



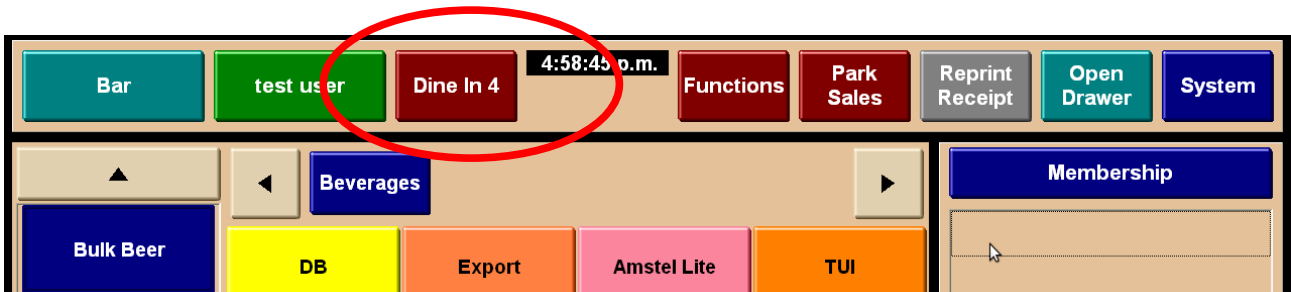
Chits - **HOW TO**

What is a Chit Number?

A Chit Number is simply a sales reference number, character, or name that identifies an order to kitchen and wait staff.

The Chit Number can be printed on Kitchen Docket, Receipt docket, the ChefMate Kitchen display and appears at the top of the till after a sale.

Receipt	Kitchen Docket														
<p style="text-align: center;">Dine In 4</p> <p style="text-align: center;">MenuMate Tax Invoice Receipt No. 10</p> <hr/> <p>MMPOS test user 13/10 03:40 pm</p> <hr/> <p style="text-align: right;">Sale</p> <table><tr><td>1x 7OZ Export</td><td style="text-align: right;">\$1.70</td></tr><tr><td>1x 12OZ TUI</td><td style="text-align: right;">\$3.20</td></tr><tr><td>1x Big Fish</td><td style="text-align: right;">\$10.00</td></tr><tr><td>Total</td><td style="text-align: right;">\$14.90</td></tr><tr><td>Cash</td><td style="text-align: right;">\$14.90</td></tr><tr><td>Rounding</td><td style="text-align: right;">\$0.00</td></tr><tr><td>GST Contents</td><td style="text-align: right;">\$1.66</td></tr></table> <p style="text-align: center;">Have a Nice Day.</p> <p style="text-align: center;">.....</p>	1x 7OZ Export	\$1.70	1x 12OZ TUI	\$3.20	1x Big Fish	\$10.00	Total	\$14.90	Cash	\$14.90	Rounding	\$0.00	GST Contents	\$1.66	<p style="text-align: center;">Dine In 4</p> <hr/> <p>test user Guest Count :1 13/10 04:06 pm Docket No. 6</p> <hr/> <p>Beverages 1x 12OZ Export 1x 7OZ TUI</p> <hr/> <p>test serving course 1x Big Fish</p> <p style="text-align: center;">.....</p>
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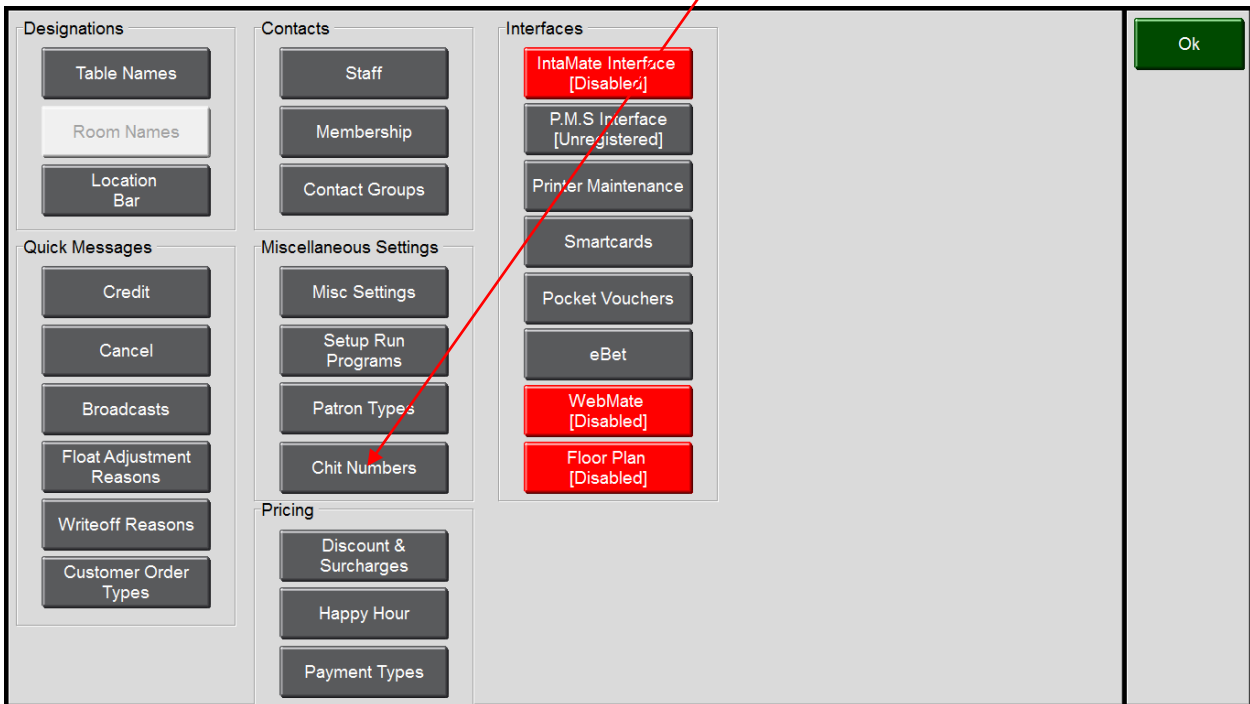


What is a Chit Number Type?

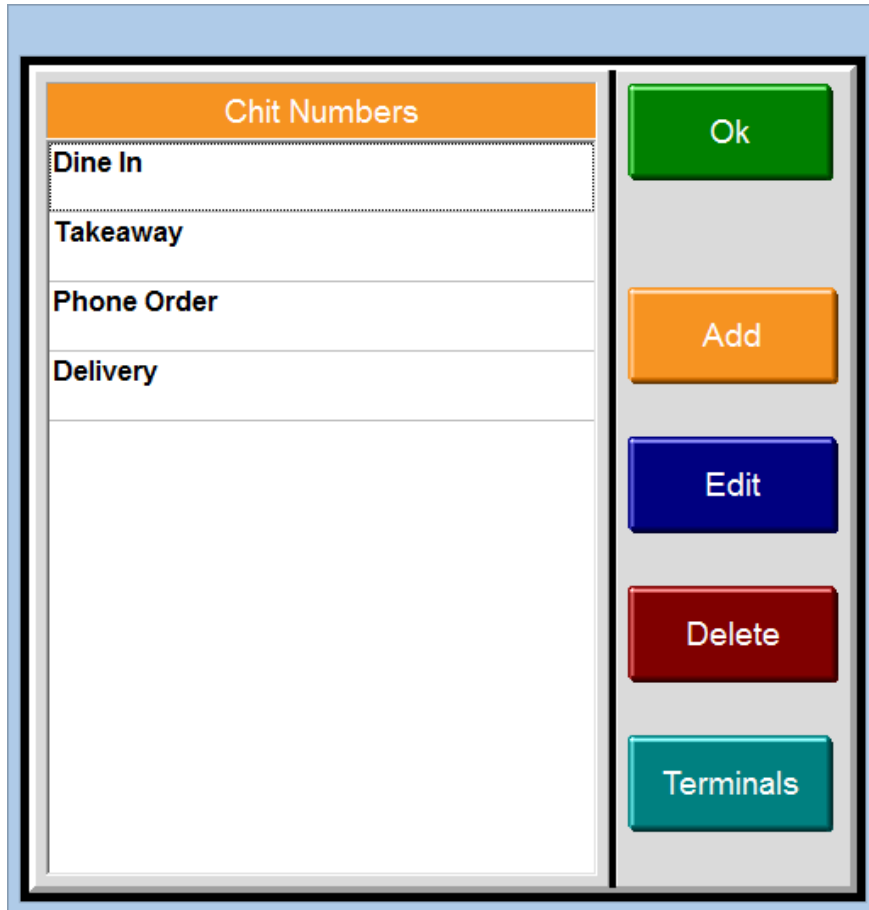
Often a Restaurant will want several different chit or sales types. This allows orders to be defined as “Dine In”, “Take Away” or “Delivery”. Each one of these is a type of Chit Number. Chit Number Types are configured in Maintenance.

Chit Number Type Configuration

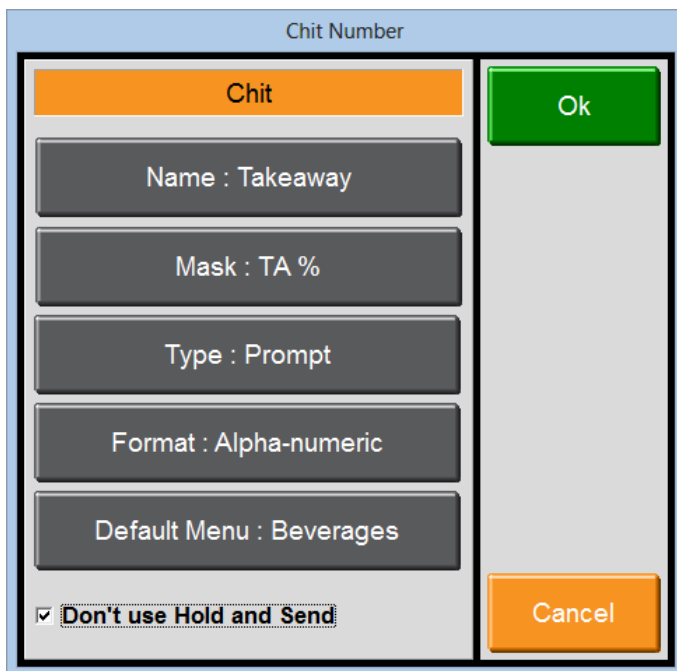
Chit numbers are configured under Maintenance and Chit Numbers.



From the Chit Numbers Settings you can Add Edit and Delete the available Chit or Sales Types.



When adding a new or editing an existing Chit there is a number of functions that you can use to adjust how the chit number / sales type works.



The NAME will appear on the screen to choose at the start of a sale or when the CHIT button is selected on the POS.

The MASK will display on the printers and order screen before the Chit Number. E.g T/A 5

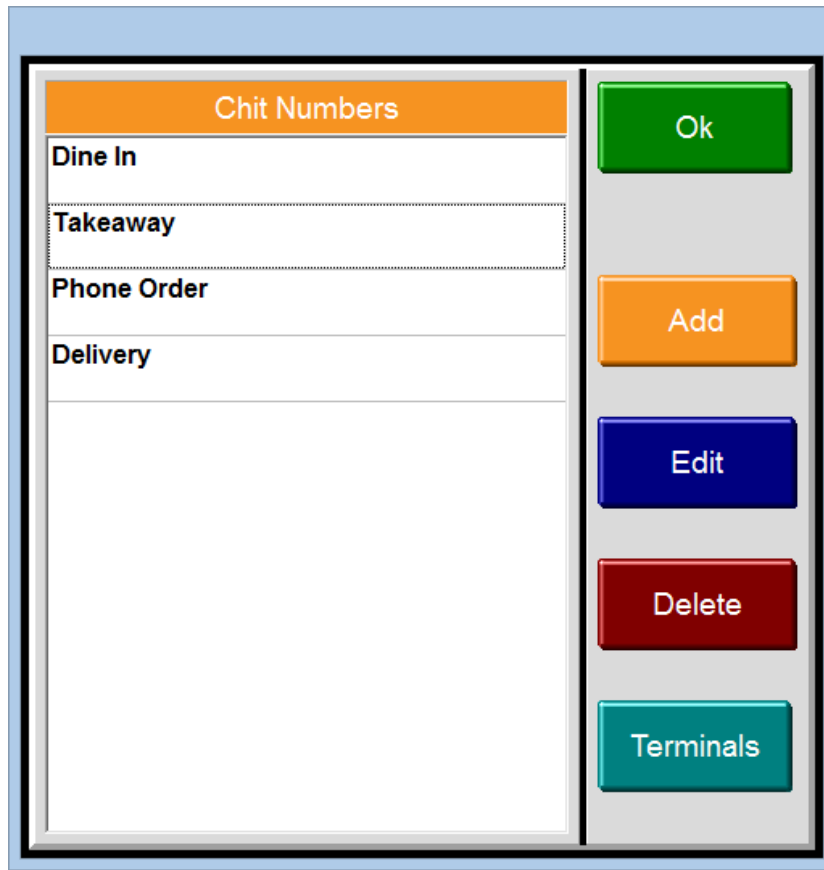
The TYPE determines the action that the Chit/Sales Type undertakes The options are PROMPT, AUTO or OFF.

The FORMAT determines if the operator can enter a number, or name or select from a list of valid options/tables

The DEFAULT MENU will be displayed if this Chit is selected and useful for takeaway so that the takeaway menu will display automatically.

The DON'T USE HOLD and SEND allows this sale to ignore the Hold and Send settings.

In some situations you may not want all terminals to have any or all of the Chit Numbers/Sales Types. You can use the TERMINALS but to select what Chit Numbers/Sales Types each terminal will use.



Also available under Maintenance, Misc Settings is an option to ensure the CHIT NUMBER selection is displayed on every sale without the operator needing to remember.

