Feature Focus Guide: Charitable Donations



Core Product: Aloha Quick Service Last Updated: December 15, 2023

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Revision Record

Date	Version #	Description
Prior to 12/07/2022	Aloha QS v19.3.8+	Feature Focus Guide created for implementation.
12/07/2022		Converted document to use new templates.
11/03/2023		Converted the document to use NCR Voyix branding.



About Charitable Donations

Charitable Donations at a Glance				
Core Product	Aloha Quick Service			
Complementary Products	No			
Separate License Required?	No			
Other References	Aloha Quick Service Reference Guide, Aloha Quick Service Report Guide, Aloha Quick Service Manager Guide			

Some Aloha[®] Quick Service restaurants like to support local charities by hosting donation drives. Prior to the implementation of this feature, referred to as Charitable Donations, it was not easy to add a donation to the guest check. Speed of service metrics were impacted to the point that cashiers bypassed the prompt to ask guests if they would like to make a donation, reducing the fundraising efforts. Effective in Quick Service v19.3.8, it is much easier to support local charities with easily configured buttons that allow guests to donate the change due, a predefined amount (i.e. \$1.00, \$2.00), or an open amount suggested by the guest.

When a donation drive is active, if a guest agrees to make a donation to the fundraiser you are sponsoring, touch the Donation button on the Tenders screen to open the charitable donations panel, select the button that coincides with the donation the guest would like to make, and follow the prompts until you return to the Tenders screen where you tender the check as you normally would.



Figure 1 Donation Button Examples

• Note: The Aloha Point-of-Sale (POS) system also supports a feature called Round It Up America. The implementation to support charitable donations discussed in this document is separate from, and does not require, Round It Up America.



Configuring Charitable Donations

This section details the configuration requirements within Aloha Manager and Aloha Configuration Center (CFC) for Aloha Takeout and Aloha Kitchen Integration. If you are an experienced user, refer to Procedures at a Glance for abbreviated steps. If you prefer more detail, continue reading this document.

Charitable Donations Procedures at a Glance:

If you are viewing this document using Adobe[®] Acrobat Reader, click each link for detailed information regarding the task.

1.	Access Maintenance > Menu > Categories to create a retail category for tracking and reporting purposes. (Optional) See <u>page 6</u> .
2.	Access Maintenance > Menu > Items to create a charitable donation revenue item. See <u>page 7</u> .
3.	Access Maintenance > Menu > Categories to create a general category in which to assign the charitable donation revenue item. You must perform this step if you want to print a 'thank you' message in the footer of the guest check. (Optional) See <u>page 9</u> .
4.	 Access Maintenance > Screen Designer > Quick Service Screen Designer to create a Donation panel, onto which you add the following buttons. See page 11. Donate Change. See page 11. Donate Predefined Amount. See page 12. Donate Open Amount. See page 13. Return to Tenders screen. See page 14.
5.	Access Maintenance > Screen Designer > Quick Service Screen Designer to create a navigation button on the Tenders screen to access the charitable donations panel. See <u>page 14</u> .
6.	Access Maintenance > Messaging > Guest Check Message to create a 'thank you' message to print in the footer of the guest check. (Optional) page 15.
7.	Access Maintenance > System Settings > Event Schedule to activate the 'thank you' message so that it prints in the footer of the guest check. See <u>page 16</u> .
8.	Access Maintenance > Labor > Pos Access Levels to provide the ability to enter an open amount donation. See <u>page 18</u> .
9.	Access Utilities > POS > Refresh POS & All Installed Products to refresh your POS system and stop and start EDC processing. See <u>page 19</u> .



Creating a retail category for reporting and accounting purposes (optional)

If you have a generic retail category to which you assign all of your retail items, you can assign this generic category to the charitable donation item; however, you can also create a category of the Retail type specifically for charitable donations, which allows you to track donations separately for reporting and accounting purposes.

To create a Retail category specifically for charitable donations:

- 1. Log in to Aloha Configuration Center (CFC) or Aloha Manager (AM).
- 2. Select Maintenance > Menu > Categories.
- 3. Click **New**, select **Retail**, and click **OK**.
- 4. Accept the **system assigned number** or click the **ellipsis button (...)** next to 'Number' to display the Number Assignment dialog box, from which you can choose an **alternate number**.

C	ategories		
	Category: 20019 Don	ations Retail	
Ca	ategory		
-	Settings		
	Number	20019	
	Name	Donations	
	Description	Donations for Charity	
	Туре	Retail	
	1 Suggestive		
	PMS sales category	0	
	Accounts receivable sales category	None (0)	-
	Exclude from tippable sales		
	🙀 Exclude from tip share		
	Maximum per check	999	
Ju			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Figure 2 Creating a Retail Category

- 5. Type a **name**, such as 'Donations,' for the category.
- 6. Type a **description** to identify the category, such as 'Donations for Charity.'
- 7. Click Save and exit the Categories function.



Creating the charitable donations revenue item

The donations you collect from guests are considered 'revenue' and are separate from and not considered or included in your net and gross sales. You must create a single revenue item for donations you receive. Later in the configuration, you associate this revenue item to each button you configure for allowing guests to make a donation. Do not designate the price of the item, or in this case, the amount of the donation, at the item level because the configuration at the button level determines the amount of the donation.

To create a charitable donations revenue item:

- 1. Select Maintenance > Menu > Items.
- 2. Click the New drop-down arrow, select Standard from the 'Type' list box, and click OK.
- 3. Accept the **system assigned number** or click the **ellipsis button (...)** next to 'Number' to display the Number Assignment dialog box, from which you can choose an **alternate number**.

Items		_	
Item:	130 Donation Charitable	e Donations	- 📰
Item Modifier Pricing General Settings	Print Display Options	Quick Count Dynam	nic Modifiers SKU 🔍 🕨
Settings			
Number		130	
Short name		Donation	
Chit name		Donation	
Chit name alternate			
Long name		Donation	
Long name alternate			
Туре		Standard	
Button image		None	•
Control name			
Ask for description			
Cost		0.0000	
Export ID		0	
Assignments			
Tax group		None	•
Concept		None	-
Sales/retail category		Donations	•
🗖 Auto menu			
Priority		1 Highest	-



- 4. Type **Donation** as the short name for the item.
- 5. Under the 'Assignments' group bar, select the **existing generic retail category or the retail category created earlier specifically for tracking charitable donations** from the 'Sales/retail category' drop-down list. For example, 'Donations.'



© 2024 NCR Voyix. All rights reserved. NCR Voyix – Confidential Use and Disclose Solely Pursuant to Company Instructions 6. Select the **General Settings** tab.

Items	
Item: 130 C	Donation Charitable Donations 🛛 🔽 🧮
Item Modifier Pricing General Settings Print	nt Display Options Quick Count Dynamic Modifiers SKU 🔸
🖬 General	
Revenue item	V
(1) Refill	
1 No gratuity	
Guest count weight	1
Label	None
Product mix report multiplier	1 .
🖬 Video	
Do not show when item	
Do not show on summary cell when item	
Do not show when modifier	
Show modifier independently	
Do not show on summary cell when modifie	ier 🗌
Show on tracking summary	
Recipe information	
Auto display recipe	
Print recipe frequency	0
Recipe text	
Recipe bitmap	None
Recipe movie	None

Figure 4 General Settings Tab

- 7. Under the 'General' group bar, select **Revenue item**.
- 8. Complete the **remaining options**, as normal.
- 9. Click **Save** and exit the **Items** function.



Creating a general category for printing a thank you message (optional)

If you would like to print a 'thank you' message at the bottom of the guest check when a guest makes a charitable donation, you must create a category of the General type and add the donation item as the item the guest must purchase from that category before the message prints.

To create a general category for printing the 'thank you' message:

- 1. Select Maintenance > Menu > Categories.
- 2. Click New, select General, and click OK.
- Accept the system assigned number or click the ellipsis button (...) next to 'Number' to display the Number Assignment dialog box, from which you can choose an alternate number.

Category: 20018 C	haritable Donations General	-
ategory Items		
Settings		
Number	20018	
Name	Charitable Donations	
Description	Donations for Charity	
Туре	General	
100 Suggestive		
PMS sales category	0	
Accounts receivable sales category	None (0)	-
Maximum per check	999	

Figure 5 Creating a General Category

- 4. Type a **name**, such as 'Charitable Donations,' for the category.
- 5. Type a **description** to identify the category, such as 'Donations for Charity.'



6. Select the **Items** tab.

Categories							
Category: 20018 Charitable Donations General							
Category Items							
Items							
Available Included							
Drag a column header	Drag a column header here to group by						nere to group by
Number 🛆	Name	1			Number	Δ	Name
• 1	Steak Burrito			►		130	Donation
2	Chicken Burrito						
3	Carnitas Burrito						
4	Veggie Burrito						
5	Barbacoa		>>				
6	Steak Tacos		<<				
7	Chicken Tacos						
8	Carnitas Tacos						
9	Chips & Salsa						
10	Guacamole						
11	Barbacoa\nFaj						
14	Steak Fajita	•					

Figure 6 Items Tab

- 7. Select the **donation item created earlier** from the 'Available' list box and click >> to move the item to the 'Included' list box.
- 8. Click **Save** and exit the **Categories** function.

Providing buttons for adding a charitable donation to guest check

When you implement Charitable Donations in QS, while not required, we recommend you:

- 1. Create a new panel, hereafter referred to as the 'charitable donations' panel, and then add a button to this panel for each of the three types of charitable donations you support. For example, if you want to limit donations to either the change due amount or \$1.00, you need only add two buttons to the charitable donations panel: Change Due and Predefined Amount.
- 2. Add a button to the charitable donations panel that provides access back to the Tenders screen.
- 3. Add a button to the Tenders screen that accesses the charitable donations panel. We recommend naming this button 'Donation.'



To create the charitable donations panel:

- 1. Select Maintenance > Screen Designer > Quick Service Screen Designer.
- 2. Select Work with Panels.
- 3. Select **Panel > New Panel**. The Properties dialog box appears.
- 4. Under the 'Identification' group bar, click the **ellipsis button (...)** next to 'Number' to display the Number Assignment dialog box, from which you can choose a **number**, and click **OK**.
- 5. Type a **name**, such as 'Charitable Donations,' to identify the panel.
- 6. Configure the **remaining options** as you would for any other panel.
- 7. Select **Panel > Save Panel** and continue to the **next procedure**.

To add a donate change button to the charitable donations panel:

1. With the charitable donations panel still active, right-click and select **new button**. The Properties dialog box for buttons replaces the Properties dialog box for panels.



Figure 7 Donate Change Button



- 2. Under the 'Function' group bar, select **Donate Change** from the 'Action' drop-down list.
- 3. Select the **donation item created earlier** from the 'Item' drop-down list.
- 4. Select Change Due as the 'Amount Type.'
- 5. Select **True** from the 'Display Change Due' drop-down list to display the change due amount on the button.

-OR-

Select **False** from the 'Display Change Due' drop-down list to hide the change due amount on the button.

- 6. Select **False** from the 'Ask for amount' drop-down list to suppress the amount prompt and apply the change due with one button touch.
- 7. Under the 'Appearance' group bar, change the **default text** to 'Donate Change.' To display text on multiple lines, insert '\n' without spaces for line breaks. For example, 'Donate\nChange.'
- 8. Configure the **remaining options** as you would for any other button.
- 9. Continue to the **next procedure**.

To add a predefined amount button to the charitable donations panel:

1. With the charitable donations panel still active, right-click and select **new button**.



Figure 8 Donate Custom Amount Button



- 2. Under the 'Function' group bar, select **Donate Change** from the 'Action' drop-down list.
- 3. Select the **donation item created earlier** from the 'Item' drop-down list.
- 4. Select Custom as the 'Amount Type.'
- 5. Type a **dollar amount**, such as 1.00, in 'Default Amount.'
- 6. Select **False** from the 'Ask for Amount' drop-down list to suppress the amount prompt amount and prevent the entry of an amount different than the predefined value.
- Under the 'Appearance' group bar, change the **default text** to 'Donate x' where 'x' is the dollar amount. To display text on multiple lines, insert '\n' without spaces for line breaks. For example, 'Donate\n \$1.'
- 8. Configure the **remaining options** as you would for any other button.
- 9. Repeat this **procedure** to add additional predefined amount buttons to this panel.
- 10. Continue to the **next procedure**.

To add an open amount button to the charitable donations panel:

1. With the charitable donations panel still active, right-click and select **new button**.

_		
=	Appearance	
	Text	Donate Upen\nAmount
	Text Alignment	Middle center
_	Font	
ŧ	Lustom Font	Verdana, 12pt, style=Bold
	Text Lolor	
	Lustom Text Lolor	255, 255, 255
	Background Lolor	
	Lustom Background Li	olor 46, 139, 87
	Highlight	Skin
	Image	None
	Use new button display	y opi raise
	Chadem	False
	Shadow	False
	Outline	False
	Sasla imaga	False
	Scale image Stule	Pounded restands
	Tag	None
=	Function	None
	Action	Donate Change
	Item	Donation
	Amount Tune	Custom
	Default Amount	0
	Ask For Amount	True
Ŧ	Lavout	1100

Figure 9 Donate Open Amount Button

- 2. Under the 'Function' group bar, select **Donate Change** from the 'Action' drop-down list.
- 3. Select the **donation item created earlier** from the 'Item' drop-down list.
- 4. Select **Custom** as the 'Amount Type.'
- 5. Leave the **default amount** at 0 (zero).



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- 6. Select **True** from the 'Ask for Amount' drop-down list. The Open Item screen appears when you touch this button in the Front-of-House (FOH), allowing you to type the amount your guest offers as a donation.
- Under the 'Appearance' group bar, change the **default text** to 'Donate Open Amount.' To display text on multiple lines, insert '\n' without spaces for line breaks. For example, 'Donate Open\nAmount.'
- 8. Configure the **remaining options** as you would for any other button.
- 9. Continue to the **next procedure**.

To add a navigation button to the charitable donations panel that returns to the Tender screen:

- 1. With the charitable donations panel still active, right-click and select **new button**.
- 2. Under the 'Function' group bar, select **Chain** from the 'Action' drop-down list.
- 3. Click the **ellipsis (...)** next to 'Panels to display' to display the Select Panels screen.
- 4. Select the **Tenders screen** from the 'Available Panels' list box and click > to move the screen to the 'Selected Panels' list box.
- 5. Click **OK**.
- 6. Under the 'Appearance' group bar, type **Return to Tenders**. To display text on multiple lines, insert '\n' without spaces for line breaks. For example, 'Return\n to\nTenders.'
- 7. Configure the **remaining options** as you would for any other button.
- 8. Continue to the **next procedure**.

To add a navigation button to the Tenders screen that accesses the charitable donations panel:

- 1. Select **Panel > Open Panel**.
- 2. Select your **Tenders** panel.
- 3. Right-click and select **new button**. The Properties dialog box for buttons replaces the Properties dialog box for panels.
- 4. Under the 'Function' group bar, select **Chain**.
- 5. Click the **ellipsis (...)** next to 'Panels to display' to display the Select Panels screen.
- 6. Select the **Donation Panel** from the 'Available Panels' list box and click > to move the screen to the 'Selected Panels' list box.
- 7. Click **OK**.
- 8. Under the 'Appearance' group bar, type **Donation**. To display text on multiple lines, insert '\n' without spaces for line breaks.
- 9. Configure the **remaining options** as you would for any other button.



- 10. Select **Panel > Save Panel**.
- 11. Exit the **Screen Designer** function.

Printing a thank you message on the guest check (optional)

To print a 'thank you' message in the footer of the guest check when guests make a charitable contribution, create a custom guest check message. Use the Set Guest Check Footer Message by Category event type to stipulate the charitable donations category as the category from which the guest must make a 'purchase' before the message prints.

To create a 'thank you' guest check message:

- 1. Select Maintenance > Messaging > Guest Check Message.
- Click New and accept the system assigned number or click the ellipses button (...) next to 'Number' to display the Number Assignment dialog box, from which you can choose an alternate number.

Gue	st Check Message		
	Guest Check Message : 10 Donation	Message	-
Messag	je		
🖃 Set	tings		
N	umber	10	
Na	ame	Donation Message	
🖃 He	ader text		
Lir	ne 1		
Lir	ne 2		
Ba	arcode message	None	-
🖃 Foo	oter text		
Lir	ne 1	Thank you for your	
Lir	ne 2	generous donation!	
Lir	ne 3	Your contribution is going to a	
Lir	ne 4	great cause!	
Lir	ne 5	Have an amazing day!	
Lir	ne 6		
Lir	ne 7		
Lir	ne 8		
Lir	ne 9		
Lir	ne 10		
Lir	ne 11		
Lir	ne 12		
Ba	arcode message	None	-

Figure 10 Guest Check Footer Message



- 3. Under the 'Settings' group bar, type a **name** to identify the guest check footer message.
- 4. Under the 'Footer text' group bar, type the **text** to appear at the bottom of the guest check in 'Line 1' through 'Line 12.'

For example, 'Thank you for your generous donation! Your contribution is going to a great cause! Have an amazing day!'

5. Click Save and exit the Guest Check Message function.

To activate the 'thank you' guest check message:

1. Select Maintenance > System Settings > Event Schedule.

Event Sche	dule							
E		-						
Event Schedule Events								
Events								
Description	Activation sch	Start time	Start date	End date		Add E		
Set Guest Che	Always	00:00	None	None		MUU		
Set Guest Che…	Always	00:00	None	None		Remove		
Set Guest C	Check Foote	r Message b	v Category		<u></u>	Move down		
Category			Charitable	e Donations		•		
Message			Donation	Message		•		
Footer Line 1			Thank yo	u for your				
Footer Line 2 generous donation!								
Footer Line 3			Your cont	ribution is going)			
Footer Line 4			to a grea	t cause!				
Footer Line 5			Have an a	amazing day!				
Footer Line 6						-		

Figure 11 Event Schedule

2. Click the **Add** drop-down arrow, select **Set Guest Check Footer Message by Category** from the 'Type' list box, and click **OK**.



- 3. Select Always from the 'Activation Schedule' drop-down list.
- 4. Select the **date** on which you want the event to become active at the store in 'Start date.'
- 5. Select the **date** on which you no longer want the event to be active at the store in 'End date.' To print the guest check footer message long term, select a date well into the future.
- 6. Under the 'Set Guest Check Footer Message by Category' group bar, select the **general category created specifically for charitable donations**, such as 'Charitable Donations.'
- 7. Select the **thank you message specifically created for charitable donations** from the drop-down list.
- 8. Click **Save** and exit the **Event Schedule** function.



Providing the ability to enter open amount donations

If you allow open amount donations, but you have 'Restrict open items by access level' under the 'Restrictions' group bar in the Security group on the Store Settings tab in Maintenance > Business > Store selected, the manager approval screen appears and a manager with sufficient access must enter their password to approve the open amount donation before you can continue. It is necessary to configure the access level to which you assign your managers, or other high level employees, to have the ability to enter open items in the FOH. You may want to consider also giving your cashiers the ability to enter open items; otherwise, the manager approval screen appears for every open amount donation and a manager must enter their password to approve the donation before you can continue.

To provide the ability to enter an open amount donation:

- 1. Select Maintenance > Labor > Pos Access Levels.
- 2. Select an access level, such as manager or other high-level employee, from the drop-down list.

Pos Access Levels				
POS Access Level: 8 Cashier		-		
Access Level				
Identification		▲		
🗷 Reports				
Employee				
Approve clock in				
Approve checkout				
Delete checkout				
Approve clock out				
Delete clock out				
Approve start/end breaks				
Clear password				
Enroll fingerprints				
Force reconciliation				
Force coupon audit				
Open any drawer				
😳 De-assign drawers				
📴 Enter open items	✓			
Access quick count screens and reports				
Enter pay adjustments				
M Adjust tip share				
Release locked employee				
Edit FOH labor		-		

Figure 12 Pos Access Levels

- 3. Under the 'Employee' group bar, select **Enter open items** to enable the employee assigned to this access level to enter an open amount donation.
- 4. Click **Save**.



- 5. Repeat this **procedure** for any other access level requiring the ability to enter an open amount donation.
- 6. Exit the **Pos Access Levels** function.

Refreshing the data

After all settings are in place, it is necessary to select Utilities > Refresh All POS Data to transfer the new information to the FOH terminals, or wait for the End-of-Day (EOD) process to accomplish the data refresh for you. If you run the refresh prior to the EOD process, select 'Automatically restart all POS terminals' and click OK to continue. After the data refresh is complete, all new settings become operational across the Aloha POS network.

Caution: Refresh data with caution and never during peak hours of operation. All FOH terminals reboot during a refresh and are down for a short period of time.



Using Charitable Donations

The following procedures walk you through the steps for using each of the supported donation methods.

Donate change

1. Start a **guest check**, enter the **items**, and apply the **order mode**. The Tenders screen appears.



Figure 13 Donations Button on Tender Screen

- 2. Ask the **guest** if they would like to make a donation. The guest agrees to donate the change due back to them.
- 3. Touch **Donation.** The Charitable Donations panel appears and the **amount of change due back to the guest** appears on the Donate Change button.





Figure 14 Donations Panel

4. Touch **Donate Change** to apply the amount.



5. Touch **Return to Tenders** to return to the **Tenders** screen. The amount of change due back to the guest appears on the guest check as the amount of the donation.

41	n.e.s
RoastBeef	6.25
MED O-Rings	3.00
LG Coke	4.00
Donation	0.50
# Items Sold 4 Tax	13.75 1.00
Additional Charge	0.25
DINE IN Total	15.00
Balance Due	\$15.00

Figure 15 Donation Applied to Guest Check

6. Tender and close the **check**. The 'thank you' message prints in the **footer** of the guest check.

Aloha Café			
5555 Fifth Avenue Sout	th		
Naples, FL 34102			
38		min	Annon
lost: Harlee	83/27/2817	Additional Charge	0.25
	2.58 PH	DINE IN Total	15.00
	10038	Contraction of the second dataset	
rder Tune: DINE IN	10000	Cash	\$15.00
rea: Chipotle			
Day Part: 2-4 PM		Thank you for vis	iting the
Roast Beef	6.25	Aloha Café	
Medium O-Rings	3.00	where friends and food	come together!
arge Coke	4.00		
DONATION	0.50	Thank you for generous dona	your tion!
# Items Sold 4	13.75	Your contribution to a great ca	is going use!
OOD Tax	1.00	Have an amazing	g dayt
otal Tax	1.00	Check Close	ed

Figure 16 Guest Check Message

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Donate predefined amount

- 1. Start a **guest check**, enter the **items**, and apply the **order mode**. The Tenders screen appears.
- 2. Ask the **guest** if they would like to make a donation. The guest agrees to donate \$1.00.
- 3. Touch **Donation.** The Charitable Donations panel appears.
- 4. Touch **Donate \$1** to apply one dollar to the guest check.
- 5. Touch **Return to Tenders** to return to the **Tenders** screen. The one dollar donation appears on the guest check.

42	Deter
RoastBeef	6.25
MED Fries	3.00
LG Coke	4.00
Donation	1.00
# Items Sold 4 Tax	14.25 1.00
Additional Charge	0.25
DINE IN Total	15.50
Balance Due	\$15.50

Figure 17 Dollar Donation Amount

6. Tender and close the **check**. The 'thank you' message prints in the **footer** of the guest check. See <u>Figure 16</u>.

Donate open amount

- 1. Start a **guest check**, enter the **items**, and apply the **order mode**. The Tenders screen appears.
- 2. Ask the **guest** if they would like to make a donation. The guest agrees to donate \$5.00.
- 3. Touch **Donation.** The Charitable Donations panel appears.



4. Touch **Donate Open Amount**. The Open Item screen appears with the cursor focus on price.

Open Item					
Name: DONATION Price: \$5.00«					
1	1	2	3		
.4	4	5	6		
7	7	8	9		
Cle	əar	0	ок		
Cancel					

Figure 18 Open Item - Donation Screen

5. Type **5.00** and touch **OK** to return to the Charitable Donations panel.



6. Touch **Return to Tenders** to return to the **Tenders** screen. The system adds the **\$5.00** donation to the guest check.



Figure 19

7. Tender and close the **check**. The 'thank you' message prints in the **footer** of the guest check. See <u>Figure 16</u>.

Caution: 'Open Amount' does not have minimum or maximum amount restrictions available. The POS accepts any amount entered.



Reporting Charitable Donations

To assist you in determining the amount collected for the charity, run the Sales report and include 'Sales by Category' to have the sales for the retail category created specifically for your charitable donations appear on the report as a separate section.

- 1. Log in to Aloha Configuration Center (CFC) or Aloha Manager (AM).
- 2. Select **Reports > Aloha Point-of-Sale > Sales > Summary** or **Weekly**. The Sales Report dialog box appears.

Select Dates	Default
02/06/2018	Add Delete
	Settings
	Change Deposit
	Export Settings

Figure 20 Sales Report Dialog Box

3. Select a single date, or a range of dates, from the selection list.



4. Click **Settings** to display the Sales Report Settings dialog box.



Figure 21 Sales Report Settings Dialog Box

5. Select **Sales by Category** from 'Available' and click the **arrow** to move it to 'Included.'



- 6. Click **Save** to return to the Sales Report dialog box.
- 7. Click View, Print, or Export to review the report.

	Preview Report	and the other					
	1 - Aloha Café 5555 Fifth Avenue South Naples, FL 34102-6601		Sales Re 03/28/20	port 18	Printe	Page 1 of 1 03/28/2018 11:53 AM 17.10 d by: Seeded Administrator	1
	Sales	2,524.37	(less Voids Unordere	d Voids Surch. On	der Charges Add Chgs)		
	Promos	Qty 85	Amount 346.17				
The retail category created	Comps	Qty 0	Amount 0.00				
specifically for	GC/Rev Items Sold	31.59					
tracking the	GC/Rev Item By Cat						
charitable	Donations	31.59					
donations you	Total	31.59					
collect.	Sales by Category Sales Categories Food Soft Drink Sandwiches Sides Sm Garlic Fries	Net SIs 1,166.25 358.00 248.25 395.00 204.00	Vd/Sur/Ord 54.00 0.00 0.50 0.00 0.00	Taxes 79.69 21.90 18.29 24.81 8.18	Grs SIs 1,299.94 379.90 267.04 419.81 212.18		
	Subtotal	2,371.50	54.50	152.87	2,578.87		
	Retail Categories						
	Subtotal	0.00	0.00	0.00	0.00		
	Totals	2,371.50	54.50	152.87	2,578.87		
	******	***********	******* End of Re	oort **********	*******		
			1				<u>-</u>
		1 1	1 1	03/28/201	8 11:53 AM		
	Page 1 of 1	Close I	Print Page 💰	140%			

Figure 22 Sales Report Example



Troubleshooting Charitable Donations

Error messages may appear in the following situations:

If you touch the Donate Change button while there are unordered items on the guest check, an error message appears. Dismiss the message, send the order to the kitchen, and touch the Donate Change button again.



Figure 23 Must Order Items First

If there are no items on the check, or if you touch the Donate Change button and the change due amount equals \$0.00, an error message appears. Dismiss the message and ask the guest if they would like to donate a different amount.



Figure 24 Change Due Amount is \$0.00



If a guest wants to donate an open amount, such as \$5.00, but you accidentally enter the wrong amount, such as '\$500.00,' you can select the donation in the guest check window and delete it from the check.

72	difference in the second
Hamburger	4.25
Donation (Void)Donation	500.00 - 500.00
Donation	5.00
# Items Sold 2	9.25 0.32
DINE IN Total	9.57
Balance Due	\$9.57
]	

Figure 25 Voiding an Incorrect Open Amount

Touch Donation again, touch Donate Open Amount, and enter \$5.00. Touch **Return to Tenders** to return to the Tenders screen. Tender and close the check. The 'thank you' message prints in footer of the guest check.



Charitable Donations, Feature Focus Guide

NCR Voyix welcomes your feedback on this document. Your comments can be of great value in helping us improve our information products. Please contact us using the following email address: Documentation.HSR@NCRVoyix.com

