

Module 10 – Working with Reports

Overview

This module is designed to give you a rudimentary understanding of the Pilot POS System reporting feature. The content covers the basic principles of reports including how to access the listed reports, working with report parameters and criteria and shows you how to generate a myriad of reports, which provide vital statistics to realistically evaluate many aspects of the business – from sales, turnover and marketing campaigns to menu layout and design. The range of reports allows you to generate information on actual and theoretical stock usage, resulting in better controls and higher margins.

The learning objectives for this module:

By the end of this module, you will be able to:

- Discuss the importance and business value of generating good reports
- Describe the range of Pilot POS reports that are useful to a retail business
- Revisit and explore how to link real-life business scenarios to appropriate reports from Pilot POS
- Demonstrate the correct procedures for generating reports via the Touch system
- Demonstrate the correct procedures to access, generate and print all Pilot POS Admin reports
- Review how the Pilot POS system can identify and prove theft and fraud
- Review how to use information from reports to identify and troubleshoot business process problems.

An Overview of the Range of Pilot POS Reports

Reporting forms a vital part in the management of your business. The reports that the system is able to extract offers you access to excellent information that you can use to analyse the success of your business. Weekly and monthly reporting is an integral part of the success of your business.

The Importance of Reports for Business

By investing in your Pilot POS System, a substantial investment has been made to modernise the way the business is run. However, without reporting tools that generate a clear understanding of the state of the business and the stock and turnover you deal with, this investment is not everything it could be. One of the main objectives of the Pilot POS reporting functionality is to provide you with information that generates a clear understanding of the transactions that are taking place in the business.

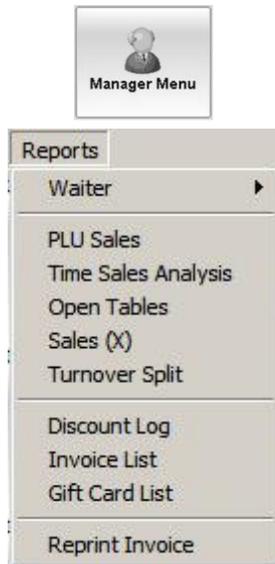
“Being able to generate and interpret meaningful reports is a critical step in ensuring that your business continues to provide a professional service at a sustainable profit”.

Knowing Where to Generate Reports From

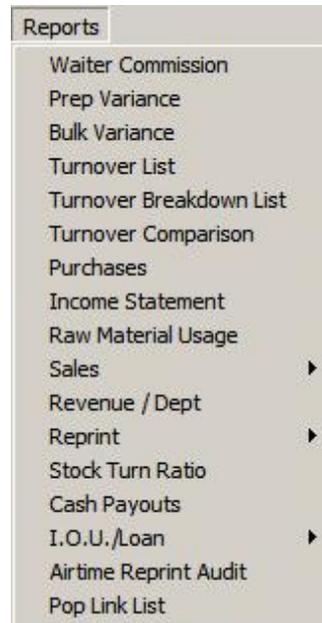
Your Pilot POS System allows reports to be generated from the Pilot Touch POS program and the Pilot Admin program.



The Touch POS program generates reports relating to the business and transactions that have taken place at a specific POS workstation. The Touch POS reports are accessed via the Reports menu option of the Manager Menu function:



The Pilot Admin program essentially generates reports about the entire system. A range of detailed reports can be generated via the Reports menu option:



Think and Do!

1. Touch POS – Waiter Commission Report

This report shows you sales for each individual staff member for the day. This report also shows you commission and tips due and tracks the sales figure breakdowns of cash, credit cards, cheque and vouchers. This report should be printed once all the staff members have been cashed off.



Think and Do!

Waiter

Commission

WAITER COM/PAY

Cashup
Print
Exit

NO.	NAME	AMOUNT (incl)	TAX	Ex COMM (excl)	RATE	COMM	PAID	CTIP	ICOM	CVRS	AVG	DISCNT
1	CYNTHIA	1602.50	196.80	76.85	2.5	33.22		17.90	1.34	13	123.27	24.04
2	DUMISANI	1540.45	189.18	28.82	2.5	33.06		27.40	0.57	23	66.98	26.86
4	JOHN	162.40	19.94		2.5	3.56				5	32.48	
5	BONGANIE 2	584.55	71.79		2.5	12.82				1	584.55	
98	CHRISTO	231.00	28.37	48.03	2.5	3.87		45.25	0.96	5	46.20	11.95
110	TUMI	480.40	59.00		5	21.07				2	240.20	
100	MICH	611.60	75.11					108.40		2	305.80	
3	BONGANIE	1310.00	160.88		2.5	28.73	.01	47.65		18	72.78	85.35

2. Touch POS – Waiter Sales Totals Report

This report allows you to view important sales totals and averages of each staff member.



Think and Do!

Waiter

Sales Totals

WAITER SALES

Reset
Print
Exit

NO.	NAME	SALES (NETT)	Ex COMM (excl)	COMM	ICOM	AVE	PNTS	ACC. PNTS	RATE	COVERS	DISCNT
1	CYNTHIA	1405.70	76.85	33.22	1.34	123.27	38	889	2.5	13	24.04
2	DUMISANI	1351.27	28.82	33.06	.57	66.98	25	644	2.5	23	26.86
3	BONGANIE	1149.12		28.73		72.78	11	421	2.5	18	85.35
4	JOHN	142.46		3.56		32.48	0	394	2.5	5	
5	BONGANIE 2	512.76		12.82		584.55	3	498	2.5	1	
98	CHRISTO	202.63	48.03	3.87	.96	46.20	5		2.5	5	11.95
100	MICH	536.49				305.80	30			2	
110	TUMI	421.40		21.07		240.20	5			5	2

12. Touch POS – Gift Card List Report

This report allows you to view all Gift Card Top Ups, Redemptions and Ticket Claims on the day.



Think and Do!

Gift Card List

LOYALTY & GIFTING
 Trading Date: 05/08/2012

Print
Exit

Date/Time	Card Number	Reference No.	Waiter	Manager	Amount	Transaction Type
Date/Time : 05/08/2012						
05/08/2012	*****1234	25105245	500	SUPER	500.00	Gift Card Topup
05/08/2012	*****1234	14034	500	SUPER	160.80	Gift Card Redeem
05/08/2012	*****1234		500	POS	691.15	Accumulation
05/08/2012	*****1234	4764	500	SUPER	10.00	Ticket Claim

13. Touch POS – Reprint Invoice Report

This report displays a list of invoices that may need to be reprinted.



Think and Do!

Reprint Invoice

Date Selection

All Dates:

From: 01/11/2008

To: 01/11/2008

Time Selection

All Times:

From: 14:21:10

To: 14:21:10

Waiter	Table	Date	Time	Amount	Tax	Inv No.	Pmt.Ref.
21	122	01/11/2008	20:11	R121.80	R14.96	2004	
20	072	01/11/2008	19:30	R79.90	R9.81	1996	
15	742	01/11/2008	19:32	R277.40	R34.07	1997	
29	201	01/11/2008	19:33	R164.80	R20.24	1998	
21	121	01/11/2008	19:33	R95.80	R11.76	1999	
5	101	01/11/2008	19:46	R159.90	R19.64	2000	

ITEM	QTY	PRICE	VALUE
K Fish Fingers	2	R18.95	R37.90
CHIPS	2	R0.01	R0.00
Lipton IT Raspberry	1	R12.95	R12.95
K Oros Raspberry	1	R9.95	R9.95
Castle Lager	1	R10.95	R10.95
330ml Coke	1	R10.95	R10.95

End

Slip Print

A4 Print

A4 Print (S)

Close

1. Admin System – Waiter Commission Report

This report allows you to view important sales totals and averages of each staff member over a specific time period. The report is valuable for helping to identify under-performing staff members who may need focussed training on the one hand, or recognise top selling staff members who should be rewarded. You can use this report to pay commissions to your staff members on a weekly or monthly basis.



Think and Do!

Waiter Commission

WAITER SALES/COMM										
PERIOD 01/12/2008 to 31/12/2008										
Date	Waiter	Com (%)	Sales (excl)	Ex COMM (excl)	Customers	Cust/Avg	Bill/Avg	Pay Due	Points	I/Com
01/12/2008	CYNTHIA	2.50	13,931.31		81	171.99	0.00	348.28	889	0.00
01/12/2008	CYNTHIA	2.50	13,931.31		81	171.99	0.00	348.28	889	0.00
01/12/2008	DUMISANI	2.50	9,909.78		85	116.59	0.00	247.74	644	0.00
01/12/2008	BONGANIE	2.50	6,900.64		66	104.56	0.00	172.52	421	0.00
01/12/2008	JOHN	2.50	9,341.74		69	135.39	0.00	233.54	394	0.00
01/12/2008	BONGANIE	2.50	6,900.64		66	104.56	0.00	172.52	421	0.00
01/12/2008	BONGANIE 2	2.50	6,715.87		58	115.79	0.00	167.90	498	0.00
01/12/2008	FAITH	2.50	6,917.03		80	86.46	0.00	172.93	417	0.00
01/12/2008	EVIDENCE	2.50	4,519.48		56	80.70	0.00	112.99	308	0.00
01/12/2008	THULI	2.50	11,030.44		147	75.04	0.00	275.76	538	0.00
01/12/2008	BONGANI 3	2.50	7,619.07		106	71.88	0.00	190.48	106	0.00



2. Admin System – Prep Variance Report

The Prep Variance report accumulates daily variance information from your Prep Sheet and generates information for a specific period if necessary. This report is useful in determining daily losses incurred as a value for a selected period.



Think and Do!

Prep Variance

PREP SHEET VARIANCE REPORT				
PERIOD 01/12/08 to 01/12/08				
Limit Value	50	Category	ALL	All Items
NAME	CAT	UCDST	UNITS	VALUE
burgers - 100gr	Meat	-1.90	-252.00	478.80
burgers - 120gr	Meat	-3.56	752.00	-2677.12
burgers - 160gr	Meat	-4.95	-144.00	712.80
corn on the cob (portion)	Fruit & Veg	-2.65	20.00	-53.00
rump - 150gr	Meat	-7.60	-130.00	988.00
rump - 200gr	Meat	-8.62	-1562.00	13464.44
rump - 300gr	Meat	-13.63	10.00	-136.30
rump - 500gr	Meat	-25.61	28.00	-717.08
rump - 1kg	Meat	-58.07	-2.00	116.14
rump - 270gr	Meat	-12.21	-50.00	610.50
siloin - 270gr	Meat	-13.41	132.00	-1770.12
mini kebab (50g)	Meat	-2.54	-72.00	182.88
siloin - 150gr	Meat	-6.66	-38.00	253.08
siloin - 200gr	Meat	-10.24	2154.00	-22056.96
siloin - 300gr	Meat	-11.96	8.00	-95.68



4. Admin System – Turnover List Report

The Turnover Listing report shows you the daily sales of your business for a selected period. It also shows you other important information like how many transactions were rung through for the day, how many customers you served, daily discount figures and what VAT was collected for the day.

Turnover List

TURNOVER LISTING

FROM DATE: 01/12/09

TO DATE: 24/12/09

Period

Discounts

Banking

Sales

Totals



Think and Do!

Print Preview

DEMO DATA
TURNOVER LISTING
Date Selection: 01/11/08 to 30/11/08

DATE	SALES	TILL	NETT	DIFF	TAX	Non-TAX	INV NO	CUST NO	C.A.VG
01/11/2008	36590.00	36590.00	32096.47	0.00	4493.53	0.00	148	250	146.36
02/11/2008	30155.52	30154.80	26461.39	0.92	3703.21	0.00	140	210	143.59
03/11/2008	12002.19	12003.70	10529.56	-1.51	1474.14	0.00	52	28	428.70
04/11/2008	13042.35	13042.30	11440.61	0.05	1601.69	0.00	73	92	141.76
05/11/2008	7989.94	7989.85	7008.48	0.29	981.17	0.00	49	74	107.97
06/11/2008	13673.15	13672.75	11993.63	0.40	1679.12	0.00	67	110	124.30
07/11/2008	21223.07	21222.45	18616.18	0.62	2606.27	0.00	111	159	133.47
08/11/2008	28015.42	28014.85	24574.41	0.57	3440.44	0.00	118	185	143.67
09/11/2008	29514.84	29514.50	25012.72	0.34	3501.78	0.00	120	189	150.87
10/11/2008	9674.26	9673.00	7607.89	1.26	1065.11	0.00	44	7	1239.00
11/11/2008	11969.15	11969.15	10499.27	0.00	1469.88	0.00	60	105	113.99
12/11/2008	12833.90	12833.30	11257.29	0.60	1576.01	0.00	67	149	86.13
13/11/2008	13069.16	13069.80	11464.73	-0.64	1605.07	0.00	79	126	103.73
14/11/2008	26636.39	26635.65	23364.58	0.74	3271.07	0.00	131	212	125.64
15/11/2008	36171.60	36170.95	31729.90	0.65	4442.05	0.00	137	265	136.49
16/11/2008	38579.73	38579.70	33841.83	0.03	4737.87	0.00	156	379	101.79
17/11/2008	7726.80	7726.95	6777.80	-0.06	948.92	0.00	48	35	220.77
18/11/2008	12760.60	12760.55	11211.01	0.05	1569.54	0.00	61	112	114.11
19/11/2008	14485.67	14485.65	12715.36	0.12	1760.17	0.00	63	130	111.50
20/11/2008	13348.52	13347.75	11709.55	0.77	1639.20	0.00	62	117	114.08
21/11/2008	28902.25	28901.85	25352.47	0.40	3549.38	0.00	122	248	116.54
22/11/2008	48379.03	48379.00	42675.44	0.03	6002.56	0.00	147	241	202.81
23/11/2008	39815.65	39815.55	34750.46	0.10	4885.09	0.00	141	164	241.56
24/11/2008	11952.64	11952.60	10484.74	0.04	1467.96	0.00	60	82	145.76
25/11/2008	24779.70	24779.70	21736.57	0.00	3043.13	0.00	104	257	96.42
26/11/2008	22317.20	22317.20	19576.49	0.00	2740.71	0.00	109	178	125.38
27/11/2008	20759.57	20759.65	18206.72	2.92	2548.93	0.00	104	165	125.79
28/11/2008	51873.65	51873.65	45033.20	0.00	6370.45	0.00	197	393	131.99
29/11/2008	55250.80	55250.80	48465.80	0.00	6785.20	0.00	208	468	118.06
30/11/2008	42158.05	42158.05	36980.73	0.00	5177.32	0.00	177	410	102.82
	739378.80	739370.10	648833.23	8.70	90136.87	0.00	3155	5550	132.25

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- **Viewing discounts for a selected period** This function provides you with the ability to keep track of what discounts are being given and for what reasons. When a discount or void is done, the system queries the user why the discount is being given (you have a total of 9 user definable reasons).
- **Viewing banking information for a selected period** This function provides you with the ability to keep track of what banking has occurred (from the banking done in the Master / Admin Cashup). This report gives a breakdown based on the banking types set up in the Master Cashup.

5. Admin System – Turnover Breakdown List Report

The Turnover Break Down Listing is used in conjunction with the Take-Away and Delivery module. The report shows the difference in sit down turnover and take-away turnover.



Think and Do!

Turnover Breakdown List

TURNOVER LISTING SPLIT

FROM DATE: 01/07/12

TO DATE: ___/___/___

DAILY SALES
PERIOD: 01/07/12 to 31/07/12

DATE	SALES	SITDOWN	DELIVERY	TAWAY	COLLECT	TILL	ROYALTY EX	CUST	INVNO	TAX	NONTAX
25/07/2012	2997.40	0.00	0.00	0.00	0.00	2997.40	0	31	10	368.10	
25/07/2012	5000.00	0.00	0.00	0.00	0.00	5000.00	0	9	7	614.03	
25/07/2012	50435.65	0.00	0.00	0.00	0.00	50435.65	0	20	3	6193.85	

Print Preview

Cappuccinos Menlyn
TURNOVER BREAKDOWN LISTING
Date Selection: 01/07/12 to 31/07/12

DATE	SALES	SITDOWN	DELIVERY	COLLECT	TAWAY	TILL	NETT	DIFF	TAX	Non-TAX
25/07/2012	2997.40	0.00	0.00	0.00	0.00	2997.40	2629.30	0.00	368.10	0.00
25/07/2012	5000.00	0.00	0.00	0.00	0.00	5000.00	4385.97	0.00	614.03	0.00
25/07/2012	50435.65	0.00	0.00	0.00	0.00	50435.65	44241.80	0.00	6193.85	0.00
	58433.05	0.00	0.00	0.00	0.00	58433.05	51257.07	0.00	7175.98	0.00

7. Admin System – Purchases Report

Generating the Purchases report is an important part of any week and month-end review. The system allows for various reports to be extracted using a number of selection criteria such as by selected items, specific suppliers, invoice number, payment methods and so on.

Think and Do!

Purchases

Think and Do!

DEMO DATA

PURCHASES - PRICE VARIANCE (Last 3 Price Updates)

Date Selection: 01/10/08 to 30/11/08

PRICE LIMIT 10 (%)

Selection: ALL

CAT	ITEM	SUPPLIER	DATE	CCost	PUR COST	% VARIANCE
Butter & Cheese	butter bulk (kg)	triton bakery	04/10/2008	17.53	26.22	-49.57
Butter & Cheese	cheddar buk grated (kg)	bravehawk spur	23/11/2008	810.00	35.00	-95.68
Butter & Cheese	cheddar loaf (kg)	master distributors	06/10/2008	26.50	37.07	-39.90
Butter & Cheese	cheddar loaf (kg)	master distributors	28/10/2008	26.50	37.00	-39.62
Butter & Cheese	cheddar loaf (kg)	master distributors	04/11/2008	26.50	37.07	-39.88
Butter & Cheese	cheddar loaf (kg)	master distributors	08/11/2008	26.50	37.07	-39.90
Butter & Cheese	cheddar loaf (kg)	master distributors	22/11/2008	26.50	37.00	-39.64

DEMO DATA

SUPPLIER PURCHASE PAYMENTS

Report Selection: 01/10/08 to 30/11/08

Supplier	Invoice Date	Supplier Ref.	Purchase Ref.	Total	Paid	Payment Date	Balance Due
boksborg meatw orld	04/11/2008	4215	A CMEAT	3,976.46	0.00		3,976.46
boksborg meatw orld	04/11/2008	OUTS	ET	1,451.53	1,451.53		0.00
boksborg meatw orld	08/11/2008	INV 154430	AC154430	2,429.59	0.00		2,429.59
boksborg meatw orld	15/11/2008	4571	A CMEAT	2,653.83	0.00		2,653.83
boksborg meatw orld	15/11/2008	4610	A CMEAT	727.68	0.00		727.68
boksborg meatw orld	15/11/2008	4541	A CMEAT	559.85	0.00		559.85
boksborg meatw orld	17/11/2008	4637		127.42	127.42		0.00
boksborg meatw orld	18/11/2008	OUT INVCS	ETMEAT	12,945.17	12,945.17		0.00
boksborg meatw orld	22/11/2008	4678	A CMINCE	1,709.43	0.00		1,709.43
boksborg meatw orld	22/11/2008	4744	A CMEAT	2,051.32	0.00		2,051.32
boksborg meatw orld	22/11/2008	4725	A CT BONE	529.29	0.00		529.29
boksborg meatw orld	22/11/2008	4814	A CMEAT	2,601.98	0.00		2,601.98
boksborg meatw orld	29/11/2008	4954	A CMEAT	3,335.45	0.00		3,335.45
boksborg meatw orld	29/11/2008	5020	A CMEAT	1,171.08	0.00		1,171.08
boksborg meatw orld	29/11/2008	4873	A CMEAT	1,806.17	0.00		1,806.17
bravehawk spur	17/10/2008	STOCK		-586.00	-586.00		0.00



Think and Do!

**DEMO DATA
PURCHASES - INVOICE SUMMARY**

Date Selection: 01/10/08 to 30/11/08

Selection: ALL

P/REF	SUPPLIER	S/REF	CAT	DATE	COST	VAT	TOTAL
					1043.95	107.40	1151.35
ACDAIRY	master distributors	0002	Butter & Cheese	24/10/2008	689.15	96.48	785.63
			Dairy	24/10/2008	578.50	37.94	616.44
			Groceries	24/10/2008	59.95	8.39	68.34
					1327.60	142.81	1470.41
ACDAIRY	master distributors	0007	Butter & Cheese	29/11/2008	170.50	23.87	194.37
			Dairy	29/11/2008	129.25	9.48	138.73
					299.75	33.35	333.10

**ACDAIRY DEMO DATA
PURCHASES - INVOICE SUMMARY**

Date Selection: 01/10/08 to 30/11/08

Selection: ALL

SUPPLIER	S/REF	P/REF	DATE	COST	VAT	TOTAL	PAID	DUE
ACDAIRY	abi postmix orders	6795	01/10/2008	1758.00	246.12	2004.12	2004.12	0.00
	abi postmix orders	8683	08/10/2008	1471.10	205.95	1677.05	1677.05	0.00
	abi postmix orders	1684	15/10/2008	527.40	73.84	601.24	601.24	0.00
	abi postmix orders	9352	29/10/2008	527.40	73.84	601.24	601.24	0.00
	abi postmix orders	709	05/11/2008	1054.79	147.68	1202.47	1202.47	0.00
	abi postmix orders	2491	20/11/2008	1582.19	221.52	1803.71	1803.71	0.00
	abi postmix orders	2637	26/11/2008	1172.00	164.08	1336.08	1336.08	0.00
				8092.88	1133.03	9225.91	9225.91	0.00
	acsa or thambo	PARKING	02/10/2008	8.77	1.23	10.00	10.00	0.00
	acsa or thambo	PARKING	04/10/2008	8.77	1.23	10.00	10.00	0.00
	acsa or thambo	PARKING	08/10/2008	8.77	1.23	10.00	10.00	0.00
	acsa or thambo	PARKING	11/10/2008	8.77	1.23	10.00	10.00	0.00
	acsa or thambo	PARKING	17/10/2008	8.77	1.23	10.00	10.00	0.00
	acsa or thambo	PARKING	22/10/2008	8.77	1.23	10.00	10.00	0.00
	acsa or thambo	PARKING	25/10/2008	8.77	1.23	10.00	10.00	0.00
	acsa or thambo	PARKING	01/11/2008	8.77	1.23	10.00	10.00	0.00
	acsa or thambo	PARKING	03/11/2008	8.77	1.23	10.00	10.00	0.00
	acsa or thambo	PARKING	08/11/2008	8.77	1.23	10.00	10.00	0.00
	acsa or thambo	PARKING	10/11/2008	8.77	1.23	10.00	10.00	0.00
	acsa or thambo	PARKING	12/11/2008	8.77	1.23	10.00	10.00	0.00



Think and Do!

**DEMO DATA
PURCHASES - V.A.T. SUMMARY**

Date Selection: 01/10/08 to 30/11/08

Selection: ALL

CAT	NAME	COST	VAT	TOTAL
bc	Butter & Cheese	12088.06	1953.75	14041.81
be	Beverages	49121.63	6655.27	55776.90
br	Bread & Rolls	11178.79	1487.23	12666.02
ce	Chicken	40688.13	5355.85	46043.98
ch	Chips	26908.39	0.00	26908.39
ct	Hot Beverages	2067.11	275.95	2343.06
da	Dairy	7943.51	628.30	8571.81
ds	Desserts	7727.57	1039.40	8766.97
eb	Advert. Promo	3276.87	418.07	3694.94
ec	Clean & Pest Cont	5639.96	579.70	6219.66
ee	Advert. General	23065.80	1480.60	24546.40
eg	General Gas	9848.04	1371.86	11219.90
el	Electricity & Water	30000.00	0.00	30000.00
ep	Protect. Clothing	-120.00	87.92	-32.08
er	Repairs & Maint.	28394.09	2417.52	30811.61
es	Print. & Station.	1029.04	45.36	1074.40
et	Computer Expenses	1817.40	107.44	1924.84
ex	Cut. & Crockery	3699.09	532.31	4231.40
fi	Fish	10837.23	1541.68	12378.91
ga	Garnish	9930.86	0.00	9930.86
gr	Groceries	31764.23	4040.65	35804.88



Think and Do!

DEMO DATA
PURCHASES - ITEM SUMMARY

Date Selection: 01/10/08 to 30/11/08

Selection: ALL

CAT	ITEM NAME	SUPPLIER	QTY	COST	VAT	TOTAL
Butter &	brie cheese (125g)	karaglen superspar	3.0	47.24	6.61	53.85
Butter &	butter bulk (kg)	triton bakery	0.5	13.11	1.84	14.95
Butter &	cheddar bulk (kg)	chatoga	-2.0	-69.90	0.00	-69.90
Butter &	cheddar bulk (kg)	karaglen superspar	1.5	290.06	40.61	330.67
Butter &	cheddar bulk (kg)	oklahoma spur	-28.0	-978.60	0.00	-978.60
Butter &	cheddar bulk grated (kg)	bravehawk spur	-2.0	-70.00	0.00	-70.00
Butter &	cheddar loaf (kg)	master distributors	13.3	493.05	69.03	562.08
Butter &	cheddar/mozz mix bulk(kg)	master distributors	190.0	6378.30	892.97	7271.27
Butter &	cottage chunky-bulk (kg)	master distributors	35.0	909.65	127.33	1036.98
Butter &	feta cheese (kg)	master distributors	33.5	752.50	105.35	857.85
Butter &	garlic butter (kg)	vector	20.0	528.92	74.04	602.96
Butter &	gouda (kg)	karaglen superspar	0.0	171.87	24.06	195.93
Butter &	mini butter (kg)	oklahoma spur	0.0	-1000.00	0.00	-1000.00
Butter &	mini butter (kg)	running waters spur	1.0	35.70	0.00	35.70
Butter &	mini butter (kg)	vector	30.0	1070.94	149.94	1220.88
Butter &	sliced cheese (each)	chatoga	-50.0	-41.50	0.00	-41.50
Butter &	sliced cheese (each)	oklahoma spur	0.0	19.74	2.76	22.50



Think and Do!

DEMO DATA
PURCHASES - DETAILED

Date Selection: 01/10/08 to 30/11/08

Selection: ALL

CAT	ITEM NAME	SUPPLIER	S/REF	DATE	QTY	COST	VAT	TOTAL	PAID	DUE
Garnish	lettuce (head)	camaras	3708	29/11/2008	40.0	236.00		236.00		236.00
Garnish	lettuce (head)	camaras	3551	29/11/2008	20.0	118.00		118.00		118.00
Garnish	lettuce (head)	camaras	3263	29/11/2008	20.0	118.00		118.00		118.00
Garnish	onions - whole (kg)	camaras	3708	29/11/2008	5.0	12.45		12.45		12.45
Garnish	onions - whole (kg)	camaras	3263	29/11/2008	3.0	24.90		24.90		24.90
Garnish	tomatoes (kg)	camaras	3263	29/11/2008	10.0	71.80		71.80		71.80
Garnish	tomatoes (kg)	camaras	3551	29/11/2008	15.0	107.70		107.70		107.70
Garnish	tomatoes (kg)	camaras	3708	29/11/2008	20.0	143.60		143.60		143.60
Garnish	tomatoes (kg)	camaras	3420	29/11/2008	15.0	107.70		107.70		107.70
						1066.85	0.00	1066.85		1066.85
GF										
Groceries	black olives (kg)	master distributors	0001	29/11/2008	2.2	59.95	8.39	68.34		68.34
Groceries	samosas - beef (each)	pick and pay	SAMOSAS	29/11/2008	0.0	99.96	14.00	113.96	113.96	
Groceries	tomato sauce all gold (bottle)	triton bakery	T SAUCE	29/11/2008	3.0	34.91	4.89	39.80	39.80	
						194.82	27.28	222.10	153.76	68.34

DEMO DATA
PURCHASES - DETAILED

Date Selection: 01/10/08 to 30/11/08

Selection: ALL

LIQ - Beer & Ciders	CAT	ITEM NAME	SUPPLIER	S/REF	DATE	QTY	COST	VAT	TOTAL	PAID
LIQ - Beer & Ciders	Garnish	lettuce (head)	camaras	3708	29/11/2008	40.0	236.00		236.00	
LIQ - Beer & Ciders	Garnish	lettuce (head)	camaras	3551	29/11/2008	20.0	118.00		118.00	
LIQ - Beer & Ciders	Garnish	lettuce (head)	camaras	3263	29/11/2008	20.0	118.00		118.00	
LIQ - Beer & Ciders	Garnish	onions - whole (kg)	camaras	3708	29/11/2008	5.0	12.45		12.45	
LIQ - Beer & Ciders	Garnish	onions - whole (kg)	camaras	3263	29/11/2008	3.0	24.90		24.90	
LIQ - Beer & Ciders	Garnish	tomatoes (kg)	camaras	3263	29/11/2008	10.0	71.80		71.80	
LIQ - Beer & Ciders	Garnish	tomatoes (kg)	camaras	3551	29/11/2008	15.0	107.70		107.70	
LIQ - Beer & Ciders	Garnish	tomatoes (kg)	camaras	3708	29/11/2008	20.0	143.60		143.60	
LIQ - Beer & Ciders	Garnish	tomatoes (kg)	camaras	3420	29/11/2008	15.0	107.70		107.70	
							1066.85	0.00	1066.85	
GF										
Groceries		black olives (kg)	master distributors	0001	29/11/2008	2.2	59.95	8.39	68.34	
Groceries		samosas - beef (each)	pick and pay	SAMOSAS	29/11/2008	0.0	99.96	14.00	113.96	113.96
Groceries		tomato sauce all gold (bottle)	triton bakery	T SAUCE	29/11/2008	3.0	34.91	4.89	39.80	39.80
							194.82	27.28	222.10	153.76
LIQ - Beer & Ciders		amstel	salcar	43978	29/11/2008	24.0	99.07	13.73	111.80	
LIQ - Beer & Ciders		black label	salcar	44010	29/11/2008	18.0	65.53	9.17	74.70	
LIQ - Beer & Ciders		brutal fruit peach	salcar	44010	29/11/2008	6.0	27.54	3.86	31.40	
LIQ - Beer & Ciders		castle	salcar	44106	29/11/2008	12.0	40.58	6.12	46.80	
LIQ - Beer & Ciders		castle	salcar	44010	29/11/2008	24.0	87.37	12.23	99.60	
LIQ - Beer & Ciders		hansa	salcar	44106	29/11/2008	12.0	40.58	6.12	46.80	
LIQ - Beer & Ciders		hansa	salcar	43978	29/11/2008	24.0	87.37	12.23	99.60	
LIQ - Beer & Ciders		millers draft	salcar	43978	29/11/2008	24.0	102.98	14.42	117.40	
LIQ - Beer & Ciders		millers draft	salcar	44010	29/11/2008	24.0	102.98	14.42	117.40	
LIQ - Beer & Ciders		savannah	salcar	44106	29/11/2008	12.0	66.40	9.30	75.70	

Understanding the Information Displayed on the Income Statement Working Window

- **Total Sales** Nett turnover for the period selected, drawn from the Turnover Listing information. The system excludes the opening date's turnover, but includes the closing date's turnover. This is because the information contained in the stock files, is for the end of each date's trading.
- **Cat** The code allocated to a category in the Master File.
- **Name** The name of the category. This is set up in the Admin File category. If you have ***, this implies that you have had categories that have been deleted but still have either stock or purchases against them.
- **Cost (%)** This is the cost contribution of the category, represented as a percentage, to total cost of sales.
- **Budget** This is a budgeted cost contribution percentage setup by you, by which you can compare your actual cost percentages. If there are no budget percentages, then you can type in your budgets here. For those of you who own businesses within a franchise, the franchise usually has a good idea of what the budget percentages should be.
- **Var** This is a monetary value difference between actual cost percentages and budgeted cost percentages. This gives a good indication of over or under usage or spending for the category.
- **Open** The value of that categories opening stock, calculated from stock on hand values from the opening stock date.
- **Close** The value of that categories closing stock, calculated from stock on hand values from the closing stock date.
- **Purch** Total value of purchases for that category for the selected period.
- **Code** Income statement category. These can be one of the following:
 - D = cost of sales item.
 - E = expense item.
 - E1 -> E9 = you can separate expense items if you want to.
 - X = excluded from the income statement.
- **C/CNT** This field displays a value should you have multi-cost centres active and set up in the Master and PLU files.



Think and Do!

Analysing Closing Stock Discrepancies

If the Income Statement indicates that the business closed with more stock than when the period was opened (and does not compare with the amount of purchases made), you can probably deduce that the problem lies within the purchases activity.

If a situation like this occurs, you can look at the following:

1. Closing stock values, unit prices, quantities entered.
2. All purchases captured, correct unit prices.
3. Opening stock values, unit prices, quantities entered.



Think and Do!

Closing stock values, check that:

- the total values are correct.
- the unit prices are correct for each item, as this inflates / deflates stock on hand values.
- quantities inputted into the opening/closing stock file are correct.

Purchases, check that:

- all purchases for the period were posted.
- the correct values were posted for each invoice.
- correct units were purchased, as this affects unit prices.



Think and Do!

Opening stock values, check that:

- the total values are correct.
- the unit prices are correct for each item, as this inflates / deflates stock on hand values.
- quantities inputted into the opening/closing stock file are correct.



Think and Do!

Income Statement set up, check that:

- the categories have been allocated correct expense codes.
- all undefined categories (****), are given correct names.
- defined categories have correct descriptions allocated to them.



Think and Do!

Turnover, check that:

- the nett turnover equals the nett turnover for the same period in the turnover listing.
- VAT % default settings are correct in default settings.



Think and Do!

Direct Costs vs. Expenses

On the income statement the items that have a D in the Code column are direct cost items, whereas the items with an E in the Code column are expense items.

Try separating Food categories and Liquor categories by setting up food items with a D and Bar items with D1.

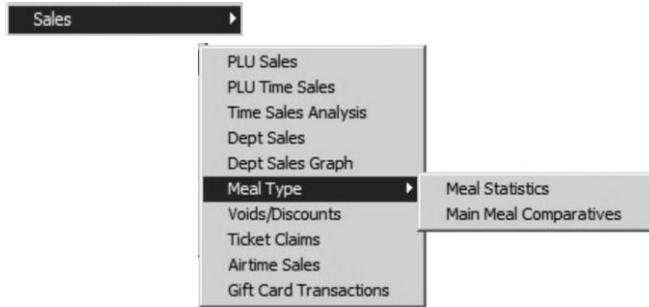
By separating categories, one can monitor the cost percentage of each group.



Think and Do!

10. Reviewing the Range of Sales Reports

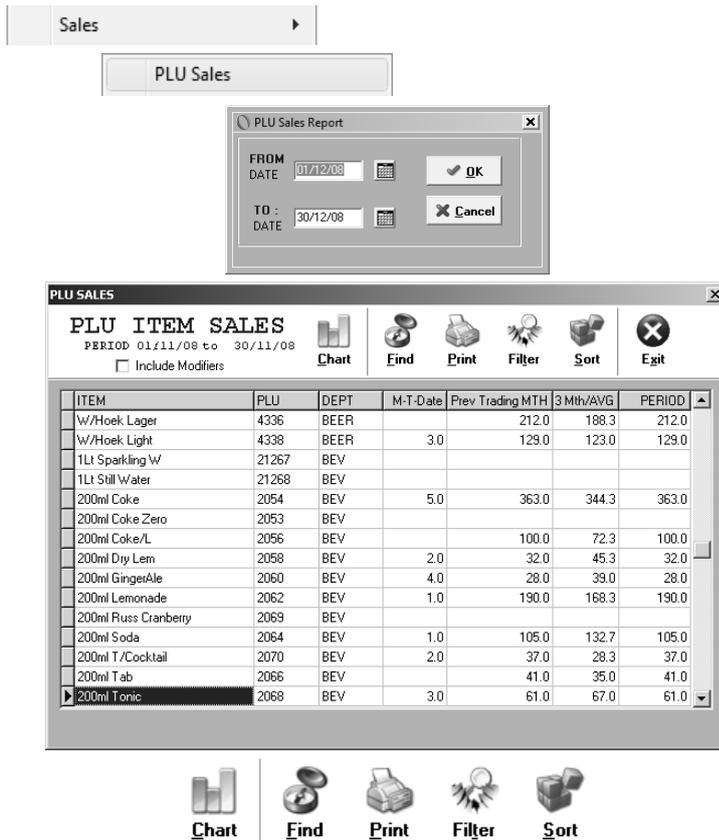
The Pilot Admin program provides a range of sales reports that can help you to review and analyse important sales related information.



Think and Do!

11. PLU Sales Report

The PLU Sales report shows information on sales of individual items within the business. This report is useful to determine whether a product is selling or not and can be used to implement menu changes.



Think and Do!

16. Void and Discount Reports

The Sales...Voids / Discount report can help you to track how much business takes place around situations like promotions, complaints, staff meals and so on. The report can also give you crucial information to help track possible fraud and theft.

Sales ▾

Voids/Discounts

Voids/Discounts Statistics

Date Range Selection

From: 01/03/2009 To: 31/03/2009

Waiter Selection

All Waiters

Specific Waiter: ABIE

Reason / Sub-Reason Selection

All

OK Cancel



Think and Do!

DEMO DATA
VOIDS/DISCOUNTS
Date Selection: 01/10/2008 to 31/10/2008

DATE	ITEM	MANAGER	TYPE	OPTION SELECTED	REASON	AMOUNT
22/10/2008	B/DISCOUNT	MUJO	Bill Discount	DISCOUNT	DISCOUNT	50.80
24/10/2008	B/DISCOUNT	MUJO	Bill Discount	PROMO	PROMO	29.00
25/10/2008	B/DISCOUNT	MUJO	Bill Discount	PROMO	PROMO	15.20
27/10/2008	B/DISCOUNT	ASHLEY	Bill Discount	MANAGER	MANAGER	23.90
29/10/2008	B/DISCOUNT	MUJO	Bill Discount	DISCOUNT	DISCOUNT	31.85
31/10/2008	B/DISCOUNT	MUJO	Bill Discount	PROMO	PROMO	14.80
Total For Waiter						1,340.30

WAITER: 90 WASTE

DATE	ITEM	MANAGER	TYPE	OPTION SELECTED	REASON	AMOUNT
05/10/2008	B/DISCOUNT	MUJO	Bill Discount	DISCOUNT	DISCOUNT	82.00
11/10/2008	B/DISCOUNT	MUJO	Bill Discount	DISCOUNT	DISCOUNT	21.95
Total For Waiter						103.95

WAITER: 15 YVONNE

DATE	ITEM	MANAGER	TYPE	OPTION SELECTED	REASON	AMOUNT
27/10/2008	B/DISCOUNT	ASHLEY	Bill Discount	DISCOUNT	DISCOUNT	11.25
31/10/2008	B/DISCOUNT	MUJO	Bill Discount	KIDS	KIDS	50.00
Total For Waiter						61.25

Total Voids / Discounts 37,026.66

Voids / Discounts Summary

Line Discounts	0.00
Bill Discounts	29,282.90
Voids	7,743.76

DEMO DATA
VOIDS/DISCOUNTS
Date Selection: 01/10/2008 to 31/10/2008

WAITER: 43 AARON

DATE	ITEM	MANAGER	TYPE	OPTION SELECTED	REASON	AMOUNT
05/10/2008	B/DISCOUNT	MUJO	Bill Discount	PROMO	PROMO	11.75
09/10/2008	B/DISCOUNT	MUJO	Bill Discount	DISCOUNT	DISCOUNT	5.45
09/10/2008	B/DISCOUNT	LYNN	Bill Discount	DISCOUNT	DISCOUNT	181.80
09/10/2008	B/DISCOUNT	LYNN	Bill Discount	DISCOUNT	DISCOUNT	12.60
10/10/2008	B/DISCOUNT	ASHLEY	Bill Discount	DISCOUNT	DISCOUNT	55.75
10/10/2008	B/DISCOUNT	ASHLEY	Bill Discount	DISCOUNT	DISCOUNT	184.65
11/10/2008	B/DISCOUNT	MUJO	Bill Discount	DISCOUNT	DISCOUNT	13.15
Total For Waiter						465.15

17. Ticket Claims Report

Sales ▶

Ticket Claims



Think and Do!

Date Range Selection

From: 01/03/2009 To: 31/03/2009

Waiter Selection

All Waiters

Specific Waiter

OK Cancel

DEMO DATA
TICKET CLAIMS
 Date Selection: 01/10/2008 to 31/01/2010
 Waiter Selection: All

Date	Time	Invoice No.	Waiter	Ticket Value (incl VAT)	Sales Value (incl VAT)
09/10/2008	21:12	3727		80.00	132.05
14/10/2008	19:20	73		40.00	313.55
14/10/2008	19:56	84		115.00	269.70
18/10/2008	13:30	420		40.00	274.53
24/10/2008	20:38	969		75.00	312.31
26/10/2008	15:00	1243		40.00	201.60
26/10/2008	16:06	1262		40.00	114.30
26/10/2008	20:30	1331		80.00	135.53
				510.00	1753.57
04/10/2008	18:36	3240	ABIE	40.00	397.87
09/10/2008	19:43	3694	ABIE	40.00	206.15
10/10/2008	20:50	3811	ABIE	80.00	327.08
				160.00	931.10
24/10/2008	21:08	980	NDOL, BONGANI 3	40.00	313.43
				40.00	313.43
04/10/2008	15:33	3194	BUTULESI, BONGANIE	40.00	306.92
10/10/2008	22:04	3845	BUTULESI, BONGANIE	80.00	398.43
18/10/2008	17:11	487	BUTULESI, BONGANIE	80.00	45.65

18. Airtime Sales Report

The system will report airtime sales per vendor, per voucher and give you a summary total at the end of the report.

Sales ▶

Airtime Sales

AIRTIME SALES LISTING FROM 04/01/2010 TO 31/01/2010

Total for Day:	13	158.00
25/01/2010		
Cell C	Qty	Amount
R 10 Chat	1	10.00
Totals:	1	10.00
MTN	Qty	Amount
R 5CallALot	5	25.00
R 10CallALot	8	80.00
R 30CallALot	1	30.00
Totals:	14	135.00
Vodacom	Qty	Amount
R 5 Vodago	7	35.00
R 12 Vodago	5	60.00
R 29 Vodago	1	29.00
R 110 Vodago	1	110.00
Totals:	14	234.00
Total for Day:	29	379.00
PERIOD TOTALS:		
VENDOR	Amount	
MTN	2,175.00	
Vodacom	1,500.00	
Cell C	485.00	
TOTAL	4,160.00	



Think and Do!

View Day-End Reports
Trading-Date 25/07/2012

 **Select**
 **Print**
 **Exit**

```

INVOICE HEADER INFORMATION VERIFICATION
-----
--Table Opened--
Inv No.      Amount  Tbl  Date      Time  Wtr No  Station
-----
* No Information *

INVOICE SEQUENCE AUDIT - Missing Invoices Only (indicates deleted invoices or transferred tables)
-----
53518
53521
53524

TABLE AUDIT REPORT (Tables that may have been deleted/tampered with)
-----
Tbl  Wtr No  Waiter      Opened  Table Reference/Tracking No
-----
* No Information *

INVOICE SUMMARY LISTING
-----
TOTAL SALES          2997.40
ACT. SALES           2997.40
TAX (TOTAL)          368.10
DISCOUNTS           49.80
--- BILL              0.00
--- LINE              49.80

ROYALTY EX T/O       0.00

INVOICES              10
CUSTOMERS             31
                    
```



Think and Do!

22. Stock Turn Ratio Report

The Stock Turn Ratio report allows you to review the average number of days that it takes to turn the shop's stock holding.

Stock Turn Ratio

STOCK TURN RATIOS

PERIOD : 31/08/2011 to 30/09/2011

SALES (NETT)

Cat.	Description	Opening Stock	Purchases	Closing Stock	Avg Goal	N/Average

Stock Turn Ratio

FROM DATE:

TO DATE:



Think and Do!

STOCK TURN RATIOS

PERIOD : 10/12/2011 to 17/12/2011

SALES (NETT)

Cat.	Description	Opening Stock	Purchases	Closing Stock	Avg Goal	N/Average
BE	CIDER & COOLERS	13676.81	11765.3	16894.83		
		0	0	0		
BC	DRAUGHT	2544.95	1993.61	2342.57		
BA	COLD BEVERAGE	1370.49	2695.61	1462.85		
BB	HOT BEVERAGE	5219.55	4720.79	3186.63		
BD	BEER	7104.56	1800.63	6457.89		
BF	SPIRITS & LIQUEURS	8899.98	8554.71	8733.67		
BG	JUICE	4121.59	886.72	3967.96		
BH	RUM & BRANDY	24441.04	6545.52	15044.54		
BI	WHISKY	1356.3	0	990.54		
BJ	PORT & SHERRY	204.65	520.5	178.25		
ds	XXXXXXXXXX	1935.45	1054	1807.37		
eb	XXXXXXXXXX	707.66	5027.93	515.25		
ec	XXXXXXXXXX	209.58	2360.56	204.3		
eg	XXXXXXXXXX	0	0	0		
es	XXXXXXXXXX	0	950.68	0		

23. Cash Payouts Report

Use the Cash Payouts report to view information about cash payouts that have been made to different suppliers for a specific period.



Cash Payouts Report

Supplier:

Select Date:

Start Date:

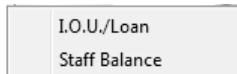
End Date:



Think and Do!

24. IOU / Loan Reports

Staff loans and IOU's are a notorious way of losing money within the system. Use the IOU / Loan reports to track the total amounts of money loaned to staff.



Filter Criteria

Date Range Selection

From: To:

Employee Selection

All

Individual



Think and Do!

DEMO DATA
I.O.U. / LOAN LISTING
 Date Selection: 01/11/2008 to 02/12/2008
 Employee Selection: ALL

SURNAME	NAME	I.D. NUMBER	DATE	TYPE	AMOUNT
	MCH	1234	02/12/2008	LOAN	250.00
	MCH	1234	02/12/2008	PAYMENT	-450.00
FRIEST	MICHELLE	0000123456789	02/12/2008	LOAN	250.00
FRIEST	MICHELLE	0000123456789	02/12/2008	PAYMENT	-100.00
	TUM	8901285381084	02/12/2008	LOAN	500.00
					450.00

25. Airtime Reprint Audit Report

This report allows you view the Airtime sales for a specific period.

Airtime Reprint Audit

Select date range for report:

From 01/03/2009 to 31/03/2009

OK Cancel



Think and Do!

26. Pop Link List Report

This report displays information relating to how specific food items are linked to the pop up Touch POS buttons.

Pop Link List

Screen Listing

Screen Report : C:\TII\DATA\screens.dat

Sorted By: Menu Name

Print Exit

Menu Name	Btn Caption	PLU	Item Name	Dept	C/Centre	STATUS
POP 1 - GRILLED/FRIED	FRIED	0376	FRIED	MODIFY	MODIFY	Ok
POP 1 - GRILLED/FRIED	GRILLED	0380	GRILLED	MODIFY	MODIFY	Ok
POP 2 - PRAWN SAUCE	PERI-PERI SAUCE	0174	PERI-PERI SAUCE	MODIFY	MODIFY	Ok
POP 2 - PRAWN SAUCE	GARLIC SAUCE	0172	GARLIC SAUCE	MODIFY	MODIFY	Ok
POP 3 - 200G STEAK	SIRLOIN	0398	SIRLOIN	MODIFY	MODIFY	Ok
POP 3 - 200G STEAK	RUMP	0397	RUMP	MODIFY	MODIFY	Ok
POP 4 - EGG PREP	HARD EGG	0582	HARD EGG	MODIFY	MODIFY	Ok
POP 4 - EGG PREP	SOFT EGG	0586	SOFT EGG	MODIFY	MODIFY	Ok
POP 4 - EGG PREP	SUNNY EGG	0588	SUNNY EGG	MODIFY	MODIFY	Ok
POP 4 - EGG PREP	TURNED EGG	0590	TURNED EGG	MODIFY	MODIFY	Ok
POP 4 - EGG PREP	NO EGG	0594	NO EGG	MODIFY	MODIFY	Ok
POP 4 - EGG PREP	MEDIUM EGG	0584	MEDIUM EGG	MODIFY	MODIFY	Ok
POP 4 - EGG PREP	SCRAMBLED	0595	SCRAMLED	MODIFY	MODIFY	Ok
POP 5 - Drinks Special	Hansa	09682	Free Hansa	MODIFY	MODIFY	Ok
POP 5 - Drinks Special	Castle	09681	Free Castle	MODIFY	MODIFY	Ok
POP 5 - Drinks Special	Black Label	09683	Free Blk. Label	MODIFY	MODIFY	Ok
POP 5 - Drinks Special	Glass Dry White Wine	09685	Free Dry W Glass Wine	MODIFY	MODIFY	Ok
POP 5 - Drinks Special	Glass Red Wine	09686	Free Red Glass Wine	MODIFY	MODIFY	Ok
POP 5 - Drinks Special	Glass Semi-Sweet Wine	09684	Free S. Swt Glass Wine	MODIFY	MODIFY	Ok
POP 6 - BIBO FLAVOURS	BIBO RASPBERRY	0784	BIBO RASPBERRY	MODIFY	MODIFY	Ok



Think and Do!
