

Aloha Quick Service Report Guide

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About this guide

Welcome to the Aloha Quick Service Report Guide, a comprehensive analysis of the reporting features provided by the Aloha system. You will learn the benefits of each report, each available calculation, and see selected examples to help you further understand the vast reporting capabilities.

Reports are essential in a business. They gauge the progress of your restaurant and determine your success or failure. In a corporation, reports provide an important link from the store level to corporate. Some data involves specific calculations to increase profitability or to show comparisons. These comparisons could be between employees, selected days, or both.

Reporting data is a compilation of transactions which employees ring and close from the Front-of-House (FOH) terminals. As the day progresses, you can view up to the minute data with the FOH reports. Some reports also print to the local receipt printer. This data is usually not complete because there may be outstanding checks or incorrect payments, therefore, never report important information from the FOH reports. You can view sales, labor, and performance measure information.

At the close of business, or during the system End-of-Day (EOD), the system compiles the data for the Back-of-House (BOH) reports. You can run, view, and print the BOH reports to a designated printer. The Aloha system has a wide variety of reports available to you, such as the Hourly Sales and Labor report, Sales by Revenue Center report, Labor report, Product Mix report, and more. In most operations, the Weekly or Summary Sales report is the most important report to you, and is used in accounting.

How this guide is organized

This guide is designed to help you familiarize yourself quickly with the Aloha Quick Service reports. It is organized as follows:

Configuring your reports

This chapter discusses the available settings used to configure and alter your reporting capabilities for the FOH and BOH reports, such as what to include in the gross sales figure. Also, here you define the time interval necessary for some reports, for labor and sales reporting.

Analyzing your FOH reports

This chapter discusses the FOH reports, which provide you with up to the minute reporting data from the FOH terminals. Some reports display on screen, and some you can print.

Analyzing your BOH reports

This chapter discusses the BOH reports, which enable you to operate a successful business. The chapter provides information about how to limit and sort the information that goes into your reports, and how to print reports before or after previewing them in the system.

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Conventions used in this guide

Numerous graphics and instructions appear throughout this guide. These conventions make it easy to find and understand information.

Symbols and alerts

The following graphic symbols alert you to important points throughout this guide.



Note

Highlights a special point of interest about the topic under discussion.



Reference

Directs you to a more complete discussion in another chapter of the current guide or other reference material.



Tip

Points to a useful hint that may save you time or trouble.



Caution

Alerts you that the operation being described can cause problems if you are not careful.

Chapter 1: Configuring your reports

- Configuring reports to display fractional guest counts** 1-3
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In this chapter you learn how to configure certain aspects of the FOH and BOH reports, such as what to include in sales calculations, and defining time intervals for reporting data.

We discuss the following tabs in the Aloha system:

- Configuring reports to display fractional guest counts.
- Configuring the Labor group in Store Settings.
- Configuring the Financials group in Store settings.
- Configuring the Report Printing group in Store Settings.
- Enabling employees to run FOH reports.
- Configuring BOH Audit report to meet PCI-DSS.
- Configuring FOH reports to display on-screen.
- Configuring custom FOH reports.



Reference

Refer to the [Aloha Quick Service Reference Guide](#) for more information on the tabs in the Aloha system.

Configuring reports to display fractional guest counts

When you determine your guest count based on the number of items ordered from a specific category, such as entrees, the system takes the weight you define for your items in the specified category into consideration. For example, if you give an item in the guest count category a weight of '2,' the guest count increases by two each time a guest orders the item. Beginning with POS v6.2.13, you can define the weight for an item using a fractional value, such as 0.25. The fractional value rounds to the nearest whole number, and does not carry over to a separate guest check.

SCENARIO: A restaurant enables the 'Use Entrees for Guest Counts' feature and includes large-sized appetizers that guests sometimes order as a meal, such as Super Nachos, in the guest count category; however, each time a guest orders Super Nachos to share with the table, the guest count becomes over-inflated because the weight for the Super Nachos item cannot be less than 1.0. To receive a more accurate guest count, the restaurant assigns a fractional weight of 0.25 to Super Nachos. When a party orders two Super Nachos, the total weight is 0.50, so the system rounds the guest count to one. When a second party orders one Super Nachos, the total weight is 0.25, so the guest count does not increase. It is important to note that the guest count for this scenario is based on one guest check for the party. If each guest orders Super Nachos, but wants a separate check, the guest count does not increase.

Select Maintenance > Business > Store Settings tab > Order Entry group > Guest Counts tab. In this section, we discuss only the options related to reports.

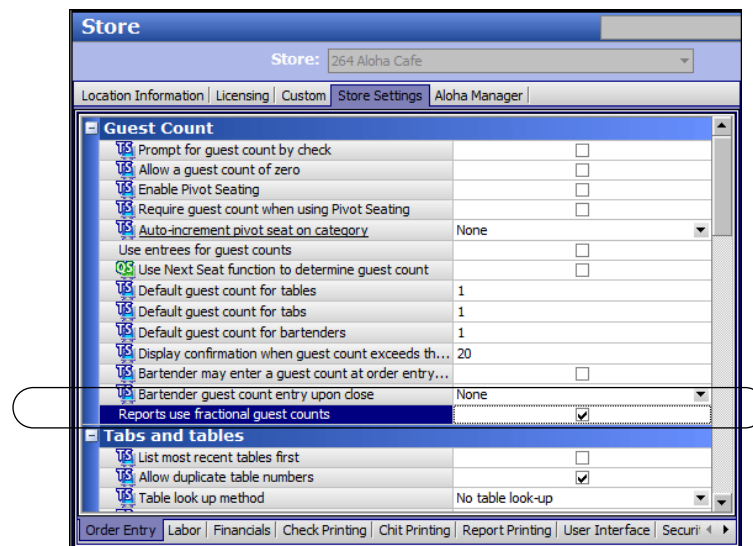


Figure 1 - 1 Store Settings - Order Entry Group

Group Bar: Guest

Reports Use Fractional Guest Counts — Displays guest count values with two decimal places on the following reports: FOH Server Sales report, FOH Flash report, BOH Server Sales report, BOH Sales by Revenue Center report, and the BOH Summary and Weekly Sales reports. The guest count

values display with decimal places only when an item defined as a fractional guest count weight is sold. **Required Options: 1)** To define items with a guest count weight, enter a whole or fractional value in the 'Guest Count Weight' text box in Maintenance > Menu > Items > Item tab. **2)** You must select 'Use Entrees for Guest Counts' in Maintenance > Business > Store Settings > Order Entry group > Guest Counts tab to use fractional guest counts.

When you view or print a report that contains guest counts, the values that contain a fractional value appear with two decimal places, with an ending total. A guest count value that does not include an item defined as a fractional guest count weight, or rounds up to the nearest whole number, displays on the reports as normal.

Guest counts appear on the following reports:

- FOH Flash report
- FOH Server Sales report (shown)
- BOH Server Sales report
- BOH Sales by Revenue Center report
- BOH Summary Sales report
- BOH Weekly Sales report

Configuring the Labor group in Store Settings

This tab enables you to set labor reporting options, overtime calculations, and clock in/out rounding. In this section, we only discuss the options related to reporting. Select Maintenance > Store Settings tab > Labor group. In this section, we discuss only the options related to reports.

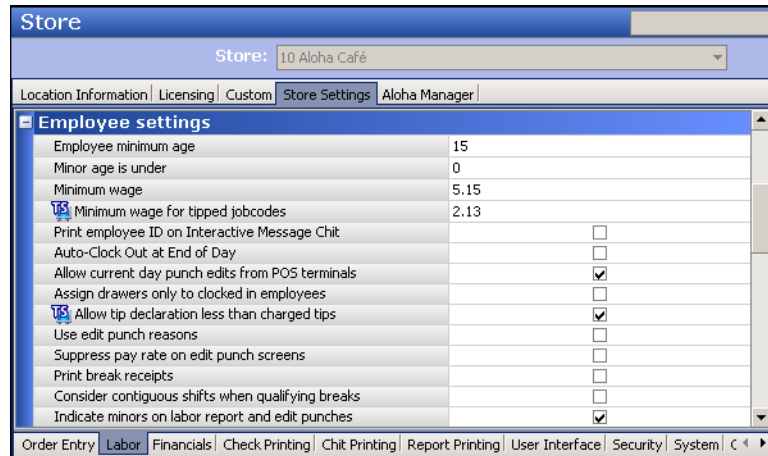


Figure 1 - 2 Store Settings Tab - Labor Group - Employee Settings Group Bar

Group Bar: Employee settings

Indicate minors on labor report and edit punches — Denotes on the Labor report and Edit Punches screen if an employee is a minor. The indications are 'M*' for one year under the legal age, and 'M**' for two or more years under the legal age. You must specify the age for the employee minimum age in 'Employee minimum age,' and the age at which an employee is no longer considered a minor in 'Minor age is under,' located on this same tab under the 'Employee settings' group bar, to use this feature.

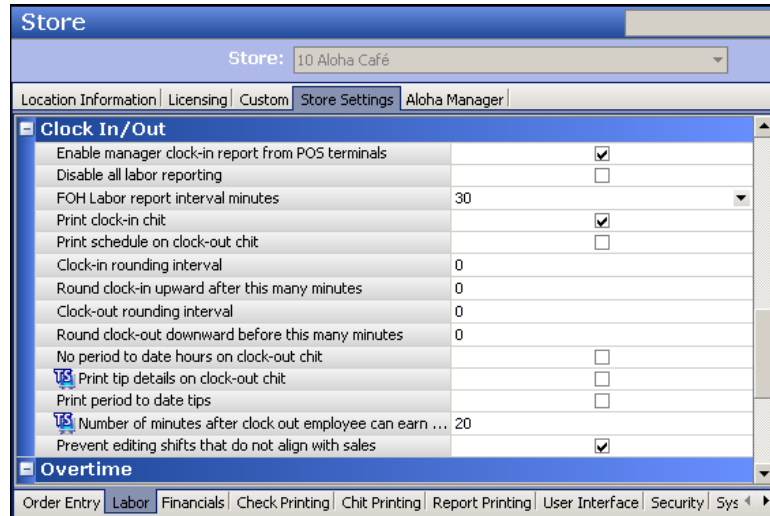


Figure 1 - 3 Store Settings Tab - Labor Group - Clock In/Out Group Bar

Group Bar: Clock In/Out

Enable manager clock-in report from POS terminals — Enables employees to access the Employees on the Clock button on the FOH Reports screen.

Disable all labor reporting — Disables the printing of the clock-in and clock-out chits. Also, labor figures are not included in the Restaurant Sales report for the FOH. This option is used primarily for international operations. **Required Options:** You must select 'Enable manager clock-in report from POS terminals' to enable this option.

FOH Labor report interval minutes — Denotes the time interval (in minutes) used for calculating the FOH Labor Report. Labor costs are reported in increments of this interval. **Required Options:** You must select 'Enable manager clock-in report from POS terminals' to enable this option.

Print clock-in chit — Prints the clock-in chit for each employee. **Related Options:** To disable printing of the clock-in chit, select 'Disable all labor reporting.'

Print schedule on clock-out chit — Enables the system to automatically print employee schedules on the clock-out chit when the employee clocks out. **Related Requirements:** You must configure labor schedules in Basic labor scheduler, NCR Aloha Labor Scheduler, or NCR MenuLink Labor to use this option.

Restrict to labor group — Limits the printing of employee schedules on the clock-out chit to a labor group. Use this option if you want to enable automatic printing only for a group of job codes, such as employees who work only in the kitchen. If you need to create a labor group, click Labor Group to access the Labor Group function. **Required Options:** You must select 'Print schedule on clock-out chit,' located on this same tab, to enable this option.

Number of weeks to print — Specifies the number of scheduled weeks to automatically print on the clock-out chit. **Required Options:** You must select 'Print schedule on clock-out chit,' located on this same tab, to enable this option.

Clock-in rounding interval — Specifies the number of minutes to use for rounding clock-in times. When employees clock in, the system rounds the time according to the number entered in this text box. For example, if you enter '5,' and the employee clocks in at 7:58, the system rounds the time to the nearest 5-minute interval, which is 8:00. Type a number from 0 to 60, with 0 to indicate no rounding.

Round clock-in upward after this many times — Specifies the number of minutes at which the system rounds the clock-in time. Type a number from 0 to 60, and the number must be less than the time specified in 'Clock-in rounding interval.' If set to 0, the system automatically rounds to the nearest time interval listed in 'Clock-out rounding interval.'

Clock-out rounding intervals — Specifies the number of minutes to use for rounding clock-out times. When employees clock out, the system rounds the time according to the number entered in this text box. For example, if you enter '5,' and the employee clocks out at 7:58, the system rounds the time to the nearest 5-minute interval, which is 8:00. Type a number from 0 to 60, with 0 to indicate no rounding.

Round clock-out downward before this many minutes — Specifies the number of minutes at which the system rounds the clock-out time. Type a number from 0 to 60, and the number must be less than the time specified in 'Clock-out rounding interval.' If set to 0, the system automatically rounds to the nearest time interval listed in 'Clock-out rounding interval.'

No period to date hours on clock-out chit — Suppresses the period to date (PTD) hours on the clock-out chit.

Print period to date tips — Prints the day part and charged tops on the employee checkout. The sales for the current day and the percentage of sales are also permitted.

Configuring the Financials group in Store Settings

This tab enables you to include comps and promos in net sales, exclude open sales on the net server report, and more. Select Maintenance > Business > Store Settings tab > Financials group. In this section we discuss only the options related to reports.

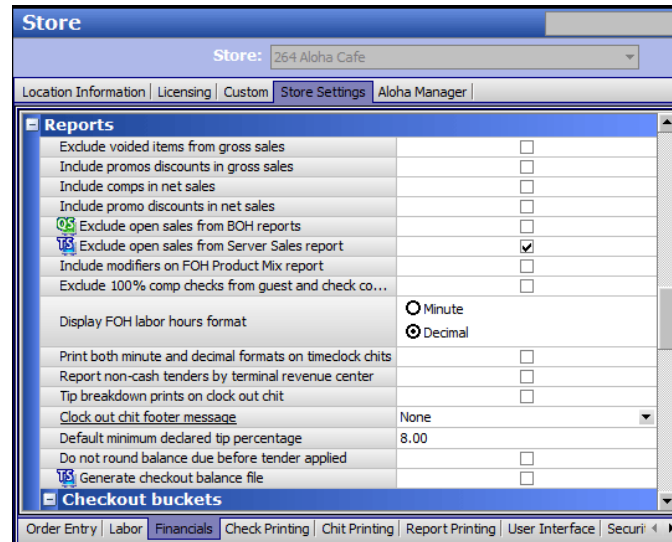


Figure 1 - 4 Store Settings Tab > Financials Group - Reports Group Bar

Group Bar: Reports

Exclude voided items from gross sales — Excludes values resulting from voided items when calculating gross sales.

Include promos discounts in gross sales — Adds the discounted value resulting from applied promotions into the gross sales total. For example, if you apply a \$2.00 promotion to an entrée that normally sells for \$12.95, selecting this option indicates to calculate the gross sales total using \$12.95; clearing this option indicates to calculate the gross sales total using \$10.95.

Include comps in net sales — Adds the discounted value resulting from applied comps into the net sales total. For example, if you apply a 50% comp to a guest check totaling \$32.00, selecting this option indicates to calculate the net sales total using \$32.00; clearing this option indicates to calculate the net sales total using \$16.00.

Include promo discounts in net sales — Adds the discounted value resulting from applied promotions into the net sales total. For example, if you apply a \$2.00 promotion to an entrée that normally sells for \$12.95, selecting this option indicates to calculate the net sales total using \$12.95; clearing this option indicates to calculate the net sales total using \$10.95.

Exclude open sales from BOH reports — Excludes sales entered using the open item function from the FOH Server Sales report.

Include modifiers on FOH Product Mix report — Includes all defined modifiers on the FOH Product Mix (PMIX) report. If cleared, modifiers do not appear on the report.

Exclude zero-priced modifiers on FOH Product Mix report — Omits unpriced modifiers from the FOH Product Mix (PMIX) report. **Required Options:** You must select 'Include modifiers on FOH Product Mix report' to enable this option.

Exclude 100% comp checks from guest and check counts — Does not include checks in which a comp took the amount to \$0.00, when calculating check and guest counts totals.

Display FOH labor hours format — Indicates the format you want to use to display labor hours and minutes on FOH reports for Clock In/Out times and the Labor report.

Minute — Controls display of hours and minutes on FOH reports for Clock In/Out Times and the Labor report. If cleared, the hours display in a decimal, or hundredths, format. If selected, the times display in hours and minutes, or HH:MM.

Decimal — Controls display of hours and minutes on the clock in/clock out chit. If selected, times and totals print in the HH:MM format *and* in hundredths, or decimals.

Print both minute and decimal formats on timeclock chits — Prints the clock-in/out chit with HH:MM and decimal format.

Report non-cash tenders by terminal revenue center — Always reports non-cash payments to revenue centers attached to the terminal, even if you have attached a revenue center by an order mode or by a table.

Tip breakdown prints on clock out chit — Prints a tip breakdown section, such as the tip rate%, total charge sales and tip rate, total cash tips and tip rate, and more, at the bottom of the clock out chit. **Related Options:** The tip breakdown appears on the clock out chit for all employees assigned an access level with 'Order Entry' selected.

Clock out chit footer message — Prints a defined guest check message as a footer at the bottom of the clock out chit. Select '00000 None' to disable the feature.

Default minimum declared tip percentage — Specifies the percentage to use when determining if an employee's declared tips are too low. The employee receives only one chance to enter their declared tips at the right percentage. If the amount is too low, a warning message displays. If the wrong amount is accepted, the manager must delete the employee's clock out to enable them to try again.

Do not round balance due before tender applied — Prevents the system from performing rounding on the balance due to the guest until a tender is applied to the check. This more commonly applies to sites located outside of the United States of America. **Required Options:** To configure tender rounding, select Maintenance > Payments > Tenders > Rounding tab.

Configuring the Report Printing group in Store Settings

This group enables you to print and define the time interval for the FOH Flash report, which reports up to the hour data for sales and labor. Select Maintenance > Business > Store Settings tab > Report Printing Group. We discuss only the options related to reports.

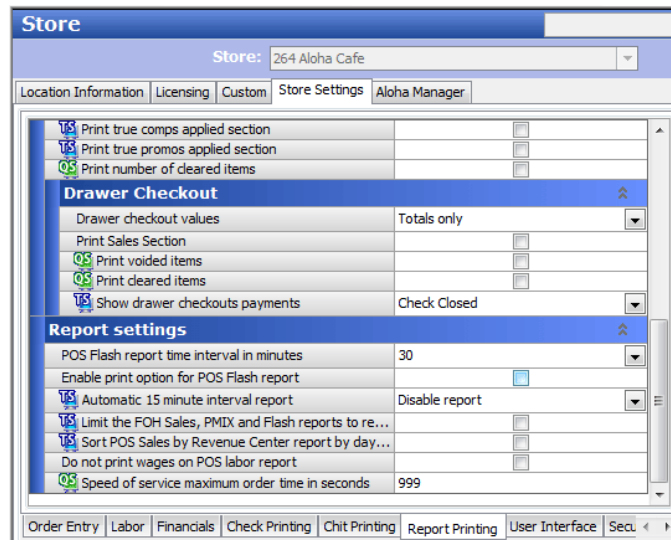


Figure 1 - 5 Store Settings - Report Printing Group

Group Bar: Report settings

POS Flash report time interval in minutes — Determines the number of minutes, per interval, to use for displaying the FOH flash report. Click the drop-down list to select a time interval. You can choose from 5, 10, 15, 20, 30, or 60 minute intervals.

Enable print option for POS Flash report — Enables you to print the Flash report from the FOH terminal and displays the Print button on the FOH Entire Day Summary page. If this option is cleared, you can only view the FOH Flash report.

Do not print wages on POS labor report — Does not print wages on the FOH Labor report.

Break alert threshold hour(s) — Defines the threshold in which employees can work continuously without a break before appearing above the Threshold line on the FOH Break Alert report. Enter a time between 0 to 24 hours (in decimal format). For example, type 4.25 to enter at total of 4 hours and 15 minutes. 0 hours indicates no threshold and all employees clocked in appear on the FOH Break report. **POS Version:** Obsolete as of v6.4. **Required Options:** You must clear the 'Use break rules' option in Maintenance > Business > Store > Store Settings tab > Labor group, to enable this option.

Enabling employees to run reports

Access Levels determine which FOH reports employees can run. Select Maintenance > Labor > POS Access Levels. In this section we discuss only the options related to reports.

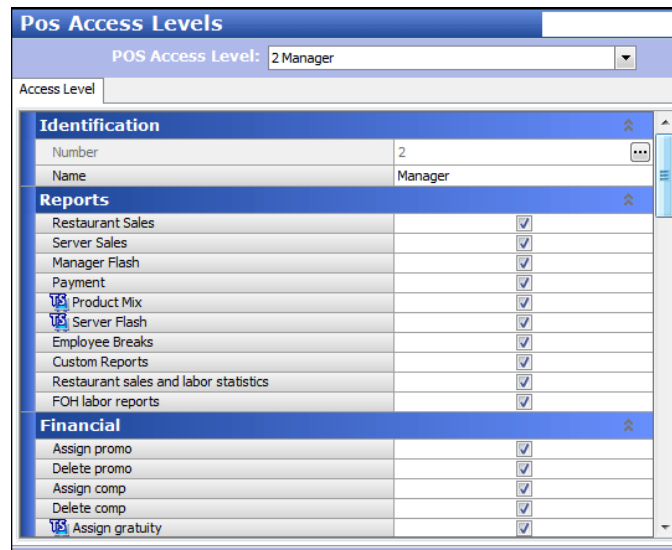


Figure 1 - 6 POS Access Levels Function

Group Bar: Reports

Restaurant Sales — Allows any employee clocked in with this access level to run the FOH Restaurant Sales Report from an FOH terminal.

Server Sales — Allows any employee clocked in with this access level to run the FOH Server Sales report from an FOH terminal.

Manager Flash — Allows any employee clocked in with this access level to view FOH configured sales reports from an FOH terminal.

Payment — Allows any employee clocked in with this access level to run the Payment report from an FOH terminal. This report prints only credit card payments.

Employee Breaks — Allows any employee clocked in with access level to run the FOH Employee Breaks report from a POS terminal.

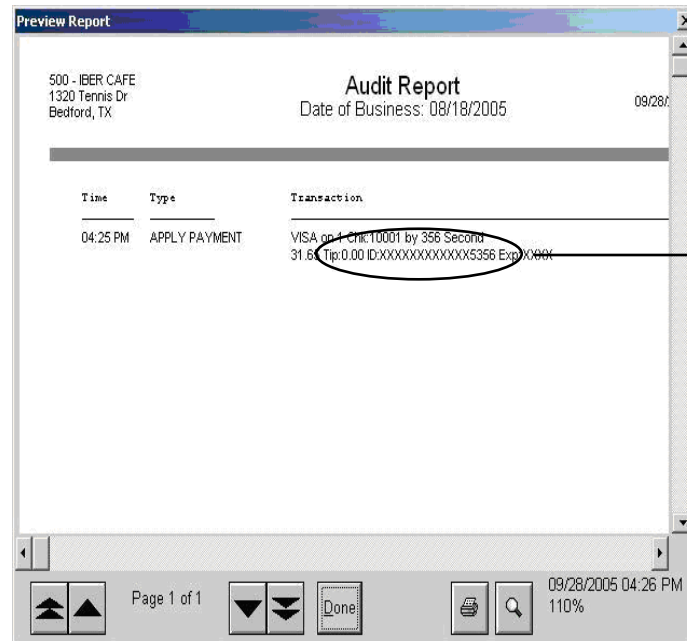
Custom Reports — Allows any employee clocked in with this access level to run any custom reports.

Restaurant sales and labor statistics — Allows any employee clocked in with this access level to view the FOH Restaurant Sales and Labor Statistics report.

FOH labor reports — Allows any employee clocked in with this access level to run labor reports from a FOH terminal.

Configuring BOH Audit report to meet PCI-DSS

To meet PCI DSS standards, mandated by new regulations in the industry, POS systems must secure all credit and debit card information by encrypting or masking the credit card numbers when they are stored or viewed within the system after the transaction occurs. The credit card information is now masked when you access the BOH Audit report.



The BOH Audit report shows only the last four digits of all credit and debit card numbers.

Figure 1 - 7 BOH Audit Report Sample

When you run the BOH Audit report, the system creates the Report.txt file in the Aloha/Tmp directory. When you close the preview window, the system deletes the existence of Report.txt, to ensure that credit and debit card information is not left behind to pose a security risk.



Tip

When you upgrade to v6.4, the BOH Audit report masks credit and debit card information, by default, to ensure the system is PCI DSS compliant.

PCI DSS does allow specific personnel to access this information for support reasons. In situations when you must obtain the credit or debit card number, we recommend you configure a BOH employee to have access to this information. To do this, you must select View for the 'Display Credit / Debit Card Numbers' option for the back office security level assigned to the employee. When creating security roles, the system allows you to use standard starting levels from which you can build

upon a level. By default, the system uses the following starting levels for the 'Display Credit / Debit Card Numbers' option:

Start Level	View	Add	Edit	Delete
Minimum	Cleared	NA	NA	NA
Typical	Cleared	NA	NA	NA
Maximum	Selected	NA	NA	NA



Caution

Viewing and printing credit and debit card information is not in compliance with data security standards. Configure this feature for only the appropriate personnel, such as employees who must resolve disputes as part of their job.

To display credit and debit card numbers on the BOH Audit report:

1. Select **Maintenance > Labor > Security Roles**.
2. Select the **level** from the 'Security Role' drop-down list.
3. Select the **POS** tab.

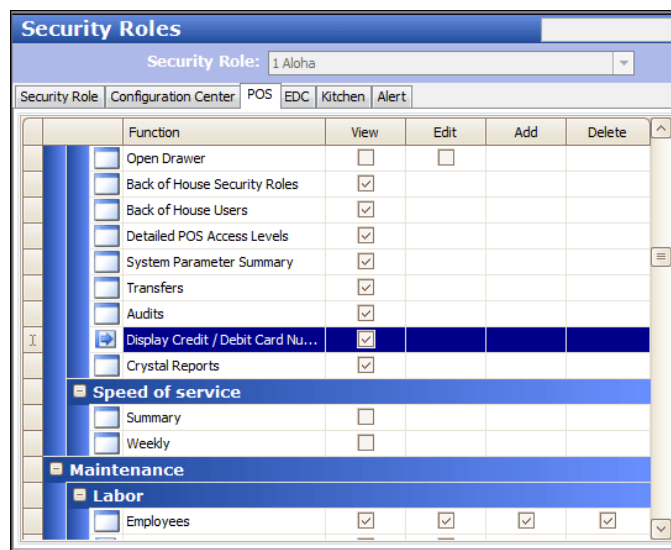


Figure 1 - 8 Back Office Security Levels Function

4. Scroll down the list of functions and select **Display Credit / Debit Card Numbers**.
5. Select **View** to allow access to credit and debit card numbers on the BOH Audit report.
 OR
 Clear **View** to mask credit and debit card numbers on the BOH Audit report.
6. Click **Save** in the Command panel.

7. Click **Close** in the Command panel to exit the Security Roles function.

When you enable the BOH Audit report to display credit and debit card numbers, the system appends the message, "<user> has displayed full card numbers from <DOB>" where user is the name of the employee and DOB is the date of business, in Debout.txt.

Configuring FOH reports to display on-screen

When you use FOH reports, some reports print only to the local printer by default, unless you enable the print interceptor functionality. To enable this, you must ensure Prtlncpr.dll is registered and resides in the Bin directory. You must also include the appropriate command lines in Prtlncptr.ini in the Data and Newdata directories. Then select Maintenance > Business > Store > Store Settings tab > System group and select 'Enable FOH COM Interface' under the Interfaces group bar.

To configure the Prtlncptr.ini file:

1. Locate **Prtlncptr.ini** in the Newdata directory and press **Enter**. The file opens in Notepad.
2. Enter a **command line for the appropriate report** you want to display on screen.



Reference

Refer to [Using Aloha Print Interceptor - HKS1760](#) for more information on the print interceptor feature and the list of command lines.

3. Select **File > Save**.
4. Exit **Notepad**.
5. In new Aloha Manager or Aloha CFC, select **Utilities > POS > Refresh POS Data** or manually copy **Prtlncptr.ini** into the Data directory.

To enable FOH COM interface:

1. Select **Maintenance > Business > Store > Store Settings > System group**.
2. Under the Interfaces group bar, select **Enable FOH COM Interface**.
3. Click **Save** in the Command panel.
4. Click **Close** in the Command panel to exit the **Store** function.

Configuring custom FOH reports

As of POS v7.0, you can create your own custom FOH reports, as opposed to the available default reports. This provides you unlimited flexibility for reporting on any facet of your operations, such as a report for comps and promotions, a report for tipout amounts, and more. Additionally, you can filter your reporting data by one or many employees.

To configure custom FOH reports, you must perform the following:

- Provide access to custom reports.
- Create a configuration file for each custom report.
- Add a custom report button to a panel.

Providing access to view custom reports

To provide an employee access to run the new FOH custom reports, in Table Service and Quick Service, you must select 'Custom Reports' in the access level to which the employee is assigned. By default, the reports print only. You can configure the Print Intercept functionality to enable viewing the report on the FOH.

To provide access to custom reports on the FOH:

1. Select **Maintenance > Labor > POS Access Levels**.
2. Select an **access level**, such as Manager, for which you want to provide access to the FOH custom reports.
3. Under the Reports group bar, select **Custom Reports**.

Custom Reports — Enables all employees clocked in under this access level to run custom reports from the FOH.

4. Click **Save** in the Command panel.
5. Repeat this **procedure** for each access level needing the ability run FOH custom reports.
6. Click **Close** in the Command panel to exit the **Access Levels** function.

When you use FOH reports, some reports print only to the local printer by default, unless you enable the print interceptor functionality. To enable this, you must ensure PrtInter.dll is registered and resides in the Bin directory. You must also include the appropriate command lines in PrtIncptr.ini in the Data and Newdata directories. Then select Maintenance > Business > Store > Store Settings > System group and select 'Enable FOH COM Interface' under the Interfaces group bar.

To provide the ability to view custom reports on screen:

1. Locate **PrtIncptr.ini** in the Newdata directory and press **Enter**. The file opens in Notepad.
2. Type the following **line**:
FOHDOC_CUSTOMISABLE_REPORT=1

3. Select **File > Save**.
4. Exit **Notepad**.
5. In new Aloha Manager or Aloha CFC, select **Utilities > POS > Refresh POS Data** or manually copy **PrtIncptr.ini** into the Data directory.

To enable FOH COM interface:

1. Select **Maintenance > Business > Store > Store Settings > System group**.
2. Under the Interfaces group bar, select **Enable FOH COM Interface**.
3. Click **Save** in the Command panel.
4. Click **Close** in the Command panel to exit the **Store** function.

Creating a configuration file for each report

Each custom report is linked to a report configuration file that you create and name with a .cfg extension. For example, you can create a CustomVoid.cfg file that reports only voids, or a TipoutsPayments.cfg that reports only your tipouts and payments. You use the same format requirements and values you use when creating custom checkout reports. Use a text editor, such as Microsoft Notepad®, and save the file with a .cfg file extension. Then place the file in the Data and Newdata directories. You can format and use as many variables as needed, while designing the report.



Reference

You must have a working knowledge of the format requirements and values used for custom checkouts. Refer to the [Custom Checkout Feature Focus Guide](#) for all requirements and a complete list of available values.

```

[Default]
<Center>*** END OF SHIFT REPORT ***
<FILL(=)>
<Center>*** <VAL(1:RESTUNITNAME)> ***

Print Date:<VAL(1:SYSTEMDATE)> <RIGHT> Print Time:<VAL(1:PRINTTIME)>
DOB: <VAL(1:DOB)>
<FILL(=)>
Checkout by: <VAL(1:FIRSTNAME)>
Job code: <VAL(1:JOBCODENAME)>
<FILL(=)>
<CENTER> ***INCLUSIVE OF VAT***
<CENTER> ***Sales***
<FILL(=)>
TOTAL SALES: <RIGHT> <VAL(7:$)>
<FILL(=)>
<CENTER> ***Comps***
<VAL(7:#C0001)> Entertain: <RIGHT> <VAL(7:$C0001)>
<VAL(7:#C0002)> Staff Disc 15%: <RIGHT> <VAL(7:$C0002)>
<VAL(7:#C0003)> William Heinecke: <RIGHT> <VAL(7:$C0003)>
<VAL(7:#C0004)> Paul Kenny: <RIGHT> <VAL(7:$C0004)>
<VAL(7:#C0005)> Patamawalai Ratanapon: <RIGHT> <VAL(7:$C0005)>
<VAL(7:#C0006)> P.Manomai paiboon: <RIGHT> <VAL(7:$C0006)>
<VAL(7:#C0007)> Montri Thongsri: <RIGHT> <VAL(7:$C0007)>
<VAL(7:#C0008)> Andy Holman: <RIGHT> <VAL(7:$C0008)>
<VAL(7:#C0009)> Tanomsri Pretikul: <RIGHT> <VAL(7:$C0009)>
<VAL(7:#C0010)> Arth Prakhunhangsit: <RIGHT> <VAL(7:$C0010)>
<VAL(7:#C0011)> Aniruth Mahathorn: <RIGHT> <VAL(7:$C0011)>
<VAL(7:#C0012)> Pansak Suesatboon: <RIGHT> <VAL(7:$C0012)>
<VAL(7:#C0013)> Charles Clinton: <RIGHT> <VAL(7:$C0013)>
<VAL(7:#C0014)> Patrick Martinez: <RIGHT> <VAL(7:$C0014)>
<VAL(7:#C0015)> S.Manerati jarusri: <RIGHT> <VAL(7:$C0015)>
<VAL(7:#C0016)> Somsak Tanruengsri: <RIGHT> <VAL(7:$C0016)>
<FILL(=)>
TOTAL COMPS: <RIGHT> <VAL(7:$C)>
<FILL(=)>
GROSS SALES: <RIGHT> <VAL(7:$S-$C)>
<CENTER> ***Promos***
<VAL(3:#P1000)> Disc5%: <RIGHT> <VAL(7:$P1000)>
<VAL(3:#P1001)> Disc10%: <RIGHT> <VAL(7:$P1001)>
<VAL(3:#P1002)> Staff Disc 15%: <RIGHT> <VAL(7:$P1002)>
<FILL(=)>
TOTAL PROMOTIONS: <RIGHT> <VAL(7:$P)>
<FILL(=)>
NETSALES: <RIGHT> <VAL(7:$S-$C-$P)>
<FILL(=)>
<CENTER> ***PAYMENTS***
<VAL(3:#T0001)> Cash: <RIGHT> <VAL(7:$T0001+$T0002+$T0003+$T0004+$T0005+$T0006)>
<VAL(3:#T0008)> Visa: <RIGHT> <VAL(7:$T0008)>
<VAL(3:#T0009)> Mastercard: <RIGHT> <VAL(7:$T0009)>
<VAL(3:#T0010)> Amex: <RIGHT> <VAL(7:$T0010)>
<VAL(3:#T0011)> BKB: <RIGHT> <VAL(7:$T0011)>
<VAL(3:#T0012)> KTB: <RIGHT> <VAL(7:$T0012)>
<VAL(3:#T0013)> Diners: <RIGHT> <VAL(7:$T0013)>
<VAL(3:#T0014)> JCB-BBL: <RIGHT> <VAL(7:$T0014)>
<VAL(3:#T0015)> K-Bank: <RIGHT> <VAL(7:$T0015)>
<VAL(3:#T0016)> Tesco Lotus: <RIGHT> <VAL(7:$T0016)>
<VAL(3:#T0017)> Coupon 400: <RIGHT> <VAL(7:$T0017)>
<VAL(3:#T0032)> EDC PAYMENT: <RIGHT> <VAL(7:$T0032)>
<FILL(=)>
TOTAL PAYMENTS: <RIGHT> <VAL(7:$T)>
<FILL(=)>
OUT STANDING : <RIGHT> <VAL(7:$S-$P-$C-$T)>
<FILL(=)>
<CENTER> ***VOIDS***
<VAL(3:$V)> VOIDS: <RIGHT> <VAL(7:$V)>
<FILL(=)>
<Center> Guests and Checks
Number of Guests: <RIGHT> <VAL(4:#GUESTS)>
Number of Checks: <RIGHT> <VAL(4:#CHECKS)>
Guests per Check: <RIGHT> <VAL(4:#GUESTS/#CHECKS)>

<Center>*** END OF SHIFT REPORT ***

```

Figure 1 - 9 Custom Configuration File Example

Adding a Custom Report button to a panel

For Aloha Quick Service operations, you must add a button to a panel for each customized report you create.

To add a Custom Report button to a panel:

1. Select **Maintenance > Screen Designer > Quick Service Screen Designer**.
2. Select **Work with Panels**.
3. Select **Panel > Open Panel**. The Open Panels dialog box appears.
4. Select a **panel to edit**, such as Manager Reports, and click **OK**. The panel appears.

5. Select **Panel > New Button**. The Properties dialog box appears.

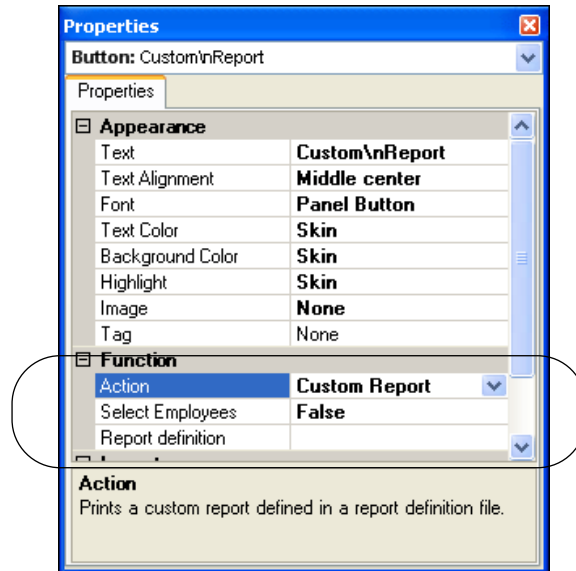


Figure 1 - 10 Custom Report Button Properties

6. Type a **name** in the 'Text' text box to correspond to the specific report you want this button to generate. The text appears on the button.
7. Under the Function group bar, configure the **following**:

Custom Report — Enables you to add a custom report button to display the FOH Select Report screen on the FOH.

Select Employees — Allows you to select specific employees to include in the report data. If set to False, the system generates data for all employees who worked at the store during the time frame selected for the report.

Report definition file — Specifies the report configuration file name (with a .cfg extension) located in the Data directory to which this button is linked. If you do not link the button to a report configuration file, the button does not generate a report.

8. Complete the **remaining options** for the button, such as font, background color, and text alignment.
9. Repeat this **procedure** for each custom report you want to add to the panel.
10. Select **Panel > Save Panel** and exit the **Screen Designer** function.

When you run the report with the Print Intercept feature configured, the report appears in the FOH. Once you view the report, you can touch **Print** to print the report or touch **Done** to exit.

Generated Sales:	879.00
-Store Portion:	879.00
= 's Sales:	0.00
Ticket Average:	2.91
CTOFGuests:	302
CTOFChecks:	17
CTOFSalesCats:	296
AntOFSalesCats:	879.00
AntOFTaxes:	66.37
AntOFInclusiveTaxes:	0.00
AntOFExclusiveTaxes:	66.37
AntOFSurcharges:	0.00
CTOFTenders:	17
AntOFTenders:	1,049.65
AntOFTendersNotRedeemed:	0.00
AntOFTendersInForeignCurrency:	1,058.18
AntOFTips:	0.00
CTOFComps:	0
AntOFComps:	0.00
CTOFCCComps:	0
AntOFCCComps:	0.00
CTOFPromos:	0
AntOFPromos:	0.00
*****	~

PRINT DONE

Figure 1 - 11 Custom Report Example

Configuring the FOH Sales and Labor Statistics report

Monitoring hourly sales and labor versus budget or projection is a critical part of running your daily business. The FOH Sales Summary report and FOH Labor report provides vital information in regards to labor and sales; however, these two reports are separate and could be cumbersome to navigate. In POS v12.3, you can view and run one consolidated report from the FOH.

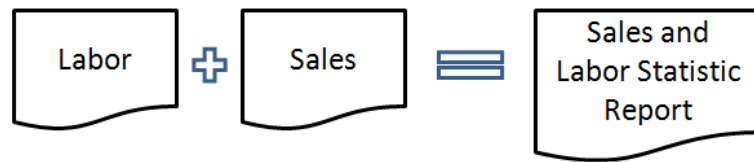


Figure 2 Sales and Labor Statistic Report Illustration

Setting up the FOH Sales and Labor report leverages several existing features, as well as new options. You must configure or ensure the following are in place:

1. Provide access to the FOH Sales and Labor Statistics report.
2. Configure the labor report interval to report.
3. Configure a labor group for labor reporting.
4. Add a Report Restaurant Sales and Labor Statistics button to a Quick Service panel
5. Configure the ability to display the FOH Sales and Labor Statistics Report on-screen

1. Provide access to the FOH Sales and Labor Statistics report

You must provide access to the FOH Sales and Labor Statistic report with the 'Restaurant sales and labor statistics' option in Job Code Maintenance. In Aloha Table Service, this option also places the Sales & Labor Statistic Report button on the FOH. In Aloha Quick Service, you must add the button function to a panel in use.

To allow access to the FOH Sales and Labor Statistics report:

1. Select **Maintenance > Labor > POS Access Levels > Access Level** tab.
2. Select an **access level** you want to allow access to the FOH Sales and Labor Statistics report.
3. Under the Reports group bar, select **Restaurant sales and labor statistics**.

Restaurant sales and labor statistics — Enables employees clocked in with this access level to view the FOH Restaurant Sales and Labor Statistics report. If the employee does not have access, the system prompts you the manager approval screen. For Aloha Table Service operations, this option also displays the Sales & Labor Statistics Report button on the FOH Reports screen.

4. Click **Save** in the Command panel.
5. Click **Close** in the Command panel to exit the **POS Access Levels** function.

2. Configure the labor report interval to report

The existing FOH Labor report uses the interval defined in Store Settings to report labor costs in timed increments. The FOH Sales and Labor Statistics report also uses this option. If you do not have this defined, you must access Store Settings and define the interval to report your labor costs.

To configure the labor report interval to report:

1. Select **Maintenance > Business > Store > Store Settings** tab.
2. Select the **Labor** group at the bottom.
3. Under the Clock In/Out group bar,
4. Select **Enable manager clock-in report from POS terminals**.
5. Select the **span of minutes** in the 'FOH Labor report interval minutes' option for which you want the FOH Sales and Labor Statistics report to report.
6. Click **Save** in the Command panel.
7. Click **Close** in the Command panel to exit the **Store** function.

3. Configure a labor group for labor reporting

Labor groups is an existing function that enables you to combine sales/general categories with job codes to track labor costs associated with different areas of the restaurant. You can configure a labor group for labor reporting or for other job code-related reasons. The FOH Sales and Labor Statistics report uses labor groups for labor reporting. If you cannot leverage an existing labor group, you must create a new one.

To configure a labor group to use for the FOH Sales and Labor Statistics report:

1. Select **Maintenance > Labor > Labor Groups > Labor Group** tab.
2. Click the **New drop-down arrow**, select **Labor Reporting** and then **OK**.
3. Type a **name** for the labor group.
4. Select the **Categories** tab.
5. Select the **category** from the 'Available' list and click **>>**.
6. Repeat **Step 5** until you add all necessary categories for the labor group.
7. Select the **Jobcodes** tab.
8. Select a **job codes** from the Available list and click **>>**.
9. Repeat **Step 8** until you add all necessary job codes for the labor group.
10. Click **Save** in the Command panel.
11. Click **Close** in the Command panel to exit the **Labor Group** function.

4. Add a Report Restaurant Sales and Labor Statistics button to a panel

For Aloha Quick Service operations, you must add the Report Restaurant Sales and Labor Statistics button to a panel in use to access the report.

To add the Report Restaurant Sales and Labor Statistics to a panel:

1. Select **Maintenance > Screen Designer > Quick Service Screen Designer**.
2. Select **Work with Panels**.
3. Click **Panel > Open Panel** and select a **panel for editing**, such as Manager Functions.
4. Select **Panel > New Button**.
5. Select **Report Sales and Labor Statistics** from the 'Function' drop-down list.

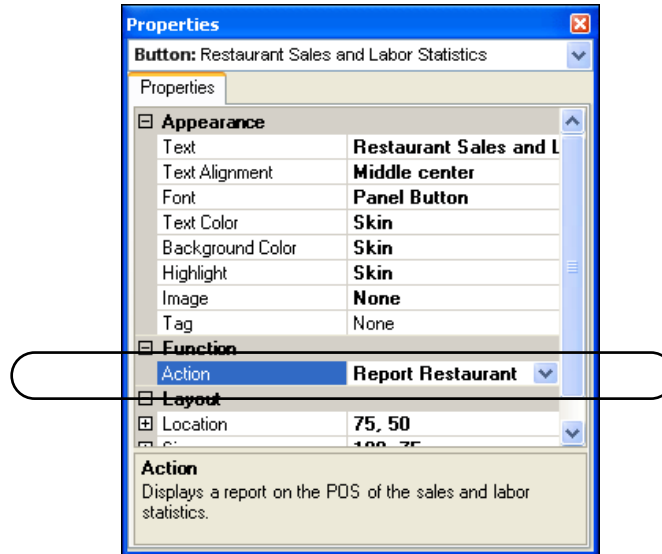


Figure 3 Report Restaurant Sales and Labor Statistics Button Function

Report Restaurant Sales and Labor Statistics — Enables the Restaurant Sales and Labor Statistics report in the FOH. The name you enter in the 'text' field displays as the report title.

6. Under the Appearance group bar, type the **name** you want for the report in the 'Text' option.
7. Complete the **remaining options** for the button as you would do for any other button.
8. Select **Panel > Save Panel**.
9. Click **File > Exit** to exit **Screen Designer**.

5. Configure the ability to display the FOH Sales and Labor Statistics report on-screen

When you use FOH reports, some reports only print to the local printer unless you enable the print interceptor functionality. To enable this, you must ensure PrtInter.dll resides in the Bin directory. You must also include the appropriate command line in PrtIncpt.ini in the Data and Newdata directories.

Then select Maintenance > Stores > Store Settings > System group and select 'Enable FOH COM interface.'



Reference

Refer to RKS ID 9552 Using Aloha Print Interceptor if you do not have or need help in configuring the Aloha Print Interceptor.

To provide the ability to view the FOH Sales and Labor Statistics report on-screen:

1. Locate **PrtIncptr.ini** in the New data directory and press **Enter**. The file opens in Notepad.
2. Type the **following line** anywhere inside the document:
FOHDOC_SLSTATS=1
3. Select **File > Save**.
4. Exit **Notepad**.
5. In Aloha Manager, select **Utilities > POS > Refresh POS Data** or manually copy PrtIncptr.ini from the Newdata directory into the Data directory.

To enable FOH COM interface:

1. Select **Maintenance > Business > Store > Store Settings** tab.
2. Select the **System** group at the bottom.
3. Under the Interfaces group bar, select **Enable FOH COM interface**.
4. Click **Save** in the Command panel.

Chapter 2: Analyzing your FOH reports

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About Aloha FOH reports

The Front-of-House (FOH) reports are generated from transactions on the FOH terminals. They are primarily used for viewing on the FOH terminal, but you can print some of them to the local printer. Unlike the configurable BOH reports, you can not make setting changes to the FOH reports while viewing them on the screen. The numbers generated on the FOH reports display totals for the current day and up to the hour.



Caution

When these reports print, the FOH stalls momentarily as all resources are used to print or view. Do not continue to touch the Print button, or the FOH will not respond. We recommend to not balance with the FOH reports and only balance with the BOH reports, as explained in Chapter 3, BOH Reports.

We placed all the FOH report buttons on one sample panel. In Quick Service, the panel is configurable and will not be the same as the one used in your establishment. Your panel could be in any location on your screen. We also named the report buttons after the name of the button function. For example, we named the button to access the Daily Summary report 'Report Daily Summary', but your button could be named 'DSR'.

Key benefits of the Aloha FOH reports

The following is a list of the Aloha FOH reports available to you and their key benefits. Buttons that differ from the report title are indicated in parenthesis:

Report Name	Description
Break Alert Report	Displays break information by each employee, and when each rest and meal break is due for the employee.
Custom Report	Displays and prints a designed custom report.
Daily Summary Report	Displays and prints sales and labor information from all terminals in use.
Employee Breaks Report	Includes the start and end times, with a cumulative total, per shift, for each employee. This allows store managers to easily manage the breaks their employees are required to take.
Flash Report	Displays and prints sales, labor, and performance measure information from all terminals for the last completed time interval defined in the BOH. For example, if you define the Flash report interval as an hour, then you see data generated from the last hour.
Item Availability Report	Prints remaining counts for items which have been marked as unavailable or available with a limited count.
Labor Report	Prints labor information from all terminals in use for labor dollars and labor hours.

Report Name	Description
Product Mix Report	Displays and prints product information in four separate sorting views for all items sold from all terminals in use.
Sales & Labor Statistic Report	Displays and prints combined vital information in regards to labor and sales into one report.
Sales Report	Displays and prints sales information from all terminals in use through eight views, including comps, promos, net sales, gross sales, and more. To a manager this is the most important report for your sales reporting.
Server Sales Report	Displays and prints sales information by category for each employee, total number of guests and checks, and the time each employee clocked in.
Speed of Service Report	Displays and prints information based on the order entry queue from which an order originates, allowing you to capture specific performance measures for terminals located at an inside counter verses a drive-thru terminal.

Accessing your FOH reports

Most likely, your screen functions in the same way as the sample database used in this section. Touch the MGR Functions button to access the panel containing the report buttons.

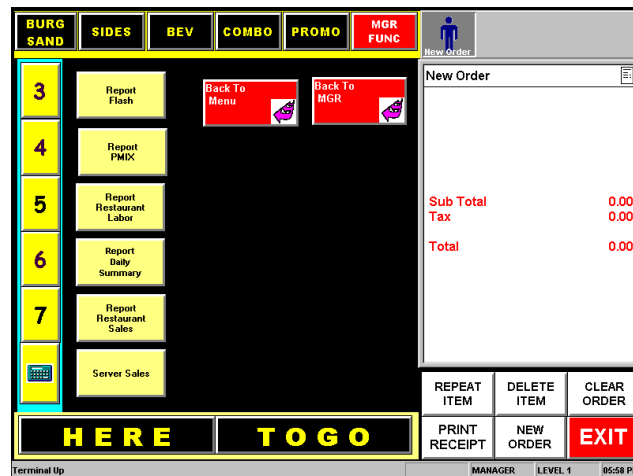

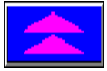

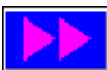





Figure 2 - 1 Sample Reports Panel

Common buttons on the FOH reports screen

Most reports contain arrow buttons for up, down, left, and right navigation. Use these to view more of the report. Touch Print to print the report to a local printer and Done to exit the report. The following common buttons are available on most of the FOH reports:

	Displays the next page of the report.
	Displays the prior page of the report.
	Moves to the left on the current page.
	Moves to the right on the current page.
	Prints the current page to the receipt printer.
	Prints the entire report to the receipt printer.
	Exits the corresponding report without printing.

Break Alert report

Touch Break Alert Report on the FOH Reports screen to display the Break Alert Report. This report displays break information by each employee, and when each rest and meal break is due for the employee.

In most U.S. jurisdictions, employees are required, by law, to take a break after a certain amount of time of work, to meet labor code standards. Some states, in particular, California, use very strict labor code standards called rest period and meal period breaks, which legally bind employers to give their employees breaks. Under these laws, employers could be subjected to legal actions taken by employees if the break is not taken, and often times they must remind or force their employees to take a break at a certain time to stay within the labor rules. These break rules are defined in the Aloha system in Maintenance > Store Settings > Labor group > Breaks.

With many responsibilities ranging from overseeing guest satisfaction to ensuring proper food preparation, managers often overlook the need to allow their employees to take a break. You can now use the FOH Break Alert report to list the employees currently clocked in who are due to take a break. There are two versions of the report, based on if you are using the Break Rules feature, or using a generic formula which utilizes a threshold method to indicate employees who have worked past their break time.

If you do not use the Break Rules feature, you must define a threshold for the system to use to determine when an employee is due for a break. This threshold determines the number of hours and minutes an employee can continuously work without taking a break, before the employee appears above the threshold line on the Break Alert report.

In both versions, the reports group employees first by labor groups, then sort employees who have exceeded the required time, in descending order. If you select 'Do Not Print Job Code' in Maintenance > Labor > Job Codes > Job Code for a job code, employees assigned to the job code do not appear on the report.



Tip

You cannot define a threshold to use for the Break Alert report, if 'Use Break Rules' is selected in Maintenance > Store Settings > Labor group > Breaks.

SCENARIO: GENERIC BREAK FORMULA SCENARIO: A restaurant is not restricted by the Break Rules feature, however, needs to determine which employees are due to take a break. Define an hourly threshold that determines the employees who are due for a break. The manager can access the FOH Break Alert report and quickly determine who worked continuously without a break and exceeded the defined threshold.

SCENARIO: BREAK RULES SCENARIO A restaurant is restricted by the Break Rules feature, and must legally give their employees rest and meal period breaks. The manager can access the FOH Break Alert report and quickly determine who worked continuously without a break, based on the break rules defined in Maintenance > Store Settings > Labor group > Breaks.

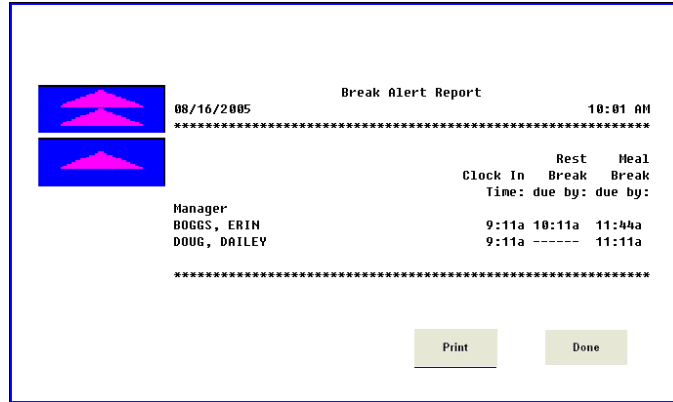


Figure 2 - 2 Break Alert Report

Touch Print to print the report to the local receipt printer. The information in the report depends on if you are using the generic break rules formula or the Break Rules feature.

Break Alert report using generic formula

Break Alert Report			
8/1/2005			12:54 PM

	Clock In Time:		Time Worked:
Server			
Hunt, Christy	8:17a		4:37
Salazar, Robert	8:21a		4:33
=====Thresh- old=====		4:15	
Wilson, Lisa	8:52a		4:02
Kitchen			
MacElroy, Maddie	7:43a		5:11
McGrory, Rebecca	8:19a		4:35
=====Thresh- old=====		4:15	
	*		
Little, Donovan	8:54		4:00

Figure 2 - 3 Break Alert Report Using Generic Formula

Columns	Description
Clock In Time:	Time the employee clocked in for their shift or returned from a break.
Time Worked:	Total amount of continuous hours worked based on the following calculation: Clock In Time + current system time.
=Threshold=<4:15>	Defined threshold, as defined in Maintenance > Business > Store Settings tab > Printing group > Reports group bar, used to determine when employees are due for a break. Employees that appear above the 'Threshold Line' are overdue for a break. Employees that appear below the 'Threshold Line' have yet to exceed the threshold.

Break Alert report using break rules

Break Alert Report			
8/1/2005			12:02 PM

	Clock In Time:	Rest Break due by:	Meal Break due by:
Server			
Hunt, Christy	8:17a	12:17p	2:17p
Salazar, Robert	8:21a	12:21p	2:21p
Wilson, Lisa	8:29a	12:29p	2:29p
Kitchen			
MacElroy, Maddie	7:43a	3:43p	1:43p
McGrory, Rebecca	7:44a *	10:44a*	1:44p
Little, Donovan	8:20a	12:20p	2:20p

* Indicates an employee is overdue for a rest break or a meal break.			

Figure 2 - 4 Break Alert Report Using Break Rules

Columns	Description
Clock In Time:	Time the employee clocked in for their shift or returned from a break.
Rest Break due by:	Time the employee is due to take a rest period break, as defined by the Break Rules feature in Maintenance > Store Settings > Labor group > Breaks.
Meal Break due by:	Time the employee is due to take a meal period break, as defined by the Break Rules feature in Maintenance > Store Settings > Labor group > Breaks.
*	Indicates the employee is overdue for a break, based on the Break Rules defined in Maintenance > Business > Store Settings tab > Labor group.

Custom reports

Touch Custom Reports on the MGR Reports panel to display a list of reports custom created for your site.

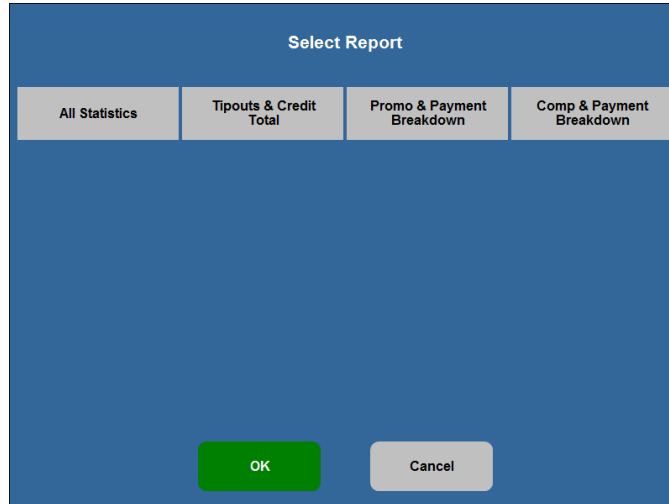


Figure 2 - 5 FOH Select Report Screen

When you select a report, the 'Select one or more Employees' screen may appear to allow you to select employees from which to include in the report data. If you do not have this screen, the report generates including all employees.

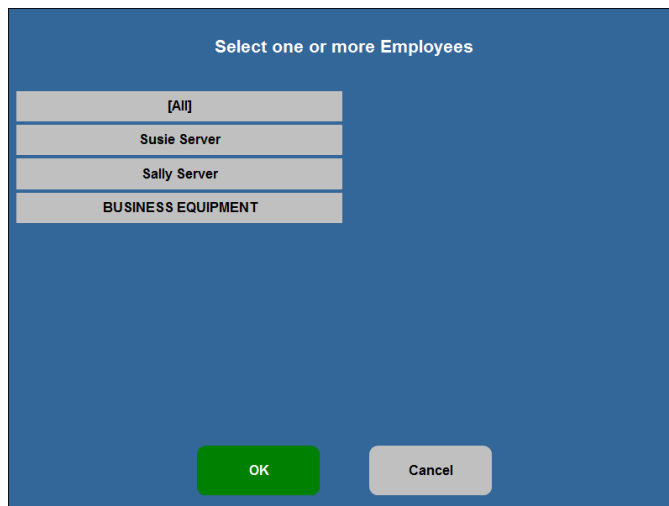


Figure 2 - 6 Select One or More Employees Screen

Select the **employees** to include in the report, or select **(All)** to generate data for all employees on the clock.



Note

Confer with your manager or home office for the specifics for any custom reports configured on your system.

Daily Summary report

Touch Report Restaurant Sales on the MGR Reports panel to display the Daily Summary report. The Daily Summary report shows sales and labor information, such as total sales, check count, calculated cash in drawers, labor dollars earned, promotions, and more. Touch Print to print the report. Touch One Row or Two Rows to adjust the column layout of the report.

Daily Summary Report		
*** Daily Summary ***		
Unit # 1	DOB: 10/09/2002	kitchen HOURS 0.00
11:27 AM	10/09/2002	kitchen \$ 0.00
		kitchen PCT 0.00
TOTAL SALES \$ 57.05		Front HOURS 17.98
- REFUNDS \$ 0.00		Front \$ 0.00
= GROSS SALES \$ 57.05		Front PCT 0.00
CHECK COUNT 9		
NO SALES 0		
*** Sales ***		
SUMMARY	TOTAL	Training HOURS 0.00
GROSS SALES \$ 57.05		Training \$ 0.00
- VOIDS \$ 0.00		Training PCT 0.00
- TAXES \$ 3.31		TOTAL HOURS 17.98
- DISCOUNTS \$ 0.99		TOTAL \$ 0.00
- ORDER CHARGES \$ 0.00		TOTAL \$ 0.00
= NET SALES \$ 52.75		*** Promos ***
+ TAXES \$ 3.31		FREEPIE \$ 0.00
= ADJ GROSS SALES \$ 56.06		FREE CHAMP \$ 0.99
		FREE PPV \$ 0.00
+ REV ITEM SALES \$ 0.00		Chicken \$ 0.00
- AM. EX. \$ 11.19		Chkbrgrchs \$ 0.00
- VISA \$ 0.00		SpChkInCoa \$ 0.00
- DISCOVER \$ 0.00		Bcnchs# \$ 0.00
- Master \$ 0.00		Champ# \$ 0.00
- HOUSE ACCT \$ 0.00		CHZB# \$ 0.00
- Checker \$ 0.00		CHZB# \$ 0.00
+ PAID IN \$ 0.00		CHKSCHZ# \$ 0.00
- PAID OUT \$ 0.00		CHICKM# \$ 0.00
= CALC CASH IN DRAWERS \$ 44.87		DELCHEC# \$ 0.00
		DELSL# \$ 0.00
		FISH# \$ 0.00
		SPICY# \$ 0.00
		BOGO Dog \$ 0.00
*** Labor ***		

Figure 2 - 7 Daily Summary Report

Employee Breaks report

Touch Employees Breaks to print the Employees Breaks report. The report includes the start and end times, with a cumulative total, per shift, for each employee. This allows store managers to easily manage the breaks their employees are required to take.

Taylor Taco Shack Employee Break Report			
Unit # 211			
08/05/2005			02:44 PM
	Start	End	Total
	Time	Time	Time
BOGGS,ERIN			
Shift 1			
Meal Period	14:02	14:04	00:02
	14:04	14:13	00:09
	14:38	14:39	00:01
Paid Break	14:13	14:19	00:06
Rest Period	13:25	13:26	00:01
	13:27	13:28	00:01
UnPaid Break	14:20	14:38	00:18
Shift 1 Total			00:38
Shift 2			
Paid Break	14:39	-----	00:05
Shift 2 Total			00:05
PRINT		DONE	

Figure 2 - 8 FOH Employee Breaks Report

Touch Print to print the report to the local receipt printer.

Aloha Diner				
Employee Breaks Report				
Unit #311				
8/1/2005				12:32 AM
		Start Time	End Time	Total Time
Austin, Michael				
Shift 1				
	Meal Period	10:20	10:57	0.30
		14:08	14:38	0.30
	Paid Break	16:13	16:33	0.20
		16:41	16:45	0.04
	Rest Period	12:55	13:08	0.13
		14:02	14:04	0.02
		23:58	1:08	0.10
	Unpaid Break	11:58	12:06	0.08
		14:44	14:48	0.04
		17:29	18:15	0.46
Employee Total				2.07

TOTAL ALL				3.08
*****End of Report*****				

Columns	Description
Start Time	Time the employee clocked out for their break.
End Time	Time the employee clocked in from their break. If the employee is currently on break, the time is replaced by '—.'
<employee's name>	Name of the employee. The report sorts in ascending order by the employee's last name, then by ID number.
<shift number>	Shift number of the current day the employee worked. For example, if the break occurred during the employee's second shift of a double shift, 'Shift 2' displays. If the employee worked only one shift for the day, or did not take a break for the shift, the heading does not display.
<break type>	Break type the employee takes, such as meal, paid, rest, and unpaid. The break types display in alphabetical order.
<shift total>	Total time of break minutes the employee takes for the shift.
Employee Total	Total time of break minutes the employee takes for the day, including all shifts.
TOTAL ALL	Total time of break minutes in which all employee takes for the day.



Tip

You enable the system to display the total time in minutes and hundredths on the report and printed chits when you select 'Display ClockIn/ClockOut Chit in Minutes and Hundredths' in Maintenance > Store Settings > Financials group > Reports. For example, if the time is 30 minutes, the report displays 0.50.

Flash report

Touch Report Flash on the MGR Reports Panel to display the Flash report. The Flash report provides a summary of data based on sales generated for the day, up to the last completed time interval. It is the most important report, as it lets you look at the information for the current day right now, to help you make important decisions regarding staffing, service, and more.

The Flash report has five view options: Last Period, Entire Day Summary, Entire Day Net Sales, Entire Day Performance, and Entire Day Labor. Touch Print to print the Entire Day Summary view.

Last Period view

The Last Period view appears each time you access the Flash report. This view displays sales, labor, and performance measure information for the last completed time interval.

Flash Report				
From 2:00 PM to 2:29 PM				
Guests: 0 Checks: 0				
Sales	Performance		Labor	
Food	\$0.00	FOOD	N/A	Front Hrs 3.36
Alcohol	\$0.00	LIQUOR	\$0.00	Front \$ 0.00
Soft Drink	\$0.00	BEVERAGES	\$0.00	Front % N/A
Retail	\$0.00	ALL ITEMS	\$0.00	
No Category	\$0.00	Refill %	N/A	

Figure 2 - 9 Flash Report - Last Period View

Columns	Description
Sales	The sales by categories for the last completed time interval, from all terminals.
Performance	The sales and labor percentages defined for each performance measure, for the last completed time interval.
Labor	The labor dollars and percentages defined for each labor group, for the last completed time interval.

Entire Day Summary view

Touch Entire Day Summary to display the Entire Day Summary view. The Entire Day Summary view displays the number of guests, number of checks, gross and net sales amounts, and labor information for each time interval.

Flash Report						
	Guests	Checks	Gross	Net	Comparative	Labor Hrs
12:00 AM -	0	0	\$0.00	\$0.00	\$0.00	1.50
12:30 AM -	0	0	\$0.00	\$0.00	\$0.00	1.50
1:00 AM -	0	0	\$0.00	\$0.00	\$0.00	1.50
1:30 AM -	0	0	\$0.00	\$0.00	\$0.00	1.50
2:00 AM -	0	0	\$0.00	\$0.00	\$0.00	1.50
2:30 AM -	0	0	\$0.00	\$0.00	\$0.00	1.50
3:00 AM -	0	0	\$0.00	\$0.00	\$0.00	1.50
3:30 AM -	0	0	\$0.00	\$0.00	\$0.00	1.50
4:00 AM -	0	0	\$0.00	\$0.00	\$0.00	1.50
4:30 AM -	0	0	\$0.00	\$0.00	\$0.00	1.50
5:00 AM -	0	0	\$0.00	\$0.00	\$0.00	1.50
5:30 AM -	0	0	\$0.00	\$0.00	\$0.00	1.50
6:00 AM -	0	0	\$0.00	\$0.00	\$0.00	1.50
6:30 AM -	0	0	\$0.00	\$0.00	\$0.00	1.50
7:00 AM -	0	0	\$0.00	\$0.00	\$0.00	1.50
7:30 AM -	0	0	\$0.00	\$0.00	\$0.00	1.50
8:00 AM -	0	0	\$0.00	\$0.00	\$0.00	1.50
8:30 AM -	0	0	\$0.00	\$0.00	\$0.00	1.50
9:00 AM -	0	0	\$0.00	\$0.00	\$0.00	1.50
9:30 AM -	0	0	\$0.00	\$0.00	\$0.00	1.50

Navigation buttons: Last Period, Entire Day Summary (selected), Entire Day Net Sales, Entire Day Performance, Entire Day Labor, Done.

Figure 2 - 10 Flash Report - Entire Day Summary View

Columns	Description
Guests	The number of guests by each time interval.
Checks	The number of checks by each time interval.
Gross	The total amount of gross sales by each time interval, based on the following calculation: net sales + surcharges + order mode charges + exclusive taxes.
Net	The total amount of net sales by each time interval, based on the following calculation: net sales - inclusive taxes.
Comparative	This column is currently not in use.
Labor \$	The amount of labor dollars earned by each time interval. The labor dollar is a total amount of dollars earned by each employee in the labor group and interval.
Labor %	The labor percentage by each time interval, based on the following calculation: (labor dollars / net sales) x 100.

Entire Day Net Sales Summary view

Touch Entire Day Net Sales to display the Entire Day Net Sales view. The Entire Day Net Sales Summary view displays the net sales for each sales and retail category, broken down by time interval.

	Food	Alcohol	Soft Drink	Retail	No Category
8-9 PM:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10:00 AM -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10:30 AM -	\$6.00	\$0.00	\$0.00	\$0.00	\$0.00
11:00 AM -	\$19.00	\$0.00	\$0.00	\$0.00	\$0.00
11:30 AM -	\$7.00	\$0.00	\$0.00	\$0.00	\$0.00
11-12 AM:	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00
12:00 PM -	\$19.00	\$0.00	\$0.00	\$0.00	\$0.00
12:30 PM -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12-1 PM:	\$19.00	\$0.00	\$0.00	\$0.00	\$0.00
1:00 PM -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1:30 PM -	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00
1-2 PM:	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00
2:00 PM -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2:30 PM -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3:00 PM -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3:30 PM -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Figure 2 - 11 Flash Report - Entire Day Net Sales View

Entire Day Performance view

Touch Entire Day Performance to display the Entire Day Performance view. The Entire Day Performance view reports information pertaining to performance measures by type, by time interval, with ending day part totals, and a grand total.

	FOOD	LIQUOR	BEVERAGES	ALL ITEMS	Refill %
8-9 PM:	N/A	\$0.00	\$0.00	\$0.00	N/A
10:00 AM -	N/A	\$0.00	\$0.00	\$0.00	N/A
10:30 AM -	100%	\$0.00	\$0.00	09 \$3.00	0%
11:00 AM -	100%	\$0.00	\$0.00	06 \$22.00	N/A
11:30 AM -	30%	\$0.00	\$0.00	23 \$28.00	N/A
11-12 AM:	56%	\$0.00	\$0.00	38 \$53.00	0%
12:00 PM -	100%	\$0.00	\$0.00	06 \$22.00	N/A
12:30 PM -	N/A	\$0.00	\$0.00	\$0.00	N/A
12-1 PM:	100%	\$0.00	\$0.00	06 \$22.00	N/A
1:00 PM -	N/A	\$0.00	\$0.00	\$0.00	N/A
1:30 PM -	50%	\$0.00	\$0.00	16 \$20.00	N/A
1-2 PM:	50%	\$0.00	\$0.00	16 \$20.00	N/A
2:00 PM -	N/A	\$0.00	\$0.00	\$0.00	N/A
2:30 PM -	N/A	\$0.00	\$0.00	\$0.00	N/A
3:00 PM -	N/A	\$0.00	\$0.00	\$0.00	N/A
3:30 PM -	N/A	\$0.00	\$0.00	\$0.00	N/A

Figure 2 - 12 Flash Report - Entire Day Performance View

Entire Day Labor view

Touch Entire Day Labor to display the Entire Day Labor view. The Entire Day Labor view displays the labor hours, labor dollars, and labor percentages for each labor group, broken down by time interval.

Flash Report			
	Front		
	Labor Hrs	Labor \$	Labor %
8-9 PM:	0.00	\$0.00	N/A
10:00 AM -	0.00	\$0.00	N/A
10:30 AM -	2.46	\$0.00	0.00 %
11:00 AM -	3.36	\$0.00	0.00 %
11:30 AM -	3.36	\$0.00	0.00 %
11-12 AM:	9.18	\$0.00	0.00 %
12:00 PM -	3.36	\$0.00	0.00 %
12:30 PM -	3.36	\$0.00	N/A
12-1 PM:	6.72	\$0.00	0.00 %
1:00 PM -	3.36	\$0.00	N/A
1:30 PM -	3.36	\$0.00	0.00 %
1-2 PM:	6.72	\$0.00	0.00 %
2:00 PM -	3.36	\$0.00	N/A
2:30 PM -	2.22	\$0.00	N/A
3:00 PM -	0.00	\$0.00	N/A
3:30 PM -	0.00	\$0.00	N/A

Figure 2 - 13 Flash Report - Entire Day Labor View

Item Availability report

Touch Item Availability on the MGR Reports panel to print the Item Availability Report. The report compiles items, which have been marked as unavailable or available with a limited count. If the item is unavailable, the count reports as zero. This report is used with the Item Availability feature.

Item Availability Report	
11/15/99	Bar
08:12 AM	
Cranberry Juice	0
Salmon	0
Btl-Merlot	2
Btl-Chardonnay	4

Labor report

Touch Report Restaurant Labor on the MGR Reports panel to display the Labor report. This report displays clock in and out information by each employee, sorted by job code, with an ending total for all jobs.

	Time In	Time Out	Total Hrs
Unit # 1			
MANAGER			
Manager	18:03	--:--	16.82
TOTAL:			16.82
SHIFT 101			
Cashier	11:11	--:--	23.68
TOTAL:			23.68
TOTAL ALL JOBS:			40.60

Figure 2 - 14 Labor Report

Columns	Description
Time	The defined time interval.
Employees	The number of employees who were clocked in for the defined time interval.
Hours	The number of labor hours, for each defined time interval, based on the following calculation: (number of minutes) x (number of employees).
Cost	The labor dollars earned, based on the following calculation: total dollar amount of pay rates for all employees clocked in (pay rate + pay rate) x hours.



Tip

Wage information prints on this report when you press Print to print the report. Select 'Do not print wages on POS labor report' in Maintenance > Business > Store Settings > Report Printing group.

Product Mix report

Touch Product Mix on the FOH Reports screen to display the Product Mix report. The report lists totals generated from all terminals in use and product items sold for the day. This is only one report sortable by either percent, quantity sold, name of the item, or the price of the item. Each view displays the report sorted from the highest number sold to the lowest number sold. The Percent view displays when you access the report.

Product Mix Report				
Item	Quantity	Avg Price	Total	Percent
Roast Beef	10.00	\$3.00	\$30.00	21.13%
Melt	3.00	\$9.00	\$27.00	19.01%
Double Steakbur	5.00	\$3.00	\$15.00	10.56%
Double w/Cheese	4.00	\$3.00	\$12.00	8.45%
Single Steakbur	6.00	\$2.00	\$12.00	8.45%
Single w/Cheese	5.00	\$2.00	\$10.00	7.04%
Regular Fries	4.00	\$2.00	\$8.00	5.63%
Large Fries	3.00	\$2.00	\$6.00	4.23%
B.L.T.	2.00	\$3.00	\$6.00	4.23%
Regular Onion R	2.00	\$3.00	\$6.00	4.23%
Grilled Chicken	2.00	\$3.00	\$6.00	4.23%
O'Doules	2.00	\$2.00	\$4.00	2.82%

Sort:

Figure 2 - 15 Product Mix Report - Percent View

Columns	Description
Item	The name of the item.
Quantity	The total number sold by each item.
AvgPrice	The average price sold by each item, based on the following calculation: total column \ Quantity column. This takes into account any price changes, price levels, and more.
Percent	The percentage of the item sold in comparison to all items.

Sales report

Touch Report Restaurant Sales on the MGR Reports panel to display and print the Sales report. The report provides a summary of up to date data based on sales generated for the day, by day part. To a manager, it is the most important report, as it reports information in several formats, depending on your needs.

The Restaurant Sales report has eight view options: Summary, Net, Sales, Labor, Payments, Comps, Promos, and Taxes. Touch Print to print the report for the corresponding view. Touch Print All to print all views of the report.

Summary view

The Sales Summary view appears each time you access the Restaurant Sales report. This view displays sales information, by day part, based on the following on screen calculation: net sales (gross sales - taxes - order mode charges) - comps - promos + taxes - payments + order mode charges + gift certificates sold - gift certificate comps - gift certificate promos + revenue items sold = cash balance. An ending void section displays for voided gift certificates and voided revenue items.

Sales Summary				
SUMMARY	11-12 AM	12-1 PM	1-2 PM	TOTAL
Gross:	55.72	23.43	22.02	182.22
- Voids:	0.00	0.00	0.00	0.00
- Taxes:	2.72	1.43	1.52	10.72
- Comps:		14.00	0.00	16.00
- Promos:		0.00	0.00	0.00
- Surcharges Assessed:	0.00	0.00	0.50	1.50
- Order Charges	0.00	0.00	0.00	0.00
- Additional Charges:	0.00	0.00	0.00	0.00
= Net Sales:	39.00	22.00	20.00	154.00
+ Taxes:	2.72	1.43	1.52	10.72
+ Surcharges Not Collected:	0.00	0.00	0.00	0.00
= Adjusted Gross:	41.72	23.43	21.52	164.72
- Payments:	0.00	0.00	0.00	0.00
+ Surcharges Collected:	0.00	0.00	0.50	1.50
+ Order Charges:	0.00	0.00	0.00	0.00
+ Additional Charges:	0.00	0.00	0.00	0.00
+ Gift Cards Sold:	0.00	0.00	0.00	0.00

Summary
Net
Sales
Labor
Payments
Comps
Promos
Taxes

Print
Done
Print All

Figure 2 - 16 Restaurant Sales Report - Summary View

Net view

Touch Net to display the Net Sales view. The Net Sales view displays the total net sales amount for each sales and retail category, broken down by day part. It includes a grand total for each category, and each day part.

Net Sales				
CATEGORIES	11-12 AM	12-1 PM	1-2 PM	TOTAL
Food	39.00	22.00	20.00	150.00
Alcohol	0.00	0.00	0.00	4.00
Soft Drink	0.00	0.00	0.00	0.00
SALES:	39.00	22.00	20.00	154.00
Retail	0.00	0.00	0.00	0.00
Net Sales:	39.00	22.00	20.00	154.00

Summary **Net** Sales Labor Payments Comps Promos Taxes
 Print Done Print All

Figure 2 - 17 Restaurant Sales Report - Net View

Sales view

Touch Sales to display the Sales with Inclusive Taxes view. The Sales with Inclusive Taxes view displays the total sales amount for each sales and retail category, broken down by day part. The sales amount equals: net sales + inclusive taxes + comps. It also includes a grand total for each category, and each day part.

Sales With Inclusive Taxes				
CATEGORIES	11-12 AM	12-1 PM	1-2 PM	TOTAL
Food	39.00	22.00	20.00	150.00
Alcohol	0.00	0.00	0.00	4.00
Soft Drink	0.00	0.00	0.00	0.00
SALES:	39.00	22.00	20.00	154.00
Retail	0.00	0.00	0.00	0.00
Total:	39.00	22.00	20.00	154.00

Summary Net **Sales** Labor Payments Comps Promos Taxes
 Print Done Print All

Figure 2 - 18 Restaurant Sales Report - Sales with Inclusive Taxes View

Labor view

Touch Labor to display the Labor view. The Labor view displays the total labor dollars and percentages for each of the defined labor groups, broken down by day part. It includes a grand total for each labor group, and each day part.

Labor				
CATEGORIES	11-12 AM	12-1 PM	1-2 PM	TOTAL
Front \$	0.00	0.00	0.00	0.00
Front %	0.00	0.00	0.00	0.00
TOTAL \$:	0.00	0.00	0.00	0.00
TOTAL %%:	0.00	0.00	0.00	0.00

Summary Net Sales Labor Payments Comps Promos Taxes

Print Done Print All

Figure 2 - 19 Restaurant Sales Report - Labor View

Columns	Description
<labor group>\$	The amount of labor dollars earned by each employee in the specified labor group and period.
<labor group>%	Displays the labor percentage based on the following calculation: labor dollars / (net sales + inclusive taxes + comps) x 100 sales + inclusive taxes + comps.
Total\$	The total labor dollars earned by all employees.
Total%	The total labor percentage based on the following calculation: labor dollars / (net sales + inclusive taxes + comps) x 100 sales + inclusive taxes + comps.

Payments view

Touch Payments to display the Payments view. The Payments view displays total payments made with non-cash tenders, broken down by tender type, then by day part. It includes a grand total for each non-cash tender type, and each day part.

Payments				
PAYMENTS	11-12 AM	12-1 PM	1-2 PM	TOTAL
Mastercard	0.00	0.00	0.00	0.00
Check	0.00	0.00	0.00	0.00
Account	0.00	0.00	0.00	0.00
Visa	0.00	0.00	0.00	0.00
Cash Benif	0.00	0.00	0.00	0.00
Cash Ben	0.00	0.00	0.00	0.00
SNAP	0.00	0.00	0.00	0.00
Gift Cert	0.00	0.00	0.00	0.00
Valuelink	0.00	0.00	0.00	0.00
Discover	0.00	0.00	0.00	0.00
AMEX	0.00	0.00	0.00	0.00
JCB	0.00	0.00	0.00	0.00
Diners	0.00	0.00	0.00	0.00
Paymentech	0.00	0.00	0.00	0.00
Saved CC	0.00	0.00	0.00	0.00
AR	0.00	0.00	0.00	0.00
Room Chg	0.00	0.00	0.00	0.00
SVGC	0.00	0.00	0.00	0.00
Debit Card	0.00	0.00	0.00	0.00
Cash Card	0.00	0.00	0.00	0.00

Summary Net Sales Labor **Payments** Comps Promos Taxes

Print Done Print All

Figure 2 - 20 Restaurant Sales Report - Payments View

Comps view

Touch Comps to display the Comps view. The Comps view displays the total comp amounts applied to guest checks, broken down by the comp type, then by day part. It includes a grand total for each type of comp, and each day part.

Comps				
COMPS	11-12 AM	12-1 PM	1-2 PM	TOTAL
B.O.G.	0.00	0.00	0.00	0.00
Mngr Comp	0.00	0.00	0.00	7.00
Flyer Comp	0.00	0.00	0.00	0.00
Bev Coupon	0.00	0.00	0.00	0.00
PR Comps	0.00	0.00	0.00	0.00
Emp Meals	0.00	0.00	0.00	9.00
Coin Comp	0.00	0.00	0.00	0.00
Vid-Comp%	0.00	0.00	0.00	0.00
Meal / Bev	0.00	0.00	0.00	0.00
VidCompOpen\$	0.00	0.00	0.00	0.00
VidCompOpen%	0.00	0.00	0.00	0.00
Efreq comp	0.00	0.00	0.00	0.00
Total:	0.00	0.00	0.00	16.00

Summary Net Sales Labor Payments **Comps** Promos Taxes

Print Done Print All

Figure 2 - 21 Restaurant Sales Report - Comps View

Promos view

Touch Promos to display the Promos view. The Promos view displays the total promo amounts applied to guest checks, broken down by the promo type, then by day part. It includes a grand total for each type of promo, and each day part.

Promos				
PROMOS	11-12 AM	12-1 PM	1-2 PM	TOTAL
Total:	0.00	0.00	0.00	0.00

Navigation buttons: Summary, Net, Sales, Labor, Payments, Comps, Promos, Taxes. Action buttons: Print, Done, Print All, and a right arrow.

Figure 2 - 22 Restaurant Sales Report - Promos View

Taxes view

Touch Taxes to display the Taxes view. The Taxes view displays the total amount of taxes, broken down by the type of tax, then by day part. It includes a grand total for each type of tax, and each day part.

Taxes				
TAXES	11-12 AM	12-1 PM	1-2 PM	TOTAL
FOOD	0.00			10.42
LIQUOR TAX	0.00	0.00	0.00	0.30
No Tax	0.00	0.00	0.00	0.00
Retail	0.00	0.00	0.00	0.00
Vendor	0.00	0.00	0.00	0.00
FoodIn	0.00	0.00	0.00	0.00
Sec. Food	0.00	0.00	0.00	0.00
Canadian GST	0.00	0.00	0.00	0.00
Provincial	0.00	0.00	0.00	0.00
Can GST & Prov	0.00	0.00	0.00	0.00
Total:	0.00	0.00	0.00	10.72

Navigation buttons: Summary, Net, Sales, Labor, Payments, Comps, Promos, Taxes. Action buttons: Print, Done, Print All, and a right arrow.

Figure 2 - 23 Restaurant Sales Report - Taxes View

Sales & Labor Statistics report

Touch FOH Sales & FOH Labor Statistics Report to display the Sales & Labor Statistics Report. The report combines vital information in regards to labor and sales into one report. The format of the report displays differently if you are using foreign currency. If you have Print Interceptor configured, the report displays on-screen from which you can view or print; otherwise, the report prints to the local printer only.

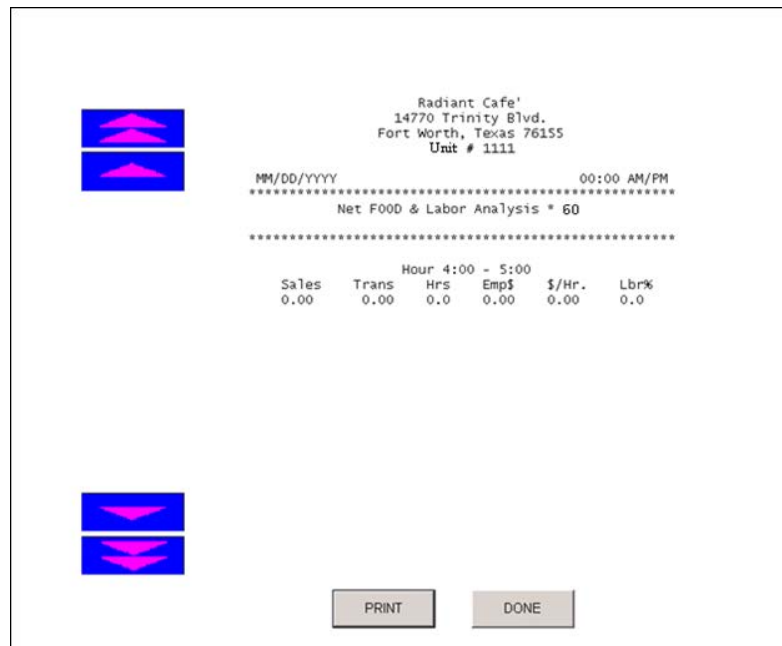


Figure 2 - 24 FOH Restaurant Sales and Labor Statistics Report

Columns	Description
Sales	Total net sales for the interval.
Trans	Total number of checks for the interval.
Hrs	Total number of labor hours for the interval.
Emp	Total labor dollars earned for the interval.
\$/Hr	Restaurant productivity based on the following calculation: net sales / labor hours. This is also known as Sales per Man Hour.
Lbr%	Labor percentage for the interval based on the following formula: labor dollars / net sales.

If you are using special currency, the columns of the report display vertically.

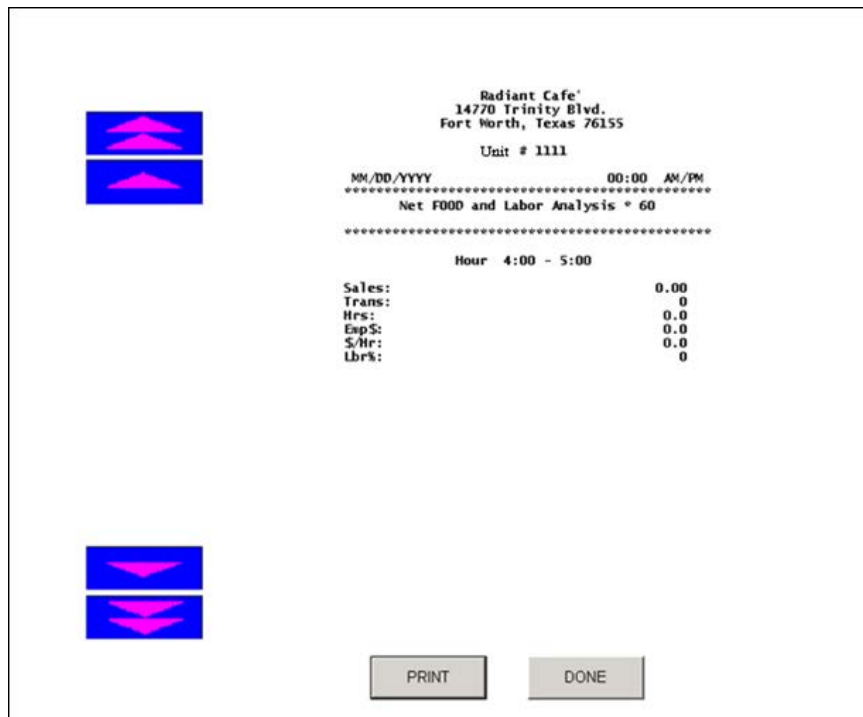


Figure 2 - 25 FOH Sales and Labor Statistics Report (Using Special Currency)

Server Sales report

Touch Server Sales on the MGR Reports panel to display and print the Server Sales report. The Server Sales report summarizes the sales activity for each employee who clocked in and entered sales during the current business day. The Start Time heading indicates the time in which the store opened, and the End Time heading indicates the time in which the report is run. Use this report to view the number of checks and the total gross sales amount entered by each employee up to when the report is run. You can also use this report to determine how well your employees are performing using the average sales per transaction (AST), the transaction per interval period (TPP), and the average time of transaction (ATT) for each employee.

Server Sales Report						
Start Time: 12:01 AM			End Time: 5:05 PM			
SERVER	CHECKS	SALES	AST	TPP	ATT	
Manager, Shift	8	312.43	39.05	2:08:00	7:17:20	
Cashier, PM-T1	3	55.58	18.53	5:41:20	0:02:03	
Total:	11	368.01	33.46	1:33:05	5:18:37	

Figure 2 - 26 Server Sales Report

Columns	Description
Server	The name of the employee.
Checks	The total number of checks entered by the employee up to the End Time.
Sales	Displays the total gross sales generated by the employee up to the End Time. Do NOT use the sales numbers to balance the cash drawer because this number includes non-cash payments.
AST (Average Sales Per Transaction)	The average sales per transaction based on the following calculation: sales total for the employee / checks total for the employee.

Columns	Description
TPP (Transactions Per Period)	<p>The average time of transaction, based on the following calculation: start and end time / total number of checks for the employee. Use this column to determine the employees who have the best transaction average for the day. The lower the number, the better the performance.</p> <p>For example, the store open time is 12:01 a.m. and you run the report at 3:31 p.m. for a total of 15 hours and 30 minutes. To convert into total minutes, multiply 15×60, then add the 30 minutes $(15 \times 60) + 30 = 930$. Then divide the total number of minutes by the total number of checks for the employee. For example, if the number of checks for the employee is 100, divide 930 by 100 $(930 / 100 = 9.30)$.</p> <p>The total is then divided by 60 to achieve a standard hour, minute, and second format. Divide 930 by 60 $(9.30 / 60 = 00:15:50$ hours).</p> <p>The figure indicates the employee or cash drawer had a transaction for every 15 minutes and 50 seconds.</p>
ATT (Average Time of Transaction)	<p>The average time of transaction based on the following calculation: total time a check is opened to closed / total number of checks. A check is considered opened when you enter the first item and closed when you enter the payment.</p>

Speed of Service report

Touch Speed of Service on the MGR Reports panel to display and print the Speed of Service report. The report defines speed of service metrics based on the order entry queue from which an order originates, allowing you to capture specific performance measures for terminals located at an inside counter versus a drive-thru terminal. In addition, the metrics appear on each Front-of-House (FOH) terminal and color indicators appear on the screen letting you know when you are approaching or have surpassed a critical speed of service threshold.

Speed of Service							
Consolidated							
	Day Part						TOTAL
	1	2	3	4	5	6	
#Orders	1	77	44	95	27	0	244
Menu Avg	13	11	15	14	18	0	14
Queue Avg	09	09	10	11	12	0	10
Tnder Avg	14	12	13	15	20	0	15
Cnter Avg	12	14	15	15	22	0	15
TOTAL	48	44	53	55	62	0	54
Prod Avg	37	38	41	42	55	0	43
Total Avg	54						

Figure 2 - 27 Speed of Service Report

Column Name	Description
# Orders	Total number of orders for each terminal, separated by each day part. Based on the following calculation: Number of orders for each terminal divided by the number of day parts.
Menu Average	Average of each menu offered, separated by each day part. Based on the following calculation: Menu average for each day part divided by the total number of day parts.
Queue Average	Average for each queue that an order waits to be picked up again and tendered, separated by each day part. Based on the following calculation: Queue averages for each day part divided by the number of day parts.
Tender Average	Average tender time that it takes to process a payment, separated by each day part. Based on the following calculation: Tender averages for each day part divided by the number of day parts.
Counter Average	Average of counter time that it takes to hand over food to customer, separated by each day part. Based on the following calculation: Counter averages for each day part divided by the number of day parts.

Column Name	Description
Total Order Average	The total is the sum of the # Orders, Menu Average, Queue Average, Tender Average, and Counter Averages, by day parts.
Production Average	Average of food preparation time for all day parts, separated by each day part. Based on the following calculation: Production averages for all day parts divided by the number of day parts.
Credit Average	Average of the authorization time it takes to process a credit or gift card, separated by day parts. Based on the following calculation: Average of authorization times by terminal, divided by the number of day parts.

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About Aloha Point-of-Sale BOH reports

The Aloha POS BOH reports provide vital information to aid in operating a successful business. The reports menu contains selections that provide numerous reporting capabilities for sales, labor, product mix, payments, voids, and auditing.

In addition, the Aloha system works with Crystal Report Writer. Crystal Report Writer (CRW) is a third-party software application available from Aloha dealers, and configured to produce custom reports using data from Aloha .dbf files. The Aloha system includes a run-time version of CRW allowing the use of Crystal Report Writer RPT files free of charge.

The report formats are configured by the user and no longer require font selection. Fonts are built in to the system using the True Type capabilities of the Microsoft® Windows operating systems.

Configuration of voids in gross sales

Voids are included in gross sales for all FOH and BOH reports. You can configure the system to exclude voids from these reports by selecting the 'Exclude voided items from gross sales' in Maintenance > Business > Store > Store Settings tab > Financials group. If this option is selected, all totals for gross sales include voids.



Reference

Refer to the [Aloha Quick Service Reference Guide](#) for more information on Store Settings.

Some reports are a collection of separate sections that display selected information defined by you using the report settings dialog box. The examples given in this book do not display actual data and are intended to be used as a guide.

In this guide you learn how to:

- Define and prioritize report fields for specific reports.
- Navigate through the Preview Report screen.
- Reprint guest checks and checkout reports by employee, date, etc.
- Create custom reports through Crystal Report Writer.

Key benefits of the Aloha reports

The following is a list, in menu order, of the Aloha BOH reports available to you and their key benefits. Menu options that differ from the report title are indicated in parenthesis:

Report	Description
Sales Report Summary or Weekly	Displays sales information for all terminals in use for the selected date(s). You can select sales information for a single date, or for a week.
Sales by Revenue Center Report	Displays sales information for a defined section of the restaurant.

Report	Description
Server Sales Report (Server Sales Detail)	Displays sales information for a single employee, or groups of employees.
Quick Combo Upsell Report	Displays the number and dollar amount of quick combos sold, including different types of surcharges. You can include or exclude promotions, and/or define what constitutes an upsell. Use this information to forecast future sales, reward employees for up-selling, or review the combo feature itself.
Sales Comparison Report (Comparative Employee Sales)	Displays sales comparisons between two employees, or groups of employees.
Performance Measures Report	Displays information pertaining to performance measures. Use this report to determine the value and progress of employees.
Hourly Sales and Labor Report	Displays sales and labor information for a defined period of time. The information is based on when a guest check is opened.
Tiered Tax Report	Displays three types of taxes, such as primary tax, gratuity tax, and beverage tax, based on the percentage of gross sales by category, by revenue center.
Transaction Detail Report	Displays a specific tax type or all tax types, and you can sort the report either in check number order or by the time in which the transactions occurred.
Labor Report	Displays labor information in three separate report options.
Scheduled vs Actual Labor Report	Displays labor information compared to weekly labor schedules. Schedules must be created for the selected week(s) to display accurate information.
Employee Breaks Report	Displays labor information for employees that take breaks.
Overtime Warning Report	Displays labor information for employees reaching overtime.
Overtime Forecast Report	Provides overtime information on the number of hours worked through a given day within a week, and the number of remaining hours scheduled to work for that same week.
Interactive Message Response Report	Reports on the responses received from each employee when using the Interactive Messages feature.
Tip Income Report	Includes tippable sales, declared tips, charged sales with tips, charged tips, and auto gratuities for each employee.
Time and Attendance Detail Report	Displays time and attendance information for employees, such as clock in and out times, break in and out times, edited punches, who performed the punch and the reason for the punch.

Report	Description
Approaching Hourly Threshold Report	Provides a current weekly total of hours worked and scheduled for each employee using up to three configurable thresholds. With this report you can proactively track employees and monitor the hours worked during the business week, and to detect when an employee approaches the full-time equivalent status.
FOH Cash Owed Report	Lists employees who ring checks, and cash declared and owed.
Speed of Service Report	Displays information pertaining to the speed of processing transactions. This report helps management identify and track potential bottleneck areas of the restaurant and dining experience.
Daily Cashout Summary Report (QS)	Displays information detailing each employee's cashouts on one report.
Time and Attendance Report	Provides the ability to report employee time in and out by day, report employee breaks by day, report time adjustments, report edit punch reasons and who edited the punch, and provide a signature line and check number line.
Edited Deposits	Displays cash information such as cash drops and cash drop editing.
Payments Detail Report (Payments)	Displays payment information for all cash and non-cash tender transactions.
House Accounts Report	Allows for the printing of house account invoices for use when billing customers.
Product Mix Report (Product Mix or Weekly)	Displays product information for items sold in your establishment.
Item Forecast Report	Displays product information compared against a selected date. Use this report to determine preparation requirements for certain days, such as last New Year's Day, Easter, and more.
Quick Count Report	Displays the tracking and projected counts for items defined as tracking items in the Quick Count product.
Delivery Driver Report	Provides a detailed listing of delivery trips, and works in conjunction with the Delivery/Frequent Buyer product.
Delivery Production Report	Provides a detailed listing of delivery trips, such as the starting, ending, and average time.
Daily Void Report (Voids)	Displays information pertaining to voids performed for the selected date(s).
Surcharge Report	Displays information pertaining to surcharges for the selected date(s).
Open Drawer Report (QS)	Displays information pertaining to the time in which a cash drawer is open.
Back-of-House Security Levels Report (Back-of-House User)	Displays information pertaining to employees accessing the BOH program.

Report	Description
Back-of-House User Security Report	Displays information pertaining to the BOH users' restrictions.
Audit Report	Displays detailed information on the functions performed from the Front-of-House terminals. User this report to detect theft and for other monitoring purposes.
Detailed Access Levels Report	Displays defined access level information and the functions each level can perform.
System Parameter Summary Report	Prints database settings, such as store information and guest check printing.
Reprints	Permits the guest checks or checkout reports for a specific date to be configured or reprinted with font specifications for font type, style, and size.
Audit Report	Provides detailed tracking of individual transactions that occur in the FOH, including an audit trail for checks that are empty and have been deleted from the Aloha system because they are empty.
Crystal Reports	Enables custom reports to be created or modified for use in products like the Aloha system.

Submenus of BOH reports

The reports pertaining to sales and to employees are divided into two submenus:

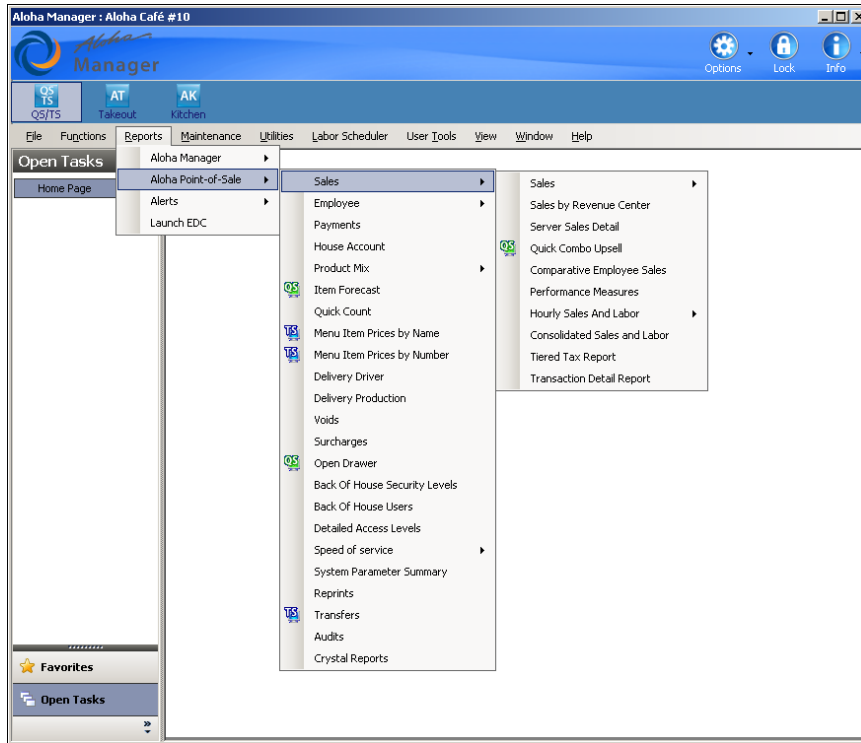


Figure 3 - 1 Sales Submenu

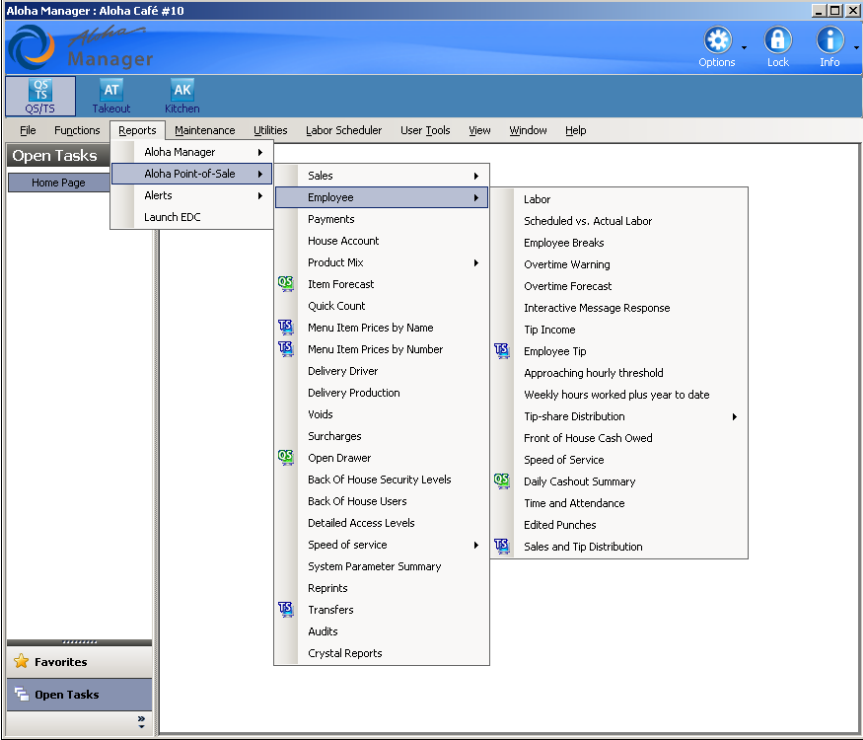


Figure 3 - 2 Employee Submenu

Common buttons on the Reports screen

Located on each of the report configuration dialog boxes are options that provide additional functionality. Click the button if it is available on the report,

Settings button

If this option is available for the report, click Settings to display the Settings dialog box. Settings are available for most of the reports listed on the Reports menu, and are used for configuring.

Each Settings dialog box displays a list of report fields allowing you to select the fields to include on the report. Others have predefined fields to include on the report. These provide a 'Report Position' which is used to determine whether the field is included on the report, and the order in which the information prints. For example, if 10 different fields print on the report, the field designated as Report Position 1 prints first, the field designated as Report Position 2 prints second, etc. Fields with Report Position 0 (zero) do not display on the report.

View button

Click View to output and view a report on the screen. After making the report selections and the necessary changes to the report settings, if any, click View. The 'grind' process is implemented on current day reports, and once it is complete, the report detail displays on the screen.

Print button

Click Print to print a report to the printer instead of displaying it on the screen. After making the report selections and the necessary changes to the report settings, if any, click Print. The 'grind' process is implemented on current day reports, and once it is complete, the report detail prints. The report can also be printed while viewing it on the screen using the Printer button.

Export button

Click Export to export files for third-party software applications to make the report more portable and configurable. This gives you the ability to search, sort, and filter data for a variety of uses with common programs, such as MSExcel. After making the report selections and the necessary changes to the report settings, if any, click Export. The file is exported and a confirmation message displays.

Export Settings button

Click Export Settings to export an Aloha report to comma separated (*.csv), text (*.txt), or rich text (*.rtf) formats. Common applications, such as Microsoft Word and Excel use these types of formats. After making the report selections and the necessary changes to the report settings, if any, click Export Settings. Select the file type and path, then click Save.



Note

The default directory for files you export is RptExport. You can change the location to any directory you wish.

Select, Add, and Delete report setting

Select saved report settings for an Aloha report for different managerial levels, such as Kitchen Manager, Assistant Manager, and General Manager. A default setting is used. This feature is available for the following reports:

- Sales Report - Summary/Weekly
- Labor Report
- PMix Report - Summary/Weekly

To add a report setting:

1. Click **Add**. The Add New Report Setting dialog box displays.



Figure 3 - 3 Add New Report Setting Dialog Box

2. Enter a **name** for the new setting.
3. Select a **saved setting** on which to base the new report setting from the 'Start With' drop-down list, or select **None** to start from scratch.
4. Click **OK** to display the Sales Report Settings dialog box, or **Cancel** to end the operation.
5. Make **changes** to the setting, as necessary, and click **Save**. You are returned to the Sales Report dialog box.

To delete a report setting:

1. Select a **setting** from the 'Select Report Setting' drop-down list.
2. Click **Delete**. The Delete report setting confirmation message displays.
3. Click **OK** to delete the report setting, or **Cancel** to end the operation.

Close button

Click Close to exit the report screen before or after a report has been viewed or printed. When this button is selected, the screen returns to the main menu.

Report date selection

Select from the Report Date list box to run the report based on a single date or a range of dates. The list box is located on each of the report configuration dialog boxes. When defining a range of dates, the system automatically includes all dates between the selected beginning and ending dates.

An example of the Preview Report dialog box is shown below:

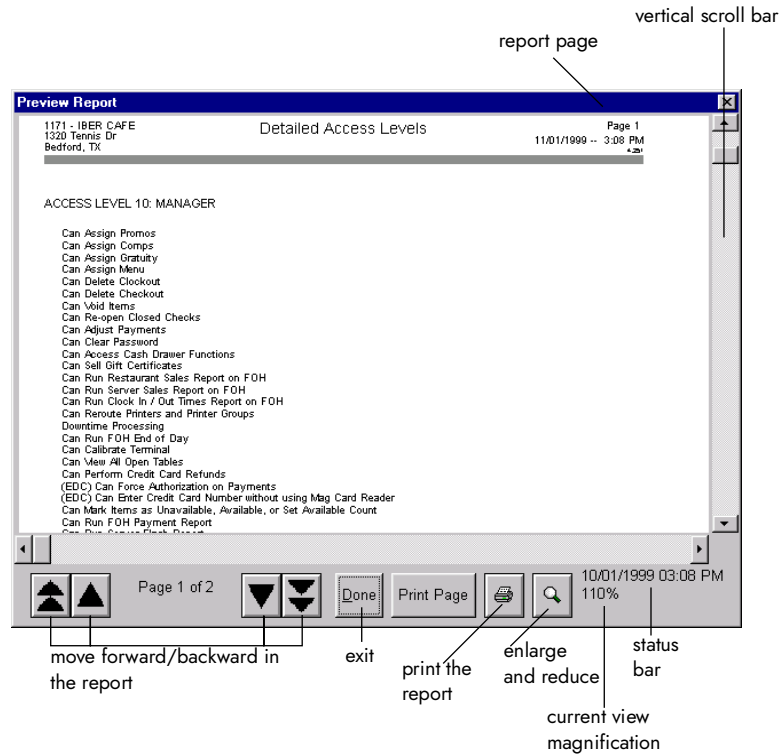







Figure 3 - 4 Preview Report Dialog Box

The bottom toolbar displays the following buttons:

	Displays the first page of the selected report.
	Displays the previous page of the selected report.
	Displays the next page of the selected report.

	Displays the last page of the selected report.
	Exits the Preview Report screen without printing the report.
	Prints the current page of the selected report.
	Prints the entire report.
	Enlarges and reduces the selected report.

Sales Report summary/weekly

The Sales report provides sales information by category and the breakdown of payment information by cash, non-cash, promos, gift certificates, etc. It also enables cash deposits to be edited or added. The Sales report is a collection of sections, which are explained in detail. All sections are independent of each other. You define the information to include on the report and the layout.

There are two options for the Sales report:

Summary Sales Report — Displays information for a selected date(s).

The screenshot shows a 'Preview Report' window with the following content:

1171 - IBER CAFE 1320 Tennis Dr Bedford, TX		Sales Report 08/07/2001		Page 1 09/17/2001 -- 12:51 PM g.iss	
Non-Reset Totals					
Closing Reading	0.00				
- Opening Reading	0.00				
Gross Sales	0.00				
Sales					
	56.02	(less Surch, Order Charges Add Chgs)			
Sales					
	52.36	(less Voids Comps Promos Taxes Surch, Order Charges Add Chgs)			
Voids					
BEER	0.00				
WINE	0.00				
LIQUOR	0.00				
FOOD	0.00				
MEMBERSHIP	0.00				
Total	0.00				
Tax by Tax ID					
Exclusive:					
Default Food	0.00				
FOOD	1.60				

Page 1 of 4 | Close | Print Page | 09/17/2001 12:51 PM 140%

Figure 3 - 5 Sales Report Summary Preview

Weekly Sales report — Displays information for a selected week(s).

	Sunday 08/05/2001	Monday 08/06/2001	Tuesday 08/07/2001
Sales			62.26
Voids			0.00
Closing Reading			0.00
- Opening Reading			0.00
Gross Sales			0.00
Comps			0.00
Tax by Tax ID			
Exclusive:			
Default Fax			0.00
FOOD			1.60
LIO X			0.00
BEER X			0.00
WINE X			0.00
% Food			1.77
Total			3.37
Inclusive:			
LIO			0.29
BEER			0.00
WINE			0.00
Tax			0.29
Total			0.29
Grand Total			3.56

Figure 3 - 6 Sales Report Weekly Preview

Select Reports > Aloha Point-of-Sale > Sales > Sales > Summary or Reports > Aloha Point-of-Sale > Sales > Sales > Weekly to access the corresponding report. The Sales Report dialog box appears.

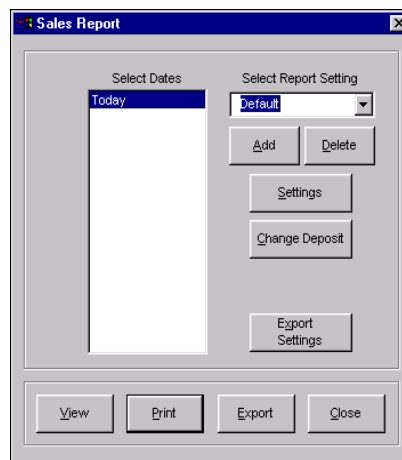


Figure 3 - 7 Sales Report Dialog Box

Select a single date, or a range of dates, from the selection list.

Editing a deposit

You can add, edit or delete a deposit, if needed, that effects the Sales report. If there is not a Deposit.txt file present, or deposits have not been made for the day, you must make a deposit when you access the Sales report. Click Change Deposit to enter or edit the daily deposit amount.

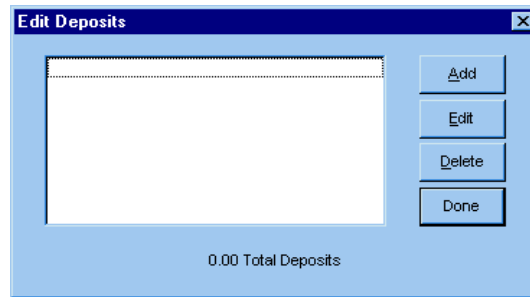


Figure 3 - 8 Edit Deposit Dialog Box

Select the deposit and click Add, Edit, or Delete. Use the function to determine an over/short condition against the deposit calculated from the FOH sales figures. Existing deposits display in the list box.

Adding sections to the Sales report

The Sales report contains sections that display data reflecting different aspects of your operation. Some sections provide additional check boxes in the Options group box for additional latitude in how

the data is printed. Click Settings to open the report configuration dialog box used to control the manner in which the data is printed on the report.

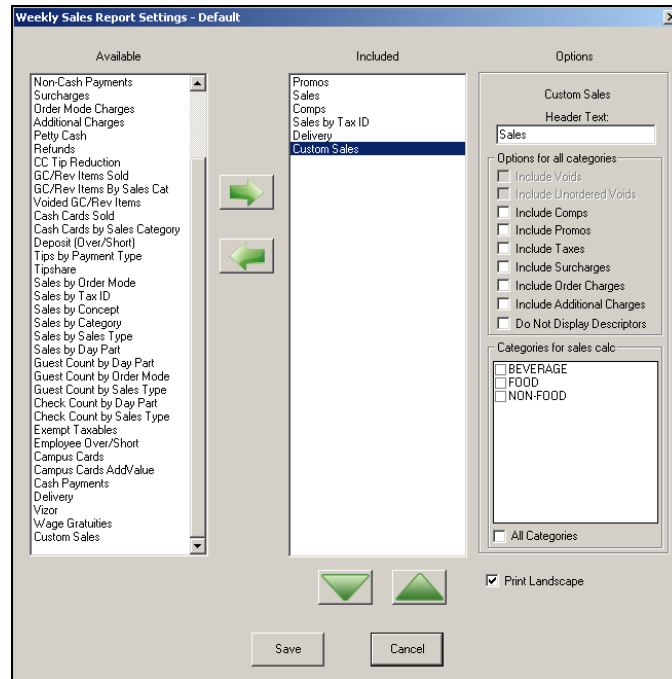


Figure 3 - 9 Sales Report Settings Dialog Box

Screen Elements	Description
Available	Displays the available sections for the report.
Included	Displays the sections included in the report.
>	Includes the section in the report.
<	Excludes the section in the report.
^	Moves the section up in the order of sections.
v	Moves the section down in the order of sections.

Changing the header of a section

You can title the section with a user-defined heading. The name of the section is used as the default. Move a section to the 'Included' list and change the name of the title in the 'Header Text' text box.

Displaying one row sections with a previous section

You can display one row sections with the previous section, if room allows. For example, if two sections display a single row and are defined together in sequential order, they display side by side. Move a section to the 'Included' list and select 'Display with Previous,' where available.

Printing in landscape format

You can display the report in landscape format. The report prints in portrait as the default. Select Print Landscape, located under the 'Options' group box.

The following sections are available for the Sales report. Each section, and its corresponding option, if any, are explained in detail. The sections are discussed in alphabetical order:

Additional Charges section

The Additional Charges section displays a single-line total amount of additional charges applied to sales. Additional Charges are defined in Maintenance > Business > Store > Store Settings tab > Financials group.

Additional Charges	14.25
--------------------	-------

Cash Cards by Sales Category section

The Cash Cards by Sales Category section displays the total amount of cash card sales for each sales and retail category, with an ending total.

Cash Cards by Sales Category	
Desserts	0.00
Sundaes	0.00

Total	0.00

Cash Cards Sold section

The Cash Cards Sold section displays the sales amount of each defined cash card, with an ending total.

Cash Cards Sold	
Cash Card	0.00

Total	0.00

Cash Payments section

The Cash Payments section displays a single-line sales total of payments applied to cash. This includes all tenders that report as cash, such as \$1.00 and Next \$.

Cash Payments	480.02
---------------	--------

Check Count by Day Part section

The Check Count by Day Part section displays the total number of checks for each defined day part, with an ending total. Day parts are defined in Maintenance > System > Day Parts.

Check Count by Day Part	
Breakfast	0
Lunch/Snck	9
Dinner	8
Overnight	5

Total	22

Check Count by Sales Type section

The Check Count by Sales Type section displays the total number of checks for each defined sales type, or order attribute, with an ending total.

Check Count by Sales Type	
Banquet	51
Cash	14

Total	65

Comps section

The Comps section displays the comped amount of sales. Comps are defined in Maintenance > Payments > Comps. The Quantity column does not appear on the BOH Sales Weekly report.

Total Only — Displays the total comped amount of sales.

Comp Total	Qty	Amount
	4	15.99

List All — Displays the comped amount for each defined comp, with an ending total. This section could be long depending on the number of defined comps.

Comps	Qty	Amount
-------	-----	--------

Mgr Comp	1	4.00
VIP	0	0.00
Emp Meal	1	2.39
Open %	2	9.00
Total	4	15.99

List All with Values — Displays the comped amount for applied comps only, with an ending total. Comps with a \$0.00 balance do not display.

Comps	Qty	Amount
Mgr Comp	1	4.00
Emp Meal	1	2.39
Open %	2	9.00
Total	4	15.99

Credit Card Tip Reduction section

The Credit Card Tip Reduction section displays the total amount of sales from the percentage charged to the employee for processing the tip or auto gratuity portion. The charge back is only applied to the tip/auto gratuity portion, not the sales amount. This section is also referred to as 'Tip Refund' and the percentage is defined in the 'Tip Refund %' text box in Maintenance > Payments > Tenders.

Credit Card Tip Reduction	6.00
---------------------------	------

Deposit (Over/Short) section

The Deposit (Over/Short) section displays the total amount of calculated cash, deposits entered or dropped, and the over/short total for the selected date of business. If the report uses a range of dates, only the calculated cash line displays. The total deposit and over/short fields do not display.

Deposit (calculated)	365.01
Deposit: Drop	500.00

Deposit O/S	134.99

The formula for calculated cash is based on the following calculation: closed sales + taxes + surcharges + order mode charges + tip refunds + gift certificates sold + cash cards sold + petty cash transactions (if the account affects the deposit) + additional charges - non-cash tenders (if the tender affects the deposit) - comps - promos - non-collected delivery fees - petty cash transactions (if the account does not affect the deposit). Cash calculated is the expected cash in the drawer without non-cash payments.

Deposits are the total value of entries made with the BOH Edit Deposits function. The Over/Short formula is based on the following calculation: calculated cash - deposits. Negative amounts display in ().

Show 'Affects Deposit' Detail — Displays the total over/short amount of each tender with the 'Affects Deposit' check box selected, with an ending total.

Deposit (calculated)	
Cash	10.00
Travelers Checks	5.00
	——
Total	15.00
Deposit: Drop	14.00
Deposit O/S	(1.00)

When you run the Weekly Sales report, the section displays by the days of the week.

	Sunday	Monday
	05/06/2001	05/07/2001
Deposit (calculated)		
Cash	10.00	12.00
Travelers Checks	5.00	0.00
	——	——
Total	15.00	12.00
Deposit: Drop	14.00	11.00
Deposit O/S	(1.00)	(1.00)

List by 'Report As' — Displays the total over/short amount of each tender with the 'Affects Deposit' check box selected, sorted by the 'Report As' option selected for the tender.

Show Deposit Detail — Displays the total amount of each deposit, with an ending total.

Deposit (calculated)	1145.98
Deposit: Lunch	600.00
Deposit: Dinner	546.05

Deposit O/S	.07

When you run the report for multiple days, the section displays the total amount for each day.

Deposit (calculated)	1145.98
Deposit: 08/08/2001	600.00
Deposit: 08/09/2001	546.05

Deposit O/S	.07



Note

The 'Show Deposit Detail' option is not available when running the Weekly Sales report.

Delivery section

The Delivery section displays detailed delivery information such as total number of runs and orders, total amount of sales, driver fees, etc. This section displays only if the Delivery/Frequent Buyer product is in use.

Delivery	
Runs	5
Orders	5
Sales	35.00
Driver Fees	3.50
Average Order	7.00
(% of Total Sales)	10%

Employee Over/Short section

The Employee Over/Short section displays the excess or shortage amount of the cash owed and collected for each employee who performed a checkout, with an ending total, based on the following

calculation: declared cash - calculated cash. Only job codes with 'Must Declare Cash' shows over/short figures.

Employee Over/Short	
Employee	Amount
Doe, John	-0.14
Drawer 2	4.29

Total	4.15

Exempt Taxables section

The Exempt Taxables section displays the total tax exempt sales for each Tax ID, with an ending total.

Exempt Taxables	
Food	2.00
Alcohol	3.50
No Tax	0.50

Total	6.00

Gift Certificates/Revenue Item Sold section

The Gift Certificates/Revenue Item Sold section displays a single-line gift certificates and revenue items with an applied order mode.

Gift Certs Sold	650.00
-----------------	--------

Show Detail — Displays the sales total for each defined gift certificates with an ending total.

Gift Certs Sold	
\$50.00	50.00
\$100.00	0.00
Deposit \$100	100.00
Deposit Cater	500.00

Total	650.00

Gift Certificate/Revenue Item by Sales Category section

The Gift Certificates/Revenue Item by Sales Category section displays the total amount of gift certificate/revenue item for each sales and retail category, with an ending total.

Gift Certs by Sls Cat	
Food	600.00
Retail	50.00

Total	650.00

Guest Count by Day Part section

The Guest Count by Day Part section displays the total number of guests for each defined day part, with an ending total. Day parts are defined in Maintenance > System > Day Parts.

Guest Count by Day Part	
Breakfast	0
Lunch/Snck	9
Dinner	8
Overnight	5

Total	22

Guest Count by Order Mode section

The Guest Count by Order Mode section displays the total number of guests for each order mode, with an ending total.

Guest Count by Order Mode	
Dine In	14
To Go	53
Drive Thru	7

Total	74

Guest Count by Sales Type section

The Guest Count by Sales Type section displays the total number of guests for each defined sales type, or order attribute, with an ending total.

Guest Count by Sales Type	
Banquet	51
Cash	14
	—
Total	65

Non-Cash Payments section

The Non-Cash section displays the sales amount applied with tenders other than cash. For example, a credit card payment is a non-cash payment. Non-cash tenders are defined in Maintenance > Payments > Tenders. The Quantity column does not appear on the BOH Sales Weekly report.

Total Only — Displays the total sales amount applied with non-cash payments.

Non-Cash Payments Total	3	48.17
-------------------------	---	-------

List All — Displays the total amount for each defined non-cash payment, with an ending total.

Non-Cash Payments	Qty	Amount
Gift Cert	0	0.00
Branded	2	18.22
Wholesale	1	4.98
Visa	0	0.00
Total	3	48.17

List All with Values — Displays the total amount for applied non-cash payments only, with an ending total. Payments with a \$0.00 balance do not display.

Non-Cash Payments	Qty	Amount
Branded	2	38.22
Wholesale	1	4.98
Total	3	48.17

Show Gratuity — Displays the sales and gratuity breakdown of each non-cash payment type, with an ending total. Columns 'Amount', 'Charge Tip', 'Auto Gratuity' and 'Sales' are added to the section.

Non-Reset Totals section

The Non-Reset Totals section displays the opening and closing reading totals for the register, with an ending gross total. Closing reading is the total of gross sales up to and including the most current selected date before grind. Opening reading is the total of gross sales up to and including the earliest selected date before grind.

Select 'Use Non-Reset Totals' in Maintenance > Business > Store > Store Settings tab > Security group > 'POS Security' group bar in conjunction with this section.

Closing Reading	203.20
-Opening Reading	203.20
Gross Sales	0.00

Include Surcharges — Includes surcharges in the sales figures.

Order Mode Charges section

The Order Mode Charges section displays a single-line sales total for charges associated with each defined order mode. For example, if a \$0.30 charge is added to all to go orders, \$0.30 is added to the total for each transaction closed with a to go order mode. Order modes are defined in Maintenance > System Settings > Order Modes. Includes taxes by category and order mode, such as 'Alc. (FR) EX TO-GO-19% tax.'

Order Mode Charges	4.18
--------------------	------

Petty Cash section

The Petty Cash section displays a single-line total amount applied to petty cash accounts. Petty Cash accounts defined with the 'Affect Deposits' check box selected, does not calculate in the section.

Petty Cash	14.21
------------	-------

Show Detail — Displays totals for each defined petty cash account, even if the account did not have any transactions, with an ending total. Also displays a line item if you entered a petty cash description.

Petty Cash	
Supplies	10.00
Paidouts	4.21
Cake Deposit	0.00
Bought 2lbs tomatoes	
	——
Total:	14.21

Promos section

The Promos section displays the discount amount from promotions based on the following calculation: item sales price - promotional price. Promos are defined in Maintenance > Payments > Promotions. The Quantity column does not appear on the BOH Sales Weekly report.

Total Only — Displays the total savings amount of promotions.

Promo Total	2	2.30
-------------	---	------

List All — Displays the discount amount from each defined promo, with an ending total. This section could be long, depending on the number of defined promotions.

Promo	Qty	Amount
\$.99 Single	1	0.80
Burger Deal	1	1.50
Free Dessert	0	0.00
Total	2	2.30

List All with Values — Displays the discount amount for applied promos only, with an ending total. Promos with a \$0.00 balance do not display.

Promo		
\$.99 Single	1	0.80
Burger Deal	1	1.50
Total	2	2.30

Refunds section

The Refunds section displays a single-line sales total of transactions applied with a refund.

Refund Total	25.00
--------------	-------

Show Detail — Displays refund detail for each defined payment type for the tender, even if the total is zero. For example, if the original check is closed to a personal check, the refund amount displays under Check Refunds.

Refunds	
Cash Refunds	15.15
Non-Cash Refunds	6.00

Total	21.15

Sales section

The Sales section displays a single-line sales total based on the menu item price and the options available for the section. The figure does not include refunds. If any of the following check boxes are not selected, they are indicated as 'less' in the header. For example, if Include Comps is not selected, the sales line displays, 'Grs Sls less Comps'.

Sales is generated from orders sent manually by selecting an order mode or sent automatically. When running in a 24-hour operation, sales is generated from orders closed.

Grs Sls	413.98
---------	--------

Include Voids — Includes voids in the section. This option is disabled when you select 'Gross Sales Do Not Include Voids' in Maintenance > Business > Store > Store Settings tab > Financials group > 'Reports' group bar.

Include Unordered Voids — Includes voids in the section that occurred from unordered items.
Related Options: This feature works in conjunction with 'Limit the time that items can be cleared before ordering' in Maintenance > Business > Store > Store Settings tab > Security group.

Include Comps — Includes comps in the section.

Include Promos — Includes promos in the section.

Include Taxes — Includes taxes in the section.

Include Surcharges — Includes surcharges in the section.

Include Order Charges — Includes applied order mode charges in the section.

Include Additional Charges — Includes additional charges added to transactions.

Do Not Display Descriptors — Does not display 'less' indicators for any cleared check box for the section.

Custom Sales section

The Custom Sales section allows you to select one or multiple categories to include in the sales calculation. The 'Custom Sales' section calculates the total sales based on the selected included categories and displays the total on one line within the reports.

Sales by Category section

The Sales by Category section displays sales information for categories by net sales, comps, promos, taxes, and gross sales. Categories are defined in Maintenance > Menu > Categories.

Columns	Description
Net Sls	The total sales from menu items only.
Comps	The total value of discount amounts applied to sales. For example, if 10% is discounted from a \$5.00 check, \$0.50 is added to the Comps column. To remove this column and have comps included in the Net Sales column, select 'Include comps in net sales' in Maintenance > Business > Store > Store Settings tab > Financials group.
Promos	The total value of the coupon amounts applied to sales. For example, if a \$0.99 Sundae promo is applied to a sundae at a regular price of \$1.49, \$0.50 is added to the Promos column. To remove this column and have promos included in the Net Sales column, select 'Include promo discounts in net sales' in Maintenance > Business > Store > Store Settings tab > Financials group.
Taxes	The total value of both inclusive and exclusive tax amounts applied to the sale.
Gross Sales	The total sales of all columns based on the following calculation: net sales + comps + promos + taxes.

Total Only — Displays a single-line sales total.

Sales by Category	Net Sls	Comps	Promos	Vd/Sur/O rd	Taxes	Grs Sls
Totals	88.00	42.00	0.00	1.00	8.61	139.61
Additional Charges						0.00
Total						139.61

List All — Displays a sales total for each defined category.

Sales by Category						
Sales Categories	Net Sls	Comps	Promos	Vd/Sur/Ord	Taxes	Grs Sls
Food	84.00	42.00	0.00	1.00	8.31	135.31
Soft Drink	0.00	0.00	0.00	0.00	0.00	0.00
Alcohol	4.00	0.00	0.00	0.00	0.30	4.30
Retail	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal	88.00	42.00	0.00	1.00	8.61	139.61
Additional Charges						0.00
Total						139.61

List All with Values — Displays a sales total for each defined category to which transactions were applied. Categories which did not have transactions, do not display.

Sales by Category						
Sales Categories	Net Sls	Comps	Promos	Vd/Sur/Ord	Taxes	Grs Sls
Food	84.00	42.00	0.00	1.00	8.31	135.31
Alcohol	4.00	0.00	0.00	0.00	0.30	4.30
Subtotal	88.00	42.00	0.00	1.00	8.61	139.61
Retail Categories						
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00
Totals	88.00	42.00	0.00	1.00	8.61	139.61
Additional Charges						0.00
Total						139.61

Gross Sales don't include Comps — Excludes comps from the gross sales calculation for the Sales by Category section. When enabled, the system ignores the 'NetHasComps' and 'NetHasPromos' settings in Aloha .ini.

Gross Sales don't include Promos — Excludes promotions from the gross sales calculations for the Sales by Category section. When enabled, the system ignores the 'NetHasComps' and 'NetHasPromos' settings in Aloha.ini.

Sales by Concept section

The Sales by Concept section displays the quantity of items sold and sales amount for items assigned to a particular concept, with an ending total. Items not assigned to a concept are considered 'common'.

Sales by Concept		
	Quantity	Amount
Concept A	6	40.00
Concept B	8	60.00
Common	14	100.00
	---	---
Total	28	200.00

Distribute Common — Divides common items according to the distribution percentages defined in Maintenance > System > Concepts. Common refers to items which are not dedicated to a particular concept and shared across all concepts.

Straight Sales — Displays sales based on the original item price before you apply a comp or a promotion. Straight sales also include inclusive taxes.

Net Sales — Displays sales based on the following calculation: straight sales - inclusive taxes - comps (if you select 'Include Comps in Net Sales')- promos (if you select 'Include Promos in Net Sales').

Sales by Day Part by Category section — The Sales by Day Part by Category section displays net sales for each sales and retail category by period, with an ending total. Day parts are defined in Maintenance > System > Day Parts.

Sales by Day Part by Category			
	Breakfast	Lunch	Dinner
Food	100.00	200.00	300.00
Drinks	20.00	40.00	60.00
Misc	200.00	300.00	400.00
	---	---	---
Totals	320.00	540.00	760.00

Display Averages — Generates and displays the following averages for each day part.

	Breakfast	Lunch	Dinner
Check Avg	5.18	8.25	5.83
Guest Avg	4.75	5.50	5.25
Avg Guests/Check	1.09	1.50	1.11

Rows	Description
Check Average	The average check total for each day part, based on the following calculation: net sales per day part ÷ number of checks per day part.
Guest Average	The average guest count for each day part, based on the following calculation: net sales per day part ÷ number of guests per day part.
Avg Guests/Check	The average guest count to check, based on the following calculation: number of guest per day part ÷ number of checks per day part

Sales by Order Mode section

The Sales by Order Mode section displays sales reported for each defined order mode, with an ending total. For example, if a check is closed with a Drive-Thru order mode, the check amount is added to the Drive-Thru total.

Order Mode Sales	
To Go	5200.00
Dine In	1850.00
Drive-Thru	1200.00

Total:	8250.00

Display Averages — Generates and displays the following averages for each order mode.

Order Mode Sales	Net Sales	Check Avg	Guest Avg
To Go	5200.00	9.04	4.91
Dine In	1850.00	9.25	9.25
Drive Thru	1200.00	8.57	8.57
	-----	-----	-----
Total	8250.00	9.01	5.89

Column	Description
Net Sales	The net sales average, based on the following calculation: net sales per day part ÷ number of checks per order mode.
Check Avg	The average check sales, based on the following calculation: net sales per day part ÷ number of guests per order mode.
Guest Avg	The average guest count, based on the following calculation: number of guest per day part ÷ number of checks per order mode.

Sales by Tax ID

A 'Sales by Tax ID' option is available in the list of report options for both the Sales Report (Summary and Weekly) and the Sales By Revenue Center report. When you run the report, select the specific tax ID for which to separate the net sales into taxable and nontaxable sales. Once generated, these

reports help you determine if you are reporting and submitting the proper amount of tax, such as the (Live Entertainment Tax (LET)).'

Sales by Tax Type	Revenue Centers	Taxed Sales	Non Taxed Sales	Tax Type Percentage
Sales by Entertainment tax	Grand Stage	15288.00	0.00	Entertainment Tax 10%
Sales by Entertainment tax	Bar	2250.00	294.00	Entertainment Tax 10%
Sales by Entertainment tax	Stage A	450.00	150.00	Entertainment Tax 10%
		---	---	
	Total	17988	444.00	

Columns	Description
Sales by tax type	The tax type you select when you run the report.
Revenue Centers	The revenue centers listed individually, providing the sales for each.
Taxed Sales	The net sales subject to the selected tax type.
Non Taxed Sales	The net sales not subject to the selected tax type.
Tax type percentage	The description and tax percentage configured for the selected tax type.

Sales by Sales Type section

The Sales by Sales Type section displays sales information for sales types, or order attributes, by net sales, comps, promos, taxes, and gross sales.

Columns	Description
Net Sls	The total sales from menu items only.
Comps	The total value of discount amounts applied to sales. For example, if 10% is discounted from a \$5.00 check, \$0.50 is added to the Comps column. To remove this column and have comps included in the Net Sales column, select 'Include comps in net sales' in Maintenance > Business > Store > Store Settings tab > Financials group.
Promos	The total value of the coupon amounts applied to sales. For example, if a \$0.99 Sundae promo is applied to a sundae at a regular price of \$1.49, \$0.50 is added to the Promos column. To remove this column and have promos included in the Net Sales column, select 'Include promo discounts in net sales' in Maintenance > Business > Store > Store Settings tab > Financials group.

Columns	Description
Taxes	The total value of both inclusive and exclusive tax amounts applied to the sale.
Gross Sales	The total sales of all columns based on the following calculation: net sales + comps + promos + taxes.

Total Only — Displays a single-line sales total.

Sales by Sales Type	0.00
---------------------	------

List All — Displays sales totals for each defined sales type.

Sales Type by Category	Net Sls	Comps	Promos	Vd/Sur/Ord	Taxes	Grs Sls
Food	84.00	42.00	0.00	1.00	8.31	135.31
Soft Drink	0.00	0.00	0.00	0.00	0.00	0.00
Alcohol	4.00	0.00	0.00	0.00	0.30	4.30
Retail	0.00	0.00	0.00	0.00	0.00	0.00
Sales Type Subtotal	88.00	42.00	0.00	1.00	8.61	139.61
Additional Charges						0.00
Total						139.61

List All with Values — Displays sales totals for each defined sales type to which transactions were applied. Sales Types without applied transactions do not display.

Sales Type by Category						
Sales Categories	Net Sls	Comps	Promos	Vd/Sur/O rd	Taxes	Grs Sls
Food	84.00	42.00	0.00	1.00	8.31	135.31
Alcohol	4.00	0.00	0.00	0.00	0.30	4.30
Category Subtotal	88.00	42.00	0.00	1.00	8.61	139.61
Retail Categories						
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00
Totals	88.00	42.00	0.00	1.00	8.61	139.61
Additional Charges						0.00
Total						139.61

Surcharges section

The Surcharges section displays a single-line sales total for surcharges and collected surcharges. The Surcharges Total line includes any surcharge with the 'Guest Always Pays' check box cleared. The Surcharges Collected line includes any surcharge with the 'Guest Always Pays' check box selected.

Surcharges Total	8.50
Surcharges Collected	7.10

Tax by Tax ID section

The Tax by Tax ID section displays amounts from each defined exclusive and inclusive tax, with an ending total. For example, if a check is closed with tax exemption, the check amount is added to the Tax Exempt total.

Exclusive	
Non-Taxable	42.91
Food Tax-1	21.54
Food Tax-2	0.00

Tax Exempt	18.30
Inclusive	

Total:	82.75

Tipshare section

The Tipshare section displays a single-line total amount of tips applied to transactions.

Tipshare	0.00
----------	------

Tips by Payment Type section

The Gratuity by Payment Type section displays gratuity sales for each payment type.

Tips by Payment Type					
Payment Type	Amount	Charge Tips	AutoGratuity	Sales	Deferred Tips
Cash	140.00	0.00	0.00	120.00	0.00
Visa	9.41	0.00	25.80	3.61	0.00
Total	149.41	0.00	25.80	123.61	0.00

Columns	Description
Amount	The total amount of sales with charge tips and auto gratuity.
Charge Tips	The total amount of charge tips applied to transactions.
Auto Gratuity	The total amount of automatic gratuity charges applied to transactions.
Sales	The sales amount without charge tips and auto gratuity.
Deferred Tips	The sales amount of tips, which are distributed at a later date. Deferred tips are usually posted and paid on a later pay period. This total does not calculate with other fields in this section and used as a reference.

Show Detail — Displays gratuity information for all cash and non-cash payment, with an ending total.

Tips by Payment Type					
Payment Type	Amount	Charge Tips	AutoGratuity	Sales	Deferred Tips
Cash Payments	140.00	0.00	0.00	120.00	0.00
Non-Cash Payments	9.41	0.00	25.80	3.61	0.00
Total	149.41	0.00	25.80	123.61	0.00

Vizor section

The Vizor section displays a single line total amount of contributions made by the employee participating in the VizorVest mutual fund program. It also displays the additional cash owed amount from the employee only when the store collects tips.

Total Vizor	25.00
Vizor Cash Owed	5.00

Vizor Total Text — Specifies the text to use for the Vizor Total section.

Vizor Cash Owed Text — Specifies the text to use for the Vizor Cash Owed section.

Voided Gift Certificates/Revenue Items section

The Voided Gift Certificates/Revenue Items section displays a single-line total value of gift certificates/revenue items void from transactions.

Voided GCs/Rev Item	21.80
---------------------	-------

Voids section

The Voids section displays a single-line total of voids applied to transactions.

Voids Total	21.80
-------------	-------

Show Detail — Displays void detail for each sales and retail category, with an ending total, rather than just a combined summary of the categories.

Voids	
Sundaes	5.49
Beverages	0.69
Party	15.62
	—
Total	21.80

Sales by Revenue Center report

The Sales by Revenue Center report provides sales information by category for each revenue center, as well as number of guests, number of checks, payment information, comps, promos, tips, auto gratuities, and more. The Sales by Revenue Center report is a collection of sections, which are explained in detail. All sections are independent of each other. You define the information to include on the report and the layout.

NUMBER OF GUESTS					
	BAR	LANDING	MAIN	PATIO	Grand Ttl
Breakfast	0	0	0	0	0
Lunch	0	0	0	0	0
Afternoon	16	0	1	0	17
Dinner	0	0	0	0	0
Night	0	0	0	0	0
Total:	16	0	1	0	17

NUMBER OF CHECKS					
	BAR	LANDING	MAIN	PATIO	Grand Ttl
Breakfast	0	0	0	0	0
Lunch	0	0	0	0	0
Afternoon	4	0	1	0	5
Dinner	0	0	0	0	0
Night	0	0	0	0	0
Total:	4	0	1	0	5

TAXES BY TAX ID					
Exclusive:	BAR	LANDING	MAIN	PATIO	Grand Ttl

Figure 3 - 10 Sales by Revenue Center Preview

Select Reports > Aloha Point-of-Sales > Sales > Sales by Revenue Center. The Sales by Revenue Center Report dialog box appears.

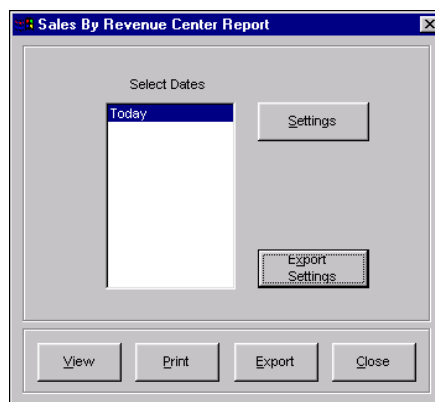


Figure 3 - 11 Sales By Revenue Center Dialog Box

Select a single date, or a range of dates from the selection list.

Adding sections to the Sales by Revenue Center report

The Sales by Revenue Center report contains sections that display data reflecting different aspects of your operation. Some sections provide additional check boxes in the Options group box for additional latitude in how the data is printed. Click Settings to open the report configuration dialog box used to control the manner in which the data is printed on the report.

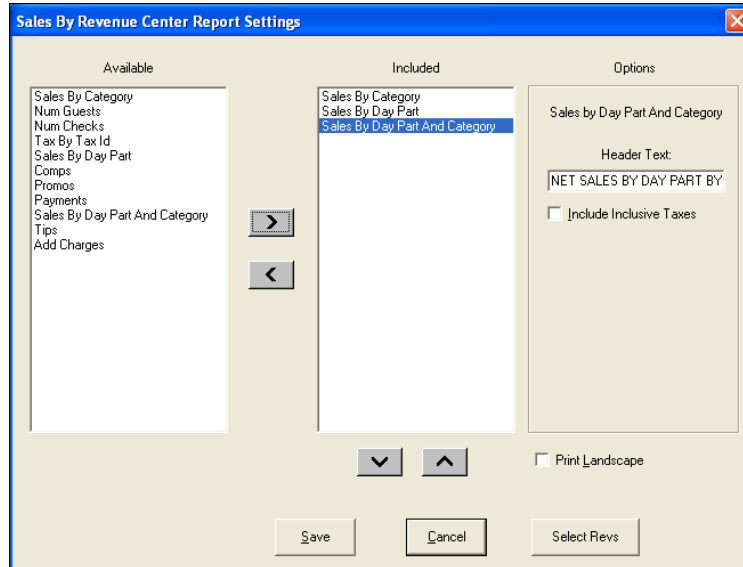


Figure 3 - 12 Sales by Revenue Center Settings Dialog Box

Screen Elements	Description
Available	Displays the available sections for the report.
Included	Displays the sections included in the report.
>	Includes the section in the report.
<	Excludes the section in the report.
^	Moves the section up in the order of sections.
v	Moves the section down in the order of sections.

Changing the header of a section

You can title the section with a user-defined heading. The name of the section is used as the default. Move a section to the 'Included' list and change the name of the title in the 'Header Text' text box.

Displaying one row sections with a previous section

You can display one row sections with the previous section, if room allows. For example, if two sections display a single row and are defined together in sequential order, they display side by side. Move a section to the 'Included' list and select 'Display with Previous,' where available.

Printing in landscape format

You can display the report in landscape format. The report prints in portrait as the default. Select Print Landscape, located under the 'Options' group box.

The following sections are available for the Sales by Revenue Center report. Each section, and its corresponding option, if any, are explained in detail. The sections are discussed in alphabetical order:

Add Charges section

The Add Charges section displays additional charges for each revenue center, with an ending total.

Additional Charges			
	Front Room	Counter	Total
Cover	0.00	0.00	0.00
	-----	-----	-----
Additional Charges Total	0.00	18.50	18.50

Comps section

The Comps section displays a single-line total for the comped amount of sales, by revenue center. Comps are defined in Maintenance > Payments > Comps.

Comps			
	Front Room	Counter	Total
Comp Total	0.00	5.00	5.00

Show Detail — Displays the comped amount of sales from each defined comp, with an ending total.

Comps			
	Front Room	Counter	Total
MGR Comp	0.00	5.00	5.00
Emp Meal	0.00	0.00	0.00
	-----	-----	-----
Comp Total	0.00	5.00	5.00

Combine Comps — Displays the comped amount of sales for applied comps only. Comps with \$0.00 balance do not display.

Comps			
	Front Room	Counter	Total
MGR Comp	0.00	5.00	5.00
	-----	-----	-----
Comp Total	0.00	5.00	5.00

Num Checks section

The Number Checks section displays a single-line total number guest checks for each revenue center.

Number of Checks			
	Front Room	Counter	Total
Total Guests	15	21	36

Show Detail — Displays the total number of checks by day part for the defined revenue center, with an ending total.

Number of Checks			
	Front Room	Counter	Total
Breakfast	8	10	18
Lunch	7	11	18
	-----	-----	-----
Total	15	21	36

Num Guests section

The Number Guests section displays a single-line total number of guests for each revenue center.

Number of Guests			
	Front Room	Counter	Total
Total Guests	47	15	62

Show Detail — Displays the total number of guests by day part for the defined revenue center, with an ending total.

Number or Guests			
	Front Room	Counter	Total
Breakfast	14	3	17
Lunch	33	12	45
	-----	-----	-----
Total	47	15	62

Payments section

The Payments section displays the sales total, by revenue center, for each defined non-cash tender type, with an ending total. Payments with \$0.00 balance display also. Payments are defined in Maintenance > Payments > Tenders.

Payments

	Front Room	Counter	Total
MC	15.00	2.00	17.00
Check	0.00	0.00	0.00
	-----	-----	-----
Payments Total	15.00	2.00	17.00

Cash Payments — Displays cash sales for each revenue center.

	Front Room	Counter	Total
Cash	51.00	10.00	61.00

Promos section

The Promos section displays the sales amount from promotions based on the following calculation:
 item sales price - promotional price. Promos are defined in Maintenance > Payments > Promotions.

Promos			
	Front Room	Counter	Total
Promo Total	0.00	18.50	18.50

Show Detail — Displays the sales amount from each defined promo, with an ending total.

Promos			
	Front Room	Counter	Total
BOGO	0.00	18.50	18.50
Quick Combo	0.00	0.00	0.00
	-----	-----	-----
Promo Total	0.00	18.50	18.50

Combine Promos — Displays the sales amount for applied promotions only. Promotions with \$0.00 balance do not display.

Promos			
	Front Room	Counter	Total
BOGO	0.00	18.50	18.50
	-----	-----	-----
Promo Total	0.00	18.50	18.50

Sales by Category section

The Sales by Category section displays net sales totals for each sales and retail category, by revenue center, with an ending total.

Include Inclusive Taxes — Includes inclusive taxes in gross sales for each selected section. When selected, the word 'NET' is removed from the default section header text. For example, the default header text for Sales by Category' changes from 'NET SALES BY CATEGORY' to 'SALES BY CATEGORY.'

Net Sales by Category			
	Front Room	Counter	Total
Entrees	1850.20	500.00	2350.20
Sides	505.00	10.00	515.00
	-----	-----	-----
Total	2355.20	510.00	2865.20

Sales by Day Part section

The Sales by Day Part section displays net sales totals for each defined day part, by revenue center, with an ending total.

Include Inclusive Taxes — Includes inclusive taxes in gross sales for each selected section. When selected, the word 'NET' is removed from the default section header text. For example, the default header text for Sales by Day Part' changes from 'NET SALES BY DAY PART' to 'SALES BY DAY PART.'

Sales by Day Part			
	Front Room	Counter	Total
Breakfast	520.00	620.00	1140.00
Lunch	1100.00	800.00	1900.00
	-----	-----	-----
Total	1620.00	1420.00	3040.00

Sales by Day Part and Category section

The Sales by Day Part and Category section displays net sales totals for all sales and retail categories by day part. with an ending total. A section prints for each defined revenue center. This section can be long, depending on the number of defined revenue centers.

Include Inclusive Taxes — Includes inclusive taxes in gross sales for each selected section. When selected, the word 'NET' is removed from the default section header text. For example, the default header text for Sales by <revenue center> changes from 'NET SALES BY <REVENUE CENTER>' to 'SALES BY <REVENUE CENTER>.'

Net Sales for Revenue Center Front Room			
	Breakfast	Lunch	Total
Cones	10.00	50.00	60.00
Scoops	40.00	50.00	90.00
	-----	-----	-----
Total	50.00	100.00	150.00

Sales by Tax ID section

A 'Sales by Tax ID' option is available in the list of report options for both the Sales Report (Summary and Weekly) and the Sales By Revenue Center report. When you run the report, select the specific tax ID for which to separate the net sales into taxable and nontaxable sales. Once generated, these

reports help you determine if you are reporting and submitting the proper amount of tax, such as the (Live Entertainment Tax (LET)).'

Sales by Tax ID: Sales by Entertainment Tax 10%			
	Grand Stage	Bar	Total
Taxed Sales	15288.00	2250.00	17538.00
Non Taxed Sales	0.00	294.00	294.00

Tax by Tax ID section

The Tax by Tax ID section displays totals for each exclusive and inclusive tax, by revenue center, with an ending total.

Tax by Tax ID			
	Front Room	Counter	Total
Food Tax	12.01	22.50	34.51
Alcohol Tax	5.70	18.00	23.70
	-----	-----	-----
Total	17.71	40.50	58.21

Tips section

The Tips section displays net sales for all tenders defined as 'tippable', separated by day part, with an ending total. A separate section displays for all auto gratuity sales. A section displays for each defined revenue center. This section could be long depending on the number of revenue centers.

Tips for Revenue Center Front Room			
	Breakfast	Lunch	Total
Cones	0.00	0.00	0.00
Scoops	0.00	0.00	0.00
	-----	-----	-----
Total	0.00	0.00	0.00

Select Revs button

Click Select Revs to filter the report by a specific revenue center(s).

To select the revenue centers to include in the report:

1. Click **Select Revs.** The Limit Which Revenue Centers to Report dialog box appears.

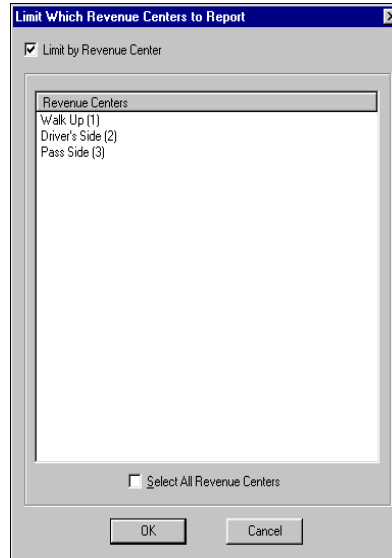


Figure 3 - 13 Limit Which Revenue Center to Report Dialog Box

2. Select **Limit by Revenue Center**.
3. Click each **revenue center(s)** until all necessary revenue centers are selected, or select the **Select All Revenue Centers** check box to include all revenue centers.
4. Click **OK**.

Server Sales Detail report

The Server Sales Detail report contains sales information based on an individual employee, or all employees who logged in to the system and rang sales. If generic employees are configured by shift, such as Cashier PM-1, use the report to report by shift, and not employees. The Employee Sales report is a collection of sections, which are independent of each other. You define the information to include on the report and the layout.

1171 - IBER CAFE
 1320 Tennis Dr
 Bedford, TX

Server Sales Report
 08/07/2001

Page 1
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SHERRY DECANTER
 Grs Sls (less Add Chgs) 16.32

SALES BY CATEGORY

	Net Sls	Comps	Promos	Taxes	Vcl/Sur/Ord	Grs Sls (less Add Chgs)	Check Avg.	Guest Avg.
BEER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WINE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LIQUOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FOOD	15.25	0.00	0.00	1.07	0.00	16.32	16.32	3.26
MEMBERSHIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals	15.25	0.00	0.00	1.07	0.00	16.32	16.32	3.26

NET SALES BY DAY PART BY CATEGORY

	Breakfast	Lunch	Afternoon	Dinner	Night
BEER	0.00	0.00	0.00	0.00	0.00
WINE	0.00	0.00	0.00	0.00	0.00
LIQUOR	0.00	0.00	0.00	0.00	0.00
FOOD	0.00	0.00	15.25	0.00	0.00
MEMBERSHIP	0.00	0.00	0.00	0.00	0.00
Totals	0.00	0.00	15.25	0.00	0.00

Num Guests:

Breakfast	0
Lunch	0
Afternoon	6
Dinner	0

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 140%

Figure 3 - 14 Server Sales Detail Report Preview

Select Reports > Aloha Point-of-Sale > Sales > Server Sales Detail Report. The Employee Sales Report dialog box appears.

Employee Sales Report

Select Dates
 Today

Select Employees

- 316 Pass Side
- 317 Pass Side
- 318 Pass Side
- 319 Pass Side
- 320 Pass Side
- 321 Pass Side
- 322 Pass Side
- 323 Pass Side
- 324 Pass Side
- 325 Pass Side
- 4073 Jonathan
- 7822 Johnson
- 9207 Jackson
- 999 Support

Settings
 Export Settings

Select All Employees

View Print Export Close

Figure 3 - 15 Employee Sales Report Dialog Box

Select a single date, or a range of dates, from the selection list. Select an employee from the employee list or select 'Select All Employees' to include sales information for all employees.

Select All Employees — Includes all employees in the report. Select this instead of selecting each individual employee.

Adding sections to the Server Sales Detail report

The Server Sales Detail report contains sections that display data reflecting different aspects of your operation. Some sections provide check boxes for additional latitude in how data for the selected report field is printed. Click Settings to open the Employee Cash Report Settings dialog box used to control the manner in which the data is arranged on the report.

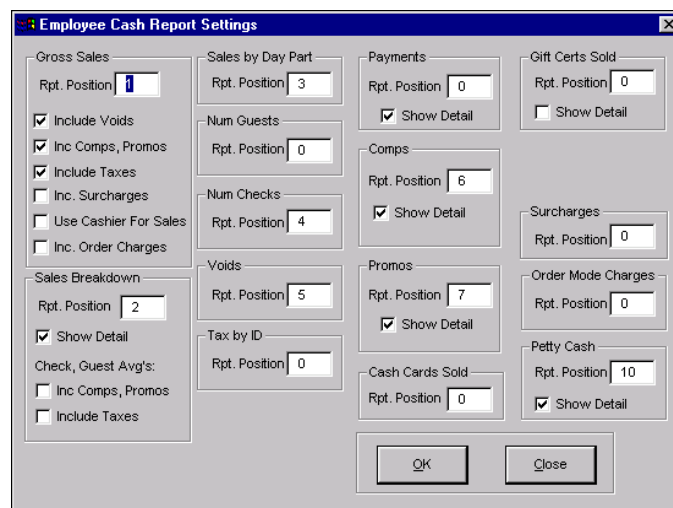


Figure 3 - 16 Employee Cash Report Settings Dialog Box

The following sections are available for the Server Sales Detail report. Each section, and its corresponding option, if any, are explained in detail. The sections are discussed in order of the dialog box:

Sales section

The Sales section displays a single-line sales total based on the menu item price and the options available for the section. The figure does not include refunds. If any of the following check boxes are not selected, they are indicated as 'less' in the header. For example, if Include Comps is not selected, the sales line displays, 'Grs Sls less Comps'.

Grs Sls	413.98
---------	--------

Include Voids — Includes voids in the section. This option is disabled when you select 'Exclude voided items from gross sales' in Maintenance > Business > Store > Store Settings tab > Financials group.

Include Comps, Promos — Includes comps and promotions in the section.

Include Taxes — Includes taxes in the section.

Include Surcharges — Includes surcharges in the section.

Use Cashier for Sales — Adds the sale to the cashier’s total sales. If not selected, the sale is added to the total sales for the employee who keeps the tip. This check box should be set if one employee serves and keeps the tip, but another employee actually collects the payment. In this situation, each employee’s sales report and checkout report amounts will match.

Include Order Charges — Includes applied order mode charges in the section.

Include Add Charges — Includes additional charges in the section.

Sales By Category section

The Sales By Category section displays a single-line sales total for each defined sales and retail category. This section displays for each employee.

Sales by Category					
	Net Sls	Comps	Promos	Taxes	Grs Sls (less (n))
Total	26.00	1.00	5.00	2.50	34.50

Show Detail — Displays net sales for each sales and retail category, with an ending total.

Sales by Category					
	Net Sls	Comps	Promos	Taxes	Grs Sls (less (n))
Entrees	18.00	0.00	5.00	2.00	25.00
Sides	8.00	1.00	0.00	0.50	9.50
	-----	-----	-----	-----	-----
Total	26.00	1.00	5.00	2.50	34.50

Check, Guest Avg's Include Comps/Promos — Includes comps and promotions in the check and guest average calculation. Check average is based on the following calculation: sales + comps + promos / total of all checks. Guest average is based on the following calculation: sales + comps + promos / total of all guests.

Sales by Category		
	Check Avg	Guest Avg
Entrees	4.60	4.60
Sides	1.50	1.50

Check, Guest Avg's Include Taxes — Includes taxes in the check and guest average calculation. Check average is based on the following calculation: sales + inclusive tax + exclusive tax / total of all checks. Guest average is based on the following calculation: sales + inclusive tax + exclusive tax / total of all guests.

Sales by Category		
	Check Avg	Guest Avg
Entrees	3.33	3.33
Sides	1.42	1.42

Sales by Day Part section

The Sales by Day Part section displays net sales for each sales and retail category, by day part, with an ending total. The section displays for each employee.

Net Sales by Day Part by Category			
	Breakfast	Lunch	Total
Beverages	42.00	514.00	556.00
Desserts	14.00	22.00	36.00
	-----	-----	-----
Total	56.00	536.00	592.00

Num Guests section

The Num Guests section displays the total number of guests for each defined period, with an ending total. This section displays for each employee. Use this section to determine the employee who served the most guests.

Number of Guests	
Breakfast	5
Lunch	50
Dinner	70

Total	125

Num Checks section

The Num Checks section displays the total number of checks for each defined period, with an ending total. This section displays for each employee. Use this section to determine the employee who opens the most checks.

Number of Checks	
Breakfast	5
Lunch	50
Dinner	70

Total	125

Voids section

The Voids section displays a single-line total amount of voids performed while the employee is logged in. This section displays for each employee.

Voids	14.00
-------	-------

Tax by Tax ID section

The Tax by Tax ID section displays totals from each defined exclusive and inclusive tax, with an ending total. This section displays for each employee. For example, if a check is closed with tax exemption, the check amount is added to the Tax Exempt total.

Food Tax	75.00
Alcohol Tax	50.00

Total	125.00

Payments section

The Payments section displays a single-line total of sales with applied payments.

Payment Total	1500.00
------------------	---------

Show Detail — Displays the payment detail for each tender.

Payments	
Amex	22.50
Visa	81.00

Total	103.50

Comps section

The Comps section displays a single-line total amount for comps applied to sales. This section displays for each employee.

Comps Total	33.00
-------------	-------

Show Detail — Displays comp detail for each of the defined comps, even if the comp was not applied to the sale.

Comps	
Senior	22.50
Police	10.50

Total	33.00

Promos section

The Promos section displays a single-line total amount of promotions applied to sales. This section displays for each employee.

Promos Total	57.00
--------------	-------

Show Detail — Displays promotion detail for each of the defined promotions, even if the promotion was not applied to a sale.

Promos	
Promo 1	28.00
Promo 2	29.00

Total	57.00

Cash Cards Sold section

The Cash Cards Sold section displays the total amount of sales paid with cash cards for each sales and retail category. This section displays for each employee.

Cash Cards	
Cash Card 1	0.00
Cash Card 2	20.00

Total	20.00

Gift Certs/Revenue Items Sold section

The Gift Certs Sold section displays a single-line total amount of sales with applied gift certificates.

Gift Cert Total	50.00
--------------------	-------

Show Detail — Displays the sales totals for each defined gift certificates with an ending total.

Gift Certificates	
\$5	10.00
\$10	40.00

Total	50.00

Surcharges section

The Surcharges section displays a single-line sales total for total and collected surcharges. This section displays for each employee.

Surcharges Total	8.50
Surcharges Collected	7.10

Order Mode Charges section

The Order Mode Charges section displays a single-line sales total for charges associated with each defined order mode. For example, if a \$0.30 charge is added to all to go orders, \$0.30 is added to the total for each transaction closed with a to go order mode. Order modes are defined in Maintenance > System > Order Modes. This section displays for each employee.

Order Mode Charges	4.18
--------------------	------

Petty Cash section

The Petty Cash section displays a single-line total amount applied to petty cash accounts. This section displays for each employee.

Petty Cash	14.21
------------	-------

Show Detail — Displays totals for each defined petty cash account, even if the account did not have any transactions, with an ending total. Also displays a line item if you entered a petty cash description.

Petty Cash	
Supplies	10.00
Paidouts	4.21
Cake Deposit	0.00
Bought 2lbs tomatoes	

Total:	14.21

Quick Combo Upsell

The Quick Combo Upsell report reflects the number and dollar amount of quick combos sold, including different types of surcharges. When configuring the report, you decide to include or exclude promotions, and/or define what constitutes an upsell. For example, you might include only upsells that go from a small combo to a large combo, only upsells for a side or drink, or only upsells where you substituted a drink or side at an additional cost. Use this information to forecast future sales, reward employees for up-selling, or review the combo feature itself.

1 - Aloha Café 14770 Trinity Blvd FtWorth, TX 76155		Quick Combo Upsell Report 03/09/2016						Page 1 of 1 03/09/2016 -- 4:53 PM 15.1.0 Printed by: Ryan Murphy			
QC Menu Item	Avg Selling Price	Quick Combos			Dollar: Sales	Dollar: % of Category	Dollar: % of Sales	Upsizes			
		Unit: Qty Sold	Unit: % of Category	Unit: % of Checks				Upsize: Qty Sold	Upsize: % of QC Qty	Upsize: Sales	Upsize: % of QC Sales
Totals											
#1 Cheeseburgr Combo	3.89	15	13.64	15.79	58.35	4.71	1.94	4	3.64	18.52	1.50
Medium Combo	4.38	2	1.82	2.11	8.76	0.71	0.29				
Large Combo	4.88	2	1.82	2.11	9.76	0.79	0.32				
#2 Bac Chz Combo	4.20	24	21.82	25.26	100.81	8.14	3.34	6	5.45	30.34	2.45
Medium Combo	5.18	1	0.91	1.05	5.18	0.42	0.17				
Large Combo	5.18	4	3.64	4.21	20.72	1.67	0.69				
#3 Mush/Swiss Combo	4.99	6	5.45	6.32	29.94	2.42	0.99	1	0.91	5.98	0.48
Large Combo	5.98	1	0.91	1.05	5.98	0.48	0.20				
#4 Cowboy Burger Cmb	5.27	12	10.91	12.63	63.28	5.11	2.10	9	8.18	53.64	4.33
Medium Combo	5.68	2	1.82	2.11	11.36	0.92	0.38				
Large Combo	6.18	5	4.55	5.26	30.90	2.50	1.03				
#5 Chicken Sand Cmb	6.50	7	6.36	7.37	45.48	3.67	1.51	1	0.91	7.14	0.58
Box Lunch 12	60.00	13	11.82	13.68	780.00	62.99	25.88				
KM Burger	2.14	4	3.64	4.21	8.56	0.69	0.28				
KM Cheeseburger	2.39	3	2.73	3.16	7.17	0.58	0.24				
KM Chicken Sandwich	2.73	3	2.73	3.16	8.19	0.66	0.27				
KM Nuggets	2.63	3	2.73	3.16	7.89	0.64	0.26				
Taco GC 12	12.00	3	2.73	3.16	36.00	2.91	1.19				
Total	11.26	110	100.00	115.79	1,238.33	100.00	41.09	21	19.09	115.62	9.34
***** End of Report *****											

Figure 3 - 17 Quick Combo Upsell Report

Select Reports > Aloha-Point-of-Sale > Sales > Quick Combo Upsell. The Quick Combo Upsell Report dialog box appears.

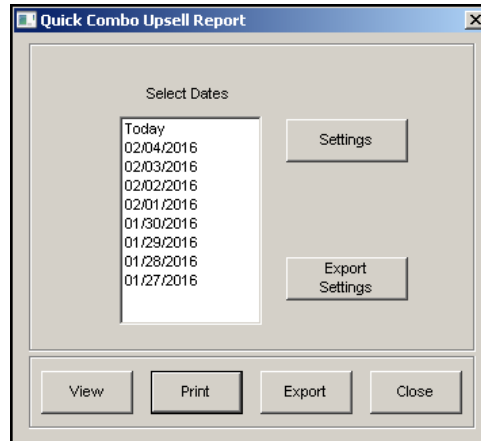


Figure 3 - 18 Quick Combo Upsell Report Dialog Box

Select the date or date range on which you want to generate the report.

Adding sections to the Quick Combo Upsell report

The Quick Combo Upsell report contains sections that display data reflecting different aspects of your operation. Some sections provide check boxes where you can include voids, taxes, surcharges, and more, in the report.

Click Settings to display the Quick Combo Upsell Report Settings dialog box.

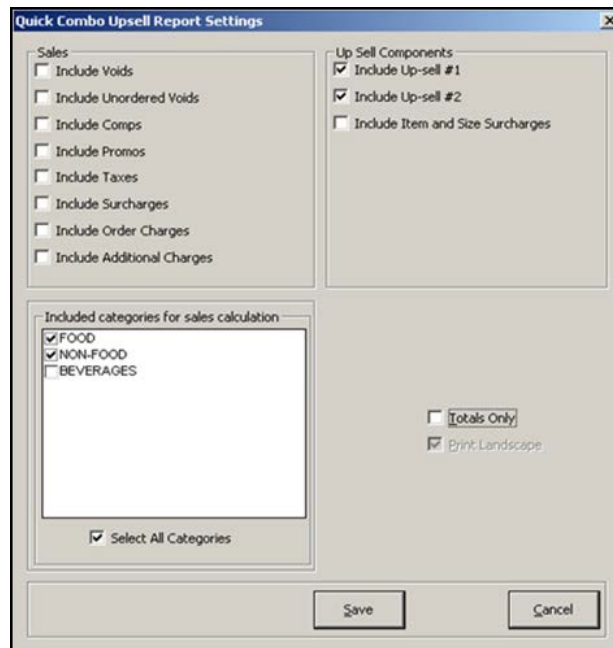


Figure 3 - 19 Quick Combo Upsell Report Settings Dialog Box

Sales section

The Sales section displays a single-line sales total based on the menu item price and the options available for the section. The figure does not include refunds. If any of the following check boxes are not selected, they are indicated as 'less' in the header.

Include Voids — Includes voids in the section. This option is disabled when you select 'Exclude voided items in gross sales' in Maintenance > Business > Store > Store Settings tab > Financials group.

Include Unordered Voids — Includes unordered voids in the section.

Include Comps, Promos — Includes comps and promotions in the section.

Include Taxes — Includes taxes in the section.

Include Surcharges — Includes surcharges in the section.

Use Cashier for Sales — Adds the sale to the cashier's total sales. If not selected, the sale is added to the total sales for the employee who keeps the tip. This check box should be set if one employee serves and keeps the tip, but another employee actually collects the payment. In this situation, each employee's sales report and checkout report amounts will match.

Include Order Charges — Includes applied order mode charges in the section.

Include Add Charges — Includes additional charges in the section.

Up Sell Components section

Include Up-sell #1 — Includes the first level of the up-sell price in the report calculations as defined in Maintenance > Payments > Promotions > Quick Combo tab.

Include Up-sell #2 — Includes the second level of the upsell price in the report calculations as defined in Maintenance > Payments > Promotions > Quick Combo tab

Include Item and Size Surcharges — Includes the item or size differential in the report calculations, as defined in Maintenance > Payments > Promotions > Components QS tab > 'Items' group bar. **Note:** Select this option if your store allows guests to upsize only one component of the quick combo, such as a medium fries to a large fries, but keep the drink or other item its original size; or, exchange items, such as fries for a side salad.

Totals Only — Displays the totals section for the date or days specified, while suppressing the activity of each individual day.

Print Landscape — Prints the report in landscape format, if necessary. If you select an option from the 'Up Sell Components' group box, the system removes the Print Landscape option, as the system automatically prints the report in the landscape format.

Included categories for sales calculation section

Food — Includes food category in the report.

Non-Food — Includes non-food category in the report.

Beverages — Includes beverages in the report.

Quick Combos	
Column	Description
QC Combo Item	Name of the item that was sold as a quick combo.
Avg Selling Price	Average dollar amount that guest paid for the quick combo item.
Unit Qty Sold	Number of units sold for this item.
Unit: % of Category	Percentage of units sold for this quick combo item relative to the total number of all quick combos sold.
Unit: % of Check	Percentage of the number of this quick combo sold relative to the total number of checks.
Dollar: Sales	Total sales for the quick combo item.
Dollar: % of Check	Percentage of the number of this quick combo sold relative to the total number of checks.
Dollar: % of Sales	Percentage of the dollar sales for this quick combo item relative to the total quick combo sales for all quick combos sold.
Upsizes	
Column	Description
Upsize: Qty Sold	Total number of time this quick combo item was sold as an upsized quick combo.
Upsize: % of QC Qty	Percentage of the number of upsizes for this quick combo item relative to the total number of all combos sold.
Upsize: Sales	Total sales for this quick combo item when sold as an upsized quick combo.
Upsize: % of QC Sales	Percentage of sales for upsizes for this quick combo item relative to the total sales for all quick combos sold.

The Quick Combo Upsell report lists the quick combos in alphabetical order based on the primary combo name. The initial quick combo offering lists first, as it is considered the 'parent' item to any medium or large combo 'child.' For example, using the sample above, the report lists the items as:

Menu Item	Relationship	Price
#4 Combo Cowboy Burger Small	Parent item	\$5.19
#4 Combo Cowboy Burger Medium	Child item / Upsell #1	\$5.68
#4 Combo Cowboy Burger Large	Child item / Upsell #2	\$6.18

The value on the report reflects the whole value of a small combo in relationship with the whole value of the upsell. For example, a guest orders a Cowboy Burger combo and requests to upsize the combo to a medium. There is a price difference of \$0.49 when upsizing a combo to medium. The report lists the upsell #1 value as the whole value of \$5.68, not \$0.49.

Referencing [Figure 3 - 19](#), the Aloha Café sold nine small Cowboy Burger combos, and two medium and four large upsized combos. The sales information for the upsized combos appear in the medium and large rows, or its child lines, and the upsell information appears on its parent line.

If you select 'Include Item and Size Surcharges,' when a guest orders a quick combo and substitutes a fruit cup for the fries, the report continues to list the mixed item/size combo under a small combo. The substitution measures against the small Cowboy Burger combo, and the mixed item/size combo appears as a small quick combo, not as an upsell item.

Comparative Employee Sales report

The Comparative Employee Sales report compares sales information by category for a particular day. This report is commonly used to find the percentage of a particular category compared to another category. For example, what is the percentage of desserts sold compared to entrees.

Server Name	Check #	Base Items	Item	Qty	Amt	Add-Ons	Item	Qty	Amt	% of Base	Qty	Amount
FRANCES CHILDE	10002	RIB EYE		1	15.95							
		CHIMCHANGAS		1	6.95							
Total for FRANCES CHILDE				2	22.90	0		0.00		0.00%		

Figure 3 - 20 Sales Comparison Report Preview

Columns	Description
Server Name	Name of the tippable employee for the guest check.
Check #	Guest check number.
Base Items: Item	Item(s) found in the base category. For example, to compare a category against all product items, this would be the category containing all items.
Base Items: Qty (Quantity)	Quantity sold of the corresponding items.
Base Items: Amt (Amount)	Total sales of the corresponding item.
Add-Ons: Item	Item found in the target category. For example, to compare the percentage of desserts to all product items, dessert items would be found in the Add-Ons column.
Add-Ons: Qty (Quantity)	Quantity sold of the corresponding item.
Add-Ons: Amt (Amount)	Total sales of the corresponding item.

Columns	Description
% of Base: Item	Calculated percentages of the quantity of items sold based on the following calculation: total quantity sold in target category ÷ total quantity sold in base category. This displays for the corresponding employee only and not for line items.
% of Base: Qty (Quantity)	Calculated percentages of the quantity of items sold based on the following calculation: total quantity sold in target category ÷ total quantity sold in base category. This displays for the corresponding employee only and not for line items.
% of Base: Amt (Amount)	Calculated percentages of sales based on the following calculation: total sales in target category ÷ total sales in base category. This displays for the corresponding employee only and not for line items.

Select Reports > Aloha Point-of-Sale > Comparative Employee Sales. The Check Sales dialog box appears.

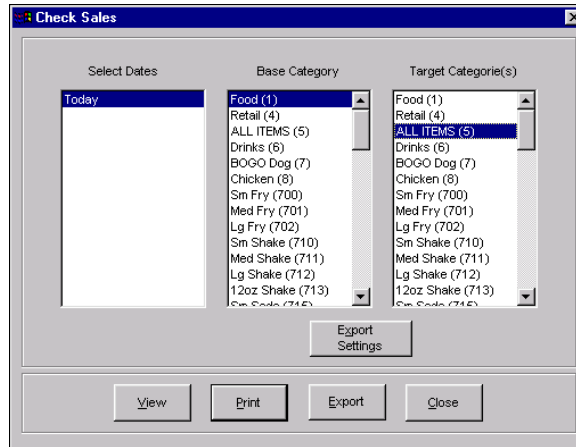


Figure 3 - 21 Check Sales Dialog Box

Select a single date, or a range of dates from the selection list. Select a base category and one or more target categories for comparison. For example, sales in the Food category can be compared to sales in the Salads, Cold Bev, Hot Bev, Fountain, and Food Mods categories.

Performance Measures report

The Performance Measures report provides a detailed listing of all performance measures tracked from Front-of-House operations. Performance measures gauge necessary sales reporting, such as counts to guests and sales per hour and are defined in Maintenance > Labor > Performance Measures.

Perf #	Perf Name	Perf Detail	Shift	JobCode	Date
*** 200 FRANCES CHILDE ***					
1	GROSS SALES	\$35.20	1	SERVER	8/7/2001
2	NET SALES	\$32.90	1	SERVER	8/7/2001
3	FOOD	11 \$32.90	1	SERVER	8/7/2001
5	PPA	\$2.99	1	SERVER	8/7/2001
*** 300 ABBY GALE ***					
1	GROSS SALES	\$4.50	1	BARTENDER	8/7/2001
2	NET SALES	\$4.21	1	BARTENDER	8/7/2001
*** 500 SHERRY DECANter ***					
1	GROSS SALES	\$16.32	1	Delivery Driver	8/7/2001
2	NET SALES	\$15.25	1	Delivery Driver	8/7/2001
3	FOOD	06 \$15.25	1	Delivery Driver	8/7/2001
5	PPA	\$3.05	1	Delivery Driver	8/7/2001

***** End of Report *****

Figure 3 - 22 Performance Measures Report Preview

You can also view performance measures over a range of dates that lists totals for each employee. This enables managers to evaluate their employees during a specific time period for a more precise performance measurement.

Perf #	Perf Name	Perf Detail	Shift	JobCode	Date
All Revenue Centers					
*** 500 Paul Bartender Phoenix ***					
1	FOOD				
	Total:	N/A			
	Average:	100%			
4	ALL ITBMS				
	Total:	\$196.66			
	Average:	\$22.38			
*** 999 John Manager Smith ***					
1	FOOD				
	Total:	N/A			
	Average:	100%			
4	ALL ITBMS				
	Total:	\$205.89			
	Average:	\$41.18			

***** End of Report *****

Figure 3 - 23 Performance Measures Report Across Multiple Dates

Columns	Description
Perf #	Performance measure ID number.
Perf Name	Name of the defined performance measure.
Perf Detail	Count and total amount of performance measure.
Shift	Shift number for the performance measure.
JobCode	Job code for which the employee was working.
Date	Date of business for the shift.

Required settings:

- Print Detail Lines
- Sort Detail Lines
- Print Subtotals

Select Reports > Aloha Point-of-Sale > Performance Measures to access the Performance Measures report. The Employee Performance Measures Report dialog box appears.

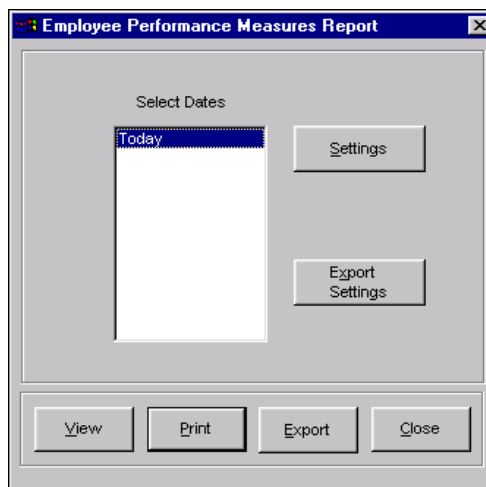


Figure 3 - 24 Employee Performance Measure Report Dialog Box

Select a single date, or a range of dates, from the selection list.

Configuring the Performance Measures report

Click Settings to display the Performance Measures Report Settings dialog box.

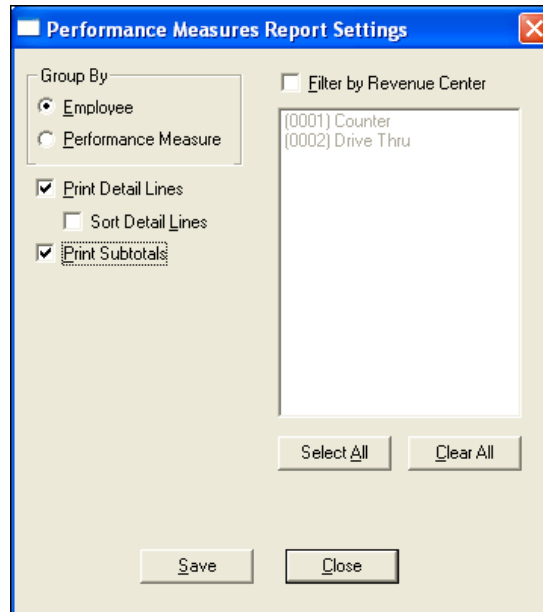


Figure 3 - 25 Performance Measures Report Settings Dialog Box

The following options are available for the Performance Measures report:

Employee — Sorts the report by employee.

Performance Measure — Sorts the report by performance measure.

Print Detail Lines — Prints individual shift information in addition to totals.

Sort Detail Lines — Prints individual shift information, sorted by date. Required Options: You must select 'Print Detail Lines' to enable this option.

Print Subtotals — Prints a subtotal for each performance report.

Filter by Revenue Center — Enables the report to be filtered by all revenue center(s). Select this setting to display all defined revenue centers in the list box. Select the revenue center(s) as necessary and click Save.

Select All — Selects all revenue centers in the list box.

Clear All — Clears all revenue centers from the list box.



Note If you have configured a performance measure to calculate gross sales, you can exclude voids from gross sales by selecting 'Exclude voided items in gross sales' in Maintenance > Business > Store > Store Settings tab > Financials group.

Click Save to save the changes and return to the Performance Measures Report dialog box, or click Close to return without saving.

Hourly Sales and Labor report

The Hourly Sales and Labor report provides sales and labor information based on a chosen time period, including the labor percentage as it pertains to net sales and as it pertains to gross sales. The information is based on when a guest check is opened. You can eliminate particular job codes from this report using 'Do not update FOH Flash Report' located in Maintenance > Labor > Job Codes on the 'Financial' tab under 'Report settings' group bar.

There are two options for the Hourly Sales and Labor report:

Summary Report — Displays information for a selected date(s).

1 - Aloha Café 5555 Fifth Avenue South Naples, Florida 34102		Hourly Sales and Labor Report 03/09/2016							Page 1 of 1 03/10/2016 -- 12:13 PM 15.10 Printed by: Ryan Murphy	
Start Time	Gross Sales	Guests	Quest Avg	Checks	Check Avg	Labor Hrs	Labor \$	Labor %/Gross		
4:00 AM	0.00	0	0.00	0	0.00	5.00	0.00	0.00%		
9:00 AM	0.00	0	0.00	0	0.00	1.00	0.00	0.00%		
10:00 AM	978.46	28	34.95	28	34.95	1.00	0.00	0.00%		
11:00 AM	764.57	20	38.23	20	38.23	1.08	0.00	0.00%		
12:00 PM	0.00	0	0.00	0	0.00	0.22	0.00	0.00%		
1:00 PM	12.15	1	12.15	1	12.15	0.00	0.00	0.00%		
2:00 PM	48.69	1	48.69	1	48.69	0.00	0.00	0.00%		
3:00 PM	15.90	2	7.95	2	7.95	0.00	0.00	0.00%		
4:00 PM	884.44	32	27.64	32	27.64	0.25	0.00	0.00%		
5:00 PM	954.52	11	86.77	11	86.77	11.00	0.00	0.00%		
Total	3,658.73	95	38.51	95	38.51	19.55	0.00	0.00%		
***** End of Report *****										

Figure 3 - 26 Hourly Sales and Labor Summary Report

Weekly Report — Displays information for a selected week(s).

1 - Aloha Café 5555 Fifth Avenue South Naples, Florida 34102		Weekly Hourly Sales and Labor Report Week Ending 03/14/2016							Page 1 of 1 03/10/2016 -- 12:14 PM 15.10 Printed by: Ryan Murphy	
	Tuesday 03/08/2016	Wednesday 03/09/2016	Thursday 03/10/2016	Friday 03/11/2016	Saturday 03/12/2016	Sunday 03/13/2016	Monday 03/14/2016	Total		
4:00 AM										
Gross Sales	0.00	3658.73	0.00	0.00	0.00	0.00	0.00	3658.73		
Labor Hrs	0.00	19.57	0.00	0.00	0.00	0.00	0.00	19.57		
Labor \$	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Labor %	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
***** End of Report *****										

Figure 3 - 27 Hourly Sales and Labor Weekly Report

Rows	Description
Gross Sales	Gross sales for the day based on the following calculation: net sales + taxes + comps + promos + surcharges. This option includes voids unless you select 'Exclude voided items from gross sales' in Maintenance > Business > Store > Store Settings tab > Financials group. Required Options: You must select 'Gross Sales' on the Hourly Sales and Labor Summary Report Settings dialog box to display this option.
Net Sales	Total sales from menu items only, with comps, promos, taxes, voids, refunds, and overrings deducted for the day. Required Options: You must select 'Net Sales' on the Hourly Sales and Labor Summary Report Settings dialog box to display this option.
Labor Hours	Total labor hours for the day.
Labor \$	Total labor dollars for the day, based on the following calculation: labor hours x employee's pay rate.
Labor %	Calculated percentage of labor dollars per net sales for the day, based on the following calculation: labor dollars ÷ net sales.

Select Reports > Aloha Point-of-Sale > Sales > Hourly Sales and Labor Report to access the Hourly Sales and Labor report. The Hourly Sales and Labor dialog box appears.



Figure 3 - 28 Hourly Sales and Labor Dialog Box

Select a single date, or a range of dates, from the selection list.

Configuring the Hourly Sales and Labor report

Click Settings to open the Hourly Sales Report Settings dialog box containing time increments from which the 'through time' to use for creating the report can be chosen.

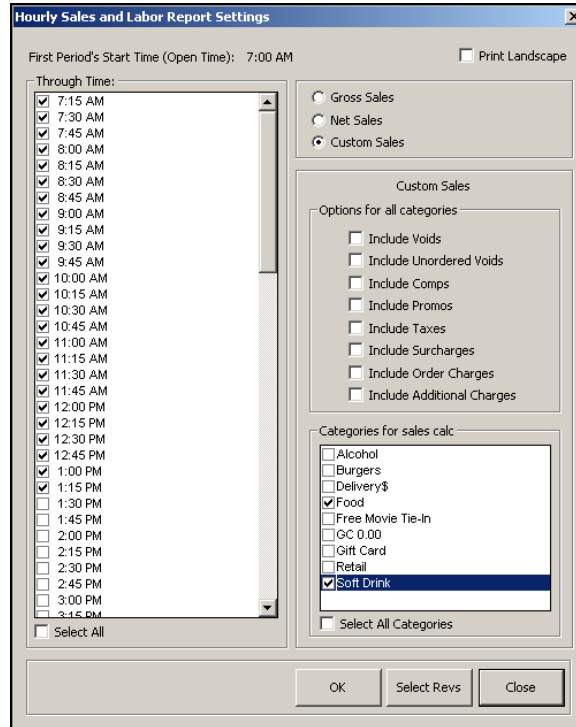


Figure 3 - 29 Hourly Sales Report Settings Dialog Box

Select the ending time (Through Time) for determining the information to include on the report. For example, if 11:15 a.m. is selected, the report contains information through 11:15 a.m. Information after 11:15 a.m. is not included in the report.

Print Landscape — Prints the report in landscape format.

Gross Sales — Displays only gross sales totals. This option includes voids unless you select 'Exclude voided items from gross sales' in Maintenance > Business > Store > Store Settings tab > Financials group.

Net Sales — Displays only net sales totals.

Custom Sales — Calculates the total sales based on the selected included categories and displays the total on one line within the report. **Documented Version:** v15.1.

Select Revs button

Click Select Revs to include only specific revenue centers in the report.

To select the revenue centers to include in the report:

1. Click **Select Revs.** The Limit Which Revenue Centers to Report dialog box appears.

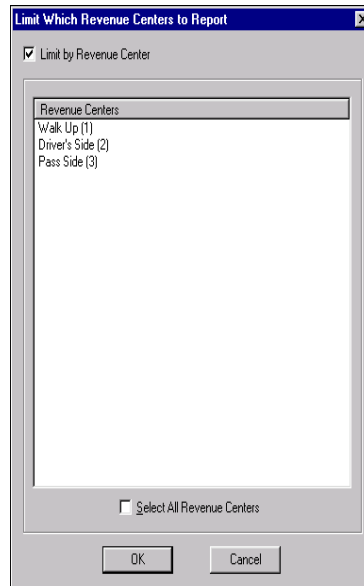


Figure 3 - 30 Limit Which Revenue Center to Report Dialog Box

2. Select **Limit by Revenue Center**.
3. Click each **revenue center** to include in the report, or select **Select All Revenue Centers** to include all revenue centers.
4. Click **OK**.

Tiered Tax report

The Tiered Tax report displays three types of taxes, such as primary tax, gratuity tax, and beverage tax, based on the percentage of gross sales by category, by revenue center. These taxes are indicated as Tax1, Tax2, and Tax3 respectively and calculated independently of all Front-of-House calculations.


 **Note** This report is specific to the standards of the Austrian government.

Figure 3 - 31 Tiered Tax Report Preview

Columns	Description
Gross	The gross sales total. Related Options: The gross sales total is defined in the Tiered Tax Report Settings dialog box.
Tax1 %	The tax1 percentage. Related Options: The tax1 % is defined in the Tiered Tax Report Settings dialog box.
Tax1 Amt (Amount)	The calculated tax1 amount based on the following calculation: $(\text{gross sales} \times \text{Tax1\%}) \div (100 + \text{Tax1\%})$.
Net	The calculated net sales based on the following calculation: $\text{gross sales} - \text{Tax1 amount}$.
Tax2 %	The tax2 percentage. Related Options: The tax2 % is defined in the Tiered Tax Report Settings dialog box.
Tax2 Amt (Amount)	The calculated tax2 amount based on the following calculation: $(\text{net sales} \times \text{Tax2\%}) \div (100 + \text{Tax2\%})$.

Columns	Description
Base for Tax3	The calculated tax3 sales amount based on the following calculation: Net - Tax2 Amount.
Tax3 %	The tax3 percentage. Related Options: The tax3 % is defined in the Tiered Tax Report Settings dialog box.
Tax3 Amt (Amount)	The calculated tax3 amount based on the following calculation: (Base for Tax3 - Tax3 %) ÷ (100 + Tax3).
Bottom line	The sales based on the following calculation: Base for Tax3 - Tax3 Amount.

Select Reports > Aloha Point-of-Sale > Sales > Tiered Tax Report. The Tiered Tax Report dialog box appears.

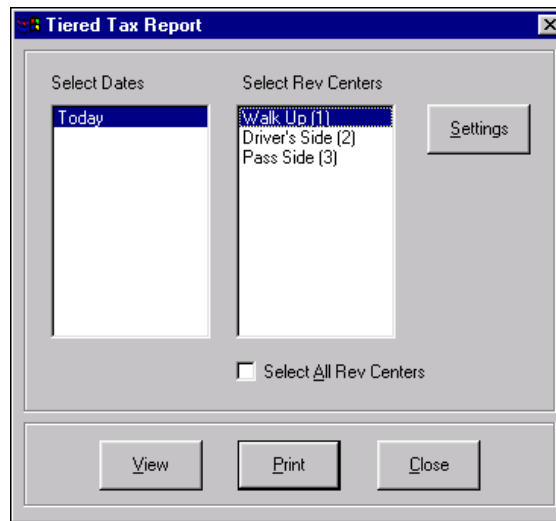


Figure 3 - 32 Tiered Tax Report Dialog Box

Select a single date, or a range of dates, from the selection list. Select the revenue center to include in the report.

Select All Rev Centers — Selects all defined revenue centers.

Configuring the Tiered Tax report

Click Settings to display the Tiered Tax Report Settings dialog box.

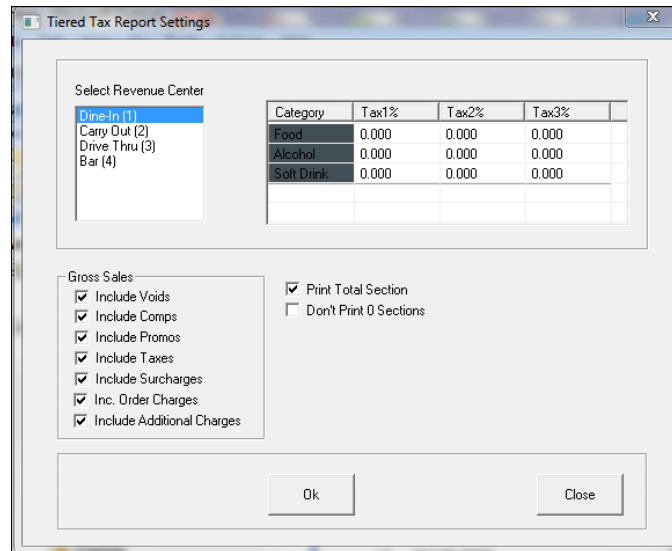


Figure 3 - 33 Tiered Tax Report Settings Dialog Box

Select Revenue Center — Designates the revenue center to include in the report. All defined revenue centers display in the list.

Category and tax columns — Denotes the tax levels for the Tax1, Tax2, and Tax3 columns for each sales category. Categories display in the order of their ID numbers.

Include Voids — Includes voids in the gross sales total. This option is disabled unless you select 'Exclude voided items from gross sales' in Maintenance > Business > Store > Store Settings tab > Financials group.

Include Comps — Includes comps in the gross sales total.

Include Promos — Includes promos in the gross sales total.

Include Taxes — Includes taxes in the gross sales total.

Include Surcharges — Includes surcharges in the gross sales total.

Inc. Order Charges — Includes order charges in the gross sales total.

Include Additional Charges — Includes additional charges in the gross sales total.

Print Total Section — Prints an ending total on the report.

Don't Print 0 Sections — Excludes categories that do not have any transactions.

Transaction Detail report

Some tax jurisdictions mandate that you provide a report detailing the sales for which you assess a secondary tax and the sales for which you do not assess a secondary tax, per transaction. For example, the Nevada Gaming Control Board imposes a Live Entertainment Tax (LET) on food, drink, and merchandise sales during a live entertainment event. If a guest arrives before the event begins and places an order, the sales are not subject to the LET tax; however, anything the guest orders during the event is subject to the LET tax. The report must provide a unique transaction number, the sales amount for which you assessed the LET tax, the sales amount for which you did not assess the LET tax, and each payment amount by tender type, such as the amount paid with cash, credit card, gift card, comps, and more. You can run the report for a specific tax type or all tax types, and you can sort the report either in check number order or by the time in which the transactions occurred. This enhancement requires no configuration.

The Atlas 1234 Las Vegas Blvd South Las Vegas, NV 89134		Transaction Detail Report 07/15/2013							Page 1 of 1 11/29/13 - 10:07 AM 13.1.0 DEV Printed by: Seeded Administrator		
Sls Taxed Entertain. Tax 10%	Sls Not Taxed Entertain. Tax 10%	Entertain. Tax 10%	Exclusive Taxes	Inclusive Taxes	Surcharges	OM Charges	Gratuity	Total check	Payment	Amount	
*** Check ID 10001 9:01 ***											
12.00	0.00	0.84	1.20	0.00	0.00	0.00	0.00	14.04	MC	14.04	
Comps			Promos			Voids					
6.00	0.00	0.00									
*** Check ID 10002 9:04 ***											
33.00	0.00	2.31	3.30	0.00	6.00	2.00	0.00	46.61	Visa Cash	38.61 8.00	
Comps			Promos			Voids					
0.00	3.00	0.00									
*** Grand Total 07/15/2013 ***											
Sls Taxed Entertain. Tax 10%	Sls Not Taxed Entertain. Tax 10%	Entertain. Tax 10%	Exclusive Taxes	Inclusive Taxes	Surcharges	OM Charges	Gratuity	Total check	Payment	Amount	
45.00	0.00	3.15	4.50	0.00	6.00	2.00	0.00	60.65		60.65	
Comps			Promos			Voids					
6.00	3.00	0.00									
***** End of Report *****											
* Check deleted by system when transferred / voided / combined											

Figure 3 - 34 Transaction Detail Report

Select Reports > Aloha Point-of-Sale > Sales > Transaction Detail Report. The Transaction Detail Report dialog box appears.

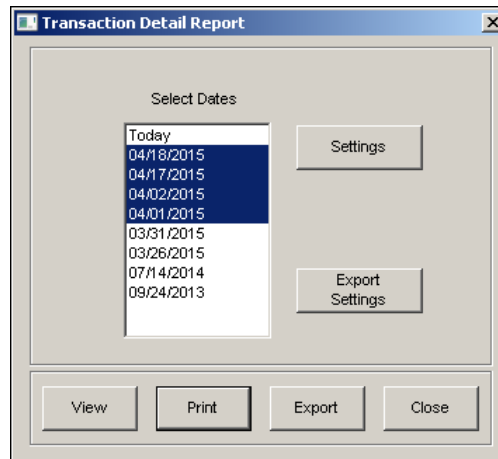


Figure 3 - 35 Transaction Detail Report Dialog Box

Configuring the Transaction Detail report

Click Settings to open the report configuration dialog box which allows the selection of the information to include on the printed report.

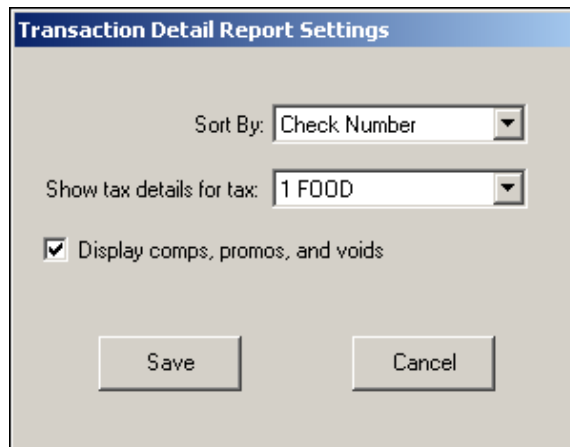


Figure 3 - 36 Transaction Detail Report Settings Dialog Box

Sort by — Sorts the report by check number or time.

Show tax details for tax — Allows you to generate the Transaction Detail report for a specific tax type. If you select 'None,' all sales tax IDs appear on the Transaction Detail report.

Display comps, promos, and voids — Adds any comps, promos, and voids to the report.

Labor report

The Labor report generates shift information for a selected period of time. The Labor reports can contain employee clock in/clock out times, break information, regular and overtime pay rates, regular and overtime hours, declared tips, and more. Define, name, save, and run as many labor reports with separate settings, as needed.

68 - IBER CAFE
 1320 Trench Dr
 Bedford, TX

Labor Report
 06/13/2006

Page 1
 06/13/2006 -- 3:17 PM
 6.1.0 Pre-Alpha

*** Jobcode Server ***

Employee Name	Emp SS#	Date	Time In	Time Out	Tot Hrs	CC Tips	Decl Tips	Emp Tip	Emp Tippable Sales
CHILDE, FRANCES	147-25-8369	06/13/2006	14:51	14:52	0.02	0.00	0.50	40.00	

Employee Name	Emp SS#	Date	Threshold Type	Tip Threshold
CHILDE, FRANCES	147-25-8369	06/13/2006	Global 5.00%	2.00

Employee Name	Emp SS#	Date	Time In	Time Out	Tot Hrs	CC Tips	Decl Tips	Emp Tip	Emp Tippable Sales
TOTALS:					0.02	0.00	0.50	40.00	

Employee Name	Emp SS#	Date	Threshold Type	Tip Threshold
TOTALS:				2.00

SUMMARY

Date	Time In	Time Out	Tot Hrs	CC Tips	Decl Tips	Emp Tippable Sales	Threshold Type	Tip Threshold
			0.02	0.00	0.50	40.00		2.00
TOTALS:			0.02	0.00	0.50	40.00		2.00

Page 1 of 1 Close Print Page 06/13/2006 03:17 PM 110%

Figure 3 - 37 Labor Report Preview

Select Reports > Aloha Point-of-Sale > Employee > Labor. The Labor Report dialog box appears.

Labor Report

Select Dates: Today

Select Employees:

- 317 Pass Side
- 318 Pass Side
- 319 Pass Side
- 320 Pass Side
- 321 Pass Side
- 322 Pass Side
- 323 Pass Side
- 324 Pass Side
- 325 Pass Side
- 4073 Jonathan
- 7922 Johnson
- 9207 Jackson
- 999 Support
- 9998 Manager

Select Report Setting: Default

Buttons: Add, Delete, Settings, Export Settings

Select All Employees

Buttons: View, Print, Export, Close

Figure 3 - 38 Labor Report Dialog Box

Select a single date, or a range of dates, from the selection list. Select an employee from the employee list, or click 'Select All Employees' to include sales information for all employees on the report.

Configuring the Labor report

Click Settings to open the report configuration dialog box which allows the report title to be established using the Report Title text box, as well as the selection of the information to include on the printed report.

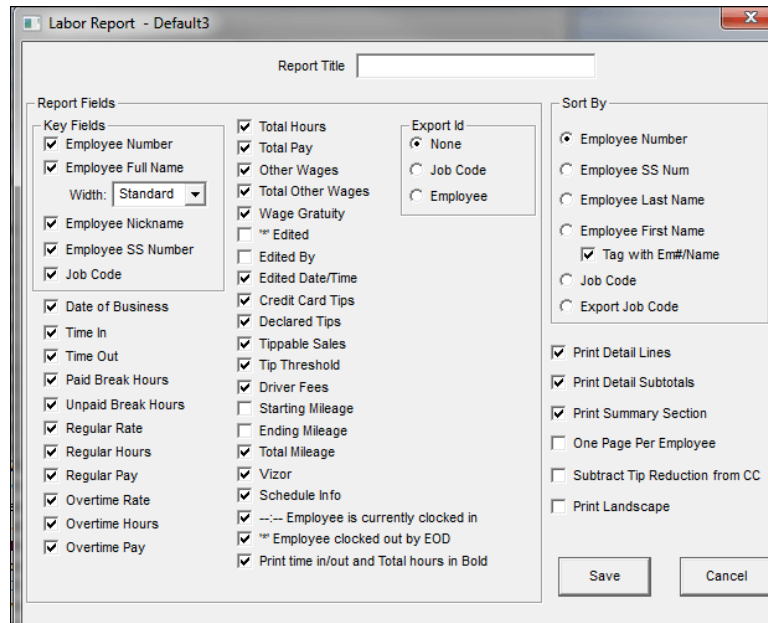


Figure 3 - 39 Labor Report Dialog Box

Group Box: Report Fields

Configure labor reports by clicking the check boxes to add or remove the information. A check mark indicates the information is included in the report.

Employee Number — Adds the employee's ID number.

Employee Full Name — Adds the employee's full name.

Width — Indicates the width to use for the employee's full name. Select from 'Standard,' 'Wide,' and 'Extra Wide.'

Employee Nickname — Adds the employee's nickname.

Employee SS Number — Adds a column for the employee's social security number.

Job Code — Adds a column for the job code under which the employee clocked in.

Date of Business — Adds a column for the system date of business.

Time In — Adds a column for the employee's clock in time for the shift. Employee working a second shift reports on a second line.

Time Out — Adds a column for the employee's clock out time for the shift. Employees working a second shift reports on a second line.

Paid Break Hours — Adds a column for the total paid break minutes for the employee's shift. The job code must have the ability to take paid breaks for data to display.

Unpaid Break Hours — Adds a column for the total unpaid break minutes for the employee's shift. The job code must have the ability to take unpaid breaks for data to display.

Regular Rate — Adds a column for the regular rate of pay for the employee.

Regular Hours — Adds a column for the total hours worked for the shift, excluding overtime hours.

Regular Pay — Adds a column for the total labor dollars earned for the shift, excluding overtime hours and dollars, based on the following calculation: reg rate x reg hours.

Overtime Rate — Adds a column for the overtime pay rate for the employee. Overtime pay rates are configured as either 'Calculate overtime based on' shift rate, average rate, or minimum wage, as defined in Maintenance > Business > Store > Store Settings tab > Labor group.

If the overtime pay rate is configured to calculate by shift rate, the pay rate is based on the following calculation: reg rate x 'Weekly overtime rate multiplier.' Define 'Weekly overtime rate multiplier' under the 'Overtime' group bar.

If the overtime pay rate is configured to calculate by average rate, the pay rate is based on the following calculation: (reg hours x reg pay rate) ÷ (reg hours + overtime hours) x (0.5 + reg rate).

Overtime Hours — Adds a column for the total overtime hours worked for the employee's shift.

Overtime Pay — Adds a column for the total overtime labor dollars earned for the shift, based on the following calculation: overtime rate x overtime hours.

Total Hours — Adds a column for the total number of hours worked for the employee's shift, based on the following calculation: reg hours + overtime hours.

Total Pay — Adds a column for the total labor dollars earned for the employee's shift, based on the following calculation: (reg hours x reg rate) + (overtime hours x overtime rate).

Other Wages — Adds a column for wage type, other wages hours, and other wages amount.

Total Other Wages — Adds a column for the total of all other wages, including system generated 'other wages'.

Wage Gratuity — Adds a column for wage gratuity for the employee. When selected, the CC Tips column excludes all wage gratuities.

(*) Edited — Adds a column for whenever a punch to a transaction was edited through the Edit Punches function.

Edited By — Adds a column with the name and ID number of the employee who edited the punch through the Edit Punches function.

Edited Date/Time — Adds a column for the date and time for punches edited by an employee.

Credit Card Tips — Adds a column for the total amount of tips from all non-cash tenders for the employee's shift.

Declared Tips — Adds a column for the total amount of tips declared at clock out for the employee's shift. This total is equal to or greater than the amount of credit card tips total.

Tippable Sales — Adds a column for all sales from order modes configured as tippable.

Tip Threshold — Adds a column for the threshold type enforced on the corresponding employee. For example, if an employee uses the 'Global Percentage' tip declaration method at 5%, the Labor report displays 'Global 5.00%.' Use this column to ensure employees declare at least this amount for federal tax reasons.

Driver Fees — Adds a column for the total driver fees collected by the employee.

Starting Mileage — Adds a column for the starting mileage as entered by the employee when they clocked in. The employee is required to enter starting mileage if 'Track Mileage' is selected in Maintenance > Labor > POS Job Codes > Delivery.

Ending Mileage — Adds a column for the ending mileage as entered by the employee when they clocked out. The employee is required to enter ending mileage if 'Track Mileage' is selected in Maintenance > Labor > POS Job Codes > Delivery.

Total Mileage — Adds a column for the total number of miles driven for the employee's shift based on the following calculation: ending mileage - starting mileage.

Vizor — Adds a column for the total amount the employee contributed to the VizorVest investment program.

Schedule Info — Adds a column for the times for when the employee was scheduled to start work, end work, the total time the employee was scheduled to work, and the job code for which the employee was scheduled.

-- Employee is currently clocked in — Adds a column with an '--' indication in the Time Out column for each employee currently clocked in at the time you ran the report. When cleared, the time at which you ran the report prints.

*** Employee clocked out by EOD** — Adds an asterisk next to the clock-out time in the Time Out column for each employee that was on the clock when the End-of-Day process ran. The clock-out time is the time the End-of-Day occurred.

Print time in/out and Total hours in Bold — Adds a column for the times in the 'Time In,' 'Time Out,' and 'Total Hours' columns in bold font, for easier detection.

Group Box: Export ID

Print the report with information from a third party software by the employee's Export ID. Select the employee's ID, a job code's Export Code, or none. If None is selected, the Export ID is not included on the report.

Group Box: Sort By

Sort the report by one of the six sort options: Employee Number, Employee SS Num, Employee Last Name, Employee First Name, Job Code, and Export Job Code. If the report is sorted by one of the employee settings, a secondary job code sort is needed. If the sort method is by job code, a secondary employee sort is needed.

Other Labor report settings

Print Detail Lines — Prints individual shift information in addition to totals.

Print Detail Subtotals — Includes details on the subtotals printed on the report.

Print Summary Section — Provides a summary section at the end of the report. The summary section encapsulates the information from the body of the report. This section does not display columns that do not have data. The 'Sort By' selection determines the information in the Print Summary section.

Related Options: You can exclude a job code from only the summary section of the Labor report; the system adds a disclaimer message that the grand total may not match the labor information on the report. Select Maintenance > Labor > Jobcodes > Financial tab > 'Report settings' group bar > Exclude from Labor Report Summary section.

One Page Per Employee — Prints each employee's record on a separate page.

Subtract Tip Reduction from CC — Subtracts tips applied to credit cards from sales.

Print Landscape — Prints the report in landscape format.

Scheduled vs. Actual Labor report

The Scheduled vs. Actual Labor report compares the scheduled labor against the actual labor for a specific week or range of weeks. The report also compares sales dollars against labor dollars.

1 - Aloha Café 5555 Fifth Avenue South Naples, Florida 34102		Weekly Scheduled vs. Actual Labor 08/08/2012 -- 08/14/2012				Page 1 02/27/2013 -- 2:03 PM 13.1.0 Dev Printed by: Seeded Administrator		
For Entire Day								
Total Sales								
Category	Sales							
Food	0.00							
Alcohol	0.00							
Soft Drink	0.00							
Retail	0.00							
TOTAL:	0.00							
Labor Grp	Hours	Scheduled (\$)	% Sales	Hours	Actual (\$)	% Sales	Difference (\$)	%
Group: Front								
Manager	0.00	0.00	0.00 %	0.00	0.00	0.00 %	0.00	0.00 %
Supervisor	0.00	0.00	0.00 %	0.00	0.00	0.00 %	0.00	0.00 %
Training	0.00	0.00	0.00 %	0.00	0.00	0.00 %	0.00	0.00 %
BEC	0.00	0.00	0.00 %	0.00	0.00	0.00 %	0.00	0.00 %
Line	0.00	0.00	0.00 %	0.00	0.00	0.00 %	0.00	0.00 %
Kitchen	0.00	0.00	0.00 %	0.00	0.00	0.00 %	0.00	0.00 %
Cashier	0.00	0.00	0.00 %	0.00	0.00	0.00 %	0.00	0.00 %
D Driver	0.00	0.00	0.00 %	0.00	0.00	0.00 %	0.00	0.00 %
Dispatch	0.00	0.00	0.00 %	0.00	0.00	0.00 %	0.00	0.00 %
VideoTests	0.00	0.00	0.00 %	0.00	0.00	0.00 %	0.00	0.00 %
VidTests2	0.00	0.00	0.00 %	0.00	0.00	0.00 %	0.00	0.00 %
Tot. Front	0.00	0.00	0.00 %	0.00	0.00	0.00 %	0.00	0.00 %
***** End of Report *****								

Figure 3 - 40 Weekly Scheduled vs Actual Labor Report Example

Columns	Description
Category	Each defined sales category.
Total Sales	The gross sales for each defined sales category.
Scheduled Job Grp (Group)	The job group and their corresponding job codes.
Scheduled Hours	The total hours scheduled for each job code and job group.
Scheduled (\$)	The total number of labor dollars scheduled for each job code and job group.
Scheduled % Sales	The calculated percentage of sales for each job code and job group, based on the following calculation: $\text{scheduled } (\$) \times 100$.
Actual Hours	The actual number of hours worked for each job code and job group.
Actual (\$)	The actual total of labor dollars earned for each job code and job group.
Actual % Sales	The calculated percentage of actual sales for each job code and job group, based on the following calculation: $\text{actual sales} \div 100$.

Columns	Description
Difference Hours	The difference between scheduled hours and actual hours for each job code and job group, based on the following calculation: scheduled hours - actual hours.
Difference (\$)	The difference between scheduled and actual labor dollars for the job code and job group, based on the following calculation: scheduled labor dollar - actual labor dollar.
Difference % Sales	The difference between scheduled and actual percentage of sales for the job code and job group, based on the following calculation: scheduled % sales - actual % sales.

Select Reports > Aloha Point-of-Sale > Employee > Scheduled vs Actual Labor. The Scheduled vs Actual Labor dialog box appears.



Figure 3 - 41 Scheduled vs Actual Labor Dialog Box

Select a week, or range of weeks, from the Select Week list box.

Report By Shift — Breaks the report down into shifts.

Group Box: Include in Sales on Report

The sales figures are adjusted using the check boxes available in this group box. These check boxes display here rather than on a Settings configuration dialog box, and define additional data to include in the sales figures on the report. The check boxes and their effect on the report are:

Inclusive/Vendor Taxes — Adds inclusive and vendor taxes to the sales amounts.

Exclusive Taxes — Adds exclusive taxes to the sales amounts.

Promos — Includes promotions in the sales amounts.

Comps — Includes comps in the sales amounts.

After making the selections, click View or Print. To exit the report, click Done.

Employee Breaks report

The Employee Breaks report contains a listing of the employee break ins and break outs.

Employee Name	Period	Emp #	Emp SS#	Date	Start Time	End Time	Paid Hrs	UnPaid Hrs	Waive Break?
*** Emp 666 Salazar, TEST SSN: 546847589 ***									
Salazar, TEST	Lunch	666	546847589	12/18/2005	13:33	13:41	0.13		
Salazar, TEST	Lunch	666	546847589	12/18/2005	13:25	13:30			N
Total Employee Hours							0.00	0.13	
***** End of Report *****									

Figure 3 - 42 Employee Breaks Report Preview

Columns	Description
Employee Name	The employee name.
Period	The day part under which the break was taken.
Emp #	The employee POS ID number.
Emp SS#	The social security number of the employee.
Date	The date the break was taken.
Start Time	The time the break started.
End Time	The time the break ended.
Paid Hrs (Hours)	The total time of the paid break, based on the following calculation: paid break end time - paid break start time.
Unpaid Hrs (Hours)	The total time of the unpaid break, based on the following calculation: unpaid break end time - unpaid break start time.
Waive Break?	Displays employee records that meet one of the following conditions: <ul style="list-style-type: none"> The scheduled employee did not waive their meal break and earned mandatory penalty pay. The scheduled employee waived their meal break, but earned mandatory penalty pay. The non-scheduled employee earned meal break mandatory penalty pay.

Select Reports > Aloha Point-of-Sale > Employee > Employee Break. The Employee Break Report dialog box appears.

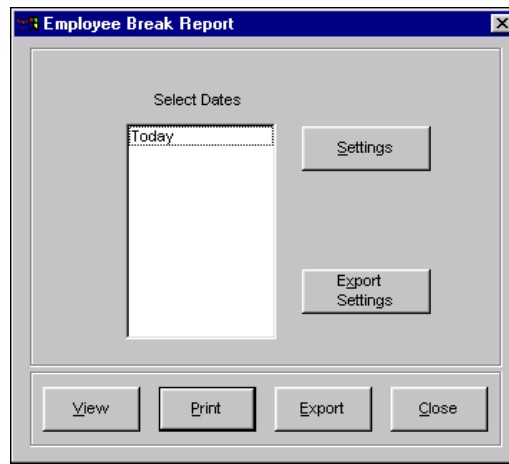


Figure 3 - 43 Employee Breaks Report Dialog Box

Select a single date, or a range of dates, from the selection list.

Configuring Employee Breaks report

Click Settings to open a report configuration dialog box that contains the Sort By group box used to select the sorting method for the report.

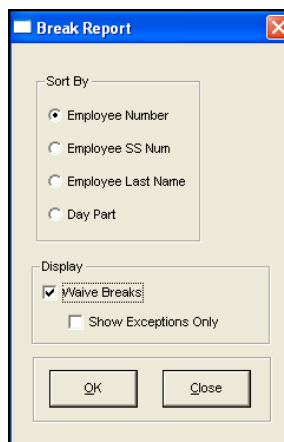


Figure 3 - 44 Break Report Dialog Box

Group Box: Sort By

Only one sort option from the Sort By group box can be selected for the report.

When finished, click OK. The screen returns to the Employee Break Report dialog box.

Group Box: Display

Use the Display group box to include waive break responses.

Waive Breaks — Includes waive break responses in the report.

Show Exceptions Only — Includes only responses that the scheduled employee earned a mandatory penalty pay or was not scheduled and earned a mandatory meal break penalty pay.

Overtime Warning report

The Overtime Warning Report lists each employee, their hours worked, and their overtime hours.

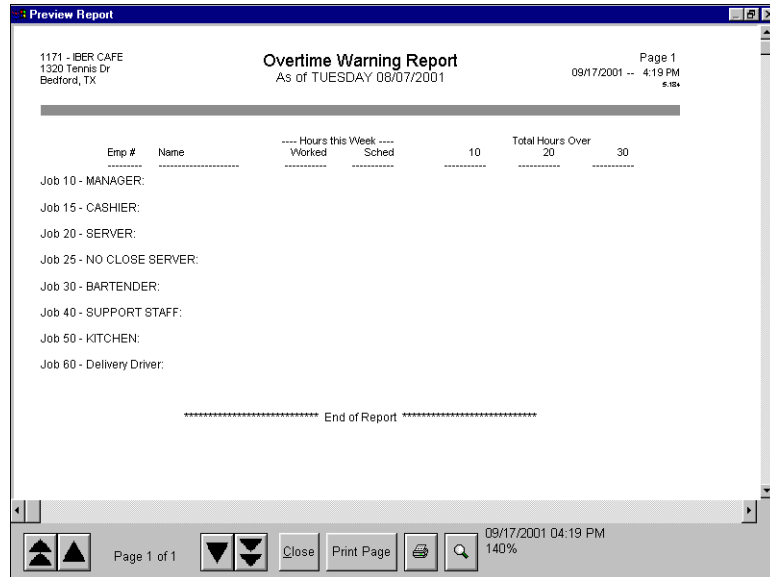


Figure 3 - 45 Overtime Warning Report Preview

Columns	Description
Emp#	The employee's job code ID.
Name	The employee's name.
Hours this Week Worked	The total number of hours the employee has worked for the week.
Hours this Week Sched	The total number of hours the employee was scheduled for the week.
Total Hours Over	The total number of hours worked over each threshold defined in the Overtime Warning Report Settings dialog box.

Select Reports > Aloha Point-of-Sale > Employee > Overtime Warning. The Overtime Warning Report dialog box appears.

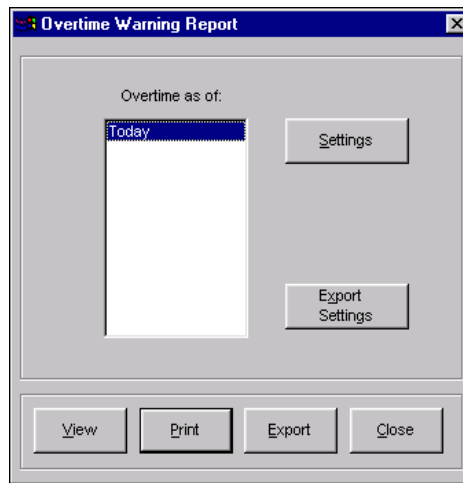


Figure 3 - 46 Overtime Warning Report Dialog Box

Choose the beginning date for the report from the 'Overtime as of' list box.

Configuring Overtime Warning settings

Click Settings to display the Overtime Warning Report Settings dialog box to set warning levels.

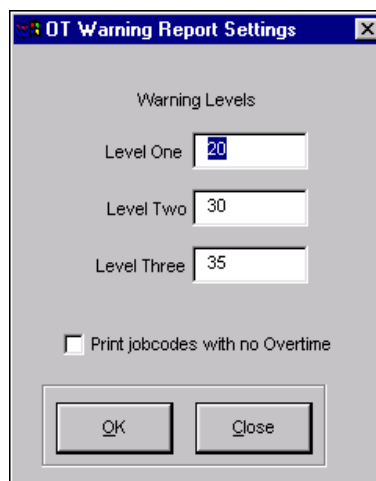


Figure 3 - 47 Overtime Warning Report Settings Dialog Box

Warning levels

Warning levels may be set to show when an employee's hours are approaching specified levels. For example, the settings force the system to report for employees who have reached 20+, 30+, or 35+ hours.

Print jobcodes with no Overtime — Prints the job codes that do not have any overtime since the 'as of' date.

Overtime Forecast report

The Overtime Forecast report provides overtime information on the number of hours worked through a given day within a week, and the number of remaining hours scheduled to work for that same week. A schedule must be created in Functions > Labor Scheduler to display accurate information.

Columns	Description
Actual Hours Worked to Date	Displays the total number of hours worked from the selected start of week date through the selected end date.
Remaining Scheduled	Displays the total number of hours scheduled from the last selected date through the end of that scheduled work week. If no schedule is created, the values are reported as 0.00.
Forecasted Total Hours	Displays the total number of forecasted hours based on the following calculation: actual hours worked + remaining scheduled.
Forecasted OT Hours	<p>Displays the total number of estimated hours of overtime with the following types of overtime:</p> <ul style="list-style-type: none"> • If Weekly Overtime is in use, the forecasted OT hours are based on the following calculation: forecasted total hours - n, where n is the number of overtime work hours. • If Daily Overtime or Extended Overtime are in use, the Forecasted OT Hours are based on the following: <ul style="list-style-type: none"> • Calculate the number of hours of overtime already worked based on the following calculation: the number of hours worked from the Start date to the End date - the number of overtime hours. • Calculate the number of scheduled hours on a daily basis for the remainder of the week greater than the Daily Overtime threshold, based on the following calculation: hours scheduled per day - overtime day hours. • Add the Number of OT Hours worked plus the Number of OT Hours scheduled for the remaining time period. • Calculate the projected Weekly Overtime, based on the following calculation: Forecasted Total Hours - overtime work hours. • Compare the values of the Daily Overtime hours to the Weekly Overtime hours and record the greater value.
PTD Variance Worked vs Scheduled	Displays only if the Weekly Overtime type is enabled, based on the following calculation: overtime work hours - actual hours worked to date.
Hours Allowed before OT	Displays only if the Weekly Overtime type is enabled, based on the following calculation: overtime work hours - actual hours worked to date.

Select Reports > Aloha Point-of-Sale > Employee > Overtime Forecast.

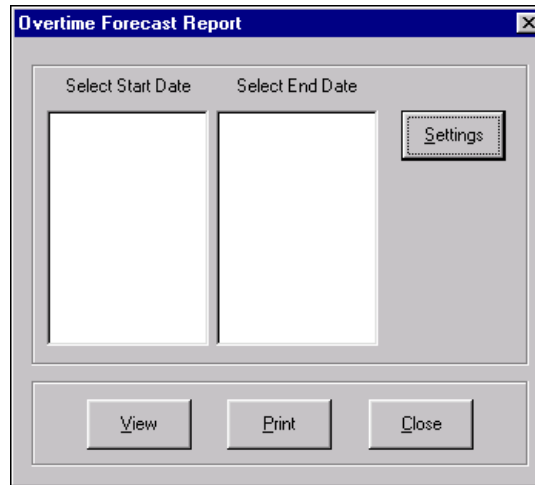


Figure 3 - 48 Overtime Forecast Report Dialog Box

Choose the start and end date for the report from the selection list boxes.

Configuring Overtime Forecast report

Click Settings to display the Overtime Forecast Report Settings dialog box.



Figure 3 - 49 Overtime Forecast Report Settings Dialog Box

Display Employees with OT only — Displays only employees who are forecasted to receive overtime and with a greater value than 0 in the 'Forecasted OT Hours' column.

Make the necessary changes and click OK. The screen returns to the Overtime Forecast Report dialog box.

Interactive Message Response report

The Interactive Message Response report reports on the responses received from each employee when using the Interactive Messages feature.

Emp #	Employee Name	Date	Time	Message ID	Message Name	Response	Manager
500	Server, Susie	06/24/2008	13:41	001	Verify Break Taken	N	
500	Server, Susie	06/24/2008	13:47	001	Verify Break Taken	N	Last, Firsten
500	Server, Susie	06/24/2008	22:25	001	Verify Break Taken	Y	
500	Server, Susie	06/26/2008	14:15	001	Verify Break Taken	Y	
500	Server, Susie	06/27/2008	14:11	001	Verify Break Taken	Y	
500	Server, Susie	06/27/2008	14:11	200	Company Picnic Attendance	Y	
500	Server, Susie	06/29/2008	23:12	001	Verify Break Taken	N	Manager, Maria
500	Server, Susie	06/30/2008	20:15	001	Verify Break Taken	Y	
1243	Waiter, Walter	06/25/2008	14:12	001	Verify Break Taken	Y	
1243	Waiter, Walter	06/26/2008	13:10	001	Verify Break Taken	Y	
1243	Waiter, Walter	06/26/2008	13:11	200	Company Picnic Attendance	N	Last, Firsten
1243	Waiter, Walter	06/27/2008	22:56	001	Verify Break Taken	Y	
58796	Kitchen, Kevin	06/24/2008	07:29	210	Need new Chef Jacket?	N	
58796	Kitchen, Kevin	06/24/2008	16:12	001	Verify Break Taken	Y	
58796	Kitchen, Kevin	06/26/2008	15:59	001	Verify Break Taken	Y	
58796	Kitchen, Kevin	06/27/2008	16:42	001	Verify Break Taken	N	Manager, Maria
58796	Kitchen, Kevin	06/27/2008	16:42	200	Company Picnic Attendance	N	
58796	Kitchen, Kevin	06/28/2008	16:27	001	Verify Break Taken	Y	
58796	Kitchen, Kevin	06/29/2008	16:27	001	Verify Break Taken	Y	
58796	Kitchen, Kevin	06/28/2008	16:27	001	Verify Break Taken	Y	
237892	Runner, Reynaldo	06/26/2008	18:01	104	Did you get your Tipout?	Y	
237892	Runner, Reynaldo	06/26/2008	21:11	001	Verify Break Taken	N	Last, Firsten
237892	Runner, Reynaldo	06/27/2008	17:56	104	Did you get your Tipout?	Y	
237892	Runner, Reynaldo	06/27/2008	21:39	001	Verify Break Taken	N	Last, Firsten
237892	Runner, Reynaldo	06/28/2008	17:29	104	Did you get your Tipout?	Y	
237892	Runner, Reynaldo	06/28/2008	22:17	001	Verify Break Taken	N	Last, Firsten

Figure 3 - 50 Interactive Message Response Report

Columns	Description
Emp #	The employee ID number.
Employee Name	The name of the employee.
Date	The date the employee responded to the message.
Time	The time of day the employee responded to the message.
Message ID	The message created in Maintenance > Messaging > Interactive Messages in which the employee responded.
Message Name	The name of the message posed to the employee.
Response	The answer the employee gave for the message. 'N' indicates a no response and 'Y' indicates a yes response.

Columns	Description
Manager	The name of the manager who allowed the employee to continue to clock in after the employee gave a 'No' response.

Select Reports > Aloha Point-of-Sale > Employee > Interactive Message Response. The Interactive Message Response Report dialog box appears.

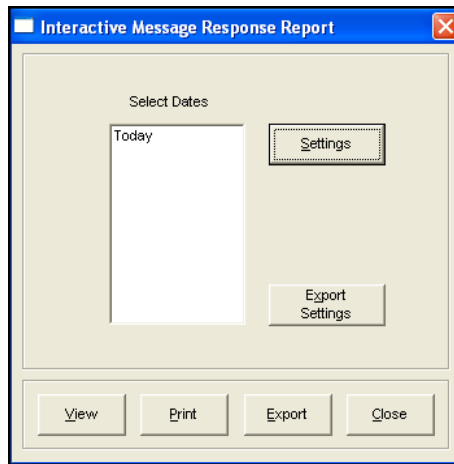


Figure 3 - 51 Interactive Message Response Report Dialog Box

Choose the date for the report.

Configuring Interactive Message Response report

Click Settings to display the Interactive Message Response Report Settings dialog box. Select either Employee ID, Employee Last Name, Message ID, Date, or Message Response to determine the sort order for the report.

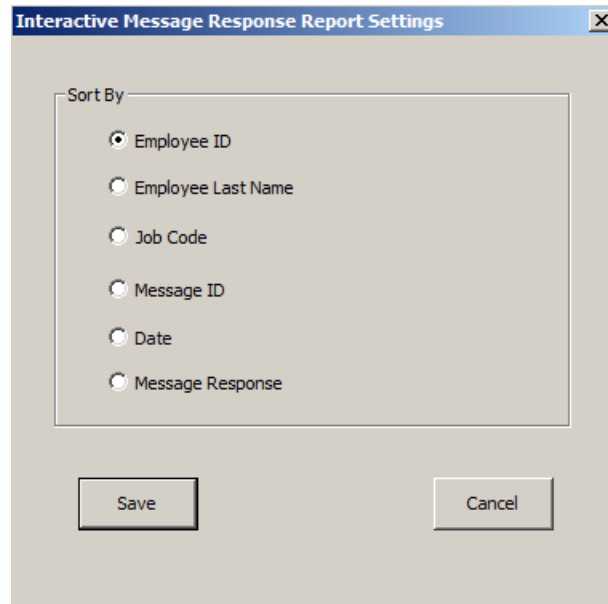


Figure 3 - 52 Interactive Message Response Report Settings

Make the necessary changes and click OK. The screen returns to the Interactive Message Response Report dialog box.

Tip Income report

The Tip Income report is used to conform to the IRS TRAC reporting policy. The report includes tippable sales, declared tips, charged sales with tips, charged tips, and auto gratuities for each employee. The Charge Tips column includes tips and auto gratuity for all charge sales. The Auto Grat column is for cash auto gratuities only. This report allows a summary over a specified range of dates to be created.

1171 - BER CAFE
 1320 Tennis Dr
 Bedford, TX

Tip Income Report
 08/07/2001

Page 1
 09/17/2001 -- 4:28 PM

Emp #	Emp Name	Tippable Sales	Net Sales	Gross Non Cash w/Tips	Net Non Cash	Payments	Declared Tips	Non Cash Tips	Cash Tips
200	FRANCES CHILD	32.90	32.90	6.01	3.75	35.20	0.00	2.00	0.00
300	ABBY GALE	4.50	4.79	0.00	0.00	4.50	0.00	0.00	0.00
400	JOSE GARCIA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500	SHERRY DECAN	15.25	15.25	0.00	0.00	16.32	0.00	0.00	0.00
Total:		\$2.65	\$2.94	6.01	3.75	\$6.02	0.00	2.00	0.00

Emp #	Emp Name	Total Tips	Non Cash Grat	Cash Grat	Total Grat	Total T&G
200	FRANCES CHILD	2.00	0.00	0.00	0.00	2.00
300	ABBY GALE	0.00	0.00	0.00	0.00	0.00
400	JOSE GARCIA	0.00	0.00	0.00	0.00	0.00
500	SHERRY DECAN	0.00	0.00	0.00	0.00	0.00
Total:		2.00	0.00	0.00	0.00	2.00

***** End of Report *****

Page 1 of 1 09/17/2001 04:28 PM 140%

Figure 3 - 53 Tip Income Report Preview

Select Reports > Aloha Point-of-Sale > Employee > Tip Income. The Tip Income Report Dialog Box appears.

Select Dates

Today

Settings

Export Settings

View Print Export Close

Figure 3 - 54 Tip Income Report Dialog Box

Select a single date, or a range of dates, from the selection list.

Configuring the Tip Income report

Click Settings to display the Tip Income Report Settings dialog box.

Figure 3 - 55 Tip Income Report Settings Dialog Box

Sort by Revenue Center — Sorts the report by each defined revenue center.

One Page Per Revenue Center — Prints one page per revenue center, if 'Sort by Revenue Center' is selected.

Print Summary Section — Prints an ending summary section for all revenue centers, if 'Sort by Revenue Center' is selected.

Print Landscape — Prints the report in landscape format.

The Tip Income report contains the following sections that display tip information by employee:

Group Box: Tippable Sales

Displays net sales for the employees who are required to declare tips. Sales are considered tippable based on whether 'Tippable Sales' is selected for the order mode.

Group Box: Net Sales

Enables you to specify the sales and retail categories to include in net sales, or to include all sales and retail categories.

Sales/Retail Categories — Includes the selected category(s) in net sales. Click each category to include in the report.

Select All Categories — Includes all sales and retail categories in net sales.

Group Box: Non-Cash Gross Sales w/Tips

Displays gross sales from transactions closed to a non-cash tender with a tip or gratuity applied. If you configure 'Wage Gratuities,' the Non-Cash Tips column excludes wage gratuities.

Group Box: Non-Cash Net Sales

Displays net sales from transactions closed to a non-cash tender. Net sales is based on the category(s) selected in the Net Sales group box. If no categories are selected, all categories are used.

Group Box: Payments

Displays the total amount from applied payments.

Group Box: Declared Tips

Displays the amount of tips declared when the employee clocked out.

Group Box: Non-Cash Tips

Displays the amount of tips manually entered when the employee closed transactions with a non-cash tender.

Group Box: Cash Tips

Displays the amount of tips manually entered when the employee closed transactions with a cash tender.

Group Box: Total Tips

Displays the total amount of tips manually entered when the employee closed transactions, regardless of the type of tender.

Group Box: Non-Cash Gratuity

Displays the amount of automatic gratuity added to transactions closed with a non-cash tender.

Group Box: Cash Gratuity

Displays the amount of automatic gratuity added to transactions closed with a cash tender.

Group Box: Total Gratuity

Displays the amount of automatic gratuity added to transactions closed with all tenders.

Group Box: Total Tips and Gratuity

Displays the amount of all tips and gratuity.

Approaching Hourly Threshold report

In response to the Patient Protection and Affordable Care Act, also known as ‘Obamacare,’ you can create a report with up to three configurable thresholds that provides a current weekly total of hours worked and scheduled for each employee. Only employees who reach at least one threshold appear on the report. To use this feature, you must use a labor scheduler, such as the basic labor scheduler available within the Aloha POS or NCR Back Office (NBO).



Note

The system determines the first day to include in the report using ‘First day of the week’ in Maintenance > Business > Store > Store Settings tab > System group > ‘Day/Time’ group bar.

TheAtlas 1234 Las Vegas Blvd South Las Vegas, NV 89134		Approaching Hourly Threshold Report			Page 1 of 2 05/18/2014 – 4:55 PM Printed by: Seeded Administrator		
05/04/2014 – 05/10/2014							
Employee Number	Employee Name	Status Type	Hours Worked	Scheduled Hours Remaining	Total Hours Over		
					20	25	30
6435	Gunn, Tim	FT	28.25	10.50			38.75
3150	Klum, Heidi	PT	26.00	0.00		26.00	
4646	Posen, Zac	PT	19.25	8.00		27.25	
9614	Garcia, Nina	PT	19.25	4.50	23.75		

Figure 4 Approaching Hourly Threshold Report - By Hours Worked

Columns	Description
Employee Number	The number of the employee approaching the defined threshold.
Employee Name	The name of the employee approaching the defined threshold.
Status type	The status of the employee, either full- or part-time.
Hours Worked	The amount of hours worked within the work week.
Scheduled Hours Remaining	The amount of scheduled hours remaining for the employee within the work week.
Total Hours Over	The amount of hours the employee is over the defined threshold.

You can also configure the report to include employees that have not yet reached the initial threshold. The information appears under the ‘Total Hours Over’ section, and is denoted with a less than (<x) sign.

‘No data available for current week’ appears on the report when data for the current week does not exist.

To generate the Approaching Hourly Threshold report:

1. Select **Reports > Aloha Point-of-Sale > Employee > Approaching hourly threshold.**

Approaching hourly threshold Report

Include job status type Sort by: Employee name

Include employees who are under the lowest hour threshold

Note: The 'First day of week' setting on the Store Setting, System tab in the Store applet will be used to format the display of this report. Its current value is Tuesday.

Hour thresholds

Hour threshold

Add Remove

Jobcodes

Select All

<input checked="" type="checkbox"/> Kitchen	<input type="checkbox"/> Bar Up	<input type="checkbox"/> VidTests 3
<input type="checkbox"/> BEC	<input type="checkbox"/> VideoTests	<input type="checkbox"/> Line
<input type="checkbox"/> Server 1	<input type="checkbox"/> D Driver	<input type="checkbox"/> Training
<input type="checkbox"/> No Break C	<input type="checkbox"/> Pd Break C	<input type="checkbox"/> Server
<input type="checkbox"/> Greeter 1	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Both Bar
<input type="checkbox"/> Both Servr	<input type="checkbox"/> Server NC	<input type="checkbox"/> Both Mangr
<input type="checkbox"/> Serv Up	<input type="checkbox"/> Dispatch	<input type="checkbox"/> Cashier
<input type="checkbox"/> Serv Down	<input type="checkbox"/> Buss Up	<input type="checkbox"/> VidTests2
<input type="checkbox"/> Both Break	<input type="checkbox"/> Bar	<input type="checkbox"/> Buss Down
<input type="checkbox"/> Manager	<input type="checkbox"/> Buss 1	
<input type="checkbox"/> Bar Down	<input type="checkbox"/> Unpd Break	

Generate Report Close

Figure 3 - 1 Approaching Hourly Threshold Report Dialog Box

2. Select the **template** to use from the 'Reports' drop-down list or you can change the settings on demand in dialog box that appears.
3. Click **Generate Report** to view or print the report.
4. Click **Close** to exit the report.

Front-of-House Cash Owed report

The Front-of-House Cash Owed report lists employees who ring checks, and cash declared and the total sum of negative cash owed, to quickly determine how much money to pay the employees. Empty lines for the amount of drops and over/shorts are provided for checkouts. This report lists employees who ring sales, even if a declaration of cash upon checkout is required. The characters ***** print in the Cash Declared column for employees who are not required to declare cash upon checkout, but have rung sales. No amount (\$0) prints in the Cash Declared column for employees who must, but do not, declare cash. To force employees to declare cash, the 'Must Declare Cash' check box must be selected for their designated job code.



Tip

If you utilize tip pools, the FOH Cash Owed report may not display accurate numbers and you should not rely on these totals.

Partner	Cash Declared	Cash Owed	Actual Drop	Over / Short
Kent, Clark	*****	0.00	_____	_____
Lane, Lois	*****	-17.33	_____	_____
Sullivan, Chloe	*****	171.71	_____	_____
Luthor, Alexander	*****	93.31	_____	_____
Queen, Oliver	*****	59.23	_____	_____
Olson, Jimmy	*****	-0.94	_____	_____
Lang, Lana	*****	197.15	_____	_____
Total negative Cash Owed		18.27		

***** End of Report *****

Figure 3 - 2 Front-of-House Cash Owed Report

Columns	Description
<column 1 header>	The header of the report, as defined in the 'Column 1 header' option in the Cash Owed Report Settings dialog box.
Cash Declared	The total cash the employee declared during checkout.
Cash Owed	The total cash the employee owes for reconciliation.
Actual Drop	The amount of cash dropped, using a petty cash transaction.
Over/Short	The variance between what the employee owes and what was dropped, based on the following calculation: cash owed - actual drop.

Columns	Description
Total negative Cash Owed	The total amount of owed cash after checkout.

Select Reports > Aloha Point-of-Sale > Employee > Front-of-House Cash Owed. The Cash Owed Report dialog box appears.

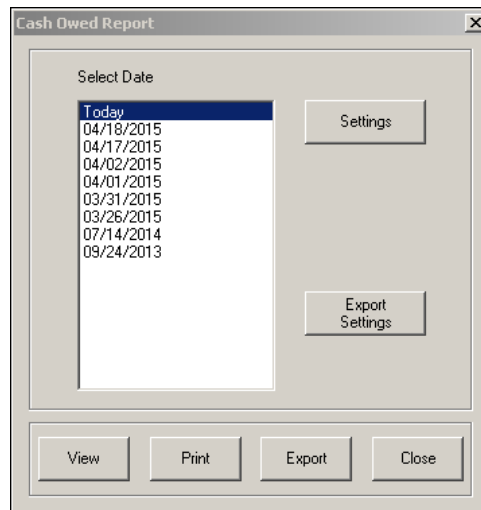


Figure 3 - 3 Cash Owed Report Dialog Box

Select a single date from the selection list box.

Configuring the Front-of-House Cash Owed report

Click Settings to open the Cash Owed Report Settings dialog box.

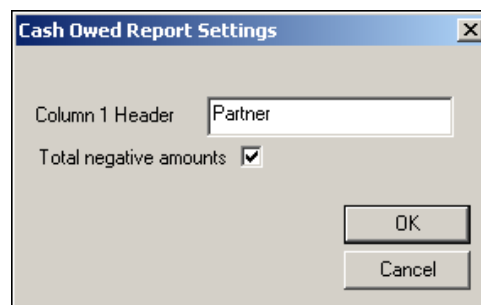


Figure 3 - 4 Cash Owed Report Settings Dialog Box

Select Total negative amounts to add the amount to the report.

Column 1 Header — Designates the Column 1 heading to print on the Cash Owed report.

Make the necessary changes and click OK. The screen returns to the FOH Cash Owed dialog box.

Speed of Service report

The Speed of Service report displays information pertaining to the speed of processing transactions. This report helps management identify and track potential bottleneck areas of the restaurant and dining experience.

Time	Checks	Sales	Guests	Avg Open Time
12:00 AM - 1:00 AM	0	0.00	0	00:00:00
1:00 AM - 2:00 AM	0	0.00	0	00:00:00
2:00 AM - 3:00 AM	0	0.00	0	00:00:00
3:00 AM - 4:00 AM	0	0.00	0	00:00:00
4:00 AM - 5:00 AM	0	0.00	0	00:00:00
5:00 AM - 6:00 AM	0	0.00	0	00:00:00
6:00 AM - 7:00 AM	0	0.00	0	00:00:00
7:00 AM - 8:00 AM	0	0.00	0	00:00:00
8:00 AM - 9:00 AM	0	0.00	0	00:00:00
9:00 AM - 10:00 AM	0	0.00	0	00:00:00
10:00 AM - 11:00 AM	4	1.00	4	00:00:00
11:00 AM - 12:00 PM	7	33.00	6	02:48:58
12:00 PM - 1:00 PM	1	19.00	1	00:00:00
1:00 PM - 2:00 PM	3	23.00	3	00:00:00
2:00 PM - 3:00 PM	0	0.00	0	00:00:00
3:00 PM - 4:00 PM	0	0.00	0	00:00:00
4:00 PM - 5:00 PM	3	50.00	3	00:00:00
5:00 PM - 6:00 PM	1	4.00	1	00:00:07
6:00 PM - 7:00 PM	0	0.00	0	00:00:00
7:00 PM - 8:00 PM	0	0.00	0	00:00:00
8:00 PM - 9:00 PM	0	0.00	0	00:00:00
9:00 PM - 10:00 PM	0	0.00	0	646160:41:10
10:00 PM - 11:00 PM	0	0.00	0	00:00:00
11:00 PM - 12:00 AM	0	0.00	0	00:00:00
TOTAL	19	130.00	18	04:25:26

Figure 3 - 5 Speed of Service Report Preview

Columns	Description
Time	The time interval for the report.
Checks	The total number of checks for the time interval.
Sales	The total amount of sales for the time interval.
Guests	The total number of guest count for the time interval.
Avg Open Time	The calculated average time checks remained open for the time interval.

Select Reports > Aloha Point-of-Sale > Employee > Speed of Service. The Speed of Service Report dialog box appears.

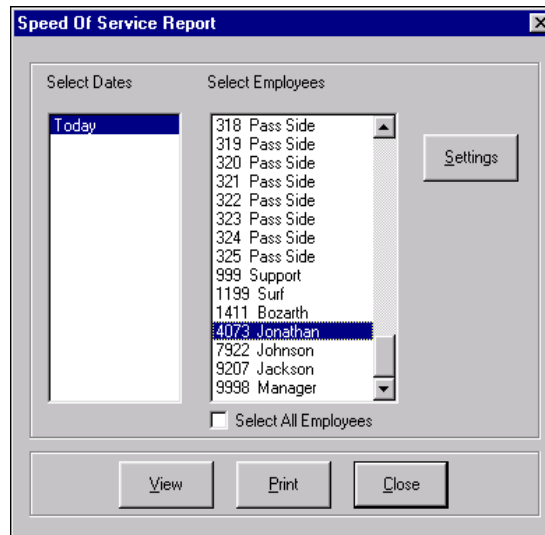


Figure 3 - 6 Speed of Service Report Dialog Box

Select a single date, or a range of dates, from the selection list. Select an employee from the employee list, or click 'Select All Employees' to include sales information for all employees.

Select All Employees — Selects all employees in the list box.

Configuring the Speed of Service report

Click Settings to open the Speed of Service Report Settings dialog box.

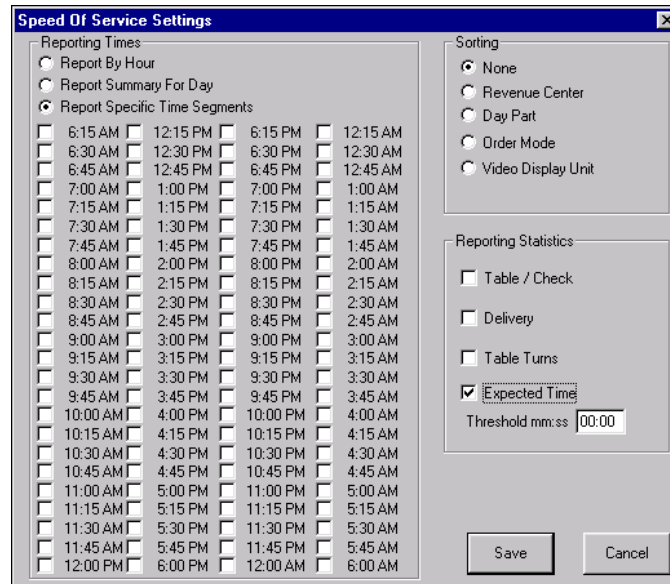


Figure 3 - 7 Speed of Service Settings Dialog Box

Group Box: Reporting Times

Select one of the following reporting time options to use for the Speed of Service report:

Report By Hour — Displays information by the hour.

Report Summary For Day — Displays information for the entire day.

Report Specific Time Segments — Displays information based on specific time segments. This option enables the 15 minute increment check boxes.

Group Box: Sorting

Select either Revenue Center, Day Part, Order Mode, Video Display Unit, or Store to define how to group the information on the report.

Group Box: Reporting Statistics

Table/Check — Displays table or check information per employee based on the times defined in the Reporting Times group box. The Table/Check option displays the following columns with an ending total:

- The Checks column displays the number of tables or checks opened during the time period.
- The Sales column displays the amount of sales generated during the time period.

- The Guests column displays the number of guests entered during the time period.
- The Avg Open Time column displays the average time of transactions during the time period.

Delivery — Displays delivery information per employee based on the times defined in the Reporting Times group box. The Delivery/Frequent Buyer product must be enabled for data to display. The Delivery option displays the following columns, with an ending total:

- The Order Time column displays how long, in minutes, transactions remained opened, including drive time, based on the following calculation: time the check was closed - time the check was opened.
- The Kitchen Time column displays the time spent preparing the order, based on the following calculation: time the driver signed out - time the check was entered.
- The Driver Time column displays the drive time for the order based on the following calculation: time the driver signed out - time the driver signed in.

Table Turns — Displays the average length of time between table turns per employee. The Table Turns option displays the following columns:

- The Table Turns column displays the length of time it took a table to turn based on the following calculation: time the last payment was applied - time the check was opened.
- The Open Time column displays the length of time a table was open based on the following calculation: time the check was closed - time the same check was opened.

Expected Time — Displays the average quote time of the item.

Threshold mm.ss — Specifies the threshold to use for the expected time, displayed in mm.ss, where *mm* is the minutes and *ss* is the seconds.

Daily Cashout Summary report

The Daily Cashout Summary report displays information detailing each employee's cashouts on one report. This also lists each non-cash payment, such as checks, credit cards, house accounts, and PMS tenders.

1 - Aloha Café 5555 Fifth Avenue South Naples, Florida 34102		Daily Cashout Summary 03/09/2016		Page 1 of 1 03/10/2016 -- 12:35 PM 15:10 Printed by: Ryan Murphy
Emp #:	137	138	Total ALL Employees	
Name:	Rafael	Nick		
Shift/Checkout #:	1:01	1:01		
Terminal:		Counter 1 (1)		
Cashout Time:	12:35	11:52		
Cash Collected:				
Amount	3,142.57	114.00	3,256.57	
Total Cash Collected Amount	\$3,142.57	\$114.00	\$3,256.57	
Non-Cash Tips and Gratuities	\$0.00	\$0.00	\$0.00	
Paid Ins/Outs:				
Total Paid Ins/Outs	\$0.00	\$0.00	\$0.00	
Total Net Cash Owed:				
	\$3,142.57	\$114.00	\$3,256.57	
Employee Declared Cash:				
	\$0.00	\$50.00	\$50.00	
Employee Cash Over/Short:				
	\$(3,142.57)	\$(64.00)	\$(3,206.57)	
Non - Cash Payments				
Travelers Checks:				
Amount	0.00	0.00	0.00	
Count	0	0	0	
Total Travelers Checks Amount	\$0.00	\$0.00	\$0.00	
Other Checks:				
Amount	0.00	0.00	0.00	
Count	0	0	0	
Total Other Checks Amount	\$0.00	\$0.00	\$0.00	
Other Non-Cash Payments:				
Total Other Non-Cash Payment Amount	\$0.00	\$0.00	\$0.00	
Total All Non-Cash Payments:	\$0.00	\$0.00	\$0.00	
***** End of Report *****				

Figure 3 - 8 Daily Cashout Summary Report

Select Reports > Aloha Point-of-Sale > Employee > Daily Cashout Summary. The Daily Cashout Summary Report dialog box appears.

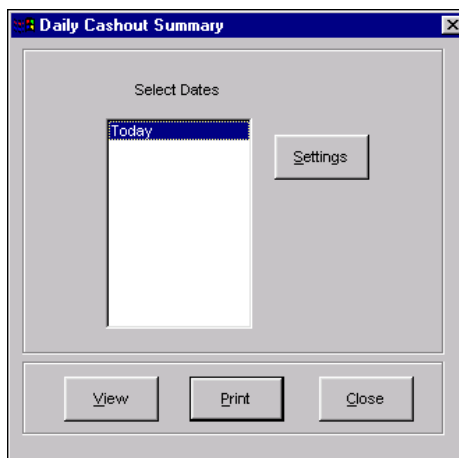


Figure 3 - 9 Daily Cashout Summary Report Dialog Box

Select a single date, or a range of dates, from the selection list.

Configuring the Daily Cashout Summary report

Click Settings to display the Daily Cashout Summary Report Settings dialog box.

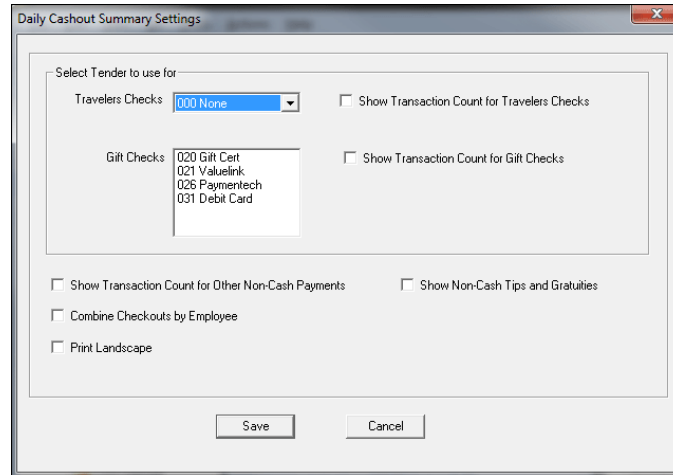


Figure 3 - 10 Daily Cashout Summary Settings Dialog Box

Show Transaction Count for Other Non-Cash Payments — Prints the number of transactions from non-cash payments.

Combine Checkouts by Employee — Prints one column for all checkouts by an employee. Otherwise, multiple checkouts, such as for split shifts, display in separate columns.

Print Landscape — Prints the report in landscape format.

Show Non-Cash Tips and Gratuities — Displays the total amount of non-cash tips and gratuities as a line entry and the amount is excluded in the Total Net Cash Owed calculations. Use this option for Quick Service tip pool environments where the cashier collects tips for the entire staff, records them financially, and distributes the tips accordingly.

Group Box: Select Tender to use for

Select the necessary tenders to report for travelers checks and gift cards, as defined in Maintenance > Payments > Tenders. Each tender displays as a single total unless the transaction count option is selected.

Travelers Checks — Designates the tender to report as travelers checks.

Show Transaction Count for Travelers Checks — Displays each transaction closed to a travelers check.

Gift Checks — Designates the tender(s) to report as gift certificates.

Show Transaction Count for Gift Checks — Displays each transaction closed to a gift certificate.

Time and Attendance Detail report

The Time and Attendance Detail report provides the ability to report employee time in and out by day, report employee breaks by day, report time adjustments, report edit punch reasons and who edited the punch, and provide a signature line and check number line.

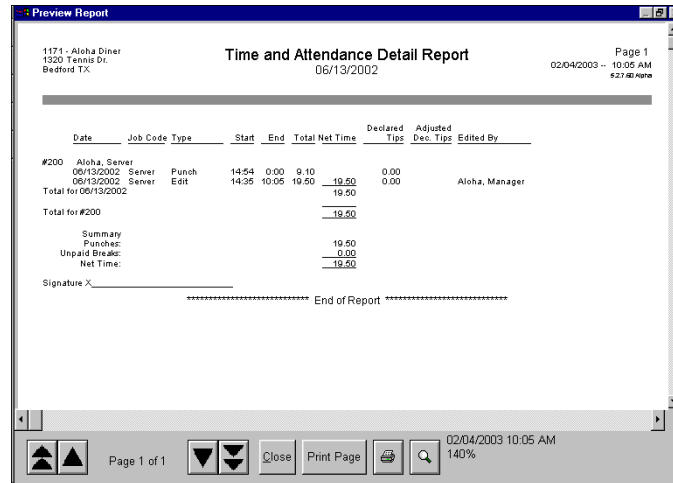


Figure 3 - 11 Time and Attendance Detail Report Preview

Columns	Description
Date	The date the employee worked.
Job Code	Designates the job code in which the employee worked.
Type	The type of punch, such as 'Punch', 'Unpaid Break', and 'Paid Break'. You can edit all three types.
Start	The time, in military hours, the employee clocked in.
End	The time, in military hours, the employee clocked out.
Total	The total number of hours the employee worked, based on the following calculation: End total - Start total.
Net Time	The adjusted total number of hours worked by the employee, minus the unpaid breaks.
Declared Tips	The total amount of tips the employee declared.
Adjusted Dec. Tips	The total amount of tips the employee declared after adjustments, such as an 'adjust tip' action.
Edited By	Designates the name of the employee who edited the punch.

Select Reports > Aloha Point-of-Sale > Employee > Time and Attendance Detail. The Time and Attendance Detail Report dialog box appears.

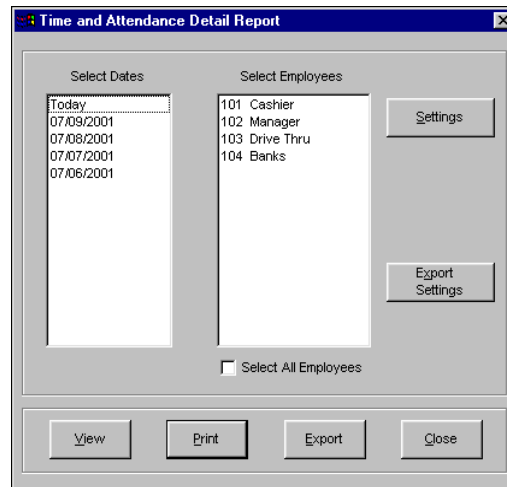


Figure 3 - 12 Time and Attendance Detail Report Dialog Box

Select a single date, or a range of dates, from the selection list. Select an employee from the employee list, or click 'Select All Employees' to include time and attendance information for all employees.

Select All Employees — Selects all employees in the list box.

Configuring the Time and Attendance Detail report

Click Settings to open the Time and Attendance Detail Report Settings dialog box.

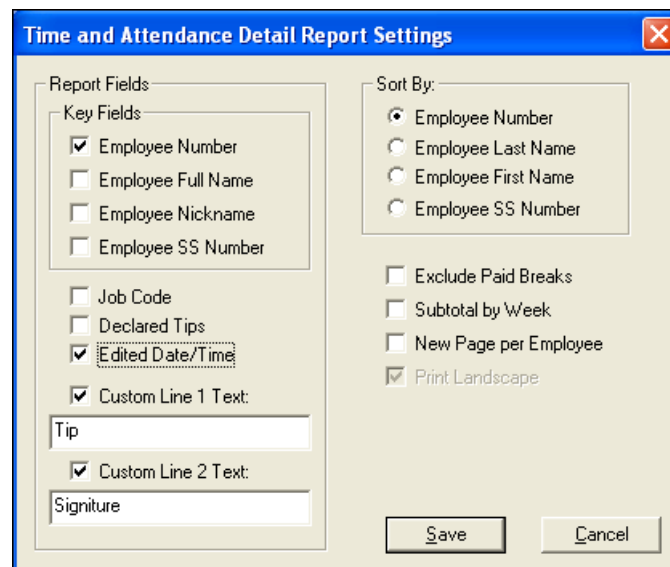


Figure 3 - 13 Time and Attendance Detail Report Settings Dialog Box

Exclude Paid Breaks — Excludes paid break entries on the report.

Subtotal by Week — Includes a subtotal for the total net time worked by the employee, per week.

New Page per Employee — Begins a new page for each employee.

Print Landscape — Prints the report in landscape format.

Group Box: Report Fields

Employee Number — Includes the ID number for the employee.

Minor Indicator — Adds an indicator to the report if the employee is a minor. The indications are 'M*' for one year under the legal age, and 'M**' for two or more years under the legal age.

Employee Full Name — Includes the first and last name of the employee.

Employee Nickname — Includes the nickname of the employee.

Employee SS Number — Includes the social security number of the employee.

Job Code — Includes the job code of the employee by each edited punch.

Declared Tips — Includes the amount of tips the employee declared.

Edited Date/Time — Includes the date and time for punches edited by an employee. **Related Options:** If you select 'Edited Date/Time' and 'Use edit punch reasons' in Maintenance > Business > Store > Store Settings tab > Labor group > 'Employee settings' group bar, the system forces the 'Print Landscape' option without the ability to clear it.

Custom Line 1 Text — Allows you to add an extra line to print, such as 'Employee Signature X_____'. Type up to 80 alphanumeric characters.

Custom Line 2 Text — Allows you to add a second extra line to print, such as 'Check #_____'. Type up to 80 alphanumeric characters.

Group Box: Sort By

Sorts the Time and Attendance Detail report by employee identification. Select either Employee Number, Employee Last Name, Employee First Name, or Employee SS Number.

Edited Punches report

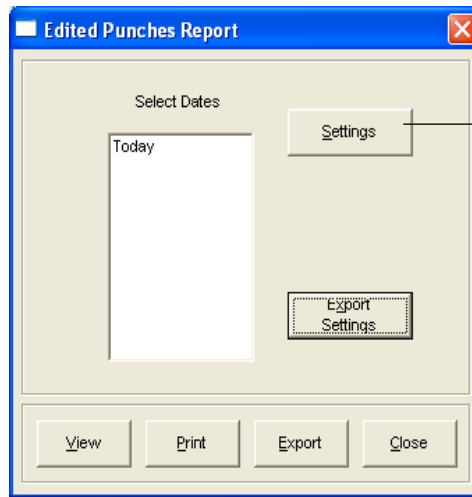
The Edited Punches report contains a listing of time and attendance information that has been edited using the Edit Punches utility. When the Edit Punch Reasons feature is in use, the reason displays as a separate line item under each punch. 'None' indicates Edit Punch Reasons are in use, but the data is prior to the implementation of the feature.

500 - IBER CAFE 1320 Tennis Dr Bedford, TX		Edited Punches Report 04/08/2005						Page 1 05/24/2005 -- 9:54 AM 5321e Feb	
Emp #	Name	Date	Jobcode	Time In	Time Out	Pay Rate	Decl Tips	Manager	Edited Date/Time
100	Caguiat, Graeme	04/08/2005	Banq Cap	9:54	9:54	0.00	0.00		
100	Caguiat, Graeme	04/08/2005	Conces S	3:54	9:54	0.00	0.00	Dealer Login	04/02/2005 13:12
100	Caguiat, Graeme	04/08/2005	Banq Cap	9:56	9:56	0.00	0.00		
100	Caguiat, Graeme	04/08/2005	Conces S	6:00	9:56	0.00	0.00	APRIL SHOWERS	04/08/2005 10:46
100	Caguiat, Graeme	04/08/2005	Conces S	6:30	9:56	0.00	0.00	Dealer Login	04/02/2005 13:14
***** End of Report *****									

Figure 3 - 14 Edited Punches Report Preview

Columns	Description
Emp#	The ID number of the employee.
Name	The name of the employee.
Date	The date of business for the shift.
Jobcode	The job code under which the employee clocked in.
Time In	The clock in time for the shift.
Time Out	The clock out time for the shift.
Pay Rate	The pay rate for the employee.
Decl Tips	The amount of tips the employee declared at the end of their shift.
Manager	The name of the manager who edited the shift.
Edited Date/Time	The time a manager edited a shift.
Punch Approval	The action taken by the employee on the Punch Edit Acknowledge message. Displays 'Approved' if the employee approved the edit or 'Not Approved' if the employee rejected the edit.
Manager	The employee who allowed the employee to go ahead and clock in.

Select Reports > Aloha Point-of-Sale > Employee > Edited Punches. The Edited Punches Report dialog box appears.



The Settings button does not appear for employees who have the Edit option cleared for the Edited Punches report in Maintenance > Labor > Back Office Security Levels.

Figure 3 - 15 Edited Punches Report Dialog Box

Select a single date, or a range of dates, from the selection list.

Configuring the Edited Punches report

Click Settings to display the Edit Punches Report Settings dialog box.

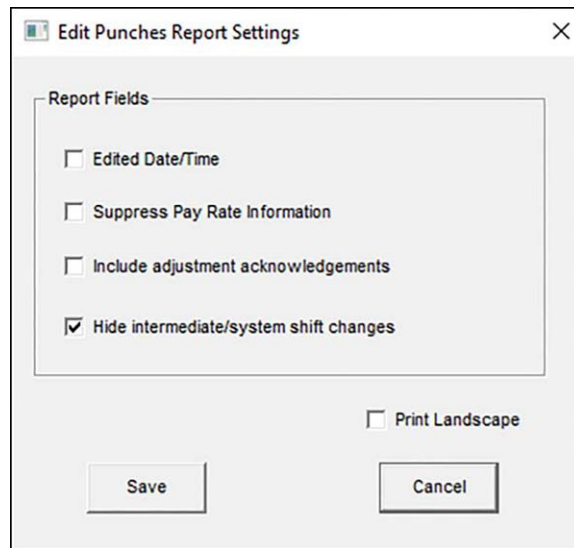


Figure 3 - 16 Edit Punches Report Settings

Edited Date/Time — Includes the date and time the employee edited the punch. When you select this option, the system forces the report to print in landscape rather than portrait format.

Suppress Pay Rate Information — Does not display the Pay Rate column on the Edited Punches report. Use this option for establishments that employ hourly managers and pay rate information is sensitive.

Include adjustment acknowledgements — Includes the ‘Approved’ or ‘Not approved’ response given by the employee when they receive an acknowledgment their punch was adjusted.

To prevent hourly employees from viewing pay rate information on the Edit Punches report, the general manager should select ‘Suppress Pay Rate Information,’ on the Edit Punches Report Settings dialog box, click Save, then control the rights to changing the settings for the Edited Punches report through back office security levels. With proper security levels, managers who are paid hourly cannot access the Settings button, and, therefore, cannot change the report to display pay rates. Managers who are paid on salary and have editing rights, can access the Settings button to change the configuration to make pay rates visible, if needed.

1 - Aloha Café 5555 Fifth Avenue South Naples, Florida 34102		Edited Punches Report 02/19/2016 -- 03/09/2016					Page 1 of 1 03/10/2016 -- 12:53 PM 15:10 Printed by: Ryan Murphy		
Emp #	Name	Date	Jobcode	Time In	Time Out	Manager	Edited Date/Time	Punch Approval	Approval Manager
138	Amaro, Nick	03/09/2016	TM Cashier	9:00	10:31	Lang, Lana			
138	Amaro, Nick	03/09/2016	TM Cashier	10:42	12:07	Lang, Lana	03/09/2016 12:12	Approved	Lang, Lana
138	Amaro, Nick	03/09/2016	TM Cashier	12:31	14:20	Lang, Lana	03/09/2016 14:47	Not Approved	Lang, Lana
139	Carisi, Sonny	03/09/2016	TM Cashier	11:00	13:16	Kent, Clark	03/09/2016 13:22	Approved	Kent, Clark
139	Carisi, Sonny	03/09/2016	TM Cashier	13:47	16:20	Kent, Clark	03/09/2016 16:35	Not Approved	Kent, Clark

***** End of Report *****

Figure 3 - 17 Edited Punches Report without Pay Rate Information

Hide intermediate/system shift changes — Removes all system-generated edits from the Edited Punches report. These are generated when changes are made by a NCR Back Office (NBO) system user through a COM API call. For example, when a shift is deleted in NBO, the system user sends the change to the Aloha POS system and the entry appears on the Edited Punches report by default.

Payments report

The Payments report contains detailed payment information pertaining to cash, credit cards, promos, comps, and manager meals tendered in the FOH. When the comp or promo is applied by the manager, the manager's name displays on the report.

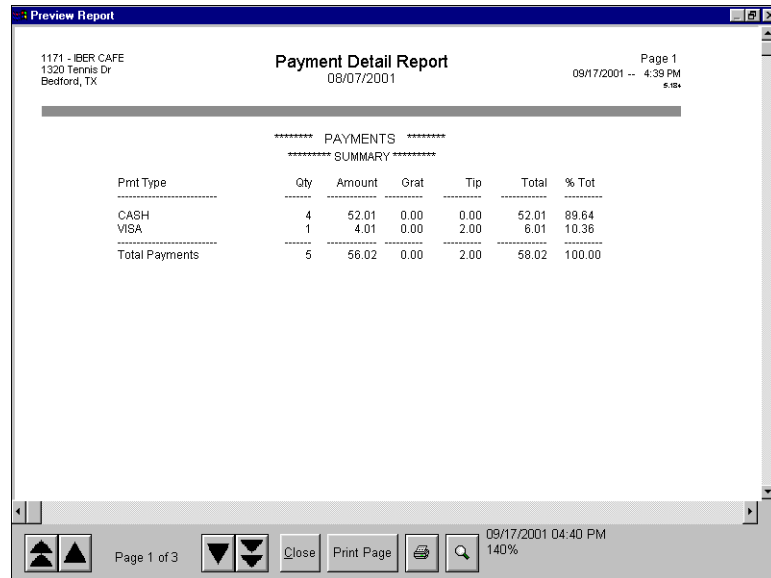


Figure 3 - 18 Payment Detail Report Preview

Columns	Description
Check #	The guest check number.
Card #	The credit card number, if applicable.
Exp	The expiration date of the credit card, if applicable.
Qty (Quantity)	The number of times the payment, comp, or promo was applied.
Amount	The total sales amount. For comps and promos, this displays the reduction amount.
Grat	The amount of automatic gratuity.
Tip	The tip amount.
Total	The total amount or gratuity applied to the check, based on the following calculation: amount + grat + tip.
Emp	The employee who started the check for the corresponding payment, comp, or promo.
Mgr	The manager who entered the comp or promo due to an employee who did not have access required to apply it.
Time	The time the comp was applied.

Columns	Description
Name/Item	The name of the item that was comped. If multiple items on the check were comped, the text displays as 'Not Available'.
Unit	The unit number (store number), if entered. This feature relates to the 'Prompt for unit (store number)' option in Maintenance > Payments > Comps. Restaurants with multiple locations that offer discounts to employees at each of their stores use this feature.
% Total	The percentage of the comp or promo reduction compared to the total amount, based on the following calculation: check's comp amount ÷ total comp amount OR check's promo amount ÷ total promo amount.

Select Reports > Aloha Point-of-Sale > Payments. The Payment Detail Report dialog box appears.

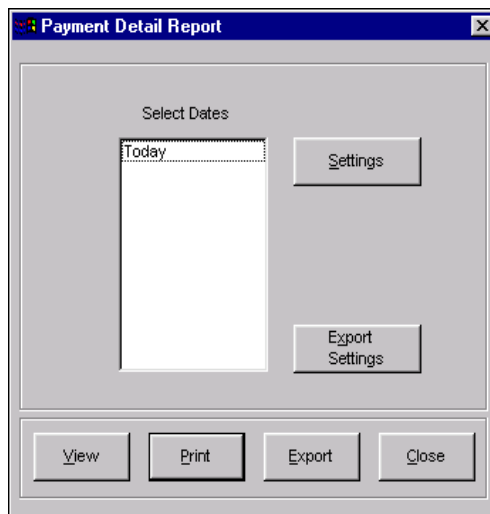


Figure 3 - 19 Payment Detail Report Dialog Box

Select a single date, or a range of dates, from the selection list.

Configuring the Payment Detail report

Click Settings to open the Payment Detail Report Settings dialog box used to control the manner in which the data is printed on the report.

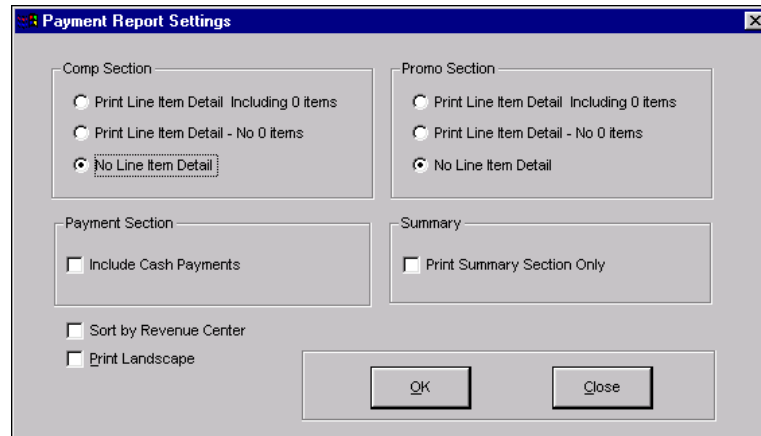


Figure 3 - 20 Payment Detail Report Settings Dialog Box

The following check boxes provide additional latitude in how the data for the specified field is printed:

Sort by Revenue Center — Displays the report by revenue center.

Print Landscape — Prints the report in landscape format.

Group Boxes: Comp Section and Promo Section

Both sections have three print options. Only one print option can be selected per section.

Print Line Item Detail Including 0 Items — Prints detail for all items, including those with zero amounts.

Print Line Item Detail - No 0 Items — Prints detail only for those items that do not have a zero amount.

No Line Item Detail — Excludes the printing of item detail.

Group Box: Payment Section

Include Cash Payments — Includes cash payments on the report.

Group Box: Summary

Print Summary Section Only — Prints a summary of the report detail only.

Make the necessary changes and click OK. The screen returns to the Payment Detail Report dialog box.

House Account report

The House Account report allows for the printing of house account invoices for use when billing customers.

Select Reports > Aloha Point-of-Sale > House Accounts. The House Account function tab appears.

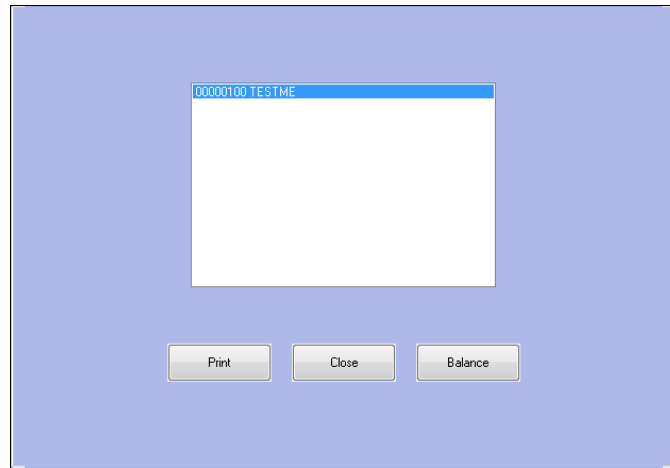


Figure 3 - 21 House Accounts Function

Print button

Select a single account from the list and click Print to print an individual invoice. To print invoices for multiple accounts, hold down the Shift key, select the desired accounts, and click Print. To exit the report, click Done.

Balance button

Click Balance to consolidate all existing transactions on the accounts and create balance forward totals that display on statements as a previous balance. This is normally done after printing statements for the current month. Infrequent consolidation creates long statements, and premature consolidation drops transaction detail from the current statements.

Product Mix report

The Product Mix report contains a total list of items sold for a selected day. Filter it by specific categories or by terminal. The item detail, such as quantity sold, amount of sale, profit, and percentage of category sales, is also listed for each item.

When you select multiple days to report, the Product Mix report generates configuration data from the most recent dated subdirectory in your selection. Using RPT.INI, you can change this functionality to use the configuration data from the most recent dated subdirectory available in the selection list (TODAY). For example, in the most recent dated subdirectory, item #100 is named 'Nachos', but when you run the report, you select an older dated subdirectory. In this subdirectory, item #100 is named 'Apple Pie'. Item #100 lists as 'Nachos' on the report, as this is the current configuration.

To enable the PMix report to display current configuration data:

1. Select **Start > Programs > Accessories > Notepad**.
2. Type **[Ibertech]** and press **Enter**.
3. Type **PmixData=True** and press **Enter**.
4. Click **File > Save**.
5. Type **Rpt.ini** in the 'File Name' field.
6. Click **Save** and place the **file** in the Newdata directory.

There are two display options for the Product Mix report:

The Summary Product Mix report displays information for a selected date.

1171 - IBER CAFE
 1320 Tennis Dr
 Bedford, TX

PMix Report - All Terminals
 08/07/2001

Page 1
 08/17/2001 -- 4:42 PM
 5.12x

Revenue Centers Selected: NONE

Item Rank	Item Name	Num Sold	Price Sold	Net Sales	Cost	Profit	Food Cost %	% Sales
1	4645 Rib Eye Sk	1.00	15.95	15.95	0.00	15.95	0.00	30.46
2	6200 Evian Lg	2.00	3.50	7.00	0.00	7.00	0.00	13.37
3	4630 Chimichanga	1.00	6.95	6.95	0.00	6.95	0.00	13.27
4	9045 Pineapple	2.00	2.25	4.50	0.00	4.50	0.00	8.60
5	9140 Root Beer	2.00	1.50	3.00	0.00	3.00	0.00	5.73
6	16015 Bud	1.00	2.34	2.34	0.00	2.34	0.00	4.46
7	9010 Cranberry	1.00	2.25	2.25	0.00	2.25	0.00	4.30
8	9005 Grand/OJ	1.00	2.25	2.25	0.00	2.25	0.00	4.30
9	9035 O.J.	1.00	2.25	2.25	0.00	2.25	0.00	4.30
10	16050 Coors Ice	1.00	1.87	1.87	0.00	1.87	0.00	3.57
11	9110 Coke	1.00	1.50	1.50	0.00	1.50	0.00	2.87
12	6340 Herbal Tea	1.00	1.25	1.25	0.00	1.25	0.00	2.39
13	9310 Coffee	1.00	1.25	1.25	0.00	1.25	0.00	2.38
14	5105 Soup de Jour	1.00	0.00	0.00	0.00	0.00	0.00	0.00
15	21023 Red Beans	1.00	0.00	0.00	0.00	0.00	0.00	0.00
16	20685 Med Rare	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total:		19.00	45.11	52.36	0.00	52.36	0.00	100.0

***** End of Report *****

Page 1 of 1
 Close Print Page
 08/17/2001 04:42 PM
 140%

Figure 3 - 22 PMix Report Summary Preview

Columns	Description
Rank	The ranking of the item in comparison to all items in the list.
Item Num	The item ID number.
Item Name	The name of the item.
Num Sold	The quantity sold.
Price Sold	The calculated price at which each unit of the item is sold, based on the following calculation: amount ÷ num sold. Calculations are less inclusive taxes if 'Include Inclusive Taxes' is cleared in the Settings dialog box. The grand total of this column is also calculated, based on the total amount ÷ total num sold, rounded to two decimal places.
Amount	The calculated value, based on the following calculation: (num sold) x (price sold).
Cost	The cost of the item value, based on the following calculation: (item cost) x (num sold).
Profit	The profit of the item, based on the following calculation: amount - cost.
Food Cost %	The calculated value, based on the following calculation: cost ÷ amount.
% Sales	The calculated cost of the item value, based on the following calculation: (item cost) x (num sold).

The Weekly Product Mix report displays information for a selected week(s).

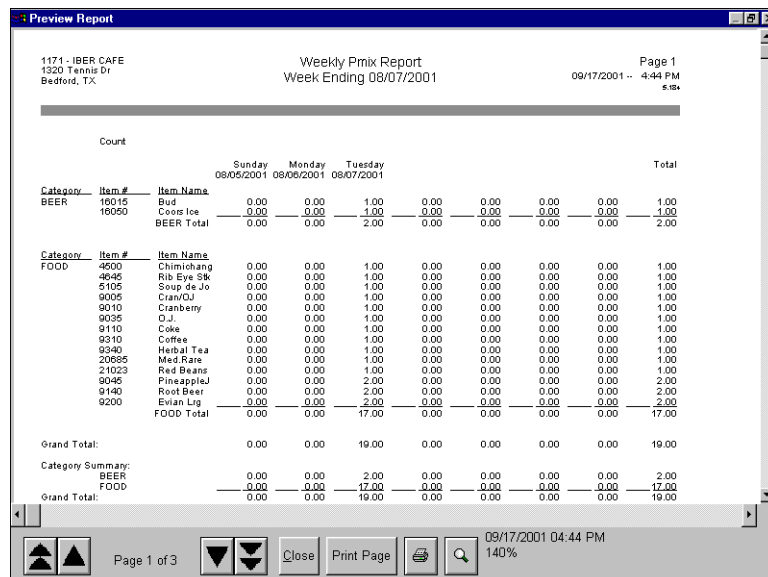


Figure 3 - 23 PMix Report Weekly Preview

Select Reports > Aloha Point-of-Sale > Product Mix > Product Mix or Reports > Aloha Point-of-Sale > Product Mix > Weekly to access the corresponding report. The Product Mix Report dialog box appears.

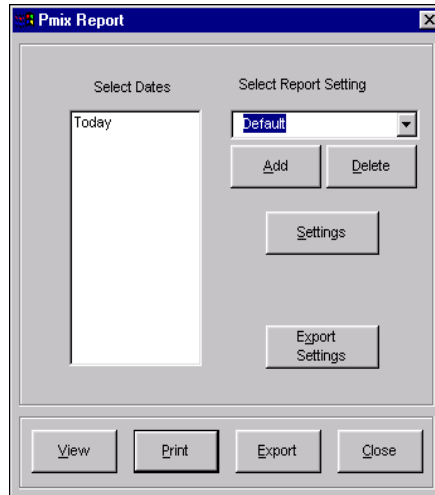


Figure 3 - 24 Pmix Report Dialog Box

Select a single date, or a range of dates, from the selection list.

Configuring the Product Mix report

Click Settings to open the Product Mix Report Settings dialog box used to control the manner in which the data is printed on the report. The Product Mix Report Settings dialog box displays with the Settings dialog box displayed.

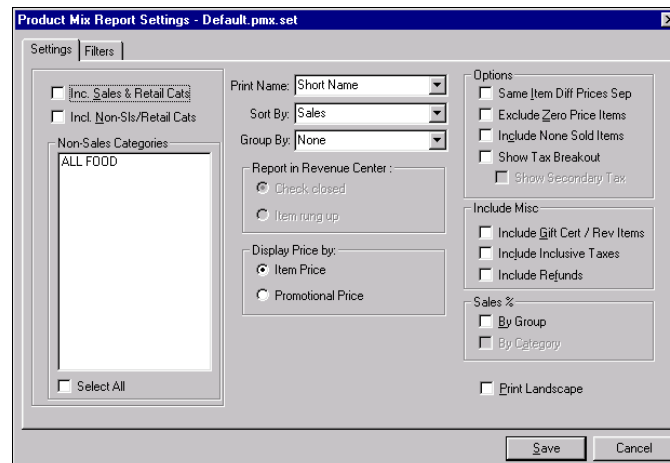


Figure 3 - 25 Product Mix Report Settings Dialog Box

Settings tab

The following check boxes and their effect on the final output are:

Inc Sales & Retail Cats — Includes all sales and retail categories on the report.

Inc Non-Sls/Retail Cats — Includes all non-sales and retail categories on the report. Works in conjunction with the 'Non-Sales Categories' list box. Select one or more of the category names from the 'Non-Sales Categories' list box to include on the report.

Non-Sales Categories — Displays the list of all defined categories.

Select All — Includes all categories on the report.

Print Name — Determines the item name to print on the report. Select from 'Short Name', 'Long Name', or 'Chit Name'.

Sort By — Determines the sorting method used to print the report. Select between 'Sales', 'Quantity Sold', 'Profitability' or 'Item Num'.

Group By — Groups the report by a particular attribute. You can group by 'None,' 'Category,' 'Concept,' 'Employee,' 'Employee by Category,' 'Day Part,' 'Day Part by Category,' 'Revenue Center,' 'Revenue Center by Category,' 'Sales Type,' and 'Sales Type by Category.'

Category — Groups items by category assigned to the item.

Concept — Groups items by the concept assigned to the item. This option is only available for the Weekly Product Mix report.

Employee — Groups items by the employee entering the item.

Employee by Category — Groups items by the employee entering the item, by category.

Day Part — Groups items by the day part in which the item on the check is tendered.

Day Part by Category — Groups items by the day part in which the item on the check is tendered, by category.

Revenue Center — Groups items by the revenue center in which the item on the check is tendered.

Revenue Center by Category — Groups items by the revenue center in which the item on the check is tendered, by category.

Sales Type — Groups items by sales type, or order attributes, assigned to the check. The sales types appear in the order defined in OrdAttr.txt in the \Data and \NewData directories. If you did not assign a sales type to a specific check, then the items, and the item count, display under the NOT SELECTED section. This option is not available for the Weekly Product Mix report.

500 - Iber Café 1320 Tennis Drive Bedford, TX		PMIX Report - All Terminals 03/01/2005 - 03/31/2005					Page 1 of n 04/22/2005 - 2:03 PM 5.3.21		
Revenue Centers Selected: ALL									
Sales Type	Item Num	Item Name	Num Sold	Price Sold	Amount	Cost	Profit	Food Cost %	% Sales
NOT SELECTED	9145	Slice	2.00	1.50	3.00	0.00	3.00	0.00	6.00
	9155	Sprite	3.00	1.75	5.25	0.00	5.25	0.00	10.00
	9100	Coke	5.00	2.00	10.00	0.00	10.00	0.00	19.00
	Tot NOT SELECTED:		10.00	5.25	18.25	0.00	18.25	0.00	35.00
Member	9145	Slice	3.00	1.50	4.50	0.00	4.50	0.00	9.00
	9160	Root Beer	5.00	1.75	8.75	0.00	8.75	0.00	17.00
	9100	Coke	6.00	0.50	3.00	0.00	3.00	0.00	6.00
	Tot Member:		14.00	3.75	16.25	0.00	16.25	0.00	32.00
Non-Member	9160	Root Beer	4.00	1.75	7.00	0.00	7.00	0.00	13.00
	9100	Coke	1.00	0.50	0.50	0.00	0.50	0.00	1.00
	9250	Orange	8.00	1.25	10.00	0.00	10.00	0.00	19.00
	Tot Non-Member:		13.00	3.50	17.50	0.00	17.50	0.00	33.00
Grand Total:			37.00	12.50	52.00	0.00	52.00	0.00	100.00

Figure 3 - 26 Product Mix Report Grouped by Sales Type

Sales Type by Category — Groups items by sales type or order attributes assigned to the check, by category. The sales types appear in the order defined in OrdAttr.txt in the \Data and \Newdata directories, then by category ID. If you did not assign a sales type to a specific check, then the items, and the item count, display under the NOT SELECTED section. A summary section prints at the end of the report. This option is not available for the Weekly Product Mix report.

500 - Iber Café 1320 Tennis Drive Bedford, TX		PMIX Report - All Terminals 03/01/2005 - 03/31/2005					Page 1 of n 04/22/2005 - 2:03 PM 5.3.21			
Revenue Centers Selected: ALL										
Sales Type	Category	Item Num	Item Name	Num Sold	Price Sold	Amount	Cost	Profit	% Sales	
NOT SELECTED	BEVS	9145	Slice	2.00	1.50	3.00	0.00	3.00	2.00	
		9155	Sprite	3.00	1.75	5.25	0.00	5.25	3.63	
		9100	Coke	5.00	2.00	10.00	0.00	10.00	6.92	
		Tot BEVS:		10.00	5.25	18.25	0.00	18.25	0.00	12.63
	FOOD	1400	Burger	5.00	5.00	25.00	0.00	25.00	17.30	
		1600	French Fries	6.00	2.50	15.00	0.00	15.00	10.38	
		Tot FOOD:		11.00	7.50	40.00	0.00	40.00	0.00	27.68
		Tot NOT SELECTED:		21.00	12.75	58.25	0.00	58.25	0.00	40.31
Member	BEVS	9145	Slice	3.00	1.50	4.50	0.00	4.50	3.11	
		9160	Root Beer	5.00	1.75	8.75	0.00	8.75	6.06	
		9100	Coke	6.00	0.50	3.00	0.00	3.00	2.09	
		Tot BEVS:		14.00	3.75	16.25	0.00	16.25	0.00	11.25
	FOOD	1400	Burger	3.00	5.00	15.00	0.00	15.00	10.38	
		1600	French Fries	10.00	2.50	25.00	0.00	25.00	0.00	17.30
		Tot FOOD:		13.00	7.50	40.00	0.00	40.00	0.00	27.68
		Tot Member:		27.00	11.25	56.25	0.00	56.25	0.00	38.93
Non-Member	BEVS	9160	Root Beer	4.00	1.75	7.00	0.00	7.00	4.84	
		9100	Coke	1.00	0.50	0.50	0.00	0.50	0.35	
		9250	Orange	8.00	1.25	10.00	0.00	10.00	6.92	
		Tot BEVS:		13.00	3.50	17.50	0.00	17.50	0.00	12.11
		1400	Burger	2.00	5.00	10.00	0.00	10.00	6.92	
		1600	French Fries	1.00	2.50	2.50	0.00	2.50	0.00	1.73
		Tot FOOD:		3.00	7.50	12.50	0.00	12.50	0.00	8.65
		Tot Non-Member:		16.00	11.00	30.00	0.00	30.00	0.00	20.76
Grand Total:			64.00	35.00	144.50	0.00	144.50	0.00	100.00	

Figure 3 - 27 Product Mix Report Grouped by Sales Type by Category

Print Landscape — Prints the report in landscape format.

Group Box: Report in Revenue Center

First item ordered — Reports sales of items from the revenue center in which the item is ordered.

Item rung up — Includes items that were ordered.

Group Box: Display Price By

Item Price — Reports sales of items from the revenue center in which the item is rung up.

Discounted Price — Reports sales of items using any price reductions.

Group Box: Option

Same Item Diff Prices Sep — Separates the same item which has different prices, separately. For example, if an item is placed on a submenu at \$5.99, and also on a modifier at \$0.99, the item displays on the report as two entries.

Exclude Zero Price Items — Excludes items with a zero price. For example, modifiers without an associated price, does not display on the report.

Include None Sold Items — Includes all defined items whether sold or not, in the report.

Show Tax Breakout — Displays items with different taxes as separate entries. For example, if an item is defined at 8.25% on dine in orders, and 5% on to go orders, an entry displays for each.

Show Secondary Tax — Displays an entry for items with a secondary tax.

Quantity Precision — Specifies the number of digits to the right of the whole number to which to report.

Group Box: Include Misc

Include GC/Rev Items — Includes the gift certificate and revenue items in the report. Additionally, any comps applied to revenue items appear on the report.

Include Inclusive Taxes — Includes inclusive taxes on the report.

Include Refunds — Includes refunds in the report.

Group Box: Sales %

By Group — Calculates the percentage of the total sales based on the selection in the Group By group box. For example, if Employee is selected, the report reflects the percentage of total net sales and total gross sales by employee.

By Category — Calculates the percentage of the total sales based on the selected categories. For example, if Select All Cats is selected, the report reflects the percentage of total net sales and total gross sales by all categories.

Filters tab

Click the Filters tab to drill down to specific aspects of the establishment, such as revenue center, terminal, or menu. The Filters tab appears.

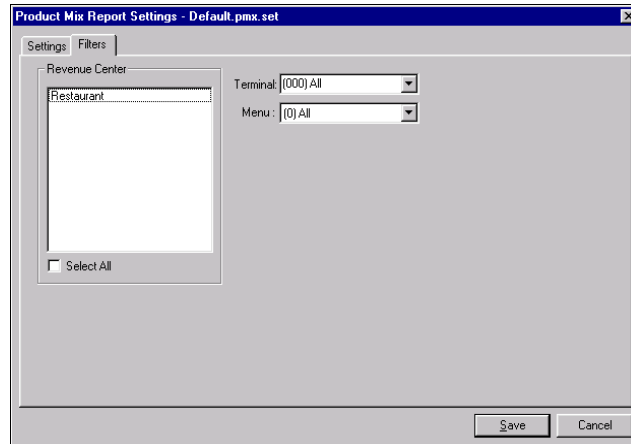


Figure 3 - 28 Filters Tab

Revenue Center — Filters the report to include data for the selected revenue center(s) only. Click Select All to include data from all revenue centers.

Terminal — Filters the report to include data from the selected terminal only. Select all to include data from all terminals.

Menu — Filters the report to include data for items on the selected menu only. Select all to include data from all menus.

Select All — Selects all the revenue centers to include in the report.

Item Forecast report

The Item Forecast report contains detailed item information pertaining to forecasting sales for days of the week, and in defined intervals. This report is used for future prep projections based on the Product Mix report. For example, it can help determine how much to prep for all Fridays during the holiday season.

Item Name	Avg Num Sold	Avg Sales	Daypart Time
Bacon Cheese	14	43.26	Breakfast
Soda-Small	32	38.08	
Fries-Small	33	32.67	
Cheese Burger	11	30.69	
Cowboy Burger	6	24.54	
Chicken Sandwch	3	15.87	
Mushroom/Swiss	4	15.56	
Soda-Kids	13	11.57	
Fries-KM	13	11.57	
Toy 1	13	8.97	
Spicy Burger	2	5.98	
Kids Chicken	3	4.77	
Kids Hamburger	4	3.56	
Soda-Large	2	3.38	
Fries-Large	2	3.38	
Kids 4pc Nugget	3	2.97	
Kids Chzburger	3	2.97	
Sprite-Lg	1	1.69	
Coke-Lg	1	1.69	
Soda-Med	1	1.49	
Fries-Medium	1	1.39	
*** Total Breakfast:	165	266.05	
Turkey Sandwch	60	317.40	Lunch
Roast Beef Sandwich	61	259.25	
Turkey Sandwich	55	233.75	
Chocolate Chip Cookie	180	178.20	
Baked Lays	180	178.20	
Bacon Cheese	11	33.99	
Soda-Small	26	30.94	
Chicken Sandwch	5	26.45	
Fries-Small	26	25.74	
Cowboy Burger	6	24.54	
Veggie Sandwich	6	24.00	
Cheese Burger	7	19.53	
Mushroom/Swiss	4	15.56	
Hamburger	1	2.59	
Dr Pepper-Lg	1	1.69	
Soda-Large	1	1.69	
Fries-Large	1	1.69	
Sprite-Sm	1	1.19	
*** Total Lunch:	632	1,376.40	

Figure 3 - 29 BOH Item Prep Forecast Report

Columns	Description
Item Name	The name of the menu item.
Avg Num Sold	The average number sold for the forecast item based on the selected time slice.
Avg Sales	The average amount of sales for the forecast item based on the selected time slice.
Daypart Time	The time slice breakdown for the item.

Select Reports > Aloha Point-of-Sale > Item Forecast. The Menu Item Forecast dialog box appears.

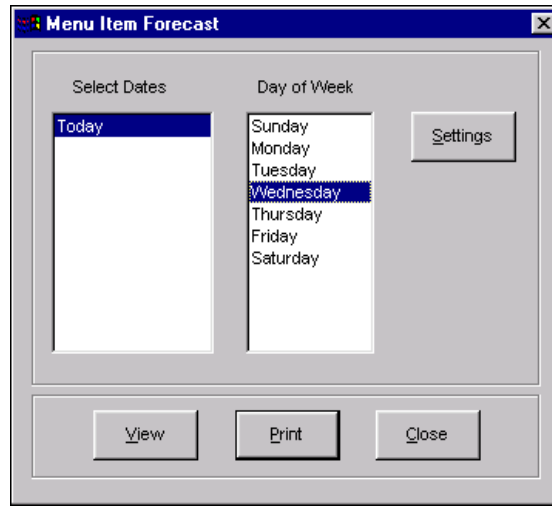


Figure 3 - 30 Menu Item Forecast Dialog Box

Select a single date, or a range of dates, from the selection list.

Configuring the Item Prep Forecast report

Click Settings to open a report configuration dialog box used to control the manner in which the data is printed on the report.

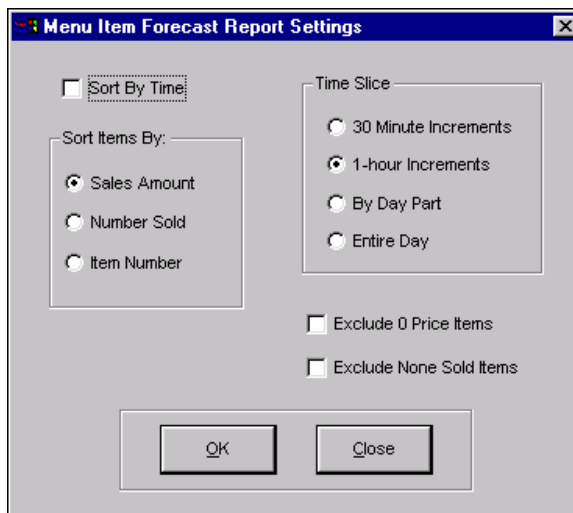


Figure 3 - 31 Menu Item Forecast Report Settings Dialog Box

Sort By Time — Categorizes item information by time.

Exclude 0 Price Items — Excludes items that do not have a price attached to them.

Exclude None Sold Items — Excludes items that were not sold.

Group Box: Sort Items By

Designates the order in which the report is sorted. Select between 'Sales Amount', 'Number Sold', or 'Item Number'.

Group Box: Time Slice

Determines the time interval to use in the report. Choose between '30 Minute Increments', '1 Hour Increments', 'By Day Part', or 'Entire Day'. Day Parts are defined in Maintenance > System > Day Parts.

Quick Count report

The Quick Count report displays the tracking and projected counts for items defined as tracking items in the Quick Count product. Quick Count must be enabled for data to display.



Reference

Refer to the [Quick Count Feature Focus Guide](#) for more information on the Quick Count feature.

Aloha Café 5555 Fifth Avenue South Naples, Florida 34102		Weekly Quick Count Report Week Ending 03/06/2016						Page 1 of 1 03/10/16 - 10:07 AM 13.1.0 DEV Printed by: Seeded Administrator
	Monday 2/29/2016	Tuesday 3/1/2016	Wednesday 3/2/2016	Thursday 3/3/2016	Friday 3/4/2016	Saturday 3/5/2016	Sunday 3/6/2016	Total
Tracking Items								
Cowboy Burger Patty								
Open (-)				0.00				0.00
Add (-)				0.00				0.00
Voids (+)				0.00				0.00
Sold (+)				0.00				0.00
Usage (+)				0.00				0.00
Waste (+)				0.00				0.00
Close (+)				0.00				0.00
Variance (=)				0.00				0.00
Cowboy Burger Bun								
Open (-)				0.00				0.00
Add (-)				0.00				0.00
Voids (+)				0.00				0.00
Sold (+)				0.00				0.00
Usage (+)				0.00				0.00
Waste (+)				0.00				0.00
Close (+)				0.00				0.00
Variance (=)				0.00				0.00
Cheese								
Open (-)				0.00				0.00
Add (-)				0.00				0.00
Voids (+)				0.00				0.00
Sold (+)				0.00				0.00
Usage (+)				0.00				0.00
Waste (+)				0.00				0.00
Close (+)				0.00				0.00
Variance (=)				0.00				0.00

Figure 3 - 32 Weekly Quick Count Report

Select Reports > Aloha Point-of-Sale > Quick Count. The Weekly Quick Count Report dialog box appears.

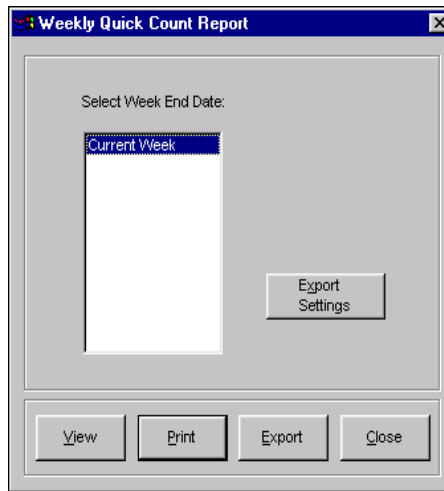


Figure 3 - 33 Weekly Quick Count Report Dialog Box

Select a single week, or a range of weeks, from the selection list.

Delivery Driver report

The Delivery Driver report provides a detailed listing of delivery trips, and works in conjunction with the Delivery/Frequent Buyer product. This report includes the driver's name, average trip time, total trips, average order time, and total orders.

Date	Driver	Avg. Trip Time	Total Trips	Avg. Order Time	Total Orders
No deliveries to report.					
***** End of Report *****					

Figure 3 - 34 Delivery Driver Report

Select Reports > Aloha Point-of-Sale > Delivery Driver Report. The Delivery Driver Report dialog box appears.



Figure 3 - 35 Delivery Driver Report Dialog Box

Select a single date, or a range of dates, from the selection list.

Configuring the Delivery Driver report

Click Settings to display the Delivery Driver Report Settings dialog box.

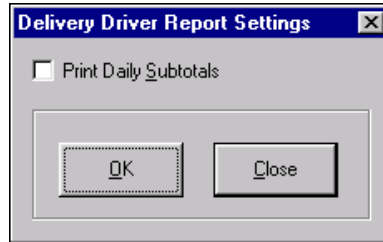


Figure 3 - 36 Delivery Driver Report Settings Dialog Box

Print Daily Subtotals — Includes daily subtotals on the report.

Make the necessary changes and click OK. The screen returns to the Delivery Driver report dialog box.

Delivery Production report

The Delivery Production report provides a detailed listing of delivery trips, such as the starting, ending, and average time.

Date	Start Time	End Time	Avg. Entry	Deliveries
Total				
			0	0

***** End of Report *****

Figure 3 - 37 Delivery Production Report

Select Reports > Aloha Point-of-Sale > Delivery Production. The Delivery Production Report dialog box appears.

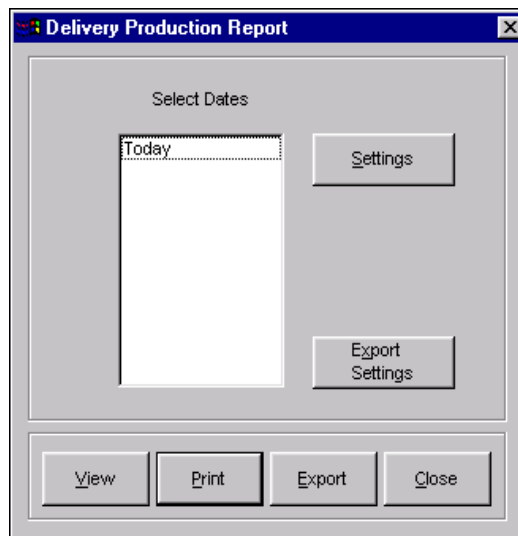


Figure 3 - 38 Delivery Production Report Dialog Box

Select a single date, or a range of dates, from the selection list.

Configuring the Delivery Production report

Click Settings to open the Delivery Driver Report Settings dialog box.



Figure 3 - 39 Delivery Production Report Settings Dialog Box

Report Interval — Sets the time interval to use when displaying the report information. Select in 30 minute intervals with 1:00 representing an hour.

Set the report interval and click OK. The screen returns to the Delivery Production Report dialog box.

Voids report

The Voids report provides a detailed listing of voids performed in the FOH. A void is any item that has been committed to an order mode, such as dine in, and then deleted before the check is closed. The order entry check window also displays the word (VOID) under the voided item.

Check #	Date	Menu Item	Reason	Manager	Time	Server	Amt
20001	03/09/2016	Bacon Cheese	Mistake	Lang, Lana	11:37	Amaro, Nick	3.09
20001	03/09/2016	Cherry Pie	Mistake	Lang, Lana	11:37	Amaro, Nick	0.99
20001	03/09/2016	Hot Cocoa	Never Made	Lang, Lana	11:37	Amaro, Nick	2.00
Total Voids for Amaro, Nick by Manager Lang, Lana (3)							6.08
Total Voids for Amaro, Nick (3)							6.08
Total Voids (3)							6.08

***** End of Report *****

Figure 3 - 40 Daily Void Report

Select Reports > Aloha Point-of-Sale > Voids. The Void Report dialog box appears.

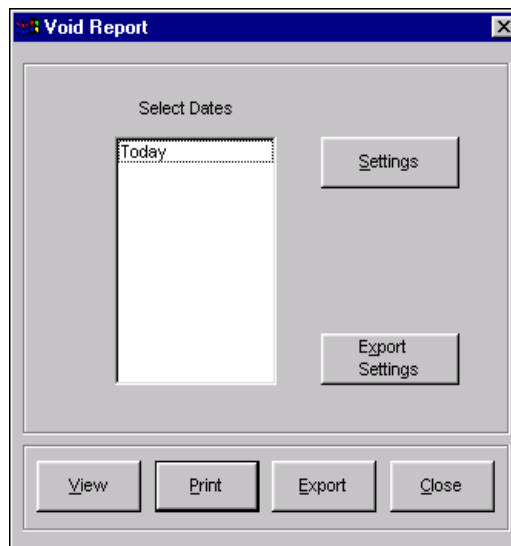


Figure 3 - 41 Void Report Dialog Box

Select a single date, or a range of dates, from the selection list.



Tip

If an employee is assigned to a job code with the 'Allow to Void Own Items' check box selected, they do not have to choose a void reason. The Void Report displays 'Void Reason UNKNOWN' on their transactions.

Configuring the Void report

Click Settings to open a report configuration dialog box used to control the manner in which data is printed on the report.

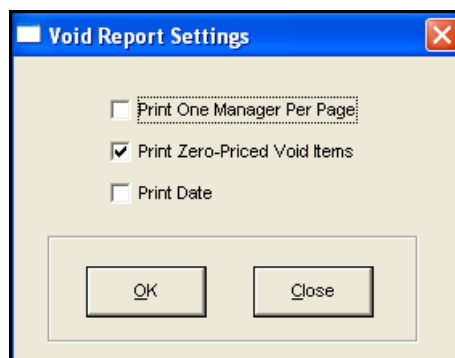


Figure 3 - 42 Void Report Settings Dialog Box

Print One Manager Per Page — Starts the report on a new page for each manager.

Print Zero-Priced Void Items — Includes all zero-priced items that were voided, such as modifiers.

Print Date — Displays the date column so you can determine the date the void occurred.

Make the necessary changes and click OK. The screen returns to the Void Report dialog box.

Surcharges report

The Surcharges report provides a detailed listing of all surcharges collected in the FOH. Surcharges are additional charges that occur when specific items are sold. It is primarily used in Florida where each alcoholic drink sold has a surcharge assessed to it. It is then up to the restaurant to decide whether they will explicitly charge the cost to the guest, or reduce it as a cost of business. If the restaurant is collecting the money from the guest, the charge shows up as a line item on the guest check. If the restaurant is not collecting money from the guest, the charge shows up as an expense and is deducted for the Net Sales calculation. When a surcharge is assessed on the item, the amount accumulates as a collected surcharge or a not-collected surcharge. Collected surcharges add to the gross sales total. Surcharges are defined in Maintenance > Menu > Surcharges.

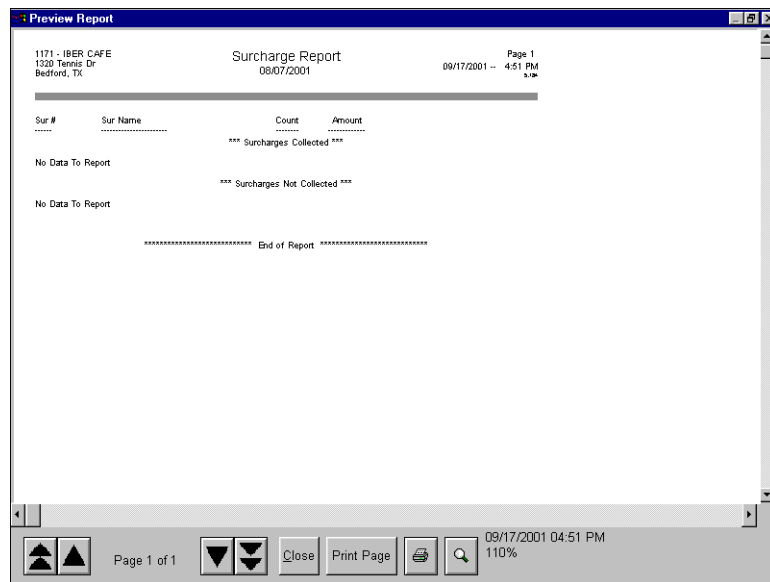


Figure 3 - 43 Surcharges Report Preview

Columns	Description
Sur#	The surcharge ID number.
Sur Name	The name of the surcharge.
Count	The total number of surcharges applied.
Amount	The total sales from surcharges applied.

Select Reports > Aloha Point-of-Sale > Surcharges. The Surcharges report dialog box appears.

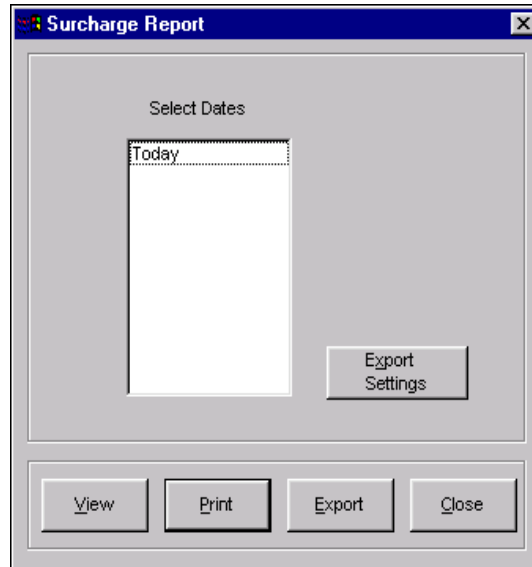


Figure 3 - 44 Surcharge Report Dialog Box

Select a single date, or a range of dates, from the selection list.

Open Drawer report

The Open Drawer report displays information pertaining to the time in which a cash drawer is open. Generate this report to display the number of times the drawer was opened and the average time it stayed open. When the drawer is open longer than a defined time, it is logged as an exception with an average time. Printer fired cash drawers do not generate the required information.

1 - Aloha Café 5555 Fifth Avenue South Naples, Florida 34102		Open Drawer Report 02/03/2016 -- 03/09/2016		Page 1 of 1 03/10/2016 -- 4:16 PM 15.10 Printed by: Ryan Murphy	
Exception Time: 1 seconds					
Revenue Center: Dining Room					
Amaro, Nick Drawer #1					
	# Times Opened	Average Time Open	# of Exceptions	Average time open for exceptions	
11:15 - 11:30	1	0.00	1	93.00	
Total:	1	0.00	1	93.00	
***** End of Report *****					

Figure 3 - 45 Open Drawer Report

Columns	Description
# Times Opened	The number of times the drawer was opened by the employee during the selected interval.
Average Time Opened	The average number of seconds the drawer was open, based on the following calculation: seconds the drawer was open ÷ the number of times it was opened.
# of Exceptions	The number of times the drawer stayed open for a period of time longer than defined in the 'Open Drawer Threshold Time' text box. Use this to note instances where the drawer was opened for an extended period of time.
Average time open for exceptions	The average number of seconds the drawer was open with exceptions, based on the following calculation: seconds the drawer was open during the exception incidents ÷ number of incidents.

Select Reports > Aloha Point-of-Sale > Open Drawer. The Open Drawer Report dialog box appears.

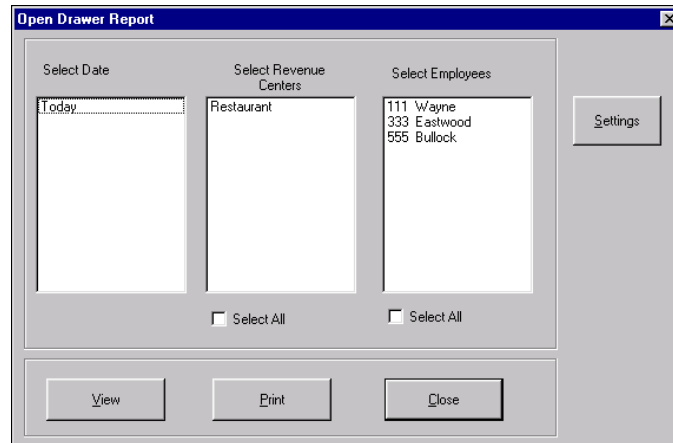


Figure 3 - 46 Open Drawer Report Dialog Box

Select a single date, or a range of dates, from the selection list. Select a revenue center(s) from the 'Select Revenue Center' list box. Select an employee(s) from the 'Select Employee' list box.

Select All — Selects all revenue centers or employees in the list box, respectively.

Configuring the Open Drawer report

Click Settings to open the Open Drawer Report Settings dialog box.

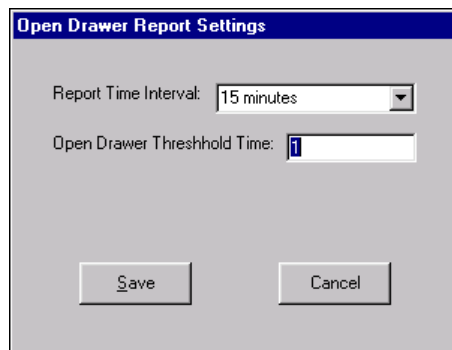


Figure 3 - 47 Open Drawer Report Settings Dialog Box

Report Time Interval — Indicates the interval of time for which to display the report. Select from 15 minutes, 30 minutes, or 60 minutes.

Open Drawer Threshold Time — Designates the number of seconds to allow the drawer to remain open until it is logged as an exception.

Back of House Security Levels report

The Aloha User Level Security Report prints user IDs, logins, and security levels, including users' abilities to add or edit other users and security levels.



Figure 3 - 48 Back of House Security Levels Report Preview

Select Reports > Back-of-House User Security.

Back of House Users report

The Back of House User Report prints security level information pertaining to employees accessing the BOH. Select Reports > Back-of-House User Report.



Figure 3 - 49 Back of House User Security Report Preview

Columns	Description
Number	The employee's ID number.
First Name	The employee's first name.
Last Name	The employee's last name.
Security Level	The employee's security level.
Start Time	The time the employee logged into the BOH.
End Time	The time the employee logged out of the BOH.

Detailed Access Levels report

The Detailed Access Levels Report prints access level information and the functions each level may perform, as defined in Maintenance > Labor > Access Levels. This report can be lengthy if there are many access levels. Select Reports > Aloha Point-of-Sale > Detailed Access Levels Report

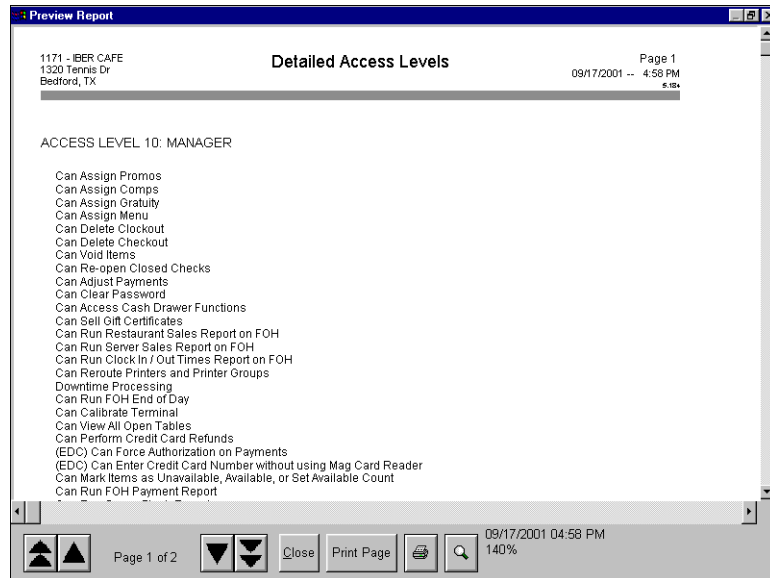


Figure 3 - 50 Detailed Access Levels Report Preview

Speed of Service report

In a quick-service environment, tracking performance on speed of service is very important. Some restaurants use different performance measures for orders placed inside vs. orders placed at the drive-thru. You can now define speed of service metrics based on the order entry queue from which an order originates, allowing you to capture specific performance measures for terminals located at an inside counter versus a drive-thru terminal. In addition, the metrics appear on each Front-of-House (FOH) terminal and color indicators appear on the screen letting you know when you are approaching or have surpassed a critical speed of service threshold.

The following table lists the speed of service metrics the system tracks for each order, based on the speed of service recording method you choose:

New Metrics	Description
Menu Time	The total amount of time from when the first item is added to a guest check until the time the last item on a check was ordered and the order mode is applied.
Tender Time	The total amount of time that it takes to apply and process a payment. The time begins when the last time is ordered and the order mode applied, and ends when the check is closed or the cash drawer is closed, whichever occurs later.
Counter Time	Time the cash drawer was closed or the time the check was closed (whichever is longer) until the order is 'Served.'
Transaction Time	The sum of these metrics: Menu Time, Tender Time, and Counter Time. The sum is the total time between the first item being placed on a check until the time the 'Served' button is touched for that check.
Production Time	The time the first item appears on the kitchen video until the time the last order from that check is bumped from the kitchen video.
Authorization Time	The time a payment method is swiped until the time that authorization is returned.

The recording of speed of service metrics begin when you start a new order, and end when...

- ...you close the order, or
- ...bump the order from a kitchen video screen, or
- ...serve the order to the guest.

The system is already aware of when you close an order or bump an order from the kitchen video screen; however, to use the last method, it is necessary to provide a means for letting the system know you have served the guest. You can accomplish this using a new Served Order button function.

1 - Aloha Café 5555 Fifth Avenue South Naples, Florida 34102		Speed Of Service by Day Part Report 02/03/2016 - 03/09/2016					Page 1 of 1 03/10/2016 -- 5:35 PM 15.1.0 Printed by: Ryan Murphy	
Day Part								
Terminal 1	Breakfast	Lunch	Afternoon	Dinner	Evening	Late Nigh	Total	
#Orders	22	28	39	11	0	0	100	
Menu Average	6	20	21	11	0	0	15	
Queue Average	0	0	0	0	0	0	0	
Tender Average	101	2	2	1	0	0	27	
Counter Average	0	0	0	0	0	0	0	
Total Order Average	107	22	23	12	0	0	42	
Production Average	0	0	0	0	0	0	0	
Credit Average	0	0	0	0	0	0	0	
***** End of Report *****								

Figure 3 - 51 Speed of Service by Day Part Summary

Column Name	Description
# Orders	Total number of orders for each terminal, separated by each day part. Based on the following calculation: Number of orders for each terminal divided by the number of day parts.
Menu Average	Average of each menu offered, separated by each day part. Based on the following calculation: Menu average for each day part divided by the total number of day parts.
Queue Average	Average for each queue that an order waits to be picked up again and tendered, separated by each day part. Based on the following calculation: Queue averages for each day part divided by the number of day parts.
Tender Average	Average tender time that it takes to process a payment, separated by each day part. Based on the following calculation: Tender averages for each day part divided by the number of day parts.
Counter Average	Average of counter time that it takes to hand over food to customer, separated by each day part. Based on the following calculation: Counter averages for each day part divided by the number of day parts.
Total Order Average	The total is the sum of the # Orders, Menu Average, Queue Average, Tender Average, and Counter Averages, by day parts.

Column Name	Description
Production Average	Average of food preparation time for all day parts, separated by each day part. Based on the following calculation: Production averages for all day parts divided by the number of day parts.
Credit Average	Average of the authorization time it takes to process a credit or gift card, separated by day parts. Based on the following calculation: Average of authorization times by terminal, divided by the number of day parts.

Configuring the Speed of Service Summary report

Select Reports > Aloha Point-of-Sale > Speed of Service > Summary or Weekly Report. The Speed of Service report settings dialog box appears..

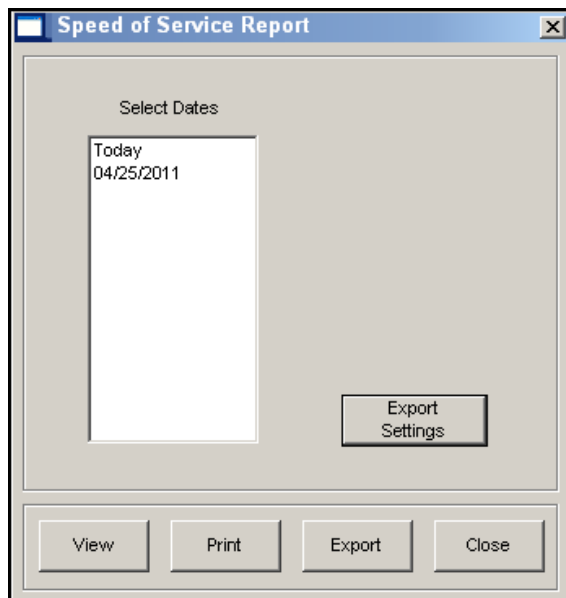


Figure 4 Speed of Service Dialog Box

Select a **date** or **several dates** on which to run the report. Click **View** to view the report, or click **Print** to print the report.

System Parameter Summary report

The System Parameter Summary Report prints database settings, such as store information and guest check printing. Select Reports > Aloha Point-of-Sale > System Parameters Summary Report.

Reprints

The Reprints selection in the Reports menu launches the Aloha Reprint program and permits the guest checks or checkout reports for a specific date to be configured or reprinted with font specifications for font type, style, and size. The Reprint program provides two additional menus: File and Reprint.

The File menu

The File menu in the Reprint program has two choices: Settings and Exit.:

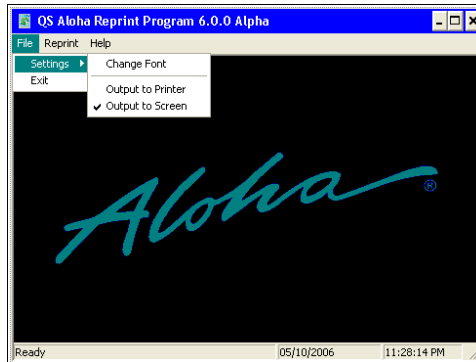


Figure 3 - 1 Reprint File Menu

Change font

Select File > Settings > Change Font. The Font dialog box appears.:

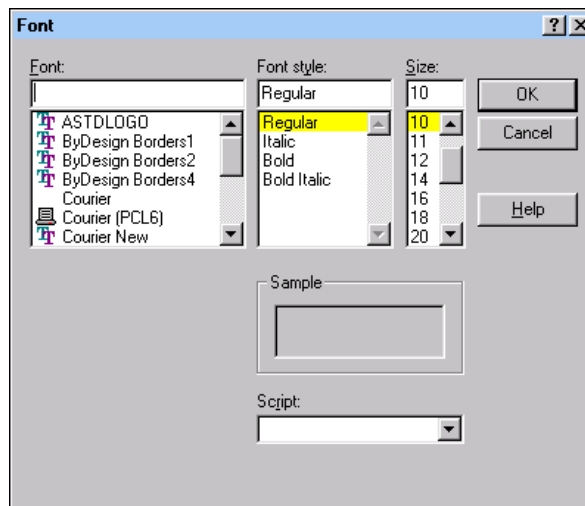


Figure 3 - 2 Reprint Change Font

The installed fonts are available for selection for the desired reports.

Select the type of font, font style, and size, then click OK to save the font information. These settings apply to all reprints.

Output to printer

Select File > Settings > Output to Printer to print the reprinted guest check or checkout to an external printer.

Output to screen

Select File > Settings > Output to Screen to display the reprinted guest check or checkout to the screen.

Exit

Select File > Exit to close the Aloha Reprint program and return to main screen.

The Reprint menu

The Reprint menu has four choices used to select the printout to reprint:

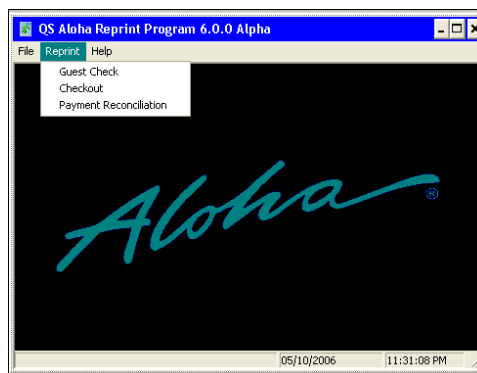


Figure 3 - 3 Reprint Menu

Guest Check

Select Reprint > Guest Check to reprint a guest check. The Select Date of Reprint dialog box displays with a list of dates including the current date. Select a single date from the list, and click OK. A list of the closed guest checks appears.:

Employee	Check #	Time	Table	Amount	Primary Pmt
CHILDE, FRANCES	10002	16:00	Table 66	27.18	Not Found
CHILDE, FRANCES	10003	16:00	Table 33	4.01	Not Found
DECANTER, SHERRY	10006	16:00	7	16.32	Not Found
GALE, ABBY	10004	15:35	AG 4	4.50	CASH
GALE, ABBY	10005	16:00	AG 5	0.00	Not Found

Figure 3 - 4 Select Check for Reprint Dialog Box

Group Box: Sort Checks By

Sorts guest check information to be reprinted either by 'Employee', 'Check Number', 'Time', 'Table', 'Amount', or 'Primary Payment Type'.

Revenue Center — Filters the guest check information by a specific revenue center.

Reprint button

Select the guest check(s) and click Reprint to reprint a single guest check, or multiple guest checks without printing all of them.



Note

The Reprint option is not available unless one or more guest checks are selected.

Reprint All button

Click Reprints All to reprint all guest checks. The information is sent to the printer or to the screen, depending on the selection in the Reprints File menu.

Cancel button

Cancels the selection and returns to the Reprint program.

Checkout

Select Reprint > Checkout to reprint a checkout for an employee or the drawer checkout report. The Select Date of Reprint dialog box displays with a list of dates including the current date. Select a single date from the list, and click OK. The Select Checkout to Reprint dialog box appears with a list of the available employee checkout reports.

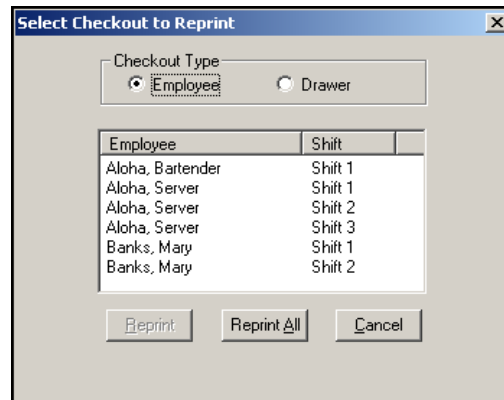


Figure 3 - 5 Sort by Employee Shift



Tip

If you are using the Custom Checkout feature, you must have a Checkout.cfg file in the Data directory or the reprinted checkouts are blank.

Group Box: Checkout Type

Employee — Displays a list of the employee checkouts invoked by each employee for each shift. This is the default selection when you display the 'Select Checkout to Reprint' dialog box. Click the Employee or Shift column to sort in ascending and descending order. If you select a checkout report for an employee who was clocked in under a training mode, the 'Training: Do Not Pay' line displays on the checkout report.

Drawer — Displays a list of drawer checkouts invoked by the 'Drawer Checkout' button on the FOH Manager Functions screen. Only drawer checkouts where you opt to reset the drawer to zero appear in this list. Click the Cash Drawer or Time column to sort in ascending and descending order.

Reprint button

Select the checkout(s) and click Reprint to reprint a single checkout, or multiple checkout without printing all of them. When clocked in as training mode, the 'Training: Do Not Pay' line displays on the checkout.

Reprint All button

Click Reprints All to reprint all checkouts. The information is sent to the printer or to the screen, depending on the selection in the Reprints File menu. When clocked in as training mode, the 'Training: Do Not Pay' line displays on the checkout.

Cancel button

Click Cancel to cancel the selection and return to the Reprint program.

Payment Reconciliation

Select Reports > Aloha Point-of-Sale > Reprints to reprint payment reconciliation information for an employee. The QS Aloha Reprint Program screen appears. Select Reprint > Payment Reconciliation to display the Select Date of Reprint dialog box. A list of dates, including the current date, appears. Select a single date from the list and click OK. Select Employee as the Payment Reconciliation type, and then select an employee and click OK.

Drawer Reconciliation

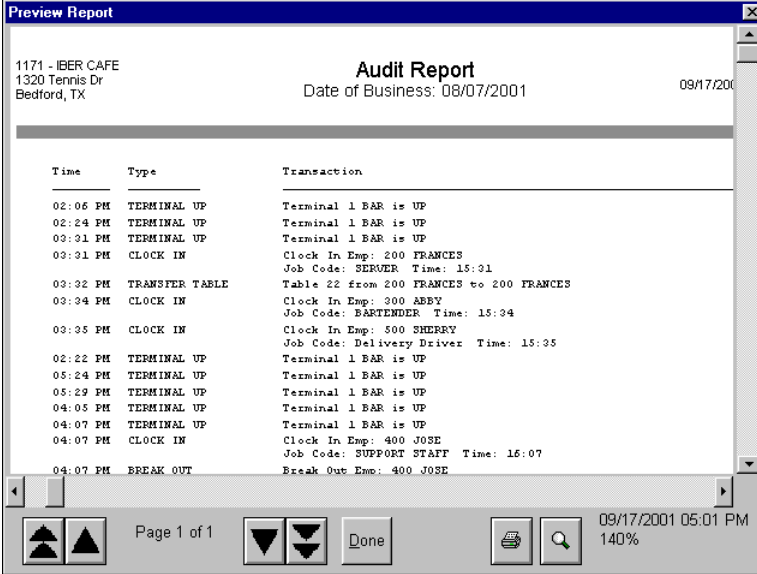
Select Reports > Aloha Point-of-Sale > Reprints to reprint the drawer reconciliation information. The QS Aloha Reprint Program screen appears. Select Reprint > Payment Reconciliation to display the Select Date of Reprint dialog box. A list of dates, including the current date, appear. Select a single date from the list and click OK. Select Drawer as the Payment Reconciliation type, and then select a cash drawer and click OK.

Split Checks

Select Reports > Aloha Point-of-Sale > Split Checks to reprint a check that has been split. A list of employee shifts that have split a check displays. Select a check and click OK.

Audit report

The Audit report provides detailed tracking of individual transactions that occur in the FOH, including an audit trail for checks that are empty and have been deleted from the Aloha system because they are empty. These entries display on the report with 'CLOSE CHECK' listed under Type and are marked as 'Fast Close' in the Transaction column.



Time	Type	Transaction
02:06 PM	TERMINAL UP	Terminal 1 BAR is UP
02:24 PM	TERMINAL UP	Terminal 1 BAR is UP
03:31 PM	TERMINAL UP	Terminal 1 BAR is UP
03:31 PM	CLOCK IN	Clock In Emp: 200 FRANCES Job Code: SERVER Time: 15:31
03:32 PM	TRANSFER TABLE	Table 22 from 200 FRANCES to 200 FRANCES
03:34 PM	CLOCK IN	Clock In Emp: 200 ABBY Job Code: BARTENDER Time: 15:34
03:35 PM	CLOCK IN	Clock In Emp: 500 SHERRY Job Code: Delivery Driver Time: 15:35
02:22 PM	TERMINAL UP	Terminal 1 BAR is UP
05:24 PM	TERMINAL UP	Terminal 1 BAR is UP
05:29 PM	TERMINAL UP	Terminal 1 BAR is UP
04:05 PM	TERMINAL UP	Terminal 1 BAR is UP
04:07 PM	TERMINAL UP	Terminal 1 BAR is UP
04:07 PM	CLOCK IN	Clock In Emp: 400 JOSE Job Code: SUPPORT STAFF Time: 16:07
04:07 PM	BREAK OUT	Break Out Emp: 400 JOSE

Figure 3 - 6 Audit Report Preview

Select Reports > Aloha Point-of-Sale > Audit. The 'Select Date' drop-down list appears, prompting for a specific date to audit.



Figure 3 - 7 Select Date Dialog Box

Select a date from the selection list, and click OK. The Select Transactions to Audit dialog box opens and permits the selection of the transactions to include in the report.

Configuring the Audit report

The Select Transactions to Audit dialog box is a report configuration dialog box used to control the manner in which the data is printed on the report.

Narrow the report to a specific time interval by entering a beginning time in the 'From' and 'To' text boxes, using 24-hour clock notation.

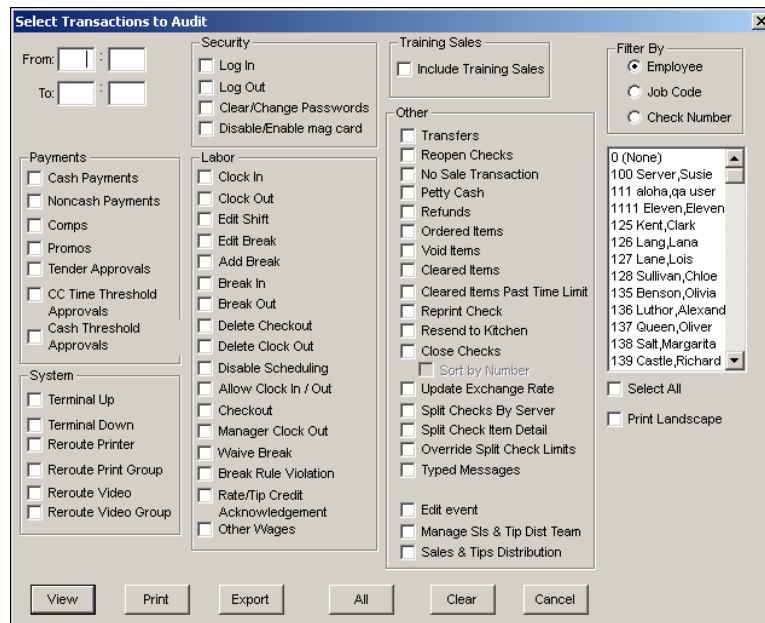


Figure 3 - 8 Select Transactions for Audit Dialog Box

If a time interval is not entered, the entire 24 hours for the specified date are included on the report. The following check boxes and text boxes provide additional latitude in how the data for the specified field.

Group Box: Payments

Cash Payments — Includes each payment to cash.

Noncash Payments — Includes each payment to non-cash.

Comps — Includes each comp.

Promos — Includes each promo.

Tender Approvals — Includes each time a manager approved a tender authorization. Also provides the User ID and name of the employee who approved a gift card when it was redeemed more than once on a check, if you configure this option.

CC Time Threshold Approvals — Includes each time a credit card approval exceeded a defined threshold.

Cash Threshold Approvals — Includes each time a cash approval exceeded a defined threshold.

Group Box: System

Terminal Up — Includes each the time the terminal is restarted.

Terminal Down — Includes each time the terminal is shut down.

Reroute Printer — Includes each time a printer is rerouted.

Reroute Print Group — Includes each time a printer group is rerouted.

Reroute Video — Includes each time a remote display system is rerouted.

Reroute Video Group — Includes each time a video group is rerouted.

Group Box: Security

Log In — Includes each time an employee logs in.

Log Out — Includes each time an employee logs out.

Clear/Change Password — Includes each time an employee clears or changes a password.

Group Box: Labor

Clock In — Includes each time an employee clocks in.

Clock Out — Includes each time an employee clocks out.

Edit Shift — Includes each time a shift is edited.

Edit Break — Includes each time a break is edited.

Add Break — Includes each time a break is added from the FOH.

Break In — Includes each time an employee starts a break.

Break Out — Includes each time an employee ends a break.

Delete Checkout — Includes each time a checkout is deleted.

Delete Clock Out — Includes each time a clock out is deleted.

Disable Scheduling — Includes each time scheduling is disabled from the FOH.

Allow Clock In/Out — Includes each time the manager has to allow an employee to clock in or clock out, if the punctuation feature is activated in Maintenance > Business > Store > Store Settings tab, Labor group.

Checkout — Includes each time an employee checks out.

Manager Clock Out — Includes each time a manager approved when an employee declared less than their tip threshold.

Waive Break — Includes each waive break response from an employee.

Break Rule Violation — Displays each time an employee returns from a break early and requires a manager approval.

Rate/Tip Credit Acknowledgement — Includes employee acknowledgments of either tip credit or pay rate changes.

Other Wages — Includes each time an other wage transaction was added or edited.

Group Box: Training Sales

Include Training Sales — Includes sales that are entered while the employee is in 'training' mode on the report.

Group Box: Other

Transfers — Includes each time a table was transferred.

Reopen Checks — Includes each time a closed check was reopened.

No Sale Transactions — Includes each time a no sale transactions was performed.

Petty Cash — Includes each time a petty cash transaction was performed.

Refunds — Includes each time a refund was performed.

Ordered Items — Includes each time an item was ordered.

Void Items — Includes each time an item was voided, along with the name of the manager.

Cleared Items — Includes each time an unordered item was removed from the check.

Cleared Items Past Time Limit — Includes each time an ordered item was removed from the check past the defined time limit threshold.

Reprint Check — Includes each time a check was reprinted.

Resend to Kitchen — Includes each time an item was resent to the kitchen.

Close Checks — Includes closed checks.

Sort by Number — Sorts all closed checks sequentially in the report, including checks used for training sales. **Related Options: 1)** You must select 'Close Checks' to enable this option. **2)** Selecting 'Sort by Number' automatically selects 'Include Training Sales.'

Update Exchange Rate — Updates the report with the current exchange rate when using foreign currencies.

Split Checks By Server — Includes each time a check was split.

Split Check Item Detail — Includes each split check item detail.

Override Split Check Limits — Includes information on each split check and the items moved. If manager was needed, includes the ID and last name of the manager who approved the 'Maximum number of split check functions after the first check print.'

Typed Messages — Includes each time a typed message was entered with the FOH qwerty keypad.

Edit event — Includes each time an event was edited. Also included adjusted price change events.

Group Box: Filter By

Filters the report either by employee, job code, or check number.

Filter By list box — Enables you to include only the transactions for the corresponding employee, job code, or check number, based on the selection you make from the Filter by group box.

Other Options on the Select Transactions to Audit Dialog Box

Select All — Selects all entries listed in the 'Filter By list box,' regardless if it populates employees, job codes, or check number.

Print Landscape — Prints the report in landscape format.

Make the necessary changes. There are two additional options provided on this dialog box. Click All to automatically include all transactions on the report. To clear all previous settings in the configuration, click Clear.

Crystal reports

Crystal Report Writer (CRW) is a third-party software product that enables custom reports to be created or modified for use in products like the Aloha system. A run-time version of the product is included as part of the Aloha system. Use the Crystal Reports choice in the Reports menu to integrate reports created by Crystal Report Writer.

The run-time version of the program does not provide the ability to design new reports. It enables the running of reports built in the CRW format. To create reports using CRW requires a full version of the program. For more information on CRW, consult the Aloha reseller nearest you.

Select Reports > Aloha Point-of-Sale > Crystal Reports. The Crystal Reports function tab appears:

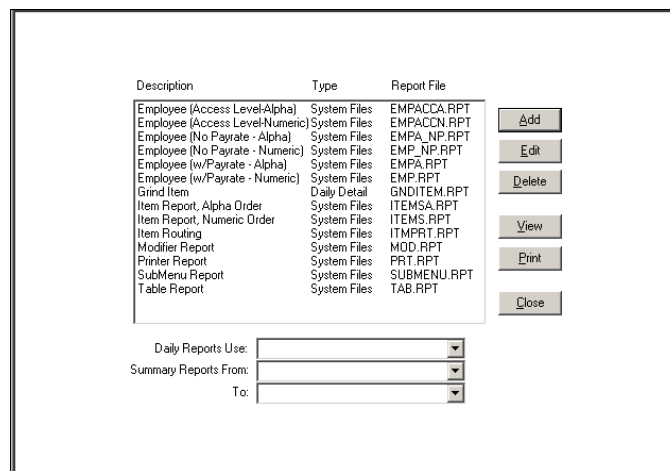


Figure 3 - 9 Crystal Reports Function Tab

Add or Edit button

Click Add to open the Add Crystal Report dialog box, select the report from the selection list, and click Edit.

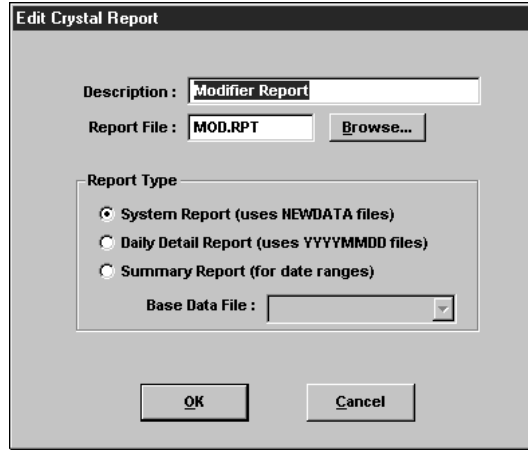


Figure 3 - 10 Edit Crystal Report Dialog Box

Description — Contains a long description used to identify the type and nature of the report.

Report File — Holds the name of the CRW report file. CRW reports always have the RPT file name extension. Browse allows a search of available RPT files to be performed.

Group Box: Report Type

System Report — Defines the report using files in the \NEWDATA subdirectory.

Daily Detail Report — Defines the report to use files in the dated daily subdirectories.

Summary Report — Defines the report as a summary report for date ranges. When selected, this check box activates the Base Data file drop-down list.

Base Data File — Used to enter the name of the primary database file used by the new report. There are seven built in choices: Items, Payments, Revenue Centers, Sales, Table Turns, Time And Attendance, and Voids.

Click OK to add the new report to the Aloha system.

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Aloha Quick Service, Report Guide

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Documentation.HSR@NCRVoyix.com