Exit

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.

Receipts Reports

Report Rest. Revital Fund

Custom

Date Range 01/01/2020 12/31/2020

Preview Print

Define Print Exit

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

QA DEPARTMENT					
Date 4/29/2021 11:40:26		DateRange: 4/28/2021 to 4/28/2021		Page 1	
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 Payouts			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 ***					