



*Infinite Solutions to Your POS Needs*



## Autosequences and Reports



**Traverse City Office**  
845 Robinwood Court  
Traverse City, MI 49686  
231.941.9800 phone  
231.941.4112 fax

**Grand Rapids Office**  
3033 Orchard Vista Drive  
Suite 104  
Kentwood, MI 49546  
616.281.2000 phone

**For 24 hour 7 day a week support call: 1-866 FOR-IPOS**

## Audience

This manual is intended for beginning users, as well as intermediate and advanced users who might want to learn about new features.

## Description

This guide introduces you to using RES 3000 Autosequences and Reports and instructs on how to perform the following tasks:

- Opening Autosequences and Reports
- How to run Reports
- How to read specific reports included in with a basic POS installation.

# Disclaimer

Although the best efforts are made to ensure that the information in this manual is complete and correct, Infinity POS makes no warranty of any kind with regard to this material, including but not limited to the implied warranties of marketability and fitness for a particular purpose. Information in this manual is subject to change without notice.

Infinity POS shall not be liable for errors contained herein or for incidental or consequential damages in connection with the furnishing, performance, or use of this manual.

# TABLE OF CONTENTS

<b>AUDIENCE.....</b>	<b>1</b>
<b>DESCRIPTION.....</b>	<b>1</b>
<b>DISCLAIMER .....</b>	<b>2</b>
<b>TABLE OF CONTENTS .....</b>	<b>3</b>
<b>HOW THIS MANUAL IS ORGANIZED:.....</b>	<b>5</b>
<b>SECTION ONE: .....</b>	<b>6</b>
<b>Autosequences and Reports – Introduction.....</b>	<b>6</b>
<b>Navigation and Function Buttons:.....</b>	<b>7</b>
<b>Basic Concepts and Terms .....</b>	<b>8</b>
Full Page, 40 Column, and UWS Reports .....	8
Tracking Groups .....	8
Report Selection Options: .....	9
Profiles .....	10
Templates .....	10
Employee Shifts .....	10
Privilege Options .....	10
<b>Autosequences and Reports – Usage .....</b>	<b>11</b>
To Open Autosequences and Reports (A & R):.....	11
Running a Report:.....	12
<b>Section Two .....</b>	<b>15</b>
<b>Sales Balance Reports.....</b>	<b>15</b>
Sales Reports .....	15
Daily SYS Sales Detail .....	15
Sales and Tip Profile.....	15
Sales and Guest Profile: .....	20
Tracking Group Profile.....	21
How to Balance with the Daily System Sales Detail .....	22
Example of a Daily Balance Worksheet .....	23
40 Column Report.....	24
Return Void Reason Report .....	25
<b>Tip Reports.....</b>	<b>26</b>
Consolidated System Tip Totals .....	26
Tip Profile: .....	26
<b>Tax Reports.....</b>	<b>27</b>
Daily System Tax Totals .....	27
Tax Profile: .....	27

<b>Time Period Reports .....</b>	<b>28</b>
System Time Period Summary .....	28
Sales and Guest Profile:.....	28
<b>Guest Check Reports .....</b>	<b>29</b>
Employee Open Guest Checks.....	29
40 Column Report .....	30
<b>Employee Reports .....</b>	<b>31</b>
Employee Sales and Tip Totals .....	31
<b>Cashier Reports.....</b>	<b>33</b>
Cashier Detail Report.....	33
<b>Labor Reports .....</b>	<b>35</b>
Employee Time Card and Job Detail Report .....	35
Daily System Job Summary .....	37
Employee Labor Profile: .....	37
<b>Menu Item Reports .....</b>	<b>39</b>
Daily Consolidated System Menu Item Sales Summary.....	39

# How this manual is organized:

This manual is divided into two sections:

## Section One

This section will introduce you to basic concepts and terminology. You will learn how to start the Autosequences and Reports Module, take single reports, and run autosequences. Privilege considerations are also discussed. Read this section if you are new to MICROS POS products.

## Section Two

This section explains each report configured for each basic IPOS installation. Each explanation includes the following:

- The purpose of the report.
- The format, which includes a list of each profile included in the report.
- A full-page report example.
- A 40-column report example (if applicable).
- Notes, which include any additional information related to the report that may be helpful. This could include balancing information or tips about what to check if the report does not seem to be accurate. Not all reports include notes.



**Note:** For specific programming information related to autosequences or tracking groups, please refer to the POS Configurator module's online help.

# Section One:

## Autosequences and Reports – Introduction

The 3700 system provides standard reports developed to meet the needs of most operations. These reports are designed to be easy to use and understand. However, no standard report, no matter how carefully designed, can provide all the detailed information you may want.

Standard reports also include features that allow you to make simple customizations without developing customized reports. For example, you can define tracking totals to track and report specific information you need. You can assign major groups, family groups, and menu item groups to categories, to specify the grouping and subtotals that are printed on reports. You can define a fiscal period type to calculate date ranges for reports. These and other features can help you get the information you need using standard reports.

Since reports can be changed and customized, your reports may not be identical to the ones included here. MICROS will set all standard reports at object number 9999 and below. Any custom reports should be given an object number above 9999. This will ensure that MICROS can add changes to reports without overwriting a custom report

## Navigation and Function Buttons:



**Exit button:** Exits/Closes the program.



**Cashier Number Button:** Use this button to choose cashier numbers.



**Employee button:** Use this button to display and choose Employees.



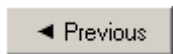
**Revenue Center button:** Use this button to display and choose Revenue Center



**Preset Date Range Button:** You can select a preset range by clicking the appropriate button.



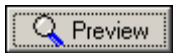
**Next button:** Use this button to move to the next screen in the program.



**Previous:** Use this button to move to the previous screen in the program.



**Pop-up Calendar button:** Displays a Calendar when clicked. Select a date by clicking it, the window closes and the date is entered in the range field.



**Preview button:** Use this button to preview a report.



**Print button:** Use this button to print a report.



**Zoom button:** Use this button to zoom in or out.



**First Page button:** Use this button to go to and view the first page of a report.



**Previous Page Button:** Use this button to go to and view the previous page of a report.



**Next Page Button:** Use this button to go to and view the next page of a report.



**Last Page button:** Use this button to go to and view the last page of a report.

## Basic Concepts and Terms

This section covers basic concepts and terms, which are specifically related to reports.

### Full Page, 40 Column, and UWS Reports

Reports come in three formats: full-page, 40-column and User WorkStation (UWS). A full-page report is designed for standard-size paper, and can be printed on any Windows-compatible printer, excluding dot-matrix printers. All reports include a full-page version. A 40-column report includes the same information as the full-page version, but is formatted to be 40 characters wide and designed to be printed on a MICROS roll printer. A UWS report is a 40-column report designed to run from the User Workstation for the entire system. UWS reports must be run through an autosequence and can only print on a thermal or autocut roll printer. These reports look like standard 40-column reports, but do not use Crystal Report templates and cannot be modified.



**NOTE:** A printer cannot print both 40-column reports and 32-column guest checks. The 40-column reports must be printed on a printer that is not used for guest checks.

### Tracking Groups

A tracking group is a set of up to 64 tracking totals that are used to track specific items of interest not included in the standard reports. (Although up to 64 tracking totals can be programmed in each tracking group, only the first 42 appear on standard reports. The additional tracking totals are included for customization purposes.) Each tracking total includes a name, a quantity and a value amount. The name is a descriptor programmed in the Tracking Groups form. The count is the number of specified items that were posted. The value is the sum of the associated monetary amounts.

This information is included on any reports with tracking totals. You can define an almost unlimited number of tracking groups, subject to the constraints of system resources. Using tracking totals, you can produce reports with customized totals information with a minimum of programming time and expertise.

### Using Tracking Groups

Tracking groups are created and defined on the Tracking Groups form. Some tracking types require that you specify a tracking number, to specify exactly which item you wish to track. For example, if you select Void/Return Total as a tracking type, you will need to select which reason to track using this tracking total. Some tracking totals are predefined and require no further selection. For example, Void is predefined; no tracking number is required.



**NOTE:** In other MICROS products, tracking totals include math operators and formatting commands. In the 3700, math operations and formatting are done through Crystal Reports using a template. Tracking totals include only items you wish to track.

Tracking totals appear on standard reports in three columns, with a subtotal for each column. You may be able to get useful subtotal information by grouping tracking totals appropriately. A subtotal is provided for each of the following groups of tracking totals:

- Tracking totals 1-14
- Tracking totals 15-28
- Tracking totals 29-42

When you have created a tracking group, you can assign it to a historical totals class in Historical Totals |Classes. Historical Totals Classes assign a tracking group to a specific totals table in Historical Totals |Descriptor. A tracking group can be linked to one or more of the following:

- Cashiers
- Employees
- Serving periods
- Revenue center time periods
- Revenue centers
- System time periods
- System

Each of these tables can have only one associated tracking group. The tracking group link determines what tracking totals will be recorded for that table, and what will appear on related reports that include tracking totals. For example, if you create a tracking group and assign to the Employees Track Total table on the Historical Totals form, the tracking totals in the tracking group will be recorded for every employee, and will be reported on any employee reports that include tracking totals.



**NOTE:** Once a tracking group has been used it cannot be modified. To change a tracking total, create a new tracking group that includes the necessary changes and assign it to a historical totals class. In a functioning 3700 system, changes made to a tracking group do not take effect until the next time the business day changes (as defined by the Business Day Start Time).

## Report Selection Options:

Most reports are designed to provide either revenue center-level or system-level information. For example, the System Sales Detail Report is inherently a system-wide report; you cannot select the revenue centers to include in the report. You can specify a revenue center or range of revenue centers for the Revenue Center Sales Detail Report. The following are common report selection options:

**Date:** Many reports include a “from date” and “to date” as selection options. The default value is always today’s business date. For reports that are not consolidated, a report will be produced for each business day included in the range you specify. For consolidated reports, one report will be produced that provides combined totals for the period you specify.

**Revenue Center:** You can specify one revenue center or a range of revenue centers. All revenue center reports include this selection option.

**Shift:** You can specify one shift or a range of shifts. The default is always the current shift. This selection option is included on all employee and cashier reports.

**Employee:** You can specify one employee or a range of employees. This selection option is included on all employee reports.

**Cashier:** You can specify one cashier or a range of cashiers. This selection option is included on all cashier reports.

**Menu Item:** You can specify one menu item or a range of menu items. This selection option is included on all menu item reports.

**Group By:** This option is available only on menu item reports. You can specify if menu items should be grouped by family group, major group, or menu item group.

**Time Period:** This option is available only on time period reports. You can specify one time period or a range of time periods for the report.

**Other Options:**

It is also possible to designate the report printer where the report will print out.

## Profiles

A profile is a standard block of related information presented in a consistent format. Each report is made up of one or more profiles. Each report description in this manual lists the profiles included in the report, and refers you to the page in Chapter 2 where that profile is described. Profile descriptions provide a non-technical explanation of each field included in the profile. Some reports use a unique profile that is not used for any other reports. In these cases, the profile is described with the report.

## Templates

Each standard report is generated using a Crystal Reports template. Template information is included in each report description for advanced users. A template is used to format and organize the information in a report. The fonts, spacing, and field placement of a report are all specified in the report template. Templates also include formulas that are used to calculate information for some fields.

## Employee Shifts

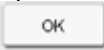
The system tracks and stores employee shift information. When the option Employee Classes | Clock In/Sign In | Increment employee shift on Clock In is enabled, every time an employee clocks in and is not returning from a break the system automatically increments the employee shift. Reports can be run based on the employee's previous shift, current shift, or a specified date range.


## Privilege Options

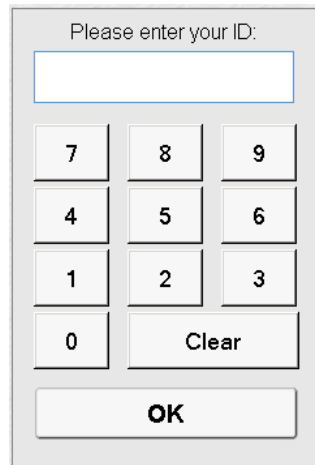
Reports can be run either from the Reports folder in the Autosequences and Reports module, or through an autosequence. Access to the Reports folder is controlled through the option Employee Classes | Procedures | Use Reports. If this option is selected, employees assigned to the associated employee class will have access to any reports included in the Reports folder. A report can be included in the 3700 system, and run by autosequences, but not appear in the Reports folder. The option Report Templates | Hide on run screen determines if the report is included in the Reports folder. Access to autosequences is controlled through privilege levels. Privilege levels are assigned to an employee class in Employee Classes | Privileges | Autosequences. An employee class can be assigned a privilege level from 0 (lowest) to 3 (highest). Required privilege levels are assigned to autosequences in Autosequences | Privilege. An autosequence can require a privilege level from 0 (lowest) to 3 (highest). Employees can run any autosequence with a required privilege level equal to or less than the privilege level assigned to the employee class to which they belong. For example, an employee belonging to an employee class with an autosequence privilege level of 2 can run autosequences with a required privilege level of 0, 1, or 2.

# Autosequences and Reports – Usage

## To Open Autosequences and Reports (A & R):

To open Manager Procedures, select Start Menu | Programs | MICROS Applications | Reports | Autosequences and Reports from the desktop. The A & R login screen displays. Enter an access ID and select . The A & R screen displays.

1. You will be prompted to sign in. Type your identification number and then press  or hit enter on the keyboard.




Please enter your ID:





7	8	9
4	5	6
1	2	3
0	Clear	
OK		

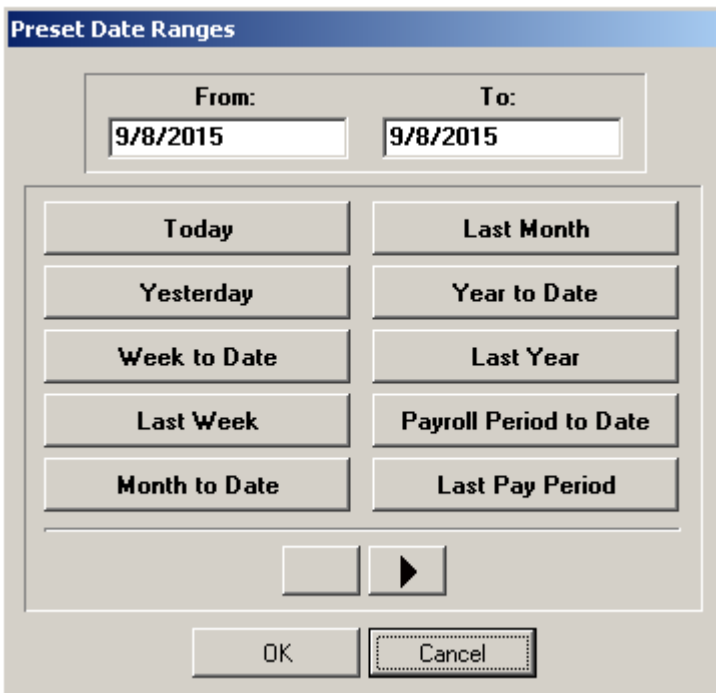


2. Click on the Reports Tab.
3. The screen shown is referred to as the Reports folder. The category buttons displayed are category groups of Report types, organized by:
  - a. Sales Balance
  - b. Period
  - c. Cash
  - d. Management
  - e. Guest Check
  - f. Employee
  - g. Labor
  - h. KDS
  - i. Group
  - j. Menu Item
  - k. GSS
  - l. Other


## Running a Report:

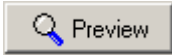
1. From the Reports folder, click a button to select a report category.
2. A list of reports in that category will display.
3. Choose a report title, and click the  button.
4. When you have selected the report you wish to generate, you will be prompted for range information. Depending on the report type you choose, you may see several different buttons:



-  **Cashier Number Button:** Use this button to choose cashier numbers.
-  **Employee button:** Use this button to display and choose Employees.
-  **Revenue Center button:** Use this button to display and choose Revenue Center
-  **Preset Date Range Button:** You can select a preset range by clicking the appropriate button.





The Preset Date Ranges window allows you to click on a button to choose a date range quickly. Options are:

- Today
  - Yesterday
  - Week to Date
  - Last Week
  - Month to Date
  - Last Month
  - Year to Date
  - Last Year
  - Payroll Period to Date
  - Last Pay Period
-  **Pop-up Calendar button:** Displays a Calendar when clicked. Select a date by clicking it, the window closes and the date is entered in the range field.

5. Choose the appropriate report ranges and click the  button.
6. The report will process and appear in the Report Viewer Window.
7. Use the Navigation buttons to page through the report.

-  **First Page button**
-  **Previous Page Button**
-  **Next Page Button**
-  **Last Page button**

8.  The zoom button will allow you to zoom in on the screen to easily read a report. Click once to zoom out, the next click will zoom in, and the third click will return the screen to normal.
9.  The Print button allows you to print a report before or after viewing it in the 3700 report viewer window.



**Notes:**

## Basic Layout:

The 3700 reports are designed to be easy to learn and to use. Standard blocks of related information are presented repeatedly in a consistent format, so you can quickly recognize them and become familiar with them. These blocks of information are called profiles. Each report is made up of one or more profiles. The explanation of each report includes a list of the profiles included in the report.

These profile descriptions are designed to give you a general understanding of what each column in the report is and where the numbers originate. This information is useful when you work with an unfamiliar report, or when you decide which reports will provide the information you need.

Report Name, Date Info, and Range Info		Daily System Sales Detail													
		Micros Cafe - Micros Cafe						Bruno The Manager							
		Period From : 09/08/2015 To : 09/08/2015						Printed on Thursday, January 19, 2006 - 9:40 AM							
		Tuesday 9/8/15													
Detailed Sales and Tip Profile		Net Sales	2,309.57	Returns	0	0.00	Gross Receipts						2,311.18		
		+Service Charge	80.79	Voids	351	-314.97	Charged Receipts						134.94		
		+Tax Collected	189.68	Credit Total			-26.20	Service Charges						7.64	
		=Total Revenue	2,580.04	Change Grand Totl			2,921.21	+Checks Begun	129	2,580.04				73.15	
		Item Discount	0.00	Rounding Total			0.00	+Cash Tips Dec						0.00	
		+Subtotal Discount	0.00	Grand Total			7,455.51	-Checks Paid	131	2,600.46				0.00	
		=Total Discounts	0.00	Training Total			0.00	=Outstanding	-2	-20.42				80.79	
				Mgr Voids	6	-22.20		Tips Paid						7.64	
				Error Corrects	5	7.75		Tips Due						73.15	
				Cancel	168	3,856.36									
Sales and Guest Profile		Order Type	NetSales	% of Ttl	Guests	% of Ttl	Aug/Guest	Checks	% of Ttl	Aug/Clk	Tables	% of Ttl	Aug/Tbl	Tips	Time
		1 - Eat In	2,214.61	95.89%	173	97.19%	12.80	119	92.25%	18.61	26	93.33%	79.09	10.65	
		2 - Carry Out	62.46	2.70%	5	2.81%	12.49	6	4.65%	10.41	2	6.67%	31.23	39.89	
		3 - Drive Thru	32.50	1.41%	0	0.00%	0.00	4	3.10%	8.13	0	0.00%	0.00	0.00	
		Total	2,309.57		178		12.98	129		17.90	30		76.99		
Tracking Group Profile		101 - System Tracking													
		Food	683	1,903.33	Empl Disc	0	0.00	Start Bank						0	0.00
		Soft Beverage	166	161.91	Open \$ Disc	0	0.00	Cash						149	2,368.01
		Liquor	72	173.69	Open % Disc	0	0.00	Travelers Check						0	0.00
		Beer	15	65.47	Mng Comp	0	0.00	Personal Check						0	0.00
		Wine	4	13.32	Promo	0	0.00	Gift Cert Redeem						0	0.00
		Retail	3	1.85	QSR Empl Disc	0	0.00	Visa/M.C.						5	205.07
		Catering	0	0.00	Senior Meal	0	0.00	American Express						0	0.00
		Gift Cert.	0	0.00	Coupon	0	0.00	Diners/C.B.						0	0.00
		= Gross Sales	0	0.00	QSR \$ Disc	0	0.00	Discover						0	0.00
			0	0.00	QSR % Disc	0	0.00	Manager Meal						2	10.00
		Change Tips	5	73.15		0	0.00	Promo Charge						1	2.36
		SYS_101.RPT.02.100													
		Page 1													

All reports will have a Name, Date Range Information and the Date it was printed on at the top of the report. Depending on the type of report, the profiles will change grouping information to drill down into the data. For example, the Daily System Sales Detail includes three profiles; Detailed Sales and Tip, Sales and Guest, and Tracking Profiles. The Detailed Sales and Tips Profile is utilized on several reports, therefore once you understand where the information comes from and how it is calculated, you will be able to read several different types of reports.

## Section Two

### Sales Balance Reports

#### Sales Reports

##### Daily SYS Sales Detail

This report provides detailed sales information, as well as guest, check, and table totals, percentages, and averages for each order type in the system. Tracking group and labor category information is also included. This report will help you balance every day.

##### Sales and Tip Profile

Daily System Sales Detail						
Period From : 09/08/2015 To : 09/08/2015				Bruno The Manager		
Tuesday 9/8/15				Printed on Thursday, January 19, 2006 - 9:40 AM		
Net Sales	2,309.57	Returns	0	0.00	Gross Receipts	2,311.18
+Service Charge	80.79	Voids	351	-314.97	Charged Receipts	134.94
+Tax Collected	189.68	Credit Total		-26.20	Service Charges	7.64
=Total Revenue	2,580.04	Change Grand Tot	2,921.21	0.00	+Charged Tips	73.15
Item Discount	0.00	Rounding Total		0.00	+Cash Tips Dec	0.00
+Subtotal Discount	0.00	Grand Total	7,455.51	0.00	+Indirect Tips Dec	0.00
=Total Discounts	0.00	Training Total		0.00	=Total Tips 3.50%	80.79
		Mgr Voids	6	-22.20	Tips Paid	7.64
		Error Corrects	5	7.75	Tips Due	73.15
		Cancel	168	3,856.36		
				Carried Over	0	0.00
				+Checks Begun	129	2,580.04
				-Checks Paid	131	2,600.46
				=Outstanding	-2	-20.42

Column	Description
<b>Net Sales</b>	<p>The net total of all sales activity. All discounts, voids, returns and any inclusive tax associated with the sales activity has been subtracted.</p> <p>The Net Sales total is calculated as follows. + Sum of all menu item entries (less any included tax)</p> <ul style="list-style-type: none"> <li>- all voids of menu item entries</li> <li>- all discount entries</li> <li>+ any voids of discount entries</li> <li>- all returns of menu item entries</li> <li>+ any voids of returns of menu item entries</li> </ul> <p>You can change the label that prints on the report for this field in Tax Rates   General   Net Sales Name.</p>
<b>Service Charge</b>	<p>The sum of all service charge entries as calculated by the sum of all service charge keys plus the calculated value of any autogratiuity. The Service Charge is calculated as follows.</p> <ul style="list-style-type: none"> <li>+ sum of all Service Charge key entries</li> <li>- all Voids of service charge entries</li> <li>+ computed autogratiuity</li> </ul>

Column	Description
<p><b>Tax Collected</b></p>	<p>The net tax collected based on taxable menu item sales adjusted for taxable (or non-taxable) discounts, taxable service charges, voids and returns. The figure includes any U.S. inclusive or add-on taxes.</p> <p>Tax Collected is calculated as follows:</p> <ul style="list-style-type: none"> <li>+ sum of tax from taxable menu item entries</li> <li>– tax from voids of menu item entries</li> <li>– tax from returns of menu item entries</li> <li>+ tax from voids of returns of menu item entries</li> <li>– tax from voids of taxable service charge entries</li> <li>– tax from non-taxable discount entries</li> <li>+ tax from voids of taxable discount entries</li> </ul> <p>You can change the label that prints on the report for this field in Tax Rates   General   Tax Collected Name.</p>
<p><b>Total Revenue</b></p>	<p>The sum of Net Sales, Service Charge, and Tax Collected.</p> <p>The Total Revenue is calculated as follows:</p> <ul style="list-style-type: none"> <li>+ Net Sales Total</li> <li>+ Service Charge</li> <li>+ Tax Collected</li> </ul>
<p><b>Item Discount</b></p>	<p>The net value of discounts recorded through any discount keys programmed as Item Discount keys.</p> <p>This figure is calculated as follows:</p> <ul style="list-style-type: none"> <li>+ sum of all item discount entries</li> <li>– all voids of item discount entries</li> </ul>
<p><b>Subtotal Discount</b></p>	<p>The net value of all subtotal discounts. A subtotal discount is any discount recorded through a discount key that is not programmed as an item discount.</p> <p>This figure is calculated as follows:</p> <ul style="list-style-type: none"> <li>+ sum of all subtotal discount entries</li> <li>– all voids of subtotal discount entries</li> </ul>
<p><b>Total Discounts</b></p>	<p>The sum of Item Discount and Subtotal Discount amounts.</p> <p>Total discount is calculated as follows:</p> <ul style="list-style-type: none"> <li>+ Item Discount</li> <li>+ Subtotal Discount</li> </ul>
<p><b>Returns</b></p>	<p>The Returns field includes two figures. The first is the number of items returned. The second is the value of the returned items.</p> <p>The number of returned items is calculated as follows:</p> <ul style="list-style-type: none"> <li>+ number of return entries</li> <li>– voids of return entries</li> </ul> <p>The value of returned items is calculated as follows:</p> <ul style="list-style-type: none"> <li>+ value of return entries</li> <li>– value of voids of return entries</li> </ul>

Column	Description
<b>Voids</b>	<p>The Voids field includes two figures. The first is the number of void items. The second is the value of the void items.</p> <p>The number of void items is calculated as follows:</p> <ul style="list-style-type: none"> <li>+ number of voids of menu item entries</li> <li>+ number of voids of service charge entries</li> <li>– number of voids of void entries</li> </ul> <p>The value of void items is calculated as follows:</p> <ul style="list-style-type: none"> <li>+ value of void menu item entries</li> <li>+ value of voids of service charge entries</li> <li>– value of voids of void entries</li> </ul>
<b>Credit Total</b>	<p>A total created when a round results in a negative balance.</p> <p>If the negative balance was created by voiding a menu item, the tax associated with the item is posted to Credit Total.</p> <p>If the negative balance was created by a negative value menu item, the entire value of the menu item and any associated taxes is posted to Credit Total.</p> <p>In either case, the amount posted to Credit Total cannot exceed the negative balance of the round.</p> <p>For example, a server voids two lobster dinners priced at \$20 with \$2 total tax for a void total of \$42. In the same round, the server orders several more menu items with a total value (including tax) of \$41. The transaction value of the round is -\$1.</p> <p>Since the round resulted in a negative balance, and the negative balance was created by voiding menu items, the tax associated with those menu items (\$2) will post to Credit Total. However, the negative balance of the round is only \$1; the amount posted to Credit Total cannot exceed this amount. In this example, -\$1 is posted to Credit Total.</p> <p>This field is used in conjunction with Change In Grand Ttl and Grand Total to verify system accounting security. Credit Total is not used to balance revenue.</p>
<b>Change in Grand Ttl</b>	<p>The total value of all sales activity in the system for the period of the report. Change in Grand Ttl is represented as an absolute value; it is always a positive number.</p> <p>Change in Grand Ttl is calculated as follows:</p> <ul style="list-style-type: none"> <li>+ Total Revenue</li> <li>+ Total Discount</li> <li>+ Return</li> <li>+ Voids</li> <li>+ Credit Total</li> </ul> <p>This field is used in conjunction with Credit Total and Grand Total to verify system accounting security. Change in Grand Total is not used to balance revenue.</p>

Column	Description
<b>Rounding Total</b>	<p>The total value of all sales activity. Discounts, returns, voids, and credits are included as positive numbers. This number is never reset; it always accumulates. This field is used in conjunction with Change In Grand Ttl and Credit Total to verify system accounting security. Grand Total is not used to balance revenue.</p> <p>Grand Total is calculated as follows:</p> <ul style="list-style-type: none"> <li>+ previous Grand Total</li> <li>+ Change in Grand Ttl</li> </ul>
<b>Grand Total</b>	<p>The total value of all sales activity. Discounts, returns, voids, and credits are included as positive numbers. This number is never reset; it always accumulates. This field is used in conjunction with Change In Grand Ttl and Credit Total to verify system accounting security. Grand Total is not used to balance revenue.</p> <p>Grand Total is calculated as follows:</p> <ul style="list-style-type: none"> <li>+ previous Grand Total</li> <li>+ Change in Grand Ttl</li> </ul>
<b>Training Total</b>	<p>The sum of all entries posted in the training mode. Training sales activity does not add to any other values on the report.</p> <p>This total is similar to Grand Total, but for training totals. This amount is always positive, always accumulates, and is never reset.</p>
<b>Mgr Voids</b>	<p>The count and value amount of items that were voided in the current round. This is considered an error correction, rather than a void.</p>
<b>Cancel</b>	<p>The count and value amount of entries that were cancelled using the [Transaction Cancel] key.</p>
<b>No Sale</b>	<p>The number of times a transaction employee used the [No Sale] key to open the cash drawer outside of a transaction. If the [No Sale] key was not used during the reporting period, the count will be zero.</p>
<b>Carried Over</b>	<p>The amount carried over from the previous shift or business day.</p>
<b>Checks Begun</b>	<p>The count and value amount of checks, including fast transactions, begun during the report period. These totals include checks created using split check and closed check edit procedures.</p>
<b>Checks Paid</b>	<p>The count and value of all checks (including fast transactions) closed by tendering during the report period. Only closed checks will be included in the count. The value will include any amount that has been tendered on a check, even if it was a partial tender.</p>
<b>Transferred IN</b>	<p>The count and value of guest checks that were transferred to an employee (and corresponding revenue center) using the [Transfer Check] key. The value of the check is determined at the time of the transfer.</p>
<b>Transferred OUT</b>	<p>The count and value of guest checks that were transferred away from an employee (or out of a revenue center) to any other employee using the [Transfer Check] key. The value of the check is determined at the time of the transfer.</p>
<b>Outstanding</b>	<p>The number and current value of open checks. This amount is calculated as follows:</p> <ul style="list-style-type: none"> <li>+ Checks Begun</li> <li>– Checks Paid</li> <li>+ Transferred IN</li> <li>– Transferred OUT</li> </ul>

Column	Description
<b>Gross Receipts</b>	<p>The total receipts recorded by Tender/Media keys programmed to add to this total. Tax Collected can also be included. This figure does not include charged tips.</p> <p>Receipts posted to a tendering key will add to Gross Receipts if Tender/Media   Tender   Post to gross receipts is selected.</p> <p>Tax collected is not included in Gross Receipts if RVCTaxes   General   Do not post tax to tip reports is selected.</p>
<b>Charged Receipts</b>	<p>The total receipts for this employee recorded by Tender/Media keys defined as charge keys (such as credit cards and/or room charges) that are programmed to require a charged tip.</p> <p>Only tenders that include a non-zero charged tip (less the tip) are included in this total.</p>
<b>Service Charge</b>	<p>The total of all charged tips that will be paid to an employee through payroll. Because they are paid through the standard payroll process, these tips are subject to payroll tax withholding. These tips do not need to be declared separately, as do direct cash tips. Service charges can be programmed to add to either the Service Charge field, or the Gross Receipts field. When RVC Discount/Service   Covers post as service charge is selected, the service charge will post to the service charge field. When this option is cleared, the totals will post to Gross Receipts.</p> <p>.</p>
<b>Charged Tips</b>	<p>Total Tips includes a tip percentage and a value amount.</p> <p>The tip percentage is the value of total tips expressed as a percentage of gross receipts. It is calculated using the following formula:</p> $\text{Tip \%} = \frac{\text{Total Tips}}{\text{Gross Receipts}} \times 100\%$ <p>The value amount is the total amount of service charge tips, charged tips and declared tips. It is calculated using the following formula:</p> $\text{Total Tips} = \text{Service Charge Tips} + \text{Charged Tips} + \text{Declared Tips}$
<b>Tips Paid</b>	<p>The sum of all charged tips and service charges that are programmed to add automatically to Tips Paid and/or recorded manually through a [Tips Paid] key. This figure should equal the sum of charged tips and service charge tips; otherwise, your employees have not been paid all their tips.</p>
<b>Tips Due</b>	<p>Tips Due is calculated using the following formula:</p> $\text{Tips} = \text{Total Tips} - \text{Tips Due Paid}$

## Sales and Guest Profile:

Order Type	Net Sales	% of Ttl	Guests	% of Ttl	Avg/Guest	Checks	% of Ttl	Avg/Chk	Tables	% of Ttl	Avg/Tbl	Turn Time
1 - Eat In	2,214.61	95.89 %	173	97.19 %	12.80	119	92.25 %	18.61	28	93.33 %	79.09	10.65
2 - Carry Out	62.46	2.70 %	5	2.81 %	12.49	6	4.65 %	10.41	2	6.67 %	31.23	39.89
3 - Drive Thru	32.50	1.41 %	0	0.00 %	0.00	4	3.10 %	8.13	0	0.00 %	0.00	0.00
<b>Total</b>	<b>2,309.57</b>		<b>178</b>		<b>12.98</b>	<b>129</b>		<b>17.90</b>	<b>30</b>		<b>76.99</b>	

This profile includes information about sales, guests, checks, and tables for different order types.

Column	Description
<b>Order Type</b>	The name of the order type. Examples of typical order types are eat in and take out.
<b>Net Sales</b>	The gross sales value minus all voids, returns, and discounts. You can change the label that prints on the report for this field in Tax Rates   General   Net Sales Name.
<b>% of Ttl</b>	Net Sales represented as a percentage of total net sales. This figure is calculated as follows:  % of Ttl = Net Sales Total Net Sales X 100%
<b>Guests</b>	The number of guests. Depending on how the System is programmed, this total can be the sum of guest counts entered by employees when beginning checks, the number of seats on a check, or the number of specified menu items or service charges.
<b>% of Total</b>	The number of guests represented as a percentage of the total number of guests for this revenue center. This figure is calculated as follows:  % of Ttl = Guests Total Guests X 100%
<b>Avg/Guest</b>	The average value amount per guest. This figure is calculated as follows:  Avg per Guest = Net Sales/Guests
<b>Checks</b>	The number of guest checks.
<b>% of Ttl</b>	The number of guest checks represented as a percentage of total guest checks in the revenue center.  This figure is calculated as follows:  % of Ttl = Checks Total Checks X 100%
<b>Avg/Tbl</b>	The average value amount per table. This figure is calculated as follows:  Avg/Tbl = Net Sales/Tables
<b>Turn Time</b>	The average turn time. This figure is calculated as follows:  (Avg) Turn Time = Sum of All Turn Times / Tables

## Tracking Group Profile

101 - System Tracking								
Food	683	1,903.33	Empl Disc	0	0.00	Start Bank	0	0.00
Soft Beverage	166	161.91	Open \$ Disc	0	0.00	Cash	149	2,368.01
Liquor	72	173.69	Open % Disc	0	0.00	Travelers Check	0	0.00
Beer	15	55.47	Mrg Comp	0	0.00	Personal Check	0	0.00
Wine	4	13.32	Promo	0	0.00	Gift Cert Redeem	0	0.00
Retail	3	1.85	QSR Empl Disc	0	0.00	Visa/M.C.	5	205.07
Catering	0	0.00	Senior Meal	0	0.00	American Express	0	0.00
Gift Cert.	0	0.00	Coupon	0	0.00	Diners/C.B.	0	0.00
= Gross Sales	0	0.00	QSR \$ Disc	0	0.00	Discover	0	0.00
	0	0.00	QSR % Disc	0	0.00	Manager Meal	2	10.00
Charge Tips	5	73.15		0	0.00	Promo Charge	1	2.38

The purpose of tracking groups is to provide customized totals information that does not appear on any of the standard report templates. You can specify the name of the tracking group and the type of information to be tracked.

The tracking groups are arranged in three columns of 14 items, with a subtotal for each column. Since you can control where you place a tracking group item, you can create a customized report with totals information without having to make changes using Crystal Reports.



**Note:** Changes to discounts, tenders, services charges and other elements of the system may cause the tracking group not to report accurately. Any changes must be programmed into the tracking group **manually**. Please refer to the POS Configurator manual for further instruction.



**Notes:**

# How to Balance with the Daily System Sales Detail

Daily System Sales Detail											
Period From : 09/08/2015 To : 09/08/2015						Micros Cafe - Micros Cafe			Bruno The Manager		
Tuesday 9/8/15						Printed on Thursday, January 19, 2006 - 9:40 AM					
Net Sales	2,309.57		Returns	0	0.00			Gross Receipts	2,311.18		
+Service Charge	80.79		Voids	351	-314.97			Charged Receipts	134.94		
+Tax Collected	189.68		Credit Total		-26.20			Service Charges	7.64		
=Total Revenue	2,580.04		Change Grand Totl		2,921.21	Carried Over	0	+Charged Tips	73.15		
Item Discount	0.00		Rounding Total		0.00	+Checks Begun	129	+Cash Tips Dec	0.00		
+Subtotal Discount	0.00		Grand Total		7,466.51	-Checks Paid	131	+Indirect Tips Dec	0.00		
=Total Discounts	0.00		Training Total		0.00	=Outstanding	-2	=Total Tips	80.79		
			Mgr Voids	6	-22.20			Tips Paid	7.64		
			Error Corrects	5	7.75			Tips Due	73.15		
			Cancel	168	3,856.36						

Order Type	NetSales	% of Ttl	Guests	% of Ttl	Aug/G test	Checks	% of Ttl	Aug/Clk	Tables	% of Ttl	Aug/Tbl	Time
1 - Eat In	2,214.61	95.89%	173	97.19%	12.80	119	92.25%	18.61	28	93.33%	79.09	10.65
2 - Carry Out	62.46	2.70%	5	2.81%	12.49	6	4.65%	10.41	2	6.67%	31.23	39.89
3 - Drive Thru	32.80	1.41%	0	0.00%	0.00	4	3.10%	8.13	0	0.00%	0.00	0.00
<b>Total</b>	<b>2,309.57</b>		<b>178</b>		<b>12.98</b>	<b>129</b>		<b>17.90</b>	<b>30</b>		<b>76.99</b>	

101 - System Tracking												
Food	683	1,903.33	Empl Disc	0	0.00	Start Bank	0	0.00				
Soft Beverage	166	161.91	Open \$ Disc	0	0.00	Cash	149	2,368.01				
Liquor	72	173.69	Open % Disc	0	0.00	Travelers Check	0	0.00				
Beer	15	66.47	Mrg Comp	0	0.00	Personal Check	0	0.00				
Wine	4	13.32	Promo	0	0.00	Gift Cert Redeem	0	0.00				
Retail	3	1.85	QSR Empl Disc	0	0.00	Visa/M.C.	5	205.07				
Catering	0	0.00	Senior Meal	0	0.00	American Express	0	0.00				
Gift Cert.	0	0.00	Coupon	0	0.00	Diners/C.B.	0	0.00				
= Gross Sales	0	0.00	QSR \$ Disc	0	0.00	Discover	0	0.00				
	0	0.00	QSR % Disc	0	0.00	Manager Meal	2	10.00				
Charge Tips	5	73.15		0	0.00	Promo Charge	1	2.38				

SYS\_101.RPT (3.2.100) Page 1

Using the tracking group profile, you can balance to the Sales and Tip Profile, verifying the validity of the tracking group and determining how much to deposit each day.

The formulas to balance:

Tracking Group Totals	Sales and Tip Profile Totals
Major Groups – Discounts	= Net Sales
All Tenders (e.g. Cash + Checks + Credit...)	= Total Revenue

If the tracking group totals match the totals being reported in the Sales and Tip Profile Totals, the tracking group is correct and can be relied on to formulate your deposit.

$$\text{Total Cash on Hand} - \text{Starting Bank} = \text{Deposit}$$

$$\text{Deposit} - \text{Cash (Tracking Group)} = 0$$

If the final calculation value is negative, then you are short cash for the day. If the Actual Deposit value is positive, then you are over for the day. Either situation is cause for concern depending on the amount, as if the cash value is short, there is a possible shrink situation present and if you are over a majority of the time then your customers are being overcharged or not having their change returned to them.



# 40 Column Report

Daily System Sales Detail  
 Mike Rose Cafe - Beltsville, MD  
 NEAL MAHAFFEY  
 Printed on 10/16/1996 - 12:49

---

Sunday	9/22/1996		
Net Sales		8,470.61	
+Service Charge		406.57	
+Tax Collected		424.19	
-Total Revenue		9,301.37	
Item Discount		0.00	
+Subtotal Disc		-192.29	
-Total Discount		-192.29	
Returns	0	0.00	
Voids	67	-261.31	
Credit Total		-15.05	
Change Grand Tt		9,770.02	
Rounding Total		0.00	
Grand Total		9,770.02	
Training Total		0.00	
Mgr Voids	0	0.00	
Error Corr	208	557.28	
Cancel	89	208.98	
Carry Ove	0	0.00	
+Cks Begun	327	9,301.37	
-Cks Paid	328	9,384.13	
-Outstandi	-1	-82.76	
Gross Receipts		8,524.18	
Charged Receipt		1,594.12	
Service Charges		232.46	
+Charged Tips		256.87	
+Tips Declared		0.00	
-Ttl Tip	5.74%	489.33	
Tips Paid		489.33	
Tips Due	0.00		

1 - Dine In		8,374.16	
Guests, Avg	649	12.90	
Checks, Avg	323	25.93	
Tables, Avg	11	761.29	
Turn Time	1.84		
2 - To Go		96.45	
Guests, Avg	7	13.78	
Checks, Avg	4	24.11	
Tables, Avg	0	0.00	
Turn Time	0.00		
Total		8,470.61	
Guests, Avg	656	12.91	
Checks, Avg	327	25.90	
Tables, Avg	11	770.06	

---

1 - System Tracking

Totals omitted for display

	Hours	Day	Labor/ Sales
Non-Tipped			
Reg	232.45	796.40	
Ovt	45.67	228.27	
Ttl	278.12	1,024.67	12.10%
Tipped			
Reg	23.98	119.92	
Ovt	0.00	0.00	
Ttl	23.98	119.92	1.42%
Reg	0.00	0.00	
Ovt	0.00	0.00	
Ttl	0.00	0.00	0.00%
Reg	0.00	0.00	
Ovt	0.00	0.00	
Ttl	0.00	0.00	0.00%
Total Labor			
Reg	256.43	916.32	
Ovt	45.67	228.27	
Ttl	302.10	1,144.59	13.51%



Notes:

# Return Void Reason Report

Return/Void Reason Code Report					
Micros Cafe - Micros Cafe					
From : 09/08/2015 To : 09/08/2015					Bruno The Manager
Tuesday 9/8/2015					Printed on 11/9/2006 - 4:05 PM
Menu Item	Void Total	Reason Code	Authorizing Employee		
<b>2 - Bar</b>					
<b>201 - Bartender 1 , Heather</b>					
check # 2345					
30009 Bidweiser	-3.25	105 Rang Wroag Check	901	The Manager	
30009 Bidweiser	-3.25	105 Rang Wroag Check	901	The Manager	
30009 Bidweiser	-3.25	105 Rang Wroag Check	901	The Manager	
Employee Void Total		-9.75			
Bar Total		-9.75			
<b>5 - Quick Service</b>					
<b>501 - QSR Cstr 1 , William</b>					
check # 4520					
700501 Hamburger	-1.10	101 Other	N/A		
Employee Void Total		-1.10			
Quick Service Total		-1.10			
Daily Total		-10.85			

The Return/Void Reason Code Report will display every return/void that was executed during the period specified. Each transaction is broken down by Order Type, Employee, and then check number with the items voided. Each void will have a reason listed as well as the authorizing Employee.

This report is useful in monitoring Manager authorized voids to determine if excessive mistakes are being made by servers resulting in orders being prepared mistakenly. It may also show that a manager security number has been compromised by an employee, and being used to override the system to steal funds.



## Notes:

# Tip Reports

## Consolidated System Tip Totals

<b>Consolidated System Tip Totals</b>											
<b>Micros Cafe - Micros Cafe</b>											
Period From : 09/08/2015		To : 09/08/2015		Bruno The Manager							
		Printed on Friday, January 20, 2006 - 9:22 AM									
		Gross Ropt's	Chgd Ropt's	SvChg	Chgd Tips	Cash Tips	Indirect Tips	Tip %	Total Tips	Tips Paid	Tips Due
Tuesday	9/8/2015	2,311.18	134.94	7.64	73.15	0.00	0.00	3.50 %	80.79	7.64	73.15
Grand Total		2,311.18	134.94	7.64	73.15	0.00	0.00	3.50%	80.79	7.64	73.15

This report summarizes total tip activity that occurred during a selected period for the establishment.

### Tip Profile:

#### Gross Receipts

- Receipts posted to a tendering key will add to Gross Receipts if Tender/Media | Tender | Post to gross receipts is selected.
- Tax collected is not included in gross receipts if RVC Taxes | Do not post tax to tip reports is selected.
- This field does not include charged tips.
- This field may not include some service charges.

#### Charged Receipts

Only charge keys that are programmed to allow a charged the charged receipts field.



**Note:** Only tenders that include a non-zero charged tip (less the tip) adds to this value.

#### Service Charges

- Service charges can be programmed to add to either the Service Charge field, or the Gross Receipts field. Select Discount/Service | Discount/Service Charge | Post to svc charges total to post the service charge to the service charge field. Clear this option to post the totals to Gross Receipts.
- You can use the Service Charge figures in one of two ways: to produce totals that can be used in preparing IRS tax forms, or to report autogratuities.
- Service charges that are tips may be programmed to post to the service charge field. (Post to svc charges total is selected). Service charges that are not tips (for example, a cover charge, or banquet room charge) should be programmed to add to Gross Receipts (Post to svc charges total is cleared).
- You may wish to use the Service Charge total to track autogratuities. In this case, program any autogratuities you wish to track to add to the service charge, and program all other service charges to add to gross receipts.
- Post to svc charges total works in conjunction with Charge tip on the same form. If both options are selected, Post to svc charges total will be ignored.

# Tax Reports

## Daily System Tax Totals

Daily System Tax Totals							
Micros Cafe - Micros Cafe							
Period From : 09/08/2015		To : 09/08/2015		Bruno The Manager			
				Printed on Friday, January 20, 2006 - 9:40 AM			
Type	Rate	Tax Collected	Taxable Sales	Tax Exempt	Non-Taxable	Net Sales	
<b>Tuesday</b> 9/8/2015							
1 - Food Tax	Percent	8.72	67.55	774.93	0.00		
2 - Beverage Tax	Inclusive	5.00	4.05	82.20	0.00		
3 - Misc Tax	Percent	6.00	0.11	1.85	0.00		
		Daily Total	71.71		49.75	2,309.57	
		Grand Total	71.71				

This report summarizes tax collections by active tax rate for an entire system and provides daily total and grand total amounts.

Only tax rates that are active and include totals print on this report. A tax rate is active when it is assigned to a tax class on Tax Classes.

### Tax Profile:

The Tax profile is used for all the tax-related reports. It includes the type, rate, and amount collected for each tax rate programmed on the Tax Rates form. It also includes taxable, tax exempt and net sales information.

Column	Description
<b>Type</b>	The type of tax. Possible tax types include the following: <ul style="list-style-type: none"> <li>• Breakpoint</li> <li>• Inclusive</li> <li>• Percent</li> </ul>
<b>Rate</b>	Rate The tax rate for this tax type.



**Notes:**

# Time Period Reports

## System Time Period Summary

System Time Period Summary								
Micros Cafe - Micros Cafe								
Period From : 09/08/2015 To : 09/08/2015		Bruno The Manager Printed on Friday, January 20, 2006 - 9:51 AM						
		Net Sales	Guests	Avg/Guest	Checks	Avg/Check	Tables	Avg/Table
<b>Tuesday</b>	09/08/15							
1 - Breakfast	5:00am to 11:00am	756.12	26	29.08	29	26.07	4	189.03
2 - Lunch	11:00am to 5:00pm	1,192.68	148	8.06	69	17.29	23	51.86
3 - Dinner	5:00pm to 5:00am	360.77	4	90.19	31	11.64	3	120.26
4 - Happy Hour	4:45pm to 7:00pm	368.86	2	184.43	33	11.18	3	122.95
99 - All Day	5:00am to 5:00pm	1,948.80	174	11.20	98	19.89	27	72.18
102 - 6am - 7am	6:00am to 7:00am	0.00	0	0.00	0	0.00	0	0.00
103 - 7am - 8am	7:00am to 8:00am	16.64	0	0.00	3	5.55	0	0.00
104 - 8am - 9am	8:00am to 9:00am	227.97	4	56.99	10	22.80	2	113.99
105 - 9am - 10am	9:00am to 10:00am	157.00	8	19.63	11	14.27	1	157.00
106 - 10am - 11am	10:00am to 11:00am	354.51	14	25.32	5	70.90	1	354.51
107 - 11am - 12pm	11:00am to 12:00pm	354.31	50	7.09	17	20.84	5	70.86
108 - 12pm - 1pm	12:00pm to 1:00pm	116.30	24	4.85	5	23.26	3	38.77
109 - 1pm - 2pm	1:00pm to 2:00pm	243.91	9	27.10	7	34.84	2	121.96
110 - 2pm - 3pm	2:00pm to 3:00pm	179.00	18	9.94	12	14.92	5	35.80
111 - 3pm - 4pm	3:00pm to 4:00pm	193.54	46	4.30	10	19.35	7	27.65
112 - 4pm - 5pm	4:00pm to 5:00pm	105.62	2	52.81	18	5.87	1	105.62
113 - 5pm - 6pm	5:00pm to 6:00pm	350.57	2	175.29	30	11.69	3	116.86
114 - 6pm - 7pm	6:00pm to 7:00pm	0.00	0	0.00	0	0.00	0	0.00
120 - 1am - 2am	12:00am to 1:00am	10.20	2	5.10	1	10.20	0	0.00
122 - 2am - 4am	2:00am to 3:00am							
123 - 4am - 5am	3:00am to 4:00am							

This report provides a summary of sales, guest, check, and table information for each time period in the system. Daily totals and grand totals are also included.

### Sales and Guest Profile:

This report uses the Sales and Guest Profile (refer to page 20). The profile has been modified for this report. It does not include these fields:

- Order Type
- Turn Time

The Time Period Summary report enables the user to forecast labor needs for particular time periods. For example, if between the hours of 10 AM-12 PM and at 5PM-8PM the numbers tend to spike every Monday and are trending that way for the last month, you will need to schedule your labor resources accordingly.

# Guest Check Reports

## Employee Open Guest Checks

Employee Open Guest Checks								NEAL MAHAFFEY	
Mike Rose Cafe - Beltsville, MD								Printed on Monday, October 14, 1996 - 8:14 PM	
Check	Tbl/Grp	Check ID	Guests	Open Date & Time Printed	Subtotal	Tax Total	Svchg	Payment Total	Amount Due
<b>1 - Dining Room</b>									
<b>1027 - DELANA HARRISON</b>									
5384	510/1		2	09/26 - 1:00am	21.58	0.71	3.24	0.00	25.53
4435	508/1		1	09/26 - 1:11am	8.40	0.42	1.26	0.00	10.08
4437	511/1		3	09/26 - 1:16am	18.65	0.73	2.80	0.00	22.18
<b>Employee Total</b>			<b>6</b>	<b>3</b>	<b>48.63</b>	<b>1.86</b>	<b>7.30</b>	<b>0.00</b>	<b>57.79</b>
<b>Dining Room Total</b>			<b>6</b>	<b>3</b>	<b>48.63</b>	<b>1.86</b>	<b>7.30</b>	<b>0.00</b>	<b>57.79</b>
<b>Grand Total</b>			<b>6</b>	<b>3</b>	<b>48.63</b>	<b>1.86</b>	<b>7.30</b>	<b>0.00</b>	<b>57.79</b>

This report lists all checks that remain open at the time the report is generated. It can be used to identify the owners of open checks so they can be closed. This report is usually run before running autosequences. Any open checks in the system **will not** automatically be closed before starting the next business day.

This profile is unique for this report and provides check identification information, open date and time, and details of the charges associated with this check.

Column	Description
<b>Check</b>	The check number assigned to this guest check.
<b>Tbl/Grp</b>	The table and group number of the check.
<b>Guests</b>	The number of guests on the check.
<b>Check ID</b>	An identifier associated with this check. If no Check ID is associated with this guest check, this field will be Blank.
<b>Open Date/Time</b>	The date and time the check was opened.
<b>Printed Count</b>	The number of times this check has been printed.
<b>Subtotal</b>	The check subtotal (which includes discounts) before tax and service charges are added. If the tax type is VAT (Value Added Tax), the subtotal includes tax. Tax Total The tax that has been added to this check. VAT is not included in this total.
<b>Svchg</b>	The total of all service charges for this check.
<b>Payment Total</b>	The total of all payments (less change due) recorded for this check.

## Number of Open Checks Equals Outstanding Checks

The count of open checks on this report will equal the count of outstanding checks on the revenue center or system sales detail report if all the following are true:

- The sales balance report and the open check report are for the same period.
- The range of employees covered by the open check report includes all employees active in the sales balance report.
- The reports are taken close enough in time that no checks are opened or closed between the two reports.

## Open Checks Do Not Appear On the Report

If you believe a check is still open for a particular employee, but it does not appear on the report, run the Employee Closed Guest Checks Report to see if one of the following has occurred:

- The check was closed. The check detail will tell you how the check was tendered.
- The check was transferred to another employee. See the explanation of the Employee Closed Guest Checks Report.

## Training Checks

Open training checks appear on the report with a T beside the check number. The counts and subtotals of these checks are included in the Employee Total and Grand Total.

## 40 Column Report

```
Employee Open Guest Checks
Mike Rose Cafe - Beltsville, MD
NEAL MAHAFFEY
Printed on 10/16/1996 - 1:34
-----

1 - Dining Room

1027 - DELANA HARRISON
  Check  Tbl   Opened      Amt Due
5364      510/1
          2  09/28 -   1:00am      25.53
4436      509/1
          1  09/28 -   1:11am      10.08
4437      511/1
          1  09/28 -   1:16am      22.18

Employee Total              3      57.79
-----

Dining Room Total          3      57.79
-----

Grand Total                 3      57.79
```

# Employee Reports

## Employee Sales and Tip Totals

Employee Sales and Tip Totals														
Micros Cafe - Micros Cafe														
Bruno The Manager														
Printed on Friday, January 20, 2006 - 2:09 PM														
Shift	Net Sales Till	Guests	Chks	Avg/Guest	Avg/Chk	Grs Rcpts	SvChg	Chgd Tips	Csh Tips	Ind Tips	Tip %	Total Tips	Tips Paid	Tips Due
101 - Sally Server 1														
1/22 02:04 - 03/14 15:45	2,009.21	200	73	10.05	27.52	1,935.13	13.77	63.15	0.00	0.00	3.97%	76.92	13.77	63.15
Employee Total	2,009.21	200	73	10.05	27.52	1,935.13	13.77	63.15	0.00	0.00	3.97%	76.92	13.77	63.15
102 - Dave Server 2														
1/22 02:04 - 03/14 15:45	73.85	4	2	18.46	36.93	73.85	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
Employee Total	73.85	4	2	18.46	36.93	73.85	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
104 - John Server 4														
1/22 02:04 - 03/14 15:45	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
Employee Total	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
110 - Sue Server 10														
1/22 02:04 - 03/14 15:45	0.00	0	0	0.00	0.00	37.99	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
Employee Total	0.00	0	0	0.00	0.00	37.99	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
201 - Heather Bartender 1														
1/22 02:04 - 03/14 15:45	154.09	0	12	0.00	12.84	130.95	0.00	10.00	0.00	0.00	7.64%	10.00	0.00	10.00
Employee Total	154.09	0	12	0.00	12.84	130.95	0.00	10.00	0.00	0.00	7.64%	10.00	0.00	10.00
202 - Debbie Bartender 2														
1/22 02:04 - 03/14 15:45	36.89	0	1	0.00	36.89	37.25	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
Employee Total	36.89	0	1	0.00	36.89	37.25	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00

This report provides a summary of net sales, guest, check, and tip information for each employee in the system by shift for a specific time frame.

This report is useful for identifying top performing wait staff and scheduling appropriately. Look for servers with a higher Guest counts, Avg/Guest or Avg/Check compared to other servers with the same amount of shifts.

This report can also help you to determine the amount of tips due for each employee during a specific time frame.



### Notes:

# Daily Employee Detail

Daily Employee Detail												
Micros Cafe - Micros Cafe												
Bruno The Manager Printed on Friday, January 20, 2006 - 2:12 PM												
Shift 5 - From 09/04 - 2:47am - To 09/05 - 2:46am												
501 - William QSR Cshr 1 501												
Net Sales	15.04	Returns	0	0.00	Carried Over	0	0.00	Gross Receipts	15.04			
+Service Charge	0.00	Voids	0	0.00	+Checks Begun	1	16.35	Charged Receipts	0.00			
+Tax Collected	1.31	Credit Total	0.00		-Checks Paid	1	16.35	Service Charges	0.00			
=Total Revenue	16.35	Change Grand Ttl	16.35		+Transferred IN	0	0.00	+Charged Tips	0.00			
Item Discount	0.00	Rounding Total	0.00		-Transferred OUT	0	0.00	+Cash Tips Declare	0.00			
+Subtotal Discount	0.00	Training Total	0.00		=Outstanding	0	0.00	+Indirect Tips Decl	0.00			
=Total Discounts	0.00	Mgr Voids	0	0.00	No Sale	0		=Total Tips 0.00%	0.00			
		Error Corrects	0	0.00				Tips Paid	0.00			
		Cancel	0	0.00				Tips Due	0.00			
Order Type	Net Sales	% of Ttl	Guests	% of Ttl	Avg/Guest	Checks	% of Ttl	Avg/Chk	Tables	% of Ttl	Avg/Tbl	Turn Time
1 - Eat In	15.04	100.00%	0	0.00%	0.00	1	100.00%	15.04	0	0.00%	0.00	0.00
Total	15.04		0		0.00	1		15.04	0		0.00	
101 - System Tracking												
Food	8	11.47	Empl Disc	0	0.00	Start Bank	0	0.00				
Soft Beverage	4	3.57	Open \$ Disc	0	0.00	Cash	1	16.35				
Liquor	0	0.00	Open % Disc	0	0.00	Travelers Check	0	0.00				
Beer	0	0.00	Mrg Comp	0	0.00	Personal Check	0	0.00				
Wine	0	0.00	Promo	0	0.00	Gift Cert Redeem	0	0.00				
Retail	0	0.00	QSR Empl Disc	0	0.00	Visa/M.C.	0	0.00				
Catering	0	0.00	Senior Meal	0	0.00	American Express	0	0.00				
Gift Cert.	0	0.00	Coupon	0	0.00	Diners/C.B.	0	0.00				
= Gross Sales	0	0.00	QSR \$ Disc	0	0.00	Discover	0	0.00				
Charge Tips	0	0.00	QSR % Disc	0	0.00	Manager Meal	0	0.00				
15% Grat	0	0.00		0	0.00	Promo Charge	0	0.00				
	0	0.00		0	0.00	Account Charge	0	0.00				
	0	0.00		0	0.00	Room Charge	0	0.00				
Subtotal	12	15.04	Subtotal	0	0.00	Subtotal	1	16.35				

The Daily Employee Detail report provides detailed financial information for an individual employee or a range of employees. This information can be used to balance an employee's bank, determine tips due, or track an employee's sales performance.

## This report includes the following profiles:

- Detailed Sales and Tip profile (please refer to page 15)

The profile has been modified for this report. It includes these extra fields:

- No Sale
- Transferred In
- Transferred Out

It does not include these fields:

- Non Taxable Total
- Grand Total
- Sales and Guest profile (please refer to page 20)
- Tracking Group profile (please refer to page 21)

# Cashier Reports

## Cashier Detail Report

Cashier Detail										
Micros Cafe - Micros Cafe										
Bruno The Manager										
Printed on Friday, January 20, 2006 - 3:19 PM										
Shift 66 - From 09/08 - 10:54am - To 03/14 - 3:45pm										
105 - Server 5										
Net Sales	22.29									
+Service Charge	0.00	Returns	0	0.00	Mgr Voids	0	0.00	Checks Begun	3	24.23
+Tax Collected	1.94	Void	13	-18.75	Error Corrects	0	0.00	-Checks Paid	3	24.23
=Total Revenue	24.23	Credit Total		-1.63	Cancel	2	22.66	+Transferred IN	0	0.00
Item Discount	0.00	Change Grand Ttl		44.61	No Sale	0		-Transferred OUT	0	0.00
+Subtotal Discour	0.00	Rounding Total		0.00				=Outstanding	0	0.00
=Total Discounts	0.00									

Order Type	Net Sales	% of Ttl	Guests	% of Ttl	Avg/Guest	Checks	% of Ttl	Avg/Chk	Tables	% of Ttl	Avg/Tbl	Turn Time
1 - Eat In	1.59	7.13 %	0	0 %	0.00	1	33.33 %	1.59	0	0 %	0.00	0.00
3 - Drive Thru	20.70	92.87 %	0	0 %	0.00	2	66.67 %	10.35	0	0 %	0.00	0.00
<b>Total</b>	<b>22.29</b>		<b>0</b>		<b>0.00</b>	<b>3</b>		<b>7.43</b>	<b>0</b>		<b>0.00</b>	

101 - System Tracking										
Food	20	22.29	Empl Disc	0	0.00	Start Bank	0	0.00		
Soft Beverage	6	0.00	Open \$ Disc	0	0.00	Cash	3	24.23		
Liquor	0	0.00	Open % Disc	0	0.00	Travelers Check	0	0.00		
Beer	0	0.00	Mgr Comp	0	0.00	Personal Check	0	0.00		
Wine	0	0.00	Promo	0	0.00	Gift Cert Redeem	0	0.00		
Retail	0	0.00	QSR Empl Disc	0	0.00	Visa/M.C.	0	0.00		
Catering	0	0.00	Senior Meal	0	0.00	American Express	0	0.00		
Gift Cert.	0	0.00	Coupon	0	0.00	Diners/C.B.	0	0.00		
= Gross Sales	0	0.00	QSR \$ Disc	0	0.00	Discover	0	0.00		
Charge Tips	0	0.00	QSR % Disc	0	0.00	Manager Meal	0	0.00		
15% Grat	0	0.00		0	0.00	Promo Charge	0	0.00		
	0	0.00		0	0.00	Account Charge	0	0.00		
	0	0.00		0	0.00	Room Charge	0	0.00		
<b>Subtotal</b>	<b>26</b>	<b>22.29</b>	<b>Subtotal</b>	<b>0</b>	<b>0.00</b>	<b>Subtotal</b>	<b>3</b>	<b>24.23</b>		

The Cashier Detail Report provides detailed information, including tracking totals, on one cashier or a range of cashiers.

### This report includes the following profiles:

- Detailed Sales and Tip profile (please refer to page 15)

The profile has been modified for this report. It includes these extra fields:

- No Sale
- Transferred In
- Transferred Out

It does not include these fields:

- Non Taxable Total
- Grand Total
- Sales and Guest profile (please refer to page 20)
- Tracking Group profile (please refer to page 21)

### Types of Cashiers

Depending on how a restaurant operates, cashiers can be a useful means of tracking cash flow and balancing media (payments and receipts) at a UWS and/or a cash drawer level.

You can define two types of cashiers: a cashier as an employee or a cashier as a time period, or shift. When the cashier is defined as a person, totals are linked to the employee or cash drawer. Using this method, employees can be held accountable for balancing their individual media.

When the cashier is defined as a shift, totals are linked to a UWS. Then, all employees who work at the UWS during the same period add to the set of totals. Using this method, no single employee can be held accountable for the media that is collected. This is useful when many employees share a common bank, such as at a counter service or bar area.

### **Tracking Totals**

Each defined cashier can be assigned to different tracking totals. When a specific employee is assigned as a cashier, tracking totals can provide useful cash drawer balancing information.

### **Balancing Notes**

The combination of revenue center and UWS programming affects the totals that appear in a cashier report. If a cashier is required for all transactions, and the cashier is assigned by workstation, the cashier reports will reflect all transaction activity during the period of the report.

If a cashier is required for all transactions and cashiers are assigned as individual employees who close their own checks, a given cashier report will be identical to the individual's Employee Detail Report.



**Notes:**

# Labor Reports

## Employee Time Card and Job Detail Report

Employee Time Card And Job Detail						
Micros Cafe - Micros Cafe				Bruno The Manager		
Period From : 08/25/2015		To : 08/30/2015		Printed on Monday, January 23, 2006 - 11:32 AM		
Employee # And Name			Payroll ID			
<b>101 - Sally Server 1</b>			<b>101</b>			
Job # and Name	Clock In/Out	Date and Time	Hours	Status	Adjusted By	Reason
101 - *Server Tbl	IN	Tue 8/25/2015	7:46am	No Schedule		
	o UT		4:51pm	9.09No Schedule		
201 - *Barten der	IN	Wed 8/26/2015	7:50am	No Schedule		
	o UT		4:48pm	8.97No Schedule		
201 - *Barten der	IN	Thu 8/27/2015	4:52pm	No Schedule		
	o UT		11:57pm	7.08No Schedule		
Total Hours Worked This Week:			25.14	Regular: 22.23	Overtime: 2.91	
Job Totals				Regular Hours	Overtime Hours	Regular Pay Overtime Pay Total Pay
101 - *Server Tbl				9.09		54.54 0.00 54.54
201 - *Barten der				13.14	2.91	78.84 26.19 105.03
Total Hours Worked This Pay Period:			25.14	22.23	2.91	133.38 26.19 159.57
<b>102 - Dave Server 2</b>			<b>102</b>			
Job # and Name	Clock In/Out	Date and Time	Hours	Status	Adjusted By	Reason
101 - *Server Tbl	IN	Tue 8/25/2015	7:46am	No Schedule		
	o UT		4:51pm	9.08No Schedule		
101 - *Server Tbl	IN	Tue 8/25/2015	4:51pm	No Schedule		
	o UT		11:06pm	6.26No Schedule		
101 - *Server Tbl	IN	Wed 8/26/2015	4:48pm	No Schedule		
	o UT		11:53pm	7.09No Schedule		
301 - Delivery Csh	IN	Thu 8/27/2015	7:57am	No Schedule		
	o UT		4:52pm	8.93No Schedule		
Total Hours Worked This Week:			31.35	Regular: 16.17	Overtime: 15.18	
Job Totals				Regular Hours	Overtime Hours	Regular Pay Overtime Pay Total Pay
101 - *Server Tbl				16.17	6.26	38.48 30.97 69.45
301 - Delivery Csh				8.93	0.00	0.00 80.37 80.37
Total Hours Worked This Pay Period:			31.35	16.17	15.18	38.48 111.34 149.82

This report provides an accounting of work performed by each employee: the dates, times, and job of each clock in and clock out, the total hours of regular and overtime worked at each job, and the gross pay earned. The profile for this report is unique.

Column	Description
<b>Job # and Name</b>	The job number and name on Jobs   Job Definitions that is associated with the clock in detailed in the next column.
<b>Clock In/Out Date and Time</b>	Each clock in and clock out for the specified employee is listed here in chronological order. The clock in includes the day of the week and the date, as well as time of day. Clock out only includes day and date information if it is different from the clock in day and date.
<b>Hours</b>	The number of hours between clock in and clock out expressed as a decimal figure. Each clock out row includes an entry in the hours column

Column	Description
<b>Status</b>	The status of this clock in or clock out. Possible statuses are: <ul style="list-style-type: none"> <li>• On Time</li> <li>• Early</li> <li>• Late</li> <li>• On Break</li> <li>• On Paid Break</li> <li>• Early From Break</li> <li>• Late From Break</li> <li>• Not Scheduled</li> <li>• Mgr Clock Out</li> <li>• No Schedule</li> </ul>
<b>Adjusted By</b>	If a clock in or clock out has been adjusted, this column provides the name of the person who made the change. If the clock in or clock out was not adjusted, this field is blank.
<b>Reason</b>	The reason for any adjustment made to the time card. Reasons are defined on the Reasons form. You can define as many reasons as necessary, subject to the space restraints of your system.

Job Totals	
<b>Regular Hours</b>	The total number of regular (not overtime) hours worked by this employee at this job expressed as a decimal figure.
<b>Overtime Hours</b>	The total number of overtime hours worked by this employee at this job expressed as a decimal figure.
<b>Regular Pay</b>	The value of wages earned for regular hours.
<b>Jobs</b>	This figure is calculated using the wage rate defined in   Job Definitions unless an overriding rate is defined in Employees   Job Rates   Override Regular Rate.
<b>Overtime Pay</b>	The value of wages earned for overtime hours. This figure is calculated using the overtime wage rate defined in the Jobs   Job Definitions unless an overriding rate is defined in Employees   Job Rates   Override Overtime Rate.
<b>Total Pay</b>	The total wages

This profile also includes totals figures by week (if the pay period is something other than weekly) and by pay period. The weekly totals list the number of regular hours, the number of overtime hours, and the total number of hours for the week. The pay period totals list the total number of hours, as well as regular hours, overtime hours, regular pay, overtime pay, and total pay for the pay period.



**Note:** If this report is produced for the current day while employees are clocked in, the report will show a clock in with a date and time, but no clock out for these employees. The hours column shows the number of hours the employees have worked in this shift. The Job Totals and Total Hours Worked This Pay Period fields both include the current hours.

## Daily System Job Summary

Daily System Job Summary										
Micros Cafe - Micros Cafe										
Period From : 09/08/2015		To : 09/08/2015						Bruno The Manager Printed on Wednesday, January 25, 2006 - 10:40 AM		
	Hours Worked			Labor Cost			% of Ttl	Net Sales	% of Ttl	Labor/Sales
	Regular	Overtime	Total	Regular	Overtime	Total				
<b>Tuesday</b>	09/08/15									
101 *Server Tbl	36.50	0.00	36.50	121.33	0.00	121.33	72.03 %	528.15	58.68 %	13.48 %
105 Cashier	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %	0.00	0.00 %	0.00 %
201 *Bartender	7.30	0.00	7.30	17.89	0.00	17.89	10.62 %	133.72	14.86 %	1.99 %
401 Retail Cshr	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %	1.85	0.21 %	0.00 %
501 *Q SR Cashier	4.87	0.00	4.87	29.22	0.00	29.22	17.35 %	213.97	23.77 %	3.25 %
502 Q SR Drv Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %	22.29	2.48 %	0.00 %
Front Total	48.67	0.00	48.67	168.44	0.00	168.44	100.00%	899.98	100.00%	18.72%
Daily Total	48.67	0.00	48.67	168.44	0.00	168.44	100.00%	899.98	100.00%	18.72%
Weekly Total	48.67	0.00	48.67	168.44	0.00	168.44	100.00%	899.98	100.00%	18.72%
Grand Total	48.67	0.00	48.67	168.44	0.00	168.44		899.98		18.72%

This report summarizes labor information by job for the entire system. Labor category totals and daily totals are also provided. For example, by reviewing this report you could discover that you have scheduled too many individuals in one labor classification and not enough in another.

### Employee Labor Profile:

#### Hours Worked:

Column	Description
<b>Regular</b>	The total number of non-overtime hours worked in the period covered by the report. The number of hours is reported to the nearest hundredth of an hour and is represented as a decimal figure.
<b>Overtime</b>	The total number of overtime hours worked in the period covered by the report. The number of hours is reported to the nearest hundredth of an hour and is represented as a decimal figure.
<b>Total</b>	The total number of hours worked. This figure is calculated as follows:  Total Regular [Hours] + Overtime [Hours]
<b>% of Ttl</b>	The number of hours worked by this employee expressed as a percentage of the total number of hours worked by all employees in this job.  $\% \text{ of Ttl} = (\text{Total [Hours]} / \text{Total Hours for Job}) \times 100\%$

#### Employee Wages:

Column	Description
<b>Regular</b>	The gross wages earned for non-overtime hours. The default regular wage rate is programmed by job on Jobs   Job Definitions.
<b>Overtime</b>	The gross wages earned for overtime hours. The default overtime wage rate is programmed by job on Jobs   Job Definitions.

Column	Description
<b>Total</b>	<p>The total gross salary earned by this employee. This figure is calculated as follows:</p> <p>Total = Regular [Wages] + Overtime</p>
<b>% of Ttl</b>	<p>The wages earned by this employee expressed as a percentage of the total wages earned by all employees in this job.</p> <p>[Wages] % of Ttl = (Total [Wages] / Total Wages for Job) X 100%</p>



**Notes:**

# Menu Item Reports

## Daily Consolidated System Menu Item Sales Summary

Daily Consolidated System Menu Item Sales Summary					
Subtotal By Family Group					
Micros Cafe - Micros Cafe					
Bruno The Manager					
Period From : 09/08/2015		To : 09/08/2015		Printed on Monday, January 23, 2006 - 11:54 AM	
	Sales Qty	% of Ttl	Net Sales	% of Ttl	
1001 Crab Cakes	6	19.35%	41.70	20.46%	
1002 Mozzarella Stick	5	16.13%	42.50	20.85%	
1003 Fried Calamari	1	3.23%	4.50	2.21%	
1004 Chicken Tenders	11	35.48%	60.50	29.69%	
1005 Tom & Buff Mozz	1	3.23%	6.75	3.31%	
1006 Shrimp Cklt	4	12.90%	27.00	13.25%	
1008 Grilled Shrimp	2	6.45%	15.90	7.80%	
1009 Buffalo Wings	1	3.23%	4.95	2.43%	
	<b>31</b>	<b>6.70%</b>	<b>203.80</b>	<b>22.64%</b>	
2001 Soup Of Day	5	45.45%	15.00	34.09%	
2004 Lobster Bisque	4	36.36%	21.00	47.73%	
2005 Gazpacho	2	18.18%	8.00	18.18%	
	<b>11</b>	<b>2.38%</b>	<b>44.00</b>	<b>4.89%</b>	
3001 House Salad	1	12.50%	5.25	18.26%	
3002 Fruit Salad	1	12.50%	7.95	27.65%	
3003 Spinach Salad	1	12.50%	4.50	15.65%	
700801 Chk Caesar	1	12.50%	2.55	8.87%	
700802 Caesar Salad	1	12.50%	2.10	7.30%	
700803 Garden Salad	1	12.50%	1.10	3.83%	
700804 Chef Salad	1	12.50%	2.55	8.87%	
700805 Taco Salad	1	12.50%	2.75	9.57%	
	<b>8</b>	<b>1.73%</b>	<b>28.75</b>	<b>3.19%</b>	

This report provides a detailed summary of sales quantities, returns, item discounts, gross sales, and net sales for this group. It also includes percentage information for each of these categories. Information for each day is presented separately, with totals for each revenue center and each day, and grand totals for the period of the report.