



Rameses Reports – Quick Guide

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Introduction

Document Purpose

Rameses is powerful and scalable delivery EPOS software designed to increase the performance and service of your business. **Rameses** software helps to manage a food delivery, collection or restaurant business in full - from the taking of orders to staff management, reporting and beyond. **Rameses** software fits your business and is generally aimed at meeting the requirements of different type of restaurants and the specifics of the restaurant business in general.

One of the most important and useful features of Rameses POS is the reports section.

It is easily accessible from the Supervisor menu > the Reporting button.



This document aims at providing an exhaustive description of all Rameses reports available in Rameses latest version (4.80.0.20), along with the options and functions they provide and some specifics there might be to run them.

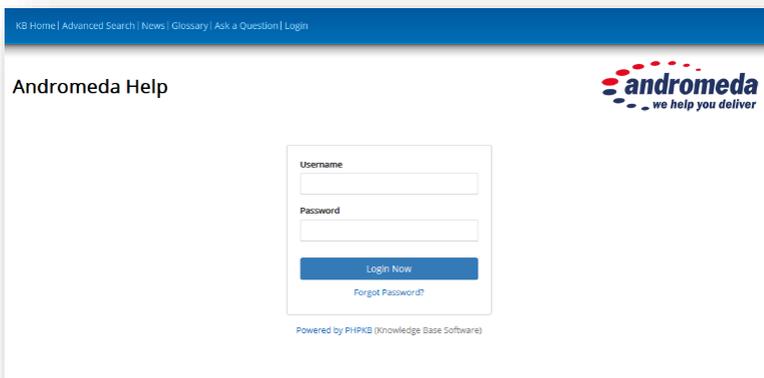
Document Intended Audience

This document is meant to provide information to:

- Rameses users – **SMEs** (i.e. small and medium enterprises/food chains)
- Andromeda Help Desk, Marketing and Implementation teams
- Andromeda newcomers (for training purposes)

Rameses customers can read more on Andromeda Online Help platform - <http://andromedahelp.knowledgebase.co>

There more useful information on Rameses POS can be found - user guides, manuals, FAQ and more.



This dedicated help page can also be reached by clicking the **Online Help** button located on Rameses home page.



You will need to have login credentials to enter the online knowledge base. If you do not have these details, please feel free to contact our Marketing Department at marketinguk@androtech.com

Reports Overview

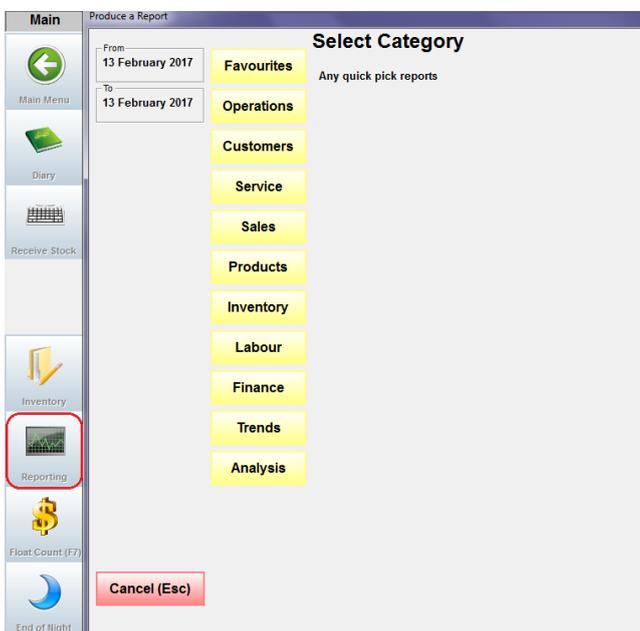
There are 11 main report categories in Rameses, the main ones being:

1. **Operations** – some of the most useful reports showing a summary of almost all valuable operations data.
2. **Customers** – showing customers' orders, amount, average spend and more.
3. **Service** – reports to help you improve your customer service performance.
4. **Sales** – various sales-related reports showing sales breakdown, analysis and amounts (net, gross, etc.)
5. **Products** – reports related to different product and deal sales.
6. **Inventory** – reports related to ingredients items, quantities and costs.
7. **Labour** – reports related to your staff pay roll, pay rates, etc.
8. **Finance** – reports showing payouts (costs), cancellations and discounts.

- ❖ **Favourites** category – gives you quick access to the most commonly used reports by you.
- ❖ **Trends and Analysis** categories - available only to Rameses Enterprise users. Not included in this document.

How to reach the reports

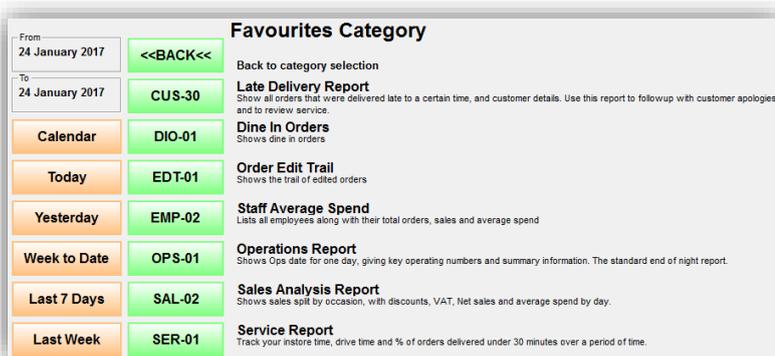
Main Menu > Supervisor > select **Reporting** and the 11 report categories will be displayed:



Reports Basics

➤ Calendar

Once you have selected a report category you have to specify the time period for which you would like to view the data – simply click on the relevant button – **Today**, **Yesterday**, **Last Week**, etc. Then click the report abbreviation button – CUS-30, SAL-02, etc. Select **Calendar** if you want to run a report for more specific date ranges.



➤ Standard Reports Attributes

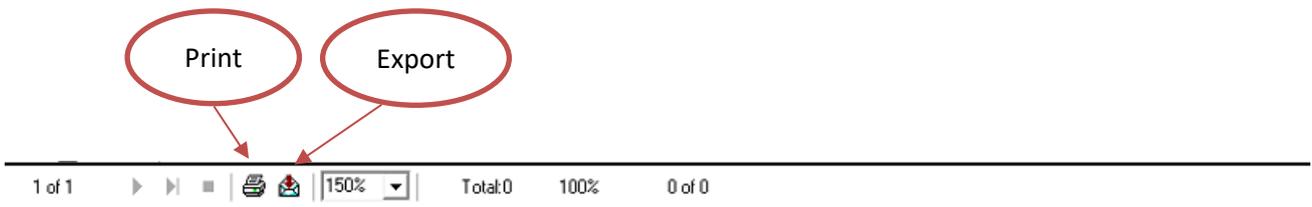
All Rameses reports include the standard Andromeda Report heading information such as:

- Report Name and abbreviation (EMP-70, SAL-02, etc.)
- Site ID Number and Site Name
- Date and Time Stamp showing when the report was generated
- Client Reference ID, if available, and the Andromeda Logo

Order Efficiency Report (emp-70)		10/05/2017	
Site ID :1459	Site Name :Andromeda Mega Test Site 3	14:31:16	Client Ref :

➤ Print and Export

In the top navigation bar of any report there are two icons for printing or exporting the report in your preferred format:



➤ Favourites

The **FAVOURITES** category is the 1st report category you will see. Here you can place any reports you need quick access to or reports you regularly use. To do that, select **Settings** from the Manager Menu, then > **Reports Security** tab.

Select the report you want to add to your **FAVOURITES** from the options displayed on the left (Reports List) and click the **Add to toolbar reports** button. Now, this report will be moved to the right (Toolbar Reports), hence to the FAVOURITES category. If you want to remove it from your FAVOURITES, select the report from the options displayed on the right and click **Remove from toolbar reports**.

Rameses Licences

Please keep in mind that different licences of the Rameses software (**Core, Professional, Enterprise**) allow access to different reports, see the table below. A tick ✓ indicates the report is available in the licence specified. A cross ✗ indicates the report is not included in this licence.

Abbr.	Report Name	Description	Core	Professional	Enterprise
Category: OPERATIONS					
HRS-01	Hour by Hour	Review orders, service times and sales on an hour by hour basis. Useful for managing schedules effectively.	✓	✓	✓
OPS-01	Operations Report	Shows giving key operating numbers and summary information. The standard end of night report.	✓	✓	✓
ORD-02	Hourly Details	Shows orders hour by hour for the day.	✓	✓	✓
Category: CUSTOMERS					
CUS-25	Top 30 Customer Spend Report	Shows top 30 customer and their orders with average spend. You can choose how many customers to view.	✓	✓	✓
CUS-30	Late Delivery Report	Shows all orders that were delivered late to a certain time and customer details.	✗	✓	✓
POS-20	Detailed Postcode	Shows detailed postcode analysis.	✗	✓	✓
Category: SERVICE					
EMP-04	Delivery Time	Shows delivery times by order and customer detail	✗	✗	✓
SER-01	Service Report	Tracks instore time, drive time and % of orders delivered under 30 min over a period of time.	✓	✓	✓
Category: SALES					
HRS-03	Hourly Order Pattern	Shows order pattern by hour for a week. This can be used to help with staff scheduling.	✓	✓	✓
HRS-07	Products by Hour	Shows products by hour.	✓	✓	✓
SAL-02	Sales Analysis Report	Shows sales split by occasion with discounts, VAT, Net sales and average spend by day.	✗	✓	✓
TIC-01	Z Report for Ticket	Z Report for ticket printer	✓	✓	✓
Category: PRODUCTS					
PRO-04	Product Sales Mix Report	Shows quantity of each menu item sold over a given period, ranked by the number sold.	✓	✓	✓
SAL-53	Deals Sales Report	Shows what are the top selling deals by day.	✗	✓	✓
Category: INVENTORY					
INV-02	Ideal Usage	Shows ideal usage for the time period.	✗	✗	✓
INV-03	Inventory Report	Shows inventories for the given date range.	✗	✗	✓
Category: LABOUR					
EMP-07	Weekly Payroll Report	Shows the payroll for the week.	✗	✗	✓
EMP-17	New Summary Labour Cost	Summary analysis of the labour costing.	✓	✓	✓
EMP-17o	Old Summary Labour Cost	Old summary analysis of the labour costing.	✗	✗	✓
VEH-01	Vehicle Usage Report	Shows vehicle usage by registration number.	✗	✗	✓
Category: FINANCE					
EMP-03	PaidOuts Report	Shows all paidouts (by category) generated by each member of staff.	✗	✓	✓
EMP-15	Full Driver Cash Rec	Helps cashup drivers.	✓	✓	✓
SAL-03	Cancellation Report	Shows details of all cancelled orders.	✗	✓	✓
SAL-06	Cancel & Discounts	Shows sales, cancels and discounts.	✓	✓	✓

1. OPERATIONS REPORTS

REPORT FULL NAME AND DESCRIPTION	
HRS-01	Hour by Hour Review your orders, service times and sales on an hour by hour basis.
OPS-01	Operations Report Shows operations for one day, giving key numbers. The standard End of Night report.
ORD-02	Hourly Details Shows orders hour by hour for a selected day.

1.1. HRS-01 – Hour by Hour Report

Select a day or date range, then click on the button. Before the report is displayed, there will be a prompt asking you if you would like to see a detailed report or not. Select Yes or No and click **OK**.

The report is divided into Delivery and Collection sections. It gives information about the **Ticket Number** and the time the order was placed; **Phone** – time taken, i.e. how long it took for an order to be taken. **Make** and **Rack** – time the food was in the oven; **Instore** – how long the food was in the store. **Drive** – how long it took for the food/order to be delivered. The **Average Door Time** is displayed as well along with **Sales** amounts including VAT.

The column **'Instore under 20 min.'** displays the % of orders which were in your store for less than 20 min.

The column **'Door Time under 30 min.'** displays the % of orders which reached the customer in less than 30 min. Obviously the higher the percentage, the better.

Tip: Use this report to see how effective your service is in the store and how quickly orders leave the shop.

Hour by Hour Report (HRS-01)

Site ID :1470 Site Name :Andromeda Mega Test Site 4

14/02/2017
16:53:18
Client Ref :



Date Range: 09/02/2017 - 14/02/2017

Delivery

09/02/2017

Ticket Number	Time in Mins					Average Door Time	Instore Under 20mins	DoorTime Under 30mins	Sales Inc VAT
	Phone	Make	Rack	Instore	Drive				
07:00	0.7	0.1	6.3	9.3	1.1	10.5	100.0%	100.0%	£16.99
07:31	0	0.7	0.1	6.3	9.3	1.1	10.5		£16.99
14:00	0.5	0.1	0.1	2.4	0.2	2.6	100.0%	100.0%	£36.96
14:21	4	0.5	0.1	0.1	2.4	0.2	2.6		£36.96
Totals	2	0.1	3.2	5.9	0.7	6.5	100.0%	100.0%	£53.95

Collection

Done

Once you are done, click on the green button **Done** and you will be returned to the reports category you last viewed.

1.2. OPS-01 – Operations Report

The OPS-01 report displays data only for delivery orders. It gives key operating numbers and summary information such as: **Sales Breakdown** by order type (web, standard, dine in), discounts, taxes and net price; **Cash Summary** – amounts paid cash, by card, etc.; **Category Averages** – number of items sold and their value; **Service Summary** – shows Make Time, Out the Door Time, Drive Time, etc., and **Customer Summary** – reflects all customers in the database.

Operations Report (OPS-01)					14/04/2017	andromeda a world of possibilities				
Site ID :1459		Site Name :Andromeda Mega Test Site 3		08:32:32		Client Ref :				
Sales Breakdown					From 20/02/2017 to 13/04/2017					
Delivery		Collection			Total	Sales Vs Same Period				
Standard	Internet	Standard	Internet	Dine in		This	£82.53 %chg			
No of Orders	2		5		7	Lweek				
Full menu	£15.98		£83.06		£99.04	Lmonth				
Promo/Deals	£0.00		£0.00		£0.00	Lyear				
Undiscounted	£15.98		£83.06		£99.04	This Yr Ord	7			
Discount	£0.00		£0.00		£0.00	Lyear Ord				
Gross	£15.98		£83.06		£99.04	Shows sales inc. Tax for this period against last week, last month (4 weeks) or last year (52 weeks) ago.				
Tax Total	£2.06		£13.85		£16.51					
Net Total	£13.32		£69.21		£82.53					
Avg Ticket Net	£6.66		£13.84		£11.79					
				Gratuity						
				Avg Cover						
				Total Covers						
Cash Summary		Category Averages (inc. Tax)			Hourly Order Detail					
NB a minus value means till is UP.			#	Value	Avg	Time	Del	Col	Dine	Total
Receipts		Burgers .	2	£8.98	£4.49	08.00	0	2	0	2
*VISA	£4.99	Cheese 15"	2	£25.94	£12.97	13.00	2	2	0	4
CASH	£94.05	Cheese 7"	4	£12.00	£3.00	15.00	0	1	0	1
Receipts	£99.04	Chs&Beef 15"	1	£9.75	£9.75	Total:	2	5	0	7
Down (Shows +)	£99.04	Deep 15"	1	£17.99	£17.99	* m: means next day early morning hour				
		PeriPeriChicken .	1	£4.99	£4.99					
		Sides&Salad .	5	£8.40	£1.68					
		Starters .	4	£10.99	£2.75					
		Total	20	£99.04	£4.95					
		Sales by Product Category								
		Menu Price (inc. Tax)								
		Burgers	£8.98	9.07%						
		PeriPeri Chicken	£4.99	5.04%						
		Pizza	£65.68	66.32%						
		Sides&Salad	£8.40	8.48%						
		Starters	£10.99	11.10%						
		Grand Total :	£99.04							
		Tax Rate (%)								
		0.0%	£328.88	£65.82						
		20.0%	£161.64	£32.34						
		Cancellations								
		Gross Total	£7,022.54							
		No of Orders	316							
		Service Summary								
		Make Time	11.96 min							
		Out The Door Time	13.95 min							
		Drive Time	2.42 min							
		To The Door Time	16.37 min							
		Out The Door (under 20 mins)	100.0 %							
		To The Door (under 30 mins)	100.0 %							
Customer Summary		customer summary is only available if report is run for today								
Customer Summary will reflect all customers in database up to today; Customer count will not appear if run over a period of time.										

Sales for the specified period against last week, last month, etc.

Shows the specific times orders were made.

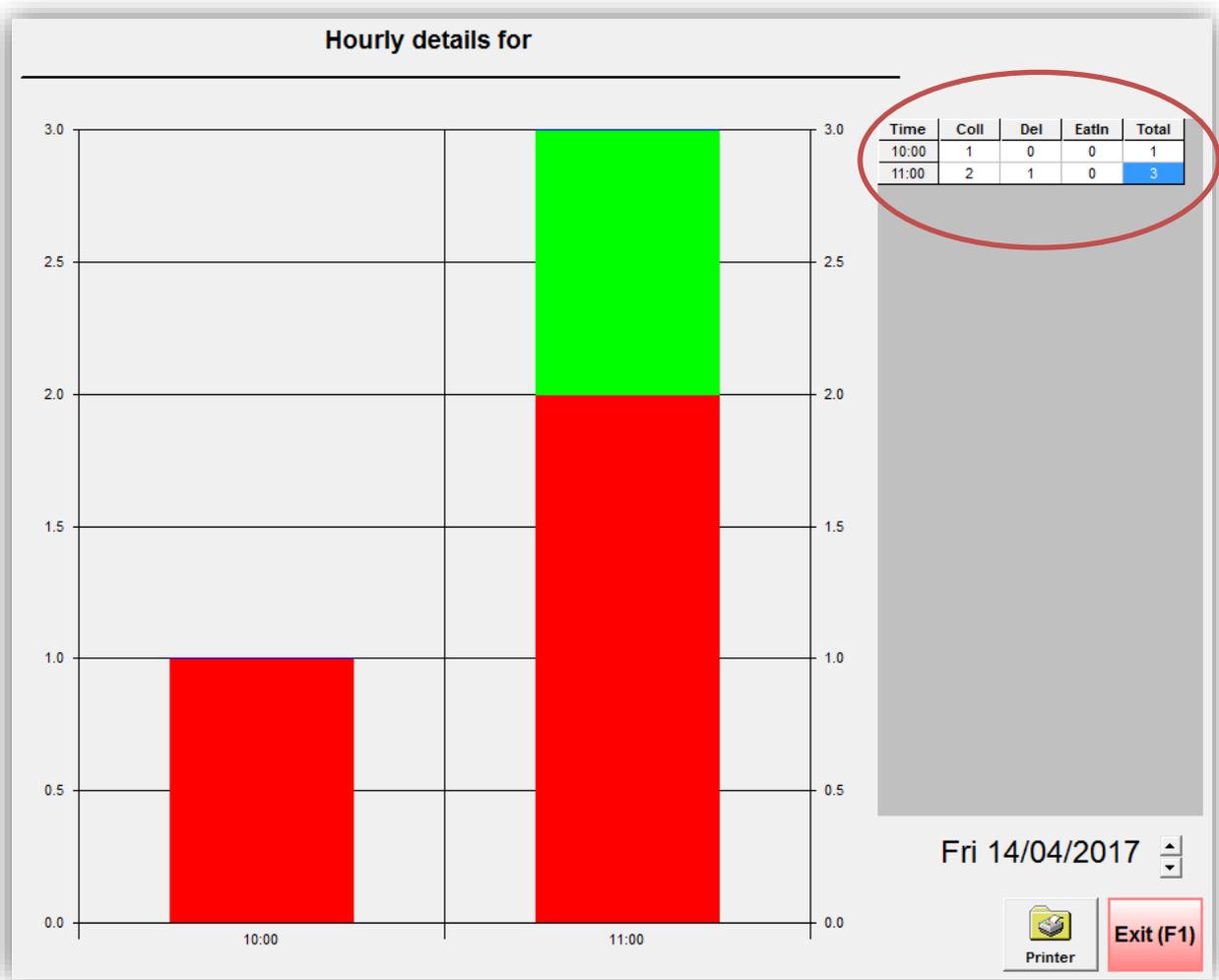
Shows the values and the % of each product category sales out of the total.

Shows sales, the tax amount and tax rate.

Shows number of cancelled orders and their amount.

1.3. ORD-02 – Hourly Details Report

The ORD-02 report displays the orders **hour by hour** for the selected date range. On the right, you will see the total number of orders and the number of orders by order type (**Coll** – Collection, **Del** – Delivery) displayed for each hour.



2. CUSTOMER REPORTS

REPORT FULL NAME AND DESCRIPTION	
CUS-25	Top 30 Customer Spend Report Top 30 (enter the number you need) customers and their orders with average spend.
CUS-30	Late Delivery Report Shows all orders that were delivered late. Use this report to follow up on customers, make apologies and improve your service. You can enter the time after which you consider an order to be late. The report gives you information about the exact delivery time and driver name.
POS-20	Detailed Postcode Report Shows various postcodes for a specified period and the orders associated with them, incl. the sales amount and delivery time.

2.1. CUS-25 – Top 30 Customer Spend Report

The CUS-25 report shows your top customers and their average spend. Before generating the report, you can select how many customers you want to be displayed. The report shows data such as: **Name**, **Phone** and **Address** of the customer, the **Order Cost** (value), the **Date** the last order was placed by this customer, the **Avg. Order** amount each has spent within the selected date range and the **Total** number of orders placed by each customer.

Tip: This report can be very useful for marketing purposes. For example, a special offer can be emailed to customers with an average spend above £100. To learn more, please refer to the *Rameses Marketing Quick Guide*.

Top Customers Spend Report (CUS-25) 13:06:49

Site ID : 1459 Site Name : Andromeda Mega Test Site 3 Client Ref :



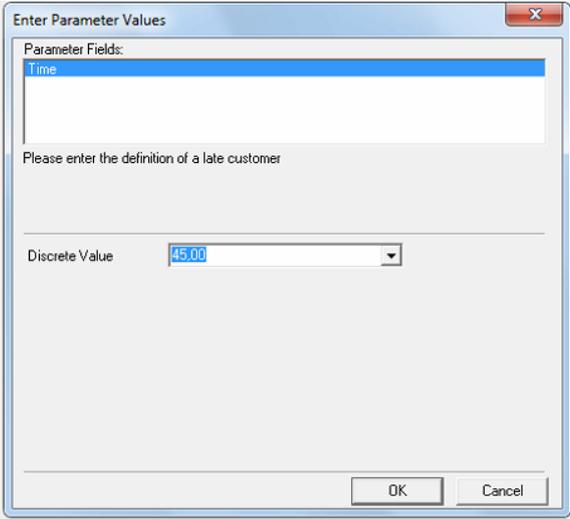
DateRange: 27/02/2017 - 27/02/2017

Position	Name	Phone	Address	Order Cost	Date	Avg Order	Total Orders
1	CUSTOMER	1234567890	ALFRED STREET 21 FY1 4LL		27/02/2017		
Total:				£10.99		£10.99	1

Done

2.2. CUS-30 – Late Delivery Report

The CUS-30 report shows all orders that were delivered late within the specified date range. Before running the report, select the date range you are interested in getting data for. Then, you will be prompted to enter the number of customers you want to be displayed, as shown below. Click **OK** to confirm.



Enter Parameter Values

Parameter Fields:

- Time

Please enter the definition of a late customer

Discrete Value: 45.00

OK Cancel

The report shows the **Customer Details** – name, address and phone number, **Del Time** - the delivery time in minutes, **Driver** - the driver's name and **Time Placed** – shows the time when the order was placed.

Tip: Use this report to follow-up with customer apologies and to review customer service.

Late Delivery Report (CUS-30)

12.4.2017



Site ID : 1490

Site Name : Big Pizza Store 1

09:54

Client Ref :

Date Range: 27.3.2017 to 28.3.2017

Customer Details	Del Time	Driver	Time Placed
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27.3.2017

23523523535 CUSTOMER GOCE DELČEVA QRQW ****	54	zika	10:59
---	----	------	-------

56466464646 CUSTOMER 20. OKTOBRA 1546546 ****	50	zika	11:02
---	----	------	-------

28.3.2017

235467898797 CUSTOMER 20. OKTOBRA 23432 ****	205	Driver	10:46
--	-----	--------	-------

2.3. POS-20 – Detailed Postcode Report

POS-20 shows the post codes in and out of your delivery area (**Sector**); the number of orders associated with each post code (**Orders**); **Sales Amounts** split by post codes and **Delivery Time** for each order (min).

Sales By Post Code (POS - 20)

15/02/2017



Site ID : 1459

Site Name : Dev Store 2

08:57:15

Client Ref :

Date Range: 14/11/2016 - 13/01/2017

Sector	Orders	Sales Amount inc. Tax	Delivery Time (Mins)
In Area			
FY1 4	2	£59.96	7
FY1 5	2	£35.70	2
FY1 6	2	£46.97	9
FY3 7	2	£78.82	8
FY3 8	4	£77.12	13
FY3 9	4	£91.22	6
In Area	16	£389.79	8
Out of Area			
****	1	£22.60	5
SM6 0	13	£269.70	1
SW6 0	3	£52.58	-19
Out of Area	17	£344.88	(2)
Grand Total:	33	£734.67	3

Sales by Sector

Done

Tip: Use this report to compare orders coming from addresses in and out of your delivery area. It can help you stop deliveries to post codes (customers) placing no or few orders, or add new addresses to your list.

3. SERVICE REPORTS

REPORT FULL NAME AND DESCRIPTION	
EMP-04	Delivery Time Report Shows drive times by order, customer details, order value and pay type.
SER-01	Service Report Tracks your instore time, drive time and % of orders delivered under 30 min.

3.1. EMP-04 – Delivery Time Report

The EMP-04 report shows detailed information about delivery orders, such as: **Driver/Road** (driver's name below which the customer's address and phone number are displayed); **Placed** – the time the order was placed; **Dispatched** - the time the order was dispatched; **Return** - the time the driver returned from the address.

Other useful metrics are **Drive Time** – the time spent on the road and **Door Time** – the time it took for an order to reach the customer. You can also see how the payment was made (**PayType**) – cash, by card, etc.

Order
Number

Delivery Time Report (EMP-04)

Site ID :1459 Site Name :Andromeda Mega Test Site 3

13/04/2017
10:24:05
Client Ref :



DateRange: 13/04/2017 - 13/04/2017

Ord#	Driver/ Road	Distance Miles	Placed	Dis patched	Return	Drive Time	Door Time	PayType	Price
Peter									
13/04/2017									
8	BACK ASHBURTON ROAD 3843832573	328.96	09:56	10:01	10:18	8	13:24	CASH	£40.3
Total Orders:		1	Peter	328.96 Worst/Avg/Best Drive:		8.00	8.00	8.00	£40.3

3.2. SER-01 - Service Report

The SER-01 report shows detailed daily service metrics about orders. For example, you can see how long it took for an order to be prepared (**Make**) or how long the driver was on the road (**Drive**).

How long the order was in the store.

How long it took for the order to reach the customer.

Shows the % of orders delivered to customers in less than 30 min.

SERVICE SUMMARY REPORT

Site ID :1459 Site Name :Andromeda Mega Test Site 3

13/04/2017
10:35:28
Client Ref :



Date Range 13/04/2017 13/04/2017

	Day Average Time (mins)			Door	Instore < 20 Mins %	Door <30 Mins %	%							
	Make	Instore	Drive				<15	15-25	25-30	30-35	35-45	45-55	>55	
13/04/2017	4.23	4.5	4.49	9.0	100.0	100.0	100%							
Grand Total	4.23	4.49	4.49	9.0	100.0	100.0	100	0						

The column '**Instore <20 mins**' shows the % of orders that were in the store for less than 20 min. and the rest (**<15, 15-25, 25-30**) show the % of orders delivered within the specified time limits.

Tip: This is a very useful report to monitor your staff performance and improve your internal processes.

4. SALES REPORTS

REPORT FULL NAME AND DESCRIPTION	
HRS-03	Hourly Order Pattern Shows total orders for each day and hour over a specified time frame.
HRS-07	Products by Hour Report Shows product by hour.
SAL-02	Sales Analysis Report Shows sales split by occasion, with discounts, the VAT and net amounts along with the average spend incl. tax.
TIC-01	Z report for ticket printer Must be on the computer that drives the printer.

4.1. HRS-03 – Hourly Order Pattern

The HRS-03 report shows all orders and order types (**Col**=Collection, **Del**=Delivery, etc.) over a selected time frame along with the total number of orders, the days of the week and the times when the orders were placed.

Hourly Totals Report (HRS-03) 15/02/2017

Site ID :1459 Site Name :Dev Store 2 14:27:25

Client Ref :

DateRange: 07/12/2016 - 13/12/2016 Shows total orders for each day and hour over a time frame.

		2 Tue	3 Wed	4 Thu	Total
Col	7.00	4	6	0	10
	8.00	7	1	0	8
	9.00	1	0	0	1
	12.00	0	0	1	1
	Total	12	7	1	20
Del	7.00	0	4	0	4
	12.00	0	0	1	1
	Total		4	1	5
Eat	7.00	0	1	0	1
	9.00	1	0	0	1
	Total	1	1		2
Total	13	12	2	27	

Done

Tip: Use this report to see which days and times you get most orders placed in order to maximise sales, carry out promotions or simply manage your staff more effectively.

4.2. HRS-07 – Products by Hour Report

Currently not functional.

4.3. SAL-02 – Sales Analysis Report

The SAL-02 report shows sales split by date and order type – **Collection, Delivery, Shop**.

The report displays any discounts given, along with the **Gross, VAT** and **Net** amounts for each order.

The column '**Orders**' shows the number of orders placed on that day.

The column '**Avg Spend inc. Tax**' shows the average amount spent including tax.

Sales Analysis Report (SAL-02)								15/02/2017
Site ID :1459		Site Name :Dev Store 2		14:35:10		Client Ref :		
DateRange: 15/12/2016 - 16/12/2016								
Date	UnDiscounted	Discount	Gross	VAT	Net	Orders /	Avg Spend inc. Tax	
15/12/2016								
Collection	£12.00	£0.00	£12.00	£2.00	£10.00	1	£12.00	
TOTAL:	£12.00	£0.00	£12.00	£2.00	£10.00	1	£12.00	
16/12/2016								
Delivery	£29.98	£0.00	£29.98	£5.00	£24.98	1	£29.98	
Shop	£9.00	£0.00	£9.00	£1.50	£7.50	1	£9.00	
TOTAL:	£38.98	£0.00	£38.98	£6.50	£32.48	2	£19.49	
Grand Total:	£50.98	£0.00	£50.98	£8.50	£42.48	3	£16.99	

Done

Tip: Use this report to monitor gross, net and discounted amounts across various order types.

4.4. TIC-01 – Z report for Ticket Printer

This report must be run on a computer that drives the ticket printer.

5. PRODUCTS REPORTS

	REPORT FULL NAME AND DESCRIPTION
PRO-04	Product Sales Mix Report Shows items sold over a specified period of time ranked by the number sold. Shows items individual menu price and the total amount of items sold.
SAL-53	Deals Sales Report Shows the top selling deals and their values.

5.1. PRO-04 – Product Sales Mix Report

The PRO-04 report shows food items sold over a specified time range ranked by the number sold.

- **Price Each** – the items individual menu price.
- **Count** – how many items were sold.
- **Sales@ Menu Price** – shows a calculation of each product price multiplied by the numbers sold.
- **% Mix by Value** - shows the value of this food item in % based on its selling amount.

In the example below, the 2 pizzas Lrg Deep Garden Party cost almost £ 32 (in comparison with £4.90 paid for Zinger Tower Burger), that is why they account for almost 72 % of the total sales.

Product Sales Mix (PRO-04)		15/02/2017 16:09:06 Client Ref:		
Site ID :1459	Site Name :Dev Store 2			
DateRange: 13/01/2017 - 14/01/2017				
Category	Price Each	Count	Sales@ Menu Price	% Mix by Value
ChickenMeals .* Fillet Tower Burger	£4.90	1,0	£4.90	11.02 %
ChickenMeals .* Zinger Tower Burger	£4.90	1,0	£4.90	11.02 %
Drinks .* Pepsi 500ml	£1.35	2,0	£2.70	6.07 %
Lrg Deep* Garden Party	£15.99	2,0	£31.98	71.90 %
Grand Total:		6	£44.48	100%

Done

Tip: This is an extremely useful report to see not only which your top food items are but also what % of the total sales amount they account for. This will help you focus on improving your menu, hence making your customers more satisfied with your food products.

5.2. SAL-53 – Deals Sales Report

The SAL-53 report shows the top selling deals over the selected time frame, how many of them were sold (**Count**) and the **Value** of each deal. The date when the deal was sold is shown as well.

Deal Summary Report (SAL-53)		16/02/2017 08:10:41 Client Ref:											
Site ID :1459	Site Name :Dev Store 2												
DateRange: 02/11/2016 - 24/11/2016													
Deal	See next page for daily info and chart	Price	Count	Value									
2 Pizzas 1 Drink £10.99		Din.10,99	1.00	£13.87									
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>2/11-Wednesday</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>2 Pizzas 1 Drink £1</td> <td style="text-align: center;">1.00</td> <td style="text-align: center;">1.00</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">1.00</td> <td style="text-align: center;">1.00</td> </tr> </tbody> </table>				2/11-Wednesday	Total	2 Pizzas 1 Drink £1	1.00	1.00	Total	1.00	1.00
	2/11-Wednesday	Total											
2 Pizzas 1 Drink £1	1.00	1.00											
Total	1.00	1.00											

Tip: Use this report to get rid of deals customers do not find attractive and keep good deals in the store.

6. INVENTORY REPORTS

REPORT FULL NAME AND DESCRIPTION	
INV-02	Ideal Usage Shows ideal usage for the specified period.
INV-03	Inventory Report Select daily/weekly or monthly inventory range first. The report shows the ingredients received, cost per item and value.

6.1. INV-02 – Ideal Usage

This report shows **Ingredients** grouped by category (fresh food, frozen, etc.), their quantity (**Qty**), Unit of Measurement (bag, jar, packet, etc.) and **Cost**. This information will help you keep track of your ingredients costs.

Ideal Usage Report (INV_02)		5/5/2017	
Site ID :1474	Site Name :Andromeda Mega Test Site 7	3:49:20PI	Client Ref :
DateRange: 5/4/2017 - 5/5/2017			
Ingredient Name	Qty	Unit of Measure	Unit Cost
dry food			
dried fried shallots	0.02	pack	\$0.11
japanese breadcrumbs	0.01	1 bag	\$0.19
satay mix	0.04	packet	\$0.00
thai jasmine rice	0.02	sack	\$1.17
		Cost	\$1.46
Food			
golden curry sauce	0.60	box	\$0.00
		Cost	\$0.00
fresh food			
carrots peeled	0.10	1 kg	\$0.00
courgette	0.09	1 kg	\$0.14
egg whole pasteurise	0.06	1 bottle	\$0.24
garlic puree	0.02	1 kg	\$0.11
ginger loose	0.02	1 kg	\$0.04
mange tout	0.09	1 kg	\$0.45
		Cost	\$0.98
frozen			
chicken breast	0.06	1 box	\$2.00
		Cost	\$2.00
Grand Total Cost			\$4.45

6.2. INV-03 – Inventory Report

Select daily, weekly or monthly inventory range first to view data for more a specific period.

Discrete Value

- Daily
- Weekly
- Monthly

Then the report will show the **Ingredients** received (displayed in alphabetical order), **Cost Per Item**, **Quantity On Hand** and **Value** (cost per item multiplied by the quantity on hand). **UOM** – Unit of Measurement (bag, pack).

Tip: Run this report on a weekly basis to keep track of ingredients quantities and costs.

Inventory (INV-03)		04/05/2017	andromeda	
Site ID :1459	Site Name :Andromeda Mega Test Site 3	13:21		
		Client Ref :		
DateRange:	02/05/2017 - 02/05/2017	This report is generated on Weekly basis		
Ingredient	UOM	Cost Per Item	Quantity On Hand	Value
02/05/2017				
top				
Anchovies		£1.00	0.00	£0.00
Balti Chicken		£1.00	0.00	£0.00
Black Olive		£5.00	0.00	£0.00
Chicken Tikka		£1.00	0.00	£0.00
Chinese Chicken		£3.00	0.00	£0.00
Extra Cheese		£2.00	0.00	£0.00
Fresh Tomato		£0.01	0.00	£0.00
Green Chilli		£0.01	0.00	£0.00
Green Peppers		£0.01	0.00	£0.00
Jalapenos Peppers		£0.01	0.00	£0.00
Mushrooms		£0.01	3.00	£0.03
Onions		£0.01	0.00	£0.00
Pepperoni		£0.01	0.00	£0.00
Pineapple		£0.01	0.00	£0.00
Pizza Cheese		£0.01	3.00	£0.03
Plain Chicken		£0.01	0.00	£0.00
Prawn		£0.01	0.00	£0.00
Salami		£0.01	0.00	£0.00
Special BBQ Sauce		£0.01	0.00	£0.00
Special Chilli Sauce		£0.01	0.00	£0.00
Spicy Beef		£0.01	0.00	£0.00
Spicy Chicken		£0.01	0.00	£0.00
Sweetcorn		£0.01	3.00	£0.03
Tandoori Chicken		£0.01	0.00	£0.00
Tomato Sauce		£0.01	0.00	£0.00
Tuna		£0.01	0.00	£0.00
Turkey Ham		£0.01	0.00	£0.00
top Group Total Value:				£0.09
Report Total Value:				£0.09

Note: This report is also accessible via Supervisor > Inventory > Count Stock – click on the **Inventory** button.

The screenshot displays the 'Stock Take' application window. On the left is a navigation menu with options like 'Main Menu', 'Diary', 'Receive Stock', 'Inventory', 'Reporting', 'Float Count (F7)', and 'End of Night'. The central area contains a data table for ingredients. The right-hand side features a control panel with 'Inventory Types' set to 'Weekly', a 'Reports' section with buttons for 'Print Stock Form', 'PCA Report', and 'Inventory' (circled in red), and an 'Inventory Entry Date' field set to 'Thu 04/05/2017'. A red message states 'No Inventory for this day'. At the bottom right, there are 'Exit (Esc)' and 'Save (F1)' buttons.

7. LABOUR REPORTS

REPORT FULL NAME AND DESCRIPTION	
EMP-07	Weekly Payroll Report Shows the hours worked by employees, pay rates and amounts paid.
EMP-17	New Summary Labour Cost Summary analysis of labour costs.
EMP-17o	Old Summary Labour Cost Old summary analysis of the labour costing.
VEH-01	Vehicle Usage Report Shows vehicle usage by registration No. Shows vehicle make, registration date, mileage and money.

7.1. EMP-07 – Weekly Payroll Report

The EMP-07 report shows a summary of the weekly payroll and displays details such as:

- The **Employee Name** and their **Payroll No.**
- The **Hours Worked** by employees
- The **Pay Rate** of each employee
- The **Amount Paid** to each employee for the specified date range.

Summary of Weekly Payroll (EMP -07)

Site ID :1459 Site Name :Andromeda Mega Test Site 3 Client Ref :

19/06/2017
08:00:11



DateRange: -

Payroll No	Employee Name	Hours Worked	Pay Rate	Amount Paid
Grand Totals:				

Done

7.2. EMP-17 – New Summary Labour Cost

The EMP-17 reports displays a summary analysis of labour costs about each employee (**Employee Name**). The employee Payroll No. is shown beneath.

The start and end of employee's working day and hours worked are displayed as well (**Start / Finish / Hours**).

Pay Rate –shows the employee regular hourly pay rate.

Shift Pay shows the amount earned based on hours worked multiplied by the pay rate.

DelComm shows Driver Commission (set from Manager > Settings > Custom Settings > Driver Comm tab).

TotPay shows the total payment for each employee and day.

Staff Detailed Payroll Report (EMP-17)					04/05/2017 14:20:27			
Site ID :1459		Site Name :Andromeda Mega Test Site 3			Client Ref :			
DateRange: 04/05/2017 - 04/05/2017								
Employee Name	Start	Finish	Hours	Pay Rate	Shift Pay	DelComm	TotPay	
Driver								
999,999,999								
04/05/2017	Manager	11:46:00	12:14:00	0.47	£1.00	£0.47	£0.00	£0.47
			0.47	£1.00	£0.47	£0.00	£0.47	
Grand Total:			0.47		£0.47	£0.00	£0.47	

7.3. VEH-01 – Vehicle Usage Report

The VEH-01 report shows vehicle usage by employee (driver).

It shows:

- **Vehicle Reg** – the driver using this vehicle
- **Date** - the vehicle registration date
- **Vehicle Make** – the vehicle make/model
- **Action** - which vehicles/drivers have been assigned with float & vehicles whose float was already collected
- **Mileage/Money** – distance travelled

Vehicle Usage Report (VEH - 01)					17/02/2017 15:01:21			
Site ID :1470		Site Name :Andromeda Mega Test Site 4			Client Ref :			
Vehicle Reg	Date	Time	Vehicle Make	Action	Milage / Money			
1234								
Driver 1								
	02 Feb 17			Vehicle Collected With Float				
		12:04			End Mileage	0		
		12:04			Start Mileage	0		
	03 Feb 17			Vehicle Assigned With Float				
		07:37			Start Mileage	0		
		10:20			End Mileage	0		

8. FINANCE REPORTS

As the name suggests all reports in this category are finance-related:

REPORT FULL NAME AND DESCRIPTION	
EMP-03	PaidOuts Report Shows all payouts (by category) generated by each staff member.
EMP-15	Full Driver Cash Rec Used for drivers end of night cashup when the <i>All to float</i> option was used. Shows driver name, order number, dispatch time, drive time, distance, address and pricing.
SAL-03	Cancellation Report Shows cancelled orders, customer name and phone number, the employee who cancelled the order and the reason for it.
SAL-06	Cancel and Discounts Shows sales for the specified time period, cancelled orders amounts and discounts given for each order.

8.1. EMP-03 - PaidOuts Report

The EMP-03 report shows all payouts (by category) generated by each staff member. For example, as shown below, £10.00 were spent for petrol by the test employee *Developer* within the specified DateRange – 02/02/2017.

Daily Paid Outs Report (EMP-03)		21/02/2017 07:55:29			
Site ID :1470		Site Name :Andromeda Mega Test Site 4		Client Ref :	
DateRange: 02/02/2017 - 02/02/2017					
Employee	Description	Gross Amount	VAT	Net Price	
02/02/2017					
Developer					
12:05	petrol	£10.00	£0.00	£10.00	
Summary Total for the day		£10.00	£0.00	£10.00	
				Grand Total	£10.00

8.2. EMP-15 - Full Driver Cash Rec

The EMP-15 report is used for drivers End of Night cashup when the *All to float* option was used.

This report shows:

- **Date, Driver's name and Order number**
- **LocalPrice** – the order amount
- **Disp/Time** – dispatch time in minutes
- **Driver Time** – driving time in minutes
- **DistanceUnit** - distance travelled in km
- **Delivery Address and Total Cash**

Driver Full Cash Rec Report (EMP-15)		21/04/2017	andromeda a world of possibilities		
Site ID :1459	Site Name :Andromeda Mega Test Site 3	09:40:10	Client Ref :		
Used for drivers end of night cashup, where you have used the ALL TO FLOAT OPTION. Does not show any orders that were cashed in directly to the cashier.					
DateRange:	20/04/2017	-	20/04/2017		
Order No.	LocalPrice	Disp/Time	Driver Time	DistanceUnit	Address
20/04/2017					
Peter					
Developer	Order	0	£31.50	13:25	18.12mins 661.77 Kiloms CAMBRIDGE ROAD
Developer	Collect Float	-	-£31.50		0.00 Kiloms
CASH		£0.00		Total to Collect Now	Total Del charge 0.00
Peter		£0.00		Total all pay types	661.77 Kiloms Total Tax
Total Cash		£0.00		Total Distance	661.77 Kiloms
Total Cash		£0.00		Total Distance	661.77

Tip: Run this report if you need information about the awarded and collected floats as well.

8.3. SAL-03 - Cancellation Report

The SAL-03 report shows information about cancelled orders within the specified date range:

- **Date** of cancellation and just below it the **time** when the order was canceled are displayed.
- **Order Number** of the cancelled order(s) and **Order Time** – when the order was placed.
- **Customer Tel** – customer phone number and **Price** – the order amount.
- **Employee** – shows who cancelled the order and **Reason** – shows why the order was cancelled.

Cancellation Report (SAL-03)		21/04/2017	andromeda a world of possibilities		
Site ID :1459	Site Name :Andromeda Mega Test Site 3	10:05:04	Client Ref :		
DateRange:	21/04/2017	-	21/04/2017		
Order Number	Order Time	Customer Tel	Price	Employee	Reason
21/04/2017					
09:25	5	09:06 0887301977	£33.24	Developer	Other
			£33.24		
Grand Total:			£33.24		

8.4. SAL-06 - Cancels and Discounts

Shows sales by day for the specified period (**Final Sales**), the amount of cancelled orders (**Cancels**) and **Discounts**.

Discount/Cancel Summary (SAL-06)		21/04/2017	andromeda a world of possibilities	
Site ID :1459	Site Name :Andromeda Mega Test Site 3	11:49:54	Client Ref :	
DateRange:	21/04/2017	-	21/04/2017	
Date	Final Sales	Cancels	Discount	
21/04/2017	£38.49	£33.24	£0.00	
Grand Total:	£38.49	£33.24	£0.00	

Important Note: Some reports are premium reports so should you wish to have them enabled please contact our Sales Team: +44 (0) 208 328 8000; info@androtech.com, sales@androtech.com