

## Driver Report

A driver report represents the total sales, tips, and fees a driver has accumulated during his or her shift. In Quick Service a driver needs to be clocked-in and have the job code of Driver or Manager to be assigned to a delivery. In full service anyone with an audit can be assigned a delivery. This report allows for the driver to know how much they have made in tips for the day and what is owed at the end of their shift. This report is viewable and printable at any time during the day.

Steps to generate the Driver Report:

1. Select Phone Orders
2. Select Access Phone Orders
3. Select Option Menu
4. Select Driver Sales Report



5. MicroSale will then prompt you to select a driver. This window will display a list of everyone who is clocked in that either has the job title of Driver or Manager.



6. See below for the Driver Sales Report:

AM Driver	
*** Open Phone Orders ***	
Net Open Sales	3.39
Open Discounts	0.00
Open Sales Tax	0.00
Total Open Sales	3.39
*** Delivery Sales ***	
Total Delivery Sales	0.00
*** Total Delivery Sales ***	
Total Sales Open & Closed	3.39
Cash Drop	0.00
Credit Card Charges	0.00
Credit Card Tips	0.00
Total Charges	0.00
Delivery Charges Paid	0.00
Total Delivery Charges	1.00
Net Del. Chg Due Driver	1.00
Net Cash Due (Restaurant)	2.39
Total Deliveries	1
Total Charges	0

Manager Edit  
Select Cash Drop Or Delivery Charges Paid  
Enter the New Amount

**Cash Drop**      **Collect Delivery Charges**

**Print Report**      **Exit**

The employee named 'AM Driver' was assigned an order that totaled \$2.39 with a delivery fee of \$1.00 and received a \$1.00 tip. The following explains each field:

Net Open Sales = Orders that have not been closed and are still waiting to be delivered

Open Discounts = Total discounts applied to undelivered orders

Open Sales Tax = Total tax of undelivered orders

Total Open Sales = Total sales of undelivered orders

Total Delivery Sales = Total sales of delivered orders (not including tips)

Total Sales Open & Closed = Total amount for checks that are still open and those that have been closed

Cash Drop = Any cash drop (skim/deposit) that was performed during the day for this driver

Credit Card Charges = Includes the overall total of the check

Credit Cards Tips = Total tips that have been applied to credit card transactions

Total Charges = Credit Card Tips + Credit Card Charges

Delivery Charges Paid = Total delivery fee charges paid to driver

Total Delivery Charges = Total delivery fee charges

Net Del. Chg Due Driver = Total delivery charges the store owes to the

driver

Net Cash Due (Restaurant) = Total the driver owes the restaurant

Total Deliveries = Number of deliveries made by this driver

Total Charges = Number of credit card transactions for a specific delivery driver