

SQUIRREL CLOUD POS



We're excited to share highlights of the newest features, enhancements, and tips to help you get more out of Cloud POS.

BEST PRACTICES FOR END-OF-SHIFT REPORTING

Properly completing the end-of-shift process, including reconciling sales, tips, and cashouts, is a crucial part of closing out a shift or day in any restaurant. Here are three ways that Squirrel Cloud can help servers and managers accelerate the end-of-shift process and streamline financial reporting.

#1 Run Check Summary

C A F E V A N C O U V E R
8585 Baxter Place
Burnaby
V5A 4V7
(604) 412-3300

C h e c k S u m m a r y

Blake Walsh 03/17/23 (1)

CHECK	TOTAL	PAYMENTS
#00391560	\$347.96	
	Cash	\$347.95
#00391561	\$18.40	
	VISA	\$21.40
	Tips	-\$3.00
#00391562	\$14.95	
	VISA	\$16.95
	Tips	-\$2.00
#00391563	\$46.10	
	MASTERCARD	\$55.10
	Tips	-\$9.00

- Touch the Squirrel icon at the top of your screen and hit "Check Summary".

- Review the check summary and compare the TOTAL for each check with the PAYMENT type, amount, and tips received.
- Identify any errors or inconsistencies in payments received to avoid any discrepancies.

#2 Run Cashout

TOTAL \$399.45

TIP POOL: GROSS

JOB	SALES	%	TIPPOOL
Bartender	\$169.45	1.25%	\$2.12
Busser	\$169.45	1.5%	\$2.54
Host	\$169.45	1%	\$1.69
TOTAL			\$6.35

TOTAL # OF CHECKS 5

- Touch the Squirrel icon at the top of your screen and select “Cashout”.
- Print a cashout slip and review that the following are accurate: total sales, total number of customer and staff checks, total for each payment settled, and recorded tips.
- Ensure payment received is balanced with the total sales at the end-of-shift.

#3 Open Checks Report for Managers

C A F E V A N C O U V E R
8585 Baxter Place
Burnaby
V5A 4V7
(604) 412-3300

Open Checks Report

DATE/TIME: 2023-01-17 Fri 10:51

DEPARTMENT: JR - BAR

Employee: Adam King

ck No: 00391565
ck Total: \$18.98
Iness Date: 3/17/23 (1)

ck No: 00391566
ck Total: \$23.00
Iness Date: 3/17/23 (1)

DEPARTMENT: JR - COUNTER

Employee: Angela Sutherland

ck No: 00391567
ck Total: \$9.45
Iness Date: 3/17/23 (1)

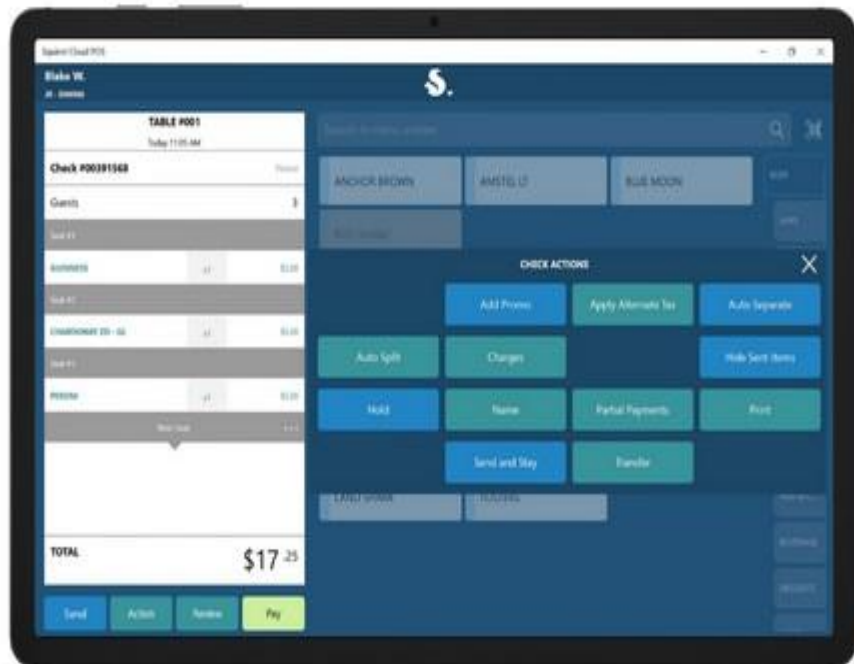
Department	Employee	Check #	Business Date	Total
JR - BAR	Adam King	#00391565	3/17/23 (1)	\$18.98
JR - BAR	Adam King	#00391566	3/17/23 (1)	\$23.00
JR - COUNTER	Angela Sutherland	#00391567	3/17/23 (1)	\$9.45

- Run "Open Checks Report" from the FOH app's Reports tab.
- Ensure that there are no open checks in the system to prevent inaccurate sales, improve tracking, and promote better financial management.

[LEARN MORE](#)

SEND AND STAY (NEW FEATURE)

- Keep your guests happy and speed up table-side ordering by sending orders to the kitchen as soon as items are entered on the order screen, allowing for faster preparation while customers decide on the rest of their order.
- Help guests get their drinks faster by sending the orders to the bar while allowing them to continue entering appetizers and entrees without exiting the screen.



[LEARN MORE](#)

NON-REVENUE TYPES (NEW FEATURE)

- Sales of non-revenue items like gift cards or catering services may have different tax implications from regular food and beverage sales.
- Tracking these items is now easier by assigning them as “non-revenue” item types in the menu. These items will appear as a separate subtotal on the transaction report.

[LEARN MORE](#)

COVER COUNTS (NEW FEATURE)

Accurately calculating average check size is an important performance metric and can depend on the operational style of your restaurant. We're making this easier by letting you configure how the system automatically calculates the number of guests (covers) with new options including by Seat and/or Entree.

[LEARN MORE](#)

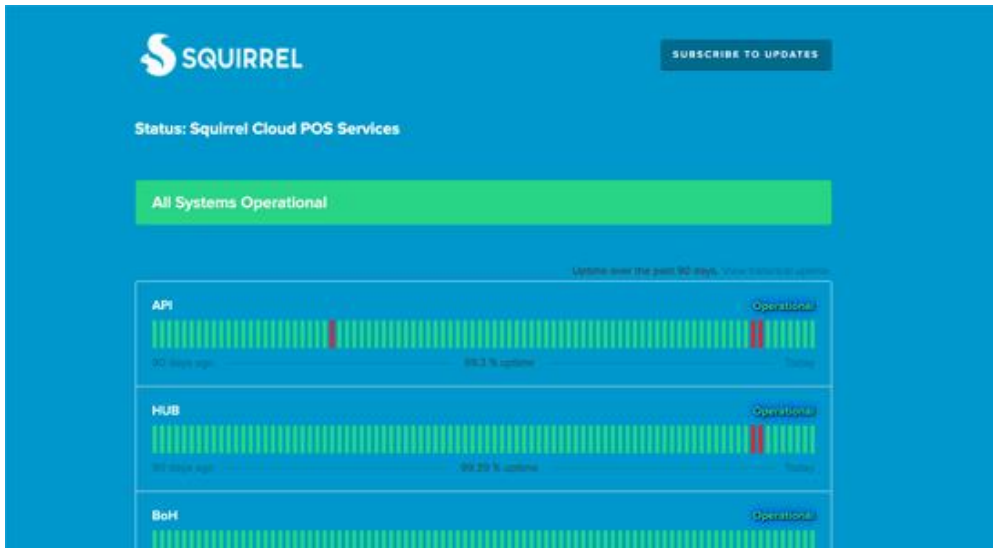
INSTANT ACCESS TO ONLINE HELP

The Squirrel Help Center is your one-stop access to documentation, help and product updates. Access the Help Center by clicking on “What’s New” in the Help Menu in the Cloud Back Office.



REAL-TIME UPDATE ON SYSTEM AVAILABILITY

The new Cloud Status Page - status.squirrelcloud.com provides a real-time update on outages or interruptions to the Cloud POS. Subscribe today to get updates.



[VIEW STATUS](#)

