

# NCR Aloha Table Service Point-of-Sale Report Guide

*Use with CFC and new Aloha Manager*

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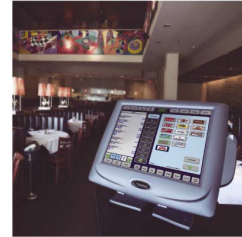
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# NCR Aloha Table Service Point-of-Sale Report Guide



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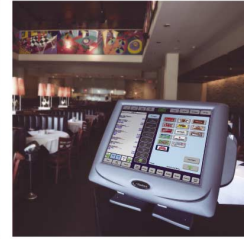
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# Introduction



Welcome to the NCR Aloha® Table Service POS 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 NCR Aloha Table Service reports. It is organized as follows:

## **Chapter 1: 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.

## **Chapter 2: 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.

## **Chapter 3: Analyzing Your BOH Point-of-Sale 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.

## **Index**

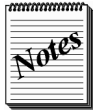


# Conventions Used in This Guide

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:



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



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



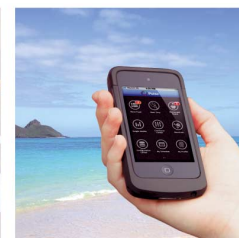
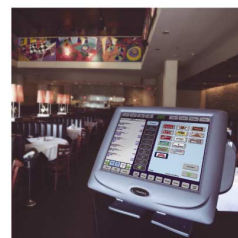
Directs you to a more complete discussion in another chapter of the current book, or other reference material.



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



# 1 Configuring Your Reports



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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 areas 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.



Refer to the Aloha Table Service Reference Guide for more information on the tabs in the Aloha system.

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# 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. In this section, we discuss only the options related to reports.

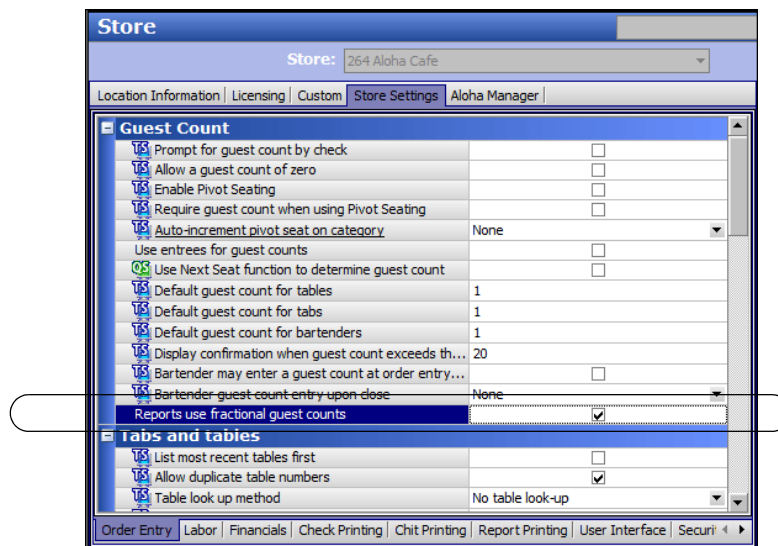


Figure 1 - 1 Store Settings Tab - Order Entry Group

## Guest Count Group Bar

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

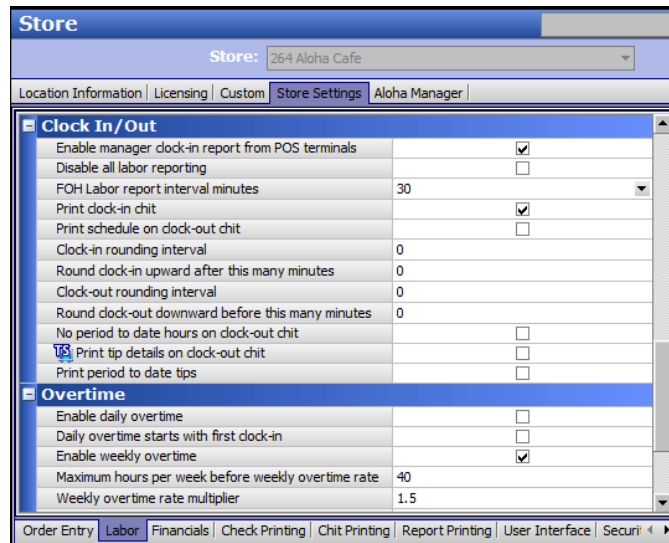


Figure 1 - 2 Store Settings Tab - Labor Group

## Clock In/Out Group Bar

**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 tip details on clock-out chit** — Prints the tipshare and tip received information on the employee 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.

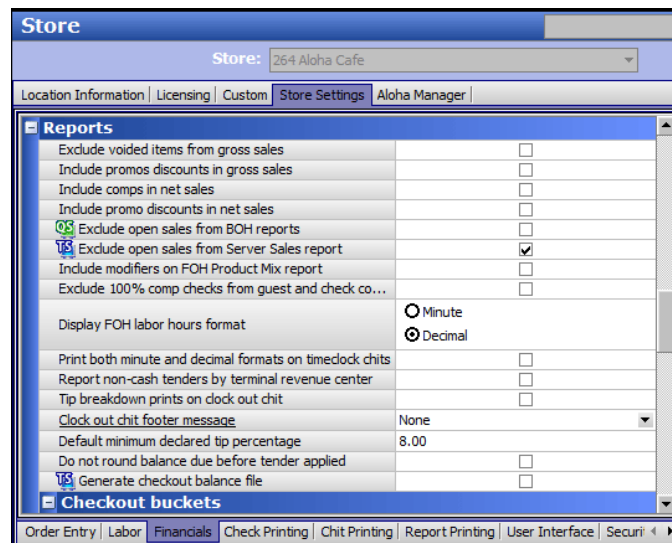


Figure 1 - 3 Store Settings Tab > Financials Group - Reports Group Bar

## Reports Group Bar

**Exclude voided items from gross sales** — Does not include sales from voids in the gross sales calculations.

**Include promos discounts in gross sales** — Includes sales which were discounted with a promotion in the gross sales.

**Include comps in net sales** — Includes sales which were discounted with a comp in the net sales.

**Include promos discounts in net sales** — Includes sales which were discounted with a promotion in the net sales.

**Exclude open sales from Server Sales report** — Does not include sales entered with the open item function on 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.

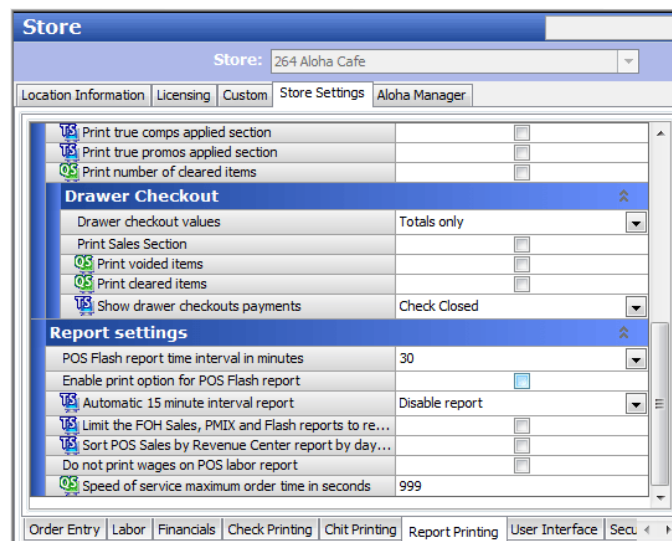


Figure 1 - 4 Store Settings - Report Printing Group

## Report Settings Group Bar

**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.

**Automatic 15 minute interval report** — Prints the Flash report automatically, every 15 minutes. You can disable this automated report, as well as specify where you want the report to print. Click the drop-down list and select one of the following options:

- **Disable report** - Disables the 15-minute interval report. The Interval report prints every 15 minutes on a FOH printer as long as the sales data has changed within the 15-minute period. Typically, this is used in cafeteria environments that use Table Service.
- **Send to one printer** - Identifies the printer to which the Interval report prints. **Required Options:** If you select this option, specify the exact printer group in 'Interval report printer.'
- **Send to a printer group** - Prints the Interval report to all printers in the selected group. **Required Options:** If you select this option, specify the exact printer group in 'Interval report printer group.'

**Interval report printer** — Specifies the exact printer to which the interval reports print. Click the drop-down list to select a printer. **Required Options:** You must select 'Send to one printer' from the 'Automatic 15 minute interval report' drop-down list, to enable this option.

**Interval report printer group** — Specifies the exact printer to which the interval reports print. Click the drop-down list to select a printer group. **Required Options:** You must select 'Send to a printer group' from the 'Automatic 15 minute interval report' drop-down list, to enable this option.

**Limit the FOH Sales, PMIX, and Flash reports to revenue center** — Generates report data for the terminal based on the revenue center in which the terminal resides. When cleared, the report data is based on the entire store.

**Sort POS Sales by Revenue Center report by day part** — Enables the Revenue Center Sales report to sort by day part. If you select multiple revenue centers to print, each sorts by day part and a total prints at the bottom. If one revenue center is selected, no total prints. To run a sales report sorted by day part across all revenue centers, you can select the Restaurant Sales button on the FOH Reports screen, then the Print button, and select all day parts when prompted with the FOH Select Day Parts screen.

**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 FOH 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.

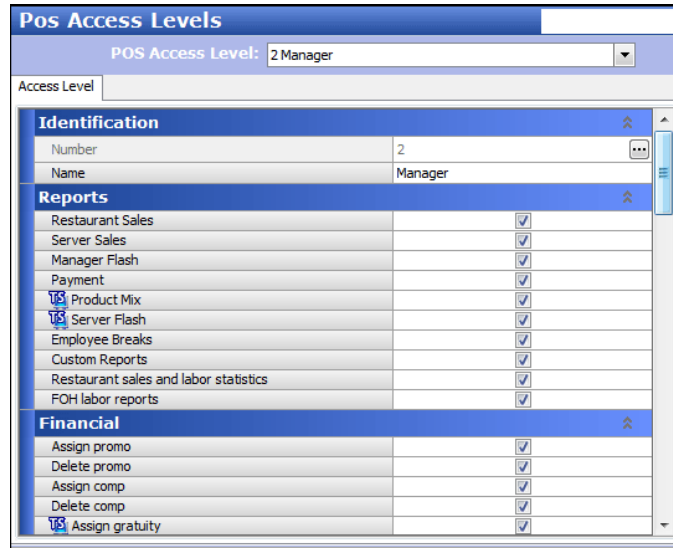


Figure 1 - 5 POS Access Levels Function

## Reports Group Bar

**Restaurant Sales** — Allows any employee clocked in with this access level to run the FOH Restaurant Sales Report from an FOH terminal. For Table Service, the Restaurant Sales button appears on the FOH Report screen.

**Server Sales** — Allows any employee clocked in with this access level to run the FOH Server Sales report from an FOH terminal. For Table Service, the Server Sales button appears on the FOH Report screen.

**Manager Flash** — Allows any employee clocked in with this access level to view FOH configured sales reports from an FOH terminal. For Table Service, the Flash Report button appears on the FOH Report screen.

**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. For Table Service, the Payment Report button appears on the FOH Reports screen.

**Product Mix** — Allows any employee clocked in with access level to run the Product Mix report from an FOH terminal. For Table Service, the Product Mix button appears on the FOH Report screen.

**Server Flash** — Allows any employee clocked in with access level to view server sales data, broken down by individual, from an FOH terminal. For Table Service, the Flash Report button appears on the FOH Report screen.

**Employee Breaks** — Allows any employee clocked in with access level to run the FOH Employee Breaks report from a POS terminal. For Table Service, the Employee Breaks button appears on the FOH Report screen.

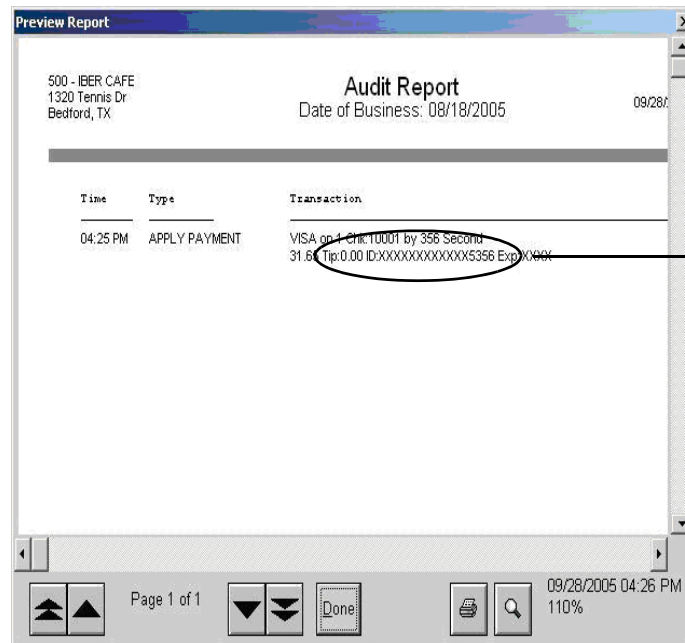
**Custom Reports** — Allows any employee clocked in with this access level to run any custom reports. For Table Service, the Custom Report button appears on the FOH Report screen.

**Restaurant sales and labor statistics** — Allows any employee clocked in with this access level to view the FOH Restaurant Sales and Labor Statistics report. For Table Service, the Restaurant Sales and Labor Statistic Report button appears on the FOH Report screen.

**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 - 6 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.



As of POS 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





**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 - 7 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 Debut.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 `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 tab > System group and select 'Enable FOH COM Interface' under the Interfaces group bar.

## To configure the `PrtIncptr.ini` file:

1. Locate **`PrtIncptr.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.



Refer to RKS ID 9552 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 **`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.

# 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.
- Designing the FOH Select a Custom Report screen.

## 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.



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.

```
Comp&Pmt.cfg - Notepad
File Edit Format View Help
[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:$S)>
<FILL(=)>
<center> ***Comps***
<VAL(7:#C0001)> Entertain: <RIGHT> <VAL(7:$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.Manomaijai Boon: <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 Prakhunhungsit: <RIGHT> <VAL(7:$C0010)>
<VAL(7:#C0011)> Aniruth Mahathorn: <RIGHT> <VAL(7:$C0011)>
<VAL(7:#C0012)> Panusak 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 - 8 Custom Configuration File Example

## Adding a Custom Report Button to a Panel

For Aloha Table Service operations that use a floor plan, you must add a button to a panel for each customized report you create. Otherwise, Table Service uses the hard-coded FOH Select Report screen.

### To add a Custom Report button to a panel:

1. Select **Maintenance > Screen Designer > Table 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.

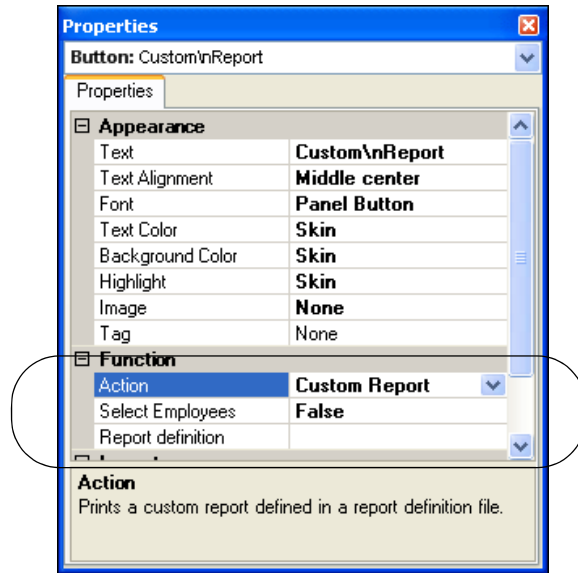


Figure 1 - 9 Custom Report Button Properties

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.

## Designing the FOH Select a Report Screen in Table Service

For Table Service operations that are not accessing reports from a floor plan screen, you must select your custom report buttons from the FOH Select Reports screen. The screen appears blank until you design the buttons to appear on the screen using a CustRpt.ini file, which is placed in the Data and Newdata directories. The file defines where a button is placed using an internal grid, the text to appear on the button, the title to use for the report, and the custom report configuration file you are accessing. As an added feature, you can configure whether to generate data for the entire store or select specific job codes to include in the report data.

The format for each section of the CustRpt.ini for each report is as follows:

**[ButtonX]** — Specifies the title of each section header for each button configuration in the Custrpt.ini file, such as 'Button2.' Use the x value to identify the location of the button in relation to the screen.

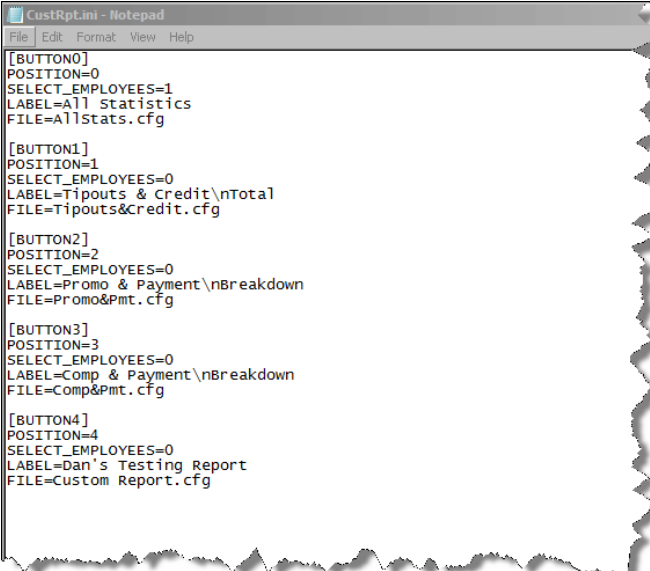
**Select\_Employees** — Determines how you want to generate data, using the values of 0 and 1. Assign a value of 0 to Select\_Employees, to use data for the entire store, or assign a value of 1, to enable an additional screen to appear from which you can select specific employees to include in the report data.

**Position** — Indicates the position on the screen where you want to place the button, using an internal grid.

**Label** — Indicates the name of the report to appear on the button. Use '\n' with no spaces between words, to display the text on multiple lines.

**File** — Specifies the name of the report configuration (.cfg) file to which you want to link the custom button.

The following is an example of a CustRpt.ini:



```
[BUTTON0]
POSITION=0
SELECT_EMPLOYEES=1
LABEL=All Statistics
FILE=AllStats.cfg

[BUTTON1]
POSITION=1
SELECT_EMPLOYEES=0
LABEL=Tipouts & Credit\nTotal
FILE=Tipouts&Credit.cfg

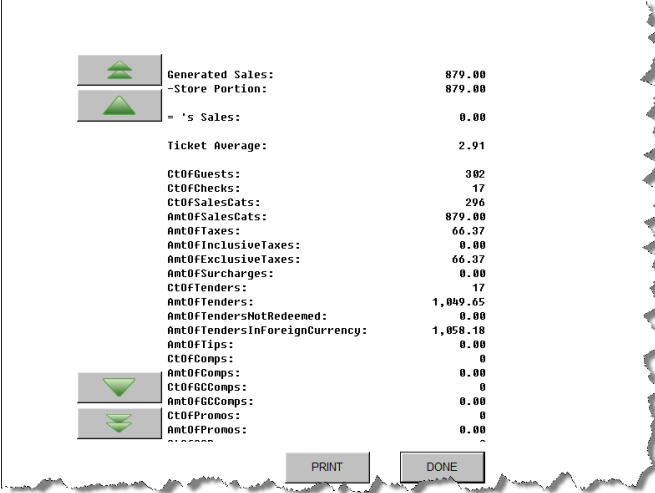
[BUTTON2]
POSITION=2
SELECT_EMPLOYEES=0
LABEL=Promo & Payment\nBreakdown
FILE=Promo&Pmt.cfg

[BUTTON3]
POSITION=3
SELECT_EMPLOYEES=0
LABEL=Comp & Payment\nBreakdown
FILE=Comp&Pmt.cfg

[BUTTON4]
POSITION=4
SELECT_EMPLOYEES=0
LABEL=Dan's Testing Report
FILE=Custom Report.cfg
```

Figure 1 - 10 CustRpt.ini Example

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
CTOfGCComps:	0
AntOfGCComps:	0.00
CTOfPromos:	0
AntOfPromos:	0.00

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.

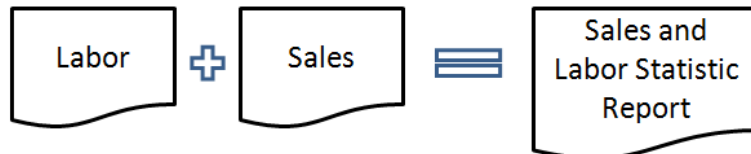


Figure 2 Sales and Labor Statistic Report Illustration

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 Reporting 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 Table Service operations, simply selecting 'Restaurant Sales and Labor Statistics' in POS Access Levels Maintenance enables the button on the FOH.

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

1. Select **Maintenance > Screen Designer > Table Service Screen Designer** or
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.

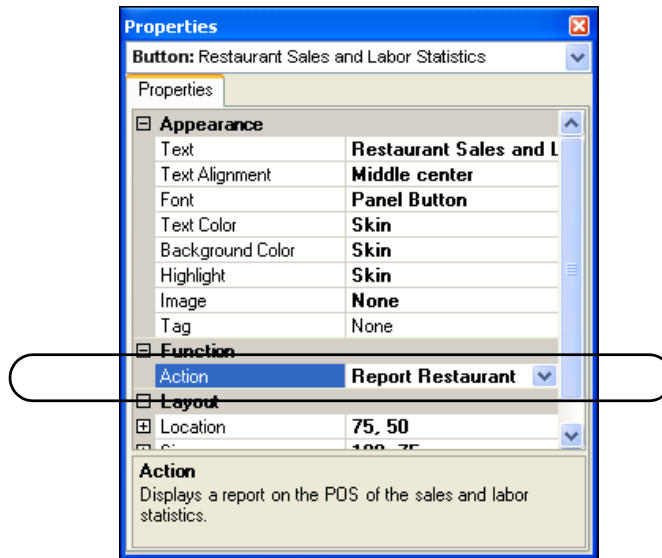


Figure 3 Report Restaurant Sales and Labor Statistics Button Function

**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 `PrtIncptr.ini` in the Data and Newdata directories. Then select Maintenance > Stores > Store Settings > System group and select 'Enable FOH COM interface.'



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:**

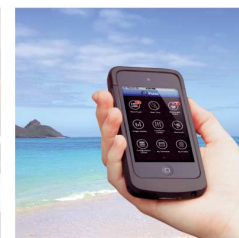
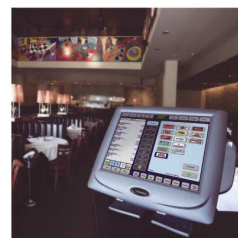
1. Select **Maintenance > Business > Store > Store Settings** tab.
2. Select the **System** group at the bottom.
3. Under the Interfaces group bar, select **Enable FOH COM interface**.
4. Click **Save** in the Command panel.







## 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.



***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.***

This section discusses the FOH reports grouped by sales, labor, and then miscellaneous reports. They are not discussed in the order they appear on the Reports screen (Figure 2 - 2). We also discuss the Employee FOH Sales report, which is only available to employees via the Sales button on the Working with Tables screen.

## Key Benefits of the Aloha FOH Reports

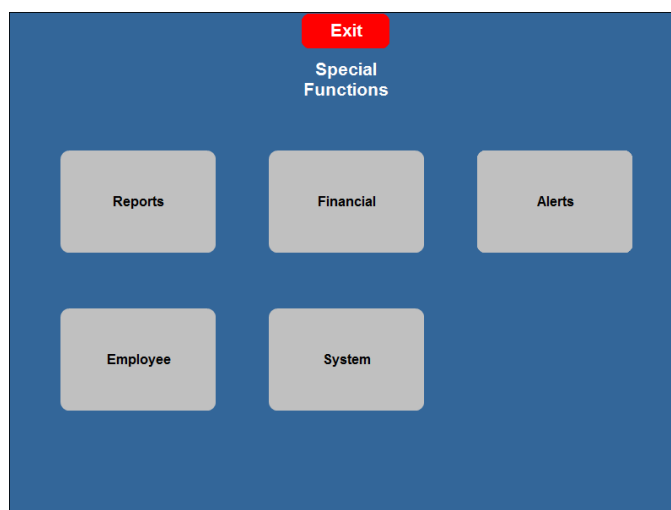
The following is a list of the Aloha FOH reports available to you and their key benefits. Buttons that differ from the report title are indicated in parenthesis:

Report	Description
<b>Break Alert Report</b>	Displays and prints break information by each employee, and when each rest and meal break is due for the employee.
<b>Custom Report</b>	Displays and prints a designed custom report.
<b>Employee Breaks Report</b>	Displays and prints the start and end times of breaks, with a cumulative total, per shift, for each employee. This allows store managers to easily manage the breaks their employees are required to take.
<b>Employee Clock In/Out Report (no title)</b>	Displays and prints clock in and clock out information for each employee for the day.
<b>Employees Clocked In Report (Employees on Clock)</b>	Prints all employees currently on the clock, by job code. This is helpful when closing your restaurant and you want to know who is still on the clock.
<b>Employee FOH Sales Report</b>	Displays sales, cash owed, and performance measure information for a specific employee. This is a report for employees, not for managers.
<b>Flash Report</b>	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.
<b>Drawer Report (Drawer Payments Report)</b>	Prints non-cash transactions and cash in and out transactions performed by each employee assigned to the drawer, and the total amount of cash in the drawer.
<b>Item Availability Report</b>	Prints remaining counts for items which have been marked as unavailable or available with a limited count.
<b>Labor Report</b>	Prints labor information from all terminals in use for labor dollars and labor hours.
<b>Payment Report</b>	Prints non-cash tender information for each employee by tender.

Report	Description
<b>Product Mix Report</b>	Displays and prints product information in four separate sorting views for all items sold from all terminals in use.
<b>Restaurant Sales Report</b>	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.
<b>Sales &amp; Labor Statistic Report</b>	Displays and prints combined vital information in regards to labor and sales into one report.
<b>Sales by Revenue Center Report</b>	Prints category sales information from terminals within each revenue center, and a summary of all revenue centers. T
<b>Server Sales Report</b>	Displays and prints sales information by category for each employee, total number of guests and checks, and the time each employee clocked in.

**To access the FOH reports:**

1. Log in to the **FOH**. The Special Functions screen appears.



*Figure 2 - 1 Special Functions Screen*

2. If the Special Functions screen does not appear upon log in, touch **Special Functions** on the Working with Tables screen. This is for scenarios where managers are able to perform order entry.

3. Touch **Reports** to display the Reports screen.

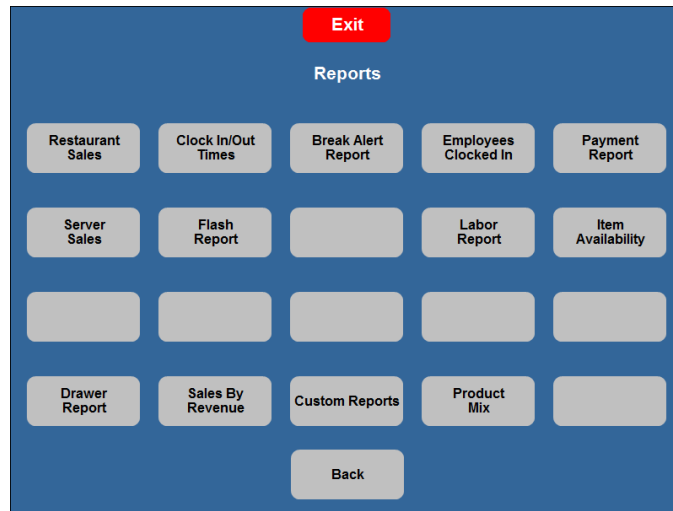


Figure 2 - 2 Reports Screen

## 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:



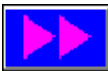
Displays the next page of the report.



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.



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.

---

*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.*

*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.*

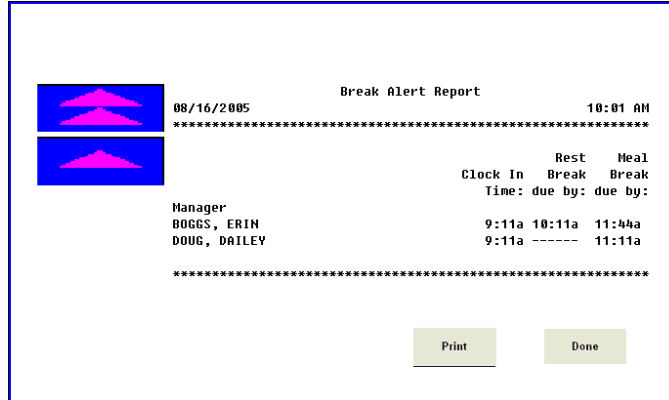


Figure 2 - 3 Break Alert Report

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
====Threshold=====		4:15
Wilson, Lisa	8:52a	4:02
Kitchen		
MacElroy, Maddie	7:43a	5:11
McGrory, Rebecca	8:19a	4:35
====Threshold=====		4:15
Little, Donovan	8:54	4:00
*****		

Figure 2 - 4 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 - 5 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.

# Clock In/Out Times Report

Touch Clock In/Out Times on the FOH Reports screen to display the Clock In/Out Times report. This report displays clock in and out information by each employee, sorted by job code, with an ending total. It also includes total hours and declared tips.

Unit # 264		Done		
	Time In	Time Out	Total Hrs	Decl Tips
Manager aloha qa user	10:38	--:--	4.37	\$0.00
TOTAL:			4.37	\$0.00
server				
Server Susie	10:35	--:--	4.42	\$0.00
Server Susie	11:37	10:35	22.97	\$0.00
Server Susie	12:24	11:13	22.82	\$0.00
Server Susie	16:15	12:20	20.08	\$0.00
Server Susie	16:12	16:14	0.03	\$0.00
Server Susie	11:27	16:11	4.73	\$0.00
TOTAL:			75.05	\$0.00
TOTAL ALL JOBS:			79.42	\$0.00

Print

Figure 2 - 6 Clock In Out Report

Columns	Description
Time In	The time the employee clocked in.
Time Out	The time the employee clocked out.
Total Hrs	The total hours the employee worked on the clock based on the following calculation: time out - time in.
Decl Tips	The amount of tips declared by the employee.

Press Print to print this report to the local receipt printer. You receive a "Print Wages?" prompt. Press No if you do not want the pay rate, total pay, and summary total to print on the report. Press Yes to print this information.



If you never want the wage information to print on this report, select 'Do not print wages on POS labor report' under the Report settings group bar in Maintenance > Business > Store Settings tab > Report Printing group. You will no longer receive the prompt to print the wage information on this report.

# Custom Reports

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

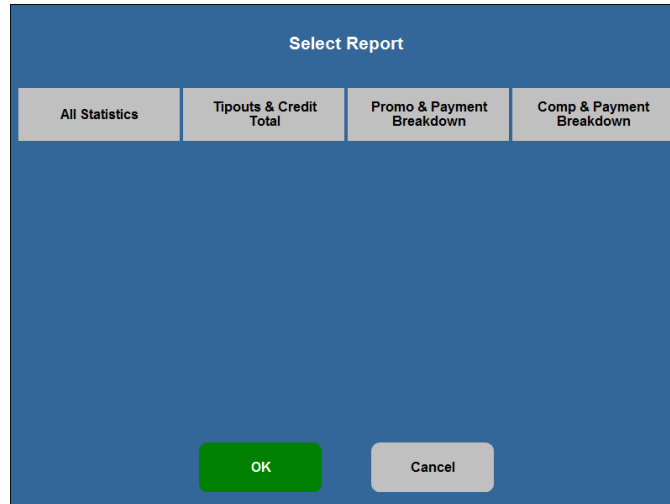


Figure 2 - 7 FOH Select Report Screen

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.

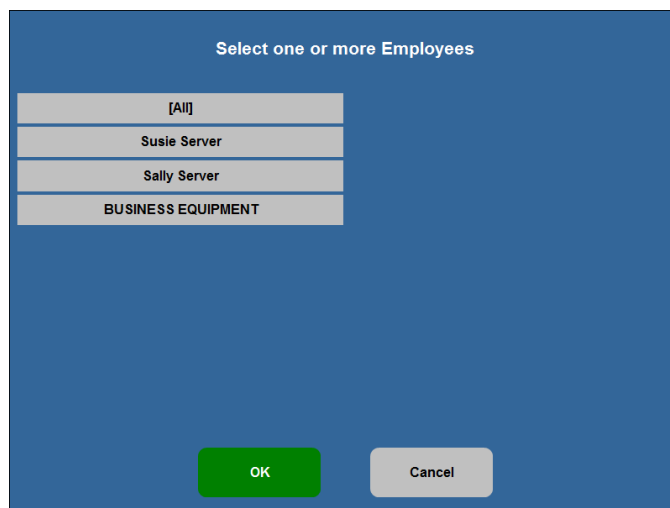


Figure 2 - 8 Select One or More Employees Screen



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

---



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

---

# Drawer Report

Touch Drawer Report on the FOH Reports screen to print the Drawer Payments Report. The report lists all employees assigned to a cash drawer, payments applied on all transactions performed by any person assigned to the drawer, the cash-ins and outs performed on the drawer, and the total amount of cash in the drawer.

Drawer Payments Report	
01:37 PM	11/18/99
Bar 1	
Employees:	
Sally Jones:	
***Payments***	
01 House Acct:	20.00
02 Cash:	26.26
Total Payments:	46.26
Cash In/Outs:	
Charles Davis	
01:34 PM	50.00
Total Cash In Drawer:	76.26

Figure 2 - 9 Drawer Payments 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.

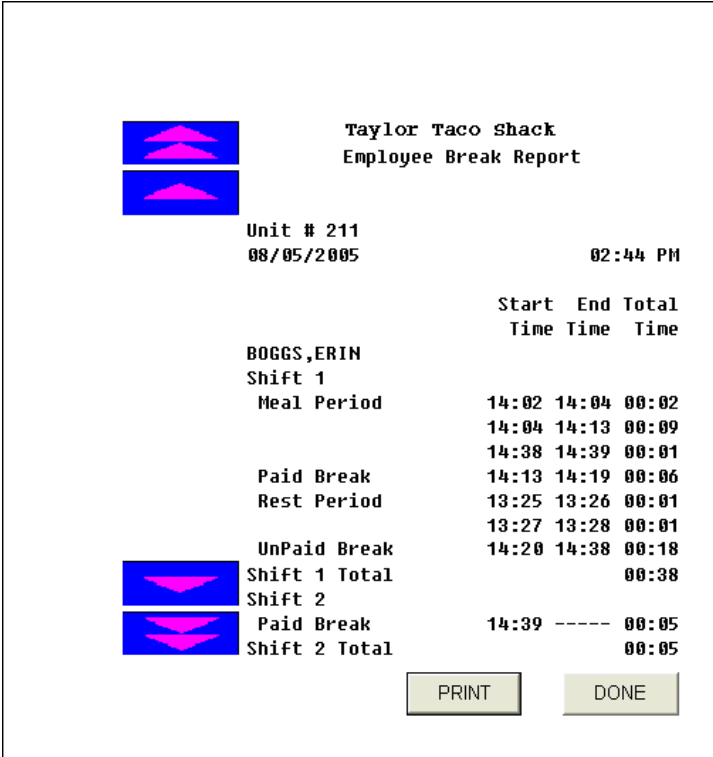


Figure 2 - 10 FOH Employee Breaks Report

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*****			

Figure 2 - 11 FOH Employee Breaks 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.

Columns	Description
<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.



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.

# Employees Clocked In Report

Touch Employees Clocked In on the FOH Reports screen to print the Employees on Clock report. The report lists all employees by job code currently on the clock and the time they clocked in. You should use this report when you are closing to ensure your employees have clocked out before the End-of-Day runs.

Employees on Clock	
04:12 PM	11/15/99
Server	
Server, Server1	11:00 AM
Server, Server2	11:15 AM
Bartender	
Bar, Bartender1	10:30 AM
Bar, Bartender2	10:45
Cashier	
Cashier, Cashier1	11:15 AM
*****	

Figure 2 - 12 Employees on Clock Report

# Employee FOH Sales Report

The Employee FOH Sales report is a report viewed by the employee. Access the report using the Sales button on the Working with Tables screen, rather than the FOH Reports screen. The report data is specific to the employee. Any employee responsible for sales can run the Employee Sales report to view the sales specific to them.

The Employee FOH Sales report has five view options: Summary, Sales, Payments, Comps, and Promos.

## Summary View

The Summary view appears each time you access the Employee FOH Sales report. The Summary view reports sales, cash owed, and performance measures information for the employee.

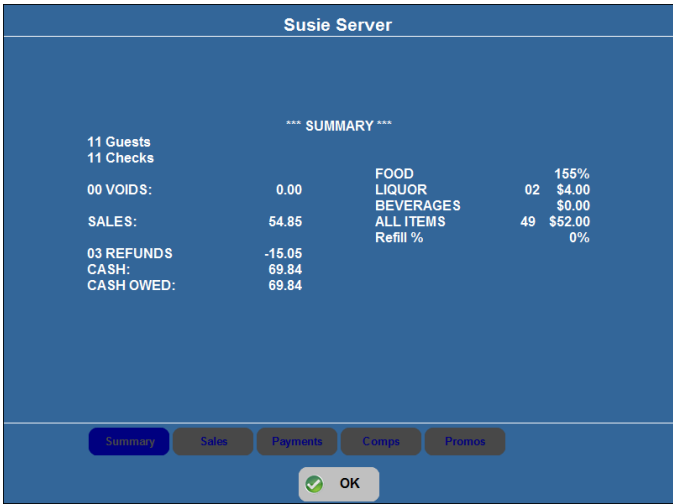


Figure 2 - 13 Employee FOH Sales Report - Summary View

Columns	Description
Guests	The total number of guests entered by the employee, generated from all terminals.
Checks	The total number of checks entered by the employee, generated from all terminals.
Get Checks	The total number of checks the employee received using the Get Check feature, generated from all terminals. (not shown)
Voids	The total number of voids and the voided amount, performed under the employee's number.
Sales	The amount of sales generated from the employee from all terminals.
Refunds	The total number of refunds performed under the employee's number.
Cash	The cash amount the employee is expected to turn in after removing non-cash payments.
Tip Share	The tip amount the employee is expected to tip out (not shown).
Cash Owed	The total cash amount the employee is expected to turn in after removing non-cash payments and tip share.
<category>	The total sales amount generated from each category.

## Sales View

Touch Sales to display the Sales view. The Sales view reports sales for the employee by sales and retail categories, with an ending total.



Figure 2 - 14 Employee FOH Sales Report - Sales View

## Payments View

Touch Payments to display the Payments view. The Payments view reports sales by each defined tender.



Figure 2 - 15 Employee FOH Sales Report - Payments View



## Comps View

Touch Comps to display the Comps view. The Comps view reports sales by each defined comp.

Susie Server	
*** COMPS ***	
00 B.O.G.:	0.00
08 Mngr Comp:	7.00
00 Flyer Comp:	0.00
00 Bev Coupon:	0.00
00 PR Comps:	0.00
02 Emp Meals:	9.00
00 Coin Comp:	0.00
00 Vid-Comp%:	0.00
00 Meal / Bev:	0.00
00 VidCompOpen\$:	0.00
00 VidCompOpen%:	0.00
00 Efreq comp:	0.00

Summary Sales Payments **Comps** Promos

OK

Figure 2 - 16 Employee FOH Sales Report - Comps View

## Promos View

Touch Promos to display the Promos view. The Promos view reports sales by each defined promotion.

Susie Server	
*** PROMOS ***	
00 \$ Off Delivery:	0.00
00 2-for-1:	0.00
00 % Off Delivery:	0.00
00 Burrito Q Combo:	0.00
00 Dozen Doughnuts:	0.00
00 Vid-Quik Test:	0.00
00 Vid BOGO Test:	0.00
00 Vid'o Comb'o:	0.00
00 VidCoupon:	0.00
00 VidNewPrice:	0.00
00 VidCheckReduction:	0.00
00 GC BOGO 1:	0.00
00 Efreq promo:	0.00

Summary Sales Payments Comps **Promos**

OK

Figure 2 - 17 Employee FOH Sales Report - Promos View

# Flash Report

Touch Flash Report on the FOH Reports screen 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. The Last Period view displays sales, labor, and performance measure information for the last completed time interval.



Figure 2 - 18 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 - 19 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.

Flash Report					
	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 - 20 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.

Flash Report					
	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 \$33.00	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 - 21 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 - 22 Flash Report - Entire Day Labor View

# Item Availability Report

Touch Item Availability on the FOH Reports screen 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

Figure 2 - 23 Item Availability Report

# Labor Report

Touch Labor Report on the FOH Reports screen to print the Labor Report. This report shows labor hours and cost based on time intervals defined in Maintenance > Store Settings > Labor on the Clock In/Out tab, with an ending total.

Labor Report			
Unit # 100			DOB 11/15/99
04:17 PM			11/15/99
Time	Employees	Hours	Cost
10:30			
11:00	1	0:00	0.00
11:30	1	0:30	5.00
12:00	1	0:30	5.00
12:30	1	0:30	5.00
1:00	1	0:30	5.00
1:30	1	0:30	5.00
2:00	1	0:30	5.00
2:30	1	0:30	5.00
3:00	1	0:30	5.00
3:30	1	0:30	5.00
4:00	1	0:30	5.00
4:17	1	0:17	2.83
Total	1	5:17	2.83

Figure 2 - 24 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.



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.

# Payment Report

Touch Payments Report on the FOH Reports screen to print the Payment Report. The Payment report lists all payments made with a non-cash tender, such as credit card payments. The report sorts the payments by tender, and lists the total amount of the payment, as well as the tip amount applied to the tender. An ending total is included for each tender, as well as a grand total of all non-cash tenders.

Payment Report		
08:04 AM		11/15/99
*** M/C ***		
Joe Smith:		
5419888888888888	4.95	1.00
Smith Total:	4.95	1.00
Sally Jones:		
5419777777777777	5.00	1.50
Jones Total:	5.00	1.50
M/C Total:	9.95	2.50
***House Acct***		
Joe Smith:		
01-M. Davis	55.00	10.00
Smith Total:	55.00	10.00
Sally Jones:		
09-K. Clark	40.95	9.00
Smith Total:	40.95	9.00
House Acct Total:	95.95	19.00
GRAND Total:	109.90	21.50

Figure 2 - 25 Payments Report



# 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.

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	10.58%
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 - 26 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.

# Restaurant Sales Report

Touch Restaurant Sales on the FOH Reports screen to display and print the Restaurant 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
<b>= Net Sales:</b>	<b>39.00</b>	<b>22.00</b>	<b>20.00</b>	<b>154.00</b>
+ Taxes:	2.72	1.43	1.52	10.72
+ Surcharges Not Collected:	0.00	0.00	0.00	0.00
<b>= Adjusted Gross:</b>	<b>41.72</b>	<b>23.43</b>	<b>21.52</b>	<b>164.72</b>
- 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 - 27 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 - 28 Restaurant Sales Report - Net Sales 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 - 29 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 - 30 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 - 31 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 - 32 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

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

Print Done Print All

Figure 2 - 33 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

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

Print Done Print All

Figure 2 - 34 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.

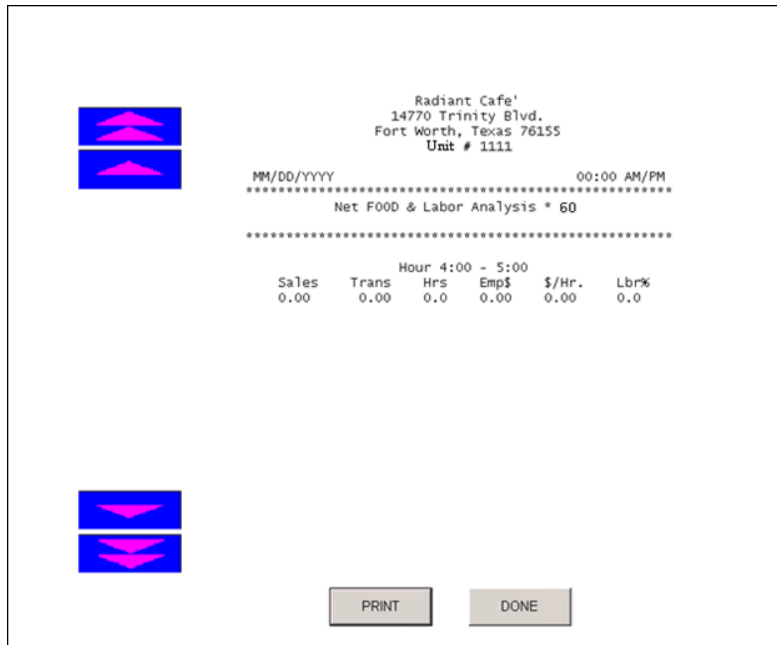


Figure 2 - 35 FOH Restaurant Sales and Labor Statistics Report

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.

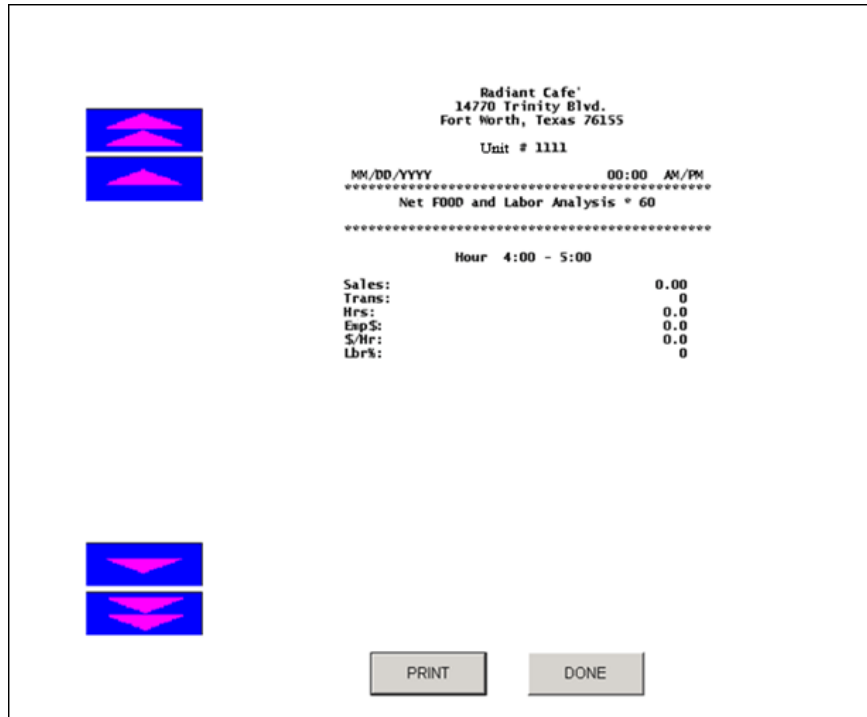


Figure 2 - 36 FOH Sales and Labor Statistics Report (Using Special Currency)



# Sales by Revenue Center Report

Touch Sales by Revenue on the FOH Reports screen to display the Select Revenue Centers to Print screen. Then print the Sales by Revenue Center report to the local receipt printer. You can select a specific revenue center, or select All or None. Depending on the number of defined revenue centers, this report can be long.

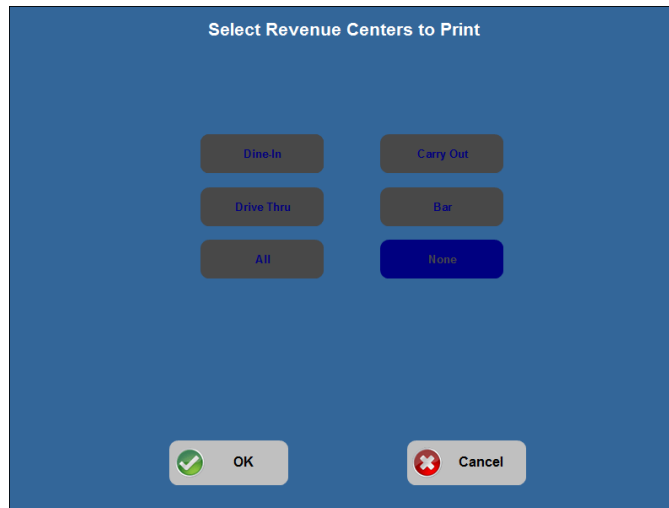


Figure 2 - 37 Select Revenue Centers to Print Screen

The report shows sales by sales and retail categories, taxes, grand total (net sales + taxes), number of checks, check average (grand total sales/checks), number of guests, and guest average (grand total sales/guests), broken out by revenue center.

11/15/02	Bar
04:04 PM	
Sales by Revenue Center	
Cat Sales for Main	
Food	2.00
Liquor	2.75
Beer	0.00
Total	4.75
Tax	0.33
Grand Total	5.08
# Checks	1
Avg Checks	5.08
# Guests	1
Avg Guests	5.08
** Cat Sales for All Rev Cnts**	
Food	2.00
Liquor	2.75
Beer	0.00
Wine	0.00
Total	4.75
Tax	0.33
Grand Total	5.08
# Checks	1
Avg Checks	5.08
# Guests	1
Avg Guests	5.08

Figure 2 - 38 Sales by Revenue Center Report

# Server Sales Report

Touch Server Sales on the FOH Reports screen to display and print the Server Sales report. The Server Sales report lists each employee, the time in which they clocked in, their total gross sales, the total number of guests they served, and their total number of guest checks. It includes a grand total for gross sales, number of guests, and number of checks. Touch Print to print the report. Touch Print by Employee to print a report for each employee.

Sales				
SERVER	CLOCK IN	GROSS SALES	# GUESTS	# CHECKS
aloha, qa user	10:38 AM	\$0.00	0	0
Server, Susie	11:27 AM	\$23.43	1	1
Server, Susie	4:12 PM	\$23.43	1	1
Server, Susie	4:15 PM	\$23.43	1	1
Server, Susie	12:24 PM	\$18.56	2	2
Server, Susie	11:37 AM	\$7.53	1	1
Server, Susie	10:35 AM	\$54.85	11	11
Total:		\$151.23	17	17

Sales
FOOD
LIQUOR
BEVERAGES
ALL ITEMS

Refill %

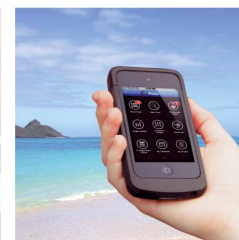
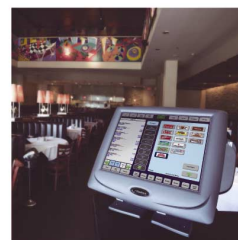
Print
Done
Print By Employee

Figure 2 - 39 Server Sales Report

Columns	Description
Server	The name of the employee.
Clock In	The time the employee clocked in.
Gross Sales	The amount of sales generated by the employee from all terminals.
# Guests	The number of guest count generated by the employee from all terminals.
# Checks	The number of checks generated by the employee from all terminals.



# 3 Analyzing Your BOH Reports



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# About Aloha BOH Point-of-Sale Reports

The Aloha 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.

The Sales, Employee, and Product Mix options include additional menu drop-down choices.

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 'Gross Sales Do Not Include Voids' check box in Maintenance > Business > Store Settings tab > Financials group. If this option is selected, all totals for gross sales include voids.



Refer to the NCR Aloha Table Service Reference Guide for more information on Store Settings.

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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 BOH 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
<b>Sales Report Summary or Weekly</b>	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.
<b>Sales by Revenue Center Report</b>	Displays sales information for a defined section of the restaurant.
<b>Server Sales Report (Server Sales Detail)</b>	Displays sales information for a single employee, or groups of employees.
<b>Sales Comparison Report (Comparative Employee Sales)</b>	Displays sales comparisons between two employees, or groups of employees.
<b>Performance Measures Report</b>	Displays information pertaining to performance measures. Use this report to determine the value and progress of employees.

Report	Description
<b>Hourly Sales and Labor Report</b>	Displays sales and labor information for a defined period of time. The information is based on when a guest check is opened.
<b>Tiered Tax Report</b>	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.
<b>Labor Report</b>	Displays labor information in three separate report options.
<b>Scheduled vs Actual Labor Report</b>	Displays labor information compared to weekly labor schedules. Schedules must be created for the selected week(s) to display accurate information.
<b>Employee Breaks Report</b>	Displays labor information for employees that take breaks.
<b>Overtime Warning Report</b>	Displays labor information for employees reaching overtime.
<b>Overtime Forecast Report</b>	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.
<b>Interactive Message Response Report</b>	Reports on the responses received from each employee when using the Interactive Messages feature.
<b>Tip Income Report</b>	Includes tippable sales, declared tips, charged sales with tips, charged tips, and auto gratuities for each employee.
<b>Employee Tip Report (TS)</b>	Display the tip declarations of tipped and indirectly tipped employees. With this report you can monitor and eliminate the under declaration of tips, and also provide all the information you need for 8027 filing.
<b>Time and Attendance Detail Report</b>	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.
<b>Tipshare Distribution Detail Report</b>	Provide confirmation between management and the employee, if desired. The report is grouped by the checkout time of the contributor, which could span more than one business date, depending on the time the employee checked out.
<b>Tipshare Distribution Summary Report</b>	Displays the total calculated tipshare received by the selected dates, with totals from each contributor.
<b>FOH Cash Owed Report</b>	Lists employees who ring checks, and cash declared and owed.
<b>Speed of Service Report</b>	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.
<b>Time and Attendance Report</b>	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.
<b>Edited Deposits</b>	Displays cash information such as cash drops and cash drop editing.
<b>Payments Detail Report (Payments)</b>	Displays payment information for all cash and non-cash tender transactions.
<b>House Accounts Report</b>	Allows for the printing of house account invoices for use when billing customers.
<b>Product Mix Report (Product Mix or Weekly)</b>	Displays product information for items sold in your establishment.
<b>Quick Count Report</b>	Displays the tracking and projected counts for items defined as tracking items in the Quick Count product.
<b>Menu Item Prices by Name (TS)</b>	Prints all item prices, sorted by name, per category. Also included is every submenu and modifier group attached to the item. The price reflects the price at which the item is sold.
<b>Menu Item Prices by Number (TS)</b>	Prints all item prices, by the item ID number, per category. Also included is every submenu and modifier group attached to the item. The price reflects the price at which the item is sold.



<b>Report</b>	<b>Description</b>
<b>Delivery Driver Report</b>	Provides a detailed listing of delivery trips, and works in conjunction with the Delivery/Frequent Buyer product.
<b>Delivery Production Report</b>	Provides a detailed listing of delivery trips, such as the starting, ending, and average time.
<b>Daily Void Report (Voids)</b>	Displays information pertaining to voids performed for the selected date(s).
<b>Surcharge Report</b>	Displays information pertaining to surcharges for the selected date(s).
<b>Back-of-House Security Levels Report (Back-of-House User)</b>	Displays information pertaining to employees accessing the BOH program.
<b>Back-of-House User Security Report</b>	Displays information pertaining to the BOH users' restrictions.
<b>Audit Report</b>	Displays detailed information on the functions performed from the Front-of-House terminals. User this report to detect theft and for other monitoring purposes.
<b>Detailed Access Levels Report</b>	Displays defined access level information and the functions each level can perform.
<b>System Parameter Summary Report</b>	Prints database settings, such as store information and guest check printing.
<b>Reprints</b>	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.
<b>Transfers</b>	Provides a listing of all tables transferred between employees in the FOH. It is commonly used as an audit tool for a single date.
<b>Audit Report</b>	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.
<b>Crystal Reports</b>	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:

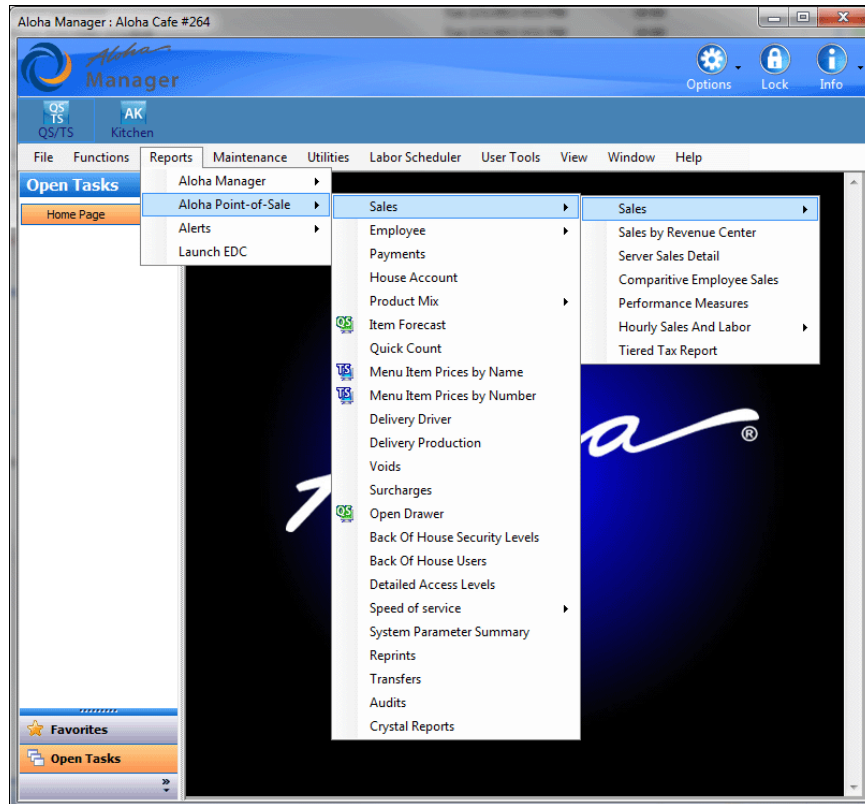


Figure 3 - 1 Sales Submenu

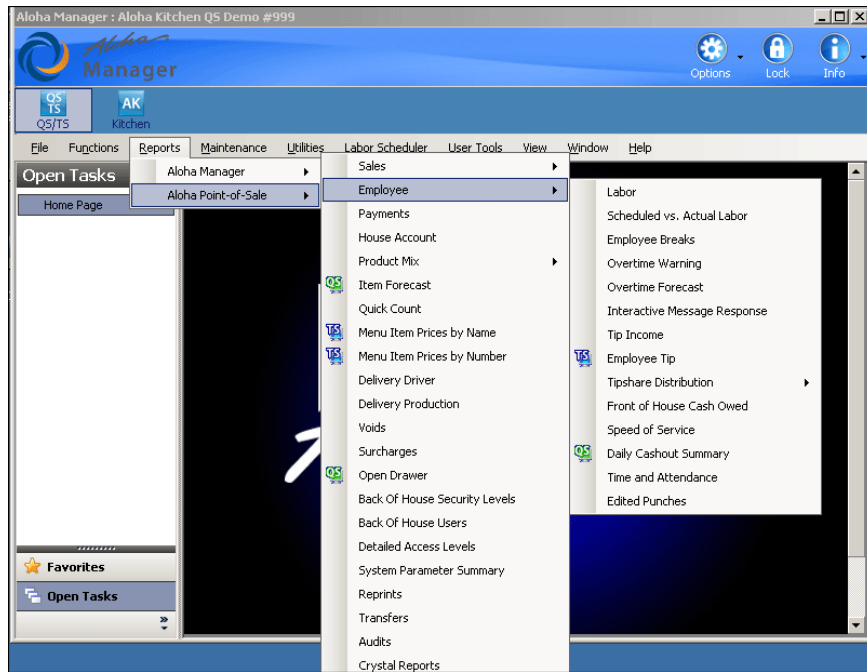


Figure 3 - 2 Employee Submenu

# 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.



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:

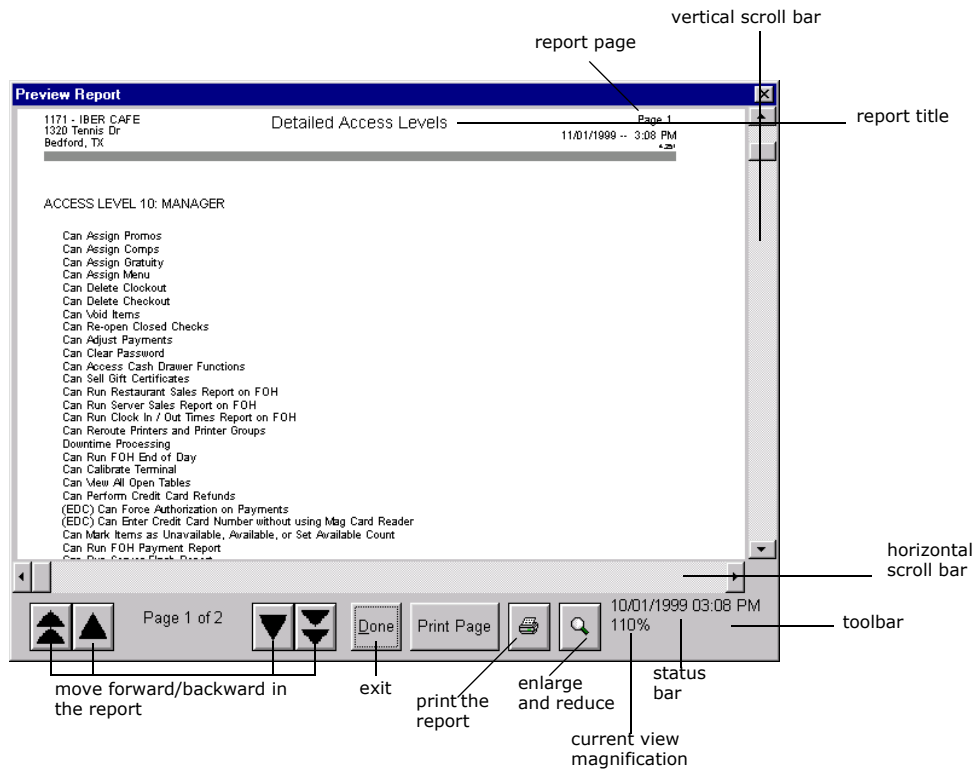


Figure 3 - 4 Preview Report Dialog Box

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.

Print Page

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).

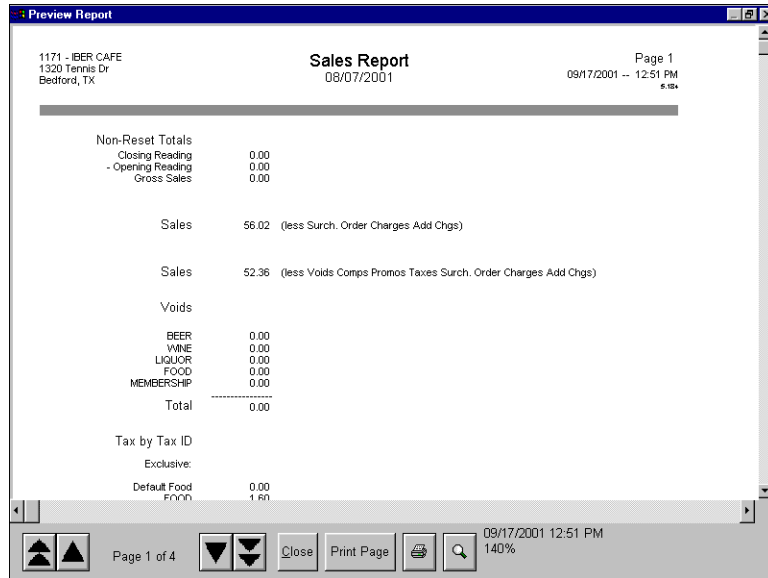


Figure 3 - 5 Sales Report Summary Preview



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

	Sunday 08/05/2001	Monday 08/06/2001	Tuesday 08/07/2001
Sales			62.36
Voids			0.00
Closing Reading			0.00
Opening Reading			0.00
Gross Sales			0.00
Comps			0.00
Tax by Tax ID			
Exclusive:			
Default Food			0.00
FOOD			1.60
LIO X			0.00
BEER X			0.00
WINE X			0.00
T% Food			1.77
Total			3.37
Inclusive:			
LIO			0.29
BEER			0.00
WINE			0.00
Tax			0.29
Total			0.29
Grand Total			3.66

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.

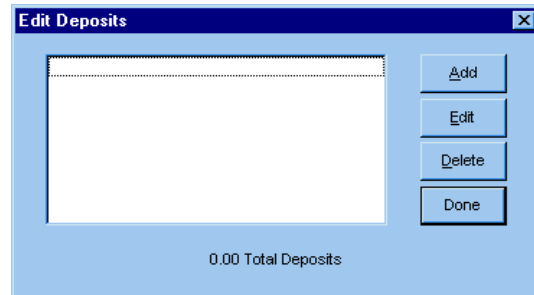


Figure 3 - 8 Edit Deposit Dialog Box

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.

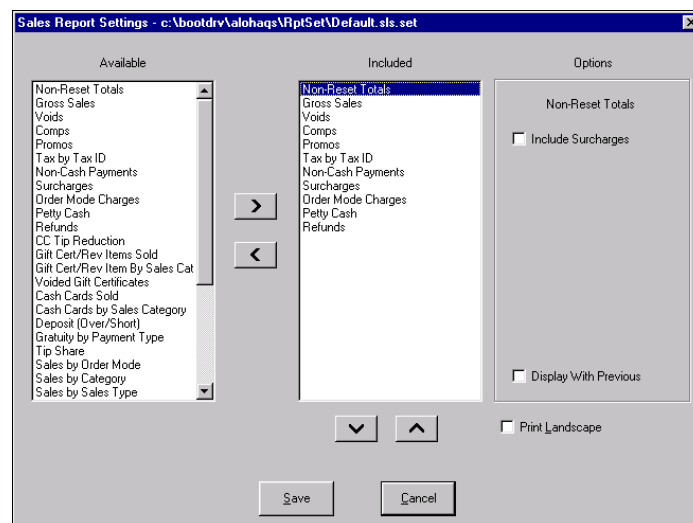


Figure 3 - 9 Sales Report Settings Dialog Box

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 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 05/06/2001	Monday 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



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 > Store Settings > Security > POS Security 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 > Order Modes.

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.

Petty Cash	
Supplies	10.00
Paidouts	4.21
Cake Deposit	0.00
	-----
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	Qty	Amount
\$.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 > Store Settings > Financials > Reports.

**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.

### 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 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 promos in net sales' in Maintenance > Business > 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/Ord	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	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 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 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 promos in net sales' in Maintenance > Business > 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 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/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
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	
<b>Total</b>	<b>149.41</b>	<b>0.00</b>	<b>25.80</b>	<b>123.61</b>	<b>0.00</b>	

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	
<b>Total</b>	<b>149.41</b>	<b>0.00</b>	<b>25.80</b>	<b>123.61</b>	<b>0.00</b>	

## 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.

1171 - IBER CAFE  
1320 Tennis Dr  
Bedford, TX

**Sales By Revenue Center**  
08/07/2001

Page 1  
09/17/2001 -- 12:55 PM  
6.5K

---

NUMBER OF GUESTS

	BAR	LANDING	MAIN	PATIO	Grand Totl
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 Totl
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 Totl

Page 1 of 4    Close    Print Page    09/17/2001 12:55 PM 140%

Figure 3 - 10 Sales by Revenue Center Preview

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

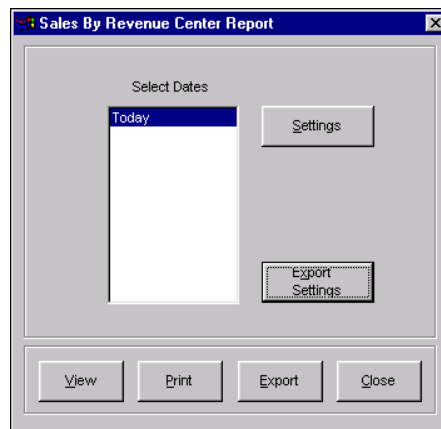


Figure 3 - 11 Sales By Revenue Center Dialog Box

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.

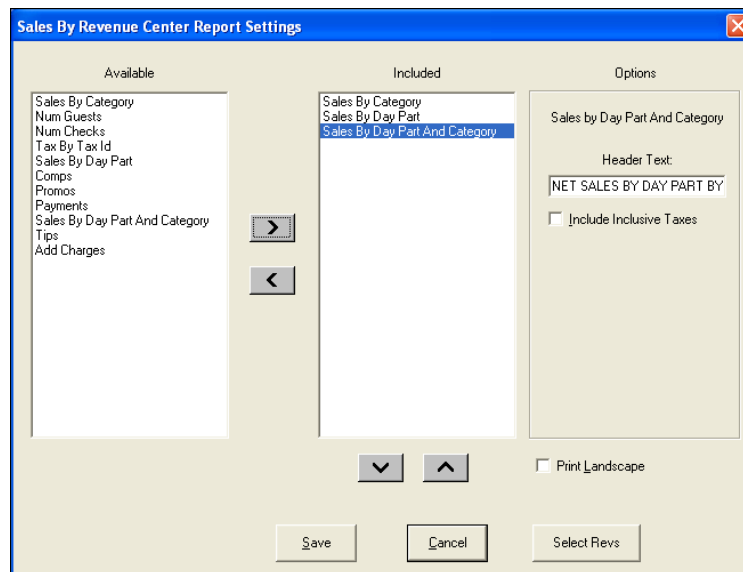


Figure 3 - 12 Sales by Revenue Center Report Settings

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 of 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

### 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.

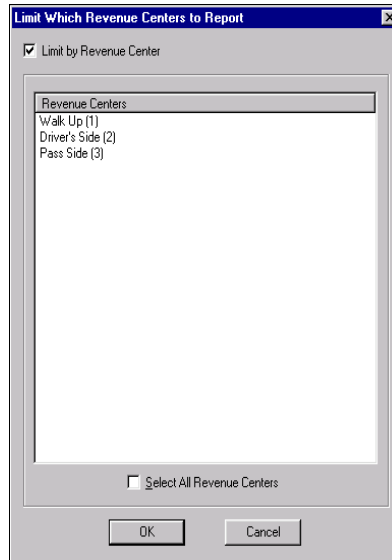
Tips for Revenue Center Front Room			
	Breakfast	Lunch	Total
Cones	0.00	0.00	0.00
Scoops	0.00	0.00	0.00
	-----	-----	-----
Total	0.00	0.00	0.00

### 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.

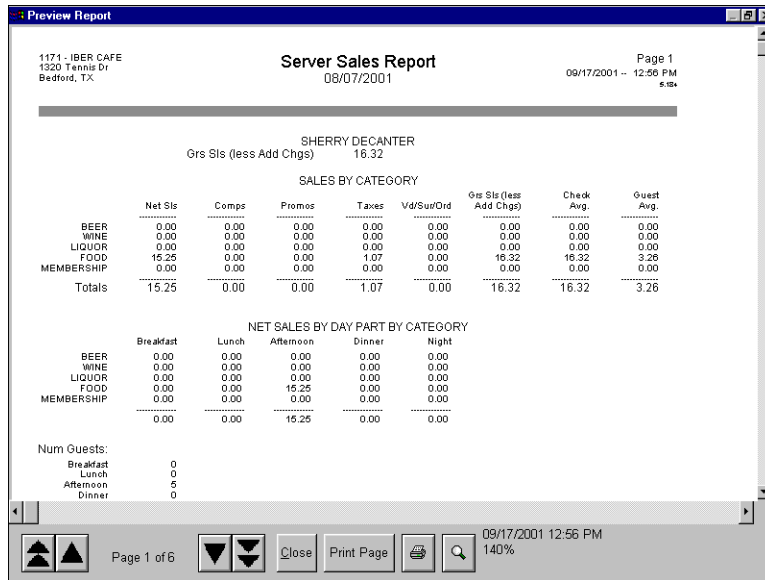


Figure 3 - 14 Server Sales Detail Report Preview

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

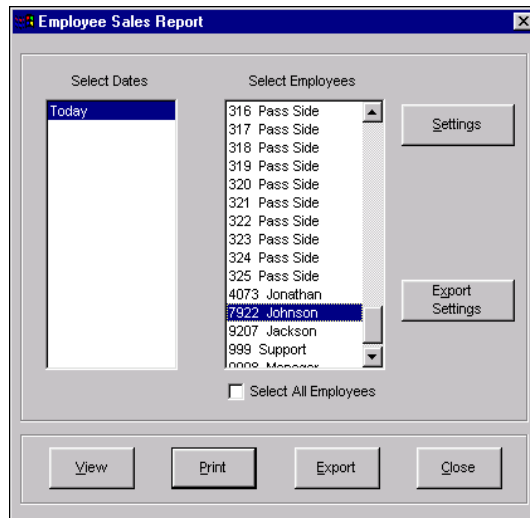


Figure 3 - 15 Employee Sales Report Dialog Box

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.

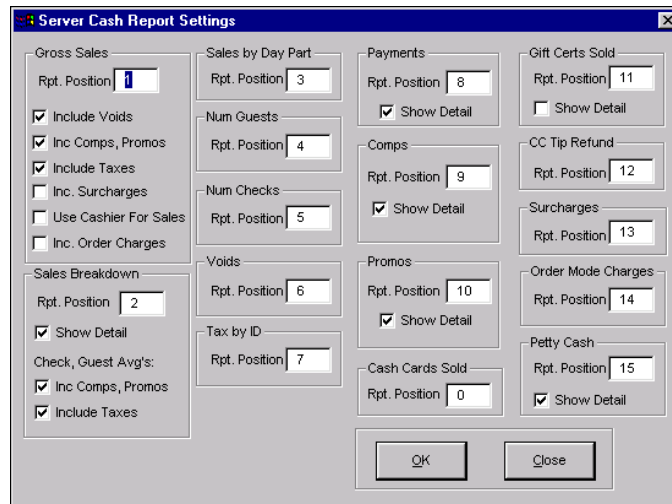


Figure 3 - 16 Employee Cash Report Settings Dialog Box

The 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.

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 'Gross Sales Do Not Include Voids' in Maintenance > Business > 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.

Petty Cash	
Supplies	10.00
Paidouts	4.21
Cake Deposit	0.00
	-----
Total:	14.21

# 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.



Figure 3 - 17 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.
% 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 - 18 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.

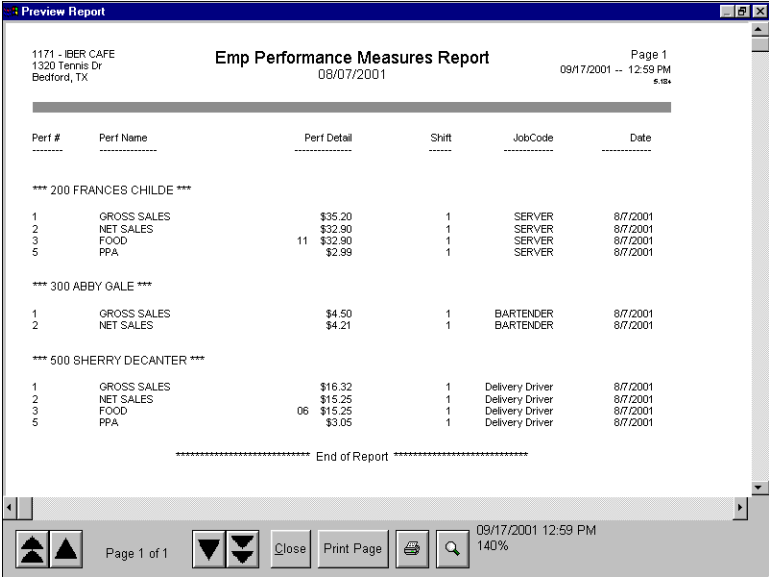


Figure 3 - 19 Performance Measures Report Preview

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.

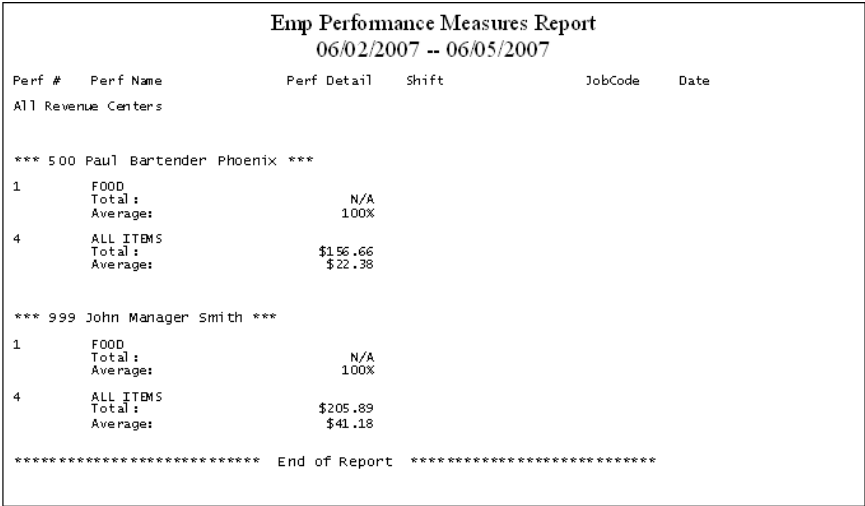


Figure 3 - 20 Performance Measures Report Across Multiple Dates

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. The Employee Performance Measures Report dialog box appears.

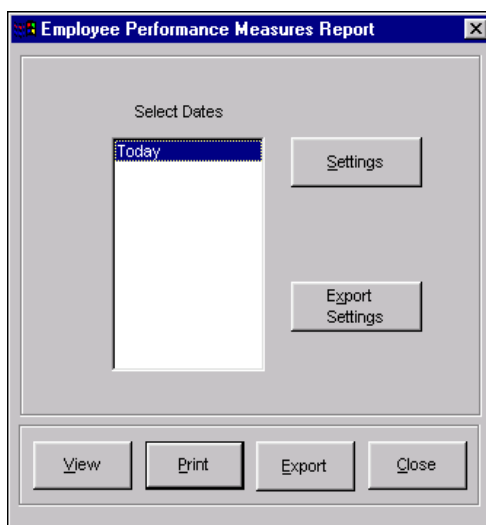


Figure 3 - 21 Employee Performance Measure Report Dialog Box

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.

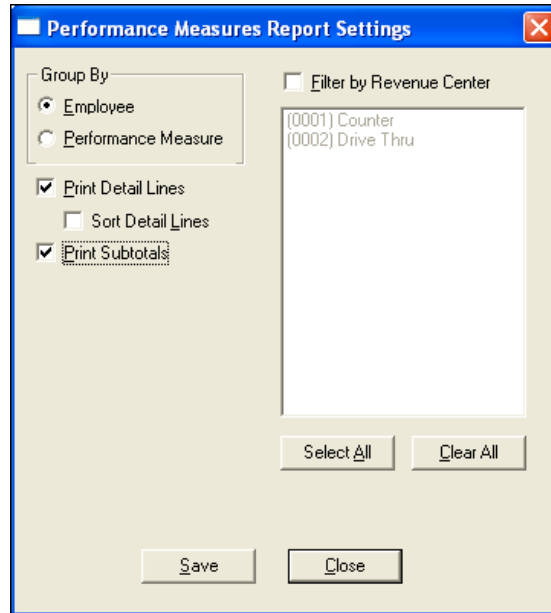


Figure 3 - 22 Performance Measures Report Settings Dialog Box

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.



If you have configured a performance measure to calculate gross sales, you can exclude voids from gross sales by selecting 'Gross Sales Do Not Include Voids' in Maintenance > Business > 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. Certain job codes are eliminated from this report using the Do Not Update Flash/Hourly Sales Report check box located in Maintenance > Labor > Job Codes.

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

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

Start Time	Gross Sales	Guests	Guest Avg	Checks	Check Avg	Labor Hrs	Labor \$	Labor %/Gross
7:00 AM	0.00	0	0.00	0	0.00	0.00	0.00	0.00%
9:00 AM	0.00	0	0.00	0	0.00	0.00	0.00	0.00%
10:00 AM	0.00	0	0.00	0	0.00	0.00	0.00	0.00%
11:00 AM	0.00	0	0.00	0	0.00	0.00	0.00	0.00%
12:00 PM	0.00	0	0.00	0	0.00	0.00	0.00	0.00%
1:00 PM	0.00	0	0.00	0	0.00	0.00	0.00	0.00%
2:00 PM	0.00	0	0.00	0	0.00	0.00	0.00	0.00%
3:00 PM	0.00	0	0.00	0	0.00	0.00	0.00	0.00%
4:00 PM	0.00	0	0.00	0	0.00	0.00	0.00	0.00%
5:00 PM	0.00	0	0.00	0	0.00	0.00	0.00	0.00%
6:00 PM	0.00	0	0.00	0	0.00	0.00	0.00	0.00%
7:00 PM	0.00	0	0.00	0	0.00	0.00	0.00	0.00%
8:00 PM	0.00	0	0.00	0	0.00	0.00	0.00	0.00%
Total	0.00	0	0.00	0	0.00	0.00	0.00	0.00%

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

Figure 3 - 23 Hourly Sales and Labor Summary Report Preview

Columns	Description
Start Time	Start time for the period.
Gross Sales	Gross sales for the time period based on the following calculation: net sales + taxes + comps + promos + surcharges. This option includes voids unless you select 'Gross Sales Do Not Include Voids' in Maintenance > Business > Store Settings tab > Financials group. <b>Required Options:</b> 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 time period. <b>Required Options:</b> You must select 'Net Sales' on the Hourly Sales and Labor Summary Report Settings dialog box to display this option.
Guests	Total number of guests for the time period.
Guest Avg	Calculated percentage of the number of guests per time period, based on the following calculation: guests \ start time.
Checks	Total number of checks for the time period.

Columns	Description
Check Avg	Calculated percentage of the number of checks per time period, based on the following calculation: checks \ start time.
Labor Hours	Total labor hours for the time period.
Labor \$	Total labor dollars for the time period based on the following calculation: labor hours x employee's pay rate.
Labor \$/Net Sales	Calculated percentage of labor dollars per net sales for the time period, based on the following calculation: labor dollars ÷ net sales. <b>Required Options:</b> You must select 'Net Sales' on the Hourly Sales and Labor Summary Report Settings dialog box to display this option.
Labor \$/Gross Sales	Calculated percentage of labor dollars per gross sales for the time period, based on the following calculation: labor dollars ÷ gross sales. <b>Required Options:</b> You must select 'Gross Sales' on the Hourly Sales and Labor Summary Report Settings dialog box to display this option.

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

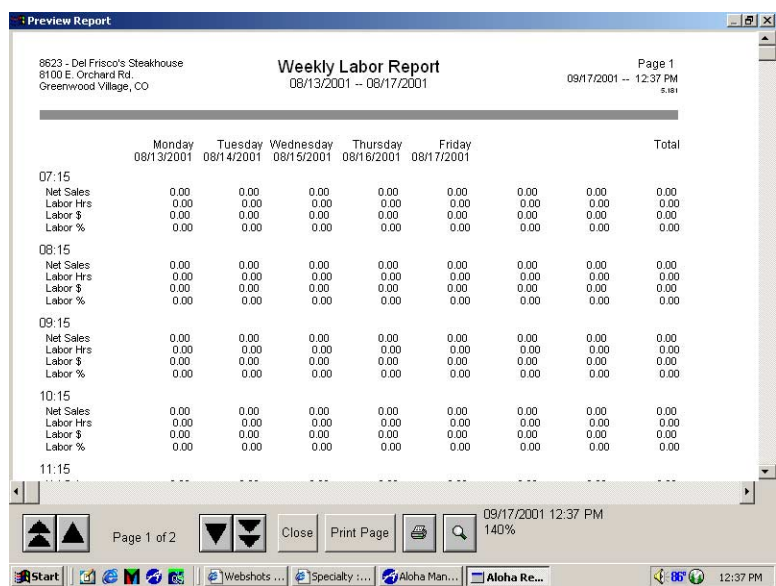


Figure 3 - 24 Hourly Sales and Labor Weekly Report Preview

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 'Gross Sales Do Not Include Voids' in Maintenance > Business > Store Settings tab > Financials group. <b>Required Options:</b> 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. <b>Required Options:</b> 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 - 25 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.

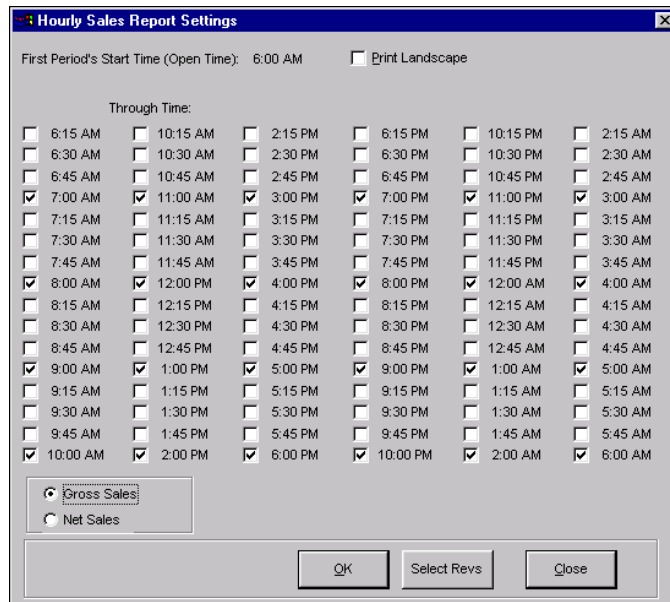


Figure 3 - 26 Hourly Sales Report Settings Dialog Box

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 'Gross Sales Do Not Include Voids' in Maintenance > Business > Store Settings tab > Financials group.

**Net Sales** — Displays only net sales totals.

### **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.

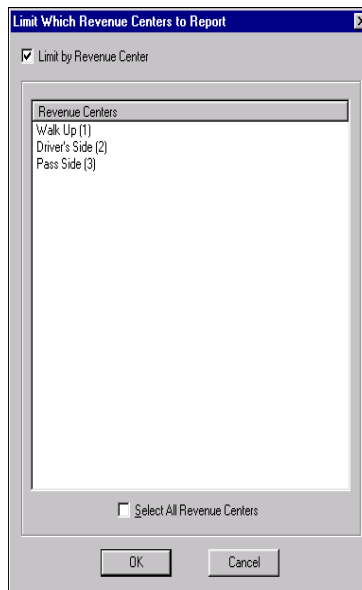


Figure 3 - 27 Limit Which Revenue Center to Report Dialog Box

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.



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

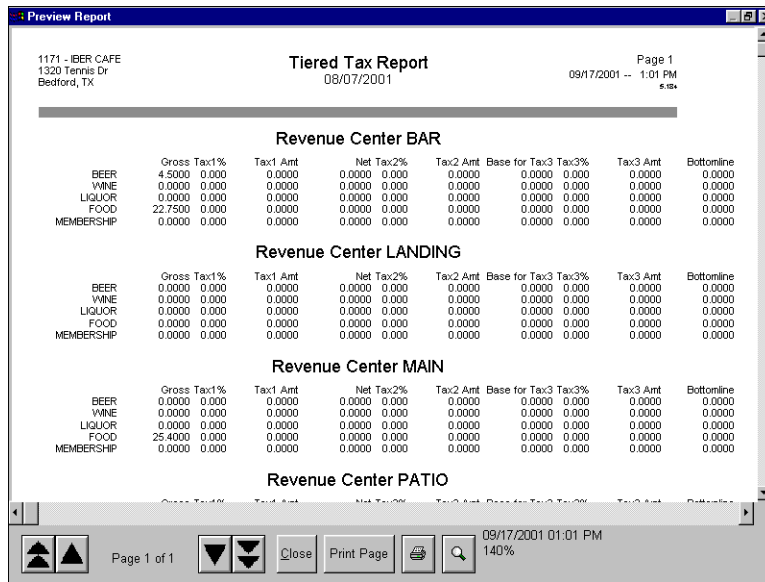


Figure 3 - 28 Tiered Tax Report Preview

Columns	Description
Gross	The gross sales total. <b>Related Options:</b> The gross sales total is defined in the Tiered Tax Report Settings dialog box.
Tax1 %	The tax1 percentage. <b>Related Options:</b> 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. <b>Related Options:</b> The tax2 % is defined in the Tiered Tax Report Settings dialog box.
Tax2 Amt (Amount)	The calculated tax2 amount based on the following calculation: $(\text{net sales} \times \text{Tax2}\%) \div (100 + \text{Tax2}\%)$ .
Base for Tax3	The calculated tax3 sales amount based on the following calculation: $\text{Net} - \text{Tax2 Amount}$ .
Tax3 %	The tax3 percentage. <b>Related Options:</b> The tax3 % is defined in the Tiered Tax Report Settings dialog box.
Tax3 Amt (Amount)	The calculated tax3 amount based on the following calculation: $(\text{Base for Tax3} - \text{Tax3 \%}) \div (100 + \text{Tax3}\%)$ .
Bottom line	The sales based on the following calculation: $\text{Base for Tax3} - \text{Tax3 Amount}$ .

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

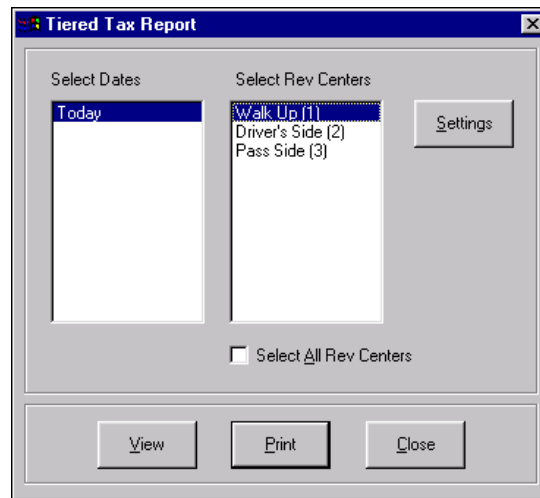


Figure 3 - 29 Tiered Tax Report Dialog Box

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

**Select all Revenue Centers** — Selects all defined revenue centers.

### Configuring the Tiered Tax Report

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

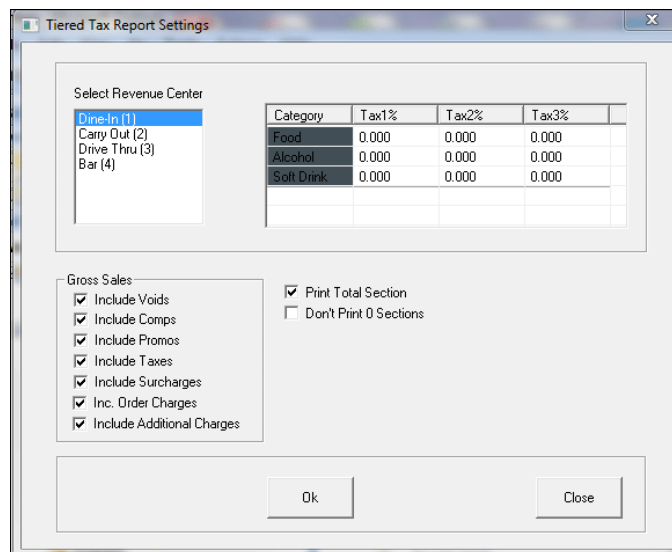


Figure 3 - 30 Tiered Tax Report Settings Dialog Box

**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 'Gross Sales Do Not Include Voids' in Maintenance > Business > 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.

# 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.

The screenshot shows a 'Preview Report' window titled 'Labor Report' for '06/13/2006'. The report is for '66 - IBER CAFE' at '1320 Tennis Dr, Seaford, TX'. It displays data for employee 'CHILDE, FRANCES' (Emp SS# 147-25-8369) on 06/13/2006, with clock in at 14:51 and clock out at 14:52. The report includes columns for Employee Name, Emp SS#, Date, Time In, Time Out, Tot Hrs, CC Tips, Decl Tips, and Emp Tip. A summary table at the bottom shows totals for the day: 0.02 hours, 0.00 CC Tips, 0.50 Decl Tips, and 40.00 Emp Tip.

Employee Name	Emp SS#	Date	Time In	Time Out	Tot Hrs	CC Tips	Decl Tips	Emp Tip
CHILDE, FRANCES	147-25-8369	06/13/2006	14:51	14:52	0.02	0.00	0.50	40.00
*** Jobcode Server ***								
Employee Name	Emp SS#	Date	Threshold Type	Threshold				
CHILDE, FRANCES	147-25-8369	06/13/2006	Global 5.00%	2.00				
<b>TOTALS:</b>					<b>0.02</b>	<b>0.00</b>	<b>0.50</b>	<b>40.00</b>
Employee Name	Emp SS#	Date	Threshold Type	Threshold				
<b>TOTALS:</b>					<b>0.02</b>	<b>0.00</b>	<b>0.50</b>	<b>40.00</b>

Figure 3 - 31 Labor Report Preview

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

The screenshot shows the 'Labor Report' dialog box. It has three main sections: 'Select Dates' with a 'Today' button, 'Select Employees' with a list of employees including '9207 Jackson' (highlighted), and 'Select Report Setting' with a 'Default' dropdown. There are 'Add', 'Delete', 'Settings', and 'Export Settings' buttons. At the bottom, there are 'View', 'Print', 'Export', and 'Close' buttons. A checkbox for 'Select All Employees' is also present.

Figure 3 - 32 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.

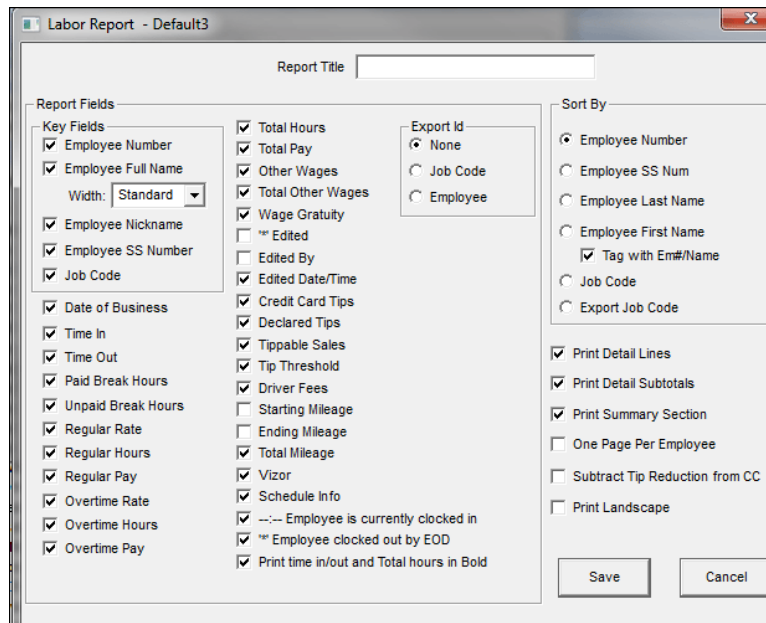


Figure 3 - 33 Labor Report Dialog Box

## Report Fields Group Box

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 OT by Shift Rate' or 'Calculate OT by Average Rate', as defined in Maintenance > Business > Store Settings tab > Labor group.

If the overtime pay rate is configured as 'Calculate OT by Shift Rate', the pay rate is based on the following calculation: reg rate x 'mult' text box. Define the 'mult' setting in the Overtime group box.

If the overtime pay rate is configured as 'Calculate OT 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'.

**(\*) 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.

### **Export ID Group Box**

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.

### **Sort By Group Box**

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.

**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.

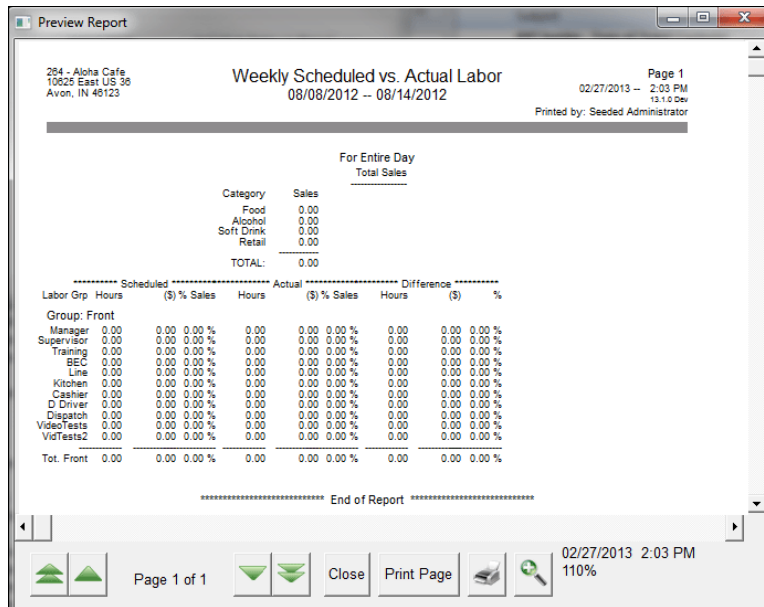


Figure 3 - 34 Weekly Scheduled vs Actual Labor Report Example

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: $\text{actual sales} \div 100$ .
Difference Hours	The difference between scheduled hours and actual hours for each job code and job group, based on the following calculation: $\text{scheduled hours} - \text{actual hours}$ .
Difference (\$)	The difference between scheduled and actual labor dollars for the job code and job group, based on the following calculation: $\text{scheduled labor dollar} - \text{actual labor dollar}$ .
Difference % Sales	The difference between scheduled and actual percentage of sales for the job code and job group, based on the following calculation: $\text{scheduled \% sales} - \text{actual \% sales}$ .



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

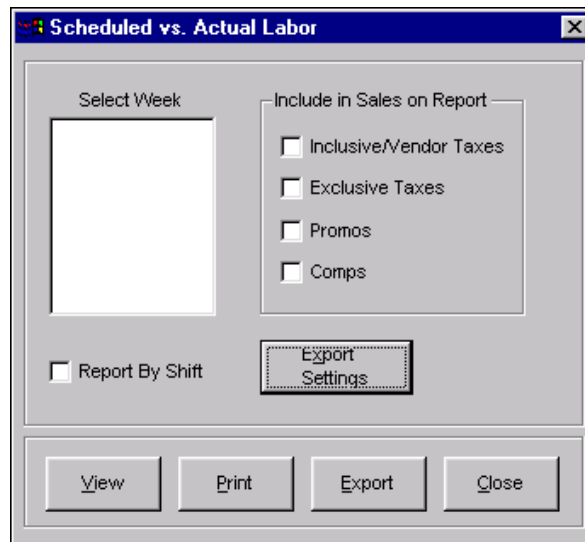


Figure 3 - 35 Scheduled vs Actual Labor Dialog Box

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

**Report By Shift** — Breaks the report down into shifts.

#### **Include in Sales on Report Group Box**

The sales figures are adjusted using the check boxes 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. The report appears.

1171 - IBER CAFE 1320 Tennis Dr Bedford, TX		<b>Employee Breaks</b> 12/18/2005				Page 1 03/13/2006 -- 1:43 PM SDD Alpha			
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 - 36 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"> <li>The scheduled employee did not waive their meal break and earned mandatory penalty pay.</li> <li>The scheduled employee waived their meal break, but earned mandatory penalty pay.</li> <li>The non-scheduled employee earned meal break mandatory penalty pay.</li> </ul>

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



Figure 3 - 37 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.

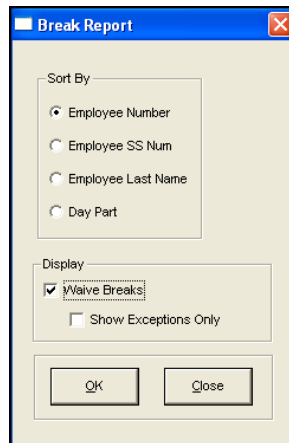


Figure 3 - 38 Break Report Dialog Box

### Sort By Group Box

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.

### Display Group Box

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.

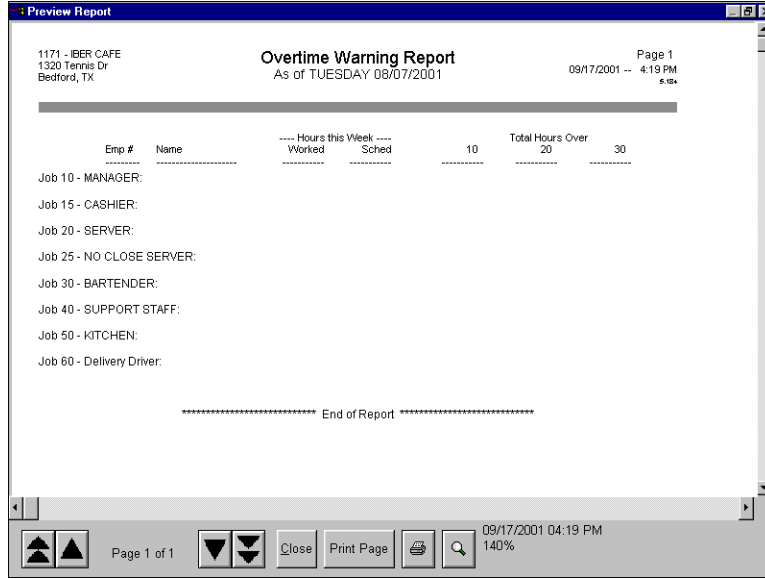


Figure 3 - 39 Overtime Warning Report Preview

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 - 40 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 - 41 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"> <li>• 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.</li> <li>• If Daily Overtime or Extended Overtime are in use, the Forecasted OT Hours are based on the following: <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul> </li> <li>• Add the Number of OT Hours worked plus the Number of OT Hours scheduled for the remaining time period.</li> <li>• Calculate the projected Weekly Overtime, based on the following calculation: Forecasted Total Hours - overtime work hours.</li> <li>• Compare the values of the Daily Overtime hours to the Weekly Overtime hours and record the greater value.</li> </ul>
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.

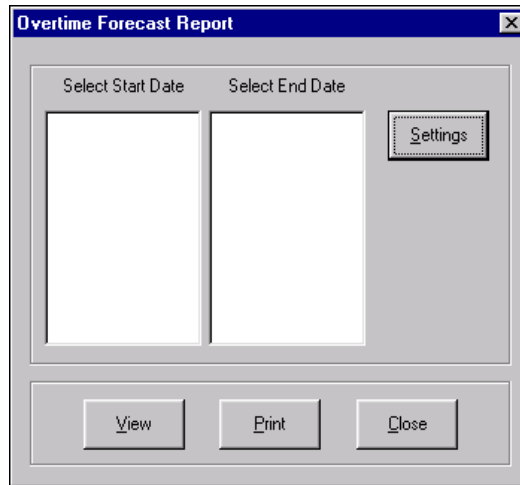


Figure 3 - 42 Overtime Forecast Report Dialog Box

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

## Configuring Overtime Forecast Report Settings

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

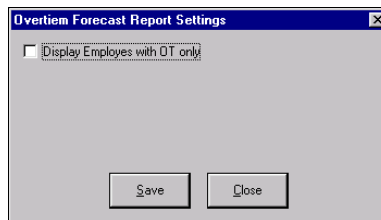


Figure 3 - 43 Overtime Forecast Report Settings Dialog Box

**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 - 44 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.
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.

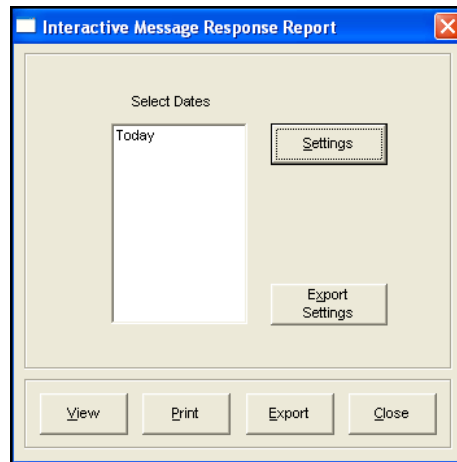


Figure 3 - 45 Interactive Message Response Report Dialog Box

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, or Date to determine the sort order for the report.

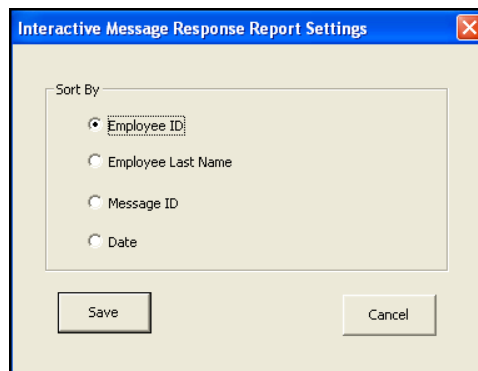


Figure 3 - 46 Interactive Message Response Report Settings

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 IBER CAFE  
1320 Tennis Dr  
Bedford, TX

**Tip Income Report**  
08/07/2001

Page 1  
09/17/2001 -- 4:28 PM  
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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
<b>Total:</b>		52.65	52.94	6.01	3.75	56.02	0.00	2.00	0.00

Emp #	Emp Name	Total Tips	Non Cash Grat	Cash Grat	Total Grat	Total T&C
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
<b>Total:</b>		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 - 47 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 - 48 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.

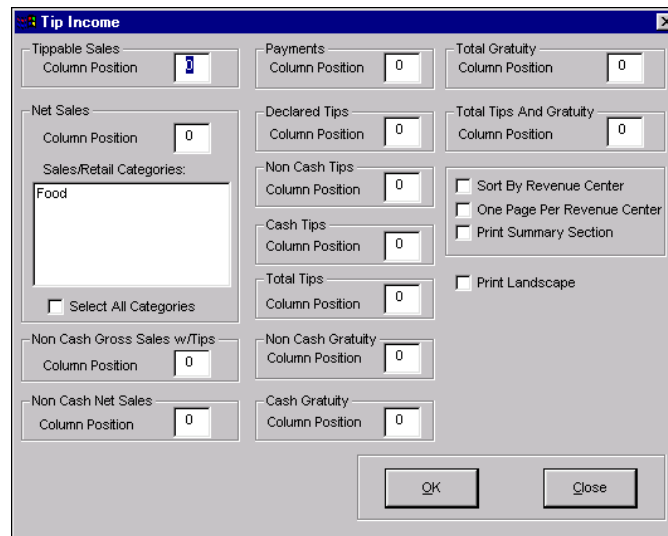


Figure 3 - 49 Tip Income Report Settings Dialog Box

**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:

## Tippable Sales Group Box

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.

## Net Sales Group Box

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.

## Non Cash Gross Sales w/Tips Group Box

Displays gross sales from transactions closed to a non-cash tender with a tip or gratuity applied.

**Non Cash Net Sales Group Box**

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.

**Payments Group Box**

Displays the total amount from applied payments.

**Declared Tips Group Box**

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

**Non-Cash Tips Group Box**

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

**Cash Tips Group Box**

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

**Total Tips Group Box**

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

**Non-Cash Gratuity Group Box**

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

**Cash Gratuity Group Box**

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

**Total Gratuity Group Box**

Displays the amount of automatic gratuity added to transactions closed with all tenders. The column displays data based on the following calculation: Non Cash Gratuity column + Cash Gratuity column.

**Total Tips and Gratuity Group Box**

Displays the amount of all tips and gratuity. The column displays data based on the following calculation: Total Tips column + Total Gratuity column.

# Employee Tip Report

Use the Employee Tip report to conform to the annual IRS 8027 report to display the tip declarations of tipped and indirectly tipped employees. With this report you can monitor and eliminate the under declaration of tips, and also provide all the information you need for 8027 filing. You, and your tipped employees, are responsible for reporting tip information.

Employee Tip Report												
Iber Cafe 1320 Tennis Drive Bedford, TX 76022										Page 1 8/30/2001 X.XX		
*** Directly Tipped Employees ***												
		Total Sales	Total Tips	Total %	Charge Sales	Charge Tips	Charge %	Non Charge Sales	Non Charge Tips	Non Charge %	Tip Variance	Auto. Gratuity
1148	Pohl, Kenneth	1596.10	156.89	9.83%	954.00	100.89	10.58%	642.10	56.00	8.72%	1.85%	216.50
1212	Newman, Ryan	2628.32	374.00	14.23%	1478.55	225.00	15.22%	1149.77	149.00	12.96%	2.26%	180.05
1717	Kieneth, Matt	4791.09	673.41	14.06%	2968.41	426.41	14.36%	1822.68	247.00	13.55%	0.81%	0.00
2424	Gordon, Jeff	4592.50	699.50	15.23%	2746.20	420.50	15.31%	1846.30	279.00	15.11%	0.20%	392.46
4848	Johnson, Jimmie	2904.93	431.00	14.84%	1649.49	256.00	15.52%	1255.44	175.00	13.94%	1.58%	180.70
Directly Tipped Total:		16512.94	2334.80	14.14%	9796.05	1428.80	14.58%	6716.29	906.00	13.40%	1.09%	969.71
*** Indirectly Tipped Employees ***												
8888	Jarrett, Dale		50.00									
2121	Rudd, Ricky		73.00									
808	Einhart, Dale		214.00									
202	Wallace, Rusty		115.00									
Indirectly Tipped Total:			452.00									
*** Total Tips ***												
Total Tips:			2,782.80									

Figure 3 - 50 Employee Tip Income Report Preview

Columns	Description
***Directly Tipped Employees***	Heading for employees who clocked in under a job code with 'Order Entry' selected and 'Indirectly Tipped' cleared, as defined in Maintenance > Labor > Job Codes.
Total Sales	Total sales on which the IRS considers tippable, based on the following calculation: tippable sales - tippable sales from checks with auto gratuity applied. This total corresponds with line item 5 on the 8027 report.
Total Tips	Total tips declared by the directly tipped employee. If you select 'Declared Tips Equals Cash Tips,' the calculation is the total tips declared at checkout + charge tips. If you clear 'Declared Tips Equals Cash Tips,' the calculation is the total tips declared at checkout only. Refer to <a href="#">Declared Tips Equals Cash Tips</a> for more information. This total corresponds with line item 4b on the 8027 report.
Total %	Tip percentage for the employee, based on the following calculation: Total Tips amount / Total Sales amount.
Charge Sales	Total tippable sales from checks tendered with a tender configured with 'Allow Tips,' as defined in Maintenance > Payments > Tenders. The system includes checks with multiple tenders if one of the tenders is configured with 'Allow Tips.' If you select 'Include Gift Cards in Non-Charge,' and you fully tender the check with a gift card, then the system does not include the charge. Refer to <a href="#">Include Gift Cards in Non-Charge</a> for more information. This total corresponds with line item 2 on the 8027 report.
Charge Tips	Total tips recorded by the Aloha system. If you select 'Include Gift Cards in Non-Charge,' and you fully tender the check with a gift card, then the system does not include the charge. Refer to <a href="#">Include Gift Cards in Non-Charge</a> for more information. This total corresponds with line item 1 on the 8027 report.
Charge %	Charge tip percentage for the employee. based on the following calculation: Charge Tip amount / Charge Sales amount.

Columns	Description
Non Charge Sales	Total tippable sales excluding tips, based on the following calculation: Total Sales amount / Charge Sales amount.
Non Charge Tips	Total tips declared by the employee. If you clear 'Declared Tips Equals Cash Tips,' the calculation is declared tips - charge tips. If you select 'Declared Tips Equals Cash Tips,' the calculation is tips declared at checkout only. Refer to <a href="#">Declared Tips Equals Cash Tips</a> for more information.
Non Charge %	Tip percentage for non-charge sales, based on the following calculation: Non-Charge Tips amount / Non-Charge Sales amount.
Tip Variance	The difference, as a percentage, between charge tips and non-charge tips, based on the following calculation: Charge Tip percentage - Non-Charge Tip percentage.
Sales w/Auto Grat	Total tippable sales, including automatic gratuities.
Auto Gratuity	Total automatic gratuity applied to checks.
***Indirectly Tipped Employees***	Heading for employees who clocked in under a job code with 'Indirectly Tipped' selected, as defined in Maintenance > Labor > Job Codes.
Total Tips	Total tips declared by the indirectly tipped employee. This total corresponds with line item 4a on the 8027 report.
***Total Tips***	Total tips declared by the indirectly tipped employee. This total corresponds with line item 4a on the 8027 report.
Total Tips	Total tips based on the following calculation: Directly Tipped Employees Total Tips amount + Indirectly Tipped Employees Total Tips amount. This total corresponds with line item 4c on the 8027 report.

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

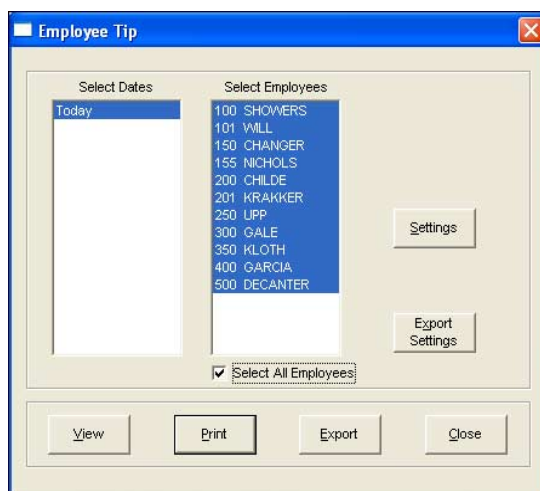


Figure 3 - 51 Employee Tip Report Dialog Box

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 Employee Tip Report

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

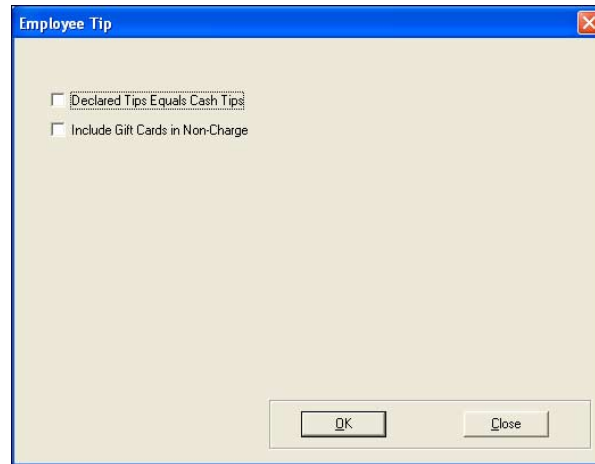


Figure 3 - 52 Employee Tip Report Settings Dialog Box

**Declared Tips Equals Cash Tips** — Changes the Total Tips calculation on the Employee Tip report to the tips declared at checkout + charge tips. Related Options: 'No Minimum Declared Tips' located in Store Settings > Labor > Employee Settings. If you select 'Declared Tips Equals Cash Tips,' the Total Tips calculation assumes 'No Minimum Declared Tips' is selected and you have instructed your employees to declare only their cash tips upon checkout, as Aloha tracks their charge tips. If you do not select 'Declared Tips Equals Cash Tips,' then the Total Tips calculation assumes 'No Minimum Declared Tips' is not selected, and your employees must declare at least the amount of their charge tips upon checkout; however to conform to IRS requirements, employees should declare a total of their cash and charge tips.

**Include Gift Cards in Non-Charge** — Includes sales and tips fully closed to gift card tenders in the 'Non-Charge' columns, rather than the 'Charge' columns.



# Tipshare Distribution Detail Report

The BOH Tipshare Distribution Detail report is an interactive report designed to provide confirmation between management and the employee, if desired. The report is grouped by the checkout time of the contributor, which could span more than one business date, depending on the time the employee checked out. The second sort is by distribution time and any tipshare not distributed at the time you run the report, listed last. Each line containing a received tipshare amount includes a signature line for the recipient employee to sign.

Contribution Date	Distribution Date-Time	Distributed by	Emp. #	Employee Name	Tipshare Received	Recipient Signature
10/05/2007	02/12/2008 11:00	<b>Total tipshare pool amount</b>			<b>16.46</b>	
		SUPER USER				
			300	ABBY GALE	5.49	X. _____
			400	JOSE GARCIA	5.48	X. _____
			500	SHERRY DECANter	5.49	X. _____
			<b>Total distributed</b>		<b>16.46</b>	
	Undistributed		<b>Total distributed</b>		<b>16.46</b>	
			<b>Total undistributed</b>		<b>0.00</b>	
***** End of Report *****						

Figure 3 - 53 Tipshare Distribution Detail Report

Columns	Description
Contribution Date	The date the tipshare was contributed.
Distribution Date-Time	The date and time the tipshare was distributed.
Distributed by	The employee who distributed the tipshare.
Emp#	The employee ID who received the tipshare distribution.
Employee Name	The employee name who received the tipshare distribution.
Tipshare Received	The amount of tipshare the recipient received.
Recipient Signature	The signature line for the recipient to sign.

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

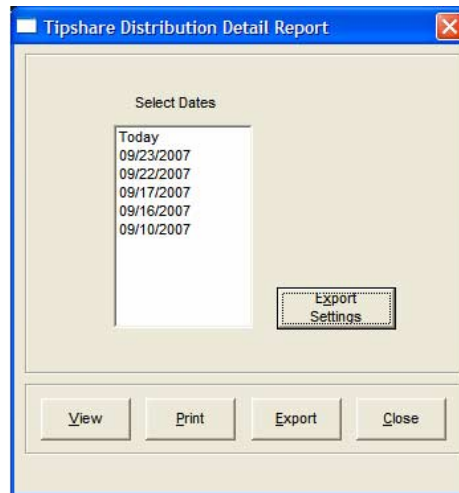


Figure 3 - 54 Tipshare Distribution Detail Report Dialog Box

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

# Tipshare Distribution Summary Report

The BOH Tipshare Distribution Summary report is a summary report designed for reporting to the corporate office or to provide legal documentation, if desired. The report displays the total calculated tipshare received by the selected dates, with totals from each contributor.

Employee Number	Employee Name	Tipshare Received
<b>Total tipshare pool for all selected dates:</b>		<b>16.46</b>
300	ABBY GALE	5.49
400	JOSE GARCIA	5.48
500	SHERRY DECANTER	5.49
<b>Total distributed</b>		<b>16.46</b>
<b>Total undistributed</b>		<b>0.00</b>
***** End of Report *****		

Figure 3 - 55 Tipshare Distribution Summary Report

Columns	Description
Employee Number	The ID of the employee receiving tipshare, based on the selected date.
Employee Name	The name of the employee receiving tipshare, based on the selected date.
Tipshare Received	The amount of tipshare received.

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

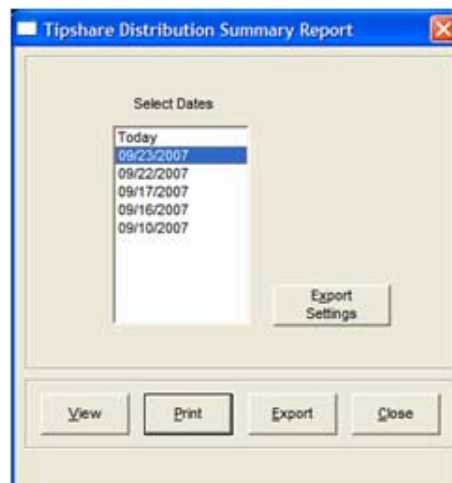


Figure 3 - 56 Tipshare Distribution Summary Report Dialog Box

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

# Front-of-House Cash Owed Report

The Front-of-House Cash Owed report lists employees who ring checks, and cash declared and owed. 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.



Figure 3 - 57 Front-of-House Cash Owed Report Preview

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.

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

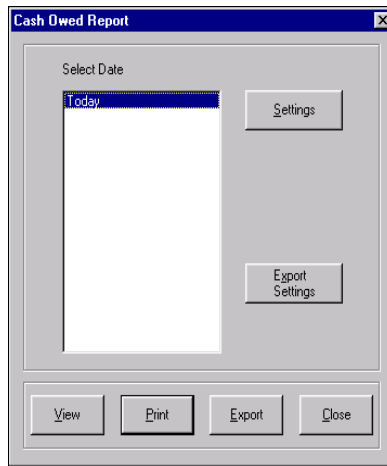


Figure 3 - 58 Cash Owed Report Dialog Box

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.

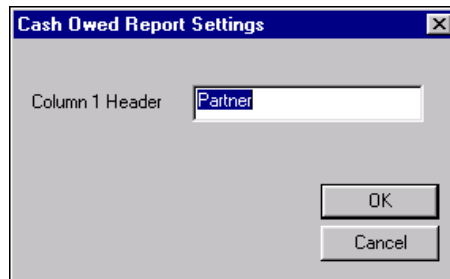


Figure 3 - 59 Cash Owed Report Settings Dialog Box

**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.

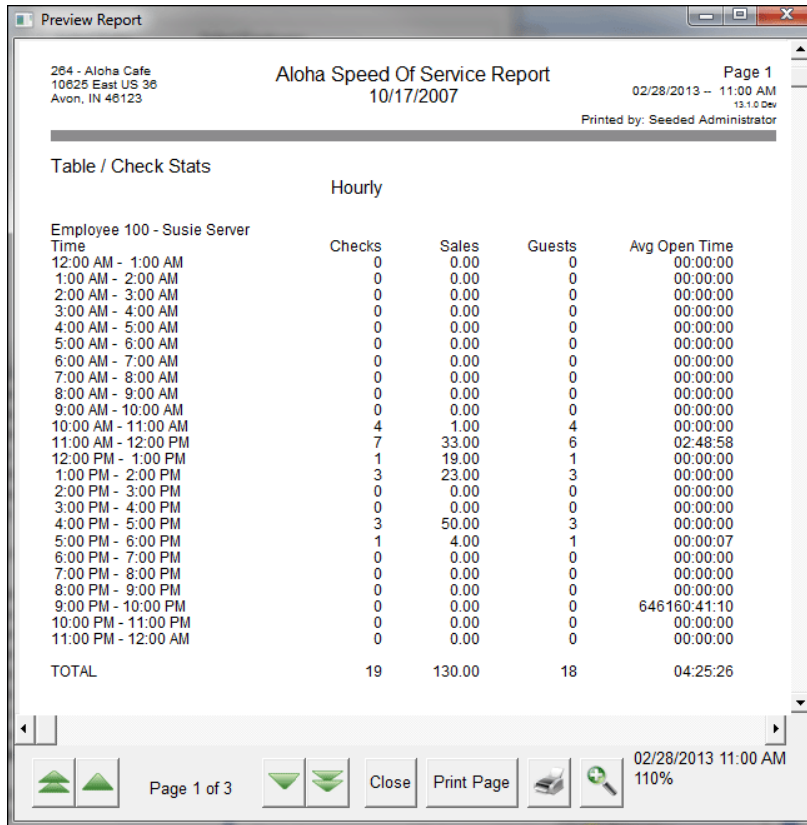


Figure 3 - 60 Speed of Service Report Preview

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.

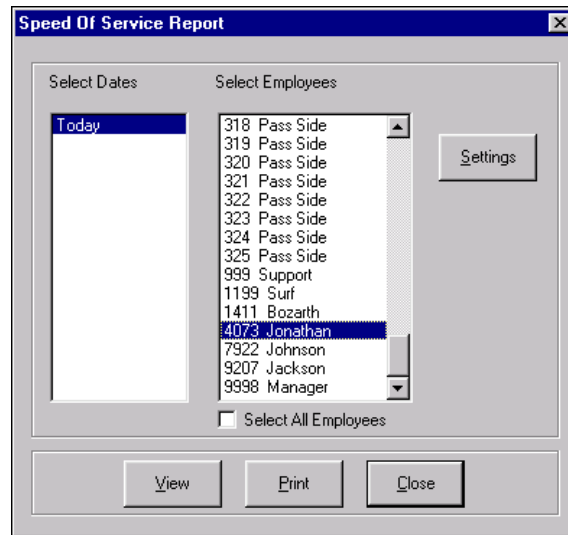


Figure 3 - 61 Speed of Service Report Dialog Box

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.

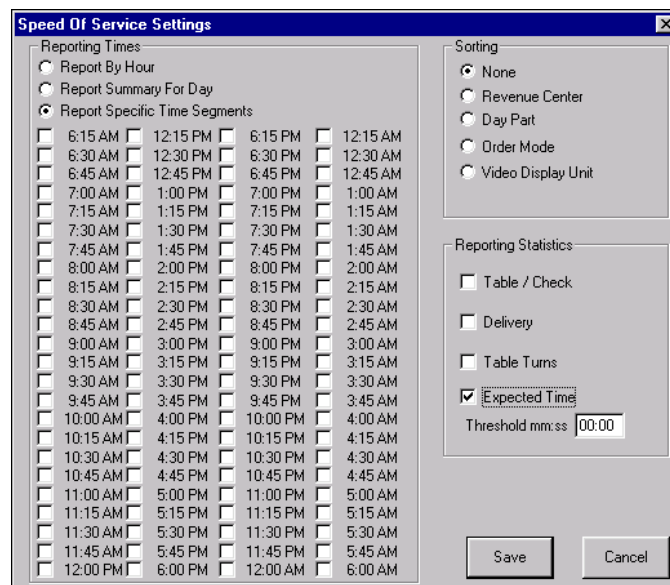


Figure 3 - 62 Speed of Service Settings Dialog Box

## Reporting Times Group Box

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.

## Sorting Group Box

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

## Reporting Statistics Group Box

**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.



# 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.

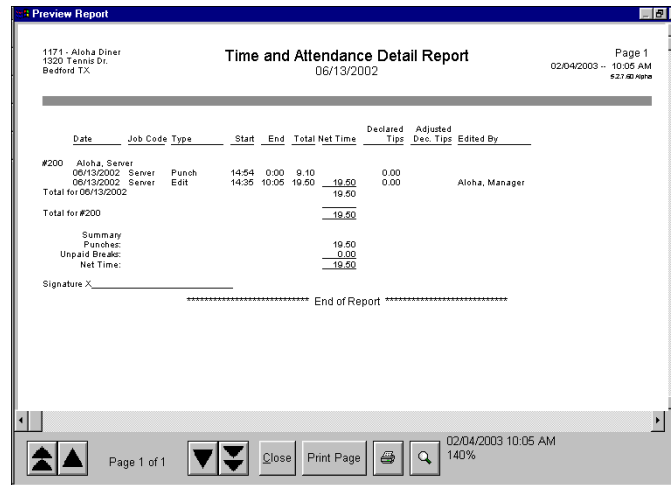


Figure 3 - 63 Time and Attendance Report

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.

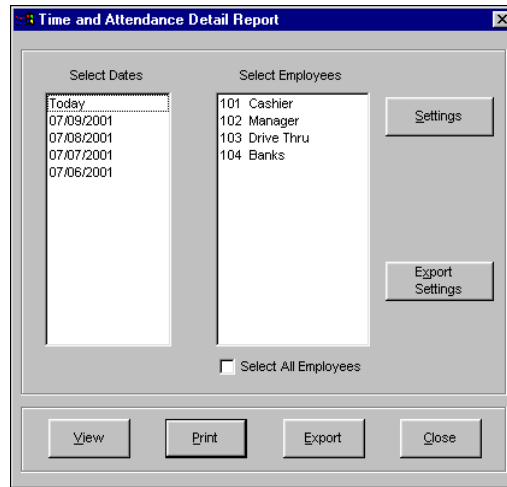


Figure 3 - 64 Time and Attendance Detail Report Dialog Box

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.

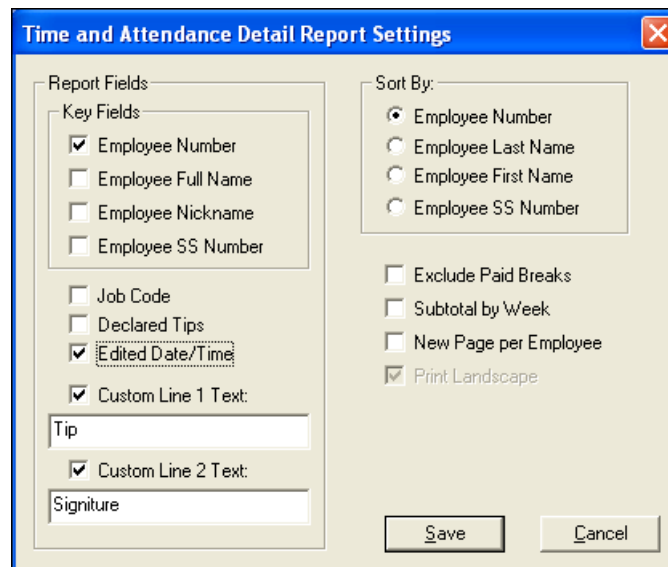


Figure 3 - 65 Time and Attendance Detail Report Settings Dialog Box

**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.

### **Report Fields Group Box**

**Employee Number** — Includes the ID number for the employee.

**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 'Edit Date/Time' and 'Use Edit Punch Reasons' in Maintenance > Store Settings > Labor group > Employee Settings, 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.

### **Sort By Group Box**

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.

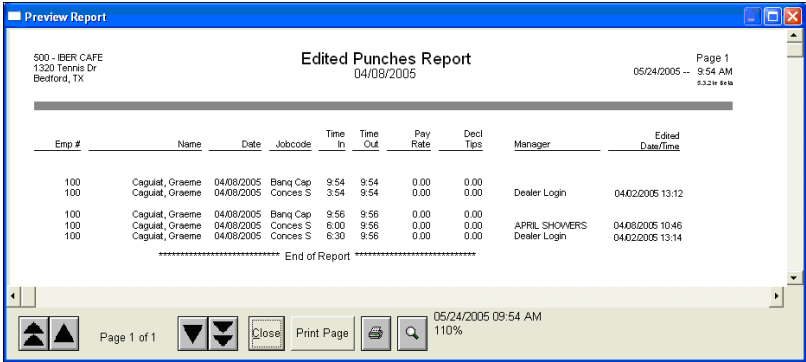


Figure 3 - 66 Edited Punches Report Preview

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.

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 - 67 Edited Punched Report Dialog Box

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

## Configuring the Edited Punched Report

Click Settings to display the Edit Punched Report Settings dialog box.

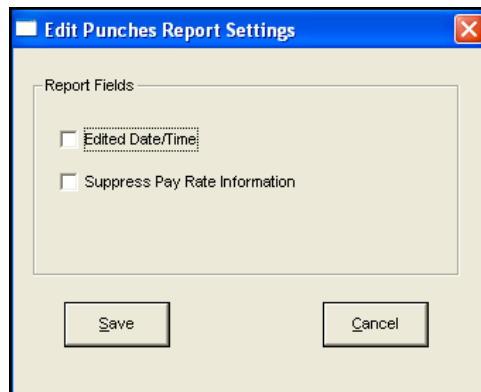


Figure 3 - 68 Edit Punched Report Settings

**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 Punched report. Use this option for establishments that employ hourly managers and pay rate information is sensitive.

To prevent hourly employees from viewing pay rate information on the Edit Punched report, the general manager should select 'Suppress Pay Rate Information,' on the Edit Punched Report Settings dialog box, click Save, then control the rights to changing the settings for the Edited Punched report through back office security levels. With proper security levels, managers who are paid hourly cannot access the Set-

tings 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.

Emp #	Name	Date	Jobcode	Time In	Time Out	Decl Tips	Manager
203	Bradley, 1 Daniel	11/21/2005	PAV Mgr	8:00	14:00	0.00	Add Dealer Login
203	Bradley, 1 Daniel	11/21/2005	PAV Mgr	8:00	14:00	0.00	Add Dealer Login
203	Bradley, 1 Daniel	11/21/2005	PAV Mgr	8:00	14:00	0.00	Add Dealer Login
203	Bradley, 1 Daniel	11/21/2005	PAV Mgr	8:00	14:00	0.00	Add Dealer Login
100	Ibertech, Aloha	11/22/2005	Pav Cash	16:48	18:51	0.00	Edit Dealer Login
200	NO NAME	11/22/2005	Pav Cash	16:48	16:51	0.00	Del
619	Johnson, 2 James	11/23/2005	RS Serve	11:30	14:47	0.00	Edit Dealer Login
619	Johnson, 2 James	11/23/2005	RS Serve	11:30	16:47	0.00	Edit Dealer Login

Figure 3 - 69 Edited Punches Report without Pay Rate Information

# 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.

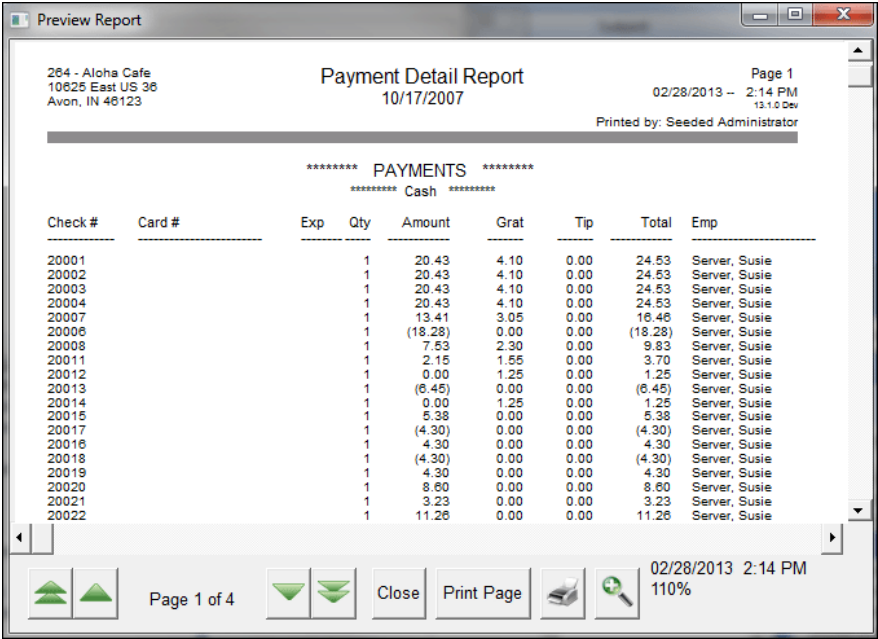


Figure 3 - 70 Payment Detail Report Preview

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.
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 of the comp, if entered.
% 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 - 71 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.

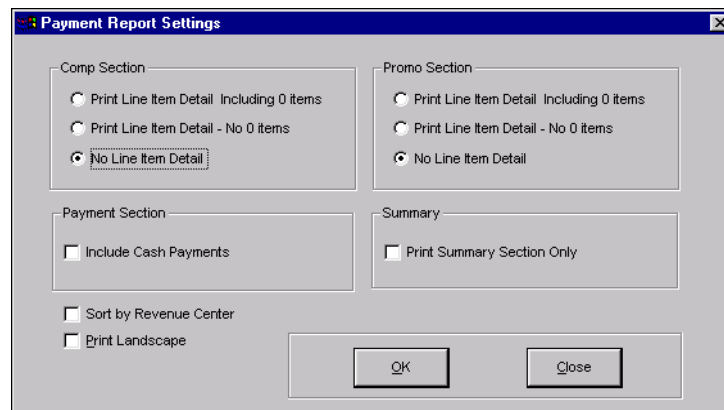


Figure 3 - 72 Payment Detail Report Settings Dialog Box

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.

### Comp Section and Promo Section Group Boxes

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.

**Payment Section Group Box**

**Include Cash Payments** — Includes cash payments on the report.

**Summary Group Box**

**Print Summary Section Only** — Prints a summary of the report detail only. The details are not printed.

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 Account. The House Account function tab appears.:

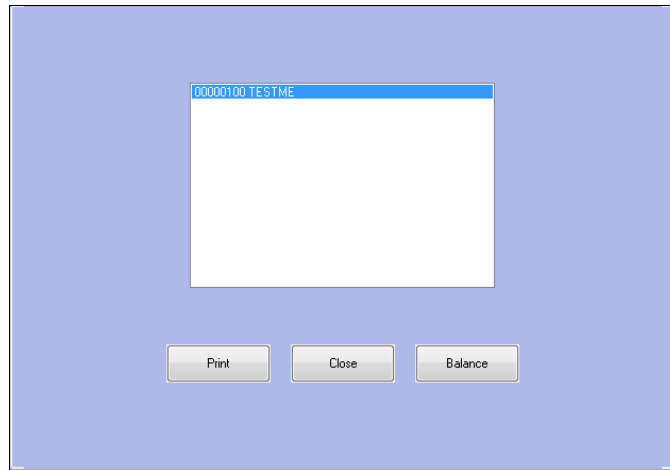


Figure 3 - 73 House Accounts Function

## **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.

## **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 (PMix) 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.

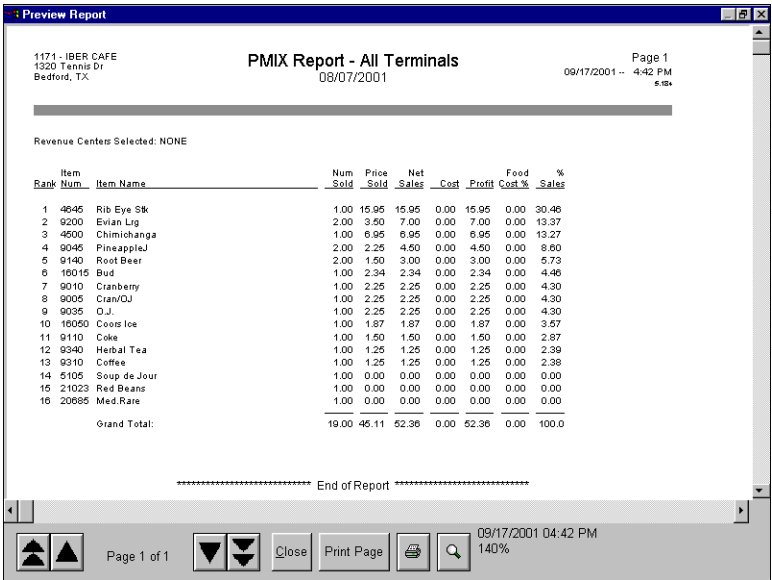


Figure 3 - 74 PMix Report Summary Preview

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).

1171 - IBER CAFE  
1320 Tennis Dr  
Bedford, TX

Weekly Pmix Report  
Week Ending 08/07/2001

Page 1  
09/17/2001 -- 4:44 PM

Count		Sunday 08/05/2001	Monday 08/06/2001	Tuesday 08/07/2001						Total
Category	Item #	Item Name								
BEER	16015	Bud	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
	16050	Cooler Ice	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
		BEER Total	0.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00
Category	Item #	Item Name								
FOOD	4500	Chimichang	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
	4645	Rib Eye Sk	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
	5105	Soup de Jo	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
	9005	Cran/OJ	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
	9010	Cranberry	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
	9025	O.J.	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
	9110	Coke	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
	9310	Coffee	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
	9340	Herbal Tea	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
	20685	Med.Rare	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
	21023	Red Beans	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
	9045	PineappleJ	0.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00
	9140	Root Beer	0.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00
	9200	Evian Lig	0.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00
		FOOD Total	0.00	0.00	17.00	0.00	0.00	0.00	0.00	17.00
Grand Total:			0.00	0.00	19.00	0.00	0.00	0.00	0.00	19.00
Category Summary:										
		BEER	0.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00
		FOOD	0.00	0.00	17.00	0.00	0.00	0.00	0.00	17.00
Grand Total:			0.00	0.00	19.00	0.00	0.00	0.00	0.00	19.00

Page 1 of 3    09/17/2001 04:44 PM    140%

Figure 3 - 75 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.

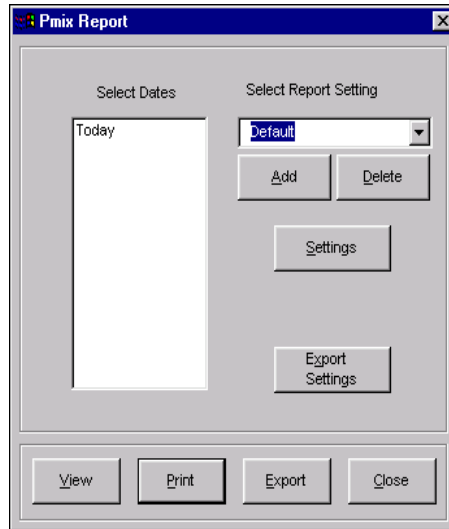


Figure 3 - 76 PMix Report Dialog Box

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.

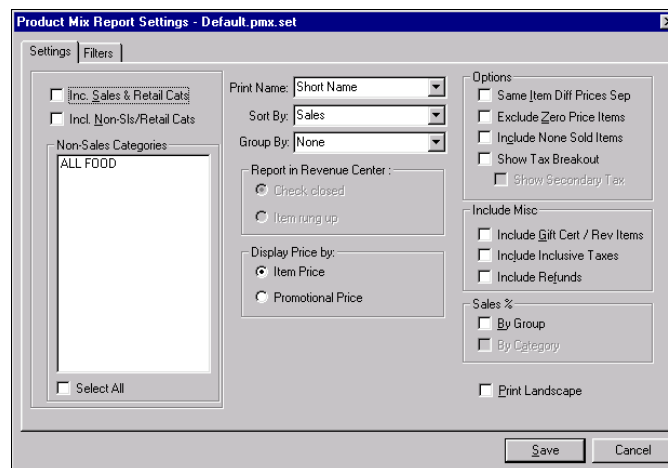


Figure 3 - 77 Product Mix Report Settings Dialog Box

## 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 - 78 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	Food Cost %	% Sales
NOT SELECTED	BEVS	9145	Slice	2.00	1.50	3.00	0.00	3.00	0.00	2.08
		9155	Sprite	3.00	1.75	5.25	0.00	5.25	0.00	3.63
		9100	Coke	5.00	2.00	10.00	0.00	10.00	0.00	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	0.00
		1600	French Fries	6.00	2.50	15.00	0.00	15.00	0.00	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	0.00	3.11
		9160	Root Beer	5.00	1.75	8.75	0.00	8.75	0.00	6.06
		9100	Coke	6.00	0.50	3.00	0.00	3.00	0.00	2.08
		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	0.00
		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	0.00	4.84
		9100	Coke	1.00	0.50	0.50	0.00	0.50	0.00	0.35
		9250	Orange	8.00	1.25	10.00	0.00	10.00	0.00	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	0.00
		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 - 79 Product Mix Report Grouped by Sales Type by Category

**Print Landscape** — Prints the report in landscape format.

## **Report in Revenue Center Group Box**

**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.

## **Display Price By Group Box**

**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.

## **Option Group Box**

**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.

## **Include Misc Group Box**

**Include GC/Rev Items** — Includes the gift certificate and revenue items in the report.

**Include Inclusive Taxes** — Includes inclusive taxes on the report.

**Include Refunds** — Includes refunds in the report.

## **Sales % Group Box**

**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.

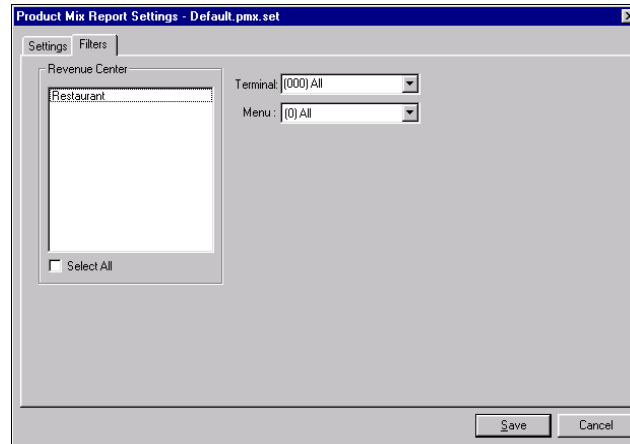


Figure 3 - 80 Filters Tab

**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.

# 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.



Refer to the Quick Count Feature Focus Guide for more information on the Quick Count feature.

999 - Aloha Kitchen QS Demo								Weekly Quick Count Report		Page 1
123 Radiant St Dallas								Week Ending 01/07/2012		08/02/2013 -- 4:57 PM 67.28
	Monday 25/06/2012	Tuesday 26/06/2012	Wednesday 27/06/2012	Thursday 28/06/2012	Friday 29/06/2012	Saturday 30/06/2012	Sunday 01/07/2012	Total		
<b>Tracking Items</b>										
<b>Whopper Patty</b>										
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		
<b>Burger Bun</b>										
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		
<b>Cheese</b>										
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		
<b>Ocean Catch Patty</b>										

Figure 3 - 81 Quick Count Report

Select Reports > Aloha Point-of-Sale > Quick Count. The Weekly Quick Count Report dialog box appears.

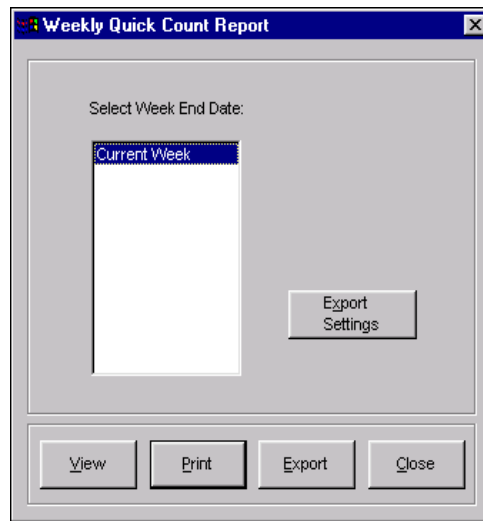


Figure 3 - 82 Weekly Quick Count Report Dialog Box

Select a single week, or a range of weeks, from the selection list.

## **Menu Item Prices by Name Report**

The Item Prices by Name Report prints all item prices, sorted by name, per category. Also included is every submenu and modifier group attached to the item. The price reflects the price at which the item is sold. Select Reports > Aloha Point-of-Sale > Menu Item Prices by Name to access the report.

## **Menu Item Prices by Number Report**

The Item Prices by Number report prints all item prices, by the item ID number, per category. Also included is every submenu and modifier group attached to the item. The price reflects the price at which the item is sold. Select Reports > Aloha Point-of-Sale > Menu Item Prices by Number to access the report.

# 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.

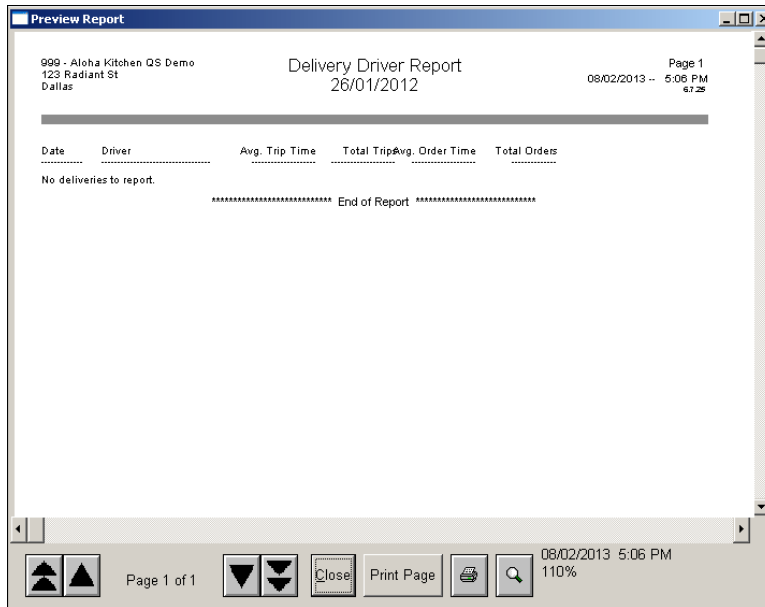


Figure 3 - 83 Delivery Driver Report

Columns	Description
Date	The date of the delivery trip.
Driver	The name of the driver.
Avg Trip Time	The calculated average of each trip.
Total Trip Avg	The total trip average.
Order Time	The time the delivery order was placed.
Total Order	The sales amount of the order.

Select Reports > Aloha Point-of-Sale > Delivery Driver Report. The Delivery Driver Report dialog box appears.

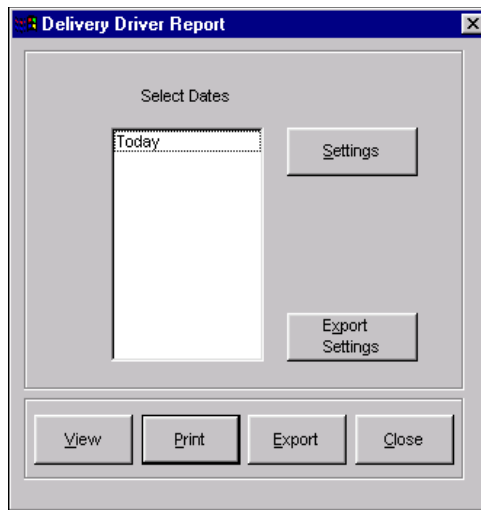


Figure 3 - 84 Delivery Driver Report Dialog Box

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.

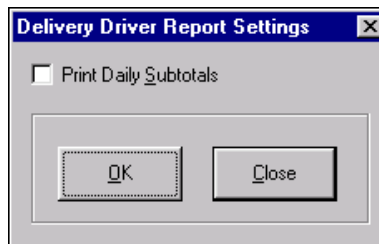


Figure 3 - 85 Delivery Driver Report Settings Dialog Box

**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.

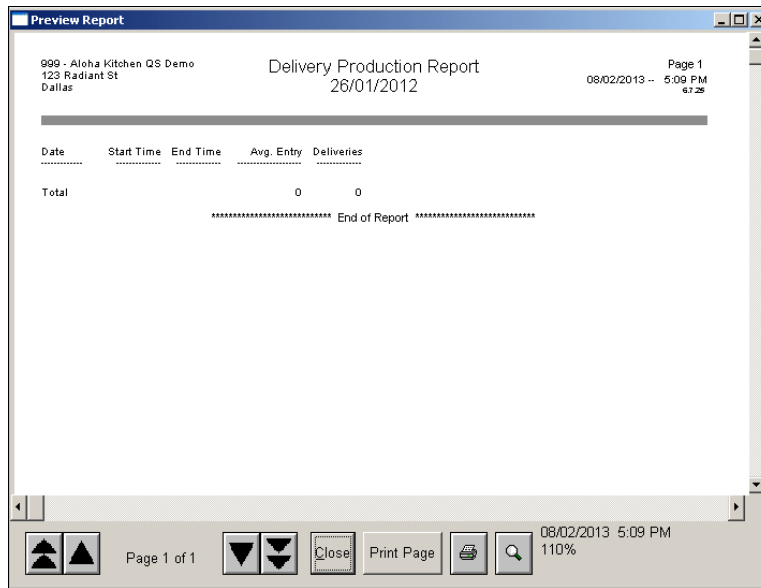


Figure 3 - 86 Delivery Production Report

Columns	Description
Date	The date of the delivery trip.
Start Time	The starting time of the delivery trip.
End Time	The ending time of the delivery trip.
Avg Entry	The average time of the delivery trip based on the following calculation: end time - start time.
Deliveries	The total number of deliveries.

Select Reports > Aloha Point-of-Sale > Delivery Production. The Delivery Production Report dialog box appears.

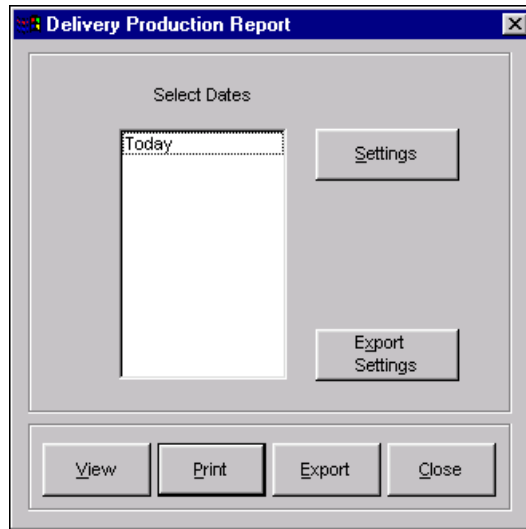


Figure 3 - 87 Delivery Production Report Dialog Box

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 - 88 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.



Figure 3 - 89 Daily Void Report

Columns	Description
Check #	The guest check number containing the voided item.
Date	The date the void occurred.
Menu Item	The name of the voided item.
Reason	The selected reason the item was voided.
Manager	The name of the manager performing the void.
Time	The time of the void.
Server	The tippable employee who started the check containing the voided item(s).
Amt	The amount of the voided item(s).

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

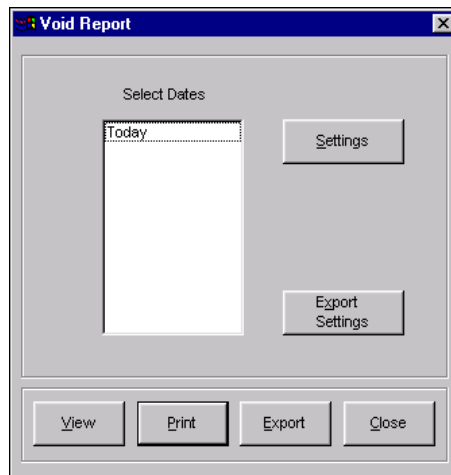


Figure 3 - 90 Void Report Dialog Box

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



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 - 91 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, used for such things as cover charges, are defined in Maintenance > Menu > Surcharges.

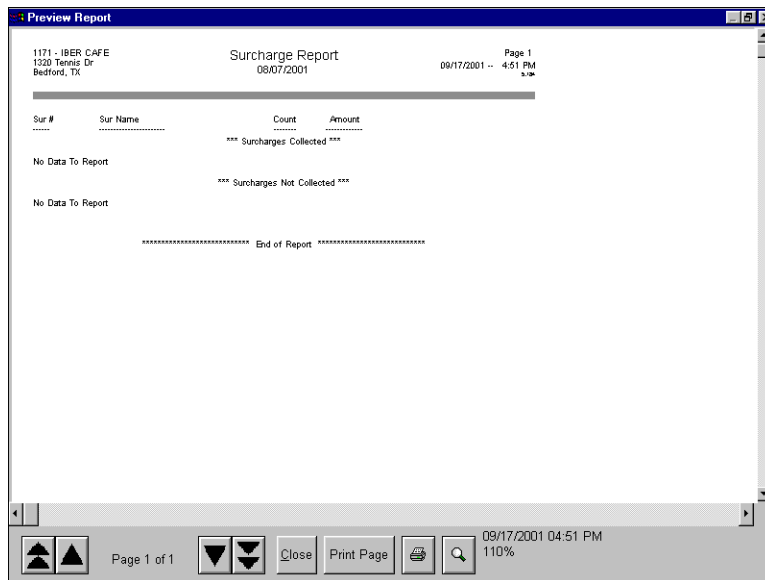


Figure 3 - 92 Surcharges Report Preview

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.

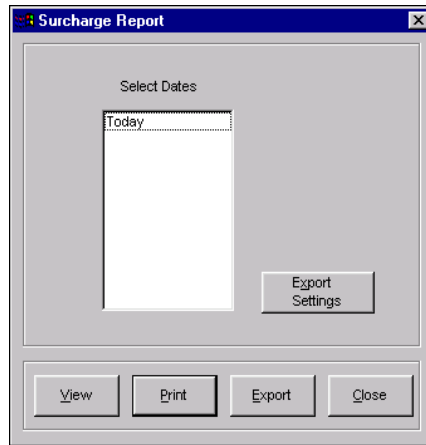


Figure 3 - 93 Surcharge Report Dialog Box

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

# 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 - 94 Back of House Security Levels Report Preview

Select Reports > Aloha Point-of-Sale > 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 > Aloha Point-of-Sale > Back-of-House User Report.



Figure 3 - 95 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.

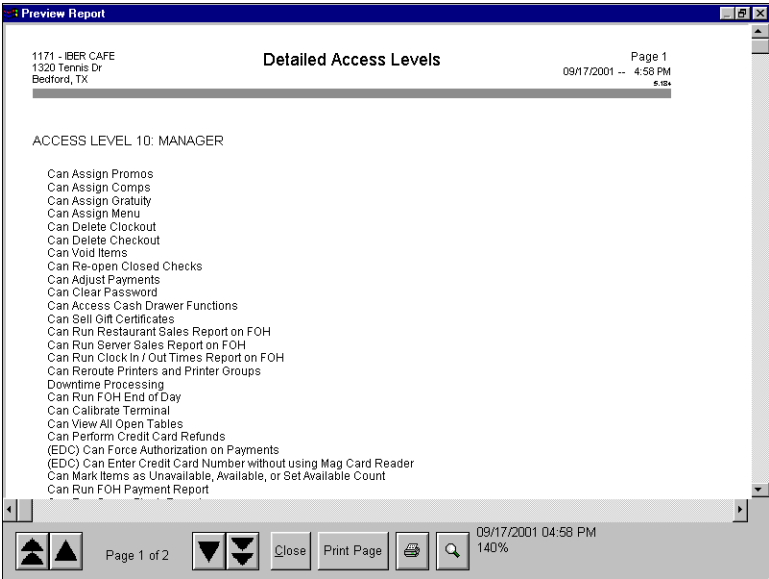


Figure 3 - 96 Detailed Access Levels Report Preview

# 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.:

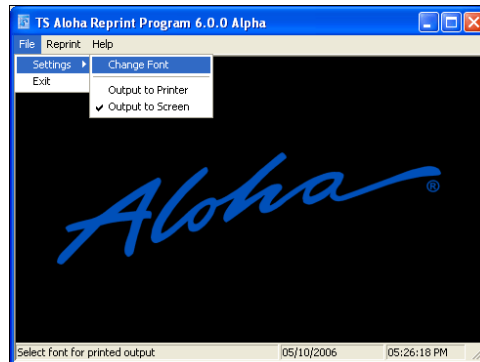


Figure 3 - 97 Reprint File Menu

## Change Font

Select File > Settings > Change Font. The Font dialog box appears.

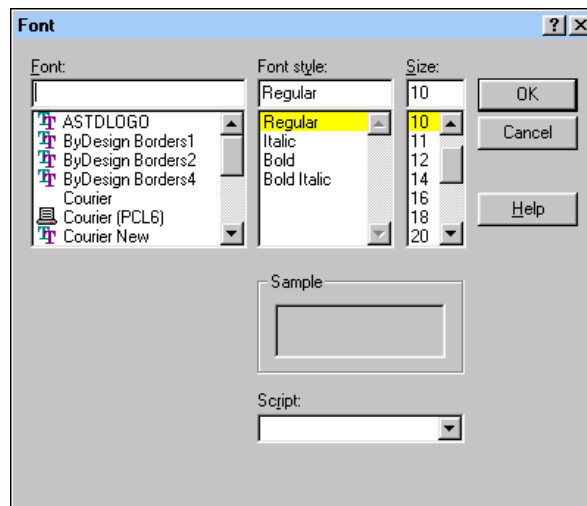


Figure 3 - 98 Reprint Change Font

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 the main screen.

## The Reprint Menu

The Reprint menu has four choices used to select the printout to reprint.:

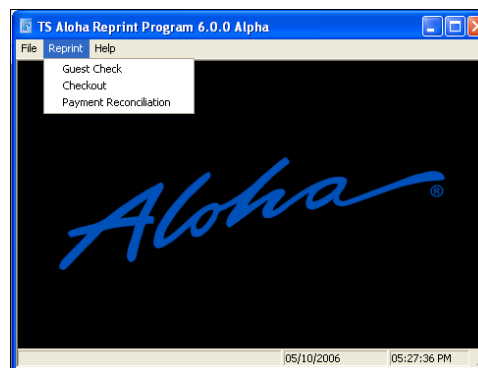


Figure 3 - 99 Reprint Menu

## 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 displays.

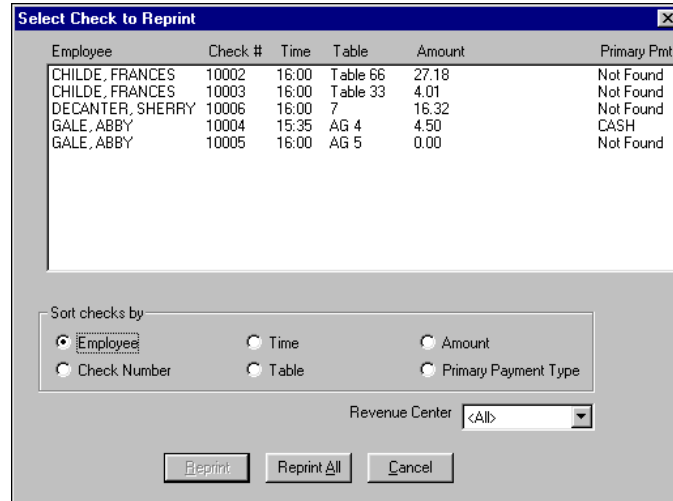


Figure 3 - 100 Select Check for Reprint Dialog Box

### Sort Checks By Group Box

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.



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

Click Cancel to cancel the selection and return 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 with a list of the employee checkouts appears.:

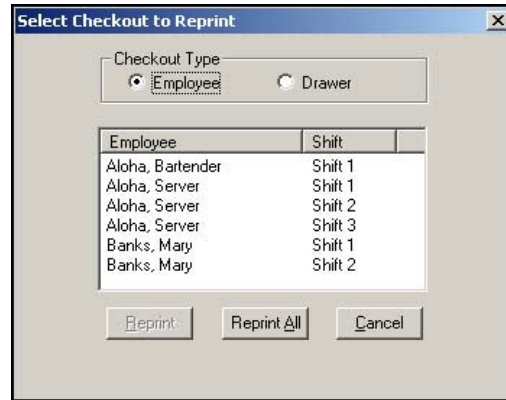


Figure 3 - 101 Sort by Employee Shift



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.

### Checkout Type Group Box

**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 the list of drawer checkouts invoked by the 'Checkout' button on the FOH 'Assign Cash Drawer' screen. In the FOH you can run a checkout using the Assign Cash Drawer function, and opt not to reset the drawer to zero. Only drawer checkouts where you opt to reset the drawer to zero display 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 checkouts without printing all of them.

#### Reprint All Button

Click Reprint 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.

#### Cancel Button

Click Cancel to cancel the selection and return to the Reprint program.

## **Payment Reconciliation**

Select Reports > Aloha Point-of-Sale > Payment Reconciliation to reprint an employee's Payment Reconciliation information. 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 employee shifts required to perform Payment Reconciliation displays. Select an employee and click OK.

## **Split Checks**

Select Reports > Aloha Point-of-Sale > Split Checks to reprint a check that has been split. 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 employee shifts that have split a check displays. Select a check and click OK.

# Transfers Report

The Transfers report provides a listing of all tables transferred between employees in the FOH. It is commonly used as an audit tool for a single date.

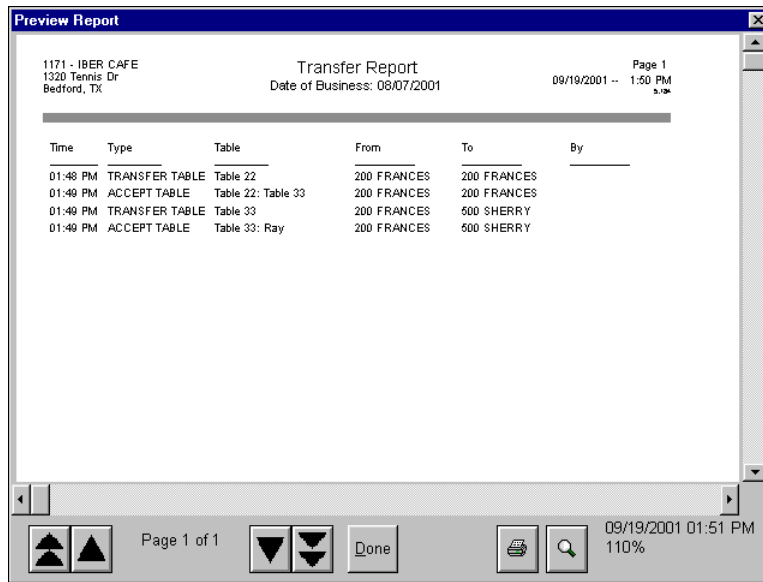


Figure 3 - 102 Transfers Report Preview

Columns	Description
Time	The time of the transfer.
Type	The type of the transfer, either accepting the table or transferring the table.
Table	The table number being transferred.
From	The name of the employee transferring the table.
To	The name of the employee accepting the transfer.
By	

Select Reports > Aloha Point-of-Sale > Transfers. The Select Date dialog box appears.:

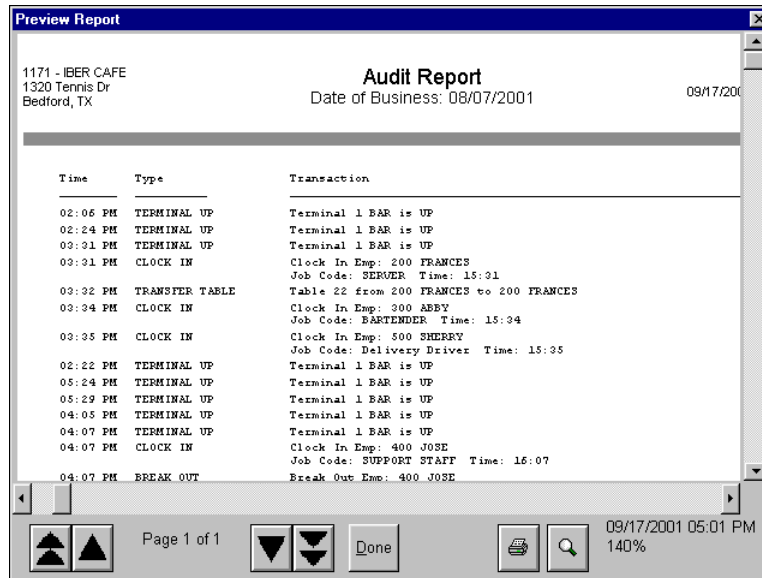


Figure 3 - 103 Select Transfer Date

Select a date or the current date 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.



The screenshot shows a window titled "Preview Report" with the following information:

- Address: 1171 - IBER CAFE, 1320 Tennis Dr, Bedford, TX
- Report Title: Audit Report
- Date of Business: 08/07/2001
- Date: 09/17/2001

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: 300 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

Page 1 of 1 | Done | 09/17/2001 05:01 PM | 140%

Figure 3 - 104 Audit Report Preview

Select Reports > Aloha Point-of-Sale > Audit. The Select Date drop-down box displays, prompting for a specific date to audit.



Figure 3 - 105 Select Date Dialog Box

Select a date from the drop-down 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.

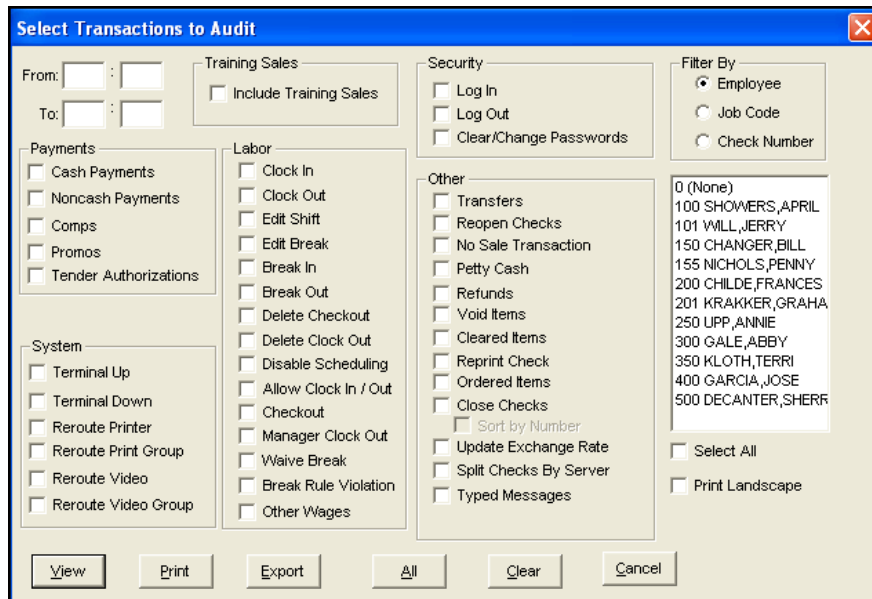


Figure 3 - 106 Select Transactions for Audit Dialog Box

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.

### Payments Group Box

**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.

**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.

### System Group Box

**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.

### **Security Group Box**

**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.

### **Labor Group Box**

**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 > Store Settings.

**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.

**Other Wages** — Includes each time an other wage transaction was added or edited.

### **Training Sales Group Box**

**Include Training Sales** — Includes sales that are entered while the employee is in 'training' mode on the report.

### **Other Group Box**

**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.

**Typed Messages** — Includes each time a typed message was entered with the FOH qwerty keypad.

**Edit event** — Includes each time an event was edited.

### **Filter By Group Box**

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 RDB Crystal Reports choice in the Reports menu is used 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 merely allows 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.

ID	SHORNAME	MINIMUM	MAXIMUM	FLOWREQ	SUBSTITUTESHORNAME
12,000.00	Yoda/Fin	0	0	Y	0
12,005.00	Paan/Teq	0	0	Y	0
12,010.00	Bour/Scot	0	0	Y	0
10,000.00	Temp	1	1	N	0
11,000.00	Nachos	0	0	Y	0
10,100.00	Meat	1	1	N	0
10,200.00	Mex/Skin Size	1	1	N	0
10,210.00	Skin Size	1	1	N	0
11,100.00	Mex/Skin	0	0	N	0
11,010.00	Chili	0	0	N	0
11,015.00	Wings	0	0	N	0
10,215.00	Fries Size	1	2	N	0
11,200.00	Salad Opt	1	1	N	0
11,300.00	Cesear	0	0	N	0
11,110.00	Mex/Salad	0	0	N	0
11,120.00	Oriest Salad	0	0	N	0
11,020.00	Dressing	1	1	N	0
11,310.00	Greek	0	0	N	0
11,410.00	hank/sand	0	0	N	0
11,400.00	Sand Sides	1	1	N	0
11,412.00	Reubes/At/Rachel	0	0	N	0
11,414.00	hmm Melt	0	0	N	0
11,416.00	Buffalo	0	0	N	0
11,418.00	Chik Cyn	0	0	N	0
11,420.00	Saus Fe	0	0	N	0
11,422.00	Cajun	0	0	N	0
11,424.00	Salad Opt	1	1	N	0
11,426.00	Ches/Ste	0	0	N	0
11,428.00	Sub Soup	1	1	N	0
11,025.00	Skin	0	0	N	0
10,110.00	Cheese	0	0	Y	0
11,500.00	Ches/egg	1	2	N	0
11,502.00	Blebs/egg	0	0	N	0
11,510.00	Diston/malt	0	0	N	0

Figure 3 - 107 Crystal Report (Modifiers) Preview

Select Reports > Aloha Point-of-Sale > Crystal Reports to open the Configure Crystal Reports function tab.:

Description	Type	Report File
Employee (Access Level-Alpha)	System Files	EMPACCA.RPT
Employee (Access Level-Numeric)	System Files	EMPACCN.RPT
Employee (No Payrate - Alpha)	System Files	EMPA_NF.RPT
Employee (No Payrate - Numeric)	System Files	EMP_NF.RPT
Employee (w/Payrate - Alpha)	System Files	EMPA.RPT
Employee (w/Payrate - Numeric)	System Files	EMP.RPT
Grind Item	Daily Detail	GNDITEM.RPT
Item Report, Alpha Order	System Files	ITEMSA.RPT
Item Report, Numeric Order	System Files	ITEMS.RPT
Item Routing	System Files	ITMPRT.RPT
Modifier Report	System Files	MOD.RPT
Printer Report	System Files	PRT.RPT
SubMenu Report	System Files	SUBMENU.RPT
Table Report	System Files	TAB.RPT

Buttons: Add, Edit, Delete, View, Print, Close

Daily Reports Use: [Dropdown]  
 Summary Reports From: [Dropdown]  
 To: [Dropdown]

Figure 3 - 108 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.

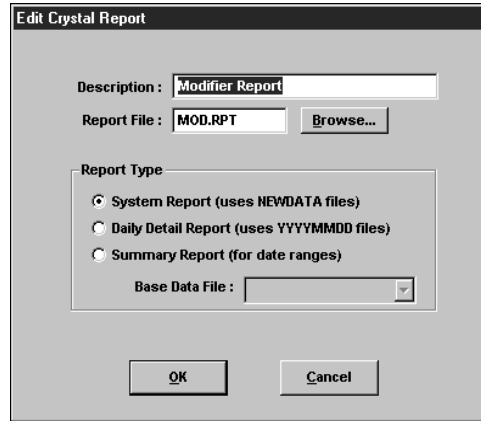


Figure 3 - 109 Edit Crystal Report Dialog Box

**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.

### Report Type Group Box

**System Report** — Defines the report using files in the \NEWDATA subdirectory.

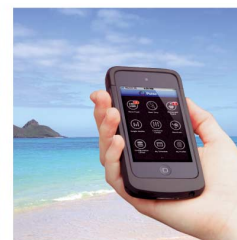
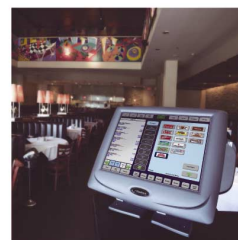
**Daily Detail Report** — Defines the report to use files in the dated daily subdirectories.

**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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