Feature Focus Guide: Custom Checkout Report

Core Product: Aloha Quick Service, Aloha Table Service
Last Updated: June 11, 2024

Contents

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Revision Record

Date	Version #	Description
Prior to 01/13/2023	v4.333+	Implemented the Custom Checkout report.
	v5.3.12+	Added support to add the count and amount sold for revenue items with the #Rev and $Rev variables.
	v6.8+	Added support to add the count and amount sold for items cleared before ordering, with the #ClearItems and $ClearItems variables.
	v7.0+	- Added support to add the count and amount of refunds with the #R and $R variables. - Added support to add the count and amount of voids with the #V and $V variables.
	v12.3+	- Added support to add the count and amount from sales of a specific tender when it is applied over a specific threshold, with #CCROREQxxx@nnn and $CCROREQxxx@nnn, where xxx is the specified threshold and nnn is the tender ID. - Added support to add the count and amount of wage gratuities. - Added support to add the count and amount of a single wage gratuity, where nnnn is the ID number of the gratuity ID configured as a wage gratuity. - Removed wage gratuity counts and amounts from all custom checkout report variables related to tips.
	v14.1+	Added support to add the $TeamSls, $TeamCCTips, $TeamGrat, $TeamTipsharePaid, $EmpSls, $EmpCCTips, $EmpGrat, and $EmpTipsharePaid variables.
01/13/2023		Converted the document to use new templates. Updated the front cover and back page to reflect new NCR branding.
02/23/2023		Corrected the image used for Figure 2 - Store Settings > Report Printing Group.
06/11/2024		Updated document to reflect NCR Voyix branding.

About Custom Checkout Report

Custom Checkout Report at a Glance	
Core Product	Aloha Quick Service, Aloha Table Service
Separate License Required?	No
Other References	Aloha Quick Service Reference Guide; Aloha Table Service Reference Guide

Standard Checkout Report

Custom Checkout Report

Figure 1 Custom Checkout Report Illustration

When an employee runs a checkout at the end of their shift, unless otherwise configured, a standard checkout report prints; however, the Aloha® Point-of-Sale (POS) system provides a method by which you can insert additional information into the standard checkout report, or completely replace the standard checkout report with a checkout report customized by you. To insert data into, or completely customize, the checkout report, you must configure what you want to print using a Checkout.cfg file. If the Checkout.cfg file does not exist, the standard checkout report continues to print, regardless of all other configuration.

Benefits of using a custom checkout report:

- Able to add additional information, with formatting to the report that is not on the standard report.
- Able to completely replace the standard report with your own customized checkout report to include additional or exclude unnecessary information to fit your needs.
- Able to apply formatting to custom variables and include calculations on the customized sections to suit your needs.

Configuring Custom Checkout Report

This section details the configuration requirements for customizing the checkout report. If you are an experienced user, refer to Procedures at a Glance for abbreviated steps. If you prefer more detail, continue reading this document.

Custom Checkout Report Procedures at a Glance:
If you are viewing this document using Adobe Acrobat Reader, click each link for detailed information regarding the task. Click Previous View 🔄 to return to this location and proceed to the next step.

1.	1	Access **Maintenance > Business > Store Settings** tab **> Report Printing** group and select 'Print only custom checkout' or 'Print only drawer checkout,' if you want to completely replace the standard checkout report with a checkout report configured by you. Otherwise, leave this option cleared. See page 6.
2.	2	Use a **text editor**, such as MS Notepad, to create the Checkout.cfg file. See page 8.
3.	3	Access **Utilities > POS > Refresh POS & All Installed Products** to update the information on the Front-of-House (FOH) terminals, or wait for the End-of-Day (EOD) process to accomplish the data refresh for you. See page 23.

Replacing the standard checkout report

You can insert specific variables in the standard checkout report, or completely replace the report with your own custom checkout report. If you want to replace the standard checkout report, you must select either 'Print only custom employee checkout' or 'Print only custom drawer checkout' in Store Settings. If you are keeping the standard checkout report and only adding variables to the report, do not perform this procedure.

To replace the standard checkout report:

1. Select **Maintenance > Business > Store > Store Settings** tab.
2. Select the **Report Printing** group from the bottom of the screen.
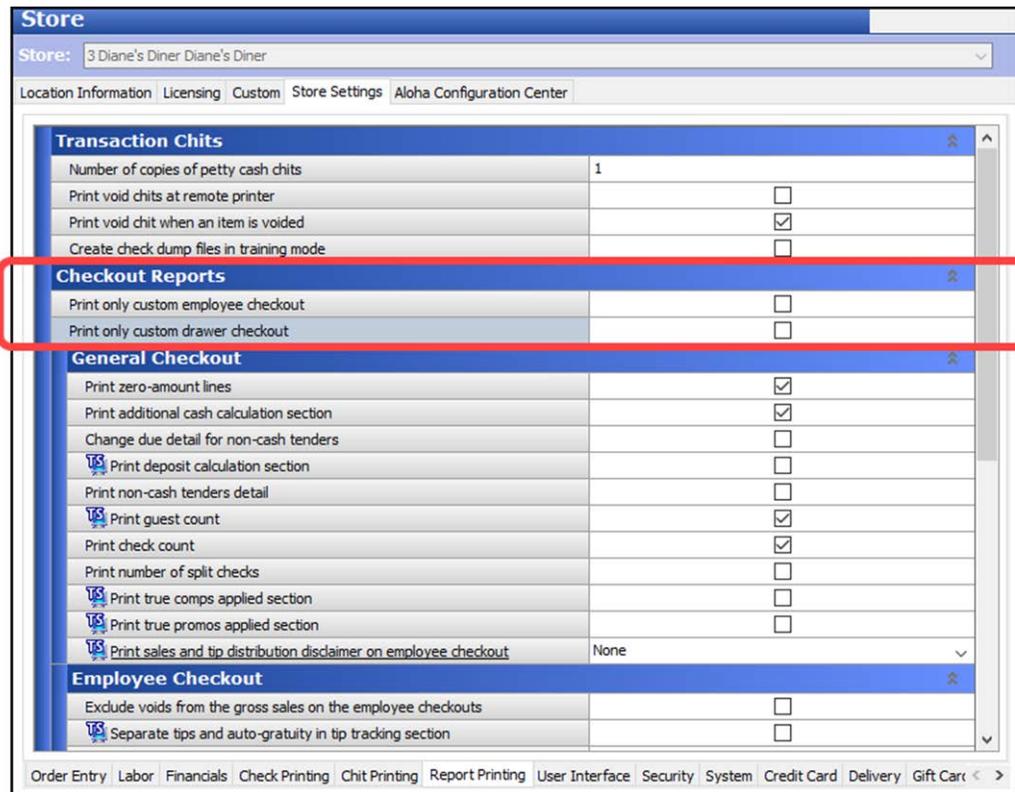
Figure 2 Store Settings - Report Printing Group

3. Under the 'Checkout Reports' group bar, configure the **following**:

   ○ Select **Print only custom employee checkout,** if you want to completely replace the standard employee checkout report with a comprehensive report customized by you using Checkout.cfg.

   ○ Select **Print only custom drawer checkout**, if you wish to completely replace the standard drawer checkout report with a comprehensive report customized by you using Checkout.cfg.

4. Click **Save** and exit the **Store Settings** function.

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Creating the configuration file

Whether you insert data into, or completely replace, the standard checkout report, use a text editor, such as MSNotepad®, to create Checkout.cfg and place the file in the Data directory. You can customize Checkout.cfg to contain as many sections as necessary.

The following table contains the variables you can use.

Variable	Description	Type	Initial Version
RELATE TO COMPS:			
#C	Total count of all comps.	Calculation	
$C	Total amount of all comps.	Calculation	
#C*nnnn*	Total count of comp *nnnn,* where *nnnn* is the ID of the comp.	Calculation	
$C*nnnn*	Total amount of comp *nnnn,* where *nnnn* is the ID of the comp.	Calculation	

Variable	Description	Type	Initial Version
RELATE TO DELIVERY:			
#Delivery	Total count of delivery orders.	Calculation	
$DelComm	Total amount of delivery commissions.	Calculation	
StartMileage	Starting mileage.	String	
EndMileage	Ending mileage.	String	

Variable	Description	Type	Initial Version
RELATE TO EMPLOYEES:			
FirstName	Employee first name.	String	
LastName	Employee last name.	String	
NickName	Employee nickname.	String	
EmployeeID	Employee ID number	String	
JobcodeID	Job code ID under which the employee clocked in.	String	
JobcodeName	Name of the job code under which the employee clocked in.	String	

Variable	Description	Type	Initial Version
ShiftNumber	Shift number under which the employee worked for the checkout.	String	

Variable	Description	Type	Initial Version
RELATE TO ENTREE COUNT:			
#Entrees	Total count of entrees sold.	Calculation	

Variable	Description	Type	Initial Version
RELATE TO GIFT CERTIFICATES:			
#GC	Total count of all gift certificates sold.	Calculation	
$GC	Total amount of all gift certificates sold.	Calculation	
#GC*nnnn*	Total count of gift certificate *nnnn* sold, where *nnnn* is the ID of the gift certificate.	Calculation	
$GC*nnnn*	Total amount of all gift certificates *nnnn* sold, where *nnnn* is the ID of the gift certificate.	Calculation	
#GCC	Total count of all gift certificate comps.	Calculation	
$GCC	Total dollar amount of all gift certificate comps.	Calculation	
#GCC*nnnn*	Total count of gift certificate *nnnn* sold, where *nnnn* is the ID of the gift certificate.	Calculation	
$GCC*nnnn*	Total dollar amount of gift certificate *nnnn* comps, where *nnnn* is the ID of the gift certificate.	Calculation	
#GCP	Total count of all gift certificate promos.	Calculation	
$GCP	Total dollar amount of all gift certificate promos.	Calculation	
#GCP*nnnn*	Total count of gift certificate *nnnn* promos, where *nnnn* is the ID of the gift certificate.	Calculation	
$GCP*nnnn*	Total dollar amount of gift certificate *nnnn* promos, where *nnnn* is the ID of the gift certificate.	Calculation	

Variable	Description	Type	Initial Version
RELATE TO GRATUITIES:			
$AutoGrat	Total amount of all gratuity.	Calculation	
$AutoGrat*nnnn*	Total amount of gratuity of tender type *nnnn*, where *nnnn* is the ID of the comp.	Calculation	
$AutoGratWage	Total amount of all wage gratuity. A wage gratuity is gratuity with 'Exclude from employee tip' selected.	Calculation	POS v13.1
$AutoGratWage*nnnn*	Total amount of a wage gratuity, where *nnnn* is the ID number of the gratuity configured as a wage gratuity. A wage gratuity is gratuity with 'Exclude from employee tip' selected.	Calculation	POS v13.1
$EmpGrat	Total dollar amount of non-distributed and non-team gratuity for the shift of an employee. This variable is used for a tip and sales distribution environment.	Calculation	POS v14.1
$TeamGrat	Total dollar amount of distributed gratuity from team checks. This variable is used for a tip and sales distribution environment.	Calculation	POS v14.1

Variable	Description	Type	Initial Version
RELATE TO GUEST CHECKS:			
#Checks	Total count of all checks	Calculation	
#SplitChecks	Total count of split checks for this server for this checkout.	Calculation	

Variable	Description	Type	Initial Version
RELATE TO GUEST COUNTS:			
#Guests	Total count of all guests. To report fractional guest counts, use the same variable and define a fractional value in 'Guest count weight' under the 'General' group bar in Maintenance > Menu > Items > General Settings tab, and select 'Reports use fractional guest counts' on the Guest Count tab in Maintenance > Business > Store > Store Settings tab > Order Entry group.	Calculation	

Variable	Description	Type	Initial Version
RELATE TO ITEM COUNT:			
#Items$xy\|z$	The count of items sold from a specified category and one or more order modes where x indicates to include or exclude the listed order mode(s), y is the category ID, and z is the order mode IDs to include or exclude. If more than one order mode, separate the IDs with commas. For example, #ItemsInclusive3|4,5 represents a count of items from category ID 3 with order mode IDs 4 and 5. #ItemsExclusive11|20 represents a count of items from category ID 11 with all order modes except ID 20. **Note:** This variable is not supported for a custom checkout report.	Calculation	POS v19.9

Variable	Description	Type	Initial Version
#TotalItems*xy|z*	Total count of items sold from a specified category and one or more order modes where *x* indicates to include or exclude the listed order mode(s), *y* is the category ID, and *z* is the order mode IDs to include or exclude. If more than one order mode, separate the IDs with commas. For example, #TotalItemsInclusive3|4,5 represents a total count of items from category ID 3 with order mode IDs 4 and 5. #TotalItemsExclusive11|20 represents a total count of items from category ID 11 with all order modes except ID 20. When paired with the #Items*xy|z*, variable, ensure both have the same category and order mode requirements. **Note:** This variable is not supported for a custom checkout report.	Calculation	POS v19.9

Variable	Description	Type	Initial Version
RELATE TO ITEMS:			
#ClearItems	Total count of all cleared items.	Calculation	POS v6.8
$ClearItems	Total amount from all cleared items.	Calculation	POS v6.8

Variable	Description	Type	Initial Version
RELATE TO ORDER MODE CHARGES:			
#OMC*nnnn*	Total count of order mode charges for ordermode *nnnn*, where *nnnn* is the ID of the order mode.	Calculation	
$OMC*nnnn*	Total amount of order mode charges for order mode *nnnn*, where *nnnn* is the ID of the order mode.	Calculation	

Variable	Description	Type	Initial Version
RELATE TO PETTY CASH ACCOUNTS:			
$ACCTD	Total amount of petty cash accounts.	Calculation	
#ACCTD	Total count of petty cash accounts.	Calculation	
#ACCT*nnnn*	Total count of transactions for cash account *nnnn*, where *nnnn* is the ID of the petty cash account.	Calculation	
$ACCT*nnnn*	Total amount of transactions for cash account *nnnn*, where *nnnn* is the ID of the petty cash account.	Calculation	

Variable	Description	Type	Initial Version
RELATE TO PROMOTIONS:			
#P	Total count of all promos.	Calculation	
$P	Total amount of all promos.	Calculation	
#P*nnnn*	Total count of promo *nnnn*, where *nnnn* is the ID of the promotion.	Calculation	
$P*nnnn*	Total amount of promo *nnnn*, where *nnnn* is the ID of the promotion.	Calculation	

Variable	Description	Type	Initial Version
RELATE TO REFUNDS:			
#R	Total count of all refunds.	Calculation	POS v7.0
$R	Total amount of all refunds.	Calculation	POS v7.0

Variable	Description	Type	Initial Version
RELATE TO REVENUE ITEMS:			
#Rev	Total number of revenue items sold.	Calculation	
$Rev	Total amount of all revenue items sold.	Calculation	

Variable	Description	Type	Initial Version
RELATE TO ROUNDING:			
$Rounding	Total amount of rounding adjusted total, if using the 'round check to nickel' option.	Calculation	

Variable	Description	Type	Initial Version
RELATE TO SALES:			
#EmpSls	Total dollar amount of non-distributed and non-team sales for the shift of an employee. The sales amount is for net sales based on sales - inclusive tax - comps - promos, irregardless of the 'NetHasComps' and 'NetHasPromos' variable. This variable is used for a tip and sales distribution environment.	Calculation	POS v14.1
#S	Total count from all sales categories.	Calculation	
$S	Total amount from all sales categories.	Calculation	
#S*nnnn*	Total count from sales category *nnnn*, where *nnnn* is the ID of the sales category.	Calculation	
$S*nnnn*	Total amount from sales category *nnnn*, where *nnnn* is the ID of the sales category.	Calculation	
#NoSales	Total count of No Sale (open drawer) operations performed (Quick Service only).	Calculation	
$Cash	Total amount of calculated cash, based on the following calculation: sales + taxes + gift certificates sold - tenders - comps - promos + not redeemed + tip reduction + mode charges.	Calculation	

Variable	Description	Type	Initial Version
$DeclCash	Total amount of declared cash (Table Service only).	Calculation	
$Net	Total dollar amount of net sales from all categories.	Calculation	
$Net*nnnn*	Total dollar amount of net sales from category *nnnn*, where *nnnn* is the ID of the category.	Calculation	
$TeamSls	Total dollar amount of distributed sales from team checks. The sales amount is for net sales based on sales - inclusive tax - comps - promos, irregardless of the 'NetHasComps' and 'NetHasPromos' variable. This variable is used for a tip and sales distribution environment.	Calculation	POS v14.1
$TipSale	Tippable sales for the check. **Note**: This variable is only supported on a Guest Check Message.	Calculation	POS v6.4

Variable	Description	Type	Initial Version
RELATE TO STORE INFORMATION:			
RestUnitNumber	Restaurant ID number.	String	
RestUnitName	Restaurant unit name.	String	
RestAddressOne	First line of restaurant address.	String	
RestAddressTwo	Second line of restaurant address.	String	
StoreNumber	SuperSite store ID.	String	
StoreName	SuperSite store name.	String	

Variable	Description	Type	Initial Version
RELATE TO SERVICE CHARGES:			
#SVC	Total count of service charges.	Calculation	
$SVC	Total amount of service charges.	Calculation	

Variable	Description	Type	Initial Version
RELATE TO SURCHARGES:			
$Sur	Total amount of all surcharges.	Calculation	
$SUR*nnnn*	Total amount of surcharge *nnnn*, where *nnnn* is the ID of the surcharge.	Calculation	

Variable	Description	Type	Initial Version
RELATE TO SYSTEM:			
SystemDate	Date at the time of printing.	String	
PrintTime	Time when the printing occurs.	String	
DOB	Date of business.	String	
RptFirstName	The first name of the employee who ran the report.	String	POS v14.2
RptLastName	The last name of the employee who ran the report.	String	POS v14.2
RptEmployeeID	The ID of the employee who ran the report.	String	POS v14.2
RptJobCodeID	The ID of the job code of the employee who ran the report.	String	POS v14.2
RptJobCodeName	The job code of the employee who ran the report.	String	POS v14.2
RptShiftNumber	The shift number of the employee who ran the report.	String	POS v14.2

Variable	Description	Type	Initial Version
RELATE TO TAXES:			
#GST	Total count of GST taxes.	Calculation	
$GST	Total amount of GST taxes.	Calculation	
$X	Total amount of all taxes.	Calculation	

Variable	Description	Type	Initial Version
$X*nnnn*	Total amount of tax *nnnn*, where *nnnn* is the ID of the tax.	Calculation	
$XI	Total amount of inclusive taxes.	Calculation	
$XE	Total amount of exclusive taxes.	Calculation	
#TaxExempt	Total count of tax exempt transactions.	Calculation	
$TaxExempt	Total amount of tax exempt transactions.	Calculation	

Variable	Description	Type	Initial Version
RELATE TO TENDERS:			
#CCGROREQ*xxx*@nnn	Total count of all credit card transactions greater than a specified amount, where *xxx* is the specified threshold and *nnn* is the tender ID. For example, to count the number of transactions above $25.00 with a Visa (tender ID 1), type #CCGROREQ25@001.	Calculation	POS v12.3
$CCGROREQ*xxx*@nnn	Total amount from all credit card transactions greater than a specified amount, where *xxx* is the specified threshold and *nnn* is the tender ID. For example, to obtain the total amount of sales from Master Card (tender ID 2), which were over $50.00, type $CCGROREQ50@002.	Calculation	POS v12.3
#T	Total amount of all tenders.	Calculation	
$T	Total dollar amount of all tenders (includes gratuity, voluntary tips, and non-redeemed payments).	Calculation	
#T*nnnn*	Total count of tender *nnnn*, where *nnnn* is the ID of the tender.	Calculation	
$T*nnnn*	Total amount of tender *nnnn*, where *nnnn* is the ID of the tender.	Calculation	
$TNR*nnnn*	Total amount of tender *nnnn* not redeemed (overpayment without charge to guest), where *nnnn* is the ID of the tender.	Calculation	

Variable	Description	Type	Initial Version
TFC*nnnn*	Total amount of foreign currency tender *nnnn* in foreign currency, not base currency, where *nnnn* is the ID of the tender.	Calculation	

Variable	Description	Type	Initial Version
RELATE TO TIPS:			
$EmpCCTips	Total dollar amount of non-distributed and non-team charge tips for the shift of an employee. This variable is used for a tip and sales distribution environment.	Calculation	POS v14.1
$TeamCCTips	Total dollar amount of all distributed charge tips from team checks. This variable is used for a tip and sales distribution environment.	Calculation	POS v14.1
$Tips	Total amount of all tips on noncash tenders. Wage gratuities are excluded from this amount.	Calculation	
$Tips*nnnn*	Total amount of tips for tender *nnnn*, where *nnnn* is the ID of the tender. Wage gratuities are excluded from this amount.	Calculation	
$TipsCollected	Total dollar amount of tips collected. Wage gratuities are excluded from this amount.	Calculation	
$TipsOwed	Total dollar amount of tips owed. Wage gratuities are excluded from this amount.	Calculation	
$TipRedux	Total amount of tip reduction. Wage gratuities are excluded from this amount.	Calculation	

Variable	Description	Type	Initial Version
RELATE TO TIPSHARE:			
$EmpTipsharePaid	Total dollar amount of non-distributed and non-team contributed tipshare for the shift of an employee. This variable is used for a tip and sales distribution environment.	Calculation	POS v14.1

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Variable	Description	Type	Initial Version
$TeamTipsharePaid	Total dollar amount of contributed tipshare based on distributed sales from team checks. This variable is used for a tip and sales distribution environment.	Calculation	POS v14.1
$TipsharePaid	Total amount of tipshare paid	Calculation	

Variable	Description	Type	Initial Version
RELATE TO VOIDS:			
#V	Total count of all voids.	Calculation	POS v7.0
$V	Total amount of all voids.	Calculation	POS v7.0

Understanding configuration rules

It is necessary to follow certain rules when creating your configuration file.

Print for all employees or by job code

Use a header to tell the system to print the custom information. You must dedicate the first line to a header; otherwise, anything placed before the header does not print. If the custom information is to print for all employees, use [Default]. If the custom information is to print for a specific job code, or job codes, use a 'jobcode' header. The information prints until you insert another header to tell the system to print differently.

Header Examples	
[Default]	Prints custom information for all employees.
[Jobcode:1,5,41]	Prints custom information for employees who clocked in under job code IDs 1,5, and 41 only.
[Jobcode:40]	Prints custom information only for employees who clocked in under job code ID 40.

Tip

The first line of your custom information must be a header.

Fill a line with a single character

For readability and dividing sections, you can insert a line composed entirely of a single character. You must use the 'Fill' command, enclosed inside greater and less than brackets. Common characters are -, *, or =.

Fill Command	Result Printed on the Report
<Fill(*)>	**************************************

Insert free text

You can insert free text for such things as section headings, labels for calculations, and more. Do not use closing and ending greater and less than brackets (<>) around any free text. These characters are reserved for a dynamic calculation or string.

Free Text	Result Printed on the Report
Sales Section	Sales Section

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Insert blank lines

Each line in the custom configuration file equals to a line printed for your custom information. If you want a blank line to print, insert a blank line in the configuration file. A line for a header is ignored.

Lines in Checkout.cfg	Result Printed on the Report
[Default]	
<Val(1:DOB)>	01/01/2011
<Fill(=)>	==============================

Insert dynamic calculations and strings

Dynamic calculations and strings are the main components of your custom information. A calculation is a count or equation of a value on which you want to report, such as the number of all comps, or the calculated total of all comp amounts. A string is the name of a supported variable pulled from within the system, such as the last name of an employee, or the date of business.

To configure, you must include three required elements, all inside of beginning and closing greater and less than brackets, as shown in the following:

<Val(width:formula)>

Val - Indicates the result will be a dynamic calculation or string.

Width - Specifies the number of spaces to use for the value, depending on if you are inserting a dynamic calculation or a string.

Width Used with a Calculation	Width Used with a String
Enter a number, from 1 to 6, to indicate the number of digits for a calculated value, such as 00.00. The value is always flush right and the decimal point is not considered in the width. You must ensure you indicate the correct number of spaces for the given value to avoid truncating. For example, if you specify a width of 3, and the result is 1234, the 1 does not print on the report.	Always enter a width of 1 when using a string. The system pulls in the string no matter the length of characters within the string.

Formula - Specifies the equation of the calculation or the name of the string.

Width Used with a Calculation	Width Used with a String
Enter the formula for the calculated value. ● You can use supported algebraic operators, such as (), =,/,+,-, and more. Multiplication and division operators have a higherprecedence over addition and subtraction. ● You must enter the entire equation within the same formula, such as <Val(4:#Guest/#Checks)>. You cannot use a formula to operate with another formula, such as <Val(4:#Guest>/<Val(4:#Checks)>. ● An equation results in a numeric value with no label. If you want a label with your calculation, you must use free text as a label, or a string, such as Total Comps: <Val(4:#C)>. ● The result from an equation uses constant numbers, such as 1 or 2.5. Fractions are never displayed.	Always enter a supported string, such as <Val(1:LastName)> or <Val(1:DOB)>. The system pulls in and prints the string on the report.

Align text and values on a line

Whether you use free text, a dynamic calculation, or a string, you can align all or individual attributes on a line. Each line is left aligned, by default, but you can change the positioning with the <Center> and <Right> commands. Given this, there is no need to use a <Left> command for a line. The attributes start left aligned again on the following line.

Alignment Examples	Result Printed on the Report
<Center> Guests and Checks	Guests and Checks
Liquor: <Right> <Val(7:$S0003)>	Liquor 1234.56
Guests: <Center> <Val(4#Guests)> <Right> <Val(4:$S/#Guests)>	Guests: 200 7.21

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A sample Checkout.cfg file and the resulting print is as follows:

Line	Checkout.cfg	Result Printed on the Report
1.	[Default]	<no line prints>
2.	<Fill(=)>	==============================
3.	<Center> <Val(1:RestUnitName)>	Aloha Cafe
4.	<Center> <Val(1:RestUnitNumber)>	1234 Anywhere
5.	<Center> <Val(1:DOB)>	01/01/2011
6.	<FILL(=)>	==============================
7.	<Val(1:Lastname)>, <VAL(1:Nickname)> <Right> <Val(1:JobCodeName)>	Server, Suzie Server
8.	<Fill(=)>	==============================
9.	<Center> Guests and Checks	Guests and Checks
10.	Number of Guests: <Right> <Val(4:#Guests)>	Number of Guests: 100
11.	Number of Checks: <Right> <Val(4:#Checks)>	Number of Checks: 20
12.	Guests per Check: <Right> <Val(4:#Guests/#Checks)>	Guests per Check: 5
13.	<Fill(=)>	==============================
14.	<Center> Sales	Sales
15.	Total Sales: <Right> <Val(8:$S)>	Total Sales: 500.00
16.	Food: <Right> <Val(7:$S0001)>	Food: 400.00
17.	Liquor/Beer/Wine: <Right> <Val(7:$S0002)>	Liquor/Beer/Wine: 25.00
18.	<Fill(=)>	==============================
19.		
20.	[JobCode:50]	<no line prints>
21.	<Center> Bartender	Bartender
22.	<Val(1:Lastname)>, <Val(1:Nickname)>	Bartender, Bobby
23.	<Fill(=)>	==============================
24.	<Val(3:#OMC0010)> To Go Order Charges <Right> <Val(4:$OMC0010)>	20 To Go Order Charges 75.00
25.	<Val(3:#S0020)> Liquor <Right> <Val(4:$S0020)>	Liquor 50.00
26.	<Val(3:#S0021)> Beer <Right> <Val(4:$S0021)>	Beer 50.00
27.	<Val(3:#S0021)> Wine <Right> <Val(4:$S0021)>	Wine 50.00

Line	Checkout.cfg	Result Printed on the Report
28.	<Fill(=)>	=============================
29.		
30.	[Default]	<no line prints>
31.	<Center> Performance and Audit	Performance and Audit
32.	<Val(3:#Entrees)> Entrees: <Right> <Val(7:$S0015)>	90 Entrees 450.00
33.	<Val(3:#S0014)> Desserts (Sales): <Right> <Val(7:$S0014)>	10 Desserts 25.00
34.	Desserts per Guests: <Right> <Val(3:#S0014/#Guests)>	Desserts per Guests: 15
35.	<Val(2:#ClearItems)> Cleared Items <Right> <Val(3:$ClearItems)>	10 Cleared items 25.00
36.	<Val(2:#SplitChecks)> Split Checks	10 Split Checks
37.	<Val(2:#NoSales)> NoSale Trans	05 NoSale Trans
38.	<Fill(=)>	=============================
39.		
40.	Calculated Cash <Right> <Val(6:$Cash)>	Calculated Cash 400.00
41.	X_____	X_____
42.		

Refreshing the data

After all settings are in place in Aloha Manager, you must select Utilities > POS > Refresh POS & All Installed Products 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. After the data refresh is complete, all new settings become operational across the Aloha 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 Custom Checkout Report

Once configured, when a checkout is initiated, the system prints the custom checkout report as configured. If configured to insert a custom section, the section prints above the signature lines of the standard checkout report. The section does not append to the end of the report.

custom section on the standard checkout report.

```
              Cash Drawer Checkout
Unit #1234        DOB: 06/24/1999

BOB MANAGER        (BOB MANAGER 04:41 PM)
SHIFT: 1

         ***SALES***

Food:          47.25 (+)
Beverages:      0.00 (+)

SALES:         47.25

         ***TAXES***
NON-ALC:        0.00 (+)
FOOD:           3.78 (+)
SEC:            3.78 (+)

GROSS SALES: 54.81

------------------------------------------------

Num Guests is:            2
Num Checks is:            2
(G * C) + 4 is:           8
Ct Sales Cat:            14
Am Sales Cat:         47.25
Am All Taxes:          7.56
Am Tax 1 Non/Alc:      0.00
Am Tax 2 Food:         3.78
Am Calc cash:         54.81
Am Decl Cash:          0.00

------------------------------------------------

Employee X_____

Cash Rcvd By X_____

         ***CASH***
         CASH:54.81(+)
LESS CHARGE TIPS:      0.00 (-)
         = CASH OWED: 54.81

         ***PROMOS ***
00    2 4 1 Dogs:       0.00
00    10% Burger:       0.00
```

Figure 3 Standard Checkout Report with Custom Section

If configured to replace the standard checkout report, the system prints the custom checkout report only.

```
============================
         Aloha Cafe
        1234 Anywhere
         01/01/2011
============================
Server, Suzie            Server


============================
      Guests and Checks
Number of Guests:           100
Number of Checks:            20
Guests per Check:             5


============================
           Sales
Total Sales:             500.00
Food:                    400.00
Liquor/Beer/Wine:         25.00
============================

       <no line prints>
         Bartender
Bartender, Bobby
============================
20 To Go Order Charges    75.00

Liquor                    50.00

Beer                      50.00
Wine                      50.00
============================

       <no line prints>
     Performance and Audit
90 Entrees               450.00

10 Desserts               25.00

Desserts per Guests:         15

10 Cleared items          25.00
```

Figure 4 Custom Checkout Report

Troubleshooting Custom Checkout Report

The following tips provide troubleshooting for custom checkout reports:

Custom section or report does not print

If the custom section or report does not print, ensure Checkout.cfg resides in the Data and NewData directories. You can have only one Checkout.cfg in use.

Calculation or string does not appear

If a calculation or string does not appear in a custom section of a custom checkout report, ensure the following:

- You typed the correct syntax for the formula, such as <Val(3:#Guests/#Checks)>
- You used the correct algebraic operators.
- You used a variable which is supported with your Aloha POS version.

Custom section or report does not print for the correct employee

If the custom section or report does not print for an employee, ensure you prefaced the section of Checkout.cfg with the appropriate header and the employee is clocked in under the corresponding job code.

Custom Checkout Report, 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