

How to close the table booking

- To close the table when the customer has paid deposit you click on 'payments'. You must compare their booking on the system with their order and depending on the amount of deposit they have paid remove this amount.
- To do this you type this amount in on the key pad on the bottom right of the screen. For example if they paid a £20 deposit you type in '2000' if they paid £100 you type '100000' ect.
- Once you have typed this in select the button which says 'deposit redeem' and it will take this amount off the bill.
- Depending on how the customer pays there are different ways to put this in the till. If a customer pays all cash or all card it is very simple but can become more complicated when the customer splits the bill.
- For each payment type in the key pad the amount they wish to pay followed by the method (cash or card). The till will automatically calculate the amount remaining or the change the customer needs.
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Quiz on Closing Table Booking and Payments:

Closing Process: What action do you take to close the table when the customer has paid a deposit?

- a) Turn off the lights at the table
- b) Click on 'Recall Tab'
- c) Click on 'Payments'
- d) Remove the table number card

Deposit Removal: How do you remove the deposit amount from the bill in the till?

- a) Type the amount on the keypad on the bottom right of the screen and click 'Deposit Redeem'
- b) Use a separate deposit machine
- c) Call the manager for assistance
- d) Ignore the deposit amount

Typing Deposit Amount: What is the correct method of typing the deposit amount on the keypad?

- a) In pence
- b) In pounds and pence with no decimal point
- c) In pounds and pence with a decimal point
- d) In pounds only

Payment Methods: How is the payment process handled when a customer pays all cash or all card?

- a) It is always complicated
- b) Use a separate payment system
- c) It is very simple
- d) Call for manager approval

Splitting the Bill: What should be done when the customer splits the bill?

- a) Ignore the split and charge the total amount
- b) Type the total amount on the keypad and click 'Split Bill'
- c) Click 'Go Dutch'
- d) Type each split amount individually

Entering Payment Amount: How do you enter the payment amount on the keypad for a customer paying with cash or card?

- a) By speaking it out loud to the cashier
- b) In random order
- c) Type the amount followed by the method (cash or card)
- d) By using a separate calculator

Automatic Calculation: What does the till automatically calculate when entering the payment amount?

- a) The total bill amount
- b) The change owed to the customer
- c) The cashier's tip
- d) The tax amount

