

Key Reports Guide

MenuLink.NET Solution

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Purpose

The Key Reports Guide provides information on the reporting capabilities of the MenuLink.NET solution, including available reports and report configurations.

Note: This Guide does not provide the information on how to access the reports within the system. Information on accessing and generating reports is provided in the MenuLink.NET User's Guide.

Cost Management Reports – Primary Functions

Report	Primary Functions
Sales Journal	<ul style="list-style-type: none"> View summary sales data
Store Performance	<ul style="list-style-type: none"> View detailed month-to-date snapshot report to monitor the performance of your business
Sales Flash	<ul style="list-style-type: none"> View key sales, labor and cash accountability to measure performance during a specific time period
Forecast Sales & Guests	<ul style="list-style-type: none"> Generate a forecast based on selected parameters
Sales Interval Report - Half Hourly Sales	<ul style="list-style-type: none"> Track sales by interval for the day, week and period
Daily Product Mix	<ul style="list-style-type: none"> Monitor the sales performance of particular menu items and categories
Menu Item Contribution	<ul style="list-style-type: none"> Tracks item-level profitability
Inventory Worksheet	<ul style="list-style-type: none"> View a template for counting physical inventory
Item Use Variance Report	<ul style="list-style-type: none"> View comparison of actual vs. theoretical inventory usage
Cost of Goods Report	<ul style="list-style-type: none"> Monitor actual inventory use
Food Cost – Inventory Summary	<ul style="list-style-type: none"> View summary of actual food cost, theoretical food cost and variances
Food Cost Summary Flash Report	<ul style="list-style-type: none"> Monitor total sales and food cost variance by location
Food Cost Summary Flash – Stacked	<ul style="list-style-type: none"> Compare total sales and food cost variance from different locations
Top Twenty, Inventory Item Report	<ul style="list-style-type: none"> Track the items that are costing you the most money
Profit & Loss Report	<ul style="list-style-type: none"> Track business on a day to day basis

Labor Management Reports – Primary Functions

Report	Primary Functions
Forecast Sales & Guests	<ul style="list-style-type: none"> View forecasted guest counts and sales volume based on your sales history
Approaching Overtime Report	<ul style="list-style-type: none"> Identify specific employees who are nearing overtime thresholds
Labor Cost Percentage X Job	<ul style="list-style-type: none"> Track total labor costs and overall labor cost percentages
Employee Jobs and Pay Rates	<ul style="list-style-type: none"> View all employees, the specific jobs they perform and their pay rate for each job
Employee Schedule – Line Bar	<ul style="list-style-type: none"> View a graphical display of the weekly schedule
Employee Schedule – Weekly View	<ul style="list-style-type: none"> View a spreadsheet style format of weekly employee schedules
Scheduled vs. Actual Labor	<ul style="list-style-type: none"> Track the variance between actual vs. scheduled labor hours and costs
Payroll Hours	<ul style="list-style-type: none"> Monitor the hours that will be exported to payroll
Time Clock Punches	<ul style="list-style-type: none"> View all punch activity in the system
Shift Edit History	<ul style="list-style-type: none"> View all time punch edits for each employee and identify who made the edit
Payroll Checks Report	<ul style="list-style-type: none"> View a signature form used to allow employees to sign/acknowledge receipt and accuracy of their paychecks
Employee Birthday List	<ul style="list-style-type: none"> Display a list of employee birthdays
Employee Phone List	<ul style="list-style-type: none"> Display a list of employee phone numbers
W-4 and I9 Form Data	<ul style="list-style-type: none"> View W-4 and I9 reports by employee

Cost Management: Report Configuration and Samples

Sales Journal - 543

Description

The Sales Journal provides a sales recap, including gross sales, cash deposits, discounts, voids, cash over/short, labor hours and other key metrics for a user-defined period. It also identifies sales by destination, such as drive-thru, dine-in and carry-out.

Report Configurations

This report has the following configurations:

Time Frames

- | | | | |
|-------------------------------------|--------|-------------------------------------|------------|
| <input checked="" type="checkbox"/> | Day | <input checked="" type="checkbox"/> | Year |
| <input checked="" type="checkbox"/> | Week | <input checked="" type="checkbox"/> | Date Range |
| <input checked="" type="checkbox"/> | Period | <input type="checkbox"/> | Pay Period |

Locations

- | | |
|-------------------------------------|-------------------|
| <input checked="" type="checkbox"/> | Site |
| <input checked="" type="checkbox"/> | District / Region |
| <input checked="" type="checkbox"/> | Pay Period |

Report Sample

Sandwich #1, Oriental Ave.		*Sales Recap Report		Date: 8/23/2006
Cash Reconciliation:		Sales and Ticket Count:		
System Sales	\$4,236.91	Dining Room Total	\$2,367.03	60.81%
+Other Sales		Dining Room Total	2,367	
+Gift Certificates		D-Thru / Bar Sales	\$1,066.91	27.41%
Gross Sales	\$4,236.91	D-Thru / Bar Count	194	
-Sales Tax	\$303.45	Take-Out Sales	\$458.34	11.78%
-Total Discounts	\$41.18	Take-Out Count	92	
Total Net Sales	\$3,892.28	Customer Count	720	
Gross Sales	\$4,236.91	Check Average	\$5.41	
-Total Discounts	\$41.18	Other and Informational:		
Amount Deposited		Void Count	71	
Total Credit Cards	\$1,247.72	Void Sales	\$81.14	
Other Amount		Checks		
ATM Total		Weather		
Petty Cash Out	\$400.00	Comment		
Paid Ins				
Cash Accountability	\$2,948.01	Week to Date Sales and Ticket Count:		
Labor Control:		Total Net Sales	\$24,921.09	
	Today	WTD	Cash Accountability	\$19,364.55
Regular Hours	36.47	456.06	Customer Count	4,513
Overtime Hours	20.97	34.13		

Note: This report format is configurable and the data points are customer definable.

Store Performance

Description

The Store Performance Report provides a detailed snapshot of business performance. Specific metrics include net sales, transaction count, average check, cash over/short, voids, card payment, promotions, labor hours and more.

Report Configurations

This report has the following configurations:

Time Frames

- Day
 Week
 Period
 Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Sandwich #1, Oriental Ave.		*Store Performance Report											Start Date: 7/27/2006 End Date: 8/9/2006		
Date	Net Sales \$	Total Trans. #	Avg. Check \$	Over/Short \$	Drive Thru %	Voids #	Voids \$	Credit/ATM \$	Credit/ATM %	Total Disc. \$	NonFood Promo \$	Kid's Meals \$	Total Labor Hours	Total OT Hours	Total Labor %
27-Jul	\$3,198.94	557	\$5.74	\$0.00	24.2%	27	\$33.54	\$995.27	31.1%	\$51.74	\$0.57	\$10.00	81.94	0.00	13.93%
28-Jul	\$4,734.94	782	\$6.05	\$0.00	24.7%	33	\$47.02	\$1,381.47	29.2%	\$87.36	\$0.00	\$11.25	68.19	0.00	9.12%
29-Jul	\$3,077.40	611	\$5.04	\$0.00	23.4%	23	\$36.61	\$867.92	28.2%	\$63.66	\$0.00	\$7.00	58.78	0.00	12.42%
30-Jul	\$3,198.94	557	\$5.74	\$0.00	24.2%	27	\$33.54	\$995.27	31.1%	\$51.74	\$0.57	\$10.00	81.94	0.00	13.93%
31-Jul	\$3,741.19	675	\$5.55	\$0.00	28.4%	33	\$61.09	\$1,144.00	30.6%	\$94.97	\$3.22	\$12.25	75.01	8.31	12.18%
01-Aug	\$3,077.40	611	\$5.04	\$0.00	23.4%	23	\$36.61	\$867.92	28.2%	\$63.66	\$0.00	\$7.00	53.73	5.05	12.92%
02-Aug	\$3,892.28	720	\$5.41	\$0.00	27.4%	71	\$81.14	\$1,247.72	32.1%	\$41.18	\$1.69	\$14.00	36.47	20.97	11.51%
WTD	\$24,921.09	4,513	\$5.51	\$0.00	25.2%	237	\$329.55	\$7,499.57	30.1%	\$454.31	\$6.05	\$71.50	456.06	34.33	12.06%
03-Aug	\$3,198.94	557	\$5.74	\$0.00	24.2%	27	\$33.54	\$995.27	31.1%	\$51.74	\$0.57	\$10.00	81.94	0.00	13.93%
04-Aug	\$4,734.94	782	\$6.05	\$0.00	24.7%	33	\$47.02	\$1,381.47	29.2%	\$87.36	\$0.00	\$11.25	68.19	0.00	9.12%
05-Aug	\$3,077.40	611	\$5.04	\$0.00	23.4%	23	\$36.61	\$867.92	28.2%	\$63.66	\$0.00	\$7.00	58.78	0.00	12.42%
06-Aug	\$3,198.94	557	\$5.74	\$0.00	24.2%	27	\$33.54	\$995.27	31.1%	\$51.74	\$0.57	\$10.00	81.94	0.00	13.93%
07-Aug	\$3,741.19	675	\$5.55	\$0.00	28.4%	33	\$61.09	\$1,144.00	30.6%	\$94.97	\$3.22	\$12.25	75.01	8.31	12.18%
08-Aug	\$3,077.40	611	\$5.04	\$0.00	23.4%	23	\$36.61	\$867.92	28.2%	\$63.66	\$0.00	\$7.00	53.73	5.05	12.92%
09-Aug	\$3,892.28	720	\$5.41	\$0.00	27.4%	71	\$81.14	\$1,247.72	32.1%	\$41.18	\$1.69	\$14.00	36.47	20.97	11.51%
WTD	\$24,921.09	4,513	\$5.51	\$0.00	25.2%	237	\$329.55	\$7,499.57	30.1%	\$454.31	\$6.05	\$71.50	456.06	34.33	12.06%
RPT	\$49,842.18	9,026	\$5.51	\$0.00	25.2%	474	\$659.10	\$14,999.14	30.1%	\$908.62	\$12.10	\$143.00	912.12	68.66	12.06%

Note: This report format is configurable and the data points are customer definable.

Sales Flash

Description

The Flash Report displays key sales, labor and cash accountability statistics for all stores in the chain or all stores within a selected district or region, giving managers a quick account of performance during a specified time period.

Report Configurations

This report has the following configurations:

Time Frames

- Day
 Week
 Period

- Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Multiple Selection		Sales Flash					Fiscal Year: 2006 Period: 3	
Store Name	Total Net Sales	-Total Discounts	Total Credit Cards	Labor Dollars	Regular Hours	Labor Percent	Void Sales	
Sandwich #1, Oriental Ave.	99,684.36	1,817.24	29,998.28	12,023.13	1,824.24	12.06%	1,318.20	
Sandwich #2, Vermont Ave.	99,684.36	1,817.24	29,998.28	0.00	0.00	0.00%	1,318.20	
Total:	199,368.72	3,634.48	59,996.56	12,023.13	1,824.24	6.03%	2,636.40	

Note: This report format is configurable and the data points are customer definable.

Forecast Sales & Guests

Description

The Forecast Sales & Guests report shows forecasted guest counts and sales based on the sales history and other user-defined parameters. The forecast can be used for a variety of purposes, including inventory and labor planning. Managers can modify/update the forecast to account for promotions or special events.

Report Configurations

This report has the following configurations:

Time Frames

- Day
 Week
 Period

- Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Burger #1, States Ave.		Forecast Sales and Guests		Fiscal Year: 2006
				Period: 4 Week: 1
Date		Guest Count	Sales Volume	Date of Forecast
Thursday	8/24/2006	557	\$3,199.00	8/30/2006
Friday	8/25/2006	782	\$4,735.00	8/30/2006
Saturday	8/26/2006	611	\$3,077.00	8/30/2006
Sunday	8/27/2006	557	\$3,199.00	8/30/2006
Monday	8/28/2006	675	\$3,741.00	8/30/2006
Tuesday	8/29/2006	611	\$3,077.00	8/30/2006
Wednesday	8/30/2006	720	\$3,892.00	8/30/2006

Sales Interval Report – Half Hour Sales

Description

The Sales Interval Report breaks down gross sales and guest counts into 30-minute intervals, providing managers with detailed data on sales activity by time of day.

Report Configurations

This report has the following configurations:

Time Frames

- Day
 Week
 Period

- Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Sandwich #1, Oriental Ave.		Sales and Guests by Interval						Fiscal Year: 2006 Period: 3 Week: 4	
Time	8/17/2006 Thursday	8/18/2006 Friday	8/19/2006 Saturday	8/20/2006 Sunday	8/21/2006 Monday	8/22/2006 Tuesday	8/23/2006 Wednesday	Total	
2:30 PM - 3:00 PM	\$119.33 24	\$127.85 22	\$126.29 20	\$119.33 24	\$75.84 18	\$126.29 20	\$66.34 16	\$761.27 144	
3:00 PM - 3:30 PM	\$104.33 23	\$115.53 20	\$88.13 18	\$104.33 23	\$70.56 13	\$88.13 18	\$73.59 13	\$644.60 128	
3:30 PM - 4:00 PM	\$123.36 18	\$152.72 22	\$92.97 15	\$123.36 18	\$171.84 24	\$92.97 15	\$156.44 22	\$913.66 134	
4:00 PM - 4:30 PM	\$111.02 20	\$152.12 19	\$92.12 15	\$111.02 20	\$158.62 24	\$92.12 15	\$146.59 25	\$863.61 138	
4:30 PM - 5:00 PM	\$111.52 17	\$140.00 23	\$22.06 6	\$111.52 17	\$90.07 12	\$22.06 6	\$160.00 24	\$657.23 105	
5:00 PM - 5:30 PM	\$128.09 18	\$202.73 25	\$139.84 16	\$128.09 18	\$118.73 14	\$139.84 16	\$113.25 19	\$970.57 126	
5:30 PM - 6:00 PM	\$150.91 21	\$195.87 18	\$88.49 16	\$150.91 21	\$161.82 15	\$88.49 16	\$130.30 15	\$966.79 122	
6:00 PM - 6:30 PM	\$192.52 24	\$125.12 17	\$103.68 14	\$192.52 24	\$173.85 20	\$103.68 14	\$145.36 17	\$1,036.73 130	
6:30 PM - 7:00 PM	\$264.22 30	\$174.09 27	\$132.75 19	\$264.22 30	\$188.36 21	\$132.75 19	\$168.04 19	\$1,324.43 165	
7:00 PM - 7:30 PM	\$169.59 17	\$258.09 29	\$151.05 21	\$169.59 17	\$124.43 16	\$151.05 21	\$183.52 22	\$1,207.32 143	
7:30 PM - 8:00 PM	\$157.74 18	\$210.95 24	\$128.04 15	\$157.74 18	\$171.82 20	\$128.04 15	\$124.42 15	\$1,078.75 125	

Product Mix

Description

The Product Mix Report breaks out quantities sold and gross sales by category and items, providing insight into the sales performance of these menu items and categories.

Report Configurations

This report has the following configurations:

Time Frames

- Day
 Week
 Period

- Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Sandwich #1, Oriental Ave.		Sales Mix		Fiscal Year: 2006 Period: 3
Menu Item Name	Qty	Price	Extension	
CATEGORY *NON-FOOD				
TOY, KIDS	3,000	1.690	\$5,070.00	
Total *NON-FOOD	3,000		\$5,070.00	
CATEGORY *PIES				
BLUEBERRY PIE	84	1.490	\$125.16	
CHERRY PIE	32	1.490	\$47.68	
PECAN PIE	372	1.490	\$554.28	
Total *PIES	488		\$727.12	
CATEGORY *SALADS				
SALAD, CHICKEN FILET	160	4.690	\$750.40	
SALAD, GARDEN SIDE	2,668	0.990	\$2,641.32	
Total *SALADS	2,828		\$3,391.72	
CATEGORY *SANDWICHES				
BLT SANDWICH	116	1.290	\$149.64	
CHICKEN SANDWICH	1,368	2.990	\$4,090.32	
FISH SANDWICH	276	2.490	\$687.24	
ITALIAN SANDWICH	68	2.290	\$155.72	
TURKEY SANDWICH	16	2.790	\$44.64	
Total *SANDWICHES	1,844		\$5,127.56	

Menu Item Contribution

Description

The Menu Item Contribution report provides detailed break down of profit margin contribution by menu item and allows view to the "ideal" contribution for each item.

Report Configurations

This report has the following configurations:

Time Frames

- Day
 Week
 Period
 Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Sandwich #1, Oriental Ave.		Menu Item Contribution by Category				Fiscal Year: 2006 Period: 3	
Menu Item	Average Selling Price	Theoretical Food Cost \$	Theoretical Food Cost %	\$ Margin	Total Number Sold	Total Dollars Sold	Ideal Contribution
*ALA CARTE							
PIZZA BITES, SPICY	\$1.00	\$0.32	31.70%	\$0.68	272	\$272.00	\$185.78
PIZZA BITES	\$1.00	\$0.32	31.70%	\$0.68	160	\$160.00	\$109.28
Total *ALA CARTE			31.70%			\$432.00	\$295.06
*BREAKFAST ITEMS							
BREAKFAST SANDWICH - BACON	\$2.09	\$0.37	17.54%	\$1.72	640	\$1,337.60	\$1,102.94
HASHBROWN SM	\$1.09	\$0.12	10.94%	\$0.97	688	\$749.92	\$667.88
BREAKFAST SANDWICH - SAUSAGE	\$2.09	\$0.46	21.97%	\$1.63	320	\$668.80	\$521.87
BREAKFAST PLATTER	\$2.09	\$0.85	40.87%	\$1.24	340	\$710.60	\$420.14
BREAKFAST SANDWICH - EGG	\$1.69	\$0.25	14.60%	\$1.44	200	\$338.00	\$288.67
FRENCH TOAST w/SAUSAGE	\$1.79	\$0.71	39.80%	\$1.08	256	\$458.24	\$275.84
HASHBROWN, LG	\$1.59	\$0.24	15.00%	\$1.35	56	\$89.04	\$75.68
Total *BREAKFAST ITEMS			22.96%			\$4,352.20	\$3,353.01

Inventory Worksheet

Description

The Inventory Worksheet provides a template for counting physical inventory. The worksheet is customized by store location and allows for multiple units of measure and fractional counts. Users can determine the items listed for each type of inventory and their counting sequence.

Report Configurations

This report has the following configurations:

Time Frames

- Day Year
 Week Date Range
 Period Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Sandwich #1, Oriental Ave.		Inventory Worksheet				Date Counted: ___/___/___	
Type: Daily							
FREEZER							
Description	Standard Cost	Count	Count	Count	Count	Count	Count
FISH FILET	\$0.47	___ CS=100 CT	___ BOX=20 CT	___ EA			
FRENCH FRIES	\$0.43	___ CS=6/6 LB	___ BAG=6 LBS	___ LBS			
BURGER PATTY, LG	\$0.30	___ CASE	___ EACH				
BURGER PATTY, SM	\$0.22	___ CASE	___ EACH				
SAUSAGE, PATTY	\$0.21	___ EACH	___ CS=160 EA				
CHICKEN FILET	\$0.69	___ CS=112 EA	___ EACH				
Total: FREEZER							

Item Use Variance Report

Description

The Item Use Variance Report allows comparison of actual vs. theoretical inventory usage in units and dollar amounts. Category totals are also included.

Report Configurations

This report has the following configurations:

Time Frames

- Day
 Week
 Period

- Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Sandwich #1, Oriental Ave.			Item Use Variance			Fiscal Year: 2006 Period: 3		
Raw Material Item Name	Average Price	Inventory Units	Units			Dollars		
			Actual	Theory	Variance	Actual	Theory	Variance
COGS - BEER								
BEER, HAMMS	\$0.400	EA	144.00	120.00	24.00	\$57.00	\$47.50	\$9.50
BEER, PABST	\$0.370	EA	336.00	304.00	32.00	\$124.88	\$112.99	\$11.89
Total: COGS - BEER			480.00	424.00	56.00	\$181.88	\$160.49	\$21.39
COGS - BEVERAGES								
ORANGE JUICE	\$0.340	EA	480.00	444.00	36.00	\$163.20	\$150.96	\$12.24
Total: COGS - BEVERAGES			480.00	444.00	36.00	\$163.20	\$150.96	\$12.24
COGS - BREAD								
BUN, FRENCH	\$0.160	EACH	432.00	360.00	72.00	\$67.44	\$56.20	\$11.24
BUN, LG	\$0.130	EA	2,000.00	1,932.00	68.00	\$252.80	\$244.20	\$8.60
BUN, SMALL	\$0.090	EA	3,250.00	3,140.00	110.00	\$286.00	\$276.32	\$9.68
Total: COGS - BREAD			5,682.00	5,432.00	250.00	\$606.24	\$576.72	\$29.52
COGS - DAIRY								
EGGS	\$0.110	EACH	2,100.00	1,840.00	260.00	\$238.50	\$208.97	\$29.53
MILK	\$0.220	EA	240.00	196.00	44.00	\$53.52	\$43.71	\$9.81
SHAKE MIX	\$16.400	CASE	8.00	7.41	0.59	\$131.20	\$121.46	\$9.74
SYRUP CHOCOLATE SHAKE	\$4.730	GAL	4.00	4.00	0.00	\$18.92	\$18.92	\$0.00
SYRUP STRAWBERRY SHAKE	\$3.300	GAL	4.00	4.00	0.00	\$13.19	\$13.19	\$0.00
Total: COGS - DAIRY			2,356.00	2,051.41	304.59	\$455.33	\$406.25	\$49.08

Cost of Goods Report

Description

The Cost of Goods Report displays the cost of goods sold calculation by inventory item, subtotaled by category.

Report Configurations

This report has the following configurations:

Time Frames

- Day
 Week
 Period
- Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Sandwich #1, Oriental Ave.		Cost of Goods in Dollars				Fiscal Year: 2006 Period: 3	
Raw Material Item Name	Item ID	Beginning Inventory	Purchases	Transfers	Ending Inventory	Actual Use \$	
COGS - BEER							
BEER, HAMMS	910	\$0.00	\$57.00	\$0.00	\$0.00	\$57.00	
BEER, PABST	2345	\$0.00	\$124.88	\$0.00	\$0.00	\$124.88	
Total: COGS - BEER		\$0.00	\$181.88	\$0.00	\$0.00	\$181.88	
COGS - BEVERAGES							
ORANGE JUICE	2330	\$0.00	\$163.20	\$0.00	\$0.00	\$163.20	
Total: COGS - BEVERAGES		\$0.00	\$163.20	\$0.00	\$0.00	\$163.20	
COGS - BREAD							
BUN, FRENCH	479	\$0.00	\$67.44	\$0.00	\$0.00	\$67.44	
BUN, LG	90468	\$0.00	\$252.80	\$0.00	\$0.00	\$252.80	
BUN, SMALL	90467	\$0.00	\$286.00	\$0.00	\$0.00	\$286.00	
Total: COGS - BREAD		\$0.00	\$606.24	\$0.00	\$0.00	\$606.24	
COGS - DAIRY							
EGGS	5219	\$0.00	\$238.50	\$0.00	\$0.00	\$238.50	
MILK	2340	\$0.00	\$53.52	\$0.00	\$0.00	\$53.52	
SHAKE MIX	17	\$0.00	\$131.20	\$0.00	\$0.00	\$131.20	
SYRUP CHOCOLATE SHAKE	5020	\$0.00	\$18.92	\$0.00	\$0.00	\$18.92	
SYRUP STRAWBERRY SHAKE	5021	\$0.00	\$13.19	\$0.00	\$0.00	\$13.19	
Total: COGS - DAIRY		\$0.00	\$455.33	\$0.00	\$0.00	\$455.33	

Food Cost – Inventory Summary

Description

The Food Cost Summary Report summarizes actual food cost, theoretical food cost and variance in dollar amounts and as percentages of total sales by food cost category.

Report Configurations

This report has the following configurations:

Time Frames

- Day
 Week
 Period
 Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Sandwich #1, Oriental Ave.		Food Cost - Inventory Summary										Fiscal Year: 2006 Period: 3					
Raw Material Item Name	Item ID	Inv Units	Beg Inv	Pur Units	End Inv	Cost per Unit	End Ext	Days On Hand	Usage in Units			Usage in Dollars			Usage in Percent		
									Actual	Theory	Variance	Actual	Theory	Variance	Actual	Theory	Variance
COGS - BEER																	
BEER, HAMMS	910	EA	0.0	144.0	0.0	\$0.00	\$0.00	0.0	144.0	120.0	24.0	\$57	\$48	\$10	0.06%	0.05%	0.01%
BEER, PABST	2345	EA	0.0	336.0	0.0	\$0.00	\$0.00	0.0	336.0	304.0	32.0	\$125	\$113	\$12	0.13%	0.11%	0.01%
Total	COGS - BEER						\$0.00					\$182	\$160	\$21	0.18%	0.16%	0.02%
COGS - BEVERAGES																	
ORANGE JUICE	2330	EA	0.0	480.0	0.0	\$0.00	\$0.00	0.0	480.0	444.0	36.0	\$163	\$151	\$12	0.16%	0.15%	0.01%
Total	COGS - BEVERAGES						\$0.00					\$163	\$151	\$12	0.16%	0.15%	0.01%
COGS - BREAD																	
BUN, FRENCH	479	EACH	0.0	432.0	0.0	\$0.00	\$0.00	0.0	432.0	360.0	72.0	\$67	\$56	\$11	0.07%	0.06%	0.01%
BUN, LG	90468	EA	0.0	2,000.0	0.0	\$0.00	\$0.00	0.0	2,000.0	1,932.0	68.0	\$253	\$244	\$9	0.25%	0.24%	0.01%
BUN, SMALL	90467	EA	0.0	3,250.0	0.0	\$0.00	\$0.00	0.0	3,250.0	3,140.0	110.0	\$286	\$276	\$10	0.29%	0.28%	0.01%
Total	COGS - BREAD						\$0.00					\$606	\$577	\$30	0.61%	0.58%	0.03%
COGS - DAIRY																	
EGGS	5219	EACH	0.0	2,100.0	0.0	\$0.00	\$0.00	0.0	2,100.0	1,840.0	260.0	\$239	\$209	\$30	0.24%	0.21%	0.03%
MILK	2340	EA	0.0	240.0	0.0	\$0.00	\$0.00	0.0	240.0	196.0	44.0	\$54	\$44	\$10	0.05%	0.04%	0.01%
SHAKE MIX	17	CASE	0.0	8.0	0.0	\$0.00	\$0.00	0.0	8.0	7.4	0.6	\$131	\$121	\$10	0.13%	0.12%	0.01%
SYRUP CHOCOLATE SHAKE	5020	GAL	0.0	4.0	0.0	\$0.00	\$0.00	0.0	4.0	4.0	0.0	\$19	\$19	\$0	0.02%	0.02%	0.00%
SYRUP STRAWBERRY SHAKE	5021	GAL	0.0	4.0	0.0	\$0.00	\$0.00	0.0	4.0	4.0	0.0	\$13	\$13	\$0	0.01%	0.01%	0.00%
Total	COGS - DAIRY						\$0.00					\$455	\$406	\$49	0.46%	0.41%	0.05%
COGS - DESSERTS																	
BLUEBERRY PIE	925	EA	0.0	144.0	0.0	\$0.00	\$0.00	0.0	144.0	84.0	60.0	\$72	\$42	\$30	0.07%	0.04%	0.03%
CHERRY PIE	930	EA	0.0	72.0	0.0	\$0.00	\$0.00	0.0	72.0	32.0	40.0	\$36	\$16	\$20	0.04%	0.02%	0.02%
PECAN PIE	915	EA	0.0	432.0	0.0	\$0.00	\$0.00	0.0	432.0	372.0	60.0	\$216	\$186	\$30	0.22%	0.19%	0.03%
Total	COGS - DESSERTS						\$0.00					\$324	\$244	\$80	0.33%	0.24%	0.08%

Food Cost – Summary Report

Description

Food Cost Summary by Store Report displays total sales, food cost variance in dollars and food cost variance as a percent of sales by restaurant location.

Report Configurations

This report has the following configurations:

Time Frames

- Day Year
 Week Date Range
 Period Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Sandwich #1, Oriental Ave.		Food Cost			Fiscal Year: 2006 Period: 3		
Category Name	Sales	Dollars			% of Sales		
		Actual	Theory	Variance	Actual	Theory	Variance
COGS - BEER		\$181.88	\$160.49	\$21.39	0.18%	0.16%	0.02%
COGS - BEVERAGES		\$163.20	\$150.96	\$12.24	0.16%	0.15%	0.01%
COGS - BREAD		\$606.24	\$576.72	\$29.52	0.61%	0.58%	0.03%
COGS - DAIRY		\$455.33	\$406.25	\$49.08	0.46%	0.41%	0.05%
COGS - DESSERTS		\$324.00	\$244.00	\$80.00	0.33%	0.24%	0.08%
COGS - FOOD, BREAKFAST ITEMS		\$608.94	\$570.01	\$38.93	0.61%	0.57%	0.04%
COGS - FOOD, LUNCH/DINNER		\$3,329.01	\$3,142.66	\$186.35	3.34%	3.15%	0.19%
COGS - FOOD, MULTI-PRODUCT		\$1,178.31	\$968.85	\$209.46	1.18%	0.97%	0.21%
COGS - SIDE ITEMS		\$452.70	\$373.94	\$78.76	0.45%	0.38%	0.08%
Total	\$99,684.36	\$7,299.61	\$6,593.88	\$705.73	7.32%	6.61%	0.71%

Food Cost – Summary Report - Stacked

Description

Food Cost Summary by Store Report displays total sales, food cost variance in dollars and food cost variance as a percent of sales by restaurant location. The summary enables managers to compare food costs across locations and more easily identify sites where food cost variance is a problem.

Report Configurations

This report has the following configurations:

Time Frames

- Day
 Week
 Period

- Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Multiple Selection		Food Cost - Summary Stacked				Fiscal Year: 2006	
						Period: 3	
Site	Sales	Dollars			% of Sales		
		Actual	Theory	Variance	Actual	Theory	Variance
411 - Sandwich #1, Oriental Ave.	\$99,684.36	\$7,299.61	\$6,593.88	\$705.73	7.32%	6.61%	0.71%
412 - Sandwich #2, Vermont Ave.	\$99,684.36	\$7,208.69	\$6,593.88	\$614.81	7.23%	6.61%	0.62%
Total	\$199,368.72	\$14,508.30	\$13,187.76	\$1,320.54	7.28%	6.61%	0.66%

Top Twenty Inventory Item Report

Description

The Top Twenty Inventory Report displays the top 20 overused raw materials, identifying inventory variance in dollars and units and units wasted. It helps managers identify and control problem inventory items. The report also show the “bottom 10” to help you target under-portioning or mis-portioning.

Report Configurations

This report has the following configurations:

Time Frames

- Day
 Week
 Period

- Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Sandwich #1, Oriental Ave.		Top Twenty Item Usage				Fiscal Year: 2006 Period: 3	
Raw Material Item Name	Item ID	Inventory Units	Actual Use	Theory Use	Average Price	Variance	
						in Units	in Dollars
Top 20 Usage							
CHICKEN FILET	322	EACH	1,680.00	1,528.00	\$0.692	152.00	\$105.15
BACON (RAW)	1099	EACH	3,600.00	2,308.00	\$0.060	1,292.00	\$77.52
BURGER PATTY, SM	5003	EACH	3,000.00	2,752.00	\$0.217	248.00	\$53.87
PIZZA BITES, FROZEN	90478	EA	3,000.00	2,160.00	\$0.063	840.00	\$53.26
TURKEY LOAF	90483	PACK	144.00	16.00	\$0.400	128.00	\$51.18
BURGER PATTY, LG	5002	EACH	720.00	564.00	\$0.295	156.00	\$46.06
CHEESE, AMERICAN	90457	EA	6,000.00	5,540.00	\$0.088	460.00	\$40.69
BLUEBERRY PIE	925	EA	144.00	84.00	\$0.500	60.00	\$30.00
PECAN PIE	915	EA	432.00	372.00	\$0.500	60.00	\$30.00
Bottom 10 Usage							
SALAD MIX	90479	LBS	1,200.00	1,287.25	\$0.841	(87.25)	(\$73.34)

Profit and Loss Snapshot

Description

The report can be configured as a "Full P&L" and/or a 'Controllable P&L'. The report is designed to help you track your business on a day to day basis.

Report Configurations

This report has the following configurations:

Time Frames

- Day
 Week
 Period
- Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Sandwich #1, Oriental Ave.		*Profit & Loss Snapshot						Fiscal Year: 2006 Period: 3				
CATEGORY	ACTUAL WEEK 1		ACTUAL WEEK 2		ACTUAL WEEK 3		ACTUAL WEEK 4		ACTUAL WEEK 5		PERIOD TOTAL	
	Amount \$	%	Amount \$	%	Amount \$	%	Amount \$	%	Amount \$	%	Sales \$	%
Food & Beverage Sales	\$24,921.09	100.0%	\$24,921.09	100.0%	\$24,921.09	100.0%	\$24,921.09	100.0%			\$99,684.36	100.0%
TOTAL SALES	\$24,921.09	100.0%	\$24,921.09	100.0%	\$24,921.09	100.0%	\$24,921.09	100.0%			\$99,684.36	100.0%
...												
COGS - Beer	\$40.13	0.2%	\$40.13	0.2%	\$40.13	0.2%	\$40.13	0.2%			\$160.52	0.2%
COGS - Beverages	\$37.74	0.2%	\$37.74	0.2%	\$37.74	0.2%	\$37.74	0.2%			\$150.96	0.2%
COGS - Bread	\$144.18	0.6%	\$144.18	0.6%	\$144.18	0.6%	\$144.18	0.6%			\$576.72	0.6%
COGS - Dairy	\$93.54	0.4%	\$125.65	0.5%	\$93.54	0.4%	\$93.54	0.4%			\$406.27	0.4%
COGS - Desserts	\$61.00	0.2%	\$61.00	0.2%	\$61.00	0.2%	\$61.00	0.2%			\$244.00	0.2%
COGS - Food, Breakfast	\$142.50	0.6%	\$142.50	0.6%	\$142.50	0.6%	\$142.50	0.6%			\$570.00	0.6%
COGS - Food, Lunch	\$785.65	3.2%	\$785.65	3.2%	\$785.65	3.2%	\$785.65	3.2%			\$3,142.60	3.2%
COGS - Food, Multi	\$215.73	0.9%	\$321.71	1.3%	\$215.73	0.9%	\$215.73	0.9%			\$968.90	1.0%
COGS - Sides	\$93.49	0.4%	\$93.49	0.4%	\$93.49	0.4%	\$93.49	0.4%			\$373.96	0.4%
TOTAL COST OF SALES	\$1,613.96	6.5%	\$1,752.05	7.0%	\$1,613.96	6.5%	\$1,613.96	6.5%			\$6,593.93	6.6%
GROSS PROFIT	\$23,307.13	93.5%	\$23,169.04	93.0%	\$23,307.13	93.5%	\$23,307.13	93.5%			\$93,090.43	93.4%
...												
Electric	\$199.37	0.8%	\$199.37	0.8%	\$199.37	0.8%	\$199.37	0.8%			\$797.47	0.8%
Rent	\$1,046.69	4.2%	\$1,046.69	4.2%	\$1,046.69	4.2%	\$1,046.69	4.2%			\$4,186.74	4.2%
R&M	\$274.13	1.1%	\$274.13	1.1%	\$274.13	1.1%	\$274.13	1.1%			\$1,096.53	1.1%
Water/Sewer	\$99.68	0.4%	\$99.68	0.4%	\$99.68	0.4%	\$99.68	0.4%			\$398.74	0.4%
> EXPENSES	\$1,619.87	6.5%	\$1,619.87	6.5%	\$1,619.87	6.5%	\$1,619.87	6.5%			\$6,479.48	6.5%
...												
Reg. Labor \$	\$2,685.13	10.8%	\$2,685.13	10.8%	\$2,685.13	10.8%	\$2,685.13	10.8%			\$10,740.52	10.8%
OT Labor \$	\$321.14	1.3%	\$321.14	1.3%	\$321.14	1.3%	\$319.19	1.3%			\$1,282.61	1.3%
> LABOR EXPENSE	\$3,006.27	12.1%	\$3,006.27	12.1%	\$3,006.27	12.1%	\$3,004.32	12.1%			\$12,023.13	12.1%
TOTAL EXPENSE	\$4,391.27	17.6%	\$4,391.27	17.6%	\$4,391.27	17.6%	\$4,389.32	17.6%			\$17,563.13	17.6%

Labor Management: Report Configuration and Samples

Forecast Sales & Guests

Description

The Forecast Sales & Guests report shows forecasted guest counts and sales volume based on the sales history and other user-defined parameters. The forecast is helpful in developing staffing requirements based on expected customer volume and sales. The manager can modify/update the forecast to account for promotions or special events.

Report Configurations

This report has the following configurations:

Time Frames

- | | | | |
|-------------------------------------|--------|-------------------------------------|------------|
| <input checked="" type="checkbox"/> | Day | <input checked="" type="checkbox"/> | Year |
| <input checked="" type="checkbox"/> | Week | <input checked="" type="checkbox"/> | Date Range |
| <input checked="" type="checkbox"/> | Period | <input type="checkbox"/> | Pay Period |

Locations

- | | |
|-------------------------------------|-------------------|
| <input checked="" type="checkbox"/> | Site |
| <input checked="" type="checkbox"/> | District / Region |
| <input checked="" type="checkbox"/> | Pay Period |

Report Sample

Burger King		Forecast Sales and Guests		Fiscal Year: 2006
				Period: 8 Week: 4
Date		Guest Count	Sales Volume	Date of Forecast
Thursday	2/16/2006	737	\$3,886.00	3/8/2006
Friday	2/17/2006	821	\$4,833.00	3/8/2006
Saturday	2/18/2006	633	\$4,163.00	3/8/2006
Sunday	2/19/2006	486	\$3,106.00	3/8/2006
Monday	2/20/2006	675	\$3,741.00	3/8/2006
Tuesday	2/21/2006	634	\$3,251.00	3/8/2006
Wednesday	2/22/2006	687	\$3,651.00	3/8/2006

Approaching Overtime Report

Description

The Approaching Overtime Report identifies specific employees who are nearing overtime thresholds within a given weekly schedule. The report helps managers adjust the work schedule proactively to avoid unplanned overtime costs.

Report Configurations

This report has the following configurations:

Time Frames

- Day
 Week
 Period
- Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Burger King		Approaching Overtime			Fiscal Year: 2005 Period: 11 Week: 4		
Employee Number	Employee Name	Hours Worked	Scheduled Hours Remainin	Total Hours Over			
				30	35	40	
Missouri City 4101							
69560	Benoit, Steven	40.30	0.00			40.30	
120528	Bruder, Josephina	35.76	0.00		35.76		
744361	DeNoble, Peter	32.64	1.36	34.00			
863160	Diaz, Jose	38.09	0.00		38.09		
371697	Garza, Liz	36.61	3.39			40.00	
797923	Garza, Julian	40.18	0.00			40.18	
211561	Iles, Lynda	34.28	0.00	34.28			
649215	Michalak, Trudy	41.91	0.00			41.91	
806466	Nelson, Mike	34.38	0.00	34.38			
939834	Rodriguez, Nancy	45.35	0.00			45.35	
984905	Wingstrom, Victoria	33.23	0.00	33.23			

Labor Cost Percentage X Job

Description

This report tracks total labor costs and labor costs as a percentage of forecasted sales by job.

Report Configurations

This report has the following configurations:

Time Frames

- Day
 Week
 Period

- Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Burger King		Labor Cost Percent By Job		Payroll Year: 2006
				Period: 1
				(12/26/05 - 01/01/06)
Job Name	Labor Cost	% of Forecasted Sales		
FRONT COUNTER STAFF	\$267.75	0.74%		
DRIVE-THRU STAFF	\$288.76	0.80%		
KITCHEN - SANDWICH	\$3,371.50	9.31%		
KITCHEN - GENERAL	\$289.39	0.80%		
KITCHEN - PREP	\$110.25	0.30%		
KITCHEN - TRAINING	\$240.00	0.66%		
COUNTER - TRAINING	\$261.00	0.72%		
MANAGERS - HOURLY	\$645.14	1.78%		
TOTAL	\$5,473.79	15.11%		

Employee Jobs and Pay Rates

Description

The Employee Jobs and Pay Rates report lists all employees, the specific jobs they perform and their pay rate for each job.

Report Configurations

This report has the following configurations:

Time Frames

- Day
 Week
 Period

- Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Burger King		Employee Jobs and Rates by Site			
Employee Name	Employee ID	Home Site	POS Code	Job Description	Rate
Angelo, Tina	792252	501		Kitchen - Sandwich	\$5.75
				Kitchen - Prep	\$5.75
				Kitchen - General	\$5.75
Benoit, Steven	69560	520		Kitchen - Sandwich	\$7.25
				Front Counter Staff	\$7.25
				Drive-Thru Staff	\$7.25
Bounds, Stephen	96094	404		Kitchen - Sandwich	\$6.00
				Kitchen - General	\$6.00
				Kitchen - Prep	\$6.00
				Front Counter Staff	\$6.00
				Drive-Thru Staff	\$6.00
Bruder, Josephina	120528	462		Kitchen - Prep	\$7.00

Employee Schedule – Line Bar

Description

The Employee Schedule – Line Bar report graphically displays the weekly schedule. Color line bars show daily hours scheduled for each employee and the different jobs the employee is scheduled to perform within a given shift. The report is generated so that shifts and personnel can be easily posted for everyone to see on a daily/shift basis.

Report Configurations

This report has the following configurations:

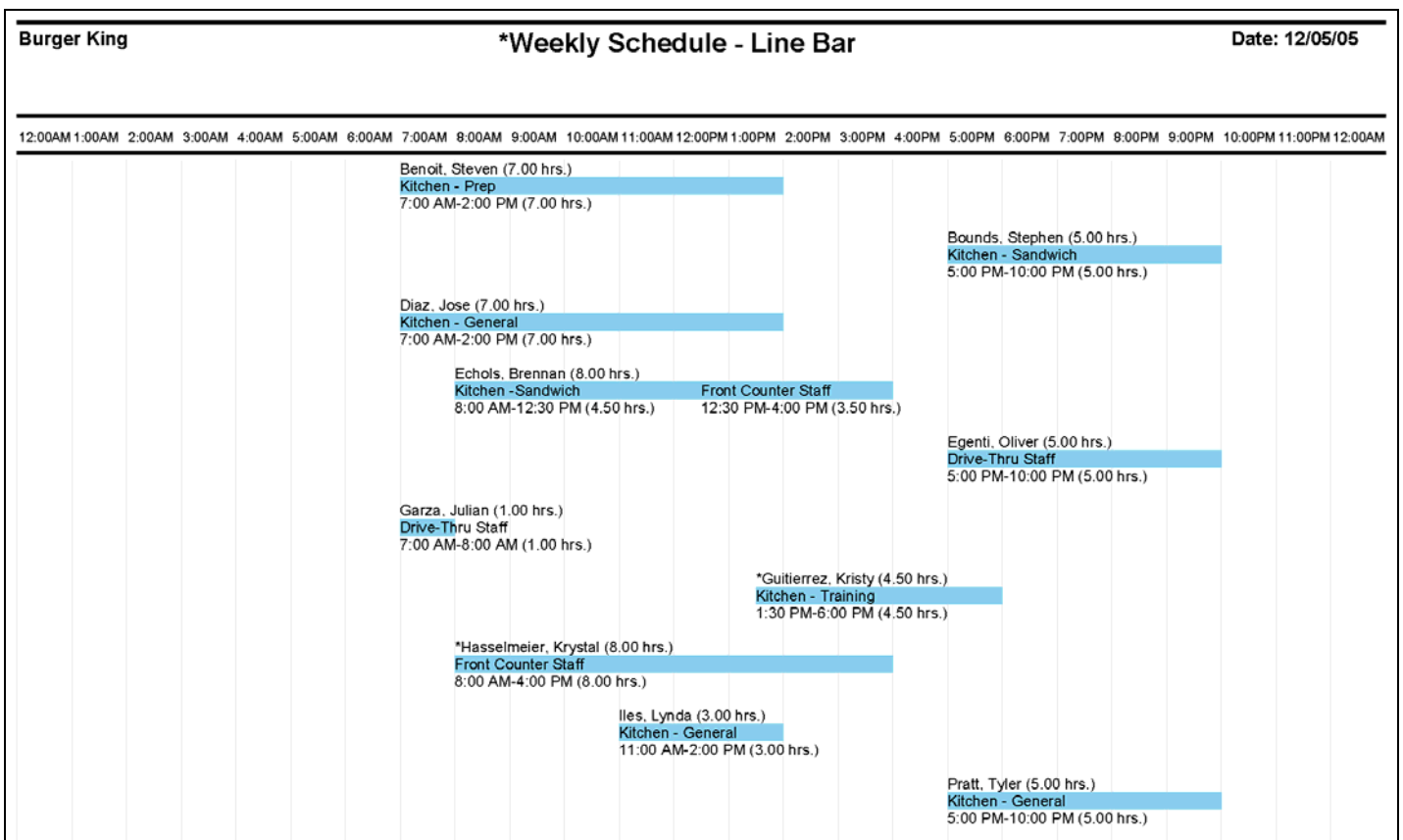
Time Frames

- Day
 Week
 Period
 Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample



Employee Schedule – Weekly Report

Description

The Weekly Schedule shows all employee shifts and, if desired, the job positions that the employee is scheduled to work in a spreadsheet format.

Report Configurations

This report has the following configurations:

Time Frames

- Day
 Week
 Period

- Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Week of December 19, 2005		Weekly Time Sheet							Fiscal Year: 2005 Period: 13 Week: 4	
Name	Job Type	Monday 12/19/2005	Tuesday 12/20/2005	Wednesday 12/21/2005	Thursday 12/22/2005	Friday 12/23/2005	Saturday 12/24/2005	Sunday 12/25/2005	Shift	Weekly Total
HERNANDEZ, MARIO										
	Kitchen - General	9:30 A - 2:30 P	9:30 A - 2:30 P	9:30 A - 2:30 P			9:30 A - 3:30 P		1	21.00
HOLBROOK, EDWARD										
	Kitchen - Prep				8:00 P - 1:30 A	7:00 P - 2:00 A			1	12.50
LOFTUS, JOHN										
	Front Counter Staff	6:00 P - 11:30 P		10:15 A - 3:00 P	6:00 P - 1:00 A	12:30 P - 9:30 P	4:30 P - 10:00 P		1	31.75
MACKINNON, KEVIN										
	Drive-Thru Staff	4:30 P - 9:00 P		4:30 P - 9:00 P		12:30 P - 9:30 P	10:30 A - 2:30 P		1	22.00
MEJIA, FRANCISCO										
	Kitchen - Sandwich		4:00 P - 11:30 P	4:00 P - 11:30 P	4:00 P - 11:15 P	4:30 P - 1:00 A	4:30 P - 11:00 P		1	37.25
MESSICK, JANET										
	Kitchen - Sandwich		10:30 A - 6:00 P			10:30 A - 6:00 P			1	15.00
	Front Counter Staff			6:00 P - 11:00 P			4:00 P - 9:30 P		1	25.50
	Drive-Thru Staff			11:00 P - 12:30 A					2	27.00

Scheduled vs. Actual Labor

Description

This report tracks variance between actual vs. scheduled labor hours and costs for each area of restaurant operations.

Report Configurations

This report has the following configurations:

Time Frames

- Day
 Week
 Period
- Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Burger King		Scheduled vs Actual Labor			Fiscal Year: 2006 Period: 1 Week: 1		
Job	Hours			Dollars			
	Scheduled	Actual	Variance	Scheduled	Actual	Variance	
Hourly							
FRONT COUNTER STAFF	51.00	44.78	6.22	\$267.75	\$235.10	\$32.65	
DRIVE-THRU STAFF	55.00	71.35	-16.35	\$288.76	\$374.61	(\$85.85)	
KITCHEN - SANDWICHI	0.00	67.30	-67.30	\$0.00	\$659.97	(\$659.97)	
KITCHEN - GENERAL	312.00	353.66	-41.66	\$3,371.50	\$3,833.09	(\$461.59)	
KITCHEN - TRAINING	0.00	0.08	-0.08	\$0.00	\$0.42	(\$0.42)	
KITCHEN - PREP	68.00	74.15	-6.15	\$289.39	\$359.74	(\$70.35)	
COUNTER - TRAINING	21.00	20.79	0.21	\$110.25	\$109.15	\$1.10	
DINING ROOM HOSTESS	35.75	33.08	2.67	\$240.00	\$226.56	\$13.44	
MANAGERS-HOURLY	24.00	27.53	-3.53	\$261.00	\$296.78	(\$35.78)	
Hourly Total	811.25	1,000.12	-188.87	\$5,473.79	\$6,951.62	(\$1,477.83)	
Grand Totals	811.25	1,000.12	-188.87	\$5,473.79	\$6,951.62	(\$1,477.83)	

Payroll Hours

Description

The Payroll Hours report displays labor hours by employee accrued for the pay period to be exported to the payroll system. The report breaks out total hours worked within a given pay period by regular hours, overtime and double overtime.

Report Configurations

This report has the following configurations:

Time Frames

- Day
 Week
 Period
- Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Burger King		Payroll Hours					Payroll Year: 2005 Period: 24 (11/14/05 - 11/27/05)		
Employee Name	Borrowed Store ID	Payroll Number	SSN	Hire Date	Position	Regular Hrs	Overtime Hrs	Double OT Hrs	Total Hours
Mulcahy, Ryan				11/14/05	Kitchen - Prep	9.42	0.00	0.00	9.42
Munoz, Juan				04/19/05	Kitchen - Sandwich	5.07	0.00	0.00	5.07
Murff, Alec					Kitchen - General	51.09	0.00	0.00	51.09
Nelson, Mike					Front Counter Staff	60.96	0.00	0.00	60.96
Pratt, Tyler					Drive-Thru Staff	13.35	0.00	0.00	13.35
Rodriguez, Nancy				07/27/04	Kitchen - Prep	8.35	0.00	0.00	8.35
Rodriguez, Nancy				07/27/04	Front Counter Staff	38.62	5.35	0.00	43.97
Rodriguez, Nancy				07/27/04	Kitchen - Sandwich	15.95	0.00	0.00	15.95
Sanchez, Mauricio					Kitchen - Sandwich	10.28	0.00	0.00	10.28
Sanchez, Ofelia				11/09/05	Counter Training	4.25	0.00	0.00	4.25
Schneider, Jon-Erik				10/26/05	Kitchen - General	33.91	0.00	0.00	33.91
Smith, Brian	4100				Drive-Thru Staff	22.19	0.00	0.00	22.19
Stott, Erin				10/01/04	Kitchen - Prep	27.81	0.00	0.00	27.81
Thomas, Angela					Kitchen - Sandwich	39.01	0.00	0.00	39.01
Timmons, Tyrelle				11/14/05	Kitchen - Sandwich	33.55	0.00	0.00	33.55

Time Clock Punches

Description

This report displays all time punches by employee within a selected time period, including the source of the time punch. The report calculates total hours for each employee based on the time punches.

Report Configurations

This report has the following configurations:

Time Frames

- Day
 Week
 Period
- Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Burger King		Time Clock Punches - All					Payroll Year: 2005 Period: 23 (10/31/05 - 11/13/05)		
Employee Name	Business Date	Job	Type	Paid	Clock In	Clock Out	Source	Total Hours	
Bounds, Stephen			Total Paid Hourly:					56.88	
Bruder, Josephina									
	11/02/05	Wednesday	Kitchen	Worked	Paid	11:00 AM	1:59 PM	AutoPOS	2.98
	11/02/05	Wednesday	Kitchen	Worked	Paid	4:24 PM	10:16 PM	AutoPOS	5.87
	11/03/05	Thursday	Kitchen	Worked	Paid	11:06 AM	4:25 PM	AutoPOS	5.32
	11/04/05	Friday	Kitchen	Worked	Paid	4:00 PM	10:00 PM	AutoPOS	6.00
	11/05/05	Saturday	Kitchen	Worked	Paid	6:52 AM	2:05 PM	AutoPOS	7.22
	11/06/05	Sunday	Kitchen	Worked	Paid	7:18 AM	2:19 PM	AutoPOS	7.02
	11/06/05	Sunday	Kitchen	Worked	Paid	8:40 PM	11:15 PM	AutoPOS	2.58
	11/07/05	Monday	Kitchen	Worked	Paid	7:03 AM	1:51 PM	AutoPOS	6.80
	11/08/05	Tuesday	Kitchen	Worked	Paid	4:18 PM	12:09 AM	AutoPOS	7.85
	11/09/05	Wednesday	Kitchen	Worked	Paid	4:25 PM	10:15 PM	AutoPOS	5.83
	11/09/05	Wednesday	Kitchen	Worked	Paid	10:19 PM	10:25 PM	AutoPOS	0.10
	11/09/05	Wednesday	Prep	Worked	Paid	2:44 PM	4:24 PM	AutoPOS	1.67
	11/10/05	Thursday	Kitchen	Worked	Paid	11:01 AM	2:55 PM	AutoPOS	3.90
	11/10/05	Thursday	Kitchen	Worked	Paid	2:55 PM	4:01 PM	AutoPOS	1.10
	11/10/05	Thursday	Kitchen	Worked	Paid	5:00 PM	9:00 PM	AutoPOS	4.00
	11/12/05	Saturday	Kitchen	Worked	Paid	5:59 PM	9:48 PM	AutoPOS	3.82
	11/13/05	Sunday	Kitchen	Worked	Paid	6:51 AM	7:09 AM	AutoPOS	0.30
	11/13/05	Sunday	Kitchen	Worked	Paid	7:09 AM	11:05 AM	AutoPOS	3.93
Bruder, Josephina			Total Paid Hourly:					76.29	
Butterworth, Michael									
	10/31/05	Monday	Kitchen	Worked	Paid	5:57 PM	9:48 PM	AutoPOS	3.85

Shift Edit History

Description

The Shift Edit History displays time punch edits for each employee and identifies the individual who made the edit.

Report Configurations

This report has the following configurations:

Time Frames

- Day
 Week
 Period

- Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Lab Site		Shift Edit History						Start Date: 2/1/2006 End Date: 2/28/2006	
Site Name (Edit Type)	Business Date	Employee	Job	Punch Type	Clock In	Clock Out	Hours	Modified By	
Lab Site	Clock Punches								
Added	2/7/2006	GRAYSON, DAN	Cashier	Worked	2/7/2006 9:00:00 AM	2/7/2006 1:30:00 PM	4.500	adminguy	
Added	2/7/2006	GRAYSON, DAN	Cashier	Worked	2/7/2006 2:00:00 PM	2/7/2006 9:50:00 PM	7.830	adminguy	
Added	2/24/2006	Conradi, Shawn	Team Member Kitchen	Worked	2/24/2006 11:00:00 AM	2/24/2006 5:50:00 PM	6.830	train	
Added	2/24/2006	Myhres, Sylvia	Team Member Cashier	Worked	2/24/2006 10:30:00 AM		0	train	

Payroll Checks Report

Description

The Payroll Checks Report is a simple report designed to allow your employees to sign/acknowledge the receipt and accuracy of their paychecks.

Report Configurations

This report has the following configurations:

Time Frames

- Day
 Week
 Period

- Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Burger King		Payroll Checks			Payroll Year: 2005 Period: 23 (10/31/05 - 11/13/05)	
Employee Name	Job	Regular	O.T.	Double O.T.	Total	
Angelo, Tina	Kitchen	8.67	0.00	0.00	8.67	
Totals		8.67	0.00	0.00	8.67	
Signature: x _____						
Benoit, Steven	Kitchen	77.02	4.54	0.00	81.56	
	Counter Training	2.98	3.19	0.00	6.17	
Totals		80.00	7.73	0.00	87.73	
Signature: x _____						
Bounds, Stephen	Kitchen	2.00	0.00	0.00	2.00	
	Front Counter Staff	54.88	0.00	0.00	54.88	
Totals		56.88	0.00	0.00	56.88	
Signature: x _____						
Bruder, Josephina	Front Counter Staff	74.62	0.00	0.00	74.62	
	Drive-Thru Staff	1.67	0.00	0.00	1.67	
Totals		76.29	0.00	0.00	76.29	
Signature: x _____						

Employee Birthday List

Description

This report lists all employee birthdays.

Report Configurations

This report has the following configurations:

Time Frames

- Day
 Week
 Period

- Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Burger King		Employee Birthday List	
Birthday	Employee Name		
January 01, 1980	BENSON, CHRISTINE		
January 17, 1970	MACINTYRE, MICHAEL		
January 30, 1980	AMERO, JUSTIN		
February 4, 1970	CORDOVA, LUIS		
February 14, 1980	MONTOYA, PEDRO		
February 28, 1970	GIBBS, TIM		
March 06, 1970	CORREA, SYLVIA		
March 13, 1960	DOS SANTOS, NORTON		
March 21, 1960	GENTILE, SUSAN		
March 24, 1980	ARISTIZABAL, JUAN		
March 26, 1980	GORDON, ABBY		
March 28, 1980	BERNIER, FRANCIS		
April 02, 1980	MACKINNON, KEVIN		
April 18, 1940	MEDINA, CONRRADO		

Employee Phone List

Description

This report lists all employee phone numbers (main and alternate).

Report Configurations

This report has the following configurations:

Time Frames

- Day Year
 Week Date Range
 Period Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Burger King		Employee Phone List	
Employee Name	Main Phone Number	Alternate Phone Number	
ACEVEDO, JOHN	214-222-9999		
AMERO, JUSTIN	214-222-9999		
ARISTIZABAL, JUAN	214-222-9999		
BENSON, CHRISTINE	214-222-9999		
BERNIER, FRANCIS	214-222-9999		
BLANCO, EVA	214-222-9999	214-222-9999	
BOATES, THOMAS	214-222-9999		
CALAMARI, ERIN	214-222-9999		
CANISALES, LUCY	214-222-9999		
CATANO, HERNON	214-222-9999		
CATANO, MARCELA	214-222-9999		
CORDOVA, LUIS	214-222-9999		
CORREA, SYLVIA	214-222-9999		
DOS SANTOS, NORTON	214-222-9999	214-222-9999	

W-4 Form

Description

The system will allow the input of IRS W-4 form information. The information is stored in the central database but can be printed at the restaurant by the manager and signed by the employee.

Report Configurations

This report has the following configurations:

Time Frames

- Day
 Week
 Period
- Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0010
			> Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.	
				2005
1 Type or print your first name and middle initial LUIS	Last name CORDOVA	2 Your social security number 111554444		
Home address (number and street or rural route) 1922 LONESOME DOVE		3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate <small>Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</small>		
City or town, state, and ZIP code DALLAS TX 75025		4 If your last name differs from that on your social security card, check here. You must call 1-800-772-1213 for a new card. >> <input type="checkbox"/>		
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2).		5	5	
6 Additional amount, if any, you want withheld from each paycheck.		6	\$ 0	
7 I claim exemption from withholding for 2005, and I certify that I meet both of the following conditions for exemption: <ul style="list-style-type: none"> ■ Last year I had a right to a refund of all Federal income tax withheld because I had no tax liability and ■ This year I expect a refund of all Federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here.		7		
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.				
Employee's signature (Form is not valid unless you sign it.) >>		Date >>		
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS) Store 01 - North Dallas , ,		9 Office code (optional)	10 Employer identification number (EIN)	
For Privacy Act and Paperwork Reduction Act Notice, see Page 2.				
			Cat. No. 10220Q	
			Form W - 4 (2005)	

I9 Form

Description

The system will allow the input of I9 form information for employment eligibility verification. The information is stored in the central database but can be printed at the restaurant by the manager and signed by the employee.

Report Configurations

This report has the following configurations:

Time Frames

- Day
 Week
 Period
- Year
 Date Range
 Pay Period

Locations

- Site
 District / Region
 Pay Period

Report Sample

Department of Homeland Security U.S. Citizenship and Immigration Services		OMB No. 1615-0047; Expires 03/31/07		
		Employment Eligibility Verification		
<p>Please read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE. It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.</p>				
Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.				
Print Name: Last CORDOVA	First LUIS	Middle Initial	Maiden Name	
Address (Street Name and Number) 1922 LONESOME DOVE		Apt. #	Date of Birth (month/day/year) 2/10/1979	
City DALLAS	State TX	Zip Code 75025	Social Security # 111554444	
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.		I attest, under penalty of perjury, that I am (check one of the following): <input checked="" type="checkbox"/> A citizen or National of the United States <input type="checkbox"/> A Lawful Permanent Resident (Alien # A _____) <input type="checkbox"/> An alien authorized to work until ____/____/____ (Alien # or Admission #) _____		
Employee's Signature			Date (month/day/year)	
<p>Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.</p>				
Preparer's/Translator's Signature		Print Name		
Address (Street Name and Number, City, State, Zip Code)			Date (month/day/year)	
Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C as listed on the reverse of this form and record the title, number and expiration date, if any, of the document(s)				
List A	OR	List B	AND	List C
Document title: U.S. Passport		Driver's License		
Issuing authority: US Government		State of Texas		
Document #: 123-456789		999000123		
Expiration Date (if any) 9/9/2009		11/11/2008		
Document #:				

