Take Away Payment Screen

As with a delivery order, the payment screen allows you to make changes to the payment method, the collection time, the customer name and address (if applicable), give a discount, go back and edit an order and record which server took the order. These functions have been described in full in the sections beginning **Payment Section of the Order Screen**.

Unless you have changed the standard setting on the program, the **Delivery Method** will read “Take Away – Payment Due”. There is an option to change the Default Take Away Method in Management > Occasional Menu > Options > Order Screen. Touch the **Delivery Method** button to display, and select one of, the other delivery methods available.

The default delivery method should be set to follow your normal practice. If you take payment from the customer when they place their order, the default delivery method should be set to “Take Away – Paid”; if you take payment from the customer when you hand them their food, it should be set to “Take Away – Payment Due”.

The program assumes that orders which are taken with the delivery method of either “Take Away – Payment Due” or “Take Away – Paid”, have to be prepared and then handed to the customer and so they are transferred to the **Collect** button and screen (see next section).

The third delivery method applying to takeaways, “Take Away – Paid & Taken” is really intended for customers who buy a can of drink, or anything that may be handed over without cooking or preparation. Orders taken with this delivery method are not transferred to the **Collect** button or screen.

When you touch **Delivery Method** on the payments screen, the program also gives you the chance to select “Delivery – Payment Due” or “Delivery – Paid”. This enables you to take an order from a customer who, for example, calls in the store but wants the food delivered to their home. Select “Delivery – Paid” if the customer pays now and “Delivery – Payment Due” if the customer will pay the driver when he delivers the order.

When you touch **Finished** at the end of a takeaway order with the delivery method set to either “Take Away – Paid” or “Take Away – Paid & Taken”, the program displays a numeric keypad with the **Total Due** on the right hand side. Use the keypad to enter the amount being paid by the customer; the figures that you type appear in the **Tendered** field.

If the customer tenders the exact amount due, type in the total and touch **Accept**. If the customer tenders more than is due, type in the amount and the program will calculate and display the **Change Due**. Touch **Accept** and the program will return to the Main Menu. **£5**, **£10** and **£20** buttons are provided for quick entry of a figure.

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