

Click to begin



Maitre'D®
2005 Setup Guidelines

Media Types



Media Types

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This document will guide you through setting up Media Types in Maitre'D.

Media Types are the different forms of payment the restaurants make available to guests.

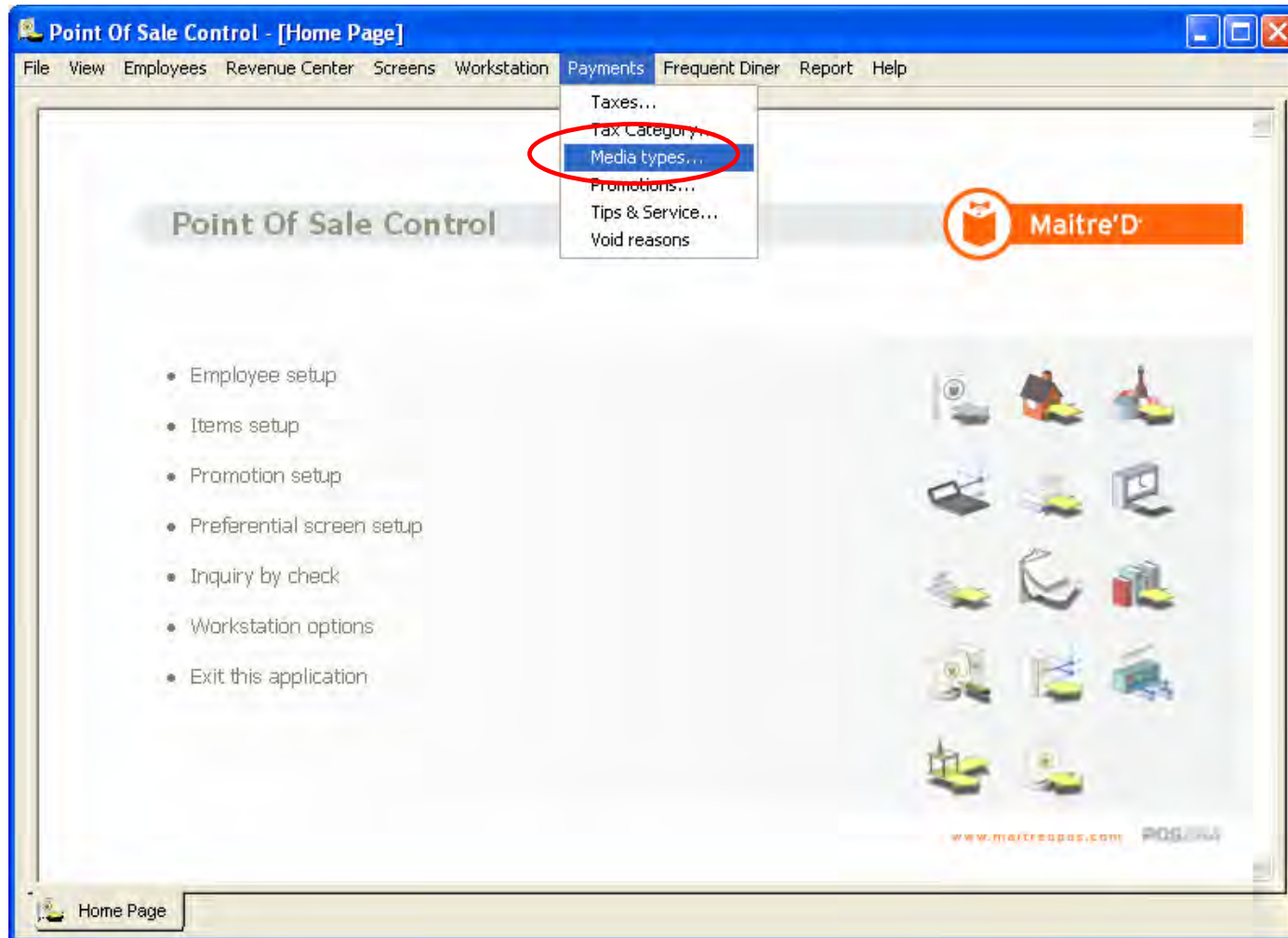
These can include cash, credit cards, personal checks, foreign currencies, paid ins, paid outs, gift certificates, accounts receivable, and room charges.



Step 1: Media Type

Click to continue

In the P.O.S. Control module, click on Payments, then click on Media Types.





Step 1: Media Types

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Media types #1, and #26 to #50, are hard coded, fixed and pre-determined payment types. They are reserved for payments such as cash, paid ins/outs, accounts receivables, sold gift certificates, and room charges, as well as internal payments such as tips and employee deposits.

Description	Id
Cash	000001
... Paid out #1	000026
... Paid out #2	000027
... Paid out #3	000028
... Paid out #4	000029
... Paid out #5	000030
... Paid in #1	000031
... Paid in #2	000032
... Paid in #3	000033
... Pain in #4	000034
... Pain in #5	000035
... Gift certificate	000036
... Media type #37	000037
... Media type #38	000038
... Media type #39	000039
... Discount transfers	000040
... Tips withheld	000041
... Privilege	000042
... Sales transfer	000043
... Employee advance	000044
... Tips paid	000045
... Employee deposit	000046
... Transfer	000047
... Tips due	000048
... Receivables	000049
... Room charge	000050

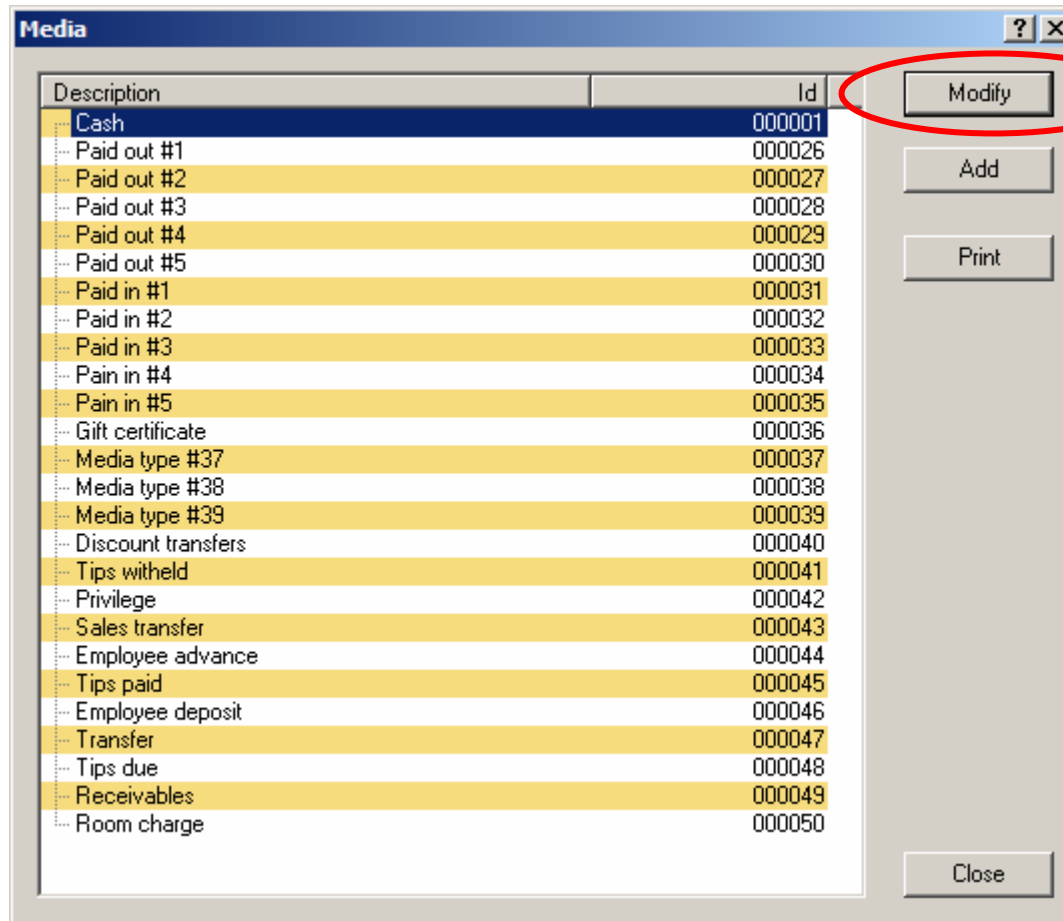


Step 1: Media Type

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Media types #2 through #25 are regular media types available for you to define as you wish for different payments accepted by the restaurant, such as credit cards, personal checks, redeemable gift certificates, foreign currencies, and so on.

Click on MODIFY.





Step 1: Media Type

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Enter a **Description** that will be displayed on all screens and reports
Select **Payment Type** such as cash for cash, charge for credit/debit cards, gift certificate etc.
Select **Payment Surplus** such as change, tip entry or null if no change will be allowed to be given.

The screenshot shows a dialog box titled "Media types #1 - Cash". On the left is a tree view with "Media Type" selected, and sub-items "Option" and "Card Property". The main area is titled "Media Type" and contains several sections:

- Setup:** This section is circled in red. It contains:
 - Description: CASH
 - Payment Type: Cash (dropdown menu)
 - Payment Surplus: Change (dropdown menu)
 - Identification: (empty text box)
- Currency:** Contains:
 - Exchange Rate: 0.00000
 - Currency Sign: (empty text box)
 - Nb. of Decimals: 0
- Media Limit:** Contains:
 - Minimum: \$ 0.00
 - Maximum: \$ 0.00

At the bottom are buttons for "OK", "Cancel", and "Apply".



Step 1: Media Type

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Enable the **Print Receipt** option so that the workstation offers to print a receipt when this Media Type is selected.

Enable the **Included in Report** option to have this media type included in the Media Type Report. Select an **ICON** to be used to display on POS Payment Screen.

The screenshot shows a Windows-style dialog box titled "Media types #1 - Cash". On the left is a tree view with "Media Type", "Option", and "Card Property". The "Option" tab is active, showing a list of options with checkboxes. The "Print Receipt" and "Included in Report" options are checked. Below the options are sections for "Paid In / Paid Out" (with "Paid In" and "Cash Only" unchecked) and "Icon" (with a dropdown menu set to "Dollar" and a yellow dollar sign icon). At the bottom are "OK", "Cancel", and "Apply" buttons.

Option	Checked
Print Receipt	Yes
Check on Receipt	No
Folio	No
Included in Report	Yes
Customer Receipt	No
Tip Entry on Receipt	No
Open Drawer	Yes

Paid In / Paid Out

Paid In	Unchecked
Cash Only	Unchecked

Icon: Dollar



Step 1: Media Type

Click to continue

The **Card Type** area is only used for integrated Electronic Funds Transfer.

The **Card Validation** area is only used for Electronic Funds Transfer or Accounts Receivable cards.

Click on OK.

Media types #8 - Visa eft

Card Property

Card Type

Eft Category: Visa

Discount Rate: 0.00

Tips Credit Fees: 0.00

Electronic Fund Transfer

Hide Card Number

Show on Merchant Copy

Validation

Expiration

Debit Card

Card Validation

Custom Card

Number of Digits: 13 Or 16

Starting With: 4 Or

Or

Or

Delete OK Cancel Apply



Step 1: Media Type

Click to continue

Click on CLOSE.

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... Tips due	000048
... Receivables	000049
... Room charge	000050

Buttons: Modify, Add, Print, Close (circled in red)



This concludes the “Media Types” presentation.

We hope that this document helped you to understand the steps needed to setup Media Types in Maitre'D.

Refer to the “Electronic Funds Transfer” and “Accounts Receivable” presentations for explanations on how to setup these payment types.