What's New in TouchBistro 7.2

In TouchBistro 7.2 we've changed some of the navigation design and colors to align with Apple's guidelines as well as accessibility guidelines.

You can now issue and report on payouts and pay ins. You can associate your products with barcodes and ring in purchases using your iPad's rear-facing camera.

PayPal user in the USA can now use PayPal's EMV card reader.

Consult these release notes for full details on these changes along with other significant improvements added in version 7.2.

Need More Help?
Email support@touchbistro.com if you are experiencing any issues with this update.

Payouts/Pay Ins

TouchBistro now allows you to set up and track cash drawer payouts (cash coming out of the cash drawer to pay for items related to your business) as well as pay ins (cash coming into your cash drawer for a reason other than a sale).

Setting Up Pay In/Payouts

Create Pay In/Payout Reasons

Under Admin | Admin Settings | Menu we've added a Payout Reasons option that allows you to enter payout/pay in reasons for reporting purposes.

Pay In/Out Reasons

<table>
<thead>
<tr>
<th>Name</th>
<th>Vendor Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For example, you might add a payout reason like "Pinball machine refund" or "Vendor payment". A pay in reason might be something like "Float addition". Tap Save when done entering the reason.

Enabling Pay In/Payout Rights for Staff Types

After you've created your payout reasons, you should set which staff type has the ability to issue payouts and pay ins.

Tap Admin | Admin Settings | Staff | Staff Types. Select a staff type like Manager or Bartender.

At the bottom of the screen you will find a new section to manage pay in/payout rights.

Enable Can Perform Pay Ins and Can Perform Payouts. If enabled, you can limit the maximum amount the staff type is allowed to payout or accept as a pay in. For example, you might set a bartender staff type to $75 and a manager staff type to $200.

Note: the Admin may do an unlimited pay in/payout amount.
Enable Pay In/Payout button for the Register

Tap Admin | Admin Settings | Advanced. Scroll to the bottom and tap Change Register Buttons.

Tap one of the quick pay buttons you may not use like Smart 3. Tap Pay In/Out. Tap Done/Save.

Using Payouts

The Pay In/Out button is available only on the cash register. It’s not available when you’re on a table or any kind of order screen (delivery/takeout/bar tab).

Select a receipt option. TouchBistro will generate a special receipt for the payout/pay in requiring server and vendor signatures.
If your cash drawer is connected to your receipt printer, TouchBistro will “kick” open the drawer to facilitate the payout or pay in.

**Payout/Pay in Reporting**

- **Possible Reports**
  - Freepour Draft Report
    - A report formatted for use with Freepour
  - Detailed Sales CSV
    - A CSV file containing details on each item sold
  - Bills With Open Balance
    - A list of bills which have less payments than balance.
  - Payouts Report
    - Shows all Payouts and Pay Ins within the specified time.

Under **Admin | Reports | Accounting**, we’ve added a **Payouts Report** to track money going in and out when the Payouts/Pay in function is used.

![CSV Example](touchbistro-sample-csv.png)

**CSV Example**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 4, 2016</td>
<td>10:56 AM</td>
<td>Pay Out Reason: Vendor Payment</td>
<td>$53.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Comment: Milk supplies</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Register: Cash Register</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pay Out Total</td>
<td></td>
<td>$53.25</td>
</tr>
<tr>
<td></td>
<td>Jul 4, 2016</td>
<td>11:02 AM Pay In Reason: Vendor Payment</td>
<td>$25.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Comment: Claw machine refund</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Register: Cash Register</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pay In Total</td>
<td></td>
<td>$25.00</td>
</tr>
</tbody>
</table>

If you have multiple cash registers (for example one at the counter and one at the bar), the report will indicate which cash register the money was paid out of or in to.

**Barcode Scanning**

You can now associate your menu items with barcodes and scan them using the iPad rear facing camera when you’re in cash register mode.

**Entering Barcodes**

Access menu items you want to associate with bar codes (Admin | Admin Settings | Menu | Menu Items).

![Scan Barcode Code](scan-barcode.png)

**Scan Barcode to Add**

Using the iPad’s rear-facing camera, line up the barcode in the guides. If the barcode is not immediately recognized, pull the iPad back and then slowly bring the camera forward towards the barcode (“zooming in”) until the barcode is recognized.

** UPC 39286000111 **

When recognized, TouchBistro reads the barcode’s UPC number and completes the **UPC** field in TouchBistro.
If you need to delete the barcode, simply tap on the **UPC** field and backspace over the UPC number to delete it. You can then rescan the item.

**Using Barcodes**

Barcodes scanning is only available from the POS cash register.

**Better Apple Design Integration**

You will find a number of screens have a new look. This is to better integrate with Apple design standards. It also helps present staff who are accustomed to navigating iPad and iPhone screens with a more familiar interface.

**Dark Mode**

If the new navigation color scheme does not provide enough contrast for an employee, you can access the employee’s staff page (**Admin** | **Admin Settings** | **Staff** | **Staff**) and enable the new **Dark Mode** option.

**PayPal EMV (USA)**

TouchBistro now supports PayPal USA’s EMV card reader.
About Option Moved

The About option indicates the TouchBistro version number (e.g., 7.2) as well as a list of version by version feature enhancements. In previous versions it was located on the bottom right of the screen. It has now been moved under the Admin drop-down menu.

Mexico Electronic Invoice Integration

TouchBistro Pro (multi iPad) now supports Mexico’s electronic invoice reporting requirement.

If you are a pro user, enable it under Admin | Admin Settings | Integrations.