



GAAP Hospitality Training Manual Version 1.4.270

MODULE SEVEN – HISTORY REPORTS

- Section 1** - How to Generate a History Report
- Section 2** - Sales Reports
- Section 3** - Customer Reports
- Section 4** - Exception Reports
- Section 5** - Staff Reports
- Section 6** - Purchase Reports
- Section 7** - Stock Reports

SECTION 1 – HOW TO GENERATE A HISTORY REPORT

- Click on the **History** icon (Printer).
- Select the date range required for the report by double clicking on the first required date. That day will appear in the **Start Date** field. By double clicking on another date, the second date will automatically appear in the **End Date** field. The other option is to use the preset options below the date range.
- Select the type of report you require from the **Report Section** block.
- Select the required report from the block below.
- Click on the **Run** button to generate the report.



Report Sections

- Sales Reports
- Customer Reports
- Exception Reports
- Staff Reports**
- Purchase Reports
- Stack Reports
- Export Reports
- OLAP Reports

Select Report Type

Reports

- Staff Sales Report
- Waitron Tracking Report
- Reprint Waitron Cashup
- Waitron Log Report
- Labour Report**
- Staff Section Report
- Change Staff Report
- Cashup Declaration Report

Select Report

Select Days to use Automatically rebuild the keys

DRN	Date	Start	End	No Rec
12	08/10/2012	2	92	90
13	09/10/2012	93	809	716
14	10/10/2012	810	1886	1076
15	11/10/2012	1887	3090	1203
16	12/10/2012	3091	4004	913
17	13/10/2012	4005	4876	871
18	15/10/2012	4877	5759	882
19	16/10/2012	5760	6487	727
20	17/10/2012	6488	8468	1980
21	18/10/2012	8469	15323	6854
22	19/10/2012	15324	15852	528
23	20/10/2012	15853	16375	522
24	22/10/2012	16376	18217	1841
25	23/10/2012	18218	19041	823
CUR...	24/10/2012	19042	21136	2094

Double click to select a start and end day

Select a Start and End date by double clicking on the dates or use one of the preset selections.

Use the Change File dropdown to select a previous month's file.

Click on Run to generate the report.

Start at Date :
25 - 23/10/2012

End at Date :

Clear Dates

Whole Month

Cur Month Prev Month

Cur Week Prev Week

Cur Day Prev Day

Change File
CURRENT

Change History Date

Rebuild Keys

Run

Exit

SECTION 2 – SALES REPORT

- **Daily Paytype Report**: Displays the sales generated per paytype for the period. If there are non-banking paytypes, it will remove it from the turnover and calculate the actual turnover.
- **Turnover Report**: Displays the turnover either on a daily basis or as a consolidated for the selected period. Also shows the output VAT.
- **Hourly Turnover Report**: Displays the turnover per hour, either detailed as per the primary departments or as a combined figure.
- **Paytype Per Day Summary Report**: A user-created report that can be set to display turnovers per paytype regardless of whether they are banking or non-banking paytypes.
- **Top And Bottom Sellers Report**: Displays the top and bottom sellers in descending order according to rand value or quantity sold.
- **Usage Per Turnover Report**: Displays a grid of items sold per R 1,000.00 in a proportion of the total sales.
- **Menu Item Per Paytype Report**: Displays which items were sold according to that particular paytype.
- **Table Modes Report**: Displays which items were sold according to the table modes (Eat In, Take Away and Delivery).
- **Reprint A Bill**: Reprints any bill required.
- **Reprint Payouts**: Reprints a list of payouts generated for the selected period.
- **Gross Profit Report**: A user-created report that displays the gross profit and net profit.
- **Till Cashup Report**: Displays a cash-up report for the terminal as opposed to a staff member.
- **Management Overview Report**: Displays the key data of numerous reports all on one page. Ranging from the total turnover generated to the average turnover generated per staff member.
- **Turnover Budget Report**: Compares the actual turnover to the budgeted turnover created by the user.
- **Hourly Activity Report**: Displays the number of Customers, Orders, Tables, Invoices and Exceptions per hour.
- **Recorded Daily Menu Items Report**: Displays the items sold for the selected period as well as their cost and theoretical gross profit before and after discounts. There are numerous options that can customize the report.

SECTION 3 – CUSTOMER REPORTS

- **Loyalty Customer Report**: Displays the sales generated by loyalty customers.
- **Debtors Invoice Report**: Displays the sales per debtor for the selected period, either in detail or non detail.

SECTION 4 – EXCEPTION REPORTS

- **Staff Exception Summary Report**: Displays the main exceptions (voids, transfers, non banking, change staff and discounts) as well as key figures (average per head, per invoice, per shift and total turnover) per staff member.
- **Void And Discounts Report**: Displays all voids or discounts for the selected period.
- **Item Transfer Report**: Displays all items that have been transferred from one table to another.
- **Negative Invoice**: Displays the negative invoices (credit notes) generated on the point of sale system.
- **Bill Print Exception Report**: Displays any movement after the bill was printed for the first time.
- **Pricing Level Activation Report**: Displays the times that pricing levels were activated.
- **Pricing level Recorded Items Report**: Displays which items were sold on the selected pricing levels.
- **Bump Screen Report**: Displays the times that items were moved off the bump screens.
- **Log Report**: A detailed report of all transactions on the point of sale.
- **Authorizations Report**: Displays authorizations if it was required.
- **Back Office Edit Log**: Displays which user made changes in the Hospitality Back Office Program.
- **Login/ Logout Edit Log**: Displays which user made changes to staff login and log out times.

SECTION 5 – STAFF REPORTS

- **Staff Sales Report**:
 - **Standard Waitron Report**: Displays the calculated data for all the staff.
 - **Waitron Cashup Summary**: Displays the sales information for all the staff.
 - **Individual Waitron Report**: Displays a daily breakdown of the selected staff member's calculated data.
- **Waitron Tracking Report**: Displays the sales for the selected items by the selected staff members.
- **Reprint Waitron Cashup**: Re-prints the selected waiter cash-up.
- **Waitron Log Report**: Displays the total hours worked according to the selected staff member's login and logout times.
- **Labour Report**: Displays the total payable hours, unpaid hours and calculated earnings per staff member.
- **Staff Section Report**: Displays the sales generated by pre-determined sections.
- **Change Staff Report**: Displays all tables that have changed from one staff to another and the value of the bill at that time.
- **Cash-up Declaration**: Reprints any cash-ups using the Blind Cash-up feature.

SECTION 6 – PURCHASE REPORTS

- **Grv's Per Supplier**: Displays the purchases captured per supplier.
- **Grv Claims report**: Displays any claims owing to the retailer from the supplier.
- **Departmental Purchases Report**: Displays the purchases per stock department.
- **GRV's Detailed Per Dept**: Displays a detailed list of every stock item purchased per department. The supplier and cost information is also provided.
- **GRV Summary**: A list of goods received vouchers (GRV's) in the order of the goods received note numbers.
- **Reprint A Goods received/ returned Invoice**: Allows the user to reprint the selected goods received or goods returned note.
- **GRV Cost Price Exceptions**: Displays any purchase price changes.

SECTION 7 – STOCK REPORTS

- **Consolidated Variance Report**: Displays the total variances per stock item for the selected period.
- **Reprint A Variance**: Allows the user to reprint any variance that has been generated.
- **Stock Item Tracking Report**: Allows the user to track the movement of the selected stock item in detail.
- **Stock Usage Report**: Displays the stock used for the selected period, either per day of the week or as a total.
- **Stock Usage Per Hour**: Displays what stock was consumed per hour.
- **Issues Report**: Displays a list of all the items issued from Back stock to Front stock.
- **Manufacturing/ Portioning Report**: Displays the items that have been manufactured or portioned according to the user's selection.
- **Wastage Report**: Displays the wastage that was rung up on the Hospitality Back Office wastage system according to the user's selection.
- **Stock Transfers Report**: Displays a list of stock items that were transferred in and out of the business according to the user's selection.
- **Stock Movement Report**: Displays the movement of the stock items from opening stock to closing stock through various means (purchases, transfers, manufacturing, portioning, issues and wastage) and compares it to the actual sales of that item.
- **Stock On Hand Report**: Displays the opening or closing stock of the selected period.
- **Stock Item Analysis report**: Compares the actual usage to the theoretical usage and calculates the variance quantity and value per item.