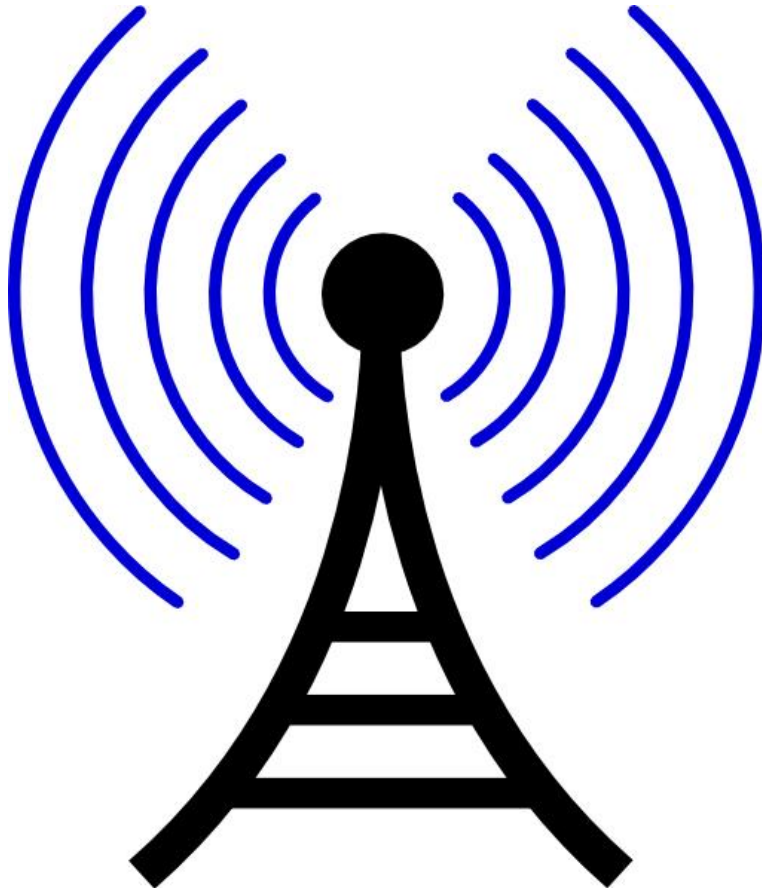


# **Documentor<sup>®</sup> Back Office**



**Documentor<sup>®</sup>, Inc.**

**P.O. Box 1285  
Fayetteville, Ga. 30214**

**1-800-666-3033**

**or**

**678-817-6400**

<b>GETTING STARTED.....</b>	<b>3</b>
SYSTEM REQUIREMENTS FOR BACK OFFICE .....	3
INSTALLATION OF BACK OFFICE .....	3
SOFTWARE SET-UP: .....	3
<b>LOGON SCREEN .....</b>	<b>4</b>
CHECKING FOR AVAILABLE CLEAR INFORMATION.....	4
<b>MAIN SCREEN.....</b>	<b>5</b>
CHECK REGISTER FOR CLEAR DATA .....	5
CLEAR DATA OPTIONS .....	6
CORRECT ROLLOVER DATA DATE .....	6
AUDIT REPORT.....	6
DATA DOWNLOAD/UPLOAD.....	7
LOGOFF/LOGON.....	7
ACCESS PAYROLL REPORTS FROM MAIN SCREEN.....	8
<b>DATA MAINTENANCE SCREEN .....</b>	<b>9</b>
SALES MAINTENANCE.....	10
Sales Screen.....	10
Sales History.....	10
Cash Drawers.....	11
Deposits .....	11
ENTER HISTORICAL SALES.....	12
WEEKLY MANPLAN SETUP .....	12
EMPLOYEE MAINTENANCE .....	13
Employee Screen.....	13
Edit/Show Clock In-Out Screen .....	14
PAYROLL MAINTENANCE .....	16
View/Edit Payroll Records .....	16
Show Clock In and Outs .....	16
PAYROLL SETUP SCREEN .....	17
ENTER LABOR BUDGET .....	18
CREATE WEEKLY PAYROLL.....	19
BI-WEEKLY PAYROLL (EXTENDED) .....	20
SEMI-MONTHLY PAYROLL (EXTENDED) .....	21
TO CORRECT DAILY HOURS-.....	22
ITEM MAINTENANCE .....	23
Item Screen .....	23
Sales History.....	25
Portions .....	25
Finished Product .....	26
Menu Assignments .....	26
Change 6000 Touch Screen Menu.....	27
Change 5000 Keyboard.....	28
FINISHED PRODUCT MAINTENANCE .....	29
Finished Product Screen.....	29
Finished Product Recipe Screen.....	29
INVENTORY MAINTENANCE .....	30
Inventory Screen.....	30
Inventory Portions .....	30
SUB-ASSEMBLY MAINTENANCE .....	31
Sub-Assembly Change Screen.....	31
Sub-Assembly Pick List Screen.....	31
ENTER DAILY RECEIPTS (PURCHASES).....	32
ENTER DAILY WASTE/TRANSFERS/CLOSING COUNTS .....	32
STORE INFORMATION .....	33
<b>REPORTS SCREEN .....</b>	<b>34</b>

<b>REVENUE REPORTS.....</b>	<b>35</b>
<i>Daily Summary .....</i>	<i>35</i>
<i>Weekly &amp; Monthly Sales.....</i>	<i>36</i>
<i>Weekly Summary.....</i>	<i>36</i>
<i>Half-Hour Report – Current &amp; Daily.....</i>	<i>37</i>
<i>Weekly Half-Hour Report.....</i>	<i>37</i>
<i>Daily Sales Graph      Weekly Sales Graph.....</i>	<i>38</i>
<i>Monthly Sales Graph                      Weekly vs Previous Years.....</i>	<i>38</i>
<b>EMPLOYEE &amp; PAYROLL REPORTS .....</b>	<b>39</b>
<i>Daily, Period &amp; Extended Payroll.....</i>	<i>39</i>
<i>Weekly Hours Compared to Daily Input.....</i>	<i>39</i>
<i>Labor Scheduling Analysis- Weekly .....</i>	<i>39</i>
<i>Clock In/Out .....</i>	<i>40</i>
<i>List by Number &amp; Name .....</i>	<i>40</i>
<b>ITEMS REPORTS .....</b>	<b>41</b>
<i>Items Sold &amp; Revenue- For the Day, Week &amp; Month.....</i>	<i>41</i>
<i>Sales by Class Group &amp; Store- .....</i>	<i>42</i>
<i>For the Day, Week &amp; Month.....</i>	<i>42</i>
<i>Ideal Food Cost-Weekly .....</i>	<i>42</i>
<i>Item Listing by Class, Number &amp; Name .....</i>	<i>42</i>
<i>Portions Report.....</i>	<i>42</i>
<b>INVENTORY REPORTS .....</b>	<b>43</b>
<i>Efficiency- For Current, Day, Week &amp; Month.....</i>	<i>43</i>
<i>Over/Short- For Current, Day, Week &amp; Month.....</i>	<i>43</i>
<i>Consolidated- For Current, Day, Week &amp; Month .....</i>	<i>44</i>
<i>Portions by Inventory .....</i>	<i>44</i>
<i>Sub-Assembly Recipe.....</i>	<i>44</i>
<b>FINISHED PRODUCT REPORTS.....</b>	<b>45</b>
<i>Partial Bin Scheduling-For the Day &amp; Week .....</i>	<i>45</i>
<i>&amp;.....</i>	<i>45</i>
<i>Full Bin Scheduling- For the Day &amp; Week.....</i>	<i>45</i>
<i>Recipe by Finished Product Number .....</i>	<i>45</i>
<b>COUPONS REPORT .....</b>	<b>46</b>
<i>Daily, Weekly &amp; Monthly Usage .....</i>	<i>46</i>
<b>POLLING REPORT .....</b>	<b>47</b>
<i>Poll Status Report- One-Line &amp; Detail.....</i>	<i>47</i>
<b>JOURNAL REPORT.....</b>	<b>48</b>
<b>UTILITY .....</b>	<b>49</b>
<b>OPTION SETUP .....</b>	<b>49</b>
<b>DATA DELETION OPTIONS.....</b>	<b>50</b>
<b>CLASS &amp; CLASS GROUP SETUP .....</b>	<b>51</b>
<b>EXPORT .....</b>	<b>52</b>
<i>Daily Export Menu .....</i>	<i>52</i>
<i>Weekly Information Export.....</i>	<i>53</i>
<i>Monthly Information Export.....</i>	<i>53</i>
<b>CHECK/FIX DATA .....</b>	<b>54</b>
<b>REINDEX &amp; PACK DATA FILES.....</b>	<b>54</b>
<b>SECURITY LOG-ON SET-UP .....</b>	<b>54</b>
<b>SERVICE MENU (SERVICE PERSONNEL ONLY) .....</b>	<b>54</b>
<b>BACKUP DATA.....</b>	<b>55</b>
<b>RESTORE DATA.....</b>	<b>55</b>
<b>QUIT.....</b>	<b>56</b>
DELETED OLD DATA .....	56
BACKUP DATA .....	56

# Getting Started

## System requirements for Back Office

- 80586SX Pentium processor (or higher)
- Mouse
- Ethernet Card
- Microsoft Windows\* 95, 98, NT, XP, ME, Vista, Windows 7 & 8 & 10.
- VGA or higher resolution monitor
- The hard disk space needed is 500MB (this is space not currently being used)
- UPS Backup (Battery Back Up Power Source)

## Installation of Back Office

1. Insert C/D, open and click on Back Office Install, if Vista, Windows 7 or Windows 8 right click on Back Office and Run as Administrator.
2. Follow the instructions on the screen and call Documentor for your Serial Number.
3. Start Back Office and type 9 (password) to start.

## Software Set-up:

**STEP 1-** Plug your computer in to the Documentor's Hub or Cisco to communicate with the POS System.

\*\*\*If not using Documentor's preconfigured Cisco router then follow the steps below to set the TCP/IP address for your computer to communicate with the POS System.

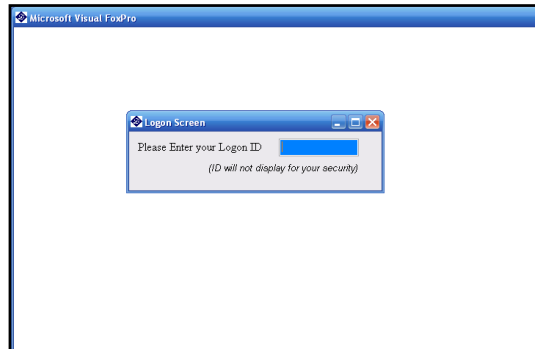
Quit the Back Office program by moving the mouse to QUIT clicking with the left mouse button.

1. Click on My Computer, control panel, and network.
2. Highlight TCP/IP for the network card (**not dial-up adapter**) and click on properties.
3. Go to IP address and choose specify IP address.
4. Click on IP Address and enter : For 6000 Touch System enter: **10.10.1.100**
5. Then click on the Subnet Mask and enter 255.0.0.0.
6. Click OK. Close all windows and restart the computer.

**STEP 2-** Start the Back Office Program and enter the correct information for the following:

1. -Store Information, to access go to the Store Setup menu under Setup. \*\*Store Number must be the same at the Back Office as it is in the Register or data may be lost.\*\* **Must change Software version to 5.7xx**
2. -Payroll, to access go to Payroll Setup menu under Data Maintenance.
3. -Data Deletion Options, to access go to Data Deletion Options menu under Utilities.  
\*\*Must set the number of days you want to keep information or it will be delete, change to 1000.
4. -Option Screen, to access go to the Options Screen menu under Utilities.  
\*\*\*\*Change calculate labor to A for Actual & change Main Screen to **900 x 700** size.
5. Get Item, Inventory, Finished Product & Employee Information from the Registers. To get this information go to Data Download/Upload menu then click on all under the **GET FROM REGISTER**. \*\*\*Use with caution because if you send to register instead of get from register you WILL clear your program at the register (no items, no inventory, no finished product and no employees).

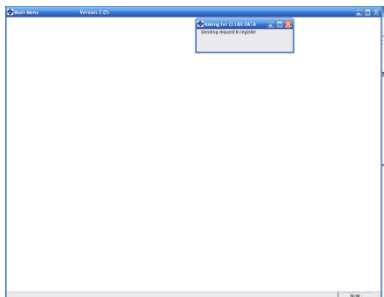
## Logon Screen



To log in to the program, enter the log in number that has been assigned if a number has not been assigned enter **9** & press enter. Once the correct ID has been entered the main screen will be displayed.

## Checking for available Clear information

Once logged in the program automatically checks for available Clear Information. Once completed, the Payroll approval screen will appear if a clear was processed or if previous Payroll has not been approved.

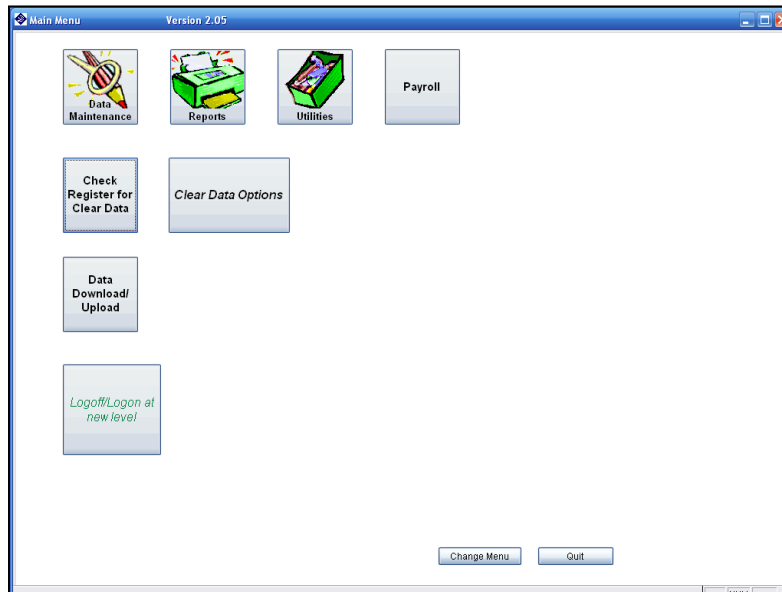


The following data in the list needs to be approved.  
Highlight, press ENTER or use the right mouse button for options screen,  
or press ESC to Exit.

TO DO: ENTER for options screen. ESC to Exit.		
Date	Type	Descrip
09/19/2000	Payroll	DAILY Payroll

Quit this screen.

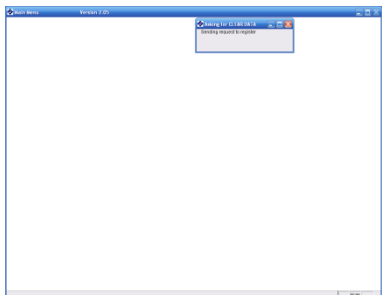
## Main Screen



The main screen will allow access to all other screens and this is the only screen that will allow the program to be closed via the Quit button. Press F1 for the help screen.

## Check Register for Clear Data

To get clear data (data available after the nightly clear on the register) click on **Check Register for Clear Data**. Once completed, the Payroll approval screen will appear if clear data was received or if previous payroll has not been approved.

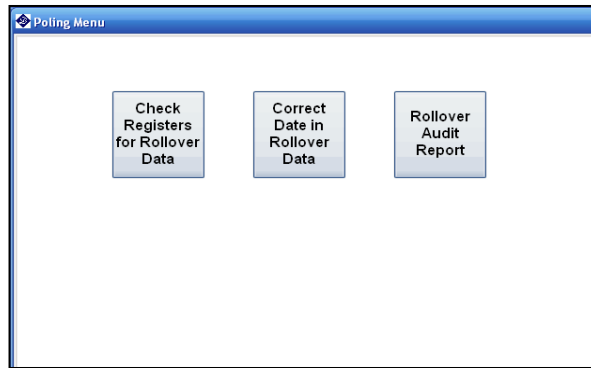


The following data in the list needs to be approved. Highlight, press ENTER or use the right mouse button for options screen, or press ESC to Exit.

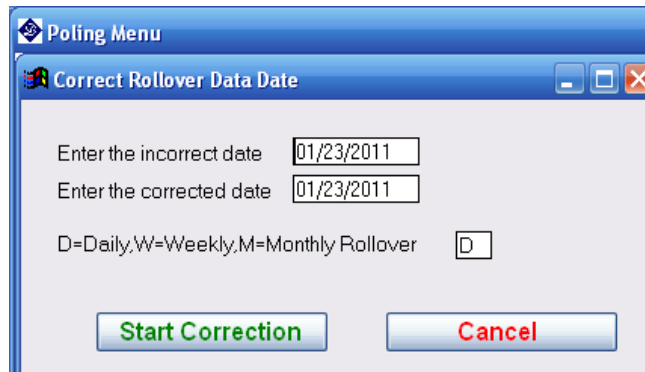
TO DO: ENTER for options screen. ESC to Exit.		
Date	Type	Descrip
09/19/2000	Payroll	DAILY Payroll

Quit this screen.

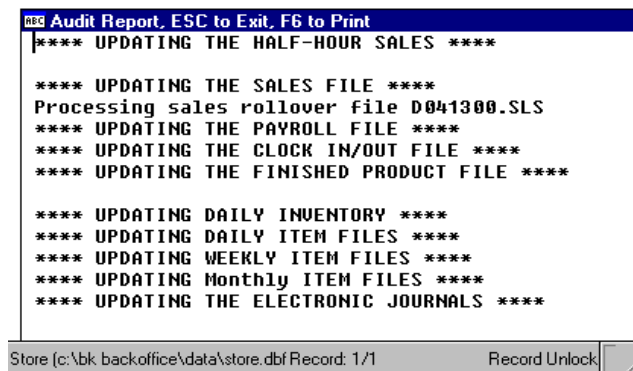
## Clear Data Options



## Correct Rollover Data Date

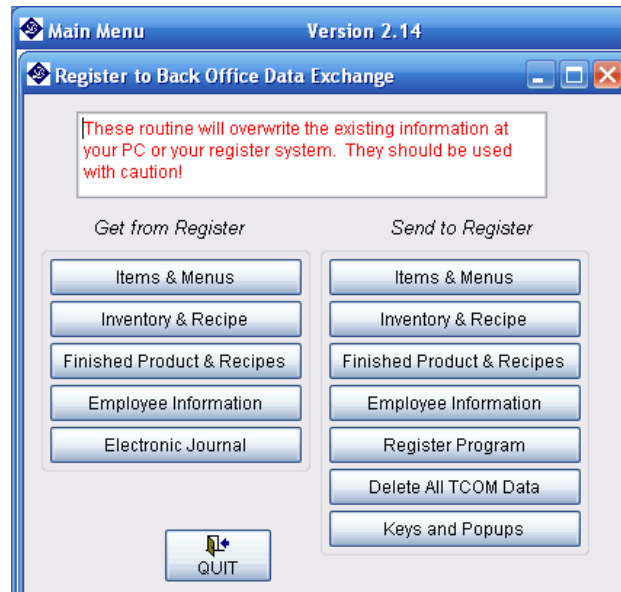


## Audit Report



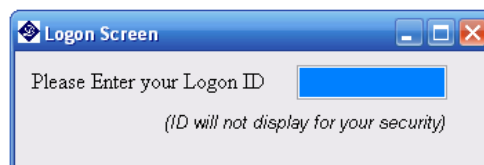
This section allows you to audit the information received from the registers and sent to the register. The files that were successfully sent and received will be listed. To access the report click once on the left mouse button on Audit Report and the report will be viewed on the screen. To print, press F6. To end, press ESC.

## Data Download/Upload



This section allows data to be retrieved from the Register and sent to the Register. **\*\*Use with caution – can result in lost data.**

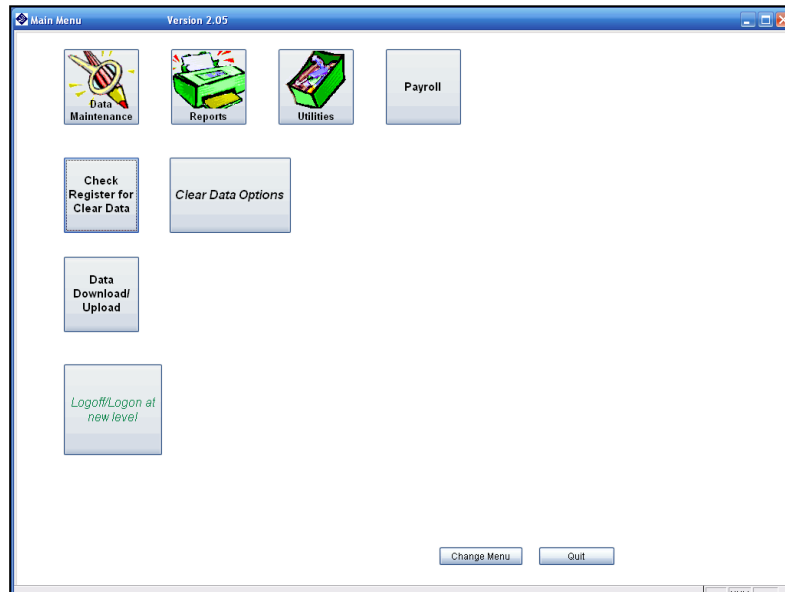
## Logoff/Logon



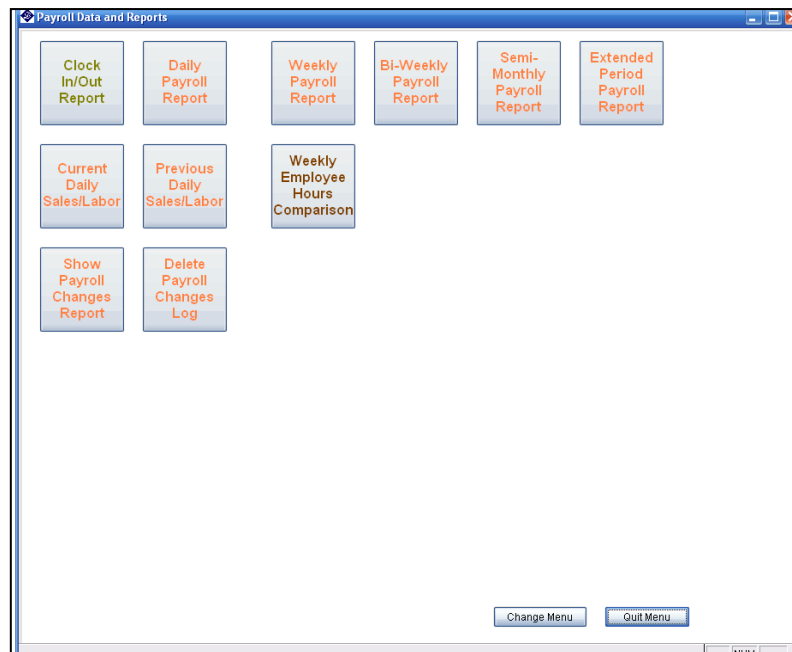
This section allows you to logoff and logon within the program.



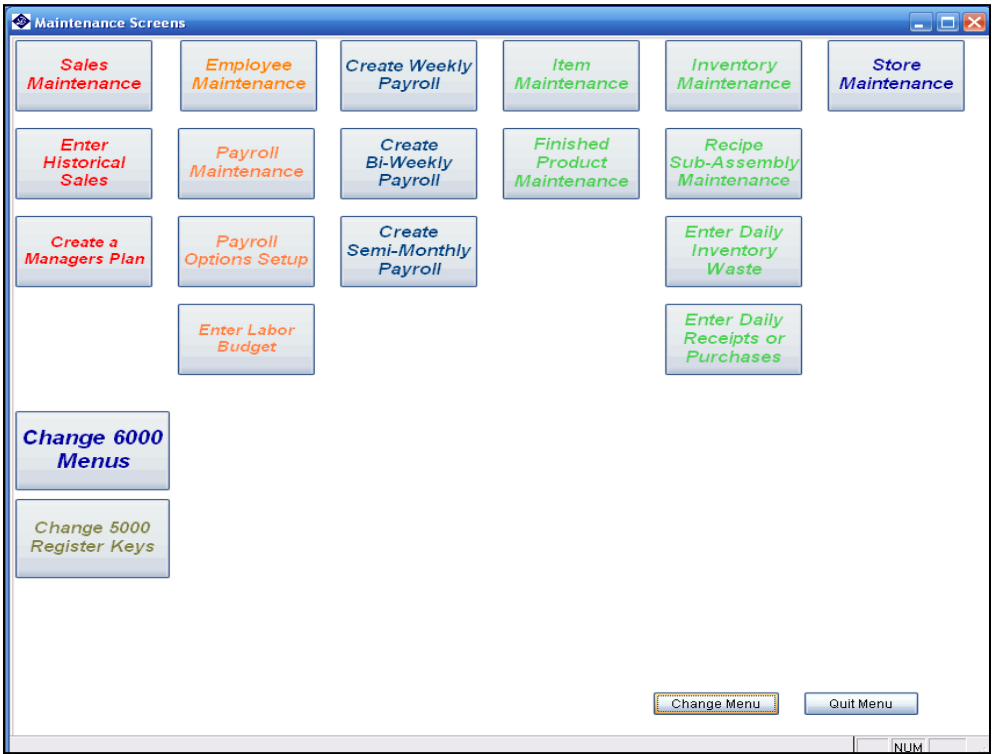
## Access Payroll Reports from Main Screen



From the main screen Payroll Reports can be accessed quickly or they can be found under Reports.



# Data Maintenance Screen



The Data Maintenance screen can be accessed by clicking on the Data Maintenance Button on the Main Screen. This screen allows access to the store sales, employees, payroll, items, inventory, finished product, menu layouts as well as store information. To close the screen, click on the Quit Menu button.

## Sales Maintenance

### Sales Screen

**Sales Maintenance**

**Sales** | History | Cash Drawers | Deposits

**Sales**

Food Sales: 1081.67  
+ Non Food Sales: 0.00  
+ Net Sales: 1081.67  
+ Tax A \$: 73.93  
+ Tax B \$: 0.00  
= Gross Sales: 1155.60  
+ GC Sold: 0.00  
+ Other Income: 0.00  
= Total Income: 1155.60  
- GC Redeemed: 0.00  
- Charge Sales: 336.38  
- Paid Out: 0.00  
= Cash Total: 819.22  
Deposits Total: 802.00  
Over/Short: -17.22

**Other**

Rollover Type: D  
Date: 04/03/2009  
Store #: 1  
Clear Count: 698

**Transaction Analysis**

	\$	#
Customer Count	558.61	55
Drive-Thru	0.00	0
Deletes	0.00	0
VOIDS	0.00	0
Catering	0.00	0
Misc Coupon:	4.49	2
Total Coupon:	7.79	4
Misc Sales	0.09	9
Taxable Sale	1081.67	
Non-tax Sales	0.00	
Coupon Order:	60.90	
Ending GT	141.4416.58	
Beginning GT	141.3260.98	
Difference	1155.60	

Buttons: Get Current Sales, Add, Edit, Delete, Print

**Sales Maintenance**

**Sales** | History | Cash Drawers | Deposits

Type	Date	Net Sales	Transactions	Drive thru	Drive thru \$
D	03/30/2009	1153.87	131	72	735.13
D	03/31/2009	1263.34	138	79	830.11
D	04/01/2009	1776.58	172	84	940.06
D	04/02/2009	1193.88	125	74	792.49
D	04/03/2009	1081.67	104	55	558.61
W	04/03/2009	8646.91	976	516	5027.17

Buttons: Get Current Sales, Add, Edit, Delete, Print

### Sales History

This section allows you to look at, edit or add sales information. The sales section has D=DAILY, W=WEEKLY, and M=MONTHLY.

**LOCATE BY DATE-** To locate sales information; click on the arrows pointing left or right or click on history and click on a date.

**Get Current Sales-** Click on Get Current Sales to get the sales from the register real time.

**ADD-** To add sales information click on Add and enter the information. If you chose not to keep the changes made click on Revert to delete data. Once the editing is complete click on Save.

**EDIT-** Click on Edit to enter or change the information, please note only the information in black can be modified. If you chose not to keep the changes made click on Revert to restore previous data. Once the editing is complete click on Save.

**DELETE-** Click on Delete to remove the sales information, deleted information can not be retrieved back.

**PRINT-** Click on the Print button to print the sales information that is being viewed.

**QUIT-** To quit this section, click on the exit door.

## Cash Drawers

Maintenance Screens		Sales Maintenance	
Sales	History	Cash Drawers	Deposits
Currency 1 <input type="text" value="0.00"/> Currency 2 <input type="text" value="0.00"/> Currency 3 <input type="text" value="0.00"/> Checks: CASH <input type="text" value="0.00"/> <input type="button" value="Enter Cash"/>	Counted <input type="text" value="0.00"/> <input type="text" value="0.00"/> <input type="text" value="0.00"/> <input type="text" value="0.00"/>	Register # <input type="text" value="1"/> Total 1 Drawer # <input type="text" value="1"/> Status: <b>Drawer Closed</b> Opened by <input type="text" value="1"/> RAY SMITH Date: <input type="text" value="04/03/2009"/> from <input type="text" value="1:04"/> to <input type="text" value="2:22"/>	
• Ending Till Miscellaneous <input type="text" value="0.00"/> <input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="text" value="0.00"/>	Coupons & Drawer Information \$ Count Coupon 1 <input type="text" value="0.00"/> <input type="text" value="0"/> Coupon 2 <input type="text" value="0.00"/> <input type="text" value="0"/> Coupon 3 <input type="text" value="0.00"/> <input type="text" value="0"/> Coup Misc. <input type="text" value="0.00"/> <input type="text" value="0"/> Discount <input type="text" value="0.00"/> <input type="text" value="0"/> Deletes <input type="text" value="0.00"/> <input type="text" value="0"/>	
<b>Deposit Amount</b> Beginning Till <input type="text" value="0.00"/> End Beg <input type="text" value="0.00"/> • Gift Certificates <input type="text" value="0.00"/> <input type="text" value="0.00"/> • Credit Cards <input type="text" value="0.00"/> <input type="text" value="0"/> • Debit Cards <input type="text" value="0.00"/> <input type="text" value="0"/>	<b>78.49</b> <b>-78.49</b> <div> <input type="text" value="Eain"/> <input type="text" value="78.49"/> <input type="text" value="14"/>  <input type="text" value="D-Thru/Takeout"/> <input type="text" value="0.00"/> <input type="text" value="0"/>  <input type="text" value="Tip_amt"/> <input type="text" value="0.00"/> <input type="text" value="0"/> </div>		
<b>- Sales</b> <b>- Overshort:</b>		<input type="button" value="Get All Drawers"/> <input type="button" value="Edit"/>	
Closer # <input type="text" value="0"/> Deposit Period <input type="text" value="Day Shift"/> <input type="button" value="v"/>		<input type="button" value="Employee not found"/>	

**Maintenance Screens**

**Sales Maintenance**

**Sales**

	Counted	Deposit Period
Currency 1	0.00	Day Shift
Currency 2	0.00	
Currency 3	0.00	
Checks:	0.00	
CASH	0.00	<b>Enter Cash</b>
- Ending Till	0.00	
Misc. Deductions	0.00	0.00
Deposit Correction	0.00	
<b>Deposit Amount</b>	<b>0.00</b>	
Beginning Till	0.00	End Beg 0.00
+ Gift Certificates	0.00	0.00
+ Credit Cards:	0.00	0.00
+ Debit Card	0.00	0.00
<b>Sales</b>	<b>78.49</b>	
<b>- Overshort</b>	<b>-78.49</b>	

Deposit Slip #

Closer #

**Employee not found**

**Cash Drawers**

Cash Drawers Included In Deposit

Reg 1 Drawer: 1 \$ 78.49

**Deposits**

04/03/2008

Coupons & Drawer Information

	Count
Coupon 1	0.00
Coupon 2	0.00
Coupon 3	0.00
Coup Misc.	0.00
Discount	0.00
Deletes	0.00

Deposits

This section allows Cash Drawer & Deposits accountability.

**LOCATE BY DATE-** To locate information; click on the arrows pointing left or right above Edit.

**GET ALL DRAWERS-** Click on Get All Drawers information from the registers. \*\*Must be done before the end of day has been run on the register.

**EDIT-** Click on Edit to enter or change the information, please note only the information in black can be modified. If you chose not to keep the changes made click on Revert to restore previous data. Once the editing is complete click on Save.

**ADD-** Click on Add to enter the deposit information. Once the editing is complete click on save or cancel to delete.

**DELETE-** Click on Delete to remove the deposit information.

**QUIT-** To quit this section, click on the exit door.

## Enter Historical Sales

Date	Storenum	Type(DWM)	Net sales	Trans cnt
11/06/2009	10367	D	2596.33	284
11/07/2009	10367	D	2307.32	227
11/08/2009	10367	D	1633.45	170
11/08/2009	10367	W	15456.76	1719
11/09/2009	10367	D	2068.71	221
11/10/2009	10367	D	1970.80	264
11/11/2009	10367	D	1856.85	208
11/12/2009	10367	D	1849.18	228
11/13/2009	10367	D	2765.36	269
11/14/2009	10367	D	2361.20	219

This section allows you to enter old sales information.

**Add-** To add old sales press F6 and enter. For the type enter D=DAILY, W=WEEKLY, and M=MONTHLY.

**Exit-** To quit, press ESC.

## Weekly ManPlan Setup

Management Plan for the week starting on: 08/16/2010

Enter estimated daily projections for:

Day	Date	Net sales	Trans cnt
Monday	08/16/2010	\$0	\$0
Tuesday	08/17/2010	\$0	\$0
Wednesday	08/18/2010	\$0	\$0
Thursday	08/19/2010	\$0	\$0
Friday	08/20/2010	\$0	\$0
Saturday	08/21/2010	\$0	\$0
Sunday	08/22/2010	\$0	\$0

Previous 4 weeks

Create Manplan Cancel Manplan GUIT

This section allows you to enter estimated daily sales projections.

**Edit-** Click on line and enter estimated sales for the day.

**Create Manplan-** Click on button to create.

**Exit-** To quit, click on the door.

## Employee Maintenance

### Employee Screen

The screenshot shows the 'Employee Maintenance' window. It contains fields for Name & Address (Bob), Store # (12202), Employee # (898), Phone #, Social Sec. #, Hired, Terminated, Type/Status (4), and Security Level (1). There are also fields for Maximum Daily Hours (24) and Maximum Period Hours (999). Below this is a table with columns for Labor Cat, Pay Rate, and Current + Cleared Dailies (Current In/Outs, Cleared Daily Payrolls, Regular, Overtime, Regular, Overtime, Regular, Overtime, Regular, Overtime). The table shows three rows of data. At the bottom, there are buttons for Print, Add, Edit, Delete, Find by #, Find by Name, By Universal #, Edit/Show Current Clock In-Outs, Send Emp. Info to Registers, Allow Viewing or Changing the Social Sec #, and a QUIT button.

Labor Cat	Pay Rate	CURRENT + CLEARED DAILIES = CURRENT PERIOD								EXTENDED (Cleared Periods)	
		(Current In/Outs)		(Cleared Daily Payrolls)		Regular		Overtime		Regular	Overtime
1	0.00	3.83	0.00	0.00	0.00	3.83	0.00	0.00	0.00	0.00	0.00
1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**\*\*\*Before making changes in this screen make sure the Back Office data and the register have the same employees or data will be lost. To retrieve or send employee information go to Data Download/Upload on the Main Screen.**

This section allows you to view, edit or add employee information, as well as add employees.

**Find by #-** To find an employee, move the mouse to the Find by # and click the left mouse button once. The listing of employees will be displayed by number, click on the employee to view.

**Find by Name-** To find an employee by #, move the mouse to the Find by Name and click the left mouse button once. The listing of employees will be displayed by name, click on the employee to view.

**ADD-** To add an employee, move the mouse to the add button and click the left mouse button once. Once the add button is entered the employee information window will appear and all employee information may be added at that time. Upon completion of the information click on Save or Revert to delete changes. \*Do not add hours.

**EDIT-** To edit the employee information, move the mouse to the edit button and click the left mouse button once. Move the mouse to the line to be edited and click once on the left mouse button. Once the editing is complete click on Save or Revert to delete changes. \*Do not edit hours.

**DELETE-** To delete an employee, (make sure the employee is now being viewed on screen) move the mouse to the delete box and click the left mouse button once. \*Do not delete hours.

**Edit/Show Clock In-Outs-** This section allows modification or adding of the current day Clock In/Out for the employee. Any changes made must be sent back to the register. \*\*Please see next page for more detail.

**Send Emp. Info to Register-** This allows the Employee information to be sent to the register if any changes were made. It is advised to add and delete employee information in the Back Office and sent to the registers using this function.

**Allow Viewing or Changing the Social Sec #-** This allows the viewing, editing or adding of the SSN, please note that Level 9 must be used to view or edit.

**QUIT-** To quit this section, click on the door to close.

## Edit/Show Clock In-Out Screen

**Maintenance Screens**

**Edit/Display Clock In and Outs**

Choose the In/Out Combination to Edit  
8.25 to 12.20

For Bob

Category

Time In

Time Out

Time On 3.91 HH:MM 3:55  
(Time in Hundredths) (In Minutes)

Entry has been Changed? YES

New Hours: Regular Overtime  
Day 3.91 0.00  
Cur. Period 3.91 0.00

**Update Changes to the POS System**

Delete Entry Print Correction report

Create Entry

Update changes to the registers (POS) next, then you can print a correction report

Message:

QUIT

ENDED —  
(d Periods)

Overtime

0	0:00
0	0:00
0	0:00

QUIT

Allow Viewing or Changing the Social Sec #

This section allows you to Edit, Create or Delete Clock In/Out Records. \*\*Please note that if any changes are made in this screen you must click on “Update Changes to the POS System” to send to the register.

**Maintenance Screens**

**Edit/Display Clock In and Outs**

Choose the In/Out Combination to Edit  
8.25 to 12.20

For Bob

Category

Time In

Time Out

Time On 3.91 HH:MM 3:55  
(Time in Hundredths) (In Minutes)

Entry has been Changed? YES

New Hours: Regular Overtime  
Day 3.91 0.00  
Cur. Period 3.91 0.00

Update Changes to the POS System

Delete Entry Print Correction report

Create Entry

Update changes to the registers (POS) next, then you can print a correction report

Message: Changes Updated Successfully to the Register

QUIT

ENDED —  
(d Periods)

Overtime

0	0:00
0	0:00
0	0:00

QUIT

Allow Viewing or Changing the Social Sec #

**QUIT-** To quit this section, click on the door to close.

## Sample of Print Correction Report

---

**Clock In-Out Change Acceptance Sheet**

*05/02/2018 12:36:53 PM*

---

Date: *Wednesday, 05/02/2018*

Store #: *12202*    Change Level *9*

Employee: # *898*

Name *Bob*

Original Time: *IN 8:25 OUT 12:15 TOTAL 3.83*

New Time: *IN 8:25 OUT 12:20 TOTAL 3.91*

Manager Making the Change

Employee Acceptance

---



## Payroll Maintenance

## View/Edit Payroll Records

Payroll Maintenance Screen

Period Payroll for Charles Tanner

Payroll Type  D=Daily, P=Period (Weekly), B=BiW/weekly, S=Semimonthly, X=Extended

Store - Employee #    
Your Store

Payroll Date

Approved Date

Record Changed ☒

	Regular Hours	Overtime Hours	Vacation Hours	Total Hours	Current Pay Rate
Pay Type 1	<input type="text" value="3.10"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	3.10	8.00
Pay Type 2	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>		0.00	0.00
Pay Type 3	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>		0.00	0.00
Totals	3.10	0.00	0.00	3.10	Grosspay <input type="text" value="24.80"/>

Navigation buttons: Edit, Add, ? Date, ? Emp #, Delete, Quit

Action buttons: Recalculate pay for this date and pay type, Show Clock In and Outs

[illegible]

### Show Clock In and Outs

This section allows you to look at or edit the existing employee payroll record and add additional employee payroll records. The payroll section has D=Daily, P=Period (Weekly), B=BiWeekly, S=SemiMonthly, X=Extended.

**EDIT-** To edit the employee payroll record, move the mouse to the edit button and click the left mouse button once. Move the mouse to the line to be edited and click once on the left mouse button. Once the editing is complete click on Save or Revert to delete changes.

**ADD-** To add an employees payroll record, move the mouse to the add button and click the left mouse button once. Once the add button is entered the employee payroll information window will appear and all employee payroll records may be added at this time. Upon completion of the record press Save or Revert to delete changes.

**?DATE-** To find an employees payroll record, move the mouse to the ?Date and click the left mouse button once. Enter the date and press enter for the listing.

**?EMP#**- To find an employees payroll record by #, move the mouse to the ?emp# box and click the left mouse button once. Enter the # and press enter or press enter to view the entire employee listing.

**DELETE-** To delete a particular employee payroll record, (make sure the employee is now being viewed on screen) move the mouse to the delete box and click the left mouse button once.

**QUIT-** To quit this section, click on the exit door.

**RECALCULATE FOR THIS DATE AND PAY TYPE-** Allows recalculations when changes have been made for payroll. To recalculate, move the mouse to the RECALCULATE FOR THIS DATE AND PAY TYPE box and click the left mouse button once.

**SHOW CLOCK IN & OUTS-** View the in & out records for the employee.

The arrow keys will move up and down the employee payroll listings. The arrow pointing to the left with the line under will advance to the start of the list and the arrow pointing to the left will advance one employee payroll screen at a time back to the start of the list. The arrow pointing to the right with the line under will advance to the end of the list and the arrow pointing to the right will advance one employee payroll screen at a time to the end of the list.

## Payroll Setup Screen

Payroll Options Setup

Daily Overtime begins after  hours

Period Overtime begins after  hours

Recalculate Gross Pay?  If so, Enter Overtime Multiplier

Period Payroll is every  W=Weekly, B=Biweekly, S=SemiMonthly, M=Monthly

All Managers have an Employee Status of  (Up to 5)

Employees in Training have an Employee Status of

Allow Employee modifications from the register?

QUIT

This section allows you to look at or edit the existing payroll information.

**EDIT-** To edit the payroll information, move the mouse to the section you would like to change and click the left mouse button once.

**QUIT-** To quit this section, click on the exit door.

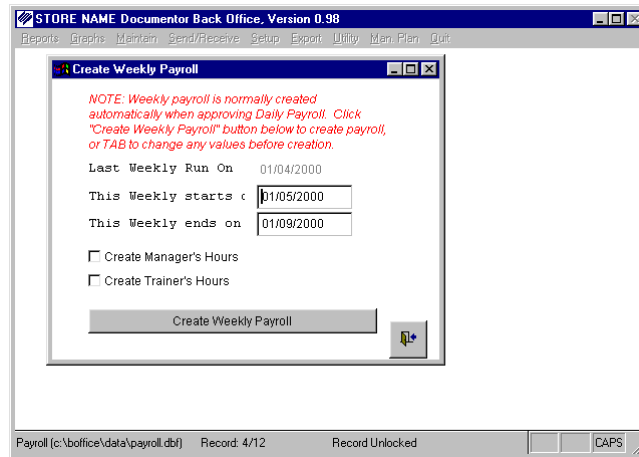
## Enter Labor Budget

Sales to	Tot Labor	Service	Open	Close	Biscuit	Prep	Host	Pre-Close	Admin
5000	442.00	363.50	10.50	14.00	28.00	7.00	0.00	0.00	19.00
5100	445.00	366.50	10.50	14.00	28.00	7.00	0.00	0.00	19.00
5200	446.50	368.00	10.50	14.00	28.00	7.00	0.00	0.00	19.00
5300	449.50	371.00	10.50	14.00	28.00	7.00	0.00	0.00	19.00
5400	452.50	374.00	10.50	14.00	28.00	7.00	0.00	0.00	19.00
5500	455.50	377.00	10.50	14.00	28.00	7.00	0.00	0.00	19.00
5600	458.50	380.00	10.50	14.00	28.00	7.00	0.00	0.00	19.00
5700	461.50	383.00	10.50	14.00	28.00	7.00	0.00	0.00	19.00
5800	464.50	386.00	10.50	14.00	28.00	7.00	0.00	0.00	19.00
5900	467.50	389.00	10.50	14.00	28.00	7.00	0.00	0.00	19.00
6000	470.50	392.00	10.50	14.00	28.00	7.00	0.00	0.00	19.00
6100	473.50	395.00	10.50	14.00	28.00	7.00	0.00	0.00	19.00
6200	476.50	398.00	10.50	14.00	28.00	7.00	0.00	0.00	19.00
6300	479.50	401.00	10.50	14.00	28.00	7.00	0.00	0.00	19.00
6400	482.50	404.00	10.50	14.00	28.00	7.00	0.00	0.00	19.00
6500	485.50	407.00	10.50	14.00	28.00	7.00	0.00	0.00	19.00

This section allows you to enter the budgeted sales dollar amount and the required labor for the sales.

This setup screen will be used when calculating the budgeted hours for a comparison to actual hours. The Budgeted Labor is taken from this setup screen in conjunction with the crew hourly average, the manager's hours, and the hourly average of the managers. The crew hourly average, the manager's hours, and the hourly average of the managers can be setup in the Store Information Screen.

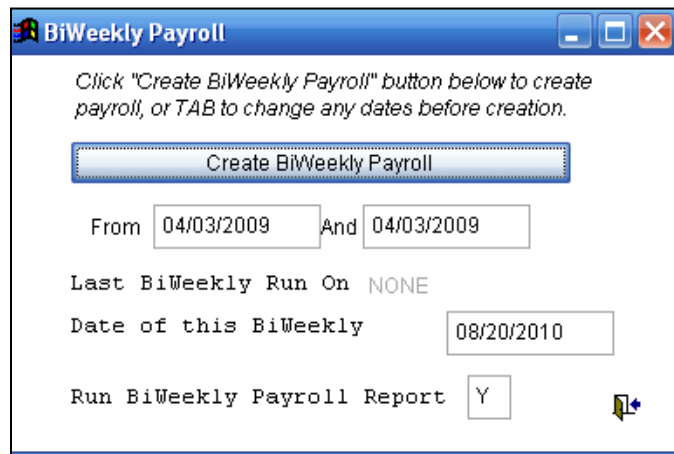
## Create Weekly Payroll



### STEPS TO CREATE WEEKLY (PERIOD)-

- 1- \*USE ONLY IF THE WEEKLY HAS NOT BEEN CREATED. TO VERIFY, GO TO MAINTAIN, PAYROLL, VIEW/EDIT/PAYROLL AND CLICK ON ?DATE. ENTER THE DATE OF THE WEEKLY AND P(PERIOD/WEEKLY). THEN A LIST OF WEEKLYS THAT HAVE BEEN RUN WILL DISPLAY. IF THE WEEKLY IS IN THE LIST, PRESS ESC & QUIT PAYROLL MAINTAINANCE AND GO TO REPORTS TO GET THE PRINT OUT. IF NOT, CONTINUE WITH STEP #2.
- 2- MAKE SURE DAILY HAS BEEN APPROVED. TO VIEW NON-APPROVED PAYROLL, GO TO SEND/RECEIVE AND CLICK ON GET AVAILABLE CLEAR DATA. IF NOT APPROVED, VIEW, CORRECT AND APPROVE.
- 3- VIEW THE DAILY PAYROLL TO VERIFY. IF THE DAILYS ARE NOT CORRECT, MAKE NECESSARY CHANGES.
- 4- GO TO MAINTAIN, PAYROLL AND CLICK ON CREATE WEEKLY.
- 5- THE DATE OF THE LAST WEEKLY SHOULD DISPLAY. IF THE DATE IS CORRECT, THE DATE THE WEEK STARTS AND ENDS WILL BE DISPLAYED. IF THE DATES ARE WRONG MAKE CORRECTIONS.
- 6- CLICK ON THE BUTTON "CREATE WEEKLY PAYROLL"
- 7- THE REPORT OPTIONS WILL DISPLAY, CHOOSE TO VIEW OR PRINT THE REPORT. IF YOU VIEW THE REPORT, CLOSE BY CLICKING THE X IN THE RIGHT OF THE REPORT SCREEN.
- 8- THE PAYROLL APPROVAL SCREEN WILL DISPLAY. IF THE WEEKLY IS CORRECT, CLICK ON APPROVE AND THEN QUIT.
- 9- ONCE THE QUIT HAS BEEN CLICKED, THE WEEKLY IS SENT BACK TO THE REGISTER TO BE POLLED TO THE OFFICE ON THE NEXT POLL AND WILL UPDATE TO THE EXTENDED.

## **Bi-Weekly Payroll (Extended)**



Click "Create BiWeekly Payroll" button below to create payroll, or TAB to change any dates before creation.

Create BiWeekly Payroll

From 04/03/2009 And 04/03/2009

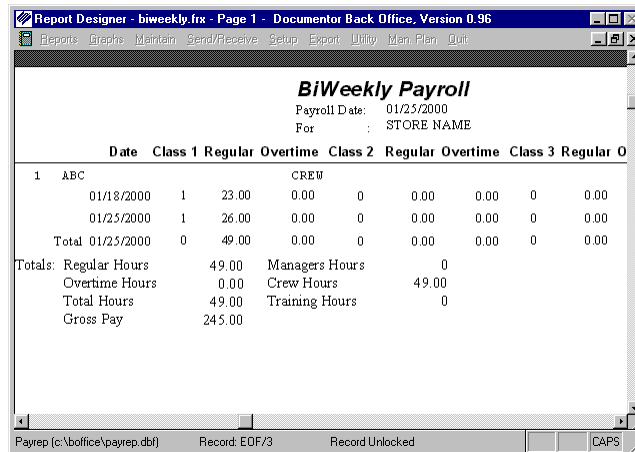
Last BiWeekly Run On NONE

Date of this BiWeekly 08/20/2010

Run BiWeekly Payroll Report Y

### **STEPS TO CREATE BI-WEEKLY (EXTENDED)**

- 1- MAKE SURE DAILY AND PERIOD HAVE BEEN APPROVED. TO VIEW NON-APPROVED PAYROLL, GO TO SEND/RECEIVE AND CLICK ON GET AVAILABLE CLEAR DATA. IF NOT APPROVED, VIEW, CORRECT AND APPROVE.
- 2- VIEW THE WEEKLY PAYROLL TO VERIFY. IF THE WEEKLY IS NOT CORRECT, MAKE NECESSARY CHANGES.
- 3- GO TO MAINTAIN, PAYROLL AND CLICK ON CREATE BI-WEEKLY.
- 4- THE DATES OF THE LAST TWO WEEKLY'S SHOULD DISPLAY IN THE BOX TO THE RIGHT OF FROM & AND. IF THE DATES ARE INCORRECT, ENTER THE DATES OF THE 2 WEEKLY'S THAT WILL MAKE THE BI-WEEKLY. EXAMPLE 01/18/2000 AND 01/25/2000.
- 5- ENTER THE DATE OF THIS BI-WEEKLY, THIS SHOULD BE THE SAME AS THE LAST WEEKLY DATE ENTERED ABOVE. EXAMPLE 01/25/2000.
- 6- CLICK ON THE BUTTON "CREATE BI-WEEKLY PAYROLL"
- 7- THE REPORT OPTIONS WILL DISPLAY, CHOOSE TO VIEW OR PRINT THE REPORT. IF YOU VIEW THE REPORT, CLOSE BY CLICKING THE X IN THE RIGHT OF THE REPORT SCREEN.
- 8- THE PAYROLL APPROVAL SCREEN WILL DISPLAY. IF THE BI-WEEKLY IS CORRECT, CLICK ON APPROVE AND THEN QUIT.
- 9- ONCE THE QUIT HAS BEEN CLICKED, THE BI-WEEKLY IS SENT BACK TO THE REGISTER TO BE POLLED TO THE OFFICE ON THE NEXT POLL.



Report Designer - biweekly.frx - Page 1 - Documentor Back Office, Version 0.96

Reports Graphs Maintain Send/Receive Setup Export Utility Menu Print Quit

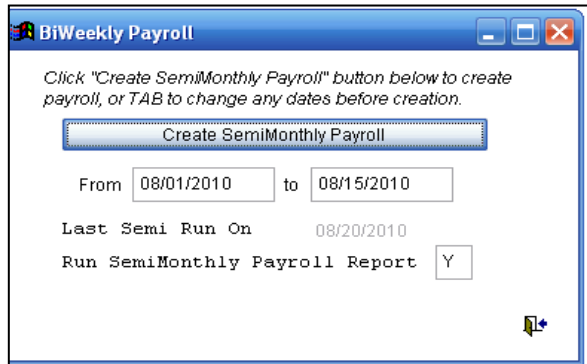
**BiWeekly Payroll**

Payroll Date: 01/25/2000  
For : STORE NAME

Date	Class 1	Regular	Overtime	Class 2	Regular	Overtime	Class 3	Regular	O
1 ABC				CREW					
01/18/2000	1	23.00	0.00	0	0.00	0.00	0	0.00	
01/25/2000	1	26.00	0.00	0	0.00	0.00	0	0.00	
Total 01/25/2000	0	49.00	0.00	0	0.00	0.00	0	0.00	
Totals:	Regular Hours	49.00	Managers Hours	0					
	Overtime Hours	0.00	Crew Hours	49.00					
	Total Hours	49.00	Training Hours	0					
	Gross Pay	245.00							

Payrep (c:\boffice\payrep.dbf) Record: EOF/3 Record Unlocked CAPS

## Semi-Monthly Payroll (Extended)



BiWeekly Payroll

Click "Create SemiMonthly Payroll" button below to create payroll, or TAB to change any dates before creation.

Create SemiMonthly Payroll

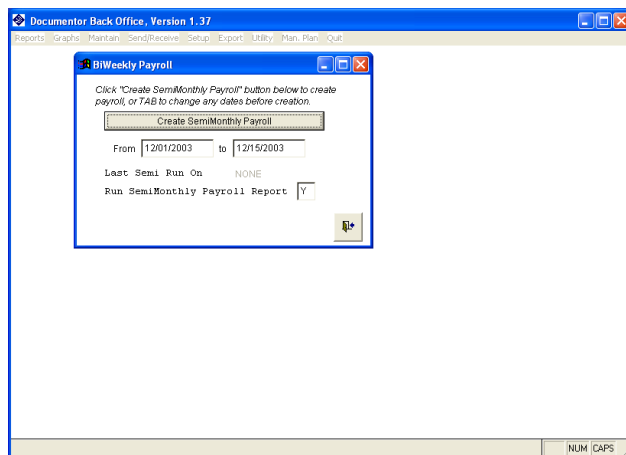
From 08/01/2010 to 08/15/2010

Last Semi Run On 08/20/2010

Run SemiMonthly Payroll Report ☐

### STEPS TO CREATE SEMI-MONTHLY (EXTENDED)

- 1- MAKE SURE DAILY AND PERIOD HAVE BEEN APPROVED. TO VIEW NON-APPROVED PAYROLL, GO TO SEND/RECEIVE AND CLICK ON GET AVAILABLE CLEAR DATA. IF NOT APPROVED, VIEW, CORRECT AND APPROVE.
- 2- VIEW THE WEEKLY PAYROLL TO VERIFY. IF THE WEEKLY IS NOT CORRECT, MAKE NECESSARY CHANGES.
- 3- GO TO MAINTAIN, PAYROLL AND CLICK ON CREATE SEMI-MONTHLY.
- 4- THE STARTING AND ENDING DATE FOR THE SEMI-MONTHLY WILL BE DISPLAYED, IF THE DATES ARE INCORRECT ENTER THE CORRECT DATES.
- 5- CLICK ON THE BUTTON "CREATE SEMI-MONTHLY PAYROLL"
- 6- THE REPORT OPTIONS WILL DISPLAY, CHOOSE TO VIEW OR PRINT THE REPORT. IF YOU VIEW THE REPORT, CLOSE BY CLICKING THE X IN THE RIGHT OF THE REPORT SCREEN.
- 7- THE PAYROLL APPROVAL SCREEN WILL DISPLAY AND THE SEMI-MONTHLY PAYROLL WILL NEED TO BE APPROVED. TO DO SO PRESS ENTER, CLICK ON APPROVE, APPROVE AS YOU WOULD THE DAILY & WEEKLY AND THEN QUIT.
- 8- ONCE THE QUIT HAS BEEN CLICKED, THE SEMI-MONTHLY IS SENT BACK TO THE REGISTER TO BE POLLED TO THE OFFICE ON THE NEXT POLL.



Documentor Back Office, Version 1.37

Reports | Graphs | Maintain | Send/Receive | Setup | Export | Utility | Man. Plan | Quit

BiWeekly Payroll

Click "Create SemiMonthly Payroll" button below to create payroll, or TAB to change any dates before creation.

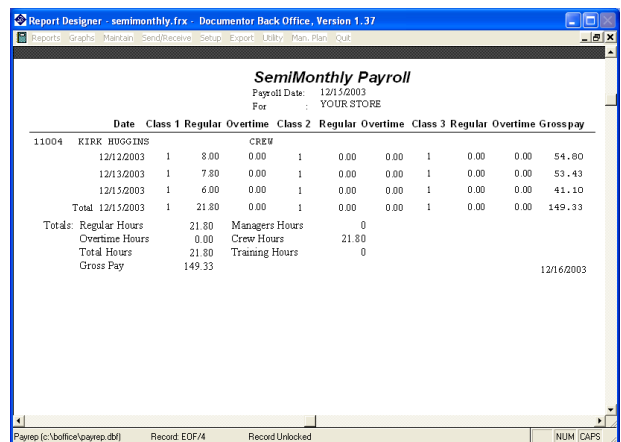
Create SemiMonthly Payroll

From 12/01/2003 to 12/15/2003

Last Semi Run On NONE

Run SemiMonthly Payroll Report ☐

NUM | CAPS



Report Designer - semimonthly.frx - Documentor Back Office, Version 1.37

Reports | Graphs | Maintain | Send/Receive | Setup | Export | Utility | Man. Plan | Quit

**SemiMonthly Payroll**

Payroll Date: 12/15/2003

For: YOUR STORE

Date	Class 1	Regular	Overtime	Class 2	Regular	Overtime	Class 3	Regular	Overtime	Grosspay
11004 KIRK HIGGINS										
12/12/2003	1	8.00	0.00	1	0.00	0.00	1	0.00	0.00	54.80
12/13/2003	1	7.80	0.00	1	0.00	0.00	1	0.00	0.00	53.43
12/15/2003	1	6.00	0.00	1	0.00	0.00	1	0.00	0.00	41.10
Total 12/15/2003	1	21.80	0.00	1	0.00	0.00	1	0.00	0.00	149.33
Totals:	Regular Hours	21.80	Managers Hours	0						
	Overtime Hours	0.00	Crew Hours	21.80						
	Total Hours	21.80	Training Hours	0						
	Gross Pay	149.33								

12/16/2003

Payprep (c:\office\payprep.dbf) Record: EOF/4 Record Unlocked NUM | CAPS

## **TO CORRECT DAILY HOURS-**

### **CORRECTING BEFORE THE 91M:\*\*THIS IS THE ONLY METHOD OF CORRECTION IN WHICH THE LABOR VS SALES REPORTS WILL BE CORRECT.**

- 1- GO TO EMPLOYEE IN MAINTAIN. FIND THE EMPLOYEE WHO'S HOURS NEED CORRECTING.
- 2- CLICK ON EDIT/SHOW CLOCK IN&OUTS. THE EMPLOYEE'S CURRENT DAILY IN & OUT RECORDS WILL DISPLAY. ALSO, THE TOTAL CURRENT DAY HOURS AND THE PERIOD HOURS WILL DISPLAY.
- 3- MAKE CORRECTION AND CLICK ON SEND TO REGISTER. THIS CORRECTION WILL BE ON THE 26M REPORT AT THE REGISTER.

### **CORRECTING AFTER THE 91M AND BEFORE THE APPROVAL OF THE DAILY PAYROLL:**

1. CHOOSE THE DAILY PAYROLL LISTED IN THE TO-DO LIST FOR APPROVAL.
2. CHOOSE EDIT, ADD, DELETE PAYROLL ENTRIES.
3. FIND THE EMPLOYEE WHO'S HOURS NEED CORRECTING AND MAKE THE CHANGES.
4. CLICK ON RECALCULATE FOR THIS DATE AND PAY TYPE.
5. IF THE PAYRATE IS NOT CORRECT, CLICK ON CANCEL EDIT AND THEN QUIT THE APPROVAL. GO TO EMPLOYEE IN MAINATIN. LOCATE THE EMPLOYEE AND CORRECT THE PAYRATE. GO TO SEND/REC, GET AVAILABLE CLEAR DATA, AND THEN THE APPROVAL SCREEN WILL COME BACK UP. NOW GO BACK TO STEP #2, 3 & 4.
6. ONCE THE CORRECTIONS ARE VERIFIED, CLICK SAVE & THEN QUIT.
7. NOW YOU CAN VIEW OR PRINT THE PAYROLL REPORT.
8. CHOOSE APPROVE THE PAYROLL (YOU MAY NOT EDIT ONCE IT IS APPROVED). THE APPROVED PAYROLL IS SENT BACK TO THE REGISTER TO BE POLLED TO THE OFFICE ON THE NEXT POLL.

## Item Maintenance

### Item Screen

Item Maintenance

Item Screen Sales History Portions Finished Prod. Recipe Menus

Name: CORN

Key Text OR Picture Location: ~CORNSM

Item #: 91-1

Taxable?: Y

Report Sequence: 9999

Order Sequence: 9999

Sides: 0

Class: 5

Chicken Pieces: 0

Type: Side

Include on Item by Class Report?: Y

Item Group # (for report grouping): 0

5000 Keyboard Assignments (1-5): 0 0 0 0 0

Small

Price: 1.59 Cost: 0.2500 Non Food Portion: 0.00

	Daily	Weekly	Monthly	Discount
Sold	0	47	399	
Eat In	0	9	64	
Take Out	0	14	111	
Drive Thru	0	24	224	
Coupon 1	0	0	0	1.49
Coupon 2	0	0	0	0.19
Coupon 3	0	0	0	0.00

For Store #: 1

Edit Store Pricing Add Store Pricing

You may add/delete historical sales by selecting the Sales History tab

**\*\*\*Before making changes in this screen make sure the Back Office has the current items, finished product & inventory from the register or data will be lost. To retrieve current item information from the register go to Data Download/Upload on the Main Screen and Get Items, Finished Product & Inventory.**

**EDIT-** To edit the item information, move the mouse to the Edit button and click the left mouse button once. Move the mouse to the line to be edited and click once on the left mouse button. To quit this section, click on the exit door.

**ADD-** To add an item, move the mouse to the add button and click the left mouse button once. Once the add button is entered the item information window will appear and all store information may be added at that time. To quit this section, click on the exit door.

#### Item Field Description-

**Name** - Enter up to 14 characters. Enter to advance.

**Key Text or Picture Location**- Enter up to 20 characters using / to wrap the text.

**Taxable?** - Enter Y for taxable and N for non-taxable. Enter to advance.

**Report sequence** - This determines the order the items printed on the reports at the store (only if the option is set to print in sequence at the store level). Enter to advance.

**Order sequence** - This determines the order the items print at the store (only if the option is set to print in sequence at the store level). Enter to advance.

**Sides** - Enter one of the following:

0= no sides

1-4= # of sides

**Class** - Enter one of the following:

0= Deactive

1-9= Regular

10-15= Modified Class (Requires Modifier, class 21-25)

16-20= Drink

21-25= Modifier

26-30= Condiment Class

Class 26= Extra, if a condiment has a price it is added here, must have at least one condiment, condiment added to inventory.

Class 27= No, Etc., No additional price, must have at least one condiment, condiment subtracted from inventory.

Class 28= Plain, Cooking Types, Etc., No price, no condiments.



Class 29= Only, no additional pricing on order, must have at least one condiment, inventory not affected.

Class 30= Condiment Items

Press enter to advance.

**Chicken Pieces** - Enter # of pieces. Press enters to advance.

**Type-** Regular or Side.

**Include on the Item by Class Report?** - Enter Y for yes and N for no. Press enter to advance.

**Item Group # (for report grouping)-** Enter number.

**Key assignments and items #** - 5000 Keyboard Only.

### **Pricing and Sales Tabulation-**

**Item active?** - Enter Y for active and N for non-active. Press enter to advance.

**Price** - Enter the price of the item. Press enter to advance.

**Cost** - Enter the cost of the item. Press enter to advance.

**Non Food Portions-** Enter non-food cost. Press enter to advance.

**Coupon 1** - Press enter or move the mouse to the section to the right of Coupon-1 under discount and enter the Cpn 1 for that item. Press enter to advance.

**Coupon 2** - Press enter or move the mouse to the section to the right of Coupon-2 under discount and enter the Cpn 2 for that item. Press enter to advance.

**Coupon 3** - Press enter or move the mouse to the section to the right of Coupon-3 under discount and enter the Cpn 3 for that item.

**Key assignments and items #** - **do not change.** Press enter to skip.

**DELETE-** To delete an item, move the mouse to the delete button and click the left mouse button once. Please use with caution, if delete an item is chosen all the item information and can not be undeleted.

**?NAME-** To find an item to view, move the mouse to the ?name box and click the left mouse button once. A list of all the items will appear, move the mouse to the item to be viewed and click the left mouse button once.

**?ITEM #-** To find an item to view, move the mouse to the ?item box and click the left mouse button once. A box will appear for the item number to be entered, enter the item number to locate and press enter.

**SALES HISTORY-** To view the sales history for an item, move the mouse to the sales history tab and click the left mouse button once.

**Portions-** To add, edit or view portions for an item, move the mouse to the portions tab and click the left mouse button once.

**Finished Product Recipe-** To add, edit or view finished product recipe for an item, move the mouse to the portions tab and click the left mouse button once.

**QUIT-** To quit this section, click on the door to close.

The arrow keys on the left side will move up and down the item listings. The arrow pointing to the left with the line under will advance to the start of the list and the arrow pointing to the left will advance one item at a time back to the start of the list. The arrow pointing to the right with the line under will advance to the end of the list and the arrow pointing to the right with advance one item at a time to the end of the list.

## Sales History

**Item Maintenance**

**Sales History**

For Item: CORN

Date	Store #	Type	Sold	Eat In	Take Out	D-Thru	Price	Coupon 1	Coupon 2	Coupon 3	Cost	Fpl_slot
02/12/2009	1	D	0	0	0	0	1.59	0	0	0	0.2500	911
03/15/2009	1	W	0	0	0	0	1.59	0	0	0	0.2500	911
03/16/2009	1	D	0	0	0	0	1.59	0	0	0	0.2500	911
10/02/2009	44	W	0	0	0	0	0.00	0	0	0	0.3900	911
10/02/2009	44	M	0	0	0	0	0.00	0	0	0	0.3900	911
10/03/2009	44	D	0	0	0	0	0.00	0	0	0	0.3900	911
10/04/2009	44	D	0	0	0	0	0.00	0	0	0	0.3900	911
10/04/2009	44	W	0	0	0	0	0.00	0	0	0	0.3900	911
10/04/2009	44	D	0	0	0	0	0.00	0	0	0	0.3900	911
10/04/2009	44	W	0	0	0	0	0.00	0	0	0	0.3900	911
12/27/2009	1	D	0	0	0	0	1.59	0	0	0	0.2500	911
12/27/2009	1	W	47	9	14	24	1.59	0	0	0	0.2500	911
01/05/2010	1	D	0	0	0	0	1.59	0	0	0	0.2500	911

Buttons: Delete Sales, Add Sales

This screen displays the sales history for the item chosen in the Item Screen. This screen is accessible in Item Maintenance screen by clicking the Sales History tab.

**QUIT-** To quit this section, click on the door to close.

## Portions

**Item Maintenance**

**Portions**

Portions Listing for

Type	Reference Name	Portion
8	Corn Foli	1.0000
51	CORN 48EA	1.0000

Sub-Assembly List

#	Name
47	INSIDER SUP SUPREM
49	ULT MD HNDTS VEOVLY
50	ZESTYBEEFFIESTABUR
51	LRG HNDTOS SUPREME
52	LRG HNDTOS SUPSUPR
54	SM MEAN GREEN-INML
55	LG MEAN GREENS
56	LRG HNDTOS CKNSUP
60	LRG HNDTOS VEOVRS
61	LRG STUF SUPER SUP
62	LRG STUF CKN SUPR
63	1/2 PPP CKN SUP-WH
65	SNACK CARTON 500/C
68	2&3PC PKG MenuBoard
69	1/2 CKN SUP LG-WH
71	INSIDER CKN SUPREM
72	LRG PAN CKN SUPR

Raw Inventory List

Inv #	Name
37	TenderRoas
40	DUON MAYO
41	8oz Food C
42	BOB POT MI
43	BOB GRAVY
44	Choc Chunk
45	Milk and E
46	LTL BUCKET
47	SPICY MAYO
48	PIE SLICE
49	Corn Bags
50	64oz Mega
51	CORN 48EA
52	DIPPING SA
55	PEPPERDMAY
57	Breading S
59	KFC Nugget

Buttons: Add, Delete, Update ALL Item's Cost from Portions

Make a choice or exit

This screen displays Inventory Portions for the item chosen in the Item Screen. This screen is accessible in Item Maintenance screen by clicking the Portions tab.

**ADD-** Click on Add to allow entry of the inventory portions # then add the amount.

**DELETE-** Click on Delete to remove an unwanted finished product.

**QUIT-** To quit this section, click on the door to close.

### Finished Product

[illegible]

**\*\*\*Before making changes in this screen make sure the Back Office has the current items, finished product & inventory from the register or data will be lost. To retrieve current item information from the register go to Data Download/Upload on the Main Screen and Get Items, Finished Product & Inventory.**

This screen displays the Finished Product Recipes for the item chosen in the Item Screen. This screen is accessible in Item Maintenance screen by clicking the Finished Product Recipe tab.

**ADD-** Click on Add to allow entry of the finished product # then add the amount.

**DELETE-** Click on Delete to remove an unwanted finished product.

QUIT- To quit this section, click on the door to close.

## Menu Assignments

[illegible]

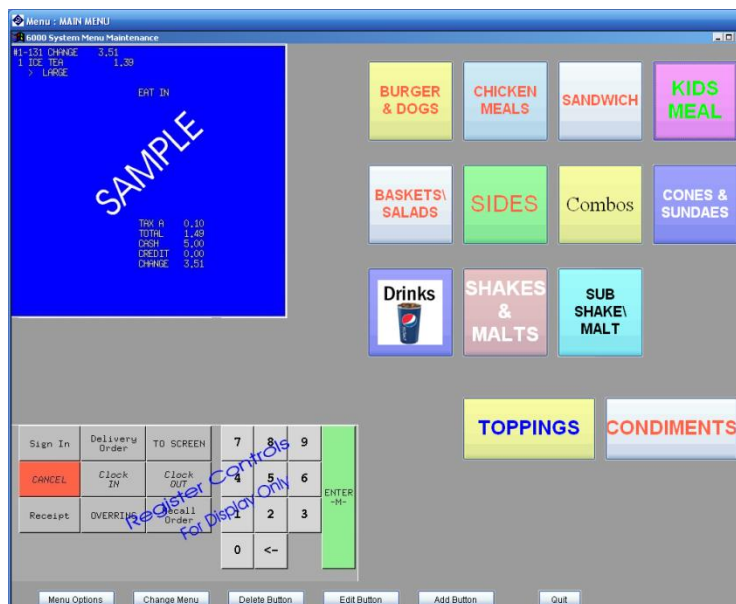
This screen displays the menu assignments for the item chosen in the Item Screen. This screen is accessible in Item Maintenance screen by clicking the Menus tab.

To go to the 6000 Menu that the item is being used in, double click on the menu#.

**QUIT-** To quit this section, click on the door to close.

## Change 6000 Touch Screen Menu

### Store Menu



**\*\*\*Before making changes in this screen make sure the Back Office has the current items & menus, finished product & inventory from the register or data will be lost. To retrieve current item information from the register go to Data Download/Upload on the Main Screen and Get Items & Menus, Finished Product & Inventory.**

This section allows button changes and menu changes. To access this screen, go to Data Maintenance and click on Change 6000 Menu.

## Change 5000 Keyboard

**5000 Keyboard**

2PC T&L/BISC	2PC T&L MEAL	ORIGINAL	IND MASH		(6)BBQ WING	KID MEAL/LEG	WITH	DX B D CB COMB	JR CHZ KIDS	CHI CHZ FRIES				
2PC B&W/BISC	2PC B&W MEAL	EXTRA CRISPY	IND SLAW	WEDGE	(6)BBQ WING MLEA/STRI	KID MEAL	LETT	DX D CB COMB	JR BURGER	SM FRIES	PEPSI	ORANGE	DIET PEPSI	
3PC T&L/BISC	3PC T&L MEAL	HOT & SPICY	IND MEAN	BISCUIT	8PC BBQ (3)C STR WINGS	MEAL	MUST	DX B CB COMB	JR H.DOG	CHOC PARFAIT	ICE TEA	ROOT BEER	DIET ROOT	
3PC B&W/BISC	3PC B&W MEAL	MIX	CORN ON COB	1/2 DOZ BISC	20PC BBQ 6 CR STRP		KET	CONEY CHI	HOT TEA	APPLE PIE	CODE RED	EMONAD	MT.DEW	
4PC/BISC	4PC MEAL	2P T&L DRK/MEL	IND MAC & CHZ	DOZ BISC	30PC SPCY			PICKLE	DX CB COMB	ATE/SAU	UPSIZ DRINK	SIDE & UPSIZ	FLOAT	AQUA WATER
8PC CHICKEN	8PC MEAL	8PC MEGA	IND GRAVY			12 CR STP/MEAL		BACON	DX BURG COMB	MUG ONLY	DRINKING MUG	SHIFT	*NOT* *USED*	*NOT* *USED*
12PC ONLY	12PC MEAL	6PC MEAL/TWC	10PC DARK	POT PIE	TEND ROST		PLAIN	DBL CH BUEGER	*NOT* *USED*	*NOT* *USED*	ALT TAX	*NOT* *USED*	*NOT* *USED*	RECALL
18PC ONLY	18PC MEAL	2PC T&L COMBO	CRCH	POT PIE COMBO	TRIP ZING		CHILI FRIES	MBURGE	*NOT* *USED*	*NOT* *USED*	TIME IN	M	TIME OUT	\$5
20PC ONLY	20PC MEAL	2PC B&W COMBO	TRIP ZING	POP CON TWISTER	INDVUL	ING/INST	ONION RINGS	CHZ BURGER	COUPON 1	7	8	9	\$10	
4PC WHOLE	4PC WING	3PC T&L COMBO	HONEY BBQ	POP CON LARGE	ORIG RECP		CHILI HOT DOG	COUPON 2	4	5	6	7	\$20	
1PC LEG	1PC THIGH	3 STRP COMBO	TWISTER COMB LG	POP CON MBURGE	DARK SUB		CHEESE DOG	COUPON 3	1	2	3	4	AMT TEND	
1PC WING	1PC BREAST	TEND ROST		POP CON PRTY PK	BBQ CHX SAND	BREAST SUB	CONEY CHL	PRINT RECEIPT	TOTAL 1	0	TOTAL 2	CANCEL		

Showing Regular Keyboard Descriptions

Show Regular Keys    Show Shifted Keys    Show Item Class    Show Item Price    Modify Item Info    Swap Keys    Assign Item to a Key

Select a Keyboard: 1 2 3 4 5

Enter the item name up to 14 characters: NUM

This section allows you to view or modify the store keyboard.

**SHOW REGULAR KEYBOARD-** Allows the store keyboard to be viewed with only items not on shift level. To access the normal keyboard, move the mouse to the box normal keyboard and click once with the left mouse button.

**SHOW SHIFTED KEYBOARD-** Allows the store keyboard to be viewed with items only on shift level. To access the shifted keyboard, move the mouse to the box shifted keyboard and click once with the left mouse button.

**SHOW ITEM CLASS-** Allows item classes to be shown. To access the show item class, move the mouse to the box show item class and click once with the left mouse button. This will show which ever keyboard (normal or shifted) that is being viewed at the time.

**SHOW ITEM PRICE-** Allows item prices to be shown. To access the show item price, move the mouse to the box show item price and click once with the left mouse button. This will show which ever keyboard (normal or shifted) that is being viewed at the time.

**MODIFY ITEM INFO-** Allows items to be modified. To access the modified item info, moves the mouse to the box modify item info and click once with the left mouse button. This will open the item maintenance screen, refer back to item maintenance for instructions.

**SWAP KEYS-** Allows items to be swapped from one location to another. To swap keys move the mouse to the box swap keys and click once with the left mouse button. Now move the mouse to the item to move and click on the left mouse button once. Then move the mouse to the item or space to swap and click the left mouse button once.

**ASSIGN ITEM TO A KEY-** Allows items in the database to be assigned to a key. To access move the mouse to the box assign item to a key and click once with the left mouse button. Once the button is press, the button now displays cancel assigns key and the assign mode is initiated. Move the mouse to the position the new item will be located, click with the left mouse button, then a list of all items will be displayed, click with the left mouse button on the item and then the item will display on the keyboard.

**QUIT-** To quit this section, click on the door to close.

## Finished Product Maintenance

### Finished Product Screen

Number: 1  
Name: STRIPS  
On Partial Bin Schedule? [N]  
On Full Bin Schedule? [N]  
Delete Edit Add

*Sales by 1/2 hour*

A.M.	1st Half	2nd Half	P.M.	1st Half	2nd Half
Midnight	0	0	12:00	10	8
1:00	0	0	1:00	2	3
2:00	0	0	2:00	13	9
3:00	0	0	3:00	6	5
4:00	0	0	4:00	0	0
5:00	0	0	5:00	0	8
6:00	0	0	6:00	13	5
7:00	0	0	7:00	1	0
8:00	0	0	8:00	1	1
9:00	0	0	9:00	0	0
10:00	0	0	10:00	0	0
11:00	3	10	11:00	0	0

Date: 12/21/2010  
Day: Tuesday

*Recipe Table for STRIPS*

Base #	Portion	Name
214	4.00	CHIPS SMALL
251	1.00	KIDS SNACKER
240	3.00	3 STRIP COMBO
196	3.00	3 STRIP DEAL
222	3.00	ORIGINAL STRIP
224	8.00	8PC STRIP MEAL
4	3.00	3 STRIPS
96	3.00	3STRIP MUDRIN
10	1.00	OVEN ROAST STR
116	2.00	TWISTER SAND
18	6.00	6 STRIPS BIS
115	2.00	#10 COMBO TWIS
32	12.00	12 STRIPS

*Item Reference*

Item #	Name
1-1	2PC DARK VNBIS
1-2	2PC DARK VNBIS
1-3	2PC DARK VNBIS
1-4	2PC DARK VNBIS
1-5	2PC DARK VNBIS
2-1	2PC DK MUBIS
2-2	2PC DK MUBIS
2-3	2PC DK MUBIS
2-4	2PC DK MUBIS
2-5	2PC DK MUBIS
3-1	MEGA JUO
3-5	MEGA JUO
4-1	3 STRIPS

The Base # is the item # without the last digit (modifier)

Add Recipe Line Delete Recipe Line Sort by Number Sort by Name

### Finished Product Recipe Screen

**\*\*\*Before making changes in this screen make sure the Back Office has the current items, finished product & inventory from the register or data will be lost. To retrieve current item information from the register go to Data Download/Upload on the Main Screen and Get Items, Finished Product & Inventory.**

This section allows you to look at or edit the existing finished product information and add additional finished product. The first section deals with the finished product itself and the lower section deals with sales by the half-hour for that finished product.

#### Finished Product

**Delete-** To delete the finished product information, move the mouse to the delete button and click the left mouse button once.

**EDIT-** To edit the finished product information, move the mouse to the edit button and click the left mouse button once. Move the mouse to the line to be edited and click once on the left mouse button. Once the editing is complete click on Save or Abort to save without changes.

**ADD-** To add a finished product, move the mouse to the add button and click the left mouse button once. Once the add button is entered the finished product information may be added. Once the editing is complete click on Save or Abort to save without changes.

#### Sales by 1/2 Hour

This section displays the 1/2 hour sales, us arrows to scroll the dates.

#### Finished Product Recipe- The amount used every time the item is sold.

**ADD RECIPE LINE-** Click on the recipe entry you would like in the item reference box. To cancel this add, press CANCEL ADD.

**DELETE RECIPE LINE-** Highlight the recipe in the Recipe Table that will be deleted and click on Delete Recipe Line.

**QUIT-** To quit this section, click on the door to close.

## Inventory Maintenance

### Inventory Screen

Inventory Maintenance

Click on the HISTORICAL USAGE tab above to see historical usage for this item

Item #  Vendor #  GL #

Case Cost  Case Order Type

Counting Units per Case  Unit Type

Cost per Unit  (Normally Calculated from Case Cost)

Reorder Point (Units)  Reorder Amount

Category  Active? ☒ Periods

Name	#	Vendor #
CHICKEN 1H	1	
CHOC CHIP	267	
COLE SLAW	338	
CORN 48EA/	51	
CRUISER CU	116	
Can GreenB	92	
Canned Gie	155	
CheddarChe	69	
Choc Chunk	44	
Clin Fried	397	

CHICKEN 1H Usage Detail

Store #  As of  End Week? ☒ End Period?

	Begin Inv	Purchases	Transfers	Waste	Ending Inv	Food Usage	Theoretical Usage
Daily	4467.00	0.00	0.00	0.00	3467.00	1000.00	998.00
Weekly	4467.00	0.00	0.00	0.00	4467.00	0.00	0.00
Period	4467.00	0.00	0.00	0.00	4467.00	0.00	0.00

Food Usage = Begin Inv + Purchases - Transfers - Waste - Ending Inv

\* As calculated and reported at the store

Select a History Record below by clicking a row

Date	End Week	End Period	Start Count	Purchases	Waste	Transfers	Store #
10/04/2009	Y	N	4467.00	0.00	0.00	0.00	44

### Inventory Portions

**\*\*\*Before making changes in this screen make sure the Back Office has the current items, finished product & inventory from the register or data will be lost. To retrieve current item information from the register go to Data Download/Upload on the Main Screen and Get Items, Finished Product & Inventory.**

**\*\*\*Period Filter-** Must choose which period to print on reports. D=Daily, W=Weekly, M=Monthly, if all enter DWM. Category must be 1-15, not blank.

The inventory maintenance section allows viewing, editing and adding inventory raw product. The historical usage tracks the usage by the Day, Week & Month.

**ADD-** To add an inventory raw product, click on the Add button. Once the editing is complete click on Save to keep changes or Revert to disregard changes.

**EDIT-** To edit the inventory raw product information, click on the Edit button. Once the editing is complete click on Save to keep changes or Revert to disregard changes.

**DELETE-** To delete an inventory raw product, (make sure the inventory is now being viewed on screen) click on Delete. Chose Yes to Delete the record or No to keep.

**QUIT-** click on the door to close or Exit.

The second section labeled Historical Usage functions about the same as above with the addition of being able to:  
-Edit, Add and Delete sales for the inventory raw product.  
-View inventory raw product by date.

# Sub-Assembly Maintenance

## Sub-Assembly Change Screen

Maintenance Screens

Sub-Assembly Maintenance

Change

Pick List

# 1

Name 1PC CKN-OR

New Sub-Assembly

Delete Sub-Assembly

Inv. #	Portion	Name	Vendor #
1	0.125	CHICKEN H	1
17	0.027	SHORTENING	1
19	0.002	BreadFlou	1
23	0.002	OR SEASONI	1
45	0.002	Milk and E	1
57	0.001	Breading S	1
166	0.002	Orig Seas	1

New Portion

Delete Portion

Maintenance Screens

Sub-Assembly Maintenance

Change

Pick List

#

Name

1

1PC CKN-OR

2

1PC CKN-EC

3

1PC CKN-SP

4

1PC CKN-BQ

5

1PC CKN-TR

9

TB-CHEESE SCE100/C

25

MED PAN SUPER SUPR

26

MED PAN CKN SUPR

27

LRG PAN SUPREME

28

TOP-LB MUSHROOMS

30

40 Boneless Wing PKG

34

MED HNDTOS SUPREME

35

MED HNDTOS SUPSUPR

36

1PC PKG 0-E-S-CB

37

MED HNDTOS CKN SUP

46

INSIDER SUPREME

47

INSIDER SUP SUPREM

48

1PC CKN-OR

Use your mouse to choose a sub-assembly entry.

## Sub-Assembly Pick List Screen

This section allows viewing, editing and adding of the inventory sub-assembly. From the Pick List tab, chose the sub-assembly to view or edit.

**QUIT-** To quit this section, click on the door.



## Enter Daily Receipts (Purchases)

**Enter Daily Purchases/Receipts and Update Cost Information**

Name	Number	Cases	# per Case	Purchases	New Cost
WHOPPER	1	1	1.00		0.3000
BURGER	2	0	1.00		0.1500
CHIKEN	3	0			0.0000
BROIL	4	0			3.1200
FISH...	5	0			0.0000
HAM...	6	0			0.0000
BACON	7	0			0.0000
CHCKTND	8	0			0.0000
FRIES...	9	0			0.0000
CHEESE	10	0			0.0000
MILK...	11	0			0.0000

Unit of Measure: **Eaches**

*Use the Mouse, Arrow Keys or the Page Up/Page Down keys to select the desired row. Click the options below to choose the listing order.*

Sort by Name  
Sort by Number

Enter the # of cases received. The Purchase amount will be calculated by multiplying the cases by the # per case. Purchases may also be entered to override calculation.

Inv (c:\boffice\data\inv.dbf) Record: 1/51 Record Unlocked CAPS

TO ENTER DAILY RECEIPTS (PURCHASES)- Go to Data Maintenance and then click on Enter Daily Receipts (Purchases). This allows Back Office to send a request for current information in the register. Once the information is received, the receipts may be entered along with the current cost. When all the receipts are entered exit by clicking on the door located in the lower right corner of the screen. When the screen is closed the changes are sent back to the register.

## Enter Daily Waste/Transfers/Closing Counts

**Enter Waste, Transfers, and Closing**

#	Name	Tot Waste	Waste Adj	Transfers	Ending Count	Ending Done
	WHOPPER	5.00	5.00	10.00	1112.00	Y
	BURGER	0.00	0.00	0.00	999.00	Y
	CHIKEN		0.00			
	BROIL		0.00			
	FISH		0.00			
	HAM		0.00			
	BACON		0.00			
	CHCKTND		0.00			
	FRIES		0.00			

Unit of Measure: **Eaches**

*Use the Mouse, Arrow Keys or the Page Up/Page Down keys to select the desired row. Click a sort option to choose the listing order.*

Sort by Name  
Sort by Number

Save Changes  
Abort Changes

Invadj (c:\boffice\backoff\invadj.dbf) Record: 3/9 Exclusive CAPS

TO ENTER DAILY WASTE/TRANSFERS/CLOSING COUNTS- Go to Data Maintenance and then click on Enter Daily Waste/Transfers/Closing Counts. Once Enter Daily Waste/Transfers/Closing Counts is chosen the Back Office sends a request for current information in the register. Once the information is received, the waste, transfers, and closing may be entered. When all the information is entered exit by Save Changes or Abort Changes. When the screen is closed the changes are sent back to the register.

## Store Information

The screenshot shows a software window titled "Maintenance Screens" with a sub-window "STORE Maintenance". The main title "STORE Maintenance" is centered at the top. Below it, there are several input fields and sections:

- Name:** "Your Store", **#:** "1", **Group:** "AAA", **Demo?:** "N".
- Address:** "345 Etowah Trace", **Manager:** "John Smith".
- City/State/Zip:** "Fayetteville", "Ga", "30214".
- Phone:** "678-817-6400".
- Communications Settings (Direct Modem/Email):**
  - Password:** "12345", **<DIRECT MODEM> Callafter:** (empty), **Storebaud:** (empty).
  - <EMAIL> Address:** (empty).
- System:** "6000", **Screen Size:** "1024 x 768".
- Assistant Manager's Weekly Hours:** "40", **and Hourly Rate:** "8.50".
- Crew Average Hourly Rate:** "7.50", **Salestax:** "8.00".
- Customer Display Rules Name:** (empty dropdown).
- Message to send to Store:** (empty text area).
- Register Journals:** A list box showing dates and times, with "10/12/2008 1" selected. Above it is the text "Click Entry to View/Print".

At the bottom, there are three buttons: "Edit", "Change/View 6000 Control Menus (Technical)", and "QUIT".

This section allows you view or edit the existing basic store information. \*\*\*Store # (same as store number in the registers).

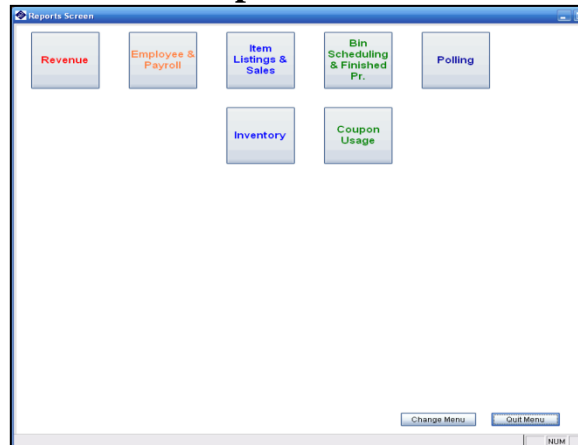
**Required Fields are Store # and System.** Touch Screen System should be 6000 and Keyboard System is 5000.

**EDIT-** To edit the store information, move the mouse to the edit button and click the left mouse button once. Move the mouse to the line to be edited and click once on the left mouse button. Once the editing is complete click on Save button to save changes.

**JOURNAL-** To view or print the journal report, move the mouse to the date and click the left mouse button.

**QUIT-** To quit this section, click on the door.

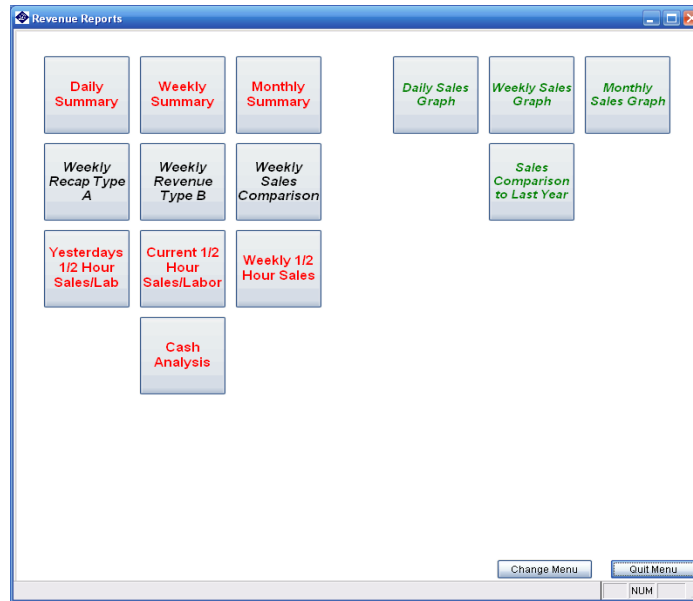
## Reports Screen



The Reports screen can be accessed by clicking on the Reports Button on the Main Screen. To close the screen, click on the Quit Menu button.

- Revenue
  - Daily Summary
  - Weekly Sales
  - Monthly Sales
  - Weekly Recap Type A
  - Weekly Revenue Type B
  - Weekly Sales Comparison
  - Current Half-Hour Sales/Labor
  - Daily Half-Hour Sales/Labor
  - Weekly Half-Hour Sales
  - Cash Analysis
  - Daily, Weekly & Monthly Sales Graphs
  - Sales Comparison to Last Year -Graph
- Payroll
  - Daily Payroll
  - Weekly Payroll
  - Bi-Weekly Payroll
  - Extended Period Payroll
  - Semi-Monthly Payroll Report
  - Labor vs Sales (Cumulative Weekly)
    - Use Daily or Weekly Payroll
  - Weekly Employee Hours Comparison
  - Labor Scheduling Analysis- Weekly
  - Clock In/Out Report
  - Employees by Number
  - Employees by Name
  - Show Payroll Changes Report
- Items
  - Items Sold & Revenue
    - For the Day, Week & Month
  - Sales by Class Group & Store
    - For the Day, Week & Month
  - Sales by Class Group
    - For the Day, Week & Month
  - Items Sold by Item Group
    - For the Day, Week & Month
  - Weekly Ideal Food Cost
  - Current Day Half-Hour Sales
  - Daily Half-Hour Sales
  - Weekly Half-Hour Sales
  - Portions Report by Item
  - Item Listing by Number
  - Item Listing by Name
  - Item Listing by Class
  - Item Report with Menus, Portions & Finished Product
- Inventory
  - Current Inventory Efficiency
  - Daily Inventory Efficiency
  - Weekly Inventory Efficiency
  - Monthly Inventory Efficiency
  - Current Over/Short
  - Daily Over/Short
  - Weekly Over/Short
  - Monthly Over/Short
  - Current Consolidated Inventory
  - Daily Consolidated Inventory
  - Weekly Consolidated Inventory
  - Monthly Consolidated Inventory
  - Portions by Inventory
  - Sub-Assembly Recipe
- Finished Product
  - Daily Bin Scheduling – All
  - Daily Bin Scheduling – Selected
  - Weekly Bin Scheduling – All
  - Weekly Bin Scheduling – Selected
  - Recipe by Finished Product Number
- Coupons
  - Daily Usage
  - Weekly Usage
  - Monthly Usage
- Polling
  - Last Poll Audit
  - Journal Reporting

## Revenue Reports



## Daily Summary

Revenue Reports											
Print Preview											
Daily Summary Report											
Your Store											
Store #	10367						Name Your Store Name				
							Week Ending 11/14/2009				
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Daily Total	Store Weekly	Difference	
	11/08/2009	11/09/2009	11/10/2009	11/11/2009	11/12/2009	11/13/2009	11/14/2009		**NONE**		
Ending Gross Total	450288.63	450509.48	4507203.62	4509187.21	4511162.43	4514116.88	4516639.23				
Beginning Gross Total	4501143.51	450288.63	450509.48	4507203.62	4509187.21	4511162.43	4514116.88				
Gross Sales	1745.02	2209.95	2105.14	1983.59	1975.22	2954.25	2522.55	15495.72	0.00	15495.72	
+ Gift Cert. Sold	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
+ Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
= Total Income	1745.02	2209.95	2105.14	1983.59	1975.22	2954.25	2522.55	15495.72	0	15495.72	
- Credit Sales	781.94	837.69	842.05	887.65	710.59	1222.62	1024.05	6306.59	0.00	6306.59	
- Gift Cert. Redeemed	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
- Other Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
= Total Cash	963.08	1372.26	1263.09	1095.94	1264.63	1731.63	1498.50	9189.13	0.00	9189.13	
- Deposit 1	305.00	571.00	0.00	265.00	0.00	0.00	0.00				
- Deposit 2	375.00	404.00	0.00	253.00	0.00	0.00	0.00				
- Deposits 3-10	264.00	396.00	0.00	595.00	0.00	0.00	0.00				
- Total Deposits	964.00	1371.00	0.00	1113.00	0.00	0.00	0.00	3448.00	0.00	3448.00	
= Cash Over/Short	0.92	-1.26	-1263.09	17.06	-1264.63	-1731.63	-1498.50	-5741.13	0.00	-5741.13	
Food Sales	1633.45	2068.71	1970.80	1866.85	1849.18	2785.36	2361.20	14505.55	0.00		
+ Non Food Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
= Net Sales	1633.45	2068.71	1970.80	1866.85	1849.18	2785.36	2361.20	14505.55	0.00	14505.55	
Average Check	9.6085	9.3607	7.4652	8.9272	8.1104	10.2901	10.7817	9.18	0.00		
Customer Count	170	221	264	208	228	289	219	1579	0		
Deletions #%	227.72	320.57	362.52	561.13	278.87	0.00	16.49	15189.30	0.00		
Voices #%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Coupons 1,2,3 #%	0.00	0.00	13.99	27.48	0.00	0.00	13.49	471.49	0.00		
Misc Coupon #%	90.33	100.68	85.65	152.43	60.16	70.07	142.12	7071.34	0.00		
Total Coupons	90.33	100.68	109.64	178.91	60.16	70.07	156.61	7426.30	0.00		
Tax	111.57	141.24	134.34	126.74	126.04	188.89	181.35	990.17	0.00		
Catering	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Cleats	1	1	1	1	1	1	1				

## Weekly & Monthly Sales

<b>Store Summary - Daily</b>				
<b>Ending on 08/16/2000</b>				
Gross Sales	5336.27	Net Income	4929.74	Count/Avg. Deletes #/\$ Coupons #/\$ Crew Hours
-Tax	406.53	- Non Food	0.00	
=Net Income	4929.74	= Food Sales	4929.74	
Deposit Amount	5336.27			
Over-Short	0.00			
<b>Sales Analysis :</b>				
Breakfast	831	Drive-Thru	0.00	
Lunch	2280	1st 1/2 Hour	27.83	
Dinner	2026	2nd 1/2 Hour	29.22	
		Next to Last 1/2	0.00	
		Last 1/2 Hour	0.00	

Areaman (c:\backoffice\data\areamar\Record: 1/2      Exclusive)

## Weekly Summary

Revenue Reports									
Print Preview									
Weekly Summary by Day <i>Store Name, # 5555</i> From 01/17/2011 to 01/17/2011									
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Daily Sub-Total	Sunday	
<b>CASH RECONCILIATION</b>									
Ending Gross Total	309904.17	311678.03	313466.92	315779.25	318748.44	320968.45	1890545.26	323111.11	
Beginning Gross Total	308287.17	309904.17	311678.03	313466.92	315779.25	318748.44	1877863.98	320968.45	
Gross Sales	1617.00	1773.86	1788.89	2312.33	2969.19	2220.01	12681.28	2220.01	
Credit Sales	910.22	713.79	789.40	1097.54	1172.83	965.07	5648.85	1172.83	
Paid Outs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Day Deposit	334.30	369.21	418.06	552.40	820.90	486.36	2981.23	552.40	
Night Deposit	372.03	695.67	575.68	660.04	975.86	769.21	4048.49	660.04	
Extra Deposit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Cash Over/Short	-0.45	4.81	-5.75	-2.35	0.40	0.63	-2.71	0.63	
Delete \$	42	0	0	0	0	0	42	0	
Delete %	2.77	0.00	0.00	0.00	0.00	0.00	0.35	0.00	
<b>SALES/CUSTOMER COUNT COMPARISON</b>									
Net Sales	1517.74	1664.91	1679.07	2170.45	2786.94	2083.86	11902.97	2083.86	
Last Year Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
+/-	0	0	0	0	0	0	0	0	
+/- WTD	0	0	0	0	0	0	0	0	
CUST #	140	164	174	211	259	189	1137	189	
Avg CHK	10.84	10.15	9.65	10.29	10.76	11.03	10.47	11.03	
Last Year Cust #	0	0	0	0	0	0	0	0	
+/-	140	164	174	211	259	189	1137	189	
+/- WTD	140	304	478	689	948	1137	1137	1137	
<b>DAY PART SALES</b>									
Breakfast Sales	6	0	0	0	0	0	6	0	
10 AM - 4 PM Sales	356	414	488	594	579	500	2931	500	
Dinner Sales	1156	1251	1191	1563	2131	1532	8824	1532	
Drive-Thru	728	951	1117	1094	1540	1064	6494	1064	
<b>LABOR</b>									
Actual Labor	0	0	0	0	0	0	0	0	
Budget Labor	0	0	0	0	0	0	0	0	
+/-	0	0	0	0	0	0	0	0	
+/- WTD	0	0	0	0	0	0	0	0	

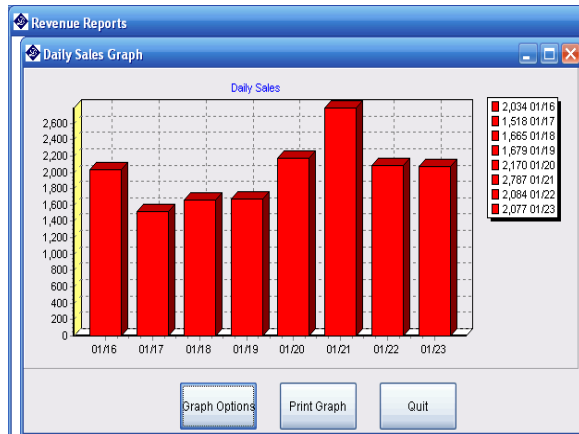
## Half-Hour Report – Current & Daily

Daily Sales/Labor Percentage Report for 08/16/2000								
Time	Orders	Net Sls	Average Order	Labor Hours	Labor Cost	Sls/Hr	Lab %	D-
5:00-5:30	0	0.00	0.00	0.40	2.40	0.00	0.00	
5:30-6:00	0	0.00	0.00	1.50	9.00	0.00	0.00	
6:00-6:30	14	27.83	1.98	1.97	11.80	14.12	42.40	
6:30-7:00	15	29.22	1.94	2.25	13.50	12.98	46.20	
7:00-7:30	19	45.69	2.40	2.50	15.00	18.27	32.82	
7:30-8:00	23	82.72	3.59	2.57	15.40	32.18	18.61	
8:00-8:30	39	99.18	2.54	3.37	20.20	29.43	20.36	
8:30-9:00	34	94.95	2.79	3.07	18.40	30.92	19.37	
9:00-9:30	50	180.08	3.60	2.67	16.00	67.44	8.88	
9:30-10:00	32	95.41	2.98	3.23	19.40	29.53	20.33	
10:00-10:30	37	176.15	4.76	3.07	18.40	57.37	10.44	
Hhlabd	Record: EOF/38		Exclusive					

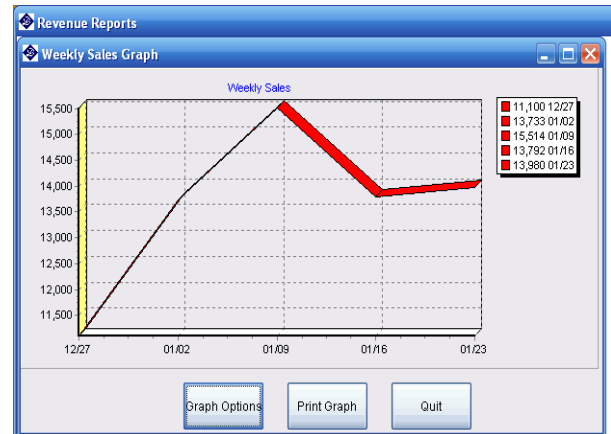
## Weekly Half-Hour Report

Revenue Reports							
Report Designer - halfhour.frx - Page 1							
Weekly Half-Hour Report							
For: All Stores ending on 11/08/2009							
Timeslot	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10:00-10:30	0.00	0.00	0.00	0.00	0.00	4.21	0.00
10:30-11:00	14.66	23.20	42.60	19.65	78.60	80.97	45.51
11:00-11:30	144.56	140.55	163.59	106.60	151.07	78.04	51.71
11:30-12:00	143.77	152.46	209.82	146.04	135.65	166.26	109.74
12:00-12:30	211.89	203.80	114.67	203.10	155.17	149.89	90.60
12:30-13:00	76.97	119.44	92.66	115.40	110.85	229.74	92.17
13:00-13:30	127.63	145.22	92.93	71.06	160.68	184.04	92.68
13:30-14:00	74.34	121.73	138.62	65.95	82.47	66.66	52.09
14:00-14:30	83.72	105.25	94.19	149.33	76.23	130.88	105.04
14:30-15:00	64.80	102.63	42.03	41.58	62.91	82.21	47.67
15:00-15:30	79.63	39.33	124.48	108.55	109.72	89.86	32.09
15:30-16:00	29.63	37.26	106.41	53.72	95.63	101.14	65.25
16:00-16:30	98.77	89.38	50.19	121.89	147.55	74.57	124.01
16:30-17:00	157.98	131.63	50.29	86.92	109.61	25.44	127.23
17:00-17:30	139.02	181.34	159.95	153.16	130.98	178.09	89.00
17:30-18:00	180.04	248.51	155.23	129.24	223.59	240.89	77.42
18:00-18:30	188.42	116.50	168.72	138.98	209.58	94.52	164.18
18:30-19:00	161.82	53.99	81.27	94.68	189.92	95.37	81.12
19:00-19:30	78.05	138.18	86.72	67.08	106.73	89.47	68.93
19:30-20:00	61.13	55.54	47.19	75.34	85.79	61.51	29.14
20:00-20:30	19.96	47.09	149.49	119.52	89.85	16.97	58.94
20:30-21:00	8.28	30.45	51.45	23.45	38.73	12.97	17.96
21:00-21:30	6.98	44.77	20.16	49.49	22.97	27.94	10.97
21:30-22:00	11.96	10.73	0.00	42.96	22.05	25.68	0.00
22:00-22:30	-10.99	1.30	0.00	0.01	0.00	0.00	0.00
Hhlabd	Record: EOF/40		Exclusive				

## Daily Sales Graph



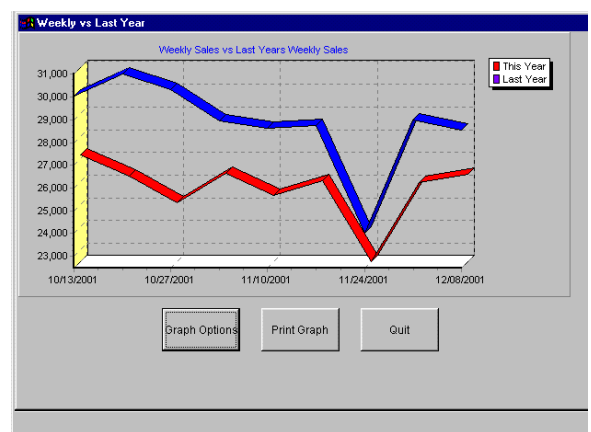
## Weekly Sales Graph



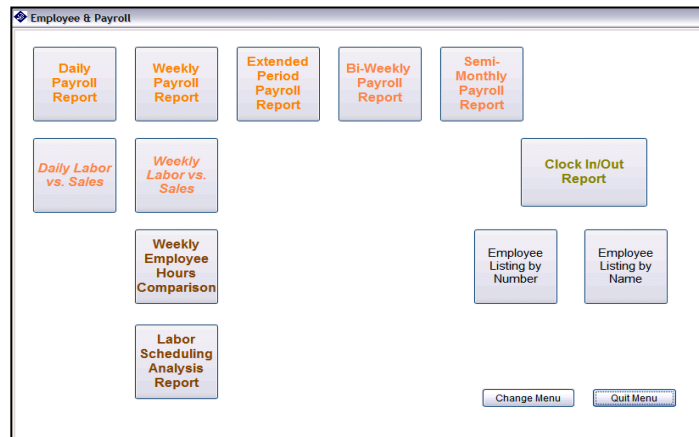
## Monthly Sales Graph



## Weekly vs Previous Years



## Employee & Payroll Reports



## Daily, Period & Extended Payroll

report designer - paydetail.rpt - Page 1

### Payroll Detail Report

Payroll Type: Daily  
Payroll Date: 04/02/200  
For : All Stores

#	Name	Store #	Class	Regular	Overtime	Payrate	Grosspay	Status
49	Ken Smith	1	1	8.00	0.00	10.00	80.00	CREW
			1	0.00	0.00	0.00		
			1	0.00	0.00	0.00		
Totals: Regular Hours				8.00	Managers Hours	0		
Overtime Hours				0.00	Crew Hours	8.00		
Total Hours				8.00	Training Hours	0		
Gross Pay				80.00				

## Weekly Hours Compared to Daily Input

YOUR COMPANY NAME Office Poller, Version 3.12

Report Designer - paydetail.rpt - Page 1

### Weekly Hours Input Report

For: All Stores

STORE # 1

Store- Employee #	Name	MON	TUES	WED	THUR	FRI	SAT	SUN	Total by Daily	Total Report
00001-00401	MARY JONES	0.00	7.97	8.00	4.14	8.70	8.27	7.67	45.35	
00001-00402	CANDY BAKER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
00001-00403	JIM LONG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
00001-00405	ANGELA MANN	0.00	0.00	5.98	5.39	7.80	7.69	6.90	33.76	
00001-00410	CHARLES SMITH	9.40	8.71	7.91	9.40	11.15	0.00	6.75	53.32	
00001-00411	TERRY KNIGHT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
00001-00412	TIM LANG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

YOUR COMPANY NAME Office Poller, Version 3.12

Report Designer - paydetail.rpt - Page 1

### Labor Scheduling Analysis

Week Ending 03/09/2002  
For: All Stores

Unit #	Crew Labor Actual/Budget	+/- Crew	Manager Labor Actual/Budget	+/- Man	+/- Total	Vacation Hours	Training Hours	Overt Crew
4	204 / 0	204	0 / 0	0	204	0	0	26
6	441 / -105	546	105 / 50	55	600	0	105	31
TOT	645 / -105	750	105 / 50	55	804	0	105	57

Labched Record EOF/2 Exclusive NUM CAPS

## Labor Scheduling Analysis- Weekly



## Clock In/Out

Employee & Payroll

Rep

Print Preview

Daily Clock In/Out Report

From 01/17/2011 to 01/23/2011

For Store Name

Store # 5555

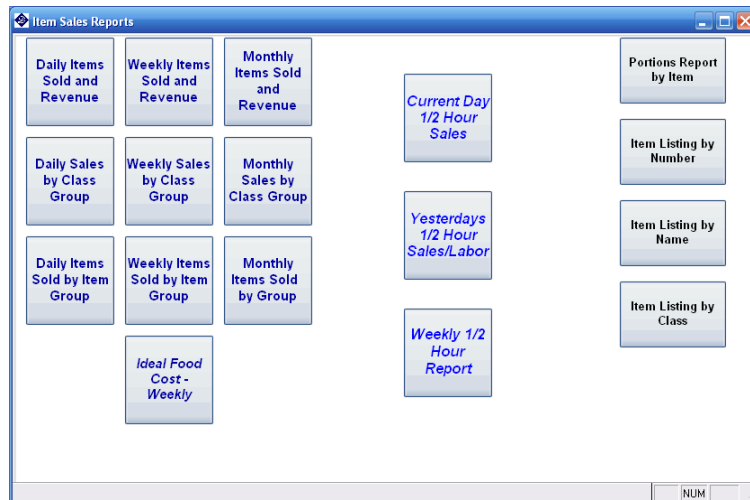
\*\*Paid Break

# 2039	Sam Smith						
	DOW	In	Out	Decimal Time	Total	Notes	
	Monday	8:40	16:00	7.33	7.33		
	Tuesday	14:53	21:20	6.45	13.78		
	Sunday	14:57	21:17	6.33	20.11		
# 4013	Debbie Young						
	DOW	In	Out	Decimal Time	Total	Notes	
	Thursday	15:58	16:57	0.98	0.98		
	Thursday	17:09	19:53	2.73	3.71		
	Friday	15:57	20:32	4.58	8.29		
	Saturday	16:00	18:59	2.98	11.27		
	Saturday	19:07	20:02	0.91	12.18		
	Sunday	8:47	13:51	5.07	17.25		
# 4263	Alice Houston						
	DOW	In	Out	Decimal Time	Total	Notes	
	Monday	8:59	13:01	4.04	4.04		
	Tuesday	8:58	13:02	4.06	8.10		
	Wednesday	9:00	14:01	5.02	13.12		
	Thursday	9:07	14:09	5.03	18.15		
	Friday	8:57	15:02	6.08	24.23		
	Saturday	9:06	15:03	5.95	30.18		
# 4285	Mike Downs						
	DOW	In	Out	Decimal Time	Total	Notes	
	Thursday	16:50	21:33	4.72	4.72		
	Friday	15:47	21:38	5.85	10.57		
	Saturday	8:57	15:02	6.08	16.65		
# 4288	Ray Davis						

## List by Number & Name

#	Name & Address	Phone #	S.S. #	Hired	Terminated
1	CODY, JANE 123 NORTON RD. FAYETTEVILL, GA 30333	770-555-1213	654-23-1122	08/11/1999	/ /
			A 1	6.00	
			Labor Cat. B 1	Payrate 0.00	
			C 1	0.00	
2	ROBERTS, JAN 113 EAST LONG ST. COLLEGE PARK, GA 30349	404-777-2222	233-22-2222	08/11/1999	/ /
			A 1	7.20	
			Labor Cat. B 1	Payrate 0.00	
			C 1	0.00	
100	SMITH, JAMES 1211 SOUTH RD. COLLEGE PARK, GA 30349	404-222-1111	564-12-0000	06/11/2000	/ /
			A 1	5.60	
			Labor Cat. B 1	Payrate 0.00	
			C 1	0.00	

## Items Reports



## Items Sold & Revenue- For the Day, Week & Month

Report Designer - rbygrp.frx - Page 1 - Office Poller, Version 3.12

Print Preview

Daily Item Sales by Group for 12/10/2001  
For Store # 1

#	Name	Eat In	Take Out	D-Thru	Sold	Coupon \$	Revenue
<b>Group: NON FOOD</b>							
811	KIDS TOY	2	2	3	7	0.00	6.93
<b>Total for Group</b>		<b>2</b>	<b>2</b>	<b>3</b>	<b>7</b>	<b>0.00</b>	<b>6.93</b>
<b>Group: FRIES</b>							
581	HASH BROWN	0	0	5	5	0.00	4.95
1161	FRIES	1	6	15	22	0.00	23.98
1162	FRIES	3	13	16	32	0.00	31.68
1163	FRIES	2	9	13	24	0.00	33.36
1164	FRIES	0	1	3	4	0.00	6.76
1171	RINGS	2	9	14	25	0.00	27.25
1173	RINGS	1	3	6	10	0.00	13.90
<b>Total for Group</b>		<b>9</b>	<b>41</b>	<b>72</b>	<b>122</b>	<b>0.00</b>	<b>141.88</b>
<b>Total for All Groups</b>		<b>11</b>	<b>43</b>	<b>75</b>	<b>129</b>	<b>0.00</b>	<b>148.81</b>

Report Designer - ritemv.frx - Page 6 - Office Poller, Version 3.12

Print Preview

Totals for Store # 1

1 Different Clear Dates used

Class Totals				
CLASS #	SOLD	SOLD %	REVENUE	REVENUE %
CLASS # 1	241	12.70	896.58	24.98
CLASS # 2	419	22.09	868.63	24.76
CLASS # 3	262	13.81	796.61	22.19
CLASS # 4	7	0.37	6.93	0.19
CLASS # 5	235	12.39	383.09	10.67
CLASS # 6	64	3.37	127.36	3.55
CLASS # 9	74	3.90	42.08	1.17
CLASS # 16	193	10.17	221.19	6.16
CLASS # 17	122	6.43	141.88	3.95
CLASS # 30	280	14.76	85.11	2.37
MISC SLS	0	0.00	0.00	0.00
SLS TOT	1897	99.99	3589.46	99.99
MISC COUP			-3.93	0.11
DISCOUNTS			-60.85	1.70
ADJ TOT			3524.68	
NET REPORTED FROM SALES			3524.68	
DIFFERENCE			0.00	

## Sales by Class Group & Store- For the Day, Week & Month

Print Preview

**DAILY ITEM SALES BY GROUP**  
FRIES  
From 12/10/2001 to 12/10/2001 For: Store # 1

Item #	58-1	58-2	58-3	58-4	116-1	116-2	116-3	116-4	116-5	117-1
Store #	< HASH BROWN >	< HASH BROWN >	< HASH BROWN >	< HASH BROWN >	< FRIES >	< FRIES >	< FRIES >	< FRIES >	< FRIES >	< RUN >
1	5	0	0	0	22	32	24	4	0	25
Total	5	0	0	0	22	32	24	4	0	25
Avg \$	0.99	0.00	0.00	0.00	1.09	0.99	1.39	1.69	0.00	1.09
Sales	4.95	0.00	0.00	0.00	23.98	31.68	33.36	6.76	0	27.25
% Sale	0.14	0.00	0.00	0.00	0.68	0.89	0.94	0.19	0.00	0.77

Group Subtotal for this page 141.88

**Ideal Food Cost - Weekly**  
From 08/13/2000 to 08/19/2000  
09/25/2000

re #	Name	Food Sales	Food Cost	Ideal Food Cost %	As a % of
77	YOUR STORE	24724.34	5493.70	22.220	22.73
1	for 1 stores	24,724.34	5,493.70	22.220	22.73

## Ideal Food Cost-Weekly

## Item Listing by Class, Number & Name

**ITEM LISTING BY NUMBER**  
09/25/2000

NUMBER	NAME	CLASS AND DESCRIPTION	SIDES/SIDE	NON-FOOD COST
1-1	WHOPPER	1 Sandwiches	NONE	0.000
2-1	HAMBURGER	1 Sandwiches	NONE	0.000
3-1	WHOPPER JR	1 Sandwiches	NONE	0.000
4-1	DBL CHEESE	1 Sandwiches	NONE	0.000
5-1	BACON DOUBLE	1 Sandwiches	NONE	0.000
6-1	CHICKN CRISP	1 Sandwiches	NONE	0.000
7-1	BURGER KIDS	1 Sandwiches	NONE	0.000
8-1	TENDER KIDS	2	NONE	0.000
9-1	DBL WHOPPER	1 Sandwiches	NONE	0.000
10-1	CHICKEN SAND	1 Sandwiches	NONE	0.000
11-1	BK BROILER	1 Sandwiches	NONE	0.000
12-1	BK BIG FISH	1 Sandwiches	NONE	0.000
13-1	8P CHX TND	2	NONE	0.000

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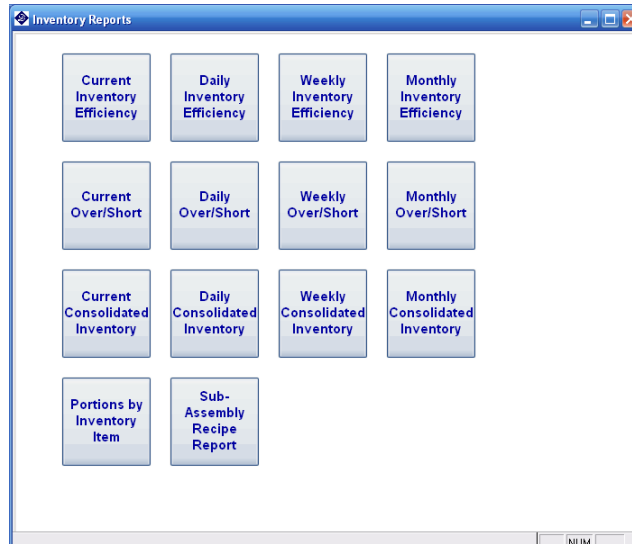
Print Preview

**ITEM PORTIONS REPORT**  
04/04/2000

NAME	ITEM #	PORTION	INVENTORY NAME	UNIT	PORTION COST
		1.0000	PATTY	6	0.0000
					<b>Total Cost 0.0000</b>
HONEY BBQ CORN	115-1	0.1563	DEBONED CH	7	0.0000
		1.0000	HB BUN	24	0.0000
					<b>Total Cost 0.0000</b>
HOT DOG	153-1	1.0000	HOT DOG	22	0.0000
		1.0000	HD BUN	25	0.0000
					<b>Total Cost 0.0000</b>
JR BURGER KIDS	157-1	1.0000	HB BUN	24	0.0000
					<b>Total Cost 0.0000</b>
JR H.DOG KIDS	158-1	1.0000	HOT DOG	22	0.0000
		1.0000	HD BUN	25	0.0000
					<b>Total Cost 0.0000</b>
KID MEAL/LEG	88-2	0.1250	CHICKEN	1	0.0000
					<b>Total Cost 0.0000</b>
KID MEAL/STRIP	97-1	2.0000	STRIPS	5	0.0000
					<b>Total Cost 0.0000</b>
CHICKEN SAND	105-1	1.0000	HB BUN	24	0.0000

## Portions Report

## Inventory Reports



### Efficiency- For Current, Day, Week & Month

Inventory Reports

Rep Print Preview

**Daily Inventory Efficiency**  
For 01/19/2011 Store #5555, Store Name

#	NAME	OPEN	PURCH	TRANS	CLOSE	FOOD USAGE	THEO.	VAR.	WASTE	UNACC	\$			
											USAGE	VAR.	WASTE	UNACC
1	CHICKEN	156.00	220.00	0.00	306.00	70.00	67.30	2.70	1.00	1.70	25.90	0.99	0.37	0.62
9	Strips	95.00	40.00	0.00	125.00	10.00	10.00	0.00	0.00	0.00	1.66	0.00	0.00	0.00
15	MAC & CHEE	52.00	0.00	0.00	52.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00*
409	Boneless f	6.00	0.00	0.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00*
<b>Totals</b>						Theoretical \$	26.56				27.56	0.99	0.37	0.62

\* = Ending Inventory not entered, used Shelf

### Over/Short- For Current, Day, Week & Month

Inventory Reports

Rep Print Preview

**Daily Inventory Over/Short**  
For 01/19/2011 Store #5555, Store Name

#	SUPPLIER	STOCK #	NAME	OPEN	+PURCH	-TRANS	-WASTE	-CLOSE	=	ACTUAL	-THEORETICAL	=	OVER/SHT	O/S \$
1			CHICKEN	156.00	220.00	0.00	1.00	306.00		69.00	67.30		1.70	0.62
9			Strips	95.00	40.00	0.00	0.00	125.00		10.00	10.00		0.00	0.00
15			MAC & CHEE	52.00	0.00	0.00	0.00	52.00*		0.00	0.00		0.00	0.00
409			Boneless f	6.00	0.00	0.00	0.00	6.00*		0.00	0.00		0.00	0.00
												<b>Total</b>	1.70	0.62

\* = Ending Inventory not entered, used Shelf

## Consolidated- For Current, Day, Week & Month

Inventory Reports

Print Preview

100%

### Daily Inventory Consolidated

For 01/19/2011 Store #5555, Store Name

Name	Open Inv.	Receipt	Waste	Theo. Usage	Trans.	Shelf	Closing	Actual Usage	Variance	Variance \$	Efficiency
CHICKEN	156.00	220.00	1.00	67.30	0.00	125.00	306.00	69.00	1.70	0.62	97.53
Strips	95.00	40.00	0.00	10.00	0.00	125.00	125.00	10.00	0.00	0.00	100.00
MAC & CHEE	52.00	0.00	0.00	0.00	0.00	125.00	52.00	0.00	0.00	0.00	0.00 *
Boneless f	6.00	0.00	0.00	0.00	0.00	125.00	6.00	0.00	0.00	0.00	0.00 *
<b>Totals</b>				77.30				79.00		0.62	
									1.70		97.84

\* = Ending Inventory not entered, used Shelf

## Portions by Inventory

Inventory Reports

Print Preview

100%

### Portions by Inventory

Inventory Name	Inv #	Portion	Cost	Item #	Cat Name
	34.0000			102-1	COLE SLAW/20
CATFISH	17		0.1900	0	
	5.2000			21-1	BIG EASY CATFISH
	5.2000			25-1	CATFISH/DINNER
	5.2000			47-1	#5 CATFISH CO
	2.6000			50-1	1PC/CATFISH
	5.2000			69-1	CATFISH CRAVR
	5.2000			167-1	CATFISH BSKT
	5.2000			252-1	#12 CATFISH SAN
	3.0000			462-1	POPSH/CATFH CO
	5.2000			474-1	CATFISH
	16.0000			475-1	CATFISH BY LB.

## Sub-Assembly Recipe

Inventory Reports

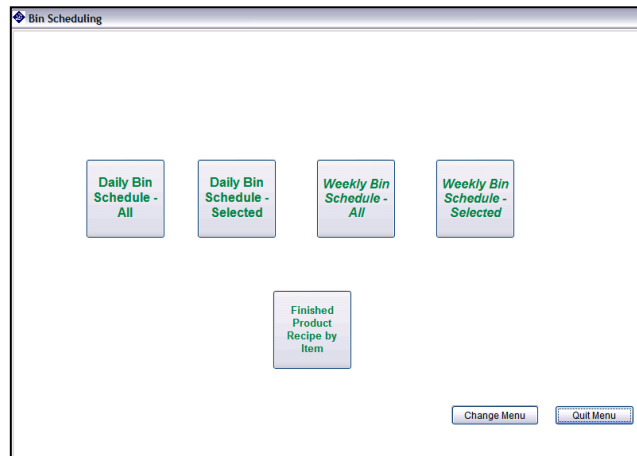
Report Designer - subassem.frx - Page 1

11/03/2011

### Sub-Assembly Recipes

#1	1PC CKN-OR				
Inv #	Name	Portion	Cost		
1	CHICKEN 1H	0.250	0.050		
	Sub-Assembly Cost		0.050		
#2	1PC CKN-EC				
Inv #	Name	Portion	Cost		
0		0.000	0.000		
	Sub-Assembly Cost		0.000		
#3	1PC CKN-SP				
Inv #	Name	Portion	Cost		
0		0.000	0.000		
	Sub-Assembly Cost		0.000		
#4	1PC CKN-BQ				
Inv #	Name	Portion	Cost		
0		0.000	0.000		
	Sub-Assembly Cost		0.000		
#5	1PC CKN-TR				
Inv #	Name	Portion	Cost		
0		0.000	0.000		
	Sub-Assembly Cost		0.000		
#9	TB-CHEESE SCE10B/C				
Inv #	Name	Portion	Cost		
0		0.000	0.000		
	Sub-Assembly Cost		0.000		

## Finished Product Reports



### Partial Bin Scheduling-For the Day & Week & Full Bin Scheduling- For the Day & Week

**Sunday Production Scheduling, Store # 2**  
Five week average ending on 03/10/2002

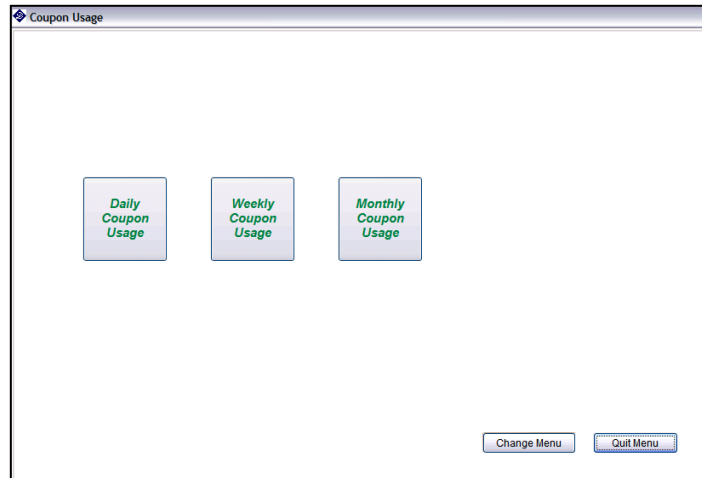
Time	FRIES	HAMBURGER	HOTDOG	ONIONRING	SLAW	N/A	N/A	N/A
To 11:00 AM	0	6	0	0	2	0	0	0
To 11:30 AM	0	16	0	0	4	0	0	0
To 12:00 PM	2	21	5	8	2	0	0	0
To 12:30 PM	5	47	14	10	8	0	0	0
To 1:00 PM	0	52	12	8	11	0	0	0
To 1:30 PM	6	39	31	27	9	0	0	0
To 2:00 PM	4	71	8	21	9	0	0	0
To 2:30 PM	3	48	17	22	6	0	0	0
To 3:00 PM	3	29	14	28	3	0	0	0
To 3:30 PM	0	71	29	24	12	0	0	0
To 4:00 PM	4	75	8	24	14	0	0	0
To 4:30 PM	7	61	20	32	10	0	0	0
To 5:00 PM	11	35	24	18	8	0	0	0
To 5:30 PM	5	71	20	12	12	0	0	0
To 6:00 PM	10	76	5	14	13	0	0	0
To 6:30 PM	10	64	18	40	12	0	0	0
To 7:00 PM	4	46	26	37	10	0	0	0
To 7:30 PM	0	41	7	16	6	0	0	0
To 8:00 PM	5	24	11	14	10	0	0	0

**Finished Product Recipe  
by Finished Product Number**  
06/24/2002

Number	Name	Portion	Item Name	Item Number
1	SLAW	1.00	IND HASH POT	7-1
2	HOT DOG	1.00	HOT DOG	153-1
		1.00	CHEESE DOG	154-1
		1.00	JR H.DOG KIDS	158-1
3	HAMBURGER	1.00	DX CB COMB	148-1
		1.00	DX BURG COMB	149-1
		2.00	DX B D CB COMB	142-1
		2.00	DX D CB COMB	143-1
		1.00	DX B CB COMB	144-1
		2.00	DBL CH BUGER	150-1
		1.00	HAMBURGER	151-1
		1.00	CHZ BURGER	152-1
		1.00	JR BURGER KIDS	157-1
4	FRIES	1.00	SM FRIES	159-1
		1.00	CHI CHZ FRIES	160-1

### Recipe by Finished Product Number

## Coupons Report



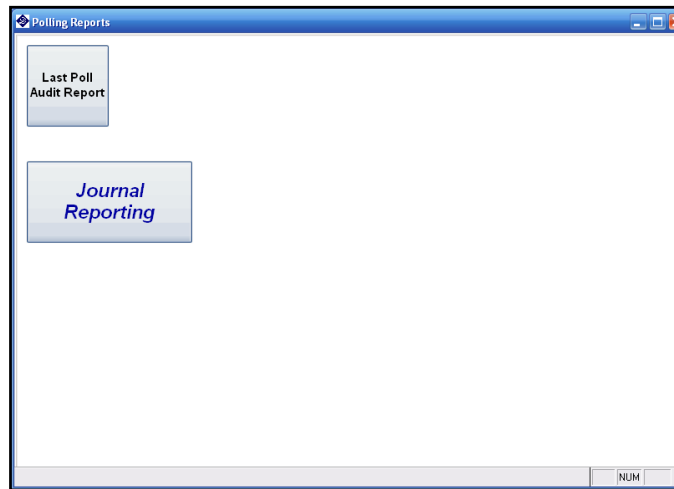
## Daily, Weekly & Monthly Usage

The screenshot shows a window titled "Rep Print Preview" with a toolbar at the top. The main content area displays the following information:

**WEEKLY COUPON USAGE**  
From 03/04/2002 to 03/10/2002 For: All Stores

Item #	1-1	15-1	-0	-0	-0	-0	-0	-0	-0	-0
Store #	<2PC WMASH POT-2>									
	< 2PC WFFF-3 >									
	2	3	2	0	0	0	0	0	0	0
Used	3	2	0	0	0	0	0	0	0	0
Discount	1.13	0.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dis. \$	3.39	1.14	0	0	0	0	0	0	0	0
Sales	3	2	0	0	0	0	0	0	0	0

## Polling Report



### Poll Status Report- One-Line & Detail

```
*** Audit Report, ESC to Exit, F6 to Print ***
**** UPDATING THE HALF-HOUR SALES ****

**** UPDATING THE SALES FILE ****
Processing sales rollover file D041300.SLS
**** UPDATING THE PAYROLL FILE ****
**** UPDATING THE CLOCK IN/OUT FILE ****
**** UPDATING THE FINISHED PRODUCT FILE ****

**** UPDATING DAILY INVENTORY ****
**** UPDATING DAILY ITEM FILES ****
**** UPDATING WEEKLY ITEM FILES ****
**** UPDATING Monthly ITEM FILES ****
**** UPDATING THE ELECTRONIC JOURNALS ****
```

This section allows you to view or print the information received from the registers and sent to the register. To access the report click on Poll Status Report One-Line or Poll Status Report Detail. To end, press ESC.



## Journal Report

To access click on the Journal Reporting button in the Polling menu under Reports. The reporting can be for all registers or a single register. The level of detail can be chosen from All Information, Deleted Item Orders or Orders < \$5.00.

Type	Priority	Time	Information
<b>For Register 1</b>			
0	3	11:38A	StartOrder #102
	9		1 5TENDER SNK SP 5.99
	7		TOTAL 1 KEY 5.99
	1	11:39A	S7991 TAX A 0.41 TAX B 0.00
	2		TOTAL 6.40
	3		CREDIT 0.00
			CHG 14.00 TENDER 20.40
		11:48A	StartOrder #103
	9	11:49A	1 8PC MIX 4 BISC 15.99
			> SPICY
			+ LG MPOT GRAVY
			1 CHICKEN BOWL 3.49
	7		TOTAL 1 KEY 19.48
	1	11:50A	S7991 TAX A 1.33 TAX B 0.00
	2		TOTAL 20.81
	3		CREDIT 0.00
			CHG 0.00 TENDER 20.81
	9		StartOrder #104
			1 CRAWFISH/TACKL 4.99
			+ CAJUN FRIES
			1 99 CENT/DRINK 0.99
			1 POP IT UP 0.99
			+ R.BEAN & RICE
	7	11:51A	TOTAL 1 KEY 6.97
	1		S7991 TAX A 0.47 TAX B 0.00
			TOTAL 7.44
	2		CREDIT 0.00
			CHG 0.00 TENDER 10.00

Level of Detail Breakdown (PRIORITY LEVELS) :

9=List All Details

All order Detail that is written to the employee screen

7=TOTAL amounts when TOTAL is pressed (NON-TAX AMOUNTS)

5=Miscellaneous + and - entries

Any Manager Functions/Reports Cancels, Deletes

3=Start Order & Overring Start

End of Order Change & Tender Amounts

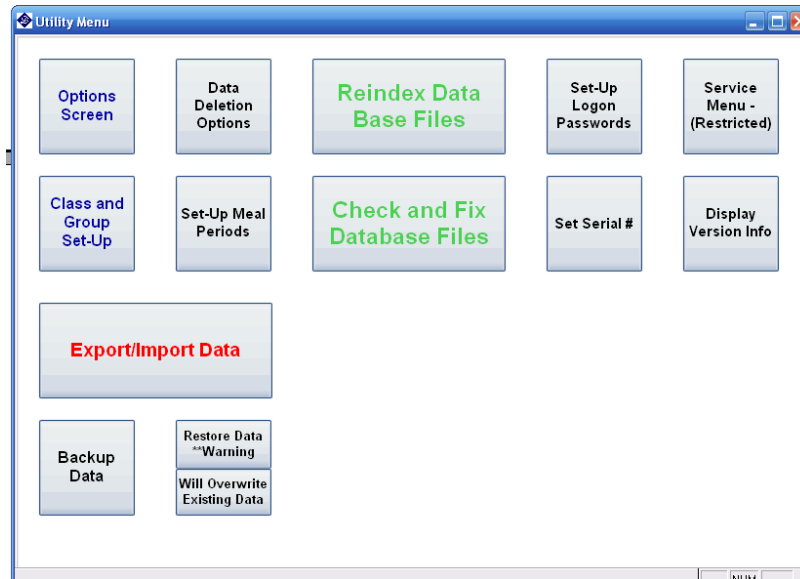
1=Register Start-Up

Order Cancels

Order End Total and Tax

Clock-In and Clock-Out Times

## Utility



This section allows the tailoring of the program, exporting of data and service features.

## Option Setup

Breakfast is from		Dinner is from		Lunch is from		Late is from	
6:00	10:30	14:00	21:00	10:30	14:00	21:00	24:00

Items to track on the Store Summary Report				
1-1	2-1	3-1	4-1	5-1
1	2	3	4	5
6	7	8	9	10
11	12	13	14	0

ENTER CORPORATE NAME- Move the mouse to the box to the right and click once with the left mouse button and enter the corporate name.

ENTER END OF WEEK- Move the mouse to the box to the right and click the left mouse button on the arrow pointing down for a list. Move the mouse to day your week ends on and click the left mouse button once to select and press enter.

ENTER CHOICE FOR CALCULATING LABOR COST- Move the mouse to the box to the right and click the left mouse button once to allow you to enter A or B. A is for Actual pay rates and B is for Budgeted hourly averages (as set up in Store Maintenance).

ALWAYS STAY IN EDIT MODE- Y= yes stay in edit mode. N= not to stay in edit mode.

TIMES TO TRACK ON AREA MANAGERS REPORT- Move the mouse to the box to the right and click the left mouse button on the arrow to choose the time. The first entry is for the start time and to the right of that will be the end time of that period.

ITEMS TO TRACK ON AREA MANAGERS REPORT- Move the mouse to the box to the right and click the left mouse button to enter the item number and press enter to move to the next space for another item number.

CLASSES TO TRACK ON AREA MANAGERS REPORT- Move the mouse to the box to the right and click the left mouse button to enter the class and press enter to move to the next space for another class.

INV#- Inventory # to be tracked on the Summary Revenue Report.

AUTOMATICALLY BACKUP DATA?- Enter Y or N, it is advise to enter Y to make a backup of data.

# OF BACKUP SETS TO KEEP- The number of backups to keep before overwriting, default is 2.

DELETE OLD CLEAR DATA? – Enter Y or N, if yes the data will be deleted based upon the Data Option in Setup.

REGISTER I.P ADDRESS- Enter 125.0.1.1 for Keyboard registers and 10.10.0.1 for Touch Screen registers

QUIT- Click on the Quit button to close.

### Data Deletion Options

Data Deletion Options			
Delete daily sales after	2000	Delete clock in/out after	2000
Delete weekly sales after	2000	Delete daily payroll after	2000
Delete monthly sales after	2500	Delete period payroll after	2000
		Delete extended payroll after	2000
Delete daily items after	2000		
Delete weekly items after	2000	Delete polling info. after	2000
Delete monthly items after	2000	Delete finished prod. after	2000
Delete delivery orders after	2000	Delete inventory usage after	2000
Delete journal data after	2000	Delete hourly sales after	2000

This section determines how many **days** (*all entries are days not weeks or months*) the store data will be kept. Please note the more data that is kept the greater the file size will be and this will require more hard drive space.

**ITEM INFORMATION TO GATHER AND TRACK-** This section allows you to gather Daily, Weekly & Monthly Items Sold. To remove one or more, move the mouse to the box to the left of the one or ones to be removed and click once on the left mouse button. To re-add, move the mouse to the box to the left of the one or ones to be added and click once on the left mouse button.

**DATA DELETION OPTIONS-** This section allows you to choose how long you would like to keep track of sales, items, payroll, polling information, finished products, inventory usage and hourly sales. To change, move the mouse to the box to the right of the option you want to change and click once with the left mouse button and edit.

**TO QUIT-** Click on Quit to close.

## Class & Class Group Setup

Utility Menu

Class Descriptions

Group Class Description

Group Class Description	Classes in the Group
1. Salads	3 0 0 0 0 0 0 0 0 0
2. Chicken	10 0 0 0 0 0 0 0 0 0
3. Drinks	16 0 0 0 0 0 0 0 0 0
4. Shakes	17 0 0 0 0 0 0 0 0 0
5.	0 0 0 0 0 0 0 0 0 0
6.	0 0 0 0 0 0 0 0 0 0

Class Descriptions

1. Burgers	16. Drinks
2. Hot Dogs	17. Shakes
3. Salads	18.
4. Sandwiches	19.
5. Sides	20.
6. Desserts	21.
7.	22.
8.	23.
9.	24.
10. Chicken	25.
11.	26.
12.	27.
13.	28.
14.	29.
15.	30.

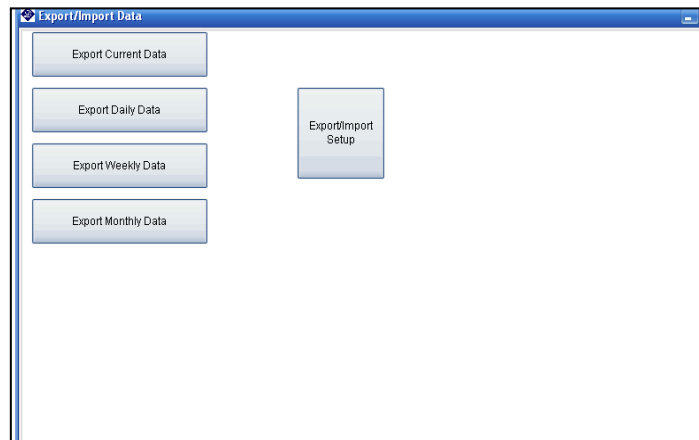
QUIT

This section allows you to look at or edit the existing grouping of classes. You have up to 6 group classes and up to 9 classes per group. This section allows items to be used in reports such as the items by sales group and area reports. Examples of the groups maybe Breakfast, Drinks, Sandwiches, etc..

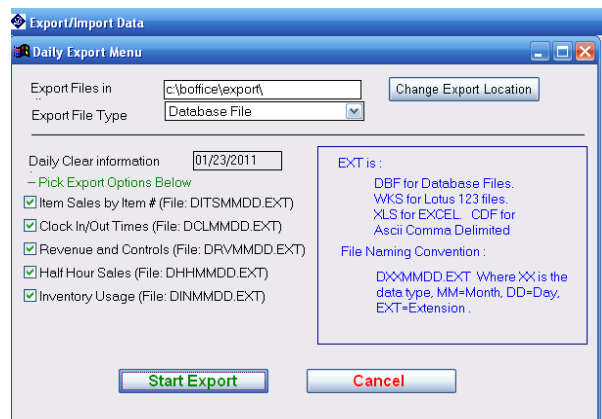
**To Edit-** To edit click on the box and make the change needed.

**To Quit-** Click on the Quit button to close.

## Export



## Daily Export Menu



This section is used to export Daily Clear Information.

**Export Files in directory:** Displays the current directory to export files, the default directory is C:\BOffice\export\.

**Change Export Location:** Change the directory in which the export file will be saved.

**Export File Type:** Choose the type of file; DBF, WKS, XLS or CDF.

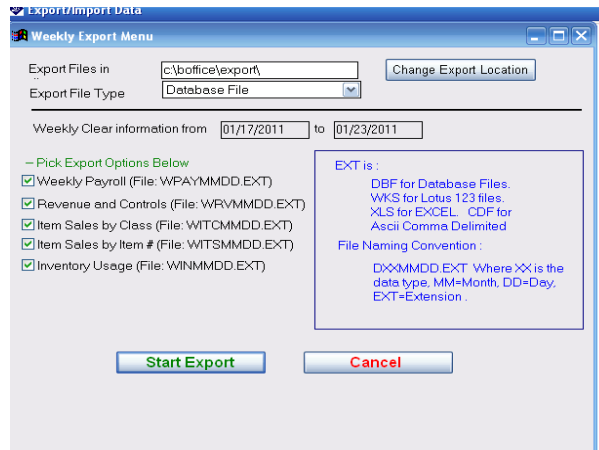
**Daily Clear information from:** Enter the date of the clear to be exported (MM/DD/YYYY).

**Pick Export Option Below:** Choose the information to be exported.

**Start Export:** Click on button to export data.

**Cancel:** Click on button to cancel and close screen.

## Weekly Information Export



This section is used to export Weekly Clear Information.

**Export Files in directory:** Displays the current directory to export files, the default directory is C:\BOffice\export\.

**Change Export Location:** Change the directory in which the export file will be saved.

**Export File Type:** Choose the type of file; DBF, WKS, XLS or CDF.

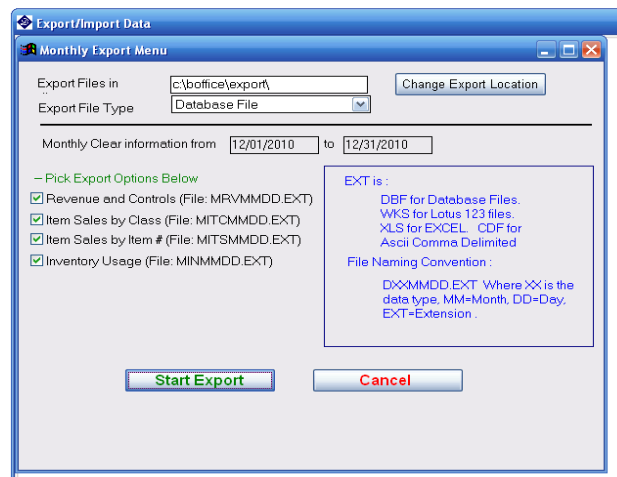
**Weekly Clear information from:** Enter the date of the clear to be exported (MM/DD/YYYY).

**Pick Export Option Below:** Choose the information to be exported.

**Start Export:** Click on button to export data.

**Cancel:** Click on button to cancel and close screen.

## Monthly Information Export



This section is used to export Monthly Clear Information.

**Export Files in directory:** Displays the current directory to export files, the default directory is C:\BOffice\export\.

**Change Export Location:** Change the directory in which the export file will be saved.

**Export File Type:** Choose the type of file; DBF, WKS, XLS or CDF.

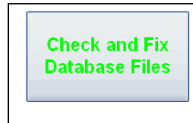
**Monthly Clear information from:** Enter the date of the clear to be exported (MM/DD/YYYY).

**Pick Export Option Below:** Choose the information to be exported.

**Start Export:** Click on button to export data.

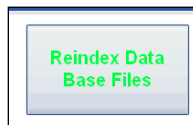
**Cancel:** Click on button to cancel and close screen.

## **Check/Fix Data**



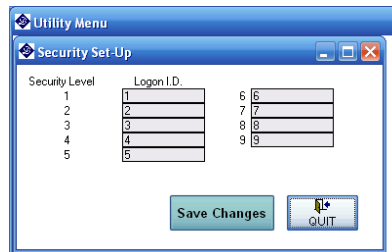
Check/Fix Data- This should be ran after a major change to the keyboard, inventory or finished product. The main reason for this is to maintain the integrity of the items, inventory & finished product.

## **Reindex & Pack Data Files**



Reindex Data Files- This is done automatically any time the system is shut down improperly and can be done any time to check files.

## **Security Log-On Set-up**



This section allows setup of the security log-on screen.

**Enter Logon I.D.:** Click on box next to the security level and enter up to 10 characters and/or numbers.

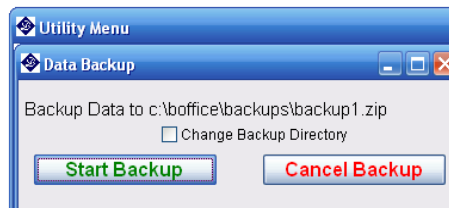
## **Service Menu (Service Personnel Only)**

The service menu uses a password that must be obtained from Documentor. The service menu has the following- Delete all database records- Only used if you need to zero of the database; this will delete store, inventory, items, etc.

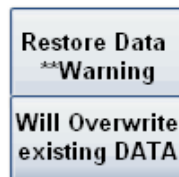
## Backup Data



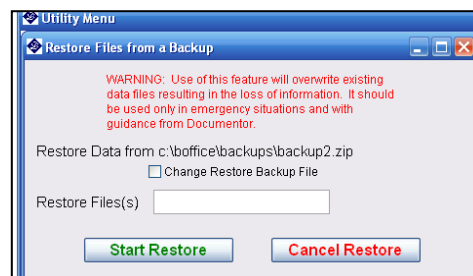
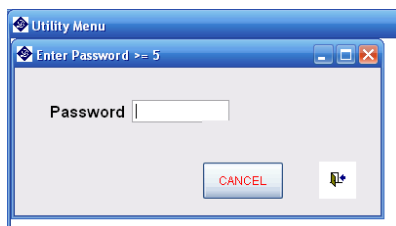
Press the Backup Data button to start the process of backing up the data information. The next step will be to verify the directory in which the data will be saved in, if not the directory needed click on the box next to Change Backup Directory and select the correct directory. Click on **Start Backup** to complete the process or click on **Cancel Backup** to close without backing up data.



## Restore Data



Press the Restore Data button to start the process of restoring previously saved data. \*\*\*Use with caution because this function will overwrite all existing data. The next screen will prompt for a password with a permission of 5 or higher. Once the password is entered press enters or clicks on the door to continue. Click on Cancel to stop the restore process. The last screen will ask for the backup file name to restore from. Once the name has been entered click on Start Restore and the process of restore the files will begin. To close without restoring click on Cancel Restore.





## Quit



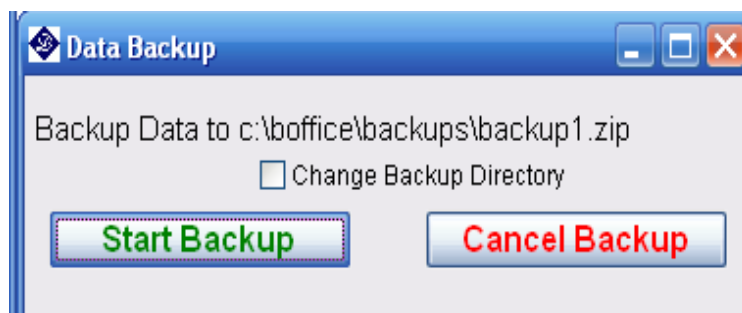
**To Quit:** Return to the main page (shown above) and click on Quit. Next you will be asked DELETE OLD DATA? Choose Yes or No. Then the Data Backup screen will appear, choose Start Backup or Cancel Backup.

## Delete Old Data



**\*\*Make sure to set up the deletion rules in the Data Deletion Options under Utilities Screen.**

## Backup Data



**\*\*It is recommended to backup the data every day to avoid lost information.**