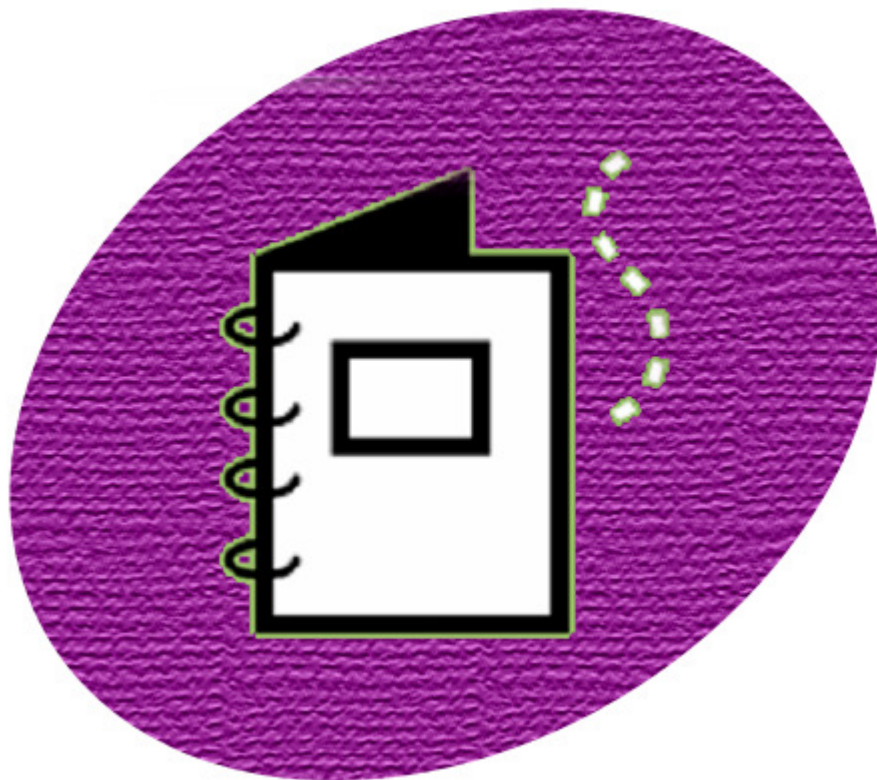


# Tab Wizard User Manual

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Ohio Version



# Wizstar - Food & Beverage



## CashWiz Programming

All programming starts by touching   and the appropriate setup Screen. The setup screens are used as follows;

### Location Setup

Sets up name of business, sales tax rate and whether or not to print receipts.

### Clerk Setup

Sets up names of clerks for tracking sales or shifts.

### Department Setup

Sets up departments to break down sales for product, sales and x-z reports.

### Product Setup

Main key for adding or editing product items. Changes name, price, department, modifiers and taxes for individual items. Sets up groups of modifiers which can then be assigned to a particular item key.

Sets up the days and times for the two happy hours.

*Note: Happy hour prices are set up under the product setup menu.*

### Modifier Setup

Sets up passwords for reports and specific areas of programming.

### Happy Hour Setup

Sets up inventory items and units for tracking inventory.

(Currently under construction.)

### Password Setup

Sets up hardware configurations for printers, cash drawers etc.

### Inventory Setup

### Special Setup

## Setting Up Departments



In this mode you can    departments.

## Adding or Editing a Product Item



Select main and/or submenu key and hit 

In this mode you can add a new item and change the following.

- the name of the item
- the department of the item
- the price of the item
- the price from fixed to open
- the item from tax included to tax not included
- the tax type
- the happy hour prices
- the modifiers for the item

**Edit Product**

Editing Product Key:  

<b>Name:</b> SIRLOIN EGG	<b>Inventory Item</b>	<b>Units</b>	
<b>Department:</b> FOOD			
<b>Price:</b> \$9.95			
<b>Fixed Price ?</b> Yes			
<b>Tax Type:</b> Tax Type 1	<b>#</b>	<b>Modifier Group</b>	
<b>Tax Included ?</b> No	1	SIDE	
<b>Print Receipt ?</b> Do Not Print	2	< No Group Selected >	
<b>Happy Hour 1:</b> No	3	< No Group Selected >	
<b>Happy Hour 2:</b> No	4	< No Group Selected >	
			 

## Setting Up Modifiers



In this mode you can    departments.

## Setting Up Happy Hours



1. Select **Happy Hour 1:** or **Happy Hour 2:** and choose time.
2. Select days for happy hours by choosing YES for days desired.

## Setting Up Clerks



In this mode you can **Add** **Delete** **Edit** clerk names.

## Setting Up Passwords



1. Select report or item to password protect and hit **Edit**
2. Type password and hit **OK**
3. Type password again and hit **OK** **Exit**

## Changing Passwords



1. Select item and hit **Edit**
2. Type old password and hit **OK**
3. Type new password again and hit **OK**
4. Type new password again and hit **OK** **Exit**






## Changing Sales Tax


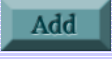
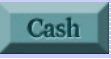





Select **Tax Rate 1:** or **Tax Rate 2:** and type rate.



## Selling Products



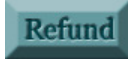

1. Select clerk.
2. Select main product key.
3. Select product item key.
4. Select quantity by touching 
5. Enter product cost by using 10 key pad for open price items or touch . For fixed price items.
6. Touch  to finalize sale or select another product item  and  to finalize sale for multiple items.

**Note:** For determining change for the customer; recording checks; or recording credit cards, touch  after  enter amount tendered and select   or  before touching .

## Voiding Sales

Re-ring the original transaction substituting the  key for the  key.

## Refunding Money

Re-ring the original transaction substituting the  key for the  key.

## Promo's or Combs

Ring in a transaction substituting the  key for the  key.

## CashWiz Inventory System

*Before starting inventory tracking you must first decide several things.*

1. You must decide which product items you want to track.
2. You must decide what **Base Unit** to use for each product you track. (The base unit is the smallest portion or size of the product item. For example, a single can could be the base unit for a case of beer. Likewise, an eighth ounce of liquor could be the base unit for tracking a bottle of vodka.)
3. You must also decide which sizes, other than the base unit, you wish to use to track your purchases and sales. (For example, for beer you may have a base unit of a can, but buy and sell by can, 6pk, 12pk or case. You could also have a base unit for liquor of an eighth ounce, yet sell it by an ounce shot.)
4. You must decide what **Report Unit** you want your inventory report to show. (Do you want your beer in inventory reported by the can or by the case?)
5. Finally, you must decide whether you want to use the **Quick Add** and **Quick Adjust** features to track your inventory. Those features are designed for those who want speed and are only interested in tracking quantities not cost averages or inventory values.

### Setting up a Base Unit

A base unit is the smallest size or portion of a product item.



Type name of new unit  OK Is this a base unit?  Yes



### Setting up a Unit other than a Base Unit



1. Type name of new unit  OK Is this a base unit?  No

2. Select a **base unit** from the list by touching the name  as   Accept

3. Enter the multiplier (# of base units in the new unit)




4. Press  to add another unit item or 

## Setting up Product Items to Track








2. Select a **base unit** from the list by touching the name and press 
1. Type name of new item 

## Adding Items into Inventory through Quick Add

3. Select a **report unit** from the list by touching the name and press 
4. Press  for another new item or 

**Quick Add** is a fast and easy way to enter items into inventory for those who want to track quantities only and are not concern with inventory value.





1. Select item from the list by touching the name or the first letter of the name to scroll to The item and press 
2. Type # of units purchased  Touch name of next item 
3. Enter # of units purchased  

## Applying Inventory Items to a Product Key

*This process starts the inventory tracking.*



1. Select the product key you want to add inventory tracking to 
2. Touch  for the inventory item.

Quantity:



4. Enter quantity of Base Units that you want taken out of inventory with each purchase



5. You can add a second inventory item by touching **Add** again or exit by touching **Accept**

## Adjusting Quantities of Items in Inventory through Quick Adjust



1. Select item from the list by touching the name or the first letter of name to scroll to the item.

2. Press **Adjust Quantity** and enter new quantity **OK**

3. Touch name of the next item to adjust **Adjust Quantity** Enter new quantity **OK** **Accept**

## Adding Items into Inventory with Invoice Information



1. Select distributor **Accept**

2. Enter invoice # **OK** and enter invoice date **OK**

3. Enter invoice amount **OK** **Accept** **OK**

4. Select name and size of purchased item.

5. Touch **Quantity:** and enter # of items purchased **OK**

6. Touch **Price Per Item:** and enter item price **OK** **Accept**

7. Touch **Add** to continue with additional items or **Exit**


## Adjusting Quantity of Items in Inventory that have cost averages

*For those not using Quick Adjust or Quick Add*



1. Select item  and enter adjustment date  and enter new quantity



2. Select new item or 

## Inventory Report

*Count Sheet*



This report gives you a list of all items being tracked and allows you to take inventory counts from 3 locations.

**Note:** If items are entered into inventory through **Quick Add** there will be no dollar values!

*Summary Report*



This report shows quantities, units, average cost and total value of items being tracked.

# Pull Tabs






## Taking a Sample Count

It is important that if you pull a game and the TabWizard shows your game is over or short by \$20.00 or more you take a sample count to verify that the remaining number of tickets is correct.

### How to take a sample count:

1. Zero out your scale.
2. Count out 100 tickets.
3. Place the tickets on the scale.
4. Press 100 and push the **[sample]** button.
5. Take the tickets off the scale.
6. Place the empty bag that you are going to put the tickets into on the scale.
7. Press the **[tare]** button.
8. Fill the bag with all remaining tickets and place on scale.
9. In the "count" window the remaining number of tickets will show.

**If the scale shows a different number then you should pull the game and adjust the number as outlined below:**

1. Go to  
2. Scan or type in the Serial number.
3. Go to the line that says **[Tickets Left]** and back space and enter the number of remaining tickets as determined by the sample count.
4. After entering the tickets left hit 

**Note:** If the scale number matches the TabWizard number then pull the game and you are done.



## Dry Out Factor

Since pull tabs come in sealed boxes or logs there is a weight loss when first opened. This dry out takes place the first 24 to 30 hours after opening. To compensate for this drying out; when we audit or pull a game we will add that weight loss back into the process.

What we add is:













- .030 to the weight of tabbies
- .015 to the weight of paper or jar tickets
- Nothing to 3 window or 5 window tickets.

**Note:** This factor is not added to the beginning weight when putting a game into play.



## Closing Out The Day

Choose   and:

1. Look at big plays for over-rings.
2. Ring in sales and pay outs for machine and secondary locations.
3. Take X-report.
4. Do a shift change.  
5. Count pay outs and adjust using  or  key.
  - A. If counted winners are more than recorded enter difference as  
 $[\text{Game \#}] \rightarrow \$ amount \rightarrow$   
  - B. If counted winners are less than recorded enter difference as  
 $[\text{Game \#}] \rightarrow \$ amount \rightarrow$    
6. Print SHIFT report (Last SHIFT will be adjustments you made to original x-report).
7. Z-out day.
8. Print game status.   
9. Change games \* on game status indicates game is at pull target.
10. Save Z report and game status for backup records.
11. Backup files using Backup Data button and disk.



## Putting Machine Games Into Play

1. Select game from New Game menu.
2. Put into play same way as a fishbowl except use the following calculations to determine beginning weight.
  - (a) Take and wrapper, flare loose packing from box.
  - (b) Weigh box with tickets inside.
  - (c) Load machine.
  - (d) Re-weigh empty box with any packing left over.
  - (e) Subtract weight of (d) from weight of (b).
  - (f) Add weight of bag to (e) and enter (f) as beginning weight.
  - (g) For ending weight: Pull game; put tickets into bag; and weigh.

<i>Example:</i>	<i>Weight of box with tickets in it</i>	<i>10.00 (lbs)</i>
	<i>Weight of box without tickets</i>	<i>- 2.00 (lbs)</i>
		<i>+ .12 (lbs)</i>
	<i>Weight of bag the game will be put into after pulling games</i>	<i>= 8.12 (lbs)</i>
	<i>Beginning weight</i>	



## Entering Invoice & Games into System

- From Disk through Lancaster Bingo.



- From scanner through other distributors.



- 2-1. Select distributor



- 2-2. Enter invoice #



- 2-3. Enter invoice date



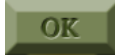
- 2-4. Enter total invoice amount



- 2-1. Scan form #. Scan serial #

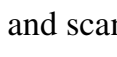


- 2-2. Enter game cost



- 2-3. After entering game cost enter all missing information, such as

Game name; number of top tier prizes; top tier amount; number of second tier prizes; second tier amount; ticket count; ticket cost; ideal payouts, etc. Then press



**IMPORTANT:** After all games on first invoice page have been scanned you must enter invoice information for page 2 before scanning games on that invoice. Failure to do so will put games on wrong invoice.

- From keyboard.



Follow prompts.

### UNIVERSAL (UM)

© UNIVERSAL MFG. CO. 1987/'90/'93  
5450 DREAMUS KANSAS CITY, MO. 64120-1278  
SIZE 4160 SER. NO. \_\_\_COI



UMC1



SERIAL # 404650



SERIAL # 404650D  
COLOR RED

### TRADE (TP)

**2160**  
**TICKETS**

DATE IN \_\_\_\_\_  
DATE OUT \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
NUMBER FLYING ACES



TP 7068-I  
PINK EZ\$



603209

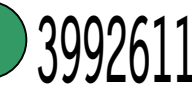


TP7068

### SPECIALTY (AN)



RED 2399 CT



**2399 TICKETS**



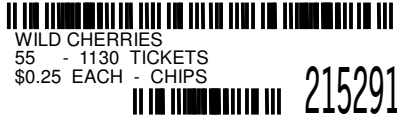
AN370371

AN370371 0

DATE IN \_\_\_\_\_  
DATE OUT \_\_\_\_\_  
COLOR \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

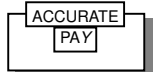
### BONANZA PRESS (BP)

BP 055 215291 C1 40.0



215291

Date In \_\_\_\_\_ Date Out \_\_\_\_\_ Signature \_\_\_\_\_



GAME 055

### BINGO KING (BK)

**3024**  
**TICKETS**

DATE IN \_\_\_\_\_  
DATE OUT \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
NUMBER BACK TO BASICS



BKGC01-WA  
GOLD



1001348



BKGC01



### ARROW/CAPITAL (AI)

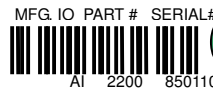


CAPITAL GAME  
© 1998  
Capital Game Mfg.,  
Cleveland, Ohio

**2399 TICKETS**



RED 2399 CT



AI 2200

MFG. IO PART # SERIAL#

AI 2200 850110



850110

### DOUGLAS (DP)

Date in: \_\_\_ Date out: \_\_\_ 652

Signature \_\_\_\_\_

© Douglas Press Inc. 1996 Bellwood IL 60104



DP1844

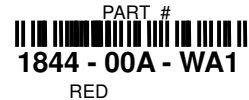


**CARD PAYS**

**Quick & Easy Payout**



03948 TKTS



1844 - 00A - WA1

RED



490083

### INT'L GAMCO (IG)

7862807

SER. NO. \_\_\_\_\_ SIZE 2016 COLOR \_\_\_\_\_

DATE IN \_\_\_\_\_ DATE OUT \_\_\_\_\_

SIGNATURE \_\_\_\_\_ PAYOUT 67.2%

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FORM **815**



IG815

**On Bag**  
SERIAL#



# Jake's Ticket Reporting



## Ticket Reporting

### **Transaction Journal:**

- Go to the ticket side of the Tabwizard (floating star)
- Touch Report
- Touch **Transaction Journal**
- Enter a password (if applies) then ok

*note:* You now see the transaction journal from the last date and time of a Z report to the current date.

This report gives you every transaction to the second on the ticket side of the Tabwizard.

If you would like to see previous days touch **Previous Log** at the bottom left corner.

You can print the report but remember to have plenty of paper in your printer before you touch Print; these reports are usually lengthy reports

- Once you are finished hit **Exit**

## Daily Reporting

### **Big Plays:**

- Touch Report
- Daily Reports
- **Big Plays**
- Enter a password (if applies) then ok

*note:* You now see the Big Plays for the current day

This report gives you the daily transactions of \$25 or more in sales and payouts for the current day

You can print this report daily but remember that this report is not kept in a date range file, once we Z out this report, it zero's out for the new day

- Once you are finished touch Exit

## X Report:

- Touch Report
- Daily Reports
- **X Report**
- Enter a password (if applies) then ok

*note:* You now see the X report for the current day

This report shows you the total amount of sales, payouts, merchandise sales (if any) and the net (sales minus payouts) for the current day

If you look at each game you will see the Key # or (bin#), the game name, ticket cost, and serial number

You may notice in the key # column a letter (p) beside the number, this is notating that the game has been pulled out of play

Another serial number could be in play in that same key # or (bin #) and it will not have a (p) beside the bin number

This report also shows you how many times NO SALE was pressed and how many transactions were VOIDED and for what dollar amount

You can print this report as many times as you need to in a day

- Once you are finished touch **exit**

## Shift Report:

- Touch Report
- Daily Report
- **Shift Report**
- Enter a password (if applies) then ok

*note:* You now see the daily shift report. This report will give you the date and time of the last Z report to the current date and the breakdown of money per shift by total sales taken IN, total PAID OUT, and merchandise payouts (if any) and the net dollar amount (sales minus payouts).

This also shows you the void of sales, payouts and exchanges and how many times NO SALE was pressed during the shift

- Once you are finished touch **exit**

### Clerk Report:

- Touch Report
- Daily Reports
- **Clerk Reports**

*note:* This report shows you all of the clerks who have made transactions during the current day

It gives you the total sales IN, the total payouts OUT, merchandise (if any), the net (sales minus payouts) and how many times NO SALE was pressed per clerk

- Once you are finished touch **exit**

### Z Report:

- Touch Report
- Daily Reports
- **Z Reports**
- Enter a password (if applies) then ok

*note:* This report has the same information as the X report

Once you have audited and made corrections with your X report you are ready to Z (zero out) the day

To Z out the previous days numbers you have to touch Accept, Tabwizard will ask if you are sure you want to Z out, if you are touch yes

The Z report will now print automatically and you should be back to the main screen with the floating star

If you check you daily reports they should now all report zero's

### Weigh All Games:

- Touch Games
- **Weigh All Games**

*note:* This feature allows managers to audit ticket sales rang in thru Tabwizard vs tickets physically taken out of the bin

First you need to weigh the bin of remaining tickets on your scale  
Touch your bin on the Weigh All Games screen highlighting it green then touch

edit

Enter the weight from your scale which is the ending weight then OK or NEXT to weigh the other bins if you are auditing multiple bins, when finished entering all the bin weights touch OK

This will show you tickets left in the bin and the over and short column

The over short column is the difference between what was rang in as sales on the Tabwizard and what came out of the bin

\* **REMEMBER** this is a quick way for management to audit a shift or a day, if you are not sure of the numbers on the Weigh All Games report, physically count your bin to see how accurate it is  
Once you have all your weights recorded you can print this report then Clear All to start fresh the next day or shift

## Game Reports

Game Status:

- Touch Report
- Game Reports
- **Game Status**
- Enter a password (if applies) then ok

*note:* The Game Status Report shows you where you are at in any of the games you have in play

This report shows your total sales (IN), your total payouts (OUT), merchandise payouts (if any) the Game Cost, true net profit, and the date the game was put in play

The Game Status Report updates the sales, payouts, and any adjustments made to this game while it is in play, so if you would Z out and need to adjust a sale or payout when you go to Adjust Games in play, the adjustment will automatically show up on the Game Status Report

If you are tracking top tiers, you will see games that become highlighted purple or red

Purple highlighting is when the has the top two tiers paid out

When a game is highlighted red this indicates that your top two tiers have been paid out and you have made more than your ideal payout (this is a rare occasion)

Games on hold is a Washington state feature which allows players to hold games for a defined length of time

- Once you are finished with this report touch **exit**

### Game History:

- Touch Report
- Game Reports
- **Game History**
- Enter a password (if applies) then ok
- Enter a serial number

*note:* This report will show you every transaction by the date and time under that specific serial number, which clerk made the transaction, for what amount, and the type of transaction, IN, OUT, or EXCHANGE

- Once your finished just touch **exit**

### Game Search:

- Touch Reports
- Game Reports
- **Game Search**
- Enter a serial number

*note:* This report will give you game information, the status of the game in the Tabwizard, in inventory, in play, or pulled on what date. If you have the same serial number but different form numbers you are able to choose which game you want to look at by the form numbers.

- Once your finished touch **exit**

### Closed Games:

- Touch Reports
- Game Reports
- **Closed Games Report**
- Enter a password (if applies) then ok

- Enter a start date by month, day and year touch ok
- Enter an ending date by month, day and year touch ok

*note:* This report will give you information on pulled games on the date range you put in

It will give the game name, serial number, Ideal Sales, Actual Sales, the ticket difference is the difference between the ending weight number of tickets and the actual sales example: 1504 tickets sold according to pulled game weight, 1500 actual sales = 4 tickets short on closed game report

- Once your finished touch **exit**

### Games on Hold:

**note:** **Games on Hold** is a Washington state feature we will not use

### Games on Hand:

- Touch reports
- Game Reports
- **Games on Hand**
- Enter a date range, month, day, and year, touch ok

*note:* This report will show you all of the games you had on hand on that date, and if they were in play or on hand, it also shows you the total number in inventory and in play at the bottom of the report

- When your finished touch **exit**

## Profit Reports

### Monthly Profit and Loss:

- Touch Reports
- Profit Reports
- **Monthly Profit and Loss**
- Enter password (if applies) then ok
- Enter a month and year range you want to see

*note:* This report is generated from pulled game data only  
It gives you pull tab sales (receipts) and payout totals for the month, quarter and

year then breaks down those numbers to give you your net figures by subtracting game cost and license fees

Once a game is played out completely we pull the game (saying we sold every ticket) usually, but if you pull games early you should be using a scale to calculate weight of unsold tickets left in the game

If we have not actually rang in every sale we will be short at the bottom of this report Example; ending weight put in to say we sold all tickets of a 1540 count deal of tickets; we had actual sales of 1500 tickets @ \$1.00 per ticket so the monthly profit loss report will show a shortage of \$40.00

The year ending date is on the main screen option under License Information; Expiration date (needs to be kept up to date yearly) and you can also put in the cost of your license to be deducted for your net profit

This report will break down different types of games like punchboards, spindles, or machine pull tab totals

The monthly profit and loss report will also give you the **Game Cost** of pulled games monthly, quarterly and **yearly**

- You can touch **exit** when finished with this report

#### Daily Cash Receipts:

- Touch Report
- Profit Reports
- **Daily Cash Receipts**
- Enter password (if applies) then ok
- Select a month and year you want to view

*note:* This report will show you the date, the time, sales totals, payout totals, merchandise payouts (if any), and net profit for that day. It also totals those amounts at the bottom of the report

- Once finished touch **exit**

#### Profit Analysis:

- Touch Report
- Profit Reports
- **Profit Analysis**
- Enter password (if applies) then ok

- Enter a start date; month, day and year touch ok
- Enter an ending date touch ok

*note:* You now have the option to select six different profit reports  
Remember these numbers are from pulled game data in the date range you selected

- Select **Sort by Dispenser #**

*note:* This report will show how each dispenser is doing  
It will show gross sales, payouts, net, payout percentage, profit percentage, and how many games were pulled during that date range you entered

- When you want to return to a different profit analysis type report touch **exit**

**Sort by Form #, Sort by Ticket Cost, Sort by Top Tier Prizes** and **Sort by game Type/Payout** are going to have the same format as sorting by dispenser #

When you select **Specify by Form #**, you can see the profit analysis for that individual Form # during the date range you selected

- Once your finished touch **exit**

### Clerk Report:

- Touch Reports
- Touch Profit Reports
- **Clerk Report**
- Enter password (if applies) then ok
- Enter a start date; month, day and year, touch ok
- Enter an ending date, touch, ok

*note:* This report will show every Z report date and time, which clerks logged in on those days and made transactions, sales (in), payouts, merchandise payouts (if any) and the amount of those transactions along with the total net, sales minus payouts

- Once your finished touch **exit**

## State Reports



### Attorney General:

- Touch Reports
  - State Reports
  - **Attorney General**
  - Enter password (if applies) then ok
  - Enter a start date; month, day and year then ok
  - Enter an ending date, then ok
- 1 Some versions have just a month and year selection

*note:* This report tracks the pulled games by serial number, distributor name, and invoice number and shows the gross profit from games minus over or short column

The Attorney General Report is formatted for the State of Ohio

### Purchase Log:

- Touch reports
- State Reports
- **Purchase Log**
- Enter month and year then, ok

*note:* This report shows the form number, game name, serial number, distributor, invoice number, invoice date, and the date the game was in play  
Touch exit when finished

## Special Reports

### Expense Setup:

- Touch Reports
- Touch Special Reports
- Expense Setup

*note:* This option is to designate expenses to deduct from your income Disposition Report; the feature currently does not allow us to input a dollar figure

### Disposition Setup:

- Touch Reports
- Special Reports
- **Disposition Setup**

*note:* This feature allows you to designate your local charity after the 150,000 split and the percentage allotted to them

- Touch **exit** when finished

#### Income Disposition Reports:

- Touch Reports
- Special Reports
- **Income Disposition Reports**
- Enter a start date; month, day and year then ok
- Enter an ending date, then ok

*note:* You will see a screen that says no expenses have been defined, touch exit

This report will show you the net income from pulled games; this is the sales, minus payouts, minus any shortages, minus game cost for the date range entered

- once finished print if you need to and then touch **exit**

*note:* \* All of the figures that give you the income disposition total are in the monthly profit and loss report. That report breaks down sales, payouts, shortages and game cost.



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