DejaPayPro DENOVO SET UP USER MANUAL

All web portal procedures for retail & restaurant businesses



For iOS tablets, Android tablets and Dejavoo registers



V20181101

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Creating New Inventory

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In this section follow the steps to create your inventory.

Step	Action					
1.	From your DeNovo portal find the word "Inventory" on the left side bar of options and click on the "+" symbol					
2.	Select the item(s) to add to the customer's cart by tapping on them. (you will see the line item appear on the right after it is selected)					
	A form will display, comple	ete the desired fields for your inventory:				
	Field	Definition				
	Name	Input the Name of the Inventory (usually the name of your company);				
	Currency	Select a Currency (the one that you will be using in your operations);				
3.	Business Type	Select your Business type (Retail - for stores/shops etc; Restaurant and Cafe - if you want to have a table management function provided/Service - if you need a schedule for the services you are providing)				
	Taxes	Input any desired tax options				
	Payment Tools	Select the payment types you will be using in your operations and select whether a terminal will be required for each type or not; See Page X for more information on Payment Tools				
	Discounts	Create desired potential discounts (* <u>Note</u> : these are Cart discounts, not Item (goods) discounts,: setting the Double Discount function to "switched on" means that you will be able to apply Cart discounts to Items that already have discounts.				
4.	Press Save to save the configurations for your new Inventory.					

Payment Tools - Explained

1

This section defines the different payment tool options for when you create your inventory.

Payment	Definition
Credit / Debit	The payment terminal will prompt the customer to select Credit to use their card as credit or Debit to use their card with a PIN debit transaction.
EBT	Allows the customer to pay for EBT Food or EBT Cash eligible transactions using their EBT card or EBT voucher
Cash	Used for cash method of payment
Check	Used for payment by personal check
Invoice	Used to create an email invoice of the order
Gift	Used for payment by Gift Card
Partial Payment	Used to allow for partial payments toward the cart balance.
Precheck	Used to print out a receipt prior to payment.

DēNovo	•	1	Q Linkerta
D My Merchans	Inventory		
Locations	Name		
Terminals	Currency – Currency •		
G Transactions	Business Type Beau Hingster Aster		
Call Me's	A second district and from the second s		
Survey Questions O	Taxes		
📥 Loyalty	Add find for to		
E inventory 🕑	And these care care		
Sales history	Payment Tools		
Rems			
Charts	Use Terminal Cash Vies Removal		
Get Stock Values	Credit 🗹 Ves Custom Translat		
Report by Suppliers	Pay by Involce 🛃 Yes Cudom		
Critical Inventory	Gift 🗹 Yes Conton Ferminal Check 💙 Yes Conton Terminal		
X/Z reports	Oteck 🔽 Ves Couling Terminal		
Cash Draver Events	Discounts		
Consumers	Automation for America		
Suppliers			
Operators	er land 1 Gard		
O Leave feedback			

Create / Edit Inventory Location

A

Use the steps below to Create New or Edit Existing Inventory

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Step	Action
1.	From your DeNovo portal go to the Inventory management page by clicking on "INVENTORY" on the left side panel. (opens by default after new Inventory is created)
2.	Select the desired Inventory from the list that appears on your right.
3.	Click on the "More" button (located on the top right corner of the screen)
4.	From the pop-up list that appears, select the "Locations" option.
5.	Select the desired location (when you create an Inventory there is always a Location created with it by default)
6.	Click on Save. ** <u>Note</u> : POS devices are paired automatically after you enter an Inventory and Location on your device.

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Instruction Web 🔹 🗷 🗙	u.									Locations	Add New Locatio
Common data											
Name Time Zone Number of POS	Instruction Web (+07:00) SE Asia Stand: 0	ard Time									
Operators Createrne Operator											
Operatorid e	Kame 5	Position	Email =	Phone	6	Last operation	31	Status		Shift Statur	
Employees not found.											
Total: 0											
										10 1	5 50 100
POS devices											
Device Id - Pi	0510 =	POSName	Device Model	1	Device Type		Version		Last Using	4	tate :
POS devices not found.											
Total: 0											
										10	5 50 100

Adding Employees



Adding new employees or editing existing employees are functions that can be done by accessing your DeNovo Back Office portal.



You can add employees, assign them unique access passwords to clock in and clock out as well as create different employee roles. This can also be done from "Inventory Management" at the bottom of the screen.

1.	From the DeNovo portal access the inventory and scroll down to the 'Operators' option. Select 'Create New Operator', Location must match device where server will generate orders and Populate remaining fields as title the Position field to match role of person being added.					
2.	Create a four digit numerical pa is set to Active, configure the ac save.		-			
Operators	Create may Operator					
Operatori	d c Name C Position C D	in all	Phone C Last operation C	Status : Shift Status :		
1	Chris Clarke chris@dejavoesy	ystems.com	9/26/18 2:12 PM - Selling Act	lve	2 ×	
3	Chris Clarke Manager		10/10/18 5:44 PM - Selling Act	2ve	07 ×	
2	Employee #2 Employee #2 Employee #2		8/22/18 9:23 AM - Selling Act	248	07 ×	
v Opera	tor 🗲 2.	*	New Operator			
v Opera cation Location	tor ~ 2 .	*	Status	2.		
cation	tor 🗲 2.	*		2.		
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cation Location st Name mat Name st Name asl Name asl Name sition Position mail	, , , , , , , , , , , , , , , , , , ,		Status Active Disabled Access Update/create category and iter Return/void operations Sales history Perform batch and Z-report		Allow Allow Allow Allow	
cation Location st Name mat Name st Name asl Name asl Name sition hasition hasition	, , , , , , , , , , , , , , , , , , ,	*	Status Active Disabled Access Update/create category and iter Return/void operations Sales history Perform batch and Z-report Register settings 2.		Allow Allow	

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Removing Employees



Removing existing employees is a function that can be done by accessing your DeNovo Back Office portal.

Step	Action
1.	From the DeNovo portal access the inventory and scroll down to the 'Operators' option. Click the X next to desired employee to remove.
2.	A confirmation dialog will appear tap on "YES CONTINUE" to verify and remove the employee.

Operators on	de new Operator						-	
Operatorid :	Name	= Position =	tmail	Phone c	Last operation	: Status : Shift Status		
1	Chris Clarke		chris@dejavoosystems.com		9/26/18 2:12 PM - Selling	Active	2 ×	
5	Chris Clarke	Manager			10/10/18 5:44 PM - Selling	Active	8 ×	
2	Employee #2 Employee #2	Employee #2			8/22/18 9:23 AM - Selling	Active	а ж	
3	Test Worker	Server				Active	17 ×	



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Creating And Editing Tables

1

Use the steps below when adding and editing Table for Restauarant. This can be skipped for Retail.

Step	Action						
1.	Within your DeN	lovo back office, navigate down to the TABLES option					
	For	Then					
2.	New Table	Click CREATE NEW TABLE					
	Edit Table	Click on the EDIT icon next to desired table:					
	Delete Table	Click on the DELETE icon next to desired table:					
3.	Complete or edi	t the following in the Pop Up Box:					
	Number	Input the desired number to assign this table.					
	Name	Name the table (ie: Main Dining Room)					
	# of Seats	Input the number of seats for this table					
	Format	Select from the drop down the type of table (ie: Round, Square)					
	(OIOT	Select the color of the table from the drop down box, as a suggestion color code to differentiate stations					
	Operator	Assign the table to a specific operator (Server)					
	** Note: This process ca	an be repeated to enter multiple operators.					



2.	Create table		
99: Alix Demo 1 📧 🗙 🖌	Number	O 100 O	
	Name	llame	
	Number of seats	• • •	
	Format	Round	
3	Color	Auto	-
	Operator	Operator	
	Positian	Operator Chris Clarke Chris Clarke Employee #2 Employee #2 Test Worker	

Manage / Edit Suppliers

A

Use this section to add and edit your suppliers. (vendors)

Step		Action					
1.	From your DeNovo portal go to the Inventory management page by clicking on "INVENTORY" on the left side panel. (opens by default after new Inventory is created)						
2.	Click the desired Inventory from the list that appears on your right and then scroll down to the bottom of the page.						
	A form will display, complete the desired fields for your supplier:						
	Field	Description					
	Name	Input the Name of the Supplier					
	Description	You can add a description/identifier if desired					
	Tax ID	Input the Supplier Tax ID					
	Taxes	Input any desired tax options					
	Country	Input the Country the supplier is located in					
3.	State	Input the State the supplier is located in					
	City	Input the City the supplier is located in					
	Address & ZIP	Input the supplier street address and Zip Code					
	Email	Input the suppliers contact email Address					
	Phone	Input the suppliers contact phone number					
	Lead Time (Days)	Input the lead time for order to delivery for this supplier calculated in number of days.					
	Preferable Shipping Method	Input the preferred shipping method for the supplier					

Manage / Edit Suppliers, cont'd

Step	Action
4.	Press Save to save the configurations for your new supplier.
5.	After you finish the creation process and save your new Supplier you will be redirected to the "Inventory Suppliers" page. To edit an existing Supplier click on the "Edit" icon (located near the "Phone" column)
6.	To return to the "Inventory management" page click on the "Inventory" button in the top right corner.

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	Create Inventory Supplier			Inventory Suppliers Add Ne	ew Supplier
	Supplier Name	Name -			
	Description		0(1900		
			4		
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۲	State	State	,		
	City	ew.			
	Address	- Address			
	Zip	14.0			
icra	Email	- Const			
v	Phone	Phone			
٧	Lead time (day)	(inn			
nts	Preferable Shipping Method	Shipping bottom			
		😒 Show 😣 Cancel			
-	© 2018 - Merchant Portal v2.64.1722.0				0.475

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Create / Edit Product Category (Department)



Use the steps below to create new or edit existing product categories. Creating categories is required in order to create your actual sale "items" (Goods/Services).



A Product Category can be considered a department; For example, Womens Shoes or for Restaurant, Soft Drinks, etc.

Step	A	ction							
1.	From your DeNovo portal go to the Inventory management page by clicking on "INVENTORY" on the left side panel. (opens by default after new Inventory is created)								
2.	Select the desired Inventory from the list that appears on your right.								
3.	Scroll down to "Categories" and click o	n "Create New Category"							
	A form will display, complete the desired fields for your Category:								
	Field Description								
4.	Name Category	Input the name of the category							
	Color Category	Select a color code for the category							
	Image Category	You can Select an Image to represent the category							

Create / Edit Items (Goods/Services)



Use the steps below to create new or edit existing Items. (Also to be considered goods and services being added to a cart or tab)



Items need to be assigned to a category therefore an Item cannot exist without at least the prior creation of a single category.

Step		Action					
1.	From your DeNovo portal go to the Inventory management page by clicking on "INVENTORY" on the left side panel. (opens by default after new Inventory is created)						
2.	Click the desired Inventory from the list that appears on your right and then scroll down to "Items".						
	A form will display, comp	lete the desired fields for your supplier:					
	Field	Description					
	Inventory	Select the desired Inventory this item is assigned to					
	Name	Input the name of the item					
	Туре	Input the item type. goods (for Retail and Restaurant modes) / service (for Service mode)					
	Category	Select the Category this item is assigned in (There must be at least one category pre existing)					
	Description	Input a description of the item					
3.	External ID	This field is used for linking items which exist under other names/IDs in other databases or systems. Or you can provide a shorter name for an Item with this function for faster and easier access. <i>For Example:</i> An Item named "Pizza Margarita" instead of using its full name all the time, you can use a shorter one. For example "P1". The shorter name will be stored in the External ID field.					
	Bar Code	You can use a bar code to search for items and add them to a cart by using a bar code reader.					
	Cost	Input the cost of the item					
	Price	Input the customer price for the item					
	Supplier (optional)	Select the supplier this item is purchased form					

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Create / Edit Items (Goods/Services), cont'd

Step		Action			
	Field	Description			
	Quantity	Input the current quantity on hand			
	Min Quantity	Input the minimum quantity desired on hand before needing to re-order			
	Max Quantity	Input the maximum quantity desired on hand			
4.	Use Weighing Scale	When selected, please choose unit of measure			
7.	Comment	If desired input a comment regarding this item			
	Taxable	Select which taxes (If any) will apply during the calculation. (Tax options are created and edited in "Inventory Management"			
	Modifier	With this function you can add additional options for your Items (goods). For Example: in the restaurant mode: sauces, optional ingredients, combo options etc.			
5.	Click on SAVE to save yo	our new or edited item.			

				BinMerch
ype inventory item name]				
tryventory	Instruction Web			
Name	Name			
Туре	Good Service			
Category	- Childry			
Description		9230		
External Id	Insention -	4		
Bar Code	-0			
	30.00	tise Weighing Scale No.		
Price	51.00	Comment		0(350
Supplier	- Select Supplier			
Quantity	6.00			
Min Quantity	6.00	Taxable (which tax need at use in calculatios)		
Max Quantity	0.00	Tax 1 - Tax 10 No		
	6			
		Modifiers		
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	_	Discounts		
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	_			
		Images		
		Select		Select
			Add and Continue 🛃 🛶 🕷 Ge	

Exporting Configurations From DeNovo



Use the steps below export your configurations from DeNovo



Items need to be assigned to a category therefore an Item cannot exist without at least the prior creation of a single category.

Step	Action
1.	From your DeNovo portal go to the Inventory management page by clicking on "INVENTORY" on the left side panel. (opens by default after new Inventory is created)
2.	Select the desired Inventory from the list that appears on your right.
3.	Scroll down to "Items" and from there click on the link "Export to File"
4	Select the option "to Excel File"
5.	Open the downloaded file, you are able to edit your configurations inside the Excel file and then import them back into DeNovo.

j																				T			
		Supplier				Name	External	d BarCode	Descriptio	Commen								h ItemType	e Duration	Discounts	Resources	ServicePro	viders
	Marvel	Hulk	2	Gram	Tax 10		12323				\$34.00	\$80.00	50.00	40.00	100.00	No	Yes	Good	0	2			
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Importing Configurations From Excel



Use the steps below Import Your Configurations From Excel



Items need to be assigned to a category therefore an Item cannot exist without at least the prior creation of a single category.

Step	Action
1.	From your DeNovo portal go to the Inventory management page by clicking on "INVENTORY" on the left side panel. (opens by default after new Inventory is created)
2.	Select the desired Inventory from the list that appears on your right.
3.	Scroll down to "Items" and from there click on the link "Import From File"
4	From the pop up window click on "Select File to Import Items For Inventory" and then find and select the desired Excel File. **Note: There is also a very useful and convenient option provided for the users - the "File Map" option. For example: you have already created an Excel file with your configurations and for some reason you need the columns and sections in your file to be named exactly as you've named them - in this case you can use the mapping option which allows you to evaluate your own column names to the default column names required for DeNovo import (in order for the system to understand you and import your configurations in to the right places).

items contenention coportionnelle coportector corportector	Select File to import Items for Inventory File Map Defut: Car D Select Items0flwentory158_10_05_2018_x4xx 0.01 M8	- Quantity	Talegor All Categories	.10 25 50 100
15221 • Indikeliyerte Totali 1	🕱 Casat <table-cell> Magan</table-cell>	50.09	lær dot	72 x 20 25 50 100
Suppliers Contractorer				
Name BusinessBD Hulk HUK12 adkidski Total 1	Address HI Kansas City KS 12212	Email re©re.ru	(121) 232-1243	17 ×

Create a New Mapping Configuration



Use the steps below to create a new mapping configuration, see more information in "Importing Configurations From Excel" on the previous page.

Step	Action
1.	From your DeNovo portal go to the Inventory management page by clicking on "INVENTORY" on the left side panel. (opens by default after new Inventory is created)
2.	Select the desired Inventory from the list that appears on your right.
3.	Scroll down to "Items" and from there click on the link "Import From File"
4	Click on the "+" symbol to the right on the "File Map" line
5.	The "New/Edit File Map" pop-up window appears on your screen. Here you can look for the non-matching column and section names. <u>For Example</u> : if you've given the Barcode category the column name PLU in your file, in order for DeNovo to understand you, you need to type PLU in the "property" line next to the Barcode category. With the help of the mapping function the system will set your "column name" equal to the existing DeNovo "category name". Repeat the operation with other categories if needed.
6.	Click on SAVE.
7.	To apply your "Mapping" select it from the "File Map" drop down in the "Select File to Import Items for Inventory" pop-up window and select IMPORT

tems Leaterseller annother Eagentic File Felan	New/Edit File Map		×		
	Map Name Na	me			
	discounts		- 18	- Quantity	
	Bar Code	Property	_ 11		
15221 🖷 Isofsallaðis	Item Discount Usage	Property	- 5		8
Total: 1	Item Discounts	Property			
	Туре	Property	- 18		
	Use As	Property	_		
	Value	Property.	- 11		
Suppliers Content Supplier	items		- 18		
Hame Bushesski	Bar Code	Property	- 11	Email	
Huik HUK12 adksds	kdi x C	ancel 🖌 Save		re@re.ru	
HINK HUK12 adksds	× C	ancel 🗸 Save		re@re.ru	(12

View Sales History in DeNovo



X-reports can be checked at any time you want (they do not require the shift to be already closed). Z-reports, on the other hand, are only provided after a shift is closed. Use the following steps to access X and Z reports.

Step	Action
1.	From your DeNovo portal click on "SALES HISTORY" on the left side panel
2.	Click on the ">" icon under the date of the transaction to view more details of that transaction.
3.	You can use the search and drill down filters to search by specific criteria. For Example: By Date, by Subtotal, by Discount, by Taxes, by TPN contents.

Sales	History																			inventories	Sales	s Histo
	Date		Subtotal		Discount		Taxes		Total	Total Tip	Total Fee	Cost	Profit	Тря	4	Location	Payment Type	Operator :	: Status	x/Z-Reports	Comments.	
			Subtotal		Discount		Talend							1999 contants			All •	AL .	All	•		
	10/2/18 11:13 AM		\$8.00		50.40		\$1,14		\$8,74			\$1.00	\$6,60				Cash	1	Success	0	9	
Items																						
		Na					Quantity			Price			Discount			Taxes		Total		Cost		
	2.00 , Mod2: \$4,00				1.00	-			\$2.00			\$0.40			\$1.14		58.74		\$1.00			\$
Transact	ions TPN			Are	ount			Тір			Fee			Receipt				т	ransaction			
1			58.74										-				-					
>	10/2/18 11:01 AM		\$8.00		\$1.54		\$1.14		\$7.60		\$0.12	\$1.00	\$5,46				Split Payments	3	Success	0	9	
	10/2/18 10:59 AM		\$8.00		\$1.54		\$1.14		\$7.60	\$0.23		\$1.00	\$5,46				Check		Voided	0	9	

View X / Z Reports in DeNovo



Use the steps below to view sales history and a table of properties for each sale within your DeNovo portal.

Step	Action
1.	Access your inventory then click on the X/Z Reports section on the left side bar.
2.	The X/Z reports page will display.
3.	Click on the icon at the end of the report line (to the right) to view the full report and export it as a PDF if desired.

Z/X-F	Reprots								Inventory	Z/X-Reprot
	Created		Amount	fransactions	e.	Operator		туре		Actions
			finger (Humber			AII			
1012	10/3/18 10:55 PM	. 565	1.65	0		Second Second	Z-Report			1
1011	10/3/18 10:52 PM		1.65	6		Second Second	X-Report			1
1007	10/3/18 10:24 PM	56	1.65	0		First First	Z-Report			1
1004	10/3/18 5:36 AM		1.26	8		First First	Z-Report			E
1003	10/3/18 5:34 AM		.26	8		First First	X-Report			5
1000	10/3/18 4:58 AM	58.		1		First First	X-Report			E
997	10/3/18 4:13 AM		5.12	1		First First	Z-Report			1
996	10/3/18 4:13 AM		.12	1		First First	X-Report			E
1005	10/3/18 3:48 AM		1.65			First First	X-Report			1

Summary Reports



Summary reports are tables and charts that summarize data by different values. This a very useful and illustrative function. You can analyze summaries by Sales, by the timesheet of your Operators, by Categories, by Items. Follow the steps below to access the Summary Page.

Step	Action
1.	Access your inventory then click on Summary Page section on the left side bar.
2.	The Summary Page will display.
3.	Select one of the four options in the top right corner – these options allow you to compile your data by Day, Week, Month and Year.
4.	To access the "Timesheet summary", the "Summary by Category" or the "Summary by Item" click on the ">" button for a desired section.



Examples of Summary Report Data

Summary by Category

Summary by Category for October, 2015 (6)								
	\$146.00		51					
	Sub Tobil Amount		terne Sold					
For Check								
5.8% For Cash 9.6%								
9.6% For Courts				ttems				
For Credit		0.3%		Items 60.3%				
8 6% For Credit 15 4%		0.3%		Items				
For Credit				Items				
For Credit. 16-3%				Items				
For Credit 15: 4%	Sub Tabil Arrount	- Insu 52(4	Cost	ttems 60.3%				
For Credit. 15:3%	 Sub Treal Armont 	- Ress 50(4 555.50)	- Gant 22	tterns 60 3%				
For Credit	 Sue Total Amount 			tterns 60 3% 52				
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Por Credit 15:1% Items Income For Chedit For Chedit	suo Total Amount	388.00 594.00 514.00	22	ttems. 50.3% 303 303 303 303 303 303 303 303 303 3				
For Credit 15.4% Interny Interna International International Internation	 Sub Tatal Annunt 	386.00 594.00 514.00 516.00	22	Items				

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Summary by Item

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	5146,00 Sub Total Amount 1		51	
	SUB (05) (mount)			
Check				
6.0%				
Cash				Without image
Cash 9.6%		1.8%		54.8%
Credit 16.4%				
16.4%				
Herr	Sols Tetali Amsuret	- items Sold	> Cast	
	Soli Tetal Amsunt	- item: Sold 580.00		520.01
	a Sah Tetil Amount		> Cast 20 12	
Without Image © Gredit © Cash	 Sali Treli Ansont 	580.00		\$12.00
Without Image Credit Cash	- Sult You Amount	580.00 324.00	20 12	520.0 512.00 57.0 53.0
Without Image Credis	a Salt Tetä Atmont	590,00 324,00 524,00	20 12. 7	512.00 67.01 55.00
Without Image Credit Cash Check	Solt Tetä Annort	580.00 324.00 536.00 530.00	20 12. 7	512.00 67.00 55.00 94.00
Without Image Credit Cash Check Gift	- Sult Tetal Annuart	980.00 324.00 534.00 330.00 380.0 380.0 54.00	20 12. 7	512.04 57.04 55.04 54.05 52.04
Without Image Credit Cash Check Git Scalable	a Sult Teta Amuert	980.00 124.90 (14.00 134.00 136.00	20 12. 7	\$12.00

Summary by Time Sheet

Secon	1d Second										
10/3%											
						89.7%					First First
											89.7%
peratúr			- i	- 1				 - 7	10		12
	Time Worked	4					1			-11	15
FirstFirst	9d 22h 20m Ld 3h 26m							6d Sh 57m 17h 55m	3d 28h daw		
Second Second								17h 55m	9h 11m		