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Menu Report Examples (Corporate)

Each of the following sections contain an example of each report that you can generate from the **Menu Reports** submenu. We used demo data to generate each report. When necessary, we have included a description of how to calculate the values that you see in each column.

The **Sales \$** column displays the dollar amount of the items sold for the date range or period you provide.

The **Cost \$** column displays the cost of the menu items (the value to the right of the **Cost** box on the **Main** tab of the Menu Item Maintenance window multiplied by the value in the Quantity Sold column)..

The **Profit \$** column displays the value of the Sales \$ column minus the Cost \$ column (Sales \$ column - Cost \$ column).

The **Cost %** column displays the value in the Cost \$ column divided by the Sales \$ column (Cost \$ column ÷ Sales \$ column).

The **Cost % 1-5** columns displays (for each respective column) the value of its Price column divided by the Cost column ,as in Price 1 column ÷ Cost column = Cost % 1 column or Price 2 column ÷ Cost column = Cost % 2 column, and so on.

Menu Price List Report

The Menu Price List report displays a list of each menu item's PLU number, description, and Prices 1 through 5; it also identifies different tax rates, if applicable. You can find all of this information on the **Main** tab of the Menu Item Maintenance window.

10/15/02 Date 12:43:27		Page 1									
Operator: wizard		Menu Item Price List									
		Sorted By: PLU Code									
PLU	Menu Item	Prices					Plate Cost	1	Tax Rates		
		1	2	3	4	5			2	3	4
1000	2 EGGS & BACON	3.50	3.50	3.50	0.00	0.00	0.70	X			
1001	1 EGG AND BACON	2.50	2.50	2.50	0.00	0.00	0.11	X			
1002	PLAIN OMELETTE	2.50	2.50	2.50	0.00	0.00	0.00	X			
1003	CHEESE OMELETT	3.25	2.95	2.95	0.00	0.00	0.87	X			
1004	HAM & CH OMELE	3.25	3.25	3.25	0.00	0.00	0.00	X			
1005	SIR WILLIAM SPEC	3.50	3.50	3.50	0.00	0.00	0.00	X			
1006	HENRY VIII OMELE	4.00	4.00	4.00	0.00	0.00	0.00	X			
1007	DENVER OMELETT	4.50	4.50	4.50	0.00	0.00	5.00	X			
1008	PANCAKES	3.95	3.95	3.95	0.00	0.00	1.00	X			
1009	WAFFLE	3.95	3.95	3.95	0.00	0.00	1.00	X			
1010	STEAK AND EGGS	5.95	5.95	5.95	0.00	0.00	2.00	X			
1011	HAM STEAK & EGG	5.95	5.95	5.95	0.00	0.00	1.75	X			
1012	FRUIT & YOGURT	3.95	3.95	3.95	0.00	0.00	1.00	X			
1013	FRENCH TOAST	3.95	3.95	3.95	0.00	0.00	1.00	X			
Number of items listed		14									
*** End of Report ***											

Menu Item List Report

The Menu Item List report displays a list of each menu item's PLU number, description, preparation description, sales type, preparation type, modifier mode, quantity mode, and sales mode. You can find all of this information on the **Main** tab of the Menu Item Maintenance window.

DD CAFE							
10/15/02 Date		12:43:46				Page 1	
Operator: wizard							
Menu Item List							
Sorted By: PLU Code							
PLU	Menu Item	Prep Desc	Sales Type	Prep Type	Modifier	Quantity	Sales
1000	2 EGGS & BACO	2 EGGS & BACO	BREAK	Kitchen	Own Type	Normal	Normal
1001	1 EGG AND BAC	1 & BACON	BREAK	CAS BRKF	Inherit	Normal	Normal
1002	PLAIN OMELET	PLAIN OMEL	BREAK	CAS BRKF	Own Type	Normal	Normal
1003	CHEESE OMELE	CHEESE OME	BREAK	CAS BRKF	Own Type	Normal	Normal
1004	HAM & CH OME	HAM&CH OML	BREAK	CAS BRKF	Own Type	Normal	Normal
1005	SIR WILLIAM SP	SIR WILLIA	BREAK	Kitchen	Own Type	Normal	Normal
1006	HENRY VIII OM	HENRY VIII	BREAK	Kitchen	Own Type	Normal	Normal
1007	DENVER OMELE	DENVER OMELE	BREAK	Kitchen	Own Type	Normal	Normal
1008	PANCAKES	PANCAKES	BREAK	CAS BRKF	Own Type	Normal	Normal
1009	WAFFLE	WAFFLE	BREAK	CAS BRKF	Own Type	Normal	Normal
1010	STEAK AND EG	STEAK AND EG	BREAK	CAS BRKF	Own Type	Normal	Normal
1011	HAM STEAK &	HAM STEAK&E	BREAK	CAS BRKF	Own Type	Normal	Normal
1012	FRUIT & YOGUR	FRUIT&YOGURT	BREAK	CAS BRKF	Own Type	Normal	Normal
1013	FRENCH TOAST	FRENCH TOAST	BREAK	CAS BRKF	Own Type	Normal	Normal
Number of items listed		14					
*** End of Report ***							

Menu Modifier List Report

The Menu Modifier List report displays a list of each menu item's PLU number, description, and modifier windows. You can find this information on the **Main** and **Windows** tabs of the Menu Item Maintenance window.

DD CAFE		
10/15/02 Date Operator: wizard	12:43:46	Page 1
Menu Item Modifier List		
Sorted By: PLU Code		
PLU	Menu Item	Modifier Windows
1000	2 EGGS & BACON	Egg Style
1001	1 EGG AND BACON	Toast
1002	PLAIN OMELETTE	Toast
1003	CHEESE OMELETTE	Egg Style
1004	HAM & CH OMELET	Toast
1005	SIR WILLIAM SPECIAL	Cheese
1006	HENRY VIII OMELETTE	Toast
1007	DENVER OMELETTE	Cheese
1008	PANCAKES	Toast
1009	WAFFLE	Egg Style
1010	STEAK AND EGGS	Breakfast Meat
1011	HAM STEAK & EGGS	Breakfast Meat
1013	FRENCH TOAST	Egg Style
Number of items listed 13		Toast
		Breakfast Meat
*** End of Report ***		

Menu Item Recipes Report

The Menu Item Recipes report is a list of menu items with recipes, including the PLU number, description, preparation description, plate cost, quantity of each recipe item, and unit of each ingredient associated with a menu item. (This report is only available if you use the Digital Dining Inventory program.) Digital Dining prints (or previews) each recipe on a separate page.

DD CAFE			
10/15/02	Date	12:44:29	Page 1
Operator: wizard			
Menu Item Recipes			
Sorted By: PLU Code			
Plu	Description	Prep Desc	Plate Cost
1040	NEW YORK STRIP	N Y STRIP	1.03
<u>Ingredients</u>			
Potatoes	Quantity	Unit	
	1.00	Each	
Broccoli	1.00	Weight Oun	
NY Strip	1.00	Each	
<u>Instructions</u>			
*** End of Report ***			

Corporate Receipts Report Examples

You can use Receipts reports to summarize receipts by profit center, to review receipt details for a selected staff member, or to generate an audit trail for credit card receipts. Digital Dining provides eleven report formats for this report.

What each column of the Receipts report contains or how Digital Dining calculates the column is some times not self evident:

The **Check Amt** column displays the sum of all checks for each staff member.

The **Discounts** column displays the sum of all discounts applied by each staff member.

The **Charges** column displays the sum of all charges applied by each staff member.

The **Total** column displays the sum of the values in the Check Amt, Discounts, and Charges column (Check Amt + Discounts + Charges).

The **Tax** column displays the sum of all taxes applied at the POS.

The **Tips** column displays the sum of all declared tips.

The **Paid Ins** column displays the sum of receipts from sales of debitek cards, sales of gift certificates, and payments to A/R accounts.

The **Receipts** column displays the sum of the Total, Tax, Tips, and Paid Ins columns (Total column + Tax column + Tips column + Paid Ins column).

The **Adj** column displays the sum of all receipts, excluding receipts for Payment and A/R Paid ins.

The **Amount** column (EOD Receipts Audit report) displays the total amount of each payment for each check.

The **Amount** column (EOD Server Drop report) displays the total amount of each drop for each check.

The **Expected Amount** column displays the sum of cash, checks, and credit card receipts that the restaurant expects to receive.

The **Actual Amount** column is a column that the restaurant completes. You can easily compare the actual amounts with the expected amounts.

The **Over/Short** column is a column that the restaurant completes. You can enter the difference between the Expected Amount and the Actual Amount in this column.

Corporate Receipts Report: Audit Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Corporate Receipts Report Maintenance Window. The **Audit** format of the Receipts Report allows you to generate a report that displays a list of all receipts (including the date and time of the transaction) for the date range or period you provide so that you can track the transaction more efficiently. For more information on what the columns of this report contain or how to calculate their values, see “Corporate Receipts Report Examples” on page 6.

DD CAFE											
Date	2/12/03	15:03:33	Date Range: 2/11/03 to 2/12/03						Page 1		
Operator: Wizard											
Receipts											
Table	Check	Server	Cashier	Receipt Type	Account No	Account Name	Tips	Amount	Details	Time	Store ID
101	8865	Susan	Susan	Cash			0.00	25.06		10:39	1
62	8866	Rob	Rob	Cash			0.00	42.80		10:38	1
1	8869	Rob	Rob	Cash			0.00	-6.96		14:23	1
101	8870	Susan	Susan	Cash			0.00	-20.69		14:23	1
71	8872	Helen	Helen	Cash			0.00	-15.41		14:25	1
101	8871	Susan	Susan	Cash			0.00	-24.10		14:24	1
61	8862	Rob	Rob	Cash			0.00	0.00		10:38	1
62	8863	Rob	Rob	Cash			0.00	6.90		10:35	1
101	8864	Susan	Susan	Cash			0.00	12.12		10:36	1
61	8857	Rob	Rob	Cash			0.00	7.70		09:33	1
62	8858	Rob	Rob	Cash			0.00	22.47		09:33	1
61	8857	Rob	Rob	Cash			0.00	-7.70		09:33	1
R61	8857	Rob	Rob	Cash			0.00	7.70		09:37	1
61	8860	Rob	Rob	Cash			0.00	42.16		09:40	1
62	8861	Rob	Rob	Cash			0.00	48.79		09:40	1
63	8859	Rob	Rob	Cash			0.00	0.00		09:33	1
							0.00	140.84			
*** End of Report ***											

Corporate Receipts Report: Summary Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Corporate Receipts Report Maintenance Window. For more information on what the columns of this report contain or how to calculate their values, see “Corporate Receipts Report Examples” on page 6.

DD CAFE			
Date 2/14/03 12:08:47 Operator: Wizard		Date Range: 2/11/03 to 2/14/03	Page 1
Receipts			
Receipt Type	Expected Amount	Actual Amount	Over/Short
Cash	158.92	_____	_____
	=====	=====	=====
Total Receipts	158.92	_____	_____
Server Commission	0.00	_____	_____
Total Tips	0.00	_____	_____
Net Tips	0.00	_____	_____
Tips Payout	0.00	_____	_____
Other Payout	0.00	_____	_____
Net Cash	158.92	_____	_____
Other Receipts Turned In	0.00	_____	_____
Turned In	158.92	_____	_____
*** End of Report ***			

Corporate Receipts Report: Profit Center Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Corporate Receipts Report Maintenance Window. The **Profit Center** format of the Receipts Report allows you to generate a report that summarizes the debits and credits generated by each profit center so that you can start to identify sales trends that you might want to manipulate (for example, you might plan a sales competition among the staff to increase the average check price in a certain profit center). For more information on what the columns of this report contain or how to calculate their values, see "Corporate Receipts Report Examples" on page 6.

DD CAFE				
Date 2/12/03 15:04:43		DateRange: 2/11/03 to 2/12/03		Page 1
Operator: Wizard				
Receipts				
Room	Main Dining	Patio	Bar	Page Total
Food	142.36	142.36	142.36	427.08
Beverage	17.25	17.25	17.25	51.75
Other	0	0	0	0
Sales Subtotal	159.61	159.61	159.61	478.83
Discount	-52.1	-52.1	-52.1	-156.3
Charge	24	24	24	72
Total before tax	131.51	131.51	131.51	394.53
Tax 1	9.33	9.33	9.33	27.99
Tax 2	0	0	0	0
Tax 3	0	0	0	0
Tax 4	0	0	0	0
Tax Subtotal	9.33	9.33	9.33	27.99
Total of check	140.84	140.84	140.84	422.52
Tip collected	0	0	0	0
PaidIn - AR	0	0	0	0
PaidIn - Debitek	0	0	0	0
PaidIn - Gift	0	0	0	0
Certificates				
Total receipts	140.84	140.84	140.84	422.52
No of Covers	36	36	36	108
No of Checks	14	14	14	42
Avg cover	4.43	4.43	4.43	13.29
Avg check	11.4	11.4	11.4	34.2
Cash	140.84	140.84	140.84	422.52
Check	0	0	0	0
American Express	0	0	0	0
Master Card	0	0	0	0
Visa	0	0	0	0
Diners	0	0	0	0
House Account	0	0	0	0
Gift Certificate	0	0	0	0
Frequent Diner	0	0	0	0
Manager Promo	0	0	0	0
Smyth	0	0	0	0
Total receipts	140.84	140.84	140.84	422.52
Total tips	0	0	0	0
Server commission	0	0	0	0
Net tips	0	0	0	0
Total paidOuts	0	0	0	0
Net cash	140.84	140.84	140.84	422.52
Other receipts turned in	0	0	0	0
Server Drops	0	0	0	0
Turned in	140.84	140.84	140.84	422.52
Restaurant commissions	0	0	0	0
Estimated deposit	140.84	140.84	140.84	422.52

*** End of Report ***

Corporate Receipts Report: Store Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Corporate Receipts Report Maintenance Window. The **Store** format of the Receipts Report allows you to generate a report that summarizes the debits and credits generated by each profit center so that you can start to identify sales trends that you might want to manipulate (for example, you might plan a sales competition among the staff to increase the average check price in a certain profit center). For more information on what the columns of this report contain or how to calculate their values, see "Corporate Receipts Report Examples" on page 6.

DD CAFE				
Date 2/12/03 15:04:43		DateRange: 2/11/03 to 2/12/03		Page 1
Operator: Wizard				
Receipts				
Room	Diner #2789	Diner #3328	Diner #9987	Page Total
Food	142.36	142.36	142.36	427.08
Beverage	17.25	17.25	17.25	51.75
Other	0	0	0	0
Sales Subtotal	159.61	159.61	159.61	478.83
Discount	-52.1	-52.1	-52.1	-156.3
Charge	24	24	24	72
Total before tax	131.51	131.51	131.51	394.53
Tax 1	9.33	9.33	9.33	27.99
Tax 2	0	0	0	0
Tax 3	0	0	0	0
Tax 4	0	0	0	0
Tax Subtotal	9.33	9.33	9.33	27.99
Total of check	140.84	140.84	140.84	422.52
Tip collected	0	0	0	0
PaidIn - AR	0	0	0	0
PaidIn - Debitek	0	0	0	0
PaidIn - Gift	0	0	0	0
Certificates				
Total receipts	140.84	140.84	140.84	422.52
No of Covers	36	36	36	108
No of Checks	14	14	14	42
Avg cover	4.43	4.43	4.43	13.29
Avg check	11.4	11.4	11.4	34.2
Cash	140.84	140.84	140.84	422.52
Check	0	0	0	0
American Express	0	0	0	0
Master Card	0	0	0	0
Visa	0	0	0	0
Diners	0	0	0	0
House Account	0	0	0	0
Gift Certificate	0	0	0	0
Frequent Diner	0	0	0	0
Manager Promo	0	0	0	0
Smyth	0	0	0	0
Total receipts	140.84	140.84	140.84	422.52
Total tips	0	0	0	0
Server commission	0	0	0	0
Net tips	0	0	0	0
Total paidOuts	0	0	0	0
Net cash	140.84	140.84	140.84	422.52
Other receipts turned in	0	0	0	0
Server Drops	0	0	0	0
Turned in	140.84	140.84	140.84	422.52
Restaurant commissions	0	0	0	0
Estimated deposit	140.84	140.84	140.84	422.52

*** End of Report ***

Corporate Receipts Report: Region Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Corporate Receipts Report Maintenance Window. The **Region** format of the Receipts Report allows you to generate a report that summarizes the debits and credits generated by each profit center so that you can start to identify sales trends that you might want to manipulate (for example, you might plan a sales competition among the staff to increase the average check price in a certain profit center). For more information on what the columns of this report contain or how to calculate their values, see "Corporate Receipts Report Examples" on page 6.

DD CAFE				
Date 2/12/03 15:04:43		DateRange: 2/11/03 to 2/12/03		Page 1
Operator: Wizard				
Receipts				
Room	Region #1	Region #2	Region #3	Page Total
Food	142.36	142.36	142.36	427.08
Beverage	17.25	17.25	17.25	51.75
Other	0	0	0	0
Sales Subtotal	159.61	159.61	159.61	478.83
Discount	-52.1	-52.1	-52.1	-156.3
Charge	24	24	24	72
Total before tax	131.51	131.51	131.51	394.53
Tax 1	9.33	9.33	9.33	27.99
Tax 2	0	0	0	0
Tax 3	0	0	0	0
Tax 4	0	0	0	0
Tax Subtotal	9.33	9.33	9.33	27.99
Total of check	140.84	140.84	140.84	422.52
Tip collected	0	0	0	0
PaidIn - AR	0	0	0	0
PaidIn - Debitek	0	0	0	0
PaidIn - Gift	0	0	0	0
Certificates				
Total receipts	140.84	140.84	140.84	422.52
No of Covers	36	36	36	108
No of Checks	14	14	14	42
Avg cover	4.43	4.43	4.43	13.29
Avg check	11.4	11.4	11.4	34.2
Cash	140.84	140.84	140.84	422.52
Check	0	0	0	0
American Express	0	0	0	0
Master Card	0	0	0	0
Visa	0	0	0	0
Diners	0	0	0	0
House Account	0	0	0	0
Gift Certificate	0	0	0	0
Frequent Diner	0	0	0	0
Manager Promo	0	0	0	0
Smyth	0	0	0	0
Total receipts	140.84	140.84	140.84	422.52
Total tips	0	0	0	0
Server commission	0	0	0	0
Net tips	0	0	0	0
Total paidOuts	0	0	0	0
Net cash	140.84	140.84	140.84	422.52
Other receipts turned in	0	0	0	0
Server Drops	0	0	0	0
Turned in	140.84	140.84	140.84	422.52
Restaurant commissions	0	0	0	0
Estimated deposit	140.84	140.84	140.84	422.52

*** End of Report ***

Corporate Receipts Report: Day of Week Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Corporate Receipts Report Maintenance Window. The **Day of Week** format of the Receipts Report allows you to generate a report that summarizes the debits and credits generated by each profit center so that you can start to identify sales trends that you might want to manipulate (for example, you might plan a sales competition among the staff to increase the average check price in a certain profit center). For more information on what the columns of this report contain or how to calculate their values, see "Corporate Receipts Report Examples" on page 6.

DD CAFE				
Date 2/12/03 15:04:43 Operator: Wizard	DateRange: 2/11/03 to 2/12/03			Page 1
Receipts				
Room	Monday	Tuesday	Wednesday	Page Total
Food	142.36	142.36	142.36	427.08
Beverage	17.25	17.25	17.25	51.75
Other	0	0	0	0
Sales Subtotal	159.61	159.61	159.61	478.83
Discount	-52.1	-52.1	-52.1	-156.3
Charge	24	24	24	72
Total before tax	131.51	131.51	131.51	394.53
Tax 1	9.33	9.33	9.33	27.99
Tax 2	0	0	0	0
Tax 3	0	0	0	0
Tax 4	0	0	0	0
Tax Subtotal	9.33	9.33	9.33	27.99
Total of check	140.84	140.84	140.84	422.52
Tip collected	0	0	0	0
PaidIn - AR	0	0	0	0
PaidIn - Debitek	0	0	0	0
PaidIn - Gift	0	0	0	0
Certificates				
Total receipts	140.84	140.84	140.84	422.52
No of Covers	36	36	36	108
No of Checks	14	14	14	42
Avg cover	4.43	4.43	4.43	13.29
Avg check	11.4	11.4	11.4	34.2
Cash	140.84	140.84	140.84	422.52
Check	0	0	0	0
American Express	0	0	0	0
Master Card	0	0	0	0
Visa	0	0	0	0
Diners	0	0	0	0
House Account	0	0	0	0
Gift Certificate	0	0	0	0
Frequent Diner	0	0	0	0
Manager Promo	0	0	0	0
Smyth	0	0	0	0
Total receipts	140.84	140.84	140.84	422.52
Total tips	0	0	0	0
Server commission	0	0	0	0
Net tips	0	0	0	0
Total paidOuts	0	0	0	0
Net cash	140.84	140.84	140.84	422.52
Other receipts turned in	0	0	0	0
Server Drops	0	0	0	0
Turned in	140.84	140.84	140.84	422.52
Restaurant commissions	0	0	0	0
Estimated deposit	140.84	140.84	140.84	422.52

*** End of Report ***

Corporate Receipts Report: Calendar Day Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Corporate Receipts Report Maintenance Window. The **Calendar Day** format of the Receipts Report allows you to generate a report that summarizes the debits and credits generated by each profit center so that you can start to identify sales trends that you might want to manipulate (for example, you might plan a sales competition among the staff to increase the average check price in a certain profit center). For more information on what the columns of this report contain or how to calculate their values, see "Corporate Receipts Report Examples" on page 6.

DD CAFE				
Date 2/12/03 15:04:43		DateRange: 2/11/03 to 2/12/03		Page 1
Operator: Wizard				
Receipts				
Room	2/12/03	2/13/03	2/14/03	Page Total
Food	142.36	142.36	142.36	427.08
Beverage	17.25	17.25	17.25	51.75
Other	0	0	0	0
Sales Subtotal	159.61	159.61	159.61	478.83
Discount	-52.1	-52.1	-52.1	-156.3
Charge	24	24	24	72
Total before tax	131.51	131.51	131.51	394.53
Tax 1	9.33	9.33	9.33	27.99
Tax 2	0	0	0	0
Tax 3	0	0	0	0
Tax 4	0	0	0	0
Tax Subtotal	9.33	9.33	9.33	27.99
Total of check	140.84	140.84	140.84	422.52
Tip collected	0	0	0	0
PaidIn - AR	0	0	0	0
PaidIn - Debitek	0	0	0	0
PaidIn - Gift	0	0	0	0
Certificates				
Total receipts	140.84	140.84	140.84	422.52
No of Covers	36	36	36	108
No of Checks	14	14	14	42
Avg cover	4.43	4.43	4.43	13.29
Avg check	11.4	11.4	11.4	34.2
Cash	140.84	140.84	140.84	422.52
Check	0	0	0	0
American Express	0	0	0	0
Master Card	0	0	0	0
Visa	0	0	0	0
Diners	0	0	0	0
House Account	0	0	0	0
Gift Certificate	0	0	0	0
Frequent Diner	0	0	0	0
Manager Promo	0	0	0	0
Smyth	0	0	0	0
Total receipts	140.84	140.84	140.84	422.52
Total tips	0	0	0	0
Server commission	0	0	0	0
Net tips	0	0	0	0
Total paidOuts	0	0	0	0
Net cash	140.84	140.84	140.84	422.52
Other receipts turned in	0	0	0	0
Server Drops	0	0	0	0
Turned in	140.84	140.84	140.84	422.52
Restaurant commissions	0	0	0	0
Estimated deposit	140.84	140.84	140.84	422.52

*** End of Report ***

Corporate Receipts Report: Week Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Corporate Receipts Report Maintenance Window. The **Week** format of the Receipts Report allows you to generate a report that summarizes the debits and credits generated by each profit center so that you can start to identify sales trends that you might want to manipulate (for example, you might plan a sales competition among the staff to increase the average check price in a certain profit center). For more information on what the columns of this report contain or how to calculate their values, see "Corporate Receipts Report Examples" on page 6.

DD CAFE						
Date 2/12/03 15:04:43		DateRange: 2/11/03 to 2/12/03			Page 1	
Operator: Wizard						
Receipts						
Room	2/11/03	2/17/03	2/18/03	2/24/03	2/25/03 3/3/03	Page Total
Food	142.36		142.36		142.36	427.08
Beverage	17.25		17.25		17.25	51.75
Other	0		0		0	0
Sales Subtotal	159.61		159.61		159.61	478.83
Discount	-52.1		-52.1		-52.1	-156.3
Charge	24		24		24	72
Total before tax	131.51		131.51		131.51	394.53
Tax 1	9.33		9.33		9.33	27.99
Tax 2	0		0		0	0
Tax 3	0		0		0	0
Tax 4	0		0		0	0
Tax Subtotal	9.33		9.33		9.33	27.99
Total of check	140.84		140.84		140.84	422.52
Tip collected	0		0		0	0
PaidIn - AR	0		0		0	0
PaidIn - Debitek	0		0		0	0
PaidIn - Gift	0		0		0	0
Certificates						
Total receipts	140.84		140.84		140.84	422.52
No of Covers	36		36		36	108
No of Checks	14		14		14	42
Avg cover	4.43		4.43		4.43	13.29
Avg check	11.4		11.4		11.4	34.2
Cash	140.84		140.84		140.84	422.52
Check	0		0		0	0
American Express	0		0		0	0
Master Card	0		0		0	0
Visa	0		0		0	0
Diners	0		0		0	0
House Account	0		0		0	0
Gift Certificate	0		0		0	0
Frequent Diner	0		0		0	0
Manager Promo	0		0		0	0
Smyth	0		0		0	0
Total receipts	140.84		140.84		140.84	422.52
Total tips	0		0		0	0
Server commission	0		0		0	0
Net tips	0		0		0	0
Total paidOuts	0		0		0	0
Net cash	140.84		140.84		140.84	422.52
Other receipts turned in	0		0		0	0
Server Drops	0		0		0	0
Turned in	140.84		140.84		140.84	422.52
Restaurant commissions	0		0		0	0
Estimated deposit	140.84		140.84		140.84	422.52

*** End of Report ***

Corporate Receipts Report: Month Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Corporate Receipts Report Maintenance Window. The **Month** format of the Receipts Report allows you to generate a report that summarizes the debits and credits generated by each profit center so that you can start to identify sales trends that you might want to manipulate (for example, you might plan a sales competition among the staff to increase the average check price in a certain profit center). For more information on what the columns of this report contain or how to calculate their values, see "Corporate Receipts Report Examples" on page 6.

DD CAFE				
Date 2/12/03 15:04:43		DateRange: 2/11/03 to 2/12/03		Page 1
Operator: Wizard				
Receipts				
Room	January	February	March	Page Total
Food	142.36	142.36	142.36	427.08
Beverage	17.25	17.25	17.25	51.75
Other	0	0	0	0
Sales Subtotal	159.61	159.61	159.61	478.83
Discount	-52.1	-52.1	-52.1	-156.3
Charge	24	24	24	72
Total before tax	131.51	131.51	131.51	394.53
Tax 1	9.33	9.33	9.33	27.99
Tax 2	0	0	0	0
Tax 3	0	0	0	0
Tax 4	0	0	0	0
Tax Subtotal	9.33	9.33	9.33	27.99
Total of check	140.84	140.84	140.84	422.52
Tip collected	0	0	0	0
PaidIn - AR	0	0	0	0
PaidIn - Debitek	0	0	0	0
PaidIn - Gift	0	0	0	0
Certificates				
Total receipts	140.84	140.84	140.84	422.52
No of Covers	36	36	36	108
No of Checks	14	14	14	42
Avg cover	4.43	4.43	4.43	13.29
Avg check	11.4	11.4	11.4	34.2
Cash	140.84	140.84	140.84	422.52
Check	0	0	0	0
American Express	0	0	0	0
Master Card	0	0	0	0
Visa	0	0	0	0
Diners	0	0	0	0
House Account	0	0	0	0
Gift Certificate	0	0	0	0
Frequent Diner	0	0	0	0
Manager Promo	0	0	0	0
Smyth	0	0	0	0
Total receipts	140.84	140.84	140.84	422.52
Total tips	0	0	0	0
Server commission	0	0	0	0
Net tips	0	0	0	0
Total paidOuts	0	0	0	0
Net cash	140.84	140.84	140.84	422.52
Other receipts turned in	0	0	0	0
Server Drops	0	0	0	0
Turned in	140.84	140.84	140.84	422.52
Restaurant commissions	0	0	0	0
Estimated deposit	140.84	140.84	140.84	422.52

*** End of Report ***

Corporate Receipts Report: Quarter Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Corporate Receipts Report Maintenance Window. The **Quarter** format of the Receipts Report allows you to generate a report that summarizes the debits and credits generated by each profit center so that you can start to identify sales trends that you might want to manipulate (for example, you might plan a sales competition among the staff to increase the average check price in a certain profit center). For more information on what the columns of this report contain or how to calculate their values, see "Corporate Receipts Report Examples" on page 6.

DD CAFE				
Date 2/12/03 15:04:43 Operator: Wizard	DateRange: 2/11/03 to 2/12/03			Page 1
Receipts				
Room	Quarter 1	Quarter 2	Quarter 3	Page Total
Food	142.36	142.36	142.36	427.08
Beverage	17.25	17.25	17.25	51.75
Other	0	0	0	0
Sales Subtotal	159.61	159.61	159.61	478.83
Discount	-52.1	-52.1	-52.1	-156.3
Charge	24	24	24	72
Total before tax	131.51	131.51	131.51	394.53
Tax 1	9.33	9.33	9.33	27.99
Tax 2	0	0	0	0
Tax 3	0	0	0	0
Tax 4	0	0	0	0
Tax Subtotal	9.33	9.33	9.33	27.99
Total of check	140.84	140.84	140.84	422.52
Tip collected	0	0	0	0
PaidIn - AR	0	0	0	0
PaidIn - Debitek	0	0	0	0
PaidIn - Gift	0	0	0	0
Certificates	0	0	0	0
Total receipts	140.84	140.84	140.84	422.52
No of Covers	36	36	36	108
No of Checks	14	14	14	42
Avg cover	4.43	4.43	4.43	13.29
Avg check	11.4	11.4	11.4	34.2
Cash	140.84	140.84	140.84	422.52
Check	0	0	0	0
American Express	0	0	0	0
Master Card	0	0	0	0
Visa	0	0	0	0
Diners	0	0	0	0
House Account	0	0	0	0
Gift Certificate	0	0	0	0
Frequent Diner	0	0	0	0
Manager Promo	0	0	0	0
Smyth	0	0	0	0
Total receipts	140.84	140.84	140.84	422.52
Total tips	0	0	0	0
Server commission	0	0	0	0
Net tips	0	0	0	0
Total paidOuts	0	0	0	0
Net cash	140.84	140.84	140.84	422.52
Other receipts turned in	0	0	0	0
Server Drops	0	0	0	0
Turned in	140.84	140.84	140.84	422.52
Restaurant commissions	0	0	0	0
Estimated deposit	140.84	140.84	140.84	422.52

*** End of Report ***

Corporate Receipts Report: Period Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Corporate Receipts Report Maintenance Window. The **Period** format of the Receipts Report allows you to generate a report that summarizes the debits and credits generated by each profit center so that you can start to identify sales trends that you might want to manipulate (for example, you might plan a sales competition among the staff to increase the average check price in a certain profit center). For more information on what the columns of this report contain or how to calculate their values, see "Corporate Receipts Report Examples" on page 6.

DD CAFE				
Date 2/12/03 15:04:43	DateRange: 2/11/03 to 2/12/03			Page 1
Operator: Wizard				
Receipts				
Room	January	February	March	Page Total
Food	142.36	142.36	142.36	427.08
Beverage	17.25	17.25	17.25	51.75
Other	0	0	0	0
Sales Subtotal	159.61	159.61	159.61	478.83
Discount	-52.1	-52.1	-52.1	-156.3
Charge	24	24	24	72
Total before tax	131.51	131.51	131.51	394.53
Tax 1	9.33	9.33	9.33	27.99
Tax 2	0	0	0	0
Tax 3	0	0	0	0
Tax 4	0	0	0	0
Tax Subtotal	9.33	9.33	9.33	27.99
Total of check	140.84	140.84	140.84	422.52
Tip collected	0	0	0	0
PaidIn - AR	0	0	0	0
PaidIn - Debitek	0	0	0	0
PaidIn - Gift	0	0	0	0
Certificates				
Total receipts	140.84	140.84	140.84	422.52
No of Covers	36	36	36	108
No of Checks	14	14	14	42
Avg cover	4.43	4.43	4.43	13.29
Avg check	11.4	11.4	11.4	34.2
Cash	140.84	140.84	140.84	422.52
Check	0	0	0	0
American Express	0	0	0	0
Master Card	0	0	0	0
Visa	0	0	0	0
Diners	0	0	0	0
House Account	0	0	0	0
Gift Certificate	0	0	0	0
Frequent Diner	0	0	0	0
Manager Promo	0	0	0	0
Smyth	0	0	0	0
Total receipts	140.84	140.84	140.84	422.52
Total tips	0	0	0	0
Server commission	0	0	0	0
Net tips	0	0	0	0
Total paidOuts	0	0	0	0
Net cash	140.84	140.84	140.84	422.52
Other receipts turned in	0	0	0	0
Server Drops	0	0	0	0
Turned in	140.84	140.84	140.84	422.52
Restaurant commissions	0	0	0	0
Estimated deposit	140.84	140.84	140.84	422.52

*** End of Report ***

Corporate Sales Report Examples

You can use Corporate Sales reports to summarize receipts by profit center, to review sales details for a selected staff member, or to analyze the average sales per cover. Digital Dining provides four report formats for this report.

What each column of the Sales report contains or how Digital Dining calculates the column is some times not self evident:

The **Avg Item** column displays the value of the Sales column divided by the value of the Quantity column, rounded to two decimal places (Sales column ÷ Quantity column).

The **Sales** column displays the sum of all the menu items that your staff members sold, grouped by Main Group type (for example, Food, Beverage, Other) and subgrouped by Sales Type (for example, Appetizers, Breakfast, or Dessert).

The **Plate Cost** column displays the sum of each menu item's plate cost value that you entered in the **Cost** box on the **Main** tab of the Menu Item Maintenance window.

The **Inv Cost** column displays the sum of the inventory cost for all inventory items that go into the recipe for each menu item (you can review each recipe total in the Total Recipe row on the **Recipe** tab of the Menu Item Maintenance window).

The **Total Cost** column displays the sum of the total cost (you can review the cost for each menu item in the Total row on the **Recipe** tab of the Menu Item Maintenance window) for all the menu items that your staff members sold.

The **Cost Ratio** column displays the value of the Total Cost column divided by the Sales column, rounded to two decimal places and shown in percentages (Total Cost column ÷ Sales column).

The **Group %** column displays the value of the Sales column divided by the value of the Group subtotal line in the Sales column (Sales column ÷ Group subtotal).

The **Sales %** column displays the value of each sales type's Sales column divided by the value in the Grand Total Sales column (Sales column ÷ Grand Total Sales column).

The **Value** column displays the value of the Price column multiplied by the Quantity column (Price column x Quantity column).

The **Price** column displays the price that the restaurant charges for the menu item.

The **\$/Cov** column displays the value of the Item Sales \$ column divided by the Total Covers.

The **Qty/Cov %** column displays the value of the total from the Quantity column divided by the value of the cover count from the Items Sales \$ column. The value is a percentage rounded to two decimal places. To calculate the values in the Grand Total row, you can divide the value in the Quantity column by the Total Covers value (at the top of the report).

The **\$/Chk** column displays the value of the total Item Sales \$ column divided by the check count from the Quantity column. To calculate the values in the Grand Total row, you can divide the value in the Item Sales \$ column by the Total Checks value (at the top of the report).

Corporate Sales Report: Audit Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Corporate Sales Report Maintenance Window. The **Audit** format of the Corporate Sales Report allows you to generate a report that displays a list of all sales (including the date and time of the transaction) for the date range or period you provide so that you can track the transaction more efficiently. For more information on what the columns of this report contain or how to calculate their values, see "Corporate Sales Report Examples" on page 18.

DD CAFE											
2/4/03Date15:19:16 Operator: Wizard			DateRange: 9/4/02 to 2/4/03				Page 1				
Sales											
Report Level: Audit											
Grouped By: Concept SubGrouped By: Store											
Filtered By: Cash Sales, Zero Priced Items, Store, Concept											
Total Checks 1											
PLU	Menu Item	Slaf	Check No	TableSales	Type	Prep Grp	Covers	Profit Ctr	Quantity	Price	Time
DD CAFE Diner											
DD CAFE #2789											
Food											
Food											
APPETIZERS											
1020	BUFFALO WINGS		Rob	8844	2957	APPS	PrpGrp2	0 Main Bar	1.00	3.69	07:37
1020	BUFFALO WINGS					APPS		0	1.00	3.69	
1020 BUFFALO WINGS Total											
1022	SCALLOPS IN BACON		Rob	8844	2957	APPS	PrpGrp2	0 Main Bar	1.00	5.56	07:37
1022	SCALLOPS IN BACON					APPS		0	1.00	5.56	
1022 SCALLOPS IN BACON Total											
1028	CALAMARI		Rob	8844	2957	APPS	PrpGrp2	1 Main Bar	1.00	6.50	07:37
1028	CALAMARI					APPS		1	1.00	6.50	
1028 CALAMARI Total											
APPETIZERS Total											
Food Total											
Beverage											
Beverage											
BEER											
2007	CORONA		Rob	8844	2957	BEER	PrpGrp2	0 Main Bar	1.00	2.57	07:37
2007	CORONA					BEER		0	1.00	2.57	
2007 CORONA Total											
2012	PETES WICKED		Rob	8844	2957	BEER	PrpGrp2	0 Main Bar	1.00	3.27	07:37
2012	PETES WICKED					BEER		0	1.00	3.27	
2012 PETES WICKED Total											
2013	MICHELOB		Rob	8844	2957	BEER	PrpGrp2	0 Main Bar	1.00	3.27	07:37
2013	MICHELOB					BEER		0	1.00	3.27	
2013 MICHELOB Total											
BEER Total											
Beverage Total											
DD CAFE #2789 Total											
DD CAFE Diner Total											
Grand Total											
*** End of Report ***											

Corporate Sales Report: Sales Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Corporate Sales Report Maintenance Window. The **Sales** format of the Sales Report allows you to generate a report that allows, among other things, you to analyze sales contests or staff members who need additional training based on, for example, low \$/Chk values. For more information on what the columns of this report contain or how to calculate their values, see "Corporate Sales Report Examples" on page 18.

DD CAFE								
2/4/03Date15:21:04 Operator: Wizard		DateRange: 9/4/02 to 2/4/03			Page 1			
Sales								
Report Level: Item								
Grouped By: Concept SubGrouped By: Store								
Filtered By: Cash Sales, Zero Priced Items, Store, Concept								
Total Covers 1								
Total Checks 1								
PLUMenu Item	Item Sales	Quantity	Sales %	Group%	\$ / Cov	Qty/Cov %	Avg Item	\$ / Chk
DD CAFE Diner	Cover Count: 1		Check Count: 1					
DD CAFE #2789								
Food								
APPETIZERS								
BUFFALO WINGS	3.69	1.00	14.84	14.84	3.69	100.00	3.69	3.69
SCALLOPS IN BACON	5.56	1.00	22.37	22.37	5.56	100.00	5.56	5.56
CALAMARI	6.50	1.00	26.15	26.15	6.50	100.00	6.50	6.50
APPETIZERS Total	15.75	3.00	63.35	63.35	15.75	300.00	5.25	15.75
Food Total	15.75	3.00	63.35	63.35	15.75	300.00	5.25	15.75
Beverage								
BEER								
CORONA	2.57	1.00	10.34	10.34	2.57	100.00	2.57	2.57
PETES WICKED	3.27	1.00	13.15	13.15	3.27	100.00	3.27	3.27
MICHELOB	3.27	1.00	13.15	13.15	3.27	100.00	3.27	3.27
BEER Total	9.11	3.00	36.65	36.65	9.11	300.00	3.04	9.11
Beverage Total	9.11	3.00	36.65	36.65	9.11	300.00	3.04	9.11
DD CAFE #2789 Total	24.86	6.00	100.00		24.86	600.00	4.14	24.86
DD CAFE Diner Total	24.86	6.00	100.00	100.00	24.86	600.00	4.14	24.86
Grand Total	24.86	6.00	100.00		24.86	600.00	4.14	24.86
*** End of Report ***								

Corporate Sales Report: Refund Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Corporate Sales Report Maintenance Window. The **Refund** format of the Sales Report allows you to generate a report that displays each refund transaction. For more information on what the columns of this report contain or how to calculate their values, see "Corporate Sales Report Examples" on page 18.

DD CAFE										
Date	2/12/03 14:28:21		DateRange: 2/11/03 to 2/12/03				Page 1			
Operator: Wizard										
Sales										
Report Level: Audit										
Filtered By: Cash Sales, Zero Priced Items										
Total Checks 4										
PLU	Menu Item	Staff	Check No	Table	Sales Type	Prep Grp	Profit Ctr	Quantity	Price	Time
Food										
Food										
APPETIZERS										
1022	SCALLOPS IN BACON									
1022	SCALLOPS IN BACON	Helen	8872	71	APPS	PrpGrp1	Main Dining	-1.00	5.95	14:25
	BACON									
1022	SCALLOPS IN BACON Total				APPS			-1.00	5.95	
1135	POTATO SKINS									
1135	POTATO SKINS	Helen	8872	71	APPS	PrpGrp1	Main Dining	-1.00	4.95	14:25
1135	POTATO SKINS Total				APPS			-1.00	4.95	
APPETIZERS Total								-2.00	10.90	
ENTREES										
3319	MEATLOAF									
3322	PLAIN BURGER	Susan	8871	101	ENTREES	PrpGrp1	Main Dining	-1.00	4.29	14:24
3322	PLAIN BURGER	Susan	8871	101	ENTREES	PrpGrp1	Main Dining	-1.00	4.29	14:24
3322	PLAIN BURGER Total		-2.00	8.58						
3325	MEXICAN BURGER									
3325	MEXICAN BURGER	Susan	8871	101	ENTREES	PrpGrp1	Main Dining	-1.00	5.29	14:24
3325	MEXICAN BURGER Total				ENTREES			-1.00	5.29	
ENTREES Total								-2.00	9.58	
Food Total								-4.00	20.48	
Food Total								-4.00	20.48	
Beverage										
Beverage										
BEER										
2001	BUD LIGHT BOTTLE									
2001	BUD LIGHT BOTTLE	Susan	8871	101	BEER	PrpGrp1	Main Dining	-1.00	3.00	14:24
2001	BUD LIGHT BOTTLE	Rob	8869	1	BEER	PrpGrp1	Main Dining	-1.00	3.00	14:23
2001	BUD LIGHT BOTTLE	Susan	8871	101	BEER	PrpGrp1	Main Dining	-1.00	3.00	14:24
2001	BUD LIGHT BOTTLE	Susan	8871	101	BEER	PrpGrp1	Main Dining	-1.00	3.00	14:24
2001	BUD LIGHT BOTTLE Total				BEER			-4.00	12.00	
BEER Total								-4.00	12.00	
Beverage Total								-4.00	12.00	
Beverage Total								-4.00	12.00	
Grand Total								-8.00	32.48	
*** End of Report ***										

Corporate Sales Report: Voids Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Corporate Sales Report Maintenance Window. The **Voids** format of the Sales Report allows you to generate a report that displays each void transaction. For more information on what the columns of this report contain or how to calculate their values, see "Corporate Sales Report Examples" on page 18.

DD CAFE							
2/4/03 Date 15:22:52 Operator: Wizard		Date Range: 9/4/02 to 2/4/03			Page 1		
Sales							
Report Level: Item							
Grouped By: Concept SubGrouped By: Store							
Filtered By: Cash Sales, Zero Priced Items, Store, Concept							
Total Covers 1							
Total Checks 1							
PLU	Menu Item	Quantity	Sold Sales	Quantity	Voids Sales	Quantity	Net Sales
DD CAFE Diner		Cover Count: 1	Check Count: 1				
DD CAFE #2789							
Food							
Food							
APPETIZERS							
	BUFFALO WINGS	1.00	3.69	0.00	0.00	1.00	3.69
	SCALLOPS IN BACON	1.00	5.56	0.00	0.00	1.00	5.56
	CALAMARI	1.00	6.50	0.00	0.00	1.00	6.50
	APPETIZERS Total	3.00	15.75	0.00	0.00	3.00	15.75
	Food Total	3.00	15.75	0.00	0.00	3.00	15.75
Beverage							
BEER							
	CORONA	1.00	2.57	0.00	0.00	1.00	2.57
	PETES WICKED	1.00	3.27	0.00	0.00	1.00	3.27
	MICHELOB	1.00	3.27	0.00	0.00	1.00	3.27
	BEER Total	3.00	9.11	0.00	0.00	3.00	9.11
	Beverage Total	3.00	9.11	0.00	0.00	3.00	9.11
	Beverage Total	3.00	9.11	0.00	0.00	3.00	9.11
	DD CAFE #2789 Total	6.00	24.86	0.00	0.00	6.00	24.86
	DD CAFE Diner Total	6.00	24.86	0.00	0.00	6.00	24.86
	Grand Total	6.00	24.86	0.00	0.00	6.00	24.86
*** End of Report ***							

Discounts Report Examples (Corporate)

You can use Discounts reports to summarize discounts by manager, to audit the discounts applied by a staff member, or to review how often your restaurant staff use a particular discount. Digital Dining provides two report formats for this report.

What each column of the Discount report contains or how Digital Dining calculates the column is some times not self evident:

The **Price** column displays the amount that the staff member discounted for the transaction.

The **Gross Sales** column displays the sales total for the transaction associated with the discount.

The **Discount %** column displays the value of each discount's Price column divided by the Gross Sales column ($\text{Price column} \div \text{Gross Sales column}$).

The **Value** column displays a sum of all the discounts of that discount type.

The **Average** column displays the value of the Value column divided by the value of the Quantity column, rounded to two decimal places ($\text{Value column} \div \text{Quantity column}$).

The **Net Sales** column displays the value in the Gross Sales column minus the Value column ($\text{Gross Sales column} - \text{Value column}$).

The **% of Sales** column displays the value of Value column divided by the Gross Sales column ($\text{Value column} \div \text{Gross Sales column}$).

The **% of Discount** column displays the value of the Value column divided by the Grand Total.

Discounts Report: Audit Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Discounts Report Maintenance Window. The **Audit** format of the Discounts Report allows you to generate a report that displays a list of all discounts (including the date and time of the transaction) for the date range or period you provide so that you can track the transaction more efficiently. For more information on what the columns of this report contain or how to calculate their values, see “**Error! Reference source not found.**” on page **Error! Bookmark not defined.**

DD CAFE									
Date 2/13/03 11:23:19		DateRange: 2/11/03 to 2/13/03				Page 1			
Operator: Wizard									
Discounts									
Sorted By: Concept Grouped By: Concept									
Discount	Price	Staff	Manager	Profit Ctr	Prep Group	Check	Date	Time	
Diner									
\$10.00 Comp	-10.00	Rob	Wizard	Main Dining Room	Prep Group 1	8857	2/12/03	09:31	
Employee Discount	-6.00	Rob	Wizard	Main Dining Room	Prep Group 1	8858	2/12/03	09:32	
Employee Discount	-6.00	Susan	Wizard	Main Dining Room	Prep Group 1	8865	2/12/03	10:37	
Good Will	-13.40	Rob	Rob	Main Dining Room	Prep Group 1	8859	2/12/03	09:33	
Managers Discount	-16.70	Rob	Wizard	Main Dining Room	Prep Group 1	8862	2/12/03	10:38	
Diner Total	-52.10	Quantity:	5.00	Average:	-10.42				
Grand Total	-52.10	Quantity:	5.00	Average:	-10.42				
*** End of Report ***									

Discounts Report: Summary Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Discounts Report Maintenance Window. The **Summary** format of the Discounts Report allows you to generate a report that displays totals for each discount type. For more information on what the columns of this report contain or how to calculate their values, see “**Error! Reference source not found.**” on page **Error! Bookmark not defined.**

DD CAFE						
Date	2/13/03	11:24:22	DateRange:	2/11/03 to 2/13/03	Page 1	
Operator:		Wizard				
Discounts						
Grouped By: Concept						
Discount	Value	Quantity	Average	Gross Sales	Net Sales	% Sales
Diner						
\$10.00 Comp	-10.00	1.00	-10.00	10.20	0.20	-98.0%
Employee Discount	-12.00	2.00	-6.00	39.64	27.64	-30.3%
Good Will	-13.40	1.00	-13.40	13.40	0.00	-100.0%
Managers Discount	-16.70	1.00	-16.70	16.70	0.00	-100.0%
Diner Total	-52.10	5.00	-10.42	79.94	27.84	-65.2%
Grand Total	-52.10	5.00	-10.42	79.94	27.84	-65.2%
*** End of Report ***						

Charge Report Examples (Corporate)

You can use Charges reports to summarize charges by manager, to audit the charges applied by a staff member, or to review how often your restaurant staff use a particular charge. Digital Dining two report formats for this report.

What each column of the Charges report contains or how Digital Dining calculates the column is some times not self evident:

The **Price** column displays the amount that the staff member charged for the transaction.

The **Gross** column displays the sales total for the transaction associated with the discount.

The **Chg %** column displays the value of each discount's Price column divided by the Gross column (Price column \div Gross column)

The **Value** column displays a sum of all the discounts of that discount type.

The **Average** column displays the value of the Value column divided by the value of the Quantity column, rounded to two decimal places (Value column \div Quantity column).

The **Gross Sale** column displays the sum of sales totals for the transactions associated with a charge.

The **Net Sale** column displays the value in the Gross Sales column plus the Value column (Gross Sales column + Value column).

The **Charge %** column displays the value of the Value column divided by the Gross Sale column (Value column \div Gross Sale column).

The **% of Total** column displays the value of the Value column divided by the Grand Total.

Charge Report: Audit Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Charge Report Maintenance Window. The **Audit** format of the Charges Report allows you to generate a report that displays a list of all charges (including the date and time of the transaction) for the date range or period you provide so that you can track the transaction more efficiently. For more information on what the columns of this report contain or how to calculate their values, see “Charge Report Examples (Corporate)” on page 26.

DD CAFE									
2/13/03		Date	11:25:53		DateRange: 2/11/03 to 2/13/03			Page 1	
Operator: Wizard									
Charges									
Sorted By: Concept					Grouped By: Concept				
Charge	Price	Staff	Manager	Profit Ctr	Prep Group	Check	Date	Time	
Diner									
Entertainment Charge	10.00	Rob	Wizard	Main Dining Room	Prep Group 1	8861	2/12/03	09:40	
Entertainment Charge	10.00	Susan	Wizard	Main Dining Room	Prep Group 1	8865	2/12/03	10:39	
Delivery Charge	2.00	Rob	Rob	Main Dining Room	Prep Group 1	8866	2/12/03	10:38	
Delivery Charge	2.00	Rob	Rob	Main Dining Room	Prep Group 1	8860	2/12/03	09:39	
Diner Total	24.00			Quantity: 4.00	Average:	6.00			
Grand Total	24.00			Quantity: 4.00	Average:	6.00			
*** End of Report ***									

Charge Report: Summary Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Charge Report Maintenance Window. The **Summary** format of the Charges Report allows you to generate a report that displays totals for each charge type. For more information on what the columns of this report contain or how to calculate their values, see “Charge Report Examples (Corporate)” on page 26.

DD CAFE						
2/13/03	Date	11:26:34	DateRange: 2/11/03 to 2/13/03	Page 1		
Operator: Wizard						
Charges						
Grouped By: Concept						
Charge	Value	Quantity	Average	Gross Sales	Net Sales	% Sales
Diner						
Delivery Charge	4.00	2.00	2.00	75.40	79.40	5.3%
Entertainment Charge	20.00	2.00	10.00	55.24	75.24	36.2%
Diner Total	24.00	4.00	6.00	130.64	154.64	18.4%
Grand Total	24.00	4.00	6.00	130.64	154.64	18.4%
*** End of Report ***						

Void Report Examples (Corporate)

You can use Voids reports to summarize voids by manager, to audit the voids applied by a staff member, or to review how often your restaurant staff use a particular void. Digital Dining provides two report formats for this report.

What each column of the Voids report contains or how Digital Dining calculates the column is some times not self evident:

The **Price** column displays the amount that the staff member voided for the transaction.

The **Average** column displays the value of the Price column divided by the value of the Quantity column, rounded to two decimal places (Price column \div Quantity column).

The **% of Total** column displays the value of the Value column divided by the Grand Total.

Void Report: Audit Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Void Report Maintenance Window. The **Audit** format of the Voids Report allows you to generate a report that displays a list of all voids (including the date and time of the transaction) for the date range or period you provide so that you can track the transaction more efficiently. For more information on what the columns of this report contain or how to calculate their values, see “Void Report Examples (Corporate)” on page 29.

DD CAFE									
Date 2/13/03 11:28:08		DateRange: 2/11/03 to 2/13/03						Page 1	
Operator: Wizard									
Voids									
Sorted By: Concept Grouped By: Concept									
Filtered By: Cash Sales									
Void Reason	Menu Item	Price	Staff	Manager	Profit Ctr	Prep Grp	Check No	Date	Time
Diner									
Voided	SHRIMP COCKTAIL	\$5.95	Rob	Rob	Main Dining Room	Prep Group 1	8861	2/12/03	09:35
Customer Reorder	CRAB IMPERIAL	\$18.95	Rob	Rob	Main Dining Room	Prep Group 1	8860	2/12/03	09:36
Customer Reorder	BAKED POTATO	\$0.00	Rob	Rob	Main Dining Room	Prep Group 1	8860	2/12/03	09:36
Customer Reorder	PLAIN	\$0.00	Rob	Rob	Main Dining Room	Prep Group 1	8860	2/12/03	09:36
Voided	ICED TEA	\$1.75	Rob	Rob	Main Dining Room	Prep Group 1	8861	2/12/03	09:35
Ordered Wrong Item	CLAM CHOWDER	\$1.79	Susan	Wizard	Main Dining Room	Prep Group 1	8864	2/12/03	10:36
Customer Reorder	CAESAR SALAD	\$2.00	Rob	Rob	Main Dining Room	Prep Group 1	8860	2/12/03	09:36
Incorrect Prep	APPLE DUMPLING	\$3.95	Rob	Wizard	Main Dining Room	Prep Group 1	8863	2/12/03	10:35
Diner Total		\$34.39			Quantity: 8.00	Average: \$4.30			
Grand Total		\$34.39			Quantity: 8.00	Average: \$4.30			
*** End of Report ***									

Void Report: Summary Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Void Report Maintenance Window. The **Summary** format of the Voids Report allows you to generate a report that displays totals for each void type. For more information on what the columns of this report contain or how to calculate their values, see “Void Report Examples (Corporate)” on page 29.

DD CAFE				
Date 2/13/03 11:28:51 Operator: Wizard	DateRange: 2/11/03 to 2/13/03	Page 1		
Voids				
Grouped By: Concept Filtered By: Cash Sales				
Void Reason	Price	Quantity	Average	%Total
Diner				
Customer Reorder	20.95	4.00	5.24	60.9%
Incorrect Prep	3.95	1.00	3.95	11.5%
Ordered Wrong Item	1.79	1.00	1.79	5.2%
Voided	7.70	2.00	3.85	22.4%
Diner Total	34.39	8.00	4.30	100.0%
Grand Total	34.39	8.00	4.30	100%
*** End of Report ***				

Labor Report Examples (Corporate)

You can use Labor reports to summarize labor cost (that is, staff costs as a percentage of staff sales) by profit center, to summarize the labor costs of a staff department, or to summarize the labor costs of a staff department group (for example, front of the house, back of the house, or management). Digital Dining provides three report formats for this report.

What each column of the Labor report contains or how Digital Dining calculates the column is some times not self evident:

The **Cost** column displays the value of each hours column (that is the Regular Hours or OT Hrs) multiplied by the average hourly rate (Avg Rate column)

The **Total Cost** displays the sum of all the other cost columns in the report.

The **Sales %** column displays the value of the Total Cost column divided by the Total Sales value (at the top of the report) multiplied by 100.

You can calculate the value in the Sales % column with the following equation:
 $(A \div B) \times 100 = C$

	Regular Hours	Cost	Avg Rate	OT Hrs	Cost	Avg Rate	Total Cost	Sales %
Labor								
							Total Sales \$ = 155.41	
Grand Total	82.33	372.44	4.52	2.00	10.50	5.25	382.94	246.41%
*** End of Report ***								

Labor Report: Totals Only Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Labor Report Maintenance Window. The **Totals Only** format of the Labor Report allows you to generate a report that summarizes the total hours worked for the date range or period you provide. For more information on what the columns of this report contain or how to calculate their values, see “**Error! Reference source not found.**” on page **Error! Bookmark not defined.**

DD CAFE								
Date	2/13/03 17:07:08	DateRange: 2/11/03 to 2/13/03					Page 1	
Operator: Wizard								
Labor								
Total Sales \$ = 155.41								
	Regular Hours	Cost	Avg Rate	OT Hrs	Cost	Avg Rate	Total Cost	Sales %
Grand Total	82.33	372.44	4.52	2.00	10.50	5.25	382.94	246.41%
*** End of Report ***								

Labor Report: Main Department Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Labor Report Maintenance Window. The **Main Department** format of the Labor Report allows you to generate a report that summarizes the totals hours worked for each main department for the date range or period you provide. For more information on what the columns of this report contain or how to calculate their values, see “**Error! Reference source not found.**” on page **Error! Bookmark not defined.**

DD CAFE								
Date	2/13/03 17:06:26	DateRange: 2/11/03 to 2/13/03					Page 1	
Operator: Wizard								
Labor								
Total Sales \$ = 155.41								
	Regular Hours	Cost	Avg Rate	OT Hrs	Cost	Avg Rate	Total Cost	Sales %
Front of House Total	67.78	288.79	4.26	2.00	10.50	5.25	299.29	192.58%
Kitchen Total	14.55	83.65	5.75	0.00	0.00	0.00	83.65	53.83%
Grand Total	82.33	372.44	4.52	2.00	10.50	5.25	382.94	246.41%
*** End of Report ***								

Labor Report: Department Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Labor Report Maintenance Window. The **Department** format of the Labor Report allows you to generate a report that summarizes total hours worked for each main department and subgrouped by each department for the date range or period you provide. For more information on what the columns of this report contain or how to calculate their values, see “**Error! Reference source not found.**” on page **Error! Bookmark not defined.**

DD CAFE									
Date 2/13/03 17:05:27		DateRange: 2/11/03 to 2/13/03				Page 1			
Operator: Wizard									
Labor									
Total Sales \$ = 155.41									
	Regular Hours	Cost	Avg Rate	OT Hrs	Cost	Avg Rate	Total Cost	Sales %	
Front of House									
Bussers	26.60	133.00	5.00	0.00	0.00	0.00	133.00	85.58%	
Host/Hostess	7.77	38.83	5.00	0.00	0.00	0.00	38.83	24.99%	
Server 1	14.02	49.06	3.50	2.00	10.50	5.25	59.56	38.32%	
Server 6	19.40	67.90	3.50	0.00	0.00	0.00	67.90	43.69%	
Front of House Total	67.78	288.79	4.26	2.00	10.50	5.25	299.29	192.58%	
Kitchen									
Dishwasher	7.28	36.42	5.00	0.00	0.00	0.00	36.42	23.43%	
Line Cook	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Prep Cook	7.27	47.23	6.50	0.00	0.00	0.00	47.23	30.39%	
Kitchen Total	14.55	83.65	5.75	0.00	0.00	0.00	83.65	53.83%	
DD CAFE Total	82.33	372.44	4.52	2.00	10.50	5.25	382.94	246.41%	
Grand Total	82.33	372.44	4.52	2.00	10.50	5.25	382.94	246.41%	
*** End of Report ***									

Sales Tax Report Examples (Corporate)

You can use Sales Tax reports to summarize sales tax by profit center, to audit sales that are tax exempt, or to summarize how often Digital Dining applied a particular tax. Digital Dining provides two report formats for this report.

What each column of the Sales Tax report contains or how Digital Dining calculates the column is some times not self evident:

The **Sales** column displays the total sales for that transaction.

The **Tax** column displays the amount of tax levied for that transaction.

The **Tax Collected** column displays the sum of tax levied for that tax type.

The **Taxable Sales** column displays the sum of sales that can be taxed.

The **Tax Exempt Sales** column displays the sum of sales that cannot be taxed.

Sales Tax Report: Audit Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Sales Tax Report Maintenance Window. The **Audit** format of the Sales Tax Report allows you to generate a report that displays a list of all sales taxes applied (including the date and time of the transaction) for the date range or period you provide so that you can track the transaction more efficiently. For more information on what the columns of this report contain or how to calculate their values, see “**Error! Reference source not found.**” on page **Error!** **Bookmark not defined.**

DD CAFE							
2/4/03	Date	15:31:41					Page 1
Operator: Wizard							
Sales Tax							
Filtered By: Receipt Type, Tax Rate, Concept							
DateRange: 2/4/02 to 2/4/03							
Check No	Tax	Sales	Tax Desc	Profit Center	Receipt	Date	Time
8844	1.10	15.75	State	Main Bar	Account	2/3/03	07:38
8844	1.74	24.86	Liquor	Main Bar	Account	2/3/03	07:38
Grand Totals			Tax:	2.84	Sales:	40.61	
*** End of Report ***							

Sales Tax Report: Summary Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Sales Tax Report Maintenance Window. The **Summary** format of the Sales Tax Report allows you to generate a report that displays totals for each tax rate. For more information on what the columns of this report contain or how to calculate their values, see “**Error! Reference source not found.**” on page **Error! Bookmark not defined.**

DD CAFE			
2/4/03 Date 15:32:27 Operator: Wizard	DateRange: 2/4/02 to 2/4/03		Page 1
Sales Tax			
Filtered By: Receipt Type, Tax Rate, Concept			
Description	Tax Collected	Taxable Sales	Tax Exempt Sales
Liquor Tax	1.74	24.86	0.00
Sales Tax	1.10	15.75	0.00
2.84			
*** End of Report ***			

Data Received Report Examples

You can use Data Received reports to review which stores have created and sent data packages for the corporate office to unpack. Digital Dining provides two end-of-day (EOD) reports (you cannot modify the report definition for EOD reports) and two report formats for this report.

Data Received Report: Store ID Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Data Received Report Maintenance Window. The **Store ID** format of the Data Received Report allows you to generate a report that allows you to review which stores have created and sent data packages for the corporate office to unpack.

Date		DD CAFE		Date Range: 1/27/03 to 2/2/03		Page 1
2/4/03 15:34:06		Operator: Wizard				
Not Received						
Filtered by Data Received, Concept Grouped by						
Date	Store ID	Store Description	Data Received	Download Date	Not Received	
1/27/03						
	1	DD CAFE #2789				X
	2	DD CAFE #3328				X
	3	DD CAFE #9987				X
	4	DD CAFE # 2247				X
	5	DD CAFE #5567				X
	6	DD CAFE #4456				X
	7	DD CAFE Diner #2424				X
	8	DD CAFE Grille #1				X
	9	DD CAFE Grille #2				X
		Sub-Total	0			9
		Day Total	0			9
1/28/03						
	1	DD CAFE #2789				X
	2	DD CAFE #3328				X
	3	DD CAFE #9987				X
	4	DD CAFE # 2247				X
	5	DD CAFE #5567				X
	6	DD CAFE #4456				X
	7	DD CAFE Diner #2424				X
	8	DD CAFE Grille #1				X
	9	DD CAFE Grille #2				X
		Sub-Total	0			9
		Day Total	0			9

*** End of Report ***

Data Received Report: Store Description Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Data Received Report Maintenance Window. The **Store Description** format of the Data Received Report allows you to generate a report that allows you to review which stores have created and sent data packages for the corporate office to unpack.

DD CAFE					
Date 2/4/03 15:35:08 Operator: Wizard		Date Range: 1/27/02 to 2/2/03		Page 1	
Not Received					
Filtered by Data Received, Concept Grouped by					
Date	Store ID	Store Description	Data Received	Download Date	Not Received
1/27/02	8	DD CAFE Grille #1			X
	9	DD CAFE Grille #2			X
	4	DD CAFE # 2247			X
	1	DD CAFE #2789			X
	2	DD CAFE #3328			X
	6	DD CAFE #4456			X
	5	DD CAFE #5567			X
	3	DD CAFE #9987			X
	7	DD CAFE Diner #2424			X
		<u>Sub-Total</u>	0		9
		Day Total	0		9
1/28/02	8	DD CAFE Grille #1			X
	9	DD CAFE Grille #2			X
	4	DD CAFE # 2247			X
	1	DD CAFE #2789			X
	2	DD CAFE #3328			X
	6	DD CAFE #4456			X
	5	DD CAFE #5567			X
	3	DD CAFE #9987			X
	7	DD CAFE Diner #2424			X
		<u>Sub-Total</u>	0		9
		Day Total	0		9
*** End of Report ***					